

Office of Paula S. O'Neil Clerk & Comptroller Pasco County, Florida

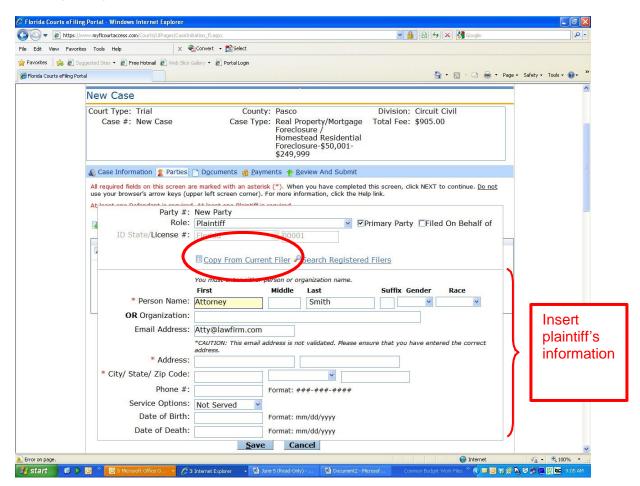
### eFiling Reminders For Filers in Circuit Civil, County Civil, Small Claims and Family

- 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**



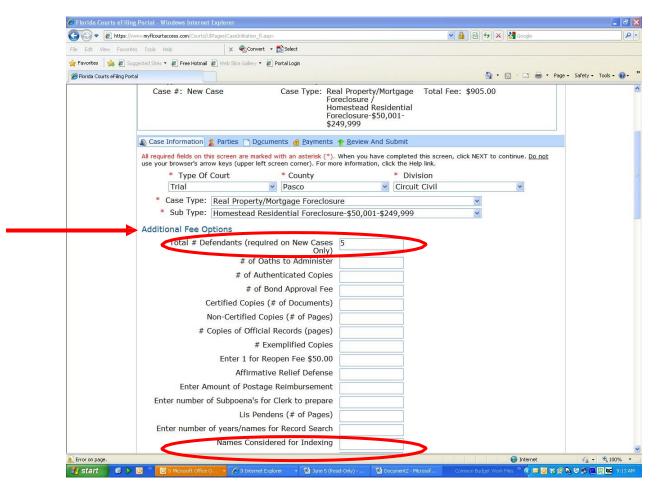
When filling in plaintiff's information, do **NOT** click on *Copy From Current Filer*. Doing so will insert the attorney's information in the plaintiff's fields.

## **Party Names**

🖉 Florida Courts eFiling	Portal -	Windows Internet Explorer										
🔆 🗢 🖉 https://ww	vw.myflcou	rtaccess.com/Courts/UIPages/CaseInit	iation_fl.asp×				*	1 🗟 😽 🗙	Google 🛛			<del>-</del> ۹
File Edit View Favorites	s Tools	Help 🗙 🤻	🖞 Convert 👻 🚮 Select									
🚖 Favorites   🍰 🔊 Sugg	gested Site	s 🔹 🙋 Free Hotmail 🙋 Web Slice G	ialery 👻 🙋 Portal Login									
🏉 Florida Courts eFiling Porta								And BO	🔊 · 🖻 🖶	• Page •	Safety 🕶	Tools • 🔞 • *
	Ca	ase #. New Case	Сазе тур	Forecl Home	osure / stead Resid osure-\$50,	dentia	e rotarree. Il	\$905.00				^
	🔊 Cas	e Information 🙎 Parties	🗋 Documents 🍓 Payr	nents 🔶	Review And S	Submit						
	use yo	uired fields on this screen ar our browser's arrow keys (up	per left screen corner).	For more in				lick NEXT to c	ontinue. <u>Do no</u>	t		
			New Party									
		ID State/License #:	Defendant	100		Y !	Primary Part	y LFiled O	n Behalf of			
		ib state/ License #.	Select State									
	La .		Copy From Curre	nt Filer 🤞	© Search Re	gister	red Filers					_
			You must enter either	person or o	Last	ame.	Suffix G	ondor	Race			
		* Person Name:		MIGHE	Jones ak	a Smi						
		<b>OR</b> Organization:										
		Email Address:										
			*CAUTION: This email a address.	ddress is r	ot validated.	Please	ensure that you	have entered	the correct			
		* Address:										
	*	City/ State/ Zip Code:		Select S	State 🎽							
		Phone #:		Format:	###-###-#	###						
		Service Options:	Not Served									
		Date of Birth:		Format:	mm/dd/yyyy							
		Date of Death:		Format:	mm/dd/yyyy							
			Save	Ca	ancel							
1 Error on page.									Internet		4a -	€ 100% ·
📲 start 🔰 🙆 돈	© »	🗿 5 Microsoft Office O 🔹 💋 3	Internet Explorer 🚽 🛄 🕽	une 5 (Read-Or	ıly)		Co	mmon Budget Worl	Files * 🔇 🖂 🚺	18.27		

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**



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

	//www. <b>myficourtaccess.com</b> /Courts						🗙 🔒 🚱 🍫 🗙 🚼 Google	
ile Edit View Favo	orites Tools Help	× •	ionvert 👻 🕇	Select				
🍃 Favorites 🛛 🍰 🙋	Suggested Sites 👻 🙋 Free Hotma	ail 🙋 Web Sice Gale	ery 🔹 🙋 Po	ortal Login				
🍘 Florida Courts eFiling P	fortal						🟠 • 🖾 · 🗆 🖷 •	) • Page
	File Subseque	ent Docun	nent(s	s) into an exi	sting Cas	e		
	Court Type: Trial			County: Pase	-		on: Circuit Civil	
	Court Type. That Case #:			Case Type:	.0	Total F		
	Cu3e #.			case type.		Total I	ee.	
	<u>Case Inform</u>	nation	🙎 Parti	ies 📄 D <u>o</u> cu	iments	🍓 Payments	🟫 <u>R</u> eview And Submit	:
							n, click NEXT to continue. <u>Do not</u>	iot
	use your browser's ar		er left scre	and the second sec	e information, c			
	* Type O	f Court		* County		* Division		
	Trial		~	Pasco	Y	Circuit Civil	~	
						Zeros needed (Examp		
	* Year 2013 Court Ty	ter 2 Character	r Court Ty Party I anch Loca	/pe or select from the Identifier is optional a	e list. Only allo and if provided i		appear after selecting division. 5.	
	* Year 2013 Court Ty	ter 2 Character Bra * Sequer 1234 ype Selection Civil (CA)	r Court Ty Party I anch Loca nce #	ype or select from th identifier is optical a tion Identifier is optic * Court Type CA	e list. Only allo and if provided i	wed court types will a must be 4 characters	appear after selecting division. 5.	
	* Year 2013 Court Ty Circuit (	ter 2 Character Bra * Seque 1234 ype Selection Civil (CA) lentifier Br	r Court Ty Party I anch Loca nce #	ype or select from th dentifier is optional a tion Identifier is option * Court Type CA	e list. Only allo and if provided i	wed court types will a must be 4 characters	appear after selecting division. 5.	
	* Year 2013 Court Ty Circuit C Party Id Case Type Case Title	lentifier Br ee: ee: es:	r Court Ty Party I anch Loca nce #	ype or select from th dentifier is optional a tion Identifier is option * Court Type CA	e list. Only allo and if provided i	wed court types will a must be 4 characters	appear after selecting division. 5.	
	* Year 2013 Court Ty Circuit ( Party Id Case Type Case Tith Case Statu:	ter 2 Character Bra * Seque 1234 ype Selection Civil (CA) lentifier Br e: e: e: e: e: s:	r Court Ty Party I anch Loca nce #	ype or select from th dentifier is optional a tion Identifier is option * Court Type CA	e list. Only allo and if provided i	wed court types will a must be 4 characters	appear after selecting division. 5. acters.	

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