



# Florida Courts E-Filing Authority Board

## E-Filing Portal Standardization

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# Action Items from 9/2014

- **Best Practices Workgroup**
  - Analyze data and recommend smaller standard document description lists – In progress last meeting held January 16
- **FCCC**
  - Send files containing detailed docket code usage data to each county - Complete
  - Analyze alternative software solutions to create standardization and present them to the Portal Change Advisory Board and the E-Filing Authority Board – In progress



# Standardization Activity

- 4<sup>th</sup> Circuit requested assistance from Portal team to standardize their drop down lists
  - Staff from each county attended a full day workshop at the Duval Courthouse
  - Staff compared divisions, case types and sub types with the Best Practices standards
  - Where possible, the Portal descriptions were updated
  - Operations staff would be consulted prior to making updates in some cases
  - Document descriptions and docket code usage began to be reviewed, but the amount of data proved to be too difficult to work with
- Portal team built and distributed new spreadsheets that provided just docket code usage and document name
  - Focus on the document name and nothing else for this phase
  - Update the document names that are used the most in the county



# Standardization

- **Document Descriptions**
  - Authority Board goal is to make the Portal drop downs more uniform across all counties, like the federal system
  - Best Practices Workgroup took the top 20 descriptions used
  - Where similar combined to create one single description
  - Ended up 49 descriptions that could be used in all counties
  - Compared to CM/ECF descriptions and where similar will use the Federal System description
  - Will take the next top 20 and perform the same analysis
- **Start with Division, Case Type and Sub Type**
  - Fewer descriptions to update
  - Clerk can update the portal directly
  - Update the ones that have a clear fit with Best Practices