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