

# Hillsborough County Clerk of Court & Comptroller eCertify for Court Records and Official Records User Guide



Clerk eCertify provides customers with self-validating, tamper evident, electronically certified court records online at any time. Customers with an email address can go online and purchase electronically certified records and have them delivered as secured PDF formatted documents via email.

Parties who receive an eCertified documents from a customer can authenticate them using the clickable link on the cover page of the document or scanning the QR code on the cover page with a smart phone.

Effective April 11, 2022 The Hillsborough County Clerk and Comptroller has a new official seal that will be placed on each e-certified document. E-certified documents purchased prior to April 11, 2022 are still valid.

New official seal effective April 11, 2022

Official Seal prior to April 11, 2022



Some records have viewing restrictions and may not be accessible online.

Click on either the Courts Records and Official Records User Guide links below based on the type of record you need:

**[eCertify for Court Records User Guide](#)**

**[eCertify to Official Records User Guide](#)**

# Using eCertify to order electronically 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 or their related document images such as Family Law, Probate, and Juvenile.

Some records have viewing restrictions and may not be accessible online. [Click here for additional details.](#)

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



The Florida Supreme Court has authorized the Hillsborough County Clerk of Court and Comptroller, 13th Judicial Circuit to provide electronic viewing to many court records, indexes and dockets as well as non-confidential document images through this website. Pursuant to Florida Rules of Judicial Administration, access to all electronic and other court records shall be governed by the [Standards for Access to Electronic Court Records and Access Security Matrix](#).

Search Court Records by:

Case Number Uniform Case Number	Citation Number	Party or Business Name	Date Range/ Court Type / Case Type	Court Date
Register to be a Hover User	View New Case Listing Public Data Files	View High Profile Cases	View/ Non-Criminal Sealing Order	FAQ's, Text Messages, eCertify and General Information



[Click here for browser requirements](#)

Log In

User Name \*

Password \*

- Remember my User Name
- [Register](#)
- [Forgot User Name](#)
- [Forgot Password](#)
- [Change Password](#)

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

## eCertify instructions (continued)

### Case Search Screen

**Step 4:** Enter a case number and select Court Type from drop down menu. Click on the **Search** button.

HOVER Home Case Search Validate Certified Document Log in

### Case Search

Search by Case Number  
Uniform Case Number

Search by Citation Number Search by Party or Business Name Search by a date range / court type / case type Search Court Date


County Designator: 29 Year (Last 2 digits): 14 Court Type: CF - Circuit Criminal / Felony Number: 3105 Party Designator: ALL Location: HC **Search**

\* Indicates required field

Court Types		
AF – Administrative File	CP – Probate / Guardianship	NB – County Civil Notice of Bond
CA – Circuit Civil	CJ – Juvenile Delinquency	PK – Parking Ticket not issued by Law Enforcement
CC – County Civil / Small Claims	CZ – County Civil Certificate of Compliance	PN – Pre- Need Guardianship
CF – Circuit Criminal / Felony	DP – Juvenile Dependency	PP – County Civil Towing and Storage
CL – County Civil Claim of Lien	DR – Domestic Relations / Family Law	TJ – County Civil Transfer of Judgment
CM – County Criminal / Misdemeanor	IN – Civil Infraction	TR – Civil Traffic
CT – Criminal Traffic	MH – Mental Health	SW – Search Warrant not attached to filed case
WD – Will on Deposit		

## eCertify instructions (continued)

### Case Search Results

 **Search Results**



To view case information and images properly HOVER requires your internet browser to allow pop ups from this site.

Filter Cases:  All  Open / Reopen  Closed

Show  entries

Cart is empty








Search:

Case Options & Payment	View	Case Number	Citation	Case Style	Case Status	Filed	Case Type
		14-CF-003105-A		STATE OF FLORIDA VS FOLSOM, CHRISTINA RENE Defendant Birth Date: 09/14/1994	CLOSED	2014-03-02	FELONY

Showing 1 to 1 of 1 entries


Previous  Next

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-  Displays additional case information
-  Displays detailed Case Information Page and Images, as available
-  Generates Case Summary Report. No Images available
-  Click to pay fees and fines on the case. (Fees can only be paid in full)
-  Click to submit Proof of compliance (i.e. valid Registration, valid Florida Driver License, Valid Auto Insurance)
-  Click to Request a Court Date
-  Click to Submit School Certificate

**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 tab. 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

#### Icon Keys

-  Indicates document is ready to be viewed
-  Displays additional event information
-  Indicates document needs redaction review prior to public viewing
-  Indicates document is undergoing redaction
-  Indicates document is sealed by the Court Order or Confidential by Court rule. Image cannot be viewed
-  Click to purchase electronically certified copies of documents
-  Image Pending Review
- If No Image Appears there is either no image available or document has not been converted to electronic image.

## eCertify instructions (continued)

### List of Event Descriptions on a Case

Select	Document Index	Clock-In Event Date	Event Description	Comment	Image	Certify
	22	02/26/2021	PAPER CASE FILE DESTROYED - DIGITIZED	Paper document converted to electronic image(s) destroyed per requirements set forth in Rules of Judicial Administration 2.525(c)(2)(B); (c)(2)(F), and (c)(4)		
	21	01/06/2021	CASE FILE IMAGED AND VERIFIED AS OF THIS DATE	1		
	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		

**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 Shopping Cart 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 your purchase. [X]

List of Documents to Certify

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

First Name \* [Please enter First Name] Last Name \* [Please enter Last Name]

Phone \* [Please enter Telephone Number] Email Address \* [Please enter E-Mail Address] Confirm Email Address \* [Please confirm E-Mail Address]

\* Indicates required field

Purchase Certified Documents [Continue Shopping]

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:

13	08/29/2018	MOTION TO TERMINATE PROBATION	PRO SE	[Document Icon]	[Redaction Icon]
14	08/29/2018	NOTICE OF HEARING	PRO SE MOTION TO TERM 9-4-18 @ 2:30PM JUDGE BARBER DIV D	[Document Icon]	[Redaction Icon]

Showing 1 to 10 of 128 entries (filtered from 0 total entries)

Previous [1] 2 3 4 5 ... 13 Next

[Document Icon] Indicates document is ready to be viewed

[Down Arrow Icon] Displays additional event information

[Redaction Icon] Indicates document needs redaction review prior to public viewing

[Redaction Icon] Indicates document is undergoing redaction

[Sealed Document Icon] Indicates document is sealed by the Court Order or Confidential by Court rule. Image cannot be viewed

[Shopping Cart Icon] Click to purchase electronically certified copies of documents

[Pending Review Icon] Image Pending Review

If No Image Appears there is either no image available or document has not been converted to electronic image.

[X] Exit Case Details

## 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
<b>Total</b>							<b>\$48.00 *</b>

\* Credit card payment required. Review all documents before proceeding.

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. Your e-certified document(s) will be sent to the e-mail address provided in this section.*

## 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 lists: 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 a Country dropdown (United States), Address Line 1 and 2, City, State / Province / Region dropdown (Select State), Zip, Phone, and Email. At the bottom, there are two buttons: 'Cancel' on the left and 'Continue' on the right, both of which 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**. The information entered under the Billing Information section is for billing and delivery of the receipt for this purchase only; not for the delivery of documents. (See note under Step 9)

*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

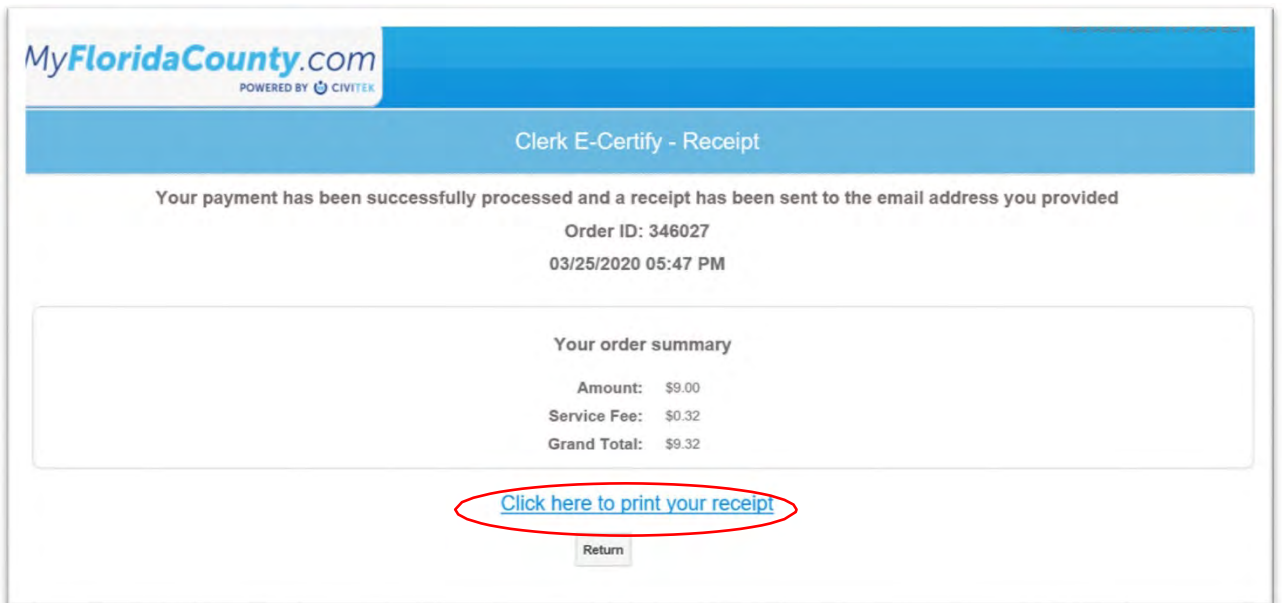
The screenshot shows the 'MyFloridaCounty.com' Clerk E-Certify Confirmation and Billing Screen. The header includes the MyFloridaCounty.com logo and 'POWERED BY CIVITEK'. Below the header is a blue bar with 'Clerk E-Certify'. A message reads: 'Please review the information below and click continue to make payment'. The screen is divided into three sections: 'Your order summary', 'Credit Card Information', and 'Billing Information'. The 'Your order summary' section lists: Amount: \$9.00, Service Fee: \$0.32, and Total: \$9.32. The 'Credit Card Information' section lists: VISA:\*\*\*\*\*1111, Daffy Duckster, Expires:10/2024. The 'Billing Information' section lists: 601 Duckster Lane, Tampa, FL- 33602, 813-276-2029, michael.collins@hillsclerk.com. At the bottom, there are two buttons: 'Back' on the left and 'Submit' on the right, both of which are 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:

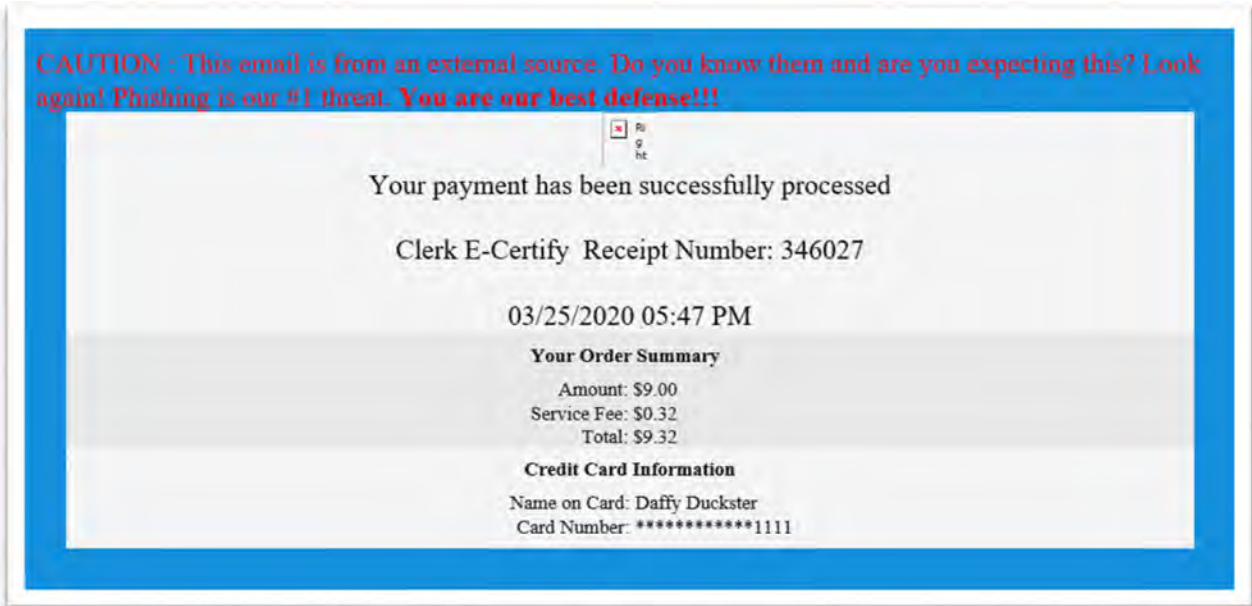


You can print your receipt from this screen, using **Click here to print your receipt**, which will open in a new browser window formatted for printing. You will also receive two emails to the email address that you entered: one with your payment receipt from MyFloridaCounty, and one with the certified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

**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



**HOVER:**

*Hillsborough Online Viewing of Electronic Records*

**Equity. Transparency. Independence.**



**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.**

Case Number	Document Description	Unique Code	Document
22-CA-000055	General Differentiated Case Management Order	CAA-FAI-BCAFH-ECBIFDAIBGBHJACFCCCI-DGEHBC-I	<a href="#">Click to open document</a>

**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](#).

## 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.



### Electronically Certified Court Record

This is to certify that this is a redacted copy of the original on file in this office.

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<b>DOCUMENT INFORMATION</b>	
Agency Name:	Hillsborough County Clerk of the Circuit Court
Clerk of the Circuit Court:	The Honorable Cindy Stuart
Date Issued:	4/11/2022 12:18:46 PM
Unique Reference Number:	CAA-FAI-BCAFH-CHDIJACAEIAFAHDEFFE-DGECBJ-F
Case Number:	[REDACTED]
Case Docket:	E-FILED SUMMONS ISSUED
Requesting Party Code:	508
Requesting Party Reference:	AG20221811121834

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**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 Cindy Stuart, 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://Verify.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) 276-5100, extension 4347  
Email: HOVER@hillsclerk.com



## **eCertify instructions (continued)**

### **Support**

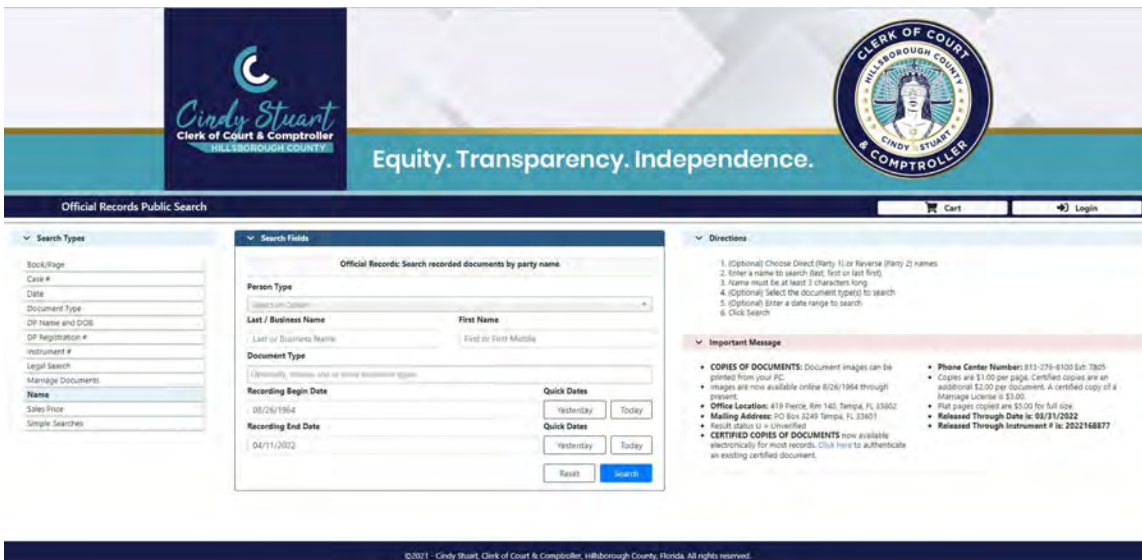
If you have difficulty or concerns with your eCertify transaction that are not answered in this guide, please email Clerk eCertify support at [HOVER@hillsclerk.com](mailto:HOVER@hillsclerk.com) for assistance. Please make sure to include screen captures of any error messages that you are receiving in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

# Using eCertify to order electronically certified official records

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

## Start searching

Open the Official Records Index at <https://pubrec6.hillsclerk.com/ORIPublicAccess/customSearch.html> .

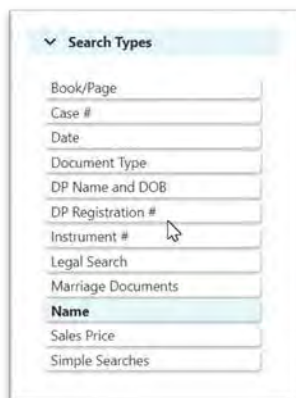


If a user is registered and wants to login, enter login credentials.



Anonymous or unregistered users do not need to login but will not be able to view records with statutory or court-ordered viewing restrictions. If you feel you will need access to those record types, please read about our [Official Records Web Subscription Service](#).

## What are Official Records and what types of online searches are available?



A wide range of search types of the Hillsborough County Official Records Index are available to our customers. This guide will not instruct you on how to use every search type, but will cover those most likely to be helpful for our customers who do not use the Index frequently.

Please note that if you are looking for *court records* from Circuit and County Court in Hillsborough County (such as traffic citations, criminal cases, evictions, divorces, lawsuits, child support, and adoptions, for example), those can be viewed and purchased using our [HOVER portal](#). The Index contains records that are classified as *official records* (such as marriage records, property deeds, notices of commencement, easements, certified judgments, and liens, to name a few). The Clerk *does not* maintain Federal Court records, which include bankruptcies.

## eCertify instructions (continued)

Once you find the official record that you seek in our online Index, you can view it, print it and/or purchase an electronically certified copy of it 24 hours a day, 365 days a year. The Official Records Index is optimized for customers using the Google Chrome browser.

### Name Searches

The screenshot shows a web form titled "Search Fields" with a sub-header "Official Records: Search recorded documents by party name". It includes a "Person Type" dropdown menu, two text input fields for "Last / Business Name" and "First Name", a "Document Type" dropdown, and date selection fields for "Recording Begin Date" and "Recording End Date" with "Quick Dates" buttons for "Yesterday" and "Today". A "Reset" button and a blue "Search" button are at the bottom.

This screenshot is similar to the previous one but shows the "Person Type" dropdown menu open, displaying two options: "Direct Party" and "Reverse Party". A mouse cursor is pointing at the "Direct Party" option. The rest of the form fields and buttons are the same as in the previous screenshot.

Name searches allow you to search the Index for records that contain a specific person's name who would be listed on the record. You can also search for a business name and a date range for the document(s) (when they would have been recorded).

*Please note that the broader the date range, the more results you might get, and results exceeding 5,000 records will not be delivered to you; you will be required to narrow your date range or other criteria to reduce the amount of results to less than 5,000 records.*

### Marriage Document Searches

The screenshot shows a web form titled "Search Fields" with a sub-header "Official Records: Search recorded documents for marriage records". It includes two text input fields for "Last / Business Name" and "First Name", and date selection fields for "Recording Begin Date" and "Recording End Date" with "Quick Dates" buttons for "Yesterday" and "Today". A "Reset" button and a blue "Search" button are at the bottom.

Marriage document searches let you search just for marriage records using a specific person's name. Please note that marriage records do not contain divorce records; divorce records are court records, not official records.

## eCertify instructions (continued)

### Document Type Searches

Official Records: Search recorded documents by document type

**Document Type**  
Optionally, choose one or more document types

**Recording Begin Date** **Quick Dates**  
01/13/2020 Yesterday Today

**Recording End Date** **Quick Dates**  
10/28/2020 Yesterday Today

Reset Search

Official Records: Search recorded documents by document type

**Document Type**

- (AFF) AFFIDAVIT
- (AGR) AGREEMENT
- (AGD) AGREEMENT AND/OR CONTRACT FOR DEED
- (ASG) ASSIGNMENT
- (ASINT) ASSIGNMENT OF INTEREST
- (ASGT) ASSIGNMENT/TAXES
- (BND) BOND
- (CTF) CERTIFICATE
- (CC) CERTIFIED COPY OF A COURT JUDGMENT
- (CND) DECLARATION OF CONDOMINIUM

Document type searches let you search for a specific record type that was recorded during a specified time period.

### Search Results and Selecting Documents

Once you have set your criteria, and submitted your search, you will get results that may look like these:

Row	Status	Action	Name	Cross-Party Name	Recording Date	Doc Type	Book	Page	Legal Description	Instrument #
1			ASHMORE STEVEN	SMITH STEVEN WILLIAM	2020-10-21	(JUD) JUDGMENT				2020436111
2			STANWARD HOSIOLIC OF FLORIDA	SMITH STEVEN ROBERT	2020-10-09	(INOC) NOTICE OF COMMENCEMENT			L 6 B 4 CEDROBA RANCH PARCELS	2020417219
3			FLORIDA STATE	SMITH STEVEN C	2020-09-04	(CC) CERTIFIED COPY OF A COURT JUDGMENT	18-CF-009289-A			2020363272
4			FLORIDA STATE	SMITH STEVEN C	2020-09-03	(JUD) JUDGMENT	18-CF-009289			2020362965
5			LENVIA HOMES LLC	SMITH STEVEN	2020-08-31	(TER) TERMINATION	OR BK 27204 PG 1021			2020356121
6			ST JOSEPHS HOSPITAL INC	SMITH STEVEN J	2020-08-25	(REL) RELEASE	CL# 201952691			2020346797
7			LENVIA HOMES LLC	SMITH STEVEN ROBERT	2020-07-31	(INOC) NOTICE OF COMMENCEMENT	L 34 BAYOU PASS PH 3B			2020311762
8			LENVIA HOMES LLC	SMITH STEVEN ROBERT	2020-07-31	(INOC) NOTICE OF COMMENCEMENT	L 33 BAYOU PASS PH 3B			2020311761
9			ASHMORE STEVEN	SMITH STEVEN WILLIAM	2020-06-30	(JUD) JUDGMENT	20-CC-028431			2020268905
10			LENVIA HOMES LLC	SMITH STEVEN	2020-06-11	(INOC) NOTICE OF COMMENCEMENT	L 17 B 36 CYPRESS MILL PAR J PH 1B			2020238333
11			LENVIA HOMES LLC	SMITH STEVEN	2020-06-11	(INOC) NOTICE OF COMMENCEMENT	L 19 B 36 CYPRESS MILL PAR J PH 1B			2020238331
12			LENVIA HOMES LLC	SMITH STEVEN	2020-06-11	(INOC) NOTICE OF COMMENCEMENT	L 20 B 36 CYPRESS MILL PAR J PH 1B			2020238330
13			LENVIA HOMES LLC	SMITH STEVEN	2020-06-08	(INOC) NOTICE OF COMMENCEMENT	L 12 B A AYERSWORTH GLEN PH 5			2020230300
14			US BANK NA TRU	SMITH STEVEN CHARLES	2020-04-30	(REL) RELEASE	OR BK 16333 PG 297			2020181603
15			MERS NOM	SMITH STEVEN R	2020-04-20	(REL) RELEASE	OR BK 22540 PG 99			2020167266
16			FEDERAL NATIONAL MORTGAGE ASSOCIATION	SMITH STEVEN S SMITH STEVEN R	2020-04-16	(CP) COURT PAPER	19-CA-002181			2020163357

This example shows name search results, displaying two party names (if there are more than one), the recording date, the document type, legal description (if any), and instrument number.

Select the first document that you want to purchase by clicking on the hyperlinked name in the first Name column:

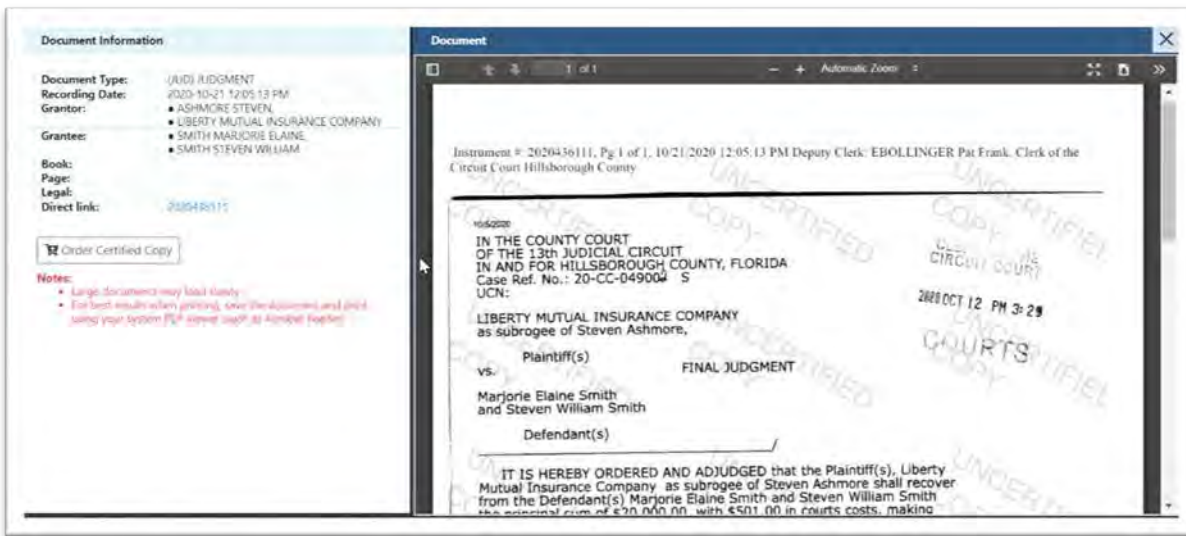


## eCertify instructions (continued)

1	U		ASHMORE STEVEN	SMITH STEVEN WILLIAM	2020-10-21	(JUD) JUDGMENT
2			STANDARD PACIFIC OF	SMITH STEVEN ROBERT	2020-10-09	(NOC) NOTICE OF COMMENCEMENT

*NOTE: that you might have to allow pop ups for hillsclerk.com, if you have pop up blockers enabled for your browser.*

A new layer or pop up will appear with a preview of this record, so that you can see if this is the document you want to purchase:



*NOTE: large documents may load slowly in the preview window.*

## Printing uncertified documents and purchasing electronically certified documents

From this preview screen, you can:

- Download an uncertified copy of the document
- Order an electronically certified copy of the document
- Close the screen and return to the search results

If you download the uncertified copy, it will look just as you see it in the preview, with “UNCERTIFIED COPY” all over the background of every page. If you just need to view information on the document, this may be your best option.

*NOTE: Please download the document to your computer and print it from where you saved it on your computer, not from this preview screen, or you will get errors.*

If you want a copy of the record without the watermarks and/or you need a certified copy, then please click on the **Order Certified Copy** button.



## eCertify instructions (continued)

Clicking the button will cause it to pulse green two times, then turn steady white and change to the button confirming that this document is in your eCertify shopping cart:



Click on the “X” in the upper right corner of the document preview screen to close it and go back to your search results. You will now see that the shopping cart icon next to the document that you just adding to your eCertify shopping cart has changed from a green shopping cart icon to a green check mark:

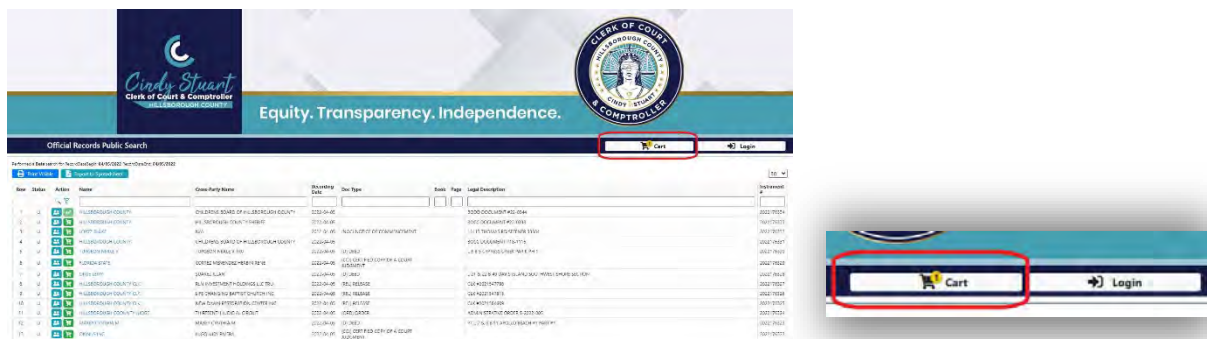
Row	Status	Action	Name	Cross-Party Name
			<input type="text"/>	<input type="text"/>
1	U		ASHMORE STEVEN	SMITH STEVEN V
2			STANDARD PACIFIC OF FLORIDA	SMITH STEVEN R
3			Add to cart to purchase a certified copy of STEVEN C	
4			FLORIDA STATE	SMITH STEVEN C
5			LENNAR HOMES LLC	SMITH STEVEN

You can continue to preview other documents in your search results and add them to your shopping cart, or you can start new searches and add documents from those into your shopping cart. New or inexperienced users are strongly encouraged to preview each document before purchasing, because **all eCertify purchases are non-refundable.**

*POWER USER TIP: If you know exactly what documents you want and do not need to preview them to be certain you are selecting the correct document, just click on the green shopping cart icon from the search results to add your documents quickly for purchase.*

## All done shopping and ready to review what is in your shopping cart

Once you have selected all of the documents that you want to purchase for eCertifying in this session, regardless of what screen (non-preview) you are currently on in the Index, you will see in the upper right corner a **Cart** button with a number showing the number of documents you have placed in it for purchase. In this example, one document is in the cart.



Click on the **Cart** button to start the payment process.

## eCertify instructions (continued)

Action	Instrument #	Document	Pages	Per Page Cost	Clerk Fee	eCertify Fee	Sub-Total
	2020460111	(JUD) JUDGMENT	1	\$1.00	\$2.00	\$6.00	\$9.00

\* Please note that an additional credit card fee of 3.5% will be added to this sub-total by our payment processor.

Review all documents in your shopping cart prior to purchase as **no refunds will be issued once payment is made**. Please make sure your email address is correctly entered, as your document download links will be sent to this email address.

First Name \*      Last Name \*

Phone Number \*      Email Address \*      Confirm Email Address \*

555-555-5555

\* indicates a required field.

Checking out will leave our website and load our payment processor's website where you can complete your purchase.

[Check Out](#)

The shopping cart will list all of the documents you have added to it. It lists the number of pages for each document and details all\* of the fees that will be collected before it is sent to the credit card payment processor.

***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 document and are charged accordingly. Individual page purchases can be made in person or by mail.*

*\*The credit card payment processor charges a 3.5% fee on the sub-total shown above.*

**PLEASE NOTE:** **No refunds will be issued once payment is made.**

It is very important that you check this list of documents you are purchasing to make sure that you have added the correct documents to this cart. You are responsible for any errors in your purchase, and will not be able to get a refund if you have made a mistake. If you want to remove one or more documents from the shopping cart, you can click on the blue trash can button next the document to delete it.



If you do not want to go through with your purchase at all at this time, just click the “X” at the top right of the screen and close the shopping cart.

If you do want to continue with your purchase, you will have another opportunity to halt this transaction before your payment method is actually charged by the payment processor.

### Pay for the purchases

Please fill in your billing name and address, your preferred contact phone number, and the email address that you want the electronically certified documents to be delivered to.

## eCertify instructions (continued)

Action	Instrument #	Document	Pages	Per Page Cost	Clerk Fee	eCertify Fee	Sub-Total
	2024060111	JUDICIAL JUDGMENT	1	\$1.00	\$2.00	\$6.00	\$9.00
							<b>Sub-Total:</b> \$9.00

\* Please note that an additional credit card fee of 3.5% will be added to this sub-total by our payment processor.

Review all documents in your shopping cart prior to purchase as **no refunds will be issued once payment is made**. Please make sure your email address is correctly entered, as your document download links will be sent to this email address.

First Name \* Hills Last Name \* Clerk  
Phone Number \* 555-555-5555 Email Address \* noreply@hillsclerk.com Confirm Email Address \* noreply@hillsclerk.com

Checking out will leave our website and load our payment processor's website where you can complete your purchase. [Check Out](#)

**IMPORTANT:** Verify that you have correctly entered the email address that you want to receive the electronic documents at. If you enter this incorrectly, then you will not receive the documents. The documents are delivered via an email with download links for the documents. You want to make sure to add **E\_certify@hillsclerk.com** to your address book or as a safe sender, or to check your junk/spam mail if you do not receive the email after purchase.

Click the blue **Check Out** button in the lower right corner of the shopping cart.

**NOTE:** Clicking **Check Out** will take you to a different website for the payment processor used by the Clerk, which is called MyFloridaCounty.

MyFloridaCounty.com  
POWERED BY CIVITEK

Clerk eCertify - OfficialRecords

**Your order summary**  
Amount: \$9.00  
Service Fee: \$0.32  
Grand Total: \$9.32

**Billing Information**  
Country: United States  
Address Line 1  
Address Line 2  
City  
State / Province / Region: Select State  
Zip  
Phone  
Email

**Credit Card Information**  
Name on Card  
Card Number  
Expires (MM / YY)  
CVV

[Cancel](#) [Continue](#)

Privacy Policy | Terms of Service | State License Notices Disclosures | Accessibility Policy  
About MyFloridaCounty.com  
CIVITEK Citizen Solutions  
Credit Card SAFE

The MyFloridaCounty payment processor screen will ask you for the billing information again. The information you entered on the earlier screen was so that the Clerk could deliver your order to you. MyFloridaCounty needs the information so that they can verify and process your payment.

You will see your order summary (circled in red in this sample above) showing the sub-total from the Clerk's shopping cart and the service fee of 3.5% applied to the sub-total by the payment processor. The Grand Total is the amount that your payment method will be charged. The Clerk will not see any of the payment method information

## eCertify instructions (continued)

that you enter; this is all handled securely by the payment processor. Please note that the email address you enter here is to receive a payment receipt from MyFloridaCounty (please verify that you have entered it correctly to ensure its delivery to you). Once you finish entering your payment and billing information, click the blue **Continue** button in the lower right corner.

MyFloridaCounty.com  
POWERED BY CIVILIC

Clerk E-Certify for Official Records

Please review the information below and click continue to make payment

Your order summary	
Amount:	\$9.00
Service Fee:	\$0.52
Total:	\$9.52

Back

**Submit**

**Credit Card Information**

VISA \*\*\*\*\*1111  
Duffy Duckard  
Expires 10/2024

**Billing Information**

801 Duckster Lane  
Tampa, FL 33602  
813-276-2029  
michael.cofino@floridacounty.com

The Confirmation and Billing Screen opens. This is your last chance to back out of the transaction, which you can do by pressing the **Back** button. If you are ready to complete your order and pay, click **Submit** to make the payment.

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

MyFloridaCounty.com  
POWERED BY CIVILIC

Clerk E-Certify for Official Records

Your payment has been successfully processed and a receipt has been sent to the email address you provided

Order ID: 346027  
03/25/2020 05:47 PM

Your order summary	
Amount:	\$9.00
Service Fee:	\$0.52
Grand Total:	\$9.52

[Click here to print your receipt!](#)

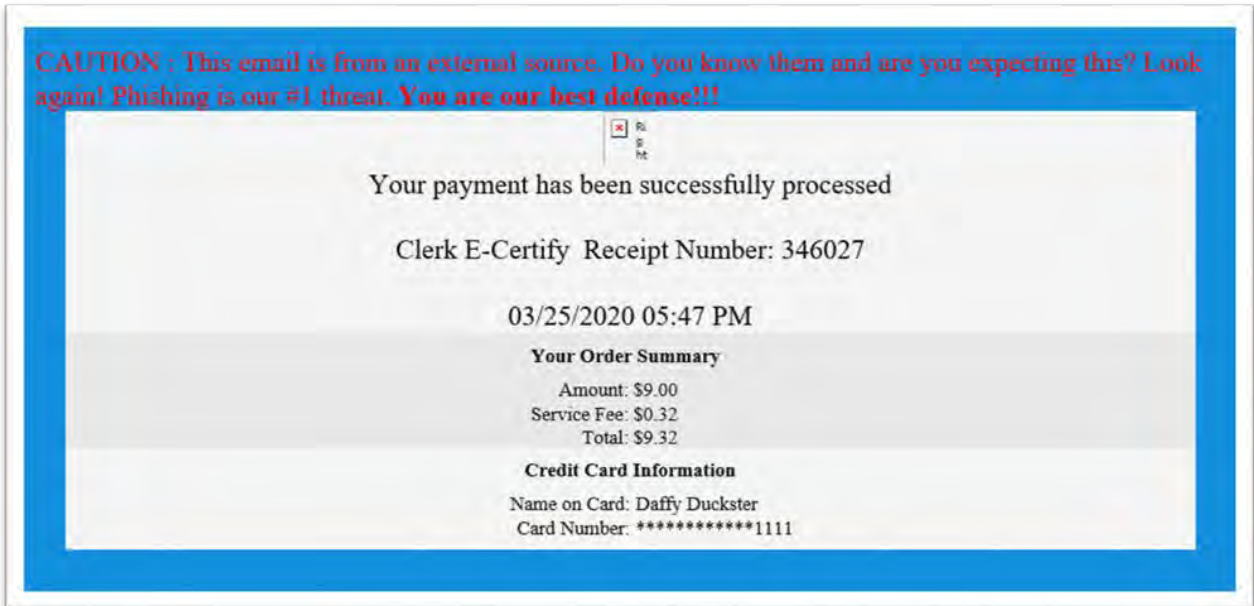
Return

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.

**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 the documents you 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. It usually arrives within a minute after the MyFloridaCounty receipt email.



**Hillsborough County Clerk of Court & Comptroller**

**Electronically Certified Official Record**

This is an electronically certified Official Record from Hillsborough County Clerk of Court & Comptroller. You are receiving this message because you have requested a certified copy of and official record 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.**

Certification ID	Document Type	Unique Code	Document
997692de-bdad-4f7c-a8ff-f3a45623ef52	93880307825370276863	93880307825370276863	<a href="#">Click to open document</a>

**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.



## **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 for Official Records support at [servicedesk@hillsclerk.com](mailto: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.

# What types of Electronic Court Documents are available Online?

Below is a summary of the type of electronic court documents that are available for access online.

		Case Types										
		Circuit Civil	County Civil	Family Law (Including Divorce Records)	Domestic Violence **	Probate	Guardianship	Mental Health	Juvenile Delinquency**	Juvenile Dependency and Adoption	Circuit Criminal (Felony) **	Traffic and Misdemeanor
User Roles	Attorney Of Record <sup>1</sup>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Pro Se User <sup>2</sup>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Registered User <sup>3</sup>	✓	✓	✓	✓	✓	✗	✗	✗	✗	✓	✓
	Anonymous <sup>4</sup>	✓	✓	✗	✗	✗	✗	✗	✗	✗	✓	✓



**Able to access documents**



**Not able to access documents**

1. Attorney of Record Users can view the name index, progress docket and un-redacted images on cases in which they appear as the active attorney of record, unless the images have been made confidential by court rule or order. The Attorney of Record User role also allows access to non-confidential/sealed name indexes, progress dockets and redacted images for cases in which the attorney is not the active attorney of record. Effective March 22, 2019 the Clerk of the Circuit Court will terminate the appearance of an attorney of record pursuant to the directions provided under FRGPJA 2.505 (f)(3).

2. Pro Se Users can view the name index, progress docket and un-redacted images on cases in which they appear as pro-se (not represented by an attorney), unless the images have been made confidential by court rule or order. The Pro Se user role also allows access to non-confidential/non-sealed name indexes, progress dockets and redacted images for cases in which the viewer is not a self-represented litigant (pro se) on the case.

3. Registered Users may view non-confidential/sealed name indexes, progress dockets and redacted images for cases.

4. Anonymous users may view non-confidential/sealed name indexes, progress dockets and redacted images for cases except Family Law, Probate and Juvenile cases.

\*\*Note: Images for some criminal and civil cases involving sexual abuse may not be viewable remotely due to sensitive nature of cases and redaction processes. If no images appear on the Events or Judgments tab, you will need to visit our office in person for viewing.