

Court Management System

Getting Familiar With CMS Menu/Submenu

17th Judicial Circuit Court of Florida




BY

JUDICIAL SYSTEM INFORMATION (JIS)

Getting Familiar With CMS Main/Sub Menu

- How to Login to system
- Getting Familiar with Main Menu and Submenu and their functions

How to login to CMS (Court Management System) and Overview of the menu


**17th Judicial
Court Management System**

Please sign in

[Sign in](#) [Register](#)

[Forgot your user name or password?](#)

[Updates](#)

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

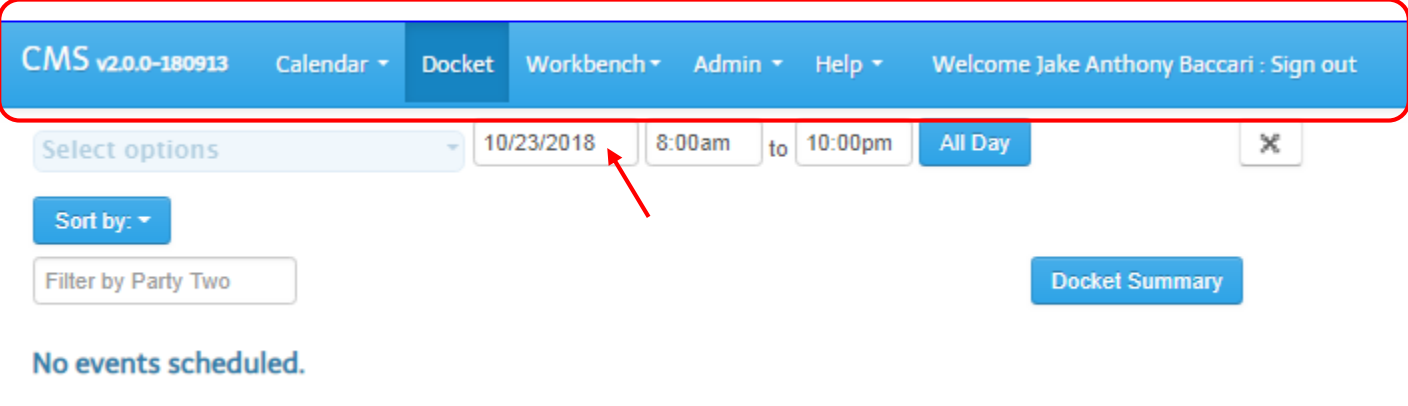
[Supporting Documents Training Guide](#)

Note: Let's login the first time.

Please use [Google Chrome](#) or [Firefox Mozilla](#) or [Safari](#) browsers only.

- Enter user name and password that you just changed in the “Confirm Registration” screen.
 - Click on “Sign in” button.
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- Forgot your user name and password to send yourself the current password by entering Florida Bar id or your email id.
 - Question mark symbol (blue button?) will take you to the user's manual page.
 - Time to time, whenever we enhanced the system with new changes, the training manual will be posted temporarily.

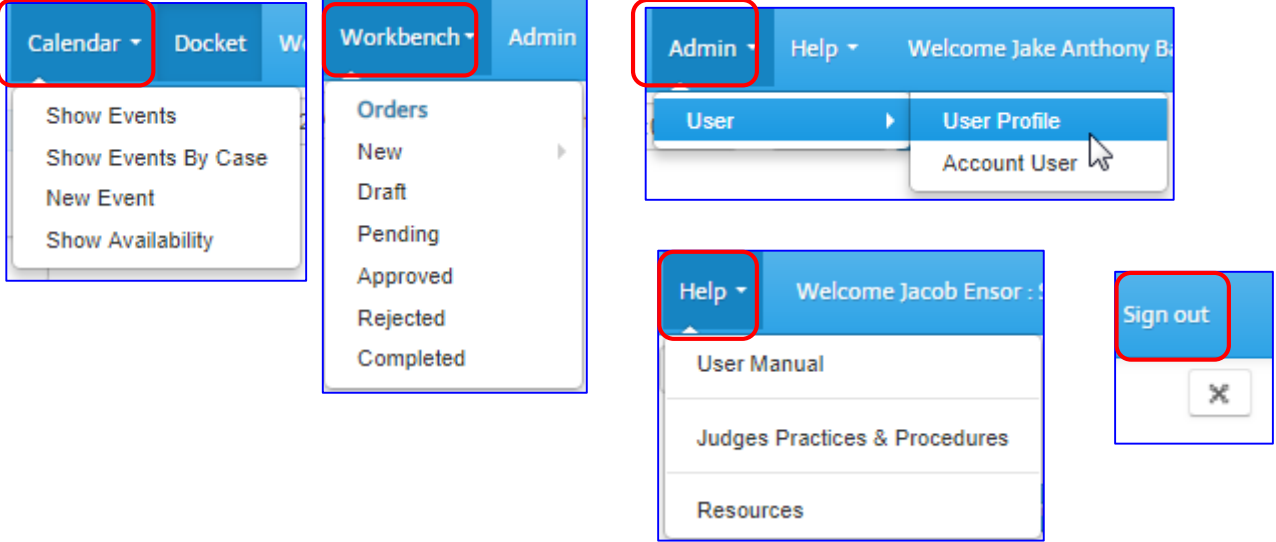
Overview of the menu in CMS (Court Management System)



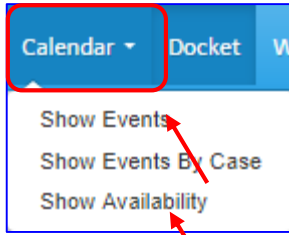
Note: Let's get familiar with the main menu.

- CMS is consist of 5 tabs
 - Calendar
 - Docket (defaults to today's date), users are allow to scroll to the future date.
 - Workbench
 - Admin
 - Help
 - Sign out

Below are the TABS with Sub Menu



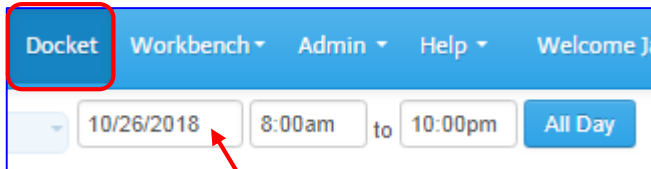
Overview of the menu in CMS (Court Management System)



Note: Let's get familiar with the Calendar Tab

➤ Calendar Tab:

- **Show Events:** to show current or future Event(s), only visible to parties who sets the hearing.
- **Show Events by Case:** is a search screen, when user wants to add additional supporting documents.
- **Show Availability:** Allows user to set New Event (means new hearing on an existing case that has been already filed within the 17th Circuit).

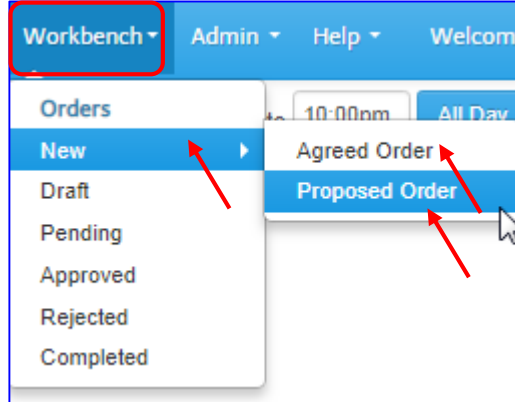


Note: Let's get familiar with the Docket Tab

➤ Docket Tab:

- Defaults to "today's date", user must navigate to the date that the hearing is set to.
- Shows the scheduled hearing that was set by scheduling party only. The other parties on the case can not view the scheduled hearing on the Docket tab, but can add documents by searching the case first under Calendar tab and choosing "Show Events By case" or "Show Events".

Overview of the menu in CMS (Court Management System)

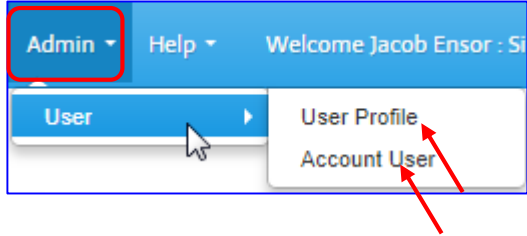


Note: Let's get familiar with the Workbench Tab

➤ **Workbench Tab:**

- **New >> Agreed Order:** allows users to upload Agreed Orders, Judge decides to whether approve or reject it.
- **New >> Proposed Order:** allows users to upload the proposed orders where Judge can modified the proposed order and approve it or simply reject it.
- **Draft:** is a placeholder to temporary save the Order and complete it on a different day.
- **Pending:** When an order is first uploaded to the system, it goes to the Pending queue to be reviewed by Judge.
- **Approved:** Once Judge approves the order, it moves from the pending queue to "Approved" queue and the order is e-serviced to all the parties listed on the case.
- **Rejected:** When an order is Rejected for whatever reason, it goes to the "Rejected" queue.
- **Completed:** It shows the e-service id from Florida ePortal.

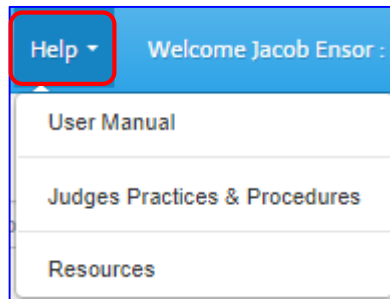
Overview of the menu in CMS (Court Management System)



Note: Let's get familiar with the Workbench Tab

➤ **Admin Tab:**

- **User >> User Profile:** allows users to change username and password
- **User >> Account User:** allows Attorney to register their associate/legal assistant's account.



Note: Let's get familiar with the Workbench Tab

➤ **Help Tab:**

- **User Manual:** allows users to open training manual
- **Judges Practices and Procedures:** Find details of Judges' process and procedures.
- **Resources:** ????