

Steps to Upload a Proposed Order to the Florida e-Portal

1. Click on the link for the E-Filing Map.

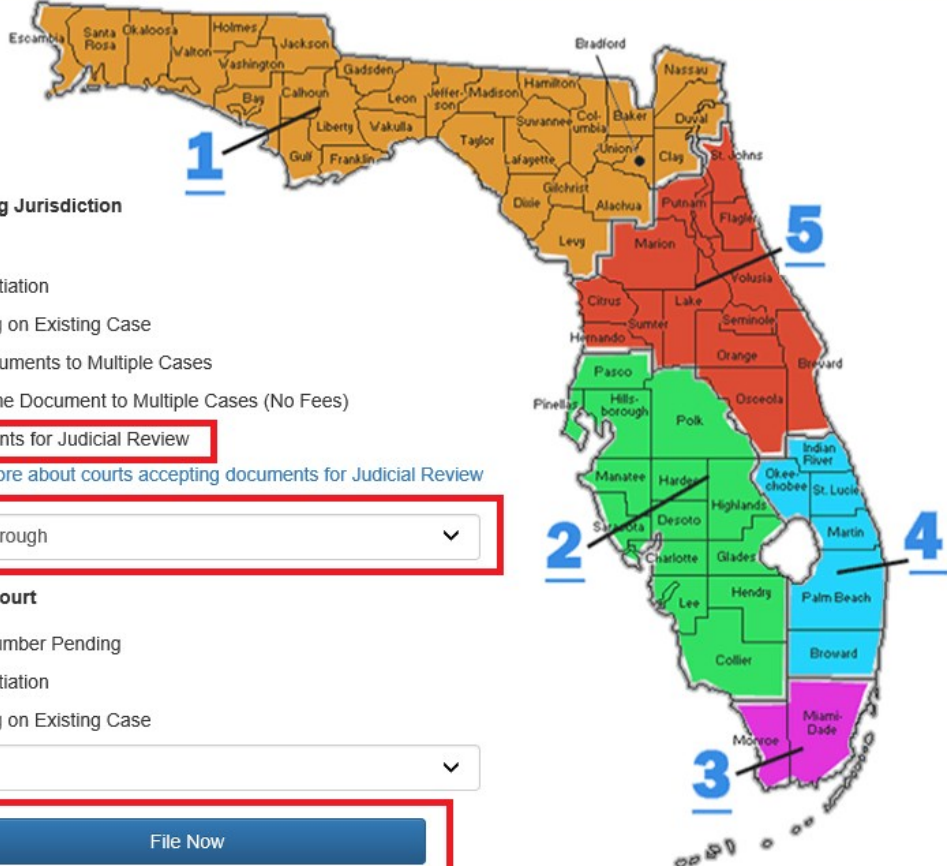
 View NEF  My Cases  My Submissions  Sign Out

 Workbench **2**  My Alerts  E-Filing Map

**Click on the Link for
the E-Filing Map** 

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

E-Filing Map



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)
- Documents for Judicial Review

[Read more about courts accepting documents for Judicial Review](#)

Hillsborough

Appellate Court

- Case Number Pending
- Case Initiation
- Pleading on Existing Case

File Now

3. Make the selections for Documents for Judicial Review:
 - a. Change the dropdown to the Division needed.
 - b. Fill out the Year and Sequence number fields and then click on the “Search” button. The order will go to the correct queue based on these fields.

- 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 Documents to Judicial Review:
 - a. Upload the Proposed Order
 - i. Click on the “Add” button.

WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration Confidential Information form or motion required under 2.420 regarding confidential information. Your failure to comply with these rules may subject you to sanctions.

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.

- ii. Select the checkbox for Proposed Order.
 - iii. Select the bubble for whether the order is Unopposed or Opposed.
 - iv. Click on the “Browse...” 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.

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 Remove Metadata from Word Document.

Enter Search criteria and tab or hit enter to filter the list

Cover Letter
 Proposed order

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

Upload: Browse:

Document Title:

- b. Upload the Cover Letter (Optional, except when required by the presiding judge or an applicable administrative order)
 - i. Click on the “Add” button.
 - ii. Select the checkbox for Cover Letter.
 - iii. Click on the “Browse...” 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.

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 Remove Metadata from Word Document.

Enter Search criteria and tab or hit enter to filter the list

Cover Letter
 Proposed order

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

Upload: Browse:

Document Title:

- c. Click on the “Next” Button

Case Information Documents ServiceList Review and Submit

Cover Letter is required.

Document	Document Group/Type	Fee	Pages	File
Remove	Replace Judiciary Proposed order	\$0.00	4	View C:\vakepathrist
Remove	Replace Cover Letter Cover Letter	\$0.00	1	View C:\vakepathrist
<input type="button" value="Add"/>				
Total		\$0.00	5	2 Documents

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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.
- b. Click on the “Next” button.

Case Information Documents ServiceList Review and Submit

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

Serve All?	Name/ID	Recipient Status	Affiliation/Role	E
<input type="checkbox"/>	[REDACTED]	Active	Unaffiliated Users Attorney – Florida Bar	
<input type="checkbox"/>	[REDACTED]	Active	Unaffiliated Users Attorney – Florida Bar	

6. Make final Submission

- a. Click on the “Submit” button.

Case Information Documents ServiceList Review and Submit

