Steps to Upload a Proposed Order and Exhibits to the Florida E-Filing Portal

Quick Resources:

E-portal log in: Click Here (www.myflcourtaccess.com)

Judge's Preferences: Click Here (Click on the Judge's name and click on Procedures/Preferences)

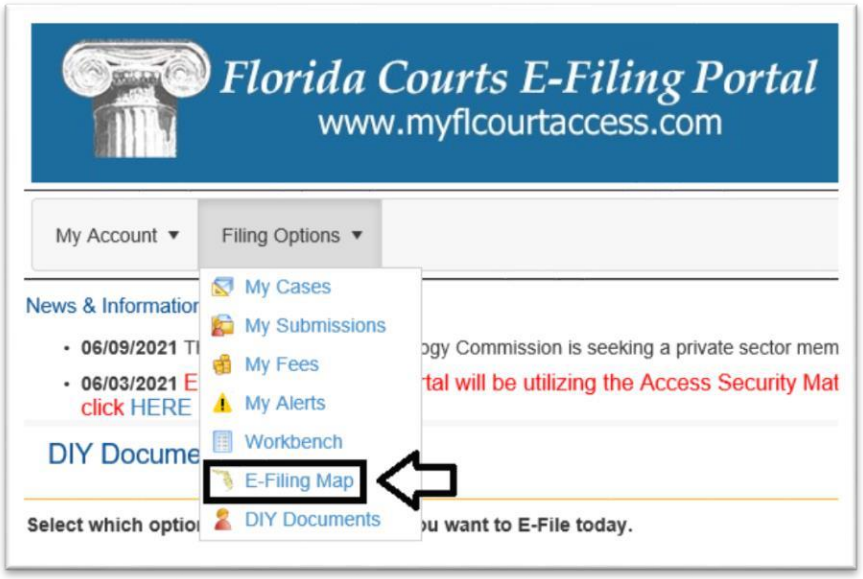
E-portal Helpdesk: 850-577-4609

JAWS Helpdesk: 813-301-3700

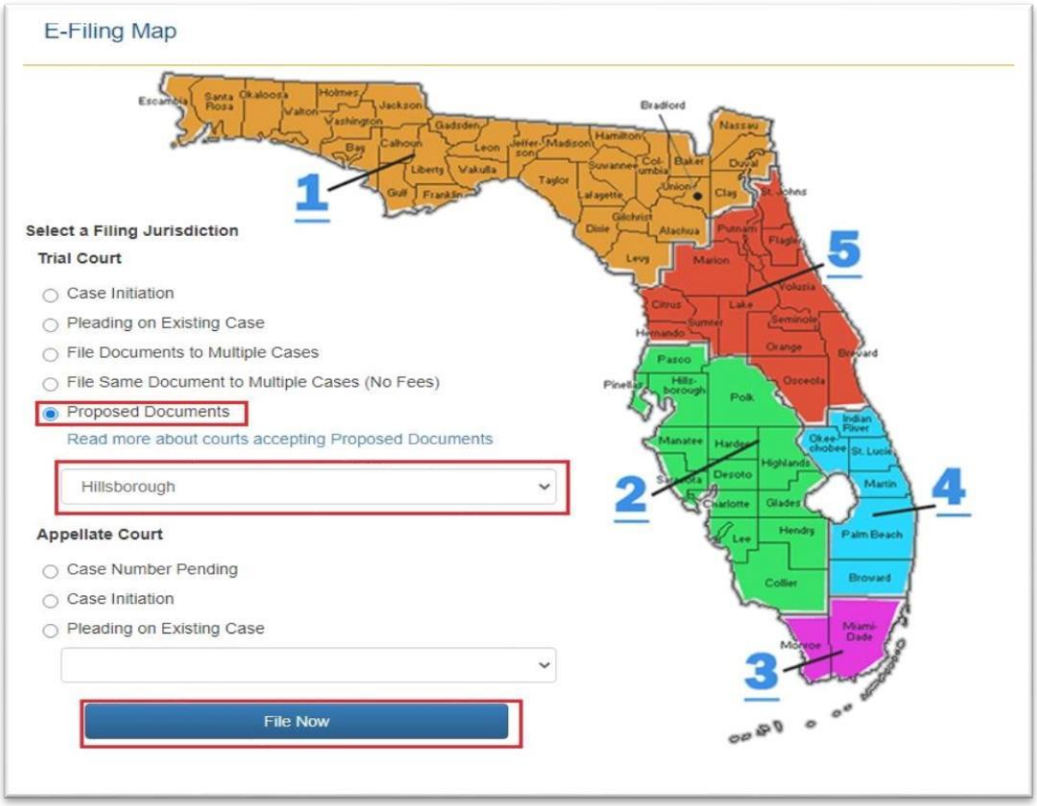
JAWS Scheduling: Click Here

Upload Instructions:

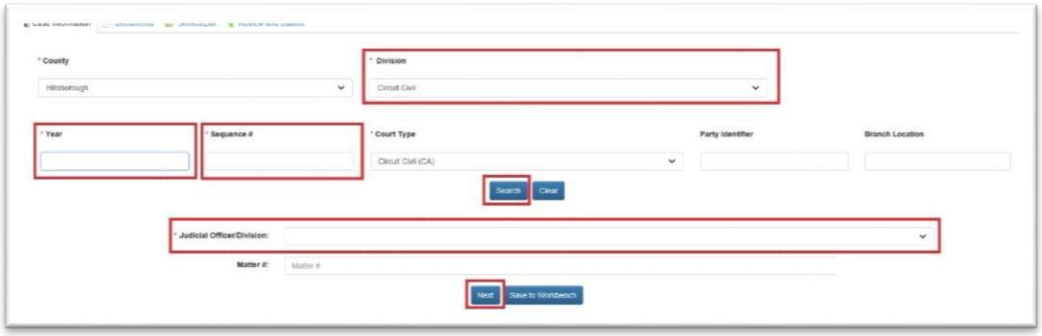
1. Log into the E-Filing Portal (Click Here) and click on the link for the E-Filing Map. (As shown below)



2. Make the Selections for the E-Filing Map:
    a. Select the option that says "Proposed Documents".
    b. Change the dropdown to Hillsborough.
    c. Click on the "File Now" button.



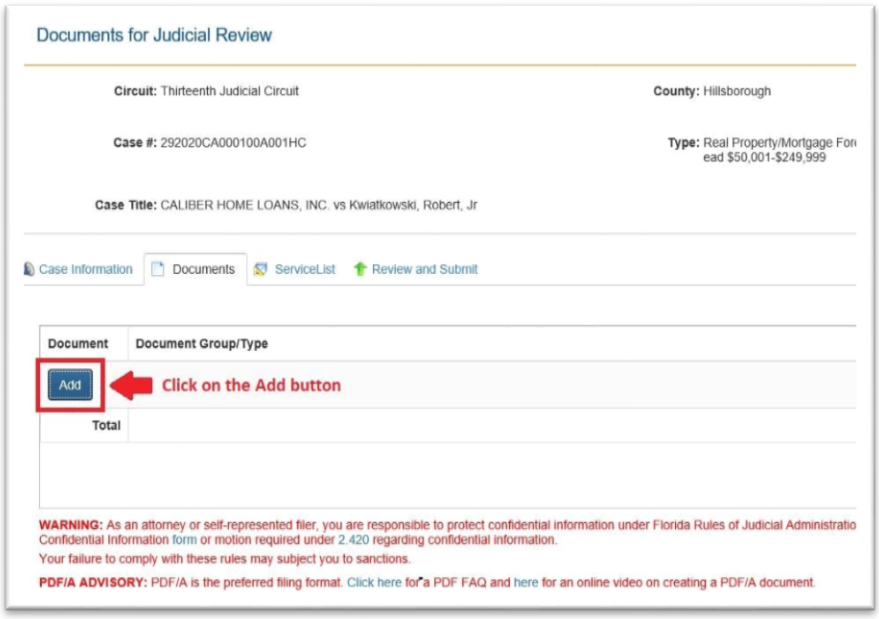
3. Make the selections for Proposed Documents:
    a. Change the dropdown to the Division needed.
    b. Fill out the 4 Digit Year and 6 Digit Sequence number fields and then click on the “Search” button.



    c. Change the dropdown for the Judicial Officer/Division and select the correct upper division and division letter to send the Order to and click on the “Next” button**.**

4. Add the Proposed Documents and/or Exhibits:

   a. Upload the Proposed Order and/or Exhibits i
   Click on the “Add” button.

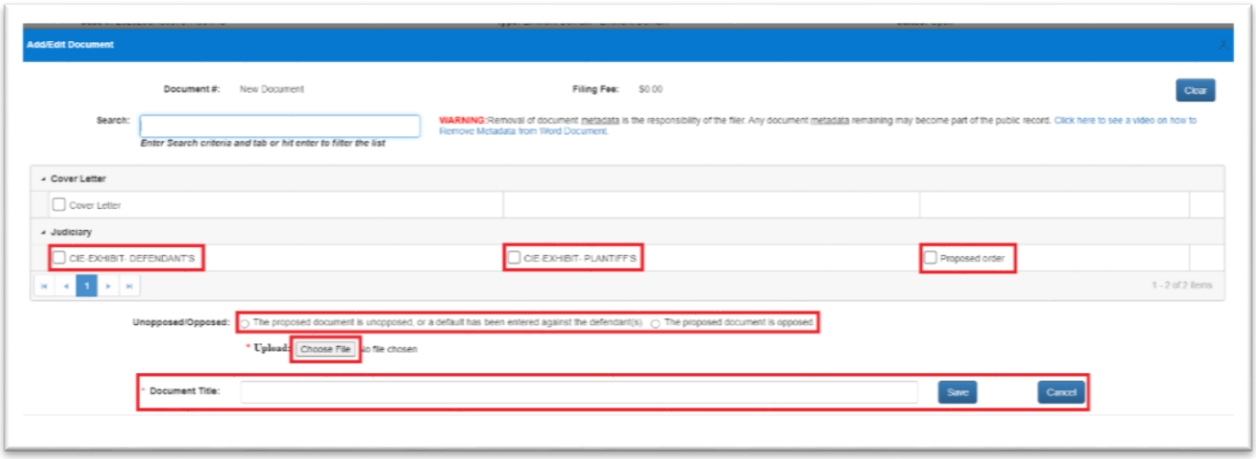


   ii Select the checkbox for Proposed Order, Exhibit Defendant’s, Exhibit Plaintiff’s.

   iii Select the bubble for whether the Order is Unopposed or Opposed if applicable.

   iv. Click on the “Choice File” button, Select the file to be uploaded and then click on the Open button.

   v. Type in a Document Title and then click on the “Save” button. The Judge will see the document title describing the order in their Work Queue.

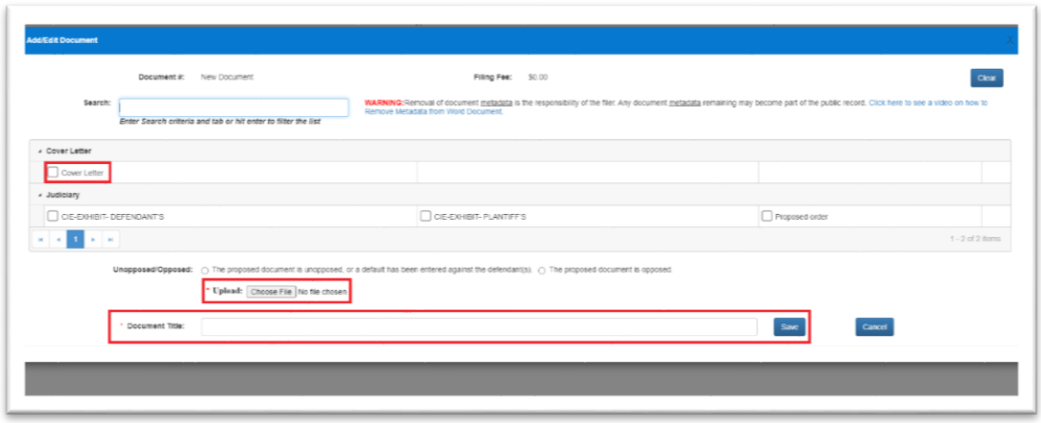


b. Upload the Cover Letter (Optional, except when required by the presiding judge or an applicable administrative order) [Judge's preferences found here]

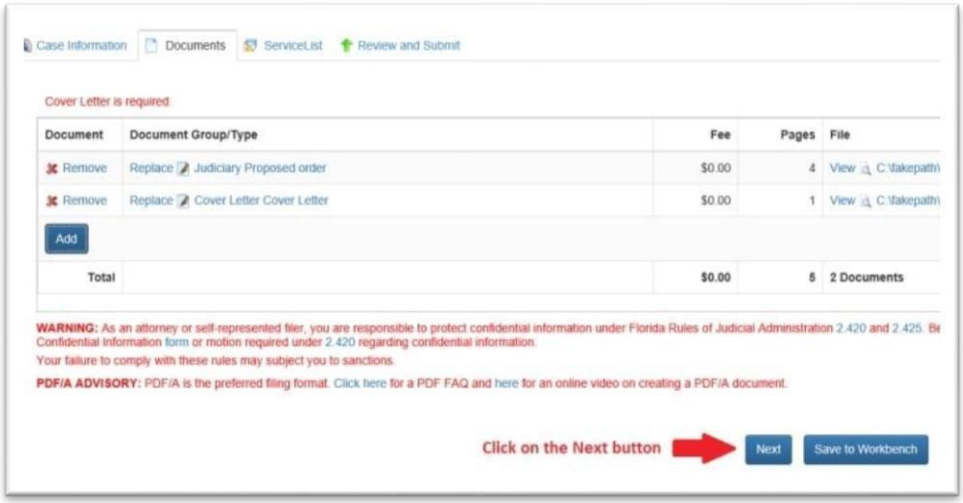
i. Click on the “Add” button.

ii. Select the checkbox for Cover Letter.

iii. Click on the “Chose File” button, Select the file to be uploaded and then click on the Open button. iv. Type in a Document Title and then click on the “Save” button.



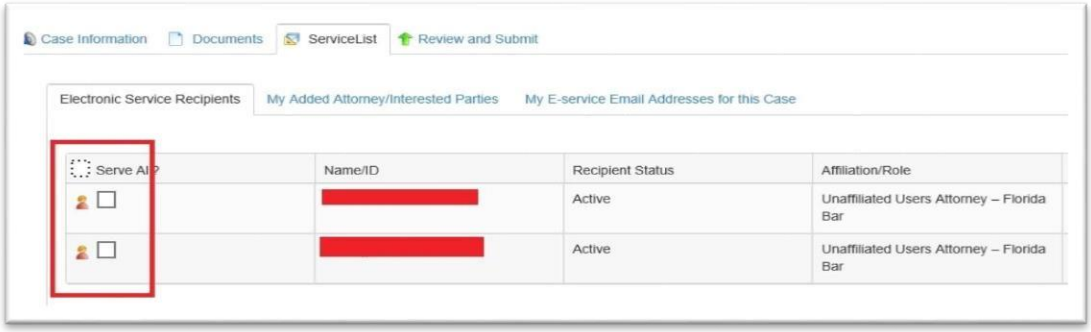
c. Click on the “Next” Button



5. Make Electronic Service choices
    a. Check off the boxes of those that you wish to send electronic service to.

        Note - order uploads/rejection notifications will only be sent to the uploader's email address. i.e. legal assistants will not be notified even if they are linked to the attorneys account in the e-portal/JAWS

    b. Click on the "Next" button.



6. Make final Submission

    Click on the "Submit" button.

Your documents will be sent to JAWS for the Jude's review. You should get a notification on the Judge's decision once a decision is made.