

ISS/Supreme Court Internal Process Flow

Electronic Filing, E-Process & Low Complexity Plans

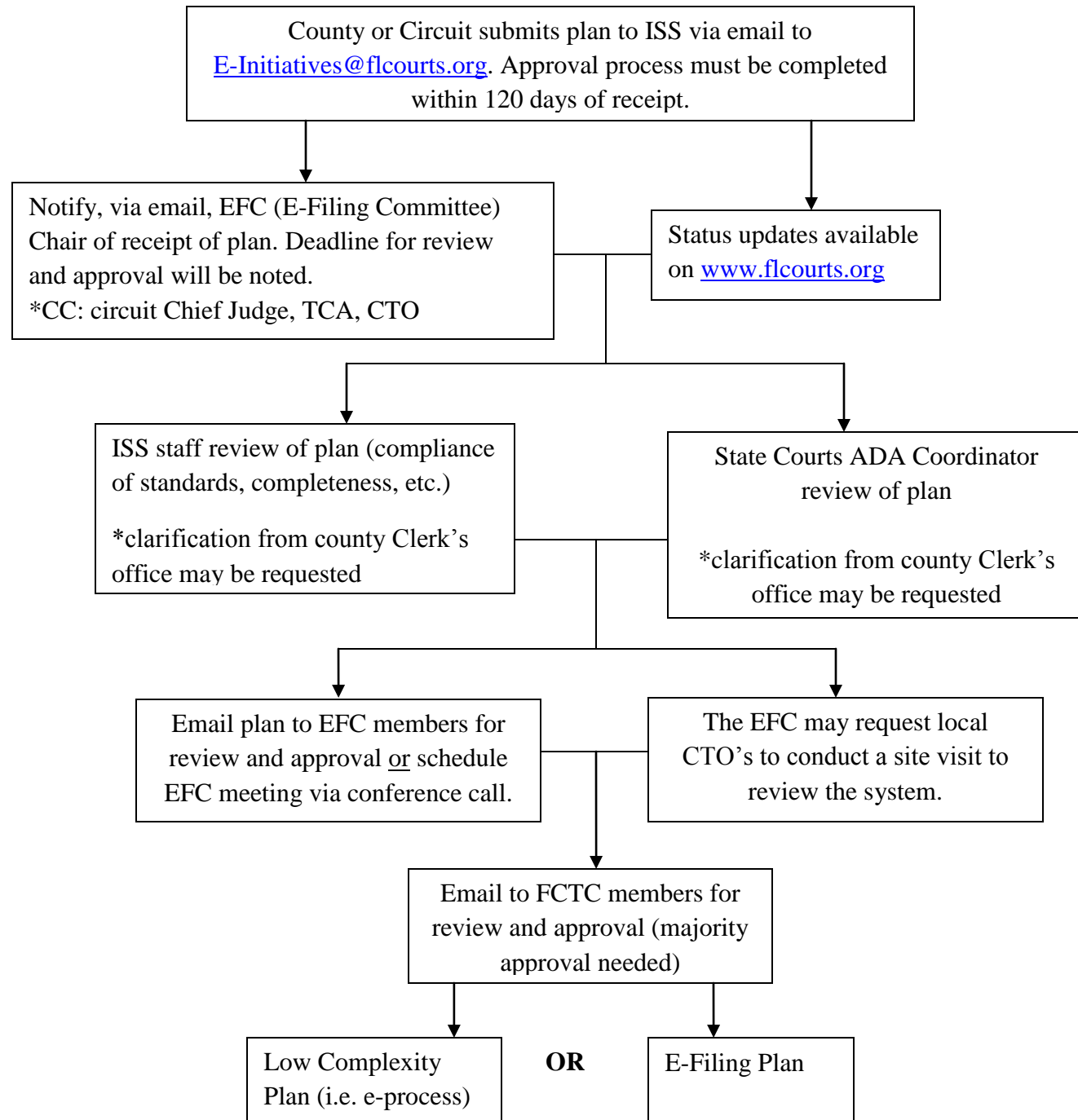
1. The county or circuit submits their plan to Information Systems Services Division via an email to e-initiatives@flcourts.org to begin the process. The plan should be accompanied by a letter from the Circuit Court Chief Judge. An auto reply will be sent to the submitter confirming receipt of plan.
2. ISS staff will notify via email the Chair of the Electronic Filing Committee (EFC) and courtesy copy the circuit Chief Judge, Trial Court Administrator, and Court Technology Officer*, when an electronic initiative plan is received.
3. Status updates will be available for the county/circuit to “follow” their plan through the approval process. Updates will be available on the Florida Courts website, www.flcourts.org, via the court technology page.
4. ISS staff will review the plan to ensure that it is in compliance with all electronic filing standards and guidelines and includes a Statement of Certification for ADA-Section 508 compliance. Concurrent with the ISS review, the State Courts Administrator’s office will review the ADA questions to ensure the 508 compliance.
5. Upon conclusion of the staff review, ISS will forward the plan via email to the Chair of the Electronic Filing Committee (EFC) and other EFC members, to request that they review the plan and make a recommendation, whether to accept or reject the plan. The email will note the date of the 120 day review deadline as specified in AOSC06-63. If necessary, a meeting (to be held via conference call or video conference) will be scheduled to discuss questions/concerns raised by the EFC members. At this time, the EFC may also request local CTO’s to conduct a site visit to review the system.
5. Upon receiving a majority vote by the EFC, an email, which includes all pertinent information, will be sent to the Florida Courts Technology Commission (FCTC) members to solicit a majority vote of approval.
6. The next steps in this process are determined by the ‘classification’ of the plan’. **If the plan is classified at a ‘Low Complexity’ level (i.e., e-signature, printing of an emailed**

*A full review of the plan by the local CTO should be completed prior to submission.

.PDF document, /S signature, the electronic distribution, outside of the court, of orders in parties in a case, then a letter will be drafted by ISS staff and emailed to the Chair of the FCTC for review and signature. The Chair will send a copy of the letter to the respective Clerk of Court to note approval. Copies will be mailed to the Chief Judge of the Circuit, the Clerk of the Supreme Court, and the State Courts Technology Officer (CIO). *(The definition of Low Complexity was approved by the Supreme Court in the September 5, 2007 and February 25, 2009 Court Conference, respectively).*

7. **If the plan is classified as “true e-filing” (applying Rule 2.525)**, the ISS staff will prepare a Supreme Court packet to send to the State Courts Administrator (SCA) for preliminary review. The packet will include a cover memorandum to the Supreme Court Clerk of Court, a cover sheet denoting the contents of the packet, an OSCA Committee Report Summary and Transmittal Form, a copy of the letter submitted from the Chief Judge of the respective circuit (if one was submitted with the plan) and a copy of the plan itself. Upon confirmation that all information is accurate, the SCA will subsequently send to the Supreme Court Clerk to agenda for Court Conference. The Court Conference action will be reported by the SCA’s office to ISS, via e-mail notification to CIO and key ISS staff.
8. ISS staff will then draft an Administrative Order and send to the SCA for review. If approved, the AO will then be sent to the Supreme Court Clerk for execution by the Chief Justice.
8. Upon receipt of the signed Administrative Order, ISS staff will email a copy to the appropriate individuals, and request an acknowledgement of receipt from that party.

ELECTRONIC INITIATIVES (E-PROCESS/E-FILING) INTERNAL PROCESS CHART



UPON APPROVAL:

Low Complexity (e-process):

ISS will draft a letter to FCTC Chair for review/signature.

*CC line: County Clerk, Chief Judge of the circuit, Supreme Court Clerk, State Courts Administrator, and State Courts CIO.

E-Filing:

1. ISS staff will prepare a packet for Supreme Court.
2. Packet to SC via the State Courts Administrator (SCA) to include
 - Cover memo to SC Clerk
 - Cover sheet denoting contents
 - OSCA Committee Report Summary & Transmittal Form
 - Copy of E-Filing Plan
 - Copy of letter from Chief Judge, if provided by separate mailing
3. SCA will send packet to SC Clerk to agenda for Court Conference.
4. Court Conference action will be reported by the SCA's office to State Courts CIO and ISS staff.

ISS will draft an Administrative Order (AO).

- AO will be sent to SCA for review
- If approved by SCA, AO will be sent to SC Clerk for execution by Chief Justice

ISS staff will email signed AO to appropriate individuals – clerk, clerk point of contact, chief judge, TCA, CTO, etc.
*request acknowledgement of receipt from emailed party.