



FCCC ADVISORY

E-FILING PORTAL – Notice of Electronic Filing (NEF) Feature

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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.

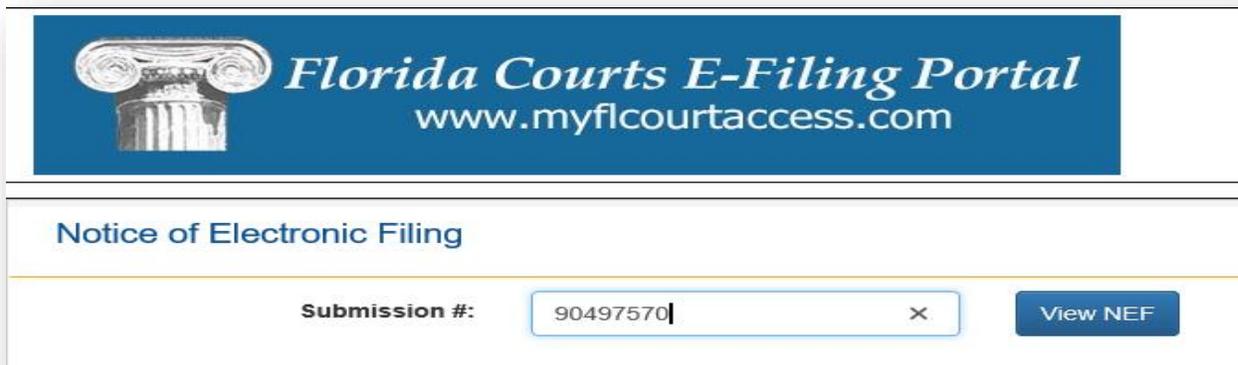
The E-Filing Authority Board of Directors wishes to communicate one such helpful change to Portal users, a tool that can be used by any Portal user, such as Clerks, Judges, State Attorneys, Public Defenders, attorneys, and pro se filers.

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>



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:



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](#).