

FCTC - APPROVAL ITEMS

FEBRUARY 2014

- FCTC approved a recommendation to the RJA to expedite the Time Stamp Standard
- FCTC tasked the Access Governance Board to 1)research if there should be a verification process for non-attorney filers (including pro se litigants) to electronically file through the portal and 2)what level of access should non-attorneys (including pro se litigants) have to electronically filed documents
- FCTC approved that all exhibits shall be uniform and separate attachments to filings
- FCTC approved to adopt the new exhibit language in paragraph two under section 3.1.16 Exhibits in the Standards for Electronic Access to the Courts
 - Each documentary exhibit marked for identification or admitted into evidence at trial shall be treated in accordance with Florida Rule of Judicial Administration 2.525(d)(4) or (6), and then transformed by the clerk and stored electronically in accordance with rule 2.525(a)
- FCTC has resolved the issue of subaccounts with the portal allowing lawyers to open up more than one account with different passwords for paralegals/legal assistants to file on their behalf.
- FCTC approved to accept adding and maintaining a judicial role onto the portal by circuit administrators and to have clerks set up different queues in their systems to be able to process judges filing in a high priority manner.
- FCTC approved to add an additional checkbox with the concept language in red, *“By checking the box, you certify that all persons entitled to be served are included on this list.”* Also, approved to eliminate, *“or sensitive,” “and 2.425”* and *“s”* on Rules from checkbox language in 2nd checkbox filing button.
- FCTC approved to require certification of compliance with Rule 2.425 by the filer, as part of filing through the portal and a checkbox required to ensure filers have met redaction requirements.
- FCTC approved to accept proposed language and add to the first page of the portal
 - *Notice: The filer is required to redact/remove any sensitive personal information, pursuant to Rule 2.425, Rules of Judicial Administration, [\[hyperlink to Rule\]](#), before filing any document.*
- FCTC approved to adopt the new language in section 5.4. Judge Signature and a new section 5.4.1. Security in the Standards for Electronic Access to the Courts
 - 5.4. Judge Signature

Judges are authorized to electronically sign all orders and judgments. If digitized signatures of Judges are stored, they are to be placed a minimum 256 bit encryption and protected by user authentication.
 - 5.4.1 Security

An electronic signature of a judge shall be accompanied by a date, time stamp, and case number. The date, time stamp, and case number shall appear as a watermark through the signature to prevent copying the signature to another document. The date, time stamp, and case number shall also appear below the signature and not be obscured by the signature.
- FCTC approved to adopt the Technical Standards Subcommittee recommendation regarding rendering document images in searchable PDF format where the judicial viewer does not already provide searchable documents.
- FCTC preliminary approved the changes made to the Functional Requirement Document for CAPS version 3.0 contingent upon submission to vendors for comments on any suggested changes.