



New Uniform Case Number (UCN)

Notification to eFilers

Friday, August 3, 2012

Please be advised that the Florida Courts ePortal (<https://myflcourtaccess.com>) 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:

* Case #: Example 10-CP-000345

Case Type:
Case Title:

* Case #: Example 2010CP000132

Case Type:
Case Title:

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 filings.

(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)

Please enter values below and click search to locate your case. All required fields are marked with an asterisk (*).

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 selecting division.

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

Party Identifier Branch Location

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

Please Select one Case number from the list below

	#	Case #	Clerk Case #	Case Type	Case Status
<input type="checkbox"/>	1	122012CA000001TDXXXX	12000001TD	TAX DEED	SOLD
<input type="checkbox"/>	2	122012CA000001CAXXXX	12000001CA	CA	PENDING

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)

Please enter values below and click search to locate your case. All required fields are marked with an asterisk (*).

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 selecting division.

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

Party Identifier Branch Location

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@myflcourtagency.com .