



Judge Lisa Taylor Munyon, Chair
Florida Courts Technology Commission
c/o Office of the State Courts Administrator
500 S. Duval Street, Tallahassee, Florida 32399-1900

March 28, 2013

The Honorable Paula S. O'Neil
Pasco County Clerk of Court
Pasco County Courthouse
7530 Little Road, Suite 220
New Port Richey, Florida 34654

RE: request for implementation of electronic filings in remaining court (Circuit Civil, County Civil, and Family Law) divisions in Pasco County, Sixth Judicial Circuit

Dear Dr. O'Neil:

Supreme Court Opinion No.SC10-241, In re: Amendments to the Florida Rules of Judicial Administration – Rule 2.236 (July 1, 2010) provides that the Florida Courts Technology Commission “evaluate all such applications to determine whether they comply with the technology policies established by the Supreme Court and the procedures and standards created pursuant to this rule, and approve those applications deemed to be effective and found to be in compliance.”

The purpose of this letter is to inform you that on April 27, 2005 the Electronic Filing Committee (EFC) reviewed and recommended approval of your request to implement electronic filing in Pasco County in the probate division which was granted by the Supreme Court via AOSC05-15.

As Chair of the Florida Courts Technology Commission I hereby approve your request to implement electronic filing in the Circuit Civil, County Civil and Family Law divisions in Pasco County.

Approval of this electronic initiative is contingent upon compliance with the policy considerations and directives regarding the development and application of new technological standardization and enhancements as set forth by the Supreme Court and is subject to the

following terms and conditions. Violation of any of the following conditions shall constitute grounds for revocation of the approval to implement electronic filing in Pasco County.

- a. The Pasco County Clerk of Court may implement the aforementioned technology procedures in accordance with the approved plan effective on the date of this letter and must adhere to the statewide standards for electronic access to the courts as outlined in In re: Statewide Standards for Electronic Access to the Courts, AOSC09-30 (Fla. July 1, 2009).
- b. The Pasco County Clerk of Court shall ensure that there is no possibility for vendors to release or distribute court data to third parties and that the clerk of court retains the designation as custodian of the court records.
- c. The Pasco County Clerk of Court shall ensure that contract provisions prohibit any vendor from extracting, data mining, or engaging in similar activities with regard to information from original court filings and other court records or any associated databases containing court records in the circuit for commercial or other non-court related uses.
- d. The Pasco County Clerk of Court shall ensure that no fees other than statutorily required fees are assessed or collected by the clerk of court.
- e. The Pasco County Clerk of Court shall ensure that the data is backed up and is recoverable. The clerk of court will ensure that remote data backups are stored in a protected environment a minimum of 50 miles from the primary production location of the court record or at a certified hardened facility, and that the circuit complies with established data backup standards as they are revised and updated.
- f. This approval does not constitute an approval of any electronic forms that may be used in this process.
- g. The Pasco County Clerk of Court shall submit monthly progress reports to the court system during the 90-day pilot test. Copies of the monthly progress reports shall be provided to the Chief Judge of the Sixth Judicial Circuit and the State Courts Technology Officer in the Office of the State Courts Administrator.
- h. The Pasco County Clerk of Court shall abide by In re: Revised Interim Policy on Electronic Release of Court Records, AOSC07-49 (Fla. Sept. 7, 2007).
- i. The E-Filing Court Records Portal, developed by the Florida Association of Court Clerks Services Group (FACCSG), has been identified as the statewide e-filing portal. To ensure equal access to electronic filing across the state, the Supreme Court has directed that the Florida Courts Technology Commission make implementation of the statewide system a priority of the judicial branch. All local electronic filing systems must be compatible with the statewide e-filing portal and approval of each of the above electronic filing systems is contingent on the system's compatibility with the statewide portal. The Pasco County Clerk of Court must now migrate to the statewide e-filing portal.

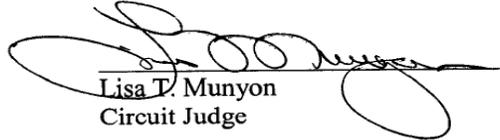
- j. The Pasco County Clerk of Court must continue to provide paper to the judiciary until the chief judge authorizes the elimination of paper files. At such time, the Pasco County Clerk of Court must convert all documents, beginning on the date of Supreme Court or Florida Courts Technology Commission (FCTC) approval, to a searchable electronic document.
- k. The Pasco County Clerk of Court shall continue to accept paper filings at no charge, other than statutorily required fees until such time as the Supreme Court may require electronic filing.

In addition to the foregoing enumerated terms and conditions, the chief judge may, pursuant to his constitutional and statutory responsibility for administrative supervision of the courts within the circuit, imposed additional conditions that must be adhered by to implement an electronic filing system.

1. Pasco County will comply with the E-Access Standards in accordance with Supreme Court Administrative Order AOSC 09-30. The Florida Courts Technology Commission last amended the Standards January 2013, version 8.0, and you must comply with this or any future revisions to the E-Access Standards.
2. Pasco County will follow any implementation schedule developed by the Florida Courts Technology Commission and coordinate implementation with the Chief Judge.
3. Pasco County will continue to assemble and deliver paper case files and documents until authorized by the Chief Judge to discontinue paper files.
4. The electronic file to be provided to the Court must meet or exceed the capabilities and ease of use currently provided by paper case files, for both in and out of court processing and use. Documents in an electronic court file must be provided to the Court as a searchable PDF.
5. The Court must be provided and approve in advance any business process that impacts Court operations.
6. Pasco County will provide the Court with direct unrestricted access to the Pasco County court data, images and documents.

Should you have any questions, please do not hesitate to contact my office.

Sincerely,



Lisa T. Munyon
Circuit Judge

LTM: jm

cc: The Honorable Manuel Menendez, Jr., Chair, Electronic Filing Committee
The Honorable J. Thomas McGrady, Chief Judge, Sixth Judicial Circuit
Gay Inskeep, Trial Court Administrator, Sixth Judicial Circuit
Ken Nelson, Court Technology Officer, Sixth Judicial Circuit
Christina Blakeslee, Office of the State Courts Administrator