



E-Certify User Guide

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Introduction

E-Certify

The Clerk of the Circuit Court & Comptroller, Palm Beach County, offers redacted Electronic Certified Court Documents for purchase on the Clerk's website. Clerk e-Certify is software used by the Clerk of the Circuit Court & Comptroller to generate tamper-proof and self-validating certified copies of Court Records. Clerk e-Certify is accessible from any computer and on any web-enabled smartphone or tablet. Each electronic certified document uses advanced encrypted features to produce a tamper-proof electronic certified document that will include a unique Clerk of Court digital signature. With Clerk e-Certify:

- Users can order and immediately receive certified copies of redacted court records through a secure web portal.
- Recipients at government agencies, public institutions, banks, and other entities can easily authenticate the electronic certificates and confirm that the documents were not altered.
- Parties who receive the eCertified documents from a customer can authenticate them anytime from anywhere using a clickable link on the document's cover page or scanning the QR code on the cover page with their smartphone to authenticate the document online.

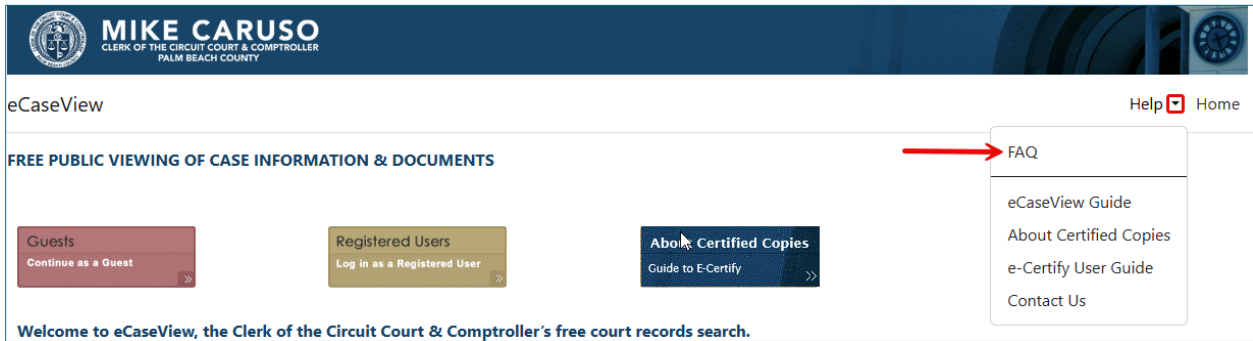
Some records have statutory or court-ordered viewing restrictions and might not be viewable online. The purpose of this document is to provide guidelines for purchasing easy-to-obtain, tamper-proof court documents. Guidelines are also provided on authentication of the certified documents.

Electronic certification is new technology and the Clerk's office is partnering with government agencies and other institutions to educate them on the technology and its benefits, including but not limited to security. Always verify that the agency you are procuring the document for accepts eCertified documents. In the event that the establishment does not accept these documents, you will be required to purchase your certified document(s) in person at our Records Services Department in Room 4.2500 or any one of our branch locations.

NOTE: If you have already procured an electronic copy that was not accepted by an institution, the Clerk's office will provide a manually stamped certified document free of charge.

Frequently Asked Questions

The Clerk of the Circuit Court and Comptroller web site has answers to many [Frequently Asked Questions](#) about eCaseView. If you have a question or need help, please look here and [contact us](#) if you still need help.



The screenshot shows the top portion of the eCaseView website. At the top left is the logo for MIKE CARUSO, CLERK OF THE CIRCUIT COURT & COMPTROLLER, PALM BEACH COUNTY. Below the logo, the text "eCaseView" is displayed on the left, and "Help Home" is on the right. A red arrow points to a dropdown menu that is open, showing the following options: "FAQ", "eCaseView Guide", "About Certified Copies", "e-Certify User Guide", and "Contact Us". Below the navigation bar, the text "FREE PUBLIC VIEWING OF CASE INFORMATION & DOCUMENTS" is centered. Underneath this text are three buttons: "Guests" (with "Continue as a Guest" below it), "Registered Users" (with "Log in as a Registered User" below it), and "About Certified Copies" (with "Guide to E-Certify" below it). At the bottom of the screenshot, a welcome message reads: "Welcome to eCaseView, the Clerk of the Circuit Court & Comptroller's free court records search."

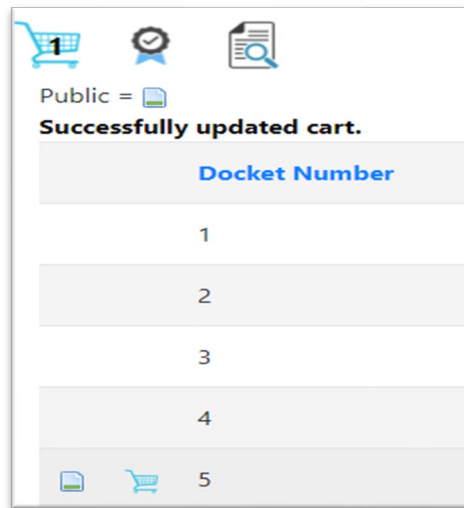
Questions? Need Help?


If you are having access issues, please contact the Clerk of the Circuit Court & Comptroller's office at: eCaseView-Support@mypalmbeachclerk.com

e-Certify

Ordering a Certified Copy of a Document

1. Navigate to the available docket entry with image on the Dockets & Document Tab.
NOTE: Docket entries without an icon have no images available.
2. Click on the shopping cart icon to order a certified image of that document. NOTE: Users may add more than one document to their cart for purchase.
3. When completed, click the shopping cart icon to review all the documents and Proceed to Checkout.



4. The following screen will populate. **NOTE:** Electronic certified copies are \$8 per document, which includes a \$2 statutory fee plus a \$6 service fee. A 3.5% payment processing fee will apply to transactions paid by credit or debit cards, Google Pay, and Apple Pay. Proceed to Checkout.
5. To remove a document from the cart, click the Recycle Bin  icon in the right-most column of the cart list.
6. To go back to the dockets list, click the Return to Dockets button.
7. To check out and complete payment. Click on the Proceed to Checkout button.

DOCUMENT	STATUTORY FEE	SERVICE FEE
CIVIL COVER SHEET Case #: <input type="text"/>	\$2.00	\$8.00

Summary

Order Total \$8.00

* An additional processing fee will apply.

Proceed to Checkout

8. The summary of the transaction screen will display. Enter the required information. Click Proceed to Payment to continue.

NOTE: User must enter a valid email address. Certified Documents will be sent to the email address entered on this form. It is the user's responsibility to review all documents for accuracy, prior to purchase. Refunds will not be issued for duplicate requests or once certification is completed.

NOTE: Recorded items display a book and page number in the docket entry; however, the image will not display the recorded document or recording stamp. If you need to order a certified copy of a recorded document, visit [copies and records research](#).

e-Certify Payment

[Return to Dockets](#)

First Name *

Last Name *

Phone Number *

ORDER SUMMARY

1 item(s) in cart ↓

Item	Fees
Subtotal	\$8.00
Estimated Processing Fees	\$0.28
Order Total	\$8.28

*IMPORTANT: Enter a valid email address. Certified Documents will be sent to the email address entered on this form.

Email *

Confirm email *

*IMPORTANT: It is the users' responsibility to review all documents for accuracy, prior to purchase. Refunds will not be issued for duplicate requests or once certification is completed.

You are almost done! By pressing the "Proceed to payment" button, you are leaving this website and will be securely connected to the payment provider site to complete the payment.

Proceed to payment

Frequently Asked Questions

What payment methods can I use? ▼

What if I am not the cardholder? ▼

Will I receive a confirmation of my transaction? ▼

What if I have questions or concerns regarding a transaction? ▼

- Enter the required Payment Information and click Continue. **NOTE:** Users may cancel payment by selecting the Cancel Payment button.

Payment Information

Clerk E-Certify : \$8.00

Cancel Payment

Payments made online cannot be canceled or refunded and may take up to 2 business days to process and applied to your account.

By clicking continue you agree to be bound by all applicable terms and conditions. This agreement may be modified at any time, with or without notice.

You agree that by using this E-Commerce product after any such modification, you will be deemed to have reviewed, agreed to and accepted any applicable modifications to our terms.

Contact Information

Email

Billing address

Country

Address2

City

State

Continue

10. The Payment Method window displays. Select the applicable Payment Method to complete the transaction. Users may pay using the following methods:
- Credit Card
 - Debit Card
 - Google Pay
 - Apple Pay (This option will only display on a supported device.)

The screenshot shows a two-pane interface. The left pane, titled "Payment Information", displays a summary of charges: Clerk E-Certify (\$8.00), Service Fee 3.5% (\$0.28), and a Total Payment of \$8.28. Below this is the "Contact Info and Billing address" section with fields for Email, Phone, and Address, and an "Edit" button. A "Cancel Payment" button is at the bottom. The right pane, titled "Payment Method", shows a dropdown menu with "Credit Card" selected. It contains input fields for Card number (1111 2222 3333 4444), Expiry date (MM/YY), CVC / CVV (123), and Cardholder name (J. Smith). A large blue button labeled "Pay with Credit Card" is prominent, with a "Google Pay" option below it.

11. The payment confirmation window will display once the payment successfully completes.
(The Payment Information will update based on payment selection made.)

The screenshot shows the "Payment successfully completed" confirmation screen. The left pane, "Payment Information", is updated to show a Total Payment of \$16.56, including Clerk E-Certify (\$16.00) and a Variable Fee 3.5% (\$0.56). The "Contact Info and Billing address" section remains visible. A "Return" button is located in the top right of the main content area. The footer contains the CIVITEK logo, "Citizen Solutions", and logos for VISA, MasterCard, American Express, and Discover. It also includes a "SAFE" logo and copyright information for MyPaymentPortal.com.

Certified Documents

**Clerk of the Circuit Court & Comptroller
Palm Beach County**
Electronically Certified Court Record

This is an electronically certified Court Record from Clerk of the Circuit Court & Comptroller, Palm Beach County.
You are receiving this message because you have requested a certified copy of the case docket 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.

Certified Court Document(s):

Case No	Docket Description	Unique Code	Certified Document
502025	QUALIFIED DOM :XXXANBRELAIONS ORDER		Click here...

A certified copy of a court record will include a cover page with document information. The cover page includes steps to verify the certified document using the generate QR code and linked website.



Electronically Certified Court Record

This is to certify that this is a true and correct copy of the original document, which may have redactions as required by law.

DOCUMENT INFORMATION

Agency Name:	Clerk of the Circuit Court & Comptroller, Palm Beach County
Clerk of the Circuit Court:	The Honorable Michael A. Caruso
Date Issued:	3/5/2026 8:08:19 AM
Unique Reference Number:	[REDACTED]
Case Number:	502026 XXXMB
Case Docket:	NOTICE OF HEARING
Requesting Party Code:	[REDACTED]

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 Michael A. Caruso, Clerk of the Circuit Court & Comptroller, Palm Beach County, 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 Clerk of the Circuit Court & Comptroller, Palm Beach County. The document may have redactions as required by law.

HOW TO VERIFY THIS DOCUMENT

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. To view the tamper-evident seal and verify the certifier's digital signature, open this document with Adobe Reader software. Instructions for verifying this instrument are available [for customers in the USA and Canada](#) and [for customers in other countries](#).

**The web address shown above contains an embedded link to the verification page for this particular document.



