

## **Filing Your Documents Online**

Are you representing yourself? Did you know that self-represented parties may choose to electronically file documents on line using the state wide e-Filing portal?

The portal is open 24 hours a day—7 days a week.

### **What do you need to start?**

1. A valid email address and regular access to email to receive electronically filed documents.
2. Access to a computer with an internet connection and browser: While you can receive email through your smart phone or tablet, you cannot actually e-File a document with a smart phone or tablet.
3. Documents must be prepared as either WORD documents, WordPerfect, or Adobe PDF
4. Your case number

### **How do I access the E-Filing Portal?**

1. Go to the portal website at [www.myflcourtaccess.com](http://www.myflcourtaccess.com)
2. Click on the **Register Now!** Link
3. Enter the information as required on each tab. Use the **NEXT** button to go from tab to tab.
4. On the payment tab, you may pay any fees that may be due. You may pay by credit card or electronic check.
5. The final tab is **Review and Submit**. Review the information you have entered, if it is correct click **Submit**. If you need to make changes, click on the appropriate tab and make your changes; then go back and click **Submit**.

### **You will receive two emails from the portal regarding your filing**

1. One email when the filing is submitted
2. One email when the filing is accepted

If a filing is not accepted, you will be notified via your email address with the reason the document is being returned to you. You may log back in to the portal to correct your document and resubmit it.

When you e-File a document you do not need to file a paper copy with the Clerk and Comptroller's Office.

Still have questions about your filing? Contact the Bay County Clerk of Court online at [www.Baycoclerk.com](http://www.Baycoclerk.com) or call 850-763-9061.