



Revision 11/26/2014



From: noreply@myflcourtaccess.com [mailto:noreply@myflcourtaccess.com]

Sent: Tuesday, February 11, 2014 3:18 PM

Subject: Filing # 10153170 Not Filed - Please Correct Filing in the E-Filing Portal Pending Queue

Please note: this is a non-monitored email address; please do not reply to this message.

Date: 02/11/2014 03:18:04 PM

Dear Mary H Verzaal:

Your filing with the Palm Beach County, Florida County Civil Division needs to be corrected before it can be filed.

Filing Reference Number #: 10153170

Status: Pending Queue

Filing Date/Time: 02/11/2014 03:09:30 PM
UCN: 502001CC000111XXEVRD

Clerk Case #: 2001CC000111

Case Style: BOCA COLONY APARTMENTS INC, VS DIAZ, JOSE

Matter #:

If you have questions, please contact the Palm Beach County Clerk of Court County Civil Division for clarification on the correction needed.

Please make the following correction(s):

NO SUCH CASE ON FILE (INVALID CASE NUMBER)

You have up to five (5) business days to correct and resubmit this filing.

Please be advised that Filing Reference # 10153170 needs to be corrected and has been moved to the Clerk's Pending Queue in accordance with the Florida Supreme Court Standards for Electronic Access to the Courts, section 3.1.11, Local Document Receiving.

Thank You,

The Florida Courts E-Filing Portal on behalf of Palm Beach County Clerk of Court

Please note: this is a non-monitored email address; please do not reply to this message.

When an E-Filing is moved to the Pending Queue, an issue has been identified that needs to be addressed before the filing is accepted. If a filing requires resubmission, a Pending Notice will be sent to your email address.



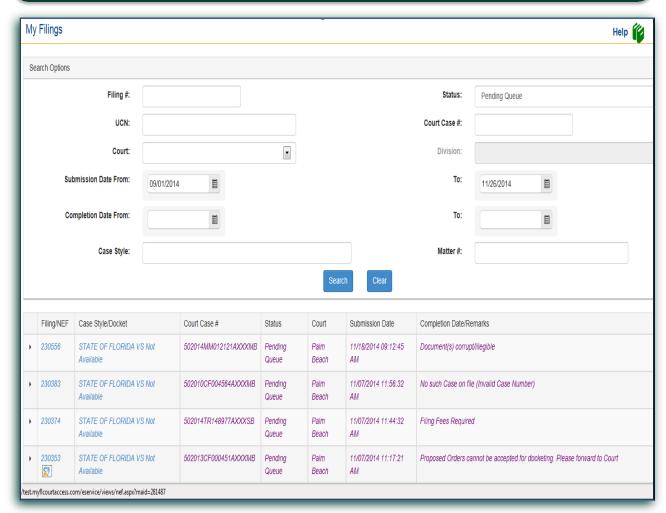
## Pending Queue Reasons

Below is a listing of the possible reasons a batch would be pended.

Pending Reason	Explanation
Amount of Relief not in the document/complaint	When the amount of relief is not indicated in the body of the document or complaint.
Document(s) corrupt/illegible	Documents must be submitted on standard 8 1/2 x 11 inch page size, black & white or bi-tonal not color or greyscale.
Filing Fees Required	A pleading or action that requires filing fees. (For example, a motion that requires a reopen fee was submitted without the fee.)
Multiple cases filed in one batch	Only one case number may be filed per batch. Multiple documents are allowed but only for the same case number.
No such case on File (invalid case number)	The clerk is unable to locate the correct case number for your filing.
Petitioner Zip Code Needed (excluding Circuit Civil)	This applies to case types that require a zip code to determine the location where the matter will be heard.
Proposed Orders cannot be accepted for docketing please forward to court	Per AO 2.312 (G)(3) "Proposed orders and proposed judgments are to be sent to the requesting judge in accordance with the judge's instructions."
Separate pleadings were scanned together as one in error	Each E-Filed item must be submitted as a distinct item. Per AO 2.312 (G)(7) "Batched" documents will be docketed as "non-conforming batched documents" and only the title of the first document in the batch will be listed in comments of the docket.
Wrong Jurisdiction	A case for another county or a case that has been transferred to another county/jurisdiction.

Batches remaining in the pending queue will be reviewed. After 5 days, the batch may be moved to the judicial review queue and will no longer be available for corrections.

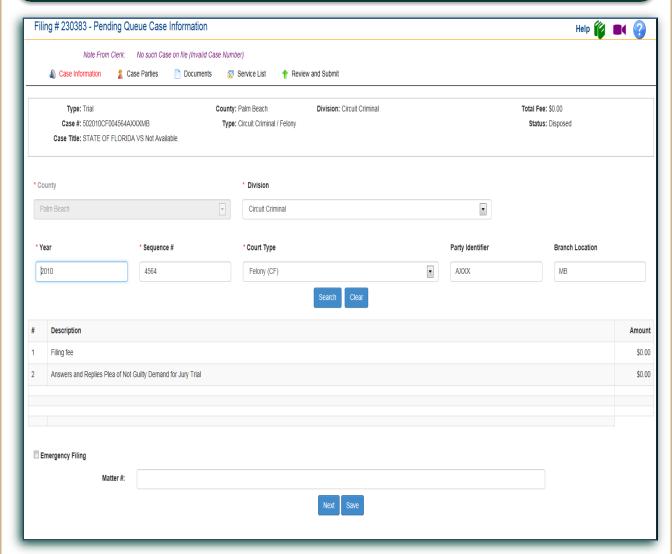




## If a filing is <u>not</u> accepted by the Clerk's office, follow these steps to edit and resubmit your filing:

- Log-in to <u>www.myflcourtaccess.com</u>
- Under My Filings, identify the case with a Status of Pending Queue.
- You may search by Filing #, Date Range or Status.
- Highlight and click on the Filing # under the Filing # column.

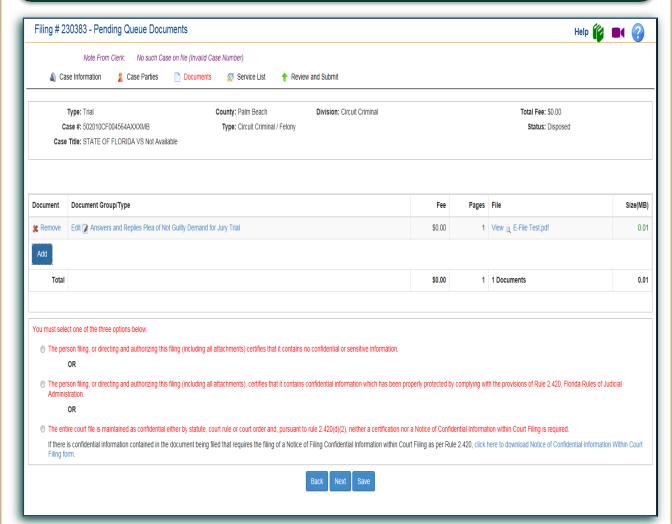




When the filing opens in the Pending Queue, all the information you previously entered for this filing will display, including Case Information, Case Parties and Documents. The reason the clerk has pended the filing appears at the top.

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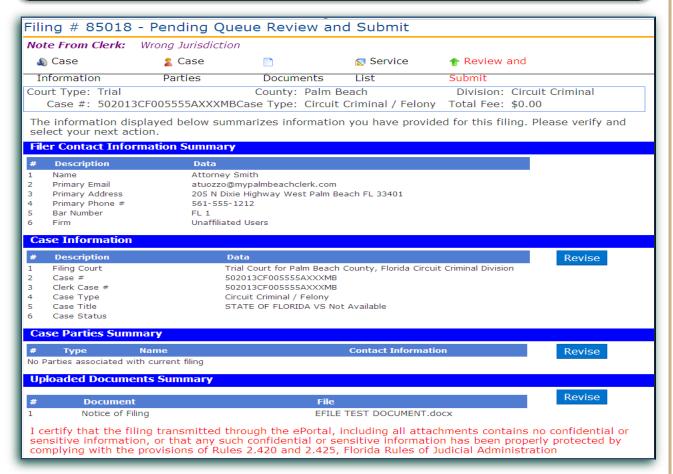


 Navigate through the filing screens (Case Information, Case Parties, Documents, Service List) and make the edits required.

If there is an issue with the document, if you **Remove** or **Add Document(s)** to the filing you will receive a new timestamp for the filing.

If you **Edit** the document, you will maintain the original timestamp for the filing.





- At the Review & Submit screen, verify all corrected information.
  - Note: If your filing required payment originally or additional fees were added, you will have to resubmit your payment. Your first payment will not be charged to your account. It will authorize but not settle. Nothing will be charged until the filing is successfully accepted by the clerk.
- Once all information has been verified, scroll to the bottom of the window and click <u>Confirm and Submit all Now</u> to resubmit your revised filing.