

MEETING MINUTES

Florida Courts E-Filing Authority
October 10, 2022
3:30 p.m., EDT

Florida Courts E-Filing Authority Board of Directors held a Board meeting on October 10, 2022, at 3:30 p.m., EDT, 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 3:32 p.m., EDT, welcomed everyone to the special meeting and asked Beth Allman to call the roll. A quorum was present.

Public Comment

The Honorable Karen E. Rushing, Chair, asked if any one on the WebEx wished to speak.

Mr. Ralph Losee, Morgan and Morgan, asked what access a third party vendor would have to view documents. Ms. Carolyn Weber, Portal Project Manager, was recognized and explained that being a third party vendor provides the ability to file documents, not access to view any documents.

Ms. Carol LoCicero posted a comment in the chat feature shown below.

“First of all, thank you for your continuing work on the Public Access System. I ask that you consider the following potential features or future system additions -- a sign up

feature for e-notifications of subsequent filings in civil cases; whether the Authority might include a page for verdicts and rulings in civil cases; potentially adding county civil complaints like Clerk Roth mentioned in the last meeting; and then providing information about potential timing of implementation benchmarks. Many thanks!”

The Honorable Karen E. Rushing suggested adding this suggestion to a discussion at a future E-Filing Authority meeting, but wanted to get through the initial phase of making circuit civil filings available.

There were no other comments.

The Reading and Approval of the Minutes and the Treasurer’s Report was moved to the end of the agenda in the event the Honorable Jeffrey R. Smith, Secretary/Treasurer, was able to join the meeting.

Progress Reports

Discussion of Public Access System

The Honorable Karen E. Rushing recognized Ms. Carolyn Weber, FCCC Portal Program Manager, to review suggestions for the Public Access System as agreed to in the federal case settlement. Ms. Weber presented proposed webpage for the public access to non-confidential circuit civil complaints.

Ms. Weber explained that anyone who wishes to view the non-confidential Circuit Civil complaints will have to have an E-Filing Portal account. People can register now in order to be ready to access the site.

Ms. Weber demonstrated the proposed site, showing that the documents will be available for five days. They are displayed in a list on the screen, and can be filtered by county name, if desired. The site also shows whether the Clerk has accepted the document or not. If accepted within the five-day period, the case number is also displayed. She further explained that the Portal is unable to separate out multiple documents in a filing. If a filer sends in a complaint without any confidential information, but also includes summonses or other documentation along with the initiating document, all the documents are available for view.

The Board discussed the potential naming for the site.

The Honorable Todd Newton made a motion to call the site the “Statewide Non-Confidential Circuit Civil Filings.” The Honorable Stacy M. Butterfield seconded the motion. All voted in favor.



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The Board discussed when the site should be available. Ms. Weber noted the settlement did not require the site to be live until early March 2023, but could be included into the October 29 Release.

The Honorable Tara S. Green made a motion to add the site to the October 29 Release. The Honorable Stacy M. Butterfield seconded the motion. All voted in favor.

Chair Rushing then moved into the regular reports.

E- Portal Progress Report

Ms. Carolyn Weber, Portal Program Manager, reviewed the highlights of the September 2022 Portal Progress Report, noting that due to the recent hurricane, numbers were slightly down. Of note, the number of registered users continues to climb.

Service Desk Report

Ms. Gia Howell, Portal Service Desk Manager, reviewed the highlights of the service desk volumes for the month of September 2022. She also commented that the call volumes were down due to Hurricane Ian.

There were no questions.

Florida Courts Technology Commission

The Honorable Karen E. Rushing, Chair, told the Board that next FCTC meetings were to be held November 3-4, 2022, in Cocoa Beach.

Old Business

There was no old business to discuss.

New Business

There was no new business to discuss.

General Counsel Report

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

Reading and Approval of the Minutes

As The Honorable Jeffrey R. Smith, Secretary/Treasurer, was unable to join the meeting, Chair Rushing presented the September 16, 2022, minutes to the Board, posted on the website and shown on the screen.

There were no additions or corrections to the minutes.



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The Honorable Todd Newton made a motion to accept the September 16, 2022 minutes as presented. The Honorable Stacy M. Butterfield seconded the motion. All voted to approve minutes.

Treasurer's Report

The Honorable Karen E. Rushing, Chair, presented the August 2022 financial report as posted on the website and presented on the screen. There were no questions.

Public Comment

There were no comments.

Adjournment

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

The Honorable Todd Newton made a motion to adjourn. The Honorable Stacy M. Butterfield seconded the motion and all voted in favor.

The meeting was adjourned at 4:06 p.m., EDT.



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