Supreme Court of Florida

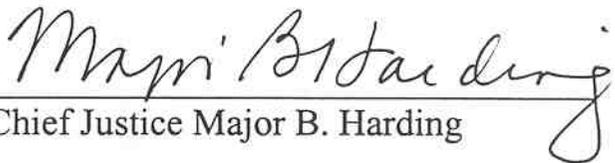IN RE: UNIFORM CASE NUMBERING SYSTEM
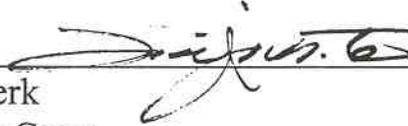
ADMINISTRATIVE ORDER

On July 6, 1998, an administrative order was issued by this Court adopting a Uniform Case Numbering System. Since the adoption of that order, this Court has received comments from various clerks of court raising questions regarding the implementation of the system and the costs associated with such implementation. In adopting the system, we had no intent to cause any substantial increase in the cost of maintaining court records; however, we do want our courts to develop a uniform means for greater public access to court records in this new age of technology.
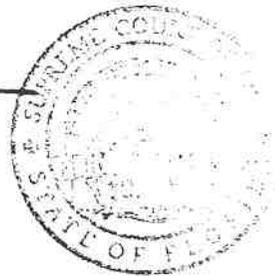
Accordingly, to clarify the order of July 6, 1998, attached to this order is an appendix amending the instructions for trial courts for use in implementing the Uniform Case Numbering System. The appendix clarifies that trial courts may maintain existing case numbering schemes for their local/internal systems. There was no intent to require changes in the recording process and computer software for those systems. However, beginning January 1, 1999, the new Uniform Case

Numbering System must be used when a clerk's office disseminates over the Internet for general public access any information regarding a past or present case within that clerk's responsibility. Old case numbers will need to be converted to the Uniform Case Numbering System if the cases are put on the Internet for public access. By January 1, 2003, all clerks must implement the Uniform Case Numbering System for State Reporting Purposes for all active cases. If a court cannot meet the January 1, 2003, deadline, that court must show cause to the Chief Justice of this Court why implementation cannot occur by that date.

DONE AND ORDERED at Tallahassee, Florida, this __3__ day of December, 1998.

_____
Chief Justice Major B. Harding

ATTEST:_____
Sid J. White, Clerk
Florida Supreme Court

Uniform Case Numbering
Order of Designators

The following uniform case numbering scheme was recommended by the Florida Court Technology Commission for the trial courts. The order of the designations within the case number was chosen to ensure that each case could easily be identified by the county where the case was filed; the year in which the case was filed; the court division/case type where the case was filed; the sequential number denoting the case; an identifier for multiple parties or defendants involved in a case.; and the branch location where the case was filed for jurisdictions with multiple branch or satellite locations

Trial Courts - Example - **012000CF000001A000XX**

County Designator	Year Designator	Court Type	Sequential Number	Party/Defendant Identifier	Branch Location
01	2000	CF	000001	A/N (4)	A/N (2)

County Designator

The first two digits represent the county where the case was filed. This is an important identifier to eliminate errors when users access automated case file information statewide because many clerks offices may have the same case number sequence with the county designator being the only difference.

Year Designator

The next four digits represent the year in which the case was filed. A four year digit designator is preferred because it will address concerns related to the Year 2000. Placing this designation after the county of origin will identify when the case was filed.

Court Type

The next two characters represent the court type or court division where the case was filed. This alpha designation was placed after the year designator to separate the year from the sequential number to easily distinguish the sequential number.

Sequential Number

The next six characters represent the number assigned to the case for each court division. This designation was placed after the alpha court type designation to separate it from the year designation for easier identification.

Party/Defendant Identifier

The next four characters identifies whether there were co-defendants or multiple parties in a case.

Branch Location

The next two characters identifies where the case was filed for jurisdictions with branch or satellite locations.

APPENDIX
Uniform Case Numbering System
Trial Courts

The case numbering system that follows provides: (1) the requirements for **local/internal** automated access to case information; and (2) the requirements for **external public access** to automated information and for state reporting purposes.

(1) Local/Internal

Clerks may maintain existing case numbering scheme for their local/internal systems. Access through dial-in methods or a dedicated method such as the following may also maintain the existing case numbering scheme. Therefore, no changes are necessary.

- **On-site public access terminal**
- **Local law firm who paid to gain access**
- **Dedicated dial-in access**

(2) Access via the Internet and State Reporting Purposes

Sample: 012000CF000001A000XX

County Designator	Year Designator	Court Type	Sequential Number	Party/Defendant Identifier	Branch Location
01	2000	CF	000001	A/N (4)	A/N (2)

Old cases will need to be converted to the Uniform Case Numbering System if the cases are put on the Internet for general public access.
Prior to submitting data to state agencies in the new format the clerk should provide one month advance notice. The Court Type Designators are as follows:

Court Type (Circuit Court)	**Court Type (County Court)**
CF=Felony	MM=Misdemeanor
DR=Domestic Relations/Family	MO=Municipal Ordinance
CA=Circuit Civil	CO=County Ordinance
CP=Probate/Guardianship	CC=County Civil
MH=Mental Health	SC=Small Claims
GA=Guardianship	TR=Traffic Infractions
CJ=Delinquency	CT=Criminal Traffic
DP=Dependency	**IN=Non Criminal Infraction*****
AP=Appeal from County Court	

** Counties will have the option to use the citation number or sequential case number. The court type designator is required.

*** IN will be used in place of MM for Non Criminal Violations. This includes violations that are supported by a state statute but carry non criminal penalties.

Florida County Designator Codes

01 Alachua	20 Gadsden	39 Liberty	58 Sarasota
02 Baker	21 Gilchrist	40 Madison	59 Seminole
03 Bay	22 Glades	41 Manatee	60 Sumter
04 Bradford	23 Gulf	42 Marion	61 Suwannee
05 Brevard	24 Hamilton	43 Martin	62 Taylor
06 Broward	25 Hardee	44 Monroe	63 Union
07 Calhoun	26 Hendry	45 Nassau	64 Volusia
08 Charlotte	27 Hernando	46 Okaloosa	65 Wakulla
09 Citrus	28 Highlands	47 Okeechobee	66 Walton
10 Clay	29 Hillsborough	48 Orange	67 Washington
11 Collier	30 Holmes	49 Osceola	
12 Columbia	31 Indian River	50 Palm Beach	
13 Dade	32 Jackson	51 Pasco	
14 Desoto	33 Jefferson	52 Pinellas	
15 Dixie	34 Lafayette	53 Polk	
16 Duval	35 Lake	54 Putnam	
17 Escambia	36 Lee	55 St. Johns	
18 Flagler	37 Leon	56 St. Lucie	
19 Franklin	38 Levy	57 Santa Rosa	