

Supreme Court of Florida

Office of the Clerk
500 South Duval Street
Tallahassee, Florida 32399-1927

THOMAS D. HALL
CLERK
DEBBIE CAUSSEUX
CHIEF DEPUTY CLERK

PHONE NUMBER (850) 488-0125
www.flcourts.org/clerk.html

March 27, 2003

Honorable Belvin Perry, Jr.
Chief Judge
Ninth Judicial Circuit
425 N. Orange Avenue
Orlando, Florida 32801

Re: Osceola County Electronic Signature Procedures

Dear Chief Judge Perry:

The Court approved the above procedures for Osceola County on February 26, 2003. I have enclosed an approved copy for your records.

Most cordially,

A handwritten signature in black ink, appearing to read "Thomas D. Hall", written in a cursive style.

Thomas D. Hall

TDH/vbv
Enclosures

cc: Honorable Larry Whaley, Clerk
Matthew Benefiel, Court Administrator
Mike Love

MEMORANDUM

FILED
THOMAS D. HALL
FEB 13 2003
CLERK, SUPREME COURT
BY _____

TO: Thomas D. Hall
FROM: Mike Love 
DATE: February 13, 2003
SUBJECT: Osceola County Electronic Signature Procedures

I recently received the attached letter from Osceola County regarding their electronic/facsimile signature procedures. After ISS staff reviewed and determined they are utilizing a good solution with solid technology, we presented it to the E-filing Committee for their review and approval.

The members of the E-filing Committee unanimously approved the procedures. Based on the committee's approval, I would request this be presented to the Supreme Court and notification be submitted to Osceola County that they may continue their electronic signature process. As you can determine from their letter, six of the eight judges in Osceola County are already utilizing this process and are satisfied it meets their needs.

If you have any questions or need additional information, feel free to contact me.

ML/cb

Attachment



January 23, 2003

Mr. Mike Love
Florida Supreme Court
500 S. Duval
Tallahassee, FL 32399

Mike

Dear Mr. Love:

Enclosed is the procedures for the use of electronic/facsimile signatures by Osceola County Judges. Please submit this procedure to the "Electronic Filing Committee" for their review and approval as required by the Supreme Court of Florida, Administrative Order No. AOSC02-42.

If you or the Committee have any questions, please advise.

Sincerely,

Doug Martin

Doug Martin
Chief Deputy Clerk

Larry Whaley

Clerk of Circuit Court

Child Support

(407) 343-3516

Civil Division

(407) 343-3479

Domestic Division

(407) 343-3492

Felony Division

(407) 343-3543

Juvenile Division

(407) 343-3575

Marriage & Passports

(407) 343-3530

Misdemeanor Division

(407) 343-3555

Probate Division

(407) 343-3503

Purchasing Division

(407) 343-3461

Recording Division

(407) 343-3517

Traffic Division

(407) 343-3566

**Osceola
County**

**2 Courthouse Square
Kissimmee, FL 34741
(407) 343-3500**



OSCEOLA COUNTY CLERK OF COURTS
ELECTRONIC/FACSIMILE SIGNATURE PROCEDURES

The following is the Procedure for Electronic or Facsimile Signatures by Judges in Osceola County Courts.

Upon request of a local Judge, this office places electronic signatures on routinely printed documents produced by courtroom computers.

System Specifics: Hewlett Packard Secure Font Box
Hewlett Packard Secure Font Chip
Hewlett Packard Laser Jet Printer

Larry Whaley
Clerk of Circuit Court

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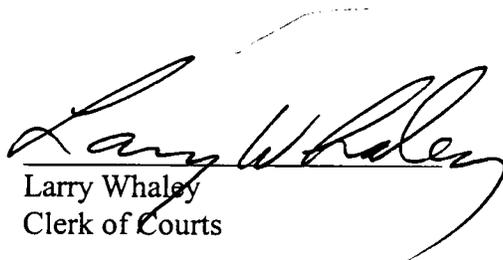
Traffic Division
(407) 343-3566

A secure font box is a small receptacle which plugs into the back of a laser jet printer using a parallel printer cable.

A secure font chip is a small card approximately the size of a postage stamp. On this card is an electronic copy of the Judge's original signature. An identifier is attached allowing it to be inserted into any document as directed by the Judge. When the chip is inserted into the box, the Judge's signature prints on the document. If the chip is not inserted, no signature is produced.

All secure font chips are stored in a combination safe with limited access and sign in/out verification for all Deputy Court Clerks. Each chip must be secured upon completion of court.

Osceola County currently has five (5) full time Circuit Court Judges and three (3) County Court Judges. Six (6) of the Judges currently use the electronic signature font chips to sign some of their court generated documents.



Larry Whaley
Clerk of Courts

Osceola
County

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