

Judicial Automated Workflow System
(JAWS)
Court Calendar
User Documentation for External Users



JAWS

Judicial Automated Workflow System

Revision Date: March 16, 2010

Table of Contents

Court Calendar Introduction	3
JAWS basis for External Users	3
• Available Time	5
• Associated Parties	8
• My Cases	9
• View/Upload Files	10
• Case Search	11
• My Profile	12

JAWS Court Calendar

Court Calendar Introduction

JAWS, Judicial Automated Workflow System, is going to be the primary interface between the court, the people and organizations that have business before it. The current release will serve attorneys with the following primary function of scheduling – support of scheduling hearings and other events by parties, counsel or the court, serving copies of event notices via email.

What it will require of you. Attorneys will be required to register to JAWS. This will result in issuance of a username and password. You will not need any locally installed software other than Internet Explorer. The supported browser is IE7. If you are using IE8, you will need to run this in compatibility mode. There are no other hardware or software requirements. Once you register it is a necessity for you to associate yourself with your assigned cases **immediately**. This will ensure proper email notifications to be received by you.

How the scheduling function works. JAWS is a general purpose scheduling engine designed to accommodate various different scheduling models. The Court can (1) set matters on its schedule on its own initiative, with or without consulting the parties or counsel; (2) expose available times to the public, allowing the parties to coordinate the scheduling and place the matter on the Judge's calendar, or (3) allow the public to view available times, and request that the Judicial Assistant reserve a specific mutually agreeable time, with the final confirmation being communicated by email. The Judge's office will be able to limit available time to specific purposes or impose specific sets of rules on what may be heard at the time.

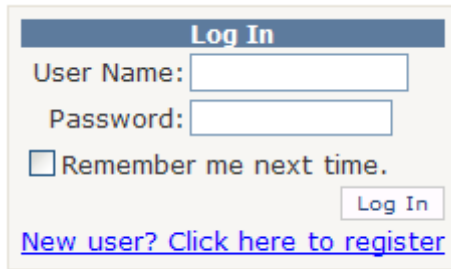
Parties will file their documents in paper with the Clerk. However the Court may require you to upload the pleading, motion, or response to same at the time it is set for hearing or input specific data elements pertaining to a specified event.

Should you require technical assistance at any time during this process or if you want to offer feedback regarding your experience with JAWS, please contact the Administrative Office of the Courts' Help Desk at 813-272-6513 or via email at helpdesk@fljud13.org. Thank you.

JAWS basis for External Users

To access JAWS, you may go to the Court's website at www.fljud13.org and click the link for JAWS or you may type in <http://jaws.fljud13.org> on your IE7 browser. If you are running IE8 then you will need to run in compatibility mode.

You will be prompted for your login.



Log In

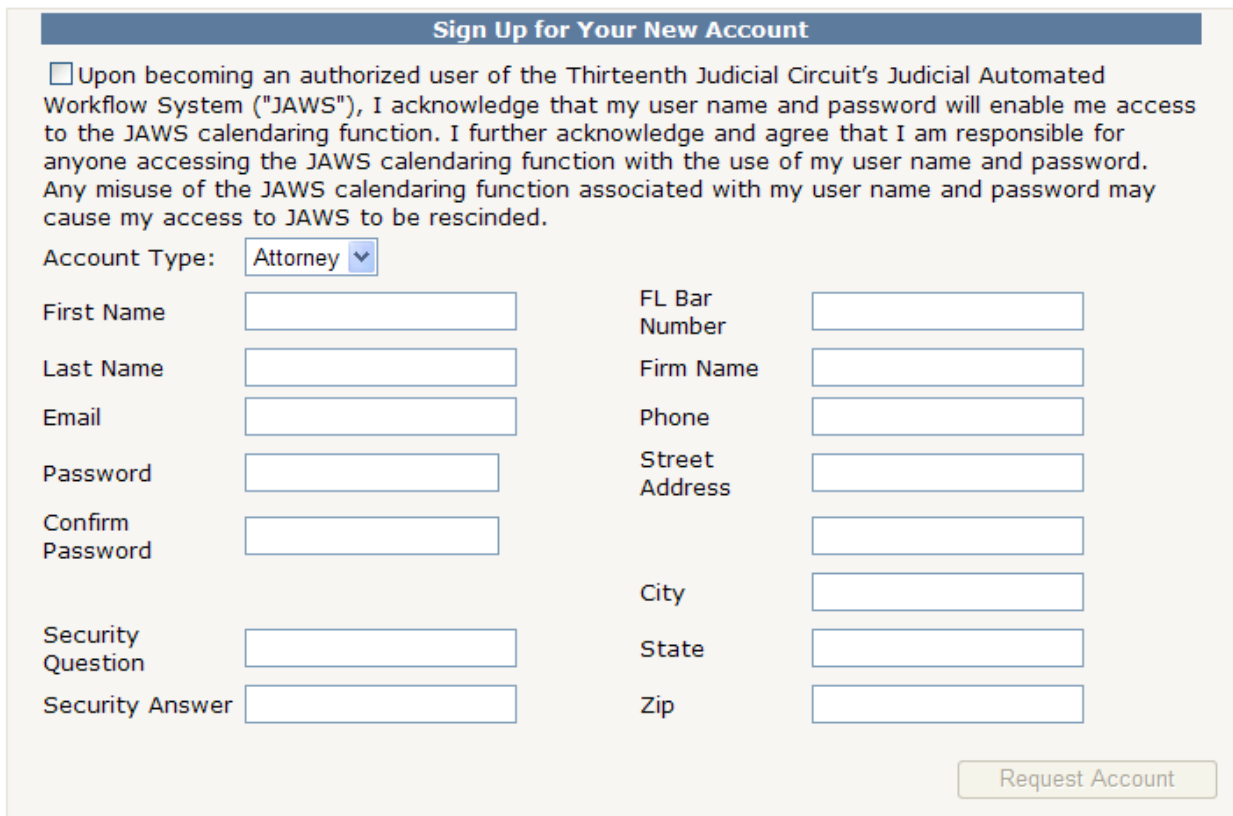
User Name:

Password:

☐ Remember me next time.

[New user? Click here to register](#)

If you are a new user and need to register then click the link “New user? Click here to register”. You will be required to enter in account information.



Sign Up for Your New Account

☐ Upon becoming an authorized user of the Thirteenth Judicial Circuit’s Judicial Automated Workflow System ("JAWS"), I acknowledge that my user name and password will enable me access to the JAWS calendaring function. I further acknowledge and agree that I am responsible for anyone accessing the JAWS calendaring function with the use of my user name and password. Any misuse of the JAWS calendaring function associated with my user name and password may cause my access to JAWS to be rescinded.

Account Type:

First Name	<input type="text"/>	FL Bar Number	<input type="text"/>
Last Name	<input type="text"/>	Firm Name	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>
Password	<input type="password"/>	Street Address	<input type="text"/>
Confirm Password	<input type="password"/>		<input type="text"/>
		City	<input type="text"/>
Security Question	<input type="text"/>	State	<input type="text"/>
Security Answer	<input type="text"/>	Zip	<input type="text"/>

You must acknowledge and accept the responsibilities of becoming an authorized user of JAWS by clicking in the checkbox next to the acknowledgement. Next you must fill in all of the fields.

The security question and answer is used in resetting your username or password. Enter a question that you can remember in the security question text box. Then type in the answer to that question in the security answer text box. Example: Security Question - The name of my favorite pet? Security Answer – Max

When finished, click the Request Account button and you will receive a message that your account request has been received.

Account Request Received

Thanks for the account request! Registration is almost complete.

An email has been sent to the email address that you signed up with. Once you confirm the email by clicking the link, you will be redirected to login.

Check the inbox for the email address that you provided and select the email from JAWSADMIN@fljud13.org. This email contains your account information. Click the confirm link to finish the registration process. This link will then take you to the JAWS Log In screen where you will type your user name and password.

At the very top of the screen you see a tab named Court Calendar. Underneath this you will see a list of menu options: Available Time, My Cases, Case Search, and My Profile. This document will provide explanations for each of these options.

Court Calendar

[Available Time](#) | [My Cases](#) | [Case Search](#) | [My Profile](#)

- **Available Time**

- Below the list of menu options, you will see the drop down selection boxes for the division information. If you are assigned to more than one division then you can use the drop down arrows to select the desired division.
- Once you select the desired division then the list of available events and time slots will appear.

General Civil | Div C: General Civil | All Event Types

Available Time for Div C: General Civil - All Event Types

	Event Type	Description	Date	Start Time	End Time
View Detail/Schedule Case	UMC	UMC	3/24/2010	9:00 AM	9:30 AM
View Detail/Schedule Case	UMC	UMC	3/25/2010	9:00 AM	9:30 AM
View Detail/Schedule Case	DISCOVERY DOCKET	DISCOVERY DOCKET	3/25/2010	4:00 PM	4:30 PM
View Detail/Schedule Case	Pretrial	Pre-Trial Conference for August	3/28/2010	8:00 AM	8:30 AM
View Detail/Schedule Case	UMC	UMC	3/30/2010	9:00 AM	9:30 AM
View Detail/Schedule Case	DISCOVERY DOCKET	DISCOVERY DOCKET	3/30/2010	4:00 PM	4:30 PM
View Detail/Schedule Case	UMC	UMC	3/31/2010	9:00 AM	9:30 AM
View Detail/Schedule Case	FORECLOSURE RELATED MOTIONS	FORECLOSURE RELATED MOTIONS - ONLY	3/31/2010	11:00 AM	11:30 AM
View Detail/Schedule Case	UMC	UMC	4/1/2010	9:00 AM	9:30 AM
View Detail/Schedule Case	DISCOVERY DOCKET	DISCOVERY DOCKET	4/1/2010	4:00 PM	4:30 PM
View Detail/Schedule Case	Mortgage Foreclosure - Telephonic ONLY	Butler & Hosch - ONLY	4/26/2010	1:30 PM	1:45 PM

- Click View Detail/Schedule Case by the desired event and timeslot. This will provide you with the details about this event and time slot.

3/25/2010 - DISCOVERY DOCKET | 4:00 PM - 4:30 PM

Hearing Description

☐ I will be appearing by phone

☐ I understand file uploading is required

I am associated with: **Defendant/Respondent**

Discovery related matters ONLY Attys appearing by phone must indicate on Notice of Hearing that they will be appearing telephonically by calling (813) 272-6781 at time of hearing. Copy of motion & notice to be sent to JA. Attorney scheduling hearing to bring court file For hearings longer than 30 minutes, please contact JA

Additional Notes

☐ I agree with the text above and certify this requested date and time has been agreed upon with opposing party

Case Number:

[Schedule Case](#)

- The court division may require specific information from you when scheduling an event. This may be in the form of free form text boxes, drop down boxes, or check mark boxes. This collection of information may include:
 - a hearing description to be entered – for example Motion to Dismiss
 - the Mortgage Foreclosure checklist – see below for the information that must be completed.

Mortgage Foreclosure Checklist

Please complete all of the information below.

Date Affidavit of Compliance was filed:	<input type="text"/>
Has Service been completed or an answer filed on all defendants?	<input type="checkbox"/> Yes
Has a Non-Military Affidavit been filed for each defaulted defendant?	<input type="checkbox"/> Yes
Date Motion for Final Summary Judgment was filed:	<input type="text"/>
Date Affidavit in Support of Motion for SJ was filed:	<input type="text"/>
Date Affidavit of Fees by Attorney of Record was filed:	<input type="text"/>
Date Affidavit as to Reasonable Attorneys Fees was filed:	<input type="text"/>
Date of Original Note and Mortgage or Affidavit of Lost Instrument:	<input type="text"/>

- a file to be uploaded – see View/Upload Files section for further details
- if appearing by phone
- trial requirements – for example trial type, trial duration, pre-trial date

Trial Type	<input checked="" type="radio"/> Jury <input type="radio"/> NonJury
Est. Trial Duration	<input type="text"/>
Pretrial Date	<input type="text"/>

- additional notes

Additional Notes

- party association – use the drop down selection to identify who you represent
 - case number – must use the full 12 character case number including the dashes
 - certification that you have contacted the opposing party and the requested date and time has been agreed upon
 - **NOTE: You must select the certification check box in order to schedule a case**
- The court division will also include instructions to be followed for the specified event type. Please read these carefully and comply with all instructions.
 - Click Schedule Case

The system will take you to a screen in which you are required to add/confirm the Associate Parties of a case. The people listed in this screen will receive email notifications.

- **Associated Parties**

Scheduling case: 10-CF-001000 for 4/20/2010 - 1:30 PM - 1:36 PM

The following parties have been associated with this specific case. Click below to associate additional parties. Case association will allow parties to receive email communication for scheduled hearings and cancellations related to this case.

Associated Parties

First Name	Last Name	Association	Phone	Email
Jay	Scheme	Petitioner	888-111-6666	jayson.schemenauer@gmail.com
Ju	Rob	Respondent	813-555-5555	jules_roberts@hotmail.com

Search Parties

Enter Name or Firm Name

First Name	Last Name	Firm Name	
Ju	Rob	J&B	<input checked="" type="checkbox"/>

Affiliated with: Defendant/Respondent Add Party

Party Associated

Current Case Schedule

10-CF-001000
 PETIT-FRERE,SOUVENI
 OTHER

Date	Start	End	Hearing
4-08-2010	8:30 AM	9:45 AM	UMC

Schedule Case
Cancel

- This is important to make sure all parties associated with a case are defined and email addresses are captured so emails go out to the right people.
- Any known associated parties will be presented on the left hand side of the screen titled Associated Parties.
- The right hand side of the screen allows you to search for external parties that need to be associated with the case.
- You can enter a letter, name or partial name and press the search icon. The system searches last name and firm name files with a like command. For Example – you can enter Bri and the system will display all external users that have a last name or firm name containing the letters 'Bri'. (not case sensitive)
- If you find the person that you want to associate to this case, then check the box next to their name and press add, make sure you select the party affiliation and it will move that person to the associated parties list.
- The affiliated with drop down box allows you to associate what person with defendant/respondent, plaintiff/petitioner, or neither.
- If the system cannot find a match in JAWS then a message will display letting you know that no matching users were found. You can call the party and ask them to register to JAWs.

- Click Schedule Case when finished. The system will return to the Available Time screen and a red message at the bottom right hand side will appear. Example:
Your appointment has been scheduled or requested.
Your confirmation number is **12J-34946**
- If you have selected a time slot in which the court division requires you to request a time slot and then wait for their decision to approve or not, you will get an email confirming or denying this event once the court division makes a decision.
- Underneath this information you will see the case scheduled in the time slot selected.

• My Cases

This option allows you to see a list of all of your cases.

My Cases

Case Number	Description	Type	Filed Date
10-CF-001000	PETIT-FRERE,SOUVENI	OTHER	1/20/2010

If you select the case then you will be provided with case style and current case schedule at the bottom of the screen.

Case Number: 10-CF-001000

PETIT-FRERE,SOUVENI | OTHER

[Associated Parties](#) [View/Upload Files](#)

Current Case Schedule					
	Division	Date	Start	End	Event
Cancel	Div B: Criminal Justice & Trial	4-08-2010	8:30 AM	9:45 AM	UMC
Cancel	Div B: Criminal Justice & Trial	4-20-2010	1:30 PM	2:30 PM	Discovery

If you need to cancel a scheduled event, you can select Cancel. A pop-up window will appear for you to enter the Cancel Reason, when finished typing click the Cancel Hearing button. Notice the cancelled event now shows cancelled.

Current Case Schedule						
		Division	Date	Start	End	Event
Cancel		Div B: Criminal Justice & Trial	4-08-2010	8:30 AM	9:45 AM	UMC
	Cancelled	Div B: Criminal Justice & Trial	4-20-2010	1:30 PM	2:30 PM	Discovery

You can also access the Associate Parties menu option from this screen. In addition you can View/Upload Files.

- **View/Upload Files**

Upload Document

Select Division for File Upload:

General Civil

Div A: General Civil

Files must be word documents or pdfs (.doc,.docx,.pdf)

Document Type:

Document Title:

Browse...

☐ Public

Upload File

Uploaded Documents for Case # 08-CA-000025

No files have been uploaded for this case.

Documents Recorded with the Clerk of Courts

Document Type	Description	Filing Date
NOT PRODUCTION NONPTY X'S 2/COS DATE DECEMBER 22, 2008 SUB ATCH		12-31-2008 **
RTN'D NOT FOUND BY POST OFFICE		12-23-2008 **
CERTIFICATE OF MAILING		12-16-2008 **
CERTIFICATE OF DISBURSEMENTS		12-16-2008 **
NOT PRODUCTION NONPTY X1 SUB ATCH		12-08-2008 **
RTN'D NOT FOUND BY POST OFFICE		12-08-2008 **
CERTIFICATE OF TITLE		12-02-2008 **
RECEIPT	19-NOV-2008,\$89693.75, User Id = CARDINEZA, Receipt No = 1445256	11-19-2008 **

** These files are currently not available for download and can be accessed through the Clerk of Courts.

Close

- This screen shows any .doc or .pdf documents that have been uploaded that pertain to the associated case.
- Both internal and external users have the ability to upload files
- In order to upload a file, make sure the correct division is selected, put a description in the Document Type, a file name in the Document Title field and then click browse to select the appropriate file on your hard drive. The file size must be smaller than 10 MB.

- When you have entered the appropriate information for the desired document then select Upload File.
- Once uploaded the file will display in the top section of the screen under the Uploaded Documents for Case #XX-XX-XXXXXX.
- Once a file has been uploaded, any user that has privilege to see the file can click on download to open or save the file to their machine. By default, internal users (Judges and Judicial Assistants) can see all uploaded files for a given case. External users can only see their own uploaded documents and any document that has been shared.
- Under the section named Documents Recorded with the Clerk of Courts are filings that have been filed with the Clerk. This information comes from the Clerk's database and since these files are not retrievable electronically, this is only displayed as a list.
- When finished select Close.

• Case Search

If you have a case number, you can go to Case Search.

- Case Search – You can enter a case number or a confirmation number and the case details and the current case schedule displays. If a case number is not found in the system then you will receive a message indicating the case was not found. From this screen you have the option to cancel an event or utilize the associated parties and view/upload files options as described above.

[Available Time](#) | [My Cases](#) | **[Case Search](#)** | [My Profile](#)

Case Search

Enter Case Number or Confirmation Number:

10-cf-001000



Case Number: 10-CF-001000

OTHER | PETIT-FRERE,SOUVENI

[Associated Parties](#) [View/Upload Files](#)

Current Case Schedule						
		Division	Date	Start	End	Event
Cancel		Div B: Criminal Justice & Trial	4-08-2010	8:30 AM	9:45 AM	UMC
	Cancelled	Div B: Criminal Justice & Trial	4-20-2010	1:30 PM	2:30 PM	Discovery

- **My Profile**

To edit your account settings or to change your security settings, you would use the My Profile option.

Available Time | My Cases | Case Search | **My Profile**

Account Management

User updated.

Account Type:	Attorney		
First Name	<input type="text" value="Ju"/>	FL Bar Number	<input type="text" value="0311"/>
Last Name	<input type="text" value="Rob"/>	Firm Name	<input type="text" value="J&B"/>
Email	<input type="text" value="jules_roberts@hotmail.com"/>	Phone	<input type="text" value="813-555-5555"/>
		Street Address	<input type="text" value="5566 Sunnyside"/>
			<input type="text"/>
		City	<input type="text" value="Tampa"/>
		State	<input type="text" value="FL"/>
		Zip	<input type="text" value="33602"/>

- Once you have changed the desired fields, click the Update Account button.
- If you want to change your security settings, click the Change Security Settings button. You will be prompted to type in your current password, new password, confirmed password, security question, and security answer. Once finished click Update Account.

Account Security Management

Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Security Question:	<input type="text" value="Company?"/>
Security Answer:	<input type="text"/>