



Florida Courts E-Filing Portal

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Florida Court Clerks and Comptrollers (FCCC)

E-Filing Portal 2014.02 What's New for Filers June 20, 2014

Version: 2.0
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Author: E-Filing Portal Projects



REVISION HISTORY

Version	Date	Author	Comments
1.0	6/04/2014	ePortal Projects	Original
2.0	6/19/2014	ePortal Projects	<ol style="list-style-type: none"> 1. Added sign-on page and support center assistance screen information 2. Added Review and Submit page modifications highlighting the e-service modifications to require filers to select recipients 3. Added Simple E-File with Payment screen changes

Background

This document provides a list of changes/fixes/enhancements impacting filers that will be implemented for the 2014.02 Florida Courts E-Filing Portal Release June 20, 2014 beginning at 9pm ET.

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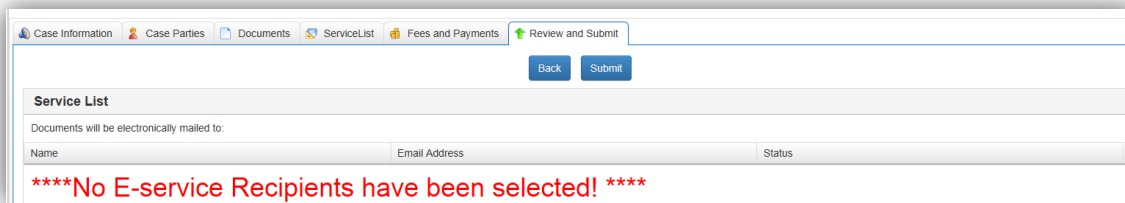


Title:	DESELECT E-SERVICE PARTICIPANTS BY DEFAULT
HEAT Ticket #:	634024
Business Need:	<ol style="list-style-type: none"> 1. Filers need to include the correct E-service recipients on each filing to receive service of court documents if they choose to use the portal to provide E-service. 2. Since all attorney filers are added to the portal service list, but may not be a party to the case or no longer working the case, they should not receive future service by default.
Solution:	All E-Service Participants are no longer checked by default. Filers will have to intentionally select which recipients they would like to receive service.

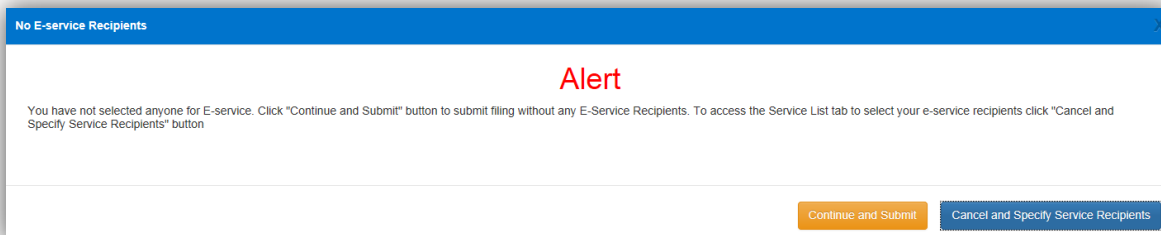
Filers will click on the checkboxes to select existing recipients. The filer may click the column heading box to select all recipients on the service list: Serve?



The Review and Submit tab has been modified by displaying the sections of the filing information in a revised order to make the e-service list more prominent and to make it highly visible to the filer if no e-service recipients were selected.



If no e-service recipients are selected and the filer attempts to submit the filing, a pop-up window will be displayed alerting the filer that no recipients have been selected. The filer will be able to continue and submit the filing or be returned to the Service List to select recipients.





Title:	NON-ATTORNEY USER GROUPS
HEAT Ticket #:	584813
Business Need:	<ol style="list-style-type: none"> 1. Self-Represented Litigants will be able to register for a Portal account and file to all counties beginning 6/21/2014. 2. Additional roles (shown below) will be able to file to each county beginning 9/21/2014.
Solution:	<p>Portal account registration will be available to these filers 9/21/2014:</p> <ul style="list-style-type: none"> ➤ Attorney – Assistant US Attorney – added for clarification on their position and Bar ID. ➤ Court Reporter ➤ Law Enforcement – register by organization ➤ Mediator ➤ Mental Health Professional ➤ Process Server ➤ State Agency – register by organization



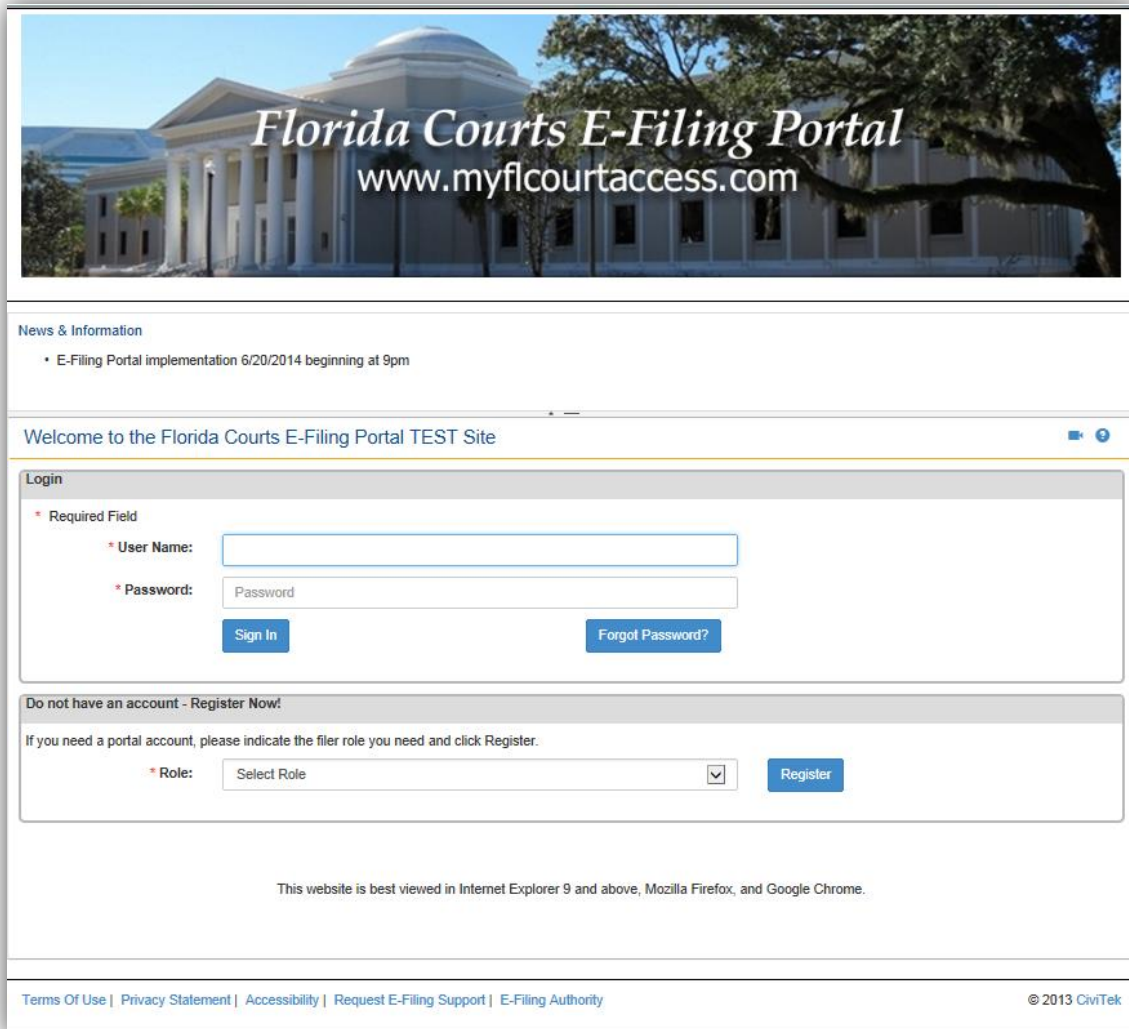
E-Filing Portal User Guides will be available for each filer role.

Title:	SESSION TIMEOUT
HEAT Ticket #:	466154
Business Need:	A timeout warning needs to be displayed to the users when the session times out.
Solution:	A warning will display after 120 minutes stating the open session is timing out.

Title:	REFORMAT FILER INTERFACE
HEAT Ticket #:	608593
Business Need:	<ol style="list-style-type: none"> 1. Modify the sign-on page to be in a consistent format with all other filing screens 2. Create a screen interface for the filer to complete to request service desk assistance instead of launching an email. 3. Format the Filer Interface to take advantage of the width and resolution of modern monitors and to fit information decreasing the need for scrolling. 4. Rearrange data on Case Information Filing Tab since the



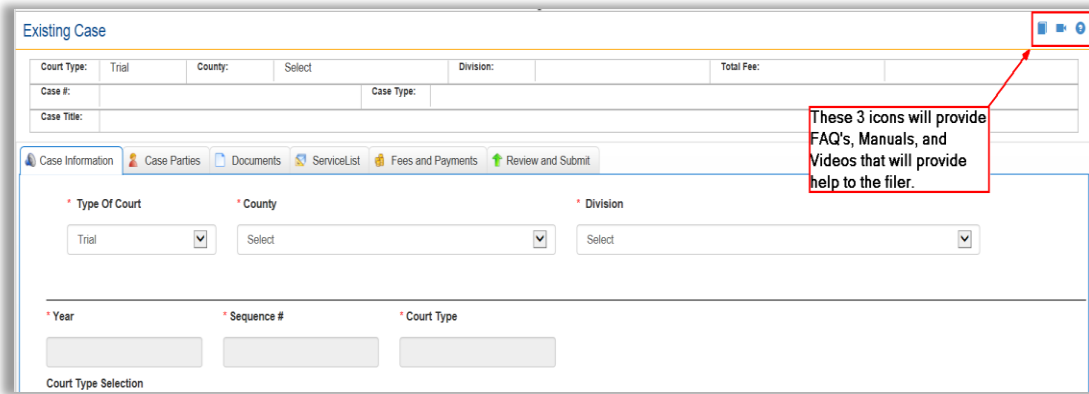
	<p>case info is above the tabs and does not need to be duplicated</p> <ol style="list-style-type: none">5. Remove text on pages that should be contained within help6. Rearrange fields on pages where ease of use is increased7. Replace the Trial Court Fees and Payments tab with the Appellate Fees and Payments to move toward one filer interface8. Modify Simple E-Filing with Payment filing screens to be in a consistent format with all other filing screens
Solution:	<p>For users with wider monitors, the Filer Interface now takes advantage of the real estate left by the wider monitors and some screens have been reformatted to improve usability. Text has been moved from filing screens to online help within the screens. Filing screens are in a consistent format.</p>





Title:	SIMPLE E-FILE WITH PAYMENT REFORMATTING
HEAT Ticket #:	642046
Business Need:	Display the same filing screens for filing jurisdictions to decrease differences with E-Filing in the State of Florida.
Solution:	Display the required filing information in a tabbed format and hide the Case Parties tab.

Title:	INTEGRATED PORTAL ONLINE SYSTEM HELP
HEAT Ticket #:	562935
Business Need:	Enhance the E-filing Portal application online help that is directly accessible on the application such as subject help, screen overview FAQ, WebEx presentations, etc.
Solution:	The ePortal now contains icons the filer can click on. These icons will send the filer to multiple resources of documentation (FAQ, Manuals, Videos, etc.). These icons will be on each page of the filer interface. Videos will be stored on YouTube.



Note these icons will be available on every page of the filer interface.

Title:	ADOPTION UCN DISPLAY FOR CCIS CASE VALIDATION
HEAT Ticket #:	600632
Business Need:	Adoption UCN's are not showing during case validation. There needs to be at least a UCN so the filer can tell if the case number is truly a valid case.
Solution:	The UCN will be the only case information shown for Adoption cases.

Title:	CASE TITLE DISPLAY FOR CCIS CASE VALIDATION
HEAT Ticket #:	604480
Business Need:	Case Titles are not displaying correctly. There are several instances where the Case Title contains Not Available.
Solution:	County Configurations have been added on the backend to capture the different types of parties. FCCC will need to setup these configurations on the backend. Note that counties need to be on CCIS 2.0 for to properly work correctly.

Title:	PARTY FOREIGN ADDRESS
HEAT Ticket #:	532861
Business Need:	Filers need the ability to input a foreign address.
Solution:	Filers now have the ability to input foreign address.

Foreign Address on Party Screen:



Add/Edit Party

You must enter either person or organization name.

First Middle Last Suffix Gender Race

*Person Name: [] [] [] [] [] []

OR Organization: []

Person Alias(AKA): []

Email Address: [] *CAUTION: This email address is not validated. Please ensure that you have entered the correct address.

* Address: 49 Featherstone Street []

*Country/ City/ State/Zip: UNITED KINGDOM [] London England EC1Y 8SY []

Primary Ext. Home Work Ext. Mobile Fax

Phone # (Format: ###-###-####): [] [] [] [] [] [] []

Save Cancel

Title:	PARTY AKA
HEAT Ticket #:	543501
Business Need:	Filers need to have the ability on the party screen to add an AKA to a party on the case.
Solution:	Filers now have the ability to add AKA's on the party screen for any party they add.

AKA on Party Screen:

Add/Edit Party

Party #: New Party

Role: Defendant [] Primary Party Filed On Behalf of

ID State/License #: Select State [] []

[Copy From Current Filer](#)

You must enter either person or organization name.

First Middle Last Suffix Gender Race

*Person Name: J.A. [] [] Harwell [] [] []

OR Organization: []

Person Alias(AKA): Andy []

Email Address: [] *CAUTION: This email address is not validated. Please ensure that you have entered the correct address.

Save Cancel



Title:	COMPLEX LITIGATION INDICATOR
HEAT Ticket #:	505350
Business Need:	Add the complex litigation indicator to the Cover Sheet where applicable
Solution:	Complex Business Court selections were added to the Cover Sheet. This will give the filer the ability to add the complex litigation indicator to the Cover Sheet.

COMPLEX BUSINESS COURT

This action is appropriate for assignment to Complex Business Court as delineated and mandated by the Administrative Order. Yes No

III. REMEDIES SOUGHT (check all that apply):

- Monetary;
- Non-monetary
- Non-monetary declaratory or injunctive relief;
- Punitive

IV. NUMBER OF CAUSES OF ACTION: ()
(Specify)

0

V. IS THIS CASE A CLASS ACTION LAWSUIT?

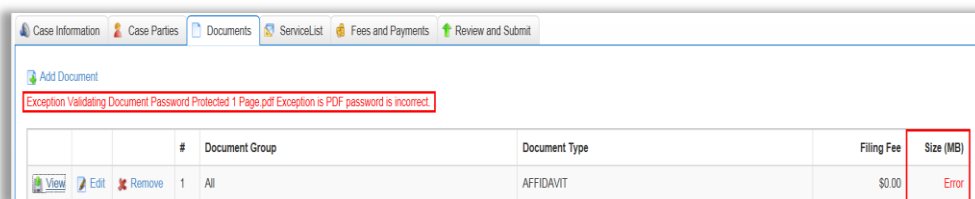
- Yes
- No

VI. HAS NOTICE OF ANY KNOWN RELATED CASE BEEN FILED?

- No

Title:	PASSWORD PROTECTED PDF
HEAT Ticket #:	594129
Business Need:	Prevent password protected Word Documents and PDF's to be uploaded to the portal.
Solution:	Password protected documents are no longer accepted through the ePortal. If a document is password protected the user will receive an error.

Error Message:





There are two kinds of passwords one can associate with a PDF:

- Owner Password
- User Password

See <http://www.simpopdf.com/resource/pdf-password-types.html> for details. If a User Password is set, Portal will not be able to verify the type of file and will not allow user to upload the file. On the other hand an Owner Password will allow a portal to open and verify the type of file and add received stamp. You can tell if a pdf is secured or not by viewing Document Properties in Adobe Reader.

Title:	CREDIT CARD REJECTION ERROR
HEAT Ticket #:	613447
Business Need:	Provide an edit for the user if the credit card or bank account number is not authorized so that the filer can correct the payment information and submit the filing.
Solution:	Filers now have the ability to update their non authorized payments for credit cards and bank accounts before submitting the filing.

Title:	LANDSCAPED E-SERVICE DOCUMENTS
HEAT Ticket #:	604049
Business Need:	Some documents that are sent in E-Service are showing in a landscape orientation.
Solution:	Documents that are more than 5MB are broken up into multiple E-Service emails. The attachments are no longer in a landscape orientation.

Title:	E-SERVICE EMAILS CONTAIN CLERKS CASE # & LIST OF DOCUMENTS
HEAT Ticket #:	600518
Business Need:	E-Service emails need to contain the case number and case style. It also needs to contain a list of attachments.
Solution:	E-Service documents contain UCN, Local Case #, Case Style, etc. It also contains the list of attachments by the name of the document the filer uploaded.



From: eserviceqa@myflcouraccess.com
 To:
 Cc:
 Subject: SERVICE OF COURT DOCUMENT - CASE NUMBER 122012CA000001CAAXMX

Message Motion.pdf (3 MB)

Notice of Service of Court Documents

E-service recipients selected for service:

Name	Email Address
Kyle Reichert	kreichert@flclerks.com

E-service recipients deselected for service:

Name	Email Address
Bryan Hetrick	bhetrick@flclerks.com
Kyle Briant	kbriant@flclerks.com

Filing Information

Filing #: 294085
 Filing Time: 05/20/2014 02:56:52 PM ET
 Filer: Kyle Reichert 850-555-5555
 Court: Third Judicial Circuit in and for Columbia County, Florida

Case #:	122012CA000001CAAXMX
Court Case #:	12000001CAAXMX
Case Style:	L&D ENVIRONMENTAL AND RECYCLE VS MILLER, GEORGE

Documents

Title	File
Motion	FACC e-Portal County Administrator Documentation 07312012(KR).docx

This is an automatic email message generated by the Florida Courts E-Filing Portal. This email address does not receive email.

Thank you,
 The Florida Courts E-Filing Portal

Title:	SAVING TO APPEALS WORKBENCH
HEAT Ticket #:	607021
Business Need:	Current design creates a temporary filing when the link to a filing path is selected and this is what causes the filing to appear on appellate work bench.
Solution:	A filing is not saved to the workbench unless the filing is started.