



Office of the State Courts Administrator

FRANK E. FUNDERBURK
Senior Court Analyst
Phone: (850) 487-0843 Fax: (850) 414-1342
e-mail: funderbf@flcourts.org

M E M O R A N D U M

TO: Clerks of the Circuit Court
Felony, Misdemeanor and Traffic Division Supervisors
Felony, Misdemeanor and Traffic Division Staff

FROM: Frank E. Funderburk

DATE: May 16, 2005

SUBJECT: Summary Reporting System (SRS) Technical Memo 05-01
PART A: Clarification on the Reporting Guidelines for
Criminal Traffic Data
PART B: Clarification of Reporting Procedures for Appeals

PART A: CLARIFICATION ON THE REPORTING GUIDELINES FOR CRIMINAL TRAFFIC DATA

The purpose of this memo is to provide clarification on the SRS guidelines for reporting criminal traffic data to the Office of the State Courts Administrator (OSCA).

On January 1, 1989, the OSCA began collecting certain criminal traffic data from the Department of Highway Safety and Motor Vehicles (DHSMV), effectively relieving clerks of court of that responsibility. This data included all criminal traffic cases heard in the county courts. However, it is important to note that criminal traffic cases heard in circuit court were excluded from this provision, meaning that criminal traffic cases heard in circuit court should have and should continue to be reported on the monthly SRS reports, or through the Offender Based Transaction System (OBTS). The following table provides a basic review of the traffic reporting requirements for counties reporting criminal data via the monthly paper SRS reports, as well as counties reporting criminal data through the OBTS. Please review these guidelines carefully to determine whether your county is reporting criminal traffic data in compliance with the SRS requirements.

REPORTING METHOD	DIVISION	SRS REPORTING GUIDELINES
P A P E R	FELONY	Report all criminal traffic cases heard in Circuit Court, (i.e., if a criminal traffic count is listed on an Information or Indictment, it should be included on the monthly SRS report for the Circuit Criminal division.) If, after all charges are processed, a misdemeanor is the highest level charge remaining, then the charge should be reported in the "Other" case type category on SRS Page 1 (Defendants page). Misdemeanor traffic charges should be reported in the "Misdemeanor" case type category on SRS page 2 (Counts page).
	MISDEMEANOR	Do not report criminal traffic cases on the monthly SRS reports as these cases are provided to the OSCA by the DHSMV.
O B T S	FELONY	Report each count listed on an Information or Indictment, regardless of whether the count is criminal traffic. The categorization process used by the OSCA will automatically include or exclude traffic cases from being counted, based upon the statute reported and other case events contained in the record.
	MISDEMEANOR	Report each count listed on an Information or Indictment, regardless of whether the count is criminal traffic. The categorization process used by the OSCA will automatically include or exclude traffic cases from being counted, based upon the statute reported and other case events contained in the record.

PART B: CLARIFICATION OF REPORTING PROCEDURES FOR APPEALS

The purpose of this memo is to provide clarification on the SRS guidelines for reporting appeals data to the Office of the State Courts Administrator (OSCA). The current instructions for reporting appeals are contained in the Circuit Criminal section of the SRS Manual on page 2-29. The instruction suggests that all appeals from "county criminal court" should be reported in this category. It has been noted that some issues originating in non-criminal cases may be appealed to the circuit criminal court. Given this possibility, the language in the aforementioned instruction should be revised to state that all appeals from "county court" should be reported in this category.

SUMMARY REPORTING SYSTEM TECHNICAL MEMORANDUM 05-01
May 16, 2005

As with all SRS technical memoranda, it is critical that this clarification document be distributed to appropriate clerk's staff. It is recommended that copies of this memorandum be provided to any staff involved in the reporting of SRS criminal data for inclusion in their SRS Manuals or to be kept as desk reference materials.

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. Thank you for your attention to this matter.

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