

# Supreme Court of Florida

No. AOSC08-14

IN RE: ELECTRONIC TRANSMISSION AND FILING OF  
DOCUMENTS UNDER FLORIDA RULE OF JUDICIAL  
ADMINISTRATION 2.525 FOR ALACHUA COUNTY

## ADMINISTRATIVE ORDER

Pursuant to rule 2.525, Florida Rules of Judicial Administration, “[a]ny court or clerk of court may accept electronic transmission of documents for filing after the clerk, with input from the chief judge of the circuit, has obtained approval of the procedures and program for doing so from the Supreme Court of Florida.”

The Clerk of Court for Alachua County has submitted a request for approval to serve orders electronically in dependency cases, with those orders to be filed with the Clerk of the Court. The Electronic Filing Committee of the Florida Courts Technology Commission, pursuant to the procedure established by the Supreme Court, reviewed the request and recommended that the Supreme Court of Florida approve the request from Alachua County. The Florida Courts Technology Commission concurred with the recommendation of the Electronic Filing Committee and recognized that the Alachua County system was consistent with In re: Adoption of Functional Requirements, Technical Standards and Strategic Plan,

No. AOSC03-16 (Fla. April 8, 2003) as it relates to the automation of trial court technology.

Accordingly, the request by the Clerk of Court for Alachua County to serve orders electronically in dependency cases, with those orders to be filed with the Clerk of the Court, is hereby approved subject to the following terms and conditions:

- a. The Clerk of Court for Alachua County may implement the aforementioned technology procedures in accordance with the approved plan effective on the date of this order.
- b. The Clerk of Court for Alachua County shall ensure that there is no possibility for vendors to release or distribute court data to third parties and that the Clerk of Court retains the designation as custodian of the court records.
- c. The Clerk of Court for Alachua County shall ensure that contract provisions prohibit any vendor from extracting, data mining, or engaging in similar activities with regard to information from original court filings and other court records or any associated databases containing court records in the circuit for commercial or other non-court related uses.

- d. The Clerk of Court for Alachua County shall ensure that no fees other than statutorily required fees can be assessed or collected by the Clerk of Court.
- e. The Clerk of Court for Alachua County shall ensure that remote data backups will be stored in a protected environment a minimum of 50 miles from the primary production location of the court record, and that the Circuit will comply with established data backup standards as they are revised and updated.
- f. This approval does not constitute an approval of any electronic forms that may be used in this process.
- g. The Clerk of Court for Alachua County shall submit monthly progress reports to the court system upon initiation of the 90-day pilot test. Copies of the monthly progress reports shall be provided to the Chief Judge of the Eighth Judicial Circuit, the State Courts Technology Officer in the Office of the State Courts Administrator, and the Clerk of the Supreme Court of Florida.
- h. Any attorney, party, or other person who files a document by electronic transmission with the Clerk of Court for Alachua County shall immediately thereafter file the identical document in paper form with an original signature of the attorney, party, or other person if a

signature is otherwise required by the Rules of Judicial Administration (hereinafter referred to as the follow-up filing). The follow-up filing of any document that has been previously filed by electronic transmission may be discontinued if, after a 90-day period of accepting electronically filed documents, the clerk of court and chief judge certify to this Court that the electronic filing system is efficient, reliable, and meets the demands of all parties, and this Court has issued an administrative order authorizing the elimination of the follow-up filing for Alachua County in dependency cases.

- i. The Clerk of Court for Alachua County shall abide by In re: Revised Interim Policy on Electronic Release of Court Records, AOSC07-49 (Fla. Sept. 7, 2007).
- j. The Supreme Court anticipates the approval of a statewide e-filing “portal” to ensure equal access to electronic filing across the state and has directed that the Florida Courts Technology Commission make implementation of such a system a priority of the judicial branch. All local electronic filing systems must be compatible with the statewide electronic filing portal and approval of Alachua County’s request is contingent on the system’s compatibility with the statewide portal when it is approved.

k. At the present time, the Court is considering enhancements to current electronic filing practices throughout the State. There is a possibility that these enhancements may include the development and application of new business practices and technology standardization. Because these enhancements may occur in the near future, it will be the responsibility of the Clerk to ensure that functionality of the proposed system related to electronic court records will also be made compliant with these new technological enhancements.

DONE AND ORDERED at Tallahassee, Florida, on May 12, 2008.



Chief Justice R. Fred Lewis

ATTEST:



Thomas D. Hall  
Clerk, Supreme Court

