A meeting of the Florida Courts Technology Commission was held at the Doubletree in St. Augustine, Florida on May 3, 2019. The meeting convened at 9:00 A.M., Chair Judge Lisa T. Munyon presiding.

**Members of the Commission in attendance**

- Judge Lisa T. Munyon, Chair, 9th Circuit
- Judge Martin Bidwill, 17th Circuit
- Judge Josephine Gagliardi, Lee County
- Judge Terence Perkins, 7th Circuit
- Judge Stevan Northcutt, 2nd DCA
- Mike Smith, CTO, 4th Circuit
- Christina Blakeslee, CTO, 13th Circuit
- Matt Benefiel, TCA, 9th Circuit
- Murray Silverstein, Esq., Tampa
- Scott Ellis, Clerk of Court, Brevard County
- Leslie Powell-Boudreaux, Legal Services of North Florida
- Judge Ross Bilbrey, 1st DCA
- Judge Robert Hilliard, Santa Rosa County
- Judge Ronald Ficarrotta, 13th Circuit
- Judge Scott Stephens, 13th Circuit
- Lonn Weissblum, Clerk of Court, 4th DCA
- Noel Chessman, CTO, 15th Circuit
- Jon Lin, TCA, 5th Circuit
- Laird Lile, Esquire, Naples
- John M. Stewart, Esquire, Vero Beach
- Karen Rushing, Clerk of Court, Sarasota County

**Members not in attendance**

- David Ellspermann, Clerk of Court, Marion County

**OSCA and Supreme Court Staff in attendance**

- John Tomasino, Clerk of the Supreme Court
- Alan Neubauer
- Jeannine Moore
- PJ Stockdale
- Roosevelt Sawyer, Jr.
- Lakisha Hall
- Hetal Patel

**Other Attendees**

- Robert Adelardi, Eleventh Circuit
- Fred Buhl, Eighth Circuit
- Brian Franz, Tenth Circuit
- Robin Kelly, Seventh Circuit
- Jim Weaver, Sixth Circuit
- Melvin Cox, Florida Court Clerks and Comptrollers
- Tom Hall, Florida Court Clerks and Comptrollers
- Gerald Land, Sixteenth Circuit
- Krys Godwin, The Florida Bar
- Sandy Garcia, Eleventh Circuit
- Craig Van Brussel, First Circuit
- John Lake, Third Circuit
- Terry Rodgers, Fifth Circuit
- Dennis Menendez, Twelfth Circuit
- Yvan Llanes, Eighteenth Circuit
- Carolyn Weber, Florida Court Clerks and Comptrollers
- Michael Reeves, Eighth Circuit
- Thomas Morris, State Attorney, Eighth Circuit
- Doris Maitland, Lee County Clerk of Court
AGENDA ITEM I. Welcome
A. Judge Munyon welcomed the commission members and other participants to the meeting. She called the meeting to order and advised everyone the meeting was being recorded. Judge Munyon called on Judge Perkins to recognize the local guest and thanked him for hosting the Florida Courts Technology Commission (“FCTC”) meeting in the Seventh Judicial Circuit. Judge Perkins introduced the Honorable Howard Maltz, criminal judge in St. Johns County. Judge Maltz expressed his appreciation of the work done by the FCTC. He welcomed the members and gave a brief history on the historic city of St. Augustine.

Judge Munyon acknowledged John Stewart’s new position as the president of the Florida Bar and informed everyone this was Mr. Stewart’s last meeting as a FCTC member. Mr. Stewart was provided a plaque to commemorate his years of dedicated service to the FCTC.

B. Lakisha Hall called roll and noted a quorum was present.

AGENDA ITEM II. Approval of February Meeting Summary
A. Motion to approve the meeting summary from the February 9, 2019 meeting of the Florida Courts Technology Commission.

MOTION OFFERED: Laird Lile
MOTION SECONDED: Murray Silverstein
MOTION CARRIED UNANIMOUSLY

AGENDA ITEM III. FCTC Action Summary
A. Motion to accept the action summary from the February 9, 2019 meeting of the Florida Courts Technology Commission.
MOTION OFFERED: Judge Robert Hilliard
MOTION SECONDED: Laird Lile
MOTION CARRIED UNANIMOUSLY

AGENDA ITEM IV. Judicial E-Filing of Orders by Judges
Judge Munyon said the recommendation requiring judges to electronically file orders will be before the Supreme Court shortly. She will have an update at the August 9, 2019 FCTC meeting.

AGENDA ITEM V. Court Application Processing System (“CAPS”) Update
A. Hetal Patel said there were no new developments from the last FCTC meeting to the pending CAPS status. Clay, Monroe, and Pasco counties are still in the process of deploying a CAPS. Sixty-three counties have deployed a CAPS in one or both the civil and criminal divisions. Currently, 14 counties can electronically receive proposed orders via CAPS and 55 counties can electronically file judicial orders to the Portal or directly to the local clerk CMS.
B. Hetal Patel discussed the CAPS Functionality Map which shows the CAPS deployed by vendors throughout the state. At this time, 30 counties use aiSmartBench; 26 counties use the Integrated Case Management System (“ICMS”); 5 counties use Benchmark; 3 counties use JAWS; and 3 counties have in-house systems.

AGENDA ITEM VI. Portal Progress Report
A. Carolyn Weber gave an update on the Portal usage statistics. In March 2019, there were 1,500,949 submissions through the Portal, of which 1,485,437 were submissions to the trial courts; 684 were submissions to the Department of Corrections (“DOC”); 13,062 were submissions to the District Courts of Appeal; 1,050 were submissions to the Florida Supreme Court; 669 were submissions to the Bureau of Vital Statistics; and 47 were submissions to the Reception and Medical center. The Portal has 234,786 registered users. The Portal received 1,306,169 scanned documents; 801,666 text-based PDF documents; 111,936 Word documents; and 47 WordPerfect documents. On average, it takes 1.2 days to docket a filing. Roughly, 1.81% of filings were returned to the correction queue. Attorneys, judges, process servers, and self-represented litigants were the top filer roles in the Portal. The number of self-represented litigants continues to grow. Although there are 134,448 registered self-represented litigant accounts, 120,745 are active accounts; 1,265 are inactive; 11,691 are pending activation; and 747 accounts are locked. Effective in Portal Release 2019.02, all accounts in the pending activation status for longer than 72 hours will be deleted regardless of filer role. Ms. Weber went on to discuss the third-party vendors. ABC Legal Services, Inc.; eFileMadeEasy; TSI Legal; Turbo Court; and Ironrock are third-party vendors actively filing through the Portal. Ms. Weber stated Google Analytics was implemented in the last release. She plans on including analytical information in future Portal progress reports to the FCTC. Ms. Weber noted the following projects that the Florida Court Clerks & Comptrollers (“FCCC”) is working on: 1) providing technical support to third-party vendors to help them implement system-to-system e-filing; 2) working with the FCTC Portal Subcommittee to scope out the process for criminal case initiation; 3) tenant eviction interviews are in production and reviewing small claims interviews; 4) working to clean up bad email addresses in the Portal; 5) working on creating a maintenance release list for Release 2019.01MR; 6) working on Release
2019.01 which is scheduled for May 18, 2019; 7) working with DOC, pilot counties, and the local sheriffs to send Commitment Packets to the Reception Centers through the Portal; and 8) working with the Change Advisory Board to discuss Portal enhancements. Judge Perkins said the Portal has been successful and expressed his appreciation. The Portal has been a fundamental change to the judiciary and improved the judicial process. Laird Lile suggested adding a slide showing how many PDF documents have been submitted over several months to show the progress of filers submitting PDF documents. He asked if there were any statistics on whether documents were submitted in PDF versus PDF/A. Ms. Weber said as of now she has not been able to differentiate between the two. She is going to work with her developer to determine how to do that. Leslie Powell-Boudreaux asked if there was a way to capture how many filings were done through the Portal using DIY. Ms. Weber said currently only tenant eviction complaints and answers are available, but she should be able to pull that information.

B. Carolyn Weber gave an update on the Portal service desk. The service desk takes calls regarding customer service incidents along with technical and system support incidents. In March 2019, the service desk received 3,118 customer service incidents of which 2,622 were attorney incidents; 7 were judge incidents; and 489 were self-represented litigant incidents. On average it took 8 minutes to respond to a customer service incident and 35 minutes to resolve. A total of 406 technical/system support incidents were received. On average it took 24 minutes to respond to a technical/support incident and 5 hours and 24 minutes to resolve an incident. Ms. Weber showed the top 10 types of incidents the service desk received from attorneys, self-represented litigants and judges. Roughly, 19.4% of the incidents from attorneys were referred to a county; 26.1% of the incidents from self-represented litigants were related to creating a new filing; and 28.6% of incidents from judges were login and pending registration issues. The service desk continues to work on cleaning up pending filings and performing site visits to provide training and support. Ms. Weber said there is a more in-depth service desk report included in the materials to peruse if interested.

C. Carolyn Weber discussed the Portal Release 2019.01 that is scheduled to go into production on June 1, 2019. The release includes allowing counties to receive documents in PDF/A format; driver school certificates; and removing Silverlight from the administrative side of the Portal, to name a few.

D. Carolyn Weber said the Change Advisory Board (“CAB”) meets quarterly and makes a recommendation on whether enhancement requests received will be forwarded to the E-Filing Authority Board for consideration to be implemented in the Portal. The following enhancements have been approved: allowing the Clerk Filer role to initiate a new case; allowing bypass Clerk Review option for certain case types so the submission goes straight into the CMS; adding a field to user profile preferences so that when a NOA or ROA is initiated the appellate court is filled out by default; renaming the Remove button to Delete in the Correction Queue; and adding the ability to do a Search Filings report for an individual county or all counties. Ms. Weber also said the FCCC has been working with Palm Beach County to implement proposed orders in the filing path for their CAPS and they are close to having this complete. The FCCC is also working with Mentis and will soon be able to fill in proposed orders and the FCCC will resume working with Benchmark. The plan is to have one point of access, so attorneys can submit proposed orders and file to the counties. Judge Munyon asked if there was an estimated timeframe that the functionality would be complete. Ms. Weber responded Palm Beach County should be complete the week of May 6.
and Brian Murphy from Mentis Technology Solution said Mentis should be complete in mid-June.

**AGENDA ITEM VII. E-Filing Authority Board**
Judge Munyon deferred giving an update on the E-Filing Authority Board.

**AGENDA ITEM VIII. E-Filing Authority Board Interlocal Agreement**
Clerk John Tomasino said the E-Filing Authority Board is revising the Interlocal Agreement which establishes the E-Filing Authority Board as a properly constituted board in an agreement between the clerks and the Florida court system. The agreement is being updated as the Portal has been operating successfully for years. It is currently with the Office of the State Courts Administrator’s (“OSCA”) General Counsel’s Office for review. Any suggested edits will be forwarded to the Supreme Court and then the E-Filing Authority Board for a vote.

**AGENDA ITEM IX. Appellate Portal Interface Update**
Clerk John Tomasino said the Supreme Court and all the District Courts of Appeal are filing through the Portal. The Portal is accepting records on appeal up to 500 MB. The OSCA’s Office of Information Technology is working on increasing the file size from 500 MB to 2 GB. Hopefully, this will be complete by this summer. Once that is complete, there will be primarily two paths for getting records on appeals to the appellate courts. Those include the normal process where records can be received up to 2 GB or through a large record on appeal filing path for records over 2 GB.

**AGENDA ITEM X. CCIS 3.0 Update**
Melvin Cox discussed the metrics measuring CCIS use. In the first quarter of 2019, there were 55,607 active users; 180 agencies were using CCIS; 487,223 case searches were executed; 1,718,592 person searches were executed; and 4,389,925 document images were requested. Mr. Cox discussed SB1392 Criminal Justice Data Collection and Transparency Bill which defined an Adult Diversion Program. These programs will be created throughout the state. The information will be available in a secure area of CCIS and could be queried by law enforcement and folks who need to know the information. The FCCC is working on a pilot with Charlotte County Sheriff’s Office which will be live soon. Mr. Cox said the FCCC is working with the OSCA and the Florida Clerks of Court Operations Corporation (“CCOC”) on implementing an eNotification system. The FCCC has been working with the vendor selected by OSCA to provide query access to CCIS to provide court events that are coming up from all the counties. This information will feed into the eNotification system. The FCCC continues to work with all the CMS vendors to create a VOR process to implement user roles in the Access Security Matrix. Specifically, attorneys of record, public in clerk’s office, and registered users which do not currently exist in CCIS. Mr. Cox went on to say FCCC’s focus continues to be the data quality management process. A best practice has been created for Judicial Case Status which aligns with AOSC14-20 and the uniform case reporting standards that are coming out as well as implementing a CCIS Data Audit Report, and DQM Page Refresh. They are focusing on items that can provide value to the users of CCIS such as, working with CCOC on the clerks reporting and the workflow of their case outputs; looking at all the CCIS reports; working on judge name mapping; and looking to expand the data elements in the CCIS
interface document.

**AGENDA ITEM XI. Rules of Judicial Administration Update**
Tom Hall said the RJA is in the process of submitting the three-year cycle report where a few items will impact the FCTC. The first is changes related to electronic filing. The Criminal Law Rules Committee wants to submit changes in regards to the e-filing rules. The rules will have to be published for comments. Depending on comments received, the e-filing rules may be submitted out of cycle before the deadline of February 1, 2020. One of the changes the RJAC is recommending is prohibiting scanned filings through the Portal. Also, substantial changes were proposed to Fla. R. Jud. Admin. 2.420. At this point, the changes were procedural in nature, more of a reorganization of the rule to make it easier to read and use. The rule was reduced from over 6,000 words to approximately 4,500. A special meeting of RJAC will take place in a few weeks to vote on that part of the rule. Afterwards, the rule with the changes will be published in the Florida Bar News on July 1, 2019 where comments will be due by August 1, 2019. The RJA will get the rules to the FCTC prior to July 1 to allow enough time to make comments. Mr. Hall shared with the FCTC that Judge Gagliardi will be the new chair of the RJAC, effective July 1, 2019.

**AGENDA ITEM XII. FCTC/RJA Joint Workgroup on Access to Court Records**
Tom Hall said Chief Justice Canady requested Judge Munyon and Eduardo Sanchez, chair of the RJAC constitute a joint workgroup to look at making electronic access to court records more rapidly. There have been meetings between the clerks of court and lawyers for the media to work out some of the differences. In addition to potential rule changes, it is highly likely that there will be some recommended changes that will have to be implemented by administrative order. Changes pertaining to technology will go before the FCTC and rule changes will go before the RJAC where they will have to be published. Based on the recommendations, considerable changes may need to be made to the Access Security Matrix. The workgroup will most likely submit a request for an extension of time to complete the report.

**AGENDA ITEM XIII. Cybersecurity Subcommittee Update**
Judge Stephens said the subcommittee is tasked with recommending minimum security measure standards and education and training protocols. The subcommittee decided to tackle the work in three pieces: looking at existing materials on cybersecurity that the federal government and the executive branch have published; determining what would be useful for the subcommittees approach and consolidating into one document. The subcommittee will also be looking at security materials already in existence within the judicial branch to develop an educational plan to instruct people in the legal and court system about the current risks and the measures to take in the prevention of cybersecurity issues.

**AGENDA ITEM XIV. Criminal Case Initiation Workgroup Update**
A. Judge Bidwill said the workgroup is evaluating the possibility of criminal case initiation through the Portal. This is an extensive project that involves technological aspects and inherent workflow issues. The foundation of the project is the establishment of a uniform set of criminal data
elements for criminal case initiation; therefore, a Data Element subgroup was established. Criminal justice stakeholders have participated in a number of meetings to provide input on the data elements. The data elements incorporate the needs voiced by local law enforcement, but also recognizes the parallels between this undertaking and the data transparency initiative. The list includes data element requirements from TCATS; OBTS; SB1392; and HB7125. The idea is to have efficient data as it is passed down the line in the criminal justice system. Another goal is to mirror the ultimate reporting requirements. Judge Perkins asked who collects the data. Judge Bidwill said that will be determined in the next phase when the Workflow subgroup begins looking at the workflows. The workgroup learned that FDLE is working on developing a uniform arrest form or probable cause affidavit. The affidavit has a lot of the current list of data elements. FDLE has been supportive of the project. FDLE is in the beginning stages and the timing is right to put all the pieces together in creating a uniform set of statutory provisions. Clerk Rushing suggested incorporating the security or confidentiality of victims in the form to prevent a requirement to read the entire narrative to find out how to protect the identity of the victim. Judge Bidwill said FDLE raised concerns about CJIS information being available as well. There are a lot of confidentiality issues that will need to be dealt with. The data elements have been subject to scrutiny and comments and is now mature enough to be presented to the FCTC for approval.

First Reading: Motion to recommend approval to move the uniform data elements project to a pilot testing phase one.

MOTION OFFERED: Judge Martin Bidwill
MOTION SECONDED: Clerk Karen Rushing

The next phase will allow jurisdictions to test the agreed upon data elements using the systems in a testing phase. A person will be able to submit a data package and get a response as to whether it is working. The workgroup will begin working on the workflow issues and concerns on how this project will work. At the beginning of the project, the workgroup distributed a survey to find out how criminal cases are initiated. The workgroup is not mandating how criminal cases should be initiated, instead the workgroup is trying to build standards that jurisdictions could move towards over time as budgets and circumstances allow. Judge Munyon asked if a pilot county or jurisdiction had been identified. Judge Bidwill said Seminole County is going to work with the local sheriff’s office. The state attorneys are encouraged to submit data packages and get results on whether the package submitted was accurate and if it was not accurate an error would be returned on how to reform the package to comply with the standards. Judge Bidwill said the process may identify additional data elements that might need to be added to the package. From a conceptual standpoint, the data elements are in a sense stagnant. The next step is to allow someone to use the system and test the data elements for any gaps.

MOTION CARRIED UNANIMOUSLY

AGENDA ITEM XV. FDC Joint Workgroup Update
Judge Bidwill said a few years ago a secure pipeline was established between the Florida
Department of Corrections (“FDC”) and the courts to ensure the integrity of release documents. The joint workgroup met on February 28, 2019 to discuss moving forward with technological initiatives affecting the court. In conjunction with FDC, the workgroup discussed the possibility for jurisdictions to submit violation of probations using the proposed order platform available in the Portal. Pre-sentence investigations will be submitted through the Portal soon. There are several projects the court and FDC are collaborating on. The workgroup plans to meet again before the end of 2019 to gauge where they are in relation to the projects. There is a lot of opportunity to use the platforms already in place to provide innovative solutions to move towards a purely electronic system. Some facilities have kiosks and offer tablets to inmates. The workgroup also discussed digital scoresheets. The Legislature mandated the digitization of sentencing guidelines scoresheets in SB 1392. This Bill requires FDC, in consultation with OSCA, state attorneys, and public defenders to develop and submit the revised digitized Criminal Punishment Code scoresheet to the Supreme Court for approval by June 15 of each year, as necessary. FDC shall produce and provide the revised digitized scoresheets by September 30 of each year, as necessary. FDC produced a PowerPoint outlining the digital process in digitizing the scoresheets. The current manual process is time consuming. For state attorneys, thirteen of the twenty circuits use STAC, the state attorneys’ e-filing system. Tom Morris, state attorney from the Eighth Judicial Circuit explained the result of the process that FDC uses still produces paper that FDC is taking the data off and entering in their system, as opposed to inputting the information on the front-end. The Eighth Judicial Circuit has a solution in place where all the case information is entered in the case management system that repopulates the scoresheet. Additionally, their system has the ability to copy in the history from a previous existing scoresheet. Unfortunately, all this information is entered by hand in FDC’s system. Switching to the digitized scoresheet that FDC is using would put a strain on the state attorneys and require a lot of manual work. Judge Bidwill said the way the project is set out requires the state attorneys to access the digitized scoresheet on CJNET for entry, save the scoresheet to the database, and print a paper scoresheet to provide to the defense attorney for review. Judge Bidwill would like to have an application where this could all be done electronically and provide read-only access where the defense attorney can view their individual clients. The third phase is the sentencing where the judge adds the disposition information and signs the scoresheet. Afterwards, the clerk of court gathers paper scoresheets and provides them to FDC and FDC users find the digitized original in CJNET and update it to match the signed paper copy. Finally, once the digital copy matches the signed paper copy, the system is locked to avoid further edits. Judge Bidwill noted the problems with the current process, e.g. paper is still being used and the scoresheet should be locked once the judge signs it. The ideal situation would require everything to be done electronically. The application would create the scoresheet, the defense attorney would be given a chance to review the scoresheet, and any changes made at the sentencing hearing would be submitted to the judge’s work queue electronically for the judge to approve. The scoresheet can then be served to all the parties, and then filed with the clerk. Judge Bidwill said the Portal could extract data that FDC needs to report and push that data wherever it needs to go. There are a lot of impediments with the system in place, but the workgroup was asked to recommend that the digitized scoresheet proposal be approved, understanding this is a beginning phase in the process and continuing efforts are needed to eliminate paper.
Motion to recommend that the Supreme Court approve the digitized scoresheet proposal from the Florida Department of Corrections, understanding continuing efforts are needed to eliminate paper from the process.

MOTION OFFERED: Judge Martin Bidwill  
MOTION SECONDED: Judge Robert Hilliard

Murray Silverstein asked about the funding. Judge Munyon said the Legislature directed the FDC to create the digitized scoresheet but did not appropriate any funding to do so. Judge Bidwill said the FDC tried to fulfill their obligation but expressed the lack of funding to do it the proper way. The project needs to be moved to a different level. If the Legislature thinks this is necessary, the Legislature may have to budget money to make it work. Mr. Silverstein asked how far FDC could go without the adequate funding. Judge Bidwill said no further than they already have. The workgroup could create an application that would require a lot of people working together and will have to interface with existing systems, e.g., STAC. Clerk Rushing said the motion says, “the digitized scoresheet” and she wanted clarification on approving the scoresheet or conceptually the process FDC has in place for processing scoresheets. Judge Munyon said FDC took the paper scoresheet that is in rule and digitized the boxes by adding digital data fields. At this point, the scoresheet is only accessible electronically to state attorneys after they fill it out, but the court and defense attorneys receive a paper copy. This does not have an impact on what the court clerks do for the court. At this stage, the clerks will still get paper. Judge Perkins said the system FDC is proposing to use is broken. A person is reentering all the data from a scoresheet to make it a digital scoresheet and where the person thinks there is a mistake, they correct it with no input from the judge. The scoresheet that is digitized may or may not resemble the scoresheet that was signed in court. Judge Perkins asked if the FCTC’s efforts will be delayed if the FCTC request the Supreme Court to approve the digitized scoresheet. Judge Munyon said under the statute, the Supreme Court must look at the digitized scoresheet and approve it every year by June 15. Clerk Rushing asked if the scoresheet could be approved with a narrative on the importance of being digitized from the beginning of the process. Justice Polston said a recommendation to the Supreme Court should be precise and a distinction between a conceptual direction that the court is intended to go towards versus an exact accuracy of an electronic scoresheet which is altogether different. It would be appropriate to add limiting language on items that need to be recognizably fixed. The FCTC needs to indicate what they are and are not signing off on. Justice Polston said it would be difficult for the Supreme Court to look at an electronic scoresheet and say that it is correct. It is going to be problematic to approve something in concept and comply with the wishes of the Legislature, but at the same time recognize the shortcomings of where we are now. Judge Bidwill offered a friendly amendment to his motion and Judge Hilliard accepted.

Amended motion to recommend that the Supreme Court approve a digitized scoresheet proposal from Florida Department of Corrections, contingent upon continued efforts to transform the entire process into a completely electronic system integrated with all stakeholder electronic systems including state attorneys, clerks of court, and CAPS systems.

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Clerk Rushing said this motion gives the idea that the FCTC is trying to limit the approval contingent upon a system as opposed to a form that everyone will need to use. Justice Polston said it would be helpful if the FCTC documented its concerns regarding digitized scoresheets in the submission to the Supreme Court regarding digitized scoresheets. Judge Munyon said she has seen the presentation from FDC, but she has not seen a live website where data is inputted. She cannot verify that the system adds everything correctly. Chris Blakeslee said the state attorneys in the Thirteenth Judicial Circuit are not happy with the system. There are a lot of issues and one of the problems is the system is not calculating correctly. Judge Perkins said it appears the FCTC is saying they disapprove the digitized scoresheet, and if so, the FCTC should state that to the Court. Judge Munyon said the FCTC could tell the Court that and the Court could tell the Legislature that FDC is not ready. Judge Munyon said she does not know how the FCTC can approve the digitized scoresheet when the FCTC has not seen a working website. Clerk Rushing said it seems appropriate to make a recommendation to disapprove the proposal from the FDC based upon the fact that there has not been a demonstration that the digitized form accurately calculates the points and until such time the FCTC is not in a position to approve the scoresheet. Judge Bidwill offered another amended motion.

Seconded amended motion to recommend that the Supreme Court disapprove the digitized scoresheet proposal from the Florida Department of Corrections. The committee believes continued efforts are necessary to transform the entire process into a completely electronic system integrated with all stakeholder electronic systems including state attorneys, clerks of court, and CAPS systems. FDC has not provided a demonstration that the system does what it purports to do.

Judge Perkins said the FCTC should not approve the system for reasons other than the fact that the FCTC has not been able to see a demonstration of the system. From what the FCTC has been told, the system is broken, it is not accurate, and it does not produce the information. The concept was to digitize the information and FDC is not doing that. Judge Munyon wanted to clarify that the FCTC is not approving the system because it is not perfect, rather the FCTC is not approving the system because the FCTC does not know if the system works. Laird Lile offered another amendment to the motion and Judge Bidwill accepted the amendment.

Third amended motion to recommend that the Supreme Court not approve the digitized scoresheet proposal from the Florida Department of Corrections. The committee supports the use of a digitized scoresheet in process but believes continued efforts to transform the entire process into a completely electronic system integrated with all stakeholder electronic systems including state attorneys, clerks of court, and CAPS systems.

Judge Bidwill suggested having an interim meeting to discuss the issues that have been brought before the FCTC and develop a concise motion to submit to the Supreme Court regarding digitized scoresheets. The motion will be promulgated to the FCTC for an email vote. As a result, Judge Bidwill withdrew his motion and Judge Hilliard concurred.
AGENDA ITEM XVI. Operational Procedure Review Workgroup Update
Judge Gagliardi presented the Operational Procedures for approval. She noted the Voting section was amended to add language clarifying the process for voting to recommend a change to a rule of court procedure or referral to the appropriate rules committee of The Florida Bar. Paragraph 3 now reads, When voting to recommend a change to a rule of court procedure or referral to the appropriate rules committee of The Florida Bar, the Commission shall record the exact vote of the Commission and report the vote to the Court or rules committee when requesting the change. The Commission shall publish any proposed rule changes for comment in accordance with the provisions of Rule 2.140 of the Florida Rules of Judicial Administration before submitting them to the Board of Governors of The Florida Bar or the Supreme Court.

Second Reading: Motion to adopt the Operational Procedures.

MOTION OFFERED: Judge Josephine Gagliardi
MOTION SECONDED: Judge Robert Hilliard
MOTION CARRIED

AGENDA ITEM XVII. Clerk’s Case Maintenance System (CMS) Functional Standards Subcommittee
Judge Gagliardi said the subcommittee is reviewing issues related to docket numbering as well as the CMS standards. The subcommittee will continue to peruse documents from the National Center for State Courts (“NCSC”) and any other documents related to the CMS standards. The subcommittee will carry on its work and provide a report at the August 8, 2019 FCTC meeting.

AGENDA ITEM XVIII. Access Governance Board Update
A. Judge Hilliard briefly discussed consolidating certain case types on the matrix. This consolidation aids in the manageability of the matrix.
   i. Judge Hilliard asked Jeff Taylor from Manatee County Clerk’s Office to speak on the request to collapse some case types in the matrix. Mr. Taylor said the goal is to consolidate the case types that have duplicate access levels. The proposal is to collapse the similar case types into one row and add the applicable rules and statutes.

Second 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.

MOTION OFFERED: Judge Robert Hilliard
MOTION SECONDED: Chris Blakeslee
MOTION CARRIED
ii. Jeff Taylor discussed adjusting the Attorney of Record access level for probate cases and relabeling the probate case types.

First Reading: Motion to change the Probate user role to Probate Formal Administration, update the rule to 2.420, and add §733.604(b), F.S.

First Reading: Motion to change Probate Miscellaneous to Probate Other, update the rule to 2.420, add §735.201-302, F.S., and change the Attorney of Record user role from D - All but expunged, sealed or confidential; record images viewable upon request to B - All but expunged, or sealed under Ch. 943 or sealed under rule 2.420.

MOTION OFFERED: Judge Robert Hilliard
MOTION SECONDED: Clerk Karen Rushing
MOTION CARRIED

B. Judge Hilliard said the Supreme Court declined the FCTC’s recommendation to update the standards and matrix affording the Guardian ad Litem the same access as the Florida Attorney General’s Office and the Florida Department of Children and Families. The Guardian ad Litem Program is going to look at potential legislative remedies. Tom Hall said the Real Property, Probate and Trust Law Section of the Florida Bar is proposing a bill that will close all guardianship cases. This will be a major rewrite of guardianship law.

AGENDA ITEM XIX. Technical Standards Subcommittee
A. Mike Smith said the subcommittee is working on consolidating all the technology standards into one document. He did a demonstration of hyperlinking within the document as well as hyperlinking to appropriate rules or statutes. The document also has popup definitions when you hover over certain words. The subcommittee plans on adding definitions at the end of the document and ask that other subcommittees refrain from adding any definitions within their standards and just give the definitions to the technical standards subcommittee to add to the definition section of the consolidated standards. The standards subcommittee would like to have a little control over what goes into the document to eliminate duplicate processes and efforts. The hope is that one day OSCA would host and maintain the document.

AGENDA ITEM XX. Other Items/Wrap Up
A. Roosevelt Sawyer, Jr. discussed business transformations using technology that is taking place in the court. One such initiative is the eNotification project. This requires OSCA to coordinate with the CCOC to competitively procure an information technology platform to electronically transmit alert reminders and information to individuals involved in the criminal justice system. The platform shall integrate with existing offender based and information systems as necessary. OSCA has been working with the CCOC and clerks to put together an invitation to negotiate (“ITN”). An advisory board was created for the ITN. In March 2019, a contract was awarded to SGS Technologies to implement an electronic notification system. The project is currently in the design phase. In the coming weeks, the group will meet to begin looking at the data elements in CCIS and the web service
architecture. As of yet, a circuit or county has not been selected for a pilot. Mr. Sawyer went on to discuss the digital fingerprint live scan project. The OSCA along with FDLE, submitted a grant to the National Criminal History Program to bring a live fingerprint scanning solution into the courtroom to move away from the paper process. A pilot will take place in the Fifth, Seventh, and Seventeenth Judicial Circuits. The pilot will consist of three main objectives: 1) move to a digital process; 2) improve the quality completeness and accessibility of the criminal history record information; and 3) avoid misidentifications and reduce illegible manual fingerprints and improve the quality of fingerprints retained at FDLE. In February 2019, the grant was awarded to FDLE. Planning meetings have taken place and site visits are scheduled for Citrus, Volusia, and Broward counties to begin discovery on the process. There will be a new workflow to standardize the process to capture digital fingerprints, but it cannot impede the flow of proceedings in the court. The OSCA, FDLE, the clerks, and local law enforcement will work together to make this process as seamless as possible. Judge Perkins said there is a huge difference between digital fingerprinting and manual fingerprinting. Flagler County has an electronic fingerprint scanner that is hooked up to the sheriff’s system. The inmate is fingerprinted with two fingers and from that information an immediate response is received on whether or not DNA needs to be taken. Judge Perkins wondered if that technology could be adopted since it is already in the courtroom. Mr. Sawyer said that is called rapid ID fingerprint. There could be an earlier step in the process where that takes place, but the full fingerprint would have to be scanned at sentencing. This may be an option during the pilot.

B. Judge Munyon advised everyone the next FCTC meeting is scheduled for August 8-9, 2019 in Naples.

There being no further business, Judge Munyon asked for a motion to adjourn the FCTC meeting.

**Motion to adjourn the FCTC meeting**

MOTION OFFERED: Clerk Karen Rushing  
MOTION SECOND: Laird Lile  
MOTION CARRIED UNANIMOUSLY