

# e-Notify

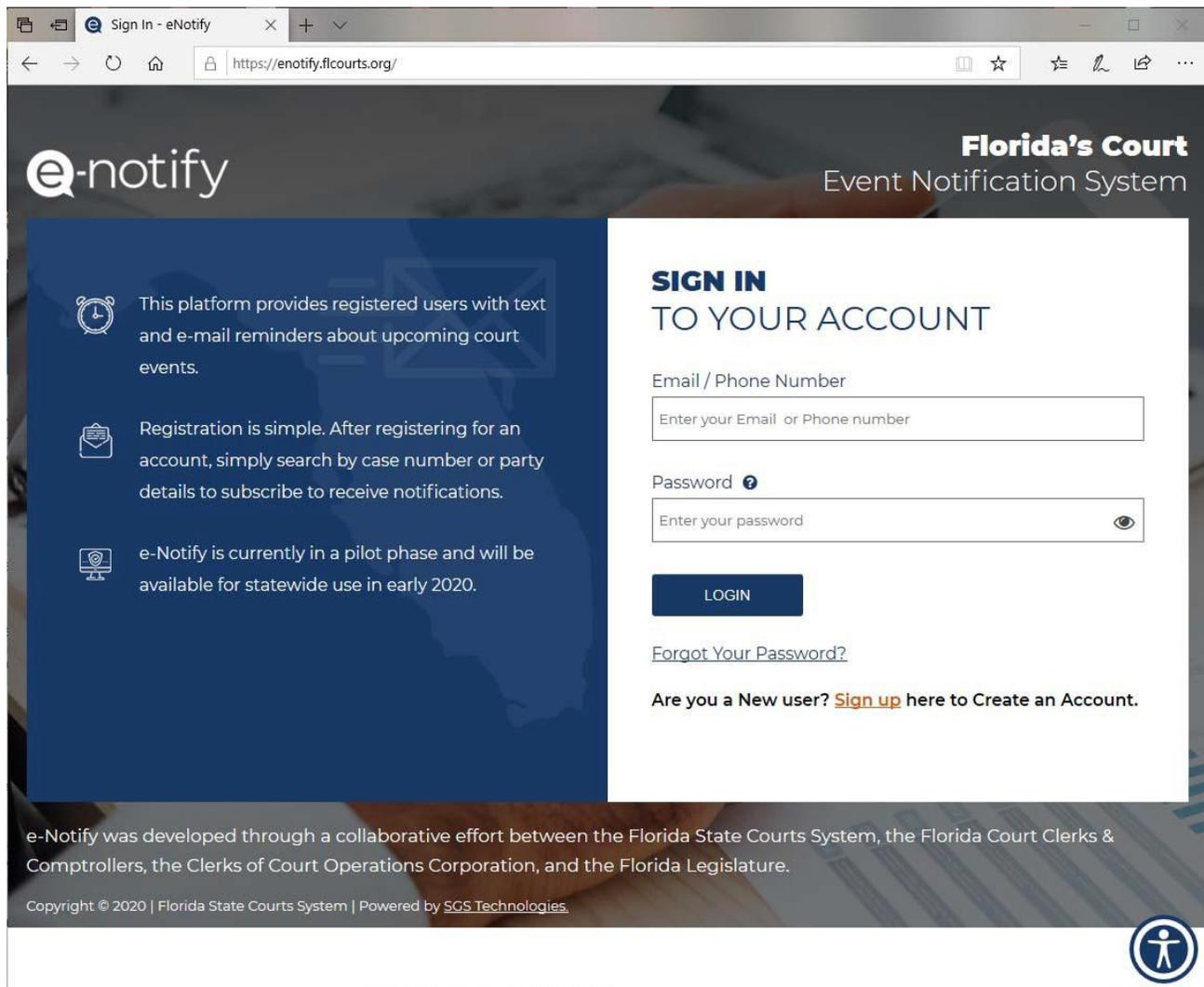
## Florida's Court Event Notification System

### What is e-Notify?

e-Notify is a case event notification system. It provides free e-mail and text reminders about court events. The system is currently only available for criminal cases. e-Notify is a courtesy reminder and not the official notification system for your court case. Users should verify their court dates and case- relation information with their local clerk of court if there is any question about the date or location of an event.

### How do I sign up for an account?

Signing up is quick and easy. Simply visit [enotify.flcourts.org](https://enotify.flcourts.org):



The screenshot shows a web browser window with the URL <https://enotify.flcourts.org/>. The page features the e-notify logo on the left and the text "Florida's Court Event Notification System" on the right. The main content is divided into two columns. The left column, on a dark blue background, contains three items: 1) An alarm clock icon with the text "This platform provides registered users with text and e-mail reminders about upcoming court events." 2) An envelope icon with the text "Registration is simple. After registering for an account, simply search by case number or party details to subscribe to receive notifications." 3) A computer monitor icon with the text "e-Notify is currently in a pilot phase and will be available for statewide use in early 2020." The right column, on a white background, is titled "SIGN IN TO YOUR ACCOUNT" and contains a form with two input fields: "Email / Phone Number" (with placeholder text "Enter your Email or Phone number") and "Password" (with placeholder text "Enter your password" and an eye icon for visibility). Below the form is a dark blue "LOGIN" button. Underneath the button are two links: "[Forgot Your Password?](#)" and "Are you a New user? [Sign up](#) here to Create an Account." At the bottom of the page, there is a footer with the text "e-Notify was developed through a collaborative effort between the Florida State Courts System, the Florida Court Clerks & Comptrollers, the Clerks of Court Operations Corporation, and the Florida Legislature." and "Copyright © 2020 | Florida State Courts System | Powered by [SGS Technologies](#)." A circular icon with a person silhouette is located in the bottom right corner.

Once there, click on the link to “Sign up” to create your account to open the account creation page:

**CREATE AN ACCOUNT**

First Name\*

Last Name\*

Email Address\*

Phone Number\*

Password\*

Confirm Password\*

I agree with the [Terms and Conditions](#)

**NOTICE:** Any information submitted through this platform could be subject to disclosure under Florida public records laws. The Florida Supreme Court, Office of the State Courts Administrator, or the Florida State Courts System, cannot be held responsible for the release of personally identifying information which does not meet the requirements for exemption as specified under Florida law.

**SIGN UP**    Already have an account? [Sign In here.](#)

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Simply enter your name, email address, cellular phone number (used for sending text messages) and create a password. Read and accept the terms and conditions of use, then click on the “Sign Up” button.

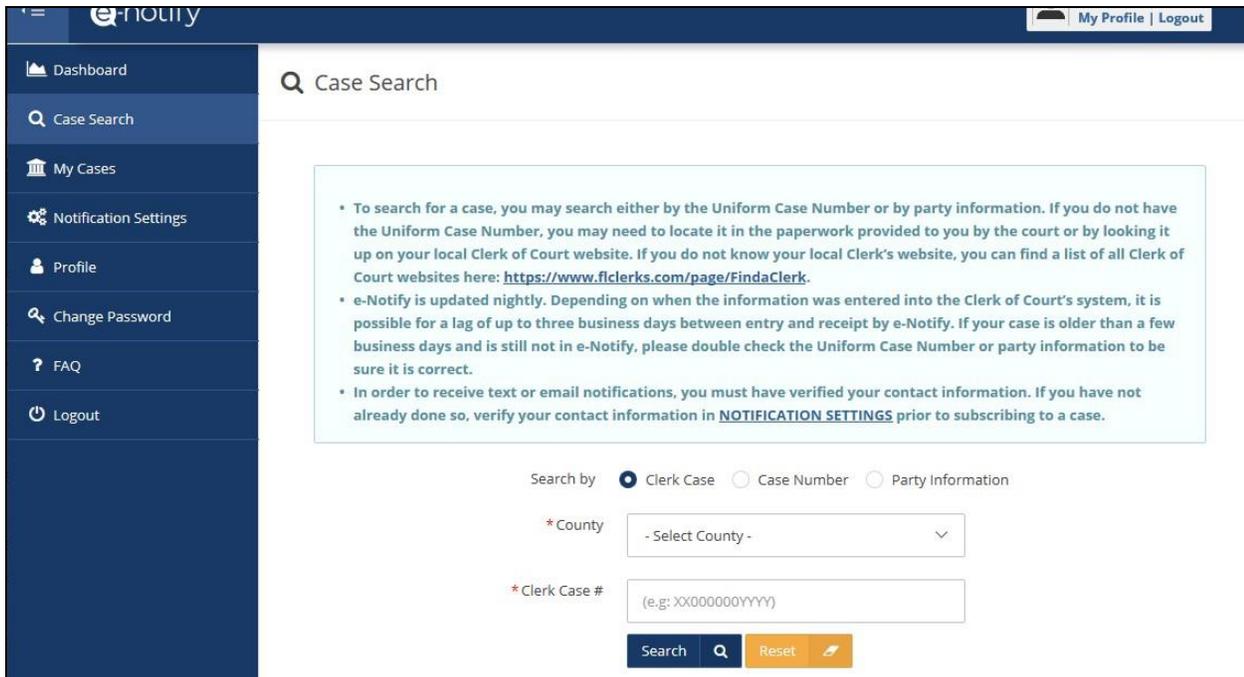
Your account has now been created! You will receive an e-mail from the system and can now login to your account.

### How do I search for a case?

There are three options for searching for a case: the abbreviated case number provided by most clerk of court offices (usually 8-12 digits), the Uniform Case Number, and by party information. Each will be reviewed below.

If you are unsure of any of that information, a link is provided at the top of the page where you can locate the appropriate clerk of court’s office to search for the case on their website.

The “Case Search” page looks like this. It defaults to searching by the case number provided by the clerk’s office. However, you may select the radio button next to the “Search by” option you would like to utilize.



To search by the Clerk’s Case Number, simply select your county and enter the 8-14-digit number provided by the clerk of court’s office. i.e. 12CF000001AX

If you have the case’s Uniform Case Number, a 20-digit string of numbers and letters, then select the “Case Number” option. i.e. 422012CF000001AXXX



The third option is to search using party information. All four fields are required when searching by party information.



When you have entered the information required by the search method, click “Search.”

The search results will look something like this:

The screenshot shows a search interface with the following elements:

- Search by:** Radio buttons for "Clerk Case" (selected), "Case Number", and "Party Information".
- County:** A dropdown menu showing "Marion County".
- Clerk Case #:** A text input field containing "12CF000001AX".
- Buttons:** "Search" (with a magnifying glass icon) and "Reset" (with a refresh icon).
- Search Results:** A table with the following data:

Case #	Clerk Case #	Court Type	Case Type	Plaintiff's Name	Defendant's Name	Next Appearance Date & Time	Court Location & Room	Action
422012CF000001CFAXXX	12CF000001AX	CRIMINAL FELONY	FELONY		[REDACTED]	-	-	<a href="#">Add to My Cases</a> +

If this is the correct case, click "Add to My Cases." If it is not, see if there are other cases listed below this one, or try searching again.

Once you select "Add to My Cases" a dialog will appear that looks something like this:

The screenshot shows a "Case Overview" dialog box with the following sections:

- Case Details:** A table with the following data:

Case #	422012CF000001CFAXXX	Clerk Case #	12CF000001AX
Case Filed County	Marion County	Case Filed Date	01/03/2012
Court Type Name	CRIMINAL FELONY	Case Type	FELONY
Plaintiff Name	-	Defendant Name	[REDACTED]
Court Location & Room	- , -	Next Appearance Date & Time	-
- Notification Preferences:** A section with the heading "I would like to receive case event notifications by:" and two checked options: "Email" and "Text".
  - Email:** Primary email is [REDACTED], Secondary email is "Not Available Add".
  - Text:** Primary number is [REDACTED], Secondary number is "Not Available Add".
- Buttons:** "Confirm" (with a checkmark icon) and "Cancel" (with an X icon).

Review the case detail provided. If this is the correct case, click "Confirm." Another dialog box will open asking if you are a party to the case or an interested party. Either option will enable event reminder notifications. However, persons that are parties to a case may receive information pertaining to potential consequences if a required party does not attend a court event.

Select the party type and press "Submit." The case has now been added to your case list and will be viewable from the e-Notify homepage dashboard.

If you are unable to locate the party information or the case numbers required to search, noted above, please verify the case information with the clerk of court's office using their website search function, which can search by additional parameters.

### What if I can't find my case?

e-Notify will only return cases that are currently open. If your case is new, or newly reopened, it may take up to three business days for the case to populate in the system. If the case is not new, please verify the search information used by comparing it to any case paperwork or by searching the clerk of court's website to verify the case information.

Once you have verified the information provided, if you are still unable to find the case, please e-mail [enotify@flcourts.org](mailto:enotify@flcourts.org). Provide the UCN and full party information. An e-Notify staff person will respond to your inquiry within 72 hours.

If the case is listed as closed, disposed, or some other “status” other than open, the search function may not return that case to e-Notify. If the case is in one of those statuses and an event has been scheduled, please contact [enotify@flcourts.org](mailto:enotify@flcourts.org). Provide the UCN and full party information. An e-Notify staff person will respond to your inquiry within 72 hours.

### Using e-Notify

Once you have added the case(s) to My Cases, nothing else is required. You will receive the notifications you selected. Other features of e-Notify:

- You can see the number of cases and events you’ve signed up for using the Dashboard.
- You can see upcoming events on the Dashboard.
- You can add or remove cases.
- You can update your notification settings, including adding an additional e-mail address and cellular phone number.
- You can update your profile.
- You can change your password.

Additional information about e-Notify is in the FAQ section of the site.