

# Florida Courts ePortal



## Criminal Setup Checklist

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Author: Kyle Reichert, Business Analyst

## REVISION HISTORY

Version	Date	Author	Comments
0.1	08/29/2012	L. Owens	Initial Draft Outline
0.2	09/04/2012	K. Reichert	Updating Draft Outline
0.3	09/11/2012	K. Reichert	Update SAO/PD Setup Checklist
0.4	09/25/2012	K. Reichert	Update SAO Data Elements
1.0	10/02/2012	K. Reichert	First Definitive Issue

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## **1 DOCUMENT PURPOSE**

This document provides a checklist of required information, tasks, and configuration items to prepare for eFiling on Subsequent (existing) Criminal cases. It is targeted to IT staff for County Clerks, Public Defenders, State Attorneys, and their supporting system vendors.

## **2 REFERENCE MATERIALS**

### **Criminal Batch Interface Integration Kit**

The Integration Kit contains all development tools used for assembly including BulkFilingReviewService(WSDL), Criminal Batch Interface Test Harness, Criminal Batch Interface Spec, and examples of XML (note: this kit is specific to State Attorney and Public Defender offices and their software vendors; the materials do not pertain to county clerk offices or their CMS vendors).

### **Criminal and Traffic XML Data Envelope**

This is the official list of data elements approved by the FCTC for filing on Criminal cases. It is worth noting that most of the elements contained within pertain to case initiation rather than subsequent filings. The list of data elements is provided for your information to deploy and utilize as needed.

You may download both the Integration Kit and the Data Envelope online at the [E-Filing Authority Board Website](#) under the Criminal eFiling heading.

### **3 STANDARDIZED CRIMINAL DIVISIONS & COURT TYPES**

There are 5 Criminal Divisions recognized by the Supreme Court. These divisions are documented in HB5401 for Criminal filings. The five recognized divisions are Circuit Criminal, County Criminal, Criminal Traffic, Civil Traffic, and Juvenile Delinquency.

#### **Criminal Divisions – Court Types**

Circuit Criminal – Felony (CF)

County Criminal – County Ordinance (CO), Misdemeanor (MM), Municipal Ordinance (MO), Non-Criminal Infractions (IN)

Criminal Traffic – Criminal Traffic (CT)

Civil Traffic – Traffic Infractions (TR)

Juvenile Delinquency – Delinquency (CJ)

## **4 CRIMINAL DATA ELEMENTS FOR SUBSEQUENT FILINGS**

### **4.1 REQUIRED FOR PUBLIC DEFENDER SYSTEMS**

<b>Data Element Name</b>	<b>Felony</b>	<b>Misdemeanor</b>	<b>Criminal Traffic</b>	<b>Civil Traffic</b>	<b>Juv Delinquency</b>
Judicial Circuit	P	P	P	P	P
County ID	P	P	P	P	P
Uniform Case Number (UCN)	R	R	R	R	R
Personal Identification Number	R	R	R	N/A	N/A
Bar Number	R	R	R	R	R
Law Firm/Agency	O	O	O	O	O
Email Address	R	R	R	R	R
Alternate Email Address	O	O	O	O	O
Filing Type	R	R	R	R	R
Trace Number	P	P	P	P	P

<b>P = Portal</b>
<b>R = Required; if known</b>
<b>O = Optional</b>
<b>N/A = Not applicable</b>

## 4.2 REQUIRED FOR STATE ATTORNEY SYSTEMS

Data Element Name	Felony	Misdemeanor	Criminal Traffic	Civil Traffic	Juv Delinquency
Judicial Circuit	P	P	P	P	P
County ID	P	P	P	P	P
Uniform Case Number (UCN)	R	R	R	R	R
Personal Identification Number	R	R	R	N/A	N/A
Bar Number	R	R	R	R	R
Law Firm/Agency	O	O	O	O	O
Email Address	R	R	R	R	R
Alternate Email Address	O	O	O	O	O
Filing Type	R	R	R	R	R
Trace Number	P	P	P	P	P

<b>P = Portal</b>
<b>R = Required; if known</b>
<b>O = Optional</b>
<b>N/A = Not applicable</b>

### 4.3 REQUIRED FOR CLERK CMS SYSTEMS

<b>Data Element Name</b>	<b>Felony</b>	<b>Misdemeanor</b>	<b>Criminal Traffic</b>	<b>Civil Traffic</b>	<b>Juv Delinquency</b>
Judicial Circuit	P	P	P	P	P
County ID	P	P	P	P	P
Uniform Case Number (UCN)	R	R	R	R	R
Personal Identification Number	R	R	R	N/A	N/A
Bar Number	R	R	R	R	R
Law Firm/Agency	O	O	O	O	O
Email Address	R	R	R	R	R
Alternate Email Address	O	O	O	O	O
Filing Type	R	R	R	R	R
Trace Number	P	P	P	P	P

<b>P = Portal</b>
<b>R = Required; if known</b>
<b>O = Optional</b>
<b>N/A = Not applicable</b>

## 5 ORGANIZATIONAL CREDENTIALS

Contact the Service Desk at [support@flclerks.com](mailto:support@flclerks.com) to setup credentials for your organization. The Service Desk will setup State Attorney and Public Defender Offices as a law firm (organizational) account. The Service Desk will create the account for the administrator. There will be one user as the administrator. This administrator will have control of the organization setup and users.

## 6 PUBLIC DEFENDER SETUP CHECKLIST

### 6.1 STAC AND NON-STAC

#### Credential setup

- ✓ Service Desk will assist in creating organization
- ✓ Add all necessary users
- ✓ Include your organization, primary contact name, and primary contact email for all request

#### Code setup

- ✓ FCCC will provide a standardized list of Criminal Docket Descriptions to be used for filing
- ✓ Once list is received, configure your system accordingly

#### Establish network connection

- ✓ Organizations must be able to consume the URL for Criminal Batch Interface service
- ✓ Provide call back URL if desired
- ✓ Provide FCCC with IP address that the ePortal will be communicating with

#### QA Testing to Production

- ✓ Once the above steps have been completed, we will do an end to end test. The county will have already provided document types to FCCC for loading (which will already be provided to you) into the QA test ePortal. You will submit several batch filings to the QA test ePortal. We will have the county complete the filings and return confirmation to FCCC that everything went smoothly. Once the QA is done on the QA test ePortal, we will promote to production. *Note: Once the Criminal Batch Interface has been completely tested by all parties, code will be promoted to production.*

#### Contact

- ✓ Contact [support@flclerks.com](mailto:support@flclerks.com) for assistance with any of the above areas



## 7 STATE ATTORNEY SETUP CHECKLIST

### 7.1 STAC AND NON-STAC

#### Credential setup

- ✓ Service Desk will assist in creating organization
- ✓ Add all necessary users
- ✓ Include your organization, primary contact name, and primary contact email for all request

#### Code setup

- ✓ FCCC will provide a standardized list of Criminal Docket Descriptions to be used for filing
- ✓ Once list is received, configure your system accordingly

#### Establish network connection

- ✓ Organizations must be able to consume the URL for Criminal Batch Interface service
- ✓ Provide call back URL is desired
- ✓ Provide FCCC with IP address that the ePortal will be communicating with

#### QA Testing to Production

- ✓ Once the above steps have been completed, we will do an end to end test. The county will have already provided document types to FCCC for loading (which will already be provided to you) into the QA test ePortal. You will submit several batch filings to the QA test ePortal. We will have the county complete the filings and return confirmation to FCCC that everything went smoothly. Once the QA is done on the QA test ePortal, we will promote to production. *Note: Once the Criminal Batch Interface has been completely tested by all parties, code will be promoted to production.*

#### Contact

- ✓ Contact [support@flclerks.com](mailto:support@flclerks.com) for assistance with any of the above areas

## 8 CLERK CMS SETUP CHECKLIST

### Credential setup

- ✓ Add all necessary users that will process Criminal filings

### Establish network connection

- ✓ Provide web service URL
- ✓ Provide FCCC with IP address that the ePortal will be communicating with

### Code Load

- ✓ Make sure Data elements are populated in your local CMS
- ✓ Provide [support@flclerks.com](mailto:support@flclerks.com) the Standardized Criminal Docket Descriptions worksheet with your county's CMS code indicated for each docket description. *Note: There will not be an ICD for Criminal; the worksheet, completed by your county, will be used to populate the ePortal.*
- ✓ Once codes are loaded, review codes for quality assurance

### Configuration

- ✓ Configure Divisions for Criminal Filings
- ✓ Establish Review method (Local, Portal, Manual)

### QA Testing to Production

- ✓ Once the above steps have been completed, we will do an end to end test. SAO's and PD's will submit several batch filings to the QA test ePortal. The county will be responsible for completing the filings and returning confirmation to FCCC that everything went smoothly. Once the QA is done on the QA test ePortal, we will promote to production. *Note: Once the Criminal Batch Interface has been completely tested by all parties, code will be promoted to production.*

### Contact

- ✓ Contact [support@flclerks.com](mailto:support@flclerks.com) for assistance with any of the above areas