



FCTC - Approval Items February 2015

- FCTC approved the Portal Change Advisory Board list of enhancements to the portal for the scheduled release of 2015.01.
- FCTC approved a motion to recommend the Rules of Judicial Administration submit the proposed language as an amended part of rule 2.520 under case SC14-721, to incorporate paper filings, as stated.
 - (C) Paper Filings. When a document is filed in paper form under rule 2.525(d), the clerk may stamp the paper document in ink with the date and time of filing instead of, or in addition to, placing the electronic stamp as described in subdivision (B) of this rule. The ink stamp on a paper document must be legible on the electronic version document, and not placed where it unnecessarily obscures the document's content or occupies space otherwise reserved by subdivision (B) of this rule.
- FCTC approved a motion for the Document Storage Workgroup to recommend a statewide standard on the electronic format for the Clerks' storage of documents.
- FCTC approved a recommendation from the Operational Procedure Review Workgroup to adopt the proposed *Operational Procedures on Portal Modifications*. The proposed procedures will be incorporated into the FCTC Operational Procedures.
- FCTC approved a recommendation from the Access Governance Board to the Supreme Court to accept the following changes to the *Monthly Status Reporting Requirements* that are not related to online remote viewing:
 - Removal of questions 1, 2, 3, 7, 10 and 11.
 - Adding the word "known" to question 12 and 13 and having a specific date when the monthly status reports would be due.In addition, accept the following changes to the *Online Electronic Records Access Request Application*:
 - Removal of "During the pilot period, all access will be subscription level including general
 - public access" from Step One.
- FCTC approved a recommendation to the RJA for consideration of an appropriate amendment to Rule 2.425, along with any redaction requirements, regarding the elimination of metadata by the filer.

- FCTC approved a motion to withdraw the recommendation from the Access Governance Board to the Supreme Court removing the security standard that requires stripping of metadata from the *Standards for Access to Electronic Court Records*, until there is action from the RJA.
- FCTC approved a motion for the metadata warning issue and notification to potential filers be referred to the e-Portal Subcommittee.
- FCTC approved a motion to adopt the proposed attorney of record language recommended by the Access Governance Board, as stated. The language would be incorporated into the *Standards for Access to Electronic Court Records*.
 - Secure access through user name and password by written notarized agreement. The gatekeeper is responsible for maintaining the authorized user list.
- FCTC approved a motion from the Access Governance Board to recommend approval of the (59) On-line Electronic Records Access Applications that were received. In addition, a letter of approval be sent to each county with the noted contingencies and to begin their pilot of allowing access to on-line electronic records.