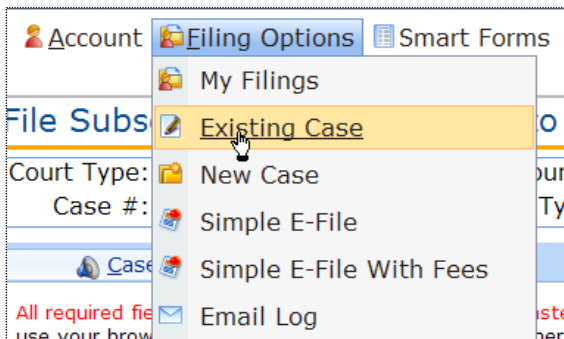


Filing to an Existing Case

Log into the ePortal

You may select “Existing Case” from the upper right corner of the screen



or from the drop-down menu under “Filing Options”

When properly selected the window heading will state:



On the first screen the following are required fields and are **noted by a red asterisk (*)**

- Type of Court
 - County
 - Division
 - Case Number
- *Case Year * Case Sequence # * Court Type

Type of Court

The system defaults to "Trial." Trial is the only option currently available.

County

Make sure you are filing in the **Citrus County** eFiling Portal

Citrus County Clerk of Courts eFiling Portal

My Filings Existing Notifications New Case Sign In

Welcome - Test A
Last signed in on - 10/03/2012 03:00

Account Filing Options Smart Forms A2J Interviews

File Submissions Existing Case New Case Simple E-File Simple E-File With Fees Email Log

County: Citrus Division: Total Fee:

Documents Payments Review & Submit

All required fields are marked with an asterisk (*). When you have completed this screen, click NEXT to continue. Do not click the back button (or other). For more information, click the Help link.

* Type Of Court * County * Division

Trial Citrus Select

If you are filing in another county click on the drop-down box to change the Clerk Office in which you are filing

Division

Select the correct court division using the drop-down box

* Division

Select

Select

Circuit Civil

County Civil

Domestic Relations/Family

Probate

Selected court types will appear after selecting division.

Case Number

Enter the case number using the * Year *Sequence * Court Type format

Year

The case year must be a valid **4-digit** year (*Example: 2012*)

The system will default to the current year be sure you have the correct year if the case was initiated in a previous year

Sequence #

The sequence # must be 6 digits or less. No leading zeros are needed

Court Type


You may enter the two-character court type code or select it from the Court Type Selection Window. Only valid court types will appear in the selection window for each Division.

To select the Court Type using the Selection window, left mouse click on the court type description to highlight it. Once it is selected the correct code will appear in the Court Type field.

* Year	* Sequence #	* Court Type
<input type="text" value="2012"/>	<input type="text" value="44"/>	<input type="text" value="CP"/>

Court Type Selection

Guardianship (GA)
Mental Health (MH)
Probate/Guardianship (CP)



Click the Search button

Please enter values below and click search to locate your case. All required fields are marked with a *
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 search.
Party Identifier is optional and if provided must be 4 characters.
Branch Location Identifier is optional and if provided must be 2 characters.

* Year * Sequence # * Court Type

Court Type Selection
Guardianship (GA)
Mental Health (MH)
Probate/Guardianship (CP)

Party Identifier Branch Location

The portal will validate the case number with the Citrus case management system. Valid cases will return the case type and the case title.

For example:

* Year * Sequence # * Court Type

Court Type Selection
Guardianship (GA)
Mental Health (MH)
Probate/Guardianship (CP)

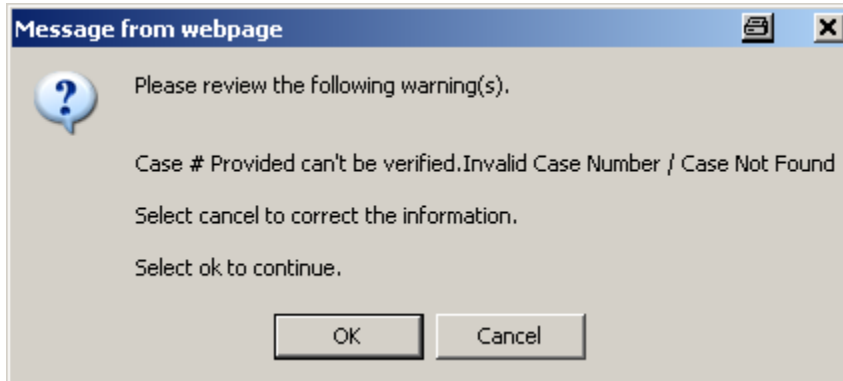
Party Identifier Branch Location

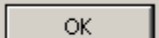
Case Type: PROBATE / FORMAL ADMINISTRATION
Case Title: THE ESTATE OF: RYAN, SHARON
Case Status:

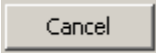


Invalid Case Number

If the system cannot verify the case number the following message will appear:



If you know this is a valid case number in Citrus County click the OK  button.

If you mistyped the case number and need to re-enter it click the Cancel  button and re-enter the correct case number.

Emergency Filing

The emergency filing button will cause the system to mark the filing with a symbol to bring it to the attention of the Clerk. This will notify the Clerk that your filing needs to be presented to the judge immediately.



PLEASE NOTE: The filed document **MUST CONTAIN** the word "**EMERGENCY**" in the title.

Emergency Filing

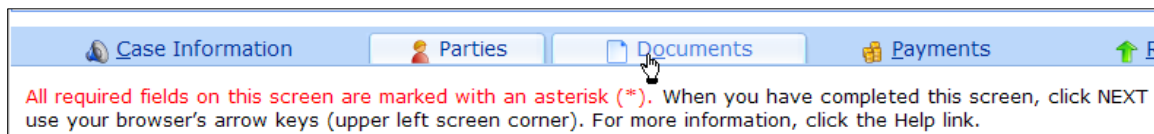
[Next](#)

Click the Next button to move to the next screen

Parties

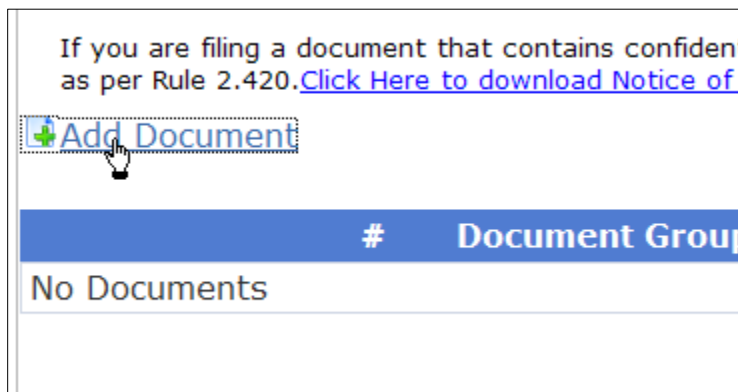
There is an issue with the system and the current parties do not appear on this screen. Our vendor is working with the ePortal to resolve it.

Please click the Next button or Click on Documents to move to the next screen.



Documents

Click on the Add Document link to upload your documents from your computer to the ePortal. If you are filing more than one document in the selected case you will need to select Add Document for each filing.



All required fields are marked with a red asterisk (*)

Document Group

At this time your only option is to select All from the drop-down box.

Document #: New Document Filing Fee:\$0.00

* Document Group: Select

* Document Type: Select

* # Pages:

Document Type

Select a document type from the drop-down box. The drop-down box displays general document types based on the court division of the case you selected.

Select "OTHER DOCUMENT" if you do not see the document type available for selection.

Please note:

If you are filing a document on a closed case that RE-OPENS the case and is subject to a fee, you must always select "OTHER DOCUMENT W/REOPEN FEE"

* Document Type: Select

* # Pages:

* Select Document:

- Select
- AFFIDAVIT
- ANSWER
- CERTIFICATE
- COVER LETTER
- FINANCIAL AFFIDAVIT
- MOTION
- NOTICE
- NOTICE OF CONFIDENTIAL FILING
- OTHER DOCUMENT
- OTHER DOCUMENT W/REOPEN
- PETITION
- PROOF
- REQUEST
- RESPONSE/REPLY
- STATEMENT OF CLAIM
- WAIVER

Pages

Enter the number of pages of the document you are filing.

Select Document

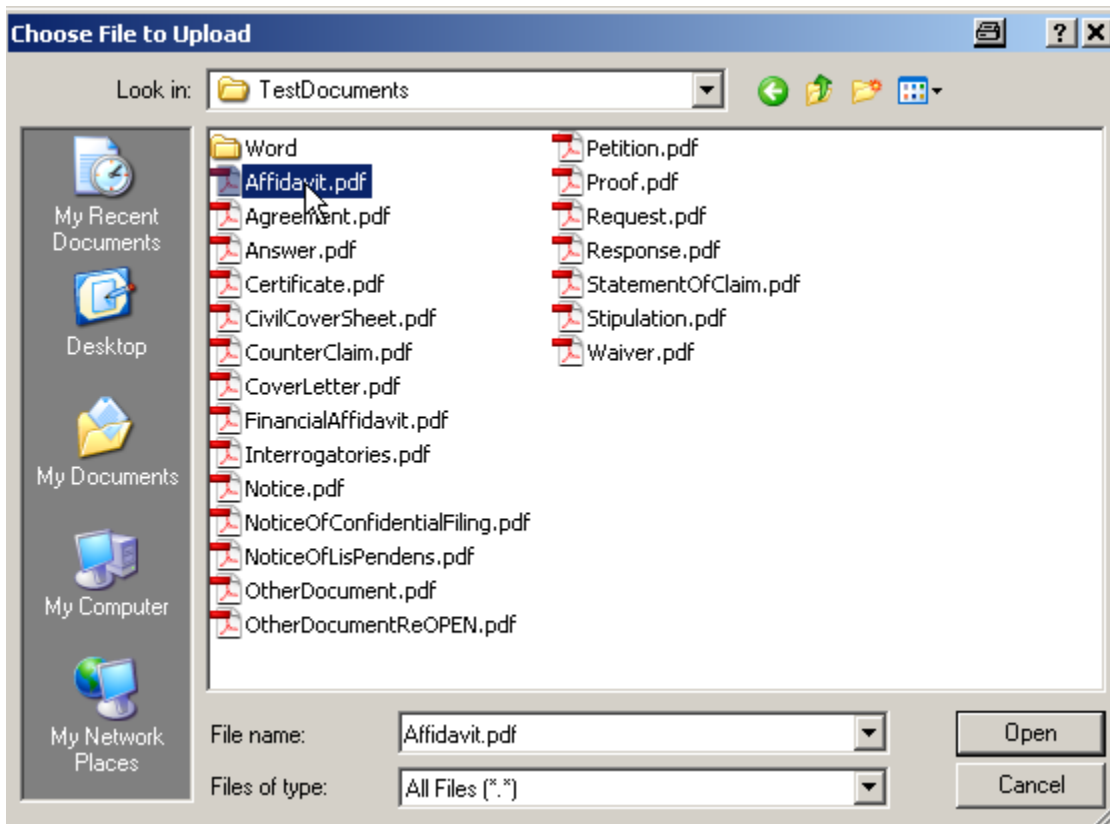
Click the Browse button to select the document from your computer to upload to the portal.

* Select Document:

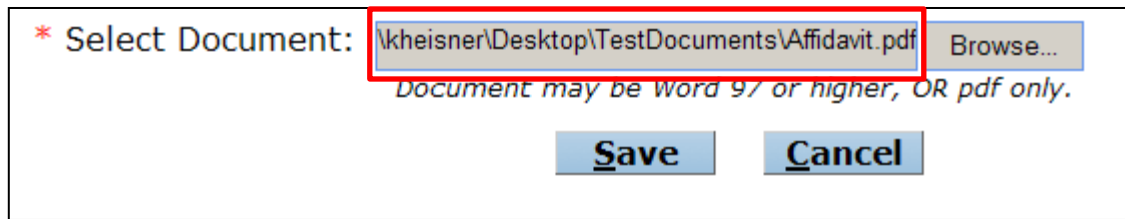
Document may be Word 97 or higher, OR pdf only.

The portal will open a window on your computer. Navigate to the folder where your document is stored.

Click on the document to select it then click on the Open button



The document filename and path will then appear in the document path window.



Double-check the filepath and name to ensure you are filing the correct document. If correct, click the Save button. If not correct, click the Cancel button and reload the document.

To add more documents repeat the instructions. When all documents are loaded, click the Next button.

Payments

For filing to most existing cases no payment is required. For filing to reopen a case see the “Payment” section in the New Case Filing instructions.

Click Next

Review and Submit

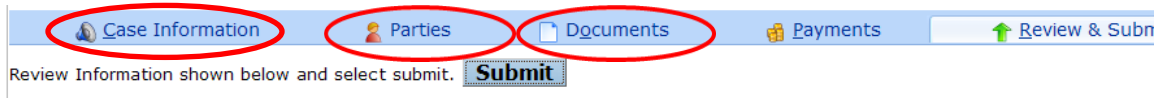
The filing is summarized in the Review and Submit screen. Double-check the case number and documents.

If everything is correct, click the Submit button.

Otherwise, you may return to any section by selecting it from the Window header



CAUTION: DO NOT USE YOUR BROWSER'S BACK ARROW KEY



The system will timestamp your document and place it in the Clerk’s review queue.

You will receive an email notification confirming the filing.

The system will also display a confirmation screen with the case number and reference # displayed. It will also display a list of your recent filings.

Filing Received Confirmation

1 document is successfully submitted for filing to Trial Court for Citrus County, Florida Probate Division. Uniform Case # you have provided is 092012CP000044XXXXXX Clerk Case # you have provided is 2012 CP 000044 Reference # for this filing is 20824

Important: If you should contact the court about any document in this filing, please provide this Filing ID to help us locate this filing.

Recent Filings

Filing #	Case #	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
20824	092012CP000044XXXXXX	2012 CP 000044	Received	Citrus	Probate	10/08/2012 11:16:33 AM	
20823		NEW CASE	Pending Filing	Citrus	County Civil	10/08/2012 11:14:12 AM	
20821		NEW CASE	Pending Filing	Citrus	Circuit Civil	10/08/2012 11:00:07 AM	
20820	092012CA001197XXXXXX	2012 CA 001197 A	Pending Filing	Citrus	Circuit Civil	10/08/2012 10:57:21 AM	
20815	092011CA002839XXXXXX	2011 CA 002839	Pending Filing	Citrus	Circuit Civil	10/08/2012 10:41:54 AM	
20814		NEW CASE	Pending Filing	Citrus	Circuit Civil	10/08/2012 10:29:41 AM	
20808	092012DR000099XXXXXX	2012 DR 000099	Pending Filing	Citrus	Domestic Relations/Family	10/08/2012 08:43:06 AM	

Your filing is complete and will go through a two-stage process before it appears on the local case progress docket.

The Clerk will review it at the ePortal level and either accept it for local filing or, if there is an issue, place it in the Pending Queue. Once accepted at the portal level it will move to the Clerk’s local case maintenance system for docketing.

You will receive an email notification with the status of each step.

If you receive an email stating the filing has been placed in the Pending Queue, follow the instructions on how to process a filing in the Pending Queue.

When you have completed your filings you can sign out of the portal by



clicking on the Sign Out button in the upper right corner of the screen

Or by using the drop-down menu under the Account heading

