

Help icon moved to top of page and is easier to find.

# Welcome to Online Services

## Please login

E-mail Address

OR Bar ID

Password

Remember me on this computer.

Login

Give the user the choice to login or set up one of the three types of accounts.

## Register a New User

Attorney

Law Firm Supporter

Self-represented or pro hac vice attorney

## Account Management

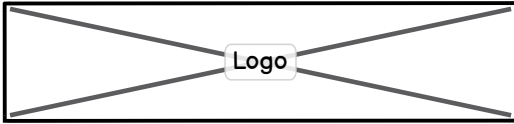
Confirm and Activate Account

Request a New Confirmation Code

Request a Password Reset Code

Reset Your Password





# Welcome to Online Services

The password that you entered does not match the email address or Bar ID that you entered.

Please ensure that you are entering your information correctly.

[Resend Confirmation Code](#)

[Trouble logging in?](#)

Failed login page for when user's login didn't work. They can ask for a new code (similar to resetting password in other sites) or read the help.

## Please login

E-mail Address

OR Bar ID

Password

Remember me on this computer.

Login





### Trouble Logging In



#### **I'm trying to log in to my account, and the system is telling me the account has not been confirmed. Why?**

When you first signed up for the account, a confirmation code was sent to the e-mail address you used. This [redacted] on code is an extra security measure to ensure that the person signing up with an e-mail address does so for their own account.

You can request a new confirmation code, if needed, by clicking on the "Request a New Code" button. Enter the e-mail address that you registered with the system, and a new confirmation code will be sent to that address on confirming the account.

Note that the confirmation code is good for 24 hours; after 24 hours, it will expire, and you will need to request a new code.

Added information explaining what happens if they're account is set up under an old email address. This seems to be about 1/4 of the cad-web issues. Also give them a link to specifically address this issue. Hrushi told me she has to delete their account and they have to re-register.

#### **I don't know the password for my account. What do I do?**

Simply click on the "Request a Password Reset Code" button on the login page. On the form that follows, enter your registered e-mail address and submit. The system will generate a password reset code (this is NOT a new password) and will e-mail it to that address, with instructions to reset the password.

Note that the reset code is good for 24 hours; after 24 hours, it will expire, and you will need to request a new code.

#### **Why did I not receive my confirmation code?**

Confirmation emails are sent to the email address we have on file. If you have changed law firms recently but not changed your email address with our system it may be the code is being sent to your previous email address. If this is the case you will need to contact us so that your account can be removed. Then after the bar number is confirmed, you will be able to re-register with our system.

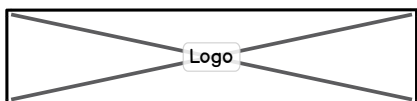
[Request Account Removal](#)

E-mail Address

OR Bar Number

Password





# Register a New User

The bar number appears on the Florida Attorney page only. The Law Firm information will only be on the Attorney page. And the page populates with the attorney info from bar number.

Enter your Florida Bar Number:

The fields below have been populated with the values supplied by the Florida Bar for Bar number 11111. Please supply your email address, as the Bar did not have one on file for you. Please make any appropriate changes before submitting.

*\*indicates required field*

Login Email Address:\*

Password:\*

Confirm Password:\*

First Name:\*

Middle Name:

Last Name:\*

Suffix:

System Greeting:

Street Address:\*

City:\*

State:\*

Zip:\*

Law Firm

Business Phone:\*

Fax:

Cell:

Please enter the security code that is shown.

CAPTCHA Image

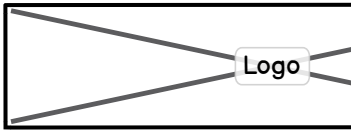


Click the speaker icon to read the letters aloud





Next page once user is logged in. This is the OLS (online services) home page. As services are added they would go here.



Moved menu to the top. It would include Law Portal (now Home), user profile, help button and logout. This would be on every page once the user is logged in.



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Profile button could have dropdown with Register e-Service, Update Profile and Reset Password

# Welcome to Online Services

## Online Scheduling & Document Submission

Case Number:

## Other Services





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Register to Receive E-Service

Update Profile

Reset Password

My Events

My Firm's Events

My Case Watch List

My Documents

# Law Firm Account

John Doe  
Cohen & Cohen PA  
123 Main Street  
West Palm Beach, FL 33401

Phone: 561 555 1212  
Fax: 561 555 1213  
Cell: 561 555 1214

This is the profile page that the user goes to when they click on the user icon in the menu.

## Account Management

Add Email Address

Link Email Addresses

Update Profile

Reset Password

## Account Event & Document Management

Scheduled Events

Firm's Events

Case Watch List

View Documents

These have been removed from the other pages as they are not related to a specific case but are related specifically to the user.





Jane Smith

Register to Receive E-Service

Update Profile

Reset Password

My Events

My Firm's Events

My Case Watch List

My Documents

# Pro Se Account

Jane Smith  
456 Main Street  
West Palm Beach, FL 33401

Phone: 561 555 1212  
Fax: 561 555 1213  
Cell: 561 555 1214

## Account Management

Register to Receive E-Service

Update Profile

Reset Password

## Account Event & Document Management

Scheduled Events

Firm's Events

Case Watch List

View Documents





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Menu moved to the top for the side for Profile section.

Register to Receive E-Service

Update Profile

Reset Password

My Events

My Firm's Events

My Case Watch List

My Documents

# Update Account

Please make any necessary changes, enter your current password and submit the changes.

*\*indicates required field*

Login Email Address:\*

test@testuser.com

(The login email is specific to the person registering and should not be a generic e-Service address)

First Name:\*

John

Middle Name:

Last Name:\*

Doe

Suffix:

System Greeting:

John Doe

Street Address:\*

123 Main Street

City:\*

West Palm Beach

State:\*

FL

Zip:\*

33401

Business Phone:\*

561 555 1212

Fax:

561 555-1213

Cell:

561 555-1214

Password\*

Why does updating your profile require re-entering (or resetting) your password?

Submit

Reset Form





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Register to Receive E-Service

Update Profile

Reset Password

My Events

My Firm's Events

My Case Watch List

My Documents

# Register Cases to Receive E-Service

Register your email addresses to receive emailed documents for your case(s).

Note that you may only register for cases where you are listed as a party; your name, as registered on this system, must match court documents exactly.

No cases are currently registered with your email address.

Enter a Case Number

**Register**





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Register to Receive E-Service

Update Profile

Reset Password

My Events

My Firm's Events

My Case Watch List

My Documents

# Reset Password

Current Password:

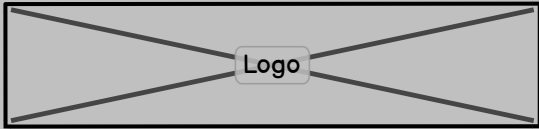
New Password

Confirm Password

**Submit**

**Reset**





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### Online Scheduling

Case Number:

**Confirm Case**

Case Number: 50-2021-CF-009550-AXXX-MB

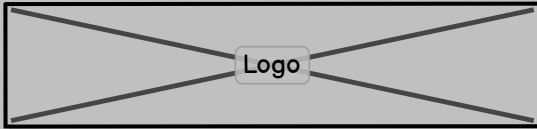
Case Style: Smith vs Jones

Division: DIV

Is this correct?

This is the next page after they enter a case number on the home page.





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## Online Scheduling

Case Number:

Search

Confirm Case

Case Number: 50-2021-CF-009550-AXXX-MB

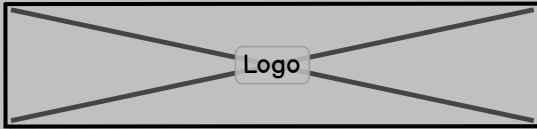
Case Style: Smith vs Jones

Division: DIV

Is this correct?

Yes No





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## Online Scheduling

Case Number:

Search

Is this hearing before a magistrate?

If this case is being held before a magistrate, please choose a name and click "Yes". Otherwise click "No."

Select Magistrate

Yes  No

Eliminate 3rd pop-up box





Once a case number is selected, it appears as the title



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Services

SCHEDULING

- Available Times
- UMC
- Special Set hearing
- Uncontested Summary Judgment
- Confirmed Hearing
- Video Appearance

SUBMIT DOCUMENTS

- Order from Template
- Proposed Order
- E-Courtesy
- Electronic Evidence

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Style

Change Case

Case Number; 50-2020-XX-001224-XXXX-MB

Division AH

To submit a proposed order, click on the button below. All other documents should be submitted

If user wants to change case they click on the button and return to the enter case number screen. Otherwise all the options apply to the currently selected case.

Scheduling

Available AH Times

Uniform Motion Calendar (UMC) Scheduling

Request a Special Set Hearing

Request a Uncontested Summary Judgment Hearing

Look Up a Confirmed Hearing

Video Appearance

Submit Documents

Order from Template

Proposed Order

E-Courtesy

Electronic Evidence

From here the user selects what service they want.

Services seem to break down into two areas, scheduling or submitting documentation. So I created one screen with options separated into the two categories.





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Services

SCHEDULE

- Division's Times
- UMC
- Special Set hearing
- Uncontested Summary
- Judgment
- Confirmed Hearing
- Video Appearance

SUBMIT DOCUMENTS

- Order from Template
- Proposed Order
- E-Courtesy
- Electronic Evidence

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Style

Change Case

Case Number; 50-2020-XX-001234-XXXX-MB

Division RA

To submit a proposed order, click the "Submit Proposed Order" button below. All other documents should be submitted using the "Submit e-Courtesy" button.

### Scheduling

### Documentation

Available AH Times

Submit A Proposed Order

Uniform Motion Calendar (UMC) Scheduling

Submit E-Courtesy

Request a Special Set Hearing

Look Up a Confirmed Hearing

Modify a Confirmed Hearing

Cancel a Confirmed Hearing





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Services

SCHEDULE

- Division's Times
- UMC
- Special Set hearing
- Confirmed Hearing

SUBMIT DOCUMENTS

- Order from Template
- Proposed Order
- E-Courtesy
- Electronic Evidence

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Style

Change Case

Case Number; 50-2020-XX-001234-XXXX-MB

Division FA

To submit a proposed order, click the "Submit Proposed Order" button below. All other documents should be submitted using the "Submit e-Courtesy" button.

Scheduling

Documentation

Available FA Times

Submit Order from Template

Uniform Motion Calendar (UMC) Scheduling

Submit A Proposed Order

Request a Special Set Hearing

Submit E-Courtesy

Look Up a Confirmed Hearing

Submit Electronic Evidence

Modify a Confirmed Hearing

Cancel a Confirmed Hearing







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Services

SUBMIT DOCUMENTS

- Proposed Order
- E-Courtesy

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Style

Change Case

## Case Number; 50-2020-XX-001234-XXXX-MB Division JA

To submit a proposed order, click the "Submit Proposed Order" button below. All other documents should be submitted using the "Submit e-Courtesy" button.

### Documentation

Submit A Proposed Order

Submit E-Courtesy





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Services

SUBMIT DOCUMENTS

Proposed Order

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Style

Change Case

Case Number; 50-2020-XX-001234-XXXX-MB

Division R

To submit a proposed order, click the "Submit Proposed Order" button below.

### Documentation

Submit A Proposed Order





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Services

SCHEDULE

- Division's Times
- UMC
- Special Set hearing
- Ex-Parte
- Confirmed Hearing
- Video Appearance

SUBMIT DOCUMENTS

- Order from Template
- Proposed Order
- E-Courtesy
- Electronic Evidence

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Style

Change Case

Case Number; 50-2020-XX-001234-XXXX-MB

Division IC

To submit a proposed order, click the "Submit Proposed Order" button below. All other documents should be submitted using the "Submit e-Courtesy" button.

Scheduling

Documentation

Available IC Times

Submit Order from Template

Uniform Motion Calendar (UMC) Scheduling

Submit A Proposed Order

Request a Special Set Hearing

Submit E-Courtesy

Ex-Parte Calendar Scheduling

Submit Electronic Evidence

Look Up a Confirmed Hearing

Modify a Confirmed Hearing

Cancel a Confirmed Hearing





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Services

SCHEDULE

Division's Times

UMC

Special Set hearing

Ex-Parte

Schedule Ex-Parte Hearing

My Ex-Parte Hearings

Cancel Ex-Parte Hearings

Confirmed Hearing

Video Appearance

SUBMIT DOCUMENTS

Order from Template

Proposed Order

E-Courtesy

Electronic Evidence

ACCOUNT INFO

My Events

My Firms Events

My Case Watch List

My Documents

Look Up Case Style

Case Number; 50-2020-CC-001234-XXXX-MB

Division IC

# Scheduling: Ex-Parte Calendar

How many motions do you need to schedule?

[No available dates?](#)





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Services

SCHEDULE

Division's Times

UMC

Special Set hearing

Ex-Parte

Schedule Ex-Parte Hearing

My Ex-Parte Hearings

Cancel Ex-Parte Hearings

Confirmed Hearing

Video Appearance

SUBMIT DOCUMENTS

Order from Template

Proposed Order

E-Courtesy

Electronic Evidence

ACCOUNT INFO

My Events

My Firms Events

My Case Watch List

My Documents

Look Up Case Style

Case Number; 50-2020-CA-001740-XXXX-MB  
Division IC

# Scheduling: Ex-Parte Calendar

Please select an option

Today

Another Day



Range of Days



to



Confirmation Number

**Look Up Hearings**





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Menu is retractable  
Menu is dependent on  
options available for  
court type

All other pages will keep the  
navigation elements for  
consistency.

Services

SCHEDULE

- Division's Times
- UMC
- Special Set hearing
- Uncontested Summary
- Judgment
- Confirmed Hearing
- Video Appearance

SUBMIT DOCUMENTS

- Order from Template
- Proposed Order
- E-Courtesy
- Electronic Evidence

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Style

Change Case

Case Number; 50-2020-CA-001740-XXXX-MB  
Division AH

## Scheduling: Available Hearings

Select the hearing length you need to schedule:

Please note that this page is only for viewing hearing availability. Hearings are NOT scheduled on this page. To schedule your hearing, click the "OLS Home" button below and then click the "Request a Special Set Hearing" button.

- 15 minutes (max 1 motion)
- 30 minutes (max 2 motions)

Hearing slot availability as of 07/13/2021 12:55 PM

Date	Day of Week	Time
07/30/2021	Friday	09:00 AM
07/30/2021	Friday	09:15 AM
07/30/2021	Friday	09:30 AM
07/30/2021	Friday	09:45 AM
07/30/2021	Friday	10:00 AM
07/30/2021	Friday	10:15 AM
07/30/2021	Friday	10:30 AM
07/30/2021	Friday	10:45 AM
07/30/2021	Friday	11:00 AM
07/30/2021	Friday	11:15 AM
07/30/2021	Friday	11:30 AM
07/30/2021	Friday	11:45 AM
07/30/2021	Friday	12:00 PM
07/30/2021	Friday	12:15 PM
07/30/2021	Friday	12:30 PM
07/30/2021	Friday	12:45 PM
07/30/2021	Friday	01:00 PM
07/30/2021	Friday	01:15 PM
07/30/2021	Friday	01:30 PM
07/30/2021	Friday	01:45 PM
07/30/2021	Friday	02:00 PM
07/30/2021	Friday	02:15 PM

Consistent menu that  
appears throughout all  
the scheduling pages  
moved to left.



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Services

SCHEDULE

- Division's Times
- UMC
  - Schedule UMC Hearing
  - My UMC Hearings
  - Cancel UMC Hearings
- Special Set hearing
- Uncontested Summary Judgment
- Confirmed Hearing
- Video Appearance

SUBMIT DOCUMENTS

- Order from Template
- Proposed Order
- E-Courtesy
- Electronic Evidence

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Style

Case Number; 50-2020-CA-001740-XXXX-MB  
Division AH

## Scheduling: Uniform Motion Calendar (UMC)

This hearing is for a Motion to Cancel Sale or Motion to Continue:

Please select from the available dates:

[No available dates?](#)

Case Number: 50-2020-CA-001740-XXXX-MB

Case Style: NEBERGALL, KATRINA V NEBERGALL JR, CARLTON RICHARD

Motion:

Copy of Motion:  No file chosen

Attach a copy of your motion set for hearing here. Files must be in DOC, DOCX, PDF, or RTF format.

Plaintiff/Petitioner Law Firm:

For courtroom assignment, cases are sorted by PLAINTIFF/PETITIONER's law firm. Please enter the PLAINTIFF/PETITIONER's firm name.

### Attorneys

Bar ID	Name	Firm	E-Mail Address
327018	Joy John P Represents: Intervenor	Unknown	jjoy@waltonlantaff.com
16256	Sorel Justin C Represents: Defendant/Respondent	Cole Scott & Kissane PA	justin.sorel@csklegal.com

### Plaintiffs/Petitioners

Nebergall, Katrina

### Defendants/Respondents

Nebergall, Carlton Richard



Menu column is  
retracted



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Case Number; 50-2020-CA-001740-XXXX-MB  
Division AH

## Scheduling: Uniform Motion Calendar (UMC) Scheduling Complete

Your UMC hearings have been successfully scheduled. Please print this page for your records.

Date: 10/21/2021 (Thursday)  
Time: 08:30 AM

Submit documents for this hearing

Proposed Order

Notice of Hearing

**Confirmation:** 50-2018-CA-000123-XXXX-MB-9d122ff6  
**Division:** AH  
**Case Number :** 50-2018-CA-000123-XXXX-MB  
**Case Style:** BAIN, CATHERINE DEBORAH V CANTATORE, ANDREW  
**Zoom ID:** 98424371033  
**Zoom Passcode:** 33470679  
**Motion:** Motion to Continue

Zoom Meeting Information:  
Judge Samantha Schosberg Feuer is inviting you to a scheduled Zoom meeting.

Topic: UMC Recurring Tues, Wed, Thur

Join Zoom Meeting  
<https://us02web.zoom.us/j/98424371033?pwd=bVJQZ3pCSzZRQIU4ZXU1YjM5ODZmQT09>

Meeting ID: 98424371033  
Password: 33470679

Dial-in Information  
+1 8884754499 US Toll-Free  
+1 8778535257 US Toll-Free





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Services

SCHEDULE

- Division's Times
- UMC
  - Schedule UMC Hearing
  - My UMC Hearings
  - Cancel UMC Hearings
- Special Set hearing
- Uncontested Summary
- Judgment
- Confirmed Hearing
- Video Appearance

SUBMIT DOCUMENTS

- Order from Template
- Proposed Order
- E-Courtesy
- Electronic Evidence

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Stvle

Case Number; 50-2020-CA-001740-XXXX-MB  
Division AH

# Scheduling: Uniform Motion Calendar (UMC)

Please select an option

Today

Another Day

Range of Days

to

Confirmation Number

**Look Up Hearings**





Menu is retracted



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Case Number; 50-2020-CA-001740-XXXX-MB

Division AH

## Scheduling: Request Special Set Hearing

What is being scheduled?

Motions for Rehearing, Reconsideration and/or Clarification cannot be set without court approval. Change 'Other motion title...' when Other is selected as the motion. Change 'Add a note...' to enter a note regarding the motion.

Why are users allowed to change case number or hearing date from this page?

Hearing Length  15 minutes  30 minutes

Motion  File Date  Movant

Copy of Motion:  No file chosen

Attach a copy of your motion set for hearing here. Files must be in DOC, DOCX, PDF, or RTF format.

### Attorney and Contact Information

Attorney name  Phone  Email

Attorney name  Phone  Email

Save this for future scheduling (requires cookies)

### Select a Hearing Date and time

Since this page cannot be submitted without selecting one the date will always display instead of being hidden

#### When is the event?

[Why do I only see certain months?](#)

Schedule First Available 11/15/21 09:00 am Monday  
 Select another date

11/15/21 09:15 am Monday  
11/15/21 09:30am Monday  
11/15/21 09:45am Monday

Select box appears if user clicks "Select another date"



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Services

SCHEDULE

- Division's Times
- UMC
- Special Set hearing
- Uncontested Summary Judgment
- Confirmed Hearing
- Video Appearance

SUBMIT DOCUMENTS

- Order from Template
- Proposed Order
- E-Courtesy
- Electronic Evidence

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Style

Change Case

Case Number; 50-2020-XX-001234-XXXX-MB  
Division AH

## Submit an Order from Template

Scheduled Event

[\(OPTIONAL\) Attach a supporting document](#)

### Supporting Documents

Supporting documents must be in DOC, DOCX, PDF, or RTF format.

Title 1:

Document 1:  No file chosen

[Attach another supporting document](#)

(OPTIONAL) Submit a comment with this document:

500 characters remaining

Note: Comments will NOT appear on the submitted document, but will be displayed adjacent to the document for the Judge's review.

DISCLOSURE: Comments included in this text box are only seen by the sender and the Court. A copy of the comment will be attached to the PDF of the document created. Should this be an ex-parte communication that is required to be shared with opposing parties, the sender will have to save a copy and forward accordingly.



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Services

- SCHEDULE
  - Division's Times
  - UMC
  - Special Set hearing
  - Uncontested Summary Judgment
  - Confirmed Hearing
  - Video Appearance

SUBMIT DOCUMENTS

- Order from Template
- Proposed Order
- E-Courtesy
- Electronic Evidence

ACCOUNT INFO

- My Events
- My Firms Events
- My Case Watch List
- My Documents

Look Up Case Style

Change Case

Case Number; 50-2020-XX-001234-XXXX-MB  
 Division AH

# Upload an e-Courtesy Document

Scheduled Event

[\(OPTIONAL\) Attach a supporting document](#)

## Do not upload orders via e-Courtesy

Supporting documents must be in DOC, DOCX, PDF, or RTF format.

Title 1:

Document 1:  No file chosen

[Attach another supporting document](#)

