



MEETING MINUTES

Florida Courts E-Filing Authority
December 12, 2022
3:30 p.m., EST

Florida Courts E-Filing Authority Board of Directors held a Board meeting on December 12, 2022, at 3:30 p.m., EST, 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 3:30 p.m., EST, welcomed everyone to the 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.

There were no comments.

Adoption of the Agenda

The Honorable Tara S. Green made a motion to adopt the agenda. The Honorable Todd Newton seconded the motion and all voted in favor.

Reading and Approval of the Minutes

The Honorable Jeff Smith, Secretary/Treasurer, presented the October 20, 2022, minutes. There were no edits or corrections to the minutes.

The Honorable Jeff Smith made a motion to accept the October 20, 2022, minutes as presented. The Honorable Todd Newton seconded the motion and all voted in favor.

Treasurer's Report

Monthly Financial Report

The Honorable Jeffrey R. Smith, Secretary/Treasurer, presented the October 2022 monthly financial report. There were no questions.

Annual Audit Reports

The Honorable Jeffrey R. Smith, Secretary/Treasurer, introduced the Purvis Gray auditors, Ryan Tucker and Michael Sundstrum and asked them to present the annual audit findings.

The auditors presented the Annual Financial Report and the SOC 1 Type 2 audit, both of which had unmodified opinions.

There were no questions of the auditors.

The Honorable Jeffrey R. Smith made a motion to accept the audit reports. The Honorable Todd Newton seconded the motion and all voted in favor of the audit reports.

Progress Reports

E- Portal Progress Report

Ms. Carolyn Weber, Portal Program Manager, reviewed the highlights of the November 2022 Portal Progress Report.

Ms. Weber also reviewed the request from Strategic Technology Group to become a certified third party vendor for the filing paths for circuit and county civil, new and existing cases and asked the board for approval.

The Honorable Tara S. Green moved to approve the request to certify Strategic Technology Group as a third party vendor. The Honorable Todd Newton seconded the motion and all voted in favor.

Service Desk Report

Ms. Gia Howell, Portal Service Desk Manager, reviewed the highlights of the service desk volumes for the month of October 2022. She did tell the Board that the Portal was down on October 18, 2022, and the change to adding a link in the Notice of



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Electronic Filing emails, rather than attaching documents, resulted in 1400 tickets (contacts) in one day.

There were no questions.

Florida Courts Technology Commission

The Honorable Karen E. Rushing, Chair, briefly reminded the Board that case management and how case maintenance systems interface with the case management systems is still a focus of the court.

The FCTC meetings were to be held February 2-3, 2023, in Ocala.

Old Business

There was no old business to discuss.

New Business

Delivery of Injunctions to Sheriffs

The Honorable Karen E. Rushing, Chair, reviewed the bill that passed the 2022 Legislative Session requiring Clerks to send injunctions electronically to Sheriff's Offices. She commented that prior to the bill, Clerks have had mechanisms in place to get the injunctions to multiple county Sheriffs' offices. However, there has been a request to have an option to use the PORtal for this transmission. She recognized Ms. Carolyn Weber, Portal Program Manager. Ms. Weber commented that with a few modifications, a new filing path could be created to handle these transmissions. She felt that, if the Board wanted this, it could be ready to put in place the third week of February.

The Honorable Tara S. Green made a motion to support moving forward with a solution to develop a filing path to handle injunctions being sent from Clerks to the Sheriffs. The Honorable Stacy M. Butterfield seconded the motion and all voted in favor.

General Counsel Report

Ms. Lynn Hoshihara, Esq., General Counsel, reported that she had received a letter from Ms. Carol LoCicero requesting two items – e-notification and adding county civil initiating documents to the public review queue.

Ms. Locicero was recognized to speak. She thanked the Board for their quick work in getting the system going. She commented that the Courthouse News Service reporters were actively using it.

The Honorable Karen E. Rushing, Chair, asked Ms. Weber and the Portal technical team to look into the suggestions and bring back the challenges, costs, and any retention issues.



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The Honorable Tara S. Green made a motion that the Portal Technical team bring back a report on the challenges, the costs and the time to develop a solution for adding county civil initiating documents and an e-notification system. The Honorable Stacy M. Butterfield seconded the motion and all voted in favor.

Rules Report

Mr. Tom Hall provided an update on various rules. He noted that during oral argument in one rules case, a justice commented that the Document Identification Number (DIN) should be assigned by the Portal. While there was no way to respond and there was no further discussion on the DIN, he told the Board he would follow the issue.

Public Comment

Mr. David Isaacson, Volusia Clerk's Office, asked about the status of the transfer of cases between counties that came before the Board in 2020. Ms. Weber responded that the Portal team had looked into this and felt that CCIS was a better mechanism because the Portal does not store documents. The Honorable Clerk Tara S. Green mentioned that she was working on the CCIS ICD and will check to see if this is being considered.

Adjournment

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

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

The meeting was adjourned at 4:18 p.m., EST.



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