

e-FILING COMING JANUARY 31 to Miami-Dade County

Partnering with Chief Judge Joel Brown, the Clerk of the Courts is pleased to announce that eFiling is coming to Miami-Dade County! Beginning January 31, 2011, using the Florida eFiling Authority's Internet portal, registered users will be able to submit pleadings for Circuit Civil, County Civil, Domestic Relations (Family), Probate and Juvenile Dependency cases.

"The more we do on-line rather than in-line, the more productive and cost efficient we will be", commented Clerk Harvey Ruvin. Local registered Florida Bar members will be receiving e-mail notifications with all the details. For more information on how to register and to obtain the list of pleadings accepted through the ePortal visit the Clerk's Home Page News via www.miami-dadeclerk.com.

Beginning January 31, 2011, attorneys representing clients in Circuit Civil, County Civil, Domestic Relations (Family), Probate and Juvenile Dependency cases in Miami-Dade County will be able to electronically file selected pleadings with the Clerk's Office.

The new eFiling service will use a statewide electronic eFiling portal (ePortal) developed by the Florida Association of Court Clerks (FACC) which was designed to provide a single internet portal where attorneys and pro se defendants can file court documents in all of Florida's twenty judicial circuits.

The Florida Legislature and eFiling Authority has mandated the phasing as well as the timetable for rollouts. The Supreme Court mandates that for the first 90 days eFilings must be followed up by paper. At first, the ePortal for the Eleventh Judicial Circuit will only be available for filings that

do not involve the payment of filing fees or that create new cases. Initially, Family filings will be the only case type that will incorporate an end-to-end electronic process where documents will be received via the ePortal and then electronically filed in an image document repository for processing by the Clerk's Office. All other filings electronically filed via the ePortal will be printed and processed manually. However, as new case types are converted to the Odyssey Case Manager (paperless) system the Clerk's manual process will gradually be phased out.

I anticipate working with Chief Judge Joel Brown and the Administrative Office of the Courts (AOC), so that Probate cases will be converted to Odyssey in early 2012. When that occurs, electronically filed Probate documents will be available for viewing by attorneys through Odyssey in the same way that Family documents are viewed today, via the internet or via kiosks at courthouses. This would create greater efficiencies by eliminating the need for manual processing of eFilings in the Probate Division.

The more we do 'on-line' rather than 'in-line', the more efficient and cost effective the operation of the courts will be.

Right from the start, the new ePortal service will provide enormous benefits to all practicing attorneys. You will be able to have the convenience of signing on to the ePortal and being able to review your filings in all circuits in which you practice. You will receive notifications when your filings have been accepted or rejected. Individual attorneys will have personal accounts on the ePortal but law firms will be able to administer their own user's accounts. No more having to rush paper to the Courthouse to meet deadlines – The ePortal is open 24/7.

The ePortal will enable the Clerk's Office to fulfill our statutory requirements and continue our long-standing efforts to make the courts as paperless as possible; an effort that is efficient, in terms of saving all parties time and money, and environmentally responsible as well.

Please continue to monitor the Clerk's home page at www.miami-dadeclerk.com for more announcements regarding availability, obtaining user ids and training opportunities.

Miami-Dade Clerk of Courts eFiling Most Frequently Asked Questions

Visit <http://www.miami-dadeclerk.com/> for all eFiling FAQs

Processing Signatures through eFiling:

Signatures of Registered Users

A submission by a registered user is not required to bear the electronic image of the handwritten signature or an encrypted signature of the filer. Instead, the requirement of a signature on an electronically filed document may be met as follows:

s/ John Doe
 John Doe (e-mail address)
 Bar Number 12345
 Attorney for (Plaintiff/Defendant) XYZ Company
 ABC Law Firm
 123 South Street
 Orlando, FL 32800
 Telephone: (407) 123-4567

Multiple Attorneys of Record Signatures

When a filing requires the signatures of two or more attorneys of record: The filing attorney shall initially confirm that the content of the document is acceptable to all attorneys required to sign the document and shall obtain the signatures of all attorneys on the document. For this purpose, physical, facsimile or electronic signatures are permitted. The filing attorney then shall file the document electronically, indicating the signatories, (e.g., "s/ Jane Doe," "s/ John Smith," etc.) for each attorney's signature.

Original Documents or Handwritten Signatures

Original documents, such as death certificates, or those that contain original signatures such as affidavits, deeds, mortgages and wills must be filed manually until further standards have been adopted.

- **Must all documents be eFiled effective January 31, 2011?**
 No, at this time it is not mandatory to eFile. Paper documents will continue to be accepted by our office. However, all eFiled documents must be followed-up with paper document submissions for the first 90 days hence January 6, 2011.
- **How do I register to file through the ePortal?**
 For information on how to register please visit: <https://www.myflcouraccess.com/>
- **What hardware or software do I need?**
 A desktop with Internet Explorer 7.0 or higher (Note: Netscape web browsers are not supported); Adobe PDF Writer, Adobe PDF Printer or Microsoft Word; A scanner to submit non-electronic document; Microsoft Silverlight.
- **What document types does the ePortal support?**
 The ePortal will accept filings in Word or PDF formats. All documents will be converted to PDF formats by the ePortal. Visit the links below to obtain the list of pleadings accepted:
http://www.miami-dadeclerk.com/efiling_pleadings_civil.asp.
- **Are there limitations to the size of the document I can submit?**
 Miami-Dade is launching eFiling in a phased manner.
 For Family cases the current limit is 20 mg per document (20mg is the maximum document size accepted by the FACC ePortal).
 For all other Miami-Dade courts the current limit is 10 pages per document in accordance with Florida Rules of Judicial Administration 2.525 Electronic Filing.

- **Can I file for all cases?**
 Not at this time. In this first phase only subsequent filings for Domestic Relations (Family), Probate, County Civil, Circuit Civil, and Juvenile Dependency will be accepted. Initial filings for these courts will be implemented as part of Phase II.
- **Do I have to follow up my eFiling with a paper filing?**
 Follow-up paper filing will be required by the Supreme Court of Florida for the first 90 days from January 6th, 2011.
- **May a single filing apply to more than one case?**
 No. Each document electronically filed must be submitted as individual transactions with the Service Provider.
- **May I file multiple pleadings in the same case in the same transaction?**
 Yes, multiple pleadings can be filed simultaneously.
- **Will there be any charges for users of the ePortal?**
 Authorized filers may access the ePortal and file documents at no charge above the statutory filing fee. If a filer chooses to pay statutory fees using a credit card, they will be charged an additional credit card transaction fee which will be used to cover the associated banking and merchant fees as allowed by Florida Statutes.
- **Why do I have to use a specific case number format for eFiling?**
 The ePortal allows certain local or state case number format. In order to expedite the electronic filing process, please use the local case number format below.

Case	2 or 4 year	6 digit case sequence	2 Character	2 digit Numeric	Example
Probate	yyyy	123456	CP Circuit Probate GD Guardianship	2	2010-123456-CP-02
Circuit Civil	yyyy	123456	CA Circuit Civil	1	2010-123456-CA-01
County Civil	yyyy	123456	CC County Civil SP Small Claims	05 Downtown 21 Hialeah 23 N. Dade 24 Miami Beach 25 Coral Cables 26 S. Dade	2010-123456-CC-05
Domestic Relations (Family)	yyyy	123456	FC Domestic Relations	4	2010-123456-FC-04
Juvenile Dependency	D yy	123456	Optional: 1-3 character case suffix.		D10123456A