



## FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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### ANNUAL CONTINUING CASES FORM Report General Guidelines

Include cases filed in the prior fiscal year that had “activity” or worked on between the dates of the most recently closed fiscal year. See the current form for dates (<https://flccoc.org/forms/>).

1. Clerk Prior Year Activity from 10/01 to 9/30 of the previous fiscal year
  - a. “Clerk prior year activity” represents activity on cases that were “filed” prior to the stated activity period that had activity or “worked” during the stated period.
  - b. Regardless of whether a case is open, reopened, closed, disposed, or pending for SRS purposes, a case with activity is one that has had a pleading filed, an event scheduled, a receipt processed, or a progress docket entry made within the previous year.
  - c. Only include a case **one time**, no matter how many activities were performed during the period.
  - d. A case is not “active” if the **only** activity during the previous year is:
    - i. A progress docket entry showing a mass judge reassignment.
    - ii. A progress docket entry made solely to indicate that files are destroyed, purged, imaged, relocated, etc., when no other court activity was involved.
    - iii. Related to receipts processed through the CLERC Child Support system.
2. These guidelines do not address the closing of cases; refer to the separate CCOC business rules.

For time periods to consider a case “active clerk workload,” the following items were considered:

1. Clerk work – initial document issuance, docket entries, scanning, and collections after close/disposition.
2. Dismissed – Failure to Prosecute actions on civil cases – see references below.
3. Administrative closures on traffic and criminal cases.

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### Assumptions:

1. These guidelines are meant to capture when the **BULK** of Clerk work is done, **NOT** all of it.
2. As noted in the definition above, the focus is on pleadings filed, receipts processed, and docket entries made. Clearly there is work on the phone, in person, etc., but for this we have assumed that these hard-to-count activities lead to a docket entry, receipt, etc.

### References:

1. Fla. R. Civ. P. 1.420(e)
  2. Fla. Sm. Cl. R. 7.110(e)
  3. Fla. R. Jud. Admin. 2.250
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