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EXECUTIVE COUNCIL MEETING  
March 16, 2026

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## CCOC EXECUTIVE COUNCIL MEETING

**March 16, 2026**

**Meeting:** 2:30 PM – 5:00 PM, Eastern

**Location:** World Equestrian Center (1750 NW 80<sup>th</sup> Ave, Ocala, FL 34482)

**Zoom Link:** <https://us06web.zoom.us/j/87648416400>

**Meeting ID:** 876 4841 6400; **Conference Call:** 1-305-224-1968

Call to Order.....	Hon. Tara S. Green
Roll Call .....	Hon. Michelle Miller
Public Comment .....	Hon. Tara S. Green
1) Approve Minutes from 12/18/25 Meeting.....	Hon. Michelle Miller
2) Treasurer’s Report .....	Hon. Michelle Miller
3) CCOC Committee Updates.....	Jason L. Welty
a) Budget Committee .....	Hon. Stacy Butterfield
b) Legislative Committee .....	Hon. Carolyn Timmann
c) PIE Committee.....	Hon. Laura Roth
d) Education Committee .....	Hon. Jay Swisher
4) Contract Review .....	Thomas Dunne
5) Executive Director Performance Review .....	Hon. Tara S. Green
6) Report on TCBC .....	Judge Bertila Soto
7) Other Business.....	Hon. Tara S. Green



**FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION**

2560-102 BARRINGTON CIRCLE ✓ TALLAHASSEE, FLORIDA 32308 ✓ PHONE 850.386.2223 ✓ FAX 850.386.2224 ✓ WWW.FLCCOC.ORG

**Attendance**

**Executive Council Meeting**

**March 16, 2026**

<b>Council Member</b>	<b>Present In-Person</b>	<b>Present Online</b>	<b>Absent</b>
Honorable Tara Green, Chair			
Honorable Todd Newton, Vice-Chair			
Honorable Michelle Miller, Secretary/Treasurer			
Honorable Ken Burke			
Honorable Stacy Butterfield			
Honorable Nadia Daughtrey			
Honorable Juan Fernandez-Barquin			
Honorable Jody Phillips			
Honorable Vickie Rogers			
Honorable Tiffany Moore Russell			
Honorable Bertila Soto			



**MINUTES OF THE EXECUTIVE COUNCIL MEETING  
FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)**

**DATE:** December 18, 2025  
**TIME:** 10:00 AM – 12:00 PM  
**LOCATION:** Virtual

**CALL TO ORDER**

Chair Green called the meeting to order at 10:00 AM.

**ROLL CALL**

Executive Director Jason L. Welty conducted the roll call.

Present:

Chair Tara Green

Vice-Chair Todd Newton

Clerk Stacy M. Butterfield

Clerk Nadia K. Daughtrey

Clerk Victoria L. Rogers

Clerk Juan Fernandez-Barquin

Clerk Jody Phillips

A quorum was established.

Members Absent (Excused):

Secretary/Treasurer Michele Miller

Clerk Tiffany Morre Russell

Judge Bertilla Soto

**1. Public Comment**

Chair Green opened the floor for public comment; there was no public comment.

**2. Approval of Minutes (October 21, 2025)**

- **Motion to approve:** Clerk Daughtrey moved to approve the minutes with a correction to spell out the acronym “PMAP” in the PIE Committee report.
- **Second:** Clerk Newton
- **Vote:** Approved unanimously

**3. Treasurer’s Report**

- a) FY 2024–2025 CCOC Office Budget

Mr. Welty presented the FY 2024–2025 CCOC office budget report.

- Expenditure was approximately 92% of budget, coming in just under \$200,000 below budget.
- Some outstanding invoices remain and may slightly adjust totals.
- **Action:** Informational only; no action required.

b) Revenue Distribution

Mr. Welty reported on revenue analysis conducted with the Office of State Courts Administrator (OSCA) and the Office of Economic and Demographic Research (EDR).

- A review of the \$4 county civil filing fee revealed \$225,583.28 was incorrectly distributed to CCOC and should have been allocated to OSCA.
- Discussion emphasized data quality, analytics limitations, and the need for improved anomaly detection across counties.
- **Motion:** Clerk Burke moved to authorize the Executive Director to work with OSCA to transfer the misallocated funds to the proper entity.
- **Second:** Clerk Rogers
- **Vote:** Approved unanimously.

Staff committed to continued efforts to enhance data quality, analytics, and peer comparison tools.

#### 4. CCOC Plan of Operations, Policies and Procedures

Mr. Welty presented proposed updates to the CCOC Plan of Operations, including:

- Grammatical and stylistic revisions
- Clarification of Executive Director authority
- Addition of authority for leasing/purchasing office space
- Discussion item regarding voting representation for members on active military duty
- **Motion:** Clerk Burke moved to establish a Plan of Operations Committee consisting of the Chair, Vice Chair, and Secretary/Treasurer to review proposed changes and work with staff.
- **Second:** Clerk Butterfield
- **Vote:** Approved unanimously.

Council members were encouraged to submit additional feedback ahead of the March meeting.

#### 5. Contract Review

Mr. Welty presented annual contract renewals.

- All vendors provided satisfactory service.

- Understory (website hosting/management) recommended for a three-month renewal pending issuance of a new RFQ.
- **Motion:** Clerk Newton moved to approve renewal of six contracts and authorize the Executive Director to negotiate and execute agreements.
- **Second:** Clerk Butterfield
- **Vote:** Approved unanimously.

## 6. CCOC Annual Report

Griffin Kolchakian presented highlights of the CCOC Annual Report, which includes an operational overview, budget development and reconciliation summary, Reserve Fund balance, and Council and committee updates. The report will be submitted by January 1 to the Governor and legislative leadership and posted to the CCOC website.

- **Action:** Informational only.

## 7. Executive Director Performance Review

Chair Green outlined the timeline for the Executive Director Performance Review for Jason Welty, covering approximately 13 months of service.

Timeline:

- January 15 – Evaluation materials distributed
- February 15 – Evaluations due to the Chair
- March – Chair review with Executive Director
- March 16 – Council discussion and feedback

Council members suggested that:

- The Executive Director provides a self-evaluation
- Council members gather peer group feedback to inform evaluations
- These suggestions were supported by the group.

Mr. Welty also provided a brief update on:

- FY 2025–26 revenue estimates, currently projected at \$549.1 million, a significant increase from prior estimates
- Anticipated budget challenges ahead
- Ongoing work of the Trial Court Budget Commission, including encouragement for council members to participate in the vacancies workgroup to assist with policy development related to the budget process
- **Action:** Informational only.

## 8. Other Business

With no further business, the meeting was adjourned at 10:46 AM.



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## AGENDA ITEM 2

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**DATE:** March 16, 2026  
**SUBJECT:** Treasurer's Report  
**COUNCIL ACTION:** Information only

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### OVERVIEW:

**CFY 2025-26 Budget Update:** As seen on the attached CCOC Office Budget Report (**Attachment 1**), the office expended 30 percent of the approved budget in FY 2025-26 through 42 percent of the fiscal year, or \$295,156 under budget year to date. The budget-to-actual expenditure figures presented herein are preliminary and unaudited. These amounts are subject to change.

**COUNCIL ACTION:** Information Only

**LEAD STAFF:** Jason L. Welty, Executive Director

### ATTACHMENTS:

1. CFY 2025-26 CCOC Office Budget Report

# FY 2025-26

## CCOC Budget and Expenditures through February 2026

	FY25/26	October	November	December	January	February
Personal Services		\$ 108,149.64	\$ 83,666.08	\$ 106,722.19	\$ 72,194.89	\$ 85,052.00
Operating		\$ 141,988.62	\$ 23,476.33	\$ 10,549.92	\$ 146,296.26	\$ 14,148.98
Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>		\$ 250,138.26	\$ 107,142.41	\$ 117,272.11	\$ 218,491.15	\$ 99,200.98
YTD		\$ 250,138.26	\$ 357,280.67	\$ 474,552.78	\$ 693,043.93	\$ 792,244.91
YTD Budget	\$ 2,609,763.00	\$ 217,480.25	\$ 434,960.50	\$ 652,440.75	\$ 869,921.00	\$ 1,087,401.25
Budget to Actuals		\$ (32,658.01)	\$ 77,679.83	\$ 177,887.97	\$ 176,877.07	\$ 295,156.34
% YTD		10%	14%	18%	27%	30%



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### AGENDA ITEM 3a

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**DATE:** March 16, 2026  
**SUBJECT:** Budget Committee Update  
**COUNCIL ACTION:** Information Only

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#### OVERVIEW:

In February, the Budget Committee set the CFY 2026-27 Base Budget to include the \$532.5 million current-year Revenue-Limited Budget plus the calculated statewide FRS increase, if any (this amount is unknown until the legislative session concludes). CCOC will send out the calculated Base Budget once the Legislature approves the updated FRS rates. The committee also established the allocation to the clerks' reserve fund at the standard 10% of Cumulative Excess (\$1.1 million). This brings the Reserve Fund total to over \$5.1 million.

Fiscal Year	Amount to Reserve
2026-27	\$ 1,070,068
2025-26	\$ 1,085,596
2024-25	\$ 1,420,969
2023-24	\$ 111,938
2022-23	\$ 273,309
2021-22	\$ 1,182,040
	<b>\$ 5,143,920</b>

The committee also has four active workgroups reviewing specific budget-related topics, including the Jury Management Workgroup, the Additional Budget Components (ABC) Workgroup, the Reserve Fund Policy Workgroup, and the Vacancies Review Workgroup.

The CFY 2024-25 Settle-Up process was completed; additional detail was emailed out last week.

The committee will continue to meet to develop the CFY 2026-27 Revenue-Limited Budget. Committee meetings are scheduled for:

- April 6<sup>th</sup> at 1:30 PM (virtual)
- May 21<sup>st</sup> at 1:30 PM (virtual)
- June 30<sup>th</sup> at 1:30 PM (virtual)
- August 19<sup>th</sup> all day (in-person – location TBD)

**COUNCIL ACTION:** Information Only

**LEAD STAFF:** Griffin Kolchakian, Budget and Communications Director



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## AGENDA ITEM 3b

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**DATE:** March 16, 2026  
**SUBJECT:** Legislative Committee Update  
**COUNCIL ACTION:** Information Only

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### OVERVIEW:

As of March 9, the clerks' priority bills have passed the House of Representatives. HB 925 by Representative Trabulsky/ SB 1322 Clerks of Court by Senator Martin and HB 759 by Representative Smith/ SB 532 by Senator Simon, along with key budget items, collectively help address the clerks' estimated \$75.1 million funding gap between current revenues and operational needs.

HB 925/ SB 1322 aims to stabilize court-side revenue by redirecting certain revenues from State General Revenue back to the clerks' offices, allowing clerks to retain 100 percent of **Cumulative Excess** revenues collected above REC projections, and increasing the per-petition reimbursement for **no-fee filing cases** to \$195. The bill also expands eligibility for reimbursement to include approved **civil indigency applications**, strengthening support for vulnerable populations involved in domestic violence, mental health, and other sensitive cases.

HB 759/ SB 532 is the clerks' Consumer Price Index (CPI) legislation that seeks to adjust specific filing fees and related court costs by factoring in inflation since those amounts were set.

The Clerks' Legislative Budget Request (LBR) includes **\$5.5 million** to cover the workload associated with current no-fee cases, including mental health, substance abuse, sexually violent predator commitments, and injunctions for protection. As of March 9<sup>th</sup>, the Senate's proposed budget includes recurring funding to support these non-fee cases, along with \$16.5 million for juror management—a **\$4.8 million increase**. The House's proposed budget includes \$400,000 in nonrecurring funds for the guardianship transparency database.

Because the House and Senate have not yet resolved the budget, the 2026 Legislative Session will likely be extended past March 13 or require a Special Session. The legislative team will continue to advocate for the clerks' legislative and budget priorities until the budget is finalized and session concludes.

**COUNCIL ACTION:** Information Only

**LEAD STAFF:** Jason L. Welty, Executive Director



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### AGENDA ITEM 3c

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**DATE:** March 16, 2026  
**SUBJECT:** PIE Committee Update  
**COUNCIL ACTION:** Approve Updated Indigency Forms & Data Validation/Certification

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#### OVERVIEW:

The CCOC Performance Improvement and Efficiencies (PIE) Committee met on March 6 and addressed the following items:

- CFY 2024-25 Quarter 1 Performance Measures and Action Plans (PMAP) Report – reviewed the Quarter 1 PMAP Report, which has been emailed to the Legislature and posted on the CCOC website: <https://flccoc.org/ccoc-reports/#pr>.
- Cases/Subcases Update – Reported on Quarter 1 cases and subcases.
- Performance Measure Workgroup Update – Since relaunching, the Performance Measure Workgroup has advanced the development of practical, compliance-focused measures that are within clerks' control, while addressing how technological differences across counties should be reflected in timeliness and efficiency expectations.
- Payment Plan Workgroup Update
- PAC Framework/Case Weights Workgroup Update – The workgroup continues to finalize the PAC framework under the direction of Clerk Perry.
- Updated Indigency Forms – The statewide Indigency Application forms have been updated to strengthen compliance, improve clarity and accessibility, and reflect feedback from clerks and local operational needs. The forms have also been officially translated into Spanish and Haitian Creole to expand access for limited-English-proficient court users, supporting more consistent determinations, more complete applications, and reduced administrative burden on clerks.

**COUNCIL ACTION:** Approve Updated Indigency Forms & Approve Data Validation/Certification

**LEAD STAFF:** Johnny Petit, Actuarial Performance Analyst

#### ATTACHMENTS:

- Updated Indigency Forms

IN THE CIRCUIT/COUNTY COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

\_\_\_\_\_,  
Plaintiff/Petitioner/Ward,  
  
\_\_\_\_\_,  
Defendant/Respondent.

CASE NO. \_\_\_\_\_

vs.

This is filed on behalf of a ward in a guardianship.

**APPLICATION FOR DETERMINATION OF CIVIL INDIGENT STATUS**

Notice to Applicant: If you qualify for civil indigence, filing and summons fees are waived; other costs are not waived and must be paid as required by s. 28.246(4), F.S. A person who knowingly provides false information to the clerk or the court in seeking a determination of indigent status under s. 57.082, F.S., commits a misdemeanor of the first degree, punishable by up to 1 year in jail or up to \$1,000 in fines, as provided in s. 775.082, F.S., or s. 775.083, F.S.

**I attest that the information provided on this application is true and accurate to the best of my knowledge.**

Date Signed _____	Signature of Applicant _____
Year of Birth _____ Last Four Digits of DL or ID _____	Print Legal Name _____
Phone _____	Address _____
Email _____	City, State, Zip _____

1. How many people in your household do you support with your income? \_\_\_\_ Include yourself. Do not include a working spouse.
  2. Take-home pay/Salary: \$\_\_\_\_\_ paid  weekly  every two weeks  monthly  yearly. This includes salary, wages, bonuses, allowances, overtime, tips, and similar payments. Take-home pay does not include any deductions required by law or court-ordered payments, such as child support.
  3. I have other income including:  social security benefits,  union funds,  veterans' benefits,  workers' compensation,  other regular support from absent family members,  public or private employee pensions,  reemployment assistance or unemployment compensation,  dividends,  interest,  rent,  trusts,  gifts,  other, and this income totals \$\_\_\_\_\_, paid per \_\_\_\_\_ (enter how often income received).
  4. I own a vehicle (car/truck/camper/motorcycle) worth \$\_\_\_\_\_ and I still owe \$\_\_\_\_\_.
  5. I own homestead real estate (house/condo/vacant property) worth \$\_\_\_\_\_ and I still owe \$\_\_\_\_\_.
  6. I own non-homestead real estate (house/condo/vacant property) worth \$\_\_\_\_\_ and I still owe \$\_\_\_\_\_.
  7. I have other assets totaling \$\_\_\_\_\_. Examples include cash, savings accounts, bank accounts, stocks, bonds, certificates of deposit, boats, bitcoin/cryptocurrency, or any tangible property (cell phone, jewelry, weapons, etc.).
  8.  I do /  I do not expect to receive more assets soon. The asset(s) and value(s) are \_\_\_\_\_.\*
  9. Other than on vehicles or real estate, I owe a total of \$\_\_\_\_\_ for \_\_\_\_\_.\*
- \*additional detail attached, as necessary
10. I have a private attorney.  yes  no

**CLERK'S DETERMINATION – ACCORDING TO S. 57.082, F.S.**

Based on information in this Application, I have determined the applicant to be  Indigent  Not Indigent.

Dated on \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
Clerk of the Circuit Court

By \_\_\_\_\_, Deputy Clerk

**APPLICANTS FOUND NOT TO BE INDIGENT MAY SEEK REVIEW BY A JUDGE BY ASKING FOR A HEARING TIME AND SIGNING HERE:** \_\_\_\_\_

EN EL TRIBUNAL DE CIRCUITO/DEL CONDADO DE \_\_\_\_\_ CIRCUITO JUDICIAL  
EN Y PARA \_\_\_\_\_ CONDADO, FLORIDA

N.º DE CASO. \_\_\_\_\_

\_\_\_\_\_,  
Demandante/Peticionario/Tutelado,

vs.

Esto se presenta en nombre de un tutelado bajo una tutela .

\_\_\_\_\_,  
Demandado/Respondedor.

**SOLICITUD PARA LA DETERMINACIÓN DE CONDICIÓN DE INDIGENCIA CIVIL**

Aviso al solicitante: Si usted califica como indigente civil, se eximen las tarifas de presentación y de citación; otros costos no se eximen y deben pagarse conforme a lo requerido por el art. 28.246(4), E.F. Una persona que, a sabiendas, proporcione información falsa al secretario judicial o al tribunal al solicitar una determinación de condición de indigente conforme al art. 57.082, E.F., comete un delito menor de primer grado, sancionable con hasta 1 año de cárcel o hasta \$1,000 en multas, según lo dispuesto en los arts. 775.082 o 775.083, E.F.

**Declaro que la información proporcionada en esta solicitud es verdadera y correcta según mi leal saber y entender.**

\_\_\_\_\_  
Fecha de firma

\_\_\_\_\_  
Firma del solicitante

\_\_\_\_\_  
Año de nacimiento

\_\_\_\_\_  
Últimos 4 dígitos de la licencia o ID

\_\_\_\_\_  
Nombre legal

\_\_\_\_\_  
Teléfono

\_\_\_\_\_  
Dirección

\_\_\_\_\_  
Correo electrónico

\_\_\_\_\_  
Ciudad, Estado, Código Postal

1. ¿Cuántas personas en su hogar mantiene con sus ingresos? \_\_\_\_ Inclúyase a usted mismo. No incluya a un cónyuge que trabaje.
2. Ingreso neto/Sueldo: \$ \_\_\_\_\_ pagado  semanalmente  cada dos semanas  mensualmente  anualmente. Esto incluye sueldo, salarios, bonificaciones, asignaciones, horas extra, propinas y pagos similares. El ingreso neto no incluye deducciones requeridas por la ley ni pagos ordenados por el tribunal, como la manutención infantil.
3. Tengo otros ingresos que incluyen:  beneficios del Seguro Social,  fondos sindicales,  beneficios para veteranos,  compensación laboral,  otro apoyo regular de familiares ausentes,  pensiones de empleados públicos o privados,  asistencia de reemplazo o compensación por desempleo,  dividendos,  intereses,  alquileres,  fideicomisos,  regalos,  otros, y estos ingresos totalizan \$ \_\_\_\_\_, pagados por \_\_\_\_\_ (indique con qué frecuencia se reciben los ingresos).
4. Soy propietario(a) de un vehículo (auto/camión/camper/motocicleta) con un valor de \$ \_\_\_\_\_ y aún debo \$ \_\_\_\_\_.
5. Soy propietario(a) de bienes raíces con exención de vivienda (casa/condominio/propiedad desocupada) con un valor de \$ \_\_\_\_\_ y aún debo \$ \_\_\_\_\_.
6. Soy propietario(a) de bienes raíces sin exención de vivienda (casa/condominio/propiedad desocupada) con un valor de \$ \_\_\_\_\_ y aún debo \$ \_\_\_\_\_.
7. Tengo otros bienes por un total de \$ \_\_\_\_\_. Ejemplos incluyen efectivo, cuentas de ahorro, cuentas bancarias, acciones, bonos, certificados de depósito, embarcaciones, bitcoin/criptomonedas o cualquier bien tangible (teléfono celular, joyas, armas, etc.).
8.  Sí /  No espero recibir más bienes próximamente. El(los) bien(es) y su(s) valor(es) son \_\_\_\_\_.\*
9. Además de vehículos o bienes raíces, debo un total de \$ \_\_\_\_\_ por \_\_\_\_\_.\*  
*Se adjunta información adicional, según sea necesario.*
10. Tengo un abogado privado.  sí  no

**DETERMINACIÓN DEL SECRETARIO – CONFORME A S. 57.082, E.F.**

Según esta solicitud, el solicitante es  Indigente  No indigente.

Con fecha \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Secretario del Tribunal de Circuito

Por \_\_\_\_\_, Secretario Adjunto

**LOS SOLICITANTES DETERMINADOS COMO NO INDIGENTES PUEDEN SOLICITAR REVISIÓN ANTE UN JUEZ  
PIDIENDO UNA FECHA DE AUDIENCIA Y FIRMANDO AQUÍ: \_\_\_\_\_**

NAN TRIBINAL SIKWI/TRIBINAL KONTE \_\_\_\_\_ SIKWI JIDISYÈ  
NAN AK POU KONTE \_\_\_\_\_, FLORIDA

DOSYE NIMEWO. \_\_\_\_\_

\_\_\_\_\_  
Pleyan/Petisyonè,

vs.

Sa a prezante nan non yon moun ki anba yon gadyen .

\_\_\_\_\_  
Akize/Repondan..

**DEMANN POU DETÈMINE ESTATI ENDIJAN SIVIL**

Avi pou aplikan an: Si ou kalifye kòm endijan sivil, frè depoze dosye a ak frè sitasyon (summons) yo anile (yo pa chaje); lòt depans yo pa anile epi yo dwe peye jan sa egzije dapre s. 28.246(4), F.S.. Yon moun ki konnen li bay enfòmasyon ki pa vre bay grefye a (clerk) oswa tribinal la pandan li ap chèche jwenn yon detèminasyon estati endijan dapre s. 57.082, F.S., ap komèt yon deli (misdemeanor) premye degre, ki ka pini ak jiska 1 ane prizon oswa jiska \$1,000 amann, jan sa prevwa nan s. 775.082, F.S., oswa s. 775.083, F.S.

**Mwen sètifye enfòmasyon mwen bay nan demann sa a se verite e li egzak, dapre pi bon konesans mwen.**

\_\_\_\_\_  
Dat mwen siyen

\_\_\_\_\_  
Siyati aplikan an

**Ane nesans** \_\_\_\_\_ Dènye 4 chif lisans kondwi/kat ID

\_\_\_\_\_  
Ekri non legal la (an lèt detache)

\_\_\_\_\_  
Telefòn

\_\_\_\_\_  
Adrès

\_\_\_\_\_  
Imèl

\_\_\_\_\_  
Vil, Eta, Kòd postal

1. Konbyen moun nan kay ou ou soutni ak revni ou? \_\_\_\_\_ Mete tèt ou ladan. Pa mete mari/madanm ki travay.
2. Salè nèt (take-home pay)/Salè: \$ \_\_\_\_\_ yo peye  chak semèn  chak 2 semèn  chak mwa  chak ane. Sa gen ladan salè, lajan travay, bonis, alokasyon, lè siplemantè, tip, ak lòt peman ki sanble. Salè nèt la pa gen ladan dediksyon lalwa egzije ni peman tribinal mande, tankou sipò pou timoun (child support).
3. Mwen resevwa benefis ki gen ladan:  benefis Sekirite Sosyal,  benefis Sekirite Sosyal pou timoun(yo),  Revni Sekirite Siplemantè (SSI),  SSI pou timoun(yo).  fon sendika,  benefis veteran,  konpansasyon travay (workers' compensation),  lòt sipò regilye nan men fanmi ki pa prezan,  pansyon anplwaye piblik oswa prive,  asistans pou retounen travay oswa konpansasyon chomaj,  dividann,  enterè,  lwaye,  trusts (fon/fidisi),  kado,  lòt, epi revni sa a fè yon total de \$ \_\_\_\_\_, yo peye pa \_\_\_\_\_ (ekri konbyen fwa revni an resevwa).
4. Mwen posede yon machin (machin/pikòp/camper/motosiklèt) ki vo \$ \_\_\_\_\_ epi mwen toujou dwe \$ \_\_\_\_\_.
5. Mwen posede pwopriyete prensipal kote mwen rete a (homestead) (kay/kondo/byen vid) ki vo \$ \_\_\_\_\_ epi mwen toujou dwe \$ \_\_\_\_\_.
6. Mwen posede pwopriyete ki pa "homestead" (kay/kondo/byen vid) ki vo \$ \_\_\_\_\_ epi mwen toujou dwe \$ \_\_\_\_\_.
7. Mwen gen lòt byen/asèt pou yon total de \$ \_\_\_\_\_. Egzanp: lajan kach, kont ekonomi, kont labank, aksyon, obligasyon, sètifika depo, bato, bitcoin/kriptomonnen, oswa nenpòt byen materyèl (telefòn selilè, bijou, zam, elatriye).
8.  Wi /  Non mwen pa espere resevwa lòt byen byento. Byen(yo) ak valè(yo) se \_\_\_\_\_.
9. Apa de dèt sou machin oswa byen imobilye, mwen dwe yon total de \$ \_\_\_\_\_ pou \_\_\_\_\_.  
*\*Plis detay tache, si sa nesèsè.*
10. Mwen gen yon avoka prive.  wi  non

**DETÈMINASYON GREFYE A — DAPRÈ S. 57.082, F.S.**

Dapre enfòmasyon ki nan Demann sa a, mwen detèmine aplikan an:  Endijan  Pa endijan

Fèt jou \_\_\_\_\_, ane 20 \_\_\_\_\_

\_\_\_\_\_  
Grefye Tribinal Sikwi a

Pa \_\_\_\_\_, Grefye Adjwen (Deputy Clerk)

**APLIKAN YO JIJMAN "PA ENDIJAN" KA MANDE REVIZYON DEVAN YON JIJ LÈ YO MANDE YON ORÈ  
ODISYANS EPI YO SIYEN ISIT LA:**

IN THE CIRCUIT/COUNTY COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

In the interest of \_\_\_\_\_

CASE NO. \_\_\_\_\_

\_\_\_\_\_,  
A child, or children.

**APPLICATION FOR DETERMINATION OF CIVIL INDIGENT STATUS**

(Dependency and Termination of Parental Rights Cases – ss. 39.013(9)(a), 39.0134(2)(a), 39.807(1)(a), & 57.082, F.S.)

Notice to Applicant: There is a \$50.00 fee for each application filed. If you qualify for civil indigence, the court will appoint counsel for you, but any associated attorney fees and costs must be paid as required by ss. 39.0134 & 28.246(4), F.S. A person who knowingly provides false information to the clerk or the court in seeking a determination of indigent status under s. 57.082, F.S., commits a misdemeanor of the first degree, punishable by up to 1 year in jail or up to \$1,000 in fines, as provided in s. 775.082, F.S., or s. 775.083, F.S.

**I attest that the information provided on this application is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Year of Birth

\_\_\_\_\_  
Last Four Digits of DL or ID

\_\_\_\_\_  
Print Legal Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City, State, Zip

1. How many people in your household do you support with your income? \_\_\_\_ Include yourself. Do not include a working spouse.
2. Take-home pay/Salary: \$\_\_\_\_\_ paid  weekly  every two weeks  monthly  yearly. This includes salary, wages, bonuses, allowances, overtime, tips, and similar payments. Take-home pay does not include any deductions required by law or court-ordered payments, such as child support.
3. I receive benefits including (enter amount and how often benefits received):  
 social security benefits \$ \_\_\_\_\_ paid \_\_\_\_\_,  social security benefits for child(ren) \$ \_\_\_\_\_ paid \_\_\_\_\_,  
 supplemental security income (SSI) \$ \_\_\_\_\_ paid \_\_\_\_\_,  SSI for child(ren) \$ \_\_\_\_\_ paid \_\_\_\_\_.
4. I have other income including:  union funds,  veterans' benefits,  workers' compensation,  other regular support from absent family members,  public or private employee pensions,  reemployment assistance or unemployment compensation,  dividends,  interest,  rent,  trusts,  gifts,  other, and this income totals \$\_\_\_\_\_, paid \_\_\_\_\_ (enter how often income received).
5. I own a vehicle (car/truck/camper/motorcycle) worth \$\_\_\_\_\_ and I still owe \$\_\_\_\_\_.
6. I own homestead real estate (house/condo/vacant property) worth \$\_\_\_\_\_ and I still owe \$\_\_\_\_\_.
7. I own non-homestead real estate (house/condo/vacant property) worth \$\_\_\_\_\_ and I still owe \$\_\_\_\_\_.
8. I have other assets totaling \$\_\_\_\_\_. Examples include cash, savings accounts, bank accounts, stocks, bonds, certificates of deposit, boats, bitcoin/cryptocurrency, or any tangible property (cell phone, jewelry, weapons, etc.).
9.  I do /  I do not expect to receive more assets soon. The asset(s) and value(s) are \_\_\_\_\_.\*
10. Other than on vehicles or real estate, I owe a total of \$\_\_\_\_\_ for \_\_\_\_\_.\*  
*\*additional detail attached, as necessary.*
11. I have a private attorney.  yes  no

**CLERK'S DETERMINATION – ACCORDING TO S. 57.082, F.S.**

Based on information in this Application, I have determined the applicant to be  Indigent  Not Indigent.

Dated on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Circuit Court

By \_\_\_\_\_, Deputy Clerk

**APPLICANTS FOUND NOT TO BE INDIGENT MAY SEEK REVIEW BY A JUDGE BY ASKING FOR A HEARING TIME AND SIGNING HERE:** \_\_\_\_\_

\_\_\_\_\_  
Demandante/Peticionario/Tutelado,

vs.  Esto se presenta en nombre de un tutelado bajo una tutela .

\_\_\_\_\_  
Demandado/Respondedor.

**SOLICITUD PARA LA DETERMINACIÓN DE CONDICIÓN DE INDIGENCIA CIVIL**

Aviso al solicitante: Hay una tarifa de \$50.00 por cada solicitud presentada. Si usted califica como indigente civil, se eximen las tarifas de presentación y de citación; otros costos no se eximen y deben pagarse conforme a lo requerido por el art. 28.246(4), E.F. Una persona que, a sabiendas, proporcione información falsa al secretario judicial o al tribunal al solicitar una determinación de condición de indigente conforme al art. 57.082, E.F., comete un delito menor de primer grado, sancionable con hasta 1 año de cárcel o hasta \$1,000 en multas, según lo dispuesto en los arts. 775.082 o 775.083, E.F.

**Declaro que la información proporcionada en esta solicitud es verdadera y correcta según mi leal saber y entender.**

Fecha de firma	Firma del solicitante
Año de nacimiento    Últimos 4 dígitos de la licencia o ID	Nombre legal
Teléfono	Dirección
Correo electrónico	Ciudad, Estado, Código Postal

1. ¿Cuántas personas en su hogar mantiene con sus ingresos? \_\_\_\_ Inclúyase a usted mismo. No incluya a un cónyuge que trabaje.
2. Ingreso neto/Sueldo: \$ \_\_\_\_\_ pagado  semanalmente  cada dos semanas  mensualmente  anualmente. Esto incluye sueldo, salarios, bonificaciones, asignaciones, horas extra, propinas y pagos similares. El ingreso neto no incluye deducciones legales ni pagos ordenados por el tribunal, como manutención infantil.
3. Recibo beneficios que incluyen (indique la cantidad y con qué frecuencia se reciben los beneficios):  
 beneficios del Seguro Social \$ \_\_\_\_\_ pagados \_\_\_\_\_,  beneficios del Seguro Social para hijo(s) \$ pagados \_\_\_\_\_,  
 Ingreso de Seguridad Suplementario (SSI) \$ pagado \_\_\_\_\_,  SSI para hijo(s) \$ pagado \_\_\_\_\_.
4. Tengo otros ingresos que incluyen:  beneficios del Seguro Social,  fondos sindicales,  beneficios para veteranos,  compensación laboral,  otro apoyo regular de familiares ausentes,  pensiones de empleados públicos o privados,  asistencia de reemplazo o compensación por desempleo,  dividendos,  intereses,  alquileres,  fideicomisos,  regalos,  otros, y estos ingresos totalizan \$ \_\_\_\_\_, pagados por \_\_\_\_ (Indique la frecuencia de los ingresos).
5. Soy propietario(a) de un vehículo (auto/camión/camper/motocicleta) con un valor de \$ \_\_\_\_\_ y aún debo \$ \_\_\_\_\_.
6. Soy propietario(a) de bienes raíces con exención de vivienda (casa/condominio/propiedad desocupada) con un valor de \$ \_\_\_\_\_ y aún debo \$ \_\_\_\_\_.
7. Soy propietario(a) de bienes raíces sin exención de vivienda (casa/condominio/propiedad desocupada) con un valor de \$ \_\_\_\_\_ y aún debo \$ \_\_\_\_\_.
8. Tengo otros bienes por un total de \$ \_\_\_\_\_. Ejemplos incluyen efectivo, cuentas de ahorro, cuentas bancarias, acciones, bonos, certificados de depósito, embarcaciones, bitcoin/criptomonedas o cualquier bien tangible (teléfono celular, joyas, armas, etc.).
9.  Sí /  No espero recibir más bienes próximamente. El(los) bien(es) y su(s) valor(es) son \_\_\_\_\_.\*
10. Además de vehículos o bienes raíces, debo un total de \$ \_\_\_\_\_ por \_\_\_\_\_.\*
- \*Se adjunta información adicional, según sea necesario.
11. Tengo un abogado privado.  sí  no

**DETERMINACIÓN DEL SECRETARIO – CONFORME A S. 57.082, E.F.**

Según esta solicitud, el solicitante es  Indigente  No indigente.

Con fecha \_\_\_\_\_, 20 \_\_\_\_\_

Secretario del Tribunal de Circuito

Por \_\_\_\_\_, Secretario Adjunto

**LOS SOLICITANTES DETERMINADOS COMO NO INDIGENTES PUEDEN SOLICITAR REVISIÓN ANTE UN JUEZ PIDIENDO UNA FECHA DE AUDIENCIA Y FIRMANDO AQUÍ: \_\_\_\_\_**

DOSYE NIMEWO. \_\_\_\_\_

\_\_\_\_\_  
Pleyan/Petisyonè,

vs.  Sa a prezante nan non yon moun ki anba yon gadyen.

\_\_\_\_\_  
Akize/Repondan..

### DEMANN POU DETÈMINE ESTATI ENDIJAN SIVIL

**(Ka Depandans ak Revokasyon Dwa Paran — ss. 39.013(9)(a), 39.0134(2)(a), 39.807(1)(a), & 57.082, F.S.)**

Notice to Applicant: Gen yon frè \$50.00 pou chak demann yo depoze. Si ou kalifye kòm endijan sivil, frè depoze dosye a ak frè sitasyon (summons) yo anile (yo pa chaje); lòt depans yo pa anile epi yo dwe peye jan sa egzije dapre s. 28.246(4), F.S.. Yon moun ki konnen li bay enfòmasyon ki pa vre bay grefye a (clerk) oswa tribinal la pandan li ap chèche jwenn yon detèminasyon estati endijan dapre s. 57.082, F.S., ap komèt yon deli (misdemeanor) premye degre, ki ka pini ak jiska 1 ane prizon oswa jiska \$1,000 amann, jan sa prevwa nan s. 775.082, F.S., oswa s. 775.083, F.S.

#### Mwen sètifye enfòmasyon mwen bay nan demann sa a

\_\_\_\_\_  
Dat mwen siyen

\_\_\_\_\_  
Siyati aplikan an

\_\_\_\_\_  
**Ane nesans** Dènye 4 chif lisans kondwi/kat ID

\_\_\_\_\_  
Ekri non legal la (an lèt detache)

\_\_\_\_\_  
Telefòn

\_\_\_\_\_  
Adrès

\_\_\_\_\_  
Imèl

\_\_\_\_\_  
Vil, Eta, Kòd postal

1. Konbyen moun nan kay ou ou soutni ak revni ou? \_\_\_\_\_ Mete tèt ou ladan. Pa mete mari/madanm ki travay.
2. Salè nèt (take-home pay)/Salè: \$ \_\_\_\_\_ yo peye  chak semèn  chak 2 semèn  chak mwa  chak ane. Sa gen ladan salè, lajan travay, bonis, alokasyon, lè sipleman, tip, ak lòt peman ki sanble. Salè nèt la pa gen ladan dediksyon lalwa egzije ni peman tribinal mande, tankou sipò pou timoun (child support).
3. Mwen resevwa benefis ki gen ladan (mete kantite lajan an ak konbyen fwa yo peye):  benefis Sekirite Sosyal \$ \_\_\_\_\_ yo peye \_\_\_\_\_,  benefis Sekirite Sosyal pou timoun(yo) \$ yo peye \_\_\_\_\_,  Revni Sekirite Sipleman (SSI) \$ yo peye \_\_\_\_\_,  SSI pou timoun(yo) \$ yo peye \_\_\_\_\_.
4. Mwen gen lòt revni tou, tankou:  fon sendika,  benefis veteran,  konpansasyon travay (workers' compensation),  lòt sipò regilye nan men fanmi ki pa prezan,  pansyon anplwaye piblik oswa prive,  asistans pou retounen travay oswa konpansasyon chomaj,  dividann,  enterè,  lwaye,  "trusts" (fon/fidisi),  kado,  lòt, epi revni sa yo fè yon total de \$ \_\_\_\_\_, yo peye pa \_\_\_\_\_ (ekri konbyen fwa ou resevwa revni a).
5. Mwen posede yon machin (machin/pikòp/camper/motosiklèt) ki vo \$ \_\_\_\_\_ epi mwen toujou dwe \$ \_\_\_\_\_.
6. Mwen posede pwopriyete prensipal kote mwen rete a (homestead) (kay/kondo/byen vid) ki vo \$ \_\_\_\_\_ epi mwen toujou dwe \$ \_\_\_\_\_.
7. Mwen posede pwopriyete ki pa "homestead" (kay/kondo/byen vid) ki vo \$ \_\_\_\_\_ epi mwen toujou dwe \$ \_\_\_\_\_.
8. Mwen gen lòt byen/asèt pou yon total de \$ \_\_\_\_\_. Egzanp: lajan kach, kont ekonomi, kont labank, aksyon, obligasyon, sètifika depo, bato, bitcoin/kriptomonnen, oswa nenpòt byen materyèl (telefòn selilè, bijou, zam, elatriye).
9.  Wi /  Non mwen pa espere resevwa lòt byen byento. Byen(yo) ak valè(yo) se \_\_\_\_\_.
10. Apa de dèt sou machin oswa byen imobilye, mwen dwe yon total de \$ \_\_\_\_\_ pou \_\_\_\_\_.  
*\*Plis detay tache, si sa nesèsè.*
11. Mwen gen yon avoka prive.  wi  non

#### DETÈMINASYON GREFYE A — DAPRÈ S. 57.082, F.S.

Dapre enfòmasyon ki nan Demann sa a, mwen detèmine aplikan an:  Endijan  Pa endijan

Fèt jou \_\_\_\_\_, ane 20 \_\_\_\_\_

\_\_\_\_\_  
Grefye Tribinal Sikwi a

Pa \_\_\_\_\_, Grefye Adjwen (Deputy Clerk)

**APLIKAN YO JIJMAN "PA ENDIJAN" KA MANDE REVIZYON DEVAN YON JIJ LÈ YO MANDE YON ORÈ  
ODISYANS EPI YO SIYEN ISIT LA:** \_\_\_\_\_

IN THE CIRCUIT/COUNTY COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT  
 IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA  
 STATE OF FLORIDA vs. CASE NO. \_\_\_\_\_

\_\_\_\_\_  
 Defendant/Child.

**APPLICATION FOR DETERMINATION OF CRIMINAL INDIGENT STATUS**

- I am seeking the appointment of the public defender OR  
 I have a private attorney or am self-represented and seek determination of indigence status for costs

Notice to Applicant: There is a \$50.00 fee for each application filed. The public defender/court-appointed lawyer and costs/due process services are not free, and a lien may be imposed on all property you own. If you are a parent/guardian making this affidavit on behalf of a minor or tax-dependent adult, the information contained in this application must include your income and assets. A person who knowingly provides false information to the clerk or the court in seeking a determination of indigent status under s. 27.52, F.S., commits a misdemeanor of the first degree, punishable by up to 1 year in jail or up to \$1,000 in fines, as provided in s. 775.082, F.S., or s. 775.083, F.S.

**I attest that the information provided on this application is true and accurate to the best of my knowledge.**

_____ Date Signed	_____ Signature of Applicant
_____ Year of Birth	_____ Last Four Digits of DL or ID
_____ Phone	_____ Print Legal Name
_____ Email	_____ Address
	_____ City, State, Zip

1. How many people in your household do you support with your income? Include yourself. Do not include a working spouse. \_\_\_\_\_
2. Take-home pay/Salary: \$\_\_\_\_\_ paid  weekly  every two weeks  monthly  yearly. This includes salary, wages, bonuses, allowances, overtime, tips, and similar payments. Take-home pay does not include any deductions required by law or court-ordered payments, such as child support.
3. I have other income including:  social security benefits,  union funds,  veterans' benefits,  workers' compensation,  other regular support from absent family members,  public or private employee pensions,  reemployment assistance or unemployment compensation,  dividends,  interest,  rent,  trusts,  gifts,  other, and this income totals \$\_\_\_\_\_, paid per \_\_\_\_\_ (enter how often income received).
4. I receive:  Temporary Assistance for Needy Families- cash assistance,  poverty-related veterans' benefits,  supplemental security income (SSI).
5. I own a vehicle (car/truck/camper/motorcycle) worth \$\_\_\_\_\_ and I still owe \$\_\_\_\_\_.
6. I own homestead real estate (house/condo) worth \$\_\_\_\_\_ and I still owe \$\_\_\_\_\_.
7. I own non-homestead property (house/condo/land) worth \$\_\_\_\_\_ and I still owe \$\_\_\_\_\_.
8. I have other assets totaling \$\_\_\_\_\_. Examples include cash, savings accounts, bank accounts, stocks, bonds, certificates of deposit, boats, bitcoin/cryptocurrency, or any tangible property, such as cell phone, jewelry, or weapons.
9.  I do /  I do not expect to receive more assets soon. The asset(s) and value(s) are \_\_\_\_\_.\*
10. Other than on vehicles or real estate, I owe a total of \$\_\_\_\_\_ for \_\_\_\_\_.\*  
*\*additional detail attached, as necessary*
11. I have been released on bail in the amount of \$\_\_\_\_\_.  Cash  Surety Posted by:  Self  Family  Other

**CLERK'S DETERMINATION – ACCORDING TO S. 27.52, F.S.**

- Based on information in this Application, I have determined the applicant to be  Indigent  Not Indigent,  
 The Public Defender is hereby appointed to the case listed above until relieved by the Court.

Dated on \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
 Clerk of the Circuit Court

By \_\_\_\_\_, Deputy Clerk

**APPLICANTS FOUND NOT TO BE INDIGENT MAY SEEK REVIEW BY A JUDGE BY ASKING FOR A HEARING TIME AND SIGNING HERE:** \_\_\_\_\_

EN EL TRIBUNAL DE CIRCUITO/DEL CONDADO DE \_\_\_\_\_ CIRCUITO JUDICIAL  
EN Y PARA \_\_\_\_\_ CONDADO, FLORIDA

N.º DE CASO. \_\_\_\_\_

\_\_\_\_\_  
Demandante/Peticionario/Tutelado,

vs.  Esto se presenta en nombre de un tutelado bajo una tutela.

\_\_\_\_\_  
Demandado/Respondedor.

**SOLICITUD PARA LA DETERMINACIÓN DE CONDICIÓN DE INDIGENCIA CRIMINAL**

Solicito el nombramiento del Defensor Público O

Tengo un abogado privado o me represento y solicito la determinación de indigencia para los costos

Aviso al solicitante: Hay una tarifa de \$50.00 por cada solicitud presentada. Si usted califica como indigente civil, se eximen las tarifas de presentación y de citación; otros costos no se eximen y deben pagarse conforme a lo requerido por el art. 28.246(4), E.F. Una persona que, a sabiendas, proporcione información falsa al secretario judicial o al tribunal al solicitar una determinación de condición de indigente conforme al art. 57.082, E.F., comete un delito menor de primer grado, sancionable con hasta 1 año de cárcel o hasta \$1,000 en multas, según lo dispuesto en los arts. 775.082 o 775.083, E.F.

**Declaro que la información proporcionada en esta solicitud es verdadera y correcta según mi leal saber y entender.**

\_\_\_\_\_  
Fecha de firma

\_\_\_\_\_  
Fecha de firma

\_\_\_\_\_  
Año de nacimiento Últimos 4 dígitos de la licencia o ID

\_\_\_\_\_  
Año de nacimiento Últimos 4 dígitos de la licencia o ID

\_\_\_\_\_  
Teléfono

\_\_\_\_\_  
Teléfono

\_\_\_\_\_  
Correo electrónico

\_\_\_\_\_  
Correo electrónico

1. ¿Cuántas personas en su hogar mantiene con sus ingresos? \_\_\_\_ Inclúyase. No incluya al cónyuge que trabaje.
2. Ingreso neto/Sueldo: \$ \_\_\_\_\_ pagado  semanalmente  cada dos semanas  mensualmente  anualmente. Esto incluye sueldo, salarios, bonificaciones, asignaciones, horas extra, propinas y pagos similares. El ingreso neto no incluye deducciones requeridas por la ley ni pagos ordenados por el tribunal, como la manutención infantil.
3. Tengo otros ingresos que incluyen:  beneficios del Seguro Social,  fondos sindicales,  beneficios para veteranos,  compensación laboral,  otro apoyo regular de familiares ausentes,  pensiones de empleados públicos o privados,  asistencia de reemplazo o compensación por desempleo,  dividendos,  intereses,  alquileres,  fideicomisos,  regalos,  otros, y estos ingresos totalizan \$ \_\_\_\_\_, pagados por \_\_\_\_\_ (Indique la frecuencia de los ingresos).
4. Recibo:  Asistencia Temporal para Familias Necesitadas (TANF) – asistencia en efectivo,  beneficios para veteranos relacionados con la pobreza,  Ingreso de Seguridad Suplementario (SSI).
5. Soy propietario(a) de un vehículo (auto/camión/camper/motocicleta) con un valor de \$ \_\_\_\_\_ y aún debo \_\_\_\_\_.
6. Soy propietario(a) de bienes raíces con exención de vivienda (casa/condominio/propiedad desocupada) con un valor de \$ \_\_\_\_\_ y aún debo \$ \_\_\_\_\_.
7. Soy propietario(a) de bienes raíces sin exención de vivienda (casa/condominio/propiedad desocupada) con un valor de \$ \_\_\_\_\_ y aún debo \$ \_\_\_\_\_.
8. Tengo otros bienes por un total de \$ \_\_\_\_\_. Ejemplos incluyen efectivo, cuentas de ahorro, cuentas bancarias, acciones, bonos, certificados de depósito, embarcaciones, bitcoin/criptomonedas o cualquier bien tangible (teléfono celular, joyas, armas, etc.).
9.  Sí /  No espero recibir más bienes próximamente. El(los) bien(es) y su(s) valor(es) son \_\_\_\_\_.\*
10. Además de vehículos o bienes raíces, debo un total de \$ \_\_\_\_\_ por \_\_\_\_\_.\*  
*Se adjunta información adicional, según sea necesario.*
11. Tengo un abogado privado.  sí  no

**DETERMINACIÓN DEL SECRETARIO – CONFORME A S. 57.082, E.F.**

Con base en la información contenida en esta solicitud, he determinado que el solicitante es:  Indigente  No indigente.

Se designa al Defensor Público para el caso indicado arriba hasta que el Tribunal lo releve de dicha designación.

Con fecha \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Secretario del Tribunal de Circuito

Por \_\_\_\_\_, Secretario Adjunto

**LOS SOLICITANTES DETERMINADOS COMO NO INDIGENTES PUEDEN SOLICITAR REVISIÓN ANTE UN JUEZ  
PIDIENDO UNA FECHA DE AUDIENCIA Y FIRMANDO AQUÍ: \_\_\_\_\_**

NAN TRIBINAL SIKWI/TRIBINAL KONTE \_\_\_\_\_ SIKWI JIDISYÈ  
NAN AK POU KONTE \_\_\_\_\_, FLORIDA

DOSYE NIMEWO. \_\_\_\_\_

\_\_\_\_\_  
Pleyan/Petisyonè,

vs.  Sa a prezante nan non yon moun ki anba yon gadyen.

\_\_\_\_\_  
Akize/Repondan..

**DEMANN POU DETÈMINE ESTATI ENDIJAN KRIMINÈL**

(Ka Depandans ak Revokasyon Dwa Paran — ss. 39.013(9)(a), 39.0134(2)(a), 39.807(1)(a), & 57.082, F.S.)

Mwen ap mande pou yo nonmen Defansè Piblik la (Public Defender) OSWA

Mwen gen avoka prive oswa mwen reprezante tèt mwen, epi mwen mande estati endijan pou depans yo.

Notice to Applicant: Gen yon frè \$50.00 pou chak demann yo depoze. Si ou kalifye kòm endijan sivil, frè depoze dosye a ak frè sitasyon (summons) yo anile (yo pa chaje); lòt depans yo pa anile epi yo dwe peye jan sa egzije dapre s. 28.246(4), F.S.. Yon moun ki konnen li bay enfòmasyon ki pa vre bay grefye a (clerk) oswa tribinal la pandan li ap chèche jwenn yon detèminasyon estati endijan dapre s. 57.082, F.S., ap komèt yon deli (misdemeanor) premye degre, ki ka pini ak jiska 1 ane prizon oswa jiska \$1,000 amann, jan sa prevwa nan s. 775.082, F.S., oswa s. 775.083, F.S.

**Mwen sètifye enfòmasyon mwen bay nan demann sa a**

\_\_\_\_\_  
Dat mwen siyen

\_\_\_\_\_  
Siyati aplikan an

\_\_\_\_\_  
Ane nesans      Dènye 4 chif lisans kondwi/kat ID

\_\_\_\_\_  
Ekri non legal la (an lèt detache)

\_\_\_\_\_  
Telefòn

\_\_\_\_\_  
Adrès

\_\_\_\_\_  
Imèl

\_\_\_\_\_  
Vil, Eta, Kòd postal

1. Konbyen moun nan kay ou ou soutni ak revni ou? Mete tèt ou ladan. Pa mete mari/madanm ki travay.
2. Salè nè (take-home pay)/Salè: \$ \_\_\_\_\_ yo peye  chak semèn  chak 2 semèn  chak mwa  chak ane. Sa gen ladan salè, lajan travay, bonis, alokasyon, lè siplemantè, tip, ak lòt peman ki sanble. Salè nè la pa gen ladan dediksyon lalwa egzije ni peman tribinal mande, tankou sipò pou timoun (child support).
3. Mwen resevwa benefis ki gen ladan (mete kantite lajan an ak konbyen fwa yo peye):  
 benefis Sekirite Sosyal \$ \_\_\_\_\_ yo peye ,  benefis Sekirite Sosyal pou timoun(yo) \$ yo peye ,  revni sekirite siplemantè (SSI) \$ yo peye ,  SSI pou timoun(yo) \$ yo peye \_\_\_\_\_.
4. Mwen resevwa:  Asistans Tanporè pou Fanmi ki nan Bezwen (TANF) – asistans lajan kach,  benefis veteran ki gen rapò ak povrete,  Revni Sekirite Siplemantè (SSI).
5. Mwen posede yon machin (machin/pikòp/camper/motosiklèt) ki vo \$ \_\_\_\_\_ epi mwen toujou dwe \$ \_\_\_\_\_.
6. Mwen posede yon pwopriyete rezidans prensipal (kay/kondo) ki vo \$ \_\_\_\_\_, epi mwen toujou dwe \$ \_\_\_\_\_ sou li.
7. Mwen posede pwopriyete ki pa "homestead" (kay/kondo/byen vid) ki vo \$ \_\_\_\_\_ epi mwen toujou dwe \$ \_\_\_\_\_.
8. Mwen gen lòt byen/asèt pou yon total de \$ \_\_\_\_\_. Egzanp: lajan kach, kont ekonomi, kont labank, aksyon, obligasyon, sètifika depo, bato, bitcoin/kriptomonnen, oswa nenpòt byen materyèl (telefòn selilè, bijou, zam, elatriye).
9.  Wi /  Non mwen pa espere resevwa lòt byen byento. Byen(yo) ak valè(yo) se \_\_\_\_\_.
10. Apa de dèt sou machin oswa byen imobilye, mwen dwe yon total de \$ \_\_\_\_\_ pou \_\_\_\_\_.  
\*Plis detay tache, si sa nesèsè.
11. Yo lage mwen sou kosyon nan kantite \$ \_\_\_\_\_.  Lajan kach  Kosyon garanti (surety) Mete pa:  Mwen menm  Fanmi  Lòt

**DETÈMINASYON GREFYE A — DAPRÈ S. 57.082, F.S.**

Dapre enfòmasyon ki nan Demann sa a, mwen detèmine aplikan an:  Endijan  Pa endijan

Fèt jou \_\_\_\_\_, ane 20 \_\_\_\_\_

\_\_\_\_\_  
Grefye Tribinal Sikwi a

Pa \_\_\_\_\_, Grefye Adjwen (Deputy Clerk)

APLIKAN YO JIJMAN "PA ENDijan" KA MANDE REVIZYON DEVAN YON JIJ LÈ YO MANDE YON ORÈ ODISYANS EPI YO SIYEN ISIT LA: \_\_\_\_\_



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## AGENDA ITEM 3d

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**DATE:** March 16, 2026  
**SUBJECT:** Education Committee Formation  
**COUNCIL ACTION:** Information Only

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### OVERVIEW:

CCOC has established an Education Committee to coordinate and strengthen statewide training for clerks and their offices. The committee's purpose is to ensure education offerings are practical, relevant, and aligned with CCOC's statutory responsibilities and operational priorities.

The committee will work in partnership with the Florida Court Clerks & Comptrollers (FCCC) Association while providing oversight to ensure education initiatives remain mission-focused, value-driven, and fiscally responsible.

The Education Committee will prioritize data-informed training related to budget development, workload analysis, performance measures, and operational efficiency. It will also identify training gaps, coordinate education efforts across delivery formats, and reduce duplication to maximize the value of CCOC's education investments.

### Key goals of the Education Committee include:

- Providing targeted training that directly supports clerk operations and office-level decision-making
- Aligning education offerings with CCOC budget initiatives and performance measure development
- Enhancing understanding and use of workload and performance data across clerk offices
- Supporting transparency, accountability, and consistency in statewide clerk practices
- Expanding access to timely, high-quality training through a mix of in-person and virtual formats

Through this effort, CCOC aims to strengthen statewide collaboration, improve operational outcomes, and ensure education remains a strategic tool to support clerks in meeting both current and future challenges.

**COUNCIL ACTION:** Information Only

**LEAD STAFF:** Linzee Buck, Education Coordinator



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## AGENDA ITEM 4

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**DATE:** March 16, 2026  
**SUBJECT:** Contract Review  
**COUNCIL ACTION:** Approve Executive Director to Negotiate and Finalize Contracts

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### OVERVIEW:

CCOC issued a Request for Quote (RFQ) for Web Hosting Services to determine if better pricing and services were available to host the flccoc.org website. Three responsive bids were received and evaluated. Based on the evaluation results, it is recommended that CCOC contract with Kerigan Marketing Associates for Web Hosting Services from April 1, 2026 – December 31, 2026. The contract includes the possibility of one-year renewals through December 31, 2030. This new contract will not exceed \$6,318, which represents a savings of nearly \$10,000 over our current contractor.

CCOC currently uses Quickbooks Online for its General Ledger, Accounts Payables, Accounts Receivables, Budget, and Payroll. There are a number of inefficiencies and increased costs associated with the software, including paying our Internal Auditor to continually troubleshoot Quickbooks issues and provide work-arounds when Quickbooks Online does not provide a good solution. As such, CCOC reached out to three vendors to discuss better solutions. Based on evaluation of the three solutions and considering pricing, CCOC recommends contracting with Aclarian for our ERP solution. The ERP will provide improved services, including a Human Resource Information System (HRIS), which will allow us to better organize our HR files, policies, and procedures and collaborate better with CCOC staff. The proposed contract is not to exceed \$31,000. Although this is an increase over our QuickBooks subscription, there are cost savings associated with not using Internal Auditors for Accounting services as frequently.

CCOC currently contracts with the Florida Court Clerks and Comptrollers (FCCC) for our statutory responsibility to provide education to clerks and staff. CCOC is negotiating a new contract with FCCC which transitions from a “by event” contract to a continuing education credit hour contract. This will provide CCOC more flexibility to provide education based on the needs of clerks and staff. The contract includes 200 credit hours and CertiClerk Learning Management System to track hours, including training and educational series provided by CCOC proper. The proposed amount of the contract increases by \$3,000 to \$439,000.

**COUNCIL ACTION:** Approve Executive Director to Negotiate and Finalize Contracts

**LEAD STAFF:** Thomas Dunne, Administrative Services Director

### ATTACHMENTS:

1. RFQ 26-CCOC-01, Web Hosting Services Final Evaluation Score
2. ERP Software Quote Responses
3. Proposed Education Contract

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**WEB HOSTING**  
**RFP# 26-CCOC-01**  
**COST EVALUATION SCORES**

<b>PROPOSED COST</b>	<b>WEIGHT</b>	<b>EPYON</b>	<b>JUSTICEWARE</b>	<b>KMA</b>	<b>UNDERSTORY</b>
Hosting Cost Annually		\$ 1,200.00	\$ 5,400.00	\$ 468.00	\$ 1,800.00
ADA Cost		\$ 1,500.00	\$ -	\$ 2,100.00	\$ -
Website Migration		\$ 1,250.00	\$ 4,000.00	\$ 1,650.00	\$ -
Content Updates, Improvements, and Additions		\$ 3,000.00	\$ 400.00	\$ -	\$ -
Maintenance Patching & Core Software		\$ 3,000.00	\$ -	\$ 2,100.00	\$ 6,000.00
File Storage		\$ -	\$ -	\$ -	\$ 300.00
Website Traffic & Usage Reports		\$ -	\$ 1,200.00	\$ -	\$ 1,500.00
Other Miscellaneous Charges		\$ -	\$ -	\$ -	\$ 180.00
<b>TOTAL YEAR 1 PROPOSED COST</b>		<b>\$ 9,950.00</b>	<b>\$ 11,000.00</b>	<b>\$ 6,318.00</b>	<b>\$ 9,780.00</b>
<b>COST RANK</b>		<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>
<b>LOWEST TOTAL YEAR 1 COST</b>		<b>\$ 6,318.00</b>	<b>\$ 6,318.00</b>	<b>\$ 6,318.00</b>	<b>\$ -</b>
<b>VENDOR RAW SCORE</b>		0.6350	0.5744	1.0000	0.6460
<b>WEIGHTED SCORE</b>	<b>25%</b>	<b>0.1587</b>	<b>0.1436</b>	<b>0.2500</b>	<b>0.1615</b>
<b>SCORE RANK</b>		<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>

**FLORIDA CLERKS OF COURT OPERATIONS CORPORATION**  
**WEB HOSTING**  
**RFP# 26-CCOC-01**  
**FINAL EVALUATION SCORES**

EVALUATION CRITERIA	MAX POINTS PER EVALUATION	# EVALUATIONS PERFORMED	TOTAL MAX POINTS
EXPERIENCE	6	2	12
ASSIGNED STAFF	2	2	4
TECHNICAL APPROACH	2	2	4
<b>TOTAL</b>	<b>10</b>	<b>2</b>	<b>20</b>

EXPERIENCE	WEIGHT	EPYON	JUSTICEWARE	KMA	UNDERSTORY
CRITERIA SCORE		12	8	12	11
MAX SCORE		12	12	12	12
RAW SCORE		100%	67%	100%	92%
<b>WEIGHTED SCORE</b>	<b>15%</b>	<b>15%</b>	<b>10%</b>	<b>15%</b>	<b>14%</b>

ASSIGNED STAFF	WEIGHT	EPYON	JUSTICEWARE	KMA	UNDERSTORY
CRITERIA SCORE		3	4	4	4
MAX SCORE		4	4	4	4
RAW SCORE		75.0%	100.0%	100.0%	100.0%
<b>WEIGHTED SCORE</b>	<b>10%</b>	<b>7.5%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>10.0%</b>

TECHNICAL APPROACH	WEIGHT	EPYON	JUSTICEWARE	KMA	UNDERSTORY
CRITERIA SCORE		3	4	3	3
MAX SCORE		4	4	4	4
RAW SCORE		75.0%	100.0%	75.0%	75.0%
<b>WEIGHTED SCORE</b>	<b>50%</b>	<b>37.5%</b>	<b>50.0%</b>	<b>37.5%</b>	<b>37.5%</b>

COST	WEIGHT	EPYON	JUSTICEWARE	KMA	UNDERSTORY
<b>WEIGHTED SCORE</b>	<b>25%</b>	<b>15.874%</b>		<b>25.000%</b>	<b>16.150%</b>

<b>FINAL SCORE</b>	<b>100%</b>	<b>75.874%</b>	<b>70.000%</b>	<b>87.500%</b>	<b>77.400%</b>
<b>RANK</b>		<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>



# ACLARIAN SOFTWARE & SERVICES PRICING DETAIL

## Florida Clerks of Court Operations Corporation

### ANNUAL SUBSCRIPTION FEES

Name	Description	Standard Pricing	Discounted Pricing
Annual SaaS Subscription Fee - Year 1	Core Financial ERP, HR and Payroll	\$ 21,000	\$ 12,290

### ONE-TIME IMPLEMENTATION FEES BY MODULE

Name	Implementation Cost	Discounted Pricing
Initial Mobilization Fee	\$ 14,990	\$ -
General Ledger/Segmentation	11,260	1,690
Purchasing/Payments	16,890	2,530
Projects & Grants	7,880	1,180
Billing & AR	9,000	1,350
Cashiering	9,000	-
Budgeting	10,680	1,600
Capital Assets	9,550	1,430
Treasury Management	9,000	1,350
HR & Payroll	3,333	500
Project Management, Workflows, User Setup	12,490	1,870
<b>Total:</b>	<b>\$ 114,073</b>	<b>\$ 13,500</b>
Customizations, Interfaces, & Data Conversions*		\$ 10,000

### POST-IMPLEMENTATION SERVICES

Maintenance & Support	Cost	Other Software Services**	Cost
Helpdesk Support Team	Included in Subscription	Software Engineer & Consultant	\$225 per hour
Outsourced Services (Optional)	Cost	Outsourced Services (Optional)	Cost
Senior Accountant & Consultant	\$202.50 per hour	Accountant & Consultant	\$135 per hour
Optional Services & Fees	Description	Cost	
Auto-Pay Processing - Mailed Checks	Print & Mail Service for Paper Checks	\$0.75 plus postage***	
Form 1099 Processing	Form Generation & Federal Filing	\$0.95 / Form	
Form 1099 Processing	State Filing	\$0.95 / Form	
Form 1099 Processing	Mail Copies to Recipients	\$1.95 / Form	

\* See itemized detail on separate schedule

\*\* Post-implementation Other Software Services includes onsite or remote training, adding, deleting or modifying data entered into the Software due to error or omission by the Licensee, or development and installation of custom enhancements specifically requested by the Licensee in addition to the standard software product

\*\*\* Postage currently \$0.74 per parcel, subject to change

NetSuite Licensing Subscription			
Item	Quantity	Annual List	
NetSuite SuiteSuccess - Social Impact Edition ERP	1	\$	29,988.00
Core ERP w/ GL, AR, AP, Expense Mgmt., Electronic Bank Payments	Included		
Grant & Fund Management	Included		
Amortizations & Allocations	Included		
Multi-Entity/Subsidiary Management	Included		
Nonprofit-Specific, Real-Time Dashboards, KPIs, Reporting	Included		
2 per year NO COST Upgrades	Included		
NetSuite AI Connector Service	Included		
Basic Support - 24x7	Included		
Suite Answers	Included		
NetSuite Bill Capture Starter (249 scans per month) - AP Automation/ vendor invoice scanning w/ AI & OCR	1	\$	4,788.00
NetSuite Social Impact Donation User - 3 free "full" ERP users	1	\$	-
NetSuite Social Impact User - "full" ERP users (\$49 list price per month)	0	\$	-
Suite People Payroll	11	\$	1,584.00
NetSuite Learning Cloud Support Pass - training	1	\$	4,800.00
NetSuite Sandbox Environment - safe, secure, and isolated (12 refreshes per year)	1	\$	5,988.00
<b>NetSuite ERP Annual Licensing Subscription Subtotal</b>		<b>\$</b>	<b>47,148.00</b>
<b>Discount Total</b>		<b>\$</b>	<b>29,657.34</b>
<b>Licensing Subscription Total</b>		<b>\$</b>	<b>16,320.60</b>

Professional Services		
Item	Quantity	One-Time Total
NetSuite Social Impact Implementation		\$ 26,000.00
NetSuite Professional Services SuitePeople Payroll Activation		\$ 3,500.00
<b>One-Time Implementation Total</b>		<b>\$ 29,500.00</b>

## PROFESSIONAL SERVICES AGREEMENT

This Agreement is made on the first day of January 2026 between the Florida Clerks of Court Operations Corporation (hereinafter referred to as the “Corporation” or “CCOC”), with its principal office located at 2560-102 Barrington Circle, Tallahassee, Florida 32308, and Florida Court Clerks and Comptrollers (hereinafter referred to as “Vendor” or “FCCC”), located at 3544 Maclay Boulevard, Tallahassee, Florida 32312.

Effective Date: This Agreement shall be effective as of the date on which both parties have executed this Agreement.

### SECTION 1: SERVICES

#### 1.1 Purpose

The Corporation hereby retains the Vendor to provide statewide education and training services for Clerk operations as defined in section 28.35, Florida Statutes, including but not limited to curriculum development, training delivery, certification management, and learning management system (LMS) administration. Nothing in this Agreement shall limit the Corporation’s right to select and retain additional contractors as needed.

#### 1.2 Scope of Services

The services provided under this Agreement shall include the development and delivery of training specific to the court-related duties of the Clerks of the Circuit Court. Such services may be delivered through conferences, workshops, webinars, regional trainings, the New Clerk Academy, e-learning courses, certification programs, and educational content hosted on the CertiClerk Learning Management System (LMS) and mobile application.

#### 1.3 Collaboration.

The Vendor shall work collaboratively with CCOC staff to identify and prioritize training needs. Specific deliverables, including scope, timelines, and outcomes, shall be jointly defined and approved in writing by CCOC’s Contract Manager and the Vendor prior to the commencement of each training activity.

#### 1.4 Funding

The funding for this contract is finite. The Vendor should discuss, recognize, and promote other available training opportunities for clerks to receive credits to accomplish the necessary certification required by s. 28.35, F.S., s. 145.051, F.S. and the Florida Supreme Court Administrative Order dated November 18, 1996.

#### 1.5 Annual Credit Hour Production.

The Vendor shall make available up to two hundred (200) credit hours annually of education and training services, as requested and approved by CCOC, to support New Clerks (requiring up to 240 credit hours over a two-year period) and Clerks requiring thirty-six (36) credit hours annually.

Such training may include, as needed, a minimum of four (4) credit hours of ethics training and eight (8) credit hours of investment training each year.

CCOC retains sole discretion over the number of credit hours requested, scheduled, and utilized in any contract year, and no minimum number of hours is guaranteed or required to be delivered or paid for under this Agreement.

## SECTION 2: DEFINITION AND SCOPE OF SERVICES

### 2.1 Statutory Compliance

All training services provided under this Agreement shall comply with section 28.35(2)(f), Florida Statutes; section 145.051, Florida Statutes; and the Florida Supreme Court Administrative Order dated November 18, 1996.

### 2.2 Annual Training Plan Development, Collaboration, and Implementation

The Vendor shall develop and submit to CCOC a comprehensive Annual Training Plan and curriculum for the upcoming fiscal year no later than December 1 prior to the start of each contract year. The plan shall outline anticipated training activities, which may include, but are not limited to, conferences, special workshops, webinars, regional trainings, the New Clerk Academy, e-learning initiatives, certification programs, leadership development programs, and educational content hosted on the CertiClerk Learning Management System (LMS) and mobile application.

The Vendor shall work in ongoing collaboration with a designated CCOC staff member throughout the planning, scheduling, and implementation of all training activities to ensure statewide relevance, timeliness, consistency, and alignment with statutory requirements. Collaboration shall include topic selection, curriculum development, scheduling, and delivery format decisions.

Recognizing that training needs may evolve throughout the year, the Vendor shall maintain a rolling planning process that allows for the identification and incorporation of emerging topics, legislative changes, and Clerk priorities. Any adjustments or additions to the approved Annual Training Plan shall be coordinated with CCOC staff and submitted for review and written approval by CCOC prior to implementation.

The Annual Training Plan shall include all necessary logistical components, including event coordination, speaker engagement, content development, and delivery across in-person, virtual, and mobile formats. The Vendor shall fully utilize the CertiClerk LMS for course delivery, certification tracking, materials access, evaluations, sign-in management, and participant engagement.

Progress toward implementation of the approved Annual Training Plan shall be documented through itemized invoices submitted in accordance with Section 3.3 of this Agreement. Each invoice shall clearly identify the services performed and activities completed under the approved or amended training plan.

No training activity, event, or deliverable shall be implemented or invoiced unless it has received prior written approval from CCOC's Contract Manager. CCOC shall not issue payment for any training services that were not approved in writing by the CCOC Contract Manager prior to the training taking place.

### 2.3 Credit Hour Calculation

Credit hours shall be calculated based on total instructional minutes divided by fifty (50), rounded down to the nearest one-half (0.5) credit hour.

## 2.4 New Clerk Academy

The Vendor shall develop, maintain, and implement the New Clerk Academy Program certification and curriculum schedule in accordance with Clerk of Court certification requirements set forth in section 145.051, Florida Statutes, and the Florida Supreme Court Administrative Order dated November 18, 1996. The New Clerk Academy curriculum shall include, but is not limited to, the following instructional areas:

1. General Orientation and Office Transition
2. Administration and Office Management
3. Court Services and Operations
4. Records Maintenance and Management
5. Financial Administration and Management
6. Office Technology and Resources
7. State and County Government Organization, Structure, and Relationships
8. Personal Skills Development

## 2.5 Content Review and Approval

CCOC shall review and acknowledge proposed training topics and course outlines prior to scheduling. Final approval of content, format, delivery method, and timing rests solely with CCOC.

## 2.6 Recognition of CCOC as Sponsor and Educational Partner

The Vendor shall clearly acknowledge the Clerks of Court Operations Corporation (CCOC) as a Platinum Sponsor and educational partner in the delivery of all court-related educational activities funded through this Agreement.

CCOC's name and logo shall be prominently displayed on all promotional and educational materials, including but not limited to conference and meeting advertisements, websites, agendas, placards, signage, printed programs, training modules, and presentation slides. Recognition shall be consistent with and receive priority placement relative to other Platinum-level sponsors.

The Vendor shall ensure verbal acknowledgment of CCOC's sponsorship during event openings, closing remarks, and other key program moments. At all major conferences and training events supported by CCOC funding, the Vendor shall reserve seating and/or tables to ensure visible CCOC staff presence and participation.

When the Vendor maintains an exhibit table or display presence at an event, CCOC shall be provided equivalent opportunity and space to display signage, printed materials, and informational content reflecting its Platinum sponsorship.

Failure to provide the required Platinum-level recognition may result in a withholding of up to five percent (5%) of payment until corrected to CCOC's satisfaction.

## 2.7 Access to Materials and Documentation

All recordings, presentation materials, attendance records, reports, evaluations, and content produced under this Agreement shall be made available to CCOC staff and provided upon request.

## 2.8 Lodging, Meeting Space, and Notice

The Vendor shall provide up to twenty (20) guest rooms annually for CCOC staff attending conferences, workshops, regional trainings, or New Clerk Academy sessions where CCOC-supported topics are presented. The number of rooms required for each event shall be coordinated during event planning.

If the Vendor secures lodging on behalf of CCOC staff, CCOC shall notify the Vendor of cancellations in accordance with the venue's cancellation policy. CCOC shall be responsible only for costs associated with untimely cancellations.

The Vendor shall also provide suitable meeting space for the CCOC Executive Council meeting to be held on the day preceding each major conference. If CCOC cancels such meeting, CCOC shall be responsible for any costs associated with the reserved meeting space.

## SECTION 3: COMPENSATION AND PAYMENT

### 3.1 Compensation and Rates of Payment

The Corporation shall compensate the Vendor for approved education and training services at a rate of One Thousand Six Hundred Ninety-Nine Dollars (\$1,699) per approved credit hour, for up to two hundred (200) credit hours per contract year, as authorized under the jointly approved Annual Training Plan.

Payment for credit-hour services shall be made only for training activities that have been approved in writing by the CCOC Contract Manager prior to implementation. CCOC reserves the right to decline, defer, or modify any proposed training activity based on the approved Annual Training Plan, programmatic priorities, or available funding, and shall have no obligation to pay for unapproved or declined training activities.

The annual maximum payable for credit-hour-based services shall not exceed Three Hundred Thirty-Nine Thousand Eight Hundred Dollars (\$339,800).

### 3.2 Learning Management System (LMS) and Mobile Application Costs

The Vendor shall provide the CertiClerk Learning Management System (LMS) and mobile application services for a fixed annual cost of One Hundred Thousand Dollars (\$100,000). This fee shall include system access, hosting, administration, maintenance, and support as required under this Agreement.

At no additional cost to CCOC, the LMS shall also be available for CCOC to upload and host CCOC-produced or CCOC-sponsored webinars and training content. The Vendor shall oversee the administration and delegation of applicable credit hours for Clerks who attend such webinars live and for Clerks who access and complete the recorded content through the LMS to obtain training credit, in accordance with applicable certification and statutory requirements.

### 3.3 Total Contract Amount and Appropriations

The Corporation's obligation to pay under this Agreement is contingent upon annual appropriations by the State of Florida Legislature. Total payments to the Vendor during the Agreement term shall not exceed Four Hundred Thirty-Nine Thousand Eight Hundred Dollars (\$439,800), inclusive of all credit-hour services and LMS costs.

### 3.4 Allocation of Funds

The Corporation reserves the right to adjust the allocation of funds among deliverable areas identified in Appendix #1 based on programmatic needs, priorities, and approved training activities during the applicable fiscal year. Any such adjustments shall remain within the total contract amount and shall be communicated to the Vendor in writing.

### 3.5 Invoices

The Vendor shall submit invoices to the Corporation upon acceptance of a deliverable, or where appropriate, within 10 days from the end of each quarter (March 31, June 30, September 30, and December 31). Invoices submitted more than thirty (30) days past their due date will incur a 2% reduction in payment for each month overdue. Invoices shall include a timesheet with date, hours worked, description of services performed, and any applicable LMS charges. The Corporation shall pay approved invoices within thirty (30) days, subject to available funds.

All invoices must provide a clear and itemized breakdown of charges, including a list of services or items provided; corresponding costs separated into direct program expenses and administrative/overhead costs; and a description of how each expenditure aligns with the approved scope of work and training plan. Invoices will not be processed unless all required deliverables outlined in Section 3.4 are submitted in full and approved.

All Vendor invoices must be reviewed and approved by both the Administrative Services Director and the Education Coordinator. Upon termination of the contract, the Corporation will provide payment for all approved costs incurred up to the termination date.

### 3.6 Required Deliverables

To support accountability, data collection, and continuous improvement in program outcomes, the Vendor is required to submit the following documentation with each invoice, as applicable to the services provided:

- Finalized agenda or schedule of the event or session
- Verified participant sign-in sheets or attendance logs
- Results from post-event surveys using a format approved by the Corporation, including the Post-Training Evaluation Survey outlined in Appendix 3, with a minimum of 20% of attendees completing a follow-up survey that captures knowledge gained, relevance, and application to Clerk duties, particularly when Continuing Education Units (CEUs) are awarded.
- Any additional documentation or data specifically requested by the Corporation for the purpose of evaluating impact and guiding future decision-making

Failure to include any of the required deliverables, including survey results as specified in Appendix 3, may result in delayed payment or non-approval of the invoice until all documentation is submitted and reviewed to the satisfaction of the Corporation.

## SECTION 4: TERM OF AGREEMENT

### 4.1 Term

This Agreement shall become effective upon the later of the dates signed by the parties and will continue until termination or cancellation as provided herein, but no later than December 31, 2026.

### 4.2 Termination Limitations

This Agreement may only be terminated or canceled as stated in this section.

### 4.3 Termination

Either party may terminate this Agreement for convenience by providing fifteen (15) days written Notice of Termination to the other party.

### 4.4 Mutual Rescission

The parties may mutually agree in writing to terminate this Agreement without further notice.

### 4.5 Cancellation

If the Corporation or the Vendor violates their obligations under this Agreement, the other party may cancel it by sending a Cancellation Notice detailing the noncompliance. Upon receipt, the non-compliant party has ten (10) business days to remedy the issue. If not resolved within this timeframe, the Agreement may be canceled on the eleventh day after the Cancellation Notice.

### 4.6 Cancellation Without Notice

Either party may cancel this Agreement without prior notice in the event of the following:

- a) Fraud or Dishonesty: If the Corporation or the Vendor commits fraud or dishonesty under this Agreement;
- b) Felony Conviction: If either party is convicted of a felony.

## SECTION 5: RESPONSIBILITIES OF THE VENDOR

### 5.1 Contract Management and Oversight

All services provided under this Agreement shall be monitored by an individual approved by the Vendor's Chief Executive Officer. This individual shall oversee, or delegate responsibility for, the management of all educational inputs, outputs, and changes related to this Agreement and shall serve as the Vendor's Contract Manager. The Vendor's Contract Manager shall be the primary point of contact responsible for ensuring compliance with all education-related provisions of this Agreement. Any delegation of these responsibilities shall be communicated to CCOC in a clear and timely manner and shall include the name, title, and contact information of the designated individual.

## 5.2 Workers' Compensation Insurance

As required by law, the Vendor shall maintain Workers' Compensation insurance for all employees engaged in work under this Agreement, in full compliance with Florida Workers' Compensation law.

## 5.3 CCOC Participation and Access

The Corporation's Contract Manager may attend all Vendor education planning meetings and shall have the right to review all notes, materials, and work products associated with services provided under this Agreement.

## 5.4 Subcontracting

The Vendor shall be fully responsible for all work performed under this Agreement. No services may be subcontracted without the prior written consent of the Corporation's Contract Manager. Any approved subcontractors shall perform services only within their areas of expertise. The Corporation reserves the right to require the removal of any subcontractor deemed unsatisfactory. All subcontractor costs shall be clearly disclosed and itemized on Vendor invoices.

## 5.5 Record Retention and Access

The Vendor shall retain all financial records, supporting documentation, statistical data, and other records related to this Agreement for a period of three (3) years following final payment, or until resolution of any litigation, claim, or audit initiated prior to the expiration of the retention period, whichever is later. The retention period shall commence upon submission of the final expenditure report. All records shall be maintained within the State of Florida and made available to the Corporation upon request.

## 5.6 Public Records

All records generated or maintained by the Vendor in connection with this Agreement shall be considered public records and handled in accordance with applicable Florida public records laws.

## SECTION 6: MISCELLANEOUS

### 6.1 Confidentiality

Except as provided above, the Vendor acknowledges that the functions of the Corporation may grant access to confidential matters as defined by Florida Statute ("Confidential Information"). Unauthorized disclosure may cause irreparable harm. The Vendor agrees not to disclose any Confidential Information unless directed by the Corporation. The Corporation may pursue injunctive relief against any breach or threatened breach of this Agreement, with additional legal remedies available. The Vendor understands that disclosure of Confidential Information constitutes a breach of this Agreement unless Florida law makes the information public.

### 6.2 Relationship of Parties

It is expressly agreed that the Vendor operates as an independent contractor for this Agreement. Thus, the Vendor is solely responsible for all acts and omissions of its employees, agents, and

subcontractors. This Agreement does not establish a partnership or joint venture, and the Vendor has no authority to bind the Corporation to any obligation outside this Agreement.

### 6.3 Assurances

The Corporation and Vendor ensure that all representations, warranties, recitals, statements, and information provided under this Agreement are accurate and true as of the date of this Agreement.

### 6.4 Conflict of Interest

The Vendor affirms it has no current interest that would conflict with the performance of the required services.

This Agreement does not grant any rights, privileges, or interests to any third party without mutual written consent.

### 6.5 Discrimination

No individual shall be discriminated against based on race, creed, color, national origin, age, sex, or disability during the performance of this Agreement.

### 6.6 Entire Agreement

This Agreement represents the complete understanding of the parties regarding the Services and supersedes all prior verbal and written Agreements related to the Services.

### 6.7 Severability

If any provision of this Agreement is deemed invalid, the remaining provisions will remain in effect.

### 6.8 Captions

Headings in this Agreement are for reference only and do not define, limit, or describe any section or provision.

### 6.9 Counterparts

This Agreement may be executed in multiple counterparts, each of which shall be considered an original, but all of which together constitute one instrument.

### 6.10 Governing Law

This Agreement shall be governed by the laws of the State of Florida, with venue in Leon County, Florida.

### 6.11 Notice

All communications must be in writing, delivered via Certified or Registered Mail – Return Receipt Requested – or by hand to the addresses below. Notice will be given on the receipt date, as evidenced by the Return Receipt.

Corporation  
Thomas Dunne  
Administrative Services Director  
Clerks of Court Operations Corporation  
2560-102 Barrington Circle  
Tallahassee, Florida 32308

Vendor  
Chris Hart IV  
Chief Executive Officer  
Florida Court Clerks and Comptrollers  
3544 Maclay Boulevard  
Tallahassee, FL 32312

#### 6.12 Equitable Remedies

The parties acknowledge that legal damages may be inadequate in certain situations. Thus, they retain the right to seek specific performance, injunction, or other equitable remedies in case of a breach.

#### 6.13 Litigation Expenses

If litigation or arbitration arises from this Agreement, the prevailing party will recover reasonable attorneys' fees and costs.

#### 6.14 Waiver

Waiving any breach of this Agreement does not waive any other breaches. All remedies are supplementary to legal and equitable remedies.

#### 6.15 Assignments

Neither the Corporation nor the Vendor may assign rights under this Agreement, and any attempted assignment will be void.

#### 6.16 Public Announcements

All public announcements related to this Agreement require prior written approval from the Corporation.

#### 6.17 Arbitration

Any claim arising from or related to this Agreement that cannot be resolved amicably will be settled through arbitration per the Arbitration Rules of the American Arbitration Association, as amended. The arbitration award will specify the prevailing party. The non-prevailing party will cover the prevailing party's reasonable attorney's fees and costs. A competent court in Leon County, Florida, may vacate the award judgment. Each party retains discovery rights as defined by the Florida Rules of Civil Procedure.

#### 6.18 No Minimum Level of Work

This Agreement does not guarantee a minimum level of work and is not intended to be an exclusive contract.

#### 6.19 Fraud Policy

Pursuant to s. 112.311, F.S., the Corporation and the Vendor acknowledge and agree to abide by the Corporation's Fraud Policy, which establishes a zero-tolerance standard for fraudulent or unethical acts. This policy outlines the responsibilities of all parties for the prevention, detection, reporting, and investigation of suspected misconduct. Compliance with this policy is a material condition of this Agreement. Sections 6.20–6.22 below provide further detail regarding the objectives, investigative procedures, and enforcement actions associated with this policy.

## 6.20 Background/Objective

The CCOC emphasizes the importance of safeguarding the organization against financial risks and unethical behavior. Thus, the Executive Director communicates the fraud prevention policy to all employees, vendors, and partners.

The CCOC adheres to a zero-tolerance policy toward fraud and corruption. All reports will be addressed and investigated. This policy applies to all CCOC employees, Council members, and external parties engaged with the Corporation.

Employees reporting wrongdoing in good faith are protected against retaliation, and their identity will remain confidential. It is a policy violation for anyone to retaliate against an employee for such reporting.

The CCOC promotes ethical behavior by:

- Assigning responsibility for reporting fraud, theft, waste, or abuse
- Implementing preventive measures
- Providing guidelines for reporting and investigating suspected fraudulent actions
- Requiring all employees to undergo fraud awareness training

Noncompliance can result in disciplinary action, including dismissal. Vendors or contractors violating this policy may face cancellation of their business relationships with the CCOC.

Fraud includes theft, waste, and abuse, as defined below. "Employee" includes management positions. "Management" includes council members, managers, supervisors, and others authorized to evaluate employees.

## Definitions and Examples of Fraud, Waste, Abuse, and Corruption

Fraud is an intentional deception to gain or deny benefits. It involves deliberate acts or omissions to obtain unauthorized benefits through deception. Fraud can be committed through various means, including mail, wire, and the Internet. Examples of fraudulent acts include:

- Forging or altering checks or financial documents
- Misrepresenting reports to management or external agencies
- Authorizing payments for unworked time
- Misappropriating funds or assets
- Improperly handling financial transactions or money
- Engaging in unauthorized activities causing a conflict of interest
- Disclosing confidential information improperly
- Removing agency property without approval
- Unauthorized destruction of agency property
- Engaging in identity theft
- Theft of cash or assets
- Providing false information on job applications or funding requests.

## 6.21 Investigate

Upon receiving misconduct allegations, the Executive Director will determine if an investigation is necessary, appointing a qualified individual to handle the matter after consulting with the General Counsel. Any potential criminal activity will be referred to the Florida Department of Law Enforcement and the State Attorney's Office.

The rights of all involved will be respected during the investigation. The accused will be allowed to respond, and cooperation is mandatory. Noncompliance with an investigation may lead to disciplinary action.

The investigation should be expedited and conducted under the established procedures, with findings communicated to the Executive Director.

Issues outside this policy's scope, such as personnel-related matters, will be referred to appropriate management or Human Resources.

## 6.22 Actions

Those determined to have engaged in fraudulent or unethical behavior will face disciplinary action per personnel policies. Criminal and civil actions may be pursued against those involved in unlawful acts, with such matters being the responsibility of local, state, or federal law enforcement and judicial authorities. Consultations with Human Resources will occur before any disciplinary actions are taken.

IN WITNESS WHEREOF, this Agreement is executed by the parties as of the effective date of the last signature of the parties.

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## APPENDIX 1

### SCOPE OF SERVICES

#### 2.1 Annual Training Program Planning and Development

The FCCC Education Program is developed in compliance with section 145.051(2), Florida Statutes, and the Florida Supreme Court Administrative Order dated December 13, 1996. The program is sponsored and conducted by the FCCC Education Committee as a service to its membership. Other FCCC committees may partner with the Education Committee to propose, review, and develop curriculum covering topics relevant to Clerk and Comptroller operations.

The Education Program is a multidisciplinary curriculum designed to address the management, operational, and technical training needs of Clerks and Comptrollers and their staff. Educational requirements are structured programs focused on specific curriculum areas and delivered through conferences, workshops, regional trainings, webinars, and online learning archives. The curriculum also provides opportunities to satisfy statutorily mandated continuing education requirements for ethics and investments.

Services shall be rendered and billed on a credit-hour basis, subject to prior approval by CCOC's Contract Manager.

Education program efforts are supported through funding from the Clerks of Court Operations Corporation (CCOC), the Florida Local Government Investment Trust, and participant registration fees.

FCCC shall provide training in the following core curriculum areas:

- General Orientation
- Administration and Office Management
- Court Services
- Records and Information Management
- Financial Administration and Management
- Information Technology
- Statewide and Local Stakeholders
- Personnel Development
- Best Practices and Standard Procedures

While these areas reflect the required curriculum framework, specific course offerings may be adjusted to ensure current, accurate, and relevant content, subject to CCOC review and approval.

**Note:** The complete curriculum is filed with the State Board of Accountancy for Continuing Professional Education (CPE) credit. Credits may also be available through The Florida Bar and the Society for Human Resource Management (SHRM), as applicable.

#### 2.2 New Clerk Academy Program Certification

At the direction of the New Clerk Academy Subcommittee, FCCC shall conduct the New Clerk Academy for newly elected Clerks and Comptrollers every four years, or as needed for interim appointees. The Academy is authorized by Chapter 80-377, Laws of Florida, which amended section 145.051, Florida Statutes.

Completion of the New Clerk Academy and maintenance of certification qualifies participants for the following designations:

- Certified Florida Clerk and Comptroller (CFCC)
- Certified Florida Clerk (CFC)
- Certified Florida Comptroller (CFCO)

Initial certification requires a minimum of 240 hours of training within 24 months of assuming office. Training is delivered across five sessions during the certification period, incorporating all modules identified in the Administrative Order dated December 13, 1996.

### Exhibit 1

NEW CLERK ACADEMY SESSIONS	
Session 5:	New Clerk Academy April 13-17, 2026 Le Meridien Tampa, The Courthouse

## 2.3 Education Program Curriculum Areas

### 2.3.1 General Orientation

Provides an overview of constitutional and statutory responsibilities, office transition, and organizational structure.

### 2.3.2 Administration and Office Management

Covers administrative management, communications, customer service, emergency preparedness, employment law, and workplace culture.

### 2.3.3 Court Services

Includes civil, criminal, family law, domestic violence, and jury administration.

### 2.3.4 Records and Information Management

Addresses court and county records, public records compliance, official records, disaster recovery, and statewide reporting.

### 2.3.5 Financial Administration and Management

Includes accounting, auditing, collections, financial reporting, and treasury management.

### 2.3.6 Information Technology

Focuses on court and county technology, cybersecurity, process automation, and information management.

### 2.3.7 Statewide and Local Stakeholders

Covers judicial partnerships, legislative implementation, local government collaboration, and state agency coordination.

### 2.3.8 Personnel Development

Addresses leadership, management, professional growth, ethics, and workforce development.

### 2.3.9 Best Practices and Standard Procedures

Includes general best practices and FCCC-approved best practices developed through statewide collaboration.

## 2.4 Statutorily Mandated Training

Ethics: Section 112.3142, Florida Statutes, requires four (4) hours of annual ethics training.  
Investments: Section 218.415(14), Florida Statutes, requires eight (8) hours of annual investment training.

## 2.5 Conferences

FCCC shall conduct needs assessments through surveys, focus groups, and direct requests to inform conference programming. FCCC may offer up to three (3) conferences annually, subject to statutory changes, member direction, and CCOC approval. Conferences may be conducted in-person or virtually.

## 2.6 Special Workshops and Seminars

Workshops shall be offered regionally and focus on specific operational or programmatic topics. Locations, dates, and formats shall be communicated in advance.

## 2.7 Webinar Series

FCCC shall offer planned and on-demand webinars throughout the year using web-based platforms. Recorded webinars may be made available through the CertiClerk LMS.

## 2.8 Online Support and Learning Systems

FCCC shall provide electronic registration through its Association Management Software and maintain the CertiClerk Learning Management System for certification reporting and access to recorded educational content.

## 2.9 Recognition of CCOC Funding

FCCC shall ensure that all education sessions and materials acknowledge CCOC funding through advertisements, websites, signage, and related materials.

## 2.10 Access to Materials and Recordings

All recordings and presentation materials from conferences, webinars, seminars, or other training activities conducted under this Agreement shall be made available to CCOC staff.

## APPENDIX 2

Deliverables	Description	Supporting Documentation	Performance Measure
<b>Annual Training Plan</b>	Development of 2026 Comprehensive Education Plan and Schedule.	<ol style="list-style-type: none"> <li>1. Quarterly Status Report of FCCC Education Program</li> <li>2. 2026 Comprehensive Education Plan and Schedule</li> <li>3. Additional documentation as requested by CCOC</li> </ol>	Training plan submitted to CCOC with other deliverables.
<b>Conferences</b>	As part of the FCCC Education Program, FCCC will include two conferences annually. Educational tracks include Executive, Courts, Finance, HR/Management, Inspector General/Internal Audit, Records, and Technology.	<ol style="list-style-type: none"> <li>1. Quarterly Status Report of FCCC Education Program</li> <li>2. Additional documentation as requested by CCOC</li> </ol>	90% of activities delivered as scheduled; ≥80% of participants rate sessions as effective.
<b>CertiClerk and Certification Management</b>	FCCC will utilize CertiClerk, an online Learning Management System tool accessible through a mobile-friendly website. This platform allows users to access educational videos from conferences, webinars, and other recorded training events, as well as track and report Clerks' CPE credits for initial certification and annual recertification. Additionally, FCCC will offer a mobile app providing users with educational and informational resources, including event agendas, session evaluations, sign-in sheets, access to session materials, etc.	<ol style="list-style-type: none"> <li>1. Quarterly Status Report of FCCC Education Program</li> <li>2. Additional documentation as requested by CCOC</li> </ol>	System uptime ≥95%; ≥90% of users successfully tracked for CEU/CPE completion.

<p><b>New Clerk Academy</b> New Class Training Modules (One Scheduled Session)</p>	<p>Every four years, or as needed for Clerks serving interim terms, FCCC conducts the New Clerk Academy to provide basic information and tools for building a foundation for a successful term. The certification training is provided through various learning platforms over 24 months with attendance required to receive initial certification. The training aligns with the modules outlined by the Administrative Order.</p>	<p>1. Quarterly Status Report of FCCC Education Program 2. Additional documentation as requested by CCOC</p>	<p>≥90% of new clerks complete all required modules within 24 months; ≥80% satisfaction on post-training surveys.</p>
<p><b>Regional Training</b> 1. TBD</p>	<p>Regional trainings are held in up to four locations across Florida, offering education on emerging and relative issues such as best practices or other topics impacting Clerks' offices.</p>	<p>1. Quarterly Status Report of FCCC Education Program 2. Additional documentation as requested by CCOC</p>	<p>At least 4 regional sessions held; average attendance ≥75% of target; ≥20% of attendees complete follow-up survey.</p>
<p><b>Workshop</b> 1. TBD- CCOC must approve all proposed workshops and will notify Vendor of decision within 7 business days of approval request. The CCOC may elect to develop and deliver the workshop independently, without Vendor involvement or support</p>	<p>Workshops are typically one to two-day trainings designed to provide relevant educational content.</p>	<p>1. Quarterly Status Report of FCCC Education Program 2. Additional documentation as requested by CCOC</p>	<p>1 workshop delivered; ≥20% follow-up survey completion; ≥80% satisfaction rating.</p>
<p><b>Webinars</b> 1. TBD 2. TBD 3. TBD 4. TBD 5. TBD</p>	<p>Webinars are designed to offer training opportunities online through FCCC's WebEx software, focusing on specific operational and program-related topics.</p>	<p>1. Quarterly Status Report of FCCC Education Program 2. Additional documentation as requested by CCOC</p>	<p>Minimum of 4 webinars delivered; average attendance ≥75 participants; ≥80% satisfaction rating.</p>

## APPENDIX 3

### Purpose:

This Appendix outlines the Post-Training Evaluation Survey to be used by the Vendor to assess the effectiveness, applicability, and relevance of all training sessions conducted under this Agreement. Survey responses will inform the Vendor and the Florida Clerks of Court Operations Corporation (CCOC) of training outcomes, identify opportunities for improvement, and ensure alignment with the objectives of the training program.

### Survey Questions:

1. Overall Effectiveness

How effective was this training in enhancing your understanding of the topic?

2. Confidence in Application

How confident are you that you can apply what you learned in this training to improve your work performance in your current role?

3. Recommendation to Peers

Would you recommend this training to a peer or colleague?

4. Practical Application

What specific skills, tools, or knowledge from this training do you anticipate using in your daily work?

(Open-ended response)

5. Content Gaps / Suggestions

Was there any topic, example, or resource you felt was missing that would have made this training more valuable or applicable to your job?

(Open-ended response)

### Survey Administration and Reporting:

1. The Vendor shall distribute this survey to all participants immediately following each training session.
2. The Vendor shall compile and analyze survey results and provide a summary report to CCOC as part of the reporting requirements outlined in this Agreement.
3. Survey results shall be used to evaluate the effectiveness of the training program and to make recommendations for future training improvements.



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## AGENDA ITEM 5

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**DATE:** March 16, 2026  
**SUBJECT:** Annual Evaluation of Executive Director  
**COUNCIL ACTION:** Information Only

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### OVERVIEW:

Pursuant to the governance responsibilities of the Executive Council, Council members completed the annual performance evaluation of the Executive Director. Seven evaluations were submitted. This memo summarizes the collective feedback provided.

### Overall Assessment

Council feedback reflects a positive assessment of the Executive Director's performance during a year of transition, staffing changes, and organizational restructuring. Members noted meaningful progress in stabilizing operations, rebuilding staffing capacity, and advancing a more service-driven approach to supporting Florida's clerks of court.

Evaluators highlighted the Executive Director's institutional knowledge, legislative experience, and relationships with statewide partners as significant assets in advancing the mission of the CCOC.

### Leadership and Strategic Direction

Council members noted progress in strengthening internal operations and aligning staff roles with the organization's mission. Feedback reflected support for the shift toward a service-oriented model focused on value-added support for clerk offices statewide.

Members also emphasized the importance of continuing to build on this foundation by strengthening long-term strategic planning and maintaining momentum as initiatives move from development to implementation.

### Operational Management

Evaluators expressed strong support for the Executive Director's operational leadership during a period of staffing challenges. Council members noted improvements in internal structure, staffing stabilization, and effective management of organizational resources.

### Stakeholder Relations

Council members consistently noted the Executive Director's ability to maintain constructive relationships with state agencies, legislative stakeholders, and clerk leadership. Members also emphasized the importance of clear and timely communication with the Council to support informed decision-making.

**Key Strengths Identified by Council Members**

- Strong understanding of legislative and policy issues affecting clerks
- Effective relationship-building with statewide partners
- Stabilization of CCOC staffing and internal operations
- Commitment to developing a service-driven organizational culture
- Advocacy for clerk funding and operational needs
- Leadership on initiatives including the Weighted Workload methodology and Guardianship database

**Opportunities for Continued Growth**

Council members also identified several areas for continued development:

- Continued delegation and development of internal leadership capacity
- Expanded outreach and engagement with clerk offices across the state
- Development of a longer-term strategic framework for the organization
- Continued enhancement of data analysis capabilities to support decision-making

**Conclusion**

The evaluation reflects Council confidence in the Executive Director's leadership and the direction of the organization. Members noted meaningful progress during a year of transition and expressed support for continued focus on strategic planning, operational execution, and service to Florida's clerks of court.

**COUNCIL ACTION:** Information Only