

**Trial Court Integrated Management Solution (TIMS):  
Identifying Key Case and Workload Data and  
Establishing Uniform Definitions for  
Improving Automation of Florida's Trial Courts**

*Phase One Report*

**December 1, 2012**

**The Commission on Trial Court Performance and Accountability  
The Court Statistics and Workload Committee**

*Respectfully Submitted:*

**Commission on Trial Court Performance and Accountability**

**Terry D. Terrell**, *Chair*, Chief Judge, First Judicial Circuit  
**Paul Alessandroni**, County Judge, Charlotte County  
**Mike Bridenback**, Court Administrator, Thirteenth Judicial Circuit  
**Brian J. Davis**, Circuit Judge, Fourth Judicial Circuit  
**Holly Elomina**, Court Administrator, Sixteenth Judicial Circuit  
**Ronald W. Flury**, County Judge, Leon County  
**Victor L. Hulslander**, Circuit Judge, Eighth Judicial Circuit  
**Gay Inskeep**, Court Administrator, Sixth Judicial Circuit  
**Leandra G. Johnson**, Chief Judge, Third Judicial Circuit  
**Kathleen J. Kroll**, Circuit Judge, Fifteenth Judicial Circuit  
**Ellen Sly Masters**, Circuit Judge, Tenth Judicial Circuit  
**Elizabeth A. Metzger**, Circuit Judge, Nineteenth Judicial Circuit  
**Diana L. Moreland**, Circuit Judge, Twelfth Judicial Circuit

Liaison:

**Jorge Labarga**, Justice, Supreme Court of Florida

**Court Statistics and Workload Committee**

**Paul Alessandroni**, *Chair*, County Judge, Charlotte County  
**Fred Buhl**, Director/Court Technology Officer, Eighth Judicial Circuit  
**G. Keith Gary**, Circuit Judge, Twentieth Judicial Circuit  
**Holly Elomina**, Court Administrator, Sixteenth Judicial Circuit  
**David H. Foxman**, County Judge, Volusia County  
**Ilona M. Holmes**, Circuit Judge, Seventeenth Judicial Circuit  
**Shelley J. Kravitz**, County Judge, Miami-Dade County  
**Ellen Sly Masters**, Circuit Judge, Tenth Judicial Circuit  
**Kathleen R. Pugh**, Court Administrator, Seventeenth Judicial Circuit  
**Sharon Robertson**, Clerk of Court, Okeechobee County  
**Philip G. Schlissel**, Administrative General Magistrate, Seventeenth Judicial Circuit  
**Barbara T. Scott**, Clerk of Court, Charlotte County  
**J. Preston Silvernail**, Circuit Judge, Eighteenth Judicial Circuit  
**Grant Slayden**, Court Administrator, Second Judicial Circuit  
**David M. Trammell**, Court Administrator, Fifth Judicial Circuit  
**Diane M. Kirigin**, General Magistrate, Fifteenth Judicial Circuit

Staff support provided by:

Office of the State Courts Administrator  
500 South Duval Street  
Tallahassee, Florida 32399-1900

---

# Trial Court Integrated Management Solution – Phase One

---

Executive Summary.....	2
Introduction .....	5
Background .....	5
Commission Charges .....	7
Planning .....	7
Scope.....	8
Collaboration Strategies.....	8
Literature and Field Review of Court Technology.....	9
Project Phases .....	9
Phase One .....	11
Guiding Principles .....	11
Data Collection Methodologies .....	11
Charge One - Case Activity Information that Needs to be Accessed and Tracked .....	15
Charge Two - Caseload/Workload Information Needed for Performance Monitoring.....	16
Charge Three - Uniform Data Definitions .....	18
Recommendations .....	21
Appendix A – Automation of Trial Court Functions .....	23
Appendix B – Literature Review of Court Technology .....	31
Appendix C – Court Data Model .....	33
Appendix D – Phase One Workgroup Members .....	113
Appendix E – Probate Division Caseflow Diagrams .....	123
Appendix F – Civil Division Caseflow Diagrams.....	139
Appendix G – Family Division Caseflow Diagrams .....	147
Appendix H – Criminal Division Caseflow Diagrams .....	158
Appendix I – Traffic Division Caseflow Diagrams .....	161
Appendix J – Problem Solving Courts Caseflow Diagrams .....	162
Appendix K – Performance Measure Matrix.....	163
Appendix L – Court Data Management Framework .....	184
Appendix M – Court Data Management Framework Diagram .....	188
Appendix N – Integrated Trial Court Adjudicatory System.....	189
Appendix O – Trial Court Integrated Management (TIMS) Glossary .....	190

## Executive Summary

Over the last several years, court data collection systems have been developed locally throughout the state to address case processing and resource management needs. Although these systems were developed to address needs common to the court system, years of fragmented and disjointed system development have resulted in incompatible systems and inconsistent data collection at many levels of court administration. To overcome this, Florida's court system is in need of a statewide integrated data management solution. This will ensure judicial and staff access to essential and uniform data to manage their caseloads and court operations. Such a solution would also allow for a more comprehensive evaluation of court performance.

In August 2010, In re: Commission on Trial Court Performance and Accountability, No. AOSC10-48, then Chief Justice Charles T. Canady directed the Commission on Trial Court Performance and Accountability (TCP&A) to identify essential information necessary to move cases through the adjudicatory process including key case and work load measures essential for performance monitoring. Additionally, the TCP&A was charged with establishing uniform data definitions and standards for this information. In recognition of the far reaching affects of these charges, the TCP&A, in cooperation with other stakeholder committees undertook the Trial Court Integrated Management Solution (TIMS) project to consider the overall data management needs of the trial court system.

The project was organized into three phases. Phase One, the focus of this report, convened judges and other subject matter experts into divisional workgroups to identify key case and performance information and uniform data definitions. The resulting outcome is a court data model that includes standard definitions created to provide a single uniform language in which all jurisdictions can communicate relevant court data. The model captures common activity across all court divisions so that the data elements defined within the model apply uniformly to every case type, division and jurisdiction. Under Phases Two and Three, a technological assessment and implementation plan are being determined that are the most feasible to develop an automated solution that addresses the needs identified in Phase One.

While the latter phases of the project continue to be evaluated due to funding implications, the purpose of this report is to introduce recommendations developed in response to the charges outlined under AOSC10-48, as addressed

during Phase One. Accordingly, the TCP&A and the Court Statistics and Workload Committee (CSWC) recommend the following:

1. The Supreme Court accept the case flow diagrams (as delineated in Appendices E through J) developed by the TIMS Phase One workgroups, as the information needed to be accessed and tracked by judges, case managers, and other court staff in order to move cases efficiently and effectively through the trial court process.

2. The Supreme Court accept the performance measure matrix (as delineated in Appendix K) as the key caseload and workload information needed at the circuit and statewide reporting levels essential for performance monitoring and resource management. However, based on the feedback received through an outreach of the performance measure matrix to all chief judges and trial court administrators, further vetting of these performance measures is necessary to achieve accurate and valid reporting. In conjunction with the proposed measures, the commission believes that Florida's court system needs specific benchmarks that are reflective of its strategic and long-range goals. The National Center for State Courts' *High Performance Court Framework* suggests a series of flexible steps courts can take to integrate performance improvement into their ongoing operations, including:

- Focusing on key administrative principals that clarify high performance;
- Understanding how a court's managerial culture can promote common goals and collegial cooperation;
- Developing the capacity to measure performance; and
- Learning to use the results for procedural refinements and communications with a variety of stakeholders.

The commission believes that it should be charged with developing the analytical framework for using the data to measure court performance.

Also, further work is needed to ensure the validity of the measures proposed to achieve performance monitoring that is useful to the circuits and state court system, as a whole. The TCP&A will continue, with

collaborative outreach to the trial courts, to evaluate and refine these indicators to ensure meaningful measurement.

3. The Supreme Court approve the Court Data Model (as delineated in Appendix C) as the established uniform data definitions, guidelines, and standards for data collection and reporting necessary to produce consistent, automated trial court case management statewide. As the TCP&A continues efforts to improve both case management and performance monitoring processes, the CSWC will oversee refinements to the Court Data Model, as necessary.

The acceptance and approval of these recommendations and the continued progress of the TIMS project will provide much needed direction for the future development of automated case and data management systems. Through these efforts and with continued collaboration with judges and court managers, the trial courts will be able to improve access to, and the quality of court data for use at all levels of the court system.

## Introduction

### Background

Over the years, a variety of individuals and entities with a vested interest in improving the effectiveness and efficiency of the judicial branch have recognized the need for establishing automation systems within the trial court system. Most circuits and counties have developed automation systems that are specific to their localities for case management, document management, and scheduling case events. At the state level, the Office of the State Courts Administrator (OSCA) has developed summary data systems such as the Uniform Data Reporting System (UDR);<sup>1</sup> program management systems such as the Florida Dependency Court Information System (FDCIS);<sup>2</sup> and other supporting systems such as the Judicial Inquiry System (JIS)<sup>3</sup> which are used or intended to be used statewide by the trial courts to manage statewide elements of court programs and procedures.

Similar data systems have been developed by outside vendors or professional associations such as the Comprehensive Case Information System (CCIS)<sup>4</sup> developed by the Florida Court Clerks and Comptrollers (FCCC). These

---

<sup>1</sup> Uniform Data Reports (UDR) is a data reporting system used by Florida's trial courts to provide monthly information to the OSCA on the use of mediators, court interpreters, court reporting, and expert witnesses. The system was developed by the OSCA in response to Florida becoming a unified court system in 2004.

<sup>2</sup> The Florida Dependency Court Information System (FDCIS) is an automated system designed by the OSCA for dependency court judges and staff to assist with the management and administration of dependency cases throughout Florida.

<sup>3</sup> The Judicial Inquiry System (JIS) is a technology initiative which offers the judiciary and other criminal justice entities access to a streamlined dashboard in which a user may query multiple data sources through a single point of entry. Data sources include criminal histories, driver license information, inmate information, and juvenile information from the Department of Juvenile Justice.

<sup>4</sup> The Comprehensive Case Information System (CCIS), developed and implemented by the Florida Court Clerks and Comptrollers, is a secured internet portal providing a single point of search for statewide court case information. CCIS users are comprised of the judicial community, state and local law enforcement, state agencies, and the Florida Legislature.

systems, like the ones developed by the court, are typically designed to address specific issues or serve particular constituencies within the greater court body.

Overall, the goal of these automation projects is to enhance the court system's ability to efficiently and effectively process cases and manage court operations, and in turn, better meet the needs of those coming into contact with the court system. While local automation projects focus on the needs of judges, court staff, and clerks for specific case activity data to increase the efficacy of the adjudication process, state level automation projects focus on the needs of the Supreme Court and Supreme Court appointed committees for uniform and comparable information to enhance the decision making process. For example, state level information may assist the Trial Court Budget Commission (TCBC) in determining resource allocations to the circuits. Further, this information may assist with performance monitoring by the Commission on Trial Court Performance and Accountability (TCP&A) to ensure the effective delivery of services in each circuit.

Taken together, the various efforts to develop automated systems have resulted in significant improvements in local operational processes. However, the statewide automation environment continues to be fragmented with large gaps remaining in the state courts system's data collection infrastructure and inconsistent communication existing between local automation systems. Several common themes underscoring this fragmentation of existing automation systems were identified in 2010 by the Legislature's Technology Review Workgroup (TRW).<sup>5</sup> In the report the TRW noted that limited data integration between data collection systems results in duplication of data entry and reduction of data quality. The TRW also noted that limited to non-existent performance data hampers the court system's ability to implement effective process improvement measures. Further, the lack of standardization between counties and divisions makes training of judges, staff, and other circuit-wide users difficult. Overall, the unintended consequences are wasted time, and resources. To address these issues, a comprehensive data management environment is needed to ensure the availability of reliable and accurate case data at all levels of the state courts

---

<sup>5</sup>Technology Review Workgroup, [\*Plan for Identifying and Recommending Options for Implementing the Integrated Computer System for the State Court System\*](#), March 2, 2010.

system. Such an environment can help unify local automation systems, thereby closing the final gaps in data collection efforts.

### **Commission Charges**

One critical component to establishing any viable data management environment is the determination of a universal data language that allows local automation systems to communicate relevant common court activity. To begin addressing this need to develop uniform, standardized data definitions, in August 2010, [In re: Commission on Trial Court Performance and Accountability, No. AOSC10-48](#), then Chief Justice Charles T. Canady directed the Commission on Trial Court Performance and Accountability (TCP&A) and the Court Statistics and Workload Committee (CSWC) to:

1. Identify the information, by case type, that needs to be accessed and tracked by judges, case managers, and other court staff in order to move cases efficiently and effectively through the trial court process;
2. Identify the key caseload and workload information needed at the circuit and statewide reporting levels essential for performance monitoring and resource management; and
3. Establish uniform data definitions, guidelines, and standards for data collection and reporting necessary to produce consistent, automated trial court case management statewide.

### **Planning**

In response to the Supreme Court's directive, in September 2010, and during initial consultations with the Florida Courts Technology Commission (FCTC) and the Steering Committee on Families and Children in the Court (FCC), the TCP&A and the CSWC began identifying trial court information needs in consideration of overall court data management. They noted that the identification of critical data is of limited benefit unless the automation infrastructure to collect, store and use it is also available. Therefore, in order to identify the basic system components necessary to take advantage of the data identified under these charges, the above committees launched the Trial Court Integrated Management Solution (TIMS) project.

The purpose of the TIMS project is to develop an automated solution to address major informational needs of the trial court system and to advance the

goals and strategies of the *Long-Range Strategic Plan of the Florida Judicial Branch 2009-2015*. A [project plan](#) was established to identify the sponsors,<sup>6</sup> scope, collaboration strategies, and project phases.

## Scope

The project's scope focuses automation on two major trial court functions: A) case processing and B) performance monitoring. Within case processing are the following six sub-functions: 1) case intake; 2) document management; 3) case management/tracking; 4) case scheduling; 5) court proceedings; and 6) resource management. Definitions for these functions were developed during a Trial Court Functions Project (TCFP) and approved by the FCTC in early 2010 (see Appendix A for a complete description).

All trial court divisions and case types in which these functions are performed by judges, quasi-judicial officers, judicial assistants, case managers, and other court staff are considered in the TIMS project. This includes information needs of court committees and clerk of court functions in so far as they have an impact on the court system's needs. Non-court related functions performed by clerk staff are not addressed in this project (e.g., recorder and financial duties for the county). Overall, the TIMS project is categorized by the trial court functions and sub functions as defined above. Moreover, the system is not artificially classified by the case maintenance versus case management dichotomy.

## Collaboration Strategies

The primary committees sponsoring the project identified several collaboration strategies to ensure opportunities for communication across all committees, subject matter experts, and stakeholder groups. For instance, they agreed to assign a project liaison across the commissions/committees; provide crossover membership on workgroups created for the project; disseminate

---

<sup>6</sup> Four court commissions/committees were identified to act as the sponsors of the project: the Commission on Trial Court Performance and Accountability, the Court Statistics and Workload Committee (a sub-committee of the TCP&A), the Steering Committee on Families and Children in the Court, and the Florida Courts Technology Commission.

periodic status updates; and conduct outreach on recommendations prior to final approval. The overall result of these collaboration strategies is efficient and effective distribution of work for project phases and tasks that require the involvement of two or more committees.

### **Literature and Field Review of Court Technology**

In order to gain a better understanding of the current data management and court technology landscape the project sponsors conducted a survey of existing studies and reports. In addition, a series of meetings were conducted to review the current status of court technology and to assess the management needs of stakeholder committees. The project sponsors also reviewed previous court management projects including the Probate and Juvenile E-Filing Workgroups, the Trial Court Functions Project, the Trial Court Assessment Documents under [AOSC03-16 In re: Adoption of Functional Requirements, Technical Standards and Strategic Plan](#), and the Case Management Framework section of [AOSC09-30 In re: Statewide Standards for Electronic Access to the Courts](#). The sponsors also reviewed major court-related technology reports issued within the last several years. For a brief description of these past research reports, see Appendix B.

In conjunction with these reviews was a series of field site visits to circuits and counties.<sup>7</sup> The purpose of the site visits was to identify what standards and processes were in place, what data was available and what data was lacking from these local systems. The site visits provided significant insight into the challenges facing the trial courts in developing data management solutions.

### **Project Phases**

As a clearer picture of the court system's management needs emerged, the project sponsors considered practical development strategies for moving an overall solution forward. The three main project phases identified are:

---

<sup>7</sup> During the period January through March 2011, staff conducted site visits to five circuits and ten counties to evaluate existing case maintenance and management systems.

Phase One – Answer the Supreme Court’s charges in AOSC10-48 and AOSC12-25<sup>8</sup> by developing recommendations regarding: 1) the standardized information that needs to be accessed and tracked by judges, case managers, and other staff in order to move cases efficiently and effectively through the trial court process and, 2) the standardized caseload and workload information needed at the circuit and statewide reporting levels essential for performance monitoring and resource management.

Phase Two – Perform a technology assessment and develop recommendations regarding the technological approach that is the most feasible to develop an automated solution that addresses the needs identified in Phase One.

Phase Three – Develop an implementation plan.

This report addresses Phase One findings.

---

<sup>8</sup> Subsequent to the issuance of AOSC10-48, the Supreme Court issued AOSC12-25 extending the deadline for submission of the recommendations.

## Phase One

### Guiding Principles

As directed by the Supreme Court’s administrative orders No. 10-48 and No. 12-25, Phase One identifies information that is both essential to case processing and managing court resources and necessary to be accessed and tracked in TIMS. To assist in determining what is “essential,” guiding principles were established to ensure that the identification of information is based purely on need and not restrained by fiscal or technological considerations. Two threshold questions were asked continuously throughout the project to help filter appropriate data:

- Is the information necessary and sufficient to move cases through the adjudicatory process?
- Is the information necessary to measure, manage, and be accountable for the efficient and effective movement of cases through the adjudicatory process?

### Data Collection Methodologies

The first task of Phase One was to identify the information necessary for the efficient and effective operation of the courts. However, there is an important distinction between the information needed to process cases and data needed to convey that information. Data are nothing more than facts about something; in this case, facts about court activity. When individual pieces of data are organized and connected in specific ways, these facts convey information. For example, a judge’s name, a case filing date and a hearing date are simply pieces of data. In technical terms, they are called data elements but they are just isolated facts. Connecting these three pieces of data with a case number results in useful information about activity in the courts. On the most fundamental level, Phase One of the TIMS project identified specific pieces of data needed by the court, and also determined consistent definitions for the data and ways of structuring and relating it so these facts could be combined into meaningful court information.

Structured this way, data elements, definitions and the relationships between them establish a “single data language” by which all jurisdictions can communicate relevant case and court activity. The data provided by this

language, since it adheres to a consistent set of rules and meanings, can then be transformed into information needed by judges and other court managers for processing cases, managing resources, and monitoring performance both locally and statewide. The practice of identifying data elements and grouping those elements by rules and relationships for an organization is known as data modeling. This report advances a Court Data Model (CDM)<sup>9</sup> that captures essential court activity data and provides the necessary rules and relationships that allow this data to be transformed into useable information.

In the early months of the TIMS project, the CSWC considered three different methods for identifying and defining court data: 1) simple data element definition, 2) rules-based data identification and 3) data modeling<sup>10</sup>. While there is some overlap among these three methodologies, each offers its own set of advantages and disadvantages.

Simple data element identification is the most traditional method of collecting data. Basically, an organization identifies specific facts that it believes important and then implements some mechanism for collecting those facts. Each data element is defined so the data collected is consistent throughout the organization. Data sets identified with this method tend to be very targeted in nature since the data is typically defined to address a specific need or report. On the one hand this simplifies collection and minimizes costs. On the other hand, it reduces flexibility because the data collected is targeted to a known need. What organizational data will be needed in the future is usually not known. Consequently, this method does not respond well to developing issues. An

---

<sup>9</sup> Data modeling is a dynamic field of data administration that arose out of work in the 1980's and 1990's with relational databases. The basic concepts and principles of data modeling have been adapted to a wide range of data integration projects and are used throughout the business sector to help organizations manage their growing data needs. A full discussion of data modeling would range far outside the scope of this report. However, useful introduction to the field can be found at <http://www.agiledata.org/essays/dataModeling101.html>

<sup>10</sup> See the Glossary located in Appendix O for the technical definitions of these three methodologies.

organization is locked into a perpetual cycle of updating these data elements which are constantly falling behind the actual needs of the organization.

Another disadvantage with simple data element identification is the rules and relationships that link the individual data elements together are usually defined separately from the data itself, if defined at all. This adds an extra layer of complexity upon data management as there may be several different ways of combining data elements which produce similar, but not the same, reports. Case aging reports are an excellent example of this disconnect in that most jurisdictions capture the appropriate data elements but combine them in slightly different ways to produce reports that provide much the same information but are not compatible with each other.

Rules-based data identification is the newest of the data identification methodologies. It is a method of capturing essential pieces of data supporting the operations of any set of business processes by defining a set of rules to which the information must conform. Any piece of data conforming to those rules is captured and identified as belonging to that data element. This method has the advantage that it can extract data from a wider range of non-traditional data sources such as unstructured text documents and audio files providing more options for automated data collection. The largest disadvantage is that the definition of the necessary rules is a complicated and difficult process often requiring experts in the art. Rules-based identification is a subfield of artificial intelligence. While great strides in this area have been made, there are still only a few private companies providing software. It is unlikely the court system could field the level of personnel necessary to support these systems, opening the potential for vendor lock-in. Additionally, the rules defined are highly dependent on procedures and practices within the jurisdiction. It is likely that a completely different set of data identification rules would have to be developed for each county and circuit.

Data modeling represents a methodology somewhere between simple data element identification and rules-based data identification. Data modeling partitions the universe of all essential information of interest to the court into a small number of distinct categories. A data model identifies the areas of information important to an organization. For example, the TIMS project determined that the court required information about “cases,” “events,” “adjudication activity,” “operations activity” and “actors” in order to move cases through the system. The data modeling process then categorizes each of these

areas into successively smaller pieces until the essential facts about the information are revealed. Because the process starts by considering high level information needs first, a data model identifies natural groupings of facts such as data related to a hearing (event) or demographic data about a defendant (actor). The process also defines relationships between these pieces such as how two cases may be associated or how two actors in a case are associated. Ultimately, a data model defines a series of data elements facts with definitions, that satisfies the groupings and relationships of the model. Together, the data elements, definitions and relationships provide a natural way to capture and convey the critical information required by the court.

### **Court Data Model**

Based on previous court data collection experience, limitations of the other data model options, and its inherent advantages (i.e., the natural capture of data and data commonality across jurisdictions) the CSWC determined the data modeling methodology to be the most efficient and cost effective way to satisfy the charges of the court. Appendix C provides diagrams of the Court Data Model beginning with the areas of information, then moves to a more detailed breakdown, and culminates with a list of data elements and definitions.<sup>11</sup>

There are several advantages to choosing the data modeling methodology. First, it allows the TIMS project to treat each of the three charges as aspects of a single charge. Thus, work on identifying essential case information contributed substantially to the development of potential performance measures. The development of potential performance measures identified necessary changes to data element definitions. Those changes provided key insights into court activity and relevant performance measures.

---

<sup>11</sup> As with the simple data identification method, it is possible to define more than one set of relationships between the elements in a court data model. Different relationships would define slightly different models which means that certain information would be harder to derive from the model. As the charge to the TCP&A directed the project to focus on information necessary to move cases through the adjudication process, the CSWC adopted a CASE-EVENT approach to the CDM. Essentially, this means that the relationships in the model are optimized to collect data and provide information on case activity and court events. That being said, the CDM as presented was designed to provide a great deal of information on the other important areas of court activity.

Another advantage of data modeling is that it allows for the natural capture of data at the point the activity occurs. Thus, data about a hearing is captured by the system when the hearing is scheduled rather than afterward by a person entering the hearing information (data element definition) or via a program analyzing the calendar (rules-based identification).

Finally, data modeling focuses on defining the elements and relationships common to all jurisdictions and activity, rather than on procedural elements which may differ in varying degrees due to local demographics or practices.

In April 2011, upon adopting the data modeling methodology, the CSWC approved an initial Court Data Model including basic data elements and definitions to begin work on Phase One of the TIMS project. To refine this initial data model, six divisional workgroups were established in May 2011, one for each of the following court divisions: Criminal, Civil, Family, Probate, Civil Traffic, and Problem-Solving Courts to refine this initial data model and ensure was complete and appropriate to the charges. Members selected to serve on these workgroups included those on the front-line of processing cases and other subject matter experts, such as judges, trial court administrators, case managers, and clerk of court staff. Members of each workgroup are identified in Appendix D.

### **Charge One - Case Activity Information that Needs to be Accessed and Tracked**

Each workgroup met several times via conference call. At the start of the process, workgroup members focused their attention on identifying the major events associated with moving cases through the system. As such, they reviewed when documents are filed, hearings are conducted, and signed orders are entered. They also reviewed smaller non-recordable activities such as case screening tasks. Every task was reviewed carefully to ascertain whether it met the definition of an event, and as such, would need to be recorded and tracked as part of a TIMS system.

The workgroups were then asked to identify essential information necessary for processing cases, based solely on need; cost was not a consideration. From these discussions, the workgroup members determined the general case flow processes of their respective divisions. Decision points within each case were identified with the aid of case flow diagrams that provide a graphical overview of the critical stages of a case. Essential information needed to move a case through those decision points was identified and mapped to the

Court Data Model. The case flow diagrams can be found in Appendices E through J.

The workgroups recognized that no circuit operates exactly like another. Each circuit, and sometimes each county within a circuit, has unique case flow processes dictated by any number of factors. For example, during the Phase One workgroup process it was noted that in some jurisdictions judges may require hearings at any time due to extenuating circumstances or for processing certain matters deemed necessary at local or individual judge discretion. It was noted, during the Probate Workgroup process, hearings specific to original wills are scheduled on an ad hoc basis or at local judge discretion. Interestingly, one judge indicated she automatically requires hearings to obtain lost or destroyed original will documents because she discovered, by experience, these lost documents can be located if parties are present to discuss and identify potential solutions. Thus, these hearings, if successful, can save time in processing the case.

Such variations were carefully considered as efforts moved forward to define a common framework that all circuits could use.

### **Charge Two - Caseload/Workload Information Needed for Performance Monitoring**

In addition to preparing the case flow diagrams, Phase One identified the standard caseload and workload information needed at the circuit and statewide reporting levels to accomplish essential performance monitoring and resource management. As indicated in the National Center for State Courts (NCSC), *CourTools*, “effective measurement is key to managing court resources efficiently, letting the public know what your court has achieved, and helping identify the benefits of improved court performance.” To that end, each divisional workgroup developed a set of potential performance measures included collectively as Appendix K. At a minimum, these include nationally recognized measures, such as: 1) the number of cases disposed; 2) clearance rates; 3) time to disposition; and 4) age of pending caseload. Additional division specific measures (e.g., number of petitions for restoration of rights filed in guardianship cases) were also identified by the workgroups.

The workgroups also identified a number of strategies to assist with court performance including a determination of whether the measure was “required,” “essential,” or “proposed.” “Required” measures are those measures mandated

by statute, rule or program guidelines. “Essential” measures are those proposed by state or national organizations as necessary for effective program or court management. For example, the *CourTools* set of measures published by the NCSC provides a package of measures proven effective in many courts nationwide. Finally, the workgroups offered several “proposed” measures, however, noting these measures may not be universally applicable as the usefulness of these measures may vary depending on local practices. Individual jurisdictions may wish to implement some portion of these measures as best suit their operations.

The list of performance measures, as developed by the workgroups, provided a starting point in determining if the Court Data Model could support the capturing of the data that would be required to calculate the measure. The Court Data Model was evaluated for each “required” or “essential” measure to ensure that these measures could be computed from data within the model. Additional fields were added as necessary. However, some “proposed” measures are outside the scope of court activity such as those requiring a physical review or other activity not performed by court personnel and, therefore, cannot be captured by the Court Data Model (e.g., Integrity of Case File). With the exception of those measures requiring manual data collection, such as surveys, or those that involve non-court agencies, “required” and “essential” measures have been incorporated into the Court Data Model. “Proposed” measures are included to the extent the data for the measures naturally exist within the Court Data Model. In other words, additional fields were not added for the “proposed” measures.

The list of performance measures was distributed to all chief judges and trial court administrators for their review. Based on feedback received, the commission believes that further vetting of the performance measures is necessary to achieve accurate and valid reporting. Moreover, it is the belief of the commission that in conjunction with the proposed measures, Florida’s court system needs specific benchmarks that are reflective of its strategic and long-range goals. The commission cites to the National Center for State Courts’ *High Performance Court Framework*.<sup>12</sup> The framework suggests a series of flexible

---

<sup>12</sup> The National Center for State Courts’ *High Performance Court Framework* hyperlink: <http://ncsc.contentdm.oclc.org/cgi-bin/showfile.exe?CISOROOT=/ctadmin&CISOPTR=1874>.

steps courts can take to integrate performance improvement into their ongoing operations, including:

- Focusing on key administrative principals that clarify high performance;
- Understanding how a court’s managerial culture can promote common goals and collegial cooperation;
- Developing the capacity to measure performance; and
- Learning to use the results for procedural refinements and communications with a variety of stakeholders.

The commission believes that a critical additional step is necessary in the performance measurement process beyond merely identifying individual data points. Specifically, it should be charged with developing the analytical framework for using the data to measure court performance.

### **Charge Three - Uniform Data Definitions**

As discussed previously, standard definitions created as part of the Court Data Model provide a single uniform language in which all jurisdictions can communicate relevant court data. The Court Data Model captures common activity across all court divisions so that the data elements defined within the model apply uniformly to every case type, division, and jurisdiction.

To apply the Court Data Model is not simply a matter of collecting bits and pieces of information and storing them in a data base. These endless bits of information are important, but just as often it is the relationships between the data that are most meaningful. For example, the date a case is filed is a useful piece of information. The filing date coupled with the current date identifies how long a case has been before the court and thus becomes a useful case management tool. Add to this the number of hearings held and the results provide a measure of how complex a case may be or how much judicial labor may be required to dispose of the case.

The Court Data Model is designed to capture these sorts of relationships in addition to the actual data elements themselves. Data modeling begins by identifying a set of areas in which the court is interested in collecting information. For example, the court needs to collect information on *cases*. It may also be

interested in information on *events* such as hearings and trials or about *issues* such as due process motions. Many current court programs or processes require information about the *actors* in a case such as defendants or children. These broad areas of interest are called *entities* within a data model. These entities form the building blocks of the Court Data Model.

Among these different entities, or areas of activity, there exist a variety of associations which are also of interest. For example, a case may have one or more related cases (*case association*). An actor in a case may be a plaintiff in one case but be a defendant in another. In reality, most performance measures are representations of associations within and between cases. For instance, clearance rates express the association between cases filed and cases disposed. Case complexity and time to disposition are related to the issues involved in a case.

### *Descriptive Data Elements*

Within the Court Data Model's entities or building blocks are a number of descriptive data elements. Typically between six and twenty data elements are required to describe an entity. For example, the *case* entity may be defined to capture the essential information about a case such as uniform case number, division assigned, judge assigned, date filed, or date disposed. Associated with each *case* might be another structure capturing information about events in the case (*case event*) such as date and time of a hearing, who rescheduled a hearing and why. Another entity may capture information about the persons involved with the case (*actor*) such as name, contact information, age (for dependency) and so on. From there, a picture of court activity is constructed for a complex case from a reasonably small set of building blocks each consisting of a small number of data elements. The Court Data Model with its collection of entities and constituent data elements, combined with the definitions for these elements, answer charge three of AOSC10-48. See Appendix C.

### **Benefits and Constraints of the Court Data Model**

The Court Data Model provides a flexible setting for the sharing of data across systems by providing a consistent structure for presenting and interpreting court-related data. One of the most complex obstacles to using and sharing data branch-wide, is that county or circuit specific data collections systems collect and store data differently, which makes the consolidation of that data difficult, if not

impossible. The Court Data Model provides a common language that all agencies can use to exchange court-related data. It is not necessary that each county or circuit maintain their data in the format of the Court Data Model, only that the data conform to the data model as it is shared with the courts.

There are two major benefits of the Court Data Model. First, it allows court activity to be viewed from many different perspectives depending upon need. Court activity may be viewed by judges in terms of cases to manage and dispose, by case managers in terms of defendants or minor children (e.g., dependency cases) or by analysts who examine events or actions. Second, it allows data to be collected as a natural course of case processing activity thereby minimizing data collection needs. Data about the hearing is captured as the hearing is scheduled so that a person does not need to provide it later. A case is marked as disposed when the final disposition document is filed, removing the need for a person to update the case record.

One important constraint of the Court Data Model is that it does not directly extract “content” from court documents. The model only identifies activity. For example, it will capture information such as the date a document was filed, or the date a guardian was appointed, but not the guardian’s name which is contained in the document. However, the Court Data Management Framework discussed below is designed to include certain requisite capabilities necessary to enable the extraction of document content should the Supreme Court deem it necessary in the future.

### **Court Data Management Framework**

To achieve all of the benefits of the Court Data Model requires a data management framework that provides the tools and capabilities to take advantage of the model. Concurrent to the work of Phase One, a possible court data management framework was developed as a means to illustrate the full scale workability of the Court Data Model. A data management framework specifies the tools and automated capabilities necessary for effective data management. A set of fifteen capabilities are identified as potential requirements of a viable integrated data management system. See Appendix L for the capabilities and Appendix M for a diagram on how the framework could function.

## **Integrated Trial Court Adjudicatory System**

In consideration of the practical realities and finite number of resources currently available to the trial courts, a distilled version of the Court Data Management Framework was developed to minimize the need for new systems and resources. This framework is commonly referred to as the Integrated Trial Court Adjudicatory System. For reference purposes, this diagram may be found in Appendix N.

## **Recommendations**

As directed in AOSC10-48 and AOSC12-25, the Commission on Trial Court Performance and Accountability and the Court Statistics and Workload Committee recommend the following:

1. The Supreme Court accept the case flow diagrams (as delineated in Appendices E through J) developed by the TIMS Phase One workgroups, as the information needed to be accessed and tracked by judges, case managers, and other court staff in order to move cases efficiently and effectively through the trial court process.
2. The Supreme Court accept the performance measure matrix (as delineated in Appendix K) as the key caseload and workload information needed at the circuit and statewide reporting levels essential for performance monitoring and resource management. However, as noted the commission has received feedback on the performance measure matrix from chief judges and trial court administrators and has concluded that further vetting of these performance measures is needed.

In conjunction with the proposed measures, the commission believes that Florida's court system needs to establish specific benchmarks that reflect its strategic and long-range goals. The commission therefore recommends following the National Center for State Courts' framework of flexible steps to integrate performance improvement into their ongoing operations, including:

- Focusing on key administrative principals that clarify high performance;
- Understanding how a court's managerial culture can promote common goals and collegial cooperation;

- Developing the capacity to measure performance; and
- Learning to use the results for procedural refinements and communications with a variety of stakeholders.

The commission believes that it should be charged with developing the analytical framework for using the data to measure court performance.

Also, further work is needed to ensure the validity of the measures proposed to achieve performance monitoring that is useful to the circuits and state court system, as a whole. The TCP&A will continue, with collaborative outreach to the trial courts, to evaluate and refine these indicators to ensure meaningful measurement.

3. The Supreme Court approve the Court Data Model (as delineated in Appendix C) as the established uniform data definitions, guidelines, and standards for data collection and reporting necessary to produce consistent, automated trial court case management statewide. As the TCP&A continues efforts to improve both case management and performance monitoring processes, the CSWC will oversee refinements to the Court Data Model, as necessary.

On behalf of the primary committee sponsors, the TCP&A and the CSWC would like to extend its appreciation to the Supreme Court for their time and consideration of these recommendations. As noted in the NCSC's December 1, 2010 publication, *A Framework for Logical Data Models in the Courts*, prior to commencing any large-scale integration project, consideration must first be given to arriving at a high-quality data model. The Court Data Model, as developed for purposes of the TIMS project, if approved, will provide much needed direction for future system integration efforts within the court system.

## **Appendix A – Automation of Trial Court Functions**

### **Introduction**

There is a need for the State Courts System to document and clearly articulate, to the legislature and others, the comprehensive automation requirements of the trial courts within a framework of defined functions and in accordance with the mission, vision, goals, and strategies of the Judicial Branch. This issue, while discussed for many years, was brought to the forefront by SB1718 and the publication of AOSC09-30 IN RE: Statewide Standards for Electronic Access to the Courts. The question of priority in automation was specifically raised by the legislature’s Technology Review Workgroup (TRW) in questions posed to the Florida Courts Technology Commission (FCTC) at their November 2009 meeting. In particular, the TRW asked:

- **What court functions need to be automated/integrated in the various court divisions?**
- **What is the recommended business priority and implementation sequence?**

### **Florida Courts Technology Commission Recommendations**

The ultimate goal of any court automation project should be to assist the Judicial Branch in protecting rights and liberties, upholding and interpreting the law, and providing for the peaceful resolution of disputes. Further, automation should assist with improving the accessibility, fairness, effectiveness, responsiveness, and accountability of the court system. While consideration was given to several criteria such as: frequency/effort/scope, complexity, ease of implementation, cost, and workload/productivity; the FCTC placed the greatest emphasis on the importance of the function to strategic goals provided in the Long-Range Strategic Plan, which may be located at: [http://www.flcourts.org/gen\\_public/stratplan/2009LongRangePlanMain.shtml](http://www.flcourts.org/gen_public/stratplan/2009LongRangePlanMain.shtml)). Attachment A provides the methodology used to achieve these recommendations, Attachment B provides finalized definitions for each function category and decision criteria, and Attachment C provides the detailed functions for each category.

### **What court functions need to be automated/integrated in the various court divisions?**

A set of common trial court function categories has been identified for automation across all court divisions, as follows:

- Case Intake
- Case Management/Tracking
- Case Scheduling
- Resource Management
- Court Proceedings
- Document Management

---

## Trial Court Integrated Management Solution – Phase One

---

- Budget & Financial Management
- Personnel Management
- Research & Data Management
- Technology Management
- General Administration, Management & Oversight

### **What is the recommended business priority and implementation sequence?**

The below ranking should not be interpreted to define the importance of each function category relative to the court system. The court believes that all function categories are important to its operations and should be automated to some degree over time. However, as it is not practicable to automate all functions simultaneously, the below list is provided as a reasonable implementation scheme. Function categories given the same priority should be implemented concurrently to ensure inherent dependencies are addressed and operational relationships are maximized.

- 1) Case Management/Tracking, Case Intake, Document Management, and Case Scheduling
- 2) Court Proceedings and Budget & Financial Management
- 3) Resource Management and Research & Data Management
- 4) Personnel Management
- 5) Technology Management
- 6) General Administration, Management, & Oversight

### **ATTACHMENT A – METHODOLOGY**

The methodology utilized to answer the TRW questions involved a four step process:

1. **Information Gathering** – Office of the State Courts Administrator staff compiled information on court functions using a variety of sources including: Supreme Court Orders (AO09-30, AOSC03-16), National Center for State Courts information, and individual circuit processes and procedures. Input was requested from all circuits.
2. **Function Distillation and Evaluation** – Office of the State Courts Administrator staff distilled all available information sources into a comprehensive list of function categories. A decision process was also defined to evaluate these functions.
3. **Trial Court Administrators Meeting** – Trial Court Administrators (or their designees) met to finalize the court functions list and to determine the relative importance and implementation priority of those functions. The Trial Court Administrators arrived at their results through the use of a decision matrix methodology that evolved over four phases: 1) review and adjustment of court function categories and decision criteria, 2) assignment of weights to decision criteria and ranking of function categories by each decision criteria, 3) refinement of rankings, 4) evaluation of implementation priority in terms of overall value to the court system.

4. **Presentation of Results to the FCTC** - The results of the Trial Court Administrators Meeting were presented to the FCTC. The FCTC reviewed the results and finalized their recommendations for response to the TRW.

### ATTACHMENT B – DEFINITIONS

#### **General Definitions** *(as used for this exercise)*

- **Function**- Any court-related activity or project performed by court or clerk staff in the trial courts.
- **Automation**- The application of technology to the accomplishment of a function to allow that function to be performed with greater speed or accuracy, more frequently, with less human interaction or at a reduced cost.
- **Integration**- Any project that ties two or more computer systems together to share operations or data.

#### **Trial Court Function Categories and Definitions** *(as used for this exercise)*

**Case Processing-** Those functions that involve the efficient and effective processing of cases through the court system. This broad category consists of the following subcategories:

- **Case Intake**- Those functions related to the filing and perfecting of court pleadings.
- **Case Management/Tracking**- Those functions involved in moving cases through the various stages of the trial court process leading to greater certainty, predictability, and efficiency in how a case is progressing through the system.
- **Case Scheduling**- Those functions related to calendaring and scheduling proceedings and case events.
- **Resource Management**- Those functions related to the assignment, monitoring, and analysis of resources that support the adjudicatory process and ensure the protection of due process rights.
- **Court Proceedings**- Those functions related to the processing of cases in the courtroom.
- **Document Management**- Those functions involved in the processing, maintenance and handling of court documents.

**Administration-** Those functions that support the efficient and effective operation of the court system. This broad category consists of the following subcategories:

- **Budget and Financial Management-** Those functions related to financial management of court resources.
- **Personnel Management-** Those functions related to the management, retention, and training of court personnel.
- **Research & Data Administration-** Those functions related to the processing, analysis, and presentation of court data in support of court operations and management decisions.
- **Technology Management-** Those functions related to the use of technology within the court system.
- **General Administration, Management, & Oversight-** Those functions related to efficient oversight and management of the court system that do not fit into other Administration categories.

### **Decision Criteria and Definitions** *(as used for this exercise)*

#### **Importance to Strategic Issues:**

This criterion considers the relevance of a function/automation project to the court's mission, vision, strategic issues (including Judicial Branch Long-Range Strategic Plan goals 2.1, 2.2, 2.3, 4.1, and 5.1) and other core concerns.

**Frequency/Effort/Scope** - This criterion considered the automation of a particular function in terms of the scale or scope of that automation on the court system including volume, labor and statewide applicability.

**Complexity** - This criterion considers how involved the function is by looking at interactions between different process components including expected iterations with other data systems or sources, external agency coordination and other functional dependencies.

#### **Ease/Difficulty of Implementation:**

This criterion considers the how difficult or easy automating a particular function might be including a consideration of the cultural and process changes required, and existence of prototype or pilot systems related technological issues.

#### **Monetary Cost:**

This criterion considers how much the automation of a function would cost compared to how much it would save or the value it would provide.

## Trial Court Integrated Management Solution – Phase One

---

**Workload/Productivity:**

This criterion considers the impact of automation on key aspects of court workload and productivity including primary and secondary judicial workload and judge/staff productivity and availability.

### ATTACHMENT C – TRIAL COURT FUNCTIONS DETAIL

<b>CASE PROCESSING</b>	
<b>1) Case Intake</b>	<ul style="list-style-type: none"> <li>• public information, education, and assistance*</li> <li>• ministerial pro se’ assistance</li> <li>• filing of cases</li> <li>• review of affidavits</li> <li>• perfection of case pleadings</li> </ul>
<b>2) Case Management/ Tracking</b>	<ul style="list-style-type: none"> <li>• public information, education, and assistance*</li> <li>• pro se’ assistance</li> <li>• initial review and assessment for differentiated case management</li> <li>• monitoring/triggering/notification of case events/progression (tickler system)</li> <li>• tracking/coordinating crossover cases</li> <li>• tracking attorney information</li> <li>• attending/participating in pre-trial interventions</li> <li>• attending/participating in case conferences</li> <li>• tracking discovery</li> <li>• monitoring the need for services &amp; providing referrals</li> <li>• tracking competency and other evaluation reports (i.e., GAL, home study, service provider)</li> <li>• tracking compliance with court orders</li> <li>• tracking treatment and test results</li> <li>• tracking substance abuse history</li> <li>• tracking drug court client academic, employment, housing, health, income, etc.</li> <li>• processing child support delinquent judgments and drivers license suspensions</li> <li>• tracking traffic violation information (including drivers license suspensions)</li> <li>• jail population monitoring</li> <li>• review &amp; authorization of search warrants</li> <li>• review &amp; authorization of arrest warrants</li> <li>• tracking arrest information</li> <li>• tracking offense information</li> <li>• tracking booking information</li> <li>• tracking length of time in custody</li> <li>• tracking terms of probation</li> <li>• tracking defendant/litigant/juvenile demographics</li> <li>• tracking extradition</li> <li>• tracking school information and child placement (for juveniles)</li> <li>• case closure</li> </ul>
<b>3) Case</b>	<ul style="list-style-type: none"> <li>• docketing/scheduling proceedings (tickler system)</li> </ul>

## Trial Court Integrated Management Solution – Phase One

---

<b>Scheduling</b>	<ul style="list-style-type: none"> <li>• calendaring</li> <li>• public information, education, and assistance*</li> </ul>
<b>4) Resource Management</b>	<ul style="list-style-type: none"> <li>• monitoring/analyzing use and cost of resources</li> <li>• assigning and providing court reporting services</li> <li>• requesting, assigning, and providing court interpreting services</li> <li>• coordinating/tracking/providing ADR/mediation services</li> <li>• processing court-appointed attorneys</li> <li>• tracking/processing guardianship examiners and other expert witnesses</li> <li>• drawing jury venire and pool</li> <li>• summons jurors</li> <li>• reviewing jury excusals</li> <li>• orientation and swearing in jurors</li> <li>• assigning jury panels</li> <li>• enforcing failure to appear for jury service</li> <li>• maintaining jury lists</li> <li>• public information, education, and assistance*</li> </ul>
<b>5) Court Proceedings</b>	<ul style="list-style-type: none"> <li>• pre-hearing preparation (e.g., case review, legal research, witness lists)</li> <li>• attending/participating in court proceedings (e.g., first appearances, pre-trial hearings, grand jury hearings, motion hearings, trials, panel conferences, pre-disposition hearings, disposition hearings, status hearings, judicial review hearings, post-disposition hearings, etc.)</li> <li>• locating dockets</li> <li>• accessing and reviewing case information (locate via case indexes, view multiple documents/pages at the same time)</li> <li>• accessing and processing forms</li> <li>• reviewing motions and other case pleadings</li> <li>• communicating with participants</li> <li>• rescheduling cases (continuances)</li> <li>• disposition of cases</li> <li>• prepare, review, edit, sign, and print orders/judgments</li> <li>• preparing sentencing forms</li> <li>• determining need to transfer cases</li> <li>• taking court minutes</li> <li>• public information, education, and assistance*</li> </ul>
<b>6) Document Management</b>	<ul style="list-style-type: none"> <li>• case file maintenance</li> <li>• archiving and destruction</li> <li>• review exemptions for public records</li> <li>• information redaction/ensuring the protection of confidential information</li> <li>• photocopying</li> <li>• certifying/notarizing documents</li> <li>• processing citations</li> <li>• processing official court documents (i.e., orders, judgments, notices, summons, subpoenas, writs)</li> <li>• processing financial affidavits</li> <li>• processing reopened cases</li> <li>• processing appeals</li> </ul>

## Trial Court Integrated Management Solution – Phase One

	<ul style="list-style-type: none"> <li>• processing case transfers</li> <li>• maintaining list of process servers</li> <li>• preparing documents for court proceedings</li> <li>• maintaining court attendance record</li> <li>• evidence/exhibit maintenance &amp; disposal</li> <li>• public information, education, and assistance*</li> </ul>
<b>ADMINISTRATION</b>	
<b>7) Budget &amp; Financial Management</b>	<ul style="list-style-type: none"> <li>• monitoring budget allocations, expenditures, balances</li> <li>• developing state and county budget requests</li> <li>• processing budget amendment requests</li> <li>• collecting and dispersing filing fees, fines, costs, payments, and special assessments</li> <li>• processing fee waivers</li> <li>• bond processing</li> <li>• paying jurors &amp; witnesses</li> <li>• indigence determination</li> <li>• auditing and authorizing bills and vouchers for payment</li> <li>• financial auditing</li> <li>• purchasing and procurement</li> <li>• contract management</li> <li>• grant management</li> <li>• public information, education, and assistance*</li> </ul>
<b>8) Personnel Management</b>	<ul style="list-style-type: none"> <li>• processing payroll</li> <li>• processing benefits</li> <li>• processing timesheets</li> <li>• position advertising</li> <li>• processing applications</li> <li>• holding new employee orientations</li> <li>• processing performance reviews</li> <li>• maintaining personnel files</li> <li>• coordinating fair employment issues</li> <li>• public information, education, and assistance*</li> </ul>
<b>9) Research &amp; Data Management</b>	<ul style="list-style-type: none"> <li>• data management system development</li> <li>• data collection/transmission</li> <li>• data entry</li> <li>• maintaining databases/data warehouses</li> <li>• data quality control</li> <li>• record searches</li> <li>• developing reports/data output</li> <li>• processing data requests</li> <li>• performance measurement (e.g., monitoring- access &amp; fairness, workload coverage, timeliness, quality &amp; uniformity of services, efficient use of resources, reliability &amp; integrity of records, collection rates, employee</li> </ul>

## Trial Court Integrated Management Solution – Phase One

---

	<ul style="list-style-type: none"> <li>satisfaction, etc.)</li> <li>• public information, education, and assistance*</li> </ul>
<b>10) Technology Management</b>	<ul style="list-style-type: none"> <li>• application research &amp; development</li> <li>• programming</li> <li>• technology training</li> <li>• maintaining technology systems</li> <li>• other technology support services</li> <li>• public information, education, and assistance*</li> </ul>
<b>11) General Administration, Management, &amp; Oversight</b>	<ul style="list-style-type: none"> <li>• supervision</li> <li>• program oversight</li> <li>• strategic planning</li> <li>• policy development</li> <li>• internal legal support</li> <li>• development of administrative orders</li> <li>• training &amp; staff development</li> <li>• emergency management</li> <li>• space planning &amp; utilization</li> <li>• ADA coordination</li> <li>• security planning</li> <li>• intergovernmental coordination</li> <li>• acting as a member or staff of committees</li> <li>• administrative support</li> <li>• public information, education, and assistance*</li> </ul>

*\*Note: Public information remains a critical strategic concern for the court system that engendered a good deal of debate during this project. A solid case can be made for breaking Public Information out as a separate function to illustrate its importance to the court. An equally strong case can be made for including it as an integral element of all the other functions illustrating its pervasive character. Ultimately, it was decided to incorporate public information as an integral component of the other court functions as this expression more closely fits with the mission and strategic vision of the courts.*

## **Appendix B – Literature Review of Court Technology**

There have been a significant number of stakeholder issued reports pertaining to the need for better automation in the trial courts.

### *Article V Technology Board Report (2006)*

For instance, in January 2006, the Article V Technology Board issued a final report to assist with accomplishing the integration of disparate information systems for the benefit of the court system and the various entities involved with the court system. It recommended several actions such as: the creation of a catalog of common data elements; the determination of data exchange standards and protocol; and the design of standards and protocol for infrastructure, network, security, and access.

### *Technology Review Workgroup Report (2009)*

In 2009, the Legislature directed the Technology Review Workgroup (TRW) to study and develop recommendations pertaining to trial court technology. In its February 1, 2010 report, [Plan for Identifying and Recommending Options for Implementing the Integrated Computer System for the State Court System](#), the TRW provided several findings and conclusions including:

- The state does not have a comprehensive statewide strategic plan that establishes a road map for developing and implementing the integrated computer system for the state courts.
- There is no agreed-to business process model or system architecture for the integrated computer system for the state courts.
- Uniform standards needed to implement the integrated computer system cannot be established until the business processes represented by the terms “case management” and “case maintenance” have been defined.
- The state court system has not identified statewide systems of record for one or more functions in each court division.

### *Court Statistics and Workload Committee Report (2010)*

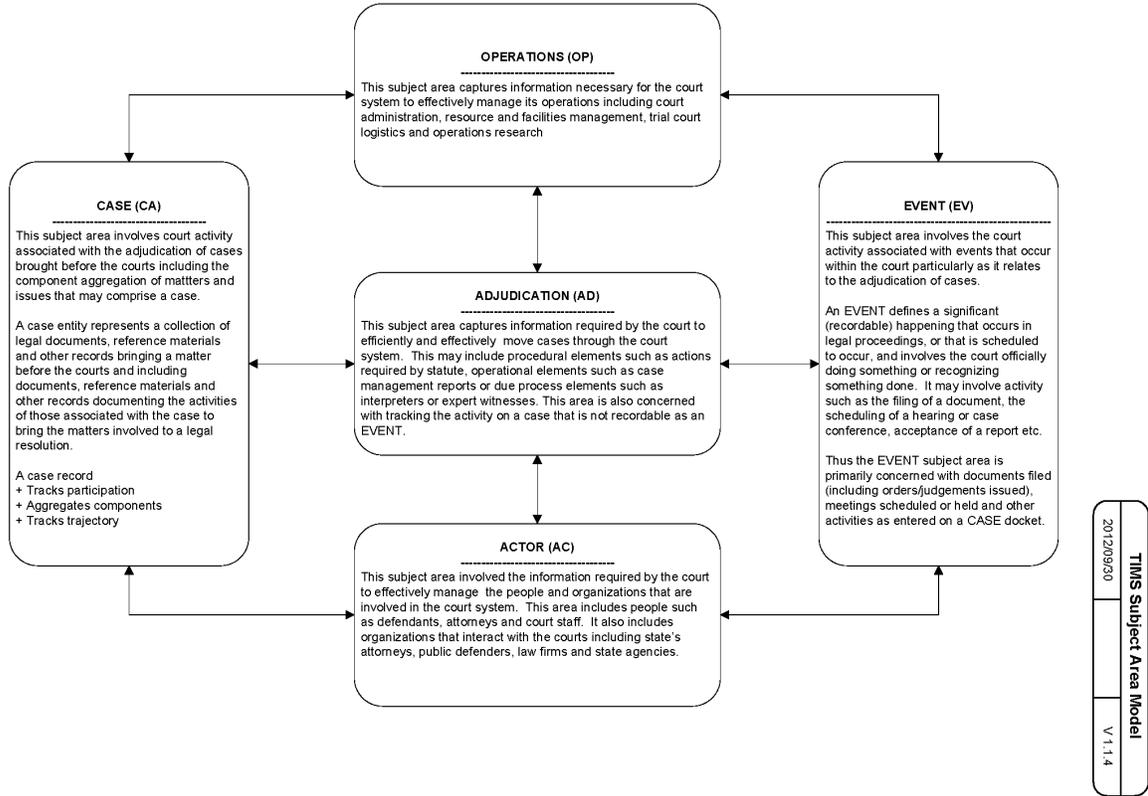
Further, in March 2010, the Court Statistics and Workload Committee (CSWC) of the TCP&A issued a report titled, [Case Management System Design Framework](#). This report was developed in response to a charge from the

Supreme Court in [AOSC08-32](#) to develop long term plans for technology to support trial court information needs. The CSWC report covers design principles, the use of current data collection systems, security and confidentiality, and the need for other standards.

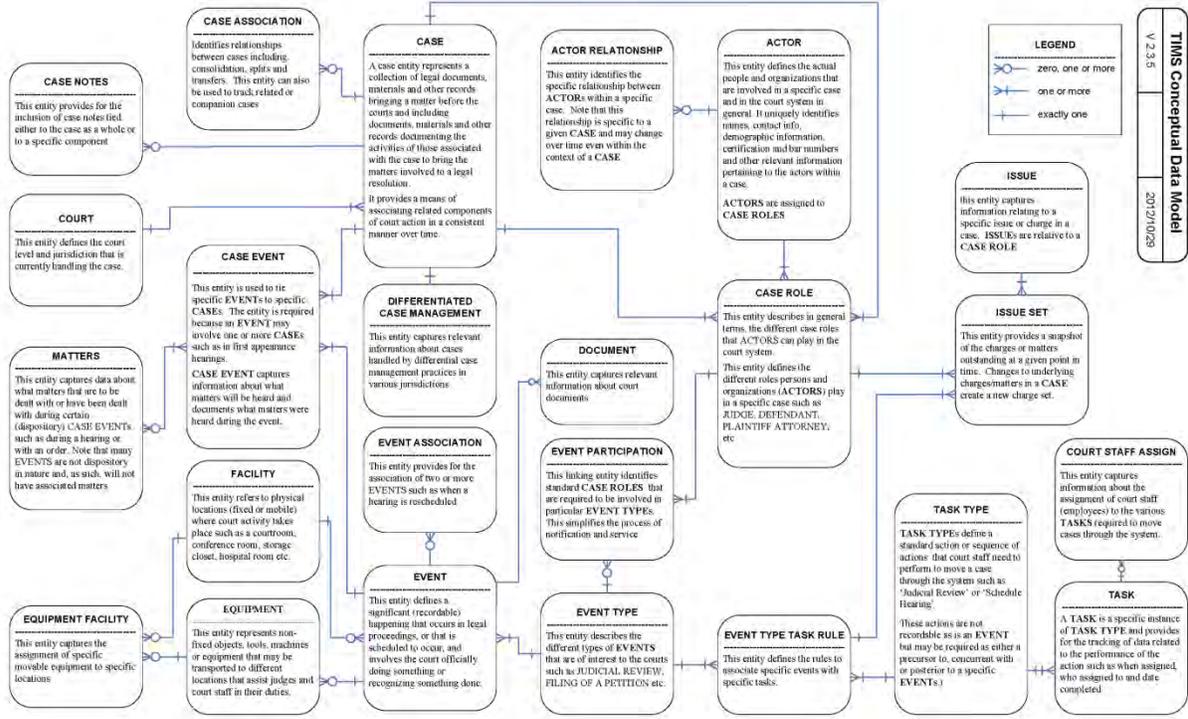
*Florida Judicial Branch: Long-Range Strategic Plan (2009-2015)*

Finally, one of the most important documents addressing automation of trial court functions is the [Long-Range Strategic Plan of the Florida Judicial Branch 2009-2015](#), in which the Supreme Court adopted several goals and strategies that speak to automation and its purpose of achieving the mission and vision of the judicial branch and how it may assist with improving accessibility, fairness, effectiveness, responsiveness, and accountability of the court system.

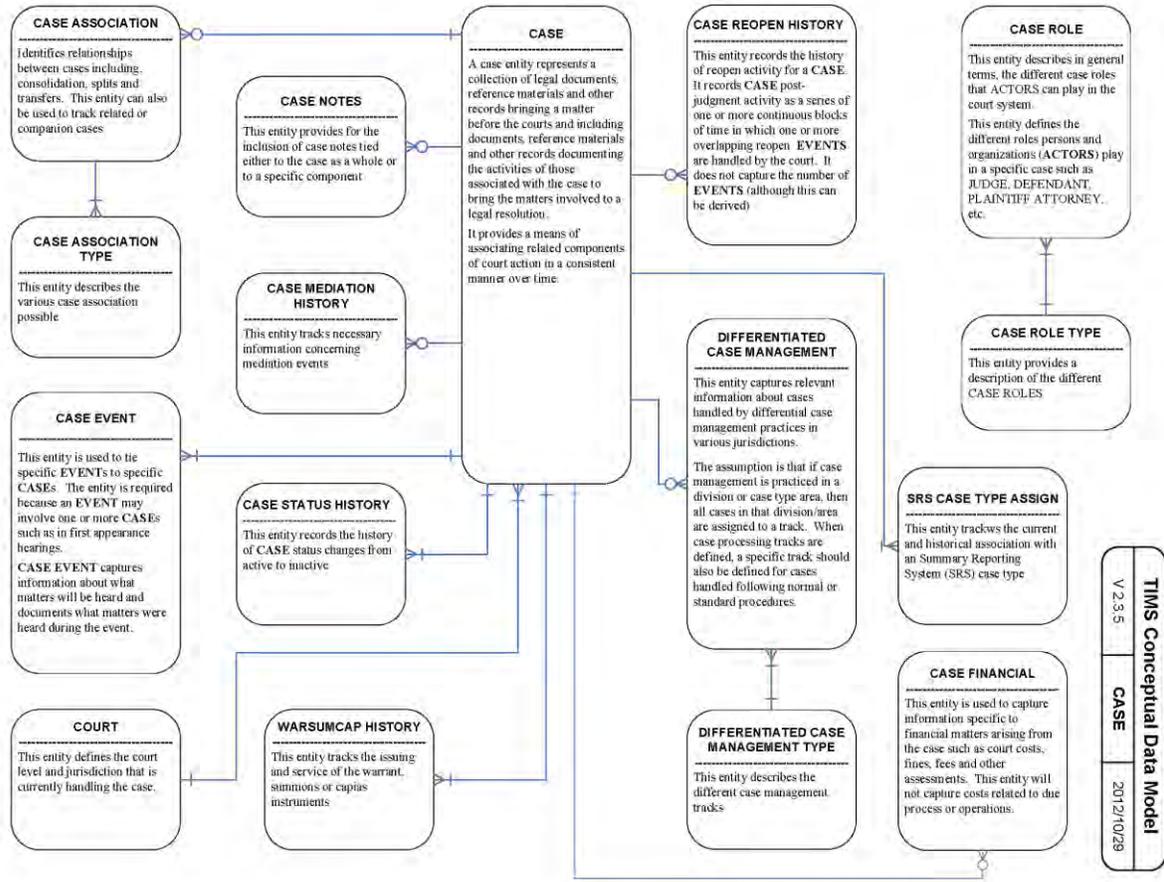
Appendix C – Court Data Model



# Trial Court Integrated Management Solution – Phase One

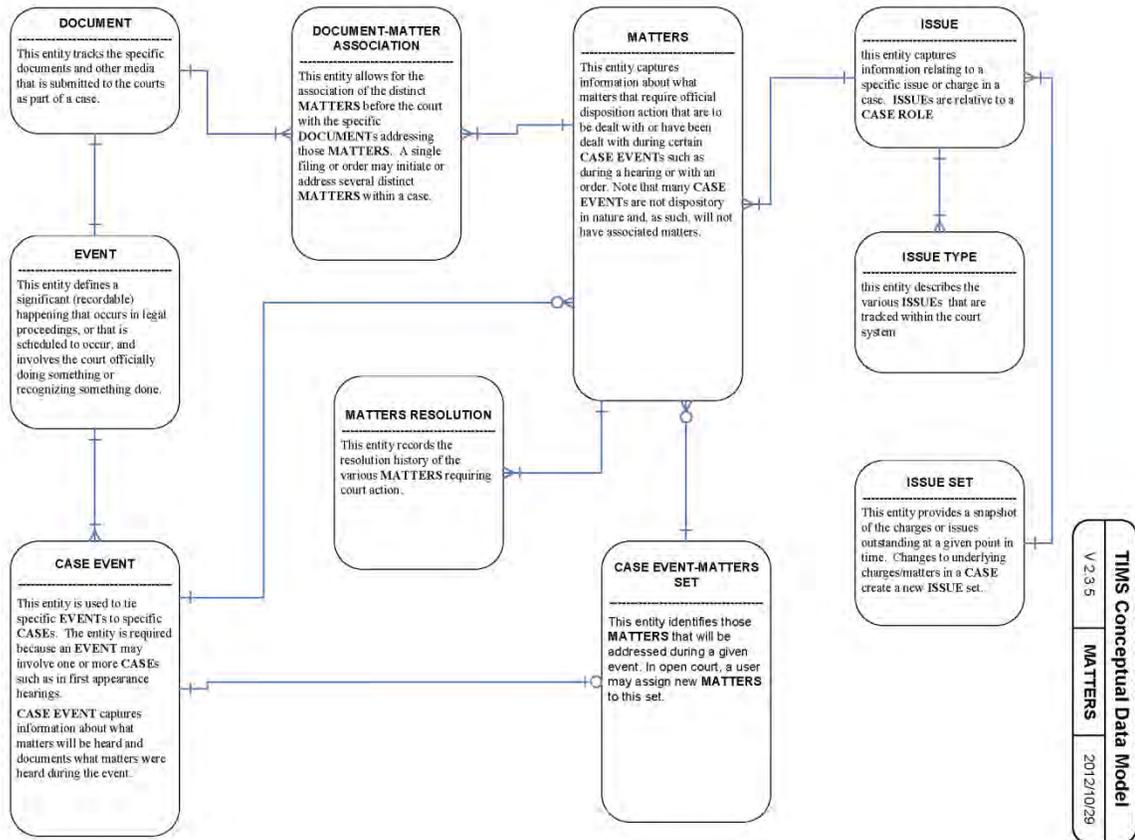


# Trial Court Integrated Management Solution – Phase One

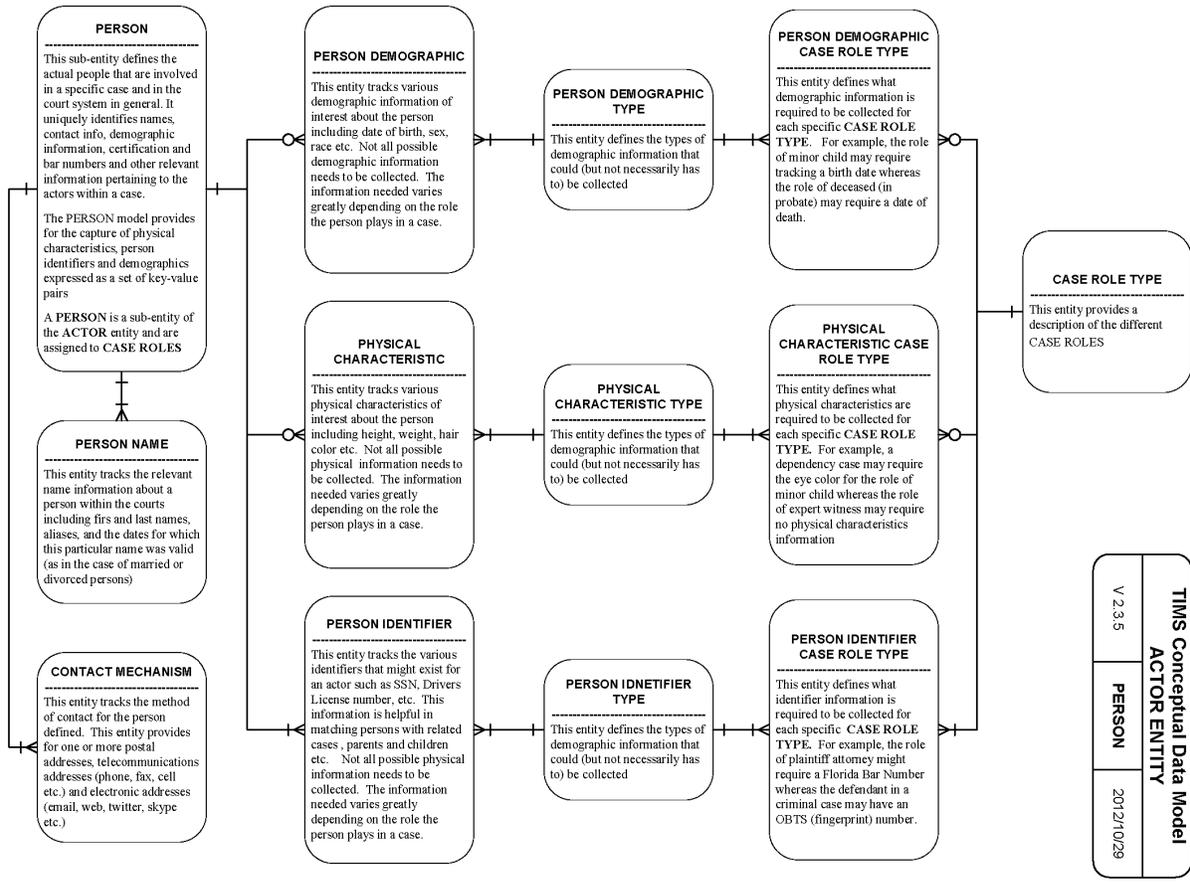


**TI/MS Conceptual Data Model**  
 V 2.3.5 | CASE | 2012/10/29

# Trial Court Integrated Management Solution – Phase One



# Trial Court Integrated Management Solution – Phase One



TIMS Conceptual Data Model		
V 2.3.5	PERSON	2012/10/29
ACTOR ENTITY		

**TIMS Project  
Conceptual Data Model Description  
Table of Contents**

---

Introductio:.....	1
General Notes.....	1
CASE .....	2
EVENT .....	6
ACTOR.....	10
ACTOR RELATIONSHIP .....	14
ACTOR RELATIONSHIP TYPE .....	15
ACTOR TYPE.....	16
CASE ASSOCIATION.....	17
CASE ASSOCIATION TYPE.....	18
CASE EVENT .....	19
CASE EVENT-MATTERS SET.....	23
CASE FINANCIAL.....	24
CASE MEDIATION HISTORY .....	26
CASE NOTES .....	27
CASE REOPEN HISTORY .....	28
CASE RESTRICTION HISTORY .....	29
CASE ROLE.....	30
CASE ROLE TYPE.....	31
CASE STATUS HISTORY .....	32
CONTACT MECHANISM.....	33
COURT.....	35
COURT DIVISION .....	36

WORKING DRAFT 2.3.3 2012/03/23

**TIMS Project  
Conceptual Data Model Description  
Table of Contents (cont.)**

---

COURT STAFF ASSIGN.....	37
COURT STAFF ROLE.....	38
COURT STAFF ROLE TYPE.....	39
DIFFERENTIATED CASE MANAGEMENT.....	40
DIFFERENTIATED CASE MANAGEMENT TYPE.....	41
DOCUMENT.....	42
DOCUMENT-MATTER ASSOCIATION.....	44
DOCUMENT TYPE.....	45
EQUIPMENT.....	46
EQUIPMENT-FACILITY.....	47
EQUIPMENT-TYPE.....	48
EVENT ASSOCIATION.....	49
EVENT PARTICIPANT.....	50
EVENT PARTICIPATION.....	51
EVENT TASK RULE.....	52
EVENT TYPE.....	53
FACILITY.....	54
FACILITY TYPE.....	55
ISSUE.....	56
ISSUE ASSOCIATION.....	58
ISSUE SET.....	59
ISSUE TYPE.....	60
MATTERS.....	61
MATTERS RESOLUTION.....	62

WORKING DRAFT 2.3.5 2012/10/29

**TIMS Project  
Conceptual Data Model Description  
Table of Contents (cont.)**

---

PERSON DEMOGRAPHIC.....	63
PERSON DEMOGRAPHIC TYPE.....	64
PERSON IDENTIFIER.....	65
PERSON IDENTIFIER TYPE.....	66
PERSON NAME.....	67
PHYSICAL CHARACTERISTIC.....	68
PHYSICAL CHARACTERISTIC TYPE.....	69
SRS CASETYPE ASSIGNMENT HISTORY.....	70
TASKS.....	71
TASK TYPE.....	72
WARSUMCAP (Warrant/Summons/Capias).....	73
References.....	74

WORKING DRAFT 2.3.5 2012/10/29

## Introduction:

The attached Conceptual Model provides a high level view of the data needed to move a case through the judicial system and to monitor the efficiency and effectiveness of court operations. The conceptual model expands on the previous subject area model and expands the building blocks used to describe case and court activity. At this stage of the TIMS project, the data model is focused on capturing the details of court activity rather than on the content of court cases. That is, this model concerns itself with the flow of cases by capturing information about what types of things happen within the court system (filings, hearings, dispositions etc.), when those things happen and to whom, and what the court did in response to those things.

The conceptual model is CASE/EVENT centric which will structure how subsequent work on the TIMS project will be performed. Maintaining this CASE/EVENT focus will remain a challenge throughout the life of the TIMS project. Because of their importance, the CASE and EVENT entities are defined first. The remaining model entities are defined in alphabetic order.

## General Notes:

1. By design, the TIMS Conceptual Model assumes the simplest effective structure possible in keeping with the project mandate to identify the minimal information necessary.
2. All entities in this list contain a unique system generated identifier that allows the TIMS system to link together different entities in an efficient way. These unique identifiers are indicated with the word ID as part of the data element name.
3. Elements of a case are logically associated by the Uniform Case Number (UCN). Correspondingly, the UCN serves as a grouping mechanism within TIMS to associate many data elements within the data model. However, because of the structure of the UCN, it is not sufficient, by itself, to uniquely identify the case and associated elements within the TIMS system.
4. All entities will have audit fields defined such as CREATE\_USER, CREATE\_DATE, MAINT\_USER and MAINT\_DATE to track when the record was created and by whom and when the record was changed.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/10/29

## CASE

### Definition:

This entity effectively enables the court to encapsulate a complex set of component matters into a coherent set of records on the proceedings and dispositions of all associated matters. Thus the case structure provides a means of associating other related components of court activity in a consistent manner over time.

A case entity represents a collection of legal documents, reference materials and other records bringing a matter before the courts, and includes documents, reference materials and other records documenting the activities of those associated with the case to bring the matter involved to a legal resolution.

A case record:

1. Tracks participation
2. Aggregates smaller substantive components (motions, petitions, etc.)
3. Tracks trajectory of case (preliminary -> trial -> disposition, via hearings, conferences, etc.)

(Coursen, McMillan, 2010)

A case can be assigned to only one court level or jurisdiction at a time (COURT). If a case is transferred to another level or jurisdiction, a new case record is initiated, (i.e. The case receives a new identifying number.) (Coursen, McMillan, 2010)

### Data Elements:

Data Element	Definition
CASE ID	The unique system-generated identifier for this record.
UCN	Uniform Case Number
LCN	Local Case Number (assigned by local jurisdiction)
COURT ID	Associates case with a specific jurisdiction. The court entity group identifies the level of the court handling the case and the division.

WORKING DRAFT 2.3.5 2012/10/29

Data Element	Definition
CASE ASSIGNMENT ID	Identifies the current section of the court system that is handling the case. Depending on local operations, this work unit may refer to a court division or a smaller subdivision such as arraignment or even an unnamed block of hearings. The work unit may involve the work of one single judge or of many judges. [See JUDICIAL WORK UNIT entity].
CASE INTIATION DATE/TIME	Date and time the initiating document was accepted by the clerk as a valid court filing. This field should equal the DOCUMENT ACCEPTANCE DATE/TIME from the initiating document EVENT. Field may be completed by information contained in the XML envelope provided by e-Portal.
CURRENT JUDICIAL OFFICER ASSIGNED	Identifies the current judicial officer assigned to oversee the case. Since this officer may change over the life of a case, the JUDICIAL ASSIGNMENT entity will track assignment history
DATE JUDICIAL OFFICER ASSIGNED	Computed based on the judicial assignment section of the model.
SRS CASETYPE ID	Identifies the current SRS case type of the CASE. This field may be completed manually by clerk of court or may be assigned automatically based upon DIVISION assigned or by statute or rule case is initiated under. The history of CASETYPE assignment is tracked in the SRS CASETYPE ASSIGNMENT entity.
CASE RESTRICTION FLAG	A flag to indicate that a CASE has special restrictions placed on its use. Sealed('S'), Expunged ('E'), Confidential('C'), Purge('P')
COUNTY	The two digit numeric code that identifies the county in which the CASE originated/handled. Note that cases transferred from other jurisdictions are considered disposed in the transferring jurisdiction and are initiated (as if new) in the county transferred to. This action may generate a CASE ASSOCIATION entry. Technically, this information is captured as part of the COURT ID field. However, the county code is used so frequently that the extra efficiency resulting from the code as a separate field far outweighs the extra storage.
DATE DISPOSED	Date of the disposition EVENT (order, ruling or other decision) that disposes of the CASE.

WORKING DRAFT 2.3.5 2012/10/29

Data Element	Definition
REOPEN FLAG	Flag to indicate CASE is currently in reopen state. May be necessary if other reopen fields are moved to a separate entity. See CASE_REOPEN_HISTORY entity
CURR DATE REOPENED	Date of the first (overlapping) EVENT/MATTER that reopens a CASE. See CASE_REOPEN_HISTORY entity
CURR REOPEN REASON	The reason the CASE was reopened. V=Violation of Probation; M=Modification; P=Motion for Post Conviction Relief; O=Other reason; C=Collections; E=Civil Contempt/Enforcement
CURR DATE REOPEN CLOSED	Date when the last outstanding (overlapping) EVENT/MATTER submitted to the court following a reopen EVENT is resolved.
CASE STATUS	Identifies the current state of the case. A CASE may be in one of several states "Open – Active", "Open – Inactive", "Reopen – Active", "Reopen – Inactive", "Closed", "Closed – Appeal". A case is in "Closed" status when all outstanding matters have been resolved. Thus a case may be closed several times (following reopen events) but may be disposed only once. Status is useful for case management and other performance evaluations. There are some built in quality checks in that in order to have a status of Reopen-Active, the REOPEN_FLAG must be set. Also, See CASE_STATUS_HISTORY entity.
DATE CASE STATUS	The date the status was applicable for this CASE. There should be a logical progression of status some of which should correspond to other dates in the CASE entity. There should be a status (perhaps system generated) for case initiation (Open-Active). One for disposition (Closed), etc.
REASON FOR STATUS CHANGE	A description of the reason that the status changed. Some examples would be "Case Initiation", "Case Disposed", "Inactive pending bankruptcy", "Appeal". If the reason is "Appeal", the DATE_CASE_STATUS field should reflect the date the notice to appeal was filed.
ACTOR ID OF STATUS CHANGE	The ID of the ACTOR making the status change.
RECURRENT FLAG	A flag to denote that the case has a scheduled future action that requires the court to track the case even though it is technically disposed.
CALENDAR ID	The ID of the CALENDAR entry that records the date and time that the next recurrent/future action is to occur.

WORKING DRAFT 2.3.5 2012/10/29

Data Element	Definition
INTESTATE/TESTATE	Flag to indicate if probate case is Intestate (I) or Testate (T).
CASE REFERRED TO MEDIATION	Flag to indicate that case has been referred to mediation. Refer to CASE MEDIATION HISTORY entity for a list of mediation events.
SRS CASETYPE	This is the case category assigned to the CASE as required by 25.075 F.S. The value in this field may be assigned by a user (clerk) or may be inherited from the DIVISION ID. In the criminal court, the case type is assigned based on statute. In circuit civil, family and juvenile, the case type is identified on a cover sheet. In Probate and County Civil, the clerk makes the determination.
SRS DISPOSITION TYPE	The disposition category as required the Summary Reporting System. The value in this field may be provided by the user (clerk; Probate, County Civil); cover sheets (family, circuit civil, juvenile) or computed from transaction data (circuit criminal, county criminal).
CONTESTED	A flag to indicate that a civil case has been contested (Family, Dependency) or is designated as adversarial under Fl. Prob. Rules 5.025 (Probate).
JURY TRIAL	A flag to denote that this case involved a jury trial. This flag may be set based upon the SRS DISPOSITION TYPE, in response to the scheduling of a jury EVENT, the filing of a demand or notice for jury trial (circuit civil), when reported via transactional data (circuit/county criminal) or when otherwise reported by the clerk of court.
LAST DOCKET DATE	(CCIS 2.0, 1.12) The date of the last docket entry that reflects case activity. If the date is over one year old, the CASE would be considered inactive by default.
OUTSTANDING WARSUMCAP	A flag to indicate that a warrant, summons or capias has been issued on this case and has not yet been served. (outstanding) See WARSUMCAP entity.
PRO SE	A flag to indicate that at least one of the parties involved is acting Pro Se.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/10/29

---

## EVENT

### Definition:

This entity defines a significant (recordable/docketable) happening that occurs in legal proceedings, or that is scheduled to occur in the future, and that involves the court officially doing something or recognizing something that someone external has done. For simplicity, recordable in this context may be considered those happenings related to court activity that would appear on a court docket or otherwise require the making of a historical record by the Clerk of Courts in their official capacity. It may involve activity such as the filing of a specific document, the scheduling of a hearing or case conference, a case review, conference call, and so on. An event must have a date and may also have a time and duration (such as a hearing) (Coursen, McMillan 2010). An event may contain reference other events, as when a hearing is rescheduled, and it may generate TASKS.

The workgroups may determine that certain non-recordable activities are of such importance to case processing that these activities rise to the level of an EVENT. However, most court activities can better be classified as TASKS, so the bar for inclusion in the EVENT entity should be set, on principle, very high.

EVENT is an instance of one EVENT TYPE. Common types could include hearings, motions, recognition of an occurrence such as the submission of a document or the receipt of a report, passing of sentence, etc.

The EVENT is one of the most complex entities in this model. An EVENT can contain or reference other EVENTS, such as a hearing on one or more motions, which are also EVENTS. An EVENT may be associated with one or more other EVENTS via the EVENT ASSOCIATION entity.

An EVENT can involve several different cases at one time, such as is common in the county court where several cases against a defendant may be scheduled to be heard at one time. Consequently, a specific EVENT is related to a specific CASE via another entity called the CASE EVENT, which provides a one-to-one correspondence between the EVENT and a CASE.

The EVENT entity also may reference one or more CASE ROLES (as EVENT PARTICIPANT) that are directly involved in the EVENT. For example, the filing of a motion directly involved the DEFENDANT'S ATTORNEY (as filer) as the EVENT PARTICIPANT.

An EVENT may require the use of certain equipment or courtrooms. This information is tracked via the FACILITY and the EQUIPMENT entities.

The EVENT entity also provides for the association of supporting judges and quasi-judicial officers, such as General Magistrates, Hearing Officers or Senior Judges to handle a particular action while continuing to associate a specific JUDGE to the CASE as a whole.

WORKING DRAFT 2.3.5 2012/10/29

**Data Elements:**

Data Element	Definition
EVENT ID	The unique system-generated identifier for this specific EVENT.
EVENT TYPE ID	Describes the type of event, such as a hearing or document filing.
EVENT DATE/TIME	The date and time the event occurred. For example, this field would contain the document time stamp for a document was accepted by the clerk or date and time of scheduled hearing/case conference. Not all events have a time associated with them, so by default, the time is set to 00:00:000.
FACILITY ID	Identifies the courtroom, conference room or other facility where the event occurs.
UCN	The uniform case number of the case to which this EVENT applies. Note: In some instances such as the scheduling of a block hearing in which many cases may ultimately be included, this field may be blank. When present, this field will establish the corresponding CASE EVENT entry.
COUNTY	The two digit numeric code that identifies the county in which the CASE originated/handled. This field will establish the corresponding CASE EVENT entry.
JUDICIAL OFFICER ASSIGN ID	Allows a specific JUDICIAL OFFICER (judge, GM, HO etc.) to be assigned to handle the event. In the circumstance of a single case EVENT, the default is the judicial officer of record (from the CASE ROLE entity).
EVENT ACTOR ID	The logical ACTOR (or CASE ROLE) initiating the EVENT, such as the judge who issues the order or the attorney who files a motion. This data element may be absorbed into the EVENT PARTICIPANT entity.
CASE INITIATION FLAG	Flag to indicate that this EVENT initiates a case. Since no CASE yet exists, this flag signals the system to create a new CASE record. Typically, the EVENT is associated with a document, but in rare circumstances, a case may be initiated by other EVENTS.

Data Element	Definition
Meeting	This sub-entity captures information about the scheduled activity involving the actors in a case. (hearings, trials, case conferences, etc.) Except for MEETING TYPE ID, the fields in this sub-type are primarily to capture block events such as the scheduling of an arraignment hearing in which multiple cases may be heard in the same block of time. For EVENTS specific to a particular CASE, these same field elements are reflected in the CASE EVENT entity.
MEETING TYPE ID	The unique identifier that denotes the type of meeting such as case conference, hearing, trial, arraignment mediation session, etc.
DATE/TIME SCHEDULED	Date and time for which the meeting is scheduled. This (and related TIME/DURATION fields) may be extracted from an associated CALENDAR entry or used as the source for a system-generated CALENDAR entry.
DURATION	A meeting has an inherent duration.
DATE/TIME HELD	The date and time the meeting actually occurred.
DATE/TIME CANCELLED	The date and time that the cancellation of the meeting was recorded in the system. Note that rescheduling of a meeting is equivalent to the cancellation of the first meeting and scheduling a second. The user of the system would record a rescheduling while the system should record the cancellation and scheduling activity transparently for the user including the creation of an EVENT ASSOCIATION entry linking these two events.
REASON CANCELLED	A reason why the meeting was cancelled/rescheduled.
ACTOR CANCELLING	The ACTOR or CASE ROLE ID of the person cancelling/rescheduling the meeting. (JUDGE, DEFENDANTS, ATTORNEY, etc.)
DOCKET TYPE	A text field to denote the type of meeting that is occurring such as "Eviction", "Trial", "case conference", etc. This field is supplied by the Clerks of Court and will help identify the MEETING TYPE ID.

Data Element	Definition
<b>Document</b>	This sub-entity of the EVENT captures information about documents submitted in connection with a CASE. Except for DOCUMENT ID, which is required for all documents, the remaining fields in this sub-entity are completed only when a document initiates a case since there is no corresponding CASE to tie the document to. See CASE EVENT and DOCUMENT entities for additional information.
DOCUMENT ID	A unique identifier for the document (as separate from the EVENT ID). This identifier may be assigned via the e-Portal or locally by the Clerk of Court.
DOCUMENT SUBMISSION DATE/TIME	Date and time the document was submitted to the portal or filed with the Clerk of Court. This date/time does not indicate that the clerk has accepted the document as a valid filing. When document is filed through the portal, this field captures the submission date/time. When filing manually, this field indicates date/time document received.
DOCUMENT ACCEPTANCE DATE/TIME	Date and time the document was accepted by the clerk of court as a valid court filing. Provided as part of the XML envelope for e-filed documents.
DOCUMENT TYPE ID	Motion, pleading, petition, order, judgment, opinion, notice, decree, case cover sheet, evaluation report, brief, arrest report, traffic citation, etc. (others?)
PARTY ID	Indicates on whose behalf the filing is made. (primary party or on behalf of)
<b>Docket Entry</b>	This sub-entity captures a specific docket entry that records significant activity on a case for which there is no corresponding document filed or meeting scheduled. While the recording of a docket entry is an EVENT, it always occurs in the relationship to a CASE. Thus, all of the data elements appropriate for the EVENT are also appropriate for the CASE EVENT. See the associated CASE EVENT for field list.

## ACTOR

### Definition:

This entity defines the actual people and organizations that are involved in a specific case and in the court system in general. It uniquely identifies names, contact information, demographic information, certification and bar numbers and other relevant information pertaining to the actors within a case. ACTORS are assigned to CASE ROLES within a case although the structure can also be used to capture information on support staff as well.

The actor entity is further composed of sub-entities structures such as “Judicial officer”, “Attorney”, “State Agency” etc. Sub-entities are defined based on the type of unique information that is required to identify and track each of these actor groups. Refer to the specific sub-entity field table for the specific elements collected.

Additional field elements are being defined for the most relevant sub-groups in this category such as “Judicial Officer” and “Attorney”. These field definitions will be added as they are completed.

### Data Elements:

Data Element	Definition
ACTOR ID	The unique identifier for this specific person/organization.
ACTOR TYPE ID	Person, Organization
PERSON	<b>This sub-entity identifies a specific individual (defendant, judge, attorney, witness, etc.) involved with the courts. Related entities are noted below.</b>
PERSON TYPE ID	The court system will need to track different information on persons depending on whether they are employed by the court or not (as different from CASE ROLE). Thus we denote the ACTOR as Citizen, Judicial Officer, Attorney, or Court Staff.

+ Denotes a separate entity

WORKING DRAFT 2.3.5 2012/10/29

Data Element	Definition
+PERSON NAME	This entity tracks the relevant name information about a person within the courts, including first and last names, aliases, and the dates for which this particular name was valid (as in the case of married or divorced persons).
+CONTACT MECHANISM	This entity tracks the method of contact for the person defined. This entity provides for one or more postal addresses, telecommunications addresses (phone, fax, cell, etc.) and electronic addresses (email, web, twitter, skype, etc.).
+PERSON DEMOGRAPHIC	This entity tracks various demographic information of interest about the person, including date of birth, sex, race, etc. Not all possible demographic information needs to be collected. The information needed varies greatly depending on the role the person plays in a case and is linked to the CASE ROLE TYPE entity through the PERSON DEMOGRAPHIC-CASE ROLE entity.
+PERSON IDENTIFIER	This entity tracks various possible identifiers that may be assigned to this ACTOR, such as SSN, driver's license number, Offender Based Tracking System Number, etc. This entity is intended to enable cross-reference with various other justice system agencies' databases as is relevant to the adjudication of cases within the court and is not intended to implement general tracking.
+PHYSICAL CHARACTERISTIC	This entity tracks various possible physical characteristics of a person involved in the court system as a set of key-value pairs. Not all possible physical characteristics need be collected for each ACTOR. In fact, most cases will not require any physical data at all. The information needed varies greatly depending on the role the person plays in a case and is linked to the CASE ROLE TYPE entity through the PHYSICAL CHARACTERISTIC-CASE ROLE entity.

+ Denotes a separate entity

WORKING DRAFT 2.3.5 2012/10/29

---

Data Element	Definition
<b>Organization</b>	<b>This sub-entity identifies a specific organization (business, law office, state agency, etc.) involved with the courts. Related entities are noted below.</b>
ORGANIZATION TYPE ID	Government, State, Private, etc.
+ORGANIZATION NAME	The legal name of the organization or the title of the internal group.
ORGANIZATION DBA	The name under which the organization is “Doing Business As”.
+CONTACT MECHANISM	This entity tracks the method of contact for the organization defined. This entity provides for one or more postal addresses, telecommunications addresses (phone, fax, cell, etc.) and electronic addresses (email, web, twitter, skype, etc.).
ORGANIZATION DBA FROM	The date when the organization begin to do business under the ORGANIZATION DBA.
ORGANIZATION DBA THRU	The date through which the organization did business under the ORGANIZATION DBA.

+ Denotes a separate entity

WORKING DRAFT 2.3.5 2012/10/29

---

## ACTOR RELATIONSHIP

### Definition:

This entity identifies the specific relationship between ACTORS within a specific case. Note that this relationship is specific to a given CASE and may change over time even within the context of a CASE. For example, during a family case, a person not originally identified as “Father of the Child” may assume that relationship once paternity is proven.

### Data Elements:

Data Element	Definition
ACTOR RELATIONSHIP ID	The unique system-generated identifier for this record.
ACTOR RELATIONSHIP TYPE ID	Describes the relationship between two ACTORS.
ACTOR ONE ID	The unique identifier for ACTOR one.
ACTOR TWO ID	The unique identifier for ACTOR two.
RELATIONSHIP FROM DATE	Date relationship established for purposes of CASE. Value may precede case initiation or arise as part of case. For example, in paternity action, the relationship of parent to child would begin with date paternity established.
RELATIONSHIP THRU DATE	Date the relationship was valid through. For example, the relationship of SPOUSE may only be valid through a specific date.
CASE ID	The unique identifier of the CASE for which this relationship is relevant.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## ACTOR RELATIONSHIP TYPE

### Definition:

This general use entity defines the relationships between different actors within a case and over time. This relationship may change over time and from case to case, or it may be permanent. Some examples of relationships might be: "Attorney for the Defendant"; "Mother of Child"; "Father of Child", "Spouse", "Co-Defendant",

### Data Elements:

Data Element	Definition
ACTOR RELATIONSHIP TYPE ID	The unique system-generated identifier for this record.
ACTOR RELATIONSHIP GROUP	A label that identifies a broad class of relationships that may have several sub-categories. For example, we might define a GUARDIAN group with sub-groups of MOTHER, FATHER, STEP-FATHER, LEGAL GUARDIAN, etc.
ACTOR RELATIONSHIP SUBGROUP	The generic name given to this relationship such as MOTHER OF CHILD.
ACTOR RELATIONSHIP DESCRIPTION	A brief description of the relationship. The description should refer to the sub-group definition if it exists or to the group class if subgroup does not exist.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## ACTOR TYPE

### Definition:

This entity describes the different types of ACTORS possible in the model such, as PERSON, ORGANIZATION, HOSPITAL, POLICE ORGANIZATION, ATTORNEY, etc.

### Data Elements:

Data Element	Definition
ACTOR TYPE ID	The unique identifier for a specific ACTOR TYPE record.
ACTOR TYPE SHORT NAME	A short name for the type, such as PERSON, ORGANIZATION, HOSPITAL, POLICE ORGANIZATION.
ACTOR TYPE DESCRIPTION	A more detailed description of the type, such as: "A human individual that has some involvement with the court system", "a dedicated psychiatric facility", or "The New Smyrna Beach Police Department".

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## CASE ASSOCIATION

### Definition:

This entity provides for identifying relationships between cases, such as when multiple cases are consolidated into one case or when one case is split into several. It is also possible that two or more cases would require some other relationship other than split or consolidation. For example: two or more cases, while legally separate, involve actors, issues or other legal elements in common. Additionally, this entity allows for tracking cases that are appealed or transferred from one court or jurisdiction to another.

### Data Elements:

Data Element	Definition
CASE ASSOCIATION ID	The unique record identifier.
CASE ONE ID	CASE ID of case one.
CASE TWO ID	CASE ID of case two.
ASSOCIATION FROM DATE	CASES may be linked only for a period of time. The date the two cases were first associated.
ASSOCIATION THRU DATE	The last date that the two cases were associated.
ASSOCIATION TYPE	Split, consolidation, related, appeal, etc.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## CASE ASSOCIATION TYPE

### Definition:

This entity describes the various possible CASE ASSOCIATIONs that may link two cases together. For example, there are direct associations such as when a case is appealed, consolidated or split. This entity also allows two cases to be linked by case managers and judges that may not have a direct association. Cases could be identified as companion cases, cases with related issue, and so on.

### Data Elements:

Data Element	Definition
CASE ASSOCIATION TYPE ID	The unique record identifier.
CASE ASSOCIATION TYPE NAME	A short name for the association such as SPLIT, CONSOLIDATION, COMPANION or APPEALED.
CASE ASSOCIATION TYPE DESCRIPTION	A more detailed description of the association such as "two or more cases are merged into one single case" or "case appealed".

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

**CASE EVENT**

**Definition:**

This entity is used to tie specific EVENTS to a particular CASE. The CASE EVENT record will be generated by the TIMS system and will provide a mechanism to capture individual CASE specific information relating to a specific EVENT that may involve multiple cases, such as a first appearance hearing.

CASE EVENT will also capture information about what matters will be heard during a given EVENT, what matters were actually heard during the EVENT, and what, if any, disposing action was taken during or as a result of the CASE EVENT. For example, a judge’s order (an EVENT when filed with clerk) might dispose of several pending motions so that the CASE EVENTS generated when each motion was filed can be tied back to the order that disposes of those motions.

**Data Elements:**

Data Element	Definition
CASE EVENT ID	The unique system-generated identifier for this record.
CASE ID	The unique identifier for the associated CASE.
EVENT ID	The unique identifier for the originating EVENT.
DEFENDANT PRO SE	A flag to indicate that the defendant participated in this event as Pro Se.
PLAINTIFF PRO SE	A flag to indicate that the plaintiff participated in this event as Pro Se.
CASE MONITORING EVENT	This flag denotes this event as supervision event. By definition, a supervision event is defined on a CASE that has been disposed/closed but for which the court needs to schedule an EVENT for a future date that the court wants to track, such as an annual guardianship review. This flag is for tracking purposes and would be expected after a case has been disposed/closed. It is expected that TIMS would have TASKS assigned to this flag to update the CASE and associated entities to reflect this special status.
CASE INITIATION FLAG	A flag to indicate that this EVENT initiates a case.

WORKING DRAFT 2.3.5 2012/11/29

Data Element	Definition
CASE DISPOSITION FLAG	A flag to denote that this EVENT resulted in the CASE being disposed: i.e. an event that signifies that all outstanding matters brought before the court as a result of the initiating action have been resolved and no further matters remain. The court, then, has no further action to take on the case. A disposition is usually associated with a judicial order or State's Attorney filing. However, the disposition may be attached to the event such as a hearing if no order is produced (other than verbal). Technically, a verbal order <u>should</u> involve a docket entry, which is recordable as an EVENT, but it may be difficult to track or record it using current CMS systems. Thus, we provide a mechanism to denote CASE disposition as part of the CASE EVENT.
REOPEN EVENT FLAG	A flag to indicate that this EVENT brings matters before the court that require additional court action after the final judgment, decision, order or other recordable action on the case has been rendered thereby closing the case.
REOPEN PROCEEDING TYPE	Used in Family court. Identifies type of reopen currently reported on form 12.928: -Modification/Supplemental Petition -Motion for Civil Contempt/Enforcement -Other
REOPEN EVENT CLOSURE FLAG	A flag to indicate that this EVENT closes a previously identified reopen EVENT. Note that the closing of a specific reopen EVENT may not close the case as other reopen motions may still be outstanding. There should be a corresponding EVENT-ASSOCIATION defined to link the reopen event and the reopen closure event.
<b>Meeting</b>	<b>This sub-entity captures information about scheduled activity involving the actors in a case (hearings, trials, case conferences).</b>
MEETING TYPE ID	The unique identifier that denotes the type of meeting, such as case conference, hearing, trial, arraignment mediation session, etc.
DATE/TIME SCHEDULED	Date and time for which the meeting is scheduled. This (and related TIME/DURATION fields) may be extracted from an associated CALENDAR entry or used as the source for a system-generated CALENDAR entry.
DURATION	A meeting has an inherent duration.

WORKING DRAFT 2.3.5 2012/11/29

Data Element	Definition
DATE/TIME HELD	The date and time the meeting actually occurred.
DATE/TIME CANCELLED	The date and time that the cancellation of the meeting was recorded in the system. Note that rescheduling of a meeting is equivalent to the cancellation of the first meeting and scheduling a second. The user of the system would record a rescheduling while the system should record the cancellation and scheduling activity transparently for the user, including the creation of an EVENT ASSOCIATION entry linking these two events.
REASON CANCELLED	A reason why the meeting was cancelled/rescheduled.
ACTOR CANCELLING	The ACTOR or CASE ROLE ID of the person cancelling/rescheduling the meeting. (JUDGE, DEFENDANTS, ATTORNEY, etc.)
DATE LAST NOTICE SERVED	The date when the last notice of hearing was served. This field does not indicate that all parties have been served, just when the last service was made
NOTICE SERVED TO ALL PARTIES	Flag to indicate that all necessary parties have been served notice of hearing.
DOCKET TYPE	A text field to denote the type of meeting that is occurring such as "Eviction", "Trial", "case conference", etc. This field is supplied by the Clerks of Court and will help identify the MEETING TYPE ID.
<b>Document</b>	<b>This sub-entity of the EVENT captures information about documents submitted in connection with a CASE.</b>
DOCUMENT ID	The unique identifier for the document (as separate from the EVENT ID). This identifier may be assigned via the e-Portal or locally by the Clerk of Court.
DOCUMENT SUBMISSION DATE/TIME	Date and time the document was submitted to the portal or filed with the Clerk of Court. This date/time does not indicate that the Clerk has accepted the document as a valid filing. When document is filed through the portal, this field captures the submission date/time. When filing manually, this field indicates date/time document received.
DOCUMENT ACCEPTANCE DATE/TIME	Date and time the document was accepted by the Clerk of Court as a valid court filing. Provided as part of the XML envelope for e-filed documents.
DOCUMENT TYPE ID	Motion, pleading, petition, order, judgment, opinion, notice, decree, case cover sheet, evaluation report, brief, arrest report, traffic citation, etc. (others?)

WORKING DRAFT 2.3.5 2012/11/29

---

Data Element	Definition
PARTY ID	Indicates on whose behalf the filing is made. (primary party or on behalf of)
DOCUMENT TITLE	As provided on the document. This may be included as part of the XML envelope.
<b>Docket Entry</b>	<b>This sub-entity captures a specific docket entry that records significant activity on a case for which there is no corresponding document files or meeting scheduled.</b>
COUNTY DOCKET IDENTIFIER	The unique sequence number for each line of docket text. (assigned by Clerk of Court)
DOCKET CODE	One of a standard set of docket codes as mapped by FCCC from their CCIS system.
DOCKET TEXT	A plain language description of the docket event or the URL of the docket entry provided by Clerk of Court.
NON-ACTIVITY FLAG	A flag to denote that this docket entry should not be used to change the status of a CASE. Specifically, 'Y' = do not use this docket entry to determine case activity for pending report. 'N' = use this docket entry to determine activity for pending report.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## CASE EVENT-MATTERS SET

### Definition:

This entity identifies the MATTERS that will be addressed during a given event. In open court, a user may assign new MATTERS to this set.

### Data Elements:

Data Element	Definition
CASE EVENT MATTERS SET ID	The set identifier. This key may be duplicated within the table (since the set may contain more than one matter), but must be unique within sets.
CASE EVENT ID	The ID of the associated CASE EVENT record.
MATTERS ID	The ID of the associated MATTER record.
CASE EVENT MATTERS FROM	The date the issue set defined by the CASE EVENT MATTERS SET ID was determined.
CASE EVENT MATTERS THRU	The date the issue set defined by the CASE EVENT MATTERS SET ID was valid through. Typically, this is the day before the date the next CASE EVENT MATTERS set is defined.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

**CASE FINANCIAL**

**Definition:**

This entity is used to capture information specific to financial matters arising from the case such as court costs, fines, fees and other assessments. This entity will not capture costs related to due process or operations.

**Data Elements:**

Data Element	Definition
CASE FINANCIAL ID	The unique system-generated identifier for this record.
CASE ID	The unique identifier for the associated CASE.
UNIFORM CASE NUMBER	The unique identifier for the originating EVENT.
CHARGE SEQUENCE NUMBER	"0" if financial amounts apply to the CASE as a whole. If the amounts refer to a specific sub-element of the CASE (i.e. in criminal, fines/fees/restitution may relate to a specific charge--see CRIMINAL ISSUE), report the charge sequence number for a criminal case or the ISSUE ID for non-criminal cases. (CCIS)
ISSUE ID	The unique identifier of the ISSUE these fees are related to.
TOTAL FINE AMOUNT	The total amount of all fines levied in CASE or charge.
TOTAL COURT COSTS	The total amount of all court costs levied in a CASE or charge.
TOTAL FILING FEES	The total amount of all filing fees incurred for the CASE or issue.
TOTAL AMOUNT WAIVED	The total amount waived of FINE AMOUNT, COURT COSTS and FILING FEES.
TOTAL AMOUNT PAID	The total amount paid of FINE AMOUNT, COURT COSTS and FILING FEES.
TOTAL RESTITUTION	The total amount of all restitution ordered in a CASE or charge.
TOTAL RESTITUTION WAIVED	The total amount of restitution waived as compared with the amount ordered in TOTAL RESTITUTION.

WORKING DRAFT 2.3.5 2012/11/29

---

Data Element	Definition
TOTAL RESTITUTION PAID	The total amount of restitution paid as compared with the amount ordered in TOTAL RESTITUTION.
LAST PAYMENT DATE	The date of the last payment made toward these costs. (MM/DD/YYYY)
ATTORNEY LIEN ASSESSMENT AMOUNT	Money assessed as a Lien for Public Defender or any Court Appointed Services.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## CASE MEDIATION HISTORY

### Definition:

This entity tracks necessary information concerning mediation events.

### Data Elements:

Data Element	Definition
CASE MEDIATION ID	The unique record identifier.
CASE ID	The unique identifier of the parent CASE.
DATE CASE REFERRED	The date the case was referred to mediation. Both Date Referred and Date Returned would likely correspond to status changes in the case.
ACTOR REFERRING	The ID of the ACTOR referring the case to mediation. We may want to assign referring ID to CASE ROLES instead, such as JUDGE, CLERK, CASE MGR, etc.
DATE CASE RETURNED TO COURT	Date case was returned to the court for action. Both Date Referred and Date Returned would likely correspond to status changes in the case.
MEDIATION TRACK	Identifies the type or track of the mediation service for those jurisdictions that employ a differentiated mediation model.
MEDIATED OUTCOME	Identifies the type of outcome of the mediation services such as AGREEMENT, NO AGREEMENT, PARTIAL RESOLUTION, etc.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## CASE NOTES

### Definition:

This entity provides for the inclusion of case notes that may be associated with the case as a whole or with any other entity within the data model.

### Data Elements:

Data Element	Definition
CASE NOTE ID	The unique record identifier.
CASE ID	Links this note to a specific case.
ENTITY TYPE	Identifies the specific entity the note is linked to (for table lookup).
ENTITY ID	Links this note to a specific entity in the case, such as a hearing or a document.
OWNER	The ACTOR ID of the person initiating the note.
STATUS	Indicates where a note can be seen by only the owner (private), by certain people (shared), or by everyone (public).
NOTE	Text field for arbitrary notes and attachments. This may be a link to an external document management or text archive utility.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## CASE REOPEN HISTORY

### Definition:

This entity records the history of reopen activity for a **CASE**. It records **CASE** post-judgment activity as a series of one or more continuous blocks of time in which one or more overlapping reopen **EVENTS** are handled by the court. It does not capture the number of **EVENTS** (although this can be derived).

### Data Elements:

Data Element	Definition
CASE REOPEN HISTORY ID	The unique record identifier.
CASE ID	Links this note to a specific case.
DATE CASE REOPENED	Date of the first (overlapping) <b>EVENT/MATTER</b> that reopens a <b>CASE</b> for post-judgment activity.
DATE CASE REOPEN CLOSED	Date of the last outstanding (overlapping) <b>EVENT/MATTER</b> submitted to the court following a reopen <b>EVENT</b> . As of this date, there are no further matters before the court and the case is considered closed.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## CASE RESTRICTION HISTORY

### Definition:

This entity records the history of CASE security flags tracking the date a case was ordered sealed or expunged or established as confidential.

### Data Elements:

Data Element	Definition
CASE RESTRICTION HISTORY ID	The unique record identifier.
CASE ID	Links this history record to a specific CASE ID.
CASE RESTRICTION FLAG	A flag to indicate that a CASE has special restrictions placed on its use. Sealed ('S'), Expunged ('E'), Confidential ('C'), Purge ('P').
FROM DATE	This is the date of the judicial order that sealed or expunged this case or when another restricted status was placed on CASE.
THRU DATE	The final date (inclusive) in which this particular restriction applied to the CASE.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## CASE ROLE

### Definition:

This entity defines the different roles persons and organizations fulfill in a specific case. While it is most common to consider people and organizations as players within a case, the reality is that these people may change over the life of a case. For example, attorney's change, a judge may be reassigned; charges may be dropped against one defendant but not another and so on. However, the roles these actors play in the case do not change. CASE ROLES are a specific instance of a CASE ROLE TYPE.

### Data Elements:

Data Element	Definition
CASE ROLE ID	The unique identifier for this specific assignment.
CASE ROLE TYPE ID	Lookup: DEFENDANT, PLAINTIFF, JUDGE, ATTORNEY, etc.
CASE ID	The unique identifier of the CASE in which this role is involved.
ACTOR ID	The unique identifier of the ACTOR being associated with this role for this case.
CASE ROLE FROM DATE	Date the ACTOR was associated with this ROLE in this CASE.
CASE ROLE THRU DATE	Date the ACTOR stopped being associated with this ROLE in this CASE.
PRO SE	A flag to indicate that the ACTOR filling this role is participating Pro Se.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## CASE ROLE TYPE

### Definition:

This entity describes in general terms, the different case roles that ACTORS can play in the court system. Individual CASE ROLES are assigned relative to a specific case as not every case requires every type of role. The CASE ROLE TYPE entity allows a master set of CASE ROLES of interest to the court to be defined to serve as a pool to draw from such as JUDGE, DEFENDANT, PLAINTIFF ATTORNEY, INTERPRETER, WITNESS, VICTIM, etc.

### Data Elements:

Data Element	Definition
CASE ROLE TYPE ID	The unique identifier for this specific assignment.
CASE ROLE NAME	Name of role begin defined.
CASE ROLE DESCRIPTION	A brief, plain language description of the role.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## CASE STATUS HISTORY

### Definition:

This entity records the history of CASE status changes (from active to inactive to active and on to closed) tied to that case. Case status is used for determining applicability for pending caseload and other performance evaluations.

### Data Elements:

Data Element	Definition
CASE STATUS HISTORY ID	The unique record identifier.
CASE ID	Links this history record to a specific CASE ID.
CASE STATUS	"Active", "Inactive", "Closed". All cases are considered active by default. Thus, when a new case is created, the status is initially set to "Active".
DATE CASE STATUS FROM	The date the case entered this particular status.
DATE CASE STATUS CHANGED	The date the case changed from one status to another. The field is optional only if the CASE STATUS = ACTIVE and the DATE CASE STATUS FROM = CASE INITIATION DATE.
REASON FOR STATUS CHANGE	A reason for the status change, such as "Inactivity - Insufficient pleadings or documentation" or "Stayed - Bankruptcy".
ACTOR ID OF STATUS CHANGE	The ACTOR ID of the person changing the status.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

**CONTACT MECHANISM**

**Definition:**

This entity defines the methods of communication on record for the ACTORS in the system. This entity is comprised of several different sub-entities for contact, including postal address, telecommunications, and electronic address mechanisms.

**Data Elements:**

Data Element	Definition
CONTACT MECHANISM ID	The unique identifier for this specific contact mechanism.
ACTOR ID	The unique identifier for the ACTOR associated with this contact mechanism.
CONTACT FROM DATE	Date the contact mechanism is valid from.
CONTACT THRU DATE	Date the contact mechanism is valid through.
CONTACT MECHANISM TYPE ID	The type of contact mechanism (postal, telecommunications, electronic).
PRIVACY CODE	A code to indicate contact information is not to be displayed or published. (CCIS) "CA"- confidential address indicator, "FV" – domestic violence indicator, "Y" – confidential address, "N" – not a confidential address
<b>Postal Address</b>	<b>A contact mechanism associated a physical or mailing address of a structure or facility at which the ACTOR may be reached or documents/communication may be delivered. Standard US Post Office formats apply.</b>
ADDRESS1	The primary street address/PO Box/APO/FPO/delivery info.
ADDRESS2	Secondary delivery information.
DELIVER TO	A contact person/organization to deliver mail to, typically used in an IN CARE OF or ATTENTION TO scenario.
CITY	The city to which the street address refers.
STATE	The state to which the street address refers.

WORKING DRAFT 2.3.5 2012/11/29

Data Element	Definition
PROVINCE	The province for the address. (if applicable)
TERRITORY	The territory for the address. (if applicable)
COUNTRY	The county for which the address applies.
POSTAL CODE	Standard ZIP+9 in US. Appropriate codes for other countries.
<b>Telecommunications Address</b>	<b>A mechanism for contacting an ACTOR such as telephone, cell phone, fax, pager, etc.</b>
TELECOMMUNICATIONS TYPE ID	The unique identifier indicating the type of telecommunications device. (phone/VOIP, fax, cell phone, pager)
AREA CODE	The area code assigned to the contact number. No punctuation. For example: 850 (US), 089 (Ger)
CONTACT NUMBER	The remaining digits associated with the number. No punctuation. Spaces separate elements. For example: 288 3568 (US), 636 48018 (Ger). This sequence of numbers may vary depending on country.
COUNTRY CODE	The country code of the contact number. (1 – US, 49 – Ger)
EXTENSION	A possible extension that must be dialed following the primary contact number.
PIN	An additional access number that may be required.
<b>Electronic Address</b>	<b>A mechanism for contacting and ACTOR via electronic means such as email, AIM, Google, Gizmo, ICQ, Jabber, MSN, SIP, Skype, URL, XRI, Yahoo, Twitter, (OASIS)</b>
ELECTRONIC ADDR TYPE ID	The unique identifier to indicate the type of electronic address.
ELECTRONIC ADDR STRING	A free-form text string denoting the electronic address.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## COURT

### Definition:

This entity defines the court level and jurisdiction that is currently handling the case. Cases can and are transferred, appealed and returned to other court levels in the system. Therefore, this entity allows the tracking of where the case is at any given time and for what periods of time.

This assumption underlying this entity is that a case can be assigned to only one court level or jurisdiction at a time. If a case is transferred to another level or jurisdiction, a new case record is initiated. (i.e. The case receives a new identifying number.) (Coursen, McMillan, 2010)

### Data Elements:

Data Element	Definition
COURT ID	The unique record identifier.
COURT LEVEL	0 - Supreme Court, 1 - District Court of Appeals, 2 - Circuit Court, 3 - County Court, 4 - Magistrate/Hearing Officer/Mediator
APPEALS COURT ID	The court ID of the court that would handle appeals. (This is jurisdiction specific. For example, appeals from the 4 <sup>th</sup> circuit would be handled by the 5 <sup>th</sup> DCA. Appeals from Duval County court would be heard by the 4 <sup>th</sup> Circuit and appeals from Duval traffic court may be heard by the Duval County Court.)
COURT CIRCUIT	Circuit that the court is associated with.
COURT COUNTY	County that the court is associated with.
COURT DIVISION ID	The identifier of the court division.
ACTOR ID	Since the court is an ACTOR in every CASE with actor-specific metadata, it will be assigned an ACTOR ID.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## COURT DIVISION

### Definition:

This entity identifies the specific sub-divisions of a circuit court operations used for the tracking of cases and the assignment of judges. For example, family court cases may be assigned to a delinquency or dependency division, criminal cases may be assigned to a general criminal division or to an arraignment division. A case may be assigned to only one division at a time.

Judges, likewise, may be assigned to a court division; although judges may be assigned to more than one division at a time. For those jurisdictions that do not define specific divisions but assign cases directly to judges, this entity assumes that the SRS case type of the cases assigned to the judge define a de-facto division. For example, if Judge Smith is assigned both Probate and Circuit Civil cases, it will be interpreted as if Judge Smith is assigned to two divisions.

### Data Elements:

Data Element	Definition
COURT DIVISION ID	The unique identifier for this specific assignment.
COURT DIVISION NAME	A short name for the division such as Part 1A, arraignment or probate.
SRS DIVISION ID	The ID denoting the general SRS division under which the cases assigned to this division fall. An SRS division encompasses more than one case type. If the divisional assignment is restricted to a specific case type, report assignment in the SRS CASE TYPE ID field.
SRS CASE TYPE ID	The ID denoting the specific SRS case type under which the cases in this division fall.
FTE ASSIGNED	The proportion of an FTE that the ACTOR will be performing this role.
COURT DIVISION DATE FROM	The date this division was established.
COURT DIVISION DATE THRU	The date this division was disestablished.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## COURT STAFF ASSIGN

### Definition:

This entity captures information about the assignment of court staff (employees) to the various TASKS necessary to assist in the adjudication of cases or other court operations. Court staff may also be assigned to assist in specific court divisions. This assignment is addressed via the COURT STAFF ROLE entity.

### Data Elements:

Data Element	Definition
COURT STAFF ASSIGN ID	The unique identifier for this assignment.
ACTOR ID	Identifies the specific staff assigned.
TASK ID	Link to specific task to which staff is assigned.
PERCENT FTE ASSIGN	Estimate the percentage of a full FTE dedicated to this assignment.
STAFF ASSIGN FROM DATE	Specifies the date of initial assignment.
STAFF ASSIGN THRU DATE	Specifies the last date this staff was assigned to this task.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## COURT STAFF ROLE

### Definition:

This entity provides for court administration to track FTE assignments by dividing the percentage of individual staff FTEs between various areas of court activity. The primary purpose of this entity is to enable meaningful administrative staff workload and related cost per case assessments. For example, a court staff member may split their time between the circuit criminal and probate divisions and spend 10% of their time in general court admin support. This staff person would be assigned three staff roles with FTE proportions (0.45, 0.45, 0.10) respectively.

### Data Elements:

Data Element	Definition
COURT STAFF ROLE ID	The unique identifier for this specific assignment.
ACTOR ID	ID of the court staff assigned to this role.
COURT STAFF ROLE TYPE ID	ID of the court staff role the actor is to be associated with. Generally, this field identifies roles not associated with a defined division of court, such as court administration or facility management.
COURT DIVISION ID	The ID of the court division of the assignment.
FTE ASSIGNED	The proportion of an FTE that the ACTOR will be performing this role.
ROLE ASSIGN DATE FROM	Date the actor was assigned to this role.
ROLE ASSIGN DATE THRU	The last date the actor was assigned to this role.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## COURT STAFF ROLE TYPE

### Definition:

This entity identifies the specific roles court administration staff can fill.

### Data Elements:

Data Element	Definition
COURT STAFF ROLES ID	The unique identifier for this specific assignment.
COURT STAFF ROLE	Name of role begin defined.
COURT STAFF DESCRIPTION	A brief, plain language description of the role.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## DIFFERENTIATED CASE MANAGEMENT

### Definition:

This entity captures relevant information about cases handled by differential case management practices in various jurisdictions. The assumption is that, if case management is practiced in a division or case type area, then all cases in that division/area are assigned to a track. When case processing tracks are defined, a specific track should also be defined for cases handled following normal or standard procedures.

### Data Elements:

Data Element	Definition
DIFF CASE MGT ID	The unique record identifier.
CASE ID	A link to the CASE this record is associated.
TRACK TYPE ID	The ID of that describes the particular case management track. This will most likely be jurisdictionally assigned.
DIFF ASSIGN DATE	Date a case was assigned to a specific case management track.
DIFF THRU DATE	Date a case was removed from a specific case management track and reassigned to a new track.
FACTOR ID	Link to the table/checklist that documents the factors or criteria for this CASE's assignment to a particular differentiated case management track. This may be a CHECKLIST. Depending on local process, this field may be optional.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## DIFFERENTIATED CASE MANAGEMENT TYPE

### Definition:

This entity describes the different case management tracks in use in a jurisdiction.

### Data Elements:

Data Element	Definition
DIFF CASE MGT TYPE ID	The unique record identifier.
COUNTY	The two-digit county code of the jurisdiction in which this track is used.
CIRCUIT	The two-digit circuit code of the jurisdiction in which this track is used.
TRACK TYPE ID	The ID of that describes the particular case management track. This will most likely be jurisdictionally assigned.
TRACK DATE FROM	Date the management track was created. The first date on which cases could be assigned to this track.
TRACK DATE THRU	Last date the management track was valid for use and could have cases assigned to it.
CRITERIA LIST ID	Link to the list of criteria that cases must satisfy in order to be assigned to this track. This may be a CHECKLIST. Depending on jurisdiction, the criteria list may provide alternative conditions so that a case need not meet all criteria to be assigned to the track. For example, a case may need to meet five out of seven criteria.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## DOCUMENT

### Definition:

This entity tracks the specific documents and other media that is submitted to the courts as part of a case. In this context, documents are defined as a file containing unstructured and/or semi-structured data resources: a discrete and unique electronic aggregation of data produced with the intent of conveying information. A simple ASCII document is unstructured, as is a pdf scan of a printed document. A document may be considered semi-structured if it conforms to machine interpretable conventions, such as headings, subheadings and other formatting (as this document does) or contains embedded self-describing metadata, such as XHTML or other tags.

The effective operation of the TIMS system will depend greatly on the extensive use of embedded tags within court documents. The court system as a whole does not have the resources available to manually enter the large amount of data necessary to efficient court operations. The ability for the TIMS system to extract necessary data directly from the documents themselves will allow for significant automation designed to enhance court efficiency.

It is understood that information may be submitted to the court in other formats such as audio and visual media files. Ultimately, the DOCUMENT entity will have to be expanded to encompass the entirety of possible media in a DIGITAL DATA RESOURCE entity. However, that entity would introduce significant complexity into the data model without providing any additional clarity. This stage of TIMS model development will primarily be concerned with the processing of basic court documents.

### Data Elements:

Data Element	Definition
DOCUMENT ID	The unique record identifier.
DOCUMENT TYPE ID	A link to identify the specific type of document submitted such as petition, motion, order, report etc.
DOCUMENT MEDIA ID	.doc, .jpg, .wav, .tiff, .pdf, structured/semi-structured, XML, XHTML, tagged .pdf, word processing document
ATTACHMENT TO ID	The document ID of the parent document. NULL if document is not an attachment, addendum, etc. to another document.
EVENT ID	A link to the EVENT where this document was filed with the court.

WORKING DRAFT 2.3.5 2012/11/29

---

Data Element	Definition
DOCUMENT-MATTERS ASSOCIATION ID	A link to associate this document with a specific MATTER.
<b>Checklist</b>	<b>A checklist is a physical or electronic document that provides a mechanism to track the occurrence of specific activities within a CASE. The entity provides a link to the actual physical tracking mechanism such as a physical document or a data table.</b>
CHECKLIST ID	A unique identifier for the record
CHECKLIST NAME	A short name to identify the checklist to users
CHECKLIST LOCATION	This may be a hyperlink to a word document stored on a server, a pointer to a server query or other mechanism that allows the user to bring up the checklist for viewing or editing.
CHECKLIST DESCRIPTION	A description of the checklist including its intended function
DATE INITIATED	The date the activity outlined by the checklist begins
DATE COMPLETED	The date the activity outlined by the checklist is completed.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## DOCUMENT-MATTER ASSOCIATION

### Definition:

This entity allows for the association of the distinct MATTERS within the specific DOCUMENTs addressing those MATTERS. A single filing or order may initiate or address several distinct MATTERS that are before the court in a case. This entity provides for fine grained control over the matters before the court.

### Data Elements:

Data Element	Definition
DOCUMENT-MATTERS ASSOCIATION	The unique record identifier.
DOCUMENT ID	The ID of the DOCUMENT record.
MATTERS ID	The ID of the MATTERS record.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## DOCUMENT TYPE

### Definition:

This entity describes in general terms, the different types of documents that may be filed with the court such as MOTION, PETITION, ORDER, JUDGEMENT, REPORT, etc. This entity will provide the TIMS system with the capability to spawn tasks when specific types of documents are filed such as notifying the judge or case manager, completing a field on a checklist or some other action.

### Data Elements:

Data Element	Definition
DOCUMENT TYPE ID	The unique identifier for this document type.
DOCUMENT TYPE NAME	The short name of the type such as MOTION, PETITION, etc.
DOCUMENT TYPE DESCRIPTION	A brief, plain language description of the type such as “An application to the court for an order as per 1.100(b) Fla.R.Civ.P.” for civil MOTION.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## EQUIPMENT

### Data Elements:

The EQUIPMENT entity represents non-fixed objects, tools, machines or equipment that may be transported to different locations and that assist judges and court staff in their duties. For example, equipment might be audio-visual equipment for remote hearings, recorders for digital court reporting, laptops required by judges hearing matters off-site, etc.

EQUIPMENT may be assigned to a location (FACILITY) or an individual (ACTOR) or to a case ROLE (JUDGE). Additionally, period of assignment may be permanent, such as the placement of a monitor in a courtroom, or temporary, such as a laptop checked out to a judge to attend an off-site mental health hearing.

### Definition:

Data Element	Definition
EQUIP ID	The unique system generated identifier for this record.
EQUIP NAME	The name/nomenclature of the item.
EQUIP DESCRIPTION	A brief description of the item.
EQUIP SERIAL NUMBER	The serial number of the item.
EQUIP TAG NUMBER	The inventory tracking number of the item.
ACTOR ASSIGNED TO ID	The ACTOR ID to whom the equipment is assigned. Equipment can either be assigned to an ACTOR <b>OR</b> a FACILITY.
FACILITY ASSIGNED TO ID	The FACILITY ID where the equipment is located. Equipment can either be assigned to an ACTOR <b>OR</b> a FACILITY.
ASSIGNED FROM DATE	Date the equipment was assigned to the ACTOR or FACILITY.
ASSIGNED THRU DATE	Date the equipment no longer assigned to the ACTOR or FACILITY.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## EQUIPMENT-FACILITY

### Definition:

This entity captures the assignment of specific movable equipment to specific locations.

### Data Elements:

Data Element	Definition
EQUIPMENT-FACILITY ID	The unique system-generated identifier for this record.
EQUIPMENT ID	ID of the specific equipment.
FACILITY ID	ID of the specific facility.
ASSIGNED FROM DATE	Date equipment was assigned to facility.
ASSIGNED THRU DATE	Date equipment was removed from facility.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## EQUIPMENT-TYPE

### Definition:

This entity describes the general classes of equipment requiring tracking, such as digital court reporting equipment, audio-visual equipment, etc.

### Data Elements:

Data Element	Definition
EQUIPMENT TYPE ID	The unique record identifier.
EQUIPMENT TYPE NAME	The general class of equipment to which the object belongs. For example: "DIGITAL COURT REPORTING", "HANDHELD COMPUTER", "ASSISTED LISTENING DEVICE".
EQUIPMENT DESCRIPTION	A plain language description of the equipment category.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## EVENT ASSOCIATION

### Definition:

This entity provides for the association of two or more EVENTS, such as when a hearing is rescheduled.

### Data Elements:

Data Element	Definition
EVENT ASSOCIATION ID	The unique system-generated identifier for this record.
EVENT ONE ID	The unique system-generated identifier for the first EVENT to associate.
EVENT TWO ID	The unique system-generated identifier for the second EVENT to associate.
ASSOCIATION DESCRIPTION	A brief description of the relationship for these EVENTS, such as "Hearing rescheduled".

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## EVENT PARTICIPANT

### Definition:

This entity identifies the specific CASE ROLES that participated in a given event. A simple event may involve only one CASE ROLE, such as a DEFENDANT'S ATTORNEY who files a motion. An EVENT may also involve many CASE ROLES, such as a trial with many witnesses, experts and other players.

### Data Elements:

Data Element	Definition
EVENT PARTICIPATION ID	The unique identifier denoting this record.
CASE ROLE ID	The identifier of the CASE ROLE required for this event.
EVENT ID	Participants may be associated with a given EVENT.
CASE EVENT ID	Participants may be associated with a given CASE EVENT.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## EVENT PARTICIPATION

### Definition:

This is a linking entity that allows multiple CASE ROLES to be associated with multiple EVENT TYPES. It simplifies managing and tracking events, because while the actors involved in various case roles may change over time, the ROLES do not. Consequently, an automated TASK that contacts all DEFENDANTS and PLAINTIFFS need only invoke a function to return the names of all current members of those roles, rather than have to identify who these members are for each case at that point in time.

An example of the complex EVENT-PARTICIPATION-TASK relationship would be as follows: A hearing is scheduled on a foreclosure action. A specific instance of the "Foreclosure Hearing" EVENT TYPE entity is created (this is an EVENT entity) with the date and time of the scheduled hearing. A trigger has been defined to notify certain CASE ROLES whenever a "Foreclosure Hearing" EVENT is defined. Consequently, the system generates a TASK entry indicating that notification is required and identifying the persons to be notified by matching the CASE ROLE defined for the event in the EVENT PARTICIPATION entity with the matching actors in the CASE ROLES entity.

### Data Elements:

Data Element	Definition
EVENT PARTICIPATION ID	The unique system-generated identifier for this record.
CASE ROLE ID	The unique ID established for the CASE ROLE.
EVENT TYPE ID	The unique identifier for the particular EVENT TYPE.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## EVENT TASK RULE

### Definition:

This entity links a specific EVENT type with a user-defined set of TASKS described individually in the TASK TYPE entity.

### Data Elements:

Data Element	Definition
EVENT TASK RULE ID	The unique record identifier.
EVENT TASK NAME	A distinct, short name of the rule for reference.
EVENT TASK CRITERIA	A link to the conditions that invoke this rule.
EVENT TYPE ID	The EVENT TYPE ID that this rule is associated with.
TASK TYPE ID	The TASK TYPE ID that this rule is also associated with.
TASK SEQUENCE	If this rule involves multiple TASKs, this field can denote the order in which the TASKs are performed.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## EVENT TYPE

### Definition:

This entity provides the general description of the different EVENTS that are of interest to the courts and serves as a look up reference for those activities considered of critical importance to the movement of cases or the monitoring of court operations. For example, the filing of MOTIONS, PETITIONS, PLEADINGS, and ORDERS would be events, as would a HEARING or CASE CONFERENCE. Note that the scheduling of the hearing would be a TASK.

Persons or organizations that need to participate in the event are defined via a CASE PARTICIPATION entity, which defines the CASE ROLES that must be present. For example, a case conference may require the Defendant's Attorney, the Plaintiff's Attorney and a Guardian Ad Litem, but not the Defendant, Plaintiff or Minor.

Similarly, specific TASKs can be permanently associated with an EVENT TYPE so that, for example, the filing of a "Petition for Involuntary Commitment" will automatically trigger the TASK of "Judicial Review", which could include email notification of designated court personnel.

### Data Elements:

Data Element	Definition
EVENTTYPE ID	The unique system-generated identifier for this record.
EVENT NAME	The generic name of the EVENT. For example: FINAL JUDGEMENT OF REPLEVIN, PETITION FOR ADMINISTRATION.
EVENT DESCRIPTION	A brief, plain language description of the EVENT such as "Final Judgment of Replevin Form 1.995 Fla. R. Civ. P." or "probate petition for administration as per Fla. Prob. R. 5.200".

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## FACILITY

### Definition:

The FACILITY entity refers to physical locations (fixed or mobile where court activity takes place, such as a courtroom, conference room, storage closet, hospital room, etc.). A facility may contain other facilities, such as a courthouse, which contains courtrooms, judges' chambers, detention facilities (which may contain locations internal to it also), etc.

### Data Elements:

Data Element	Definition
FACILITY ID	The unique system-generated identifier for this record.
FACILITY TYPE	Lookup - courthouse, courtroom, conference room, annex, storage closet, hospital room, etc.
ACTIVE FROM DATE	Date from which the facility was active for court use.
ACTIVE THRU DATE	Last date from which the facility was active for court use.
PARENT FACILITY ID	The ID of a parent facility. For example, a court house facility may contain several court rooms. If this is the record for court room 218, then the parent ID is ID of court house.
LOCATION	The physical address of a building or the room/locator code of a room within a building. For example: Room 218.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## FACILITY TYPE

### Definition:

This entity describes the different types of locations where court activity takes place (court room, judge's chambers, hospital room, etc.).

### Data Elements:

Data Element	Definition
FACILITY TYPE ID	The unique system-generated identifier for this record.
FACILITY TYPE DESCRIPTION	For example: courtroom, building, hospital, conference room, storage room, etc.
ASSIGN FROM DATE	Date from which this type of facility was available/applicable for court use.
ASSIGN THRU DATE	Last date from which this type of facility was available/applicable for court use.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## ISSUE

### Definition:

This entity provides for the identification and tracking of various issues that must be resolved in a case. An issue is a specific criminal charge or civil claim/request upon which the court is required to render a resolution. The entity allows for the grouping of related matters and provides for tracking of their resolution.

An issue may involve a single matter as filed in a single document or multiple matters filed over several documents. There is always at least one issue in every case; although there may be more. By default, every issue in a case contains at least one matter, but it may be comprised of many matters. For example, a criminal charge is an issue in a case that involves many matters (motions, petitions, etc.). The originating document creates the matter, which elevates to an issue.

### Data Elements:

Data Element	Definition
ISSUE ID	A unique record identifier.
ISSUE TYPE ID	(optional) A link to a set of predefined ISSUES that the court desires to track.
ISSUE SYNOPSIS	A brief synopsis of the issue. (optional, not required if ISSUE TYPE specified)
ISSUE ESTABLISH DATE	The date that this defined was first defined as requiring resolution by the court. Typically, this is the date that the first MATTER contained in this issue was established.
ISSUE RESOLUTION DATE	The date that this issue was fully resolved by the court by order or judgment. Typically, the date the last component MATTER was resolved.
CASE ID	Link to the CASE that this ISSUE is related to.
CASE ROLE ID	This field allows for specific issues to be designated to a CASE ROLE as in a complex civil case where both the PLAINTIFF and the DEFENDANT may raise unrelated issues requiring resolution.
<b>Criminal Issue</b>	<b>This sub-entity tracks elements specific to criminal charges. (primarily reported via the OBTS)</b>

WORKING DRAFT 2.3.5 2012/11/29

---

Data Element	Definition
CHARGE SEQUENCE NUMBER	The charge sequence number associated with the instrument.
NUMBER OF COUNTS	The number of counts being reported for the charge.
CRIMINAL ISSUE PHASE	Corresponds to the phase of the OBTS record (Initial, Prosecutor, Court) for which the ISSUE is applicable.
CHARGE LEVEL	Indicates the seriousness of the offense. (OBTS)
CHARGE DEGREE	Indicates the degree of the violation. (OBTS)
CHARGE GENERAL OFFENSE CHARACTER	Contains additional qualifying information concerning the charge. (OBTS)
CHARGE STATUTE CHAPTER	The applicable chapter of the Florida Statutes.
CHARGE STATUTE SECTION	The applicable section of the Florida Statutes.
CHARGE STATUTE SUBSECTION	The applicable subsection of the Florida Statutes.
CTS ID	A link to the record in the OSCA's criminal transaction system.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## ISSUE ASSOCIATION

### Definition:

This entity provides for the association of two issues within a CASE.

### Data Elements:

Data Element	Definition
ISSUE ASSOCIATION ID	The unique record identifier.
ISSUE ONE ID	The unique issue identifier.
ISSUE TWO ID	The unique issue identifier.
ISSUE ASSOCIATION TYPE	An identifier that denotes the type of association or relationship between the issues (parent, related, conjoined, codefendant, etc.).
ISSUE ASSOCIATION DATE FROM	The date that association was established.
ISSUE ASSOCIATION DATE TO	The date thru which the association was applicable/valid.
CASE ID	Link to the CASE that these ISSUES are related to.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## ISSUE SET

### Definition:

This entity tracks the evolution of charges and other substantive issues associated with a CASE. The set is comprised of all outstanding charges and issues at a given point in time. It provides a snapshot of extant issues and may be relative to specific CASE ROLES, such as charges against a DEFENDANT, or to particular EVENTS, such as the outstanding issues to be heard at hearing. The ISSUE SET will change each time a charge/matter is added, removed or amended. However, only one ISSUE SET can be active at a time. (Coursen, McMillan, 2010)

### Data Elements:

Data Element	Definition
ISSUE SET ID	The set identifier. This key may be duplicated within the table (since the set may contain more than one issue) but must be unique within sets.
CASE ID	The ID of the associated CASE.
CASE EVENT ID	The ID of the associated CASE EVENT record.
EVENT ID	The unique identifier for the originating EVENT.
ISSUE ID	The ID of one of the ISSUES contained in this set.
ISSUE SET DATE FROM	The date the issue set defined by the ISSUE SET ID was determined.
ISSUE SET DATE THRU	The date the issue set defined by the ISSUE SET ID was valid through. Typically, this is the day before the date the next ISSUE set is defined.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## ISSUE TYPE

### Definition:

This lookup entity provides a description of the issues being tracked by the court. It may provide specific information about criminal charges or civil complaints. This entity allows court to define common issues of importance to court operations or case management.

### Data Elements:

Data Element	Definition
ISSUE TYPE ID	The unique record identifier.
SRS CASE TYPE ID	The SRS case type under which the issue falls.
ISSUE TYPE NAME	Statute/rule/ordinance/infraction
ISSUE DESIGNATURE	Statute #, rule #, ordinance #, infraction #
ISSUE TYPE FROM	The date the ISSUE was defined as of interest to track.
ISSUE TYPE THRU	The last date the ISSUE was relevant for tracking.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## MATTERS

### Definition:

The MATTER entity tracks the constituent elements of an issue that the court must decide in order to resolve an issue. A matter may be considered the smallest distinct element in a case that requires judicial resolution. Matters are raised in motions, petitions, pleadings or other court documents or events asking or spurring the court to take action in a court case. Note that not all court activity is dispositional in nature, and as such, will not have associated matters.

Documents filed with the court may raise a single matter, several related matters or several unrelated matters. Conversely, a single matter may involve several court documents, multiple petitions or orders. The MATTER entity provides a flexible means for tracking and organizing case requirements. The simplest use of this entity is to define a single document (motion, petition, etc.) as a single matter. This use is compatible with existing case management designs and thus provides a bridge from current practice to future operations.

### Data Elements:

Data Element	Definition
MATTERS ID	The unique system-generated identifier.
CASE ID	Link to the CASE that this matter is related to.
MATTER SYNOPSIS	A brief description of the matter.
MATTER ESTABLISH DATE	The date that this matter was first defined as requiring resolution by the court.
MATTER RESOLUTION DATE	The date that this matter was fully resolved by the court by order or judgment.
ISSUE ID	A link to the associated issue.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## MATTERS RESOLUTION

### Definition:

This entity records the resolution history of the various MATTERS requiring court action. This entity provides for the tracking of complex MATTERS that may ultimately be resolved after a series of specific CASE EVENTS, such as hearings and conferences.

### Data Elements:

Data Element	Definition
MATTERS RESOLUTION ID	The unique identifier for the record.
MATTERS ID	The ID of the MATTER whose resolution is being recorded.
CASE EVENT ID	The ID of the CASE EVENT in which this MATTER was addressed.
RESOLUTION TYPE	Denotes whether the matter was fully, partially or not resolved.
RESOLUTION DATE	The date this matter and this resolution occurred. This will usually be the date of the CASE EVENT or the signature date of the order.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## PERSON DEMOGRAPHIC

### Definition:

This entity tracks various demographic information of interest about the person, including date of birth, sex, race, etc. Not all possible demographic information needs to be collected. The information needed varies greatly depending on the role the person plays in a case and is linked to the CASE ROLE TYPE entity through the PERSON DEMOGRAPHIC-CASE ROLE entity.

### Data Elements:

Data Element	Definition
PERSON DEMOGRAPHIC ID	The unique identifier for the record.
ACTOR ID	The unique identifier for the ACTOR this name applies to.
DEMOGRAPHIC TYPE KEY	Identifies the demographic that is being captures such as sex, race etc. The list of demographic keys is found in PERSON DEMOGRAPHIC TYPE.
DEMOGRAPHIC VALUE	The value to be associated with the type such as 'Male' or 'Asian'.
DEMOGRAPHIC FROM DATE	The date from which the demographic value was valid or true for this ACTOR.
DEMOGRAPHIC THRU DATE	The last date for which the demographic value was valid or true for this ACTOR.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## PERSON DEMOGRAPHIC TYPE

### Definition:

This entity identifies the various demographic values that may be collected about an ACTOR including date of birth, sex, race, etc.

### Data Elements:

Data Element	Definition
PERSON DEMOGRAPHIC TYPE ID	The unique identifier for the record.
PERSON DEMOGRAPHIC NAME	A short name for the demographic key. For example: "Sex".
PERSON DEMOGRAPHIC DESCRIPTION	A brief description of the key. For example "a value to denote the gender of an ACTOR".

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## PERSON IDENTIFIER

### Definition:

This entity tracks various possible identifiers that may be assigned to this ACTOR, such as SSN, driver's license number, Offender Based Tracking System Number, etc. This entity is intended to enable cross reference with various other justice system agencies' databases, as is relevant to the adjudication of cases within the court, and is not intended to implement general tracking.

### Data Elements:

Data Element	Definition
PERSON IDENTIFIER ID	The unique identifier for the record.
ACTOR ID	The unique identifier for the ACTOR this name applies to.
IDENTIFIER TYPE KEY	Identifies the IDENTIFIER that is being captures such as sex, race etc. The list of IDENTIFIER keys is found in PERSON IDENTIFIER TYPE.
IDENTIFIER VALUE	The value to be associated with the type such as 'Male' or 'Asian'.
IDENTIFIER FROM DATE	The date from which the IDENTIFIER value was valid or true for this ACTOR.
IDENTIFIER THRU DATE	The last date for which the IDENTIFIER value was valid or true for this ACTOR.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## PERSON IDENTIFIER TYPE

### Definition:

This entity identifies the various identifiers that may be associated with an ACTOR, including SSN, driver's license number, Offender Based Tracking System Number, etc.

### Data Elements:

Data Element	Definition
PERSON IDENTIFIER TYPE ID	The unique identifier for the record.
PERSON IDENTIFIER NAME	A short name for the demographic key. For example "SSN".
PERSON IDENTIFIER DESCRIPTION	A brief description of the key. For example: "The US issued social security number provided by an ACTOR".

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## PERSON NAME

### Definition:

This entity tracks the relevant name information about a person within the courts, including first and last names, aliases, and the dates for which this particular name was valid (as in the case of married or divorced persons).

### Data Elements:

Data Element	Definition
PERSON NAME ID	The unique identifier for the record.
ACTOR ID	The unique identifier for the ACTOR this name applies to.
SALUTATION	The appropriate salutation (Mr., Mrs., Ms., Judge, The Honorable, etc.)
FIRST NAME	First name of the ACTOR.
MIDDLE NAME	The middle name or initial of the ACTOR involved.
LAST NAME	The last name of the ACTOR.
SUFFIX	An applicable suffix (JR. SR. III, etc.)
PERSON NAME FROM DATE	The date when this name is valid or applicable.
PERSON NAME THRU DATE	The last date in which this name is valid or applicable.
PERSON NAME TYPE	Denotes the type of name this is such as primary, also known as, alias, etc.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## PHYSICAL CHARACTERISTIC

### Definition:

This entity tracks various possible physical characteristics of a person involved in the court system as a set of key-value pairs. Not all possible physical characteristics need be collected for each ACTOR. In fact, most cases will not require any physical data at all. The information needed varies greatly depending on the role the person plays in a case and is linked to the CASE ROLE TYPE entity through the PHYSICAL CHARACTERISTIC-CASE ROLE entity.

### Data Elements:

Data Element	Definition
PHYSICAL CHARACTERISTIC ID	The unique identifier for the record.
ACTOR ID	The unique identifier for the ACTOR this name applies to.
PHYSICAL CHARACTERISTIC TYPE KEY	Identifies the characteristic that is being captured, such as hair color, eye color, etc. The list of characteristic keys is found in PERSON CHARACTERISTIC TYPE.
PHYSICAL CHARACTERISTIC VALUE	The value to be associated with the type, such as 'Brown' or '136'.
PHYSICAL CHARACTERISTIC DIMENSION	The unit of measurement relevant to the value, such as pounds, meters, inches etc. May be blank.
PHYSICAL CHARACTERISTIC FROM DATE	The date from which the characteristic value was valid or true for this ACTOR.
PHYSICAL CHARACTERISTIC THRU DATE	The last date for which the characteristic value was valid or true for this ACTOR.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## PHYSICAL CHARACTERISTIC TYPE

### Definition:

This entity identifies the various physical characteristics that may be collected about an ACTOR, including hair color, eye color, weight, etc.

### Data Elements:

Data Element	Definition
PHYSICAL CHARACTERISTIC TYPE ID	The unique identifier for the record.
PHYSICAL CHARACTERISTIC NAME	A short name for the demographic key. For example: "Eye Color".
PHYSICAL CHARACTERISTIC DESCRIPTION	A brief description of the key. For example: "a value to denote the eye color of an ACTOR".

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## SRS CASETYPE ASSIGNMENT HISTORY

### Definition:

This entity tracks the current and historical association with a Summary Reporting System case type.

### Data Elements:

Data Element	Definition
SRS CASETYPE ASSIGN ID	The unique identifier for the record.
SRS CASETYPE ID	The ID of the SRS CASETYPE.
CASE ID	The ID of the CASE this record is tracking.
FROM DATE	The date CASE was initially assigned to the SRS CASETYPE denoted in SRS CASETYPE ID.
THRU DATE	The date through which the CASETYPE ID was applicable for this CASE. If a CASE was assigned to a new SRS case type, this date should match the FROM DATE of the next history record.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## TASKS

### Definition:

A task is a specific instance of a TASK TYPE. A TASK provides for the tracking of data related to the performance of a specific action, such as date the TASK was assigned and to whom, who completed the task and on what date the task was completed.

### Data Elements:

Data Element	Definition
TASK ID	The unique record ID.
TASK TYPE ID	Identifies the sequence of actions to be performed.
ASSIGN DATE	Date TASK assigned to COURT STAFF.
COMPLETED DATE	Date TASK completed.
COMMENT	An optional comment describing this TASK assignment.

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## TASK TYPE

### Definition:

This entity defines and describes the action or sequence of actions that court staff (including the TIMS system) must perform, along with a link to the actual steps to be performed. The sequence may be a relatively simple action, such as “Schedule Hearing”, or a more complex action requiring multiple steps, such as may be defined in a checklist or procedural manual. The TASK TYPE entity provides a link to the appropriate procedure.

Additionally, this entity allows for automation through a scripting or other work engine. For example, the TASK “Notify Participants of Hearing” may invoke a script that programmatically emails the appropriate participants.

The activities tracked by TASK TYPE are not recordable as in an EVENT, but may be required as either a precursor to, concurrent with, or posterior to specific events.

### Data Elements:

Data Element	Definition
TASK TYPE ID	The unique identifier for this TASK TYPE.
TASK TYPE NAME	A distinct short name for this task.
TASK TYPE DESCRIPTION	A description of the task.
PROCEDURE ID	The link to the document/work flow diagram/task engine that defines the steps to be performed.
TASK FROM DATE	The earliest date the sequence of actions described by PROCEDURE ID was in effect. (May be absorbed into a separate PROCEDURE entity.)
TASK THRU DATE	The last date the sequence of actions described by PROCEDURE ID was in effect. (May be absorbed into a separate PROCEDURE entity.)

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

---

## WARSUMCAP (Warrant/Summons/Capias)

### Definition:

This entity tracks the issuing and service of the warrant, summons or capias instruments.

### Data Elements:

Data Element	Definition
WARSUMCAP ID	The unique identifier for this TASK TYPE.
CASE ID	The unique identifier of the CASE under which this instrument has been issued.
CASE ROLE ID	The unique identifier for the ACTOR against which the instrument has been issued.
ISSUE ID	The unique identifier relating to the ISSUE for which this instrument has been issued. For criminal cases, this ties back to the charge sequence number.
WARRANT SEQUENCE NUMBER	The unique number associated with the instrument being issued in any given case.
ACTION ORDERED	A narrative of the action being taken in relation to the warrant sequence number.
ISSUING JUDGE ID	The ACTOR ID of the judge issuing the instrument.
ISSUE DATE	The date the instrument was issued.
EXECUTION DATE	The date the instrument was executed.
EXECUTION STATUS	A code representative of the action that took place on the date reported in the EXECUTION DATE field. E=Executed, Q=Quashed, R=Recalled, W=Withdrawn, S=Served, O=Other

[Back to Table of Contents](#)

WORKING DRAFT 2.3.5 2012/11/29

## Appendix D – Phase One Workgroup Members

---

**TRIAL COURT INTEGRATED MANAGEMENT SOLUTION PROJECT  
PROBATE WORKGROUP**

*Last Updated 6.21.11*

**CHAIR:**

The Honorable Lauren Laughlin  
Circuit Judge, 6<sup>th</sup> Judicial Circuit  
545 1<sup>st</sup> Avenue N., Room 412  
St. Petersburg, Florida 33701  
Phone: 727.582.7871  
Email: [llaughter@jud6.org](mailto:llaughter@jud6.org)  
JA: Chanelle Gardner  
Email: [clgardner@jud6.org](mailto:clgardner@jud6.org)

**MEMBERS:**

Mr. Sean Cadigan  
General Magistrate, 13<sup>th</sup> Judicial Circuit  
800 East Twiggs Street, Room 418  
Tampa, Florida 33602  
Phone: 813.276.8517  
Email: [cadigaso@fljud13.org](mailto:cadigaso@fljud13.org)

Ms. Christin Coleman Gallardo  
Probate Counsel, 17<sup>th</sup> Judicial Circuit  
Broward County Courthouse, Room 882  
201 S. E. 6<sup>th</sup> Street  
Ft. Lauderdale, Florida 33301  
Phone: 954.831.6340  
Email: [cgallardo@17th.flcourts.org](mailto:cgallardo@17th.flcourts.org)

Ms. Diane Elliott  
Manager, Probate Division  
Pinellas County Clerk's Office  
315 Court Street, Room #106  
Clearwater, Florida 33756  
Phone: 727.464.3003  
Email: [delliott@pinellascountv.org](mailto:delliott@pinellascountv.org)

Mr. Tom Genung  
Trial Court Administrator, 19<sup>th</sup> Judicial Circuit  
250 Northwest Country Club Drive  
Port St. Lucie, Florida 34986  
Phone: 772.807.4370  
Email: [genungt@circuit19.org](mailto:genungt@circuit19.org)

Ms. Susan Higel  
Courts Services Manager  
Sarasota County Clerk's Office  
2000 Main Street  
Sarasota, Florida 34237  
Phone: 941.861.7604  
Email: [shigel@scgov.net](mailto:shigel@scgov.net)

Ms. Cheri High  
Senior Director, Escambia County Clerk's Office  
190 Government Center  
P.O. Box 333  
Pensacola, Florida 32591-0333  
Phone: 850.595.4173  
Email: [chigh@escambiaclerk.com](mailto:chigh@escambiaclerk.com)

The Honorable Claudia Isom  
Circuit Judge, 13<sup>th</sup> Judicial Circuit  
800 E. Twiggs Street, Room 513  
Tampa, Florida 33602  
Phone: 813.272.5211  
Email: [isomcr@fljud13.org](mailto:isomcr@fljud13.org)  
JA: Jackie Oakes  
Email: [oakesjr@fljud13.org](mailto:oakesjr@fljud13.org)

The Honorable Maria Korvick  
Circuit Judge, 11<sup>th</sup> Judicial Circuit  
75 W. Flagler Street, Room 310  
Miami, Florida 33130  
Phone: 305.349.7086  
Email: [mkorvick@jud11.flcourts.org](mailto:mkorvick@jud11.flcourts.org)  
JA: Nancy Samper  
Email: [nsamper@jud11.flcourts.org](mailto:nsamper@jud11.flcourts.org)

The Honorable John L. Phillips  
Circuit Judge, 15<sup>th</sup> Judicial Circuit  
North County Courthouse  
3188 PGA Blvd.  
Palm Beach Gardens, Florida 33410-2802  
Phone: 561.624.6593  
Email: [jphillip@pbcgov.org](mailto:jphillip@pbcgov.org)  
JA: Harriet S. Merlin  
Email: [hmerlin@pbcgov.org](mailto:hmerlin@pbcgov.org)

**TRIAL COURT INTEGRATED MANAGEMENT SOLUTION PROJECT  
CIVIL WORKGROUP**

*Last Updated 2.16.12*

**CHAIR:**

The Honorable Elizabeth Metzger  
Circuit Judge, 19<sup>th</sup> Judicial Circuit  
312 NW 8<sup>th</sup> Street  
Okeechobee, Florida 34972  
Phone: 863.763.1240  
Email: [metzgere@circuit19.org](mailto:metzgere@circuit19.org)  
JA: Janet Carson  
[casonj@circuit19.org](mailto:casonj@circuit19.org)

The Honorable Vic Hulslander  
Circuit Judge, 8<sup>th</sup> Judicial Circuit  
Alachua County Family & Civil Justice Center  
201 E. University Avenue, Room 301  
Gainesville, Florida 32601  
Phone: 352.374.3643  
Email: [vlh@circuit8.org](mailto:vlh@circuit8.org)  
JA: Tami Smith

**MEMBERS:**

The Honorable David Green  
County Judge, Walton County  
Walton County Courthouse  
571 Highway 90 East  
DeFuniak Springs, Florida 32433  
Phone: 850.892.8131  
Email: [judge.green@flcourts1.gov](mailto:judge.green@flcourts1.gov)  
JA: Sarah

Ms. Sherri D. Hutchison  
Manager, Court Services  
Sarasota County Clerk's Office  
4000 S. Tamiami Trail  
Venice, Florida 34293  
Phone: 941.861.3205  
Email: [shutchis@scgov.net](mailto:shutchis@scgov.net)

Ms. Linda Greno, Judicial Assistant  
Honorable Judge Barton, 13<sup>th</sup> Judicial Circuit  
800 East Twiggs Street, Room 512  
Tampa, Florida 33602  
Phone: 813.272.6994  
Email: [grenolf@fljud13.org](mailto:grenolf@fljud13.org)

The Honorable Shelly Kravitz  
County Judge, Dade County  
73 W. Flagler Street, Room 615  
Miami, Florida 33130-1709  
Phone: 305.349.7091  
Email: [skravitz@jud11.flcourts.org](mailto:skravitz@jud11.flcourts.org)  
JA: Milly Gonzales-Posada

Ms. Patti Hager  
Civil/Child Support/Civil Appeals  
Pinellas County Clerk's Office  
315 Court Street, Room 400  
Clearwater, Florida 33756  
Phone: 727.464.3272  
Email: [phager@pinellascounty.org](mailto:phager@pinellascounty.org)

The Honorable J. David Langford  
Circuit Judge, 10<sup>th</sup> Judicial Circuit  
430 South Commerce Avenue  
Sebring, Florida 33870  
Phone: 863.402.6617  
Email: [dlangford@jud10.flcourts.org](mailto:dlangford@jud10.flcourts.org)  
JA: Elaine Gainous

The Honorable Wayne Miller  
County Judge, Monroe County  
302 Fleming Street  
Key West, Florida 33040  
Phone: 305.292.3424  
Email: [wayne.miller@keyscourt.net](mailto:wayne.miller@keyscourt.net)  
JA: Star Garcia

---

**TRIAL COURT INTEGRATED MANAGEMENT SOLUTION PROJECT  
CIVIL WORKGROUP**

Ms. Darlene Muszynski  
Assistant Director/Civil Courts  
Collier County Clerk's Office  
P.O. Box 413044  
Naples, Florida 34101-3044  
Phone: 239.252.2706  
Email: [Darlene.muszynski@collierclerk.com](mailto:Darlene.muszynski@collierclerk.com)

The Honorable Carol-Lisa Phillips  
Circuit Judge, 17<sup>th</sup> Judicial Circuit  
201 S.E. 6<sup>th</sup> Street, Room 1020B  
Ft. Lauderdale, Florida 33301  
Phone: 954.831.7554  
Email: [jphillip@17th.flcourts.org](mailto:jphillip@17th.flcourts.org)  
JA: Irma Deutsch

Ms. Tina Reeves  
Assistant Court Director  
Osceola County Clerk's Office  
2 Courthouse Square, Suite 2000  
Kissimmee, Florida 34741  
Phone: 407.742.3496  
Email: [tree@osceolaclerk.org](mailto:tree@osceolaclerk.org)

Ms. Barbara Shivers  
Supervising Deputy Clerk, Lake County  
P.O. Box 7800  
Tavares, Florida 32778-7800  
Phone: 352.742.4346  
Email: [bshivers@lakecountyclerk.org](mailto:bshivers@lakecountyclerk.org)

---

**TRIAL COURT INTEGRATED MANAGEMENT SOLUTION PROJECT  
FAMILY WORKGROUP**

*Last Updated 3.26.12*

**CHAIR:**

The Honorable James E. Earp  
Circuit Judge, 18<sup>th</sup> Judicial Circuit  
2825 Judge Fran Jamieson Way  
Viera, Florida 32940-8006  
Phone: 321.617.7236  
Email: [jim.earp@flcourts18.org](mailto:jim.earp@flcourts18.org)  
JA: Tina Derwitsch  
Email: [tina.derwitsch@flcourts18.org](mailto:tina.derwitsch@flcourts18.org)

Ms. Cathy Freer  
Judicial Assistant, 8<sup>th</sup> Judicial Circuit  
201 E. University Avenue  
Gainesville, Florida 32601  
Phone: 352.264.7007  
Email: [FreerC@circuit8.org](mailto:FreerC@circuit8.org)

Ms. Kim Davis  
Administrator for Court Services  
Escambia County Clerk's Office  
P.O. Box 333  
Pensacola, Florida 32502  
Phone: 850.595.4313  
Email: [kdavis@escambiaclerk.com](mailto:kdavis@escambiaclerk.com)

Ms. Kim Hudson  
Civil Division Business Analyst  
Polk County Clerk's Office  
Drawer CC-2, P.O. Box 9000  
Bartow, FL 33831-9000  
Phone: 863.534.4579  
Email: [kimberlyhudson@polk-county.net](mailto:kimberlyhudson@polk-county.net)

Ms. Susan Keith  
General Magistrate, 5<sup>th</sup> Judicial Circuit  
Marion County Judicial Center  
110 N.W. 1<sup>st</sup> Avenue  
Ocala, Florida 34475  
Phone: 352.401.7800  
Email: [skeith@circuit5.org](mailto:skeith@circuit5.org)

Ms. Martha Kempgen  
Court Operations Manager, 13<sup>th</sup> Judicial Circuit  
800 E. Twiggs Street, Room 483  
Tampa, Florida 33602  
Phone: 813.276.8674  
Email: [kempgwmw@fljud13.org](mailto:kempgwmw@fljud13.org)

**MEMBERS:**

Ms. Lynn Allen  
Family Court Manager, 17<sup>th</sup> Judicial Circuit  
Broward County Courthouse  
201 S.E. 6<sup>th</sup> Street, Room 470  
Ft. Lauderdale, Florida 33301  
Phone: 954.831.7756  
Email: [lallen@17th.flcourts.org](mailto:lallen@17th.flcourts.org)

Ms. Laura Allsopp  
Juvenile Court Director, 10<sup>th</sup> Judicial Circuit  
P.O. Box 9000, Drawer J120  
Bartow, Florida 33831-9000  
Phone: 863.534.4607  
Email: [lallsopp@jud10.flcourts.org](mailto:lallsopp@jud10.flcourts.org)

Ms. Nichole Alvarez-Sowles  
Chief Operations Officer, Pasco County  
7530 Little Road, Suite 160  
New Port Richey, Florida 34654  
Phone: 727.847.8146  
Email: [nalvarez@pascoclerk.com](mailto:nalvarez@pascoclerk.com)

The Honorable G. Keith Cary  
Circuit Judge, 20<sup>th</sup> Judicial Circuit  
1700 Monroe Street  
Fort Myers, Florida 33901  
Phone: 239.533.9140  
Email: [gcary@ca.cjis20.org](mailto:gcary@ca.cjis20.org)  
JA: Susan Kellum

---

**TRIAL COURT INTEGRATED MANAGEMENT SOLUTION PROJECT  
FAMILY WORKGROUP**

The Honorable Judith Kreeger  
Senior Judge, 11<sup>th</sup> Judicial Circuit  
2000 South Bayshore Drive, #61  
Miami, Florida 33133  
Phone: 305.281.7591  
Email: [judykreeger@gmail.com](mailto:judykreeger@gmail.com)

The Honorable Virginia Norton  
Circuit Judge, 4<sup>th</sup> Judicial Circuit  
330 East Bay Street, Room 227  
Jacksonville, Florida 32202  
Phone: 904.630.1084  
Email: [lyndavis@coj.net](mailto:lyndavis@coj.net)  
JA: Lynn Davis

Mr. Ace Pedroso  
Child Support Hearing Officer  
2<sup>nd</sup> Judicial Circuit  
300 S. Monroe Street, Suite 166  
Tallahassee, Florida 32301  
Phone: 850.577.4454  
Email: [pedrosoa@leoncountyfl.gov](mailto:pedrosoa@leoncountyfl.gov)

Ms. Courtney Pringle  
Case Manager, 7<sup>th</sup> Judicial Circuit  
City Island Courthouse Annex  
125 East Orange Avenue, Room 201  
Daytona Beach, Florida 32114  
Phone: 386.248.8169  
Email: [cpringle@circuit7.org](mailto:cpringle@circuit7.org)

The Honorable George S. Reynolds, III  
Circuit Judge, 2<sup>nd</sup> Judicial Circuit  
301 S. Monroe Street, Suite 301D  
Tallahassee, Florida 32301  
Phone: 850.577.4310  
Email: [georger@leoncountyfl.gov](mailto:georger@leoncountyfl.gov)

Ms. Kathy Sanchez  
Case Manager, 15<sup>th</sup> Judicial Circuit  
200 West Atlantic Avenue  
Delray Beach, Florida 33444  
Phone: 561.330.1772  
Email: [ksanchez@pbcgov.org](mailto:ksanchez@pbcgov.org)

The Honorable Raul Zambrano  
Circuit Judge, 7<sup>th</sup> Judicial Circuit  
1769 East Moody Blvd., #1  
Bunnell, Florida 32110  
Phone: 386.313.4515  
Email: [rzambrano@circuit7.org](mailto:rzambrano@circuit7.org)  
JA: Theresa Crisp-Smith

**TRIAL COURT INTEGRATED MANAGEMENT SOLUTION PROJECT  
CRIMINAL WORKGROUP**

*Last Updated 8.21.12*

**CHAIR:**

The Honorable Diana Moreland  
Circuit Judge, 12<sup>th</sup> Judicial Circuit  
Manatee County Judicial Center  
1051 Manatee Avenue West  
Bradenton, Florida 34205  
Phone: 941.749.3617  
Email: [dmoreland@jud12.flcourts.org](mailto:dmoreland@jud12.flcourts.org)  
JA: Gail Elliott  
[gelliott@jud12.flcourts.org](mailto:gelliott@jud12.flcourts.org)

**MEMBERS:**

The Honorable Paul Alessandroni  
County Judge, Charlotte County  
350 East Marion Avenue, 3<sup>rd</sup> Floor  
Punta Gorda, Florida 33950  
Phone: 941.505.4826  
Email: [paul.alessandroni@co.charlotte.fl.us](mailto:paul.alessandroni@co.charlotte.fl.us)  
JA: Patricia Twardzik  
[patriciat@co.charlotte.fl.us](mailto:patriciat@co.charlotte.fl.us)

Ms. Gypsy Bailey, Esq.  
Staff Counsel/Director of Courts  
Leon County Clerk's Office  
301 S. Monroe Street, Suite 100  
Tallahassee, Florida 32301  
Phone: 850.577.4011  
Email: [gbailey@leoncountvfl.gov](mailto:gbailey@leoncountvfl.gov)

Mr. Fred Buhl  
Court Technology Officer  
Alachua County Family and Civil Justice Center  
8<sup>th</sup> Judicial Circuit  
201 E. University Avenue, Suite 410  
Gainesville, Florida 32601  
Phone: 352.337.6100  
Email: [buhlf@circuit8.org](mailto:buhlf@circuit8.org)

Ms. Renee Cobb  
Courts Deputy Director  
Manatee County Clerk's Office  
1115 Manatee Avenue West  
Bradenton, Florida 34205  
Phone: 941.749.7105  
Email: [renee.cobb@manateeclerk.com](mailto:renee.cobb@manateeclerk.com)

Ms. Melissa Geist  
Court Services Director  
Orange County Clerk's Office  
425 North Orange Avenue  
Suite 2110  
Orlando, Florida 32801  
Phone: 407.836.2201  
Email: [Melissa.geist@myorangeclerk.com](mailto:Melissa.geist@myorangeclerk.com)

The Honorable Peter Marshall  
County Judge, Volusia County  
101 North Alabama Avenue, Suite C337  
Deland, Florida 32724  
Phone: 386.626.6592  
Email: [jmarshall@circuit7.org](mailto:jmarshall@circuit7.org)  
JA: Dusty Going

Mr. Rick Melendi  
Chief Deputy Court Administrator  
13<sup>th</sup> Judicial Circuit  
800 E. Twiggs St., Suite 605  
Tampa, Florida 33602  
Phone: 813.276.8100  
Email: [melendrt@fljud13.org](mailto:melendrt@fljud13.org)

Ms. Jennifer Mooney, Esq.  
Senior Staff Attorney  
13<sup>th</sup> Judicial Circuit  
800 E. Twiggs St., Suite 603  
Tampa, Florida 33602  
Phone: 813.272.6191  
Email: [mooneyjm@fljud13.org](mailto:mooneyjm@fljud13.org)

---

**TRIAL COURT INTEGRATED MANAGEMENT SOLUTION PROJECT  
CRIMINAL WORKGROUP**

The Honorable Lisa Munyon  
Circuit Judge, 9<sup>th</sup> Judicial Circuit  
Orange County Courthouse  
425 North Orange Avenue, Room 2035  
Orlando, Florida 32801  
Phone: 407.836.2470  
Email: [ltjlm1@ocnjcc.org](mailto:ltjlm1@ocnjcc.org)  
JA: Lisa Shorten

Ms. Kristina Velez  
Court Operations Consultant  
8<sup>th</sup> Judicial Circuit  
220 South Main Street, Room A336  
Gainesville, Florida 32601  
Phone: 352.264.7084  
Email: [velezk@circuit8.org](mailto:velezk@circuit8.org)

Mr. Don Murphy  
Director of Court Operations  
Volusia County Clerk's Office  
P.O. Box 6043  
Deland, Florida 32721-6043  
Phone: 386.822.5709  
Email: [dmurphy@clerk.org](mailto:dmurphy@clerk.org)

The Honorable Richard Oftedal  
Circuit Judge, 15<sup>th</sup> Judicial Circuit  
3188 PGA Blvd., Room 1414  
Palm Beach Gardens, Florida 33410  
Phone: 561.624.6593  
e-mail: [roftedal@pbcgov.com](mailto:roftedal@pbcgov.com)  
JA: Erin Brandt

The Honorable Mark Singer  
County Judge, Manatee County  
Manatee County Judicial Center  
1051 Manatee Avenue West  
Bradenton, Florida 34206  
Phone: 941.749.3601  
Email: [msinger@jud12.flcourts.org](mailto:msinger@jud12.flcourts.org)  
JA: Petrina Lanza

Ms. Michelle Spangenberg  
Criminal Court Operations Manager  
15<sup>th</sup> Judicial Circuit  
205 N. Dixie Highway  
West Palm Beach, Florida 33602  
Phone: 561.355.6396  
Email: [mspangembe@pbcgov.org](mailto:mspangembe@pbcgov.org)

---

**TRIAL COURT INTEGRATED MANAGEMENT SOLUTION PROJECT  
CIVIL TRAFFIC WORKGROUP**

*Last Updated 6.8.11*

**CHAIR:**

The Honorable Kimberly Bonner  
County Judge, Sarasota County  
Lynn N. Silvertooth Judicial Center  
2002 Ringling Blvd.  
Sarasota, Florida 34237  
Phone: 941.861.7967  
Email: [kbonner@jud12.flcourts.org](mailto:kbonner@jud12.flcourts.org)  
JA: Dee Keenan

The Honorable Luise Kreiger-Martin  
County Judge, Dade County  
Richard E. Gerstien Justice Building  
1351 N.W. 12<sup>th</sup> Street  
Miami, Florida 33125  
Phone: 305.548.5122  
Email: [lkriegermartin@jud11.flcourts.org](mailto:lkriegermartin@jud11.flcourts.org)  
JA: Adriana Pracitto

**MEMBERS:**

The Honorable Peter Evans  
County Judge, Palm Beach County  
Main Judicial Complex  
205 North Dixie Highway  
West Palm Beach, Florida 33401  
Phone: 561.355.1500  
Email: [pevans@pbcgov.org](mailto:pevans@pbcgov.org)  
JA: Sherry Riggio

Ms. Jill Lennon  
Director of Courts  
Collier County Clerk's Office  
P.O. Box 413044  
Naples, Florida 34101-3044  
Phone: 239.252.8102  
Email: [jill.lennon@collierclerk.com](mailto:jill.lennon@collierclerk.com)

Mr. Bill Foster  
Civil Traffic Hearing Officer  
800 E. Twiggs Street  
Tampa, Florida 33602  
Phone: 813-272-5299  
Email: [fosterwj@fljud13.org](mailto:fosterwj@fljud13.org)

The Honorable Louis Schiff  
County Judge, Broward County  
1600 W. Hillsboro Blvd., Room 144  
Deerfield Beach, Florida 33442  
Phone: 954.831.7839  
Email: [jschiff@17th.flcourts.org](mailto:jschiff@17th.flcourts.org)  
JA: Joanne Dean

Un Cha Kim, Esq.  
Chief Operating Officer of Courts & Official  
Records, Palm Beach County Clerk's Office  
301 North Olive, 9<sup>th</sup> Floor  
West Palm Beach, Florida 33401  
Phone: 561.355.4845  
Email: [ukim@mypalmbeachclerk.com](mailto:ukim@mypalmbeachclerk.com)  
Assistant: June Allen-Reese  
Email: [jdreese@mypalmbeachclerk.com](mailto:jdreese@mypalmbeachclerk.com)

---

**TRIAL COURT INTEGRATED MANAGEMENT SOLUTION PROJECT  
PROBLEM SOLVING COURTS  
WORKGROUP**

*Last Updated 10.15.12*

**CHAIR:**

The Honorable Deborah White-Labora  
Circuit Judge, 11<sup>th</sup> Judicial Circuit  
Richard E. Gerstein Justice Building  
1351 NW 12<sup>th</sup> Street  
Miami, Florida 33125  
Phone: 305.548.5103  
Email: [dwhitelabora@jud11.flcourts.org](mailto:dwhitelabora@jud11.flcourts.org)  
JA: Sonia Agostini  
[sagostini@jud11.flcourts.org](mailto:sagostini@jud11.flcourts.org)

Ms. Kendra Brown  
Court Mental Health Coordinator, Leon County  
Leon County Courthouse  
301 S. Monroe Street, Room 203  
Tallahassee, Florida 32301  
Phone: 850.577.4438  
Email: [brownken@leoncountyfl.gov](mailto:brownken@leoncountyfl.gov)

**MEMBERS:**

Ms. Brenda Anderson  
Viera Branch Manager  
Brevard County Clerk's Office  
2825 Judge Fran Jamison Way  
Viera, Florida 32940  
Phone: 321.637.6552  
Email: [brenda.anderson@brevardclerk.us](mailto:brenda.anderson@brevardclerk.us)

Ms. Lina Catusas  
Specialty Courts Manager  
8<sup>th</sup> Judicial Circuit  
Alachua County Family and Civil Justice Center  
201 E. University Avenue  
Gainesville, Florida 32601  
Phone: 352.384.3094  
Email: [lrc@circuit8.org](mailto:lrc@circuit8.org)

Ms. Michelle Ardabilly  
Chief Deputy Court Administrator  
6<sup>th</sup> Judicial Circuit  
14250 49<sup>th</sup> Street North  
Clearwater, Florida 33762  
Phone: 727.453.7035  
Email: [mardabilly@jud6.org](mailto:mardabilly@jud6.org)

The Honorable Jack Espinosa  
Circuit Judge, 13<sup>th</sup> Judicial Circuit  
801 E. Twiggs Street, Room 330  
Tampa, Florida 33602  
Phone: 813.272.5610  
Email: [espinosj@fljud13.org](mailto:espinosj@fljud13.org)  
JA: Kathryn Wait

Ms. Susan Berg  
Court Operations Consultant  
Lake County Judicial Center  
P.O. Box 7800  
Tavares, Florida 32778  
Phone: 352.253.1606  
Email: [sberg@circuit5.org](mailto:sberg@circuit5.org)

The Honorable Dee Anna Farnell  
Circuit Judge, 6<sup>th</sup> Judicial Circuit  
14250 49<sup>th</sup> Street North  
Clearwater, Florida 33762  
Phone: 727.464.7350  
Email: [dfarnell@jud6.org](mailto:dfarnell@jud6.org)  
JA: Joann Miele  
Email: [jmiele@jud6.org](mailto:jmiele@jud6.org)

---

**TRIAL COURT INTEGRATED MANAGEMENT SOLUTION PROJECT  
PROBLEM SOLVING COURTS  
WORKGROUP**

The Honorable Karen Gievers  
Circuit Judge, 2<sup>nd</sup> Judicial Circuit  
301 S. Monroe Street, Suite 365-L  
Tallahassee, Florida 32301  
Phone: 850.577.4312  
Email: [gieversk@leoncountyfl.gov](mailto:gieversk@leoncountyfl.gov)  
JA: Lynn Underwood

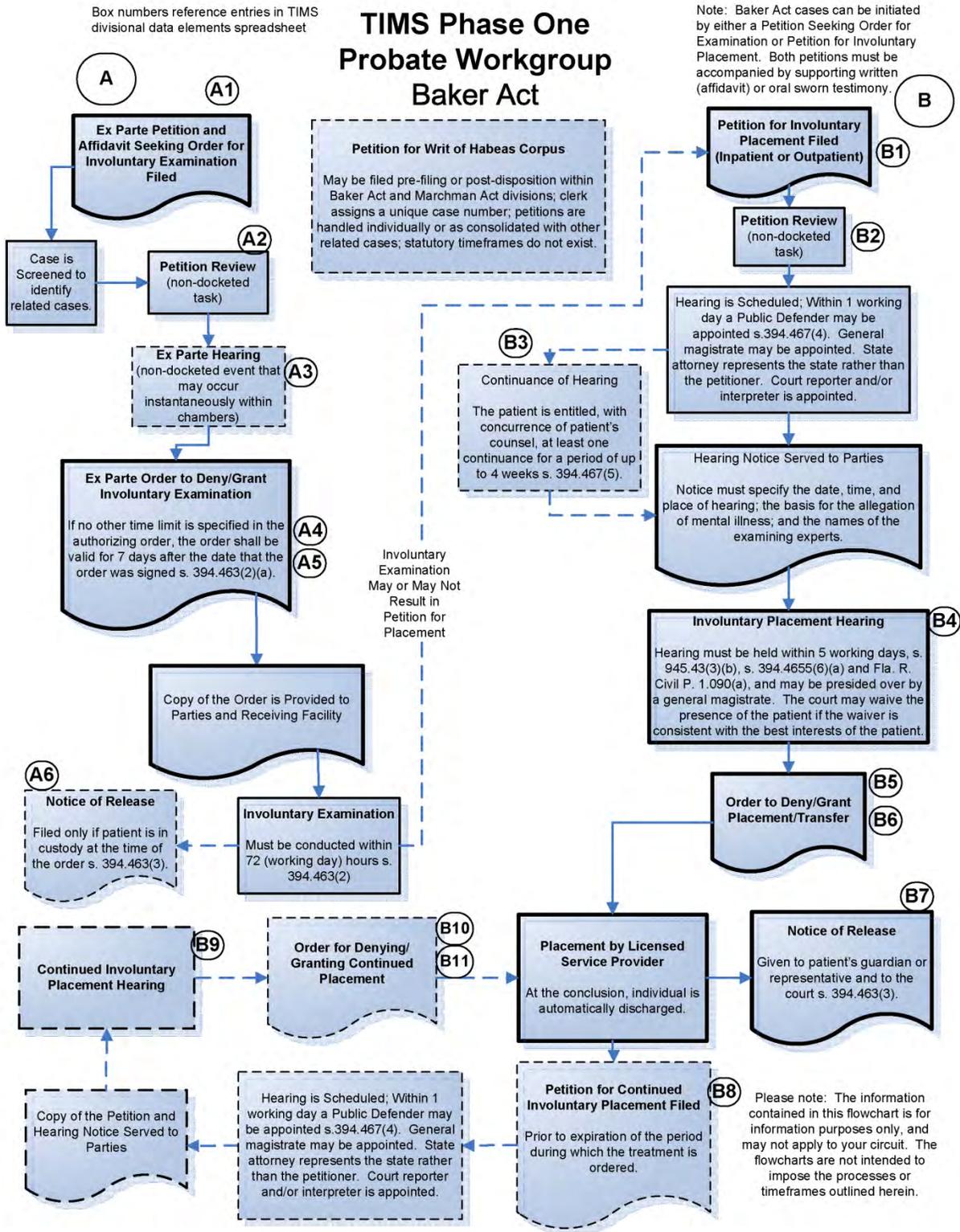
Mr. Michael Jewell  
Drug Court Manager  
Volusia County Courthouse, Room B109  
101 N. Alabama Avenue  
Deland, Florida 32724  
Phone: 386.943.7077  
Email: [mjewell@circuit7.org](mailto:mjewell@circuit7.org)

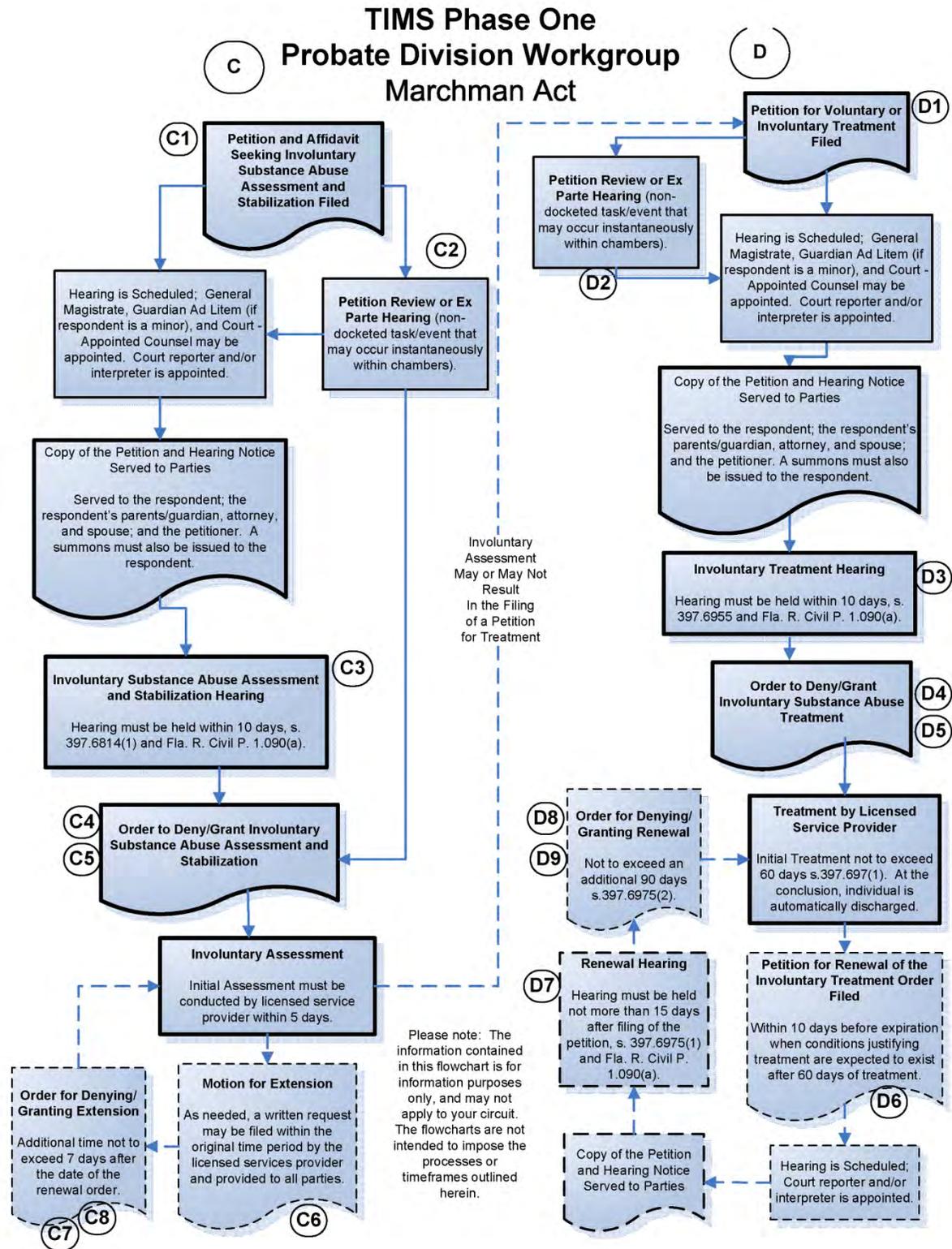
Mr. Phillip Schlissel  
General Magistrate, 17<sup>th</sup> Judicial Circuit  
Broward County Courthouse  
201 S.E. Sixth Street, Room 6860  
Ft. Lauderdale, Florida 33301  
Phone: 954.831.6390  
Email: [pschliss@17th.flcourts.org](mailto:pschliss@17th.flcourts.org)

Ms. Catherine Smith  
County Criminal Administrator  
Osceola County Clerk's Office  
2 Courthouse Square, Suite 2000  
Kissimmee, Florida 34741  
Phone: 407.742.3540  
Email: [czer@osceolaclerk.org](mailto:czer@osceolaclerk.org)

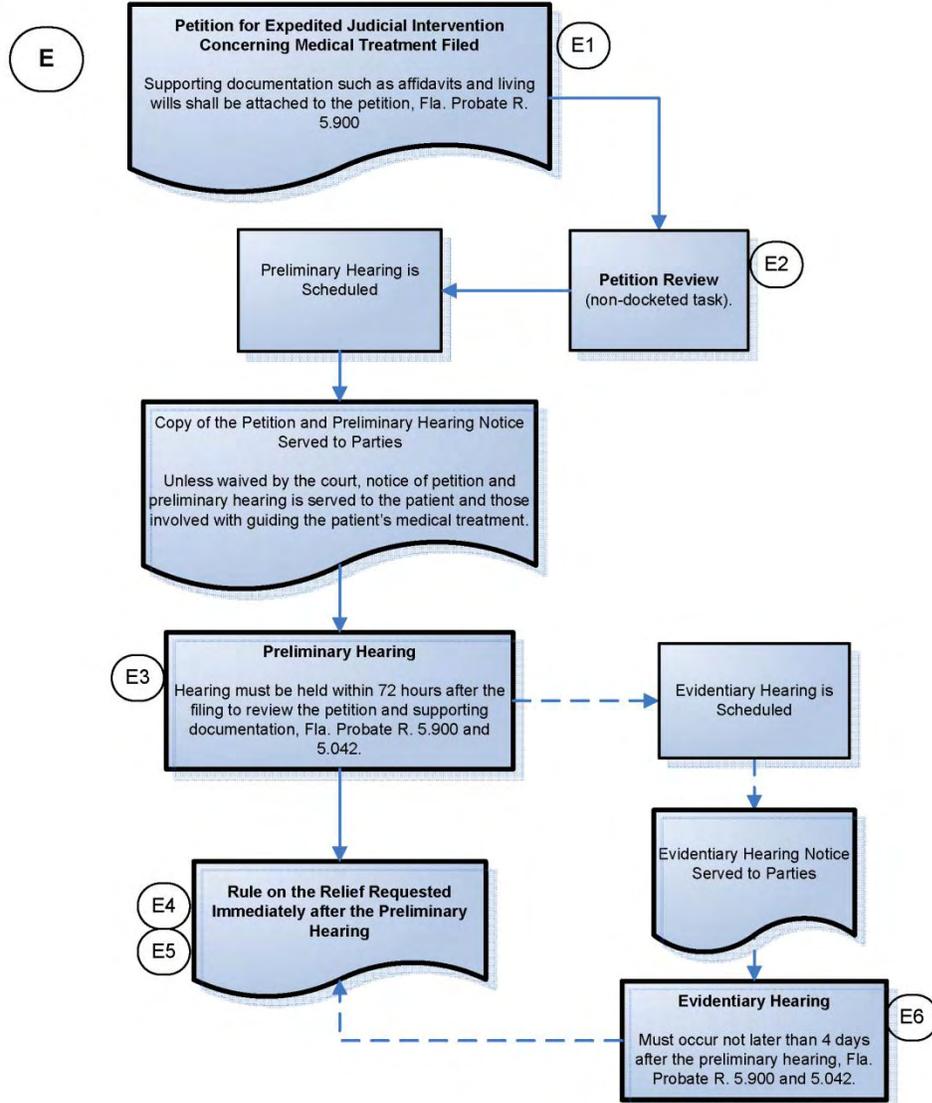
Ms. Lori Tolksdorf  
Director of Courts  
Manatee County Clerk's Office  
1115 Manatee Avenue West  
Bradenton, Florida 34205  
Phone: 941.741.4003  
Email: [lori.tolksdorf@manateeclerk.com](mailto:lori.tolksdorf@manateeclerk.com)

Appendix E – Probate Division Caseflow Diagrams





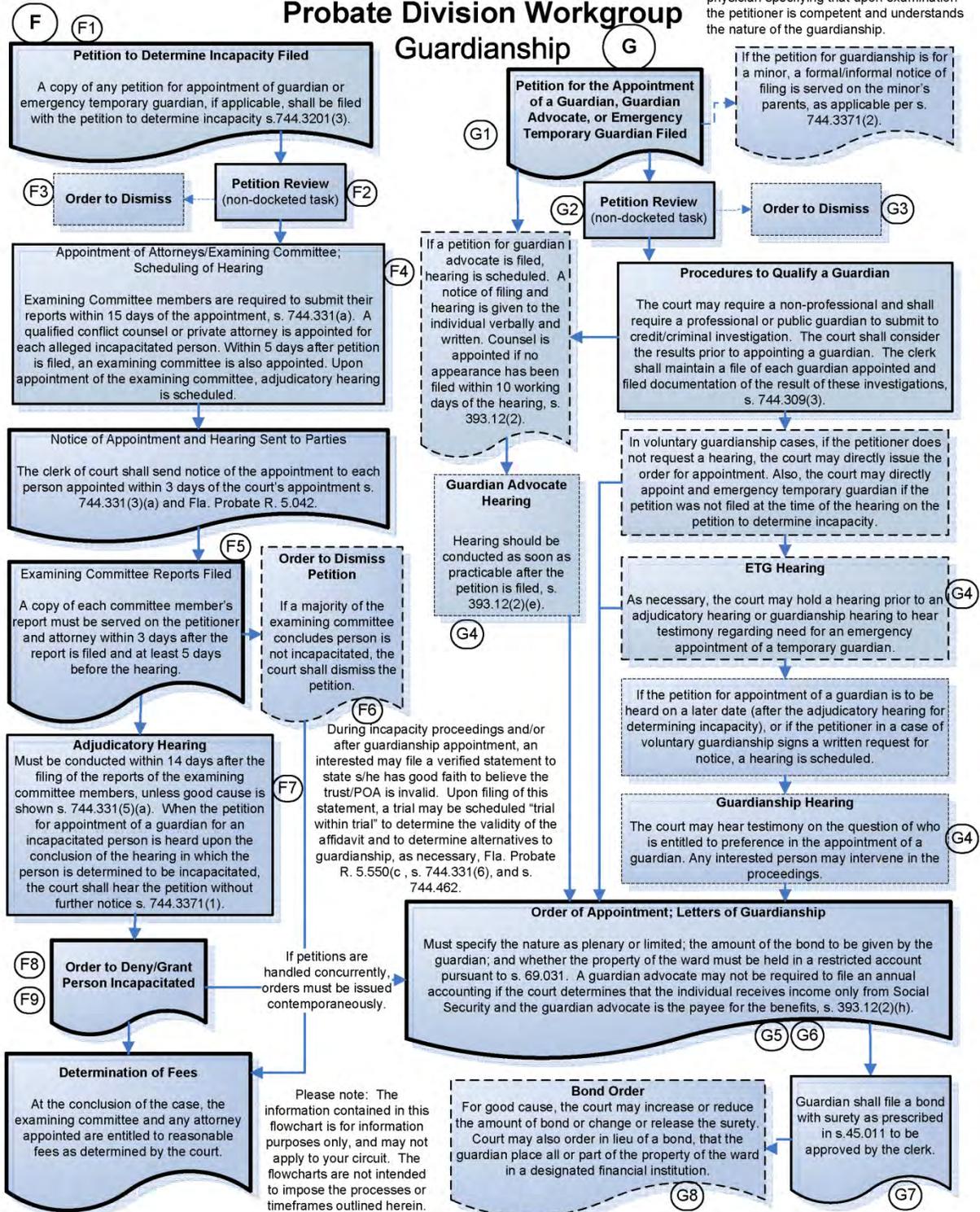
**TIMS Phase One**  
**Probate Division Workgroup**  
**Judicial Intervention of Medical Treatment Procedures**



Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

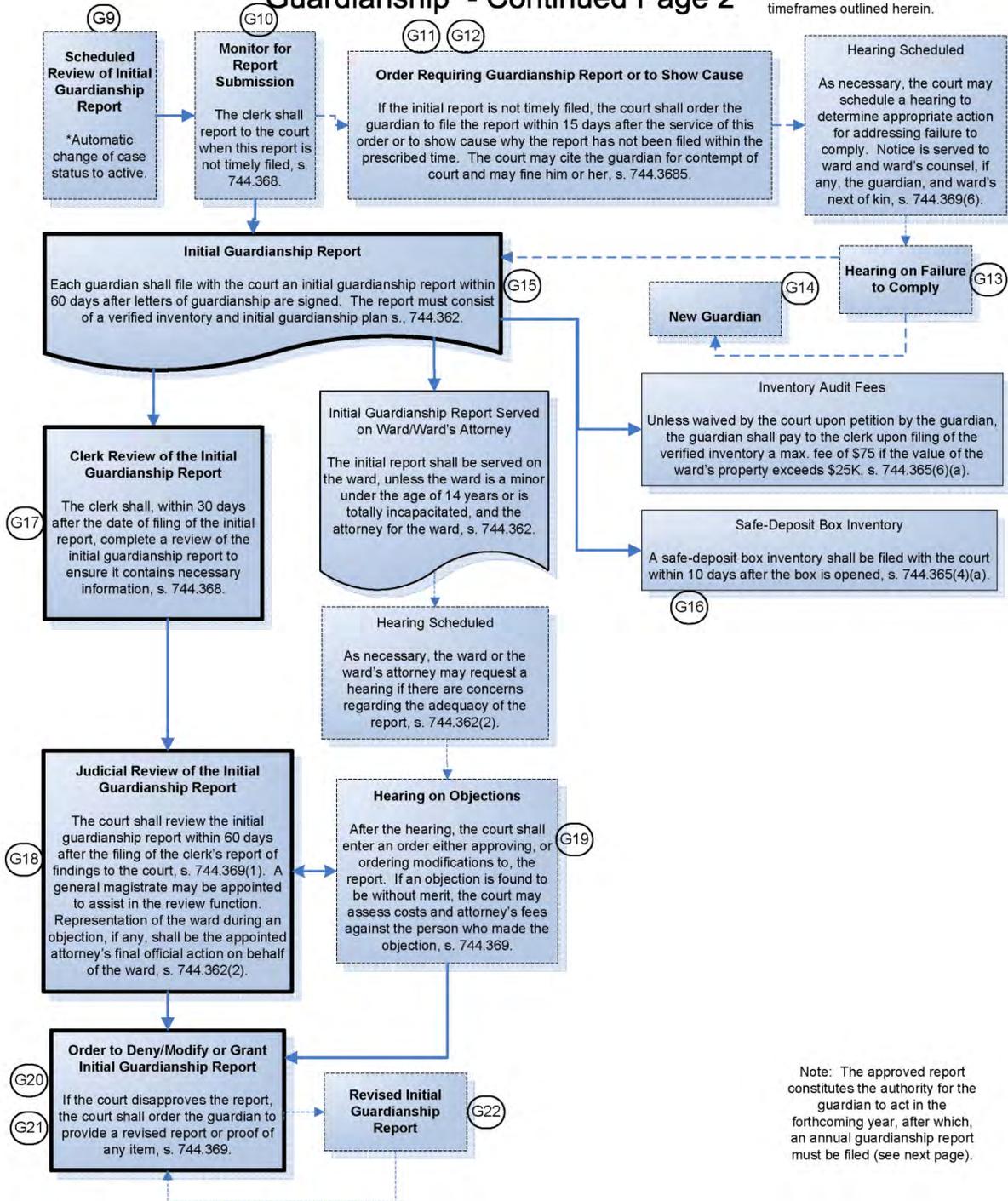
## TIMS Phase One Probate Division Workgroup Guardianship

Voluntary guardianship petitions must be accompanied by a certificate of a licensed physician specifying that upon examination the petitioner is competent and understands the nature of the guardianship.



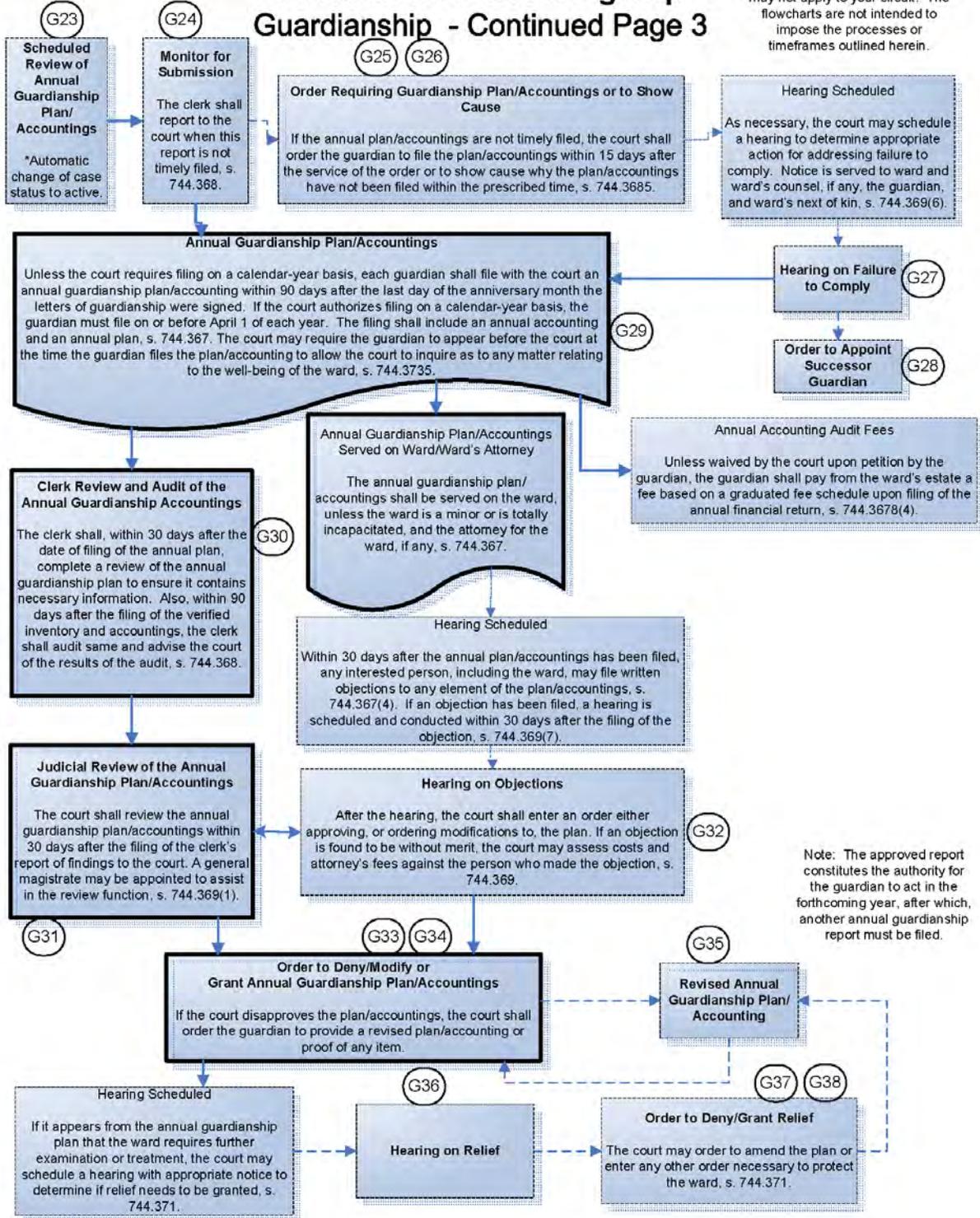
## TIMS Phase One Probate Division Workgroup Guardianship - Continued Page 2

Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.



## TIMS Phase One Probate Division Workgroup Guardianship - Continued Page 3

Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

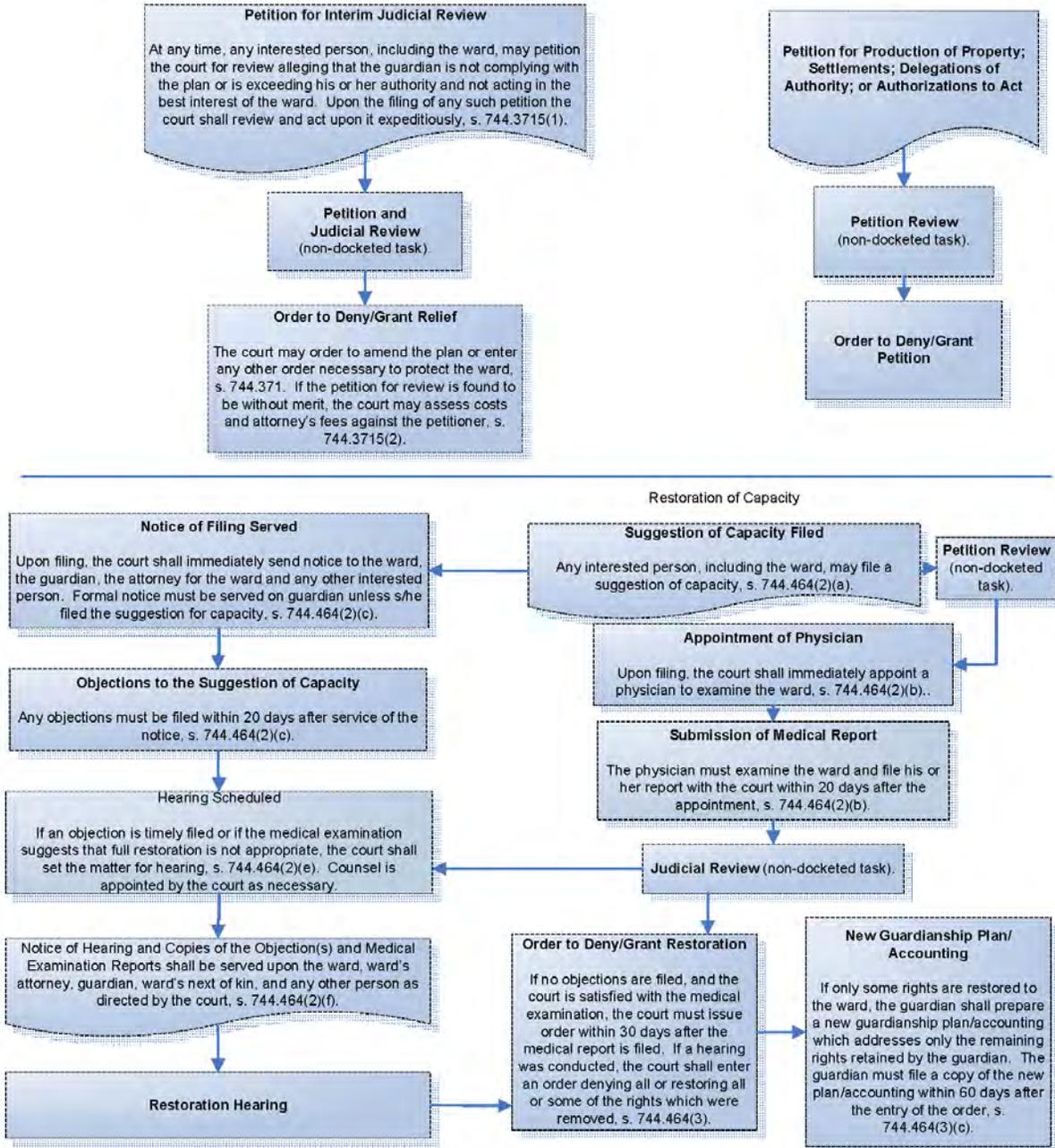


## TIMS Phase One Probate Division Workgroup Guardianship - Continued Page 4

Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

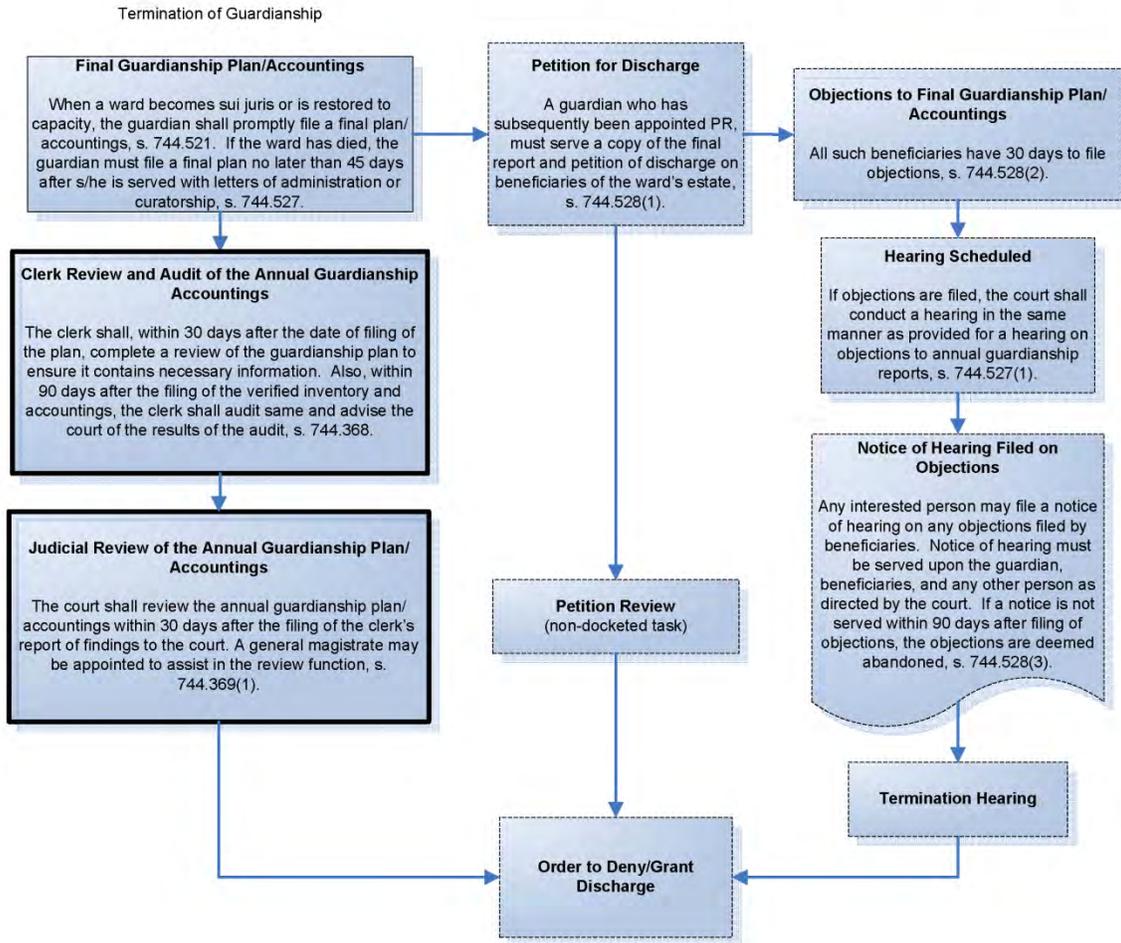
Efforts to seek relief on behalf of the ward may be initiated by the court by hearing or by any other interested person by petition.

Other independent petitions may be filed as pursuant to ss. 744.373 – 744.447.



**TIMS Phase One  
Probate Division Workgroup  
Guardianship - Continued Page 5**

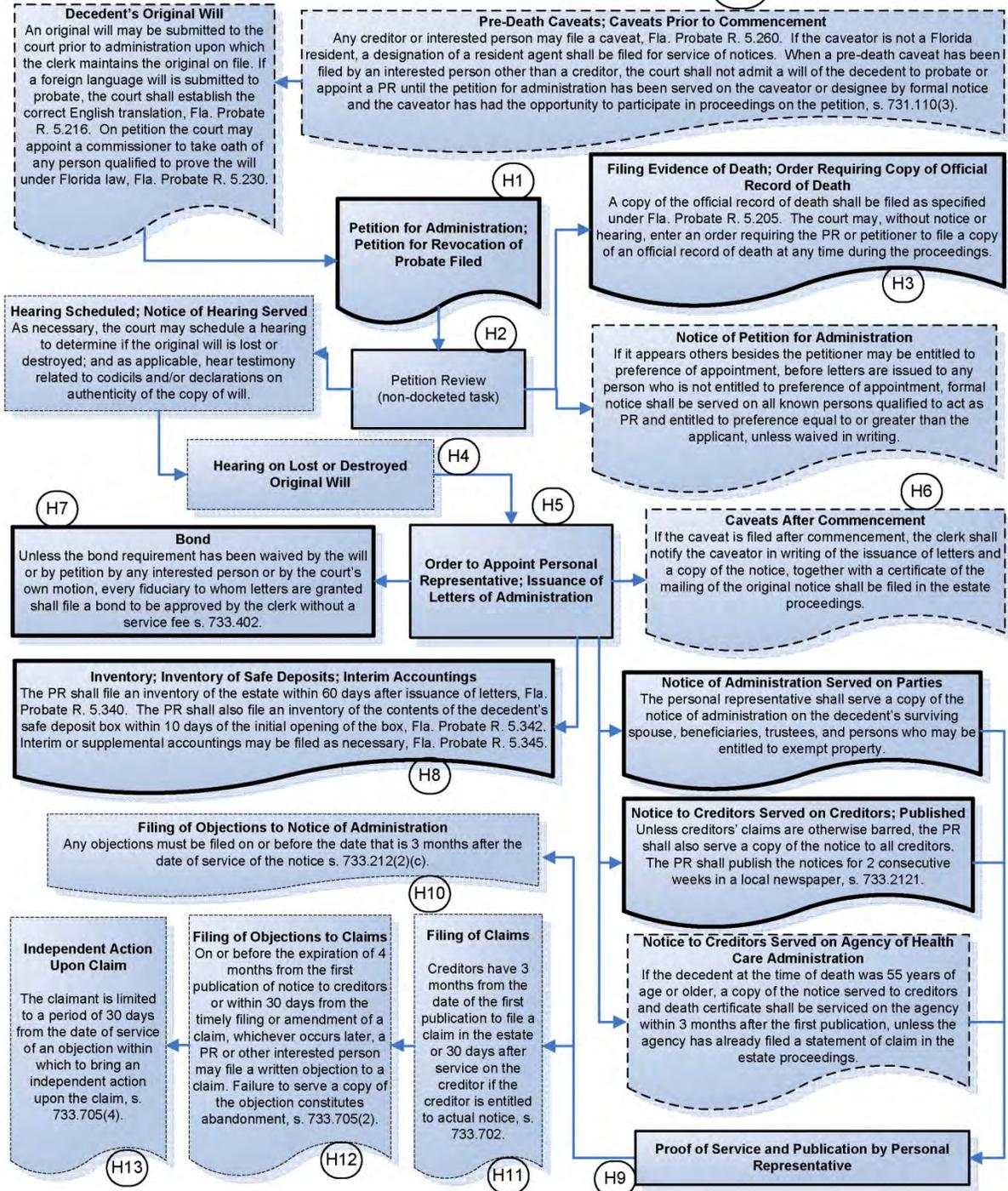
Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.



Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

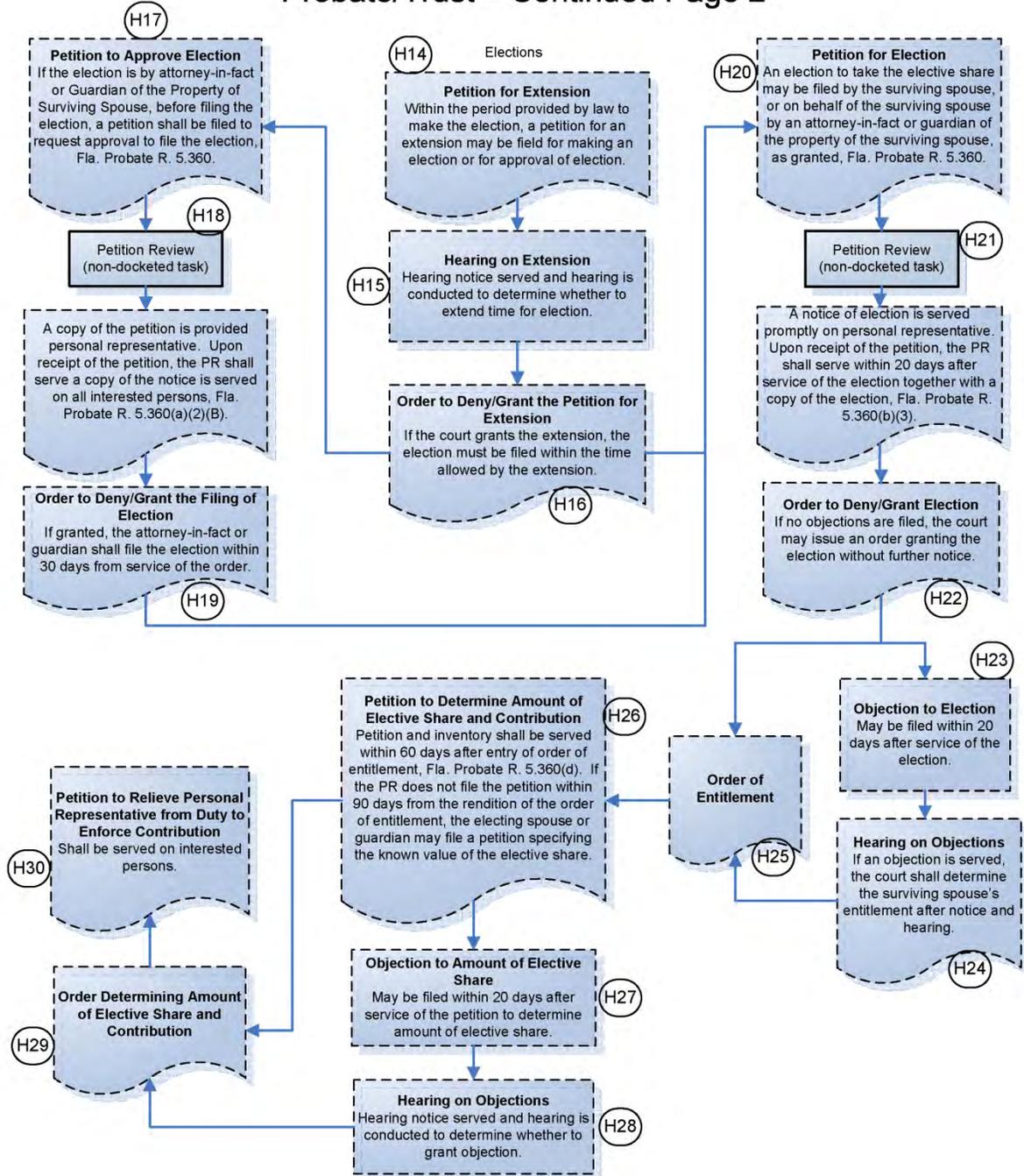
## TIMS Phase One Probate Division Workgroup Probate/Trust

(H)



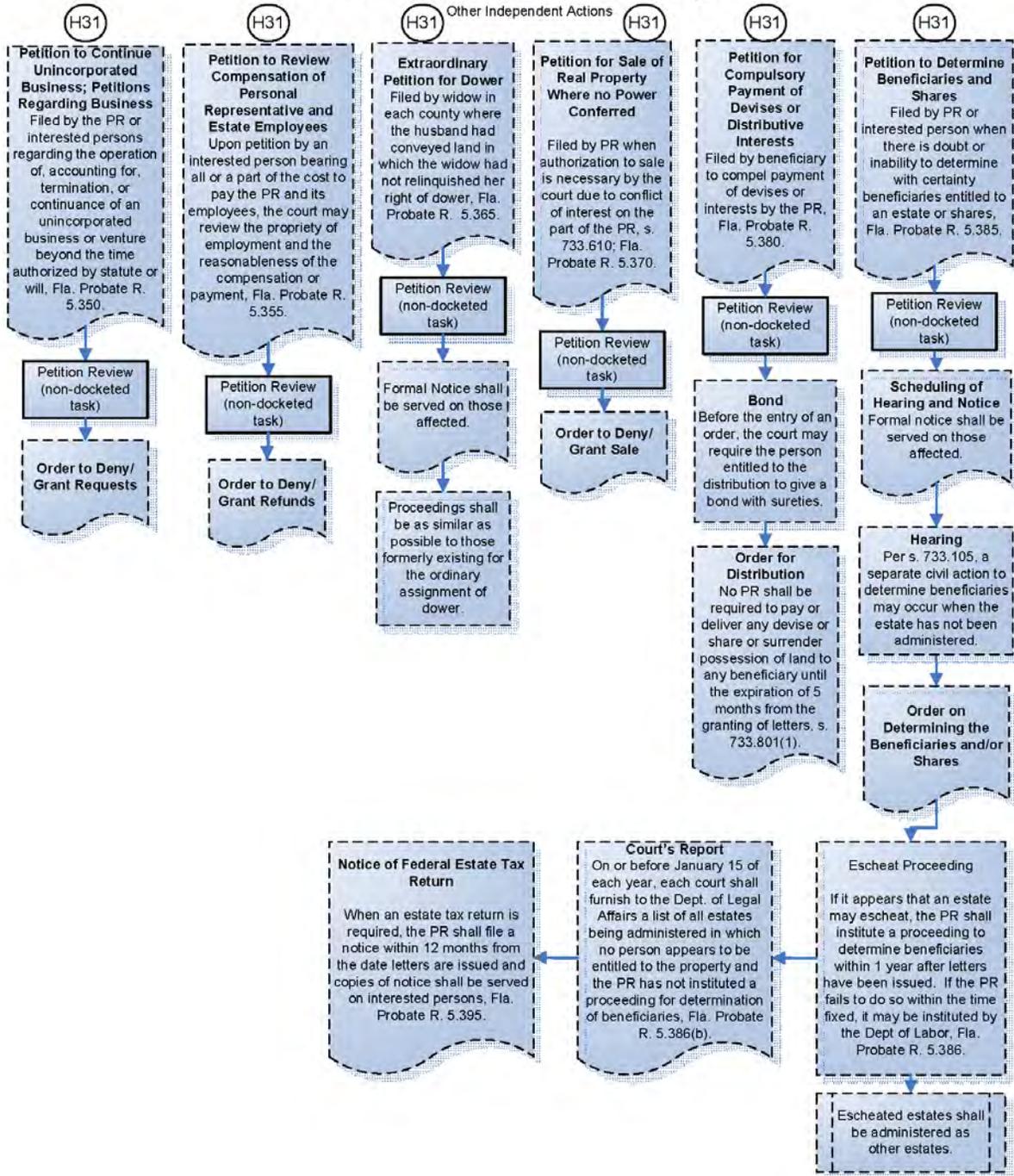
**TIMS Phase One  
Probate Division Workgroup  
Probate/Trust – Continued Page 2**

Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.



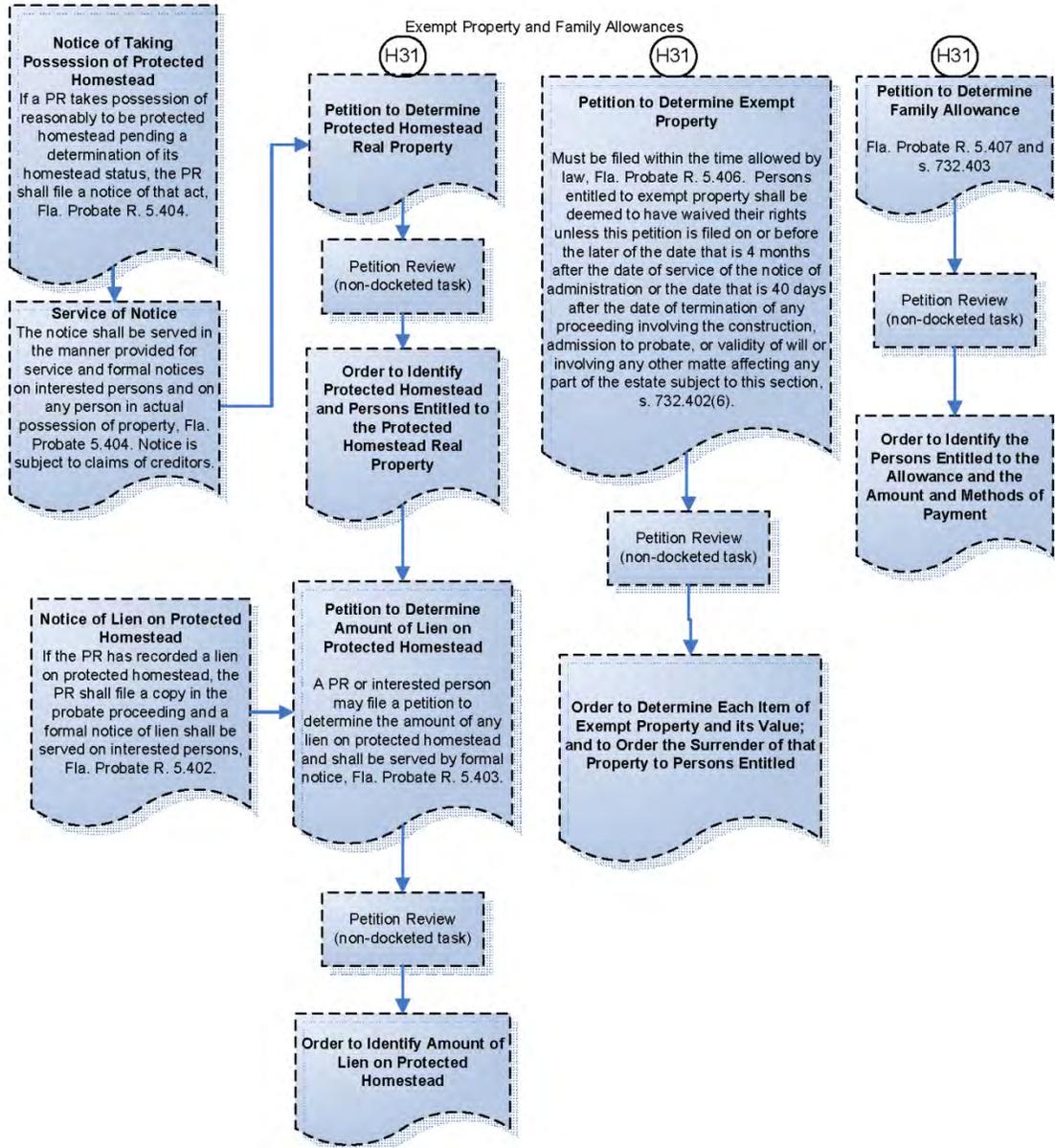
**TIMS Phase One  
Probate Division Workgroup  
Probate/Trust – Continued Page 3**

Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.



**TIMS Phase One  
Probate Division Workgroup  
Probate/Trust – Continued Page 4**

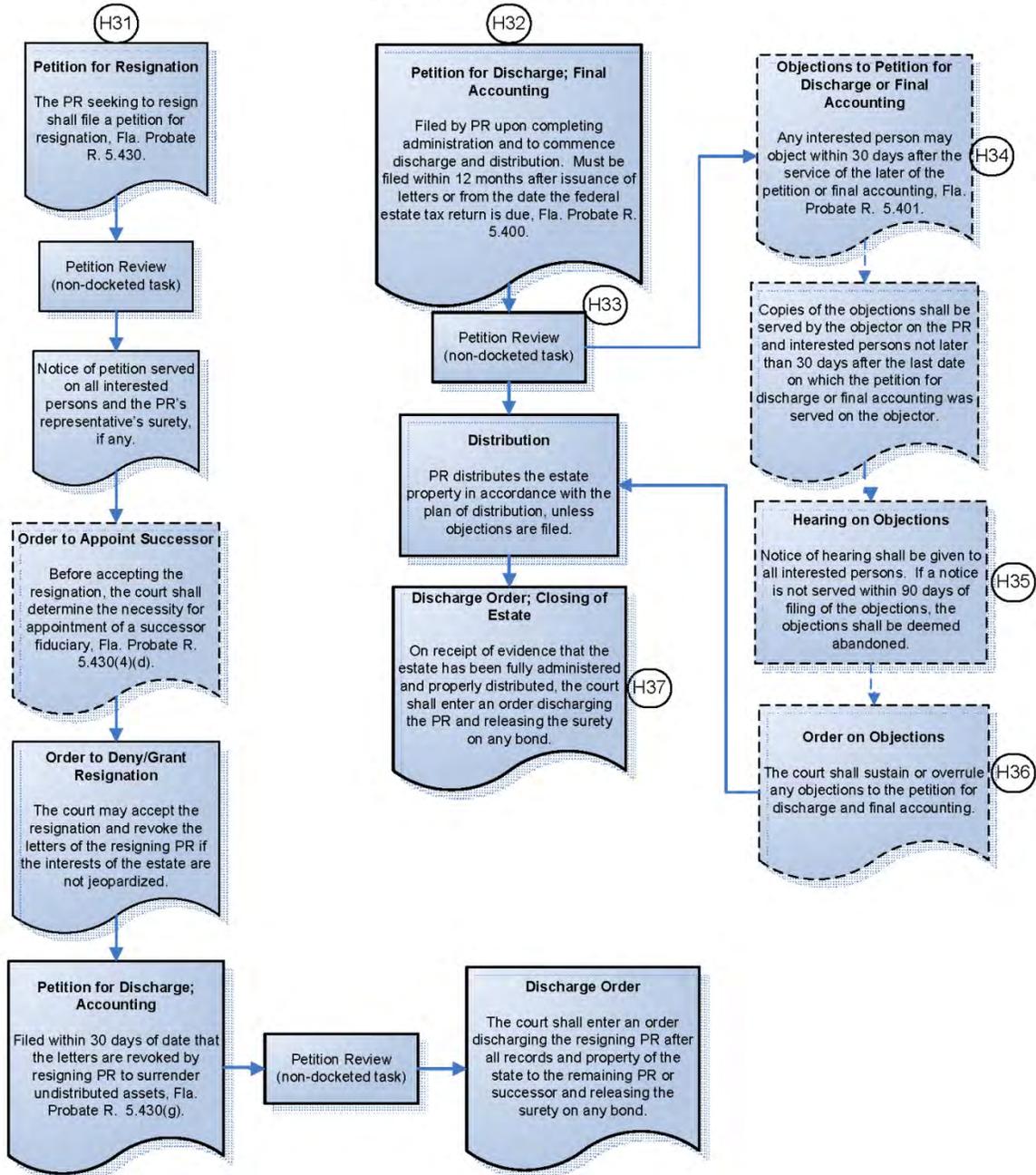
Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.



**TIMS Phase One  
Probate Division Workgroup  
Probate/Trust – Continued Page 5**

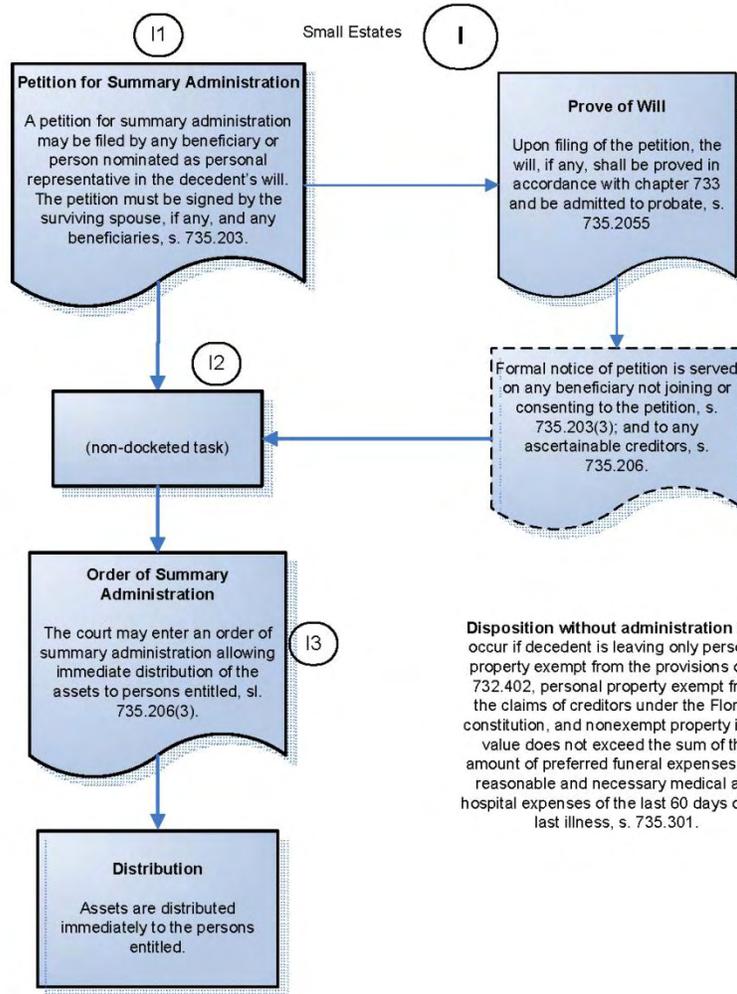
Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

Resignation; Discharge and Final Accounting



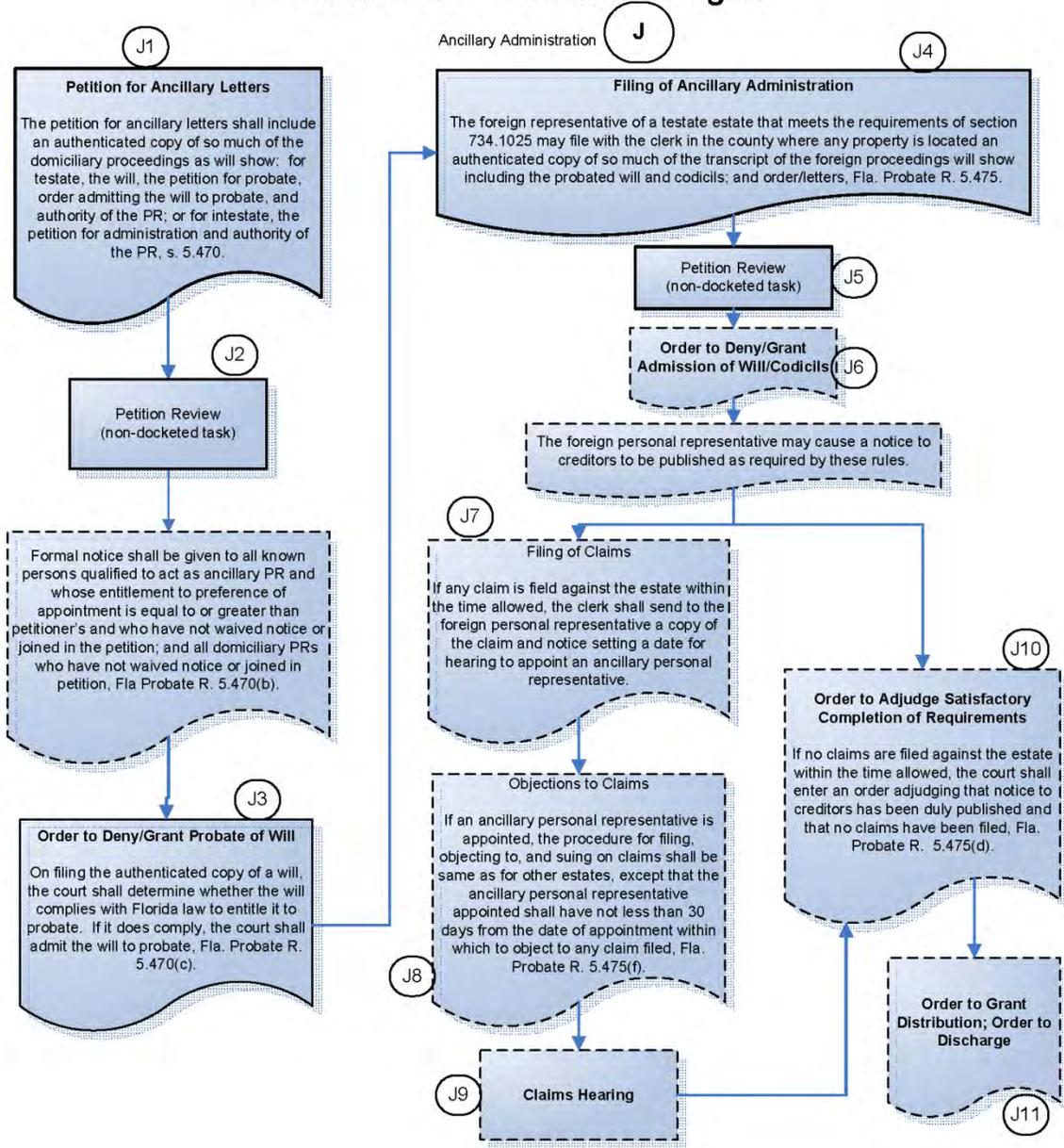
**TIMS Phase One  
Probate Division Workgroup  
Probate/Trust – Continued Page 6**

Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.



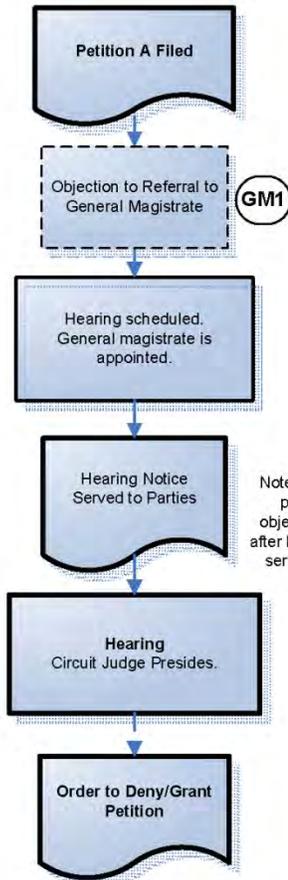
**TIMS Phase One  
Probate Division Workgroup  
Probate/Trust – Continued Page 7**

Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.



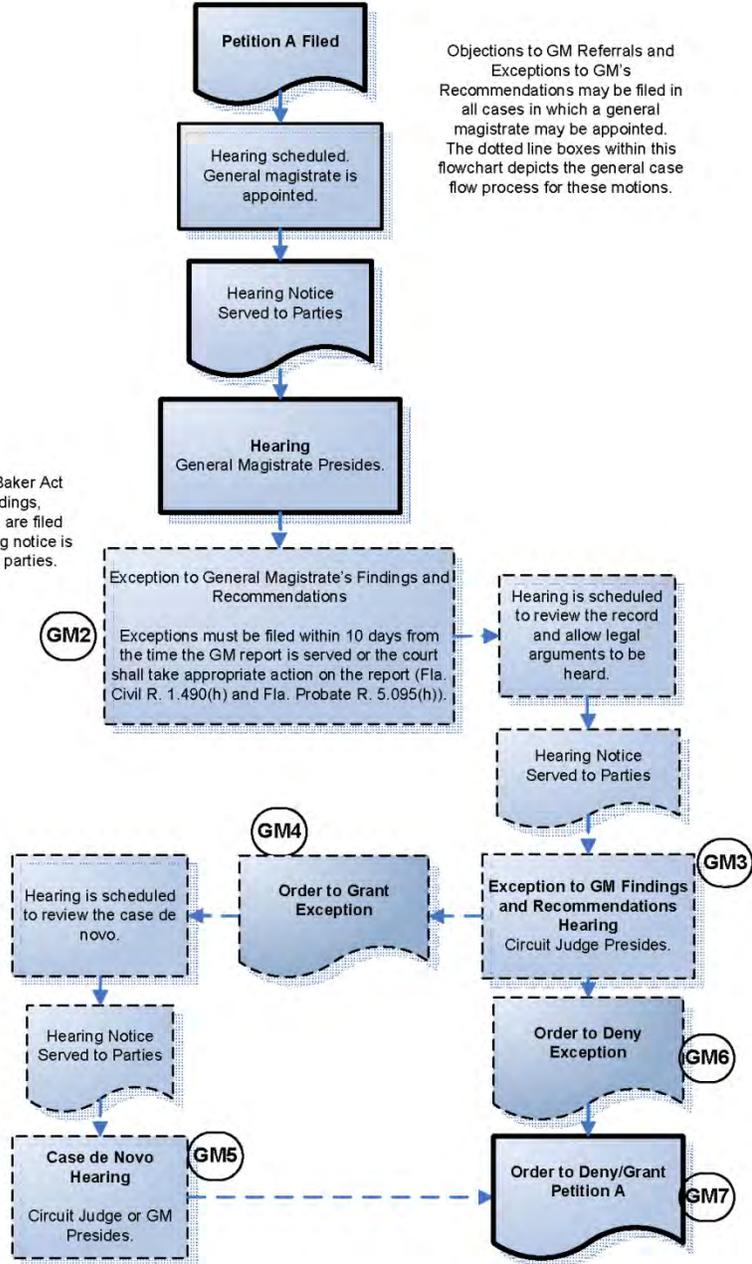
## TIMS Phase One Probate Workgroup General Magistrate Referrals, Findings and Recommendations

OBJECTIONS TO REFERRAL TO MAGISTRATE  
SEE FLA. R. CIV. P. 1.490



Note: In Baker Act proceedings, objections are filed after hearing notice is served to parties.

EXCEPTIONS TO MAGISTRATE'S FINDINGS AND RECOMMENDATIONS  
SEE FLA. R. CIV. P. 1.490



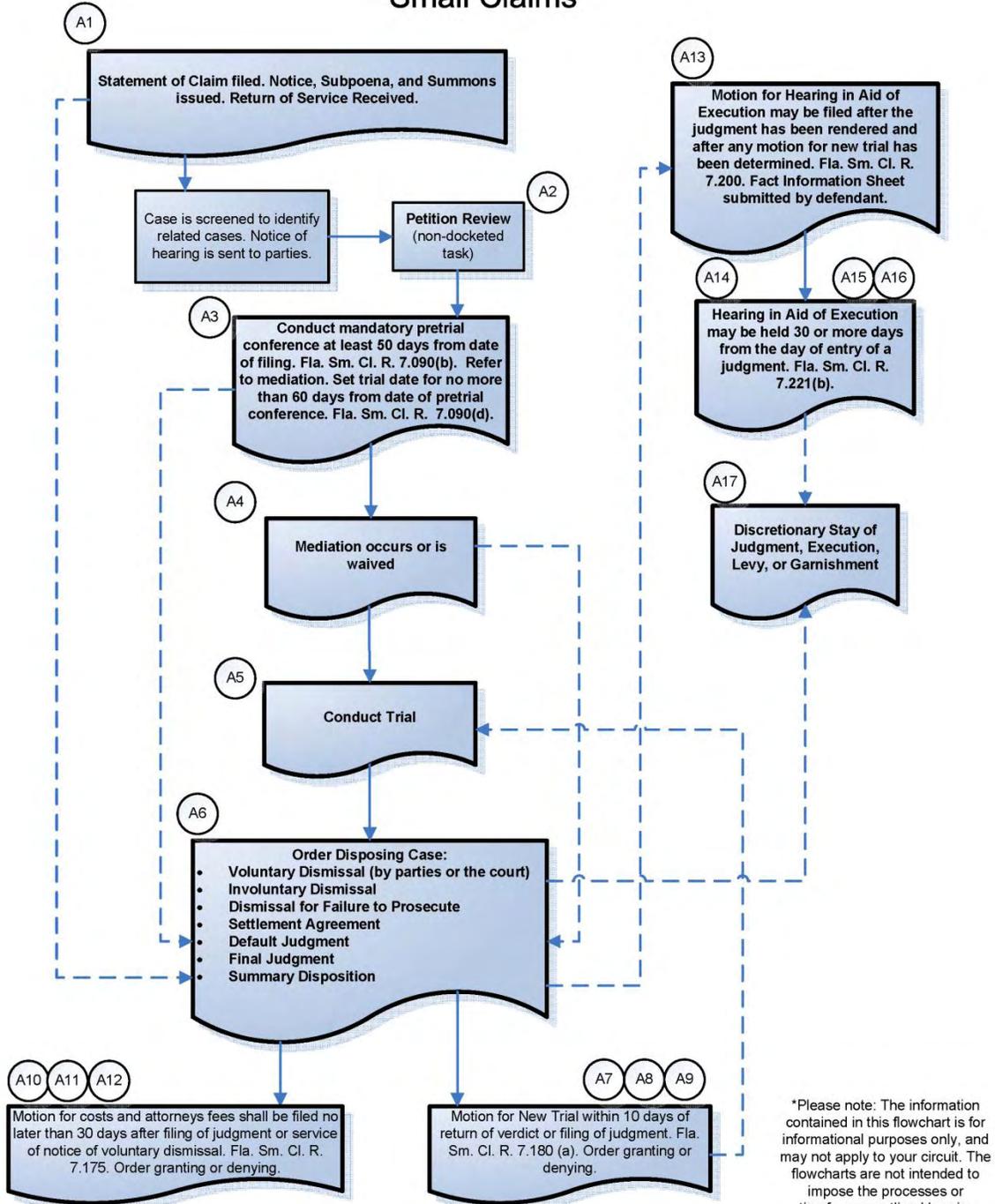
Objections to GM Referrals and Exceptions to GM's Recommendations may be filed in all cases in which a general magistrate may be appointed. The dotted line boxes within this flowchart depicts the general case flow process for these motions.

Please note: The information contained in this flowchart is for information purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

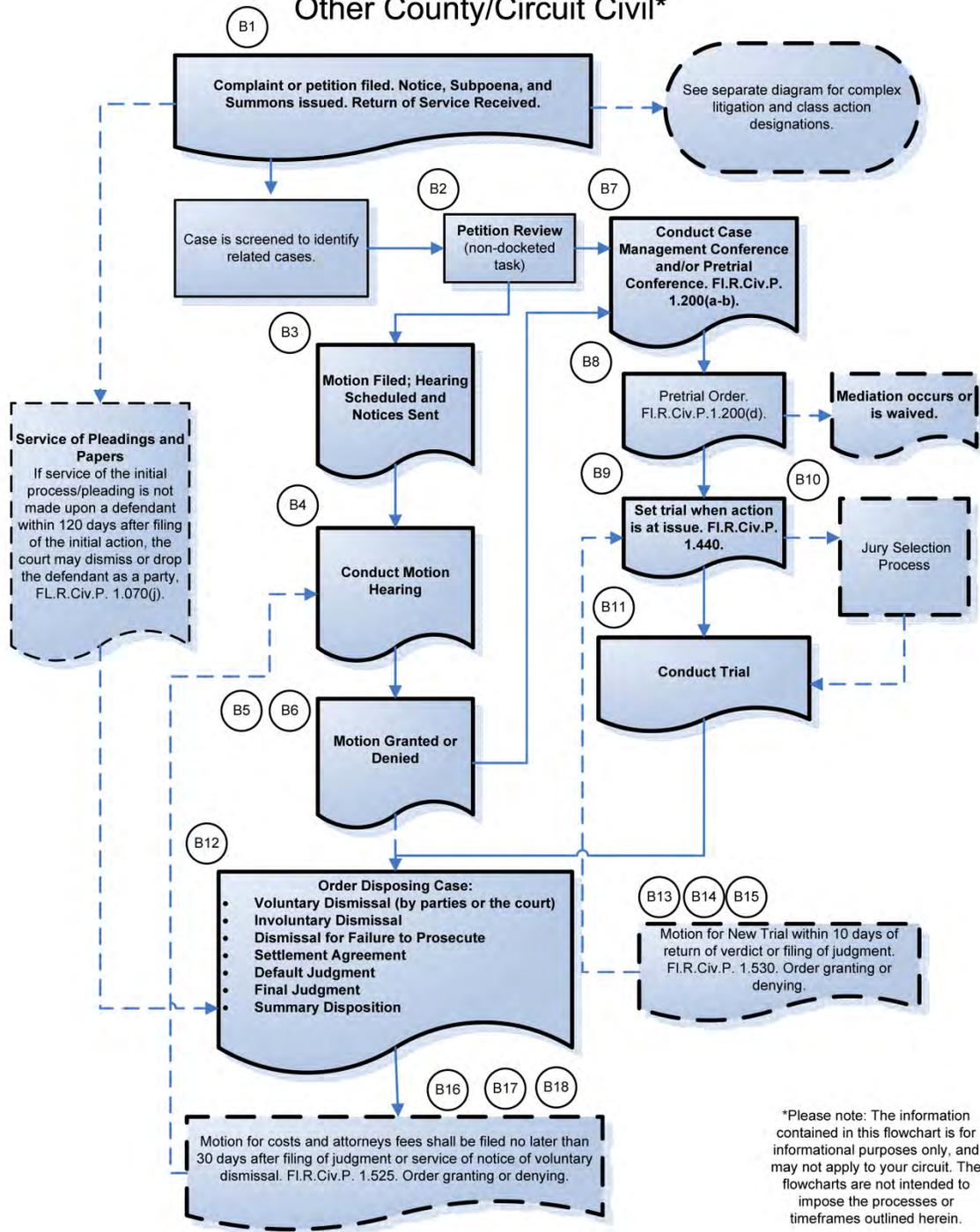
Appendix F – Civil Division Caseload Diagrams

Box numbers reference entries in TIMS divisional data elements spreadsheet

**TIMS Phase One  
Civil Workgroup  
Small Claims\***

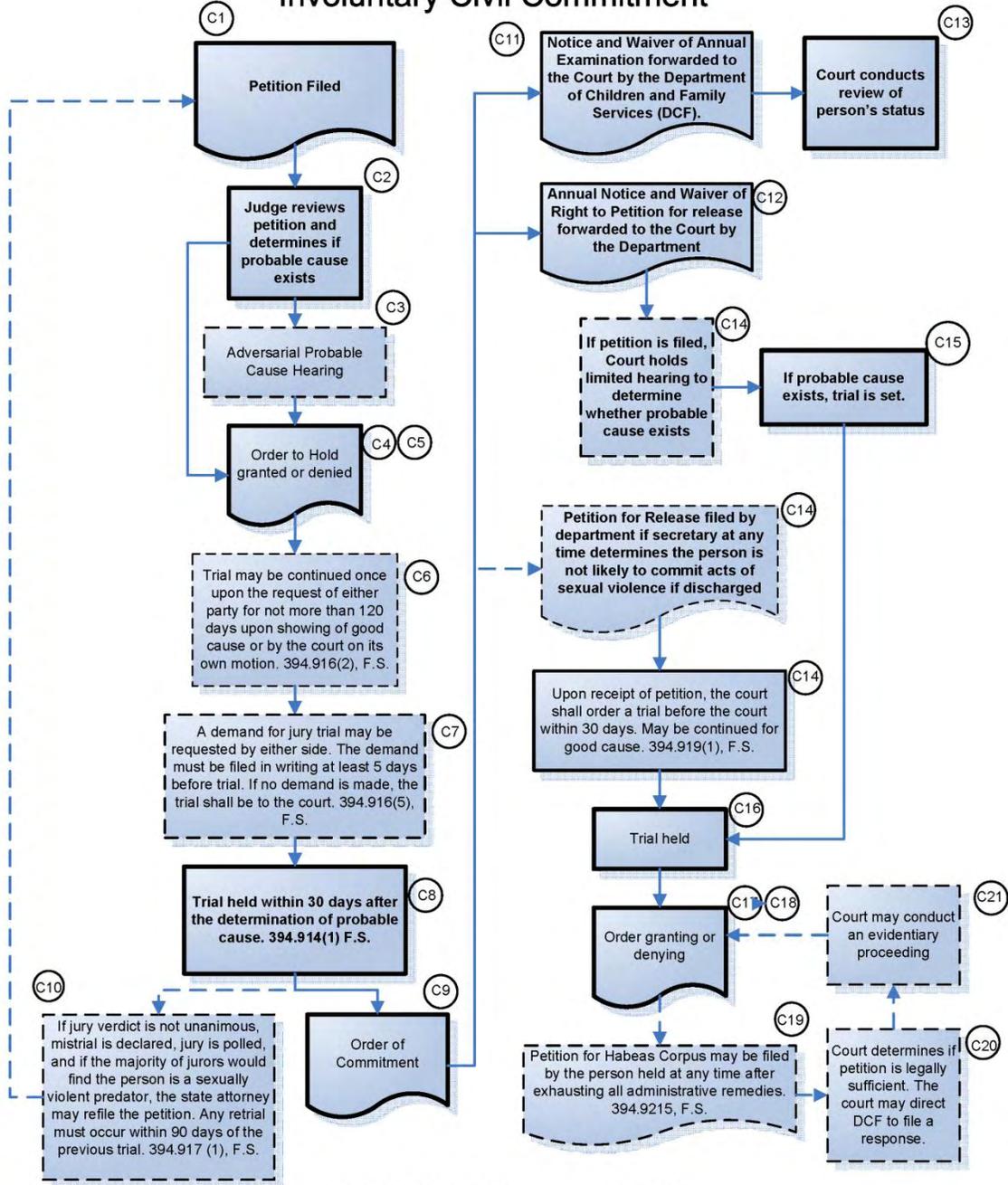


**TIMS Phase One  
Civil Workgroup  
Other County/Circuit Civil\***



\*Please note: The information contained in this flowchart is for informational purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

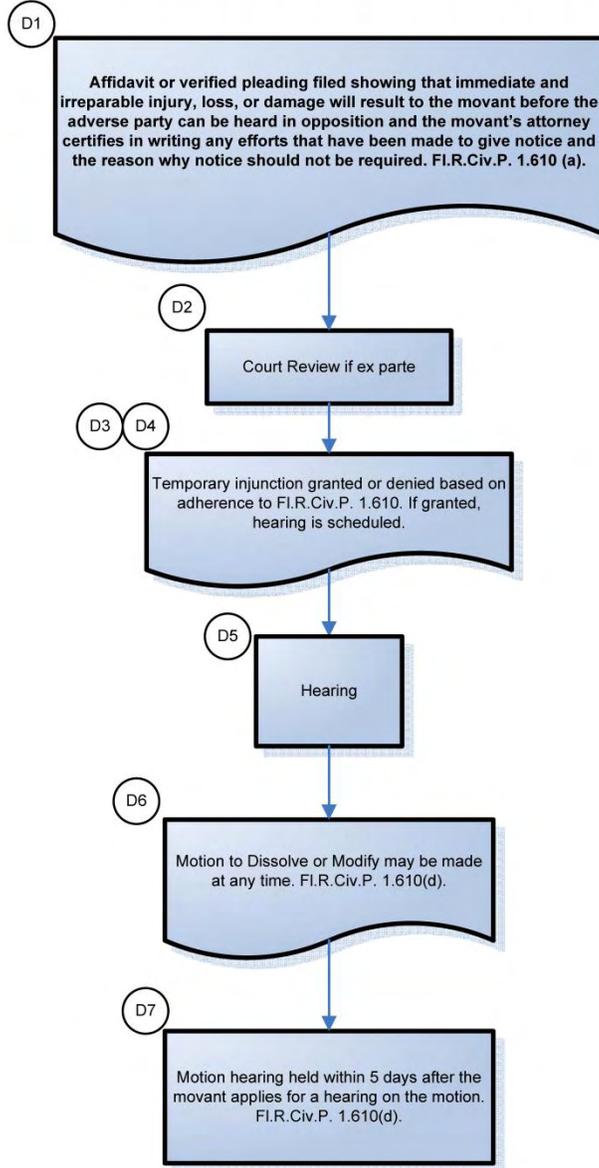
**TIMS Phase One  
Civil Workgroup  
Involuntary Civil Commitment\***



\*Please note: The information contained in this flowchart is for informational purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

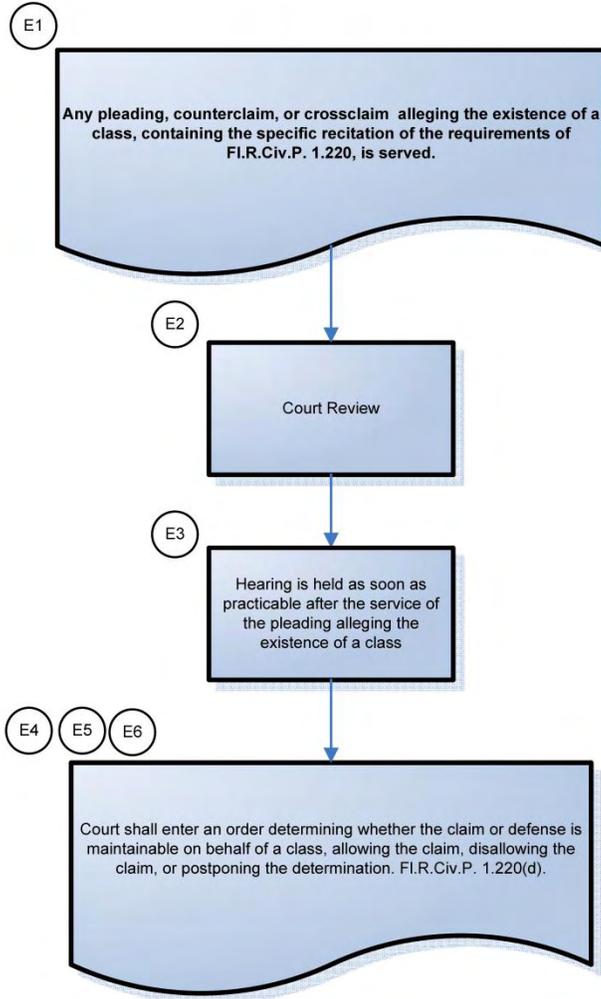
### TIMS Phase One Civil Workgroup Injunctions\*

(excluding domestic, repeat, sexual, and dating violence injunctions)



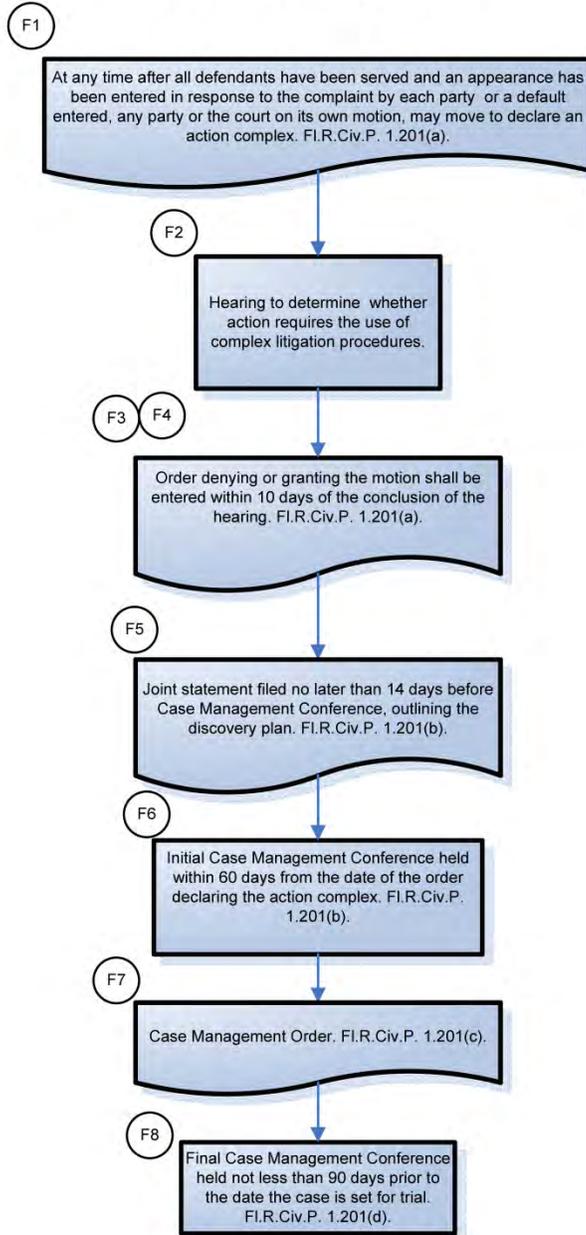
\*Please note: The information contained in this flowchart is for informational purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

### TIMS Phase One Civil Workgroup Class Actions\*



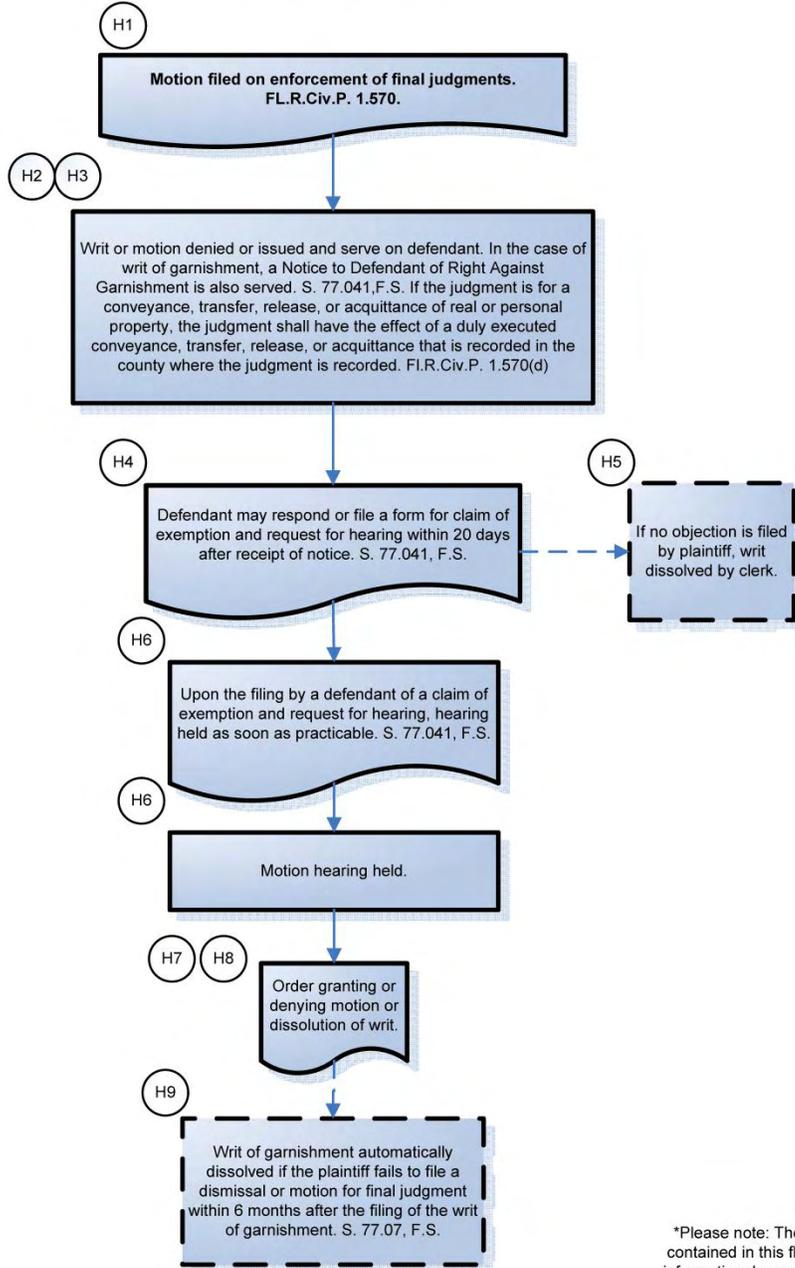
\*Please note: The information contained in this flowchart is for informational purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

### TIMS Phase One Civil Workgroup Complex Litigation\*



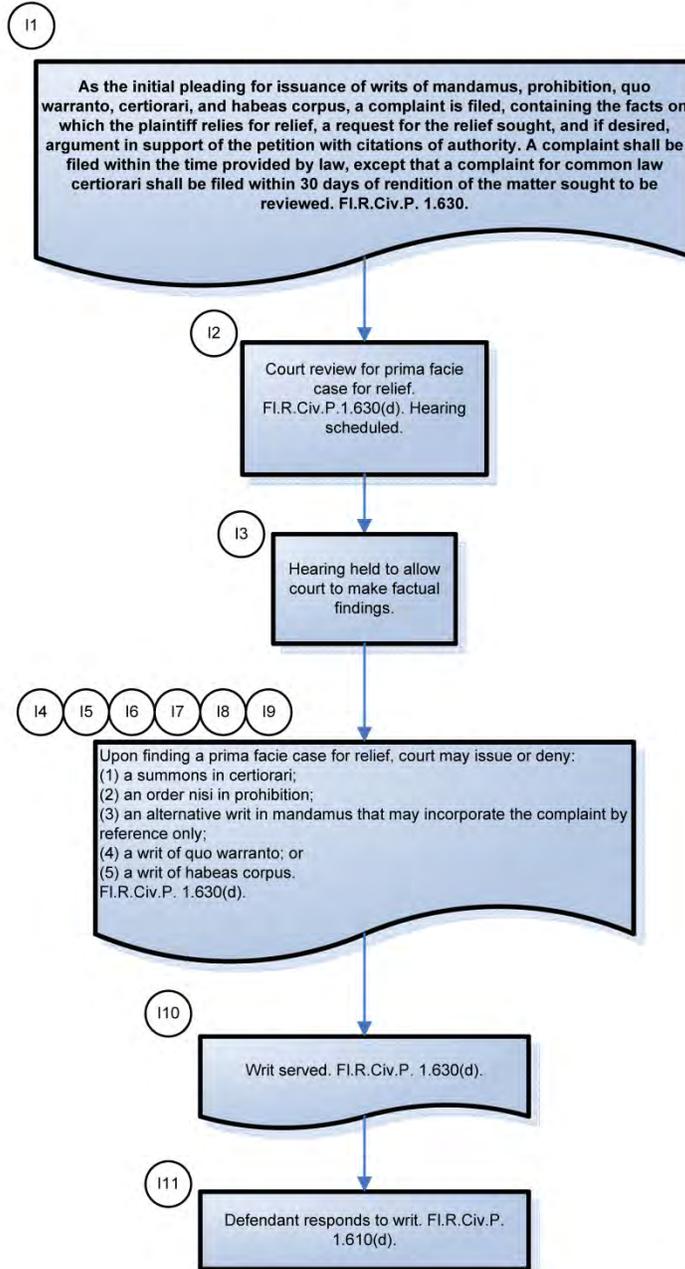
\*Please note: The information contained in this flowchart is for informational purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

### TIMS Phase One Civil Workgroup Post-Judgment\*



\*Please note: The information contained in this flowchart is for informational purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

### TIMS Phase One Civil Workgroup Extraordinary Writs\*

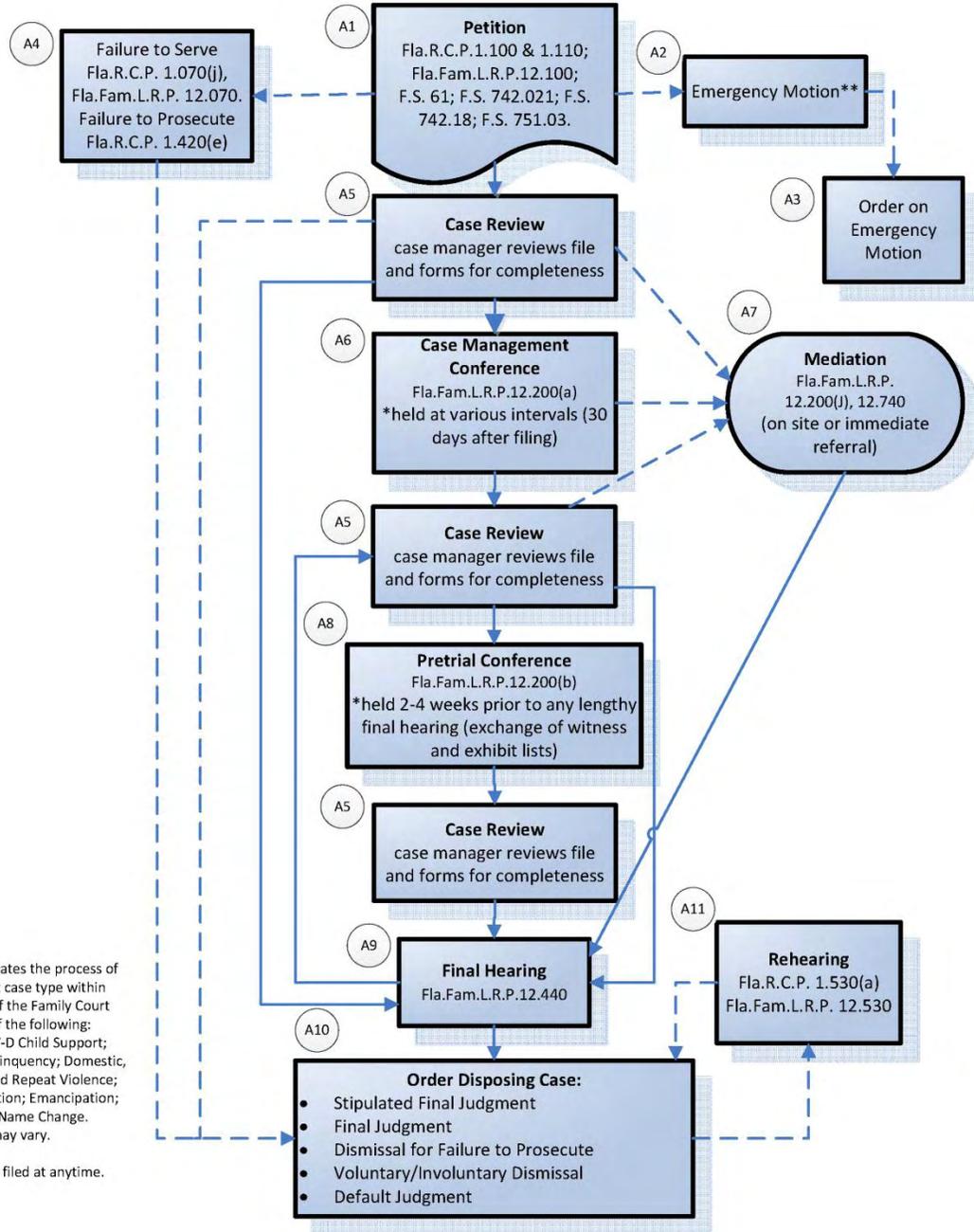


\*Please note: The information contained in this flowchart is for informational purposes only, and may not apply to your circuit. The flowcharts are not intended to impose the processes or timeframes outlined herein.

Appendix G – Family Division Caseflow Diagrams

Box numbers reference entries in TIMS divisional data elements spreadsheet

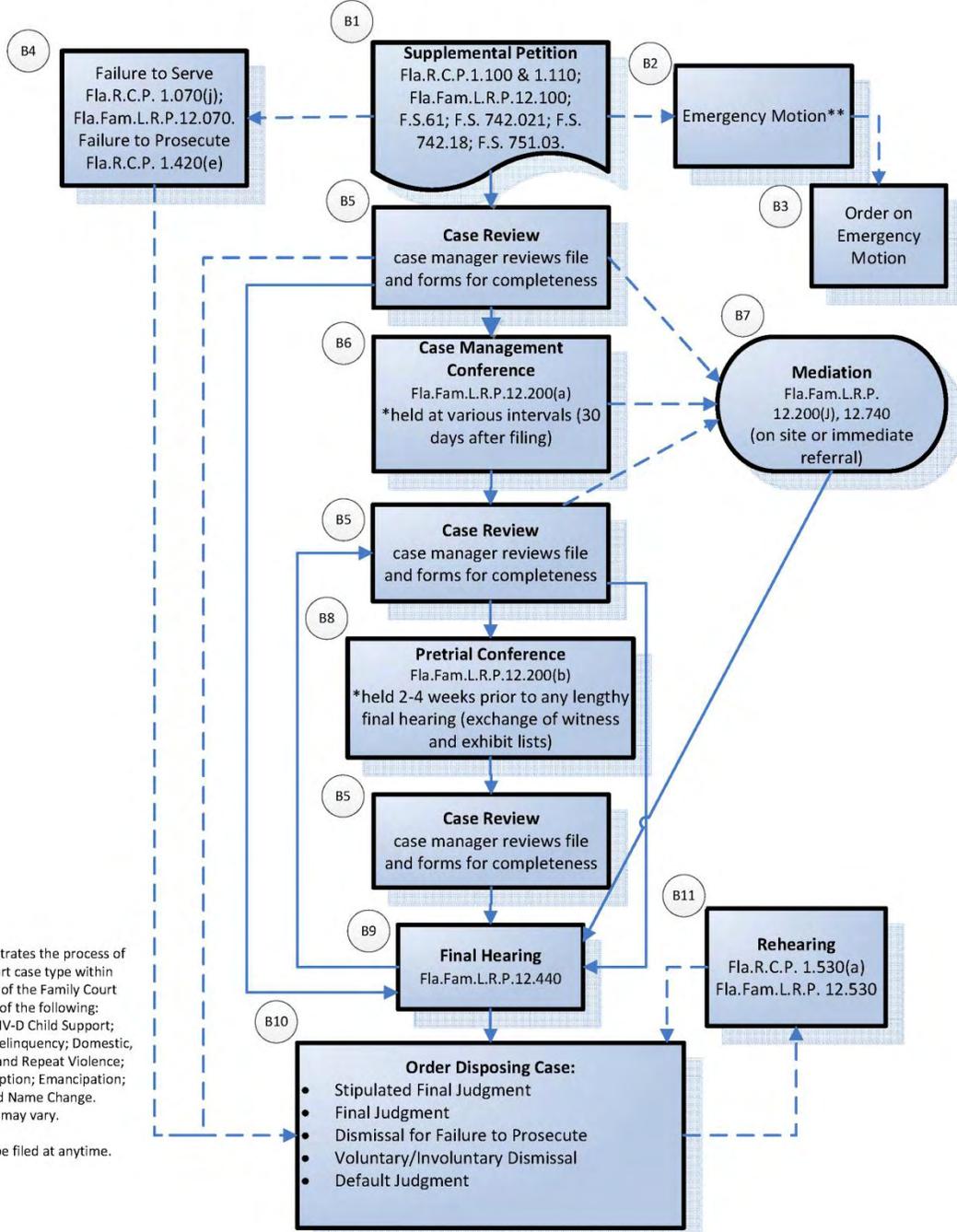
**TIMS Phase One  
Family Workgroup  
General Family Court\***



\*This chart illustrates the process of each family court case type within the jurisdiction of the Family Court with exception of the following: Administrative IV-D Child Support; Dependency; Delinquency; Domestic, Sexual, Dating and Repeat Violence; CINS/FINS; Adoption; Emancipation; Annulment; and Name Change. Circuit practice may vary.

\*\*Motion can be filed at anytime.

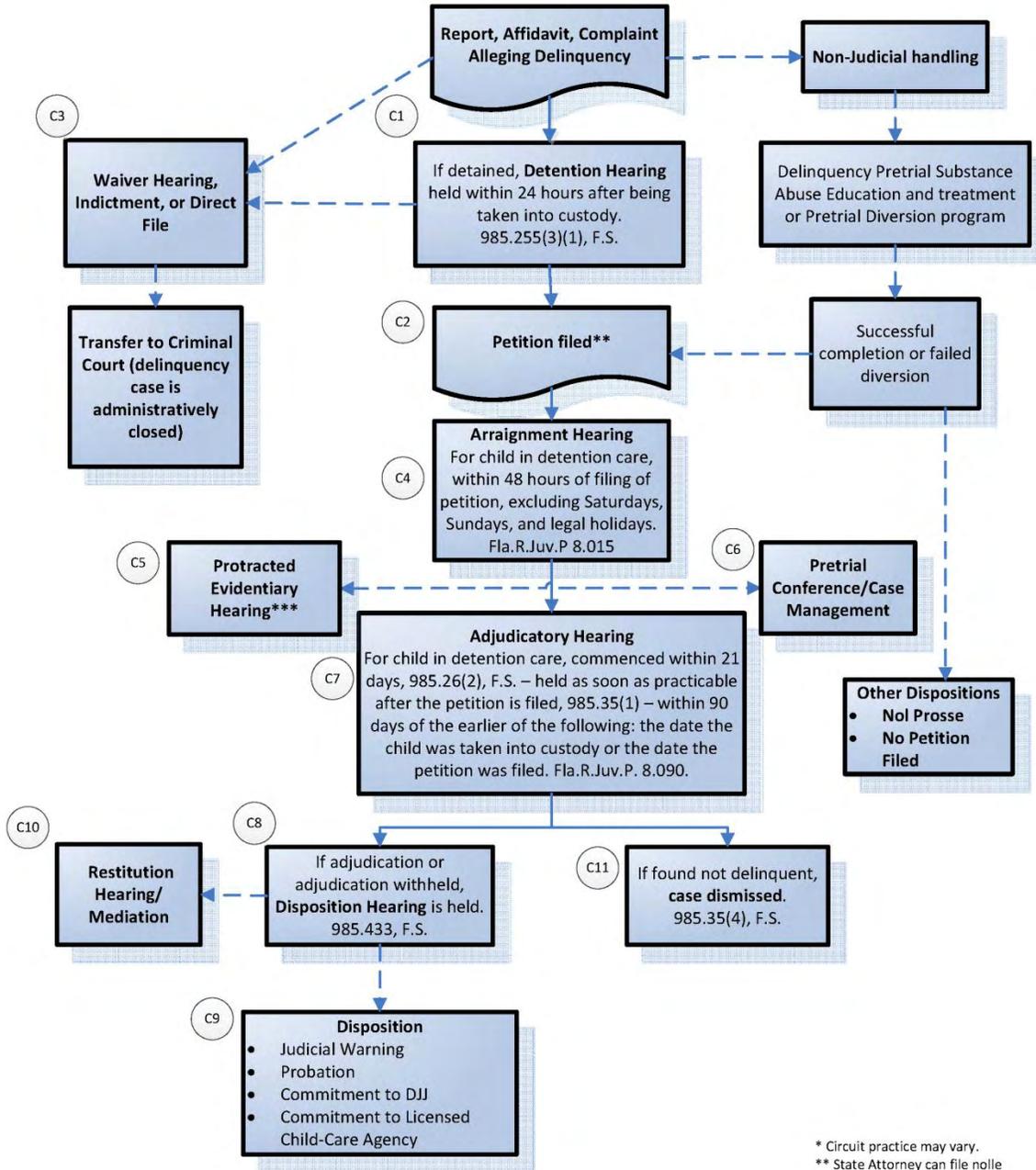
### TIMS Phase One Family Workgroup General Family Court Modification\*



\*This chart illustrates the process of each family court case type within the jurisdiction of the Family Court with exception of the following: Administrative IV-D Child Support; Dependency; Delinquency; Domestic, Sexual, Dating and Repeat Violence; CINS/FINS; Adoption; Emancipation; Annulment; and Name Change. Circuit practice may vary.

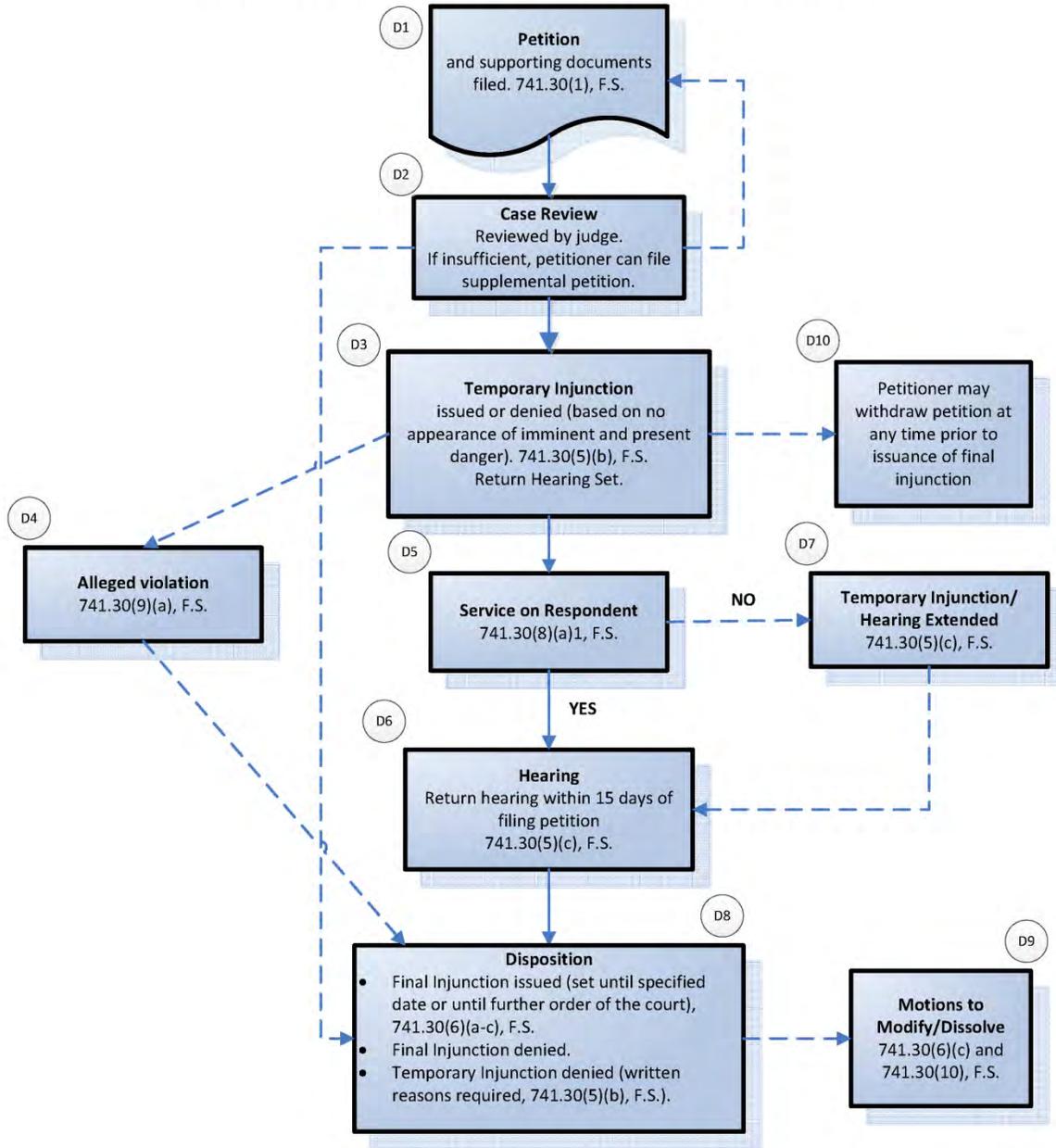
\*\*Motion can be filed at anytime.

### TIMS Phase One Family Workgroup Delinquency\*



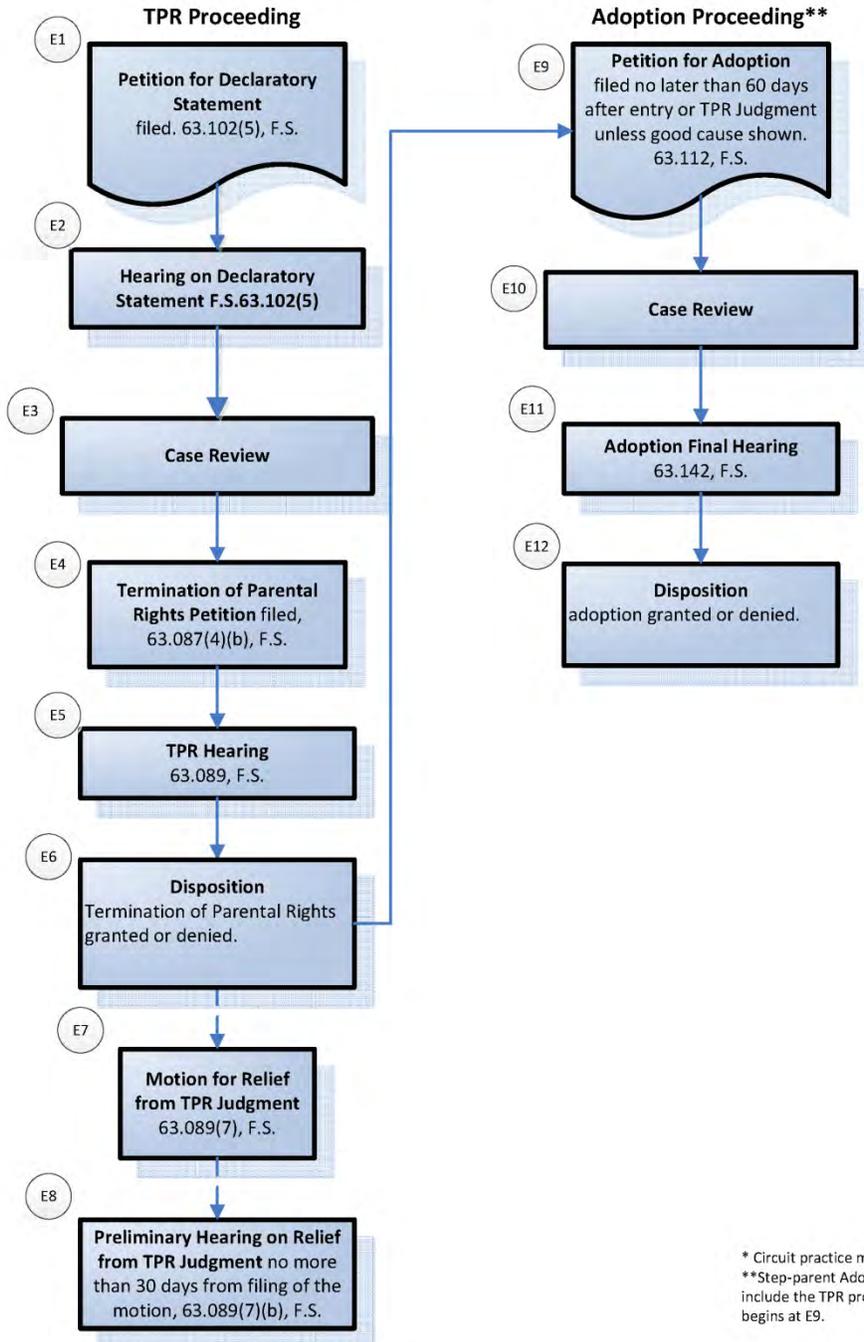
\* Circuit practice may vary.  
 \*\* State Attorney can file nolle prosequi at any time in case.  
 \*\*\* These hearings are only used in some circuits.

**TIMS Phase One  
Family Workgroup**  
Chapters 741 & 784 Injunctions\*  
(Domestic, Sexual, Dating, Repeat, and Stalking\*\*)



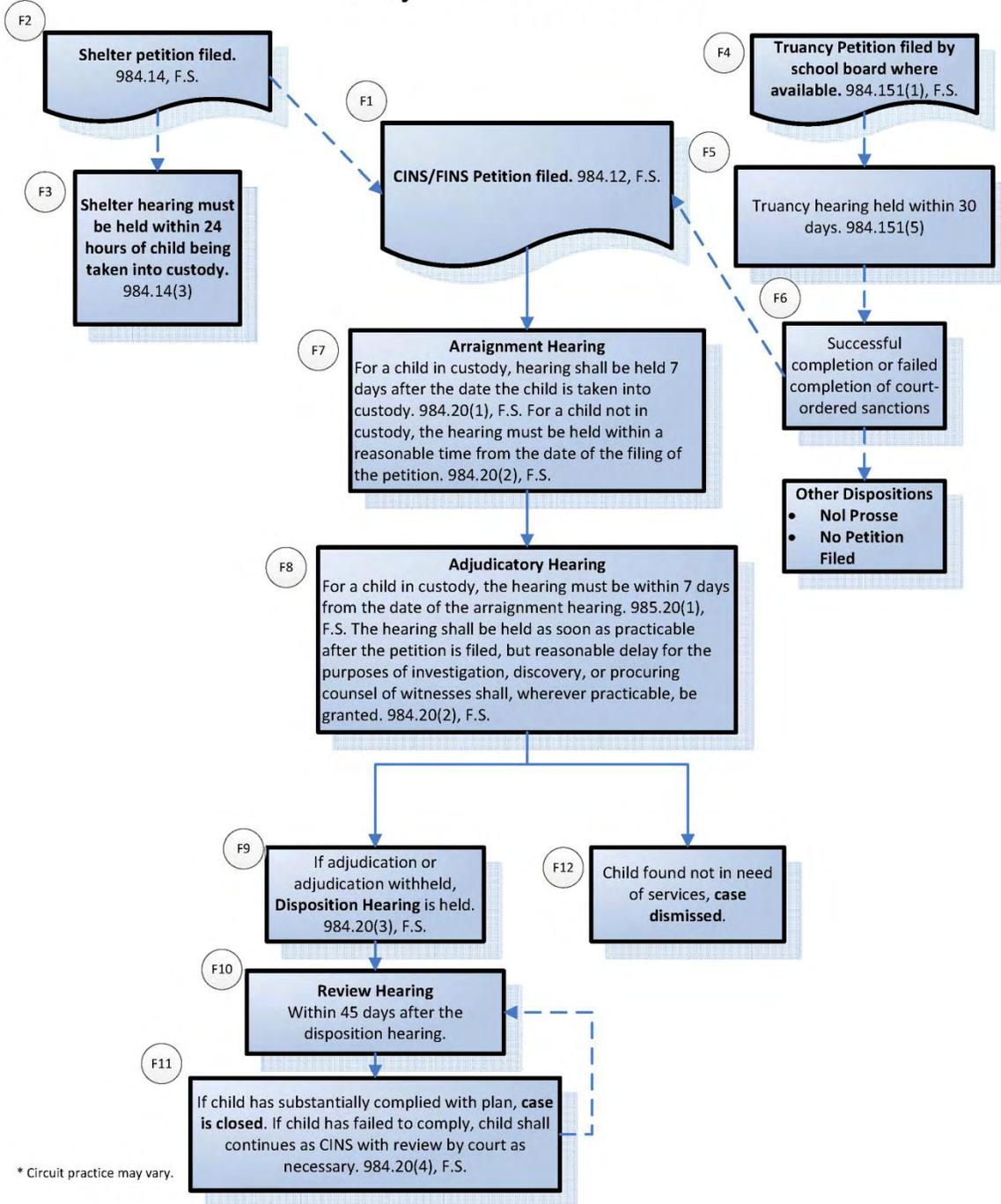
\* Circuit practice may vary.  
\*\* Section 784.0485, F.S. is effective October 1, 2012

**TIMS Phase One  
Family Workgroup  
Chapter 63 TPR and Adoption Cases\***

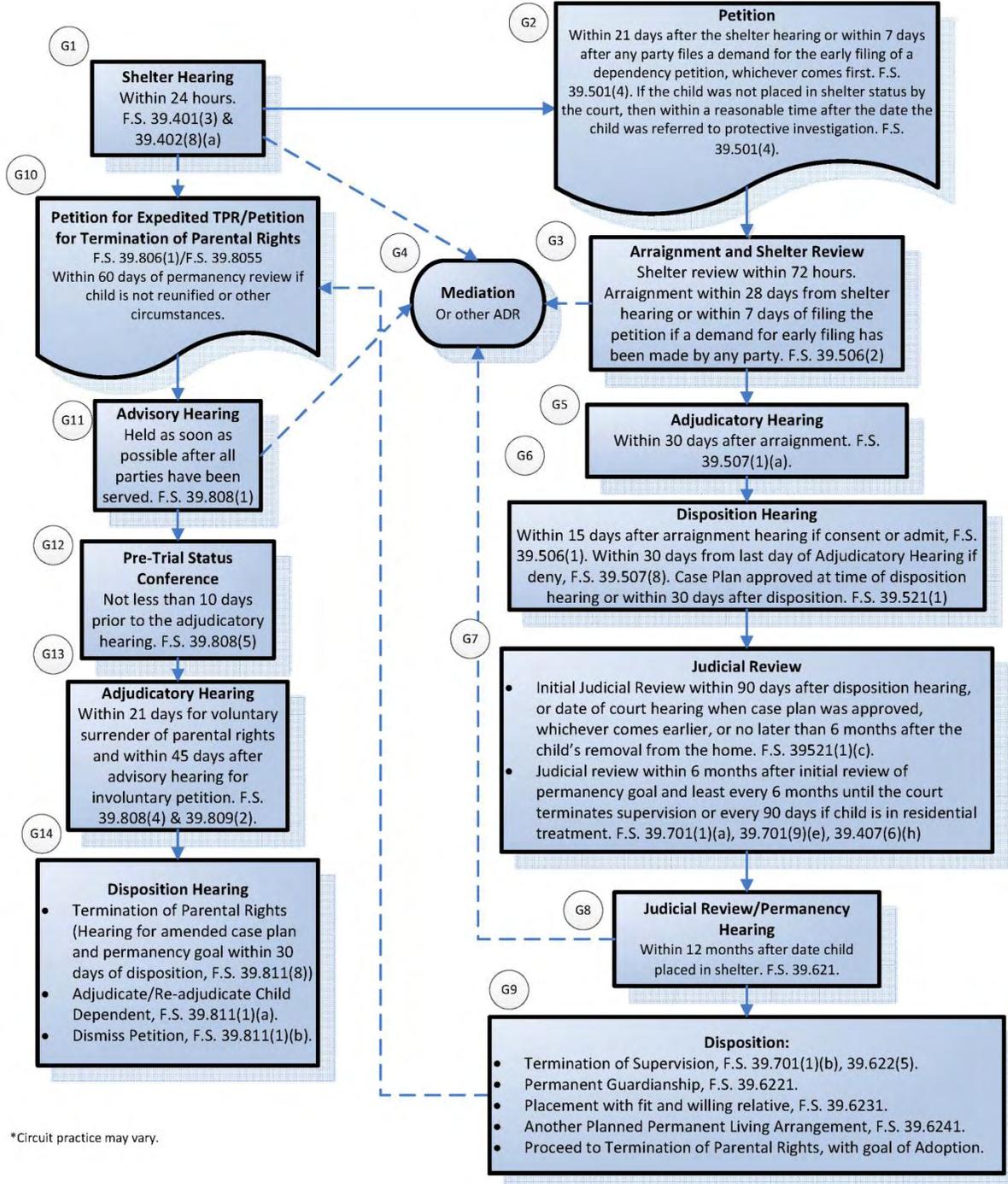


\* Circuit practice may vary.  
\*\*Step-parent Adoption does not include the TPR proceedings and begins at E9.

**TIMS Phase One  
Family Workgroup  
Child in Need of Services/  
Family in Need of Services\***

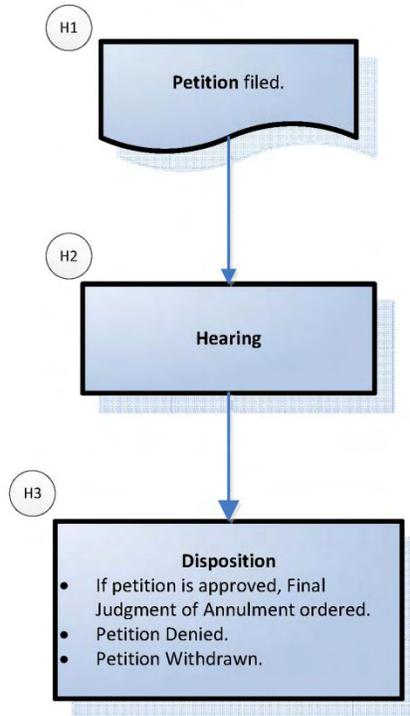


## TIMS Phase One Family Workgroup Dependency\*



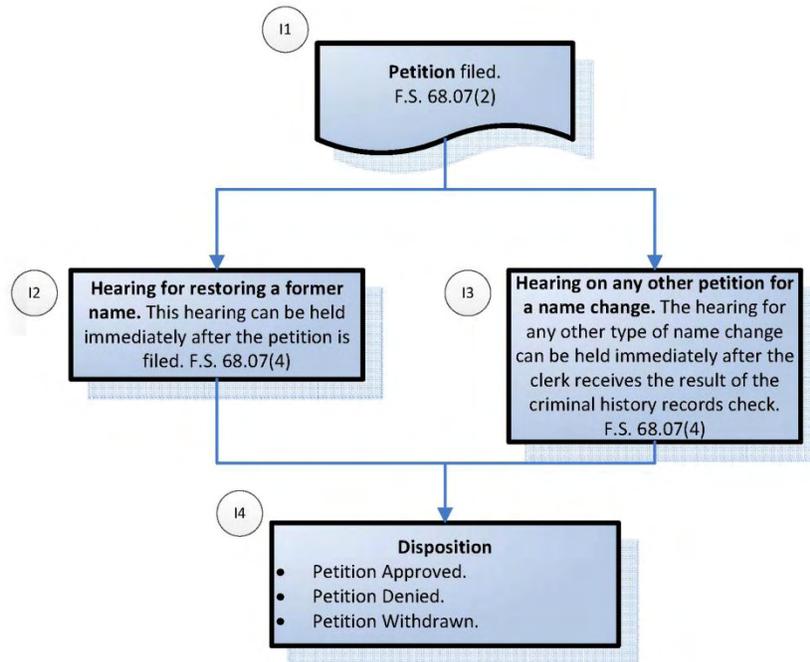
\*Circuit practice may vary.

**TIMS Phase One  
Family Workgroup  
Annulment\***



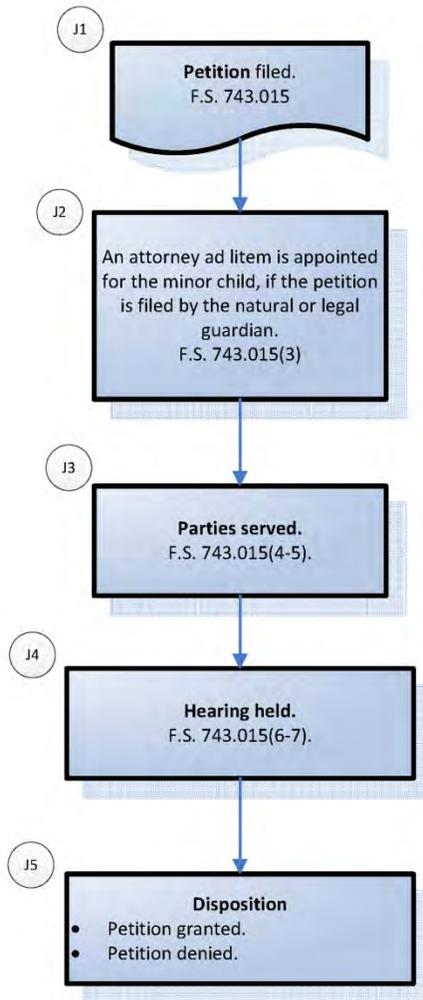
\* Circuit practice may vary.

## TIMS Phase One Family Workgroup Name Change\*



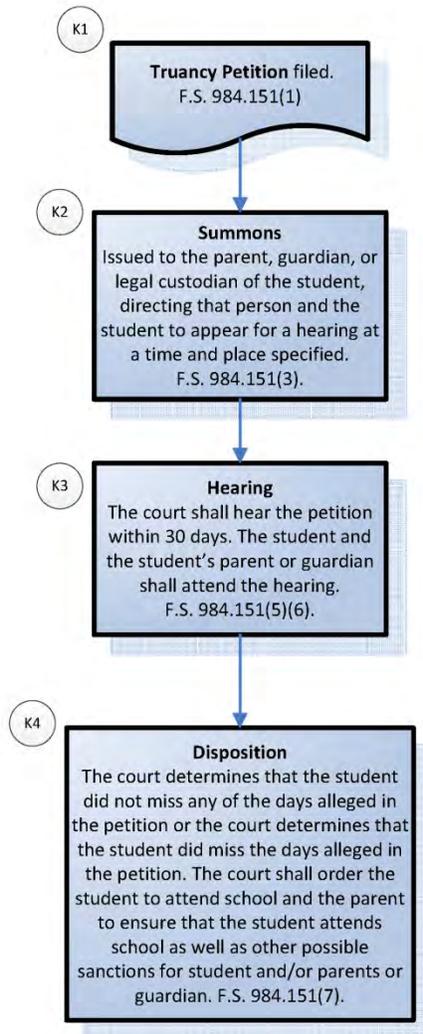
\* Circuit practice may vary.

**TIMS Phase One  
Family Workgroup  
Emancipation\***



\* Circuit practice may vary.

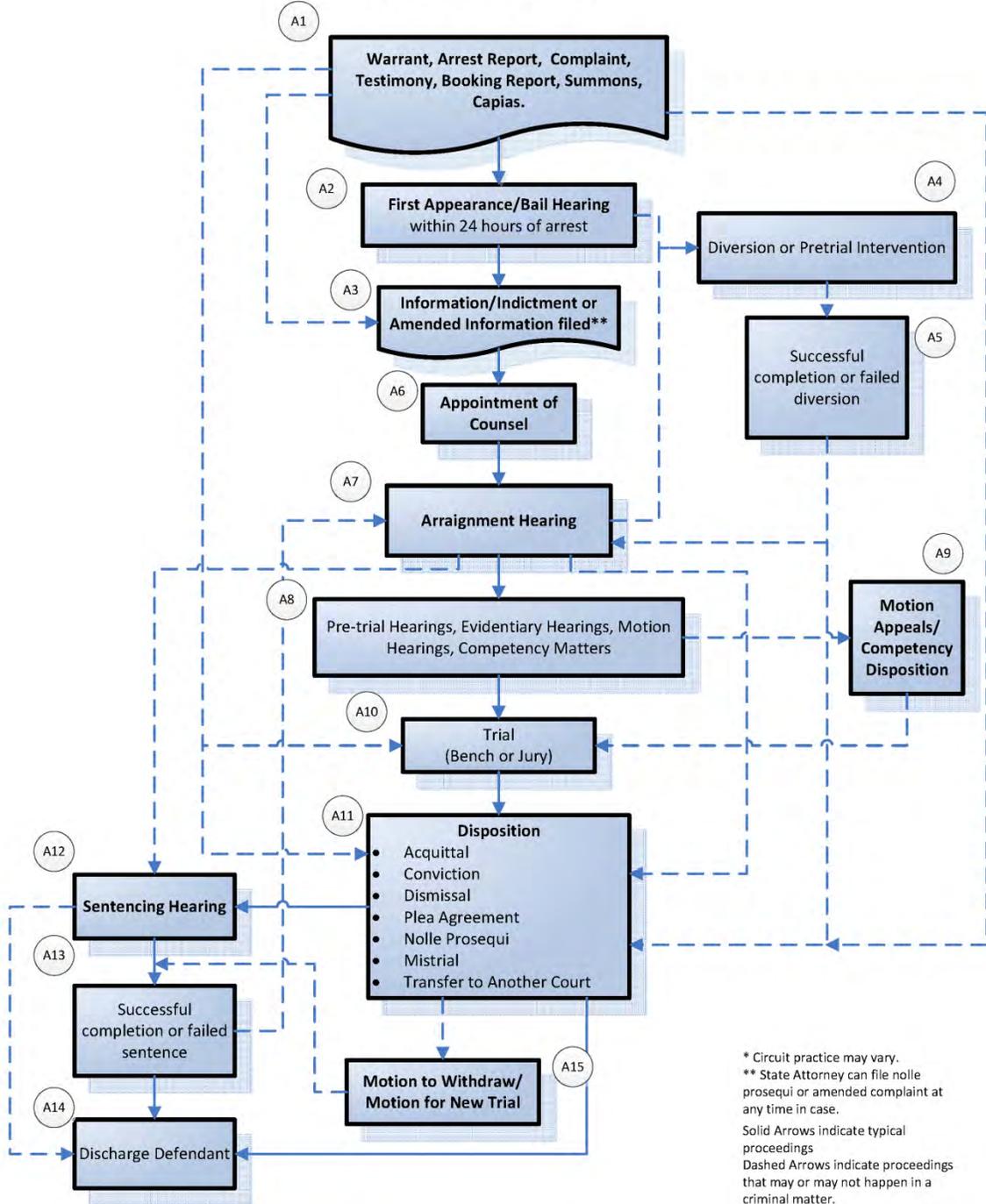
**TIMS Phase One  
Family Workgroup  
Chapter 984 Truancy\***



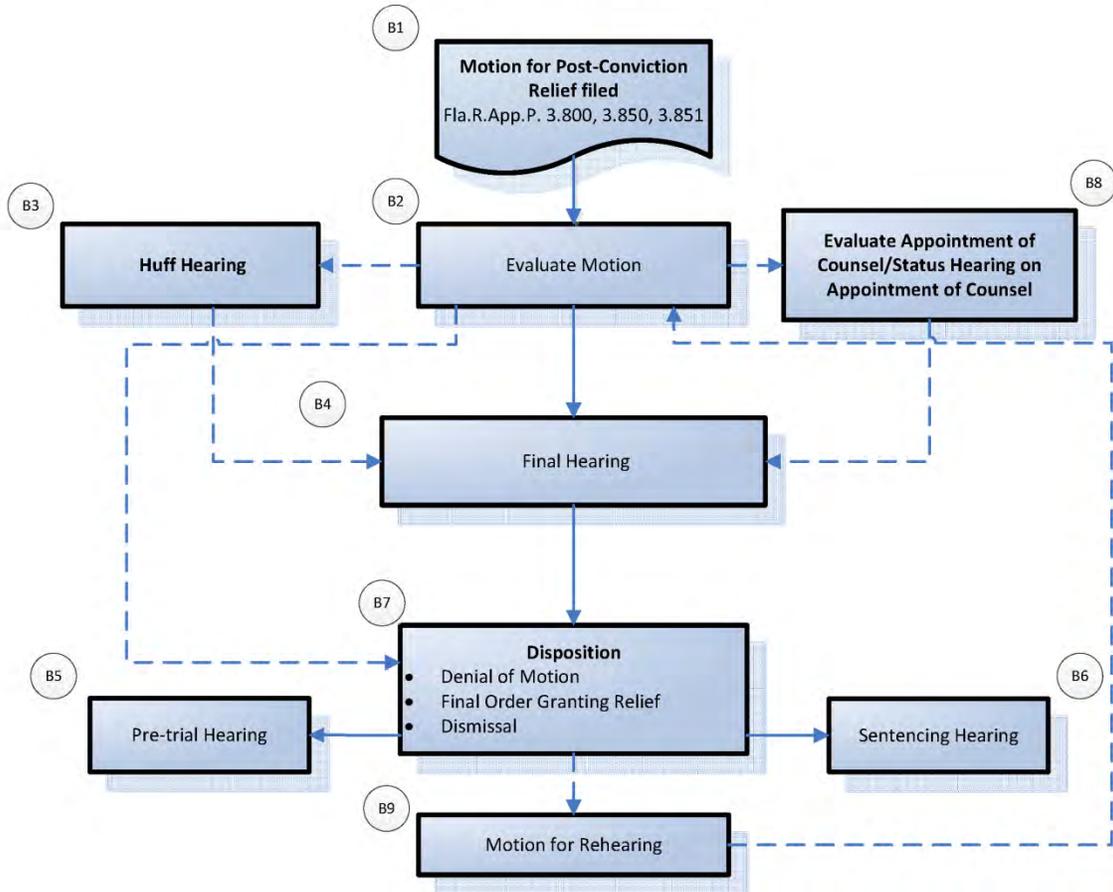
\* Circuit practice may vary.

Appendix H – Criminal Division Caseflow Diagrams

**TIMS Phase One  
Criminal Workgroup  
General Criminal\***



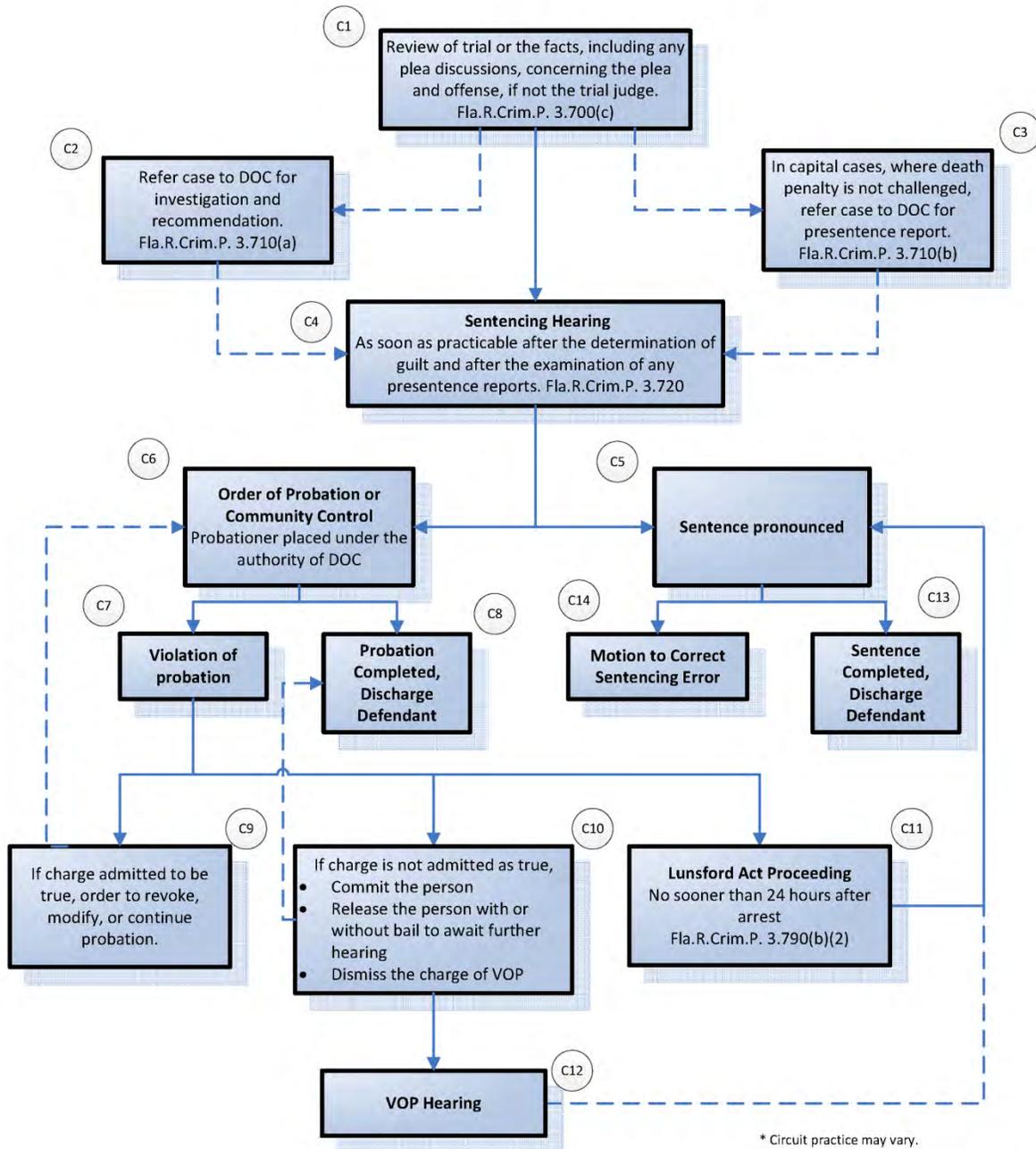
### TIMS Phase One Criminal Workgroup Post-Conviction Relief\*



\* Circuit practice may vary.

Solid Arrows indicate typical proceedings  
Dashed Arrows indicate proceedings that may or may not happen in a criminal matter.

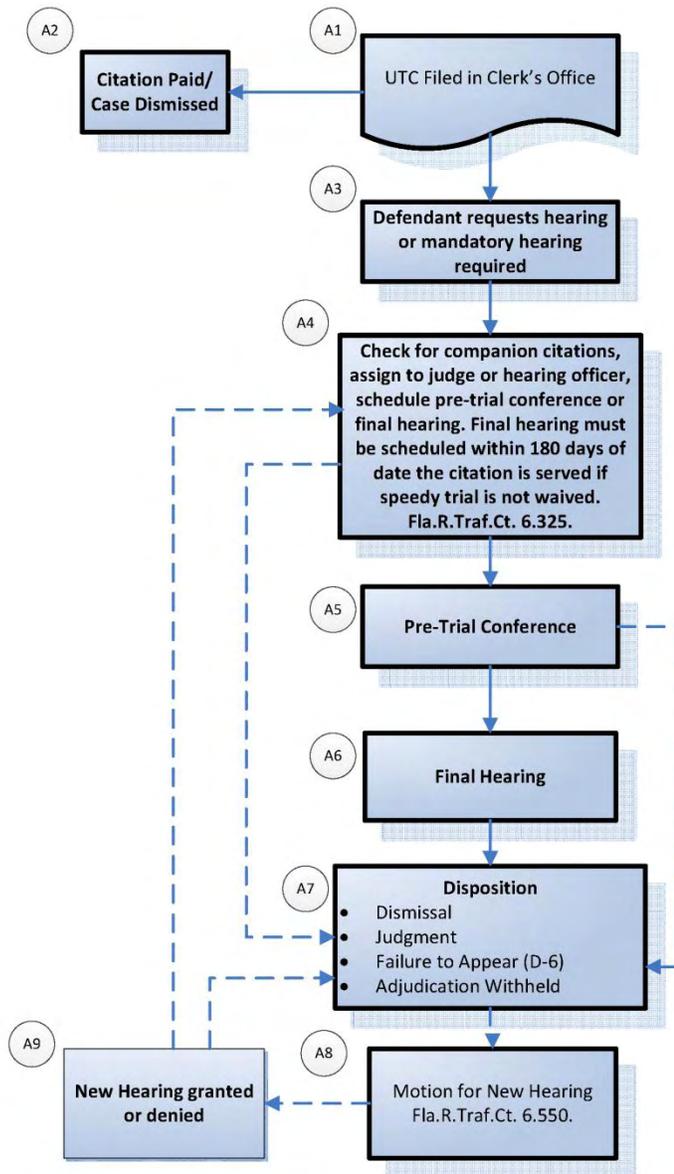
**TIMS Phase One  
Criminal Workgroup  
Sentencing and Violation of Probation\***



\* Circuit practice may vary.  
Solid Arrows indicate typical proceedings  
Dashed Arrows indicate proceedings that may or may not happen in a criminal matter.

Appendix I – Traffic Division Caseflow Diagrams

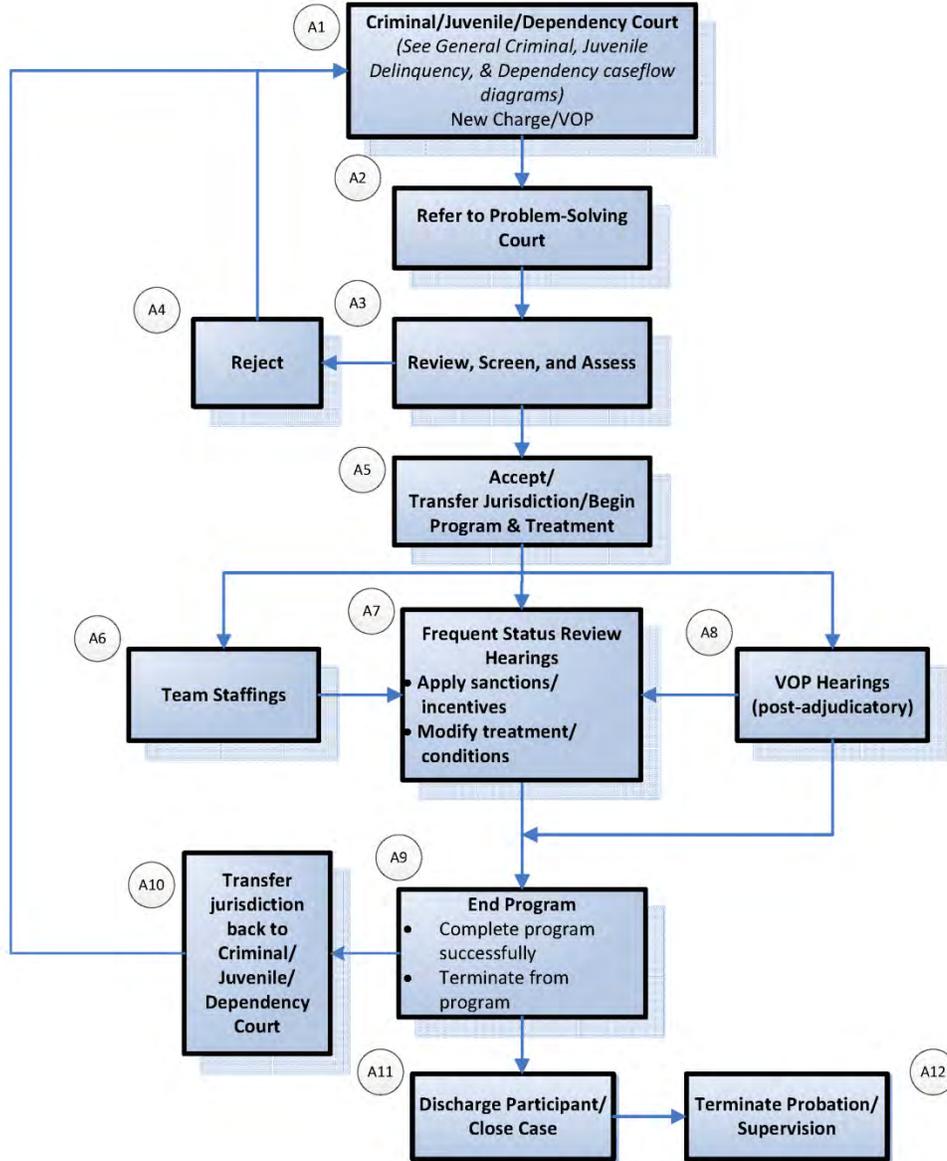
**TIMS Phase One  
Civil Traffic Workgroup  
General Civil Traffic\***



\* Circuit practice may vary.

Appendix J – Problem Solving Courts Caseflow Diagrams

**TIMS Phase One  
Problem-Solving Courts Workgroup  
General Problem-Solving Court\***



\* Circuit practice may vary.

Appendix K – Performance Measure Matrix

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A)	(B)	(C)	(D)	(E)	(F)
<b>BAKER ACT / MARCHMAN ACT Measure</b>	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding.	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	CourtTools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	CourtTools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.

(A)	(B)	(C)	(D)	(E)	(F)
<b>GUARDIANSHIP Measure</b>	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A) GUARDIANSHIP Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
PROBATE					
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 716.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	CourtTools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	CourtTools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.
Number of petitions filed to appoint a family member or friend to serve as the guardian.	Propose	Quantity	FL Dept. of Elder Affairs	<a href="#">Statewide Public Guardianship Office</a>	Provide the ward the opportunity to have a qualified family member or friend serve as his or her guardian.
Number of orders granting appointment of family member or friend to serve as successor guardian.	Propose	Quantity	FL Dept. of Elder Affairs	<a href="#">Statewide Public Guardianship Office</a>	Provide the ward the opportunity to have a qualified family member or friend serve as his or her guardian.
Number of Petitions for Restoration of Rights filed	Propose	Quantity	FL Dept. of Elder Affairs	<a href="#">Statewide Public Guardianship Office</a>	To conduct evaluations to determine if a ward is able to have his or her rights restored.
Number of Petitions for Restoration of Rights approved by the court	Propose	Quantity	FL Dept. of Elder Affairs	<a href="#">Statewide Public Guardianship Office</a>	To conduct evaluations to determine if a ward is able to have his or her rights restored.
Number of times ward visited	Propose	Quantity	FL Dept. of Elder Affairs	<a href="#">Statewide Public Guardianship Office</a>	To strive to increase the frequency of visits to the ward beyond what is mandated in Florida Statutes.

Reference:

- [https://www.flcourts.org/een\\_public/pubs/bin/guardianshipmonitoring.pdf](https://www.flcourts.org/een_public/pubs/bin/guardianshipmonitoring.pdf) Goals: (1) initial and on-going screening and reviewing of guardians; (2) reporting on the well-being of the ward; (3) reporting on the protection of the ward's assets; and (4) case administration

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A) PROBATE/ TRUST Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 716.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 716.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming Cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	CourtTools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	CourtTools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.

Reference:  
 • <http://www.floridasupremecourt.org/clerk/adminorders/2003/forms/Probate%20FERD%20final%202-03.pdf> general information.

(A) CIVIL Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 716.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A) CIVIL Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing Cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Trial Date Certainty = number of times cases disposed by trial are scheduled for trial	Essential	Timeliness	CourtTools	<a href="#">National Center for State Courts</a>	Requires case number, case type, trial type, and number of trial dates set. "Trials" includes jury trials and bench trials.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	CourtTools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	CourtTools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.
Effective Use of Jurors = number of citizens selected for jury duty who are qualified and report to serve	Propose	Other	CourtTools	<a href="#">National Center for State Courts</a>	Rate at which prospective jurors are used at least once in trial or voir dire, expressed as the number of jurors selected as a percentage of the total number of prospective jurors qualified and available to serve
Civil Judgment Enforcement = number of judgments for which a record of satisfaction is recorded and the total number of satisfied and unsatisfied judgments	Propose	Fiscal	Trial Court Performance Standards (3.5.3)	<a href="#">National Center for State Courts Standard 3.5.3</a>	The basic data to be collected include the following: judgment amounts, judgment satisfaction, evidence of enforcement actions, type of enforcement action, and type of legal representation. (Done through sampling)

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A) DEPENDENCY Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
<b>FAMILY</b>					
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Number of Family Session Mediated	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Percentage of children who are abused or neglected while under court jurisdiction. (1A)	Require	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of children in foster care who reach/do not reach legal permanency by reunification, adoption, or legal guardianship. (2A & 2B)	Require	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of child abuse and neglect cases in which all parents receive written service of process of the original petition. (3B)	Require	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of child abuse and neglect cases with documentation that written notice was given to parties in advance of every hearing. (3E)	Require	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of child abuse and neglect cases with documentation that written notice was given to foster parents, pre-adoptive parents, and relative caregivers in advance of every hearing for which they were entitled to notice. (3F)	Require	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of child abuse and neglect cases in which legal counsel for the government or other petitioner and for other parties who have been served is present at every hearing. (3G)	Require	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of child abuse and neglect cases in which parties who have been served are present at every substantive hearing. (3H)	Require	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Average (median) time from filing of the original petition to legal permanency. (4A)	Require	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Average (median) time from filing of the original petition to adjudication. (4B)	Require	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

# Trial Court Integrated Management Solution – Phase One

## TIMS – Performance Measures\*

*Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.*

(A) <b>DEPENDENCY Measure</b>	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
<b>FAMILY</b>					
Percentage of cases that are adjudicated within 30, 60 or 90 days after the filing of the original petition. (4C)	Require	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Average (median) time from filing of the original petition to the disposition hearing. (4D)	Require	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Average (median) time from filing of the original petition to first permanency hearing. (4G)	Require	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Average (median) time from filing of the original petition to filing the petition for termination of parental rights (TPR). (4H)	Require	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Average (median) time from filing of the original child abuse and neglect petition to the termination of parental rights (TPR). (4I)	Require	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of adoption cases finalized within 3, 6, and 12 months after the filing of the adoption petition. (4M)	Require	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 Court Tools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Percentage of children who are abused or neglected within 12 months after the case is closed following a permanent placement. (1B)	Essential	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of children who reside in one, two, three, four, or more placements while under court jurisdiction. (2C)	Essential	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of cases for which there is a final order within 90, 120, and 180 days of the filing of the termination of parental rights (TPR) petition. (4J)	Essential	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of cases in which the adoption petition is filed within 3, 6, and 12 months after the termination of parental rights (TPR). (4L)	Essential	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

# Trial Court Integrated Management Solution – Phase One

## TIMS – Performance Measures\*

*Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.*

(A) <b>DEPENDENCY</b> Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
<b>FAMILY</b> Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	Court Tools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	Court Tools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.
Percentage of children who return to foster care pursuant to court order within 12 and 24 months of case closure following reunification. (2D)	Propose	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of children who return to foster care pursuant to court order within 12 and 24 months of case closure following adoption or placement with a legal guardian. (2E)	Propose	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of child abuse and neglect cases in which the same judicial officer presides over all hearings. (3A)	Propose	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of child abuse and neglect cases in which the same legal advocate represents the child throughout the case. (3I)	Propose	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of child abuse and neglect cases in which the same legal counsel represents the parent throughout the case. (3J)	Propose	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of cases in which the disposition hearing occurs within 10, 30, or 60 days after adjudication. (4E)	Propose	Timeliness	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of cases in which the court holds hearings to review case plans within the time limits set by law. (4F)	Propose	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	
Percentage of cases in which the termination of parental rights (TPR) petition is filed within 3, 6, 12, and 18 months after the disposition hearing. (4K)	Propose	Quality	Court PM in Child Abuse and Neglect Cases Tech. Guide	<a href="#">Office of Juvenile Justice and Delinquency Programs, US Dept. of Justice</a>	

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A)	(B)	(C)	(D)	(E)	(F)
Measure	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
<b>DISSOLUTION OF MARRIAGE</b>					
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Number of Family Sessions Mediated	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames.	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts</a> <a href="#">FL Supreme Court Opinion SCLL-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts</a> <a href="#">FL Supreme Court Opinion SCLL-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	CourtTools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	CourtTools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.

(A)	(B)	(C)	(D)	(E)	(F)
Measure	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
<b>MODIFICATIONS (CHILD SUPPORT, ALIMONY, CUSTODY) AND PATERNITY</b>					
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A)	(B)	(C)	(D)	(E)	(F)
FAMILY	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
<b>MODIFICATIONS (CHILD SUPPORT, ALIMONY, CUSTODY) AND PATERNITY Measure</b>					
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Number of Family Sessions Mediated	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Number of Child Support Hearing Officer Hearings Docketed	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts</a> <a href="#">FL Supreme Court Opinion SC11-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts</a> <a href="#">FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	CourtTools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	CourtTools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.
Number of Support Orders Established	Propose	Quantity	US DHHS, Office of Child Support	<a href="#">HHS Child Support Enforcement 2009 Annual Report</a>	
Total Cases with Support Orders Established	Propose	Quantity	US DHHS, Office of Child Support	<a href="#">HHS Child Support Enforcement 2009 Annual Report</a>	
International Cases With Support Orders Established Initiated in This State	Propose	Quantity	US DHHS, Office of Child Support	<a href="#">HHS Child Support Enforcement 2009 Annual Report</a>	
International Cases With Support Orders Established Received From Another Country	Propose	Quantity	US DHHS, Office of Child Support	<a href="#">HHS Child Support Enforcement 2009 Annual Report</a>	

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A) NAME CHANGE Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames	Require	Timeliness	Rule 2.225 Court Tools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 Court Tools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	Court Tools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	Court Tools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.

(A) DELINQUENCY Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A) DELIQUENCY Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases; Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Number of Family Sessions Mediated	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames	Require	Timeliness	Rule 2.225 Courttools	<a href="#">National Center for State Courts</a> <a href="#">FL Supreme Court Opinion SC11-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 Courttools	<a href="#">National Center for State Courts</a> <a href="#">FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Trial Date Certainty = number of times cases disposed by trial are scheduled for trial	Essential	Timeliness	Courttools	<a href="#">National Center for State Courts</a>	Requires case number, case type, trial type, and number of trial dates set. "Trials" includes jury trials and bench trials.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	Courttools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	Courttools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.
Demographic (age at referral, gender, race)	Proposed	Other	U.S. DOJ, OJDP	<a href="#">OJDP Juvenile Court Statistics 2008</a>	
Number of Delinquency Cases Judicially Waived to Criminal Court	Proposed	Quantity	U.S. DOJ, OJDP	<a href="#">OJDP Juvenile Court Statistics 2008</a>	
Percent of Adjudicated Cases Result in Probation	Proposed	Other	U.S. DOJ, OJDP	<a href="#">OJDP Juvenile Court Statistics 2008</a>	
Percent of Adjudicated Cases Resulting in Out-of-Home Placement	Proposed	Other	U.S. DOJ, OJDP	<a href="#">OJDP Juvenile Court Statistics 2008</a>	
Percentage of cases in which youth is served with a copy of the original petition and notice of the initial/detention hearing.	Propose	Quality	California Juvenile Delinquency Court Performance Measures (DRAFT)	<a href="#">Draft AOC Court Performance Measures in Juvenile Delinquency 2009</a>	

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A)	(B)	(C)	(D)	(E)	(F)
DELINQUENCY Measure	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
Percentage of cases with a victim impact statement	Propose	Quality	California Juvenile Delinquency Court Performance Measures (DRAFT)	<a href="#">Draft AOC Court Performance Measures in Juvenile Delinquency 2009</a>	

(A)	(B)	(C)	(D)	(E)	(F)
CRIMINAL Measure	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 216.013	<a href="#">Link Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Link Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Trial Date Certainty = number of times cases disposed by trial are scheduled for trial	Essential	Timeliness	CourtTools	<a href="#">National Center for State Courts</a>	Requires case number, case type, trial type, and number of trial dates set. "Trials" includes jury trials and bench trials.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	CourtTools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

# Trial Court Integrated Management Solution – Phase One

## TIMS – Performance Measures\*

*Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.*

(A) <b>CRIMINAL</b> Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	CourtTools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.
Effective Use of Jurors = number of citizens selected for jury duty who are qualified and report to serve	Propose	Other	CourtTools	<a href="#">National Center for State Courts</a>	Rate at which prospective jurors are used at least once in trial or voir dire, expressed as the number of jurors selected as a percentage of the total number of prospective jurors qualified and available to serve

(A) <b>TRAFIC</b> Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding *	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status.
Number of traffic infraction hearing officer hearings docketed	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts</a> <a href="#">FL Supreme Court Opinion SC11-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts</a> <a href="#">FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined. Exclude time tolled on a case in "inactive" status (i.e. D-6).
18.5 Provide a report of dispositions on each traffic violation	Essential	Quantity	Joint Technology Committee of COSCA, MACM, NCSC	<a href="#">Functional Requirement Standards for Traffic Case Management Systems</a>	
Trial Date Certainty = number of times cases disposed by trial are scheduled for trial	Essential	Timeliness	CourtTools	<a href="#">National Center for State Courts</a>	Requires case number, case type, trial type, and number of trial dates set. "Trials" includes jury trials and bench trials.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A) TRAFFIC Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
<b>CIVIL TRAFFIC</b>					
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	CourtTools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file. There may be instances of a single document supporting multiple docket entries.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	CourtTools	<a href="#">National Center for State Courts</a>	Determine number of FTE by case type. Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.
Civil Judgment Enforcement = number of judgments for which a record of satisfaction is recorded and the total number of satisfied and unsatisfied judgments	Propose	Fiscal	Trial Court Performance Standards (3.5.3)	<a href="#">National Center for State Courts Standard 3.5.3</a>	The basic data to be collected include the following: judgment amounts, judgment satisfaction, evidence of enforcement actions, type of enforcement action, and type of legal representation. (Done through sampling)
18.6 Provide a report of commitment orders or warrants issued but not returned to the court	Propose	Quantity	Joint Technology Committee of COSCA, NACM, NCSC	<a href="#">Functional Requirement Standards for Traffic Case Management Systems</a>	
18.8 Report of all appeals filed for a specified date range	Propose	Quantity	Joint Technology Committee of COSCA, NACM, NCSC	<a href="#">Functional Requirement Standards for Traffic Case Management Systems</a>	
18.11 Provide reports of violations with no action based on local court rules	Propose	Quantity	Joint Technology Committee of COSCA, NACM, NCSC	<a href="#">Functional Requirement Standards for Traffic Case Management Systems</a>	
18.15 Provide court order compliance report based on local rules (e.g., alcohol programs, traffic school, community service)	Propose	Quality	Joint Technology Committee of COSCA, NACM, NCSC	<a href="#">Functional Requirement Standards for Traffic Case Management Systems</a>	
18.16 Provide failure to appear report based on locally defined rules	Propose	Quantity	Joint Technology Committee of COSCA, NACM, NCSC	<a href="#">Functional Requirement Standards for Traffic Case Management Systems</a>	
18.20 Produce reports (including ability to reproduce or reprint) showing cases that will be or have been archived or destroyed	Propose	Other	Joint Technology Committee of COSCA, NACM, NCSC	<a href="#">Functional Requirement Standards for Traffic Case Management Systems</a>	

Other Sites of Note:  
 National Highway Traffic Safety Administration  
 Source: Model Performance Measures for State Traffic Records Systems --- <https://www-md.hhtea.dot.gov/Pubs/311441.pdf>  
 Citation/Adjudication database model performance measures

Cases Dismissed After:  
 • Driver Safety Course  
 • Deferred Disposition  
 • Proof of Financial Responsibility  
 • Compliance Dismissal

Dispositions at Trial:  
 • Trial by Judge (guilty, not guilty)  
 • Trial by Jury (guilty, not guilty)  
 • Dismissed at Trial

Dispositions Prior to Trial:  
 • Bond Forfeitures  
 • Fined  
 • Cases Dismissed

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A)	(B)	(C)	(D)	(E)	(F)
PROBLEM-SOLVING COURTS	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
<b>MENTAL HEALTH Measure</b>					
Percent of scheduled judicial status hearings attended by the participant	Propose	Quality	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	The performance measure reflects the level of judicial supervision for each participant.
Percent of scheduled therapeutic sessions (defined as services to address mental health and/or substance abuse problems) attended	Propose	Quality	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	Therapeutic treatment is an essential element of MHCs.
Percent of participants who are homeless or not at exit, by living status at entry	Propose	Quality	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	Tracks the progress of MHC participants toward securing a stable living arrangement. Adequate housing is a prerequisite for treatment effectiveness.
Percent of participants admitted to the MHC during the same time frame, who exit the program by one of the following means: Successful completion, administrative closure, voluntary withdrawal while in compliance, discharge, transfer, and failure/termination (retention)	Propose	Quality	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	Retention is important in MHCs because it is critical that participants receive treatment and supervision of long enough duration to affect change.
Average length of time between a participant's arrest and referral to MHC.	Propose	Timeliness	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	While the referral process is not entirely under the court's control, it is an important component in obtaining relevant and timely information. This is especially true when offenders who are mentally ill are incarcerated.
Average length of time between the referral to MHC and when the participant was accepted into the program.	Propose	Timeliness	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	The span of time between referral and admission is an important part of controlling the length of time it takes to get a participant into treatment. This measure will help the court identify inefficiencies in the screening and qualification process.
Average length of time between a participant's admission into the MHC and permanent exit	Propose	Timeliness	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	If this time span is very short, participants may not be receiving enough treatment and care to affect long term improvement. If it is very long, courts may be devoting too great a share of their resources to difficult cases, denying opportunities to other potential participants.
Percentage of time that information relevant for discussion at the pre-docket meeting is available to the team.	Propose	Quality	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	This provides a gauge to the court of the level of collaboration across the entire MHC team and allows for the identification of gaps in information sharing. With this measure, courts can investigate a lack of resources or lack of commitment by individuals/agencies. This is NOT a measure of attendance at pre-docket meetings.
Percentage of time that a MHC representative was notified within 24 and 48 hours that a participant in the program was arrested.	Propose	Timeliness	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	This measure assesses the timeliness of the basic communication flow between corrections (jail) and the MHC program so that services and medication are maintained during time spent in detention. Effective inter-agency collaboration will improve the effectiveness of the MHC and its operations.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A) Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
<b>PROBLEM-SOLVING COURTS</b>					
<b>MENTAL HEALTH Measure</b>					
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Also capture the number of incoming cases.
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming cases = New Filings, Reopened Cases, and Reactivated Cases. Outgoing cases = Entry of Judgment, Reopened Dispositions, and Placed on Inactive Status. Required as part of the existing LRPP measures.
Number of evaluations completed (competency and other)	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures.
Time to Disposition = Percentage of cases disposed or otherwise resolved within established time frames	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts</a> <a href="#">FL Supreme Court Opinion SC11-1374</a>	"Disposed or otherwise resolved" is defined as having had an Entry of Judgment. Must capture reopened and reactivated. Time captured in days.
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts</a> <a href="#">FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Trial Date Certainty = Number of times cases disposed by trial are scheduled for trial.	Essential	Timeliness	CourtTools	<a href="#">National Center for State Courts</a>	Requires case number, case type, trial type, and number of trial dates set. "Trials" includes jury trials and bench trials.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	CourtTools	<a href="#">National Center for State Courts</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type.	Propose	Fiscal	CourtTools	<a href="#">National Center for State Courts</a>	Compute the percentage of total full-time equivalent (FTE) judicial officers and court staff for each of the major case types. Divide FTE personnel for each case type by total FTE. Compile all expenditure data. Divide total cost for each case type by total dispositions per case type.
Incidence of in-program reoffending (i.e., whether an arrest occurred, yes or no).	Propose	Quality	Mental Health Court PM	<a href="#">National Center for State Courts</a> <a href="#">MHCPM</a>	In-program reoffending defined as an arrest that results in the offender being formally charged (excluding traffic citations other than DUI) and which occurs between admission and exit. While the date of arrest must fall between the entry date and exit date, the charge date may come after the participant has exited the program. This measure serves as an important measure of offender compliance and the level of supervision received, hence, an indicator for public safety.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A)	(B)	(C)	(D)	(E)	(F)
MENTAL HEALTH Measure	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
Percentage of participants who receive the highest (and alternately lowest) level of services and supervision and whether those are the same participants who are designated as having highest (and lowest) needs	Propose	Quality	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	The goal of this measure is to align participants' diagnosis and criminogenic risk with the appropriate treatment and service dosage. The measure provides courts with an indicator of whether the resources available for supervision and treatment are allocated based on need. Achieving this will provide the necessary balance for effective use of taxpayer money, ensuring public safety, and improving the welfare of the participant using need-based, individualized, and appropriate treatment.
Percentage of participants who reoffended within two years after exiting the MHC.	Propose	Quality	Mental Health Court PM	<a href="#">National Center for State Courts MHCPM</a>	This performance measure is an important measure of the lasting outcomes of the court's program as well as public safety. It captures longer-term outcomes as compared to Measure 1. "In-Program Recidivism," and is thus reflective of the effectiveness of the program.

Mental Health Court Measures

1. BJA - <https://www.bja.gov/evaluation/program-mental-health/mh5.htm>
2. National Center for Justice Planning - <http://ncjp.org/process-outcome-measures/courts-drug-mental-health>
3. FL Dept. of Children and Families - <http://dcf.dashboard.dcf.state.fl.us/>

(A)	(B)	(C)	(D)	(E)	(F)
DRUG COURT Measure	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
Number of Cases Disposed = Number of cases with a final decision or judgment which terminates a judicial proceeding	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Also capture the number of incoming cases. Includes transfers out to other divisions with an unsuccessful termination.
Clearance Rate = Number of outgoing cases as a percentage of the number of incoming cases	Require	Timeliness	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Incoming Cases = New Filings; Reopened Cases, and Reactivated Cases. Outgoing Cases = Entry of Judgment. Reopened Dispositions, and Placed on Inactive Status.
Number of evaluations completed (competency and other)	Require	Quantity	F.S. 216.013	<a href="#">Long Range Program Plan (LRPP)</a>	Required as part of the existing LRPP measures. Should include substance abuse assessments.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A) DRUG COURT Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
<p>Recidivism = percent of each exit cohort who have reoffended during the time period, reported by Type of Exit. Post-program recidivism should be tracked by type of exit for at least two years.</p>	Require	Quality	<p>FL Statewide Technical Assistance Project: Development of a Plan for the Statewide Evaluation of FL's Drug Courts</p>	<p><a href="#">National Center for State Courts – Final Report July 2, 2006</a></p>	<p>Type of Exit includes:</p> <ol style="list-style-type: none"> <li>1. Successfully Completed</li> <li>2. Unsuccessful/Non-compliant</li> <li>3. Unsuccessful/ New Offense</li> <li>4. Unsuccessful/ Absconded</li> <li>5. Voluntarily Withdrew</li> <li>6. Medical Discharge</li> <li>7. Transferred to Another Jurisdiction</li> <li>8. Death</li> <li>9. Other</li> </ol> <p>Post-program recidivism type of exit time frames: 0-12 months after program exit, 1-2 years after program exit; and 2+ years after program exit.</p>
<p>Retention = Based on six-month admissions cohorts (i.e., everyone admitted to drug court during a specified six month time period). Track each admission until they have permanently exited the drug court by Type of Exit.</p>	Require	Quality	<p>FL Statewide Technical Assistance Project: Development of a Plan for the Statewide Evaluation of FL's Drug Courts</p>	<p><a href="#">National Center for State Courts – Final Report July 2, 2006</a></p>	<p>Tracked by Type of Exit to include:</p> <ol style="list-style-type: none"> <li>1. Successfully Completed</li> <li>2. Unsuccessful/Non-compliant</li> <li>3. Unsuccessful/ New Offense</li> <li>4. Unsuccessful/ Absconded</li> <li>5. Voluntarily Withdrew</li> <li>6. Medical Discharge</li> <li>7. Transferred to Another Jurisdiction</li> <li>8. Death</li> <li>9. Other</li> </ol> <p>Retention is calculated as the percentage representation of each Type of Exit. If a participant is still active in the program, they should be identified in a separate category as Active.</p>
<p>Sobriety = Both the percent of positive drug tests and the period of longest continuous sobriety for each participant while in the drug court.</p>	Require	Quality	<p>FL Statewide Technical Assistance Project</p>	<p><a href="#">National Center for State Courts – Final Report July 2, 2006</a></p>	
<p>Outpatient and Inpatient Units of Services= dates that participants received outpatient or inpatient services should be recorded.</p>	Require	Quantity	<p>FL Statewide Technical Assistance Project</p>	<p><a href="#">National Center for State Courts – Final Report July 2, 2006</a></p>	<p>a. Outpatient addition-related services; Count number of sessions.                      b. Inpatient addition-related services; Count number of days.                      At the conclusion of the reporting period, the total number of units of service received by each participant who exited during that period will be accumulated by category. This should also be tracked for all participants by type of exit.</p>

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

# Trial Court Integrated Management Solution – Phase One

## TIMS – Performance Measures\*

*Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.*

(A) DRUG COURT Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
Primary Offenses that Resulted in the Drug Court Referral or Sentence	Require	Other	Florida Statute	<a href="#">F.S. 397.334(6)(b)</a>	
Treatment Compliance	Require	Quality	Florida Statute	<a href="#">F.S. 397.334(6)(b)</a>	
Offenses Committed During Treatment and Sanctions Imposed	Require	Other	Florida Statute	<a href="#">F.S. 397.334(6)(b)</a>	
Age of Active Pending Caseload = Age of the active cases that are pending before the court, measured as the number of days from filing until the time of measurement	Require	Timeliness	Rule 2.225 CourtTools	<a href="#">National Center for State Courts: FL Supreme Court Opinion SC11-1374</a>	The time, in days, from filing of the case until the date established for the reporting period being examined.
Ancillary Units of Service= dates of referrals for ancillary services made by the drug court case manager.	Essential	Quantity	FL Statewide Technical Assistance Project	<a href="#">National Center for State Courts- Final Report July 2006</a>	Ancillary (non-addiction related) services: Count the number of referrals for ancillary services. At the conclusion of the reporting period, the total number of units of service received by each participant who exited during that period will be accumulated by category.
Number of appearances by parties	Essential	Quantity	Florida Statute	<a href="#">F.S. 397.334(6)(b)</a>	Quantify the number of times that parties appear in front of a Judge by case type.
Percent of participants admitted to Drug Court during the same time frame, who exit program by one of the following means: Successful/completed, Unsuccessful/Non-compliant, Unsuccessful/New offense, Unsuccessful/ Absconded, Voluntarily withdrew, Medical discharge, Transferred to another jurisdiction, Death, Other.	Essential	Quantity	Florida Statute Mental Health Court Performance Measures	<a href="#">F.S. 397.334(6)(b)</a> <a href="#">National Center for State Courts</a> <a href="#">MHCPM</a>	Retention is important in Drug Courts because it is critical that participants receive treatment and supervision of long enough duration to affect change.
Integrity of Case Files = Percentage of files that meet established standards for completeness	Propose	Quality	CourtTools	<a href="#">National Center for State Courts</a> <a href="#">MHCPM</a>	The content of the case file (referred to as the case docket, case file register, etc.) vary across jurisdictions. Measure will examine the extent of correspondence between the case file summary and the file contents (i.e. each entry has a document/ action and each document/action has an entry). Physical file matches electronic file.
Cost per Case = Average cost of processing a single case, by case type	Propose	Fiscal	CourtTools	<a href="#">National Center for State Courts</a> <a href="#">MHCPM</a>	Determine number of FTE by case type, Divide FTE personnel for each case type by total FTEs. Multiply FTE percent by total court expenditure data. Divide total cost for each case type by total dispositions per case type.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A) DRUG COURT Measure	(B) Require, Essential, Propose	(C) Goal (quantity, quality, timeliness, fiscal, other)	(D) Reference (Statute, Court Rule, Entity, etc.)	(E) Source	(F) Comments
Percent of scheduled judicial status hearings attended by the participant	Propose	Quality	Mental Health Court Performance Measures Section 397.334 (6)(b) FL Statute	<a href="#">National Center for State Courts MHCPM</a> <a href="#">F.S. 397.334(6)(b)</a>	The performance measure reflects the level of judicial supervision for each participant. May consider also adding pre-docket meetings (staffings) attended by the judge to capture the additional workload/supervision.
Percent of scheduled therapeutic sessions (defined as services to address mental health and/or substance abuse problems) attended	Propose	Quality	Mental Health Court Performance Measures	<a href="#">National Center for State Courts MHCPM</a>	Therapeutic treatment is an essential element of Drug Courts.
Percent of participants who are homeless or not at exit, by living status at entry	Propose	Quality	Mental Health Court Performance Measures	<a href="#">National Center for State Courts MHCPM</a>	Tracks the progress of participants toward securing a stable living arrangement. Adequate housing is a prerequisite for treatment effectiveness.
Average length of time between a participant's arrest and referral to Drug Court.	Propose	Timeliness	Mental Health Court Performance Measures	<a href="#">National Center for State Courts MHCPM</a>	While the referral process is not entirely under the court's control, it is an important component in obtaining relevant and timely information.
Average length of time between the referral to Drug Court and when the participant was accepted into the program.	Propose	Timeliness	Mental Health Court Performance Measures	<a href="#">National Center for State Courts MHCPM</a>	The span of time between referral and admission is an important part of controlling the length of time it takes to get a participant into treatment. This measure will help the court identify inefficiencies in the screening and qualification process.
Average length of time between a participant's admission into the Drug Court and permanent exit	Propose	Timeliness	Mental Health Court Performance Measures	<a href="#">National Center for State Courts MHCPM</a>	If this time span is very short, participants may not be receiving enough treatment and care to affect long term improvement. If it is very long, courts may be devoting too great a share of their resources to difficult cases, denying opportunities to other potential participants. May consider reporting by exit type and consider the permanent exit once aftercare is complete.
Percentage of time that information relevant for discussion at the pre-docket meeting is available to the team	Propose	Quality	Mental Health Court Performance Measures	<a href="#">National Center for State Courts MHCPM</a>	This provides a gauge to the court of the level of collaboration across the entire Drug Court team and allows for the identification of gaps in information sharing. With this measure, courts can investigate a lack of resources or lack of commitment by individuals or agencies. This is NOT a measure of attendance at pre-docket meetings.
Percentage of time that a Drug Court representative was notified within 24 and 48 hours that a participant in the program was arrested.	Propose	Timeliness	Mental Health Court Performance Measures	<a href="#">National Center for State Courts MHCPM</a>	This measure assesses the timeliness of the basic communication flow between corrections (jail) and the Drug Court program so that services and medication are maintained during time spent in detention. Effective inter-agency collaboration will improve the effectiveness of the Drug Court and its operations. Provide for system alerts that are sent out via email.

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

TIMS – Performance Measures\*

Require = Measure necessary to satisfy a statute, rule, or other mandatory administrative provision.  
 Essential = Measure that would provide important information in the management and disposal of cases. Crucial information, however not required.  
 Propose = Measure that would add value to the tracking and monitoring process, but not required or essential.

(A)	(B)	(C)	(D)	(E)	(F)
<b>DRUG COURT Measure</b>	Require, Essential, Propose	Goal (quantity, quality, timeliness, fiscal, other)	Reference (Statute, Court Rule, Entity, etc.)	Source	Comments
Percentage of participants who receive the highest (and alternatively lowest) level of services and supervision and whether those are the same participants who are designated as having highest (and lowest) needs	Propose	Cost effective	Mental Health Court Performance Measures	<a href="http://www.nadcp.org/sites/default/files/nadcp/C_Rosenheck_VA%20MH2006.pdf">National Center for State Courts MHCPM</a>	The goal of this measure is to align participants' diagnosis and criminogenic risk with the appropriate treatment and service dosage. The measure provides courts with an indicator of whether the resources available for supervision and treatment are allocated based on need. Achieving this will provide the necessary balance for effective use of tax payer money, ensuring public safety, and improving the welfare of the participant using need-based, individualized, and appropriate treatment.

PROBLEM-SOLVING COURTS

Drug Court Measures

1. BIA - <https://www.bia.gov/evaluation/program-adjudication/drug5.htm>
2. NCSC - <http://contentdm.ncsconline.org/cgi-bin/showfile.exe?CISOROOT=/spts&CISOPTN=171>
3. National Drug Court Institute - [http://www.ndcic.org/sites/default/files/mon06.localresearch\\_0.pdf](http://www.ndcic.org/sites/default/files/mon06.localresearch_0.pdf)
4. FL Dept. of Children and Families - <http://dcfdaashboard.dcf.state.fl.us/>

Veteran's Court Measures

1. Dept. of Veteran Affairs - [http://www.nadcp.org/sites/default/files/nadcp/C\\_Rosenheck\\_VA%20MH2006.pdf](http://www.nadcp.org/sites/default/files/nadcp/C_Rosenheck_VA%20MH2006.pdf)

\* Case management measures based upon time standards, regardless of case type, must be understood in the context that some cases will exceed standards due to case specific exceptional circumstances.

## Appendix L – Court Data Management Framework

A court data management framework is a framework that specifies the tools and automated capabilities necessary to effective branch-wide data management. To obtain this product, a state and national literature review was conducted and existing data collection processes were evaluated. Previous attempts to define court data elements were reviewed and a number of site visits and vendor presentations of case management systems were conducted.

From these efforts, a set of fifteen capabilities that are essential requirements to a viable integrated data management system were identified as shown below:<sup>13</sup>

1. **A mechanism to automate the tracking, processing and response to documents filed with the court for action.** This includes automation involving both the type of document and specific content as well as automated email notifications when certain documents are filed, and notification ticklers when certain dates are approaching or have passed.
2. **A mechanism for judges, judicial assistants, and case managers to monitor and manage their case loads.** This includes document access, case scheduling and continuances, order generation, issue tracking and differentiated case management. This system would also allow for the generation of case aging reports.
3. **A mechanism for judges to efficiently manage case files in a courtroom setting.** This includes document reference, case scheduling and continuances, issue tracking and disposition.
4. **A comprehensive set of common definitions identifying: case related data necessary to move cases efficiently and effectively through the court system and performance related information necessary to**

---

<sup>13</sup> An important insight into the current state of court management is that each jurisdiction has implemented a portion of these requirements in an effort to address local needs using local resources. This creates a certain amount of similarity between different circuit systems while masking fundamental differences that have prevented widespread, adoption of these local solutions. Also note that data management needs specific to circuits that may be over and above those common to all jurisdictions were not identified.

**effectively manage court operations both at a local and state level.**

These are among the most critical information needs within the court system today. The Court Data Model as described in the previous section discusses this need in greater detail.

5. **A single method for clerks of court and other external agencies to transfer data to and from the courts.** This refers to the technology used to transfer data into and out of the court system. While all data transferred to and from the courts should follow the Court Data Model structure, the actual technology used to transfer that data to the courts can vary widely. A court data management system should specify a well established, simple and secure mechanism for data transfer to and from clerks of court and other external agencies.
6. **A long term record of court activity to provide the court system with basic information on its operations.** This includes case inventory tracking, case activity management, hearing and conference scheduling/rescheduling, judicial assignment, and other resource usage statistics.
7. **A common method of inter-system communication so that different data systems in various circuits can communicate to share data and services.** This refers to the technology used by the different components that will comprise the courts data management solution to communicate and to share data and services. Within TIMS, this allows circuits to mix and match the pieces that are already available and to select those components that best enhance local operations.
8. **A universal set of tools that local jurisdictions can use to develop and expand the TIMS system to meet their specific needs.** This tool set defines a common environment in which circuits can develop new solutions to local problems. More importantly, this tool set enables these local solutions to be transmitted to the entire court system with relative ease since all circuits would have the basic capability to use these solutions. This capability will allow the courts to enhance the TIMS system statewide by implementing and deploying field tested tools with a proven usefulness.

9. **Both short term case document storage for daily use along with warehousing capability for long term management and monitoring data.** The TIMS is designed to work with existing clerk of court systems and not to supplant them. Thus, it is not necessary or desirable to replicate the documents stored in clerk systems. However, to ensure ready availability of electronic court documents and to resolve certain networking issues, the TIMS must provide short term storage capability for case documents. Alternately, the court has a strong interest in the long term storage of case activity data which is necessary for case tracking and operations management. This information would then be stored at the circuit level.
10. **A mechanism to develop and provide ad-hoc reports on the full range of data captured.** This will enable the court system to quickly respond to emerging data requirements and provide the necessary tools to respond in a timelier manner.
11. **A mechanism to manage supplemental resources such as general magistrates, hearing officers, senior judges, court interpreters, court reporters, and expert witnesses.**
12. **A mechanism to manage court material resources such as equipment and facilities as well as court administration staff and budgets.**
13. **Capture necessary data as a consequence of the natural processing of a case.** The court system needs considerable data about court activity to manage its operations effectively. It is not practical that staff be dedicated solely to the effort of collecting this data. Therefore, the collection of court activity data should arise from the natural activities necessary to process that event. Manpower is expensive and inefficient. Wherever possible, needed data should be captured automatically, by the system at the point closest to the source. For example, when a motion is filed, the system should capture information such as date and time of filing, type of motion, attorneys name, plaintiffs name and so on at that point in the process rather than requiring this information to be entered later.
14. **A flexible design that enables circuits to maintain their existing investment in data systems while systematically allowing those systems to evolve to use a common set of standards.** While there is a great need

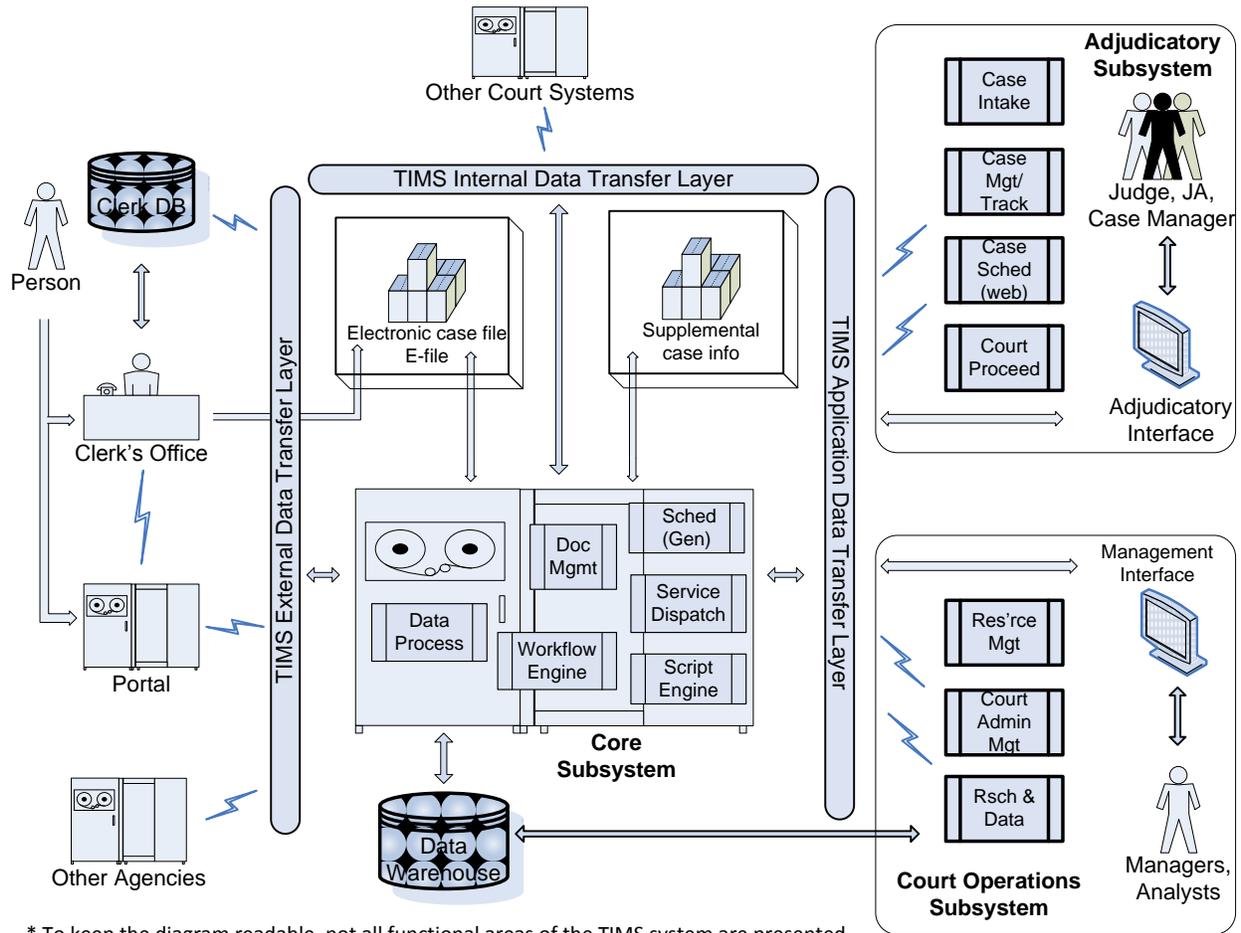
to standardize court data management across the state, the operating environments of the circuits are sufficiently different as to require considerable flexibility to address local problems and procedures. Additionally, many jurisdictions have considerable investments in management systems that currently meet their needs. It is not necessary to supplant an existing system that works well. Consequently, the TIMS system must be developed to embrace both standardization and flexibility.

15. **Conformity of data transfers in and out of the TIMS to a defined data model as approved by the Supreme Court.** The Court Data Model will standardize the transfer of data to and from the courts by defining uniform data structures for all users. This will ensure that data received from different jurisdictions is comparable. The use of a single data model will help ensure the long-term quality of court data by identifying areas where data collection is deficient.

Subsequent to the identification of the fifteen required capabilities, the software components necessary to provide these capabilities were identified. Further, to ensure local circuit systems maintain common capabilities and can share data, standard configurations for these components were defined. Taken together, the fifteen required capabilities, requisite software, and a standard tool configuration define a coherent court data management framework that will allow the court system to better manage its resources thereby, improve the adjudicatory process.

The proposed TIMS data management framework organizes the requisite software and tool configurations into three major groups that encompass operational areas of court data management. Figure 1 presents a graphical overview of three major operational areas and are referred to as subsystems. Specifically, these subsystems are: 1) the Adjudicatory Subsystem, which provides essential services to judges and case managers; 2) the Court Operations Subsystem, which provides management data and other services to court administration; and 3) the Core Subsystem, which provides essential automation services to the rest of the system. Together, these three subsystems form a TIMS framework.

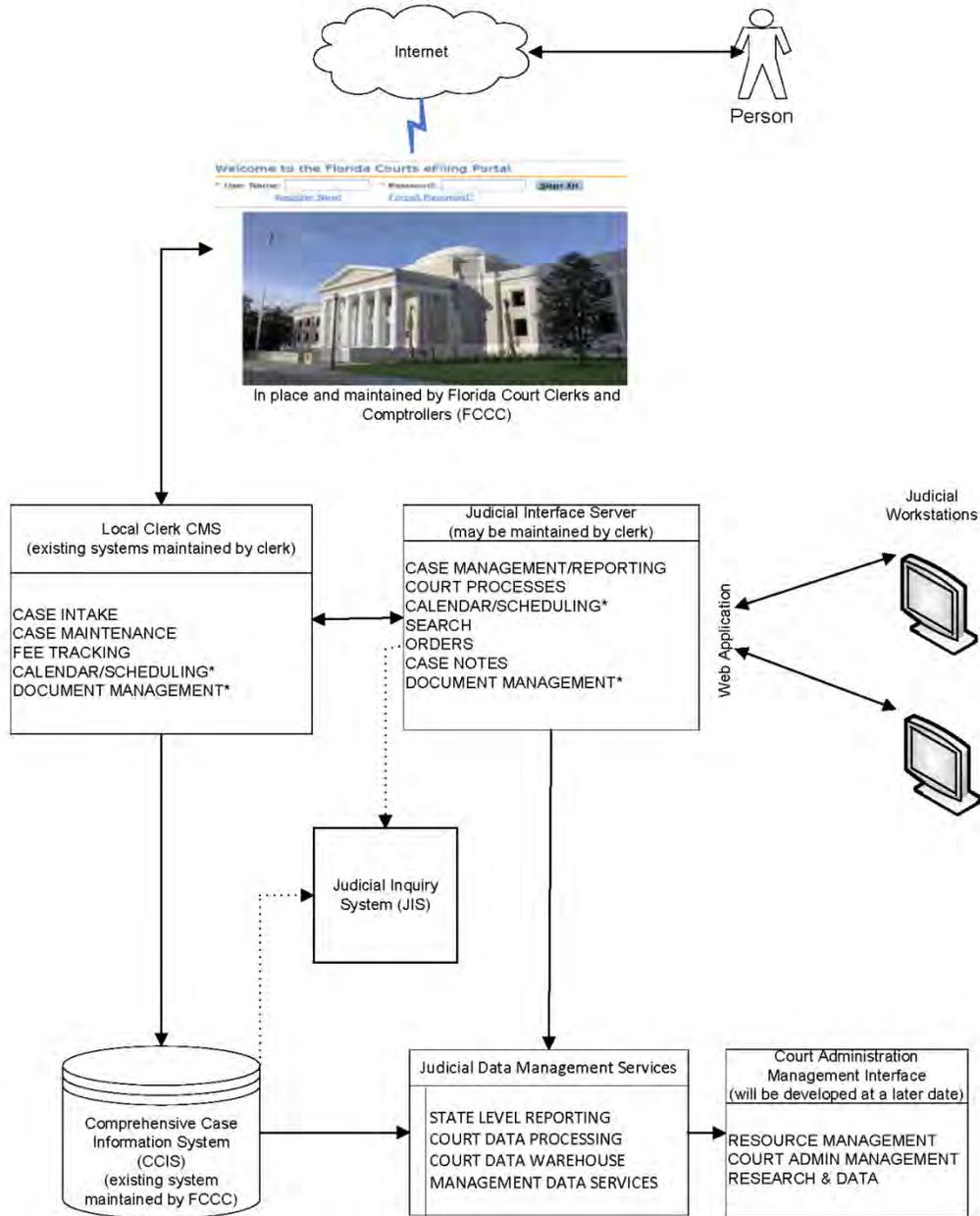
Appendix M – Court Data Management Framework Diagram



Court data enters the TIMS framework from the clerk of courts and other justice partner agencies. This data is processed by the Core Subsystem. Within the Core Subsystem certain data is extracted and stored while other data is compiled and an electronic case file is built. Some benefits of automation are available from the Core Subsystem such as automated ticklers to notify judges of certain documents filed or hearings scheduled. Along the right hand side of the diagram, the Adjudicatory Subsystem can access the electronic case file built by the Core Subsystem as well as any data stored by the system. Thus, judges, judicial assistants, and case managers will have the full range of case data available to them to manage their caseloads. Similarly, the Court Operations Subsystem will also have access to data processed by the Core Subsystem. Reporting capabilities built in to the Core Subsystem, along with the data defined by the Court Data Model, will provide a complete range of management reports. These reports will include case inventory reports, case aging reports and resource utilization reports.

Appendix N – Integrated Trial Court Adjudicatory System

Integrated Trial Court Adjudicatory System



\*Functions will be contained in the Local Clerk CMS or the Judicial Interface

## **Appendix O – Trial Court Integrated Management (TIMS) Glossary**

The terms and definitions provided in this glossary are those used throughout the Trial Court Integrated Management Solution (TIMS) project. In some instances, the terms used in the TIMS project may have more than one common meaning. This glossary is intended to provide a meaningful context for these terms and how they are used to define the project. Definitions denoted with a (1) were adapted from The Data Reference Model, Federal Enterprise Architecture Program, Version 2.0, November 17, 2005.

### **Adjudicatory Subsystem**

The collection of components within the TIMS system that encompasses the functional areas of case processing. In addition to including the modules related to case processing, the subsystem includes a judicial view (or adjudicatory interface) that allows the user (judges, judicial assistants, case managers, etc.) of the subsystem to view and manipulate case processing data.

### **Automation**

The application of technology to accomplish a function which allows that function to be performed automatically with greater speed or accuracy, more frequently, with less human interaction, or at a reduced cost.

### **Case Management**

A systematic administration and allocation of resources, including judicial attention and leadership, time, court staff, court technology, and the resources or parties and communities, directed to enhancement of the quality, timeliness, and efficiency of the judicial system. Case management develops and maintains reasonable and achievable policies and practices, identifies, collects and organizes critical case information, responds appropriately to characteristics of cases and parties, organizes the movement of cases, ensures that necessary activities and events occur, marshals and prioritizes court and community resources, promotes reasonable and consistent expectations, provides critical information to judicial leaders and court managers, and promotes accountability and ongoing improvement (TCP&A, 2001).

## Case Processing

A broad grouping of court activity that encompasses the functional areas of case intake, case management/tracking, case scheduling, court proceedings, document management and resource management.

## Conceptual Data Model (CDM)

An expansion of the Subject Area Model (SAM). The CDM takes each area identified in the SAM and adds additional details to ensure that the model covers the organization's interests completely. The CDM will provide a more detailed description of the subject area. The subject areas are referred to as entities. For example, the *case* area identified on the SAM is expanded to include a *case* entity along with the related entities *case association*, *case notes*, *court management* and *case management*. The model also identifies the data elements that describe each entity and the relationships between each entity.

## Core Subsystem

The component of the TIMS system that provides essential data transfer, data storage, service dispatch, and automation services. Case data is transferred from the clerk of courts into the TIMS system via the TIMS Core. User subsystems, such as the adjudicatory or court operations subsystem request services and transfer data among other elements of the system use TIMS Core services. The TIMS Core also provides the platform for automation services, including the processing and extraction of document metadata, case event ticklers, and automated event emailing. The TIMS Core should contain any function that is used in common between two or more modules of the system. For example, since both the adjudicatory subsystem and the court operations subsystem require scheduling functionality, a general purpose scheduling module may be implemented in the Core that would provide scheduling services to both subsystems. The TIMS Core encapsulates, at a minimum, 1) a module to receive, parse and transfer data submitted (usually in XML or pipe delimited formats) using standard data transfer protocols such as sFTP and SOAP, 2) industry standard SQL data storage facilities, 3) a document management or content management module for tracking case documents and related information, 4) a service dispatch module to process data and service requests from other components of the TIMS system, 5) a scripting engine to provide for TIMS system automation and 6) a rules-based task engine to allow for user-defined automation.

## **Court Operations Subsystem**

The collection of TIMS system components that encompasses the functional areas of Court Operations Management. In addition to including the modules related to *court operations management*, the subsystem includes a manager viewer (or management interface) which allows the user (trial court administrator, court analysts, case managers, etc.) of the subsystem to view and manipulate court operations data.

### **Data Capture**

A collective group of actions by which information is collected, interpreted and then stored into a database.

### **Data Element**

A specific piece of information identified by rule, statute, forms and any other pertinent information related to a specific court division which contributes to a complete description of court activity. Data elements may be defined independent of a data model or may be grouped together into *entities* within a data model to describe the activity of the court. Data elements are also called *attributes* of the *entity*.

### **Data Element Definition**

A method of identifying essential pieces of information supporting the operations of any set of business processes whereby a comprehensive set of data elements is identified and defined for each process. Data elements are identified by reviewing business rules, regulations, reporting requirements and from user input into critical needs. While effective in identifying small to medium numbers of data elements, this methodology is inefficient for large numbers of elements as the costs of capturing and maintaining these data sets increases non-linearly with the number of elements. This methodology does not explicitly capture relationships between data. See **Data Element, Data Model, Rules Based Data Identification**.

### **Data Model**

The representation of the information required supporting the operation of any set of business processes and/or the system used to automate them (1) and/or a

graphical and/or lexical representation of data specifying their properties, structure and inter-relationships (ISO 11179-3). A data model partitions the universe of all essential information of interest to the court into a small number of distinct categories. Each of these categories contains a small number of data elements, with definitions, that completely describe the category. Additionally, relationships between the different categories and between the specific data elements is also defined.

### **Document**

A file containing unstructured and/or semi-structured data. A discrete and unique electronic aggregation of data produced with the intent of conveying information (1). An American Standard Code for Information Interchange (ASCII) document is unstructured. A document may also be semi-structured if it conforms to machine interpretable conventions such as headings or subheadings (accessible Portable Document Format (PDF) documents are semi-structured) or if it contains embedded self-describing metadata such as Extensible Hypertext Markup Language file (XHTML) or other tagging system.

### **Entity**

The area of interest to the organization. Entities are composed in individual data elements called attributes that capture a specific piece of information about the entity. For example, the *case* entity is described by the data elements *uniform case number*, *date case initiated*, etc.

### **Framework**

A conceptual description of the components and other elements from which a working system can be built. A framework defines the boundaries of the system to be built and may constrain the operation of the components within. Depending on design considerations, the description of each component or element will vary in detail as necessary to clearly set boundaries and ensure the components work properly together.

### **Function**

Any court-related activity or project performed by court or clerk staff in the trial courts.

## **Integration**

Any project that ties two or more computer systems together to share operations or data.

## **Performance Monitoring**

A set of tools and practices used to systematically monitor court operations. It identifies the functions that involve monitoring performance at both the state and local level including indicators of: access and fairness, workload coverage, timeliness, quality and uniformity of services, efficient use of resources, and reliability and integrity of records.

## **Rules Based Data Identification**

A method of identifying essential pieces of information supporting the operations of any set of business processes by defining a set of rules that the information must conform to. Any piece of data conforming to those rules is captured and identified. Rules based data identification is commonly employed in artificial intelligence systems. The complex rule system imposes a high overhead and is inefficient for semi-structured data. This method is well suited to extract information from unstructured documents. Additionally, this methodology does not explicitly capture relationships between data elements.

## **System**

A network of that interacting, interrelated, or interdependent hardware, software, definitions and protocols forming a complex whole that, collectively, accomplish a specific broad task. For example, a court data management system is comprised of the hardware, computer applications, data definitions and communication protocols necessary for the court to manage its court activity data. A system refers to an actual implementation of a framework.

## **Subject Area Model**

A diagram identifying specific areas of interest to the organization. Within the TIMS project, these areas of interest are usually broadly defined to identify significant elements of court activity such as *case*, *actor*, or *event*. Subject area models typically identify basic relationships between these areas such as “one or more *actors* may be associated with a *case*.” A SAM is the starting point for

further model development and typically consolidates the areas of interest into between ten and twenty subject areas. This summary helps the organization maintain focus on important conceptual areas of activity.

### **Tool Set**

A defined set of utility programs provided as part of a computer operating environment that assist the administrators and power users of that system in carrying out tasks on that system. A standard set of utility programs available in every location provides consistency and ensures that the system in each location has a known set of capabilities.