

Non-Represented Party (Pro Se) User Agreement Checklist

✓ **Before Downloading the Agreement Form:**

- Download the "[Non-Represented Party's User Agreement](#)" to begin your registration.
- **You must be a party in the case.** Applications submitted by businesses or corporations will be rejected.
- **Confirm your email address:** Check your email is on file with the Clerk's Office, If there is no email is on file, [Contact- Broward County Clerk of Courts](#) to add the email. Use the same email on agreement form and registration page.
- **Do not apply if you are a licensed attorney in Florida.** This process is for self-represented individuals and **out of Florida State Attorney** only.
- **Your case must be active and open.**

✓ **After Downloading the Agreement Form:**

Print the form and follow these steps before registering on the CMS system:

1. Clearly write your **full legal name**.
2. **Print your name** in the appropriate space.
3. Provide a **valid email address** (matching Clerk's records).
4. Include the correct **case prefix** (e.g., CACE, FMCE, COCE) before the case number.
5. **Sign** the Agreement Form.
6. Print the completed form and **have it notarized**.
7. Attach a **clear, readable copy** of your **current (non-expired) Driver's License or State ID** to Page 2 (both front and back).