



FLORIDA STATE COURTS TECHNOLOGY

FCTC - Approval Items May 2015

- FCTC approved a motion from the e-Portal Subcommittee to remove the Document Group and Document Type drop downs from the Document Tab in the Portal.
- FCTC approved a motion from the e-Portal Subcommittee, that the FCTC recommend to the Court that the removal of metadata should be the responsibility of the filer and not the custodian of the court record.
 - The following language will be added to the Portal regarding metadata, with the metadata word hyperlinked to tutorial videos on how to remove metadata.

“Warning: Removal of document [metadata](#) is the responsibility of the filer. Any document [metadata](#) remaining may become part of the public record.”
- FCTC approved the Portal Change Advisory Board list of enhancements to the Portal, to include allowing a filer to remove themselves from the e-Service list, for the scheduled release of 2015.02.
- FCTC approved a motion from the Access Governance Board to approve phase two Online Electronic Records Access applications received from Civitek and Pasco County.
- FCTC approved a motion from the Access Governance Board to recommend to the Supreme Court the changes made to the Standards for Access to Electronic Court Records and the Access Security Matrix.¹
 - Changes to the standards included:

¹ These changes, considered in various meetings of the Access Governance Board and the FCTC, subsequently were approved through the Supreme Court administrative order AOSC15-18, issued on June 9, 2015.

- Deleting the requirement that judicial orders be made available to the requestor only after the redaction or application of security protocols have been implemented to protect the judicial signature;
 - Deleting language requiring all metadata related to the creator, editor, and contributor must be stripped from the document;
 - Specifying that a public defender is deemed an attorney of record at first appearance;
 - Making the access permitted by commercial purchasers of bulk records the same as the access permitted to the general public;
 - Providing that hyperlinks must not include authentication credentials;
 - Making the access levels in the standards consistent with those prescribed on the matrix and creating a “No Access” designation; and
 - Specifying under the attorney of record security requirements that the gatekeeper is responsible for maintaining an authorized user list.
- Changes to the matrix included:
 - Eliminating the phrase “including redactions” from access level B, which has the effect of allowing clerks to decide whether or not to provide authorized users with access to unredacted versions of documents;
 - Modifying the access level for multiple user groups to Baker Act records based upon recognition that, other than clinical records, there is no law, statute, or rule that exempts Baker Act cases from being publicly available via the Internet;
 - Creating a “No Access” designation;
 - Changing the title for the public user group to eliminate the confusion of having to be a subscriber to have access;
 - Specifying that expunged cases have the “No Access” designation;
 - Expanding the access level for the Attorney General’s Office and Department of Children and Family Services to juvenile truancy records to include all but certain expunged and sealed documents;
 - Modifying the access level for the Attorney of Record to domestic relations adoption records;
 - Adding commercial purchasers of bulk records to the matrix to mirror the user groups in the standards; and
 - Revising and deleting certain statutory references.
- FCTC approved a motion from the Access Governance Board to recommend the Rules of Judicial Administration committee fast track the referral of indemnification to the Rules of Judicial Administration.
- FCTC approved a motion to recommend to the Supreme Court to have the last sentence removed from the *Standards for Access to Electronic Court Records* because the clerks have put security measures in place for the transmission of documents from correctional facilities. The last sentence states, “The order will be available to the requestor only after

the redaction or application of security protocols have been implemented to protect the judicial signature.”

- FCTC approved a motion to add a new section to the *Standards for Electronic Access to the Courts* to read, “5.5. Clerk Signature. Unless otherwise required by law, Clerks and Deputy Clerks are authorized to electronically sign any documents that require the signature of the clerk, subject to the same security requirements that apply to a judge signature under standard 5.4.1.”
- FCTC approved a motion to identify PDF as the document storage method and let the workgroup work out the details over a period of time to let the clerks know that PDF is the direction the court is moving towards.
- FCTC approved a motion for Judge Munyon to send a report to the Supreme Court addressing comments received from the Media and the First Amendment Foundation.
- Judge Munyon established a workgroup to work on CCIS 3.0 enhancements and user interface.
- FCTC approved a motion from the e-Portal Subcommittee to develop an Interpreter Data Workgroup to identify interpreter data elements.