

# INSTRUCTIONS

## FOR PRO SE (SELF-REPRESENTED) PARTIES THAT WISH TO FILE AND RECEIVE PLEADINGS FROM THE FLORIDA E-PORTAL

- Watch YouTube video on “Getting Started for the Self-Represented Litigant”  
<https://www.youtube.com/watch?v=ffU6jWG53Zo&feature=youtu.be>
- Log on to Florida Courts E-Filing Portal  
[www.myflcourtaccess.com](http://www.myflcourtaccess.com)
- Select the “E-Filing Portal” tab
- Go toward bottom of page to Register
- Under “Select Role”, select “Self-Represented Litigant”
- Complete “Account Registration” and follow instructions
- To request eFiling support, please email support at [myflcourtaccess.com](mailto:support@myflcourtaccess.com) or call (850) 577-4609
- Guide for E-Filers, Florida State University College of Law  
<https://guides.law.fsu.edu/efiling>
- Training Videos <https://guides.law.fsu.edu/efiling>