



FLORIDA  
**COURT CLERKS &  
COMPTROLLERS**

## HOW TO E-FILE

As of April 1, 2013, mandatory e-filing goes into effect for civil, probate, small claims and family law divisions of the trial courts, as well as for appeals to the circuit court in these divisions.

### HOW TO REGISTER:

- STEP 1:** Sign into E-Filing Portal Website at [www.myflcourtagency.com](http://www.myflcourtagency.com).
- STEP 2:** Click **Register Now**
- STEP 3:** Click **Continue to ePortal Registration** or select county link directly.
- STEP 4:** Fill out the **Account Registration**.
- STEP 5:** You will receive activation instructions via email.

For more information on the e-filing process for all civil cases, please visit [www.flclerks.com/eFiling\\_authority.html](http://www.flclerks.com/eFiling_authority.html). Here you will find all e-filing documentation, including Portal registration, Portal manuals, and instructional video tutorials for filing a new case and/or existing case.

*Keeping the records. Preserving our history.*

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