

Florida Courts E-Filing Portal

Third Party Vendor Request for Certification

Vendor Contact Information

Vendor Name	IronRock Softward	Date	1/23/2018
Contact Name	Joshua Watson	Contact Phone #	813-361-9576
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Certification Forms

The following documents have been received by CiviTek.

- √ Application and Fee
- √ Amended Application
- √ License Agreement
- √ TPV Test Case Documentation

Certification Request

The Third Party Vendor has requested Certification in the following filing path(s) and division(s). They have completed the listed Test Scenarios which are required to obtain certification. To obtain certification in an additional filing path or division, a new Application would be required

Case Type	CCIS Court Type (Division)	Existing Case	New Case	Test Scenarios Completed	Restrictions
Citation	Traffic Infractions (TR)		N/A		
	Criminal Traffic (CT)				
Civil	Circuit Civil (CA)	√		TS001, TS005, TS006	No submissions w/fee, only one document per submission
	County Civil (CC, SC)	√		TS001, TS005, TS006	No submissions w/fee, only one document per submission
	Probate (CP)				
	Guardianship (GA)				
	Mental Health (MH)				
Criminal	Felony (CF)		N/A		
	County Ordinance (CO)				
	Misdemeanor (MM)				
	Municipal Ordinance (MO)				
	Non-Criminal Infraction (IN)				
Domestic	Domestic Relations/Family (DR)				
Juvenile	Delinquency (CJ)				
	Dependency (DP)				

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Notes: Process Server seeking Limited Certification in the Existing Case Filing Path in the Circuit Civil and County Civil Divisions. Their business process does not support submissions with a fee and does not support submissions with more than one document. Their submissions are a return of service either served or not served.

XML Submission

Each Third Party Vendor must submit a sample of their XML to CiviTek for review. The Third Party Vendor is required to submit XML samples to each of the case types they wish to be certified in. The vendor is also required to submit XML in each filing path (New and/or Existing). Upon this review, vendors will receive notification that the XML submitted has been correctly developed. Have XML submissions for each case type and filing path been received and approved by CiviTek?

- Yes
 No

User Credentials

Each Third Party Vendor must have active credentials to the Florida Courts E-Filing Portal QA or TEST environment. Have those credentials been provided by CiviTek?

- Yes
 No

Which environment?

- TEST
 QA
 Both

Established Connectivity

Connection must be established between the vendor's application and Florida Courts E-Filing Portal. The connection will be between the vendor's software and the QA and TEST environments. Has connection been established between the vendor's software application and the Florida Courts E-Filing Portal?

- Yes
 No

Which environment?

- TEST
 QA
 Both

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Filing Status Retrieval

There are two methods of retrieving statuses from the Florida Courts E-Filing Portal. The Third Party Vendor can use the FilingReviewCompleteResult (polling service) to poll the portal for status updates. The other option would be to use the NotifyFilingReviewComplete (status returned by portal service) to receive the status from the portal. Which retrieval method will be utilized?

- FilingReviewCompleteResult (polling service)
- NotifyFilingReviewComplete (status returned by portal service)

If the vendor chooses to utilize the NotifyFilingReviewComplete service, please provide the following:

IP Address	Fully Qualified Domain Name	Web Service URL	HTTP or HTTPS

End to End Processing

Test Scenario	Complete
TS001 - Existing Case - 1 lead document, no filing fee	Done
TS002 - Existing Case - 1 or more lead documents & 1 or more exhibit document and no filing fee	
TS003 - Existing Case - 1 or more lead documents & 0 or more exhibit documents with a filing fee	
TS004 - Existing Case – 1 or more lead documents & 0 or more exhibit documents and fee waiver	
TS005 - Existing Case - 1 or more lead documents & 0 or more exhibit documents & no filing fee – Correction Queue	Done
TS006 - Existing Case - 1 or more lead documents & 0 or more exhibit documents & no filing fee – Abandoned Filing Queue	Done
TS007 - New Case 1 or more lead documents & 0 or more exhibit documents with a filing fee	
TS008 - New Case 1 or more documents & 0 or more exhibit documents using fee waiver	
TS009 - New Case 1 or more lead documents & 0 or more exhibit documents with a filing fee – Correction Queue	

Each Third Party Vendor is required to file submissions into the QA and TEST Portal instance that have been accepted by the Florida Courts E-Filing Portal, County CMS, and received the status back to the vendor for each case type. Has the submitted XML for each case type been processed roundtrip?

- Yes
- No

Certification Approval

We hereby certify that the above referenced Third Party Vendor has completed the required Test Scenarios for Limited Certification in the Existing Case Filing Path and Circuit Civil and County Civil Divisions and request that the E-Filing Authority Board certify IronRock Software, Inc., as an Official Florida Courts E-Filing Portal Third Party Vendor.

s/Kyle Reichert
s/Carolyn Weber