



Supreme Court of Florida

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

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CLERK
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CHIEF DEPUTY CLERK

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

March 27, 2003

Honorable Bruce W. Jacobus
Chief Judge
Eighteenth Judicial Circuit
2825 Judge Fran Jamieson Way
Viera, Florida 32940

Re: Seminole County Electronic Signature Procedures

Dear Chief Judge Jacobus:

The Court approved the above procedures for Seminole County on March 19, 2003. I have enclosed an approved copy for your records.

Most cordially,

A handwritten signature in cursive script, appearing to read "Thomas D. Hall".

Thomas D. Hall

TDH/vbv
Enclosures

cc: Honorable Maryanne Morse, Clerk
Mark Van Bever, Court Administrator
Mike Love

MEMORANDUM

TO: Thomas D. Hall
FROM: Michael R. Love 
DATE: January 17, 2003
SUBJECT: Electronic Filing Committee Recommendation for Approval of Seminole County's Electronic Signature Proposal Program

First, I would like to provide some brief background on the submission of Seminole County's proposal. Seminole first submitted their Digital Judge Signature Project Executive Summary to Chief Justice Wells in April, 2002 for review by the Court. This information was subsequently forwarded to Judge Jerry Parker as Chair of the Electronic Filing Committee. The Committee was asked to review Seminole County's proposal to ensure that it met the standards and guidelines set forth in the Rule of Judicial Administration 2.090, and to ensure that it also complied with the 1996 Administrative Order regarding plans submitted by clerks of court to implement the electronic filing of documents.

A letter was forwarded to Clerk Maryanne Morse on June 21, 2002 by Judge Jerry Parker requesting additional information, prior to addressing Seminole County's proposal. The Clerk responded back in a letter dated June 25, 2002. An Electronic Filing video meeting was held on October 15, 2002 to address Seminole County's submission by the full E-Filing Committee. At this meeting, Judge Jerry Parker appointed Judge O.H. "Bill" Eaton as the Committee liaison for the Seminole County Project, and charged him with the responsibility of completing a final review to be submitted back to the E-Filing Committee. [A letter was mailed to Clerk Maryanne Morse on October 23, 2002 advising her of the Committee's intention.]

In an e-mail dated December 17, 2002, Judge Eaton advised me that he had completed his review of the Seminole County proposal and recommended that the proposal be approved. The Clerk advised that it would take 90 days to get the program in place. To move forward with this program as soon as possible, the E-Filing Committee is recommending provisional acceptance with a sixty-day review. Clerk Maryanne Morse has agreed to this stipulation.

Upon completion of the sixty-day review and to ensure that the Seminole system is functioning in an efficient, reliable and appropriate manner, it is suggested that the Seminole County Clerk of Court, the Chief Judge of the Circuit and the Court Technology Officer, submit documentation to certify that this system meets the demands of all parties. A copy of this documentation is to be sent to the Supreme Court, to the Chairman of the Electronic Filing Committee, and to the Information Systems Services Division of the Office of State Courts Administrator.

Therefore, the only pending issue is Supreme Court notification to the Seminole County Clerk's Office of the E-Filing Committee's approval of the project, and stipulation of the 60-day review. If you have any questions, or my staff can provide further assistance, please advise.

MRL/MFG



MARYANNE MORSE
Clerk of the Circuit Court
Seminole County

Send to 4-30-02
Doe + Make
Love for a
recommendation

April 26, 2002

The Honorable Charles T. Wells
Chief Justice
The Supreme Court of Florida
500 South Duvall Street
Tallahassee, FL 32399-1925

Dear Mr. Chief Justice:

As we've seen so many times in so many different places, Seminole County is struggling to keep up with an influx of people and paper that threatens to swamp our criminal courts system. Toward that end, and working with Court Administration and Seminole's five county court judges, we have launched a number of courtroom automation and advanced technology projects in the past several years; each aimed at increasing the capacity and efficiency (read, "speed") of the judicial process. These have included expanded bar coding-in-the-courtroom, in-court docketing and off-site video arraignments.

Fundamentally, however, the *traffic-cop-at-rush-hour* nature of county court – first appearances, arraignments, pre-trial conferences – cries out for more efficient ways of moving paper physically on and off the bench during court; or better yet, a way to *eliminate* the need altogether. One of the most nettlesome, of course, is the need for the judge to pause one proceeding in order to sign papers from another.

To streamline the process (or at least rip out a few of these four-way stops), we have developed the technology necessary to attach a judge's signature directly and digitally to the appropriate paper, in the appropriate place, at the appropriate time. The signature would be preserved and protected in the electronic court file and printed out – as an original – on each and every copy; including those printed off-site (at the jail and inside County Probation). Each judge's signature would be password-protected and stored in our CourtZoom bar coding system database; a signature would be accessed and attached only at that judge's specific request, behest or keystroke. Gone would be the days of trying to sneak a case file onto the bench during court so the judge could scrawl his name at the bottom of an order he doesn't have time to read. Instead the judge would review minutes, orders, judgments and warrants – and sign them – from the screen of his PC.

The system is self-contained and would not require judges, lawyers, defendants or probation officers to purchase anything to use.

I am attaching an executive summary and a more detailed description of our Digital Judge Signature Project for your review. This technology is gaining wide acceptance in the private sector and offers the courts flexibility, scalability and, most importantly, time saved. For these reasons, and in light of Rule 2.090, Florida Rules of Judicial Administration, I respectfully request that the Supreme Court of Florida grant me the necessary approval to implement our Digital Judge Signature Project.

In support of this request, I would submit the following:

Seminole County population	377,960
Total jurisdictional area	344 square miles
Number of circuit court judges	9
Number of county court judges	5
Circuit court caseload (per judge)	1,600
County court caseload (per judge)	3,108
Average daily first appearances (county court)	40
Average daily arraignments (county court)	65
Average daily pre-trial conferences	65
Cost of software development	\$44,877.80
Cost of digital signature hardware	\$7,296.00

Electronic signatures will make our job easier and speed the process of county court. We can file faster and more completely, and ensure an original signature on all copies – even those printed off-site. The Digital Judge Signature Project means one less interruption at the bench. And that's always a good thing.

Thank you for your consideration. If you have any questions, or if I can be of any assistance to you in following up on this request, please don't hesitate to call.

Sincerely,



Maryanne Morse
Clerk of the Circuit Court

MAM/ml

cc: Robin Lubitz
State Courts Administrator
Supreme Court Building
500 South Duval Street
Tallahassee, FL 32399-1925

The Honorable Bruce W. Jacobus
Chief Judge
Eighteenth Judicial Circuit
Moore Justice Center
2825 Judge Fran Jamieson Way
Viera, FL 32940-8006

The Honorable Jerry R. Parker
2nd District Court of Appeals
801 East Twiggs Street
Suite 600
Tampa, FL 33602-3547

Digital Judge Signature Project

Executive Summary

Project Purpose:

The project has as its goal the digital cataloging of each Seminole County judge's signature and placing those signatures in the CourtZoom bar coding system database. At the completion of each court case (first appearance, arraignment, pre-trial conference, sentencing, sentence review, and violation of probation hearing), the signature of the judge hearing the case will be electronically placed on the case court minutes document printed in the courtroom and at designated remote sites.

Digital Signature:

There are two options that can be used to place each judge's signature in the system:

1. The judge's signature can be digitized by having each judge sign a sheet of paper and then using a flat bed scanner to scan each judge's signature on the paper into a computer file.
2. An electronic signature pad such as the ones used to sign credit card receipts can be employed. The judge's signature would be recorded digitally on the signature terminal and copied to the judge's signature table residing in the CourtZoom bar code system. There currently are a variety of devices on the market that will meet this requirement. Each judge's signature would be indexed in the bar code system by the alpha character currently assigned a judge.

Signature Activation:

Upon completion of court activity for a docketed case, the judge's signature would be electronically activated through an automated trigger. Following is a list of signature activation options:

1. The judge would place a designated finger into a fingerprint scanner. Each judge would have a designated fingerprint on record in the CourtZoom system. The system would scan the fingerprint and compare it to the judge's encrypted fingerprint, which resides in the system's judge fingerprint table. Once the scanner verifies the authenticity of the judge's fingerprint the system copies the judge's signature to the specified place on the court minutes document.
2. The court clerk could activate the judge's signature placement on the minutes document by either wand a barcode or, pressing a function key on the keyboard.
3. The judge would log into the system through a special menu with a user id and password. Once the judge is logged in, the system is set to automatically place the judge's signature on the minutes document when the minutes are printed.

If for some reason the judge's signature needs to be removed from a court minutes document during, or after court, the system contains an undo process to remove the judge's signature.

Minutes Printing:

Each court minutes that have a judge's signature electronically attached will print in the courtroom and at the designated remote sites such as the jail's booking area, the state attorney's office, and the probation office.

System Security:

Each judge's digitized signature will be encrypted and reside in a special judge's table in the CourtZoom system. Access to add or delete a judge's signature is controlled by a special user id and password security process. The system maintains an audit trail of all authorized user ids' that make changes to the judge table. Once the court session ends, the system automatically deactivates the judge signature process preventing any further use of the judge's signature.

DIGITAL SIGNATURE PRINTING
OPERATING SYSTEM
AND
DATABASE UPGRADE

Proposal

April 2002

DISTRIBUTION LIST

COURT ADMINISTRATION

Ron Serra
Mark Van Bever

JUDICIAL

Honorable Carmine Bravo

CLERK OF THE COURT, COUNTY CRIMINAL

Claudia Hughey
Linda Bachtell

Prepared by:
Clerk of the Courts
Seminole County

Table of Contents

Purpose	1
Proposal.....	1
Clerk Responsibilities	1
Technical Specifications	1
Clerk "Print Signature" Code.....	1
Minutes Printing Modifications	1
HTML Printing and Integration into the Print Spoolers	2
Judge Maintenance Modifications	2
Browser Based Programs – Judge's Print/View Function.....	2
Judge Case List	3
Case Minutes Display	4
New Menu System.....	5
Other Tasks	5
Operating System and Database Upgrade.....	5
Install Progress Version 9 and Webspeed 3.1	5
Application Scripts.....	5
Database Creation and Population	5
Application Installation.....	5
Linux Integration of Progress Printing Application to IP Printers	5
Build Testing System – Create Exact Copy of Production.....	5
Tasks – Programming and Installation	6
Judge's Signature Programming.....	6
Convert SCO and Unix Progress v6 to Redhat Linux Progress 9.1.C.....	6
OS Conversion and Database Upgrade.....	6
Project Total Hours	6
Software Products Required	7
Project Cost.....	7
Process Flow	7
Technical Specifications	7
Printing of the Signature	7
Software Warranty	7
Software Support	7

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Clerk of the Courts
Seminole County

Purpose

The project has as its goal the digital cataloging of each Seminole County judge's signature and placing those signatures in the CourtZoom bar coding system database.

At the completion of each court case (i.e. arraignment, first appearance, review hearing) the signature of the judge hearing the case will be electronically attached to the court minutes document and printed in the courtroom and at designated remote sites.

Proposal

Dual functionality will be provided so that both the judges and clerks can affix their signatures. For the clerk, a code will be enabled to signify "Print Signature". When the clerk wands this code, the minutes will be printed with the judge's signature. A second process will enable the judge initiate the printing of the minutes with the signature.

For the judge to initiate printing of the minutes, a browser based application will be developed that will allow the judge to login (with a secure password) and view cases for the specified court date. The browser program will display a list of cases with a checkbox "Print/Sign?". Checking the "Print?" checkbox will signify that the case is to be printed. Also, clicking on a case will open the case minutes in a browser window. This detail view will show the minutes virtually the same as they are printed.

Clerk Responsibilities

1. Provide the browser data elements to be displayed on the "Judge Case List".
2. Provide any printing changes that are to be requested.

Technical Specifications

Clerk "Print Signature" Code

This follows the same paradigm that most of the other codes do. The main difference with this code is that it does not need to be processed by the "Case upload routine". It is strictly a "front end" code. This will require some special modifications to the "Case upload routine" to skip these codes.

Minutes Printing Modifications

The existing printing logic does not print "images" (the signature). The programs that create this output will need to be written using a method that allows text and images to be printed in the same output. We have chosen what we feel is the simplest method to integrate into the current printing system, HTML documents. This change will require that the minutes printing programs be modified to include HTML tags as part of their output. These HTML tags will then, at a later stage, be converted into postscript to be sent to the printer. It is the postscript conversion process that will allow the text and images to be printed together.

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HTML Printing and Integration into the Print Spoolers

A parsing/conversion program will be created and executed to accept the HTML document as input and output the printable postscript document. The parser process will be integrated into the current print spooling process and will be transparent to the users.

Judge Maintenance Modifications

Provide management of the signature image and store the location of the image in the database. The actual image will be stored in a secure location in the operating system directory. Only the owner ID of the printing program and userid that copied the file onto the system will have access to the images.

We will define and create an ftp process to place the image of the judge's signature into the appropriate file system.

Browser Based Programs – Judge's Print/View Function

This is the core application that will give the judge the ability to view a list of cases ready to be printed. The judge will then be able to submit all cases that he approves for printing with a single click of the mouse. Each individual case can be marked "to be printed with the signature" based on the judge's determination.

An additional function will also be provided to give the judge a detailed view of an individual case. By clicking on any case in the list with the mouse, the judge will be presented a window showing the "printed minutes" for that case.

Additional programs and functionality will have to be developed to provide the security linking the judge's ID to the case so that only him/her have the ability to access those cases.

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Judge Case List

Sample Web Page Listing Cases for a Judge. The display order will be descending order as they are processed with unprinted/processed (clerk has finished) cases first.

Judge Harry Smith - Cases for 07/24/2001

Case Number	Name	Plea	Total Fine	Printed	Print?	Print
20011012935MMA	Abbott, Jason	No Contest	560.00	No	<input type="checkbox"/>	<input checked="" type="checkbox"/> Print
20011013431MMA	Smith, James	Guilty	1240.00	No	<input type="checkbox"/>	<input checked="" type="checkbox"/> Print
20011245635MMA	Williams, Steve	No Contest	125.00	No	<input type="checkbox"/>	<input checked="" type="checkbox"/> Print
20011212825MMA	Jones, Mike	No Contest	340.00	No	<input type="checkbox"/>	<input checked="" type="checkbox"/> Print
2001003722MMA	Jones, Dave	Not Guilty		Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/> Print
20011014525MMA	Rossler, Greg	No Contest	50.00	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/> Print

<< Prev Next >>

Print Selected Where

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 Seminole County

Case Minutes Display

Clicking on the Case number link from the Judge's list will display the minutes.

Case Number: 03003946MMA - CourtZoom - Seminole County Florida - Microsoft Internet Explorer

File Edit View Favorites Tools Help

CourtZoom Seminole County Clerk

IN THE COUNTY COURT, EIGHTEENTH JUDICIAL CIRCUIT, IN AND FOR SEMINOLE COUNTY
 Date: 06/19/2001 Time: 9:33 PM Page: 1
 STATE OF FLORIDA vs LEE, CHRISTOPHER Case # 03003946MMA OBTS # 0000000000

Agency: SASO Bond: BERT BAIL BOND Bond # A06125386
 Reel: a Log: 123

ARRAIGNMENT Opened At 6:22 AM ON 06/19/2001 In Courtroom F With The Following Present:
 Honorable: ALAN A DICKEY Deputy Sheriff
 Deputy Clerk: K. Scott Bailiff: P. Mercado
 State Attorney: Boatright/Shin Probation Officer: Mike Smith
 Public Defender: Court Reporter: N. Harden

Charge(s)			
Description	Citation	Description	Citation
03 ALLOW RIDE EXTERIOR	12345678	02 REFER TO D102	22334455
OFF COMPUTER USER	66778899 01	Speeding	12123434

Defendant Was: Present In Custody Advised Of Rights
 Public Defender: Not Present
 For Charge: 03 ALLOW RIDE EXTERIOR
 The Court Accepted The Plea
 Probable Cause Found
 Court Adjudged Defendant Guilty

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 Seminole County

New Menu System

This proposal requires an update from Progress version 6 to Progress version 9. As part of this upgrade it becomes necessary to replace the menu system of the current application. The existing menu system is a Progress tool whose support was discontinued with version 7 of the Progress system and is no longer available. The current CourtZoom menus will be re-developed using a menu system called "TAI's menu application".

The existing menus will be developed and configured using the TAI menu system.

Other Tasks

Configure connection to host HP system for case uploads and downloads.

Implement Webspeed application using Apache web server.

Configure the Apache web server.

Install the JAVA JVM required by Progress V9.

Operating System and Database Upgrade

Install Progress Version 9 and Webspeed 3.1

Installation and implementation of Progress RDBMS and Webspeed. Provide automated startup and shutdown tools (Progress Admin Server). Configure ubroker.properties table for database and web clients.

Application Scripts

Development and implementation of webspeed startup scripts, print process scripts and database script. In most cases, these scripts will be automated so they start on boot up of the system.

Database Creation and Population

Create and populate CourtZoom database.

Application Installation

Create the CourtZoom application instance and install application.

Linux Integration of Progress Printing Application to IP Printers

Integrate printing of minutes to the IP printers on Linux.

Build Testing System – Create Exact Copy of Production

Install Progress Software, Webspeed and the CourtZoom Application, including all startup, shutdown and process scripts.

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Tasks – Programming and Installation

Hours	Description
	Judge's Signature Programming
6	Provide Enable/Disable code for printing of the signature
100	Printing Signature in the minutes
16	Develop maintenance module to integrate judge's signature image to the Judge code in the database
4	Enter Judge's signature
16	Testing
142	Judge's Signature Total
24	Contingency coding for Printing Signature
	Convert SCO and Unix Progress v6 to Redhat Linux Progress 9.1C.
4	Install Progress v9.1C
2	Install Application Scripts
2	Create and populate database
4	Install application software
24	Integrate new menu system The existing v6 menu system is not available in version 9. TAI will provide it's own menu system and configure the menu items as they currently function.
24	Testing
60	Convert to Linux Total
64	Detailed print view
16	New Menu System
8	Other Tasks
460	Total – Judge's Signature
	Contingency coding for Printing Signature (24 hours)
	OS Conversion and Database Upgrade
4	Install Progress Version 9 and Webspeed 3.1
6	Application Scripts
3	Database Creation and Population
4	Application Installation
4	Linux Integration of Progress printing application to IP printers
8	Build Testing System – Create exact copy of production
16	Testing
45	Total – OS Conversation and Database Upgrade
505	Project Total (Hours)

Prepared by:
Clerk of the Courts
Seminole County

Software Products Required

Cost	Products
	Hardware – Provided by Clerk’s Office
	Redhat Linux – Provided and installed by Clerk’s Office
\$44,877.80	Progress RDBMS 9.1 with 4GL & Webspeed 3.1 with Progress maintenance

Project Cost

Description	Cost
505 hours at \$75 per hour	\$37,875.00
Progress RDBMS & Webspeed 3.1 plus Progress maintenance	\$7,002.80
Total	\$44,877.80

Process Flow

The clerk will designate, at the judge’s direction, when and where the judge’s signature is placed on the minutes using codes assigned in the application. Printing of the signature will be defined at a case level. That is, each case can have a signature printed or not.

Technical Specifications

1. Provide a code to turn on printing of the judge signature for a selected case.
2. Provide a code to turn off the printing of the signature for a given case.
3. The printing logic would check the “Print Signature code” for the case and print the signature if it is turned on.

Printing of the Signature

The existing minutes format will be used unless the Clerk’s office requests a change. The court minutes will print with the Judge’s signature at all locations designated in the CourtZoom system print file.

Software Warranty

After the installation and acceptance of the software, the software has a 90-day warranty against all software defects. All software defects found within the 90-day warranty will be fixed at no additional charge. A software defect can be defined as a function or routine not behaving as specified in the requirements and only pertaining to the changes and enhancements as defined in this document.

Prepared by: Clerk of the Courts Seminole County
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Software Support

Phone support will be provided at no additional charge for the first 90 days after installation. After the 90-day period, support will be charged at \$75 per hour with a ½ hour minimum per phone call unless otherwise negotiated.

Prepared by:
Clerk of the Courts
Seminole County

JOHN R. BLUE
CHIEF JUDGE
JERRY R. PARKER
CHRIS W. ALTENBERND
CAROLYN K. FULMER
JAMES W. WHATLEY
STEVAN T. NORTHCUTT
OLIVER L. GREEN
DARRYL C. CASANUEVA
E. J. SALCINES
THOMAS E. STRINGER, SR.
CHARLES A. DAVIS, JR.
MORRIS SILBERMAN
VIRGINIA M. COVINGTON
PATRICIA J. KELLY
JUDGES

DISTRICT COURT OF APPEAL
SECOND DISTRICT
1005 E. MEMORIAL BOULEVARD
LAKELAND, FLORIDA 33801-0327

JAMES BIRKHOLO
CLERK
ROBERT P. STRZALKA, JR.
MARSHAL

PLEASE REPLY TO:

P.O. BOX 327
LAKELAND, FL 33802-0327
(863)499-2290

801 E. TWIGGS ST. #600
TAMPA, FL 33602-3547
(813)272-3430

October 23, 2002

The Honorable Maryanne Morse
Clerk of the Circuit Court
Seminole County
Post Office Box 8099
Sanford, Florida 32772-8099

Dear Ms. Morse:

The E-Filing Committee conducted a video conference meeting on October 15, 2002, to discuss several issues, one of those being Seminole County's proposal regarding the use of electronic signatures. As indicated in your letter to me dated June 25, 2002, the Seminole County Judges have approved the use of electronic signatures for in court activities such as minutes, initial appearances, pre-trials, and other similar items. Although the Committee members acknowledge the approval by the county judges, it was suggested that a liaison be appointed to further review the project and report back to the Committee.

Since Judge O.H. Eaton, Jr., is a member of the E-Filing Committee and a circuit judge in Seminole County, Judge Jerry Parker appointed him as the liaison to perform the review and forward a summary report back to the Committee.

The Honorable Maryanne Morse
October 23, 2002
Page Two

Upon review of this report by the Committee, they will then forward their recommendations to the Supreme Court. Should you have any questions, please contact Mike Love at 850-488-6568, and he will be glad to assist you.

Respectfully,

Jerry R. Parker

JRP/lm

Attendees: Judge Jerry Parker, 2nd DCA
Judge Bill Eaton, 18th Circuit
Frank Habershaw, Clerk, 5th DCA
Barbara Scott, Clerk, 20th Circuit
Ken Nelson, CTO, 6th Circuit
Bern Wiklendt, CTO, 18th Circuit
Steve Shaws, CTO, 19th Circuit
Paul Regensdorf, 17th Circuit

Staff: Mike Love
Maria Arnold
Chris Blakeslee
Merica Granger
John Cook
Richard Cox

The meeting began with Mike Love stating the two agenda items to be discussed:

1] the Digital Judge Signature Project Plan from Seminole County;

2] the amended Administrative Order which addresses including a final review process and approval of the requesting entity, prior to elimination of paper.

Mike continued on with an overview of Seminole County's submission and made a suggestion that technical requirements be included as part of the solution in Seminole County. Bern Wiklendt commented that, to his knowledge, the county judges were very supportive of the program.

Judge Eaton requested that Judge Parker appoint him as E-Filing Committee liaison for the Seminole County Project and charge him with the responsibility of completing a final review. It was recommended that a letter be drafted for Judge Parker's signature to be sent to Maryanne Morse advising that Judge Eaton had been appointed as the liaison for Seminole County. *(ISS will draft this letter, and first forward to Judge Eaton for review, then send to Judge Parker for signature.)*

Motion: Judge Eaton made a Motion to place a provision in the amended Administrative Order to authorize the E-Filing Committee to approve electronic signatures for judges.

Ken Nelson seconded the Motion.

There being no opposition or further discussion, the Motion passed unanimously.

Barbara Scott brought up a question regarding electronic signatures for attorneys. She inquired whether the Committee had a position or a process in place for the use of electronic signatures. Mike Love replied that there was no process in place at the present time.

Judge Eaton commented that this project in Seminole County could be a platform to enable the Committee to draft a process to be included in the Administrative Order. We could amend the order further at a later date so as not to delay the Seminole County project.

Mike Love next discussed the series of new steps outlined in the amended Administrative Order, stating that when an e-filing submission is made, prior to elimination of paper filings, the requesting entity would have to submit a final request to eliminate paper filing.

Paul Regensdorf commented that he had assisted in writing Rule 2.090 and felt that the rule language currently addresses this new language for the Administrative Order and, therefore, the Rule would not need any changes. Richard Cox clarified the new language for addressing electronic signatures.

Discussion continued regarding the process for approving the discontinuation of paper filings and Chief Judge Gallen's concerns in the Twelfth Judicial Circuit. To address these concerns and in order to clarify the certification process, a series of additional steps were added to the E-Filing Administrative Order, as follows:

- On page 1, paragraph 1, the following sentence was added:

In addition, the committee shall review any proposal for the use of electronic or facsimile signatures by judges.

- On pages 2 and 3, four additional steps were added to the order to provide specific direction on the certification process:

7. Review any certification filed by the clerk of court or chief judge that the electronic filing system is efficient, reliable, and meets the demands of all parties, which certification request must include a signed statement from the chief judge of the respective circuit and other affected parties as to the feasibility of the system certified. The request for certification must also contain the results of the testing process.

8. Review any request from the clerk of court or chief judge for permission to discontinue follow-up filing of documents in paper form, except as otherwise required by general law, statute, or court rule.

9. Recommend to the Supreme Court whether the Court should enter an order directing the clerk of court or chief judge to discontinue the follow-up filing.

10. Review any requests for the use of electronic or facsimile signatures by judges. Such requests shall be reviewed, pursuant to the standards and guidelines approved by the Committee.

Motion: Judge Eaton made a Motion to adopt the Administrative Order.

Paul Regensdorf seconded the Motion.

There being no opposition or further discussion, the Motion passed unanimously.

Mike Love asked the Committee if the requirement of a notary to attest to signatures needed to be addressed. He commented that he thought the statutes require a notary to attest to the signature, and then referenced Rule 3.125 "Notice to Appear" as an example. He also referred to the memorandum prepared by Richard Cox regarding electronically-reproduced facsimile signatures, which indicated that if the judge approved the use of his/her signature, that it would be allowable on an ongoing basis.

Paul Regensdorf asked if any electronic document would need to include a notary or an attestation to the signature? Mike Love added another question, "Or, to provide an alternative to that attestation for electronic documents?"

Judge Parker commented that Rule 3.125 appeared to only need a notary for the officer's signature, as it related to the Notice to Appear. The document was probably notarized after the officer returns to the office confirming the signature. Mike Love replied that an electronic booking sheet would require this process to attest to the officer's signature. He further commented that Lee County is currently implementing an electronic booking process.

Judge Parker commented that if the process was automated that the Notice to Appear Rule would have to be amended. Judge Parker asked Mike if he had anything in writing from Lee County regarding this new process. Mike indicated that he discussed it during a telephone call and that he would ask Lee County for clarification as to how they would plan to deal with the rules, statutes, etc.

There was a general consensus that the Committee not move forward at the present time with the notary issue for electronic documents. Judge Parker further stated that if ISS received any phone call or conversation of this nature, they should ask that the county put it in writing so their proposal could be reviewed. Ken Nelson recommended that the clerk should present a notary reference in their submission.

Judge Parker also asked, "Did everyone agree that all electronic filing-related issues should come before the E-Filing Committee?" Ken Nelson and Barbara Scott both indicated yes.

Judge Parker next brought up the meeting he held with Ken Nelson and Jannet Lewis on presentation of materials regarding emergency preparedness to be presented at the upcoming FCTC meeting to be held on October 25. He asked about adding Jannet Lewis as a member of the E-Filing Committee. Richard Cox advised that her appointment would have to be approved

by the Supreme Court. It was suggested that Judge Parker could send a letter to the Supreme Court seeking approval for her appointment to the E-Filing Committee.

Prior to conclusion of the meeting, the new language to the amended Administrative Order was stated by Richard Cox, as follows:

- The amended language addresses the use of both electronic or facsimile signatures by judges (note page 1, paragraph 1).
- Another step was added (note page 3, step #10) which states that requests for the use of electronic or facsimile signatures would be reviewed, pursuant to guidelines developed by the OSCA, with said requests being either approved or denied by the Committee without further action by the Supreme Court.

The new amended language in the Administrative Order is noted in red.

Judge Parker adjourned the meeting at 11:15.



MARYANNE MORSE
Clerk of the Circuit Court
Seminole County

June 25, 2002

Honorable Jerry R. Parker
District County of Appeal
Second District
1005 East Memorial Boulevard
Lakeland, Florida 33801-2019

Dear Judge Parker,

There seems to be some confusion regarding our request for the use of "electronic signatures".

This concept **does not** have anything to do with electronic filing of documents. At this point in time, it is to be used only by the County Judges in Seminole County for in court activities such as minutes, initial appearances, pre-trials and other such items.

Seminole County Clerk's office has been doing "bar-coding" in the courtroom for almost 10 years. The use of "electronic signatures" for the County Judges for minutes and IPs has been discussed thoroughly with all five (5) County Judges and has met with their approval. The use of "electronic signatures" in conjunction with our bar-coding will enhance the system as well as save time and interruptions on the bench.

With our bar-coding system, the database is updated electronically thereby eliminating the need for Clerk's staff to "key" in the information. Paper form of the bar-coded activity is filed immediately in the files in hard copy.

I hope this answers the questions in your letter dated June 21.

With warmest regards, I am

Most cordially,

Maryanne Morse
Clerk of the Circuit Court

cc: Mike Love ✓
Chief Justice Charles T. Wells
Chief Judge Bruce Jacobus

JOHN R. BLUE
CHIEF JUDGE
JERRY R. PARKER
CHRIS W. ALTENBERND
CAROLYN K. FULMER
JAMES W. WHATLEY
STEVAN T. NORTHCUTT
OLIVER L. GREEN
DARRYL C. CASANUEVA
E. J. SALCINES
THOMAS E. STRINGER, SR.
CHARLES A. DAVIS, JR.
MORRIS SILBERMAN
VIRGINIA M. COVINGTON
PATRICIA J. KELLY
JUDGES



DISTRICT COURT OF APPEAL

SECOND DISTRICT
1005 E. MEMORIAL BOULEVARD
LAKELAND, FLORIDA 33801-2019

JAMES BIRKHOLO
CLERK
ROBERT P. STRZALKA, JR.
MARSHAL

PLEASE REPLY TO:

P.O. BOX 327
LAKELAND, FL 33802-0327
(863)499-2290

801 E. TWIGGS ST. #600
TAMPA, FL 33602-3547
(813)272-3430

June 21, 2002

The Honorable Maryanne Morse
Clerk of the Circuit Court, Seminole County
P.O. Box 8099
Sanford, FL 32772-8099

Dear Ms. Morse:

Your correspondence to Chief Justice Charles T. Wells regarding the use of electronic signatures has been referred to me as chair of the Electronic Filing Committee of the Florida Courts Technology Commission. The committee has been asked to review your proposal to ensure that it meets the standards and guidelines set forth in Rule of Judicial Administration 2.090 and the 1996 Administrative Order regarding plans submitted by clerks of courts to implement the electronic filing of documents, executed by Chief Justice Gerald Kogan.

We note that the proposed configuration would offer password protection for the judges' digitized signatures, which is in keeping with the court's requirement for ensuring the integrity and confidentiality of any transactions utilizing electronic commerce. However, before we can further address your proposal, we need to know whether this project has been endorsed by all of the trial judges serving Seminole County and whether your office will continue to maintain court records in paper form.

Please direct your response to me with a copy to Mike Love, Director of Information Systems Services, Supreme Court Building, 500 South Duval Street, Tallahassee, FL 32399. Should you have any questions regarding this review, please contact Mike Love at 850-488-6568 and he will be glad to assist you.

Respectfully,

A handwritten signature in black ink, appearing to read "Jerry R. Parker". The signature is fluid and cursive, with a large loop at the end.

Jerry R. Parker

JRP:ejs

cc: Chief Justice Charles T. Wells
Justice Harry Lee Anstead
Chief Judge Bruce W. Jacobus
Mike Love