

**FLORIDA COURTS E-FILING AUTHORITY
BOARD OF DIRECTORS
AGENDA REQUEST**

DATE: April 12, 2018

TO: Honorable Chairman Smith and Members of the Board

FROM: Lynn M. Hoshihara, Esq., General Counsel

SUBJECT: **Third Party Vendor Qualification Form**

STATEMENT OF ISSUE:

The Board of Directors requested staff to investigate the qualifications and background of firms requesting to batch file through the Portal. Attached for the Board's consideration is a draft Qualification Form.

BACKGROUND AND ANALYSIS:

The Board established a process in August 2016 whereby an individual/entity can work with the Portal Project staff to develop the programming needed to send documents to the Portal in batch-styled process.

To date, there are 15 third party vendors certified to offer batch filing services through the Portal.

The Third Party Vendor Qualification Form (attached) will be included in the application package to provide background information on these entities.

CLERK IMPACT:

None known.

FILER IMPACT:

None known.

FINANCIAL IMPACT:

None Known.

RECOMMENDATION:

Pending discussion, adopt the proposed policy as provided.

Florida Courts E-Filing Portal

Third Party Vendor Qualification Form

I. Contact Information

Name:
Address:
Phone:
E-mail:

II. Status of Company

- A. If a Corporation:
 - a. State and date of incorporation:
 - b. President's Name:
 - c. Vice President's Name:
 - d. Secretary's Name:
 - e. Treasurer's Name:
- B. If a Partnership:
 - a. State and date of organization
 - b. Type of partnership (general, limited, or association):
 - c. Name of partners:
- C. If a Joint Venture:
 - a. State and date of organization:
 - b. Name, address and form of organization of joint venture partners:

III. Corporate History

- A. Number of years in business under present name?
- B. List all Subsidiary or Affiliated Companies.
- C. List any regulatory fine, proceeding, or litigation filed against the Firm in the past five (5) years.
- D. Any principals of the Firm ever been convicted of a first-degree misdemeanor or felony?
- E. Currently under investigation by any public or private, state or federal law enforcement or regulatory body?
- F. List three (3) references regarding the financial stability of the Firm:

I declare under penalty of perjury that the foregoing is true and correct. The undersigned hereby authorize(s) and request(s) any surety company, bank depository, contractor, person, firm or corporation to furnish any pertinent information requested by the Florida Courts E-Filing Authority ("Authority") deemed necessary to verify the statements made in this form or regarding the standing and general reputation of the applicant.

Company Name: _____

Dated this _____ day of _____, 20____

Signature