

Supreme Court of Florida

No. AOSC05-91
AMENDED

IN RE: APPLICATION BY THE MANATEE COUNTY CLERK OF COURT, IN THE TWELFTH JUDICIAL CIRCUIT, FOR ELECTRONIC TRANSMISSION AND FILING OF DOCUMENTS PURSUANT TO FLORIDA RULE OF JUDICIAL ADMINISTRATION 2.525 (FORMERLY 2.090)

ADMINISTRATIVE ORDER

Pursuant to rule 2.525 (formerly 2.090), Florida Rules of Judicial Administration, “[a]ny court or clerk may accept electronic transmission of documents for filing after the clerk, together 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.”

On July 25, 2005, the Manatee County Clerk of Court submitted a supplemental plan to the original Electronic Transmission and Filing of Documents Plan (authorized by AOSC01-4 on January 26, 2001). The supplemental plan provided additional clarification on the Manatee County Clerk of Court’s compliance with the updated Electronic Filing Standards and Guidelines established in AOSC04-11, and requested approval to move to the next phase of the plan that allows electronic filing without the requirement for follow-up paper

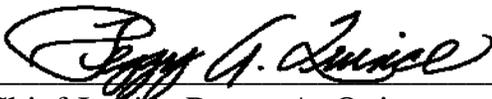
filing for all cases in the Manatee County Court and the Twelfth Judicial Circuit Court in and for Manatee County, Florida. On August 9, 2005, the Electronic Filing Committee recommended that the Supreme Court of Florida approve the Manatee County Clerk of Court's supplemental plan.

Accordingly, the Manatee County Clerk of Court's Electronic Transmission and Filing of Documents Plan is hereby approved subject to the following terms and conditions:

- a. The Manatee County Clerk of Court has been authorized to accept electronic filings in accordance with the approved plan; see AOSC01-4 executed on January 26, 2001.
- b. The Manatee County Clerk of Court has successfully completed the test period required by rule 2.525(c)(2)(A) (formerly 2.090(c)(2)(A)), Rules of Judicial Administration, and is hereby authorized to discontinue follow-up paper filings for all cases in the Manatee County Court and the Twelfth Judicial Circuit Court in and for Manatee County, Florida.
- c. The Manatee County Clerk of Court will continue to produce paper files for use by the judiciary until the Chief Judge of the Twelfth Judicial Circuit enters an order authorizing the Manatee County Clerk of Court to discontinue paper files.

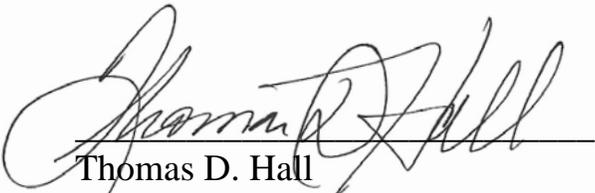
- d. The Manatee County Clerk of Court shall perform, at a minimum, daily backups of all electronically submitted court filings to ensure the availability and integrity of the court record.
- e. The Manatee County Clerk of Court shall ensure that remote data backups will be stored in a protected environment that is not subject to the same risks as the primary location and should not rely on the same infrastructure components used by the primary site as identified through a risk assessment process and disaster recovery planning.
- f. The Manatee County Clerk of Court shall abide by In re: Revised Interim Policy on Electronic Release of Court Records, AOSC07-49 (Fla. Sept. 7, 2007).

DONE AND ORDERED at Tallahassee, Florida, on March 4, 2009.



Chief Justice Peggy A. Quince

ATTEST:



Thomas D. Hall
Clerk, Supreme Court

