



**FCTC**  
**Action Summary**  
**May 2017**

- FCTC approved on first reading the following motion for first reading: Motion to recommend to the Supreme Court that judicial officers that have the capability to electronically file and serve their orders shall do so through an electronic means by July 1, 2018.
- FCTC approved a motion from the Abandoned Filings Workgroup to withdraw its original motion to amend standard 3.1.8 Review by Clerks of Court that was approved as a first reading at the February 2, 2017 FCTC meeting. The drafted standard is below:

**3.1.8 Review by Clerk of Court**

Clerks, via the Florida Courts E-Filing Portal, will review filings and determine whether the required information for placement into the clerk's case maintenance system is present. Filings which cannot be placed into the clerk's case maintenance system due to the following reasons shall be placed in the correction queue:

- (1) Incorrect or missing case number or case style;
- (2) Multiple pleadings filed as one document;
- (3) Multi-page document filed as separate documents;
- (4) Submission filed in wrong county;
- (5) proposed/unsigned order or correspondence to court;
- (6) Document illegible/corrupt/blank; or
- (7) Other: (insert county specific reason why the filing cannot be accepted into the clerk's case maintenance system).

When a filing is placed in the correction queue, the clerk will notify the filer to correct the identified issue(s) through the automated Portal correction queue process. Electronic notification will be effectuated upon all originally e-served recipients when a submission is:

- (1) Placed in the correction queue by clerk;
- (2) Resubmitted after correction by filer; or
- (3) Placed in the abandoned filings queue by clerk.

Filings will remain in the correction queue for at least 5 (five) business days, after which time filings will be sent to the local clerk as unfiled and marked as abandoned. Thereafter, the filings shall be retained by the local clerk in compliance with current retention standards under RJA.

- FCTC approved a motion from the Access Governance Board to approve Seminole County's Online Electronic Records Access application for Public Internet (Anonymous).
- FCTC approved the following motion on second reading from the Access Governance Board: Motion to modify the Access Security Matrix to add Guardian Advocacy (Developmental Disabilities) to the Guardianship case type, add the appropriate statute of 393.12 to the applicable rules and statutes, and change the Party Access level from C to B.
- FCTC approved the following motion on second reading from the Access Governance Board: Motion to approve the Request Form to Amend the Standards for Access to Electronic Court Records or the Access Security Matrix.
- FCTC approved the following motion on first reading from the FCTC/RJA Joint Workgroup: Motion to delete standard 3.5.3 Original Documents or Handwritten Signatures in the *Standards for Electronic Access to the Courts*, which states "Original documents, such as death certificates, or those that contain original signatures such as affidavits, deeds, mortgages and wills must be filed manually until further standards have been adopted."
- FCTC approved in concept the path the Rules of Judicial Administration Committee was proceeding with in updating electronic filing rules 2.515-2.525.