

Appellate Courts Electronic Filing

a conceptual overview



Tom Hall

Clerk of the Florida Supreme Court

May 04, 2011

Friday, April 29th, 2011

SEARCH SITE

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New Users



FLORIDA COURTS E-FILING AUTHORITY

www.myfloridacourtaccess.com

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A message from...

CHAIR P. DEWITT CASON

The Board of Directors of the Florida E-Filing Authority consists of eight Circuit Court Clerks and the Clerk of the Florida Supreme Court. The Authority provides the governance for the Florida Courts Electronic Filing Portal including the design, development, implementation, operation, upgrading, support and maintenance of the portal. The Authority is also responsible for providing the most economic and efficient method for the e-filing of court records.

The Florida Courts Electronic Filing Portal web site provides electronic filing and recording capability to users with a single statewide login. Users may utilize the Portal web interface to submit documents to Clerks and Recorders.

Announcements

- New Joinder Agreement Available
- Appellate Court eFiling Activated
Can be linked to a press release



Announcements

Board of Directors

Click on name to see contact information and biography

- P. Dewitt Cason, Columbia County Clerk, Chair
- Tom Hall, Clerk of the Supreme Court, Vice Chair
- Bill Kinsaul, Bay County Clerk, District I
- Bob Inzer, Leon County Clerk, District II
- James B. Jett, Clay County Clerk, District III
- Karen Nicolai, Hernando County Clerk, District IV
- Lydia Gardner, Orange County Clerk, District V
- Karen Rushing, Sarasota County Clerk, District VI
- Sharon Bock, Palm Beach County Clerk, District VII

Upcoming Events

Can be linked to associated event announcement and or agenda documents

APRIL 2011						
SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 14, 2011

- Agenda
- Meeting Materials
- Meeting Remote Access Links

Quick Links

[Florida Association of Court Clerks](#)
[The Florida Bar](#)

Highlighted Documents

- [Interlocal Agreement](#)
- [Development Agreement](#)
- [Statement of Work](#)
- [Joinder Agreement](#)

Videos

- ePortal Basics
- Appellate Court eFiling
Hyperlinks to videos

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Florida Courts E-Filing Authority > Services

Select Florida Courts E-Filing Authority Advanced Service

YOU MAY PROMPTED TO SIGN IN TO ACCESS SOME SERVICES.

- Submit a Court Case-Related Filing in the
(select court type)

TRIAL COURTS	APPELLATE COURTS
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- Request Public Records from
(select court type)

COUNTY COURTS	CIRCUIT COURTS	DISTRICT COURTS OF APPEAL	SUPREME COURT
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- Request Data/Report from
(select court type)

COUNTY COURTS	CIRCUIT COURTS	DISTRICT COURTS OF APPEAL	SUPREME COURT
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- Join a Florida Courts E-Filing Authority Meeting via the Internet
- Submit a Florida Courts E-Filing Authority Meeting Public Comment
- Respond to eAuthority-Initiated Survey and Data/Information Collection
- Request ePortal Training/Group Demonstration
- Request ePortal Technical Support

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The [Florida Courts E-Filing Authority](#) has directed that Florida's e-filing portal be implemented by using a phased-in approach.

Phase I - Trial Courts implementation began the first week of January, 2011.

Phase II - Appellate Courts implementation will continue through 2012.

*The **Florida Supreme Court** and the **Second District Court of Appeal** are currently participating in the Florida ePortal.*

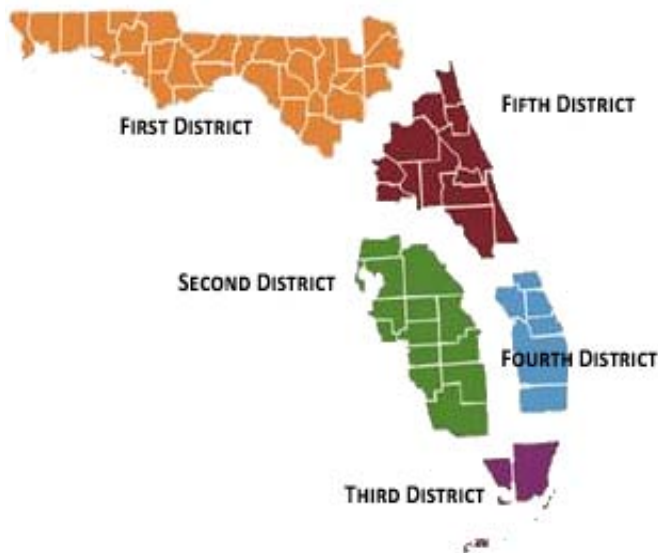
[Continue to Appellate Courts Electronic Filing](#)

Filers with the **First District Court of Appeal** may currently use this link to be redirected to the



You also may be able to provide electronic documents associated with an APPELLATE CASE in the remaining appellate courts by directly contacting the Clerk of Court for the specific appellate court.

To be redirected to a specific District Court of Appeal Clerk of Court, select a district.



To be redirected to a specific Circuit Court Clerk of Court, use the links provided below:

[First Circuit](#) - Escambia, Okaloosa, Santa Rosa and Walton
[Second Circuit](#) - Franklin, Gadsden, Jefferson, Leon, Liberty, and Wakulla
[Third Circuit](#) - Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee and Taylor
[Fourth Circuit](#) - Clay, Duval and Nassau
[Fifth Circuit](#) - Citrus, Hernando, Lake, Marion and Sumter
[Sixth Circuit](#) - Pasco and Pinellas
[Seventh Circuit](#) - Flagler, Putnam, St. Johns and Volusia,
[Eighth Circuit](#) - Alachua, Baker, Bradford, Gilchrist, Levy, and Union
[Ninth Circuit](#) - Orange and Osceola
[Tenth Circuit](#) - Hardee, Highlands, and Polk
[Eleventh Circuit](#) - Dade
[Twelfth Circuit](#) - DeSoto, Manatee, and Sarasota
[Thirteenth Circuit](#) - Hillsborough
[Fourteenth Circuit](#) - Bay, Calhoun, Gulf, Holmes, Jackson and Washington
[Fifteenth Circuit](#) - Palm Beach
[Sixteenth Circuit](#) - Monroe
[Seventeenth Circuit](#) - Broward
[Eighteenth Circuit](#) - Brevard and Seminole
[Nineteenth Circuit](#) - Indian River, Martin, Okeechobee and St. Lucie

Use these links to be redirected to access the following:

[Florida Supreme Court Online Docket](#)

[Florida District Courts of Appeal Online Dockets](#)

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CREATE A NEW APPELLATE CASE	CIRCUIT COURT	DISTRICT COURTS OF APPEAL	SUPREME COURT	

Florida Appellate Courts Electronic Filing > Create a New Appellate Case > Supreme Court

Contact Data	Filing Path	Case Parties	Case Info	Documents	Payment	Review and Submit
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All required fields on this screen are marked with an asterisk (*).
 When you have completed this screen, click NEXT to continue.
 Do not use your browser's arrow keys (upper left screen corner).
 For more information, click this [HELP](#) link.

Please verify your contact information, making any needed changes to specifically associate this information with this specific appellate case.

	*FIRST	MI	*LAST	SUFFIX
*NAME:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*PRIMARY EMAIL	<input type="text"/>			
ALTERNATE EMAIL 1	<input type="text"/>	ALTERNATE EMAIL 2	<input type="text"/>	
*PRIMARY ADDRESS	<input type="text"/>	ALTERNATE ADDRESS	<input type="text"/>	
*CITY / STATE / ZIP CODE	<input type="text"/>	CITY / STATE / ZIP CODE	<input type="text"/>	<input type="text"/>
*PRIMARY PHONE Format: ###-###-####	<input type="text"/>	ALTERNATE PHONE Format: ###-###-####	<input type="text"/>	
BAR MEMBER STATE, IF APPLICABLE	<input type="text"/>	BAR NUMBER, IF APPLICABLE	<input type="text"/>	
FIRM NAME, IF APPLICABLE	<input type="text"/>	FIRM FEIN, IF APPLICABLE	<input type="text"/>	

UPDATE USER PROFILE DEFAULT WITH THIS INFORMATION

BACK	NEXT
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 For more information, click this [HELP](#) link.

*In this appellate case, you (your firm) are representing:

- Others Yourself

*You (your firm) are associated with:

- Appellant/Petitioner Appellee/Respondent Other

*This case is:

- Original Proceeding Appeal Notice to invoke Discretionary Jurisdiction

*Does this case reference a case or hearing associated with a lower tribunal?

- Yes No

*Associated lower tribunal case #:

* Have the proper implementing documents been filed with a lower tribunal?

- Yes No

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 When you have completed this screen, click NEXT to continue.
 Do not use your browser's arrow keys (upper left screen corner).
 For more information, click this [HELP](#) link.

Please identify each known party (and any associated legal representation) with this ORIGINAL PROCEEDING.
 This determines what roles will be available below.

*Role:

This selection determines what information needs to be completed /verified below.

Copy from Current Filer
 Search Registered Filers
 Search Florida Bar

BAR MEMBER STATE
 BAR MEMBER STATE IDENTIFIER

	*FIRST	MI	*LAST	SUFFIX
*NAME	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*PRIMARY EMAIL	<input type="text"/>			
ALTERNATE EMAIL 1	<input type="text"/>	ALTERNATE EMAIL 2	<input type="text"/>	
*PRIMARY ADDRESS	<input type="text"/>	ALTERNATE ADDRESS	<input type="text"/>	
*CITY / STATE/ZIP CODE	<input type="text"/>	CITY / STATE/ZIP CODE	<input type="text"/>	<input type="text"/>
PRIMARY PHONE Format: ###-###-####	<input type="text"/>	ALTERNATE PHONE Format: ###-###-####	<input type="text"/>	
FIRM NAME, IF APPLICABLE	<input type="text"/>	FIRM FEIN, IF APPLICABLE	<input type="text"/>	

[SAVE AND ADD ANOTHER PARTY](#)

[SAVE AND GOTO NEXT PAGE](#)

[RESET FORM](#)

[DON'T SAVE AND GO BACK ONE PAGE](#)



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When you have completed this screen, click NEXT to continue.
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For more information, click this [HELP](#) link.

Please provide the following case descriptors specially associated with this appellate case.

*Review Type

*Case Type

*Proceeding Type

*Case Category

REQUEST FOR EMERGENCY FILING STATUS

Is this filing time sensitive? Yes No

If applicable, please select the critical date: [Click here to enter a date.](#)

Do you wish to declare this filing an "Emergency Filing"? Yes No

If applicable, please select a reason justifying this declaration:



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PLEASE NOTE:

For more information, click this [HELP](#) link.

Each uploaded document is limited to 10MB in size.

The total size of all documents in a single filing is limited to 25 MB.

These unsecured documents MUST be formatted:

- in MS Word 97 or higher
- or
- as an Adobe PDF, version 1.6 (Acrobat 7.X) or higher with OCR applied.

If you need assistance, please use the HELP link above.

For this type of appellate case, these documents types are appropriate for upload and submission.

MANDATORY DOCUMENTS

*Petition - Death Penalty Non - Final (3.851)

Select Document:

If applicable, enter the volume number of uploaded document (1,2,3 ETC)

Add Volume?

ADDITIONAL REQUIRED DOCUMENTS

*Appendix - Death Penalty Non - Final (3.851)

Select Document:

If applicable, enter the volume number of uploaded document (1,2,3 ETC)

Add Volume?

OR

Required Document to Follow

For this type of appellate case, the following documents and an accompanying appendix / attachment may be uploaded on an optional basis.

OPTIONAL DOCUMENTS

Document Type:

Select Document:

If applicable, enter the volume number of uploaded document (1,2,3 ETC)

Add Volume?

Add Another Optional Document? Yes No



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- Documents
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- Review and Submit

A summary of the required filing fee for this filing is detailed below. To complete the submission of this filing one of three options listed below must be selected.

For more information, click this [HELP](#) link.

FILING FEE SUMMARY

#	Description	Amount
	<i>Filing Fees:</i>	\$300.00
	<i>Statutory Convenience Fee pursuant to (citation needed):</i>	\$0.00
	<i>Total:</i>	\$300.00

Payment Interface displayed only for those filings requiring a filing fee.

Option One: REQUEST FILING FEE WAIVER

Please select a reason for requesting this fee waiver:

[Click Here to download Fee Waiver Form](#)

Attach completed Fee Waiver form:

OR

Attach Lower Tribunal Clerk's Certification of Insolvency:

If applicable, enter the volume number of uploaded document (1,2,3 ETC)

Option Two: PROVIDE PAYMENT INFORMATION

You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter this card's CVV.

Saved Credit Cards

Saved Accounts

Re-enter CVV associated with selected card:

Saved Account Type Checking Savings

Select ONE payment option, then click NEXT to continue

NEW Credit Card Type

NEW Account Type Checking Savings

NEW Credit Card Number

NEW Routing Number

NEW CVV

NEW Account Number

NEW Expiration Date Month

NEW Name on Account

NEW Expiration Year

Option Three: PAYMENT TO FOLLOW REQUEST

I understand that the filing fee is due and payable at the time of this filing's submission. However, this filing will not be accompanied by the filing fee or a proper motion for leave to proceed in forma pauperis as required by Florida Rule of Appellate Procedure 9.100(b). I request additional 30 days in which to submit the filing fee or a proper motion for leave to proceed in forma pauperis. I understand that this filing will not be submitted to the Court until receipt of the above. I also understand that failure to submit the above referenced documents or filing fees to this Court could result in the imposition of sanctions, including dismissal of the petition. I understand that once this case is dismissed, it is not subject to reinstatement.



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FILER CONTACT INFORMATION SUMMARY

- CONFIRM
- REVISE

CASE PARTIES SUMMARY

- CONFIRM
- REVISE

CASE INFORMATION SUMMARY

- CONFIRM
- REVISE

UPLOADED DOCUMENTS SUMMARY

- CONFIRM
- REVISE

FILING FEE AND PAYMENT SUMMARY

#	Description	Amount
	<i>Total Filing Fees:</i>	\$300.00
	<i>Statutory Convenience Fee:</i>	\$0.00
	<i>Total:</i>	\$300.00

- CONFIRM
- REVISE

CERTIFICATION OF COMPLIANCE WITH FLORIDA RULE OF JUDICIAL ADMINISTRATION 2.420(D)(1)(B)

By the submission of this filing, I certify that all included documents are in compliance with

[Florida Rule of Judicial Administration 2.420\(D\)\(1\)\(B\)](#)

FOR DISCUSSION PURPOSES ONLY

- SAVE ALL AND SUBMIT LATER
- SUBMIT NOW