



## Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

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### eFiling Reminders For Filers in Circuit Civil, County Civil, Small Claims and Family

- Do not attach attorneys as primary parties (Plaintiff/Defendant). See attached screen print for example.
- Do not include a/k/a, etc. to primary parties. See attached screen print for example.
- Do not use punctuation in party name (hyphens, apostrophes, etc.).
- Add all parties, not just the main Plaintiff and Defendant.
- Count the number of parties for indexing and the number of defendants for proper fees to be calculated. Insert the numbers in the appropriate field in the *Additional Fee Options* area. See attached screen print for example.
- Select the correct *Document Type* when eFiling your pleadings.
- Correct the pleading placed into the pending queue. Do not re-eFile the pleading.
- Do not submit proposed Orders and blank Summonses through the ePortal. Follow local Administrative Order 2013-017, see paragraphs 8 and 9.

#### **Foreclosure Case Types**

- When eFiling a Motion to Cancel and Reschedule Foreclosure Sale, place a check mark in the *Emergency Filing* box. See attached screen print for example.
- eFile Form A or Form B on new cases as required by AO 2012-002.
- Provide stamped, addressed envelopes for Certificates of Sale, Certificates of Disbursement, and Certificates of Titles.
- Submit Certificates of Titles in paper form directly to the Clerk & Comptroller's Office pursuant to local Administrative Order 2013-017, see paragraph 2.

## Primary Party Information

Florida Courts eFiling Portal - Windows Internet Explorer

https://www.myflcourtsaccess.com/Courts/JIPPages/CaseInitiation\_fi.aspx

File Edit View Favorites Tools Help

Florida Courts eFiling Portal

### New Case

Court Type: Trial County: Pasco Division: Circuit Civil  
Case #: New Case Case Type: Real Property/Mortgage Foreclosure / Homestead Residential Foreclosure-\$50,001-\$249,999 Total Fee: \$905.00

Case Information Parties Documents Payments Review And Submit

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.

At least one Defendant is required. At least one Plaintiff is required.

Party #: New Party

Role: Plaintiff  Primary Party  Filed On Behalf of

ID State/License #: Florida 00001

Copy From Current Filer  Search Registered Filers

You must enter either person or organization name.

	First	Middle	Last	Suffix	Gender	Race
* Person Name:	Attorney		Smith			

OR Organization: \_\_\_\_\_

Email Address: Atty@lawfirm.com

\*CAUTION: This email address is not validated. Please ensure that you have entered the correct address.

\* Address: \_\_\_\_\_

\* City/ State/ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Format: ###-###-####

Service Options: Not Served

Date of Birth: \_\_\_\_\_ Format: mm/dd/yyyy

Date of Death: \_\_\_\_\_ Format: mm/dd/yyyy

Save Cancel

Error on page.

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Insert plaintiff's information

When filling in plaintiff's information, do **NOT** click on *Copy From Current Filer*. Doing so will insert the attorney's information in the plaintiff's fields.

## Party Names

Florida Courts eFiling Portal - Windows Internet Explorer

Case #: New Case Case type: Real Property/Mortgage Foreclosure / Homestead Residential Foreclosure-\$50,001-\$249,999 Total fee: \$90.00

Case Information Parties Documents Payments Review And Submit

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.

At least one Defendant is required. At least one Plaintiff is required.

Party #: New Party  
Role: Defendant  Primary Party  Filed On Behalf of  
ID State/License #: Select State

[Copy From Current Filer](#) [Search Registered Filers](#)

You must enter either person or organization name.

First	Middle	Last	Suffix	Gender	Race
* Person Name: Noreen	M	Jones aka Smith			

OR Organization:   
Email Address:

\*CAUTION: This email address is not validated. Please ensure that you have entered the correct address.

\* Address:

\* City/ State/ Zip Code:  Select State

Phone #:  Format: ###-###-####

Service Options: Not Served

Date of Birth:  Format: mm/dd/yyyy

Date of Death:  Format: mm/dd/yyyy

Do NOT include a/k/a, n/k/a, or d/b/a to party names. The Clerk & Comptroller's Office will insert it by looking at the style of the pleading when the new case is created.

## Calculating Fees

Case #: New Case Case Type: Real Property/Mortgage Foreclosure / Homestead Residential Foreclosure-\$50,001-\$249,999 Total Fee: \$905.00

Case Information Parties Documents Payments Review And Submit

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: Trial \* County: Pasco \* Division: Circuit Civil

\* Case Type: Real Property/Mortgage Foreclosure

\* Sub Type: Homestead Residential Foreclosure-\$50,001-\$249,999

**Additional Fee Options**

Total # Defendants (required on New Cases Only)	5
# of Oaths to Administer	
# of Authenticated Copies	
# of Bond Approval Fee	
Certified Copies (# of Documents)	
Non-Certified Copies (# of Pages)	
# Copies of Official Records (pages)	
# Exemplified Copies	
Enter 1 for Reopen Fee \$50.00	
Affirmative Relief Defense	
Enter Amount of Postage Reimbursement	
Enter number of Subpoena's for Clerk to prepare	
Lis Pendens (# of Pages)	
Enter number of years/names for Record Search	
Names Considered for Indexing	

Count the number of parties for indexing and the number of defendants for proper fees to be calculated. Insert the numbers in the appropriate field in the *Additional Fee Options* area.

## Motion to Cancel and Reschedule Foreclosure Sale

Florida Courts eFiling Portal - Windows Internet Explorer

https://www.myflcourtsaccess.com/Courts/UIPages/ExistingCase\_fi.aspx

File Edit View Favorites Tools Help

Favorites Suggested Sites Free Hotmail Web Slice Gallery Portal Login

Florida Courts eFiling Portal

### File Subsequent Document(s) into an existing Case

Court Type: Trial County: Pasco Division: Circuit Civil  
Case #: Case Type: Total Fee:

Case Information Parties Documents Payments Review And Submit

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: Trial \* County: Pasco \* Division: Circuit Civil

Please enter values below and click search to locate your case. All required fields are marked with an asterisk (\*).  
Case year must be a valid 4 digit Year (Example 2012).  
Sequence # must be 6 Digits or less.No Leading Zeros needed (Example 412).  
You can enter 2 Character Court Type or select from the list. Only allowed court types will appear after selecting division.  
Party Identifier is optional and if provided must be 4 characters.  
Branch Location Identifier is optional and if provided must be 2 characters.

\* Year: 2013 \* Sequence #: 1234 \* Court Type: CA

Court Type Selection  
Circuit Civil (CA)

Party Identifier: Branch Location:

Search Clear

Case Type:  
Case Title:  
Case Status:

#	Description	Amount
<input checked="" type="checkbox"/>	Emergency Filing	

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When filing a Motion to Cancel and Reschedule Foreclosure Sale, place a check mark in the *Emergency Filing* box.