



CLERK & COMPTROLLER PALM BEACH COUNTY

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Clerk & Comptroller
Palm Beach County

my Criminal Records & *my* Documents

ShowCase User Guide

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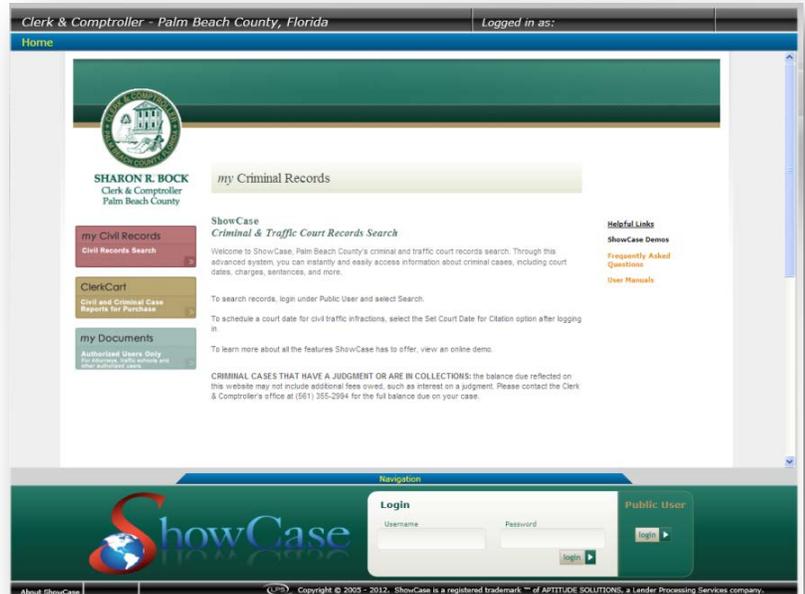
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Introduction

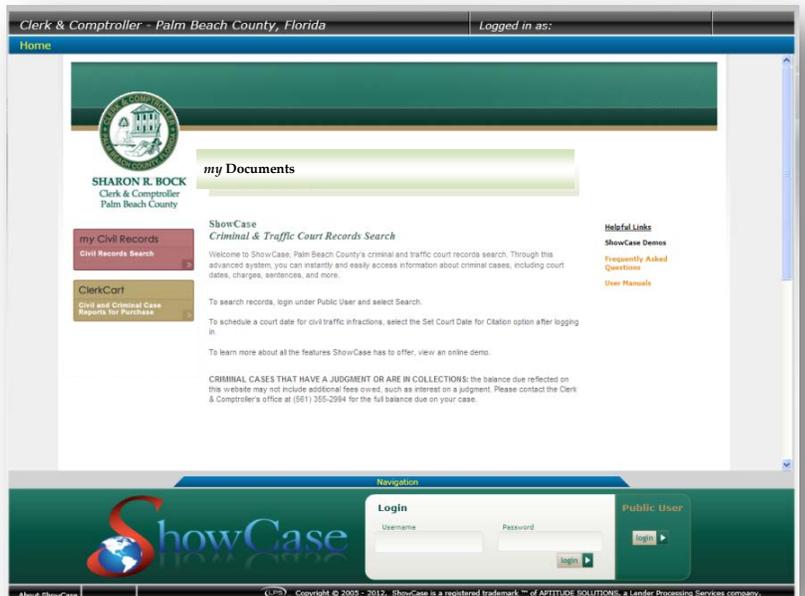
my Criminal Records

The Clerk & Comptroller's criminal & traffic court record search, *my Criminal Records*, is a web-based search that gives you instant and easy access to information about criminal cases, including court dates, charges, sentences, and more. This system also allows you to plead not guilty to a traffic infraction and request a court hearing.



my Documents

A separate case search, *my Documents*, provides attorneys, traffic schools and other authorized users with enhanced access to the ShowCase system, which operates the record searches. Using this portal, attorneys can access electronic images of redacted documents for cases in which they are the attorney of record. This feature is in accordance with Florida Supreme Court administrative order [AOSC07-49](#), which restricts access to electronic documents.



Using *my Documents*, traffic schools can also report school completions and upload certificates to the Clerk's office.

System Requirements

About ShowCase

ShowCase is the Clerk & Comptroller's criminal & traffic case management system, which operates *my Criminal Records* and *my Documents*. The robust case management system enables you to easily view and search court records through its user-friendly online interface.

Microsoft Silverlight

To use the online record searches, you must have [Microsoft Silverlight](http://www.microsoft.com/silverlight) installed on your computer. You may download it for free online at <http://www.microsoft.com/silverlight>.

Microsoft Silverlight is a powerful technology that integrates multimedia and graphics into a richer experience than standard websites. Silverlight is compatible with most web browsers that are used on Microsoft Windows and Mac OS X.

Users may be prompted to install Microsoft Silverlight when they first access the online record searches as in the illustration to the right.



Compatible Internet Browsers

The online court record searches are compatible with the following web browsers:

- Microsoft Internet Explorer (version 8.0 or greater)*
- Mozilla Firefox (version 3.6.6 or greater)*
- Apple Safari (version 4 or greater)

The court record searches are **not** compatible with the Google Chrome or Microsoft Edge browsers, or on iPhone, iPad or iPod Touch devices.

**recommended browser*

For the best viewing experience, maximize your browser window.

Contact Information

If you need assistance with the online court record searches, please contact the Clerk & Comptroller's office

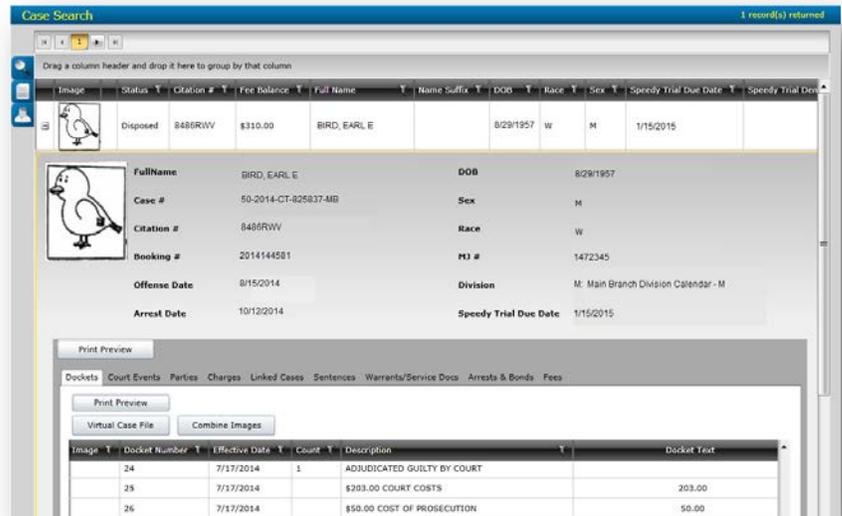
E-mail clerkweb@mypalmbeachclerk.com

Toll Free (561) 355-2996

About this User Manual

This manual describes how to launch the online court record searches, how to log in, and how to use the applications to locate the following case information:

- Defendant Data
- Legal Party Data
- Division Data
- Charge Information
- Case Status
- Warrants/Capiases *
- Arrest Information
- Bond Information
- Court Dates
- Dockets
- Document Images
- Sentencing Data
- Related Cases
- Outstanding Fees
- Payment Plan Information



Access Case Information

Public Search

my Criminal Records

www.mypalmbeachclerk.com/showcase

Any member of the public can access general information about criminal and traffic court records. To get started, click on the search button at the bottom of the screen.



Attorneys, Traffic Schools & Other Authorized Users

my Documents

<https://clerkpartners.mypalmbeachclerk.com>

Authorized users may log in using their username and password provided by the Clerk's office. To access this secure web portal, attorneys must complete and submit a registration form available on the Clerk's Court Records page at <http://goo.gl/2CIru>. Traffic schools may complete an [online form](http://goo.gl/OZzES) available at <http://goo.gl/OZzES>.



Justice Partners & Clerk Staff

Users on Secured County Network

<https://jiswebprod.mypalmbeachclerk.com/showcaseweb>

If you are logged on as a user on the county network or in a courtroom, double-click the icon designated for the ShowCase Web Portal by your system administrator. Users on the county network are automatically logged in to the system because their credentials are verified at first log-on.



Overview of Navigation Menu

Menu Buttons



The navigation menu displays the subset of icons that you are authorized to see. The menu buttons include: Home, Search, Set Court Date for Citation, View Court Events, Search History, School Completion and/or Logout.

Minimized Menu



At times, the navigation menu may appear minimized at the bottom of the webpage. To expand it, simply click the blue **Navigation** bar. You may also click the **Navigation** bar to minimize the menu if it is expanded.

Conducting a Case Search

Search by Case Number



1. Select the search button from the navigation menu. The case search window appears.
2. Enter any known criteria in the corresponding fields. You may hover your cursor over the field to view an explanation of what to enter in the field.
3. Click once you have entered your search criteria.
4. The case(s) matching the criteria entered displays.

Case Search

Case Number:

Last Name:

First Name:

Middle Name:

Date of Birth:

License Number:

Master Jacket #: Enter the Master Jacket number you are looking for. Use this format: 999999

Citation Number:

Incident Number:

Arrest Date:

From Date:

To Date:

Booking Number:

Judge:

Division:

Status:

Court Type:

Search Type:

Enable Fly Over Text Show One Row Per Case

Image	Status	Citation #	Fee Balance	Full Name	Name Suffix	DOB	Race	Sex	AKA	Speedy Trial Due Date	Speedy
	Closed	3682DWZ	\$0.00	COLPITTS, WILLIS W	JR	1/9/1962	W	M		7/8/2005	

Conducting a Case Search *continued*

Search by Name



1. Select the search button from the navigation menu. The case search window appears.

2. Click the  quick tab on the left of the search window to open the name search view.

A screenshot of a "Case Search" form. It has a magnifying glass icon and the title "Case Search". On the left side, there are four quick tabs: a right-pointing arrow, a document icon, a person icon (highlighted with a red box), and a calendar icon. The main form contains input fields for "Case Number:", "Last Name:", "First Name:", "Middle Name:", "Date of Birth:", and "License Number:".

3. Enter the name using one of the following formats:

- "First name Last name"
- "Last name First name"

A screenshot of a "Name Search" form. It has a person icon and the title "Name Search". Below the title is a large input field labeled "Name:". At the bottom of the form is a "Search" button, which is highlighted with a red box.

4. Click  once you have entered the name to display the matching name(s) and alias name(s).

Image	Status	Citation #	Fee Balance	Full Name	Name Suffix	DOB	Race	Sex	Speedy Trial Due Date	Speedy Trial
	Closed	1234XYZ	\$0.00	DUCK, LUCKY		8/8/1963	W	F	9/6/2005	
	Open	7890ABC	\$88.50	SCHOTT, BIGG		8/8/1963	B	M	10/3/2007	
	Open	2468LMN	\$88.50	FOLANA, LILLY		8/8/1963	W	F	10/3/2007	
	Open	7531QRS	\$88.50	GONZALEZ, SPEED E		8/8/1963	H	M	10/3/2007	

5. Click the  next to a name to expand the list of cases for a defendant.

Helpful Tips for Searches

Enhance Your Search

- Hover the cursor over a field to display a short field description and the format required for the field. To use this feature, check the box by *Enable Fly Over Text* at the bottom of the case search page.
- Use the wildcard * symbol in the search to replace any unknown characters. For example, if a letter, number, or sequence of letters and numbers on a document are illegible, replace that character with the * symbol.
- Change the to if unsure about the spelling of a last name; this feature includes similar sounding names in your search.
- Do not enter the check digit when searching by citation number.
- If the case or citation number is known, use the case search option.
- Use date of birth when performing a name search to reduce the number of search results returned.

Additional Search Features

- The drop down menu defaults to “Exact,” which means the search returns names exactly as entered. For example, if “Smith” is entered in the Last Name field, all results displayed will have “Smith” as part of the Last Name.
- Setting this field to will search for names that sound similar but are spelled differently than the information entered. If a name is spelled incorrectly, this feature may return results that would otherwise be missed in an Exact search.
- The option returns names that begin with the letters entered.

Advanced Search Tools

Search results may be sorted, filtered or grouped to help you organize search results. Also, columns may be moved to a desired location by clicking on the column caption and dragging it to the desired location. All these features may be used in conjunction with each other.

Filtering Search Results

1. Examine search results to determine the preferred category for filtering.
2. Click the  icon next to intended category (ex. Division). A window appears with the category values.
3. Place a check next the values you wish to review.
4. Click . Search results display only for cases with the filtered values. If a filter is on, the filter icon will appear orange .
5. Click the  icon and click to remove the filter. Close the filter window by clicking .

Image	Case #	Status	Division	Offense Date	Arrest Date	Citation #	Full Name
	50-1991-TR-362415-XXXX-WB	Disposed		7/18/1991		7531QRS	
	50-1991-TR-362419-XXXX-WB	Disposed		7/18/1991	7/18/1991	2468LMV	
	50-1992-MM-498765-XXXX-SB	Closed	P. Cnty Crim - P	9/19/1992	9/19/1992	7890ABC	
	50-1993-CT-303030-XXXX-NB	Open	L. Cnty Crim - L	6/26/1993		1234XYZ	
	50-1994-CT-432123-XXXX-MB	Disposed		11/29/1994	11/29/1994	1965EIO	
	50-1994-TR-567890-XXXX-MB	Closed	DR: SB Arraignments - DR	3/20/1994	3/20/1994	1199SAV	

Advanced Search Tools *continued*

Grouping Search Results

1. Determine the category for grouping the search results.

2. Click the category caption and drop it in the area indicated above the title bar.

Drag a column header and drop it here to group by that column

Image	Case #	Status	Division	Offense Date	Arrest Date
	50-1993-CT-303030-A00X-NB	Open	L: Cnty Crim - L	6/26/1993	
	50-1994-CT-432123-A00X-MB	Disposed	DR: MB Arraignments - MB	11/29/1994	11/29/1994
	50-1994-TR-567890-A00X-MB	Closed	DR: SB Arraignments - SB	3/20/1994	3/20/1994

3. Search results appear in minimized Panel Bars.



4. Maximize the desired Panel Bar by clicking .

5. Hover the mouse over the category being grouped and click to remove grouping.

Grouped by:

Image	Case #	Status
	1199999	
	1299999	
	1399999	
	1499999	
	1599999	

Viewing Case Details

Once a case is located, click the  icon next to a case number to display its details. A defendant/case summary displays together with several tabs that contain detailed information about the defendant/case.



The screenshot shows a case details page for a defendant named BIRD, EARL E. The defendant's information includes Case # 50-2014-CT-826837-MB, Citation # 8486RWV, Booking # 2014144581, Offense Date 8/15/2014, Arrest Date 10/12/2014, DOB 8/29/1957, Sex M, Race W, MJ # 1472345, Division M: Main Branch Division Calendar - M, and Speedy Trial Due Date 1/15/2015. Below this information is a 'Dockets' tab with a table of case actions.

Image	Docket Number	Effective Date	Count	Description	Docket Text
	24	7/17/2014	1	ADJUDICATED GUILTY BY COURT	
	25	7/17/2014		\$203.00 COURT COSTS	203.00
	26	7/17/2014		\$30.00 COST OF PROSECUTION	30.00

Multiple cases may be expanded at once, but on the viewable data is limited by the size of the screen.

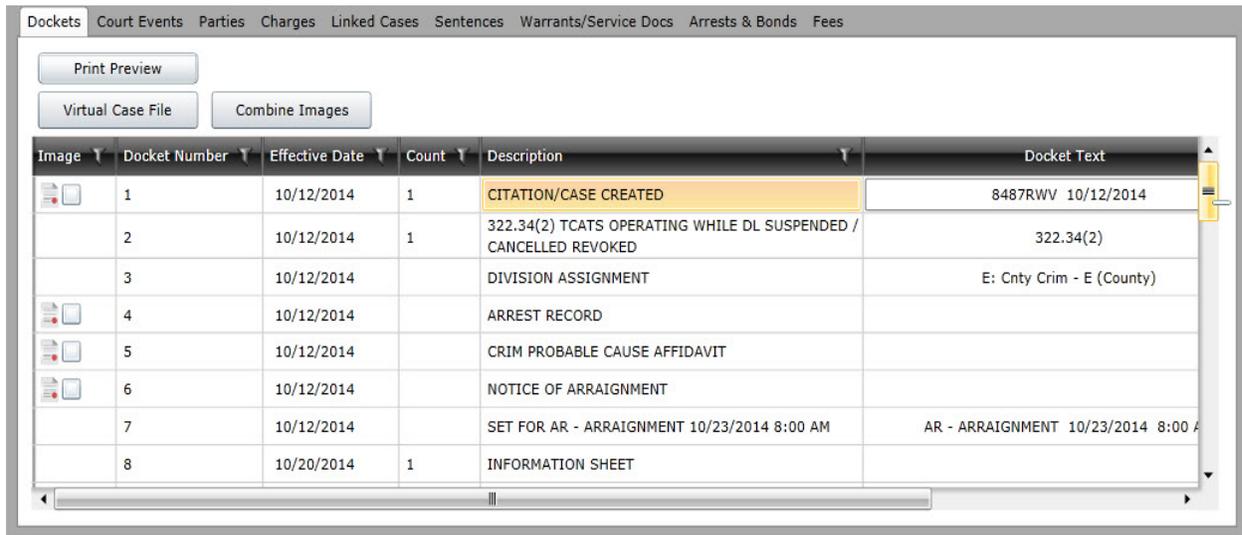
- **Dockets:** chronological list of actions and documents filed on the case together with corresponding images
- **Court Events:** past, present and future court dates for the case
- **Parties:** defendant, witness, attorney and judge details
- **Charges:** charge-specific data for the case under review
- **Linked Cases:** related cases (i.e. co-defendant cases, downfiles, upfiles, appeals, consolidated cases)
- **Sentences:** sentence details for disposed cases
- **Warrants/Service Docs:** warrants, capias and summons information
- **Arrests & Bonds:** arrest and bond details
- **Fees:** case-related fees, in collections, in judgment and payment plans
- **Word Merge:** applicable to Court Administration only

Anatomy of Case Summary Screen

The screenshot shows a web application interface for case search. At the top, a blue header contains 'Case Search' and '1 record(s) returned'. Below this is a search bar with a '2' and a '1' icon. A table of search results is shown with columns: Image, Status, Citation #, Fee Balance, Full Name, Name Suffix, DOB, Race, Sex, Speedy Trial Due Date, and Speedy Trial Den. The first row shows a silhouette icon (1), 'Disposed', '8486RWW', '\$310.00', 'BIRD, EARLE' (4), '8/29/1957', 'W', 'M', and '1/15/2015'. Below the table is a detailed case summary for 'BIRD, EARLE' (5) with fields for Full Name, Case #, Citation #, Booking #, Offense Date, Arrest Date, DOB, Sex, Race, MJ #, Division, and Speedy Trial Due Date. A 'Print Preview' button (6) is visible. Below the summary is a navigation menu (7) with tabs: Dockets, Court Events, Parties, Charges, Linked Cases, Sentences, Warrants/Service Docs, Arrests & Bonds, and Fees. A 'Print Preview' button (6) is also present. Below the menu is a docket list table with columns: Image, Docket Number, Effective Date, Count, Description, and Docket Text. The docket list shows three entries: 24 (ADJUDICATED GUILTY BY COURT), 25 (\$203.00 COURT COSTS), and 26 (\$50.00 COST OF PROSECUTION). At the bottom, a navigation bar (8) contains 'Navigation' and a '9' icon.

1. Collapse the case detail or case list for a defendant by clicking the  icon.
2. Navigate to additional pages to view results that span more than one page.
3. Search tabs allow the user to modify search criteria or change the search mode from case search to name search. Recent name and case searches are retained.
4. A linear display of the case summary including case status, speedy trial due date, case number, division, citation number if applicable, and defendant data including date of birth.
5. Party summary.
6. Presents a printable list of the current docket page.
7. Tabs provide access to detailed case information.
8. Navigation menu
9. Number of records returned by search.
10. Mug Shots are only viewable based on court type with certain user permissions. If no Mug Shot is available, a silhouette is shown regardless of this permission.

Dockets Tab



The **Dockets** tab is the default tab displayed when the case details are expanded.

	The icon displays next to each docket line where there is a matching paper document in the file (<i>authorized users only</i>)
	Docket numbers are assigned for each action in a case. Dockets are displayed in chronological order of occurrence/filing
	The effective date represents the date that the document was received by the Clerk's office
	Displays a specific charge count associated with the docket
	A brief description of the docket
	Helpful, additional qualifying text for the docket is added by the Clerk's office
	The Book and Page is noted if case data was recorded in Official Records
	Displays the tracking number of the specific docket entry
	Displays a printable PDF version of all images in the case (<i>authorized users only</i>)
	Check which images to combine for a printable PDF version (<i>authorized users only</i>)

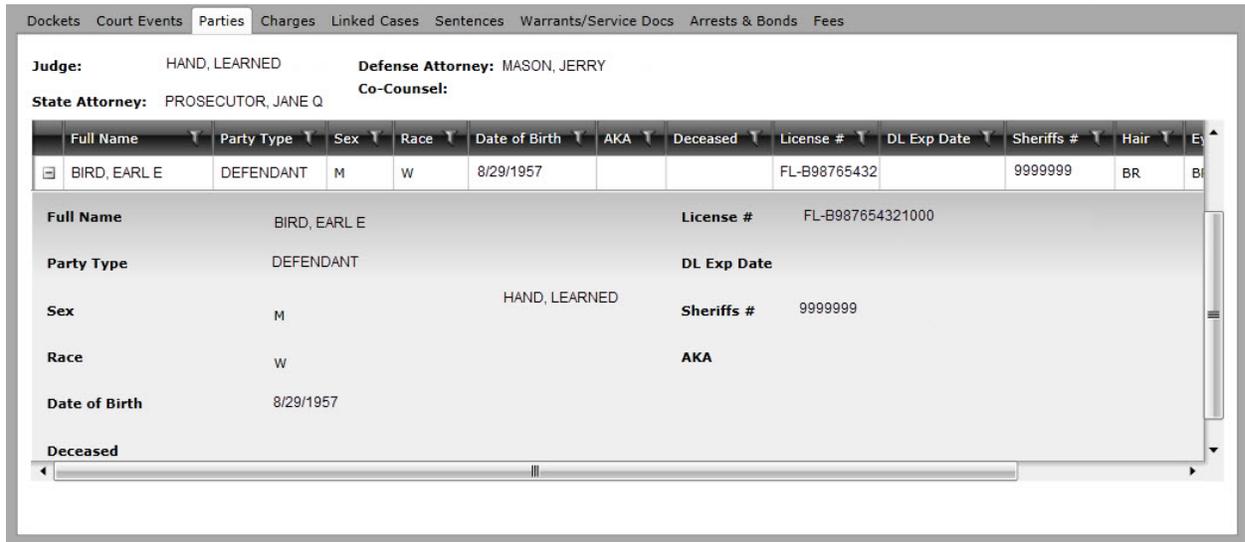
Court Events Tab

Date	Time	Event Type	Location	Room	Notes
2/9/2010	9:00 AM	FAP - FIRST APPEARANCE	GB	#1 (Gun Club)	
2/22/2010	10:00 AM	CANCELLED - CD - CASE DISPOSITION	MB	2E (Main Branch)	
3/30/2010	8:15 AM	STCK - STATUS CHECK	MB	2E (Main Branch)	
6/4/2010	1:45 PM	PT - PRE TRIAL	MB	2E (Main Branch)	
6/15/2010	9:00 AM	CANCELLED - JT - JURY TRIAL	MB	2E (Main Branch)	
1/28/2011	8:15 AM	CANCELLED - STCK - STATUS CHECK	MB	2E (Main Branch)	
1/28/2011	9:00 AM	STCK - STATUS CHECK	MB	2E (Main Branch)	
2/22/2011	8:15 AM	STCK - STATUS CHECK	MB	2E (Main Branch)	VOP STATUS CHECK
4/26/2011	8:15 AM	PC - PLEA CONFERENCE	MB	2E (Main Branch)	
6/20/2011	3:00 PM	CANCELLED - FH - FINAL HEARING	MB	2E (Main Branch)	
7/25/2011	2:30 PM	PRH - FINAL VOP REVOKED HEARING	MB	2E (Main Branch)	
7/25/2011	2:30 PM	CANCELLED - FH - FINAL HEARING	MB	2E (Main Branch)	

The **Court Events** tab displays information for past, present and future hearings set on the case. The following hearing information is available when the Court Events tab is accessed:

Date	Date when the court event is scheduled
Time	Time of the hearing
Event Type	Type of hearing set
Location	Courthouse location where case will be heard (MB: Main Branch, NB: North Branch, SB: South Branch, WB: West Branch, GB: Gun Club)
Room	Courtroom number
Notes	Calendar notes or relevant details entered by the Clerk's office (ex. defendant transport from the jail, need for an interpreter, etc.)

Parties Tab



The **Parties** tab displays the judge assigned to the case, as well as the defendant’s demographic information.

Full Name	Name on file for the defendant
Party Type	Party type – defendant and witnesses for criminal cases
Sex	Sex of the defendant
Race	Race of the defendant
Date of Birth	Date of Birth of the defendant
AKA	Known aliases for the defendant
Deceased	Date of Death of the defendant
License #	License number of the defendant - permission controlled field
DL Exp Date	Expiration Date of defendant’s driver’s license
Sheriffs #	Defendant’s Master Jacket Number

Charges Tab

Count	Statute #	Description	Disposition	Disposition Date	Sentence	Offense Date	Sentence Sta
1	893.13(6A)	TCATS POSSESSION OF COCAINE	ADJUDICATED GUILTY BY COURT	7/30/2012		3/6/2012	
2	893.147(1B)	POSSESSION OF PARAPHERNALIA (USE)	ADJUDICATED GUILTY BY COURT	7/30/2012		3/6/2012	

The **Charges** tab outlines all the information associated with each count on the case.

Count	Number showing the order of charges
Statute #	Statute number associated with the charge
Description	Short description for the statute
Disposition	The adjudication if the charge was disposed
Disposition Date	The effective date of the adjudication if the case is disposed
Sentence	Displays the sanctions ordered by the judge on a specific charge
Offense Date	Date that the defendant committed the offense
Sentence Status	Not currently updated by the Clerk's office
Citation #	The unique identifier if a citation is associated with the charge
Offense Level	Criminal charge level as specified in the FDLE table
Plea	Defendant plea
Plea Date	Date that defendant entered the plea

Linked Cases Tab

Case #	Case Description	Offense Date	Status
50-2014-825837-BXXX-MB	BUNYAN, PAUL	9/13/2006	Open
50-2014-825837-CXXX-MB	BLUE, LYTLE BOYD	9/13/2006	Open
50-2014-825837-DXXX-MB	BILL, PECOS	9/13/2006	Open
50-2014-825837-EXXX-MB	MUFFETT, LILLY MOSS	9/13/2006	Open
50-2014-825837-FXXX-MB	HOOD, RED RYDING	9/13/2006	Open
50-2014-825837-GXXX-MB	BUNNEE, ESTHER	9/13/2006	Disposed
50-2014-825837-HXXX-MB	STEPONTOPPATHIS, JORGE	9/13/2006	Open
50-2014-825837-IXXX-MB	CLAUS, SANDY	9/13/2006	Disposed
50-2014-825837-JXXX-MB	O'FURNITURE, PATTY	9/13/2006	Open
50-2014-825837-KXXX-MB	DENEPHEW, DENISE ANNE	9/13/2006	Disposed
50-2014-825837-LXXX-MB	INNAMILLION, JUAN	9/13/2006	Reopen
50-2014-825837-MXXX-MB	CAKE, PATTY	9/13/2006	Open
50-2014-825837-NXXX-MB	OVERWIDTH, GLADYS	9/13/2006	Open

The **Linked Cases** tab signifies other cases for the defendant. Linked cases include downfiles, upfiles, appeals, consolidated cases and co-defendant cases.

Case #	Case number of linked case
Case Description	Case description is displayed as defendant name
Offense Date	Date the offense was committed
Status	Current case status

Sentences Tab

Date	Count	Sentence	Confinement	Term	Credit Time	Conditions
11/28/2011	2	PROBATION	State Prison	Jail Time: 24.3 months Probation Time: 3 years	Credit Time: 149 days	Sentence Conditions: 1. PROBATION (TEXT) - TO FOLLOW D.O.C. SENTENCE. C
11/28/2011	1	PROBATION	State Prison	Jail Time: 24.3 months Probation Time: 3 years	Credit Time: 149 days	Sentence Conditions: 1. PROBATION (TEXT) - TO FOLLOW D.O.C. SENTENCE. C

The **Sentences** tab shows the sanctions ordered by the judge for the charges on the case. In the picture above, the defendant has a split sentence of probation and jail on both counts 1 and 2. The defendant was sentenced to 24.3 months in Department of Corrections followed by 3 years probation running concurrently for counts 1 and 2. The following information is available:

Date	Date that the sentence was ordered
Count	Charge count to which the sentence relates
Sentence	Sentence description
Confinement	Confinement description
Term	Length of sentence or confinement
Credit Time	Credit time awarded
Conditions	Information regarding concurrency or coterminous is located here for converted cases
Status	Not currently updated by the Clerk's office

Warrants/Service Docs Tab

Warrant/Document Type	Warrant #/Document ID	Issue Date	Last Action Date	Status/Return Reason	Last Action
DIRECT FILE CAPIAS/WARRANT	DFCW-09-001602	11/30/2009	12/2/2009	Executed	Returned

Image	Docket Number	Effective Date	Count	Description	Docket Text
	19	11/30/2009		Warrant DFCW-09-001602 Signed On 11/30/2009	DFCW-09-001602 11/30/2009 Warrant/Capias - DFCW-09-001602 signed on: 30-NOV-09
	27	12/2/2009		EXECUTED	DFCW-09-001602 returned for MCNAIR, DONTAE D returned as EXECUTED -
	28	12/2/2009		WARRANT RETURNED	DFCW-09-001602 returned for MCNAIR, DONTAE D returned as EXECUTED -

The **Warrants/Service Docs** tab displays capias/warrant information. A history of actions on any warrant or service document is available by clicking  on the appropriate line.

Warrant/Document Type	Type of warrant or other service document
Warrant #/Document ID	Unique document number
Issue Date	Date that the document was issued
Last Action Date	Date that the document was executed/returned
Status/Return Reason	Reason the document was executed or returned
Last Action	Last activity for the document

Arrests & Bonds Tab

Arrest Information					
Arrest/Offense Date	Arresting Agency	Agency Number	Booking #	Incident #	
1/5/2012	PBSO - ROAD PATROL	06	9150000123	23133847	
11/26/2012	PALM BEACH COUNTY SHERIFFS OFFICE	01	9150050812	23250812	

Bond Information							
Bond #	Type	Count	Bondsman	Depositor	Surety Company	Closed Date	
	Surety	1				1/6/2012	
1776QA007007	Surety	1	ACME & SONS BAIL BONDS	ACME & SONS BAIL BONDS	AMALGAMATED INSCO OF NORTH AMERICA	4/30/2012	
	None	1				12/4/2012	

The **Arrests & Bonds** tab includes a history of the defendant's arrests and bonds associated with the case.

Arrest Information	
Arresting Agency	Name of agency that issued the booking
Agency Number	Two-digit number of arresting agency
Booking #	Unique 10-digit booking number
Incident #	10-digit agency reporting number (agency # + year + unique #)
Arrest/Offense Date	Date of the offense
Bond Information	
Bond #	Unique identifier used for cash and surety bonds
Type	Signifies the bond or release type (Example: OR, SOR)
Count	Identifies the count to which the bond is associated
Bondsman	Name of the bondsman who posted the surety bond
Depositor	Person who deposited the cash bond
Surety Company	Insurer of the posted bond
Closed Date	Date that the bond was vacated, forfeited, discharged
Amount	Amount of the bond
Forfeiture Date	Date that the bond was forfeited
Effective Date	Effective date of the last action on the bond
Status	Current bond status

Fees Tab

The screenshot displays the 'Fees' tab interface. At the top, there are navigation tabs: Dockets, Court Events, Parties, Charges, Linked Cases, Sentences, Warrants/Service Docs, Arrests & Bonds, and Fees. The 'Fee Information' section contains a table with the following data:

Effective Date	Due Date	Description	Amount Due	Amount Paid	Balance	In Collections	In Judgment	Judgment Interest
1/17/2012	9/17/2012	Conversion Fee PB	\$256.00	\$0.00	\$256.00			\$0.00
1/17/2012	9/17/2012	Conversion Fee PB	\$274.05	\$0.00	\$274.05			\$0.00
1/17/2012	9/17/2012	Conversion Payment Plan Fee PB	\$25.00	\$0.00	\$25.00			\$0.00

Summary fields below the table:

- Total Amount Due: \$555.05
- Total Amount Paid: \$0.00
- Total Balance: \$555.05
- Total Judgment Interest: \$0.00
- Total Balance + Interest: \$555.05

The 'Payment Plan Information' section shows a table with the following data:

Plan #	Scheduled Pay Amount	Balance Due	Partial Payment
Plan No. 109588	\$555.04	\$555.04	\$0.00

The Fees tab provides an overview of all assessments and interest accrued on a case. The tab details which fees were sent to a collection agency and which fees are in judgment and itemizes the interest portion of the fee. A summary of all fees is shown in the “Total Amount” fields. If the customer opted or was ordered on a payment plan, the plan number is displayed with the plan details.

Fees Information	
Effective Date	Date that the fee was ordered to be paid – typically the court date
Due Date	Date by which all outstanding amounts are ordered to be paid
Description	Short description of the fee
Amount Due	Original amount ordered
Amount Paid	Fee amount paid
Balance	Amount still owing and outstanding
In Collections	Portion of the fee that has been placed with a collection agency
In Judgment	Portion of the fee that is in judgment
Judgment Interest	Amount of interest accrued on the fees that were placed in judgment

Fees Tab *continued*

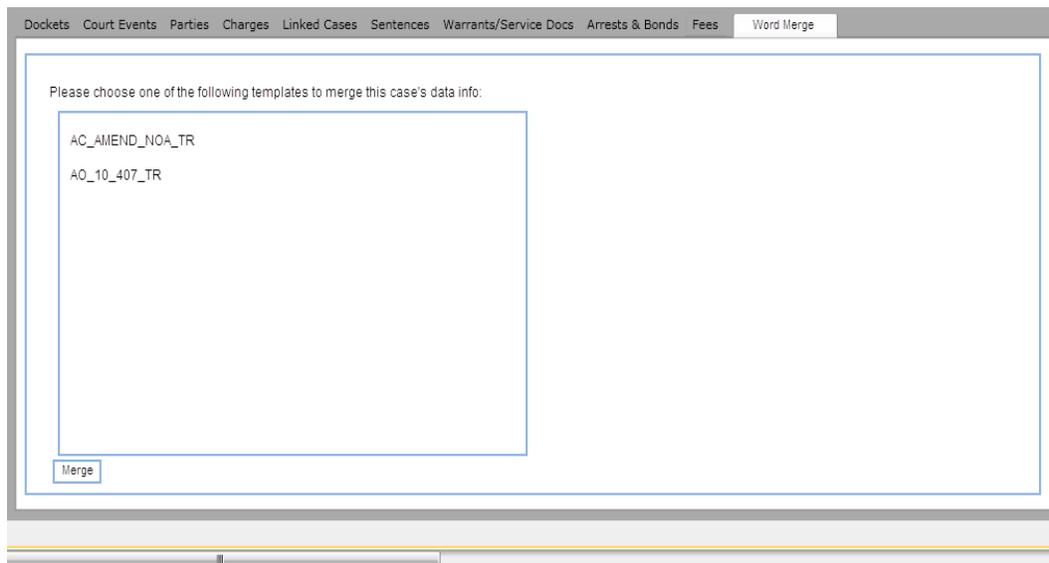
Fee Summary	
Total Amount Due:	Total of all amounts originally ordered
Total Amount Paid:	Total of fees paid to date
Total Balance:	Total of all amounts still owing and outstanding
Total Judgment Interest:	Total of all interest amounts accrued
Total Balance + Interest:	Total of all assessments and interest
Payment Plan Information	
Plan #	Clerk-assigned payment plan identifier as stated on agreement
Scheduled Pay Amount	Installment scheduled for each payment
Balance Due	Outstanding amounts remaining unpaid on the plan
Partial Payment	Payment made that does not equal a full installment

Word Merge Tab

Court Administration staff only

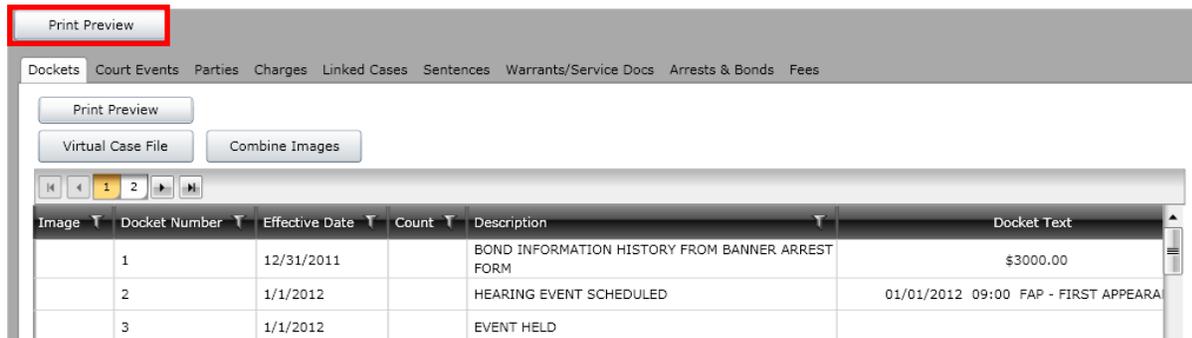
This feature is used to access and print custom reports.

Simply click the template and select Merge.

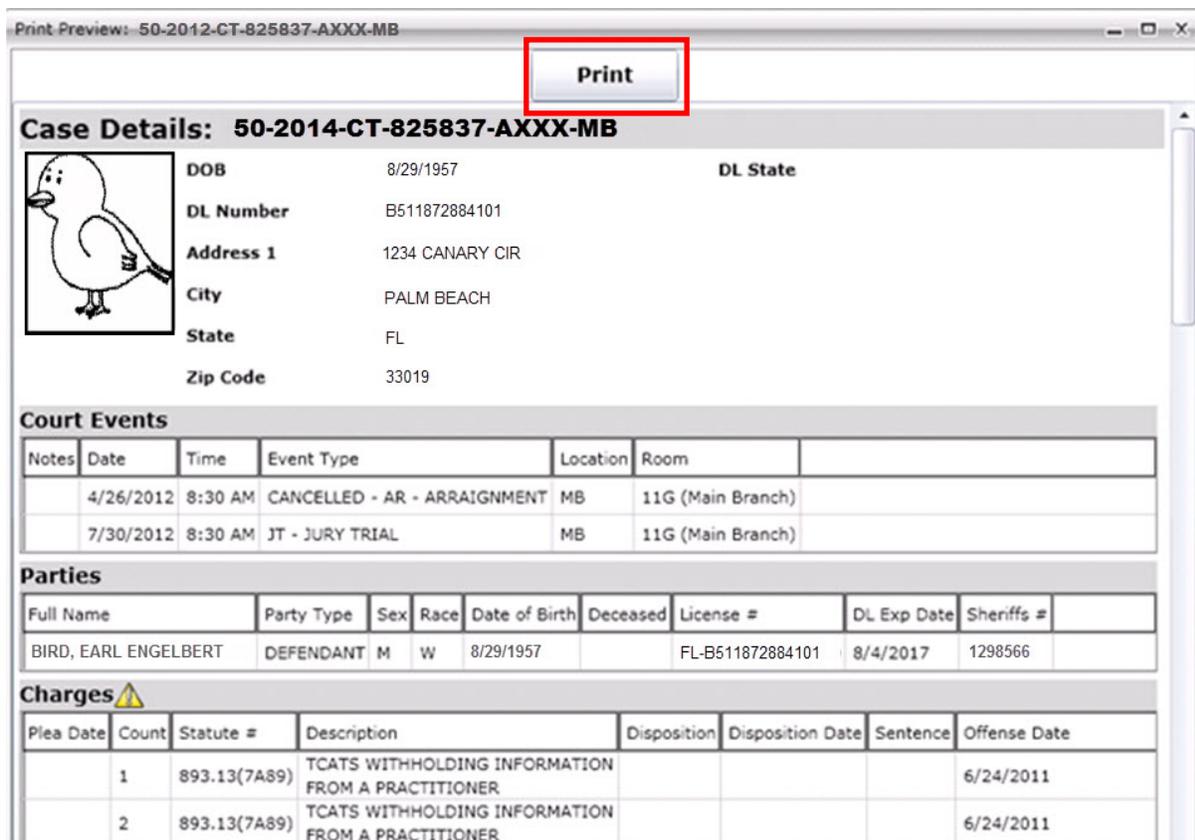


Printing Case Overview

To view or print the case details in a print-friendly format, select the Print Preview button in the case summary screen.



A new window pops up with case details. Use the scroll bar to navigate the window. Select the Print button at the top of the page to print the case details. Note: The  symbol next to **Charges** indicates that the charge description did not fit in the printable area and has been adjusted. Columns can be reordered or resized.



Printing Warrant Information

Warrant/Document Type	Warrant #/Document ID	Issue Date	Last Action Date	Status/Return Reason	Last Action
WARRANT VOP	WTMI-12-345678	12/31/12	12/31/12		Issue

Image	Docket Number	Effective Date	Count	Description	Docket Text	Book	Page
	99	12/31/12		WARRANT WTMI-12-345678 SIGNED ON 12/31/12	WTMI-12-345678 12/31/12		

Follow these steps to print warrant activity from your computer.

1. Locate the case of interest.
2. Select the Warrants/Service Docs tab.
3. Click  to expand the warrant activity detail.
4. Locate the browser print icon  on the top right or choose File... Print ...
5. Choose the appropriate printer and parameters.
6. Click  and the entire browser screen prints.

Clerk & Comptroller - Palm Beach County, Florida

Logged in as: CLERK\CFord

Logout

Case Search 9 record(s) returned

DOB: 8/29/1957 Tag State

DL Number: B511872884101

Address 1: 1234 CANARY CIR

City: PALM BEACH

State: FL

Zip Code: 33019

Print Preview

Warrant/Document Type	Warrant #/Document ID	Issue Date	Last Action Date	Status/Return Reason	Last Action
DIRECT FILE CAPIAS/WARRANT	WIOD-98-765432	01/01/1998	02/22/1998	Executed	Returned

Image	Docket Number	Effective Date	Count	Description	Docket Text	Book	Page
	55	01/01/1998		WARRANT WIOD-98-765432 SIGNED ON 01/01/1998	WIOD-98-765432 01/01/1998		

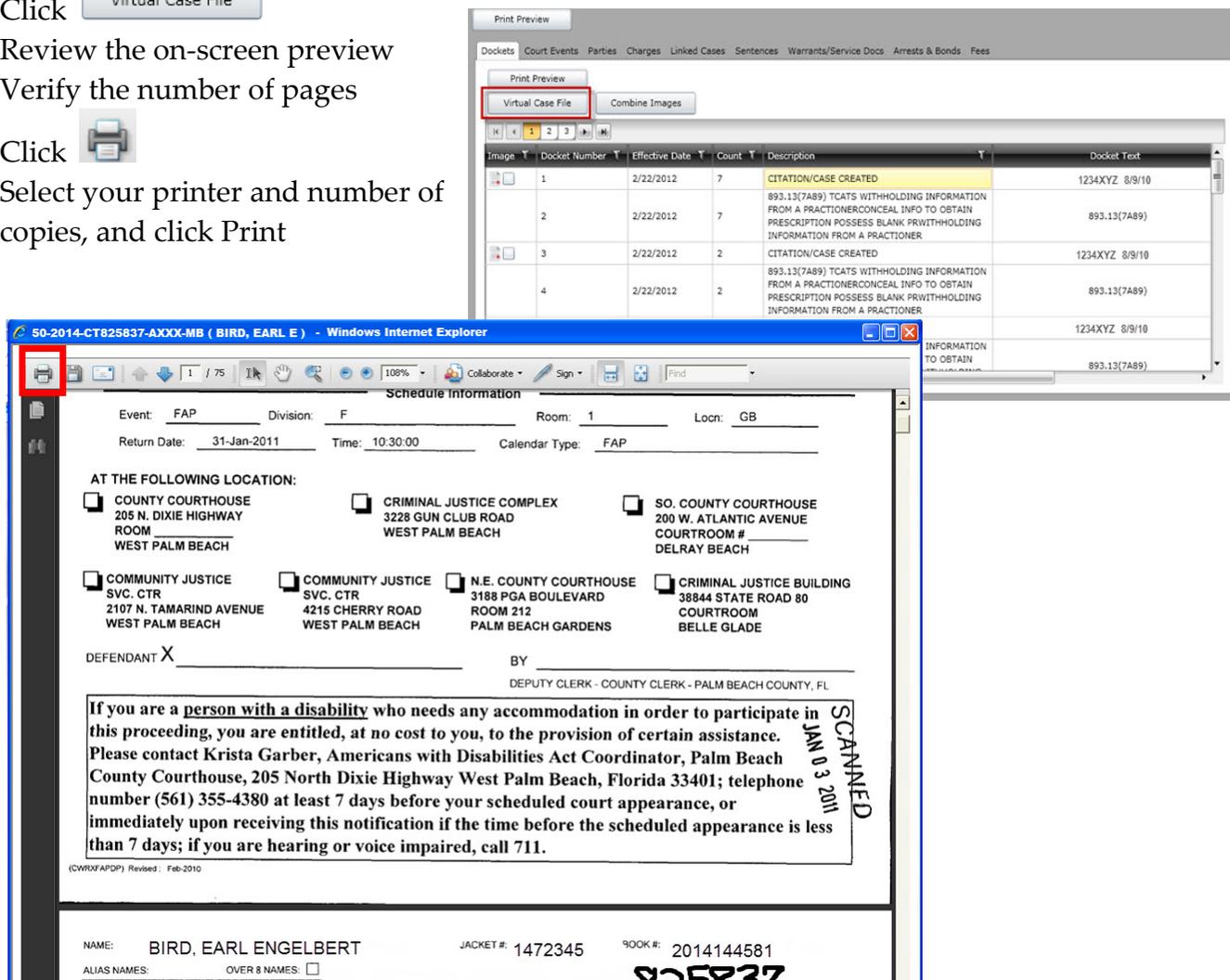
Printing Case Documents

Authorized Users of *my Documents* only

Users, who cannot have authorized access to print case documents, may print a case overview using the Print Preview option. For more information, see section Printing Case Overview.

Printing Entire Case File

1. Click 
2. Review the on-screen preview
3. Verify the number of pages
4. Click 
5. Select your printer and number of copies, and click Print



The screenshot shows a web browser window with a 'Print Preview' overlay. The 'Print Preview' window has a 'Virtual Case File' button highlighted with a red box. Below it is a table with the following data:

Image	Docket Number	Effective Date	Count	Description	Docket Text
	1	2/22/2012	7	CITATION/CASE CREATED	1234XYZ 8/9/10
	2	2/22/2012	7	893.13(7A89) TCATS WITHHOLDING INFORMATION FROM A PRACTITIONERCONCEAL INFO TO OBTAIN PRESCRIPTION POSSESS BLANK PRWITHHOLDING INFORMATION FROM A PRACTIONER	893.13(7A89)
	3	2/22/2012	2	CITATION/CASE CREATED	1234XYZ 8/9/10
	4	2/22/2012	2	893.13(7A89) TCATS WITHHOLDING INFORMATION FROM A PRACTIONERCONCEAL INFO TO OBTAIN PRESCRIPTION POSSESS BLANK PRWITHHOLDING INFORMATION FROM A PRACTIONER	893.13(7A89)

Below the table is a 'Schedule Information' form with the following fields:

Event: FAP Division: F Room: 1 Locn: GB
Return Date: 31-Jan-2011 Time: 10:30:00 Calendar Type: FAP

AT THE FOLLOWING LOCATION:

<input type="checkbox"/> COUNTY COURTHOUSE 205 N. DIXIE HIGHWAY ROOM _____ WEST PALM BEACH	<input type="checkbox"/> CRIMINAL JUSTICE COMPLEX 3228 GUN CLUB ROAD WEST PALM BEACH	<input type="checkbox"/> SO. COUNTY COURTHOUSE 200 W. ATLANTIC AVENUE COURTROOM # _____ DELRAY BEACH	
<input type="checkbox"/> COMMUNITY JUSTICE SVC. CTR 2107 N. TAMARIND AVENUE WEST PALM BEACH	<input type="checkbox"/> COMMUNITY JUSTICE SVC. CTR 4216 CHERRY ROAD WEST PALM BEACH	<input type="checkbox"/> N.E. COUNTY COURTHOUSE 3188 PGA BOULEVARD ROOM 212 PALM BEACH GARDENS	<input type="checkbox"/> CRIMINAL JUSTICE BUILDING 38844 STATE ROAD 80 COURTROOM _____ BELLE GLADE

DEFENDANT X _____ BY _____
DEPUTY CLERK - COUNTY CLERK - PALM BEACH COUNTY, FL

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Krista Garber, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

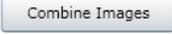
(CWRXFAPDP) Revised: Feb-2010

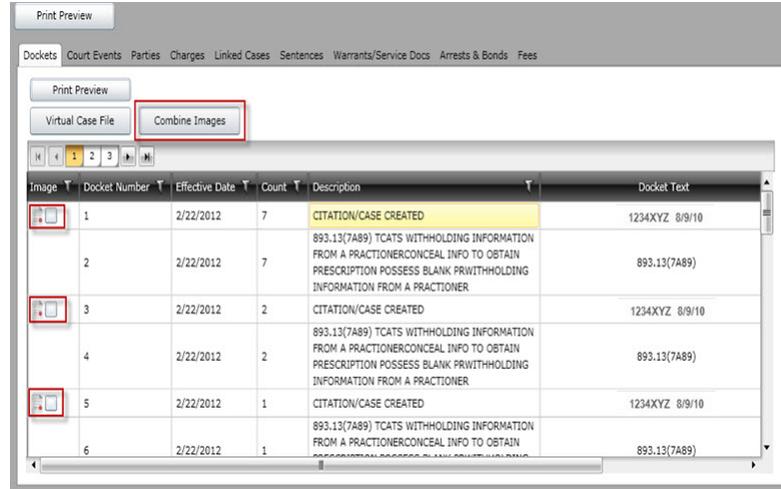
NAME: BIRD, EARL ENGELBERT JACKET #: 1472345 BOOK #: 2014144581
ALIAS NAMES: OVER 8 NAMES: 825837

SCANNED JAN 03 2011

Printing Case Documents *continued*

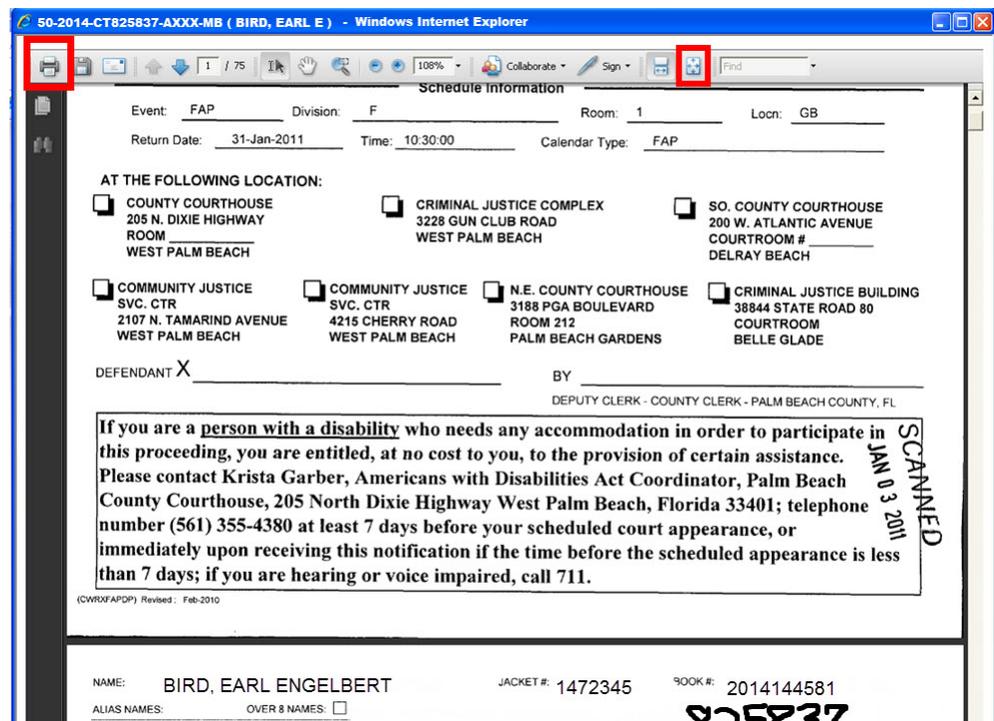
Printing Partial Case File

1. Select the check box next to each image to be printed
2. Click 
3. Review the on-screen preview
4. Verify the number of pages
5. Click 
6. Select your printer and number of copies, and click Print



When reviewing documents of differing

resolutions, use the **Show one page at a time** option 



50-2014-CT825837-A000-MB (BIRD, EARL E) - Windows Internet Explorer

Event: FAP Division: F Room: 1 Locn: GB
Return Date: 31-Jan-2011 Time: 10:30:00 Calendar Type: FAP

AT THE FOLLOWING LOCATION:

<input type="checkbox"/> COUNTY COURTHOUSE 205 N. DIXIE HIGHWAY ROOM _____ WEST PALM BEACH	<input type="checkbox"/> CRIMINAL JUSTICE COMPLEX 3228 GUN CLUB ROAD WEST PALM BEACH	<input type="checkbox"/> SO. COUNTY COURTHOUSE 200 W. ATLANTIC AVENUE COURTROOM # _____ DELRAY BEACH	
<input type="checkbox"/> COMMUNITY JUSTICE SVC. CTR 2107 N. TAMARIND AVENUE WEST PALM BEACH	<input type="checkbox"/> COMMUNITY JUSTICE SVC. CTR 4215 CHERRY ROAD WEST PALM BEACH	<input type="checkbox"/> N.E. COUNTY COURTHOUSE 3188 PGA BOULEVARD ROOM 212 PALM BEACH GARDENS	<input type="checkbox"/> CRIMINAL JUSTICE BUILDING 38844 STATE ROAD 80 COURTROOM BELLE GLADE

DEFENDANT X BY _____
DEPUTY CLERK - COUNTY CLERK - PALM BEACH COUNTY, FL

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Krista Garber, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

NAME: BIRD, EARL ENGELBERT JACKET #: 1472345 BOOK #: 2014144581
ALIAS NAMES: OVER 8 NAMES: **825837**

SCANNED JAN 03 2011