

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 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, constitutions, 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)