

Florida Courts E-Filing Portal

Third Party Vendor Test Case Checklist

Vendor Information

Vendor Name		Date	
Contact Name		Contact Phone #	
Contact Fax #		Contact Email	

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Vendor Request for Certification

Please indicate the division [Circuit Civil, County Civil, Probate, Domestic Relations/Family, Juvenile Delinquency, Juvenile Dependency, Circuit Criminal, and Criminal Traffic] and the filing path [New or Existing Case] for which you are requesting Certification.

Division	New Case	Existing Case

Test Scenarios Results Summary

Test Scenario	Pass/Fail
TS001 - Existing Case - 1 lead document, no filing fee	
TS002 - Existing Case - 1 or more lead documents & 1 or more exhibit document and no filing fee	
TS003 - Existing Case - 1 or more lead documents & 0 or more exhibit documents with a filing fee	
TS004 - Existing Case – 1 or more lead documents & 0 or more exhibit documents and fee waiver	
TS005 - Existing Case - 1 or more lead documents & 0 or more exhibit documents & no filing fee – Correction Queue	
TS006 - Existing Case - 1 or more lead documents & 0 or more exhibit documents & no filing fee – Abandoned Filing Queue	
TS007 - New Case 1 or more lead documents & 0 or more exhibit documents with a filing fee	
TS008 - New Case 1 or more documents & 0 or more exhibit documents using fee waiver	
TS009 - New Case 1 or more lead documents & 0 or more exhibit documents with a filing fee – Correction Queue	

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Document Version Control

Date	Version #	Editor	Description of Change
1/21/2017	1.0	Portal Team	Creation

Purpose of this Document

To define the test case scenarios required to be successfully completed in order to receive Certification in a filing path [New Case or Existing Case] and a Division [Circuit Civil, County Civil, Probate, Domestic Relations/Family, Juvenile Dependency, Juvenile Delinquency, Circuit Criminal, Criminal Traffic].

Terms and Definitions

Abandoned Filing Queue

When a submission is returned to the Correction Queue the filer has five business days to correct the deficiency. If the submission is not corrected and resubmitted in those five days, the submission is moved to the Abandoned Filing Queue.

CMS

Case Maintenance System

Correction Queue

When a submission has a deficiency that needs to be corrected by the filer, the Clerk returns the submission to the Correction Queue.

Court/Clerk Case Number

The case number used by the Clerk or the Court which is an abbreviated version of the Uniform Case Number (UCN).

Exhibit

A document that is filed in support of a lead document.

Existing Case

The filing path for a case that has been created and a Uniform Case Number assigned.

Filing Fee

The statutory fee that is required to be paid when submitting a new case

Lead Document

The document that is filed with the Clerk that is requesting an action.

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NEF

Notice of Electronic Filing provides service of the documents in the submission and a PDF of the documents.

New Case

The filing path that creates a new case to be filed with the Clerk.

Notification Email

The emails that the Portal returns to the filer as the submission goes through the process.

Submission Number

The number assigned to the submission when it is received by the Portal.

TPV

Third Party Vendor

UCN

The Uniform Case Number is a 20 character number assigned to a new case and is required for state reporting purposes.

Instructions

The Third Party Vendor shall complete the Vendor Information section of this document along with the Vendor Request for Certification. Based on the filing path, either New Case or Existing Case, the Third Party Vendor shall complete the Test Scenarios that apply to the filing path in which they are seeking Certification. The Third Party Vendor shall submit the Test Scenario to each County and fill in the Submission Number for each Test Scenario.

The Test Scenarios may be completed and submitted one at a time or they may be done all together. The Test Scenario however must be submitted to all counties listed before sending to the Portal Team. Once the Portal Team or the County has reviewed and accepted the submission and the County has verified that the information has been accepted by their CMS, we will provide the results back to the TPV in this completed document. If a submission fails to process properly with one of the Counties, the Test Scenario must be repeated with all the Counties.

Only complete the Scenarios that apply to the filing paths for which you are requesting certification. For example, if you are not seeking certification for the New Case filing path, you do not need to complete the Test Scenarios for a New Case.

Submission Requirements

- 1) The appropriate test scenarios must be executed for each County below:

- Alachua County
- Brevard County
- Duval or Collier County
- Marion or Walton County
- Miami-Dade County
- Orange County
- Polk County
- Sarasota or St. Lucie County

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- 2) Review Filing Requests (submitted by TPV) should contain court specific values and valid case information
- 3) If a TPV does not have the necessary test data for a given court, the Service Desk can provide the sample data to be used (example: Case Number, UCN, Document Group, Type, etc.)

Test Scenarios

TS001- Existing Case filing path with 1 lead document, no filing fee

Name:	TS001 – Existing Case filing path with 1 lead document, no fee
Description:	Existing case filing with one lead document and no filing fee
Task #	Task Description
1	TPV Submit – existing case filing with one lead document and no filing fee
2	TPV Completes the Submission Number and sends email with the document attached to Support with a copy to Kyle Reichert
3	Portal Team/Clerk – Review and Accept
4	Clerk – Verify information in CMS
5	TPV Retrieve Status
6	TPV Retrieve Review Results
7	Portal Team Completes Test Results Section and Return to TPV

Test Results [TPV to provide the Submission # and the Portal Team will complete the rest.]

Court (CMS)	Submission #	Received Time	Completion Time	Pass/Fail	Remarks
Alachua					
Brevard					
Duval or Collier					
Marion or Walton					
Miami-Dade					
Orange					
Polk					
Sarasota or St. Lucie					

TS002- Existing Case - 1 or more lead documents & 1 or more exhibit documents and no filing fee

Name:	TS002- Existing Case - 1 or more lead documents & 1 or more exhibit documents and no filing fee
Description:	Existing Case - filing with one or more lead documents and one or more exhibit documents and no filing fee
Task #	Task Description
1	TPV Submit – Existing Case - filing with one or more lead documents and one or more exhibit documents and no filing fee
2	TPV Completes the Submission Number and sends email with the document attached to Support with a copy to Kyle Reichert
3	Portal Team/Clerk – Review
4	Clerk – Verify information in CMS
5	TPV Retrieve Review Results
6	TPV Retrieve Status

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Test Results [TPV to provide the Submission # and the Portal Team will complete the rest.]

Court (CMS)	Submission #	Received Time	Completion Time	Pass/Fail	Remarks
Alachua					
Brevard					
Duval or Collier					
Marion or Walton					
Miami-Dade					
Orange					
Polk					
Sarasota or St. Lucie					

[TS003- Existing Case - 1 or more lead documents & 0 or more exhibit documents and filing fee](#)

Name:	TS003- Existing Case - 1 or more lead documents & 0 or more exhibit documents and filing fee
Description:	Existing Case - filing with one or more lead documents and zero or more exhibit documents and filing fee
Task #	Task Description
1	TPV Submit – Existing Case - filing with one or more lead documents and zero or more exhibit documents and filing fee
2	TPV Completes the Submission Number and sends email with the document attached to Support with a copy to Kyle Reichert
3	Portal Team/Clerk – Review
4	Clerk – Verify information in CMS
5	TPV Retrieve Review Results
6	TPV Retrieve Status

Test Results [TPV to provide the Submission # and the Portal Team will complete the rest.]

Court (CMS)	Submission #	Received Time	Completion Time	Pass/Fail	Remarks
Alachua					
Brevard					
Duval or Collier					
Marion or Walton					
Miami-Dade					
Orange					
Polk					
Sarasota or St. Lucie					

[TS004- Existing Case - 1 or more lead documents & 0 or more exhibit documents and fee waiver](#)

Name:	TS003- Existing Case - 1 or more lead documents & 0 or more exhibit documents and filing fee
Description:	Existing Case - filing with one or more lead documents and zero or more exhibit documents and fee waiver request
Task #	Task Description
1	TPV Submit – Existing Case - filing with one or more lead documents and zero or more exhibit documents and filing fee
2	TPV Completes the Submission Number and sends email with the document attached to Support with

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	a copy to Kyle Reichert
3	Portal Team/Clerk – Review
4	Clerk – Verify information in CMS
5	TPV Retrieve Review Results
6	TPV Retrieve Status

Test Results [TPV to provide the Submission # and the Portal Team will complete the rest.]

Court (CMS)	Submission #	Received Time	Completion Time	Pass/Fail	Remarks
Alachua					
Brevard					
Duval or Collier					
Marion or Walton					
Miami-Dade					
Orange					
Polk					
Sarasota or St. Lucie					

TS005- Existing Case - 1 or more documents & 0 or more exhibit documents and no filing fee – Correction

Name:	TS004- Existing Case - 1 or more documents & 0 or more exhibit documents and no filing fee – Correction
Description:	Existing Case - filing with one or more lead documents and zero or more exhibit documents and no filing fee – with correction
Task #	Task Description
1	TPV Submit – Existing Case - filing with one or more lead documents and zero or more exhibit documents and no filing fee
2	TPV Completes the Submission Number and sends email with the document attached to Support with a copy to Kyle Reichert
3	Portal Team/Clerk – Send to correction queue
4	TPV – correction- Replace first lead document
5	TPV – correction- Add a new lead document
6	TPV – Submit corrected filing
7	Portal Team/Clerk – Review
8	Clerk – Verify information in CMS
9	TPV Retrieve Review Results
10	TPV Retrieve Status

Test Results [TPV to provide the Submission # and the Portal Team will complete the rest.]

Court (CMS)	Submission #	Received Time	Completion Time	Pass/Fail	Remarks
Alachua					
Brevard					
Duval or Collier					
Marion or Walton					
Miami-Dade					
Orange					
Polk					

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Sarasota or St. Lucie					
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TS006- Existing Case - 1 or more lead documents & 0 or more exhibit documents and no filing fee – Abandoned

Name:	TS005- Existing Case - 1 or more lead documents & 0 or more exhibit documents and no filing fee – Abandoned
Description:	Existing Case - filing with one or more lead documents and zero or more exhibit documents and no filing fee – Abandoned
Task #	Task Description
1	TPV Submit – Existing Case - filing with one or more lead documents and zero or more exhibit documents and no filing fee
2	TPV Completes the Submission Number and sends email with the document attached to Support with a copy to Kyle Reichert
3	Portal Team/Clerk – Send to correction queue
4	TPV – Take no action – no corrections
5	Portal Team/Clerk – Send to Abandoned queue
6	TPV Retrieve Review Results
7	TPV Retrieve Status

Test Results [TPV to provide the Submission # and the Portal Team will complete the rest.]

Court (CMS)	Submission #	Received Time	Completion Time	Pass/Fail	Remarks
Alachua					
Brevard					
Duval or Collier					
Marion or Walton					
Miami-Dade					
Orange					
Polk					
Sarasota or St. Lucie					

TS007- New Case 1 or more documents & 0 or more exhibit documents and filing fee

Name:	TS006- New Case 1 or more documents & 0 or more exhibit documents and filing fee
Description:	New case filing with one or more lead documents and zero or more exhibit documents and one or more plaintiffs and one or more defendants and filing fee
Task #	Task Description
1	TPV Submit – new case filing with one or more lead documents and zero or more exhibit documents and one or more plaintiffs and one or more defendants and filing fee
2	TPV Completes the Submission Number and sends email with the document attached to Support with a copy to Kyle Reichert
3	Portal Team/Clerk – Review
4	Clerk – Verify information in CMS
5	TPV Retrieve Review Results
6	TPV Retrieve Status

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Test Results [TPV to provide the Submission # and the Portal Team will complete the rest.]

Court (CMS)	Submission #	Received Time	Completion Time	Pass/Fail	Remarks
Alachua					
Brevard					
Duval or Collier					
Marion or Walton					
Miami-Dade					
Orange					
Polk					
Sarasota or St. Lucie					

TS008- New Case 1 or more documents & 0 or more exhibit documents using fee waiver

Name:	TS006- New Case 1 or more documents & 0 or more exhibit documents and filing fee
Description:	New case filing with one or more lead documents and zero or more exhibit documents and one or more plaintiffs and one or more defendants and filing fee
Task #	Task Description
1	TPV Submit – new case filing with one or more lead documents and zero or more exhibit documents and one or more plaintiffs and one or more defendants and filing fee
2	TPV Completes the Submission Number and sends email with the document attached to Support with a copy to Kyle Reichert
3	Portal Team/Clerk – Review
4	Clerk – Verify information in CMS
5	TPV Retrieve Review Results
6	TPV Retrieve Status

Test Results [TPV to provide the Submission # and the Portal Team will complete the rest.]

Court (CMS)	Submission #	Received Time	Completion Time	Pass/Fail	Remarks
Alachua					
Brevard					
Duval or Collier					
Marion or Walton					
Miami-Dade					
Orange					
Polk					
Sarasota or St. Lucie					

TS009- New Case 1 or more documents & 0 or more exhibit documents and filing fee – Correction

Name:	TS007- New Case 1 or more documents & 0 or more exhibit documents and filing fee – Correction
Description:	New case filing with one or more lead documents and zero or more exhibit documents and one or more plaintiffs and one or more defendants and filing fee – with corrections
Task #	Task Description
1	TPV Submit – new case filing with one or more lead documents and zero or more exhibit documents and one or more plaintiffs and one or more defendants and filing fee
2	TPV Completes the Submission Number and sends email with the document attached to Support with

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	a copy to Kyle Reichert
3	Portal Team/Clerk – Send to correction queue
4	TPV – correction- Change name of first plaintiff/petitioner
5	TPV – correction- Add a defendant
6	TPV – correction- Replace first lead document
7	TPV – correction- Add a new lead document
8	TPV – Submit corrected filing
9	Portal Team/Clerk – Review
10	Clerk – Verify information in CMS
11	TPV Retrieve Review Results
12	TPV Retrieve Status

Test Results [TPV to provide the Submission # and the Portal Team will complete the rest.]

Court (CMS)	Submission #	Received Time	Completion Time	Pass/Fail	Remarks
Alachua					
Brevard					
Duval or Collier					
Marion or Walton					
Miami-Dade					
Orange					
Polk					
Sarasota or St. Lucie					

Support Contact

If at any time in the process you need assistance, please contact support at support@myflcourts.com or call 850-577-4609.