

Pinellas JAWS Attorney Instructions

As of August 10th 2021 - Internet Explorer is no longer a supported browser for the JAWS system in Pinellas County – Chrome is the supported browser!

Table of Contents

<u>PINELLAS JAWS ATTORNEY INSTRUCTIONS INTRODUCTION</u>	Page 2
<u>BASICS FOR EXTERNAL USERS</u>	Page 3
<u>FORGOTTEN PASSWORD</u>	Page 4
<u>NEW USER REGISTER</u>	Page 6
<u>AVAILABLE TIME</u>	Page 8
<u>ASSOCIATED PARTIES</u>	Page 10
<u>MY CASES</u>	Page 11
<u>VIEW/UPLOAD FILES</u>	Page 12
<u>CASE SEARCH</u>	Page 16
<u>MY PROFILE</u>	Page 17
<u>ADD LEGAL ASSISTANT</u>	Page 18

Pinellas JAWS Attorney Instructions Introduction

JAWS, Judicial Automated Workflow System, is the primary interface tool between the courts and attorneys. The current release will serve attorneys with the primary function of scheduling and uploading of proposed orders. It supports scheduling hearings and other events by parties, counsel or the court and serving copies of event notices via email. Please review each Judge's practice requirements for the use of JAWS within each section at the link below:

<http://www.jud6.org/LegalCommunity/PracticeRequirementsofJudges.html>

In order for attorneys to be able to use the Pinellas JAWS system, they will be required to register with JAWS using their Florida Bar ID number. Please understand that the Pasco, Pinellas and Hillsborough JAWS systems are all separate systems. The recommended and supported browser for the JAWS system in Pinellas County is Chrome. There are no other hardware or software requirements. Apple users may also access JAWS using Chrome. Users may notice some page rendering anomalies if you are using a different browser other than Chrome, but this does not affect usability.

The JAWS scheduling tool designed to accommodate a variety of scheduling models. The Court is able to:

1. Set matters on its schedule on its own initiative, with or without consulting the parties or counsel;
2. Expose available times to the attorneys, allowing the parties to coordinate the scheduling and schedule the matter on the Judge's calendar or
3. Allow the attorneys to view available times, and request that the Judicial Assistant reserve a specific mutually agreeable time, with the final confirmation 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.

The Court may require an attorney to upload the pleading, motion, or proposed order at the time it is set for hearing.

*PLEASE NOTE: **NOT** all Court divisions use JAWS for scheduling.*

Questions pertaining to procedural matters, hearing availability or changes/corrections to hearings already scheduled, should be directed to the attention of the assigned judge. You can view judicial practice preferences here: <http://www.jud6.org/LegalCommunity/PracticeRequirementsofJudges.html>

Please review this document and the judicial practice preferences completely before reaching out for assistance.

Should you require technical assistance please contact the Pinellas County Business Technology Services Operations Center at 727-453-4357.

BASICS FOR EXTERNAL USERS

To access JAWS, go to the Court's website at <http://www.jud6.org> and click the link for JAWS. You may also go to https://jawspinellas.jud6.org/jaws_attorney

A screenshot of the JAWS login interface. It has a title bar that says "Log In". Below the title bar are two input fields: "User Name:" and "Password:". Below these fields is a checkbox labeled "Remember me next time.". To the right of the checkbox is a "Log In" button. At the bottom of the form, there are two links: "New user? Click here to register" and "Forgot Password?".

Attorney Support

Please contact the Pinellas County Operation Center with any issues: 727.453.4357 or email supportctr@pinellascounty.org

Notification to Attorneys

To all Attorneys using the JAWS systems in both Hillsborough and Pinellas Counties please be advised that the attorney database used for both Counties has been separated. From now on you will need to have a separate account for each system. So for example, if you change your password or email address in one system it will not be changed in the other system unless you change it.

Notice

The unauthorized use of the Judicial Automated Workflow System ("JAWS"), including but not limited to providing false and misleading information for the purpose of obtaining access to JAWS or utilizing the user name and password of a registered JAWS user without the user's permission is strictly prohibited and a criminal violation of The Florida Computer Crime Act and section 815.06, Florida Statutes. A violation of section 815.06, Florida Statutes, is punishable as a felony and any computer, computer system, computer network, computer software, or computer data owned by a violator which is used during the commission of any violation of section 815.06, Florida Statutes, is subject to forfeiture.

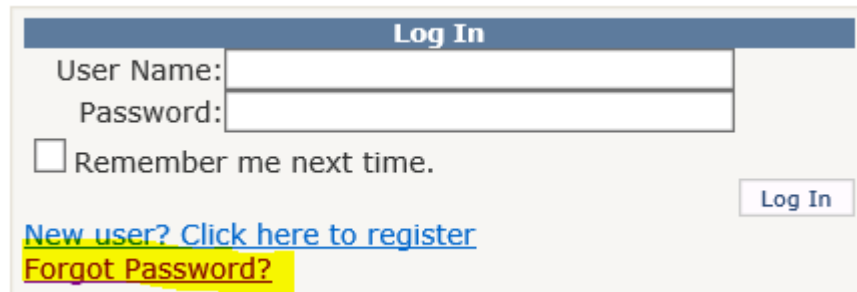
How To Information

If you are a new JAWS user you may review the [How To](#)

Helpdesk Support: 727-453-4357 [FAQ](#)

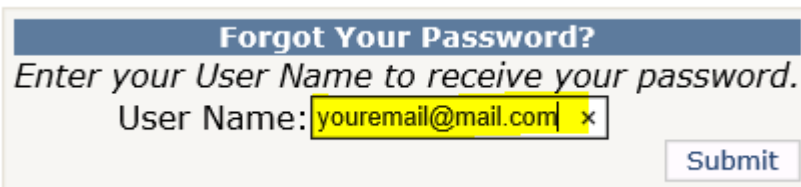
If you have forgotten your password and need it reset, follow the instructions below:

To reset your password, click on the [Forgot Password?](#) link on the home page.



The image shows a 'Log In' form with a blue header bar. Below the header, there are two input fields: 'User Name:' and 'Password:'. Below these fields is a checkbox labeled 'Remember me next time.' To the right of the checkbox is a 'Log In' button. Below the 'Log In' button, there are two links: 'New user? Click here to register' and 'Forgot Password?'. The 'Forgot Password?' link is highlighted with a yellow background.

A dialog box will appear asking for your user name, which is your email address.

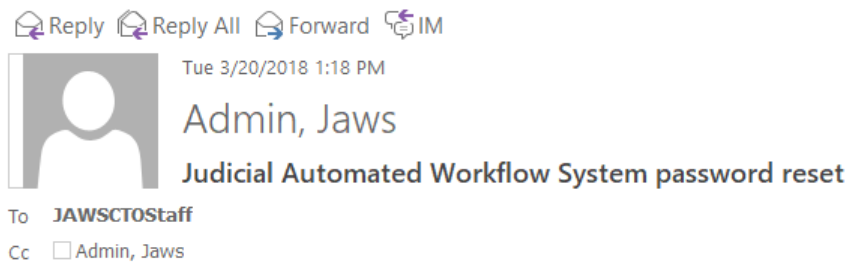


The image shows a 'Forgot Your Password?' dialog box with a blue header bar. Below the header, there is a text prompt: 'Enter your User Name to receive your password.' Below the prompt is a text input field labeled 'User Name:' containing the email address 'youremail@mail.com'. To the right of the input field is a small 'x' icon. Below the input field is a 'Submit' button.

Once you've entered your email address, a notification that your password was sent will appear.

Your password has been sent to you.

Check your email account for a message from Admin, Jaws. It will instruct you to return to the site and log in using the temporary password provided.



Please return to the site and log in using the following information.

User Name: [REDACTED]

Password: a=R36[KfA@7CUU

Click on the Change Security Settings button and complete the required information. Once you've entered information into all of the fields, click Update Account and your password change will be active.

Account Security Management	
Current Password:	
New Password:	
Confirm Password:	
Security Question:	*
Security Answer:	
Update Account Cancel	

If you are a new user and need to register, click “New user? Click here to register.” You will be required to enter your information.

Sign Up for Your New Account			
First Name		FL Bar Number	
Last Name		Firm Name	
Email			
			Verify Bar ID

Fill in all of the fields and click the Verify Bar ID button. If your Bar ID is already in the JAWS system, you will continue to the screen below. If it is not, an email will be sent to the support group to verify a valid Bar ID and enter it into the system. An email notification will be sent to the email address provided to continue the new account process.

Sign Up for Your New Account			
Account Type:	Attorney	Attorneys can add legal assistants once they have created their own account	
First Name		FL Bar Number	
Last Name		Firm Name	
Email		Phone	
Password		Street Address	
Confirm Password			
		City	
Security Question		State	
Security Answer		Zip	
☐ Upon becoming an authorized user of the Sixth 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.			
The unauthorized use of the Judicial Automated Workflow System ("JAWS"), including but not limited to providing false or misleading information for the purpose of obtaining access to JAWS or utilizing the user name and password of a registered JAWS user without the user's permission is strictly prohibited and a criminal violation of The Florida Computer Crime Act and section 815.06, Florida Statutes. A violation of section 815.06, Florida Statutes, is punishable as a felony and any computer, computer system, computer network, computer software, or computer data owned by a violator which is used during the commission of any violation of section 815.06, Florida Statutes, is subject to forfeiture.			
			Request Account

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

The security question and answer is required for resetting your username or password. Enter the question and an answer that you will remember in the security question and answer text boxes. 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.



Check your inbox (using the email address you provided) and open the email from JAWSADMIN@jud6.org. The email contains your account information. Click the confirm link to finish the registration process. This link will take you to the JAWS Log In screen. Enter your user name and password.

Once you are registered, it will be necessary for you to associate yourself with your assigned cases immediately. This will ensure proper email notification. To do this, read the section on searching for a case and adding yourself as an associated party.

At the top of the screen, you will see a list of menu options: Available Time, My Cases, Case Search, and My Profile.

Court Calendar
Available Time My Cases Case Search My Profile

AVAILABLE TIME

Use the first drop down to select the Court division you would like to access (Circuit Civil, Family...). To the right of that, there is a field for section. Select your desired section (Section 11, 15, 19...). Once you select the desired division and section, the list of available events and time will appear.

[Print Timeslots](#)

Circuit Civil	Section 19 - Day	All Event Types
Start Date:	End Date:	Refresh

Options	Event Type	Description	Date	Start Time	End Time
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/19/2018	9:45 AM	10:00 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/19/2018	10:15 AM	10:30 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/19/2018	1:30 PM	1:45 PM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/19/2018	2:15 PM	2:30 PM
	Motion Calendar - 30	Motion Calendar - 30 Minutes	1/19/2018	3:30 PM	4:00 PM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/22/2018	2:00 PM	2:15 PM
	UMC FORECLOSURE ONLY CALENDAR		1/24/2018	1:30 PM	4:00 PM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	9:30 AM	9:45 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	9:45 AM	10:00 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	10:00 AM	10:15 AM

Page 1 of 20 1 2 3 4 5 6 7 8 9 10 > Last Pages: 1 ... 10

Clicking the pencil icon under the Options label will provide details about the selected event and time slot.

	UMC FORECLOSURE ONLY CALENDAR		1/24/2018	1:30 PM	4:00 PM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	9:30 AM	9:45 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	9:45 AM	10:00 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	10:00 AM	10:15 AM

Page 1 of 20 1 2 3 4 5 6 7 8 9 10 > Last = Pages: 1 10

1/24/2018 - UMC FORECLOSURE ONLY CALENDAR | Time Slot: 1:30 PM - 4:00 PM

Hearing Description

I am associated with:

Please do not schedule contested hearings on this calendar. Attendance in person is required. FAILURE TO COMPLY WITH THE PROCEDURE IN THE CHECK MARKED BOX MAY RESULT IN CANCELLATION OF YOUR HEARING. TELEPHONIC ATTENDANCE IS NOT ALLOWED

Additional Notes

☐ Only 5 minute Summary Judgment hearings and uncontested Non-Jury trials are to be scheduled in this time slot. Attendance in person is required. SUMMARY JUDGMENT HEARINGS: The attorney of record for the Plaintiff must file an updated Certificate of Compliance with Foreclosure Procedures with the Clerk. Courtesy copies of the Motion, Notice of Hearing, and Foreclosure Judgment Packet pursuant to AO 2017-007 PA/PI must be provided directly to Judge Day, 545 1st Avenue N., Room 200, St. Petersburg, FL 33701 via U.S. Mail/Fed Ex/UPS at least five (5) business days prior to the hearing. NON-JURY TRIALS: Plaintiff is responsible for submitting a copy of the Notice that Cause is at Issue, proposed Order Scheduling Non-Jury Trial with the scheduled date and time, and sufficient copies of the order and postage-paid envelopes for all parties to the Court.

☐ I certify that this request is in compliance with all requirements and directions stated above and all applicable Administrative Orders.

Case Number:

Helpdesk Support: 727-453-4357 | FAQ

The court division may require specific information when scheduling an event. This may be free form text boxes, drop down boxes or check boxes. The collection of information may include some or all of the following:

- hearing description to be entered, for example Motion to Dismiss.
- file to be uploaded, see View/Upload Files section for further details.
- request to appear by phone.
- trial requirements: trial type, trial duration, pre-trial date, etc.
- additional notes: any additional information the judge needs to know.
- party association: use the drop down selection to identify the party you represent.
- case number format:
 - Family Law, Small Claims, Circuit and County Civil cases, you must use the full 10 character case number including the dashes in this format: ##-#####-XX.
 - Examples: 18-000456-CI (civil), 20-003456-FD (family)

- For UFC, Circuit and County Criminal cases the format is ##-#####-XX.
- Examples: 18-00123-CF or 19-00222-MM
- For UFC, Circuit and County Criminal cases prior to July 2014, the format is #####CFANO.
- Examples: 8900123CFANO or 0700222MMANO
- certification: verify 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 section will include instructions for the specified event type. Please read the requirements carefully and comply with all instructions.
- click Schedule Case

The system will take you to a screen where you will be required to add/ confirm the Associate Parties of a case. The people listed will receive email notifications.

ASSOCIATED PARTIES

- **It is important to make sure ALL parties associated with a case are defined and email addresses are captured, so email messages go out to the correct people.**
- You can enter a letter, name or partial name of an attorney or law firm and press the search icon. The system searches last name and firm name files with a like command. For example, if you enter Bri, the system will display all users with a last name or firm name containing the letters 'bri'. (searches are not case sensitive)
- If you find the attorney, you want to associate with this case, scroll down to the bottom and check the box next to their name. Make sure you select the party affiliation (defendant or plaintiff) and it will add that person to the associated parties list once you click add. – Note: Only attorneys with Pinellas JAWS accounts will be found in the system.
- The affiliated with drop down box allows you to associate that person with a defendant/respondent, plaintiff/petitioner, or neither.
- If the system cannot find a match in JAWS, a message will display letting you know that no matching user was located. You can call the party and ask them to register to JAWS. OR you can add them manually by typing in their first and last name and email address. This process will also work for adding pro-se participants.

- Click Schedule Case when finished. The system will return to the Available Time screen and a red message on the bottom right 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 section 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 makes a decision.
- Underneath, you will see the case scheduled in the time slot selected.

MY CASES

This option allows you to see a list of all cases you are associated with.

My Cases

	Case Number	Description	Type	Filed Date
Remove	18-001080-CI	LEE R HOWARD Vs. GRASSLANDS UY LLC, et al	CONTRACTS AND INDEBTEDNESS - CIRCUIT	2/20/2018

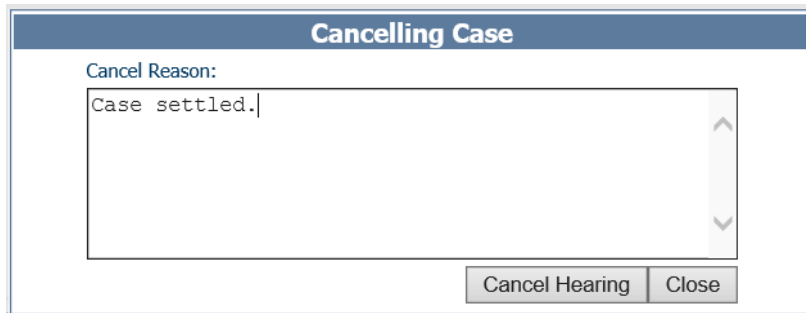
If you select the case, you will be provided with case style and current case schedule at the bottom of the screen.

Case Number: 18-001080-CI Date Filed: 2/20/2018 Status: Open							
LEE R HOWARD Vs. GRASSLANDS UY LLC, et al CONTRACTS AND INDEBTEDNESS - CIRCUIT							
Attorneys (JAWS) / Manage Email Contacts Case Parties (Clerk) View/Upload Files							
Current Case Schedule							
	Division	Date	Start	End	Event	Phone Appearance	
Cancel	Test CTO	3-01-2018	1:30 PM	2:15 PM	Trials		

If you need to cancel a scheduled event, select Cancel.

Current Case Schedule							
	Division	Date	Start	End	Event	Phone Appearance	
Cancel	Test CTO	3-01-2018	1:30 PM	2:15 PM	Trials		

A pop-up window will appear for you to enter the reason.



Cancelling Case

Cancel Reason:

Case settled.

Cancel Hearing Close

When finished entering the reason, click the Cancel Hearing button. Notice the cancelled event is gone.

You can also access the Attorney (JAWS)/Manage Email Contacts, Case Parties information and View/Upload Files from this menu option.

VIEW/UPLOAD FILES

To upload a cover letter and proposed order:

Before you are able to upload a cover letter or proposed order, you need to review, verify and update the associated parties within the case. Please refer to Associated Parties on page 9 for adding attorneys or parties. You will not be able to upload documents unless you enter the information and click Confirm Associations. The Upload File button will not be active until you confirm that the associated parties information is correct.



Warning: Please review and verify the Associated Parties on the case are correct before processing to the Upload File screen. Click Confirm Associations to agree that the Associated Party information for the case is correct.

Confirm Associations UploadFile Cancel

Associated Parties for Case Number: 18-001080-CI
LEE R HOWARD Vs. GRASSLANDS UY LLC, et al CONTRACTS AND INDEBTEDNESS - CIRCUIT

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.

Warning: Please review and verify the Associated Parties on the case are correct before processing to the Upload File screen. Click Confirm Associations to agree that the Associated Party information for this case is correct.

Confirm Associations UploadFile Cancel

Case Files for Case # 11-000123-CI

Select Division for File Upload: **Circuit Civil** **1** --Select your Division-- **2**

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

--Select Upload Destination-- **3**

4 ☐ Include Cover Letter: Browse...

Document Title: **5**

Main File: **6** Browse... Upload File

1. Select the Court division from the drop down.

Circuit Civil
County Civil
County Criminal
Family Law
UFC

2. Select the section from the drop down.



3. Select Upload Destination – use the yellow highlighted one 99% of the time.



4. Include Cover Letter is an option, however most Judges require one. Check the box and browse to the cover letter. It must be PDF format and in a separate document from the order.

5. Document Title: Enter the title of the order you are uploading.

6. Main File: Browse to the order you which to upload. **Most Judges require the order to be in PDF format.** Word documents can be uploaded only if the Judge's practice preferences specifies that.

7. Click the "Upload File" button.

You should see the notice below in green.

Select Division for File Upload: **Circuit Civil** **CTO**

File Uploaded and notifications have been sent to the division.

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

Documents Uploaded Through JAWS for Case # 11-000123-CI							
Document Type	Description	Upload Date	User				
.PDF	Order of CTO Testing	4-29-2019	CTO JAWS	Cover Letter	Download	Delete	Append

Notes:

- Please review each Judge's practice requirements for the use of JAWS, as each section may have different requirements, using this link <http://www.jud6.org/LegalCommunity/PracticeRequirementsofJudges.html>
- If you receive an "unsupported images" error, please sanitize your pdf

documents to correct the issue.

- All documents have a 10MB size limit.
- Once a file has been uploaded, all users that have permission 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 the case.

External users can only see the document(s) they uploaded and document(s) that have been shared. Please contact the Judge's office to request that uploaded documents be shared.

- Case filings that have been filed with the Clerk's case management system or through the e-portal are not viewable through JAWS, they are displayed as a list. An attorney will need to log into the Clerk's public access site to review case information and documents.

CASE SEARCH

If you have a case number, you can use Case Search.

- Case Search - Enter a case number in the proper format (see below). The case details and the current case schedule will display. If a case number is not found in the system, 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.
- case number format:
 - Family Law, Small Claims, Circuit and County Civil cases, you must use the full 10 character case number including the dashes in this format: ##-#####-XX.
 - Examples: 18-000456-CI (civil), 20-003456-FD (family)
 - For UFC, Circuit and County Criminal cases the format is ##-#####-XX.
 - Examples: 18-00123-CF or 19-00222-MM
 - For UFC, Circuit and County Criminal cases prior to July 2014, the format is #####CFANO.
 - Examples: 8900123CFANO or 0700222MMANO

Case Search	
Enter Case Number or Confirmation Number:	18-001080-CI  e.g. 14-123456-CI
Case Number: 18-001080-CI Date Filed: 2/20/2018 Status: Open	
CONTRACTS AND INDEBTEDNESS - CIRCUIT LEE R HOWARD Vs. GRASSLANDS UY LLC, et al	
Attorneys (JAWS) / Manage Email Contacts Case Parties (Clerk) View/Upload Files	
Current Case Schedule	
No hearings are currently scheduled for this case.	

MY PROFILE

To edit your account or change your security settings, use My Profile. You can modify your email notifications, whether your assistant receives email notifications and add a legal assistant on this screen.

Account Management

First Name

YOUR

Last Name

NAME

Email

YOURNAME@FIRM.COM

Attorney

FL Bar Number

000000

Firm Name

FIRM NAME

Phone

727-111-9999

Street Address

123 MAIN ST

City

CLEARWATER

State

FL

Zip

33756

Change Security Settings

Update Account

Notifications(emails)

☒Scheduling

☒Proposed order uploaded

☒Associated party messages

☒Rescheduling

☒Order signed

☒Conformed copies

☒Cancellation

☒Order rejection

☒File sharing

Legal Assistants

☒Email notifications go to my legal assistants

Add Legal Assistant

First Name

Last Name

Email

Phone

After changing the desired fields, click Update Account button.

Change Security Settings

Update Account

If you want to change the security settings, click the Change Security Settings button. You will need to enter your current password, new password, confirm password, security question, and security answer. Once finished click Update Account.



The form is titled "Account Security Management" in a blue header. It contains five input fields: "Current Password:", "New Password:", "Confirm Password:", "Security Question:", and "Security Answer:". The "Security Question:" and "Security Answer:" fields have a blue "SECURITY QUESTION" and "SECURITY ANSWER" button respectively. At the bottom, there are two buttons: "Update Account" and "Cancel".

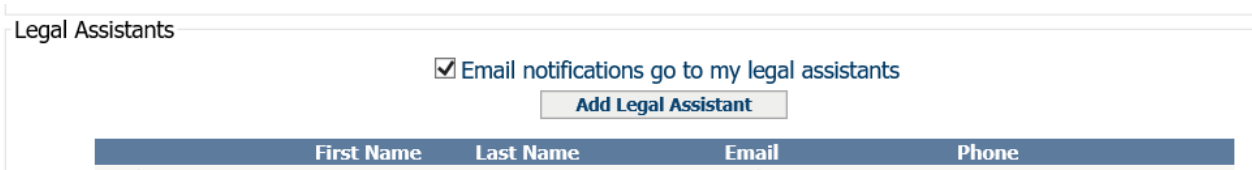
Add Legal Assistant

To add your legal assistant(s) to your account, go to My Profile.



The navigation bar has a blue header with "Court Calendar" and "My Profile" in blue text. Below the header, there are links: "Available Time", "My Cases", "Case Search", "Email Addresses", and "My Profile".

Near the bottom of the profile page, click Add Legal Assistant. NOTE: If you want your legal assistant(s) to receive email notifications, please check the Email notifications box as shown below before clicking Add Legal Assistant.



The section is titled "Legal Assistants". It contains a checkbox labeled "Email notifications go to my legal assistants" which is checked. Below the checkbox is a button labeled "Add Legal Assistant". Below the button is a table with four columns: "First Name", "Last Name", "Email", and "Phone".

The Add Legal Assistant dialog box will open. Enter the email address and click Lookup. This will minimize the possibility that a duplicate assistant record is added. If the email address does not exist, you will receive a message that an account does not exist.

Add Legal Assistant

Account Type: Legal Assistant

Email: × Lookup

A legal assistant account with this email address does not exist.

First Name:

Last Name:

Phone:

Add
Cancel

Once you click Add, the assistant's name will be added to the list below the profile and you will see all associated assistants.

☒ Email notifications go to my legal assistants
Add Legal Assistant

	First Name	Last Name	Email	Phone	
Legal Assistant:	Jim	Weaver			Unassociate
Legal Assistant:	Enrique	Garza			Unassociate
Legal Assistant:	Pamela	Peters			Unassociate
Legal Assistant:	Jim	Weaver			Unassociate

Helpdesk Support: 727-453-4359 | [FAQ](#)

If the assistant's email is in the system, the User Found dialog box will pop up and you can associate the email with your account by clicking Associate.

User Found

Name: Pamela Peters

Email:

Phone:

Associate
Cancel

If you would like to remove the association of an assistant, simply click [Unassociate](#) and that email account will be no longer associated with the attorney. There is no verify option - if you click [Unassociate](#), the account will be removed. If you remove the incorrect account or accidentally remove an account, it will need to be entered again.