



FCTC Action Summary February 2019

- FCTC approved the following motion from the Portal Subcommittee for first reading:
 - Motion to add the following language on the Documents page in the Portal: Your document ([name of document](#)) has been added to the submission. However, your document was not submitted as a PDF/A document. PDF/A is the preferred filing document format. For more information click here: ([reasons not comply](#)). See the PDF/A advisory below.

PDF/A ADVISORY: PDF/A is the preferred filing format. ([Links to PDF/A FAQ's and video](#))

- FCTC approved the following motion from the Operational Procedures Review Workgroup for first reading:
 - Motion to adopt the Operational Procedures.
- FCTC approved the following motions from the Certification Subcommittee for final approval 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 system (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 filing 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.
- FCTC approved the following motions from the Access Governance Board:
 - Second Reading: Motion to approve the Agency Supplemental Request Form with the understanding that the signature block will be updated to read:
Agency Head/Gatekeeper Signature
 - Second Reading: 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, or a designee 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.
 - Second Reading: 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.
 - First Reading: Motion to collapse Administrative Support Proceeding, Delayed Birth Certificate, Dissolution, Domestic Relations-Paternity, URESA/UIFSA, and Name Change into Domestic Relations; and collapse County Foreclosure into County Civil for simplicity.