

**Florida Courts E-Filing Authority ePortal
FY 2011-2012**

Introduction

When statewide e-filing was initiated at the direction of the Florida Legislature during the 2010 Session, the Clerks and the Courts were directed to work together to make e-filing a reality. All parties agreed that the Clerks Association would continue to build and implement the e-filing portal up to the point that the portal would be able to operate on a statewide basis. Until then, it was understood that the Clerks Association would absorb these costs. Further, it was agreed that this effort would be done under the auspices of a Chapter 163 Intergovernmental authority established by agreement between the Clerks and the Court. Upon completion, the Authority would operate the e-filing portal on behalf of the State and assume costs associated with the ongoing maintenance of the e-filing portal.

Recently, The Clerks and Courts determined a set of dates to complete statewide development and implementation of the e-filing portal. This new phase of the project includes components necessary for e-filing that are outside the scope of technical services necessary for the Clerks of Circuit Court e-filing functions. Those components and corresponding costs are as follows:

Appellate Court Module Development:	\$ 96,000
Florida Courts Technology Commission (FCTC) Module for pending documents:	\$ 72,000
E-Service Module:	<u>\$ 72,000</u>
Total:	\$240,000

The following report provides information covering the e-filing portal system overview, annual recurring budget for ongoing maintenance and, budget adjustments/resources needed to meet new development costs through December 31, 2012.

System Overview

Florida Clerks created and established the Florida Courts E-Filing Authority (“Authority”), a legal entity and public body subject to all applicable Florida Statutes, Supreme Court rules and Administrative Orders of the Chief Justice of the Florida Supreme Court that govern the individual Clerks of Circuit Court, Clerks of the District Courts of Appeal and Clerk of the Supreme Court in the performance of their record-keeping functions. The Authority is subject to all Florida Rules of Court relating to public records and all

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applicable laws and county ordinances relating to procurements by the clerks of the circuit court in their capacity as clerk of court as well.

The Authority contracted with Florida Association of Court Clerks (“FACC”) to develop, implement, operate and maintain a uniform statewide electronic filing portal (the “E-Filing Court Records Portal” or “Portal”), allowing electronic filing of court documents in the county and circuit courts for all 67 counties, the five district courts of appeal and the Florida Supreme Court.

The “E-Filing Court Records Portal” or “Portal” refers to a statewide access point for electronic access to court records and the transmission of court records to and from the courts. The portal will be capable of accepting electronic filings from multiple sources, using common data elements passing to and from each local case system. The portal shall include the following features:

- Single statewide login
- Single Internet access to court records by authorized users
- Transmissions to/from appropriate courts
- Providing electronic service of notification of receipt of an electronic filing and confirmation of filing in the appropriate court file
- Open standards-based integration ability with existing statewide information systems and county e-filing applications
- Automated interface with e-recording systems
- Compliance with the Electronic Court Filing Standard 4.0, the Global Justice Extensible Markup Language and Oasis Legal Extensible Markup Language standard developed by the National Center for State Courts.

The initial development of the E-Filing Court Records Portal was completed on January 1, 2011. The portal will be expanded in stages to allow the electronic filing and viewing of electronic court records in all court divisions as determined by the Florida Supreme Court.

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Annual Recurring System Budget

The budgeted expenses required to fund the annual maintenance and operating costs of the FACC (via FACC Services Group, LLC), under contract to the Florida Courts E-Filing Authority for the Statewide ePortal are as follows:

System Component	Budgeted Costs	Notes
Florida Courts E-Filing Authority ePortal (Program and Project Management)	\$ 208,739	This cost represents direct labor/overhead for all tasks associated with the project management and general personnel management of the ePortal. This includes managing the continued roll-out of the ePortal to the remaining Clerks.
Florida Courts E-Filing Authority ePortal (Software Development and Maintenance)	\$ 182,500	This cost represents annual software maintenance of \$150,000 payable to AMCAD for ePortal software and \$32,500 development costs payable to AMCAD under the original ePortal software development contract.
Florida Courts E-Filing Authority ePortal (Hardware Acquisition and Maintenance)	\$ 147,250	This cost represents hardware purchases and hardware maintenance directly attributable to the ePortal and not included in the Data Center Facilities Service.
Data Center Facilities Service (FACC Shared Resource)	\$ 68,672	Total FACC costs for all programs are \$ 1,856,021. Each FACC Technical Program is allocated a portion of this cost based on a usage allocation formula. ePortal usage is 3.7% or \$274,117.
IT Security/Risk Mitigation Service (FACC Shared Resource)	\$ 41,358	Total FACC costs for all programs are \$ 374,530. Each FACC Technical Program is allocated a portion of this cost based on a usage allocation formula. ePortal usage is 3.7% or \$ 13,858. In addition, there are additional hot site services required for the ePortal at an annual cost of \$ 27,500.
Network Service (FACC Shared Resource)	\$ 199,889	Total FACC costs for all programs are \$ 1,098,293. Each FACC Technical Program is allocated a portion of this cost based on a usage allocation formula. ePortal usage is 18.2 % or \$199,889.
Help Desk Service (FACC Shared Resource)	\$ 217,696	Total FACC costs for all programs are \$ 1,506,549. Each FACC Technical Program is allocated a portion of this cost based on a usage allocation formula. ePortal usage is 14.45% or \$217,696.
Public Outreach (FACC Shared Resource)	\$ 24,706	Total FACC costs for all programs are \$ 494,124. Each FACC Technical Program is allocated a portion of this cost based on a usage allocation formula. ePortal usage is 5% or \$24,706.
Total Annual Cost	\$1,090,810	

NOTE: The E-Filing Authority's operating budget is developed separately from the services provided by FACC. The annual expenses for auditing services, director's liability insurance, and legal fees, as well as banking merchant and analysis fees, payment controls and compliance, banking and chargeback review are estimated to be \$112,761. These expenses are the minimum recurring costs for the Authority.

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Budget Adjustments For Additional Requirements Through 12/31/2012

	<u>FY 11-12</u>	<u>FY 12-13</u>
1. FACC Project Management Consultant (New Contract Position) <i>Annualized Cost is \$100,000, funded from current budget</i>	\$ 50,000	\$ 50,000
2. FACC Business Analyst (New Position) – Salary + Benefits <i>Annualized Cost is \$75,000, funded from current budget</i>	\$ 37,500	\$ 37,500
3. Additional Development Services – AMCAD	<u>\$246,000</u>	<u>\$204,000</u>
Totals	\$333,500	\$291,500
Less Current Resources	<u>(\$ 87,500)</u>	<u>(\$ 87,500)</u>
Additional Resources Required	\$246,000	\$204,000

Detailed Costs for Development Services Needed:

<u>Deliverable</u>	<u>Due Date</u>	<u>New Cost</u>	<u>Deliverable</u>	<u>Due Date</u>	<u>New Cost</u>
2011 Qtr 4 Release	12/14/2011	\$12,000	Criminal Phase II	7/3/2012	\$48,000
Criminal Phase I	1/27/2012	\$48,000	2012 Qtr 3 Release	9/17/2012	\$24,000
Appellate Phase I	3/2/2012	\$48,000	eService	11/2/2012	\$72,000
FCTC Changes	5/2/2012	\$72,000	2012 Qtr 4 Release	11/16/2012	\$18,000
Appellate Phase II	5/18/2012	\$48,000	Criminal Implem.	12/21/2012	\$42,000
2012 Qtr 2 Release	6/20/2012	\$18,000			
FY 11-12 Total		\$246,000	FY 12-13 Total		\$204,000