



PIE Committee Meeting
June 12, 2026



PERFORMANCE IMPROVEMENT AND EFFICIENCIES COMMITTEE MEETING

June 12, 2026

Meeting: 10 AM – 12:00 PM, Eastern

[Zoom Link](#)

- 1) Call to Order, Roll Call, and Approve Agenda Hon. Laura Roth
- 2) Approve Minutes from the 03/06/26 Meeting Hon. Laura Roth
- 3) Cases and Subcases Update..... Johnny Petit
- 4) PMAP Update Johnny Petit
- 5) Workgroup Updates
 - PAC Workgroup Updates and Deliverables..... Hon. Traci Perry
 - Performance Measure Workgroup Update Matt Guse
 - Weighted Workload Measure Workgroup Update Linzee Buck
- 6) Data Validation and Certification Process Johnny Petit
- 7) Other Business..... Hon. Laura Roth

Committee Members: Laura E. Roth, Esq. (Volusia), Chair, Stacy Butterfield, CPA (Polk), Doug Chorvat, Jr. (Hernando), Gary J. Cooney, Esq. (Lake), Brenda D. Forman (Broward), Tara S. Green (Clay), Crystal K. Kinzel (Collier), Michelle R. Miller (St. Lucie), Matt Reynolds (Putnam), Victoria L. Rogers (Hardee), Clayton O. Rooks (Jackson), Traci Perry (Citrus)



Performance Improvement & Efficiencies (PIE) Committee Meeting Attendance

June 12, 2026

	Committee Member	Present	Absent
1	Honorable Laura E. Roth, Chair		
2	Honorable Stacy Butterfield		
3	Honorable Doug Chorvat, Jr.		
4	Honorable Gary J. Cooney		
5	Honorable Brenda D. Forman		
6	Honorable Tara S. Green		
7	Honorable Crystal K. Kinzel		
8	Honorable Michelle R. Miller		
9	Honorable Matt Reynolds		
10	Honorable Victoria L. Rogers		
11	Honorable Clayton O. Rooks		
12	Honorable Traci Perry		



**Minutes of the December 05, 2026, Performance, Improvement, And Efficiencies
(PIE) Committee Meeting
(Virtual Via Zoom)**

Agenda Item 1 – Call to Order, Roll Call, and Approve Agenda

Clerk Laura Roth, Chair of the PIE Committee, called the meeting to order at 11:02 AM.

Johnny Petit, CCOC Data and Research Director, conducted the roll call.

Present via Zoom: Chair Laura Roth, Clerk Stacy Butterfield, Clerk Doug Chorvat, Clerk Gary Cooney, Clerk Brenda Forman, Clerk Tara Green, Clerk Traci Perry, and Clerk Clayton Rooks

Absent from Meeting: Clerk Crystal Kinzel, Clerk Michelle Miller, Clerk Matt Reynolds, and Clerk Victoria Rogers

Agenda Item 2 – Approve Minutes from the 12/05/25 Meeting

The minutes of the December 05, 2025, meeting were presented for approval. No recommended changes were presented.

Clerk Forman motioned to approve the minutes of the December 05, 2025, meeting. The motion was seconded by Clerk Rooks. The motion passed unanimously.

Agenda Item 3 – Cases and Subcases Update

Mr. Petit presented the Cases and Subcases Update. In Quarter 1 of CFY 2025–26, statewide new case filings totaled 1,267,140, a 9.94% increase from the same quarter in CFY 2024–25. This growth was driven primarily by Civil Traffic, which rose 15.71% and accounted for about 81% of the statewide year-over-year increase, alongside continued gains in Civil filings, 5.34%, and a modest increase in Criminal filings 1.44%. The counties that experienced the highest increase in Uniform Traffic Citations, UTCs, stated that the rise resulted primarily from red-light or school-zone camera tickets.

Agenda Item 4 – PMAP Update

Mr. Petit presented the PMAP update. The total number of Action Plans decreased from 147 to 135 while the number of counties required to submit decreased from 53 to 52. Chair Roth pointed out that these numbers mark an improvement from the figures reported at the previous PIE meeting, with Filing–Timeliness action plans falling from 8 to 4, Docketing–Timeliness action plans fell from 8 to 3, and Timely Juror Payments action plans fell from 6 to 1. Jason Welty, Executive Director of the CCOC, noted that the number of filings for Q1 of the CFY are usually lower than the number of filings for Q4 of the CFY, which results in the lower error and action plan rate.

Mr. Welty brought up the idea of creating a standardized, state-wide, payment plan as a service to help improve collection efforts. This idea is in an effort to augment the smaller counties that are not as viable a market for the current third-party collection agents to operate in. This project will be developed over the next year

Agenda Item 5 – Indigency Form Update

Linzee Buck, CCOC Education Coordinator, presented the recommended changes to the Civil Indigency Form. Among the changes being made to improve clarity and consistency are an official translation into Spanish and Haitian Creole.

Clerk Cooney noted that in the current version, this form is not in compliance with ADA Guidelines. A member of the workgroup that drafted this version stated that during the meeting, the group prioritized fitting the form to a single page over ensuring compliance with ADA practices. Chair Roth suggested that the form be approved in regard to content, and once amendments to comply with ADA guidelines are completed the form can be re-submitted to the committee for final approval.

Clerk Cooney motioned for substantive approval, hinging on future ADA compliance. Clerk Perry seconded the motion. The motion passed unanimously.

Agenda Item 6 – Workgroup Updates

Agenda Item 6.1 – PAC Workgroup Updates and Deliverables

Clerk Perry, Chair of the PAC Workgroup, presented the PAC Framework update. She started by thanking Clerk Green for the work done prior to Clerk Perry taking over the Chair position. Clerk Perry notified the committee that the redesigned framework structure and layout are now complete and ready to be showcased. The updated version offers a clearer, more intuitive, and analytically structured organization of clerk duties.

Agenda Item 6.2 – Payment Plan Workgroup Updates and Deliverables

The end of CFY2425 marks the completion of a second year of data collection and aggregation by the Payment Plans Workgroup. The focus is now directed towards analyzing the available data for trends and other keys factors.

Agenda Item 6.3 – Future Performance Workgroup Update

Matt Guse, Operations Director for the CCOC, presented the Performance Measures Workgroup update. The most recent meeting this workgroup held was on March 05, 2026, which was the 4th meeting held for this calendar year. So far, these meetings have centered around performance measures that are solely in control of the clerk's office and not dependent on the actions of others outside of the organization. Additionally, when it comes to measuring timeliness, methods to account for counties who are not able to implement certain technological efficiencies, due to financial constraints, that other counties can, are being discussed.

No vote was required for any Workgroup Update under Agenda Item 6.

Agenda Item 7 – Other Business

Agenda Item 7.1 – Data Validation and Certification Process

The CCOC, led by Mr. Petit, has been developing a methodology for a yearly validation process to improve the accuracy and reliability of quarterly and annual data submitted by Florida's 67 Clerks of Court. A vote on this matter was postponed until the next PIE meeting, scheduled for June 12, 2026.

The meeting was adjourned at 12:01 PM.



AGENDA ITEM 3

DATE: June 12, 2026
SUBJECT: Cases/Subcases Update
COMMITTEE ACTION: Information Only

CFY 2025-26 Quarter 2 Cases and Subcases (Jan-Mar)

Quarter 2 of CFY 2025-26 saw statewide new case filings rise to 1,409,572, an increase of 113,755 cases (8.78 %) over the same period last year. Civil Traffic remained the largest case type, with 794,500 filings, up 87,995 (12.45 %) from CFY 2024-25; Civil cases totaled 388,709 (+27,990; 7.76 %), while Criminal cases declined slightly to 226,363 (-2,230; -0.98 %). Consequently, traffic-related matters accounted for more than half of all new filings, underscoring the outsized role of traffic enforcement in shaping statewide caseloads. The growth in civil filings reflects increased small claims and mid-tier disputes, whereas the marginal decline in criminal cases masks divergent trends within circuit and county criminal divisions (felony and misdemeanor filings ticked up while criminal-traffic and juvenile-delinquency cases dipped).
Subcase drivers

The subcase mix explains much of this movement. Uniform Traffic Citations (UTCs) dominated Quarter 2 with 794,500 filings, constituting roughly 56 % of all statewide new cases. The next largest subcases, Small Claims up to \$5,000 (107,512 cases; 7.6 % of total), Other Criminal Traffic (75,514; 5.4 %), Felony Cases (54,201; 3.8 %), and Misdemeanors/Worthless Checks (48,663; 3.5 %), collectively underscore the influence of traffic enforcement and low-dollar civil disputes. These figures highlight how even modest changes in subcase volumes can significantly alter statewide totals, given the sheer size of UTCs. The uptick in small-claims filings suggests higher consumer debt activity and eviction actions, while growth in felony filings reflects a modest increase in serious criminal matters.

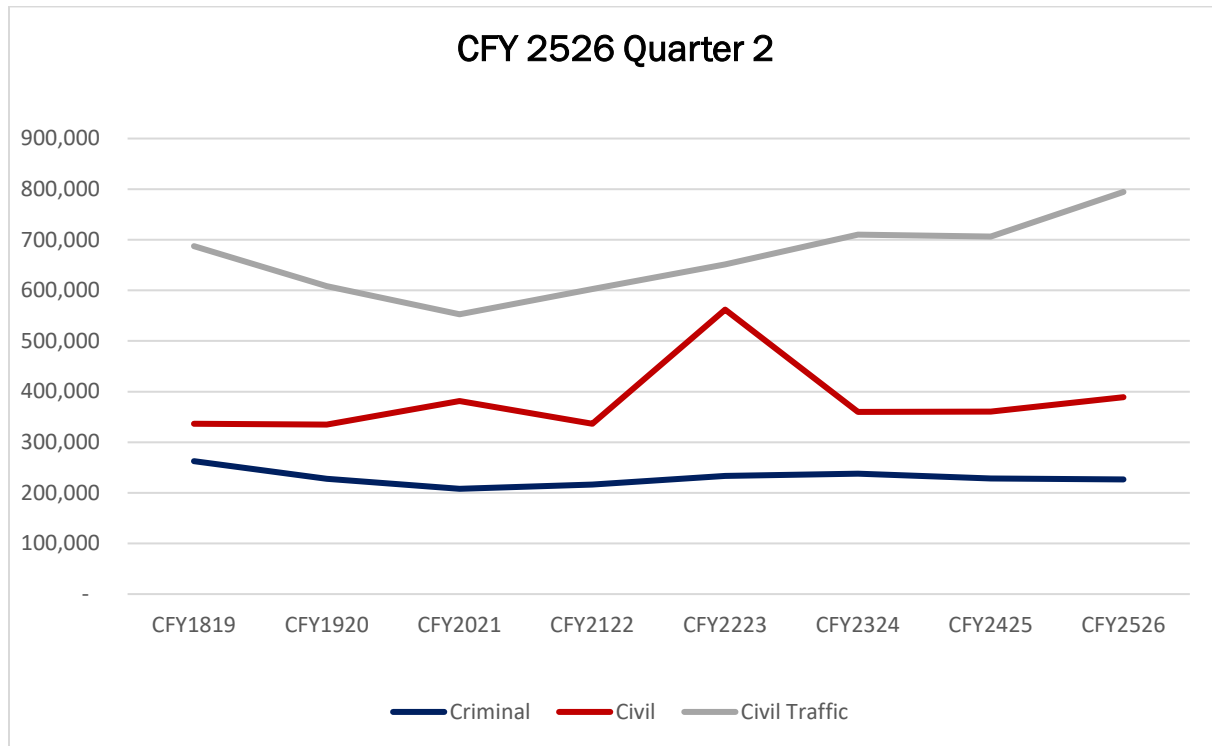
Counties experienced highly uneven changes. Hillsborough reported 94,136 Quarter 2 cases, up 38.8 % from last year; Uniform Traffic Citations alone contributed 50,395 cases, about 53.5 % of the county total, while small-claims and other criminal traffic added 6,223 and 5,424 cases, respectively. Hendry (+58 %), DeSoto (+53 %), Lake (+25 %) and Broward (+21 %) posted similar surges, all largely attributable to spikes in traffic citations; for instance, UTCs accounted for 73 % of DeSoto's filings and 56 % in Broward. Conversely, Franklin (-41 %) and Monroe (-24 %) saw steep declines as UTCs fell to 313 and 4,811 cases, respectively, while misdemeanor and felony filings dropped modestly. Multiple articles attribute these disparities to uneven adoption of automated speed-camera programs and varying emphasis on DUI and traffic enforcement; counties like Hillsborough, Lake and Broward intensified patrols and camera use, whereas others such as Okaloosa and Osceola scaled back enforcement.

AGENDA ITEM 3 - CASES/SUBCASES UPDATE

Quarter 2 results reaffirm that traffic enforcement is the primary driver of statewide caseload shifts: UTCs constituted more than half of all filings and explained most increases in counties with double-digit growth, while declines in enforcement led to sharp drops elsewhere. Civil filings continued to climb on the strength of small claims and mid-tier disputes, and criminal filings were essentially stable overall. Clerks should closely monitor local enforcement initiatives, such as school-zone speed cameras, and collaborate with law enforcement to anticipate workload surges. The data suggests that resource planning and budgeting efforts must consider the outsized impact of traffic policies on court operations.

Historical Year-Over-Year for Quarter 2 (Jan-Mar)

Cases and Subcases Update Quarter 2								
Case Type	CFY1819	CFY1920	CFY2021	CFY2122	CFY2223	CFY2324	CFY2425	CFY2526
Criminal	262,596	227,878	207,986	216,607	233,196	237,668	228,593	226,363
Civil	336,672	334,870	381,697	336,541	561,993	360,051	360,719	388,709
Civil Traffic	687,281	608,513	552,795	602,550	651,356	710,156	706,505	794,500
Grand Total	1,286,549	1,171,261	1,142,478	1,155,698	1,446,545	1,307,875	1,295,817	1,409,572



Historical Year-Over-Year Cumulative (Oct-Mar)

Across the first two quarters of CFY 2025-26, statewide new case filings totaled 2,677,627, an increase of 229,199 cases (9.36 %) compared with the same period last year. Civil Traffic filings reached 1,478,758, up 181,033 cases (13.95 %) and accounting for more than half of the cumulative caseload; Civil cases totaled 755,945 (+47,146; 6.65 %), while Criminal cases edged up to 442,924 (+1,020; 0.23 %). Thus, the first half of the fiscal year mirrored Quarter 2 trends, with traffic enforcement and small-claims litigation driving growth.

Uniform Traffic Citations continued to dominate the subcase landscape. 1,478,758 UTCs were filed in the first six months, representing 55.2 % of all new cases; Small Claims up to \$5,000 followed with 210,533 filings (7.9 %), trailed by Other Criminal Traffic (145,253; 5.4 %), Felony Cases (107,846; 4.0 %) and Misdemeanors/Worthless Checks (96,465; 3.6 %). These figures show that case mix has remained remarkably consistent over the first half of the year: traffic citations dominate; low-value civil disputes and criminal traffic compose the next tier; and serious felonies and misdemeanors make up a relatively small share. The persistence of these patterns suggests that underlying drivers, such as automated enforcement and economic factors, have not abated.

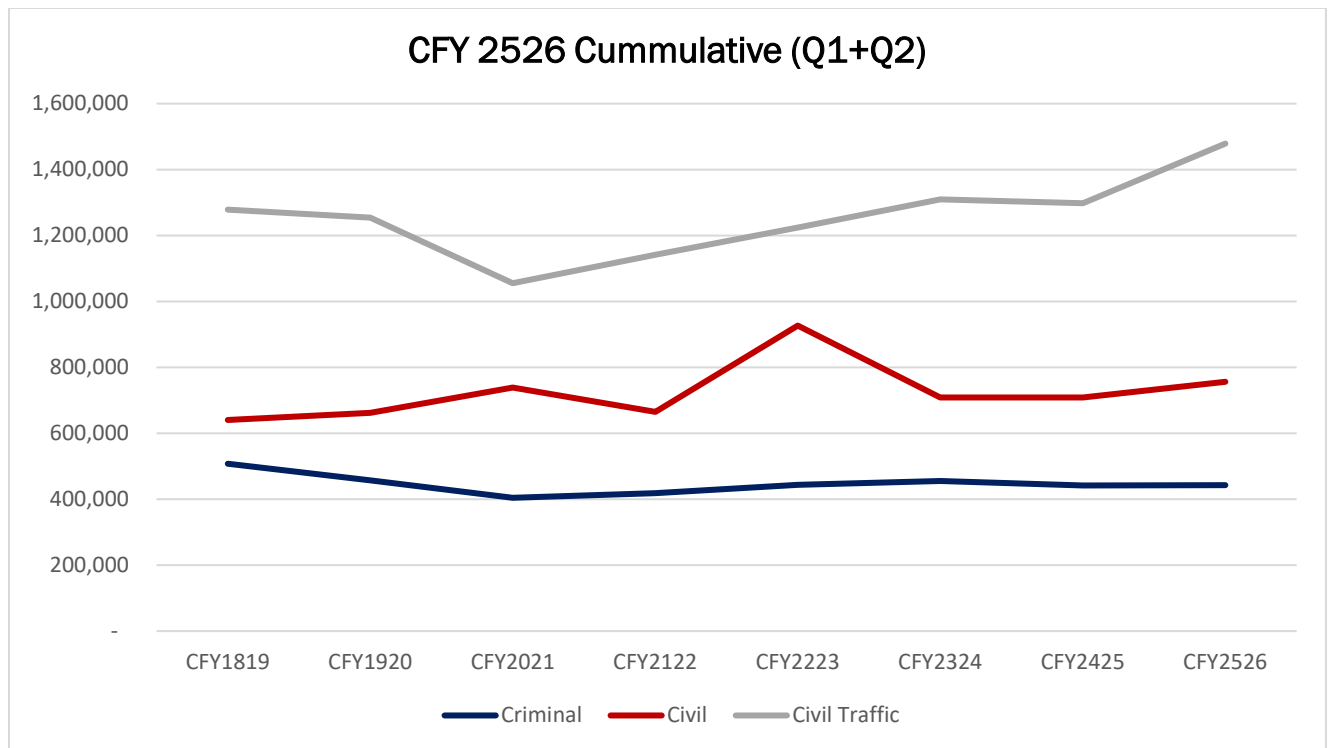
At the county level, many of the same jurisdictions that surged in Quarter 2 sustained high growth rates. Hendry (+44 %), DeSoto (+49 %), Lake (+36 %), Escambia (+36 %) and Hillsborough (+30 %) all reported cumulative increases of more than 30 %, with UTCs comprising 55–75 % of their caseloads. For example, Hendry logged 4,000 UTCs in Q1+Q2 (around 68 % of all filings), and Lake County filed 11,665 in Q2 alone and 25,000+ cumulatively. Conversely, Franklin (–34 %), Monroe (–19 %), Gulf (–20 %) and Liberty (–22 %) recorded sustained declines, again reflecting fewer traffic citations. In most counties, small-claims and eviction cases provided the largest non-traffic growth, while criminal increases remained modest.

The first half of CFY 2025-26 underscores a pronounced and continuing reliance on traffic enforcement to drive case volumes: Uniform Traffic Citations make up the majority of filings in most counties, and large year-to-date increases are concentrated where traffic patrols and camera programs have expanded. Civil filings also continue to rise, though at a slower rate, reflecting heightened economic activity and housing-market pressures. Criminal caseloads remain essentially flat. As the fiscal year progresses, clerks should expect these patterns to persist unless there are significant shifts in enforcement or policy. Understanding the local subcase mix, monitoring external factors such as automated enforcement initiatives, and coordinating with stakeholders will be essential to managing workloads effectively.

AGENDA ITEM 3 - CASES/SUBCASES UPDATE

Historical Year-Over-Year Cumulative (Oct-Mar)

Cases and Subcases Update Cumulative (Q1+Q2)								
Case Type	CFY1819	CFY1920	CFY2021	CFY2122	CFY2223	CFY2324	CFY2425	CFY2526
Criminal	507,687	457,211	404,387	418,247	443,622	455,696	441,904	442,924
Civil	640,405	662,384	738,756	664,499	926,683	708,598	708,799	755,945
Civil Traffic	1,278,420	1,254,395	1,055,269	1,141,981	1,223,818	1,309,605	1,297,725	1,478,758
Grand Total	2,426,512	2,373,990	2,198,412	2,224,727	2,594,123	2,473,899	2,448,428	2,677,627



COMMITTEE ACTION: Information Only

LEAD STAFF: Johnny Petit, Director of Data and Research

ATTACHMENTS:

1. Historical Q2 Total Court Division by County
2. Historical Q2 Total Cases by County
3. Historical Cumulative (Q1+Q2) Total Court Division by County
4. Historical Cumulative (Q1+Q2) Total Cases by County

Total Cases Quarter 2									
County	CFY1819	CFY1920	CFY2021	CFY2122	CFY2223	CFY2324	CFY2425	CFY2526	% Change
Alachua	13,413	13,120	14,329	13,345	13,020	11,737	11,413	12,429	8.90%
Baker	1,260	1,261	1,143	1,040	1,402	1,161	1,093	1,008	-7.78%
Bay	13,814	12,610	11,063	12,828	13,289	14,136	12,419	14,006	12.78%
Bradford	3,082	2,816	2,598	2,790	3,345	2,681	2,081	2,245	7.88%
Brevard	25,789	25,881	23,878	23,082	25,660	25,269	28,176	36,391	29.16%
Broward	124,668	111,226	103,008	93,099	125,624	96,400	98,545	119,519	21.28%
Calhoun	440	588	451	680	874	1,225	901	1,128	25.19%
Charlotte	7,551	7,164	7,892	7,993	9,476	10,440	10,149	9,774	-3.69%
Citrus	5,840	5,696	6,545	6,519	8,736	8,147	7,647	9,726	27.19%
Clay	10,837	12,055	11,744	9,036	11,968	11,572	10,802	10,699	-0.95%
Collier	15,608	16,486	16,394	16,448	18,372	15,893	17,695	15,025	-15.09%
Columbia	4,118	3,993	4,217	4,025	3,852	3,270	3,211	3,092	-3.71%
DeSoto	1,621	1,625	1,684	1,755	1,904	1,886	2,102	3,221	53.24%
Dixie	782	609	857	695	926	884	722	691	-4.29%
Duval	65,304	59,007	70,611	64,728	68,243	63,930	62,676	59,363	-5.29%
Escambia	16,845	13,769	13,322	13,207	14,605	12,826	12,765	15,025	17.70%
Flagler	4,290	4,500	3,968	3,824	4,738	4,631	4,958	4,961	0.06%
Franklin	542	636	532	618	721	839	1,161	688	-40.74%
Gadsden	2,415	2,483	2,540	2,532	2,416	1,801	1,967	1,805	-8.24%
Gilchrist	723	857	768	699	807	701	656	687	4.73%
Glades	1,844	1,245	1,435	1,018	1,174	1,684	1,075	1,374	27.81%
Gulf	526	542	393	450	597	730	601	528	-12.15%
Hamilton	1,516	909	1,155	938	1,011	944	1,134	1,055	-6.97%
Hardee	1,619	1,381	1,612	1,330	1,673	2,035	1,862	2,054	10.31%
Hendry	2,414	2,202	2,217	1,521	2,099	2,344	2,152	3,406	58.27%
Hernando	9,199	8,145	7,944	7,546	9,216	9,070	8,503	7,877	-7.36%
Highlands	3,532	3,290	3,072	4,001	3,679	3,675	3,533	3,975	12.51%
Hillsborough	77,249	76,190	76,322	76,982	125,858	84,089	67,841	94,136	38.76%
Holmes	1,066	1,039	1,081	871	887	892	867	971	12.00%
Indian River	6,987	6,116	6,125	5,812	6,739	6,483	8,035	7,938	-1.21%
Jackson	2,614	2,561	2,753	2,198	2,358	1,799	1,984	2,310	16.43%
Jefferson	1,173	956	875	1,095	1,310	-	1,152	1,312	13.89%
Lafayette	322	162	180	206	301	251	273	199	-27.11%
Lake	15,069	15,018	13,916	14,623	16,624	14,356	16,875	21,109	25.09%
Lee	46,449	31,147	25,726	27,656	33,508	35,134	36,386	40,859	12.29%
Leon	13,805	11,734	10,698	13,180	13,803	11,995	13,064	15,888	21.62%
Levy	2,089	2,566	2,492	2,620	2,666	2,258	2,599	2,899	11.54%
Liberty	591	461	492	461	502	356	615	516	-16.10%
Madison	3,304	2,783	2,153	2,352	2,279	2,976	3,299	2,789	-15.46%
Manatee	14,545	15,405	14,850	16,642	17,265	16,475	22,146	19,855	-10.34%
Marion	13,692	13,118	12,748	12,159	14,306	14,385	16,410	17,170	4.63%
Martin	9,160	8,573	7,246	7,707	9,244	8,321	12,285	12,372	0.71%
Miami-Dade	259,479	221,716	214,465	234,078	305,401	286,311	278,182	307,650	10.59%
Monroe	8,631	7,869	9,935	10,086	11,027	10,582	9,999	7,565	-24.34%
Nassau	4,107	4,298	3,447	3,263	3,778	3,757	3,100	3,527	13.77%
Okaloosa	9,334	9,998	8,915	8,460	9,788	9,138	8,177	10,979	34.27%
Okeechobee	2,316	1,964	1,665	1,937	2,240	2,713	2,423	3,232	33.39%
Orange	105,072	94,519	102,855	93,560	134,699	128,457	115,348	110,334	-4.35%
Osceola	22,261	24,284	21,425	21,006	28,249	25,169	22,627	27,831	23.00%
Palm Beach	83,523	77,943	75,351	76,613	87,561	82,243	91,873	85,517	-6.92%
Pasco	23,135	19,887	18,489	18,815	21,691	19,044	20,288	22,977	13.25%
Pinellas	48,178	46,089	39,439	44,271	48,415	43,422	43,330	44,273	2.18%
Polk	40,323	35,993	31,396	35,400	41,158	43,267	45,096	53,355	18.31%

Total Cases Quarter 2									
County	CFY1819	CFY1920	CFY2021	CFY2122	CFY2223	CFY2324	CFY2425	CFY2526	% Change
Putnam	3,240	3,383	2,629	3,041	4,047	3,310	3,814	3,515	-7.84%
Saint Johns	8,998	8,704	8,943	9,383	13,389	11,673	10,441	10,679	2.28%
Saint Lucie	16,749	17,104	14,846	15,633	18,842	16,582	17,525	20,606	17.58%
Santa Rosa	8,826	9,266	7,893	7,941	10,330	8,128	7,286	7,706	5.76%
Sarasota	21,814	19,454	19,726	23,309	25,275	23,587	23,994	26,561	10.70%
Seminole	27,527	24,024	24,873	24,524	27,301	26,991	27,387	29,943	9.33%
Sumter	5,418	5,309	4,613	5,072	5,938	7,239	5,803	6,875	18.47%
Suwannee	2,139	2,238	2,576	1,788	2,422	1,926	1,912	1,871	-2.14%
Taylor	1,394	1,103	1,394	1,246	1,244	962	1,302	1,330	2.15%
Union	416	395	380	456	432	377	349	376	7.74%
Volusia	30,620	28,353	28,513	29,383	38,043	36,775	35,956	34,728	-3.42%
Wakulla	1,565	1,483	1,542	1,577	1,809	1,277	1,369	1,201	-12.27%
Walton	2,572	3,063	2,938	3,288	4,743	3,770	3,196	3,443	7.73%
Washington	1,205	897	1,201	1,257	1,646	1,494	1,210	1,423	17.60%
TOTALS:	1,286,549	1,171,261	1,142,478	1,155,698	1,446,545	1,307,875	1,295,817	1,409,572	8.78%

Total Cases Cummulative (Quarter1 + Quarter 2)									
County	CFY1819	CFY1920	CFY2021	CFY2122	CFY2223	CFY2324	CFY2425	CFY2526	% Change
Alachua	25,373	26,068	27,080	21,868	24,755	22,378	21,994	24,781	12.67%
Baker	1,887	2,478	2,272	1,775	2,576	2,196	2,127	1,974	-7.19%
Bay	20,552	25,651	21,924	19,395	23,376	25,399	23,030	25,194	9.40%
Bradford	3,945	5,646	5,290	3,597	6,185	5,288	4,550	3,994	-12.22%
Brevard	39,415	51,117	47,264	42,447	46,085	46,529	52,008	62,231	19.66%
Broward	176,227	225,618	189,788	227,736	224,495	192,052	185,479	225,479	21.57%
Calhoun	708	1,178	884	1,106	1,615	2,299	1,643	1,959	19.23%
Charlotte	12,245	14,535	15,287	15,193	16,238	19,621	19,409	19,589	0.93%
Citrus	9,023	11,433	12,484	11,961	15,128	15,077	13,430	16,975	26.40%
Clay	14,978	23,883	21,539	15,597	22,037	22,769	20,719	20,668	-0.25%
Collier	22,628	33,564	32,580	29,414	32,764	31,128	33,326	29,987	-10.02%
Columbia	5,941	7,636	7,620	6,533	7,451	6,365	6,151	5,956	-3.17%
DeSoto	2,447	3,279	3,438	2,682	3,342	3,675	4,185	6,253	49.41%
Dixie	1,225	1,590	1,592	1,160	1,910	1,809	1,448	1,344	-7.18%
Duval	96,560	113,606	137,036	127,743	124,431	117,814	116,517	111,494	-4.31%
Escambia	26,530	29,438	25,247	26,050	26,791	24,632	25,069	34,109	36.06%
Flagler	6,532	9,266	7,606	7,295	8,648	8,834	9,535	10,092	5.84%
Franklin	917	1,180	1,009	996	1,302	1,569	2,241	1,476	-34.14%
Gadsden	3,338	4,960	6,394	4,023	4,967	3,590	3,992	3,710	-7.06%
Gilchrist	1,047	1,789	1,548	1,143	1,511	1,364	1,308	1,402	7.19%
Glades	2,098	3,007	2,570	1,327	2,202	2,926	2,545	2,878	13.08%
Gulf	878	1,082	819	873	1,004	1,262	1,156	929	-19.64%
Hamilton	2,018	1,802	2,071	1,334	2,147	1,665	2,278	2,186	-4.04%
Hardee	2,335	3,227	3,125	1,963	3,163	4,238	3,975	3,469	-12.73%
Hendry	3,481	4,814	4,397	2,505	4,024	4,229	4,370	6,274	43.57%
Hernando	13,852	15,880	15,039	15,331	16,971	17,950	15,769	16,227	2.90%
Highlands	5,760	6,933	6,419	6,938	7,288	7,178	6,971	8,120	16.48%
Hillsborough	120,600	148,400	155,613	211,658	203,219	159,938	126,739	165,332	30.45%
Holmes	1,523	1,970	2,022	1,432	1,690	1,674	1,750	1,687	-3.60%
Indian River	9,953	12,785	12,297	10,654	12,884	12,073	14,888	15,135	1.66%
Jackson	3,463	4,862	5,124	3,662	4,870	3,830	3,896	3,980	2.16%
Jefferson	1,399	2,112	1,822	1,452	2,414	-	2,208	2,713	22.87%
Lafayette	460	396	340	395	597	499	500	416	-16.80%
Lake	22,125	29,215	26,602	26,098	31,078	27,797	30,971	42,206	36.28%
Lee	62,860	71,791	50,064	61,616	57,351	65,527	67,561	78,758	16.57%
Leon	20,487	24,664	20,705	24,025	24,883	22,387	23,644	27,366	15.74%
Levy	3,308	4,982	4,813	3,952	5,563	4,258	4,743	5,806	22.41%
Liberty	751	951	987	659	862	683	1,154	901	-21.92%
Madison	3,753	5,958	4,532	2,889	4,433	5,207	5,658	5,287	-6.56%
Manatee	22,298	30,917	29,186	30,301	30,786	31,813	36,393	38,174	4.89%
Marion	22,607	25,897	25,158	25,065	26,677	27,632	30,959	33,542	8.34%
Martin	12,656	17,943	14,015	12,546	16,831	16,148	21,554	24,821	15.16%
Miami-Dade	338,095	462,596	392,325	403,683	552,220	534,861	540,097	573,018	6.10%
Monroe	11,763	16,400	18,319	12,732	19,253	19,806	18,583	15,062	-18.95%
Nassau	5,936	8,762	6,460	5,702	7,145	6,958	6,271	6,687	6.63%
Okaloosa	14,285	19,642	17,206	15,006	17,870	16,846	15,734	19,154	21.74%
Okeechobee	3,437	4,285	3,411	3,149	4,021	5,451	4,692	6,027	28.45%
Orange	140,780	189,465	203,119	188,945	246,934	243,488	218,801	227,225	3.85%
Osceola	30,904	48,397	45,768	36,147	51,172	47,784	48,275	54,919	13.76%
Palm Beach	122,112	154,241	142,802	136,205	156,759	156,259	165,183	161,476	-2.24%
Pasco	36,361	40,626	36,882	39,200	40,129	36,457	37,214	45,014	20.96%
Pinellas	74,770	92,662	75,819	79,680	88,184	84,236	77,548	86,436	11.46%
Polk	60,235	72,552	63,635	63,633	77,523	82,569	89,740	99,417	10.78%

Total Cases Cummulative (Quarter1 + Quarter 2)									
County	CFY1819	CFY1920	CFY2021	CFY2122	CFY2223	CFY2324	CFY2425	CFY2526	% Change
Putnam	5,226	6,487	5,266	5,657	7,644	6,944	7,357	6,939	-5.68%
Saint Johns	13,805	17,551	16,969	16,757	23,792	23,007	20,547	20,956	1.99%
Saint Lucie	24,149	34,837	28,691	27,735	33,598	30,299	35,382	40,456	14.34%
Santa Rosa	12,345	18,022	15,580	12,405	19,517	15,517	15,336	14,907	-2.80%
Sarasota	31,545	39,845	37,900	39,200	44,370	43,569	42,226	52,187	23.59%
Seminole	36,910	48,887	49,393	45,533	49,262	49,890	53,289	57,724	8.32%
Sumter	7,499	10,216	9,017	8,153	10,432	12,837	9,720	12,403	27.60%
Suwannee	3,199	4,398	4,872	3,282	4,274	3,724	3,620	3,609	-0.30%
Taylor	1,893	2,336	2,702	1,915	2,297	1,974	2,508	2,372	-5.42%
Union	675	750	751	813	819	679	675	707	4.74%
Volusia	46,984	56,955	54,895	56,512	66,017	65,128	66,944	64,784	-3.23%
Wakulla	2,221	2,904	3,086	2,534	3,220	2,476	2,567	2,436	-5.10%
Walton	4,191	5,738	5,440	5,742	8,428	7,013	6,047	6,269	3.67%
Washington	1,719	1,933	2,502	2,166	2,699	2,825	2,229	2,569	15.25%
TOTALS:	1,835,373	2,373,990	2,198,412	2,226,875	2,594,123	2,473,899	2,448,428	2,677,627	9.36%



AGENDA ITEM 4

DATE: June 12, 2026
SUBJECT: CFY 2025-26 Quarter 2 PMAP Report
COMMITTEE ACTION: Informational Only

OVERVIEW:

The CFY 2025-26 Quarter 2 PMAP report has been published on the CCOC website (<https://flccoc.org/ccoc-reports/#pr>) and submitted to the Legislature by May 15, 2026.

Report Highlights

The Performance Measures and Action Plans report identifies the counties not meeting workload performance standards for specific measures.

Performance Standards	Counties Requiring an Action Plan	Potential Action Plans	Total Action Plans
Collections	53	603	107
Filing – Timeliness	8	670	13
Docketing – Timeliness	3	670	4
Timely Juror Payments	5	67	5
Total	53	2010	125

- The total number of Action Plans decreased from 135 to 125 while the number of counties required to submit did not change (53).
- Among the counties that submitted all reports, Twelve did not require Action Plans: DeSoto, Gilchrist, Glades, Hamilton, Hendry, Hernando, Liberty, Monroe, Saint Johns, Suwannee, Wakulla, Walton.
- Jefferson and Union did not submit a Collections report at the time this report was compiled. Union did not submit a Collections, Output Timeliness, or a Jury Report at the time the report was compiled.

While many counties are meeting or exceeding timeliness standards despite higher workloads, a subset continues to struggle, often for reasons related to staffing shortages, technology changes or reliance on external partners.

COMMITTEE ACTION: Informational Only
LEAD STAFF: Johnny Petit, Director of Data and Research

County	Collections	Time1	Time2	Jury	TOTAL Action Plans
Alachua	1	2	2	0	5
Baker	2	0	0	0	2
Bay	3	0	0	0	3
Bradford	2	0	0	0	2
Brevard	3	2	0	0	5
Broward	3	0	0	0	3
Calhoun	4	0	0	0	4
Charlotte	2	0	0	0	2
Citrus	1	1	0	0	2
Clay	1	0	0	0	1
Collier	1	0	0	0	1
Columbia	1	0	0	0	1
DeSoto	0	0	0	0	0
Dixie	5	0	0	0	5
Duval	3	0	0	0	3
Escambia	2	0	0	0	2
Flagler	1	0	0	0	1
Franklin	1	0	0	0	1
Gadsden	2	0	0	0	2
Gilchrist	0	0	0	0	0
Glades	0	0	0	0	0
Gulf	2	0	0	0	2
Hamilton	0	0	0	0	0
Hardee	3	0	0	0	3
Hendry	0	0	0	0	0
Hernando	0	0	0	0	0
Highlands	2	0	0	0	2
Hillsborough	3	0	1	0	4
Holmes	1	0	0	0	1
Indian River	1	0	0	0	1
Jackson	1	0	0	0	1
Jefferson		0	0	0	
Lafayette	3	0	0	0	3
Lake	3	0	0	0	3
Lee	2	0	0	0	2
Leon	5	0	0	0	5
Levy	1	1	0	0	2
Liberty	0	0	0	0	0
Madison	2	0	0	0	2
Manatee	3	1	0	0	4
Marion	1	0	0	0	1
Martin	1	0	0	0	1

County	Collections	Time1	Time2	Jury	TOTAL Action Plans
Miami-Dade	3	0	0	0	3
Monroe	0	0	0	0	0
Nassau	1	0	0	0	1
Okaloosa	2	1	0	1	4
Okeechobee	1	0	0	0	1
Orange	3	0	0	0	3
Osceola	4	0	0	0	4
Palm Beach	2	0	0	0	2
Pasco	2	0	0	0	2
Pinellas	3	2	0	0	5
Polk	2	0	1	0	3
Putnam	2	0	0	0	2
Saint Johns	0	0	0	0	0
Saint Lucie	1	0	0	0	1
Santa Rosa	1	0	0	0	1
Sarasota	1	0	0	0	1
Seminole	2	0	0	0	2
Sumter	1	0	0	0	1
Suwannee	0	0	0	0	0
Taylor	2	0	0	0	2
Union					
Volusia	1	3	0	0	4
Wakulla	0	0	0	0	0
Walton	0	0	0	0	0
Washington	1	0	0	0	1
67	107	13	4	1	125
No AP	12	58	63	65	12
Req AP	53	8	3	1	53
Missing	2	1	1	1	2
1. No report for collections submitted by Jefferson and Union counties.					
2. No Outputs report submitted by Union County.					
3. No Jury report submitted by Union County.					



Workgroup Updates

June 12, 2026



AGENDA ITEM 5.1

DATE: June 12, 2026
SUBJECT: PAC Framework Workgroup Deliverables
COMMITTEE ACTION: Informational Only

OVERVIEW

The PAC Framework Workgroup continues its review and redesign of the Planning, Accountability, and Court Services (PAC) Framework, also referred to as the Clerk Court Services Framework. This effort is focused on modernizing the structure, improving operational clarity, and making the framework more useful for data-driven analysis and statewide comparison across Florida's 67 Clerk offices. Since the last PIE Committee update, the workgroup has continued refining the organization of clerk duties into a clearer and more intuitive format that supports consistent interpretation and future review.

At the most recent PIE Committee meeting, members received a presentation and walkthrough of the updated framework. The walkthrough explained how the document is organized, how to navigate the sections, and how to interpret the revised layout. Following the meeting, CCOC staff distributed a written guide to all members explaining how to read the document and what to focus on during review. This guidance is intended to make upcoming discussions more efficient by ensuring members have a shared understanding of the framework's structure, terminology, and review expectations before the next workgroup session.

The next workgroup sessions will build on the progress made during prior meetings and will focus on clarifications, refinements, and questions raised by members based on the guidance provided. PIE members or their representatives are invited to participate in the in-person workgroup meeting on June 22 from 1:00 p.m. to 5:00 p.m., schedule permitting. In addition, a session will be held on June 23 during the Summer Conference to present the framework to staff and clerks in attendance. These meetings will provide participants an opportunity to review the current framework structure, receive the latest updates, ask questions, and provide input as the workgroup moves toward final refinements and broader demonstration.

COMMITTEE ACTION: Informational,
Lead Staff: Hon. Traci Perry, Citrus County Clerk of Court and Comptroller.



AGENDA ITEM

DATE: June 12, 2026
SUBJECT: Performance Measures Workgroup
COMMITTEE ACTION: Input Requested

OVERVIEW:

The workgroup has drafted new compliance performance measures (attached) and is currently in the process of review and refinement. Over the course of four meetings between March 2026 and May 2026 the workgroup has met twice in person and twice virtually.

In developing the draft measures, the workgroup used the PAC Framework. While using the framework, the following “guiding principles” were agreed to:

- Identify tasks in the framework that have the greatest impact on most constituents and stakeholders.
- Each office’s ability to track the associated activities.
- Identify tasks that will improve customer satisfaction and perception.
- Reflect the volume and intensity of Clerk activities to inform policy and budget decision makers.

The proposed performance measures are drafted as SMART Measures (Specific, Measurable, Achievable, Relevant, Time-Bound).

While the workgroup has reached consensus on the intent of the measures, there continues to be discussion on the performance goals and timeframes. This is due to the varying levels of investment in technology and processes being manual vs. automated.

The workgroup requests that the PIE committee provide input on the measures drafted and if the current development path should be continued. If not, suggestions on other avenues to investigate would be appreciated.

Thank you to all members of the workgroup who continue to actively participate in the workgroup meetings. Your input has been essential in shaping a more practical and meaningful performance measurement system for our clerks' offices.

COMMITTEE ACTION: Input Requested
Lead Staff: Matt Guse, Operations Director



Compliance

Proposed Performance Measures

Proposed Measure #1 – At least 90% of all case types shall be initiated by the Clerk of Court within 3 calendar days of receipt, measured monthly using the court’s case management system.

Case Type	Standard	Timeliness	Corrective Action
Civil	90%	0-3 Business Days	
Criminal	90%	0-3 Business Days	
Family	90%	0-3 Business Days	
Traffic	90%	0-3 Business Days	
BMH	90%	0-3 Business Days	

Proposed Measure #2 - By the end of each month, __% of civil court summons received will be completed within __ business days, as documented in the court’s case management system and reviewed quarterly to ensure sustained compliance.

Proposed Measure #3 - By each month’s end, __% of docketing and file processing tasks will be completed within __ business days of receipt, as tracked in the case management system.

Proposed Measure #4 - The Clerk of Court will fully process and post __% of all fine payments— including receipt issuance, system entry, and case closure updates—within __ business day of payment receipt, measured monthly.

Proposed Measure #5 - The Clerk of Court will process and update __% of recalled or quashed warrants within __ business hours of the judge’s order when received during business hours. Orders received after hours, on

weekends, or on holidays will be processed within __ business hour of the office reopening, measured monthly.



Proposed Measure #6 - The Clerk of Court will issue and enter ___% of warrants ordered in existing cases within ___ business day of the judicial order, measured monthly.

Proposed Measure #7 – By the deadlines established in the Clerk of Courts Operations Corporation reporting calendar, each Clerk of Court will submit 100% of all required reports on time during the performance year.

Report Title	Frequency
Expenditure and Collections (EC)	Monthly
Outputs / Subcases	Monthly
Civil Indigence Tracking	Monthly
Payment Plan	Monthly
Collections Performance	Quarterly (Oct., Jan., Apr., July)
Output Timeliness Performance	Quarterly (Oct., Jan., Apr., July)
Jury Management Reimbursement	Quarterly (15 th of Oct., Jan., Apr., July)
Annual Financial Receipts	Annually (September Outputs Report)
Annual Continuous Case Workload	Annually (December 1 st)
Annual Collection Agent	Annually (December 1 st)
Current Year Operational Budget	Annually (December 15 th)
Budget Issues Request	Annually (June 1 st)
Financial Audit Report	Annually (July 20 th)
Fiscal Management Performance Measures	Annually (September 30 th)



AGENDA ITEM 5.3

DATE: June 12, 2026
SUBJECT: Weighted Workload Updates
COMMITTEE ACTION: Information Only

OVERVIEW:

CCOC established three Weighted Workload Measures (WWM) Workgroups to review and validate existing workload measures to ensure they accurately reflect the work performed by Clerks of Court throughout Florida. CCOC split the workgroups into three groups: Criminal, Civil, and Civil Traffic. Through a series of workgroup meetings, participants evaluated each subcase type, discussed operational impacts, and documented justifications for any recommended changes.

To validate recommendations, the committee utilized three independent data sources: (1) the feedback and scoring collected during the December 2025 WWM Workshop, (2) the recommendations developed through the WWM Workgroups, and (3) scoring spreadsheets submitted directly by participating counties. This approach enabled the committee to compare results, identify areas of consensus, and resolve significant variances before finalizing recommendations.

The workgroups adjusted where warranted by the data and operational discussions, while maintaining consistency across similar case types and workload categories. The resulting measures represent a balanced statewide perspective supported by both quantitative and qualitative input from clerks and subject matter experts.

Before finalizing the measures, the workgroups will come together to conduct a reasonableness review, comparing weights across case types to ensure they are internally consistent and reflect logical operational relationships. This review will verify that the proposed measures align with the relative complexity and resource requirements of the work performed.

Based on the review and validation process, the workgroups recommend approval of the proposed Weighted Workload Measures.

LEAD STAFF: Jason Welty, Executive Director
Linzee Buck, Education Coordinator

ATTACHMENTS:

1. Civil Traffic WWM
2. Criminal WWM
3. Civil WWM



CIVIL TRAFFIC WEIGHTED WORKLOAD MEASURES

2026 WORKGROUP JUSTIFICATIONS

Initial Filing Complexity → 1.5

- High level of automation (e-citations, standardized intake)
- Minimal manual intervention in most cases
- Lower complexity compared to other case types
- Better reflects actual staff effort at intake

Ongoing Case Maintenance → 2

- Includes TCATS corrections, compliance tracking, and payment updates
- Work is consistent but not highly complex
- Reflects moderate administrative workload over the case lifecycle

In-Court Processing → 1.75

- Represents moderate but consistent courtroom involvement
- Accounts for variability across counties while maintaining a balanced statewide average

Document Management → 1.6

- Final value reflects a compromise between lower (~1.4) and higher (~2.55) perspectives
- Captures moderate document handling without overstating complexity

Juror Management → 0

- No jury involvement in UTC cases
- No associated clerk workload

Scheduling & Coordination → 2

- Requires coordination of hearings and calendars
- Reflects moderate administrative effort across counties

Multi-Party Communication → 2

- Initial split between ratings of 1 and 3
- Ultimately incorporated into existing categories to avoid duplication

Time-Sensitive Processing → 0.5

- Reflects deadlines, compliance requirements, and case tracking
- Represents moderate urgency

Specialized Knowledge → 2.5

- Requires understanding of traffic statutes, codes, and procedures
- Moderate level of expertise beyond basic processing

Post-Judgment Enforcement → 2.25

- Includes compliance monitoring, payment follow-up, and enforcement actions
- Reflects moderate post-disposition workload



CRIMINAL WEIGHTED WORKLOAD MEASURES

2026 WORKGROUP JUSTIFICATIONS

Circuit Criminal

All Other Felonies (SRS)

Initial Filing Complexity (4.3)

- Multiple charges, statute verification, victim information entry, and affidavit processing.
- Requires setup across multiple systems and case management platforms.
- Automation may reduce processing time but not legal complexity.

Ongoing Case Maintenance (5)

- Extensive case updates, charge modifications, public records requests, and redactions.
- Marcy's Law requirements create additional monitoring responsibilities.
- Continuous case activity throughout the life of the case.

In-Court Processing (5)

- Most complex courtroom proceedings among criminal case types.
- Multiple hearings, motions, trials, and sentencing events.
- Significant clerk involvement before, during, and after proceedings.

Document Management Volume (4.5)

- High volume of filings and legal documents.
- Requires extensive indexing, filing, maintenance, and records management.
- Consistently among the highest document workloads statewide.

Juror Management (4.5)

- Frequent jury trials.
- Significant juror coordination and trial support responsibilities.
- High administrative workload related to jury services.

Scheduling & Coordination Demands (4.25)

- Extensive coordination among judges, attorneys, defendants, victims, law enforcement, and correctional facilities.
- Frequent hearing scheduling and calendar management.
- High volume of case events requiring ongoing coordination.

Multi-Party Communication & Notification / Public Service Burden (4.25)

- Frequent communication with attorneys, defendants, victims, and justice partners.

- Significant notification requirements throughout the case lifecycle.
- High level of stakeholder interaction.

Time-Sensitive / Emergency Processing (4.5)

- Frequent warrants, bonds, jail releases, emergency hearings, and speedy trial matters.
- Cases often involve significant liberty interests.
- Strong statewide consensus supported a high rating.

Specialized Knowledge / Legal Expertise (5)

- Requires extensive knowledge of criminal statutes, procedures, and court rules.
- Complex case processing and legal requirements.
- Full committee consensus supported the highest rating.

Post-Judgment / Ongoing Enforcement Activity (5)

- Significant workload involving restitution, collections, inmate correspondence, appeals support, and compliance monitoring.
- Represents the highest level of ongoing clerk involvement.

Appeals from County to Circuit (SRS)

Initial Filing Complexity (2.96)

- Moderate intake requirements involving appellate filings and record preparation.
- Less complex than trial-level criminal case initiation.

Ongoing Case Maintenance (2.38)

- Limited ongoing activity after appeal initiation.
- Primarily focused on record management and procedural compliance.

In-Court Processing (0)

- No in-court clerk involvement associated with appeal processing.

Document Management Volume (2)

- Moderate document review and record preparation requirements.
- Less volume than felony and misdemeanor cases.

Juror Management (0)

- No jury involvement.

Scheduling & Coordination Demands (1.5)

- Limited scheduling responsibilities.
- Less coordination required than trial court matters.

Multi-Party Communication & Notification / Public Service Burden (2)

- Moderate communication with parties involved in the appeal.
- Fewer stakeholders than trial-level cases.

Time-Sensitive / Emergency Processing (3)

- Significant disagreement among counties regarding urgency.
- Temporary value adopted pending additional research regarding appeal workload.

Specialized Knowledge / Legal Expertise (3)

- Requires understanding of appellate procedures and record preparation.
- Moderate legal complexity.

Post-Judgment / Ongoing Enforcement Activity (1)

- Minimal post-judgment activity after appeal initiation.

Out-of-State Fugitive Warrants (Non-SRS)

Initial Filing Complexity (1.5)

- Limited documentation and case setup requirements.
- Similar to basic county criminal intake functions.

Ongoing Case Maintenance (1)

- Minimal activity after case initiation.
- Limited follow-up requirements.

In-Court Processing (1.2)

- Occasional courtroom activity.
- Minimal clerk involvement compared to other criminal matters.

Document Management Volume (1)

- Low volume of filings and records.

Juror Management (0)

- No jury activity.

Scheduling & Coordination Demands (0.5)

- Minimal scheduling requirements.

Multi-Party Communication & Notification / Public Service Burden (0.5)

- Limited communication and notification responsibilities.

Time-Sensitive / Emergency Processing (0.5)

- Most counties reported little or no emergency activity.

Specialized Knowledge / Legal Expertise (0.5)

- Routine processing with limited complexity.

Post-Judgment / Ongoing Enforcement Activity (0)

- No meaningful post-judgment workload.

County Criminal

Misdemeanors / Worthless Checks (SRS)

Initial Filing Complexity (4.3)

- Requires review of charging documents, affidavits, warrants, and arrest paperwork.
- Significant data entry, court scheduling, and legal verification.
- Comparable intake complexity to DUI and criminal traffic matters.

Ongoing Case Maintenance (4)

- Ongoing compliance tracking, warrant activity, probation matters, and case updates.
- Public records requests and redaction responsibilities.
- More ongoing activity than previously reflected in the weighting.

In-Court Processing (4.5)

- Frequent courtroom events including arraignments, pretrial conferences, motions, and trials.
- Significant clerk participation during court proceedings.
- Considered slightly less complex than felony proceedings but still substantial.

Document Management Volume (4)

- High volume of motions, court orders, warrants, reports, and supporting documentation.
- Significant filing, indexing, and records management responsibilities.
- Committee agreed workload justified an increased rating.

Juror Management (4)

- Regular jury trial activity.
- Requires juror coordination, summons management, and courtroom support.
- Considerable workload, though generally lower than felony jury activity.

Scheduling & Coordination Demands (4.25)

- Frequent hearing scheduling and coordination among judges, attorneys, defendants, and law enforcement.
- Clerks often manage large criminal calendars.
- Comparable scheduling burden to felony cases.

Multi-Party Communication & Notification / Public Service Burden (4)

- Frequent communication with defendants, attorneys, law enforcement agencies, and court personnel.
- High volume of notices and case-related inquiries.
- Strong consensus that communication demands are substantial.

Time-Sensitive / Emergency Processing (4)

- Frequent warrants, probation violations, compliance deadlines, and urgent court actions.
- Requires timely clerk processing to support judicial decisions.
- Viewed as comparable to DUI urgency.

Specialized Knowledge / Legal Expertise (4)

- Requires understanding of criminal statutes, warrants, probation processes, and compliance requirements.
- Greater procedural complexity than ordinance and infraction cases.

Post-Judgment / Ongoing Enforcement Activity (4)

- Significant collections, probation violations, compliance monitoring, and enforcement actions.
- Ongoing case activity often extends well beyond disposition.

County / Municipal Ordinances (SRS)

Initial Filing Complexity (3.23)

- Moderate intake requirements involving ordinance violations and local code enforcement matters.
- Less complex than criminal misdemeanor filings.
- More standardized processing procedures.

Ongoing Case Maintenance (2.5)

- Moderate follow-up activity related to compliance and payment tracking.
- Fewer ongoing updates than criminal cases.

In-Court Processing (3)

- Routine courtroom activity with limited legal complexity.
- Less intensive than misdemeanor and criminal traffic proceedings.

Document Management Volume (2.5)

- Moderate volume of filings and supporting documentation.
- Similar workflow to non-criminal infractions.

Juror Management (0.5)

- Jury trials are uncommon but occasionally occur.
- Minimal juror-related workload.

Scheduling & Coordination Demands (1.75)

- Moderate scheduling responsibilities.
- Less coordination required than traditional criminal matters.
- Standardized with non-criminal infractions for consistency.

Multi-Party Communication & Notification / Public Service Burden (2)

- Moderate communication with defendants, municipal agencies, and court personnel.
- Some counties reported additional coordination with local governments.
- Generally low urgency.
- Limited emergency or time-sensitive workload.

Specialized Knowledge / Legal Expertise (2)

- Requires understanding of local ordinances and court procedures.
- Moderate complexity but substantially less than criminal cases.

Post-Judgment / Ongoing Enforcement Activity (2)

- Collections, payment tracking, and compliance follow-up create moderate ongoing workload.
- Higher than originally reflected due to enforcement responsibilities.

Non-Criminal Infractions (SRS)

Initial Filing Complexity (2.3)

- Relatively simple intake procedures.
- Limited documentation and legal review requirements.
- More standardized than criminal case filings.

Ongoing Case Maintenance (2.5)

- Moderate follow-up activity involving compliance and payment processing.
- Similar workload to ordinance cases.

In-Court Processing (3)

- Routine court activity with limited complexity.
- Less intensive than criminal proceedings.

Document Management Volume (2.5)

- Moderate document handling requirements.
- Similar workflow and volume to ordinance cases.

Juror Management (0)

- No meaningful jury-related workload.

Scheduling & Coordination Demands (1.75)

- Limited hearing scheduling and coordination.

- Consistent statewide reporting supported alignment with ordinance cases.

Multi-Party Communication & Notification / Public Service Burden (2)

- Moderate communication with defendants and court personnel.
- Similar communication demands as ordinance cases.

Time-Sensitive / Emergency Processing (1.5)

- Consistently reported as low urgency statewide.
- Limited emergency processing requirements.

Specialized Knowledge / Legal Expertise (2)

- Basic procedural knowledge required.
- Lower complexity than criminal matters.

Post-Judgment / Ongoing Enforcement Activity (2)

- Moderate collections and compliance-related follow-up.
- Consistent statewide agreement supported this rating.

Out-of-State Fugitive Warrants (Non-SRS)

Initial Filing Complexity (1.5)

- Limited documentation and case setup requirements.
- Similar to basic criminal intake functions.

Ongoing Case Maintenance (1)

- Minimal activity after case initiation.
- Limited follow-up responsibilities.

In-Court Processing (1.2)

- Occasional courtroom activity.
- Minimal clerk involvement compared to other criminal matters.

Document Management Volume (1)

- Low volume of filings and supporting records.
- Minimal document processing requirements.

Juror Management (0)

- No jury activity associated with these matters.

Scheduling & Coordination Demands (0.5)

- Minimal scheduling requirements.
- Limited court coordination necessary.

Multi-Party Communication & Notification / Public Service Burden (0.5)

- Limited communication with outside agencies and parties.
- Short case lifecycle minimizes interaction.

Time-Sensitive / Emergency Processing (0.5)

- Most counties reported little or no emergency processing activity.
- Final rating reflects a compromise between counties reporting 0 and those reporting minimal involvement.

Specialized Knowledge / Legal Expertise (0.5)

- Routine processing with limited legal complexity.
- Committee ultimately concluded specialized expertise requirements were minimal.

Post-Judgment / Ongoing Enforcement Activity (0)

- No meaningful post-judgment workload.
- Cases generally conclude once warrant-related processing is complete.

Juvenile Delinquency

Delinquency Complaints, Including Transfers for Disposition (SRS)

Initial Filing Complexity (3.5)

- Fewer charges and more standardized processes than adult felony cases.
- Less statute complexity and fewer required documents than circuit criminal filings.
- Still requires specialized juvenile intake procedures and confidentiality considerations.

Ongoing Case Maintenance (4)

- Multiple hearings, continued updates, compliance tracking, and case management activities.
- Ongoing coordination with the Department of Juvenile Justice (DJJ), guardians, and service providers.
- Committee agreed the workload was greater than previously reflected.

In-Court Processing (4.31)

- Frequent court hearings and judicial review proceedings.
- Significant clerk involvement throughout the case lifecycle.
- No concerns were raised regarding the existing value, which was viewed as accurately reflecting workload.

Document Management Volume (4.37)

- High document volume in many counties, particularly where DJJ documentation and manual processes are involved.
- Significant filing, tracking, and maintenance requirements.
- Final rating reflects varying practices across counties.

Juror Management (0)

- Juvenile delinquency proceedings do not involve jury trials.
- No juror-related workload exists.

Scheduling & Coordination Demands (3.5)

- Frequent coordination among judges, DJJ staff, juveniles, parents/guardians, attorneys, schools, and service providers.
- Multiple hearings and review dates require ongoing scheduling efforts.
- Moderate to high coordination burden statewide.

Multi-Party Communication & Notification / Public Service Burden (3.5)

- Requires communication with DJJ, juveniles, guardians, attorneys, schools, and treatment providers.
- Multiple stakeholders increase notification and coordination requirements.
- Considered lower than felony cases but still significant.

Time-Sensitive / Emergency Processing (3)

- Cases may involve detention decisions, placement issues, and statutory deadlines.
- Majority of counties reported a moderate level of urgency.
- Final value reflects statewide consensus.

Specialized Knowledge / Legal Expertise (3.5)

- Requires knowledge of juvenile procedures, confidentiality requirements, and delinquency statutes.
- Specialized processes distinguish these cases from adult criminal matters.
- Committee agreed the existing value accurately reflected the expertise required.

Post-Judgment / Ongoing Enforcement Activity (3)

- Ongoing monitoring, compliance reviews, and follow-up activities after disposition.
- Moderate level of continued clerk involvement.
- Lower than adult criminal enforcement activities.

Non-Criminal (1st Offense) Juvenile Sexting Cases

Initial Filing Complexity (2.5)

- Some counties reported hearings and notice requirements, while others reported minimal intake activity.
- Low-volume case type with varying local procedures.
- Midpoint selected to reflect statewide variation.

Ongoing Case Maintenance (1.86)

- Limited case activity after filing.
- Minimal updates and follow-up requirements.
- Workload generally lower than other juvenile case types.

In-Court Processing (1.63)

- Limited courtroom involvement.
- Hearings occur infrequently and are generally less complex.

Document Management Volume (0.5)

- Very low document volume statewide.
- Minimal records management responsibilities.

Juror Management (0)

- No jury-related activity.

Scheduling & Coordination Demands (1)

- Limited hearing scheduling and coordination requirements.
- Low-volume case type results in minimal workload.

Multi-Party Communication & Notification / Public Service Burden (1)

- Limited communication requirements.
- Few parties involved compared to delinquency cases.

Time-Sensitive / Emergency Processing (1)

- Minimal emergency or urgent processing requirements.
- Committee consistently reported low urgency.

Specialized Knowledge / Legal Expertise (1.5)

- Requires some understanding of juvenile procedures and statutory requirements.
- Complexity remains relatively low.

Post-Judgment / Ongoing Enforcement Activity (1)

- Minimal post-disposition workload.
- Limited ongoing monitoring or enforcement activity.

Transfers for Jurisdiction / Supervision Only (Non-SRS)

Initial Filing Complexity (2.5)

- Intake work primarily involves processing transfer documents and establishing jurisdiction.
- Less complex than delinquency complaints.
- Moderate variation in intake practices among counties.

Ongoing Case Maintenance (1)

- Limited activity after transfer processing is completed.
- Minimal ongoing case management responsibilities.

In-Court Processing (2)

- Some court involvement exists depending on the nature of the transfer.
- Less courtroom activity than standard delinquency cases.

Document Management Volume (2)

- Moderate document handling related to transfer records and case files.
- Most workload occurs through records processing and document exchange.

Juror Management (0)

- No jury-related responsibilities.

Scheduling & Coordination Demands (1)

- Limited scheduling activity.
- Some coordination required between jurisdictions and court personnel.

Multi-Party Communication & Notification / Public Service Burden (1.25)

- Generally low communication burden.
- Slight increase above baseline reflects counties reporting additional coordination when cases return for court activity.

Time-Sensitive / Emergency Processing (1.5)

- Some court activity occurs but is not consistently urgent.
- Midpoint value reflects variation among counties.

Specialized Knowledge / Legal Expertise (2)

- Requires understanding of transfer procedures and jurisdictional requirements.
- Moderate procedural complexity.

Post-Judgment / Ongoing Enforcement Activity (2)

- Moderate follow-up activity after transfer processing.
- Some continued monitoring and administrative responsibilities.

Criminal Traffic – UTCs

DUI (SRS)

Initial Filing Complexity (4.3)

- Requires review of citations, arrest affidavits, evidence documentation, and legal verification.
- Significant data entry and case setup requirements.
- Comparable intake complexity to other criminal case types.

Ongoing Case Maintenance (4)

- Ongoing compliance monitoring, license-related processing, payment tracking, and case updates.
- Similar maintenance workload to misdemeanor criminal cases.
- Continued activity throughout the life of the case.

In-Court Processing (4.5)

- Frequent hearings, motions, evidence review, and judicial proceedings.
- Significant courtroom involvement and clerk support responsibilities.
- Considered more complex than other criminal traffic matters.

Document Management Volume (4)

- High volume of reports, citations, compliance documentation, and court filings.
- Strong statewide consensus supported the rating.

Juror Management (4)

- Jury trials occur regularly in DUI cases.
- Requires juror coordination and trial support activities.

Scheduling & Coordination Demands (4.25)

- Frequent hearing scheduling and coordination among judges, attorneys, defendants, and law enforcement.
- Similar scheduling workload to misdemeanor criminal cases.

Multi-Party Communication & Notification / Public Service Burden (3.75)

- Frequent communication with defendants, attorneys, law enforcement agencies, and DHSMV.
- Significant notification and compliance-related interactions.
- Viewed as comparable to misdemeanor communication demands.

Time-Sensitive / Emergency Processing (4)

- License suspensions, compliance deadlines, warrants, and court-ordered requirements create substantial urgency.
- Strong statewide agreement supported maintaining the rating.

Specialized Knowledge / Legal Expertise (4)

- Requires understanding of DUI statutes, evolving legal requirements, compliance processes, and licensing issues.
- Elevated legal complexity compared to standard traffic cases.

Post-Judgment / Ongoing Enforcement Activity (4)

- Frequent motions, probation activity, appeals, compliance monitoring, and violation proceedings.
- Significant clerk involvement continues after disposition.

Other Criminal Traffic (SRS)

Initial Filing Complexity (4.3)

- Requires processing citations, affidavits, evidence documentation, and legal verification.
- Similar intake complexity to DUI matters.

Ongoing Case Maintenance (4)

- Compliance monitoring, payment processing, and ongoing case updates.
- Comparable maintenance workload to DUI cases.

In-Court Processing (4)

- Regular court activity and clerk participation.
- Committee determined prior ratings overstated courtroom complexity when compared to DUI cases.
- Final rating reflects a moderate reduction.

Document Management Volume (4)

- High volume of citations, reports, and supporting documentation.
- Significant filing and records management workload.

Juror Management (4)

- Jury trials occur regularly.
- Requires juror coordination and courtroom support.

Scheduling & Coordination Demands (4.25)

- Frequent hearing scheduling and coordination with defendants, law enforcement, attorneys, and judges.
- Similar scheduling workload to county criminal case types.
- High volume of calendar management activities.

Multi-Party Communication & Notification / Public Service Burden (3.75)

- Communication demands closely mirror DUI workflows.
- Requires coordination with defendants, law enforcement agencies, DMV, and court personnel.
- Final value aligned more closely with DUI after committee discussion.

Time-Sensitive / Emergency Processing (3.5)

- Requires timely handling of compliance deadlines, court actions, and suspension-related matters.
- Considered less urgent than DUI but still requires substantial clerk attention.

Specialized Knowledge / Legal Expertise (3.5)

- Requires understanding of traffic statutes, court procedures, and compliance requirements.
- Committee determined previous ratings overstated complexity relative to DUI cases.
- Final value reflects a compromise reached by the workgroup.

Post-Judgment / Ongoing Enforcement Activity (3.75)

- Significant workload involving collections, payment plans, compliance notices, enforcement actions, and suspensions.
- Committee agreed the previous rating undervalued the ongoing workload.
- Final value reflects the substantial post-disposition responsibilities associated with these cases.



CIVIL WEIGHTED WORKLOAD MEASURES

2026 WORKGROUP JUSTIFICATIONS

Circuit Civil

Professional Malpractice (SRS)

Initial Filing Complexity (2.8)

- Complex pleadings and supporting documentation.
- Additional workload associated with self-represented litigants.
- Requires detailed review and case management.

Ongoing Case Maintenance (2.25)

In-Court Processing (3.5)

- Significant hearing complexity and post-hearing processing.
- Higher courtroom workload than standard civil cases.

Document Management (3.5)

- Large and complex filings require extensive review.
- Document complexity drives more workload than filing volume.

Juror Management (2.9)

- Multiple defendants often require larger jury pools.
- Increased questionnaire review and juror coordination.

Scheduling & Coordinating (1)

- Most scheduling responsibilities are handled by the court or attorneys.

Multi-Party Communication (2)

- Communication requirements consistent with other negligence case types.

Time-Sensitive / Emergency (1.5)

- Moderate urgency with routine statutory deadlines.

Specialized Knowledge (2)

- Requires moderate procedural and legal knowledge.

Post-Judgment (2)

- Moderate post-judgment monitoring and enforcement activity.

Product Liability (SRS)

Initial Filing Complexity (2.8)

- Complex pleadings and case documentation.
- Additional workload due to self-represented litigants.

In-Court Processing (2.25)

- Significant hearing and courtroom activity.

In-court Processing (3.5)

Document Management (3.5)

- Large filings and complex documentation require extensive review.

Juror Management (2.6)

- Standard jury management responsibilities for civil trials.

Scheduling & Coordinating (1)

- Limited clerk involvement in scheduling.

Multi-Party Communication (2)

- Similar communication demands as other negligence cases.

Time-Sensitive / Emergency (1.5)

- Moderate urgency and statutory timelines.

Specialized Knowledge (2)

- Consistent procedural knowledge requirements.

Post-Judgment (2)

- Moderate post-judgment workload.

Auto Negligence (SRS)

Initial Filing Complexity (2.8)

- Moderate complexity with significant pro se involvement.
- Requires review of pleadings and supporting documentation.

Ongoing Case Maintenance (2.25)

In-Court Processing (3.5)

- Hearing complexity and courtroom activity exceed standard civil cases.

Document Management (3.5)

- Similar document complexity to other negligence case types.

Juror Management (2.6)

- Standard jury management requirements.

Scheduling & Coordinating (1)

- Minimal clerk scheduling responsibilities.

Multi-Party Communication (2)

- Similar communication demands as negligence cases.

Time-Sensitive / Emergency (1.5)

- Moderate urgency.

Specialized Knowledge (2)

- Moderate procedural knowledge requirements.

Post-Judgment (2)

- Routine post-judgment activity.

Condominium (SRS)

Initial Filing Complexity (3.3)

- Similar procedural and documentation complexity as foreclosure cases.

Ongoing Case Maintenance (4.5)

In-court Processing (2.7)

Document Management (4)

- Extensive filings and long case lifecycle.

Juror Management (2.6)

- Rarely involve jury trials.

Scheduling & Coordinating (2.1)

- Less direct involvement than foreclosure scheduling.

Multi-Party Communication (2)

- Comparable communication requirements to other civil cases.

Time-Sensitive / Emergency (1.5)

- No additional urgency compared to similar civil matters.

Specialized Knowledge (2)

- Moderate procedural knowledge requirements.

Post-Judgment (2)

Contract & Indebtedness (SRS)

Initial Filing Complexity (2.8)

- Moderate filing complexity and verification requirements.
- Requires party review, fee verification, and case setup.

Ongoing Case Maintenance (2.25)

In-Court Processing (2.47)

- Limited courtroom activity.
- Existing workload rating accurately reflects activity levels.

Document Management (3.5)

- Similar document complexity to other major civil case types.

Juror Management (2.6)

- Standard civil jury management responsibilities.

Scheduling & Coordinating (1)

- Limited clerk involvement.

Multi-Party Communication (2)

- Comparable to other civil case types.

Time-Sensitive / Emergency (1.5)

- Moderate urgency and statutory deadlines.

Specialized Knowledge (2)

- Consistent procedural knowledge requirements.

Post-Judgment (2)

- Moderate post-judgment workload.

Eminent Domain (SRS)

Initial Filing Complexity (4)

- Requires verification of multiple parcels, owners, and legal descriptions.
-

- Involves numerous parties and complex case setup.
- Significant administrative workload at filing.

Ongoing Maintenance (4.5)

In-Court Processing (2.59)

- Rarely proceeds to trial despite case complexity.

Document Management (3.5)

- Complex documentation and extensive filing review requirements.

Juror Management (2.6)

- Standard civil jury management responsibilities.

Scheduling & Coordinating (1)

- Limited scheduling responsibilities outside standard case management.

Multi-Party Communication (3)

- Extensive communication due to multiple property owners and interested parties.

Time-Sensitive / Emergency (2)

- Property-related deadlines require timely action.

Specialized Knowledge (3)

- Requires expertise in property law, funds handling, and procedural requirements.

Post-Judgment (4)

- Significant activity related to fund distribution, multiple parcels, and case closure.

Other Negligence (SRS)

Initial Filing Complexity (2.8)

- Moderate filing complexity.
- Additional workload from self-represented litigants.

Ongoing Maintenance (2.25)

In-Court Processing (3.5)

- Significant hearing and post-hearing workload.

Document Management (3.5)

- Complex filings and documentation requirements.

Juror Management (2.8)

- Often involves multiple defendants and increased jury management complexity.

Scheduling & Coordinating (1)

- Limited scheduling responsibilities.

Multi-Party Communication (2)

- Consistent with other negligence case types.

Time-Sensitive / Emergency (1.5)

- Moderate urgency.

Specialized Knowledge (2)

- Moderate legal and procedural knowledge required.

Post-Judgment (2)

- Moderate enforcement and follow-up activity.

Foreclosures (SRS) - Commercial, Homestead, Non-Homestead

Initial Filing Complexity (3.75)

- Extensive verification and case setup requirements.
- Comparable complexity to eminent domain and condominium cases.

Ongoing Maintenance (4.5)

In-Court Processing (3)

- Moderate courtroom activity and post-hearing processing.

Document Management (4)

- High volume of filings, updates, notices, and case resets.

Juror Management (2)

- Rarely involve jury trials.

Scheduling & Coordinating (3)

- Requires scheduling sales, notices, and frequent resets.

Multi-Party Communication (4)

- Significant communication with parties throughout the case lifecycle.

Time-Sensitive / Emergency (3)

- Statutory deadlines and sale requirements create urgency.

Specialized Knowledge (3.5)

- Requires expertise in sales procedures, writs, and property processes.

Post-Judgment (4.5)

- Significant workload involving sales, titles, disbursements, and enforcement.

Other Real Property (SRS)

Initial Filing Complexity (3.75)

- More complex than standard civil matters.
- Less intensive than foreclosure or eminent domain cases.

Ongoing Maintenance (4.5)

In-court Processing (3)

Document Management (4)

- Similar complexity to related real property case types.

Juror Management (2)

- Limited jury involvement.

Scheduling & Coordinating (3)

- Moderate coordination responsibilities.

Multi-Party Communication (4)

- Significant communication requirements.

Time-Sensitive / Emergency (3)

- Property-related deadlines and statutory requirements.

Specialized Knowledge (3.5)

- Requires expertise in real property procedures.

Post-Judgment (4.5)

- Significant post-judgment activity involving titles, sales, and distributions.

Other Civil (SRS)

Initial Filing Complexity (2.8)

- Moderate filing complexity and case setup requirements.
 - Requires party verification, fee review, and routine case processing.
-

- More complex than administrative filings but less intensive than real property and foreclosure cases.

Ongoing Case Maintenance (2.25)

In-court Processing (2.5)

Document Management (3.5)

- Similar document complexity to other major civil case types.
- Requires management of pleadings, motions, and supporting documentation.

Juror Management (2.6)

Scheduling & Coordinating (1)

- Limited clerk involvement in hearing scheduling.
- Most scheduling handled through judicial orders or attorneys.

Multi-Party Communication (2)

- Consistent with general civil case workload.
- Moderate interaction with litigants and attorneys.

Time-Sensitive / Emergency (1.5)

- Moderate urgency with standard statutory deadlines.

Specialized Knowledge (2)

- Requires moderate procedural knowledge.
- Comparable to negligence and contract case types.

Post-Judgment (2)

- Moderate post-judgment monitoring and enforcement activity.

Involuntary Civil Commitment of Sexually Violent Predators (SRS)

Initial Filing Complexity (3)

- Moderate intake complexity.
- Aligned with similar civil commitment case types.

Ongoing Case Maintenance (3)

- Aligned with Circuit Civil values.
- Requires ongoing monitoring and case maintenance.

In-Court Processing (2)

- Consistent with similar civil commitment proceedings.

Document Management (3.5)

- Significant document management requirements.

- Aligned with corresponding Circuit Civil category.

Juror Management (2)

- Generally no jury management credit assigned.
- Not currently reported for jury credit purposes.

Scheduling & Coordinating (1.45)

Multi-Party Communication (2)

- Aligned with similar civil commitment case types.

Time-Sensitive / Emergency (2)

- Moderate urgency compared to other probate and civil commitment matters.

Specialized Knowledge (3)

- Requires knowledge of statutory commitment procedures.

Post-Judgment (2.5)

- Aligned with corresponding Probate category.

Appeals (AP Cases) from County to Circuit Court (SRS)

Initial Filing Complexity (3)

Ongoing Case Maintenance (2)

- Limited activity after preparation of the appellate record.
- Lower ongoing workload than trial court case types.

In-Court Processing (3)

- Minimal courtroom activity.
- Existing rating accurately reflects workload.

Document Management (2.5)

- Limited document volume compared to other circuit civil case types.
- Lower complexity after record preparation.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (2.4)

- Existing rating validated, although future reduction was discussed.
- Limited scheduling responsibilities.

Multi-Party Communication (2)

- Lower communication demands than trial court proceedings.

Time-Sensitive / Emergency (2)

- Some filing deadlines and procedural requirements.
- Less urgent than foreclosure or real property cases.

Specialized Knowledge (3)

- Requires understanding of appellate procedures and record preparation.

Post-Judgement (1.64)

Writs of Certiorari (SRS)

Initial Filing Complexity (3)

- Requires review of appellate-style filings and supporting documentation.
- Greater procedural review than standard civil filings.

Ongoing Case Maintenance (2)

In-court Processing (2.2)

Document Management (2)

- Similar to appellate-related filings.
- Requires review and maintenance of supporting records.

Juror Management (0)

Scheduling & Coordinating (1.5)

- Current value validated as accurately reflecting workload.

Multi-Party Communication (1.5)

Time-Sensitive / Emergency (2.5)

Specialized Knowledge (3)

- Requires familiarity with appellate procedures and jurisdictional requirements.

Post-Judgement (1.7)

Medical Extensions (Petitions to Extend) (Non-SRS)

Initial Filing Complexity (1.5)

- Straightforward filing process.
- Limited review requirements.

Ongoing Case Maintenance (0)

In-court Processing (0)

Document Management (1)

- Minimal documentation.
- Typically a "file and close" case type.

Juror Management (0)

Scheduling & Coordinating (0.5)

- Minimal coordination required.
- No hearings and short case lifecycle.

Multi-Party Communication (0.5)

- Minimal communication requirements.

Time-Sensitive / Emergency (1)

- Deadlines driven primarily by the parties rather than clerk action.

Specialized Knowledge (1.5)

- Limited procedural knowledge required.

Post-Judgment (0)

- No post-judgment activity.

Transfers of Lien to Security (Non-SRS)

Initial Filing Complexity (3.75)

- Requires verification of bond amounts and lien calculations.
- Involves financial review and security requirements.

Ongoing Case Maintenance (1)

In-court Processing (0)

Document Management (2)

- Moderate documentation requirements.
- Includes review of bonds and supporting records.

Juror Management (0)

Scheduling & Coordinating (0.5)

- No hearings or judicial assignment.
- Minimal coordination responsibilities.

Multi-Party Communication (2.44)

Time-Sensitive / Emergency (2.5)

- Time-sensitive due to financial and property-related processing requirements.

Specialized Knowledge (3.25)

- Requires understanding of lien transfers, bond calculations, and related legal procedures.

Post-Judgment (0.5)

- Limited follow-up activity after processing.

Civil Contempt for Failure to Appear for Jury Duty (Non-SRS)

Initial Filing Complexity (1)

Ongoing Case Maintenance (1)

In-Court Processing (1.72)

- Low-volume case type.
- Limited courtroom activity.

Document Management (1.25)

- Slightly more document activity than medical extensions.
- Still a relatively low-volume category.

Juror Management (1)

Scheduling & Coordinating (1.7)

- Existing value validated as accurately reflecting workload.

Multi-Party Communication (1.83)

Time-Sensitive / Emergency (1.5)

- Consistent with other low-to-moderate urgency case types.

Specialized Knowledge (1.5)

- Limited procedural complexity.

Post-Judgment (0.5)

- Minimal activity after disposition.

Confirmation of Arbitration (Non-SRS)

Initial Filing Complexity (2)

Ongoing Case Maintenance (1.7)

In-Court Processing (2)

Document Management (1.56)

- Existing workload rating validated.

Juror Management (1)

Scheduling & Coordinating (1.75)

- Current value validated as accurately reflecting workload.

Multi-Party Communication (1.25)

Time-Sensitive / Emergency (1.5)

- Comparable to other low-to-moderate urgency civil filings.

Specialized Knowledge (1.5)

- Limited procedural complexity.

Post-Judgment (1)

- No specific discussion noted in the workgroup materials.

Foreign Judgments (SRS)

Initial Filing Complexity (3.5)

- Requires verification of external judgments and certifications.
- Additional setup and review requirements.

Ongoing Maintenance (2.75)

In-Court Processing (1.58)

- Minimal courtroom activity.

Document Management (2.15)

- Moderate document review and processing requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (1.375)

- Limited scheduling responsibilities.

Multi-Party Communication (2)

- Limited but necessary communication with parties.

Time-Sensitive / Emergency (1.73)

- Requires timely processing for enforceability.

Specialized Knowledge (3)

- Requires understanding of domestication and enforcement procedures.

Post-Judgment (2.5)

- Majority of workload occurs during enforcement and collection phases.

County Civil

Small Claims (SRS) -(up to \$8,000)

Initial Filing Complexity (4)

- Requires detailed case classification and documentation review.
- Greater intake complexity than other county civil case types.

Ongoing Case Maintenance (3.75)

- Moderate to high ongoing workload.
- Reflects varying county practices and case activity.

In-Court Processing (3.5)

- Consistent hearings, pre-trial conferences, and post-court processing.
- Moderate courtroom workload.

Document Management (2.5)

- Includes judgments, post-hearing processing, and routine document review.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (4)

- High clerk responsibility for scheduling pre-trial conferences.
- Significant statutory timing requirements.
- Clerks often control scheduling rather than judges.

Multi-Party Communication (4)

- Frequent interaction with litigants during pre-trial and mediation processes.
- High level of customer service involvement.

Time-Sensitive / Emergency (3.25)

- Driven by statutory deadlines and pre-trial scheduling requirements.
- Timely processing is necessary to avoid non-compliance.

Specialized Knowledge (2.75)

- Requires knowledge of clerk-assisted procedures and pro se processes.
- More complex than routine county civil filings.

Post-Judgment (3.25)

- Significant clerk assistance with garnishments, satisfactions, and enforcement activities.

County Civil (Monetary) (SRS) - (\$8,001 - \$50,000)

Initial Filing Complexity (3)

- Moderate filing complexity and classification review.
- Balanced workload compared to other county civil case types.

Ongoing Case Maintenance (3.1)

- Consistent workload throughout the case lifecycle.
- Current rating accurately reflects ongoing activity.

In-Court Processing (2.25)

- Lower complexity hearings and courtroom activity.

Document Management (2.75)

- Consistent document handling and processing requirements.

Juror Management (2)

- Occasional jury management responsibilities.

Scheduling & Coordinating (1.5)

- Limited scheduling responsibilities.
- Often managed through judicial orders.

Multi-Party Communication (4)

- Frequent communication with litigants, attorneys, and court stakeholders.

Time-Sensitive / Emergency (3)

- Some emergency motions and workflow disruptions require prompt action.
- Less urgent than eviction cases.

Specialized Knowledge (2.25)

- Process-driven and repeatable work.
- Moderate procedural knowledge requirements.

Post-Judgment (3)

- Consistent post-judgment workload across monetary civil case types.

Replevins (SRS)

Initial Filing Complexity (3.4)

Ongoing Case Maintenance (3)

- Moderate workload and ongoing processing requirements.

In-Court Processing (2.5)

- Limited courtroom involvement compared to other civil case types.

Document Management (1.75)

- Lower document volume and complexity.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (1)

- Minimal clerk scheduling responsibilities.

Multi-Party Communication (2.75)

- Moderate communication requirements.

Time-Sensitive / Emergency (1.86)

- Occasional time-sensitive actions.
- Less disruptive than eviction proceedings.

Specialized Knowledge (2.5)

- Requires understanding of statutory procedures and property recovery processes.

Post-Judgment (2.25)

- Moderate enforcement and follow-up activity.

Evictions (SRS)

Initial Filing Complexity (4)

Ongoing Case Maintenance (3.5)

- Includes court registry deposits and continued case monitoring.

In-Court Processing (2.25)

- High volume but relatively straightforward hearings.

Document Management (3)

- Significant filing volume and frequent pleadings.

Juror Management (0)

- No jury involvement.
-

Scheduling & Coordinating (1.5)

- Moderate scheduling activity depending on local practices.

Multi-Party Communication (4)

- Frequent communication with landlords, tenants, and attorneys.

Time-Sensitive / Emergency (3.5)

- Frequent emergency motions, writs, and urgent filings.
- Most time-sensitive county civil case type.

Specialized Knowledge (3.5)

- Requires understanding of statutory timelines, registry procedures, writs, and objections.

Post-Judgment (3.5)

- Significant post-judgment activity involving writs and registry-related work.

Other County Civil (Non-Monetary) (SRS)

Initial Filing Complexity (3.21)

Ongoing Case Maintenance (2.75)

- Moderate ongoing workload.
- Consistent with processing expectations statewide.

In-Court Processing (2.25)

Document Management (2.75)

Juror Management (2)

Scheduling & Coordinating (1.5)

Multi-Party Communication (4)

Time-Sensitive / Emergency (3)

- Some urgency exists but less than primary civil and eviction categories.

Specialized Knowledge (2.25)

- Similar procedural requirements as monetary county civil cases.

Post-Judgment (2.25)

- Limited enforcement and post-judgment activity.

Foreign Judgments (SRS)

Initial Filing Complexity (3.5)

- Requires review and domestication of out-of-state judgments.
- Consistent with circuit civil processing.

Ongoing Case Maintenance (2.75)

- Moderate workload aligned with similar civil case types.

In-Court Processing (0.5)

- Rare court appearances and minimal courtroom workload.

Document Management (1.5)

- Limited filings and follow-up activity.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (1)

- Minimal scheduling requirements.

Multi-Party Communication (2)

- Limited but necessary communication with parties.

Time-Sensitive / Emergency (1)

- Timely notices and recordings required, but generally not urgent.

Specialized Knowledge (3)

- Requires understanding of domestication and enforcement procedures.
- More complex than standard county civil matters.

Post-Judgment (2.5)

- Significant activity occurs during enforcement and reopening stages.
- Workload varies across counties.

Applications for Voluntary Binding Arbitration (SRS)

Initial Filing Complexity (2)

Ongoing Case Maintenance (1.75)

- Limited activity and case management requirements.

In-Court Processing (1.7)

- Minimal but existing court involvement.

Document Management (1)

- Low filing volume and minimal records management.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (0)

- No scheduling responsibilities.

Multi-Party Communication (1.5)

- Limited communication requirements.

Time-Sensitive / Emergency (1)

- Minimal urgency and few time-sensitive requirements.

Specialized Knowledge (1.75)

- Straightforward processing with limited procedural complexity.

Post-Judgment (1.25)

- Very little post-judgment activity.
- Low-volume case type.

Probate

Probate

Initial Filing Complexity (3.5)

- Requires significant statutory review at intake.
- Includes required notifications and validation of filings.
- Requires coordination at case initiation.

Ongoing Case Maintenance (3)

- Moderate ongoing case management responsibilities.
- Requires monitoring and follow-up throughout the case lifecycle.

In-Court Processing (2.5)

- Moderate courtroom support requirements.
- Hearing involvement varies by county.

Document Management (3.5)

- Substantial document review and records management responsibilities.

Juror Management (0)

- No routine jury involvement.

Scheduling & Coordinating (1.25)

- Moderate scheduling and coordination responsibilities.

Multi-Party Communication (3)

- Regular communication with attorneys, judicial assistants, personal representatives, and interested parties.

Time-Sensitive / Emergency (1)

- Limited emergency processing requirements.

Specialized Knowledge (2.5)

- Requires moderate knowledge of probate statutes and procedures.

Post-Judgment (2)

- Moderate post-disposition activity and follow-up responsibilities.

Guardianship

Initial Filing Complexity (4)

- Complex intake requirements and supporting documentation.
- Coordination with multiple parties and agencies.
- Significant judicial involvement at initiation.

Ongoing Case Maintenance (5)

- Extensive audits, compliance monitoring, and reporting obligations.
- One of the most labor-intensive probate case types.

In-Court Processing (3)

- Significant hearing activity related to audits, accountings, and compliance.

Document Management (5)

- Extensive filings, audits, reports, and ongoing records management.

Juror Management (0)

- No routine jury involvement.

Scheduling & Coordinating (3)

- Requires scheduling of compliance hearings, delinquencies, and related proceedings.

Multi-Party Communication (4.25)

- Extensive communication with guardians, attorneys, judges, and interested parties.

Time-Sensitive / Emergency (4.25)

- Significant statutory deadlines and oversight requirements

Specialized Knowledge (5)

- Requires extensive expertise in guardianship statutes and procedures.

Post-Judgment (5)

- Extensive continuing oversight, audits, accountings, and compliance reviews.

Probate Trust

Initial Filing Complexity (3.2)

- Moderate filing complexity.
- Less coordination required than probate or guardianship.

Ongoing Case Maintenance (2.5)

- Moderate ongoing activity and case management.

In-Court Processing (1)

- Minimal courtroom involvement.

Document Management (2.25)

- Moderate document processing and records management.

Juror Management (0)

- No routine jury involvement.

Scheduling & Coordinating (1)

- Minimal scheduling requirements.

Multi-Party Communication (2)

- Moderate communication requirements.

Time-Sensitive / Emergency (1)

- Minimal emergency processing requirements.

Specialized Knowledge (3)

- Moderate procedural and legal knowledge required.

Post-Judgment (1.75)

- Limited post-judgment activity.

Baker Act

Initial Filing Complexity (4)

- Urgent intake and statutory processing requirements.

Ongoing Case Maintenance (2.5)

- Moderate ongoing activity, including hearing and magistrate support.

In-Court Processing (2.75)

- Moderate courtroom involvement depending on county practices.

Document Management (2.5)

- Consistent document processing workload.

Juror Management (0)

- No routine jury involvement.

Scheduling & Coordinating (3)

- Significant coordination and scheduling responsibilities.

Multi-Party Communication (3)

- Consistent communication requirements across jurisdictions.

Time-Sensitive / Emergency (5)

- Statutory six-hour processing requirements.
- True emergency case type.

Specialized Knowledge (3)

- Moderate statutory and procedural knowledge required.

Post-Judgment (1.5)

- Limited activity after case closure.

Substance Abuse

Initial Filing Complexity (4)

- Urgent filing and statutory processing requirements.

Ongoing Case Maintenance (2.5)

- Similar ongoing workload as Baker Act cases.
-

In-Court Processing (2.75)

- Moderate courtroom involvement and hearing support.

Document Management (2.5)

- Similar document workload as Baker Act cases.

Juror Management (0)

- No routine jury involvement.

Scheduling & Coordinating (3)

- Significant coordination responsibilities.

Multi-Party Communication (3)

- Communication requirements comparable to Baker Act cases.

Time-Sensitive / Emergency (5)

- Statutory urgency comparable to Baker Act cases.

Specialized Knowledge (3)

- Moderate procedural and statutory expertise required.

Post-Judgment (1.5)

- Limited activity after disposition.

Other Social

Initial Filing Complexity (3.5)

- Requires coordination with examining committees and external parties.

Ongoing Case Maintenance (3)

- Ongoing reports, committee involvement, and follow-up activity.

In-Court Processing (2.75)

- Moderate courtroom support requirements.

Document Management (2.5)

- Similar document workload to Baker Act and Marchman Act cases.

Juror Management (0)

- No routine jury involvement.

Scheduling & Coordinating (3)

- Significant coordination responsibilities.

Multi-Party Communication (3)

- Frequent communication with involved parties and committees.

Time-Sensitive / Emergency (1)

- Limited emergency activity.

Specialized Knowledge (3)

- Moderate procedural expertise required.

Post-Judgment (1)

- Limited ongoing activity after disposition.

Involuntary Civil Commitment of Sexually Violent Predators (SRS)

Initial Filing Complexity (3)

- Moderate intake complexity.
- Aligned with similar civil commitment case types.

Ongoing Case Maintenance (3)

- Aligned with Circuit Civil values.
- Requires ongoing monitoring and case maintenance.

In-Court Processing (2)

- Consistent with similar civil commitment proceedings.

Document Management (3.5)

- Significant document management requirements.
- Aligned with corresponding Circuit Civil category.

Juror Management (2)

- Generally no jury management credit assigned.
- Not currently reported for jury credit purposes.

Scheduling & Coordinating (1.45)

Multi-Party Communication (2)

- Aligned with similar civil commitment case types.

Time-Sensitive / Emergency (2)

- Moderate urgency compared to other probate and civil commitment matters.

Specialized Knowledge (3)

- Requires knowledge of statutory commitment procedures.

Post-Judgment (2.5)

- Aligned with corresponding Circuit Civil category.

Rick Protection Orders

Initial Filing Complexity (4)

- High urgency and extensive review requirements.
- Coordination with law enforcement and judicial officers.

Ongoing Case Maintenance (3)

- Significant ongoing activity and monitoring requirements.

In-Court Processing (3.75)

- Dedicated courtroom support and extension hearings.

Document Management (3)

- Significant follow-up documentation and processing.

Juror Management (0)

- No routine jury involvement.

Scheduling & Coordinating (3)

- Extensive coordination and scheduling requirements.

Multi-Party Communication (3.5)

- Significant communication with parties and agencies.

Time-Sensitive / Emergency (5)

- Highly urgent statutory deadlines and processing requirements.

Specialized Knowledge (3.25)

- Requires understanding of specialized statutory procedures.

Post-Judgment (2)

- Moderate follow-up activity after disposition.

Will on Deposit

Initial Filing Complexity (1.5)

- Primarily indexing and secure storage.

Ongoing Case Maintenance (0.75)

- Little activity after filing.

In-Court Processing (0)

- No courtroom involvement.

Document Management (1)

- Minimal records management requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (0)

- No scheduling responsibilities.

Multi-Party Communication (1)

- Minimal communication after filing.

Time-Sensitive / Emergency (0)

- No emergency processing requirements.

Specialized Knowledge (1)

Post-Judgment (0)

- No post-judgment activity.

Pre-Need Guardianship

Initial Filing Complexity (1.25)

- Limited intake effort and processing requirements.

Ongoing Case Maintenance (0.5)

- Minimal ongoing activity.

In-Court Processing (0)

- No courtroom involvement.

Document Management (1)

- Minimal document activity.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (0)

- No scheduling responsibilities.

Multi-Party Communication (1)

- Minimal communication requirements.

Time-Sensitive / Emergency (0)

- No emergency activity.

Post-Judgment (0)

- No post-disposition workload.

Notice of Trust (Non-SRS)

Initial Filing Complexity (1.7)

- Moderate intake effort.
- Slightly more involved than basic administrative filings.

Ongoing Case Maintenance (0.5)

- Minimal ongoing activity after filing.
- Limited occasional follow-up work.

In-Court Processing (0)

- No hearings or courtroom activity.

Document Management (1)

- Limited document processing requirements.
- Minimal ongoing records management.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (0)

- No scheduling responsibilities.

Multi-Party Communication (1)

- Minimal communication after filing.
- Limited interaction with parties.

Time-Sensitive / Emergency (0)

- No emergency processing requirements.

Post-Judgment (0)

- No post-judgment activity.

Petition to Open Safe Deposit Box (Non-SRS)

Initial Filing Complexity (1.7)

- Requires court order processing.
- More involved than routine intake filings.

Ongoing Case Maintenance (1.25)

- May involve judicial orders, bank inventories, and probate upgrades.
- Requires more activity than simple administrative filings.

In-Court Processing (0)

- No courtroom involvement.

Document Management (1)

- Limited document management requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (0)

- Minimal scheduling responsibilities.

Multi-Party Communication (1)

- Limited communication requirements.

Time-Sensitive / Emergency (0)

- No emergency processing requirements.

Post-Judgment (0)

- No post-judgment activity.

Caveat (Non-SRS)

Initial Filing Complexity (1.5)

- Limited intake complexity.
- Minimal additional processing requirements.

Ongoing Case Maintenance (1.25)

- Requires monitoring for future probate filings.
- May involve notice processing when related cases are filed.

In-Court Processing (0)

- No courtroom involvement.

Document Management (1)

- Minimal document processing requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (0)

- Minimal scheduling responsibilities.

Multi-Party Communication (1)

- Limited communication after filing.

Time-Sensitive / Emergency (0)

- No emergency processing requirements.

Post-Judgment (0)

- No post-judgment activity.

Petition to Gain Entry to Apartment or Dwelling (Non-SRS)

Initial Filing Complexity (1.7)

- Moderate intake effort.
- Requires coordination for court involvement.

Ongoing Case Maintenance (1.25)

- Similar ongoing activity to safe deposit box petitions.
- Requires limited monitoring and follow-up.

In-Court Processing (0)

- No courtroom involvement.

Document Management (1)

- Limited document management requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (0)

- Minimal scheduling responsibilities.
-

Multi-Party Communication (1)

- Limited communication requirements.

Time-Sensitive / Emergency (0)

- No emergency processing requirements.

Post-Judgment (0)

- No post-judgment activity.

Certificate of Person's Imminent Dangerousness (Non-SRS)

Initial Filing Complexity (3.3)

- Moderate to high complexity.
- Requires timely processing and coordination.

Ongoing Case Maintenance (2)

- Moderate ongoing monitoring and case activity.

In-Court Processing (0)

- No courtroom involvement.

Document Management (1)

- Limited document processing requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (0)

- Minimal scheduling responsibilities.

Multi-Party Communication (1)

- Limited communication requirements.

Time-Sensitive / Emergency (Yellow/Revisit)

- Counties reported significantly different experiences.
- Additional research is needed before assigning a final value.

Specialized Knowledge (1.5)

Post-Judgment (1.5)

- Counties reported inconsistent workloads.
- Additional clarification is needed before assigning a final value.

Vulnerable Adults (Non-SRS)

Initial Filing Complexity (4)

- High complexity and urgency.
- Requires coordination with multiple parties and agencies.
- Consistent with Risk Protection Orders.

Ongoing Case Maintenance (3.5)

- Extensive clerk responsibilities under statute.
- Includes financial institution notifications, judicial coordination, and ongoing case management.

In-Court Processing (2.5)

- Moderate courtroom involvement.
- Workload varies by county.

Document Management (2.5)

- Requires more documentation and records management than lower-activity filing types.

Juror Management (0)

- No jury involvement.

Scheduling & Coordinating (2)

- Moderate scheduling and coordination responsibilities.

Multi-Party Communication (3)

- Ongoing communication with outside agencies, parties, and stakeholders.

Time-Sensitive / Emergency (4)

- Significant urgency associated with protecting vulnerable individuals.
- Requires timely review and action.

Specialized Knowledge (3.5)

- Requires knowledge of unique statutory requirements and procedures.
- More specialized than standard probate matters.

Post-Judgment (1.5)

- Limited substantive post-judgment activity.
- Some recurring filings and follow-up responsibilities.

Family

Simplified Dissolution

Initial Filing Complexity (3)

- Requires substantial over-the-counter assistance.
- High volume of self-represented litigants.
- Staff frequently assist with procedural requirements and case manager expectations.

Ongoing Case Maintenance (2)

In-Court Processing (1)

Document Management (2.5)

- Moderate document review and processing requirements.
- Reflects typical statewide workload.

Juror Management (0)

- No meaningful jury involvement.

Scheduling & Coordinating (1)

- Minimal scheduling responsibilities.
- Limited coordination requirements.

Multi-Party Communication (2)

- Significant communication with self-represented litigants.
- Additional county input needed due to varying practices.

Time-Sensitive / Emergency (1)

- Limited emergency processing requirements.

Specialized Knowledge (2)

- Requires procedural knowledge beyond routine filings.
- Less complex than other family case types.

Post-Judgment (1.5)

- Limited post-judgment activity and follow-up.

Dissolution

Initial Filing Complexity (3.5)

- More complex than simplified dissolution.
- Requires additional review and processing.

Ongoing Case Maintenance (3)

In-Court Processing (3)

Document Management (4)

- Significant document review and management throughout the case lifecycle.

Juror Management (0)

- No meaningful jury involvement.

Scheduling & Coordinating (1)

- Minimal scheduling responsibilities.

Multi-Party Communication (3.25)

- Moderate communication with parties, attorneys, and court staff.

Time-Sensitive / Emergency (3)

- Statutory deadlines and case requirements create moderate urgency.

Specialized Knowledge (2.5)

- Requires moderate procedural and statutory knowledge.

Post-Judgment (4.5)

- Significant post-judgment activity and ongoing case management.

Injections of Protection

Initial Filing Complexity (4.5)

- Complex intake and case assignment requirements.
- Extensive statutory review and assistance obligations.

Ongoing Case Maintenance (2.5)

In-Court Processing (3.5)

Document Management (3.5)

- Significant variation among counties.
- Moderate to high document management workload.

Juror Management (0)

- No meaningful jury involvement.

Scheduling & Coordinating (4)

- Expedited hearings and significant scheduling responsibilities.

Multi-Party Communication (4)

- Extensive communication with litigants, law enforcement, attorneys, and judicial staff.

Time-Sensitive / Emergency (5)

- Highly time-sensitive with strict statutory deadlines.

Specialized Knowledge (4)

- Requires extensive statutory and procedural knowledge.

Post-Judgment (2.5)

- Moderate ongoing activity following disposition.

Support

Initial Filing Complexity (3)

- Moderate filing complexity and review requirements.

Ongoing Case Maintenance (4.5)

In-Court Processing (2.75)

Document Management (3.5)

- Moderate to high document management workload.

Juror Management (0)

- No meaningful jury involvement.

Scheduling & Coordinating (1)

- Limited scheduling responsibilities.

Multi-Party Communication (4)

- Significant communication with parties and agencies.

Time-Sensitive / Emergency (2)

- Some statutory deadlines, but generally not emergency-driven.

Specialized Knowledge (4)

- Requires substantial statutory and procedural expertise.

Post-Judgment (4)

- Significant ongoing maintenance and enforcement activity.

UIFSA

Initial Filing Complexity (3)

- Moderate filing review and processing requirements.

Ongoing Case Maintenance (3)

In-Court Processing (2)

Document Management (2.5)

- Moderate document processing workload.

Juror Management (0)

- No meaningful jury involvement.

Scheduling & Coordinating (1)

- Limited scheduling responsibilities.

Multi-Party Communication (4)

- Frequent communication with parties, agencies, and outside entities.

Time-Sensitive / Emergency (2)

- Similar urgency level to support cases.

Specialized Knowledge (4)

- Requires specialized statutory and interstate processing knowledge.

Post-Judgment (4)

- Ongoing maintenance requirements similar to support cases.

Other Family Court

Initial Filing Complexity (3)

- Moderate filing complexity and statewide consistency.

Ongoing Case Maintenance (2.75)

In-Court Processing (2.25)

Document Management (3.5)

- Greater document workload than routine case processing.

Juror Management (0)

- No meaningful jury involvement.

Scheduling & Coordinating (1)

- Limited coordination responsibilities.

Multi-Party Communication (4)

- Significant interaction with parties and stakeholders.

Time-Sensitive / Emergency (4)

- Includes emergency pickup orders and urgent filings.

Specialized Knowledge (2.5)

- Moderate procedural knowledge requirements.

Post-Judgment (3)

- Moderate ongoing maintenance responsibilities.

Adoption

Initial Filing Complexity (2.5)

- Specialized filing requirements with lower overall volume.

Ongoing Case Maintenance (2)

In-Court Processing (1)

Document Management (3)

- Confidential records and enhanced review requirements.

Juror Management (0)

- No meaningful jury involvement.

Scheduling & Coordinating (1)

- Minimal scheduling responsibilities.

Multi-Party Communication (3.25)

- Moderate to high communication requirements.

Time-Sensitive / Emergency (1)

- Limited emergency processing requirements.

Specialized Knowledge (3)

- Requires additional procedural knowledge and review.

Post-Judgment (2.25)

- Limited ongoing maintenance activity.

Name Change

Initial Filing Complexity (3)

- Significant customer interaction and procedural review requirements.
-

Ongoing Case Maintenance (2)

In-Court Processing (1)

Document Management (3)

- Greater review requirements than routine filings.

Juror Management (0)

- No meaningful jury involvement.

Scheduling & Coordinating (1)

- Limited scheduling activity.

Multi-Party Communication (3.25)

- Communication workload comparable to adoption cases.

Time-Sensitive / Emergency (1)

- Rarely involves urgent processing.

Specialized Knowledge (2.25)

- Requires understanding of FDLE, CJIS, and reporting requirements.
- Additional review pending.

Post-Judgment (2)

- Potentially increased workload due to reporting requirements.
- Additional review pending.

Paternity

Initial Filing Complexity (3)

- Comparable filing complexity to other standard family cases.

Ongoing Case Maintenance (3)

In-Court Processing (3)

Document Management (4)

- Similar document volume and complexity as dissolution cases.

Juror Management (0)

- No meaningful jury involvement.

Scheduling & Coordinating (1)

- Relatively low scheduling requirements.

Multi-Party Communication (3.25)

- Similar communication demands as dissolution cases.

Time-Sensitive / Emergency (3)

- Moderate statutory deadlines and case requirements.

Specialized Knowledge (2.5)

- Comparable procedural knowledge requirements to dissolution cases.

Post-Judgment (4)

- Significant ongoing monitoring and case activity.

New Cases

Initial Filing Complexity (1.75)

- Limited filing complexity compared to other family matters.

Ongoing Case Maintenance (2)

In-Court Processing (1)

Document Management (2.5)

- Moderate document processing requirements.

Juror Management (0)

- No meaningful jury involvement.

Scheduling & Coordinating (1)

- Minimal scheduling responsibilities.

Multi-Party Communication (1.5)

- Limited communication requirements.

Time-Sensitive / Emergency (1)

- Minimal urgency and emergency activity.

Specialized Knowledge (1.5)

- Limited procedural knowledge requirements.

Post-Judgment (1.5)

- Temporary rating pending clarification of included activities.

Juvenile Dependency

Dependency

Initial Filing Complexity (4)

- Requires extensive review of petitions and supporting documentation.
- Involves significant statutory requirements and case initiation responsibilities.
- Higher complexity than other juvenile dependency case types.

Ongoing Case Maintenance (5)

- Requires the highest level of ongoing monitoring and case management.
- Involves continuous review of filings, court orders, and case progress.
- Recognized as one of the most labor-intensive juvenile case types.

In-Court Processing (5)

- Extensive courtroom involvement throughout the life of the case.
- Requires significant hearing support and court-related processing.

Document Management (5)

- Requires extensive records management and document processing.
- High volume of filings and ongoing documentation throughout the case lifecycle.

Juror Management (0)

- No jury involvement in juvenile dependency proceedings.

Scheduling & Coordination (3)

Multi-Party Communication (3.5)

Time-Sensitive or Emergency (4)

Specialized Knowledge (3)

Post-Judgement (1)

Petitions

Initial Filing Complexity (1.5)

- Limited filing complexity.
- Lower review and processing requirements than primary dependency cases.

Ongoing Case Maintenance (1.5)

- Minimal post-filing activity and ongoing management.

In-Court Processing (1.5)

- Limited courtroom involvement.

Document Management (1.25)

- Minimal document handling requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordination (1)

Multi-Party Communication (1)

Time-Sensitive or Emergency (1)

Specialized Knowledge (2.5)

Post-Judgement (1.5)

CINS/FINS

Initial Filing Complexity (2.5)

- Moderate filing review and statutory requirements.
- More complex than routine juvenile filings.

Ongoing Case Maintenance (1.75)

- Moderate ongoing case activity and monitoring requirements.

In-Court Processing (2.25)

- Requires periodic hearing support and courtroom involvement.

Document Management (2.25)

- Moderate document processing and records management requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordination (2)

Multi-Party Communication (2)

Time-Sensitive or Emergency (2)

Specialized Knowledge (2.75)

Post-Judgement (1.5)

Parental Notice

Initial Filing Complexity (3)

- Requires review and processing of statutory notice requirements.
- Moderate filing complexity.

Ongoing Case Maintenance (1.5)

- Limited ongoing monitoring requirements.

In-Court Processing (2)

- Moderate courtroom activity and hearing support.

Document Management (1)

- Minimal records management requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordination (1)

Multi-Party Communication (1)

Time-Sensitive or Emergency (3.75)

Specialized Knowledge (2)

Post-Judgement (1)

Truancy

Initial Filing Complexity (2)

- Moderate intake and filing requirements.

Ongoing Case Maintenance (1.5)

- Limited ongoing case management activity.

In-Court Processing (2)

- Moderate courtroom involvement.

Document Management (1.75)

- Requires routine records management and document processing.

Juror Management (0)

- No jury involvement.

Scheduling & Coordination (2)

Multi-Party Communication (2)

Time-Sensitive or Emergency (2)

Specialized Knowledge (2)

Post-Judgement (1.75)

Transfers

Initial Filing Complexity (3.25)

- Requires review and coordination between jurisdictions.
- Higher complexity than standard juvenile filings.

Ongoing Case Maintenance (4)

- Significant ongoing case management and coordination responsibilities.
- Requires continued monitoring throughout the transfer process.

In-Court Processing (3.25)

- Elevated hearing and courtroom support requirements.

Document Management (2.75)

- Additional records management and transfer documentation responsibilities.

Juror Management (0)

- No jury involvement.

Scheduling & Coordination (1)

Multi-Party Communication (1.5)

Time-Sensitive or Emergency (1.75)

Specialized Knowledge (2.5)

Post-Judgement (3)

DCF Dependency

Initial Filing Complexity (2.5)

- Moderate filing review and processing requirements.

Ongoing Case Maintenance (2)

- Requires routine monitoring and case maintenance.

In-Court Processing (1.75)

- Limited courtroom activity compared to primary dependency cases.

Document Management (1.75)

- Moderate document processing and records management requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordination (2)

Multi-Party Communication (2)

Time-Sensitive or Emergency (3)

Specialized Knowledge (3.25)

Post-Judgement (1.5)

Other New Cases

Initial Filing Complexity (1.75)

- Limited filing complexity and review requirements.

Ongoing Case Maintenance (2)

- Moderate post-filing activity.

In-Court Processing (2.25)

- Requires some courtroom support and hearing activity.

Document Management (1.75)

- Routine document processing requirements.

Juror Management (0)

- No jury involvement.

Scheduling & Coordination (1.5)

Multi-Party Communication (2)

Time-Sensitive or Emergency (1.5)

Specialized Knowledge (2.25)

Post-Judgement (2)



AGENDA ITEM 6

DATE: June 12, 2026
SUBJECT: Data Validation and Certification Process
COMMITTEE ACTION: Approve Data Validation and Certification Process

OVERVIEW:

This memo outlines the proposed Data Validation and Certification Process to be used by the Florida Clerks of Court Operations Corporation (CCOC) to review quarterly and annual data submitted by Florida's 67 Clerks of Court. The purpose of this process is to ensure that clerk-submitted data is accurate, consistent, reliable, and suitable for statewide reporting, performance measurement, budget analysis, and legislative oversight.

The proposed process establishes a transparent and standardized method for identifying anomalies, reviewing variances, documenting data extraction procedures, resolving discrepancies, and certifying data integrity at the end of each fiscal year.

Purpose of the Certification Process:

Accurate and reliable data is essential to statewide performance reporting, workload analysis, budget planning, and policy decision-making. The certification process is intended to strengthen accountability and ensure that all submitted data:

- Reflect complete and accurate case activity
- Follow uniform definitions and business rules
- Are validated using objective, statistical methods
- Include appropriate documentation of extraction and review procedures
- Meet CCOC standards for reliability and comparability across counties

Data Validation Methodology

The certification process uses a multi-layered validation methodology designed to detect anomalies, confirm data integrity, and resolve discrepancies directly with Clerk offices. The process includes the following components:

1- Historical Trend Review

Each county's submission is compared against its own data from the previous three years. This review identifies unusual spikes, declines, or trends that differ from the county's historical reporting patterns. Significant changes trigger additional review to

determine whether the variance is expected, explainable, or the result of a reporting issue.

2- Peer County Comparison

Submissions are also compared across peer counties to identify potential outliers. This step helps detect discrepancies that may not appear unusual when reviewed within a single county but become apparent when compared with similarly situated counties.

3- Clerk Office Follow-Up

When significant variances, outliers, or anomalies are identified, CCOC contacts the Clerk's Office for clarification or supporting documentation. The Clerk's Office may be asked to confirm system changes, review applicable business rules, rerun queries, verify extraction procedures, or submit corrected data when necessary.

4- Documentation Review

Clerks provide documentation describing their data extraction procedures, systems used, internal validation steps, and quality-control checks. CCOC reviews this documentation in conjunction with the statistical analysis to verify that the data was collected and reported in accordance with established definitions, business rules, and reporting standards.

5- Correction and Revalidation

If corrections are required, the Clerk's Office submits revised data. CCOC then re-runs the applicable validation steps to confirm that the corrections resolve the identified issues. A dataset will not move forward for certification until all material anomalies, discrepancies, or outstanding questions have been reviewed and resolved.

After completing all stages of review, CCOC will issue a written certification letter to the Clerk of Court confirming that to the best of CCOC's knowledge:

- The submission is accurate to the best of CCOC's knowledge;
- The submitted data has been reviewed for accuracy and completeness
- Identified anomalies or discrepancies have been reviewed and resolved;
- The data is consistent with applicable statewide definitions and business rules
- The dataset is appropriate for inclusion in statewide reporting, analysis, and performance measurement.

This certification will serve as an assurance of data integrity for internal and external stakeholders and will document that the submitted data has completed CCOC's validation process.

The certification process will occur annually, following submission of the full fiscal year's data. Quarterly validation will continue as an internal review mechanism, with the annual certification representing the final, official validation for each fiscal year.

COMMITTEE ACTION: Approve Data Validation and Certification Process

Lead Staff: Johnny Petit, CCOC Data and Research Director



Other Business
