

Ken Burke, CPA Pinellas County EXECUTIVE COUNCIL CHAIR	Stacy Butterfield, CPA Polk County VICE-CHAIR	Tara S. Green Clay County SECRETARY/TREASURER
Sharon R. Bock, Esq. Palm Beach County	John Crawford Nassau County	Pat Frank Hillsborough County
Ron Ficarrotta 13th Judicial Circuit Judge SUPREME COURT APPOINTEE	Kyle Hudson Holmes County SENATE APPOINTEE	Paula S. O'Neil, Ph.D Pasco County HOUSE APPOINTEE
		Todd Newton Gilchrist County
		Jeffrey R. Smith, CPA Indian River County
		John Dew EXECUTIVE DIRECTOR
		Joe Boyd GENERAL COUNSEL

Agenda

Executive Council Meeting

August 31, 2017

Date: August 31, 2017
Time: 2pm EDT
Location: **Web-Ex Meeting - Non-Council Members**

If you would like the opportunity to participate in the meeting discussion, register for the meeting using the link below. Your request will be approved automatically and you will receive instructions and a link to allow you to join the meeting.

Register: <https://flccoc.webex.com/flccoc/j.php?RGID=r5c9bbbf03da2f4641d436da825d6fca1>

For those that would like to listen in on the meeting without the ability to be heard by the Council, you may call in using the following information:

Phone number: 1-904-512-0115

Access Code: 412463

This line will be muted and cannot be unmuted. If at any point during the meeting you would like to speak, you can still register with the link above. It will approve automatically and send you the connection information.

- Call to Order Ken Burke
- Roll Call Tara Green
- Approval of Agenda and Welcome Ken Burke
- 1) Review and Approve Minutes Tara Green
 - a. June 12, 2017
 - b. July 24, 2017
- 2) Reports from CCOC Committees
 - a. Budget Committee Stacy Butterfield
 - b. PIE Committee Tara Green
- 3) Update on Revenue Distribution Carolyn Timmann
- 4) Approve Amending Outputs Report Ken Burke
- 5) Other Business



Our Mission:

As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

MINUTES

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

MONDAY, JUNE 12, 2017 3:00 PM CDT

EXECUTIVE COUNCIL MEETING

Sheraton Bay Point, 4114 Jan Cooley Drive, Panama City Beach, Florida 32408 (St. Andrew's)

The June 12, 2017 meeting of the Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) was called to order by Executive Council Chair Sharon Bock at 3:00 PM (CDT). Chair Bock thanked all in the room and on the telephone for attending the Executive Council meeting. Roll call was taken by John Dew. Council Members present were the Honorable Sharon Bock, Honorable Ken Burke, Honorable Stacy Butterfield, Honorable John Crawford, Honorable Tara Green, Honorable Todd Newton, Honorable Kyle Hudson and Honorable Paula S. O'Neil. The Honorable Harvey Ruvin was present via telephone. The Honorable Ron Ficarrota and the Honorable Jeff Smith were unable to attend. Mr. Dew stated that there was a quorum.

APPROVAL OF AGENDA

Chair Bock noted that the agenda was posted on the CCOC website. Clerk Butterfield made a motion to approve the agenda with a second by Clerk Crawford. Chair Bock asked if there was any discussion, changes or deletions. Hearing none, the vote was taken and passed unanimously.

APPROVAL OF MINUTES – February 27, 2017

Clerk Butterfield noted that the minutes as part of the materials packet were posted on the CCOC website. She made a motion to approve the minutes. Clerk Green seconded the motion. The vote was taken and the minutes were approved unanimously.

TREASURER'S REPORT

Clerk Butterfield noted that the report was on pages 12 through 15 in the materials packet. The CCOC office's budget and expenditures for the 16-17 fiscal year to date is provided. It shows that the office is well in budget. She noted that it might appear under budget, but there are some expenditure that come later such as education spending will come after this conference. She made a motion to approve the CCOC's office 16-17 expenditures report. Clerk Crawford seconded the motion. Chair Bock asked if there was any discussion. The vote was taken and the motion passed unanimously. Clerk Butterfield continued with the CCOC's 17-18 office budget which is a continuation budget and is the same amount as last year's budget. She made a motion to approve the proposed budget for 17-18. Clerk Crawford seconded the motion. Chair

Bock asked if there was any discussion. Hearing none, the vote was taken and the motion passed unanimously. Clerk Bock thanked Clerk Butterfield for her work this year as Secretary/Treasurer of the CCOC.

EXECUTIVE COMMITTEE

Chair Bock noted that the information for the Executive Committee is found in the materials packet on pages 16 through 62. The Executive Committee membership is the Chair, Vice Chair and Secretary/Treasurer of the Executive Council and that is Clerk Bock, Clerk Burke and Clerk Butterfield. The Executive Committee usually meets to go over issues that will need to come before the Council. The issues are vetted, discussed and voted on. They are then brought to the Council. That is what is going to happen today. The Executive Committee meeting was by telephone on April 20, 2017. The Executive Council received the minutes from that meeting. There were important items that need motions and be voted on by the Council. The first is the organizational study that was done by Evergreen. After going through the organizational study, there are items with some recommendations for the Council. Evergreen suggested that the Executive Director develop a flexible work schedule for staff. The reason being that there are times when the staff have to work a lot of overtime hours and then there are times when the staff does not have to work more than a 40 hour week. By having a flexible work schedule, this gives John Dew, the Executive Director, the opportunity to be able to not overtax the staff at the high pressure time. This was one of the organizational plans that the Committee adopted. The Committee generally accepted the organizational chart. There were some titles that were changed. The Executive Director felt they were no longer titles that corresponded with the jobs. The Committee accepted the pay plan to be more in line with the State's pay plan. The CCOC is a statutory creation and even though we have had a flat budget, there have been a couple of positions that have not been filled. As a result of that, we may or may not be able to follow the state plan, but would like to try and align the CCOC staff with what they are doing at the State. It was recommended that we bring the CCOC employees up to minimum recommended salary range and then review at a later time for any other increases. That recommendation is the cost of bringing up every employee up to the minimum was about \$5,062.00 in total annually. Those were the recommendations that were vetted by the Executive Committee. Clerk Green made a motion to approve the organizational study recommendations of the Executive Committee. Clerk Crawford seconded it. A discussion started with a question from Clerk O'Neil about the flex time being for salaried employees that are over \$42,000. Mr. Dew answered that it was for those staff below the \$42,000. He noted that Clerk O'Neil was referring to last summer when senior staff worked a lot of hours and are not allowed to receive overtime or comp time. This issue of flextime does not address that issue and if senior staff work extra hours they still not will receive comp time. However, use of flextime for those below the \$42,000 or not in a management position will actually help lower costs because the CCOC will not have to pay time and a half. There was no more discussion. Vote was taken on the motion and passed unanimously.

Next was the Plan of Operations discussion. Clerk Ken Burke focused on reviewing and updating the Plan of Operations this year. The Plan of Operations can only be changed once a year at the Annual Corporation Meeting. Clerk Burke will be giving the presentation on the changes then. The changes were sent to the Executive Committee and to the membership. Chair Bock assumed all had a chance to look at the changes. She asked for a motion so the Executive Council could approve the changes and then allow it to move forward to the whole corporation. Clerk Burke made a motion to accept the changes to the Plan of Operations. Clerk Butterfield seconded the motion. Chair Bock asked if anyone had any questions. Vote was taken and the motion passed unanimously.

The next item brought before the Executive Committee was CCOC contracts and the procurement process. Chair Bock asked Clerk Butterfield and John Dew to give the Council the information about this. Clerk Butterfield noted that included in the packet was a listing of all the contracts of the corporation, the process, the purpose, the expiration date, the amount, etc. It is in the packet on page 67 and posted on the CCOC website. Mr. Dew added that the Executive Committee asked that this be on the Council agenda to continue to show that the contract process is transparent. He said he will be glad to go through how a vendor was chosen, how much is being spent each month, etc.. Chair Bock asked if there were any questions. There were none.

The Executive Committee discussed CCOC's Policies and Procedures. Clerk Butterfield and John Dew will continue to work on these. Chair Bock asked if they had anything to report. Mr. Dew stated that they need to be reviewed as they have not been updated for a number of years and would appreciate any suggestions. Recommended changes will be brought back to the Council at a future meeting. Chair Bock asked if there were any questions. There were none.

The last issue that was dealt with by the Executive Committee was the New Case Count Business rules. Clerk Burke is the Chair and he gave his report. This process came from the Clerk's testimony at last year's budget hearings. The Clerks said that they may not be counting cases the same so how can they compare us using weighted workload measures based on case counts. There was a workgroup formed to look at this. He acknowledged those who have worked on this – Denise Bell, Gary Cooney, Jill Lennon, Doug Isabelle, CCOC and Clerk staff. There were 40+ counties that have sent in their information and FCCC staff will have Clericus counties soon. The few counties that have not responded will be contacted. Clerk Burke noted that the business rules that the Executive Council approved were not the final version. Clerk Butterfield moved to approve the final business rules for the case counting that have been distributed to all Clerks. Clerk Burke seconded the motion. Chair Bock asked if there were any questions. There were none. The vote was taken and the motion passed unanimously. Chair Bock thanked Clerk Burke and his team.

BUDGET COMMITTEE

Clerk Butterfield reported that the Budget Committee had two meetings and a workshop since the last Executive Council meeting. They met in March, April and May with May being the workshop. In the packet on page 63 is a

summary of the main items that have come out of the Budget Committee's work and workshop. These are the items she would like the Council to take action on and approve. The first action is the Peer Group Study. The law requires the CCOC in the budget process to compare Clerks during their request in similarly situated groupings. In carrying out that responsibility, we have a review of the peer groups on a periodic basis to make sure there are proper comparisons. The full study is included in your packet. It was presented by Bo Shippen of Economist, Inc. The results of the study were presented to the Budget Committee. All Clerks were asked to give their input and everyone's input was taken and addressed. Clerk Butterfield moved to approve the Budget Committee's recommendation for the twelve peer groups as defined in the study. Clerk Crawford seconded the motion. Chair Bock asked if there was any discussion. Hearing none, the vote was taken and the motion passed with Clerk Burke voting no.

The second item that came out of the Budget Committee was the revised budget forms to be used in the budget submittal process. Clerk Butterfield made a motion that the Council ratify the forms that were part of the budget submittal process. Clerk Green seconded the motion. Chair Bock asked if there was any discussion. Hearing none, the vote was taken and the motion passed unanimously.

The next two items were actually workgroups that were developed from the Budget Committee as a sub-workgroup, but due to the nature of the funding, the Budget Committee has suggested at this point, that the two workgroups, one working on defining what is a courthouse and the other looking at the costing of administrative orders to be suspended. Clerk Butterfield made that in the form of a motion and seconded by Clerk Burke. Clerk Burke noted that this is in direct response to Clerks asking for less work on their offices due to limited resources due to the budget reductions. Vote was taken and the motion passed unanimously.

The last recommendation from the Budget Committee had to do with case counting. As the Budget Committee makes the analyses of the weighted workload benchmark budgets, they need to make sure they are making appropriate comparisons of case counts because that is in the calculations. The second piece is that in all of the committee's discussions, it was talked about all those things that a Clerk does not have direct control over such as health insurance, FRS, etc. The committee felt that in the comparisons that costs related to FRS, retirement pension, total health insurance, OPEB and other benefits would be pulled out first and then calculate the weighted workload benchmark comparisons. Clerk Butterfield made the motion to pull out the cost related to healthcare, FRS and other benefits when performing those weighted workload comparisons. The motion was seconded by Clerk Burke. There was no discussion and the vote was taken. The motion passed unanimously.

PERFORMANCE IMPROVEMENT & EFFICIENCY (PIE) COMMITTEE

Clerk Green began by presenting her report and giving some background to the Performance and Accountability for Clerks (PAC) Framework which is found on page 90 in the meeting packet. The main focus is the nine services the Clerks

offer throughout the Clerks' offices. The main driver in honing in on the services that the Clerks do will help explain and tell the Clerks' story better to individuals that do not understand what Clerks do and how they do it. It is plain language as to what Clerks do in their offices each day and is a great way to inventory it. The second half of that framework is the ability to start identifying what services cost the Clerks and what offsetting revenue is there. Clerk Green introduced the next steps of the Framework. There is a new form in the needs-based budget forms-Exhibit E. You will start seeing across the top when you denote an FTE, you will look at it from a service area prospective. She noted that we are now starting to talk about where the people are spending their time. This is very important when the Clerks start talking about their needs and why they need the budgets that they need. It is also a tool for the Budget Committee. They can review where they need to focus on certain customer services and the costs associated with them as well as the workload. She noted if you look on page 91, there is the tentative schedule for the Framework. The group is going to continue to work on interconnecting the revenue resources with the nine services. This will allow us to see where we offer services and the direct revenue that offsets the cost and where it does not. It will create a service costing methodology. The Framework will help us look at the outcomes and outputs based on the work the Clerks do and what are the measures that we want to use to tell us how effective we are doing the job regardless of whether the funding is there or not. The workgroup is also looking to automate the PAC Framework to support the Clerks' budget requests. One of the big efforts as a result of the Framework is looking at the outputs which the PIE Committee is going to take on this year as far as performance measures.

The second update that Clerk Green had was providing information on collection efforts statewide. There is a collection training in the pipeline. On page 96, there is a chart that was provided and we are looking at since the last REC meeting in December, revenues are at \$369.2 million and that is a continuing decline. When we are talking about collection standards, Clerk Green wanted to go on the record by saying, even if we focus on our collections and perfecting the collections process this does not necessarily mean it will solve our revenue situation. However, the Clerks have tools in front of them that was given by Legislators that say in Statutes, you can do these things. As Clerks, we want to make sure we are leveraging those tools and we are collecting the revenues. That is the focus of the training towards the end of this year. She proposed that the items on page 92, in house collection programs, best practices that came out of the Association in conjunction with CCOC, collection agencies and their performance, and initiatives such as the negotiating statute that we are going to take a look at and see if we can do a state-wide initiative. These will be given to the CCOC Financial Workgroup and let them vet and decide where to start and what to build into a collection summit. Chair Bock asked if anyone had any questions. There were no questions.

FINANCIAL ANALYSIS AND ENHANCEMENT WORK GROUP

Clerk Don Barbee, Chair of the Workgroup, stated that the group has put together a weight for each case type and sub case type. The purpose is to assist the Budget Committee to carry out their duties to properly compare like-size

Clerk's offices in a more detailed manner. The team of Clerks and staff met several times to figure out how to do that. Clerk Burke's group figured out if new cases were being counted correctly and our group asked what weight do you put on a profile, a felony, or an eviction case. The team had four in-person meetings. They came up with a final work product which gives a weight to each one of those case types and subcase types. This should not be any additional work for the Clerks because they are collecting these for SRS purposes. Clerk Barbee said he hopes this will be put in the Framework and the Budget Committee will be able to use that table to more accurately compare Clerks. Chair Bock asked if there were any questions. There were none. She thanked Clerk Barbee for his work.

LEGISLATIVE COMMITTEE

Chair Bock asked Clerk Timmann to give her report. Clerk Timmann thanked Chair Bock. She began by saying there have been numerous Legislative updates from the FCCC and CCOC. She noted that we are in a holding pattern waiting on the Governor's approval of Senate bill 2506 which was the bill that dealt with the revenue changes. The deadline is June 20th. It was presented to the Governor on June 5th. In the interim since the session ended and the bills were being prepared to be sent to the Governor, CCOC staff has been working to make sure the Governor's office and EDR have all the information they need. Their questions have been answered quickly with accurate data. Clerk Timmann recognized that the coordination between and CCOC has been tremendous. The dedication of the finance staffs working as a team with the Budget Committee and CCOC staff made sure that everyone had true data they could rely on. She appreciated all the Clerks that helped also.

Clerk Timmann said the session this coming year begins January 9th and runs through March 9th. Because of the special session it really shortens the timeframe to be able to produce any additional legislative platform for next year and also to respond to any questions the Legislature will have moving forward. Committee meetings will start around September 16th. The presiding officers will be coming up with their prospective Committees. Over 30 bills were analyzed by Finance Staff and CCOC. That is a record and shows the interaction that was occurring. Hopefully, there will be positive news that the Governor's office allowed SB 2506 to go into effect by June 20th. Chair Bock thanked Clerk Timmann for her report and asked if there were any questions.

Clerk Burke asked a question of General Counsel Joe Boyd. He asked what is CCOC's obligation to address legislation regarding fees. Mr. Boyd responded that there is a statutory obligation to tell the Legislature what we think is adequate funding for the Court system whether it is fees, fines or forfeitures. The CCOC has the duty to report this to the Legislature under the statutes. Clerk Burke noted that in past few years, we have been very shy to suggest any increases in fines and fees to our offices because we had gotten the indicators from the Legislature it is a no starter. However, the Clerks have an obligation according to statute to do our job even if we are opposed to fees increasing. Even if we say to the Legislature to find another source of funding for us otherwise you need to increase these fees in order to be

adequately funded. He believes that the Clerks have not done that. Each fee needs to be looked at and when is the last time it has been raised. Healthcare costs, FRS, cost of business, attorney fees have gone up. All these costs have gone up and the Clerks' costs have been suppressed. The Clerks need to go on record and say that these fees need to be increased to give them adequate funding. If the Legislature is not willing to raise these fees, the Clerks welcome a new source of revenue. Since Clerk Timmann said we are on the fast track to January 9th and mid-September is close, and the CCOC Executive Council does meet that often, the Clerks need to take the responsibility a little more aggressively this year in proposing fee increases and allows us the revenue to run our offices which is our statutory duty. He asked if anyone disagreed with this. Chair Bock stated she did not. She feels that it is the process that we need to talk to the Legislative Committee about what happens to the suggestions that come from the CCOC and how are those suggestions put forth from the CCOC to the State Legislature. She thinks this question would piggy-back with Clerk Burke's question. To formalize this Clerk Burke made a motion to assign the Legislative Committee to look into the Clerks' statutory duty of recommending fines and fees that adequately fund their offices. John Crawford seconded the motion. Chair Bock asked if there was any discussion. Clerk Todd Newton commented that he was concerned by unwanted consequences. Clerk Burke reminded the members that his motion was to study this. Clerk Butterfield noted that it was a study of the fees not just increasing the fees. It could be an increase in distribution, a new fee, etc. It is the study of proposals going forth from this body to be in compliance with the law. Clerk Pat Frank said she agreed with Clerk Burke. The charges that Clerks receive were created back in 2004-2005 and all we have to do is see how the value of these has changed with the value of the dollar. This is not an increase in fees if it has kept up with inflation.

Chair Bock asked if there were any other questions. The motion to do a study by the CCOC Legislative Committee was voted on and passed unanimously.

FUNDING TECHNOLOGY WORKGROUP

Chair Bock asked Clerk Peacock if he had any comments on the Technology Funding Workgroup. He did not. Chair Bock thanked him for serving on the workgroup

REPORT ON CLERKS' TRUST FUND

Chair Bock called upon John Dew to give his report on the Clerks Trust Fund. On page 99 of the packet is the memo that Mr. Dew had written. He stated that there is not enough dollars currently to provide the 50 funded Clerks dollars from last month and this month. We are also are waiting for the \$7 million that we will be receiving soon to help with the Trust Fund. In addition, he did not put in the memo that the \$10.4 million that the Trust Fund will be getting soon as well if SB 2506 goes into effect. He will be looking on a monthly basis to make sure there are enough dollars to provide

the funded Clerks. He appreciates all the patience from those that receive the funding. He asked the Council to give the authority to the Budget Chair to do a pro rata distribution if the money is not there so we can at least get some out. Clerk Newton made the motion to allow pro rata share of the Trust Fund to go out to the funded Clerks. Clerk O'Neil seconded. Chair Bock asked if there were any questions. Hearing none, the vote was taken. The motion passed unanimously. There was a question on how much was needed. Mr. Dew stated that \$3.9 million is needed. As of today, we only have \$2.9 million. There is a shortfall of \$1 million for the month of May. Clerk Brock asked if counties that have funds available could help. Mr. Dew said he will call some of those Clerks to see if they could help.

UPDATE ON TCBC ISSUES

Chair Bock noted that Judge Ficarrotta had another conflict today. Mr. Dew read a written report by the Judge. The TCBC activities for 17-18 budget outlook is reporting that the TCBC last met on May 12 of this year to review the status of 16-17 budgets as they related to the 2017 Legislative session. For 17-18 the courts received no additional resources except for several member projects designated for specific counties programs. They took a \$2 million reduction in trial court salary dollars. The Legislature identified the cut in reduction in lapse to reduce trial court salary dollars. The TCBC will meet in Orlando on June 27 and the commission will review the fiscal year 17-18 budget and allocations as well as beginning to consider Legislative budget requests for the fiscal year for 2018-19. Legislative session will be taking place earlier next year. The TCBC is also scheduled to meet on July 22 in Orlando with the results on the trial court budget request that will be submitted to the Supreme Court for consideration as part of the fiscal year 18-19 judicial branch legislative agenda. The materials for both will be available online on the Florida Courts website in advance of the meeting. Chair Bock asked if there were any comments or questions. There were none.

OTHER BUSINESS

The last item on the agenda is the tentative meeting schedule for the Council for the upcoming year. The Plan of Operations requires that we publish an annual meeting schedule. The Council decided many years ago, that what we would do to make it easier on Clerks' travel was to have our Council meeting at the same time as the FCCC meetings. On page 103-107 is the tentative schedule. Some of the blanks are because we have not firmed up yet the FCCC meetings but feel free to mark these on your calendar. Chair Bock asked if there were any questions on that. There were none.

Clerk Ruvin spoke that it was a pleasure to serve on the CCOC Executive Council since its inception. The person that is going to be replacing him is an amazing person that he supports and that is Pat Frank. He thanked all for this opportunity. Clerk Frank thanked Clerk Ruvin and will be calling him for advice. Chair Bock thanked him for his many years of service.

The meeting was adjourned at 4:05 PM.

MINUTES
FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
MONDAY, July 24, 2017 2:00 PM EDT
EXECUTIVE COUNCIL MEETING
TELECONFERENCE

The July 24, 2017 meeting of the Executive Council of the Florida Clerks of Court Operations Corporation (CCOC) was called to order by Executive Council Chair Ken Burke at approximately 2:00 PM (EDT). The Executive Council Meeting was conducted through GO-TO-TRAINING. Roll call was taken by John Dew. Council Members present were the Honorable Ken Burke, Honorable Stacy Butterfield, Honorable Tara Green, Honorable Sharon Bock, Honorable John Crawford, Honorable Pat Frank, Honorable Todd Newton, Honorable Jeff Smith, Honorable Ron Ficarrotta and Honorable Paula S. O'Neil. Honorable Kyle Hudson did not join the meeting. Mr. Dew stated that there was a quorum.

Chair Burke informed the audience that on Saturday, July 22, 2017, Judge Ron Ficarrotta, who is a member of the Trial Court Budget Committee along Mr. John Dew, Clerk Stacy Butterfield, Clerk Angela Vick and Clerk Laura Roth attended the TCBC meeting that was held in Orlando. Chair Burke thanked them for attending the meeting on a Saturday.

Chair Burke introduced Agenda Item #1 by giving the history to the Holland & Knight Opinion. He began that the Senate and House approved Senate Bill 2506 this year. Senate Bill 2506 added certain changes to the fees that needed to take place and these changes had to be reprogrammed into the Clerks' systems in order to implement the bill. Palm Beach County when changing their system, began looking at some of the other fee statutes that gave Clerks authority to distribute certain fees to certain entities. They questioned why certain fees were going to certain areas like State General Revenue when the statutes seem to indicate they should be going into the Clerks' Fine and Forfeiture Fund. As a result of this, during one of the CCOC's Executive Committee meetings, this was brought to committee's attention and we as the CCOC, engaged the national firm of Holland & Knight. Mr. Nathan Adams of Holland & Knight, who is highly regarded as an expert in the area of state revenues, Department of Revenue items, and looking at statutes from the revenue perspective, was engaged by CCOC to look into this issue to see if these certain fees were being properly distributed. He prepared the legal memorandum which is part of the meeting packet which clearly states that these fees have been improperly distributed in the past and should be distributed to the Clerks' Fine and Forfeiture Fund. This opinion is a well-defined legal memo and is very direct in saying that the proper distribution of these fees should be the Fine and Forfeiture Fund. Attorneys from some Clerks' offices were asked to review this draft. These attorneys were Hampton Peterson, Palm Beach County; Amanda Coffey, Pinellas County; Justin Horan, Clay County; and Leanne Parker, Polk County. These attorneys are from the Executive Committee members' offices. They were unanimous in their consent that the opinion from

Holland & Knight was clearly and directly correct. The Executive Committee on the afternoon of July 13, 2017 had a meeting by telephone and voted to adopt the opinion as the Committee's official position and have the CCOC's Executive Council to approve it as CCOC's official position. Since FCCC is responsible for the distribution schedule, that CCOC will work with them jointly to correct the fee schedule and distribute it to Clerks. This was a thoughtful process and moved as quickly as possible. On Friday morning, July 14, 2017, Chair Burke sent correspondence to Clerk Marsha Johnson, President of the FCCC giving her a copy of the legal memo and asking for their cooperation in correcting the fee distribution schedule. In the afternoon of July 14, 2017, the legal memo was sent to the Executive Council with a cover letter informing them of the action the Executive Committee took. The CCOC Budget Committee and Legislative Committee were also copied. The Executive Council meeting was set for July 24, 2017.

Chair Burke in closing, stated that as elected Clerks, we all took an oath of office and part of that oath is a duty to follow the Florida Statutes and the Florida Constitution. He pointed out that is the overriding factor here that Clerks have an elected duty to follow the Statutes as best known to them. There is now a legal opinion which makes it very clear of what the Statutes say on these particular fees. Therefore, it is the Clerks' obligation to follow the Statutes as has been determined.

Chair Burke stated that the Executive Committee is asking the Executive Council to approve this legal memorandum as the official position of CCOC. Clerk O'Neil made a motion to approve the legal memorandum as CCOC's official position. Clerk Smith seconded the motion. Chair Burke asked the Executive Council members if they had any questions.

Clerk Frank, Hillsborough County, was recognized. She has read the Holland & Knight memo three times and was impressed with the documentation. The memo stated that we could go back to 2008-09 to recuperate, but it should be prospective. She is assuming that the position would be that 08-09 would be left as is and we would go prospectively from now in our request to have the money posted in the Fines and Forfeitures Fund. Chair Burke responded that was correct.

Clerk Jeff Smith, Indian River County, asked if it was important to create a workgroup to look and see if other statutory items may not be correctly distributed to Clerks in the FCCC Distribution Schedule. He wanted to make sure we are complying with statute or has that been done already. Chair Burke answered that it had not been done, but he has thought about it. He hopes that the Executive Committee, now that they have this opinion from Holland & Knight, will decide if it is best to seek the advice of Holland & Knight to look at other matters and hone in on those matters and form a workgroup among our court attorneys to further the cause. Holland & Knight gives an independent authority to this. The Executive Committee will look into what you have asked and see if there are any fees that need to be considered and analyzed to see if they are currently being distributed correctly. The Executive Committee will follow up on that.

Chair Burke opened the discussion to the Clerks and general public. The first to be recognized was Clerk Marsha Johnson, Franklin County. She liked what the opinion said and it will help the Clerks going forward. She asked if the Clerks are able to claim that money now, what is going to stop the Legislature from making new language about the fees. Chair Burke responded that every year starts a new Legislative session. They have the authority over the fines and fees. They can certainly make changes. They can do that every year as they did this past year. That is their responsibility. Clerk Johnson continued that with Section 28.35, it limits the CCOC estimate revenue available to fund Clerks' budgets. Revenue estimates were established at the most recent Revenue Estimating Conference. She asked Chair Burke how that would impact this. Chair Burke answered that Clerk Timmann would be addressing that as part of her report. He continued that we do not have an answer right now because the next Revenue Estimating Conference is July 31st. As soon as the information is gathered on what the figures will be as a result of implementing this legal memorandum, it will be communicated to the parties involved with the Revenue Estimating Conference. Whether we will have it available or if they will accept it for this July 31st or not, we certainly are going to make sure we first have the most accurate projection as possible. If not, we anticipate the next Revenue Estimating Conference meeting will be in November or December. We will have a collections track record by then and solid data to share on the projected revenues. The CCOC then can go in and amend the budgets of Clerks based on the new revenue projections.

Clerk Johnson expressed her concern about the communication between the CCOC and the FCCC. She did not know of the Holland & Knight memo until she received Chair Burke's letter. Chair Burke responded that the CCOC Executive Council did not know what the report was going to say, so the committee did not want to send out alarming messages if it came back benign. He noted that the legal opinion was rendered on July 13, 2017 and he communicated with Clerk Johnson on July 14, 2017. She was communicated with before any of the CCOC Executive Council members. Chair Burke felt that it was that important for FCCC to know when the committee had something that definitive. CCOC meetings are open and the Executive Meeting was advertised.

Clerk Don Spence, Santa Rosa County, was recognized. He acknowledged that he was behind the opinion 100% and was glad that it was done. Clerk Spencer asked if it was possible to get the funds in this year's budget. Chair Burke noted that it was possible, but it depends on the Revenue Estimating Conference(REC) and it goes back to the fact that Clerks cannot spend more than what the REC projects as our income. With the REC meeting July 31st and in November or December, there will be two opportunities to have our position known. Clerk Spencer then asked if they implement the opinion, would CCOC be able to tell us an estimate on the revenues to be generated. Chair Burke answered yes.

Clerk Linda Doggett, Lee County, was recognized. She asked if assuming a positive vote, is it relative to say that the distribution would be changed August 1. Chair Burke asked if this could be discussed after the vote is taken.

Next, Clerk Harvey Ruvin, Miami Dade County, was recognized. He thanked Clerk Bock for bringing this forward. He wanted to make it clear that the FCCC is the body that provides the schedule of the fines and fees. He believes that is where the misinformation is coming from. No one else asked to be heard.

Chair Burke called for the vote on the motion. The vote was taken by roll call. The motion passed unanimously.

Chair Burke noted that the next agenda item is to have a designate to work with FCCC, who is charged statutorily with the fee schedule, and cooperatively with CCOC in correcting the fee schedule as a result of the official position of the CCOC. The work on this should be done as expeditiously as possible as well as giving directions to Clerks to when the implementation would start. He noted that logistically, it takes a while to reprogram the software to make these corrections. Instead of doing it in a hap hazard way, he would like to see an organized, thoughtful way of implementing this official position. Chair Burke would entertain a motion that CCOC work jointly with FCCC to correct the fee schedule expeditiously and come up with an implementation schedule as quickly as possible and further designate Clerk Sharon Bock as the lead person to work with FCCC in this regard. Chair Burke asked a member to make the motion by stating so moved. Clerk Crawford answered so moved. Clerk O'Neil seconded the motion. Chair Burke asked if any of the Executive Council members had any questions or comments on this motion. He asked Clerk Bock if she accepted this assignment. Clerk Bock answered she would accept.

Clerk Green was recognized. She wanted to know if there was any projected timeframe for Clerk Bock working with FCCC and a turnaround as to the direction we would go. Chair Burke answered no, that he would leave that to Clerk Bock to move it along as quickly as possible. Hearing no more discussion, Chair Burke called for a vote on the motion. The vote was taken and it passed unanimously.

Chair Burke called on Clerk Carolyn Timmann, the CCOC Legislative Committee Chair to speak about CCOC's communication to the Legislative leaders and staff on what we are doing here and how we can make this a priority item to the Revenue Estimating Conference. Clerk Timmann thanked Chair Burke and began by saying that we need to make sure that staff contacts of the House and Senate have full access to the documents, the legal memorandum and related materials. The documents are on the CCOC website and she is hopeful that both chambers were represented on the phone call today. She will be following up with them after the meeting to make sure if they have any questions at this point. She noted that Chair Burke did a phenomenal job in giving the details of the legal memorandum and how quickly this came about and how quickly we are reacting to make sure we are complying with the Legislative directives they have given us through the Statutes. She commented on Clerk Frank's comments and hopes she can give that comfort to the Legislature that we are moving forward, correcting where we need to correct and adjusting where we need to adjust. Doing so in an open and transparent way in partnership with them. Now that the CCOC has accepted the memorandum with the vote, it will make it easier to have these conversations moving forward. The big piece here in order to have these conversations is the

preliminary survey that will quantify the effect of the memorandum and the changes. Once we have the results, the conversations can move forward not only with the Legislature but also with the Department of Revenue and any other impacted entity. As far as the Revenue Estimating Conference, it is July 31st and that is soon and we are trying to get the preliminary surveys results in so we can gage the impact. The REC is familiar with the revenue streams. They will be given the new updated data if we have it and are comfortable it is correct and at that point, it will be up to them to determine if they have everything they need by July 31st. If not, we will have to work towards the next Estimating Conference date. Our goal here is to look at our legislative partner and our agency partners and work together on this and make sure we are in compliance with the Statutes.

Next on the agenda was Clerk Butterfield to speak to the impact of this legal memorandum. The Executive Committee asked her to work with the staff of the CCOC and gather information about the impact of the Holland & Knight Opinion. The CCOC staff and John Dew worked with her to compile a survey that would go out to Clerks. A couple of Clerks were asking if any of the funds were already being sent to the Fines and Forfeiture and where are they being distributed. The purpose of the survey to find out the dollar amount as well as where this money is currently being distributed. The survey was not sent out to all 67 Clerks, but to a sampling of Clerks and that information is due back to the CCOC tomorrow afternoon at the close of business. So as soon as the surveys are received the data will be analyzed and we may have to follow up with Clerks. With the sampling, we should be able to project for the population as a whole the total impact of the Holland & Knight Opinion.

Clerk Ruvin asked if the results would be sent out. Chair Burke said yes. Clerk Butterfield would send out the results of the survey. Clerk Ruvin said that another meeting may need to be called in order to discuss the results. Chair Burke said that the Plan of Operations allows for the ability to call an emergency meeting by telephone rather than in person. Like the meeting today, we may need to call another one after the results are out.

Clerk Doggett asked why if distribution schedule has been wrong since 2008, why was it not discovered before now. She additionally asked if we go back and review that process. Chair Burke stated that she may want to contact the Association. They are statutorily responsible for the pre-distribution of the fee schedule and that is their process.

Chair Burke recognized Clerk Green and asked her to give her report. The CFY 16/17 Quarter 1 Action Plan Report is available for approval. Some of the highlights are Civil Traffic continues to exceed 33% in not meeting collection standards and Criminal Court divisions continue to be a challenge with 21 counties not meeting the collection standard. On Timeliness, we see it moving from quarter to quarter. If we meet timeliness in one area it will dip in another area. Most of the problems with not meeting performance standards, according to the action plans sent in by Clerks, is due to not having sufficient staff due to personnel reductions. Clerk Green made a motion to accept the CFY 16/17 Quarter 1 Action Plan Report. Clerk Butterfield seconded the motion. There was no discussion. The vote was called and taken. The motion passed unanimously.

Chair Burke noted that there might be another emergency meeting concerning the survey results. He asked the Executive Council members to put on their schedules that on October 10 at 2:00 PM(Tuesday) is the next Executive Council meeting in Orlando. It is an in-person meeting and you will not be able to attend by phone. The Council will probably be meeting in September to do their statutorily duty of approving the Clerks' budgets.

Chair Burke wanted to conclude by thanking Clerk Bock and her staff for bringing this issue forward. They did it in a thoughtful and judicious way.

The meeting was adjourned at approximately 3:00 PM.

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Ken Burke, CPA Pinellas County EXECUTIVE COUNCIL CHAIR	Stacy Butterfield, CPA Polk County VICE-CHAIR	Tara S. Green Clay County SECRETARY/TREASURER
Sharon R. Bock, Esq. Palm Beach County Ron Ficarotta 13th Judicial Circuit Judge SUPREME COURT APPOINTEE	John Crawford Nassau County Kyle Hudson Holmes County SENATE APPOINTEE	Pat Frank Hillsborough County Paula S. O'Neil, Ph.D Pasco County HOUSE APPOINTEE
	Todd Newton Gilchrist County John Dew EXECUTIVE DIRECTOR	Jeffrey R. Smith, CPA Indian River County Joe Boyd GENERAL COUNSEL

Agenda Item 2

Executive Council Meeting

August 31, 2017

Date: August 31, 2017
Subject: Agenda item 2b – Budget Committee Update

Overview:

Since the June 12th Executive Council Meeting, the Budget Committee held a staff workgroup on August 15th and a Budget Committee meeting on August 23rd. The following is a summary of the meetings with action items as well as a draft summary of the workshop. The complete meeting packet can be found by clicking on the CCOC website at www.flccoc.org, clicking on “meetings and minutes,” and then clicking on “Budget Committee,” and choosing the date of the meeting.

Since the last update to the Council, the Chair has been working closely with CCOC staff to implement changes associated with SB 2506, make necessary adjustments to close out CFY 2016-17, and prepare for the approval of the CFY 2017-18 budgets. CCOC staff also worked to complete reviews of the CFY 2017-18 budget request. Clerks submitted a Needs-based Budget Request of **\$461 M**. The Legislatively-designated revenue available as determined by the July 31st Revenue Estimating Conference (REC) is **\$409.4M**. This represents a **\$52 M** shortfall between Clerks’ needs and revenues available. A summary overview is provided as an attachment.

The purpose of the August 15th staff workgroup was to work through many of the technical issues that would be on the agenda for the next Budget Committee meeting. Staff provided input and analysis that was used by CCOC staff leading up to the Budget Committee meeting. Then the full Budget Committee met on August 23rd to discuss and consider the items as noticed and described in the agenda. A more detailed overview of the meeting is provided in the attachments. Below is a summary of the Budget Committee action items for the Council’s consideration.

Council Action: Confirm or Revise the recommendations from the Budget Committee on the action items provided below.

Summary of Budget Committee Actions:

Motion: Approve minutes of April 5th Meeting as written in the meeting packet.

Motion: Clerk Burke made the following motion regarding the change in the law for 10% funds:

1. Clerks are to maximize 10% funds first. Clerks are required to spend the maximum of their fines collected or their budget authority, whichever is less for CFY 2016-17.
2. For those who have spent their total 10% authority for CFY 2016-17 as of June 16th in the 10% fund, and have funds remaining in their 10% fund after June 16th, those Clerks must spend down their balance of their 10% fund to zero by September 30, 2018 (CFY 2017-18). Those Clerks must prepare



Our Mission:

As a governmental organization created by the Legislature, we evaluate Clerks’ court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

a spending plan, including contracts and dates, etc., which must be submitted to the CCOC by Friday, September 29, 2017. Clerks will have a mid-year report due to the CCOC for review by the budget committee as to progress of the depletion of the 10% fund. (**Counties:** Bay, Columbia, Desoto, Duval, Escambia, Franklin, Glades, Gulf, Hamilton, Hendry, Levy, Monroe, Okeechobee, Seminole, Sumter, Wakulla)

3. Clerks who have expended all of their available revenue (June 16th) in their 10% fund have potential to spend their remaining 10% authority (in the CCOC TF) up to the amount of their annual 10% revenue.
4. Clerks are not allowed to exceed their aggregate CCOC Budget Authority (CCOC, 10%, and Jury).
5. If Clerks have potential additional spending authority within the limitations of #3 and would like to offer that authority to Clerks whose 10% authority is limited because their 10% revenue shortfall, then authorize the chair and CCOC staff to work together to re-allocate authority for those willing to donate.

The measure passed unanimously.

Motion: Clerk Vick made a motion to approve the across the board 2.99% reduction methodology for CFY 2017-18 budgets.

The measure passed with 3 nay votes.

Motion: Clerk Smith made a motion to approve the individual Clerks budgets for CFY 2017-18 as submitted in the budget committee packet.

The measure passed with 3 nay votes.

Motion: Clerk Vick made a motion to put together a workgroup to develop an optional survey to all Clerks for the purpose of developing methodologies to distribute revenues if increased revenues become available.

The measure passed unanimously.

Lead Staff: Jason Harrell, CCOC Budget and Communications Director

Attachment: 1. Summary Budget Committee Workshop & Meeting

Ken Burke, CPA Pinellas County EXECUTIVE COUNCIL CHAIR	Stacy Butterfield, CPA Polk County VICE-CHAIR	Tara S. Green Clay County SECRETARY/TREASURER
Sharon R. Bock, Esq. Palm Beach County Ron Ficarrotta 13th Judicial Circuit Judge SUPREME COURT APPOINTEE	John Crawford Nassau County Kyle Hudson Holmes County SENATE APPOINTEE	Pat Frank Hillsborough County Paula S. O'Neil, Ph.D Pasco County HOUSE APPOINTEE
	Todd Newton Gilchrist County John Dew EXECUTIVE DIRECTOR	Jeffrey R. Smith, CPA Indian River County Joe Boyd GENERAL COUNSEL

Agenda Item 2a

Executive Council Meeting

August 31, 2017

Date: August 31, 2017

Subject: Summary of August 23rd Budget Committee Workshop & Meeting

Committee Action: Review and approve with amendments as necessary.

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a meeting in Hollywood on August 23, 2017. An agenda and materials were distributed in advance of the meeting and posted on the CCOC website. Provided below is a summary of staff notes from the meeting. These staff notes are designed simply to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in **bold** text. All action items based on committee direction are in **red** and bold text.

A workshop of the Budget Committee was held from 12:00 PM (Noon) until 4:00 PM to allow time for discussion of the agenda items. The Budget Committee Meeting was held from 4:00 PM to 5:00 PM.

1. (Agenda Item 1) Call to Order and Introduction
The meeting was called to order at approximately 4:00 PM EDT. Members in attendance: Clerk Butterfield, Chair; Clerk Smith, Vice-Chair; Clerk Bexley; Clerk Bock; Clerk Burke; Clerk Crawford; Clerk Hudson (via phone); Clerk Moore Russell; Clerk Peacock; Clerk Timmann; and Clerk Vick. Absent: Clerk Brock, Clerk Childers, Clerk Connell, and Clerk Thurmond
2. (Agenda Item 2) Marleni Bruner, CCOC Budget Manager II, reviewed the minutes from the April 5th Meeting that was reviewed and edited at the May 12th Workshop Meeting.

A motion was made by Clerk Smith and seconded by Clerk Crawford to approve the minutes from the April 5th meeting. Motion passed unanimously.

3. (Agenda Item 3) Clerk Butterfield gave an overview of the items discussed at the May 12th Budget Committee Workshop that was held in Orlando, as well as the items discussed at a workgroup of clerk staff held in Gainesville on August 15th.

Due to the law change with the passage of SB2506, there were implications regarding 10% funds. The following is the recommendation of the budget committee with regards to the handling of 10% fines and the remainder of balances held locally:

- a. Clerks are to maximize 10% funds first. Clerks are required to spend the maximum of their fines collected or their budget authority, whichever is less.
- b. For those who have spent their total 10% authority for CFY 2016-17 as of June 16th, in the 10% fund, and have funds remaining in their 10% fund after June 16th, those Clerks must spend down their balance of their 10% fund to zero by September 30, 2018 (CFY 2017-18).



Our Mission:

As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

- Those Clerks must prepare a spending plan, including contracts and dates, etc., which must be submitted to the CCOC by Friday, September 29, 2017. Clerks will have a mid-year report due to the CCOC for review by the budget committee as to their progress of the depletion of the 10% fund. (Counties: Bay, Columbia, Desoto, Duval, Escambia, Franklin, Glades, Gulf, Hamilton, Hendry, Levy, Monroe, Okeechobee, Seminole, Sumter, Wakulla)
- c. Clerks who have expended all of their available revenue (June 16th) in their 10% fund have potential to spend their remaining 10% authority (in the CCOC TF) up to the amount of their annual 10% revenue.
 - d. Clerks are not allowed to exceed their aggregate CCOC Budget Authority (CCOC, 10%, and Jury).
 - e. If Clerks have potential additional spending authority within the limitations of #3 and would like to offer that authority to Clerks whose 10% authority is limited because of their 10% revenue shortfall, then authorize the chair and CCOC staff to work together to re-allocate authority for those willing to donate.

Attachment 1. 10 Percent Balance 08182017

A motion was made by Clerk Burke and seconded by Clerk Vick to approve the guidelines regarding 10% for the remainder of CFY 2016-17. Motion passed unanimously.

4. (Agenda Item 4) Jason Harrell, CCOC Budget & Communications Director, reviewed the CFY 2017-18 needs-based budget requests and compared those to the most recent Revenue Estimating Conference (REC) estimates of the Clerk's CFY 2017-18 revenues.

Attachment 2. CFY 2017-18 Budget Summary

5. (Agenda Items 5a) Clerk Butterfield reviewed the latest REC estimates and their projection for declining revenue for the next four fiscal years. The estimated amount of revenue for CFY 2017-18 is \$409.4M. The CCOC cannot set budgets that would exceed this amount.
6. (Agenda Items 5b) The target reduction required is \$12,623,220. The following methodology was developed and presented for recommendation by the Budget Committee:
 - Start with CFY 2016-17 aggregate budget authority.
 - Subtract CFY 2016-17 jury management amount to get aggregate budget authority minus jury total.
 - Apply an across the board reduction of \$12.6 million to the combined CCOC and 10% side of the budget.
 - Add back in CFY 2016-17 jury amounts to total \$11.7 million appropriated.
 - This provides the CFY 2017-18 Clerk budget authority by county.
 - The net when jury is added back is a 2.99% across the board reduction that meet the \$409.4 approved budget authority for CFY 2017-18.

Attachment 3. CFY 2017-18 Budget Reduction

Clerk Vick made a motion to accept the overall 2.99% budget reduction methodology, seconded by Clerk Smith. Vote was taken and the motion passed with Clerk Peacock, Clerk Moore-Russell, and Clerk Hudson (via phone) voting nay.

7. (Agenda Item 5c) Once the reduction methodology was accepted, it was applied and the resulting budget was presented for approval.

Attachment 4. CFY 2017-18 Budget v1

Clerk Smith made a motion to accept the individual Clerk Budget for CFY 2017-18. Seconded by Clerk Timmons. Vote was taken and the motion passed with Clerk Peacock, Clerk Moore-Russell, and Clerk Hudson (via phone) voting nay.

8. (Agenda Item 5d) Clerk Butterfield asked the committee to consider what criteria the Committee would use if additional revenues became available during the year that would be recognized to increase Clerks' budget authority.

A motion was made by Clerk Vick and seconded by Clerk Peacock to put together a workgroup to develop an optional survey to all Clerks for the purpose of developing methodologies to distribute revenues if increased revenues become available. It was recommended to use the same staff that participated in the last workgroup meeting. Vote was taken and passed unanimously.

9. (Agenda Item 6) The increasing non-reimbursed costs for Title IV-D Child Support costs was discussed at length. Many Clerks are still in the process of having their indirect costs recalculated so a true impact cannot be given at this time. The CCOC is still evaluating all CFY 2017-18 budget submissions and will continue to gather the figures.

10. (Agenda Items 7) Other Business

Total Jury dollars available for CFY 2017-18 is again \$11.7M and is on the state fiscal year, Jul 1, 2017 through June 30, 2018.

Clerk Timmons explained to the committee that some counties went up in their juror estimates while others went down due to judicial needs in their county or circuit. Quarterly estimates were due to the CCOC on Friday, August 25th.

Clerk Butterfield notified the committee that a future meeting would be held sometime in October with a location to be determined at a later date.

A motion to adjourn was made by Clerk Vick, seconded by Clerk Moore-Russell.

Lead Staff: Marleni Bruner, Budget Manager II

Attachments:

1. 10 Percent Balance
2. CFY 2017-18 Budget Summary
3. CFY 2017-18 Budget Reduction Methodology
4. CFY 2018-18 Budget v1

Attachment 1

	Audited CF From Survey	10% PRMTF			Remaining 10%
		Collected Thru June 16th	Available 10% Revenues Thru June	CFY 2016-17 10% Budget Authority	
Alachua	\$ 9,979.44	\$ 144,718.96	\$ 154,698.40	\$ 285,000	\$ (130,301.60)
Baker	\$ 87,602.00	\$ 16,090.52	\$ 103,692.52	\$ 121,000	\$ (17,307.48)
Bay	\$ 56,433.57	\$ 192,873.41	\$ 249,306.98	\$ 240,000	\$ 9,306.98
Bradford	\$ 276,178.43	\$ 64,976.63	\$ 341,155.06	\$ 363,539	\$ (22,383.94)
Brevard	\$ 20,458.00	\$ 248,420.70	\$ 268,878.70	\$ 350,000	\$ (81,121.30)
Broward	\$ 976,269.40	\$ 548,915.01	\$ 1,525,184.41	\$ 1,800,000	\$ (274,815.59)
Calhoun	\$ -	\$ 8,728.01	\$ 8,728.01	\$ 11,500	\$ (2,771.99)
Charlotte	\$ 45,482.52	\$ 123,474.18	\$ 168,956.70	\$ 217,843	\$ (48,886.30)
Citrus	\$ 20,000.00	\$ 66,566.35	\$ 86,566.35	\$ 110,015	\$ (23,448.65)
Clay	\$ -	\$ 110,422.27	\$ 110,422.27	\$ 165,000	\$ (54,577.73)
Collier	\$ -	\$ 231,668.56	\$ 231,668.56	\$ 420,000	\$ (188,331.44)
Columbia	\$ 194,130.29	\$ 59,187.15	\$ 253,317.44	\$ 240,000	\$ 13,317.44
Dade	\$ -	\$ 2,582,349.30	\$ 2,582,349.30	\$ 3,600,000	\$ (1,017,650.70)
Desoto	\$ 68,848.78	\$ 25,072.26	\$ 93,921.04	\$ 75,000	\$ 18,921.04
Dixie	\$ 3,578.86	\$ 3,129.58	\$ 6,708.44	\$ 13,250	\$ (6,541.56)
Duval	\$ 1,429,253.99	\$ 605,481.76	\$ 2,034,735.75	\$ 1,197,003	\$ 837,732.75
Escambia	\$ 646,959.89	\$ 217,996.52	\$ 864,956.41	\$ 270,000	\$ 594,956.41
Flagler	\$ 9,898.40	\$ 33,782.68	\$ 43,681.08	\$ 59,600	\$ (15,918.92)
Franklin	\$ 28,549.15	\$ 7,067.27	\$ 35,616.42	\$ 31,795	\$ 3,821.42
Gadsden	\$ 18,910.19	\$ 40,475.85	\$ 59,386.04	\$ 61,801	\$ (2,414.96)
Gilchrist	\$ 5,308.23	\$ 5,717.48	\$ 11,025.71	\$ 13,000	\$ (1,974.29)
Glades	\$ 61,493.66	\$ 31,917.04	\$ 93,410.70	\$ 87,100	\$ 6,310.70
Gulf	\$ 9,653.46	\$ 8,925.35	\$ 18,578.81	\$ 16,012	\$ 2,566.81
Hamilton	\$ 15,685.79	\$ 34,720.44	\$ 50,406.23	\$ 44,768	\$ 5,638.23
Hardee	\$ 24,464.00	\$ 37,323.33	\$ 61,787.33	\$ 68,550	\$ (6,762.67)
Hendry	\$ 7,039.09	\$ 63,317.76	\$ 70,356.85	\$ 70,000	\$ 356.85
Hernando	\$ 62.29	\$ 137,226.89	\$ 137,289.18	\$ 200,000	\$ (62,710.82)
Highlands	\$ 31,884.33	\$ 47,722.43	\$ 79,606.76	\$ 126,500	\$ (46,893.24)
Hillsborough	\$ 713,361.00	\$ 1,054,977.00	\$ 1,768,338.00	\$ 1,817,392	\$ (49,054.00)
Holmes	\$ 98,982.22	\$ 22,356.20	\$ 121,338.42	\$ 158,960	\$ (37,621.58)
Indian River	\$ 424.08	\$ 105,549.04	\$ 105,973.12	\$ 171,917	\$ (65,943.88)
Jackson	\$ (12,396.87)	\$ 53,879.44	\$ 41,482.57	\$ 76,500	\$ (35,017.43)
Jefferson	\$ -	\$ 20,762.97	\$ 20,762.97	\$ 43,934	\$ (23,171.03)
Lafayette	\$ 13,357.58	\$ 2,633.12	\$ 15,990.70	\$ 24,000	\$ (8,009.30)
Lake	\$ 122,430.00	\$ 198,960.00	\$ 321,390.00	\$ 407,925	\$ (86,535.00)
Lee	\$ 70,174.83	\$ 500,386.74	\$ 570,561.57	\$ 938,366	\$ (367,804.43)
Leon	\$ 3,228.79	\$ 154,237.17	\$ 157,465.96	\$ 227,199	\$ (69,733.04)
Levy	\$ 42,942.10	\$ 18,326.71	\$ 61,268.81	\$ 35,000	\$ 26,268.81
Liberty	\$ 1,298.40	\$ 5,415.33	\$ 6,713.73	\$ 8,000	\$ (1,286.27)
Madison	\$ 40,263.88	\$ 46,388.72	\$ 86,652.60	\$ 99,501	\$ (12,848.40)
Manatee	\$ 39,023.06	\$ 180,798.42	\$ 219,821.48	\$ 305,000	\$ (85,178.52)
Marion	\$ 69,527.38	\$ 279,882.51	\$ 349,409.89	\$ 494,000	\$ (144,590.11)
Martin	\$ 39,916.33	\$ 146,531.27	\$ 186,447.60	\$ 241,490	\$ (55,042.40)
Monroe	\$ 649,081.71	\$ 129,388.82	\$ 778,470.53	\$ 607,676	\$ 170,794.53

Attachment 1

	10% PRMTF				Remaining 10%
	Audited CF From Survey	Collected Thru June 16th	Available 10% Revenues Thru June	CFY 2016-17 10% Budget Authority	
Nassau	\$ 5,547.00	\$ 39,524.00	\$ 45,071.00	\$ 54,866	\$ (9,795.00)
Okaloosa	\$ 35,966.56	\$ 98,560.47	\$ 134,527.03	\$ 207,340	\$ (72,812.97)
Okeechobee	\$ 263,732.41	\$ 22,184.76	\$ 285,917.17	\$ 279,000	\$ 6,917.17
Orange	\$ 5,337.68	\$ 1,137,277.50	\$ 1,142,615.18	\$ 1,700,104	\$ (557,488.82)
Osceola	\$ -	\$ 184,963.27	\$ 184,963.27	\$ 284,757	\$ (99,793.73)
Palm Beach	\$ 76,084.51	\$ 799,527.78	\$ 875,612.29	\$ 1,106,563	\$ (230,950.71)
Pasco	\$ -	\$ 294,296.85	\$ 294,296.85	\$ 366,776	\$ (72,479.15)
Pinellas	\$ -	\$ 803,299.81	\$ 803,299.81	\$ 970,000	\$ (166,700.19)
Polk	\$ -	\$ 537,074.14	\$ 537,074.14	\$ 550,000	\$ (12,925.86)
Putnam	\$ -	\$ 19,916.09	\$ 19,916.09	\$ 28,000	\$ (8,083.91)
Santa Rosa	\$ 23,766.46	\$ 127,473.98	\$ 151,240.44	\$ 170,000	\$ (18,759.56)
Sarasota	\$ 20,769.34	\$ 207,377.97	\$ 228,147.31	\$ 322,301	\$ (94,153.69)
Seminole	\$ 1,954,295.70	\$ 381,705.82	\$ 2,336,001.52	\$ 605,000	\$ 1,731,001.52
St. Johns	\$ 63,898.50	\$ 98,178.84	\$ 162,077.34	\$ 250,000	\$ (87,922.66)
St. Lucie	\$ 355.92	\$ 213,416.79	\$ 213,772.71	\$ 346,000	\$ (132,227.29)
Sumter	\$ 37,254.90	\$ 86,896.81	\$ 124,151.71	\$ 120,000	\$ 4,151.71
Suwannee	\$ 1,867.88	\$ 18,427.94	\$ 20,295.82	\$ 23,393	\$ (3,097.18)
Taylor	\$ -	\$ 7,720.54	\$ 7,720.54	\$ 10,000	\$ (2,279.46)
Union	\$ 8,108.00	\$ 3,576.85	\$ 11,684.85	\$ 13,108	\$ (1,423.15)
Volusia	\$ 269,581.30	\$ 223,560.37	\$ 493,141.67	\$ 658,760	\$ (165,618.33)
Wakulla	\$ 26,120.32	\$ 13,784.63	\$ 39,904.95	\$ 18,000	\$ 21,904.95
Walton	\$ 31,582.81	\$ 45,791.89	\$ 77,374.70	\$ 97,114	\$ (19,739.30)
Washington	\$ 2,210.64	\$ 16,235.63	\$ 18,446.27	\$ 27,000	\$ (8,553.73)
Totals	\$ 8,766,218.18	\$ 13,999,513.88	\$ 22,765,732.06	\$ 24,123,218	

Dollars Remaining in 10% Fund: \$ 3,453,967.32

Redirectable Budget Authority: \$ (4,681,151.66)

Clerks reporting different FY2016-17 CF on Survey than CCOC records.

Clerk did not return survey information.

CCOC missing Clerk's EC report for June 2017. Data from previous EC report submissions.

- Audited CF amounts subject to change as Clerks complete their audit process and update CCOC with their findings.
- Analysis completed by CCOC Staff on August 18, 2017 with information current as of that date.

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Revenues					
REC Estimate					
Fine and Forfeiture TF	\$ 393.70				
Trust Fund Carry Forward (est.)	\$ 4.00				
Total	\$ 397.70				
Jury Management (GR)	\$ 11.70				
Total	\$ 409.40				
		Budget Gap	%	Difference from 16-17	%
CFY 2016-17 Budget Authority	\$ 422.00	\$ (12.60)	-2.99	N/A	N/A
CFY 2017-18 Budget		Difference from Revenues Available		Difference from CFY 2016-17 Budget Request	
Submitted Gross Budget	\$ 477.40	\$ (68.00)		\$ (3.90)	-0.81
<u>Submitted Net Budget</u>	\$ 461.47	\$ (52.07)		\$ (4.53)	-0.97
CFY 2016-17 Budget					
Submitted Gross Budget	\$ 481.30				
Submitted Net Budget	\$ 466.00				
IT Portion of Gross (not included above)	\$ 15.60				
FTEs					
	Gross FTE Request	Net FTE Request	Funded		
CFY 2016-17 FTE	8,005.29	7,320.82	6,742.00		
CFY 2017-18 FTE	7,498.92	7,077.10			
Change +/-	(506.37)	(243.72)			

Document prepared by CCOC Staff on August 21, 2017 as a preliminary review of CFY 2017-18 budget submissions.



Attachment 3

County	CFY16-17 Aggregate Budget Authority	CFY16-17 Juror Amount	CFY16-17 Aggregate Budget Authority (Less Jury)	Reduction of CCOC Budget	CFY17-18 CCOC Budget Authority Revised	CFY17-18 Juror Amount	CFY17-18 Aggregate Budget Authority	2.99% Reduction of Aggregate Budget
Alachua	\$ 5,705,049	\$ 107,379	\$ 5,597,670	\$ 170,510	\$ 5,427,160	\$ 107,379	\$ 5,534,539	2.99%
Baker	\$ 623,109	\$ 17,571	\$ 605,538	\$ 18,640	\$ 586,898	\$ 17,571	\$ 604,469	2.99%
Bay	\$ 3,471,510	\$ 101,641	\$ 3,369,869	\$ 103,675	\$ 3,266,194	\$ 101,641	\$ 3,367,835	2.99%
Bradford	\$ 660,378	\$ 20,773	\$ 639,605	\$ 19,750	\$ 619,855	\$ 20,773	\$ 640,628	2.99%
Brevard	\$ 11,489,384	\$ 439,788	\$ 11,049,596	\$ 343,000	\$ 10,706,596	\$ 439,788	\$ 11,146,384	2.99%
Broward	\$ 37,244,574	\$ 774,475	\$ 36,470,099	\$ 1,115,000	\$ 35,355,099	\$ 774,475	\$ 36,129,574	2.99%
Calhoun	\$ 412,852	\$ 8,774	\$ 404,078	\$ 12,350	\$ 391,728	\$ 8,774	\$ 400,502	2.99%
Charlotte	\$ 3,427,800	\$ 161,461	\$ 3,266,339	\$ 102,500	\$ 3,163,839	\$ 161,461	\$ 3,325,300	2.99%
Citrus	\$ 2,262,812	\$ 84,195	\$ 2,178,617	\$ 67,600	\$ 2,111,017	\$ 84,195	\$ 2,195,212	2.99%
Clay	\$ 3,214,943	\$ 64,272	\$ 3,150,671	\$ 96,200	\$ 3,054,471	\$ 64,272	\$ 3,118,743	2.99%
Collier	\$ 6,390,241	\$ 239,456	\$ 6,150,785	\$ 191,000	\$ 5,959,785	\$ 239,456	\$ 6,199,241	2.99%
Columbia	\$ 1,451,624	\$ 51,948	\$ 1,399,676	\$ 43,400	\$ 1,356,276	\$ 51,948	\$ 1,408,224	2.99%
Miami-Dade	\$ 68,342,056	\$ 1,091,506	\$ 67,250,550	\$ 2,045,000	\$ 65,205,550	\$ 1,091,506	\$ 66,297,056	2.99%
Desoto	\$ 759,106	\$ 36,089	\$ 723,017	\$ 22,700	\$ 700,317	\$ 36,089	\$ 736,406	2.99%
Dixie	\$ 466,322	\$ 26,951	\$ 439,371	\$ 13,950	\$ 425,421	\$ 26,951	\$ 452,372	2.99%
Duval	\$ 17,956,210	\$ 477,242	\$ 17,478,968	\$ 537,730	\$ 16,941,238	\$ 477,242	\$ 17,418,480	2.99%
Escambia	\$ 6,487,202	\$ 278,645	\$ 6,208,557	\$ 194,000	\$ 6,014,557	\$ 278,645	\$ 6,293,202	2.99%
Flagler	\$ 1,642,583	\$ 56,967	\$ 1,585,616	\$ 49,100	\$ 1,536,516	\$ 56,967	\$ 1,593,483	2.99%
Franklin	\$ 601,325	\$ 12,889	\$ 588,436	\$ 18,000	\$ 570,436	\$ 12,889	\$ 583,325	2.99%
Gadsden	\$ 1,119,746	\$ 65,647	\$ 1,054,099	\$ 33,500	\$ 1,020,599	\$ 65,647	\$ 1,086,246	2.99%
Gilchrist	\$ 496,920	\$ 10,873	\$ 486,047	\$ 14,850	\$ 471,197	\$ 10,873	\$ 482,070	2.99%
Glades	\$ 497,045	\$ 17,914	\$ 479,131	\$ 14,850	\$ 464,281	\$ 17,914	\$ 482,195	2.99%
Gulf	\$ 465,830	\$ 20,198	\$ 445,632	\$ 13,950	\$ 431,682	\$ 20,198	\$ 451,880	2.99%
Hamilton	\$ 441,667	\$ 11,585	\$ 430,082	\$ 13,200	\$ 416,882	\$ 11,585	\$ 428,467	2.99%
Hardee	\$ 807,233	\$ 40,870	\$ 766,363	\$ 24,150	\$ 742,213	\$ 40,870	\$ 783,083	2.99%
Hendry	\$ 1,027,176	\$ 45,641	\$ 981,535	\$ 30,700	\$ 950,835	\$ 45,641	\$ 996,476	2.99%
Hernando	\$ 3,320,493	\$ 129,545	\$ 3,190,948	\$ 99,200	\$ 3,091,748	\$ 129,545	\$ 3,221,293	2.99%
Highlands	\$ 1,778,988	\$ 101,212	\$ 1,677,776	\$ 53,200	\$ 1,624,576	\$ 101,212	\$ 1,725,788	2.99%
Hillsborough	\$ 28,475,677	\$ 600,891	\$ 27,874,786	\$ 852,000	\$ 27,022,786	\$ 600,891	\$ 27,623,677	2.99%
Holmes	\$ 576,628	\$ 12,775	\$ 563,853	\$ 17,250	\$ 546,603	\$ 12,775	\$ 559,378	2.99%
Indian River	\$ 2,953,971	\$ 130,646	\$ 2,823,325	\$ 88,300	\$ 2,735,025	\$ 130,646	\$ 2,865,671	2.99%
Jackson	\$ 1,001,764	\$ 13,152	\$ 988,612	\$ 30,000	\$ 958,612	\$ 13,152	\$ 971,764	2.99%
Jefferson	\$ 410,078	\$ 13,152	\$ 396,926	\$ 12,250	\$ 384,676	\$ 13,152	\$ 397,828	2.99%
Lafayette	\$ 277,875	\$ 8,890	\$ 268,985	\$ 8,300	\$ 260,685	\$ 8,890	\$ 269,575	2.99%
Lake	\$ 5,583,004	\$ 207,877	\$ 5,375,127	\$ 167,000	\$ 5,208,127	\$ 207,877	\$ 5,416,004	2.99%
Lee	\$ 11,082,890	\$ 242,076	\$ 10,840,814	\$ 331,000	\$ 10,509,814	\$ 242,076	\$ 10,751,890	2.99%
Leon	\$ 5,689,445	\$ 248,509	\$ 5,440,936	\$ 170,200	\$ 5,270,736	\$ 248,509	\$ 5,519,245	2.99%
Levy	\$ 932,483	\$ 65,866	\$ 866,617	\$ 27,900	\$ 838,717	\$ 65,866	\$ 904,583	2.99%
Liberty	\$ 284,028	\$ 10,310	\$ 273,718	\$ 8,500	\$ 265,218	\$ 10,310	\$ 275,528	2.99%
Madison	\$ 517,955	\$ 10,931	\$ 507,024	\$ 15,500	\$ 491,524	\$ 10,931	\$ 502,455	2.99%
Manatee	\$ 5,848,456	\$ 146,123	\$ 5,702,333	\$ 175,100	\$ 5,527,233	\$ 146,123	\$ 5,673,356	2.99%
Marion	\$ 6,235,326	\$ 237,265	\$ 5,998,061	\$ 186,500	\$ 5,811,561	\$ 237,265	\$ 6,048,826	2.99%
Martin	\$ 3,321,328	\$ 143,502	\$ 3,177,826	\$ 99,200	\$ 3,078,626	\$ 143,502	\$ 3,222,128	2.99%

Attachment 3

County	CFY16-17 Aggregate Budget Authority	CFY16-17 Juror Amount	CFY16-17 Aggregate Budget Authority (Less Jury)	Reduction of CCOC Budget	CFY17-18 CCOC Budget Authority Revised	CFY17-18 Juror Amount	CFY17-18 Aggregate Budget Authority	2.99% Reduction of Aggregate Budget
Monroe	\$ 3,407,322	\$ 143,817	\$ 3,263,505	\$ 102,000	\$ 3,161,505	\$ 143,817	\$ 3,305,322	2.99%
Nassau	\$ 1,485,762	\$ 63,328	\$ 1,422,434	\$ 44,400	\$ 1,378,034	\$ 63,328	\$ 1,441,362	2.99%
Okaloosa	\$ 3,481,509	\$ 100,598	\$ 3,380,911	\$ 104,010	\$ 3,276,901	\$ 100,598	\$ 3,377,499	2.99%
Okeechobee	\$ 1,246,535	\$ 65,215	\$ 1,181,320	\$ 37,300	\$ 1,144,020	\$ 65,215	\$ 1,209,235	2.99%
Orange	\$ 27,532,536	\$ 695,272	\$ 26,837,264	\$ 824,000	\$ 26,013,264	\$ 695,272	\$ 26,708,536	2.99%
Osceola	\$ 6,755,240	\$ 258,192	\$ 6,497,048	\$ 202,000	\$ 6,295,048	\$ 258,192	\$ 6,553,240	2.99%
Palm Beach	\$ 29,461,778	\$ 818,268	\$ 28,643,510	\$ 881,655	\$ 27,761,855	\$ 818,268	\$ 28,580,123	2.99%
Pasco	\$ 10,583,450	\$ 216,661	\$ 10,366,789	\$ 316,000	\$ 10,050,789	\$ 216,661	\$ 10,267,450	2.99%
Pinellas	\$ 21,977,365	\$ 705,759	\$ 21,271,606	\$ 656,300	\$ 20,615,306	\$ 705,759	\$ 21,321,065	2.99%
Polk	\$ 11,863,249	\$ 360,394	\$ 11,502,855	\$ 355,300	\$ 11,147,555	\$ 360,394	\$ 11,507,949	2.99%
Putnam	\$ 1,854,188	\$ 125,070	\$ 1,729,118	\$ 55,400	\$ 1,673,718	\$ 125,070	\$ 1,798,788	2.99%
Santa Rosa	\$ 2,990,722	\$ 175,224	\$ 2,815,498	\$ 89,500	\$ 2,725,998	\$ 175,224	\$ 2,901,222	2.99%
Sarasota	\$ 7,842,774	\$ 324,216	\$ 7,518,558	\$ 234,800	\$ 7,283,758	\$ 324,216	\$ 7,607,974	2.99%
Seminole	\$ 8,476,048	\$ 203,929	\$ 8,272,119	\$ 253,500	\$ 8,018,619	\$ 203,929	\$ 8,222,548	2.99%
St. Johns	\$ 3,454,175	\$ 71,514	\$ 3,382,661	\$ 103,200	\$ 3,279,461	\$ 71,514	\$ 3,350,975	2.99%
St. Lucie	\$ 6,685,984	\$ 277,463	\$ 6,408,521	\$ 199,800	\$ 6,208,721	\$ 277,463	\$ 6,486,184	2.99%
Sumter	\$ 1,697,448	\$ 59,867	\$ 1,637,581	\$ 50,800	\$ 1,586,781	\$ 59,867	\$ 1,646,648	2.99%
Suwannee	\$ 1,021,005	\$ 32,869	\$ 988,136	\$ 30,500	\$ 957,636	\$ 32,869	\$ 990,505	2.99%
Taylor	\$ 505,684	\$ 11,955	\$ 493,729	\$ 15,100	\$ 478,629	\$ 11,955	\$ 490,584	2.99%
Union	\$ 417,822	\$ 7,724	\$ 410,098	\$ 12,500	\$ 397,598	\$ 7,724	\$ 405,322	2.99%
Volusia	\$ 10,740,346	\$ 261,634	\$ 10,478,712	\$ 321,100	\$ 10,157,612	\$ 261,634	\$ 10,419,246	2.99%
Wakulla	\$ 640,221	\$ 33,413	\$ 606,808	\$ 19,170	\$ 587,638	\$ 33,413	\$ 621,051	2.99%
Walton	\$ 1,561,988	\$ 58,486	\$ 1,503,502	\$ 46,670	\$ 1,456,832	\$ 58,486	\$ 1,515,318	2.99%
Washington	\$ 584,978	\$ 41,655	\$ 543,323	\$ 17,510	\$ 525,813	\$ 41,655	\$ 567,468	2.99%
Totals	\$ 422,023,215	\$ 11,699,995	\$ 410,323,220	\$ 12,623,220	\$ 397,700,000	\$ 11,699,995	\$ 409,399,995	

CFY17-18 Revenue per REC: \$ 409,400,000 Reduction Target: \$ 12,623,220
 CFY17-18 Juror per GAA: \$ 11,700,000
 \$ 397,700,000

• Analysis completed by CCOC staff on August 17, 2017.
 Data Source: R:\ICFY1617\1617BudgetInfo\Funded vs Depository

Attachment 4

County	CFY17-18 CCOC Budget Authority	CFY17-18 Juror Amount	CFY17-18 Aggregate Budget Authority
Alachua	\$ 5,427,160	\$ 107,379	\$ 5,534,539
Baker	\$ 586,898	\$ 17,571	\$ 604,469
Bay	\$ 3,266,194	\$ 101,641	\$ 3,367,835
Bradford	\$ 619,855	\$ 20,773	\$ 640,628
Brevard	\$ 10,706,596	\$ 439,788	\$ 11,146,384
Broward	\$ 35,355,099	\$ 774,475	\$ 36,129,574
Calhoun	\$ 391,728	\$ 8,774	\$ 400,502
Charlotte	\$ 3,163,839	\$ 161,461	\$ 3,325,300
Citrus	\$ 2,111,017	\$ 84,195	\$ 2,195,212
Clay	\$ 3,054,471	\$ 64,272	\$ 3,118,743
Collier	\$ 5,959,785	\$ 239,456	\$ 6,199,241
Columbia	\$ 1,356,276	\$ 51,948	\$ 1,408,224
Miami-Dade	\$ 65,205,550	\$ 1,091,506	\$ 66,297,056
Desoto	\$ 700,317	\$ 36,089	\$ 736,406
Dixie	\$ 425,421	\$ 26,951	\$ 452,372
Duval	\$ 16,941,238	\$ 477,242	\$ 17,418,480
Escambia	\$ 6,014,557	\$ 278,645	\$ 6,293,202
Flagler	\$ 1,536,516	\$ 56,967	\$ 1,593,483
Franklin	\$ 570,436	\$ 12,889	\$ 583,325
Gadsden	\$ 1,020,599	\$ 65,647	\$ 1,086,246
Gilchrist	\$ 471,197	\$ 10,873	\$ 482,070
Glades	\$ 464,281	\$ 17,914	\$ 482,195
Gulf	\$ 431,682	\$ 20,198	\$ 451,880
Hamilton	\$ 416,882	\$ 11,585	\$ 428,467
Hardee	\$ 742,213	\$ 40,870	\$ 783,083
Hendry	\$ 950,835	\$ 45,641	\$ 996,476
Hernando	\$ 3,091,748	\$ 129,545	\$ 3,221,293
Highlands	\$ 1,624,576	\$ 101,212	\$ 1,725,788
Hillsborough	\$ 27,022,786	\$ 600,891	\$ 27,623,677
Holmes	\$ 546,603	\$ 12,775	\$ 559,378
Indian River	\$ 2,735,025	\$ 130,646	\$ 2,865,671
Jackson	\$ 958,612	\$ 13,152	\$ 971,764
Jefferson	\$ 384,676	\$ 13,152	\$ 397,828
Lafayette	\$ 260,685	\$ 8,890	\$ 269,575
Lake	\$ 5,208,127	\$ 207,877	\$ 5,416,004
Lee	\$ 10,509,814	\$ 242,076	\$ 10,751,890
Leon	\$ 5,270,736	\$ 248,509	\$ 5,519,245
Levy	\$ 838,717	\$ 65,866	\$ 904,583
Liberty	\$ 265,218	\$ 10,310	\$ 275,528
Madison	\$ 491,524	\$ 10,931	\$ 502,455
Manatee	\$ 5,527,233	\$ 146,123	\$ 5,673,356
Marion	\$ 5,811,561	\$ 237,265	\$ 6,048,826
Martin	\$ 3,078,626	\$ 143,502	\$ 3,222,128
Monroe	\$ 3,161,505	\$ 143,817	\$ 3,305,322
Nassau	\$ 1,378,034	\$ 63,328	\$ 1,441,362
Okaloosa	\$ 3,276,901	\$ 100,598	\$ 3,377,499
Okeechobee	\$ 1,144,020	\$ 65,215	\$ 1,209,235
Orange	\$ 26,013,264	\$ 695,272	\$ 26,708,536
Osceola	\$ 6,295,048	\$ 258,192	\$ 6,553,240
Palm Beach	\$ 27,761,855	\$ 818,268	\$ 28,580,123
Pasco	\$ 10,050,789	\$ 216,661	\$ 10,267,450
Pinellas	\$ 20,615,306	\$ 705,759	\$ 21,321,065
Polk	\$ 11,147,555	\$ 360,394	\$ 11,507,949
Putnam	\$ 1,673,718	\$ 125,070	\$ 1,798,788
Santa Rosa	\$ 2,725,998	\$ 175,224	\$ 2,901,222
Sarasota	\$ 7,283,758	\$ 324,216	\$ 7,607,974

Attachment 4

County	CFY17-18 CCOC Budget Authority	CFY17-18 Juror Amount	CFY17-18 Aggregate Budget Authority
Seminole	\$ 8,018,619	\$ 203,929	\$ 8,222,548
St. Johns	\$ 3,279,461	\$ 71,514	\$ 3,350,975
St. Lucie	\$ 6,208,721	\$ 277,463	\$ 6,486,184
Sumter	\$ 1,586,781	\$ 59,867	\$ 1,646,648
Suwannee	\$ 957,636	\$ 32,869	\$ 990,505
Taylor	\$ 478,629	\$ 11,955	\$ 490,584
Union	\$ 397,598	\$ 7,724	\$ 405,322
Volusia	\$ 10,157,612	\$ 261,634	\$ 10,419,246
Wakulla	\$ 587,638	\$ 33,413	\$ 621,051
Walton	\$ 1,456,832	\$ 58,486	\$ 1,515,318
Washington	\$ 525,813	\$ 41,655	\$ 567,468
Totals	\$ 397,700,000	\$ 11,699,995	\$ 409,399,995

Ken Burke, CPA Pinellas County EXECUTIVE COUNCIL CHAIR	Stacy Butterfield, CPA Polk County VICE-CHAIR	Tara S. Green Clay County SECRETARY/TREASURER
Sharon R. Bock, Esq. Palm Beach County	John Crawford Nassau County	Pat Frank Hillsborough County
Ron Ficarrotta 13th Judicial Circuit Judge SUPREME COURT APPOINTEE	Kyle Hudson Holmes County SENATE APPOINTEE	Paula S. O'Neil, Ph.D Pasco County HOUSE APPOINTEE
		Todd Newton Gilchrist County
		Jeffrey R. Smith, CPA Indian River County
		John Dew EXECUTIVE DIRECTOR
		Joe Boyd GENERAL COUNSEL

Agenda Item 2b

Executive Council Meeting

August 31, 2017

Date: August 31, 2017

Subject: Agenda item 2b: PIE Committee Report

Council Action: The PIE Committee is requesting the Executive Council approve: 1) CFY 2017 Performance Accountability Clerk Framework (PAC), and 2) Scheduling a "Collection Summit".

Overview/Background:

The PIE Committee met on August 14 via conference call. The Committee approved the attached PAC Framework and provided CCOC and Clerk Work Group staff direction on several projects.

PAC Framework project

The Framework includes 9 court services, 35 activities, and 330 tasks. It was most recently updated to reflect new legislation from the 2017 session. (See attached summary.)

The PAC Framework is a document that will be amended each year to reflect new requirements by the Florida Legislature and Supreme Court.

The Framework can be used today to "Tell the Clerks' Story".

1. Provides a description of services and activities that the Clerks provide to the citizens of Florida.
2. Provides legal authority for these services and activities.
3. Provides some workload performance measures.
4. Provides some estimated costs of programs and services.
5. Provides a list of customers for the Clerks services.

Recommendation: Approved the CFY 2017 PAC Framework.

Lead Staff: Douglas Isabelle, Deputy Executive Director

Attachments:

- 2017 PAC Framework
- Summary of Services, Activities, and Tasks



Our Mission:

As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

State Collection Initiatives:

A few years ago, the CCOC held its first “collection summit” in Orlando. This all-day event was well intended and provided an opportunity for Clerk offices from around the state to come together and share local collection best practices, the results of their collection programs, initiatives, and identify potential Legislation.

Much has changed since this last summit. Numerous Clerks’ offices have implemented best practices and some offices have created in-house collection programs. Additionally, last year there were legislative bills filed that would reduce collections such as the elimination of the use of drivers’ licenses as a means of collecting overdue court obligations.

The PIE Committee approved the concept of scheduling another “collection summit” in late fall early winter. A team of clerk staff met on August 16 to begin the process of organizing and developing an agenda. Topics would include resolving common court collection issues, effective collection tools, pros and cons of amnesty programs, sound payment plans, and settlement negotiations. Participation from various Clerk offices will be important to the overall success of this event.

Recommendation: Approve moving forward with the scheduling and conducting a “collection summit” in late October early November.

Lead Staff: Douglas Isabelle, Deputy Executive Director

Other Ongoing projects

Enhancements to the PAC Framework including;

1. Developing an automation and query system.
2. Identifying revenue streams for each service.
3. Enhancing performance measures and standards.
4. Enhancing service and activity costs.
5. Linking service best practices.

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
	Case Processing			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
		Create and maintain court case record												F.S. 28.13, 28.211, 28.22205, 34.031, and Fla. Sm. Cl. R. 7.040
1			Timestamp, verify, index party names and demographic information, add charges/cause of action, docket and image new cases filed in paper	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13 (maintain and time stamp), Fla. R. Jud. Admin. 2.520(d) (stamp requirements), 2.525(c)(4)(conversion to image), Fla. Sm. Cl. R. 7.040(a)(3) (index)
2			Verify, index party names and demographic information, add charges/cause of action, and docket new cases filed through the ePortal	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13(maintain and time stamp), 28.22205 (implement electronic filing), Fla. R. Jud. Admin. 2.520(a) & (d) (electronic required)(maintain and time stamp), 2.525 (electronic filing), Fla. Sm. Cl. R. 7.040(a)(3) (index)
3			Create administrative case for maintenance of search warrants, as necessary	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 28.13(maintain), Fla. R. Jud. Admin. 2.420(c)(6) (warrants retained by clerks confidential)
4			Verify case type and venue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13(maintain), 28.211 (progress docket), 34.031 (clerk of county court), Fla. Sm.Cl. R. 7.040 (maintain calendar, docket and index)
5			Search name index and identify companion case(s)	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Fla. R. Civ. P. 1.100(c)(2) (cover sheet required), Fla. R. Jud. Admin. 2.525(d) (related notice in family law required), Fla. Sm. Cl. R. 7.050(c) (must assist with cover sheet)
6			Process and maintain judicial assignments.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.215(b)(4) (chief judge to assign judges to courts and divisions), Fla. R. Jud. Admin. 2.215(b)(6) (chief judge may require attendance of clerks and periodic reports)
7			Create and maintain attorney information and relate to respective cases/parties; review for attorney/judicial conflict assignment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. Code of Judicial Conduct, Canon 3.E.
8			Process statements of claim - Small Claims	N	N	N	N	N	N	Y	N	N	N	Fla. Sm. Cl. R. 7.050(c) (helping prepare statements of claim)
9			Process posting of motor vehicle repair bonds	N	N	N	N	N	Y	Y	N	N	N	F.S. 559.917(1)(a)
10			Enter data elements into Case Maintenance System required to satisfy reporting requirements established by statute.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 318.18(8)(a) (TCATS – Traffic Citation Accounting Transmission System), F.S. 943.05(2) (OBTs – Offender Based Transaction System), F.S. 943.052 (OBTs – Offender Based Transaction System), F.S. 28.2405 (CCIS – Comprehensive Case Information System), F.S. 790.065(2)(d) (MECOM – Mental Competency Database)
11			Send Lis Pendens to Recording	Y	Y	N	Y	N	Y	Y	Y	Y	N	F.S. 28.222(3)(b) (recording upon payment of fee)
12			Send certified copy of Foreign Judgment to Official Records to be recorded; after recording prepare and send Notice to Judgment Debtor.	N	N	N	N	N	Y	Y	N	SPLIT	N	F.S. 55.503 & F.S. 55.505
13			Create bar codes, labels and jacket for paper documents											Fla. R. Jud. Admin. 2.520(c)(1)(A) & (d)(1) & (7) (exceptions to electronic)
14			Prepare and/or issue initial and subsequent summons and subpoenas	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.241(1)(d)(issue summons), Chapter 49, F.S.(constructive service Fla. R. Civ. P. 1.070(a) & (b) (issue initial and subsequent summons)
15			Process and issue notice of action	N	N	N	N	N	Y	Y	Y	Y	Y	F.S. 49.08 (issuing), F.S. 49.12 (mailing), and Fla. R. Civ. P. 1.070(e) (mailing)
16			Timestamp, verify, docket, and image subsequently filed paper documents	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13 (maintain and time stamp), Fla. R. Jud. Admin. 2.520(d) (stamp requirements), 2.525(c)(4)(conversion to image)
17			Verify and docket documents subsequently filed through the ePortal or return to the Portal Correction Queue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13(maintain and time stamp), 28.22205 (implement electronic filing), Fla. R. Jud. Admin. 2.520(a) & (d) (electronic required)(maintain and time stamp), 2.525 (electronic filing)
18			Protect confidential information in court records; publish order determining confidentiality as necessary	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(d)(1) & (2) & (e)(4) (confidential requirements)
19			Process counter/cross claims and 3rd party complaints	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 28.13 (maintain and time stamp), F.S. 28.241(1)(c) (fees for counter claims and cross claims), Fla. R. Civ. P. 1.170 (counter claims and cross claims), Fla. R. Jud. Admin. 2.520(d) (stamp requirements), 2.525(c)(4)(conversion to image), Fla. Sm. Cl. R. 7.040(a)(3) (index)
20			Schedule court event and prepare and provide notices to all parties, parents or guardians, attorneys and/or bondsman	Y	Y	Y	Y	Y	N	Y		Y	Y	F.S. 903.26(1)(b) (notice to surety), F.S. 923.02 (criminal trial notice), Fla. Sm.Cl. R. 7.090(b) (set pretrial)
21			Administer oaths, acknowledgments and affidavits	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24(13) (fee) F.S. 92.50(1) (authorization)
22			Accept and/or approve civil bonds	N	N	N	N	Y	Y	Y	Y	Y	N	F.S. 28.24(19) (fee), F.S. 56.16 (officer having the execution), F.S. 72.011(3) (tax assessment challenges bond approved by court), F.S. 76.12 (attachment bond), F.S. 77.031(3) (garnishment bond by plaintiff), F.S. 77.24 (garnishment bond by garnishee), F.S. 78.065(2)(e) (replevin bond approved by court), F.S. 79.02 (habeas corpus), F.S. 83.12 (distress writ issued by court with bond approved by clerk), F.S. 713.76 (bond for release of lien on property), F.S. 733.402(1) (probate bond approval), F.S. 744.351(1) (guardianship bond approval), Fla. R. Traf. Ct. 6.340(b) (bond for affidavit in lieu of appearance)
23			Maintain small claims trial calendar and docket court minutes	N	N	N	N	N	N	Y	N	N	N	Fla. Sm. Cl. R. 7.040(a)(1) (calendar) & (2) (docket book), but see Fla. Sm. Cl. R. 7.040(b) (no minute book for small claims)
24			Reschedule court dates	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
25			Process statements of claim - Probate	N	N	N	N	N	N	N	Y	N	N	F.S. 733.703 (filing a claim in probate), Fla. Prob. R. 5.490(c) (clerk mailing claims to attorney)
26			Review case activity for appropriate entry of default upon motion	N	N	N	N	N	Y	Y	N	Y	N	Fla. R. Civ. P. 1.500(a) (request) and Fla. R. Civ. P. 1.160 (authority)
27			Prepare and/or process dismissal notices/dockets for lack of prosecution/service	N	N	N	N	N	Y	Y	Y	Y	N	Fla. R. Civ. P. 1.420(c) (court or clerk may serve notice)

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
28			Prepare small claims summary procedure judgment	N	N	N	N	N	N	Y	N	N	N	Fla. Sm.Cl. R. 7.170(a) (default against defendant for failure to appear)
29			Prepare and/or process, and issue civil writs (e.g., garnishment, replevin, attachment, distress, execution, etc.)	N	N	N	N	N	Y	Y	N	Y	N	F.S. 76.03 (writ of attachment processed by clerk), F.S. 76.12 (attachment bond approved by clerk), F.S. 77.031(1) (prejudgment garnishment), F.S. 77.041(1) (attaching notice to writ), F.S. 78.068 (replevin), F.S. 83.12 (distress writ issued by court with bond approved by clerk), Fla. R. Civ. P. 1.550 (executions), Fla. R. Civ. P. 1.570 (executions and various writs), Fla. R. Civ. P. 1.580(a) (possession of real property), Fla. R. Jud. Admin. 2.130 (appellate rules apply in trial court when exercising appellate jurisdiction), Fla. R. App. P. 9.100(e) & (f) (mandamus)
30			Process 20 year old unsatisfied writs of executions from Sheriff	N	N	N	N	N	Y	Y	N	N	N	F.S. 56.041(2)
31			Process and implement requirements set forth in administrative orders											
32			Review, accept, process and present appropriate motions and proposed orders for judicial review	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
33			Conform and provide copies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.516(g) (when clerk is required then) & (h) (transmitted by court or under its direction)
34			Prepare satisfactions of liens/judgments	Y	Y	Y	Y	Y	Y	Y	N	Y	N	F.S. 55.141(2) (execution and recording of satisfactions), F.S. 713.24 (transferring construction lien to security), F.S. 713.76 (bond for release of lien on property), F.S. 713.78(5)(b) & (13)(c)2. (towing and storage liens), F.S. 713.785(4)(b) & (8)(c)2. (mobile home towing and storage liens), F.S. 938.29(3) (satisfaction of legal assistance debt), F.S. 938.30(9) (satisfaction of criminal obligations)
35			Maintain original documents as required by Rule or Statute Link to "approved" list	Y	Y	Y	Y	Y	N	N	Y	N	N	Fla. R. Jud. Admin. 2.430 (retention), Fla. R. Jud. Admin. 2.525(c)(2)(F) (documents required to be maintained in paper form) & (c)(7) (unless cler is required to maintain as paper), Fla. R. Crim. P. 3.030(c) (judgment or sentence or required by statute to be sworn or notarized), Fla. R. Crim. P. 3.030 (b) (filing with clerk) & (c) (judgment and sentence deposited with clerk), Fla. R. Crim. P. 3.125 (sworn LEO notice to appear), Fla. R. Crim. P. 3.140(g) (information under oath), Fla. R. Crim. P. 3.160 (arraignment waiver of counsel or affidavit of indigence), Fla. R. Crim. P. 3.190(c) (motion to dismiss indictment or information), Fla. R. Crim. P. 3.190(d) (state's traverse), Fla. R. Crim. P. 3.190(i) (motion to perpetuate testimony), Fla. R. Crim. P. 3.240(b)(1) (affidavit for change of venue), Fla. R. Crim. P. 3.575 (motion to interview juror), Fla. R. Crim. P. 3.590 (motions for new trial), Fla. R. Crim. P. 3.692 (petitions to seal and expunge with affidavits and sworn statements), Fla. R. Crim. P. 3.800 (motions regarding sentences), Fla. R. Crim. P. 3.811(d)(3) (affidavit of evidence unavailability for execution stays), Fla. R. Crim. P. 3.840(a) (affidavit for order to show cause for indirect criminal contempt), Fla. R. Crim. P. 3.850(c) (motion to correct sentence to be under oath), Fla. R. Crim. P. 3.851(e) (motion for collateral relief from death sentence need not be under oath but rather certified by the attorney), Fla. R. Crim. P. 3.853(b) (motion for post-conviction DNA testing under oath), Fla. R. Crim. P. 3.984 (form for indigency requires attestation), Fla. R. Crim. P. 3.987(7) (form for post-conviction relief must be under oath), Fla. R. Crim. P. 3.989 (form for seal and expunge must be under oath), Fla. R. Civ. P. 1.570 (form for seal and expunge must be under oath), Fla. R. Civ. P. 1.580(a) (possession of real property), Fla. R. Jud. Admin. 2.130 (appellate rules apply in trial court when exercising appellate jurisdiction), Fla. R. App. P. 9.100(e) & (f) (mandamus), Fla. Prob. R. 5.043 (wills and codicils), Fla. Fam. L. R. P. 12.025(b) (termination of parental rights documents exempt from 2.525(c)), AOSC 16-14
36			Provide copies of applicable final judgments to Child Support Depository	N	N	N	N	N	N	N	N	Y	Y	F.S. 61.08(10)(d)1. (minor child w/ alimony not paid through the depository), F.S. 61.13(1)(d)2. (support not immediately deducted), F.S. 61.1301(1)(a) (income deduction order made through depository)
37			Process case transfers to other counties	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	F.S. 28.242 (service charge earned even if wrong venue), Fla. R. Civ. P. 1.060 (transfer authorized), Fla. R. Civ. P. 1.170(j)(demand exceeding jurisdiction and method), Fla. Fam. L. R. P. 12.060 (utilize 1.060)
			Serve examining committee reports via electronic or U.S. mail on petitioner and alleged incapacitated's attorney. Docket certificate of such service.	N	N	N	N	N	N	N	Y	N	N	F.S. 744.331(3)(h)
38			Process guardianship orders for payment of expert examinations/testimony	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(1) (custodian of guardianship files)
39			Process guardianship orders for payment of examining committee and court appointed attorney	N	N	N	N	N	N	N	Y	N	N	F.S. 744.331(7) (entitlement to fees), F.S. 744.368(1) (custodian of guardianship files)
40			Provide copies of incapacity and appointment of guardian to interested parties	N	N	N	N	N	N	N	Y	N	N	Fla. R. Civ. P. 2.516(g) (when clerk is required then) & (h) (transmitted by court or under its direction)
41			Process professional guardian files, including maintenance of guardianship bonds, continuing education, and fingerprints	N	N	N	N	N	N	N	Y	N	N	F.S. 744.3135 (background check by court, including fingerprints), F.S. 744.3145 (educational requirements), F.S. 744.351 (bonds),
42			Prepare notice to guardians re: Inventory Due and dates for guardianship report	N	N	N	N	N	N	N	Y	N	N	
43			Audit appointed guardians inventory of the ward's assets	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(3) (audit report)
44			Review guardian's annual plan for the ward's care	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(1)(a)-(e) (annual plan for the person elements)

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
45			Audit guardian's annual accounting of the ward's receivables and expenditures; request additional info and issue subpoenas etc.	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(3) (audit report) F.S. 744.368 (5)-(7) (Issue subpoenas)
46			Prepare Clerk Report for annual guardianship report	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(2) (upon review of report), F.S. 744.368(4) (report not timely filed), F.S. 744.369(1) (court review of clerk's report)
47			Prepare orders regarding guardianship report	N	N	N	N	N	N	N	Y	N	N	
48			Review and prepare guardianship status reports/orders to court	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(2) (upon review of report), F.S. 744.368(4) (report not timely filed), F.S. 744.369(1) (court review of clerk's report)
49			Process petitions for guardian's fees; alert judge of extraordinary entries and draft proposed order	N	N	N	N	N	N	N	Y	N	N	F.S. 744.108 (guardian's and attorney's fees)
50			Process guardianship petitions for attorney's fees, alert judge of extraordinary entries	N	N	N	N	N	N	N	Y	N	N	F.S. 744.108 (guardian's and attorney's fees), F.S. 744.368 (report review), F.S. 744.444(16) (attorney's fees subject to approval in annual accounting)
51			Complete checklist upon receipt of closing document	N	N	N	N	N	N	N	Y	N	N	F.S. 744.108 (guardian's and attorney's fees), F.S. 744.368 (report review), F.S. 744.444(16) (attorney's fees subject to approval in annual accounting), F.S. 744.527 (guardianship final report review), Fla. Prob. R. 5.670(c) (final report change of domicile), Fla. Prob. R. 5.680(c) (final report other termination)
52			Process order of discharge to estate and guardianship case	N	N	N	N	N	N	N	Y	N	N	F.S. 733.901 (discharge of PR, probate), F.S. 735.206(2), (3) & (4) (order of summary administration), F.S. 744.531 (order of discharge, guardianship), Fla. Prob. R. 5.400(e) (order of discharge, probate), Fla. Prob. R. 5.680(g) (order of discharge, guardianship)
53			Process order for registry of court deposit/disbursements	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 28.24(10) (fee for receiving money), F.S. 28.33 (investment of and interest on registry money), F.S. 43.18 (withdrawals), F.S. 43.19 (unclaimed funds paid to court), F.S. 45.031 (funds from judicial sales), F.S. 45.032 (funds from judicial sales), F.S. 45.035 (clerk's fees from judicial sales), F.S. 56.27(2)(b) (surplus from execution sale), F.S. 69.041 (DoR right to participate in mortgage foreclosure proceeds), F.S. 72.011(3) (tax assessment challenges), F.S. 73.111 (deposit upon eminent domain judgment), F.S. 74.051(4) (deposit and investment upon eminent domain pre-take order), F.S. 77.082 (garnishee deposit after no reply), F.S. 79.02 (habeas corpus), F.S. 83.232 (tenant rent), F.S. 83.61 (disbursement of tenant rent), F.S. 83.60(2) (tenant rent), F.S. 83.61 (disbursement of tenant rent), F.S. 85.031(2) (sale of repair materials), F.S. 116.21 (disposition of unclaimed funds), F.S. 173.07 (tender to defend against tax foreclosure), F.S. 173.11 (surplus of tax foreclosure sale), F.S. 440.09(4)(c) (worker's comp benefits on appeal), F.S. 475.709(5) (commercial real estate commission), F.S. 475.711(2) (commercial real estate commission), F.S. 520.07(10)(b) (motor vehicle contract dispute), F.S. 559.917(1)(a) (cash posted for motor vehicle repair dispute), F.S. 697.07(4) (deposit of assigned rents during foreclosure), F.S. 713.11 (sale proceeds from sale of real property improvement), F.S. 713.24(1) (claim of lien transferred to security), F.S. 713(5)(b) (owner challenging vehicle or vessel towing charges), F.S. 716.02 (escheats to state), F.S. 718.117(17)(b) (interpleader of proceeds upon condominium termination), F.S. 718.401(1)(d)1. (condominium leasehold rent challenge), F.S. 719.401(1)(d)1. (cooperative leasehold rent challenge), F.S. 744.534(2)(a) (termination of guardianship), F.S. 775.089(11)(a) (court ordered restitution collection and disbursement), F.S. 775.089(12)(b)4.c. (income deduction order restitution collection and disbursement).
54			Process judicial sale orders, to include service to all parties	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031(1)(a) (court may order sale by clerk) and (c) (copies judgment to be furnished by clerk)
55			Process cancellations and resets of judicial sales	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (2) (publication of sale and enlargement of time)
56			Calendar, monitor, and perform judicial sales (electronic or courthouse steps)	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (3) (conduct of sale and service charge for making sale)
57			Compute and collect good faith deposit and remainder bid amount on judicial sales	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (3) (5% deposit)
58			Prepare and/or process, and serve certificate of sale or no sale	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (4) (certificate of sale)
59			Compute and collect documentary stamps, and/or prepare Certificate of Title, and send to be recorded in Official Records	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (5) (certificate of title), F.S. 201.02 (doc stamps)
60			Disburse proceeds, determine amount of surplus funds, and appoint trustee from qualified list	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (7)(a) (disburse proceeds, certificate of disbursements and determination of surplus), F.S. 45.032 (3)(c) (appointment of trustee),
61			Terminate appointment if surplus funds remain unclaimed after statutory period and process as unclaimed property	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.032 (4) (termination of trustee),
62			Process drivers license suspensions for statutory reasons	Y	Y	Y	Y	Y	N	N	N	N	N	318.15 (1)(a) (suspension for failing to comply), F.S. 322.245(3) (failure to comply with court directives) & (5)(a) (notice from clerk failure to pay financial obligation), Fla. R. Traf. Ct. 6.590 (failure to complete school)
63			Prepare and process drivers license clearances and/or reinstatements	Y	Y	N	Y	Y	N	N	N	Y	N	F.S. 318.15(2), F.S. 322.245(4), F.S.322.29(2)

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
64			Add Victim/Witness names and addresses, as appropriate, in local Case Maintenance System	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 316.066(1)(b)4. (witnesses on long form) & (c)4. (witnesses on short form), Fla. R. Civ. P. 1.410(a) (subpoena may be issued by clerk or attorney), Fla. R. Civ. P. 1.410(b)(2) (subpoena shall be issued by clerk upon request of attorney or party), Fla. R. Crim. P. 3.361(a) (subpoena may be issued by clerk or attorney), Fla. R. Crim. P. 3.361(b)(2) (subpoena shall be issued by clerk upon request of attorney or party), Fla. R. Traf. Ct. 6.150(a) (civil and criminal procedure for attendance of witnesses govern traffic cases)
65			Process, docket and image Affidavit for Statutory Election; review for eligibility and grant or deny	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 318.14(10) and F.S. 322.34(11)
			Determine eligibility for clerk's dismissal of certain traffic infractions	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 318.18(2)(b)1., 2., and 3. (valid registration, valid DL, and valid security)
			Determine eligibility for clerk's dismissal of certain medical marijuana infractions	Y	Y	Y	N	N	N	N	N	N	N	F.S. 381.986(12)(e)2. (medical marijuana use registry ID card)
66			Accept and track posted bond (Surety, Property, ROR or Cash)	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.105 (cash appearance), F.S. 903.16 (cash or bonds, appearance), F.S. 903.17 (money or bonds for other bail), F.S. 903.18 (surety for money or bonds), F.S. 903.21 (exoneration on surrender), F.S. 903.26 (notice and forfeiture process, including automatic clerk discharge), F.S. 903.27 (judgment process), F.S. 903.28 (remission process, clerk as party), F.S. 903.286 (return of cash bond), F.S. 903.31 (bond cancellation)
67			Retrieve, docket and image defendant motor vehicle history from DHSMV	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 119.0712(2)(b) (confidential information covered by MOU)
68			Prepare, issue, sign and seal capias for all State Attorney initiated cases; Certify and distribute copies for sheriff's service.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 932.48 (docket information and issue capias)
69			Process original/amended charging documents filed by State Attorney	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 932.48 (docket information and issue capias)
70			Process Affidavit of Defense or Admission and Waiver of Appearance for hearings	N	Y	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.340(a) (affidavit in lieu of appearance)
71			Process/Post bond in lieu of appearance - (Civil traffic hearings only)	N	N	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.340(b) (bond for affidavit in lieu of appearance)
72			Process Order to Set, Modify or Reduce Bond; Add/Update bond data	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.03 (setting bail), F.S. 903.035(2) (hearing for modification), F.S. 903.047(2) (condition modification), F.S. 903.0471 (revocation)
73			Process, docket and image Affidavit Electing Traffic School and completion certificate	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 28.24(8) (writing any paper), F.S. 318.14(9) (traffic school election), Fla. R. Traf. Ct. 6.340(a) (traffic school election), Fla. R. Traf. Ct. 6.360(b) (enlargement of time)
74			Withdraw warrants remaining unserved after applicable timeframe	N	Y	N	Y	N	N	N	N	N	N	F.S. 28.32 (destruction of instrument executed to secure performance or non-performance of act after 20 years), F.S. 775.15 (statute of limitations on crimes)
75			Maintain on site, as space allows, non-evidentiary paper documents which require retention, or send to records storage facility for safekeeping	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430 (retention), Fla. R. Jud. Admin. 2.525(c)(2)(F) (documents required to be maintained in paper form) & (c)(7) (unless clerk is required to maintain as paper), Fla. R. Crim. P. 3.030(c) (judgment or sentence or required by statute to be sworn or notarized), Fla. R. Crim. P. 3.030 (b) (filing with clerk) & (c) (judgment and sentence deposited with clerk), Fla. R. Crim. P. 3.125 (sworn LEO notice to appear), Fla. R. Crim. P. 3.140(g) (information under oath), Fla. R. Crim. P. 3.160 (arraignment waiver of counsel or affidavit of indigence), Fla. R. Crim. P. 3.190(c) (motion to dismiss indictment or information), Fla. R. Crim. P. 3.190(d) (state's traverse), Fla. R. Crim. P. 3.190(i) (motion to perpetuate testimony), Fla. R. Crim. P. 3.240(b)(1) (affidavit for change of venue), Fla. R. Crim. P. 3.575 (motion to interview juror), Fla. R. Crim. P. 3.590 (motions for new trial), Fla. R. Crim. P. 3.692 (petitions to seal and expunge with affidavits and sworn statements), Fla. R. Crim. P. 3.800 (motions regarding sentences), Fla. R. Crim. P. 3.811(d)(3) (affidavit of evidence unavailability for execution stays), Fla. R. Crim. P. 3.840(a) (affidavit for order to show cause for indirect criminal contempt), Fla. R. Crim. P. 3.850(c) (motion to correct sentence to be under oath), Fla. R. Crim. P. 3.851(e) (motion for collateral relief from death sentence need not be under oath but rather certified by the attorney), Fla. R. Crim. P. 3.853(b) (motion for post-conviction DNA testing under oath), Fla. R. Crim. P. 3.984 (form for indigency requires attestation), Fla. R. Crim. P. 3.987(7) (form for post-conviction relief must be under oath), Fla. R. Crim. P. 3.989 (form for seal and expunge must be under oath), Fla. R. Civ. P. 4.460 (documents required to be maintained in paper form), Fla. R. Civ. P. 4.460 (post judgment habeas corpus governed by 3.850), Fla. Prob. R. 5.043 (wills and codicils), Fla. Fam. L. R. P. 12.025(b) (termination of parental rights documents exempt from 2.525(c)), AOSC 16-14
76			Monitor data integrity and quality of business process results for precision and timeliness; implement corrective action as needed.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
77			Process case/charge dispositions/closures	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.516(h) (transmitted by court or under its direction)
78			Send final orders, dismissals, and Public Defender Liens to Recording	Y	Y	N	Y	N	Y	Y	Y	Y	N	F.S. 28.222(3)(b) (recording upon payment of fee)
79														

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal			Traffic	Civil					Authority
				Circuit	County	Juvenile		Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
80		Create and maintain child support/alimony depository record											F.S. 61.181
81			Input and maintain personal and financial information into state wide depository system, including amount of support due, schedule of payments ordered, payments received; maintain account balances	N	N	N	N	N	N	N	Y	N	F.S. 61.181(3)(a), F.S. 61.1826
82			Update system with supplemental orders/judgments, adjust balances as ordered	N	N	N	N	N	N	N	Y	N	F.S. 61.181(3)(a)6., F.S. 61.1826
83			Perform balance adjustments relative to financial intercepts relative to workers compensation, lottery proceeds, unemployment benefits, etc.	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
84			Track emancipation of dependents and adjust obligation accordingly	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
85			Receipt Payments, (purge, over counter, lockbox) and reconcile daily balances	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
86			Respond to customers inquiries regarding payments, balances, and enforcement options	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
87			Process request for driver license suspension for non-payment of support, including preparation of notice of delinquency, processing motion to contest, and sending suspension notice to DHSMV if applicable.	N	N	N	N	N	N	N	Y	N	F.S. 61.13016 (notice of intent to suspend, etc.), F.S. 61.14(6)(a)1., F.S. 322.058
88			Track unpaid balance of any arrearage due, prepare applicable Notice of Delinquency, process Motion to Contest Delinquency, and prepare applicable Final Judgment of Delinquency; send to Official Records for recording.	N	N	N	N	N	N	N	Y	N	F.S. 61.14(6)(a) & (b)
89			Provide payoff statement as requested; Prepare and send Satisfaction of Judgment to Official Records for recording upon full payment	N	N	N	N	N	N	N	Y	N	F.S. 61.14(6)(f)1., F.S. 61.14(6)(f)2
90			Prepare Income Deduction Orders upon request	N	N	N	N	N	N	N	N	N	F.S. 61.1301 (income deduction orders, no clerk preparation mentioned)
91			Perform audits on depository accounts	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
92			Process arrest orders for non-payment of support; Prepare Writ of Bodily Attachment; coordinate hearings within 24 hours of arrest	N	N	N	N	N	N	N	N	N	F.S. 61.11(2)(b)
93			Reconcile and prepare reports	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
94			Prepare Title IV-D invoice and submit to DOR monthly	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
95			Prepare and participate with annual audit (IV-D, DOR)	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
96			Evaluate and prepare Indirect Cost Calculation	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
97			Establish, maintain, and monitor Random Moment Sampling for federal reimbursement IV-D cost allocation	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
98													
99													
100		Determine indigent status											F.S. 27.52, F.S. 57.082, and F.S. 57.085
101			Provide and review application for determination of indigency; document indigent status in case maintenance system	Y	Y	Y	Y	N	Y	Y	Y	Y	F.S. 27.52, F.S. 57.082, and F.S. 57.085
102			Assess and waive filing fees, if indigent, for tracking purposes establish payment plan for costs, etc.	N	N	N	N	N	Y	Y	Y	N	F.S. 27.52, F.S. 57.081, F.S. 57.082, and F.S. 57.085
103			Time stamp Application for Criminal Indigent Status to Appoint Public Defender and verify for completeness.	Y	Y	Y	Y	N	N	N	N	N	F.S. 27.52
104			Review state motor vehicle title records and property records in the county of residence to determine disqualifying factors for assignment of Public Defender	N	N	N	N	N	N	N	N	N	F.S. 27.52(2)(a)2.
105			Review and complete the Clerk's Determination Certification as indigent or not indigent; Notify public defender of the assignment if applicable and assess mandatory Public Defender application fee.	Y	Y	Y	Y	N	N	N	N	N	F.S. 27.52(1)(b) (fee), F.S. 27.52(2)(c)1. (determination)
106													
107													
108		Prepare for and attend court											F.S. 28.212; 34.031
109			Create and update court calendar, obtain and prepare case files including companion/related cases	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 43.26(2)(d) (chief judge may require may require attendance of clerks, but see, <i>Morse v. Moxley</i> , 691 So.2d 504 (Fla. 5th DCA 1997) for limitation of this power)
110			Prepare and/or distribute court docket	Y	Y	Y	Y	Y	N	Y	Y	Y	F.S. 28.211 (preparation of progress docket)
111			Provide copies of all court calendars to Judges, State Attorney, Public Defender, Private Attorneys, Booking, Department of Juvenile Justice, Department of Children/Families, State Probation, County Probation and Bailiffs	Y	Y	Y	Y	Y	N	N	N	Y	F.S. 903.26(1)(b) (notice to surety), F.S. 923.02 (sounding of the docket and clerk sending notice in criminal cases)
112			Prepare lists for prisoner transfers from jail	Y	Y	Y	Y	N	N	N	N	N	
113			Attend court sessions, hearings and trials	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 43.26(2)(d) (chief judge may require may require attendance of clerks, but see, <i>Morse v. Moxley</i> , 691 So.2d 504 (Fla. 5th DCA 1997) for limitation of this power)
			Accept, secure and file recording of non-criminal traffic hearing made by party	N	N	N	N	Y	N	N	N	N	Fla. R. Traf. Ct. 6.460(b) (clerk shall secure and file hearing recording upon immediate delivery by party)

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
114			Review Written Pleas of Not Guilty and Waiver of Arraignment and continue case to next applicable court event reading of the charges	Y	Y	N	Y	Y	N	N	N	N	N	Fla. R. Crim. P. 3.160(a) (waiver by attorney and cancellation of arraignment)
115			Prepare form and process oral motions/orders to determine confidentiality	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(h)(3) (hold as confidential until written order)
116			Administer oaths	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 34.13(6) (oath for municipal ordinance violations), F.S. 90.605 (1) (witness required to take oath), F.S. 92.50(1) (clerk allowed to administer oath)
117			Process hearing continuances/resets	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Fla. R. Civ. P. 1.460 (motion for continuance), Fla. R. Crim. P. 3.190(f) (motion for continuance)
118			Create next court event for all continuances; Provide notice to defendant, parent or guardian, attorney of record and bondsman (if applicable)	Y	Y	Y	Y	Y	N	Y	N	N	Y	F.S. 903.26(1)(b) (notice to surety), F.S. 923.02 (sounding of the docket and clerk sending notice in criminal cases)
119			Empanel jury	Y	Y	N	Y	N	Y	Y	Y	N	N	F.S. 40.001 (chief judge may assign additional duties), F.S. 92.50(1) (oaths may be administered by clerk), Standard Jury Instructions - Civil Cases 101.1 & 101.2
120			Swear/poll jury	Y	Y	N	Y	N	Y	Y	Y	N	N	Fla. R. Crim. P. 3.440 (clerk reads verdict to jurors looking for any disagreement), Fla. R. Crim. P. 3.450 (on motion the court shall cause the jurors to be polled)
121			Accept, label, log and maintain chain of custody of exhibits/evidence	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
122			Read verdict	Y	Y	N	Y	N	Y	Y	Y	N	N	Fla. R. Crim. P. 3.440 (clerk reads verdict to jurors looking for any disagreement)
123			Prepare and/or process final judgment/orders	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.29 (recording civil final judgments)
124			Deliver evidence to vault for storage	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 and Fla. R. Civ. P. 1.450(b)
125			Prepare and process (out of county) judge reassignment case - (Due to judicial absence, disqualification or recusal reason)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.260(g) (clerk duties on change of venue)
126			Prepare and docket court minutes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.212 (clerk may keep minutes)
127			Complete, Process and Distribute court minutes/case dispositions	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.212 (clerk may keep minutes)
128														
129														
130		Process case after court decision												F.S. 28.211 and 28.29
131			Prepare final judgment/orders for injunctions for protection and child pick up	N	N	N	N	N	N	N	N	Y	Y	F.S. 741.30(8) (clerk to furnish forms, includes a myriad of other duties for domestic violence cases), F.S. 784.0485(2)(c) (provide simplified forms and brochures and copies of the order of injunction in stalking cases)
132			Prepare service packet for injunctions for protection/child pick up orders and forward to law enforcement for service	N	N	N	N	N	N	N	N	Y	Y	F.S. 741.30(8) (clerk to furnish forms, includes a myriad of other duties for domestic violence cases, including forwarding orders to law enforcement), F.S. 784.0485(2)(c) (provide simplified forms and brochures and copies of the order of injunction in stalking cases)
133			Publish Grand Jury Indictment	Y	Y	N	Y	N	N	N	N	N	N	Fla. R. Crim. P. 3.140(l) (indictment in custody of clerk) & (m) (clerk to release to defendant)
134			Process Deferred Prosecution Agreement; Dispose court event; Dispose case in local Case Maintenance System; Provide copies to defendant, attorney of record, booking (if incarcerated) and bondsman (if applicable)	Y	Y	Y	Y	N	N	N	N	N	N	
135			Process restitution order; Add restitution assessment, if applicable	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 960.001(1)(j) (clerk to make enforcement info available if restitution converted to civil lien or judgment), F.S. 985.437(3) (clerk the receiving and dispensing agent for juvenile restitution), Fla. R. Crim. P. 3.986 (judgment and sentence contains provision for payment to clerk)
136			Prepare, process and distribute bond forfeiture notices and documents	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.26(2)(a)
137			Process court ordered DL suspensions	Y	Y	Y	Y	Y	N	N	N	N	N	318.15 (1)(a) (suspension for failing to comply), F.S. 322.245(3) (failure to comply with court directives) & (5)(a) (notice from clerk failure to pay financial obligation), F.S. 832.09(2) (clerk to notify DHSMV of worthless check suspension), Fla. R. Traf. Ct. 6.590 (failure to complete school)
138			Prepare, process and distribute court ordered Failure to Appear Capias and Order to Take into Custody; prepare and process withdrawal as appropriate	Y	Y	Y	Y	N	N	N	N	Y	N	F.S. 938.30(2) (failure to appear at hearing for criminal financial obligations), Fla. R. Crim. P. 3.131(j) (clerk to issue capias on indictment or information) & (k) (clerk to issue capias on summons), Fla. R. Crim. P. 3.730 (clerk to issue capias to bring defendant before court)
139			Prepare and certify Judgments Assessing Costs, and send for recording in Official Records	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 938.27(1) (costs to be included in every judgment) & (6) (clerk to collect and disburse costs), F.S. 938.29(2)(b) (legal assistance costs), F.S. 939.185(1)(a) (county additional costs)
140			Prepare and e-Serve clearance forms to DHSMV at Court Assist regarding financial obligation payoffs not filed on UTC	Y	Y	N	Y	N	N	N	N	N	N	F.S. 322.245(5)(b) (clerk to provide affidavit of satisfaction) (no e-serve or court assist required)
141			Process disposition orders/court minutes; Serve parties with copies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
142			Prepare and send Satisfaction of Judgment for recording upon full payment	Y	Y	Y	Y	Y	N	N	N	Y	N	F.S. 55.141(1) (payment to the registry) & (2) (clerk to execute and record satisfaction)

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
143			Provide, process and distribute applicable forms (e.g. Dispositions, PD Applications, Plea Forms, Notice of Fines and Costs)	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 27.52(1) (PD form created by CCOC and approved by Supreme Court)
144			Process and respond to bond remission motions	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.28(1)-(6) (remission motions), F.S. 903.28(10) (clerk may hire attorney for remission process), F.S. 903.28(10) (clerk is real party in interest)
145			Process bond remission orders to finance	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.28(1)-(6) (remission motions and orders)
146			Prepare, record, process and disburse certified copies of Financial Obligations Converted to Judgment Lien, Disposition Orders and Department of Corrections Judgment and Sentencing Commitment Packets; Add sentence data in local Case Maintenance System	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 938.30(9) (clerk to enforce supplemental criminal obligations), Fla. R. Crim. P. 3.670 (clerk to serve within 15 days, or hand deliver in court, a copy of judgment and sentence)
147			Prepare, docket, image and provide booking with Jail/DOC/DJJ Commitment Orders	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 944.17(4) (clerks to use DOC commitment form to issue commitments), F.S. 985.442(2) (DJJ commitment documents), Fla. R. Crim. P. 3.810 (commitment to have certified copy of sentence, and a return to court)
148			Prepare, docket, image and process court ordered Vehicle Impound/Immobilization Notice for DUI's; Check DHSMV for lien holder data on vehicles owned by defendant; Provide copy of form to defendant, Probation Officer, Attorney of Record and lien holder (if applicable)	Y	Y	N	Y	N	N	N	N	N	N	F.S. 316.193(6)(d) (clerk to provide notice)
149			Apply and track all statutory financial assessments; enter minimum mandatory court assessment if not ordered by Court; Notify defendant, Probation (if necessary) and attorney of record of all assessment adjustments.	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 28.2457(1)(a) mandatory assessments shall be imposed)
150			Process Order Adjudicating Defendant; Provide certified copies of the Order, Arrest Report, Information and Psychological Evaluations to the Forensic Program Coordinator(s), State Attorney, Attorney of Record, and the local Sheriff's Office; add or update data in FDLE MECOM	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 790.065(2)(a)4.c.(i) (clerk to report to FDLE within 1 month) & (ii) (clerk to report to FDLE within 24 hours), Fla. R. Crim. P. 3.670 (clerk to serve within 15 days, or hand deliver in court, a copy of judgment and sentence)
151			Add evidence data in local Case Maintenance System; Prepare evidence for storage and transfer to custody of Evidence Management Dept.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
152			Monitor Community Service Hours	N	Y	N	Y	Y	N	N	N	N	N	F.S. 28.246(1)(d) (clerk to report to CCOC and Legislature money converted to community service), F.S. 318.18(8)(b)3.a. (clerk notified of community service hours) & b. (clerk to certify completion to court), F.S. 1003.29 (clerk to notify school of anything involving school, including community service hours)
153			Prepare and/or review check requests for financial processing	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	
154			Review and apply cash bonds to all unpaid court fees, court costs, and criminal penalties or prepare check request to return deposit	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 903.286
155			Link civil contraband forfeiture and criminal case to apply contraband surplus	Y	Y	N	Y	N	Y	N	N	N	N	F.S. 895.09 (RICO forfeitures)
156			Send final orders and dismissals to Recording	Y	Y	N	Y	N	Y	Y	Y	Y	N	F.S. 28.222(3)(b) (recording upon payment of fee)
157														
158														
159		Process Reopened Cases												F.S. 28.241
160			Receive reopening petition/motion and update status in case maintenance system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.241 (reopen fees and exemptions), Fla. R. Civ. P. 1.540 (relief from orders)
161			Review case for type of reopen and time frame to determine assessment of fee and assess as appropriate	N	N	N	N	N	Y	Y	Y	Y	Y	F.S. 28.241 (reopen fees and exemptions), Fla. R. Civ. P. 1.540 (relief from orders)
162			Prepare, docket, image and e-File Modification/Probation Orders and Subsequent Commitment documents (including verification form with DOC)	Y	Y	N	Y	N	N	N	N	N	N	AOSC14-18
163			Process request for traffic hearing up to 180 days post disposition (including those filed as counts within criminal case)	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 318.14(7)(a) (certification to DHSMV 10 days after disposition) & (b) (if certification more than 180 days after final hearing or payment DHSMV may modify suspension); F.S. 318.15(1)(c) (may request a hearing up to 180 days regardless of court or DHSMV suspension), Fla. R. Traf. Ct. 6.325 (speedy trial)
164			Reinstitute case processing activities/tasks as applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.241 (reopen fees and exemptions), Fla. R. Civ. P. 1.540 (relief from orders)
165														
166														
167		Seal/Expunge	Provide forms and ministerial support for Sealing and/or Expunging Cases; Ensure all court ordered assessments relative to case are paid in full.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 943.0585 (court ordered expunction, with clerk to provide copies, not assistance), F.S. 943.059 (court ordered sealing, with clerk to provide copies, not assistance), Fla. R. Crim. P. 3.692(e) (clerk's duties, which do not include forms and assistance), Fla. R. Crim. P. 3.989 (the forms, with no mention of clerk assistance)

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
168			Process Petition to Seal/Expunge, Affidavit, Certificate of Eligibility and Order to Seal/Expunge; Cashier mandatory service fee	Y	Y	Y	Y	N	N	N	Y	Y	Y	F.S. 28.24(25) (fee for sealing or expunging court file), Fla. R. Jud. Admin. 3.692 (processing and clerk's duties), Fla. Fam. L. R. P. 12.280(e) (Request to seal family cases), Fla. Fam. L. R. P. 12.400 (Request to seal family cases)
169			Remove or seal case and images upon receipt of Order to Expunge/Seal; Provide certified copies to all parties listed in the Order or by Rule	Y	Y	Y	Y	N	N	N	Y	Y	Y	F.S. 943.0585(3)(b) (certified copies of order to expunge to agencies), F.S. 943.059(3)(b) (certified copies of order to seal to agencies), Fla. R. Jud. Admin. 2.420(e)-(g) (procedure for confidentiality of various cases), Fla. R. Crim. P. 3.692 (processing and clerk's duties)
170														
171		Prepare Record for Appealed Cases												F.S. 28.241 and Fla. R. App. P. 9.200(d)
172			File and time stamp Notice of Appeal, send to be recorded if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.040(g)(original petition see 9.100(f), filing fee see 9.130(b))
177			Provide certified copy of Notice of Appeal and Notice of Appeal Transmittal Form to DCA or Supreme Court (Circuit Court to DCA or Circuit Court to Supreme Court)	Y	N	Y	N	N	Y	N	Y	Y	Y	Fla. R. App. P. 9.040(g)
178			Provide a certified copy of Notice of Appeal to Circuit Court (County Court to Circuit), and, if applicable, the petition in 9.030(c)(2) and (3) cases	N	Y	N	Y	Y	N	Y	N	N	N	Fla. R. App. P. 9.040(g) (notice of appeal), Fla. R. App. P. 9.100(f) (petition)
173			Determine and ensure compliance with timelines	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.110(e) (final order appeals record time), Fla. R. App. P. 9.140(f) (criminal appeals record time), Fla. R. App. P. 9.141(b)(2)(A) (post-conviction immediate record time), Fla. R. App. P. 9.142(a)(1)(A) (death penalty record time by chief judge), Fla. R. App. P. 9.142(d)(2)(C) (3.851(i) cases), Fla. R. App. P. 9.146(g) (juvenile dependency), Fla. R. App. P. 9.147(c) (parental notice), Fla. R. App. P. 9.160(g) (county court decisions), Fla. R. App. P. 9.170(c) (probate and guardianship cases)
184			File, process, and comply with documents/orders filed from the appellate courts	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.040(a) (appellate courts have jurisdiction as necessary for a complete determination of cause), Fla. R. App. P. 9.600(a) (jurisdiction of appellate court and lower tribunal)
174			Select and number documents, prepare index, prepare cost estimate, collect deposit (unless determined indigent)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24(2) (service charge), Fla. R. App. P. 9.200(d)
175			Prepare record on appeal, redact, and transmit index and record to appellate court	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.100(i) (no record in original proceedings unless ordered by the court), Fla. R. App. P. 9.141(b)(2)(A) & (B) (post-conviction record and index), Fla. R. App. P. 9.142(a)(1)(B) (death penalty record), Fla. R. App. P. 9.130(d) (no record in non-final order cases unless ordered by the court), Fla. R. App. P. 9.200
182			Compile a redacted trial transcript and/or an unredacted trial transcript into a single PDF file that is text searchable and paginated to correspond with the master trial index pursuant to Appellant Court AO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.200(d)
176			Prepare supplemental records	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.200(f)
179			Review case filings for exempt or confidential data and ensure all images are scanned accurately; Update confidential docket descriptions (if necessary)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(d), Fla. R. Jud. Admin. 2.525(c)(4), Fla. R. App. P. 9.200(d)
180			Copy exhibits; Provide physical evidence only (when required to DCA)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.200(a)
183			File, send for recording if applicable, and distribute copies of mandates	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.420(b)(2) (service of copies by clerk acting in appellate capacity), Fla. R. App. P. 9.340 (mandate)
185														
186		Perform Records Management/Retention												F.S. 28.30
187			Maintain, catalog, and archive documents and files in environmentally controlled facility, regardless of media (e.g. films, CD's, tapes, computer media)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention), Fla. R. Crim. P. 3.030 (b) (filing with clerk) & (c) (judgment and sentence deposited with clerk)
188			Transport documents and files to and from offsite storage/courthouse	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention)
189			Prepare files and convert to non-paper format	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention), Fla. R. Jud. Admin. 2.525(c)(4) (automatic conversion of new documents) & (7) (discretionary conversion of old documents)
190			Verify, process, and destroy paper files/documents following conversion	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention), Fla. R. Jud. Admin. 2.525(c)(4) (automatic conversion of new documents), (6) (return or destroy after conversion), & (7) (discretionary conversion of old documents)
191			Sanitize/redact historical case file/images	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420
192			Microfilm, microfiche and/or image filings	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(a) (allows the clerk to store on microfilm, etc.) & (c)(2) (provides that the official electronic court file may be supplemented by nonelectronic documents)
193			Review case files to identify eligible cases for destruction (Confirm case is closed; Confirm payment received in full or judgment recorded; Ensure case does not contain an active process; Confirm no case activity for various term limits set forth in retention rules	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430, Fla. R. Traf. Ct. 6.575

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
194			Prepare form for destruction	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430, Fla. R. Traf. Ct. 6.575
195			Destroy eligible cases	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430, Fla. R. Traf. Ct. 6.575
			Administratively dismiss and dispose civil traffic UTC's with outstanding suspensions after 7 years; Notify the Department of Highway Safety and Motor Vehicles	N	N	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.575
196														
197														
198														
199		Perform Evidence Management/Retention												F.S. 28.213 and Fla. R. Civ. P. 1.450(b)
200			Ensure evidence rooms contain layered security with climatic controlled equipment and a fire suppression system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
201			Receive and inventory evidence from court clerk and catalog	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
202			Place into secure evidence vault	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
203			Mark confidential evidence appropriately to prevent inadvertent release	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(d) (clerk to maintain confidentiality of information)
204			Maintain a dual verification chain of custody process	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
205			Enter or update all evidence with storage location in the evidence tracking system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
206			Perform periodic inventory of physical evidence	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
207			Review Department of Corrections website for date of death of defendant sentenced to Life/Death	Y	N	N	N	N	N	N	N	N	N	F.S. 28.213 (3 years if no possibility of appeal), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits disposed as provided by law)
208			Review and maintain evidence retention requirements	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 (3 years if no possibility of appeal), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits disposed as provided by law) & (2) (all other exhibits)
			Prepare, process and provide Notice of Intention to Dispose of or Destroy for all introducing/interested parties in the case	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430(f) (notice) & (g) (disposition without destruction)
209														
210			Prepare, process, and provide all required forms, motions, and proposed orders for release/return/disposition of evidence	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 (criminal exhibits), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits) and (2) (all other exhibits), Fla. R. Jud. Admin. 2.430(g) (disposition without destruction)
211			Process return of original documents at the direction of the court	N	N	N	N	N	Y	Y	N	N	N	Fla. R. Civ. P. 1.450(b)
			Prepare and process Petition to Transfer Evidence and an Evidence Chain of Custody form for criminal convictions involving firearms, weapons, obscene materials, narcotics or medication, etc. to transfer custody to Sheriff's Dept.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 847.011(7) (obscene materials), F.S. 790.08(2) (weapons), F.S. 893.12(1) (controlled substances)
212														
213			Conduct CCIS security check prior to returning firearm to individual pursuant to the Gun Control Act	Y	Y	Y	Y	N	N	N	N	N	N	18 U.S.C. 922(d)
			Return weapons, electric weapons or devices, or arms to any person acquitted of offenses within 60 days from and after the acquittal or dismissal upon filing of motion and issuance of court order; prepare forms and secure signatures ; If defendant fails to retrieve item must be transferred to Sheriff	Y	Y	Y	N	N	N	N	N	N	N	F.S. 790.08(3)
214														
215			Review and arrange for disposal of biohazard evidence with the local fire department; contact specialized vendor and pay destruction fees	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	F.S. 403.703(2) (biomedical waste), (13) (hazardous waste), & (37) (storage), F.S. 403.727 (violations of hazardous waste storage and disposal rules and penalties)
			Prepare and process Petition to Sell Unclaimed Evidence (Auction)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 (clerk to sell evidence with monetary value), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits) and (2) (all other exhibits), Fla. R. Jud. Admin. 2.430(g) (disposition without destruction)
216														
217			Store and/or destroy DNA evidence pursuant to guidelines	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 925.11
			Prepare and submit an order for the destruction of gambling machines, apparatuses or devices must be destroyed in the presence of the Clerk or an assigned deputy clerk (except money inside those items); Requires a court order	Y	Y	N	N	N	N	N	N	N	N	F.S. 849.18
218														
219			Dispose of evidence timely and lawfully	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 (3 years if no possibility of appeal), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits disposed as provided by law) & (2) (all other exhibits)
220			Generate report for audit/tracking inventory	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
			Conduct biohazard training	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 403.703(2) (biomedical waste), (13) (hazardous waste), & (37) (storage), F.S. 403.727 (violations of hazardous waste storage and disposal rules and penalties)
221														
222														
223	Revenue Collection and Distribution													
		Establish and maintain assessment, collection, and distribution schedules												F.S. 28.42 (annual fee schedule), F.S. 28.246(2)
224			Monitor and perform review of legislation, supreme court orders, judicial admin orders, county or local ordinances for fee and distribution changes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.42 (annual fee schedule)
225														

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
226			Obtain, review, and reconcile the FCCC annual Distribution Schedule of Court-Related Filing Fees, Service Charges, Costs, and Fines, including a Fee Schedule for Recording	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.42 (annual fee schedule)
227			Evaluate and update in Case Maintenance System, website, handouts, forms for any fees/distributions changes (including meetings with stakeholders)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.42 (annual fee schedule), F.S. 28.246(2)
228														
229		Assess and Collect, and Distribute Fines, Fees, Court Costs, and Service Charges												
230			Create system of accounts receivable and receipt payments received via mail, over counter, telephone, on-line payments, from 3rd party vendors (Amscot, Western Union, ePortal, myfloridacounty, collection agencies, appointments, etc.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(2) (system of accounts), (4) (payment plans), & (6) (collection agencies)
231			Perform electronic interface processing, daily balancing, and accounting for payment files from all external payment sources (ePortal, collection agency, credit card)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	GAAP
232			Perform manual daily balancing and accounting from all external payment sources (ePortal, collection, credit card)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	GAAP
233			Perform daily cashier balancing and prepare deposits	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	GAAP
234														
235														
236		Establish and ensure compliance with payment plans												F.S. 28.246(4)
237			Determine payment plan structure; establish payment plan by enrolling payor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24(26) (payment plan fees), F.S. 28.246(4) (payment plans in general), F.S. 318.14(4) (traffic payment plans)
238			Maintain payment plans; negotiate and restructure payment plans as appropriate	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(5) (maintain), F.S. 938.30(9) (compromise criminal debts)
239			Review established plans for non-compliance, communicate non-compliance for further action if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
240			Perform collection efforts for noncompliance; notify DHSMV of suspension by suspending license in case maintenance system, or otherwise; refer case to collections	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections), 318.15 (1)(a) (suspension for failing to comply), F.S. 322.245(3) (failure to comply with court directives) & (5)(a) (notice from clerk failure to pay financial obligation)
241			Respond to customer inquiries and reinstate or establish renegotiated plans if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(4), F.S. 938.30(9) (compromise criminal debts)
242														
243		Pursue collection of delinquent debts												
244			Develop criteria, maintain interface, and integrate with Collection Agency	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
245			Collect, Reconcile, Adjust, and Distribute Funds	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
246			Perform Collection Monitoring and Reporting	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
247			Recall cases from collection agency as applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
248			Perform periodic reassignments between agencies as applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
249			Diligently pursue payment of non-sufficient funds checks, credit/debit charge backs, up to and including forwarding to SAO for prosecution	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.243(1) (clerk personally liable for worthless check unless forwarded to SAO), F.S. 832.05(9) (reporting form to be provided by SAO)
250			Enforce, satisfy, compromise, settle, subordinate, release or otherwise dispose of any debts or liens	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 938.30(9) (compromise criminal debts)
251			Process DL Suspensions as statutorily allowed	Y	Y	N	Y	Y	N	N	N	N	N	318.15 (1)(a) (suspension for failing to comply), F.S. 322.245(3) (failure to comply with court directives) & (5)(a) (notice from clerk failure to pay financial obligation), Fla. R. Traf. Ct. 6.590 (failure to complete school)
252														
253														
254	Financial Processing													
255		Establish fine and forfeiture fund												F.S. 142.01
256			Establish a fine and forfeiture fund for the county	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 142.01
257			Pay into, and disburse from, the fine and forfeiture fund all appropriate money.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 142.01, F.S. 142.03 (certain infractions to be paid to municipalities), F.S. 142.16 (change of venue transfer of funds)
258														
259		Reconcile financial transactions												
260			Review, approve, and process accounts payable transactions including refunds, overpayments, and restitution payments	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 960.001(1)(j) (clerk to make enforcement info available if restitution converted to civil lien or judgment), F.S. 985.437(3) (clerk the receiving and dispensing agent for juvenile restitution), Fla. R. Crim. P. 3.986 (judgment and sentence contains provision for payment to clerk), GAAP

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
261			Perform balancing and reconciliation of accounts to financial ledgers	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 218.39 (annual audit required), GAAP
262			Perform Daily/Monthly bank reconciliation including positive pay, transfers between locations, ACH wires, etc.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	GAAP
263			Analyze, reconcile, and prepare timely electronic remittances as required to State of Florida Department of Revenue for appropriate distribution	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.245 (distribution must be in accordance with distribution schedule GAAP
264			Analyze, reconcile and prepare timely remittances for distribution to County, Municipalities, and other agencies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.2402(2) (distribution municipal ordinance fines), F.S. 28.245 (distribution must be in accordance with distribution schedule), F.S. 34.045(2) (distribution municipal ordinance fines), F.S. 318.21(2)(g) (special improvement district, municipal, and county civil traffic penalties), Fla. R. Jud. Admin. 2.265(b) (chief judge of circuit to set schedule of costs for municipal ordinance violations), GAAP
265			Prepare and/or post periodic billings for any activity for which payment is not made at the time of service	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
266														
267														
268		Maintain Escrow Accounts												
269			Set Up, Manage and Reconcile Escrow Accounts	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 166.231(1)(c) (challenges to public service tax), F.S. 903.27(4) (payment of bail bond judgment along with motion to set aside judgment)
270			Accept deposits and withdraw funds for applicable amounts due	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 166.231(1)(c) (challenges to public service tax), F.S. 903.27(4) (payment of bail bond judgment along with motion to set aside judgment)
271			Perform periodic reconciliation of accounts	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 218.39 (annual audit required), GAAP
272														
273														
274		Process Bonds												F.S. 903.106, 903.16, 903.26, 903.27, 903.28, 903.286, and 903.31
275			Conduct periodic reconciliation of cash bonds against GL accounts	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.16 (deposit of cash bonds with clerk)
276			Track and Process estreated/forfeited bonds for transfer to clerk revenue	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.26 (procedure for forfeiture), F.S. 903.28 (remission or partial remission up to two years)
277			Process bond forfeiture to judgment	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.27
278			Prepare paperwork for notification to bond company, surety company, Department of Insurance, Department of Financial Services, for judgment on unpaid bond	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.27(1)
279														
280														
281		Process Abandoned/Unclaimed property												F.S. 43.19, 116.21, 142.01, 717.113, 744.534
282			Maintain a retention system for money deposited into the registry of the court	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 43.18 (money paid into registry n maintained unless withdrawn by court order), F.S. 43.19 (unclaimed funds)
283			Compile for, and provide to, the administrative judge a list of all money, and the person entitled thereto, which has remained unclaimed for the required statutory period.	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 43.19(1) (unclaimed after 5 years, judge in case or one of the judges shall direct to CFO)
284			Remit money to the Chief Financial Officer as directed by the court.	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 43.19(2) (written order to be filed in case)
285														
286			Maintain a retention system for money not in the registry of the court, but which otherwise comes into the possession of the clerk.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 116.21
287			Compile and publish, at the clerk's expense, a list of all money, and any defendant connected therewith, which has remained unclaimed since January 1 of the previous year.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 116.21(2) (list and publication during July)
288			Process any written claims for unclaimed money.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 116.21(3) (written claims)
289			Pay any money into the fine and forfeiture fund of the clerk's county which goes unclaimed by September 1.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 116.21(1) (unclaimed to fine and forfeiture fund) and (2) (unclaimed as of September 1 forfeited to county)
290														
291			Deposit into the registry of the court all funds received from a guardian upon the appropriate termination of a guardianship where no recipient entitled thereto can be located	N	N	N	N	N	N	N	Y	N	N	F.S. 744.534(2)(a) (deposit to registry)
292			Provide notice in an appropriate manner, depending upon the value of the funds, a notice which will put interested persons on notice of the availability of the funds	N	N	N	N	N	N	N	Y	N	N	F.S. 744.534(2)(a)1. and 2. (notice)
293			Deposit with the Chief Financial Officer all funds going unclaimed for the statutory period following the notice	N	N	N	N	N	N	N	Y	N	N	F.S. 744.534(2)(a)3. (deposit with CFO)
294			Furnish to Department of Legal Affairs as required all estates being administered in which no person appears to be entitled to property	N	N	N	N	N	N	N	Y	N	N	Fla. Prob. R. 5.386
295														
296														
297		Manage funds deposited into the Court Registry												F.S. 28.24(10), 28.33, 43.18, 56.27, 83.232, 83.60, 83.61

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
298			Create, manage and monitor accounts for registry deposits	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 28.24(10) (fee for registry deposit), F.S. 28.33 (interest on registry money), F.S. 43.18 (no withdrawals from registry without court order), F.S. 56.27(2)(b) (excess from sale into registry if junior creditors exist), F.S. 83.232 (rent in landlord tenant disputes into registry), F.S. 83.60 (rent in landlord tenant disputes into registry)
299			Calculate and disburse payments and any applicable interest per court order	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 28.24(10) (fee for registry deposit), F.S. 28.33 (interest on registry money), F.S. 43.18 (no withdrawals from registry without court order), F.S. 83.61 (disbursement of rent)
300			Periodically reconcile accounts with GL	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 218.39 (annual audit required), GAAP
302														
303	Requests for Records and Reports													
304		Satisfy customer copy and record requests												F.S. 28.345 and Fla. R. Jud. Admin. 2.420(b)(1)(A)
305			Receive and review requests for records	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(b)(1)(A) (court records are kept by the clerk), Fla. R. Jud. Admin. 2.420(b)(3) (custodian is the official charged with keeping the records), Fla. R. Jud. Admin. 2.420(m) (requests directed to custodian who determines access)
306			Determine whether the requested records are confidential or expunged, and whether customer has the right to review or know of the record	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(m)(2) (determining access and exemptions)
307			Acknowledge and respond to customer inquiries	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(m)(2) (providing access or written denials)
308			Conduct records search, compile data, provide results to customer as necessary	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24(20) (\$2.00 per year searched for searching records), Fla. R. Jud. Admin. 2.420(m)(2) (providing access or written denials)
309			Retrieve archival records from offsite storage locations, as needed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(m)(2) (providing access or written denials)
310			Review and apply proactive/View on Request (VOR) redactions	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Rule 2.420, AOSC 16-14
311			Process requests for certification and exemplification (other examples of types of record requests and charges for same)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24 (3) (\$2.00 per instrument for certification), F.S. 28.24 (17) (\$7.00 per exemplified certificate)
312			Compute, assess, and collect statutory fees	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24 (5)(a) (\$1.00 per <= 8 1/2 x 14 page), (5)(b) (\$5.00 per >= 8 1/2 x 14 page), (7) (\$6.00 per page for any non-photographic copy), (20) (\$2.00 per year searched for searching records), Fla. R. Jud. Admin. 2.420(m)(2) (custodian to determine form of provided record), Fla. R. Jud. Admin. 2.420(m)(3) (fees for records)
313			Provide records	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(m)(2) (providing access or written denials)
314														
315														
316		Prepare and manage custom reports/bulk data requests												AOSC 16-14
317			Review and respond to request to determine parameters and applicable systems/data fields	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
318			Write report request with specific data fields	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
319			Conduct staff/department review of report to insure accuracy/review anomalies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
320			Provide report to customer/post on website	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
321			Update report programmatically or as needed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
322			Compute, assess, and collect fee	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access or set fee, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
323														
324														
325	Provide Ministerial Pro Se Assistance													F.S. 28.215
326		Assist self-represented (pro se) litigants with filings including, but not limited to, Domestic, Repeat, Sexual, Dating, and Stalking Injunctions; Tenant Evictions; Small Claims cases; Simplified Dissolutions of Marriage; and Mental Health cases												F.S. 741.30(2)
327			Interface with protective shelters	N	N	N	N	N	N	N	N	Y	N	F.S. 741.30(2)(c)7. (clerk to make information on certified centers available)

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
328			Provide ministerial assistance in filling out forms for filing	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 741.30(2)(c)1. (clerk to provide assistance)
329			Coordinate service of documents	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 741.30(7) (clerk to provide copies to law enforcement for service)
330			Update website and form packets with approved Supreme Court and other forms as necessary	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 741.30(2)(c)2. (forms)
331			Provide information/referrals for applicable agencies outside of Clerk's office	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 741.30(2)(c)7. (clerk to make information on certified centers available)
332														
333														
334	Technology Services for External Users													
335		Provide and maintain Online Electronic Access												AOSC 16-14
336			Receive applications for access to remote applications and/or subscription services	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, AUTHENTICATION REQUIREMENTS
337			Assign login and password; reset password and unlock accounts as needed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, AUTHENTICATION REQUIREMENTS
338			Perform table management; link specific users' participant IDs as needed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, AUTHENTICATION REQUIREMENTS
339			Manage/update access roles as changed by governing authorities	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, ACCESS MATRIX
340			Test/troubleshoot problems	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, QUALITY ASSURANCE
341			Maintain interface, logins/passwords for bulk data purchasers via FTP/bulk sharing network	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, SECURITY, Paragraph 6.
342			Monitor ongoing eligibility for access	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, SECURITY and AUTHENTICATION REQUIREMENTS, FCTC requirements
343														
344														
345		Maintain the eFiling Portal												AOSC 09-30, SC 10-2101, AOSC 11-399, and Fla. R. Jud. Admin. 2.420
346			Maintain internal user access	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
347			Add law firm and associate firm administrators	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
348			Add/edit/associate/dissociate docket codes, court types/suit types, case types, fee codes, fee schedules, party types, and work queues	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
349			Triage/troubleshoot issues for customers	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
350			Monitor e-filing workflow between local system and statewide Portal	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
351			Manage corrective action/abandoned filing queues	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
352			Perform Release Management (e.g. testing new releases prior to implementation)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
353														
354														
355		Maintain data and image integration with Judicial Viewer application												Fla. R. Jud. Admin. 2.525
356			Maintain user access	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(c)(2) (official court file is electronic), AOSC 16-14 (judges may access records electronically)
357			Maintain interface between Case Maintenance System and viewer	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(c)(2) (official court file is electronic), AOSC 16-14 (judges may access records electronically)
358			Provide training to judicial/clerk staff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(c)(2) (official court file is electronic), AOSC 16-14 (judges may access records electronically)
359			Test/troubleshoot problems	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(c)(2) (official court file is electronic), AOSC 16-14 (judges may access records electronically)
360														
361														
362		Establish and maintain Clerk website												AOSC 16-14
363			Build/maintain website to provide access to reports, information, and case data	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14 (case information on the web authorized)
364			Manage content, including court calendars; contact information for departments and divisions including Supreme Court Self Help; FAQs; fees and charges	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.222(5) (limitation of internet content), F.S. 63.054(3) (claim of paternity forms), F.S. 63.085(1)7. (paternity registration forms), F.S. 721.855(7)(a) (foreclosure sale of a timeshare interest), F.S. 721.856(7)(a) (foreclosure sale of a timeshare interest), F.S. 960.001(1)(i) information on enforcing restitution liens and judgments), Fla. R. Jud. Admin. 2.420(e)(4)(A) (publishing an order of confidentiality), Fla. R. Jud. Admin. 2.516 (link for served documents on clerks website), Fla. R. Jud. Admin. 8.225(f)(5)(B) (link to document served), Fla. R. Jud. Admin. 8.635(b)(2)(A) (link to document served)

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal			Criminal	Traffic	Civil					Authority
				Circuit	County	Juvenile			Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
365			Establish/maintain links and interfaces with new applications or collegial entities	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.2221(5) (limitation of internet content), F.S. 63.054(3) (claim of paternity forms), F.S. 63.085(1)7, (paternity registration forms), F.S. 721.855(7)(a) (foreclosure sale of a timeshare interest), F.S. 721.856(7)(a) (foreclosure sale of a timeshare interest), F.S. 960.001(1)(j) information on enforcing restitution liens and judgments), Fla. R. Jud. Admin. 2.420(e)(4)(A) (publishing an order of confidentiality), Fla. R. Jud. Admin. 2.516 (link for served documents on clerks website), Fla. R. Jud. Admin. 8.225(f)(5)(B) (link to document served), Fla. R. Jud. Admin. 8.635(b)(2)(A) (link to document served)
366														
367														
368	Mandated Reporting Services													
369		Compile and submit state and local reports and data extracts	<i>list of reports to be verified/updated and linked</i>											F.S. 28.35, F.S. 198.30, and Fla. R. Jud. Admin. 2.245
370			Determine parameters and applicable systems/data fields in accordance with respective Interface Control Document	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
371			Write report request with specific data fields	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
372			Conduct staff/department review of report to ensure accuracy/review anomalies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
373			Update report programmatically or as needed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
374			Create and maintain auditable detail records	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) & (5) (audits to determine compliance with F.S. 28.35), F.S. 218.39 (annual audit required), Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
375			E-mail or electronically upload data to recipient agency	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
376			Maintain interface with agency for proper reporting of data	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
377														
378														
379	Jury Management													
380		Establish and manage jury pools												F.S. CHAPTERS 40 and 905
381			Create, manage, and update annual jury list from DHSMV for petit and grand jury	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.011 (initial local petit and grand list), F.S. 40.02 (final random jury candidate list), F.S. 905.37 (statewide grand)
382			Evaluate scheduled trial data; determine appropriate number of jurors needed; produce venire; prepare and mail summonses	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.221 (venire), F.S. 40.23(1) (summons)
383			Review excusal requests and questions for qualified juror participation; reschedule requests	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.23(2) (excuses)
384			Coordinate and verify jurors for check-in, including transport/parking/DL verification, pending qualification and swearing in for voir dire	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.231
385			Coordinate meals, lodging and parking, if applicable; reconcile invoices and payment of vendors after trials	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.235, F.S. 40.26 (sheriff to provide, clerk to pay), F.S. 40.29(quarterly funding), F.S. 40.32
386			Determine eligibility and pay jurors for services performed, transfer of payment for donations, provide information for donations and school/work excusals	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.24, F.S. 40.29(quarterly funding), F.S. 40.32
387			Research and void/reissue juror payments	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.24
388			Purge the jury list periodically for convicted felons, deceased, and mentally incapacitated persons	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.022
389			Furnish to, and/or maintain for, the Division of Elections, a list of those persons adjudicated mentally incapacitated or those persons who have had their voting rights restored based upon a determination of mental incapacity, and those persons who have returned signed jury notices during the preceding month indicating a change of address	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.22(4), FS 98.093(2)(b)
390			Prepare and Submit Jury Service Management Report to OSCA	Y	Y	N	Y	N	Y	Y	N	N	N	Jury Manager's Manual, Page 6-1
391														
392														
393		Support enforcement of Failure to Appear for Jury Duty												F.S. 40.23
394			Validate and document potential juror failures to appear	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.23(3) (failure to appear)
395			Issue and mail notice to appear for court	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.001 (chief judge may assign additional duties),

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile	Criminal	Civil Traffic	Circuit	County	Probate	Family	Juvenile	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
396			Attend court proceedings, maintain court minutes, and process resulting order including any applicable fine	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.001 (chief judge may assign additional duties), F.S. 43.26(2)(d) (chief judge may require may require attendance of clerks, but see, Morse v. Moxley, 691 So.2d 504 (Fla. 5th DCA 1997) for limitation of this power), Fla. R. Jud. Admin. 2.215(b)(6) (chief judge may require attendance of clerks and periodic reports)
397														
398														
399		Request funds and reconcile jury cost reimbursement												F.S. 40.29, 40.32, 40.33, and 40.34
400			Prepare and submit quarterly jury management cost estimate to CCOC/JAC jury management	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.29(1) (quarterly estimate)
401			Track and reconcile expenditures for juror reimbursement advance	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.355 (full accounting)
402			Participate in DFS audit of juror revenue/expense	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.361 (all applicable laws of budgeting and financing shall apply to jury funds)
403														
404	Administration													
405		Human Resources Support												
406			Conduct Training sessions for Management and staff											
407			Benefits											
408			Recruitment											
409			Provide public outreach											
410														
411		Financial Support												
412			Budget Development											F.S. 218.35 (budgeting for courts and BCC)
413			Audits											F.S. 218.39 (annual audit required)
414			Purchasing and Procurement											
415														
416		Legal Support												Art. V. Sec. 16, Fla. Const.
417			Interpreting laws, rules, legislative changes											
418			Preparation and review of contracts											
419			Represent the Clerk before the Court											F.S. 903.28(10) (clerk is real party in interest for bail bond appeals)
420			Acts as liaison with Judiciary, constitutionals, and other entities											F.S. 218.35 (budgeting for courts and BCC)
421			Ensure compliance with State & Federal Regulations, Rules of Courts, Florida Statutes and Rules of Procedures and how they pertain to each area											F.S. 218.35 (budgeting for courts and BCC)
422														
423		Facilities Support												
424			Emergency Management											
425			Records Storage											
426			Perform annual clerk fixed assets inventory											F.S. 218.39 (annual audit required)
427														

Performance and Accountability of Clerks Framework (July 2017)

<u>Services</u>	<u>Activities</u>	<u>Tasks</u>
1)Case Processing	1) Create and maintain court record 2) Create and maintain child support/alimony depository record 3) Determine indigent status 4) Prepare for and attend court 5) Process case after court decision 6) Process Reopened cases 7) Seal/Expunge 8) Prepare Record for Appealed Cases 9) Perform Records Management/ Retention 10) Perform Evidence Mangement/ Retention	82 17 5 20 26 5 3 12 10 22
	Total	10 Activities 202
2)Revenue Collection and Distribution	1) Establish and maintain assessment, collection and distribution schedules 2) Assess, collect, and distribute fines, fees, court costs, and service charges 3) Establish and ensure compliance with payment plans 4) Pursue collection of delinquent debts	3 4 5 8
	Total	4 Activities 20
3)Financial Processing	1) Establish fine and forfeiture fund 2) Reconcile financial transactions 3) Maintain escrow accounts 4) Process bonds 5) Process abandoned/ unclaimed property 6) Manage funds deposited into the court registry	2 6 3 4 11 3
	Total	6 Activities 29
4)Requests for Records & Reports	1) Satisfy customer copy and record requests 2) Prepare and manage custom reports/ bulk requests	9 6
	Total	2 Activities 15
5)Provide ministerial pro-se assistance	1) Assist self-represented litigants with filings	5
	Total	1 Activity 5
6)Provide technology services for external users	1) Provide and maintain Online electronic access 2) Maintain the eFiling Portal 3) Maintain data and image integraion with Judicial Viewer Application 4) Establish and maintain Clerk website	7 7 4 3
	Total	4 Activities 21
7)Provide mandated reports	1) Compile and submit state and local reports and data extracts	7
	Total	1 Activity 7
8)Jury management	1) Establish and manage jury pools 2) Support enforcement of failure to appear for jury duty 3) Requests funds and reconcile jury costs reimbursement	10 3 3
	Total	3 Activities 16
9)Administration	1) Human Resources Support 2) Financial Support 3) Legal Support 4) Facilities Support	4 3 5 3
	Total	4 Activities 15
<u>9 Services</u>	<u>35 Activities</u>	<u>330</u>

Ken Burke, CPA Pinellas County EXECUTIVE COUNCIL CHAIR	Stacy Butterfield, CPA Polk County VICE-CHAIR	Tara S. Green Clay County SECRETARY/TREASURER
Sharon R. Bock, Esq. Palm Beach County	John Crawford Nassau County	Pat Frank Hillsborough County
Ron Ficarrotta 13th Judicial Circuit Judge SUPREME COURT APPOINTEE	Kyle Hudson Holmes County SENATE APPOINTEE	Paula S. O'Neil, Ph.D Pasco County HOUSE APPOINTEE
		Todd Newton Gilchrist County
		Jeffrey R. Smith, CPA Indian River County
		John Dew EXECUTIVE DIRECTOR
		Joe Boyd GENERAL COUNSEL

Agenda Item 4

Executive Council Meeting

August 31, 2017

Date: August 31, 2017

Subject: Amending Outputs Report Form

Council Action: The New Case Work Group is requesting the Executive Council approve amending the CCOC monthly Outputs Report Form for use beginning October 1, 2017.

Overview/Background:

The only change to the Outputs Report Form is the inclusion of the Circuit Criminal Sub-Case Types. The subcase types were initially approved for the 16/17 reporting period but were subsequently removed as some vendor groups were not able to make that modification within the time required. Everyone has been working diligently to meet the new reporting requirements, including reporting Circuit criminal sub-types as originally intended. Therefore, the New Case Work Group recommends updating the form accordingly.

The Circuit Criminal sub-case types now should reflect:

1. Capital murder
2. Non-capital murder
3. Sexual Offenses
4. Other Felony Cases (SRS)
5. Appeals (AP cases) from County to Circuit (SRS)
6. Out of State Fugitive Warrants (Non-SRS)
7. Search Warrants (Non-SRS)
8. Cases unable to be categorized

Recommendation: Approve amending to CCOC Monthly Outputs Report Form

Lead Staff: Douglas Isabelle, Deputy Executive Director

Attachments: 1. Draft Monthly Outputs Report Form



Our Mission:

As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

County Fiscal Year 2017-18 (With Subcases) Outputs Monthly Report Form for CCOC

Report for the Month of: _____ Contact: _____
Version #: _____ E-mail: _____
County: _____

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	
Circuit Criminal	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	Circuit Criminal Notes
Capital Murders													
Non-Capital Murders													
Sexual Offenses													
All Other Felonies (SRS)													
*Appeals (AP cases) from County to Circuit (SRS)													
*Out of State Fugitive Warrants (Non-SRS)													
*Search Warrants (Non-SRS)													
Cases unable to be categorized													
Total Circuit Criminal	0	0	0	0	0	0	0	0	0	0	0	0	
County Criminal	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	County Criminal Notes
Misdemeanors/Worthless Checks (SRS)													
County/Municipal Ordinances (SRS)													
Non-Criminal Infractions (SRS)													
*Out of State Fugitive Warrants (Non-SRS)													
*Search Warrants (Non-SRS)													
Cases unable to be categorized													
Total County Criminal	0	0	0	0	0	0	0	0	0	0	0	0	
Juvenile Delinquency	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	Juvenile Delinquency Notes
Delinquency Complaints, Incl Xfers for Disposition (SRS)													
*Non-criminal (1st offense) juvenile sexting cases													
Transfers for Jurisdiction/Supervision Only (Non-SRS)													
Cases unable to be categorized													
Total Juvenile Delinquency	0	0	0	0	0	0	0	0	0	0	0	0	
Criminal Traffic - UTCs	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	Criminal Traffic - UTCs Notes
DUI (SRS)													
Other Criminal Traffic (SRS)													
Cases unable to be categorized													
Total Criminal Traffic	0	0	0	0	0	0	0	0	0	0	0	0	
Circuit Civil	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	Circuit Civil Notes
Professional Malpractice (SRS)													
Products Liability (SRS)													
Auto Negligence (SRS)													
Condominium (SRS)													
Contract and Indebtedness (SRS)													
Eminent Domain Parcels (SRS)													
Other Negligence (SRS)													
Commercial Foreclosure (SRS)													
Homestead Residential Foreclosure (SRS)													
Non-Homestead Residential Foreclosure (SRS)													
Other Real Property Actions (SRS)													
Other Civil (SRS)													
*Involuntary Civil Commitment of Sexually Violent Predators (SRS)													
*Appeals (AP cases) from County to Circuit Court (SRS)													
Writs of Certiorari (SRS)													
Medical Extensions (Petitions to Extend) (Non-SRS)													
Transfers of Lien to Security (Non-SRS)													
Civil Contempt for FTA for Jury Duty (Non-SRS)													
Confirmation of Arbitration (Non-SRS)													
Out of State Commission for Foreign Subpoena (Non-SRS)													
Foreign Judgments (Non-SRS)													
Cases unable to be categorized													
Total Circuit Civil	0	0	0	0	0	0	0	0	0	0	0	0	
County Civil	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	County Civil Notes
Small Claims (up to \$5,000) (SRS)													
Civil (\$5,001 - \$15,000) (SRS)													
Replevins (SRS)													
Evictions (SRS)													
Other County Civil (Non-Monetary) (SRS)													

Registry Deposits without an Underlying Case (Non-SRS)												
Foreign Judgments (Non-SRS)												
Applications for Voluntary Binding Arbitration (Non-SRS)												
Cases unable to be categorized												
Total County Civil	0	0	0	0	0	0	0	0	0	0	0	0

Probate	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Probate (SRS)												
Guardianship (SRS)												
Probate Trust (SRS)												
Baker Act (SRS)												
Substance Abuse Act (SRS)												
Other Social (SRS)												
*Involuntary Civil Commitment of Sexually Violent Predators (SRS)												
Wills on Deposit (Non-SRS)												
Pre-Need Guardianship (Non-SRS)												
Notice of Trust (Non-SRS)												
Petition to Open Safe Deposit Box (Non-SRS)												
Caveat (Non-SRS)												
Petition to Gain Entry to Apartment of Dwelling (Non-SRS)												
Cert of Person's Imminent Dangerousness (Non-SRS)												
Professional Guardian Files (Non-SRS)												
Cases unable to be categorized												
Total Probate	0	0	0	0	0	0	0	0	0	0	0	0

Probate Notes

Family	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Simplified Dissolution (SRS)												
Dissolution (SRS)												
Injunctions for Protection (SRS)												
Support (IV-D and Non IV-D) (SRS)												
UIFSA (IV-D and Non IV-D) (SRS)												
Other Family Court (SRS)												
Adoption Arising out of Chapter 63 (SRS)												
Name Change (SRS)												
Paternity/Disestablishment of Paternity (SRS)												
New Cases (Non-SRS)												
Cases unable to be categorized												
Total Family	0	0	0	0	0	0	0	0	0	0	0	0

Family Notes

Juvenile Dependency	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Dependency Initiating Petitions (SRS)												
Petitions to Remove Disabilities of Non-Age Minors (743.015) (SRS)												
CINS/FINS (SRS)												
Parental Notice of Abortion Act (SRS)												
Truancy (Non-SRS)												
Transfers for Jurisdiction/Supervision Only (Non-SRS)												
DCF Dependency Petition for Injunction pursuant to Chapter 39 (Non-SRS)												
Other New Cases (Non-SRS)												
Cases unable to be categorized												
Total Juvenile Dependency	0	0	0	0	0	0	0	0	0	0	0	0

Juvenile Dependency Notes

Civil Traffic - UTCs	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases	New Cases
Uniform Traffic Citations												
Total Civil Traffic	0	0	0	0	0	0	0	0	0	0	0	0

Civil Traffic - UTCs Notes

* If Filed in this Division

County Fiscal Year 2017-18 Outputs Monthly Report Form for CCOC

Annual Financial Receipts

Financial Receipts are totaled for the full fiscal year and entered here annually. Annual total is to be reported on the September submission.

Total Number of Financial Receipts for the Year:	Projected	Actual
	#N/A	

Report for the Month of:
Version #:
County:

Contact:

E-mail:

Criminal						Civil							Grand Total
Circuit	County	Juvenile Delinquency	Traffic	Total	Circuit	County	Traffic	Probate	Family	Juvenile Dependency	Total		
Projections													
Cases/Defendants	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Reopenings	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
NOA's	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
October 2017													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
November 2017													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
December 2017													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
January 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
February 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
March 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
April 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
May 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
June 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
July 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
August 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
September 2018													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
Year-to-Date													
Cases/Defendants	0	0	0	0	0	0	0	0	0	0	0	0	0
Reopenings	0	0	0	0	0	0	0	0	0	0	0	0	0
NOA's	0	0	0	0	0	0	0	0	0	0	0	0	0
Year-to-Date % of Projections													
Cases/Defendants	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Reopenings	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	0.0%	#N/A	#N/A	#N/A	#N/A	#N/A
NOA's	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

**County Fiscal Year 2017 - 2018
Timeliness Quarterly Report Form for CCOC**

Report Month of (Quarter Ending): _____ Contact: _____
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Timeliness Measures #1: Annual Projected % of new cases OPENED within X business days after initial documents are clocked in.

A Criminal		Standard	# Of Business Days	10/1/17 - 12/31/17	1/1/18 - 3/31/18	4/1/18 - 6/30/18	7/1/18 - 9/30/18	Year-to-Date	10/1/17 - 12/31/17		1/1/18 - 3/31/18		4/1/18 - 6/30/18		7/1/18 - 9/30/18	
				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		Reason Code	Comments / Actions to Improve	Reason Code	Comments / Actions to Improve	Reason Code	Comments / Actions to Improve	Reason Code	Comments / Actions to Improve
Circuit (defendants)	Total # of defendants															
	# within 2 business days	80%	2	#N/A	#N/A			#N/A								
	% mtg level															
County (defendants)	Total # of defendants															
	# within 3 business days	80%	3	#N/A	#N/A			#N/A								
	% mtg level															
Juvenile Delinquency (Juveniles)	Total # of juveniles															
	# within 2 business days	80%	2	#N/A	#N/A			#N/A								
	% mtg level															
Traffic (UTC)	Total # UTC															
	# within 3 business days	80%	3	#N/A	#N/A			#N/A								
	% mtg level															
B Civil																
Circuit (cases)	Total # of cases															
	# within 2 business days	80%	2	#N/A	#N/A			#N/A								
	% mtg level															
County (cases)	Total # of cases															
	# within 2 business days	80%	2	#N/A	#N/A			#N/A								
	% mtg level															
Traffic (UTC)	Total # UTC															
	# within 4 business days	80%	4	#N/A	#N/A			#N/A								
	% mtg level															
Circuit Probate (cases)	Total # of cases															
	# within 2 business days	80%	2	#N/A	#N/A			#N/A								
	% mtg level															
Family (cases)	Total # of cases															
	# within 3 business days	80%	3	#N/A	#N/A			#N/A								
	% mtg level															
Juvenile Dependency (cases)	Total # of cases															
	# within 2 business days	80%	2	#N/A	#N/A			#N/A								
	% mtg level															

**County Fiscal Year 2017 - 2018
Timeliness Quarterly Report Form for CCOC**

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Timeliness Measures #2: Annual Projected % of docket entries entered within X business days after clock in/action taken date.

	Standard	# Of Business Days	10/1/17 - 12/31/17	1/1/18 - 3/31/18	4/1/18 - 6/30/18	7/1/18 - 9/30/18	Year-to-Date	10/1/17 - 12/31/17		1/1/18 - 3/31/18		4/1/18 - 6/30/18		7/1/18 - 9/30/18	
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		Reason Code	Actions to Improve	Reason Code	Actions to Improve	Reason Code	Actions to Improve	Reason Code	Actions to Improve
A Criminal															
Circuit (defendants)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
County (defendants)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
Juvenile Delinquency (juveniles)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
Traffic (UTC)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
B Civil															
Circuit (cases)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
County (cases)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
Traffic (UTC)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 4 business days	80%	4	#N/A	#N/A		#N/A								
	% mtg level														
Circuit Probate (cases)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
Family (cases)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														
Juvenile Dependency (juveniles)	Total # of docket entries		#N/A	#N/A			#N/A								
	# within 3 business days	80%	3	#N/A	#N/A		#N/A								
	% mtg level														

Notes:
1.) Reason Codes for Timeliness have been updated to include Internal and External qualifiers. Use the "Comments / Action to Improve" field to further explain why the standard was not met for an "External" or "Internal" reason.
If the reason was "Internal", include an expected timeframe the reason will be corrected.
2 Cases/Defendants Output numbers are imported from the Outputs Monthly tab of this workbook.

County Fiscal Year 2017 - 2018
Timeliness Quarterly Action Plan Form for CCOC

Report Month of (Quarter Ending): _____
 Version #: _____
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Timeliness Measure # 1	Quarter	CCOC Standard	# Of Business Days	Clerk Performance	Reason Code	Current Actions to Improve
Circuit Criminal	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		
County Criminal	10/1/17 - 12/31/17	80%	3	0.0%		
	1/1/18 - 3/31/18	80%	3	0.0%		
	4/1/18 - 6/30/18	80%	3	0.0%		
	7/1/18 - 9/30/18	80%	3	0.0%		
Juvenile Delinquency	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		
Criminal Traffic	10/1/17 - 12/31/17	80%	3	0.0%		
	1/1/18 - 3/31/18	80%	3	0.0%		
	4/1/18 - 6/30/18	80%	3	0.0%		
	7/1/18 - 9/30/18	80%	3	0.0%		
Circuit Civil	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		
County Civil	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		
Civil Traffic	10/1/17 - 12/31/17	80%	4	0.0%		
	1/1/18 - 3/31/18	80%	4	0.0%		
	4/1/18 - 6/30/18	80%	4	0.0%		
	7/1/18 - 9/30/18	80%	4	0.0%		
Probate	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		
Family	10/1/17 - 12/31/17	80%	3	0.0%		
	1/1/18 - 3/31/18	80%	3	0.0%		
	4/1/18 - 6/30/18	80%	3	0.0%		
	7/1/18 - 9/30/18	80%	3	0.0%		
Juvenile Dependency	10/1/17 - 12/31/17	80%	2	0.0%		
	1/1/18 - 3/31/18	80%	2	0.0%		
	4/1/18 - 6/30/18	80%	2	0.0%		
	7/1/18 - 9/30/18	80%	2	0.0%		

County Fiscal Year 2017 - 2018
Timeliness Quarterly Action Plan Form for CCOC

Report Month of (Quarter Ending): _____
 Version #: _____
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Timeliness Measure # 2	Quarter	CCOC Standard	# Of Business Days	Clerk Performance	Reason Code	Current Actions to Improve
Circuit Criminal	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
County Criminal	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Juvenile Delinquency	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Criminal Traffic	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Circuit Civil	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
County Civil	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Civil Traffic	10/1/17 - 12/31/17	80%	4	0.00%		
	1/1/18 - 3/31/18	80%	4	0.00%		
	4/1/18 - 6/30/18	80%	4	0.00%		
	7/1/18 - 9/30/18	80%	4	0.00%		
Probate	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Family	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		
Juvenile Dependency	10/1/17 - 12/31/17	80%	3	0.00%		
	1/1/18 - 3/31/18	80%	3	0.00%		
	4/1/18 - 6/30/18	80%	3	0.00%		
	7/1/18 - 9/30/18	80%	3	0.00%		