INSTRUCTIONS FOR eSERVICE
BY THE 15th JUDICIAL CIRCUIT

ATTORNEY ACCOUNTS

- Go to www.15thcircuit.com
- Select Online Scheduling
- Select Online Scheduling Application

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
- Law firm support user
- *Pro se/ Pro hac vice*

To illustrate, we will register as a Florida attorney

Select "I am a Florida attorney" and enter your bar number.

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


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 NOT FOR USE as an e-service email address unless you want it to be.
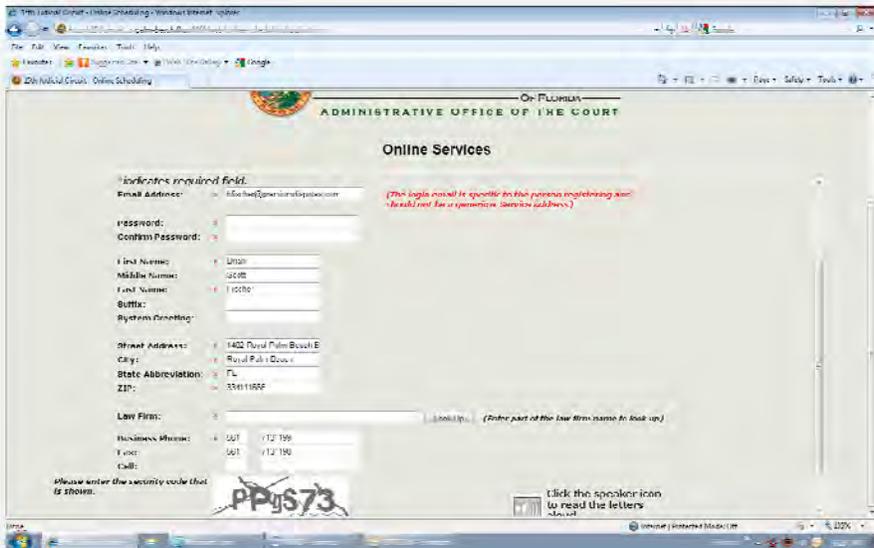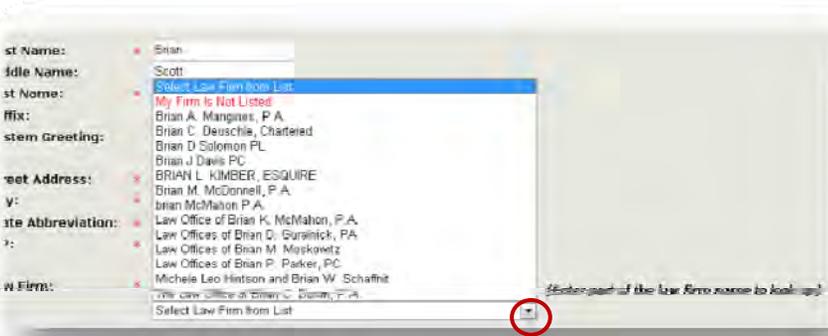
Enter the information requested in the fields provided.

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

The law firm has "Brian" in its name. Enter part of the law firm name and press the "look up" button *(not case sensitive)*

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".

COURTECHNOLOGY

If your law firm name does not appear click on "My Firm is Not Listed" and a box will appear for you to add your law firm's name.

- Add the law firm name.
- Enter the security code and press green submit box.

A confirmation email will be sent to registered login email address.

IMPORTANT:
The user MUST accept and login within 24 hours.

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

Type in "Singer" in the "Law Firm" field

- Press the "Look Up" button, then click on the down arrow to reveal matches.
- Click on the name "Leonard Singer"

The Attorney account has now been created.

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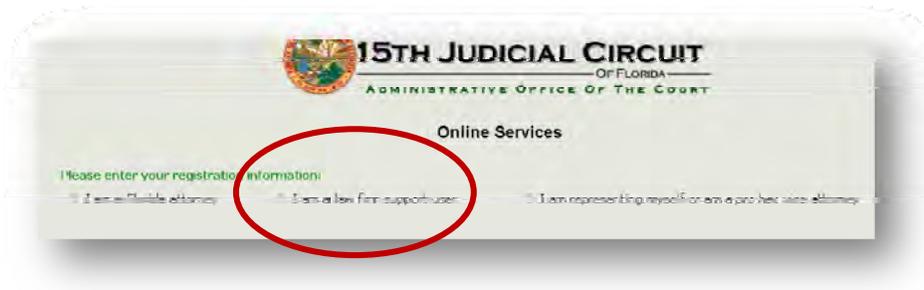
STAFF ACCOUNTS

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.

Click on the "Register New User" button

Select the "I am a law firm support user" radio button

Fill in required information.

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 Offices of". To be linked the attorney and legal assistant **MUST** use the same version of the law firm name.
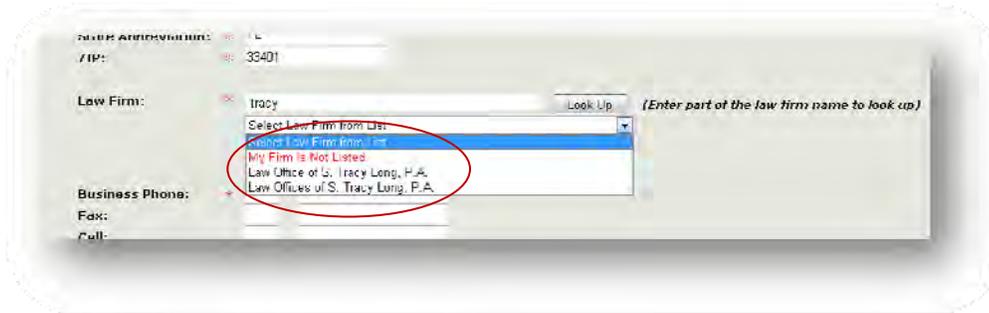
Type the confirming code in the space provided and press the submit button

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.

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.
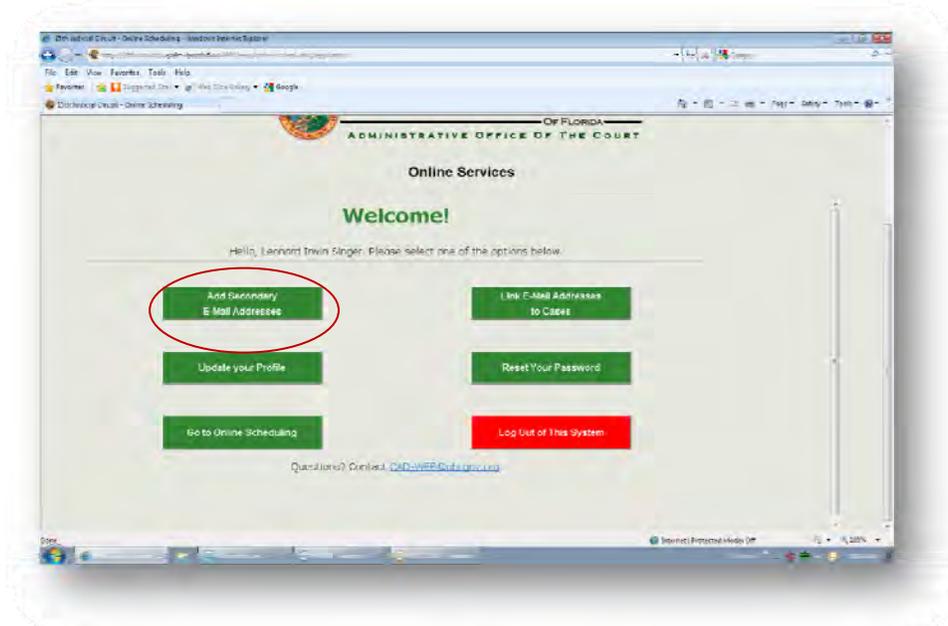
A welcome screen will appear. Select "add secondary addresses".
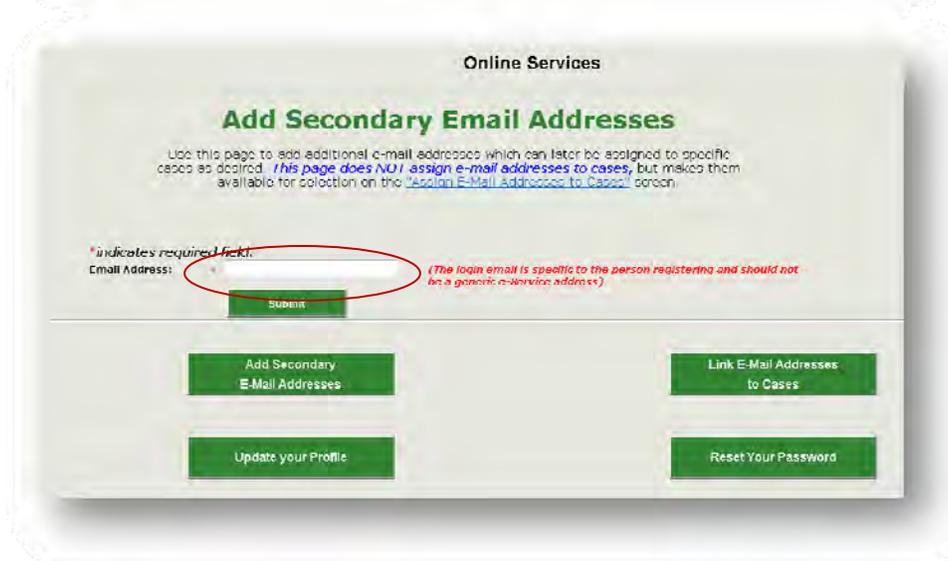
The Add Secondary Email Address screen appears

s NOT assign e-mail addresses to cases. but makes th

Message from webpage

⚠ Creating new email address 'ASBorman@aol.com'. A temporary password will be emailed to this user after the address is created.

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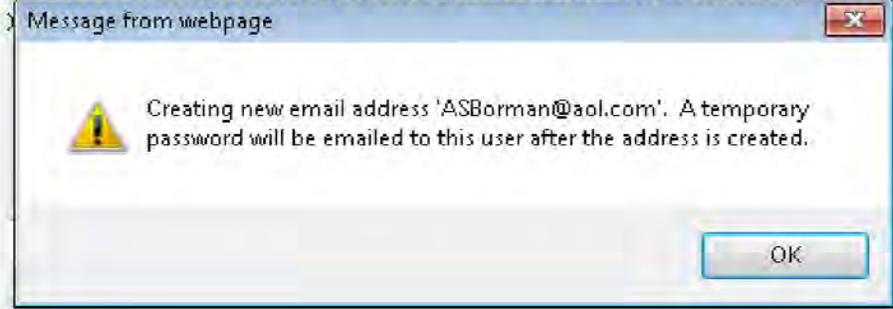
If the email address is not already registered with the system and attached to the law firm, the system will treat it as a new user and will create a temporary password so the user can make an account.

Message from webpage

⚠ That email address is already registered to a different law firm.

Your law firm is 'Leonard I. Singer, Esquire', and the registered law firm name for this user is '15th Judicial Circuit'.

Please ensure that assigned law firm name for this user matches your law firm name EXACTLY (including all spelling and punctuation.)

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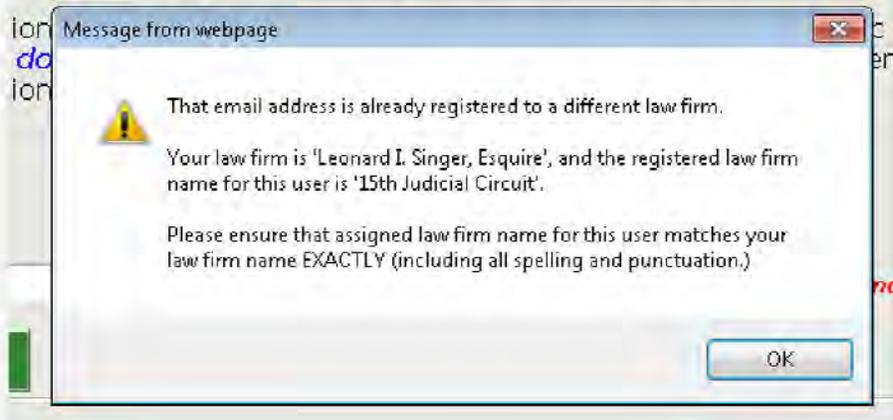
Alternatively, it could state that the email address is registered to another law firm.

You can link email addresses to cases:

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

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.

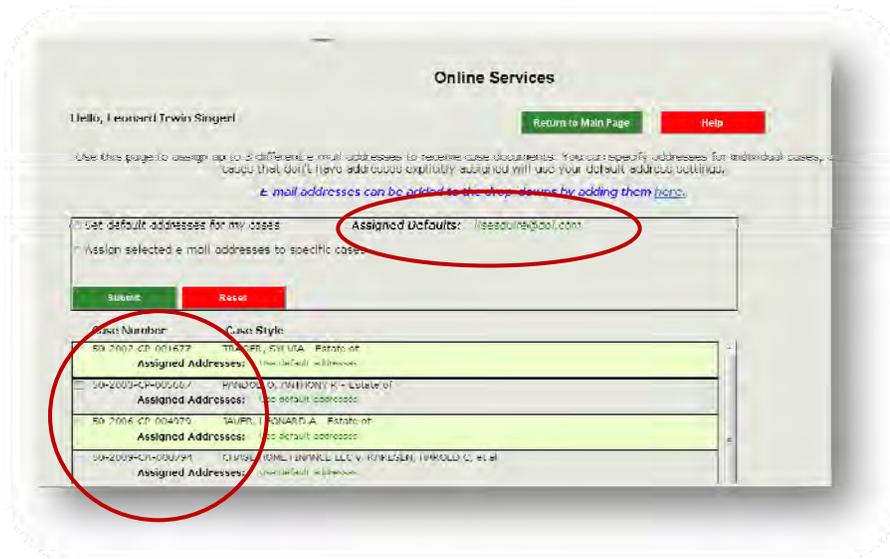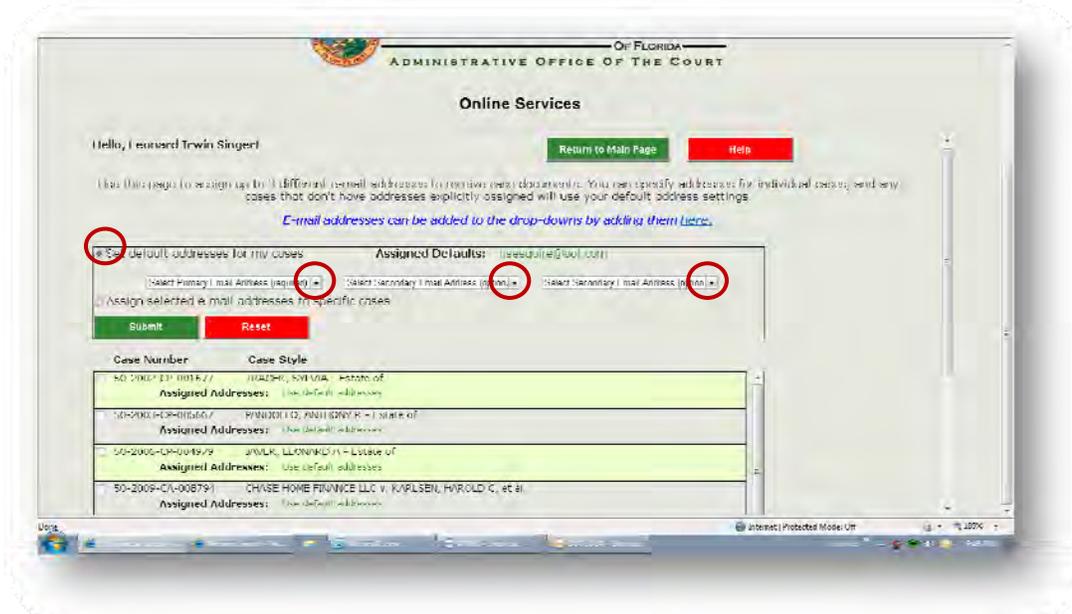Note that your **login email address** is the initial default email address; however, you can change the primary service email address to something other than your **login email address**. Before you can add a secondary default email address, you must first add a primary service email address.

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.
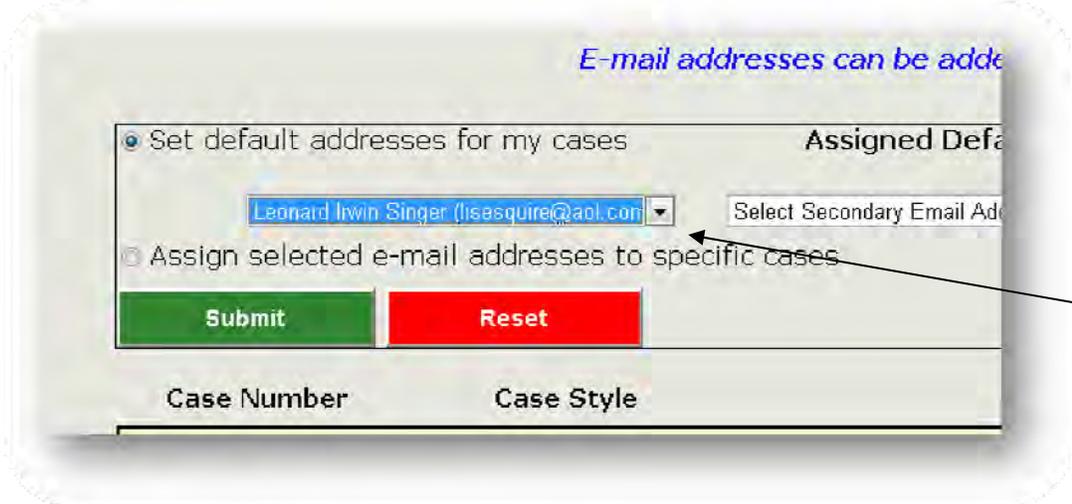
This attorney wants to receive the emails from the court, so he selects his name as the primary default email service address.

The attorney wants to designate a staff member to receive emails from the court. This person would be selected as the secondary email service address.

After clicking the green submit button, both email addresses will appear as "Assigned Defaults"

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

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.
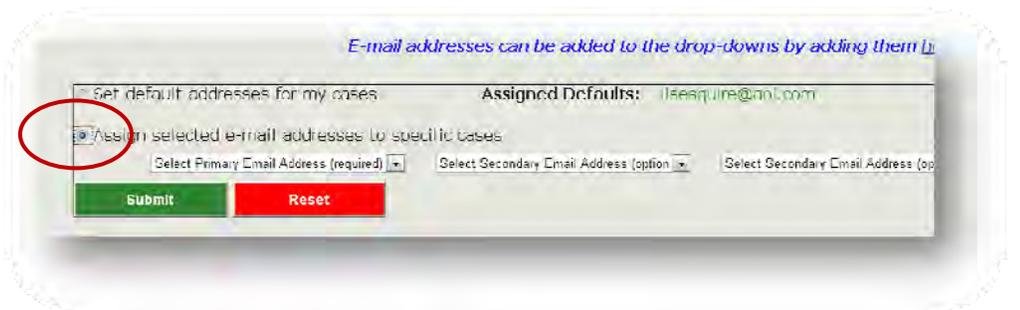
Click on the radio button "Assign selected e-mail addresses to specific cases". Three boxes will appear below it.
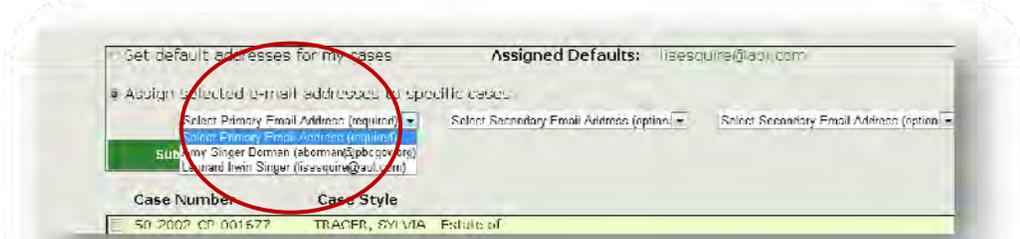
The drop down list will contain all the email addresses the attorney has added to the email list.

The primary and secondary email service addresses can all be modified by selecting alternate addresses from the drop down menus.

COURTECHNOLOGY
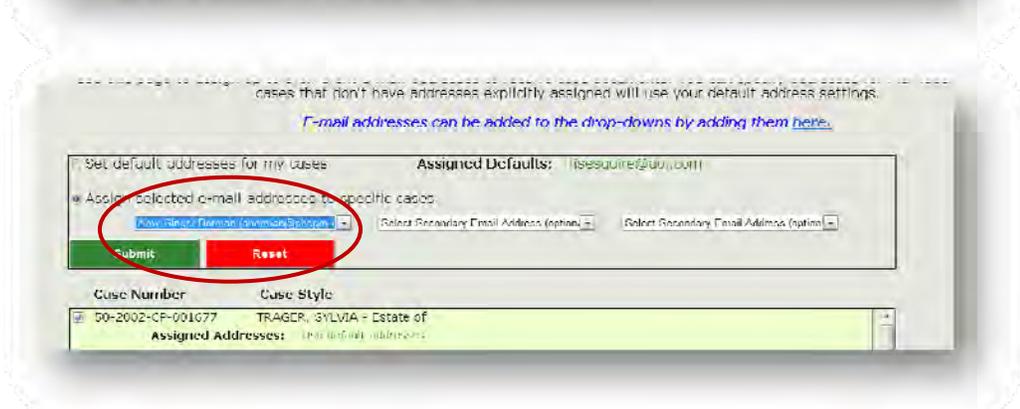
Press the green submit button.

The highlighted name now appears as the "Assigned Addresses" - found in blue.
To reset to default, click on the box to the right.

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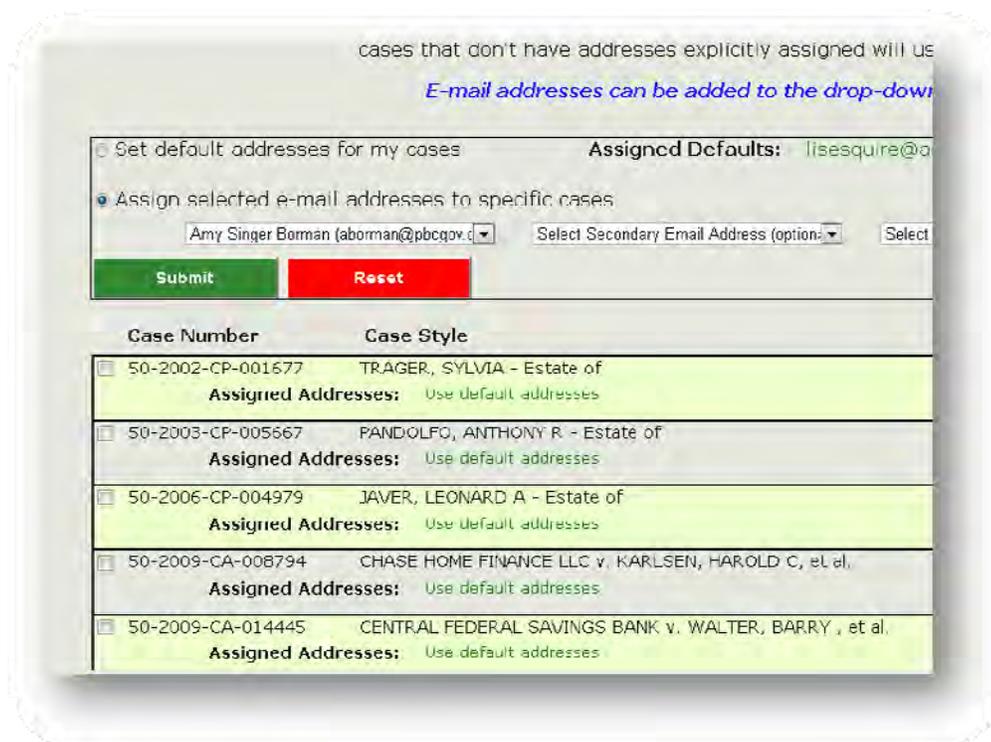
REMEMBER:

- 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.

Online Services

Hello, Leonard Irwin Singer!

Return to Main Page   Help

Use this page to assign up to 3 different e-mail addresses to receive case documents. You can specify addresses for individual cases. Cases that don't have addresses explicitly assigned will use your default address settings.

E-mail addresses can be added to the drop-downs by adding them here.

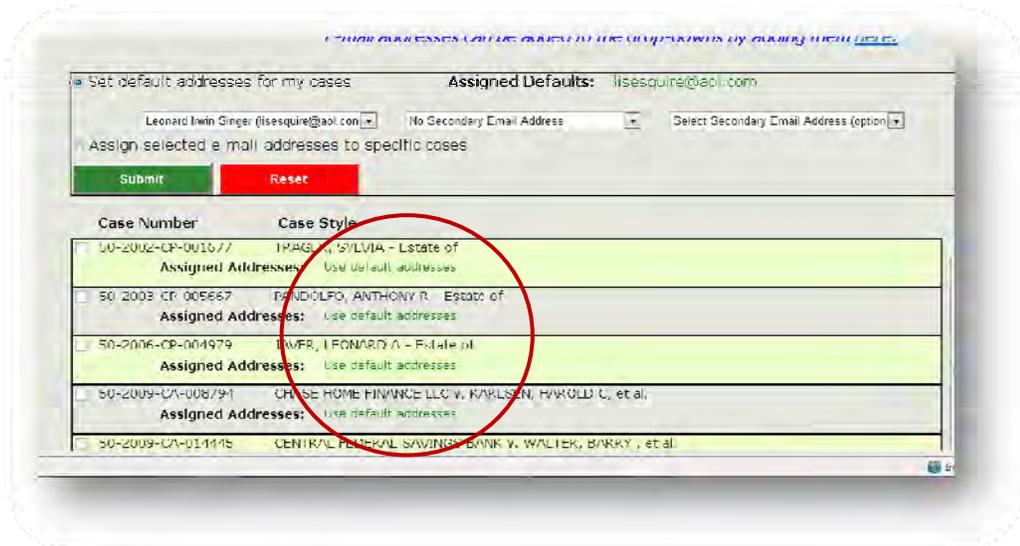☐ Set default addresses for my cases.   Assigned Defaults: leesinger@aol.com

☐ Assign selected e-mail addresses to specific cases

Submit   Reset

Case Number	Case Style
50-2008-CP-001622	IN RE: ESTATE OF ...

To go back to the main menu click on "Return to Main Page"

Online Services

Welcome!

Hello, Leonard Irwin Singer. Please select one of the options below.

Add Secondary E-Mail Addresses

Link E-Mail Addresses to Cases

Update your Profile

Reset Your Password

Go to Online Scheduling

Log Out of This System

Questions? Contact CAD-WEB@pbcgov.org.

Log out by pressing the red button