



# CLERK ALERTS

FROM THE OFFICE OF KEN BURKE, CPA  
CLERK OF THE CIRCUIT COURT AND COMPTROLLER, PINELLAS COUNTY, FL

[www.mypinellasclerk.org](http://www.mypinellasclerk.org) | (727) 464-7000 | September 1, 2017

## PROBATE WORKFLOW SYSTEM AND E-MAIL NOTIFICATION CHANGE

The Pinellas County Clerk's office is transitioning from its current Case 360 workflow system to a new web based document workflow system. The installation of the new system, which primarily affects the Probate Court Records Department, will take place on Saturday, September 2, 2017 and be available to Clerk's and Court's staff when normal business operations resume after the Labor Day weekend.

During the initial phase of this transition, staff members will be tasked with processing previously filed documents in the old system, as well as documents in the new workflow system. Therefore, please be advised you may experience some delays in the processing of documents filed with the Clerk's Probate Court Records department.

Additionally, this change means that attorneys and their staff who currently receive e-mail notifications generated by the Case 360 program will no longer receive those notifications. Electronic notifications will now be generated from the Odyssey case management system. All attorneys who wish to receive electronic notification of Letters issued or Orders signed in their Probate cases are asked to e-file a Designation of Email Address(es), per [Rule of Judicial Administration 2.516 \(b\)\(1\)\(A\)](#).

Even attorneys who are currently receiving notifications through Case 360 should provide a Designation of Email Address(es), as adding the email addresses into the Odyssey system is a manual process for the Clerk. Going forward, any changes to the attorney's email addresses should be reflected in a new Designation of Email Address(es).

We apologize for any inconvenience this may cause and thank you for your patience.

If you have any questions, please contact the Clerk's Probate Court Records department at (727) 464-3321 or [Probate@mypinellasclerk.org](mailto:Probate@mypinellasclerk.org).

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Please feel free to share with others that may benefit from our alerts. If you have any additional questions about this topic or others, please email us at [clerkinfo@mypinellasclerk.org](mailto:clerkinfo@mypinellasclerk.org).

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity.