

INSTRUCTIONS FOR eSERVICE BY THE 15th JUDICIAL CIRCUIT



ATTORNEY ACCOUNTS



- Go to <u>www.15thcircuit.com</u>
- Select <u>Online Scheduling</u>
- Select Online Scheduling Application

| | ADMINISTRATIVE OFFICE OF THE COURT |
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| | Online Services |
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| mail address: F: Bar ID: assword: Leg In | Differnember me on this compater |
| Register New Liter | Confirm and Activate Account |
| Request a New Confirmation Code | Request a Password Reset Code |

This will take you to the Log In Screen.

First time users click on "Register New User".



Select your user type from the listed buttons:

- Florida Attorney
- o Law firm support user
- Pro se/ Pro hac vice



To illustrate, we will register as a Florida attorney

| attorney" and enter your | 0 | nline Services | Soloct "Lam a Elorida |
|---|--|---|---|
| Plasso inter your Florida Bar Number (200240) Lank My | Prese enter your registration information: * I al geforder ettorner, I am a law 9 mousport use Please enter your Fiorida Bar launter (199241) Law Mar | s 🗢 C en sessoerting muself or en a pro hac vice atomev | attorney" and enter your bar number. |

The screen will populate with information on file with the Florida Bar.

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| | The Nelds below for Bar number 6 | have been popula 99240 Please ma | t inform si | e in yang and anne in admin yana have a ress. Yana maya humaja a ration here that is necessary | a. |
| | *indicates requir | ed field. | | | K |
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The screen will display attorney information imported from the Florida Bar database.

A popup will request that you ensure the listed email address is unique and one you can access. Click the "OK" button to continue.

NOTE:

The e-mail address listed here is for logging into Court e-service and scheduling applications. This address is NOTFOR USE as an e-service email address unless you want it to be.



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Enter the information requested in the fields provided.

Example 1: searching for a law firm using a partial name

| suffix: | | | The law firm has "Brian" in its name Enter part of |
|---------------------|---------------------------------------|--|---|
| System Greeting: | - | | the law firm name and |
| Strict Address: | Poyal Palm Deach Poyal Palm Deach | | press the "look up" button |
| State Abbreviation: | FL | | (not case consitive) |
| 71P: | JUA11163U | | (not case sensitive) |
| Law Firm: | Drian Valasi Law I rm from List | (Fotor part of the law firm name to look up) | |
| - | | | A "Select Law Firm From List" box will appear |



Click on down arrow to see a list of all law firms registered with the Court's system containing the name "Brian".





Example 2. Now assume that attorney "Brian" works with attorney "Leonard Singer"





| | | Online Services | |
|---|---|---|---|
| Middle Name: Last Name: Suffix: System Greeting: Street Address: City: State Abbreviation: ZIP: Law Fiem: | Scott Fischer I 402 Royal Palm Beach E Royal Palm Beach 7 TL 234111658 Loosed 1 Singer, Soque Loosed 1 Singer, Soque | ioninity a fletter part of the law firm name to both up | No need to press an "ok' type button after the firm name appears. Simply the type code in the space provided and press the green submit button. |
| Business Phone: Fan: Cell: | 561 7131123 561 7131128 | | |
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The Attorney account has now been created.

A confirming email will be sent to Log In email and must confirm within 24 hours.



STAFF ACCOUNTS

Staff accounts are linked to the attorney's accounts by exactly matching "Law Firm" names. **IMPORTANT:** If the law firm name is off by even a comma, then they names will not match.





IMPORTANT:

The law firm name must EXACTLY MATCH the firm name for the attorney with whom you will be linked. In this example, legal assistant Mary is working for a solo practitioner named Tracy.

NOTE:

There **are two law firms** for the same person. One is "Law Office of". The other is "Law Office<mark>s</mark> of". To be linked the attorney and legal assistant **MUST** use the same version of the law firm name.



Once the attorney and legal assistant are registered, the attorney should

- 1. Log in
- 2. Assign primary and secondary addresses at which e-service should be received.

IMPORTANT: These can be different email addresses than those used to log into the system.

3. Check cases assigned to bar number. Only pending cases will appear.

NOTE:

- If you see cases that you thought were closed, final orders may be missing.
- If you are missing cases, then the Clerk's office does not have your bar number assigned to the case.



| | Online Services |
|---|---------------------------------|
| Please Log In: | |
| Email address: OR Bar ID: Password: Log In | Remember me on this computer |
| | |
| Register New User | Confirm and Activate Account |

Attorneys can log in with their Bar Number instead of their email address by entering the Bar Number and password.

Screen will appear which allows you add secondary email address, update your profile, link email addresses to cases, go to online scheduling or reset password.







If the email address is not already registered with the system and attached to the law firm, the system will treat it as a new user and will create a temporary password so the user can make an account.



Alternatively, it could state that the email address is registered to another law firm.



You can link email addresses to cases:

| ary sses | Link E-Mail Addresses to Cases |
|-------------|-----------------------------------|
| rofile | Reset Your Password |
| eduling | Log Out of This System |

1. Click the "Link Email Addresses to Cases" button

| Dead, reonard it wor singer | Return to Main Page Help |
|--|--|
| Use this page to assign aprilo 3 different em | will addresses to receive case documents. You can specify addresses for individual case available cash combally estimated will gave your hide at a direct solutions. |
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Assigned default email address appears.

List of pending cases assigned to bar number appears.



Default service email addresses will be used for primary and secondary service for all cases that do not otherwise have email addresses explicitly assigned to them by the attorney.

Note that your **login email address** is the **initial** default email address; however, you can change the <u>primary service email address</u> to something other than your **login email address**. Before you can add a secondary default email address, you must first add a <u>primary service email address</u>.

| Contract Treven Singer Contract Contract Contract Singer Contract Contract Singer Contract Contract Singer Contract Singer Contract Singe | To add default email addresses: Click on the "Set Default Addresses for My cases" radio button. Three boxes will appear for the primary and secondary addresses. Click on the drop down arrow at the end of each field to select an email address for each field. |
|---|---|
| E-mail addresses can be addresses can be addresses for my cases Set default addresses for my cases Assigned Defa Leonard livin Singer (lisesquire@aol.con) Select Secondary Email Addresses Assign selected e-mail addresses to specific cases Submit Reset Case Number Case Style | This attorney wants to receive the emails from the court, so he selects his name as the primary default email service address. |



| s for my cases Assigned Defaults: lisesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (deesquire@aol.com (dees | The attorney wants to designate a staff member to receive |
|--|---|
| Case Style TRAGER, SYLVIA - Estate of dresses: Use default addresses | emails from the court. This person would be selected as |
| PANDOL FO, ANTHONY R - Estate of Irensen: Use default addresses | service address. |
| | |
| Use this page to assign up to 3 different e mail addresses to receive case documents. You can specify addresses for individu cases that don't have addresses explicitly assigned with use your default address settings. | After clicking the |

| Leonard Invin S | nger (lisesquire@sol.com 🔸 | Amy Singer Borman (abormang/pbcgow.c.* | Select Seconderly Email Address (option 💌 |
|------------------|----------------------------|--|---|
| tign selected e- | mail addresses to spe | cific cases | |
| Submit | Reset | | |
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After clicking the green submit button, both email addresses will appear as "Assigned Defaults"

| | F-mail : | addresses can be added to the di | top-downs by adding them <u>here.</u> |
|--|----------------------------|--|--|
| Set default address | es for my cases | Assigned Defaults: ligo | squire@iacl.com, aborman@ipbcqov.onc |
| Leonard Invin Sir Assign selected out | nger (lisesquire@aol.com 💽 | No Secondary Emsil Address Scient Strongtons Freed Address (aptional) | Select Secondary Email Address (option 💌 |
| Submit | Reset | Francard Inver Singler (Intersports) (and com) | |
| Gase Number | Case Style | | |

To remove the secondary default email, select "no secondary email address." Then, press the green submit button to commit changes.



| Set default address | is for my cases Assigned Defaults: lisesquire@adl.com | |
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| Leonard Invin Sin Assign selected e m | er (lisesquire@aol.con No Secondery Email Address 💽 Select Secondary Email / all addresses to specific cases | Address (option 🔻 |
| Submit | Reset | |
| Case Number | Case Style | |
| 50-2002-CP-001677 Assigned A | IRAGEN, SYLVIA - Estate of Idresses Use default addresses | |
| 50 2003 CP 005667 Assigned A | RANDOLFO, ANTHONY R. Estate of ddresses: Use default addresses | |
| 50-2006-CP-004979 Assigned A | I WFR, I FONARD A - Folde pl ddresses: Use default addresses | |
| 50-2009-C/\-008/94 Assigned A | CHISE HOME HINVINCE LLC W. KARLSAN, HAROLD C, et al. ddresses: Use default addresses | |
| 50-2009-01-014445 | CENTRAL PENEKAL SAVINGS BANK Y, WALTER, BARKY , et al. | |
| | | |

The default email service addresses will be now be used for all cases indicating "use default addresses"

If there are many paralegals or associates working on an attorney's cases, you can add many email addresses to the drop down list by associating them with your firm and bar number. You can then select different primary and two secondary email addresses for each case.

| Get default addresses for my cases Assigned Defaults: Usesquire@ant.com Assigned Defaults: Usesquire@ant.com Assigned Defaults: Usesquire@ant.com Assigned Defaults: Usesquire@ant.com Assigned Defaults: Usesquire@ant.com Assigned Defaults: Usesquire@ant.com Select Primary Email Address (required) Select Secondary Email Address (option and User Secondar | Click on the radio button "Assign selected e-mail addresses to specific cases". Three boxes will appear below it. |
|---|---|
| | |
| Set default addresses for min cases Assigned Defaults: Tisesquite@iaor.com Address for min cases Set default addresses to epocific cases Set Primary Final Addresses to epocific cases Set Recordary Final Address (optime) Set Recordary Final Address (optim | The drop down list will contain all the email addresses the attorney has added to the email list. |
| Cases that don't have addresses explicitly assigned will use your detault address settings. <i>I-mail addresses can be added to the drop-downs by adding them perce.</i> Set default addresses for mir cases Set default addresses for mir cases Assigned Defaults: "isesaure/@uv.com!" * Assigned laddresses for mir cases Resigned Defaults: "isesaure/@uv.com!" * Assigned laddresses for mir cases Resigned Defaults: "isesaure/@uv.com!" * Assigned laddresses Reservice Freedows formation (using a freedow freedow) freedow freed | The primary and secondary email service addresses can all be modified by selecting alternate addresses from the drop down menus. |
| | |



| Assign selected e-mail addresses to specific cases Avry State Remain (aherman@phages () Select Secondary Final Address (aption - Select Recondary Final Address (aption - Submit Reset | Press the green submit button. |
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| Case Number Case Rtyle Case Number Case Rtyle M 50-2002-CP-001677 TR-KSCR, SyLV/A - Estate of Assigned Addressee: adorman@plbugoy.org Reset to defaults 50-2003-CP-005662 PAND-NDP, AVIT IONY R - Estate of Assigned Addressee: Use default adormansee Reset to defaults | The highlighted now appears as "Assigned Addre |
| 50-2006-CP-004979 JAVER, LECINARD A - Estate of Assigned Addresses: Use default addresses | To reset to de |
| 50-2009-CA-000794 CHASE HOME TINANCE LLC V. KARLSEN, HAROLD C, et al Assigned Addresses: Used fortheam care | click on the box |

IMPORTANT:

Clicking on the "Reset to defaults" button will replace all case specific email assignments with the default primary and secondary email service addresses.



REMEMBER:

- All pending and reopened cases associated with the attorney's bar number will be displayed.
- If a case does not appear, the clerk's office does not have the attorney listed as one of the counsel of record.
- If a resolved case is displayed, then complete dismissal papers may not have been filed with the court.



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| Use this page to assign up to 3 different e-mail a cases that don't have a | To go back to the | |
| F mail addresse | main menu click on | |
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| | Online Services | |
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| E-Mall Addresses | to Cases | |
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| Update your Profile | Reset Your Password | |
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| Go to Online Scheduling | Log Out of This System | |
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