

**A Guide to  
Electronic Filing,  
Electronic Access, and  
Service of Court Documents  
in the  
Second District  
Court of Appeal**

**Including Instructions for  
Electronic Fee Payments**

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## INTRODUCTION

The Second District Court of Appeal provides electronic filing, access, and service of court documents through two different portals.

### **A. Electronic Filing**

Documents are electronically filed through the Florida Courts E-Filing Portal (the statewide portal). The statewide portal is accessible from the court's website ([www.2dca.org](http://www.2dca.org)) or directly at <https://myflcourtaccess.com>.

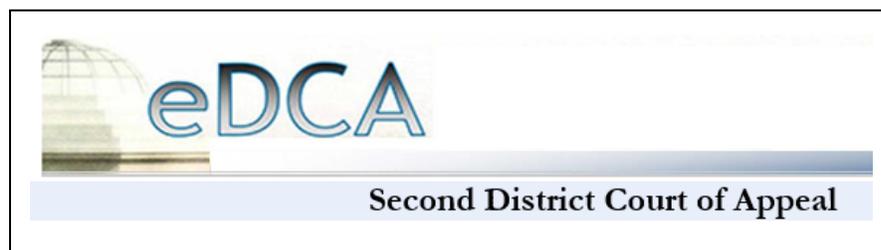


You must register for an account with the statewide portal. Attorneys are required to register and file electronically. Self-represented parties are allowed, but not required, to do so. On the statewide portal's website, you will find an e-Filing Portal User Manual plus training videos, frequently asked questions, and other important information.

The help desk for the Florida Courts E-Filing Portal can be reached by email: [support@myflcourtaccess.com](mailto:support@myflcourtaccess.com)  
by phone: (850)577-4609.

### **B. Electronic Case Access and Electronic Service of Court Documents**

Access to the docket and filings in a particular case is provided to attorneys of record and registered parties in the case through eDCA, an electronic access portal at the Second DCA.



eDCA is accessible directly at <https://edca.2dca.org> or through the court's website at [www.2dca.org](http://www.2dca.org).

All attorneys appearing in the Second District are required register with eDCA to receive electronic service of the court's orders and decisions. Self-represented parties are allowed to register with eDCA, but they are not required to do so. A self-represented party who is registered with eDCA is allowed to submit filings by paper, but they will only receive electronic service from the court.

eDCA registration is first required. Users are required to safeguard their password and keep their registration information current. Only users can update their registration information.

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**IMPORTANT:** By registering with eDCA, attorneys and parties acknowledge that the Second District Court of Appeal will only serve them electronically with the court's orders, decisions, and other court documents.

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A section of this guide provides instructions for making electronic payment of fees through the Florida Courts E-Filing Portal.

You are not required to pay any fee electronically. Fees may be paid by check or money order payable to Mary Elizabeth Kuenzel, Clerk, and mailed to

Second District Court of Appeal  
811 East Main Street  
Lakeland, FL 33801.

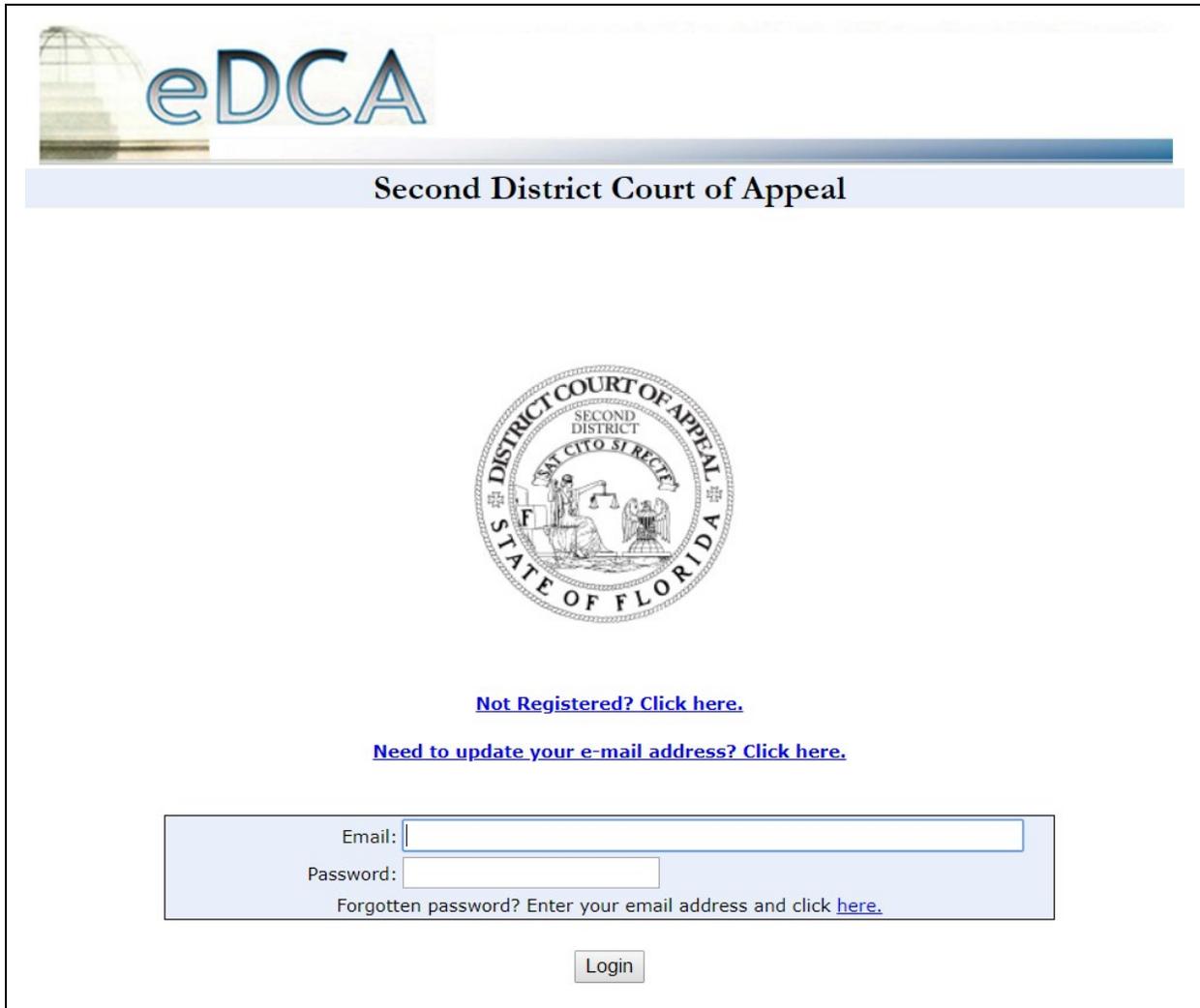
Fees may also be paid in person at the Lakeland address shown above. If paying in person with cash, exact change is required.

For assistance with eDCA, please call the Clerk's Office at (863)940-6060.

## eDCA REGISTRATION, LOGIN, and UPDATING ACCOUNT INFORMATION

### A. Registration and Login

You may register and login to eDCA from the main page, <https://edca.2dca.org>, or by clicking on the [www.2dca.org](http://www.2dca.org) website link for eDCA.



The screenshot shows the eDCA login interface. At the top left is the eDCA logo. Below it is a blue banner with the text "Second District Court of Appeal". In the center is the official seal of the Second District Court of Appeal, Florida, which includes the text "DISTRICT COURT OF APPEAL SECOND DISTRICT STATE OF FLORIDA" and the motto "QUI PRO DOMINA JUSTITIA SEQUITUR". Below the seal are two blue links: "Not Registered? Click here." and "Need to update your e-mail address? Click here.". At the bottom is a light blue login form with the following elements:

- Email:
- Password:
- Forgotten password? Enter your email address and click [here](#).
- Login button

Registered users: Enter your email address and password then click the "**Login**" button.

First-time users: Click on the link that says "**Not Registered? Click here.**"

First-time users: Complete the registration form and click the "**Submit**" button.



## Second District Court of Appeal

You do not need to register again if your e-mail address has changed.  
[Follow these instructions to update your information.](#)

	First	Middle	Last	Suffix
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firm/Company:	<input type="text"/>			
Title:	<input type="text"/>			
Address:	<input type="text"/>			
City/State/Zip:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone:	<input type="text"/>		Fax:	<input type="text"/>
Registered User EMail:	<input type="text"/>			
Additional EMail 1:	<input type="text"/>			
Additional EMail 2:	<input type="text"/>			
Bar No.:	<input type="text"/>		Inmate No.:	<input type="text"/>
Password:	<input type="text"/>		Confirm:	<input type="text"/>

For easy password retrieval in the event of a forgotten or lost password, please fill out the password reminder hint below:

Reminder Question:	<input type="text"/>
Answer:	<input type="text"/>

I hereby by submit my registration application for electronic access to eDCA.

- Your email address and password will be your login credentials.
- Your account may include up to three email addresses, which is where the court will serve you with orders, decisions, and other court documents.
- Please make note of your password and protect it. The court does not have access to this information.

eDCA registrations are processed by the clerk's office during normal business hours. For questions, please call (863) 940-6060.

Electronic notifications will be sent to the email addresses that you designate. The court cannot make changes to this information.

## B. Updating Account Information

To update your email addresses or other account information:

1. Login to eDCA with your original email address and password.
2. Choose "My Profile" from the eDCA menu bar.



3. Update information as needed. When done, click "Submit" at the bottom of the page. If you change your email address or password, you will use the new address or password the next time you login.

Name:	First Jane	Middle Q.	Last Smith	Suffix
Firm/Company:	Smith & Smith, P.A.			
Title:				
Address:	811 E. Main St.			
City/State/Zip:	Lakeland	FL	33802	
Phone:	863-940-6060	Fax:		
Registered User EMail:	efiling.smith@gmail.com			
Additional EMail 1:	assistant.smith@gmail.com			
Additional EMail 2:				
Bar No.:	1234567	Inmate No.:		
Password:	*****	Confirm:	*****	

For easy password retrieval in the event of a forgotten or lost password, please fill out the password reminder hint below:

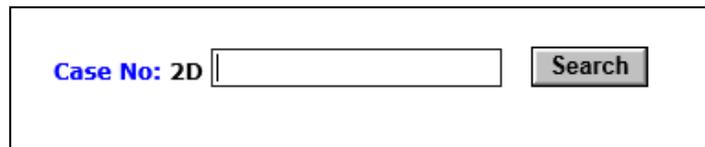
Reminder Question:	Favorite comfort food
Answer:	*****

I hereby submit my registration application for electronic access to eDCA.

## ELECTRONIC CASE ACCESS

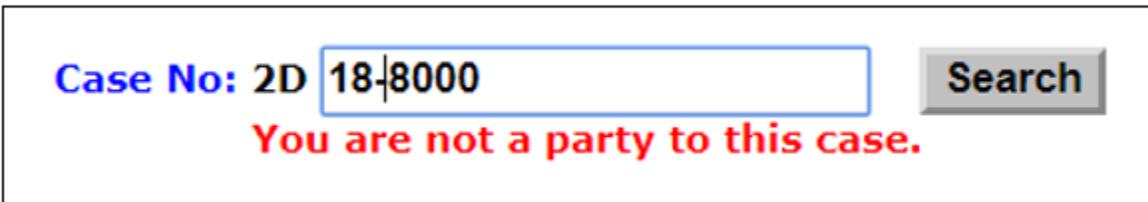
To look at a case where you are an attorney of record or a party:

- Login to eDCA with your email address and password.
- Enter the case number in the box and click the "Search" button.



A search interface showing the text "Case No: 2D" followed by an empty text input field and a "Search" button.

If you receive a message stating that you are not a party to this case,



A search interface showing the text "Case No: 2D" followed by a text input field containing "18-8000" and a "Search" button. Below the input field, the message "You are not a party to this case." is displayed in red text.

confirm that you have entered the correct case number. If you have entered the correct case number, then you are not yet listed on this case. Contact the clerk's office by calling (863)940-6060 for assistance.

- You can also (1) look at a list of all your cases, (2) go directly to a case information screen, or (3) go directly to the docket of a case.



1. From the main menu bar, click on "**Case List**" to view a list of your cases. To go to a case on this list, click on the triangle icon next to the case number on the left side.

	Case No.	Appellant	Appellee	Case Status	Date Disposed
▶	12-0085	VINCENT GEORGE BROWN, JR.	STATE OF FLORIDA	Closed	01/25/2018
▶	12-0075	COLLEEN F. GIGANTE	ORLANDO DE LOS SANTOS	Closed	01/25/2018

2. The "**Case**" link will display a screen with basic case information.
3. The "**Docket**" link will display the docket for the case. Most docket items are viewable by clicking on the Adobe pdf icon next to the docket item. If there is no Adobe icon next to the docket item, you may contact the clerk's office to see if the item is available. Some docket items contain confidential information and may not be available electronically. A few records may be too large to store on the docket.

You will need an Adobe Acrobat Reader, which can be downloaded for free at <https://get.adobe.com/reader>.

## ELECTRONIC FILING AND FEE PAYMENTS THROUGH THE FLORIDA COURTS E-FILING PORTAL

Electronic filings and electronic fee payments are accepted at the Second DCA through the Florida Courts E-Filing Portal (<https://myflcourtaccess.com>).

On the statewide portal's homepage, you will find links to helpful information, including a user manual, training videos, and frequently asked questions.

To submit an electronic fee payment to the Second DCA:

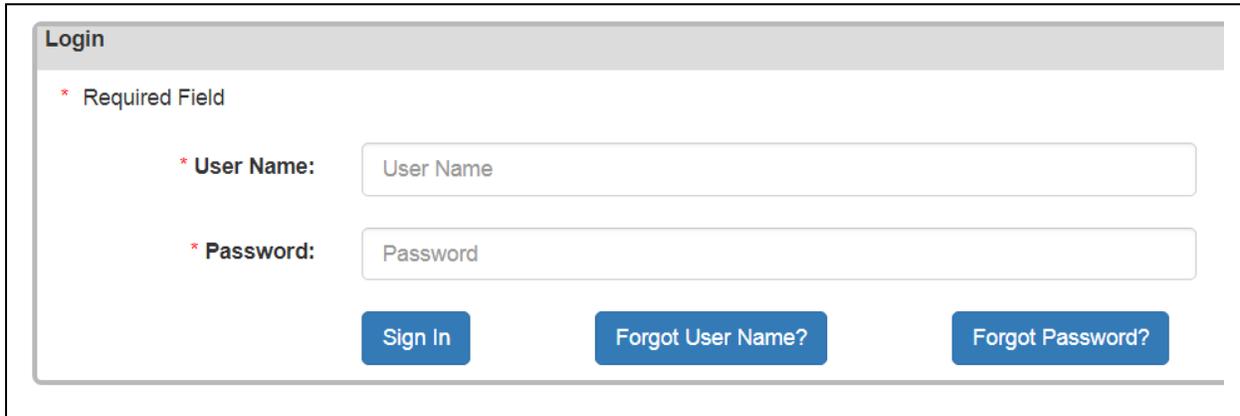
Prepare a one-page document to upload. You can use a copy of the court's fee order, or you can prepare a transmittal letter that states you are paying the fee electronically.

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**Do not attach your fee payment to a motion or other filing because it may cause your filing to be overlooked when the fee is processed.**

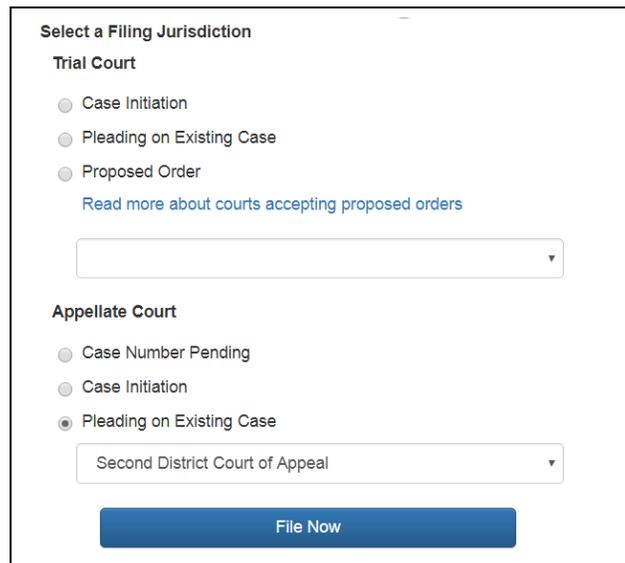
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Login to your Florida Courts E-Filing Portal account by clicking the button "**File Now**" and entering your user name and password on the next screen.



The screenshot shows a login form with a grey header bar containing the word "Login". Below the header, there is a red asterisk followed by the text "Required Field". The form contains two input fields: "User Name" and "Password". Below these fields are three blue buttons: "Sign In", "Forgot User Name?", and "Forgot Password?".

Select the option "**Pleading on Existing Case**" and choose Second District Court of Appeal from the dropdown menu. Then click the button "**File Now.**"



The screenshot shows a form titled "Select a Filing Jurisdiction". It is divided into two sections: "Trial Court" and "Appellate Court". Under "Trial Court", there are three radio button options: "Case Initiation", "Pleading on Existing Case", and "Proposed Order". Below these is a blue link that says "Read more about courts accepting proposed orders". Under "Appellate Court", there are three radio button options: "Case Number Pending", "Case Initiation", and "Pleading on Existing Case". Below these is a dropdown menu currently showing "Second District Court of Appeal". At the bottom of the form is a blue button labeled "File Now".

Do not pay any fees until you have a case number assigned. If you are unsure about your case number, please call the clerk's office at (863)940-6060.

Enter the case year and case number then click the "**Search**" button. The statewide portal will find your case and fill in the case information.

\* Appellate court:  \* Case Year:  \* Case #:

Case Title

Proceeding Type

Case Type

Case Category

Case Nature

\* You (your firm) are representing:  Other  Yourself

\* You (your firm) are associated with:

Select **Other** or **Yourself** to indicate who is making the payment and indicate the party on whose behalf the payment is being made. From the dropdown menu, select the applicable description. The menu changes based on the type of case. Click the "**Next**" button.

On the following screen, click the "**Add**" button.

Pleading on Existing Case

[Case Information](#) | [Documents](#) | [Service List](#) | [Review and Submit](#)

Document	Document Group/Type	Fee	Pages	File	Size(MB)	Volume/Description
<input type="button" value="Add"/>						
Total		\$0.00	0	0 Documents	0	

Choose the type of fee you are paying.  
 Then upload this court's fee order or your transmittal letter by clicking the "**Choose File**" button.

Once you have selected the type of fee and uploaded a transmittal document, click the "**Save**" button.

The next screen will display the fee owed. If the information is correct, click the "**Next**" button. If the information is not correct, click the "**Back**" button to make corrections. To save the information for later, click the "**Save to Workbench**" button.

Document	Document Group/Type	Fee	Pages	File
Remove	Replace  MISCDOC PAY CASE FILING FEE	\$300.00	2	<a href="#">View</a> C:\fakepath\Test motion.pdf
<a href="#">Add</a>				
<b>Total</b>		<b>\$300.00</b>	<b>2</b>	<b>1 Documents</b>

The next screen allows you to select for electronic service. It is not necessary to serve anyone with your fee payment. Simply click the "**Next**" button. Click "**Back**" to return to earlier screens, and click "**Save to Workbench**" to save the information for later.

Confirm the information, then scroll to the bottom and select "**Option One: Provide Payment Information.**"

Enter your credit card information. You may save your payment information for future use by checking the box for this purpose.

<b>Saved Credit Card Information</b>	<b>Saved Bank Account Information</b>
Saved Credit Cards: <input type="text"/>	Saved Accounts: <input type="text"/>
Re-enter CVV: <input type="text"/>	Saved Account type: <input type="radio"/> Checking <input type="radio"/> Saving
<hr/>	
<b>New Credit Card Information</b>	<b>New Bank Account Information</b>
Credit Card Type: <input type="text"/>	Account type: <input type="radio"/> Checking <input type="radio"/> Saving
Credit Card Number: <input type="text"/>	Routing Number: <input type="text"/>
CVV / Payment Zip: <input type="text"/> <input type="text"/>	Account Number: <input type="text"/>
Expiration Month, Year: <input type="text"/> <input type="text"/>	Name on Account: <input type="text"/>
<input type="checkbox"/> Save Payment Information for Reuse	
<input type="button" value="Clear"/>	

After you have entered your payment information, click the "**Confirm and Submit all Now**" button. Click "**Back**" to return to earlier screens, and click "**Save All and Submit Later**" to save the information for later.

<input type="button" value="Back"/>	<input type="button" value="Save All and Submit Later"/>	<input type="button" value="Confirm and Submit all Now"/>
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There is a 3.5% statutory convenience fee for payments made with a credit card (MasterCard, American Express, or Discover). There is a \$5 statutory convenience fee for payments made with an electronic check (a direct debit from a bank account). The convenience fee is collected by the Florida Courts E-Filing Portal, not by the court. For a receipt that shows a breakdown of the amount paid, click on the link for "**My Submissions**" in the upper right-hand corner, and click on the tab for "**Fee Payments.**"

<input type="button" value="My Cases"/>	<input type="button" value="My Submissions"/>	<input type="button" value="Sign Out"/>
<input type="button" value="Workbench"/>	<input type="button" value="My Alerts"/>	<input type="button" value="E-Filing Map"/>

<input type="button" value="Filing Information"/>	<input type="button" value="Documents"/>	<input type="button" value="Service List"/>	<input type="button" value="Fee Payment"/>
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For assistance with the Florida Courts E-Filing Portal, please contact the portal helpdesk by clicking on the link at the bottom of the page "**Request E-Filing Support,**" by calling (850)577-4609, or by emailing to [support@myflcourtaccess.com](mailto:support@myflcourtaccess.com).