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M E M O R A N D U M

TO: Clerks of Court, County Criminal Section

FROM: Christa N. Ray, Senior Court Analyst II
Office of the State Courts Administrator (OSCA)

DATE: August 10, 2004

SUBJECT: Summary Reporting System (SRS) Technical Memo 04-02
Appropriate Filing Document

The purpose of this memo is to provide clarification on the SRS guidelines for reporting filings in the county criminal division. In this division, there are several documents which may be used to report a new case for SRS. They are as follows:

1. Sworn Complaint – Served (use clerk’s document stamp date as filing date);
2. Notice to Appear – Served (use clerk’s document stamp date as filing date);
3. Arrest Affidavit (if a physical arrest occurs);
4. Information (use clerk’s document stamp date as filing date); or,
5. Indictment (use clerk’s document stamp date as filing date).

Please note that a sworn complaint or notice to appear must be served to constitute a filing for SRS purposes. Unserved charging documents do not qualify as filings for SRS and should not be reported as such.

Please substitute the language in the first bulleted paragraph of Page 8- 1 with the following language.

Report each defendant against whom a **sworn complaint - served, notice to appear – served**, arrest affidavit, information, or indictment is filed. Report only those charging documents which are filed with the clerk’s office during the reporting month.

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Should you or your staff have questions or concerns regarding these instructions, please contact me at (850) 410-1888 or via e-mail at rayc@flcourts.org. Thank you for your attention to this matter.

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