



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



E-Certify

USER GUIDE



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INTRODUCTION

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.

eCertify 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:

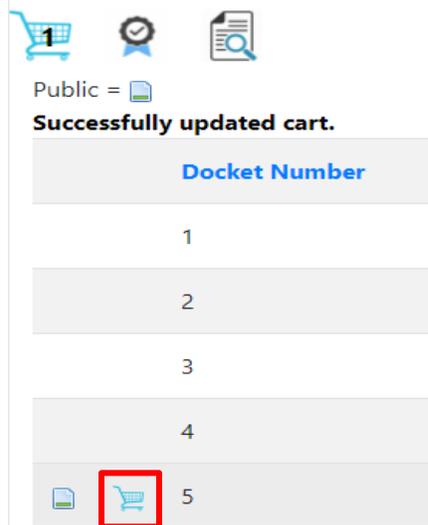
- Users can order and immediately receive certified copies of court records through a secure web portal.
- Recipients at government agencies, public institutions, banks, and other entities can easily authenticate the electronic certificates and confirm that the documents were not altered.
- Parties who received 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.

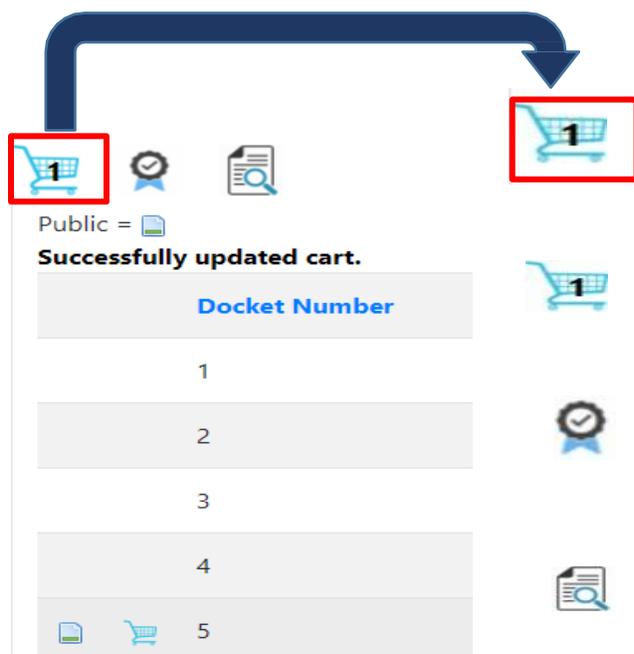


ORDERING A CERTIFIED COPY OF A DOCUMENT

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**.



The Cart icon contains the number of documents requested.



The Certificate icon is used to verify the certified document. Authentication of documents can be completed using the Unique Reference Code or by file upload.



The Receipt Look-up icon is used to verify the 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. Click **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.

Return to Dockets

DOCUMENT	STATUTORY FEE	SERVICE FEE	
 CIVIL COVER SHEET Case #: 502020SC015429XXXXMB	\$2.00	\$8.00	

Summary
Order Total \$8.00
**An additional processing fee will apply.*

Proceed to Checkout

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 [copies and records research](#).



[Return to Dockets](#)

First Name *

Last Name *

Phone Number *

***IMPORTANT:** Enter a valid email address. Certified Documents will be sent to the email address entered on this form.

Email *

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.

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.

[Proceed to payment](#)

ORDER SUMMARY

1 item(s) in cart ↓

Item	Fees
Subtotal	\$8.00
Estimated Processing Fees	\$0.28
Order Total	\$8.28

Frequently Asked Questions

What payment methods can I use? ▼

What if I am not the cardholder? ▼

Will I receive a confirmation of my transaction? ▼

What if I have questions or concerns regarding a transaction? ▼



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

Payment Information

Clerk E-Certify : \$8.00

[Cancel Payment](#)

Payments made online cannot be canceled or refunded and may take up to 2 business days to process and applied to your account.

By clicking continue you agree to be bound by all applicable terms and conditions. This agreement may be modified at any time, with or without notice.

You agree that by using this E-Commerce product after any such modification, you will be deemed to have reviewed, agreed to and accepted any applicable modifications to our terms.

Contact Information

Email Phone

Billing address

Country Address

Address2 City

State Zip

[Continue](#)

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

Payment Information

Clerk E-Certify : \$8.00

Service Fee 3.5% : \$0.28

Total Payment: \$8.28

Contact Info and Billing address [Edit](#)

Email: tkir...@...com

Phone: 772-...

Address : 1... street
wpb
FL-33402
US

[Cancel Payment](#)

Payment Method

▼ Credit Card

Card number

Expiry date CVC / CVV

Cardholder name

Pay with Credit Card

> Google Pay



11. The payment confirmation window will display once the payment successfully completes.
(The Payment Information will update based on payment selection made.)

Payment Information

Clerk E-Certify :	\$16.00
Variable Fee 3.5% :	\$0.56
Total Payment:	\$16.56

Contact info and Billing address [Edit](#)

Email:

Phone:

Address:

[Cancel Payment](#)

Payment successfully completed.

You will receive an email confirmation. Please click the 'Return' button to go back to Palm Beach County.

Referenceld :

[Return](#)

[Privacy Policy](#) | [Terms of Service](#) | [Accessibility Policy](#)
About MyPaymentPortal.com

CIVITEK • Citizen Solutions
Cloud service powered by technology

VISA MASTERCARD AMERICAN EXPRESS DISCOVER
Credit Card SAFE

Copyright © 2001-2019 MyPaymentPortal.com



[Return to Search](#)

Thank you for your order! Your order is being processed and will be filled exactly as you have entered it online. You will receive your paid items by email within the next few minutes.

Payment confirmation	
Payment Reference Order ID	[REDACTED]
Payment Total Amount	\$16.56
Electronically Certified Document Order Id	8359
Email Address	[REDACTED]
Order Submitter	[REDACTED]
Order Status Details	Fulfilled
Current status	Processed 2 out of 2 requests

This window is set to auto update every 30 seconds

DOCUMENT	STATUTORY FEE	SERVICE FEE	STATUS	CERTIFICATE
 CIVIL COVER SHEET Case No. 91 Order #: 8359 Certificate ID: [REDACTED]	\$2.00	\$4.00		Click here to view certificate

- 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.



JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY



**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):

<i>Case No</i>	<i>Docket Description</i>	<i>Unique Code</i>	<i>Certified Document</i>
502021-7axxxwb	CITATION/CASE CREATED; 12/31/2020; PBSO - ROAD PATROL; \$281.00	BCAJJ-BIEIDBACD-	Click here...



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.

CLERK E-CERTIFY ELECTRONIC CERTIFIED DOCKET IMAGE



Electronically Certified Court Record

This is to certify that this is a true and correct copy of the original document, which may have redactions as required by law.

DOCUMENT INFORMATION

Agency Name:	Clerk of the Circuit Court & Comptroller, Palm Beach County
Clerk of the Circuit Court:	The Honorable Joseph Abruzzo
Date Issued:	11/4/2021 3:09:46 PM
Unique Reference Number:	CAA-CACBAC [REDACTED]
Case Number:	502021T [REDACTED] AXXXWB
Case Docket:	CITATION/CASE CREATED; [REDACTED] 12/31/2020; PBSO - ROAD PATROL
Requesting Party Code:	[REDACTED]
Requesting Party Reference:	[REDACTED]

CERTIFICATION

Pursuant to Sections 90.955(1) and 90.902(1), Florida Statutes, and Federal Rules of Evidence 901(a), 901(b)(7), and 902(1), the attached document is electronically certified by The Honorable Joseph Abruzzo, Clerk of the Circuit Court & Comptroller, Palm Beach County, to be a true and correct copy of an official record or document authorized by law to be recorded or filed and actually recorded or filed in the office of the Clerk of the Circuit Court & Comptroller, Palm Beach County. The document may have redactions as required by law.

HOW TO VERIFY THIS DOCUMENT

This document contains a Unique Reference Number for identification purposes and a tamper-evident seal to indicate if the document has been tampered with. To view the tamper-evident seal and verify the certifier's digital signature, open this document with Adobe Reader software. You can also verify this document by scanning the QR code or visiting

<https://appspa.mypalmbeachclerk.com/services/certify/service/https://verifyimage.html>

**The web address shown above contains an embedded link to the verification page for this particular document.





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
Unique Code : CAA-CACE

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

FELONY DIVISION Z
CASE NO. 50-2021-XXXX-MB

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:

1. That I _____ shall be substituted as Counsel of Record for the Defendant in this cause, in the place of: _____ West Palm Beach, FL 33401.

2. 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: _____.

DONE AND ORDERED, in West Palm Beach, Palm Beach County, Florida.

50-2021-0050016-AXXX-MB-229052821
Cheryl A. Caracuzzo
Cheryl A. Caracuzzo
Circuit Judge

COPIES TO:

Page 1 of 2

FILED: PALM BEACH COUNTY, FL, JOSEPH ABRUZZO, CLERK, 05/05/2021 03:35:28 PM
Digitally signed by The Honorable Joseph Abruzzo
Date: 2021.05.05 15:35:28 -0500
Clerk of the Circuit Court & Comptroller, Palm Beach County
Location: 305 N. Dixie Highway, West Palm Beach, FL



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