

Court Management System User Manual For New Users

17th Judicial Circuit Court of Florida



BY

JUDICIAL SYSTEM INFORMATION (JIS)

New or First Time Users (Guidelines for new Registration)

Guidelines for New Users

- Attorney must be eligible to Practice Law in State of Florida
- Attorney's Florida Bar Number must be listed on Florida Bar Website
- Users can only register once, when a user moves from one firm to another firm, he/she should update his email on Florida Bar Website and update his/her profile on CMS to avoid any further delay.
- Prose registration form can be downloaded from http://www.17th.flcourts.org/wp-content/uploads/2018/04/pro_se_on_line_user_agreement.pdf and then email the application to div07@17th.flcourts.org for approval.

Please be advised, If you are new to our CMS system, you must register yourself in order to get access to our system. The following few pages will explain how to register first time. Registration process is completed by clicking on the link that is sent to the user by email.

- CMS is a system own by 17th Judicial Circuit Court of Florida and users are allowed to set up future (different types of) hearing on and existing case that was filed in the 17th Judicial Circuit Court only.
- Please contact calendar@17th.flcourts.org for any additional support.
- The support help is available via email mentioned above only, no phone calls please.

How to Register on CMS (Court Management System) the first time - continue

External users will have the link from our public website home page: <http://www.17th.flcourts.org/>

SEVENTEENTH JUDICIAL CIRCUIT OF FLORIDA

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Note: If you are already registered, please skip this section 1 and go to section 2

- Launch a Google Chrome, or Mozilla Firefox, or Safari browser.
- Enter:
<http://www.17th.flcourts.org/>
- Once you are on our website, please double click on either link that is highlighted “Schedule a Hearing” to go to User Login Page.

How to Register on CMS (Court Management System) the first time - continue



17th Judicial Court Management System

Please sign in

User Name

Password

Sign in

Register

Forgot your user name or password?

Updates

[New Agreed/Proposed Orders Training Guide](#)

[Supporting Documents Training Guide](#)

Let's get Familiar with Login screen:

1. First Time users will click on the "Register" button.
2. If the user has already registered, click on the "Sign in" button.
3. Enter User Name and Password in their perspective fields.
4. Forgot your user name or password allows user to send auto generated email with username and password to his/her email box.
5. Occasionally new training guides are added on the bottom of the screen.

This is forgot user name or password screen:

Please enter either the bar number or the email address and click on "Send" button.
Then check your email box.

This is Registration screen where user enters his/her bar number to register



17th Judicial Court Management System

Forgot user name or password?

Enter your user name or barnumber

Go back

Send

Registration

Go back

Start by Validating Your Bar Number



Enter a Bar Number

Validate

How to Register on CMS (Court Management System) the first time - continue

Registration

Go back

Start by Validating Your Bar Number

27729 Validate

This Registration screen is for first time users only.

- Enter the valid Florida Bar Number
- Click on the Validate button

How to Register on CMS (Court Management System) the first time - continue

Registration

Bar Number: 27729

Primary Email: jee@reblawpa.com

User Name:
(Tip: User Name must be a valid email address)

Last Name: First: Middle:

Street1:

Street2:

City: State: Zip:

Phone Home:

Phone Cell:

Phone Work:

Phone Fax:

Alternate Email:

Note: The system will launch the Registration screen displaying the existing username (the user name is usually the email address that is registered on Florida bar website.

Please verify if your profile is accurate. If not please go ahead and change it. User Name and First and Last name is required, Street Address, Phone number etc. are not required fields.

After verifying/changing your profile:

➤ Please click on the “Save” button.

How to Register on CMS (Court Management System) the first time - continue

Registration

[Go back](#)

Start by Validating Your Bar Number

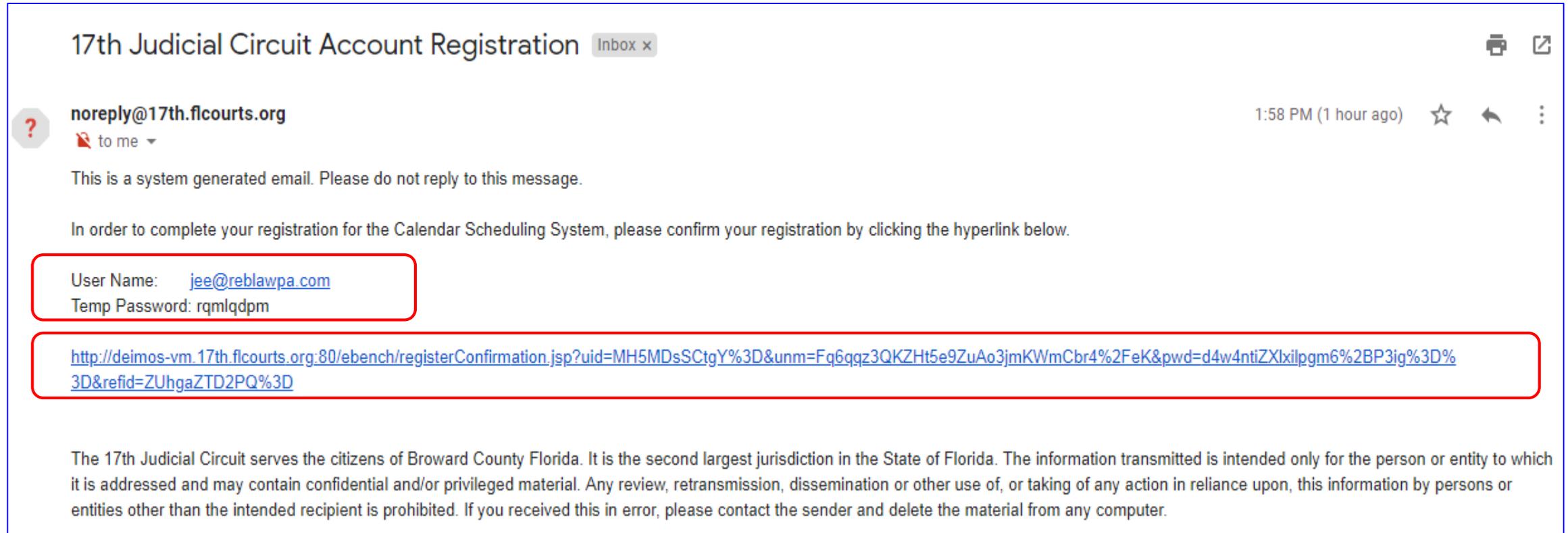
Success! Thank you for registering. You will receive a confirmation email shortly.

[Validate](#)

Note: Look for a message that you have register successfully. **But the Registration process in not complete yet.**

Note: System will send an email with a link to complete the registration process, as shown on the next page.

How to Register on CMS (Court Management System) the first time - continue



17th Judicial Circuit Account Registration Inbox x

noreply@17th.flcourts.org 1:58 PM (1 hour ago) ☆ ↶ ⋮
to me ▾

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

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

User Name: jee@reblawpa.com
Temp Password: rqmlqdpm

<http://deimos-vm.17th.flcourts.org:80/ebencl/registerConfirmation.jsp?uid=MH5MDsSCtY%3D&unm=Fq6qqz3QKZHt5e9ZuAo3jmKWmCbr4%2FeK&pwd=d4w4ntiZXlxlpgm6%2BP3ig%3D%3D&refid=ZUhgazTD2PQ%3D>

The 17th Judicial Circuit serves the citizens of Broward County Florida. It is the second largest jurisdiction in the State of Florida. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

Note: Check your email inbox for the email from 17th Judicial Circuit Account Registration.

- Please click on the provided link in the email, be sure to click somewhere on the right hand side of the link. **You must be able to open up “Confirm Registration” screen not the login window.**
- If the Login window opens up, please go back to the email and click on the link again. Hint: Click on the right hand side of the link.

How to Register on CMS (Court Management System) the first time - continue

Confirm Registration

Enter Your User Credentials

User Name

Temp Password

New Password
Min 8 characters (Alphanumeric only)

Confirm Password

User Name: jee@reblawpa.com
Temp Password: rqmlqdpn

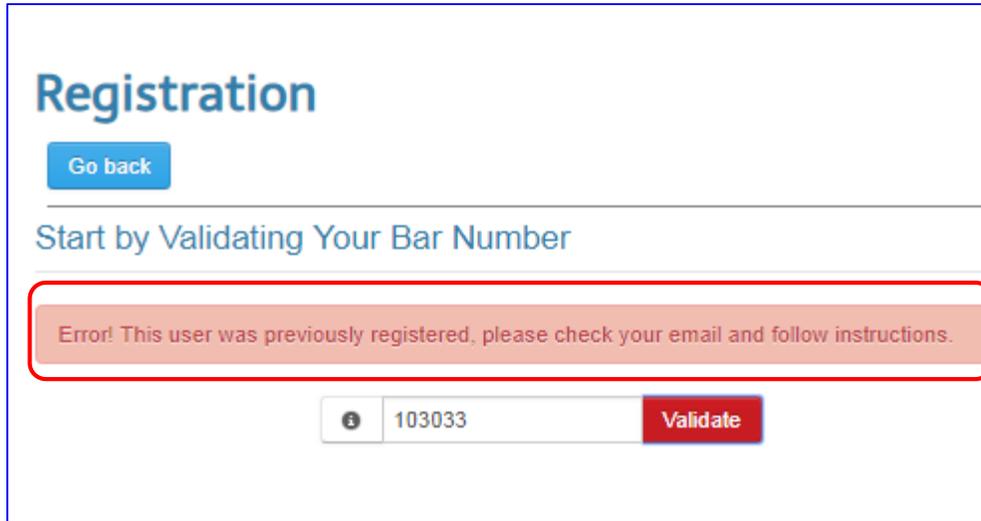
Note: After clicking on the link provided in the email that was sent, the Confirmation Registration screen pops up.

- Please use the temporary password that was sent to you in the email and enter new password that you want to change it to in their perspective fields.
- Click on the “Confirm” button.
- The confirmation message will pop up and click on the OK button to complete the registration process.

Note: User is ready to login to the system to set new events.

You have been registered and may now use the system.

When a User is already Registered but didn't get the email to Complete the Registration Process



The screenshot shows a web page titled "Registration". At the top left, there is a blue button labeled "Go back". Below it, the text "Start by Validating Your Bar Number" is displayed. A red-bordered error message box contains the text: "Error! This user was previously registered, please check your email and follow instructions." Below the error message, there is a text input field containing the number "103033" and a red button labeled "Validate".

Note: User only have to register once in our system. After registering your account, the email from our system is always sent to the email that is listed on Florida bar website with instructions on how to complete the process of registration.

Here are some reasons that user didn't receive the email:

1. Right after registering, the user moved to a different firm.
2. The old email address from previous firm is still listed on the Florida bar website and email is keep on going to the email address that the user no longer have access to..

When a user see this message, please verify that your email address listed at Florida Bar website is up-to-date. If your email address is still from the old firm, please change it then:

1. Use the Forgot your user name or password link to send yourself and email and follows the steps from page 9 – 10 to complete the process of registration.