Volusia County
E-Filing Portal
Simple E-Filing
(Subsequent Document 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: www.microsoft.com/getsilverlight

Log In Screen: www.myflcourtaccess.com

Welcome to the Florida Courts eFiling Portal TEST Site

* User Name: attorney64   * Password: ●●●●●●   Sign In

Register Now!   Forgot Password?

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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

👤 Account 📁 Filing Options

Welcome - Volusia Attorney
Last signed in on - 02/22/2013 02:17:01 PM

My Trial Court Filings

* From (mm/dd/yyyy): 02/22/2013 📅 * To (mm/dd/yyyy): 02/25/2013 📅 🔄 Refresh

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

Change page: ◄ Previous I Next ►   Displaying page 1 of 1, items 0 to 0 of 0.

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MY FILINGS:

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

Select the plus sign next to the filing number to see additional information.

MY PROFILE:

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

EMAIL LOG:

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

FILING OPTIONS:

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

Simple E-File with Payment

Florida Courts eFiling Portal
www.myflcourtaccess.com

Account   Filing Options

Welcome - Volusia Attorney
Last signed in on - 02/22/2013 02:17:01 PM

Simple E-File With Payment

Court Type: Trial	County:	Division:
Case #:	Case Type:	Total Fee:

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 the Help link.

* Type Of Court   * County   * Division
[Trial   ▾]   [Select   ▾] [Select   ▾]

☐ New Case

Case Type: [▾]
Sub Type: [▾]

Please enter values below and click search to locate your case. All required fields are marked with an asterisk (*).
Case year must be a valid 4 digit Year (Example 2012).
Sequence # must be 6 Digits or less. No Leading Zeros needed (Example 412).
You can enter 2 Character Court Type or select from the list. Only allowed court types will appear after selecting division.
Party Identifier is optional and if provided must be 4 characters.
Branch Location Identifier is optional and if provided must be 2 characters.

* Year   * Sequence #   * Court Type
[   ]   [   ]   [   ]

Court Type Selection
[   ]

Party Identifier   Branch Location
[   ]   [   ]

[Search]   [Clear]

Case Type:
Case Title:
Case Status:

Document Filing within Existing Cases:

- ➢ Type of Court: Trial
- ➢ County: Volusia
- ➢ Division: Select from Drop Down
                          (*Circuit Civil, County Civil, Domestic Relations,*
                          Juvenile Dependency, Mental Health and Probate)

COURT TYPE:

Multiple Court Types are available for County Civil and Probate cases. If the Case Number entered does not match the Court Type, the error shown will appear.

Select OK, to return to the data entry screen and select the appropriate Court Type.

Case Number Entry:

- ➢ Enter an applicable Volusia County case number.
- ➢ Select "**Search**".
- ➢ *** If enter is pressed instead of selecting search with the mouse, the following error message will appear. Select "OK" to clear the error message and then press "Search".***

Case Number Entry Cont.:

Once, "Search" is selected, the Case # and Case Type will appear.

Additional Fee Options:

- ➤ Lis Pendens (# of Pages) – This is required only when filing a lis pendens.
- ➤ Total # of Defendants – For use when filing an initial complaint.
- ➤ # of Summons to Issue – The total number of summons to be issued by the Clerk's Office.

Attach a Document:

➢ Select "**Add Document**".

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 the Help link.

* Type Of Court	* County	* Division
Trial	Volusia	Domestic Relations/Family

☐ New Case

Case Type: [   ]

Sub Type: [   ]

Please enter values below and click search to locate your case. All required fields are marked with an asterisk (*).
Case year must be a valid 4 digit Year (Example 2012).
Sequence # must be 6 Digits or less. No Leading Zeros needed (Example 412).
You can enter 2 Character Court Type or select from the list. Only allowed court types will appear after selecting division.
Party Identifier is optional and if provided must be 4 characters.
Branch Location Identifier is optional and if provided must be 2 characters.
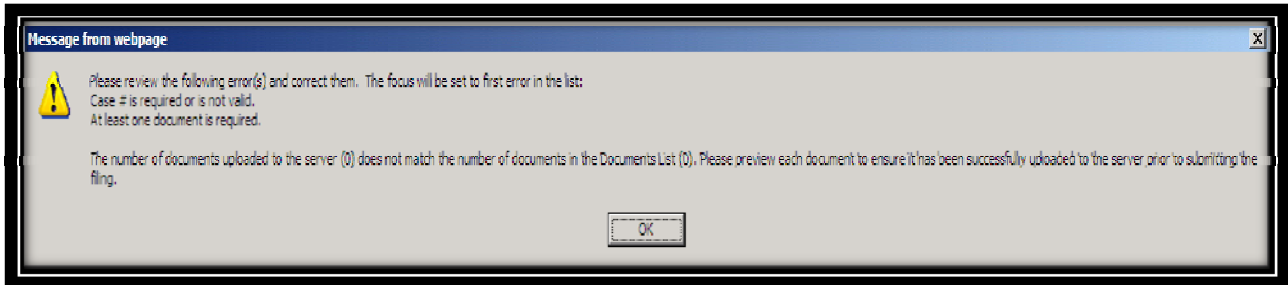
* Year	* Sequence #	* Court Type
2009	10922	DR

Court Type Selection

Domestic Relations/Family (DR)

Party Identifier	Branch Location
[ ]	[ ]

Search   **Clear**

Case Type: Domestic Relations / A Domestic Relations

Case Title: FL DEPT OF REVENUE AFDC VS CUTHRELL, VERTIS T

Case Status: Closed

Additional Fee Options

    # Summons Issued and Prepared by Clerk [   ]
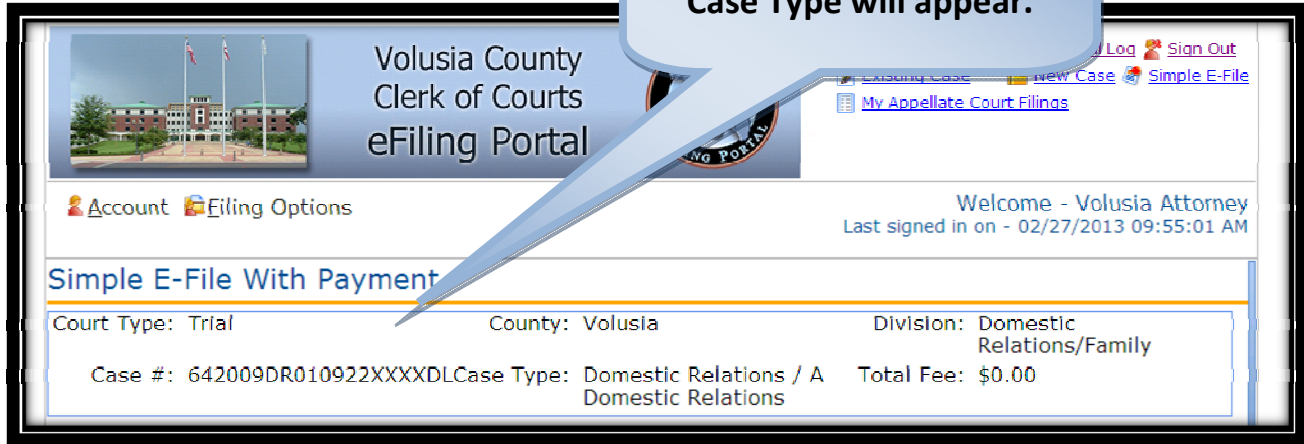
If you are filing a document that contains confidential information, you must attach Notice of Confidential Information Within Court Filing as per Rule 2.420. Click Here to download Notice of Confidential Information Within Court Filing Form
You can download adobe reader from here.

If you will be requesting a Fee Waiver, please submit the completed Fee Waiver Form on the Review and Submit Screen, not as an added Document on this screen.

Add Document   **ADD DOCUMENT**

#	Document Group	Document Type	Filing Fee
No Documents			

Document Group:

➢ Select a "**Document Group**" from the options available.

Document Type:

➢ Select a "**Document Type**" from options available for that group.

Attaching Document Files:

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

Additional Fee Options

     # Summons Issued and Prepared by Clerk   `1`

Document

Document #:	New Document	Filing Fee:$0.00
* Document Group:	Letters/Memoranda/Requests	
* Document Type:	Request	
* # Pages:	2	
* Select Document:	X:\Sample Cases\Request Summons.pdf Browse...	

Document may be Word 97 or higher, OR pdf only.

Save   **Cancel**

Once documents have been attached, they will appear here.

			#	Document Group	Document Type	Filing Fee
📄View	✏Edit	✖Remove	1	Letters/Memoranda/Requests		$0.00

Credit Card Information

If subsequent filings require a fee, they will appear here.

Previously Saved Payments

You can select from a previously used payment ~~.... er~~ a new one. For a previously stored credit card you need to e.... CVV

Saved Credit Cards

[Card 55***4444 Expiring 05/2016 ▼]

Saved Accounts

[▼]

Credit Card Type

[▼]

Check Routing Number

[ ]

Credit Card Number

[ ]

CVV

[123]

Payment Zip

[ ]

Checking Account Number

[ ]

Expiration Date Month

[▼]

Year

[▼]

Name on

[ ]

Memo

[ ]

Accou...
⊙ Checking

Credit card and/or account routing information can be saved for future use.

☐ 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 ^

#	Description	Amount
1	Filing fee	$0.00
2	Additional Fee	$10.00
3	Letters/Memoranda/Requests Request	$0.00
	Total Filing Fees:	$10.00
	Statutory Convenience Fee:	$0.30
	Total:	$10.30

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.

☐ Request Fee Waiver?   Waiver Reason: [ ]

Attach completed Fee Waiver form: [ ] [Browse...]

Submit:

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

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   ^

#	Description	Amount
1	Filing fee	$0.00
2	Additional Fee	$10.00
3	Letters/Memoranda/Requests Request	$0.00
	Total Filing Fees:	$10.00
	Statutory Convenience Fee:	$0.30
	Total:	$10.30

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.

☐Request Fee Waiver?   Waiver Reason: [   ]

Attach completed Fee Waiver form: [   ] Browse...
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

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▪ **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:** Only for use to identify filings that are true emergencies.

Filing Confirmation:

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

Confirmation E-mail:

> ➤ At the e-mail addresses identified in your registration, you will receive confirmation of the submission along with an identifying reference number. This can be used for inquiries to our office prior to the assignment of a case number. This e-mail also provides you with the filing date and time.

From: noreply@myflcourtaccess.com [mailto:noreply@myflcourtaccess.com]
Sent: Friday, May 18, 2012 9:31 AM
Subject: Filing Received at E-Portal

Dear E-Portal user:

This is a non-monitored email, please do not reply directly. If you have any questions, please contact Support. New Filing submitted by Volusia Attorney to Volusia Domestic Relations is received at 05/18/2012 09:30:38 AM.**Reference # for this filing is 15906.**

Summary of Filings Pending Completion

Status	# Filings
Received	1
Pending Review	111
Being Reviewed	9
Pending Queue	3

Thank You,
FACC ePortal Staff

Clerk's Processing Screen showing the electronically filed notation.

Filing Status:

> Once the document has been accepted by the Clerk's office, your portal will reflect filed in the status column. You will also receive an e-mail confirmation verifying the processing of the documents.

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