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New Case Counting Business Rules
Monthly Outputs Report - SubCases
Retroactive to October 1, 2019

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 | Filed Date |
| Sub-Case Type | Case Number |
| Reporting Category | 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 PermitsIf 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 All Other 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, Counting Cases 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, Counting Cases Section 2.a. has been updated to include Report of Sale/Notice of Compliance.
- Probate, Counting Cases Sections 1.c. and 2.c. have been updated to clarify where a Notice of Trust filing should be counted.
- Probate, Counting Cases Section 1.d. has been updated to state an exclusion for Baker Act Incident Reports submitted by a Law Enforcement Agency.
- Probate, Counting Cases Sections 1.e. and 1.f. have been added to incorporate the previous additions of Risk Protection Orders and Vulnerable Adult Petitions.
- Probate Counting Cases 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, Counting Cases Section 2.b. 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.
- Juvenile Dependency, General Reporting Rules 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
 - a. A 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. All Other 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
 - a. A 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:
 - a. 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.
 - b. Failures to Appear, unless a new Information is filed by the State Attorney.
 - c. Violations of Probation.
 - d. Cases where a defendant was arrested/picked up on a warrant from another Florida county.
3. Additional Notes:
 - a. Do include if a UTC does not accompany the charging document at the time of filing, but is expected to follow.
 - b. 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.
 - c. 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.

Counting Cases

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
 - m. Involuntary Civil Commitment of Sexually Violent Predators (FKA Jimmy Ryce) if processed in this division.
 - n. 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.
 - o. 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.

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. 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.

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. 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:
 1. 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.
 2. 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.
 3. 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.
 - b. 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.

- c. 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.
- d. 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.
- e. Vulnerable Adult. Do not include if the petition is filed in a guardianship case.
- f. Risk Protection Order. Only include one case per incident, even if the Temporary and Final are filed as separate petitions.
- g. 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.
- h. 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.
- i. Involuntary Civil Commitment of Sexually Violent Predators (FKA Jimmy Ryce) if processed in this division.

2. 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.
3. Do not include the following:
 - a. Professional Guardian files maintained by the Clerk as directed in Section 744.2003, Florida Statutes.
 - b. Baker Act Incident Reports 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 as new cases.
- a. Family Foreign Judgments.
 - b. Department of Revenue, Child Support Enforcement, filings that are not reported to SRS as new cases. See Appendix A for samples.
 - i. Registrations of Administrative Support Orders, pursuant to Subsection 409.2563(8), Florida Statutes.
 - ii. Initial Requests - Interstate (AKA Depository Only).
 - iii. Requests to Establish Account - Interstate.
 - iv. Requests to Register Support Order.
 - v. UIFSA Petitions.

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

- A.1 **Registration of Administrative Support Order**
- A.2 **Initial Request – Interstate**
- A.3 **Request to Establish Account – Interstate**
- A.4 **Request to Register Support Order**
- A.5 **UIFSA Petition**



Child Support Program
Clerk of Court Action Request

Brevard County COC
Po Box 219
Titusville Florida 32781-0219

Date

Child Support Case Number: CSE Case Number

Depository Number: Depository Number

Activity No.: Activity Number

Parent Who Owes Support: Parent's Name

Parent Due Support: Parent's Name

Please take the following action(s) in this case:

- ☒ Open a case, assign and provide a depository number for an administrative establishment action.
- ☐ Open a case, assign and provide a depository number for an interstate action.
- ☐ The Administrative Proceeding referenced above has been terminated. Please close your file.
- ☐ File the enclosed Final Order.
- ☐ File the enclosed
- ☐ Provide a payment history.
- ☐ Provide a Certificate of Arrears.
- ☐ Provide a certified copy of
- ☐ Close the case based on the attached documentation.
- ☐ Credit the current arrears balance based on the attached documentation.
- ☐ Other:

Please provide a depository case number or the requested documents by returning this form and the requested information to:

Child Support Program
P.O. Box 5330
Tallahassee, FL 32314-5330

If you have any questions, please call our office at Choose One or write to us at the address above.

Enclosed:

- ☐ Notice of Proceeding
- ☐ Demographic Information Sheet
- ☐ Notice of Termination of Administrative Proceeding
- ☐ Final Order of Administrative Support



Appendix A.2: Initial Request - Interstate

CS-OA86
R. 05/23/2016

Child Support Program Clerk of Court Action Request

Brevard County COC
Po Box 219
Titusville Florida 32781-0219

Date

Child Support Case Number: CSE Case Number

Depository Number: Depository Number

Activity No.: Activity Number

Parent Who Owes Support: Parent's Name

Parent Due Support: Parent's Name

Please take the following action(s) in this case:

- ☐ Open a case, assign and provide a depository number for an administrative establishment action.
- ☒ Open a case, assign and provide a depository number for an interstate action.
- ☐ The Administrative Proceeding referenced above has been terminated. Please close your file.
- ☐ File the enclosed Final Order.
- ☐ File the enclosed
- ☐ Provide a payment history.
- ☐ Provide a Certificate of Arrears.
- ☐ Provide a certified copy of
- ☐ Close the case based on the attached documentation.
- ☐ Credit the current arrears balance based on the attached documentation.
- ☐ Other:

Please provide a depository case number or the requested documents by returning this form and the requested information to:

Child Support Program
P.O. Box 5330
Tallahassee, FL 32314-5330

If you have any questions, please call our office at Choose One or write to us at the address above.

Enclosed:

- ☐ Notice of Proceeding
- ☐ Demographic Information Sheet
- ☐ Notice of Termination of Administrative Proceeding
- ☐ Final Order of Administrative Support

Appendix A.3: Request to Establish Account - Interstate

CS-OA86
R. 05/23/2016



Child Support Program Clerk of Court Action Request

Brevard County COC
Po Box 219
Titusville Florida 32781-0219

Date

Child Support Case Number: CSE Case Number

Depository Number: Depository Number

Activity No.: Activity Number

Parent Who Owes Support: Parent's Name

Parent Due Support: Parent's Name

Please take the following action(s) in this case:

- ☐ Open a case, assign and provide a depository number for an administrative establishment action.
- ☒ Open a case, assign and provide a depository number for an interstate action.
- ☐ The Administrative Proceeding referenced above has been terminated. Please close your file.
- ☐ File the enclosed Final Order.
- ☐ File the enclosed
- ☐ Provide a payment history.
- ☐ Provide a Certificate of Arrears.
- ☐ Provide a certified copy of
- ☐ Close the case based on the attached documentation.
- ☐ Credit the current arrears balance based on the attached documentation.
- ☒ Other: REQUEST TO OPEN ACCOUNT - STATE ORDER DATED 00/00/0000
TERMS: SUPPORT \$XXX.XX MONTHLY
ARREARS \$XXXX.XX AS OF 00/00/0000 REPAY \$XX.XX PER MONTH
COUNTY, STATE ORDER ATTACHED

Please provide a depository case number or the requested documents by returning this form and the requested information to:

Child Support Program
P.O. Box 5330
Tallahassee, FL 32314-5330

If you have any questions, please call our office at Choose One or write to us at the address above.

Enclosed:

- ☐ Notice of Proceeding
- ☐ Demographic Information Sheet
- ☐ Notice of Termination of Administrative Proceeding
- ☐ Final Order of Administrative Support



Appendix A.4: Request to Register Support Order

CS-IS07
R. 01/08/13

Child Support Enforcement

Request to Register Support Order

☒ Enforcement ☐ Modification
☐ Enforcement / Modification

CSE Case Number:

Petitioner:

Respondent:

Do not serve copies of this form on the Respondent

☐ We are safeguarding location information due to a request for nondisclosure. Please keep this information confidential.

Please register the enclosed support order(s) or income withholding order(s) as required by sections 88.6021 and 88.6091, Florida Statutes. Send all payments received on this case to Florida State Disbursement Unit, P.O. Box 8500, Tallahassee, Florida 32314-8500. This is a Title IV-D case.

The following documents are enclosed:

- Two copies (including one certified copy) of all orders, including any modifications to be registered.
- Sworn statement by the party seeking registration or a certified statement by the custodian of the records showing the amount of any arrearage (registration statement).
- Demographic information sheet for the parties and child(ren).

The depository account number for this case is

Order Provisions:

| | | |
|---------------------------|---------|------------|
| Current Child Support | \$ | Select One |
| Alimony | \$ | Select One |
| Past Due/Arrears Payments | \$ 0.00 | Select One |
| Other | \$ | Select One |
| Total Past Due: | \$ | as of |
| Next Payment Due: | | |

- ☐ Poundage/Fees percent per payment.
- ☐ Administratively ordered arrears payment per State law at the rate of percent of current support.
- ☐ Continuation of support through graduation from high school.
- ☐ Arrears only.
- ☐ Collection of arrears after emancipation continues at the rate of current support plus arrears.
- ☐ Collection of arrears after emancipation continues at the same rate as current support.
- ☐

Please see second page for more information.

CSE Case Number:

☐ We are safeguarding location information due to a request for nondisclosure. Please keep this information confidential.

☐ This is a registration for modification only. The Department's attorney will be filing a petition to modify the order. Please provide us with the civil case number when one is assigned. You can provide it to the local Child Support Enforcement office or mail it to the address below. Do not create a support payment account(s) at this time.

☐ Please establish a depository number for payment processing as required by section 61.181(1)(b), Florida Statutes. Write the depository number below and return this notice to us. You can provide it to the local Child Support office or mail it to the address below.

Florida Department of Revenue
Child Support Enforcement Program
5050 West Tennessee Street, Building L
Tallahassee, FL 32399-0195

To contact us call
1-800-622-KIDS (5437)
1-305-530-260 (if case is handled in Miami-Dade County)

LETTER OF TRANSMITTAL REQUESTING REGISTRATION

THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE.

The information on this form may be disclosed to the parties in the case, unless accompanied by a nondisclosure finding/affidavit.

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

To open an intergovernmental IV-D case, attach a Transmittal #1 and the Child Support Agency Confidential Information Form.

Responding IV-D Case Identifier: _____ Initiating IV-D Case Identifier: _____

Responding Tribunal Number: _____ Initiating Tribunal Number: _____

NOTE:

☐ Nondisclosure Finding/Affidavit attached

☐ This form sent through EDE

Action: ☐ Register for Enforcement

☐ Register for Enforcement of Arrears Only

☐ Assigned Arrears

☐ Non-assigned Arrears

☐ Register for Modification

☐ Register for Modification and Enforcement

Section I. Case Summary: (Background of this matter: court / administrative actions)

Date of support order: _____

State and county/tribe issuing order: _____

Tribunal number: _____

Current Obligation

Amount

Frequency (per)

Current child support \$ _____

Current medical support \$ _____

Current spousal support \$ _____

Other: _____ \$ _____

Type of Arrears

Amount

Total child support arrears \$ _____

Total medical support arrears \$ _____

Total spousal support arrears \$ _____

Total interest \$ _____

Other: _____ \$ _____

Total amount of arrears: \$ _____

Period of computation: from _____ to _____

Assigned arrears only: \$ _____ (Attach documentation of TANF time periods.)

Section II. Obligor Information: ☐ Parent ☐ Caretaker

Obligee's legal name (first, middle, last, suffix): _____

Obligee's address: _____

If caretaker, relationship to child(ren): _____ ☐ Has legal custody/guardianship of the child(ren)

Section III. Obligor Information:

Obligor's legal name (first, middle, last, suffix): _____

Obligor's address: _____

SSN: _____ Employer Name: _____

Employer address: _____

LETTER OF TRANSMITTAL REQUESTING REGISTRATION, PAGE 2

Section IV. Other Pertinent Information:

This order is registered in the following states: _____

Attach description and location of any property not exempt from execution.

Identify any source of income of the obligor in addition to employment: _____

Other: _____

Section V. Attachments: Required – Two copies, including one certified copy, of the order to be registered, including any modification of the order.

The following documents are also attached and part of this Letter of Transmittal Requesting Registration:

☐ Certified statement of arrears (IV-D agency or other government entity record)

☐ Sworn statement of arrears (direct payments)

☐ Order determining arrears

☐ Description and location of any property not exempt from execution

☐ Other attachments: _____

NOTE: If requesting registration for modification, also attach a Uniform Support Petition, General Testimony, and a Personal Information Form for UIFSA § 311.

Section VI. Declaration:

Under penalty of perjury, all information and facts stated in this Letter of Transmittal Requesting Registration are true to the best of my knowledge, information, and belief.

| | | |
|---------------|--|---|
| _____ Date | _____ Name <input type="checkbox"/> Party seeking registration <input type="checkbox"/> IV-D representative/title | _____ Signature |
| _____ Date | _____ Printed name of petitioner's private attorney and attorney/bar number (if applicable) | _____ Signature of petitioner's private attorney |

Encryption Requirements:

When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to e-mails may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).

Appendix A.5: UIFSA Petition

STATE OF FLORIDA
DEPARTMENT OF REVENUE
on behalf of:

IN THE CIRCUIT COURT
EIGHTEENTH JUDICIAL CIRCUIT
BREVARD COUNTY, FLORIDA

PETITIONER,

v.

CASE NO.

RESPONDENT.

FLORIDA'S UIFSA PETITION

The Petitioner, State of Florida, Department of Revenue, files this Petition and as grounds states:

1. The Department is an administrative subdivision of the State of Florida and files this Complaint under the terms of Chapters 61, and 409 of the Florida Statutes. The undersigned attorney represents only the Department of Revenue and not the recipient of IV-D services. The undersigned attorney may only address issues concerning determination of paternity, and establishment, modification, and enforcement of support obligations. Pursuant to F. S. 409.2561, a recipient of public assistance assigns to the department any right, title, and interest to support the recipient may be owed. Further, a recipient of public assistance appoints the department as her or his attorney in fact to act in her or his name, place, and stead to perform specific acts relating to the establishment of paternity or the establishment, modification, or enforcement of support obligations
2. This Court has personal jurisdiction over the Respondent because the Respondent is currently or was preceding the commencement of this action a resident of the State of Florida.
3. A request has been made by the State of (hereafter Initiating State) under the Uniform Interstate Family Support Act, UIFSA, Chapter 88 of the Florida Statutes seeking enforcement of the duty of the Respondent to support the minor child(ren):
4. The documents served along with the petition are incorporated by reference and set forth facts from which it can be determined that the Respondent is a legally responsible parent of the child(ren), specifically that:
 - a. The Respondent is the father/mother of the child(ren).
 - b. The Respondent is not currently under a Court Order to pay child support for the child(ren) who need, and have needed since birth, support from the Respondent. Further, the Respondent does not suffer from a mental or physical incapacity or other circumstance over which the Respondent does not control and, is employed full time and earning at least minimum wage or, is voluntarily unemployed or underemployed and capable of earning at least minimum wage on a full time basis.
5. The child(ren) are in need of health insurance and the Respondent is able to provide the insurance.
6. The Department has incurred costs in filing this action and the Respondent is able to pay the costs.

7. The Respondent is not a member of the Military Service of the United States.
8. Complete financial disclosure pursuant to Florida Family Law Rule of Procedure 12.285 is not necessary in this case.

The Petitioner requests that this Court:

1. Determine the Respondent to be a legally responsible parent of the child(ren).
2. Order the Respondent to pay child support and retroactive child support pursuant to the Child Support Guidelines, Florida Statute 61.30, with all payments made through the State of Florida Disbursement Unit and, Order the Respondent to provide health insurance for the minor child(ren), pursuant to Florida Statute 61.13(1)(b), if reasonably available.
3. Adjudicate the arrearage and establish the repayment.
4. Order the deduction of the support obligation from any unemployment compensation benefits payable to the Respondent pursuant to Florida Statute 443.051(3).
5. Enter an Income Deduction Order, pursuant to Florida Statute 61.1301, to be effective immediately.
6. Order the Respondent to purchase and maintain a life insurance policy or a bond to secure the child support award.
7. Order the Respondent to pay the Department's costs pursuant to Florida Statute 409.2567.
8. Order the Respondent to keep the Clerk of the Court and the Petitioner apprised of Respondent's current address and employer.

**LAW OFFICES OF
HERNAN CASTRO, P.A.**
1535 NORTH COGSWELL STREET
SUITE A-5
ROCKLEDGE, FLORIDA 32955
(321) 690-3315

/S/ HERNAN CASTRO
for HERNAN CASTRO
PROGRAM ATTORNEY
DEPARTMENT OF REVENUE
CHILD SUPPORT ENFORCEMENT
FLORIDA BAR NUMBER 338818

UNIFORM SUPPORT PETITION

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

Personal Information Form for UIFSA § 311 must be attached.

Petitioner: Legal Name (first, middle, last, suffix)

IV-D Case: ☐ TANF

☐ Obligee ☐ Obligor

☐ IV-E Foster Care

Tribal Affiliation (if applicable)

☐ Medicaid Only

☐ Former Assistance

Respondent: Legal Name (first, middle, last, suffix)

☐ Never Assistance

Non-IV-D Case: ☐

☐ Obligee ☐ Obligor

Tribal Affiliation (if applicable)

Responding IV-D Case Identifier: _____

Responding Tribunal Number: _____

Initiating IV-D Case Identifier: _____

Initiating Tribunal Number: _____

Note:

☐ **Nondisclosure Finding/Affidavit attached**

☐ **This form sent through EDE**

File Stamp

The respondent in this action and/or the respondent's property is subject to the jurisdiction of the responding tribunal.

The legal name(s) of the child(ren) (first, middle, last, suffix) involved in this action is (are):

Section I. Action:

The petitioner in this action files this petition to request (check all that apply):

☐ Establishment of parentage

☐ Establishment of an order for:

☐ Current child support, including medical support

☐ Retroactive child support since _____ (date)

☐ Medical support only

☐ Spousal support (Non-IV-D only)

☐ Costs and fees

☐ Modification of a support order

☐ Other remedy sought: _____

Section II. Grounds Supporting the Remedy Sought in Section I:

☐ Parentage of the child(ren) named in this petition has not been established. (Attach a Declaration in Support of Establishing Parentage for each child.)

☐ The parents have a duty to support the child(ren) named in this petition. (If retroactive support is sought, check the applicable box below.)

☐ Respondent has not provided support since: _____ (date).

☐ Petitioner has not provided support since: _____ (date).

☐ It has been 3 years (or the time frame permitted by the laws of the responding jurisdiction) since the last review or modification.

☐ There has been a change in circumstances since the order was entered. (Explain.): _____

☐ Additional grounds: _____

UNIFORM SUPPORT PETITION, PAGE 2

Section III. Servicemembers Civil Relief Act:

As of the current date: (Check one of the following.)

- ☐ The respondent is in military service.
☐ The respondent is not in military service.
☐ I am unable to determine whether the respondent is in military service.

The following facts support the statement regarding whether or not the respondent is in military service: (Be specific.)

Did you use the Servicemembers Civil Relief Act website to determine the respondent's military status? ☐ Yes ☐ No (If yes, attach the results.)

Section IV. Other Pertinent Information:

The following documents are attached to and incorporated in this Petition:

- ☐ Petitioner's General Testimony ☐ Declaration in Support of Establishing Parentage
☐ Acknowledgment of parentage ☐ Birth certificate/record of the child
☐ Documentation regarding military service
☐ Other: _____
-

Section V. Declaration:

Under penalty of perjury, all information and facts stated in this Uniform Support Petition are true to the best of my knowledge, information, and belief.

Date

Printed name

☐ Signature of petitioner

☐ Signature of IV-D representative/title

Date

Printed name of petitioner's private attorney and
attorney/bar number (if applicable)

Signature of petitioner's private attorney

Encryption Requirements:

When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to e-mails may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).