

## MEETING MINUTES

Florida Courts E-Filing Authority  
Board of Directors Meeting  
June 6, 2022  
8:00 a.m., ET

Florida Courts E-Filing Authority Board of Directors held a meeting on June 6, 2022, at 8:00 a.m., ET, at the Rosen Shingle Creek Resort and by WebEx. The following board members were present:

- ☒ **The Hon. Karen E. Rushing, Chair** (Clerk of Court, Sarasota County)
- ☒ **The Hon. Todd Newton, Vice Chair | District IV** (Clerk of Court, Gilchrist County)
- ☒ **The Hon. Jeffrey R. Smith, CPA | District V** (Clerk of Court, Indian River County)
- ☒ **The Hon. Tara S. Green | District III** (Clerk of Court, Clay County)
- ☒ **The Hon. John Tomasino** (Clerk of the Court, Florida Supreme Court)
- ☒ **The Hon. Clayton O. Rooks | District I** (Clerk of Court, Jackson County)
- ☒ **The Hon. Steve Land | District II** (Clerk of Court, Lafayette County)
- ☒ **The Hon. Stacy M. Butterfield, CPA | District VI** (Clerk of Court, Polk County)
- ☒ **The Hon. Kevin Madok | District VII** (Clerk of Court, Monroe County)

☒ Present    ☐ Not Present

### Introduction and Roll Call

The Honorable Karen E. Rushing, Chair, opened the meeting at 8:11 a.m., welcoming everyone. She asked Ms. Beth Allman to call the roll. A quorum was present.

### Adoption of the Agenda

The Honorable Stacy M. Butterfield made a motion to adopt the agenda. The Honorable Kevin Madok seconded the motion. All voted in favor of the motion.

### Public Comment

The Honorable Karen E. Rushing, asked if anyone wished to speak. She stated that public comments could be taken throughout the meeting. She asked that, when possible, a speaker use the “raise your hand” feature to be recognized, else to please speak up.

## **Annual Meeting of the Authority**

The Honorable Karen E. Rushing opened the Annual meeting of the membership of the Florida Courts E-Filing Authority.

## **Review of Annual Authority Activities**

The Honorable Karen E. Rushing, Chair, gave a brief report to the membership noting the improvements made this year, such as an update of the Authority website; the addition of more DIY Florida interviews; an increase in the record on appeal file size limits for the District Courts of Appeal and the Florida Supreme Court; assistance to the Florida Department of Revenue so that various child support records can be transmitted electronically through the Portal to Clerks; and, most recently, adding the last two of the Department of Corrections' reception centers to those that receive electronic commitment packets, meaning that all of the commitment packets for Florida's prison system are being sent electronically.

## **Election of Vice Chair and Secretary /Treasurer**

The Honorable Karen E. Rushing, Chair, thanked the board members for serving over the past year. In response to a question from the chair, the Honorable Todd Newton expressed interest in continuing to serve in the position of vice chair for the next year. There were no other nominations from the floor.

The Honorable Tara S. Green made a motion to re-elect the Honorable Todd Newton as Vice Chair for the Authority Board of Directors. The Honorable Stacy M. Butterfield seconded the motion and all voted in favor.

In response to a question from the chair, the Honorable Jeff Smith expressed interest in continuing to serve in the position of Secretary/Treasurer for the next year. There were no other nominations from the floor.

The Honorable Steve Land made a motion to re-elect the Honorable Jeffrey R. Smith as the Secretary/Treasurer for the Authority Board of Directors. The Honorable Kevin Madok seconded the motion and all voted in favor of the motion.

## **Close the Annual Meeting**

The Annual Meeting of the Membership was concluded.

## **Open the Annual Meeting of the Board**

The Honorable Karen E. Rushing, Chair, opened the Annual Meeting of the Authority Board of Directors.

## **Reading and Approval of the Minutes**



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The Honorable Jeffrey R. Smith presented the May 5, 2022, minutes as posted on the website and shown in the screen. There were no questions or corrections to the minutes.

The Honorable Jeffrey R. Smith made a motion to approve the minutes as provided. The Honorable Steve Land seconded the motion. All voted to approve the May 5, 2022, minutes.

### **Treasurer's Report**

#### **Monthly Financial Report**

The Honorable Jeffrey R. Smith presented the April 2022 financial report. There were no questions.

### **Progress Reports**

#### **E-Portal Progress Report**

Ms. Carolyn Weber, Portal Program Manager, reviewed the highlights of the May 2022 Portal Progress Report. There were no questions.

### **Service Desk Report**

Ms. Gia Howell, Portal Service Desk Manager, reviewed the highlights of the service desk inquiries and volumes for the month of May, noting that time to work incoming issues appeared slightly higher than usual due to the fact that the Service Desk had a vacant position. She commented that they hoped to fill it soon.

There were no questions.

### **Florida Courts Technology Commission**

The Honorable Karen E. Rushing, Chair, spoke to the continued project to tackle the uniform document descriptions project and reminded the Board of its importance to the court. She spoke to the recent FCTC meetings the previous month and the discussion about the the Document Identification Number (DIN), commenting on the complexity of a document's assignment to a parent document. She noted how that could not fall on the shoulders of the Clerk.

### **Old Business**

#### **Refund/Settlement Process**

The Honorable Karen E. Rushing, Chair, recognized Ms. Carolyn Weber, Portal Program Manager. Ms. Weber spoke to the tools that were available to Clerks and their staff, and to those being developed to assist in the new process. She noted that an FCCC Advisory had recently been sent out detailing some of the suggestions that could assist with reconciliation. The Honorable Karen E. Rushing stated that all Clerks should examine their practices for placing documents in the correction queue. The Chair commented as to a rule of court that may be imminent that would greatly limit the



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reasons a Clerk could move a document to the correction queue, thereby clearing up the confusion as to the timing and location of the funds.

There was a discussion about when to put documents into the correction queue and the impact on the funds if the document is placed there. Both the Chair and Ms. Weber urged Clerks not to put documents in the correction queue. There was recognition that there are two issues: correction queue and reconciliation and there was a brief discussion as to how to work in-coming cases.

### **New Business**

There was no new business.

### **General Counsel Report**

Ms. Lynn Hoshihara, Esq., General Counsel, reported that she had no updates at this time.

### **Public Comment**

The Honorable Karen E. Rushing, Chair, asked if there was anyone in the audience wishing to speak. There were no comments.

### **Adjournment**

The Honorable Karen E. Rushing, Chair, thanked everyone for attending.

The Honorable Tara S. Green made a motion to adjourn. The Honorable Steve Land seconded the motion and all voted in favor.

The meeting was adjourned at 8:55 a.m., ET.



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