

# Protocol for Supreme Court Committees

## *Supporting the Mission of Florida's Judicial Branch*

|  |    |
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| PREFACE .....  | 2  |
| I. DEFINITIONS .....   | 2  |
| II. ROLES .....  | 3  |
| A. The Supreme Court Governs, Committees Recommend, and Staff Support.....                           | 4  |
| B. Overview of the Court Committee Structure.....  | 5  |
| C. Roles and Expectations .....  | 6  |
| D. Principles of Committee Service.....  | 8  |
| E. Committee Operating Procedures .....  | 8  |
| F. Code of Conduct.....  | 9  |
| III. AMERICANS WITH DISABILITIES ACT .....   | 10 |
| A. Accessible Meeting Sites .....  | 10 |
| B. Accommodations for Participation in Committee Events.....   | 10 |
| C. Accessibility of Electronic Committee Information.....  | 11 |
| D. Alternate Formats of Committee Documents .....  | 11 |
| IV. PUBLIC MEETINGS AND PUBLIC RECORDS .....   | 12 |
| V. SECURITY .....  | 12 |
| VI. COMPLIANCE WITH ETHICAL REQUIREMENTS AND PURCHASING AND PROCUREMENT<br>RULES AND PROCEDURES..... | 15 |
| VII. STAFF COVERAGE OF AND ATTENDANCE AT COMMITTEE MEETINGS .....                                    | 16 |
| VIII. MEETING MINUTES .....  | 17 |
| A. Purpose of Meeting Minutes .....  | 17 |
| B. Elements of Good Minutes .....  | 17 |
| IX. PROTOCOL FOR COURT COMMITTEES SEEKING TO RECOMMEND LEGISLATIVE ISSUES.....                       | 17 |
| X. SUBMISSION OF COMMITTEE REPORTS AND PETITIONS .....   | 19 |
| A. General Guidelines for Submission of Reports.....   | 19 |
| B. General Guidelines for Submission of Rule Proposals.....  | 19 |
| C. Submission of Petitions to Amend the Rules.....   | 20 |
| D. General Guidelines for Submission of Statutory Proposals.....                                     | 21 |
| E. Communication Between OSCA Staff and Supreme Court Personnel.....                                 | 21 |
| XI. OSCA COMMITTEE REPORT SUMMARY AND TRANSMITTAL FORM.....  | 22 |
| XII. END OF TERM REPORT .....  | 24 |
| APPENDIX.....  | 25 |

## PREFACE

The Protocol for Supreme Court Committees, first published in 2008, is a compilation and integration of several pre-existing standards and requirements and was developed to provide guidance to supreme court committee members and Office of the State Courts Administrator (OSCA) staff who serve in a support role to court committees. This protocol does not apply to committees staffed by The Florida Bar. These standards and guidelines have been combined into one convenient resource for court committee chairs, members, and OSCA staff to have a reference tool for conducting orderly, effective, efficient meetings and developing timely and appropriate written work product. The protocol is updated as needed by the Deputy State Courts Administrator's Office in coordination with the clerk of the court, the general counsel, the director of the Office of Community and Intergovernmental Relations, and is subject to the review and approval of the state courts administrator and the Florida Supreme Court. This document is the third edition of the protocol.

There are a number of court appointed committees for which OSCA is designated to provide staff support. This protocol includes a table depicting the various court committees and the present committee structure. The protocol also provides definitions and a narrative overview of the court committee structure and responsibilities. It contains additional sections pertaining to the authority of the supreme court and chief justice, and the roles and responsibilities of committee chairs, committee members, and staff who support the committees. The protocol addresses applicable rules and statutes that are pertinent in planning court committee meetings and developing written work (e.g. Americans with Disabilities Act and Florida statutes and court rules dealing with public records). The protocol also deals with scheduling and conducting meetings, assuring adequate security, providing sufficient staff coverage, developing agendas and minutes, conducting effective meetings, and committee requirements for submitting recommendations related to legislative priorities and court rule proposals. Finally, the protocol addresses proper method of submission for various written reports and proposals.

## I. DEFINITIONS

- **Bar Committee Liaison.** A court committee member who is also a member of a Florida Bar rules committee, and who will advise the Florida Bar committee about court committee rules proposals.
- **Committee Report.** A detailed report that summarizes a committee's research, and contains its findings, conclusions, and recommendations with regard to one or more of the tasks or charges assigned to the committee by the chief justice generally corresponding to a two-year cycle. During a committee's term there might be more than one report, depending on the nature and scope of charges. Not always will a committee's work product culminate in a written committee report.
- **End of Term Report.** A succinct high-level summation of a committee's work and accomplishments during its two-year term, along with any suggestions with regard to

- successor committees and future work. An end of term report will not usually be required for single-purpose committees (e.g., Task Force on Management of Cases Involving Complex Litigation), but will be required for committees that are given specific charges by administrative order. An end of term report is not the same thing as a “committee report” directed to a particular charge, or set of charges, or an annual report expressed by rule or statute. If an annual report is required by rule or statute, there is no need to also submit an end of term report (e.g., Florida Courts Technology Commission and Florida Court Education Council).
- **Justice Liaison.** A justice designated by the chief justice to act as a liaison between a court committee and the supreme court, and whose function is to advise the supreme court about the work of the committee.
  - **OSCA Committee Report Summary and Transmittal Form.** A document prepared by OSCA staff to provide the chief justice and the supreme court with a summary of a committee report and recommendations submitted by a Court committee, as well as administrative and fiscal information relevant to the report. This form provides the supreme court with OSCA’s perspective on implementation of recommendations contained within committee reports. The OSCA Report Summary and Transmittal Form is an internal document prepared at the behest of the state courts administrator for submission to the chief justice and the supreme court. The Report Summary and Transmittal Form is OSCA’s work product and is not prepared by the committee or its chair. Completion and submission of this form by OSCA staff to the state courts administrator assists the state courts administrator in ensuring uniform processing of committee recommendations in a timely manner. A Committee Report Summary and Transmittal Form accompanies a committee report, not an end of term report.
  - **Petition.** A supreme court filing proposing a new rule or rule amendment prepared in accordance with guidelines stated in [In Re: Guidelines for Rules Submissions, No. AOSC06-14, corrected \(July 14, 2006\)](#), Part I, Rules Style Guide, and Part IV, Non-Bar Committee Reports/Petitions to Amend Rules.

## II. ROLES

Committees are the mechanism established by the supreme court for developing consensus on appropriate judicial branch policies affecting the administration of justice. While the state courts system is administered by the chief justice and the Florida Supreme Court, the policy development strategy of the judicial branch is, in many respects, very collegial. Due to the nature of the judicial branch, the development and implementation of policies and procedures for the trial and appellate courts involve a complex, and sometimes lengthy, process.

Some committees – such as the Trial Court Budget Commission, District Courts of Appeal (DCA) Budget Commission, and Judicial Management Council – are established

by the Rules of Judicial Administration. Others – Judicial Ethics Advisory Committee and Committees on Standard Jury Instructions – were established as a result of a supreme court opinion. And, by way of another example, while the Florida Court Education Council was initially established by administrative order, when the Florida Legislature established the Court Education Trust Fund in 1982 it conferred on the council specific statutory duties for administering the trust fund. Additional committees may be appointed when a specific issue or concern is brought to the supreme court’s attention, or when the supreme court desires to evaluate and improve the court system’s performance in a particular area.

Court committees make a vital contribution to the function of the judicial branch. The topics they deal with include judicial education, the emergence of new technologies and how they affect the judicial system, budget development and administration, and rules governing mediators and arbitrators, just to name a few. Serving on or staffing a court committee is a rewarding and important responsibility. These guidelines inform chairs, members, and staff about the unique aspects of their roles with regard to court committees.

#### **A. The Supreme Court Governs, Committees Recommend, and Staff Support**

- **Governance:** The chief justice is the chief administrative officer of the judicial branch. The Florida Supreme Court establishes policy for the branch and is responsible for the establishment of committees, designation of committee membership, identification of committee charges, and adoption of committee recommendations relating to policy and administration of the branch.
- **Policy Recommendations:** Committees are the mechanism established by the supreme court for developing consensus on appropriate judicial branch policies affecting the administration of justice. Committees allow the branch to take advantage of the rich intellectual, social, and experiential diversity of judges, practitioners, court staff, and topical experts. Committees are advisory in nature, and make recommendations for consideration by the supreme court. Court committees have no authority to become involved in issues beyond the scope of the applicable rule or administrative order, absent requesting and receiving approval in advance from the supreme court. Except for those that are established by rule and those that provide operational or regulatory oversight, committees will generally serve for a limited time frame to complete specific assignments.
- **Support:** Staff provides logistical, research, data collection and analysis, and other support to committees in performing the tasks assigned in the administrative order.

## B. Overview of the Court Committee Structure

The current court committee structure involves five committee types: Council, Commissions, Division Steering Committees, Work Groups/Task Forces, and Other. A description of the committee types follows.

- **Council:** In accordance with the Rules of Judicial Administration, the Judicial Management Council of Florida is responsible for crisis planning; evaluating information on branch performance and effectiveness; long-range planning; recommending coordination of work by court committees; and other issues referred by the supreme court. Council membership includes internal and external representation.
- **Commissions:** Commissions address operational and policy matters that span the divisions and/or levels of the court. Membership of court commissions primarily consists of judicial officers and court personnel. Examples of state courts system commissions include:
  - DCA and Trial Court Budget Commissions
  - Commissions on DCA and Trial Court Performance and Accountability
  - Florida Court Education Council
  - Florida Courts Technology Commission
  - Committee on Alternative Dispute Resolution Rules and Policy
- **Division Steering Committees:** The work of steering committees is specific to particular court divisions. Steering committees may develop an aspirational vision of the ideal court division; recommend models, standards, and best practices; and conduct court improvement initiatives. They may also address the impact on their topical assignment area of new legislation, case law, federal guidelines, and other changes. Examples of division steering committees include:
  - Steering Committee on Families and Children in the Court
  - Criminal Court Steering Committee
- **Work Groups/Task Forces:** Work groups and task forces are ad hoc groups appointed for a specific period of time to address a specific issue or narrow topic. They conduct studies, prepare reports, and take other appropriate action as directed by the chief justice. Examples include:
  - Task Force on Substance Abuse and Mental Health Issues in the Court
  - Standing Committee on Fairness and Diversity
  - Task Force on Judicial Branch Planning
- **Other.** This group encompasses other committees required by supreme court opinion, statutory provisions, or other requirements and are delegated some decision making authority by the supreme court. Examples include:

- Judicial Ethics Advisory Committee
- Mediation Ethics Advisory Committee, Mediator Qualifications Board, and Mediation Training Review Board

### C. Roles and Expectations

- **Chief Justice.** The Florida Supreme Court establishes court committees as necessary to accomplish the objectives established in the judicial branch strategic plan. The chief justice, after consultation with the supreme court, appoints the chair and members, sets the terms, and designates the tasks assigned to a committee. If a committee needs clarification on the scope of its role or charges, or requires guidance on a contemplated course of action, those matters should be directed to the chief justice or to the justice liaison if one is appointed.
- **Administrative Order.** Unless they are specified in statute or rule, a court committee's authority and responsibilities will be set forth in an administrative order. The administrative order provides the committee with a foundation and common understanding of the purpose, goals, objectives, and time lines for the committee's work. If a committee believes that, based on their knowledge and expertise its members should address issues or tasks outside the scope of the administrative order, the chair should seek the advice of the professional staff assigned to the committee to determine whether to submit a written request to the chief justice for direction.

The standard elements that should usually be included in an administrative order appointing a court committee are:

- Authority/Mission/Purpose of the Committee
- Responsibilities/Tasks/Charges
- Membership
- Member Terms
- Expiration Date, if applicable
- Rules of Court: a committee has no authority to recommend rule amendments unless there is an explicit authorization in the administrative order; additionally, the order will provide direction on requirements for liaising with the appropriate Florida Bar rules committee(s) and directions as to the process for submission to the supreme court.
- Statutory Proposals: a committee has no authority to recommend statutory amendments unless there is an explicit authorization in the administrative order.
- Mandatory Judicial Education: a requirement that, if a committee intends to recommend mandatory judicial education, the committee must liaison with the Florida Court Education Council in developing that recommendation.

- Recommendations that Impact the Court Budget: a requirement that, if a committee makes a recommendation that impacts court funding, the committee must liaison with the applicable budget commission(s).
- Recommendations that Impact Court Technology: a requirement that, if a committee makes a recommendation that impacts court technology, the committee must liaison with the Florida Courts Technology Commission.
- To conserve court system resources, committees are encouraged to limit in-person meetings and use options such as conference calls, videoconferences, and other electronic meeting options when appropriate.
- **Justice Liaison.** Many court commissions and committees are assigned a supreme court liaison, who is one of the active justices. The liaison serves as the primary communication link between the committee and the supreme court. A liaison may be assigned to a specific committee for any of a variety of reasons; knowledge and expertise in a particular subject area, interest in the topical area, and distribution of workload are among the factors considered by the chief justice in making liaison assignments. The liaison is expected to monitor the work of the committee and inform the supreme court about those committee activities that may require subsequent supreme court action. The liaison shall be given notice of and materials for all committee activities, but is not expected to routinely participate in the committee's activities. The justice liaison's monitoring function may be fulfilled through review of minutes, meetings and/or telephone conversations with the committee chair and staff, or attendance at all or part of a court committee's meetings. A justice liaison is not a member and does not vote. The liaison should not be present during and will not participate in committee deliberations on rule proposals or other matters that may come before the supreme court in an adjudicatory capacity. In some instances, a court committee will be chaired by a justice, in which case there will not be a separate justice liaison appointed.
- **Chair.** The committee chair calls meetings, establishes the agenda, presides at each meeting, and makes work assignments. The chair oversees the accountability of any subcommittees and, if necessary, appoints or removes members or chairs of subcommittees. The chair also works closely with staff to establish a meeting schedule, develop meeting agendas and materials, and submit an end of term report to the chief justice. During meetings, the chair facilitates the discussion and typically does not advocate for or against a proposal while in the chair position. If the chair is a justice, there is no justice liaison. If the chair is a justice, and the committee begins deliberation on matters that may come before the court in its adjudicatory capacity, the chair shall appoint the vice-chair, or other designee, to preside and shall not attend that portion of a committee meeting.
- **Committee Members.** The supreme court attempts to ensure knowledgeable, balanced, and diverse representation on committees. Members who are appointed to represent a specific group or organization are expected to effectuate two-way

communication between the committee and that organization. Court committees face tremendous challenges. Members are expected to take an active part in the activities and work assignments of the committee and to follow the appropriate committee policies and protocols. Full participation by each and every member is a critical component of success; therefore, members are expected to make exceptional effort to attend meetings. Nevertheless, there will be occasions when members cannot attend a meeting; members should advise the chair of those instances in advance. Court committee members are carefully selected for their specialized knowledge, and thus should not send a representative to committee functions. Should a member choose to do so, however, the representative will be allowed to observe and take notes, but will not be allowed to participate in deliberations or vote. Members who become unable to fulfill their commitment to the committee are expected to resign so that a replacement can be appointed, thereby minimizing the negative impact on the group and its ability to fulfill tasks.

- **Bar Committee Liaison.** The purpose of liaisons is to promote communication between supreme court committees whose recommendations may include changes to court rules and Florida Bar committees that advise the supreme court about specific bodies of court rules on a continuing basis.
- **Staff.** Staff support for court committees is primarily provided through the state courts administrator, who designates subordinate staff with the appropriate expertise and within available resources to perform these functions on his or her behalf. Staff work closely with the chair and committee members in developing and implementing activities designed to meet the mandates established by rule or administrative order. Staff is accountable to the state courts administrator for proper management of funds and work products within the province of the committee. Staff also works to ensure that the committee is in compliance with applicable state and federal laws, regulations, and guidelines. Generally, a lead staff member will be assigned primary responsibility for each committee or committee project.

#### **D. Principles of Committee Service**

- **Duty of Care** requires committee members to use reasonable care and good judgment in making decisions on behalf of the interests of the judicial branch.
- **Duty of Loyalty** requires committee members to be faithful to the committee and judicial branch, avoiding conflicts of interest.
- **Duty of Adherence** requires committee members to comply with governing documents (i.e., administrative orders, meeting rules, court policies, etc.).

#### **E. Committee Operating Procedures**

Committee operating procedures are a tool that can be used to help ensure that court committees stay on task and on time. And, while many committee chairs

elect to work through consensus building, when consensus cannot be reached the chair may find it helpful to utilize formal voting procedures. For more details, see Roberts Rules of Order available online at [www.robertsrules.com](http://www.robertsrules.com).

- An **Agenda** is issued to ensure that important business is covered.
- **Motions** are proposals for action.
- A **Second** is required for the motion to be discussed.
- **Amendments** may be made to most motions if they improve the intent or clarify the original motion.
- **Tabling** lays the motion aside.
- **Calling the Question** refers to ending the discussion and voting on the motion.
- **Minutes** should record the time and location of the meeting, participants, and the outcomes of the motions.
- **Voting** is the official action after discussion to adopt, kill, or table the motion.
- **Quorum** is a majority of committee members or the required number as set forth in the meeting rules in order to conduct business.

#### **F. Code of Conduct**

- Respect the chair.
- Bring a calendar to meetings.
- Travel arrangements should permit members to arrive on time and participate in the full meeting.
- Use of cell phones, PDAs, laptops, tablets, and other electronic devices during a meeting is limited to official meeting business (viewing meeting materials, taking notes).
- Read and prepare for meetings.
- Bring needed files, paper, and pen.
- Follow the agenda.
- Listen more than you speak.
- Speak when you have an essential point.

- Respect the rules of order.
- Leave personal and political agendas at the door.
- Actions of the committee belong to the committee; exhibit respect for your fellow committee members by supporting committee actions publicly when appearing in an official capacity as a representative of the committee. When presenting conflicting positions from those taken by the committee or voicing a minority view, members must stipulate that those positions are not those of the committee but of the individual or as a member of another organization.

### **III. AMERICANS WITH DISABILITIES ACT**

[The Americans with Disabilities Act of 1990 \(ADA\)](#) is a federal civil rights law enacted by Congress to ensure that qualified individuals with disabilities are afforded the same opportunities that are available to persons without disabilities. [Title I of the ADA](#) requires state courts to provide reasonable accommodations for qualified judges and court employees with disabilities. [Title II of the ADA](#) applies to state and local government entities – including state courts – and requires them to remove communication barriers and afford accessibility for all their services, programs, and activities.

#### **A. Accessible Meeting Sites**

All committee-sponsored meetings and activities should be held in locations that are physically accessible. Committee chairs and staff should take reasonable and necessary steps, prior to any meeting, to ensure that hotels, public buildings, and/or other proposed meeting sites comply with the [ADA Standards for Accessible Design](#).

#### **B. Accommodations for Participation in Committee Events**

The state courts system will attempt to provide auxiliary aids and services for qualified individuals with disabilities who have an interest in participating in court committee activities. Announcements of committee meetings, training sessions, and other activities should include information about the availability of auxiliary aids and services, upon request and with advance notice. Sample ADA notice language for committee-sponsored meetings, teleconferences, videoconferences, and other events follows:

Persons with disabilities who need an accommodation to participate in [insert the name of the event] should contact [insert name, address, phone number, and email address of the appropriate staff member] as far in advance as possible but preferably at least five working days before the date of

the scheduled event. Persons using a TDD may contact [insert appropriate staff member's name] through the Florida Relay Service, 711.

Examples of auxiliary aids or services that the state courts system may need to provide for qualified individuals with disabilities who participate in court committee meetings or events include:

- Assistive listening devices
- Qualified sign language interpreters and oral interpreters
- Real-time transcription services
- Accessible formats such as large print, Braille, on disk, or audio tapes
- Qualified readers

### **C. Accessibility of Electronic Committee Information**

The [Americans with Disabilities Act](#) prohibits discrimination on the basis of disability, and Florida law requires the judicial branch to adhere to the Section 508 standards. The Florida Accessible Electronic and Information Technology Act<sup>1</sup> requires that all three branches of state government make their electronic information and data accessible. The law provides that state entities shall develop, procure, maintain, and use accessible electronic information and information technology acquired on or after July 1, 2006, that conform to Section 508 standards. The Florida act became effective July 1, 2006, and applies prospectively to software applications and operating systems, web-based Intranet and Internet information and applications, telecommunications products, video and multimedia products, self-contained closed products, and desktop and portable computers.

Committee reports must be designed so that they are accessible to persons who use assistive technology. Committee websites must also be accessible. And, if a court committee provides information in multimedia formats — streaming media, CD-ROMs, etc. — this information must be accessible: videos should include captioning and video descriptions and a text transcript should be available and assistive technology should be able to navigate the multimedia application without using a mouse.

### **D. Alternate Formats of Committee Documents**

In addition to the electronic accessibility requirements discussed in paragraph C above, upon request by a qualified individual with a disability, committee work

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<sup>1</sup> [Sections 282.601–282.606, Fla. Stat.](#)

products must be provided in alternate formats such as Braille, large print, audiotape, or on disk. Sample language that should be included on committee reports and similar work products follows:

***Alternate Formats***

Upon request by a qualified individual with a disability, this document will be made available in alternate formats.

To order this document in an alternate format, please contact [insert name, address, phone number, and email address of the appropriate staff person].

#### **IV. PUBLIC MEETINGS AND PUBLIC RECORDS**

Committee meeting video and audio records and minutes are public records, unless matters that are confidential pursuant to statute or rule are discussed. Committee records must be maintained in accordance with the judicial branch administrative records retention schedule. When recordings are used to assist in the preparation of the official record, recordings become superseded by the minutes and may be discarded once written minutes are prepared. Committee members should be advised prior to the beginning of the meeting that it will be recorded. Drafts of committee reports and other work products are public records that must be provided upon request and dissemination should be coordinated by the chair, in consultation with the OSCA's General Counsel's Office. Committee members should not on their own initiative disseminate copies of a committee report before it has been formally submitted to and reviewed by the supreme court.

The public meeting and notice requirements of [Chapter 286, Florida Statutes](#), do not apply to judicial branch events. Nevertheless, most meetings of official supreme court-appointed committees, judicial conferences, and other official court events should be presumed to be generally accessible by the public. Instances in which an event would *not* be accessible to members of the public, upon request, include:

- Florida Supreme Court conferences.
- Meetings when confidential or sensitive issues will be discussed (i.e., executive sessions, emergency preparedness planning, etc.).
- Meetings of judicial officers and/or court staff that comprise informal work groups or where preliminary discussions on matters will occur.

#### **V. SECURITY**

Because of security concerns, advance notice of court committee meetings and judicial conferences is not normally provided to the public, except by invitation. Accordingly, staff should refrain from posting on the Florida Courts Internet site or other venue accessible to the public any calendars, notices, agendas, or other documents disclosing

the date and location of court meetings; such information may, however, be posted on the Intranet site.

In some instances — such as public hearings — the state courts system is specifically seeking the public’s participation or input on court-related matters, and information about the event must be published in advance. Additionally, some official court committees — such as the Trial Court Budget Commission — have adopted procedures requiring that meeting notices be posted on the Florida Courts Internet site in advance, so that interested persons are provided with a reasonable opportunity to be heard on agenda items under consideration by the Commission. In those and similar circumstances, staff should utilize the criteria in these guidelines to ensure that appropriate security precautions are implemented.

If staff receives an inquiry from a reporter or other member of the public about the location of a committee meeting, judicial conference, or other court event, staff should advise that such information is not generally provided to the public in order to ensure the safety of judicial officers and staff. If possible, respond to the caller’s questions about the substance of a meeting without disclosing the location, which often satisfies his or her informational needs. Because of security concerns, do not offer to provide calendars, agendas, meeting notices, or other documents that disclose the date and location of court meetings. These documents should be provided only if the individual submits a formal public records request, in which case the normal public records request protocol must be followed. If information is requested in a manner that raises security concerns, staff should take prudent security precautions as described in these guidelines.

Upon request from staff of a governmental or justice system entity (e.g., The Florida Bar, Office of Program Policy Analysis and Government Accountability (OPPAGA), The Florida Legislature, Attorney General’s Office), information about upcoming meetings should be readily provided. However, one should mention to them that in order to ensure the safety of event participants, meeting details are not generally provided to the public. Please request their assistance in helping maintain the security of the event by not widely distributing the information that is being provided.

Primary staff assigned to the project, in consultation with his or her manager(s) and committee chairs, is responsible for determining the appropriate security precautions for a particular event, based on these guidelines.

It is not always necessary to provide security coverage at ordinary court committee meetings. However, if one or more of the following elements are present, staff should consult with the appropriate security personnel (for those described below) in order to determine whether security coverage might be appropriate at meetings and events involving judges and court staff:

- The event will be held at a location other than a courthouse or other location in which adequate security is already provided.

- The event is a public hearing or other highly visible event. That is, the event has been publicized in the media or on the Florida Courts Internet site, or a large number of people have been notified of the event.
- The event includes discussion of a highly controversial topic.
- The event includes public figures or dignitaries such as the governor, cabinet members, legislators, justices, or others.
- There is some credible intelligence indicating a potential threat to the judicial branch or any of its officials or staff.

Furthermore, if committee members express concern about security or if unusual inquiries are received about the meeting, the chair and staff should consider moving the meeting to a courthouse or other secure location or arranging adequate security coverage.

If the committee chair and staff determined that it would be prudent to have security coverage at a court-sponsored event that is located in Tallahassee, staff should coordinate the security arrangements through the Supreme Court Marshal's Office. A written request should be submitted to the supreme court marshal, and a written confirmation that the arrangements have been made should be requested. If the event is located outside the Tallahassee area, staff should initiate a request for security arrangements through the appropriate Trial Court Administrator's Office or DCA Marshal's Office, which will coordinate security coverage with the local law enforcement, as appropriate in their area. The following information should be provided to them:

- The date, time, and location of the meeting, along with a list of anticipated attendees.
- Other information about the meeting site such as the distance between the various meeting rooms, whether it is a gated/restricted-entrance facility, etc.

For events that will be convened at a courthouse, staff should contact the appropriate marshal or trial court administrator, in advance, to notify them of the meeting and any specific security needs, including attendance of dignitaries, any known threats, and other security concerns such as recent controversial court decisions, controversial meeting topics, etc.

Security coverage is provided at all major judicial education programs. Accordingly, it is not usually necessary for committee staff to make separate security arrangements for each meeting held in conjunction with judicial education programs. However, committee staff should provide advance notice to the appropriate program coordinator (as indicated below) about the meeting and any specific security needs, including attendance of dignitaries, known threats, recent controversial court decisions, controversial meeting topics, etc.:

- Appellate Education Programs: conference manager
- Circuit Judges Annual Education Programs: conference manager
- County Judges Annual Education Programs: conference manager
- Florida Judicial College, College of Advanced Judicial Studies, and other court education programs: the appropriate program coordinator in the OSCA Court Education Office

Whenever the chief justice or an associate justice will participate in a court-related event outside of a courthouse, staff should consult with the Supreme Court Marshal's Office regarding any security arrangements that office deems to be necessary.

It costs approximately \$25–\$35 per hour to cover the cost of each sworn law enforcement officer. Committee staff should provide for security costs in project budget plans. Please note that resources have not been allocated to the Supreme Court Marshal's Office for the provision of security at off-site meetings; nevertheless, that office will make every effort to provide or make arrangements for security coverage at Tallahassee court events.

Whether or not it is necessary for security coverage, there are other steps one can take to improve security at court-sponsored meetings and events:

- *Name Tags.* Provide the participants with name tags that are visibly discernable from other persons who may be in the same location. Do not use titles (such as judge, state attorney, etc.) on name tags.
- *Marquee Announcements.* When posting a meeting at a hotel or other location, avoid using terms like “court,” “judicial,” “judge,” or other words that indicate the likely meeting participants. For example, instead of the Florida Courts Technology Commission, one might say Technology Commission. Or instead of posting a notice about the Trial Court Budget Commission, one might use the initials TCBC. OSCA is another acronym familiar to judges and court staff but anonymous to those outside the court system, and could be used on marquee announcements.

## **VI. COMPLIANCE WITH ETHICAL REQUIREMENTS AND PURCHASING AND PROCUREMENT RULES AND PROCEDURES**

When planning and conducting court committee meetings and events, staff and members must comport with all applicable ethical requirements, including:

- [Code of Judicial Conduct \(see especially Canons 2, 3, and 5\)](#)
- [Section 112.313, Florida Statutes](#)

- [State Courts System Purchasing Directives](#)
- [Florida Supreme Court Confidentiality Policy](#)
- [Florida Supreme Court Internet Use Policy](#)
- [Supreme Court and OSCA Vendor Gift Policy](#)

## VII. STAFF COVERAGE OF AND ATTENDANCE AT COMMITTEE MEETINGS

The responsibility for determining who attends committee meetings rests with the lead staff member assigned to the project. Individuals whose presence is critical to the meeting will be notified by the lead staff member. Others who may be interested in attending a meeting should ask the lead staff in advance. Some of the factors that may be considered in determining the staff who should attend a committee meeting or event include:

- ***Role at committee meeting.*** The primary purpose for staff attendance at committee meetings is to provide staff support for the committee, including the presentation of research/information, the recording of minutes, provision of background, and, if requested, recommending policy options. Staff may also appear at committee meetings to report on the activities of another committee or initiative, or to speak to legislative or budgetary issues.
- ***Costs.*** Travel is expensive and should be managed wisely. Attendance at meetings should be carefully considered. In general, each person who attends a committee meeting should contribute to the meeting.
- ***Committee comfort.*** Committees often operate best when they are able to discuss issues candidly. During some deliberative stages of committee work, the presence of too many staff persons may inhibit frank discussions. This is less of a concern when the committee is in an information-gathering stage, or when committee members are receiving or making formal presentations.
- ***Subject matter related to current or future staff work.*** Staff who do not provide direct support to a committee often have job responsibilities that are closely related to or will be affected by the work of a committee. Additionally, those who do not provide direct support to the committee may have responsibility for implementing recommendations of the committee, and it would be beneficial for them to observe the discussion firsthand.
- ***Professional development.*** Some committee meetings or events present unique and/or cost-effective training opportunities.

- ***Other factors.*** If resources and time permit, there may be other legitimate purposes for attending committee meetings, particularly if they are held either in Tallahassee or in a city where staff have other business (e.g., Florida Bar meetings and judicial conferences).

## **VIII. MEETING MINUTES**

### **A. Purpose of Meeting Minutes**

- To establish a record for decisions that are made and those items that require follow-up.
- To avoid reopening and reworking issues that have already been decided.
- To remind members about actions that have been taken and to serve as a catalyst for next step(s).

### **B. Elements of Good Minutes**

- A record of who was in attendance at the meeting.
- The date, time, duration, location, starting and ending time of the meeting, as well as the date, time and place of the next meeting.
- A record of who is responsible for what and by when.
- An indication of the disposition of each item. Minutes usually reflect decisions and agreed-upon actions rather than a detailed account of the discussions.

## **IX. PROTOCOL FOR COURT COMMITTEES SEEKING TO RECOMMEND LEGISLATIVE ISSUES**

A court committee cannot propose a statutory change unless it has express authority to do so. If a court committee has received no explicit authority to propose a statutory change, but becomes aware that a change is needed, the committee may: (1) contact the chief justice by letter seeking guidance; or (2) include a general recommendation for a statutory change in the committee's report.

When a committee has been given specific authority to propose statutory changes, the following protocol must be followed:

- When a potential legislative issue is on the agenda for discussion by a court committee, the state courts administrator and the director of the Office of Community and Intergovernmental Relations (OCIR) should be notified in advance and invited to participate in the meeting.

- If a court committee anticipates legislative activity on an issue, the committee should complete a Legislative Issue Information Sheet and return the form to OCIR by mid-summer, consistent with the annual legislative policy development schedule released by OCIR through e-mail and on the Intranet each year. If draft bill language is available, it should be attached to the form.
- OCIR is authorized to and responsible for communicating with representatives of the district courts, circuit courts, county courts, The Florida Bar, and/or others, as appropriate, in regard to potential legislative issues.
- Proposed legislative issues, along with comments developed with the representatives mentioned above, will be compiled by OCIR and presented to the state courts administrator.
- The state courts administrator, assisted by OCIR, will present potential legislative issues to the supreme court, in the fall, preceding the legislative session each year. Those issues will then be considered by the supreme court and, if approved, will be included in the proposed Judicial Branch Legislative Agenda, and that document will be available for use by all judges and court staff who have been designated to assist in advancing the issues.
- As necessary, the state courts administrator and OCIR in cooperation with the committee recommending the legislative issue or other designated persons as appropriate, will secure sponsors for approved legislation.
- The committee recommending the legislative issue shall designate a member of the committee to serve as a liaison to the state courts administrator, OCIR, and the legislature on the issue; to address and make decisions on behalf of the committee on matters, including but not limited to amendments, which may arise on the legislation; and, as necessary, to meet with legislators and legislative staff or appear before legislative committees on the issue.
- The unit of the Office of the State Courts Administrator providing staff support to the court committee shall designate a staff person to serve as a liaison to the state courts administrator and OCIR on the legislative issue; to provide technical assistance to the committee and OCIR on matters, including but not limited to amendments, which may arise on the legislation; and, as necessary, to attend meetings with legislators and legislative staff or meetings of legislative committees on the issue.
- The Judicial Branch Legislative Agenda will be periodically updated and made available to judges and court staff on the Intranet.
- Notice of any meetings between court committee members/staff and legislators/legislative staff should be provided via e-mail to OCIR in advance when possible or as soon after the meeting as is practicable.
- Information about proposed amendments to language in a bill or a draft bill should be provided to OCIR as soon as it becomes available.

- If the issue becomes law, committee staff shall, no later than August 1, provide OCIR with pertinent implementation deadlines, any reporting requirements, any requirements to develop rule changes, and any other information necessary to fully implement the law.

## **X. SUBMISSION OF COMMITTEE REPORTS AND PETITIONS**

### **A. General Guidelines for Submission of Reports**

- Committee reports will be submitted to the chief justice through the state courts administrator. If the committee also is proposing rule changes, the report shall advise the supreme court that a separate rules petition has been prepared and will be filed with the Florida Supreme Court Clerk's Office. If a committee has been authorized to recommend statutory amendments, those proposals should be outlined in a committee's report and not submitted via a petition.
- Staff should provide the committee report to the state courts administrator, along with an OSCA Committee Report Summary and Transmittal Form prepared by staff. As with other work products, management reviews of a committee report, including review by the designated deputy state courts administrator where appropriate, should be obtained prior to submission to the state courts administrator. Staff should build in lead time to ensure adequate time for review. The state courts administrator will provide the report, along with the completed OSCA Committee Report Summary and Transmittal Form, to the chief justice with copies to the other justices, the clerk of court, the director of the Central Staff Office, and the director of the Public Information Office, as appropriate. Committee chairs, members, and staff should not submit reports directly to the chief justice, as that may result in confusion, delays, an inability to implement a recommendation, or other obstacles.
- Courtesy copies of reports should be provided to any entities affected by the report, as directed by the state courts administrator.
- Committee reports should be posted on the Florida Courts Internet site (unless there is a specific directive to do otherwise); given to the Supreme Court Library; and sent to the State Library/Archives pursuant to statutory requirement.
- If the chief justice or supreme court determines that action is required to respond to or implement recommendations contained in the report, the chief justice or supreme court will take such action and notify staff.

### **B. General Guidelines for Submission of Rule Proposals**

- The only acceptable method for submission of rule proposals is by a formal petition filed with the supreme court. Rule proposals submitted as part of a committee report will not be accepted.

- A court committee must have express authority to draft and submit rule changes directly to the supreme court, either by rule, through a charge contained in the administrative order establishing or continuing the committee or through a letter issued to the committee by the clerk of court.
- If a court committee has received no express authority to propose a rule change, but becomes aware that a change is needed, the committee may: (1) contact the justice liaison by letter so that the supreme court may refer the matter to the appropriate Florida Bar rules committee or supreme court committee; (2) contact the appropriate Florida Bar committee liaison about the matter; or (3) include a general recommendation for the rule change in the committee's report.
- If a court committee has authority to propose rule changes to the supreme court but is required to liaison with a Florida Bar rules committee, the committee must forward its rule proposal to the Florida Bar rules committee for review and remarks prior to submitting the proposal via petition to the supreme court. The committee liaison should explain rule proposals to the Florida Bar rules committee. The committee may include remarks from the Florida Bar rules committee in its petition to the supreme court. Official comment from the Florida Bar committee may be submitted directly to the supreme court during the appropriate comment period, but should not be included as part of the court committee's petition.
- If a rule proposal drafted by a court committee relates to a "non-referral" rule identified in [rule 2.140\(g\), Florida Rules of Judicial Administration](#), the committee need not coordinate with The Florida Bar Rules of Judicial Administration Committee. Proposals relating to non-referral rules may be submitted by the Office of the State Courts Administrator or a court committee, provided the committee has express authority to draft and propose rules, by petition filed with the Florida Supreme Court Clerk's Office. If a committee does not have authority to propose rules, it may include a recommendation for a rule or rule change, along with its administrative recommendations, in a report to the supreme court submitted through the state courts administrator.

### **C. Submission of Petitions to Amend the Rules**

- Petitions to amend the rules must be prepared in accordance with the Guidelines for Rules Submissions, as enumerated in [AOSC06-14](#). Rule petitions should be filed with the Florida Supreme Court Clerk's Office in electronic form only, by using the Florida Courts E-Filing Portal (<https://www.myflcourtaccess.com>). Petitions to amend the rules and all attachments must be filed in Microsoft Word format. [In Re: Electronic Filing in the Supreme Court of Florida via the Florida Courts E-Filing Portal, No. AOSC13-7 \(February 18, 2013\)](#).
- Before filing a petition to amend the rules with the clerk of court, committee staff should notify the state courts administrator.

## **D. General Guidelines for Submission of Statutory Proposals**

- Court committees may not recommend statutory amendments absent express authority to do so. Such authority is usually conveyed via rule or administrative order.
- On behalf of the committee, staff must forward statutory proposals to the state courts administrator and the director of the Office of Community and Intergovernmental Relations for submission to the supreme court. Statutory proposals approved by the chief justice and supreme court may be included within the judicial branch agenda for the next legislative session. Only those statutory proposals approved by the supreme court shall be considered part of the branch legislative agenda.
- Unless the supreme court has affirmatively supported or has no objection to pursuit of a statutory issue as part of the approved judicial branch legislative agenda, committee members may not communicate with legislators or legislative staff on behalf of the committee, the supreme court, or the judicial branch in regard to the statutory issue. This provision is not intended to apply to committee members expressing their personal views who affirmatively state that they are not speaking on behalf of the committee, the supreme court, or the judicial branch. See [rule 2.205\(a\)\(1\)\(B\), Florida Rules of Judicial Administration](#).
- For further information see Section IX. Protocol for Court Committees Seeking to Recommend Legislative Issues.

## **E. Communication Between OSCA Staff and Supreme Court Personnel**

- Administrative Matters
  - Justices and supreme court staff may consult with OSCA staff about committee reports and other work products that are before the chief justice or supreme court in their administrative capacity.
  - OSCA staff should not relay to committee members the content of discussions with the supreme court or supreme court staff relating to administrative orders, committee reports or work products, or other administrative matters pending before the chief justice or supreme court, unless requested to do so by the chief justice or supreme court.
- Rule Proposals and Petitions to Amend Rules
  - OSCA staff may consult with the Central Staff Office about technical matters concerning committee rule proposals or petitions to amend rules before a petition is filed with the supreme court.
  - OSCA staff may relay to committee members the content of pre-filing discussions with supreme court staff about technical matters concerning rule proposals or petitions to amend rules.

- Communications between supreme court personnel and OSCA staff should cease once a petition to amend rules is filed with the supreme court.

## **XI. OSCA COMMITTEE REPORT SUMMARY AND TRANSMITTAL FORM**

The purpose of the OSCA Committee Report Summary and Transmittal Form is to provide the chief justice and the supreme court with administrative and fiscal information with regard to reports submitted by court committees, and to provide the court with OSCA's input and perspective on implementation of recommendations contained within those reports. Completion of this form is not a committee work product. Completion of this form helps ensure uniform processing of committee recommendations in a timely manner. Failure to follow the appropriate procedures may result in delays, an inability to implement a recommendation, or other obstacles.

### **I. Background Information**

- A. Name of Committee [name]
- B. Title of Project or Report [title]
- C. Date of Committee's Last Meeting [date]
- D. Supreme Court Liaison [name of justice]
- E. Chair [name of chair]
- F. Staff Contact(s) [name of primary staff]

### **II. Committee Recommendations Requiring Action by the Chief Justice and/or Supreme Court**

- A. Brief Summary of Report and/or Recommendations.

[Insert a brief summary of the report and its key recommendations. This summary may be no more than a few sentences or paragraphs and should not be any longer than one page.]

- B. Supreme Court Action(s) Requested by the Committee.

[Insert a concise description of the specific action requested of the supreme court. Examples include: adoption of a policy; endorsement of best practices; change in a professional fee; etc.]

C. Proposed Implementation Step(s).

[Briefly state a strategy for implementing the action set forth in item II.B., above. For example: issuance of a memorandum to chief judges; referral of a proposed rule amendment to a Florida Bar rules committee; issuance of an administrative order; etc.]

D. Time Frame.

[If applicable, identify any factors that impact on the need for expedited implementation of the committee’s recommendation; e.g. rule must be adopted to implement legislation that becomes effective on a certain date.]

E. Rules of Court Procedure.

[Are any amendments to rules of court procedure being proposed? If so, please briefly describe the proposed rule and the committee’s interaction with the applicable Florida Bar rules committee]

F. Referral to Other Court Committee(s).

[Should the court, as a matter of sound decision making and/or as a policy or budget concern, consider referring one or more recommendations to another court committee, Florida Bar committee, or other entity for comment or further review?]

III. Anticipated Judicial and Fiscal Impact

[This section cannot be left blank. Provide as much information as possible about the fiscal and workload impact of the committee’s recommendations on the court system. If exact dollar amounts cannot be determined but there will be an impact, indicate that the fiscal amount has not yet been determined but do not state not applicable.]

|                          | Amount     | Amount     | Amount     |
|--------------------------|------------|------------|------------|
|                          | Year 1     | Year 2     | Year 3     |
| FISCAL IMPACT ON COURTS: | (FY 13-14) | (FY 14-15) | (FY 15-16) |

Non-recurring Effects:

Recurring Effects:

Long-Run Effects Other Than Normal Growth:

Total Revenues and Expenditures:

**FISCAL IMPACT ON OTHER GOVERNMENTAL ENTITIES:**

[Describe the anticipated fiscal impact on other governmental entities such as the clerks of court, state attorneys, public defenders, guardian ad litem program, law enforcement, executive branch entities, etc.]

**DIRECT FISCAL IMPACT ON PRIVATE SECTOR:**

[Describe the anticipated fiscal impact on the private sector such as attorneys, businesses, court-related service providers, etc.]

**OTHER WORKLOAD AND FISCAL COMMENTS:**

[Please use this space to note any other workload or fiscal comments that are relevant to the committee's report.]

**XII. END OF TERM REPORT**

An end of term report is a succinct summation of a committee's work and accomplishments during the two-year term of the chief justice who appointed the committee and provided it with its charges. An end of term report will not usually be required for single-purpose committees (e.g., the Task Force on Management of Cases Involving Complex Litigation), but will be required for committees that are given specific charges by administrative order. An end of term report is not the same thing as a "committee report" directed to a particular charge, or set of charges, or an annual report expressed by rule. If an annual report is required by rule or statute, there is no need to also submit an end of term report (e.g., Florida Courts Technology Commission and Florida Court Education Council).

The end of term report is prepared by the committee chair with assistance of staff and is provided via the state courts administrator to the chief justice and the supreme court. As with other work products, appropriate management reviews of end of term reports, including review by the designated deputy state courts administrator where appropriate, should be obtained prior to submission to the state courts administrator. The end of term report provides a concise overview of committee work accomplished and serves as a status report that: (1) reviews the charges and tasks contained in the administrative order appointing the committee; (2) describes charge-related tasks undertaken and completed during the outgoing chief justice's administration; (3) identifies the status of any pending initiatives; (4) provides a progress report and explanation for any charges not met or fully addressed; and (5) identifies for the incoming chief justice any committee recommendations regarding reappointment, appointment of a successor committee, or referral to a separate committee, and may include suggested enumerated charges for the incoming chief justice to consider including in future administrative orders.

The end of term report may reference and briefly summarize content of in-depth final reports and recommendations or rules petitions developed in the course of fulfilling the committee's previous charges; however, the more detailed reports or petitions are not to be restated, reargued, or comprehensively reviewed.

**APPENDIX:**

**Overview of Supreme Court Appointed Committees Staffed by the Office of the State Courts Administrator**

| Committee   | Authority                 | Purpose and Current Charges (where applicable)  | Establish Date               | Members  | Lead OSCA Staff |
|---|---------------------------|---|------------------------------|--|-----------------|
| <b>COUNCILS:</b> Councils are responsible for addressing judicial administration issues that have statewide impact, affect multiple levels of the court system, or affect multiple constituencies in the court community. Council membership includes internal and external representation. |                           |   |                              |  |                 |
| Judicial Management Council (JMC)   | Fla. R. Jud. Admin. 2.225 | Serves as a focused advisory body to assist the chief justice and supreme court in identifying trends, potential crisis situations, and the means to address them.  | 1950s; Reestablished in 2012 | <b>Chief Justice Jorge Labarga, Chair</b><br>Justice Ricky Polston, Judge Jonathan Gerber (4 <sup>th</sup> DCA), Judge Richard Suarez (5 <sup>th</sup> DCA), Judge Margaret Steinbeck (20 <sup>th</sup> Circuit), Judge Olin Shinholser (10 <sup>th</sup> Circuit), Judge Nina Ashenafi Richardson (Leon County), Judge Robert Lee (Broward County), Judge Benjamin Garagozlo (Brevard County), Attorney Thomas Edwards (Jacksonville), Frank Smith (Pensacola), Judge Robert Morris (2 <sup>nd</sup> DCA), Judge Scott Stephens (13 <sup>th</sup> Circuit), Attorney Laird Lile (Naples), Attorney Steven Seibert (Tallahassee), SCA PK Jameson (OSCA)  | Blan Teagle     |
| <b>COMMISSIONS:</b> Commissions address high-level policy issues that span the divisions and/or levels of the court. Membership of court commissions primarily consists of judicial officers and court personnel.   |                           |   |                              |  |                 |
| DCA Budget Commission (DCABC)   | Fla. R. Jud. Admin. 2.235 | Oversees the preparation and implementation of the district court component of the judicial branch budget. The Commission is directly responsible for recommending budgeting and funding policies and procedures for the district court budgets, so that the funding requirements of each of the intermediate appellate courts can be adequately addressed while promoting statewide operational consistency. | 2001                         | <b>Judge Alan Lawson, 5<sup>th</sup> DCA, Chair</b><br><b>Justice Ricky Polston, Justice Liaison</b><br>Judge Clayton Roberts (1 <sup>st</sup> DCA), Judge Craig Villanti (2 <sup>nd</sup> DCA), Judge Richard Suarez (3 <sup>rd</sup> DCA), Judge Cory Ciklin (4 <sup>th</sup> DCA), Judge Bradford Thomas (1 <sup>st</sup> DCA), Judge Stevan Northcutt (2 <sup>nd</sup> DCA), Judge Leslie Rothenberg (3 <sup>rd</sup> DCA), Judge Jonathan Gerber (4 <sup>th</sup> DCA), Judge Wendy Berger (5 <sup>th</sup> DCA)<br>Nonvoting Members: Marshal Daniel McCarthy (1 <sup>st</sup> DCA), Marshal Jo Haynes (2 <sup>nd</sup> DCA), Marshal Veronica Antonoff (3 <sup>rd</sup> DCA), Marshal Daniel Digiacommo (4 <sup>th</sup> DCA), Marshal Charles Crawford (5 <sup>th</sup> DCA), Judge Vance Salter (DCAP&A), Judge Clayton Roberts (DCA Conf), Judge Stevan Northcutt (ACTC) | Dorothy Willard |
| Trial Court Budget Commission (TCBC)  | Fla. R. Jud. Admin. 2.230 | Oversees the preparation and implementation of the trial court component of the judicial branch budget. The Commission is directly responsible for recommending budgeting and funding policies and procedures for the trial court budget, in order to support a trial court system that will effectively carry out the administration of justice.   | 2000                         | <b>Chief Judge Robert Roundtree, 8<sup>th</sup> Circuit, Chair</b><br><b>Justice James E.C. Perry, Justice Liaison</b><br>Judge Catherine Brunson (15 <sup>th</sup> Circuit), Judge Ronald Ficarrota (13 <sup>th</sup> Circuit), TCA Tom Genung (19 <sup>th</sup> Circuit), TCA Sandra Lonergan (11 <sup>th</sup> Circuit), Judge Frederick Lauten (9 <sup>th</sup> Circuit), Judge Mark Mahon (4 <sup>th</sup> Circuit), Judge Wayne Miller (Monroe)  | Eric Maclure    |

| Committee   | Authority            | Purpose and Current Charges (where applicable)  | Establish Date                          | Members  | Lead OSCA Staff |
|---|----------------------|---|---|--|-----------------|
|   |                      |   |   | County), Judge Debra Nelson (18 <sup>th</sup> Circuit), Judge Gregory Parker (3 <sup>rd</sup> Circuit), TCA Kathleen Pugh (17 <sup>th</sup> Circuit), Judge Anthony Rondolino (6 <sup>th</sup> Circuit), TCA Grant Slayden (2 <sup>nd</sup> Circuit), Judge Elijah Smiley (14 <sup>th</sup> Circuit), TCA Walt Smith (12 <sup>th</sup> Circuit), Judge Bertila Soto (11 <sup>th</sup> Circuit), Judge John Stargel (10 <sup>th</sup> Circuit), Judge Margaret Steinbeck (20 <sup>th</sup> Circuit), Judge Patricia Thomas (5 <sup>th</sup> Circuit), TCA Mark Weinberg (7 <sup>th</sup> Circuit), TCA Robin Wright (1 <sup>st</sup> Circuit)<br>Nonvoting Members: Judge Scott Bernstein (Circuit Conf), Judge Joseph Williams (County Conf), Judge Diana Moreland (TCP&A) |                 |
| Commission on DCA Performance & Accountability (DCAP&A) | Administrative order | Proposes policies and procedures on matters related to the efficient and effective functioning of Florida’s district courts through the development of comprehensive resource management, performance measurement, and accountability programs. <ul style="list-style-type: none"> <li>▪ Monitor and review the current appellate court time standards, including rule-based and model time standards, and develop policies and procedures to improve meeting those time standards.</li> <li>▪ Develop performance indicators for efficient, effective, and timely processing of postconviction cases, as part of monitoring and reviewing statewide performance indicators.</li> <li>▪ Collaborate with the ACTC to identify and develop performance indicators for an online dashboard, which will convey appellate court performance.</li> <li>▪ Collaborate with the appellate clerks of court to assess staffing models for appellate clerks.</li> <li>▪ Continue working with the DCABC to provide input on those issues pertaining to operations and performance, as necessary.</li> <li>▪ Continue to assist the judicial branch as it responds to any performance and accountability-related statutory requirements and requests by the legislature and governor.</li> </ul> | 2002; Prior to that was a JMC committee | <b>Judge Vance Salter, 3<sup>rd</sup> DCA, Chair</b><br><b>Justice Peggy Quince, Justice Liaison</b><br>Judge Ross L. Bilbrey (1 <sup>st</sup> DCA), Judge Anthony Black (2 <sup>nd</sup> DCA), Clerk Mary Cay Blanks (3 <sup>rd</sup> DCA), Judge Jay Cohen (5 <sup>th</sup> DCA), Judge Melanie May (4 <sup>th</sup> DCA), Marshal Daniel McCarthy (1 <sup>st</sup> DCA), Clerk Lon Weissblum (4 <sup>th</sup> DCA)  | Maggie Evans    |

| Committee   | Authority                   | Purpose and Current Charges (where applicable)  | Establish Date                                 | Members  | Lead OSCA Staff     |
|---|-----------------------------|---|--|--|---------------------|
| <p>Commission on Trial Court Performance &amp; Accountability (TCP&amp;A)</p> | <p>Administrative order</p> | <p>Proposes policies and procedures on matters related to the efficient and effective functioning of Florida’s trial courts, through the development of comprehensive performance measurement, resource management, and accountability programs.</p> <ul style="list-style-type: none"> <li>▪ Continue to develop the Trial Court Performance Management Framework in the following order: 1) establish baseline data and benchmarks for measuring Time to Disposition, Clearance Rate, and Age of Acting Pending Caseload, upon collection of accurate data; 2) develop a process for correcting court data problems and errors; 3) prioritize and begin to develop administrative performance criteria for the essential elements of the trial courts; 4) review trial court standards as a means to identify further performance indicators; and 5) identify new performance indicators and measures/dashboards for integrating performance measures into existing operational policies and procedures.</li> <li>▪ Evaluate the data needs and availability of court programs and issues, such as problem-solving courts, self-represented litigant participation, due process elements, and resource management, to determine a viable approach to performance management in these areas.</li> <li>▪ Continue to provide guidance and direction on data management issues as necessary to maintain the integrity of data collection and reporting.</li> <li>▪ Conduct a workshop to identify events within a dependency case that involve significant judicial workload or court resources that are not captured by current tracking and reporting data systems.</li> <li>▪ Continue to provide support and assistance to the trial courts with regard to implementation of standards of operation and best practices approved by the Court.</li> <li>▪ Continue to assist the judicial branch as it response to performance and accountability-related statutory requirements and requests by legislature and governor.</li> </ul> | <p>2002; Prior to that was a JMC committee</p> | <p><b>Judge Diana Moreland, 12<sup>th</sup> circuit, Chair</b><br/> <b>Chief Justice Jorge Labarga, Justice Liaison</b><br/>           Judge Paul Alessandrone (Charlotte County), Judge Jennifer Bailey (11<sup>th</sup> Circuit), Judge Herbert Baumann (13<sup>th</sup> Circuit), TCA Matthew Benefiel (9<sup>th</sup> Circuit), TCA Barbara Dawicke (15<sup>th</sup> Circuit), TCA Holly Elomina (16<sup>th</sup> Circuit), Judge Ronald Flury (Leon County), Judge Victor Hulslander (8<sup>th</sup> Circuit), Judge Leandra Johnson (3<sup>rd</sup> Circuit), Judge Shelley Kravitz (Dade County), TCA Jonathan Lin (5<sup>th</sup> Circuit), Judge Ellen Sly Masters (10<sup>th</sup> Circuit), Judge William Roby (19<sup>th</sup> Circuit), Chief Judge Elijah Smiley (14<sup>th</sup> Circuit), Judge William Stone (1<sup>st</sup> Circuit)</p> | <p>Patty Harris</p> |

| Committee   | Authority   | Purpose and Current Charges (where applicable)   | Establish Date                             | Members   | Lead OSCA Staff                           |
|---|---|--|--|---|---|
| <p>Florida Courts Technology Commission (FCTC)</p> <p>- Appellate Court Technology Committee (ACTC)</p> | <p>Fla. R. Jud. Admin. 2.236</p>                            | <p>Oversees, manages, and directs the development and use of technology within the judicial branch under the direction of the Florida Supreme Court, as specified in Florida Rule of Judicial Administration 2.236.</p>  | <p>1995; Reestablished by rule in 2010</p> | <p><b>Judge Lisa Munyon, 9<sup>th</sup> Circuit, Chair</b><br/> <b>Justice Ricky Polston, Justice Liaison</b><br/> Clerk Mary Cay Blanks (3<sup>rd</sup> DCA), TCA Tom Genung (19<sup>th</sup> Circuit), Jannet Lewis (10<sup>th</sup> Circuit), Judge Stevan Northcutt (2<sup>nd</sup> DCA), Chief Judge Ronald Ficarrotta (13<sup>th</sup> Circuit), Judge Robert Hilliard (Santa Rosa County), Attorney Laird Lile (Naples), Clerk Karen Rushing (Sarasota County), TCA Matt Benefiel (9<sup>th</sup> Circuit), Judge Josephine Gagliardi (Lee County), Chief Judge Terence R. Perkins (7<sup>th</sup> Circuit), Clerk David Ellspermann (Marion County), Elisa Miller (Tallahassee), Ken Nelson (6<sup>th</sup> Circuit), Attorney John Stewart (Vero Beach), Judge Martin Bidwill (17<sup>th</sup> Circuit), Clerk Sharon Bock (Palm Beach County), Attorney James Kowalski (JALA), TCA Sandra Lonergan (11<sup>th</sup> Circuit), Judge Scott Stephens (13<sup>th</sup> Circuit), Chris Blakeslee (13<sup>th</sup> Circuit), Tanya Jackson (Tallahassee), Judge Alan Lawson (5<sup>th</sup> DCA), Attorney Murray Silverstein (Tampa)</p> <p><b>Judge Stevan Nortcutt, 2<sup>nd</sup> DCA, Chair</b><br/> <b>Justice Ricky Polston, Justice Liaison</b><br/> Judge Kent Wetherell (1<sup>st</sup> DCA), Judge Vance Salter (3<sup>rd</sup> DCA), Judge Martha Warner (4<sup>th</sup> DCA), Judge Alan Lawson (5<sup>th</sup> DCA)</p> | <p>Roosevelt Sawyer and Alan Neubauer</p> |
| <p>Florida Court Education Council (FCEC)</p>   | <p>Administrative order. See also s. 25.384, Fla. Stat.</p> | <p>Provides oversight of the development and maintenance of a comprehensive educational program for Florida judges and certain court support personnel. The Council's responsibilities include making budgetary, programmatic, and policy recommendations to the Supreme Court regarding continuing education for Florida judges and certain court professionals.</p> <ul style="list-style-type: none"> <li>▪ Administer the Court Education Trust Fund to provide education and training for judges and Florida court personnel. Identify options for cost containment and sustainability of the CETF.</li> <li>▪ Develop online publications and other technology-based educational resources to enhance the competence of the judiciary and court support personnel.</li> <li>▪ Continue to develop distance learning events and technology-based approaches in order to support the education and training of judges and court personnel</li> </ul> | <p>1978</p>                                | <p><b>Chief Justice Jorge Labarga, Chair</b><br/> TCA Gay Inskip (6<sup>th</sup> Circuit), Judge Angela Cowden (10<sup>th</sup> Circuit), Judge David Denkin (Sarasota County), Chief Judge Fred Lauten (9<sup>th</sup> Circuit), Judge Angela Cox (4<sup>th</sup> Circuit), Judge Josephine Gagliardi (Lee County), Judge Kimberly Bonner (12<sup>th</sup> Circuit), Judge Rex Barbas (13<sup>th</sup> Circuit), Judge Joseph Williams (Baker County), Judge Scott Brownell (12<sup>th</sup> Circuit), Judge Stephanie W. Ray (1<sup>st</sup> DCA), Judge Spencer Multack (Miami-Dade County), Judge Terry Lewis (2<sup>nd</sup> Circuit), Judge Robert W. Lee (Broward County), Judge Meenu Sasser (15<sup>th</sup> Circuit), Magistrate Susan Keith (5<sup>th</sup> Circuit), Judge Robert Gross (4<sup>th</sup> DCA), Judge Scott Bernstein (11<sup>th</sup> Circuit), Judge Michelle Alvarez Barakat (Miami-Dade County)</p>   | <p>Rose Patterson and John Cary</p>       |

| Committee                         | Authority            | Purpose and Current Charges (where applicable)  | Establish Date  | Members  | Lead OSCA Staff            |
|-----------------------------------|----------------------|---|---|--|----------------------------|
|                                   |                      | <p>and to complement in-person training.</p> <ul style="list-style-type: none"> <li>▪ Identify various perspectives of court users on relevant topics and incorporate those perspectives into courses.</li> <li>▪ Ensure that all conference programs and AJS offer at least 2 hours of ethics at each event.</li> <li>▪ Begin a long-range strategic planning process to consider the overall delivery system; the educational needs of judges and court staff; and the mission, vision, and goals to determine where judicial branch education should be in the next 5-6 years.</li> </ul>  |   |  |                            |
| Committee on ADR Rules and Policy | Administrative order | <p>Assists the Supreme Court in exercising its powers and performing its duties to establish rules of practice and procedure for court-ordered mediation and arbitration.</p> <ul style="list-style-type: none"> <li>▪ Monitor court rules governing ADR procedures and recommend to the Court necessary amendments.</li> <li>▪ Monitor legislation and trends in the field and, when necessary and appropriate, recommend rules regarding the implementation of ADR procedures.</li> <li>▪ Recommend for the Court's consideration changes in administrative policies, statutes, and training standards that would enhance the goals of ADR.</li> <li>▪ Assess and develop recommendations for rules, procedures, and model practices to govern the appropriate use of mediation in criminal and juvenile delinquency cases.</li> <li>▪ Assess how courts are handling mediation cases, including where domestic violence is present, and develop recommendations for model practices for handling cases.</li> <li>▪ Review requests from individuals seeking waivers of the qualifications required for arbitrators/mediators or reviews of denial of certification and make recommendations for or against certification.</li> <li>▪ Monitor the continuing education, mentorship, and basic mediation/arbitration training requirements and recommend revisions as appropriate.</li> <li>▪ Coordinator with other court committees to further the ADR goals of the Court.</li> <li>▪ Make such other recommendations that would improve the use of mediation, arbitration, and other alternatives to supplement the judicial process.</li> <li>▪ Perform such other assignments related to ADR as may be directed by the chief justice or Court.</li> </ul> | Created in 2003 by merging two committees that were established in 1988 | <p><b>Judge Rodney Smith, 11<sup>th</sup> Circuit, Chair</b><br/> <b>Justice Peggy Quince, Justice Liaison</b><br/> Heather Blanton (Sarasota), Eric Dunlap (Altamonte Springs), Linda Fieldstone (Miami), Oscar Franco (Weston), Melvia Green (Odessa), Jay Hunston (Stuart), Michael Kamen (WPB), Bill Moreno (Wellington), Risetete Posey (Tallahassee), Jeanne Potthoff (Ft. Lauderdale), Judge Nina Ashenafi Richardson (Leon County), John Schickel (Jacksonville), Christopher Shulman (Tampa), Judge William Stone (1<sup>st</sup> Circuit), Fran Tetunic (Ft. Lauderdale), Arve Wikstrom (Mount Dora)</p> | Susan Marvin, Acting Chief |

| Committee   | Authority            | Purpose and Current Charges (where applicable)   | Establish Date  | Members   | Lead OSCA Staff |
|---|----------------------|--|---|---|-----------------|
| <b>STEERING COMMITTEES:</b> Steering committees represent the interests of their respective court divisions. They develop an aspirational vision of the ideal court division; recommend models, standards, and best practices; and conduct court improvement initiatives. Steering committees also address the impact on their topical assignment area of new legislation, case law, federal guidelines, and other changes. |                      |  |   |   |                 |
| Steering Committee on Families and Children in the Court (FCC)  | Administrative order | <p>The goal of the family court initiative is to establish a fully integrated, comprehensive approach to handling all cases involving children and families. The Steering Committee works to encourage and facilitate improvements in efficiency and effectiveness of family court operations.</p> <ul style="list-style-type: none"> <li>▪ Determine how the handling of criminal domestic violence cases may have changed since the 2001 issuance of the Supreme Court opinion in <u>In re: Report of the Family Court Steering Committee</u>, and develop recommendations for model practices to help ensure safety of victims, eliminate conflicting orders, and provide clear statewide standards.</li> <li>▪ Continuing monitoring and working with each circuit on refining one family/one judge practices, and define a set of desired outcomes that delineates a successful one family/one judge model.</li> <li>▪ Examine existing court rules, pertinent statutes, and legislative proposals that impact the model family concept and determine if changes are necessary to enhance the operation of family courts.</li> <li>▪ Continue monitoring school-justice partnership efforts in existing sites and oversee expansion to additional jurisdictions.</li> <li>▪ Assist the dependency court improvement panel that must be established by OSCA to guide the federally prescribed efforts of the DCIP grant. Ensure that the panel’s dependency-specific work in the areas of early childhood and trauma-responsive courts are applied to other family court case types, when applicable.</li> </ul> | 1994 Combined, or superceded, two or more former court committees | <p><b>Judge Christine Greider, Chair</b><br/> <b>Justice Barbara Pariente, Justice Liaison</b><br/>         Judge Scott Bernstein (11<sup>th</sup> Circuit), Judge Alice Blackwell (9<sup>th</sup> Circuit), Judge Hope Bristol (17<sup>th</sup> Circuit), Theresa Drake (UF Intimate Partner Violence Assistance Clinic), Judge Ariana Fajardo (11<sup>th</sup> Circuit), Mimi Graham (FSU Center for Prevention &amp; Early Intervention Policy), Senior Judge Lee Haworth, Judge Jack Helinger (6<sup>th</sup> Circuit), Eve Janocko (4<sup>th</sup> Circuit), Magistrate Jon Johnson (13<sup>th</sup> Circuit), Senior Judge Sandy Karlan, Judge Carroll Kelly (Miami-Dade County), Judge Terrance Ketchel (1<sup>st</sup> Circuit), Judge Kathleen Kroll (15<sup>th</sup> Circuit), Judge Laurel Lee (13<sup>th</sup> Circuit), Judge Patrice Moore (6<sup>th</sup> Circuit), Attorney Jack Moring (Crystal River), Chief Judge Jonathan Sjostrom (2<sup>nd</sup> Circuit), Chief Judge Bertila Soto (11<sup>th</sup> Circuit), Judge Lynn Tepper (6<sup>th</sup> Circuit), Attorney Mary Lou Miller Wagstaff (Largo), TCA Robin Wright (1<sup>st</sup> Circuit)</p> <p>The following representatives or their designees shall also serve as members:</p> <ul style="list-style-type: none"> <li>▪ President, Fla Court Clerks &amp; Comptrollers</li> <li>▪ Executive Director, Fla Coalition Against DV</li> <li>▪ President, Fla Network of Youth and Family Services</li> <li>▪ Executive Director, Fla GAL Program</li> <li>▪ Secretary, Fla Dept. of Juvenile Justice</li> <li>▪ Secretary, Dept. of Children and Families</li> <li>▪ Secretary, Dept. of Education</li> </ul> | John Couch      |
| Criminal Court Steering Committee   | Administrative order | <p>Develops consistent and expedited recommendations to the Supreme Court regarding changes required by legislative enactments, judicial decisions, or other events or circumstances involving criminal law matters.</p> <ul style="list-style-type: none"> <li>▪ Recommend, if necessary, proposed changes to the uniform orders of supervision that are prepared and disseminated by DOC in consultation with OSCA.</li> <li>▪ Recommend, if necessary, proposed changes to the Criminal Punishment Code scoresheet that are prepared and disseminated by DOC in consultation with OSCA.</li> </ul>  | 2002; Merged up to five predecessor committees                    | <p><b>Judge Jay Cohen, 5<sup>th</sup> DCA, Chair</b><br/> <b>Justice Charles Canady, Justice Liaison</b><br/>         Judge Joseph Bulone (6<sup>th</sup> Circuit), Judge Angela Cowden (10<sup>th</sup> Circuit), Attorney Henry Coxe (Jacksonville), Judge Miguel de la O (11<sup>th</sup> Circuit), Judge James Hankinson (2<sup>nd</sup> Circuit), Judge Donna McIntosh (18<sup>th</sup> Circuit), Judge James Nilon (8<sup>th</sup> Circuit), Judge Debra Riva (12<sup>th</sup> Circuit), SA Stephen Russell (20<sup>th</sup> Circuit), Asst PD Robert Wills (17<sup>th</sup> Circuit)</p>   | Bart Schneider  |

| Committee   | Authority                 | Purpose and Current Charges (where applicable)   | Establish Date  | Members  | Lead OSCA Staff                   |
|---|---------------------------|--|---|--|-----------------------------------|
|   |                           | <ul style="list-style-type: none"> <li>▪ Propose amendments to procedural rules required to implement legislative enactments or that are necessary as a result of Supreme Court decisions that affect criminal, delinquency, or Jimmy Ryce laws.</li> <li>▪ Perform such other tasks as may be requested by the Chief Justice or Supreme Court.</li> </ul>   |   |  |                                   |
| <b>WORK GROUPS/TASK FORCES:</b> Work groups and task forces are ad hoc groups appointed for a specific period of time to address a specific issue or narrow topic. They conduct studies, prepare reports, and take other appropriate action as directed by the Supreme Court. |                           |  |   |  |                                   |
| Unified Committee on Judicial Compensation  | Fla. R. Jud. Admin. 2.244 | Serves as the court system’s mechanism for addressing and advancing judicial compensation and benefits issues. The committee develops and recommends to the supreme court judicial pay and benefits priorities, and advocates for judicial pay and benefits issues approved by the court for inclusion in the annual judicial branch LBR.  | Established in 2005 and codified in rule in 2012      | <b>Chief Justice Jorge Labarga, Chair</b><br>Judge Augustus Aikens (Leon County), Judge Scott Bernstein (11 <sup>th</sup> Circuit), Darryl Casanueva (2 <sup>nd</sup> DCA), Judge Jeff Colbath (15 <sup>th</sup> Circuit), Judge Alan Lawson (5 <sup>th</sup> Circuit), Judge Mark Mahon (4 <sup>th</sup> Circuit), Judge Clay Roberts (1 <sup>st</sup> DCA), Judge Robert Roundtree (8 <sup>th</sup> Circuit), Judge Joseph Williams (Baker County)   | PK Jameson                        |
| Task Force on Substance Abuse and Mental Health Issues in the Courts  | Administrative order      | <p>Addresses the needs of individuals with serious mental illnesses and substance abuse issues who become involved in the justice system.</p> <ul style="list-style-type: none"> <li>▪ Monitor the implementation of recent legislative changes relating to the Baker Act and Marchman Act as well as any future changes made by the Legislature to those laws. Upon request, provide training and technical assistance regarding how the changes should apply to the judicial processing of these cases.</li> <li>▪ Pending Court action on the draft <u>Adult Drug Court Best Practice Standards</u> and related proposals, finalize the draft standards and develop a process to assist drug courts in operating with fidelity to the standards. Begin researching evidence-based best practice standards for juvenile and family dependency drug courts, mental health courts, and veterans courts.</li> <li>▪ Monitor proposed legislation and provide input to Legislature, upon request, to help ensure consistency with <u>Transforming Florida’s Mental Health System</u>.</li> <li>▪ Research the prevalence of non-violent felony offenders in Florida’s prison system who have a mental health and/or substance use disorder and make recommendation on how appropriate non-violent offenders could be diverted into community-based treatment and supervision.</li> </ul> | 2010;<br>It is the successor to drug court task force | <p><b>Judge Steven Leifman, Dade County, Chair</b><br/><b>Justice Peggy Quince, Justice Liaison</b><br/>Judge Jeri B. Cohen (11<sup>th</sup> Circuit), Sheriff Jerry Demings (Orange County), Mark Fontaine (FADAA), Judge Frederick Lauten (9<sup>th</sup> Circuit), Martha Lenderman (Pinellas Park), Judge Patt Maney (Okaloosa County), Judge Janeice Martin (Collier County), Judge Melanie May (4<sup>th</sup> DCA), Judge James McCune (Marion County), Commissioner Melissa McKinlay (Palm Beach County), Ita Neymotin (2<sup>nd</sup> District Regional Conflict Counsel), Judge Linda Nobles (1<sup>st</sup> Circuit), ASA Paul Poland (20<sup>th</sup> Circuit), Dr. Roger Peters (USF), Silvia Quintana (Broward Behavioral Health), Teri Roark (4<sup>th</sup> Circuit), Judge Michele Towbin Singer (17<sup>th</sup> Circuit), PD Kathleen Smith (20<sup>th</sup> Circuit), Dr. Rajiv Tandon (NAMI)</p> <p>The following representatives or their designees shall also serve as members:</p> <ul style="list-style-type: none"> <li>▪ Executive Director, Disability Rights Florida</li> <li>▪ Secretary, Dept. of Children and Families</li> <li>▪ Secretary, Dept. of Corrections</li> <li>▪ Secretary, Agency for Health Care Admin.</li> <li>▪ President/CEO, Florida Council for Community Mental Health</li> </ul> | Jennifer Grandal and Aaron Gerson |

| Committee   | Authority            | Purpose and Current Charges (where applicable)   | Establish Date  | Members   | Lead OSCA Staff                |
|---|----------------------|--|---|---|--------------------------------|
| Standing Committee on Fairness and Diversity      | Administrative order | <p>Helps advance the State Courts System’s efforts to eliminate from court operations bias that is based on race, gender, ethnicity, age, disability, financial status, or any characteristic that is without legal relevance.</p> <ul style="list-style-type: none"> <li>▪ Continue to explore funding opportunities for fairness and diversity education programs. Work with FCEC and other funding entities.</li> <li>▪ Continue to coordinate and collaborate with The Florida Bar, local bar associations, community organizations, law schools, and other partners, to advance fairness and diversity initiatives in the Florida justice system.</li> <li>▪ Continue education campaign to include developing and publishing information resources for judges and court staff on implicit bias and preparing model educational activities for the courts and community. Review Results of 2015 YLD Survey on Women in the Legal Profession and make recommendations on educational needs to combat gender and other biases.</li> </ul> | 2004;<br>It is the successor to Fairness, Gender Bias, and Racial & Ethnic Bias Com’s | <p><b>Judge Peter F. Estrada, 20<sup>th</sup> Circuit, Chair</b><br/> <b>Justice James E.C. Perry, Justice Liaison</b><br/>           Judge Scott Bernstein (11<sup>th</sup> Circuit), Arnell Bryant-Willis (Tallahassee), Clerk Ken Burke (Pinellas County), Marcelyn Cox (Miami) , Judge Gill Freeman (11<sup>th</sup> Circuit), Judge Walter Green (Alachua County), Pamela Guerrier (Palm Beach), Monica Williams Harris (Tampa), Jacina Haston (Tallahassee), Chief Anthony Holloway (St. Pete), Judge Claudia Isom (13<sup>th</sup> Circuit), Michelle Ku (Orlando), Ricardo Martinez-Cid (Miami), Alan Lopez Perez (Bartow), Judge Errol Powell (DOAH retired), Khurum Wahid (Miami)</p> | Beatriz Caballero              |
| Task Force on Appellate Court Safety and Security | Administrative order | <p>Develops proposed standards and best practices relating to safety and security of the supreme court and DCAs.</p> <ul style="list-style-type: none"> <li>▪ Develop a proposed methodology for determining appellate court security staffing that is needed to ensure qualified officers and security personnel are available to monitor reach facility, operate security equipment effectively, respond to emergency or security needs, and perform other essential appellate court security functions.</li> <li>▪ Develop model training programs for appellate court officers and security personnel and determine the resources needed to support such training.</li> <li>▪ Identify the complement of basic security equipment that should be available in every Florida appellate court facility. Recommend best practices with regard to maintenance, replacement schedules, and user training.</li> <li>▪ Perform such other tasks as may be directed by the chief justice.</li> </ul>   | 2015  | <p><b>Marshal Silvester Dawson, FSC, Chair</b><br/> <b>Justice Charles T. Canady, Justice Liaison</b><br/>           Marshal Daniel DiGiacomo (4<sup>th</sup> DCA), Marshal Jo Haynes (2<sup>nd</sup> DCA), Chief Judge Richard Suarez (3<sup>rd</sup> DCA), Director Christopher Connell (Capitol Police), Director Julius Halas (Fire Marshal)</p>  | Debbie Howells and Steven Hall |

| Committee  | Authority                      | Purpose and Current Charges (where applicable)   | Establish Date | Members   | Lead OSCA Staff               |
|--|--------------------------------|--|----------------|---|-------------------------------|
| <b>OTHER COMMITTEES:</b> This group encompasses other committees required by Court opinion, statutory provisions, or other requirements and that should, by reason of their regulatory or other responsibilities, operate more independently from Court oversight. |                                |  |                |   |                               |
| Committee on Standard Jury Instructions in Criminal Cases  | 327 So. 2d 6                   | Makes recommendations to the Court regarding changes that are required in jury instructions in criminal cases. These changes will be in response to legislative enactments, judicial decisions, or other events or circumstances that affect the presentation of cases to trial juries. The Committee is also charged with reviewing the standard instructions for errors and inaccuracies and recommending to the Court amendments and revisions in the instructions that would be beneficial to the administration of justice. | 1976           | <b>Judge Jerri L. Collins, 18<sup>th</sup> Circuit, Chair</b><br><b>Chief Justice Jorge Labarga, Justice Liaison</b><br>Attorney Ashley Green (Jacksonville), Asst SA Richard Combs (2 <sup>nd</sup> Circuit), Judge John Duryea (20 <sup>th</sup> Circuit), Asst SA Benjamin Fox (7 <sup>th</sup> Circuit), Judge Steven Levin (19 <sup>th</sup> Circuit), Attorney Scott Richardson (WPB), Asst PD Kathryn Strobach (11 <sup>th</sup> Circuit), Judge Rand Wallis (5 <sup>th</sup> DCA)   | Bart Schneider <sup>1</sup>   |
| Judicial Ethics Advisory Committee (JEAC)  | 327 So. 2d 5                   | Renders written advisory opinions to inquiring judges concerning the propriety of contemplated judicial and nonjudicial conduct.   | 1976           | <b>Judge Spencer Levine, 4<sup>th</sup> DCA, Chair</b><br><b>Justice Charles Canady, Justice Liaison</b><br>Judge Roberto Arias (Duval), Judge Nina Ashenafi-Richardson (Leon County), Judge Joel Boles (1 <sup>st</sup> Circuit) Judge Lisa Davidson (18 <sup>th</sup> Circuit), Judge Miguel de la O (11 <sup>th</sup> Circuit), Judge James Edwards (5 <sup>th</sup> DCA), Judge Doug Henderson (Manatee), Attorney Mark Herron, Judge Barbara Lagoa (3 <sup>rd</sup> DCA), Attorney Patricia Lowry (West Palm Beach), Judge Michael Raiden (10 <sup>th</sup> Circuit)   | Cal Goodlett                  |
| Mediation Qualifications Board (MQB)   | Fla. R. Cert. Mediators 10.730 | Responsible for accepting grievances against certified mediators; determining probable cause with regard to grievances filed against certified mediators; conducting hearings in relation to grievance proceedings, if necessary; and sanctioning certified mediators, if appropriate.   | 1992           | Edward Birk (Jacksonville), Rosezetta Bobo (Tallahassee), Carolyn Davis Cummings (Tallahassee), Robin Davis (Gainesville), Judge Ronald Flury (Leon County), Julie Hilton (Panama City), Kevin Lunsford (Live Oak), Bonnie Marmor (Tallahassee), Judge June McKinney (DOAH), Carlotta Mitchell (Tallahassee), Chrystie Newell (Tallahassee), Risetete Posey (Tallahassee), Judge Elijah Smiley (14 <sup>th</sup> Circuit), Judge William Stone (1 <sup>st</sup> Circuit), Eugene Walker (Jacksonville), Carol Williams (Jacksonville), Heather Blanton (Sarasota), Stephanie Buck (Lakeland), Kim Joyner Diaz (Tampa), Eric Dunlap (Altamonte Springs), Judge Dee Anna Farnell (6 <sup>th</sup> Circuit), Judge Bryan Feigenbaum (Volusia County), William Gottfried (Clearwater), Eileen Griffin (Brandon), Louise Halvey (Sarasota), Marie Cameron Joy (Ormond Beach), Nancy Mag (Palm Harbor), Kim Mann (Orlando), Paul McGuire (Largo), Raymond | Susan Marvin,<br>Acting Chief |

<sup>1</sup> The committee was originally staffed by The Florida Bar. Staff responsibilities were transferred to OSCA effective January 1, 2005.

| Committee                                 | Authority                         | Purpose and Current Charges (where applicable)   | Establish Date  | Members  | Lead OSCA Staff               |
|---|-----------------------------------|--|---|--|-------------------------------|
|   |                                   |  |   | McNeal (Ocala), Stephanie Murphy (Sarasota), Carmen Stein-McCormick (Brandon), Elizabeth White (Ocala), Sonia Caplan (Boca Raton), Reginald Clyne (Miami), Oscar Franco (Weston), Salvatore Gardino (Naples), Michael Kamen (WPB), Kara Lawson (Port St. Lucie), Valerie Kiffin Lewis (Ft. Lauderdale), Jeanne Potthoff (Ft. Lauderdale), Andrew Oyola Reid (Boca Raton), Elinor Robin (Boca Raton), Rodney Romano (WPB), Lawrence Saichek (Coral Gables), Judge Lee Ann Schreiber (20 <sup>th</sup> Circuit), Marc Sinensky, Judge Rodney Smith (11 <sup>th</sup> Circuit), Hal Wotitzky (Punta Gorda), Judge Angelica Zayas (11 <sup>th</sup> Circuit), Regina Zelonker (Coral Gables) |                               |
| Mediation Training Review Board (MTRB)    | Administrative order              | Responsible for reviewing complaints filed against certified mediation training programs.  | 1995  | <b>Chair is TBD</b><br>Nancy Blanton (Lake City), Michael Bloom (Hollywood), Amparo Roca Corteguera (Miami), Judge John Fishel (14 <sup>th</sup> Circuit), Deborah Haataja-Deratany (Indialantic), Shaelyn Haag (Jacksonville), Michelle Jernigan (Maitland), Gary Kettring (Sarasota), Joan Noble (Tampa), Vivian Perez-Pollo (Miami), Fred Seamon (Tallahassee), Judge James Shenko (20 <sup>th</sup> Circuit), Meah Rothman Tell (Tamarac), Beverly Wood (Orlando)  | Susan Marvin,<br>Acting Chief |
| Mediator Ethics Advisory Committee (MEAC) | Fla. R. Cert. Mediators 10.900(a) | Provides written advisory opinions to mediators concerning interpretations of the rules and guidance on standards of conduct.                          | 1994 as Mediator Qualifications Advisory Panel; renamed in 2000 | <b>Ms. Susan Dubow, Chair</b><br>Charles Castagna (Clearwater), Nancy Blanton (Lake City), Charles Castagna (Clearwater), Christy Foley (Longwood), Gregory Knight (Pensacola), Patrick Mastronardo (Longwood), Teresa Mussetto (Tallahassee), Meah Rothman Tell (Tamarac), Stanley Zamor (Pembroke Pines)   | Susan Marvin,<br>Acting Chief |
| Court Interpreter Certification Board     | Fla. R. Cert. Court Interp 14.110 | Assists the Supreme Court of Florida in overseeing the certification and regulation of court interpreters as set forth in Rules 14.100 through 14.460. | 2006  | <b>Judge Kevin Abdoney, Polk County, Chair</b><br><b>Justice Charles Canady, Justice Liaison</b><br>Judge Lisa Campbell (13 <sup>th</sup> Circuit), Sara Garcia-Rangel (interpreter), TCA Tom Genung (19 <sup>th</sup> Circuit), Judge Jim McCune (Marion County), Judge Carlos A. Rodriguez (17 <sup>th</sup> Circuit), TCA Robin Wright (1 <sup>st</sup> Circuit)  | Lisa Bell                     |

| Committee                                    | Authority   | Purpose and Current Charges (where applicable)   | Establish Date | Members  | Lead OSCA Staff |
|--|---|--|----------------|--|-----------------|
| Judicial Branch Records Management Committee | Administrative order. See also 973 So. 2d 437 (Fla. 2008) | Records retention issues in the judicial branch have become increasingly complex in recent years, requiring a new level of oversight and attention. In 2008, the Supreme Court approved the creation of a comprehensive judicial branch records management and retention program. The Committee was subsequently established to oversee that records management and retention program. | 2008           | <b>Chair is TBD</b><br><b>Justice Barbara Pariente, Justice Liaison</b><br>Judge Glenn Kelly (15 <sup>th</sup> Circuit), Judge Louis Schiff (Broward County), Attorney Ann Elizabeth Finnell, Attorney Allyson Hughes, TCA John Lin (5 <sup>th</sup> Circuit), Brenda Lippy (Dept of State), Attorney Melissa Jay Murphy, Attorney Robert Conrad Palmer, Steven Hall                         | Steven Hall     |
| Local Rule Advisory Committee                | Fla. R. Jud. Admin. 2.140(h)                              | Makes recommendations to the Court concerning local rules and administrative orders submitted pursuant to Florida Rule of Judicial Administration 2.215(e).  | 1979 (?)       | <b>Judge Robert Benton, 1<sup>st</sup> DCA, Chair</b><br><b>Justice Peggy Quince, Justice Liaison</b><br>Judge Ross Bilbrey (1 <sup>st</sup> Circuit), Attorney Anne Dalton (Ft. Myers), Linda Kelly Kearson (11 <sup>th</sup> Circuit), Judge Tonya Rainwater (18 <sup>th</sup> Circuit), Judge Scott Stephens (13 <sup>th</sup> Circuit), Judge Peter Weinstein (17 <sup>th</sup> Circuit) | Bart Schneider  |

Prepared by the Office of the State Courts Administrator  
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