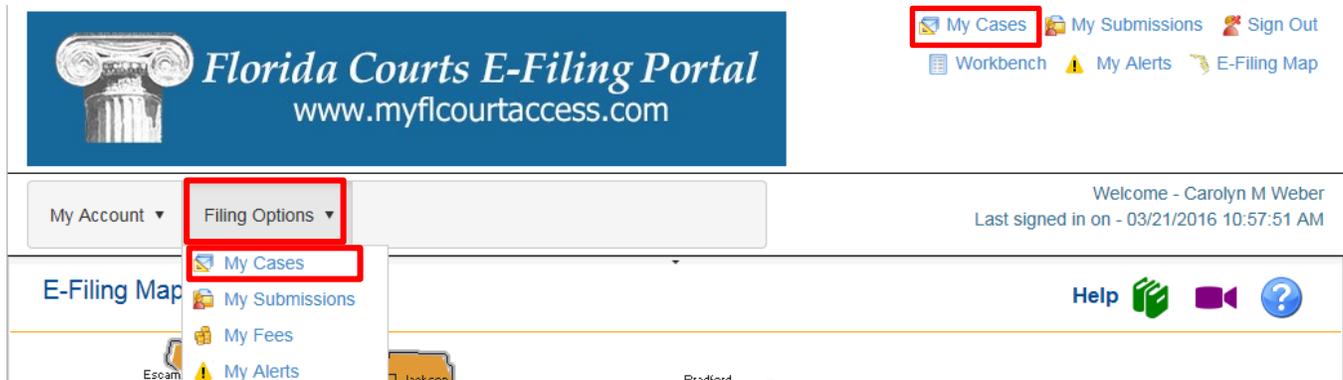


REMOVING YOURSELF FROM THE EPORTAL SERVICE LIST WHEN YOU ARE NO LONGER AN ATTORNEY ON A CASE

- 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.



Florida Courts E-Filing Portal
www.myflcourtagency.com

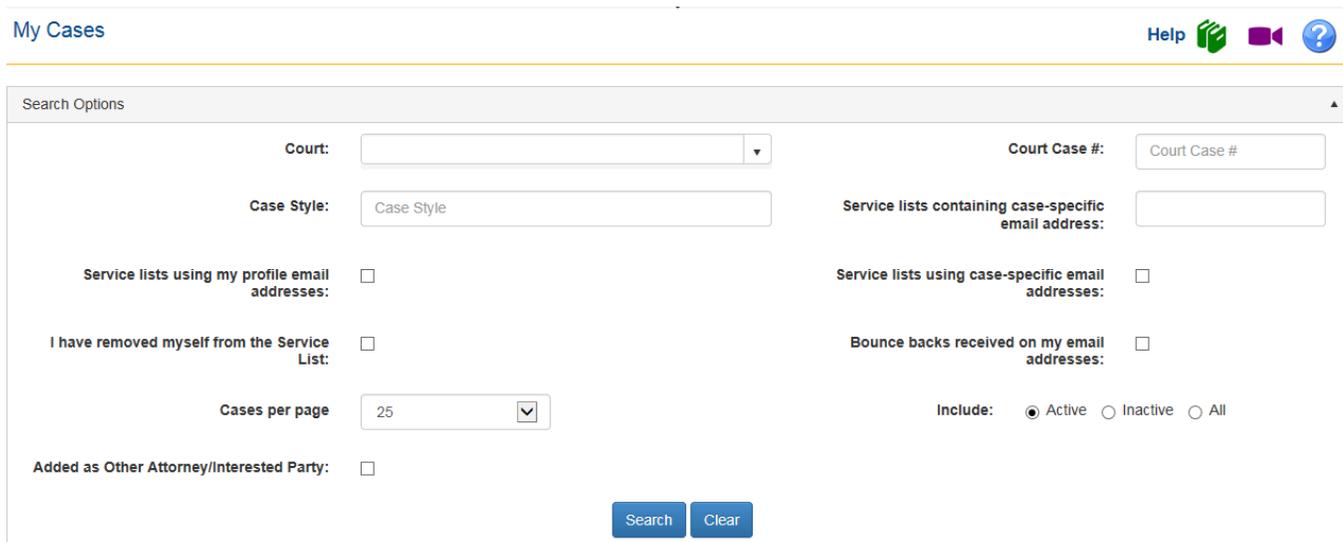
My Account ▾ Filing Options ▾

My Cases
My Submissions
My Fees
My Alerts

Welcome - Carolyn M Weber
Last signed in on - 03/21/2016 10:57:51 AM

Help   

- 2) On the **My Cases** page, you may use the various **Search Options** available to limit your **My Case** page display and find the case you are looking for.



My Cases Help   

Search Options

Court: Court Case #:

Case Style: Service lists containing case-specific email address:

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: Include: Active Inactive All

Added as Other Attorney/Interested Party:

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

Florida Courts E-Filing Portal
www.myflcourtagcess.com

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

My Cases

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) Next, select the tab titled “My E-service Email Addresses for this Case” and then check the “Remove me from the eService list for this case” button. Once you make your corrections, click the Save button at the bottom of the page to save your corrections.

642015DR010001XXXXL HILTON, TODD STEPHEN VS HILTON, LEIGH ANN Volusia

Electronic Service Recipients My Added Attorney/Interested Parties **My E-service Email Addresses for this Case** My Status for this Case

Designate your email addresses for eService on this case.

My profile eMail addresses should be used for eService on this case.

The below listed eMail addresses should be used for eService on this case.

Primary Alternate Email 1 Alternate Email 2

Remove me from the eService list for this case.

Save