

FCTC - APPROVAL ITEMS

August 2014

- FCTC approved a motion to communicate formally with the leadership of the Florida Bar describing the reoccurring problem of attorneys in non-compliance with mandatory e-filing procedures and the Florida Bar manage the attorneys as they deem appropriate.
- FCTC approved a motion to communicate formally with Chief Judges requesting notification from their clerk on attorneys not filing in compliance with mandatory e-filing procedures and Clerks to be copied on the written communication.
- FCTC approved a motion from the e-Portal Subcommittee to create subaccounts for judicial assistants and case managers.
- FCTC approved a motion from the e-Portal Subcommittee to adopt the following enhancements to the Portal.
 - **New Filer User Groups** - Additional filer roles have been added for the following users to electronically file beginning 9/21/14:
 - Court Reporter
 - Mediator
 - Mental Health Professional
 - Process Server
 - Law Enforcement

Law Enforcement category would be credentialed/validated by the administrator of the entity that facilitates the enrollment (i.e., Sherriff's Office, etc.) and would not be a publicly accessible role.

- **Systematically Include State Attorney to the E-Service List** - Systematically add the State Attorney designated e-service email address to the e-service list on criminal division cases. Effective 10/24/14.
- **Add Manage My E-Service Screen** – An e-service list maintenance screen was created to allow a filer to apply e-service designations and remove multiple lists at once. This only manipulates what the filer has filed on and there is no functionality change. Effective 10/24/14.
- **Reformat Document Filing Tab** –The Documents Tab has been enhanced to allow the document size limited to 25 MB for appellant filings to be consistent with Trial Court filings. Effective 10/24/14.
- **Clerk Filing to the Florida DOC** – The Florida Department of Corrections will be added to the portal to receive filings from the Clerks of Court. Effective 10/24/14.
- FCTC approved a motion from the e-Portal Subcommittee to create a filer role for general magistrates and hearing officers with same access as judges and credentialing will be done by court administration.
- FCTC approved a motion from the Access Governance Board defining clerk's office electronic viewing and remote electronic viewing.
 - **Clerk's Office Electronic Viewing** – The ability to view court records as defined in rule 2.420(b)(1)(A) from a clerk-provided device located in the clerk's office.
 - **Remote Electronic Viewing** – The ability to view court records as defined in rule 2.420(b)(1)(A) from an external location via a public network.
- FCTC approved a motion from the Technical Standards Subcommittee for docket numbering. The language will be incorporated in the *Standards for Electronic Access to the Courts*.

- At a minimum, the local clerk CMS would assign and store a sequence number for each docket that contains a document on each case. The sequence number would be unique only within each case. For example, each case will start with 1, 2, 3, etc. and increment by 1.
 - The sequence number would be displayed on each document/docket display screen in the local clerk CMS and any associated access systems (websites, etc.)
 - Each assigned document/docket sequence number would need to remain static for each case once assigned. If documents/dockets are inserted, then the sequence numbers would not necessarily align with the dates for the documents/docket. As long as they are unique within each case this would be allowed.
 - The sequence number may be implemented on a “go-forward” basis if necessary; sequence numbers are not required for historical documents/dockets.
 - The sequence numbers are only assigned and stored in the local clerk CMS. The sequence numbers would not be included in the interface between the E-Portal and the local clerk CMS and would not be provided to the filer as part of the e-filing notification process.
 - This requirement does not apply to legacy CMS applications which have a known end date.
 - Time frame for implementation is two years from FCTC adoption.
- FCTC approved a motion from the Technical Standards Subcommittee for digital signatures. The language will be incorporated in the *Standards for Electronic Access to the Courts*.
 - At a minimum, the digitized signature of a judicial officer and the appellate court clerk shall be accompanied by a date and time stamp. The date and time stamp shall appear as a watermark through the signature to prevent copying the signature to another document. The date and time stamp shall also appear below the signature and not be obscured by the signature. When possible or required¹ the case number should be included also. Applications that store digitized signatures must store the signatures in compliance with FIPS 140-2. The implementation timeline would be December 31, 2015.

¹ Functional requirement 8.5(d) of the current version of the Functional Requirements Document For Court Application Processing System