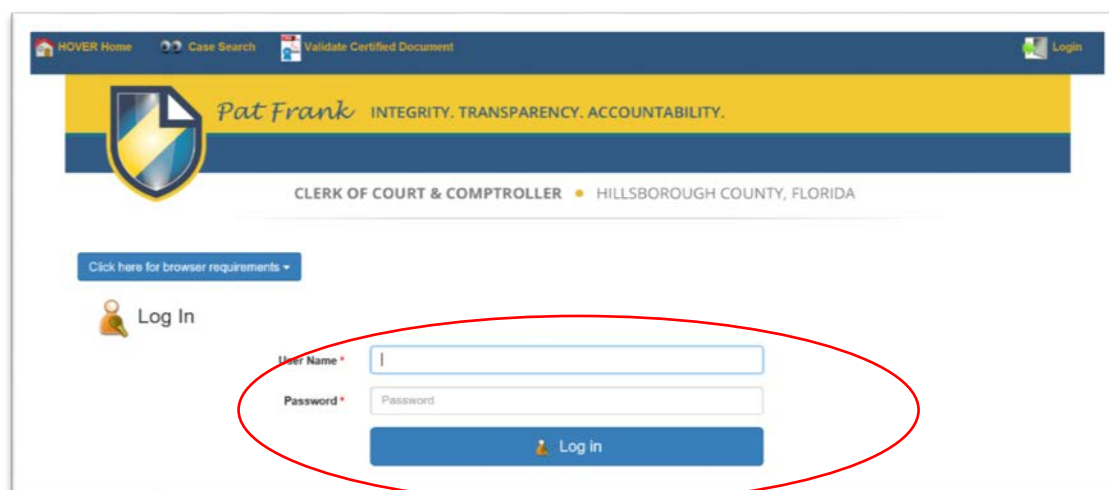
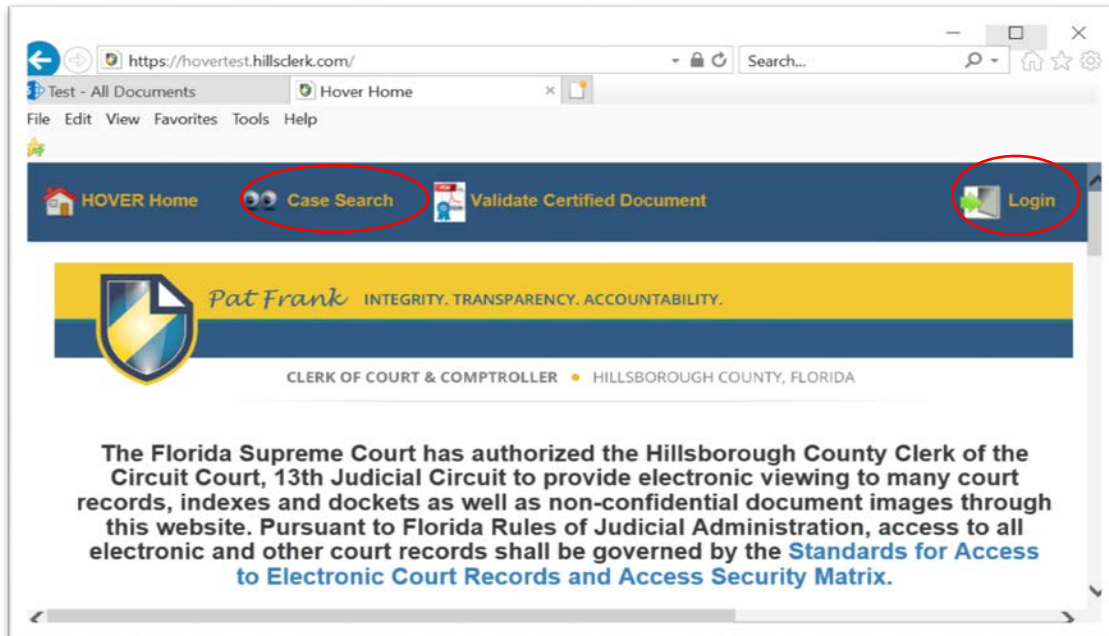


Using eCertify to order electronic certified court documents

NOTE: Electronically certified documents are delivered by email. Users will need a valid email address to use this service.

Step 1: Open HOVER at <https://hover.hillsclerk.com>. Login is not required for users who want to perform limited searches anonymously; login, if registered, is required for access to and search of certain restricted case types.

Step 2: If a user is registered and wants to login, enter login credentials.



Step 3: Anonymous or unregistered users just select **Case Search**.

eCertify instructions (continued)

Case Search Screen

The screenshot shows the Case Search interface. At the top, there is a navigation bar with links for HOVER Home, Case Search, Validate Certified Document, and Login. Below this is the main heading "Case Search" with a magnifying glass icon. A box contains browser requirements and links to new court cases and public data files. Below this is a row of search options: Search by Case Number, Find My Ticket, Search by Citation Number, Search by Uniform Case Number, Search by Individual or Business Name, and Search by a date range / court type / case type. The "Search by Case Number" option is selected. Below the search options is a text input field labeled "Case Number *" which is currently empty. A red circle highlights this field. Below the field is a small asterisk and the text "* Indicates required field". Below the field is a blue "Search" button with a magnifying glass icon, also circled in red.

Step 4: Enter a case number and click on the **Search** button.

NOTE: the letters in a case number can be entered as either upper or lower case; the dashes are not required for the search.

This screenshot is identical to the previous one, but the "Case Number *" field now contains the text "14-CF-003105-A". A red circle highlights the entire input field. The "Search" button remains circled in red.

eCertify instructions (continued)

Case Search Results

HOVER Home Case Search Validate Certified Document Login

Search Results

Filter Cases: All Open / Reopen Closed Cart is empty

Show 500 entries Column visibility Excel CSV Search: Search Clear

View	Case Number	Citation	Case Style	Case Status	Filed	Case Type	Amount Due	Amount Due Date	What are my options
	14-CF-003105-A		STATE OF FLORIDA VS FOLSOM, CHRISTINA RENE Defendant Birth Date: 09/14/1994	CLOSED	2014-03-02	FELONY	\$424.00		

Showing 1 to 1 of 1 entries Previous 1 Next

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Step 5: Click on the magnifying glass icon in the View column on the search results screen. The Case Information screen will open.

Step 6: Click on the Events\Documents link. The list of event descriptions and available documents for this case is opened.

Case Information

Case Number: 14-CF-003105-A
Uniform Case Number: 292014CF003105000AHC
STATE OF FLORIDA vs FOLSOM, CHRISTINA RENE

Icon Keys Summary Parties **Events/Documents** Charges Hearings Financial Warrants Bonds
Disposition File Location Related Cases

Case Information

Case Number Citation	Case Information	Financial Information
Case Number: 14-CF-003105-A	Case Category Description: Criminal	Balance Due: \$424.00
Citation Number:	Case Type Description: FELONY	Due Date:
Booking Numbers	Case Sub Type Description:	Judge Assignment
	Case Status: CLOSED	

eCertify instructions (continued)

List of Event Descriptions on a Case

Select	Document Index	Clock-In Event Date	Event Description	Comment	Image	Certify
	22	03/25/2020	PAYMENT RECEIVED VIA ACH - eCERTIFY			
	21	03/19/2020	PAYMENT RECEIVED VIA ACH - eCERTIFY			
	16	09/04/2018	STATE ATTORNEY OFFICE			
	17	09/04/2018	WITHOUT COUNSEL			
	18	09/04/2018	COURT REPORTER	RAMONA WILSON		
	19	09/04/2018	PRO SE MOTION TO TERMINATE PROBATION	DENIED		
	20	09/04/2018	COURT DOCKET PAGE			
	15	08/30/2018	NOTICE OF HEARING	FELONY NOTICE OF HEARING		
	13	08/29/2018	MOTION TO TERMINATE PROBATION	PRO SE		
	14	08/29/2018	NOTICE OF HEARING	PRO SE MOTION TO TERM 9-4-18 @ 2:30PM JUDGE BARBER DIV D		
	11	04/03/2018	ORDER MODIFYING PROBATION	8/1/2017 N. NAZARETIAN		
	9	08/07/2017	CERTIFIED COPY OF J & S SENT TO RECORDING			

Step 7: The list of event/document descriptions for the case opens. Events that have a shopping cart icon under the Certify column have documents available for order. Click the Certify icon to select a document to purchase for certification; a Confirm Certification of Document screen will pop-up.

Confirm Certification of Document Screen

Please Confirm Certification of Document ✕

A single Electronically Certified Document can be used as many times as needed whether in it's original electronic format or a printed paper format. Therefore, this system will only allow you to add the document to your shopping cart once

DOCUMENT TO BE ADDED TO SHOPPING CART:

Uniform Case Number: 292014CF003105000AHC

Case Number: 14-CF-003105-A

Citation Number:

Document Description: COURT DOCKET PAGE

Document Status: Redacted Document

Number of Pages: 1

Copy/Certification Cost: \$ 9

IMPORTANT FEES INFORMATION: Please note the Copy/Certification Cost for the document. The eCertify vendor collects \$6 for each document you request electronically certified as their fee; the Clerk collects the statutory fee of \$2 per document plus \$1 for each page in the document. There is no option to purchase specific pages in a multiple page document using eCertify; all eCertify purchases are for every page in the event document and are charged accordingly. Individual page purchases can be made in person or by mail.


eCertify instructions (continued)

Step 8: Click the **Add** button to add the document to your shopping cart; this will pop-up the list of documents to certify. Clicking the **Cancel** button will not add it to the shopping cart and will take you back to the list of events on the case.

List of Documents to Certify Screen

Please Confirm Certification of Document (s) ×

List of Documents to Certify

Remove	Case Number	Document Description	Pages	Page Cost	Clerk Fee	eCertify Fee	Total Cost *
	14-CF-003105-A	COURT DOCKET PAGE	1	\$1.00	\$2.00	\$6.00	\$9.00
Total							\$9.00 *

* Credit card service fees will apply.
Review all documents prior to purchase as no refunds will be issued.

First Name * **Last Name ***

Phone * **Email Address *** **Confirm Email Address ***

* Indicates required field

Clicking the **Continue Shopping** button will take you back to the list of documents for purchase. Clicking the **Remove** button removes the selected document from the shopping cart. If you decide to continue shopping, you will be returned to the current court case events/document list where you can add more documents from that case, or click **Exit Case Details** to start a new case search:

	3	11/30/2018	PLACE OF OFFENSE
	1	11/21/2018	CODE ENFORCEMENT CITATION FILED

Showing 1 to 18 of 18 entries

eCertify instructions (continued)

Step 9: When you are done “shopping” and all the documents you want certified are in the cart, click the **Purchase** button; the Payment Message will appear.

Please Confirm Certification of Document (s) ✕

List of Documents to Certify

Remove	Case Number	Document Description	Pages	Page Cost	Clerk Fee	eCertify Fee	Total Cost *
X	18-IN-004858-A	JUDGMENT AND SENTENCE	3	\$3.00	\$2.00	\$6.00	\$11.00
X	18-CM-014216-A	SATISFACTION OF JUDGMENT	1	\$1.00	\$2.00	\$6.00	\$9.00
X	18-IN-004874-A	NOTICE OF UNPAID BALANCE SENT	1	\$1.00	\$2.00	\$6.00	\$9.00
X	18-CF-017391-B	CERTIFICATE OF DISCHARGE OF BOND	1	\$1.00	\$2.00	\$6.00	\$9.00
X	18-CT-009070	JUDGMENT AND SENTENCE	2	\$2.00	\$2.00	\$6.00	\$10.00
Total							\$48.00 *

* Credit card payment required
Review all documents before proceeding with purchase

First Name

Phone *

Confirm Email Address *

Please confirm E-Mail Address

* Indicates required field

Message from webpage

Press OK to transfer the items from the Shopping Cart to My Florida.
Please be sure to close the Payment window after you are done with the payment.

OK Cancel

Purchase Continue Shopping

Payment Message

Clicking **Cancel** will return you to the List of Documents to Certify screen. Click **OK** if you want to proceed with the purchase.

NOTE: You must fill out all required personal information fields marked with a red asterisk () before moving forward to purchase.*

eCertify instructions (continued)

Step 10: After filling out the required information, click **OK** to proceed to MyFloridaCounty, a third party credit card payment processor used by the Clerk, to make your credit card payment. The MyFloridaCounty Clerk E-Certify payment screen will open.

The screenshot shows the 'Clerk E-Certify' payment screen. It is divided into three main sections: 'Your order summary', 'Credit Card Information', and 'Billing Information'. The 'Your order summary' section displays: Amount: \$ 9.00, Service Fee: \$0.32, and Grand Total: \$9.32. The 'Credit Card Information' section includes fields for Name on Card, Card Number, Expires (MM / YYYY), and CVV. The 'Billing Information' section includes fields for Country (United States), Address Line 1, Address Line 2, City, State / Province / Region (Select State), Zip, Phone, and Email. At the bottom left, there is a 'Cancel' button, and at the bottom right, there is a 'Continue' button. Both buttons are circled in red.

Clicking **Cancel** will stop the purchase. To move forward with the purchase, complete the required information for the payment screen, then click **Continue**.

*NOTE: MyFloridaCounty charges a 3.5% service fee on the e-Certify shopping cart total for all credit card payment transactions. This is a separate expense from the Clerk's e-Certify fees. The total purchase costs with all vendor fees appears under **Your order summary** on the MyFloridaCounty payment screen.*

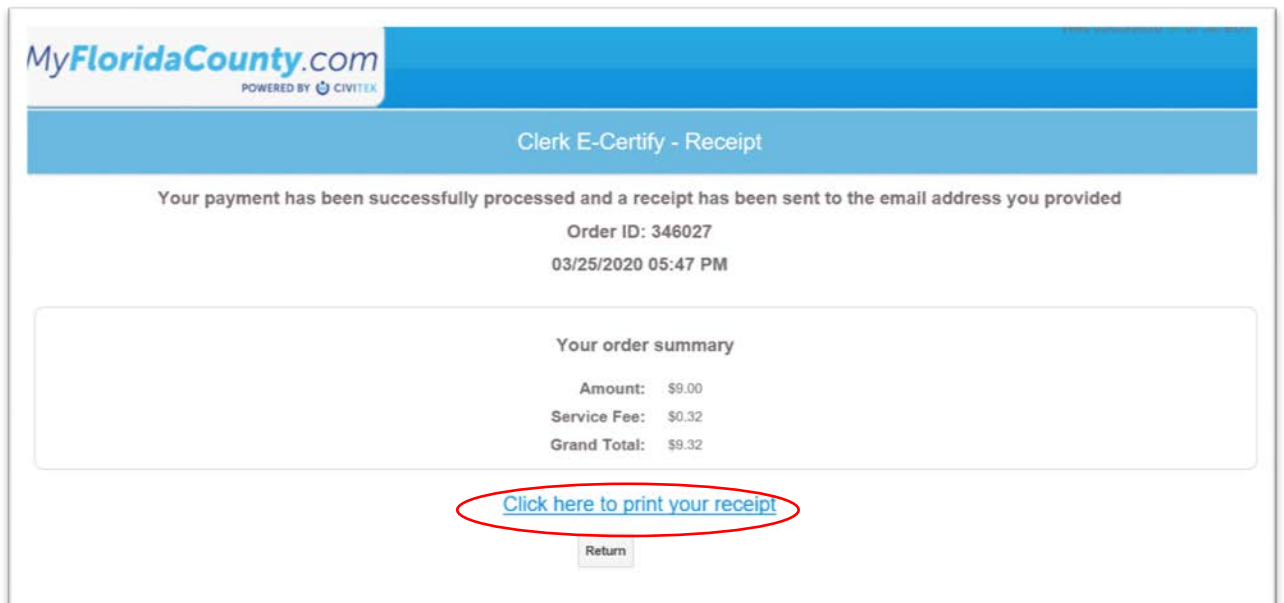
MyFloridaCounty.com Clerk E-Certify Confirmation and Billing Screen

The screenshot shows the 'MyFloridaCounty.com' Clerk E-Certify Confirmation and Billing Screen. The header includes the MyFloridaCounty.com logo and 'POWERED BY CIVITEX'. Below the header, it says 'Clerk E-Certify' and 'Please review the information below and click continue to make payment'. The screen is divided into three main sections: 'Your order summary', 'Credit Card Information', and 'Billing Information'. The 'Your order summary' section displays: Amount: \$9.00, Service Fee: \$0.32, and Total: \$9.32. The 'Credit Card Information' section displays: VISA:*****1111, Daffy Duckster, Expires:10/2024. The 'Billing Information' section displays: 601 Duckster Lane, Tampa, FL- 33602, 813-276-2029, michael.collins@hillsclerk.com. At the bottom left, there is a 'Back' button, and at the bottom right, there is a 'Submit' button. The 'Submit' button is circled in red.

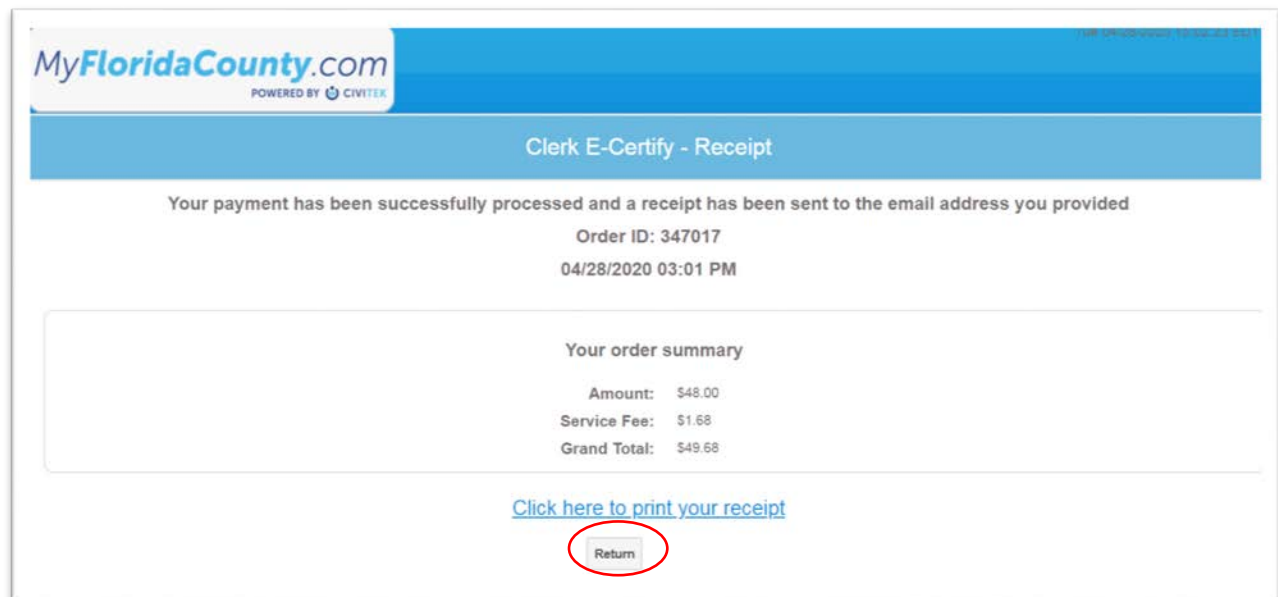
Step 11: The Confirmation and Billing Screen opens. Click **Submit** to make the payment.

eCertify instructions (continued)

A successful payment will open the MyFloridaCounty's Clerk E-Certify Receipt screen:



You can print your receipt from this screen, using **Click here to print your receipt**, which will open in a new browser window formatted for printing. You will also receive two emails to the email address that you entered: one with your payment receipt from MyFloridaCounty, and one with the certified document download links from Clerk e-Certify.

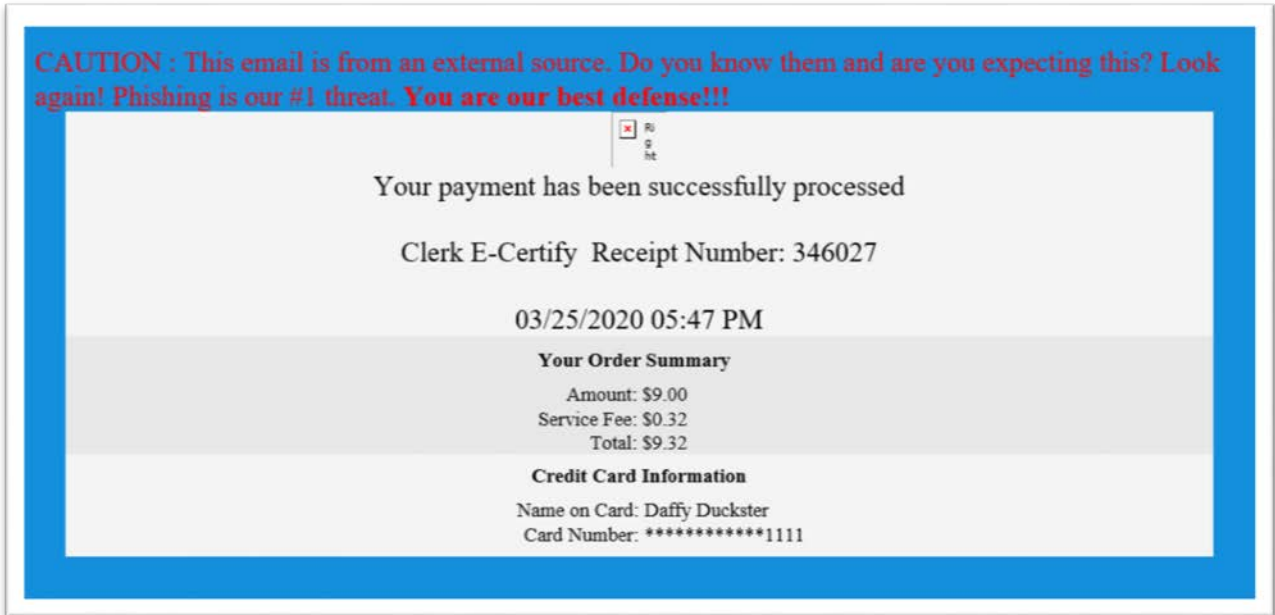


*IMPORTANT NOTE: When you are done with your transaction, please make sure to click **Return**, which will clear your shopping cart and take you back to the HOVER case search page. If you do not click Return to clear the cart, the documents will be in there the next time you return to use eCertify, and you will need to manually delete each one from your shopping cart..*

eCertify instructions (continued)

MyFloridaCounty Payment Receipt Email

This email gets sent to you from MyFloridaCounty to your email that you entered on their payment screen. It serves as your payment receipt.



eCertify instructions (continued)

Download Links Email

This email is sent to your email address from E_certify@hillsclerk.com containing links to documents purchased. You have 30 days in which to download the documents in the links. Please check your junk mail folder if you do not see an email from E_certify@hillsclerk.com in your inbox.

Hillsborough County Clerk of Court & Comptroller - Electronically Certified Court Record



Pat Frank INTEGRITY, TRANSPARENCY, ACCOUNTABILITY.
CLERK OF COURT & COMPTROLLER
HILLSBOROUGH COUNTY

www.hillsclerk.com

Hillsborough County Clerk of Court & Comptroller

Electronically Certified Court Record

This is an electronically certified Court Record from Hillsborough County Clerk of Court & Comptroller.
You are receiving this message because you have requested a certified copy of the case dockets and have consented to receive it electronically.

YOU HAVE 30 DAYS TO RETRIEVE THIS DOCUMENT FROM OUR SYSTEM. PLEASE CLICK ON THE LINKS BELOW AND STORE THE CERTIFIED COPY IN YOUR COMPUTER SYSTEM FOR FUTURE USE.

Uniform Case Number	Document Description	Unique Code	Document
18-IN-004858-A	JUDGMENT AND SENTENCE	CAA-FAE-BCAFH-FIADDIAEEFAADAACDDEH-BDBCA-C	Click to open document
18-CM-014216-A	SATISFACTION OF JUDGMENT	CAA-FAE-BCAFH-ECDDDBAIEDIAEACFIFGI-BDBCB-D	Click to open document
18-IN-004874-A	NOTICE OF UNPAID BALANCE SENT	CAA-FAE-BCAFH-DCAJJGJAJCJEBFAJHIIBG-BDBCC-A	Click to open document
18-CF-017391-B	CERTIFICATE OF DISCHARGE OF BOND	CAA-FAE-BCAFH-JBBFHGAJCDDBIEAIGJAJC-BDBCD-G	Click to open document
18-CT-009070	JUDGMENT AND SENTENCE	CAA-FAE-BCAFH-EGACBDJJCJJAIJJFBC-BDBCE-F	Click to open document

Document Verification

This electronically certified document contains a unique electronic reference number for identification printed on each page.

This document is delivered in PDF format and contains a digital signature identifying the certifier and tamper-evident seal validating this document as a true and accurate copy of the original recorded.

Instructions for verifying this instrument is available by clicking [here](#).

eCertify instructions (continued)

Authenticating the Certification of the Document

Once you download the PDF, you can share it electronically (email, FTP, file sharing sites) with other parties. Each certified document PDF will have a cover sheet which, when opened with Adobe Reader ([available free](#)) or a similar PDF reader, will show an unalterable certification message. For those parties that do not have a PDF reader, the cover sheet also contains a clickable link in it that the parties you send it to can use to authenticate that it is a certified document. The QR code at the bottom of the cover page can be used by parties with a physical copy to authenticate it by using the QR code reader or photo scanning app on their smartphone to scan the code to get the authentication message.

SAMPLE



Electronically Certified Court Record

This is to certify that this is a true and correct copy of the original.

DOCUMENT INFORMATION	
Agency Name:	Hillsborough County Clerk of the Circuit Court
Clerk of the Circuit Court:	The Honorable Pat Frank
Date Issued:	4/28/2020 2:33:41 PM
Unique Reference Number:	CAA-FAE-BCAFH-EGACBDAJJJCJJAJJFBC-BOBCE-F
Case Number:	18-CT-009070
Case Docket:	JUDGMENT AND SENTENCE
Requesting Party Code:	504
Requesting Party Reference:	04A1FBF648CA-9DCE-38AEF7D53177

CERTIFICATION
Pursuant to Sections 90.955(1) and 90.902(1), Florida Statutes, and Federal Rules of Evidence 901(a), 901(b)(7), and 902(1), the attached document is electronically certified by The Honorable Pat Frank, Hillsborough County Clerk of the Circuit Court and Comptroller, to be a true and correct copy of an official record or document authorized by law to be recorded or filed and actually recorded or filed in the office of the Hillsborough Clerk of the Circuit Court. The document may have redactions as required by law.

HOW TO VERIFY THIS DOCUMENT
This document contains a Unique Reference Number for identification purposes and a tamper-evident seal to indicate if the document has been tampered with. To view the tamper-evident seal and verify the certifier's digital signature, open this document with Adobe Reader software. You can also verify this document by scanning the QR code or visiting <https://Test.Clerkecertify.com/VerifyImage>.

**The web address shown above contains an embedded link to the verification page for this particular document.
*If you are a person with a disability who needs an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. To request such an accommodation please contact the Clerk's ADA Coordinator within seven working days of the date the service is needed, if you are hearing or voice impaired, call 711.

Clerk of Court & Comptroller's Office ADA Coordinator
601 E. Kennedy Blvd., Tampa, FL 33602
Phone: (813) 276-8100, extension 4347
Email: TBD



eCertify instructions (continued)

Support

If you have difficulty or concerns with your eCertify transaction that are not answered in this guide, please email Clerk eCertify support at ServiceDesk@hillsclerk.com for assistance. Please make sure to include screen captures of any error messages that you are receiving in order for us to better assist you.