



The Florida Courts E-Filing Authority Minutes

Florida Courts E-Filing Authority Board of Directors held a regular meeting on March 12, 2015, at 10:00 a.m., EDT, by WebEx. The following members were present: Tim Smith, Putnam County Clerk, Chair; Don Barbee, Esq., Hernando County, Vice Chair; Tara Green, Clay County Clerk, Secretary/Treasurer; John Tomasino, Clerk, Supreme Court; Alex Alford, Walton County Clerk; Karen Rushing, Sarasota County Clerk; Sharon Bock, Esq., Palm Beach County Clerk; and Lynn Hoshihara, Esq., Authority General Counsel, were present. Bob Inzer, Leon County Clerk, and Gail Wadsworth, Flagler County Clerk, was unable to attend.

I. Welcome

Mr. Tim Smith, Chair, opened the meeting at 10:00 a.m. with a roll call. He welcomed all on the WebEx. He reminded all those on the WebEx to mute their phones and keep extraneous noise to a minimum.

II. Agenda

Mr. John Tomasino moved adoption of the agenda. Ms. Tara Green seconded the motion. All voted favorably.

III. Reading and Approval of Minutes

Mr. Tim Smith recognized Ms. Green to present the February 2015 minutes. Hearing no suggested corrections or changes, Ms. Rushing moved adoption of the minutes. Ms. Bock seconded the motion and all voted in favor.

IV. Financial Report

Mr. Smith recognized Ms. Green to present the Treasurer's Report. She reviewed the January month-end statement. There were no questions.

V. Progress Reports

E-Filing Authority Progress Report

Mr. Smith recognized Ms. Carolyn Weber, Portal Program Manager. She provided a review of the monthly status report for February. Ms. Weber reported that the activity in February showed about 1 million filings, representing 1.6 million documents. She reported that during during one day in the reporting period there were 54,000 submissions. The peak filing hours are still at 10:00 a.m. and at 3:00 p.m. She also

reported that the number of filings going into the pending queue was steady at about 2 percent, but noted what a low number that represented. She also noted that filer registrations were leveling off.

Mr. Smith asked that a page be added to the report with a graph of each filer's submissions, by month, by role.

Ms. Weber noted that they were finishing up with the 6th and 11th Circuit Public Defender. Mr. John Tomasino mentioned that he had just received another request to extend the date by which the 6th Circuit would be required to file criminal cases through the portal.

Ms. Weber reported that the April 24 upgrade details would be in the test environment by mid-march. She reported that the team was also planning release 2015.02, the September 11 upgrade.

Ms. Green asked if Ms. Weber could show the month-to-month numbers for judicial filings.

Portal Change Process Committee

Mr. Smith recognized Dr. Carole Pettijohn, Director of IT for the Manatee County Clerk's Office and chair of the Portal Change Advisory Board (PCAB) to make the PCAB monthly report.. Dr. Pettijohn reported that the PCAB had just met on March 10 and had reviewed the remaining HEAT tickets. She referred to the report provided to the board and noted that some of the suggestions they reviewed at the meeting were added to the September release.

Dr. Pettijohn asked for the board's approval of all the priority 1's for the September 2015 release so they could begin working to develop those items. Ms. Green made the motion. Mr. Barbee seconded the motion. Mr. Smith commented on how the process allowed the authority to stay informed about the portal changes and also provided a way for users to be involved. All voted favorably on the items on the report shown for the September release.

Service Desk Report

Ms. Brenda Standish reviewed the service desk report for February. There were no questions.

VI. Florida Courts Technology Commission

Mr. Smith recognized Ms. Janine Moore, OSCA, who told the board that the next FCTC meeting would be held May 13-14 in Tallahassee.

Mr. Melvin Cox provided an update on the Access Governance Board meeting held on February 17, held the day prior to the FCTC meeting. He noted that applications for public access to court records from 59 counties were reviewed and approved, then sent to the full FCTC for final approval. The letters for Judge Munyon, noting the application

approval, had been sent out to each Clerk. He explained that those counties had 120 days to implement then a 90-day pilot and reporting phase. There were no questions.

Ms. Karen Rushing told the board that there was an FCTC Subcommittee on Docket Descriptions established as a part of Judge Reynold's ePortal Subcommittee. She told the board she is a member of that subcommittee and she made Judge Reynolds aware that FCCC is working on this. She noted that she thought the FCCC Best Practices Committee was working on the portal docket descriptions first. She said she would work with that group but needed something quick. Mr. Smith asked Cyndi Andrews, FCCC, to reach out to Ms. Rushing to get her up to speed on the issue.

Ms. Green stated that she and Ms. Rushing had talked. She commented that for the 4th Circuit they have standardized, but wondered if they should put it on hold. She asked for direction. Ms. Rushing stated that if what was being done was best, to continue. She said that she had made Justice Polston and Judge Reynolds aware that this effort would take time to accomplish. Mr. Smith asked Ms. Green to continue working with the Best Practices Committee. Ms. Rushing said she wanted to make sure that everyone was aware that the court is not looking at a circuit to circuit approach, but wants a statewide solution.

Ms. Rushing asked to be kept informed of the efforts.

Mr. Smith jumped to the agenda item on Standardization. Ms. Weber reviewed the efforts thusfar in working with the 4th Circuit. She commented that the lessons learned in that circuit gave them a roadmap for implementation across the state. She reviewed the document she provided the board and commented that they were working to make sure that the case types and subtypes matched with what was required in SRS, so that reports were easily run. She told them they had taken it one step at a time, first divisions, then case types and sub-types, then document descriptions.

Proposed Orders

Ms. Weber told the board that Judge Bidwill's Subcommittee on Proposed Orders, a subcommittee of Judge Reynold's ePortal Subcommittee, is discussing asking the Authority to consider modifying the portal to allow attorneys to send proposed orders to judges. She told the board that because this effort was outside the scope of the original agreement, it would require a change order and would have to go through the FCTC process for approval as well. She told the board she was just making them aware of the issue in the event it comes to them. Mr. Smith commented that the board would have to talk to their vendor.

Ms. Green suggested amending the rules of court to require attorneys to use the function. Mr. hall reported that there was already a move afoot in the Rules of Judicial Administration to require proposed orders to be sent through the portal.

Mr. Barbee asked how the orders would flow? Ms. Weber explained that they would be sent to the appropriate judicial officer and would not flow through the Clerk's systems.

VII. Old Business

Update on Sending Documents to the Department of Corrections

Mr. Smith recognized Ms. Weber to provide an update on sending documents to the Department of Corrections (DOC). She reported that she and Sara Sanders recently met with Mr. Lee Adams, DOC staff. He reported that they were very happy with the Clerks sending the court verification forms and felt it was a secure process. They recognized that all but a few Clerks' offices were sending the forms, but also realized that not all counties may have had a need yet. Ms. Rushing noted a desire to do away with the form. Mr. Smith asked if it were an Authority or association issue. He asked Ms. Hoshihara to review the issue and advise which agency should be looking into this.

Ms. Weber also mentioned that DOC would like to begin to get rid of the paper and go to electronic files – no printing -- and eventually go to an electronically submitted commitment package.

Rules Committee Report

Mr. Don Barbee told the board that having the Clerk rules liaisons were doing well. He reminded the board that the primary focus of the liaisons was to look at rules regarding e-filing. The importance of having the liaisons was raised at the most recent FCTC meeting—the comment made was that there needed to be someone reviewing the rules for their impact on e-filing. He said it was nice to be able to respond that the liaisons were already doing this.

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Mr. Smith asked Mr. Tom Hall to bring the board up to speed on the amendments to rule 2.520 regarding paper filings and the clerk's stamps. He reported that he was able to work with Mr. Murray Silverstein, head of the Rules of Judicial Administration, Judge Stephens and Florida Bar staff and they filed an amendment to allow Clerks to keep their existing equipment and stamp at the bottom of the page on a paper filing. He felt that without the liaisons that this nuance may not have been caught in time.

Public Comment

Mr. Smith recognized Mr. Harold Samples, Pasco Clerk's Office to speak. Mr. Samples clarified that the chief judge has requested the extension of time to December 31, 2015. He reported that Tyler Odyssey and Clericus vendors are still in the process of designing the State Attorney/Public defender portion. He noted, it was not the Clerk. The Clerk is receiving filings while migrating off the legacy system.

There were no other comments or concerns.

Mr. Smith told the board that he did not wish to schedule another meeting until the June 1 annual meeting.

VIII. Adjourn

The meeting was adjourned at 10:59 a.m.