



Office of

Nikki Alvarez-Sowles, Esq.

Pasco County Clerk & Comptroller

E-CERTIFY CUSTOMER USER GUIDE

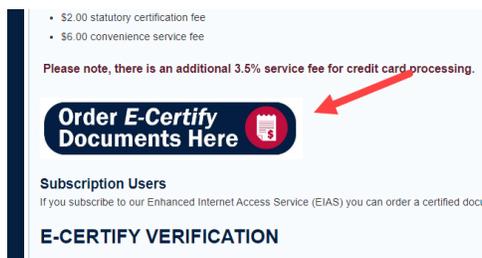
#ServeAndConnect

How to Order Your E-Certify Document

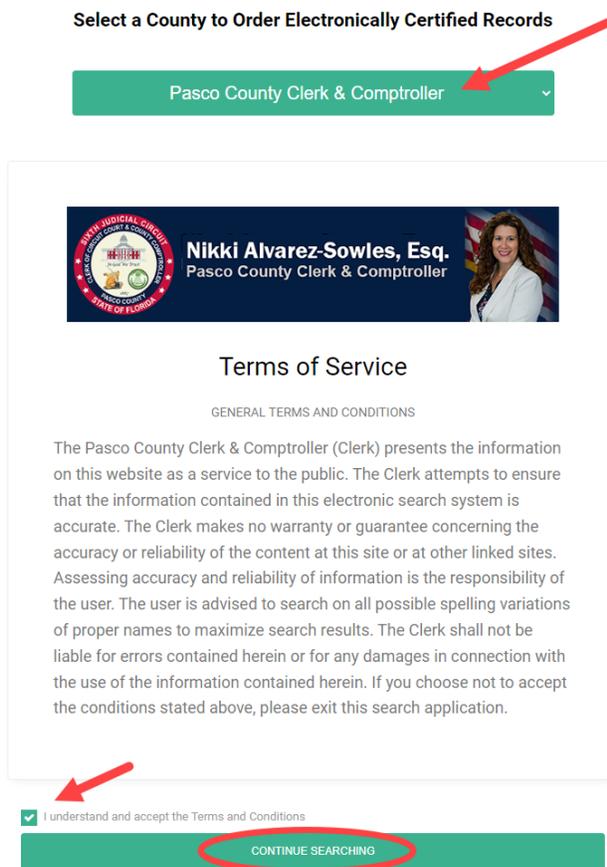
Go to www.pascoclerk.com and click on E-SERVICES then E-Certify Documents.



Next click the Order E-Certify button.



The Terms of Service page will open. Use the drop-down box to select Pasco County Clerk and Comptroller. Check the box to agree to the terms and conditions. Click CONTINUE SEARCHING.



Searching for Your Documents

IMPORTANT NOTE: Certain documents not available online can be e-certified by completing a Public Records Request or by visiting the Clerk's office.

Choose Official Records or Court Records by clicking on the appropriate icon.

Welcome to Pasco County Clerk & Comptroller



CLERK E-CERTIFY

Official Records

Official Records are public documents including, but not limited to, Marriage License, Mortgage, Deed, Satisfaction, and Lien.



CLERK E-CERTIFY

Court Documents

Court Records are public documents including, but not limited to, Civil, Traffic, Felony, Misdemeanor, and Small Claims.



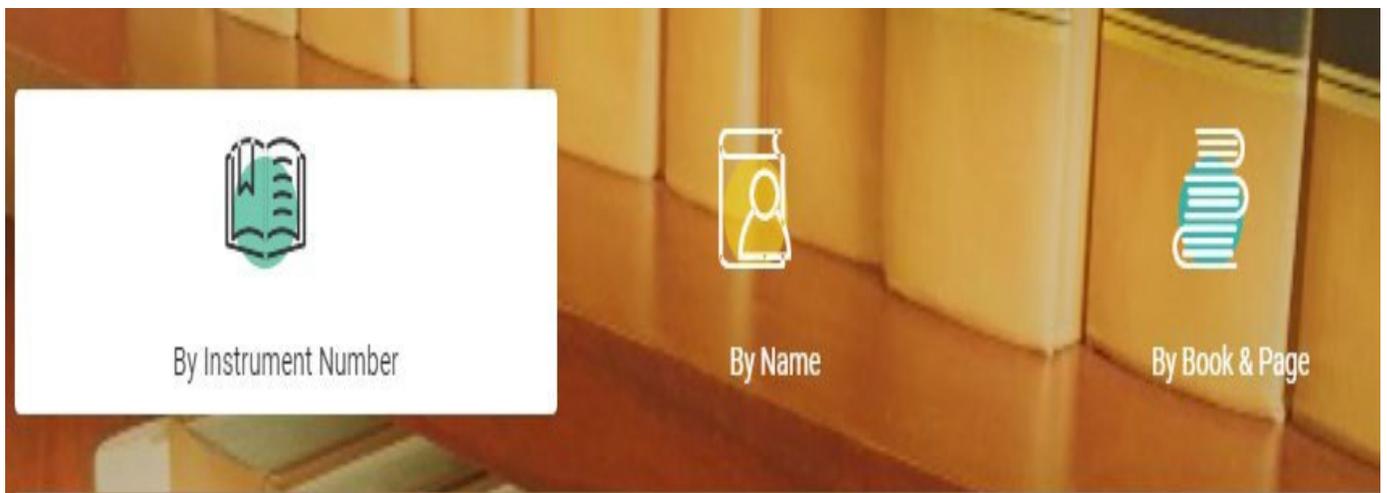
CLERK E-VERIFY

Verification Corner

Get authentication results immediately by entering the unique code printed on the left margin of the certified document or uploading the certified PDF file.

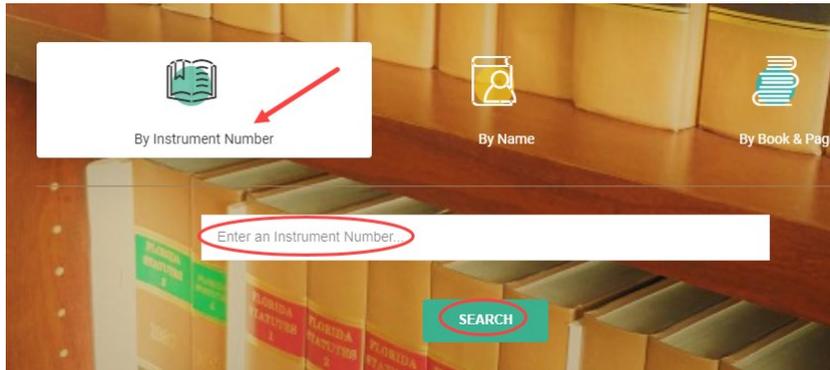
NOTE: You can also verify your E-Certify document here. Please see page 13 for more information.

Official Records can be searched by Instrument Number, Name, or Book & Page.



Instrument Number

Click the Instrument Number icon, enter the instrument number, and select **SEARCH**.



The **OFFICIAL RECORDS DETAILS** page will now open with the image of the document that you have chosen. If this is a document you would like to purchase, click **ADD TO CART**.

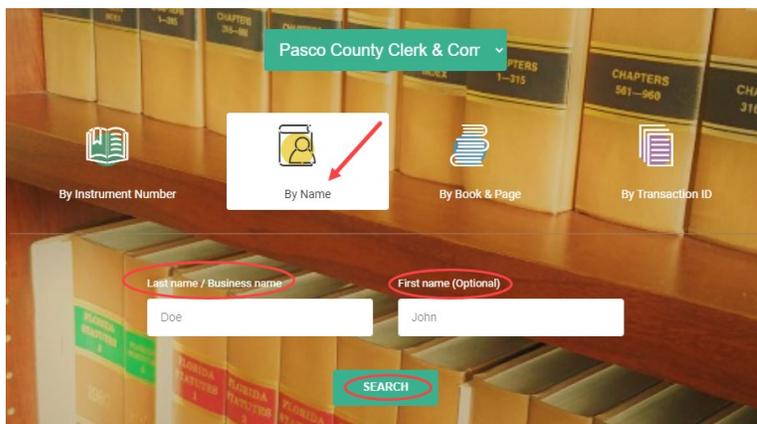
OFFICIAL RECORD DETAILS

Review the record details.
Enter an email address and E-Certify.

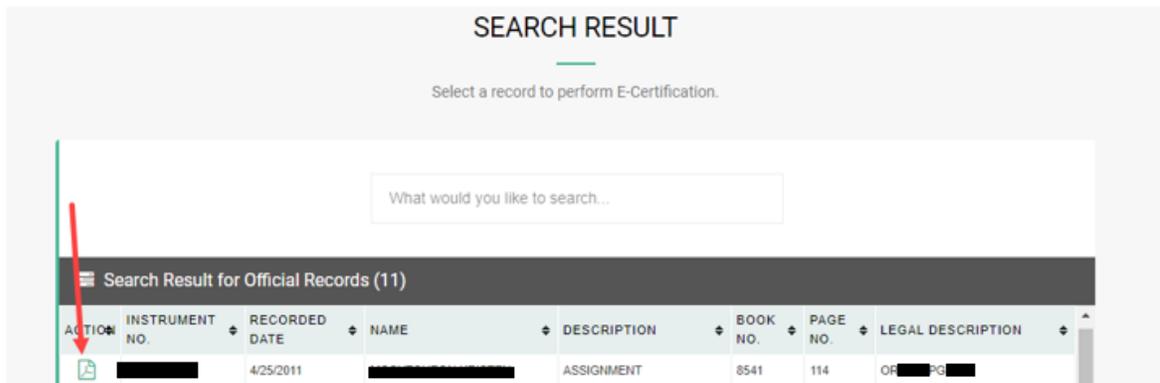
A screenshot of the 'OFFICIAL RECORD DETAILS' page. On the left, there is a 'DOCUMENT SUMMARY' section with the following details: Instrument No. [REDACTED], Document Description: DEED / PROPERTY TRANSFER, Recorded Date: 7/28/2021 12:00:00 AM, Legal Description: LT [REDACTED] SOUTHERN OAKS, Book No. [REDACTED], Page No. [REDACTED], Total Page Count: 3, Amount: \$10.00. Below this is an 'ABOUT THE GRANTOR/GRANTEE' section with a table showing 'Direction' and 'Name' for three entries, all with redacted names. On the right, there is a preview of the document page, which contains legal text including: '**This property remains Homesteaded property of Grantor John Maacchia, as he has retained a life estate interest in said property**', 'This deed was granted for nominal consideration and was prepared solely for estate planning purposes.', 'Subject to all reservations, covenants, conditions, restrictions and easements of record and to all applicable zoning ordinances and/or restrictions imposed by governmental authorities, if any.', 'Together with all the tenements, hereditaments and appurtenances thereto belonging or in any way appertaining.', 'To Have and to Hold, the same in fee simple forever.', 'And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell said conveyed land; that the grantor hereby fully warrants the title said to land and will defend the same against the lawful claims of all persons whatsoever; and that the said land is free of all encumbrances.', and 'In Witness Whereof, the grantor has hereto set their hand(s) and seal(s) the day and year first above written.' A large 'E-CERTIFY ONLY' watermark is overlaid on the document preview.

Name

Click the Name icon, enter the first and last name. Select **SEARCH**.



The SEARCH RESULT page will populate. Click the PDF symbol to open the document.



The OFFICIAL RECORDS DETAILS page will now open with the image of the document that you have chosen. If this is a document you would like to purchase, click ADD TO CART.



OFFICIAL RECORD DETAILS

Review the record details.
Enter an email address and E-Certify.

DOCUMENT SUMMARY

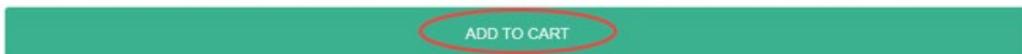
- Instrument No: [REDACTED]
- Document Description: ASSIGNMENT
- Recorded Date: 4/25/2011 12:00:00 AM
- Legal Description: OR7589 PG373
- Book No: [REDACTED]
- Page No: [REDACTED]
- Total Page Count: 4
- Amount: \$0

ABOUT THE GRANTOR/GRANTEE

Direction	Name
TO	BAC HOME LOANS SERVICING LP
TO	COUNTRYWIDE HOME LOANS SERVICING LP
TO	[REDACTED]

Add document to the cart

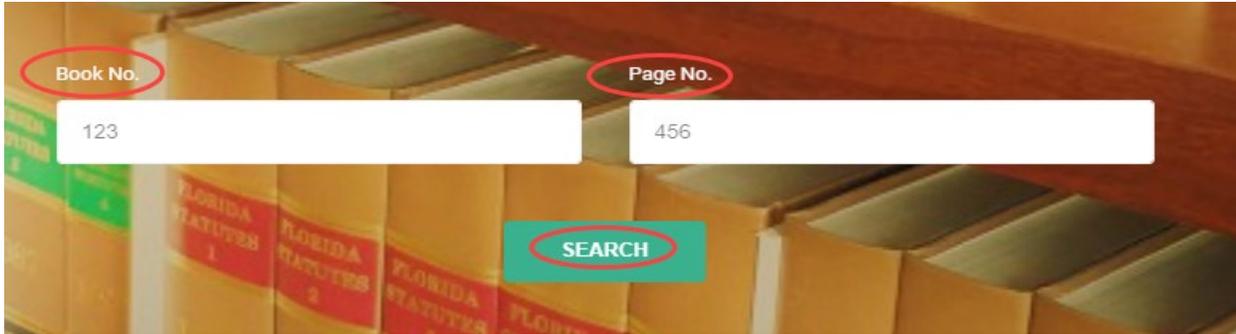
(The e-certified documents will not bear a watermark. Please wait until the image has finished loading and then add it to the cart.)



Note: To search through the other documents, click one of the PDF icons at the top of the page.

Book & Page

Click the Book & Page icon, enter the book number, enter the page number and click SEARCH.



The OFFICIAL RECORDS DETAILS page will now open with the image of the document that you have chosen. If this is a document you would like to purchase, click ADD TO CART.

OFFICIAL RECORD DETAILS

Review the record details.
Enter an email address and E-Certify.

DOCUMENT SUMMARY

- Instrument No: [REDACTED]
- Document Description: ASSIGNMENT
- Recorded Date: 4/25/2011 12:00:00 AM
- Legal Description: [REDACTED]
- Book No: [REDACTED]
- Page No: [REDACTED]
- Total Page Count: 4
- Amount: \$0

ABOUT THE GRANTOR/GRANTEE

Direction	Name
TO	BAC HOME LOANS SERVICING LP
TO	COUNTRYWIDE HOME LOANS SERVICING LP
TO	[REDACTED]

An image of an official record document. The document contains legal text regarding an assignment of interest. It includes the following text: "This assignment is without recourse and that the interest assigned herein is done so without recourse to the assignor and on an "as is" basis.", "TO HAVE AND TO HOLD the same unto the assignee, BAC HOME LOANS SERVICING, LP F/K/A COUNTRYWIDE HOME LOANS SERVICING LP, and assigns forever.", "IN WITNESS WHEREOF, MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC., ACTING SOLELY AS A NOMINEE FOR PINNACLE FINANCIAL CORPORATION D/B/A TRI-STAR LENDING GROUP has hereunto set its hand and seal this 26 day of March, 2011.", "Signed, sealed and delivered in the presence of: Edward Galliers (Witness signature) and Debbie Nieblas (Mortgage Electronic Registration Systems, Inc. representative). A stamp indicates "OR BK [REDACTED] PG 2 of 4". A large "FOR OFFICIAL USE ONLY" watermark is overlaid on the document.

Add document to the cart

(The e-certified documents will not bear a watermark. Please wait until the image has finished loading and then add it to the cart.)



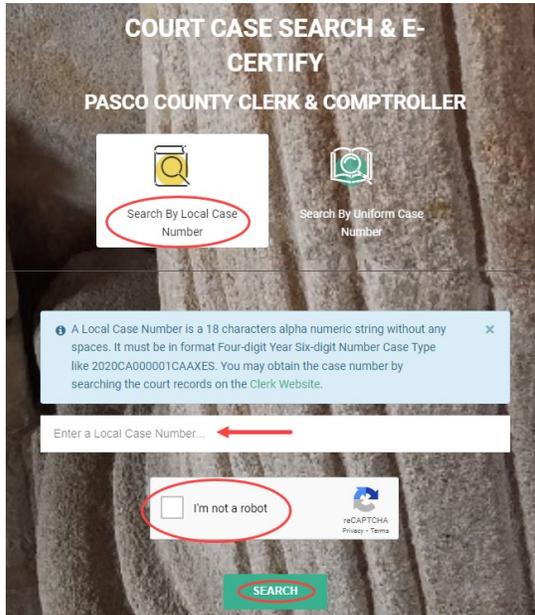
[← View Cart](#)

Note: If you would like to view the contents of your cart, click View Cart.

Court Records can be searched by Local Case Number or Uniform Case Number.

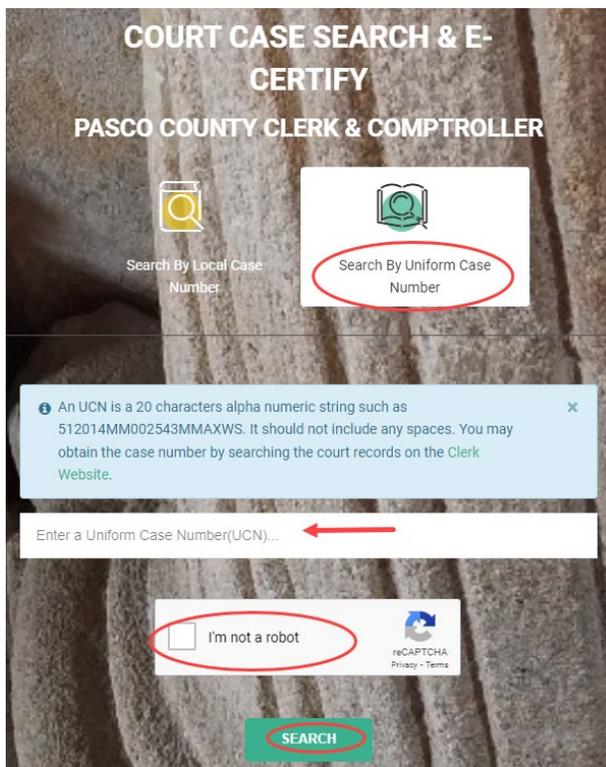
Local Case Number

Click the Search by Local Case Number icon. Enter the case number. Check the CAPTCHA box. Select SEARCH.



Uniform Case Number

Search By Uniform Case Number. Enter the case number. Check the CAPTCHA box and select SEARCH.



The COURT CASE SEARCH RESULT page will open. Choose the dockets that you would like to view by checking the box to the left. A DOCKET IMAGE will appear. Documents that you would like e-certified, click ADD TO CART.

COURT CASE SEARCH RESULT
View and select one or more dockets to perform E-Certify.

What would you like to search...

Dockets for Case: 2022CA11XWS (45)

#	Date	Description	Count	Action
3	05/12/2022	WRIT OF HABEAS CORPUS	1	Available
4	05/12/2022	Notice Calculation for Real Property	1	Available
5	05/12/2022	Notice Of Lis Pendens	1	Available
9	05/12/2022	Form B Notice To Homeowner	3	Available
7	05/12/2022	New Form A Plaintiff/Lender's Contact Information Sheet	1	Available
8	05/12/2022	Notice of Filing CERTIFICATION OF POSSESSION OF ORIGINAL NOTE FILED BY PLF	7	Available
9	05/12/2022	Summons to be issued by Clerk	2	Available
13	05/12/2022	Summons to be issued by Clerk	3	Available

Add document to the cart
(Select your documents from the list above)

ADD TO CART

CLERK E-CERTIFY DOCKET IMAGE

GetDocketImage 1 / 1 73%

Filing # 149512625 E-Filed 05/12/2022 07:41:06 PM

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO COUNTY, FLORIDA

U.S. Bank National Association, as Trustee for Structured Asset Securities Corporation Mortgage Pass-Through Certificates, Series 2006-AM1, Case No. _____

Plaintiff,

vs.

Defendants:

NOTICE OF LIS PENDENS
TO THE ABOVE NAMED DEFENDANTS, AND ALL OTHERS WHOM IT MAY CONCERN:

YOU ARE NOTICED OF THE FOLLOWING:

The Plaintiff has instituted this action against you seeking to foreclose a Mortgage, recorded in Official Record Book _____ of the Public Records of Pasco County, Florida, concerning

NOTE: For Court documents a pop-up appears asking if you would like to add items to the cart? Click Yes.

Clerk E-Certify Confirmation

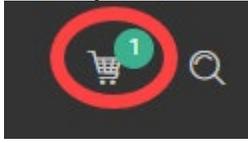
2 Would you like to add items to the cart ?

Yes No

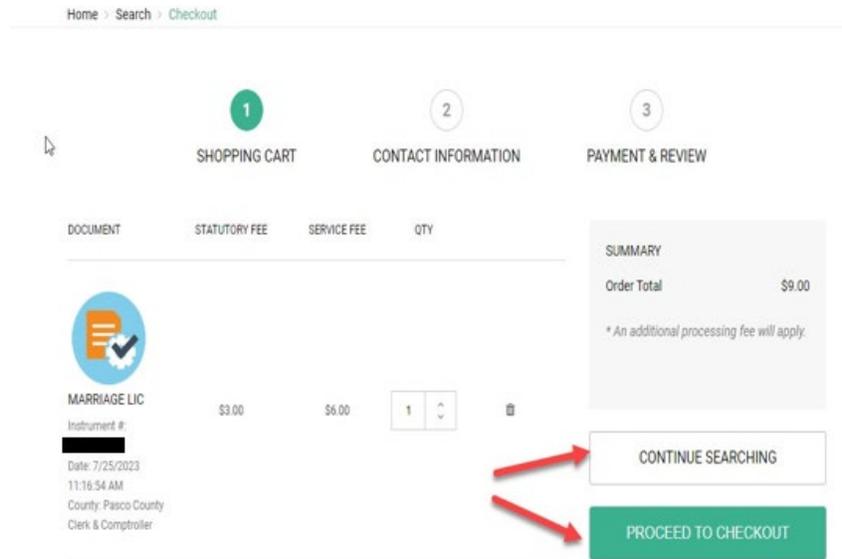
Repeat the above steps for any other Official Record/Court Record documents that are needed.

Checking Out

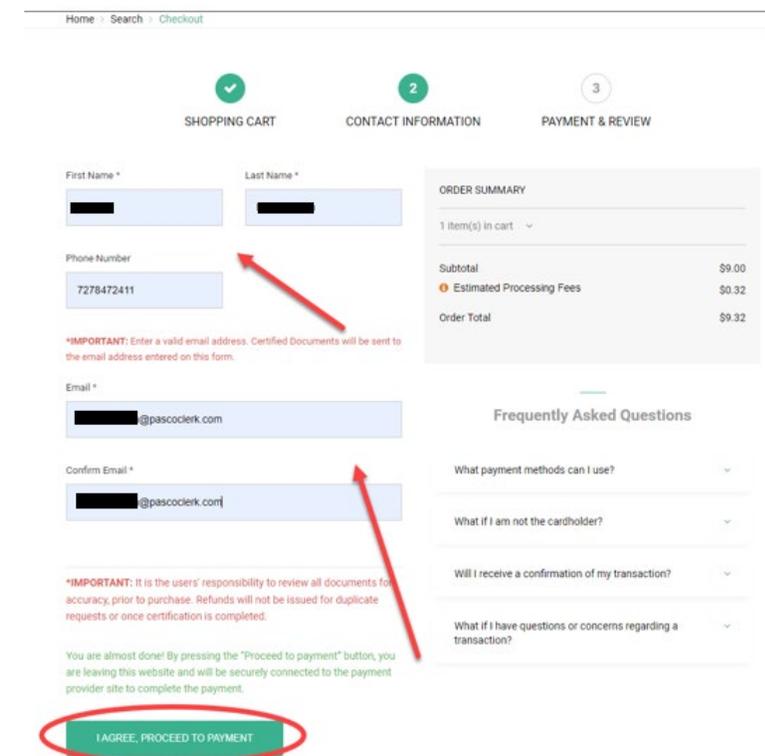
When you have found all the documents needed, click on your cart.



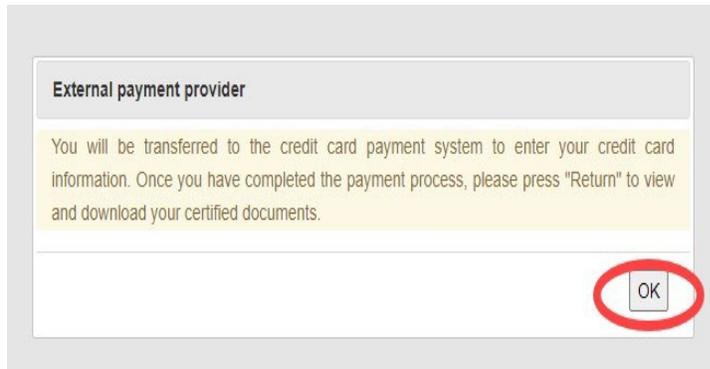
If ready to checkout click **PROCEED TO CHECKOUT**, click **CONTINUE SEARCHING** to go back to your search.



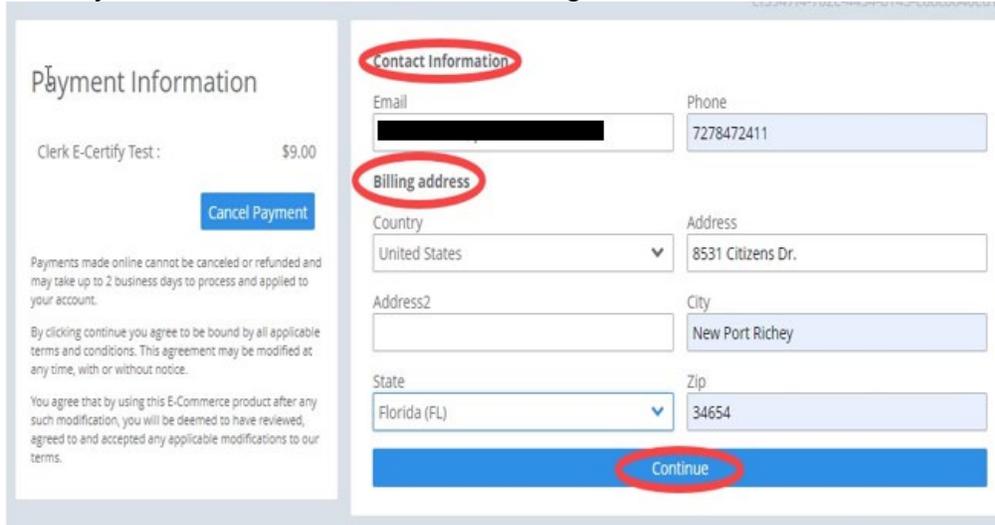
The contact information page will open. Fill in the appropriate information.



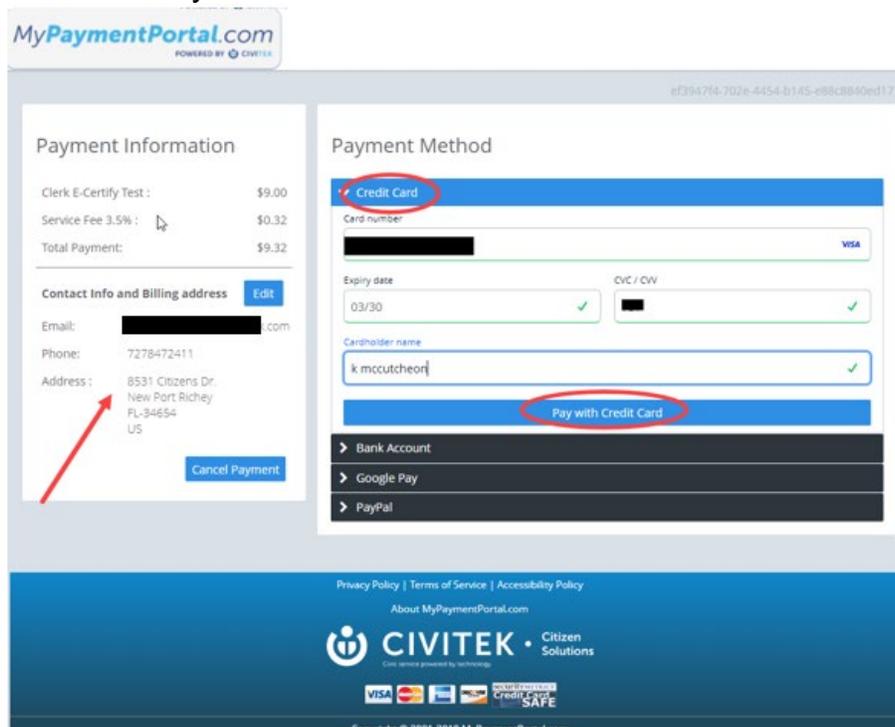
The pop-up below will appear, click OK to proceed. This will take you to the MyPaymentPortal to make your payment.



Enter your contact information and billing address then click Continue.



The payment page will appear. Select your method of payment. Enter your payment information and click Pay.



A page will populate, notifying you that your payment has been accepted. Click return to see your document information or wait and a second page will appear giving you the information (see below).

MyPaymentPortal.com
POWERED BY CIVITEK

3118a2db-d91f-4264-909d-17a29d08fbc5

Payment Information

Clerk E-Certify Test :	\$9.00
Service Fee 3.5% :	\$0.32
Total Payment:	\$9.32

Contact Info and Billing address [Edit](#)

Email: [REDACTED].com
Phone: 7278472411
Address : 8902 Government Dr
New Port Richey
FL 34654
US

[Cancel Payment](#)

Payment successfully completed.

You will receive an email confirmation. Please click the 'Return' button to go back to Pasco County.

ReferenceID : 8075ea27-b6eb-4f4e-a069-72bd1875974b

[Return](#)

Privacy Policy | Terms of Service | Accessibility Policy
About MyPaymentPortal.com

CIVITEK · Citizen Solutions
Local service powered by technology.

VISA MASTERCARD AMERICAN EXPRESS DISCOVER
Credit Card SAFE

Your Payment has been accepted!

Thank you for your order! Your order is being processed and will be filled exactly as you have entered it online. You will receive your paid items by email within the next few minutes.

Payment Confirmation:

Payment Reference Order ID: 46132
Payment Total Amount: \$9.32
Electronically Certified Document Order id: 8954
Email Address to Receive the Order: [REDACTED].com
Order Submitted by: [REDACTED]
Order Status Details: **Created**
Current status: System has processed 1 out of 1 requests
This window is set to auto update every 30 seconds. If you would like to order more documents, please close this browser page and open a new window.

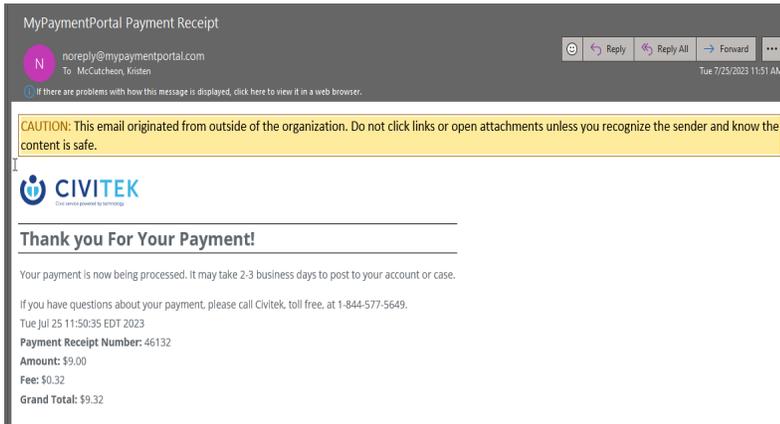
DOCUMENT	STATUTORY FEE	SERVICE FEE	CERTIFICATE
MARRIAGE LIC Instrument #: [REDACTED] Order #: 8954 Certificate ID: [REDACTED] DDBF-J	\$3.00	\$6.00	Click here to view certificate

[CONTINUE SHOPPING](#)

NOTE: The certificate and certificate ID can be viewed from this page.

Receiving your E-Certify Document

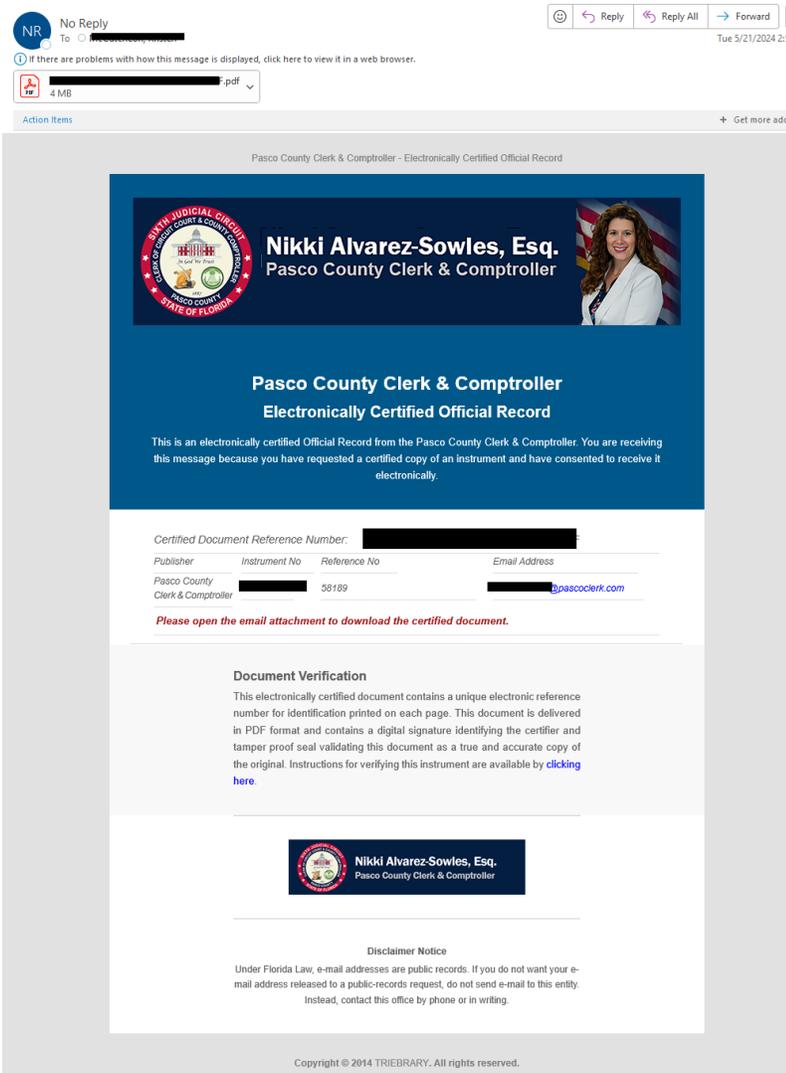
A receipt will be sent to the email provided.



You will receive a second email with an encrypted PDF document attachment or a link, depending on the type of E-Certify document you have ordered.

NOTE: Adobe Acrobat Reader will be required to view your documents.

Certified Document - Document number 2005257823



You can print your e-certified document as many times as you need, and you can use it the same as you would a wet or embossed certified document.

Verifying Your Document

Click the Verify E-Certify Documents Here button.



You will be directed to the E-Certify Verification page.

The screenshot shows the E-Certify Verification page for Pasco County Clerk & Comptroller Nikki Alvarez-Sowles, Esq. The page header includes the Pasco County logo and the text "Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller E-Certify Verification".

The main content area is titled "Electronic Certified Documents" and includes a video player with the title "Clerk-E-Certify document verification" and a large "VALID?" graphic. Below the video is a section titled "E-Verify By Code" with a table of document details:

Agency Name:	Pasco County Clerk & Comptroller
Clerk of the Circuit Court:	Nikki Alvarez-Sowles, Esq.
Date Issued:	7/19/2023 4:26:50 PM
Unique Reference Number:	AAA-B-CCCC-DDDDDDDDDD-EEEEEE-F
Case Docket:	Case Docket Name
Requesting Party Code:	NULL
Requesting Party Reference:	NULL

Below the table is a text input field with a placeholder "xxx-xxxx-xxxxxx-xxxxxxxx-xxx" and a "Verify" button. A red arrow points to the input field. Below the input field is a reCAPTCHA "I'm not a robot" checkbox.

The bottom section is titled "E-Verify By File Upload" and shows a file explorer window with a table of files:

Name	Date modified	Type
AAA-B-CCCC-DDDDDDDDDD-EEEEEE-F	9/27/2023 11:29 AM	Adobe

Below the file explorer is a "Choose File" button and an "Upload image" button. A red arrow points to the "Choose File" button.

Verify E-Certify documents two ways.

1. Enter the unique code given to the E-Certified. Enter the code. Check the CAPTCHA box and click Verify.

E-Verify By Code

Agency Name:	Pasco County Clerk & Comptroller
Clerk of the Circuit Court:	Nikki Alvarez-Sowles, Esq.
Date Issued:	7/19/2023 4:26:50 PM
Unique Reference Number:	AAA-B-CCCCC-DDDDDDDDDD-EEEEEE-F
Case Docket:	Case Docket Name
Requesting Party Code:	NULL
Requesting Party Reference:	NULL

Enter the Unique Reference Code from the original record and the authentication results will be returned.

XXX-XXXXX-XXXXXX-XXXXXXXX-XXX

I'm not a robot

reCAPTCHA
Privacy · Terms

2. Go to E-Verify By File Upload and choose your file. Click on Upload image.

E-Verify By File Upload

Select an electronic certificate file from your computer and the authentication results will be returned.

No file chosen

You will receive a Verification Result.

Agency Name: Pasco County Clerk & Comptroller

Certified document verification

Verification Result



Upload Status	Success
Signature Status	Authenticated
ResponseCode	Signature is valid
Organization	PASCO COUNTY CLERK OF THE CIRCUIT COURT AND COMPTROLLER
Digitally Signed By	Nichole Alvarez-Sowles

We have validated the cryptographic signature contained within this document and can confirm that this document originated from PASCO COUNTY CLERK OF THE CIRCUIT COURT AND COMPTROLLER, and was signed by Nichole Alvarez-