

Welcome to the Florida Courts E-Filing Portal



Ways to Submit to the Portal



The screenshot shows the Florida Courts E-Filing Portal homepage. At the top is a banner with the portal's logo and a photo of two women working on a laptop. Below the banner is a 'News & Information' section with two maintenance notices. The main content area is titled 'Welcome to the Florida Courts E-Filing Portal' and includes a 'Login' section with fields for 'User Name' and 'Password', and a 'Register Now!' section with a 'Role' dropdown and a 'Register' button. A 'Help' link is also present.

FLORIDA COURTS E-FILING PORTAL
MyFLCourtAccess.com

News & Information

- 03/13/2023 The Florida Courts E-Filing Portal will be down for maintenance Saturday, March 18th from 1:30 am to 4:30 am.
- 02/24/2023 Microsoft ended support for the Internet Explorer browser in June 2022. Effective March 1, 2023, the portal will no longer support Internet Explorer. [Read More](#)

Welcome to the Florida Courts E-Filing Portal [Help](#)

Login

* Required Field

* User Name:

* Password:

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

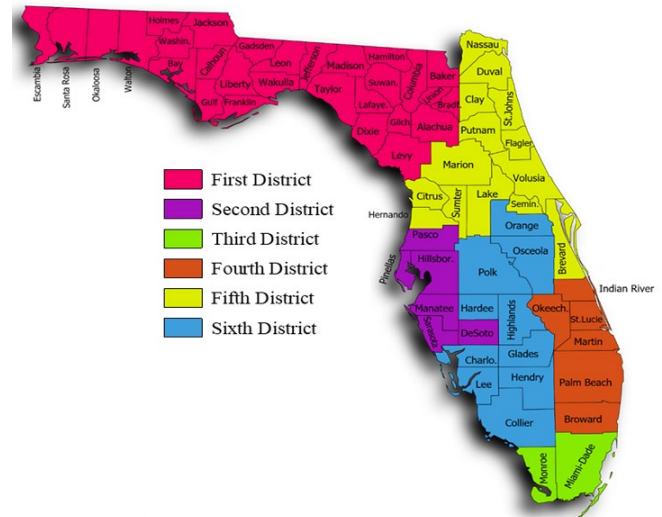
Do not have an account - Register Now!

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

* Role: [Register](#)

Single Session Filing

- Open a browser and go to www.myflcourtaccess.com
- Register with the Portal to receive your username
- Sign into the Portal with your username & password
- Select the jurisdiction filing to
- Follow the prompts



Use a Third-Party Vendor



FLORIDA COURTS
E-FILING AUTHORITY

E-Filing Authority ▾

Upcoming Meetings

Certified Vendors

How To ▾

DIY Florida

BEGIN E-FILING

CERTIFIED VENDORS

The companies linked below have been certified by the Florida Courts E-Filing Authority to offer batch filing in a variety of case types. Please contact the company directly for information on batch filing.

[Florida Certified Third Party Vendors \(1-25-2023\)](#)

CERTIFIED VENDOR RESOURCES

- [Certified Third Parties](#)
- [Batch Filing Information](#)

CERTIFIED THIRD PARTY VENDORS

- [360Legal](#)
- [ABC Legal](#)
- [ARMGuard](#)
- [AZEEL](#)
- [DreamBuilt](#)
- [eFileMadeEasy](#)
- [InfoTrack](#)
- [Kahane and Associates](#)

- [Legal Toolset](#)
- [Morgan & Morgan, P.A.](#)
- [PaperTracker](#)
- [Provana](#)
- [ProVest LLC](#)
- [RAS](#)
- [Strategic Technology Group](#)
- [TurboCourt Self Represented Litigants](#)
- [US Legal Pro](#)



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Why PDF/A?









Why is PDF/A Important?


- ✓ PDFs are Universal – viewable on any device, PC or a MAC
- ✓ Trusted Security – file format cannot be altered without leaving an electronic footprint
- ✓ Archiveability and Long-Term Preservation
- ✓ Searchability for terms, words and symbols
- ✓ Quick and Easy to Create with Decreased File Size
- ✓ Document is self-contained – everything it needs to be viewed is stored with the document so it is viewable on any media
- ✓ Required format for the Portal approved by the FCTC

Portal's PDF/A Education Responsibility

- To check each document submitted for PDF/A format compliance
- To provide feedback to the filer if the document(s) is not in a proper PDF/A format
- To provide a link to an online video explaining how to create a PF/A document
- To provide a FAQ document on PDF/A in the News & Information section

Documents Tab in Filing Path

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

Document	Document Group/Type	Fee	Pages	File
				
Total		\$0.00	0	0 Documents

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.

Portal's PDF/A Filing Responsibility

- To continue to accept Word, PDF and PDF/A document formats;
- To not pass digital signatures and digital notarizations which require an encryption key;
- Documents filed in an approved PDF/A format will be provided to the clerk as originally submitted;
- Documents filed in Word will be converted to an approved PDF/A format;
- Documents filed in other searchable PDF formats will be converted to an approved PDF/A format;
- Scanned documents will be rasterized (bitmap image) as an approved PDF/A format – not searchable

Creating a PDF/A Document

- The ultimate goal for all Portal documents is a “text born PDF/A”
- Computer generate your document
- Use approved signature format on your document
 - s/JOE LAWYER or a jpeg/bitmap image
- Use Word provided “**Save As PDF**” option within the File menu
- Use Word provided Acrobat ribbon to convert source file directly to a PDF/A with a click of a button

Creating a PDF/A Document

- Do not use funky fonts – most frequent error
- Preferred fonts that are directly integrated into a PDF/A structure:
 - Times (v3) (in regular, italic, bold, and bold italic)
 - Courier (in regular, oblique, bold and bold oblique)
 - Helvetica (v3) (in regular, oblique, bold and bold oblique)
 - Symbol

Electronic Signature

- How do you make an electronic signature:
 - Type: Type your signature into the document using a PDF/A accepted font;
 - Draw: Draw your signature in your own handwriting;
 - Image: Sign a page, scan the image, create a jpeg or bitmap file of your handwritten signature.
- Use electronic signature software
- www.quicksprout.com has a list of the best electronic signature software

How Not to Create a PDF/A

- Scanning – Creates a picture of the document without regard for any code, text or concern for contents
- Scan/OCR – “OCR” stands for Optical Character Recognition and is not acceptable. Still simply a picture with OCR software making a “guess” as to what the text is. 80% chance of producing an accurate PDF/A.
- Using a digital signature that requires a public key encryption and authentication

Take Away

- Computer generate – do not print, sign & scan
- File – Save As PDF – PDF/A
- Use an approved method of signature
- If you must scan, use a Notice of Filing with the scanned document attached as an exhibit
- 58 Counties now receive and store PDF/A from the portal
- If at any point paper is involved, you have failed to meet the Portal standards

Cyber Security and the Portal



FLORIDA COURTS
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[MyFLCourtAccess.com](https://www.MyFLCourtAccess.com)

How We Keep the Portal Secure

- Cybersecurity is 24/7/365
- Employee Background Checks
- Industry Standard Firewall
- Systems Updated and Patched Regularly
- Security and SOC Audits
- Penetration Testing

How We Keep the Portal Secure

- Hypertext Transfer Protocol Secure (HTTPS)
- Submissions are Virus Scanned
- Uses reCAPTCHA
- Password Length and Complexity
- Does Not Store Credit Card/Account Numbers
- All Portal Activity is Logged

How Can You Help With Security

- Security Best Practices
 - Don't Share Password or Login Information
 - Use a complex password
 - Don't Use Common Words
 - Use a Passphrase
 - Don't Share Security Questions
 - Don't Open Suspicious Looking Emails
 - Don't Use Unknown USB Drives

How Can You Help With Security

- Security Best Practices
 - Keep Virus Software Updated
 - Use A Secure Internet Access (WiFi)
 - Lock Your Computer When Unattended
 - PC: Window + L
 - MAC: Command + Control + Q
 - Update Browsers To Latest Version
 - **Note: As of February 2023 Microsoft no longer supports I.E. and it will be removed from Windows. In conjunction, the Portal will no longer support I.E.**

What's New and What's to come??



New Functionality as of January, 2023

- Added the newly created 6th District Court of Appeal to the Portal
- Updated the E-Filing Map
- Converted Florida Supreme Court and 1st District Court of Appeal to a new Case Management System, C-Track
- Added the Injunction Filing Path for Clerk to send Injunction documents to Law Enforcement
- Created the Statewide Non-Confidential Circuit Civil Filing Access Queue

Release 2023.01 in April 2023

- Single session rewrite for the filer's interface – will begin in 2023.01 and conclude in 2023.02, October 2023
- Add county civil, non confidential case initiation submissions to Filings Access Review Queue
- E-notification of subsequent case activity on filer specified circuit & county civil cases
- Include a link to be removed from the E-service list in the Notification of Electronic Filing (NEF) for all recipients

Questions

