

Court Management System User Manual – Getting to know Types of Hearing and How to set up new Hearing/Event

17th Judicial Circuit Court of Florida



BY

JUDICIAL SYSTEM INFORMATION (JIS)

Getting to know– Types of Hearings (events)

Users are allowed to set these following hearings:

- ❖ 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 when hearing is set. Users have to request JA for cancellation of this event or resetting of this event.
 - **Pre-Trial Conference (PTC)** - Generates PTC order when the hearing is set. Users have to request JA for cancellation of this event or resetting of this event.
 - **Case Management – (CM)**

Important Note: Please refer to Judges procedures for more information on the Calendar Calls and Trial Dates at: [Judge Practices and Procedures](#).

What to expect after available dates and times opens up at the time of setting hearings:

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 form.

PTC: types of hearing will bring back just the starting time of the hearing with date and only one choice to pick form.

CM: Is type of hearing they are similar to Motion Calendar. only some divisions allowed users to set up this type of hearing.

Types of Hearings (events)

Calendar Call (CC) and Pre-Trial Conference PTC types of hearing Generates the Trial Order in the background

- You must schedule Calendar Call types of hearing for a trial order to be generated. The Trial Order is generated by the system when a user sets CC type hearing and the generated Trial order automatically 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 and e-filed 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 the Trial order will be found in one of the queue: Pending/Approved/Rejected/Completed queue.
- Same goes for PTC hearing.

Important Note:

Trial order is used by the Circuit Civil divisions.

Pre-Trial Conference order is used by County civil divisions

Types of Hearings (events)

Important Note:

You must be very careful before setting Calendar Calls or Pre-Trial Conference type of hearings, it may delay the hearing further if any error made. If unable to see Calendar Call or Pre-Trial Conference on hearing calendar through show availability menu that means you have pending CC or PTC hearing on that case, please contact the JA to resolve the issue.

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 types of calendar plan can be a daily, weekly, monthly or yearly. There are no limit to how many plans are created by any given division.

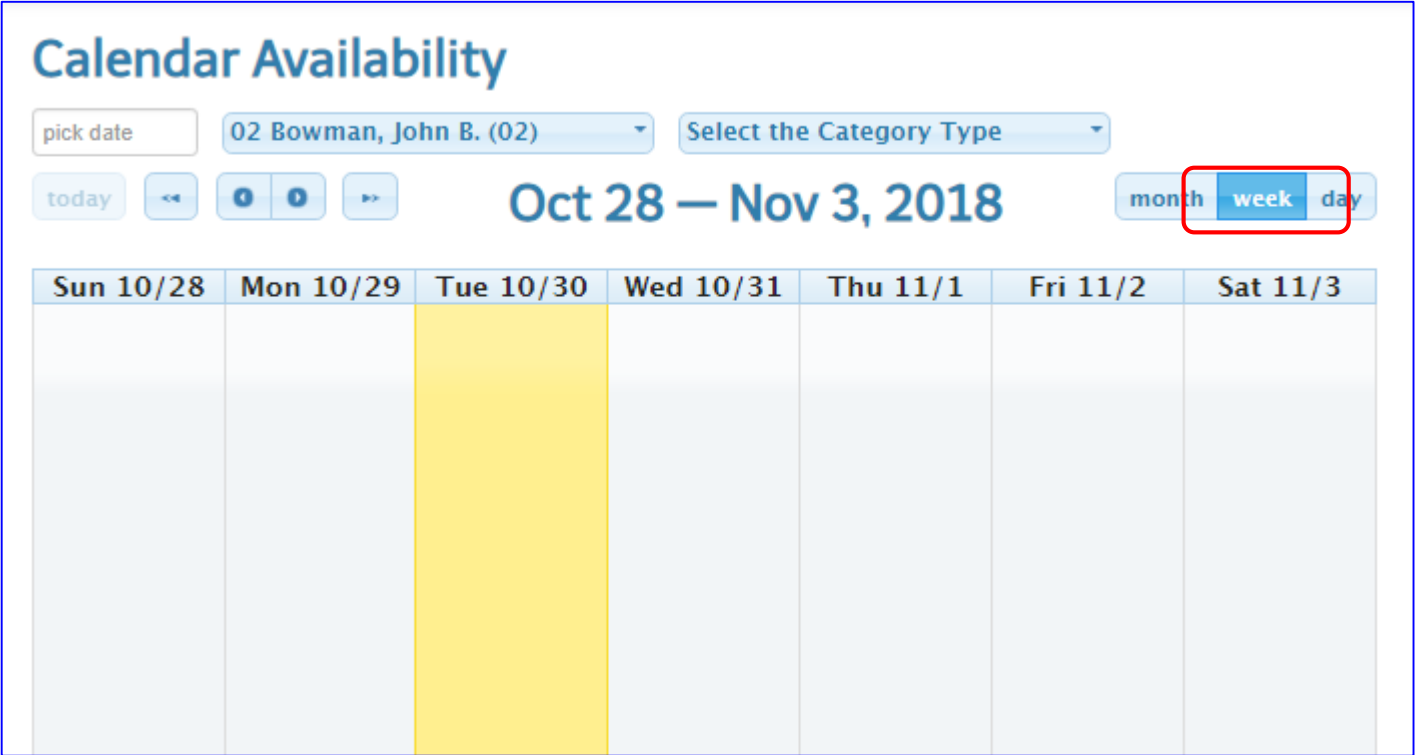
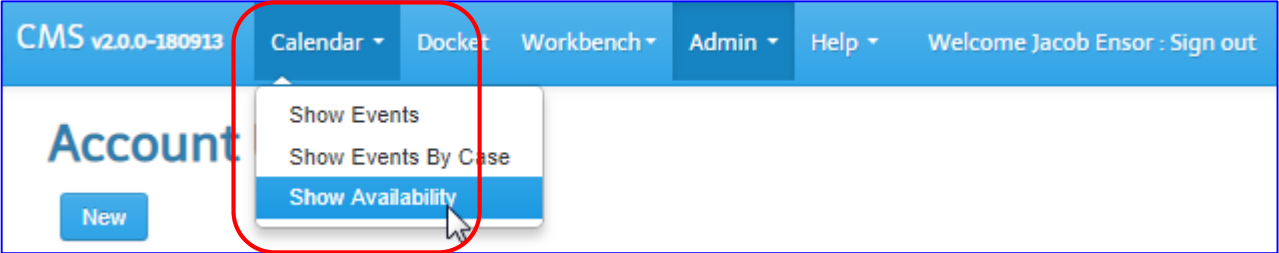
How to Set Up New Event OR New Hearing on an existing case

Show Availability option of Calendar Tab and add New Hearing:

- The show availability search will bring back the dates and time that have been made available by the division. If there is a need for special day or time for the hearing or there is a need for emergency hearing, please contact Judge's JA and refer to Judge's procedures.
- The case must be already filed within the 17th Judicial Circuit court of Florida. CMS system is not for filing a new Case.
- The user must know the full case number prior to setting hearing and must know which division the case is filed.
- For proper case formatting please refer to: <http://www.17th.flcourts.org/cms/mCaseNumbers.html>

Before sending an email to Calendar Helpdesk: calendar@17th.flcourts.org, please refer to Judge's procedures, our Calendar Helpdesk is only available through email, no phone calls. The Calendar helpdesk is only to resolve technical issues with the system and is not there for any legal advise.

How to Set up a New Event or New Hearing using “Show Availability” function



Note: Make sure you are logged into the system.

- Click on the Calendar Tab and select “show Availability” option. The calendar will default to “Week” view.
- It is recommended that you change the calendar view from week to a Month view as shown on the next page.

How to Set up a New Event or New Hearing using “Show Availability” function

Calendar Availability

pick date: 02 Bowman, John B. (02) | Select the Category Type

today << >> | month week day

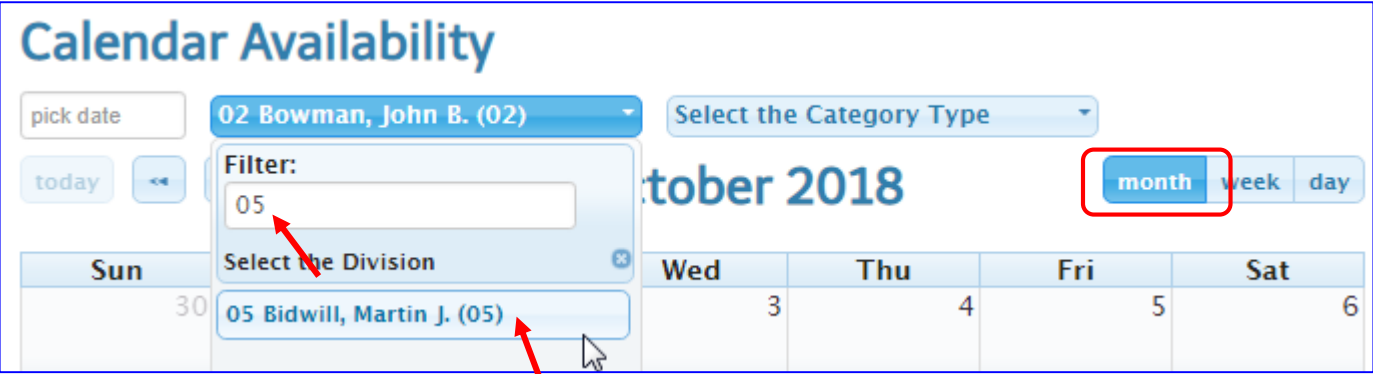
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Note: Here is the monthly view of the calendar.

Note: Users must know the case is assigned to which Judge’s division.

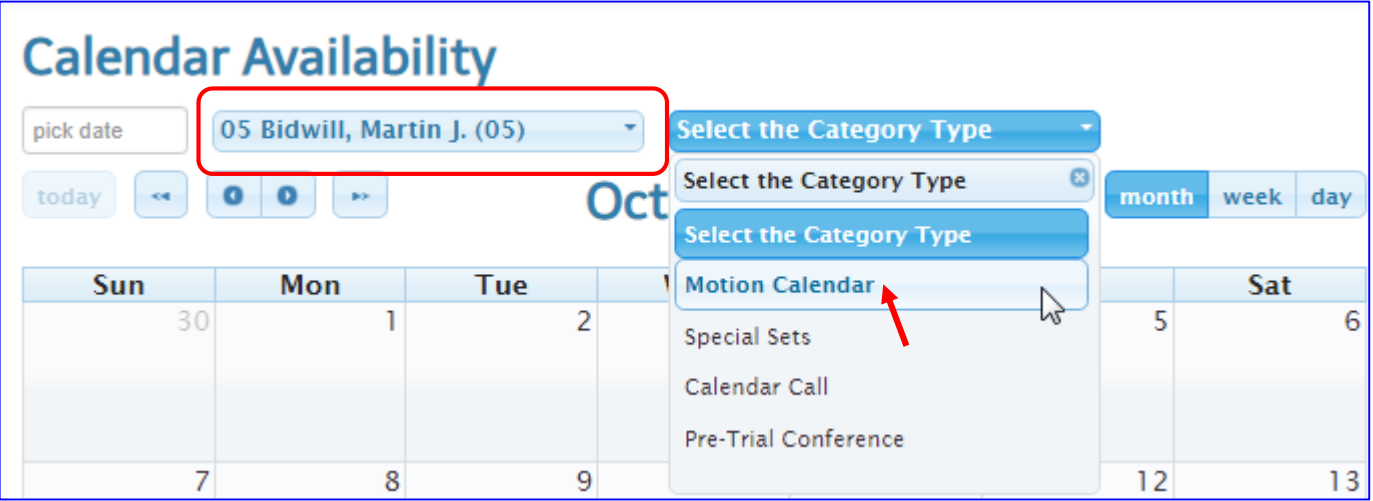
Important Note: When you first come to this screen, the Judge division defaults (02), YOU MUST SELECT THE PROPER DIVISION. There is a dropdown menu for the Judge’s name and division. There is a dropdown menu for the types of hearing that are allowed to be set.

How to Set up a New Event or New Hearing using “Show Availability” function



Note: Still on the month view.

- Enter the division number or Judge’s name inside the filter field. For example: 05.
- You may scroll down and find the desired division.
- Once the desired division is selected, next select the hearing category type from the dropdown menu. For example: Motion Calendar, Special Sets, Calendar Call etc...
- Note: “Motion Calendar” is picked as an example.



How to Set up a New Event or New Hearing using “Show Availability” function

Calendar Availability

pick date: 05 Bidwill, Martin J. (05) Motion Calendar

today << ● ● >> **October 2018** month week day

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

Note: Since it is almost the end of the month in this example, there is no calendar availability. Let's scroll to next month by:
➤ Clicking on the single arrow.

How to Set up a New Event or New Hearing using “Show Availability” function

Calendar Availability

pick date | 05 Bidwill, Martin J. (05) | Motion Calendar

today | << | < | > | >> | **November 2018** | month | week | day

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

Note: Now you are looking at the next month calendar. Users can scroll to any future month of the year to find the available dates on the calendar.

- Select the desired date of the hearing, i.e. 15th of Nov.

How to Set up a New Event or New Hearing using

Create Event

Case Number:

Plan: Motion Calendar (MC) Jan 2nd 2018 to Dec 20th 2018

Proposed Date: 11/15/2018

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

Case Details:

Style:

Type:

Jurisdiction:

Judge:

Magistrate:

Note: After clicking on the desired date, system return the Create Event screen on the right hand side of the browser.

- Enter the desired case number and click on the Validate button. (Make sure the case format has all the leading zeros, no dashes are allowed) Please click on the black dot to see more details)

Important Note: By clicking on the black dot icon at the time of setting event, you can check the proper formatting of the case number in each court type.

What are the case number formats for each given court type?

The following tables outline the different case number formats for each given court type in Broward County. The Clerk Case Number is the same as the Case Number, as seen throughout the Clerk's Internet web site. The Uniform Case Number is the same as the State Reporting Number, as seen throughout the Clerk's Internet web site.

CIRCUIT

Court Type	Circuit Court	Clerk Case Number	State Reporting Number (Uniform Case Number)
CF	Felony	98012345CF10A*	061998CF012345A88810
DR	Domestic Relations Family & Adoption	FMCE98012345	061998DR012345AXXXCE
CA	Circuit Civil	CACE98012345	061998CA012345AXXXCE
CP	Probate/ Guardianship	PRC980012345	061998CP012345AXXXCE
MH	Mental Health	MHC980012345	061998MH012345AXXXCE
GA	Guardianship	PRC980012345	061998GA012345AXXXCE (Not applicable / Probate Division does not separate Guardianship from Probate)
CJ	Delinquency	1998012345DL	061998CJ012345AXXXCE
DP	Dependency	1998012345DP	061998DP012345AXXXCE
DR	Adoption (Juvenile)	1998012345AD	061998DR012345AXJVCE
AP	Appeal	98012345AC10A County Criminal to Appeals *	061998AP012345AXCR10

How to Set up a New Event or New Hearing

Create Event

Case Number:

Plan: Motion Calendar (MC) Jan 2nd 2018 to Dec 20th 2018

Proposed Date: 11/15/2018

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

Case Details:

Style: Charmaine Orr Plaintiff vs. Citizens Property Insurance Corporation Defendant

Type: Contract and Indebtedness

Jurisdiction: Circuit Civil

Judge: Bidwill, Martin J. (05)

Magistrate: N/A

Service List:

My Service List:

Non E-Service Parties:

This is the scroll bar of the window (not web browser). Scroll down to see the rest of the options and Save button.

Note: First half screen of the Create New Event window. Upon validating the case, system brings back the details of the case.

➤ Check the service list, for this example it shows that there are five parties listed on the service list. If the service list is empty, try to click on the “Reload ServiceList” button. If still empty, please add name and email address for the service list.

Note: system will not allow users to set hearing if the service list is empty. If you do not have other party name or email address, please enter your own in order to proceed with scheduling the hearing.

➤ User may add name and home address of the non e-service party at this time.

How to Set up a New Event or New Hearing

The screenshot shows a form with two text input fields labeled 'Motion 1:' and 'Motion 2:', each containing the placeholder text 'e.g. description for the event'. Below these fields is a blue button labeled 'Add Attachment'. Underneath the button are two checkboxes: the first is labeled 'I accept the terms in the License Agreement and Local Rules' and the second is labeled 'I accept the terms for Servicing Self-Represented Parties'. At the bottom of the form are two buttons: 'Clear' and 'Save'. A yellow callout box with a red border points to the bottom half of the form, containing the text 'After Scroll Down this is the bottom half of the creating new event's page'.

Bottom of the create new event screen

Note: 2nd half screen of the Create New Event window. Upon validating the case, system brings back the details of the case.

- Motion 1” allows user to add description of the motion that party is coming for the hearing and it is a required field.
- Motion 2: Additional description of the motion can be entered here but this field is not required.

Note: User can schedule two motions for the same case, same time at the time of scheduling. Once the hearing is scheduled the 2nd Motion can not be added.

- Add Attachment: This button will only appear when Judge division allows users to upload supporting documents.
- If the division allows users to upload the supporting documents, the “Add Attachments” button will show up.
- User must check box the license and agreement terms and condition in order to save the event.

How to Set up a New Event or New Hearing using “Show Availability” function

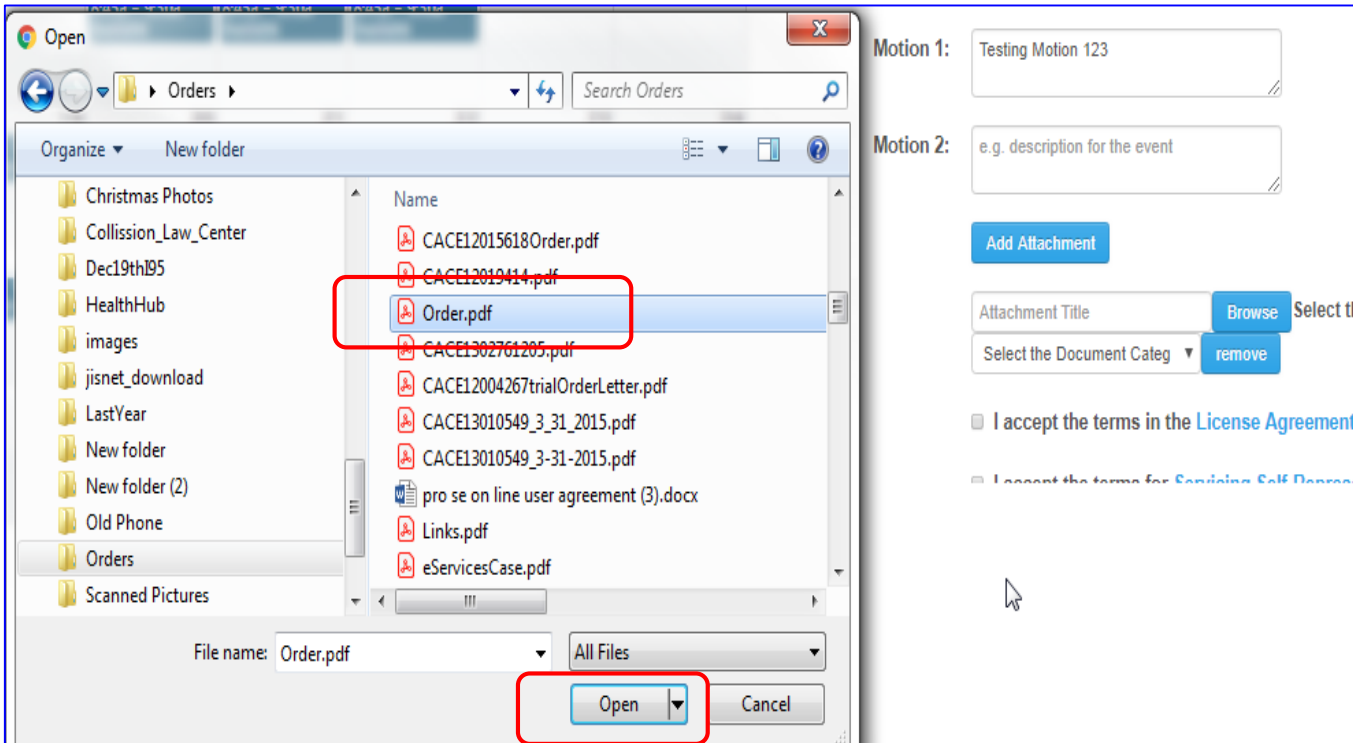
Motion 1:

Motion 2:

Add Attachment

Attachment Title **Browse** Select the file to upload.

Select the Document Categ **remove**



Note: Looks like this division 02 for case # CACE17020682, allows users to attach documents. Let's attach some documents (only pdf format):

Motion 2: is an optional field.

- Click on the “Add Attachment” button. Select the file to upload with Browse button field name “Attachment Title” and “Select the Document Category: field with “remove” button will appear.
- Click on the Browse button and locate the desired file that you want to upload from your device. (must be in pdf format).
- Click on the “open” button. As you noticed the “Order.pdf” file has been attached.
- Now select the document category type from the dropdown menu. For example: Exhibit”.

Attachment Title **Browse**

Select the Document Categ **remove**

Select the Document Category

- Cover Letter
- Case Law
- Exhibit
- Notice Copy
- Other Attachment

How to Set up a New Event or New Hearing using “Show Availability” function

Add Attachment

Attachment Title	Browse	Order.pdf	remove
Exhibit			
Attachment Title	Browse	Motion.pdf	remove
Cover Letter			
Attachment Title	Browse	trialOrderLetter_1.pdf	remove
Other Attachment			

I accept the terms in the [License Agreement](#) and [Local Rules](#)

I accept the terms for [Servicing Self-Represented Parties](#)

Clear **Save**

Note: As you noticed, the first document named order.pdf and category type Exhibit has been attached.

Important Note: If you like to attach additional documents, please click on the “Add Attachment” button and continue to add additional documents. Make sure you selected the document category type for each additional document. The example of three attached documents have been shown here.

If you attached the wrong document, by clicking on the “remove” button will let you remove the document and new document can be attached.

- Make sure to select the terms of License and Agreement and Self-Represented Parties checkboxes.
- The Save button will be highlighted, click on **Save** button.
- If no error message, you will see a message that event was created successfully.

Error! event was created but failed to save documents attachment

Oops!!!!
Event was created but it failed to save the attached documents. Don't be concern, please go to how to attached documents to an existing hearing.

How to Review the hearing using Docket Tab

CMS v2.0.0-180913 Calendar **Docket** Workbench Admin Help Welcome Jacob Ensor : Sign out

Select options 11/15/2018 8:00am to 10:00pm All Day X

Sort by: Filter by Party Two Docket Summary

8:45 AM - 9:30 AM - 2 CACE17020682 MC Ensor, Jacob Ready
Charmaine Orr Plaintiff vs. Citizens Property Insurance Corporation Defendant
Testing Motion 123

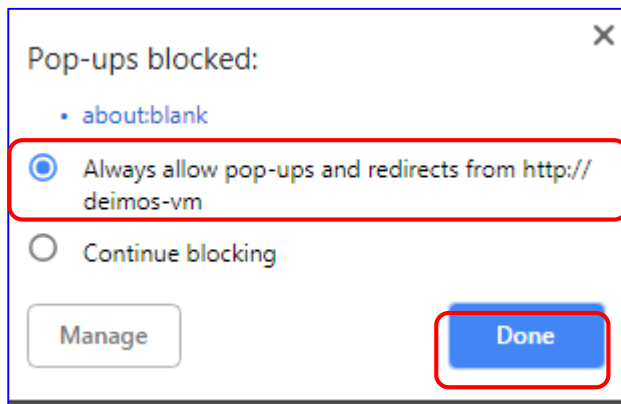
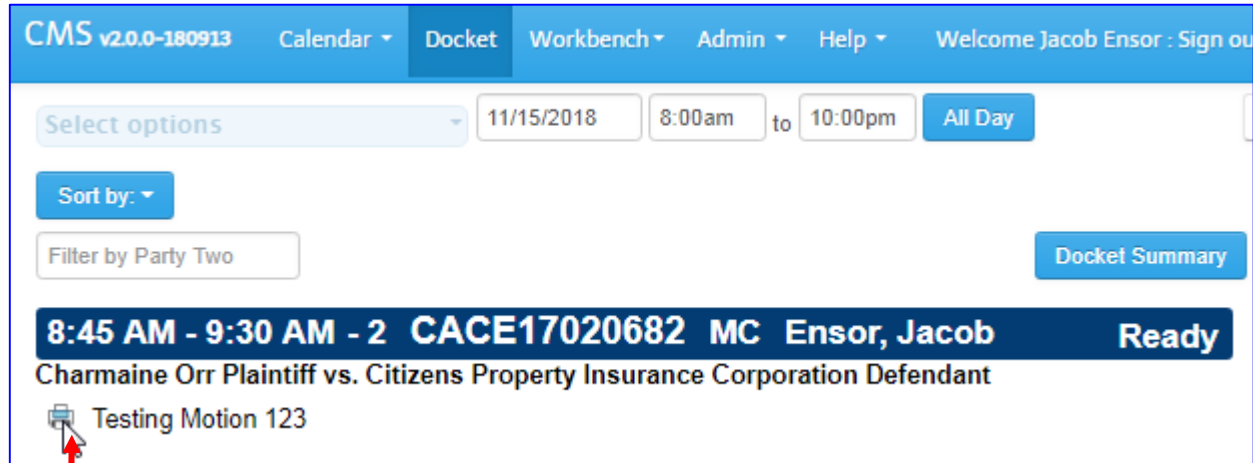
Note: First Let's check if the hearing or the new event was created.

- Go to the Docket tab and navigate to the date of hearing scheduled. For example, Nov 15th, 2018.


Now it is confirmed that hearing is already scheduled, we only need to add supporting documents.

Please note the case number here so it can be used for search (CACE17020682).

How to Print a Receipt from docket Tab

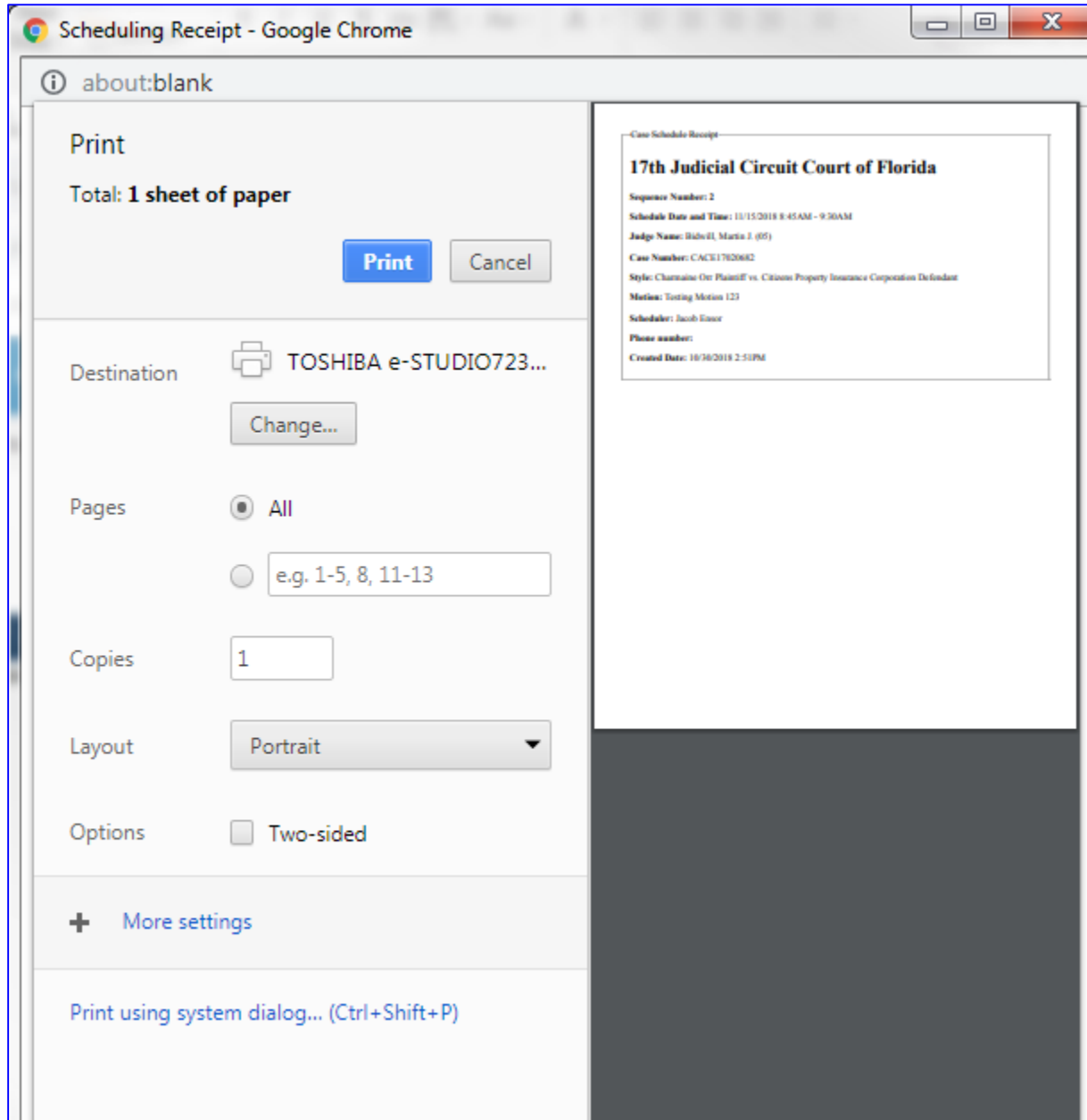


- Navigate to the Docket tab and go to the desired date of docket.
- Locate the case (CACE17020682) that you want to print out the receipt, and click on the printer icon.

Note: When you try to print the first time, you may get **pop-blocker** icon on the right hand side of the browser. Click on this icon. 

- Select the radio button in front of Always Allow pop-ups and redirects from http:// and click on the Done button.

How to Print a Receipt from docket Tab



Once the Pop-Up Blocker is allowed, the printer window will popup and follow instructions from the screen to print it.

