

Florida Courts E-Filing Portal

Law Firm Administrator Manual

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Table of Contents

Introduction.....	3
Requesting a Law Firm Account	3
Fee Waivers for Exempt Agencies.....	3
Logging in to the Portal.....	4
Account Administration Options	5
My Profile.....	5
Changing your Password.....	6
Edit Organization.....	7
Manage Users.....	7
Add.....	8
Edit.....	10
Reset Password	10
Disable	11
Unaffiliated Users.....	11
Filing Options.....	12
Organization Filings.....	12
Filing on Cases	12

Introduction

The purpose of this document is to provide Administrators with information necessary to manage your organization's access to the E-Filing Portal. A video tutorial for administering Law Firm accounts is also available on the [E-Filing Authority Board website](#).

The Law Firm organizational account may be utilized by both private law firms and also by other organizations such as state agencies, State Attorneys offices, and Public Defenders offices. Any organization in which there are a large number of filers using the E-Filing Portal is suitable for a Law Firm account.

Requesting a Law Firm Account

An organization wishing to utilize a Law Firm account to manage their users should choose a staff member to act as the Administrator. The Administrator should contact their local Clerk's office to request the establishment of a Law Firm account for their organization.

If your firm or agency has multiple offices in multiple counties throughout the state, please contact the local Clerk's office with which you file most often for account creation. Alternatively, you may choose to contact the local Clerk's office in the county where your main office is located. Either way, user accounts setup within the Law Firm account may file in all 67 counties in the state.

Upon receiving your request for account creation, the local Clerk's Portal Administrative staff will setup your account and the person designated as the Law Firm Administrator will receive an email notification to validate the account and their credentials. Once validated, the Law Firm Administrator may add and manage users in the Law Firm account as described in the following sections.

Fee Waivers for Exempt Agencies

If your organization is filing on behalf of an entity exempted pursuant to [s. 28.345, F.S.](#), all of the users in your Law Firm account may have filing fees universally waived. After establishing the account and validating the Law Firm Administrator credentials, the Administrator should contact their local Clerk's office to request a universal fee waiver for their Law Firm account. The Clerk's Portal Administrative staff will submit a request to the Portal Service Desk to have the universal fee waiver option enabled for your account. You will be notified when this is completed. Your local Clerk's office with whom you established your account may request documentation to validate that your organization is exempt from filing fees as stipulated in statute.

Please note that, if an attorney files cases on behalf of both a public entity (fees waived) and private clients (fees not waived), they may not be affiliated with a Law Firm account that has fees universally waived. Those attorneys would have to register themselves on the E-Filing Portal as an unaffiliated user and would have to request a fee waiver on the Payments Screen when filing on behalf of public entity clients and would have to pay the filing fees when filing on behalf of private clients.

Logging in to the Portal

The Florida Courts E-Filing Portal is located at: www.myflcourtaaccess.com.



When the Administrator logs into the Portal, they are presented with the My Filings screen. Two menu options are listed just above the My Filings section:

- Account
- Filing Options

[Account](#) [Filing Options](#) Welcome - Brother Miner
Last signed in on - 03/01/2011 09:22:03 AM

My Filings

* From (mm/dd/yyyy): * To (mm/dd/yyyy):

Filing #	Case #	Status	County	Division	Submission Date	Completion Date
No records to display.						

Change page: [Previous](#) [Next](#) Displaying page 1 of 1, items 0 to 0 of 0.

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Account Administration Options

Selecting the Account menu allows the Administrator to edit the profile for the Law Firm, edit the organization, manage users, add unaffiliated users, and sign out.

The screenshot shows the 'Account' menu highlighted in red. The menu items are: My Profile, Edit Organization, Manage Users, Unaffiliated Users, and Sign Out. The background shows a user interface with a 'Welcome - Brother Miner' message, a date 'Last signed in on - 03/01/2011 09:22:03 AM', and a 'News & Information' section. There is also a table with columns for County, Division, Submission Date, and Completion Date, and a 'Refresh' button.

My Profile

In **User Details**, under **My Profile**, users can update all information except **User Name**, **Status**, **Role** and **Organization**. Click **Save** to save any changes.

The 'My Profile' form has three tabs: 'User Details', 'Change Password', and 'Preferences'. The 'User Details' tab is active. The form contains the following fields:

- Organization: Melvins Law Firm
- Role: Pro Se - Self Representation
- User Name: Brother
- * Security Question: Favorite Pet (dropdown)
- * Security Answer: Cat
- Name: * First (Brother), Middle (), * Last (Miner), Suffix ()
- * Primary Email: vminer@flclerks.com
- Alternate Email1/Email2: ()
- Address 1/2: ()
- City/State/ Zip Code: (), Select State (dropdown), ()
- Phone #: (), Format: (###) ###-####

An 'Update' button is located at the bottom of the form.

The profile allows for three email addresses. The primary email address is required. Additional email addresses for other support staff may be added. Email notifications will be sent all email addresses listed.

Changing your Password

The **Change Password menu option** provides users with the ability to manage / change their password.

My Profile

Select a tab to perform the specific function.
Fields marked with asterisk (*) are required.

User Details

Change Password

Preferences

Change Password

* Current Password:

* New Password:

Password must be between 6 and 16 characters, with at least 1 number

* Re-enter New Password:

Change

New passwords must meet the password criteria that are defined immediately below the **New Password** box.

Edit Organization

This option provides the Administrator with the functionality to change the Law Firm’s address, email addresses and phone number.

Edit Organization

Edit this organization's profile information then click update to save.

Fields marked with asterisk (*) are required.

Organization Name: Melvins Law Firm

* Primary Email:

Alternate Email1/Email2:

Address1/2:

City/State/ Zip Code: Select State

Phone #: Format: (###) ###-####

Update

Manage Users

This option allows the Administrator to view list of users for the law firm, add users, edit users, reset passwords, and disable the user account.

Manage Users

To perform a specific action, first select the row with the user to be affected then click on the corresponding action link.

Users for organization: VM Law Firm

 [Add](#)
 [Edit](#)
 [Preferences](#)
 [Reset Password](#)
 [Disable](#)
 [Refresh](#)

#	Status	User Name	Name	Primary Email	Primary Phone Number
989	Active	VMLawyer	VM Lawyer	vminer@flclerks.com	
1000	Active	MinerLawyer	Lawyer Miner	vminer@flclerks.com	

Change page: [◀ Previous](#) [1](#) [Next ▶](#) Displaying page 1 of 1, items 1 to 2 of 2.

Add

The Add option allows the Administrator to establish new user accounts for the law firm. New attorney accounts or Administrator accounts can be created by the law firm Administrator.

Administrators must complete all required fields. The user receives an activation email at the email address entered as Primary email.

Manage Users - Add User

To add a user, select role, and enter user information
Fields marked with asterisk (*) are required.

* Organization:
* Role:

ID State/Number:

* User Name:

The default password is "eportal". User will be required to select a new password upon signing in

	* First	Middle	* Last	Suffix
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Primary Email:	<input type="text"/>			
Alternate Email1/Email2:	<input type="text"/>		<input type="text"/>	
Address 1/2:	<input type="text"/>		<input type="text"/>	
City/State/ Zip Code:	<input type="text"/>	<input type="text" value="Select State"/>	<input type="text"/>	
Phone #:	<input type="text"/>	Format: (###) ###-####		

Can act as administrator?

When the new user received the email and selects to activate the account, they will receive an account activation screen to allow them to complete the security requirements for the account. Once the required fields are completed and the new user clicks Activate they can log into the Portal.

User Account Activation

Your security is important to us. Please verify your identity by providing password, your administrator has assigned you. You are required to pick a new password and a security question to activate your account

Fields marked with asterisk (*) are required.

* Current Password:

* New Password:

Password must be between 6 and 16 characters, with at least 1 number and is valid for 90 days

* Re-enter New Password:

* Security Question:

* Security Answer:

	* First	Middle	* Last	Suffix
Name:	<input type="text" value="Vickie"/>	<input type="text"/>	<input type="text" value="Lawyer"/>	<input type="text"/>
* Primary Email:	<input type="text" value="vminer@flclerks.com"/>			
Alternate Email1/Email2:	<input type="text"/>		<input type="text"/>	
Address 1/2:	<input type="text"/>		<input type="text"/>	
City/State/ Zip Code:	<input type="text"/>	<input type="text" value="Select State"/>	<input type="text"/>	
Phone #:	<input type="text"/>		Format: (###) ###-####	

Activate

Edit

This option allows the Administrator to update a user's account. Updates are allowed to the user name, address, email address and phone number. The account can also be set to act as an Administrator or this functionality can be removed from a user by checking or unchecking the **Can act as Administrator?** Checkbox.

Manage Users - Edit User

Edit User Information

Fields marked with asterisk (*) are required.

User Name: MinerLawyer
Status: Active
Role: Attorney - Florida Bar
* Organization: VM Law Firm

	* First	Middle	* Last	Suffix
Name:	lawyer		miner	
* Primary Email:	vminer@flclerks.com			
Alternate Email1/Email2:				
Address 1/2:				
City/State/ Zip Code:		Select State		
Phone #:		Format: (###) ###-####		

Can act as administrator?

Update **Cancel**

Reset Password

This option allows the Administrator to reset passwords for the firm's user. The Administrator assigns a temporary password. The user will be required to enter a new password when they log into the Portal. The Administrator cannot see the current password on an account.

Reset User's Password

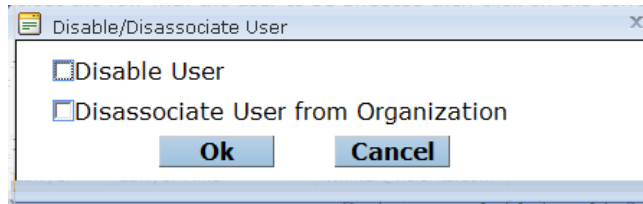
* Temporary Password:

Reset **Cancel**

Disable

This option allows the Administrator to disable or disassociate the user account.

- Disable User – Sets the user account to inactive
- Disassociate User from Organization – Removes the user from the law firm



Unaffiliated Users

This option allows the Administrator to associate users to their organization. An Unaffiliated user is one who has registered online and the organizational affiliation has not been established. For instance, if a lawyer previously registered online and now joins this organization then the Administrator can search for the user name and associate them with the organization making them an Affiliated user of the Law Firm.

The initial screen presented to the Administrator when selecting this option is a search screen. Enter the name of the user and click on Search.

Unaffiliated Users

Organization Melvins Law Firm

Enter search criteria and then click search to find unaffiliated users.

* Last Name: First Name: [Search](#)

A list of unaffiliated users matching the entered search criteria are returned and presented. Locate the user to be added to the law firm. There are two choices for adding the user. They may be added and just a filer by clicking on **Add** link. Or they may be added as an Administrator for the law firm by clicking on the **Add as Administrator** link.

Organization Melvins Law Firm

Enter search criteria and then click search to find unaffiliated users.

* Last Name: First Name: [Search](#)

		#	Status	User Name	Name	Primary Email	Primary Phone Number
	Add as administrator	104	Active	vvminer	Vickie Miner	vminer@flclerks.com	
	Add as administrator	107	Active	vdemo	Vickie V Miner	vminer@flclerks.com	
	Add as administrator	568	Active	AVminer	A V Miner	vminer@flclerks.com	
	Add as administrator	979	Pending Activation	SMiner	Sarah Miner	vminer@flclerks.com	7788888888

Filing Options

Organization Filings

The **Organization Filings** option allows filer to view a list of filings entered by the law firm using the Portal. This page allows the filer to view the status of the filing and create a list for a date range. The following is a summary of the information that is contained within the **My Filings** screen:

- **Filing #:** The portal assigned reference number for your filing.
- **Case #:** The Case Number assigned to the filing. When the filer submits a new case this column will read **NEW CASE** until the case number is assigned by the clerk; once the Clerk assigns a Case Number it will display.
- **Status:** The status will reflect one of the following: **Pending Review, Being Reviewed, Filed, or Rejected.**
- **County:** The name of the county the case is filed in.
- **Division:** The court division the case is filed in.
- **Submission Date:** Date the filer submitted the filing on the portal.
- **Completion Date:** Date the filing was processed by the Clerk's office.

Note: To expand each filing for more details, click the box to the right of each filing.

Melvins Law Firm Filings							
* From (MM/dd/yyyy): <input type="text" value="01/02/2010"/> * To (MM/dd/yyyy): <input type="text" value="03/02/2011"/> Refresh							
	Filing #	Case #	Status	County	Division	Submission Date	Completion Date
<input type="checkbox"/>	3716	10001097CC	Filed	Columbia	Circuit Civil	10/13/2010 03:24:40 PM	10/13/2010 03:42:47 PM
<input type="checkbox"/>	913	whatever	Errors	Sarasota	Circuit Civil	01/28/2010 04:25:37 PM	
<input type="checkbox"/>	910	09000222CA	Filed	Columbia	Circuit Civil	01/28/2010 03:46:19 PM	01/28/2010 03:48:09 PM
<input type="checkbox"/>	909	09000200CA	Errors	Sarasota	Circuit Civil	01/28/2010 03:33:32 PM	
<input type="checkbox"/>	908	2005 CV 00102	Errors	Sarasota	Circuit Civil	01/28/2010 03:29:59 PM	01/29/2010 05:48:26 AM
<input type="checkbox"/>	746	09000222CA	Filed	Columbia	Circuit Civil	01/14/2010 09:08:25 AM	01/14/2010 09:14:44 AM
Change page: Previous 1 Next						Displaying page 1 of 1, items 1 to 6 of 6.	

The **Organization Filings** list defaults to filings within the current week. The filer may expand or narrow the list by using the **'From'** and **'To'** dates. These date ranges will be utilized to run a report of all filings for the specified date range. Then click **Refresh** to generate the list for the new date range selected.

Filing on Cases

For a complete list and explanation of all Filing Options, please refer to the **E-Filer Manual** (located in the footer of the Portal website or on the E-Filing Authority Board website), where each option and filing process is described in detail.