



FCTC Action Summary February 2017

- FCTC approved a motion from the Portal Subcommittee to expand the role currently labeled mediator to include arbitrators and rename as mediator/arbitrator.
- FCTC approved a motion from the Portal Subcommittee to recommend RJAC's prompt adoption of a rule authorizing electronic signatures by judicial officers and clerks.
- FCTC approved a motion from the Portal Subcommittee to evaluate the need for a standard addressing uniform placement of judicial officers and clerks' signatures.
- FCTC approved a motion from the Portal Subcommittee to recommend to the RJAC, the Committee on Rules of Civil Procedure and to the Supreme Court Committee on Alternate Dispute Resolution Rules an Policy, the consideration of an out of cycle rule amendment to address the electronic submission of sealed arbitration reports.
- FCTC approved a motion from the Portal Subcommittee to recommend the Technical Standards Committee consider the method by which the Portal could receive sealed documents.
- FCTC approved a motion from the Abandoned Filings Workgroup to accept the below draft standard for review as first reading:

2.3.8 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-serviced 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 Abandoned Filings Workgroup requesting clarification from RJA regarding retention periods for abandoned filings.
- FCTC approved a motion from the Access Governance Board to accept the gatekeeper agreement form (*Agency Registration Agreement to View Records Online*) as drafted for review as first reading.
- FCTC approved a motion from the Access Governance Board to accept the registered user agreement form (*Registration Agreement to View Records Online*) as drafted for review as first reading.
- FCTC approved a motion from the Access Governance Board to accept the request to amend the standards or security matrix form (*Request Form to Change the Standards for Access to Electronic Court Records or the Access Security Matrix*) as drafted for review as first reading.
- FCTC approved a motion from the Document Storage Workgroup to send out the proposed *Standards for Electronic Court Documents* as drafted for public comment.