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MEMO

DATE: August 31, 2022
TO: Clerks and clerk staff
FROM: Clerk Lara E. Roth, PIE Committee Chair
SUBJECT: Executive Council Approved Actions

Clerks and clerk staff,

At their August 8, 2022 meeting, the Executive Council approved the PIE Committee's recommendations regarding the Indigency Business Rules, the New Case Counting Business Rules, and associated changes to the CFY 2022-23 Output form. The following memo highlights those changes.

Some performance measures were revised and approved by the Executive Council at their December 16, 2021 meeting. These modified measures are effective October 1, 2021 for CFY 2021-22 and are also outlined in this memo.

The Uniform Payment Plan and template have also been finalized and posted to the CCOC website: <https://flccoc.org/other-information/#upp>. This form was statutorily implemented **January 1, 2022**, so all offices should be using this form with modifications as needed.

Should you have questions or need further assistance, please contact Marleni Bruner, CCOC Policy, Performance, and Education Director, or Jason L. Welty, CCOC Deputy Executive Director.

Kind Regards,

Laura E. Roth, Esq.
Volusia County Clerk & Comptroller
CCOC PIE Committee Chair

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.

EXECUTIVE COUNCIL APPROVED ACTIONS

1. Revised Indigency Business Rules (Approved by the Executive Council on August 8, 2022) – **Effective October 1, CFY 2022-23**
 - a. Changes made to incorporate the reference to collecting juvenile dependency data, which clerks began submitting at the start of CFY 2019-20.
 - b. Changes made to incorporate non-substantive formatting and grammatical changes.

The revised version of the Indigency Business Rules can be found on the CCOC website:
<https://flccoc.org/clerks-budget/forms/#business-rules>

2. Revised the New Case Counting Business Rules (Approved by the Executive Council on August 8, 2022) – **Effective October 1, CFY 2022-23**

The following highlights the changes made:

General

- For consistency among the court types, the “Do NOT Include” sections have been moved from General Reporting Rules to Counting Cases.

Circuit Criminal

- The option to report Capital Murder, Non-Capital Murder, and Sexual Offenses subcase categories separately from All Other Felonies has been eliminated. Accordingly, the All Other Felonies subcase type has been renamed Felony Cases.
- The rules for Appeal (AP) cases have been updated to incorporate the change in the jurisdiction of appeals of county court decisions to district rather than circuit courts, pursuant to Ch. 2020-61, Laws of Fla.

County Criminal

- Clarifies that cases transferred to County Criminal from Circuit Criminal, based on downgraded charges, are not to be included if the case was sentenced in Circuit Court and is only being transferred to County Court for supervision.

Circuit and County Criminal

- Clarification added that arrests on Civil or Family pick up orders should not be counted as a new criminal case.

Circuit Civil

- The rules for Appeal (AP) cases have been updated to incorporate the change in the jurisdiction of appeals of county court decisions to district rather than circuit courts, pursuant to Ch. 2020-61, Laws of Fla.
 - The Out of State Commission for Foreign Subpoenas subcase type has been removed from reporting.
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EXECUTIVE COUNCIL APPROVED ACTIONS

County Civil

- The subcase types have been updated to reflect the current jurisdictional ranges, including the addition of a new subcase type to capture the increase to \$50,000 effective January 1, 2023.
- The Registry Deposits Without an Underlying Case subcase type has been removed from reporting.

Family Law

- The definition of the UIFSA IV-D/UIFSA NON-IV-D subcase type was clarified to make clear that those cases which only count as Reopens for SRS are not to be reported in this section.
- The descriptions for the Non-SRS subcase types, found in section 2.b., were expanded for clarity. Item 2.b.v. was removed. The Appendix was updated accordingly.

The revised version of the New Case Counting Business Rules can be found on the CCOC website: <https://flccoc.org/clerks-budget/forms/#business-rules>

3. Revised Case Weights (Approved by the Executive Council on August 8, 2022) – **Effective October 1, 2022 for CFY 2022-23**
 - a. Due to legislative action, the subcase type “Civil (\$30,001 - \$50,000) (SRS)” was added under County Civil (see the Outputs form). This subcase type requires a case weight. **The PIE Committee recommended a weight of 5 for “Civil (\$30,001 - \$50,000) (SRS)” which was adopted by the Executive Council.**
4. Revised Case Weights (Approved by Executive Council on June 28, 2021) – **Effective October 1, 2021**
 - 1) The new sub-case type of Risk Protection Orders (RPO’s) be weighted 6
 - 2) The new sub-case type of Vulnerable Adult cases be weighted 6
 - 3) Search Warrants be reduced from 2 to 0.
 - 4) Professional Guardian Files be reduced from 2 to 0.
 - 5) Other Real Property Actions be reduced from 7 to 6
 - 6) Other Civil be increased from a 5 to 6
 - 7) Cases Unable to be Categorized be reduced from 1 to 0.
5. CFY 2022-23 Outputs Form (Monthly) – **Effective October 1, 2022**
 - a. To conform with changes made to the New Case Counting Business Rules and the associated case weight change, updates are required to the CFY 2022-23 Outputs Report.

EXECUTIVE COUNCIL APPROVED ACTIONS

CFY 2022-23 reports have NOT been finalized. When the monthly forms are available in October, the revised Output form can be found on the CCOC website:

<https://flccoc.org/clerks-budget/forms/#monthly-forms>

6. Revised Performance Measures (Approved by the Executive Council on December 16, 2021) – **Effective October 1, 2021**

Collections Performance Measure and Standards

- 1) Circuit Civil, County Civil, Probate – Increase to 95% from current 90%
- 2) Family – Increase to 90% from current 75%
- 3) Criminal Traffic – Increase to 50% from current 40%

The revised version of the Performance Measures can be found on the CCOC website:

<https://flccoc.org/ccoc-reports/#pr>
