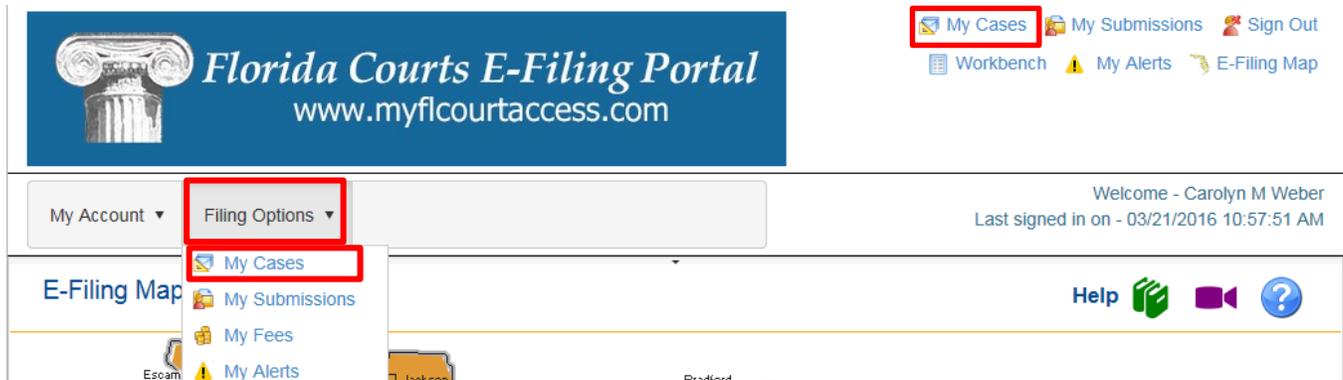


REMOVING YOURSELF FROM THE EPORTAL SERVICE LIST WHEN YOU HAVE BEEN ADDED AS AN “OTHER ATTORNEY/INTERESTED PARTY”

- 1) Go to your My Cases page by selecting **Filing Options** from the menu bar and then selecting **My Cases** from the dropdown list. You may also use the **My Cases** shortcut in the Quick Links section in the top right corner of the page.



- 2) On the **My Cases** page, you may use the various **Search Options** available to limit your **My Case** page display. If you do a search using **Added as Other Attorney/Interested Party** as your search criteria, you will get a list of all of the cases in which you have been added as an **Other Attorney/Interested Party** by someone else.

The screenshot shows the "My Cases" page search options. The page title is "My Cases" and there are help icons on the right. The search options are organized into a grid:

- Court:** A dropdown menu.
- Court Case #:** A text input field.
- Case Style:** A text input field.
- Service lists containing case-specific email address:** A text input field.
- Service lists using my profile email addresses:**
- Service lists using case-specific email addresses:**
- I have removed myself from the Service List:**
- Bounce backs received on my email addresses:**
- Cases per page:** A dropdown menu set to 25.
- Include:** Radio buttons for **Active** (selected), **Inactive**, and **All**. This section is highlighted with a red box.
- Added as Other Attorney/Interested Party:** . This checkbox is highlighted with a red box.

At the bottom, there are "Search" and "Clear" buttons.

- 3) Once you locate the case you are looking for, you will have access to the E-service List by selecting the blue Court Case # hyperlink.



Florida Courts E-Filing Portal
www.myflcouraccess.com

[My Cases](#) [My Submissions](#) [Sign Out](#)
[Workbench](#) [My Alerts](#) [E-Filing Map](#)

[My Account](#) [Filing Options](#)

Welcome - Carolyn M Weber
 Last signed in on - 03/30/2016 01:46:46 PM

My Cases

[Help](#)   

Search Options

Pleading	Proposed Order	Case #	Court Case #	Court	Case Title	Receiving Service	Status
Submit	Submit	122014CA000001CAAXMX	14000001CAAXMX	Columbia	DEUTSCHE BANK NATIONAL TRUST C VS WARNKEN, MARLENE PATRICIA	Yes	Active
Submit	Submit	122014CA000001CAAXMX	14000001CAAXMX	Columbia	DEUTSCHE BANK NATIONAL TRUST C VS WARNKEN, MARLENE PATRICIA	Yes	Active
Submit	Submit	122014CA000001CAAXMX	14000001CAAXMX	Columbia	DEUTSCHE BANK NATIONAL TRUST C VS WARNKEN, MARLENE PATRICIA	Yes	Active
Submit	Submit	122014CA000001CAAXMX	14000001CAAXMX	Columbia	DEUTSCHE BANK NATIONAL TRUST C VS WARNKEN, MARLENE PATRICIA	Yes	Active
Submit	Submit	122014CA000001CAAXMX	14000001CAAXMX	Columbia	DEUTSCHE BANK NATIONAL TRUST C VS WARNKEN, MARLENE PATRICIA	Yes	Active
Submit	Submit	482013CF000451000AOX	2013-CF-000451-A-O	Orange	STATE OF FLORIDA - VS - ULLOA-ROSENBERG, JOSE FERNANDO	Yes	Active



1 - 6 of 6 items

- 4) You will then be able to remove/delete yourself from the E-service List of this case by clicking on the red X next to your name. Once you make your corrections, click the **Save** button at the bottom of the page to save your corrections.

Update your information as Other Attorney/Interested Party

[Help](#)   

122014CA000054CAAXMX

ARNOLD, SUSAN J VS GULED, ABDIQANIA

Columbia

[My Cases](#)

Electronic Service Recipients

Delete	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type	Use Profile
	Bryan Massingill FL0	Active	Unaffiliated Users Attorney – Florida Bar		bryan@bryanmassingill.com	Primary	<input checked="" type="checkbox"/>
	Nick Gilpin FL99998	Active	Unaffiliated Users		ngilpin@flclerks.com	Primary	<input checked="" type="checkbox"/>
	Colin R Thacker mr FL57156	Active	Reichert & Newberry Law Office Attorney – Florida Bar		colinthacker@rocketmail.com	Primary	<input type="checkbox"/>
	Jamie Barber FL11111	Active	Reichert & Newberry Law Office		jbarber@flclerks.com	Primary	<input checked="" type="checkbox"/>
X	Carolyn M Weber FL913073	Active	Marquis 2		cweber@flclerks.com	Primary	<input checked="" type="checkbox"/>
					cweber1024@outlook.com	Alternate 1	<input type="checkbox"/>
	Bryan Massingill FL0	Active	Unaffiliated Users		bryan@bryanmassingill.com	Primary	<input checked="" type="checkbox"/>

Save