



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

Self Service Center DIY Workshop:

Using Technology to Represent Yourself in Court: E-FILING, eCASE VIEW, eCERTIFY & More!



Workshop Overview

- About the Clerk of The Circuit Court & Comptroller's Office
- E-filing Step by Step
- E-Service
- eCase View Step by Step
- eCertify
- Redaction
- Q & A



The Clerk of The Circuit Court & Comptroller Self-Service Center



- The Clerk of The Circuit Court & Comptroller is the trustee of the county's public records and public funds.
- The Self-Service Center provides:
 - User-friendly forms/packets
 - Public access computers
 - Free Navigator Appointments for document preparation assistance.
 - Notary services and more
- Clerk of The Circuit Court & Comptroller's office can only provide ministerial assistance and cannot give legal advice.



E-FILING

What is e-Filing?

- It is a way in which you file your court pleadings electronically instead of mailing the paper to the Clerk's office or coming to the courthouse to hand it to the clerk.

Who can e-File?

- Anyone (attorney or self represented party)

Where can I e-File?

- From your home, office, or in our self service center

When can I e-File?

Anytime of the day; 24 hours a day.



HOW DO I E-FILE ?

WWW.MYFLCOURTACCESS.COM

Florida Courts E-Filing Portal
GOVERNED BY THE FLORIDA COURTS E-FILING AUTHORITY

HOME E-FILING PORTAL E-FILING AUTHORITY LINKS PUBLIC NOTICES HELP

Get the latest NEWS about Florida's E-Filing Portal

File Now!

Contact Us
Address: P.O. Box 180519, Tallahassee, FL 32318
For Help Filing: Contact Us

Quick Links
MyFloridaClerks
Florida Supreme Court
Florida State Courts
The Florida Bar
Florida Court Clerks & Comptrollers

Follow Us

REGISTRATION



- Must register and create an account to use.
- Requires a valid email address
- If you e-file you agree to receive service of notices and documents by email.

News & Information

- 02/24/2017 CiviTek is the official payment processing vendor for the E-Filing Portal. If you have been contacted by a member of the CiviTek Banking Department, by email, letter or phone call; these are legitimate communications concerning your E-Filing banking information. Please respond to their communications accordingly. The official email address for the CiviTek Banking Department is efiling_banking@civitekolutions.com.

Welcome to the Florida Courts E-Filing Portal

Help   

Login

* Required Field

* User Name:

* Password:

[Sign In](#)

[Forgot User Name?](#)

[Forgot Password?](#)

Do not have an account - [Register Now!](#)

If you need a portal account, please indicate the filer role you need and click Register.

* Role:

[Register](#)



News & Information

- **02/24/2017** CiviTek is the official payment processing vendor for the E-Filing Portal. If you have been contacted by a member of the CiviTek Banking Department, by email, letter or phone call; these are legitimate communications concerning your E-Filing banking information. Please respond to their communications accordingly. The official email address for the Civitek Banking Department is efiling_banking@civiteksolutions.com.

Welcome to the Florida Courts E-Filing Portal

Help  

Login

* Required Field

* User Name:

* Password:

Sign In

Forgot User Name?

Forgot Password?

Do not have an account - Register Now!

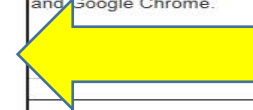
If you need a portal account, please indicate the filer role you need and click Register.

* Role:

Select Role
Attorney – Florida Bar
Attorney - Pro Hac Vice
Attorney – Assistant US Attorney
Attorney – Internal Counsel for a State Agency
Attorney – Prosecuting / County
Court Reporter
Creditor
Media
Mediator
Mental Health Professional
Process Server
Self-Represented Litigant

Register

and Google Chrome.



[Terms Of Use](#) | [Privacy Statement](#)

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- First step is to click on drop down menu and choose if you are an attorney or self-represented (“pro se”) litigant.

* Role:

* User Name:

Password must be between 6 and 16 characters, with at least 1 number

* Password:

* Re-type Password:

* Security Question:

* Security Answer:

	* First	Middle	* Last	Suffix
Name:	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Suffix"/>

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

* City/State/ Zip Code:

Phone #:

CONSENT TO EMAIL SERVICE By electronically filing through the portal I understand and agree that I will receive all future court documents submitted on my case(s) via email at the address(es) I provide.

- After you create account they will send you a confirmation e-mail.
- Once received you can begin e-filing.

- When you log on you will need to chose “I have my documents prepared” or “DIY Documents”

- DIY documents: Eviction, Simplified Divorce, Domestic Violence, or Small Claims forms generator.

- Purple Video Camera Icon on every page- YouTube Tutorial.

Florida Courts E-Filing Portal
www.myflcourtaaccess.com




My Account ▾ Filing Options ▾

Welcome - Pro Se Palmbeach
Last signed in on - 04/04/2017 11:13:09 AM

News & Information

- 12/02/2016 When a submission is returned to the Correction Queue, you can now change the County and resubmit.

DIY Documents

Help   

Select which option best describes what you want to E-File today

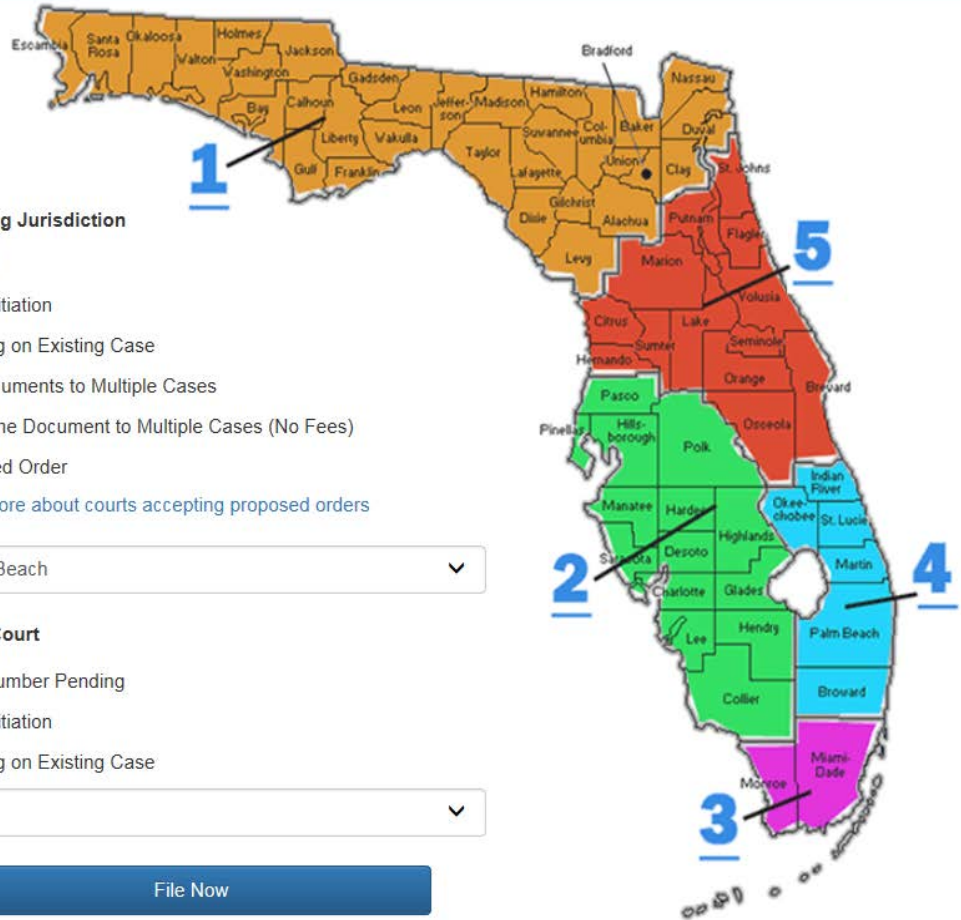
I have my documents prepared and I'm ready to E-file

I want to generate a DIY Document

File Now

NEW CASE

E-Filing Map



Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- File Documents to Multiple Cases
- File Same Document to Multiple Cases (No Fees)
- Proposed Order

[Read more about courts accepting proposed orders](#)

Palm Beach

Appellate Court

- Case Number Pending
- Case Initiation
- Pleading on Existing Case

File Now

- Chose whether you are initiating a new case or filing something in an existing.
- Choose the county you are filing in.

NEW CASE

CASE INFORMATION

Case Initiation



Type: Trial

County: Palm Beach

Division: County Civil (06)

Total Fee: \$0.00

Case #: New Case

Type:

Status:

Case Title:

Case Information | Case Parties | Documents | ServiceList | Fees and Payments | Review and Submit

* County

Palm Beach

* Division

- Select
- Circuit Civil (01)
- County Civil (06)
- Domestic Relations/Family (03)
- Juvenile Dependency (04)
- Probate (05)

* Case Type:

Select

* Sub Type:

Select



#	Description	Amount
---	-------------	--------

- Work your way across the different tabs, starting with Case Info.
- Choose the Division, Case Type and Case Subtype you are filing.

NEW CASE

* County

* Division

Palm Beach

County Civil

* Case Type:

County Civil

* Sub Type:

County Civil \$15,001 - \$30,000

Additional Fee Options

Additional Filing Fees

Total number of Defendants



If recording, number of proper names

- Choose the # of defendants.

NEW CASE

Circuit/County Civil Information

* Proceeding Type Of Case:

* Complex Business Court Indicator:

* Remedies Sought: Monetary Non-monetary, declaratory or injunctive relief Punitive

* Claim Amount: Enter the estimated amount of the claim, rounded to the nearest dollar. The estimated amount of the claim is requested for data collection and clerical processing purposes and is not considered dispositive of the claim.

* Number Of Causes of Action:

* Class Action:

* Related Cases Filed:

Known Related Cases:

* Jury Trial Demanded:

#	Description	Amount
1	Filing Fee	\$400.00

Matter #:



[Next](#) [Save to Workbench](#) [Save New Case filing path as a Preference](#)



- Once you entered the # of defendants, you will fill in the information with the red asterisks (*). It will ask you about the amount of your claim, whether there are related cases, whether you want to jury trial.
- After you fill in the information, you will see what your filing fee is.
- Click Next.

NEW CASE

CASE PARTIES

Case Initiation



Type: Trial

County: Palm Beach

Division: County Civil

Total Fee: \$300.00

Case #: New Case

Type: County Civil - \$5,001 - \$15,000 / Matter involving claims more than \$5,000 but less than \$15,000

Status:

Case Title:

[Case Information](#) [Case Parties](#) [Documents](#) [ServiceList](#) [Fees and Payments](#) [Review and Submit](#)

At least one Defendant/Respondent is required. At least one Plaintiff/Petitioner is required.

[Add Party](#)



#	Type	Name	Contact Information
No Parties associated with current filing			

[Back](#) [Next](#) [Save to Workbench](#)

- Next tab is Case Parties. For a new case you will have to add yourself and at least one defendant as parties.

NEW CASE CASE PARTIES

Add/Edit Party

Party #: New Party

Role: Primary Party Filed On Behalf of

ID State/License #:

Year:

* Person Name:

OR Organization:

Alias(AKA):

<input type="checkbox"/> Remove	Alias Type	Alias
Add Alias		

Copy Contact Information From:

Email Address: *CAUTION: This email address is not validated. Please ensure that you have entered the correct address.

* Address:

*Country/ City/State/Zip:

Phone # (Format: ###-###-####):

Primary	Ext.	Home	Work	Ext.	Mobile	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- You will fill out information about each party you are adding, including yourself.

Case Initiation

Type: Trial

County: Palm Beach

Division: County Civil


Total Fee: \$300.00

Case #: New Case

Type: County Civil - \$5,001 - \$15,000 / Matter involving claims more than \$5,000 but less than \$15,000

Status:

Case Title:

-  Case Information
-  Case Parties
-  Documents
-  ServiceList
-  Fees and Payments
-  Review and Submit

At least one Defendant/Respondent is required. At least one Plaintiff/Petitioner is required.

 Add Party

		#	Type	Name	Contact Information
		1	Plaintiff/Petitioner	Jane Smith	111 main street West Palm Beach FL 33401
		2	Defendant/Respondent	Joe Green	411 Smith Ave West Palm Beach FL 33331

- Back
- Next
- Save to Workbench

NEW CASE DOCUMENTS

Case Initiation



Type: Trial	County: Palm Beach	Division: County Civil	Total Fee: \$400.00
Case #: New Case	Type: County Civil / County Civil \$15,001 - \$30,000		Status:
Case Title:			

- Case Information
- Case Parties
- Documents
- ServiceList
- Fees and Payments
- Review and Submit

Document	Document Group/Type	Fee	Pages	File	Size(MB)
	Other Civil Cover Sheet	\$0.00	2	View System Generated	0.08
Add					
Total		\$0.00	2	1 Documents	0.08

WARNING: As an attorney or self-represented filer, you are responsible to protect confidential information under Florida Rules of Judicial Administration 2.420 and 2.425. Before you file, please ensure that you have complied with these rules, including the need to complete a Notice of Confidential Information form or motion required under 2.420 regarding confidential information. Your failure to comply with these rules may subject you to sanctions.

PDF/A ADVISORY: PDF/A is the preferred filing format. [Click here for a PDF FAQ](#) and [here for an online video on creating a PDF/A document](#).

- Back
- Next
- Save to Workbench

- On the Documents tab choose the add button to upload your documents.



Document #: New Document

Filing Fee: \$0.00

Clear

Search:

complaint

X

WARNING: Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. [Click here to see a video on how to Remove Metadata from Word Document.](#)

Enter Search criteria and tab or hit enter to filter the list

Complaints and Statements of Claim

 Amended Counterclaim Amended Cross Claim Civil Cover Sheet Complaint Counterclaim w/ Fee Cross Claim w/ Fee Third Party Complaint w/ Fee

1

1 - 2 of 2 items

* # Pages:

* Upload:

 Browse...

Save

Cancel

- Choose the type of document you want to upload. You can search by title. Over 7 pages of choices.

04/01/2017 **NEW!** You can now e-file Satisfaction of Judgment and Release/Cancel of Lis Pendens via the e-portal.

Add/Edit Document

Document #: New Document

Filing Fee: \$0.00

Search: summary judgment

WARNING: Removal of document metadata is required to see a video on how to Remove Metadata from a document.

Enter Search criteria and tab or hit enter to filter the list

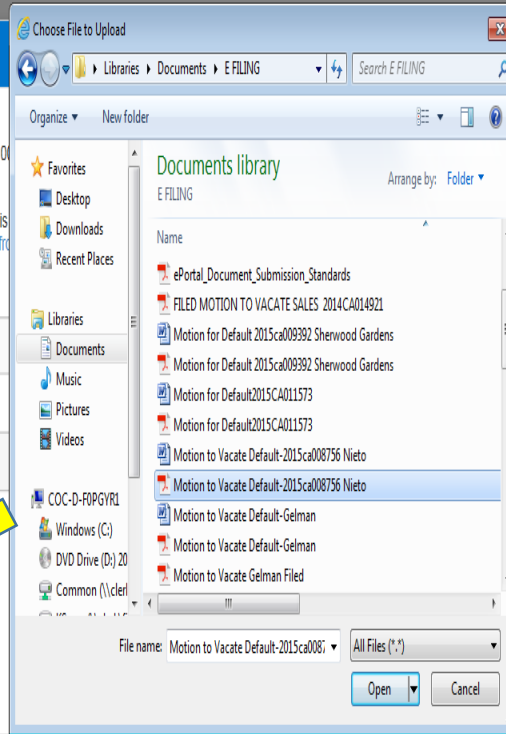
Motions

Motion For Summary Judgment

Pages: 3

* Upload:

Browse...



- Once you choose the type of document, you must specify how many pages your document has and then choose browse to upload it.

- Can use Word, PDF or PDF/a document. PDF/a is preferred.

- Tutorial link

- Can upload multiple documents, but no more than 25 MB total size.

Total	\$0.00	2	1 Documents	0.19
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Back Next Save

Case Initiation

Type: Trial

County: Palm Beach

Division: County Civil

Total Fee: \$300.00

Case #: New Case

Type: County Civil - \$5,001 - \$15,000 / Matter involving claims more than \$5,000 but less than \$15,000

Status:

Case Title:

Document	Document Group/Type	Fee	Pages	File	Size(MB)
Remove	Replace Complaints and Statements of Claim Complaint	\$0.00	3	View C:\fakepath\Motion to Vacate Default-2015ca008756 Nieto.pdf	0.14
Remove	Replace Complaints and Statements of Claim Civil Cover Sheet	\$0.00	3	View C:\fakepath\Motion to Vacate Default-2015ca008756 Nieto.pdf	0.14
Add					
Total		\$0.00	6	2 Documents	0.28

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Your failure to comply with these rules may subject you to sanctions.

[Back](#)

[Next](#)

[Save to Workbench](#)

Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$0.00

Case #: 502017CA000112XXXXMB Type: Real Property/Mortgage Foreclosure / Homestead Residential Foreclosure-\$50,001-\$249,999 Status: Open

Case Title: HOME POINT FINANCIAL CORPORATION - BRADLEY, D



Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

Electronic Service Recipients My Added Attorney/Interested Parties My E-service Email Addresses for this Case

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input type="checkbox"/>	KEITH LEHMAN FL85111	Active	Unaffiliated Users Attorney – Florida Bar		ComplaintsEfiling@mlg-defaultlaw.com	Primary
					CourtXpress@firmsolutions.us	Alternate 1
<input type="checkbox"/>	Marinosci Law Group		Unaffiliated Users Interested Party		Servicefil@mlg-defaultlaw.com	Primary
					Servicefil2@mlg-defaultlaw.com	Alternate 1
<input type="checkbox"/>	Lauren B Feffer FL91058	Active	Unaffiliated Users Attorney – Florida Bar		lfeffer@rosenbaumplc.com	Primary
					foreclosure-filings@rosenbaumplc.com	Alternate 1
<input type="checkbox"/>	Molly Carey FL100184	Active	Unaffiliated Users Attorney – Florida Bar		mcarey@mlg-defaultlaw.com	Primary
					ComplaintsEfiling@mlg-defaultlaw.com	Alternate 1
					courtexpress@firmsolutions.us	Alternate 2
<input type="checkbox"/>	Kathleen Mary Savor	Active	Unaffiliated Users		KSavor@mypalmbeachclerk.com	Primary

- At the Service tab choose who you want to service electronically. Note: This is a brand new case so you will have to have the Defendant/Respondent personally served.
- Even though there is no one else you can serve electronically at this point you should still choose yourself from the service list so that you get emailed a filed copy of your documents.

Type: Trial

County: Palm Beach

Division: County Civil

Total Fee: \$60.00

Case #: 502017CC001122XXXXWB

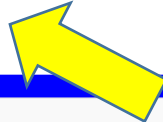
Type: Evictions / Chapter 83 - matter involving dispossession of land or rental property

Status: Closed

Case Title: 2015-3 BORROWER, LP, A LIMITED PARTNERSHIP - BLANDFORD, SCOTT

[Case Information](#) [Case Parties](#) [Documents](#) [ServiceList](#) [Fees and Payments](#) [Review and Submit](#)

[Back](#) [Next](#)



Filing Fee Summary		
#	Description	Amount
1	Filing Fee	\$0.00
2	Notices Notice of Payment of Mediation \$60.00	\$60.00
		Total Filing Fees: \$60.00
		Statutory Convenience Fee: \$0.00
		Total: \$60.00

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Select One to Continue

- Option One: Provide Payment Information
- Option Two: Request Filing Fee Waiver

[Back](#) [Next](#) [Save to Workbench](#)

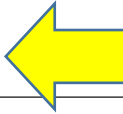
- On the Fees tab, it will give you the total fees and payment options.
- If you pay by credit card there is a 3.5% fee. If you pay by checking account there is a \$5 flat fee.

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Select One to Continue

- Option One: Provide Payment Information
- Option Two: Request Filing Fee Waiver



Previously Saved Payments

You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter Card CVV

Saved Credit Cards

Credit Card Type

Credit Card Number

CVV

Payment Zip

Expiration Date Month

Year

Memo

Saved Accounts

Check Routing Number

Checking Account Number

Name on Account

Account Type

- Checking Savings

Save Payment Information for Reuse

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

[Back](#) [Next](#) [Save to Workbench](#)

- Choose to provide payment information or to request a filing fee waiver.

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Select One to Continue

- Option One: Provide Payment Information
- Option Two: Request Filing Fee Waiver

Waiver Reason:

Attach completed Indigent Fee Waiver form:

[Click Here to download Indigent Fee Waiver Form](#)

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Payments

Select One to Continue

- Option One: Provide Payment Information
- Option Two: Request Filing Fee Waiver

Waiver Reason:

Attach completed Indigent Fee Waiver form:

[Click Here to download Indigent Fee Waiver Form](#)

- If you choose that you are indigent and want a fee waiver you will need to upload a completed application for determination of indigent status.

Fees		
#	Description	Amount
1	Filing Fee	\$300.00
2	Complaints and Statements of Claim Complaint	\$0.00
3	Service Documents 20 Day Summons DO NOT ADD SUMMONS IF CLERK IS PREPARING!	\$10.00
4	Complaints and Statements of Claim Civil Cover Sheet	\$0.00
		Total Filing Fees: \$310.00
		Statutory Convenience Fee: \$0.00
		Total: \$310.00

There is a 3.5% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is \$5.00.

Parties			
#	Type	Name	Contact Information
1			




Filer	
Name:	Kathleen Mary Savor
Address:	205 N Dixie Hwy West Palm Beach, FL
Email Address:	KSavor@mypalmbeachclerk.com
Phone Number:	561-335-1641

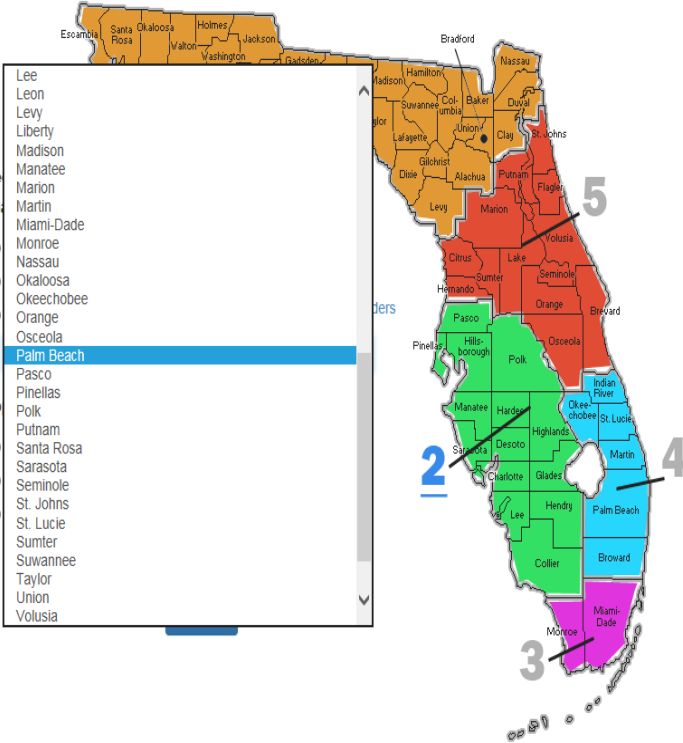


- Final tab: Review & Submit. Summary page-Once you click submit you will receive a confirmation #. This # will be used if you needed to reference your filing before it is assigned a case number.

EXISTING CASE

E-Filing Map

Help   



The screenshot shows the E-Filing Map interface. On the left, there is a list of Florida counties. The county 'Palm Beach' is selected, indicated by a blue highlight and a radio button. On the right, a map of Florida is displayed, color-coded by county. Four counties are highlighted with numbers: 2 (Pasco), 3 (Monroe), 4 (Palm Beach), and 5 (Marion). The map also shows other counties in various colors, including orange, green, and purple.

- You must choose what county you are filing in each time. With an e-portal account you can file a document in any county in Florida.

Type: Trial County: Palm Beach Division: Total Fee: \$0.00

Case #: Type: Status:

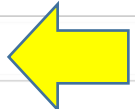
Case Title:

[Case Information](#) |
 [Case Parties](#) |
 [Documents](#) |
 [ServiceList](#) |
 [Fees and Payments](#) |
 [Review and Submit](#)

#	Description	Amount
1	Filing Fee	\$0.00

Emergency Filing

Matter #:



- Work your way across the various tabs in order.

Case Title: HOME POINT FINANCIAL CORPORATION - BRADLEY, DAVID A

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

PLEASE REMEMBER THAT YOU MUST HAVE A CASE NUMBER ON EACH DOCUMENT PRIOR TO SUBMISSION.

* County * Division

* Year * Sequence # * Court Type Party Identifier Branch Location

Search Clear



Additional Fee Options

Number of additional defendants added

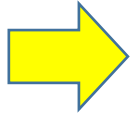
If recording, number of proper names

#	Description	Amount
1	Filing Fee	\$0.00

Matter #:

Next Save to Workbench

- In the case information tab you will need to enter your court case number since you are filing into an existing case.
- PBC Court case number: 502017CA001234XXXMB. You only need to enter year and sequence number.



Type: Trial **County:** Palm Beach **Division:** Circuit Civil **Total Fee:** \$0.00
Case #: 502017CA000112XXXXMB **Type:** Real Property/Mortgage Foreclosure / Homestead Residential Foreclosure-\$50,001-\$249,999 **Status:** Open

Case Title: HOME POINT FINANCIAL CORPORATION - BRADLEY, DAVID A

[Case Information](#) [Case Parties](#) [Documents](#) [ServiceList](#) [Fees and Payments](#) [Review and Submit](#)

* County

Palm Beach

* Division

Circuit Civil

* Year

2017

* Sequence #

0112

* Court Type

Circuit Civil (CA)

Party Identifier

Branch Location

- The case title for the case number you entered will appear. Make sure you have the right case before proceeding.

Pleading on Existing Case



Type: Trial County: Palm Beach Division: Circuit Civil Total Fee: \$0.00
Case #: 502017CA000112XXXXMB Type: Real Property/Mortgage Foreclosure / Homestead Residential Foreclosure-\$50,001-\$249,999 Status: Open
Case Title: HOME POINT FINANCIAL CORPORATION - BRADLEY, DAVID A

Case Information Case Parties Documents ServiceList Fees and Payments Review and Submit

Current Parties

Please select all parties on whose behalf you are submitting this filing. Note: to select multiple items, use CTRL-CLICK for selection.

DAVID A BRADLEY [DEFENDANT/RESPONDENT]
UNKNOWN SPOUSE OF DAVID A BRADLEY [DEFENDANT/RESPONDENT]
TROPICAL BREEZE ESTATES INC [DEFENDANT/RESPONDENT]
HARRIS SAVINGS BANK [DEFENDANT/RESPONDENT]



New Parties

If your party does not appear above, add the parties here.

Add Party

#	Type	Name	Contact Information
No Parties associated with current filing			

Back Next Save to Workbench

- Next is the parties tab.
- Choose your name from the list or if you have not yet been added to the case choose "Add Party" and add your information.

Type: Trial

County: Palm Beach

Division: Circuit Civil

Total Fee: \$0.00

Case #: 502017CA000112XXXXMB

Type: Real Property/Mortgage Foreclosure / Homestead Residential Foreclosure-\$50,001-\$249,999

Status: Open

Case Title: HOME POINT FINANCIAL CORPORATION - BRADLEY, DAVID A

[Case Information](#)
[Case Parties](#)
[Documents](#)
[ServiceList](#)
[Fees and Payments](#)
[Review and Submit](#)

[Electronic Service Recipients](#)
[My Added Attorney/Interested Parties](#)
[My E-service Email Addresses for this Case](#)

<input type="checkbox"/> Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
<input type="checkbox"/>	KEITH LEHMAN FL85111	Active	Unaffiliated Users Attorney – Florida Bar		ComplaintsEfilng@mlg-defaultlaw.com	Primary
					CourtXpress@firmsolutions.us	Alternate 1
<input type="checkbox"/>	Marinosci Law Group		Unaffiliated Users Interested Party		Servicefl@mlg-defaultlaw.com	Primary
					Servicefl2@mlg-defaultlaw.com	Alternate 1
<input type="checkbox"/>	Lauren B Feffer FL91058	Active	Unaffiliated Users Attorney – Florida Bar		lfeffer@rosenbaumpllc.com	Primary
					foreclosure-filings@rosenbaumpllc.com	Alternate 1
<input type="checkbox"/>	Molly Carey FL100184	Active	Unaffiliated Users Attorney – Florida Bar		mcarey@mlg-defaultlaw.com	Primary
					ComplaintsEfilng@mlg-defaultlaw.com	Alternate 1
					courtexpress@firmsolutions.us	Alternate 2
<input type="checkbox"/>	Kathleen Mary Savor	Active	Unaffiliated Users		KSavor@mypalmbeachclerk.com	Primary

- Next tab is the Service List. Choose “serve all” or select individual parties.
- Everyone on this list has used e-portal and agreed to e-service.

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

CASE NO.: _____

Plaintiff/Petitioner

v.

Defendant/Respondent

NOTICE OF DESIGNATION OF EMAIL ADDRESS FOR E-SERVICE

I, (full legal name) _____, designate my e-mail
address(es) below (up to 3 different email address) to opt in E-service in this case.

Primarily Email Address: _____
Secondary Email Address: _____
Other Email Address: _____

1. By completing this form I am authorizing the Court, the Clerk of the Fifteenth Judicial Circuit of Florida and the opposing party to send copies of orders/judgment, notices or other written communications or pleadings to me through my designated e-mail and **NOT** through regular U.S. Mail.
2. I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future orders/judgment, notices or other written communications or pleadings in this lawsuit will be served at the email address(es) provided above.
3. I will ensure the software filters have been removed from my computer, so it does not interfere with my ability to receive any of the above documents.

I certify that a copy of this document was {check all used}: () e-mailed () mailed () faxed
() hand-delivered to the person(s) listed below on {date} _____.

Other party or his/her attorney

Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-Mail Address(es): _____
Dated: _____

Signature of Party

Florida Judicial Circuit Approved Local Form, Designation of Email Address for Self-Represented Litigants - (1/17)
Packet #3 (Page 63 of 66)

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW:**

{fill in all blanks} This form was prepared for the: {choose only one}
() Petitioner () Respondent

This form was completed with the assistance of:

{name of individual} _____

{name of business} _____

{street} _____

{city} _____, {state} _____ {telephone number} _____

- Notice of Designation of Email Address for E-service form.
- This form allows you to receive documents from the other party to your case and notices from the court by email, even if you are not e-filing through the portal.
- Not required if you used the eportal.

RULE OF CIVIL PROCEDURE 2.516

- Attach document in .pdf format to an email
- The subject line must state: “SERVICE OF COURT DOCUMENT” followed by case number
- The body of the email must identify the
 - Court in which the proceeding is pending
 - case number
 - name of the initial party on each side
 - title of each document served with that email
 - senders name
 - senders telephone number
- Total size of email is 5MB in size
- Email can be signed by “/s/; “/s”, or “s/”



WHAT IS eCASE VIEW?

- eCase View is our free public database of case information and documents over the internet.
- www.mypalmbeachclerk.com. On computer, iPhone, or iPad.
 - Under the Records tab, click on Court Records



Search Court Records



Search Official Records



Make Payments

What You Can and Cannot See

- The following case types are **not available** in eCase View (no data or documents) unless you are an attorney of record on the case:
 - Juvenile
 - Adoption
 - Mental health
 - Tuberculosis
 - Baker Act
 - Marchman Act
 - Petitions for DV Injunctions (until the respondent has been served)
- **Only the attorney of record** can see document images for the following case types, but anyone can still see the docket and other useful information about the case. Anyone can see the images if they are using eCaseview in our office:
 - Guardianship
 - Probate
 - Family



How to Use eCase View



FREE PUBLIC VIEWING OF CASE INFORMATION & DOCUMENTS



Welcome to eCaseView, the Clerk of the Circuit Court & Comptroller's free court records search.

- Choose Guest or Registered User.
- For public not a significant difference. Broadens search criteria- can search by D.O.B. or arrest date.

Log in as a Registered User

User ID: This will be your First Name Last Name combination and possible number at the end.

Password:

Login

[Forgot User ID or Password](#)

A User ID and password are not required to use eCaseView. You may [continue as a guest](#) to search cases, find case information and view and print case documents.

Registered users have access to additional search options such as the ability to search by booking number, date of birth or arrest date. Only the attorney of record can view document images for family, probate and guardianship cases, as well as driver's license numbers and driving records.

Request a user ID and password by completing the [registration form](#).

- To become a registered user you must request a user ID and password by completing a registration form.

Registration Agreement to View Records Online

This form requires a NOTARY stamp *(see page 3)*

Pursuant to Florida Supreme Court Administrative Orders 14-19, 15-18 and 16-14, you must submit a notarized registration form in order to receive registered user access to eCaseView. Registered ShowCase Web users must submit a new form for eCaseView.

REQUEST FORM:			
*Registered User Name:			
*E-mail Address:			
*Address			
*City/State/Zip			
*Phone:		Alt. Phone:	
Cases for Party Viewing:			
Name of Business Entity for officers, owners or employees:			
*Bar Number for Attorney:		*Required field	

1. This Agreement is for viewing electronic court records as authorized pursuant to Florida Supreme Court Administrative Orders 14-19, 15-18 and 16-14 as:
 - A Registered User (not a party to a case and not an attorney of record)
 - A party to a case (includes Registered User viewing)
 - An officer, owner or employee of a business entity named as a party with authority to view such court records (includes Registered User viewing)
 - An attorney of record (includes Registered User viewing)
2. Registered User affirms the contact and other information on the Request Form above is correct.
3. **Clerk Responsibilities**
 - a. Clerk will endeavor to provide uninterrupted access to the site, which may be interrupted for maintenance, network or power failures, or security issues.
 - b. Clerk will notify Registered User of a unique login ID and password, with directions on how to change the password and a unique PIN or Party ID number, if applicable. Contact eCaseView-support@mypalmbeachclerk.com for help with the site.
 - c. Clerk will maintain and modify the site as required by AOSC14-19, 15-18 and 16-14.
4. **Registered User Responsibilities**
 - a. To ensure that only Registered User has knowledge of the assigned login ID and password and unique PIN or Party ID number, if applicable.
 - b. To prohibit any person or entity other than Registered User from accessing the site.

- Registration form must be signed in presence of notary or deputy clerk.
- Can email, fax, or mail to Clerk.
- Username and password will be emailed to you.

Complete Either Part I or Part II

PART I: Registered Users (Non-Attorneys)

Date: _____ State of Florida

_____ County of Palm Beach

Registered User Signature

Sworn to and subscribed before me on: _____

Notary Public/Deputy Clerk (Signature & Seal) _____

Personally known or Produced identification

PART II: Confirmation for Attorney

The undersigned attests and confirms that he or she is an attorney qualified to view cases pursuant to Florida Supreme Court Administration Orders AOSC14-19 15- 18 & 16-14.

_____	←Attorney Full name Attorney Signature→	_____
-------	--	-------

Before me, personally appeared _____ who first being duly sworn, did present identification _____ and who did swear or affirm and attest under oath, that the information contained herein is true and correct.

Sworn to and subscribed before me on the _____ day of _____, _____.

(SEAL)	Notary/Deputy Clerk Signature:	_____
	Printed Name of Notary/Deputy Clerk:	_____

RETURN COMPLETED AND NOTARIZED FORMS TO:

Email: ecaseviewid@mypalmbeachclerk.com

Fax: 561-355-2800 Attn: IT Helpdesk, eCaseView

Mail: Clerk & Comptroller, Palm Beach County, 205 North Dixie Hwy, Room 4.2504, West Palm Beach, FL 33401

Please allow three to five business days to receive your user ID and password.

Registered User, Party and Attorney Agreement (102816)

Page 3 of 3

Search Criteria

Case Number (Example: 2015TR900123)

Last Name / Company Name

First Name

Middle Name

Citation Number

Offense Begin Date

Offense End Date

File Begin Date

File End Date

Court Type ▼

Case Type ▼

Name Search Type ▼

One Row Per Case

- Once you have signed in as a guest or registered user. The search screen will appear.
- Narrow search by date range, case type- even if you don't know case #.

Search Criteria

Search Results

Search Criteria

Case Number:

2016CA000123

Court Type:

All - Court Types

Case Type:

All - Case Types

Name Search Type:

Exact Name Search

Search Results

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

Case Number	Court Type	Case Type	Arrest Date	File Date	Party Type	Full Name	DOB	Status
50-2016-CA-000123-XXXX-MB	Circuit Civil	AUTO NEGLIGENCE		01/06/2016	DEFENDANT/RESPONDENT	SPERLING, NORTON		Closed
50-2016-CA-000123-XXXX-MB	Circuit Civil	AUTO NEGLIGENCE		01/06/2016	PLAINTIFF/PETITIONER	SACHI, ROSALIA		Closed

CASE NUMBER: 50-2016-CA-000123-XXXX-MB

[Search Criteria](#)

[Search Results](#)

[Case Info](#)

[Party Names](#)

[Dockets & Documents](#)

[Case Fees](#)

[Court Events](#)

Select a tab above to view additional case details. Case documents are located on the Dockets & Documents tab.

Case Style

SACHI, ROSALIA V SPERLING, NORTON

Filing Date

01/06/2016

Division Name

AA: Circuit Civil Central - AA

Case Status


Closed



- Once you choose a case you will see various tabs. For a Civil Case: Search Criteria, Search Results, Case Info, Party Names, Dockets & Documents, Case Fees, and Court Events. Criminal Cases also have a Warrants tab and an Arrest & Bond tab.
- Case Info is the title of the case (referred to as Case Style), date case was first filed, division name, and whether case is open or closed.




CASE NUMBER: 50-2016-CA-000123-XXXX-MB

Search Criteria	Search Results	Case Info	Party Names	Dockets & Documents	Case Fees	Court Events
First Name	Middle Name	Last Name	Suffix	Party Type	Party Association	
MARC		SCHECHTER		ATTORNEY	SPERLING , NORTON	
DAVID	T	SHERRY	ESQ	ATTORNEY	SACHI , ROSALIA	
NORTON		SPERLING		DEFENDANT/RESPONDENT		
RICHARD	L	OFTEDAL		JUDGE		
ROSALIA		SACHI		PLAINTIFF/PETITIONER		

- Party Names tab includes parties to case, any attorneys on the case, and the Judge assigned to the case.

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

1 2

Docket Number	Effective Date	Description	Notes
1	01/06/2016	ADDITIONAL COMMENTS	
2	01/06/2016	CAFF	Filed by PLAINTIFF ROSALIA SACHI
3	01/06/2016	PENDING	
 4	01/06/2016	CIVIL COVER SHEET	Filed by PLAINTIFF ROSALIA SACHI
 5	01/06/2016	COMPLAINT	Filed by PLAINTIFF ROSALIA SACHI
 6	01/06/2016	SUMMONS ISSUED	AS TO NORTON SPERLING EFILED SM-16-001749 Filed by DEFENDANT NORTON SPERLING
7	01/11/2016	RECEIPT FOR PAYMENT	A Payment of -\$411.00 was made on receipt CMB1048314. Filed by PLAINTIFF ROSALIA SACHI
 8	01/20/2016	SERVICE RETURNED (NUMBERED)	SERVED ON 1/16/16 NORTON SPERLING
 9	02/02/2016	ANSWER & AFFIRMATIVE DEFENSES	FILED BY DEFT
 10	02/02/2016	NOTICE OF EMAIL DESIGNATION	NOTICE OF APPEARANCE AND COMPLIANCE WITH RULE 2.516(B)(1) AND DESIGNATION OF EMAIL ADDRESS FILED BY MARC SCHECHTER
 11	02/02/2016	REQUEST FOR ADMISSIONS	FILED BY DEFT
 12	02/02/2016	REQUEST	REQUEST FOR PRODUCTION TO PLT FILED BY DEFT

- Docket & Documents tab lists every document that has been filed by anyone in this case and the date it was filed.
- It also lists any actions taken in the case, such as if a default was entered.



	13	02/02/2016	NOTICE	NOTICE OF SERVING INTERR TO PLT FILED BY DEFT
	14	02/15/2016	NOTICE OF TAKING DEPOSITION	FILED BY MARC SCHECHTER- NOTICE O F TAKING VIDEOTAPED DEPOSITION OF ROSALIA SACHI ON APRIL 27, 2016 AT 10:00
	15	02/29/2016	NOTICE OF FILING	ANSWERS TO REQ FOR ADMISSION TO PLTF F/B/PLTF
	16	02/29/2016	NOTICE OF FILING	ANSWERS TO INTERROGS F/B/PLTF
	17	03/02/2016	NOTICE OF FILING	NOTICE OF FILING AMENDED ANSWERS TO INTERROGATORIES F/B PLT/ PET
	18	03/21/2016	NOTICE OF SERVING INTERROGATORIES TO DFT F/B PLT	OF SERVING INTERROGATORIES TO DFT F/B PLT
	19	03/21/2016	REQUEST	(INITIAL) FOR PRODUCTION F/B PLTF
	20	04/22/2016	NOTICE OF PRODUCTION NON PARTY	F/B DFT
	21	04/25/2016	AMENDED NOTICE TAKING DEPO	VIDEOTAPED ROSALIA SACHI 4/27/16 9AM F/B DFT
	22	05/12/2016	CERTIFICATE	OF NON OBJECTION TO SUBPOENA(S) FILED BY DFT
	23	05/13/2016	REQUEST	PRE-MAEDIATION REQ FOR PRODUCTION TO PLTF F/B/DEFT
	24	09/07/2016	FINAL DISPOSITION SHEET	DISMISSED PURSUANT TO SETTLEMENT - BEFORE HEARING R OFTEDAL DTD 9/06/16
	25	09/07/2016	ORDER OF DISMISSAL	



- means the document is available for viewing.
 Means document is viewable on request to protect confidential information.
 Means we are processing document. Click on icons to view, request, or be notified of availability.

Filing # 37467853 E-Filed 02/05/2016 12:38:59 PM

FORM 1.997. CIVIL COVER SHEET

The civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law. This form shall be filed by the plaintiff or petitioner for the use of the Clerk of the Court for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075.

I. CASE STYLE

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

Case No.: _____
Judge: _____

Wells Fargo Bank National Association
Plaintiff

vs.

Emily V White, Unknown Heirs of Arnold K. White, Any Unknown Heirs of Pamela S. White
Defendant




II. TYPE OF CASE

- Condominium
- Contracts and indebtedness
- Eminent domain
- Auto negligence
- Negligence – other
 - Business governance
 - Business torts
 - Environmental/Toxic tort
 - Third party indemnification
 - Construction defect
 - Mass tort
 - Negligent security
 - Nursing home negligence
 - Premises liability – commercial
 - Premises liability – residential
- Products liability
- Real Property/Mortgage foreclosure
 - Commercial foreclosure \$0 - \$50,000
 - Commercial foreclosure \$50,001 - \$249,999
 - Commercial foreclosure \$250,000 or more
 - Homestead residential foreclosure \$0 – 50,000
 - Homestead residential foreclosure \$50,001 - \$249,999
 - Homestead residential foreclosure \$250,000 or more
 - Non-homestead residential foreclosure \$0 - \$50,000
 - Non-homestead residential foreclosure \$50,001 - \$249,999
 - Non-homestead residential foreclosure \$250,00 or more
- Other real property actions \$0 - \$50,000
- Other real property actions \$50,001 - \$249,999
- Other real property actions \$250,000 or more
- Professional malpractice
 - Malpractice – business
 - Malpractice – medical
 - Malpractice – other professional
- Other
 - Antitrust/Trade Regulation
 - Business Transaction
 - Circuit Civil - Not Applicable
 - Constitutional challenge-statute or ordinance
 - Constitutional challenge-proposed amendment
 - Corporate Trusts
 - Discrimination-employment or other
 - Insurance claims
 - Intellectual property
 - Libel/Slander
 - Shareholder derivative action
 - Securities litigation
 - Trade secrets
 - Trust litigation













- If you are not ordering a certified copy, there are watermarks on all documents for security purposes.
- Nonmodifiable PDF format so you can print or save to your computer, but cannot alter.



Printing the Entire Docket

Public = 
 /OR = 
 n Process = 

Page Size: [

Docket Number	Effective Date	Description	Notes
 1	02/05/2016	CIVIL COVER SHEET	
 2	02/05/2016	COMPLAINT	
 3	02/05/2016	LIS PENDENS	
 4	02/05/2016	SUMMONS ISSUED	sjhonson@raybounmulligan.com;mrayboun@raybounmulligan.com
5	02/05/2016	DIVISION ASSIGNMENT	AH Circuit Civil Central - AH (Civil)
 6	02/05/2016	PAID \$416.60 ON RECEIPT 1505079	\$416.60 1505079 Fully Paid
 7	02/24/2016	NOTICE OF FILING	F/B PLT
 8	02/24/2016	SERVICE RETURNED (NUMBERED)	EMILY VALDEZ WHITE SERVED 2/17/16
 9	02/24/2016	AFFIDAVIT OF DILIGENT SEARCH	AND INQUIRY AS TO ANY UNKNOWN SPOUSES HEIRS DE
 10	02/24/2016	AFFIDAVIT OF DILIGENT SEARCH	AND INQUIRY AS TO ANY UNKNOWN SPOUSES HEIRS DE
 11	02/25/2016	MOTION FOR EXTENSION OF TIME	TO FILE A RESPONSE TO PLAINTIFFS COMPLAINT F/B E
 12	03/07/2016	NOTICE OF ACTION - PUBLICATION	AS TO ANY UNKNOWN SPOUSE TO PALM BEACH POST PUBLISHED ON 3/14/16, 3/21/16, 3/28/16 AND 4/4/16 MANDATORY DATE 4/14/16
 13	03/28/2016	NOTICE OF FILING	ORIGINAL AFFIDAVIT OF NON-MILITARY SERVICE F/B/PLTF

- Back
- Forward
- Go to copied address Ctrl+Shift+L
- Save background as...
- Set as background
- Copy background
- Select all
- Paste
- E-mail with Windows Live
- Translate with Bing
- All Accelerators
- Create shortcut
- Add to favorites...
- View source
- Inspect element
- Encoding
- Print...
- Print preview...
- Refresh
- Export to Microsoft Excel
- Send to OneNote
- Properties

Case Fees & Court Events

CASE NUMBER: 50-2016-DR-000122-XXXX-NB

[Search Criteria](#)
[Search Results](#)
[Case Info](#)
[Party Names](#)
[Dockets & Documents](#)
[Case Fees](#)
[Court Events](#)

Fees

Effective Date	Due Date	Description	Amount Due	Amount Paid	Amount Balance
01/06/2016	01/06/2016	Civil Conversion Fee PB	\$409.00	\$409.00	\$0.00
01/06/2016	01/06/2016	Civil Conversion Fee PB	\$34.10	\$34.10	\$0.00
01/29/2016	01/29/2016	DR Family Service Charges PB	\$0.00	\$0.00	\$0.00
01/29/2016	01/29/2016	7CTP CA Family Cross Counter 3rd Party PB	\$295.00	\$295.00	\$0.00
01/29/2016	01/29/2016	DR Family Service Charges PB	\$4.05	\$4.05	\$0.00
06/10/2016	06/10/2016	7MEDB Family Court Ordered Mediation \$120 PB	\$120.00	\$120.00	\$0.00
Totals:			\$862.15	\$862.15	\$0.00

Receipts

Receipt Number	Receipt Date	Receipt Amount
DRMB334547	01/06/2016	\$443.10
1494067	01/29/2016	\$299.05
1702262	06/10/2016	\$120.00

Criminal Cases

CASE NUMBER: 50-2015-CF-000129-AXXX-MB

[Search Criteria](#) [Search Results](#) [Case Info](#) [Party Names](#) [Dockets & Documents](#) [Case Fees](#) [Charges & Sentences](#) [Court Events](#) [Warrants & Svc Docs](#) [Arrests & Bonds](#)

Select a tab above to view additional case details. Case documents are located on the Dockets & Documents tab.

First Name	JOSE
Middle Name	L
Last Name	OVALLE
Suffix	
DOB	05/24/1981
Race	W
Sex	M
Arrest Date	01/03/2015
Filing Date	01/05/2015
Offense Date	01/03/2015
Division Name	V: Felony - V
Case Status	Disposed

eCertify

- Clerk e-Certify is a software used by the Clerk of the Circuit Court & Comptroller to generate tamper-proof and self-validating electronic certified copies of Court Records.
- eCertify is accessible from any computer and on any web-enabled smartphone or tablet. You access eCertify via eCase View.
- Each electronic certified document uses advanced encrypted features and includes a unique Clerk of Court digital signature.

With Clerk e-Certify:

- You 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.

Ordering a Certified Copy

- Once you are in eCase view and have found your case, go to the “Docket & Documents” tab.
- Click on the shopping cart icon that is next to image icon of the document you want. This will add it to your shopping cart.
- You can add multiple documents from different cases.
- Once you are done and ready to pay click on the shopping cart at the top left to checkout.





Public =

Successfully updated cart.

Docket Number	
	1
	2
	3
	4
	5

Ordering a Certified Copy

[Return to Dockets](#)

DOCUMENT	STATUTORY FEE	SERVICE FEE	
 CIVIL COVER SHEET Case #: 502021CC001239XXXXSB	\$2.00	\$8.00	
 COMPLAINT FOR TENANT EVICTON Case #: 502021CC001239XXXXSB	\$2.00	\$8.00	

Summary

Order Total **\$16.00**

** Credit card service fees will apply.*

[Proceed to Checkout](#)

- Here you can see all of the documents you've chosen and delete any you do not want to order. Press proceed to checkout when ready.

[Return to Dockets](#)

First Name *

John

Last Name *

Doe

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

2 item(s) in cart ↓

Item	Fees
Subtotal	\$16.00
Estimated Processing Fees	\$0.56
Order Total	\$16.56

Frequently Asked Questions

What payments 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? ↓

- Here you will enter your contact information and the email where you would like to receive your certified copies.
- Then select proceed to payment.

Payment Information

Clerk E-Certify :	\$8.00
Variable Fee 3.5% :	\$0.28
Total Payment:	\$8.28

Contact Info and Billing address Edit

Email: [blurred]

Phone: [blurred]

Address : [blurred]

Cancel Payment

Payment Method

▼ Credit Card

Card number

Expiry date
 ✓

CVC / CWV
 ✓

Cardholder name
 ✓

Pay with Credit Card

> Bank Account

> Google Pay

> PayPal

- On the payment screen you can choose to pay by credit card, bank account, Google pay, or PayPal.
- Cost: \$8- A statutory fee of \$2.00 for the certification and a service fee of \$6.00 per document (regardless of number of pages). There is also a 3.5% processing fee if you pay by credit card.
- Once you submit the pay button you will receive a payment successful message.

Accessing Your Certified Document



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...

- Once you have paid you will receive 2 emails. One is a receipt and the other email is your link to your certified document.
- You have 30 days to click on the link and download the document. Once you have opened the document you can save it on your computer. Unlimited certified copies.

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://appqa.mypalmbeachclerk.com/Services/EcertifyService/teiper/verifyimage.html>.

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



- First page of the certified document is a cover sheet.
- It gives details about the document and instructions on how to authenticate it, if desired.
- It includes a QR code for easy authentication. It will take the user directly to the authentication page on a smartphone. There is also a link to the authentication page website.

- The certified document itself will contain a unique code. Anyone wanting to authenticate the document further will enter the code at the authentication page.
- At the bottom of the document you will find the certification banner that includes the certification language, the clerk's seal, and the date and time that the document was certified

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 _____ West Palm Beach, FL 33409, Telephone: _____.

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


 Cheryl A. Carozza
 Circuit Judge

COPIES TO:

Page 1 of 2

FILED: PALM BEACH COUNTY, FL, JOSEPH ABRUZZO, CLERK, 05/05/2021 03:35:28 PM

I HEREBY CERTIFY THAT THIS DOCUMENT IS A TRUE AND CORRECT COPY OF AN OFFICIAL RECORD OR DOCUMENT AUTHORIZED BY LAW TO BE REPRODUCED IN FULL IN THE OFFICE OF THE JUDICIAL CLERK OF COURT. THIS DOCUMENT MAY HAVE RESTRICTIONS AS REQUIRED BY LAW.

WWW.SPCL.COURTS.CLERKSOCIETY.COM/STAMPING TO VALIDATE THIS DOCUMENT

Digitally signed by The Honorable Joseph Abruzzo
 Date: 2021.11.16 15:18:34 -0500
 Clerk of the Circuit Court & Comptroller, Palm Beach County
 Location: 205 W. Dixie Highway, West Palm Beach, FL

CONFIDENTIAL INFORMATION: FLORIDA RULES OF GENERAL PRACTICE AND JUDICIAL ADMINISTRATION

2.420 AND 2.425

- In 2021 Florida Supreme Court changed Rule 2.420 to state that in Circuit and County Civil cases the clerk would only redact the information covered in the rule if the filer notified the clerk by filing a Notice of Confidential Information form. Clerk still reviews all documents for redaction in Family, Mental Health, Guardianship, Probate and Criminal cases.
- Filer can always redact themselves. Rules tell the filer what they can fully or partially redact.
- Rule 2.420 also tells the clerk what they are allowed to redact without a court order. 23 things only. Includes:
 - Social Security Number
 - Bank Account Number
 - Credit Card Account Number
 - Charge Account Number



IN THE CIRCUIT COURT, 15TH JUDICIAL CIRCUIT, IN AND FOR
PALM BEACH COUNTY, FLORIDA

CASE NO.: _____

Plaintiff/Petitioner,

v.

Defendant/Respondent.

NOTICE OF CONFIDENTIAL INFORMATION WITHIN COURT FILING

Pursuant to Florida Rule of Judicial Administration 2.420(d)(2), I hereby certify:

() (1) I am filing herewith a document containing confidential information as described in Rule 2.420(d)(1)(B) and that:

(a) The title/type of document is _____, and:

(b) () the entire document is confidential, or

() the confidential information within the document is precisely located at: _____

OR

() (2) A document was previously filed in this case that contains confidential information as described in Rule 2.420(d)(1)(B), but a Notice of Confidential Information within Court Filing was not filed with the document and the confidential information was not maintained as confidential by the clerk of the court. I hereby notify the clerk that this confidential information is located as follows:

(a) Title/type of document: _____;

(b) Date of filing (if known): _____;

(c) Date of document: _____;

(d) Docket entry number: _____;

(e) () Entire document is confidential, or

() Precise location of confidential information in document: _____

Filer's Signature

- If you did not redact and there is something that is statutorily confidential on your forms you must file the “Notice of Confidential Information Within Court Filing” form.
- Must tell the clerk what needs to be redacted and where it can be specifically found on document.
- If what you want to be confidential is not listed in the rules you must file a motion and get a court order to have the information be confidential. We will notify you and keep the info confidential for 10 days to allow you to file a motion.
- We have a template: “Motion to Determine Confidentiality of Trial Court Records” available at our self service centers and on our website.

Helpful Links

**Clerk of the Circuit Court and Comptroller Palm Beach
County**

www.mypalmbeachclerk.com

Florida Courts E-Filing Portal

www.myflcourtagency.com

The Florida Bar

www.myfloridabar.org *

*Rules of General Practice & Judicial Administration and
Rules of Procedure



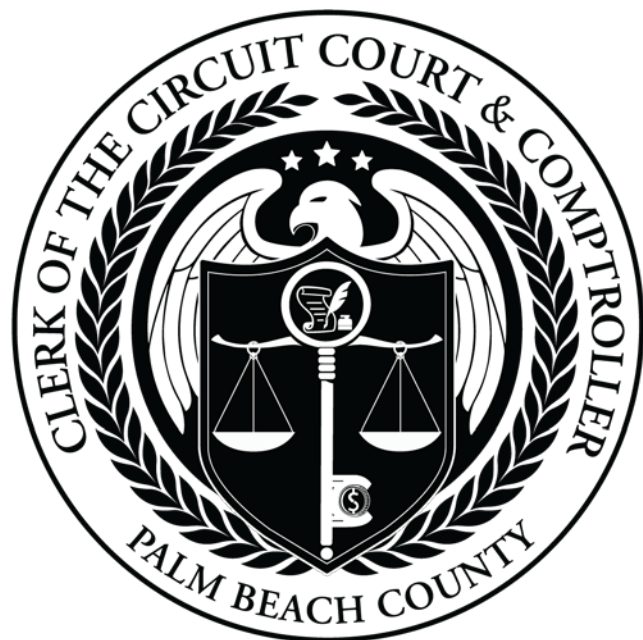
JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

Q & A



QUESTIONS?





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

Thank You