

Clerks' Court-Related and Other Mandatory Reports as of 09/30/14

This document is a listing of statutorily required reports. However, it may not contain all reports Clerks produce for external entities. The listing is set up by categories determined by a Florida Court Clerks & Comptrollers (FCCC) workgroup. This listing is updated as required by the association and published on the Clerks website on the Publications webpage at: www.flclerks.com . If you have any questions, comments or corrections, please contact Alex Nicholas at the association: 850-921-0808 or email to anicholas@flclerks.com

Red Text Underline = Updates Strike Out = Deletions

CATEGORY, REPORT NAME OR PROVIDED DATA	AUTHORITY/ REFERENCES	RECIPIENT	CLERK INTERNAL COLLECTION METHOD	FREQ.	DUE DATE	TRANSMISSION MEDIUM/ COMMENTS
A. PERFORMANCE						
1. Report of Payment of Court Related Fines, Fees, Service Charges (a/k/a Annual Assessments and Collections Report)	FS 28.246(1)	FCCC submits to Legislature and CCOC	N/A	Annually	11/03 to FCCC. Final Legislature January 2 nd of each year.	Clerks email forms to FCCC. FCCC provides CD of Consolidated Summary Report and each Clerk's report to Legislature and CCOC (complimentary copy to OSCA).
2. Corrective Action Plan (after performance shortfall if necessary)	FS 28.35(2)(d)	CCOC	N/A	Quarterly	10/20 01/20 04/20 07/20	Email Attachment
3. Collections Report	FS 28.35(2)(d)	CCOC	N/A	Quarterly	10/20 01/20 04/20 07/20	Email Attachment
4. CCOC Outputs Monthly Report Form (AKA: Timeliness Performance Measurement Report.	FS 28.35(2)(d)	CCOC	N/A	Monthly	20 th	Email Attachment

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5. Financial Receipts (Annual figure is entered in to CCOC Outputs Monthly Report above)	FS 28.246(1)	CCOC	N/A	Annually	<u>10/20</u>	Email Attachment
6. Public Records Modernization Trust Fund Report (\$1.50 report) & Court Technology Trust Fund Report (\$1.90). Clerks report data to FCCC. (Last report was December 1, 2011; next report due December 1, 2015.)	FS 28.24(12)(d)	FCCC collect from Clerks each report and submits Summary Report to Legislature	N/A	Every 4 years. Last report was due Dec. 1, 2011	Late-Oct. due FCCC for Dec. 1st; every 4 yrs. due Leg.	Late October Clerks send both reports to FCCC. On December 1st FCCC submits reports to Legislature of each year immediately preceding the year during which the Public records Mod. Trust Fund is scheduled for legislative review under s. 19(f)(2), Art. III of the State Constitution.
Information Note: New Clerk reporting for the PRMTF to FCCC and the Legislature is no longer required. However, the associated statutes still require Clerk compliance. It is possible the Legislature may again begin to review the PRMTF and require Clerks to report.	\$1.50 – Public Records Reporting <ul style="list-style-type: none"> • s. 28.222, F.S., Clerk to be County Recorder • s. 28.2222, F.S., Public Records Capital Improvement Plan • s.28.24, F.S., Service Charges • s. 29.008, F.S., County Funding for 					Public Records Modernization Trust Fund is no longer scheduled for review by the Legislature.

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	<p style="color: red;">Court-related Functions</p> <p style="color: red;">\$1.90 – Court-Related Technology Reporting</p> <ul style="list-style-type: none"> • s. 29.008(1)(f)2., F.S., Equipment • s.29.008(1)(h),F.S., Maintenance • ss.29.008(1)(f)2. and 29.008(1)(h), F.S., Support Staff 					
7. CCOC Timeliness Quarterly Report	FS 28.35(2)(d)	CCOC	N/A	Quarterly	10/20 01/20 04/20 07/20	<u>Email Attachment</u>
8. Fiscal Management Performance Measure Report	FS 28.246(1) FS 28.35(2)(d)	<u>CCOC</u>	N/A	Annually	7/20	Email Attachment
<u>9. Foreclosure Backlog Report</u>	<u>Supreme Court Order AOSC13-28</u>	<u>OSCA</u>	<u>From Clerks' Case Maintenance Systems or</u>	<u>Every two weeks</u>	<u>Every two weeks</u>	<u>E-mail attachment or via electronic transmission from CCIS</u>

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			<u>CCIS</u>			
B. JURY						
1. Juror Report of Address Changes	FS 98.093(2)(b)	DOS Division of Elections	Court Attendance	Monthly	Not specified	E-mail attachment
2. Jurors Performance Measures Report	FS 28.246(1)	CCOC	Court Attendance	Quarterly	10/20 01/20 04/20 07/20	Email Attachment
3. Witnesses Quarterly Accounting & Payment	FS 40.355	JAC	Finance	Quarterly	14 th	Hard Copy
4. Estimate of Funds Necessary for Witness Compensation (Requisition)	FS 40.29(1)	JAC	Finance	Quarterly	14th	State Form - Hard Copy, faxed
5. Jury Management Report	AOC 06-13	OSCA	Court Attendance	Monthly	15th	Email Attachment
6. Annual Statewide Grand Jury Submission - https://StatewideGrandJurySubmission.flcourts.org	FS 905.37(1)	OSCA	Court Attendance	Annually	2/15	Electronic: Some Clerks submit on website, but statutes require chief judge to report to OSCA.
C. CIRCUIT CIVIL						
N/A						

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D. FINANCE						
1. Annual Budget (Court Related Functions)	FS 28.36(3)(a)	CCOC & Legislature	Finance	Annually	June 1st	<u>Email Attachment - not a report, or use CCOC on-line budget form or PABS.</u>
2. Annual Report of Property Presumed Abandoned	FS 717.117	DFS	Finance	Annually	4/30	Electronically
3. Annual Report of Registry Unclaimed Funds	FS 43.19	DFS	N/A	Annually	12/1	Hard Copy: Statute requires the court to direct the money be deposited with the CFO.
4. Mediation Fee Report (State Courts Revenue Trust Fund Report)	FS 44.108(2)	Chief Judge & OSCA	N/A	Quarterly	30 days after the end of quarter	OSCA gets via CCIS reporting from FCCC.
5. Remission of Fines, Fees, etc.	FS 28.37(2)	DOR	N/A	Monthly	1/10	Electronic state form, not a report, but transmission of funds.
6. Court Expenditure and Clerk's Trust Fund Collections Tracking Report (a.k.a. EC Report)	FS 28.35(2)(d)	CCOC	N/A	Monthly	20 th	Email Attachment
7. Monthly Detail Revenue Reporting (SB 1790/Ch.2008-111)	FS 28.35(2)(d) FS 28.241 FS 316.193 FS 318.18(18)	CCOC	N/A	Monthly	20 th	Email Attachment. Changed to a monthly submission by CCOC Executive Council August 23, 2010.

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8. New: Additional Court Cost Report	FS. 318.18	CCOC	N/A	Quarterly	30th	Email Attachment
9. New Annual Independent External Audit report (AFR – Annual Financial Statement)	FS 28.35(5)	CCOC	N/A	Annual	June 30th	Email attachment
E. HUMAN RESOURCES						
1. New Hire Report (for offices with more than 250 employees)	FS 409.2576	State Directory of New Hires	N/A	Biweekly	Within 20 days	Electronically
2. Retirement Report	FS 121.051(4)	Florida Retirement System	HR	Monthly	End of Month	Electronically
3. Unemployment Compensation and Tax Report	FS 443.163	DOR	HR	Quarterly	N/A	Electronically
F. CRIMINAL						
1. OBTS (Monthly OBTS/LOGAN submission including sealed & expunged)	FS 943.052(2)	FDLE (OSCA/DOC)	Criminal	Monthly	15 th	Electronically via FDLE LOGAN System
2. Drug Alcohol Conviction Report	FS 322.055(5)	DHSMV	Criminal	Monthly	Not specified	Hard Copy or electronic submitted. Not a report, but submitted upon each "conviction".

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3. Report of Mental Competency	FS 790.065	FDLE	Civil/Criminal	Monthly	15 th	Electronically - not a report, but data
4. TCATS (reported to FCCC and then DHSMV; OSCA receives data from DHSMV)	FS 318.18(8)(a)	DHSMV (OSCA)	Court Attendance & Traffic	Daily	Within 10 days	Electronically - not a report, but data
5. Sexual Predator designation	FS 775.21(5)	FDLE	Criminal	Daily	Due Within 48 Hours	Hard Copy - not a report, statute says clerk must transmit copy of order
6. Dispositions to Florida Wildlife Commission (FWC)	FS 327.74(10)	FWCC	N/A	Varies	Within 10 days	Hard Copy - FWC checks CCIS online for these; not a report, but data like TCATS
G. DOMESTIC RELATIONS						
1. Dissolution of Marriage Report	FS 382.023	DOH Office of Vital Statistics, DOR	Civil	Monthly	10 th	Form prescribed by DOH, Electronic submission of accounting of funds remitted to DOR.
2. FDLE Name Change Report	FS 68.07(6)	FDLE	Civil	Monthly	10 th	Hard Copy forms furnished by the department.
3. Vital Stats Name Change Report	FS 68.07(5)	DOH Office of Vital Statistics	Civil	Monthly	10 th	Hard Copy forms furnished by the department.
4. Delayed Birth Certificate	FS 382.0195	DOH Office of Vital Statistics	Civil	Varies	Within 10 days	Hard Copy - not a report, statute says clerks must mail the original to the department

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5. Certified Statement of Final Decree of Adoption (Application of new birth records)	FS 63.152	DOH Office of Vital Statistics	Civil	Varies	Within 30 days	Hard Copy - department form
6. Adoption, annulment of an adoption, affirmation of parental status, or determination of paternity	FS 382.015	DOH Office of Vital Statistics	Civil	Monthly	10 th	Hard Copy - not a report, certified copies of court orders
7. Marriage License Report	FS 382.021	DOH Office of Vital Statistics		Monthly	5 th	Hard Copy form furnished by department
H. CHILD SUPPORT						
1. RMS (Random Moment Sampling)	FS 61.1826(4) & DOR Contract	DOR	Civil	Semi-Monthly	1st & 16th	Faxed or electronic depending on Clerk agreement with DOR.
2. IV-D Delinquent Case Report to DOR (Provided by FCCC to DOR via CLERC System)	FS 61.181	DOR	N/A	Monthly	Not specified	Electronically - by FCCC
3. Monthly IV-D Non assistance filings (Monthly Child Support Federal Cost Reimbursement Invoice)	FS 61.1826(4)(f) & DOR Contract	DOR & FCCC	N/A	Monthly	20 th	Electronically via email
I. JUVENILE						

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1. Juvenile Delinquency Report to Superintendent of Schools	FS 1006.08(2)	Superintendent of School	N/A	Varies	Within 48 hours	Statute requires court to provide; local liaison gets via judicial website.
2. Juvenile OBTS (Included in OBTS/LOGAN monthly submission)	FS 943.052(2)	OSCA, FDLE & DOC	Court Attendance	Monthly	Began 7/2008	Electronically – FDLE/LOGAN submission
3. Drug Alcohol Conviction Report	FS 322.056	DHSMV	Court Attendance	Monthly	Not specified	Hard Copy or submitted electronically. Not a report, submitted upon each "conviction".
J. PROBATE						
1. Notification of Adjudication of Mental Incapacity	FS 98.093(2)(b)	DOS Division of Elections	Civil-Criminal Admin	Monthly	Not specified	Hard Copy
2. Probate New Estate Listing (Monthly Preliminary Report)	FS 198.30	DOR & AHCA	Civil-Criminal Admin	Monthly	10 th	Hard Copy - have judge sign. Statute requires court to provide.
K. STATISTICS						
1. Involuntary Civil Commitment of Sexually Violent Predators (f/k/a Jimmy Ryce)	AOS 00-16	OSCA	Civil	Monthly	15 th	Hard Copy to court
2. Parental Notice of Abortion Report	In Re: Reporting of Proceedings for	OSCA	Civil	Monthly	15th	Hard Copy to court

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	judicial waiver of parental notice FS 390.01114(6)					
3. Quarterly Pending Caseload Report	SRS Manual, Rule of Judicial Adm. 2.245(b) ?Rule 2.245?	OSCA	OSCA; See: Rule 2.250	Quarterly	15 th	Email with attachment to OSCA
4. Uniform Case Reporting (SRS, including sealed cases)	FS 25.075, Rule of Judicial Adm. 2.245	OSCA	Civil	Monthly	15ht	Email with attachment to OSCA
5. Complex Case Report	FL Rules of Judicial Adm., 2.245; Fl Rules of Civil Procedure, Form 1.999 as amended by SC 08-1141	OSCA	Civil	Quarterly	15th	Electronic/Excel/ XML
6. Record of Unsatisfied Judgment (Upon written request of the creditor or his/her attorney)	FS 324.111	DHSMV	N/A	Upon request of judgment creditor	After 30 days	Hard Copy - not a report, but certified judgments per statute.
L. REPORTS CLERKS CANNOT COMPLY						
1. Felony Conviction Report	FS 893.111	Agency Heads	Criminal	Upon conviction	Not specified	Clerks cannot comply because in their ministerial role they have no way to

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						determine the license, permit or certificate information of a defendant. Notice should be provided by the State Attorney to the Clerk.