

# Introducing the Manatee Clerk of Circuit Court E-Filing System.....

E-Filing is now a simple process that allows you to E-file documents right from your login subscriber page. Check out the look of our new page and follow these simple instructions and you will be eFiling!

## **IMPORTANT NOTICE to Word Perfect Users**

The Manatee Clerk's office E-Filing System does **NOT** support Word Perfect file formats (.wpd). In order to correctly file a document created in Word Perfect please **SAVE the document as 'MS Word 97/2000/2002 for Windows'** format. Once the document is saved in this manner, you can then E-File it with our office. If done correctly, you will notice the newly created document ending in **'.doc'**.

## **NOTE:**

The Manatee Clerk's office E-Filing System supports the following file types **ONLY**:

<b>Adobe PDF</b>	<b>- .pdf file</b>
<b>Microsoft Word 97/2000/2003</b>	<b>- .doc file</b>
<b>Microsoft Word 2007</b>	<b>- .docx file</b>
<b>XML</b>	<b>- .xml file</b>

\* Filing any other document types without proper conversion **WILL** result in the document being rejected or lost. Only properly filed and formatted documents will be accepted into the case file.\*



Search Court Records

E-File

New Case \* Existing Case Number:  Example 2004CA000345

To Add a file, select the file using browse button and click add  
To Remove a file, click delete icon next to the file

File selection area with a "Browse..." button and an "Add" button.

Documents will be submitted to Manatee Clerk of Circuit Court for filing

EFile

My E-Filed Document History

Last Updated at 06/17/2008 11:05:59 AM Refresh \* From (MM/dd/yyyy): 05/21/2008 To (MM/dd/yyyy): 06/17/2008

Request #	Document #	Submission Date	Case #	File Name	Document Status	Docket Date/Rejection Reason
236	317	06/12/2008 09:00:25 AM	2008 CC 001572	STATE ABBREVIATIONS. DOC	Filed	06/12/2008
235	316	06/11/2008 05:08:38 PM	2006 TR 015374	210.DOC	Filed	06/11/2008
234	315	06/11/2008 04:59:34 PM	2006 CF 000567	210.DOC	Filed	06/11/2008
233	313	06/11/2008 04:59:14 PM	2006 TR 015372	209.DOC	Filed	06/11/2008
233	314	06/11/2008 04:59:14 PM	2006 TR 015372	210.DOC	Filed	06/11/2008
232	312	06/11/2008 11:24:21 AM	2005 CF 000567	209.DOC	Filed	06/11/2008
231	311	06/11/2008 11:23:57 AM	2006 CF 000123	210.DOC	Filed	06/11/2008
230	309	06/09/2008 02:04:28 PM	2008 CF 000001	209.DOC	Filed	06/09/2008
230	310	06/09/2008 02:04:28 PM	2008 CF 000001	210.DOC	Filed	06/09/2008
229	308	06/09/2008	2006 CF 000100	210.DOC	Filed	06/09/2008

News & Information

Florida Bar News Article

Florida Bar News article about the Clerk's Pilot Site for Court Records.

read more...

Courts Approve New "Slash S" Signature

January 31, 2008 the Florida Courts Technology Commission approved the use of "Slash S" as an electronic signature method for e-filers and the expansion for the Judge Sign program which provides ...

read article...

Heritage Days Walking Tour

February 21, 2007—As part of the twenty-eighth annual Heritage Days celebration, the Manatee County Clerk of Circuit Court's Historical Resources Department will host three historical walking tours. All ...

read article...

News Archive

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Small Claims Video

An informational video about Small Claims.

read more...

**New Case** – Check this box to file a new Case (must have escrow set up with the Clerk)

**Browse** – Click to browse your PC for documents to EFile

**Add** – Click to add the selected document to the submission box

**E-File** – Click to submit documents to the Clerk

**Existing Case Number** – Enter a Case Number to file the documents on (existing case only)

## **E-File in Existing Case**

### **Step 1** –

Select the ‘Existing Case Number’ textbox and enter a case number to submit documents on. Using the example as a guide, be sure to enter the case number starting with a 4-digit year, followed by a 2-letter case type, and lastly by a 6-digit number.

### **Step 2** –

Click the ‘Browse’ button to choose a file to attach to the E-Filing. A file selection window will appear, allowing the user to navigate their local PC or network. Highlight the desired file, then click ‘Open’. The file selection window will close and the path and filename of the selected document will be shown in the textbox to the left of the ‘Browse’ button.

### **Step 3** –

Click the ‘Add’ button to attach document to this filing. ‘Add’ will populate the empty file area below with the selected document and clears the browse textbox to allow the user to browse for another file.

**IMPORTANT NOTICE:** When submitting documents for e-filing. Due to our Pilot Program and confidentiality of certain records, any pleadings that include attachments must be submitted separately. Ex: A Mortgage Foreclosure Complaint with copies of the Note and Mortgage must be submitted as two documents. The first one submitted would be the complaint and the second one would be the civil attachment to the complaint. This includes any documents submitted for e-filing.

**NOTE:** The new Clerk E-file website now accepts .pdf, .doc, .docx, and .xml file types up to a size limit of 25MB. The Clerk’s office still requires any scanned images to be scanned at 300 dpi, black and white. When scanning images, please make sure the document is properly rotated to appear vertically on the screen. The clerk cannot adjust the rotation of an image once it is e-filed and will have to reject documents oriented incorrectly.

### **Optional Step** –

The user can choose to add multiple documents to any E-file submission. To add additional documents, simply repeat steps 2 & 3 above.

**NOTE:** Be sure that all the documents chosen are for the same case.

### **Step 4** –

Once all the documents have been added, click ‘EFile’ to submit this filing to the clerk. After a few seconds, the screen will show a filing request number that can be used to track the progression of the e-filing. This progression can be viewed below in the ‘My E-Filed Document History’ section.

**NOTE:** These newly submitted documents will NOT be available on the clerk’s website until after clerk staff has accepted and processed the documents through the workflow. This process

takes time, so please check back often. Documents e-Filed after 5pm or on Saturday, Sunday or legal holidays will be docketed on the next business day.

## **E-File New Case**

**In order to initiate a new case electronically, you are required to have an escrow account setup with the Clerk for the payment of filing fees. Escrow accounts are sums placed on deposit with the clerks. Fee activity is then billed to the depositor. The escrow account is required because clerks are prohibited by Florida Law from extending credit by providing services without immediate payment. Call Carla Welke at 749-1800 ext. 4311 or e-email her at [Carla.welke@manateclerk.com](mailto:Carla.welke@manateclerk.com) for more information.**

**NOTE: As of July, 2008 there is a \$10 fee per summons prepared by the filer and issued by the clerk. There is a \$17 fee per summons that is both prepared and issued by the clerk. There is an additional \$7 fee per summons if the filer requests that the clerk prepare the summons. If a summons is eFiled, the clerk will issue it and charge the submitter's account and return the issued summons by email to the submitter.**

### **Step 1** –

Click the 'New Case' checkbox to initiate a new case and indicate the following documents will be filed with the clerk on a new case – **this will include the Civil Cover Sheet, and document initiating the case.** By checking this box, the system will grey out the Existing Case Number textbox, disabling it.

### **Step 2** –

Click the 'Browse' button to choose a file to attach to the E-Filing. A file selection window will appear, allowing the user to navigate their local PC or network. Highlight the desired file, then click 'Open'. The file selection window will close and the path and filename of the selected document will be shown in the textbox to the left of the 'Browse' button.

### **Step 3** –

Click the 'Add' button to attach document to this filing. 'Add' will populate the empty file area below with the selected document and clears the browse textbox to allow the user to browse for another file.

**IMPORTANT NOTICE:** When submitting documents for e-filing. Due to our Pilot Program and confidentiality of certain records, any pleadings that include attachments must be submitted separately. Ex: A Mortgage Foreclosure Complaint with copies of the Note and Mortgage must be submitted as two documents. The first one submitted would be the complaint

and the second one would be the civil attachment to the complaint. This includes any documents submitted for e-filing.

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**NOTE:** Be sure that all the documents chosen are for the same case.

Step 4 –

Once all the documents have been added, click 'EFile' to submit this filing to the clerk. After a few seconds, the screen will present a confirmation and a filing request number that can be used to track the progression of the e-filing. This progression can be viewed below in the 'My E-Filed Document History' section.

**NOTE:** These newly submitted documents will NOT be available on the clerk's website until after clerk staff has accepted and processed the documents through the workflow. Once processed a case number will be assigned which can be used for subsequent e-filings. This process takes time, so please check back often. Documents e-Filed after 5pm or on Saturday, Sunday, or legal holidays will be docketed on the next business day.

# My E-Filed Document History

All E-filings are documented in My E-filed History which shows the status of each filing. This history does not automatically refresh so to update the status of your filings, hit the refresh button. The most recent three days of E-filings are displayed but you can change the date range to show earlier E-filings. E-filings made with the old system are not displayed here.

**Date Range** – Choose a date range to view historical E-filings (then click refresh)

**Refresh** – Click to refresh My E-Filed Document History

**Print** – Click to Print My E-Filed Document History as shown

My E-Filed Document History

Updated at 06/17/2008 11:03:15 AM Refresh \* From (MM/dd/yyyy): 05/23/2008 \* To (MM/dd/yyyy): 06/17/2008

Print

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230	309	06/09/2008 02:04:28 PM	2008 CF 000001	209.DOC	Filed	06/09/2008
230	310	06/09/2008 02:04:28 PM	2008 CF 000001	210.DOC	Filed	06/09/2008
229	308	06/09/2008 02:03:10 PM	2006 CF 000100	210.DOC	Filed	06/09/2008
228	307	06/09/2008 02:02:52 PM	2005 CF 000567	210.DOC	Filed	06/09/2008
227	306	06/06/2008 12:52:57 PM	2007 CF 000001	DIST_SYR_TECH_PLAN.PDF	Filed	06/06/2008
222	300	05/30/2008 10:05:29 AM	2002 CF 000046	209.DOC	Filed	05/30/2008
222	301	05/30/2008 10:05:29 AM	2002 CF 000046	210.DOC	Rejected	Case Closed or Transferred
221	298	05/30/2008 10:01:51 AM	2002 CF 000045	209.DOC	Pending Review	
221	299	05/30/2008 10:01:51 AM	2002 CF 000045	210.DOC	Pending Review	
220	297	05/30/2008 09:51:16 AM	2002 CF 000004	MC_DOCKET.PDF	Filed	05/30/2008
219	296	05/24/2008 09:21:18 AM	2007 CF 000433	E-RECORDING HB 06.PDF	Filed	05/24/2008
218	294	05/24/2008 09:19:10 AM	2008 DR 000008	FCTC MEETING DAY 2 - ITEM 5 PORTAL DOCUMENT.PDF	Accepted	
218	295	05/24/2008 09:19:10 AM	2008 DR 000008	FCTC MEETING DAY 2 - ITEM 1 HORIZON OBJECTIVES.PDF	Rejected	Incorrect Case Number