



E-Filing Checklist

Check the relevant portions of Florida's Civil Procedure. ([1.080:30-31](#))

- If you haven't done so already, visit our [E-Filing Resources for Florida Lawyers](#) page.
- Determine which E-Filing portal is being used based on court.
 - Determine the E-Filing protocol for that court.
 - Check the court's website for current information.
 - Check individual judges for variations in protocol.
- To file a case electronically you'll need:
 - To register with the appropriate E-Filing Portal.
 - Have files appropriately formatted.
 - Make sure all metadata is stripped from E-Filed documents
 - Know the court where the case is pending.
 - You should know filing deadlines.
 - Consider how long it will take to file and be confirmed as received.
- For more information always check the court's website.

There are excellent training videos [here](#).

E-Filing Support

To request e-filing support, please email support@myflcouraccess.com or call (850) 577-4609 and leave a message.