

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

### Quick Resources:

E-portal log in: [here](#)

Judge's Preferences: [here](#) (Click on Judge's name and click on Procedures/Preferences)

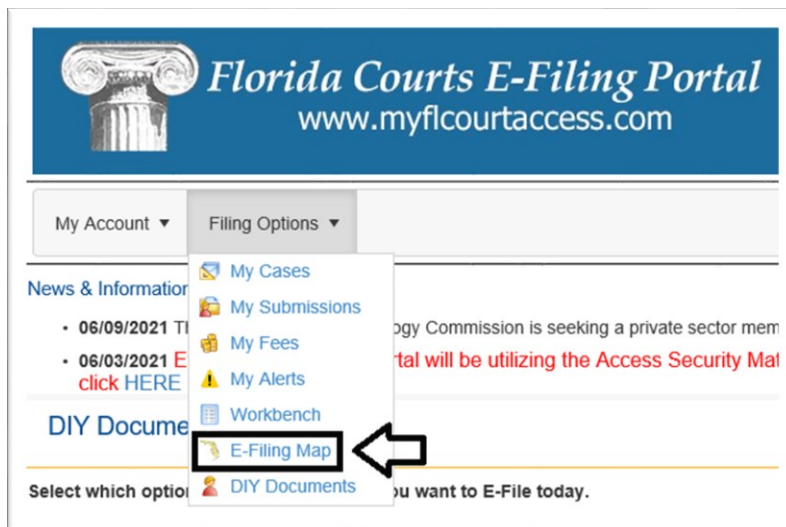
E-portal Helpdesk: 850-577-4609

JAWS Helpdesk: 813-272-6513

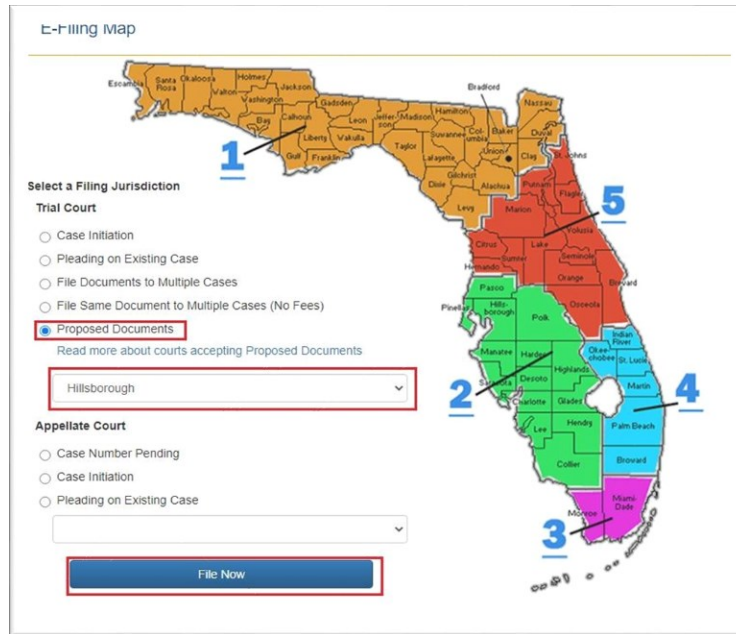
JAWS Scheduling: [here](#)

### Upload Instructions:

1. Log into the E-Filing Portal ([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.

The screenshot shows the search interface with the following fields highlighted by red boxes:

- County: Hillsborough
- Division: Circuit Civil
- Year: [Empty]
- Sequence #: [Empty]
- Court Type: Circuit Civil (CA)
- Party Identifier: [Empty]
- Branch Location: [Empty]
- Judicial Officer/Division: [Empty]
- Matter #: [Empty]

Buttons: Search, Close, Next, Save to Workbook

- 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.

The screenshot shows the dropdown menu for 'Judicial Officer/Division' with the following options:

- 15th Circuit Judge
- Circuit Civil, Circuit Civil B
- Circuit Civil, Circuit Civil A
- Circuit Civil, Circuit Civil G
- County Criminal, County Criminal A
- Criminal Justice and Trial, Criminal Justice and Trial C
- Criminal Justice and Trial, Criminal Justice and Trial B

4. Add the Proposed Documents and/or Exhibits:
  - a. Upload the Proposed Order and/or Exhibits
    - i. Click on the "Add" button.

Documents for Judicial Review

Circuit: Thirteenth Judicial Circuit County: Hillsborough

Case #: 292020CA000100A001HC Type: Real Property/Mortgage Foreclosed \$50,001-\$249,999

Case Title: CALIBER HOME LOANS, INC. vs Kwiatkowski, Robert, Jr

Case Information Documents ServiceList Review and Submit

Document	Document Group/Type
<input type="button" value="Add"/>	
Total	

**WARNING:** As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administrative 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, Exhibit Defendant's, or 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.

Assistant 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 see a video on how to Remove Metadata from Word Documents.](#)

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

Cover Letter  
 JUDICIAL  
 CASE EXHIBIT - DEFENDANT'S  CASE EXHIBIT - PLAINTIFF'S  Proposed Order

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

or file chosen

Document Title:

- 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.

Document #: New Document      Filing Fee: \$0.00      [Clear](#)

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 see a video on how to Remove Metadata from Word Document.](#)

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

• Cover Letter  
 Cover Letter

• Judiciary  
 CIE-EXHIBIT- DEFENDANT'S       CIE-EXHIBIT- PLANTIFFS       Proposed order

1 - 2 of 2 items

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

**Upload:**

Document Title:       [Save](#)      [Cancel](#)

d. Click on the “Next” Button

Case Information   Documents   ServiceList   Review and Submit

Cover Letter is required.

Document	Document Group/Type	Fee	Pages	File
<a href="#">Remove</a>	Replace <a href="#">Judiciary</a> Proposed order	\$0.00	4	<a href="#">View</a> <a href="#">C:\stakepath</a>
<a href="#">Remove</a>	Replace <a href="#">Cover Letter</a> Cover Letter	\$0.00	1	<a href="#">View</a> <a href="#">C:\stakepath</a>
<a href="#">Add</a>				
Total		\$0.00	5	2 Documents

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**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.](#)

Click on the Next button [Next](#)    [Save to Workbench](#)

5. Make Electronic Service choices

- Check off the boxes of those that you wish to send electronic service to.
- 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
<input type="checkbox"/>	[REDACTED]	Active	Unaffiliated Users Attorney – Florida Bar
<input type="checkbox"/>	[REDACTED]	Active	Unaffiliated Users Attorney – Florida Bar

6. Make final Submission

- Click on the “Submit” button.

Case Information   Documents   ServiceList   Review and Submit

[Submit](#)