



Florida Courts Technology Commission Overview



Florida Courts Technology Commission (FCTC)

- The FCTC was established in Rule 2.236 as a standing Supreme Court commission in 2010. The purpose of the FCTC is to oversee, manage, and direct the development and use of technology within the judicial branch under the direction of the Florida Supreme Court.
- One of the key responsibilities of the Commission is to promote public trust and confidence in the judicial branch by delivering timely, consistent, and useful information through traditional and innovative communication methods, as well as utilizing compatible technology infrastructures to improve case management to meet the needs of the judicial branch and court users.
- The FCTC shall coordinate and review recommendations with regard to all court policy matters relating to the use of technology in support of the effective administration of justice.



FCTC (continued)

- The subcommittees or workgroups that may be established shall adhere to technology policies and standards adopted by the Commission, shall regularly report the progress of their work to the Commission and shall recommend any action that the Commission should take as the result of their work.
- The Commission shall prepare for each calendar year a report which it will submit to the Supreme Court by April 1 of the following calendar year.
- The FCTC membership will consists of 25 members and include the following: (2) district court judges; (5) circuit court judges, including one chief judge; (2) county court judges; (3) court administrators; (3) court technology officers; (4) clerks of court, including one appellate court clerk; (4) Florida Bar members, including one Board of Governors member; and (2) members of the public at large.



FLORIDA COURTS TECHNOLOGY COMMISSION

FCTC Members

Judge Lisa Taylor Munyon (**Chair**)

Matt Benefiel

Judge Martin Bidwill

Mary Cay Blanks

Christina Blakeslee

Sharon Bock

David Ellspermann

Judge Ronald Ficarrotta

Judge Josephine Gagliardi

Tom Genung

Judge Robert Hilliard

Tanya Jackson

Jim Kowalski

Judge C. Alan Lawson

Jannet Lewis

Laird Lile

Sandra Lonergan

Elisa Miller

Ken Nelson

Judge Stevan Northcutt

Judge Terence Perkins

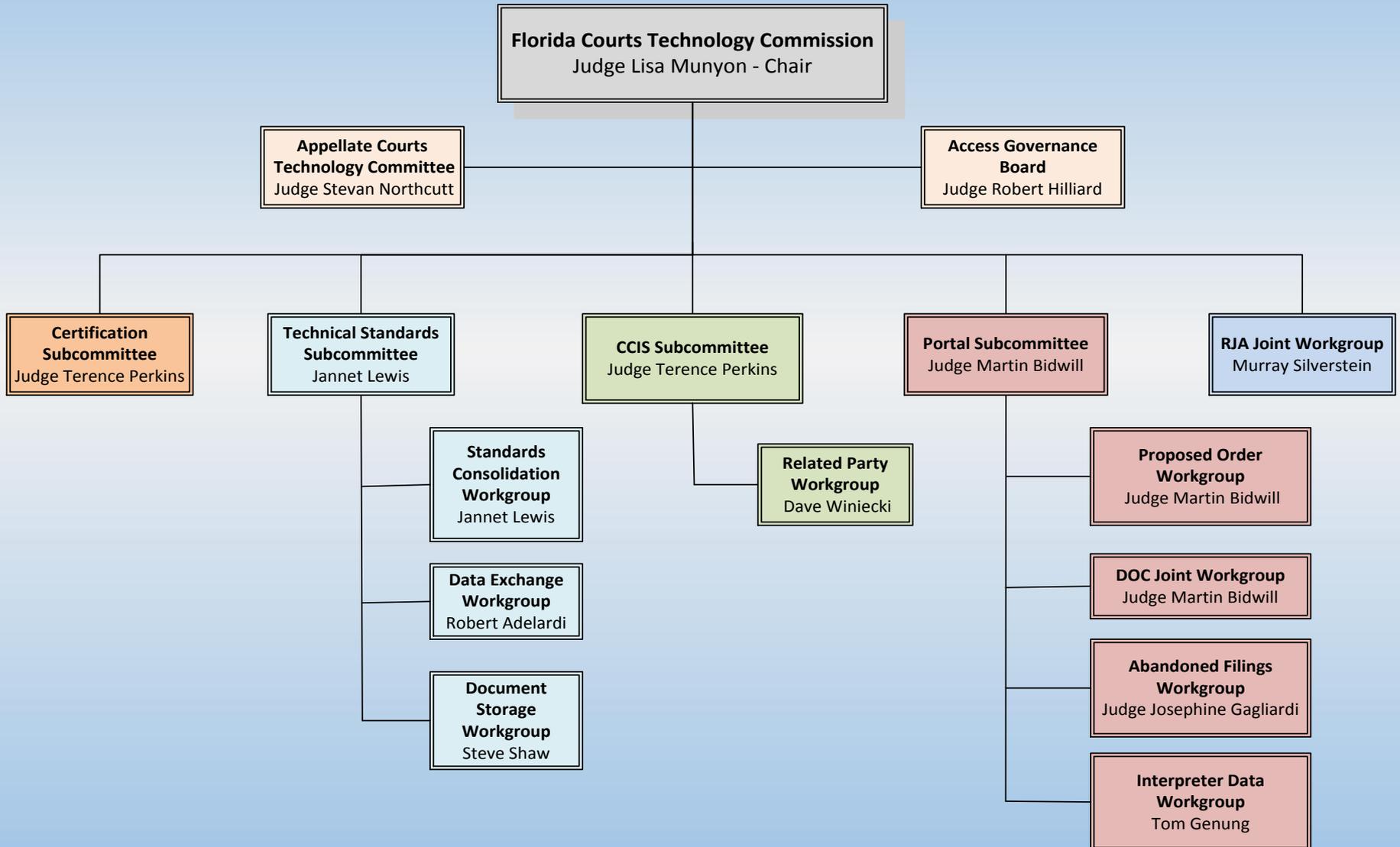
Karen Rushing

Murray Silverstein

Judge Scott Stephens

John Stewart

FCTC Committee Structure



FCTC Subcommittee/Workgroup Members

ISS Staff: Lakisha Hall

Standards Consolidation Workgroup

Jannet Lewis (Chair)
Judge Martin Bidwill (Co-Chair)
Chris Blakeslee
Noel Chessman
Melvin Cox
Judge Robert Hilliard
Brent Holladay
Justin Horan
Craig McLean
Dennis Menendez
Ken Nelson
Steve Shaw
Murray Silverstein
Mike Smith

Access Governance Board

Judge Robert Hilliard (Chair)
Robert Adelardi
Matt Benefiel
Chris Blakeslee
Sharon Bock
Angel Colonnese
Melvin Cox
David Ellspermann
Jannet Lewis
Craig McLean
Jeff Taylor

Data Exchange Workgroup

Robert Adelardi (Chair)
Fred Buhl
Melvin Cox
Orlando Garcia
Brent Holladay
Larissa Kries
Denise Overstreet
Tony Landry
PJ Stockdale
Jeff Taylor

Technical Standards Subcommittee

Jannet Lewis (Chair)
Robert Adelardi
Matt Benefiel
Chris Blakeslee
Noel Chessman
Melvin Cox
Judge Robert Hilliard
Tanya Jackson
Doris Maitland
Dennis Menendez
Ken Nelson
Sunny Nemade
Judge Terence Perkins
Steve Shaw
Mike Smith

FCTC/RJA Joint Workgroup

Murray Silverstein (Chair)
Judge Scott Stephens (Co-Chair)
Paul Regensdorf
David Ellspermann
Tom Hall
Ken Nelson
Noel Chessman
Justin Horan
Amy Borman
John Tomasino

Document Storage Workgroup

Steve Shaw (Chair)
Robert Adelardi
Judge Martin Bidwill
Sharon Bock
Chris Blakeslee
Noel Chessman
Melvin Cox
Brent Holladay
Tim Jamison
Tony Landry
Ken Nelson
Terry Rodgers
Murray Silverstein
Mike Smith
John Stewart
Jeff Taylor
Dave Winiecki

Certification Subcommittee

Judge Terence Perkins (Chair)
Judge Martin Bidwill
Dennis Menendez
Chris Blakeslee
Tom Genung
Jannet Lewis
Jon Lin
Craig McLean
Ken Nelson

FCTC Subcommittee/Workgroup Members

ISS Staff: Jeannine Moore

Proposed Order Workgroup

Judge Martin Bidwill (Chair)
Robert Adelardi
Fred Buhl
Judge Josephine Gagliardi
Tom Genung
Tara Green
Nichole Hanscom
Justin Horan
Laird Lile
Ken Nelson
Dr. Carole Pettijohn
Murray Silverstein
Judge Scott Stephens
John Stewart
Robyn Vines
Carolyn Weber

Related Party Workgroup

Robert Adelardi
Fred Buhl
Tony Landry
George Roberts
Dave Winiecki

Abandoned Filings Workgroup

Judge Josephine Gagliardi (Chair)
Doug Bakke
Mary Cay Blanks
Nichole Hanscom
Kevin Karnes
Laird Lile
Doris Maitland
Craig McLean
Elisa Miller
Laurie Reaves
Laurie Rice
Kim Stenger
Carolyn Weber
Tyler Winik

FCTC/DOC Joint Workgroup

Judge Martin Bidwill (Chair)
Stacy Arias (DOC)
Chris Blakeslee
Nichole Hanscom
Tom Hall
Thomas Morris
Jenny Nimer (DOC)
Carolyn Weber

CCIS Subcommittee

Judge Terence Perkins (Chair)
Robert Adelardi
Chris Blakeslee
Fred Buhl
Gerald Cates
Linda Doggett
Jennifer Fishback
Tom Genung
Tony Landry
Sandra Lonergan
Doris Maitland
Craig McLean
Dennis Menendez
John Tomasino
Carolyn Weber
David Winiecki

Interpreter Data Workgroup

Tom Genung (Chair)
Judge Martin Bidwill
Judge Josephine Gagliardi
Nichole Hanscom
Patty Harris
Craig McLean
Carolyn Weber

Portal Subcommittee

Judge Martin Bidwill (Chair)
Chris Blakeslee
Mary Cay Blanks
Fernando Cabrera
Melvin Cox
Judge Josephine Gagliardi
Tom Genung
Nichole Hanscom
Jim Kowalski
Laird Lile
Craig McLean
Dennis Menendez
Elisa Miller
Thomas Morris
Ken Nelson
Sunny Nemade
Dr. Carole Pettijohn
Murray Silverstein
John Stewart



Portal Subcommittee

The Portal Subcommittee was established to work with the Florida Court Clerks & Comptrollers (FCCC) on development of and modifications to the portal and serve as a liaison group between the FCTC and the E-Filing Authority Board.

Members: Judge Martin Bidwill (Chair); Judge Josephine Gagliardi; Christina Blakeslee; Mary Cay Blanks; Fernando Cabrera; Melvin Cox; Tom Genung; Nichole Hanscom; Jim Kowalski; Laird Lile; Craig McLean; Dennis Menendez; Elisa Miller; Thomas Morris; Ken Nelson; Sunny Nemade; Dr. Carole Pettijohn; Murray Silverstein; and John Stewart



Portal Subcommittee Overview

- In 2010, the Florida Courts Portal was developed and began accepting electronic filings on January 1, 2011. The Portal is designed to be a delivery method to local case management systems.
- The E-Filing Authority Board has exclusive jurisdiction over the portal and the Portal Subcommittee is an advisory group to the Board regarding portal enhancements.
- Identified and developed the envelope data elements required for the clerk to receive and accurately process initial and subsequent filings.
- Developed time stamp standards for documents submitted through the portal.



Portal Subcommittee Overview (continued)

- Established the Portal User Work Group to review the functionality of the statewide portal and to coordinate with the E-Filing Authority on issues and concerns they discover.
- Recognized and developed a time limited transition process to eliminate paper filings by attorneys.
- Endorsed allowing judges, general magistrates and hearing officers the ability to electronically file through the Portal.
- Endorsed allowing pro-se litigants the ability to electronically file through the Portal.



Portal Subcommittee Overview (continued)

- Recognized and established non-attorney filer roles to the Portal:
 - Process Servers
 - Mediators
 - Mental Health Professionals
 - Court Reporters
 - Local Agencies
 - Law Enforcement Agencies
 - State Agencies
 - Newspapers
 - Surety Bond Agents
 - Insurance Agencies
- Recognized and established subaccounts for Paralegals, Judicial Assistants and Case Managers.
- Established the Proposed Order Workgroup to research a standardized uniform requirement for electronically filing proposed orders.
- Recognized and established a uniform way to e-serve judges.



Portal Subcommittee Overview (continued)

- Recognized and established a metadata warning notification be placed on the Portal to alert potential filers.
- Established the Interpreter Data Workgroup to identify interpreter data elements.
- Established the Docket Code Workgroup to standardize docket codes.
- Established the CCIS Subcommittee to work with the FCCC on changes that are occurring with CCIS 3.0.



Portal Subcommittee Overview (continued)

- Recognized and established an additional certification to the attorney signature rule 2.515 for filers to certify compliance with ADA requirements of rule 2.526.
- Established the DOC Portal Workgroup to research a secure line for DOC to submit VOP/Post Conviction items to the Court.
- Reviewing revisions that are needed to enhance the Portal.
- Reviewing recommendations from the Portal Change Advisory Board for scheduled releases.
- Researching the feasibility to electronically file search warrant returns.



Proposed Order Workgroup

The Proposed Order Workgroup was established to research a standardized requirement for electronically filing proposed orders.

Members: Judge Martin Bidwill (Chair); Judge Josephine Gagliardi; Judge Scott Stephens; Robert Adelardi; Fred Buhl; Tom Genung; Tara Green; Nichole Hanscom; Justin Horan; Laird Lile; Ken Nelson; Dr. Carole Pettijohn; Murray Silverstein, John Stewart; Robyn Vines; and Carolyn Weber



Proposed Order Workgroup Overview

- Recognized the various scenarios of processing proposed orders and established a uniform method of filing proposed orders through the Portal and bypass the Clerk.
- Endorsed the *Proposed Order Change Order* that defined the process whereby filers are able to submit proposed order documents through the Portal to the Judicial Circuit and bypass the County Clerk. The Judicial Circuit will be able to determine how to process those proposed orders based on judicial preference.
- Established a survey for circuits to provide feedback on utilization and any financial costs related to filing proposed orders through the Portal.



Proposed Order Workgroup Overview (continued)

- Endorsed the survey results and proposed an implementation date in the next scheduled release (April 2016) to the E-Filing Authority.
- Recognized the circuits will be able to phase in this functionality when they are ready and is not mandatory at this time.
- Working with the FCCC in developing technical standards to ensure the flow process and statuses are returned and allow vendors to pull information into their CAPS viewers.
- Continuing to work with the circuits on implementing functionality.



DOC Joint Workgroup

The DOC Joint Workgroup was established to research the use of the Portal to facilitate communication between the courts and the Department of Corrections.

Members: Judge Martin Bidwill (Chair); Stacy Arias (DOC); Christina Blakeslee; Tom Hall; Nichole Hanscom; Thomas Morris; Jenny Nimer (DOC); and Carolyn Weber



FLORIDA COURTS TECHNOLOGY COMMISSION

DOC Joint Workgroup Overview

- Researching a secure way for DOC to submit VOP/Post Conviction matters to the Court.
- Researching electronic filing through the Portal for DOC staff and inmates.
- Researching other states that participate in electronic filing by inmates.
- Researching electronic storage of case documents by inmates.



Interpreter Data Workgroup

The Interpreter Data Workgroup was established to identify interpreter data elements for identifying and managing the delivery of interpreter services and the associated costs with each case.

Members: Tom Genung (Chair); Judge Martin Bidwill; Judge Josephine Gagliardi; Nichole Hanscom; Craig McLean; and Carolyn Weber



Interpreter Data Workgroup Overview

- Developed a survey of the various Case Maintenance System (CMS) on interpreter data element gathering.
- Researching the submission of the interpreter data information into the CMS systems for uniformity.



CCIS Subcommittee

The CCIS Subcommittee was established to keep abreast of all the changes that are occurring with version 3.0 and oversee the CCIS user interface.

Members: Judge Terence Perkins (Chair); Judge Scott Stephens (Co-Chair); Robert Adelardi; Christina Blakeslee; Fred Buhl; Gerald Cates; Melvin Cox; Linda Doggett; Jennifer Fishback; Tom Genung; Tony Landry; Sandra Lonergan; Doris Maitland; Craig McLean; Dennis Menendez; Sandy Neidert; George Roberts; John Tomasino; Carolyn Weber; and David Winiecki



CCIS Subcommittee Overview

- Established the Related Party Workgroup to identify the specific data elements for identifying related parties.
- Created a survey to assess the CMS systems on their ability to capture the related case information.



Abandoned Filings Workgroup

The Abandoned Filings Workgroup was established to analyze the judicial review process of the *Florida Supreme Court Standards for Electronic Access to the Courts*, 3.1.13. Local Document Receiving, to determine if policy revisions are necessitated.

Members: Judge Josephine Gagliardi (Chair); Doug Bakke; Mary Cay Blanks; Nichole Hanscom; Kevin Karnes; Laird Lile; Doris Maitland; Craig McLean; Elisa Miller; Laurie Reaves; Laurie Rice; Kim Stenger; Carolyn Weber; and Tyler Winik



Abandoned Filings Workgroup Overview

- Recommended the renaming of the judicial review queue in the Portal to “abandoned filings” queue.
- Researching reasons of abandoned filings in the Portal to determine a clearly defined set of reasons.
- Created a county survey to find the commonalities of reasons why counties send items to the abandoned filings queue.
- Researching various options on how clerks can store abandoned filings to determine uniformity.



Certification Subcommittee

The Certification subcommittee was established to view demonstrations of court application processing system (CAPS) viewers and certify vendors in compliance with CAPS standards. Any system implemented must adhere to the standards and vendors must be certified to sell their product to any county in Florida.

Members: Judge Terence Perkins (Chair); Judge Martin Bidwill; Christina Blakeslee; Tom Genung; Jannet Lewis; Jon Lin; Craig McLean; Dennis Menendez; and Ken Nelson



Types of Certification

- Full Certification is when a vendor has fully complied with all of the CAPS standards and the current version of the *Florida Supreme Court Standards for Electronic Access to the Courts*.
 - Mentis Technologies, Pioneer Technology Group, the Eighth, Thirteenth, and Fifteenth Judicial Circuits are fully certified.
- Provisional Certification is when a vendor's system meets only a part of the CAPS standards and the current version of the *Florida Supreme Court Standards for Electronic Access to the Courts*. Provisional certification is for six months and may be renewed at the discretion of the FCTC.
 - The Seventeenth Judicial Circuit is provisionally certified.



Technical Standards Subcommittee

The Technical Standards subcommittee was established to update technical standard documents related to court technology.

Members: Jannet Lewis (Chair); Judge Robert Hilliard; Judge Terence Perkins; Robert Adelardi; Matt Benefiel; Christina Blakeslee; Noel Chessman; Melvin Cox; Tanya Jackson; Doris Maitland; Dennis Menendez; Ken Nelson; Sunny Nemade; Mike Smith; and Steve Shaw



Florida Courts Technology Commission

Technical Standards Subcommittee Overview

- Updated the *Integration & Interoperability* document which is a technical document that defines the preliminary requirements and potential standards for integration and interoperability in the judicial branch (e.g., hardware and software platforms, network infrastructure and methods for data exchange).



Access Governance Board

The Access Governance Board was established to develop an access security matrix; develop a reference guide for high level overview of the access and associated policies; and develop a web catalog of the security matrix for application developers. The purpose was to facilitate a uniform statewide approach to providing carefully managed, secure access to electronic court records.

Members: Judge Robert Hilliard (Chair); Robert Adelardi; Sharon Bock; Matt Benefiel; Christina Blakeslee; Angel Colonnese; Melvin Cox; David Ellspermann; Jannet Lewis; Craig McLean; and Jeff Taylor



Access Governance Board Overview

- Updated the *Standards for Access to Electronic Court Records* which establishes technical and operational requirements for electronic access to court records by the public, special user groups, judges, and court and clerk's office personnel.
- Updated the Access Security Matrix which defines levels of access for specific user groups based upon applicable court rules, statutes and administrative policies, and graphically displays the level of access permitted to specific user groups.
- Developed a certification request process for Clerks of Court wishing to move their online electronic records access system from the pilot phase into production.



Access Governance Board Overview (continued)

- Approved certification requests from forty-eight Clerks of Court to move their online electronic records access system out of the pilot phase into production.
- Overseeing the Clerks of Court online electronic records access pilot programs.
- Reviewing monthly status reports received from the Clerks of Court to ensure online electronic records access is working in a secure manner in accordance with the *Standards for Access to Electronic Court Records* and the *Access Security Matrix*.



Data Exchange Workgroup

The Data Exchange workgroup was established to develop standardized data exchanges between clerk case maintenance systems, circuit court judicial viewers, and state level systems (e.g., Judicial Data Management Services (JDMS) and Comprehensive Case Information System (CCIS)).

Members: Robert Adelardi (Chair); Fred Buhl; Melvin Cox; Orlando Garcia; Brent Holladay; Larissa Kries; Tony Landry; Denise Overstreet; PJ Stockdale; and Jeff Taylor



Data Exchange Workgroup Overview

- Developed Data Exchange Standards which provides the framework for data exchanges that piece together the data requirements from many different sources into a data model that is mapped to the National Information Exchange Model (NIEM) compliant model; meets the needs of CCIS 3.0; and provides all of the necessary clerk maintained data.
- Volusia County did a pilot testing the implementation of CCIS 3.0. The pilot provided highly technical pieces of documentation which can be accessed via the [CCIS Documentation](#).



Document Storage Workgroup

The Document Storage Workgroup was established to do strategic planning to determine long-term goals and standards for storing electronic documents.

Members: Steve Shaw (Chair); Robert Adelardi; Judge Martin Bidwill; Christina Blakeslee; Sharon Bock; Noel Chessman; Melvin Cox; Brent Holladay; Tim Jamison; Tony Landry; Ken Nelson; Terry Rodgers; Murray Silverstein; Mike Smith; John Stewart; Jeff Taylor; and Dave Winiecki



Document Storage Workgroup Overview

- Identified PDF/A as the document storage method.
- Distributed a survey to the Clerks of Court to determine potential implementation timeframes and costs associated with storing and using PDF's.
- Creating a survey to distribute to the CAPS viewer vendors after the standards are finalized and approved by the FCTC.
- Finalizing standards for electronic document storage.
- Developing methods to educate filers how to create appropriately authored documents; how to redact documents; how to use electronic signatures; and how to sanitize documents which includes the removal of certain metadata, comments, markup, etc.



Standards Consolidation Workgroup

The Standards Consolidation Workgroup was established to review and update all of the technical and functional standards and combine them into one technical document.

Members: Jannet Lewis (Chair); Judge Martin Bidwill (Co-Chair); Judge Robert Hilliard; Christina Blakeslee; Noel Chessman; Melvin Cox; Brent Holladay; Justin Horan; Craig McLean; Dennis Menendez; Ken Nelson; Steve Shaw; Murray Silverstein; and Mike Smith



FLORIDA COURTS TECHNOLOGY COMMISSION

Standards Consolidation Workgroup Overview

- Updated and combined the technical and functional standards into one standard document.
 - Standards for Electronic Access to the Courts – the Supreme Court set statewide standards for e-filing for clerks to use when implementing e-filing due to the Legislature’s request. These standards specify the required information the clerks need to perform their duties and that the judiciary needs for case management as stated in AOSC09-30.
 - Standards for Access to Electronic Court Records – describes the types of electronic access, user groups, access levels, security requirements for the general public and special user groups, as well as requirements for maintaining the integrity of the court record, redaction, quality assurance, archiving, authentication, and user maintenance.
 - Access Security Matrix – defines the level of access for specific user groups based upon applicable court rules, statutes and administrative policies, and graphically displays the level of access permitted to specific user groups.



FLORIDA COURTS TECHNOLOGY COMMISSION

Standards Consolidation Workgroup Overview (continued)

- Functional Requirements for Court Application Processing System – a computer application designed for in-court and in-chambers use by trial judges or their staff to access and use electronic case files and other data sources in the course of managing cases, scheduling and conducting hearings, adjudicating disputed issues, and recording and reporting judicial activity.
- Integration and Interoperability Standards – identifies hardware and software platforms, network infrastructure, and methods for data exchange. This document is mainly used by the court technology officers.
- Notification of System Modification – form to be aware of major modifications to current systems or the implementation of new systems that affect the judiciary.



FCTC/RJA Joint Workgroup

The FCTC/RJA Joint Workgroup was established to review technology standards and rule sets to identify technology standards that apply to the practice of law and overlap with rules of court.

Members: Murray Silverstein (Chair); Judge Scott Stephens (Co-Chair); Amy Borman; Noel Chessman; David Ellspermann; Tom Hall; Justin Horan; Ken Nelson; Paul Regensdorf; and John Tomasino



FCTC/RJA Joint Workgroup

- Identified overlapping subjects/provisions in the technology standards and rule sets.
- Worked with the Standards Consolidation Workgroup to update the *Standards for Electronic Access to the Courts*.
- Working on developing a virtual concordance database to allow search inquiries for all statutes, rules of court, and administrative orders.



Inactive Subcommittees/Workgroups

The below subcommittees/workgroups were placed in an inactive status due to the following:

- **Portal User Group** - With the maturing of the Portal and the User Group's assistance, the work of this group has been diminishing. Future issues will be discussed prior to the Portal Subcommittee meetings via conference call.
- **Docket Code Workgroup** – With changes made to the Portal that no longer require the drop down menus, along with the added search box, has minimized the concern with standardized docket codes.
- **Compliance Subcommittee** – Non-activity.
- **Operational Procedure Review Workgroup** – Non-activity.



FLORIDA COURTS TECHNOLOGY COMMISSION

Applicable Rules

- Rule 2.236 – Florida Courts Technology Commission (FCTC)
- Rule 2.420 – Public Access to Judicial Branch Records
- Rule 2.425 – Minimization of the Filing of Sensitive Information
- Rule 2.515 – Signature and Certificates of Attorneys and Parties
- Rule 2.516 – Service of Pleadings and Documents
- Rule 2.520 – Documents
- Rule 2.525 – Electronic Filing
- Rule 3.030 – Service and Filing of Pleadings, Papers, and Documents



FLORIDA COURTS TECHNOLOGY COMMISSION

Rule 2.236

- Establishes the Florida Courts Technology Commission as a standing Supreme Court commission.
- The FCTC is responsible for overseeing, managing, and directing the development and use of technology within the judicial branch under the direction of the Court.
- The FCTC is responsible for developing all technology policies and standards for the trial and appellate courts.
- The FCTC is responsible for reviewing all applications for new court technology systems and modifications to existing systems to ensure compliance with standards adopted by the Court.
- The FCTC has the authority to enforce the technology policies, standards, and requirements adopted by the Court and to terminate a program or system that is not in compliance.



Rule 2.420

- Established because of action that was started in AOSC04-4 *In Re: Committee on Privacy and Court Records*.
- Deals with public access to judicial records.
- Identifies twenty categories of court records determined to be confidential.



FLORIDA COURTS TECHNOLOGY COMMISSION

Rule 2.425

- Deals with the minimization of filing sensitive information (e.g., social security numbers, bank account numbers, initials of a minor, year of birth of a person's birth date, last four digits of a person's driver's license number, etc.).



FLORIDA COURTS TECHNOLOGY COMMISSION

Rule 2.515

- Deals with attorney's signatures.
- Every pleading and other document of a party represented by an attorney shall be signed by at least one attorney of record.
- Attorneys can electronically sign documents using “/s/”, “s/”, or “/s”.



FLORIDA COURTS TECHNOLOGY COMMISSION

Rule 2.516

- Deals with service of pleadings and documents.
- All documents required or permitted to be served on another party must be served by e-mail, unless the parties otherwise stipulate.
- Service by e-mail is complete on the date it is sent.
- All documents served by e-mail must be sent by an e-mail message containing a subject line beginning with the words "SERVICE OF COURT DOCUMENT" in all capital letters, followed by the case number of the proceeding in which the documents are being served.
- Service can also be made by handing it to the attorney/party, leaving it at the attorney's/party's office with a person, leaving it in a conspicuous place, leaving it at the person's residence with someone 15 or older, or sending it by fax to the attorney's/party's office.



Rule 2.520

- Deals with documents being filed.
- “Documents” means pleadings, motions, petitions, memoranda, briefs, notices, exhibits, declarations, affidavits, orders, judgments, decrees, writs, opinions, and other paper or writing submitted to a court.
- Documents shall be filed on recycled paper measuring 8 ½ by 11 inches.
- Exhibits or attachments filed with pleadings or papers may be filed in its original size.
- A 3-inch by 3-inch space at the top right-hand corner on the first page and a 1-inch by 3-inch space at the top right-hand corner on each subsequent page shall be left blank and reserved for use by the clerk of court.



FLORIDA COURTS TECHNOLOGY COMMISSION

Rule 2.525

- Deals with electronic filing (e-filing).
- E-filing is submitting court records for a filing in a case through electronic systems and processes in compliance with Florida Rules of Judicial Administration, Rule 2.525, and all other applicable rules of procedure.
- E-filing includes filing a court record with accompanying data elements necessary to either establish an index of records for new cases or associate the record with an existing case in the case management system.
- E-filing became mandatory on April 1, 2013 in the civil divisions and February 3, 2014 in the criminal divisions.



Rule 3.030

- Deals with service and filing of pleadings, papers and documents.
- Every pleading subsequent to the initial indictment or information on which a defendant is to be tried, every order not entered in open court, every written notice, demand and similar document shall be served on each party in compliance with rule 2.516.
- All documents that are “court records” as defined in Florida Rules of Judicial Administration must be filed with the clerk.
- Any paper document that is a judgment and sentence or required by statute or rule to be sworn to or notarized shall be filed and deposited with the clerk immediately thereafter.