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**Summary Reporting System (SRS)  
Technical Memo 03-02**

**To:** Clerks of the Circuit Court

**From:** Frank E. Funderburk, Senior Court Analyst I, Court Services Unit

**Date:** January 31, 2003

**Subject:** SRS Policy Governing the Reporting of Cases Involving the *Administrative Establishment of Child Support*

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In accordance with section 409.2563, Florida Statutes, the Florida Department of Revenue (DOR), is authorized to administratively establish child support obligations for non-custodial parents. To ensure the accuracy of Summary Reporting System (SRS) monthly data, the Office of the State Courts Administrator (OSCA) has developed policy as outlined herein. Further, this memo addresses reporting issues that may arise from the DOR administrative process as they relate to the requirements articulated in the *Florida State Courts SRS Manual*.

- If an administrative support order is rendered by the DOR, pursuant to the provisions of section 409.2563 (8), Florida Statutes, with no judicial involvement, the DOR is required to file a certified copy of said order with the clerk of the circuit court. The registration of this administrative support order *should not be reported for SRS purposes* as a filing either on the monthly SRS report or on the quarterly pending caseload report. The primary purpose of SRS data is to provide the Supreme Court of Florida with a measure of judicial workload; therefore, registrations of orders are excluded from the reporting process, as no judicial involvement is required.
- Pursuant to section 409.2563 (2) (d), Florida Statutes, a “civil action”, (i.e., a petition requesting judicial determination of the non-custodial parent’s child-support obligations), may be filed with the circuit court at any time during the administrative process. In the event that a “civil action” is filed with the circuit court, *a filing should be reported for SRS purposes in the child support case type category*, as judicial involvement will be required to resolve the matter.

## **SUMMARY REPORTING SYSTEM**

MEMORANDUM

JANUARY 31, 2003

- If a *modification or enforcement action is filed in circuit court pursuant to an administratively established child support order, a reopened case should be reported for SRS purposes*. At this point, the administratively established child support order should be registered with the clerk of court. As noted in the first bullet, it is important to be aware that these cases should not be reported as new filings for SRS.

Should you or your staff have questions or concerns regarding these instructions, please contact me at (850) 487-0843 or via e-mail at [funderbf@flcourts.org](mailto:funderbf@flcourts.org). Thank you for your attention to this matter.