

Court Management System

How to Upload Agreed/Proposed Order In CMS

17th Judicial Circuit Court of Florida



BY

JUDICIAL SYSTEM INFORMATION (JIS)

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

Court Order: **Select a Court Order**

Filter:

Select a Court Order

- Agreed Final Judgment
- Agreed Order
- Agreed Order of Dismissal**
- Case Management Order
- Final Order of Dismissal

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

Court Order: **Select a Court Order**

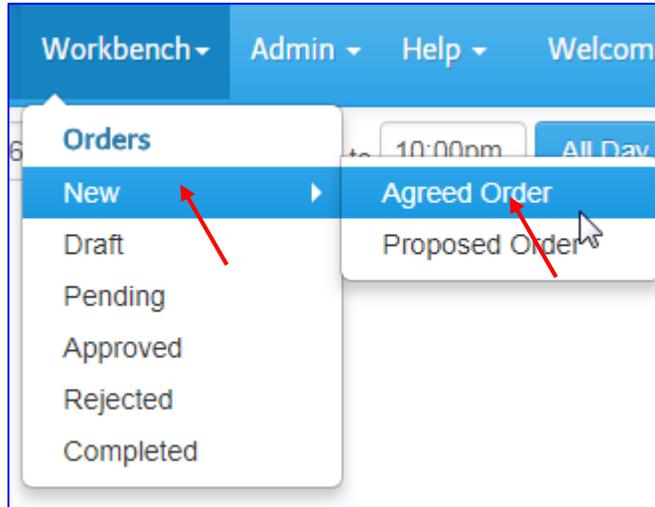
Filter:

Select a Court Order

- Agreed Final Judgment
- Agreed Order
- Amended Final Judgment
- Amended Final Summary Judgment**
- Calendar Call Order Resetting Trial

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:

Court Order:

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

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

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

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.

✂ 📄 📄 📄 📄 | ↶ ↷ 🔍 🗑️ | **B** *I* U | Font | Size

☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

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

Close Preview Save as Draft Preview to Continue

Once User enters the desired body of the order:

- ❖ Click on the [Preview to Continue](#) 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 Add additional name and email address to the e-service list on Agreed/Proposed order before submitting

Service List/Supporting Documents

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.

+ View Service List

Cancel Submit

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.

- View Service List

Service List:

2 selected Reload ServiceList ExParte

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

My Service List:

name emailaddress@somewhere.com Add

Non E-Service Parties:

Name Enter Street,city,State,Zip Code Add

Cancel Submit

❖ 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.

Note: Expanded version of “View Service List”. Please notice that there are only 2 selected parties in the e-service. MY Service List allows users to add additional name and email address on the service list. There is an add button at the end of adding name of service list. Non E-Service Parties, when there is no e-service and the party do not have an email address, the users can add the name of the person and the home address where the order can be mailed out by US postal service.

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

The screenshot shows a web interface titled "Service List/Supporting Documents". It includes sections for "Supporting Documents" with an "Attach Documents" button and a red warning message: "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." Below this is a "- View Service List" button. The "Service List" section features a dropdown menu showing "3 selected", a "Reload ServiceList" button, and an "ExParte" checkbox. A red note states: "If ExParte box is Checked, No parties are e-served." The "My Service List" section has two input fields: "name" and "emailaddress@somewhere.com", followed by an "Add" button. A blue confirmation message below reads: "jjd@abc.com has been added to the service list." The "Non E-Service Parties" section has a "Name" field, an "Enter Street,city,state,Zip Code" field, and an "Add" button. At the bottom are "Cancel" and "Submit" buttons. Red circles and an arrow highlight the "Add" button in the "My Service List" section.

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.

Note: Users may continue to add as many as names and email addresses as desired.

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

Service List/Supporting Documents

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.

- 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
jjd@abc.com has been added to the service list.

Non E-Service Parties:
John Doe 111 SE 1st Ave Fort Lauderdale, FL 33301 Add

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.

- ❖ Scroll down if you like to see the name and address added.

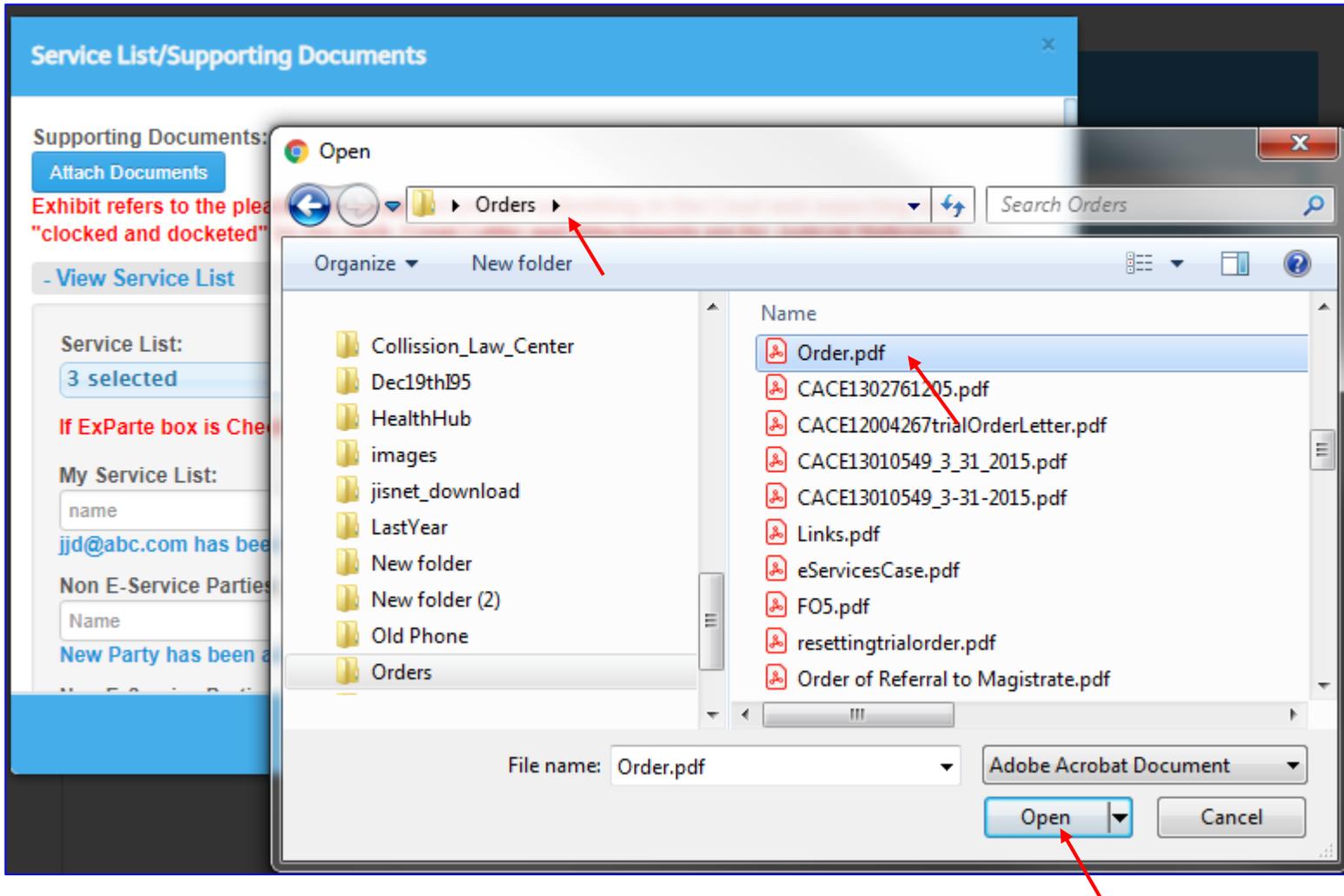
Non E-Service Parties:
Name Enter Street,city,state,Zip Code Add
New Party has been added to the Non E-Service list.

Non E-Service Parties:

	Name	Address	
<input checked="" type="checkbox"/>	John Doe	111 SE 1st Ave Fort Lauderdale, FL 33301	

Note: Users may continue to add as many as names and addresses as desired.

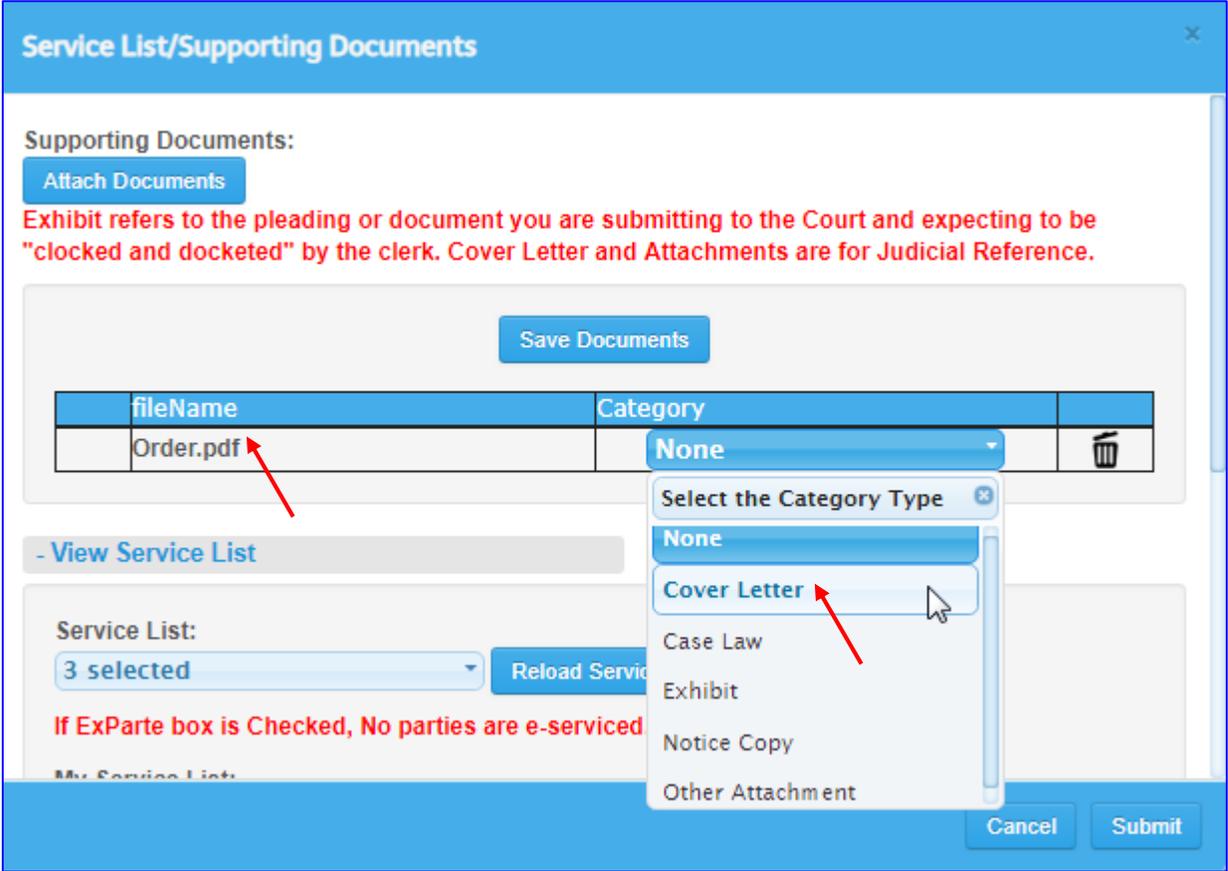
How to attach documents/exhibit on Agreed/Proposed order before submitting through CMS



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



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

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

Service List/Supporting Documents

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	

- View Service List

Service List:

3 selected Reload ServiceList ExParte

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

My Service Lists

Cancel Submit

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

The user may continue to add additional documents by clicking on the “Attach documents” button each time when there is a need for attaching additional file.

❖ Click on “Submit” button.

How to upload Agreed order to CMS

Agreed Order

Close New

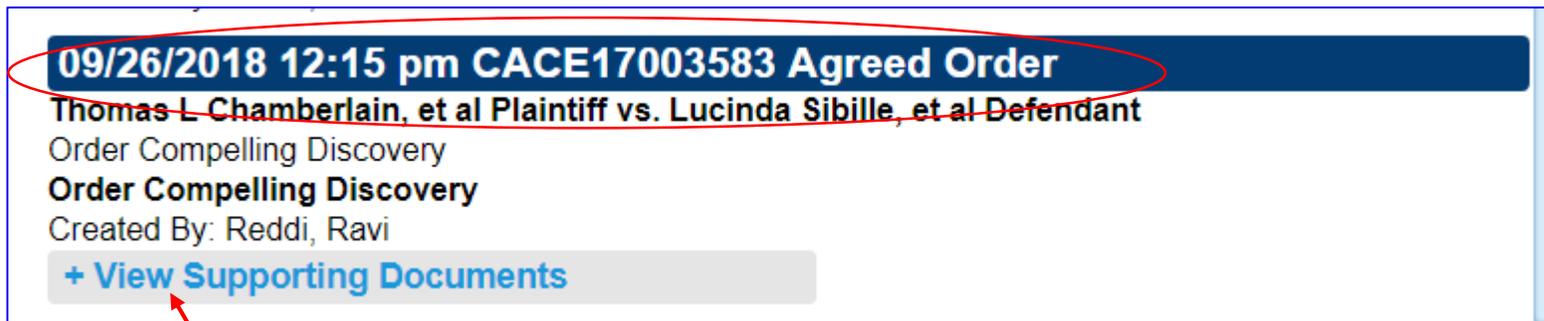
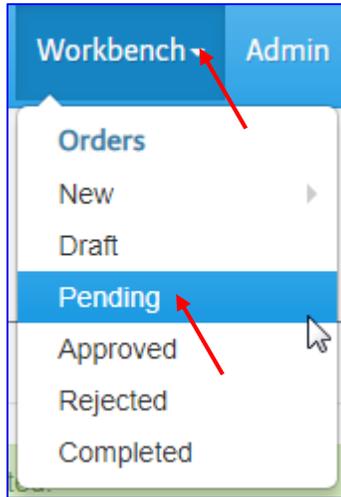
Start by Validating Your Case

Success! The order workflow has been submitted. ×

i Enter a Case Number Validate

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.

Note: The parties will not get the approved orders on the same day when Judge approves it, all approved are collected in a batch file, system will run overnight to efile to Florida e-portal.

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 :

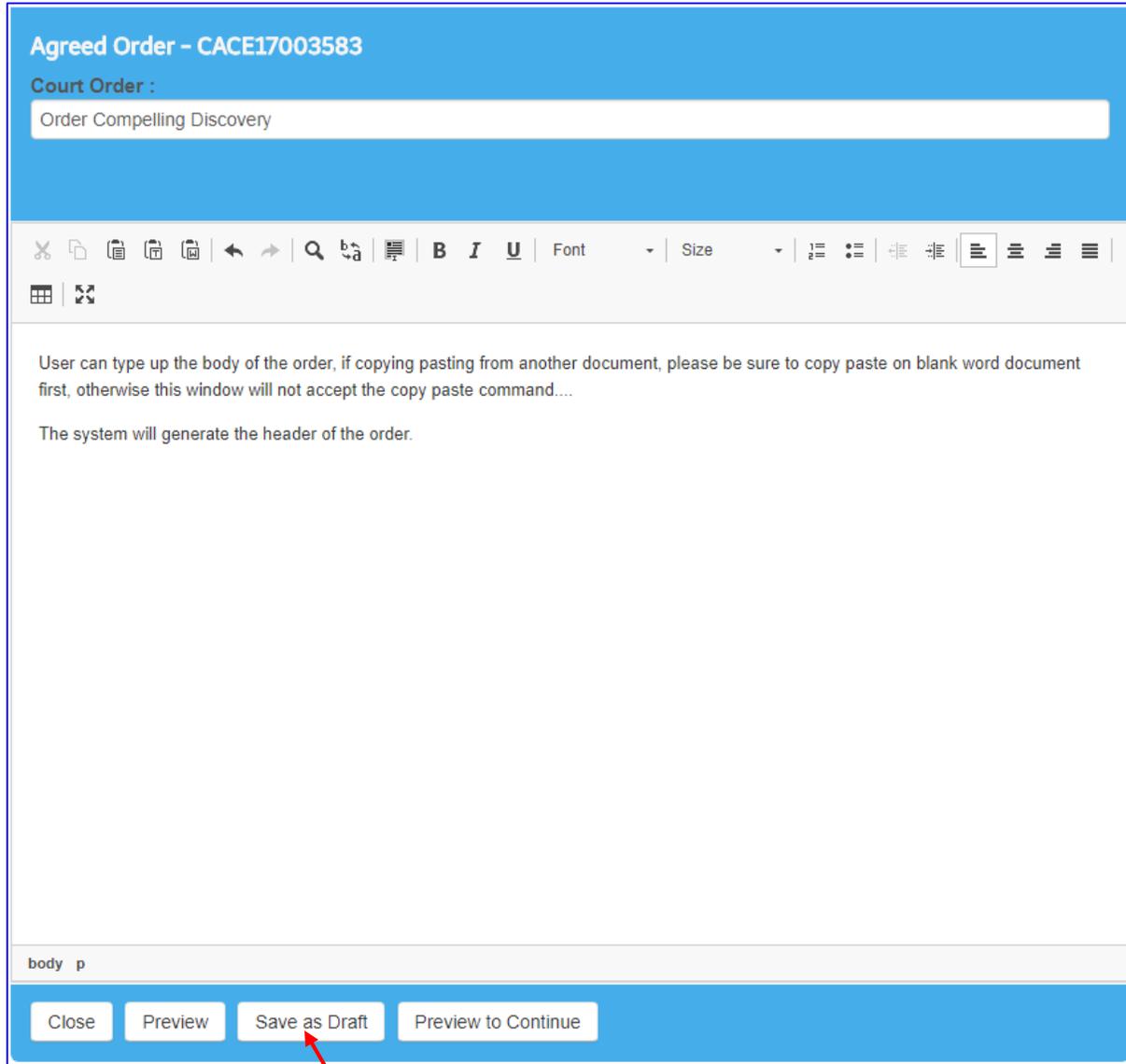
Order Compelling Discovery

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.

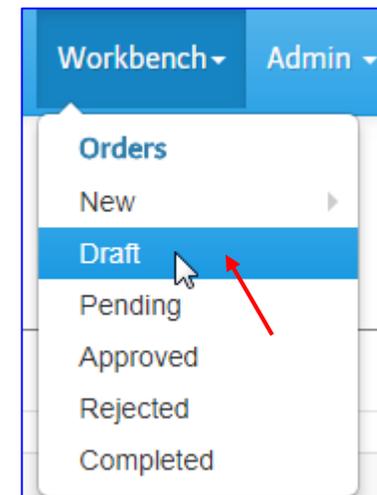
body p

Close Preview Save as Draft Preview to Continue

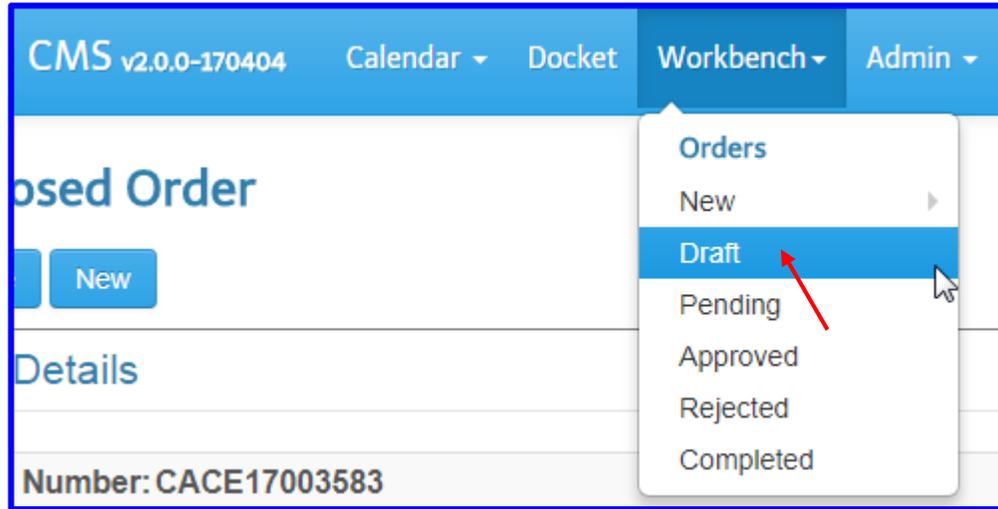


Note: User can use the “Save as Draft” option if want to make changes later or the next day.

- ❖ Click on the “Save as Draft” button, then click on the “Close” button.
- ❖ Go to Workbench and select “Draft” option to view all drafts.



How to retrieve draft order



The screenshot shows the CMS v2.0.0-170404 interface. The top navigation bar includes 'Calendar', 'Docket', 'Workbench', and 'Admin'. The 'Workbench' dropdown menu is open, showing options: 'Orders', 'New', 'Draft', 'Pending', 'Approved', 'Rejected', and 'Completed'. A red arrow points to the 'Draft' option, which is highlighted in blue. Below the menu, a 'Proposed Order' section is visible with a 'New' button and a 'Details' section. The case number 'Number: CACE17003583' is displayed at the bottom.

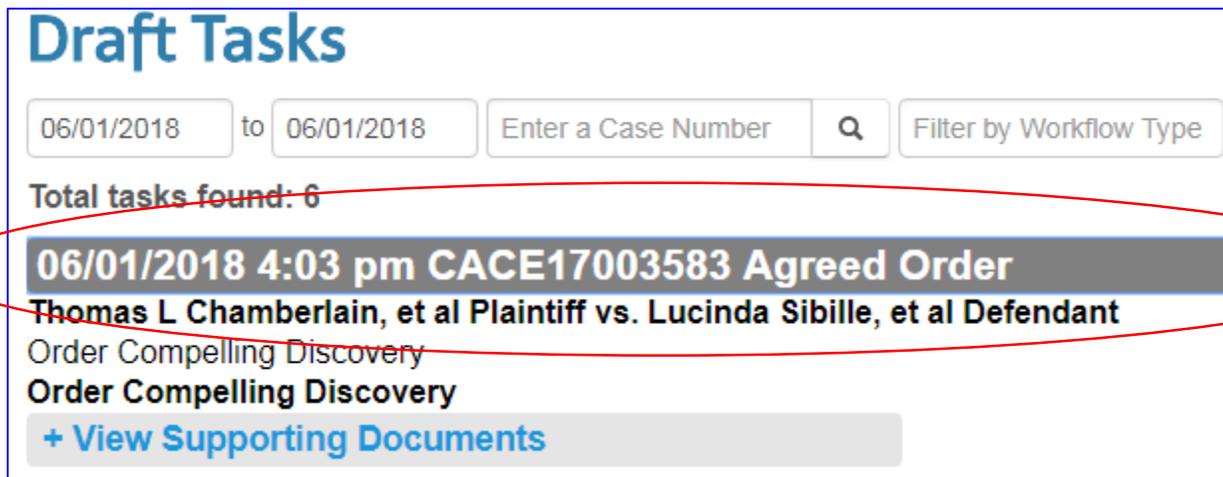
- ❖ Go to **Workbench** Tab

- ❖ 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.



The screenshot shows the 'Draft Tasks' screen. At the top, there are search filters: '06/01/2018 to 06/01/2018', 'Enter a Case Number', a search icon, and 'Filter by Workflow Type'. Below the filters, it says 'Total tasks found: 6'. A red oval highlights a specific draft order entry: '06/01/2018 4:03 pm CACE17003583 Agreed Order'. Below this entry, the case name 'Thomas L Chamberlain, et al Plaintiff vs. Lucinda Sibille, et al Defendant' is listed, followed by 'Order Compelling Discovery' and 'Order Compelling Discovery'. A button labeled '+ View Supporting Documents' is visible at the bottom.

When existing address coming from the system is incorrect

Service List/Supporting Documents

- View Service List

Service List:
Select an eService List

This case has no servicelist, not registered at ePortal.

My Service List:

Non E-Service Parties:

Non E-Service Parties:

	Name	Address	
<input checked="" type="checkbox"/>	Albania Diaz	1388 NW 97th AVE Pembroke Pines, FL 33024	ProSe

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	
<input checked="" type="checkbox"/>	Albania Diaz	1388 NW 97th AVE Pembroke Pines, FL 33024	ProSe

Service List/Supporting Documents x

[- 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	
<input type="checkbox"/>	Albania Diaz	1388 NW 97th AVE Pembroke Pines, FL 33024	ProSe
<input checked="" type="checkbox"/>	Albania Diaz	1838 NW 97th Ave pembroke Pines, FL 33024	

- ❖ 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.

When a case do not have service list

The screenshot shows a web application window titled "Service List/Supporting Documents". It contains several sections:

- Supporting Documents:** Includes an "Attach Documents" button and a red warning: "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."
- View Service List** (button)
- Service List:** Features a dropdown menu labeled "Select an eService List", a "Reload ServiceList" button, and an unchecked "ExParte" checkbox. A red circle highlights the dropdown menu with the text "This case has no servicelist, not registered at ePortal."
- If ExParte box is Checked, No parties are e-serviced.** (red text)
- My Service List:** Includes input fields for "name" and "emailaddress@somewhere.com", and an "Add" button.
- Non E-Service Parties:** Includes input fields for "Name" and "Enter Street,city,state,Zip Code", and an "Add" button.

At the bottom of the window are "Cancel" and "Submit" buttons.

- ❖ This is an example of case where there is an empty eservice list, Attorneys are not allowed to set a new event, submit agreed orders or proposed order.
- ❖ The users must provide at least one name and email for the service list or Name and address for the non e-service list, or his/her own name and email address for the "My Service List".