



ShowCase DocSign Process

November 2020



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Introduction

This document describes the use case scenario for capturing the signature of the defendant on a specific document(s) such as a Notice of Hearing using mobile devices such as tablets or smart phones. No other special hardware such as electronic signature pads is required.

ShowCase DocSign is a web application used to capture signatures on documents. This web application was built using industry web standards (HTML 5) and will be accessible on a wide range of mobile devices such as iPads, iPhones, Android, Windows 8 devices etc.

The use case described in this document presents a 3 step approach of capturing signature on documents generated by the ShowCase CMS application. This involves integration between the ShowCase CMS and ShowCase DocSign applications. For a clearer definition of scope, this document uses the court room setting where the defendant is required to sign a Notice of Hearing document when his/her case is continued to a new court date. The defendant is required to view/verify and sign the document. A copy of the signed document will be printed for the defendant and also docketed to the case.

Step 1 – Login into DocSign web site

Before the court session begins, a court employee will login to the ShowCase DocSign website on a mobile device (such as iPad) that is located near the defendant. Once logged in, they will be required to choose the court room (Room 1A, 1B etc.).

Choosing a court room is an important step to make sure the DocSign web application is only listening to document signature requests from that specific court room.

The primary purpose of the application is to display an ordered list of documents that are waiting to be signed. This ordered list can be treated as a queue (first in first out), so the documents are signed in the order they appear. On the other hand, the list can also be treated as an un-ordered list where the documents can be signed in any order of preference.

Step 2 – Clerk processes cases

After the court session begins, the clerk will begin processing the cases in the session using ShowCase's Multi-Case InCourt processing. Documents that require an electronic signature are pre-configured in ShowCase. When such a document is generated due to the case being processed in ICP, ShowCase will publish a request to the DocSign application. The DocSign application will pick up this request instantaneously and display it in the document waiting list as shown in the Figure 2 below.

The defendant or a court employee assisting the defendant will select the corresponding document from the list that is displayed on the mobile device. This will open the document on the mobile device as shown in Figure 3.

Step 3 – Signing the document

Once the document is displayed on the mobile device, the defendant can verify the content for accuracy and review any terms and conditions listed on the document.

The defendant will then choose the "Sign" button on the screen. This will display a signature capture window on the mobile device as shown in Figure 4.

The defendant will sign on the capture window using his finger or a stylus and click Ok. This will capture the signature and place it in the appropriate place on the document. The signed document will be displayed to the user as shown in Figure 5. The defendant can then choose the “Done” button on the document viewer. This will print a copy of the signed document and also docket it to the case directly.

Judge Signatures

The DocSign web site is always listening for document signature requests. These requests could be for various individuals such as a Defendant in a court room, an attorney, or a judge. A signature request for specific parties on a case can be published from ShowCase to DocSign. For signing documents, individuals will need to simply login to the web site and access documents waiting in their personal queue.

The Doc Sign web site essentially replaces the Signature Pad devices currently supported by ShowCase. A system wide setting (SignaturePadType) determines which technology ShowCase uses to enable capturing signatures on documents.

The Doc Sign web site also supports a feature where an individual user will be able to save a signature for the duration of a browser session. This will enable the user to sign a document once, and repeatedly apply the signature on any other documents as long as the browser session is active. When the user logs out of the web site or closes the browser, the session ends, and the saved signature will be lost. This feature is extremely useful for judges in a court room when they are required to sign a large number of documents.

Sketches

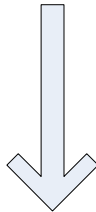


The clerk or court personnel will login to the ShowCase DocSign website and choose the court room. The website will display an ordered list of any document (which requires a signature) that is published by the Clerk after processing a case.

Figure 1 - Sign into ShowCase DocSign



Clerk processes a case using ShowCase Multi-Case ICP. This generates a Notice of Hearing document. The document will be published to ShowCase DocSign website.



ShowCase DocSign

- John Smith (50-2014-CF-000123-AXXX-MB)
NOH – Notice of Hearing
- Michael Kane (50-2014-CF-000345-AXXX-MB)
NOH – Notice of Hearing
- Miranda Jones (50-2014-CF-003423-AXXX-MB)
NOH – Notice of Hearing
- Kane East (50-2014-CF-000212-AXXX-MB)
NOH – Notice of Hearing

① Select your name to view and sign the document

Figure 2 - Clerk publishes the document for signature

ShowCase DocSign

IN THE CIRCUIT/COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

STATE OF FLORIDA
-Vs-
JOHN HENRY AARON
16950 N BAY RD
APT 2 2309
SUNNY ISLES, FL 33160

Date: 05/22/2014
Case No: 50-2013-TR-005426-AXXX-SB
Division: DM: SB Infractions - DM (County)

NOTICE OF HEARING
THE DEFENDANT MUST BE PRESENT AT THIS HEARING
*Failure to appear will result in a Bond Forfeiture or revocation of own recognizance (O.R.)
and a Capias/Warrant being issued for your arrest.*

YOU ARE HEREBY NOTIFIED that this case is scheduled

DATE:	TIME:	HEARING TYPE:	LOCATION:

"BE PREPARED TO PAY COURT COSTS AND FINES ASSESSED BY THE COURT AT THIS HEARING"
"IF YOU INTEND TO REQUEST THE SERVICES OF THE PUBLIC DEFENDER, YOU MUST FILE AN APPLICATION AT THE CLERK & COMPTROLLER'S OFFICE AND BE APPOINTED THE PUBLIC DEFENDER BEFORE YOUR COURT DATE. THE APPLICATION FEE IS \$50.00."
Civil Charges are not eligible for a Public Defender. Failure to appear may result in the suspension of your driver's license.

SHARON R. BOCK,
CLERK & COMPTROLLER
BY: Pradeep Aeluri
Deputy Clerk

Deft. _____

cc: ASA
APD
ATTY
Co-Counsel

"If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Germaine English, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Hwy, West Palm Beach, FL 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711."



CRIMINAL-NOTICE OF HEARING-PB 10/2012

John Smith (50-2014-CF-000123-AXXX-MB)
NOH – Notice of Hearing

Sign 

Figure 3 - Document view on mobile device

I agree to the terms and conditions listed in the document.

Ok Clear

Figure 4 - Signature capture window

