

Court Management System

User Manual – How to check Orders in Pending/Approved/Rejected/Completed Queues

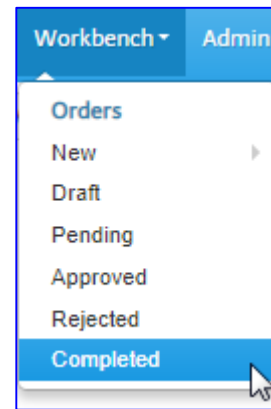
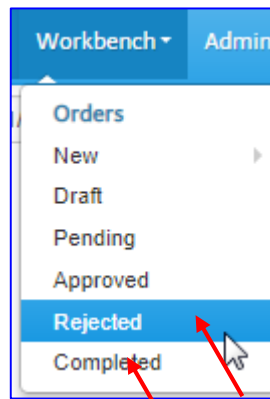
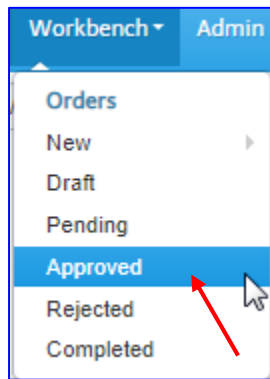
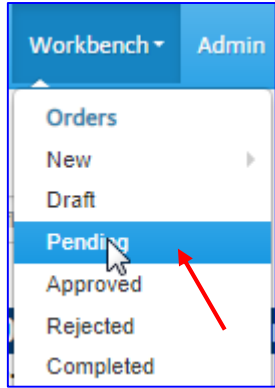
17th Judicial Circuit Court of Florida



BY

JUDICIAL SYSTEM INFORMATION (JIS)

How to check Orders in Pending/Approved/Rejected/Completed Queues



Pending Tasks



Total tasks found: 30

Approved Tasks

to



Total tasks found: 0

Rejected Tasks

to



Total tasks found: 0

Completed Tasks

to



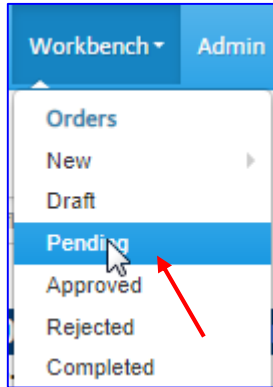
Total tasks found: 0

Note: When Judge approves or rejects the order, the email with is sent to parties with an attachment of the order.

Note: A user can still download the approved order by clicking on the “Approved” option of the Workbench. If the orders was approved 1 month ago or earlier, don’t forget to change the date or use the search by case query to find the Approved/Rejected order.

Note: the completed queue displays the confirmation id from the e-portal to confirm that the order was e-filed and e-serviced.

How to check Orders in Pending/Approved/Rejected/Completed Queues



Note: When the agreed order is first uploaded it goes to Judge's pending queue.

If user like to view the Pending order, just search the order by case number.

If not found in the Pending Queue, please check the "Approved" or "Rejected" queue.

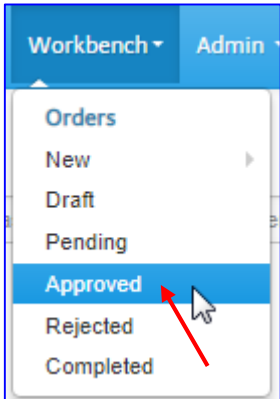
Pending Tasks

Total tasks found: 2

10/31/2018 12:08 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](#)

How to check Orders in Pending/Approved/Rejected/Completed Queues



Approved Tasks

to

No tasks found.

Approved Tasks

to

Total tasks found: 33

11/27/2018 11:51 am CACE17003583 Agreed Order Thomas L Chamberlain, et al Plaintiff vs. Lucinda Sibille, et al Defendant Order Compelling Discovery Order Compelling Discovery Modified By: Gates, Michael L + View Supporting Documents
11/09/2018 8:27 am CACE16006866 Proposed Order Raysa Moises, et al Plaintiff vs. Citizens Property Insurance Corporation Defendant Agreed Final Judgment Agreed Final Judgment Modified By: Bidwill, Martin + View Supporting Documents

Note: When the agreed order is first uploaded it goes to Judge's pending queue.

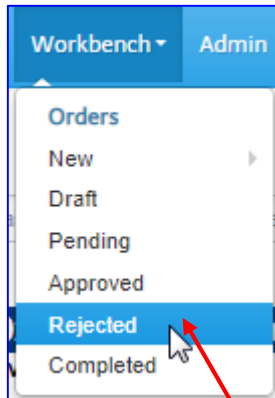
When Judge approves the agreed order, it moves from pending to Approved queue.

When a user selects "Approved Tasks" the "From and To" date is defaulted to "Today's Date".

So in order to see the list of all approved orders, please change the From date to the beginning of the year or the desired previous date.

User can also search for a particular case by entering the case number in the search bar.

How to check Orders in Pending/Approved/Rejected/Completed Queues



Rejected Tasks

to

Total tasks found: 15

Rejected Tasks	
<div><input type="text" value="01/01/2018"/> to <input type="text" value="11/27/2018"/></div> <div><input type="text" value="Enter a Case Number"/></div> <div><input type="button" value="Filter by Workflow Type"/></div> <div><input type="button" value="Reload"/></div>	
Total tasks found: 15	
<div><div>10/26/2018 11:33 am CACE14022270 Agreed Order</div><div>State Farm Mutual Auto Ins Co Plaintiff vs. Robert Zymkowitz Defendant</div><div>Agreed Order of Dismissal TEST ONLY</div><div>Agreed Order of Dismissal</div><div>Not Approved - Order should be a final order, please resubmit as Final Order , test reject</div><div>Modified By: Bidwill, Martin</div></div>	
<div><div>10/25/2018 3:29 pm CACE95008488 Proposed Order</div><div>Palmer Tamburro Jr Plaintiff vs. Acands Inc, et al Defendant</div><div>TEST Amended Final Summary Judgment</div><div>Amended Final Summary Judgment</div><div>Not Approved - Order contains a blank space, complete the order and resubmit</div><div>Modified By: Bidwill, Martin</div></div>	

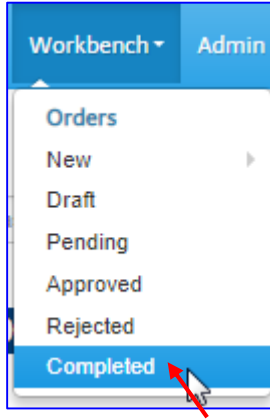
Note: When the agreed order is first uploaded it goes to Judge's pending queue.

When Judge rejects the agreed order, it stays in the Rejected queue.

When a user selects "Rejected Tasks" the "From and To" date is defaulted to "Today's Date".

So in order to see the list of all rejected orders, please change the From date to the beginning of the year or the desired previous date. User can also search for a particular case by entering the case number in the search bar.

How to check Orders in Pending/Approved/Rejected/Completed Queues



Note: When the agreed order is first uploaded it goes to Judge's pending queue. Please change the "From" date to the beginning of the year or the desired previous date. When Judge approves the agreed order it moves from pending to Approved queue. Then after it is e-serviced and e-filed to the parties. then it also moves to the Completed queue. Completed queue shows the e-portal confirmation id.

Completed Tasks

01/01/2018 to 11/27/2018

Enter a Case Number

Filter by Workflow Type

Reload

Total tasks found: 16

11/15/2018 1:46 pm CACE16006866 E-File

Raysa Moises, et al Plaintiff vs. Citizens Property Insurance Corporation Defendant

Agreed Final Judgment

Agreed Final Judgment

Portal Request Id: 753755

Modified By: Bidwill, Martin