

HOW TO REGISTER A DEFENSE
ATTORNEY FOR A DOCUMENT
EXCHANGE PORTAL ACCOUNT
THROUGH THE REGISTRATION PAGE

Web Version 1.07

How to Register a Defense Attorney for a Document Exchange Portal Account through the Registration Page

Important Notice:

- **Only actual attorneys** can be set up through the Registration Page on the website.
- Legal Assistants for the attorneys will need to be completed by the Web User Administrator through the Web User Maintenance page.

See below for the instructions for Defense Attorney's.

1. Go to www.cjis20.org
2. Click on the left hand pane, Registration button as shown in Fig. A.

Fig. A

The screenshot shows the 'Registration' page of the Criminal Justice Information Systems (CJIS) 20th Judicial Circuit of Florida Public Website. The left-hand navigation menu has 'Registration' highlighted with a red circle. The main content area features a 'Registration' header, a 'Continue' button, an 'Agency' section with a dropdown menu (circled in red), a 'Disclaimer' section with an 'Accept' checkbox, and another 'Continue' button. The footer contains the text: 'Website developed and maintained by CJIS, 20th Judicial Circuit of Florida. © 2016-2019. All Rights Reserved.'

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3. Look in the Agency Section of the page and click on the dropdown menu:
 - a. Choose Law Office
4. Checkmark the application(s) that you would like to request
 - a. Document Exchange Portal and the agency/agencies you would like to exchange data with:
 - i. Document Exchange with Court Administration
 - ii. Document Exchange with State Attorney
 - iii. As shown in Fig. B.

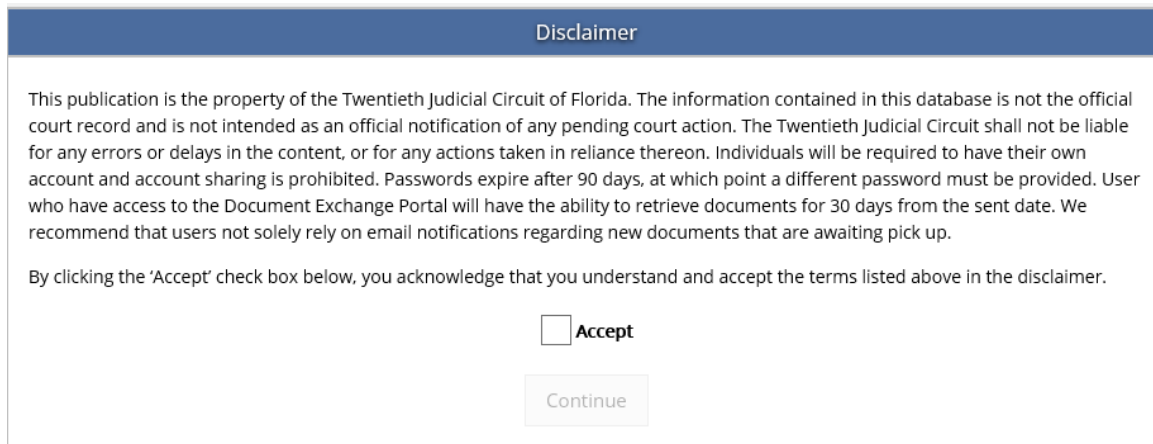
Fig. B

The screenshot displays the registration page for the 20th Judicial Circuit of Florida. The page features a navigation menu on the left with options: Home, Agency Links, About Us, Contact Us, Registration (highlighted), and Login. The main content area is titled '20th Judicial Circuit of Florida Public Website' and includes the court's logo and seal. Below the header, the date and time are shown as 'Thursday, 12 September 2019, 01:09:14 PM', along with a language selector for 'Español / Spanish' and a 'Welcome Guest!' message. The registration form is divided into several sections: a 'Continue' button, an 'Agency' section with a dropdown menu set to 'Law Office', and a section for selecting applications to request. Two checkboxes are visible: 'Document Exchange with Court Administration' and 'Document Exchange with State Attorney', both of which are circled in red. Below this is a 'Disclaimer' section with an 'Accept' checkbox and another 'Continue' button. The footer of the page states: 'Website developed and maintained by CJS, 20th Judicial Circuit of Florida. © 2016-2019, All Rights Reserved.'

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5. Scroll down to the Disclaimer section
 - a. Read the information.
 - b. If you agree, check mark the “Accept” as shown in Fig. C.
 - c. If you do not agree, you can close the web application.

Fig. C



Disclaimer

This publication is the property of the Twentieth Judicial Circuit of Florida. The information contained in this database is not the official court record and is not intended as an official notification of any pending court action. The Twentieth Judicial Circuit shall not be liable for any errors or delays in the content, or for any actions taken in reliance thereon. Individuals will be required to have their own account and account sharing is prohibited. Passwords expire after 90 days, at which point a different password must be provided. User who have access to the Document Exchange Portal will have the ability to retrieve documents for 30 days from the sent date. We recommend that users not solely rely on email notifications regarding new documents that are awaiting pick up.

By clicking the 'Accept' check box below, you acknowledge that you understand and accept the terms listed above in the disclaimer.

Accept

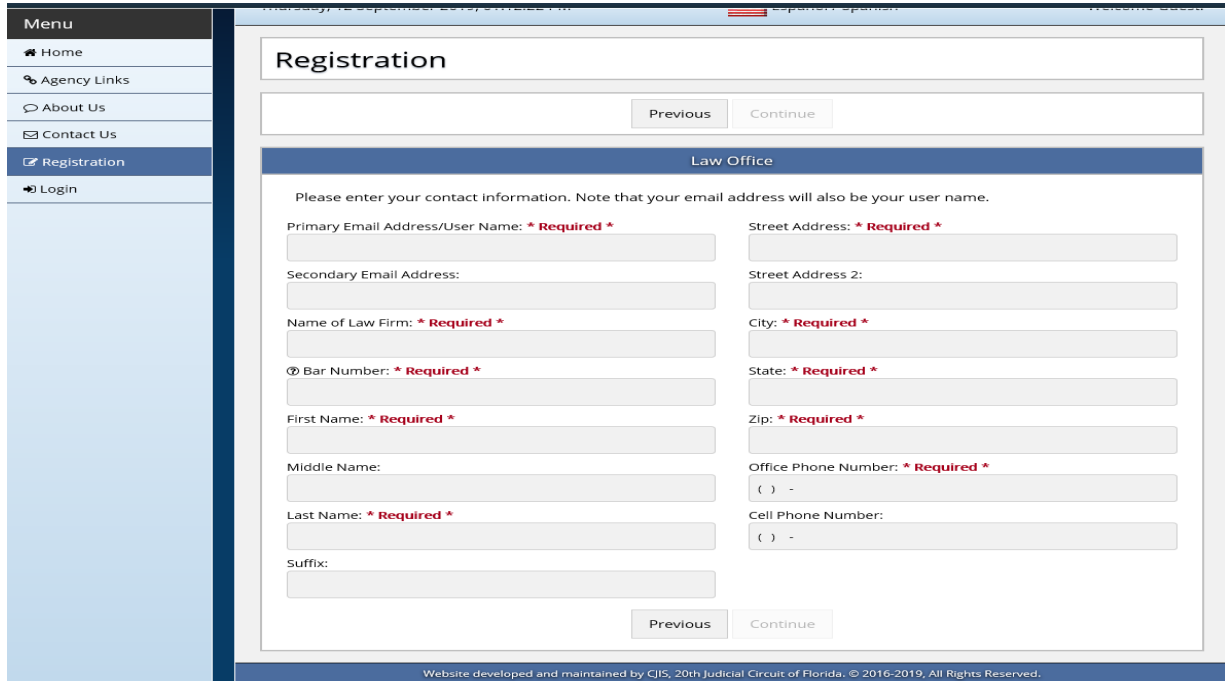
Continue

- d. Click Continue
6. Enter the following information:
 - a. The User’s Primary Email Address (which will be their User Name)
 - b. Secondary Email Address (if applicable)
 - c. Name of the Law Firm
 - d. Their Bar Number
 - e. First name
 - f. Middle Name (if applicable)
 - g. Last name
 - h. Suffix (if applicable)
 - i. Business Street Address
 - j. City
 - k. State
 - l. Zip code
 - m. Office Phone Number

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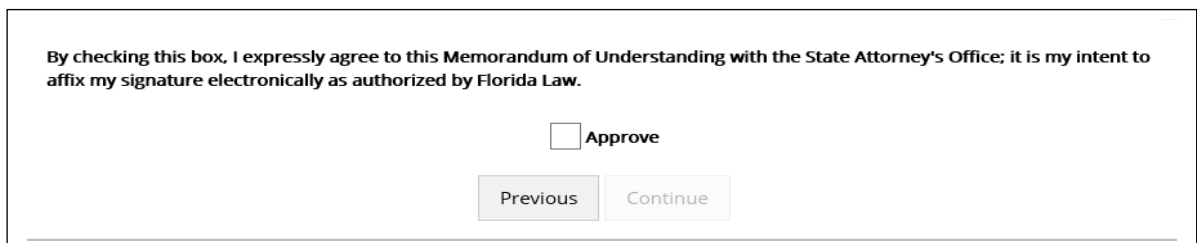
- n. Cell Phone Number (if applicable)
- o. Continue, as shown in Fig. D.

Fig. D



- 7. Read the Memorandum of Understanding (MOU)
 - a. If you agree to those terms click Approve
 - b. Continue, as shown in Fig. E.

Fig. E.

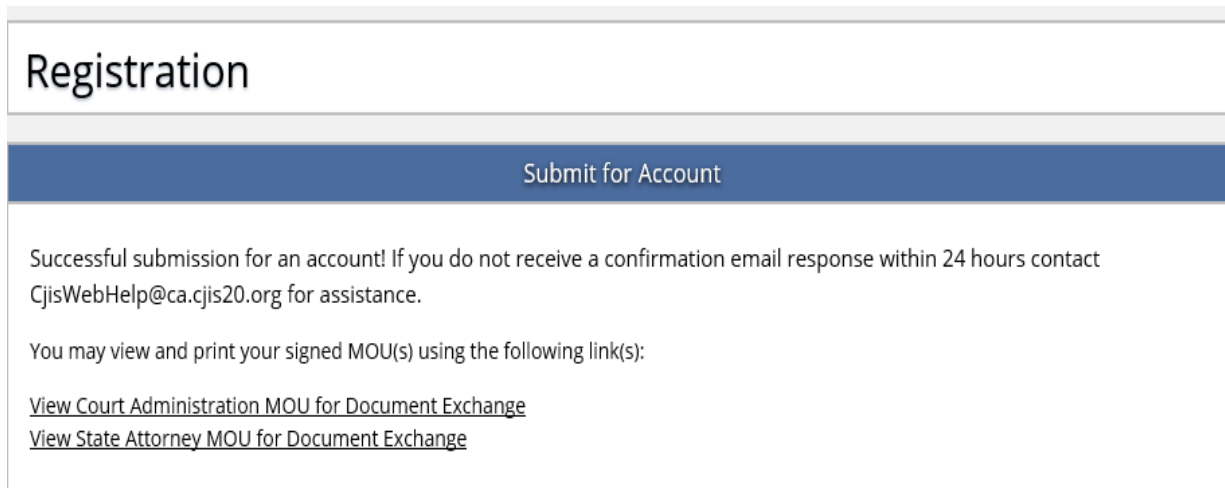


- c. If you do not agree, close the web page.
 - i. The MOU must be agreed to in order for Registration to be completed and in order to utilize the DEP
- d. If there is a second organization then repeat step 7

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8. Review the data for accuracy
 - a. If it is correct, Click Submit
9. If it has an error, Click Previous until you reach the data entry page and correct the error
 - a. Repeat steps 6a – 8
10. The screen will then let you know that your submission was successful, as shown in Fig. F.

Fig. F.



11. If you need a copy of the MOU you signed for each agency you can click on the hyperlink and it will bring up the document with your electronic signature with the data and time.
 - a. You may save the document or print it out for your records
12. You will then receive an email thanking you for registering with the 20th Judicial Circuit, as shown in Fig. G.

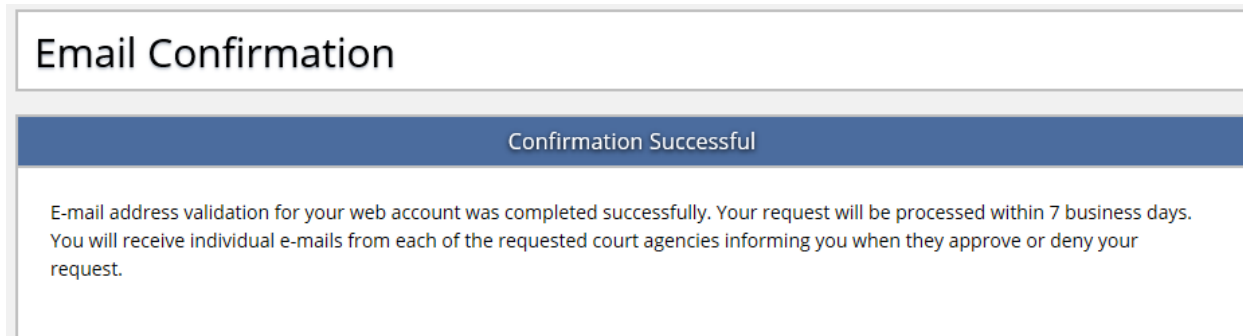
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Fig. G.

Original recipient list: [REDACTED]
.....
20th Judicial Circuit Web Access
.....
Hello [REDACTED]
Thank you for registering with the 20th Judicial Circuit. You must confirm your email address with the link below before registration can continue.
Please click the hyperlink or copy and paste the following email confirmation link into your browser's address bar:
[REDACTED]
To download a copy of your signed MOU(s), please copy and paste the following email confirmation link(s) into your browser's address bar:
Court Administration MOU for Document Exchange Portal: [REDACTED]
State Attorney MOU for Document Exchange Portal: [REDACTED]
This link will expire on 09/20/2019 at 11:31 AM. If you did not make this request, please contact us at CjisWebHelp@ca.cjis20.org
.....
20th Judicial Circuit
CJIS Web Team
1700 Monroe St.
Fort Myers, FL 33901
<http://cjiswebdev12.cjis20.local/LandingPage>

- a. Click the hyperlink as directed in the email
 - i. If you do not, the registration request **will not** forward to the agencies to process
- b. The user will then be directed to a Confirmation Successful page, as shown in Fig. H.

Fig. H.



13. Your account will be sent to the agency/agencies you chose to share data with via the MOU(s) to approve or deny.

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14. Once you are approved, you will receive an email listing all of the access you have been granted similar to what is shown in Fig. I.

Fig. I

Original recipient list: [REDACTED]
On 09/11/2019 you registered for access to one or more of the 20th Judicial Circuit web applications.

You have been approved for the following role(s) from the State Attorney's Office (SA):

- **Document Exchange Portal Download from State Attorney's Office**
- **Document Exchange Portal Upload to State Attorney's Office**

If this is a new account you should have received another email to set your password and finalize account setup.

Here is the link to log in to the website: <https://test.cjis20.org/LandingPage/Account/Login.aspx>

15. If you are denied access, it will give you a reason as to why, as shown in Fig. J.

Fig. J

Original recipient list: [REDACTED]
On 09/13/2019 you registered for access to one or more of the 20th Judicial Circuit web applications.

Court Administrator's Office has **denied access due to: "Does not need Access"**

You may receive another email from the other agencies for websites you requested access to.