

Working Filings in the Pending Queue

When filings require correction by the filer, they are moved to a Pending Queue by the Clerk’s office. Remarks will be shown in **My Filings** and the filer is notified of the specific issue by email notification as well.

Filing # / NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
94417	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	13000123CAAXMX	Pending Review	Columbia	03/18/2014 03:17:39 PM	
94406	STATE OF FLORIDA VS BENTZ,DEANNA	CRC1400001CFAWS	Pending Review	Pasco	03/18/2014 02:53:07 PM	
94401	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC1400012CFAWS	Pending Review	Pasco	03/18/2014 02:48:19 PM	
94300	STATE OF FLORIDA VS BARRETT,WHILDIN	CRC1400002CFAWS	Pending Review	Pasco	03/18/2014 10:48:03 AM	
94298	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC1400012CFAWS	Pending Queue	Pasco	03/18/2014 10:43:46 AM	Please sign your document s/ATTORNEY NAME and resubmit. Thank you.
94008	WILLIAMS, TERRACE A VS FLORIDA DEPT OF CORRECTIONS	13000123CAAXMX	Pending Review	Columbia	03/17/2014 11:22:39 AM	
94001	MARTHA WASHINGTON VS. State of Florida	NEW CASE	Pending Filing	The Florida Supreme Court	03/17/2014 11:00:51 AM	

The filer will see the Filing # is hyperlinked. Click the link to open the filing and make corrections. All filings sent to the Pending Queue for correction must be corrected by the filer and resubmitted to the Clerk’s office within five (5) business days as specified in AO-09-30. The Note From Clerk is also displayed advising of the document deficiency.

Filing # 77213 - Pending Queue Case Information

Note From Clerk: Please sign your document s/ATTORNEY NAME and resubmit.

Case Information
Case Parties
Documents
Service List
Review and Submit

Court Type: Trial	County: Orange	Division: Circuit Civil
Case #: 482013CA000123A001OX	Case Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC	Total Fee: \$0.00

All required fields on this screen are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not use your browser's arrow keys (upper left screen corner). For more information, click the Help link.

* Type Of Court
* County
* Division

Trial
Orange
Circuit Civil




E-Filer Manual

Portal Time Stamp

If there is an issue with the document and you **remove** or **add** documents to the filing, you will receive a new file stamp date and time for the filing.

Filing # 77213 - Pending Queue Documents

Note From Clerk: *Please sign your document s/ATTORNE*

 Case Information
 Case Parties
 Document

Court Type: Trial


Case #: 482013CA000123A001OX




County: Orange

Case Type: Contract
Indebted
Notes, O
Sale of G
of Contra
Lent, Evi

All required fields on this screen are marked with an asterisk (*). To :
attaching your document, click SAVE, then click Add Document to ad
browser's arrow keys (upper left screen corner). For more informatio
uploaded to the server are displayed.

If you are filing a document that contains confidential information, yo
Filing as per Rule 2.420.[Click Here to download Notice of Confidential](#)

 [Add Document](#)

			#	Document Group	Docur
 View	 Edit	 Remove	1	Complaints and Statement of Claim	Amenc

E-Filer Manual

If you edit the document, the official file stamp date and time will remain the same as when originally filed. If you remove the document and add a new document, the official file stamp date and time will be the current date.

Filing # 94298 - Pending Queue Documents

Note From Clerk: *Please sign your document s/ATTORNEY I*



Case Information



Case Parties



Documents

Court Type: Trial

County: Pasco

Case #: 512014CF000012A000WSCase Type: Circuit Crin

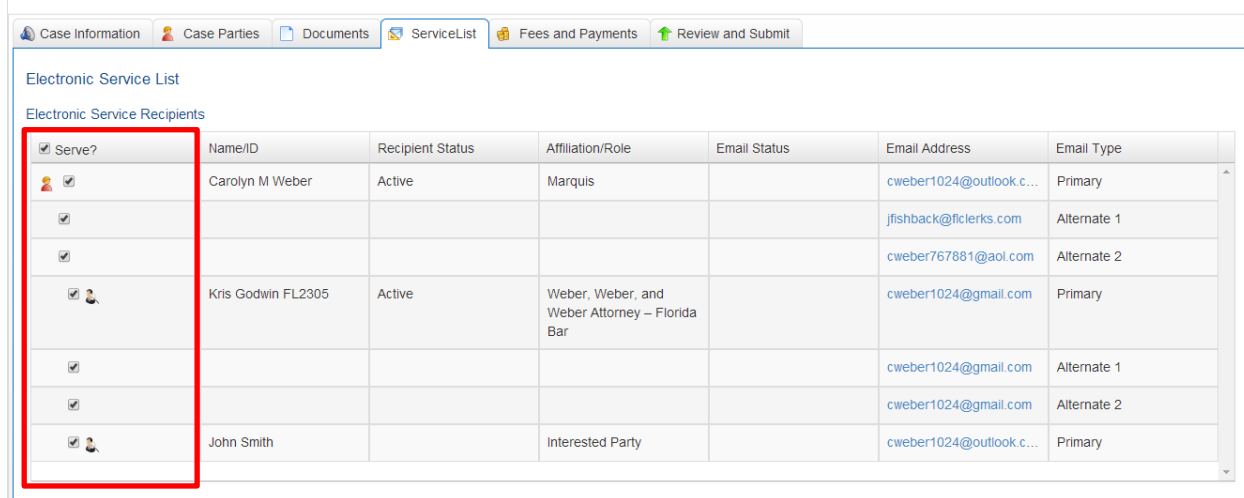
To attach a document click the Add Document link. After attaching y
another document. Click NEXT to continue. **Do not** use your browser'
documents that are uploaded to the server are displayed.

[Add Document](#)

			#	Document Group	Document
View	Edit	Remove	1	Discovery	Demand for

E-service Page

Next you come to the E-service Page. Any attorney that has electronically filed at least one document to the case is automatically added to the E-service Recipient List. To provide service of the documents you are filing, select the names and the associated email addresses from the E-service List. If you do not wish to serve a person listed in the Electronic Service Recipient list, do not check that name and associated email addresses. To select the entire list, place a check in the box next to 'Serve?' in the column header.



The screenshot shows the 'Electronic Service List' interface. At the top, there are navigation tabs: Case Information, Case Parties, Documents, ServiceList (selected), Fees and Payments, and Review and Submit. Below the tabs, the title 'Electronic Service List' is displayed. Underneath, the text 'Electronic Service Recipients' is shown. The main content is a table with the following columns: 'Serve?', 'Name/ID', 'Recipient Status', 'Affiliation/Role', 'Email Status', 'Email Address', and 'Email Type'. The 'Serve?' column has a checkmark in its header. The first two rows of the table are highlighted with a red box. The first row is for Carolyn M Weber, with email address cweber1024@outlook.c... and Primary email type. The second row is for Kris Godwin FL2305, with email address cweber767881@aol.com and Alternate 2 email type. The third row is for Kris Godwin FL2305, with email address cweber1024@gmail.com and Primary email type. The fourth row is for Kris Godwin FL2305, with email address cweber1024@gmail.com and Alternate 1 email type. The fifth row is for John Smith, with email address cweber1024@gmail.com and Alternate 2 email type. The sixth row is for John Smith, with email address cweber1024@outlook.c... and Primary email type.

<input checked="" type="checkbox"/> Serve?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input checked="" type="checkbox"/>	Carolyn M Weber	Active	Marquis		cweber1024@outlook.c...	Primary
<input checked="" type="checkbox"/>					jfishback@ficlerks.com	Alternate 1
<input checked="" type="checkbox"/>					cweber767881@aol.com	Alternate 2
<input checked="" type="checkbox"/>	Kris Godwin FL2305	Active	Weber, Weber, and Weber Attorney – Florida Bar		cweber1024@gmail.com	Primary
<input checked="" type="checkbox"/>					cweber1024@gmail.com	Alternate 1
<input checked="" type="checkbox"/>					cweber1024@gmail.com	Alternate 2
<input checked="" type="checkbox"/>	John Smith		Interested Party		cweber1024@outlook.c...	Primary

Review and Submit

After the Service List page you will come to the Review and Submit page. If your filing is a new case you will have to resubmit your payment. Your first payment will not be charged to your account. It will authorize but not settle.

After the document has been updated and is ready for resubmission, check your filing on the review and submit page.

You may save your work on your corrected filing by selecting 'Select All and Submit Later'. When you are ready to submit, go to your My Filings page and select the filing id. The status will remain 'Pending Queue' until it is resubmitted.

#	Description	Data	Revise
1	Filing Court	Trial Court for Columbia County, Florida Circuit Civil Division	
2	Case #	122012CA000001CAXXXX	
3	Clerk Case #	12000001CA	
4	Case Type	Circuit / AUTO NEGLIGENCE	
5	Case Title	L&D ENVIRONMENTAL AND RECYCLE VS MILLER GEORGE	
6	Case Status		

Case Parties Summary

#	Type	Name	Contact Information	Revise
No Parties associated with current filing				

Uploaded Documents Summary

#	Document	File	Revise
1	ANSWER	TEST.docx	

I certify that the filing transmitted through the ePortal, including all attachments contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration

Filing Fee And Payment Summary

No Payment required

#	Description	Amount
1	Filing fee	\$0.00
2	All ANSWER	\$0.00
Total Filing Fees:		\$0.00
Statutory Convenience Fee:		\$0.00
Total:		\$0.00

If a fee waiver is not requested , please provide credit card or Checking Account Information.

E-Filer Manual

Filed For Judicial Review

If a document that has been moved to Pending Queue has not been corrected within five (5) business days, the county has the ability to move the filing to Judicial Review. Once a document has been moved to Judicial Review, no updates/corrections can be made on the Portal.

My Filings

Search Options

Filing #:

UCN: Court Case #

Court: Division

Submission Date From: To

Completion Date From: To

Status:

Matter #:

Case Style:

Search

Clear

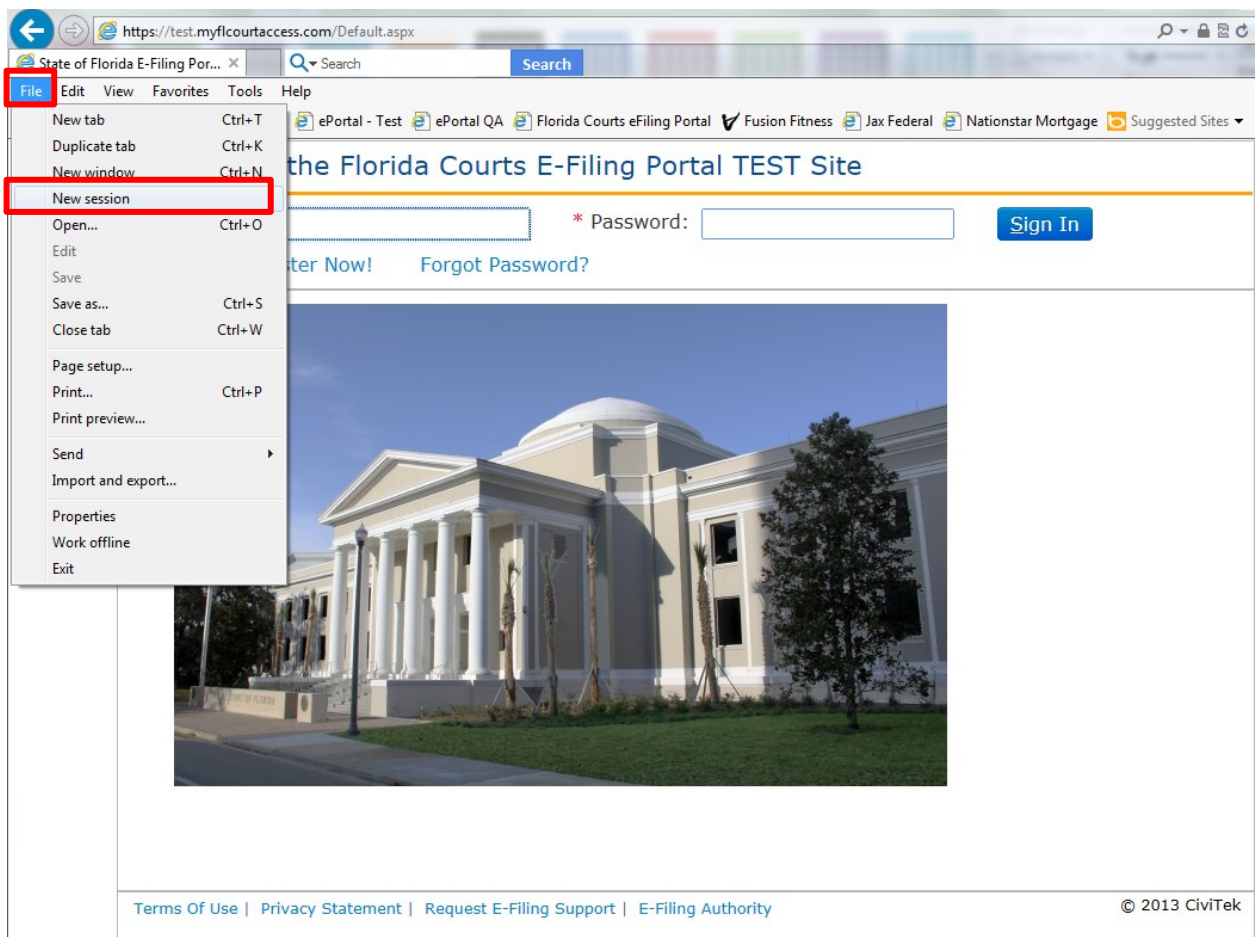
Filing #/NEF	Case Style/Docket	Court Case #	Status	Court
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94406	STATE OF FLORIDA VS BENTZ,DEANNA	CRC1400001CFAWS	Filed for Judicial Review	Pasco
94401	STATE OF FLORIDA VS VLADEFF,JOSEPH PAUL	CRC1400012CFAWS	Pending Review	Pasco
94300	STATE OF FLORIDA VS BARRETT,WHILDIN	CRC1400002CFAWS	Pending Review	Pasco

Open Multiple Portal Sessions

When opening multiple sessions of the Portal **do not** open them in tabs in the same Internet Browser session. Instead open a new Internet Browser Session.

In the open browser window

- Click on File
- Click on New Session



Document Submission Standards

The following guidelines should be followed in preparing documents that will be attached to Portal filings:

- Documents should be a standard size of 8 ½ x 11 inches as defined in RJA 2.520
- Document should be computer generated whenever possible with the electronic signature typed in and converted to a searchable PDF document
- Documents should leave blank a 3 x 3 inch space at the top right-hand corner on the first page, and a 1 x 3 inch space at the top right-hand corner on each subsequent page, to accommodate statewide standard date/time stamps as defined in RJA 2.520
- Where possible, documents should be electronically signed as defined in AO 09-30, Standards for Electronic Access to the Courts
- Black and white, non-color documents are preferred
- Scanned documents should be at a resolution of 300 DPI as defined in the State of Florida Electronic Records and Records Management Practices and scan as little as possible
- Multiple pleadings, motions, etc. should not be combined into one single file; each individual document should be uploaded via the Portal document submission process
- A deviation from these guidelines may result in the submitted filing being moved to a Pending Queue with the filer being notified via email and requested to correct the issue(s) with the document(s) and resubmit the filing

Electronic submission of documents outside the Portal:

- For documents that exceed the 25 MB size limit or whose dimensions exceed the 8 ½ x 11 inch standard, electronic transmission should be accomplished using an electronic storage medium that the Clerk has the ability to accept, which may include a CD-ROM, flash drive, or similar storage medium as defined in SC11-399

Original Documents:

- Documents that must be maintained in original form may be electronically filed through the Portal but must also be deposited with the Clerk and maintained for safekeeping as defined in SC11-399. Examples include wills, codicils, deeds, verified and sworn documents, original paper judgments and sentences, etc. For questions regarding original documents, contact your local Clerk's Office.