

## Florida Courts Technology Commission

### Proposed FCTC Operational Procedures for Portal Modifications

#### Process for Notification of Portal Modifications

- The Portal Project Manager's shall report to the E-portal committee any required functional enhancements and the projected dates those functional enhancements will be implemented. Once vetted by the E-portal Committee and approved, these enhancements will be included in the Portal Project Manager's quarterly report to the FCTC.
- The E-Filing Authority Board, except in the case of emergency changes to the Portal, shall approve suggested enhancements in sufficient time that a list of enhancements can be sent to the FCTC no later than 45 days before the enhancements are scheduled to be implemented.
- When functional enhancements are approved by the Board, the Chair of the Board will promptly send the list of proposed functional enhancements to the Chair of the FCTC, with a copy to the State Court Administrator.
- If the FCTC wishes to consult with the Board about any proposed functional enhancements, it should notify the Board in writing within 20 days.
- Any Portal changes requested by FCTC shall be communicated in writing to the Chair of the Board by the Chair of the FCTC.
- If the Board deems a required functional enhancement to be an emergency, the Chair of the FCTC shall be contacted directly by the Chair of the Board as soon as possible after being advised of the required emergency change but before the change is implemented.
- In the event the FCTC wishes to consult with the Board about any proposed changes, the Board will consider the FCTC's concerns at the next scheduled Board meeting or, if required, a special meeting of the Board.
- When notifications of portal changes are received by the Chair of the FCTC, information will be delivered to the members of the Commission by email and referred to the E-Portal Subcommittee who will then provide an update at the regularly scheduled meetings.
- The FCTC E-Portal Subcommittee will be appointed to monitor portal changes to ensure the portal is operating in accordance with the technology policies established by the Supreme Court.