

EXHIBIT B

Uploading Supporting Documents Via CMS

For hearings that have not been scheduled

- Log in to CMS (Court Management System)
- **Click** on New Event
- Select the Category Type
- Pick a date Both Parties agree on
- Enter Case Number - Make sure Case Style Matches
- Type in the Motion that is set to be Heard
- **Click** - Add Attachment
- Once the Attachment has uploaded- Select the Category the document falls under
- **Check off** both boxes for the Terms and Conditions listed at the Bottom

For hearings that have been scheduled

- Log in to CMS (Court Management System)
- **Click** on the Calendar Tab
- Select the Show Events by Case Tab
- Type in the case number
- Enter a date range for when the hearing was set or Enter the exact date
- Choose the Event for which the Documents go
- Once the Event has been chosen, **Click** Add Attachment
- Select the File from the Computer drive (**DESKTOP or A SAVED FOLDER ON YOUR COMPUTER**)
- Please make sure all documents have been previously E-filed
- Once the Document has been Selected, Select the **Document Category**
- **Click** Save

Once the Documents have been Saved, it will reflect on the screen a PDF, Name of the Document and the Date the Document was Attached

The Link Below Provides a Step by Step Tutorial

<https://www.youtube.com/watch?v=04elG0CDPJs&feature=youtu.be>



For additional assistance using CMS, please see:

- <http://www.17th.flcourts.org/cms-manuals/>
- <http://www.17th.flcourts.org/cms-faq/>

