



FCTC
Action Summary
November 2018

- FCTC approved the following motions from the Certification Subcommittee for first reading pertaining to the *Functional Requirements for Court Application Processing System*:
 - Motion to recommend the adoption of section 1.4 of the *Functional Requirements Document for Court Application Processing System* which states,
 - 1.4. A CAPS shall be made available to the trial courts of this state, in every division, county and circuit. The CAPS shall accept and display case information from the clerk's case maintenance (CMS) in form and function consistent with these functional requirements. All counties must have a CAPS implemented within twenty-four months of the Supreme Court's adoption.
 - Motion to update 8.1. Order Generation and Processing Required requirement to read, "The system shall have the capacity to generate court orders by merging information from the accessible databases and runtime user input into a bank of forms. ~~It shall also have the ability to process proposed orders submitted as PDF or word processor documents by internal and external users.~~ The CAPS shall permit editing of the proposed order and file the signed final order in PDF/A format."
 - Motion to update 8.3. Portal Integration requirement to read, "The CAPS shall permit proposed orders to be received through the Portal and shall permit ~~final~~ signed orders to be filed directly to the clerk's CMS or the Portal and serviced through the Portal, CMS, or CAPS.
 - Motion to recommend the approval of the Court Application Processing System Functional Requirements document version 5.0 with the understanding that "final" will be deleted from 8.1. Order Generation and processing Required and 8.3. Portal Integration requirements.
- FCTC approved the following motions from the Access Governance Board for first reading:
 - Motion to approve the Agency Supplemental Request Form.

- Motion to update the gatekeeper language in the *Standards for Access to Electronic Court Records* to read, “In an effort to effectively manage access and ensure security, an agency may utilize ~~a~~ one or more gatekeepers authorized by an agency head or an authorized gatekeeper, who shall be an employee of that agency, for the purpose of adding, updating, and deleting user or agency information.
- Motion to update user role 5 Public in Clerks’ offices and registered users in the User Security Requirements column in the *Standards for Access to Electronic Court Records* to read, “Secure access through username and password ~~by written notarized agreement~~ or in public at Clerk’s offices.
- Motion to add Guardian ad Litem to user role 9 on the Access Security Matrix and update user role 9 in the Standards for Access to Electronic Court Records.
 - User Role 9 on the Access Security Matrix will read, 9. Florida Attorney General’s Office, ~~and~~ the Florida Department of Children and Families, and Guardian ad Litem
 - Matrix User Role column in the *Standards for Access to Electronic Court Records* will read, User Role 9 Florida Attorney General’s Office, ~~and~~ the Florida Department of Children and Families, and Guardian ad Litem. Access Permitted column will read, Access for guardian ad litem appointed under Chapter 39 as permitted by ss. 39.0132 and 39.822, F.S.
- Motion to expedite the approval of the changes to the *Standards for Access to Electronic Court Records* and the Access Security Matrix and waive the requirement for a second reading.