



Florida Courts E-Filing Portal
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Florida Court Clerks and Comptrollers (FCCC)

E-Filing Portal 2020.01 Maintenance Release End User Notes

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Background

This document provides a list of modifications that have been released to the Florida Courts E-Filing TEST Portal site (<http://test.myflcourtagency.com>) for the Florida Courts E-Filing Portal 2020.01 Maintenance Release. Clerk testing is scheduled for 8/31/2020 – 9/10/2020. Production implementation is scheduled for 09/12/2020 beginning at 12 AM ET.

TABLE OF CONTENTS

- JUDICIAL UPDATES 3
- Documents for Judicial Review f/k/a Proposed Order Filing Path 3
- OSCA Web Page..... 3
- COUNTY UPDATES..... 4
- Other Attorney/Interested Party Added by Clerk and Judge 4
- DOR TPV Updates 4
- FILER UPDATES 4
- Second Attorney Account 4
- WordPerfect 4
- Civil Coversheet Update 4
- Notice of Electronic Filing (NEF) Quick Link..... 6
- Add Another User to E-service List 6
- E-Service Favorites Bullet Point in My Account Menu 7
- SYSTEM UPDATES 7
- Security Audit Report 7
- Document Number Mismatch..... 8
- A2J DAT File 8
- Rollover Logs..... 8
- JA Email Notifications 8



JUDICIAL UPDATES

Title:	DOCUMENTS FOR JUDICIAL REVIEW F/K/A PROPOSED ORDER FILING PATH
ISM Ticket #:	30017799
Business Need:	Modify the proposed orders filing path to include all documents submitted to the judiciary. Change the name of the proposed order filing path to Documents for Judicial Review.
Solution:	<p>Here are the changes made to the process:</p> <ul style="list-style-type: none"> ○ <i>Added docket code Exhibits to the standard list</i> ○ <i>On the documents page, under the opposed/unopposed selection, changed 'proposed order' to 'proposed document'.</i> ○ <i>Allow Authorized users (Example Circuit Administrators)</i> <ul style="list-style-type: none"> ▪ <i>To Add new docket codes</i> ▪ <i>Delete docket codes they added</i> ▪ <i>Specify the filer roles that can submit said docket code</i> ▪ <i>Specify the file format for said docket code</i> ○ <i>Remove "Proposed VOP warrant" from the add/edit document list if the filer is not granted "Can Submit Proposed Warrants" (Example Probation officers) right/role. Note that this filter is in addition to any filer restricting what filer roles can file a given docket code</i> ○ <i>Require Document Title for all docket codes with exception of "Cover Letter" and "Exhibits". Document Title is optional for "Cover Letter" and "Exhibits"</i>

Instruction Guide on how to manage docket codes:



Documents_For_Judicial_Review_Instru

Title:	OSCA WEB PAGE
ISM Ticket #:	30018479
Business Need:	OSCA is unable to upload DIY interviews to the portal using the webpage.
Solution:	Changes were made and now OSCA has the ability to update their DIY interviews using the webpage.



COUNTY UPDATES

Title:	OTHER ATTORNEY/INTERESTED PARTY ADDED BY CLERK AND JUDGE
ISM Ticket #:	30018532
Business Need:	Save Other Attorney/Interested Party to the E-service List when added by the Judge or Clerk
Solution:	OA/IP added by Judge or Clerk is saved to the E-service List

Title:	DOR TPV UPDATES
ISM Ticket #:	
Business Need:	
Solution:	

FILER UPDATES

Title:	SECOND ATTORNEY ACCOUNT
ISM Ticket #:	300018008
Business Need:	Second attorney account requests are not being sent to the manual approval process.
Solution:	The process will now check the request for leading zeros.

Title:	WORDPERFECT
ISM Ticket #:	30018345
Business Need:	Prevent filers from submitting WordPerfect documents.
Solution:	The portal will no longer accept WordPerfect document formats effective November 21, 2020.

Title:	CIVIL COVERSHEET UPDATE
ISM Ticket #:	30018601
Business Need:	Update the civil coversheet to reflect the changes from SC19-1354.
Solution:	Changes were made to reflect SC19-1354.

Single Session Updates:

- Changed Claim amount from a text box to a list of radio buttons:

Remedies Sought: Monetary Non-monetary, declaratory or injunctive relief Punitive

Amount of Claim: \$8,000 or less \$8,001 - \$30,000 \$30,001 - \$50,000 \$50,001 - \$75,000 \$75,001 - \$100,000 over \$100,000.00

Please indicate the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes and is not used for any other purpose.



- Added Residential and Non-Residential to Proceeding Type of Case for County Civil submissions
- Added Real property/Mortgage foreclosure Proceeding Type of Case for County Civil
- Below are changes to the Proceeding Type of Case for Circuit Civil:
 - Removed "Commercial foreclosure \$0 - \$50,000" , "Commercial foreclosure \$50,001 - \$249,999" , "Commercial foreclosure \$250,000 or more"
 - Added Commercial Foreclosure
 - Removed "Homestead residential foreclosure \$0 - \$50,000" , "Homestead residential foreclosure \$50,001 - \$249,999" and "Homestead residential foreclosure \$250,000 or more"
 - Added "Homestead Residential Foreclosure"
 - Removed "Non-homestead residential foreclosure \$0 - \$50,000" , "Non-homestead residential foreclosure \$50,001 - \$249,999" and "Non-homestead residential foreclosure \$250,000 or more"
 - Added "Non-Homestead Residential Foreclosure":
 - Removed "Other real property actions \$0 - \$50,000" , "Other real property actions \$50,001 - \$249,999" and "Other real property actions \$250,000 or more"
 - Added "Other Real Property Actions"
- Removed validations based on claim amount. Now filers select a range. See screenshot above.
- Updated Civil Cover sheet template
- Save Claim amount into XML as below. **No change as to how the claim amount is sent to clerk systems in the XML.**

Description	Value in XML
Non-Monetary	0
\$8,000 or less	1
\$8,001 - \$30,000	8001
\$30,001- \$50,000	30001
\$50,001- \$75,000	50001
\$75,001 - \$100,000	75001
over \$100,000.00	100001

TPV Interface Updates

- Update Civil Cover sheet template
- Transform claim amount provided by TPV as below in the XML sent to the clerk. **No changed as to how the claim amount is sent to clerk systems in the XML.**

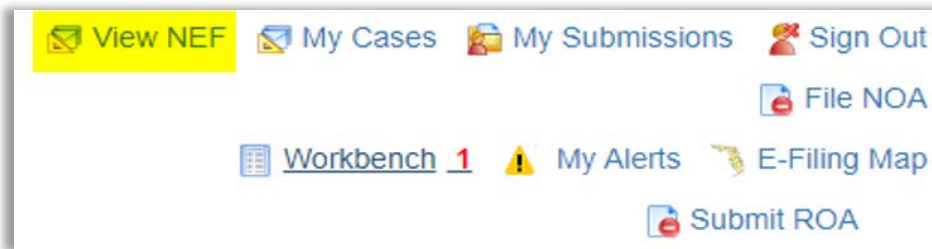


2020.01 Maintenance Release End User Notes

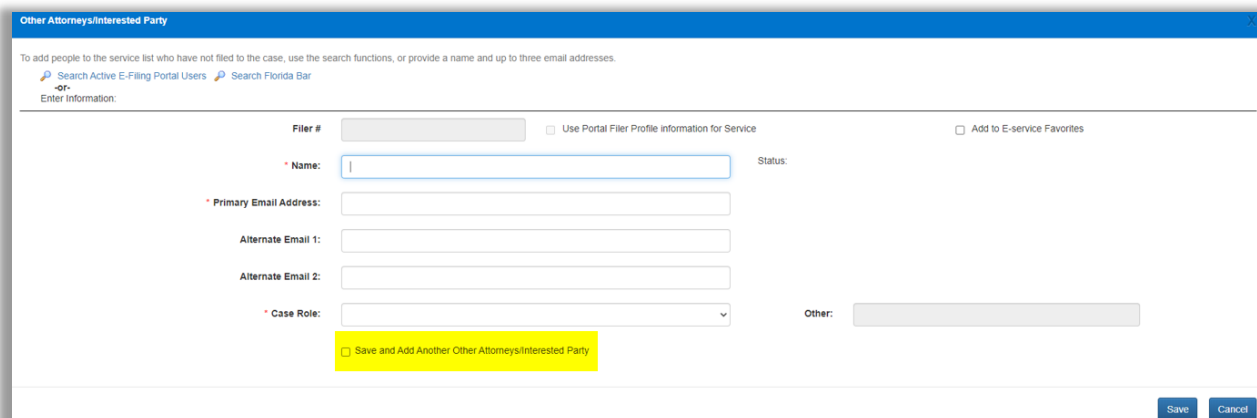
Version: 1.0 Dated: 8/31/2020

Description	Value in XML
Non-Monetary	0
\$8,000 or less	1
\$8,001 - \$30,000	8001
\$30,001 - \$50,000	30001
\$50,001 - \$75,000	50001
\$75,001 - \$100,000	75001
over \$100,000.00	100001

Title:	NOTICE OF ELECTRONIC FILING (NEF) QUICK LINK
ISM Ticket #:	30018610
Business Need:	Add a link to Quick Links for View NEF
Solution:	A hot button was added to the top right of the page for filers to view their Notice of Electronic Filings.



Title:	ADD ANOTHER USER TO E-SERVICE LIST
ISM Ticket #:	30018533
Business Need:	When adding parties to the service list, give the filer the ability to add another interested party from Other Attorneys/Interested Party screen.
Solution:	A check box was added to give the filer the ability to add another interested party to the service list.



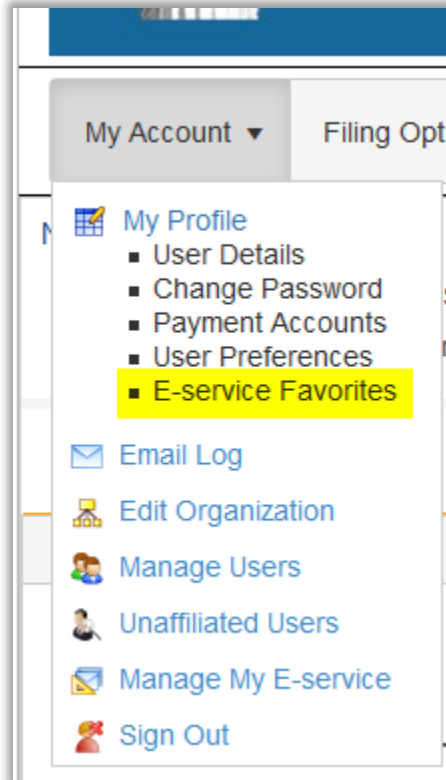


2020.01 Maintenance Release End User Notes

Version: 1.0 Dated: 8/31/2020

Title:	E-SERVICE FAVORITES BULLET POINT IN MY ACCOUNT MENU
ISM Ticket #:	30018613
Business Need:	Add the E-Service Favorites bullet point when hovering over My Account>My Profile.
Solution:	The E-Service bullet point has been added to the users My Account>My Profile.

My Account>My Profile



SYSTEM UPDATES

Title:	SECURITY AUDIT REPORT
ISM Ticket #:	30014134 & 30014135
Business Need:	Incorrect content type on one page - Low Severity from Security Audit Report Information Severity - Low from Security Audit Report
Solution:	Changed the mime type for ttf files to font/ttf for both items.



2020.01 Maintenance Release End User Notes

Version: 1.0 Dated: 8/31/2020

Title:	DOCUMENT NUMBER MISMATCH
ISM Ticket #:	30017809
Business Need:	Sometimes document numbers do not match in reports.
Solution:	Added code to update the number_of_documents field in the request table upon stamping of the submission documents with received stamp. Before number_of_documents in request table is only updated when a submission is received.

Title:	A2J DAT FILE
ISM Ticket #:	30018297
Business Need:	Fix issues with the A2J DAT File.
Solution:	Instead of using A2J DAT, code was implemented to generate documents from A2J PDF templates.

Title:	ROLLOVER LOGS
ISM Ticket #:	
Business Need:	Create rollover log files on the services.
Solution:	Changed the following tasks to rollover logging (daily). Other tasks are already using rollover logging. <ul style="list-style-type: none">• ECF4Parser• CMSPush• CMSPush13 (for Dade)• NEFBounceback• DORFileParser (Official Records)• Pria24Parser (Official Records)

Title:	JA EMAIL NOTIFICATIONS
ISM Ticket #:	30018430
Business Need:	Enable the JA to receive email notification of submitted proposed order for judicial viewer use as well.
Solution:	Email notifications are sent to the JA even if the judicial circuit is using their judicial viewer for review.