

Supreme Court of Florida

No. AOSC03-14

IN RE: TECHNOLOGY EMERGENCY PREPAREDNESS

ADMINISTRATIVE ORDER

The Court has received and considered the “Florida Courts Technology Commission Report to the Supreme Court of Florida regarding Court Technology Continuity and Disaster Recovery Planning,” dated December 23, 2002. A copy of the Commission’s report is attached to this order. The recommendations contained in that report are approved except as specifically modified herein.

Consistent with the attached report,

IT IS ORDERED that:

1. All chief judges and clerks of circuit courts shall jointly develop and implement for their individual court document disaster recovery plans to address information technology resources and paper records, including temporary manual procedures for operating without power and automated systems. These plans shall be submitted to this Court in accordance with the time schedules set forth in this order. These plans shall be tested on an annual basis. In order to ensure general

uniformity in the plans with regard to approach and methodology the courts should consult with the Court Information Security Committee (CISC), as needed, and submit the plans in the manner prescribed by the attached standardized planning template.

2. Because the district courts operate with highly standardized computer systems and maintain paper court files which are kept in substantially the same manner, all chief judges and clerks of district courts shall jointly develop and implement for the district courts a single document disaster recovery plan, to the extent possible, to address information technology resources and paper records, including temporary manual procedures for operating without power and automated systems. It is anticipated that the clerks should first develop such a plan and submit it to the chief judges of each district court for appropriate modification and approval by the chief judges. To the extent a joint plan is not possible, each district court should develop and implement its own plan. These plans shall be submitted to this Court in accordance with the time schedules set forth in this order. These plans shall be tested on an annual basis. In order to ensure general uniformity in the plans with regard to approach and methodology the courts should consult with the CISC, as needed, and submit the plans in the manner prescribed by the attached standardized planning template.

3. All chiefjudges and clerks of the district and circuit courts shall implement methods to back up electronic information in a manner that will preserve information and allow for the recovery and restoration of information.

4. Alternate technology and facility planning shall be a part of the overall disaster and recovery plans of all district and circuit courts.

5. In the event of extended power outages and the inability to access automated systems, a temporary manual system may be necessary. In order to accomplish this task, the chiefjudges of the district and circuit courts shall identify essential forms required to sustain court operations if electrical power or automated systems are unavailable.

6. All chiefjudges and clerks of the district and circuit courts shall prepare a records recovery plan to establish specific procedures for personnel to follow in the event that an emergency or disaster occurs.

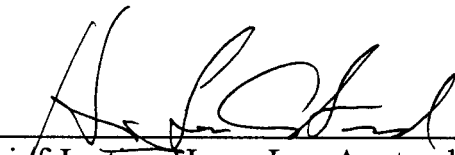
7. The proposed timetables included in the attached report are adopted by the Court With.the modifications listed in paragraph 8 of this order. All chief judges and clerks of the district and circuit courts are directed to comply with those modified timetables. To this end, all plans required by paragraphs 1 and 2 of this order must be submitted to this court no later than May 30,2003.

8. The following dates contained within the attached report are modified as indicated:

- (a) February of 2003 is changed to April of 2003;
- (b) March of 2003 is changed to May of 2003;
- (b) March 31, 2003, is changed to May 31, 2003; and
- (c) April of 2003 is changed to June of 2003.


9. All reports required to be filed by this order and the attached report shall be filed with the Clerk of the Florida Supreme Court.

DONE AND ORDERED at Tallahassee, Florida, on March 13, 2003.



Chief Justice Harry Lee Anstead

ATTEST:



Thomas D. Hall, Clerk of Court

