

NON-REPRESENTED PARTY'S USER AGREEMENT CHECKLIST

Checklist prior to downloading the "Agreement Form":

- Make sure you are a party on the case, if you are trying to represent a corporation or a company, your application will be rejected.
- Make sure you are not an Attorney who is eligible to practice law in Florida
- Make sure the case is an open case

Checklist after downloading the "Agreement Form":

Note: Please print out this document and go over this list before you register on the CMS system.

- 1) Make sure you have entered your name correctly
- 2) Make sure you have Printed your Name
- 3) Make sure you have entered the valid email address
- 4) Make sure you have entered the prefix of the case number, ie. CACE, FMCE, COCE etc. before you enter the case number.
- 5) You must sign the Agreement form
- 6) Make sure you take the printed copy of the downloaded form for Notarization
- 7) Make sure you attach the "READABLE" copy of your driver's license on the 2nd page
- 8) Make sure that your driver's license is not expired