

## **JAC's MyClerks Instructions**

**(MyClerks is JAC's online portal for the Judicial Circuits' Court-Appointed Registries)**

### **To Add an Attorney and Case Type(s) to your circuit's Registry:**

1. Click "Update Circuit Registry."
2. Enter the Attorney's Florida Bar Identification number (Bar ID). Then, click "Show Attorney."
3. Select the appropriate county(ies). To select multiple case types at one time, hold the control ("Ctrl") button on your keyboard as you make the selections.
4. Select the appropriate court type. Please note that the default for this option is "All court types."
5. Select the appropriate case type(s). To select multiple case types at one time, hold the control ("Ctrl") button on your keyboard as you make the selections.
6. Enter the start date (effective date).
7. The end date will automatically populate with the end of the fiscal year (June 30th).
8. Click "Submit."
9. The new entries will appear at the bottom of the page under "Active Attorney Case Types for Current Fiscal Year."

### **To Remove Case Type(s) for Attorneys on your circuit's Registry:**

1. Click "Update Circuit Registry."
2. Enter the Attorney's Bar ID. Then, click "Show Attorney."
3. Go to Section titled "Active Attorney Case Types for Current Fiscal Year," click "Edit" on the case type line that you wish to remove.
4. Enter the end date. Then, click "Update."
5. The case type line will be removed from the active table for that Attorney.

### **To Remove Attorney Entirely from your circuit's Registry:**

1. Click "Update Circuit Registry."
2. Enter the Attorney's Bar ID. Then, click "Show Attorney."
3. Go to Section titled "Remove Attorney from Registry Entirely."
4. Enter the Termination Date.
5. Enter the Withdrawal Type. Please note that "Administrative" reasons include but are not limited to: retirement, death, attorney request, etc. "For cause" reasons include any type of disciplinary action against the attorney or disciplinary removal by the Chief Judge.
6. Enter the Reason.
7. Click "Remove Attorney from Registry."

**View Circuit Registry:** On this page you can view all of the attorneys on your circuit's Registry for the current fiscal year. This view will indicate whether an attorney has executed a JAC

contract for the current fiscal year. You may also export this list to Excel by clicking “Export Current Year Circuit Attorney Case Types List to Excel.”

**Search Historical Registries:** On this page you can search an attorney’s registry status and case type(s) for previous fiscal years. Enter the attorney’s Bar ID and the year you wish to view.