



**HERNANDO COUNTY  
CLERK OF CIRCUIT COURT**

**REGISTRATION AGREEMENT TO VIEW RECORDS ONLINE**

Use this form to request online viewing access to electronic court records through the Hernando County Clerk of Circuit Court, as authorized pursuant to Florida Supreme Court Administrative Order 2016-14 (AOSC16-14).

**To submit your request:**

1. Complete and sign this agreement.
2. Have the form notarized.
3. Submit the signed, notarized form online at:  
<https://support.hernandotech.org/TDClient/84/Portal/Requests/Service/3020/Attorney-Registered-User-Access>

**Additional requirements by user type:**

- **Attorneys of record** must include their Florida Bar number.
- **Parties requesting case-specific access** must provide all applicable uniform case numbers.

1. **REQUEST FORM (1 Form per Attorney/Registered/Or Party User):**

**Please check one of the following:**

<input type="checkbox"/>	A Registered User (not a party to a case and not an attorney of record)
<input type="checkbox"/>	A party to a case (includes Registered User viewing)
<input type="checkbox"/>	An officer, owner or employee of a business entity named as a party with authority to view such court records (includes Registered User viewing)
<input type="checkbox"/>	An attorney of record (includes Registered User viewing)

*User Last Name:			
*User First Name:			
*E-mail Address			
*Address			
*City/State/Zip			
*Phone		Alt. Phone	
Cases for Party Viewing <b>(MUST PROVIDE ALL UNIFORM CASE NUMBERS FOR CASE PARTY VIEWING ONLY AND BE PARTY TO THE CASE):</b>			
Name of Business Entity for officers, owners or employees:			
*If <b>Attorney of Record</b> , please list Bar Number			

2. Registered User affirms the contact and other information on the Request Form above is correct.
3. Clerk Responsibilities
  - a. Clerk will endeavor to provide uninterrupted access to the site, which may be interrupted for maintenance, network or power failures, or security issues.
  - b. Clerk will notify Registered User of a unique login ID and password, with directions on how to change the password and a unique PIN or Party ID number, if applicable. Contact the Information Technology Department at 352-540-6688 for help with the site.
  - c. Clerk will maintain and modify the site as required by AOSC16-14, AOSC1614, which also allows Clerk to limit information and documents viewable online.
4. Registered User Responsibilities
  - a. To ensure that only Registered User has knowledge of the assigned login ID and password and unique PIN or Party ID number, if applicable.
  - b. To prohibit any person or entity other than Registered User from accessing the site.
  - c. To immediately notify Clerk if Registered User discovers that the assigned password is known by another person, whether used or not, so the existing login ID may be deactivated and replacement login information issued.
  - d. To provide updated contact information or, for parties, updated case information by submitting a new Request Form, which, when submitted, is incorporated by reference in this agreement.
  - e. To understand that paper or electronic documents may not be immediately available online after they are filed with Clerk.
  - f. To protect information or documents received from Clerk under this Agreement or previous Agreements that have been subsequently determined confidential upon notice that the information or documents are confidential.
  - g. To provide computer hardware and software and/or making modifications to existing equipment for access to the site.
5. Limitations of Liability
  - a. Registered User releases Clerk and Clerk's employees and agents from any liability and any damages resulting from or related to (a) interrupted service of any kind; (b) Registered User's equipment; (c) use of, or viewing of, electronic court records.
  - b. Nothing in this Agreement may be construed as waiving the sovereign immunity of the Clerk or the Clerk's employees and agents or of the Registered User's sovereign immunity, if applicable, or modifying the recovery limits against the Clerk or Registered User as set forth in section 768.28(5), Florida Statutes.
6. This Agreement, regardless of where actually accepted or delivered, is deemed to have been accepted and delivered by the parties in the State of Florida and any dispute arising

from it will be governed by Florida law. Any suit for any claim, breach, or dispute arising out of this Agreement will be maintained in Hernando County, Florida.

7. Any notice or communication given or sent pursuant to this Agreement may be delivered in person, by mail, or by email to the address provided on the Party Request Form.
8. Termination and Other Remedies
  - a. If Registered User breaches the provisions in this Agreement or otherwise uses data or information improperly as deemed by Clerk, the Clerk has the right to terminate this Agreement immediately and pursue any other remedy available at law or in equity.
  - b. This Agreement will be terminated immediately if funding is withdrawn for any reason. Registered User acknowledges that the Clerk has no control over appropriations that may be provided by any governmental entity for the continuation of the services under this Agreement.
9. If any part of this Agreement is found to be invalid, then it will have no effect, but the remaining provisions will continue in full force and effect.

**REGISTERED USER ACKNOWLEDGEMENT**

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date \_\_\_\_\_

**NOTARY ACKNOWLEDGMENT**

State of Florida, County of \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_,  
who is:  Personally known to me  
 Produced identification – Type of ID: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_  
Printed Name of Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_ Commission No.: \_\_\_\_\_