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| E-FILING PORTAL – Notice of Electronic Filing (NEF) Feature | | | No. 19-068 |
|---|--|-----------------------------------|---|
| Date: Category: Page: | August 5, 2019 Clerk Administration/Courts/Clerk IT 1 of 2 | Contact: Telephone: E-mail: | C. Weber (850) 921-0808 cweber@flclerks.com |
| - | | | |

In every release to upgrade the Florida Courts E-Filing Portal (Portal), the Portal Program Management team implements a feature to make e-filing documents into a case or monitoring case activity easier for filers.

Suggested Portal enhancements are submitted by the various users, reviewed by a Change Advisory Board (a committee comprised of Clerks' technical and operational staff members), prioritized for inclusion in the bi-yearly releases, and ultimately approved by the Florida Courts E-Filing Authority Board of Directors.

The E-Filing Authority Board of Directors wishes to communicate one such helpful change to Portal users, a tool that can be used by any Portal user, such as Clerks, Judges, State Attorneys, Public Defenders, attorneys, and pro se filers.

Ability to View Notices of Electronic Filings

One of the most requested records of the Portal is the email sent to case parties noticing them of a document filed in a case to which they are a party, the "Notice of Electronic Filing" (NEF). As a reminder, a filer can add or remove parties from the notice lists; but there are times when parties do not receive the documents, which may result in parties not appearing at scheduled hearings.

A web page was created so the NEF can be viewed without signing in to the Portal. Using the URL shown below, the following page appears.

https://www.myflcourtaccess.com/common/uipages/ViewNefBySubmissionNumber.aspx?rid=XXXXXX

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FCCC | 3544 Maclay Blvd | Tallahassee, Florida 32312 | (850) 921-0808

| | | ess.com | | | |
|-----------------------------|----------|---------|----------|--|--|
| Notice of Electronic Filing | | | | | |
| Submission #: | 90497570 | × | View NEF | | |

Once there, the user can type in a submission number on the web page, as shown above, or at the end of the URL, in lieu of the "XXXXXX" notation.

Click on the blue button, "View NEF." The following screen will appear, showing the notice that was sent to the selected parties:

| Florida Courts E-Filing Portal www.myflcourtaccess.com | | | | | | | |
|---|--|------------------------|--------------|--------------------------------------|--|--|--|
| Notice of El | ectronic Filing - S | ubmission # 904975 | 570 | • | | | |
| | Submission #: | 90497570 | View NEF | | | | |
| | | | | Notice of Service of Court Documents | | | |
| Filing Time: Filer: Court: Case #: Court Case #: Case Style: | 06/04/2019 06:26:31 AM ET Michael Francis Lenhardt 727-898-8100 Ninth Judicial Circuit in and for Orange County, Florida 482019CA003503A001OX 2019-CA-003503-O ELLIOT, VICTORIA Jet al. vs. LIBERTY MUTUAL FIRE INSURANCE COMPANY | | | | | | |
| Title | | | File | | | | |
| Notice Of Mediation | | 02816106 PDF | | | | | |
| Certificate | - | | 02816108.PDF | | | | |
| E-service recipien | ts selected for service: | | | | | | |
| Name Email Au Jordon V Fosky jfosky@r | | Idress ationlaw.com | | | | | |
| Michael Francis Lenhardt mlenhard | | It@tlsslaw.com | | | | | |
| Ryan S. Parker rparker@ | | tissiaw.com | | | | | |
| E-service recipien | ts not selected for serv | ice: | | | | | |
| Name Email A | | Idress | | | | | |
| | | | | | | | |

For more technical information on the Portal Release that included this feature, please refer to Advisory 2017-084 E-Portal Maintenance Release and End User Notes and the End User Notes.

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