

MEETING MINUTES

Florida Courts E-Filing Authority Meeting
January 23, 2024
2:00 p.m., ET

Florida Courts E-Filing Authority Board of Directors held a Board meeting on January 23, 202, 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. Kevin Madok | District VII** (Clerk of Court, Monroe County)
- The Hon. Rachel Sadoff | District V** (Clerk of Court, Brevard 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)

Present Not Present

Introduction and Roll Call

The Honorable Karen E. Rushing, Chair, opened the meeting at 2:00 p.m., ET, welcomed everyone to the meeting and asked Beth Allman to call the roll. A quorum was present.

1

Public Comment

The Honorable Karen E. Rushing, Chair, asked if anyone on the WebEx wished to speak. No one wished to speak.

Adoption of the Agenda

The Honorable Stacy M. Butterfield made a motion to adopt the agenda. The Honorable Rachel Sadoff seconded the motion and all voted in favor of the motion.

The Honorable
KAREN E. RUSHING
Chairman
Clerk, Sarasota County

The Honorable
TODD NEWTON
Vice Chairman
Clerk, Gilchrist County
District IV

The Honorable
KEVIN MADOK, CPA
Secretary/Treasurer
Clerk, Monroe County
District VII

The Honorable
JOHN TOMASINO
Clerk of the Court
Florida Supreme Court

The Honorable
CLAYTON O. ROOKS
Clerk, Jackson County
District I

The Honorable
STEVE LAND
Clerk, Lafayette County
District II

The Honorable
TARA S. GREEN
Clerk, Clay County
District III

The Honorable
RACHEL SADOFF
Clerk, Brevard County
District V

The Honorable
STACY M. BUTTERFIELD, CPA
Clerk, Polk County
District VI

Reading and Approval of the Minutes

The Honorable Kevin Madok, Secretary/Treasurer, presented the December 7, 2023, minutes. There were no edits or corrections to the minutes.

The Honorable Kevin Madok made a motion to accept the December 7, 2023, minutes as presented. The Honorable Rachel Sadoff seconded the motion and all voted in favor.

Treasurer's Report

Monthly Financial Report

The Honorable Kevin Madok presented the November 2023 monthly financial report. There were no questions.

The Honorable Karen E. Rushing, Chair, accepted the report.

Progress Reports

E- Portal Progress Report

Ms. Nicole Taylor reviewed the December 2023 monthly progress report shown on the screen.

Release 2024.01

Ms. Nicole Taylor presented the items included in the 2024.01 Release document listing the several items of portal upgrade planned.

The Honorable Steve Land made a motion to accept the 2024.01 Release as presented. The Honorable Clayton O. Rooks seconded the motion and all voted in favor.

Email Service Change

Ms. Nicole Taylor reviewed the information being disseminated by Google and Yahoo in regard to the changes they are making to email service. Ms. Carolyn Weber explained that while it would not impact Portal emails, it could impact those users who had Google or Yahoo accounts. She told the board there was a notice in the News and Information section of the Portal and that emails to all users had been sent since the beginning of the year so they may be made aware. The change is to occur February 2..

Service Desk Report

Ms. Gia Howell, FCCC Portal Service Desk Supervisor, reviewed the highlights of the December 2023 monthly service desk operations.

There were no questions.



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Florida Courts Technology Commission

The Honorable Karen E. Rushing, Chair, informed the Board that the FCTC was continuing to look at a structure to help them with case loads. They are also continuing to encourage standard document descriptions at the portal. The standard document descriptions would be mapped to the local CMS, then the court could consume the data.

She reported the next FCTC meeting was scheduled for February 1-2, 2024, by Zoom.

Old Business

Plan for Archiving Older User Accounts

Ms. Nicole Tayler, Portal Project Manager, presented a document explaining that there were over 200,000 accounts in the Portal that had not had any activity in a year or longer and the team would like to archive them.

The Honorable Tara S. Green made a motion to move the inactive accounts into an archive account. The Honorable Todd Newton seconded the motion and all voted in favor.

Status Report on Inmate Filings

Ms. Carolyn Weber explained that this project was part of an FCTC Subcommittee on Inmate Filings that was started several years ago to try to find a way to serve inmates electronically and for the inmates to file electronically, too. She told the board that anymore many inmates have tablets and the Florida Department of Corrections (FDOC) was considering allowing inmates to file to the courts through the E-Filing Portal using their tablets and the prison's JPay system. She told the board there was an FCTC Subcommittee meeting with FDOC the day after the Board meeting. Ms. Weber reminded the board an inmate could still file in paper as using the Portal is not mandatory for pro se filers. If an inmate is unable to receive filings or notices through JPay, FDOC already has a system to print out any emailed information and provide it to the inmate.

Status Report on Ch. 2023-189 FDLE Notification of Sealing Criminal History Records

Ms. Nicole Taylor told the board the Portal team was still working with FDLE and the first data from the agency would be in test this week.

New Business

The Honorable Karen E. Rushing informed the board that the association had received a letter from Chief Justice Muñoz asking for the implementation of standardized document descriptions. She said the project has been underway for some time and she will continue to work on it.



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General Counsel Report

Ms. Lynn Hoshihara, Esq., General Counsel, explained she and Mr. Tom Hall had reviewed the rule and find most of it helpful in defining the Portal and its use by attorneys and administration by clerks. She explained her response from the Authority on the “E-Everything” rules case, noting primarily that a rule of court could not dictate how an interlocal government could operate.

The Honorable Todd Newton made a motion to support the comments as written. The Honorable Stracy M. Butterfield seconded the motion. All voted favorably on the motion with the exception of John Tomasino who abstained. The motion passed.

Rules Report

Mr. Hall had nothing more to add.

Public Comment

There were no comments.

Adjournment

The Honorable Karen E. Rushing, Chair, thanked everyone for attending and adjourned the meeting.

The meeting was adjourned at 2:48 p.m., ET.



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