

Florida Courts eFiling Portal Instructions for Using the “Pending Queue”

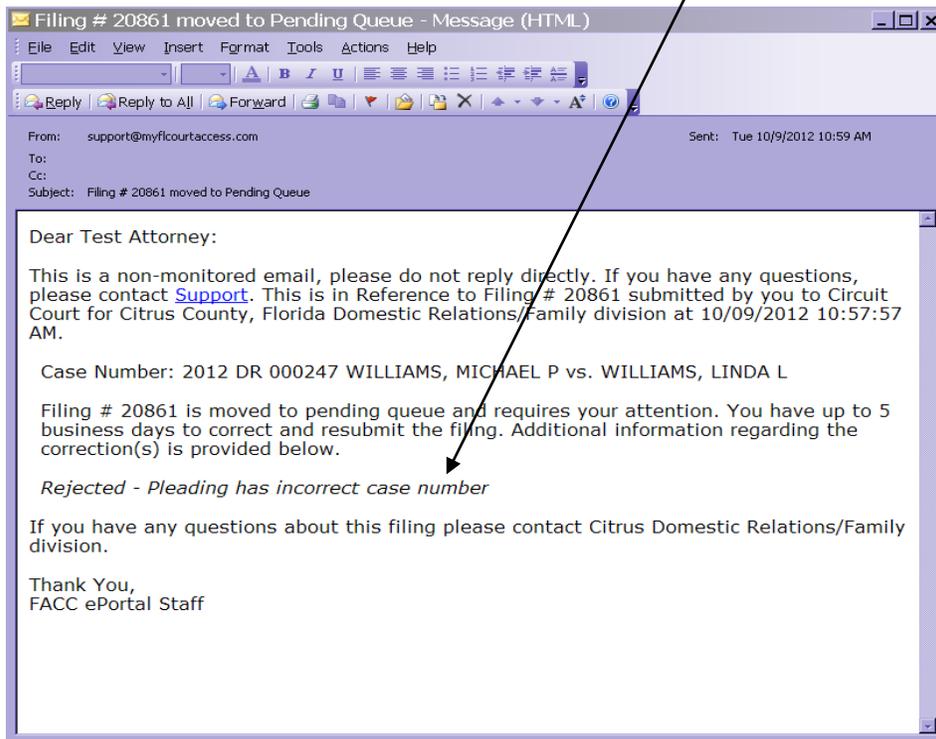
The Florida Supreme Court Standards for Electronic Access to the Courts, adopted with modifications on February 2012, page 8, discussed the pending queue:

3.1.11. Local Documents Receiving

When information has been submitted electronically to the Clerk of Court’s Office, via the Florida Courts E-Portal, the Clerk of Court will review the filed document(s) and determine whether it contains the required information for placement into the clerk’s case maintenance system. If, during the local documents receiving process a determination is made that the filed document conflicts with any court rules or standards, then the clerk shall place the filed document into a pending queue. A filing may be placed in a pending queue for any reasons that prevent the filing from being accepted into the clerk’s case maintenance system, e.g. documents that cannot be associated with a pending/existing case; a corrupt file; or an incorrect filing fee.

Once placed in a pending queue, the clerk shall attempt to contact the filer and correct the identified issue(s). The filing will remain in a pending queue for no more that five (5) business days, after which time the filing will be docketed with incorrect information, or considered NOT filed depending on the issue(s).

Accordingly, this office will return filings with issues (badly scanned images, wrong case number, wrong county) to you via the pending queue. When we move a filing to the pending queue, you will receive an email that notes the case number, name and reason for the return (in italics):



If you are filing multiple documents for one case all documents will be placed in pending queue. For example if three pleadings were filed the clerk can not accept 2 of the 3 pleadings and reject only one pleading.

After you have logged into the statewide portal, you will see this page:

Citrus County Clerk of Courts eFiling Portal

Account Filing Options Smart Forms A2J Interviews

Welcome - Test Attorney
Last signed in on - 10/09/2012 10:59:01 AM

File Subsequent Document(s) into an existing Case

Court Type: Trial County: Citrus Division:
Case #: Case Type: Total Fee:

Case Information Parties Documents Payments Review & 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 * County * Division
Trial Citrus Select

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.

Select "My Filings" in the top right hand corner or from the drop down under Filing Options.

Change the date range to capture the filing you made that have been returned to your pending queue. Click Refresh, and you will see a report that looks like this:

My Filings

* From (mm/dd/yyyy): 10/08/2012 * To (mm/dd/yyyy): 10/09/2012 Refresh

Filing #	Case #	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
20861	092012DR000247XXXXXX	2012 DR 000247	Pending Queue	Citrus	Domestic Relations/Family	10/09/2012 10:57:57 AM	Rejected - Pleading has incorrect case number
20857		NEW CASE	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 05:24:59 PM	
20851		NEW CASE	Pending Filing	Citrus	County Civil	10/08/2012 04:45:36 PM	
20846	092012DR000246XXXXXX	2012 DR 000246	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 03:53:42 PM	
20845	092012CA000666XXXXXX	2012 CA 000666 A	Pending Filing	Citrus	Circuit Civil	10/08/2012 03:31:12 PM	
20843	092012DR000442XXXXXX	2012 DR 000442	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 03:21:43 PM	
20842	092012DR005555% % % % % % % %	2012d+257	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 03:06:56 PM	
20841	092012DR005555% % % % % % % %	NOT FOUND	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 02:55:48 PM	
20837		NEW CASE	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 02:27:33 PM	
20836		NEW CASE	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 02:24:52 PM	

Change page: < Previous 1 2 3 Next > Displaying page 1 of 3, items 1 to 10 of 27.

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Where you see “Pending Queue” in the Status Column, click on the link in the Filing # column, NOT the link in the Case # column. The Filing # link will take you to the Case Information, Parties, Documents, and Submit tabs where you previously entered data to submit the original filing. On the documents tab, you can remove or replace an incorrect document, attach a new one, and save/submit. Remember:

- If you delete a document and replace it with another, the new document will receive a new timestamp.
- If you add a new document to the filing and original documents stay the same the new document will receive a new timestamp.
- If you do not refile in Citrus County but instead file in another county, the document will receive a new timestamp.
- If you replace a document by using the edit function, the document will keep the same timestamp. The only way to keep the original timestamp on the document is to use the edit function on the document screen.

Additionally, you can correct parties and cases numbers. Once you have completed your corrections, you can Save All and Submit Later or Confirm and Submit All Now.

Save All and Submit Later
Confirm and Submit all Now

Once you click Confirm and Submit All Now, it removes the previous filing from our “Pending Queue” and is ready for normal processing. Further, it will change the status on your “My Filings” page.

My Filings

* From (mm/dd/yyyy): 10/08/2012 * To (mm/dd/yyyy): 10/09/2012 Refresh

Filing #	Case #	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
20861	092012DR000247XXXXXX	2012 DR 000247	Pending Review	Citrus	Domestic Relations/Family	10/09/2012 10:57:57 AM	
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20842	092012DR005555%% %% %% %% %%	2012dr257	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 03:06:56 PM	
20841	092012DR005555%% %% %% %% %%	NOT FOUND	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 02:55:48 PM	
20837		NEW CASE	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 02:27:33 PM	
20836		NEW CASE	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 02:24:52 PM	

Change page: < Previous 1 2 3 Next > Displaying page 1 of 3, Items 1 to 10 of 27.

Once we process your “Pending Queue” filing, you will receive the usual automatic portal email. If we process your resubmission by selecting “Filed for Judicial Review,” this means that we have removed this filing from our queues because it will not be processed; namely, you filed it in the wrong county, you requested (by email) for us to remove a filing ect. When we move a filing to the “Filed for Judicial Review: status, you will receive another automatic portal email that tells you why we have taken this action.

It is important that you use the pending queue process and do not submit a separate new filing. While we will process a separate new eFiling, we will process the new one and note the previous “wrong” one as “Filed for Judicial Review”; but this new filing will bear the most recent file date. This will remove it from our pending queue and nothing further will be done with it, but it will remain in your “My Filings” as “Pending Queue”. If you do not resubmit via the pending queue within the 5 days, the on the 6th day, the Florida Supreme Court standards mandate that we process the original filing, docket it, and place it in the court file. We cannot assist with error correction at that point.

If you go through the resubmission steps in your pending queue only to find that you can only “Save and Submit Later” but not “Confirm and Submit All Now”;

- Check the page where you saved and submit later for any error messages in red. If under Parties it says to check “Filed on behalf of”, go to the Parties tab, highlight any party and click save. See if this step permits you to “Confirm and Submit All Now”.
- If you cannot submit at this point, contact support at support@myflcourtagency.com or call 850-577-4609. Support may advise you to contact us to “File for Judicial Review: so that you can submit a “new” filing to get around this issue, but Support should be contacted before these steps are taken.
- If we “File for Judicial Review”; you will then need to do a separate new filing to submit your document.

When you have paid on the portal for a new case, or a pleading that involves payment (motion that reopens a case, motion to appear pro hac vice, lis pendens), we return a filing to you in the pending queue, you must process another “payment” to resubmit.

- Whether you use an electronic check or credit card, the actual payment does not occur until we process your case locally (you receive a 2nd email to advise you of this).
- With a credit card, the moment you click Submit on the portal, a hold is placed on your account for the amount noted. That hold will stay in place until you resubmit via the pending queue and we process your resubmission locally. Because payment does not occur until we process your resubmission locally, no refund has to be processed.