

User Management Services
A User's Guide

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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, civil and family court cases); and make purchases for official records searches.

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**.

Registered User

User ID / Email

Password

By logging in, you agree to the [Terms and Conditions](#)

LOGIN

[Forgot Password](#)

[Submit Feedback](#)

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

User Guide:

[User Management System](#)

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

REGISTRATION FORM

Personal Information

First Name *

Last Name *

Email Address

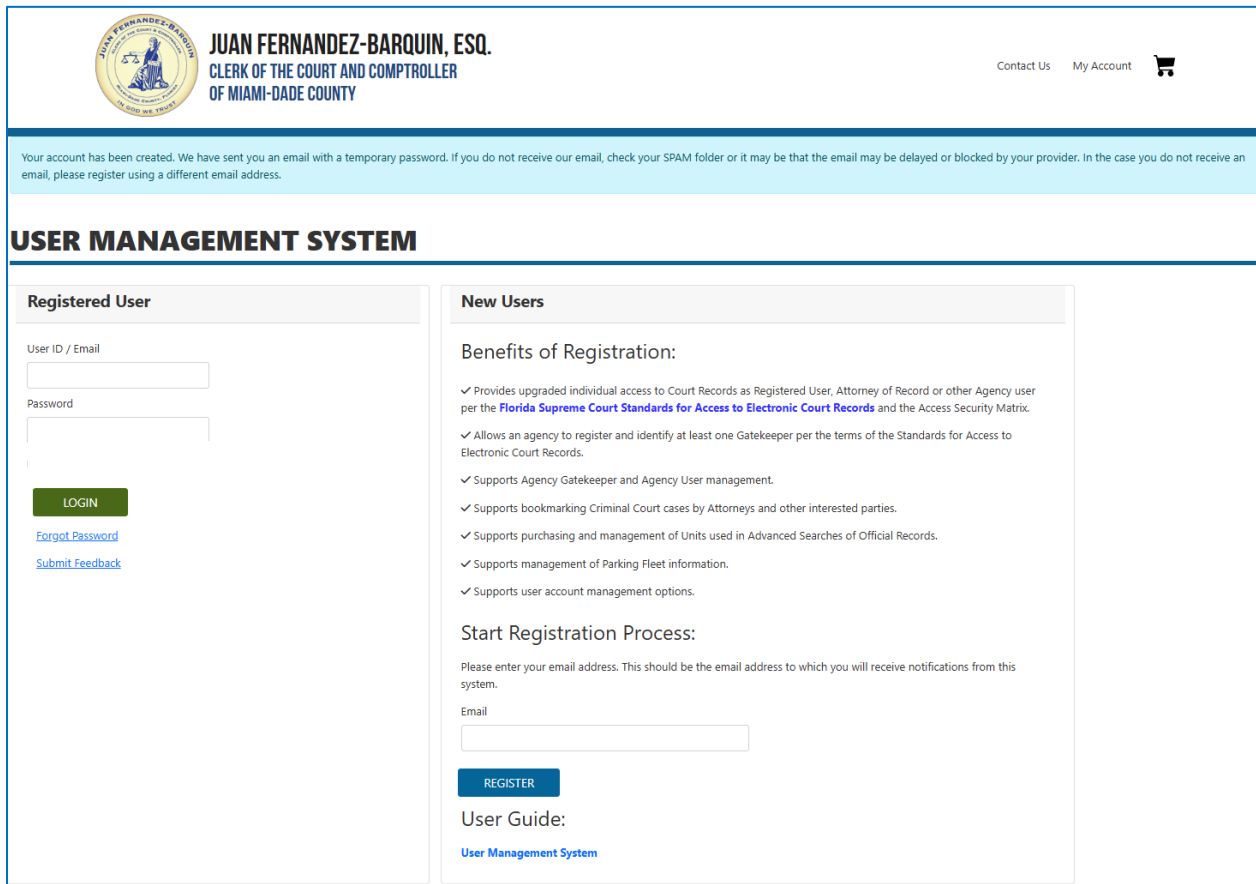
Confirm Email *

Phone Number *

Extension

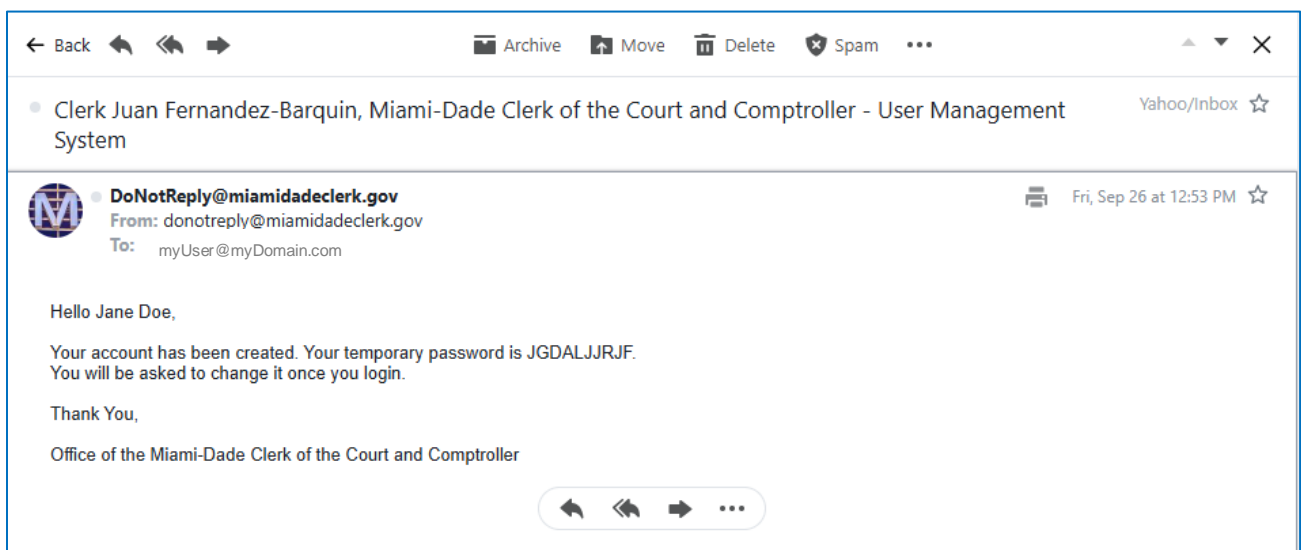
SUBMIT REGISTRATION **CANCEL REGISTRATION**

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



The screenshot shows the top navigation bar of the User Management System. On the left is the logo of Juan Fernandez-Barquin, Esq., Clerk of the Court and Comptroller of Miami-Dade County. On the right are links for "Contact Us", "My Account", and a shopping cart icon. Below the navigation bar is a light blue message box stating: "Your account has been created. We have sent you an email with a temporary password. If you do not receive our email, check your SPAM folder or it may be that the email may be delayed or blocked by your provider. In the case you do not receive an email, please register using a different email address." Below this is the "USER MANAGEMENT SYSTEM" header. The main content area is divided into two columns. The left column is titled "Registered User" and contains input fields for "User ID / Email" and "Password", a "LOGIN" button, and links for "Forgot Password" and "Submit Feedback". The right column is titled "New Users" and contains a "Benefits of Registration:" section with a list of seven features, a "Start Registration Process:" section with an "Email" input field and a "REGISTER" button, and a "User Guide:" section with a link to the "User Management System".

Email with the temporary password for your "first time" Login.



The screenshot shows an email interface. The email is from "doNotreply@miamidadeclerk.gov" to "myUser@myDomain.com". The subject is "Clerk Juan Fernandez-Barquin, Miami-Dade Clerk of the Court and Comptroller - User Management System". The email body contains the following text: "Hello Jane Doe, Your account has been created. Your temporary password is JGDALJJR.JF. You will be asked to change it once you login. Thank You, Office of the Miami-Dade Clerk of the Court and Comptroller". The email interface includes navigation icons at the top and bottom.

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

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

Contact Us My Account

Your account has been created. We have sent you an email with a temporary password. If you do not receive our email, check your SPAM folder or it may be that the email may be delayed or blocked by your provider. In the case you do not receive email, please register using a different email address.

USER MANAGEMENT SYSTEM

Registered User

User ID / Email
myUser@myDomain.com

Password
.....

By logging in, you agree to the [Terms and Conditions](#)

LOGIN

[Forgot Password](#)
[Submit Feedback](#)

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

User Guide:

[User Management System](#)

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**.

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CLERK OF THE COURT AND COMPTROLLER
OF MIAMI-DADE COUNTY

Contact Us My Account

CHANGE TEMPORARY PASSWORD

Change your password

Your password has expired. Please change your password.

Your password must contain at least 8 characters with at least one upper case letter, one number and a special character.

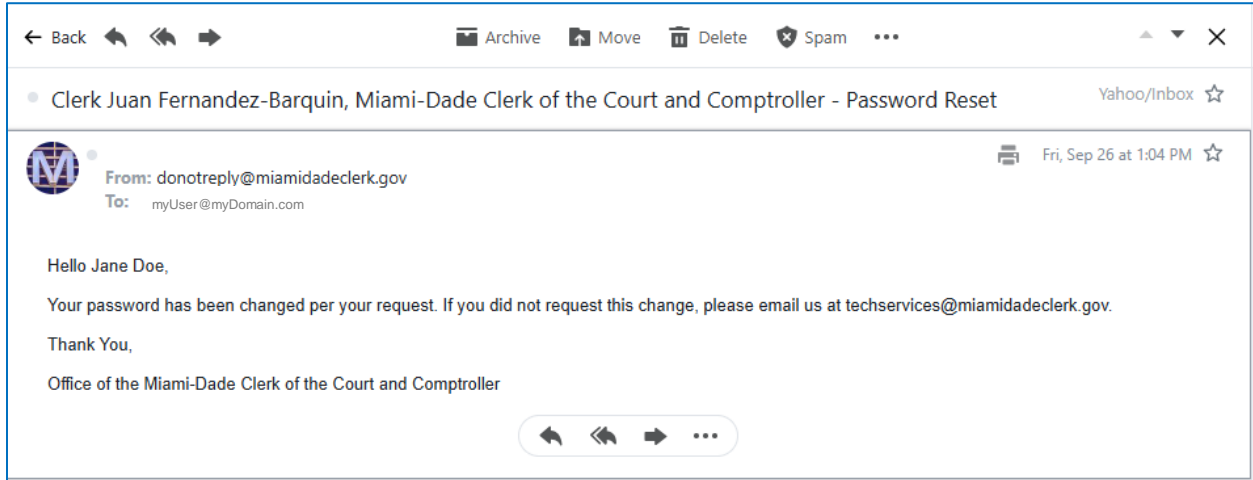
Old Password (use the Temporary Password we emailed you)
.....

New Password
.....

Confirm Password
.....

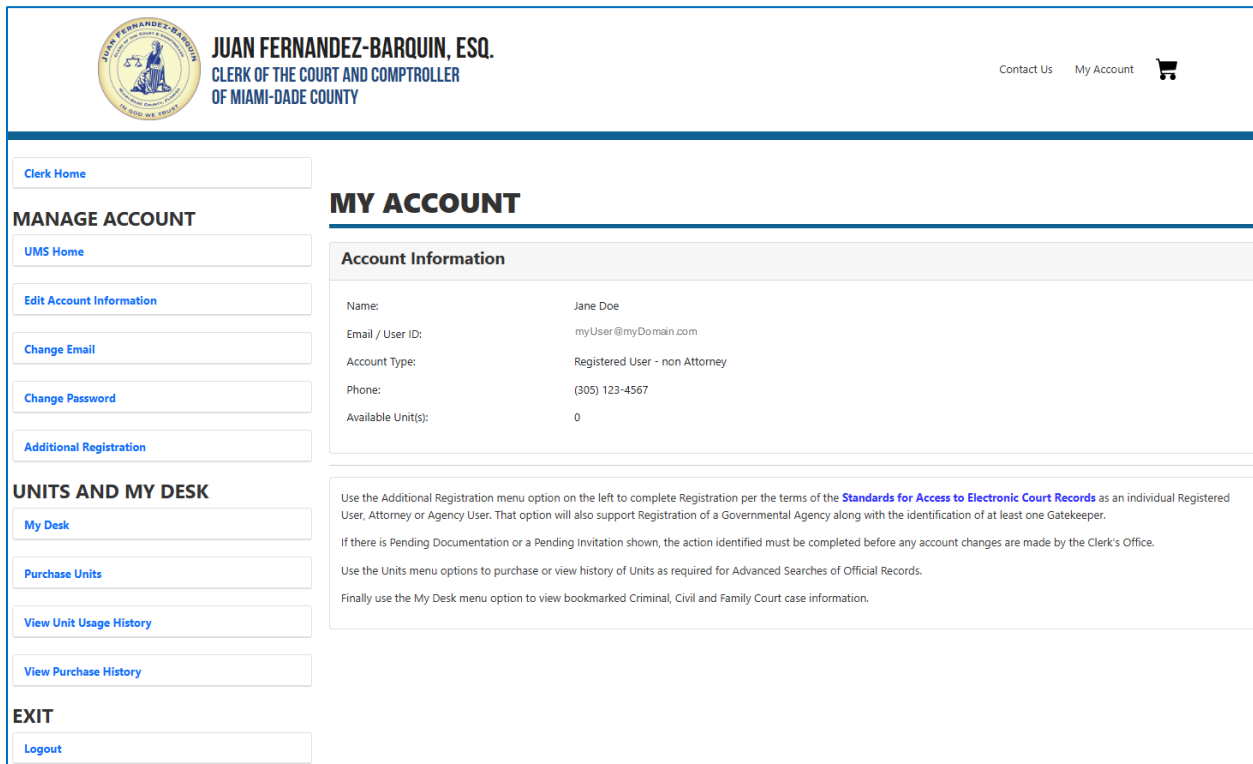
UPDATE PASSWORD **CANCEL**

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**.

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OF MIAMI-DADE COUNTY

Contact Us My Account

Clerk Home

MANAGE ACCOUNT

UMS Home

Edit Account Information

Change Email

Change Password

Additional Registration

UNITS AND MY DESK

My Desk

Purchase Units

View Unit Usage History

View Purchase History

EXIT

Logout

EDIT ACCOUNT INFORMATION

Account Information

First Name Last Name
Jane Doe

Phone Extension
(786) 123-4567

UPDATE INFORMATION CANCEL

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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Purchase Units

View Unit Usage History

View Purchase History

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Logout

CHANGE EMAIL ADDRESS

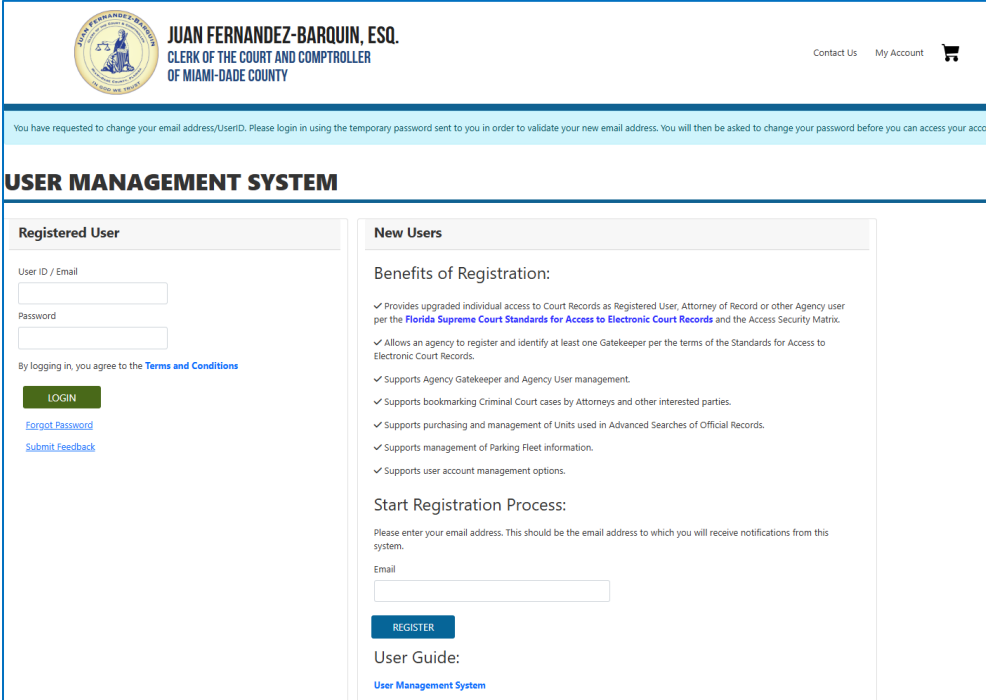
Change Email

Email Address Confirm Email
myUser@myDomain2.com myUser@myDomain2.com


- ✓ 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.

CHANGE EMAIL CANCEL

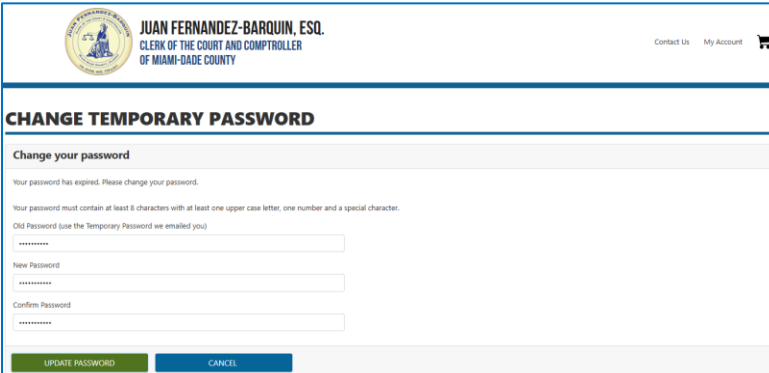
You will see a message on your screen about requesting to change your email address, and that a temporary password will be sent via email, in order to validate this request.



Email confirming your email address change.



Login using the password that was emailed to you and then put in your own password. Click on **UPDATE PASSWORD**.



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**.

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CHANGE PASSWORD

Change your password

Your password must contain at least 8 characters with at least one upper case letter, one number and a special character.

Old Password

New Password


Confirm Password

CHANGE PASSWORD **CANCEL**


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.

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



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[View Purchase History](#)

EXIT

[Logout](#)

ADDITIONAL REGISTRATION

Florida Attorney

Registering as an Attorney upgrades access to case data and document images for cases in which you are identified as an Attorney of Record in accordance with [Florida Supreme Court Standards for Access to Electronic Court Records](#). 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.

[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.

[GATEKEEPER](#)


FLORIDA ATTORNEY REGISTRATION SCREEN:

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

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 Florida Attorney access to the cases on which your Florida Bar number is related.

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 print, sign, date, notarize and:

Mail to: Clerk of Courts Email to: COCRARForm@miamidade.gov
ATTN: Registered Access Registration Form
172 NW 1 Ave
28th floor
Miami, FL 33128

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 view the complete Miami-Dade County Disclaimer, please visit the link: <http://www.miamidadeclerk.gov/Disclaimer.html>


CLK/CT, 9/05 Rev. 08/05 Clerk's web address: www.miamidadeclerk.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. Go to the Pending Document(s) section and click on **Upload Document**. You will then be able to choose your file and upload it.



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OF MIAMI-DADE COUNTY

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UNITS AND MY DESK

[My Desk](#)

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[View Unit Usage History](#)

[View Purchase History](#)

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[Logout](#)

UPLOAD DOCUMENT

Attorney Form

Choose File no file chosen

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.

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**.

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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 of 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

Agency Address * 123 My Lane Agency Suite

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

Agency Phone Number * (786) 123-4567

[Agency Gatekeeper form download](#)

SUBMIT REGISTRATION **CANCEL REGISTRATION**

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.

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CLERK OF THE COURT AND COMPTROLLER
OF MIAMI-DADE COUNTY

Contact Us My Account

MY ACCOUNT

Account Information

Name:	lane Dna
Email / User ID:	myUser@myDomain2.com
Account Type:	Registered User - non Attorney
Agency Name:	myAgency
Fl. Bar Number:	732516
Street Address:	123 My Lane
City, State Zip:	Miami FL 33333
Phone:	(305) 123-4567
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
Gatekeeper Form	Yes

[Download Form](#) [Upload Document](#)

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.

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 Desk menu option to view bookmarked Criminal, Civil and Family Court case information.

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 print, sign, date, notarize and mail to:
Mail to: Clerk of Courts, ATTN: Agency Registration Access Form, 175 NW 1 Ave., 26th floor, Miami, FL 33128
Email to: COCRANFORM@miamidade.gov

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: 610-600-0000

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 view the complete Miami-Dade County Document, please visit the: <http://www.clerkofcourts.miamidade.gov>

CLK/CT: 400 Rev. 08/25 Page 1 of 2 Clerk's web address: www.clerkofcourts.miamidade.gov

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
 - 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 (Identify Agency type if not listed above)
 - Other _____
- The signature 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 logins and passwords as requested by Gatekeeper and process other Gatekeeper requests for Agency's individual users. Contact: 305-343-6000 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 limit information and documents viewable 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 is 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 replaced with new 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 768.20(5), Florida Statutes.
- This Agreement, regardless of when 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: _____

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 view the complete Miami-Dade County Document, please visit the: <http://www.clerkofcourts.miamidade.gov>

CLK/CT: 400 Rev. 08/25 Page 2 of 2 Clerk's web address: www.clerkofcourts.miamidade.gov

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.
- Requestor'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 print, sign, date, notarize and mail to:
Mail to: Clerk of Courts **ATTN:** Agency Registration Access Form **Email to:** COCRARF@miamiclerk.gov
 175 NW 1 Ave
 29th floor
 Miami, FL 33128

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

CDC 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 review the complete Miami-Dade County disclaimer, follow this link: <http://www.miamidadeclerk.gov/AboutUs/Disclaimer.asp>


CLIKCT 402 Rev. 08/25 Clerk's web address: www.miamidadeclerk.gov

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.



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

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GATEKEEPER

To change a User's role to an Agency role, click on the "Change Role" link and download the form as instructed.

[Add new User](#)

User List							
Full Name	User Alias	Email	Role	Gatekeeper	Status		
Jane Doe	myUser@myDomain.com	myUser@myDomain.com	General Government	Yes	Active	Change Role	

Find User to send an invitation to join your agency.

User Email:

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**.

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GATEKEEPER

To change a User's role to an Agency role, click on the "Change Role" link and download the form as instructed.

Add new User

User List

Full Name	User Alias	Email	Role	Gatekeeper	Status	Change Role
Jane Doe	myUser@myDomain.com	myUser@myDomain.com	General Government	Yes	Active	Change Role

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.

Click on **SEND INVITATION**.

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INVITATION TO JOIN

User Information

Name:	Justin Doe
Email / User ID:	myUser2@myDomain.com
Account Type:	Registered User
Phone:	(305) 349-5882
Available Unit(s):	19

User must accept the invitation to join your agency.

SEND INVITATION

You will see a message stating that the user has been notified.

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GATEKEEPER

User has been notified and must login to their UMS account to accept the invitation.

To change a User's role to an Agency role, click on the "Change Role" link and download the form as instructed.

Add new User

User List

Full Name	User Alias	Email	Role	Gatekeeper	Status	Change Role
Jane Doe	myUser@myDomain.com	myUser@myDomain.com	General Government	Yes	Active	Change Role

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.

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 Standards for Access to Electronic Court Records.

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MY ACCOUNT

Account Information

Name: Justin Doe
 Email / User ID: myUser@myDomain.com
 Account Type: Registered User
 Business Name:
 FL Bar Number: 45879
 Street Address: 175 nw 1 ave
 City, State Zip: miami Florida 33128
 Phone: (305) 349-5882
 Available Unit(s): 19

Pending Invitation

You have a pending invitation to join an Agency. Please review and respond. Units purchased by you will be pooled with the organization's units upon acceptance of the invitation.

Agency Name: My Own Agency
 Gatekeeper Email: myUser@myDomain.com
 Gatekeeper Name: Jane Doe

[ACCEPT](#) [DECLINE](#)

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.

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 Desk menu option to view bookmarked Criminal, Civil and Family Court case information.

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

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The User myUser2@myDomain.com was not found in the Database. You can create the user.

GATEKEEPER

To change a User's role to an Agency role, click on the "Change Role" link and download the form as instructed.

[Add new User](#)

User List

Full Name	User Alias	Email	Role	Gatekeeper	Status	
Jane Doe	myUser@myDomain.com	myUser@myDomain.com	General Government	Yes	Active	Change Role

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.

GATEKEEPER ADD NEW USER SCREEN:

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

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GATEKEEPER ADD NEW USER

Personal Information

First Name * Last Name *

Email Address: Confirm Email:

Email address will need to be verified before account is enabled. An email will be sent to this account.

Address * Suite

City * State * Zip Code *

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.

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GATEKEEPER

[Add New User](#)

User List

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

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.

GATEKEEPER EDIT USER SCREEN:

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

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GATEKEEPER EDIT USER

Personal Information

First Name * Last Name *

John Doe

Address * Suite

123 His Lane

City * State * Zip Code *

Miami Florida 33333

Phone: Extension

(123) 456-7890

Enable

Disable

Disabled Users won't be able to Login.

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.

UPDATE INFORMATION CANCEL

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

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GATEKEEPER

Add new User

User List

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

Change Role Edit Info Change Email

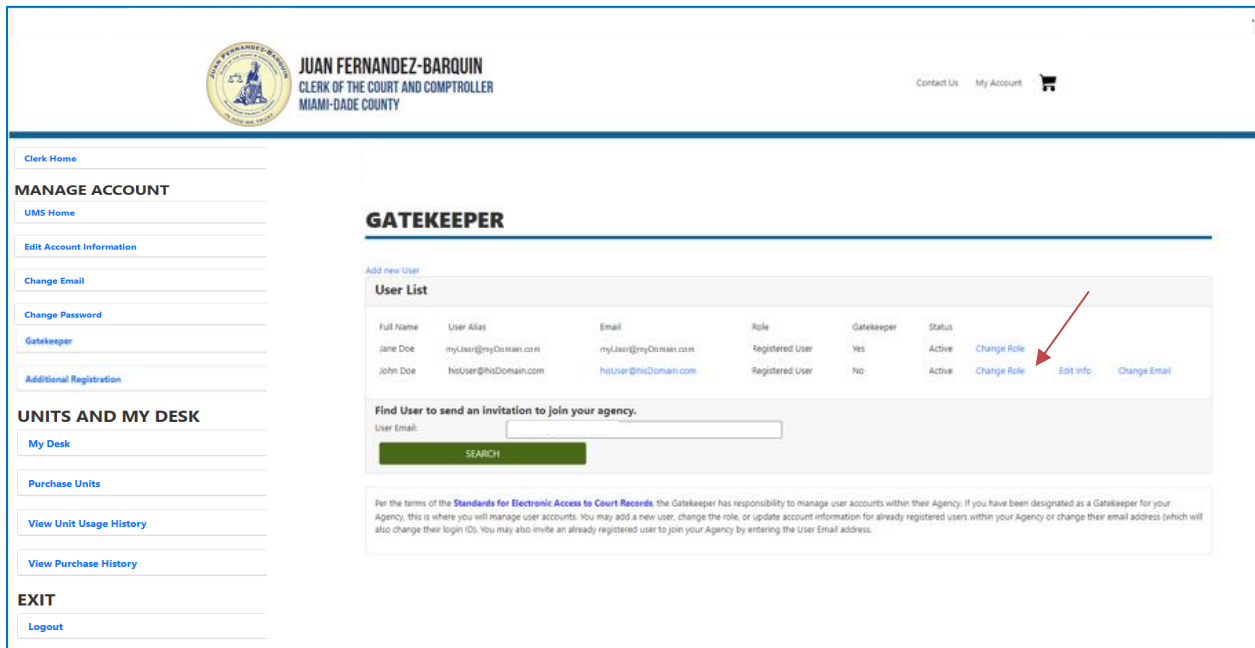
Find User to send an invitation to join your agency.

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.

Adding a new Gatekeeper:

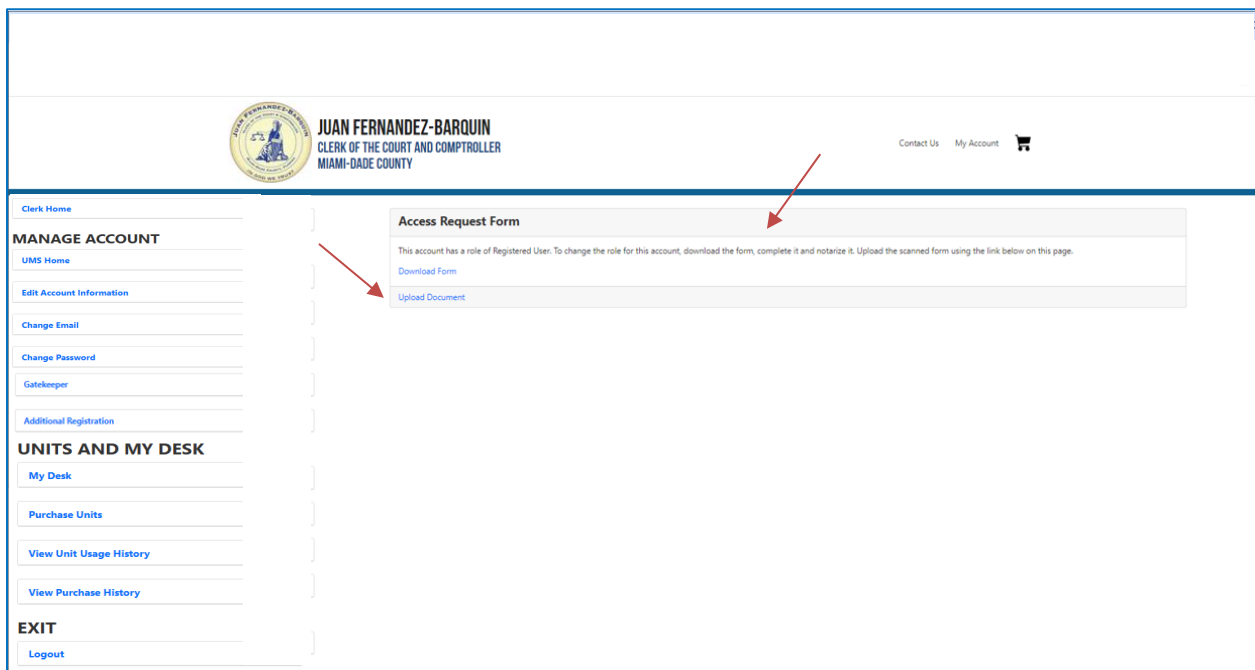
To add another Gatekeeper in your agency, find the user in the User List and click on **Change Role**. The Change Role, can also be used to change from a Registered User to Agency or Florida Attorney.



The screenshot shows the user management interface for Juan Fernandez-Barquin, Clerk of the Court and Comptroller, Miami-Dade County. The page is titled "GATEKEEPER" and features a "User List" table with columns for Full Name, User Alias, Email, Role, Gatekeeper, and Status. A red arrow points to the "Change Role" button for the user "Jane Doe". Below the table is a search box for finding users to send invitations. The left sidebar contains navigation links for "MANAGE ACCOUNT", "UNITS AND MY DESK", and "EXIT".

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

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" screen. A red arrow points to the "Upload Document" button. The page contains a message: "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 links for "Download Form" and "Upload Document". The left sidebar is identical to the previous screenshot.

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

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UPLOAD DOCUMENT

Agency User Form

Choose File UMSGatekeeperForm.pdf

UPLOAD DOCUMENT CANCEL

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**.

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GATEKEEPER

Add new User

User List

Full Name	User Alias	Email	Role	Gatekeeper	Status	
Jane Doe	myUser@myDomain.com	myUser@myDomain.com	Registered User	Yes	Active	Change Role
John Doe	hisUser@hisDomain.com	hisUser@hisDomain.com	Registered User	Yes	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.

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**.

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.

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

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Contact Us

BASKET

Basket Item(s)	Quantity	Unit Price	Total	
Official Records Units Official Records Units	20	\$1.00	\$20.00	REMOVE
			Total: \$20.00	REMOVE ALL ITEMS

[CONTINUE SHOPPING](#) [PROCEED TO CHECKOUT](#)

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

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BASKET

Total Amount Due: **\$20.00**

Billing Address

Country: United States

First Name: Jane Last Name: Doe

Email: myUser@myDomain.com Email Confirmation: myUser@myDomain.com

Phone Number: (123) 456-7890

Address Line #1: 123 My Lane Address Line #2 (Apt, floor, suite, PMB, etc): Address 2

City: Miami State: Florida Zip Code: 33333

Payment


Card Type: Visa Card Number: Card CVV: 123

Expiration Month: 12 December Expiration Year: 2027


Please click the **Submit Payment** button found below only once. After clicking your payment will be verified.

[SUBMIT PAYMENT](#) [BACK TO BASKET](#)

You will see the confirmation message.



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Clerk Home / Checkout Confirmation

CHECKOUT CONFIRMATION

Your payment has been confirmed!

An email confirmation has been sent to myUser@myDomain.com

Confirmation Number: 10351-3432
Your credit card statement will show WEBPAY-COURT/TICKET.

BILLING INFO		ORDER SUMMARY	
Jane Doe 123 My Lane Miami, FL 33333 (123) 456-7890		Grand Total	\$20.00

CART ITEM(S)


Items	Price	Quantity	Total
Official Records Units	\$1.00	20	\$20.00

Receipt Date: 8/23/2024 5:17:36 PM


[PRINT RECEIPT](#)

Print a receipt for your records.

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



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MY ACCOUNT

Account Information

Name:	Jane Doe
Email / User ID:	myUser@myDomain.com
Account Type:	General Government
Agency Name:	My Own Agency
FL Bar Number:	732516
Street Address:	123 My Lane
City, State Zip:	Miami FL 33333
Phone:	(123) 456-7891
Available Unit(s):	20

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.


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 Desk menu option to view bookmarked Criminal, Civil and Family Court case information.

VIEW PURCHASE HISTORY SCREEN:

Choose a date range and click on **SEARCH**.



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VIEW PURCHASE HISTORY

Search Criteria

Start Date: 06/01/2024

End Date: 08/23/2024

User: All Users


SEARCH

Purchase History


Order Number	Order Date	Purchased By	Total Amount
25	8/23/2024 5:17:35 PM	JaneDoe	\$20.00

UNIT USAGE HISTORY SCREEN:

Choose a date range and click on **SEARCH**.



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UNIT USAGE HISTORY

Search Criteria

Start Date: 06/01/2024

End Date: 08/23/2024

User: All Users

SEARCH

Usage History

User	Date	System	Feature	Unit Used	Reference
myUser@myDomain.com	08/23/2024	OR	AS	1	-Party Name: JANE DOE
myUser@myDomain.com	08/23/2024	OR	AS	1	-Party Name: JOHN DOE

MY DESK SCREEN:

Bookmarks are available for criminal, civil and family court cases. You must have the local case number in order to bookmark the case. Once you are in the case information page, click on **BOOKMARK**.

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Welcome, Jane D. My Desk Contact Us

Clerk Home / Criminal Home / Case Info

CASE INFO

[PRINT CASE INFO](#) [BOOKMARK](#)

SEARCH CRITERIA	INFORMATION			
Court Case Number: F-25- [REDACTED]	Case Court Number: F-25- [REDACTED]	State Case Number: [REDACTED]	Name: [REDACTED]	DOB: [REDACTED]
	Date Filed: [REDACTED]	Date Closed: [REDACTED]	Next Case: F-25- [REDACTED]	Previous Case: None
	Warrant Type: None	Warrant Amount: \$0.00	Assessment Amount: \$0.00	Balance Due: \$0.00
	Stay Due Date: None	Bond Amount: \$0.00	Bond Status: None	Bond Type: None
	Bond Issue Date: None	Defendant in Jail: No	Defendant Release to PROBATION:	Arresting Agency: [REDACTED]
	Arrest Date: [REDACTED]	Judge: [REDACTED]	ALT/Backup Judge: None	Defense Attorney: [REDACTED]
	File Section: F009	File Location: FILE ROOM	Box No: None	

HEARINGS +

CHARGES TOTAL OF CHARGES: 5 +

DOCKETS +

EXTRA DOCUMENTS TOTAL OF DOCUMENTS: 5 +

Once you have cases under My Desk, you are able to choose if you would like to be notified by text message when a hearing is scheduled (by default you will receive an email).

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Welcome, Jane D. My Desk Contact Us

Clerk Home / OCS Home / Case Information

CASE INFORMATION

[PRINT CASE INFO](#)

SEARCH CRITERIA

Court Case Number: 2025- [REDACTED]

CASE DETAILS

[BOOKMARK](#)

Local Case Number: 2025- [REDACTED] Filing Date: [REDACTED]
State Case Number: [REDACTED] Judicial Section: [REDACTED]
Consolidated Case No.: N/A Court Location: [REDACTED]
Case Status: OPEN Case Type: Business Transactions

RELATED CASES 0 RESULTS RETURNED +

HEARING DETAILS 1 RESULTS RETURNED +

PARTIES 0 RESULTS RETURNED +

DOCKETS 53 RESULTS RETURNED +



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MY DESK

My Desk Case List

	Case Number	Defendant/Case Style	Latest Hearing Date	Hearing Notification		
				Email	Text	Delete
View Case	[REDACTED]	[REDACTED]		Remove	Add	Delete
View Case	[REDACTED]	[REDACTED]		Remove	Remove	Delete

By activating text notifications, you consent to receive communications from the Clerk of Court and Comptroller. Standard message and data rates may apply. Please make sure that the phone number we have in our system is a cell phone number. If not, you may edit your phone number in the Edit Account Information button.