

JAWS (Judicial Automatic Workflow System) How-To-Guide for External Users

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HOW TO SET UP A JAWS ACCOUNT AND ASSOCIATE YOURSELF TO A CASE (STEPS 1 THROUGH 3)

Orders/Judgments that require a Judge's signature are to be uploaded to the JAWS (Judicial Automated Workflow System) for review and signature. The instructions below for establishing a JAWS account and uploading files apply to all counsel.

1. Set Up Your JAWS Account:

To upload proposed orders to JAWS you must first go to <https://jaws.fljud13.org/System/login.aspx>. If you do not have a JAWS account you will need to register for one. The instructions on the website should be straightforward. Each attorney will have his or her own account, and then each attorney may add paralegals or legal assistants to their account. JAWS will email you a confirmation email which you must reply to which then gives you access to JAWS.

Log In

User Name:

Password:

☐ Remember me next time.

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

[Forgot Password?](#)

Connect with a help desk representative

Submission of Proposed Orders

The Judicial Automated Workflow System (JAWS) now accepts submit Microsoft Word (.doc and .docx) and Adobe PDF formats. The PDF do through Word and not scanned images. Prior to submitting a proposed must review the presiding judge's webpage to determine that judge's f the proposed order is anticipated to be revised in any way by the pres the preferred format. Conversely, if the proposed order is on a routine r adopted without revision by the court, searchable PDF is the preferred generalities, users must comply with the presiding judge's formatting p submitting a proposed order through JAWS. If you have any questions contact the Thirteenth Judicial Circuit's Helodesk at (813) 272-6513.

Once you login to JAWS, click on the EMAIL ADDRESSES link at the top of the page. Type in your name and email and then click ADD CONTACT. You should repeat this process for your paralegals or legal assistants. The emails you add here are your in-house emails only; do not use this area to add opposing counsel information.

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[Available Time](#) |
 [My Cases](#) |
 [Case Search](#) |
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Logged in user: Koenigsnecht, Lynne

Here, you can manage your default email addresses used for communicating events related to your cases. This list can be edited on a case by case basis in the 'My Cases' area.

First Name: Last Name: Email: [Add Contact](#)

| | First Name | Last Name | Email |
|---|------------|-----------|------------------------|
| Edit Remove | Sue | Smith | sue.smith@whatever.com |
| Edit Remove | John | doe | john.doe@whatever.com |

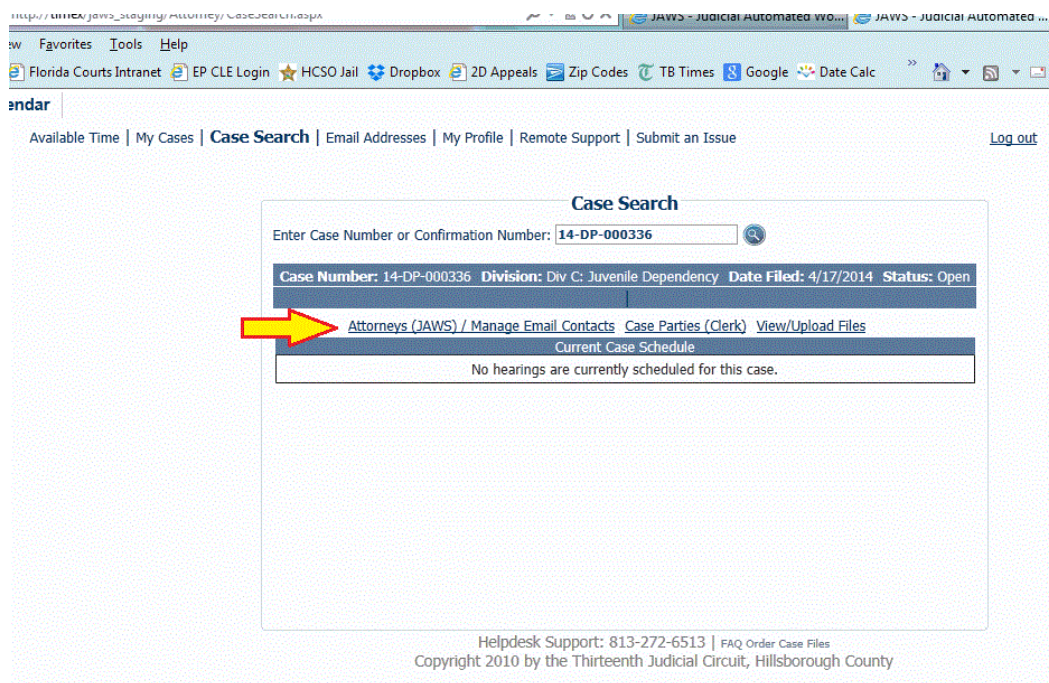
Helpdesk Support: 813-272-6513 | [FAQ](#) [Order Case Files](#)
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2. Next click on the CASE SEARCH link. In this box, type in a case number. **IMPORTANT:** You must type the hyphens and all the preceding zeros in the UCN number so it would look like 15-CA-000006. The last part must have 6 digits, so make sure you have enough zeros to equal six digits, and you need the hyphens as well (at least for now; this may change at some point). Once you type in a case number, click on the little magnifying glass to search your case. If you get a message that says “Case Does Not Exist,” then you probably did not type in the correct case number.



The next screen should look substantially similar to this:

[PLEASE NOTE that all screenshots/examples were based on a juvenile dependency case. Accordingly, you will need to ensure your proper case number has the circuit civil designation (CA).]



3. Below the first blue line in the above image, you will see three links:

Attorneys (JAWS)/Manage Email Contacts, Case Parties (Clerk) and View/Upload Files.

Click on the first link: Attorneys (JAWS)/Manage Email Contacts. From that link you will need to add all associated parties (legal parties) with the case. These are the people who will receive email notifications from the JAWS system (signed orders, rejected orders).

(See image below) This window is in 4 sections. The top right corner says Search Parties (this is an attorney search) and there is a box to Enter Name or Firm Name. The most successful searches seem to be with just the last name, all lower case. Type in a name and scroll down to find the attorney you want and then check the box on the right. **Then** scroll all the way to the bottom until you see the Add Party button and click it to add the party. The attorney will now appear in the top left quarter of the window. If a party doesn't come up in the search, you can add a party individually by typing the name and email into the box on the bottom left quarter of the window.

IMPORTANT: Although it seems redundant, **you need to add yourself (as the attorney) as well as your paralegal to this list** in order to receive the notifications from JAWS. If you do not do this, you will not receive JAWS notifications. So type in your own name if you are not a lawyer, or find your name in the search if you are a lawyer. Then click the CLOSE button in the bottom right corner of the window. At this point, all associated legal parties should be in the Associated Parties list for this case.

Florida Courts Intranet | EP CLE Login | HCSO Jail | Dropbox | 2D Appeals | Zip Codes | TB Times | Google | Date Calc | Page | Safety

Associated Parties for Case Number: 14-DP-000336

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:

No parties are currently associated with this case

Search Parties

Enter Name or Firm Name

Email addresses:

Your case event notifications will go to the following email addresses for this case (in addition to the email associated with your account):

First Name: Last Name: Email: Add Contact

No contacts have been added yet. When you add a contact, it will appear here

Current Case Schedule

No other hearings are currently scheduled for this case.

Close

**HOW TO UPLOAD A COVER LETTER (AND SUPPORTING DOCUMENTS)
CONTEMPORANEOUSLY WITH A PROPOSED ORDER (STEPS 4 THROUGH 5)**

4. Uploading Files: Click on the View/Upload Files Link.

The screenshot shows a web browser window with the JAWS interface. The browser's address bar shows the URL: http://unitedjaws.org/jaws_staging/Attorney/Caseworker.aspx. The browser's toolbar includes links for Favorites, Tools, and Help. The page header includes links for Florida Courts Intranet, EP CLE Login, HCSO Jail, Dropbox, 2D Appeals, Zip Codes, TB Times, Google, and Date Calc. The main navigation bar includes links for Available Time, My Cases, Case Search, Email Addresses, My Profile, Remote Support, Submit an Issue, and Log out. The Case Search section displays the following information: Case Number: 14-DP-000336, Division: Div C: Juvenile Dependency, Date Filed: 4/17/2014, Status: Open. Below this information, there are four links: Attorneys (JAWS), Manage Email Contacts, Case Parties (Clerk), and View/Upload Files. A yellow arrow points to the View/Upload Files link. Below the links, there is a section for Current Case Schedule, which states: No hearings are currently scheduled for this case. At the bottom of the page, there is a footer with the text: Helpdesk Support: 813-272-6513 | FAQ Order Case Files, Copyright 2010 by the Thirteenth Judicial Circuit, Hillsborough County.

5. Using the image below, follow the steps to upload:

Step 1: Choose the court (**General Civil**)

Step 2: Choose the Division Letter (**Div C: General Civil**)

Step 3: **Check the box that says “Proposed Order”** (check this box to submit proposed orders/judgments)

Step 4: Select the correct party affiliation (Defendant/Respondent -or- Plaintiff/Petitioner) from the dropdown menu

Step 5: Check the box that says Include Cover Letter (a more detailed description of “cover letter” has been provided on page 6)

Step 6: Give your document a brief title (i.e. Order granting..., Order denying..., Uniform Order Setting Case for Trial and Pretrial, etc.)

Step 7: Choose the category **Uncategorized**, if it is not already checked

Step 8: Click the Browse button and search for the document that will be uploaded to the Cover Letter section.

Step 9: Click the Browse button and search for the document that will be uploaded to the Order section.

Step 10: Click Upload File. (Give it a few seconds to upload)

Case Files for Case # 14-DP-000058

Select Division for File Upload: **UFC - Juvenile** **1** Div D: **Juvenile Dependency** **2**

Files must be word documents or pdfs (.doc,.docx,.pdf) - Maximum size is 10 MB

3 ☒ Proposed Order (By checking this, you are placing the document in the Judge's work queue for review.)

I am associated with: **Neither** **4**

5 ☒ Include Cover Letter: **8** Browse... Category: **UnCategorized** **7**

Document Title: **6** **9** Browse... **10** Upload File

Documents Uploaded Through JAWS for Case # 14-DP-000058

No files have been uploaded for this case through JAWS.

Clerk Files ☐ Show All ☒ Search Title/Description: Search

| Document Type | Description | Filing Date |
|---------------------|------------------------|-----------------------|
| JA MEMO | STRIKE 5/9/14 @ 1:30PM | 4/21/2014 12:00:00 AM |
| JA MEMO | | 4/14/2014 12:00:00 AM |
| CASE CLOSED | User ID=MOMENTI | 4/3/2014 12:00:00 AM |
| CASE STATUS UPDATED | User ID=RODRIGZ | 4/3/2014 12:00:00 AM |

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

Judge Rice's Procedures/Preferences for order/judgment submissions, etc. can be found at her judicial webpage, as follows: <http://www.fljud13.org/JudicialDirectory/ElizabethGRice/ProceduresPreferences.aspx>

COVER LETTER, FILE FORMATS, AND OTHER RELEVANT TOPICS (STEPS 6 THROUGH 11)

6. The “Cover Letter” Explained: JAWS only provides two places to upload, per submission. The PDF uploaded as the actual “Order” can be **only** the Order/Judgment - no supportive documentation should be included in the PDF for the actual order/judgment. However, often times, supportive documentation is necessary when submitting a proposed order/judgment for consideration. This is where the “Cover Letter” feature in JAWS is utilized. If you wish or are instructed to provide supportive documentation with your proposed order/judgment, those documents should be scanned along with your cover letter – allowing the cover letter to be the first page (or pages), followed by all of the supportive documentation – and then saved as a single PDF. No one but the Judge and the JA in your Division can see the contents of the cover letter. *So as an example*, if you are uploading a proposed final judgment, you would upload your cover letter, motion, and all relevant affidavits (scanned and saved together as one single PDF) using the “Browse” for the “Cover Letter” section (as identified in Step #8, on page 5 of this instruction document), then upload the proposed final judgment (as its own separate PDF) using the “Browse” for the “Order” section (as identified in Step #9, on page 5 of this instruction document), and then finalize it all by clicking “Upload File” (as identified in Step #10, on page 5 of this instruction document). You will receive a message on your screen within a few seconds indicating a successful upload. At this point, your cover letter and proposed order/judgment are in the Judge’s JAWS queue for review and signature.

7. File Formats:

a) PDF: Your #1 file format. This is usually the format expected for all uploads. Judges can e-sign only PDF documents. We have found that Word docs saved as PDF’s work the best, but it appears that Word Perfect saved as PDF does seem to be acceptable. **Caveat:** The native document (Word, Word Perfect) cannot have any “table” style formatting, and cannot have any “developer” formatting. Those using a Table in the Style/Caption of the document need to remove and replace with plain formatting (tabs, indenting etc.) Similarly, developer formatting such as check boxes and “fill in” formulas must also be removed and replaced with simple formatting such as underscores instead of check boxes.

b) MS Word: Your #2 file format. There will be times, when a Judge or JA specifically requests a Word document. Perhaps the Judge wants to make edits his/herself; in some cases, Word may be the preferred format (please check with the JA in your division). Whatever the reason that an editable format is requested, it must be in MS Word. Native, Word Perfect documents are not readable or editable. If an order/judgment is requested to be submitted in Word format, it should be submitted via email to the division (circivdivc@fljud13.org), and not JAWS. Documents submitted in Word format (via JAWS) will be returned with instructions to resubmit as a PDF.

c) Scanned Originals to PDF: It is possible to scan a document into PDF format, and then upload it successfully to JAWS; however, some PDF documents that were originally paper and then scanned, may not upload successfully due to the software and/or equipment used to scan the document into PDF format, and the software and/or equipment used by the Court and Clerk system. Just please be aware that if you scan a paper document into PDF and then attempt to upload it into JAWS, there is always a remote possibility that it won't convert correctly or legibly.

8. How will I know if my documents have been uploaded?

- a) If the documents do not upload, you will receive an error message.
- b) There is also a message if you successfully uploaded a document.
- c) On the same page that you use to upload, the documents you uploaded will be listed.
- d) You will also receive email notifications from the JAWS system.

9. When will the order/judgment be signed and how will I know it was signed?

When the Judge signs and files an order/judgment, JAWS immediately generates an email notification which is then sent out to all parties associated to the case; a PDF copy of the electronically conformed copy will be attached to the email notification. Judge Rice usually signs orders/judgments all throughout the week.

10. What are the rules for orders/judgments that need to be cleared by other parties before signing?

Please refer to Judge Rice's Procedures/Preferences at:

<http://www.fljud13.org/JudicialDirectory/ElizabethGRice/ProceduresPreferences.aspx>. If you continue to have questions, please address the JA in your Division. For Circuit Civil Division C: circivdivc@fljud13.org.

11. How do I contact the Helpdesk for further assistance?

If you require technical assistance with JAWS at any time, please contact the Administrative Office of the Courts' Help Desk at **813-272-6513** or via email at helpdesk@fljud13.org.

Judge Rice would like to thank judicial assistants Lynne Koenigsknecht and Stefany Koogle for their efforts in preparing this JAWS "HOW TO GUIDE".