

***User Management Services***  
***A User's Guide***

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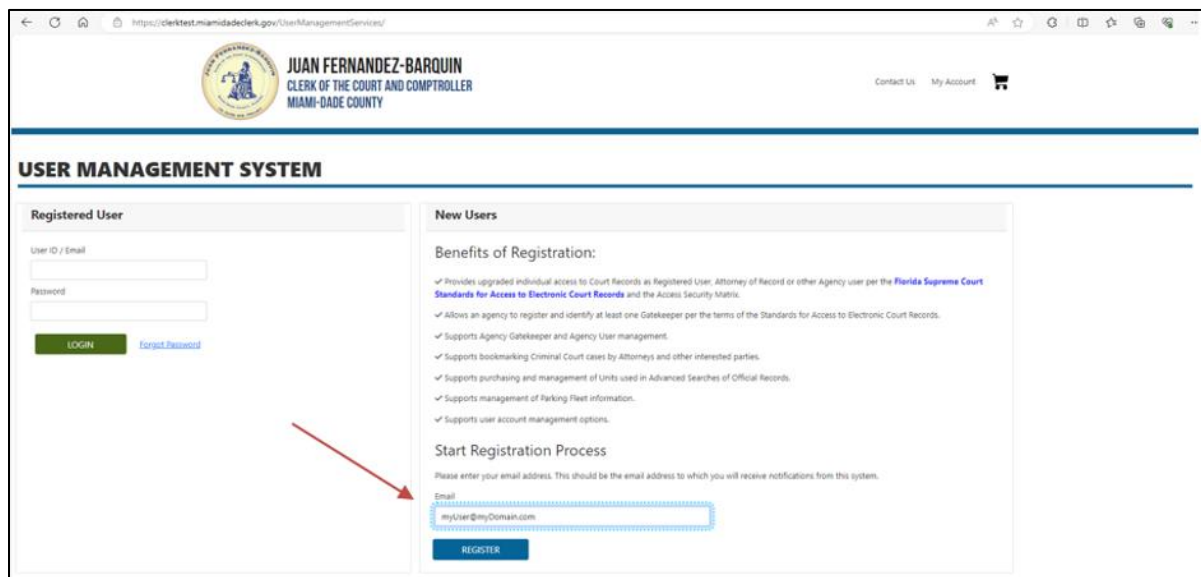
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Welcome to the Miami-Dade Clerk of Court and Comptroller's User Management system. Using the functionality of these pages, you will be able to register your account in support of authorized case searches (where you are an attorney or governmental agency staff member); case bookmarks (for criminal cases); make purchases for official records searches; and ACH enrollment for rental car fleet management.

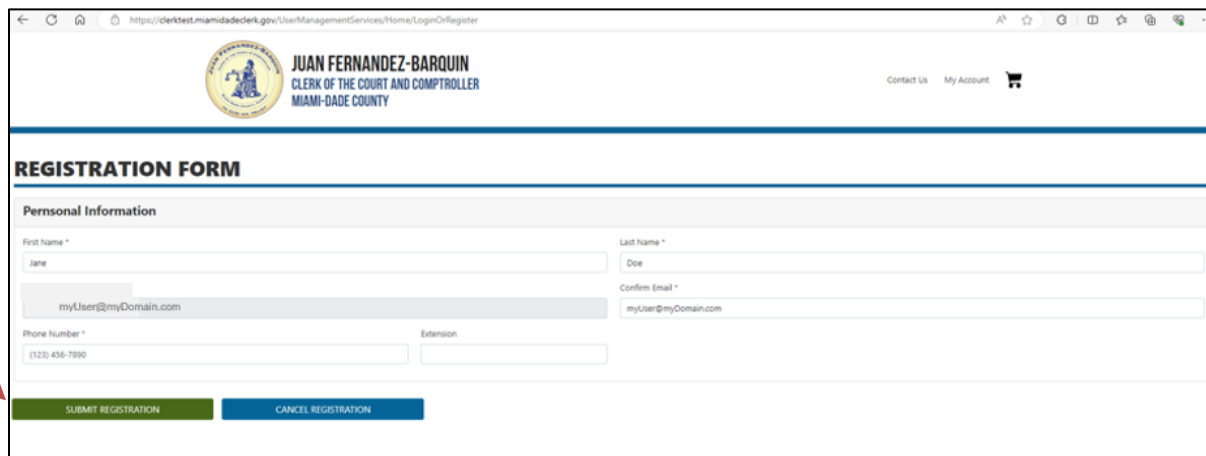
First, you will need to register your account. You will be using an email account as your account identifier. If you are an attorney or a governmental agency staff member, it is recommended that you use the email address registered with the Florida Bar or your governmental agency email address.

## REGISTRATION SCREEN:

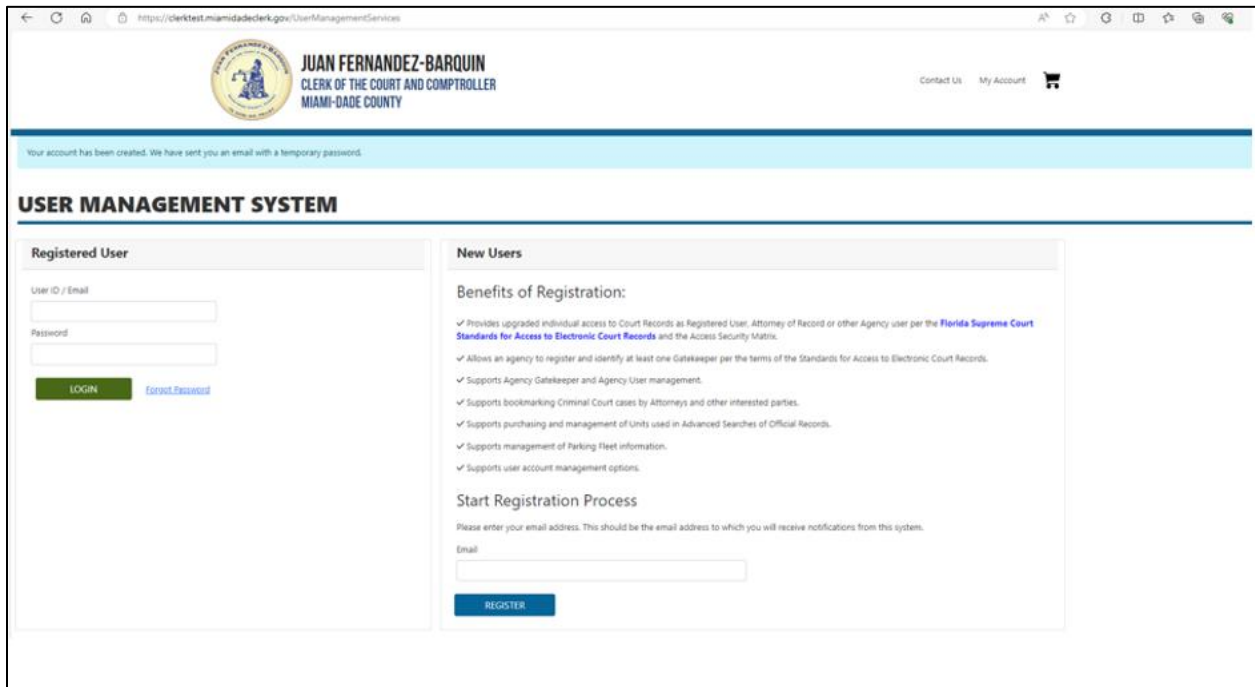
Enter your email address under the Start Registration Process section. Click on **REGISTER**.



Fill in your first and last name, phone number and confirm your email address. Click on **SUBMIT REGISTRATION**.



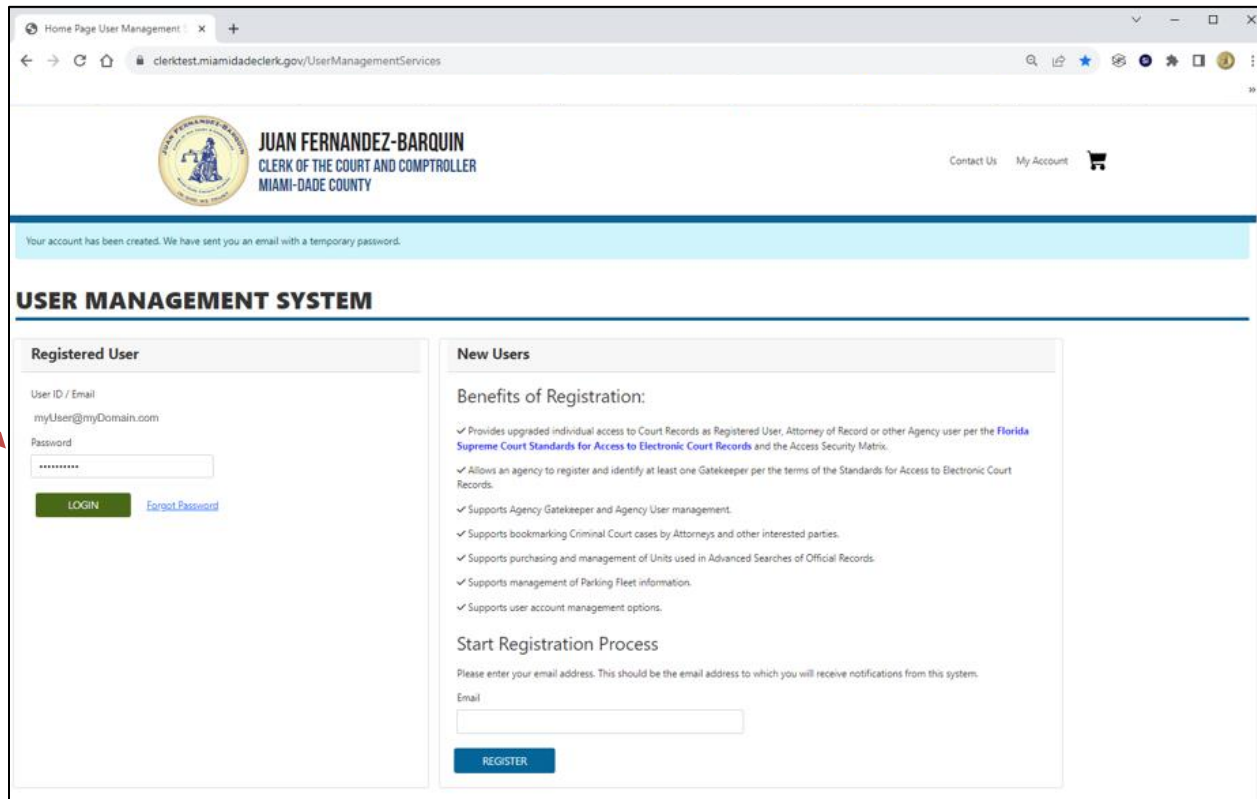
You will see a message on your screen about your account being created, and a temporary password being sent via email.



Email with the temporary password for your “first time” Login.



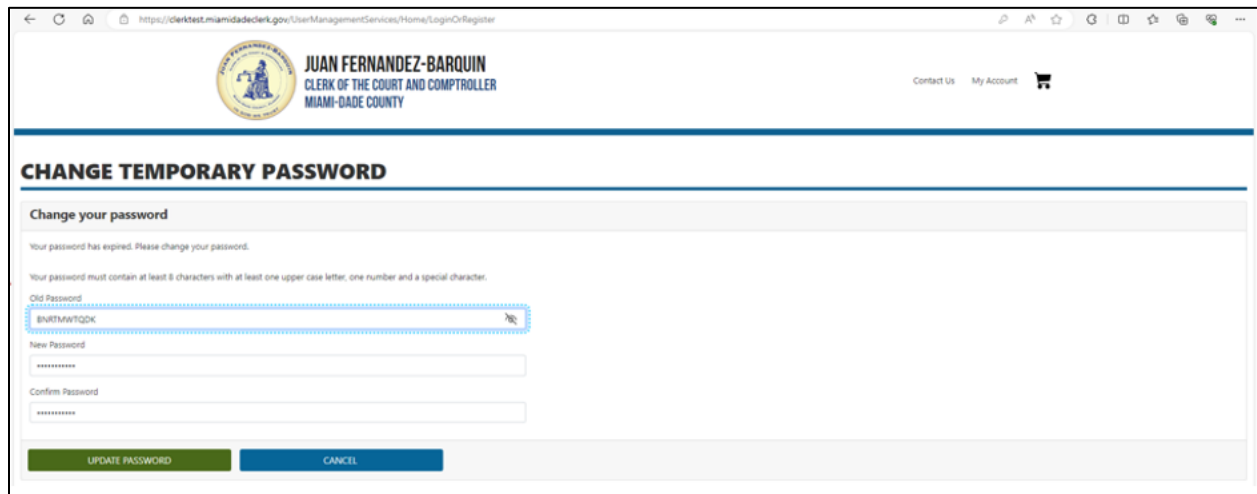
Login using the temporary password. Once you are logged in, you will see the Change Temporary Password screen.



## CHANGE TEMPORARY PASSWORD SCREEN:

Once you have registered, you will be requested to change your temporary password to one of your own choosing. Use the password that was emailed to you and then put in your own password.

Click on **UPDATE PASSWORD**.

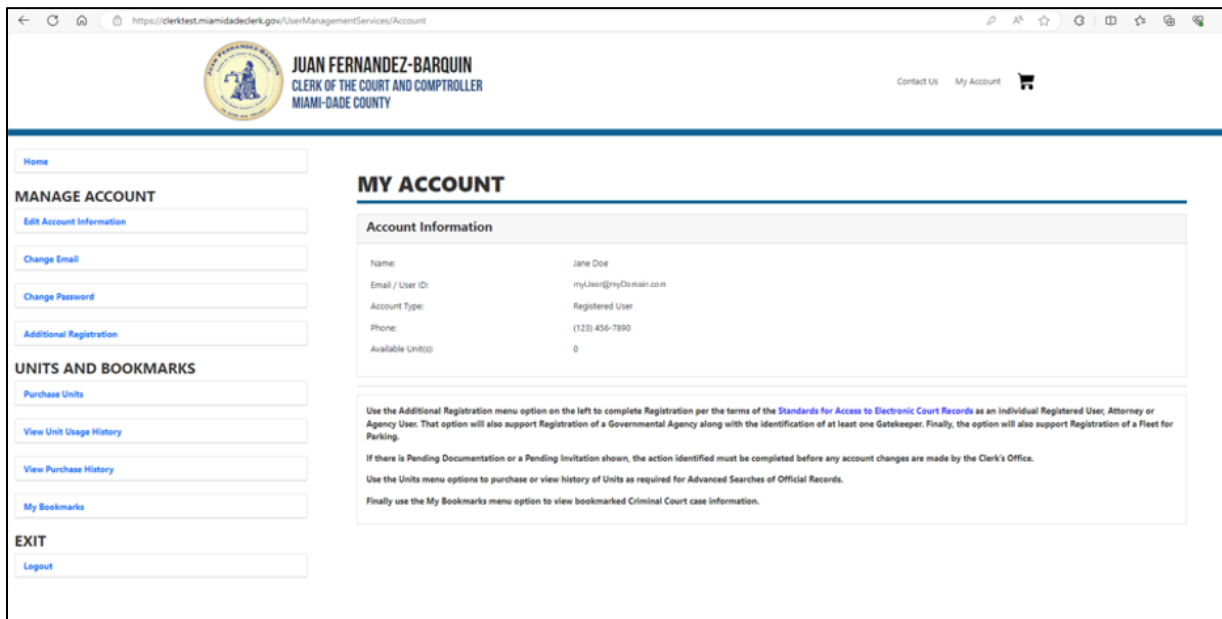


You will receive an email confirming your password change.



## MY ACCOUNT SCREEN:

Once you have registered, this will become your Home screen where you can access and manage all of the information in your account.



## EDIT ACCOUNT INFORMATION SCREEN:

You may edit your name, address and phone number. Click on **UPDATE INFORMATION**.

Home

**MANAGE ACCOUNT**

[Edit Account Information](#)

[Change Email](#)

[Change Password](#)

[Additional Registration](#)

**UNITS AND BOOKMARKS**

[Purchase Units](#)

[View Unit Usage History](#)

[View Purchase History](#)

[My Bookmarks](#)

**EXIT**

[Logout](#)

### EDIT ACCOUNT INFORMATION

**Account Information**

First Name:  Last Name:

Phone:  Extension:

## CHANGE EMAIL ADDRESS SCREEN:

You can change your email address. Please note that this will also change your account identifier going forward.

Write in your new email address and confirm it. Click on **CHANGE EMAIL**.

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**MANAGE ACCOUNT**

[Edit Account Information](#)

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**UNITS AND BOOKMARKS**

[Purchase Units](#)

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[My Bookmarks](#)

**EXIT**

[Logout](#)

### CHANGE EMAIL ADDRESS

**Change Email**

Email Address:  Confirm Email:

- ✓ Please be aware that this will also change your existing User ID.
- ✓ We will email you a temporary password to your new email address.
- ✓ You will have to login using your new email address and the temporary password.
- ✓ You will be asked to change the password after login.
- ✓ All other information including your units available and history will remain the same.

You will see a message on your screen about requesting to change your email address, and a temporary password being sent via email, in order to validate this request.

Home Page User Management | x +

clerktest.miamidadeclerk.gov/UserManagementServices

JUAN FERNANDEZ-BARQUIN  
CLERK OF THE COURT AND COMPTROLLER  
MIAMI-DADE COUNTY

Contact Us My Account

You have requested to change your email address/UserID. Please login in using the temporary password sent to you in order to validate your new email address. You will then be asked to change your password before you can access your account.

## USER MANAGEMENT SYSTEM

### Registered User

User ID / Email

Password

**LOGIN** [Forgot Password](#)

### New Users

#### Benefits of Registration:

- ✓ Provides upgraded individual access to Court Records as Registered User, Attorney of Record or other Agency user per the **Florida Supreme Court Standards for Access to Electronic Court Records** and the Access Security Matrix.
- ✓ Allows an agency to register and identify at least one Gatekeeper per the terms of the Standards for Access to Electronic Court Records.
- ✓ Supports Agency Gatekeeper and Agency User management.
- ✓ Supports bookmarking Criminal Court cases by Attorneys and other interested parties.
- ✓ Supports purchasing and management of Units used in Advanced Searches of Official Records.
- ✓ Supports management of Parking Fleet information.
- ✓ Supports user account management options.

#### Start Registration Process

Please enter your email address. This should be the email address to which you will receive notifications from this system.

Email

**REGISTER**

Email confirming your email address change.

Reply Reply All Forward IM

Thu 12/14/2023 8:56 AM

DoNotReply@miamidadeclerk.gov  
Clerk Juan Fernandez-Barquin, Miami-Dade Clerk of the Court and Comptroller - Email Updated

To myUser@myDomain.com

Hello Jane Doe,

Your Email was modified and has to be Validated.  
Your temporary password is UROBZMBDSQ.  
You will be asked to change it once you login. If you did not request this change, please email us at [techservices@miamidadeclerk.gov](mailto:techservices@miamidadeclerk.gov).

Thank You,

Office of the Miami-Dade Clerk of the Court and Comptroller



## CHANGE PASSWORD SCREEN:

Type in your current password in the Old Password field then type in your new password and confirm it. Click on **CHANGE PASSWORD**.

The screenshot shows a web browser window with the URL <https://clerktest.miamidadeclerk.gov/UserManagementServices/Account/SecuritySettings>. The page header includes the logo of the Clerk of the Court and Comptroller of Miami-Dade County, Juan Fernandez-Barquin. The main content area is titled "CHANGE PASSWORD" and contains a form with the following elements:

- A heading: "Change your password"
- A note: "Your password must contain at least 8 characters with at least one upper case letter, one number and a special character."
- Three input fields: "Old Password", "New Password", and "Confirm Password". A red arrow points to the "New Password" field.
- Two buttons at the bottom: "CHANGE PASSWORD" (green) and "CANCEL" (blue).

The left sidebar contains the following navigation links:

- Home
- MANAGE ACCOUNT**
  - Edit Account Information
  - Change Email
  - Change Password
  - Additional Registration
- UNITS AND BOOKMARKS**
  - Purchase Units
  - View Unit Usage History
  - View Purchase History
  - My Bookmarks
- EXIT**
  - Logout

## ADDITIONAL REGISTRATION SCREEN:

Pursuant to the terms of the [Standards for Access to Electronic Court Records](#), certain users will have additional access to case information based on their role. Attorneys and staff of governmental agencies must register and provide a notarized form before their access is enhanced per the Standards. Note that only one account registered within the Miami-Dade Clerk of Court and Comptroller's office may use a specific Florida Bar number. Also note that if a governmental agency has already been registered with the Miami-Dade Clerk of Court and Comptroller's office, then a Gatekeeper has been assigned and you must reach out to the Gatekeeper to be added to that agency's roster. Finally, if a user is with a governmental agency that has NOT already been registered with the Miami-Dade Clerk of Court and Comptroller's office, then an additional process is necessary to register the agency and identify a Gatekeeper.

This screen is also used for Parking Fleet Customers (rental car agencies).

On the Additional Registration screen, select the type of registration required.

The screenshot shows a web browser window with the URL <https://clerktest.miamidadeclerk.gov/UserManagementServices/Home/AddRegistration>. The page header includes the logo of the Clerk of Court and Comptroller, Juan Fernandez-Barquin, and navigation links for 'Contact Us' and 'My Account'. The main content area is titled 'ADDITIONAL REGISTRATION' and features three registration options, each with a blue button:

- Florida Attorney of Record**: Registering as an Attorney upgrades access to case data and document images for cases in which you are identified as an Attorney of Record. You will need to provide your Florida Bar Number, and only one account registration is possible per Bar Number. You will also need to submit the notarized Attorney/Public Access Request form before the Clerk's Office can finalize the registration process and assign your role. Button: **ATTORNEY**
- Government Agency**: To register as a Government Agency, you must be an employee of State Attorney's Office, Public Defender's Office, Law Enforcement, Department of Children and Families, Office of Criminal Conflict and Civil Regional Counsel, Guardian Ad Litem, Justice Administration Commission or General Government per the terms of the Florida Supreme Court Standards for Access to Electronic Court Records. If your Agency has not previously registered with the Clerk's Office, you will need to submit the notarized Federal, State or Local Government Agency form as well as the notarized Gatekeeper form for approval before your role is assigned. If your Agency has already registered, you will be directed to contact the assigned Gatekeeper for further registration. If your Agency does not have an assigned Gatekeeper, you will be given the opportunity to submit the notarized Gatekeeper form for approval before your role is assigned. Button: **GATEKEEPER**
- Parking Fleet Customer**: To register as a Parking Fleet Customer, you must represent a Car Rental Agency or a firm that handles processing for a Car Rental Agency. Registration will facilitate the payments of Parking citations via ACH transaction. Button: **PARKING FLEET CUSTOMER**

The left sidebar contains navigation links: Home, MANAGE ACCOUNT (Edit Account Information, Change Email, Change Password, Additional Registration), UNITS AND BOOKMARKS (Purchase Units, View Unit Usage History, View Purchase History, My Bookmarks), and EXIT (Logout).

# FLORIDA ATTORNEY REGISTRATION SCREEN:

Fill out the required information. Click on **SUBMIT REGISTRATION**.

Home

**MANAGE ACCOUNT**

[Edit Account Information](#)

[Change Email](#)

[Change Password](#)

[Additional Registration](#)

**UNITS AND BOOKMARKS**

[Purchase Units](#)

[View Unit Usage History](#)

[View Purchase History](#)

[My Bookmarks](#)

**EXIT**

[Logout](#)

## FLORIDA ATTORNEY REGISTRATION

**Florida Attorney Information**

Firm Name \*  FL Bar Number \*

Address \*  Suite

City \*  State \*  Zip Code \*

[Download Form](#)

You must be an Attorney with a Florida Bar Number to register for upgraded access to case data and document images on cases in which you are Attorney of Record. Only one account may be registered to a Bar Number at a time. Click on the "Download Form" link to view the Attorney/ Public Access Request form, which must be completed, notarized and uploaded via this site. Once received and approved by the Clerk's Office, the Attorney role will be assigned to this account for Court Records searches.

Once you submit your registration, you will see the Pending Documents section under MY ACCOUNT, where you can download the form. Once the form has been completed, signed and notarized, you will need to return to this screen to upload the form for processing. You will be notified via email when your account has been enhanced to provide Attorney of Record access to the cases on which your Florida Bar number is related.

Home

**MANAGE ACCOUNT**

[Edit Account Information](#)

[Change Email](#)

[Change Password](#)

[Additional Registration](#)

**UNITS AND BOOKMARKS**

[Purchase Units](#)

[View Unit Usage History](#)

[View Purchase History](#)

[My Bookmarks](#)

**EXIT**

[Logout](#)

## MY ACCOUNT

**Account Information**

Name: Jane Doe

Email / User ID: myUser@myDomain.com

Account Type: Registered User

Business/Firm Name: myFirmName

FL Bar Number: 123456

Street Address: 123 My Lane

City, State Zip: Miami FL 33333

Phone: (123) 456-7890

Available Unit(s): 0

**Pending Document(s)**

You have required form(s) pending completion. Please download the form, complete all the information, and notarize. Once complete you can return here to upload your completed form for approval.

Document Type	Require Notarization		
Attorney Form	Yes	<a href="#">Download Form</a>	<a href="#">Upload Document</a>

Use the Additional Registration menu option on the left to complete Registration per the terms of the [Standards for Access to Electronic Court Records](#) as an Individual Registered User, Attorney or Agency User. That option will also support Registration of a Governmental Agency along with the identification of at least one Gatekeeper. Finally, the option will also support Registration of a Fleet for Parking.


If there is Pending Documentation or a Pending Invitation shown, the action identified must be completed before any account changes are made by the Clerk's Office.

Use the Units menu options to purchase or view history of Units as required for Advanced Searches of Official Records.

Finally use the My Bookmarks menu option to view bookmarked Criminal Court case information.

## ATTORNEY ACCESS FORM:

Print the form, complete all information and have it notarized and scanned. Once scanned, it can be uploaded via the Attorney Registration screen. This form will only need to be completed once per Florida Bar number.



**Miami-Dade County Clerk of the Court and Comptroller**  
**Online Access User ID Application Request**  
**Attorney / Public Access**

- Members of the Florida Bar Association may register providing their Florida Bar# for access to Civil/Family/Probate court cases/images, based on provisions described by the current version of the Florida Supreme Court Standards for Access to Electronic Court Records and the Access Security Matrix.
- The Public may register for access to Civil/Family/Probate court cases/images, based on provisions described by the current version of the Florida Supreme Court Standards for Access to Electronic Court Records and the Access Security Matrix.
- Mandatory Fields are preceded with an \*. Requestor's failure to complete all required fields and obtain notarization will delay processing.
- Once the form has been completed with all required authorization(s), please upload this form in your UIMS account.

Confirmation of enablement of account and/or login instructions will be sent to Requestor via email notification.

\* Last Name:  \* First Name:  \* Middle Initial:

\* Business Address:

\* City:  \* State:  \* Zip:

\* Contact Telephone Number:  \* Contact Fax Number:

\* Contact eMail Address:

\* Requestor's Signature:  \* Date:

**If Florida Bar Attorney Member—This Section must be completed:**

Florida Bar Attorney #:

Law Firm Name: (if applicable)

**Notary: This section must be completed for members of the Florida Bar only:**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Personally known to me:  or Produced Identification:

Type of Identification Produced: \_\_\_\_\_ [Notary Seal: \_\_\_\_\_]

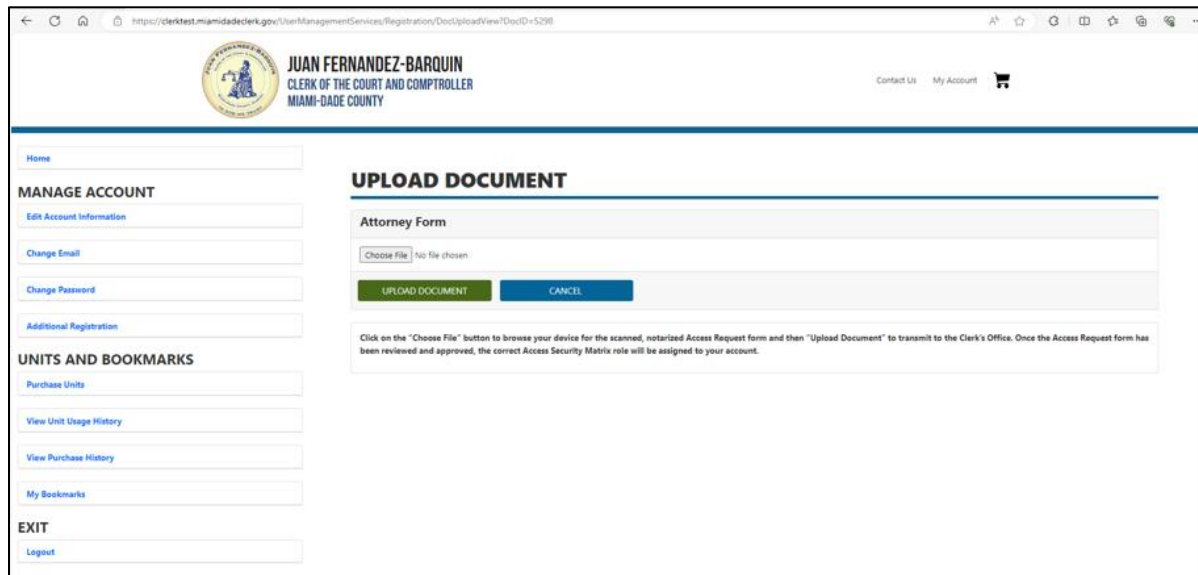
Signature of Notary: \_\_\_\_\_

Please be advised: The Clerk's Office makes every effort to ensure the accuracy of the following information; however, it makes no warranties or representations whatsoever regarding the completeness, accuracy or timeliness of such information and data. This web site is intended for the private use of the public for general informational purposes only. The information available through this website is not an official or certified record. To receive the complete Miami-Dade County Declaration, please visit the link: <http://www.miamidadecleark.gov/2012/02/01/2012-02-01-01/>

CLMCT: 965 Rev. 01/24 Clerk's web address: [www.miamidadecleark.gov](http://www.miamidadecleark.gov)

## UPLOAD DOCUMENT SCREEN:

Once the completed and notarized form has been scanned and saved to a device, you will be able to browse the device to find the form and upload it for processing.



## AGENCY GATEKEEPER REGISTRATION SCREEN:

If your agency has not been registered with the Miami-Dade Clerk of Court and Comptroller's office, you will need to complete the registration process. You must be a member of an agency that is recognized within the [Standards for Access to Electronic Court Records](#). Examples of these types of agencies, include (but are not limited to) local or state Departments of Children and Families; School Boards; Law Enforcement; State Attorneys Offices; Public Defenders Offices; and Guardians Ad Litem.

Please note that this list does NOT include law firms or other agencies that are not specifically identified within the Standards.

Fill out the required information. Click on **SUBMIT REGISTRATION**.

The screenshot shows a web browser window with the URL <https://clerkest.miamidadeclerk.gov/UserManagementServices/Registrations/AdditionalRegistration>. The page header features the logo of the Clerk of Court and Comptroller, Juan Fernandez-Barquin, Miami-Dade County. The main content area is titled "AGENCY GATEKEEPER REGISTRATION" and contains a form for "Agency Gatekeeper Information". The form includes fields for Agency Name (myAgency), Agency Type (General Government), Address (123 My Lane), City (Miami), State (Florida), Zip Code (33333), and Office Phone Number ((123) 456-7890). A red arrow points to the "SUBMIT REGISTRATION" button. The left sidebar contains navigation links for Home, Manage Account, Units and Bookmarks, and Exit.

**AGENCY GATEKEEPER REGISTRATION**

**Agency Gatekeeper Information**

This registration page is to be used to establish the Gatekeeper for newly requested Government Agencies, per the Florida [Supreme Court Standards for Access to Electronic Court Records](#). If you are not sure about the status of your Agency with the Miami-Dade Clerk of Court and Comptroller's Office, then use the Additional Registration menu option on the left to complete your Agency Access Request. You will be notified as to next steps if the Agency has not been registered and needs a Gatekeeper.

Agency Name \* myAgency Agency Type \* General Government

Address \* 123 My Lane Suite

City \* Miami State \* Florida Zip Code \* 33333

Office Phone Number \* (123) 456-7890

[Download Form](#)

[SUBMIT REGISTRATION](#) [CANCEL REGISTRATION](#)

**MANAGE ACCOUNT**

[Home](#)

[Edit Account Information](#)

[Change Email](#)

[Change Password](#)

[Additional Registration](#)

**UNITS AND BOOKMARKS**

[Purchase Units](#)

[View Unit Usage History](#)

[View Purchase History](#)

[My Bookmarks](#)

**EXIT**

[Logout](#)

Once you submit your registration, you will see the Pending Documents section under MY ACCOUNT, where you can download the form. Once the form has been completed, signed and notarized, you are able to upload the form there too. Please note that the form is expected to be signed by the head of the agency and that a Gatekeeper is expected to be assigned as part of the registration process. This Gatekeeper will be responsible for managing users within the agency going forward.

## AGENCY GATEKEEPER FORM:

**Miami-Dade County Clerk of the Court and Comptroller  
Online Access User ID Application Request**

**Agency Gatekeeper**

- Authorized Federal, State or County Agency Gatekeepers may use this form to initiate the access process for their Agency, based on provisions described by the Florida Supreme Court Standards for Access to Electronic Court Records and Access Security Matrix.
- Requestor's failure to sign form and obtain notarization will delay processing. The Agency Head must sign the request before being sent to the Clerk's Office. The Clerk of Courts Gatekeeper or designee must approve this request before the Gatekeeper's role may be enabled.
- Once the form has been completed with all required authorization(s), please upload this form in your UMID account.

Confirmation of enablement of the Gatekeeper role will be sent to Requestor via email notification.

Agency Name: \_\_\_\_\_  
 Gatekeeper Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Gatekeeper Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Contact email Address: \_\_\_\_\_ (Format: xxx.xxx-xxxx)

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If Federal, State or County Agency Attorney - This Section must be completed:**

Florida Bar Attorney Bar #: \_\_\_\_\_  
 Federal/State/County Agency Name: \_\_\_\_\_

**Notary. This section must be completed:**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_  
 Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 By \_\_\_\_\_  
 Personally Known to me  or Produced Identification:   
 Type of Identification Produced: \_\_\_\_\_ (Notary Seal)  
 Signature of Notary: \_\_\_\_\_

**Post Notarization Use Only:**

Agency Head's Printed Name: \_\_\_\_\_  
 Agency Head's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Clerk of Courts Gatekeeper Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Please be advised: The Clerk's Office makes every effort to ensure the accuracy of the following information, however, it makes no warranties or representations whatsoever regarding the completeness, accuracy, or timeliness of such information and data. This web site is intended for the private use of the public for general informational purposes only. The information available through this website is not an official or certified record. To receive the complete Miami-Dade County Document, follow this link: <http://www.clerkofcourts.miamidade.gov/onlineaccessrequest>

CLUCT 400 Rev. 01/24 Page 1 of 2 Clerk's web address: [www.clerkofcourts.com](http://www.clerkofcourts.com)

**Miami-Dade County Clerk of Courts  
Online Access User ID Application Request**

**Agency Gatekeeper**


- This Agreement is for an Agency or Company, ("Agency") to view electronic court records as authorized pursuant to the current Florida Supreme Court Standards for Access to Electronic Records and the Access Security Matrix as:
  - Authorized state or local government agency/entity
  - School Board
  - Certified law enforcement officers of federal or state law enforcement agencies
  - State Attorney's Office
  - Florida Attorney General's Office
  - Department of Children and Families, or authorized service providers of the agency
  - Other: \_\_\_\_\_ (Identify Agency type if not listed above)
- The signatory affirms the contact and other information on this Agreement is correct. If Agency needs to designate a different Gatekeeper or update contact information, Agency must provide an updated request, which, upon submission to Clerk, is incorporated in this Agreement.
- Clerk Responsibilities**
  - Clerk will endeavor to provide uninterrupted access to the site, which may be interrupted for maintenance, network or power failures, or security issues.
  - Clerk will provide the Gatekeeper with directions on how to change the password, assign additional login IDs and passwords as requested by Gatekeeper, and process other Gatekeeper requests for Agency's individual users. Contact 305-349-5900 for help with the site.
  - Clerk will maintain and modify the site as required by the current Standards for Access to Electronic Court Records and the Access Security Matrix, which also allows the Clerk to email information and documents verbatim online.
- Agency Responsibilities**
  - To provide Gatekeeper oversight and compliance of the Gatekeeper's responsibilities as set forth below.
  - To provide updated contact information for Agency by submitting a Request Form.
  - For understanding that paper or electronic documents may not be immediately available online after they are filed with Clerk.
  - To the extent Agency has authority to and does view confidential information in the electronic court record, Agency shall take all steps necessary to prevent public access to the confidential information.
  - To not use or permit others to use information obtained from this site for commercial or resale purposes and know that all activity on this site will be tracked and monitored by Clerk to enforce this provision.
  - To provide computer hardware and software and/or making modifications to existing equipment for access to the site.
- Gatekeeper Administration**  
 The Gatekeeper is charged with the following responsibilities:
  - Managing the eligible user accounts for Agency, including adding or requesting eligible users to be added by utilizing Clerk's authorized Gatekeeper Management Request Form.
  - Ensuring on a continual basis that all individuals with user accounts are eligible users.
  - Immediately removing or notifying Clerk when any individual user has ceased to be an eligible user.
  - Monitoring individual users to ensure that individual use conforms to a valid agency purpose and in accordance with the current Standards for Access to Electronic Court Records and the Access Security Matrix.
  - Notifying Clerk immediately upon discovery of a password or other security breach, including the discovery that any assigned password is known by an unauthorized person (whether used or not), so that the existing login ID may be deactivated and replacement login information issued.
- Limitations of Liability**
  - Gatekeeper releases Clerk and Clerk's employees and agents from any liability and any damages resulting from or related to (a) interrupted service of any kind; (b) Gatekeeper's equipment; (c) use of, or viewing of, electronic court records.
  - Nothing in this Agreement may be construed as waiving the sovereign immunity of Clerk or Clerk's employees and agents or of the Gatekeeper's sovereign immunity, if applicable, or modifying the recovery limits against the Clerk or Gatekeeper as set forth in section 768.28(5), Florida Statutes.
- This Agreement, regardless of where actually accepted or delivered, is deemed to have been accepted and delivered by the parties in the State of Florida and any dispute arising from it will be governed by Florida law. Any suit for any claim, breach, or dispute arising out of this Agreement will be maintained in Miami-Dade County, Florida.
- Any notice or communication given or sent pursuant to this Agreement may be delivered in person, by mail, or by email to the address provided on the Gatekeeper Request Form.
- Termination**
  - If Gatekeeper breaches the provisions in this Agreement, Clerk has the right to terminate this Agreement immediately and pursue any other remedy available at law or in equity.
  - This Agreement will be terminated immediately if funding is withdrawn for any reason. Gatekeeper acknowledges that Clerk has no control over appropriations that may be provided by any governmental entity for the continuation of the services under this Agreement.
- If any part of this Agreement is found to be invalid, then it will have no effect, but the remaining provisions will continue in full force and effect.

Agency Head/Initial: \_\_\_\_\_ Date: \_\_\_\_\_ Gatekeeper Initial: \_\_\_\_\_ Date: \_\_\_\_\_

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CLUCT 400 Rev. 01/24 Page 2 of 2 Clerk's web address: [www.clerkofcourts.com](http://www.clerkofcourts.com)

## FEDERAL, STATE OR COUNTY AGENCY FORM:



**Miami-Dade County Clerk of the Court and Comptroller**  
**Online Access User ID Application Request**

**Federal, State or County Agency**

- Authorized Federal, State or County Agencies may use this form to request access for Family/Probate/Mental Health/Civil court cases/images, based on provisions described by the current version of the Florida Supreme Court Standards for Access to Electronic Court Records and the Access Security Matrix.
- Requester's failure to sign form and obtain notarization will delay processing. The Agency Gatekeeper must approve the request before being sent to the Clerk's Office. The Clerk of Courts, Gatekeeper or designee must approve this request before access to court cases/images may be granted.
- Once the form has been completed with all required authorization(s), please upload this form in your UMS account.

Confirmation of account being enabled will be sent to Requestor via email notification to the registered email address.

Agency Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Contact eMail Address: \_\_\_\_\_  
 Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If Federal, State or County Agency Attorney – This Section must be completed:**  
 Florida Bar Attorney Bar #: \_\_\_\_\_

**Notary – This Section must be completed:**  
 STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_  
 Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 By \_\_\_\_\_  
 Personally known to me:  or Produced Identification:   
 Type of Identification Produced: \_\_\_\_\_ (Notary Seal:)  
 Signature of Notary \_\_\_\_\_

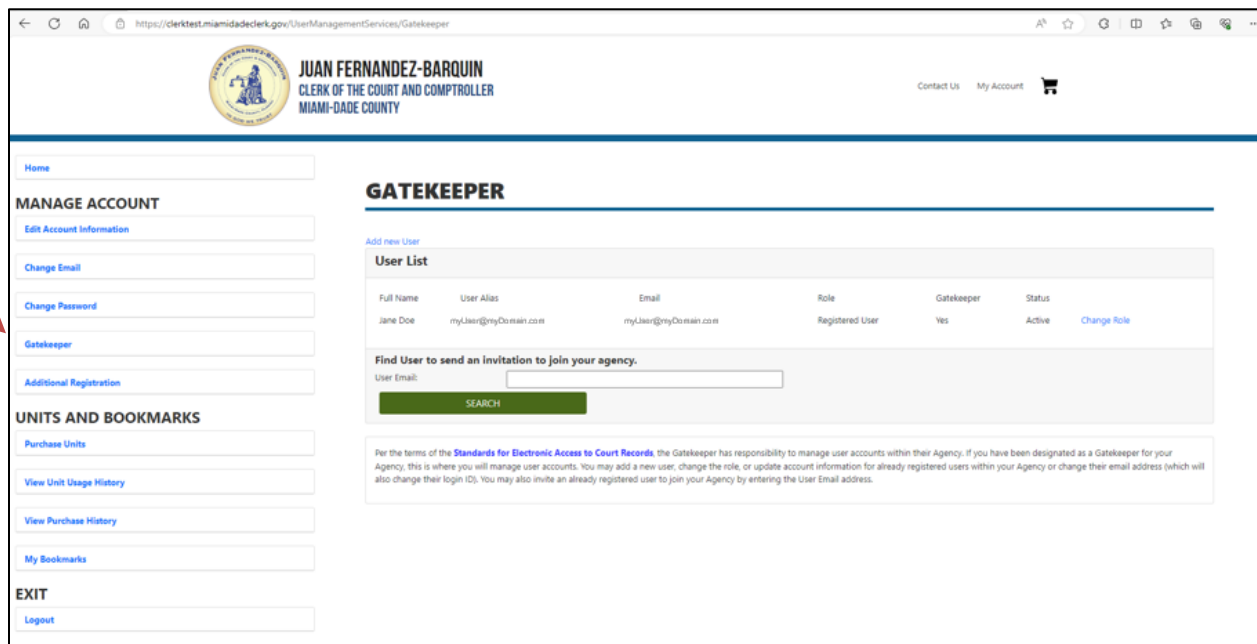
**Post Notarization Use Only:**  
 Agency Gatekeeper's Printed Name: \_\_\_\_\_  
 Agency Gatekeeper's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Agency Role  Registered User Role  
 Mental Health User Role  
 COC Gatekeeper Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Please be advised: The Clerk's Office makes every effort to ensure the accuracy of the following information; however, it makes no warranties or representations whatsoever regarding the completeness, accuracy, or timeliness of such information and data. This web site is intended for the general use of the public for general informational purposes only. The information available through this website is not an offer of legal advice. To receive the complete Miami-Dade County Ordinance, follow this link: <http://www.miamidadeclerk.org>

CLJ/CCT 462 Rev. 01/04 Clerk's web address: [www.miamidadeclerk.org](http://www.miamidadeclerk.org)

## GATEKEEPER SCREEN:

Once you become the Gatekeeper of your agency, click on the Gatekeeper button on the left-hand side to access and manage your user list. A Gatekeeper may manage the user list by inviting users to be added to the list, by adding or disabling users or by changing user roles to create other Gatekeepers. In order to be able to invite a user, the user must have previously registered.



**GATEKEEPER**

Add New User

Full Name	User Alias	Email	Role	Gatekeeper	Status
Jane Doe	myUser@myDomain.com	myUser@myDomain.com	Registered User	Yes	Active <a href="#">Change Role</a>

Find User to send an invitation to join your agency.  
 User Email: \_\_\_\_\_  
 SEARCH

Per the terms of the [Standards for Electronic Access to Court Records](#), the Gatekeeper has responsibility to manage user accounts within their Agency. If you have been designated as a Gatekeeper for your Agency, this is where you will manage user accounts. You may add a new user, change the role, or update account information for already registered users within your Agency or change their email address (which will also change their login ID). You may also invite an already registered user to join your Agency by entering the User Email address.

Just enter their email address and click **SEARCH**.

The screenshot shows the 'GATEKEEPER' user management interface. At the top, there is a navigation bar with the logo of Juan Fernandez-Barquin, Clerk of the Court and Comptroller, Miami-Dade County. Below the navigation bar, there is a sidebar on the left with sections: 'MANAGE ACCOUNT' (Home, Edit Account Information, Change Email, Change Password, Gatekeeper, Additional Registration), 'UNITS AND BOOKMARKS' (Purchase Units, View Unit Usage History, View Purchase History, My Bookmarks), and 'EXIT' (Logout). The main content area is titled 'GATEKEEPER' and contains a notification: 'Invitation sent to myUser@myDomain.com. Please ask the user to accept the invitation.' Below this is a 'User List' table with columns: Full Name, User Alias, Email, Role, Gatekeeper, and Status. The table contains two rows: Jane Doe (Registered User, Gatekeeper Yes, Status Active) and John Doe (Registered User, Gatekeeper No, Status Active). Below the table is a 'Find User to send an invitation to join your agency.' section with a text input field containing 'myUser@myDomain.com' and a green 'SEARCH' button. A red arrow points from the 'SEARCH' button to the 'SEND INVITATION' button in the next screenshot.

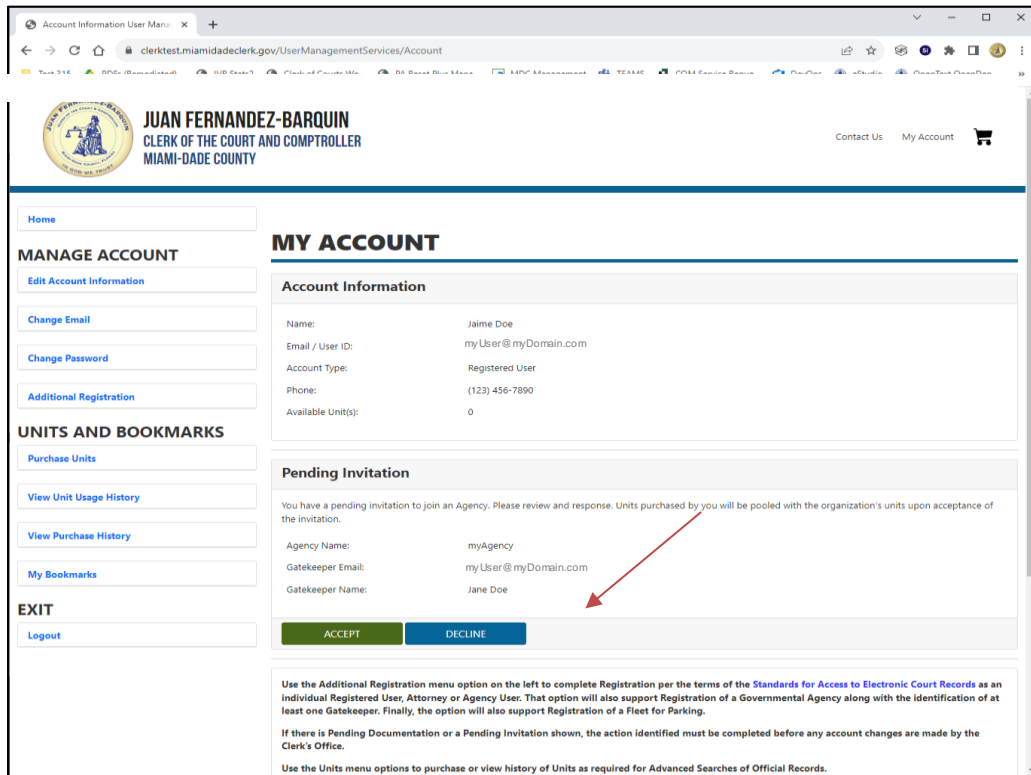
Full Name	User Alias	Email	Role	Gatekeeper	Status
Jane Doe	myUser@myDomain.com	myUser@myDomain.com	Registered User	Yes	Active
John Doe	hisUser@hisDomain.com	hisUser@hisDomain.com	Registered User	No	Active

Click on **SEND INVITATION**.

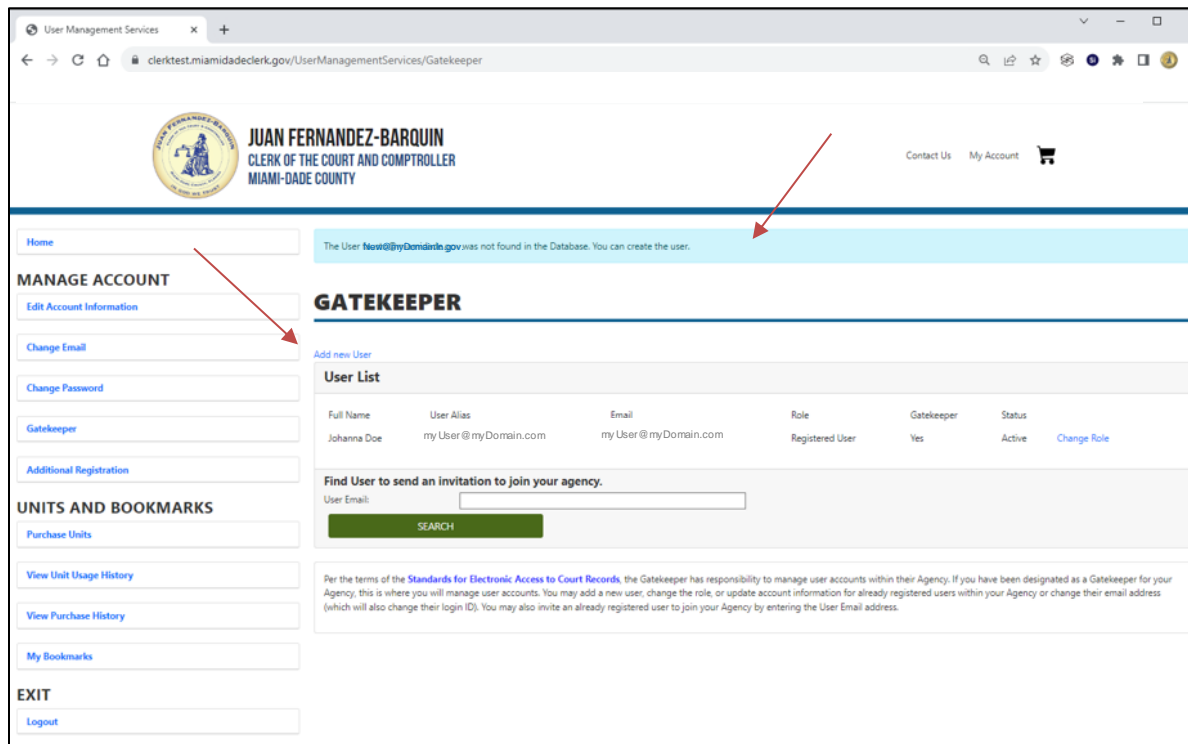
The screenshot shows the 'INVITATION TO JOIN' form in the GATEKEEPER interface. The sidebar on the left is the same as in the previous screenshot. The main content area is titled 'INVITATION TO JOIN' and contains a 'User Information' section with the following details: Name: Jaime Doe, Email / User ID: myUser@myDomain.com, Account Type: Registered User, Phone: (123) 456-7890, Available Unit(s): 0. Below this information is a message: 'User has to accept the invitation to join your company.' and a green 'SEND INVITATION' button. A red arrow points from the 'SEND INVITATION' button in the previous screenshot to this button.



Please note, the user you invited will see the Pending Invitation and will have to accept or decline it. It is recommended that the Gatekeeper contact the invited user to ensure that the acceptance is made on a timely basis or they will not receive the additional access as provided by the Standard.



If the user is not registered, you will get a message and will have to create them. Click on **Add new User**.



## GATEKEEPER ADD NEW USER SCREEN:

If the user has not previously registered, you will need to create their profile. Click on **REGISTER USER**.

**GATEKEEPER ADD NEW USER**

**Personal Information**

First Name \* john Last Name \* Doe  
Email Address: hisUser@hisDomain.com Confirm Email: hisUser@hisDomain.com  
Address \* 123 His Lane Suite \*  
City \* Miami State \* Florida Zip Code \* 33333  
Phone: Extension:  
 Gatekeeper  
Click here to add Gatekeeper authority to this account.  
The Gatekeeper can edit personal information for a selected Agency user, enable or disable the user and can choose to make a user another Gatekeeper for their Agency.

**REGISTER USER** **CANCEL**

## Disabling a User:

To disable a user, go to your Gatekeeper screen. Under the User List, look for the user you want to disable and click on the **Edit Info** button.

**GATEKEEPER**

**User List**

Full Name	User Alias	Email	Role	Gatekeeper	Status	Change Role	Edit Info	Change Email
Jane Doe	myUser@myDomain.com	myUser@myDomain.com	Registered User	Yes	Active	Change Role	Edit Info	Change Email
John Doe	hisUser@hisDomain.com	hisUser@hisDomain.com	Registered User	No	Active	Change Role	Edit Info	Change Email

**Find User to send an invitation to join your agency.**  
User (Email): myUser@myDomain.com  
**SEARCH**

Per the terms of the **Standards for Electronic Access to Court Records**, the Gatekeeper has responsibility to manage user accounts within their Agency. If you have been designated as a Gatekeeper for your Agency, this is where you will manage user accounts. You may add a new user, change the role, or update account information for already registered users within your Agency or change their email address (which will also change their login ID). You may also invite an already registered user to join your Agency by entering the User Email address.

## GATEKEEPER EDIT USER SCREEN:

Click on the Disable radio button, then click on the **UPDATE INFORMATION** button.

The User's status will then change to **Inactive**.

Full Name	User Alias	Email	Role	Gatekeeper	Status
Jane Doe	myUser@myDomain.com	myUser@myDomain.com	Registered User	Yes	Active
John Doe	hisUser@hisDomain.com	hisUser@hisDomain.com	Registered User	No	Inactive

## Adding a new Gatekeeper:

To add another Gatekeeper in your agency, find the user in the User List and click on **Change Role**. The Change Role, can also be used to change from a Registered User to Agency or Attorney of Record.

The screenshot shows the 'GATEKEEPER' management interface. On the left is a sidebar with navigation options: Home, MANAGE ACCOUNT (with sub-links for Edit Account Information, Change Email, Change Password, Gatekeeper, and Additional Registration), UNITS AND BOOKMARKS (with sub-links for Purchase Units, View Unit Usage History, View Purchase History, and My Bookmarks), and EXIT (with a Logout link). The main content area is titled 'GATEKEEPER' and includes an 'Add new User' link, a 'User List' table, and a search box for finding users to send invitations. The 'User List' table has columns for Full Name, User Alias, Email, Role, Gatekeeper, and Status. Two users are listed: Jane Doe and John Doe, both as Registered Users. The 'Change Role' link for Jane Doe is highlighted with a red arrow. Below the table is a search box and a 'SEARCH' button. A disclaimer at the bottom explains the Gatekeeper's responsibilities.

Full Name	User Alias	Email	Role	Gatekeeper	Status	Actions
Jane Doe	myUser@myDomain.com	myUser@myDomain.com	Registered User	Yes	Active	<a href="#">Change Role</a>
John Doe	htUser@hsDomain.com	htUser@hsDomain.com	Registered User	No	Active	<a href="#">Change Role</a> <a href="#">Edit Info</a> <a href="#">Change Email</a>

You will see the message stating that a form will have to be downloaded, completed, signed, notarized and then uploaded. Click on the Upload Document and it will take you to the Upload Document screen.

The screenshot shows the 'Access Request Form' message. The message text reads: 'This account has a role of Registered User. To change the role for this account, download the form, complete it and notarize it. Upload the scanned form using the link below on this page.' Below the message are two buttons: 'Download Form' and 'Upload Document'. The 'Upload Document' button is highlighted with a red arrow. The sidebar and header are identical to the previous screenshot.

Click on **Choose File** then on **UPLOAD DOCUMENT**.

The screenshot shows the 'UPLOAD DOCUMENT' interface. At the top, the header includes the logo of the Clerk of the Court and Comptroller, Juan Fernandez-Barquin, Miami-Dade County, along with 'Contact Us' and 'My Account' links. The left sidebar contains navigation options: Home, MANAGE ACCOUNT (with sub-links for Edit Account Information, Change Email, Change Password, and Additional Registration), UNITS AND BOOKMARKS (with sub-links for Purchase Units, View Unit Usage History, View Purchase History, and My Bookmarks), and EXIT (with a Logout link). The main content area is titled 'UPLOAD DOCUMENT' and features a section for 'Agency User Form'. This section includes a 'Choose File' button, which is highlighted by a red arrow. Below the file selection is a text input field containing 'UMSGatekeeperForm.pdf'. Two buttons, 'UPLOAD DOCUMENT' (highlighted by a red arrow) and 'CANCEL', are positioned below the input field. A text box at the bottom of the form area provides instructions: 'Click on the "Choose File" button to browse your device for the scanned, notarized Access Request form and then "Upload Document" to transmit to the Clerk's Office. Once the Access Request form has been reviewed and approved, the correct Access Security Matrix role will be assigned to your account.'

Once the form has been approved, the User's Gatekeeper will then list **Yes**.

The screenshot displays the 'GATEKEEPER' management page. The header and left sidebar are identical to the previous screenshot. The main content area is titled 'GATEKEEPER' and features a light blue notification banner at the top: 'Invitation sent to bbiana.calderson@miamidadeclerk.gov. Please ask the user to accept the invitation.' Below this is a section for 'Add new User' and a 'User List' table. The table has columns for Full Name, User Alias, Email, Role, Gatekeeper, and Status. Two users are listed: Jane Doe and John Doe. The 'Gatekeeper' column for both users shows 'Yes', with a red arrow pointing to the 'Yes' for John Doe. The 'Status' column for both shows 'Active'. Action links like 'Change Role', 'Edit Info', and 'Change Email' are visible for each user. Below the table is a 'Find User to send an invitation to join your agency.' section with a search input field containing 'myUser@myDomain.com' and a 'SEARCH' button. At the bottom, a text box explains the Gatekeeper's responsibilities: 'Per the terms of the Standards for Electronic Access to Court Records, the Gatekeeper has responsibility to manage user accounts within their Agency. If you have been designated as a Gatekeeper for your Agency, this is where you will manage user accounts. You may add a new user, change the role, or update account information for already registered users within your Agency or change their email address (which will also change their login ID). You may also invite an already registered user to join your Agency by entering the User Email address.'

## PARKING FLEET CUSTOMER REGISTRATION SCREEN:

This screen is used by rental car agency representatives to supply the ACH information to support automated billing for parking citations.

Fill out the required information. Click on **SUBMIT REGISTRATION**.

Home

**MANAGE ACCOUNT**

- [Edit Account Information](#)
- [Change Email](#)
- [Change Password](#)
- [Additional Registration](#)

**UNITS AND BOOKMARKS**

- [Purchase Units](#)
- [View Unit Usage History](#)
- [View Purchase History](#)
- [My Bookmarks](#)

**EXIT**

- [Logout](#)

### PARKING FLEET CUSTOMER REGISTRATION

**Parking Fleet Customer Information**

Firm Name \*  
myAgency

Bank Routing Number  
123456789101112

Bank Check Account Number  
123456789101112

[UPDATE INFORMATION](#) [CANCEL REGISTRATION](#)

You must be a representative of a Rental Car Agency or a firm which processes transactions for a Rental Car Agency to submit your registration. Enter information as required for the Clerk's Office to approve the use of ACH to pay Parking citations for rental cars.

If you need to update your bank account information, click on the **PARKING FLEET CUSTOMER** button.

Home

**MANAGE ACCOUNT**

- [Edit Account Information](#)
- [Change Email](#)
- [Change Password](#)
- [Gatekeeper](#)
- [Additional Registration](#)

**UNITS AND BOOKMARKS**

- [Purchase Units](#)
- [View Unit Usage History](#)
- [View Purchase History](#)
- [My Bookmarks](#)

**EXIT**

- [Logout](#)

### ADDITIONAL REGISTRATION

**Parking Fleet Customer**

You are registering as a Fleet Customer. If you want to modify the Bank information click on the Button below.

[PARKING FLEET CUSTOMER](#)

## PURCHASE UNITS SCREEN:

Units need to be purchased for advanced search access for Official Records. This is typically not necessary for the casual user interested in individual records.

Enter the quantity of units wanted. Click on **PURCHASE**.

Home

**MANAGE ACCOUNT**

[Edit Account Information](#)

[Change Email](#)

[Change Password](#)

[Additional Registration](#)

**UNITS AND BOOKMARKS**

[Purchase Units](#)

[View Unit Usage History](#)

[View Purchase History](#)

[My Bookmarks](#)

**EXIT**

[Logout](#)

**PURCHASE UNITS**

Select units to purchase

Select the amount of units you would like to purchase.\*

Units to purchase: 20 Price per unit: \$ 0.50 per Unit

\*Units are only required to perform advanced searches of County Recorder's Official Records.

[PURCHASE](#) [CANCEL](#)

You will see a message stating the quantity of units you requested and to complete the transaction. Click on the cart located in the top right corner.

Home

**MANAGE ACCOUNT**

[Edit Account Information](#)

[Change Email](#)

[Change Password](#)

[Additional Registration](#)

**UNITS AND BOOKMARKS**

[Purchase Units](#)

[View Unit Usage History](#)

[View Purchase History](#)

[My Bookmarks](#)

**EXIT**

[Logout](#)

20 Units were added to the basket. Please proceed to pay before ordering any other product.

**MY ACCOUNT**

**Account Information**

Name: Jane Doe

Email / User ID: myUser@myDomain.com

Account Type: myUser@myDomain.com

Business/Firm Name: myAgency

FL Bar Number: 732516

Street Address: 123 My Lane

City, State Zip: Miami FL 33333

Phone: (123) 456-7890

Available Unit(s): 0

Bank Routing Number: 123456789101112

Bank Checking Account: 123456789101112

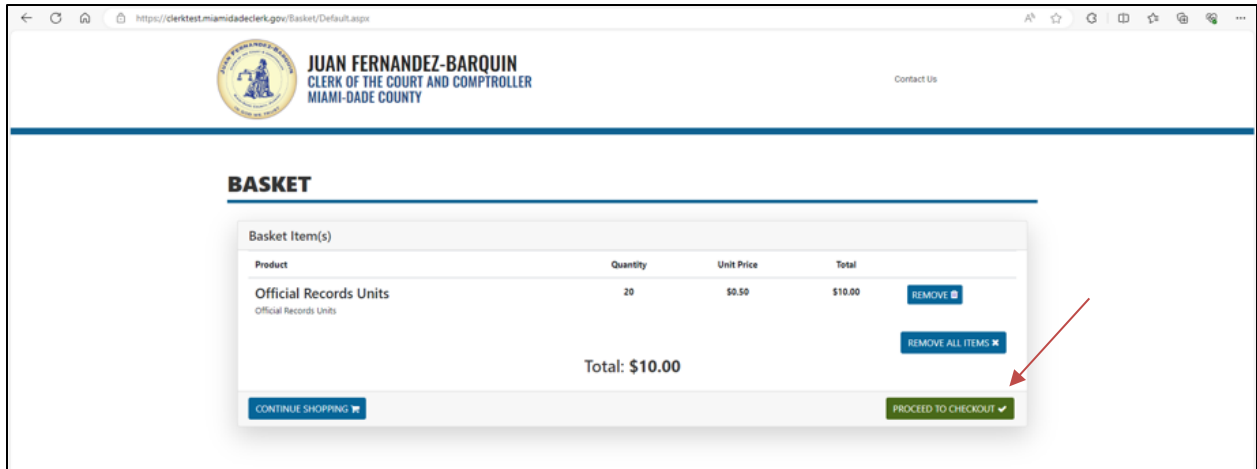
Use the Additional Registration menu option on the left to complete Registration per the terms of the Standards for Access to Electronic Court Records as an Individual Registered User, Attorney or Agency User. That option will also support Registration of a Governmental Agency along with the identification of at least one Gatekeeper. Finally, the option will also support Registration of a Fleet for Parking.

If there is Pending Documentation or a Pending Invitation shown, the action identified must be completed before any account changes are made by the Clerk's Office.

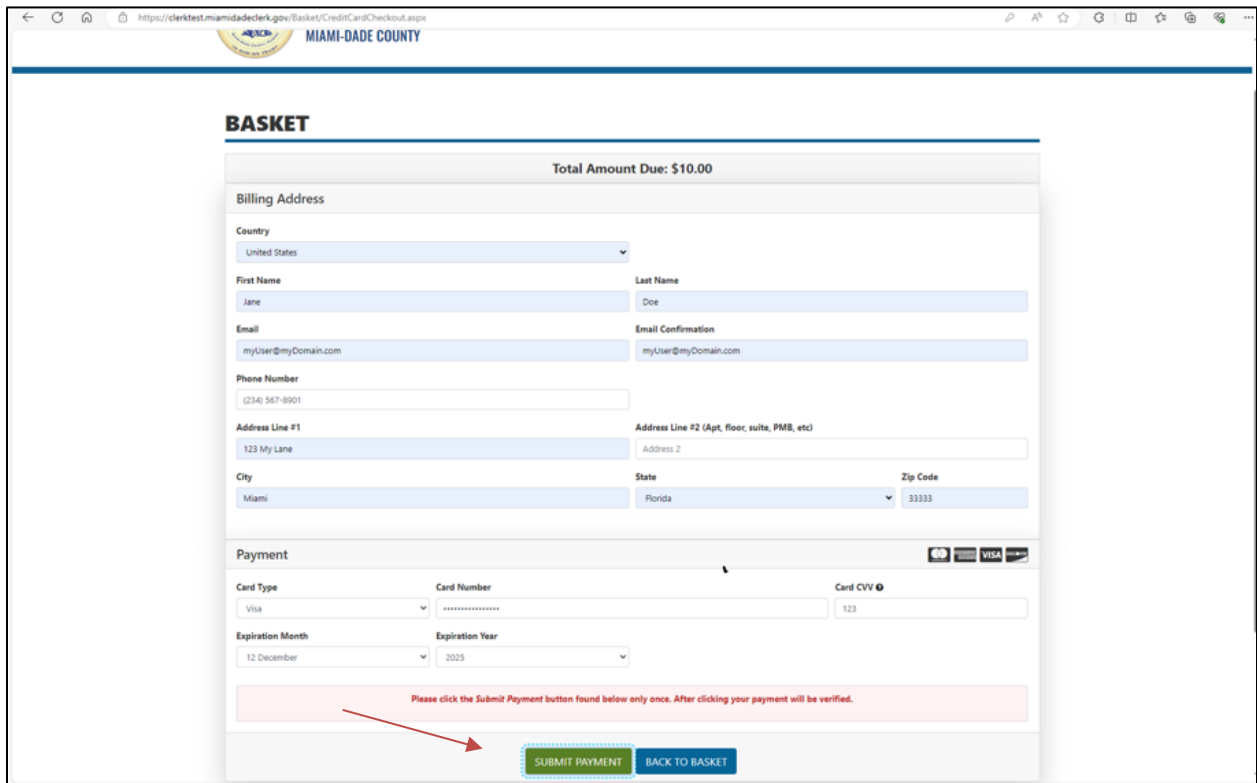
Use the Units menu options to purchase or view history of Units as required for Advanced Searches of Official Records.

Finally use the My Bookmarks menu option to view bookmarked Criminal Court case information.

You will be taken to the basket. Click on **PROCEED TO CHECKOUT**.



Fill in all the required information. Click on **SUBMIT PAYMENT**.





You will see the confirmation message.

The screenshot shows a web browser window with the URL <https://clerktest.miamidadeclerk.gov/Receipt.aspx?QS=yysSlb5MACY5bFRfIMV5KdBUho3zETnck5SH2mMfKoa6r%20%2f%3d%3d>. The page header features the logo of the Clerk of the Court and Comptroller, Juan Fernandez-Barquin, Miami-Dade County. The main content area is titled "BASKET" and contains a confirmation message: "Your payment has been confirmed and authorized. Your confirmation number is 11075-2724. An email confirmation has been sent to you. Please print this page for your records. Your credit card statement will show WEBPAY-COURT/TICKET." Below the message is a receipt for Jane Doe, dated 11/08/2022 2:45:53 PM, with receipt number 11075-2724. The receipt includes a "PRINTER FRIENDLY" button and a table with the following data:

Item Description	Price	Quantity	Item Subtotal
Official Records Units Official Records Units	\$0.50	20	\$10.00
<b>Total:</b>			<b>\$10.00</b>

Below the table, there is a "Thank you" message from the Miami-Dade Clerk of the Court and Comptroller.

When you go back to your Home screen, you will see the amount of available units.

The screenshot shows a web browser window with the URL <https://clerktest.miamidadeclerk.gov/UserManagementServices/Account>. The page header is the same as the previous screenshot. The main content area is titled "MY ACCOUNT" and contains a "MANAGE ACCOUNT" section with links for "Edit Account Information", "Change Email", "Change Password", and "Additional Registration". Below this is a "UNITS AND BOOKMARKS" section with links for "Purchase Units", "View Unit Usage History", "View Purchase History", and "My Bookmarks". The "MY ACCOUNT" section is titled "Account Information" and contains the following data:

Name:	Jane Doe
Email / User ID:	myUser@myDomain.com
Account Type:	Registered User
Business/Firm Name:	myAgency
FL Bar Number:	732516
Street Address:	123 My Lane
City, State Zip:	Miami FL 33333
Phone:	(123) 456-7890
Available Unit(s):	20
Bank Routing Number:	123456789101112
Bank Checking Account:	123456789101112

A red arrow points to the "Available Unit(s)" field, which shows a value of 20. Below the account information, there is a section with instructions: "Use the Additional Registration menu option on the left to complete Registration per the terms of the Standards for Access to Electronic Court Records as an Individual Registered User, Attorney or Agency User. That option will also support Registration of a Governmental Agency along with the identification of at least one Gatekeeper. Finally, the option will also support Registration of a Fleet for Parking." and "If there is Pending Documentation or a Pending Invitation shown, the action identified must be completed before any account changes are made by the Clerk's Office." and "Use the Units menu options to purchase or view history of Units as required for Advanced Searches of Official Records." and "Finally use the My Bookmarks menu option to view bookmarked Criminal Court case information."

## VIEW PURCHASE HISTORY SCREEN:

The screenshot shows a web application interface for 'JUAN FERNANDEZ-BARQUIN, CLERK OF THE COURT AND COMPTROLLER, MIAMI-DADE COUNTY'. The page is titled 'VIEW PURCHASE HISTORY' and features a search criteria section and a purchase history table.

**Search Criteria**

Start Date: 11/01/2023 | End Date: 11/28/2023 | User: All Users

**Purchase History**

Order Number	Order Date	Purchase By	Total Amount
18	11/28/2023 2:45:55 PM	JaneDoe	\$ 10.00

The left sidebar contains navigation links for 'MANAGE ACCOUNT' (Home, Edit Account Information, Change Email, Change Password, Additional Registration) and 'UNITS AND BOOKMARKS' (Purchase Units, View Unit Usage History, View Purchase History, My Bookmarks). An 'EXIT' section with a 'Logout' link is also present.

## UNIT USAGE HISTORY SCREEN:

The screenshot shows a web application interface for 'JUAN FERNANDEZ-BARQUIN, CLERK OF THE COURT AND COMPTROLLER, MIAMI-DADE COUNTY'. The page is titled 'UNIT USAGE HISTORY' and features a search criteria section and a usage history table.

**Search Criteria**

Start Date: 11/01/2023 | End Date: 11/28/2023 | User: All Users

**Usage History**

User	Date	System	Feature	Unit Used	Reference
myJUser@myDomain.com	11/28/2023	OR	AS	1	-Pat DOE

The left sidebar contains navigation links for 'MANAGE ACCOUNT' (Home, Edit Account Information, Change Email, Change Password, Additional Registration) and 'UNITS AND BOOKMARKS' (Purchase Units, View Unit Usage History, View Purchase History, My Bookmarks). An 'EXIT' section with a 'Logout' link is also present.

## MY BOOKMARKS SCREEN:

Bookmarks are only available for criminal cases. You must have the local case number in order to bookmark a criminal case.

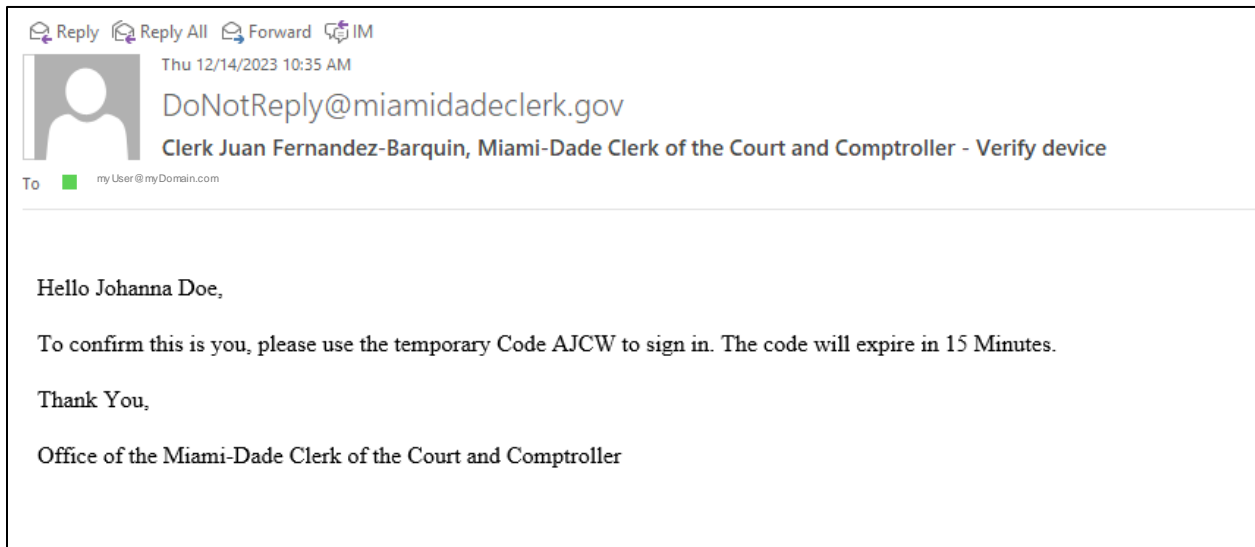
The screenshot shows the 'MY BOOKMARKS' page. The header includes the logo of Juan Fernandez-Barquin, Clerk of the Court and Comptroller, Miami-Dade County, and navigation links for 'Contact Us', 'My Account', and a shopping cart icon. The main content area is titled 'MY BOOKMARKS' and contains a 'Case Bookmark List' table. The table has columns for 'Case Number', 'Party Name', 'Hearing Date', 'Email Notification', and 'Delete'. A single bookmarked case is listed with Case Number '8-23-000123' and Party Name 'CASSIDY, STEVEN BURKE'. A 'View Case' link is provided for this case. On the left side, there are sections for 'MANAGE ACCOUNT' (with links for Home, Edit Account Information, Change Email, Change Password, and Additional Registration) and 'UNITS AND BOOKMARKS' (with links for Purchase Units, View Unit Usage History, View Purchase History, and My Bookmarks). An 'EXIT' section with a 'Logout' link is at the bottom left.

Once you are in the case information page, click on the flag icon.

The screenshot shows the 'CRIMINAL JUSTICE ONLINE SYSTEM' case information page. The header includes the same logo and navigation links as the previous screenshot. The main content area is titled 'CRIMINAL JUSTICE ONLINE SYSTEM' and features a search bar, 'BACK TO SEARCH', 'PAYMENT OPTIONS', and 'PRINTER FRIENDLY' buttons. The 'Search Criteria' section shows 'Court Case No.: 8-23-000123'. Below this is the 'Case Information' section, which contains a detailed table of case details. A red arrow points to a small red flag icon in the top right corner of the 'Case Information' section. The table includes fields for State Case No., Name, Date of Birth, Date Filed, Date Closed, Warrant Type, Warrant Amount, Assessment Amount, Balance Due, Stay Due Date, Judge, Defense Attorney, File Section, File Location, Box No., Defendant in Jail, Defendant Release to, Bond Amount, Bond Status, Arresting Agency, and Arrest Date. At the bottom, there are expandable sections for 'Hearing', 'Charges', 'Dockets', and 'Other Documents', each with a plus sign and a count (e.g., 'Total Of Charges: 1', 'Total Of Dockets: 13', 'Total Of Documents: 1'). A disclaimer at the bottom reads: 'DISCLAIMER: Official Records Of Criminal Cases Prior To July, 2004 May Not Be Available Online.'

## VERIFY YOUR ACCOUNT SCREEN:

The next time you log in after your initial login, you will be prompted to verify your account. You will receive an email with a temporary code.



Type in the temporary code you received. You may check off “Remember this Device” if this is your own personal computer. Click on **VERIFY CODE**.

