



BUDGET COMMITTEE MEETING

February 19, 2020

JD Peacock, II
OKALOOSA COUNTY
EXECUTIVE COUNCIL CHAIR

Jeffrey R. Smith, CPA, CGMA
INDIAN RIVER COUNTY
VICE-CHAIR

Tiffany Moore Russell, Esq.
ORANGE COUNTY
SECRETARY/TREASURER



STACY BUTTERFIELD, CPA
POLK COUNTY

JOHN CRAWFORD
NASSAU COUNTY

TODD NEWTON
GILCHRIST COUNTY

LAURA E. ROTH
VOLUSIA COUNTY

HARVEY RUVIN, ESQ.
MIAMI-DADE COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

ANGELINA "ANGEL"
COLONNESO, ESQ.
MANATEE COUNTY
SENATE APPOINTEE

VACANT
HOUSE APPOINTEE

JOHN DEW
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BUDGET COMMITTEE MEETING

February 19, 2020

Meeting: 1:00 PM – 4:00 PM

Conference Call Line: 1-415-655-0001, Access Code: 738 176 339

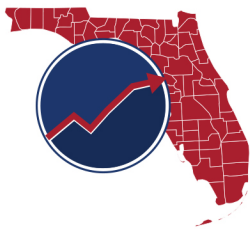
WebEx Link: <https://flccoc.webex.com/flccoc/j.php?MTID=m09a0110c45c226a1521cd6612b369ffa>

Password: uhYM8dFm, Meeting Number: 738 176 339

- 1) Call to Order and Introduction.....Hon. Clerk Peacock
- 2) Approve AgendaHon. Clerk Peacock
- 3) Approve Minutes of 1/21/20 Meeting.....Marleni Bruner
- 4) Legislative Update.....Jason L. Welty
- 5) CFY 2019-20 Revenue and Trust Fund Update.....Jason L. Welty
- 6) Draft CFY 2020-21 Budget FormsMarleni Bruner
- 7) Budget Priorities DiscussionHon. Clerk Peacock
- 8) Case Counting Workgroup Report.....Hon. Clerk Cooney
- 9) Other BusinessHon. Clerk Peacock

Committee Members: JD Peacock, Chair; Jeffrey Smith, CPA, Vice-Chair; Tom Bexley; Ken Burke, CPA; Sharon Bock, Esq.; Stacy Butterfield, CPA; Pam Childers, CPA; Kellie Connell, CPA; Gary Cooney, Esq.; John Crawford; Brenda Forman; Greg Godwin; Tara S. Green; Carla Hand, CPA, CGFO; Tiffany Moore Russell, Esq.; Donald C. Spencer; Carolyn Timmann; and Angela Vick

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



Minutes of January 21st CCOC Budget Committee Meeting

Committee Action: Review and approve with amendments as necessary.

The Budget Committee of the Clerks of Court Operation Corporation (CCOC) held a meeting via WebEx and in person on January 21, 2020. An agenda and materials were distributed prior to the meeting and posted on the CCOC website on the Budget Committee page: <https://flccoc.org/committees/budget/>. Provided below is a summary of staff notes from the meeting. These staff notes are designed to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in **bold text**. All action items based on committee direction are in **red** and bold **text**.

1. Agenda Item 1 – Call to Order and Introduction

The workshop was called to order by Clerk JD Peacock, Chair of the Budget Committee. He thanked the past chair and vice chair for their work last year. Clerk Crawford was asked to lead the invocation. Marleni Bruner, CCOC Senior Budget Manager called the roll.

Present for meeting: Clerk Peacock, Clerk Smith, Clerk Burke, Clerk Butterfield, Clerk Cooney, Clerk Crawford, Clerk Kinsaul (arrived to meeting in-person late, but was on call before arrival), Clerk Moore Russell, Clerk Spencer, Clerk Timmann, and Clerk Vick

On Call for meeting: Clerk Bexley, Clerk Childers, Clerk Green, and Clerk Hand

Absent from meeting and call: Clerk Bock, Clerk Connell, Clerk Forman, and Clerk Godwin

2. Agenda Item 2 – Approve Agenda

A motion was made by Clerk Cooney to approve the agenda and seconded by Clerk Spencer. The motion was approved after no discussion.

3. Agenda Item 3 – Approval of Minutes

Clerk Peacock addressed the committee with updates to how the current and future meeting would operate. All meetings and workshops will be available via WebEx/conference call whether in person or not. He noted that all meetings will be

open and honest with full decorum, honor, and respect given to each other and the process. He asked that all decision making be kept for in-person meetings because he felt the members needed to be able to look at each other. The Web-Ex only meetings will be for committee discussions or to provide direction to CCOC staff. The Committee will also utilize Robert's Rules as needed for debate. Clerk Burke and Clerk Peacock thanked CCOC Staff for the detailed minutes from the last meeting.

The minutes from the September 26, 2019 meeting were presented for approval. **Motion to approve the minutes was made by Clerk Burke and seconded by Clerk Cooney. With no further discussion the motion was approved unanimously.**

4. Agenda Item 4 – Sunshine Law Review

Clerk Peacock outlined his goals for the committee, the first of which was to make the process open, transparent, and professional. He would like the Budget Committee to be the policy setting entity then rely on CCOC staff to provide the professional support to those policies.

Clerk Peacock wants all the members to be informed and the process open and transparent. He noted that the Committee will follow their statutory responsibilities to get their job done. He also wants to look for new ideas that simplify the process for clerks and their staff. He wants to focus on outputs instead of inputs. Everyone does things differently so there are 67 different inputs, but everyone gets the job done and that's the output that should be evaluated.

He stressed that the committee needs to be able to trust the data they are using and that means the work of the case counting and case weighting is so important. He also stated that the committee would stay in their lane and not focus on legislative funding issues but focus on the budget specifics and follow statutes.

On the revenue side, the area the Budget Committee specifically funded last year, the committee will focus on revenue trends, collection and compliance efforts for evaluations against your own performance and not to other's performance.

Base budget will be developed from the current Operational Budget and requires a reduction exercise. The legislature and business partners need to see the impact that a 5% reduction would have on court operations to help tell the clerk's story. The reduction is also necessary because last year the Cumulative Excess was \$10 M and the projection is no where near that for this year.

Clerk Butterfield spoke up regarding the collection rate and self-comparison as there are many differences and Clerk Green's work with the PIE committee will look to bring more consistency statewide. Also, the clerks only recent received relief with an increase in budgets. Clerk Peacock assured her that he wanted the current budget process to live in the true numbers.

Clerk Smith pointed out that he can't do all online in his county like Clerk Kinsaul is able to do in his county. Clerk Peacock pointed out that the comparisons would be against your own growth for that reason. The Committee specifically awarded funds to counties for compliance and collection efforts and there should be increases seen as the result.

Clerk Spencer wanted to know if the committee would be looking at just increased revenue or increase in payment plans as well. He used his additional funding to bump up his collection efforts and his revenue from December was up \$50 K.

Clerk Vick stated that she liked to new ideas and direction for the committee. She said she wanted to see how performance measurements will be applied during the budget process. Clerk Peacock said that was too premature at this time but would be something the committee needed to discuss and decide on.

Jason Welty reviewed Sunshine Law PowerPoint from the Office of Open Government as outlined by Pat Gleason. The information is being included in all committees first-meetings for CCOC this year. The information was updated from when it was last presented. He also noted that the memo included some additional resources.

5. Agenda Item 5 – Peer Group Review Process

Clerk Peacock asked Clerk Cooney to be the lead clerk on the peer group review process. Clerk Cooney indicated that the review can go quickly with the staff's help. He noted that the prior review created so many peer groups that it eliminated outliers instead of understanding why they are there.

Clerk Smith wanted to know the timeframe for the project and Clerk Cooney said he anticipated it taking several months. Smith expressed concern with that putting the review to end about the same time as Session. Clerk Burke also expressed his concern that 12 was too many Peer Groups and 6 was too few and that we should be about 8 Peer Groups as that would be better for comparisons.

Clerk Peacock stated that Clerk Cooney will start the work with staff and asked clerks to identify their staff that could volunteer to work with Clerk Cooney. Clerk Peacock also said he wanted to make sure everyone had the ability to provide input.

Clerk Butterfield noted that according the plan of operations this should be reviewed every two years and, in the past, they have contracted with a statistician to provide the work. Clerk Peacock stated the workgroup will bring a recommendation forward to the Committee and they will approve any changes to the current Peer Groups or leave it alone. John Dew, CCOC Executive Director, mentioned that in the past CCOC did not have the staff to perform the evaluation of the Peer Groups and now we have the staff on board with the appropriate skill set.

Orange County volunteered a staff member to assist on the project. Others are encouraged to reach out to Clerk Cooney.

6. Agenda Item 6 – CFY 2019-20 Budget Committee Plan – Calendar

Clerk Peacock presented the plan that would provide the baseline for analysis and what the committee wants to accomplish this budget cycle. The calendar dates and proposed agenda items are listed in the meeting packet. Clerk Peacock noted that July would be a two-day in-person meeting.

Discuss draft recommendations from SSC workgroup was moved from February to March meeting.

It was also pointed out that the July meeting would be late July or potentially August as the REC met last year in early August. Session and REC will always impact the committee's calendar, especially with session starting in January every other year.

Jason Welty also gave a brief report on the current revenues. Cumulative excess is currently estimated at \$1.1 M available for the CFY 2020-21 budget cycle. The REC came in at a higher amount that did not include Operation Green Light revenues because it was June through October 2019.

7. Agenda Item 7 – CFY 2020-21 Budget Development Process

Jason Welty presented a summary of the proposed process:

The CCOC staff would take the current operational budget for each county and back out non-recurring funding related to Unspent Budgeted Funds, Cumulative Excess, as well as any non-recurring amounts from special funding requests that were awarded. The final amount would become the Base Budget. Counties would then submit specific issues for funding using a template that resembles the Special Funding Request form that was used last year, to include reduction items. The Budget Committee would determine which issues to fund and which reductions to take as they build towards the final budget request. The final budget request would be compared to the available revenues and adjusted accordingly.

There was a significant amount of discussion and debate on this agenda item.

- Jason Welty reviewed items that could be considered for Base Budget Review of current year data.
- It was determined that in order for true comparisons to be made each county needed to review their Operational Budget submissions to make sure the gross amounts had the total court-related costs and any county or supplemental funding was identified on the net budget tab. CCOC staff is currently performing technical reviews on Operational Budget submissions and contacting counties with any issues.

- Examples of Adjustments to Base
 - Nonrecurring special funding requests from prior year
 - Adjustment of Unspent Budgeted Funds
 - Weighted Workload Benchmark Budget
 - Judge allocation
 - Vacant Positions over 180 days
 - Cumulative Excess

An amended motion was made by Clerk Cooney and seconded by Clerk Smith for CCOC staff to consider the following items as adjustments to base budget and bring back to the committee for approval:

- Nonrecurring special funding requests from prior year
- Judge allocation
- Vacant Positions over 180 days
- Cumulative Excess

Clerk Peacock shared how once a base budget amount is determined clerks will then complete Issue-Based Funding Requests to add up to their total needs-based budget request. This process would take the place of the Original Budget Request. Some items for targeted funding areas were listed.

Clerk Butterfield made a motion that CCOC staff add a 3% salary increase with associated benefits to the base budget, seconded by Clerk Crawford. After much discussion the motion was passed unanimously.

CCOC staff was directed to bring back to the committee the sample forms for the committee to review at the February meeting.

CCOC staff was directed to bring back to the committee a listing of all the DFS findings at the March meeting.

Clerk Peacock also reviewed the remaining items of the CFY 2020-21 Budget Development Process document that would be decided upon at a later date and went through further discussion. No further direction was given to CCOC staff.

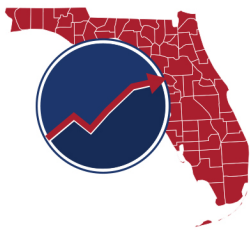
8. Agenda Item 8 – Budget Committee Workgroups

Did not address.

9. Agenda Item 9 – Other Business

None.

Clerk Peacock informed the audience and committee that the next meeting will be only on WebEx and adjourned the meeting.



AGENDA ITEM 4

DATE: February 19, 2020
SUBJECT: Legislative Update
COMMITTEE ACTION: Information Only

OVERVIEW:

The 2020 Legislative Session began on January 14th and is scheduled to end on March 13th. The clerks have several bills that have been moving through the process. The CCOC has responded to bill analyses and supplied information for impact conferences as needed.

Priority Bills:

- SB 790 – Clerks of the Circuit Court/HB 591 – Court Service Charges
- SB 590/HB 967 – Clerks of the Court

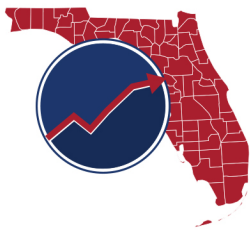
Othe Bills:

- SB 1328/HB 903 – Fines and Fees
- SB 1510/HB 7059 – Appellate Court Filing Fees

COMMITTEE ACTION: Information Only

LEAD STAFF: Jason L. Welty, Budget and Communications Director

ATTACHMENTS: None



AGENDA ITEM 5

DATE: February 19, 2020
SUBJECT: CFY 2019-20 Revenue and Trust Fund Update
COMMITTEE ACTION: Information Only

OVERVIEW:

The August Article V Revenue Estimating Conference projected the clerks to collect for CFY 2019-20 a total statewide revenue of **\$431 million**. December is the fourth month of the twelve months used for the CFY 2019-20 budget revenue.

- Total revenues reported for December 2019 were **\$ 35,333,072.50**
 - This amount is approximately **\$633,072 or 1.82 percent** greater than the monthly projection for December.
- Through the first four months, the REC expected clerks' revenues to be approximately **\$139.3 million**. Though four months, actual revenues are **\$142.2 million, up approximately 2 percent**.

Compared to November 2019

- Revenues were up **\$2,358,392.97 or 7.15 percent**, over the month from November 2019.
- The greatest increase from the previous month was in the Filing Fees category.

Compared to December 2018

- Revenues were up **\$3.3 million, or 10.4 percent**, over the year from December 2018.
- As a percentage, year-over-year Fines grew by the largest percent (15.8 percent increase)
- Filing fees had the largest dollar increase at \$1.6 million greater than December 2018

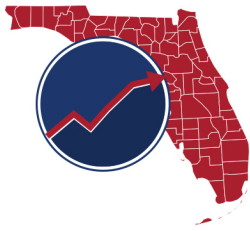
Clerks of Court Clearing Trust Fund

As of Monday, February 10, 2020 the Department of Revenue (DOR) reports an ending balance of \$25,387,476.69 in the Clerks of Court Clearing trust fund. A portion of these funds are due to the Department of Highway Safety as a passthrough. DOR remits \$2.1 M to Funded counties monthly.

COMMITTEE ACTION: Information Only

LEAD STAFF: Jason L. Welty, Budget and Communications Director

ATTACHMENTS: None



CCOC

FLORIDA CLERKS OF COURT
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AGENDA ITEM 6

DATE: February 19, 2020
SUBJECT: CFY 2020-21 Budget Forms
COMMITTEE ACTION: For discussion

OVERVIEW:

The following forms are being presented for discussion:

1. Revenue Projection

- This form is used by the CCOC when presenting data to the REC for consideration of our revenue projection for the upcoming fiscal year.
- Historically, the form has been completed twice a year, most recently with the submission of the Original Budget and Operational Budget.
- The form looks at CCOC revenue and Chapter 2008-111 revenue

2. Budget Issue Request Form

- Similar format as the previously used Special Funding Request form with fields for County name, contact name (if CCOC has questions during Technical Review) and their email address.
- Recurring as Yes/No dropdown will help CCOC staff easily identify non-recurring items to reduce next year during base budget review.
- Priority listing will help the Budget Committee see each county's requested items and in their priority order more easily.
- Issue Type will allow for easy identification of Funding or Reduction items.
- Issue Category will allow for easy identification for funding items.
 - Audit Finding
 - Compliance
 - Continuation Budget
 - Cost Shift from County
 - Criminal Justice Transparency
 - Efficiencies
 - IT Funded from CCOC
 - Legislative Action
 - MECOM
 - New Judge
 - Pay & Benefit Increases

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- xii. Performance Measures
 - xiii. New Statutory Obligation
 - xiv. Other
 - xv. The budget committee can **add** or **remove** from this list before it is sent out; however, when the “Other” option is selected a field will appear and allow for the entry of a short title.
- f. FTE and request entered as Personnel, Operating, and Capital by Court Service Areas
- i. Case Processing
 - ii. Revenue Collection and Distribution
 - iii. Financial Processing
 - iv. Requests for Records and Reports
 - v. Provide Ministerial Pro Se Assistance
 - vi. Technology Services for External Users
 - vii. Mandated Reporting Services
 - viii. Jury Management
 - ix. Administration
- g. The requests will be consolidated into a spreadsheet for the committee to review and rolled up at the simplified levels of Personnel, Operating, and Capital. Having this level of detail will allow the CCOC to report any pay and salary benefit increases as statutorily required, but also allow for detail related to civil or criminal court impact, jury, hot topic legislative items like MECOM, etc.
- h. Additional tabs can be added so multiple issues can be entered on one form.

COMMITTEE ACTION: For discussion

LEAD STAFF: Marleni Bruner, Senior Budget Manager

ATTACHMENTS:

- 1. Revenue Projection Form
- 2. Budget Issue Form

Clerk of Court Revenue Projections
County Fiscal Year 2020-2021



CCOC Form Version 1
Created 04/01/20

County:

Projections As of Date:

Contact:

Version:

E-Mail Address:

CFY 2019-20 Fine and Forfeiture Trust Fund Projection

	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	YTD Total
Fines, Fees, Service Charges, Court Costs, etc. (Not Including Redirected 10% Fines)													\$ -
Redirected 10% Fines													\$ -
TOTAL FINE AND FORFEITURE TRUST FUND PROJECTION:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Comments/Additional Notes:

CFY 2019-20 Chapter 2008-111 Projection

		Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	YTD Total
Driving Under the Influence	s. 316.193, F.S.													\$ -
Issuance of a Summons	F.S. 28.241(1)(d)													\$ -
Traffic Administration Fees	F.S. 318.18(18)													\$ -
All Other Line 47 Additional Revenues	All Other													\$ -
TOTAL 2008-111 PROJECTION		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Comments/Additional Notes:

Florida CCOC Budget Issue Request
County Fiscal Year 2020-2021

Agenda Item 6 - Attachment 2



CCOC Form Version 1
Created 4/1/20

County:
Contact:
E-Mail:

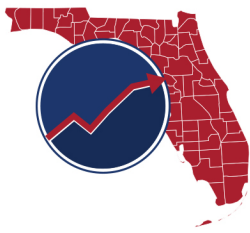
Priority:
Recurring:

Issue Type:
Issue Category:

	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	TOTALS
FTE										0.00
Personnel										\$0
Operating										\$0
Capital										\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ISSUE REQUEST DETAIL

Please provide a detailed description of the budget issue including the amounts that are related to Personnel, Operating, or Capital costs and any FTE impact. Be sure to thoroughly explain the item and provide any supporting documents as needed. Description should include the impact to the clerk's office if issue is not funded and impact if reduction it taken.



AGENDA ITEM 7

DATE: February 19, 2020
SUBJECT: Budget Priorities Development
COMMITTEE ACTION: For discussion

OVERVIEW:

The Budget Committee will set some broad policy areas that will be priorities for the CFY 2020-21 budget request. The purpose of identifying these targeted funding areas is to establish a statewide direction in key policy areas to provide common ground for issues that need to be addressed. Additionally, establishing targeted funding areas will give the budget committee the ability to assess the needs of the clerks and to be able to communicate those needs more effectively.

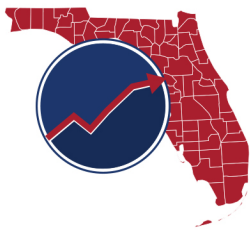
The following list is by no means exhaustive and is presented only for the purpose of kicking off the discussion.

- 1) MECOM
- 2) Criminal Justice Data Transparency
- 3) Compliance
- 4) New Law Changes
- 5) Shifting Court Expenditures back to the State from the County
- 6) Efficiencies Identified by MGT Report
- 7) Consider IT Projects
- 8) Performance Measures
- 9) All Other Suggestions by the Committee

COMMITTEE ACTION: For discussion

LEAD STAFF: Jason Welty, Budget & Communications Director

ATTACHMENTS: None.



AGENDA ITEM 8

DATE: February 19, 2020
SUBJECT: Case Counting Workgroup Report
COMMITTEE ACTION: Approve revised Case Counting Business Rules

OVERVIEW:

The Budget Committee initially created the Case Counting Workgroup, chaired by Clerk Cooney, and directed them to review how cases were being counted statewide to identify any areas that needed attention or if there is a justification for outliers. The case count business rules workgroup completed their recommendations early this week.

Those recommendations include the elimination of some sub-case type categories that proved to be both difficult to capture consistently and immaterial, when compared to the total weighted cases. Further, numerous modifications were made in an attempt to resolve inconsistencies in case counting which were identified during the review of the CFY 2017-18 case count data. The draft of the Case Counting Business Rules are attached for review and discussion.

COMMITTEE ACTION: Approve revised Case Counting Business Rules

LEAD STAFF: Jason Welty, Budget & Communications Director

ATTACHMENTS:

1. DRAFT – New Case Count Business Rules Feb 2020

**New Case Counting Business Rules
Monthly Outputs Report
Revised February 11, 2020
*Retroactive to October 1, 2018***

The goal of these rules is to ensure clerks are counting new cases consistently and capturing all clerk new case workload; therefore, instructions for counting both SRS and non-SRS cases are set forth below. In some instances, SRS rules are referenced for additional clarity, however it is not the intent to use SRS rules to determine what should or should not be counted.

In order for the CCOC Budget Committee to incorporate weighted workload measures into the budget process, the monthly outputs must be reported correctly at the sub-case type level. Accordingly, these Rules include instructions for reporting at the sub-case type level.

Reporting Guidelines

1. Audit detail reports must be maintained at the local level and include, at a minimum, the following:

Case Type	Sub-Case Type
Reporting Category	Filed Date
Case Number	Citation Number, If Applicable

Audit details should be retained for a minimum of 3 years.
2. Do not include Non-Court functions. Examples include, but are not limited to:
 - a. Tax Deed Sales
 - b. Home Solicitation Permits

If unsure whether a function is court-related, please contact the CCOC for clarification.
3. Parking tickets – Be sure to count parking tickets written under a county or municipal ordinance in the Misdemeanor division. Only count Parking Tickets in the Civil Traffic division if the ticket is written on a Uniform Traffic Citation (UTC.)
4. Civil and Criminal Traffic – The correct unit of count is the Uniform Traffic Citation (UTC), where the UTC is the charging document. Be sure to count the number of citations, not the number of cases. A single UTC should only be counted once, in the appropriate Court Type.
5. An explanation should be provided in the corresponding Notes section to describe any cases entered as Unable to be Categorized.

Summary of Changes

Circuit Criminal

The Capital Murder, Non-Capital Murder, and Sexual Offenses sub-case categories are now optional. During the case count review project, the team found that while adding extra weight for Capital Murder cases sounded good in theory, it did not work so well in practice. In reality, it is rarely known at case initiation whether there will be an Indictment for Capital Murder. Further, analysis of the statistical impact of the case counts in these three categories proved to be immaterial.

Rather than require reprogramming, a county may choose to continue reporting in these sub-case categories. Otherwise, a county may opt to report these subtypes in the Felonies sub-case type in section 1.d. The weights will be the same for all of the cases reported in sections 1.a. – 1.d. as determined by the Weighted Cases Workgroup.

Circuit and County Criminal - Search Warrants

The reporting of Search Warrants has been eliminated. Factors considered include:

- Many counties do not enter in their CMS. Many simply file in a file cabinet and keep a manual log.
- Some counties get them before they are executed, others not until after.
- These are not currently submitted to CCIS. This will be a roadblock for the goal of producing CCOC Output Reports from CCIS.
- Search Warrant cases represented only .12% of the total weighted cases for FY 17/18.

Probate - Professional Guardian Files

The reporting of Professional Guardian Files has been eliminated. Factors considered include:

- These are not generally housed in the CMS and are tracked manually.
- This will be a roadblock for the goal of producing CCOC Output Reports from CCIS.
- These represented only .003% of the total weighted cases reported for FY 17/18.

Other Modifications to the Rules:

Numerous modifications were made in an attempt to resolve inconsistencies in case counting that were identified during the review of the FY 17/18 case count data. Those changes are outlined below. In addition to reviewing these changes, it is encouraged that the full body of rules be carefully reviewed.

- The Audit Detail Report elements have been expanded to include the Reporting Category and Citation Number, if applicable.
- The Reporting Guidelines section has been updated to include the requirement that an explanation be provided in the corresponding "Notes" section to describe any cases entered as "Unable to be Categorized."
- Circuit Criminal, General Reporting Rules, Item 8, and Circuit Civil, Case Counting, Item 1.n., have been updated to clarify how to count new AP cases compared to the filing of a Notice of Appeal.
- County Criminal, Counting Cases Item 3, adds a caution against counting the same citation twice.
- Juvenile Delinquency, General Reporting Rule 7.d., adds an exclusion for Detention Hearings on Out of County cases.
-

- A General Reporting Rules section has been added to the Circuit Civil, County Civil, Probate, and Family Court Types, and includes a recommendation to compare applicable counts with those reported to SRS.
- Circuit Civil and County Civil rules have been updated to add an exclusion for a Clerk's Satisfaction of Judgment.
- County Civil rules have been updated to incorporate the new jurisdictional limits that became effective January 1, 2020.
- County Civil, Case Counting Section 2.a., has been updated to include Report of Sale/Notice of Compliance.
- Probate Sections 1.c. and 2.c. have been updated to clarify where a Notice of Trust filing should be counted.
- Probate Section 1.d. has been updated to state an exclusion for Baker Act Incident Reports submitted by a Law Enforcement Agency.
- Probate Sections 1.e. and 1.f. have been added to incorporate the previous additions of Risk Protection Orders and Vulnerable Adult Petitions.
- Probate Section 2.b. added clarifying language regarding Pre-Need Guardianships.
- A new "Do Not Include" section was added in Probate Section 3.
- An Appendix has been created to provide samples of cases that should be reported in Family Section 2.a., Non-SRS Cases.
- Juvenile Dependency, General Reporting Rules Item 3 has been modified to further clarify that a case only gets counted one time, at the time of filing of the first petition. Further, Item 5 has been added to note that these rules vary from those for SRS.
- The Addendum has been removed.

CIRCUIT CRIMINAL

General Reporting Rules

1. Include cases filed in your office during the reporting period regardless of whether an Information or Petition has been filed.
2. Include arrest warrant cases, sometimes referred to as Bench Warrants, at the time the case is opened even though the warrant has not yet been served.
3. Multiple counts arising out of the same incident should be counted as one case, except for counts that are associated with the rules for counting criminal traffic UTC's.
4. If a defendant has multiple cases filed in the same month that arose out of different incidents, count each incident as a separate case.
5. Co-Defendants should each be counted separately as an individual case, (Example: 2010 CF 000123A, 2010 CF 000123B, 2010 CF 000123C = 3 cases). *Note – if a case previously identified as a separate case is later identified as being a co-defendant case, it is correct to count the original case as well as the “B” case. Example 2010 CF 000555 A is later found to be a co-defendant to 2010 CF 000500 A and 2010 CF 000500 B is created, 2010 CF 000555 A and 2010 CF 000500 B should both be counted.*
6. Include cases that are transferred to Circuit Court from County Court based on upgraded charges.
7. Include cases that are transferred from other counties for specialty courts, e.g., Veterans' Court, Drug Court.
8. Include new AP (Appeal) cases created in the Circuit Court when a County Court case is being appealed to the Circuit Court.
 - a. This unit of count represents the appeal (AP) case created in the Circuit Court where the Circuit Court is the higher tribunal.
 - b. Do not count the individual Notice of Appeal in this sub-case category. The Notice of Appeal is to be reported under Section B3, NOAs, on the “Outputs Monthly” tab, under the Court Type of the case being appealed.
9. Do NOT include the following:
 - a. The Circuit Criminal case if the *only* counts are UTC's. The UTC(s) will be counted in the Criminal or Civil Traffic category, as appropriate.
 - b. Failures to Appear, unless a new Information is filed by the State Attorney.
 - c. Violations of Probation/Community Control.
 - d. Investigative Subpoenas
 - e. Investigative Motions
 - f. Hunter Hearings
 - g. Witness Extradition
 - h. Cases where a defendant was arrested/picked up on a warrant from another Florida county

Counting Cases

1. Count the number of cases filed during the reporting period and report at the sub-case type level as described below.
 - a. Capital Murder **Optional*
 - b. Non-Capital Murder **Optional*
 - c. Sexual Offenses **Optional*
 - d. Felonies, including
 - i. Capital Murder **If not reported above*
 - ii. Non-Capital Murder **If not reported above*
 - iii. Sexual Offenses **If not reported above*
 - iv. Robbery
 - v. Other Crimes Against Persons
 - vi. Burglary

- vii. Theft, Forgery, Fraud
- viii. Worthless checks
- ix. Other Crimes Against Property
- x. Drugs
- xi. Other Felony crimes not included in the above described case types
- e. Appeals (AP cases) from County Court, if processed in this division. See #8 in General Reporting Rules above.
- f. Include cases where a defendant was arrested/picked up on an out of state fugitive warrant, if processed in this division.

*Optional: Refer to the *Summary of Changes* for detailed information.

COUNTY CRIMINAL

General Reporting Rules

1. Include cases filed in your office during the reporting period regardless of whether an Information or Petition has been filed.
2. Include arrest warrant cases, sometimes referred to as Bench Warrants, at the time the case is opened even though the warrant has not yet been served.
3. Multiple counts arising out of the same incident should be counted as one case, except for counts that are associated with the rules for counting criminal traffic UTC's.
4. If a defendant has multiple cases filed in the same month that arose out of different incidents, count each incident as a separate case.
5. Co-Defendants should each be counted separately as an individual case, (Example: 2010 MM 000123A, 2010 MM 000123B, 2010 MM 000123C = 3 cases). *Note – if a case previously identified as a separate case is later identified as being a co-defendant case, it is correct to count the original case as well as the "B" case. Example 2010 MM 000555 A is later found to be a co-defendant to 2010 MM 000500 A and 2010 MM 000500 B is created, 2010 MM 000555A and 2010 MM 000500 B should both be counted.*
6. Include municipal and county ordinance (MO, CO) violations, regardless of whether the case goes before the court.
7. Include municipal and county ordinance parking violations when filed with a \$10.00 filing fee and included in Article V funding.
8. Include non-criminal infractions (IN).
9. Include Direct Contempt of Court cases, where the finding of contempt did not occur within an existing criminal case.
10. Includes cases that are transferred to County from Circuit Court based on downgraded charges.
11. Include cases that are transferred from other counties for specialty courts, e.g., Veterans' Court, Drug Court.
12. Do not include the following:
 - a. The County Criminal case if the *only* counts are UTC's. The UTC(s) will be counted in the Criminal or Civil Traffic category, as appropriate.
 - b. Failures to Appear, unless a new Information is filed by the State Attorney.
 - c. Violations of Probation
 - d. Investigative Subpoenas
 - e. Investigative Motions
 - f. Hunter Hearings
 - g. Witness Extradition
 - h. Cases where a defendant was arrested/picked up on a warrant from another Florida county.
 - i. Cases transferred for supervision.

Counting Cases

1. Count the number of cases filed during the reporting period and report at the sub-case type level as described below. Note that some categories have been combined for ease of reporting. For more detailed case type definitions, please refer to the County Criminal section of the SRS Manual.
 - a. Misdemeanors and Worthless Checks
 - b. County and Municipal Ordinances, regardless of whether the case goes before the court
 - c. Non-Criminal Infractions, including non-criminal (1st offense) juvenile sexting cases if filed in this division.
2. Include cases where a defendant was arrested/picked up on an out of state fugitive warrant, if processed in this division.
3. If a citation is the initial charging document, count the citation only one time. For example, if a defendant comes in and pays the financial obligations, based on a copy of the citation before the Clerk has received the original citation from the officer, only count the citation once.

JUVENILE DELINQUENCY

General Reporting Rules

1. Include cases filed in your office regardless of whether an Information or Petition has been filed.
2. Multiple counts arising out of the same incident should be counted as one case.
3. If a defendant has multiple cases filed in the same month that arose out of different incidents, count each incident as a separate case.
4. Co-Defendants should each be counted separately as an individual case, (Example: 2010 CJ 000123A, 2010 CJ 000123B, 2010 CJ 000123C = 3 cases). *Note – if a case previously identified as a separate case is later identified as being a co-defendant case, it is correct to count the original case as well as the “B” case. Example 2010 CJ 000555 A is later found to be a co-defendant to 2010 CJ 000500 A and 2010 CJ 000500 B is created, 2010 CJ 000555A and 2010 CJ 000500 B should both be counted.*
5. Include non-criminal (1st offense) juvenile sexting cases if filed in this division.
6. Include criminal (2nd and subsequent offenses) sexting violations.
7. Do not include
 - a. Failures to appear, unless a new Information is filed by the State Attorney.
 - b. Violations of Probation/Community Control.
 - c. Cases where a juvenile was arrested/picked up on a warrant/pick-up order from another Florida county.
 - d. Instances where a Detention Hearing was held at the Juvenile Assessment Center on an Out of County case.

Counting Cases

1. Count the number of cases filed during the reporting period.
 - a. Complaints filed, including cases transferred from another county or state for disposition.
 - b. Non-criminal (1st offense) juvenile sexting cases, if filed in this division.
2. Include cases transferred from another county or state for jurisdiction/supervision only.

CRIMINAL UNIFORM TRAFFIC CITATIONS

1. Count the number of criminal traffic charges filed in your office during the reporting period, where a Uniform Traffic Citation (UTC) will be filed in accordance with Rule 6.165, Fla. R. Traf. Ct., regardless of the division where the charge is filed. Report at the sub-case type level as described below.
 - a. Count the number of citations filed for Driving Under the Influence.
 - b. Count the number of citations filed for all other charges.
2. Do not include the following:

Instances where a UTC is filed in conjunction with certain drug charges or other felony violations in the commission of which a motor vehicle is used. Refer to the Uniform Traffic Citation Manual, published by the Department of Highway Safety and Motor Vehicles, and commonly referred to as Appendix C, and to Sections 322.055, 322.056, and 322.26(3), Florida Statutes, for further details.
3. Failures to Appear, unless a new Information is filed by the State Attorney.
4. Violations of Probation.
5. Cases where a defendant was arrested/picked up on a warrant from another Florida county.
6. Additional Notes:
7. Do include if a UTC does not accompany the charging document at the time of filing, but is expected to follow.
8. Do not count a Circuit or County Criminal case separately if the only count(s) in said case are UTC's. Count the criminal UTC(s) in this category and the civil UTC(s) in the Civil Uniform Traffic Citation section, as appropriate.
9. Only count a UTC one time, in the appropriate category.

UNIFORM TRAFFIC CITATIONS

1. Count the number of non-criminal Uniform Traffic Citations (UTC) filed in your office during the reporting period, regardless of the division where the UTC is filed.
2. The unit of count is citations. Be sure to count the number of citations, not the number of cases.
3. Include Parking Tickets only if written on a UTC.
4. Only count a UTC one time, in the appropriate category.
5. Do not include anything other than UTC's.
6. Do not include non-criminal infractions not written on a UTC. Report non-criminal infractions in County Criminal.

CIRCUIT CIVIL

General Reporting Rules

1. For more detailed case type definitions, please refer to the Circuit Civil section of the SRS Manual. Note that some categories have been combined for ease of reporting.
2. It is suggested, as a reasonableness verification, to review the numbers reported under Section 1 below for consistency with those reported to SRS.

Case Counting

1. Count the number of cases, or number of parcels in Eminent Domain cases, filed during the reporting period and report at the sub-case type level as described below.
 - a. Professional Malpractice, including
 - i. Business
 - ii. Medical
 - iii. Other
 - b. Products Liability
 - c. Auto Negligence
 - d. Condominium
 - e. Contract and Indebtedness
 - f. Eminent Domain (Note – Count the number of parcels.)
 - g. Other Negligence, including
 - i. Business Governance
 - ii. Business Torts
 - iii. Environmental/Toxic Tort
 - iv. Third party Indemnification
 - v. Construction Defect
 - vi. Mass Tort
 - vii. Negligent Security
 - viii. Nursing Home Negligence
 - ix. Premises Liability – Commercial
 - x. Premises Liability – Residential
 - xi. Other Negligence not falling within above subcategories.
 - h. Commercial Foreclosure
 - i. Homestead Residential Foreclosure
 - j. Non-Homestead Residential Foreclosure
 - k. Other Real Property Actions
 - l. Other Civil, including
 - i. Antitrust/Trade Regulation
 - ii. Business Transactions
 - iii. Constitutional Challenge, Statute or Ordinance
 - iv. Constitutional Challenge, Proposed Amendment
 - v. Corporate Trust
 - vi. Discrimination Employment or Other
 - vii. Insurance Claim
 - viii. Intellectual Property
 - ix. Libel/Slander
 - x. Shareholder Derivative Action
 - xi. Securities Litigation
 - xii. Trade Secrets
 - xiii. Trust Litigation

- xiv. Other. Examples including but not limited to
 - 1. Declaratory judgments
 - 2. Injunctions
 - 3. Administrative Agency Appeals
 - 4. Bond Estreatures
 - 5. Replevins
 - 6. Habeas Corpus Proceedings
 - 7. Forfeitures
 - 8. Interpleader
- b. Involuntary Civil Commitment of Sexually Violent Predators (FKA Jimmy Ryce) if processed in this division.
- c. Include AP (appeal) cases received in the Circuit Court from a Notice of Appeal in the County Court.
 - i. This unit of count represents the appeal (AP) case created in the Circuit Court where the Circuit Court is the higher tribunal.
 - ii. Include Appeals of local government administrative orders
 - iii. Do not include the number of Notices of Appeal filed in a lower court. Those notices are to be reported under Section B3 on the Outputs Monthly tab, under the Court Type of the case being appealed.
- d. Include Writs of Certiorari, whether filed as a CA case or an AP case.
- 2. Include the following cases filed that are not reported to SRS. Report these cases in the categories outlined below.
 - a. Medical Extensions, also referred to as Petitions to Extend
 - b. Transfers of Lien to Security
 - c. Civil Contempt for Failing to Appear for Jury Duty
 - d. Confirmation of Arbitration
 - e. Out of State Commission for Foreign Subpoena
 - f. Foreign Judgments
- 3. Do not include a Clerk's Satisfaction of Judgment even if a separate case is created.

COUNTY CIVIL

General Reporting Rules

1. For more detailed case type definitions, please refer to the County Civil section of the SRS Manual.
2. It is suggested, as a reasonableness verification, to review the numbers reported under Section 1 below for consistency with those reported to SRS.

Case Counting

1. Count the number of cases filed during the reporting period and report at the sub-case type level as described below.
 - a. Small Claims (Up to \$5,000)
 - i. Complaints for Interpleader
 - ii. Claims up to and including \$5,000 in damages
 - b. Small Claims (\$5,001 - \$8,000) **Effective January 1, 2020**
 - i. Complaints for Interpleader
 - ii. Claims from \$5,001 to \$8,000
 - c. Civil (\$5,001 - \$15,000) **Prior to January 1, 2020**
 - i. Complaints for Interpleader
 - ii. Mortgage Foreclosures (less than \$15,000)
 - iii. Equity Matters (Monetary)
 - iv. Claims ranging from \$5,001 through \$15,000
 - d. Civil (\$8,001 - \$15,000) **Effective January 1, 2020**
 - i. Complaints for Interpleader
 - ii. Mortgage Foreclosures (less than \$15,000)
 - iii. Equity Matters (Monetary)
 - iv. Claims ranging from \$5,001 through \$15,000
 - e. Civil (\$15,001 - \$30,000) **Effective January 1, 2020**
 - i. Complaints for Interpleader
 - ii. Mortgage Foreclosures (\$15,001 - \$30,000)
 - iii. Equity Matters (Monetary)
 - iv. Claims ranging from \$15,001 through \$30,000
 - f. Replevins
 - g. Evictions
 - h. Other Civil (Non-Monetary), includes but is not limited to
 - i. Equity Matters (non-monetary)
 - ii. Control of Animals
 - iii. Interred Bodies
 - iv. Injunctive Relief
 - v. Declaratory Judgments
2. Include the following cases filed that are not reported to SRS as outlined below.
 - a. Registry deposits without an underlying case. Examples include, but are not limited to
 - i. Motor Vehicle Repair Act
 - ii. Report of Sale/Notice of Compliance (F.S. 713.585), if processed in the courts area.
 - iii. Towing/Storage of Vehicles
 - iv. Release of Vessel
 - v. Bond to Release Possessory Lien
 - vi. Transfer of Lien to Security, if processed in the courts area.
 - vii. Sale of Repair Materials
 - b. Foreign Judgments
 - c. Applications for Voluntary Binding Arbitration
3. Do not include
 - a. An additional case for multiple counts within a case.
 - b. A Clerk's Satisfaction of Judgment even if a separate case is created.

PROBATE

General Reporting Rules

1. For more detailed case type definitions, please refer to the Probate section of the SRS Manual.
2. It is suggested, as a reasonableness verification, to review the numbers reported under Section 1 below for consistency with those reported to SRS.

Case Counting

1. Count the number of cases filed during the reporting period and report at the sub-case type level as described below.
 - a. Probate
 - i. All matters relating to the validity of wills and their execution; distribution, management, sale, transfer, and accounting of estate property; and ancillary administration.
 - ii. Disposition of Personal property without Administration under Fla. Prob. R. 5.420.
 - iii. Notes:
 2. When one of the above-described cases is converted, e.g., a Summary Administration to a Formal Administration, do not count the converted case as a new case.
 3. Count a petition to determine heirs as a probate filing only when a petition for administration has not been filed. If a petition for administration is filed after the petition to determine heirs, the petition for administration would not be reported, as it would be considered a continuation of the case initiated from the filing of the petition to determine heirs.
 4. Count a petition to determine homestead as a probate filing only when a petition for administration has not been filed. If a petition for administration is filed after the petition to determine homestead, the petition for administration would not be reported, as it would be considered a continuation of the case initiated from the filing of the petition to determine homestead.
 - a. Guardianship
 - i. All matters relating to determination of status; contracts and conveyances of incompetents; maintenance custody of wards and their property interests; control and restoration of rights; appointment and removal of guardians pursuant to Chapter 744, Florida Statutes.
 - ii. Appointment of guardian advocates for individuals with developmental disabilities pursuant to Section 393.12, Florida Statutes.
 - iii. Actions to remove the disabilities of non-age minors pursuant to Sections 743.08 and 743.09, Florida Statutes.
 - b. Probate Trust
 - i. All matters relating to the right of property, real or personal, held by one party for the benefit of another pursuant to Chapter 737, Florida Statutes. Report petitions to establish a trust or to appoint or remove a trustee. Do not include a Notice of Trust filed pursuant to section 736.05055, Florida Statutes in this section. See Section 2 below.
 - c. Baker Act
 - i. All matters relating to the care and treatment of individuals with mental, emotional, and behavioral disorders pursuant to Sections 394.463 and 394.467, Florida Statutes.
 1. Count petitions for examination and placement separately.
 2. Include subsequent petitions filed on the same respondent only if the individual has completed treatment.
 - ii. Do not include an Incident Report submitted by a Law Enforcement Agency.
 - d. Risk Protection Order. Only include one case per incident, even if the Temporary and Final are filed as separate petitions.

- e. Vulnerable Adult. Do not include if the petition is filed in a guardianship case.
 - f. Substance Abuse Act
 - i. All matters related to the involuntary assessment/treatment of substance abuse pursuant to Sections 397.6811 and 397.693, Florida Statutes.
 - 1. Count petitions for assessment and treatment separately.
 - 2. Include subsequent petitions filed on the same respondent only if the individual has completed treatment.
 - g. Other Social
 - i. Tuberculosis control cases pursuant to Sections 392.55, 395.56, and 392.57, Florida Statutes.
 - ii. Developmental disability cases under Section 393.11, Florida Statutes.
 - iii. Review of surrogate or proxy's health care decisions pursuant to Section 765.105, Florida Statutes, and Fla. Prob. R. 5.900.
 - iv. Incapacity determination cases pursuant to Sections 744.3201, 744.3215, and 744.331, Florida Statutes.
 - v. Adult Protective Services Act cases pursuant to Section 415.104, Florida Statutes.
 - vi. Petitions for Relief from Firearm Prohibition pursuant to Section 790.065, Florida Statutes.
 - h. Involuntary Civil Commitment of Sexually Violent Predators (FKA Jimmy Ryce) if processed in this division.
5. Include the following cases filed that are not reported to SRS, unless such filings occur after and are docketed within an existing probate case. Report these cases in the categories outlined below. If multiple cases are filed on the same party, count each case separately.
- a. Wills on Deposit
 - b. Pre-need Guardianships. Count each application for pre-need guardianship, even if filed in an existing case.
 - c. Notices of Trust filed pursuant to section 736.05055, Florida Statutes.
 - d. Petitions to Open Safe Deposit Box
 - e. Caveats
 - f. Petitions to Gain Entry to Apartment or Dwelling
 - g. Physician's Certification of Person's Imminent Dangerousness pursuant to Section 790.065, Florida Statutes.
6. Do not include the following:
- a. Professional Guardian files maintained by the Clerk as directed in Section 744.2003, Florida Statutes.
 - b. Do not include a Baker Act Incident Report filed by a Law Enforcement Agency.
 - c. Vulnerable Adult petitions if filed in a guardianship case.

FAMILY

General Reporting Rules

1. For more detailed case type definitions, please refer to the Circuit Family section of the SRS Manual.
2. Only count separate petitions filed within the same case if each petition represents a new SRS reportable case type.
3. It is suggested, as a reasonableness verification, to review the numbers reported under Section 1 below for consistency with those reported to SRS.

Counting Cases

1. Count the number of cases filed during the reporting period and report at the sub-case type level as described below. Note that some categories have been combined for ease of reporting.
 - a. Simplified Dissolution
 - i. Petitions for the termination of marriage filed pursuant to Fla. Fam. L. R. P. 12.105.
 - b. Dissolution
 - i. Petitions for the termination of marriage pursuant to Chapter 61, Florida Statutes, other than simplified dissolution.
 - c. Injunctions for Protection, including:
 - i. Domestic Violence, pursuant to F.S. 741.30
 - ii. Dating Violence, pursuant to F.S. 784.046
 - iii. Repeat Violence, pursuant to F.S. 784.046
 - iv. Sexual Violence, pursuant to F.S. 784.046
 - v. Stalking Violence, pursuant to F.S. 784.0485
 - d. Support IV-D/ Support NON-IV-D
 - i. All matters relating to child support, except for such matters relating to dissolution of marriage petitions, paternity, or UIFSA.
 - e. UIFSA IV-D/UIFSA NON-IV-D
 - i. All matters relating to Chapter 88, Florida Statutes; matters filed to determine child support and/or paternity obligations from a foreign court (other state or country), or brought back to court for enforcement, modification, or a contested matter involving same.
 - f. Other Family Court, including
 - i. Time sharing and/or parenting plans relating to minor children
 - ii. Annulment
 - iii. Delayed birth certificates pursuant to Section 382.0195, Florida Statutes
 - iv. Expedited affirmation of parental status pursuant to Section 742.16, Florida Statutes
 - v. Termination of parental rights proceedings pursuant to Section 63.087, Florida Statutes
 - vi. Declaratory judgment actions related to premarital or post-marital agreements
 - vii. Other matters not included in other case types described in this section
 - g. Adoption Arising out of Chapter 63
 - i. All matters relating to adoption pursuant to Chapter 63, Florida Statutes, excluding any matters arising out of Chapter 39, Florida Statutes.
 - h. Name Change
 - i. All matters relating to name change, pursuant to Section 68.07, Florida Statutes.
 - i. Paternity/Disestablishment of Paternity
 - i. All matters relating to paternity pursuant to Chapter 742, Florida Statutes.
2. Include the following cases filed that are not reported to SRS. See Appendix A for samples of Non-SRS cases commonly filed by the Department of Revenue.
 - a. Family Foreign Judgments.
 - b. UIFSA transmittal petitions and foreign support orders which are registered with the

- clerk's office for the purpose of obtaining a case number to track support payments.
- c. Registrations of Administrative Support Orders, pursuant to Subsection 409.2563(8), Florida Statutes.
 - d. Department of Revenue Petition to Establish Foreign Decree.
 - e. Department of Revenue Interstate Support Order (AKA Depository Only).

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JUVENILE DEPENDENCY

General Reporting Rules

1. Count the number of cases, not the number of children. If multiple children are named on one petition, only count one case.
2. If a subsequent petition names additional children, only count a new case if the original case has had supervision terminated and jurisdiction was relinquished.
3. Report a case only once, at case initiation, even though various types of petitions are filed within the case. To further clarify, only count a case upon filing of the first petition, even if any subsequent petition on the same matter creates a separate case.
4. Include cases transferred from another jurisdiction for disposition in the appropriate category.
5. Note that the reporting rules for this case count vary from the reporting rules for SRS.

Counting Cases

1. Count the number of cases filed during the reporting period and report at the sub-case type level as described below.
 - a Dependency Initiating Petitions. (See Rule 3 above.) Count a new case whenever the *first* of the following petitions is filed:
 - i. Shelter Hearing Petition
 - ii. Dependency Petition
 - iii. Termination of Parental Rights Petition, Arising out of Chapter 39, Florida Statutes
 - iv. Adoption Petition, Arising out of Chapter 39, Florida Statutes
 - v. Cases transferred from another jurisdiction for disposition
 - b Petitions to Remove the Disabilities of Nonage Minors filed pursuant to Section 743.015.
 - c Petitions for Children in Need of Services and Families in Need of Services (CINS/FINS).
 - d Parental Notice of Abortion cases.
2. Include the following cases filed that are not reported to SRS:
 - a Truancy Cases.
 - b Transfers from another jurisdiction for jurisdiction/supervision only.
 - c DCF Dependency Petitions for Injunction pursuant to Chapter 39, Florida Statutes.
 - d Other Motions, when a case doesn't already exist, including
 - i. Motion for Order to Take into Custody, when a case doesn't already exist.
 - ii. Motion to Gain Entry into the Residence, when a case doesn't already exist.

Appendix A

Under Construction

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