

Public Access System

To mitigate the risk of impeding timely public access to non-confidential civil case initiating documents by the public, the E-Filing Authority Board will provide a Public Access System within the Portal for the public to view these documents prior to being accepted by the Clerk.

Florida Courts E-Filing Portal

Application Version	2022.02MR	HEAT Ticket	30021167
Functional Area	Filer's Interface	Environment	Production
Date	09/01/2022v5 09/07/2022v6		
Short Description:	Provide temporary public access to non-confidential document(s) within case initiating submissions in Circuit Civil (CA) cases prior to being processed by the Clerk.		

Table of Contents

Scope.....	2
Public Access System Solution	2
Business Rules Provided for in the Settlement Agreement.....	2
Functional Requirements within the Portal.....	2
CiviTek Assumptions	3
Proposed Mockup.....	4
Florida Clerks of the Circuit Court Location Name & Code.....	4
Definitions.....	6

Florida Courts E-Filing Portal

Scope

To mitigate potential conflict with the First Amendment right of access to electronically submitted non-confidential case-initiating (complaints and other documents submitted in the same session) circuit civil case type (CA) court documents submitted to the Florida Courts E-Filing Portal as soon as they are submitted. The Florida Courts E-Filing Authority Board (EFAB) shall provide a Document Access Service to the public wherein they will have time-limited, read-only, access to those documents prior to being processed by the destination Clerks of Court.

Public Access System Solution

Granicus has proposed a fixed-price eUniversa-based solution that serves as the document access source for the EFAB-envisioned Public Access System. This effort will be coordinated through the CiviTek Portal Team and Information Technology Division (ITD). The overall solution is anticipated to take ten (10) business days of development engineer time and ten (10) days testing time. The cost for this service should not exceed \$20,000 which includes costs for both Granicus development time and the Portal Team implementation time. Production deployment would be **no later than 60 days from the date the change order is approved** for development by the EFAB. The requirements for this endeavor are contained in this document.

Business Rules Provided for in the Settlement Agreement

- The Portal will provide a Public Access System to the public on a 24x7x365 basis.
- The public must have a Portal account to gain access to the Public Access System.
- The Document Access Service will provide access to documents within non-confidential circuit civil case initiation submissions from all counties upon receipt but in no circumstances to exceed five minutes from submission.
- The Public Access System will be filtered by county and in reverse chronological order (most recent to oldest).
- The Public Access System will provide access to these submissions for a period of five (5) calendar days.
- Design and implementation of the Public Access System must be implemented within six (6) months from the date of dismissal of the Federal Court complaint (September 7, 2022).

Functional Requirements within the Portal

- Users of the Public Access System must log into the Portal before being permitted to access the stored non-confidential case initiating documents within the submission.
- When the public attempts to access the Document Access Service, a CAPTCHA will be presented (user challenge and response authentication method) before permitting the public to access the Public Access System and view documents.
- When the public login fails following three (3) consecutive attempts, the user's account will be locked for a period of no less than twenty-four (24) consecutive hours.
- The document type to be provided for access will be Portable Document Format (PDF) or PDF/A.
- A watermark will be placed on all pages of all documents within the submission noting the documents have not been processed nor accepted by the destination Clerks of Court.
- The Public Access System customer and technical support will be supplied by the Portal Service Desk and the Portal Team during normal business hours.
- Non-confidential case initiating documents stored in the Public Access System will be continually scanned for malware.
- Any malware-infected documents will be quarantined and restricted from access by the public.
- The Public Access System will store non-confidential case initiating documents in file folders indexed by date (*e.g.*, folder name "20220604" represents e-filed non-confidential case initiating documents received by the Portal on June 4, 2022).

Florida Courts E-Filing Portal

- Append a special identifier (*e.g.*, Submission ID) AND clerk location code or county name to the filename of each stored non-confidential case initiating document that will indicate that the stored documents are associated with the same e-filed submission (*e.g.*, 123456789_48 (or Orange)_Complaint.PDF, 123456789_48 (or Orange)_Summons.PDF).
- Provide read-only access to the stored non-confidential case initiating documents.
- When public user attempts to locate and retrieve a specific non-confidential case initiating document, the only navigational indicators are the submission number, County identifier, and document type (*i.e.*, Complaint).
- The direct non-confidential case initiating Public Access System employed does **not** include custom query support functionality other than that shown in the Search Criteria field.
- As the Portal assigns a filing number, date, and time stamp immediately upon receipt, the non-confidential case initiating documents will display the official file stamp date and time that it is received at the Portal.
- If the filer designates a submission containing case initiating documents as confidential upon submission, it will not be displayed in the Public Access System and the submission will be immediately sent to the county with a confidential designation.

CiviTek Assumptions

- The scope and purpose of the envisioned Public Access System is defined by the CiviTek Portal Team and outlined in the project requirements defined in Public Access System Change Order.
- Only the following documents are within scope:
 - a. Electronically submitted, *i.e.*, e-filed
 - b. Circuit civil case type (CA)
 - c. Case Initiation submissions (Complaints)
 - d. Non-confidential
- The document type to be provided for access will be Portable Document Format (PDF) or (PDF/A).
- In the event confidential information is found in any of the initiating documents provided through the Public Access System to the public, the CiviTek Portal Team does not assume responsibility and/or accountability.
- The CiviTek Portal Team will provide project management to manage each deliverable as a small project. As such, no project management will be provided by Granicus on behalf of the CiviTek Portal Team. Project schedule and scope control will be the responsibility of the CiviTek Portal Team. Granicus will conduct internal coordination and management of development resources to complete the project goals and deliverables per the agreed upon delivery schedule.
- The CiviTek Portal Team will have provided the specification and requirements to Granicus. The CiviTek Portal Team will make available knowledgeable business analysts and subject matter experts during the development phase(s) to address questions and requested clarifications posed by Granicus.
- The CiviTek Portal Team will provide quality assurance resources responsible for testing each software deliverable prior to deployment to a production environment. Granicus will conduct unit testing and integration testing of all new functionality at the development-level and releases will undergo formal functional and regression testing via the Granicus Quality Assurance Department.
- The rollout of each deliverable to production environments is the responsibility of the CiviTek Portal Team but will follow the existing process including Granicus performing the actual deployment to production. Granicus will continue to provide support to the CiviTek Portal Team under the auspices of the established Support & Maintenance Agreement.

Florida Courts E-Filing Portal

Proposed Mockup of Public Access System

Public Access System Help   

Search Options

Submission # County

Submission Date From

Submission Date To

Search Results Show Below

Submission/NEF	Link to Documents	Court	Submission Date
100364068 	Complaint.PDF/A	Orange	08/26/2022 04:35:49 PM
100364067 	HARRIPERSAD, ADESH vs. ALVARENGA HARRIPERSAD, RACQUEL RANIQUE	Orange	08/26/2022 04:35:49 PM

Florida Clerks of the Circuit Court Location Name & Code

County	Location Code
Alachua	01
Baker	02
Bay	03
Bradford	04
Brevard	05
Broward	06
Calhoun	07
Charlotte	08
Citrus	09
Clay	10
Collier	11
Columbia	12
DeSoto	14
Dixie	15
Duval	16
Escambia	17
Flagler	18
Franklin	19
Gadsden	20
Gilchrist	21
Glades	22

Florida Courts E-Filing Portal

Gulf	23
Hamilton	24
Hardee	25
Hendry	26
Hernando	27
Highlands	28
Hillsborough	29
Holmes	30
Indian River	31
Jackson	32
Jefferson	33
Lafayette	34
Lake	35
Lee	36
Leon	37
Levy	38
Liberty	39
Madison	40
Manatee	41
Marion	42
Martin	43
Miami-Dade	13
Monroe	44
Nassau	45
Okaloosa	46
Okeechobee	47
Orange	48
Osceola	49
Palm Beach	50
Pasco	51
Pinellas	52
Polk	53
Putnam	54
St. Johns	55
St. Lucie	56
Santa Rosa	57
Sarasota	58
Seminole	59
Sumter	60
Suwannee	61
Taylor	62
Union	63
Volusia	64
Wakulla	65
Walton	66
Washington	67

Florida Courts E-Filing Portal

Definitions

Terms	Definition
Case Classification	The combined case structure hierarchy consisting of the Case General Category, Case Category, and Case Subcategory as defined in the OASIS Electronic Court Filing (ECF) LegalXML version 4.01 schema and specification. The OASIS ECF LegalXML 4.01 XML elements correspond to local court Case Management System data descriptions and codes.
Case General Category	<p>The highest case classification level as defined by the OASIS Electronic Court Filing (ECF) LegalXML specification (e.g., Civil). The OASIS ECF LegalXML Case General Category XML element corresponds with local court Case Management System data descriptions and codes.</p> <p>The division of the case type that is to be placed into this non-confidential case initiating Document Access Service is CA.</p>
eUniversa	Granicus' electronic filing system created in conjunction with CiviTek and the Florida Court's chosen state-wide electronic filing system.
Florida Circuit Court	The Trial Court Jurisdiction has clerks' offices and courthouses located in the 67 counties in Florida.
Granicus	The organization responsible for the development, maintenance, and support of the eUniversa e-filing system platform.
Document Access Service	The Florida Courts E-Filing Authority's brand name for the document access service providing timely public access to electronically submitted non-confidential case initiation documents in Circuit Civil cases prior to being accepted by the Clerk.