

Notice of Mandatory E-Filing through
<https://www.myflcourtaccess.com/>
For Civil / Family / Probate Divisions by
April 1st, 2013

***** ATTENTION ATTORNEYS *****

Notice: The new electronic filing requirements the Court adopts will become effective in the civil, probate, small claims, and family law divisions of the trial courts, as well as for appeals to the circuit courts in these categories of cases, on **April 1, 2013, at 12:01 a.m.**, except as may be otherwise provided by administrative order. Electronic filing will be **mandatory** in these divisions pursuant to rule 2.525 (<http://www.floridasupremecourt.org/decisions/2012/sc11-399.pdf>) on that date.

Additional Information and Notices:

Do not file manually what you submit by E-Filing: The requirement to submit originals that were E-Filed has ended. The amended order SC 11-399 (reference page 36/37, subsection c, Documents Affected, for the deletion), dated October 18, 2012, deletes this requirement for a paper follow up by attorneys once the Clerk's office begins accepting e-filed documents in a court division. Bay County Clerk of Court obtained our release from this requirement on June 11, 2012.

Can all types of documents be E-Filed? Most properly and fully executed documents can be E-Filed, however, some departments have special instructions on certain types of instruments.

Do not file draft or proposed final judgments or orders that have not been executed by the Judge. This list will be modified from time to time and currently includes:

CIVIL: Original Promissory Notes, Original Mortgages, and Original Paper Bonds.

PROBATE: Original Wills, Original Death Certificates.

Notice of Confidential Information form: Pursuant to Rule 2.420, you must file a Notice of Confidential Information form with any pleading that contains information that is restricted to the public under Fl. Statute. If appropriate, you may redact the information before e-filing it thus removing the need for filing a Notice of Confidential Information form.

See Florida Bar Article and Florida Rules of Judicial Administration

Reminder: When submitting defaults and summons on Civil Cases, please remember to enter the current date in the date field on the form (above signature block) when the pleading is being submitted.

State-wide ePortal:

Link to the Florida State-wide portal: <https://www.myflcourtaccess.com/>

Training documentation on how to E-File is available at the [Statewide Portal filer Documentation](#) for non-criminal case type E-Filings.

Assistance from the State ePortal account creation, password reset and related support can be directed to the MyFlCourtAccess Support in Tallahassee at (850)577-4609 or via email to support@myflcourtaccess.com.

Scanner Settings for documents: State rules set the formats that are allowed and generally include Microsoft Word, Word Perfect and Adobe PDF. Most common settings are Adobe PDF set to 8.5 x 11 document size, black and white at 300 x 300 dpi resolution. Each submission must be documentation for only ONE case but each submission can include multiple documents for that SAME case. Statewide portal requires that each document be less than 25 Megabytes in size, however, proper settings for Adobe PDF scanning should produce documents substantially smaller than this maximum set by the State.

Sample Signature Block: Documents with original signatures can be scanned at your office for submission. You may refer to Section 7.0 (Electronic Signatures) found in [AO SC09-30-Statewide Standards for Electronic Access to the Courts](#) which provided the following example:

s/ John Doe _____
John Doe (e-mail address)
Bar Number 12345
Attorney for (Plaintiff/Defendant) XYZ Company
ABC Law Firm
123 South Street
Orlando, FL 32800
Telephone: (407) 123-4567

Please note that all Notices and Administrative Orders are frequently updated and modified by their issuing agencies, boards and courts which such modifications may not be represented by these links.

Software note: Please note you may be required/prompted to install Microsoft Silverlight when you visit the site. We suggest you get Silverlight 5 (current version) from <http://www.microsoft.com/silverlight/>. Currently the state has indicated that they support browser Internet Explorer 7.0 or higher but no other browsers.

What is a “Move to Pending Queue” Notice?

A filing will not be rejected for incorrect information or other issue but rather moved to a pending status for your attention. When you get an email from the ePortal indicating your filing has been moved to the Pending Queue this means you have 5 business days to correct the issue and resubmit. During those five days you can edit the existing filing and resubmit but after the five days you must re-file. Nothing is transmitted to the local county or the case file until it is properly corrected and you get a notice of acceptance from the Clerk.

For E-File technical and support questions to Bill Kinsaul, Clerk of Court & Comptroller support personnel please send an email to eSupport@BayCoClerk.com. Please do not email documents as they cannot be accepted or processed from an email attachment.