



# Florida Courts E-Filing Authority Board

## Add Pro Se Filers to the Portal

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# Pro Se Filers vs. Attorney Filers Registration

- **Processes that are the Same**
  - Access the same URL
  - Use the same screens
  - Same registration process
  - Same account activation process
- **Differences**
  - Registration data does not include a FL Bar ID
  - Filer roles are different



# Pro Se Filers vs. Attorney Filers E-Filing

- **Processes that are the Same**
  - E-Filing submissions
  - E-Filing corrections
  - Email log
  - E-Service list
- **Difference**
  - Will not be associated with an organization



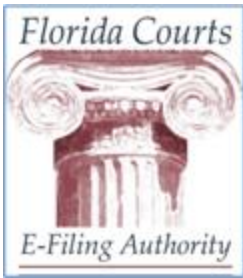
# Pro Se Filers vs. Attorney Filers Clerk Review Filings

- **Processes that are the same**
  - Use the same screens and same work queues
  - Use the same filing review process
  - Use the same docketing process
- **Difference**
  - Not mandatory for Pro Se filers to use the Portal



# Pro Se Filers vs. Attorney Filers Portal Modifications

- **Filings will be able to be submitted by users without a Bar ID**
  - Florida Attorney will still be validated against the FL Bar database
- **Filer role will be displayed throughout the Portal as needed**
  - Review Queues
  - E-Service
  - Manage Users
- **Online Help is being incorporated directly into the Portal**
  - Intended to assist all filers, however less frequent users may benefit more from the incorporated help
- **No access to Docket Sheet**
  - Pro Se Filers will not have access to the Docket Sheet or images through the Portal



# Registration Process

A screenshot of the Florida Courts E-Filing Portal website. The browser address bar shows "https://www.myflcourtagency.com/". The page title is "Florida Courts E-Filing Portal" with the subtitle "GOVERNED BY THE FLORIDA COURTS E-FILING AUTHORITY". The navigation menu includes "HOME", "E-FILING PORTAL" (highlighted with a red box), "E-FILING AUTHORITY", "LINKS", "PUBLIC NOTICES", and "HELP". Below the navigation is a large banner image of a brick courthouse building with an American flag. A "File Now!" button is highlighted with a red box in the bottom right corner of the banner. The text "Get the latest NEWS about Florida's E-Filing Portal" is visible in the bottom left of the banner area.





# Registration Process

Welcome to the Florida Courts E-Filing Portal

\* User Name:

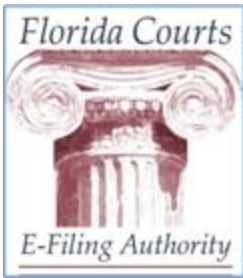
\* Password:

[Sign In](#)

[Register Now!](#)

[Forgot Password?](#)





# Registration Process

## Account Registration

To register, complete this form and activation instructions will be emailed to you.

Fields marked with asterisk (\*) are required.

\* Role:

ID State/Number:

\* User Name:

Password must be between 6 and 16 characters, with at least 1 number

\* Password:

\* Re-type Password:

\* Security Question:

\* Security Answer:

Name:

\* Primary Email:





# Registration Process

## Registration Complete

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Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.

Click [here](#) to go back to [Home](#) page.



# Registration Process

From: noreplytest@myflcourtaccess.com  
To: jfishback@flclerks.com  
Cc:  
Subject: Registration Information For Florida Courts E-Filing Portal Received

Sent: Tue 4/29/2014 12:09 PM

Dear Efile By Myself :

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at <mailto:support@myflcourtaccess.com>

This email is sent to you as a result of your registration for electronic filing with Florida Courts E-Filing Portal on 04/29/2014 04:08:57 PM

Account Details you have provided are as follows:

Name: Efile By Myself  
User Name: ProSeSample  
Role: Pro Se - Self Representation  
Email Address: [jfishback@flclerks.com](mailto:jfishback@flclerks.com)  
Phone #:

A separate email with instructions to activate your account will be sent.

Thank You,  
Florida Courts E-Filing Portal Staff



# Registration Process

From: noreplytest@myflicourtaccess.com  
To: jfishback@flderks.com  
Cc:  
Subject: Your Account For Florida Courts E-Filing Portal is ready for Activation

Sent: Tue 4/29/2014 12:09 PM

Dear Efile By Myself :

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at <mailto:support@myflicourtaccess.com>

Information provided at the time of registration for electronic filing with FACC ePortal is verified and your account is ready for activation. To Activate your account click on activation link below

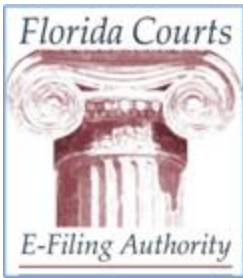
<https://test.myflicourtaccess.com/Common/UIPages/ActivateUser.aspx?activationid=330bbf8b-32c6-46b1-a9d7-72583761744e>

Your Account Details are as follows:

Name: Efile By Myself  
User Name: ProSeSample  
Role: Pro Se - Self Representation  
Email Address: [jfishback@flderks.com](mailto:jfishback@flderks.com)  
Phone #:

We encourage you to take advantage of the E-Filing training materials that are available in the Educational Videos section of the [Florida Courts E-Filing Authority Board Website](#). These videos and manuals will provide you step-by-step training for all common E-Filing tasks.

Thank You,  
Florida Courts E-Filing Portal Staff



# Registration Process

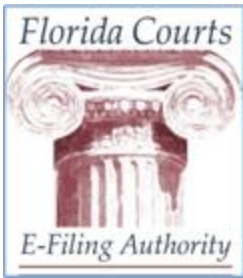
## User Account Activation

Your security is important to us. Please verify your identity by answering the security question selected at time of registration.

Fields marked with asterisk (\*) are required.

\* Security Question:

\* Security Answer:



# Registration Process

User Account Activation

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**Account has been successfully activated.**

Fields marked with asterisk (\*) are required.

\* User Name:

\* Password:

[Sign In](#)

[Don't Have A User Name?](#)

[Forgot Password?](#)