



PIE COMMITTEE MEETING
December 05, 2025



PERFORMANCE IMPROVEMENT AND EFFICIENCIES COMMITTEE MEETING

December 05, 2025

Meeting: 10 AM – 12:00 PM, Eastern

Zoom Link: <https://us06web.zoom.us/j/86000133790?pwd=VkYDrEyp70UxF8CmMCvCTeLwbitqmK.1>

Meeting ID: 860 0013 3790; Password: 221854

Conference Call: 1 305 224 1968; Access Code: 860 0013 3790

- 1) Call to Order , Roll Call, and Approve Agenda Hon. Laura Roth
- 2) Approve Minutes from the 10/03/25 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. Tara Green
 - Payment Plan Workgroup Updates and Deliverables Leonard Carper
 - Future Performance Workgroup Update..... Matt Guse
 - Workgroup recruitment Johnny Petit
- 6) 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

December 05, 2025

	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 October 3, 2025, Performance, Improvement, and Efficiencies (PIE) Committee Meeting (virtual via Zoom)

Agenda Item 1 – Call to Order and Approve Agenda

Clerk Laura E. Roth, Chair of the PIE Committee, Called the meeting to order at 10:00 AM.

Agenda Item 2 – Roll Call

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

Present via Zoom: Chair Laura Roth, Clerk Tara Green, Clerk Crystal Kinzel, Clerk Matt Reynolds, Clerk Victoria Rogers, Clerk Clayton Rooks, Clerk Traci Perry

Absent from Meeting: Clerk Stacy Butterfield, Clerk Doug Chorvat, Jr., Clerk Gary Cooney, Clerk Brenda Forman, Clerk Michelle Miller

Agenda Item 3 – Approve Minutes from the 06/11/25 Meeting

Once a quorum was reached, a motion to approve the minutes from the 06/11/2025 meeting was presented.

Clerk Rooks motioned to approve the minutes. The motion was seconded by Clerk Kinzel. The motion was adopted without objection.

This motion was then amended to reflect that the minutes for the 06/11/25 meeting are approved pending non-substantive grammatical corrections. This motion was made by Clerk Reynolds and seconded by Clerk Rogers. The motion was adopted without objection.

Agenda Item 4 – Cases and Subcases Update

Mr. Petit presented the cases and subcases update regarding Q3 of CFY 2024-25 statewide case filings, which reached 1,406,214, reflecting a 3.23 percent increase compared to Q3 of CFY 2023-24. The overall growth masks sharp divergences between large counties with sustained enforcement activity and smaller counties that experienced steep declines. Much of the growth was driven by increases in Civil Traffic.

For the cumulative period October through August, statewide case filings reached 4,815,489, a 1.24 percent increase compared to CFY 2023-24. While the overall growth was modest, the results show sharp contrasts across counties, with larger counties driving most of the gains and many smaller counties facing significant declines.

No vote was required for this agenda item.



Agenda Item 5 – Performance Measures and Action Plan (PMAP) Update

Mr. Petit presented the PMAP update, which identifies the counties not meeting workload performance standards for specific measures. The total number of Action Plans increased from 130 to 155 while the number of counties required to submit them decreased from 76 to 53. Among the counties that submitted all reports, eleven did require Action Plans: Collier, DeSoto, Hamilton, Hernando, Indian River, Jackson, Lafayette, Monroe, Sumter, Suwannee, and Walton.

Clerk Kinzel motioned to approve the PMAP Update. The motion was seconded by Clerk Perry. The motion was adopted without objection.

Chair Roth presented the idea to remove the Action Plans from being an item that the PIE Committee votes on, in favor of simply making it a review item.

Clerk Green motioned to remove Action Plans from being a voting item. Clerk Reynolds seconded the motion. The motion was adopted without objection.

Agenda Item 6 - Workgroup Updates

Agenda Item 6a – Planning, Accountability, and Court Services (PAC) Workgroup Update

Clerk Green, Chair of the PAC Workgroup, and Mr. Petit presented the PAC Workgroup update. The PAC Framework Workgroup has convened eight times to continue its review and redesign. The primary goal of this effort is to modernize the Clerk Court Services Framework so that it better supports data-driven analysis and informed decision-making across Florida's 67 Clerks of Court. Work on consolidating tasks and statutory references is approximately 85 percent complete, and once finalized will clearly tie specific clerk duties to their statutory requirements.

Clerk Kinzel raised the question of whether the Local Administrative Orders, Aos, are being verified that they are all in compliance with Florida Supreme Court Rules. Mr. Petit clarified that this will initially just be a compilation of the Local Aos that each county has, so that the CCOC has a fully comprehensive list to reference. Clerk Green added that an additional purpose is to monitor if there has been scope creep regarding the job requirements of clerk staff. Additionally, Clerk Green clarified that Sandy Solomon of the Florida Courts Technology Commission, FCTC, and the Florida Bar Rules Committee are wanting to create a fully comprehensive repository of all local AOs whether it impacts the clerk budget or not.

Agenda Item 6b – Payment Plan Workgroup Update

Mr. Carper presented the payment plan workgroup update. A brief review of the updates to the Monthly Payment Plan Report form for CFY25/26 was discussed and opened for comments and questions. Additionally, the updated business rules and PowerPoint instructions were reviewed. It was noted that Jason Welty, Executive Director of CCOC, will provide the final review of these updates prior to being widely distributed.



Agenda Item 6c – Future Performance Workgroup Update

Matt Guse presented the update from the September 25, 2025, Performance Measures Workgroup Meeting. A survey was conducted in June of this year regarding what performance measures each Clerk's office uses, any recommendations for new or revised performance metrics, etc., which 26 of the Clerk's offices responded to. This workgroup has a monthly meeting scheduled for the next 6 months, through March 2026.

Clerk Tara Green inquired regarding what the mixture of this workgroup is in terms of county size and clerk staff. Mr. Guse confirmed that the initial review reflects a diverse mix of staff from differing peer group categories, but that he would conduct a deeper analysis to confirm such.

Mr. Welty followed up the presentation from Mr. Guse with an emphasis that the possible change to performance measures is in an effort to confer to the State Legislature what areas and to what degree Clerk's offices need additional funding/staffing. Clerk Green made a statement agreeing with the notion that the performance measures should be changed in a way that makes them more meaningful.

Agenda Item 6d – Workgroup Recruitment

Mr. Petit made a brief request for volunteers to join additional workgroups, due to staffing changes including certain members of various workgroups retiring or leaving a workgroup for other reasons. This request will be included in a follow-up email containing a description of what the workgroups are working on. One goal being to have all peer groups represented in each workgroup.

Agenda Item 7 – Other Business

No additional business was presented.



AGENDA ITEM 3

DATE: December 05, 2025
SUBJECT: Cases/Subcases Update
COMMITTEE ACTION: Information Only

CFY 2024-25 Quarter 4 Cases and Subcases (Apr-Jun)

In Quarter 4 of CFY 2024–25, statewide new case filings reached 1,436,218, reflecting a 7.96 percent increase from the same quarter in CFY 2023–24. This marks the strongest quarterly growth of the fiscal year and continues the upward statewide trend observed in previous quarters. The increase is driven primarily by significant expansion in Civil Traffic and Civil filings, which together added more than 108,000 new cases compared to last year. These gains offset a small decline in Criminal filings, which fell slightly from 241,826 to 238,260, a decrease of 1.47 percent.

Civil Traffic remains the single largest contributor to statewide growth. Filings rose from 720,174 to 811,341, an increase of 12.66 percent. The growth is supported by major increases in subcases such as Uniform Traffic Citations (UTCs), Failure-to-Appear citations, and speeding and moving violations, particularly in large and mid-sized counties. Traffic enforcement efforts contributed to sharp upticks in counties such as Miami-Dade, Palm Beach, Brevard, Pinellas, Hillsborough, and Lee. Civil Traffic alone accounted for over 85 percent of all statewide growth in Q4.

Civil filings increased from 368,362 to 386,617, representing a 4.96 percent increase. The rise is driven by subcases including Auto Negligence, Contract and Indebtedness, Evictions, and select Small Claims categories. Auto Negligence and contract disputes showed widespread increases in larger counties. Probate and Family divisions held steady, with modest gains in Guardianship and Domestic Relations filings adding to the overall upward movement. The breadth of growth across multiple civil subtypes indicates that Q4 Civil increases are not isolated to a single case type but rather reflect broad statewide activity.

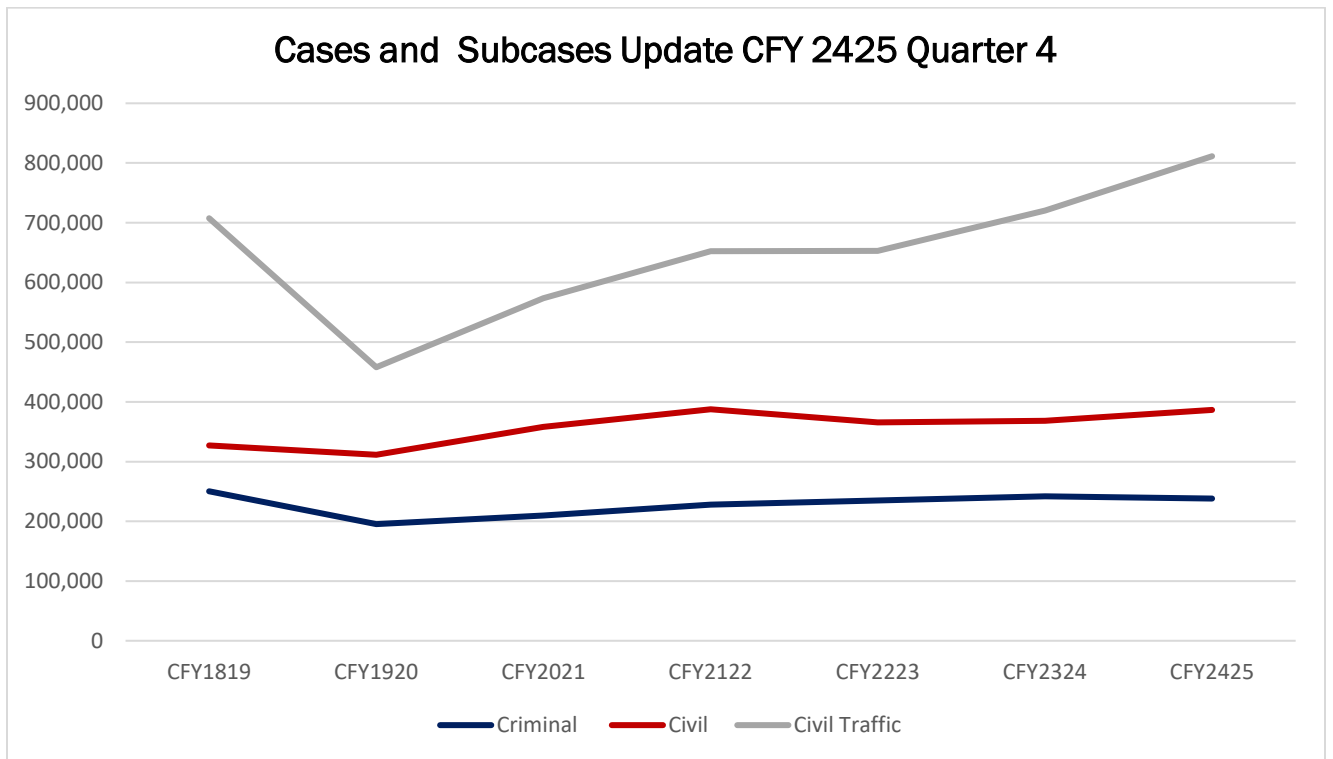
Criminal filings experienced a slight decline, falling 1.47 percent from 241,826 to 238,260. The decrease is linked to reductions in several Criminal subcases, including Misdemeanor, Criminal Traffic, and Felony Other. Multiple counties reported lower criminal cases in Q4, particularly in misdemeanor categories such as petit theft, simple possession, and local ordinance violations. Felony filings remained relatively stable overall, with declines in smaller counties offset by slight increases in larger counties.

Quarter 4 continues to demonstrate that Civil Traffic remains the single most influential driver of statewide caseload movement. Civil subcases including Auto Negligence, Contract & Indebtedness, and small claims also played a notable role in counties such as Alachua, Gadsden, Manatee, and Hillsborough. Overall, the Q4 results reinforce the familiar pattern observed throughout the fiscal year: growth is concentrated in larger or mid-sized counties with sustained enforcement and civil activity, while many smaller counties continue to contract in both criminal and traffic filings.

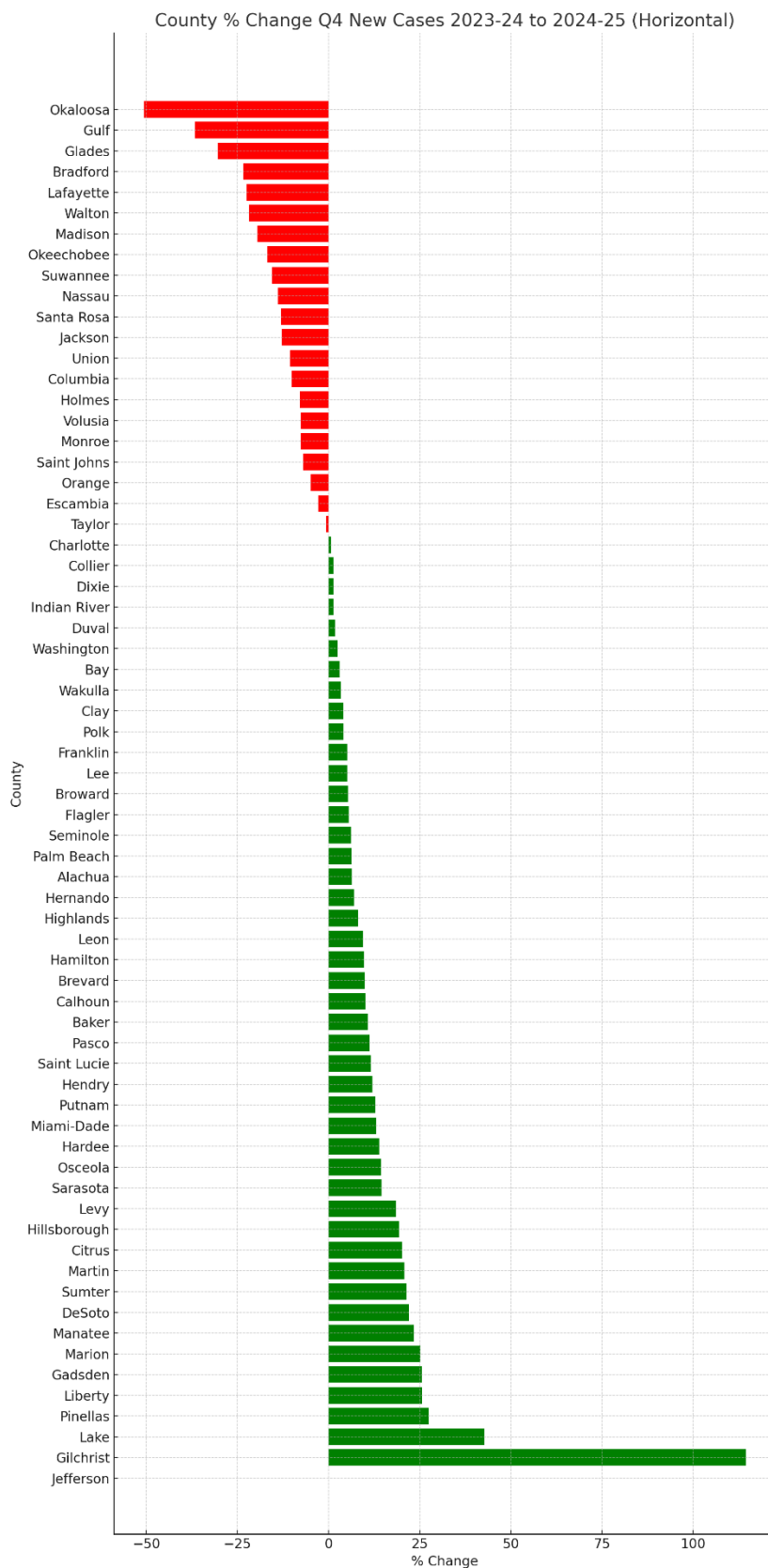
AGENDA ITEM 3 - CASES/SUBCASES UPDATE

Historical Year-Over-Year for Quarter 4

Cases and Subcases Update Quarter 4							
Case Type	CFY1819	CFY1920	CFY2021	CFY2122	CFY2223	CFY2324	CFY2425
Criminal	250,303	195,352	209,932	227,697	234,967	241,826	238,260
Civil	327,235	311,456	358,061	387,621	365,764	368,362	386,617
Civil Traffic	707,553	457,996	573,789	652,569	653,111	720,174	811,341
Grand Total	1,285,091	964,804	1,141,782	1,267,887	1,253,842	1,330,362	1,436,218



AGENDA ITEM 3 - CASES/SUBCASES UPDATE



CFY 2024-25 Cumulative year to date Cases and Subcases (Oct-Aug)

Statewide case filings for the full fiscal year (October through September) reached 5,290,942, an increase of 2.42 percent compared to CFY 2023–24. The growth reflects continued expansion in Civil Traffic and stabilization within Civil filings, offsetting a modest decline in Criminal filings. The statewide trends show widening differences between larger, high-volume counties that steadily added cases throughout the year and smaller counties that experienced pronounced declines tied to reduced criminal and traffic enforcement activity.

Civil Traffic again served as the principal driver of statewide growth, rising from 2,754,223 to 2,889,856, an increase of 135,633 cases (+4.93 percent). The growth was fueled by higher Uniform Traffic Citation activity, speeding and moving violations, and greater seasonal travel volumes in major population centers. Civil filings also increased, growing from 1,462,588 to 1,479,493 (+1.16 percent), supported by gains in Auto Negligence, Contract & Indebtedness, small claims, and landlord-tenant filings. Criminal filings, by contrast, declined from 949,047 to 921,593, a 2.90 percent decrease, reflecting fewer misdemeanor filings, continued diversion efforts, and reduced criminal traffic cases across several circuits.

Several counties posted strong double-digit increases for the full fiscal year. Liberty grew by 36.65 percent, driven by increases across traffic and felony categories that had an outsized effect on its small caseload. Martin (+28.14 percent) and Taylor (+13.93 percent) both reported substantial increases due to heightened traffic and criminal filings. Lake (+20.00 percent) and Hamilton (+21.25 percent) also saw robust growth, largely attributable to rising felony filings and increased enforcement activity. Marion (+14.80 percent) and Manatee (+15.54 percent) added significant volume, with traffic and civil filings contributing most of the gains. Franklin (+14.36 percent), Indian River (+11.45 percent), and Saint Lucie (+11.93 percent) also posted notable increases, supported by broad-based growth in traffic and civil categories. Brevard, another large contributor, rose by 13.14 percent and added more than 12,000 cases due to expansions in both traffic and felony subcases.

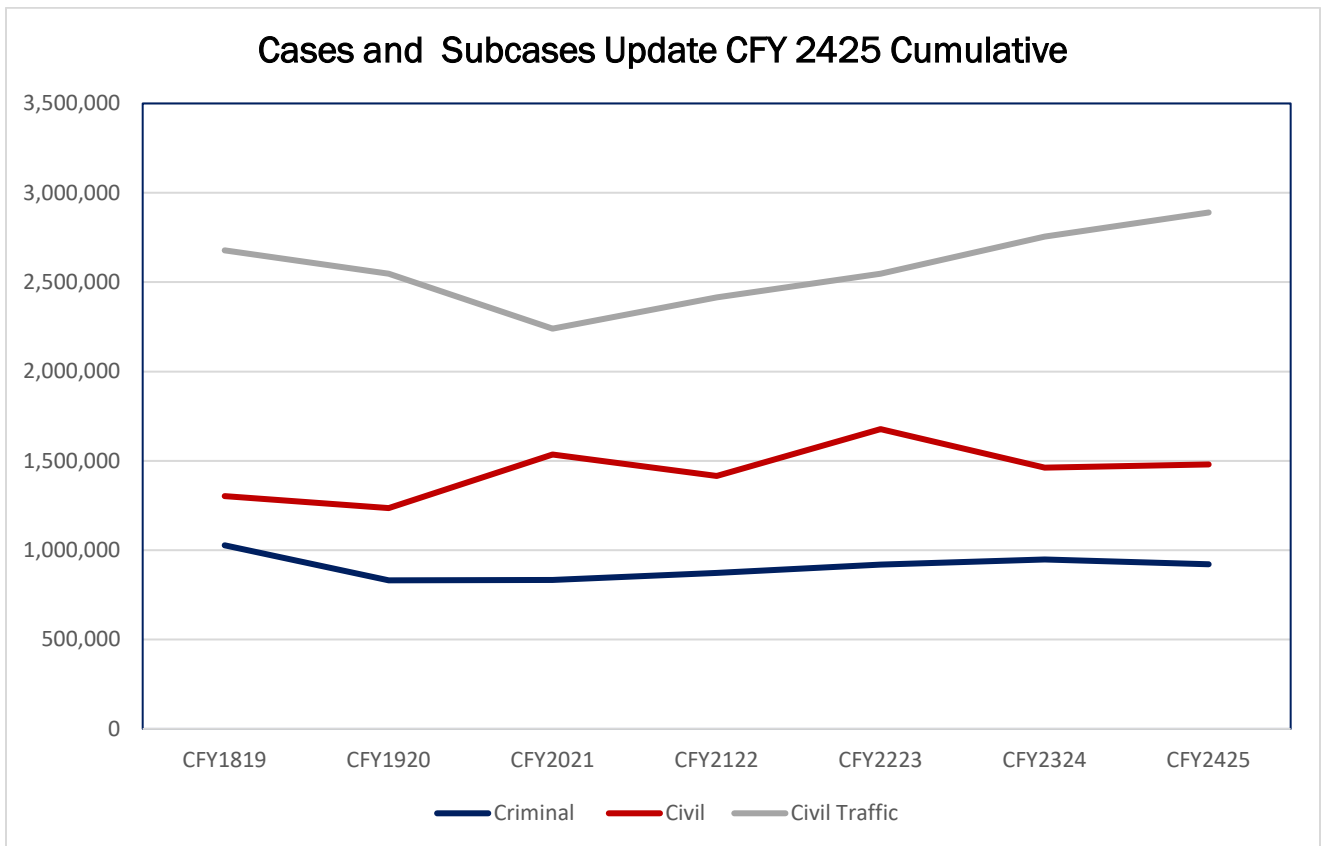
Conversely, many counties saw sharp full-year declines in total new filings. Walton (-24.64 percent) experienced the largest drop, losing nearly 3,600 cases due to reduced traffic activity. Glades (-22.23 percent) and Sumter (-20.37 percent) also fell sharply, reflecting declines in both traffic and misdemeanor filings. Okeechobee (-16.87 percent) and Nassau (-15.77 percent) posted sizable losses driven by lower felony and traffic cases. Santa Rosa (-14.73 percent) and Washington (-12.49 percent) experienced sustained declines in criminal and traffic subcases. Larger counties also recorded noticeable decreases: Hillsborough (-12.90 percent) lost nearly 39,000 cases, reflecting a reduction in both traffic and criminal filings, while Charlotte (-8.14 percent), Saint Johns (-8.59 percent), Monroe (-7.72 percent), and Madison (-9.25 percent) each recorded steady declines across multiple categories.

AGENDA ITEM 3 - CASES/SUBCASES UPDATE

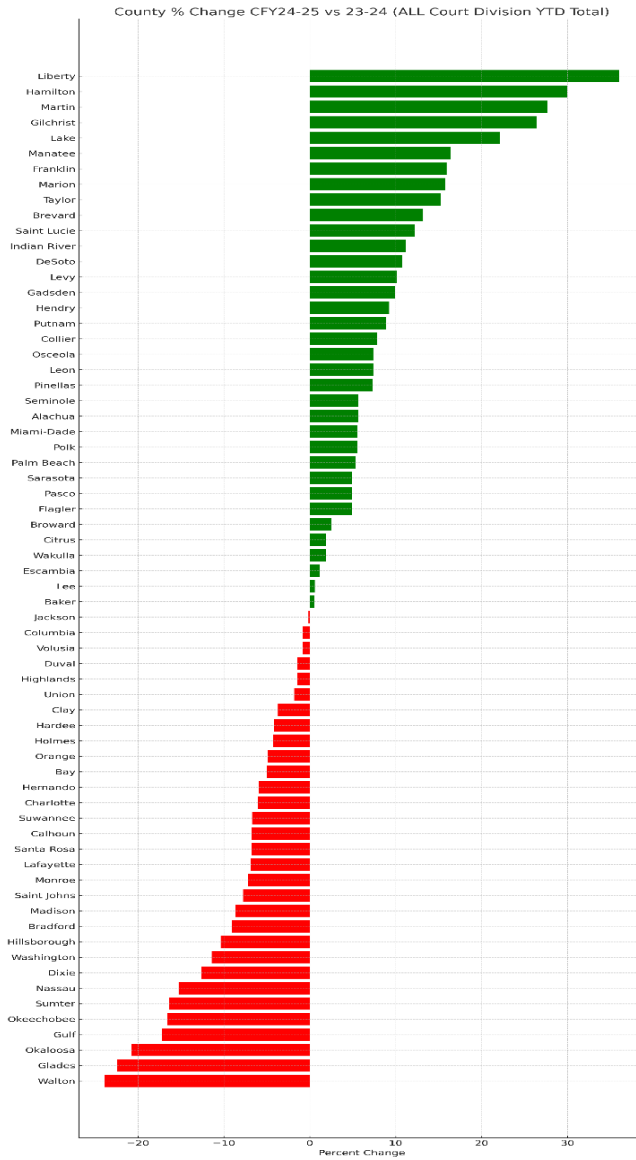
The full-year cumulative results reinforce a consistent statewide pattern: the larger counties with strong traffic and civil activity remain the primary engines of growth, while the smaller counties continue to experience the largest percentage swings, both up and down. Civil Traffic remains the dominant component of total filings, and its sustained growth, combined with stable Civil filings, enabled statewide totals to rise despite a statewide decrease in Criminal filings.

Historical Year-Over-Year for Cumulative

Cases and Subcases Update Cumulative October to September							
Case Type	CFY1819	CFY1920	CFY2021	CFY2122	CFY2223	CFY2324	CFY2425
Criminal	1,027,560	831,494	834,570	872,670	918,811	949,047	921,593
Civil	1,302,011	1,235,836	1,534,858	1,416,156	1,677,709	1,462,588	1,479,493
Civil Traffic	2,678,162	2,548,072	2,239,930	2,415,283	2,548,072	2,754,223	2,889,856
Grand Total	5,007,733	4,615,402	4,609,358	4,704,109	5,144,592	5,165,858	5,290,942



AGENDA ITEM 3 - CASES/SUBCASES UPDATE



COMMITTEE ACTION: Information Only

LEAD STAFF: Johnny Petit, Director of Data and Research

ATTACHMENTS:

1. Historical Q4 Total Court Division by County
2. Historical Q4 Total Cases by County
3. Historical Cumulative Total Court Division by County
4. Historical Cumulative Total Cases by County

County	CFY1819 Q4			CFY1920 Q4			CFY2021 Q4			CFY2122 Q4			CFY2223 Q4			CFY2324 Q4			CFY2425 Q4		
	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal C	Civil Traffic
Alachua	3,244	2,744	6,037	2,538	2,938	7,464	3,005	2,721	7,596	3,156	2,427	6,915	3,182	2,425	5,588	3,665	2,543	6,100	3,754	2,551	6,792
Baker	313	401	483	259	335	351	241	284	357	316	404	383	259	329	476	-	-	-	364	342	417
Bay	3,523	5,736	5,332	2,206	5,057	4,255	2,296	5,057	5,299	2,436	5,109	4,590	2,381	5,092	4,633	2,662	4,746	5,235	3,242	4,299	5,482
Bradford	385	570	1,867	284	522	2,029	277	441	1,570	315	352	1,853	274	477	2,225	320	414	1,746	418	366	1,115
Brevard	7,681	7,076	11,074	6,502	6,674	9,997	7,649	6,308	10,499	7,032	6,344	10,633	6,697	6,452	10,804	8,028	6,377	12,180	9,115	6,629	13,494
Broward	34,455	15,519	60,507	40,663	9,186	22,711	43,617	12,101	40,164	40,040	12,080	51,033	38,330	13,741	55,663	33,854	14,184	54,538	37,054	13,732	57,215
Calhoun	216	157	184	128	199	113	140	157	392	178	268	736	165	236	791	159	177	580	191	167	650
Charlotte	2,589	2,170	2,632	2,466	1,797	2,447	2,689	2,342	2,609	2,599	2,333	3,590	3,121	2,723	3,635	2,679	2,429	4,987	2,731	2,425	5,003
Citrus	1,995	1,535	2,531	1,724	1,311	3,136	1,989	1,792	3,596	1,978	1,555	4,345	1,986	1,691	3,929	2,172	1,580	3,564	2,454	1,493	4,846
Clay	2,353	2,150	8,256	2,122	1,907	6,237	2,826	1,481	4,927	2,563	1,723	6,950	2,453	1,768	7,314	2,959	1,643	6,540	3,411	1,862	6,311
Collier	4,752	2,763	9,937	4,420	2,788	7,854	3,993	2,744	8,499	4,759	3,099	10,596	4,145	2,829	9,514	4,391	2,697	9,667	5,146	2,352	9,471
Columbia	1,090	944	1,914	885	1,011	2,035	964	914	1,878	913	1,237	2,477	963	908	1,151	695	338	1,109	1,255	949	1,045
DeSoto	363	483	913	306	468	920	363	578	713	344	517	770	355	550	1,400	366	441	1,329	434	492	1,681
Dixie	171	283	474	159	282	418	194	286	243	195	243	377	217	275	321	172	266	357	238	167	401
Duval	17,535	14,392	26,102	16,857	12,497	32,042	19,990	13,504	36,180	21,857	13,621	32,476	19,524	13,986	28,916	19,603	13,933	29,036	20,838	12,623	30,188
Escambia	4,839	5,722	7,634	3,661	3,571	3,451	4,795	3,919	4,675	4,678	4,140	4,999	4,763	3,987	3,727	4,722	4,329	5,277	5,180	4,208	4,532
Flagler	1,743	1,082	2,117	1,015	1,147	1,516	1,299	976	1,260	1,325	1,115	1,884	1,317	1,162	2,409	1,493	1,210	2,384	1,901	1,072	2,394
Franklin	180	237	275	160	279	174	119	267	107	148	348	137	157	291	513	138	341	617	159	290	703
Gadsden	737	564	1,496	525	472	1,452	569	491	1,951	614	517	1,676	569	406	997	618	399	983	774	429	1,308
Gilchrist	196	218	342	148	254	523	176	185	318	137	246	431	186	191	285	122	143	232	240	225	601
Glades	74	241	1,315	75	194	565	91	172	1,413	107	311	673	114	154	561	121	209	1,334	154	163	840
Gulf	233	322	118	163	277	146	176	356	121	190	312	125	177	410	243	171	334	386	185	208	172
Hamilton	170	418	634	135	263	792	154	237	400	182	264	1,215	146	237	451	164	311	706	167	428	701
Hardee	238	447	1,099	197	421	708	235	347	721	243	354	1,013	256	417	1,836	239	405	958	257	430	1,138
Hendry	430	614	1,322	312	671	874	355	479	868	448	566	623	382	604	1,136	527	730	1,261	584	699	1,538
Hernando	3,014	1,805	3,512	2,680	1,626	2,582	2,952	1,481	2,848	2,820	1,652	3,303	2,819	1,740	4,198	3,201	1,603	3,548	3,919	1,504	3,523
Highlands	1,229	1,093	1,789	817	1,092	1,287	1,148	979	1,472	1,258	824	1,204	1,219	1,152	1,857	1,398	915	1,337	1,467	960	1,520
Hillsborough	27,466	16,755	38,475	33,195	11,791	16,816	38,705	13,439	26,895	44,149	14,806	33,140	31,901	16,250	26,791	28,967	17,871	31,624	27,608	18,188	47,862
Holmes	259	318	597	193	372	496	171	363	599	178	290	354	217	278	363	199	291	373	217	287	291
Indian River	1,650	1,469	4,106	1,482	1,318	2,424	1,718	1,348	2,064	1,647	1,352	2,796	1,663	1,323	2,800	1,833	1,432	4,731	2,084	1,443	4,586
Jackson	744	464	1,787	547	474	1,824	521	431	1,445	566	449	1,516	583	446	1,143	576	474	1,086	669	335	857
Jefferson	127	179	824	121	165	447	110	146	545	119	221	744	92	104	707	-	-	-	141	217	793
Lafayette	54	73	122	86	56	64	89	60	43	66	85	164	47	47	131	77	106	136	83	74	90
Lake	4,227	3,412	8,532	3,359	3,030	6,296	4,042	3,122	6,640	4,172	3,539	7,741	4,233	3,214	7,219	5,004	3,393	7,044	6,316	3,501	12,215
Lee	10,452	7,681	26,143	10,466	5,664	6,508	11,290	6,218	7,929	10,375	6,400	8,762	12,735	7,406	13,710	13,026	7,932	17,286	14,854	6,544	18,811
Leon	4,318	3,126	7,207	2,988	2,075	2,744	3,885	2,461	4,672	4,208	2,509	5,097	4,118	2,529	6,306	4,391	2,458	5,937	4,966	2,401	6,623
Levy	513	727	1,027	431	543	1,254	503	672	1,148	503	792	1,524	468	615	910	558	677	1,396	668	796	1,655
Liberty	81	138	298	94	118	255	71	84	218	60	105	405	89	78	179	89	78	211	85	114	276
Madison	260	305	3,635	182	253	1,752	196	264	1,283	206	320	2,754	175	273	2,101	232	253	1,651	255	263	1,202
Manatee	4,468	4,094	6,858	3,685	3,256	5,650	4,593	3,011	6,691	4,403	3,095	8,056	4,197	3,539	8,554	4,662	4,036	8,053	5,934	4,249	10,490
Marion	4,997	4,010	4,137	3,909	4,424	3,959	4,692	3,596	3,532	4,908	4,015	3,547	4,697	4,155	4,458	5,575	4,397	5,728	7,088	4,197	8,362
Martin	1,536	1,752	6,144	1,597	1,808	3,959	1,638	1,426	2,884	1,579	1,993	4,678	1,578	1,870	3,810	1,933	2,219	6,393	2,040	2,275	8,423
Miami-Dade	52,971	30,543	188,050	48,547	18,452	93,710	59,551	23,886	136,777	83,800	28,701	158,556	82,714	29,293	148,869	79,187	33,518	178,556	63,516	32,777	233,097
Monroe	946	2,644	4,859	851	2,337	5,334	839	3,078	6,108	882	3,313	5,607	762	3,121	6,842	924	2,560	6,475	969	2,121	6,112
Nassau	859	1,347	2,411	972	802	1,092	895	937	1,569	819	868	2,102	869	1,141	1,719	991	1,302	1,655	1,249	940	1,210
Okaloosa	2,550	3,832	5,050	2,220	3,893	3,392	2,385	3,268	3,325	2,220	3,383	3,243	2,518	3,349	3,184	2,525	3,231	3,356	1,222	1,593	1,677
Okeechobee	480	607	1,258	338	532	576	452	582	677	404	726	660	470	675	817	451	631	1,931	585	560	1,362
Orange	25,294	13,714	58,430	27,444	11,439	55,009	31,362	12,113	65,366	29,994	11,518	74,718	28,235	12,138	84,892	25,156	13,026	86,035	26,694	13,627	77,851
Osceola	5,092	3,724	16,141	4,576	2,875	12,717	5,218	2,854	13,184	5,409	2,664	15,532	5,487	3,554	13,905	6,383	3,771	17,702	8,181	3,287	20,397
Palm Beach	19,485	18,345	45,365	17,800	13,419	30,039	18,366	14,815	42,745	19,713	16,916	42,882	16,902	16,523	45,292	19,610	17,191	52,325	21,476	15,575	57,728
Pasco	7,311	6,929	7,789	6,025	4,792	6,017	7,479	4,488	7,031	6,933	4,805	7,205	7,135	4,795	6,183	8,120	5,254	6,554	10,264	5,106	6,800
Pinellas	13,487	14,760	19,206	11,024	10,906	13,308	12,604	11,540	17,412	12,149	12,802	17,919	11,362	12,833	18,892	12,251	11,276	16,351	14,605	17,299	18,949
Polk	10,490	9,942	17,955	7,605	7,595	12,789	9,830	8,115	14,624	10,219	8,703	19,577	11,198	9,173	19,350	13,077	10,217	24,788	16,092	10,043	23,963
Putnam	945	1,233	1,231	759	982	704	1,019	1,085	741	1,043	1,243	1,071	1,058	1,250	1,932	1,008	1,098	1,215	1,134	1,031	1,580
Saint Johns	2,241	2,381	4,113	1,943	2,162	3,539	2,560	2,414	4,158	2,975	3,177	5,324	2,552	3,065	5,465	3,513	3,258	5,048	3,498	3,038	4,464

County	CFY1819 Q4			CFY1920 Q4			CFY2021 Q4			CFY2122 Q4			CFY2223 Q4			CFY2324 Q4			CFY2425 Q4		
	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal C	Civil Traffic	Civil Cases	Criminal Ca	Civil Traffic	Civil Cases	Criminal C	Civil Traffic
Saint Lucie	4,069	3,054	10,353	3,570	2,964	7,969	4,083	3,006	6,778	4,659	2,991	8,569	4,272	3,461	8,080	5,134	3,185	10,456	6,453	3,156	11,343
Santa Rosa	1,951	2,147	5,876	1,357	1,611	3,688	1,650	1,793	3,836	1,616	2,283	4,782	1,831	2,096	4,989	1,956	2,194	4,751	2,146	1,781	3,817
Sarasota	5,642	4,347	12,118	4,911	3,557	9,805	6,085	3,632	10,417	5,332	4,616	14,354	5,772	4,769	12,735	4,894	4,851	13,303	6,830	4,662	14,900
Seminole	5,349	3,811	16,942	4,790	2,673	10,953	5,528	3,660	14,565	5,544	3,559	13,288	5,883	4,104	15,169	7,592	3,917	16,603	8,455	3,916	17,480
Sumter	887	1,232	3,332	1,017	1,096	2,663	954	1,171	1,801	1,142	1,150	2,907	1,124	1,319	3,204	1,190	1,039	2,737	1,414	1,249	3,364
Suwannee	530	578	1,206	474	580	915	526	491	955	446	675	923	459	485	712	528	580	1,072	618	534	691
Taylor	226	387	1,084	180	410	558	262	339	519	271	349	709	220	390	407	324	440	499	325	344	586
Union	160	111	108	101	77	92	123	99	96	138	117	188	127	71	102	177	106	133	191	91	90
Volusia	9,795	8,544	12,202	9,891	7,697	10,131	10,185	7,523	10,555	12,410	7,743	13,146	10,262	7,404	13,749	9,860	8,862	18,604	10,190	7,996	16,292
Wakulla	350	370	633	297	339	746	384	323	962	376	421	897	365	368	699	409	452	503	439	375	596
Walton	903	1,071	1,675	794	1,253	1,102	923	1,247	1,497	872	2,741	1,472	942	2,869	1,436	1,017	1,247	1,365	1,092	966	782
Washingto	322	461	378	228	323	621	272	233	827	285	301	653	295	361	732	324	306	517	339	244	593
TOTALS:	327,235	250,303	707,553	311,456	195,352	457,996	358,061	209,932	573,789	387,621	227,697	652,569	365,764	234,967	653,111	368,362	241,826	720,174	386,617	238,260	811,341

County	CFY1819 Q4	CFY1920 Q4	CFY2021 Q4	CFY2122 Q4	CFY2223 Q4	CFY2324 Q4	CFY2425 Q4	Change from Prior
Alachua	12,025	12,940	13,322	12,498	11,195	12,308	13,097	6.41%
Baker	1,197	945	882	1,103	1,064	-	1,123	
Bay	14,591	11,518	12,652	12,135	12,106	12,643	13,023	3.01%
Bradford	2,822	2,835	2,288	2,520	2,976	2,480	1,899	-23.43%
Brevard	25,831	23,173	24,456	24,009	23,953	26,585	29,238	9.98%
Broward	110,481	72,560	95,882	103,153	107,734	102,576	108,001	5.29%
Calhoun	557	440	689	1,182	1,192	916	1,008	10.04%
Charlotte	7,391	6,710	7,640	8,522	9,479	10,095	10,159	0.63%
Citrus	6,061	6,171	7,377	7,878	7,606	7,316	8,793	20.19%
Clay	12,759	10,266	9,234	11,236	11,535	11,142	11,584	3.97%
Collier	17,452	15,062	15,236	18,454	16,488	16,755	16,969	1.28%
Columbia	3,948	3,931	3,756	4,627	3,022	2,142	3,249	51.68%
DeSoto	1,759	1,694	1,654	1,631	2,305	2,136	2,607	22.05%
Dixie	928	859	723	815	813	795	806	1.38%
Duval	58,029	61,396	69,674	67,954	62,426	62,572	63,649	1.72%
Escambia	18,195	10,683	13,389	13,817	12,477	14,328	13,920	-2.85%
Flagler	4,942	3,678	3,535	4,324	4,888	5,087	5,367	5.50%
Franklin	692	613	493	633	961	1,096	1,152	5.11%
Gadsden	2,797	2,449	3,011	2,807	1,972	2,000	2,511	25.55%
Gilchrist	756	925	679	814	662	497	1,066	114.49%
Glades	1,630	834	1,676	1,091	829	1,664	1,157	-30.47%
Gulf	673	586	653	627	830	891	565	-36.59%
Hamilton	1,222	1,190	791	1,661	834	1,181	1,296	9.74%
Hardee	1,784	1,326	1,303	1,610	2,509	1,602	1,825	13.92%
Hendry	2,366	1,857	1,702	1,637	2,122	2,518	2,821	12.03%
Hernando	8,331	6,888	7,281	7,775	8,757	8,352	8,946	7.11%
Highlands	4,111	3,196	3,599	3,286	4,228	3,650	3,947	8.14%
Hillsborough	82,696	61,802	79,039	92,095	74,942	78,462	93,658	19.37%
Holmes	1,174	1,061	1,133	822	858	863	795	-7.88%
Indian River	7,225	5,224	5,130	5,795	5,786	7,996	8,113	1.46%
Jackson	2,995	2,845	2,397	2,531	2,172	2,136	1,861	-12.87%
Jefferson	1,130	733	801	1,084	903	-	1,151	
Lafayette	249	206	192	315	225	319	247	-22.57%
Lake	16,171	12,685	13,804	15,452	14,666	15,441	22,032	42.69%
Lee	44,276	22,638	25,437	25,537	33,851	38,244	40,209	5.14%
Leon	14,651	7,807	11,018	11,814	12,953	12,786	13,990	9.42%
Levy	2,267	2,228	2,323	2,819	1,993	2,631	3,119	18.55%
Liberty	517	467	373	570	346	378	475	25.66%
Madison	4,200	2,187	1,743	3,280	2,549	2,136	1,720	-19.48%
Manatee	15,420	12,591	14,295	15,554	16,290	16,751	20,673	23.41%
Marion	13,144	12,292	11,820	12,470	13,310	15,700	19,647	25.14%
Martin	9,432	7,364	5,948	8,250	7,258	10,545	12,738	20.80%
Miami-Dade	271,564	160,709	220,214	271,057	260,876	291,261	329,390	13.09%
Monroe	8,449	8,522	10,025	9,802	10,725	9,959	9,202	-7.60%
Nassau	4,617	2,866	3,401	3,789	3,729	3,948	3,399	-13.91%
Okaloosa	11,432	9,505	8,978	8,846	9,051	9,112	4,492	-50.70%
Okeechobee	2,345	1,446	1,711	1,790	1,962	3,013	2,507	-16.79%
Orange	97,438	93,892	108,841	116,230	125,265	124,217	118,172	-4.87%
Osceola	24,957	20,168	21,256	23,605	22,946	27,856	31,865	14.39%
Palm Beach	83,195	61,258	75,926	79,511	78,717	89,126	94,779	6.34%
Pasco	22,029	16,834	18,998	18,943	18,113	19,928	22,170	11.25%
Pinellas	47,453	35,238	41,556	42,870	43,087	39,878	50,853	27.52%
Polk	38,387	27,989	32,569	38,499	39,721	48,082	50,098	4.19%
Putnam	3,409	2,445	2,845	3,357	4,240	3,321	3,745	12.77%
Saint Johns	8,735	7,644	9,132	11,476	11,082	11,819	11,000	-6.93%
Saint Lucie	17,476	14,503	13,867	16,219	15,813	18,775	20,952	11.60%
Santa Rosa	9,974	6,656	7,279	8,681	8,916	8,901	7,744	-13.00%
Sarasota	22,107	18,273	20,134	24,302	23,276	23,048	26,392	14.51%

County	CFY1819 Q4	CFY1920 Q4	CFY2021 Q4	CFY2122 Q4	CFY2223 Q4	CFY2324 Q4	CFY2425 Q4	Change from Prior
Seminole	26,102	18,416	23,753	22,391	25,156	28,112	29,851	6.19%
Sumter	5,451	4,776	3,926	5,199	5,647	4,966	6,027	21.37%
Suwannee	2,314	1,969	1,972	2,044	1,656	2,180	1,843	-15.46%
Taylor	1,697	1,148	1,120	1,329	1,017	1,263	1,255	-0.63%
Union	379	270	318	443	300	416	372	-10.58%
Volusia	30,541	27,719	28,263	33,299	31,415	37,326	34,478	-7.63%
Wakulla	1,353	1,382	1,669	1,694	1,432	1,364	1,410	3.37%
Walton	3,649	3,149	3,667	5,085	5,247	3,629	2,840	-21.74%
Washington	1,161	1,172	1,332	1,239	1,388	1,147	1,176	2.53%
TOTALS:	1,285,091	964,804	1,141,782	1,267,887	1,253,842	1,330,362	1,436,218	7.96%

County	CFY2018			CFY2019			CFY2020			CFY2021			CFY2022			CFY2023			CFY2024			CFY2025						
	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic	Civil Cases	Criminal Cases	Civil Traffic				
Alachua	12,548	11,691	25,252	10,489	11,445	26,304	11,419	10,615	31,560	12,030	9,926	30,632	14,375	9,413	24,279	14,198	9,867	22,834	9,577	14,392	25,586	14,198	9,867	22,834	9,577	14,392	25,586	
Baker	1,335	1,544	2,212	1,203	1,404	1,575	1,065	1,368	1,789	1,116	1,476	1,669	1,147	1,663	2,255	1,192	1,566	1,630	1,254	1,406	1,752	1,335	1,544	2,212	1,203	1,404	1,575	
Bay	13,006	22,771	18,076	10,352	19,961	17,211	9,300	19,701	17,969	9,241	19,978	18,584	9,899	19,442	19,606	10,195	19,508	22,935	17,490	11,802	20,706	13,006	22,771	18,076	10,352	19,961	17,211	
Bradford	1,483	2,350	7,594	1,231	2,179	7,527	1,174	2,014	7,184	1,230	1,725	7,844	1,238	1,886	9,308	1,237	1,774	7,223	1,532	1,483	6,293	1,483	2,350	7,594	1,231	2,179	7,527	
Brevard	28,593	29,392	42,778	28,655	26,170	38,475	25,865	42,168	28,978	25,344	40,082	29,303	25,451	39,802	29,606	24,997	44,488	24,824	33,060	54,287	28,593	29,392	42,778	28,655	26,170	38,475	25,865	
Broward	142,975	69,645	251,742	157,219	46,566	156,683	201,618	46,090	158,461	154,894	46,185	182,699	180,519	53,735	212,274	133,932	55,118	206,191	54,675	140,221	210,349	142,975	69,645	251,742	157,219	46,566	156,683	201,618
Calhoun	739	625	552	617	890	507	590	692	971	621	891	2,136	622	796	2,405	613	714	2,967	588	692	2,724	739	625	552	617	890	507	590
Charlotte	9,839	8,971	10,499	9,201	7,771	9,549	10,598	9,655	10,853	10,555	9,084	12,713	11,703	10,438	13,340	11,136	10,815	19,364	9,623	10,137	19,058	9,839	8,971	10,499	9,201	7,771	9,549	10,598
Citrus	7,868	5,417	9,578	6,921	5,166	10,518	7,947	5,911	12,665	8,029	5,880	14,227	8,345	5,853	16,601	8,293	6,146	16,080	5,218	9,364	16,519	7,868	5,417	9,578	6,921	5,166	10,518	7,947
Clay	9,511	7,934	26,552	8,854	8,023	25,614	10,227	6,373	24,151	10,335	6,591	24,288	10,493	6,933	27,173	11,266	6,793	28,254	6,479	12,649	25,472	9,511	7,934	26,552	8,854	8,023	25,614	10,227
Collier	18,478	11,429	35,620	17,167	9,759	33,226	17,438	10,988	35,728	16,886	11,702	41,463	17,540	11,592	37,626	17,808	10,849	36,802	9,312	19,020	42,265	18,478	11,429	35,620	17,167	9,759	33,226	17,438
Columbia	4,430	3,746	7,419	3,754	3,678	7,246	3,666	3,845	8,288	3,870	4,372	9,154	4,154	3,745	5,797	4,311	3,967	5,473	3,830	4,680	5,133	4,430	3,746	7,419	3,754	3,678	7,246	3,666
DeSoto	1,341	2,084	3,422	1,225	2,045	3,014	1,341	2,073	3,296	1,387	1,923	2,771	1,541	2,158	4,294	1,557	1,976	4,434	1,857	1,567	5,398	1,341	2,084	3,422	1,225	2,045	3,014	1,341
Dixie	755	1,033	1,669	688	924	1,407	809	1,019	1,408	815	820	1,403	763	1,097	1,789	759	1,069	1,618	649	817	1,546	755	1,033	1,669	688	924	1,407	809
Duval	68,106	63,626	108,091	65,518	52,372	98,004	84,358	53,850	144,325	77,572	56,538	124,224	85,267	54,864	108,083	75,635	54,220	115,161	51,120	77,116	113,159	68,106	63,626	108,091	65,518	52,372	98,004	84,358
Escambia	17,357	23,278	28,278	15,323	16,510	18,564	19,339	15,917	18,034	18,734	15,331	20,471	19,285	15,723	18,095	17,881	16,190	18,614	16,043	19,267	17,985	17,357	23,278	28,278	15,323	16,510	18,564	19,339
Flagler	6,001	4,367	8,574	6,140	3,982	6,335	5,114	4,152	6,052	5,133	4,522	6,880	5,410	4,858	7,609	5,609	4,839	6,830	4,477	6,640	8,996	6,001	4,367	8,574	6,140	3,982	6,335	5,114
Franklin	618	992	817	614	1,056	710	497	1,055	645	587	1,249	720	615	1,307	1,245	621	1,108	2,189	1,139	623	2,780	618	992	817	614	1,056	710	497
Gadsden	2,709	1,971	5,456	2,236	1,807	5,071	2,169	1,848	8,153	2,182	1,811	6,789	2,535	1,712	4,845	2,399	1,630	4,036	1,712	2,869	4,283	2,709	1,971	5,456	2,236	1,807	5,071	2,169
Gilchrist	751	787	1,589	597	928	1,979	696	835	1,543	648	868	1,717	700	857	1,376	738	740	1,090	780	855	1,610	751	787	1,589	597	928	1,979	696
Glades	368	919	6,221	324	791	3,578	416	687	4,424	435	767	3,101	439	644	3,005	474	1,128	4,569	766	559	3,461	368	919	6,221	324	791	3,578	416
Gulf	816	1,005	391	713	1,027	471	652	921	445	706	1,024	454	675	1,067	690	667	1,004	1,214	815	670	903	816	1,005	391	713	1,027	471	652
Hamilton	687	1,742	2,777	638	1,055	2,037	625	926	2,442	640	1,023	3,175	617	980	2,323	642	1,149	2,108	1,362	640	3,065	687	1,742	2,777	638	1,055	2,037	625
Hardee	967	2,003	3,654	841	1,656	2,954	919	1,674	3,373	1,018	1,423	3,396	1,041	1,549	5,339	957	1,701	5,113	1,578	961	4,911	967	2,003	3,654	841	1,656	2,954	919
Hendry	1,673	2,582	5,445	1,255	2,624	4,200	1,488	2,202	4,444	1,723	2,135	2,345	1,640	2,204	4,229	1,912	2,681	4,673	2,401	1,973	5,749	1,673	2,582	5,445	1,255	2,624	4,200	1,488
Hernando	11,976	7,704	14,591	10,814	7,138	11,822	11,636	6,264	12,377	11,568	6,127	12,609	12,241	7,112	15,043	12,257	6,800	16,582	6,332	13,884	13,319	11,976	7,704	14,591	10,814	7,138	11,822	11,636
Highlands	4,721	4,236	5,939	3,743	3,726	5,154	4,284	3,712	5,499	4,783	3,520	6,075	5,050	4,281	5,854	5,089	3,978	5,677	3,627	5,474	5,423	4,721	4,236	5,939	3,743	3,726	5,154	4,284
Hillsborough	115,180	66,982	135,964	120,395	52,423	95,097	179,888	54,370	92,552	147,370	57,760	110,332	194,005	61,844	106,871	120,770	68,728	137,142	68,036	104,864	119,916	115,180	66,982	135,964	120,395	52,423	95,097	179,888
Holmes	846	1,230	2,224	694	1,283	1,970	753	1,433	2,290	796	1,386	1,665	897	1,184	1,242	886	1,217	1,513	1,265	915	1,282	846	1,230	2,224	694	1,283	1,970	753
Indian River	6,766	6,300	14,838	6,033	5,743	10,695	6,754	5,513	11,219	6,728	5,245	10,255	6,973	5,949	11,715	6,991	5,599	15,102	5,334	7,815	17,638	6,766	6,300	14,838	6,033	5,743	10,695	6,754
Jackson	2,434	1,988	5,973	2,350	1,839	5,753	2,051	1,815	6,852	2,081	1,765	5,226	2,399	1,941	5,232	2,280	1,722	3,967	1,546	2,461	3,950	2,434	1,988	5,973	2,350	1,839	5,753	2,051
Jefferson	444	814	3,086	454	588	2,408	452	628	2,522	450	726	3,236	441	698	3,284	-	-	-	826	618	2,984	444	814	3,086	454	588	2,408	452
Lafayette	304	296	513	288	218	253	309	222	178	255	315	476	230	205	625	297	316	438	278	342	359	304	296	513	288	218	253	309
Lake	16,157	13,738	31,062	14,521	12,207	25,078	16,405	12,671	27,288	16,673	13,361	29,128	18,211	13,647	30,847	19,237	13,075	27,169	13,400	22,305	36,946	16,157	13,738	31,062	14,521	12,207	25,078	16,405
Lee	40,643	31,387	91,828	41,623	25,789	46,723	46,641	24,331	33,622	42,633	27,784	34,097	51,810	28,287	44,745	51,472	31,075	63,455	28,727	53,954	64,159	40,643	31,387	91,828	41,623	25,789	46,723	46,641
Leon	16,673	12,634	24,167	14,068	9,285	15,480	15,056	9,165	18,124	16,563	10,135	22,544	17,187	9,762	22,675	17,714	9,842	19,866	9,577	19,584	21,764	16,673	12,634	24,167	14,068	9,285	15,480	15,056
Levy	2,020	3,021	3,982	1,824	2,463	4,594	1,993	2,574	5,174	1,936	2,846	6,201	2,107	2,564	5,266	2,105	2,457	4,936	2,729	2,359	5,371	2,020	3,021	3,982	1,824	2,463	4,594	1,993
Liberty	316	512	1,246	298	442	1,058	300	392	1,373	312	445	1,363	306	343	1,023	304	285	1,004	402	360	1,405	316	512	1,246	298	442	1,058	300
Madison	910	1,160	12,097	771	931	8,149	773	1,061	7,690	855	975	7,982	842	1,116	7,078	826	1,026	9,546	946	880	8,584	910	1,160	12,097	771	931	8,149	773
Manatee	17,258	16,117	26,854	15,831	13,848	25,100	19,232	13,129	27,601	17,543	12,760	34,598	18,585	13,722	31,372	18,096	15,447	32,952	16,164	20,434	40,769	17,258	16,117	26,854	15,831	13,848	25,100	19,232
Marion	21,024	16,185	16,525	16,101	16,928	16,080	18,546	15,121	15,430	18,903	15,418	14,319	20,971	16,158	17,053	20,999	17,671	20,697	16,215	25,150	27,360	21,024	16,185	16,525	16,101			

County	CFY1819	CFY1920	CFY2021 Q4	CFY2122	CFY2223	CFY2324	CFY2425	Change from Prior
Alachua	49,491	48,238	53,594	52,588	48,067	46,899	49,555	5.66%
Baker	5,091	4,182	4,222	4,261	5,065	4,388	4,412	0.55%
Bay	53,853	47,524	46,970	47,803	48,407	52,638	49,998	-5.02%
Bradford	11,427	10,937	10,372	10,799	12,432	10,234	9,308	-9.05%
Brevard	100,763	93,300	96,565	94,404	94,556	99,091	112,171	13.20%
Broward	464,362	360,468	406,169	384,048	446,528	395,241	405,245	2.53%
Calhoun	1,916	2,014	2,253	3,648	3,823	4,294	4,004	-6.75%
Charlotte	29,309	26,521	31,106	32,352	35,481	41,315	38,818	-6.04%
Citrus	22,863	22,605	26,523	28,136	30,799	30,519	31,101	1.91%
Clay	43,997	42,491	40,751	41,214	44,599	46,313	44,600	-3.70%
Collier	65,527	60,152	64,154	70,051	66,758	65,459	70,597	7.85%
Columbia	15,595	14,678	15,799	17,396	13,696	13,751	13,643	-0.79%
DeSoto	6,847	6,284	6,710	6,081	7,993	7,967	8,822	10.73%
Dixie	3,457	3,019	3,236	3,038	3,649	3,446	3,012	-12.59%
Duval	239,823	215,894	282,533	258,334	248,214	245,016	241,395	-1.48%
Escambia	68,913	50,397	53,290	54,536	53,103	52,685	53,295	1.16%
Flagler	18,942	16,457	15,318	16,535	17,877	19,078	20,013	4.90%
Franklin	2,427	2,380	2,197	2,556	3,167	3,918	4,542	15.93%
Gadsden	10,136	9,114	12,170	10,782	9,092	8,065	8,864	9.91%
Gilchrist	3,127	3,504	3,074	3,233	2,933	2,568	3,245	26.36%
Glades	7,508	4,693	5,527	4,303	4,088	6,171	4,786	-22.44%
Gulf	2,212	2,211	2,018	2,184	2,432	2,885	2,388	-17.23%
Hamilton	5,206	3,730	3,993	4,838	3,920	3,899	5,067	29.96%
Hardee	6,624	5,451	5,966	5,837	7,929	7,771	7,450	-4.13%
Hendry	9,700	8,079	8,134	6,203	8,073	9,266	10,123	9.25%
Hernando	34,271	29,774	30,277	30,304	34,396	35,639	33,535	-5.90%
Highlands	14,896	12,623	13,495	14,378	15,185	14,744	14,524	-1.49%
Hillsborough	318,126	267,915	326,810	315,462	362,720	326,640	292,816	-10.36%
Holmes	4,300	3,947	4,476	3,847	3,323	3,616	3,462	-4.26%
Indian River	27,904	22,471	23,486	22,228	24,637	27,692	30,787	11.18%
Jackson	10,395	9,942	10,718	9,072	9,572	7,969	7,957	-0.15%
Jefferson	4,344	3,450	3,602	4,412	4,423	-	4,428	
Lafayette	1,113	759	709	1,046	1,060	1,051	979	-6.85%
Lake	60,957	51,806	56,364	59,162	62,705	59,481	72,651	22.14%
Lee	163,858	114,135	104,594	104,514	124,842	146,002	146,840	0.57%
Leon	53,474	38,833	42,345	49,242	49,624	47,422	50,925	7.39%
Levy	9,023	8,881	9,741	10,983	9,937	9,498	10,459	10.12%
Liberty	2,074	1,798	2,065	2,120	1,672	1,593	2,167	36.03%
Madison	14,167	9,851	9,524	9,812	9,036	11,398	10,410	-8.67%
Manatee	60,229	54,779	59,962	64,901	63,679	66,495	77,367	16.35%
Marion	53,734	49,109	49,097	48,640	54,182	59,367	68,725	15.76%
Martin	34,178	30,880	27,485	29,722	31,545	36,232	46,263	27.69%
Miami-Dade	1,011,119	728,982	872,423	953,794	1,068,041	1,108,398	1,169,983	5.56%
Monroe	33,884	30,349	37,707	38,201	41,231	40,911	37,959	-7.22%
Nassau	16,484	14,628	13,358	13,766	14,606	15,200	12,878	-15.28%
Okaloosa	38,420	36,325	36,025	34,400	36,045	35,208	27,904	-20.75%
Okeechobee	9,820	6,944	7,350	7,569	8,061	11,743	9,793	-16.61%
Orange	392,537	356,448	417,794	411,804	507,126	493,669	469,484	-4.90%
Osceola	92,541	82,842	89,445	88,906	99,014	102,223	109,776	7.39%
Palm Beach	331,564	259,725	302,280	299,470	316,076	335,784	353,738	5.35%
Pasco	89,400	71,653	75,564	75,422	77,822	77,256	81,054	4.92%
Pinellas	189,447	158,102	162,909	174,485	175,271	164,959	176,982	7.29%
Polk	158,497	124,167	129,457	144,163	157,612	177,748	187,527	5.50%
Putnam	13,279	11,322	10,785	12,306	16,177	13,958	15,196	8.87%
Saint Johns	37,049	31,976	35,480	40,593	49,168	46,868	43,230	-7.76%
Saint Lucie	66,547	59,380	58,195	61,646	66,077	66,991	75,175	12.22%
Santa Rosa	36,027	30,726	31,169	33,048	37,904	33,435	31,176	-6.76%
Sarasota	89,116	72,416	78,450	90,398	91,550	92,129	96,699	4.96%

County	CFY1819	CFY1920	CFY2021	CFY2122	CFY2223 Q4	CFY2324	CFY2425	Change from Prior Y
Seminole	106,401	80,906	98,743	94,364	99,140	108,297	114,444	5.68%
Sumter	21,492	18,889	17,712	20,198	21,510	25,111	21,005	-16.35%
Suwannee	8,481	7,995	9,468	7,533	8,101	8,172	7,623	-6.72%
Taylor	5,787	4,414	5,290	5,004	4,370	4,511	5,197	15.21%
Union	1,615	1,265	1,487	1,778	1,625	1,538	1,510	-1.82%
Volusia	120,100	107,210	116,609	122,589	131,431	140,804	139,661	-0.81%
Wakulla	5,840	5,362	6,394	6,357	6,158	5,346	5,445	1.85%
Walton	11,665	11,613	12,552	15,797	19,552	15,632	11,898	-23.89%
Washington	4,462	4,074	5,318	5,513	5,705	5,482	4,856	-11.42%
TOTALS:	5,007,733	4,092,989	4,609,358	4,704,109	5,144,592	5,169,089	5,290,942	2.36%



AGENDA ITEM 4

DATE: October 5, 2025
SUBJECT: CFY 2024-25 Quarter 4 PMAP Report
COMMITTEE ACTION: Approve CFY 2024-25 Quarter 4 PMAP Report

OVERVIEW:

The CFY 2024-25 Quarter 4 PMAP report has been published on the CCOC website (<https://flccoc.org/ccoc-reports/#pr>) and submitted to the Legislature by November 14, 2025.

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	51	603	115
Filing – Timeliness	8	670	14
Docketing – Timeliness	8	670	12
Timely Juror Payments	6	67	6
Total	53	2010	147

- The total number of Action Plans decreased from 155 to 147 while the number of counties required to submit them did not change.
- Among the counties that submitted all reports, eleven did not require Action Plans: Collier, DeSoto, Flagler, Hamilton, Indian River, Liberty, Martin, Okeechobee, Sumter, Suwannee, and Walton.
- Gilchrist, Gadsden and Jefferson did not submit Collection reports; Jefferson and Okaloosa did not submit Collection and Output reports; and Gilchrist did not submit a Jury report.

COMMITTEE ACTION: Approve CFY 2024-25 Quarter 4 PMAP Report
LEAD STAFF: Johnny Petit, Director of Data and Research



Workgroup Updates December 05, 2025



AGENDA ITEM 5.1

DATE: Dec 5, 2025
SUBJECT: PAC Framework Workgroup Deliverables
COMMITTEE ACTION: Discussion

OVERVIEW

The PAC Framework Workgroup has continued its extensive review and redesign of the Planning, Accountability, and Court Services (PAC) Framework, also known as the Clerk Court Services Framework. The purpose of this initiative is to modernize and strengthen the framework so that it more effectively supports data-driven analysis, operational clarity, and informed decision-making across Florida's 67 Clerk offices.

The redesigned framework structure and layout are now complete and ready to be showcased. This new version provides a clearer, more intuitive, and analytically meaningful organization of clerk duties. The consolidation of tasks and statutory references, led by Brian and Maya, has also been completed. Outstanding questions and items flagged for review will be addressed during the next in-person workgroup meeting on December 10. The framework will undergo a formal review within three months following each legislative session, and recurring quarterly workgroup meetings will be established to ensure ongoing maintenance and updates.

Additional guidance is needed from the PIE Committee regarding the full scope of the PAC Framework Workgroup's responsibilities and the next steps for the following key components:

- Data and Certification Process
- The Knowledge Base (central repository for uniform definitions, business rules, and documentation)

COMMITTEE ACTION: Informational, **Lead Staff:** Hon. Tara Green, Clay County Clerk of Court and Comptroller.



AGENDA ITEM 5.1

DATE: Dec 5, 2025
SUBJECT: PAC Framework Workgroup Deliverables
COMMITTEE ACTION: Discussion

OVERVIEW

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- The Knowledge Base (central repository for uniform definitions, business rules, and documentation)

COMMITTEE ACTION: Informational, **Lead Staff:** Hon. Tara Green, Clay County Clerk of Court and Comptroller.



AGENDA ITEM 5.2

DATE: Dec 5, 2025
SUBJECT: Business Rules Updates
COMMITTEE ACTION: Informational Only

OVERVIEW

Submission of the report improved over the CFY and ended at a commensurate level with all other reports (62 to 65 counties reporting is usual outside of EC reporting):

- 🕒 October – received 44 reports
- 🕒 November – received 43 reports
- 🕒 December – received 51 reports
- 🕒 January – received 60 reports
- 🕒 February – received 63 reports
- 🕒 March – received 61 reports
- 🕒 April – received 64 reports
- 🕒 May – received 60 reports
- 🕒 June – received 63 reports
- 🕒 July – received 64 reports
- 🕒 August – received 61 reports
- 🕒 September – received 62 reports

Payment Plan Workgroup met September 18, 2025:

- 🕒 The workgroup members were provided with DRAFT copies of the Payment Plans report form, revised business rules, and reporting instructions PowerPoint. After review and discussion, the WG requested some additional, minor changes to all three documents.
- 🕒 The Payment Plans reporting instructions PowerPoint was updated to include the requested additional changes the WG wanted, then sent to the WG members for their review and approval (instead of another meeting) – see attached FINAL approved format.
- 🕒 The Payment Plans reporting business rules were updated to include the requested additional changes the WG wanted, then sent to the WG members for their review and approval (instead of another meeting) – see attached. The updated business rules have also been transferred to the FLCCOC business rules format. The WG members have not reviewed the updated business rules in the new FLCCOC format.
- 🕒 The Payment Plans report form was revised by taking out the blank/unused lines, and the footnotes were updated to align with the WG's requested updates to the report form instructions PowerPoint and the business rules – see attached FINAL approved format.

- The WG further discussed the development of methodologies to evaluate the usefulness of payment plans, the history behind collecting the payment plan information, and the difficulties of connecting cases to payment plans for some counties.

The full CFY2425 Payment Plan Report data has been aggregated and is now complete. It will be made available to the WG before the next meeting (to be scheduled after Jan 1).

Lead Staff: Leonard Carper, CCOC Data Integrity Officer

1 **Clerk of Court Monthly Payment Plan Report**
 2 **County Fiscal Year 2025-2026**



3
 4 **County:** **Report Month:** **Version #:**
 5 **Contact:**
 6 **E-Mail Address:**

CCOC Form Version 1
 Created: 09/30/2025

	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	YTD Total	COMMENTS
CASES PLACED ON A PAYMENT PLAN														
A1 Circuit Criminal													0	
A2 County Criminal													0	
A3 Juvenile Delinquency													0	
A4 Criminal Traffic - UTCs													0	
A5 Circuit Civil													0	
A6 County Civil													0	
A7 Probate													0	
A8 Family													0	
A9 Juvenile Dependency													0	
A10 Civil Traffic - UTCs													0	
A11 Multiple Case Types													0	
Total Cases on a Payment Plan =	0	0	0	0	0	0	0	0	0	0	0	0	0	

	PAYMENT PLANS												YTD Total	COMMENTS
1 Number of Active Payment Plans on Sept 30, 2025													0	
2 Number of Payment Plans													0	
3 Number of Removed Payment Plans - Satisfied													0	
4 Number of Removed Payment Plans - Defaulted													0	
5 Number of Removed Payment Plans - Other													0	
Total Active Payment Plans =	0	0	0	0	0	0	0	0	0	0	0	0	0	

- 31 **NOTES**
- 32 1. "Number of Active Payment Plans" in cell D24 includes all active payment plans as of September 30th of the prior County Fiscal Year just ended.
 - 33 2. "Number of Payment Plans" on Line 25 includes all new payment plans added for the month.
 - 34 3. "Number of Removed Payment Plans - Satisfied" on Line 26 includes active payment plans paid in full and no longer tracked.
 - 35 4. "Number of Removed Payment Plans - Defaulted" on Line 27 includes active payment plans that defaulted on payment and no longer tracked.
 - 36 5. "Number of Removed Payment Plans - Other" on Line 28 includes active payment plans that are otherwise no longer tracked. Please include explanation in the Comments section in Column R.
 - 37 6. Submit reports before or on the 20th day of each month, in original Excel format ONLY, using the Reports Email Inbox of reports@fccoc.org.



PAYMENT PLAN REPORT FORM PREPARATION INSTRUCTIONS

Leonard W. Carper
Data Quality Officer

UPDATED 09-18-2025 for CFY2526

Revisions Superseded (1)

This PowerPoint instructional presentation supersedes the following documents as dated:

- Payment Plan Report Instructions 1007241022.pdf – date modified 10/07/2024 10:22 PM
- Payment Plan Report Training 0919241043.pdf – date modified 09/19/2024 10:43 PM

Revisions Superseded (2)

WHY ARE THE PREVIOUS INSTRUCTIONS NO LONGER USED?:

Changes were made to remove inaccurate information as identified by the Payment Plan Working Group.

Changes were made to align with changes made to the CFY2526 Clerk of Courts Monthly Payment Plan Report form.

CAN I STILL USE THE OLDER POWERPOINT?:

No. All previous instructions from the above instructional presentations are no longer valid.


Purpose

Provide information and answer anticipated questions about:

- **STATUTORY REQUIREMENTS:** Provides to the legislature an example of compliance with section 28.246(4), Florida Statutes, for satisfying financial obligations imposed by court proceedings.
- **DEMONSTRATED REVENUE COLLECTION/GENERATION:** Identifies the effectiveness of using payment plans for collecting unpaid fines, fees, court costs, etc. within a particular court type.
- **EVALUATING COLLECTION EFFORTS:** Supports revenue and collection effort trends reported on other CCOC reports and substantiates performance.
- **SUPPORTING ACTIONS TO IMPROVE:** Provides reason for payment plan performance and provides a direction for any corrective action plan statements or descriptions.

Sample Payment Plan Report

This report form would be used starting in September 2025

Clerk of Court Monthly Payment Plan Report														 CCOC <small>FLORIDA CLERKS OF COURT OPERATIONS CORPORATION</small>	
County Fiscal Year 2025-2026														CCOC Form Version 1 Created: 08/15/2025	
County:				Report Month:				Version #:							
Contact:															
E-Mail Address:															
														YTD Total	COMMENTS
CASES PLACED ON A PAYMENT PLAN														YTD Total	COMMENTS
	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	YTD Total	COMMENTS	
A1 Circuit Criminal													0		
A2 County Criminal													0		
A3 Juvenile Delinquency													0		
A4 Criminal Traffic - UTCs													0		
A5 Circuit Civil													0		
A6 County Civil													0		
A7 Probate													0		
A8 Family													0		
A9 Juvenile Dependency													0		
A10 Civil Traffic - UTCs													0		
A11 Multiple Case Types													0		
Total Cases on a Payment Plan =	0	0	0	0	0	0	0	0	0	0	0	0	0		
PAYMENT PLANS														YTD Total	COMMENTS
1 Number of Active Payment Plans on Sept 30, 2025														0	
2 Number of Payment Plans														0	
3 Number of Removed Payment Plans - Satisfied														0	
4 Number of Removed Payment Plans - Defaulted														0	
5 Number of Removed Payment Plans - Other														0	
Total Active Payment Plans =	0	0	0	0	0	0	0	0	0	0	0	0	0		

NOTES

- "Number of Active Payment Plans" in cell D24 includes all active payment plans as of September 30th of the prior County Fiscal Year just ended.
- "Number of Payment Plans" on Line 25 includes all new payment plans added for the month.
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- "Number of Removed Payment Plans - Defaulted" on Line 27 includes active payment plans that defaulted on payment and no longer tracked.
- "Number of Removed Payment Plans - Other" on Line 28 includes active payment plans that are otherwise no longer tracked. Please include explanation in the Comments section in Column R.
- Submit reports before or on the 20th day of each month, in original Excel format ONLY, using the Reports Email Inbox of reports@flccoc.org.

General Report Form Submission

This report is to be completed and submitted in the original Excel format at the same time as all FLCCOC reports:

- **LOCATION OF REPORT FORM:** All report forms used by FLCCOC are available on the FLCCOC website, by selecting “Forms & Instructions” in the dropdown menu of the “Clerk’s Budget” heading in the blue ribbon. Here is the direct URL: [Forms & Instructions - Welcome to Florida Clerks of Court Operations Corporation \(CCOC\)](#)
- **EMAIL SUBMITTER:** The person identified as preparing the report in cells “D5” and “D6” may not be the same person who submits the report via email. In this situation, the preparer should be included on the CC line.
- **SUBMISSION:** This report is due before or on the 20th day of the month following the end of the reporting period to reports@flccoc.org .

General Report Form Completion

The report form has four general sections:

- **POINT OF CONTACT (POC) INFORMATION:** Identifies the County Clerk's Office being reported, the name of the person preparing the report, and the email of the person preparing the report. **NOTE:** This person may not be the same person who submits the report via email.
- **CASES PLACED ON PAYMENT PLANS:** Records each court case placed on a payment plan using the court division in which the case is disposed (row) and the month in which the payment plan is initiated (column). Each case should be associated with a unique case number in the Clerk's CMS.
- **PAYMENT PLAN DISPOSITION:** Records status changes of each payment plan using the month the change occurs.
- **NOTES:** Provides explanations of terms, proper reporting of data, changes made to the report form, statutory references, applicable dates, etc.

General Report Form Completion Q&A

Questions.....?

1. If a payment plan has met required payment terms for one case in a multi-case plan. Do we count that one case as satisfied and is the plan for all cases still open?
2. When is a plan defaulted? Is it once a plan has a D6 notice created or when the case has a suspended license?
3. Some counties do not suspend criminal cases. When are these defaulted?
4. Could you define what we should put into the other category.

Answers.....!

Count the one case satisfied for that court type in the month satisfaction occurred. The other cases would remain open until either satisfied or defaulted. And YES, the payment plan would remain open/active until ALL associated cases are paid.

When a plan exceeds the payment due date grace period, it is in default.

Despite the use of suspensions in criminal cases the past due deadline has still been exceeded and should be defaulted if sent to a collection agency.

A payment plan that remains unpaid but has not defaulted. For example, death, short-term incarceration, or long-term health/hospitalization events that prevent a person from working.



Counties Assigning One Case Per Plan

The One Case assignment to one Payment Plan relationship can take place throughout the report for the entire reporting period:

- **EXAMPLE:** If four circuit criminal cases are placed on four payment plans in October, the amount in cell “E11” would include these 4 cases, and the amount in cell “E25” would include the 4 plans. The same is true for each court division, yielding an equal total of 38 cases placed on 38 payment plans, as reported in cell “E22” for October.
- **INTEGRATION OF CASE/PLAN RELATIONSHIPS :** Since the total number of cases placed on payment plans in October (38) is equal to the number of Payment Plans established in October (38), it demonstrates there are only Payment Plans with a one-to-one case/plan relationship.

Sample Report: One Case Per Plan

Notice the amounts for **“Total Cases on a Payment Plan”** row **EQUALS** the **“Number of Payment Plans”** row

Clerk of Court Monthly Payment Plan Report													CCOC FLORIDA CLERKS OF COURT OPERATIONS CORPORATION											
County Fiscal Year 2025-2026													CCOC Form Version 1 Created: 08/15/2025											
County:		Report Month:		Version #:																				
Contact:		FLCOCOC 1 Case per Plan Example																						
E-Mail Address:		DoItti.Kethis@flcocc.org																						
													YTD Total	COMMENTS										
CASES PLACED ON A PAYMENT PLAN																								
	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26												
A1	4	8	12	1	3	7	4	7	2	2			50											
A2	6	11	15	4	11	18	10	11	3	9			98											
A3	1	0	0	2	1	0	0	1	2	0			7	Includes ONLY Juveniles on probation.										
A4	17	18	25	13	4	12	7	11	8	9			124											
A5													0											
A6													0											
A7													0											
A8	1	3	7	0	2	1	0	0	4	1			19											
A9	3	7	15	2	1	0	2	1	1	1			33											
A10	6	13	21	19	8	11	18	13	7	4			120											
A11													0											
Total Cases on a Payment Plan =		38	60	95	41	30	49	41	44	27	26	0	0	451										
PAYMENT PLANS													YTD Total											
1	Number of Active Payment Plans on Sept 30, 2025											1,911												
2	Number of Payment Plans											38	60	95	41	30	49	41	44	27	26		451	
3	Number of Removed Payment Plans - Satisfied											15	11	14	10	13	17	19	27	15	12		153	
4	Number of Removed Payment Plans - Defaulted											1	3	6	0	2	1	0	0	1	5		19	
5	Number of Removed Payment Plans - Other											2	1	0	4	1	0	0	3	1	2		14	Represents people that have been re-incarcerated for more than 365 days. No deaths or hospitalizations are included.
Total Active Payment Plans =		1,931	1,976	2,051	2,078	2,092	2,123	2,145	2,159	2,169	2,176	2,176	2,176											

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NOTES

- "Number of Active Payment Plans" in cell D24 includes all active payment plans as of September 30th of the prior County Fiscal Year just ended.
- "Number of Payment Plans" on Line 25 includes all new payment plans added for the month.
- "Number of Removed Payment Plans - Satisfied" on Line 26 includes active payment plans paid in full and no longer tracked.
- "Number of Removed Payment Plans - Defaulted" on Line 27 includes active payment plans that defaulted on payment and no longer tracked.
- "Number of Removed Payment Plans - Other" on Line 28 includes active payment plans that are otherwise no longer tracked. Please include explanation in the Comments section in Column R.
- Submit reports before or on the 20th day of each month, in original Excel format ONLY, using the Reports Email Inbox of reports@flcocc.org.

Counties Assigning Multiple Cases Per Plan

The report form can easily accommodate the assignment of Multiple Cases to one Payment Plan relationship throughout the report for the entire reporting period:

- **EXAMPLE:** If two circuit criminal cases are placed on one payment plan in October, the amount in cell “E11” would include these 2 cases, and the amount in cell “E25” would include the 1 plan. The same is true for each court division, yielding a total number of cases placed on a payment plan of 349 reported in cell “E22” for October.
- **INTEGRATION OF CASE/PLAN RELATIONSHIPS:** Since the total number of cases placed on payment plans in October is 349, and there are only 38 payment Plans established in October, it should be obvious that there are few Payment Plans (possibly none) with a one-to-one case/plan relationship.

Sample Report: Multiple Cases Per Plan

Notice the amounts for **“Total Cases on a Payment Plan”** row EXCEED the amounts on **“Number of Payment Plans”** row

Clerk of Court Monthly Payment Plan Report														
County Fiscal Year 2025-2026														
County:		Report Month:	July	Version #:	9									
Contact:	FLCCOC 1 Case per Plan Example													
E-Mail Address:	Dotli.Kethis@flccoc.org													
	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	YTD Total	COMMENTS
CASES PLACED ON A PAYMENT PLAN														
A1 Circuit Criminal	41	82	123	14	35	76	47	78	29	20			545	
A2 County Criminal	60	119	158	47	116	185	104	113	32	91			1,025	
A3 Juvenile Delinquency	11	3	5	27	19	0	1	13	25	7			111	Includes ONLY Juveniles on probation.
A4 Criminal Traffic - UTCs	172	184	256	138	40	122	74	116	88	90			1,280	
A5 Circuit Civil													0	
A6 County Civil													0	
A7 Probate													0	
A8 Family	1	3	7	0	2	1	0	0	4	1			19	
A9 Juvenile Dependency	3	7	15	2	1	0	2	1	1	1			33	
A10 Civil Traffic - UTCs	61	132	213	194	85	116	187	138	79	40			1,245	
A11 Multiple Case Types													0	
Total Cases on a Payment Plan =	349	530	777	422	298	500	415	459	258	250	0	0	4,258	
PAYMENT PLANS														
1 Number of Active Payment Plans on Sept 30, 2025	1,911												451	
2 Number of Payment Plans	38	60	95	41	30	49	41	44	27	26			153	
3 Number of Removed Payment Plans - Satisfied	15	11	14	10	13	17	19	27	15	12			19	
4 Number of Removed Payment Plans - Defaulted	1	3	6	0	2	1	0	0	1	5			14	
5 Number of Removed Payment Plans - Other	2	1	0	4	1	0	0	3	1	2				Represents people that have been re-incarcerated for more than 365 days. No deaths or hospitalizations are included.
Total Active Payment Plans =	1,931	1,976	2,051	2,078	2,092	2,123	2,145	2,159	2,169	2,176	2,176	2,176		



CCOC Form Version 1
Created: 08/15/2025

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If you are assigning multiple cases to an individual Payment Plan (NO 1-to-1 relationship) then the amounts on Line 22 MUST EXCEED the amounts on Line 25 for each corresponding month.

- NOTES**
1. "Number of Active Payment Plans" in cell D24 includes all active payment plans as of September 30th of the prior County Fiscal Year just ended.
 2. "Number of Payment Plans" on Line 25 includes all new payment plans added for the month.
 3. "Number of Removed Payment Plans - Satisfied" on Line 26 includes active payment plans paid in full and no longer tracked.
 4. "Number of Removed Payment Plans - Defaulted" on Line 27 includes active payment plans that defaulted on payment and no longer tracked.
 5. "Number of Removed Payment Plans - Other" on Line 28 includes active payment plans that are otherwise no longer tracked. Please include explanation in the Comments section in Column R.
 6. Submit reports before or on the 20th day of each month, in original Excel format ONLY, using the Reports Email Inbox of reports@flccoc.org.

Counties Assigning Unidentifiable Cases

There will be rare situations when cases cannot be directly associated with a single court division. Counties may place these cases on payment plans either singularly or collectively:

- **EXAMPLE 1:** If two cases are adjudicated in both Circuit Civil and Probate, then placed on one payment plan in March, there would be no amount in cells “J5” or “J7” for these 2 cases, but the amounts in cell “J21” would include these 2 cases. The one payment plan is included in the amount in cell “J25” for March.
- **EXAMPLE 2:** If one case is adjudicated in both the Juvenile Dependency and Family court divisions, then placed on one payment plan in November, the case would not be included in the case amounts in cells “F18” or “F19”, but the case would be included in the amount in cell “F21”. The one payment plan is included in cell “F25” for November.

Sample Report: Unidentified Cases Per Plan

The cases reported as “Multiple Case Types” are ONLY reported here if you are UNABLE to identify the court division the case originates in.

Clerk of Court Monthly Payment Plan Report													CCOC FLORIDA CLERKS OF COURT OPERATIONS CORPORATION	
County Fiscal Year 2025-2026													CCOC Form Version 1 Created: 08/15/2025	
County:			Report Month:	July		Version #:	9							
Contact:	FLCOCOC 1 Case per Plan Example													
E-Mail Address:	Dotli.Kethis@flcoc.org													
	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	YTD Total	COMMENTS
CASES PLACED ON A PAYMENT PLAN														
A1 Circuit Criminal	41	82	123	14	35	78	47	78	29	20			545	
A2 County Criminal	60	119	158	47	116	185	104	113	32	91			1,025	
A3 Juvenile Delinquency	11	3	5	27	19	0	1	13	25	7			111	Includes ONLY Juveniles on probation owing restitution
A4 Criminal Traffic - UTCs	172	184	256	138	40	122	74	116	88	90			1,280	
A5 Circuit Civil													0	
A6 County Civil													0	
A7 Probate													0	
A8 Family	1	3	7	0	2	1	0	0	4	1			19	
A9 Juvenile Dependency	3	7	15	2	1	0	2	1	1	1			33	
A10 Civil Traffic - UTCs	61	132	213	194	85	116	187	138	79	40			1,245	
A11 Multiple Case Types	1	1	2	3	5	8	13	138	79	40				
Total Cases on a Payment Plan =	350	531	779	425	303	508	428							
PAYMENT PLANS														
1 Number of Active Payment Plans on Sept 30, 2025	1,911													
2 Number of Payment Plans	38	60	95	41	30	49	41							
3 Number of Removed Payment Plans - Satisfied	15	11	14	10	13	17	19							
4 Number of Removed Payment Plans - Defaulted	1	3	6	0	2	1	0							
5 Number of Removed Payment Plans - Other	2	1	0	4	1	0	0	3	1	2			14	Represents people that have been re-incarcerated for more than 365 days. No deaths or hospitalizations are included.
Total Active Payment Plans =	1,931	1,976	2,051	2,078	2,092	2,123	2,145	2,159	2,169	2,176	2,176	2,176		
NOTES														
1. "Number of Active Payment Plans" in cell D24 includes all active payment plans as of September 30th of the prior County Fiscal Year just ended.														
2. "Number of Payment Plans" on Line 25 includes all new payment plans added for the month.														
3. "Number of Removed Payment Plans - Satisfied" on Line 26 includes active payment plans paid in full and no longer tracked.														
4. "Number of Removed Payment Plans - Defaulted" on Line 27 includes active payment plans that defaulted on payment and no longer tracked.														
5. "Number of Removed Payment Plans - Other" on Line 28 includes active payment plans that are otherwise no longer tracked. Please include explanation in the Comments section in Column R.														
6. Submit reports before or on the 20th day of each month, in original Excel format ONLY, using the Reports Email Inbox of reports@flcoc.org .														

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If you are UNABLE to associate a case or multiple cases to specific court divisions (hopefully this is rare), and assigning multiple cases to individual Payment Plans (NO 1-to-1 relationship) then the amounts on Line 21 MUST BE EXCLUDED from the amounts on the lines above. A Payment Plan can have any combination of cases from A1 to A11.

What DO I DO If This Happens?

These answers to anticipated questions about completing the report form under special situations are not all-inclusive.

- **Suppose not all court divisions assign multiple cases?:** You still complete the report form as though all court divisions assign multiple cases to a single payment plan.
- **Suppose a person re-offends and is re-sentenced (Life or more)?:** Contact the Florida Department of Corrections and have a judgment placed on any money earned while working in the incarceration facility.
- **Suppose a person violates probation and returns to complete their original sentence?:** If the remaining sentence is a short period, you can use “Number of Removed Payment Plans – Other” if you only suspend the collection of payment. Otherwise, it is a Default.
- **Suppose I am just lost?:** Contact a county in your peer group or CMS group.

Questions?

Don't hesitate to get in touch with
Leonard Carper
Lcarper@flccoc.org

[I will find you if you are lost....](#)



PAYMENT PLAN COUNTING BUSINESS RULES Effective October 1, 2025

The goal of these business rules is to ensure the consistent and accurate counting of cases placed on a payment plan as authorized by **s.28.246(4), F.S.** These business rules originated from draft rules developed from the work of a pilot group of counties and suggestions of the Payment Plan Working Group after the first year of data collection (CFY2425). These Business Rules will be updated as required based on analysis of identifiable trends and changes in the data being reported by all 67 County Clerk offices on the Monthly Payment Plan Report or changes in data analysis identified by the CCOC, the Payment Plan Working Group, or legislative inquiry.

Reporting Guidelines

1. In the court division sections A1 through A11, count the number of cases placed on a payment plan per month by court type during the current fiscal year. DO NOT count the total number of payment plans being worked on during the month.
2. If multiple cases are placed on a single payment plan, count by court type, if possible. If break-out by court type of the cases placed on a payment plan is not possible, report the total number of cases on Line 21, section A11, Multiple Case Types.
3. In cell D24, enter the total number of payment plans your office is working on, as of the last day of the last month (September 30) of the fiscal year reporting period that just ended.
4. The total number of new payment plans established during the month should be manually entered on Line 25, "Number of Payment Plans". The amounts on Line 25 **SHOULD NEVER EXCEED** the corresponding amounts on Line 22 for each month.
 - a. For counties that create a new payment plan for each case, this number will equal the totals on Line 22, "Total Cases on a Payment Plan".
 - b. For counties that combine multiple cases into a single payment plan, this number will be less than the total on Line 22.
 - c. For counties that establish payment plans with both a one-to-one case/payment plan and multiple case to payment plan relationship, this number will still be less than the total on Line 22.
5. On Line 26, "Number of Removed Payment Plans – Satisfied", enter the total number of payment plans removed due to the payment plan being paid in full, or "satisfied". Payment plans that combine multiple cases **MUST** have all cases individually paid in full to be considered satisfied.
6. On Line 27, "Number of Removed Payment Plans – Defaulted", enter the total number of payment plans that have been removed due to default for non-payment. Payment Plans are in default when a D6 is issued or, for cases not requiring a D6, the case on that payment plan is sent to collections due to non-payment.

PAYMENT PLAN COUNTING BUSINESS RULES

7. On Line 28, “Number of Removed Payment Plans – Other”, enter the total number of payment plans that have been removed permanently without default and are no longer being tracked. The “Other” disposition is for plans that have stopped for reasons other than default or satisfaction. Most frequent use of “Other”, even though there are many more, is for plans where the defendant/customer is now:
- a. Deceased as evidenced by a certified death document,
 - b. Incarcerated as evidenced by court or Department of Corrections documentation,
 - c. At a long-term healthcare facility as indicated by medical documentation, or
 - d. Mitigation or modification of the case has occurred as indicated by court order documents

This category is NOT for payment plans that defaulted due to non-payments.

8. If a case is added to an existing payment plan, the case should be counted under the appropriate court type, but no changes are made to the payment plan amount because that plan should already be captured in the total number of payment plans currently reported.



AGENDA ITEM 5.3

DATE: December 5, 2025
SUBJECT: Performance Measures Workgroup
COMMITTEE ACTION: Informational

OVERVIEW:

Since the relaunch of the New Performance Measure Workgroup, we have held a total of 9 meetings, including one in-person session and another scheduled for January 8, 2026 in Orange County.

October 30, 2025 Workgroup Meeting:

- Discussed the 8 primary performance areas currently being used by clerks throughout the state based on survey results:
 - o Performance
 - o Compliance
 - o Workload
 - o Volume
 - o Accuracy
 - o Error Tracking
 - o Efficiencies
 - o Timeliness

- Of the 8 areas identified, three were selected as the focus for the development of statewide performance measures:
 - o Compliance
 - o Efficiency
 - o Accuracy

November 20, 2025 Workgroup Meeting:

- The focus of the meeting was “Compliance”.
- The workgroup discussed existing measures and other options that could potentially be incorporated into performance measures.
- Members agreed that the PAC Framework will be used extensively throughout the development process.

The workgroup will meet monthly through April 2026 and continue to develop and refine statewide performance measures.

MEMO AGENDA ITEM 4 - PAYMENT PLAN WORKGROUP UPDATE

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

COMMITTEE ACTION: Informational

Lead Staff: Matt Guse, Operations Director



AGENDA ITEM 6.1

DATE: December 5, 2025
SUBJECT: Driver's License Reinstatement Event (Operation Greenlight)
COMMITTEE ACTION: Informational

OVERVIEW:

NEW FLCCOC Point of Contact is Leonard Carper

Email (24/7/365): Lcarper@flccoc.org

Main (MWR 8:30-5:00): 850-386-2223

Direct (MWR 8:30-5:00): 850-756-7813

Request report form be changed from a County Fiscal Year form to a Calendar Year form beginning with Calendar year 2026:

- The legislation (s. 322.75(2), F.S.) states, "The clerk of court, in consultation with other participants, shall select 1 or more days annually for an event at which a person may have his or her driver license reinstated. The clerk may work with the Florida Association of Court Clerks and Comptrollers to promote such program, develop communications, and coordinate the event."
- The Florida Association of Court Clerks and Comptrollers does all of its promotion and reporting of the event on a calendar year basis.
- This will not affect the requirement of s. 322.75(8), F.S., which states, "The Florida Clerks of Court Operations Corporation shall report the information collected in subsection (7) in its annual report required by s. [28.35](#)."

**Clerk of Court Driver's License Reinstatement Event Report
County Fiscal Year 2025-2026**



County:
 Contact:
 E-Mail Address:

Event Date(s):
 Version:
 Submission:

CCOC Form Version 1
 Created: 09/09/2025

A. ENTITY RECEIVING FUNDS (s. 322.75(7)(e), F.S.)		REVENUES
CLERK	Clerk Revenue (fines, fees, service charges, court costs, late fees, interest, etc.)	\$ -
TOTAL - CLERK		\$ -
LOCAL	BOCC	\$ -
	Municipalities	\$ -
	School	\$ -
	Sheriff	\$ -
	Constituents (Restitution)	\$ -
	Other1 <input type="text"/>	\$ -
	Other2 <input type="text"/>	\$ -
	Other3 <input type="text"/>	\$ -
TOTAL - LOCAL		\$ -
STATE	State of Florida - General Revenue	\$ -
	State Attorney Trust Fund	\$ -
	Indigent Criminal Defense Trust Fund	\$ -
	State Courts Revenue Trust Fund	\$ -
	State of Florida - All Other Trust Funds	\$ -
TOTAL - STATE		\$ -
TOTAL REVENUES COLLECTED		\$ -
B. EXPENDITURES (s. 322.75(7)(f), F.S.)		EXPENDITURES
PERSONNEL	Overtime	\$ -
	Other Personnel Expenditures	\$ -
TOTAL - PERSONNEL		\$ -
OPERATING	Marketing	\$ -
	Other Operating Expenditures	\$ -
TOTAL - OPERATING		\$ -
SECURITY	Private Security Expenditure	\$ -
	Local Law Enforcement Cost IF Reimbursed	\$ -
TOTAL - SECURITY		\$ -
OTHER EXPENDITURES		
	Other1 <input type="text"/>	\$ -
	Other2 <input type="text"/>	\$ -
	Other3 <input type="text"/>	\$ -
TOTAL - OTHER		\$ -
TOTAL EXPENDITURES		\$ -

C. OTHER INFORMATION	
Did your event include extended hours on a weekday?	<input type="text"/>
Did your event include hours on the weekend?	<input type="text"/>
How many days was the event held?	<input type="text"/>
How many hours did it take to plan, research, and coordinate the event?	<input type="text"/>

D. PROGRAM PERFORMANCE (s. 322.75(7), F.S.)	
1. Number of Cases Paid In Full	<input type="text"/>
2. Number of Cases Placed on a Payment Plan	<input type="text"/>
3. Number of Cases Given Community Service	<input type="text"/>
4. Number of Cases Pulled from Collection Agency	<input type="text"/>
5. Number of DL Reinstatements	<input type="text"/>
6. Number of DL Reinstatements Made Eligible	<input type="text"/>
7. Number of Cases Failing to Comply	<input type="text"/>

E. ADDITIONAL COMMENTS
<input type="text"/>

NOTES:

1. Use a new form for each **NON-CONSECUTIVE** Driver's License Reinstatement Event in the year. Events held over **multiple consecutive days** can be reported on one form as one event. Clerks are statutorily required per s.322.75(2), F.S. to hold a minimum of one event every year.
2. This form should be completed and returned to reports@flccoc.org (in Excel format) by the 20th of the month following the end of the event.
3. Include the year in the date in cell F4.
4. Select First Submission in cell F6 for initial submissions. Updates to the data reported can be made by keeping the submission as First Submission or 3-Month Update and only updating the version number.
5. Responses in Section D, #2 should be tracked for **three months** from the event date and reported as Section D, #7, Cases Failing to Comply, on the 3-month Update. Update cell F6 to "3-month Update" and change the version to 1.
6. If an event was held with no participants, please complete the form and indicate no participation in Section E, Additional Comments.

**Clerk of Court Driver's License Reinstatement Event Report
Calendar Year 2026**



County:
 Contact:
 E-Mail Address:

Event Date(s):
 Version:
 Submission:

CCOC Form Version 1
 Created: 12/02/2025

A. ENTITY RECEIVING FUNDS (s. 322.75(7)(e), F.S.)		REVENUES
CLERK	Clerk Revenue (fines, fees, service charges, court costs, late fees, interest, etc.)	\$ -
TOTAL - CLERK		\$ -
LOCAL	BOCC	\$ -
	Municipalities	\$ -
	School	\$ -
	Sheriff	\$ -
	Constituents (Restitution)	\$ -
	Other1 <input type="text"/>	\$ -
	Other2 <input type="text"/>	\$ -
	Other3 <input type="text"/>	\$ -
TOTAL - LOCAL		\$ -
STATE	State of Florida - General Revenue	\$ -
	State Attorney Trust Fund	\$ -
	Indigent Criminal Defense Trust Fund	\$ -
	State Courts Revenue Trust Fund	\$ -
	State of Florida - All Other Trust Funds	\$ -
TOTAL - STATE		\$ -
TOTAL REVENUES COLLECTED		\$ -
B. EXPENDITURES (s. 322.75(7)(f), F.S.)		EXPENDITURES
PERSONNEL	Overtime	\$ -
	Other Personnel Expenditures	\$ -
TOTAL - PERSONNEL		\$ -
OPERATING	Marketing	\$ -
	Other Operating Expenditures	\$ -
TOTAL - OPERATING		\$ -
SECURITY	Private Security Expenditure	\$ -
	Local Law Enforcement Cost IF Reimbursed	\$ -
TOTAL - SECURITY		\$ -
OTHER EXPENDITURES		
	Other1 <input type="text"/>	\$ -
	Other2 <input type="text"/>	\$ -
	Other3 <input type="text"/>	\$ -
TOTAL - OTHER		\$ -
TOTAL EXPENDITURES		\$ -

C. OTHER INFORMATION	
Did your event include extended hours on a weekday?	<input type="text"/>
Did your event include hours on the weekend?	<input type="text"/>
How many days was the event held?	<input type="text"/>
How many hours did it take to plan, research, and coordinate the event?	<input type="text"/>

D. PROGRAM PERFORMANCE (s. 322.75(7), F.S.)	
1. Number of Cases Paid In Full	<input type="text"/>
2. Number of Cases Placed on a Payment Plan	<input type="text"/>
3. Number of Cases Given Community Service	<input type="text"/>
4. Number of Cases Pulled from Collection Agency	<input type="text"/>
5. Number of DL Reinstatements	<input type="text"/>
6. Number of DL Reinstatements Made Eligible	<input type="text"/>
7. Number of Cases Failing to Comply	<input type="text"/>

E. ADDITIONAL COMMENTS

- NOTES:**
- Use a new form for each **NON-CONSECUTIVE** Driver's License Reinstatement Event in the year. Events held over **multiple consecutive days** can be reported on one form as one event. Clerks are statutorily required per s.322.75(2), F.S. to hold a minimum of one event every year.
 - This form should be completed and returned to reports@flccoc.org (in Excel format) by the 20th of the month following the end of the event.
 - Include the year in the date in cell F4.
 - Select First Submission in cell F6 for initial submissions. Updates to the data reported can be made by keeping the submission as First Submission or 3-Month Update and only updating the version number.
 - Responses in Section D, #2 should be tracked for **three months** from the event date and reported as Section D, #7, Cases Failing to Comply, on the 3-month Update. Update cell F6 to "3-month Update" and change the version to 1.
 - If an event was held with no participants, please complete the form and indicate no participation in Section E, Additional Comments.



AGENDA ITEM 7.2

DATE: Dec 5, 2025
SUBJECT: Data Validation and Certification Process
COMMITTEE ACTION: Discussion

OVERVIEW

This memo outlines the proposed Data Validation and Certification Process to be used by the Florida Clerks of Court Operations Corporation (CCOC) to ensure the accuracy, consistency, and reliability of quarterly and annual data submitted by Florida's 67 Clerks of Court. The goal of this process is to establish a transparent, standardized method for reviewing clerk-submitted data and certifying its integrity for statewide reporting, performance measurement, and legislative oversight.

Purpose of the Certification Process:

Accurate data is essential for statewide performance reporting, analysis, and budget planning. The certification process strengthens accountability by ensuring that all submissions:

- 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 methodology designed to detect anomalies, confirm data integrity, and resolve discrepancies directly with Clerk offices. The process consists of the following components:

- 1- Each county's submission is evaluated against its own data from the previous three years. This comparison identifies unusual spikes, declines, or trends that differ from historical patterns. Significant changes trigger a follow-up review to determine whether they are expected or the result of reporting errors.
- 2- Submissions are then compared across peer counties to detect outliers. This helps identify discrepancies that may not appear unusual within a single county but become apparent when compared across similar jurisdictions.
- 3- When significant variances or anomalies are detected, CCOC contacts the Clerk's Office to request clarification or supporting documentation. Clerks may be asked to confirm system changes, review business rules, rerun queries, or correct the data if necessary.

- 4- Clerks provide documentation describing their data extraction procedures, systems used, internal validation steps, and quality checks. CCOC reviews this material alongside the statistical analysis to verify that the data was collected and reported according to established definitions and business rules.
- 5- If corrections are needed, the Clerk submits revised data. CCOC re-runs the validation process to ensure the corrections resolve all identified issues. Only after all items are verified does the dataset move forward for certification.

After completing all stages of the review, CCOC issues a written certification letter to the Clerk of Court confirming that:

- The submission is accurate to the best of CCOC's knowledge
- All anomalies have been reviewed and resolved
- The data is consistent with statewide business rules
- The dataset is appropriate for inclusion in statewide reporting

This certification serves as an assurance of data integrity for internal and external stakeholders.

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: Informational, **Lead Staff:** Hon. Tara Green, Clay County Clerk of Court and Comptroller.



AGENDA ITEM 7.3

DATE: Dec 5, 2025
SUBJECT: Business Rules Updates
COMMITTEE ACTION: Informational Only

OVERVIEW

In an effort to keep all business rules current, consistent, and easier to understand, CCOC has undertaken a full review and update of the business rules listed below. As part of this effort, all statutory references have been verified and updated to reflect current law, and the language throughout the documents has been revised for clarity and accuracy. These updates focus on formatting consistency and alignment with existing practices. No substantive changes were made that would require a vote; however, the revisions are being shared so members may review them and ask questions if needed.

All business rules are now standardized in structure and wording for improved readability and uniform application across all Clerk offices.

The following business rules were updated:

- Florida Statute 318.18(14) Assessment of Additional Costs Reporting Business Rules
- Counting Applications for Civil Indigency Reporting Business Rules
- Collections Performance Measure Reporting Business Rules
- Expenditures and Collections Reporting Business Rules
- Fiscal Management Measures Report Reporting Business Rules
- Hope Card Expenditures Reporting Business Rules
- Juror Reimbursement Certification Letter
- Juror Management Performance Reporting Business Rules
- Juror Management Reimbursement Reporting Business Rules
- Jury Management Reporting Business Rules
- Driver's License Reinstatement Event Reporting Business Rules
- Timeliness of Outputs Reporting Business Rules
- Payment Plan Counting Reporting Business Rules
- Collections to General Revenue Report Reporting Business Rules

Lead Staff: Nolan Turnage, CCOC Research Associate

Our Mission: As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.



**FLORIDA STATUTE 318.18(14)
ASSESSMENT OF ADDITIONAL COSTS
REPORTING BUSINESS RULES
PROPOSED UPDATE**

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of revenues and expenditures related to Florida Statute 318.18(14), F.S.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of the quarterly summary of funds collected and expended pursuant s. 318.18(14), F.S. The revenues collected section of this form must be completed by any county that has imposed a surcharge or increased fees or service charges as authorized in section 318.18(14)(a), F.S.

It is requested that, in addition to reporting on revenues collected, information on expenditures also be submitted. It is also requested that all counties submit this form even if they have not currently adopted the ordinance so that current status documentation is in place for each of the 67 counties.

RULES & PROCEDURES

Per section 318.18(14)(b), F.S., the clerks must submit the quarterly report in an electronic format no later than 30 days after the end of each quarter to the chief judge of the circuit and to the CCOC. However, for consistency with other CCOC reporting, submission by the 20th of each month after the end of the quarter is recommended.

As a reminder, per section 318.18(14)(b), F.S., a county may impose a surcharge under subparagraph (a)1., subparagraph (a)2., or subparagraph (a)3., but may not impose more than one surcharge under this subsection. A county may elect to impose a different authorized surcharge but may not impose more than one surcharge at a time.

To submit the report to the chief judge, please email a copy of the report to the trial court administrator of your circuit.

This report is due to CCOC 30 days after the end of each quarter. To submit the report, please email a copy of the report to reports@flccoc.org.

After receipt of the reports from the clerks, the CCOC will submit a summary report to Governor, the President of the Senate, the Speaker of the House of Representatives, and the board of county commissioners as required in section 318.18(14)(b), F.S.

REPORTING GUIDELINES

For section 318.18(14)(a)1, F.S., report in the REVENUE section the revenue received from the surcharge during the quarter. In the EXPENDITURE section, report the court facility or local law library for which funds were expended and indicate the amount spent. Up to 100% of total funds received can be spent on court facilities and up to 25% of total funds received can be spent on local law libraries.



For section 318.18(14)(a)2, F.S., report in the REVENUE section the revenue received from the surcharge during the quarter. In the EXPENDITURE section, report the principal and interest on bonds for which the funds were expended. If revenues exceed debt service on the bonds, the surplus revenues may be used to pay down debt service on the bonds, fund other state-facility construction projects as may be certified by the chief judge or support local law libraries. Report the surplus revenues expended to pay down debt service on bonds or report the court facility or local law library for which funds were expended and indicate the amount spent.

For section 318.18(14)(a)3, F.S., report in the REVENUE section the revenue received from the surcharge during the quarter. In the EXPENDITURE section, report the principal and interest on bonds for which the funds were expended. If revenues exceed debt service on the bonds, the surplus revenues may be used to pay down debt service on the bonds, fund other state-facility construction projects as may be certified by the chief judge or support local law libraries. Report the surplus revenues expended to pay down debt service on bonds or report the court facility or local law library for which funds were expended and indicate the amount spent.

VALIDATION PROCESS

Beginning XXXX there will now be an annual validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



**COUNTING APPLICATIONS
FOR CIVIL INDIGENCY
REPORTING BUSINESS RULES
PROPOSED UPDATE**

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of the number of applications for and number of approvals for civil indigence.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of the number of applications for and number of approvals for civil indigent status under 57.082, F.S., filed in specific time frames. The applications are reported on a subcase type level, as are the approvals of the applications. Pursuant to 57.081, F.S., a party who has obtained a certification of indigence pursuant to 27.52, F.S., or 57.082, F.S., with respect to a proceeding is not required to prepay costs to a court, clerk, or sheriff and is not required to pay filing fees or charges for issuance of a summons.

DEFINITIONS

Applications – Only report the number of applications and approvals for indigent filings which otherwise waive a defined filing fee or service charge.

Prisoner - A person who has been convicted of a crime and is incarcerated for that crime or who is being held in custody pending extradition or sentencing.

RULES & PROCEDURES

Pursuant to 57.082(1), F.S., a person seeking appointment of an attorney in a civil case eligible for court-appointed counsel, or seeking relief from payment of filing fees and prepayment of costs under 57.081, F.S., based upon an inability to pay must apply to the clerk of the court for a determination of civil indigent status. Pursuant 57.082(2), F.S., the clerk of the court shall determine whether an applicant seeking such designation is indigent based upon the information provided in the application and the criteria prescribed in this subsection. If the clerk determines that the applicant is indigent, the clerk shall immediately file the determination in the case record.

Pursuant to 57.082(3), F.S., if the clerk of the court has not made a determination of indigent status at the time a person requests appointment of an attorney in a civil case eligible for court-appointed counsel, the court shall make a preliminary determination of indigent status, pending further review by the clerk, and may, by court order, appoint counsel on an interim basis.

Pursuant to 57.082(4)(a), F.S., if the clerk of the court determines that the applicant is not indigent and the applicant seeks review of the clerk's determination, the court shall make a final determination of indigent status by reviewing the information provided in the application against the criteria prescribed in subsection (2) and by considering the following additional factors:



1. Whether paying for private counsel or other fees and costs creates a substantial hardship for the applicant or the applicant's family.
2. Whether the applicant is proceeding pro se or is represented by a private attorney for a fee or on a pro bono basis.
3. When the applicant retained private counsel.
4. The amount of any attorney's fees and who is paying the fees.
5. Any other relevant financial circumstances of the applicant or the applicant's family.

Pursuant to 57.082(4)(b), F.S., based upon its review, the court shall make the determination whether the applicant is indigent or not indigent and, if appropriate, appoint counsel.

Pursuant to 57.082(6), F.S., a person who the clerk or the court determines is indigent for civil proceedings under this section shall be enrolled in a payment plan under 28.246, F.S., and shall be charged a one-time administrative processing charge under 28.24(27)(c), F.S. A monthly payment amount, calculated based upon all fees and all anticipated costs, is presumed to correspond to the person's ability to pay if it does not exceed 2 percent of the person's annual net income, as defined in subsection (1), divided by 12. A case may not be impeded in any way, delayed in filing, or delayed in its progress, including the final hearing and order, due to nonpayment of any fees or costs by an indigent person. Filing fees waived from payment under 57.081, F.S., may not be included in the calculation related to a payment plan established under this section.

Pursuant to 57.085(2), F.S., when a prisoner who is intervening in or initiating a judicial proceeding seeks to defer the prepayment of court costs and fees because of indigence, the prisoner must file an affidavit of indigence with the appropriate clerk of the court. Per section (5) of 57.085, F.S., when the clerk has found the prisoner to be indigent, the court shall order the prisoner to make monthly payments of no less than 20 percent of the balance of the prisoner's trust account as payment of court costs and fees. When a court orders such payment, the Department of Corrections or the local detention facility shall place a lien on the inmate's trust account for the full amount of the court costs and fees, and shall withdraw money maintained in that trust account and forward the money, when the balance exceeds \$10, to the appropriate clerk of the court until the prisoner's court costs and fees are paid in full.

This report is due to CCOC 20 days after the end of each month. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

For the purposes of this report, include all applications made in a specific month and all approvals of applications for indigency made by either the clerk or the court in a specific month. This measurement does not capture the number of payment plans or dollars enrolled in a payment plan for civil actions. Additionally, this measurement does not include any deferred court costs/charges by indigent prisoners under section 57.085, F.S.



The number of applications filed may not correlate to the number of applications approved. Clerks should count applications approved by either the clerk or the court in their total number of approved applications. Applications shall be noted in the month in which they are received. Approvals of applications are to be noted in the month the approval is given. Approvals may not necessarily occur in the same month as an application. Multiple applications or approvals arising in the same case should be counted separately.

VALIDATION PROCESS

Beginning XXXX there will now be a validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integration Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



**COLLECTIONS PERFORMANCE MEASURE
REPORTING BUSINESS RULES
PROPOSED UPDATE**

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of monies assessed and collected on a quarterly basis.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of every dollar that was assessed in a particular quarter for the next five quarters by the ten individual court types to see if those specific dollars that were assessed were collected during that timeframe. It is different than the Assessment and Collections Survey that is collected by FCCC in that the CCOC report relates only to those assessments within the assigned control groups and the dollars collected towards those specific assessments only, while the FCCC survey reports all money assessed or collected during the year without a relationship between the dollars assessed and the dollars collected.

DEFINITIONS

Assessment Control Group – The total of all fines, fees, services charges, and other monetary penalties assessed during a given reporting period.

Report Period Ending - Collections for each control group will be reported at the end of five quarters.

Collection Rate – The ratio of monies assessed to monies collected.

RULES & PROCEDURES

Assessments should be reported in the category where the sentence is imposed. For example, if a criminal traffic charge is filed as a count on a felony case, then report that charge as part of the felony sentence. There is a separate worksheet for each court type, e.g. Circuit Criminal, Drug Trafficking, County Criminal, etc. The Collection Rate Performance Measure report tracks dollars in the quarter they are assessed and then how well those assessed dollars have been collected over the next five quarters.

When reporting the amounts assessed, include the amount of fines, fees, services charges, and other monetary penalties assessed during the reporting period, such as:

- a. The amount assessed on civil/family, county civil and probates cases,
- b. The amount imposed by the Court in criminal and delinquency cases,
- c. For civil traffic citations:
 - i. Consider amounts assessed when the citation is filed with the clerk's office.
 - ii. Include any additional penalties imposed by the Court where a court appearance was required or requested.
 - iii. Include late fees/additional penalties in the reporting period where they were assessed.



Do not include the following:

- a. Restitution Payment
- b. Cost of Supervision Payment
- c. Cost of Incarceration Payment
- d. Cost of Prosecution Payment
- e. Cost of Investigation Payment
- f. Bond forfeitures
- g. Child Support obligations and fees
- h. Parking tickets other than Uniform Traffic Citations (UTC's)

The amount assessed in a given control group should be adjusted in the reporting period when assessments are later reduced or adjusted by the Court or other provisions of law so as to make the original amount uncollectible. Examples include:

- a. Amounts assessed and subsequently dismissed by the Court,
- b. Defensive Driving School Elections,
- c. Showing proof of a valid DL/Registration/Insurance,
- d. Amounts converted to community service hours,
- e. Amounts satisfied by time served.

This report is due to CCOC 20 days after the end of each quarter. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

There is a separate worksheet for each court type, e.g. Circuit Criminal, Drug Trafficking, County Criminal, etc. The Collection Rate Performance Measure Report tracks dollars in the quarter they are assessed and then how well those assessed dollars have been collected over the next five quarters. The report spans a time period of eight quarters, meaning that for each worksheet there are four full periods of five quarters, and four partial periods of less than five quarters. For every quarter, report the amount assessed and the cumulative amount collected so far during the five-quarter period. The amount assessed should remain consistent, unless adjusted by the court or other provisions of law, as detailed above. The amount collected, however, is expected to increase over time.

Each court type has its own performance measure standard regarding the collection rate that is expected to be met by the end of the fifth quarter of tracking. Because of this, the percentage that is calculated by dividing the total amount collected by the total amount assessed at the end of the fifth quarter is the only percentage that counts towards whether the standard has been met. If the standard is not met, then a plan for meeting the standard in the future is submitted. The specific standard for each court type is listed at the top of each worksheet. Please note that there is not a performance standard for drug trafficking cases. The drug trafficking collection and amount assessed values are subsets of the entire dollars posted in the circuit criminal court division tab, however, there is a separate worksheet specifically for drug trafficking.



Part of the collections report are conditionally formatted cells and corrective action plan, CAP, information fields. The conditionally formatted cells alert when assessments increase or collections decrease from one quarter to the next. The percentage cell alerts when the standard is not met, and then the corresponding corrective action plan cells alert the need to provide CAP data. If assessments go up from one quarter to the next or collections go down from one quarter to the next, an explanation has to be entered in the “Additional Notes Related to Collection Issues” field on the same page. If the required performance measure percentage is not met, a corrective action plan must be entered in the appropriate field on the same page. If a court division form is completed by a person other than the one who initially put in the data for the fields on the first worksheet, it should be annotated on a form-by-form basis in the “Additional Notes Related to Collections Issues”. This is the same field that is also used for explaining why your data does not appear to follow the standard business logic when assessments go up and when collections go down from one quarter to the next.

For each standard not met, select a reason code from the drop-down menu. In the next field to the right of the reason code write a brief description for correcting the issue. It is very important that you only select the reasons provided from the dropdown menu. The macro analysis program is designed to only look for those reason codes.

VALIDATION PROCESS

Beginning XXXX there will now be an annual validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



**COLLECTIONS TO GENERAL REVENUE REPORT
REPORTING BUSINESS RULES
PROPOSED UPDATE**

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of the funds submitted to the General Revenue Fund from specific sources.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of the funds submitted by each Clerk of Court to the General Revenue Fund, broken down by specific revenue sources. As a result of the 2008 SB 1790, each Clerk's office is required to collect certain fines and fees which are to be remitted to the State primarily to assist in the funding of general revenue obligations.

RULES & PROCEDURES

This report is due to CCOC 20 days after the end of each month. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

VALIDATION PROCESS

Beginning XXXX there will now be a validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



**EXPENDITURES AND COLLECTIONS
REPORTING BUSINESS RULES
PROPOSED UPDATE**

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of the monthly collection of authorized monies identified as revenues and disbursement of those authorized revenues to cover court-related expenditures.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of monthly expenditures and revenue on a subcase type level. Information received through submission of the Expenditure and Collections Report, EC Report, by the 67 elected County Clerk's offices develops the historical data needed to conduct activities required for budget development as described in 28.35(2)(f), F.S.

Beginning CFY25/26, the data previously collected via the Ch2008-111LOF/Collections to General Revenue Report will now be collected via an additional section on the EC report. The purpose of this data collection is to monitor the required submission to the Department of Revenue, DoR, of additional fees collected by the Clerk. Although the EC Report is collected by the CCOC monthly, the information for this section is only reported quarterly.

DEFINITIONS

Original Revenue Projection - The official estimate, as determined by the Revenue Estimating Conference, of revenues from fines, fees, service charges, and court costs available for court-related functions for the county fiscal year covered by the projection.

Cumulative Excess - Revenues derived from fines, fees, service charges, and court costs collected by the clerks of the court which are greater than the original revenue projection.

RULES & PROCEDURES

The EC Report is collected by the CCOC on a monthly basis, but pursuant to 28.37(3), F.S., the portion of all fines, fees, service charges, and costs collected by the clerks of the court for the previous quarter which is in excess of one-fourth of the clerks' total budget for the performance of court-related functions must be remitted to the Department of Revenue for deposit into the Clerks of the Court Trust Fund. The clerk of the court shall remit the revenues collected during the previous quarter due to the state, on or before the 10th day of the next preceding month immediately following the quarterly calculation.

Pursuant to 28.37(4)(a), F.S., each year, no later than January 25, for the previous county fiscal year, the clerks of court, in consultation with the CCOC, shall remit to the DoR for deposit in the Clerks of the Court Trust Fund the cumulative excess of all fines, fees, service charges, and court costs retained by the clerks of the court, plus any funds received by the clerks of the court from the Clerks of the Court Trust Fund under 28.36(4), F.S., which exceed the amount needed to meet their authorized budget amounts



established under 28.35, F.S. However, per 28.37(4)(b), F.S., no later than February 1 the DoR shall transfer 50 percent of the cumulative excess of the original revenue projection from the Clerks of the Court Trust Fund to the General Revenue Fund. The remaining 50 percent in the Clerks of the Court Trust Fund may be used in the development of the total combined budgets of the clerks of the court as provided in 28.35(2)(f)6, F.S.

A minimum of 10 percent of the clerk-retained portion of the cumulative excess amount must be held in reserve until such funds reach an amount equal to at least 16 percent of the total budget authority from the current county fiscal year, as provided in 28.36(3)(a), F.S.

Expenditures reported on the form are for court-related operations necessary to perform the standard functions listed in 28.35(3)(a), F.S., that are paid from fees, service charges, costs, and fines retained by the clerks of court.

For the additional section, Collections to the General Revenue Fund not Part of Settle-Up, for line 154 Driving Under the Influence, pursuant to 316.193, F.S., the portion of a fine imposed in excess of \$500 pursuant to sub-subparagraph 1.a. and the portion of a fine imposed in excess of \$1,000 pursuant to sub-subparagraph 1.b., shall be remitted by the clerk to the Department of Revenue for deposit into the General Revenue Fund. Additionally, for the purposes of this subsection, only the instant offense is required to be a violation of subsection (1) by a person who has a blood-alcohol level or breath-alcohol level of 0.15 or higher. The portion of a fine imposed in excess of \$1,000 pursuant to subparagraph (a)1. and the portion of a fine imposed in excess of \$2,000 pursuant to subparagraph (a)2. or subparagraph (a)3., shall be remitted by the clerk to the Department of Revenue for deposit into the General Revenue Fund.

For line 155, Traffic Additional Court Costs, pursuant 318.18(12)(a), F.S., In addition to the stated fine, court costs must be paid in the following amounts and shall be deposited by the clerk into the fine and forfeiture fund established pursuant to s. 142.01 except as provided in this paragraph:

1. For pedestrian infractions: \$4, from which the clerk shall remit \$1 to the Department of Revenue for deposit into the General Revenue Fund.
2. For nonmoving traffic infractions: \$18, from which the clerk shall remit \$2 to the Department of Revenue for deposit into the General Revenue Fund.
3. For moving traffic infractions: \$35, from which the clerk shall remit \$5 to the Department of Revenue for deposit into the General Revenue Fund.

For line 156, Felony, Misdemeanor, and Criminal Traffic Additional Court Costs, pursuant 938.05(1)(a-c), F.S., Any person pleading nolo contendere to a misdemeanor or criminal traffic offense under 318.14(10)(a), F.S., or pleading guilty or nolo contendere to, or being found guilty of, any felony, misdemeanor, or criminal traffic offense under the laws of this state or the violation of any municipal or county ordinance which adopts by reference any misdemeanor under state law, shall pay as a cost in the case, in addition to any other cost required to be imposed by law, a sum in accordance with the following schedule:



- (a) Felonies: \$225, from which the clerk shall remit \$25 to the Department of Revenue for deposit into the General Revenue Fund.
- (b) Misdemeanors: \$60, from which the clerk shall remit \$10 to the Department of Revenue for deposit into the General Revenue Fund.
- (c) Criminal traffic offenses: \$60, from which the clerk shall remit \$10 to the Department of Revenue for deposit into the General Revenue Fund.

This report is due to CCOC 20 days after the end of each month. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

The EC Report is broken up into sections A1-E. Sections A1-A11 are allocated for reporting revenue at the subcase type level, and section A is for the cumulative monthly revenue. Section B is reserved for reporting any payments received from the Clerks' Trust Fund. Section C is allocated for reporting the monthly expenditures. The net monthly revenue will generate in the same section once the expenditures are entered. Section D is reserved for reporting any payments to the Clerks' Trust Fund for excess revenue, as described above. Section D is also the section where, if applicable, the calculated monthly excess revenue figure will auto-generate. Section E is allocated for reporting the total number of court-related Full-Time Equivalents, FTEs, as well as the number of separations during the reporting period.

Once the county is selected via the drop-down menu, pre-loaded budget data and the data for previous months will auto-generate. It is imperative not to modify any of the auto-generated data. If a revised budget is required during the fiscal year, the changing of these numbers will be handled at that time.

For the purposes of this report, include all revenue received from fees, service charges, court costs, and fines. Revenue is reported on a subcase type and a cumulative level, while expenditures are recorded on a cumulative level per month. The quarterly payments TO the Clerks' Trust Fund, reported on line 138, are required to be made by statute on or before the tenth day following the end of the previous quarter. Therefore, payments are recorded in the month to which they apply according to the date the remittance to Department of Revenue was made. Payments TO the Clerks' Trust Fund on line 138 should be equal to the Estimated 1/4 Excess Revenues on line 139 each month in the same corresponding column.

VALIDATION PROCESS

Beginning XXXX there will now be an annual validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and his team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



**FISCAL MANAGEMENT MEASURES REPORT
REPORTING BUSINESS RULES
PROPOSED UPDATE**

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of the previous year's fiscal management and a verification of whether or not all measurement standards were met.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate verification of whether or not each Clerk's office is meeting necessary standards and accounting processes that are required by Florida Statutes and other standards enforced by State Agencies.

RULES & PROCEDURES

This report is due to CCOC 20 days after the end of each quarter. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

VALIDATION PROCESS

Beginning XXXX there will now be a validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



HOPE CARD EXPENDITURES REPORTING BUSINESS RULES PROPOSED UPDATE

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of the estimated expenses associated with the issuance of Hope Cards for persons issued an order of protection.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of any personnel or operating expenses associated with the Hope Card Program for persons issued a final judgement on an injunction for protection.

RULES & PROCEDURES

Pursuant to 743.311(2), F.S., a person who has been issued a final judgment on injunction for protection under F.S. 741.30, 784.046, 784.0485, or 825.1035, may request a Hope Card from the clerk of the court of the circuit in which the order for an injunction for protection was entered. A person may request a Hope Card at the time the final judgment on injunction for protection is issued or at any other time before the expiration of the order for protection. Per 743.311(3), F.S., after the court has issued a final judgment on injunction for protection and within 3 business days after receipt of a request for a Hope Card, the clerk of the court shall create the Hope Card and provide it to the petitioner.

Although the Clerk's office is required to facilitate the issuance of Hope Cards, pursuant to 741.311(4), F.S., the clerk of the court may not assess a fee for the issuance of a Hope Card.

This report is due to CCOC 20 days after the end of each State Financial Year, SFY. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

Once the county is selected via the drop-down menu on line 4, the Funding Allocation number will automatically generate on line 10. Based on this figure, expenses associated with Personnel should be reported on line 13 and expenses associated with Operating costs should be reported on line 14. The combination of these two amounts should equal the Funding Allocation number. If not, there will be a Difference amount generated on line 16.

VALIDATION PROCESS

Beginning XXXX there will now be a validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.



QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



**JUROR REIMBURSEMENT
CERTIFICATION LETTER
REPORTING BUSINESS RULES
PROPOSED UPDATE**

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a verification of the timely submission of the Juror Reimbursement Certification Letter.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate execution of the Court-Related Juror Reimbursement Certification Letter.

RULES & PROCEDURES

The purpose of this Certification Letter is to verify that each county's Clerk signs off on the validity of each quarterly reimbursement request pursuant to 40.29(5), F.S., regarding the payment of compensation to jurors, meals or lodging provided to jurors, jury-related personnel costs, and operational costs associated with the processing of jurors.

This report is due to CCOC 20 days after the end of each quarter. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

The Certification Letter must be signed by each county's Clerk, not a member of the Clerk's staff. An electronic signature is acceptable.

For the contact information section, each Clerk may choose which staff member's contact information they would like to provide. The contact information required is the staff member's name, phone number, and email address.

Please be aware that this document operates on the State Financial Year, SFY, rather than the County Financial Year, CFY. Be sure to properly mark the quarter for which each Certification Letter is submitted for.

In order for the CCOC to be able to format and provide to the Justice Administrative Commission, JAC, all 67 counties' Certification Letters, please ensure that the document submitted to CCOC is unlocked and able to be edited.



VALIDATION PROCESS

Beginning XXXX there will now be an annual validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



JUROR MANAGEMENT PERFORMANCE REPORTING BUSINESS RULES PROPOSED UPDATE

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of juror management performance.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of the quarterly summary of the number of jury summons issued and juror payments issued timely. Pursuant to 40.24, F.S., the clerk of the circuit court is responsible for compensating jurors who are regularly employed and who do not receive regular wages during the first 3 days of jury service.

RULES & PROCEDURES

Pursuant to 40.24(2), F.S., Juror service constitutes being summoned and reporting for jury service as well as actual service on a jury. Per 40.24(3)(a), F.S., jurors who are regularly employed and who continue to receive regular wages while serving as a juror are not entitled to receive compensation from the clerk of the circuit court for the first 3 days of juror service. Per 40.24(3)(b), F.S., jurors who are not regularly employed or who do not continue to receive regular wages while serving as a juror are entitled to receive \$15 per day for the first 3 days of juror service. Per 40.24(4), F.S., each juror who serves more than 3 days is entitled to be paid by the clerk of the circuit court for the fourth day of service and each day thereafter at the rate of \$30 per day of service.

This report is due to CCOC 20 days after the end of each quarter. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

When executing this report, be sure to include petit and grand jury numbers. When reporting the number of jury summons issued on line 11 of the report, include all summonses issued during the reporting period using the date of issuance. When reporting the number of juror payments issued on line 13 of the report, include all forms of payment, excluding reissued checks, issued during the reporting period. When reporting the number of juror payments issued timely on line 14, include the number of juror payments issued during the reporting period that were issued within 20 days after completion of jury service, as required by Chapter 40.32, Florida Statutes, or within 20 days of revised request for payment if after original Date of Service. Exclude reissued checks, only use original check issue date.

The percentage on line 15 will auto-complete based on the entries on line 13 and 14. It represents the ratio of timely payments to total payments issued. The current performance standard is 100% for timely payments.



VALIDATION PROCESS

Beginning XXXX there will now be a validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



JUROR MANAGEMENT REIMBURSEMENT REPORTING BUSINESS RULES PROPOSED UPDATE

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of the expenses and reimbursements associated with the payment of summoned jurors.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of the quarterly costs and reimbursements associated with the payment of summoned jurors. The costs being recorded include personnel and operational expenses, as well as the direct payments to jurors and for juror meals and lodging.

RULES & PROCEDURES

Pursuant to 40.24(2), F.S., Juror service constitutes being summoned and reporting for jury service as well as actual service on a jury. Per 40.24(3)(a), F.S., jurors who are regularly employed and who continue to receive regular wages while serving as a juror are not entitled to receive compensation from the clerk of the circuit court for the first 3 days of juror service. Per 40.24(3)(b), F.S., jurors who are not regularly employed or who do not continue to receive regular wages while serving as a juror are entitled to receive \$15 per day for the first 3 days of juror service. Per 40.24(4), F.S., each juror who serves more than 3 days is entitled to be paid by the clerk of the circuit court for the fourth day of service and each day thereafter at the rate of \$30 per day of service.

Pursuant to 40.26, F.S., the Sheriff, when required by order of the court, shall provide juries with meals and lodging, the expense to be paid by the clerk of the circuit court.

Pursuant to 40.29(5), F.S., the Justice Administration Commission, JAC, will review the request for reimbursement to determine the sufficiency of funds for each quarter and receipt of the required clerk's signed and dated certification letter. Upon completing the review, JAC will submit the request for reimbursement to the State's Chief Financial Officer who will directly provide these funds to the individual clerk offices. For auditing purposes, detailed jury management data to support reimbursement requests, such as payroll, payments to jurors, etc., should be retained at the local level.

This report is due to CCOC 10 days after the end of each quarter. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

Line 9 of this report is allocated to the personnel costs associated with the juror summoning and management process. This figure represents an estimation of the time clerk staff have dedicated to



handling the juror process. Lines 12-14 are allocated for the reporting of operational costs, such as postage, printing, and other supplies necessary for the summoning and communicating with of jurors. Lines 20-28 are allocated to reporting the payments issued to jurors for both Petit and Grand juries. Lines 31 and 32 are allocated to reporting the payments issued for the meals and lodging of jurors. Lines 40 and 41 are allocated to reporting the reimbursement requests to and payments issued from the JAC.

Line 45 is allocated for describing any expense under the, "Other", designation when reporting numbers for the above categories. This is only necessary if an expense was reported on line 15, 22, or 27. Lines 48-51 are allocated in the event that additional justification, clarification, or applicable explanation is deemed necessary to support reasonableness of the above expenditure amounts.

VALIDATION PROCESS

Beginning XXXX there will now be an annual validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



JURY MANAGEMENT REPORTING BUSINESS RULES PROPOSED UPDATE

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of expenses and reimbursements associated with the payment of summoned jurors as well as the timeliness of payments issued to jurors.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of quarterly summary of the number of jury summons issued and juror payments issued timely. Additionally, this report contains figures regarding the quarterly costs and reimbursements associated with the payment of summoned jurors. The costs being recorded include personnel and operational expenses, as well as the direct payments to jurors and for juror meals and lodging.

RULES & PROCEDURES

Pursuant to 40.24(2), F.S., Juror service constitutes being summoned and reporting for jury service as well as actual service on a jury. Per 40.24(3)(a), F.S., jurors who are regularly employed and who continue to receive regular wages while serving as a juror are not entitled to receive compensation from the clerk of the circuit court for the first 3 days of juror service. Per 40.24(3)(b), F.S., jurors who are not regularly employed or who do not continue to receive regular wages while serving as a juror are entitled to receive \$15 per day for the first 3 days of juror service. Per 40.24(4), F.S., each juror who serves more than 3 days is entitled to be paid by the clerk of the circuit court for the fourth day of service and each day thereafter at the rate of \$30 per day of service. However, according to 40.24(7), F.S., any juror who is excused from jury service at his or her own request is not entitled to receive any compensation under subsection (3). Pursuant to 40.26, F.S., the Sheriff, when required by order of the court, shall provide juries with meals and lodging, the expense to be paid by the clerk of the circuit court.

Pursuant to 40.29(5), F.S., the Justice Administration Commission, JAC, will review the request for reimbursement to determine the sufficiency of funds for each quarter and receipt of the required clerk's signed and dated certification letter. Upon completing the review, JAC will submit the request for reimbursement to the State's Chief Financial Officer who will directly provide these funds to the individual clerk offices. For auditing purposes, detailed jury management data to support reimbursement requests, such as payroll, payments to jurors, etc., should be retained at the local level.

Pursuant to 40.32(2), F.S., the payment of jurors and the payment of expenses for meals and lodging for jurors under the provisions of this chapter are court-related functions that the clerk of the court shall fund from filing fees, service charges, court costs, and fines. Pursuant to 40.32(3), F.S., Jurors and witnesses shall be paid by the clerk of the court in cash, by check, or by warrant within 20 days after completion of jury service or completion of service as a witness.



This report is due to CCOC 15 days after the end of each quarter reimbursement is being requested for. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

Line 9 of this report is allocated to the personnel costs associated with the juror summoning and management process. This figure represents an estimation of the time clerk staff have dedicated to handling the juror process. Lines 12-15 are allocated for the reporting of operational costs, such as postage, printing, and other supplies necessary for the summoning and communicating with of jurors. Line 45 is allocated for describing any expense under the, "Other", designation when reporting numbers for the above categories. This is only necessary if an expense was reported on line 15.

Lines 20 and 21 are allocated to reporting the payments issued for the meals and lodging of jurors. Lines 25-32 are allocated for reporting statistics regarding the number of summons issued to jurors, number of jurors called to report, number of jurors that reported for service, number of reporting jurors not utilized, number of days served by jurors, number of jury trials scheduled, number of jury trials cancelled after jurors have reported, and number of jury trials disposed. Lines 35-41 are allocated to reporting the payments issued to jurors for both Petit and Grand juries.

When reporting the number of juror payments issued on line 44 of the report, include all forms of payment, excluding reissued checks, issued during the reporting period. When reporting the number of juror payments issued timely on line 45, include the number of juror payments issued during the reporting period that were issued within 20 days after completion of jury service, or within 20 days of revised request for payment if after original date of service. Exclude reissued checks, only use original check issue date. The percentage on line 46 will auto-complete based on the entries on lines 44 and 45. It represents the ratio of timely payments to total payments issued. The current performance standard is 100% for timely payments. If the performance standard is not met, you must fill out the Action Plan section for the relevant quarter. Select a Reason Code from the drop-down menu on line 47 and explain how it will be corrected to meet the standard the following quarter.

Lines 52 and 53 are allocated to reporting the reimbursement requests to and payments issued from the Justice Administrative Commission, JAC. If the payment from JAC is not enough to fully reimburse the cost of juror costs, line 54 is allocated for any payment made by CCOC to cover any additional expenses.

VALIDATION PROCESS

Beginning XXXX there will now be an annual validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS



Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



**DRIVER'S LICENSE REINSTATEMENT EVENT
REPORTING BUSINESS RULES
PROPOSED UPDATE**

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of the effects of Operation Greenlight, OGL, events held by individual counties.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of the revenues and expenditures associated with the holding of annual OGL events, as required by Florida Statutes. Among the information collected shall be a number of cases paid in full, cases placed on a payment plan, driver's licenses reinstated, and driver's licenses made eligible for reinstatement.

RULES & PROCEDURES

Pursuant to 322.75(1), F.S., each clerk of court shall establish a Driver License Reinstatement Days program for reinstating suspended driver licenses. Participants may include, but are not limited to, the Department of Highway Safety and Motor Vehicles, the state attorney's office, the public defender's office, the circuit and county courts, the clerk of court, and any interested community organization.

Pursuant to 322.75(2), F.S., the clerk of court, in consultation with other participants, shall select 1 or more days annually for an event at which a person may have his or her driver license reinstated. The clerk may work with the Florida Association of Court Clerks and Comptrollers to promote such program, develop communications, and coordinate the event. A person must pay the full license reinstatement fee; however, the clerk may reduce or waive other fees and costs, except those imposed by the court, to facilitate reinstatement. Per 322.75(3), F.S., the clerk of court is encouraged to schedule at least one event on a weekend or with hours after 5 p.m. on a weekday.

Pursuant to 322.75(4)(a), F.S., a person is eligible for reinstatement under the program if his or her license was suspended due to:

1. Driving without a valid driver license;
2. Driving with a suspended driver license;
3. Failing to make a payment on penalties in collection;
4. Failing to appear in court for a traffic violation; or
5. Failing to comply with any provision of chapter 318 or this chapter.

This report is due to CCOC 20 days after the end of each quarter. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES



Section A of this report is allocated for reporting the revenue generated from the OGL Event, and what entity the funds will ultimately be held by or transferred to. The main categories of these entities are the Clerk, Local, or State.

Section B of this report is allocated for reporting the expenditures required to host the OGL Event. These expenditures are broken down by personnel, operating, and security expenses. If “Other”, please specify in spaces provided.

Section C of this report is allocated to answer questions regarding the time the event was held and the effort required to plan the event. These questions include whether the event was held after standard work hours on a week-day or if it was held on a weekend day. How many days the event was and how many hours of planning was required prior to the actual event.

Section D of this report is allocated for the results regarding cases paid in full or placed on a payment plan, driver’s licenses reinstated or made eligible for reinstatement, cases failing to comply, etc. It is important that the

VALIDATION PROCESS

Beginning XXXX there will now be a validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



TIMELINESS OF OUTPUTS REPORTING BUSINESS RULES PROPOSED UPDATE

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of the timeliness of docket entries, new case filings, reopens, and notice of appeals. The measurement of new case filings will be reported on a subcase type and a collective level.

DEFINITIONS

Clock-In Date: Date filed with the clerk. If there is no clock in date, use the date the action was taken.

Input Date: The date the clerk actually performed the function.

Business Days: Any day, Monday through Friday, that is not a legal holiday. If clocked-in today and opened (or entered) today, count as 0 business days. If clocked in today and opened (or entered) tomorrow, count as 1 business day. If clocked in on Friday and opened (or entered) on Monday, count as 1 business day.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate recording of the quarterly timeliness of docket entries, new case filings, reopens, and notice of appeals. The CCOC has established a standard regarding the timeliness of these events. This standard includes both the number of business days between the clock-in date and the input date, and the ratio of entries that meet the timeliness standard.

RULES & PROCEDURES

As defined by 28.35(2)(d)1., F.S., “Workload measures” means the measurement of the activities and frequency of the work required for the clerk to adequately perform the court-related duties of the office as defined by the membership of the CCOC. As defined by 28.35(2)(d)2., F.S., “Workload performance standards” means the standards developed to measure the timeliness and effectiveness of the activities that are accomplished by the clerk in the performance of the court-related duties of the office as defined by the membership of the CCOC.

This report is due to CCOC 20 days after the end of each quarter. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

The first worksheet of this report is titled “Subcases Monthly” and is reserved for reporting new cases filed on a subcase type level. When reporting the new cases filed, please refer to the Summary Reporting System, SRS, available on the Florida Courts Website:

www.flcourts.gov/Media-Center/publications/Summary-Reporting-System/SRS-Manual.



When reporting Circuit Court new Appeals (AP Cases) on worksheet one, include only cases that are described in the SRS as those appeals which will go before a Circuit Court judge, or a panel of Circuit Court judges. Do not report appeals from the Circuit Court to the District Courts of Appeal or from the circuit court to the Supreme Court

The second worksheet of this report is titled “Outputs Monthly” and is reserved for reporting new cases filed, reopens filed, and NOA’s filed. These filings are also reported on a subcase type, but are not broken down to the SRS level. The YTD total will auto generate based on information entered.

The third worksheet of this report is titled “Timeliness Quarterly” and is reserved for the reporting of the timeliness of input date for new cases opened and docket entries entered. For each case type, report the percentage of new cases that were opened within X business days after the initial documents were clocked in. It is assumed that documents are clocked in upon receipt in the clerk’s office. This measure focuses on the time it takes to initially put a case/citation into the system/file and would include assignment of a case/citation number.

For each case type, report the percentage of docket entries entered within X business days after the docket entry date. All docket entries should be counted. This measure focuses on the time it takes:

- a. from receipt of a document in the clerk’s office (clock in date) until the docket entry is actually entered in the docketing system (input date)
- b. from an action taken date until the docket entry is actually entered in the docketing system (input date). For instance, if summarizing events from court, use the date of court compared to the date the entry was actually entered in the docketing system (input date).

Please see below for a list of the workload performance standards as approved by the CCOC Performance, Improvement, and Efficiencies, PIE, Committee.

Cases Filed	Docket Entries
Circuit Criminal within 2 business days- 80%	Circuit Criminal within 3 business days- 80%
County Criminal within 3 business days- 80%	County Criminal within 3 business days- 80%
Juvenile Delinquency within 2 business days- 80%	Juvenile Delinquency within 3 business days- 80%
Criminal Traffic within 3 business days- 80%	Criminal Traffic within 3 business days- 80%
Circuit Civil within 2 business days- 80%	Circuit Civil within 3 business days- 80%
County Civil within 2 business days- 80%	County Civil within 3 business days- 80%
Circuit Probate within 2 business days- 80%	Circuit Probate within 3 business days- 80%
Family within 3 business days- 80%	Family within 3 business days- 80%
Juvenile Dependency within 2 business days- 80%	Juvenile Dependency within 3 business days- 80%
Civil Traffic within 4 business days- 80%	Civil Traffic within 4 business days- 80%

If a workload performance measure is not met, the Action Plan cell will highlight for the relevant quarter. For each standard not met, select a reason code from the drop-down menu. In the next field to the right of the reason code write a brief description for correcting the issue. It is very important that you only select the reasons provided from the dropdown menu. The macro analysis program is designed to only look for those reason codes.



VALIDATION PROCESS

Beginning XXXX there will now be an annual validation process for the data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process will be conducted by the CCOC Data Integrity Officer and their team. The submitted report will be compared to the previous 3 years of submissions as well as compared to peer group counties. Once the data has been validated, the CCOC will provide to each County a letter of certification reflecting such.

QUESTIONS

Any questions regarding this reporting issue should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.



PAYMENT PLAN COUNTING REPORTING BUSINESS RULES PROPOSED UPDATE

AUTHORITY

Pursuant to 28.35(2)(d), Florida Statutes, F.S., the Clerks of Court Operations Corporation, CCOC, shall develop a uniform system of workload measures and performance standards. Included in these standards shall be a measurement of the number of cases placed on payment plans.

PURPOSE & SCOPE

The goal of these rules is to ensure the consistent and accurate counting of cases placed on a payment plan as authorized by 28.246(4), F.S. These cases shall be reported monthly based on the court division the case is handled in. The number of newly established payment plans and previously established payment plans will be reported based on the financial payment status of the payment plan. Year-to-date totals of both cases and payment plans will be tracked on a cumulative monthly, court division, and payment status basis.

RULES & PROCEDURES

Pursuant to 28.246(4)(a), F.S., each clerk of the circuit court shall accept partial payments for each case type for court-related fees, service charges, court costs, and fines in accordance with the terms of an established payment plan developed by the clerk. Per 28.246(4)(b), F.S., An individual seeking to defer payment of fees, service charges, court costs, or fines imposed by operation of law or order of the court under any provision of general law shall apply to the clerk for enrollment in a payment plan. The clerk shall enter into a payment plan with an individual who the court determines is indigent for costs.

This report is due to CCOC 20 days after the end of each month. To submit the report, please email a copy to reports@flccoc.org.

REPORTING GUIDELINES

Cases:

In the court division sections A1 through A11, count the number of cases placed on a payment plan per month by court type during the current fiscal year. DO NOT count the total number of payment plans being worked on during the month. If multiple cases are placed on a single payment plan, count by court division, if possible. If break-out by court division of the cases placed on a payment plan is not possible, report the total number of cases on Line 21, section A11, "Multiple Case Types".

Payment Plans:

In cell D24, enter the total number of payment plans your office was working on as of the last day of the last month, September 30, of the previous fiscal year reporting period.

The total number of new payment plans established during the month should be manually entered on Line 25, "Number of Payment Plans". The amounts on Line 25 should never exceed the corresponding amounts on Line 22 for each month. For counties that create a new payment plan for each case, this



number will equal the totals on Line 22, “Total Cases on a Payment Plan”. For counties that combine multiple cases into a single payment plan, this number will be less than the total on Line 22. For counties that establish payment plans with both a one-to-one case/payment plan and multiple case to payment plan relationship, this number will still be less than the total on Line 22

On Line 26, “Number of Removed Payment Plans – Satisfied”, enter the total number of payment plans removed due to the payment plan being paid in full, or “satisfied”. Payment plans that combine multiple cases must have all cases individually paid in full to be considered satisfied.

On Line 27, “Number of Removed Payment Plans – Defaulted”, enter the total number of payment plans that have been removed due to default for non-payment. Payment Plans are in default when a D6 is issued or, for cases not requiring a D6, the case on that payment plan is sent to collections due to non-payment.

On Line 28, “Number of Removed Payment Plans – Other”, enter the total number of payment plans that have been removed permanently without default and are no longer being tracked. The “Other” disposition is for plans that have stopped for reasons other than default or satisfaction. The most frequent use of “Other”, even though there are many more, is for plans where the defendant/customer is now:

- Deceased as evidenced by a certified death document
- Incarcerated as evidenced by court or Department of Corrections documentation
- At a long-term healthcare facility as indicated by medical documentation
- Mitigation or modification of the case has occurred as indicated by court order documents

This category is NOT for payment plans that defaulted due to non-payments.

Updates and Additions:

If a case is added to an existing payment plan, the case should be counted under the appropriate court division, but no changes are made to the payment plan amount because that plan should already be captured in the total number of payment plans currently reported.

VALIDATION PROCESS

Beginning with County Fiscal Year 2026-2027 (CFY2627) there will be an annual validation process for the cases and payment plans data contained in the reports submitted to CCOC to look for statistical outliers that show a significant variation from what is expected. The validation process and standards will be determined by the Payment Plan Work Group and conducted by the CCOC Data Integrity Officer with the assistance of the work group. Each county’s submitted report data will be compared to the previous 3 years of submissions as well as compared to its similarly situated (peer group) counties. Once the data has been validated, the CCOC will provide to each county a letter of certification reflecting such.

QUESTIONS

Any issue or questions regarding these business rules and reporting instructions should be directed to CCOC staff. To contact CCOC staff, please call 850-386-2223.