

## Florida Courts System Review Checklist - 2010

Circuit:  
County:  
E-Filing Application Name:  
Date:  
Site Visit Staff Person Name:

### Review Categories

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#### **Administrative**

Verify that the Chief Judge has reviewed and approved the system (letter should be attached).

#### **Application**

Review application in the following areas: database platform, storage, communications, quality control, process flow.

Staff Notes:

#### **Access**

Review application access in the following areas: access methods, public access, Pro-Se access, judge and court staff access, remote access, notification methods.

Staff Notes:

#### **Security**

Review application security in the following areas: contingency planning, disaster planning, backup and recovery, remote site, antivirus, firewall, authentication, other security measures, archiving.

Staff Notes:

#### **Costs**

Review costs structures and identify the following: additional costs to the users, potential cost impact to the judiciary and other entities regarding licensing, subscriptions, or application enhancements.

Staff Notes:

**ADA**

Review ADA features of the application.

Staff Notes:

**RECOMMENDATION**

Recommend Approval

Recommend the following corrections:

Applicant's comments:

If you have any questions relating to E-Filing, please feel free to contact  
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