

Florida Court Clerks and Comptrollers (FCCC)



How-To Guide Verifying Criminal Codes

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REVISION HISTORY

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1.0	07/23/2013	K. Reichert	Initial

Background

This document will provide step by step instructions on code and division configuration. This configuration will need to be done before your codes are moved from the test ePortal environment to the production ePortal environment.

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1 Introduction

In preparation for filers to file criminal case documentation, E-Filing Portal County Administrators must complete the code configuration on the E-Filing Portal before testing can begin and before your codes are promoted to production. These steps will ensure that your code configuration is correct before the promotion to production.

1.1 Configuration Overview

- County provides FCCC with a completed SCDD Spreadsheet
- FCCC loads data into Test ePortal Database
- County completes Criminal configuration on the E-Filing Portal Test system
- County reviews and approves Criminal Divisions, docket mapping, case types, and parties
- County requests Criminal Configurations be promoted to Production
- County enables Criminal Divisions in Production

2 Provide SCDD Spreadsheet Mapping

In the document below, each Standardized Docket Description must be mapped with a docket code from your local CMS. Each description **must** contain a docket code.

You can find the SCDD Spreadsheet from the link below:

http://www.flclerks.com/e-Filing_Authority/Resources/EFA_Documents/Criminal_eFiling/SCDD_Version_3-0.xls

Once mapping is complete, please return the SCDD Spreadsheet to support@flclerks.com. Also, please copy kreichert@flclerks.com.

3 Enable Criminal Divisions

This step may already be done for you, but to verify, County Administrators must login to the TEST ePortal at <https://test.myflcourtaccess.com/Default.aspx> and view the Criminal Divisions:

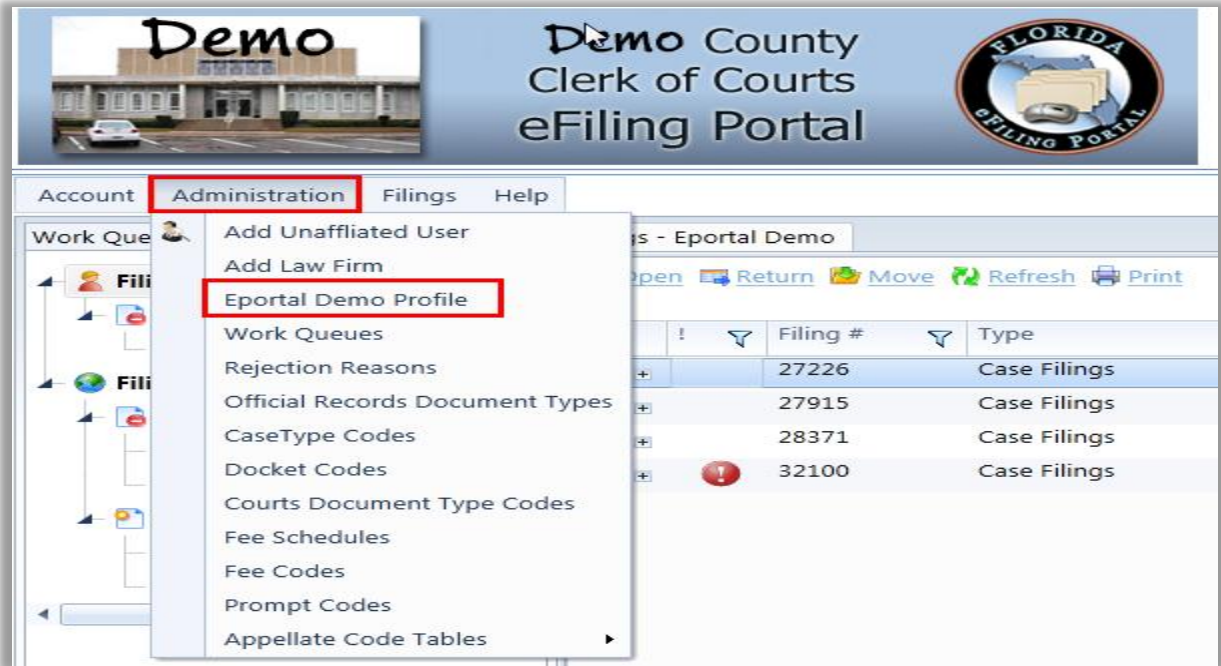
- Appeals
- County Criminal
- Circuit Criminal
- Juvenile Delinquency
- Criminal Traffic
- Civil Traffic

Detailed instructions and illustrations are included in the next few pages to guide you through this required process.

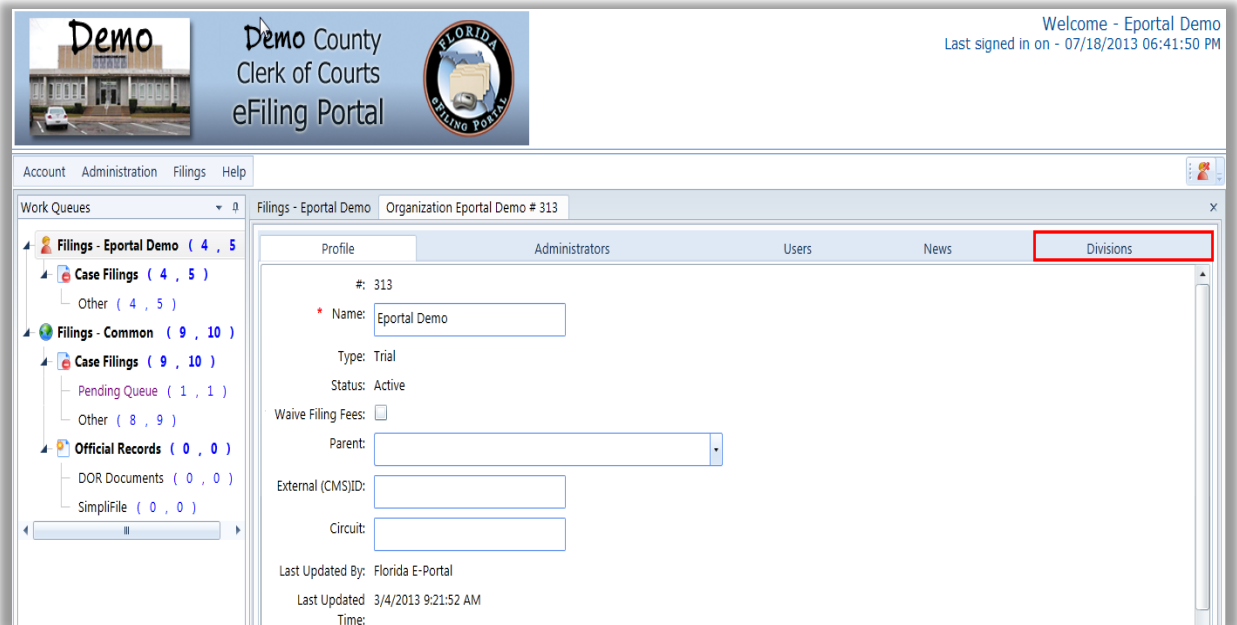


3.1 Step-By-Step Instructions

Step 1 - Click on Administration>Your County Profile



Step 2 - Select the Divisions Tab to view divisions





Step 3 - To enable each criminal division, County Administrators must place a check in the checkbox for fields "Enabled?" and "Allow Subsequent?" (This step may have been completed previously and already have a check in the checkboxfield).

Profile		Administrators			Users			News		Divisions		
#	Court	Division	Can E-File	Can E-Record	Enabled?	Allow Simple E-File?	Allow Simple E-File With Payment?	Allow Subsequent?	Allow Case Initiatiton ?	Allow Manual Review?	Can Add Part in Subsequen Filings	
99	Circuit Court	Appeals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1	Circuit Court	Circuit Civil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
28	Circuit Court	Criminal Traffic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
27	Circuit Court	Juvenile Delinquency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Circuit Court	Circuit Criminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Circuit Court	Domestic Relations/ Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Circuit Court	Juvenile Dependency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
29	Circuit Court	Civil Traffic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Circuit Court	Probate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	County Court	County Civil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	County Court	County Criminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8		Official Records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
0		Official Records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

4 Update the CMS Case Type and Party Codes

During the load process, FCCC creates the Case Types for the divisions of Appeals, County Criminal, Circuit Criminal, Juvenile Delinquency, Criminal Traffic, and Civil Traffic. All were given a place-holder value of '99999'. County Administrators must update the place-holder CMS code with your local CMS Case Type Code.

4.1 Step-By-Step Instructions

Step 1 - Filter the Divisions by clicking on the checkbox beside the criminal divisions to decrease the information that displays on the screen:

- Appeals
- County Criminal
- Circuit Criminal
- Juvenile Delinquency
- Criminal Traffic
- Civil Traffic



Criminal Code Verification

Version: 1.0 Dated: 7/23/2013

Filings - FACC Admin CaseType Codes

New Clone Edit Delete Refresh Close

Drag a column header and drop it here to group by that column

#	Division	CMS Code	Case Type	Sub Type	Active
57086353828	County Criminal			Misdemeanor	<input checked="" type="checkbox"/>
57086353830	County Criminal			County Ordinance	<input checked="" type="checkbox"/>
57086353832	County Criminal			Municipal Ordinance	<input checked="" type="checkbox"/>
57086353834	County Criminal			Non Criminal Infractions	<input checked="" type="checkbox"/>
57086353836	Juvenile Delinquency		Juvenile Delinquency	Delinquency	<input checked="" type="checkbox"/>
57086353838	Criminal Traffic		Criminal Traffic	Criminal Traffic	<input checked="" type="checkbox"/>
57086353840	Civil Traffic		Traffic Infractions	Traffic Infractions	<input checked="" type="checkbox"/>
57086353842	Appeals		Appeals	Appeal From County Court	<input checked="" type="checkbox"/>
57086353844	Circuit Criminal		Circuit Criminal	Felony	<input checked="" type="checkbox"/>

- Select All
- Appeals
- Circuit Civil
- Circuit Criminal
- Civil Traffic
- County Civil
- County Criminal
- Criminal Traffic
- Domestic Relations/Family
- Juvenile Delinquency
- Probate

Note - FCCC set the CMS code to 99999 as a default place holder until the CMS code could be updated with the local code.

New Clone Edit Delete Refresh Close

Drag a column header and drop it here to group by that column

#	Division	CMS Code	Case Type	Sub Type	Active	Last Updated Time	Last Updated By
57086353828	County Criminal	99999	County Criminal	Misdemeanor	<input checked="" type="checkbox"/>	07/22/2013 03:16:16 PM	Florida E-Portal
57086353830	County Criminal	99999	County Criminal	County Ordinance	<input checked="" type="checkbox"/>	07/22/2013 03:16:38 PM	Florida E-Portal
57086353832	County Criminal	99999	County Criminal	Municipal Ordinance	<input checked="" type="checkbox"/>	07/22/2013 03:17:01 PM	Florida E-Portal
57086353834	County Criminal	99999	County Criminal	Non Criminal Infractions	<input checked="" type="checkbox"/>	07/22/2013 03:17:21 PM	Florida E-Portal
57086353836	Juvenile Delinquency	99999	Juvenile Delinquency	Delinquency	<input checked="" type="checkbox"/>	07/22/2013 03:41:26 PM	Florida E-Portal
57086353838	Criminal Traffic	99999	Criminal Traffic	Criminal Traffic	<input checked="" type="checkbox"/>	07/22/2013 04:01:33 PM	Florida E-Portal
57086353840	Civil Traffic	99999	Traffic Infractions	Traffic Infractions	<input checked="" type="checkbox"/>	07/22/2013 04:12:20 PM	Florida E-Portal
57086353842	Appeals	99999	Appeals	Appeal From County Court	<input checked="" type="checkbox"/>	07/22/2013 04:13:53 PM	Florida E-Portal
57086353844	Circuit Criminal	99999	Circuit Criminal	Felony	<input checked="" type="checkbox"/>	07/22/2013 04:15:36 PM	Florida E-Portal



Step 2 - To edit the CMS code, Highlight the Case Type you would like to work with and click "Edit"

#	Division	CMS Code	Case Type	Sub Type	Active	Last Updated Time	Last Updated By
57086353828	County Criminal	99999	County Criminal	Misdemeanor	<input checked="" type="checkbox"/>	07/22/2013 03:16:16 PM	Florida E-Portal
57086353830	County Criminal	99999	County Criminal	County Ordinance	<input checked="" type="checkbox"/>	07/22/2013 03:16:38 PM	Florida E-Portal
57086353832	County Criminal	99999	County Criminal	Municipal Ordinance	<input checked="" type="checkbox"/>	07/22/2013 03:17:01 PM	Florida E-Portal
57086353834	County Criminal	99999	County Criminal	Non Criminal Infractions	<input checked="" type="checkbox"/>	07/22/2013 03:17:21 PM	Florida E-Portal
57086353836	Juvenile Delinquency	99999	Juvenile Delinquency	Delinquency	<input checked="" type="checkbox"/>	07/22/2013 03:41:26 PM	Florida E-Portal
57086353838	Criminal Traffic	99999	Criminal Traffic	Criminal Traffic	<input checked="" type="checkbox"/>	07/22/2013 04:01:33 PM	Florida E-Portal
57086353840	Civil Traffic	99999	Traffic Infractions	Traffic Infractions	<input checked="" type="checkbox"/>	07/22/2013 04:12:20 PM	Florida E-Portal
57086353842	Appeals	99999	Appeals	Appeal From County Court	<input checked="" type="checkbox"/>	07/22/2013 04:13:53 PM	Florida E-Portal
57086353844	Circuit Criminal	99999	Circuit Criminal	Felony	<input checked="" type="checkbox"/>	07/22/2013 04:15:36 PM	Florida E-Portal

Step 3 - Update the CMS code with your local Case Type Code. Check the "Use As Default" to set the case type as your default. Select the ECF Case Type to match the type of case. Once completed, save the information.

Information Case Level Fee Schedules Associated Participant Roles

* Organization:

- * Division: Criminal Traffic
- * Case Type: Criminal Traffic
- * Sub Type: Criminal Traffic
- * CMS Code: 99999
- CMS Location: CMS Location/Node ID if applicable
- Filing Fee/Code: \$0.00
- New Case Filing Help:
- Subsequent Filing Help:
- Subsequent Filing Help URL:
- Require Parties:
- * Active:
- * Use As Default:
- * ECF Case Type: Civil Case
- Last Updated By: Florida E-Portal
- Last Updated Time: 7/22/2013 4:01:33 PM

Save Close



Note: Once the Information Screen has been updated and saved. County Administrators will need to update the party information for each case type.

Step 4 - Select the Associated Participant Roles Tab on the case type you are working on.

Note: Each CMS code will need to be updated to the local CMS code for each party. You will also have to update the ECF Role Type. FCCC created a defendant and plaintiff for each case type. FCCC used the codes of "D" and "P" as place holders for the party types.

Step 5 - Update the CMS code with your local CMS code for the parties. Select the ECF Role for each party and save.

* CMS Code	* Description	* Required During Case Initiation	* Can Enter Multiples	* Can Enter Date of Birth	* Require Date of Birth	* Can Enter Date of Death	* Require Date of Death	* ECF Role	* Show in New
D	Defendant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Both New and
P	Plaintiff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Both New and

Once the above steps are completed, you can begin testing and have your codes promoted to production upon your request. In order to request to have your codes moved to production, please email support@flclerks.com and kreichert@flclerks.com.