

## E-FILING PROPOSED ORDERS

**Step 0:** Log into the E-Filing Portal (myflcourtaaccess.com)

**Step 1:** From the E-Filing map, select “Proposed Documents” in the list below “Trial Court”

### E-Filing Map

The screenshot displays the E-Filing Map interface. On the right is a map of Florida with counties color-coded and numbered 1 through 5. On the left is a form with the following sections:

- Select a Filing Jurisdiction**
  - Trial Court**
    - Case Initiation
    - Pleading on Existing Case
    - File Documents to Multiple Cases
    - File Same Document to Multiple Cases (No Fees)
    - Proposed Documents
  - [Read more about courts accepting Proposed Documents](#)
  - Dropdown menu: Duval
- Appellate Court**
  - Case Number Pending
  - Case Initiation
  - Pleading on Existing Case
  - Empty dropdown menu
- File Now** button

Numbered callouts on the map: 1 points to the panhandle region, 2 to the central region, 3 to the southern region, 4 to the southeastern region, and 5 to the northeastern region.

**Step 2:** Under the “Case Information” tab, fill in the required fields to locate the case you wish to file your proposed document to. Please remember, Domestic Relations/Family and Circuit Civil are the only divisions that are currently accepting proposed documents. Additionally, be sure to select “Viewer, Judicial” for the “Judicial Officer/Division” field. Next, select “Search” to populate your case. Lastly, click “Next” to continue on to the “Documents” tab.

The screenshot shows the 'Case Information' tab with the following fields and callouts:

- 1.** Division: Domestic Relations/Family
- 2.** Year: 2021
- 3.** Sequence #: 500
- 4.** Court Type: Domestic Relations/Family (DR)
- 5.** Judicial Officer/Division: Viewer, Judicial

Buttons: Search, Clear, Next, Save to Workbench

**Step 3:** Under the “Documents” tab, begin uploading your documents by selecting the “Add” option in the in the ‘Document’ column.

The screenshot shows the 'Documents' tab with a table containing the following information:

Document	Document Group/Type
<b>Add</b>	
<b>Total</b>	

Message: Cover Letter is required.

**Step 4:** Start by adding your Cover Letter – select the ‘Cover Letter’ document title from the list, then click “Choose File” to upload your Cover Letter. Finally, fill out the “Document Title” field and select “Save”.

**Add/Edit Document**

Document #: New Document      Filing Fee: \$0.00

Search:       **WARNING:** Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to Remove Metadata from Word Document.](#)  
*Enter Search criteria and tab or hit enter to filter the list*

<input checked="" type="checkbox"/> Cover Letter		
<input type="checkbox"/> Proposed order		

1

\* Upload:  Test Cover Letter.pdf

Document Title:

**Step 5:** Now it is time to upload your proposed order. Follow the same steps above, but instead, select the “Proposed Order” document title and upload your proposed order. Be sure to specify whether the order is unopposed or opposed by selecting the appropriate option next to “Unopposed/Opposed”. Finally, click “Save” to complete your upload process and select “Next” to continue to the “E-Service” list.

**Add/Edit Document**

Document #: New Document      Filing Fee: \$0.00

Search:       **WARNING:** Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to Remove Metadata from Word Document.](#)  
*Enter Search criteria and tab or hit enter to filter the list*

<input type="checkbox"/> Cover Letter		
<input checked="" type="checkbox"/> Proposed order		

1

**Unopposed/Opposed:**  The proposed document is unopposed, or a default has been entered against the defendant(s).  The proposed document is opposed.

\* Upload:  Test Proposed Order.docx

\* Document Title:

**Step 6:** From the “E-Service” list tab, select the E-Service recipient(s) you would like served with an electronic copy of the documents you are submitting. You may individually select recipients or select them all by simply clicking “Serve All?”. Lastly, click “Next” to continue to the “Review and Submit” tab.

Case Information Documents ServiceList Review and Submit

Electronic Service Recipients My Added Attorney/Interested Parties My E-service Email Addresses for this Case

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status
<input type="checkbox"/>	Test Agent	Active

**Step 7:** You have made it to the end! In the “Review and Submit” tab, you will have the chance to review all the information you entered for all previous tabs. Once you have verified your work and are ready to submit, simply select the “Submit” option at the top or bottom of the page. Jot down your filing ID number just in case. Your filing will be sent electronically to the presiding Judge associated with the case division you are filing to. The Judge will then review the order where he/she has the ability to sign and file, or reject the order for any discrepancies. Once the Judge has signed the order, he/she may electronically file it through the Judicial Bench-viewer directly to the Clerk of Court. You will receive an email notification once your filing has been docketed.

Case Information Documents ServiceList Review and Submit

Back Submit