# Court Management System Attorney User Manual

## 17th Judicial Circuit Court of Florida

**BY**

**TECH SUPPORT EMAIL: CALENDAR@17TH.FLCOURTS.ORG**

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**Guidelines for Registration**

❖ Attorney must be eligible to Practice Law in State of Florida

❖ Attorney's Florida Bar Number must be listed on Florida Bar Website

❖ Please be advised that the registration is for eScheduling a hearing or submitting Agreed Orders on an existing case that was filed within the 17th Judicial Circuit only.

**First Time Registration Screen**



❖ By clicking on the Register button, the system will open up new window as shown on the next page.

# New Registration Screen

- Enter the Bar Id number into the field and click on the Red Validate button.
- If you are already registered the system will display the message about that you are already registered.
- If you forgot your login id and password, please contact calendar@17th.flcourts.org
- Once your Bar Id is validated, the system will display the profile screen, that is shown on the next page.

## Registration

Cancel

Start by Validating Your Bar Number

ⓘ | 100278 | Validate

# Registration Profile Screen:

**Bar Number:** 100278

**Primary Email:** FKhan@DLJonesLaw.com

**User Name:** FKhan@DLJonesLaw.com [Validate]

User Name must be a valid email address

**Last Name:** Khan **First:** Faequa **Middle:** Asma

**Street1:** 14707 S Dixie Hwy Ste 101

**Street2:** Street2

**City:** Miami **State:** FL **Zip:** 3317679₄

**Phone Home:** 3059693602

**Phone Cell:** Phone Cell

**Phone Work:** Phone Work

**Phone Fax:** Phone Fax

**Alternate Email:** alternateemail@somewhere.com

[Cancel] [Save]

❖ Enter valid email address in the User Name field to create a user id

❖ Click on Validate Button

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# Continuation of Registration Profile Screen:

**Registration**

| | |
|---|---|
| **Bar Number:** | 100278 |
| **Primary Email:** | FKhan@DLJonesLaw.com |

**User Name:** 👤 FKhan@DLJonesLaw.com [Validate]

User Name must be a valid email address

**Last Name:** Khan  **First:** Faequa  **Middle:** Asma

**Street1:** 14707 S Dixie Hwy Ste 101

**Street2:** Street2

**City:** Miami  **State:** FL  **Zip:** 33176794

**Phone Home:** 3059693602

**Phone Cell:** Phone Cell

**Phone Work:** Phone Work

**Phone Fax:** Phone Fax

**Alternate Email:** alternateemail@somewhere.com
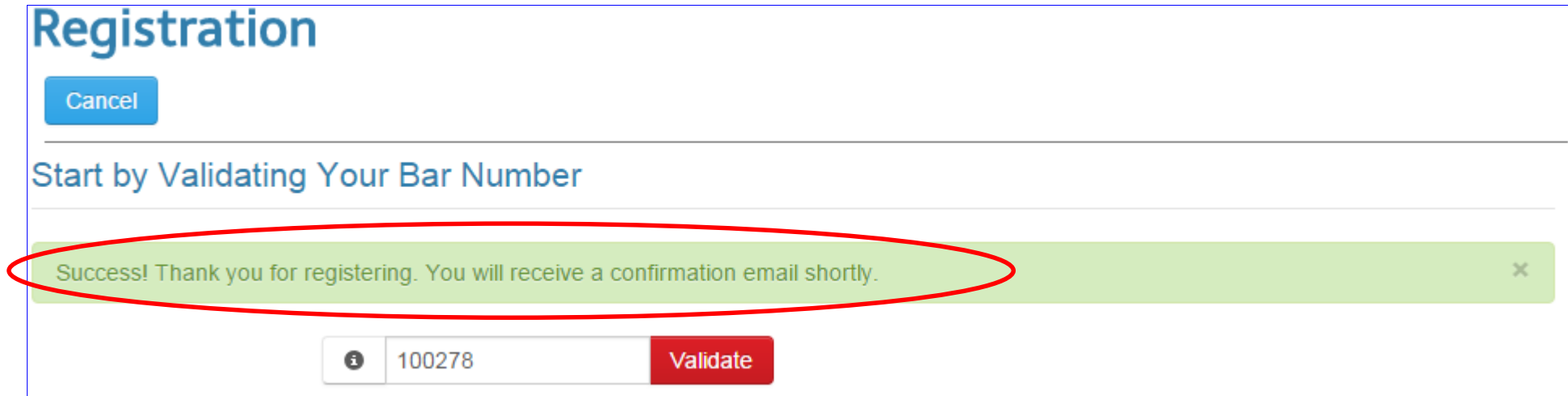
[Cancel] [Save]

❖ If the valid email address was used, the Validate button will turn Green

❖ Click on Save button

# Registration Confirmation Screen



❖ Upon successful registration the system will display message that You will receive a confirmation email shortly

# How to Complete Registration Process

In order to complete your registration for the Calendar Scheduling System, please confirm your registration by clicking the hyperlink below.

User Name:
Temp Password: A8PXIvClvN9ilpgm6+P3ig==

http://localhost:8080/ebench/registerConfirmation.jsp?uid=5VmDviOvi3g%3D&unm=8goy%2FeQRVfi9cTrmGSfbbsi2T8h1ZHgD&pwd=v863WE1n0Ut5JEgTOTwyeKCCrL0ucHIdYpaYJuvj94o%3D&refid=PEnXBhin%2Bzs%3D

## Confirm Registration

### Enter Your User Credentials

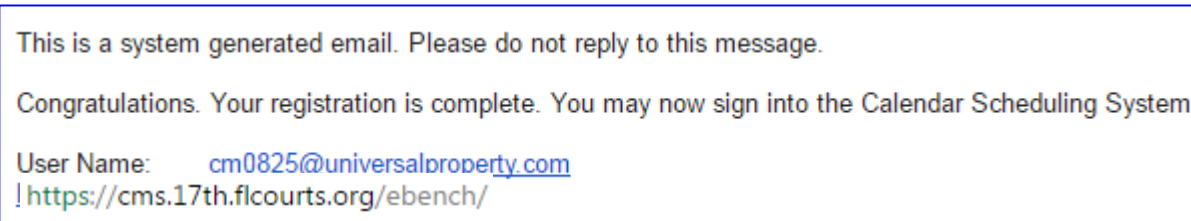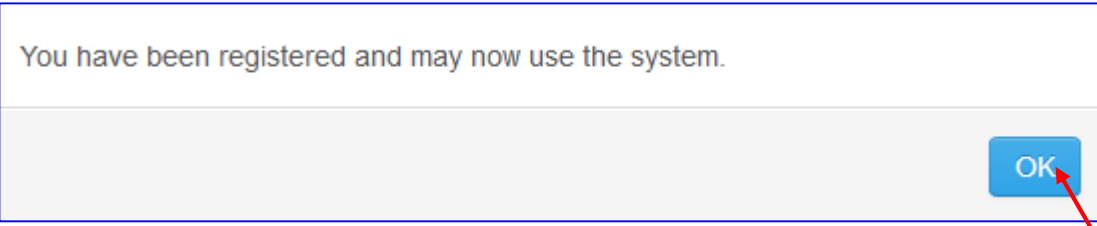| User Name | User Name |
| Temp Password | Temp Password |
| New Password | New Password |
| | Min 8 characters (Alphanumeric only) |
| Confirm Password | Re-enter Password |

Confirm

**Note:** After successful registration, the auto system generated email sent to the users. Where users must complete the process of registration.
The User must click on the provided link from the email and the system will launch "Confirm Registration" window

- ❖ Enter the User Name from the email that you just received from our system, in the User Name field.
- ❖ Enter the Temporary password in the "Temp Password" field.
- ❖ Enter New Password twice in its perspective fields and click on "Confirm" button.

# How to Confirm and Complete Registration Process

You have been registered and may now use the system.

OK

This is a system generated email. Please do not reply to this message.

Congratulations. Your registration is complete. You may now sign into the Calendar Scheduling System.

User Name:     cm0825@universalproperty.com
https://cms.17th.flcourts.org/ebench/

**Note:** The system will display the message that you have been registered.
❖ Click on the "Ok" button.
❖ Check for another system generated email in your inbox with the link to log into our system.

# Existing Users

**Guidelines for Existing Users**

❖ Attorney must be eligible to Practice Law in State of Florida

❖ Attorney's Florida Bar Number must be listed on Florida Bar Website

❖ **Please be advised**, if you have used our On Line Scheduling System in the past your password will use "the same password" as you used to when logging on to our On Line Scheduling System

**Sign In Window For Existing Users**



17th Judicial Court Management System

Please sign in

ayoung@shutts.com

••••••••••

Sign in    Register

Forgot your user name or password?    ?

**Updates**

**New Agreed Orders Training Guide**

❖ Enter an existing username and password
❖ Click on "Sign In" button.
**Note:** If you don't remember your current password, you can always click on the "Forgot your user name or password?" link where you can enter your email address or bar id and click on the "Send" button.
**Note:** By clicking on the "blue button with question mark" icon has the link to our training manual.

Forgot user name or password?

Enter your user name or barnumber

Go back    Send

# How to Change Password from User Profile Window



❖ Verify your user name. (It has to be valid email address).

❖ Enter old or current password in the "Password" field.

❖ Enter new password twice, once in the "New Password" and then in the "Confirm New Password" field. (the password should be 8 alphanumeric characters long).

Note: continuation of the profile window, please see the next page).

# How to Change Password from User Profile Window – Continuation of User Profile window



❖ Scroll down.

❖ Most fields are not required except "Primary Email" field, if system displays the phone number, fax number etc., please verify that information is correct.

❖ If the "Phone Fax" field has 000 as default number either enter the correct number or remove all zeros from this field.

❖ Please make sure your Primary Email is correct.

❖ Click on the "Save" button to save all the information.

Note: You will defaulted to login window once you click on the save button, you will be asked to login again with new password.

# Forgot your username or password?

- ❖ Click on "Forgot your password?" link right below the "Sign In and Register" buttons
- ❖ Enter your existing login email or your FL Bar Number
- ❖ Look for the message above in green "Success! Password has been sent to…."



**17th Judicial Court Management System**

## Forgot user name or password?

Enter your user name or barnumber

[ Go back ] [ Send ]

## Forgot userName or password?

ayoung@shutts.com

[ Go back ] [ Send ]

Success! Password has been sent to your primary email address. ✕

## Forgot userName or password?

ayoung@shutts.com
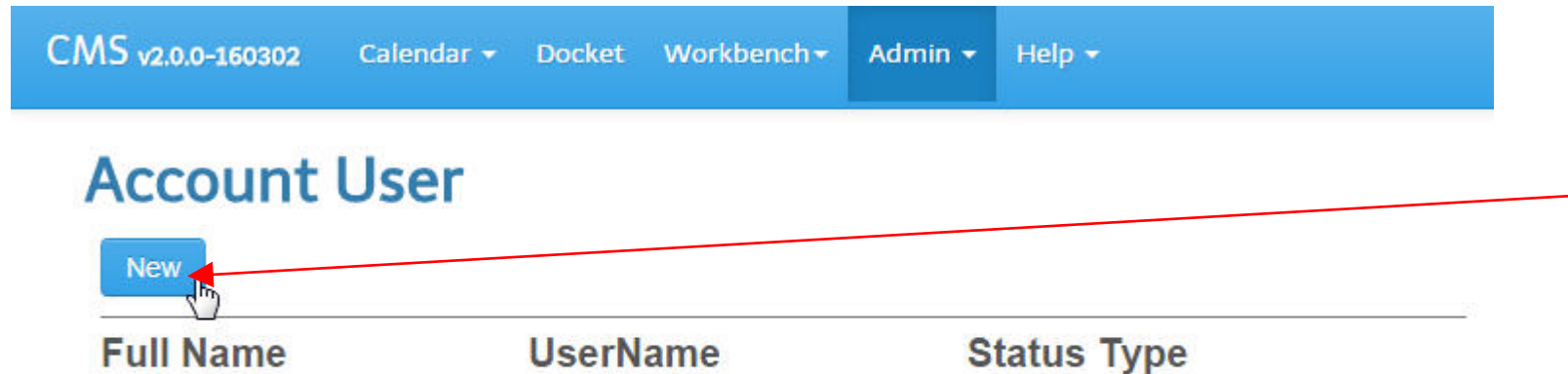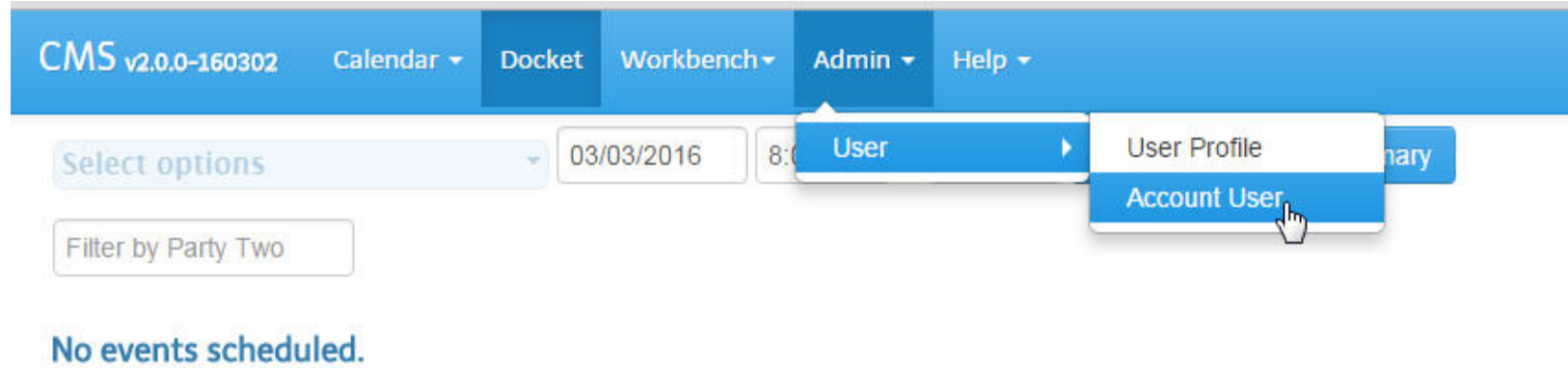
[ Go back ] [ Send ]

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# How to Change Password



❖ Make sure you are logged on the system
❖ Click on Admin tab and select User then User Profile option.

The Profile screen will show up as shown twice on page 13 and page 14 of this document.

Follow the instructions and save the changes

**Create New Sub User**



❖ to Create a New Sub User, click the Admin tab, the hover over the User and click on 'Account User' menu.

❖ This will allow a Primary Attorney (registered at FL Bar), to register Associates or assistants to access and control the Primary Attorney's cases and perform actions for the registered Attorney.

❖ The initial screen is shown, click NEW to create a sub account.

## Create New Sub User

**User Profile**

User Name: 👤 testingcmsuser@gmail.com  [Validate]
User Name must be a valid email address

Password: 🔒 ·········

New Password: 🔒 ·········
Min 8 characters (Alphanumeric only)

Confirm New Password: 🔒 ·········

Last Name: TestingCMS  First: user  Middle:

Street1: test street1

Street2: Street2

City: Fort Lauderda  State: fl  Zip: 33301

Phone1: PrimaryPhone

Phone2: AlternatePhone

Email1: primaryemail@somewhere.com

Email2: alternateemail@somewhere.com

[Save]

❖ Enter the Sub-user email address in the User name.
❖ Enter your (primary Attorney) password in the Password field.
❖ Enter a new password for the sub user.
❖ Confirm the sub user new password
❖ Enter the sub users last name, first name, address, phone and email address.
❖ Press Save.

❖ An email will be sent to the primary and sub user's email accounts, where the new sub user can click a link to allow them to verify and login to the CMS system.

**Introduction to Calendar Tab**

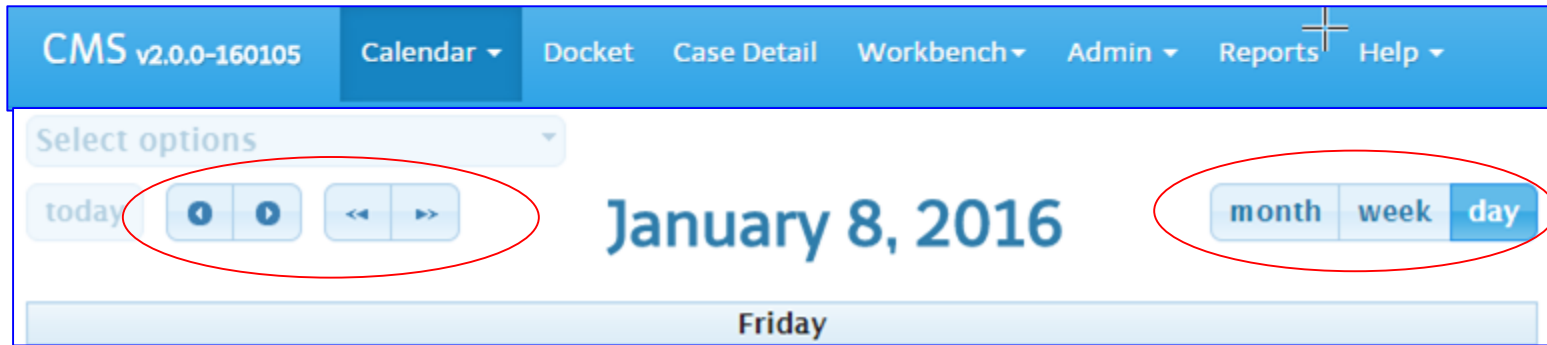**Two of the Calendar options are used by external users are:**

❖ Show Events
❖ New Events
❖ Show Availability

# How to Create New Events on the Calendar
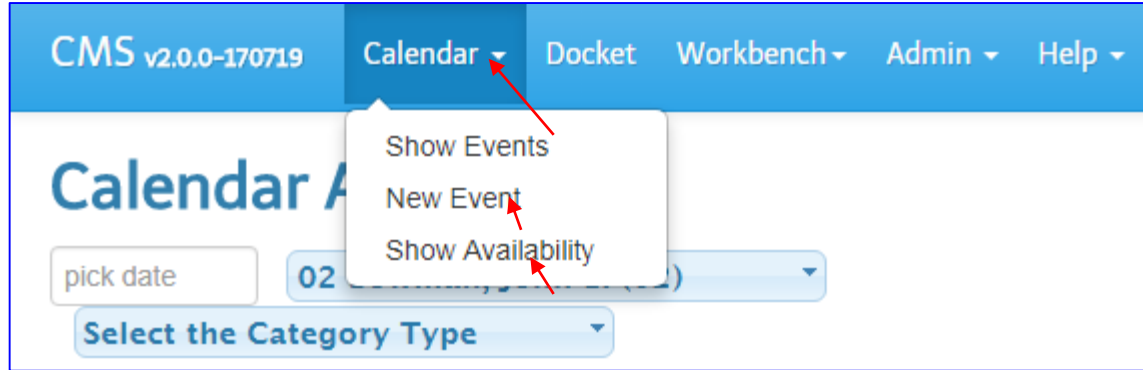


**Note:** By clicking on **New Event** or **Show Availability** option will take you to the same screen, where user will be asked to select the Judge's division and calendar category type as shown on next page

# Calendar Header



- ❖ The Show Event Calendar can be viewed by Day, Week, or Month by clicking on the button for a desired period

- ❖ The single arrow to the left and right to move between month, week or day
- ❖ The double arrows to the left and right to change year

## How to Create a New Event and  Make Changes to Existing Eservice List

❖ Before you start to set new event it is important to know what types of hearings are allowed to set. Currently CMS system allows users to set followings types of hearing:
  - ❖ **Motion Calendar** (MC)
  - ❖ **Special Sets** (SS)
  - ❖ **Calendar Call/Trial** (CC) – Generates the Trial Order. Users have to request JA for cancellation of this event or resetting of this event.
  - ❖ **Case Management** (CM) –  Not used by all divisions
  - ❖ **Foreclosure Trial** (MC)  - Only for the foreclosure division

**MC:** Types of hearing will bring back just the starting time of the hearing with date and only one choice to pick from

**SS:** types of hearing will bring back the Start and End Time of the hearing with multiple choices to pick from

**CC/Trial:** types of hearing  will bring back just the starting time of the hearing with date and only one choice to pick from

**CM and Foreclosure:** Types of Hearing  will also bring back the starting time of the hearing with date, only one choice to pick from

**Calendar Call (CC) type hearing Generates the Trial Order in the background**

➢ You *must* schedule Calendar Call types of hearing for a trial. The Trial Order is generated by the system when a user sets CC type hearing.

➢ The Trial Order goes to Judge's Pending queue for approval or rejection and the status of the case remains "Pending" until Judge approves or rejects an order.

➢ Upon approval of a Trial Order, it is e-serviced to all parties listed on e-portal as per Rule RULE 2.516

➢ The users **can view** the status of hearing from the docket tab, just navigate to that date you set hearing on.

➢ The User can view the status of the Trial by going to the "Workbench" tab and select one of the option to view the status of Trail order from Pending/Approved/Rejected/Completed queue

**How to Create a New Event and  Make Changes to Existing Eservice List**

**Important Note:**
You must be very careful before setting Calendar Calls type of hearing, it may delay the hearing further if any error made.

User can not cancel **Calendar Call (CC)** types of hearing, only Judge's Judicial Assistant (JA) can reset or Cancel the Calendar Call types of hearing.

**If the scheduling error is made by the party, please consult your Attorney or Judge's JA or check Judge's procedures.**

In some divisions, JA may not allow users to cancel their own hearing, you must read Judge's procedures to know the business practice of that particular division.

**Note:** Any type of plan can be a daily, weekly, monthly or yearly. There are no limit to how many plans are created by any given division

# How to Create New Events on the Calendar



**Note:** Users must know the case is assigned to which Judge's division

**Important Note:** When you first come to this screen, the Judge division defaults (02), YOU MUST SELECT THE PROPER DIVSION

❖ Click on the drop down arrow on the bar where is displays Judge's Name and division

❖ Click on the arrow down of the "Select the Category Type" bar to select the calendar type.

**Note:** In this example the motion calendar is selected for division 04

**Important Note:** Calendar view is default to month view, by clicking on single arrow the calendar will scroll one month back and forth at a time if the calendar view is in week or day view, single arrow can be used to view future dates of next week or days. Double arrows allows you to scroll one year at time.

# How to Create New Events on the Calendar



**Note:** In this example, the motion calendar for division 03 is selected
- Calendar is in Month view
- Month is August

# How to Create New Events on the Calendar



❖ Click on the desired date and time, Wed 9th is selected and look for the window on the right hand side to enter and validate the case number.

## How to Create New Events on the Calendar

### Create Event

Case Number: [👤] CACE17001213 [Validate]

Plan: Motion Calendar (MC) Jan 4th 2016 to Apr 30th 2018

Proposed Date: 08/09/2017

Proposed Time: 8:45 am to 9:30 am

### Case Details:

Style: Genetha Harris, et al Plaintiff vs. Martinus Rolle, et al Defendant

Type: Real Prop Other - $0 - $50,000

Jurisdiction: Circuit Civil

Judge: 03 Powell, Mily R. (03)

Magistrate: N/A

❖ Enter the case number and click on the "Validate" button
❖ Verify the party names
❖ Scroll down to enter the Motion type as shown on next page

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## How to Create New Events on the Calendar



- ❖ Enter the motion type in "Motion1:" field
- ❖ Select both check boxes for accepting the terms
- ❖ Click on the Save button

# How to Create New Events on the Calendar



❖ Scroll up to look for successful message

# How to Create New Events on the Calendar



❖ Go to "docket" tab and look for the date of the event that you just created

# How to Create New Events on the Calendar (Special Sets)



Calendar Availability

07/20/2017    03 Powell, Mily R. (03)

Special Sets

today  ◄◄  ◄  ►  ►►    August 2017    month | week | day

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
|  | 9:30a – 9:45a Available | 9:30a – 9:45a Available | 9:30a – 9:45a Available | 9:30a – 9:45a Available |  |  |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  | 9:30a – 9:45a Available | 9:30a – 9:45a Available | 9:30a – 9:45a Available | 9:30a – 9:45a Available |  |  |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|  | 9:30a – 9:45a Available | 9:30a – 9:45a Available | 9:30a – 9:45a Available | 9:30a – 9:45a Available |  |  |
|  | 10a – 3p Available | 10a – 3p Available | 10a – 3p Available | 10a – 3p Available |  |  |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|  | 9:30a – 9:45a Available | 9:30a – 9:45a Available | 9:30a – 9:45a Available | 9:30a – 9:45a Available |  |  |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |

**Note:** Now change the calendar category type to Special Set to see the difference between setting Motion Calendar type hearings vs Special Set hearings

❖ Go to the desired month
❖ Select the desired date
❖ For example, the Aug 15 will be selected to see time available on that day as shown on the next page. (please note that there are 2 separate sessions available: am and pm
❖ Let's click on the 10a – 3p session

# How to Create New Events on the Calendar (Special Sets)



**Create Event**

Proposed Duration (min): 15

**Available Times:**

- Tuesday Aug 15th 2017 10:15 am to 10:30 am
- Tuesday Aug 15th 2017 10:30 am to 10:45 am
- Tuesday Aug 15th 2017 10:45 am to 11:00 am
- Tuesday Aug 15th 2017 11:00 am to 11:15 am
- Tuesday Aug 15th 2017 11:15 am to 11:30 am
- Tuesday Aug 15th 2017 11:30 am to 11:45 am
- Tuesday Aug 15th 2017 11:45 am to 12:00 pm
- Tuesday Aug 15th 2017 1:30 pm to 1:45 pm
- Tuesday Aug 15th 2017 1:45 pm to 2:00 pm
- Tuesday Aug 15th 2017 2:00 pm to 2:15 pm
- Tuesday Aug 15th 2017 2:15 pm to 2:30 pm
- Tuesday Aug 15th 2017 2:30 pm to 2:45 pm
- Tuesday Aug 15th 2017 2:45 pm to 3:00 pm
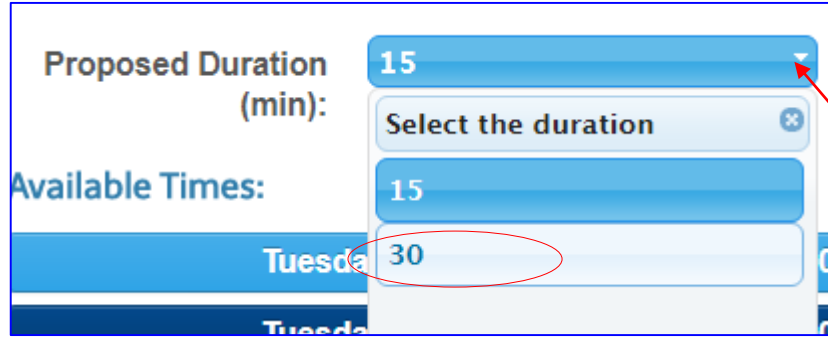
Note: Example of 15 minutes sessions
- ❖ Change proposed duration to 30 minutes if you like

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# How to Create New Events on the Calendar (Special Sets)

**Proposed Duration (min):** 15

Select the duration

15

30

**Available Times:**

Tuesd... 

Tuesd...
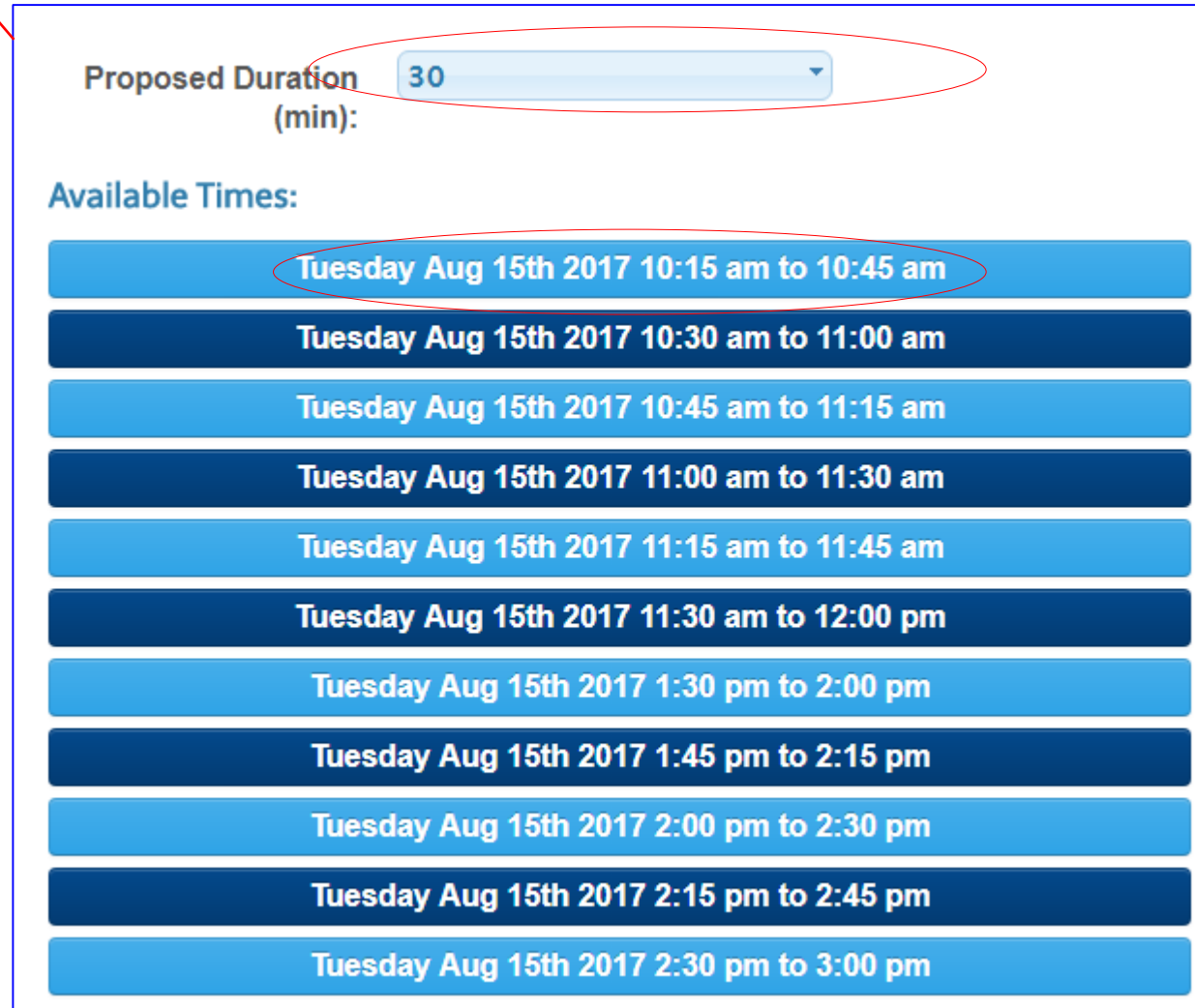
Note: Now if you like to set up the hearing 30 minutes long, please select the desired time.
If you want only 15 minutes hearing time then make the 15 minutes selection in the proposed duration field
Let's go ahead and select one of the 30 minutes long hearing session

**Proposed Duration (min):** 30

**Available Times:**

Tuesday Aug 15th 2017 10:15 am to 10:45 am

Tuesday Aug 15th 2017 10:30 am to 11:00 am

Tuesday Aug 15th 2017 10:45 am to 11:15 am

Tuesday Aug 15th 2017 11:00 am to 11:30 am

Tuesday Aug 15th 2017 11:15 am to 11:45 am

Tuesday Aug 15th 2017 11:30 am to 12:00 pm

Tuesday Aug 15th 2017 1:30 pm to 2:00 pm

Tuesday Aug 15th 2017 1:45 pm to 2:15 pm

Tuesday Aug 15th 2017 2:00 pm to 2:30 pm

Tuesday Aug 15th 2017 2:15 pm to 2:45 pm

Tuesday Aug 15th 2017 2:30 pm to 3:00 pm

# How to Create New Events on the Calendar (Special Sets)



- ❖ Enter the case number in the Case Number field
- ❖ Click on the validate button, system will bring back the information related to case as shown on the next page

Please notice that Proposed date, time and the plan name of the calendar are displayed below validation field.

# How to Create New Events on the Calendar (Special Sets)



**Create Event**

| | |
|---|---|
| **Case Number:** | 👤 CACE17001213  Validate |

**Plan:** Special Sets (SS) Aug 14th 2017 to Aug 17th 2017

**Proposed Date:** 08/15/2017

**Proposed Time:** 10:15 am to 10:45 am

**Case Details:**

**Style:** Genetha Harris, et al Plaintiff vs. Martinus Rolle, et al Defendant

**Type:** Real Prop Other - $0 - $50,000

**Jurisdiction:** Circuit Civil

**Judge:** 03 Powell, Mily R. (03)

**Magistrate:** N/A

❖ Scroll Down to enter the type of motion, as shown on the next page

# How to Create New Events on the Calendar (Special Sets)

**Style:** Genetha Harris, et al Plaintiff vs. Martinus Rolle, et al Defendant

**Type:** Real Prop Other - $0 - $50,000

**Jurisdiction:** Circuit Civil

**Judge:** 03 Powell, Mily R. (03)

**Magistrate:** N/A

**Service List:** 5 selected

**My Service List:** name

emailaddress@somewhere.com  Add

**Motion:** Motion Type

☑ I accept the terms in the License Agreement and Local Rules

☑ I accept the terms for Servicing Self-Represented Parties

Clear  Save

- ❖ Enter type of motion
- ❖ Select the both check boxes for accepting the license etc.
- ❖ Click on the Save button
- ❖ Scroll up to look for a message that record was created successfully

# How to Create New Events on the Calendar (Special Sets)



❖ Go to the Docket tab to verify the hearing

Note: CC and CMS type of hearings are set same way as Motion hearing

## Modifiable List of Eservice

**Calendar Plan:** Motion Calendar (MC) Jan 4th 2016 to Dec 28th 2016

**Proposed Date:** 08/01/2016

**Service List:** 5 selected

**Service List:** 5 selected

5 selected

**Filter:**

Enter keywords

✓ Check all  ✗ Uncheck all
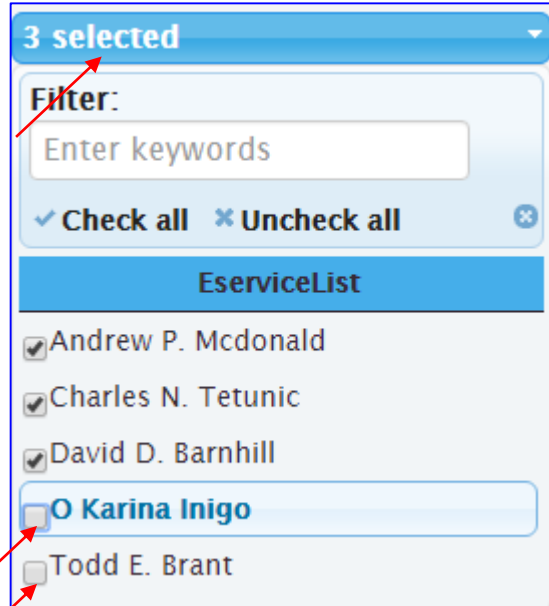
**EserviceList**

☑ Andrew P. Mcdonald

☑ Charles N. Tetunic
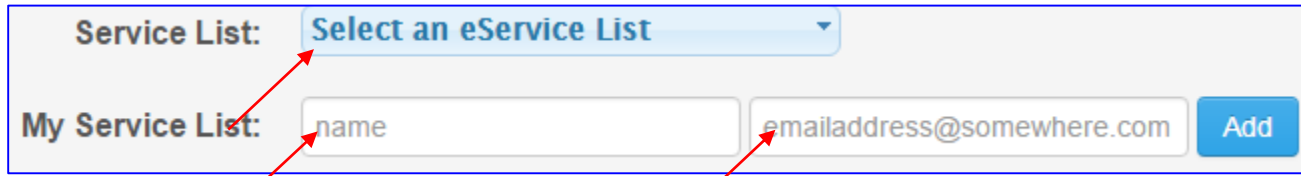
☑ David D. Barnhill

☑ O Karina Inigo

☑ Todd E. Brant

**Note:** The system will displays the existing parties the e-service list. You may entirely remove all parties from the list or add a new party(ies) to the existing list. Please follow *RULE 2.516* before taking any action.

Service List displays total number of parties that are selected from e-portal and will be served. For example "5 Selected"

❖ Click on the arrow down of Service List bar to view the list

This is where the user can decide who to pick and who to de-select by clicking on the check box

# How to Uncheck the Party that doesn't need to be E-Serviced

**3 selected** ▼

Filter:

Enter keywords
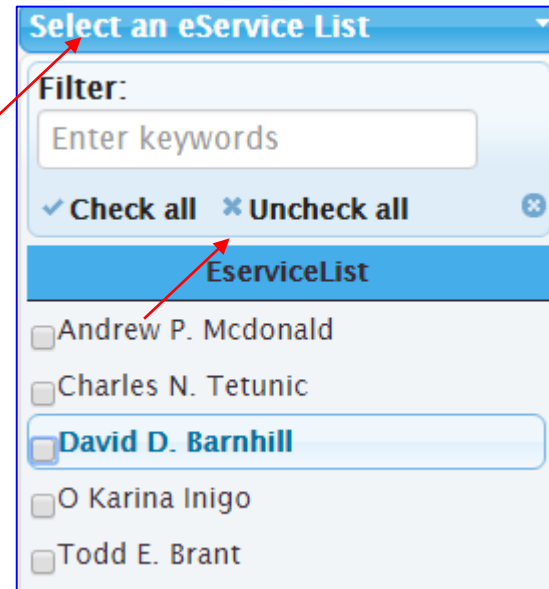
✓ Check all  ✕ Uncheck all  ⊗

**EserviceList**

☑ Andrew P. Mcdonald

☑ Charles N. Tetunic

☑ David D. Barnhill

☐ O Karina Inigo

☐ Todd E. Brant

**Select an eService List** ▼

Filter:

Enter keywords

✓ Check all  ✕ Uncheck all  ⊗

**EserviceList**

☐ Andrew P. Mcdonald

☐ Charles N. Tetunic

☐ David D. Barnhill

☐ O Karina Inigo

☐ Todd E. Brant

**Note:** Please noticed that when you uncheck someone from the list the number changes.

This example shows you how there are only 3 parties are selected out of 5.

You can click on Uncheck all or Check all at any time depending on your decision.

**Note:** Please noticed when Uncheck all is selected then the bar displays "Select an eService List" means the eservice is empty.

System will allow users to set hearing without servicing any party and the system will display a warning message, **but the scheduling party will always be served.** *(the example will be shown later)*
*Scheduler is responsible for modifying the existing eservice list as per Rule 2.516*
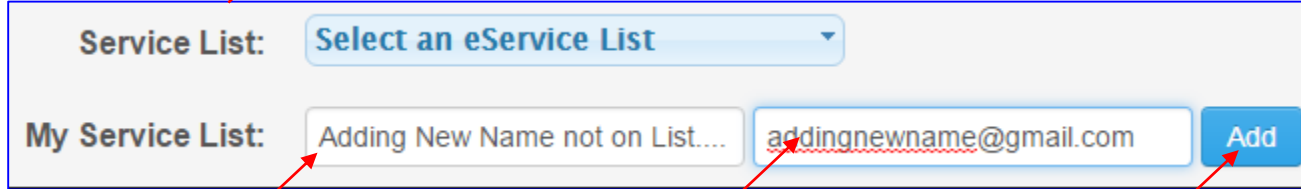
40

**How to Manually add additional party on to default E-service List or Create one of your own**
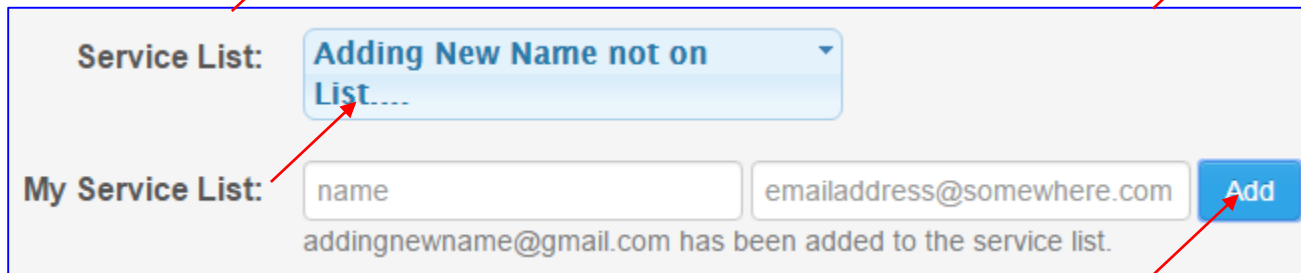
| Service List: | Select an eService List ▾ |
|---|---|
| My Service List: | name | emailaddress@somewhere.com | Add |

| Service List: | Select an eService List ▾ |
|---|---|
| My Service List: | Adding New Name not on List.... | addingnewname@gmail.com | Add |

| Service List: | Adding New Name not on List.... ▾ |
|---|---|
| My Service List: | name | emailaddress@somewhere.com | Add |

addingnewname@gmail.com has been added to the service list.

*(If you are creating your own list, make sure to uncheck all parties from the default list)*
*or*
*(If you are adding new party to the default list, make sure the names are not unchecked)*
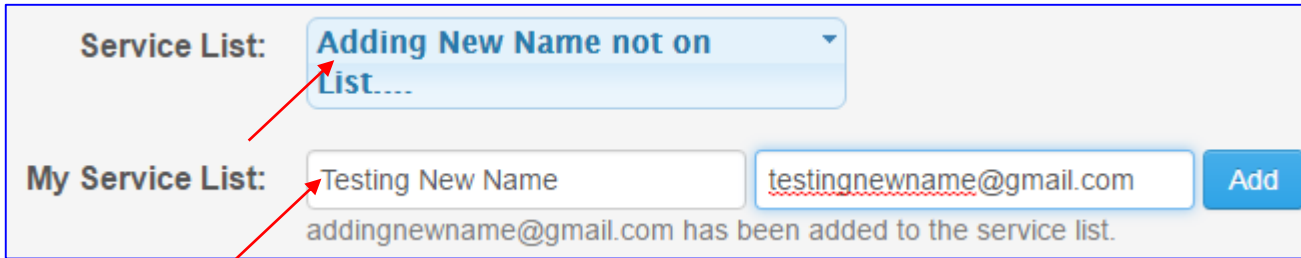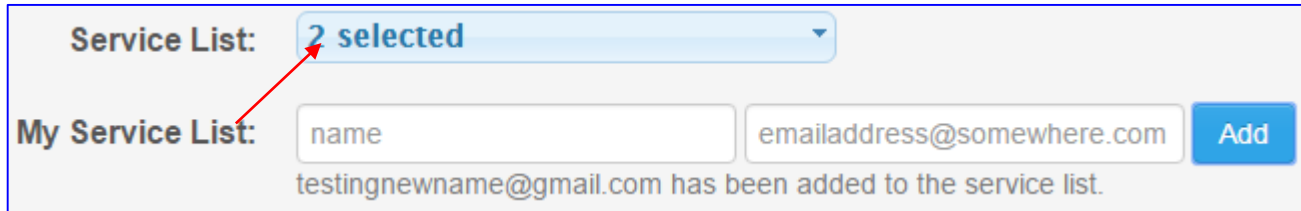
❖ Enter name of the party in the "name" field and an email address associated with the name you just typed.
❖ Click on "Add" button

<u>Important Note:</u> You may continue to add as many names and email address as you wish. There is no limit.

# How to Manually add totally new party on to the E-service List

**Service List:** Adding New Name not on List....

**My Service List:** Testing New Name | testingnewname@gmail.com | Add

addingnewname@gmail.com has been added to the service list.

**Service List:** 2 selected

**My Service List:** name | emailaddress@somewhere.com | Add

testingnewname@gmail.com has been added to the service list.

2 selected

Filter:
Enter keywords

✓ Check all ✗ Uncheck all

☐David D. Barnhill

☐O Karina Inigo

☐Todd E. Brant

Other

☑Adding New Name not on List....

☑Testing New Name

If it is decided to uncheck all from the original e-service list
If only one name is added, the Service List bar will show the name of the person

If more than 1 name is added, the bar will display number of names selected

In this example 2 names are added:
Name1: Adding New Name not on the List
Name2: Testing new Name

The new names will be added under **Other** category. To see the list of new names, you must use the **scroll bar**.

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# How to Manually add totally new party on to the E-service List - continue



Important Note: Once you have made the decision of what action you want to take with your e-service list

❖ Click on "Find Available Times" button

Warning: system will not prevent you from setting hearing without the e-service list. So please take your time before taking the action to set hearing

# How to Manually add totally new party on to the E-service List - continue

**New Event**

New

Jurisdiction: Circuit Civil

Judge: 12 Gates, Michael L. (12)

**Available Times**

Monday Aug 1st 2016 8:45:00 am

**Start by Validating Your Case**

Success! Event was created.            ×

ⓘ  Enter a Case Number

❖ Click on "Blue Bar with Date and Time" appears on the top right hand side of the screen to complete the process of setting event and look for a Successful message on the top left side of the screen.

Your hearing has been added, and the Notice of hearing has been e-serviced to all parties.

*Since the eservice was not empty and system allowed user to set hearing without any warning.*
*When the eservice is empty, next few pages will show you what happens.*

## When E-Service is Empty at time of Setting New Event



**Note:** When the e-service is uncheck all, the system will only e-service the scheduling party only, but system will prompt that the e-service is empty but will not prevent users from scheduling hearing

When the e-service list is empty:

❖ Click on the Find Available times button.

## Warning Message When E-Service is empty at time of Setting New Event

Warning!!! You have not selected anyone for eservice. Do you want to select the service list?
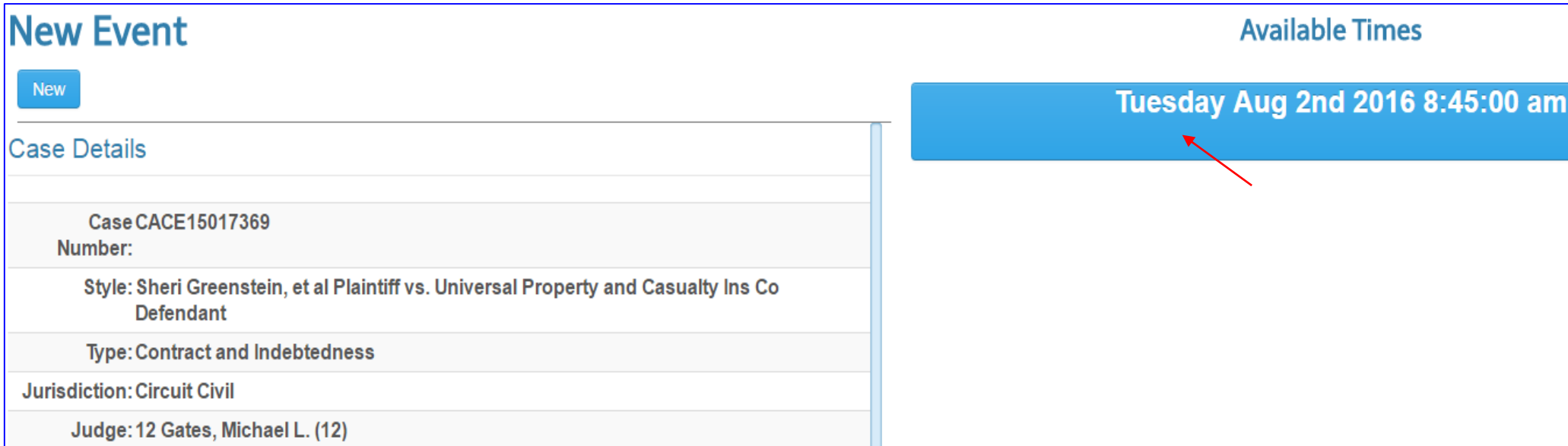
No | Yes

When the e-service list is empty:
System will prompt you if you want to go back and select or add:
❖ Click on No button, if that's what you want
❖ System will display the available date and time.

## New Event

New

**Available Times**

**Tuesday Aug 2nd 2016 8:45:00 am**

### Case Details

Case Number: CACE15017369

Style: Sheri Greenstein, et al Plaintiff vs. Universal Property and Casualty Ins Co Defendant

Type: Contract and Indebtedness

Jurisdiction: Circuit Civil

Judge: 12 Gates, Michael L. (12)

❖ Click on Blue Bar to the right side of the browser window to complete the process of setting the event
**Remember:** When no party is selected, the scheduling party is always e-serviced by default.

## When E-Service is Empty at time of Setting New Event

Warning!!! You have not selected anyone for eservice. Do you want to select the service list?

No    Yes

**Calendar Plan:** Motion Calendar (MC) Jan 4th 2016 to Dec 28th 2016

**Proposed Date:** 08/02/2016

**Service List:** Select an eService List

**Warning!! Select E-service Recipients from the list or add new from below.**

**My Service List:** name    emailaddress@somewhere.com    Add

**Motion 1:** testing when e-service is empty...

**Motion 2:** e.g. description for the event

**Comment:** e.g. additional info for the event

Find Available Times

When the e-service list is empty:
System will prompt you if you want to go back and select or add:

❖ Click on Yes button, if that's what you want to select or add party
❖ System will still display the available date and time as shown on next page but the available date will still show up and you may continue to set hearing without selecting service list.

## When E-Service is Empty at time of Setting New Event



When the e-service list is empty:

Warning Message displays but still allows users to continue with setting hearing.

## How to Verify if the Event or Hearing has been added



❖ Go to the docket tab and navigate to the date of hearing you just set.

**Another way of Confirming the Event was added to the Calendar**
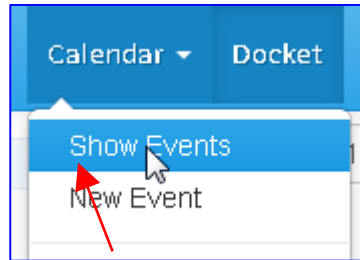


❖ Go to Show Events from the Calendar tab

❖ Make sure you are on the right month and month view of the Calendar

❖ Note: If multiple hearings on same date, scrolling is required to reach to the bottom of the calendar.

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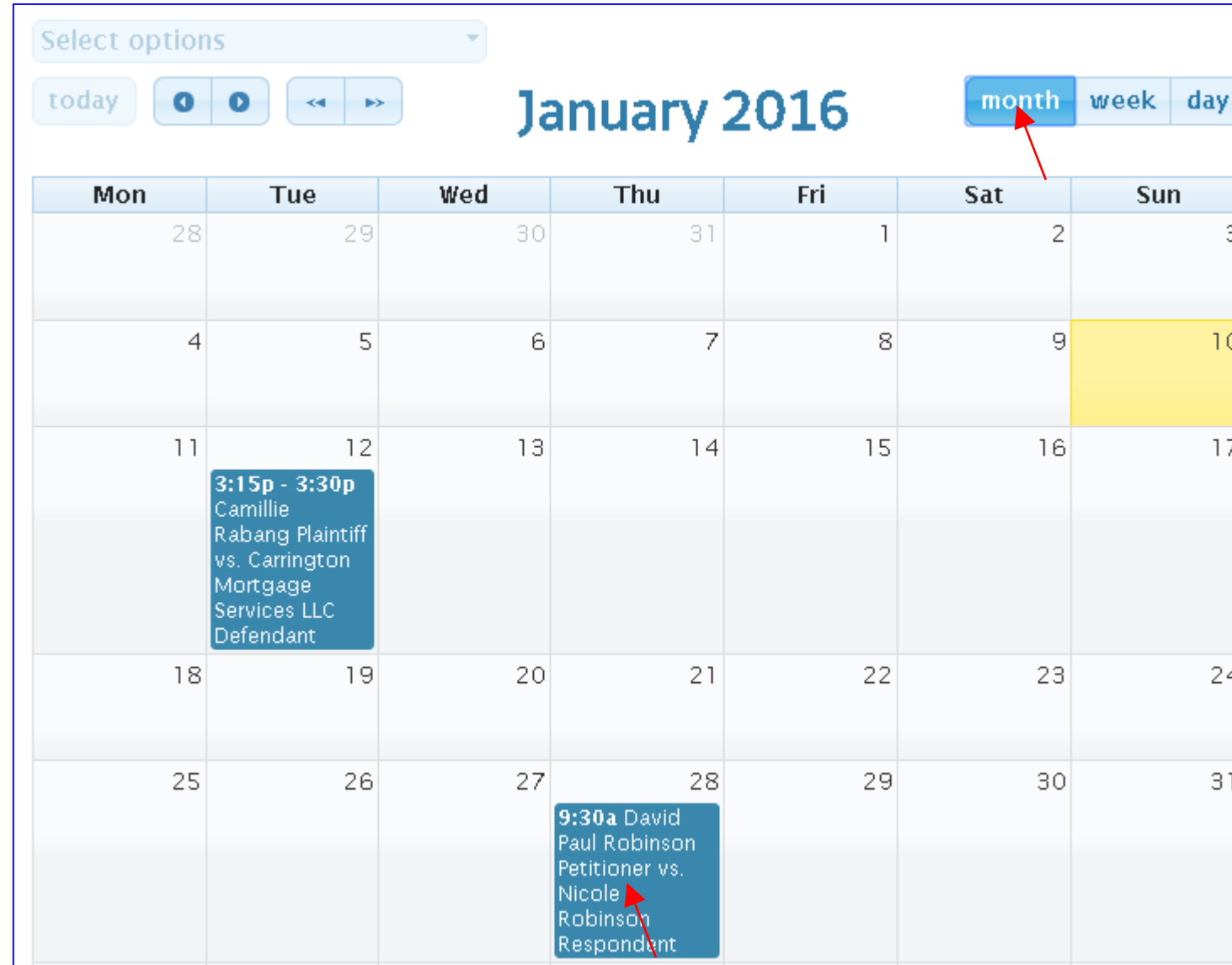
**Printing of Receipt from Docket Tab**

❖ **You must attach the case schedule receipt to the top of your notice of hearing and motion before sending it to Judge's chambers.**

❖ **Next page will show you how to print a receipt from the Docket Tab.**

# How to Print a Receipt from Docket Tab



**Note:** Once you have created the event, you must print out confirmation receipt.

❖ From the Docket Tab, navigate to the date of the event.
❖ Once you see the case number listed on docket tab, look for a printer icon.
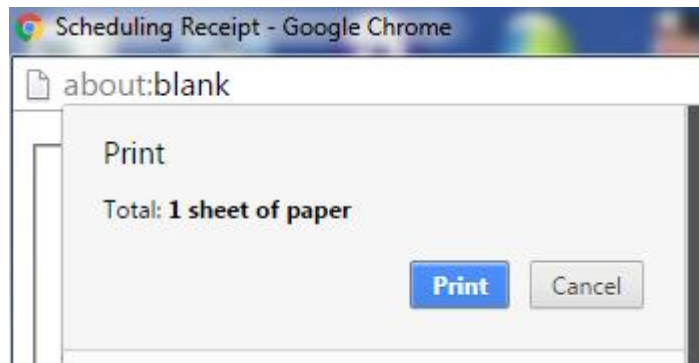
**How to Print a Receipt from Docket Tab**
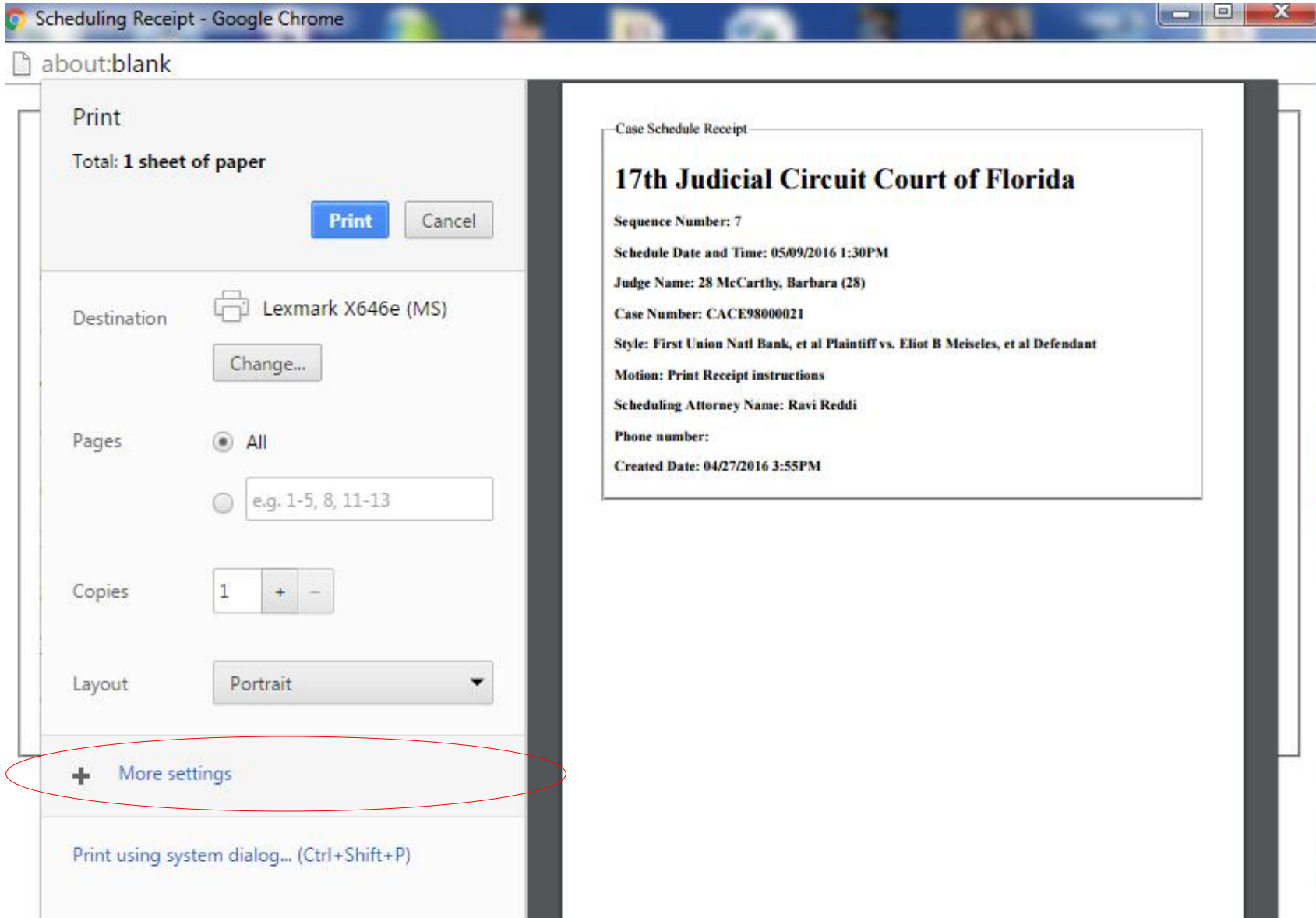


**Note:** The system will prompt to printing of a document
❖ Click on the More Settings
The reason for clicking on More settings is because you do not want to print the header and Footers or the background graphics
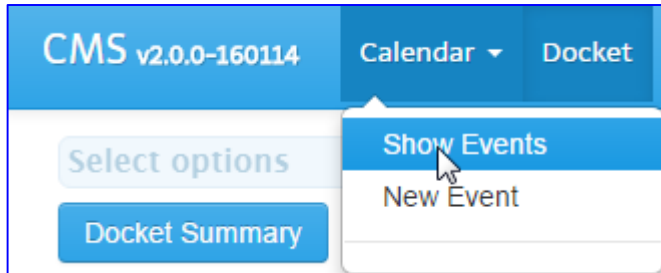
## How to Print a Receipt from Docket Tab
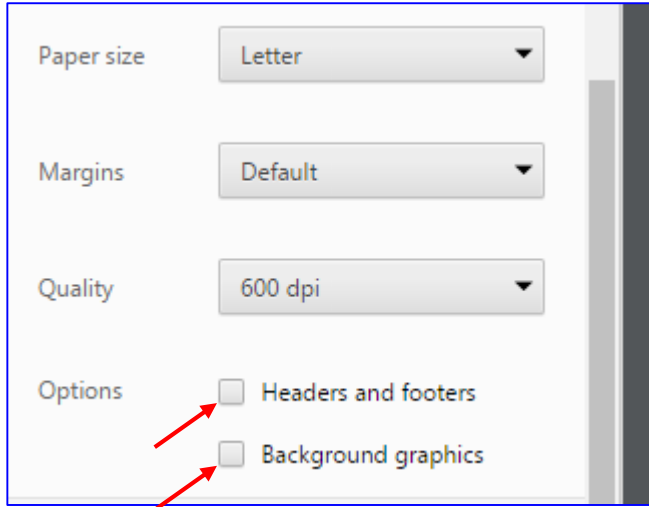


❖ Make sure "Headers and Footers or the "Background graphics" boxes are unchecked



❖ Click on the Blue Print button

❖ **Why my Print Screen doesn't pop up and system keeps on spooling?**
❖ **You need to enable popup for cms.17th.flcourts.org**
**Log back in and try again!!!**

## How to Cancel Already Scheduled Hearing



❖ Click on the drop down of the Calendar tab to select the Show Events option
❖ Go to the Month and Date of the event you desired to cancel

## How to Cancel Already Scheduled Hearing



- ❖ Click on the event you want to cancel the scheduled hearing
- ❖ Look for a window on the right hand side of Calendar

## How to Cancel Already Scheduled Hearing



❖ **Note:** this window is on right hand side of the Calendar
❖ Click on arrow down of the Status Type bar

# How to Cancel Already Scheduled Hearing
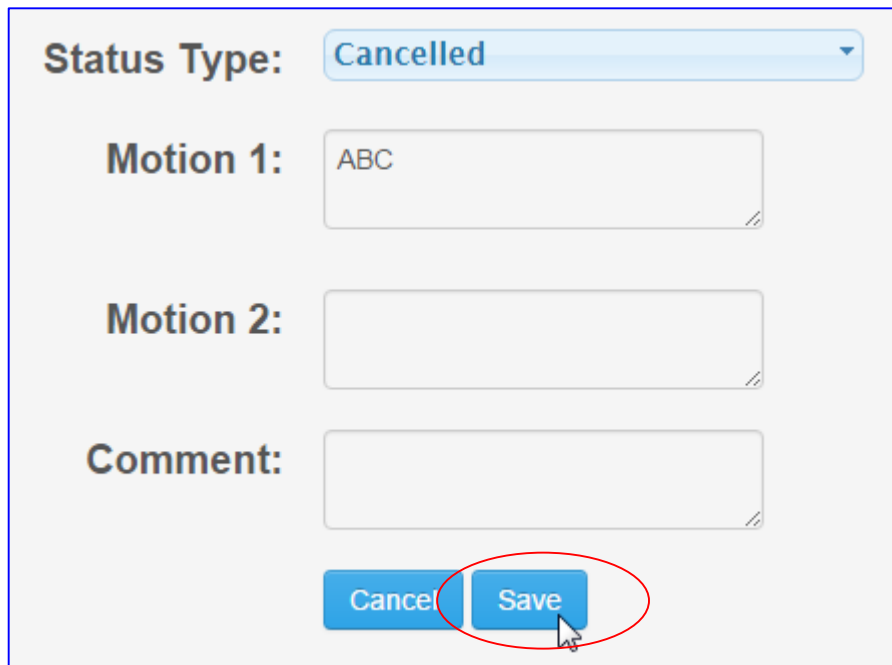


❖ Select "Cancelled" option from the drop down menu

❖ Click on Save Button

## How to Cancel Already Scheduled Hearing



❖ We will confirm if you really want to cancel this event
❖ Click on "OK" button to continue
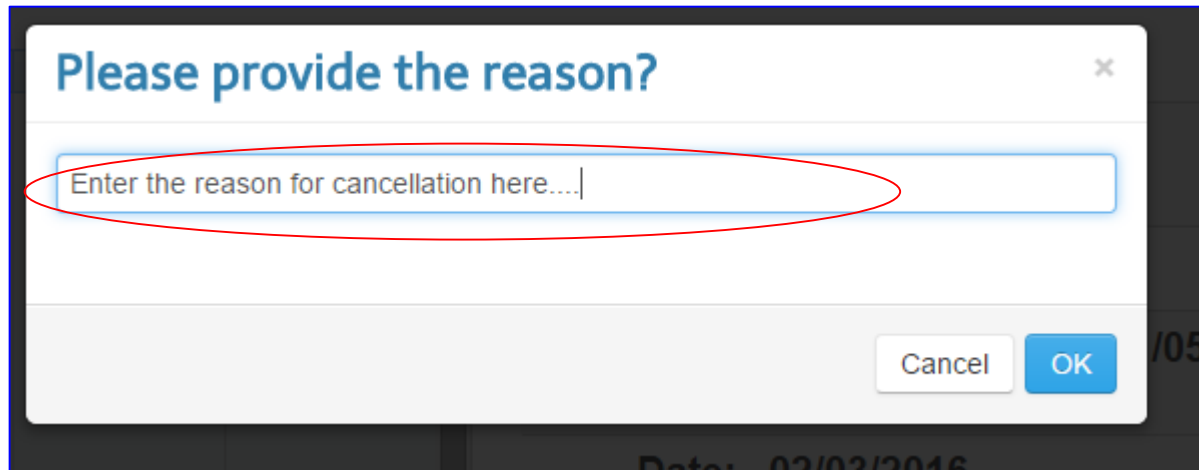
❖ New Window will pop up and ask you to enter the reason for cancellation
❖ **Note:** Whatever the reason you will type here will show up on the docket as shown on next page

## How to Cancel Already Scheduled Hearing

**Event**

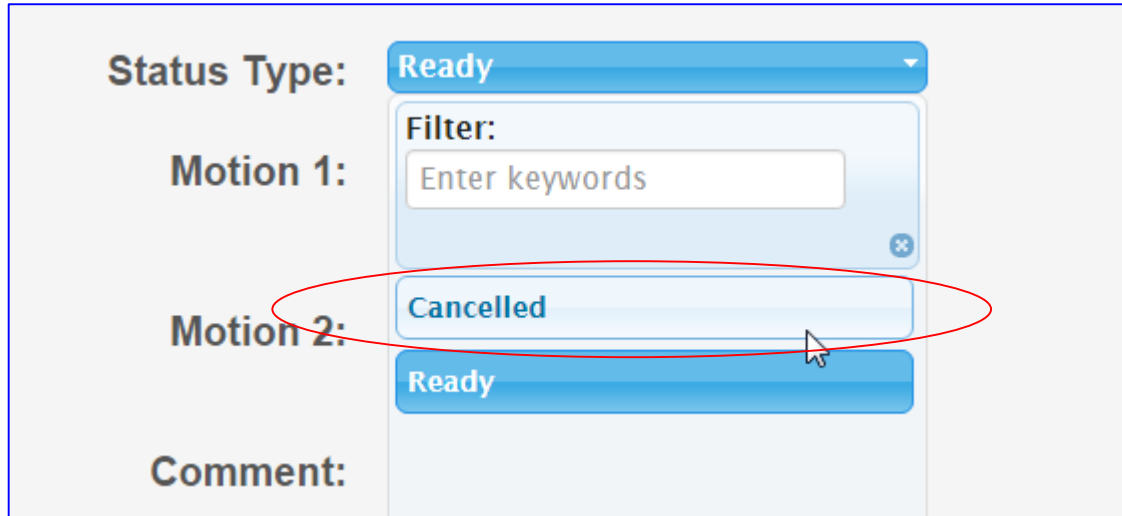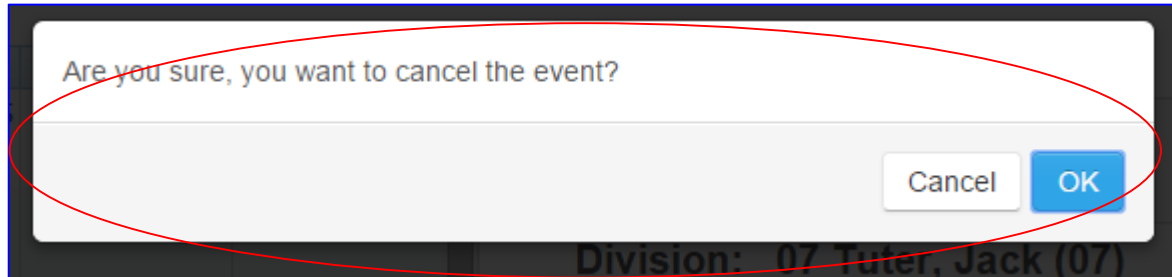| | |
|---|---|
| Category Type: | Motion Calendar |
| Division: | 07 Tuter, Jack (07) |
| Calendar Plan: | Motion Calendar (01/05/16 8:45am to 12/30/16 9:30am) |
| Date: | 02/03/2016 |
| Time: | 8:45AM |
| Event For: | Vann, Richard K |
| Case Number: | CACE15014725 |
| Style (Title): | Recovery Vill at Umatilla, LLC Plaintiff vs. Humana Health Ins Co of Fl, Inc, et al Defendant |
| Status Type: | Cancelled |
| Motion (Description): | ABC |
| Comment: | Enter the reason for cancellation here.... |

❖ Status is changed to Cancelled

❖ **Note:** Here is the comment that you typed it in the pop up window

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**How to Cancel Already Scheduled Hearing**



❖ To Confirm the event was cancelled: Go to Docket Tab, select the month and date that you cancelled the hearing, and confirm that your hearing has been cancelled.

# How to upload Agreed/Proposed order to CMS

The purpose of this document to show Attorney how to upload the Agreed order or Proposed Order to CMS system.
The process of uploading both orders is same the only difference is the codes for Agreed order vs the Proposed order are different.

When a user select Agreed order option the dropdown for category type order will be different than the Proposed order dropdown list.

❖ Go to **Workbench** Tab
❖ Select New > Agreed Order or Proposed Order option

# How to upload Agreed/Proposed order to CMS



Example of Agreed Order – Court Order types
The description maybe same but the codes behind description varies for Agreed order.
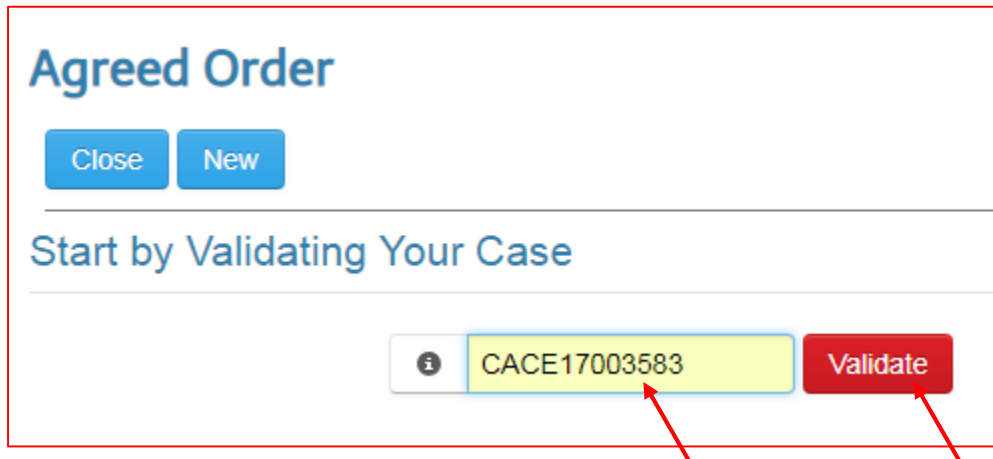
Example of Proposed Order – Court Order types
The description maybe same but the codes behind description varies for Proposed order.

# How to upload Agreed/Proposed order to CMS
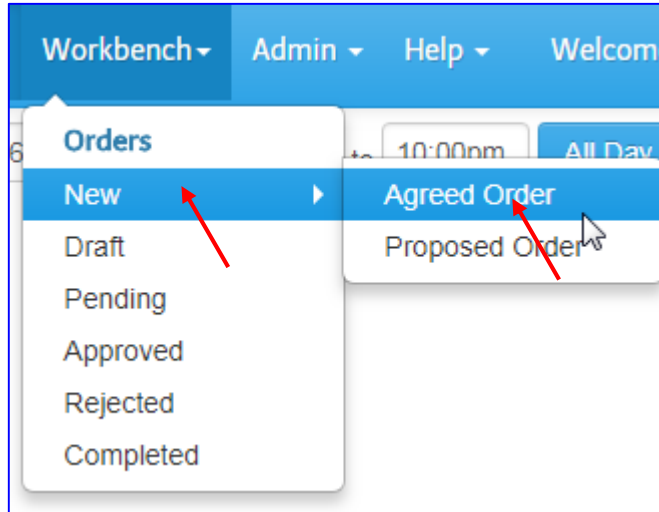


❖ Go to **Workbench** Tab
❖ Select New > Agreed Order option



System will display the screen where user validates the case number.

❖ Enter the case number, and click on the "Validate" button.

# How to upload Agreed/Proposed order to CMS

Case Number: CACE17003583

Style: Thomas L Chamberlain, et al Plaintiff vs. Lucinda Sibille, et al Defendant

Type: Real Prop Other - $0 - $50,000

Jurisdiction: Circuit Civil

Judge: Gates, Michael L. (12)

Magistrate: N/A

Enter Your Options Here

For Division: Gates, Michael L. (12)

Court Order: Order Compelling Discovery

☑ I accept the terms in the License Agreement and Local Rules

☑ I accept the terms for Servicing Self-Represented Parties

Create Order

After the case is validated, it displays the header of the case with the case number, style, and the division it is assigned to.

❖ Click on the arrow down from "Select a Court Order" option and select the desired option.

❖ Review and Check both users acceptance

❖ Click on the "Create order" button.

❖ **Note:** If you are not able to see the desired option, just pick the closest category.

# How to upload Agreed/Proposed order to CMS



Once User enters the desired body of the order:

❖ Click on the <u>Preview to Continue</u> button

## Important Note: The system will automatically generate the header of the order and the style of the case with case number as well as "Done and Order" and the signature line as shown on the next page.

# How to upload Agreed/Proposed order to CMS

Order Compelling Discovery   ×

Order Document - CACE17003583         1 / 1

IN THE CIRCUIT COURT OF THE 17TH JUDICIAL CIRCUIT
IN AND FOR BROWARD COUNTY, FLORIDA

CASE NO.  CACE17003583   DIVISION  12   JUDGE  Gates, Michael L. (12)

**Thomas L Chamberlain, et al**

Plaintiff(s) / Petitioner(s)

v.

**Lucinda Sibille**

Defendant(s) / Respondent(s)

_____ /

## ORDER COMPELLING DISCOVERY

**PLEASE DO NOT ENTER THE TITLE OF THE ORDER OR THE PARTY NAME HERE,
SYSTEM WILL GENERATE THE TITLE AND THE PARTY NAME.**

**YOU MAY COPY AND PASTE THE ORDER FROM AN EXISTING WORD DOCUMENT OR
TYPE UP YOURSELF.**

This is an example of Court Order - ------ The Court pursuant to Florida Rule of Civil Procedure
1.200(a) after review of the Clerk of Court case maintenance records hereby orders:
**1.** All parties, individually or through counsel, to appear for a Case Management Conference
**PLEASE DO NOT ENTER "DONE AND ORDER" STATEMENT EITHER.**

**DONE** and **ORDERED** in Chambers, at Broward County, Florida on _____.

Important Note: The system will automatically generate the header of the order and the style of the case with case number as well as "Done and Order" and the signature line.

This is an example of agreed order in preview mode.

❖ Click on the "x" to close the preview window of the order.

# How to upload Agreed/Proposed order to CMS

**Agreed Order – CACE17003583**

Court Order: **Order Compelling Discovery**

Order Compelling Discovery

**Do not add Case Style, Title, Judge's signature line and CC furnished. CMS system will automatically generate.**

[Editor toolbar: Cut, Copy, Paste, Paste as Text, Paste from Word, Undo, Redo, Find, Replace, Block Quote, Bold, Italic, Underline, Font, Size]

[Second toolbar row: Numbered List, Bulleted List, Decrease Indent, Increase Indent, Align Left, Center, Align Right, Justify, Table, Maximize]

HERE, SYSTEM WILL GENERATE THE TITLE AND THE PARTY NAME.

YOU MAY COPY AND PASTE THE ORDER FROM AN EXISTING WORD DOCUMENT OR TYPE UP YOURSELF.

This is an example of Court Order - ------ The Court pursuant to Florida Rule of Civil Procedure 1.200(a) after review of the Clerk of Court case maintenance records hereby orders:

1. All parties, individually or through counsel, to appear for a Case Management Conference

PLEASE DO NOT ENTER "DONE AND ORDER" STATEMENT EITHER.

body  p  u  span  span  strong
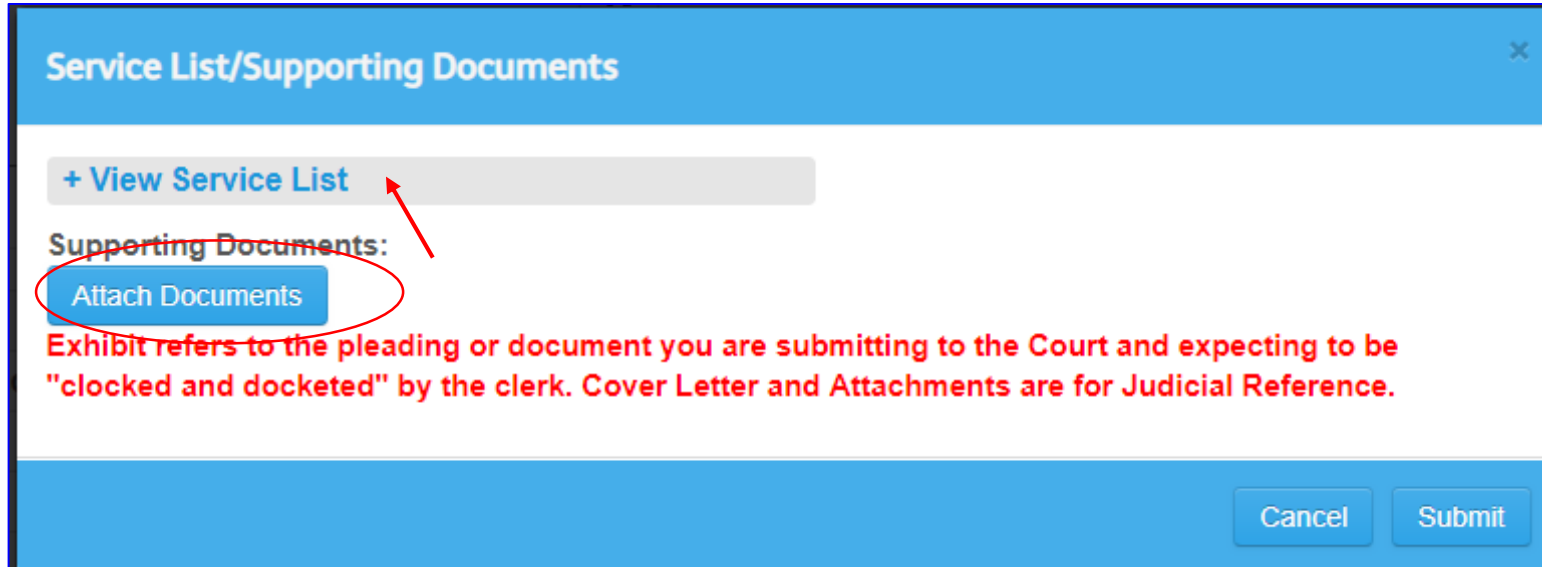
[Buttons: Close | Preview | Save as Draft | Continue]

Make necessary changes then
❖ Click on the "Continue" button, if the desired information is accurate.

# How to Add additional name and email address to the e-service list on Agreed/Proposed order before submitting



❖ Click on the "+ View Service List" to expand the menu.

**Note:** Once the View Service List is expanded, the Attach Supporting Documents menu will be placed on the bottom of the page and you must scroll down to be able to view it.

# How to Add additional name and email address to the e-service list on Agreed order before submitting



To add a new name and email address to the existing e-service list:

❖ Under "My Service List:" please enter the name in the Name field.

❖ Add email address in the emailaddress@somewhere.com.

❖ Click on the "Add" button.

**Note:** Please noticed that under Service List the message displays from 2 selected to 3 selected and on the bottom of My Service List option the system displays that the desired email address has been added to the service last.

# How to Add name and mailing address to the non e-service list on Agreed/Proposed order before submitting

## Service List/Supporting Documents

- View Service List

**Service List:**

| 3 selected | ▼ | Reload ServiceList | ☐ ExParte |

If ExParte box is Checked, No parties are e-serviced.

**My Service List:**

| name | emailaddress@somewhere.com | Add |

add-another@email.com has been added to the service list.

**Non E-Service Parties:**

| Name | Enter Street,city,state,Zip Code | Add |

New Party has been added to the Non E-Service list.

**Non E-Service Parties:**

| | Name | Address | |
|---|---|---|---|
| ☑ | John Doe | 111 SE 1st Ave Fort Lauderdale, FL 33301 | 🗑 |

Cancel    Submit

---

To add a new name and physical home address to the Non E-Service Parties:
(non e-service parties such as prose)

❖ Enter full name of the person in the Name field.
❖ Add physical mailing address in the "Enter Street, City, State, Zip code field
❖ Click on the "Add" button.

**Note:** The name and address has been added to the table. If you made a mistake, you can always remove it by clicking on the garbage can and add it again.

**Important Note: Scroll down if you like to attach documents.**

# How to attach documents/exhibit on Agreed/Proposed order before submitting through CMS
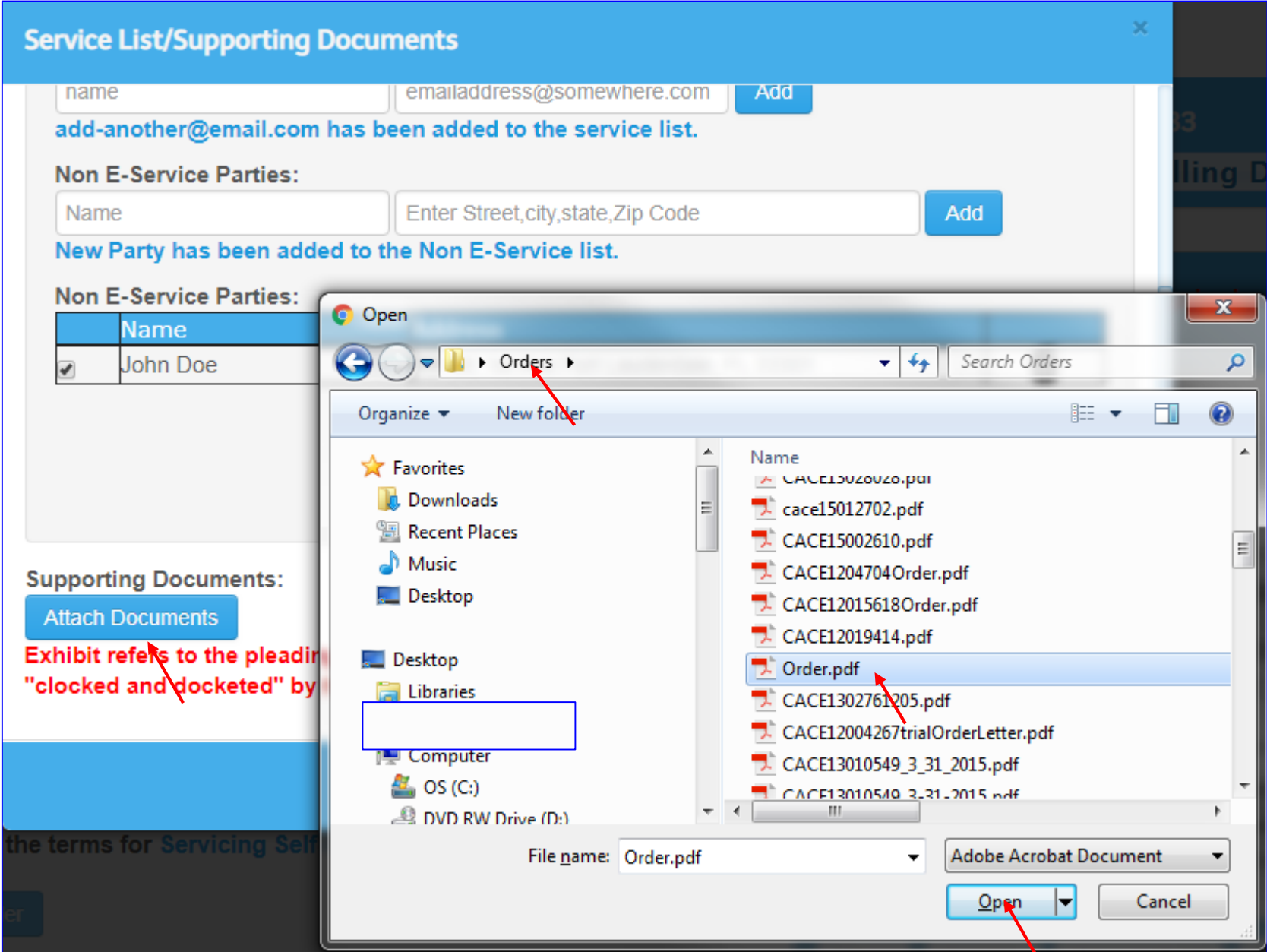


Note: By clicking on the Attach Documents button, system will prompt you select the pdf file. Please locate your folder and select the desired document for attachments.

❖ Click on the "Open" button.

# How to upload Agreed order to CMS



**Service List/Supporting Documents**

| | Name | Address | |
|---|---|---|---|
| ☑ | John Doe | 111 SE 1st Ave Fort Lauderdale, FL 33301 | 🗑 |

**Supporting Documents:**

[Attach Documents]

**Exhibit refers to the pleading or document you are submitting to the Court and expecting to be "clocked and docketed" by the clerk. Cover Letter and Attachments are for Judicial Reference.**

[Save Documents]

| fileName | Category | |
|---|---|---|
| Order.pdf | None ▾ | 🗑 |

Category
None ▾

Select the Category Type ⊗
~~None~~
Cover Letter
Case Law
Exhibit
Notice Copy
Other Attachment

...ncel    Submit

---

**Note:** After attaching the file, you must select the Category type, like exhibit, or other attachment etc. for supporting documents. You must click on "Save documents" button in order to see the green button to be appeared in front of the file. After desired documents are attached

❖ Click on "Save Documents" button

**Note:** System will not allow to save the document, unless you select the category type. The documents Category Types are:

1. Cover Letter
2. Case Law
3. Exhibit
4. Notice Copy
5. Other Attachments

**Important note:** Exhibit refers to the pleading or document you are submitting to the Court and expecting to be "clocked and docketed" by the clerk. Cover Letter and Attachments are for Judicial Reference only.

# How to upload Agreed order to CMS

**Category**

None ▼

Select the Category Type ⊗

None

Cover Letter

Case Law

Exhibit

Notice Copy

Other Attachment

**Service List/Supporting Documents** ✕

| | Name | Address | |
|---|---|---|---|
| ☑ | John Doe | 111 SE 1st Ave Fort Lauderdale, FL 33301 | 🗑 |

**Supporting Documents:**

Attach Documents

Exhibit refers to the pleading or document you are submitting to the Court and expecting to be "clocked and docketed" by the clerk. Cover Letter and Attachments are for Judicial Reference.

Save Documents

| fileName | Category | |
|---|---|---|
| Order.pdf | Cover Letter ▼ | 🗑 |

Cancel   Submit

Note: For example the "Cover Letter" option is selected from the drop down menu as a category of the document.

❖ Click on "Save Documents" button

Note: You must click on "Save Documents" button in order for attachments to be uploaded.

# How to upload Agreed order to CMS



**Note:** Upon Clicking on "Save Documents" button, you will see green check button that indicates that file(s) has/have been attached for uploading.
❖ Click on "Submit" button.

# How to upload Agreed order to CMS



Note: Please check for a message that your order has been submitted successfully.

# How to review already submitted Agreed order
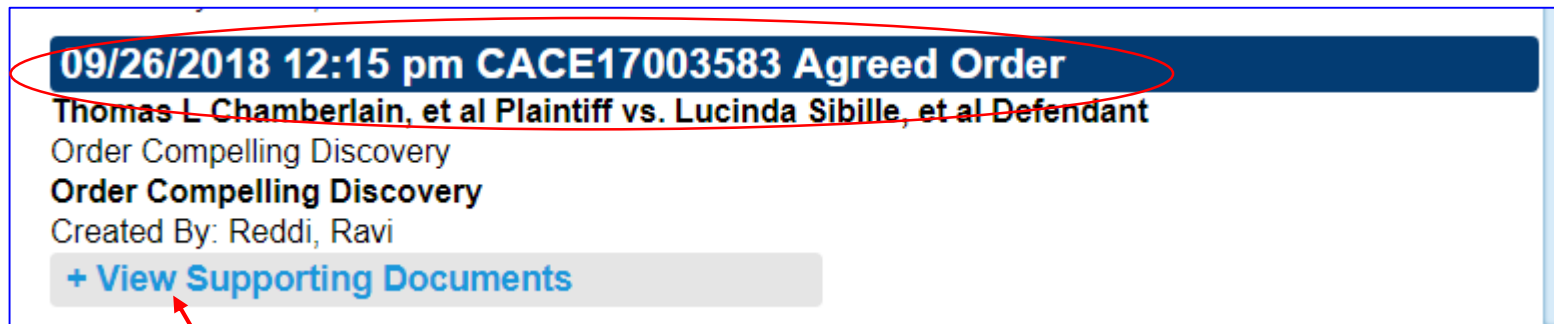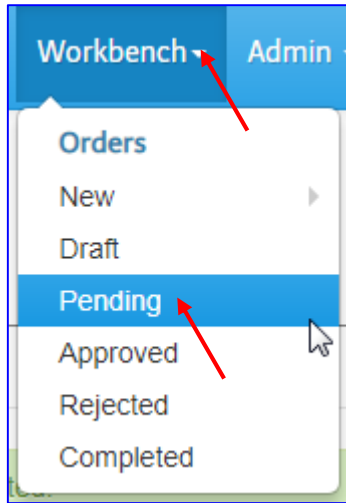


**Note:** Judge can open and review the attachments by clicking on the pdf files.

**Note:** Please notice that on the attachment type is "Exhibit". All exhibits are docketed along with the court order.

❖ Click on the Case number to open the proposed order

**Note:** The order is ready for Judge's review and it can be found in "Pending" queue of the Workbench tab. Once Judge approves the Order, it can be found under "Approved" tab.

# How to review already submitted Agreed order

**09/26/2018 12:15 pm CACE17003583 Agreed Order**
**Thomas L Chamberlain, et al Plaintiff vs. Lucinda Sibille, et al Defendant**
Order Compelling Discovery
**Order Compelling Discovery**
Created By: Reddi, Ravi
**- View Supporting Documents**

Filter by Document Name

| Name | Category | Filed On |
|------|----------|----------|
| Order.pdf | Cover Letter | 09-26-2018 |

**Note:** Expanded view of the Supporting Documents

## When an Agreed order is saved as Draft



Agreed Order – CACE17003583

Court Order :

Order Compelling Discovery

User can type up the body of the order, if copying pasting from another document, please be sure to copy paste on blank word document first, otherwise this window will not accept the copy paste command....

The system will generate the header of the order.
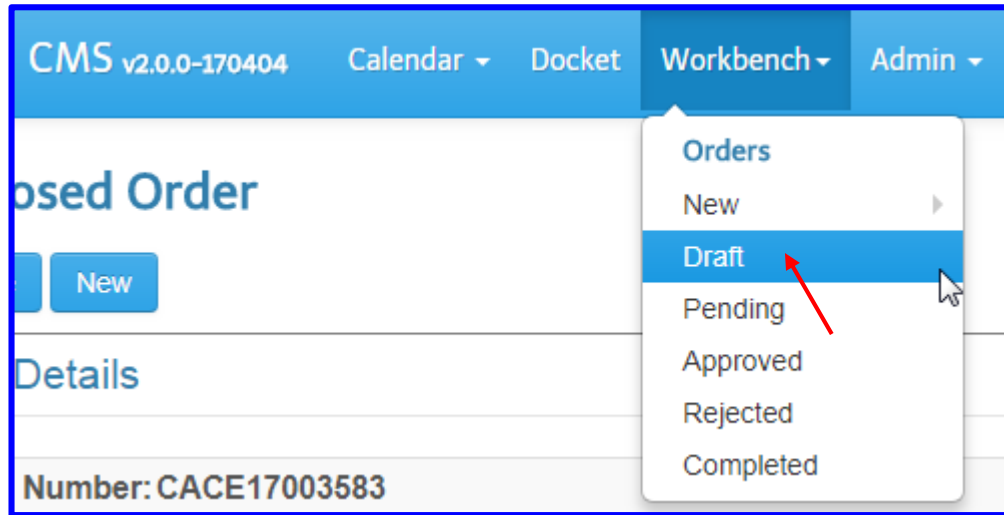
body  p

Close    Preview    Save as Draft    Preview to Continue

**Note:** User can use the "Save as Draft" option if want to make changes later or the next day.

❖ Click on the "Save as Draft" button, then click on the "Close" button.

❖ Go to Workbench and select "Draft" option to view all drafts.

Workbench ▾    Admin ▾

Orders
New        ▸
Draft
Pending
Approved
Rejected
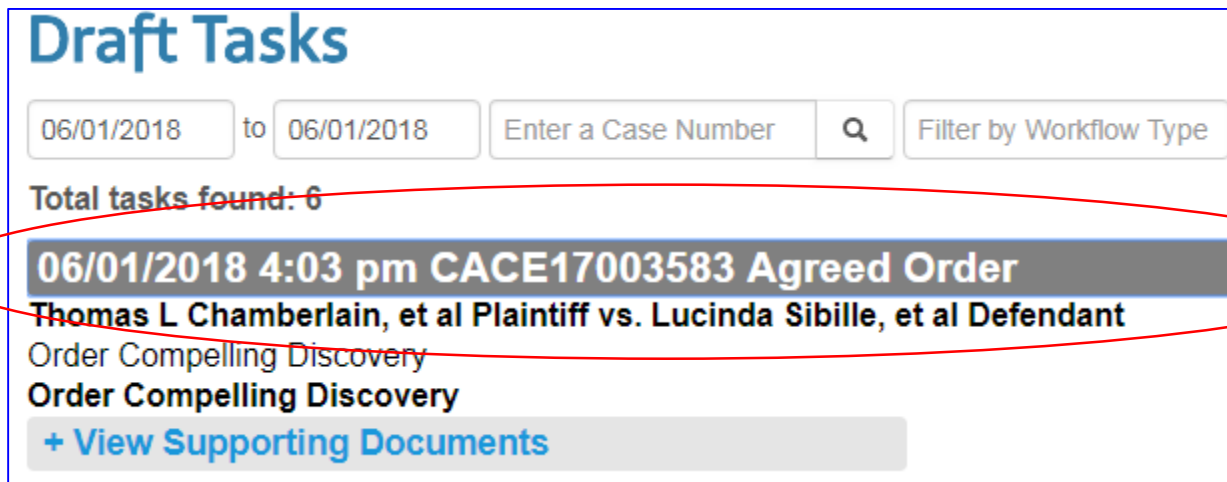Completed
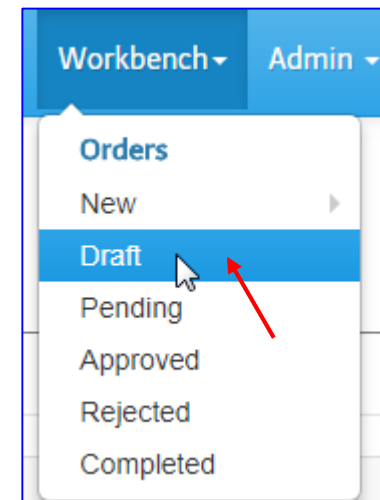
# How to retrieve draft order



- ❖ Go to **Workbench** Tab
- ❖ Select "Draft" option

Note: System will display all draft orders in the "Draft Tasks" screen.

- ❖ User selects the desired draft order by clicking on the case number listed on dark blue bar.

**Important Note:** Please follow instructions from page 4 thru 11 to complete the submission of the draft order.

## When existing address coming from the system is incorrect



Note: When a party address is coming from the Odyssey system it will show up automatically in the "View Service List" and it is being selected already.

## When existing address coming from the system is Incorrect

**Non E-Service Parties:**

| Albania Diaz | 1838 NW 97th Ave pembroke Pines, FL 33024 | Add |

**Non E-Service Parties:**

| | Name | Address | |
|---|---|---|---|
| ☑ | Albania Diaz | 1388 NW 97th AVE  Pembroke Pines, FL 33024 | ProSe |

### Service List/Supporting Documents  ✕

**- View Service List**

**Service List:**

| Select an eService List ▾ | Reload ServiceList |

**This case has no servicelist, not registered at ePortal.**

**My Service List:**

| name | emailaddress@somewhere.com | Add |

**Non E-Service Parties:**

| Name | Enter Street,city,state,Zip Code | Add |

**New Party has been added to the Non E-Service list.**

**Non E-Service Parties:**

| | Name | Address | |
|---|---|---|---|
| ☐ | Albania Diaz | 1388 NW 97th AVE  Pembroke Pines, FL 33024 | ProSe |
| ☑ | Albania Diaz | 1838 NW 97th Ave pembroke Pines, FL 33024 | 🗑 |

☐ **Add ADA Language**

| Cancel | Approve |

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❖ If the address is incorrect, add the name and the address in the Non E-Service Parties: field and click on the Add button.

❖ Uncheck the name that is incorrect and check off the new name and address that has been added.

❖ Then click on the "Approve" button.