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## MEMO – CCOC FORM CHANGES

**DATE:** June 29, 2023  
**TO:** Clerks and clerk staff  
**FROM:** Jason L. Welty, CCOC Deputy Executive Director  
**SUBJECT:** CCOC Form Changes

The Governor signed the clerk's priority legislation, CS/HB 977, which redirects several General Revenue lines into the clerk's local fine & forfeiture fund beginning July 1, 2023. In summary, the new redirected revenues include a service charge for divorces (\$37.50), a portion of the filing fee on foreclosures of \$50k-\$250k (\$350), the service charge for circuit civil summons (\$10), and several filing fees within the probate court division (various amounts). These changes require CCOC to adjust some of its reports.

The recently passed legislation will alter the Expenditures and Collections report (EC). You can collaborate with your programmers to implement the required system changes by using the locked Excel spreadsheet of the report attached to the email with this memo. For the revenue projection process, the Office of Economic and Demographic Research (EDR) requested that we track the newly redirected revenue. This request is comparable to one that was made following the redirected revenue in SB 2506 in 2017. New lines have been added by the court division for each new revenue. For ease of reporting, we will compile all changes to probate filing fees and services charges on a single line.

To reduce the number of reporting lines on your EC report, the 2017 breakouts will be rolled up into their respective categories. For example, you will no longer break out circuit counterclaim and crossclaim filing fees; they will be reported on the circuit civil filing fee line. The lines for the 2017 revenues have been grayed out for July-September, so the revenues previously reported in these cells will now go into the appropriate revenue type. The new lines for the new revenues passed in 2023 are grayed out for the months before July, as those revenues did not become effective until July 1. You cannot enter information in a gray cell.

The EC report will also change for the collection of required 1/12<sup>th</sup> contributions on a quarterly basis from the previously required monthly basis. All associated instructions, business rules, and footnotes on forms will be updated to reflect the required changes.

*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.*

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## CCOC FORM CHANGES

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The Ch. 2008-111, L.O.F., Report will also see a revision. Previously, CCOC tracked summons revenue as part of the 2008-111 Report. The newly signed legislation changes the summons distribution. Clerks will keep summons revenue from **Circuit Civil** cases and now track it on the EC report starting July 1, 2023. Summons revenue from County Civil cases did not change, and you will continue to send that revenue to DOR as part of the Ch. 2008-111 revenue. Previously, we captured the Circuit Civil Summons on the second line of our report; we will now capture only the County Civil revenue on that line. The statutory reference will change from s. 28.241(1)(d), F.S., to s. 34.041(1)(d), F.S., allowing us to track the revenue of county summons.

We recently learned that many counties combined the circuit and county summons revenue on this line of our report. Do not change amounts reported in the previous months. We now assume you were combining these revenues from the beginning, thus making the line comparable by fiscal year. Changes are effective starting with your July 2008-111 report (due August 20), and you will only report the county summons revenue while keeping the circuit summons revenue in your Fine & Forfeiture Fund.

There are some other new fees, as outlined in the Distribution Schedule; however, those fees were not part of the clerk legislation. Please report those revenues in the broad revenue type (fine, fee, service charge, etc.).

Finally, there will be a revised Outputs Report. There was a backend programming issue that needed to be resolved. Our macro was not pulling information from the County Civil Cases between \$30k-\$50k, and the revised version will correct that programming. Data reported in your May submission will be pre-loaded for you, and the new form should be used exclusively going forward.

**The forms are not currently available.** CCOC staff is working on them, and when they are ready for distribution, we will send an email directing you to download the new versions from our website: <https://flccoc.org/clerks-budget/forms/>. We have provided this information so you can begin working on your programming needs for these reports.

If you have any questions, please contact Jason Welty. We appreciate your help and thank you for all you do.

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