

Joseph Abruzzo Clerk of the Circuit Court & Comptroller, Palm Beach County



eCaseView/E-Certify

USER GUIDE



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INTRODUCTION

eCaseView

The Clerk of the Circuit Court & 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 with the option to purchase certified court records. 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. With eCaseView, all users – attorneys and members of the general public – can access redacted criminal and civil case records and see case document images (per Fla. Supreme Court Administrative Orders "STANDARDS FOR ACCESS TO ELECTRONIC COURT DOCUMENTS AND ACCESS SECURITY MATRIX").

NOTE: 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.

E-Certify

The Office of Clerk of the Circuit Court & Comptroller, Palm Beach County, is now offering redacted Electronic Certified Court Documents for purchase on the Clerk's website. Clerk e-Certify is a software used by the Clerk of the Circuit Court & Comptroller to generate tamper-proof and self-validating certified copies of Court Records. Clerk e-Certify is accessible from any computer and on any web-enabled smartphone or tablet. Each electronic certified document uses advanced encrypted features to produce a tamper-proof electronic certified document that will include a unique Clerk of Court digital signature. With Clerk e-Certify:

- Users can order and immediately receive certified copies of redacted court records through a secure web portal.
- Recipients at government agencies, public institutions, banks, and other entities can easily authenticate the electronic certificates and confirm that the documents were not altered.
- Parties who receive the eCertified documents from a customer can authenticate them anytime from anywhere using a clickable link on the document's cover page or scanning the QR code on the cover page with their smartphone to authenticate the document online.

Some records have statutory or court-ordered viewing restrictions and might not be viewable online. The purpose of this document is to provide guidelines for purchasing easy-to-obtain, tamper-proof court documents. Guidelines are also provided on authentication of the certified documents. Electronic certification is new cutting-edge technology and the Clerk's office is partnering with Government agencies and other institutions to educate them as to the technology and its benefits including but not limited to security. Always verify that the agency you are procuring the document for, accepts eCertified documents. In the event that the establishment does not accept these documents, you will be required to purchase your certified document(s) in person at our Records Services Department in Room 4.2500 or any one of our branch locations.

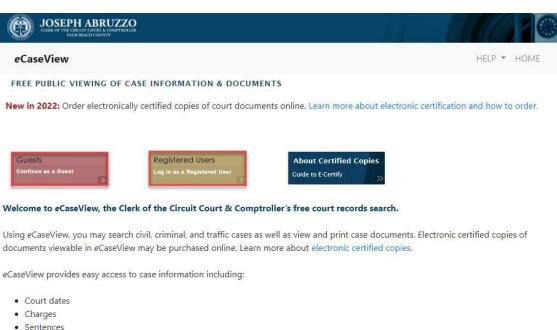
* If you have already procured an electronic copy that was not accepted by an institution, the Clerk's Office will provide a manually stamped certified document free of charge.



PROCEDURES

ACCESSING COURT RECORDS ONLINE

- 1. Enter the URL https://appsqp.mypalmbeachclerk.com/eCaseView/. The eCaseView site opens.
- 2. Click **Guests** or **Registered Users** to continue.



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

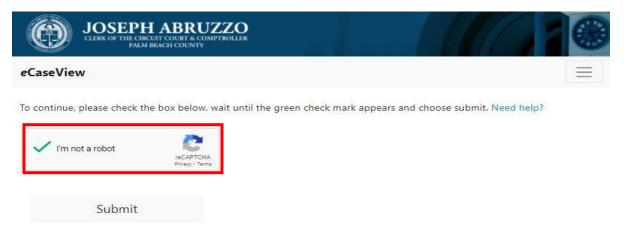
Guest Users are able to perform searches, view case documents, and purchase court records but the user is provided with fewer search fields. Guest Users will be required to complete the CAPTCHA human-user security test before being directed to the Search Criteria page to confirm the user is not a computer robot. After selecting



the Guest User option, each user will be presented with the screen in "section 3" on the next page. **NOTE:** This security system will not work in Internet Explorer 8 or older, or any version of Internet Explorer in compatibility mode. If you are having problems, be sure you are using a modern web browser such as Chrome, Firefox, Safari or Internet Explorer 9 or newer (without compatibility mode).

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
- Driver License
- o Incident Number
- Arrest Date
- Booking Number
- Bar Number
- 3. Click the "**I'm not a robot"** check box. If the algorithm agrees the user is not a robot, a green check mark will appear in the check box.



4. Click the **Submit** button. The user will be redirected to the Search Criteria page.

If the algorithm needs further verification that the user is not a robot, a new window will appear and display a number of images from which the user will select specific images. For example: "Select all squares with store fronts", or "Select all the images with cars".

- Analyze and select the appropriate images provided and click "Next" or "Verify". A green check
 mark will now appear in the check box. If you have not selected the correct images, or the algorithm
 requests further verification a new set of images will be displayed.
- Click the **Submit** button. Now the user will be redirected to the Search Criteria page.



JOSEPH ABRUZZO	Ö					
eCaseView GuestUser (Public Inte	ernet)		LOG OUT	NEW SEARCH	HELP *	HOME
Search Criteria						
Case Number	Case Number		(Example: 201	5TR900123)		
Name Search Type	Exact Name Search	~				
Last Name / Company Name	Last Name / Company Name					
First Name	First Name					
Middle Name	Middle Name					
Court Type	All - Court Types	~				
Case Type	All - Case Types	~				
Citation Number	Citation Number					
Offense Begin Date	Offense Begin Date					
Offense End Date	Offense End Date					
File Begin Date	File Begin Date					
File End Date	File End Date					
	One Row Per Case					
Search	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. 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.
- b. For Traffic and Criminal cases, 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.
 - By default, the search results will display as only one row per case. To display the search
 results as individual entries according to each party assigned to the case, uncheck the One
 Row Per Case checkbox.
- c. For Civil and Juvenile cases filed on or before August 31, 2023, the UCN number will contain XXXX letter designation at the end. (I.E., 502022DR000100XXXXXSB, 502022CA000100XXXXXMB)
- d. For Civil and Juvenile cases filed on or after September 1, 2023, the UCN number will contain XXXA letter designation at the end. (I.E., 502023DR000200XXXAWB, 502023CA000200XXXANB)

I only know the defendant or company name:

- a. 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.
- b. When searching for a Company use the **Last Name/Company Name** box. **NOTE:** The use of ampersand "&" is permissible when searching for a Name or Company.

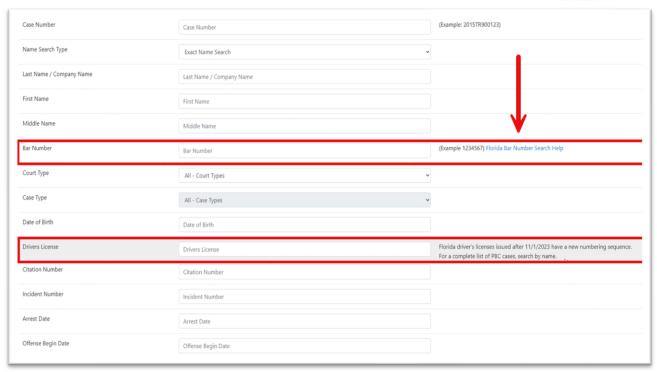
A specific case can be found by using only the Citation Number, Incident Number* or Booking Number*. **NOTE:** If a case is not available immediately following arrest or issuance of a citation, check again within 3 business days (taking into account non-business hours, weekends and holidays).

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.

Additionally, eCaseView provides Registered Users with the ability to perform searches using a Driver's License Number or Florida Bar Number as search criteria. Florida driver's licenses issued after 11/1/2023 have a new numbering sequence. For a complete list of PBC cases, search by name. If the search results contain more than 200 records, additional search criteria may be included along with the Florida Bar Number. For example: The Registered User may perform a search with Bar Number and Court Type, or a Bar Number and File Date Range, or a Bar Number and Last Name / Company Name. A hyperlink with further details regarding Florida Bar search options is available on the Search Criteria page.

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MANAGING THE SEARCH RESULTS SCREEN

1. The search results will generate after the applicable search criteria is entered. **NOTE:** A maximum of 200 results will be returned.



2. The results will default to 25 records per page. Select the Page Size drop-down menu to alter number of rows that will display per page

- 3. Any case that is highlighted yellow within the search results has an open warrant. The case is opened, the case number and case style remain highlighted in yellow.
- 4. Page buttons are rectangular or circular depending on the Internet browser used.
- 5. All column headings can be sorted in either ascending or descending order. **NOTE:** Column headings on all tabs have the same sort & toggle functionality.
- 6. To open a specific case, double click the case number hyperlink under the Case Number column. The case record opens to the Case Info screen.
 - A complete printout of search results can be downloaded to a csv file and opened using Excel by selecting the *Page Size* to All and clicking *Download Page Results*.

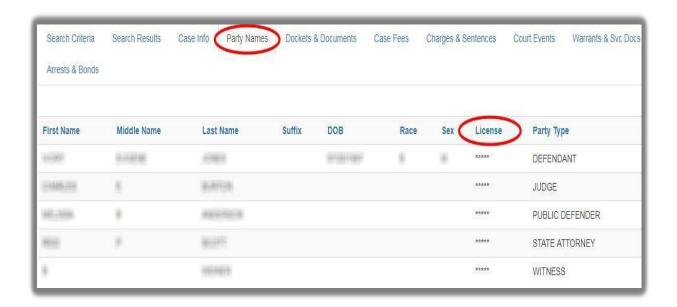




EXPLANATION OF CASE RECORD TABS

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

<u>Party Names</u> – 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's license number instead of asterisks under the *License* column heading.





Dockets & Documents – Docket entries are sortable by the column heading. Redacted documents can be viewed and purchased from this tab. Recorded items display a book and page number in the docket entry; however, the image will not display the recorded document or recording stamp. If you need to order a certified copy of a recorded document, visit Official Records Research by clicking here <u>copies and records research</u>. **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.



<u>Case Fees</u> – Payment due dates, balances, payment plans and receipt records.

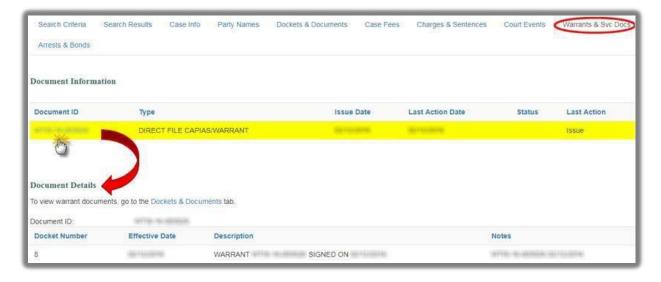
Charges / Sentences* – Charges filed and sentencing information.

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

<u>Warrants / Service Docs*</u>—Warrant information. Clicking the <u>Document ID</u> 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.





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





With *e*CaseView <u>all</u> users can see case redacted document images (per Fla. Supreme Court Administrative Orders "STANDARDS FOR ACCESS TO ELECTRONIC COURT DOCUMENTS AND ACCESS SECURITY MATRIX"). However, if using a private, non-courthouse computer, only the attorney(s) of record who are Registered Users can view document images for **Guardianship**, **Probate and Family case types**.

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





To protect sensitive and confidential information contained in case records, certain documents will only be viewable on request (VOR). Depending on the case type different images are VORed. Some case types have greater potential for confidential or sensitive data. Currently, 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	784.046; .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
827		ENTIRE CHAPTER – CHILD ABUSE, AGG. CHILD ABUSE
847		ENTIRE CHAPTER – SEXUAL PERFORMANCE BY A CHILD

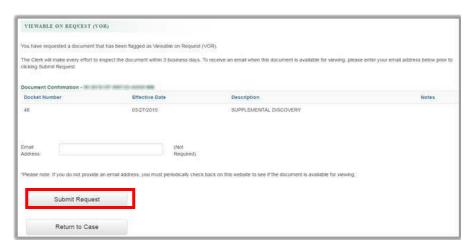
The items are represented by a lock icon a which stands for "View on Request." Clerk staff will review the document to confirm accurate redaction of all sensitive and confidential information. The lock icon changes to the "In Process" clock icon while the redaction review is taking place. Once the document is approved, the hyperlink will change to the document icon and all subsequent users will be able to view the document. A cart icon means a certified copy of the viewable document may be added to the cart. Click the cart icon to order a certified document.

Docket Number	Effective Date	Description	Notes
1	001000	CITATION/CASE CREATED	THE SHARE THE PERSON OF THE PERSON NAMED IN
2	SM-SHEW.	810.09(2A) TRESPASSING PROPERTY NOT STRUCTURE OR CONVEY	(1919)
4		NOTICE TO APPEAR	
4	de sente	DIVISION ASSIGNMENT	MIC WE'D SHARE DANIEL MICESARY.
5	merces.	SET FOR AR - ARRAIGNMENT	AR ARMADAGA SECURIO E AR CORR. ASSESSO
6	9010016	NOTICE OF HEARING	



To request to view a VOR document:

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



- 2. Select **Submit Request**. An email address may be entered in the field provided but is not required. However, if you do not enter an email address then you must check back later to see if the document is available for viewing. The lock icon changes to the "In Process" clock icon while the redaction review is taking place. **NOTE:** You may also select the clock icon to request email notification while a document is being reviewed for redactions. When the document is made viewable, all users that submitted a request will receive an email notification at that time.
- 3. Generally, documents will be reviewed and approved for viewing within 3 business days taking into account:
 - a. The size of the document.
 - b. The amount of potentially sensitive/confidential information contained within the document.
 - c. The current review workload.
- 4. Select the **Return to Case** button. This button will bring you back to the **Dockets & Documents tab.**

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



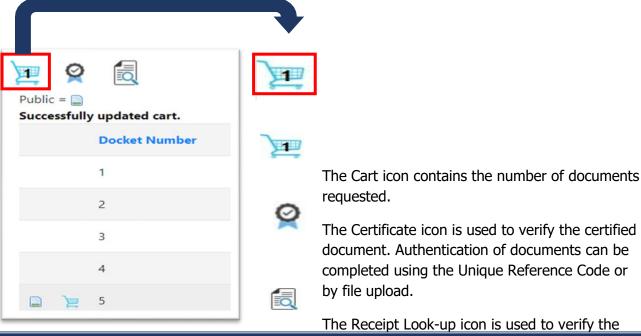
ORDERING A CERTIFIED COPY OF A DOCUMENT

- 1. Navigate to the available docket entry with image on the **Dockets & Document Tab**. **NOTE:** The docket entries without an icon means there are no images available.
- 2. Click on the cart icon to order a certified image of that document. **NOTE:** Users may add more



than one document to their cart for purchase.

3. When completed, click the cart icon to review all the documents and **Proceed to Checkout.**

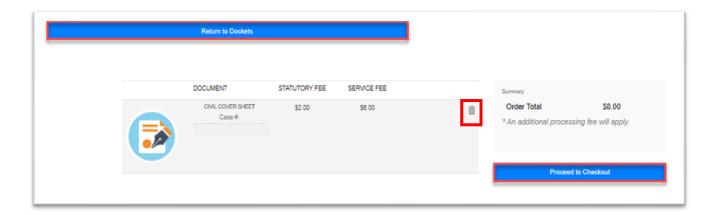


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purchase of a certified court document.



- 4. The following screen will populate. **NOTE:** Electronic certified copies are \$8 per document, which includes a \$2 statutory fee plus a \$6 service fee. A 3.5% payment processing fee will apply to transactions paid by credit or debit cards, Google Pay, and Apple Pay. **Proceed to Checkout.**
- 5. To remove a document from the cart, click the **Recycle Bin** icon in the right-most column of the cart list.
- 6. To go back to the dockets list, click the **Return to Dockets** button.
- 7. To checkout and complete payment. Click on the **Proceed to Checkout** button.



8. The summary of the transaction screen will display. Enter the required information. Click **Proceed to Payment** to continue.

NOTE: User must enter a valid email address. Certified Documents will be sent to the email address entered on this form. It is the user's responsibility to review all documents for accuracy, prior to purchase. Refunds will not be issued for duplicate requests or once certification is completed.

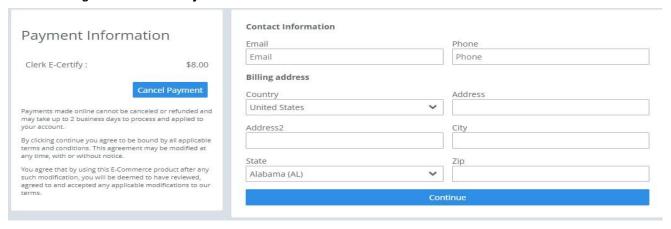
NOTE: Recorded items display a book and page number in the docket entry; however, the image will not display the recorded document or recording stamp. If you need to order a certified copy of a recorded document, visit Official Records Research by clicking here <u>copies and records research</u>.



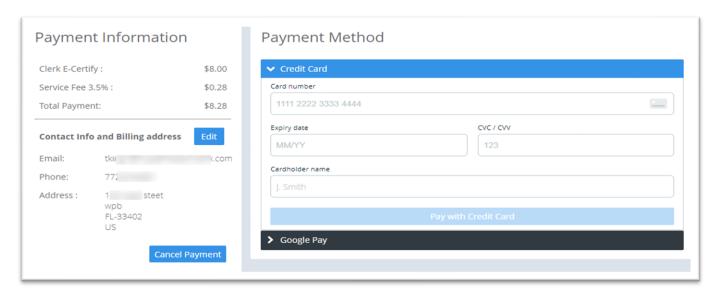
Return to Dockets		
First Name * John Last Name * Dos Phone Number * *IMPORTANT: Enter a valid email address. Certified Documents will be sent to the email address entered on this form. Email *	ORDER SUMMARY 1 item Subtotal Estimated Processing Fees Order Total	Fees \$8.00 \$0.28 \$8.28
Confirm email *		
*IMPORTANT: It is the users' responsibility to review all documents for accuracy, prior to purchase. Refunds will not be issued for duplicate requests or once certification is completed.	Frequently Asked Qu What payment methods can I use?	estions
You are almost done! By pressing the "Proceed to payment" button, you are leaving this website and will be securely connected to the payment provider site to complete the payment.	What if I am not the cardholder?	
	Will I receive a confirmation of my transaction?	
Proceed to payment	What if I have questions or concerns regarding a transaction?	



9. Enter the required Payment Information and click **Continue**. **NOTE:** Users may cancel payment by selecting the **Cancel Payment** button.

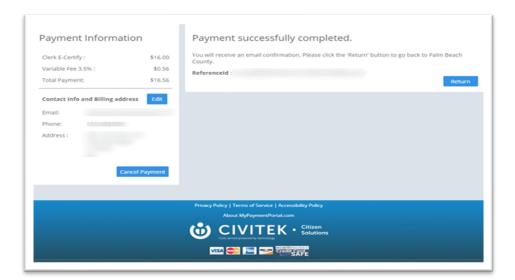


- 10. The Payment Method window displays. Select the applicable Payment Method to complete the transaction. Users may pay using the following methods:
 - a. Credit Card
 - b. Debit Card
 - c. Google Pay
 - d. Apple Pay (This option will only display on a supported device.)





11. The payment confirmation window will display once the payment successfully completes.



(The Payment Information will update based on payment selection made.)



Thank you for your order! Your order is being processed and will be filled	exactly as you have entered it online. You we few minutes.	vill receive your paid	items by email within the	
Pi	ayment confirmation			
Payment Reference Order ID				
Payment Total Amount	\$16.56	\$16.56		
Electronically Certified Document Order Id	8359	8359		
Email Address				
Order Submitter	The residence			
Order Status Details	Fulfilled			
Current status	Processed 2 out of 2	Processed 2 out of 2 requests		
This window is a	set to auto update every 30 seconds			
DOCUMENT	STATUTORY FEE	SERVICE FEE	STATUS CERTIFICATE	
CMI, COVER SHEET Class No. St. Order # (2008)	\$2.00	54.00	Click have to view cert	

12. Users will receive two emails, one with the transaction receipt and one with the documents ordered. A customer has **30 days** from the date of payment to retrieve the document sent via email. A customer can save the certified copy on their personal computer for future use.



Certified Document



Clerk of the Circuit Court & Comptroller Palm Beach County

Electronically Certified Court Record

This is an electronically certified Court Record from Clerk of the Circuit Court & Comptroller, Palm Beach County. You are receiving this message because you have requested a certified copy of the case dockets and have consented to receive it electronically.

YOU HAVE 30 DAYS TO RETRIEVE THIS DOCUMENT FROM OUR SYSTEM. PLEASE CLICK ON THE LINKS BELOW AND STORE THE CERTIFIED COPY IN YOUR COMPUTER SYSTEM FOR FUTURE USE.

Certified Court Document(s):

Case No Docket Description Unique Code

CITATION/CASE

- ROAD PATROL;

CREATED;

502021 2xxxxxb 12/31/2020; PBSO BCAJJ-BIEIDBACD- Click here...

\$281.00



APPENDIX

A certified copy of a court record will include a cover page with document information. The cover page includes steps to verify the certified document using the generate QR code and linked website.





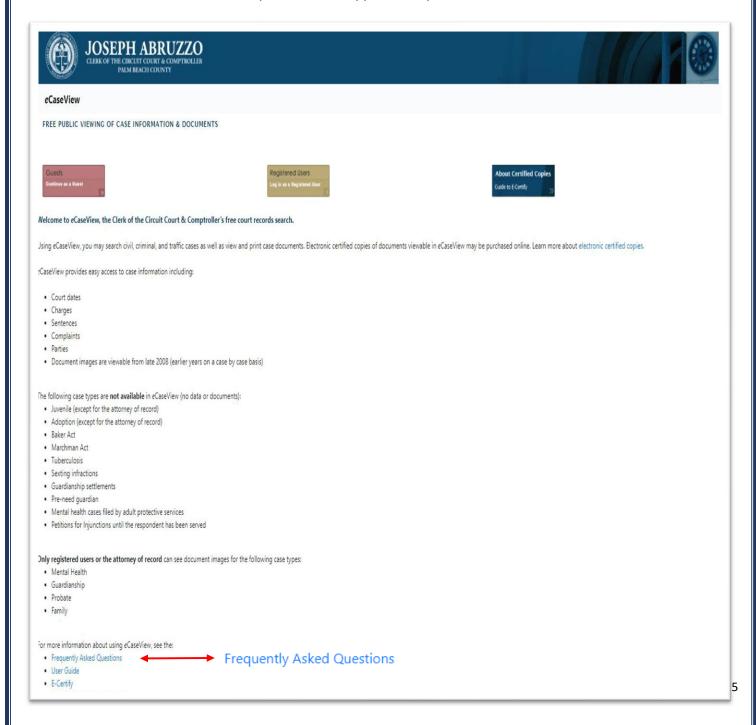
Once a document is electronically certified, it will now yield a banner with a unique code as well as an electronic stamp and seal at the bottom of the document.

Page 1 of 2	IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT IN AND FOR PALM BEACH COUNTY, FLORIDA
a)	FELONY DIVISION Z
æ	CASE NO. 50-2021 -AXXX-MB
۵.	Plaintiff
	vs.
	Defendant.
	ORDER APPROVING STIPULATION TO SUBSTITUTE COUNSEL
	THIS MATTER came before the Court pursuant to the Stipulation For Substitution of
	Counsel filed herein. The Court having reviewed the written Stipulation and being otherwise
	fully advised in the premises, it is hereby:
	ORDERED AND ADJUDGED as follows:
	That I shall be substituted as Counsel of Record for the
	Defendant in this cause, in the place of West Palm
	Beach, FL 33401.
	The Clerk of Court shall henceforth send all pleadings, documents, and court
	memorandums in connection with this case to I
	West Palm Beach, FL 33409, Telephone:
ACE.	DONE AND ORDERED, in West Palm Beach, Palm Beach County, Florida.
Code: CAA-CA(See Jozz Cz zgolyto ANG Lup ; goronzony
3	Charyl A. Carachaxa Chront Jupga
a)	Chery I.A. Caracuzza
8	Cherry L. Caracuzza Circuit Judge
9	
die	COPIES TO:
=	
	Page 1 of 2
FILE	D: PALM BEACH COUNTY, FL, JOSEPH ABRUZZO, CLERK, 05/05/2021 03:35:28 PM
1,7000	Digitally signed by The Honorable Joseph Abrurzo
100A 010	Like a Colori to the colories we have no that n the converse to the colories t
(3)	



FAQ's

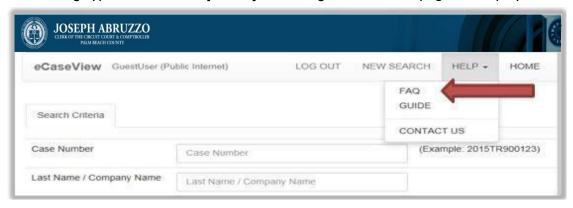
A Frequently Asked Questions section for eCaseView is available on the welcome screen of the application. Please review the document as it is updated when application questions are raised.





To access the FAQ guide from the eCaseView toolbar:

- A. Locate the *HELP* drop-downmenu.
- B. Select the *FAQ* hyperlink. The *Frequently Asked Questions* webpage will display.



Questions? Need help?

If you are having access issues with your **username and/or password**, please contact the Clerk of the Circuit Court & Comptroller's IT Service Center at **(561) 355-6720**. For **ALL OTHER ISSUES** please contact the Clerk of the Circuit Court & Comptroller's office at:

eCaseView-Support@mypalmbeachclerk.com