



PIE COMMITTEE MEETING

June 13, 2018

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PINELLAS COUNTY
EXECUTIVE COUNCIL CHAIR

Stacy Butterfield, CPA
POLK COUNTY
VICE-CHAIR

Tara S. Green
CLAY COUNTY
SECRETARY/TREASURER



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GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

PIE COMMITTEE MEETING

June 13, 2018

Meeting: 1:00 PM – 4:00 PM

Location: WEBEX

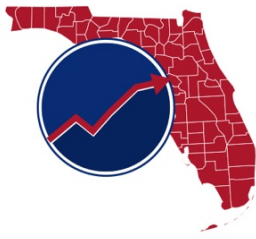
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Call Line: 1-240-454-0887

Access code: 732 716 580

- 1) Call to Order and Introduction Hon. Clerk Green
- 2) Approve Agenda..... Hon. Clerk Green
- 3) CFY 2017-18 Performance Reports..... Douglas Isabelle
 - a) Quarter 1 (Oct-Dec)
 - b) Quarter 2 (Jan-Mar)
- 4) Clerks Court Services Framework Douglas Isabelle
- 5) Performance Measures..... Douglas Isabelle
- 6) New Form – RPO's Douglas Isabelle
- 7) Contraband Report..... Douglas Isabelle
- 8) CFY 2017-18 Civil Indigent Report Form Douglas Isabelle
- 9) Other Business Hon. Clerk Green

Committee Members: Honorable Tara Green (Chair), Honorable Don Barbee, Esq. (Vice Chair), Honorable Linda Doggett, Honorable Pat Frank, Esq., Honorable Marcia Johnson, Honorable Carolyn Timmann; Honorable Don Spencer, Honorable Kellie Connell, CPA, and Honorable Angela Vick



CCOC

FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

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AGENDA ITEM 3

DATE: June 13, 2018

SUBJECT: Quarterly Performance Measures & Action Plans Report

COMMITTEE ACTION: Approve Quarter 1 & Quarter 2 Reports

OVERVIEW:

CFY 2017-18 - Quarter 1

The CFY 2017-18 Performance Measures and Action Plans Report for Quarter 1 is for October 1, 2017 through December 31, 2017. For the 1st Quarter of CFY 2017-2018, 20 counties did not have an action plan related to Collections, 47 counties had no action plans for Timeliness 1, 59 counties had no action plans for Timeliness 2, and 63 counties had no action plans regarding Jury Timeliness. One county did not submit a collections report and two counties did not submit a timeliness report for this quarter.

Statewide, Clerks did not meet the performance measure for the County Criminal and Civil Traffic court divisions for Collections. Statewide clerks meet the performance standards for Time 1 – Filing New Cases and Time 2 – Cases Docketed. There were 5 counties who did not meet the Jury standard. The full report is Attachment 1 to this Agenda Item.

CFY 2017-18 - Quarter 2

The CFY 2017-18 Performance Measures and Action Plans Report for Quarter 2 is for January 1, 2018 through March 31, 2018. For the 2nd Quarter of CFY 2017-2018, 18 counties did not have an action plan related to Collections, 47 counties had no action plans for Timeliness 1, 56 counties had no action plans for Timeliness 2, and 64 counties had no action plans regarding Jury Timeliness. Four counties did not submit a collections report and two counties did not submit a timeliness report for this quarter.

Statewide, Clerks met the performance measure for all court divisions in Collections, Time 1 – Filing New Cases, and Time 2 – Cases Docketed. There were 3 counties who did not meet the Jury standard. The full report is Attachment 2 to this Agenda Item.

AGENDA ITEM 3

Collections

Overall there was little change between Quarter 1 and Quarter 2. There was also no significant change compared to last year. Civil Traffic still below the performance standard.

Timeliness 1 – Filing New Cases

Overall there was some slippage from last year for filing new cases. Some court divisions were up while others were down. For example, criminal divisions collectively on average were 95% timely at the end of 2016-17 compared to 88% over the last two quarters, about a 7% decline on average.

Timeliness 2 – Cases Docketed

There was some slippage from last year for docketing cases timely which can be seen in circuit civil and probate court divisions. For example, at yearly average for docketing circuit civil cases was 94.5%, and over the last two quarters it is 89.4%, about a 5% decline.

COMMITTEE ACTION: Approve the Quarter 1 and Quarter 2 Performance Measures and Action Plans Reports be referred to the Executive Council for final approval.

LEAD STAFF: Douglas Isabelle, Deputy Executive Director

ATTACHMENTS:

1. Performance Measures and Action Plans Report – Quarter 1
2. Performance Measures and Action Plans Report – Quarter 2



Quarterly Performance Measures & Action Plans Report

Section 28.35(2)(d), Florida Statutes

1st Quarter
County Fiscal Year 2017-18
(October 1, 2017 through December 31, 2017)

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Performance Measures & Action Plans Report

Background

The Florida Clerks of Court Operations Corporation (CCOC) was created as a public corporation to perform the functions specified in sections 28.35 and 28.36, Florida Statutes. Section 28.35 (2)(d), Florida Statute requires the CCOC to develop a uniform system of performance measures and applicable standards in consultation with the Legislature. These measures and standards are designed to facilitate an objective determination of the performance of each clerk in fiscal management, operational efficiency, and effective collection of fines, fees, service charges, and court costs. Current performance measures address:

- Collections (one measure each for nine court divisions, reported quarterly)
- Timeliness (two measures for each of ten court divisions, reported quarterly)
- Juror Payment Processing (one measure, reported quarterly)
- Fiscal Management (one measure, reported annually)

When the CCOC finds a Clerk's office has not met the performance standards, the CCOC identifies the nature of each deficiency and any corrective action recommended and taken by the affected Clerk of the Court. The CCOC is required to notify the Legislature of any clerk not meeting performance standards and provide a copy of applicable corrective action plans.

The CCOC monitors the performance of the Clerk's offices through quarterly reports provided by the Clerk's offices, due on the 20th of the month following the end of the quarter. The CCOC provides notification of the status of the Clerks' performance standards to the Legislature through these quarterly reports.

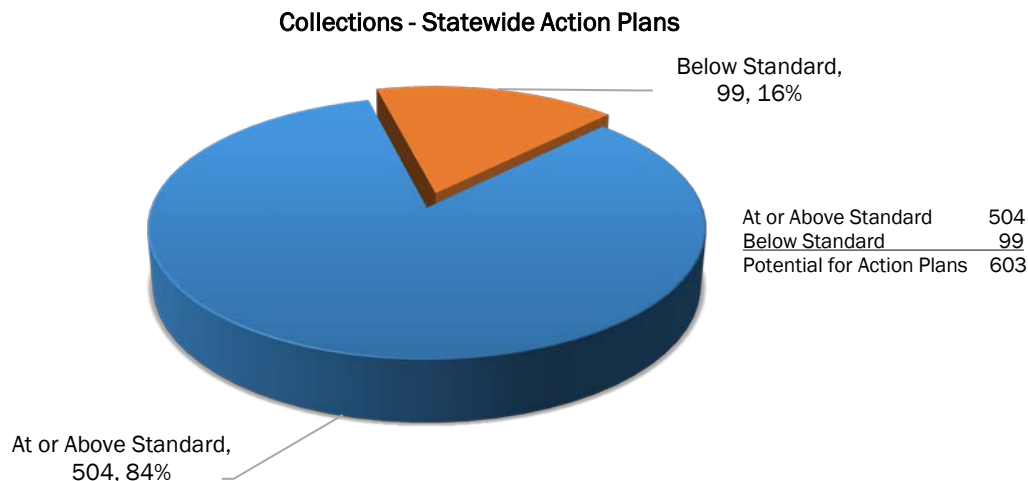
The quarterly report for the 1st Quarter of CFY 2017-2018 provides information about the performance of the Clerks of Courts on standards relating to collections, timeliness, and juror payment management. The report identifies the Clerk's offices not meeting each performance standard. In addition, the report provides a description of factors that may have contributed to the unmet standard.

For the 1st Quarter of CFY 2017-2018, 20 counties did not have an action plan related to Collections, 47 counties had no action plans for Timeliness 1, 59 counties had no action plans for Timeliness 2, and 63 counties had no action plans regarding Jury Timeliness. The performance measure analysis and required action plans are in the following pages of this report. One county did not submit a collections report and two counties did not submit a timeliness report for this quarter.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Collections

Statewide Performance Summary



Statewide Performance by Reason Code

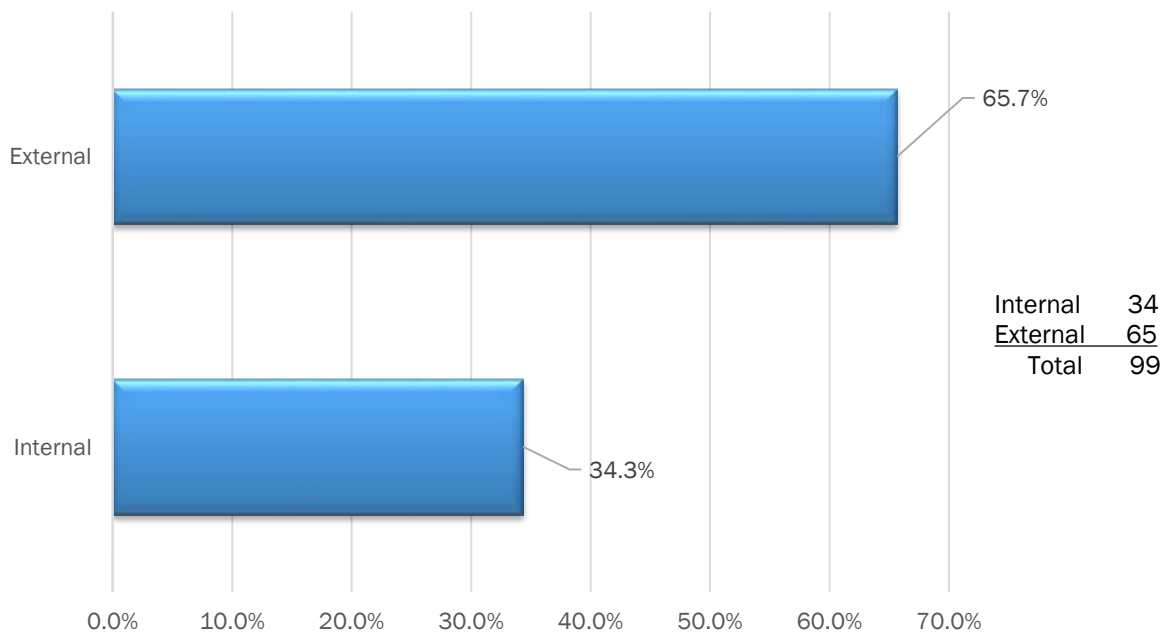
Pursuant to Executive Council direction on October 6, 2015, the “Reason Codes” chosen for not meeting a statewide Collection performance measure were amended to clarify what was under the control of the Clerk’s office and what was not. The new reason codes are:

- “Internal” – Reasons are inter-office and controllable. Internal reasons will require an “Action to Improve” and a detailed explanation of the reason why the standard was not met and an expected duration of time to have this reason resolved.
- “External” – Factors outside of office management and/or process control. External Reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Collection Performance Standard was not met.

Of the 99 action plans where the collection standard was not met, 34 (34.3%) were classified as within the control of the Clerk. A list of the 34 action plans for 17 counties is found below. The remaining 65 (65.7%) action plans were outside the control of the Clerks’ offices. A list of these external reasons is found in Appendix B.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Collections - Action Plans by Reason Code



Internal Action Plans Required

The following are the action plans for internal reasons for counties missing a statewide performance measure as submitted by the Clerks:

	County	Court Division	Plan to Improve
1	Alachua	Circuit Criminal	Did not respond.
2		Circuit Civil	Adjustments to accounts
3		County Civil	Account adjustments
4		Civil Traffic	Account adjustments
5		Family	Reversal
6	Bay	Circuit Criminal	Adjustments made to Assessments
7		Criminal Traffic	Adjustments made to Assessments
8		Circuit Civil	Adjustments made to Assessments
9		County Civil	Adjustments made to Assessments
10	Bradford	Circuit Criminal	Additional Training
11		Juvenile Delinquency	Additional Training
12	Brevard	Juvenile Delinquency	Staffing has improved
13		Circuit Civil	Expected improvement by 5-1-18.
14	DeSoto	County Criminal	Continue collection efforts
15		Juvenile Delinquency	Continue collection efforts
16	Gilchrist	Civil Traffic	We switched collection agency during this period to try and improve collections.
17	Glades	Civil Traffic	The Magistrate increased fines in Traffic Court.

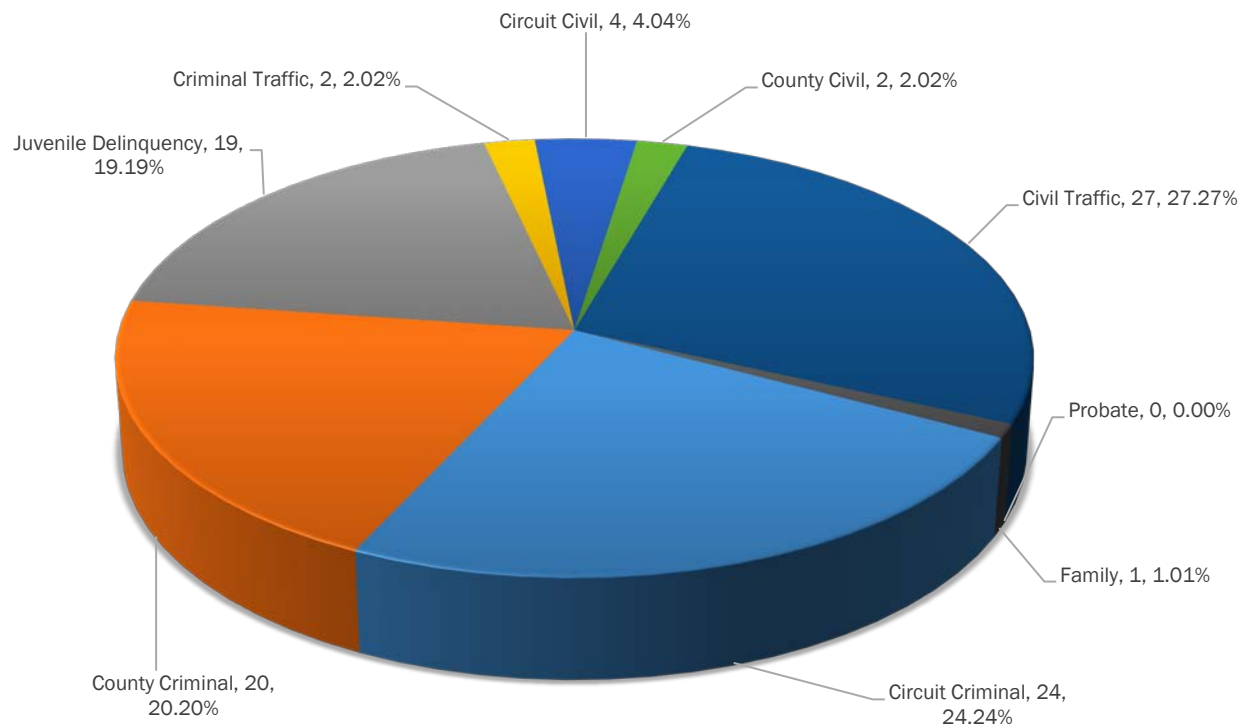
PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

	County	Court Division	Plan to Improve
18	Hardee	County Criminal	Assessment was entered in Clericus with an incorrect date which caused it to show up in the wrong quarter. Payment has been received, so we cannot make any corrections.
19	Highlands	Circuit Criminal	9% not reached due to high prison sentences. We are sending more to collections.
20	Jefferson	Civil Traffic	We are in the process of changing collection agents. We feel that this will allow us to improve and meet our performance standards.
21	Lake	Circuit Criminal	Lack of sufficient staffing due to continued budget cuts reduces ability to aggressively pursue delinquent accounts.
22		County Criminal	Lack of sufficient staffing due to continued budget cuts reduces ability to aggressively pursue delinquent accounts.
23		Civil Traffic	Lack of sufficient staffing due to continued budget cuts reduces ability to aggressively pursue delinquent accounts.
24	Lee	Circuit Criminal	Could not get the formula to adjust. The correct percentage is 16.56%
25	Liberty	Circuit Criminal	Area being reviewed and monitored. Cir Criminal rates have not been below standard - this is new concern/issue. Best Practices followed. PLEASE NOTE: with Drug Trafficking amounts considered - within standard
26		Civil Traffic	Area continues to be reviewed and monitored. Last FY changes made to correct did not improve collection rate. Best Practices followed.
27	Marion	Circuit Criminal	Unable to create an action plan to improve. We are following procedures set by the Best Practices Committee.
28		County Criminal	Unable to create an action plan to improve. We are following procedures set by the Best Practices Committee.
29	Pasco	Civil Traffic	Staffing vacancies impacted the ability to send infraction cases to collection agencies. Positions have been filled and training is underway to eliminate this issue.
30	Pinellas	Circuit Criminal	Continuing to work with staff on our collection methods to improve the process. We are increasing our performance level and we hope to achieve the standard level by next quarter ending.
31		County Criminal	Continuing to work with staff on our collection methods to improve our process. We are increasing our performance level and we hope to achieve the standard level by next quarter ending.
32		Juvenile Delinquency	Continue to improve our process and reach the performance level. We hope to achieve this level by the quarter ending 09/30/17.
33	Sarasota	County Criminal	Intensified management of payment plans and enhanced efforts of collection agencies expected to increase collection rates in 2018.
34		Civil Traffic	Recently implemented reminder letter to defendant part way thru the initial 30-day period to prompt action to pay or enter into a payment plan is expected to improve collection rates in 2018.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Statewide Performance by Court Division

As shown below, the civil traffic court division continues to exceed (27.27%) all other court divisions for not meeting collection standards. Criminal court division cases, as a whole (65.65%) continue to be a challenge to collect.

Collections - Action Plans by Court Division

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Historic Collection Rates

The table below shows that from the end of CFY 2016-17 through the 1st quarter of CFY 2017-18 Circuit Criminal and County Criminal showed an increase in collection performance; however, county criminal remains below the performance standard. Juvenile Dependency and Criminal Traffic saw a decrease in collection performance, but remained well above the performance standard.

In the civil court divisions, Circuit Civil, County Civil, Probate, and Family remain above their performance standards. Civil Traffic court division continues to remain below the collection standard.

Court Division	CFY 2016-17 Year End	CFY 2017-18 1st Quarter	CFY 2017-18 2nd Quarter	CFY 2017-18 3rd Quarter	CFY 2017-18 4th Quarter	Standard
Circuit Criminal	8.25%	9.95%				9%
Circuit Criminal (No Trafficking)	16.25%	16.14%				NA
County Criminal	39.97%	39.85%				40%
Juvenile Delinquency	13.88%	11.67%				9%
Criminal Traffic	61.91%	62.41%				40%
Circuit Civil	99.26%	99.25%				90%
County Civil	99.69%	99.58%				90%
Civil Traffic	84.57%	84.26%				90%
Probate	99.47%	99.41%				90%
Family	96.86%	96.96%				75%
	67.10%	67.04%				

After adjusting the drug trafficking mandatory assessments and collections; the statewide Circuit Criminal court division collection rate increased from 9.95% to 16.14%.

Of the 21 counties who did not meet the Circuit Criminal collection standard, 13 would have met the standard had Drug Trafficking assessments not be included as part of Circuit Criminal assessments. Drug Trafficking assessments accounted for over 40.52% of total assessments for these counties in Quarter 1. Less than a half percent was collected due to the prison sentence.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

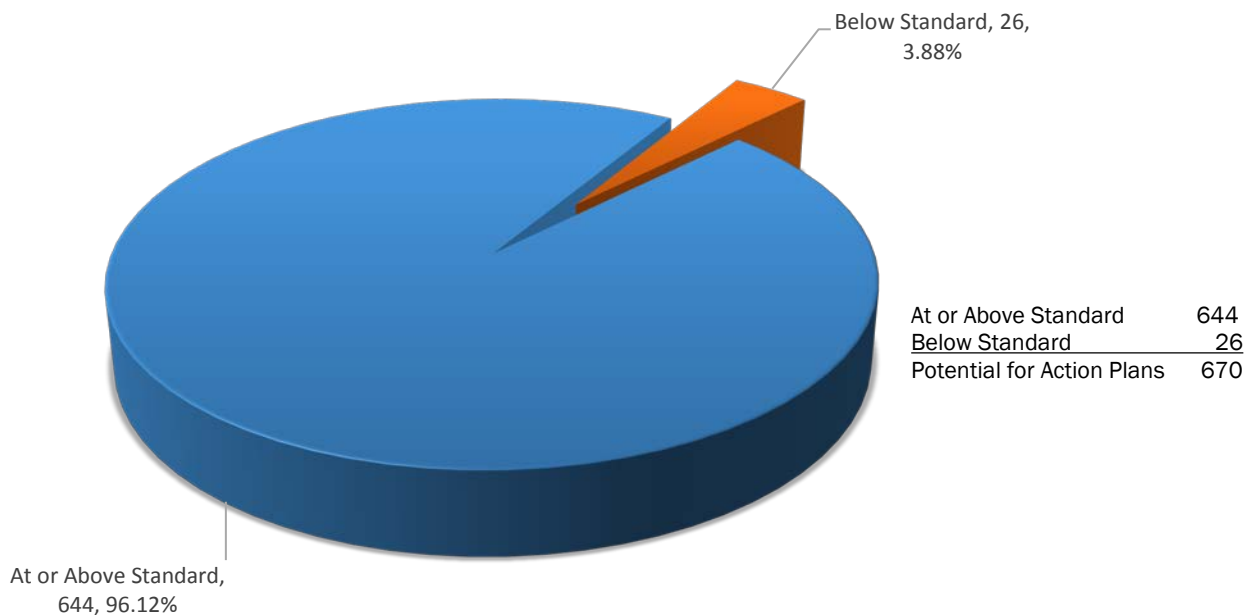
Timeliness

Statewide Performance Summary

Timeliness 1 – Filing New Cases

Of the 26 action plans required for not filing new cases timely (Timeliness 1) 19 were in the control of the Clerk to correct; 16 of those action plans cite internal staffing and the 3 other action plans cite Systems/Conversions – Internal as their reason for not meeting the standard. The 7 action plans for external reasons 3 cite staffing and 4 cite Systems/Conversions - External as their reasons for not meeting the standard. (See Appendix B for more details)

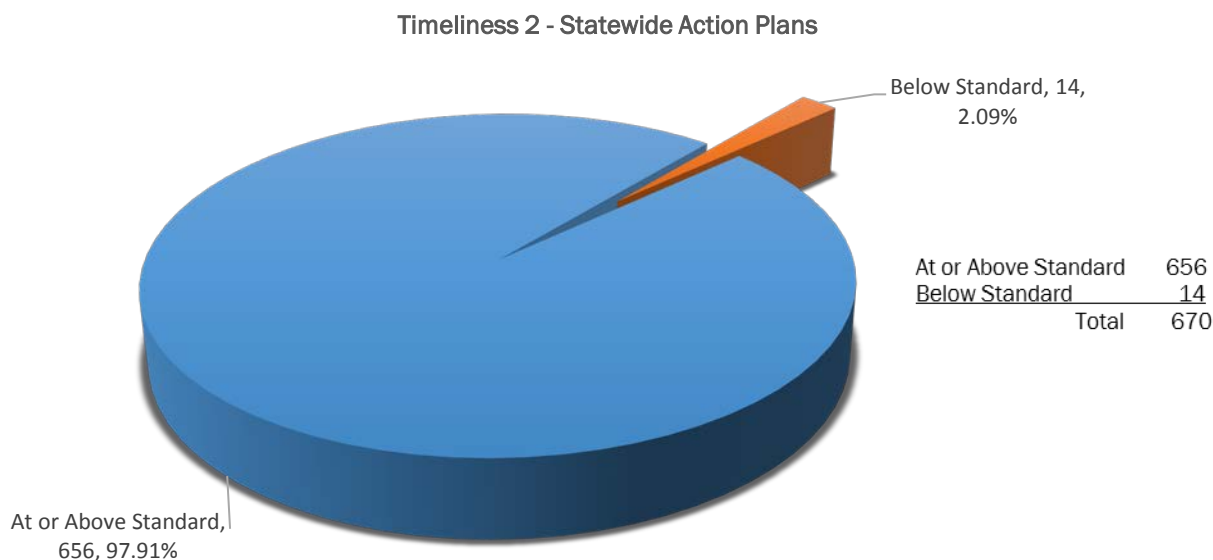
Timeliness 1 - Statewide Action Plans



PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Timeliness 2 – Cases Docketed

The 14 action plans required for not docketing cases timely (Timeliness 2) 11 were in the control of the Clerk to correct. All 11 of those action plans site internal staffing as their reason for not meeting the standard. The 3 action plans for external reasons also site staffing as their reasons for meeting the standard. (See Appendix B for more details)



Statewide Performance by Reason Code

Pursuant to Executive Council direction on October 6, 2015, the “Reason Codes” chosen for not meeting a statewide Timeliness (filing cases timely and entering dockets timely) performance measures were amended to clarify what was under the control of the Clerk’s office to correct and what was not. The reason codes are:

- “Staffing - Internal”: Reason is inter-office and controllable. Internal Staffing reasons will require an “Action to Improve” and a detailed explanation of the reason why the standard was not met and an expected duration of time to have this reason resolved.
- “Staffing External”: Staffing factors outside of office management and/or process control. External Staffing Reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.
- “Systems/Conversions - Internal”: Reason is inter-office and controllable. Internal System reasons will require an “Action to Improve” including all factors noted above.
- “Systems/Conversions - External”: System/Conversion is outside of office management and/or process control. External Systems/Conversion reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.

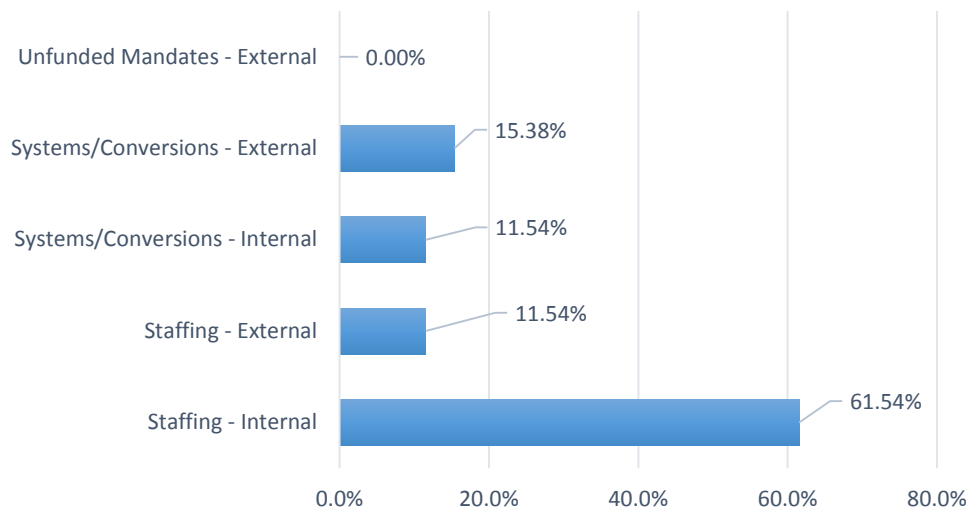
PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

- “Unfunded Mandates - External”: Federal, State and/or local mandates outside of office management and/or process control. Unfunded Mandate reason(s) will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.

Timeliness 1 – Filing New Cases

There were 26 action plans for Timeliness 1 - Filing New Cases, of which 16 were for Staffing – Internal, 3 were related to Staffing – External, 3 for Systems/Conversions – Internal, 4 for Systems/Conversions – External, and none for Unfunded Mandates.

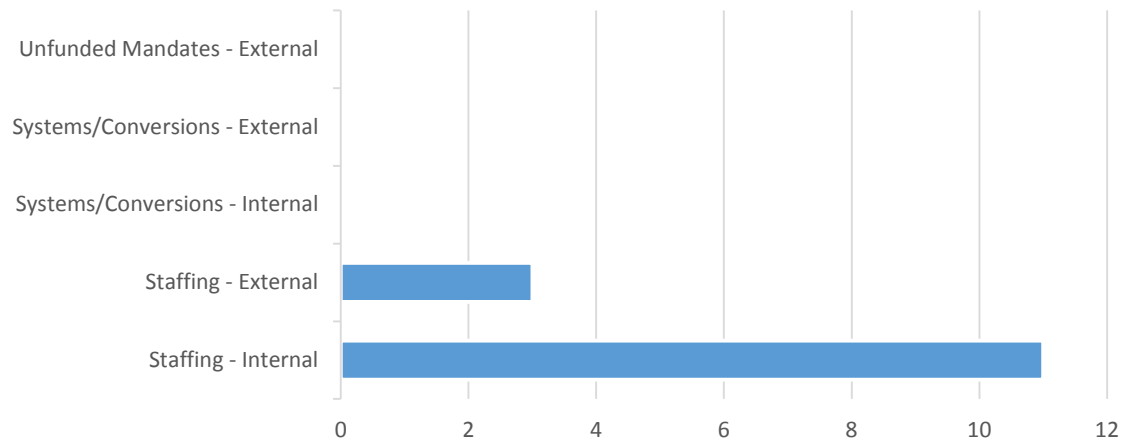
Timeliness 1: Action Plans by Reason Code



PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Timeliness 2 – Cases Docketed

There were and 14 action plans for Timeliness 2 – Cases Docketed, of which 11 action plans were for Staffing – Internal and 3 for Staffing – External.

Timeliness 2 - Action Plans by Reason Code


Explanations for external reasons for Timeliness 1 and 2 are provided in Appendix B. Internal reasons are listed below.

**Internal Action Plans Required
Timeliness 1 – Filing New Cases**

The following are the action plans for internal reasons for counties missing a statewide performance measure as submitted by the Clerks:

	County	Division	Reason Code	Action Plan to Improve
1	Brevard	Circuit Civil	Staffing - Internal	Staff out with Flu
2		County Civil	Staffing - Internal	Staff out with Flu
3	Broward	Probate	Staffing - Internal	Budget permitting, overtime will be utilized to improve timeliness
4	Citrus	Circuit Criminal	Staffing - Internal	Staffing limited due to outages and training in other court areas, will realign in January.
5		Criminal Traffic	Staffing - Internal	Staffing limited due to outages and training in other court areas, will realign in January.
6	Miami-Dade	Circuit Civil	Staffing - Internal	Unable to meet standard due to reduced staff as a result of budget cuts.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

	County	Division	Reason Code	Action Plan to Improve
7	DeSoto	Juvenile Delinquency	Staffing - Internal	Training new clerk to help with Juvenile Division.
8	Dixie	Circuit Criminal	Need more staff	Need more money.
9	Hardee	Circuit Criminal	Systems/Conversions - Internal	CLERICUS report is incorrect. Instructed by CCOC to leave blank.
10		Criminal Traffic	Systems/Conversions - Internal	CLERICUS report is incorrect. Instructed by CCOC to leave blank.
11	Highlands	Circuit Criminal	Staffing - Internal	Felony clerk lay off (budget cut). If St Atty would file new cases through e-Portal, that would help.
12	Jefferson	Circuit Civil	Staffing - Internal	we have allocated additional staffing to Circuit Civil to ensure standards are met moving forward.
13	Lake	Probate	Staffing - Internal	Lack of staffing to keep workload current when regular staff members are out of the office.
14	Levy	Juvenile Delinquency	Staffing - Internal	clerks have to work other depts.,
15	Monroe	Circuit Civil	Staffing - Internal	Short staffed. Trying to hire more employees. We also had Hurricane Irma that we had to deal with.
16	Putnam	Circuit Criminal	Staffing - Internal	Shifting resources and retraining as possible.
17		Probate	Staffing - Internal	3 of 4 Civil employees have turned over in the past 9 months, including the Probate expert in September. Reorg and training in process.
18	Santa Rosa	Criminal Traffic	Systems/Conversions - Internal	My report shows 556 total cases
19	Taylor	County Civil	Staffing - Internal	Changes in procedures

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Timeliness 2 – Cases Docketed

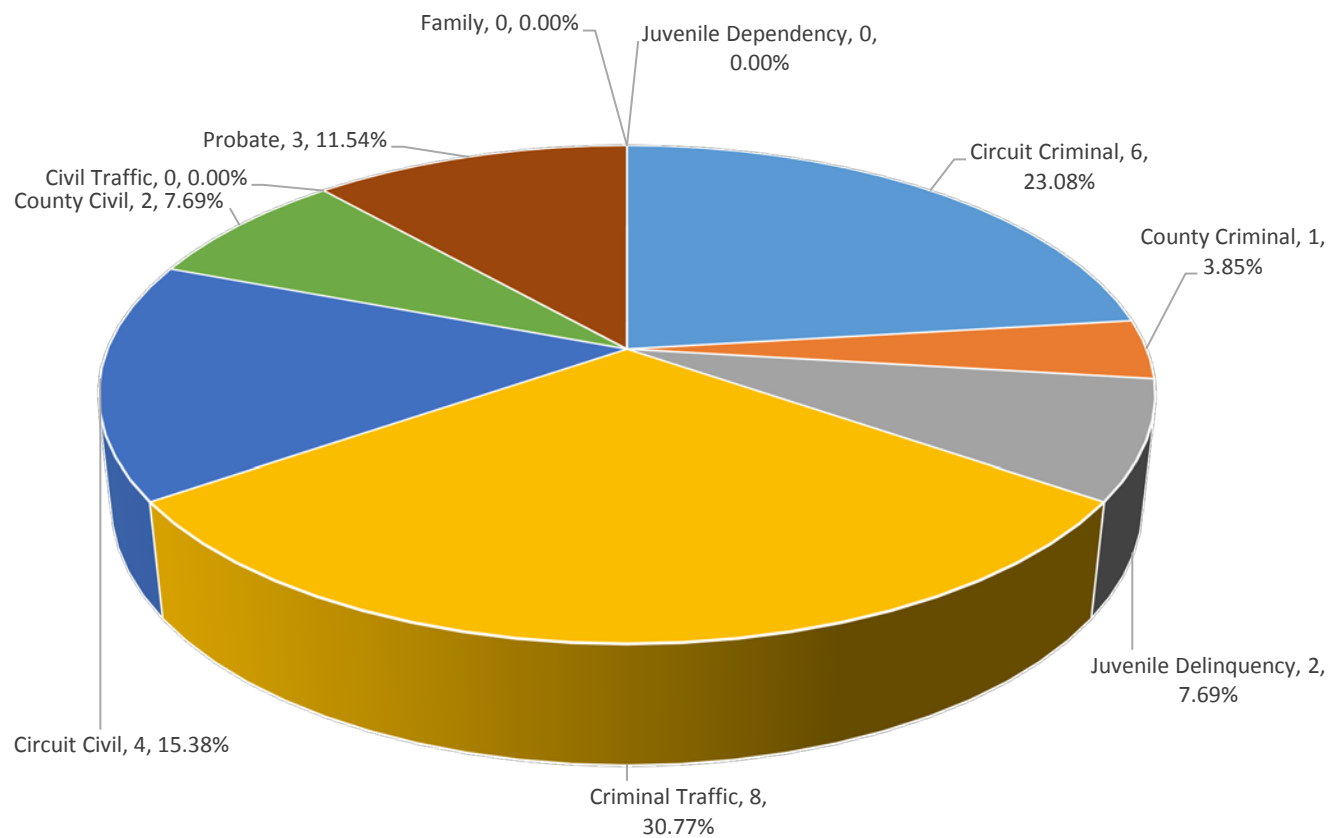
The following are the action plans for internal reasons for counties missing a statewide performance measure as submitted by the Clerks:

	County	Division	Reason Code	Action Plan to Improve
1	Broward	Probate	Staffing - Internal	Budget permitting, overtime will be utilized to improve timeliness
2		Family	Staffing - Internal	Restructured staff; continued improvement is expected.
3	Miami-Dade	Circuit Civil	Staffing - Internal	Unable to meet standard due to reduced staff as a result of budget cuts
4		Family	Staffing - Internal	Unable to meet standard due to reduced staff as a result of budget cuts
5		Juvenile Dependency	Staffing - Internal	Unable to meet standard due to reduced staff as a result of budget cuts
6	Dixie	Circuit Criminal	Staffing - Internal	Need more money.
7	Levy	County Criminal	Staffing - Internal	Training
8	Monroe	Juvenile Delinquency	Staffing - Internal	Short staff, trying to hire more employees. We also had Hurricane Irma that we had to deal with
9	Putnam	Circuit Criminal	Staffing - Internal	Experienced Case Entry Clerk left for a position with a neighboring county. Shifting resources and training in process.
10		Juvenile Delinquency	Staffing - Internal	Training/Learning Curve
11		Probate	Staffing - Internal	Expert Probate Clerk left an already decimated group. New employee hired in October. Training in process.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

**Statewide Performance by Court Division
Timeliness 1 – Filing New Cases**

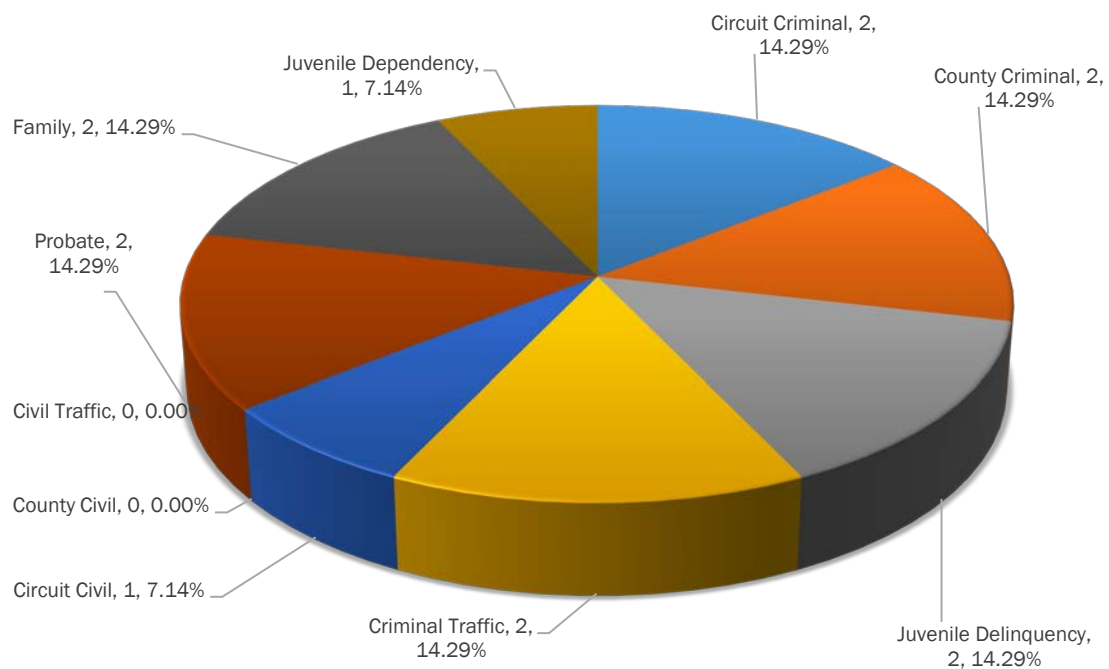
As shown below, 65.39% of action plans for Timeliness 1 (Filing New Cases) were in the Criminal court divisions, accounting for 17 of the 26 action plans. Criminal Traffic alone accounted for 30.77% of the actions plans for Timeliness 1.

Timeliness 1 - Action Plans by Court Division

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Timeliness 2 – Cases Docketed

As shown below, 57.16% of action plans for Timeliness 2 Cases Docketed were in the Criminal court divisions, accounting for 8 of the 14 action plans. Civil Traffic and County Civil had no action plans.

Timeliness 2 - Action Plans by Court Division

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Historic Timeliness Rates**Timeliness 1 – Filing New Cases**

For Timeliness 1 – Filing New Cases, all court divisions are meeting the 80% standard. For the Criminal court divisions, half had a slight increase over CFY 2016-17 totals, except for an increase in Circuit Criminal and Criminal Traffic. All the Civil court divisions had an increase.

Timeliness 1 - Filing New Cases Quarter 1 CFY 2017-18						
Court Division	CFY 2016-17 Year End	CFY 2017-18 1st Quarter	CFY 2017-18 2nd Quarter	CFY 2017-18 3rd Quarter	CFY 2017-18 4th Quarter	Standard
Circuit Criminal	94.46%	85.79%				80.00%
County Criminal	95.48%	88.97%				80.00%
Juvenile Delinquency	95.30%	86.24%				80.00%
Criminal Traffic	92.97%	89.55%				80.00%
Circuit Civil	84.79%	94.65%				80.00%
County Civil	94.68%	86.82%				80.00%
Civil Traffic	96.11%	97.79%				80.00%
Probate	92.89%	85.41%				80.00%
Family	96.04%	90.09%				80.00%
Juvenile Dependency	95.99%	89.16%				80.00%

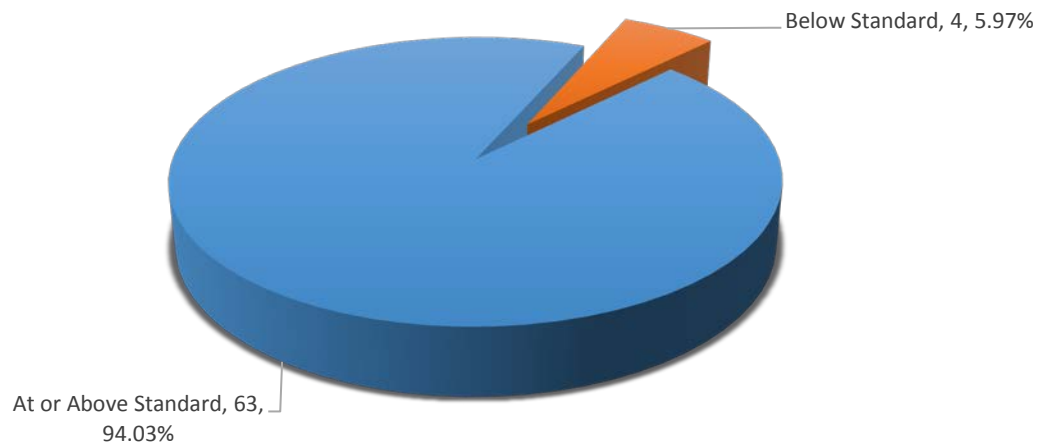
PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Timeliness 2 - Cases Docketed

For Timeliness 2 – Cases Docketed, all court divisions are meeting the standard for entering dockets timely. For the Criminal court divisions, all had a slight decrease over CFY 2016-17 totals. County Civil, Family, and Juvenile Dependency were the only court divisions to increase.

Timeliness 2 – Cases Docketed Quarter 1 CFY 2017-18						
Court Division	CFY 2016-17 Year End	CFY 2017-18 1st Quarter	CFY 2017-18 2nd Quarter	CFY 2017-18 3rd Quarter	CFY 2017-18 4th Quarter	Standard
Circuit Criminal	94.71%	93.39%				80.00%
County Criminal	94.86%	94.80%				80.00%
Juvenile Delinquency	96.52%	96.14%				80.00%
Criminal Traffic	95.52%	95.34%				80.00%
Circuit Civil	94.51%	92.16%				80.00%
County Civil	95.37%	97.01%				80.00%
Civil Traffic	97.56%	94.82%				80.00%
Probate	94.97%	90.80%				80.00%
Family	93.09%	94.32%				80.00%
Juvenile Dependency	93.49%	98.35%				80.00%

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 1

Jury Payment**Statewide Action Plans Required****Jury Payment - Statewide Action Plans****Statewide Action Plans by Reason Code**

The performance standard for timely juror payment is 100% payment of jurors within 20 days of final jury attendance. There are five reason codes for not meeting the performance measure: Staffing – Training, Staffing – Workload, Systems, Procedural, and Other. Of the five reason codes for not meeting the performance standard, Staffing – Training and Procedural had none. Two counties listed Other, one listed Staffing – Workload, and one county listed Systems.

Jury Payment Action Plans

The following are the action plans for counties missing the statewide performance measure as submitted by the Clerks:

	County	Reason	Action Plan
1	Bay	Systems	Notified Software Vendor of Issue
2	Citrus	Staffing - Workload	Approvals and posting payment delayed.
3	Gilchrist	Other (Explain)	Juror filled out payment request incorrectly.
4	Monroe	Other (Explain)	The Finance Dept. didn't cut the checks before the Thanksgiving Holiday!

Appendix A
Collections Performance by Division
CFY 2017-18 Quarter 1

County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Total
Alachua	Internal		External		Internal	Internal	Internal		Internal	6
Baker							External			1
Bay	Internal	External		Internal	Internal	Internal	External			6
Bradford	Internal		Internal							2
Brevard			Internal		Internal					2
Broward	External		External				External			3
Calhoun	External	External	External	External						4
Charlotte		External								1
Citrus			External							1
Clay										0
Collier										0
Columbia	External									1
Miami-Dade		External					External			2
DeSoto		Internal	Internal							2
Dixie										0
Duval	External	External	External				External			4
Escambia	External		External				External			3
Flagler	External									1
Franklin							External			1
Gadsden	External						External			2
Gilchrist	External	External	External				Internal			4
Glades	External						Internal			2
Gulf			External				External			2
Hamilton							External			1
Hardee		Internal								1
Hendry			External							1
Hernando	External									1
Highlands	Internal	External								2
Hillsborough							External			1
Holmes			External				External			2
Indian River										0
Jackson	External		External							2
Jefferson							Internal			1
Lafayette										0
Lake	Internal	Internal					Internal			3
Lee	Internal									1
Leon		External			External					2
Levy										0
Liberty	Internal						Internal			2
Madison										0
Manatee										0
Marion	Internal	Internal								2
Martin										0
Monroe										0
Nassau										0
Okaloosa										0
Okeechobee		External					External			2
Orange		External	External				External			3
Osceola										0
Palm Beach		External	External							2
Pasco	External						Internal			2
Pinellas	Internal	Internal	Internal							3
Polk	External	External					External			3
Putnam										0
Santa Rosa	External						External			2
Sarasota		Internal					Internal			2
Seminole							External			1
Saint Johns										0
Saint Lucie										0
Sumter										0
Suwannee										0
Taylor			External							1
Union		External					External			2
Volusia	External	External	External							3
Wakulla										0
Walton							External			1
Washington										0
Statewide	24	20	19	2	4	2	27	0	1	99
Internal Reasons	9	6	4	1	3	2	8	0	1	34
External Reasons	15	14	15	1	1	0	19	0	0	65



Appendix A Timeliness 1 - Filing New Cases by Division CFY 2017-18 Quarter 1											
County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Alachua											0
Baker											0
Bay											0
Bradford											0
Brevard					Staffing -	Staffing -					2
Broward								Staffing -			1
Calhoun											0
Charlotte											0
Citrus	Staffing -			Staffing -							2
Clay											0
Collier											0
Columbia				Systems/Conversions - External							1
Miami-Dade					Staffing -						1
DeSoto			Staffing -								1
Dixie	Staffing -										1
Duval											0
Escambia											0
Flagler											0
Franklin											0
Gadsden											0
Gilchrist											0
Glades											0
Gulf											0
Hamilton											0
Hardee	Systems/Conversions - Internal			Systems/Conversions - Internal							2
Hendry	Staffing-External	Staffing-External		Staffing-External							3
Hernando				Systems/Conversions - External							1
Highlands	Staffing -										1
Hillsborough											0
Holmes				Systems/Conversions - External							1
Indian River											0
Jackson											0
Jefferson					Staffing -						1
Lafayette											0
Lake								Staffing -			1
Lee											0
Leon											0
Levy			Staffing -								1
Liberty											0
Madison											0
Manatee											0
Marion											0
Martin											0
Monroe					Staffing -						1
Nassau											0
Okaloosa											0
Okeechobee											0
Orange											0
Osceola											0
Palm Beach											0
Pasco											0
Pinellas											0
Polk											0
Putnam	Staffing -							Staffing -			2
Santa Rosa				Systems/Conversions - Internal							1
Sarasota											0
Seminole											0
Saint Johns											0
Saint Lucie											0
Sumter											0
Suwannee											0
Taylor						Staffing -					1
Union											0
Volusia											0
Wakulla				Systems/Conversions - External							1
Walton											0
Washington											0
Statewide	6	1	2	8	4	2	0	3	0	0	26
Internal Reasons	5	0	2	3	4	2	0	3	0	0	19
External Reasons	1	1	0	5	0	0	0	0	0	0	7



Appendix A
Timeliness 2 - Cases Docketed by Division
CFY 2017-18 Quarter 1

County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Alachua											0
Baker											0
Bay											0
Bradford											0
Brevard											0
Broward								Staffing - Internal	Staffing - Internal		2
Calhoun											0
Charlotte											0
Citrus											0
Clay											0
Collier											0
Columbia											0
Miami-Dade					Staffing - Internal				Staffing - Internal	Staffing - Internal	3
DeSoto											0
Dixie	Staffing - Internal										1
Duval											0
Escambia											0
Flagler											0
Franklin											0
Gadsden				Staffing - External							1
Gilchrist											0
Glades											0
Gulf											0
Hamilton											0
Hardee											0
Hendry		Staffing - External		Staffing - External							2
Hernando											0
Highlands											0
Hillsborough											0
Holmes											0
Indian River											0
Jackson											0
Jefferson											0
Lafayette											0
Lake											0
Lee											0
Leon											0
Levy		Staffing - Internal									1
Liberty											0
Madison											0
Manatee											0
Marion											0
Martin											0
Monroe			Staffing - Internal								1
Nassau											0
Okaloosa											0
Okeechobee											0
Orange											0
Osceola											0
Palm Beach											0
Pasco											0
Pinellas											0
Polk											0
Putnam	Staffing - Internal		Staffing - Internal					Staffing - Internal			3
Santa Rosa											0
Sarasota											0
Seminole											0
Saint Johns											0
Saint Lucie											0
Sumter											0
Suwannee											0
Taylor											0
Union											0
Volusia											0
Wakulla											0
Walton											0
Washington											0
Statewide	2	2	2	2	1	0	0	2	2	1	14
Internal Reasons	2	1	2	0	1	0	0	2	2	1	11
External Reasons	0	1	0	2	0	0	0	0	0	0	3



Appendix B
Descriptions of External Factors for Not Meeting Performance Standards
CFY 2017-18 Quarter 1

	County	Division	Reason Code	Description
Collections				
1	Alachua	Juvenile Delinquency	External	This group does not have jobs and parents do not have the Money. Added a new additional Assessment.
2	Baker	Civil Traffic	External	We D6 their DL weekly and forward all unpaid citations to the collections agency. We are open for any suggestions
3	Bay	County Criminal	External	We're using all options available
4	Bay	Civil Traffic	External	We're using all options available
5	Broward	Circuit Criminal	External	Increases in the number of indigent defendants
6	Broward	Juvenile Delinquency	External	Continued impact of courthouse closures due to hurricane
7	Broward	Civil Traffic	External	Continued impact of courthouse closures due to hurricane
8	Calhoun	Circuit Criminal	External	Defendants went to prison.
9	Calhoun	County Criminal	External	\$10019.00 of this money has been reduced to a civil judgment. We are working on collecting this money through the payment plan.
10	Calhoun	Juvenile Delinquency	External	Probation closing cases before money is paid. Met with the Judge and Probation to try and resolve this issue.
11	Calhoun	Criminal Traffic	External	Working with Probation and collections
12	Charlotte	County Criminal	External	Hired additional Collection Agents in December 2017. Increase in collections should be realized in the next 6 months.
13	Citrus	Juvenile Delinquency	External	We are sending to collection after juvenile turns 18, improved our %
14	Columbia	Circuit Criminal	External	Drug trafficking assessments are the reason this measure is not met.
15	Miami-Dade	County Criminal	External	Due to our current economic conditions, many defendants are indigent or transient making collections efforts more difficult.
16	Miami-Dade	Civil Traffic	External	We have a significant number of payment plans which extend the time required for full collection. Additionally, a significant number of citations go to court which also delays collection times.
17	Duval	Circuit Criminal	External	Reviewing collection agency performance and other on-line payment options.
18	Duval	County Criminal	External	Reviewing collection agency performance and other on-line payment options.
19	Duval	Juvenile Delinquency	External	Reviewing collection agency performance and other on-line payment options.
20	Duval	Civil Traffic	External	Reviewing collection agency performance and other options to pay as well as enforcing 30 days to pay.
21	Escambia	Circuit Criminal	External	The local economy, incarcerated defendants, and the overall ability to pay greatly affect the collection rate. The total risk factor for circuit criminal in Escambia's most recent A&C Report was 92.27%.
22	Escambia	Juvenile Delinquency	External	The local economy and ability to pay affect the collection rate. Escambia was \$108.98 short from meeting the performance standard.
23	Escambia	Civil Traffic	External	The local economy and ability to pay greatly impact the collection rate.
24	Flagler	Circuit Criminal	External	Four drug trafficking cases that were incarcerated for ten years
25	Franklin	Civil Traffic	External	Franklin County is using all methods at our disposal to collect fees.
26	Gadsden	Circuit Criminal	External	Due to budget cuts this division lost a position and is under staffed. We will continue to attempt to meet the standard using the resources we have at our disposal.
27	Gadsden	Civil Traffic	External	we are a small office with a small staff. We will continue to attempt to meet the standard using the resources we have at our disposal.
28	Gilchrist	Circuit Criminal	External	Trafficking assessment coupled with Incarceration makes this quarters goal unattainable
29	Gilchrist	County Criminal	External	Will continue to d6 license for failure to pay
30	Gilchrist	Juvenile Delinquency	External	One Defendant with multiple cases, including new county criminal charges that have assessments due
31	Glades	Circuit Criminal	External	The economy and nature of these type cases cause these to be difficult to collect.
32	Gulf	Juvenile Delinquency	External	Offenders ability to pay has large effect on the measures.
33	Gulf	Civil Traffic	External	Switching of collections agencies has affected the collections of tickets.
34	Hamilton	Civil Traffic	External	Citations not being paid. We send all cases over 90 days in arrears to collections. Drivers Licenses are suspended after 30 days delinquent



35	Hendry	Juvenile Delinquency	External	Community Service is usually chosen over making a payment
36	Hernando	Circuit Criminal	External	We continue to work on improving this collection rate. It would be 11.87% without the drug trafficking measure.
37	Highlands	County Criminal	External	Salvation Army is our collections agent for County Criminal Cases. This is a contract an we must let them continue with collections as per contract.
38	Hillsborough	Civil Traffic	External	Continued transmissions to Collection Agencies
39	Holmes	Juvenile Delinquency	External	Clients are not paying. Can't start collections until client is 18 years old.
40	Holmes	Civil Traffic	External	Non-payment.....currently sending letters from our inhouse collections department.
41	Jackson	Circuit Criminal	External	These individuals have been sentenced to prison. We do record liens and refer to a collection agency.
42	Jackson	Juvenile Delinquency	External	We will continue to work with the Juvenile PO's to assist in these collections. We are also sending letters notifying violators that driving privileges will be suspended.
43	Leon	County Criminal	External	Leon County uses all methods of collections available to them for collecting on these cases. License suspension and submission to Collection Agency are two methods used. Results of Collection Agency are outside of the 5 quarter accounting and are not
44	Leon	Circuit Civil	External	Leon County uses all methods of collections available to them for collecting on these cases. License suspension and submission to Collection Agency are two methods used. Results of Collection Agency are outside of the 5 quarter accounting and are not credited to our collection rate. Leon County will continue to monitor this.
45	Okeechobee	County Criminal	External	Cases will be sent to collections.
46	Okeechobee	Civil Traffic	External	Cases will be sent to collections.
47	Orange	County Criminal	External	We have never met this standard. The majority of our customers are on payment plans that extend beyond the 5 quarters of this report.
48	Orange	Juvenile Delinquency	External	juveniles do not pay amounts due and if they are on a payment plan, the plans extend beyond 5 quarters. Also, juvenile dollars are so immaterial, it is not worth pursuing.
49	Orange	Civil Traffic	External	A lot of out of state/out of country visitors who don't pay and a general disregard for paying traffic cases. People don't care if they have a DL suspension or not
50	Palm Beach	County Criminal	External	Defendant's provided too much time to pay without being ordered onto a Clerk payment plan. Defendants on probation are not ordered to establish payment plans. Failure to pay as a condition does not have negative impact on successful completion of probation. Since meeting with the judges, we have seen an increase in payment plans. We expect the collection rate to increase as payment plan activity increases.
51	Palm Beach	Juvenile Delinquency	External	Defendants placed on probation are not ordered to establish payment plans. Failure to pay as a condition of probation is usually converted to community service.
52	Pasco	Circuit Criminal	External	Drug trafficking cases caused the missed percentages.
53	Polk	Circuit Criminal	External	Customers are not paying.
54	Polk	County Criminal	External	Customers not paying
55	Polk	Civil Traffic	External	Customers not paying.
56	Santa Rosa	Circuit Criminal	External	Increased probation, cannot collect until probation sentence has completed
57	Santa Rosa	Civil Traffic	External	Partial payment agreements can go up to 18 months which is outside the reporting time frame. Civil citation issued along with a criminal citation is held until the disposition of the civil citation.
58	Seminole	Civil Traffic	External	Get additional funding.
59	Taylor	Juvenile Delinquency	External	6 Juvenile cases, none of the 6 paid anything. We are looking into driver's license suspensions for those that are 16.
60	Union	County Criminal	External	Civil Judgments have been entered and DL's suspended. Referring all cases to collections.
61	Union	Civil Traffic	External	All unpaid citations D-6'd and referred to Collections
62	Volusia	Circuit Criminal	External	Increase in the number of late pay cases we are sending to collections.
63	Volusia	County Criminal	External	Increase in the number of late pay cases we are sending to collections
64	Volusia	Juvenile Delinquency	External	Increase in the number of late pay cases we are sending to collections.
65	Walton	Civil Traffic	External	Budget cuts resulting in reduced staff.



Timeliness 1 - Filing New Cases				
	County	Division	Reason Code	Description
1	Columbia	Criminal Traffic	Systems/Conversions - External	This is due to the recent change in the Business rules for outputs. Our actual rate is not this low.
2	Hendry	Circuit Criminal	Staffing-External	Current layoffs, short-staffed, no OT
3	Hendry	County Criminal	Staffing-External	Current layoffs, short-staffed, no OT
4	Hendry	Criminal Traffic	Staffing-External	Current layoffs, short-staffed, no OT
5	Hernando	Criminal Traffic	Systems/Conversions - External	The correct percent is 79.92% or rounded, 80%. The report form is pulling cases from Clericus but using the sub-case data and rolls up automatically, giving distorted data on all case types.
6	Holmes	Criminal Traffic	Systems/Conversions - External	Due to reclassification of criminal cases the report is not pulling correctly. However, we had a total of 34 cases and completed 34 cases on the 3rd business day.
7	Wakulla	Criminal Traffic	Systems/Conversions - External	the new business rules do not apply to the timeliness quarterly report! The 73 cases are not just CT cases this number is pulling other UCN types!

Timeliness 2 - Cases Docketed				
	County	Division	Reason Code	Description
1	Gadsden	Criminal Traffic	Staffing - External	We are a small office with insufficient staff due to budget cuts. We will continue to attempt to meet the standard with the resources we have at our disposal.
2	Hendry	County Criminal	Staffing-External	Current layoffs, short-staffed, no OT
3	Hendry	Criminal Traffic	Staffing-External	Current layoffs, short-staffed, no OT





Quarterly Performance Measures & Action Plans Report

Section 28.35(2)(d), Florida Statutes

2nd Quarter
County Fiscal Year 2017-18
(January 1, 2018 through March 31, 2018)

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Ken Burke, CPA
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EXECUTIVE COUNCIL CHAIR

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JOHN CRAWFORD
NASSAU COUNTY

PAT FRANK
HILLSBOROUGH COUNTY

TODD NEWTON
GILCHRIST COUNTY

JEFFREY R. SMITH, CPA
INDIAN RIVER COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

KYLE HUDSON
HOLMES COUNTY
SENATE APPOINTEE

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Performance Measure & Quarterly Action Plan Background

The Florida Clerks of Court Operations Corporation (CCOC) was created as a public corporation to perform the functions specified in sections 28.35 and 28.36, Florida Statutes. Section 28.35 (2)(d), F.S. requires the CCOC to develop a uniform system of performance measures and applicable standards in consultation with the Legislature. These measures and standards are designed to facilitate an objective determination of the performance of each clerk in fiscal management, operational efficiency, and effective collection of fines, fees, service charges, and court costs. Current performance measures address:

- Collections (one measure each for nine court divisions, reported quarterly)
- Timeliness (two measures for each of ten court divisions, reported quarterly)
- Juror Payment Processing (one measure, reported quarterly)
- Fiscal Management (one measure, reported annually)

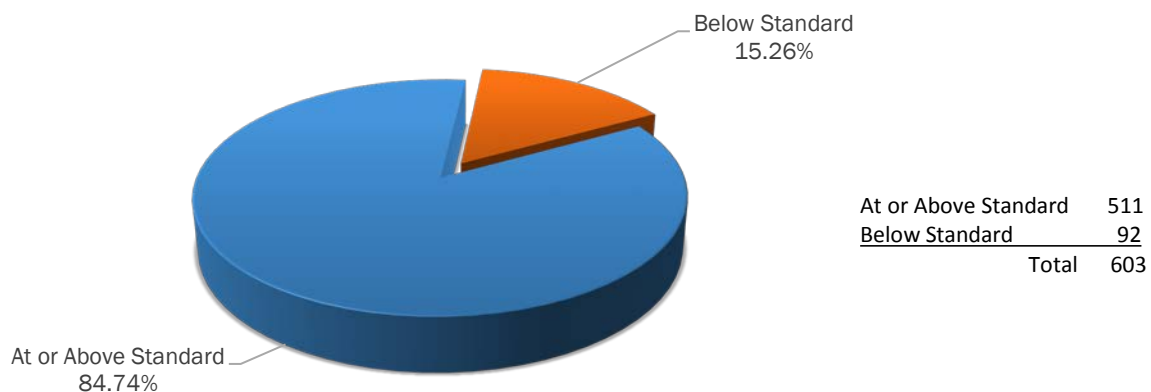
When the CCOC finds a Clerk's office has not met the performance standards, the CCOC identifies the nature of each deficiency and any corrective action recommended and taken by the affected Clerk of the Court. The CCOC is required to notify the Legislature of any clerk not meeting performance standards and provide a copy of applicable corrective action plans.

The CCOC monitors the performance of the Clerk's offices through quarterly reports provided by the Clerk's offices, due on the 20th of the month following the end of the quarter. The CCOC provides notification of the status of the Clerks' performance standards to the Legislature through these quarterly reports.

The quarterly report for the 2nd Quarter of CFY 2017-2018 provides information about the performance of the Clerks of Courts on standards relating to collections, timeliness, and juror payment management. The report identifies the Clerk's offices not meeting each performance standard. In addition, the report provides a description of factors that may have contributed to the unmet standard.

For the 2nd Quarter of CFY 2017-2018, 18 counties did not have an action plan related to Collections, 47 counties had no action plans for Timeliness 1, 56 counties had no action plans for Timeliness 2, and 64 counties had no action plans regarding Jury Timeliness. The performance measure analysis and required action plans are in the following pages of this report. Four counties did not submit a collections report and two counties did not submit a timeliness report for this quarter.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Collections**Statewide Performance Summary****Collections - Statewide Action Plans****Collection Performance by Reason Code**

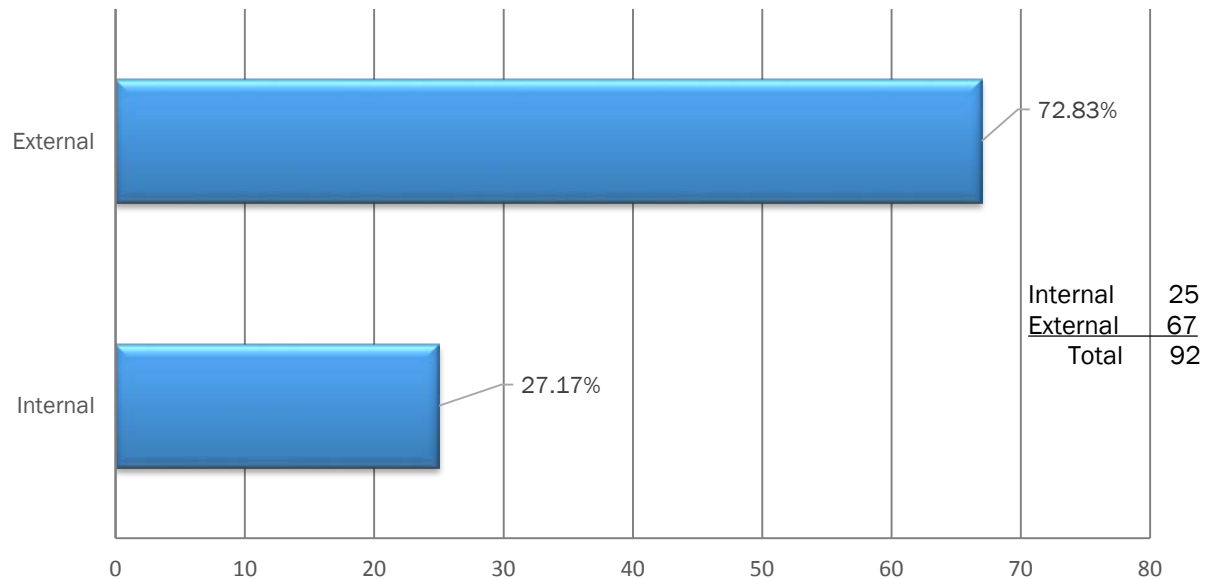
Pursuant to Executive Council direction on October 6, 2015, the “Reason Codes” chosen for not meeting a statewide Collection performance measure were amended to clarify what was under the control of the Clerk’s office and what was not. The new reason codes are:

- “Internal” – Reasons are inter-office and controllable. Internal reasons will require an “Action to Improve” and a detailed explanation of the reason why the standard was not met and an expected duration of time to have this reason resolved.
- “External” – Factors outside of office management and/or process control. External Reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Collection Performance Standard was not met.

Of the 92 action plans where the collection standard was not met, 25 (27.17%) were classified as within the control of the Clerk. A list of the 25 action plans for 15 counties is found below. The remaining 67 (72.83%) action plans were outside the control of the Clerks’ offices. A list of these external reasons is found in Appendix B.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Collections - Action Plans by Reason Code



Internal – Action Plans

	County	Division	Plan to Improve
1	Bay	Circuit Criminal	Adjustments made to Assessments
2		County Civil	Adjustments made to Assessments
3	Bradford	Circuit Criminal	Additional Training on assessing cases
4		County Civil	Office wide refresher on assessment procedure.
5	Brevard	Circuit Criminal	The Standard was not met despite pursuit of all collection efforts within the control of the Clerk. 6-1-18 to maintain Standard
6		Juvenile Delinquency	The Standard was not met despite pursuit of all collection efforts within the control of the Clerk. 6-1-18 Standards to be met.
7		Circuit Civil	Reversed Assessments entered in Error 6-1-18 for Corrections
8		Probate	Did not respond.
9	DeSoto	County Criminal	Continue collection efforts
10	Glades	Probate	A collection letter will be sent.
11	Hernando	Juvenile Delinquency	We continue to work with parents to pay for the court costs and fees, but they typically pay restitution first. We will continue to notice them and attempt collections.
12	Highlands	Circuit Criminal	9% not reached due to high prison sentences. We continue to send older cases to Penn Credit for collections.
13	Jefferson	Family	We currently have several larger cases that are on payment plans. While this not typical for Family cases, we feel as the monthly payments are made this control groups collection rate will continue to increase.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

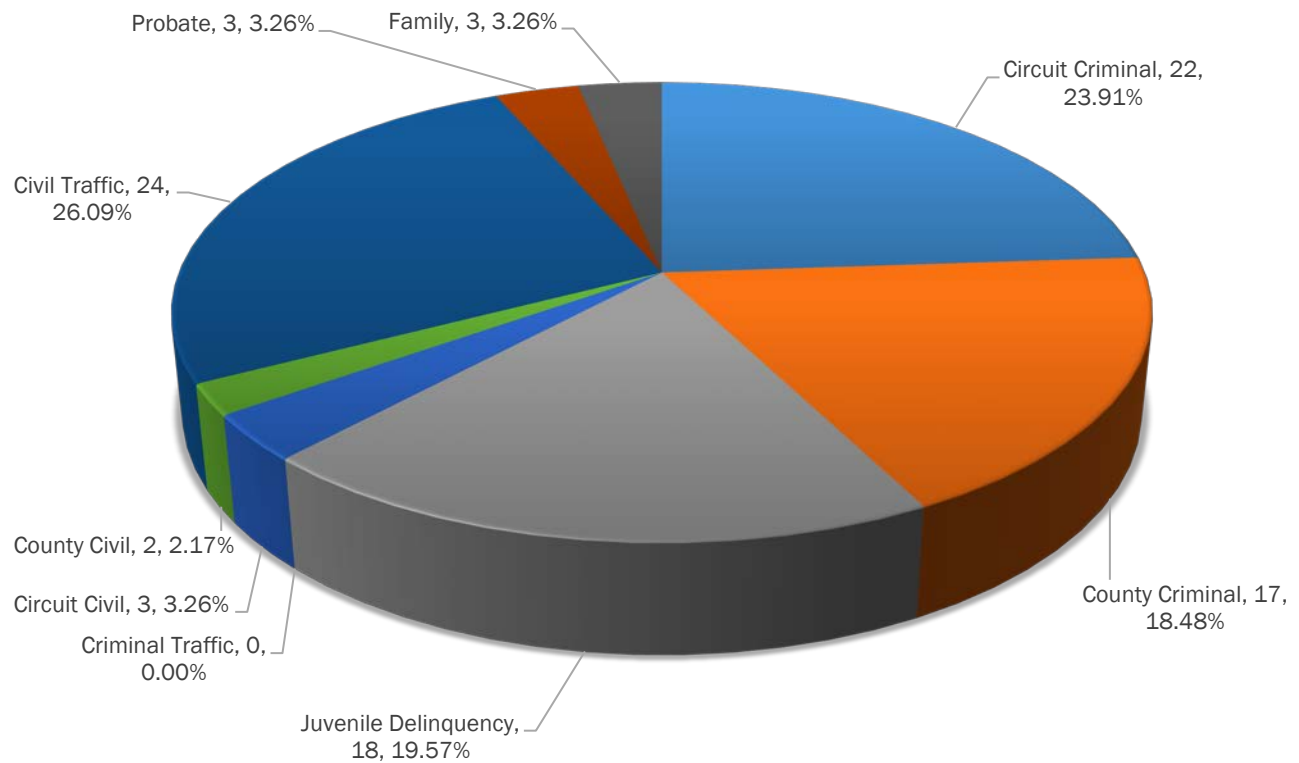
	County	Division	Plan to Improve
14	Lake	Circuit Criminal	Lack of sufficient staffing due to continued budget cuts reduces ability to aggressively pursue delinquent accounts.
15		County Criminal	Lack of sufficient staffing due to continued budget cuts reduces ability to aggressively pursue delinquent accounts.
16	Lee	Circuit Criminal	Back dated assessments.
17	Madison	Circuit Criminal	Consideration to the amount of trafficking monies assessed in the initial quarter.
18		County Criminal	Area being monitored and reviewed. Best Practices for Collections in place. Does not seem to be trend with other quarters of report.
19		Civil Traffic	Area continues to be monitored/attempts have been made to improve collection rate over the years to no avail. Best Practices followed.
20	Marion	County Criminal	Unable to create an action plan to improve. We are following procedures set by the Best Practices Committee.
21	Pasco	Civil Traffic	Staffing vacancies impacted the ability to send infraction cases to collection agencies. Positions have been filled and training is underway to eliminate this issue.
22	Pinellas	County Criminal	Continuing to work with staff on our collection methods to improve our process. We are increasing our performance level and we hope to achieve the standard level by next quarter ending.
23		Juvenile Delinquency	Continue to improve our process and reach the performance level. We hope to achieve this level by the quarter ending 09/30/17.
24	Sarasota	County Criminal	Intensified management of payment plans and enhanced efforts of collection agencies expected to increase collection rates in 2018.
25		Civil Traffic	Recently implemented process to send two reminder letters to defendants within 40 days of citation being filed to prompt payment or entry into a payment plan. Expected to improve collection rates in 2018.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Statewide Performance by Court Division

As shown below, the civil traffic court division continues to exceed (26.09%) all other court divisions for not meeting collection standards. Criminal court division cases, as a whole (61.96%) continue to be a challenge to collect.

Collections - Action Plans by Division



PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Historic Collection Rates

The table below shows that from the end of CFY 2016-17 through the 2nd quarter of CFY 2017-18. All Courts showed an increase in collection performance except for Family and circuit criminal which slightly decreased. Although Family and Circuit Criminal decreased, they remained well above the performance standard.

Court Division	CFY 2016-17 Year End	CFY 2017-18 1st Quarter	CFY 2017-18 2nd Quarter	CFY 2017-18 3rd Quarter	CFY 2017-18 4th Quarter	Standard
Circuit Criminal	8.25%	9.95%	10.31%			9%
Circuit Criminal (No Trafficking)	16.25%	16.14%	15.49%			NA
County Criminal	39.97%	39.85%	40.16%			40%
Juvenile Delinquency	13.88%	11.67%	13.18%			9%
Criminal Traffic	61.91%	62.41%	62.43%			40%
Circuit Civil	99.26%	99.25%	99.31%			90%
County Civil	99.69%	99.58%	99.73%			90%
Civil Traffic	84.57%	84.26%	85.41%			90%
Probate	99.47%	99.41%	99.45%			90%
Family	96.86%	96.96%	94.99%			75%
	67.10%	67.04%	67.22%			

After adjusting the drug trafficking mandatory assessments and collections; the statewide Circuit Criminal court division collection rate increased from 10.31% to 15.49%.

Of the 21 counties who did not meet the Circuit Criminal collection standard, 8 would have met the standard had Drug Trafficking assessments not be included as part of Circuit Criminal assessments. Drug Trafficking assessments accounted for over 35.48% of total assessments for these counties in Quarter 2. Less than a half percent was collected due to the prison sentence.

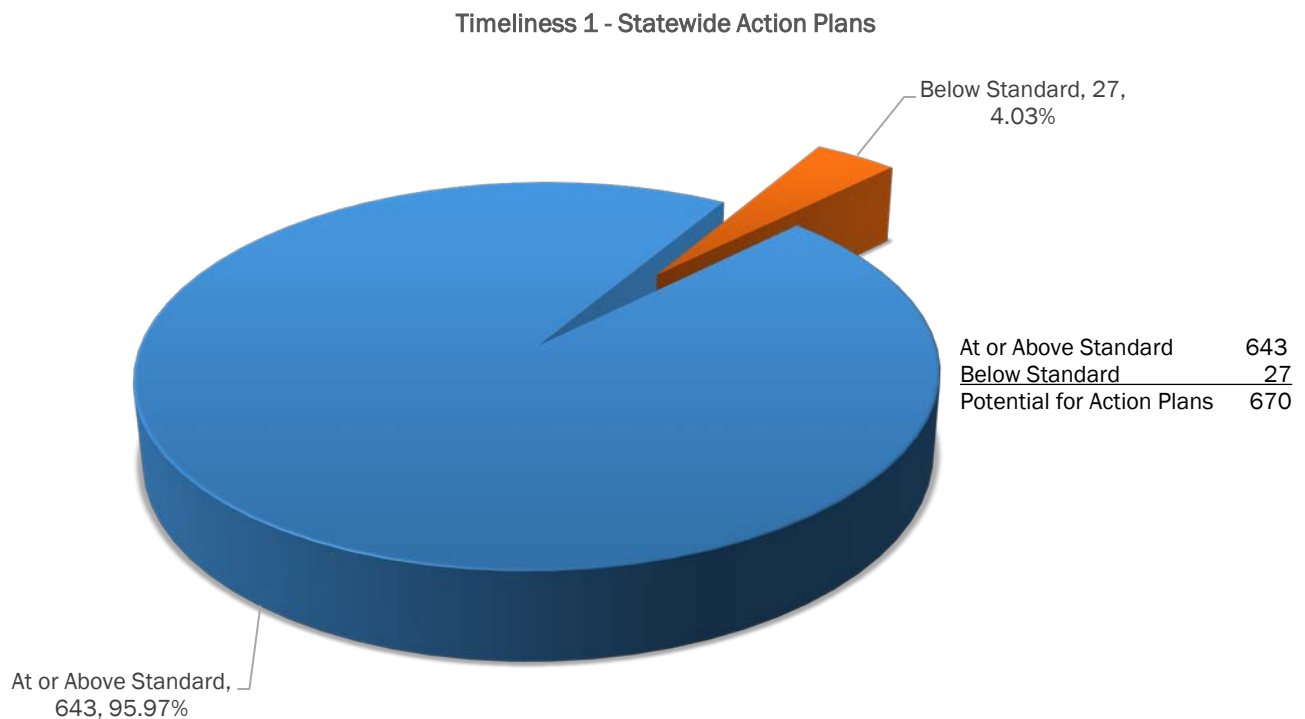
PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Timeliness

Statewide Performance Summary

Timeliness 1 – Filing New Cases

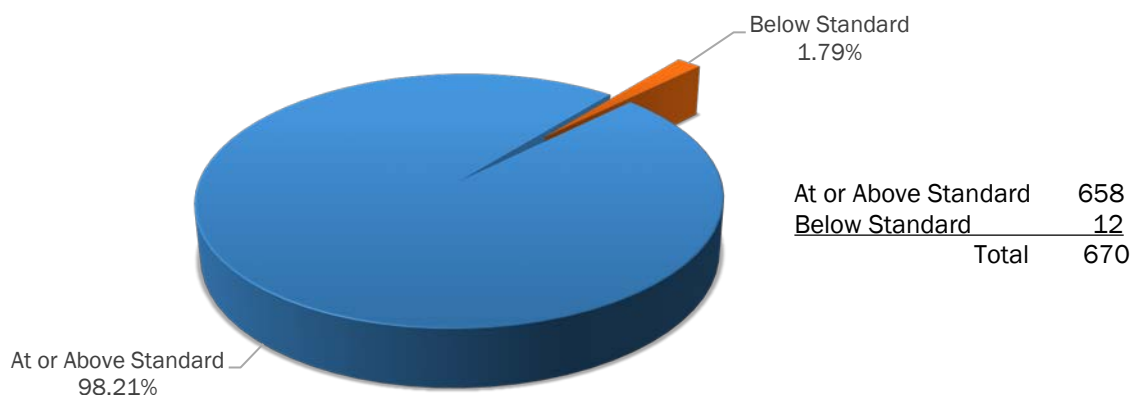
The 27 action plans required for not filing new cases timely (Timeliness 1) 12 were in their control to correct. 11 of those action plans cite internal staffing and the 1 other action plan cite Systems/Conversions – Internal as their reason for not meeting the standard. 8 of the 15 action plans for external reasons also cite staffing and the remaining 7 cite Systems/Conversions - External as their reasons for not meeting the standard. (See Appendix B for more details)



PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Timeliness 2 – Cases Docketed

The 12 action plans required for not docketing cases timely (Time 2) 11 were in their control to correct. All 11 of those action plans site internal staffing as their reason for not meeting the standard. The 1 action plan for external reasons also site staffing as their reasons for meeting the standard. (See Appendix B for more details)

Timeliness 2 - Statewide Action Plans

Timeliness Performance by Reason Codes

Pursuant to Executive Council direction on October 6, 2015, the “Reason Codes” chosen for not meeting a statewide Timeliness (filing cases timely and entering dockets timely) performance measures were amended to clarify what was under the control of the Clerk’s office to correct and what was not. The reason codes are:

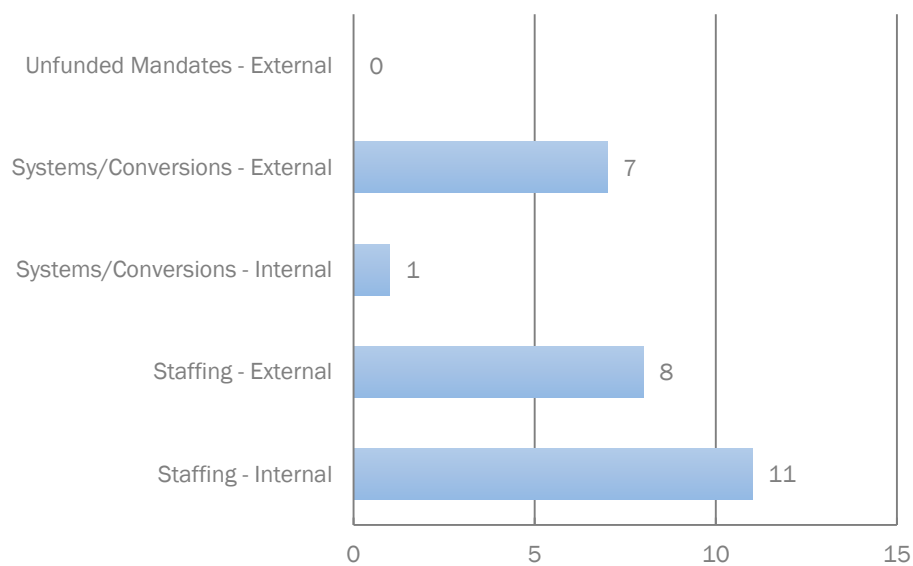
- “Staffing - Internal”: Reason is inter-office and controllable. Internal Staffing reasons will require an “Action to Improve” and a detailed explanation of the reason why the standard was not met and an expected duration of time to have this reason resolved.
- “Staffing External”: Staffing factors outside of office management and/or process control. External Staffing Reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.
- “Systems/Conversions - Internal”: Reason is inter-office and controllable. Internal System reasons will require an “Action to Improve” including all factors noted above.
- “Systems – Conversions - External”: System/Conversion is outside of office management and/or process control. External Systems/Conversion reasons will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

- “Unfunded Mandates - External”: Federal, State and / or local mandates outside of office management and/or process control. Unfunded Mandate reason(s) will not require an Action to Improve but must have a detailed explanation of the external reason why the Timeliness Performance Standard was not met.

Timeliness 1 – Filing New Cases

There were 27 action plans for Timeliness 1 - Filing New Cases, of which 11 were for Staffing – Internal, 8 were related to Staffing – External, 1 for Systems/Conversions – Internal, 7 for Systems/Conversions – External, and none for Unfunded Mandates.

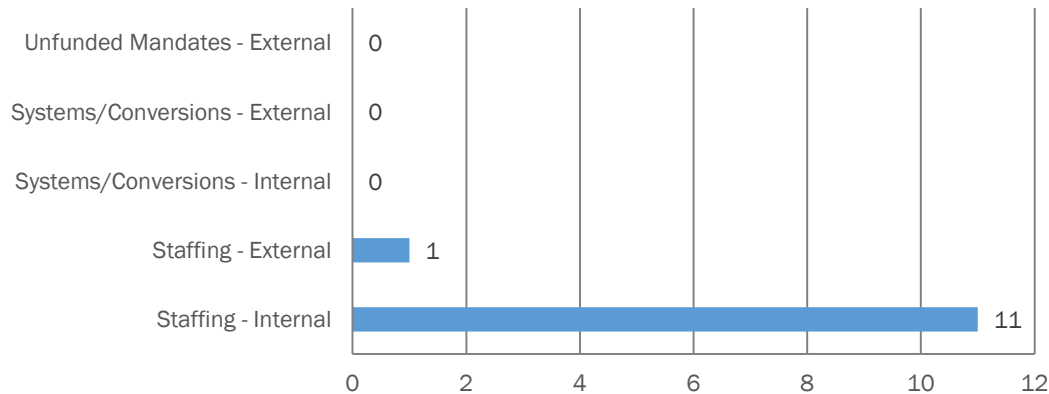
Timeliness 1: Action Plans by Reason Code

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Timeliness 2 (Docket Entries) – Performance by Reason Code

There were 12 action plans for Timeliness 2 – Cases Docketed, of which 11 action plans were for Staffing – Internal and 1 for Staffing – External.

Timeliness 2: Performance by Reason Code



Internal Action Plans Required Timeliness 1 – Filing New Cases

The following are the action plans for internal reasons for counties missing a statewide performance measure as submitted by the Clerks:

	County	Division	Reason Code	Action Plan to Improve
1	Brevard	Circuit Civil	Staffing - Internal	Staff out with Flu and training new employees
2		County Civil	Staffing - Internal	Staff out with Flu and training new employees
3	Broward	Circuit Civil	Staffing - Internal	As the budget permits, fill vacant positions and use overtime to meet standard.
4		Probate	Staffing - Internal	Budget permitting, overtime will be utilized to improve timeliness
5	Miami-Dade	Circuit Civil	Staffing - Internal	Unable to meet standard due to reduced staff because of budget cuts
6	Hardee	Criminal Traffic	Systems/Conversions - Internal	CLERICUS report is incorrect. Instructed by CCOC to leave blank.
7	Highlands	Circuit Criminal	Staffing - Internal	Waiting for criminal case initiation in e-Portal.
8		Criminal Traffic	Staffing - Internal	CT Clerks in court 3 days a week. Cross train MM clerks.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

	County	Division	Reason Code	Action Plan to Improve
9	Lee	Circuit Criminal	Staffing - Internal	Work with the judiciary on the time change related First Appearance.
10	Levy	Juvenile Delinquency	Staffing - Internal	Clerk works in other departments.
11		Criminal Traffic	Staffing - Internal	Need Full-Time Clerk
12	Putnam	Juvenile Dependency	Staffing - Internal	Training/Learning Curve

Timeliness 2 – Cases Docketed

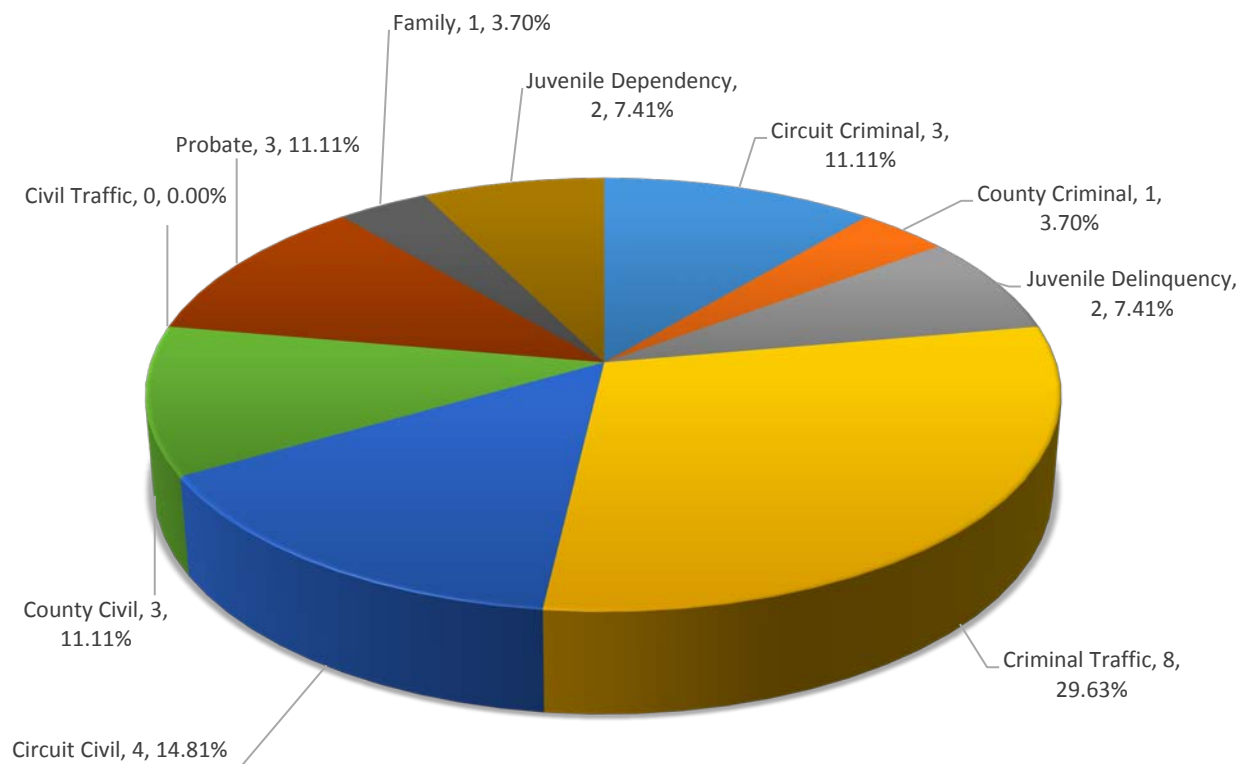
The following are the action plans for internal reasons for counties missing a statewide performance measure as submitted by the Clerks:

	County	Division	Reason Code	Action Plan to Improve
1	Brevard	County Civil	Staffing - Internal	New Staff being trained and some still out with FLU
2	Broward	Probate	Staffing - Internal	Budget permitting, overtime will be utilized to improve timeliness.
3	Miami-Dade	Circuit Civil	Staffing - Internal	Unable to meet standard due to reduced staff as a result of budget cuts
4		Probate	Staffing - Internal	Unable to meet standard due to reduced staff as a result of budget cuts
5	Holmes	Circuit Criminal	Staffing - Internal	Workload and understaffed
6	Monroe	Juvenile Delinquency	Staffing - Internal	Additional training and additional supervision to insure these tasks are completed timely.
7	Nassau	Circuit Criminal	Staffing - Internal	Cross-trains for when staff may be out sick and short staffed
8	Okeechobee	Juvenile Delinquency	Staffing - Internal	short staffed
9	Polk	Family	Staffing - Internal	Staff in training will be fully trained; receiving assistance from other departments; this qtr saw 4,508 more filings than last qtr
10	Putnam	Juvenile Delinquency	Staffing - Internal	Training/Learning Curve
11	Wakulla	Circuit Criminal	Staffing - Internal	We are doing what we can with the resources we have been given.

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

**Statewide Performance by Court Division
Timeliness 1 – Filing New Cases**

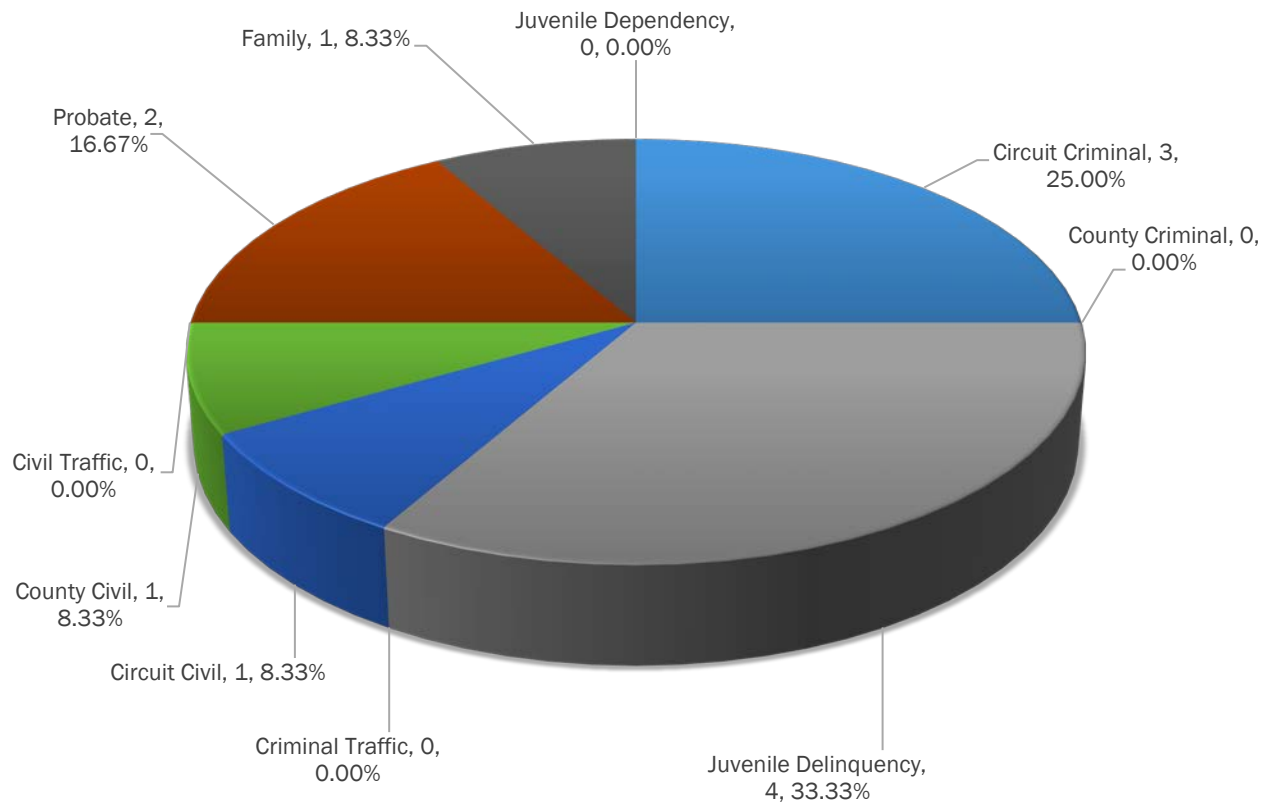
As shown below, 51.85% of action plans for Timeliness 1 (Filing new cases) were in the Criminal court divisions, accounting for 14 of the 27 action plans. Criminal Traffic alone accounted for 29.63% of the actions plans for Timeliness 1

Timeliness 1 - Action Plans by Court Division

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Timeliness 2 – Cases Docketed

As shown below, 58.33% of action plans for Timeliness 2 (docket entry) were in the Criminal court divisions, accounting for 7 of the 12 action plans.

Timeliness 2 - Action Plans by Court Division

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Historic Timeliness Rates**Timeliness 1 – Filing New Cases**

For Timeliness 1 (Filing New Cases), all court divisions are meeting the 80% standard. Five court divisions increased from quarter I to quarter II, one remained unchanged, and four decreased.

Time 1 Quarter 2 CFY 2017-18						
Court Division	CFY 2016-17 Year End	CFY 2017-18 1st Quarter	CFY 2017-18 2nd Quarter	CFY 2017-18 3rd Quarter	CFY 2017-18 4th Quarter	Standard
Circuit Criminal	94.46%	85.79%	87.50%			80.00%
County Criminal	95.48%	88.97%	89.10%			80.00%
Juvenile Delinquency	95.30%	86.24%	86.11%			80.00%
Criminal Traffic	92.97%	89.55%	91.95%			80.00%
Circuit Civil	84.79%	94.65%	87.39%			80.00%
County Civil	94.68%	86.82%	87.06%			80.00%
Civil Traffic	96.11%	97.79%	97.79%			80.00%
Probate	92.89%	85.41%	86.80%			80.00%
Family	96.04%	90.09%	89.53%			80.00%
Juvenile Dependency	95.99%	89.16%	89.55%			80.00%

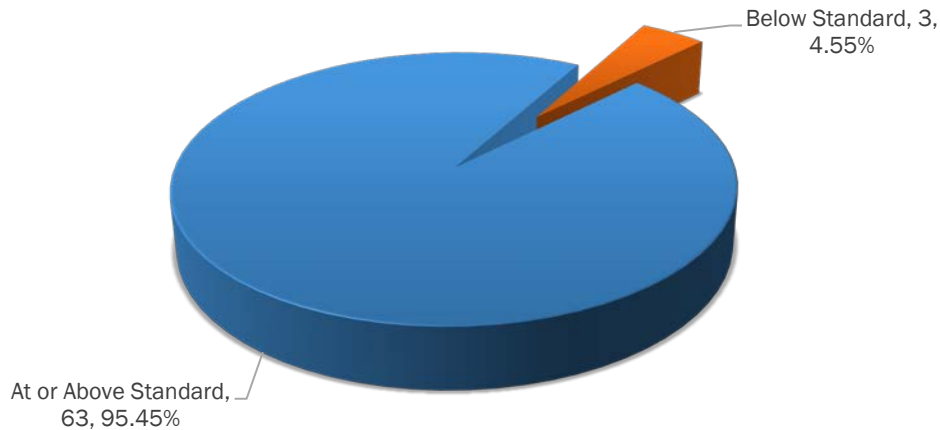
PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Timeliness 2 - Cases Docketed

For Timeliness 2, all court divisions are meeting the standard for entering dockets timely. For the Criminal court divisions, all had increased slightly from quarter I to quarter II. Half of the Civil court divisions decreased while Civil Traffic and Family increased.

Time 2 Quarter 2 CFY 2017-18						
Court Division	CFY 2016-17 Year End	CFY 2017-18 1st Quarter	CFY 2017-18 2nd Quarter	CFY 2017-18 3rd Quarter	CFY 2017-18 4th Quarter	Standard
Circuit Criminal	94.71%	93.39%	94.70%			80.00%
County Criminal	94.86%	94.80%	94.91%			80.00%
Juvenile Delinquency	96.52%	96.14%	96.15%			80.00%
Criminal Traffic	95.52%	95.34%	95.63%			80.00%
Circuit Civil	94.51%	92.16%	89.45%			80.00%
County Civil	95.37%	97.01%	95.12%			80.00%
Civil Traffic	97.56%	94.82%	98.32%			80.00%
Probate	94.97%	90.80%	90.77%			80.00%
Family	93.09%	94.32%	94.97%			80.00%
Juvenile Dependency	93.49%	98.35%	95.08%			80.00%

PERFORMANCE MEASURES & ACTION PLANS REPORT – CFY 2017-18, QUARTER 2

Jury Payment**Statewide Action Plans Required****Jury Payment - Statewide Action Plans****Jury Payment Action Plans by Reason Code**

The performance standard for timely juror payment is 100% payment of jurors within 20 days of final jury attendance. Of the three reason codes for not meeting the performance standard, Staffing – Workload, Systems, Other, and Procedural had none. All three counties list Staffing – Training.

Jury Payment Action Plans

County	Reason	Action Plan to Improve
Charlotte	Staffing - Training	Training to ensure future measurement compliance
Hendry	Staffing - Training	Training
Monroe	Staffing - Training	Staffing - Workload

Appendix A Collections Performance by Division CFY 2017-18 Quarter 2										
County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Total
Alachua			External							1
Baker		External					External			2
Bay	Internal					Internal				2
Bradford	Internal						Internal			2
Brevard	Internal		Internal		Internal			Internal		4
Broward	External		External				External			3
Calhoun	External						External			2
Charlotte										0
Citrus										0
Clay										0
Collier										0
Columbia	External	External								2
DeSoto		Internal								1
Dixie										0
Duval	External	External	External				External			4
Escambia			External				External			2
Flagler										0
Franklin	External	External								2
Gadsden	External						External			2
Gilchrist			External							1
Glades			External					Internal		2
Gulf			External				External			2
Hamilton							External			1
Hardee	External									1
Hendry			External							1
Hernando	External		Internal							2
Highlands	Internal	External								2
Hillsborough		External					External			2
Holmes	External						External			2
Indian River	External									1
Jackson										0
Jefferson									Internal	1
Lafayette			External							1
Lake	Internal	Internal								2
Lee	Internal		External		External	External	External	External	External	7
Leon										0
Levy										0
Liberty										0
Madison	Internal	Internal					Internal			3
Manatee										0
Marion		Internal								1
Martin										0
Miami-Dade		External					External			2
Monroe			External		External					2
Nassau										0
Okaloosa							External			1
Okeechobee			External							1
Orange		External	External				External			3
Osceola			External				External		External	3
Palm Beach	External	External	External							3
Pasco							Internal			1
Pinellas		Internal	Internal							2
Polk	External						External			2
Putnam	External	External					External			3
Saint Johns										0
Saint Lucie										0
Santa Rosa							External			1
Sarasota		Internal					Internal			2
Seminole										0
Sumter										0
Suwannee							External			1
Taylor										0
Union										0
Volusia	External	External								2
Wakulla							External			1
Walton										0
Washington	External									1
Statewide	22	17	18	0	3	2	24	3	3	92
Internal Reasons	7	6	3	0	1	1	4	2	1	25
External Reasons	15	11	15	0	2	1	20	1	2	67

Appendix A Timeliness 1 - Filing New Cases by Division CFY 2017-18 Quarter 2											
County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Alachua											0
Baker											0
Bay											0
Bradford											0
Brevard					Staffing - Internal	Staffing - Internal					2
Broward					Staffing - Internal			Staffing - Internal			2
Calhoun											0
Charlotte											0
Citrus											0
Clay											0
Collier											0
Columbia											0
DeSoto											0
Dixie											0
Duval											0
Escambia											0
Flagler											0
Franklin											0
Gadsden				Staffing - External							1
Gilchrist											0
Glades											0
Gulf											0
Hamilton											0
Hardee				Systems/Conversions - Internal							1
Hendry	Staffing - External		Staffing-External	Staffing - External							3
Hernando		Staffing - External		Staffing - External							2
Highlands	Staffing - Internal			Staffing - Internal							2
Hillsborough						Staffing - External					1
Holmes											0
Indian River											0
Jackson											0
Jefferson											0
Lafayette								Systems/Conversions - External			1
Lake											0
Lee	Staffing - Internal										1
Leon											0
Levy			Staffing - Internal	Staffing - Internal							2
Liberty											0
Madison						Systems/Conversions - External					1
Manatee				Staffing - External							1
Marion				Systems/Conversions - External							1
Martin											0
Miami-Dade					Staffing - Internal						1
Monroe											0
Nassau											0
Okaloosa											0
Okeechobee					Systems/Conversions - External						1
Orange											0
Osceola											0
Palm Beach											0
Pasco											0
Pinellas											0
Polk											0
Putnam										Staffing - Internal	1
Saint Johns											0
Saint Lucie											0
Santa Rosa								Systems/Conversions - External	Systems/Conversions - External	Systems/Conversions - External	3
Sarasota											0
Seminole											0
Sumter											0
Suwannee											0
Taylor											0
Union											0
Volusia											0
Wakulla											0
Walton											0
Washington											0
Statewide	3	1	2	8	4	3	0	3	1	2	27
Internal Reasons	2	0	1	3	3	1	0	1	0	1	12
External Reasons	1	1	1	5	1	2	0	2	1	1	15

Appendix A											
Timeliness 2 - Cases Docketed by Division											
CFY 2017-18 Quarter 2											
County	Circuit Criminal	County Criminal	Juvenile Delinquency	Criminal Traffic	Circuit Civil	County Civil	Civil Traffic	Probate	Family	Juvenile Dependency	Total
Alachua											0
Baker											0
Bay											0
Bradford											0
Brevard						Staffing - Internal					1
Broward								Staffing - Internal			1
Calhoun			Staffing - External								1
Charlotte											0
Citrus											0
Clay											0
Collier											0
Columbia											0
DeSoto											0
Dixie											0
Duval											0
Escambia											0
Flagler											0
Franklin											0
Gadsden											0
Gilchrist											0
Glades											0
Gulf											0
Hamilton											0
Hardee											0
Hendry											0
Hernando											0
Highlands											0
Hillsborough											0
Holmes	Staffing - Internal										1
Indian River											0
Jackson											0
Jefferson											0
Lafayette											0
Lake											0
Lee											0
Leon											0
Levy											0
Liberty											0
Madison											0
Manatee											0
Marion											0
Martin											0
Miami-Dade					Staffing - Internal			Staffing - Internal			2
Monroe			Staffing - Internal								1
Nassau	Staffing - Internal										1
Okaloosa											0
Okeechobee			Staffing - Internal								1
Orange											0
Osceola											0
Palm Beach											0
Pasco											0
Pinellas											0
Polk									Staffing - Internal		1
Putnam			Staffing - Internal								1
Saint Johns											0
Saint Lucie											0
Santa Rosa											0
Sarasota											0
Seminole											0
Sumter											0
Suwannee											0
Taylor											0
Union											0
Volusia											0
Wakulla	Staffing - Internal										1
Walton											0
Washington											0
Statewide	3	0	4	0	1	1	0	2	1	0	12
Internal Reasons	3	0	3	0	1	1	0	2	1	0	11
External Reasons	0	0	1	0	0	0	0	0	0	0	1

Appendix B Descriptions of External Factors for Not Meeting Performance Standards CFY 2017-18 Quarter 2				
	County	Division	Reason Code	Description
Collections				
1	Alachua	Juvenile Delinquency	External	This group does not have jobs and parents do not have the Money. Added a new additional Assessment.
2	Baker	County Criminal	External	The court places the defendants on probation and our office sets up payment plans and suspend the defendants DL for non payment. We are open for any suggestions
3		Civil Traffic	External	We D6 their DL weekly and forward all unpaid citations to the collections agency. We are open for any suggestions
4	Broward	Circuit Criminal	External	Increases in the number of indigent defendants
5		Juvenile Delinquency	External	Continued impact of courthouse closures due to hurricane
6		Civil Traffic	External	Increases in the number of indigent defendants
7	Calhoun	Circuit Criminal	External	Continue to work collection plan when released from prison
8		Civil Traffic	External	Continue to suspended driver license
9	Columbia	Circuit Criminal	External	Drug trafficking assessments are the reason this measure is not met.
10		County Criminal	External	The majority of these defendants are on probation.
11	Miami-Dade	County Criminal	External	Due to our current economic conditions, many defendants are indigent or transient making collections efforts more difficult.
12		Civil Traffic	External	We have a significant number of payment plans which extend the time required for full collection. Additionally, a significant number of citations go to court which also delays collection times.
13	Duval	Circuit Criminal	External	Reviewing collection agency performance and other on-line payment options.
14		County Criminal	External	Reviewing collection agency performance and other on-line payment options.
15		Juvenile Delinquency	External	Reviewing collection agency performance and other on-line payment options.
16		Civil Traffic	External	Reviewing collection agency performance and other options to pay as well as enforcing 30 days to pay.
17	Escambia	Juvenile Delinquency	External	Escambia was \$333.01 short from meeting the 9% performance measure standard. The local economy and ability to pay affect the collection rate.
18		Civil Traffic	External	The local economy and ability to pay greatly impact the collection rate.
19	Franklin	Circuit Criminal	External	Franklin County is using all methods at our disposal to collect fees.
20		County Criminal	External	Franklin County is using all methods at our disposal to collect fees
21	Gadsden	Circuit Criminal	External	Due to budget cuts this division lost a position and is under staffed. We will continue to attempt to meet the standard using the resources we have at our disposal.
22		Civil Traffic	External	we are a small office with a small staff. We will continue to attempt to meet the standard using the resources we have at our disposal.
23	Gilchrist	Juvenile Delinquency	External	One Defendant with multiple cases, including new county criminal charges that have assessments due
24	Glades	Juvenile Delinquency	External	Sent to Collections
25	Gulf	Juvenile Delinquency	External	Offenders ability to pay has large effect on the measures.
26		Civil Traffic	External	Switching of collections agencies has affected the collections of tickets.
27	Hamilton	Civil Traffic	External	We have changed collection agencies and are getting better results with the new agency.
28	Hardee	Circuit Criminal	External	Drug trafficking conviction. Defendant is incarcerated.
29	Hendry	Juvenile Delinquency	External	Community Service is usually chosen over making a payment
30	Hernando	Circuit Criminal	External	10.46% is the collection rate, not inclusive of Drug Trafficking. We continue to offer payment plans and work with the defendants to pay what is owed. Many are incarcerated or indigent.
31	Highlands	County Criminal	External	With next Clericus update we will be able to accept electronic payments through our website, which should improve the partial payments being collected.
32	Hillsborough	County Criminal	External	Unpaid balance notices sent. Preparing transmission to Collection Agencies
33		Civil Traffic	External	Continued transmissions to Collection Agencies
34	Holmes	Circuit Criminal	External	Non-Payments, continuing to use our collections dept. by sending our due diligent letters and judgements.
35		Civil Traffic	External	Non-payment....currently sending letters from our inhouse collections department.
36	Indian River	Circuit Criminal	External	felons don't pay and large dollar drug cases
37	Lafayette	Juvenile Delinquency	External	Defendant in juvenile case with large assessments is currently in detention.
38	Lee	Juvenile Delinquency	External	Back dated assessments
39		Circuit Civil	External	Refund Given
40		County Civil	External	Refunds Given
41		Civil Traffic	External	Representative in the uncollected balance are toll cases that have been referred to collections.
42		Probate	External	Refunds Given
43		Family	External	Refund given
44	Monroe	Juvenile Delinquency	External	Data has been an issue since last fiscal year # 5879174 CRM:001162946433 RE: Article V Collection Rate Report issue
45		Circuit Civil	External	Data has been an issue since last fiscal year # 5879174 CRM:001162946433 RE: Article V Collection Rate Report issue
46	Okaloosa	Civil Traffic	External	Due to unsustainable court funding, our ability to prioritize collections in this case type are constrained.
47	Okeechobee	Juvenile Delinquency	External	Cases will be sent to collections.
48	Orange	County Criminal	External	We have never met this standard. The majority of our customers are on payment plans that extend beyond the 5 quarters of this report.
49		Juvenile Delinquency	External	juveniles do not pay amounts due and if they are on a payment plan, the plans extend beyond 5 quarters. Also, juvenile dollars are so immaterial, it is not worth pursuing.
50		Civil Traffic	External	a lot of out of state/out of country visitors who don't pay and a general disregard for paying traffic cases. People don't care if they have a DL suspension or not
51	Osceola	Juvenile Delinquency	External	A high percentage of our cases are satisfying fines/cost by community service.
52		Civil Traffic	External	The standard was not met despite collection efforts within the control of the Clerk's Office. In addition we have a percentage of tourist in our county who live out of country and we are unable to collect on. Also, our case filings are down.
53		Family	External	We have a high number of indigent cases.
54	Palm Beach	Circuit Criminal	External	There was a large drug trafficking assessment that has skewed the collection rate for this five quarter reporting period. As you can see, the amount collected is more than the previous five quarter reporting period, however the high assessment caused us to not meet the performance standard.

Appendix B Descriptions of External Factors for Not Meeting Performance Standards CFY 2017-18 Quarter 2				
	County	Division	Reason Code	Description
Collections				
55		County Criminal	External	Defendant's provided too much time to pay without being ordered onto a Clerk payment plan. Defendants on probation are not ordered to establish payment plans. Failure to pay as a condition does not have negative impact on successful completion of probation. Since meeting with the judges, we have seen an increase in payment plans. We expect the collection rate to increase as payment plan activity increases.
56		Juvenile Delinquency	External	Defendants placed on probation are not ordered to establish payment plans. Failure to pay as a condition of probation is usually converted to community service.
57	Polk	Circuit Criminal	External	Customers are not paying.
58		Civil Traffic	External	Customers not paying.
59	Putnam	Circuit Criminal	External	High incarceration rates and minimal to negative income/assets make collections on these cases virtually impossible.
60		County Criminal	External	High incarceration rates and minimal to negative income/assets. Judge not ordering supervised probation and does not require participation in our partial payment plan.
61		Civil Traffic	External	Partial payment plans, and other collection efforts in place, cannot offset poor local economic factors, i.e., low wages, high unemployment, high level of transfer payments.
62	Santa Rosa	Civil Traffic	External	Partial payment agreements can go up to 18 months which is outside the reporting time frame. Civil citation issued along with a criminal citation is held until the disposition of the civil citation.
63	Suwannee	Civil Traffic	External	Collection Agency changed ownership causing them to need to migrate all files to new data base.
64	Volusia	Circuit Criminal	External	Increase in the number of late pay cases we are sending to collections.
65		County Criminal	External	Increase in the number of late pay cases we are sending to collections
66	Wakulla	Civil Traffic	External	citizens are forgetting to pay and being D-6, some doing community service others are sent to collections.
67	Washington	Circuit Criminal	External	Incarceration , we have set up payment plans

Timeliness 1 - Filing New Cases				
	County	Division	Reason Code	Action Plan to Improve
1	Gadsden	Criminal Traffic	Staffing - External	We are a small office with insufficient staff due to budget cuts. We will continue to attempt to meet the standard with the resources we have at our disposal.
2	Hendry	Circuit Criminal	Staffing-External	Short-staffed, No OT allowed
3		Juvenile Delinquency	Staffing-External	Short-staffed, No OT allowed
4		Criminal Traffic	Staffing-External	Short-staffed, No OT allowed
5	Hernando	County Criminal	Staffing - External	72.88 due to shortage of staffing due to state-wide budget constraints
6		Criminal Traffic	Staffing - External	68.53 due to shortage of staffing due to state-wide budget constraints
7	Hillsborough	County Civil	Staffing - External	Significant increase in the filing of cases with limited number of staff to process due to budget constraints.
8	Lafayette	Probate	Systems/Conversions - External	Payment error in Eportal for 2 probate cases.
9	Madison	County Civil	Systems/Conversions - External	19 Non-Reportable Evictions, so if include those (72+19 = 91) which is 100%
10	Manatee	Criminal Traffic	Staffing - External	Significant increase in number of circuit criminal cases filed and bumped down to crim traffic using original file date of felony case places filing date outside of standard.
11	Marion	Criminal Traffic	Systems/Conversions - External	Report changes have not been made to correct DULs from Felony cases to count in CTs
12	Okeechobee	Circuit Civil	Systems/Conversions - External	E-Portal corrections being made by Attorneys and resubmitted after the 2 initial days.
13	Santa Rosa	Probate	Systems/Conversions - External	My report shows 240 total cases
14		Family	Systems/Conversions - External	My report shows 535 total cases
15		Juvenile Dependency	Systems/Conversions - External	Did not respond.

Timeliness 2 - Cases Docketed				
	County	Division	Reason Code	Action Plan to Improve
1	Calhoun	Juvenile Delinquency	Staffing - External	Issue with data retrieval and issues have been resolved.



AGENDA ITEM 4

DATE: June 13, 2018

SUBJECT: Clerks Court Services Framework

COMMITTEE ACTION: Approve the 2017-2018 Framework

OVERVIEW: The Executive Council approved the Clerks Court Services Framework at its August 31, 2017 meeting. The Framework consists of 9 court-related services, 35 activities, and 330 tasks. The Framework is used to “Tell the Clerks Story.” As such, the Framework is amended each year to reflect new requirements by the Florida Legislature and the Supreme Court.

The 2018 Legislative Session resulted in a net increase of 98 additional tasks impacting 3 court services (case processing, financial processing, and pro se ministerial assistance). These additional tasks were the results of the passage of SB 1392 (criminal transparency); HB 631 (possession of real property); HB 1187 (guardianship); SB 7026 (Marjory Stoneman Douglas High School Public Safety Act); HB 1361 (unclaimed monies); and HB 1059 (vulnerable adults).

Over one-third of the tasks are effective March 2018 because of the gun bill and the reporting of risks protection orders (RPOs). Sixty percent of the tasks are effective July 1, 2018 while the remaining 3% of the tasks are effective July 1, 2019.

The Clerk work group amended the Framework to incorporate these new tasks, which is included in the meeting packet. The changes in the Framework are color coded: orange cells indicate a change by elimination of a task, light pink cells indicate additions which take effect next year, dark pink cells indicate tasks which take effect July 1, and the dark mauve cells indicate tasks in effect now.

COMMITTEE ACTION: Approve changes to the CFY 2017-2018 Framework to be referred to the Executive Council for final approval.

LEAD STAFF: Doug Isabelle, Deputy Executive Director

ATTACHMENTS:

1. CFY 2017-18 Framework with Amendments

CLERKS COURT SERVICES FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
	Case Processing	Create and maintain court case record												F.S. 28.13, 28.211, 28.2205, 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), 28.2205 (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), 28.2205 (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	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. 72.01(1)(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)
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)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
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. 77.03(1) (prejudgment garnishment), F.S. 77.04(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. 56.04(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 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. 3.653(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. - S.V.P. 4.460 (documents required to be maintained in paper form), Fla. R. Civ. P. - S.V.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
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)
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)

CLERKS COURT SERVICES FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
51			Complete checklist upon receipt of closing document	N	N	N	N	N	N	N	Y	N	N	F.S. 744.106 (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. 83.56(5)(a)2 (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),
			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),
61			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)
62			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)
63			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)
64			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)
65			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)
66			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)
67			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 (notices 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)
68			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)
69			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)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
70		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)
71		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)
72		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)
73		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)
74		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)
75		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)
76		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. - S.V.P. 4.460 (documents required to be maintained in paper form), Fla. R. Civ. P. - S.V.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
77		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	
78		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)
79		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)
		Criminal Data - SB 1392											
		Effective 7/1/2018											
80		Data collection and reporting effective 1/1/2019											F.S. 900.05(3)
81		Reprogram the CMS to store 60 +/- data elements for each criminal case											F.S. 900.05(3)
82		Collect, bi-weekly, 60 +/- data elements for each criminal case											F.S. 900.05(3)
83		Report to FDLE, monthly, 60 +/- data elements for each criminal case											F.S. 901.41(3)(a)
84		Aid in the creation of a misdemeanor prearrest diversion program											F.S. 901.41(3)(b)
85		Create a database separate from the court record in which to store the personal identifying information of prearrest diversion program participants											F.S. 901.41(3)(b)
86		Receive, electronically, from the "program operator" personal identifying information of prearrest diversion program participants											F.S. 901.41(3)(b)
87		Maintain as confidential the personal identifying information of prearrest diversion program participants											F.S. 901.41(3)(b)
88		Maintain the personal identifying information of prearrest diversion program participants in a statewide database											F.S. 901.41(3)(b)
89		Collect and deposit any fee received for the receipt and maintenance of the personal identifying information into the fine and forfeiture fund established under Section 142.01											F.S. 901.41(3)(b)
90		Pay for the receipt and maintenance of the personal identifying information out of the fine and forfeiture fund established under Section 142.01											F.S. 901.41(3)(b)
91		Effective 7/1/2018											F.S. 921.0024(6)
92		Digitize and transmit scoresheets to DOC at least monthly											F.S. 921.0024(7)
93		Digitize and transmit scoresheets and uniform judgments and sentences to DOC											F.S. 943.687(1)
94		Effective 7/1/2018											F.S. 985.12(2)(a)
95		Effective 7/1/2018											F.S. 985.12(2)(a)
96		Aid in the creation of a juvenile circuit misdemeanor civil citation or prearrest diversion program											F.S. 985.12(2)(b)5.
97		Collect the clerk's portion of any program fee received											
98		Possession of Real Property - HB 631											

CLERKS COURT SERVICES FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
95		Effective 7/1/2018	Mail, by first class mail, copies of summons and complaint to defendant's residence and business address as provided by plaintiff											F.S. 82.05(2)
96			Note the mailing of the summons and complaint in the docket											F.S. 82.05(2)
97			Create a certificate of the fact and date of mailing the summons and complaint											F.S. 82.05(2)
98			File the certificate of mailing in the court file											F.S. 82.05(2)
		Guardianship - HB 1187												
99		Effective 7/1/2018	Audit guardianship reports											F.S. 744.368(5)
100			Advise the court of audit results											F.S. 744.368(5)
101			Disclose confidential information to DCF or law enforcement											F.S. 744.3701(4)
102			Receive information regarding Section 744.368 investigations											F.S. 744.444(17)
103			Maintain the confidentiality of information regarding Section 744.368 investigations											F.S. 744.444(17)
		RPO's (Gun Bill) SB 7026												
104		Effective 3/9/2018	Receive petitions for RPOs from law enforcement agency or officer											F.S. 790.401(3)(a)
105			Forward petition to court or make court aware of petition											F.S. 790.401(3)(a)
106			Receive copy of notice of hearing from court											F.S. 790.401(3)(a)
107			Forward, on or before the next business day, a copy of Notice of Hearing and Petition to Sheriff or other law enforcement agency for service on respondent											F.S. 790.401(3)(a)1.
108			Attend all hearings on RPO's (necessary to certify and deliver copies at hearing)											F.S. 790.401(5)(b)
109			Furnish a copy of the notice of hearing, the petition, and temporary ex parte RPO or RPO to the sheriff of the county where the respondent resides or can be found											F.S. 790.401(5)(a)
110			Furnish a physical description and location of the respondent to the sheriff of the county where the respondent resides or can be found											F.S. 790.401(5)(a)
111			Transmit to the sheriff, at the sheriff's request, a facsimile copy of a temporary ex parte RPO or RPO which has been certified											F.S. 790.401(5)(a)
112			Certify copies of all orders issued											F.S. 790.401(5)(b)
113			Deliver certified copies to all parties at the time of the entry of the order											F.S. 790.401(5)(b)
114			Obtain signatures on the original order from all parties acknowledging the receipt of the certified copies											F.S. 790.401(5)(b)
115			Note on the original order that "service was effected" if a party fails or refuses to acknowledge receipt of a certified copy of an order											F.S. 790.401(5)(b)
116			Mail, to the last known address, certified copies of the order to any party to whom delivery of a certified copy at the hearing on the order was not possible											F.S. 790.401(5)(b)
117			Prepare and file a written certification of all service under F.S. 790.401(5)(b) specifying the time, date, and method of service											F.S. 790.401(5)(b)
118			Notify the sheriff of all service pursuant to F.S. 790.401(5)(b)											F.S. 790.401(5)(b)
119			Receive requests to vacate from respondents											F.S. 790.401(6)(a)1.
120			Forward requests to vacate to court or make court aware of requests to vacate											F.S. 790.401(6)(a)1.
121			Receive copy of notice of hearing from court											F.S. 790.401(6)(a)1.
122			Serve a copy of the notice of hearing and the request to vacate on the petitioner											F.S. 790.401(6)(a)1.
123			Notify the law enforcement agency holding surrendered items of any order to vacating the RPO											F.S. 790.401(6)(a)4.
124			Notify petitioner at least 30 days in advance of the impending end of the RPO											F.S. 790.401(6)(b)
125			Receive motions from petitioners to extend RPO's											F.S. 790.401(6)(c)1.
126			Forward motions to extend RPO's to court or make court aware of such motions											F.S. 790.401(6)(c)1.
127			Receive copy of order setting hearing											F.S. 790.401(6)(c)1.
128			Serve a copy of the order setting hearing and the motion to extend on the respondent or furnish a copy of the order setting hearing and the motion for extension to the sheriff of the county where the respondent resides or can be found											F.S. 790.401(6)(c)1.b.
129			Issue warrants for items not surrendered under an RPO											F.S. 790.401(7)(b)
130			Receive the original receipt for items surrendered under an RPO											F.S. 790.401(7)(c)
131			Receive sworn statements of non-compliance with RPO surrender orders											F.S. 790.401(7)(d)
132			Forward sworn statements of non-compliance to court or make court aware of same											F.S. 790.401(7)(d)
133			Issue warrants in response to court findings of probable cause of non-compliance with RPO's											F.S. 790.401(7)(d)
134			Provide confirmation to law enforcement of vacation or expiration of RPO's											F.S. 790.401(8)(a)
135			Enter, within 24 hours, any RPO or temporary ex parte RPO into "the uniform case reporting system"											F.S. 790.401(10)(a)

CLERKS COURT SERVICES FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
136			Forward, within 24 hours, a copy of any RPO or temporary ex parte RPO to the appropriate law enforcement agency specified in the RPO											F.S. 790.401(10)(b)
137			Forward, within 3 business days, all available identifying information of the respondent to any RPO along with the date of issuance of the RPO or temporary ex parte RPO to the Department of Agriculture and Consumer Services											F.S. 790.401(10)(c)
138			Forward, on the day of any order to vacate any RPO, a copy of the order vacating the RPO or temporary ex parte RPO to the Department of Agriculture and Consumer Services and the appropriate law enforcement agency specify in the order to vacate											F.S. 790.401(10)(d)
139			Receive from OSCA the master copy of the RPO petition and order forms, instructions, and informational brochures											F.S. 790.401(14)(c)
140			Within 90 days after receiving from OSCA the master copy of the RPO petition and order forms, instructions, and informational brochures, make same available											F.S. 790.401(14)(d)
141			Notify the appropriate district school superintendent of the name and address of any student the court refers to mental health services											F.S. 1006.08(2)
		Create and maintain child support/alimony depository record												F.S. 61.181
142			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	N	Y	N	F.S. 61.181(3)(a), F.S. 61.1826
143			Update system with supplemental orders/judgments, adjust balances as ordered	N	N	N	N	N	N	N	N	Y	N	F.S. 61.181(3)(a)6., F.S. 61.1826
144			Perform balance adjustments relative to financial intercepts relative to workers compensation, lottery proceeds, unemployment benefits, etc.	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
145			Track emancipation of dependents and adjust obligation accordingly	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
146			Receipt Payments, (purge, over counter, lockbox) and reconcile daily balances	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
147			Respond to customers inquiries regarding payments, balances, and enforcement options	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
148			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	N	Y	N	F. S. 61.13016 (notice of intent to suspend, etc.), F.S. 61.14(6)(a)1., F.S. 322.058
149			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	N	Y	N	F. S. 61.14(6)(a) & (b)
150			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	N	Y	N	F. S. 61.14(6)(f)1., F. S. 61.14(6)(f)2
151			Prepare Income Deduction Orders upon request	N	N	N	N	N	N	N	N	N	N	F.S. 61.1301 (income deduction orders, no clerk preparation mentioned)
152			Perform audits on depository accounts	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
153			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	N	F.S. 61.11(2)(b)
154			Reconcile and prepare reports	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
155			Prepare Title IV-D invoice and submit to DOR monthly	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
156			Prepare and participate with annual audit (IV-D, DOR)	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
157			Evaluate and prepare Indirect Cost Calculation	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
158			Establish, maintain, and monitor Random Moment Sampling for federal reimbursement IV-D cost allocation	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
		Determine indigent status												F.S. 27.52, F.S. 57.082, and F.S. 57.085
159			Provide and review application for determination of indigency; document indigent status in case maintenance system	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	F.S. 27.52, F.S. 57.082, and F.S. 57.085
160			Assess and waive filing fees, if indigent, for tracking purposes; establish payment plan for costs, etc.	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 27.52, F.S. 57.081, F.S. 57.082, and F.S. 57.085
161			Time stamp Application for Criminal Indigent Status to Appoint Public Defender and verify for completeness.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 27.52
162			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	N	F.S. 27.52(2)(a)2.
163			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	N	F.S. 27.52(1)(b) (fee), F.S. 27.52(2)(c)1. (determination)
		Prepare for and attend court												F.S. 28.212; 34.031
164			Create and update court calendar, obtain and prepare case files including companion/related cases	Y	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 , Morse v. Moxley , 691 So.2d 504 (Fla. 5th DCA 1997) for limitation of this power)
165			Prepare and/or distribute court docket	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	F.S. 28.211 (preparation of progress docket)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
166		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	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)
167		Prepare lists for prisoner transfers from jail	Y	Y	Y	Y	N	N	N	N	N	N	
168		Attend court sessions, hearings and trials	Y	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 , Morse v. Moxley , 691 So.2d 504 (Fla. 5th DCA 1997) for limitation of this power)
169		Accept, secure and file recording of non-criminal traffic hearing made by party	N	N	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.460(b) (clerk shall secure and file hearing recording upon immediate delivery by party)
170		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)
171		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)
172		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)
173		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)
174		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)
175		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
176		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)
177		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)
178		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)
179		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)
180		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)
181		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)
182		Prepare and docket court minutes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.212 (clerk may keep minutes)
183		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)
	Process case after court decision												F.S. 28.211 and 28.29
184		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)
185		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)
186		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)
187		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 bondman (if applicable)	Y	Y	Y	Y	N	N	N	N	N	N	
188		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)
189		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)
190		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)
191		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)
192		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)
193		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)
194		Process disposition orders/court minutes; Serve parties with copies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
195		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)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
196		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)
197		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)
198		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)
199		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)
200		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)
201		Prepare, docket, image and process court ordered Vehicle Impound/Immobilization Notice for DU/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)
202		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)
203		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)
204		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)
205		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)
206		Prepare and/or review check requests for financial processing	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	
207		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
208		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)
209		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)
210	Process Reopened Cases	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
211		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)
212		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
213		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)
214		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)
215	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)
216		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)
217		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)
	Prepare Record for Appealed Cases												F.S. 28.241 and Fla. R. App. P. 9.200(d)
218		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))
219		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)
220		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)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
221		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)
222		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)
223		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)
224		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
225		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)
226		Prepare supplemental records	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.200(f)
227		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)
228		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)
229		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)
	Perform Records Management/Retention												F.S. 28.30
230		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)
231		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)
232		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)
233		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)
234		Sanitize/redact historical case file/images	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420
235		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)
236		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
237		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
238		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
239		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
	Perform Evidence Management/Retention												F.S. 28.213 and Fla. R. Civ. P. 1.450(b)
240		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)
241		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)
242		Place into secure evidence vault	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
243		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)
244		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)
245		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)
246		Perform periodic inventory of physical evidence	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
247		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)
248		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)
249		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)
250		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)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
251		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)
252		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)
253		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)
254		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)
255		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)
256		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)
257		Store and/or destroy DNA evidence pursuant to guidelines	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 925.11
258		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
259		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)
260		Generate report for audit/tracking inventory	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
261		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)
	Revenue Collection and Distribution												
	Establish and maintain assessment, collection, and distribution schedules												F.S. 28.42 (annual fee schedule), F.S. 28.246(2)
262		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)
263		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)
264		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)
	Assess and Collect, and Distribute Fines, Fees, Court Costs, and Service Charges												
265		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)
266		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
267		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
268		Perform daily cashier balancing and prepare deposits	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	GAAP
	Establish and ensure compliance with payment plans												F.S. 28.246(4)
269		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)
270		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)
271		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)
272		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)
273		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)
	Pursue collection of delinquent debts												
274		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)
275		Collect, Reconcile, Adjust, and Distribute Funds	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
276		Perform Collection Monitoring and Reporting	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
277		Recall cases from collection agency as applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
278		Perform periodic reassignments between agencies as applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
279		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)
280		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)
281		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)
Financial Processing													
	Establish fine and forfeiture fund												F.S. 142.01
282		Establish a fine and forfeiture fund for the county	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 142.01
283		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)
	Reconcile financial transactions												
284		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
285		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
286		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
287		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
288		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. 28.240(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
289		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	
	Maintain Escrow Accounts												
290		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)
291		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)
292		Perform periodic reconciliation of accounts	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 218.39 (annual audit required), GAAP
	Process Bonds												F.S. 903.106, 903.16, 903.26, 903.27, 903.28, 903.286, and 903.31
293		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)
294		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)
295		Process bond forfeiture to judgment	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.27
296		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)
	Process Abandoned/Unclaimed property												F.S. 43.19, 116.21, 142.01, 717.113, 744.534
297		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 maintained unless withdrawn by court order), F.S. 43.19 (unclaimed funds)
298		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)
299		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)
300		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
301		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)
302		Process any written claims for unclaimed money.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 116.21(3) (written claims)
303		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)
304		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)
305		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)
306		Deposit with the Chief Financial Officer all funds gone 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)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
307		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
	Unclaimed Money - HB 1361												
308	Effective - 7/1/2019	Report and remit any surplus remaining with the clerk one year after a sale pursuant to Chapter 45											45.032(3)(c)
	Manage funds deposited into the Court Registry												F.S. 28.24(10), 28.33, 43.18, 56.27, 83.232, 83.60, 83.61
309		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)
310		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)
311		Periodically reconcile accounts with GL	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 218.39 (annual audit required), GAAP
	Requests for Records and Reports												
	Satisfy customer copy and record requests												F.S. 28.345 and Fla. R. Jud. Admin. 2.420(b)(1)(A)
312		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)
313		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)
314		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)
315		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)
316		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)
317		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
318		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)
319		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)
320		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)
	Prepare and manage custom reports/bulk data requests												AOSC 16-14
321		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
322		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
323		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
324		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
325		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
326		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
	Provide Ministerial Pro Se Assistance												F.S. 28.215
	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)
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)
	Vulnerable Adult - HB 1059												
332	Effective - 7/1/2018	Assist petitioners filing an initial petition for injunction against exploitation of a vulnerable adult											F.S. 825.1035(4)(a)
333		Assist petitioners filing a petition alleging a violation of an injunction against exploitation of a vulnerable adult											F.S. 825.1035(4)(a)
334		Provide simplified forms relating to exploitation of a vulnerable adult											F.S. 825.1035(4)(b)
335		Provide privacy for the petitioner											F.S. 825.1035(4)(c)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
336		Provide petitioner with two certified copies of the petition without charge											F.S. 825.1035(4)(d)
337		Practice law by informing the petitioner of the necessary steps for service of process and enforcement											F.S. 825.1035(4)(d), but see, F.S. 28.215(prohibiting the provision of legal advice to pro se litigants), F.S. 454.18 (prohibiting clerks or full-time deputy clerks from practicing law) and F.S. 454.23 (making it a felony to practice law without a license)
338		Provide petitioner with certified copies of an order of injunction (no mention is made of whether to charge)											F.S. 825.1035(4)(e)
339		Practice law by informing the petitioner of "the service of process and enforcement"											F.S. 825.1035(4)(e), but see, F.S. 28.215(prohibiting the provision of legal advice to pro se litigants), F.S. 454.18 (prohibiting clerks or full-time deputy clerks from practicing law) and F.S. 454.23 (making it a felony to practice law without a license)
340		Receive training in the effective assistance of petitioners											F.S. 825.1035(4)(f)
341		Produce a brochure to include information about the exploitation of vulnerable adults and the effect of providing false information to the court.											F.S. 825.1035(4)(g)
342		Provide the informational brochure to petitioners, local senior centers, local aging and disability resource centers, or appropriate state or federal agencies											F.S. 825.1035(4)(g)
343		Provide a copy of all petitions and orders filed under Section 825.1035 to the "adult protective services program" (this appears to be the program under the aegis of DCF mentioned in Chapter 415)											F.S. 825.1035(4)(h)
344		Submit a quarterly reimbursement request to OSCA for \$40 for each petition processed											F.S. 825.1035(4)(i)
345		Pay law enforcement \$20 out of each \$40 received for each injunction served											F.S. 825.1035(4)(i)
346		Track the amount of filing fees and service charges waived by Section 825.1035 for purposes of having those charges assessed against guilty respondents											F.S. 825.1035(8)(a)2.f.
347		Furnish a copy of the petition, the financial affidavit, the notice of hearing, and any temporary injunction to the sheriff or a law enforcement agency of the county in which the respondent resides or can be found											F.S. 825.1035(10)(a)1.a.
348		Transmit to the sheriff, at the sheriff's request, a facsimile copy of an injunction which has been certified											F.S. 825.1035(10)(a)1.a.
349		Furnish a copy of the petition, the financial affidavit, the notice of hearing, and any temporary injunction to the sheriff or a law enforcement agency of the county in which the vulnerable adult resides or can be found											F.S. 825.1035(10)(a)2.a.
350		Transmit to the sheriff, at the sheriff's request, a facsimile copy of an injunction which has been certified											F.S. 825.1035(10)(a)2.a.
351		Certify copies of all orders issued											F.S. 825.1035(10)(a)4.
352		Attend all hearings on injunctions (necessary to certify and deliver copies at hearing)											F.S. 825.1035(10)(a)4.
353		Deliver certified copies to all parties at the time of the entry of the order											F.S. 825.1035(10)(a)4.
354		Obtain signatures on the original order from all parties acknowledging the receipt of the certified copies											F.S. 825.1035(10)(a)4.
355		Note on the original petition that "service was effected" if a party fails or refuses to acknowledge receipt of a certified copy of an order											F.S. 825.1035(10)(a)4.
356		Mail, to the last known mailing address, certified copies of the order to any party to whom delivery of a certified copy at the hearing on the order was not possible											F.S. 825.1035(10)(a)4.
357		Serve certified copies of the order on depositories or financial institutions as provided in Section 655.0201											F.S. 825.1035(10)(a)4. (Section 655.0201 provides the location and persons who may be served, but not the actual method of service)
358		Notify the sheriff of all service pursuant to F.S. 825.1035(10)(a)4.											F.S. 825.1035(10)(a)4.
359		Prepare and file a written certification of all service under F.S. 825.1035(10)(a)4. specifying the time, date, and method of service											F.S. 825.1035(10)(a)4.
360		Serve, by mail, any subsequent petitions "for an injunction seeking an extension of time" on any respondent who was previously served with a temporary injunction and failed to appear a the initial hearing on the temporary injunction.											F.S. 825.1035(10)(a)5.
361		Forward, within 24 hours, to the sheriff with jurisdiction over the residence of the petitioner , any orders issuing, changing, continuing, extending, or vacating an injunction											F.S. 825.1035(10)(b)1.
362		Notify, within 24 hours of an injunction being terminated or rendered ineffective by ruling of the court, the sheriff receiving original notification under F.S. 825.1035(10)(b)1. (the sheriff with jurisdiction over the residence of the petitioner)											F.S. 825.1035(10)(b)5.
363		Collect any assessment or fine for enforcing a Section 825.1035 injunction											F.S. 825.1035(11)(a)
364		Transfer monthly any assessment or fine collected for enforcing a Section 825.1035 injunction to DOR for deposit in the Domestic Violence Trust Fund											F.S. 825.1035(11)(a)
365		Assist a petitioner in preparing an affidavit alleging a violation of an injunction for protection against the exploitation of a vulnerable adult when the person who violated the injunction has not been arrested or direct the petitioner to a chief judge designated office for injunction violations											F.S. 825.1036(1)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
366		Immediately forward any Section 825.1036(1) affidavit received to the state attorney and to "the court or judge as the chief judge determines to be the recipient of affidavits of violation."											F.S. 825.1036(2)
367		If a Section 825.1036(1) affidavit alleges that a crime has been committed, forward the affidavit to the "appropriate law enforcement agency for investigation"											F.S. 825.1036(2)
	Technology Services for External Users												
	Provide and maintain Online Electronic Access												AOSC 16-14
368		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
369		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
370		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
371		Manage/update access roles as changed by governing authorities	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, ACCESS MATRIX
372		Test/troubleshoot problems	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, QUALITY ASSURANCE
373		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.
374		Monitor ongoing eligibility for access	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, SECURITY and AUTHENTICATION REQUIREMENTS, FCCT requirements
	Maintain the eFiling Portal												AOSC 09-30, SC 10-2101, AOSC 11-399, and Fla. R. Jud. Admin. 2.420
375		Maintain internal user access	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
376		Add law firm and associate firm administrators	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
377		Add/edit/associate/disassociate docket codes, court types/sub-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
378		Triage/troubleshoot issues for customers	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
379		Monitor e-filing workflow between local system and statewide Portal	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
380		Manage corrective action/abandoned filing queues	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
381		Perform Release Management (e.g. testing new releases prior to implementation)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
	Maintain data and image integration with Judicial Viewer application												Fla. R. Jud. Admin. 2.525
382		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)
383		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)
384		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)
385		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)
	Establish and maintain Clerk website												AOSC 16-14
386		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)
387		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(1)(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)
388		Establish/maintain links and interfaces with new applications or collegial entities	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.222(1)(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)
	Mandated Reporting Services												
	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
389		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)
390		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)
391		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)
392		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)

CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
393		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)
394		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)
395		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)
	Jury Management												
		Establish and manage jury pools											F.S. CHAPTERS 40 and 905
396		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 juror candidate list), F.S. 905.37 (statewide grand)
397		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)
398		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)
399		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
400		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
401		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
402		Research and void/reissue juror payments	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.24
403		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
404		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 months 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)
405		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
		Support enforcement of Failure to Appear for Jury Duty											F.S. 40.23
406		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)
407		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),
408		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 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)
		Request funds and reconcile jury cost reimbursement											F.S. 40.29, 40.32, 40.33, and 40.34
409		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)
410		Track and reconcile expenditures for juror reimbursement advance	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.355 (full accounting)
411		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)
	Administration												
		Human Resources Support											
412		Conduct Training sessions for Management and staff											
413		Benefits											
414		Recruitment											
415		Provide public outreach											
		Financial Support											
416		Budget Development											F.S. 218.35 (budgeting for courts and BCC)
417		Audits											F.S. 218.39 (annual audit required)
418		Purchasing and Procurement											
		Legal Support											Art. V, Sec. 16, Fla. Const.
419		Interpreting laws, rules, legislative changes											
420		Preparation and review of contracts											
421		Represent the Clerk before the Court											F.S. 903.28(10) (clerk is real party in interest for bail bond appeals)
422		Acts as liaison with Judiciary, constitutionals, and other entities											F.S. 218.35 (budgeting for courts and BCC)
423		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)
		Facilities Support											
424		Emergency Management											
425		Records Storage											
426		Perform annual clerk fixed assets inventory											F.S. 218.39 (annual audit required)



AGENDA ITEM 5

DATE: June 13, 2018

SUBJECT: Status of Performance Measures

COMMITTEE ACTION: Provide direction

OVERVIEW:

Section 28.35, 2 (d) Florida Statutes requires the CCOC to develop a uniform system of workload measures and applicable workload standard for court-related functions. These workload measures and standards shall be designed to facilitate an objective determination of the performance of each clerk in accordance with minimum standards for fiscal management, operational efficiency, and effective collections. The corporation shall develop the workload measures and standards in consultation with the Legislature.

The CCOC has been monitoring four (4) performance measures since 2004 including: fiscal management, timeliness of case filings and docketing, collections, and paying jurors timely. Clerk Green expressed concern that the current measures; which were developed at the onset of Article V implementation do not adequately reflect the Clerk's current workload and the statutory requirements that have changed over the last 14 years.

Using the Clerks' eight (8) Court Services that are listed in the Clerks Court Services Framework a workgroup of clerk staff was tasked with:

1. identifying at least one measure for each of the services,
2. identifying issues related to data collectability and whether the data can be audited,
3. identifying outcome measures for the new workload measures and creating standards, and
4. modifying existing measures (e.g. show how the Clerks are slipping in filing and docketing cases).

As the chart on the next page shows, the CCOC does not collect output measures for 3 of the 8 court services and no workload standards are available for 5 of the 8 court services.

AGENDA ITEM 5

Status of Clerks' Court-Related Performance Measures

Service	Current workload measure(s)	Current Standard(s)	Test Collectible	Test Auditable
Case Processing	# new cases filed, reopen cases, appeals, continuing cases, docket entries	% new cases entered timely, % of docket entries entered timely	Yes	Yes
Revenue Collection & Distribution	\$dollars assessed and \$dollars collected	Collection Rate	Yes	Yes
Financial Processing	# financial receipts, fiscal mgt. report	NONE		
Request for records & reports	NONE	NONE		
Provide ministerial pro se assistance	NONE	NONE		
Technology services for external users	NONE	NONE		
Provide mandated standard reports	# of mandated reports	NONE		
Jury management	# of jurors summoned, # of jurors paid	Jurors paid timely	Yes	Yes

Since the workgroup's last meeting the Florida Auditor General issued a report regarding FDLE's Firearms Purchase Program and its MECOM application process. Specifically, Florida Statutes specifies that Clerks are to electronically submit to the Department within 30 days after the rendition of an adjudication or commitment court records of an adjudication of mental defectiveness or commitment to a mental institution. Although there was no evidence that a person who had been adjudicated as mentally defective or committed to a mental institution had been granted relief from a firearms disability; nevertheless, the report identified 5,771 records that did not meet the statutory deadline.

The Clerks have asked the workgroup to address the statutory deadline at its next meeting. Specifically, the workgroup will need to determine the best approach for collecting and reporting the data.

The workgroup is not recommending any new measures for CFY 2018/19. Any new workload measure and/or modifications to current measures would be used for CFY

AGENDA ITEM 5

2019/20 and need to be approved by the Executive Council and in consultation with the Legislature as required by statutes.

COMMITTEE ACTION: Provide direction. Is there any guidance, direction, or priorities that the PIE members would like to provide to the workgroup?

LEAD STAFF: Doug Isabelle, Deputy Executive Director

ATTACHMENTS: None



AGENDA ITEM 6

DATE: June 13, 2018

SUBJECT: New Form – RPO's

COMMITTEE ACTION: Approve new form for CFY 2017-18

OVERVIEW: The 2018 Legislative Session created additional work for the Clerks and as a result there is a need for Clerks to report two new subcase types:

1. SB 7026 – Risk Protection Orders (RPO's) effective March 1.
2. HB 1059 – Injunction/vulnerable adults effective July 1.

RPO's

Chapter 2018-3 LOF, among other provisions, created s. 790.401, F.S. entitled "The Risk Protection Order Act." The new law created an action in the circuit courts that would allow a law enforcement officer or law enforcement agency to petition for a risk protection court order (RPO) to prevent a person from temporarily accessing firearms or ammunition. The Office of the State Courts Administrator issued an SRS Technical Memorandum 18-02 (Attachment 1) on April 26, 2018 that that requires reporting RPO's as a probate proceeding. On May 8, the FCCC also created a risk protection orders best practice (Attachment 2).

These RPO's constitute Clerk workload and as such the CCOC outputs report form is being amended to collect this data. Reporting the number of RPO's is effective March 2018. The work group discussed the best approach for reporting this data. It was recommended that an interim form (March-September 2018) be created with a report due October 20. Then the monthly outputs report will be modified to include RPO's subcase types beginning October 2018.

Injunctions/vulnerable adults

At time, we are still awaiting guidance on definitions for injunctions/vulnerable adults and which court division to report. It is assumed that guidelines will be drafted before reporting begins in October 2018. Since current injunctions for protection are reported in the family court division, it is assumed that injunctions for vulnerable adults would also be reported in the same court division. Unlike the RPO's there is not statutory requirement to report

AGENDA ITEM 6

injunctions retroactively. As such, these subcase types would be reported with all other subcase types on the CFY 2018-19 Outputs report starting October 2018.

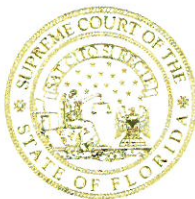
COMMITTEE ACTION: Approve using an interim report form to collect RPO data then send to Executive Council for final approval; direct the PIE Chair to work with CCOC staff to amend the CFY 2018-19 Outputs Report form.

LEAD STAFF: Doug Isabelle, Deputy Executive Director

ATTACHMENTS:

1. SRS Technical Memorandum 18-02
2. Risk Protection Orders Best Practice
3. DRAFT CFY 2017-18 RPO's Interim Report Form

Jorge Labarga
Chief Justice




Patricia (PK) Jameson
State Courts Administrator

Office of the State Courts Administrator

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e-mail: @flcourts.org

SRS Technical Memorandum 18-02

TO: Clerks of the Circuit Court

FROM: Patricia (PK) Jameson 

DATE: April 26, 2018

SUBJECT: Reporting Procedures for Petitions for Risk Protection Orders

Chapter 2018-3, Laws of Florida, among other provisions, created section 790.401, Florida Statutes entitled "The Risk Protection Order Act." The new law created an action in the circuit courts that would allow a law enforcement officer or law enforcement agency to petition for a risk protection court order to prevent a person from temporarily accessing firearms or ammunition.

As you know, in accordance with section 25.075, Florida Statutes, and rule 2.245(a), Florida Rules of Judicial Administration, clerks of court must report case data to the Office of the State Courts Administrator (OSCA). These reporting requirements extend to the new act. Accordingly, clerks must begin reporting data on petitions for risk protection orders effective April 1, 2018. The attached instructions outline the reporting procedures for risk protection order petitions. A separate reporting form has also been included. Please use this form when submitting the risk protection order case data to the OSCA on the 15th of each month. The first report is due May 15, 2018. Clerks of court who have previously reported risk protection order cases in the Probate Division Baker Act Summary Reporting System (SRS) case type or an alternative SRS case type for March 2018 must amend their March 2018 SRS reports and resubmit the risk protection order case information using the attached form and instructions.

It is the intention of the Florida Supreme Court to capture statistics on the number of petitions filed, hearings held, and the manner of disposition of risk protection order (RPO) petitions and hearings. Please note that, while there is a specific form for reporting RPOs under SRS, this new reporting requirement will not be fully integrated into the monthly reports. Reporting of these events will, however, be fully incorporated into the Uniform Case Reporting (UCR) requirements. Clerks should expect to begin reporting RPO events in the UCR system as soon as the capability is available, regardless of the UCR transition schedule for the Probate Division.

Clerks of the Circuit Court
April 26, 2018
Page 2

Please ensure that this technical memorandum is forwarded to all staff in your office who are responsible for reporting data for SRS purposes. If you have questions or concerns regarding this issue, please contact the SRS help desk at SRS-HELP@flcourts.org.

Thank you for your prompt attention to this matter.

PK:aj

PROBATE PROCEEDINGS

Part 2

Risk Protection Orders

This section provides guidance on procedures to be used when completing the Risk Protection Orders (RPO) part within the Probate portion of the monthly SRS forms. For ease of following the SRS forms, this section is divided into the major sections indicated on the form. Each ✓ or ✗ indicates guidelines and directions that should be followed when completing specific sections of the SRS form.

FILINGS

Number of Filings

- ✓ Please refer to section “A” of the SRS form which reports information associated with the **Total Petitions for Temporary Ex Parte Risk Protection Orders (TRPO) Filed** during the specified reporting period. Report these petitions filed as of the clerk’s document **stamp date**.
- ✓ Report the appropriate number of petitions filed during the reporting period as described in section 790.401(4), F.S.
- ✓ Please refer to section “C” of the SRS form which reports information associated with the **Total Petitions for Final Risk Protection Orders (RPO) Filed** during the specified reporting period. Report these petitions filed as of the clerk’s document **stamp date**.
- ✓ Report the appropriate number of petitions filed during the reporting period as described in section 790.401(3), F.S.

HEARINGS

Number of Temporary Ex Parte Risk Protection Order (TRPO) Hearings

- ✓ Please refer to section “B” of the SRS form which reports information associated with the **Total Number of TRPO Hearings** held during the specified reporting period. Report these hearings as of the date of hearing. **The numeric value reported in box “B” should be the sum of B-1 and B-2.**
- ✓ Report the appropriate number of hearings held during the reporting period as described per section 790.401(4)(d), F.S.
- ✓ Please refer to section “B-1” of the SRS form which reports information associated with the number of **Orders Granting TRPO** during the specified reporting period.

PROBATE PROCEEDINGS

Part 2

Risk Protection Orders

Report these hearings as of the date of the clerk's document **stamp date**.

- ✓ Report the appropriate number of orders during the reporting period as described per section 790.401(4)(c),(e), F.S.
- ✓ Please refer to section "**B-1a**" of the SRS form which reports information associated with the **Total Number of TRPO Compliance Hearings** held during the specified reporting period. Report these hearings as of the date of hearing. **The numeric value reported in box "B-1a" should be the sum of B-1ai and B-1aii.**
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(7)(f), F.S.
- ✓ Please refer to section "**B-1ai**" of the SRS form which reports information associated with the number of **Compliant Findings** during the specified reporting period.
- ✓ Please refer to section "**B-1aii**" of the SRS form which reports information associated with the number of **Non-Compliant Findings** during the specified reporting period (as described by section 790.401(11), F.S.).
- ✓ Please refer to section "**B-2**" of the SRS form which reports information associated with the number of **Orders Denying TRPO** during the specified reporting period. Report these hearings as of the date of the clerk's document **stamp date**.
- ✓ Report the appropriate number of orders during the reporting period as described per section 790.401(4)(h), F.S.

Number of Final Risk Protection Order (RPO) Hearings

- ✓ Please refer to section "**D**" of the SRS form which reports information associated with the **Total Number of RPO Hearings** held during the specified reporting period. Report these hearings as of the date of hearing. **The numeric value reported in box "D" should be the sum of D-1 and D-2.**
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(2), F.S.

PROBATE PROCEEDINGS

Part 2

Risk Protection Orders

- ✓ Please refer to section **“D-1”** of the SRS form which reports information associated with the number of **Orders Granting RPO** during the specified reporting period. Report these hearings as of the date of the clerk’s document **stamp date**.
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(3)(b),(g), F.S.
- ✓ Please refer to section **“D-1a”** of the SRS form which reports information associated with **Total Number of RPO Compliance Hearings** held during the specified reporting period. Report these hearings as of the date of hearing. **The numeric value reported in box “D-1a” should be the sum of D-1ai and D-1aii.**
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(7)(f) F.S (**Note: Only report hearings if one has not been held on TRPO**).
- ✓ Please refer to section **“D-1ai”** of the SRS form which reports information associated with the number of **Compliant Findings** during the specified reporting period.
- ✓ Please refer to section **“D-1aii”** of the SRS form which reports information associated with the number of **Non-Compliant Findings** during the specified reporting period (as described by section 790.401(11), F.S.).
- ✓ Please refer to section **“D-2”** of the SRS form which reports information associated with the number of **Orders Denying RPO** during the specified reporting period. Report these hearings as of the date of the clerk’s document **stamp date**.
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(3)(i),F.S.

PROBATE PROCEEDINGS

Part 2

Risk Protection Orders

Motions

Number of Motions

- ✓ Please refer to section “E” of the SRS form which reports information associated with the **Total Number of Motions to Vacate RPO** during the specified reporting period. **The numeric value reported in box “E” should be the sum of E-1 and E-2.**
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(6)(a), F.S.
- ✓ Please refer to section “E-1” of the SRS form which reports information associated with the number of **Orders Granting Motion to Vacate RPO** during the specified reporting period. Report these hearings as of the date of the clerk’s document **stamp date.**
- ✓ Please refer to section “E-2” of the SRS form which reports information associated with the number of **Orders Denying Motion to Vacate RPO** during the specified reporting period. Report these hearings as of the date of the clerk’s document **stamp date.**
- ✓ Please refer to section “F” of the SRS form which reports information associated with the **Total Number of Motions to Extend RPO** during the specified reporting period. **The numeric value reported in box “F” should be the sum of F-1 and F-2.**
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(6)(c), F.S.
- ✓ Please refer to section “F-1” of the SRS form which reports information associated with the number of **Orders Granting Motion to Extend RPO** during the specified reporting period. Report these hearings as of the date of the clerk’s document **stamp date.**
- ✓ Please refer to section “F-2” of the SRS form which reports information associated with the number of **Orders Denying Motion to Extend RPO** during the specified reporting period. Report these hearings as of the date of the clerk’s document **stamp date.**

Supreme Court of Florida

Summary for the Month of _____, 20____ Circuit _____ County
Pursuant to the requirements of section 25.075 Florida Statutes

Section IV. Probate Part 2. Risk Protection Orders

RISK PROTECTION ORDERS	
A. Total Petitions for Temporary Ex Parte Risk Protection Orders (TRPO) Filed (section 790.401(4), F.S.)	
B. Total Number of TRPO Hearings (section 790.401(4)(d), F.S.) (B-1 and B-2)	
1. Number of Orders Granting TRPO (section 790.401(4)(c),(e), F.S.)	
a. Total Number of TRPO Compliance Hearings (section 790.401(7)(f), F.S.) (B-1ai and B-1aii)	
i. Number of Compliant Findings	
ii. Number of Non-Compliant Findings (section 790.401(11), F.S.)	
2. Number of Orders Denying TRPO (section 790.401(4)(h), F.S.)	
C. Total Petitions for Final Risk Protection Orders (RPO) Filed (section 790.401(3), F.S.)	
D. Total Number of RPO Hearings (section 790.401(2), F.S.) (D-1 and D-2)	
1. Number of Orders Granting RPO (section 790.401(3)(b),(g), F.S.)	
a. Total Number of RPO Compliance Hearings (Note: Only report hearings if one has not been held on TRPO) (section 790.401(7)(f)) (D-1ai and D-1aii)	
i. Number of Compliant Findings	
ii. Number of Non-Compliant Findings (section 790.401(11), F.S.)	
2. Number of Orders Denying RPO (section 790.401(3)(i), F.S.)	
E. Total Number of Motion to Vacate RPO (section 790.401(6)(a), F.S.) (E-1 and E-2)	
1. Number of Orders Granting Motion to Vacate RPO	
2. Number of Orders Denying Motion to Vacate RPO	
F. Total Number of Motion to Extend RPO (section 790.401(6)(c), F.S.) (F-1 and F-2)	
1. Number of Orders Granting Motion to Extend RPO	
2. Number of Orders Denying Motion to Extend RPO	

BP Risk Protection Orders

RISK PROTECTION ORDERS BEST PRACTICE

Background: [SB 7026-UBL](#) (Laws of Florida 2018-3), signed on March 9, 2018, creates FS 790.401, The Risk Protection Order Act, which allows a law enforcement agency or law enforcement officer to file a petition for a risk protection order.

The 67 Clerks of the State of Florida should consider implementing the following best practices:

General Guidelines:

1. Per the 4/26/18, [SRS Technical Memorandum 18-02](#) Risk Protection cases are to be filed in the Probate Division for SRS purposes. The memo provides a separate form for reporting RPO Petitions and orders. OSCA has confirmed that these are to be filed as MH case types.
2. Consider using the existing procedures for DR injunction proceedings to process the filings. There are short deadlines for clerks to report filings and orders.
3. **Coordinate with the Judiciary** on how to communicate the filings and process the resultant orders.
4. **Standard Forms.** [Temporary standard forms](#) have been developed by the Office of the State Courts Administrator (OSCA) and are attached to this best practice. OSCA is mandated by the statute to create standard forms ready for implementation no later than January 1, 2019.
5. **Standard Document Descriptions.** To help with reporting, create standard document descriptions on forms.
 - a. Petition for Risk Protection Order
 - b. Petition for Temporary Ex Parte Risk Protection Order
 - c. Temporary Ex Parte Risk Protection Order
 - d. Final Risk Protection Order
 - e. Order Denying Final RPO
 - f. Motion to Vacate Risk Protection Order
 - g. Order Vacating Risk Protection Order
 - h. Order Denying Request to Vacate RPO
6. **E-Filing.** To help with filing, set up the **Risk Protection Injunction** case type on the portal so that attorneys who are filing these cases can comply with the requirement that attorneys e-file all court documents. TO FACILITATE processing these as emergency filings be sure to set the petition codes as EMERGENCY FILINGS on the portal.
7. **Law Enforcement Organizations/Agencies.** When setting up this case type on the portal, be sure to have each Law Enforcement Organization/Agency set up as a user role authorized to file this case type. This will help to expedite the filings of these petitions, reduce the need to have paper documents delivered to the Clerks' offices, and increase the use of the Portal for these filers.

RECOMMENDED PROCEDURES**PETITION**

1. A Petition for Risk Protection Order will be filed along with an affidavit, which can be an attachment or a separate document.
 - a. Create a case filing type of "**Risk Protection**" filed in Mental Health.

BP Risk Protection Orders

- b. These can be filed via the portal; however, agencies are not required to e-file, so they can be filed in paper form.
 - c. The sheriff serves notice of the initial petition.
 - d. No fee can be assessed for these filings.
 - e. These should be filed in the county where the LEA or LEO is located or respondent's county of residence.
2. The Court must schedule a hearing and generate a notice of hearing (could be an order scheduling hearing).
- a. If a temporary ex parte RPO is sought, then the hearing must be held in person or by telephone on the day the petition is filed or on the business day immediately following the day the petition is filed.
 - b. Due to the critical nature of these cases, on or before the next business day, the clerk provide a copy of the petition and notice of hearing and any temporary RPO to the sheriff for service. Since the petition includes the respondent's physical description and location information, no information sheet is required.

If a Temporary Risk Protection Order Is Entered

1. **Due to critical nature of these cases, it is imperative Clerks adhere to timelines as provided by law.** Chapter 790.401(10)(a) and (b), as amended by Chapter 2018-3 Laws of Florida reads; (a) Within 24 hours after issuance, the clerk of the court shall enter any risk protection order (RPO) or temporary ex parte risk protection (TRPO) order issued under this section into the uniform case reporting system (local case management system – CMS); and (b) Within 24 hours after issuance, the clerk of the court shall forward a copy of an order issued under this section to the appropriate law enforcement agency specified in the order. If the “next 24 hours” lands on a Saturday or Sunday, it is due the same hour on the next business day (applying Fla. R. Jud. Admin. 2.514(2)).
2. **Some clerks may choose to process these filing types on the weekend.** For those clerks processing these filings on the weekend, to simplify locating any risk protection filings pending in the portal, set all of these petition documents as EMERGENCY filings in the portal.
3. Since respondent's physical description and location is already in the petition, no need to send additional information to the sheriff for service.
4. The order requires respondent to surrender all firearms and, if not surrendered, the court may set a hearing to determine probable cause. LEA is required to file the receipt received from respondent for surrendered firearms within 72 hours; however, this is not enforced by the clerk.
5. The Court must send identifying information to the Department of Agriculture and Consumer Services (DACS) within 3 business days.

Final Risk Protection Order

6. Any temporary order expires at the time of the evidentiary hearing on the petition for RPO. If a final risk protection order is granted, it is the court's responsibility to send the respondent's identifying information to the DACS within 3 business days of issuance of the final risk protection order.

BP Risk Protection Orders

7. If a final risk protection order is issued (1) it can be in effect for up to 12 months; (2) the court must inform respondent that they can request, one time, a hearing to vacate the order; and (3) the court must set a hearing no later than three (3) business days after entry of the order for proof that guns have been surrendered.
8. The Clerk:
 - a. Should enter the order in the CMS as quickly as possible, “within the 24-hour rule,” as this takes priority over other filings. If the “next 24 hours” lands on a Saturday or Sunday, it is due the same hour on the next business day (applying Fla. R. Jud. Admin. 2.514(2)).
 - b. Send the order to the sheriff for service as quickly as possible “within the 24-hour rule”. If the “next 24 hours” lands on a Saturday or Sunday, it is due the same hour on the next business day (applying Fla. R. Jud. Admin. 2.514(2)).
 - c. Since the order does not have the respondent’s physical description and location for service, attach a copy of the petition or other document(s) that contains the respondent’s demographics.
9. When any order is issued, changed, continued, extended, or vacated after the original service of documents, the clerk must:
 - a. Certify the order and provide it to the parties at the time the order is entered either by delivery at the hearing, with signature by respondent, or by mail. If the respondent fails to acknowledge service at the hearing (if present), clerk must note that service was effected.
 - b. When a subsequent order is served by the clerk, the clerk must file a written certification of the date/time/method of service.

Termination/Extension of RPOs

10. **Request for Hearing to Vacate RPO:** Upon receipt of a request to vacate an RPO, send notice to the LEO or LEA that petitioned the court for the RPO by the next business day, and file a written certification of the date/time/method of service.
11. **Termination of an RPO:** The Court must notify the petitioning LEO or LEA of the impending end of an RPO at least 30 days before the termination.
12. **Extension:** Petitioner may request an extension of the RPO at any time w/in the 30 days prior to termination of the RPO. When an extension is requested, the court is required to set a hearing. When a notice of hearing on a request is filed, send a copy of the notice of hearing and the extension motion/petition to the sheriff for service.
13. **Vacated:** If the RPO is vacated before the end date, on the day of the order to vacate, send a copy of the order vacating to the appropriate LEA and to the Department of Agriculture and Consumer Services (DACS) by email at RPO@FreshFromFlorida.com. Reporting to the Department of Agriculture is the responsibility of the clerk, even though the original report to the DACS was sent by the court. Treat “on the day of” as within 24 hours and apply Fla. R. Jud. Admin. 2.514(2) on time computation for determining the 24-hour due date.

CONFIDENTIALITY

There is nothing in SB 7026 that makes petitions for RPOs or RPOs confidential or exempt from disclosure under Rule 2.420(d)(1)(B).

BP Risk Protection Orders

Best Practices Committee

Chair Becky Norris, Gulf County
Vice Chair Carla Hand, Calhoun County
Alex Alford, Walton County
Barry Baker, Suwannee County
Dana Johnson, Dixie County
Gloria Hayward, Sumter County
Greg Godwin, Hamilton County
Jess Irby, Alachua County
Ken Burke, Pinellas County
Laura Roth, Volusia County
Sandra Brown, Glades County
Sharon Robertson, Okeechobee County
Stacie Harvey, Baker County
FCCC Staff: Cyndi Andrews

Best Practices Workgroup

Jean Sperbeck, Alachua
Kathy Savor, Palm Beach
Dian Diaz, Broward
Tyler Winik, Brevard
Kim Vaughan, Broward
Allison Woodham, Broward
Justin Horan, Clay
Wendy Butler, Duval
Susan Woolf Escambia
Codey Leigh, Escambia
Rick Blaine, Flagler
Dale Bohner, Hillsborough
Keith Buss Hillsborough
Matt Whyte, Manatee

Greg Harrell, Marion
David Margolis, Orange
Roberta Walton, Orange
Lisa Donnelly, Orange
Joyce Bolden, Orange
Nikki Alvarez, Pasco
Teresa Del Rio, Pinellas
Alan Hebdon, Pinellas
Amanda Coffey, Pinellas
Derelynn Revie, Pinellas
Kathy Plante, Sarasota
Steve McElroy, Sarasota
Melissa Gashaw, Sumter
Antonio Jaimes, Volusia
FCCC: Cyndi Andrews

BP Risk Protection Orders

Jorge Labarga
Chief Justice



Patricia (PK) Jameson
State Courts Administrator


Office of the State Courts Administrator

Phone: (850) 922-5081 Fax: (850) 488-0156

e-mail: @flcourts.org

SRS Technical Memorandum 18-02

TO: Clerks of the Circuit Court

FROM: Patricia (PK) Jameson 

DATE: April 26, 2018

SUBJECT: Reporting Procedures for Petitions for Risk Protection Orders

Chapter 2018-3, Laws of Florida, among other provisions, created section 790.401, Florida Statutes entitled "The Risk Protection Order Act." The new law created an action in the circuit courts that would allow a law enforcement officer or law enforcement agency to petition for a risk protection court order to prevent a person from temporarily accessing firearms or ammunition.

As you know, in accordance with section 25.075, Florida Statutes, and rule 2.245(a), Florida Rules of Judicial Administration, clerks of court must report case data to the Office of the State Courts Administrator (OSCA). These reporting requirements extend to the new act. Accordingly, clerks must begin reporting data on petitions for risk protection orders effective April 1, 2018. The attached instructions outline the reporting procedures for risk protection order petitions. A separate reporting form has also been included. Please use this form when submitting the risk protection order case data to the OSCA on the 15th of each month. The first report is due May 15, 2018. Clerks of court who have previously reported risk protection order cases in the Probate Division Baker Act Summary Reporting System CSRS) case type or an alternative SRS case type for March 2018 must amend their March 2018 SRS reports and resubmit the risk protection order case information using the attached form and instructions.

It is the intention of the Florida Supreme Court to capture statistics on the number of petitions filed, hearings held, and the manner of disposition of risk protection order (RPO) petitions and hearings. Please note that, while there is a specific form for reporting RPOs under SRS, this new reporting requirement will not be fully integrated into the monthly reports.

BP Risk Protection Orders

Clerks of the Circuit Court

April 26, 2018

Page 2

Reporting of these events will, however, be fully incorporated into the Uniform Case Reporting (UCR) requirements. Clerks should expect to begin reporting RPO events in the UCR system as soon as the capability is available, regardless of the UCR transition schedule for the Probate Division.

Please ensure that this technical memorandum is forwarded to all staff in your office who are responsible for reporting data for SRS purposes. If you have questions or concerns regarding this issue, please contact the SRS help desk at SRS-HELP@flcourts.org.

Thank you for your prompt attention to this matter.

PK:aj

PROBATE PROCEEDINGS

Part 2

Risk Protection Orders

This section provides guidance on procedures to be used when completing the Risk Protection Orders (RPO) part within the Probate portion of the monthly SRS forms. For ease of following the SRS forms, this section is divided into the major sections indicated on the form. Each ✓ or ✗ indicates guidelines and directions that should be followed when completing specific sections of the SRS form.

FILINGS

Number of Filings

- ✓ Please refer to section "A" of the SRS form which reports information associated with the Total Petitions for Temporary Ex Parte Risk Protection Orders (TRPO) Filed during the specified reporting period. Report these petitions filed as of the clerk's document stamp date.
- ✓ Report the appropriate number of petitions filed during the reporting period as described in section 790.401(4), F.S.
- ✓ Please refer to section "C" of the SRS form which reports information associated with the Total Petitions for Final Risk Protection Orders (RPO) Filed during the specified reporting period. Report these petition s filed as of the clerk's document stamp date.
- ✓ Report the appropriate number of petitions filed during the reporting period as described in section 790.401(3), F.S.

HEARINGS

Number of Temporary Ex Parte Risk Protection Order (TRPO) Hearings

- ✓ Please refer to section "B" of the SRS form which reports information associated with the **Total Number of TRPO Hearings** held during the specified reporting period. Report these hearings as of the date of hearing. **The numeric value reported in box "B" should be the sum of B-1 and B-2.**
- ✓ Report the appropriate number of hearings held during the reporting period as described per section 790.401(4)(d), F.S.
- ✓ Please refer to section "B-1" of the SRS form which reports information associated with the number of **Orders Granting TRPO** during the specified reporting period.
 - Report these hearings as of the date of the clerk's document **stamp date**.
- ✓ Report the appropriate number of orders during the reporting period as described per section 790.401(4)(c),(e),F.S .
- ✓ Please refer to section "B-1a" of the SRS form which reports information associated with the **Total Number of TRPO Compliance Hearings** held during the specified reporting period. Report these hearings as of the date of hearing. **The numeric value reported in box "B-1a" should be the sum of B-1ai and B-1aii.**
- ✓ Report in the appropriate number of hearings held during the reporting period as

PROBATE PROCEEDINGS

Part 2

Risk Protection Orders

described per section 790.401(7)(f), F.S.

- ✓ Please refer to section "**B-1ai**" of the SRS form which reports information associated with the number of **Compliant Findings** during the specified reporting period.
- ✓ Please refer to section "**B-1aii**" of the SRS form which reports information associated with the number of **Non-Compliant Findings** during the specified reporting period (as described by section 790.401(11), F.S.).
- ✓ Please refer to section "**B-2**" of the SRS form which reports information associated with the number of **Orders Denying TRPO** during the specified reporting period. Report these hearings as of the date of the clerk's document **stamp date**.
- ✓ Report the appropriate number of orders during the reporting period as described per section 790.401(4)(h), F.S.

Number of Final Risk Protection Order (RPO) Hearings

- ✓ Please refer to section "**D**" of the SRS form which reports information associated with the **Total Number of RPO Hearings** held during the specified reporting period. Report these hearings as of the date of hearing. **The numeric value reported in box "D" should be the sum of D-1 and D-2.**
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(2), F.S.
- ✓ Please refer to section "**D-1**" of the SRS form which reports information associated with the number of **Orders Granting RPO** during the specified reporting period. Report these hearings as of the date of the clerk's document **stamp date**.
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(3)(b),(g), F.S.
- ✓ Please refer to section "**D-1a**" of the SRS form which reports information associated with **Total Number of RPO Compliance Hearings** held during the specified reporting period. Report these hearings as of the date of hearing. **The numeric value reported in box "D-1a" should be the sum of D-1ai and D-1aii.**
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(7)(f) F.S (**Note: Only report hearings if one has not been held on TRPO**).
- ✓ Please refer to section "**D-1ai**" of the SRS form which reports information associated with the number of **Compliant Findings** during the specified reporting period.
- ✓ Please refer to section "**D-1aii**" of the SRS form which reports information associated with the number of **Non-Compliant Findings** during the specified reporting period (as

PROBATE PROCEEDINGS

Part 2

Risk Protection Orders

described by section 790.401(11), F.S.).

- ✓ Please refer to section **"D-2"** of the SRS form which reports information associated with the number of **Orders Denying RPO** during the specified reporting period.
- ✓ Report these hearings as of the date of the clerk's document **stamp date**.
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(3)(i), F.S.

Motions

Number of Motions

- ✓ Please refer to section **"E"** of the SRS form which reports information associated with the **Total Number of Motions to Vacate RPO** during the specified reporting period. **The numeric value reported in box "E" should be the sum of E-1 and E- 2.**
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(6)(a), F.S.
- ✓ Please refer to section **"E-1"** of the SRS form which reports information associated with the number of **Orders Granting Motion to Vacate RPO** during the specified reporting period. Report these hearings as of the date of the clerk's document **stamp date**.
- ✓ Please refer to section **"E-2"** of the SRS form which reports information associated with the number of **Orders Denying Motion to Vacate RPO** during the specified reporting period. Report these hearings as of the date of the clerk's document **stamp date**.
- ✓ Please refer to section **"F"** of the SRS form which reports information associated with the **Total Number of Motions to Extend RPO** during the specified reporting period. **The numeric value reported in box "F" should be the sum of F-1 and F-2.**
- ✓ Report in the appropriate number of hearings held during the reporting period as described per section 790.401(6)(c), F.S.
- ✓ Please refer to section **"F-1"** of the SRS form which reports information associated with the number of **Orders Granting Motion to Extend RPO** during the specified reporting period. Report these hearings as of the date of the clerk's document **stamp date**.
- ✓ Please refer to section **"F-2"** of the SRS form which reports information associated with the number of **Orders Denying Motion to Extend RPO** during the specified reporting period. Report these hearings as of the date of the clerk's document **stamp date**.

Supreme Court of Florida

Summary for the Month of _____, 20____ Circuit _____ County _____
Pursuant to the requirements of section 25.075 Florida Statutes

Section IV. Probate Part 2. Risk Protection Orders

RISK PROTECTION ORDERS	
A. Total Petitions for Temporary Ex Parte Risk Protection Orders (TRPO) Filed (section 790.401(4), F.S.)	
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a. Total Number of TRPO Compliance Hearings (section 790.401(7)(f), F.S.) (B-1ai and B-1aii)	
i. Number of Compliant Findings	
ii. Number of Non-Compliant Findings (section 790.401(11), F.S.)	
2. Number of Orders Denying TRPO (section 790.401(4)(h), F.S.)	
C. Total Petitions for Final Risk Protection Orders (RPO) Filed (section 790.401(3), F.S.)	
D. Total Number of RPO Hearings (section 790.401(2), F.S.) (D-1 and D-2)	
1. Number of Orders Granting RPO (section 790.401(3)(b),(g), F.S.)	
a. Total Number of RPO Compliance Hearings (Note: Only report hearings if one has not been held on TRPO) (section 790.401(7)(f)) (D-1ai and D-1aii)	
i. Number of Compliant Findings	
ii. Number of Non-Compliant Findings (section 790.401(11), F.S.)	
2. Number of Orders Denying RPO (section 790.401(3)(i), F.S.)	
E. Total Number of Motion to Vacate RPO (section 790.401(6)(a), F.S.) (E-1 and E-2)	
1. Number of Orders Granting Motion to Vacate RPO	
2. Number of Orders Denying Motion to Vacate RPO	
F. Total Number of Motion to Extend RPO (section 790.401(6)(c), F.S.) (F-1 and F-2)	
1. Number of Orders Granting Motion to Extend RPO	
2. Number of Orders Denying Motion to Extend RPO	

CCOC Additional Outputs Reporting
County Fiscal Year 2017-2018

Agenda Item 6, Attachment 3



County:

Reporting Month:

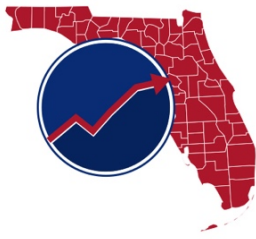
Contact:

E-Mail Address:

CCOC Form Version 1
 Revised 06/06/18

	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD Total
Risk Protection Orders								\$ -

Comments/Additional Notes:



AGENDA ITEM 7

DATE: June 13, 2018

SUBJECT: Forfeited Contraband Report

COMMITTEE ACTION: Provide direction on the Forfeited Contraband Report

OVERVIEW: The Florida Contraband Forfeiture Act (SB 1044) was enacted into law effective July 1, 2016. The law requires law enforcement entities to file \$1,000 filing fee with the Clerks. While forfeiture cases have been filed for some time, the filing fee charged for these actions has been the basic circuit civil filing fee (\$195 for Clerk) set forth in s. 28.241, F. S. The Association issued an advisory bulletin (16-033) on May 24, 2016 that provided guidance to the Clerks.

A workgroup of Clerk staff assisted with development of a reporting form. There was much debate with the workgroup on whether the increased filing fee would result in significant additional revenues to the Clerk or rather it would result in some law enforcement agencies not filing a case because the contraband value would be less than the filing fee.

At its June 27, 2016 meeting the CCOC Executive Council approved the form and to begin collecting the forfeited contraband cases and revenues July 1. It was also discussed that this report should be viewed as temporary and be revisited to determine its continuing reporting value.

- During the 12-month period, 30 counties reported collecting \$684,000 or .18% during the year. Of this amount, \$542,235 was due to the increase filing fee.
- 730 cases were filed during the fiscal year; 45% were reported by the following 4 counties: Broward, Miami-Dade, Hillsborough, and Polk counties. Almost all the small counties reported **NO** cases all four quarters.
- 48 cases were filed by state law enforcement agencies which are exempt from filing fees.

Clerk staff have questioned the value of the report given that there are months when no cases are reported. Additionally, Clerk staff indicated that revenues are currently being

AGENDA ITEM 7

reported monthly to the CCOC as part of the filing fee revenues on the monthly Expenditure and Collection (EC) report, and they could provide detail data upon request.

Option 1: Continue to collect Forfeited Contraband Report

Option 2: Discontinue the Forfeited Contraband Report

COMMITTEE ACTION: Provide CCOC staff with direction.

LEAD STAFF: Doug Isabelle, Deputy Executive Director

ATTACHMENTS:

1. CFY 2016-17 Forfeited Contraband Summary Report

**CFY 2016-2017 Forfeited Contraband
Summary Report**

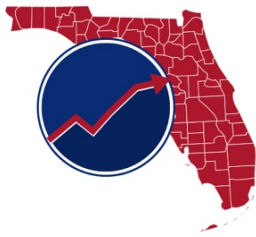
County	Total Cases Filed	State Agency Cases Filed	Total Revenues at \$1,000	Revenues using \$195 filing fee	Additional Revenues to the Clerks
Alachua	15	0	\$15,000	\$2,925	\$12,075
Baker	0	0	\$0	\$0	\$0
Bay	14	0	\$14,000	\$2,730	\$11,270
Bradford	0	0	\$0	\$0	\$0
Brevard	25	0	\$25,000	\$4,875	\$20,125
Broward	109	0	\$109,000	\$21,255	\$87,745
Calhoun	2	1	\$1,000	\$390	\$610
Charlotte	0	0	\$0	\$0	\$0
Citrus	0	0	\$0	\$0	\$0
Clay	0	0	\$0	\$0	\$0
Collier	1	2	\$1,000	\$195	\$805
Columbia	3	2	\$1,000	\$585	\$415
Desoto	0	0	\$0	\$0	\$0
Dixie	0	0	\$0	\$0	\$0
Duval	30	0	\$30,000	\$5,850	\$24,150
Escambia	16	0	\$16,000	\$3,120	\$12,880
Flagler	0	0	\$0	\$0	\$0
Franklin	0	0	\$0	\$0	\$0
Gadsden	2	2	\$0	\$0	\$0
Gilchrist	1	0	\$1,000	\$195	\$805
Glades	0	0	\$0	\$0	\$0
Gulf	0	0	\$0	\$0	\$0
Hamilton	0	0	\$0	\$0	\$0
Hardee	0	0	\$0	\$0	\$0
Hendry	0	0	\$0	\$0	\$0
Hernando	6	2	\$4,000	\$1,170	\$2,830
Highlands	0	0	\$0	\$0	\$0
Hillsborough	85	1	\$84,000	\$16,575	\$67,425
Holmes	1	0	\$1,000	\$195	\$805
Indian River	6	1	\$5,000	\$1,170	\$3,830
Jackson	0	0	\$0	\$0	\$0
Jefferson	0	0	\$0	\$0	\$0
Lafayette	0	0	\$0	\$0	\$0
Lake	11	3	\$8,000	\$2,145	\$5,855
Lee	36	3	\$33,000	\$7,020	\$25,980
Leon	9	1	\$8,000	\$1,755	\$6,245
Levy	0	0	\$0	\$0	\$0
Liberty	0	0	\$0	\$0	\$0
Madison	0	0	\$0	\$0	\$0
Manatee	8	1	\$7,000	\$1,560	\$5,440
Marion	23	2	\$21,000	\$4,485	\$16,515
Martin	9	0	\$9,000	\$1,755	\$7,245
Miami-Dade	84	11	\$73,000	\$16,380	\$56,620
Monroe	3	0	\$3,000	\$585	\$2,415
Nassau	0	0	\$0	\$0	\$0

Agenda Item 7, Attachment 1

Okaloosa	3	1	\$2,000	\$585	\$1,415
Okeechobee	1	0	\$1,000	\$195	\$805
Orange	39	5	\$34,000	\$7,605	\$26,395
Osceola	5	0	\$5,000	\$975	\$4,025
Palm Beach	36	3	\$33,000	\$7,020	\$25,980
Pasco	8	1	\$7,000	\$1,560	\$5,440
Pinellas	33	0	\$33,000	\$6,435	\$26,565
Polk	51	1	\$50,000	\$9,945	\$40,055
Putnam	0	0	\$0	\$0	\$0
Saint Johns	0	0	\$0	\$0	\$0
Saint Lucie	21	1	\$20,000	\$4,095	\$15,905
Santa Rosa	2	1	\$1,000	\$390	\$610
Sarasota	4	0	\$4,000	\$780	\$3,220
Seminole	5	1	\$4,000	\$975	\$3,025
Sumter	0	0	\$0	\$0	\$0
Suwannee	0	0	\$0	\$0	\$0
Taylor	3	1	\$2,000	\$585	1415
Union	0	0	\$0	\$0	\$0
Volusia	19	0	\$19,000	\$3,705	\$15,295
Wakulla	0	0	\$0	\$0	\$0
Walton	1	1	\$0	\$195	\$0
Washington	0	0	\$0	\$0	\$0
Total	730	48	\$684,000	\$141,960	\$542,235

CCOC summary of Clerk reported data.

Apr-18



AGENDA ITEM 8

DATE: June 13, 2018

SUBJECT: Civil Indigent Reporting Form and Business Rules

COMMITTEE ACTION: Approve Civil Indigent Reporting Form

OVERVIEW: The CCOC Budget Committee recommended collecting civil indigent application data for 67 Clerk offices. The Committee asked that the application data be reported beginning October 2017. This information is important to show the Florida Legislature Clerk work without commensurate compensation. A workgroup of Clerk staff drafted business rules (Attachment 1) and a tracking reporting form (Attachment 2) for collecting the application data. On May 24 a copy of the draft rules and reporting form were sent to Clerks and staff to facilitate programming.

Business Rules – highlights

- Civil indigent applications will be for 3 civil court divisions (circuit, county and family). These court divisions would include a majority of civil indigent applications.
- Indigent applications are reported in the month filed. Approvals, either by the clerk or the court, in the month approved.

Implementation and Reporting

- Indigent applications are to be reported retroactively to October 2017.
- Dollars waived because of civil indigence will be reported as lost dollars to the Clerk and ALL other stakeholders. The waived dollars would be reported starting October 2018.

It is anticipated that the quality of the information, especially for dollars waived, would improve over time. Additionally, it is recommended that the first tracking report form for the applications data be due back to the CCOC by August 20th.

Note: Using CCIS as a resource for this data was discussed; however, FCCC staff indicated that CCIS does not capture the financial data at the level of specificity required to extract the information related to the dollars waived. Therefore, the separate CCOC reporting form will be necessary to capture all of the desired information.

AGENDA ITEM 8

COMMITTEE ACTION: Approve the civil indigent form with a due date of August 20th to the CCOC, then send to the Executive Council for final approval.

LEAD STAFF: Doug Isabelle, Deputy Executive Director

ATTACHMENTS:

1. Civil Indigent Reporting Form
2. Business Rules

County:

Contact:

E-Mail Address:

Report Month:

Version #:

Workload

Number of Civil Indigence Applications	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD Total
Circuit Civil													0
County Civil													0
Family													0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of Applications Approved	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD Total
Circuit Civil													0
County Civil													0
Family													0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Lost Revenue (will begin collection of this data in FY18/19)

Indigence Fees Waived	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD Total
CCOC Trust Fund Fees Waived													\$ -
Other Entity Fees Waived													\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Comments/Additional Notes:

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

TODD NEWTON
GILCHRIST COUNTY

JEFFREY R. SMITH, CPA
INDIAN RIVER 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

JOHN DEW
EXECUTIVE DIRECTOR

JOE BOYD
GENERAL COUNSEL

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BUSINESS RULES FOR COUNTING APPLICATIONS FOR INDIGENCY

Revised April 2018
Pending approval by the PIE Committee on June 13, 2018

PURPOSE:

Pursuant to section 57.081, Florida Statutes, “[a] party who has obtained a certification of indigence pursuant to s. 27.52 or s. 57.082 with respect to a proceeding is not required to prepay costs to a court, clerk, or sheriff and is not required to pay filing fees or charges for issuance of a summons.”

The intent of the following definitions and instructions is to assist clerks in capturing and reporting: (1) the number of indigent applications filed in a specified period of time; (2) the number of applications approved; and (3) the total actual dollar amount of filing and service fees waived in civil actions.¹

DEFINITIONS:

Civil Actions – Include circuit civil, county civil, and family/domestic relations in which fees are eligible to be assessed.

Filing Fees – Include filing fees at case initiation, counter/cross/third-party complaint fees, and reopen fees.

Service Charges – Include summons fees, fees for issuance of other writs, and fees for additional defendants over five. Do not include costs for preparing appeal record, subpoena fees, fees for making or preparing any paper, copy fees, recording fees, or service fees due to other entities (i.e. court administration or the sheriff).

¹ Clerks will report the number of applications filed and approved effective the implementation of this policy and backward for CFY 2017-18. Clerks will report the total dollars waived beginning October 1, 2018.

BUSINESS RULES FOR COUNTING APPLICATIONS FOR INDIGENCY

INSTRUCTIONS:

Include all applications made in a specific month, as well as all approvals of applications for indigency made by either the clerk or the court in a specific month. This measurement does not capture the number of payment plans or amount of dollars enrolled in a payment plan for civil actions. This measurement also does not include any deferred court costs/charges by indigent prisoners under section 57.085, Florida Statutes.

NOTES: The number of applications filed may not be correlative to the number of applications approved. Clerks should count applications approved by either the clerk or the court in their total number of approved applications. Applications shall be noted in the month in which they are received. Approvals of applications are to be noted in the month in which the approval is given. Approvals may not occur in the same month as an application. Dollars waived will be counted in the month they are actually waived, not assessed.

NUMBER OF APPLICATIONS FILED:

1. Count the number of applications for indigency filed by month.
2. Multiple applications arising in the same case should be counted separately.

NUMBER OF APPLICATIONS APPROVED:

1. Count the number of applications approved by either the clerk or the court by month.
2. Multiple approvals for the same case should be counted separately.

DOLLAR AMOUNT WAIVED: (BEGINNING OCTOBER 1, 2018)

1. Include total eligible dollars assessed in a case after approval of an application for indigency by either the clerk or court by specified court division by month.
2. Do not include fees outlined in the definitions not to be included.
3. Do not include fees which are eligible to be put on a payment plan.

BUSINESS RULES FOR COUNTING APPLICATIONS FOR INDIGENCY

NOTE: Clerks will need to assess the dollars to a particular case at the time the filing fee or service charge is due, and use a waiver code for all appropriate filing and service charges that are within the scope of this measurement. This process may vary between CMS vendors. It is recommended that clerks individually assess for specific fees so that the pro rata waiver information can be obtained to indicate (1) the total dollar amount lost the clerks (priority 2 on the FCCC Distribution Schedule) and (2) the total dollar amount lost to other stakeholders (priorities 1, 3, and 4 on the FCCC Distribution Schedule) in the aggregate. For example, the filing fee for an Other Civil case is \$400.00. On a form prepared by CCOC, clerks would report \$195.00 as being waived for the clerk, and \$205.00 being waived for all other stakeholders.

			<u>OTHER CIVIL FILINGS--includes filings for Termination of Parental Rights, Adoption, Name Change, Delayed Birth Actions and Petitions to Establish Trust</u>				
cc	2	410	FILING FEE	\$80.00	F/M	FF51	28.241(1)(a)1.a.
cc	2	410	FILING FEE	\$115.00	F/M	FF51	28.241(1)(a)1.a.
cc	3	LIABILITY	STATE COURTS REVENUE TRUST FUND	\$195.00	F/M	FF17	28.241(1)(a)1.a.
cc	3	LIABILITY	DFS ADMIN T.F./BUDGET REVIEW	\$1.00	F/M	FF18	28.241(1)(a)1.a.
cc	3	LIABILITY	DFS ADMIN T.F./CCOC	\$4.00	F/M	FF19	28.241(1)(a)1.a.
cc	3	LIABILITY	COURT EDUCATION TRUST	\$3.50	F/M	FF23	28.241(1)(a)1.c.
cc	3	LIABILITY	DFS ADMIN T.F. (Clerk Ed)	\$0.50	F/M	FF24	28.241(1)(a)1.c.
cc	3	LIABILITY	STATE COURTS REVENUE TRUST FUND	\$1.00	F/M	FF45	44.108(1)
				\$400.00			