

Abandoned Filings Workgroup Agenda

Thursday, November 17, 2016

9:00-11:00 a.m.

Mission Inn

El Nuevo Mundo Conference Center

Desoto Room

- I. **Welcome** – *Judge Josephine Gagliardi, Chair*
 - a. Roll call

- II. **E-Filing Correction Queue** – *Doug Bakke*
 - a. Proposed reasons for E-Filing Correction Queue

- III. **Storing Abandoned Filings** – *Kim Stenger*
 - a. Summary of new process and action items
 - b. Abandoned filing queue flowchart

Proposed Reasons for E-Filing Correction Queue

Summary Drop Down List - Old Version - 20 Reasons		Count of Summary Drop Down	Percentage
1	Incorrect / Missing Case Number / Case Style	87	12.22%
2	Wrong County / Jurisdiction	37	5.20%
3	Combined Filing - Separate Documents Must be Filed for Each Case/Party	53	7.44%
4	Document Illegible or Corrupt or Blank or Not Compliant with Standard	83	11.66%
5	Separate Filings - Combine Documents/Pages for Filing	16	2.25%
6	Unsigned Order / Correspondence to Court	29	4.07%
7	Mismatch on Case Type/Document Type Selected and Petition/Complaint/Document Filed	30	4.21%
8	Document incomplete	32	4.49%
9	Incorrect Summons for Case Type/Summons has Missing or Incomplete Information	14	1.97%
10	Indigency Denied / Fees Due	8	1.12%
11	Missing Information on Complaint/Petition/Document or Necessary Document Not Filed	40	5.62%
12	Missing Signature / Non Compliant Signature	36	5.06%
13	New Case Required for this filing	7	0.98%
14	Order Missing Information / Non Compliant	19	2.67%
15	Original Documents or Service Documents Must be Filed in Paper Format	20	2.81%
16	Other	81	11.38%
17	Per Request of Filer	27	3.79%
18	Previously Filed Document/Case	22	3.09%
19	Wrong Division	17	2.39%
20	Wrong Fee/Missing Fee	54	7.58%
Grand Total		712	100.00%

New Version of Pending/Corrective Action Queue 12 Reasons	
1	Incorrect or Missing Case Number Case Style Incomplete or Missing Document Issue with Signature
2	Separate Documents Must be Filed for Each Case/Party or Combine Individual Pages in Single Document
3	Wrong County Jurisdiction Division
4	New Case Required for this filing
5	Unsigned Order Correspondence to Court
6	Document Illegible or Corrupt or Blank or Not Compliant with Standard
7	Mismatch on Case Type/Document Type Selected and Petition/Complaint/Document Filed
8	Previously Filed Document/Case
9	Original Documents or Service Documents Must be Filed in Paper Format
10	Incorrect Summons for Case Type/Summons has Missing or Incomplete Information
11	Wrong Fee Missing Fee Fees Owed Due to Non-Indigent Determination
12	Other - w/free form text box

POK | Brevard Comments.

In addition, there are a few items we'd like to discuss further with the group:

- Wrong Division
- New Case Required (seen more in family – Brevard local AO)
- Judicial Filing - Missing Information / Non-Compliant- if an order received from a judicial filer has an incorrect or missing case number, missing signature, or is missing a critical element, then the clerk will move to the correction queue. Same process that occurs with paper.
- Pro Se Filer cannot file without an attorney per court order

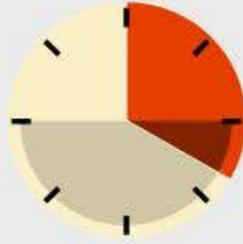
Abandoned Filings Workgroup Summary of new process and action items

- The Abandoned Filings Workgroup is in the process of establishing the reasons to move filings to the Correction Queue. All original e-service recipients will receive notification when a filing is moved to the Correction Queue.
- The filer can correct and resubmit the filing or take no action and possibly re-file new. If resubmitted, then all original e-service recipients will receive notification. When filing new, the filer has to select e-service recipients.
 - **Action Item:** How many days does the filer have to correct the filing in the Correction Queue? Have we established this already?
- Once the time has elapsed, the filing will be moved to the Abandoned Filings Queue. All original e-service recipients will receive notification that the filing was not filed and moved to Abandoned Filings.
 - **Action Item:** Recommend Portal modification to transmit the documents and xml data in the Abandoned Filings Queue to the clerk before being deleted in the Portal. The clerk will maintain the documents and xml data locally based on a future Best Practice by Clerks. Clerks have to analyze CMS capabilities and limitations and decide on how to retain the data and images locally.
 - If this group agrees with the recommendation, then a small subcommittee will need to define the technical specifications.
 - **Action Item:** Identify the retention schedule for Abandoned Filings. Need a volunteer(s) to take on this tasks.

ABANDONED FILINGS QUEUE



Filer submits filing to the Portal



Clerk moves filing to the Correction Queue (formerly Pending Queue) for correction

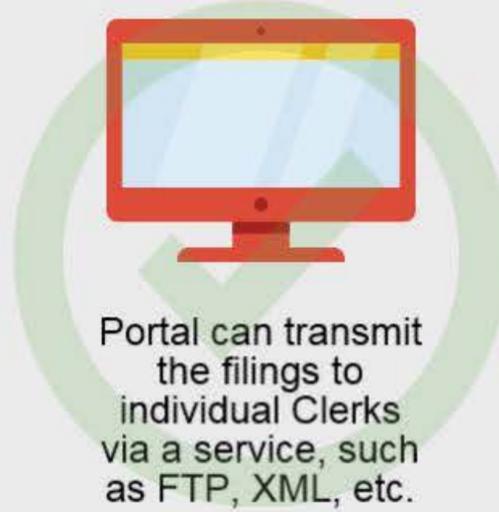


After appropriate time frame, uncorrected filing is moved to the Abandoned Filings Queue

after placement in the Abandoned Filings Queue, two options have been proposed...

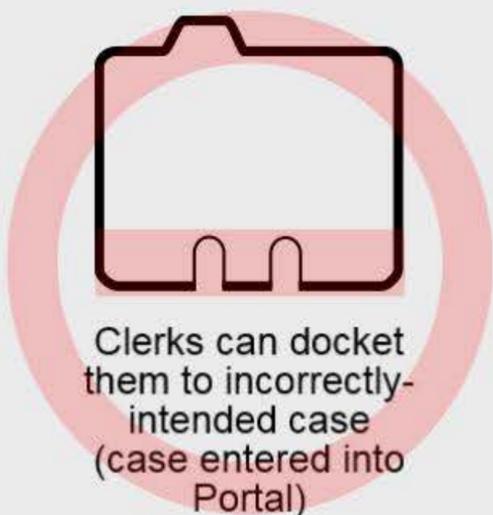


Individual Clerk may save the filings from the Portal (Portal review counties)

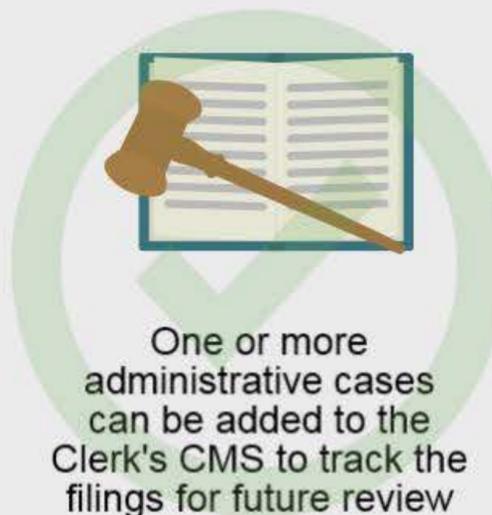


Portal can transmit the filings to individual Clerks via a service, such as FTP, XML, etc.

...then one of three things may occur:



Clerks can docket them to incorrectly-intended case (case entered into Portal)



One or more administrative cases can be added to the Clerk's CMS to track the filings for future review



Clerk can save the filings in an electronic file by reference number for review, if requested