



FCTC Action Summary August 2018

- FCTC approved a motion to accept a telephonic vote on the Judicial E-Filing report, once completed.
- FCTC approved a motion from the Access Governance Board for second reading: Motion to update the Attorney of Record User Role in the *Standards for Access to 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 two motions from the Technical Standards Subcommittee for second reading:
 - Motion to adopt the Document Filing Standard:

Document Filing

Document Filing will be conducted in accordance with Standards for Electronic Filing ([*hyperlink to section within the standards*](#)) and Fla. R. Jud. Admin.2.511, *Florida Courts E-Filing Portal*.

The Portal:

- The Portal will accept new filings in Word, WordPerfect, and PDF formats.
- Documents filed through the Portal will be provided to the clerk in PDF/A format when the clerk is able to receive and store a PDF/A document as follows:
 - Documents filed in an approved PDF/A format will be provided to the clerk as originally filed.
 - Documents filed in Word or WordPerfect format will be converted to an approved PDF/A format.
 - Documents filed in other searchable PDF formats will be converted to an approved PDF/A format.

- Documents filed in other non-searchable PDF formats will be rasterized (i.e. converted into bitmap file format) as an approved PDF/A format.
 - Digital signatures and digital notarizations will not be passed or maintained by the Portal.
- Motion to adopt the Storage of Electronic Court Documents standard:

Electronic court records custodians are responsible for the storage, processing and accessibility of electronic court documents.

Document Storage Format

Custodians shall ensure that:

- Electronic documents that are part of a court file (i.e., the record copy) are stored in the PDF/A format.
 - This is a day-forward standard.
 - Upon implementation of the PDF/A standard for incoming filings, existing electronic documents may remain in their current format(s) if the CMS is capable of managing multiple file formats.
- The record copy of each electronic court document retains the original document intelligence (i.e., as filed with the Portal) with the exception of features that use a digital hash. For example, digital signatures and electronic notarizations may be flattened and the certificates invalidated as the document moves through the filing process.

Redaction and ADA Compliance

- Redacted copies of electronic court documents are not required to retain the original document intelligence. These copies may be flattened to accommodate existing redaction workflow processes.
- Custodians of electronic court documents are not responsible for adding ADA-compliance features to documents that they did not originate. However, custodians are required to follow acceptable ADA practices for access to court documents.