



CLERK & COMPTROLLER PALM BEACH COUNTY

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eCaseView: Guest/Public User Guide



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Introduction

The Clerk & Comptroller’s **eCaseView** application is a user-friendly, web-based search tool that gives you instant and easy access to criminal and civil case records. eCaseView is accessible from any computer and on any web-enabled smartphone or tablet.

With eCaseView, all users – attorneys and members of the general public – can access criminal and civil case records and see case document images (per Fla. Supreme Court Administrative Order No. AOSC16-14 and 14-19, “STANDARDS FOR ACCESS TO ELECTRONIC COURT DOCUMENTS AND ACCESS SECURITY MATRIX”).

Please review the welcome screen of the application for important case information:

Welcome to eCaseView, the Clerk & Comptroller’s free court records search.

Using eCaseView, you may search civil, criminal, and traffic cases as well as view and print case documents. eCaseView provides easy access to case information including:

- Court dates
- Charges
- Sentences
- Complaints
- Parties
- Document images are viewable from late 2008 (earlier years on a case by case basis)

The following case types are **not available** in eCaseView (no data or documents):

- Juvenile
- Adoption
- Mental health
- Tuberculosis

Only the attorney of record can see document images for the following case types:

- Guardianship
- Probate
- Family

However, only the attorney(s) of record can see a defendant’s driving record and driver license number. Furthermore, to protect sensitive and confidential information, certain documents will be viewable only upon request. The document viewing procedure is discussed in detail starting on page 9.

What Will Happen to ShowCase Web?

ShowCase Web will be fully functional and will operate simultaneously during eCaseView’s pilot phase. When the pilot phase is completed, the record searching and document viewing functionality of ShowCase Web will be disabled when using a private, non- courthouse computer. eCaseView will then become the sole means for searching and viewing criminal and civil court records online. However, ShowCase Web will still be available for:

- Pro se defendants to schedule traffic infraction hearings



What Will Happen to ShowCase Web? (cont'd)

- Traffic schools to update school completion status
- Courtroom attorneys to view judge calendars
- Justice Partners accessing court records through the county network
- At the courthouse public kiosks

Compatible Internet Browsers

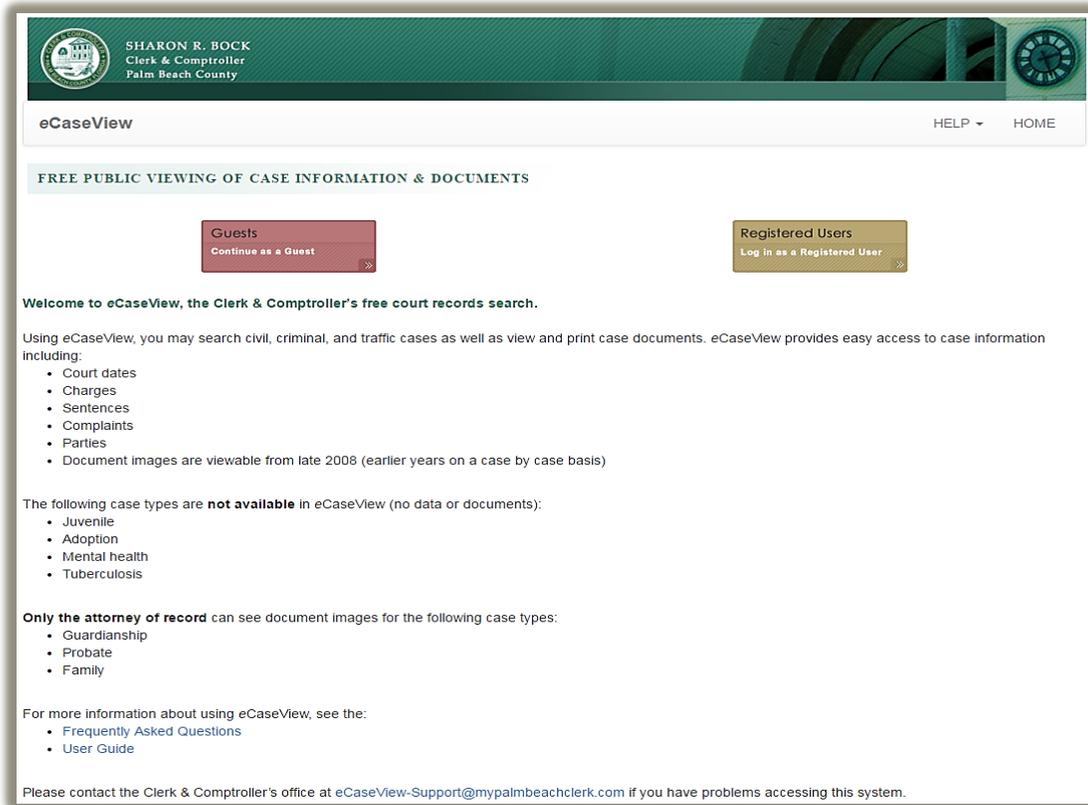
eCaseView is compatible with most browsers that are used on Microsoft Windows and Mac OS computers as well as tablets and smartphones. The content that is displayed will automatically adjust to the appropriate screen size through the use of HTML 5. eCaseView works best in Internet Explorer 11 or newer and the latest versions of Edge, Chrome, Firefox and Safari.

The latest version of Adobe Reader is recommended for viewing document images.

For the best viewing experience, maximize your browser window.

How to Search for a Case

- 1) Enter the URL mypalmbeachclerk.com/eCaseView.
- 2) The eCaseView site opens.



- 3) Click either the *Guests* or *Registered Users* button.
 - Registered Users must enter a previously assigned User ID and Password and click the *Login* button. **NOTE:** The search fields below are available only to Registered Users (not to Guest users):
 - Date of Birth
 - Drivers License
 - Incident Number
 - Arrest Date
 - Booking Number
 - Guest users will first complete the CAPTCHA human-user security test and click the *Submit* button. Guest users are able to perform searches and view case documents, but the search fields are more limited than for registered users.

How to Search for a Case (cont'd)

- 4) The applicable Search Criteria window opens.

Search Criteria	
Case Number	<input type="text" value="Case Number"/> (Example: 2015TR900123)
Last Name / Company Name	<input type="text" value="Last Name / Company Name"/>
First Name	<input type="text" value="First Name"/>
Middle Name	<input type="text" value="Middle Name"/>
Date of Birth	<input type="text" value="Date of Birth"/>
Drivers License	<input type="text" value="Drivers License"/>
Citation Number	<input type="text" value="Citation Number"/>
Incident Number	<input type="text" value="Incident Number"/>
Arrest Date	<input type="text" value="Arrest Date"/>
Offense Begin Date	<input type="text" value="Offense Begin Date"/>
Offense End Date	<input type="text" value="Offense End Date"/>
File Begin Date	<input type="text" value="File Begin Date"/>
File End Date	<input type="text" value="File End Date"/>
Booking Number	<input type="text" value="Booking Number"/>
Court Type	<input type="text" value="All - Court Types"/>
Case Type	<input type="text" value="All - Case Types"/>
Name Search Type	<input type="text" value="Exact Name Search"/>
<input type="button" value="Search"/> <input type="button" value="Clear Search"/>	

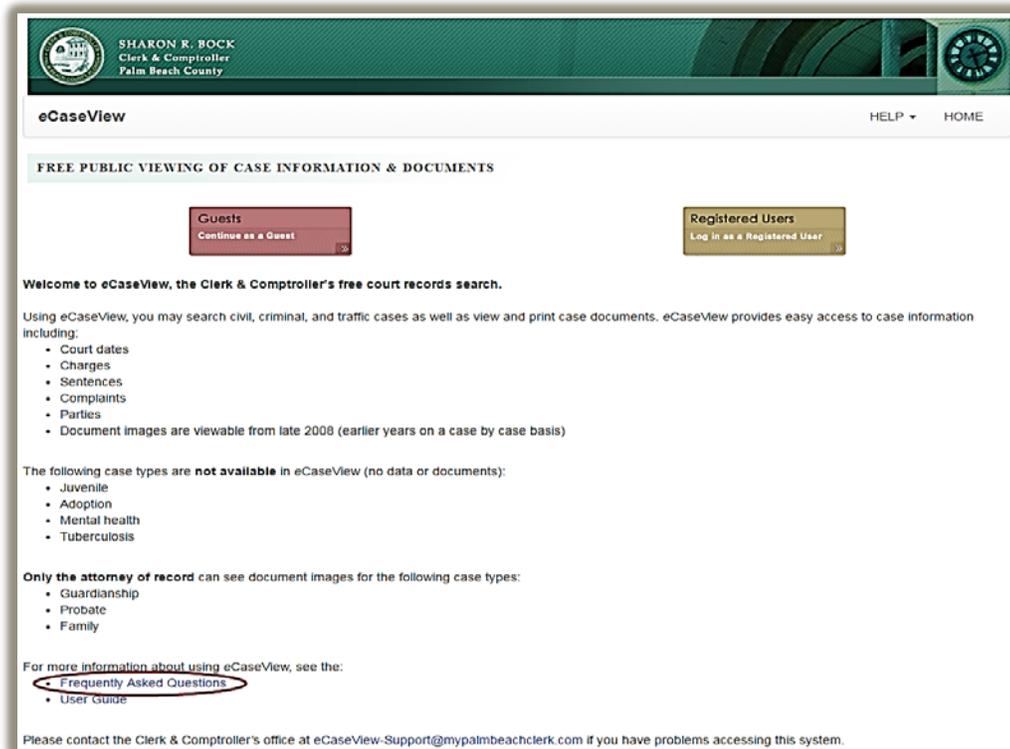
- 5) To begin a search, enter information in one or more fields to make your search results as broad or as narrow as desired. Click *Search*.

- **I know the case number:**
 - A case number must be entered using the format shown in the example: the 4-digit year followed by the 2-letter court-type designation, and all 6 digits of the case number including any zeros.
 - Including the co-defendant letter designation at the end of the case number will return a specific co-defendant's case; leaving it off will return all defendants with the same case number.
 - Search results for a civil case will display as individual entries according to each party assigned to the case.

How to Search for a Case (cont'd)

- *Only know the defendant or company name:*
 - Enter the defendant's last name. Entering the defendant's first name or first initial and/or date of birth* will narrow your search results, especially for common names.
 - When searching for a Company use the *Last Name / Company Name* box.
- A specific case can be found by using only the Citation Number, Incident Number* or Booking Number*. **NOTE:** If a case is not available immediately following arrest or issuance of a citation, check again within *3 business days* (taking into account non-business hours, weekends and holidays).
- Searches can be further narrowed by entering a date range using the Offense Begin Date and Offense End Date fields in combination with a defendant's name, DOB*, etc. Enter dates in the format MM/DD/YYYY.

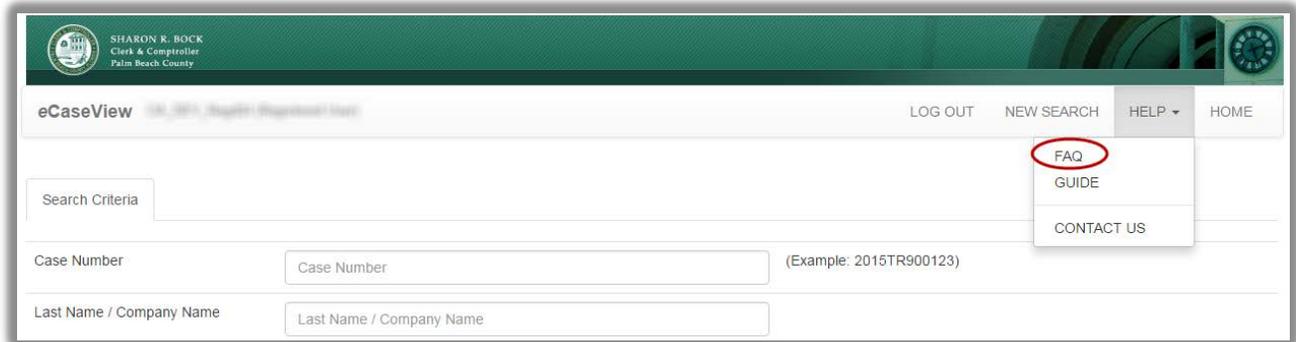
There is a [Frequently Asked Questions](#) section available on the welcome screen of the eCaseView application. Please review the document as it updated when application questions are raised.



*Search field available only to Registered Users.

To access the FAQ guide from the eCaseView toolbar:

- 1) Locate the *HELP* drop down menu.
- 2) Select the *FAQ* hyperlink. The *Frequently Asked Questions* webpage will display.





Managing the Search Results Screen

Search Results

Only the most recent 200 records will be displayed. Please narrow your search criteria for better results.

Click on a column name to sort the results by that column's data.

1 2 3 4 5 6 7 8 9 10

Case Number	Court Type	Case Type	Arrest Date	File Date	Party Type	Full Name	DOB	Status
50-2016-TR-00001-A000-SB	Traffic infractions	TRAFFIC INFRACTION			DEFENDANT			Open
50-2016-TR-00009-A000-MB	Traffic infractions	TRAFFIC INFRACTION			DEFENDANT			Closed
50-2016-TR-00003-A000-SB	Traffic infractions	TRAFFIC INFRACTION			DEFENDANT			Closed
50-2016-TR-00005-A000-SB	Traffic infractions	TRAFFIC INFRACTION			DEFENDANT			Closed
50-2016-TR-00007-A000-SB	Traffic infractions	TRAFFIC INFRACTION			DEFENDANT			Closed

- Currently a maximum of 200 results will be returned.
- 20 cases per page will display.
- Page buttons are rectangular or circular depending on the Internet browser used.
- All column headings are able to be sorted in either ascending or descending order.
NOTE: Column headings on all tabs have the same sort & toggle functionality.
- To open a specific case, click the case number hyperlink under the *Case Number* column. The case record opens to the Case Info screen.

Explanation of Case Record "Tabs"

Case Info – Basic defendant & case information, including offense date and case status.

Party Names – Name & info on all party types associated with the case (defendant, attorneys, witnesses, etc.). *NOTE:* Only an attorney-of-record who is a Registered User will see a client's driver license number instead of asterisks under the *License* column heading.

Search Criteria Search Results Case Info **Party Names** Dockets & Documents Case Fees Charges & Sentences Court Events Warrants & Svc Docs

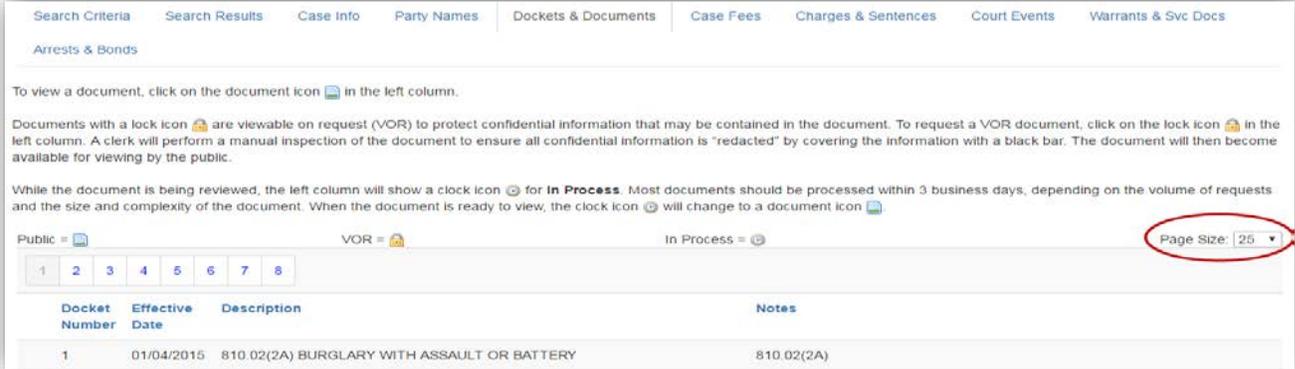
Arrests & Bonds

First Name	Middle Name	Last Name	Suffix	DOB	Race	Sex	License	Party Type
	I				W	M	****	DEFENDANT
		N					****	JUDGE
	D						****	WITNESS

Explanation of Case Record “Tabs” (cont’d)

Dockets & Documents – Docket entries, which are sortable by the column heading. Recorded items display a book and page number. Documents can be viewed from this tab. **NOTE:** Only an attorney-of-record who is a Registered User is able to view a client’s driver record.

- The docket entry results will default to 25 per page. The results may be expanded further by using the **Page Size** drop down menu.
- A complete docket printout may be obtained by selecting the **Page Size** to **All** and utilizing the **Print Screen** keyboard button or print option within the browser.



Search Criteria Search Results Case Info Party Names Dockets & Documents Case Fees Charges & Sentences Court Events Warrants & Svc Docs

Arrests & Bonds

To view a document, click on the document icon  in the left column.

Documents with a lock icon  are viewable on request (VOR) to protect confidential information that may be contained in the document. To request a VOR document, click on the lock icon  in the left column. A clerk will perform a manual inspection of the document to ensure all confidential information is “redacted” by covering the information with a black bar. The document will then become available for viewing by the public.

While the document is being reviewed, the left column will show a clock icon  for **In Process**. Most documents should be processed within 3 business days, depending on the volume of requests and the size and complexity of the document. When the document is ready to view, the clock icon  will change to a document icon .

Public =  VOR =  In Process =  Page Size: 25

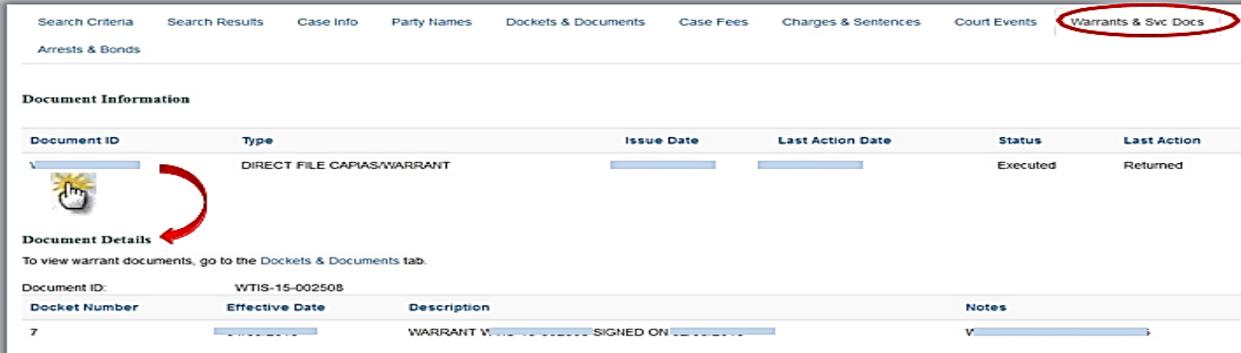
Docket Number	Effective Date	Description	Notes
1	01/04/2015	810.02(2A) BURGLARY WITH ASSAULT OR BATTERY	810.02(2A)

Case Fees – Payment due dates, balances, payment plans and receipt records.

Charges / Sentences* – Charges filed and sentencing information.

Court Events – Listing of all previous and future court dates.

Warrants / Service Docs* – Warrant information. Clicking the **Document ID** hyperlink opens details about the warrant including the docket number for viewing the image under the **Dockets & Documents** tab. **NOTE:** A direct file warrant will not be listed or viewable until one (1) year after it has been issued.



Search Criteria Search Results Case Info Party Names Dockets & Documents Case Fees Charges & Sentences Court Events Warrants & Svc Docs

Arrests & Bonds

Document Information

Document ID	Type	Issue Date	Last Action Date	Status	Last Action
V...	DIRECT FILE CAPIAS/WARRANT			Executed	Returned

Document Details

To view warrant documents, go to the Dockets & Documents tab.

Document ID: WTIS-15-002508

Docket Number	Effective Date	Description	Notes
7		WARRANT W...	SIGNED ON...

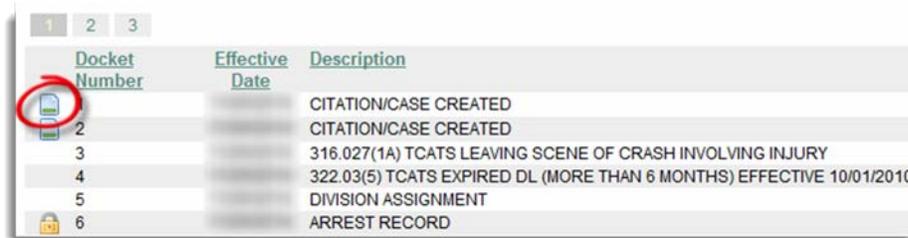
Arrests / Bonds* – History of arrest details and bond information, including current status.

* This tab does not appear in a Civil case.

Viewing Case Documents

With eCaseView all users can see case document images (per Fla. Supreme Court Administrative Order No. AOSC16-14 and 14-19, “STANDARDS FOR ACCESS TO ELECTRONIC COURT DOCUMENTS AND ACCESS SECURITY MATRIX”). However, only the attorney(s) of record who are Registered Users can view document images for Guardianship, Probate and Family case types.

 View



Docket Number	Effective Date	Description
1		CITATION/CASE CREATED
2		CITATION/CASE CREATED
3		316.027(1A) TCATS LEAVING SCENE OF CRASH INVOLVING INJURY
4		322.03(5) TCATS EXPIRED DL (MORE THAN 6 MONTHS) EFFECTIVE 10/01/2010
5		DIVISION ASSIGNMENT
6		ARREST RECORD

In the *Dockets & Documents* tab, click the document icon  in the far left column. A PDF image of the document will open.

 VOR or “View on Request”

To protect sensitive and confidential information contained in case records, certain documents will only be viewable upon request. Depending on the case type different images are VORed. Some case types have greater potential for confidential or sensitive data. At this time, those documents include:

- Every document for a defendant charged under the following Florida Statutes.

Florida Chapter	Florida Statute	Statute Description
381	381.004	HIV TESTING
394		ENTIRE CHAPTER – MENTAL HEALTH (ICCSVP – RYCE ACTS)
741		ENTIRE CHAPTER – DOMESTIC VIOLENCE
784	784.041; .046; .047; .048; .049; .085	ASSAULT, BATTERY, STALKING
787		ENTIRE CHAPTER – KIDNAPPING, FALSE IMPRISONMENT, LURING/ENTICING A CHILD
794		ENTIRE CHAPTER - SEXUAL BATTERY
796		ENTIRE CHAPTER – PROSTITUTION
800		ENTIRE CHAPTER – LEWD, INDECENT EXPOSURE
810	810.14	VOYEURISM
812	812.155	THEFT, ROBBERY, AND RELATED CRIMES
817	817.57 - 817.685	CREDIT CARD CRIMES
825	825.1025	LEWD, LASCIVIOUS ON ELDERLY
827		ENTIRE CHAPTER – CHILD ABUSE, AGG. CHILD ABUSE
831	831.02, 831.07 - 831.12	FORGERY
847		ENTIRE CHAPTER – SEXUAL PERFORMANCE BY A CHILD
893	893.13(1)(a), .13(1)(b), .13(1)(c), .13(1)(d), .13(1)(e), .13(1)(f), .13(1)(h), .135	DRUG ABUSE PREVENTION AND CONTROL
895		ENTIRE CHAPTER - RACKETEERING AND ILLEGAL DEBTS
921		This is a sentencing statute

Viewing Case Documents: VOR or “View on Request” (cont’d)

The items are represented by a lock icon  which stands for “Viewable on Request.” The first user wishing to view such a document must submit a request. Clerk staff will review the document to confirm accurate redaction of all sensitive and confidential information. Once the document is approved, the hyperlink will change permanently to the document icon  and all subsequent users will be able to see the document, too.

Docket Number	Effective Date	Description
 1		CITATION/CASE CREATED
 2		CITATION/CASE CREATED
3		316.027(1A) TCATS LEAVING SCENE OF CRASH INVOLVING INJURY
4		322.03(5) TCATS EXPIRED DL (MORE THAN 6 MONTHS) EFFECTIVE 10/01/2010
5		DIVISION ASSIGNMENT
 6		ARREST RECORD

To request to view a VOR document:

- 1) In the *Dockets & Documents* tab, click the lock icon . The Document Confirmation window opens:

VIEWABLE ON REQUEST (VOR)

You have requested a document that has been flagged as Viewable on Request (VOR).

The Clerk will make every effort to inspect the document within 3 business days. To receive an email when this document is available for viewing, please enter your email address below prior to clicking Submit Request.

Document Confirmation - [View Details](#)

Docket Number	Effective Date	Description	Notes
48	03/27/2015	SUPPLEMENTAL DISCOVERY	

Email Address: (Not Required)

*Please note: If you do not provide an email address, you must periodically check back on this website to see if the document is available for viewing.



Viewing Case Documents: VOR or “View on Request” (cont’d)

- 2) If you wish to be notified when the document is available for viewing, enter your email address in the *Email* field. **NOTE:** Entering an email address is optional. However, if you do not enter an email address then you must check back later to see if the document is available for viewing.
- 3) Whether you enter an email address or not, click the *Submit Document* button.
- 4) The lock icon  changes to the “In Process” clock icon  while the redaction review is taking place.
- 5) Generally, documents will be reviewed and approved for viewing within 3 *business days* – taking into account the size of the document, the amount of potentially sensitive/confidential information contained within it, and the current review workload.

REMINDER: Once the document is approved, the “In Process” clock icon  will change permanently to the document icon  and the image will be viewable by all subsequent users.

- 6) The *Return to Case* button will bring you back to the *Dockets & Documents* tab.

Questions? Need help?

Send an email to:

eCaseView-support@mypalmbeachclerk.com