



Florida Courts E-Filing Authority Board

FCTC Items

02/27/2017



Abandoned Filings Workgroup

- This workgroup has renamed documents “Filed for Judicial Review” as “Abandoned Filings”
- The workgroup has surveyed the Clerks for reasons as to why documents are placed in the Pending Queue.
- The workgroup has proposed a new standard that will be voted on at the May 18, 2017 FCTC Meeting.



Abandoned Filings Workgroup New Standard Under Review...

2.3.8 Review by Clerk of Court

Clerks, via the Florida Courts E-Filing Portal, will review filings and determine whether the required information for placement into the clerk's case maintenance system is present. Filings which cannot be placed into the clerk's case maintenance system due to the following reasons shall be placed in the correction queue:

- (1) Incorrect or missing case number or case style;
- (2) Multiple pleadings filed as one document;
- (3) Multi-page document filed as separate documents;
- (4) Submission filed in wrong county;
- (5) proposed/unsigned order or correspondence to court;
- (6) Document illegible/corrupt/blank; or
- (7) Other: (insert county specific reason why the filing cannot be accepted into the clerk's case maintenance system).

When a filing is placed in the correction queue, the clerk will notify the filer to correct the identified issue(s) through the automated Portal correction queue process. Electronic notification will be effectuated upon all originally e-serviced recipients when a submission is:

- (1) Placed in the correction queue by clerk;
- (2) Resubmitted after correction by filer; or
- (3) Placed in the abandoned filings queue by clerk.

Filings will remain in the correction queue for at least 5 (five) business days, after which time filings will be sent to the local clerk as unfiled and marked as abandoned. Thereafter, the filings shall be retained by the local clerk in compliance with current retention standards under RJA.



Proposed Standards for Electronic Documents

- The FCTC Document Storage Workgroup has created a standards document for electronic court documents.
- The FCTC has requested a 30 day review of this document. All Clerks received the document in Advisory 17-008.
- The FCTC Portal Subcommittee will be addressing the "Document Filing" portion of this standard which includes the portal.