



**INSTRUCTIONS FOR COMPLETING AND FILING THE MOTION:**

Follow the directions below to complete your motion and file it with the Clerk of Court:

1. Review the prepared motion to make sure the information is correct.
2. Complete the "Certificate of Service" on the last page of the motion by circling the method (US Mail, Fax, E-mail or Hand-delivered) you use to provide a copy to the other party (or their attorney) AND the date you provide it.
3. Sign your name on the line below the "Certificate of Service" and fill in your address, telephone number, and email address, if you have one.
4. Make two (2) copies of the motion; one to provide the other party (or their attorney), and the other to keep for your records.
5. Along with the motion, a copy of the proposed Order should also be provided to the Clerk. Once the Judge approves or denies your motion, the Clerk will provide you with a signed copy of the Order.
6. File the original motion with the Clerk of Court.
7. **DO NOT GIVE THIS INSTRUCTION PAGE TO THE CLERK.** Keep this with your copy of the documents.

If you have further questions, please call the CLSMF HELPLine at **1-800-405-1417**.

## FLORIDA COURTS E-FILING PORTAL TEN STEP GUIDE FOR PRO SE LITIGANTS

Before you get started make sure you have:

- ✓ The correct spelling of all parties involved in the case, including attorneys
- ✓ All documents / pdfs that you would like to serve on the other parties (make sure they are notarized appropriately)
- ✓ Keep in mind that each submission cannot be larger than 50MB. If your documents are larger, divide them into separate filings.
- ✓ The correct email addresses for the parties involved (if you do not provide the correct email address service will be undeliverable)
- ✓ Your method of payment (credit card with the right billing address or Application for Determination of Indigent Status ready to submit)

### **Step One: How do I create an account to e-file?**

You can register and create an account at <https://www.myflcourtaccess.com/Common/UIPages/Login.aspx>. Click the blue FILE NOW button. **You will register as a Self-Represented Litigant** (You may list up to three email addresses.)

Once you register you will **receive two confirmation emails**; one telling you that you have successfully registered and another email to finish activating your account with a link. **You have to activate your account before you can use the portal.** Remember to check your spam folder for your email.

### **Step 2: How Do I Sign Into My Account?**

Once you activate your account, create a security question and answer. Then select a username and password. Enter your username and password at [myflcourtaccess.com](https://www.myflcourtaccess.com), and click sign in.

### **Step 3: How do I begin e-filing my documents for a new case?**

On the home page, choose the county where you are filing a case using the color-coded e-filing map on the homepage. Choose case initiation, and then select the correct county from the drop-down menu.

#### **Step 4: How do I e-file documents to an existing case?**

Use the e-filing map on the home page, click on “Pleading on Existing Case”. Enter the county, division, year, case sequence, and court type on the -Case Information tab. If you do not enter this information correctly no case, or the wrong case, will come up.

#### **Step 5: How do I add parties to serve?**

Click on the “Case Parties” tab to add yourself and the individuals you want to be served as parties. Use full legal names, not nicknames. Click the save button. You may add, edit, and delete parties at any time for most counties.

#### **Step 6: How do I add documents to my case to e-file.?**

Click on the Documents tab, then Add Documents. Type in the name of the document you would file, i.e. Answer press enter to search. You will see a list of options of documents for the county you are filing in. If the exact title is not there choose the closest title available.

#### **Step 7: How do I upload the documents from my computer**

Type in the number of pages. attach the document to this submission by clicking the Browse button. Select the correct document from your computer to upload. Once you have selected the correct document press the BLUE Save button.

You can add as many documents as you want, the submission is 50MB or less. You will receive an error message if you are above 50MB. You can also remove or replace documents by clicking on the Remove or Replace button.

#### **Step 8: Once I have uploaded my documents, how do I e-serve the other parties?**

Select the Service List tab, and a Service Recipient List will appear with the parties you have already entered. Place a check next to the name of the parties you want to serve or to select everyone by placing a check by Serve All at the top of the column. You can add more parties by clicking on the Adding My Attorney / r Other Interested Parties link.

#### **Step 9: Once I have uploaded all my documents, and selected my parties for e-service, how do I pay?**

If there is a statutory fee for filing your documents, lick the Fee / Payment tab. There will be two options. Provide Payment Information and Request Filing Application Waiver. **If you are filing an Application for Determination of Indigent Status, select Request Filing Application Waiver.** Upload your Application for Determination of Indigent Status from your computer. If you do not have an Application for

Determination of Indigent Status, select Provide Payment Information, then enter your credit card or debit information. Press NEXT.

**Step 10: After I finish entering payment information how do I submit everything to the court?**

Review all your information carefully, clicking Submit is FINAL. If you have to edit or change any information you must click back to the Case Information, Case Parties, Documents, Service List, and/or Fees and Payments tab(s) to make the changes and resave the information.

**NEED MORE HELP FOR E-FILING: Please see the resource below- represented litigants below.**

<https://help.flcourts.org/Get-Started/Find-a-Form/Filing-Your-Forms>

**\*\*\*\*Please note these steps are only an overview of the e-filing process.\*\*\*\***

IN THE COUNTY COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT,  
IN AND FOR [DISPUTE] COUNTY, FLORIDA

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_

Plaintiff,

vs.

\_\_\_\_\_

Defendant.

\_\_\_\_\_ /

**EMERGENCY MOTION TO STAY EVICTION**

I, the Defendant [FirstName] [LastName], files this Emergency Motion to Stay the Eviction, and as grounds therefore, states the following:

The Court should stay this eviction based on the Agency Order issued by The Centers for Disease Control and Prevention (CDC). On September 4, 2020, the CDC took emergency action by publishing an Agency Order under Section 361 of the Public Health Service Act (42 U.S.C. 264) to temporarily halt residential evictions for nonpayment of rent to prevent the spread of COVID-19 through December 31, 2020 and subsequently extended the Agency Order to January 31, 2021, by the Consolidated Appropriations Act, 2021, as passed by congress and signed into law by President Trump on December 27, 2020. The effective period for this CDC Agency Order was extended to March 31, 2021, by Section 361 of the Public Health Service Act (42 U.S.C. 264) and 42 Code of Federal Regulations 70.2, as ordered by the Director of the Centers for Disease Control and Prevention on January 29, 2021.

Under the Order, a landlord “shall not evict any covered person from any residential property in any jurisdiction to which this Order applies during the effective period of the Order.” To invoke the Order, a tenant must provide a signed copy of a Declaration Under Penalty of Perjury for the Centers of Disease Control and Prevention’s Temporary Halt in Evictions to Prevent Further Spread of COVID-19” (Declaration form).

Prepared with the Assistance of Counsel from Community Legal Services of Mid-Florida

I meet the requirements of the Agency Order and have signed and delivered a Declaration form to my landlord. I understand that the Agency Order does not waive the rent I owe. However, I ask the court to stay this eviction action (including all rent payments) through June 30, 2021 or until such time as the CDC Agency Order and its eviction restrictions are lifted, whichever occurs later.

WHEREFORE, I respectfully request this Court enter an Order staying the Eviction, and grant any/all other relief this Court deems necessary.

I am the party against whom this temporary injunction has been granted and under rule 1.610, Florida Rules of Civil Procedure, I request that a hearing be held within 5 days after the filing of this motion.

I certify that a copy of this document was ( ) e-mailed ( ) mailed ( ) faxed ( ) hand-delivered to the person(s) listed below on {date}

\_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Designated E-mail Address(es): \_\_\_\_\_

\_\_\_\_\_  
Signature of [FirstName] [LastName]

[Address]

Phone: [Phone]

[E-mail]

IN THE COUNTY COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT  
IN AND FOR [DISPUTE] COUNTY, FLORIDA

Plaintiff, \_\_\_\_\_,  
and  
Defendant. \_\_\_\_\_/

Case No.:  
Division:

**ORDER ON EMERGENCY MOTION TO STAY WRIT**

THIS MATTER having come on to be heard before the court, the Defendant's  
Emergency Motion to Stay the Eviction, it is ORDERED AND ADJUDGED that, the  
Emergency Motion to Stay the Eviction through \_\_\_\_\_ is DENIED/GRANTED.

DONE AND ORDERED in \_\_\_\_\_, \_\_\_\_\_ County, Florida,  
on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE

Copies furnished to:  
Plaintiff  
Defendant

