

## DEFINITION OF TERMS

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**CMS** – A CMS is an individual Clerk’s case management system. As there is not one standardized, statewide case management system, Clerks across Florida use several different CMSs from several vendors. Brevard County’s CMS is called FACTS.

**e-Filing** – e-Filing is the method by which members of the bar can now file their pleadings through a statewide ePortal for docketing in all of Florida’s trial courts. e-Filing takes the place of standard paper filing and provides enhanced filing options and reduced costs to the filer.

**e-Filing Assistants** – The e-Filing Assistants are a series of e-mail groups that the Clerk has created to assist filers with basic and advanced questions that are not readily answered by our FAQ document or information available through the ePortal itself. Filers can e-mail an e-Filing Assistant and should expect to receive an answer to their question within the same business day. E-Filing Assistants are available for the following topics: Civil, Criminal & Traffic, Family, Probate, Juvenile and Technical. Non-case inquiries only to the Technical e-Filing Assistant, please.

**ePortal** – The ePortal is the statewide e-filing portal through which all pleadings submitted for e-filing in Florida’s trial courts are received, processed, and accepted. The ePortal itself is governed by the Florida Courts e-Filing Authority and is maintained by the FCCC. The ePortal is available 24 hours a day at [www.myflcourtaaccess.com](http://www.myflcourtaaccess.com).

**FCCC** – The FCCC is the acronym for the association of Florida’s Court Clerks and Comptrollers. The FCCC represents the interests of Florida’s Clerks and Comptrollers before the Legislature and aids the Clerks and Comptrollers in providing superior customer service throughout our state for our citizens through workshops, conferences, and support classes.

**Florida Courts e-Filing Authority** – The Florida Courts e-Filing Authority is the body that oversees the development, implementation and operation of the statewide ePortal designed to process the filing of court documents in all of Florida’s trial courts.

**Judicial Review Queue** – The Judicial Review Queue is where documents are sent after they have been sent to the Pending Queue but have not been edited and returned for resubmission to a particular Clerk for filing. Items in the Judicial Review Queue cannot be edited by the filer once a filing has been sent there, but the filer may petition the Court to review any document moved to the Judicial Review Queue for the Court’s opinion on whether or not it meets with the requirements for filing pursuant to [SC11-399](#) statewide or [AO 13-15](#) locally.

**Pending Queue** – The Pending Queue is a queue inside the ePortal where documents that have errors or require correction are sent by the Clerk. Filers are able to review these filings by searching through their “My Filings” option to see why a specific filing was rejected by the Clerk. Filers are then able to correct the indicated error and resubmit the filing back to the Clerk for processing.

**Simple E-File With Fees** – Simple E-File With Fees is the filing profile that the Clerk has adopted as its sole profile for e-filing documents. All filers submitting documents in Brevard County will notice that they are required to provide fewer case details (i.e. party names, addresses, etc.) as is common in other filing profiles used by other counties.