

Florida Supreme Court Standards for Electronic Access to the Courts Survey

Adopted June 2009
Adopted modifications February 2012

Version 7.0

We are requesting that you take a few minutes to complete this survey. The purpose of this survey is to identify the portions of the Standards for Electronic Access to the Courts published in AOSC09-30 and later revisions that are in use in each county and circuit. It is hoped that the CTO's and Clerks will provide to the Florida Courts Technology Commission (FCTC) a snapshot of what is happening with electronic filing in the trial courts.

The FCTC will continue to research and discuss all of the ramifications of implementing electronic filing and the means of effecting electronic filing throughout the state so that the people's access to their courts will not be limited by a transition to this new means of transmitting and storing records.

As a convenience, the survey has been provided in Word format along with a link to the [Standards for Electronic Access to the Courts](#). The Word document cannot be submitted in place of the electronic survey. Once you have gathered the requested information, please complete the survey online.

Thank you in advance for your time and assistance.

Name of County	
Name of Clerk	
Name of CTO	
Survey Completed by	
Contact Information	
Date Completed	
Name of Chief Judge	

2.0 FLORIDA COURTS E-PORTAL

1. Are you presently receiving filings through the e-Portal? (Yes/No)
2. If so, for what court types (Circuit Civil, Circuit Criminal, Civil Traffic, County Civil, County Criminal, Criminal Traffic, Family (Domestic Relation), Juvenile Delinquency, Juvenile Dependency, Probate)?
3. Do you directly receive e-filings from any other source other than the ePortal? (Yes/No)
4. If yes, please list.
5. Does your CMS interface directly with the Portal? (Yes/No)
6. If so, what divisions (Circuit Civil, Circuit Criminal, Civil Traffic, County Civil, County Criminal, Criminal Traffic, Family (Domestic Relation), Juvenile Delinquency, Juvenile Dependency, Probate)?
7. What has been your experience so far with the ePortal that would be beneficial to share?
8. Are there any areas of the portal that need improvement or further development? (Yes/No)
9. If yes, please explain.

2.1. E-PORTAL FUNCTIONALITY

1. What format documents are you receiving from the Portal (Word, PDF, TIFF, Other)?

3.0 REQUESTS FOR ELECTRONIC TRANSMISSION AND FILING OF DOCUMENTS

3.1.1. Size of Filing

1. Are you complying with the 25MB size limitation? (Yes/No)
2. If so, has the size limitation caused any problems?
3. Have you received single files larger than 25MB? (Yes/No)

3.1.2. Document Format

1. In what format or formats are you storing documents (Word, PDF, TIFF, Other)?

2. How will you comply with the requirement for documents to be searchable and tagged in accordance with the accessibility requirements in sections 282.601-282.606, Florida Statutes?

3.1.3. Electronic Filing Envelop – Data Accompanying Submitted Documents

1. Do you utilize the information contained in the electronic filing envelope for case creation? (Yes/No)
2. Do you receive this information from the ePortal? (Yes/No)
3. Are the data elements included in the electronic envelope sufficient to open a case? (Yes/No)
4. If not, what elements would you like to see included?

3.1.5. Electronic Notification of Receipt

1. Does your electronic filing system provide an electronic notification when you have received the filing? (Yes/No)
2. Is this in addition to the notification provided by the ePortal? (Yes/No)
3. The ePortal acknowledges the receipt of a filing within the notification part of the ePortal. How does the clerk notify the filer after the document has been reviewed, officially placed into the case management system, assigned case numbers and/or document reference numbers?

3.1.6. Security

1. Are you protecting the system from unauthorized network intrusion and malware (e.g. virus, worms, trojans)? (Yes/No)
2. Are you ensuring the confidentiality of data (e.g., encryption, redaction)? (Yes/No)
3. Are you ensuring the availability of data (e.g., backups, disaster recovery and contingency planning)? (Yes/No)
4. Are you ensuring the integrity of the data (e.g., access control)? (Yes/No)
5. Are you satisfying the statutory requirements of data retention? (Yes/No)
6. Are you in compliance with the standards as they pertain to clerk computers maintained for use by the public? (Yes/No)

3.1.10. Court Control of Court Documents – Data Storage

1. Are you in compliance with the requirement on the location of original court data and the location of copies of the data? (Yes/No)

3.1.11 Local Document Receiving Process

1. What procedures are in place to notify a filer of any errors such as filing in the wrong county, corrupted files, or conflicts with rules or standards?

3.1.12 Time Stamp

1. The filing is deemed filed on the date and time the electronic filing is received at the ePortal. Do you use any additional date and time stamps to show when the filing is placed into the clerk's system? (Yes/No)
2. If an additional date and time stamp is used, how is it affixed and identified separately as to not confuse the filer on the official filing time?

3.1.13 Document Fidelity and Authenticity

1. What process does the clerk use to ensure the authenticity of the electronically filed document and that it is unaltered?
2. How is the filer identified?
3. Does the local clerk system allow for the printing of electronic files on demand as needed? (Yes/No)

3.1.15. Exhibit

1. How will you handle the submission of non-electronic documents or exhibits?
2. How will photographs be stored? If they are stored electronically please indicate the format that can be stored.

3.1.16 Documents Exempt from Public Access

1. Please explain how you are dealing with documents and/or information that are exempt from public access.

3.1.17. Emergency Filing

1. How do you deal with documents where the filer has indicated the filing is an emergency?

3.1.19. Accommodation of Paper Submissions

Questions in 3.1.19 are referring to the conversion of paper documents in active court files as well as future paper documents from people who cannot electronically file.

1. How will you handle paper submissions in Court?
2. How will they be scanned and stored?
3. Will they be searchable? (Yes/No)

3.1.20. Public Access

1. Will the public be able to access electronic files by web portal or computers that may be provided to the public for access? (Yes/No)
2. What functionality will the public be provided with electronic access (viewing, filing, other)?
3. If public computers are provided, where will the computers be located?
4. Will your system have the means to provide higher role based electronic access? (Yes/No)
5. If yes, how will this be accomplished?

3.1.22. Adding a Party

1. How will your electronic filing system facilitate the addition of parties after the initial pleading is filed?

3.2.1. Determination of Failure and Effect on Due Date

1. What procedure(s) do you have in place to determine and report the failure to receive electronic filings from the ePortal?
2. Please describe your plans to deal with failures.

3.3 CONSIDERATION OF RECOMMENDED COURT REQUIREMENTS

3.3.2 Access to the Judiciary and Court Staff

1. Will you provide access to case management data to the court(s) in your circuit? (Yes/No)
2. What type of data feeds do you provide?
3. Is remote access available to the judiciary and court staff? (Yes/No)
4. Is remote access available to attorneys? (Yes/No)
5. Is remote access available to other parties or agencies? (Yes/No)

3.4. ADA AND TECHNOLOGY COMPLIANCE

1. Is your electronic filing system accessible to persons with disabilities, in accordance with the requirements of state and federal law (e.g., the Americans with Disabilities Act of 1990; section 504 of the federal Rehabilitation Act of 1973; sections 282.601-606, Florida Statutes; and Rules of Judicial Administration 2.525(g) and 2.526)?
2. What steps have you taken to ensure the accessibility of your technology system(s)?
3. Have you conducted any tests of the accessibility of your technology system(s), either through the use of online applications or software purchased by your office, through testing conducted by persons with various types of disabilities, or through some other means? (Yes/No)
4. What steps have you taken to ensure the accessibility of the data created by or stored in your system(s)?
5. Have you conducted any tests of the accessibility of the data created by or stored in your system(s), either through the use of online applications, software purchased by your office, through testing conducted by persons with various types of disabilities, or through some other means? (Yes/No)
6. Have you provided training for your staff on the legal requirements for accessibility of electronic filing and other technology systems and electronic documents? (Yes/No)
7. Have you provided training for your IT staff on how to design web-based applications, electronic filing systems, and/or other relevant programs or systems in a manner that ensures those systems and applications comply with state and federal disability laws? (Yes/No)

8. Have you provided training that will enable your staff to determine whether an electronic document is accessible? (Yes/No)
9. What procedures are in place to notify a filer if a document submitted through the ePortal does not comply with the accessibility requirements?
10. What procedures does your office have in place to address complaints or concerns from judges, court staff, attorneys, parties, and other persons, about the accessibility of your electronic filing system(s) or the data available through those systems?

4.0 ELECTRONIC PROCESSES – JUDICIAL

1. Have all electronic processes that involve the judiciary been approved by the judiciary prior to implementation? (Yes/No)

4.1. Delivery of Electronic Case Files

1. What court division(s) are presently receiving electronic case files (Circuit Civil, Circuit Criminal, Civil Traffic, County Civil, County Criminal, Criminal Traffic, Family (Domestic Relation), Juvenile Delinquency, Juvenile Dependency, Probate)?
2. In which court division(s) are paper files still available (Circuit Civil, Circuit Criminal, Civil Traffic, County Civil, County Criminal, Criminal Traffic, Family (Domestic Relation), Juvenile Delinquency, Juvenile Dependency, Probate)?
3. Has the judiciary in your county approved any system that is being used to deliver electronic case files? (Yes/No)
4. Do systems you have installed provide electronic workflow and document management? (Yes/No)
5. Do you have the ability to deliver a paper file if requested? (Yes/No)
6. How soon after filing are electronic documents available to the court?
7. Have your system(s) improved the workflow and document management services to the court? (Yes/No)

4.2. Courtroom Delivery and Functionality

1. What is the retrieval time for an electronic case?
2. What is the retrieval time for a single document?

3. Can system(s) print on demand? (Yes/No)
4. Can system(s) print selected pages or parts of pages? (Yes/No)
5. Are individual documents searchable? (Yes/No)
6. Do system(s) allow for searching across all documents in a case? (Yes/No)
7. Do system(s) allow a single user to view multiple documents simultaneously? (Yes/No)