

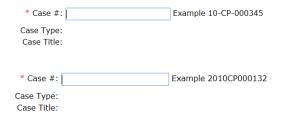
## **New Uniform Case Number (UCN)**

## **Notification to eFilers**

Friday, August 3, 2012

Please be advised that the Florida Courts ePortal ( <a href="https://myflcourtaccess.com">https://myflcourtaccess.com</a>) will be unavailable due to scheduled maintenance from Friday, August 17 @ 6:00 PM EDT until Monday, August 20 @ 6:00 AM EDT.

Several functional enhancements will be made to the ePortal during this maintenance release. One of the most significant will be utilizing the standardized Florida **Uniform Case Number** (UCN) for subsequent filings. Currently, eFilers are required to enter a case number for validation in a format that sometimes may be confusing and not very intuitive:



The eFiler must know the exact case number syntax and enter it exactly as the system expects, or the case number will not validate. To offer enhanced service to eFilers, the Florida Courts ePortal will begin utilizing the UCN format and also provide intuitive features to assist eFilers in selecting cases for subsequent fillings.

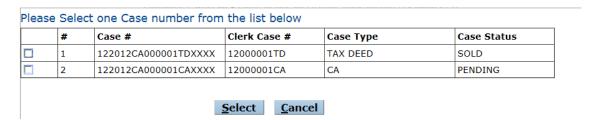
(examples on the next page)

Beginning on Monday, August 20, 2012, the new entry screen will include separate boxes for entry of discrete parts of the case number. The ePortal will then combine the information entered by the eFiler to produce the standardized Florida Uniform Case Number (UCN). Therefore, instead of entering 11-2009-CA-011101-001-xx in a single box, the eFiler will be provided with the following prompts:

- 1. Indicate the case Year (will be automatically populated with the current year, but the eFiler may change to the year that corresponds to the case)
- 2. The case Sequence Number (the eFiler may enter all or part of the case sequence number)

Case Sequence # mu You can enter 2 Character Court Type Party Id:	nd click search to locate your case. All required fields are marked with an asterisk (*). e year must be a valid 4 digit Year (Example 2012). ust be 6 Digits or less.No Leading Zeros needed (Example 412). e or select from the list. Only allowed court types will appear after selecting divisio entifier is optional and if provided must be 4 characters. ion Identifier is optional and if provided must be 2 characters.
* Year Sequence # Court Type	2012 CA
Court Type	Circuit Civil (CA)
Party Identifier Branch Location	
	Search Clear

3. If the information provided for the case number results in more than one case, then the cases will display and the eFiler will select the desired case



4. The Court Type (will be automatically populated if only one court type exists for that particular division, or the eFiler may choose from a list of available court types within that particular division)

Casi Sequence # mu You can enter 2 Character Court Typ Party Id:	nd Click SearCh to locate your case. All required fields are marked with an asterisk (*). see year must be a valid 4 digit Year (Example 2012). sust be 6 Digits or less.No Leading Zeros needed (Example 412). se or select from the list. Only allowed court types will appear after selecting division fentifier is optional and if provided must be 4 characters. ion Identifier is optional and if provided must be 2 characters.
* Year Sequence # Court Type	2012 1 CC
**	County Civil (CC) Small Claims (SC)
Party Identifier Branch Location	
	Search Clear

Please also note that there is an updated eFiler instructional manual accessible from within the ePortal (at the bottom of the page)

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These changes represent ongoing efforts to improve the Florida Courts ePortal for filers across the state. If you need support with this or any other eFiling questions, please consult the available documentation and, if you still require assistance, please contact the Florida Court Clerks & Comptrollers Service Desk at: 850-577-4609 or support@myflcourtaccess.com.