



FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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DELINQUENT REPORTS POLICY

CCOC Procedure for Notifying Clerks Regarding Delinquent Reports

Reports are due to the CCOC by 20th of the month following the end of the reporting period (month/quarter). If the 20th falls on a Saturday or Sunday, reports are due on following Monday.

Step 1: Within 2 business days of delinquency CCOC Staff will send an e-mail to Clerk and staff that typically sends reports to notify them they are late and request a response.

Step 2: If no response is received 2 business days after first notice sent, CCOC Staff will send follow-up e-mail and call. The goal is to obtain an expected submission date.

Step 3: If still no response is received 2 business days after the follow-up email/call, CCOC staff will alert CCOC management. CCOC Management will try to make contact with clerk to obtain an expected submission date.

Step 4: If still no response or expected submission date after 5 business days of the first notification of the missing report, CCOC management will contact FCCC Regional Directors for assistance in obtaining a response.

Step 5: If there is still no response, any required statewide reports published by the CCOC will footnote that specific clerk did not submit a report and are not included in the summary.

DUE DATE EXTENSION

If a clerk's office contacts CCOC staff requesting an extension **prior** to the due date of the requested report, staff will grant the extension on a case-by-case basis and alert CCOC management. Approved extensions will be noted in the CCOC report tracking spreadsheet. Extension requests must be made in writing and include a date when the report is expected to be submitted.

If a clerk's office is **delinquent** and requests an additional extension, CCOC management will review and discuss with Clerk and/or staff on a case-by-case basis before approval.

CFY 2019-20 REPORT DUE DATES

Monthly Reports

- October Due Wednesday, November 20, 2019
- November Due Friday, December 20, 2019
- December Due Monday, January 20, 2020
- January Due Thursday, February 20, 2020
- February Due Friday, March 20, 2020
- March Due Monday, April 20, 2020
- April Due Wednesday, May 20, 2020
- May *Due Monday, June 22, 2020*
- June Due Monday, July 20, 2020
- July Due Thursday, August 20, 2020
- August *Due Monday, September 21, 2020*
- September Due Tuesday, October 20, 2020

Quarterly Reports

- October-December Due Monday, January 20, 2020
- January-March Due Monday, April 20, 2020
- April-June Due Monday, July 20, 2020
- July-September Due Tuesday, October 20, 2020

Approved by CCOC Executive Council on June 24, 2019
