



FCTC Action Summary May 2018

- FCTC approved the following motion from the Portal Subcommittee: Motion to correct the emergency designation to be moved to the top of the review and submit page and provide an option for the filer to identify the submission as an emergency filing. Remove the critical date, emergency description, and time sensitive options.
 - Motion to request the FCTC suspend the normal requirement of first and second reading to allow the FCCC to include the update in the next Portal release.
- FCTC approved the following motion from the Operational Procedure Review Workgroup for first reading: Motion to adopt the *Request to Speak* form.
- FCTC approved the following motion from the Operational Procedure Review Workgroup for second reading: Motion to adopt the *Florida Courts Technology Commission Operational Procedures*.
- FCTC approved the following two motions from the Access Governance Board for first reading:
 - Motion to ask the Guardian ad Litem to provide documentation on internal operations, and review by the OSCA General Counsel on authority to provide agency access. The issue will be moved on to the FCTC for consideration based upon further research and documentation.
 - Motion to update the Attorney of Record User Role in the *Standards for Access to Electronic Court Records* to state, “access will be changed to Registered User when the attorney’s appearance is terminated in accordance with Rule 2.505.”
- FCTC approved the following four motions for second reading from the Technical Standards Subcommittee:
 - Motion to approve the *Backup of Electronic Records Standards*.

- Motion to recommend that the court work with the clerks and FCCC so the record copy will be a PDF/A document which will retain the original intelligence. The redacted copy will not be required to maintain the original intelligence. The clerks will need to follow acceptable ADA requirements with on demand redacted documents.
- Motion to recommend a two-year timeframe for clerks to implement PDF/A storage of court documents after the Supreme Court approval of technical standards. Clerks may request an extension for good cause to the Supreme Court.
- Motion to recommend that digital signatures and electronic notarization (or anything with a digital hash) are not required. However, if they are included in the PDF, the signatures will be flattened. The technology to maintain those processes will not be required.
- FCTC approved the following two motions for first reading from the Technical Standards Subcommittee:
 - Motion to adopt the Document Filing Standard.
 - Motion to adopt the Storage of Electronic Court Documents Standard.