


Judges OnLine Calendar System Quick Reference

- Your password will be emailed to the email address indicated at registration
- Enter your Florida Bar Id
- Enter the email address you registered with
- Click Submit

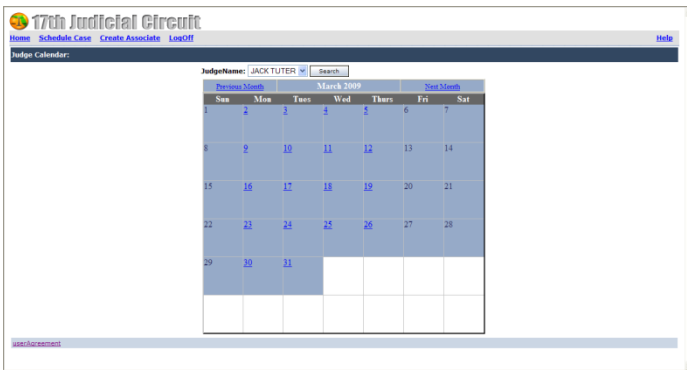
- To register an Associate Click Create Associate
- Enter Associate's email address
- Type a password in boxes indicated
- Password should be no longer the 16 characters
- Read the User Agreement and accept it by selecting the check box
- Click Save to finalize associate registration

Case Number	Case Status	Case Type	Judge Name
19CV0000	Case Status: 1	Case Type: Motion	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 2	Case Type: Special Set	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 1	Case Type: Motion	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 2	Case Type: Special Set	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 1	Case Type: Motion	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 2	Case Type: Special Set	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 1	Case Type: Motion	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 2	Case Type: Special Set	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 1	Case Type: Motion	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 2	Case Type: Special Set	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 1	Case Type: Motion	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 2	Case Type: Special Set	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 1	Case Type: Motion	ROBERT B. CARNEY (C.A.)
19CV0000	Case Status: 2	Case Type: Special Set	ROBERT B. CARNEY (C.A.)

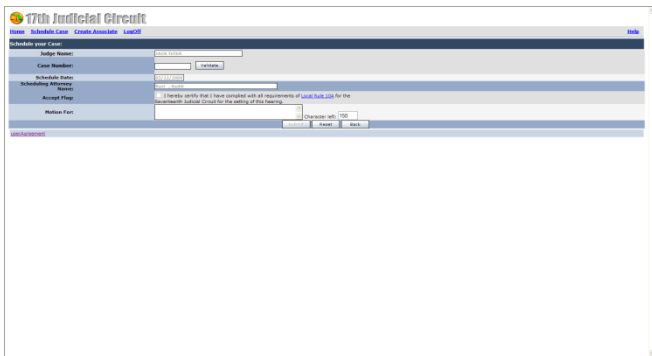
- The dashboard displays all active scheduled Motions and Special Set Cases.
- To switch between Motions and Special Sets select Dashboard Type.
- To schedule a case click Schedule Case from the Menu Bar
- To cancel a scheduled case enter Cancellation Description
- Select Cancel from the Dropdown Menu
- To reprint scheduled receipt click  beside the appropriate Case Number.

- To schedule a case Click on Schedule Case
- Select judge from the Dropdown menu
- To schedule a Motion select Motion Calendar from the Case Type Box
- Click Search

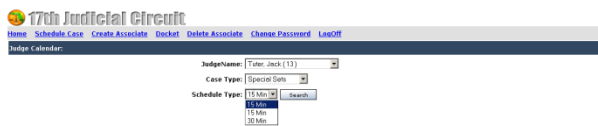
Judges OnLine Calendar System Quick Reference



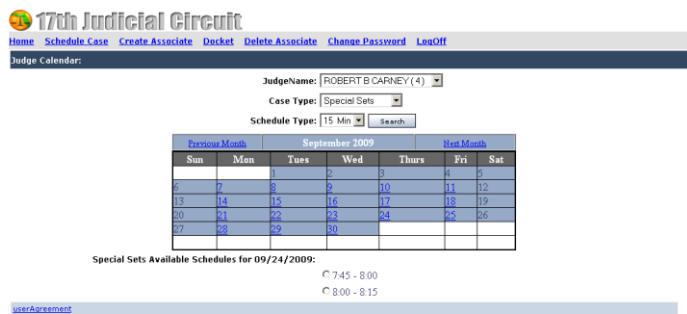
- You may only schedule a case with at least five days notice
- Available days will be displayed as a hyperlink
- Click on date that is available
- If there isn't an available date click Next Month to view other available dates
- Then click on date that is available



- In order to validate a case number you must enter a fully qualified case number
- Example: FMCE08001234
- Enter valid case number and click Validate
- Select the check box that states you have complied with Local Rule 10A
- Enter Motion Description
- Click Submit



- To schedule a case Click on Schedule Case
- Select judge from the Dropdown menu
- To schedule a Special Set select Special Sets from the Case Type Box
- Select 15 or 30 Minutes
- Click Search



- Available days will be displayed as a hyperlink
- Click on date that is available
- If there isn't an available date click Next Month to view other available dates
- Then click on date that is available
- Then Select available time slot for your schedule type

