



Florida Courts E-Filing Authority Board

E-Filing Portal Standardization

September 25, 2014

Jennifer Fishback, E-Filing Portal Project Manager



Standardization Status

- **Supreme Court Chief Justice Polston**
 - Stated a goal that drop down lists be the same throughout the portal
- **Response**
 - Best Practices Workgroup defined and distributed standards for Criminal E-Filing
 - Authority Board asked the Best Practices Workgroup to define Standard Document Groups and Descriptions and continued work
 - Authority Board continues to make standardization a priority for the portal
 - Portal Enhancements are implemented



Process Assessment

- **Many Clerks implemented the standards**
 - Many counties implemented the standards beginning with mandatory Criminal E-Filing deadline
 - Not all counties needed all document types, but they added them to comply with standards
- **Many document types are unused by filers**
 - Both best practices and county-specific drop-downs are not used
 - Criminal and Civil divisions are not used



Docket Code Data Studied

- **Numbers Gathered by County By Division**
 - Number of times a docket code was filed on a new case filing
 - Number of times a docket code was filed on a existing case filing
 - Number of unused active docket codes
 - Number of unique CMS docket codes mapped to document descriptions
 - Most frequently filed document on new cases and existing cases

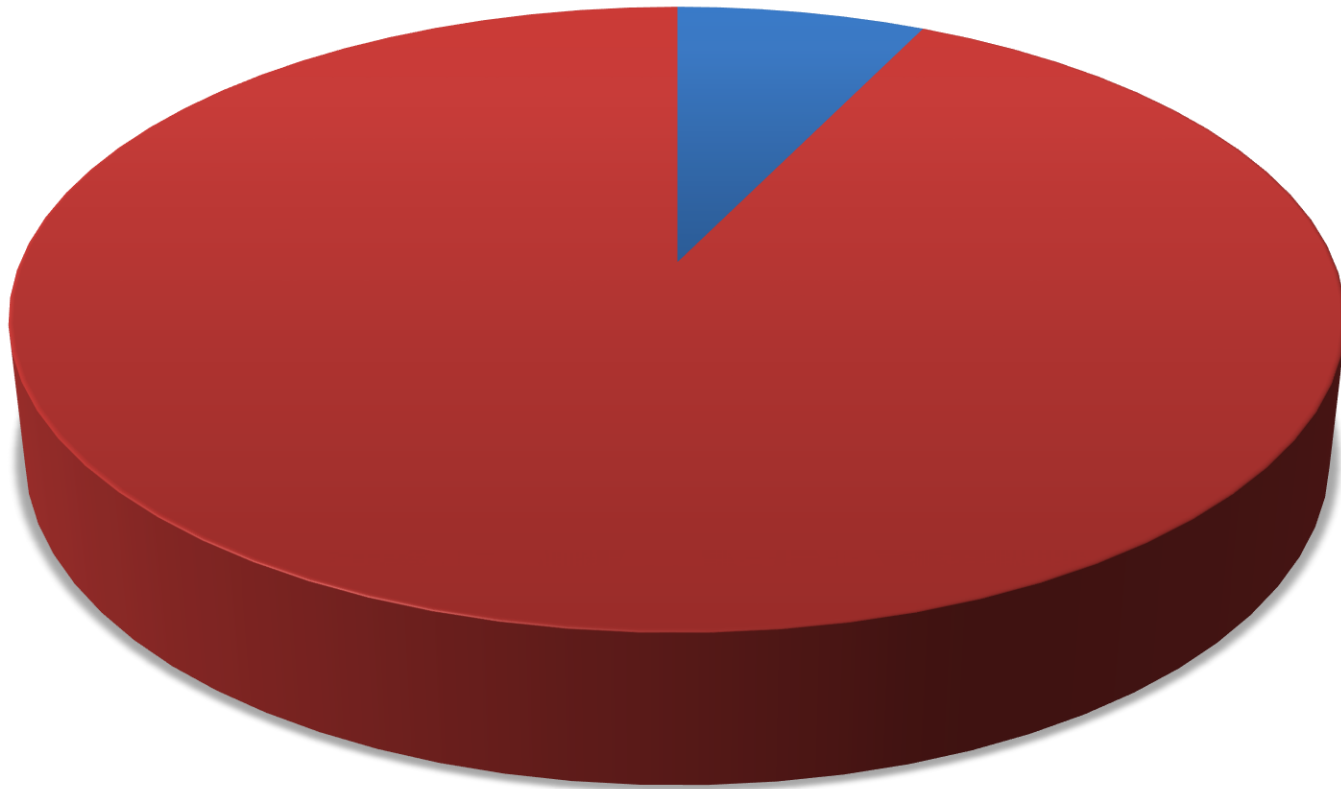


Docket Code Data Studied

- **Factors not included**
 - Document Types for the new filer roles have been added but we have not had many filers yet
 - “All division” – counties want to be able to configure document types for more than one division, but not all of their divisions. The portal does not provide an efficient way to do this. If the “All” division was used to create an efficiency, the result is lots of extra docket codes.



% Active Docket Codes Used by Filers on New Cases

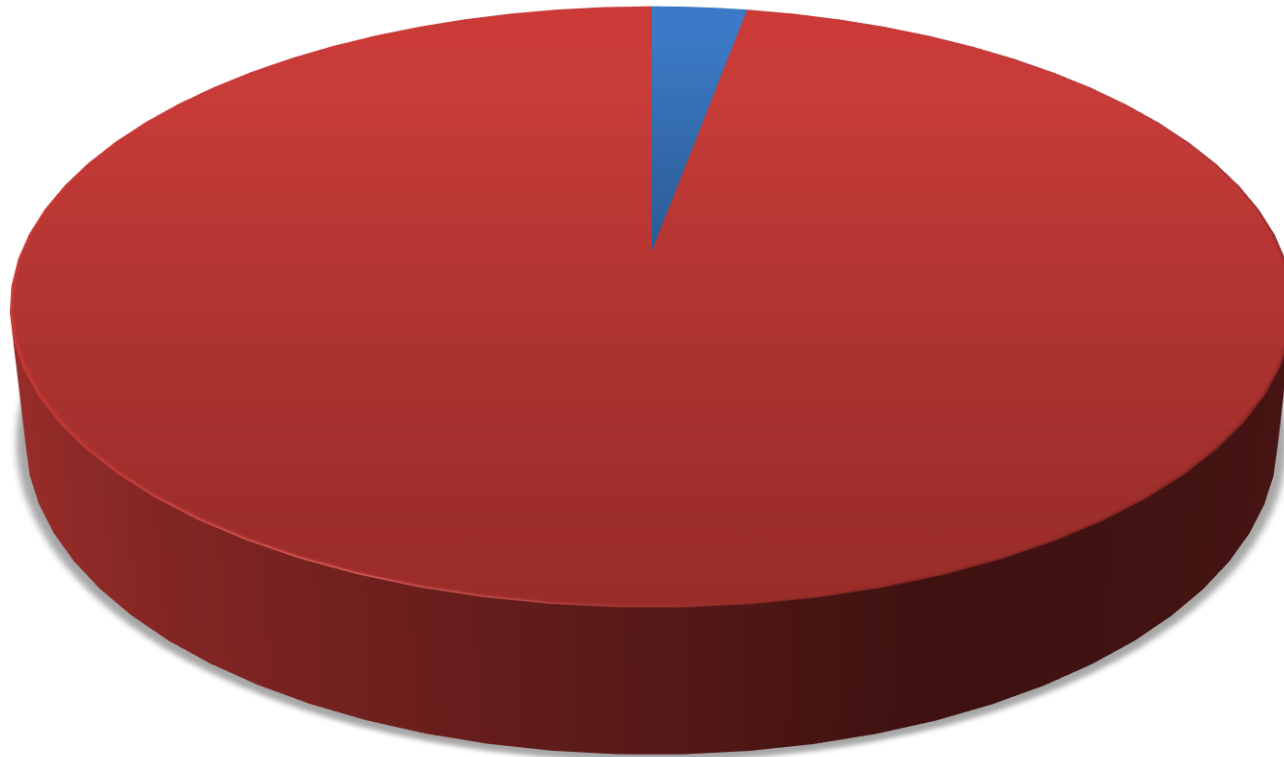


■ Used by filers

■ Not used by filers



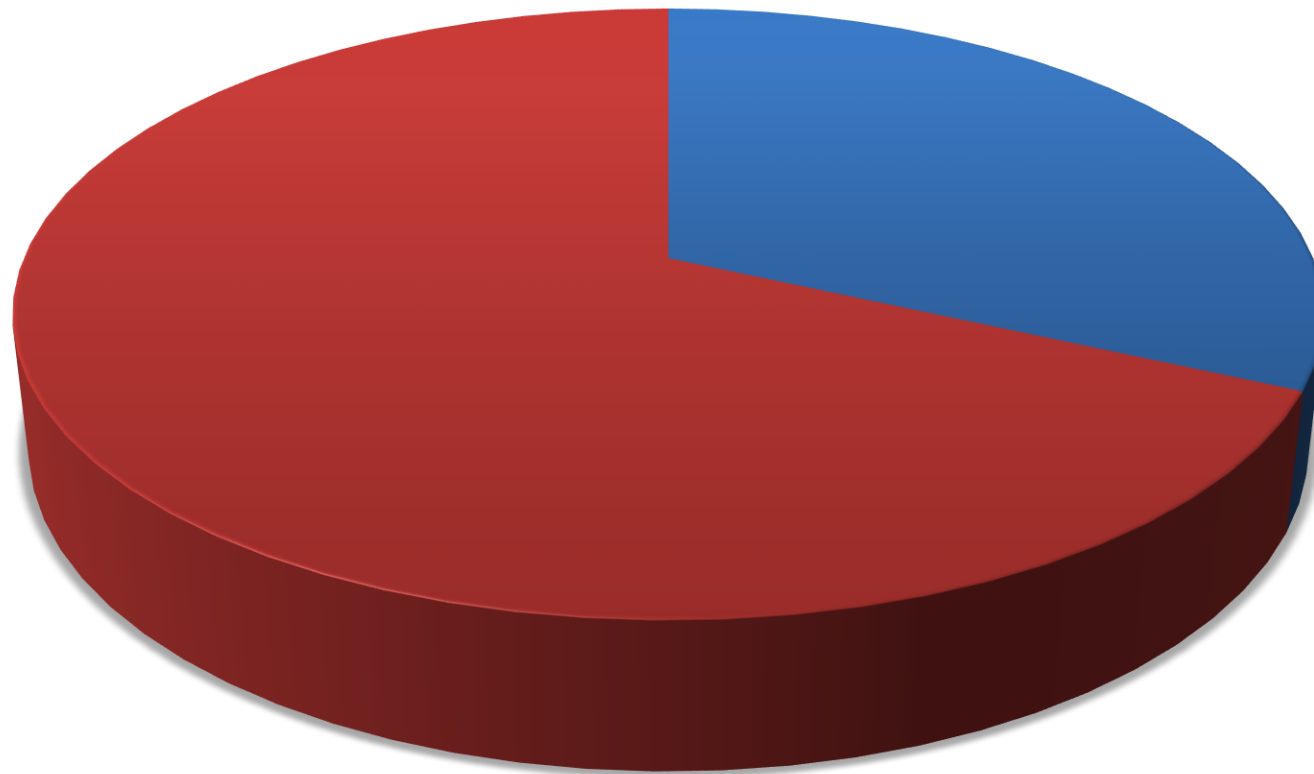
% Active Docket Codes Used by Filers 100+ Times on New Cases



■ Used by filers ■ Not used by filers



% Active Docket Codes Used by Filers on Existing Cases

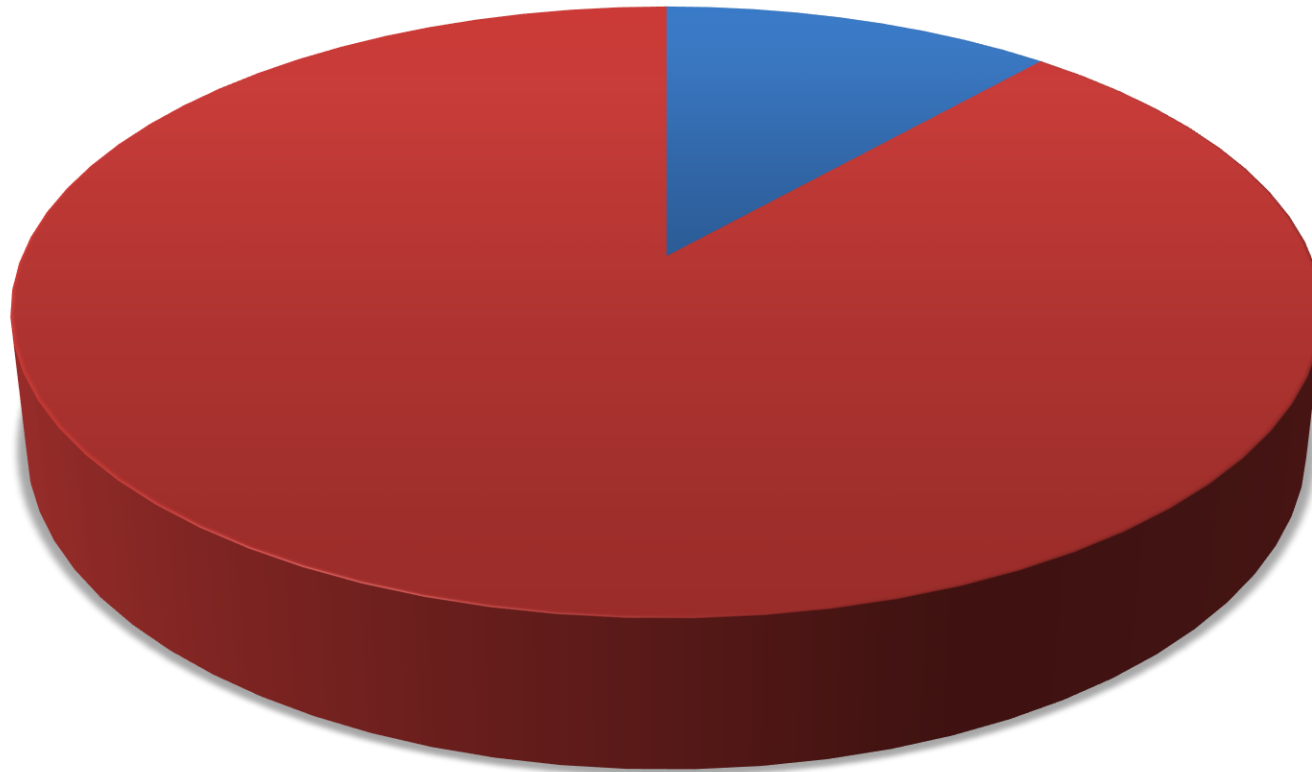


■ Used by filers

■ Not used by filers



% Active Docket Codes Used by Filers 100+ Times on Existing Cases



■ Used by filers

■ Not used by filers



Outstanding Questions

- **How do we improve the process?**
 - % time the clerk changes the docket code selected by the filer
 - Impact to the clerk's office to have to correct the filings
- **Do we need all the unused docket codes?**
 - What is the impact to clerks and filers to significantly narrow the existing drop down lists?
- **Impact of 2014.03 Portal Software Release**
 - Will the redesigned Portal Document Tab to include a Search function assist filers in selecting the right document type?
 - Will the new search feature help the filers locate their document type quickly?



Initial Observations

- The most frequently filed documents have similar names across the state, so with a slight modification, they will be standard for the filers
 - Example 1
 - Summons Issued
 - Summons Issued To
 - Summons Issued For
 - Example 2
 - Proposed Summons to be Issued by Clerk
 - Summons (to be issued by the Clerk)
 - Summons Provided for the Clerk to Issue
 - eSummons Issuance
 - Summons Submitted for Issuance – New Case
 - Summons to be Issued
 - REQUEST FOR SUMMONS TO BE ISSUED (E-FILED)



Initial Observations

- Standard Document Groups organize the document types for filers

Group	Type
All	Summons to be issued
Service Documents	Summons to be issued
Other	Summons submitted for issuance – new case
Summons for Clerk Issuance	eSummons Issuance
Summonses and Notices of Action	Proposed 20 Day Summons to be Issued and Picked up \$10
Summons	SUMMONS REQUEST FOR ISSUANCE
Complaints and Petitions	Request that Summons be Issued
Request	Request-Issue Summons



Action Items

- **Best Practices Workgroup**
 - Analyze data and recommend smaller standard document description lists
- **FCCC**
 - Send files containing detailed docket code usage data to each county
 - Design alternative software solutions to create standardization and present them to the IT Strategic Planning Committee and the E-Filing Authority Board



Action Items

- **Authority Board**
 - Provide an action plan to increase portal standardization to be presented at the next legislative session