



# Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor

## **E- Filing Resource Guide**

### **Getting Started**

Go to [www.myFLCourtAccess.com](http://www.myFLCourtAccess.com) and register. This is the statewide portal which allows the filer to submit documents electronically to all 67 counties in Florida.

### **Technical Support**

If you are experiencing problems with your login, submitting documents or completing the payment process, contact the support staff at [support@myflcourtaccess.com](mailto:support@myflcourtaccess.com) or (850)577-4609.

### **Rules of Judicial Administration Related to Electronic Filing**

2.515 Signature of Attorneys and Parties  
2.525 Electronic Filing  
2.526 Accessibility of Information and Technology  
Go to [www.FloridaBar.org](http://www.FloridaBar.org) to find these and other Rules of Judicial Administration

### **Resource Websites**

[www.EscambiaClerk.com](http://www.EscambiaClerk.com) – The Clerk’s E-filing page provides links to the ePortal, Supreme Court Administrative Orders & Rules of Judicial Administration related to E-filing as well as frequently asked questions and answers.

[www.FloridaBar.org/e-filing](http://www.FloridaBar.org/e-filing) This page on the Florida Bar website includes many resources for Florida lawyers and paralegals including Manuals, Standards and Documentation.

[http://www.flclerks.com/eFiling\\_authority.html](http://www.flclerks.com/eFiling_authority.html)  
This page of the Florida Court Clerk’s & Comptrollers website provides information regarding the E-filing Authority Board and includes additional resources including instructional videos on using the ePortal.

### **How to obtain copies of Court documents**

Go to [EscambiaClerk.com](http://EscambiaClerk.com), Online Public Records page to obtain an Attorney Access Agreement. Once approved, you may access most images for cases which reflect you as attorney of record.