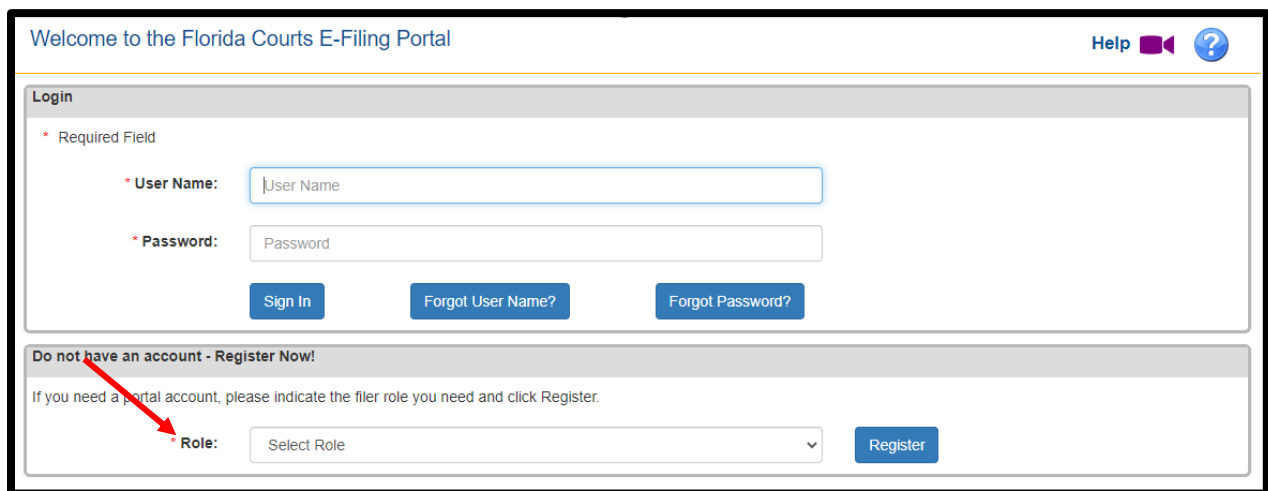


## HOW TO FILE A DOCUMENT ON FLORIDA COURTS E-FILING PORTAL ACCOUNT

1. Visit [www.MyFLCourtAccess.com](http://www.MyFLCourtAccess.com)
2. Click the link "Login Now!" at the center of the page.

Log In Now!

3. Login to your account. If you do not have an account, register using the second dialog box. Under "Role" select Self-Represented Litigant and click Register. After you register, login to your account.



Welcome to the Florida Courts E-Filing Portal

Help [video icon] [question icon]

**Login**

\* Required Field

\* User Name:

\* Password:

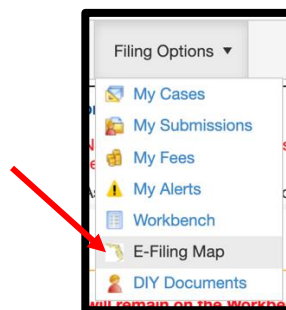
[Sign In](#) [Forgot User Name?](#) [Forgot Password?](#)

**Do not have an account - Register Now!**

If you need a portal account, please indicate the filer role you need and click Register.

\* Role:  [Register](#)

4. Click on the drop-down menu titled "Filing Options" at the top of the page and select "E-Filing Map"



5. Under "Select Filing Jurisdiction" select "Pleading on Existing Case." Also, select the county you live in (Miami-Dade) by either using the drop-down menu or click on the county on the map. After making your selection press "File Now."

**E-Filing Map**

Select a Filing Jurisdiction

**Trial Court**

- ☐ Case Initiation
- ☒ Pleading on Existing Case
- ☐ File Documents to Multiple Cases
- ☐ File Same Document to Multiple Cases (No Fees)
- ☐ Proposed Order

[Read more about courts accepting proposed orders](#)

Miami-Dade

**Appellate Court**

- ☐ Case Number Pending
- ☐ Case Initiation
- ☐ Pleading on Existing Case

File Now

**FOR STEPS 6 AND 7 ON THE NEXT PAGE you will need to have a copy of the summons/writ of garnishment you received from the court with the court case information. You need to look at the case number. The end of the case number will have two letters followed by two numbers. Example: 2020-12345-CC-23. In this example, you would focus on the part of the case number that says "CC-23" because those letters and numbers will help you complete required e-Portal information to find your case.**

6. To locate your case in the e-Portal, under "Division," you must select from the dropdown menu the court that is listed on your summons, then enter the Year, Sequence #, Court Type in the other boxes, and press "Search."

**When selecting the "Division," look at your case number.**

Division Code (the letters)	Court Code (the last two numbers)
CC = County Civil SP = County Civil	05 = Central 20 = Caleb 21 = Hialeah 23 = North Dade 24 = Miami Beach 25 = Coral Cables 26 = South Dade
CA = Circuit Civil	01 = Downtown courthouse (but you only need to select "Circuit Civil")

**\*\*ALSO, when selecting the "Court Type":**

- Choose County Civil (CC) if your case number has the letters "CC."
- Choose Small Claims (SC) if your case number has the letters "SP."
- Choose Circuit Civil (CA) if your case number has the letters "CA."

The screenshot shows the e-Portal search interface. At the top, there are tabs: Case Information, Case Parties, Documents, ServiceList, Fees and Payments, and Review and Submit. The main form has several fields: County (Miami-Dade), Division (County Civil (Hialeah 21)), Year (20), Sequence # (30505), Court Type (County Civil (CC)), Party Identifier, and Branch Location. Red arrows point to the Division and Court Type dropdown menus. At the bottom, there are Search and Clear buttons.

7. Confirm that the case information under "Pleading and Existing Cases" matches your summons or writ.

The screenshot shows the 'Pleading on Existing Case' summary page. It includes the following information: Type: Trial, County: Miami-Dade, Division: County Civil (Hialeah 21), Total Fee: \$0.00, Case #: 132020CC000001000025, Type: Evictions / (Non Monetary) Chapter 83 - Matter Involving Dispossession Of Land Or Rental Property, and Status: Closed. There are also icons for Help, a green cube, a video camera, and a question mark.

8. Scroll to the bottom of the page and select "Next."

The screenshot shows two buttons: 'Next' and 'Save to Workbench'. Both buttons are blue with white text and are enclosed in a black border.

9. Under case parties, select your name and press "Next."

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

Current Parties

Please select all parties on whose behalf you are submitting this filing. Note: to select multiple items, use CTRL-CLICK for selection.

Property Owner - Plaintiff

Your Name - Defendant

Back

Next

Save to Workbench

For the following steps, you will need to have scanned the document that you are filing into a PDF or PDF/A format.

10. Click "Add" to upload your document.

Case Information

Case Parties

Documents

ServiceList

Fees and Payments

Review and Submit

Document	Document Group/Type	Fee	Pages	File	Size(MB)
<div>Add</div>					
Total		\$0.00	0	0 Documents	0.00

**WARNING:** As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure that you have complied with these rules, including the need to complete a [Notice of Confidential Information form](#) or motion required under 2.420 regarding confidential information. Your failure to comply with these rules may subject you to sanctions.

**PDF/A ADVISORY:** PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

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Save to Workbench

11. A dialog box will appear, and you can search for the name of the type of document that you are filing. Potential matches will appear, and you will need to click on the name of the type of document from the options provided. For example, for an answer to a foreclosure action, select “Answer.” Or for notice of claim of exemption, select “Claim of Exemption and Request for Hearing”.

**For an answer to a complaint:**

The screenshot shows the 'Add/Edit Document' dialog box. At the top, there is a blue header bar with the text 'Add/Edit Document' and a close button. Below the header, there are fields for 'Document #' (set to 'New Document') and 'Filing Fee' (set to '\$0.00'). A 'Clear' button is on the right. A search bar contains the text 'answer'. Below the search bar, a warning message states: 'WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.' Below the warning, a list of document types is displayed under the heading 'Answers And Replies'. The list includes various options, with 'Answer' selected (checked). Other options include 'Amended Answer', 'Answer And Counter Claim Less Than \$2500', 'Answer And Counter Petition', 'Answer And Counter Petition Less Than \$2500', 'Answer And Cross Claim', 'Answer And Cross Claim Less Than \$2500', 'Answer And Third Party Complaint', 'Answer And Third Party Complaint Less Than \$2500', 'Answer And Waiver', 'Answer Of Court Appointed Attorney', 'Answer Of Garnishee', 'Answer To Amended Complaint', 'Answer To Counter Claim', 'Answer to Cross Claim', 'Reply', 'Reply To Affirmative Defenses', and 'Reply To Answer'. Below the list, there is a 'Discovery' section with a checkbox for 'Notice Of Serving Answers To Interrogatories'. At the bottom, there are navigation arrows and a page indicator '1 - 6 of 6 items'.

**To file a claim of exemption:**

The screenshot shows the 'Add/Edit Document' dialog box. At the top, there is a blue header bar with the text 'Add/Edit Document' and a close button. Below the header, there are fields for 'Document #' (set to 'New Document') and 'Filing Fee' (set to '\$0.00'). A 'Clear' button is on the right. A search bar contains the text 'exemption'. Below the search bar, a warning message states: 'WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.' Below the warning, a list of document types is displayed under the heading 'Other'. The list includes 'Claim Of Exemption And Request For Hearing' (selected) and 'Objection To Claim Of Exemption'. At the bottom, there are navigation arrows and a page indicator '1 - 1 of 1 items'.

12. After you choose the type of document, scroll down towards the bottom of the same page and click "Choose File."

The screenshot shows a section with the text '# Pages no longer required' and '\* Upload:'. Below the text, there is a 'Choose File' button and the text 'No file chosen'. A red arrow points to the 'Choose File' button.

**13. Select the document you want to submit to the court from wherever you saved it on your computer.**

- If you do not have a prepared document, please see our "Creating and E-Filing a Court Document Through the Interview System."
- If you need help uploading a paper document to your computer, see our instructions on "Uploading a document with a smartphone(TBD)."
- Do not include any "confidential" information in any of the documents you file with the court. (Examples of information you may not include: any portion of a person's Social Security number or bank account number at all. Only include the last four digits of a person's telephone number or tax-payer identification number.) \*This does not pertain to a fee waiver application.
- It is recommended that you upload your file as a PDF/A. Instructions on converting an electronic file can be found at the bottom of the webpage. **If you are unable to save your document as a PDF/A, just save it as a normal PDF document.**

**PDF/A ADVISORY:** PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

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Save to Workbench

**14. After you have selected the file you would like to submit, click "Save."**




\* Upload:  Your Documents.pdf

Save

Cancel

**15. Confirm that the document you uploaded is listed and "View" the document to make sure it is correct and press "Next."**

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

Document	Document Group/Type	Fee	Pages	File	Size(MB)
 Remove	Replace  Answers And Replies Answer	\$0.00	1	<a href="#">View</a>  C:\fakepath\Your Documents.pdf	0.03
<input type="button" value="Add"/>					
Total		\$0.00	1	1 Documents	0.03

**WARNING:** As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure that you have complied with these rules, including the need to complete a Notice of Confidential Information form or motion required under 2.420 regarding confidential information. Your failure to comply with these rules may subject you to sanctions.

**PDF/A ADVISORY:** PDF/A is the preferred filing format. [Click here](#) for a PDF FAQ and [here](#) for an online video on creating a PDF/A document.

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16. Select the parties to whom you wish to have the documents electronically served by clicking the box next to each name and press "Next." You must serve all listed parties, and you should select yourself, too, so that you get an email showing the document you filed.

Electronic Service Recipients

My Added Attorney/Interested Parties   My E-service Email Addresses for this Case

☒ Serve All?

Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
Samuel Sachs	Active	Unaffiliated Users		sachs.samuel@gmail.com	Primary
				sachs.samuel@gmail.com	Alternate 1
				sachs.samuel@gmail.com	Alternate 2

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17. Review the information on the payment screen. If you do have a filing fee, you may be eligible for a fee waiver. Please see our instructions on "Submitting a filing fee waiver." If you are just filing a Claim of Exemption or an Answer with no counterclaim, your filing fee should be \$0.00 (no filing fee). Click the "Next" button to get to the next page.

Back   Next

**Filing Fee Summary**

#	Description	Amount
1	Filing Fee	\$0.00
2	Answers And Replies Answer And Affirmative Defenses	\$0.00
	Total Filing Fees:	\$0.00
	Statutory Convenience Fee:	\$0.00
	Total:	\$0.00

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18. **BEFORE SUBMITTING YOUR FILING, REVIEW EVERY SECTION ON THE FINAL PAGE TO CONFIRM ALL OF YOUR INFORMATION IS CORRECT.** After reviewing the information on the page, Press "Submit" at the bottom of the page.

Back   Submit

19. You then will receive an email confirming your filing was received at the email that you provided for your e-Portal account.