



The Florida Courts E-Filing Authority Minutes

Florida Courts E-Filing Authority Board of Directors held a regular meeting on April 7, 2016, at 10:00 a.m., by WebEx. The following members were present: Tim Smith, Putnam County Clerk, Chair; Jeffrey Smith, CPA, Indian River County Clerk, Vice Chairman; Tara Green, Clay County Clerk, Secretary/Treasurer; John Tomasino, Clerk, Supreme Court; JD Peacock II, Okaloosa County Clerk; Bob Inzer, Leon County Clerk; Todd Newton, Gilchrist County Clerk; Karen Rushing, Sarasota County Clerk; and Sharon Bock, Esq., Palm Beach County Clerk. Authority General Counsel Lynn Hoshihara, Esq., was also present. A quorum was present.

Mr. Tim Smith, Chair, opened the meeting at 10:01 a.m. with a roll call. He welcomed all on the WebEx.

Mr. Smith asked Ms. Beth Allman to call the roll. A quorum was present.

Mr. Smith moved to take up the progress report out of order

Progress Report

E-Filing Progress Report

Mr. Tim Smith recognized Ms. Weber to present the monthly progress report for March 2016. She reported that for March there were 111,145 registered users, still a growing number. The portal saw 1.3 submissions, representing 1.9 documents and 8.694,563 pages. The average number of submissions per weekday was 56,131. She reported that the filings usually increase during this busy time of the year. Ms. Weber commented that there are now 34,384 self-represented litigants registered. She also noted that of the 900 judges in the state, 599 are registered to file and had sent 33,590 submissions through the portal.

She reported that the April release would move to production on April 16 2016. She reported that the portal team was continuing to work on many initiatives, such as the 6th circuit criminal e-filing initiative, implementation of judicial viewers and submission of proposed orders, and the possibility of proposed warrants being submitted to judges. Work still continued on the DIY forms.

Mr. Smith raised the issue of the Portal Change Advisory Board, formed in October 2014, and charged with helping the authority and technical team review suggestions for improvements to the portal. He explained that they would review the suggestions and put them in a priority queue, helping schedule improvements for the portal releases, scheduled several times a year. They have done their job, he commented, and he informed that the suggestions have dropped off to very few. He told the board it has been recommended that this advisory board be folded into the association technical change configuration control group, comprised of clerks' technical staff that govern other software product changes. The members would continue to review the suggested portal software changes and those changes would be brought to this board for approval when needed. Carolyn commented that the board had not met in some time and the number of tickets with suggestions has dropped off. There was no objection to this action.

Mr. Smith asked Ms. Weber to comment on the release and the file size issue. She said the technical team was waiting to see if the Supreme Court was going to issue a rule allowing the filing sizes to increase. If not, the programming for this in the release would be put on hold, but it would not stop the release from moving forward as it could be activated at any point. She said they were ready for proposed orders to go through the portal and third party vendor filing.

Mr. Smith then reverted to the order of business and took up the presentation of the minutes and financial report.

Minutes

Ms. Tara Green, Secretary/Treasurer, asked if there were any questions on the January minutes as posted on the website. Seeing none, Mr. Jeff Smith moved adoption of the minutes. Mr. John Tomasino seconded the motion. All voted favorably.

Financial Report

Ms. Green presented the February financial report. There were no questions. Ms. Green moved acceptance of the financial report. Mr. Inzer seconded the motion. All voted favorably.

Service Desk Report

Ms. Gia Howell told the board that numbers for customer service was up this month, noting that they saw an increase in the calls from self-represented filers and judges this month. She also noted that due to the April release and testing, there were more technical calls also. She told the board that there were some additional projects they had performed. As an example, she showed a page in the report that showed the data requested by Palm Beach County. She said the Service Desk also took on a project to clean up those filings in the pending files to make sure they had been worked by the county. Ms. Green asked how the Service Desk handles requests such as the one from Palm Beach. Ms. Howell replied that requests were handled as they come in and they could get data for any county that asked.

Florida Courts Technology Commission Request for Increased Filing Sizes

Mr. Tim Smith recognized Mr. Tom Hall. Mr. Hall explained he was working with a group of rules committee members, a joint workgroup of FCTC and Rules of Judicial Administration. The workgroup is trying to take technical specifications out of the rules and put them in the standards. They group is writing new rules and new tech specs. He told the board the workgroup had written a letter to the Supreme Court in reference to the need to increase the filing size from 25 MGB to 50 MGB and the size of the service emails from 5 MGB to 10 MGB. Mr. Todd Newton asked if there were any issues with increasing the filing sizes? Ms. Weber said there should be no issue for the portal. Mr. John Tomasino said that the letter Mr. Hall mentioned has been received by the courts and they are very aware of the April 16 date and the need for approving increased filing sizes.

Mr. Smith noted that the next meeting of the Florida Courts Technology Commission (FCTC) would be held in Tallahassee May 5-6. No one had any issues to share with the group as related to FCTC. Mr. Smith thanked Ms. Rushing, Ms. Bock and Mr. Ellspermann for their service in representation of the Clerks on this commission.

Old Business

Third Party Batch Filing Process

Ms. Weber explained that she was continuing to work with the third party batch filing process. The certification process is defined. Most of the documentation is ready to send to legal. She said the functionality would be available as part of the April 16 release. Ms. Hoshihara stated that this process would not available to the public as part of the release due to the need to develop the business side of this effort. It was clarified that the functionality would be programmed as part of the release but not available for use.

Mr. Smith asked the board members to pencil in a tentatively scheduled meeting on April 28 to further discuss the issue of third party batch filing.

Public Records Retention Policy

Ms. Hoshihara told the board that, as the number of filings and emails grew, she had been approached by the portal change advisory board and technical team to see if there was a way to purge or dispose of certain documents, and it resulted in the need to first create a records retention policy. The first set of records that the retention policy addresses would be what are called status notifications; emails a filer receives from the portal, such as filing received, process completed, filing removed from pending queue. None of these records are what would called substantive communications. She opined that the records of the Authority governed by the General Retention Schedule for State and Local Government Agencies, the Rules of Judicial Administration or the Judicial Branch Records Retention Schedule, depending on the record being considered. She felt these electronic status notifications fall under what may be considered correspondence, the retention being three years. Thus, notifications older than three years could be gotten rid of. She showed the board the beginning of a retention schedule that could be added to as the board decided on retention periods for other documents. She also provided a step-by-

step guide as to how to destroy the records, showing a procedure as to how to destroy the records. She asked the board to approve the suggested process.

Mr. Smith asked if the notifications were in the case maintenance systems or just in the portal Ms. Weber clarified that they were emails sent to the filer by the portal.

Ms. Green moved to adopt the retention policy. Mr. Inzer seconded the motion. All voted favorably.

Ms. Hoshihara thanked Tad David and Hon. John Tomasino for reviewing this matter.

Public Comment

Mr. Smith recognized Ms. PK Jameson. She commented to the increase in service desk calls.

Ms. Rushing informed the board that she was working on Judge Wetherall's subcommittee and may be contacting Clerks to see what docket descriptions they were using.

Mr. Jeff Wilkins, JLL Process, asked when the third party batch process going to be available for use and how should they go about registering for it. Mr. Smith said it was still being worked on and was not ready yet. He commented that there was a tentatively meeting set for April 28, by WebEx, and he hoped that more information would be available at that time.

Mr. Tim Smith thanked everyone for attending.

Adjourn

The meeting was adjourned at 10:45 a.m.