



Miami-Dade County

Clerk of Courts



Online Case Search (OCS)

User Guide

Version 1.0 Revised: June 8, 2015

<https://www.miami-dadeclerk.com>



- Clerk's Home Page:

The screenshot shows the Clerk of Courts website for Miami-Dade County, Florida. At the top, there is a navigation bar with links for [Basket](#), [Print Page](#), [English](#), [Español](#), [Keyrol](#), [Home](#), [Online Services](#) (circled in red), [About Us](#), and [Contact Us](#). Below the navigation bar is a banner for Harvey Ruvin, Clerk of the Courts, with a city skyline background and the Clerk of Courts seal. A horizontal menu below the banner lists: [Clerk's Services](#), [Traffic & Parking](#), [Home & Property](#), [Courts & Records](#), [Children & Family](#), and [Clerk of the Board](#).

The main content area is divided into three columns:

- Service Center:** Includes a 'Quick Pay' section with links for Code Enforcement Payments, Certified Copies, Criminal Justice Payments, Parking Citation Payments, and Traffic Citation Payments. It also has a 'Top Searches' section with links for Criminal Justice Search, eFiling Services Information, Fee Schedule, Florida Courts eFiling Portal, County Recorder Official Record Search, and Jury Service.
- Welcome to the Clerk of Courts Website:** A central message stating the office's goal to provide an online resource. Below this is a 'NEWS' section with a 'NEW' announcement about 'Public Access (Data Files and Reports)' effective June 1, 2015. It also includes a request for non-Clerk's Office data and a 'NEW' announcement for 'Lobbyist Online Registration and Information System (LORIS)'.
- Meet the Clerk:** Features a photo of Harvey Ruvin, Clerk, and a 'Find us on Facebook' button.
- About the Courts Divisions:** Lists links for Civil Court, Criminal Court, Family Court, Juvenile Services, Probate Court, Small Claims Court, and Traffic Court.

Click on 'Online Services' to search for cases



- Online Services Page

The screenshot shows the website's navigation menu with options like 'Basket', 'Print Page', 'English', 'Español', 'Kreyol', 'Home', 'Online Services', 'About Us', and 'Contact Us'. The main header features the name 'HARVEY RUVIN CLERK of the COURTS MIAMI-DADE COUNTY, FLORIDA' and a city skyline image. Below the header is a navigation bar with categories: 'Clerk's Services', 'Traffic & Parking', 'Home & Property', 'Courts & Records', 'Children & Family', and 'Clerk of the Board'. The 'Online Services' section is highlighted, listing various services such as 'Attorney Wheel Position Search', 'Central Depository/Child Support', 'Code Enforcement', 'County Recorder Official Records', 'Criminal Justice Case Search', 'Civil/Family/Probate Court Online System', 'Foreclosures', 'Judicial Calendar Selection', 'Marriage License Bureau', 'Parking Violations', 'Traffic', 'Tax Deed Sale Process', and 'Value Adjustment Board'. A callout box on the right lists 'New look and feel' services, with red arrows pointing from the 'Civil/Family/Probate Court Online System' link in the screenshot to the list.

- New "look and feel" in:
- Civil/Family/Probate Court Online System
  - County Recorder Official Records
  - Criminal Justice Case
  - Parking Violations
  - Traffic

Select Civil/Family/Probate Court Online System to search for these cases and display case information and court document images.



- Civil/Family/Probate Online Case Search (OCS) Home Page:

Home | Online Services | About Us | Contact Us | My Account

**HARVEY RUVIN**  
CLERK of the COURTS  
MIAMI-DADE COUNTY, FLORIDA

Miami-Dade County Civil, Family and Probate Courts Online System

**Standard Search**

Basic elements search.

Search the Civil, Family and Probate On-line Case System using the standard search process.

**Advanced Search**

Advanced Records Search

Search the Civil, Family and Probate On-line Case System using the advanced search process.

Online Case Home | Family Court Information | Probate Court Information | Email | Login  
Home | Privacy Statement | Disclaimer | Contact Us | About Us  
2015 Clerk of the Court. All Rights reserved.

May search without registering.  
Cannot see court document images  
In Family or Probate cases.

Must register and have notarized form accepted  
by the Clerk's office. May use Advanced Search  
and see Civil/Family/Probate court document  
images.



- Standard Party Name Search

## Miami-Dade County Civil, Family and Probate Courts Online System

Party Name   Local Case Number   State Case Number   Hearing

**Party Name**  
Last Name, First Name Middle Initial

**Party Type**  
Select One

**Case Type**  
Select One

**Filing Date Range**  
MM/DD/YYYY to MM/DD/YYYY

What code is in the image?  
R4R9

Search   Reset

1) Enter Party Last Name and First Name

2) To filter the results, use:

- Party Type
- Filing Date Range OR
- Case Type

to find the case(s) you wish to view

3) Enter the code in the CAPTCHA image and click on the 'Search' button



- Standard Case Number Search

## Miami-Dade County Civil, Family and Probate Courts Online System

The screenshot shows the 'Local Case Number' search tab selected. The interface includes a blue header with tabs for 'Party Name', 'Local Case Number', 'State Case Number', and 'Hearing'. Below the header, there are five input fields: a dropdown for 'Year Case was Filed' (containing 'YYYY'), a text box for 'Case Sequence Number' (containing '#####'), a dropdown for 'Case Codes' (containing 'Case Codes'), a dropdown for 'Court Locator' (containing '##'), and a CAPTCHA input box. A CAPTCHA image showing the text 'H88K' is displayed above the CAPTCHA input box. At the bottom, there are 'Search' and 'Reset' buttons. Five numbered callout boxes with red arrows point to specific elements: 1) 'Year Case was Filed' dropdown, 2) 'Case Sequence Number' text box, 3) 'Case Codes' dropdown, 4) 'Court Locator' dropdown, and 5) CAPTCHA input box.

1) Select 'YYYY' as Year Case was Filed using dropdown options

2) Enter '#####' as the Case Sequence Number

3) Select 'Case Codes' as the Court Case type using dropdown options

4) Select '##' as the Court Locator

5) Enter the code in the CAPTCHA image and click on 'Search'



- Standard Hearing Search

## Miami-Dade County Civil, Family and Probate Courts Online System

The screenshot displays the search interface for the Miami-Dade County Online System. At the top, there are four tabs: 'Party Name', 'Local Case Number', 'State Case Number', and 'Hearing'. The 'Hearing' tab is selected. Below the tabs are four search filters: 'Hearing Date' (text input with 'DD/MM/YYYY' placeholder), 'Court Type' (dropdown menu with 'Select One'), 'Calendar Type' (dropdown menu with 'Select an Option'), and 'Judge Name' (dropdown menu with 'Select an Option'). A CAPTCHA image showing the code 'BWUC' is displayed with the text 'What code is in the image?' and an input field. Below the CAPTCHA are 'Search' and 'Reset' buttons. Three red arrows point from text boxes to the 'Hearing Date' field, the CAPTCHA input field, and the 'Search' button.

1) Enter the Date of the hearing that you wish to view

2) To filter the results, select:

- Court Type
- Calendar Type OR
- Judge Name

to list the case(s) you wish to view

3) Enter the code in the CAPTCHA image and click on the 'Search' button



- Advanced Search Login Page

The screenshot shows the login page for Harvey Ruvin, Clerk of the Courts, Miami-Dade County, Florida. The page has a navigation bar at the top with links for Home, Online Services, About Us, Contact Us, and My Account, along with a shopping cart icon. Below the navigation bar is a banner with the clerk's name and a city skyline. The main content area is divided into two sections: 'Registered Users' and 'New Users'. The 'Registered Users' section contains two input fields for User ID and Password, a 'Remember my User Name' checkbox, a green 'Login' button, and a 'Forgot Password' link. The 'New Users' section features a green 'Register now to:' header, a list of benefits (including advanced access to court records, advanced searches, traffic system options, and a management dashboard), and a blue 'Register' button. Three callout boxes with red arrows provide instructions: one for registered users to enter their credentials and check 'Remember my User Name'; one for users who forgot their password to click the 'Forgot Password' link; and one for non-registered users to click the 'Register' button and complete the registration process, including downloading and submitting an Access Request form.

Home | Online Services | About Us | Contact Us | My Account

**HARVEY RUVIN**  
CLERK of the COURTS  
MIAMI-DADE COUNTY, FLORIDA

**Registered Users**

Remember my User Name

[Login](#) [Forgot Password](#)

**New Users**

Register now to:

- ✓ Advanced access to Civil, Family and Probate court records as per AO 14-19
- ✓ Perform advanced searches of Official Records by purchasing units
- ✓ Access advanced options on our Traffic online system
- ✓ Access management dashboard
- ✓ Establish a corporate account with multiple users

[Register](#)

Privacy Statement 20

If registered, enter The UserID and Password above. Click on the "Remember my User Name" if the computer is not shared.

If you forgot your password, click the link. You will be asked to answer your security question and an email will be sent to the address registered.

If NOT registered, click on the 'Register' button to start the Registration process. In order to complete the process, you must download the Access Request form, have it notarized, and send the form to one of the addresses listed.





- Advanced General Search Page

Miami-Dade County Civil, Family and Probate Courts Online System

**General Search** | Docket Search

**Individual Case Search** Single case result

Local Case No.:   Case Codes:

OR

State Case No.:   Case Codes:

**Party Search** Multiple Results

First Party:  Code:

OR

Atty Bar Code:

**Party Search Filters** Narrow list result

Second Party:

Filing Date Range:  /

Section:

Case Type:

**Individual document search** Single document result

Image Search:  /

Can search by:

1. Individual Case
2. Case(s) by Party
3. Individual Document



- Advanced General Search by Case Number

Miami-Dade County Civil, Family and Probate Courts Online System

The screenshot displays the 'Individual Case Search' section of the Miami-Dade County Online Case Search system. It features two search paths: 'Local Case No.' and 'State Case No.', each with fields for year, sequence number, case codes, and case court indicator. Callouts provide instructions on how to populate these fields.

**Callout 1:** Select '##' as Case Court Indicator from dropdown options

**Callout 2:** Select either Local Case No. OR State Case No.

**Callout 3:** Select 'YYYY' as Year Case was Filed from dropdown options

**Callout 4:** Select 'Case Codes' as Case Type from dropdown options

**Callout 5:** Select '#####' as Case Sequence Number



- Advanced General Search by Party or Attorney

Miami-Dade County Civil, Family and Probate Courts Online System

General Search | Docket Search

Individual Case Search Single case result

Local Case No.:   Case Codes:

State Case No.:   Case Codes:

Party Search Multiple Results

First Party:  **Code:**

Atty Bar Code:

Party Search Filters Narrow list result

Second Party:

Filing Date Range:  /

Section:

Case Type:

Enter Party Last Name and First Name  
OR  
Attorney Bar Number

To filter the list of cases returned from the Party Search, use one or more of:

- Second Party Name
- Filing Date
- Court Section
- Case Type



- Advanced General Search by Document

Miami-Dade County Civil, Family and Probate Courts Online System

General Search | Docket Search

Individual Case Search Single case result

Local Case No.:   Case Codes:

OR

State Case No.:   Case Codes:

Party Search Multiple Results

First Party:  Code:

OR

Atty Bar Code:

Party Search Filters Narrow list result

Seco  
Filing  
Rang  
Sect  
Case

Individual document search Single document result

Image Search:  /

Individual document search Single document result

Image Search:  /

Search Reset

Enter Book and Page to see single recorded document



- Advanced Docket Search by Case

Miami-Dade County Civil, Family and Probate Courts Online System

This search allows you to find one or two specific occurrences of a docket OR all dockets within a date range within a single case.

The screenshot shows the 'Docket Search' interface. At the top, there are tabs for 'General Search' and 'Docket Search', with 'Docket Search' selected and circled in red. Below the tabs is a sidebar with 'Individual Case' and 'Dockets Search' sections. The 'Individual Case Search' section contains fields for 'Local Case No.' (YYYY #######) and 'State Case No.' (13 YYYY #######), each with a 'Case Codes' dropdown menu. A red circle highlights an 'OK' button between the two case number sections. A callout box points to this 'OK' button with the text: 'Find a case as you would in the General Search.' Below the case number fields is the 'Dockets Search' section, which includes a 'Docket Code List' with two 'Select One' dropdown menus separated by an 'or' label, and a 'Date Range' field with two date input boxes (MM/DD/YYYY) and a 'to' separator. A red circle highlights the 'or' label. A callout box points to the 'Docket Code List' and 'Date Range' fields with the text: 'Select one or two docket codes using the dropdown list OR Select a date range to limit dockets shown.' At the bottom of the form are 'Search' and 'Reset' buttons.



- Advanced Search by Hearing Date

## Miami-Dade County Civil, Family and Probate Courts Online System

Welcome, Attorney Test-User

General Search   Docket Search   **Hearing Search**   Cases

**Attorney Bar Number** ?

**Filing Date Range** ?  /

Hearings may be searched by Attorney Bar Number (and filtered by filing date range) OR by filing date range.



- Advanced Search by “My Cases” – Attorneys ONLY

## Miami-Dade County Civil, Family and Probate Courts Online System

Welcome, Attorney Test-User

General Search | Docket Search | Hearing Search | **My Cases**

**My Bar Number**

**Filing Date Range**  /

**Case Type**

**Section**

Cases may be searched by filing date range AND/OR by case type AND/OR by judicial section.



- Search Results

Miami-Dade County Civil, Family and Probate Courts Online System

Click on the 'Back to Results' button to go back. This is preferred over hitting the browser's Back button.

Click on the '+' to expand the list for Parties, Hearing Details and Dockets. The '-' shows that the list is expanded.

Click on the green document icon to open the document.

GRECK, FERNANDO J VS WERNER, ANDREW B

Local Case Number: 2015-006946-FC-04      Filing Date: 03/20/2015  
State Case Number: 132015DR006946A00104      Case Type: Other Petition  
Consolidated Case No.: N/A      Judicial Section: FC33  
Case Status: OPEN

Parties      Number of Parties: 2 +

Hearing Details      Number of Hearing: 0 +

Dockets      Dockets Retrieved: 21 -

Date	Book/Page	Docket Entry	Event Type	Comments
05/12/2015		Motion to Dismiss	Event	PETITION FOR SUPPORT ETC (WITH ATTACHMENTS)
05/12/2015		Answer and Affirmative Defense	Event	ANDREW WERNER
05/08/2015		Notice of Appearance	Event	ON BEHALF OF RESPONDENT
04/20/2015		Notice:	Event	OF LIS PENDENS (BOOK 29548 PAGE 56)
04/20/2015		Notice:	Event	OF LIS PENDENS (BOOK 29548 PAGE 57)
04/20/2015		Notice:	Event	OF LIS PENDENS (BOOK 29548 PAGE 58)
04/02/2015		Notice:	Event	OF SERVICE OF INTERROGATORIES





- Image View – TIF

Having trouble viewing the image? Report Image problem Why is the image black?

Image

Click on the 'Report Image Problem' if there is an issue with the document image.

Use the view buttons to page through the document image, zoom, or print

Page (of 3): Fit Width 177%

Version 1.14

ONTB

FILED FOR RECORD  
2015 MAY 11 AM 10:06  
CIRCUIT COURT  
MIAMI-DADE COUNTY  
CIVIL #130

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT  
IN AND FOR MIAMI DADE COUNTY, FLORIDA

Plaintiff	Defendant	Case No.
WELLS FARGO BANK	PAUL GASPARD	2015-00123-CA-01

**FORECLOSURE UNIFORM ORDER  
SETTING CAUSE FOR NON-JURY TRIAL, and  
TRIAL INSTRUCTIONS**

**ATTORNEY TRYING CASE MUST APPEAR. If unrepresented, the party must appear. FAILURE TO APPEAR WILL RESULT IN STRIKING OF PLEADINGS, AND DISMISSAL OF CASE OR ENTRY OF DEFAULT. THE COURT ALSO HEREBY NOTICES THE TIME OF TRIAL.**

THIS CAUSE is set for Non-Jury Trial before presiding Judge in Courtroom 3-1 of the Miami-Dade County Courthouse, 73 West Flagler Street, Miami, Florida 33130, commencing Monday, June 29, 2015 8:45 AM or as soon thereafter as the same may be heard.

**NO MOTIONS FOR CONTINUANCE WILL BE HEARD AT TRIAL**



- Document Issue Reporting

## Report an Issue with a Document Image

Case Number\*

2015-000123-CA-01

Docket Code\*

CV CC COC - Court Clerk Ctrm 3-3

Docket Date\*

05/11/2015

Reason for reporting issue?\*

Select the type of issue you wish to report.

Please provide detailed information for Miami-Dade County Clerk of Courts to assist you.\*

Provide as much detail as possible so that the Clerk's office may resolve the issue as completely as possible.

Contact Information\*

First Name

Last Name

E-mail

\* Answer required

Submit

Please provide contact information so that a person within the Clerk's office may reach you if more information is required. Click on the 'Submit' button.