Volusia County E-Filing Portal Simple E-Filing w/Fees (New Case Filing)

Miscrosoft Silverlight: In order to eFile through the Florida Courts eFiling Portal, Microsoft Silverlight must be downloaded on your web browser. Microsoft Silverlight can be downloaded for free at: <u>www.microsoft.com/getsilverlight</u>

Log In Screen: www.myflcourtaccess.com



Home Screen:

- My Trial Court Filings (Filing Status)
- Account Profile
- ➢ Email Log
- Filing Options

Florida Courts eFiling Portal www.myflcourtaccess.com	😭 My Trial Court Filings 💟 Email Log 🌋 Sign Out 🌶 Existing Case 📫 New Case 🗟 Simple E-File 📑 My Appellate Court Filings
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Terms Of Use (Privacy Statement (Filer Documentation (Request eFiling Support f	or Attorneys & Paralegals © 2012 <u>FACC Services Group</u>

MY FILINGS:

> A list of filings can be accessed by selecting, "My Filings" under "Filing Options".



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MY PROFILE:

User details, passwords, and preferences can be edited by selecting, "My Profile" under "Account".

Florida Courts eFiling Portal www.myflcourtaccess.com	😭 My Trial Court Filings 💟 Email Log 🌋 Sign Out 📝 Existing Case 🏾 🎦 New Case 🕷 Simple E-File 🗐 My Appellate Court Filings
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EMAIL LOG:

> A log of email verifications can be located by selecting, "Email Log".

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For Volusia County always select: Simple E-File with Fees

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Simple E-File with Payment

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Trial

- > County:
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- # of Summons to Issue The total number of summons to be issued by the Clerk's Office.

Attach a Document:

Select "Add Document".

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- Select a "**Document Type**" from the options available for selected group.
- Initial case filings will typically begin with a Civil Cover Sheet and a Complaint or Petition. Additional documents from other document groups may also be filed with the initiating documents.

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Attaching Document Files:

- Select "**Browse**" to a select a document to attach.
- Select "Save".



Submit:

- Verify the application of fees based on the document filings.
- > If all of the information is accurate, click on "Submit".

Saved Credit Cards Saved	Accounts
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Save Payment Information for Reuse	
There is a 3% statutory convenience fee for payments made via credit card.	The statutory convenience fee for payments made
Via electronic check (direct debit from a bank account) is \$3.00.	
Fee Information	~
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2 Additional Fee	\$20.00
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Request Fee Waiver? Waiver Reason	
Attach completed Fee Waiver form:	
Click Here to download Fee Waiver Form	
If a fee waiver is not requested , please provide credit card or Checking,	Account Information.
Emergency Filing	
Review Information above and select Submit Submit	
Terms Of Use Privacy Statement Filer Documentation Request eFiling S	Application of fees based on
	the document filings

- Fee Waiver: Please note the Request for Fee Waiver box. The appropriate affidavit must be attached for clerk review and approval if selecting this option.
- Emergency Filing Flag: Only for use to identify filings that are true emergencies. For Example: Matters of extreme urgency, matters of life and death, and/or instances of irreparable harm.

Filing Confirmation:

Upon submission, you will receive a message in the portal noting the new case has been received by our office.

			Volus Clerk eFilin	ia County of Courts g Portal			😭 My Trial Court Filings 📝 Existing Case 🍯 📑 My Appellate Court f	s 🗹 <u>Email Log</u> 🌋 <u>Sign Out</u> New Case 🐼 Simple E-File illings
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Confirmation E-mail:

After each filing, the ePortal will send a confirmation notification to the e-mail address(es) provided to the ePortal. The e-mail will include the filing date and time, and also an identifying reference number that can be used for inquiries to the clerk's office prior to the assignment of a case number.

From: Florida E-Portal

Subject: Filing Received

Date: 02/25/2013 03:02:11 PM

Dear Volusia Attorney:

This email verifies the receipt of 2 documents submitted by you to Volusia Circuit Civil division on 02/25/2013 03:02:11 PM.

Case Number: NEW CASE

The E-Portal reference number of this filing is: 25915. Please reference this Filing # in any correspondence.

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Thank you, FACC ePortal Staff

	Clerk's processing screen showing the electronically filed notation.
Volusia County Clerk of Courts eFiling Portal	Last signed in on - 02/13/2013 11:39:21 AM
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Docket Text	The civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law. This form shall be filed by the plaintiff or petitioner for the use of the Clerk of Court for the purpose of reporting judicial workload data pursuant to
Rocket Id: Filed By: & Yolucia Attorney Received Date: 2/25/2013 302:11 PM (View Audit Case Type: Unknown	Florida Statutes section 25.075. (See instructions for completion).
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Filing Status:

Once the case has been accepted by the Clerk's office, the specific filing within the "My Filings" section will reflect the case number assignment. In addition to the update under the "My Filings" section, the ePortal also sends an e-mail confirmation verifying the processing of the documents submitted.

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PENDING QUEUE:

The ePortal has provided counties with the capability of moving filings in need of correction to a "Pending Queue" on the ePortal. Once a filing is moved to the pending queue by the Clerk's Office, an e-mail notification will be sent to the e-mail address(es) provided to the ePortal. The e-mail notification will provide the corrective action required, and the filing will then be available for correction within the "My Filings" section of the ePortal.

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For Clerk's Office assistance, you may contact:

Barbara Long	blong@clerk.org	822-5023
Shannon Ward	sward@clerk.org	736-5915 x18202
Susie Richards	srichards@clerk.org	736-5915 x18212