

IMPORTANT – “Go Live” Dates for CLERICUS in Pasco - December

From **December 5th through December 9th**, Dr. Paula S. O’Neil, Pasco Clerk and Comptroller, will implement the CLERICUS system for criminal, delinquency, dependency, and traffic cases in Pasco County.

During the week of **December 5th through December 9th**, both the criminal case maintenance system, CJIS, and the civil case maintenance system, CLERICUS, will be brought down for data conversion from CJIS to CLERICUS. The ability to view case information from CJIS will be view-only from the end of the day on Friday, December 2, 2016 through the go live date of Monday morning, December 12, 2016. The ability to view case information in CLERICUS will be view only from the end of the day on December 6th through Monday morning, December 12th. The information that will be available for viewing will not be updated once view only mode is initiated so its usefulness will be limited.

Additionally, pleadings and documents filed during the time that CLERICUS is shut down will not begin to be entered into CLERICUS until Monday, December 12, 2016; it is anticipated that it may take up to four weeks for those documents to be entered into the system. Attorneys are advised to bring a copy of their filings with them to Court until the backlog is caught up.

Summary of implementation dates and their impacts:	
December 2, 2016 as of 5:00 PM	CJIS access is view only; records will not be updated until after December 12th
December 5 through December 9	Court proceedings in criminal, dependency and delinquency are limited
December 5 through December 9	No proceedings at traffic courts; no evening civil traffic infractions scheduled
December 5 through December 9	Lexis/Nexis is available for probate cases
December 5 through December 6	CLERICUS available in civil, family, small claims and probate.
December 7 through December 9	CLERICUS system in civil, family, small claims and probate is view only
December 12, 2016	CLERICUS is accessible again for civil, family, small claims and probate cases
December 12, 2016	CLERICUS goes live in criminal, dependency, delinquency, and traffic
December 12, 2016	Clerk staff begins to enter pleadings into CLERICUS that were filed during the shutdown week