

## State Attorney Response to FCTC regarding Data Elements for E-Filing.

1. After reviewing the data elements there is a concern among the State Attorneys about whether all the data elements for the State Attorney are required for every document submitted to the E-Filing portal. Many documents are subsequent to case initiation and therefore should need a significantly smaller subset of elements in order to successfully file a document with the Courts. These fields are as follows:
  - a. New Case (Y/N)
  - b. County ID
  - c. UCN
  - d. Submitting Agency
  - e. Submitting Agency Transaction Number (Unique Number for each document)
  - f. The document being filed would be attached.

The new fields necessary would be:

- a. New Case (Y/N)
- b. Submitting Agency
- c. Submitting Agency Transaction Number

**Suggested Recommendation: add a separate tab for SAO that identifies elements needed for subsequent filings. Would be similar to tabs for public defenders and private attorneys**

2. For initial cases, a State Attorney case number would facilitate case creation and passing the UCN back to the State Attorney.

**Suggested Recommendation: will work with FACC on this issue.**

3. In many cases, the Defendant Personal Identification Number is not known and will be sent as unknown.

**Suggested Recommendation: PIN will allow for an unknown response**

4. The FDLE charge reference number is not adequate for the prosecution of cases and is not used by State Attorney's Offices across the state. This reference number will probably never be provided by the State Attorney's Office. A statute number field would allow State Attorneys to provide additional information regarding the specific charge beyond the charge description.

**Suggested Recommendation: FDLE reference number is optional. Will discuss with FACC the modification to add a field for the statute number.**

5. Defendant Address Details should be broken down into the following separate fields
  - a. Address 1
  - b. Address 2
  - c. City

- d. State
- e. Zip (This may not always be in the ZIP+4 format)
- f. Telephone
- g. Email
- h. Fax

**Suggested Recommendation:** There are separate text fields for each within the address details section.

- 6. There are concerns about the systems ability to handle cases with multiple charges or multiple citation numbers as well as those that consolidate multiple defendants. Citation number should be associated with the charge instead of the case allowing a separate citation number for each count.

**Suggested Recommendation:** will work with FACC on this issue. FACC says the portal can be modified to accommodate.