



The Florida Courts E-Filing Authority

Procedure for Consultation with the Florida Courts Technology Commission

- The Portal Project Manager shall continue to provide to the Portal Authority Board a monthly report of the status of the Portal, including anticipated functional enhancements and the projected dates those functional enhancements will be implemented.
- The monthly reports will continue to be placed on the Portal website immediately following the Board meetings.
- The Portal Project Manager's quarterly report at FCTC meetings shall also include all anticipated functional enhancements and the projected dates those functional enhancements will be implemented.
- Starting with the August 2014 meeting of the Board, the Board, except in the case of emergency changes to Portal, shall approve suggested enhancements in sufficient time that a list of enhancements can be sent to the FCTC no later than 45 days before the enhancements are scheduled to be implemented. In general, enhancements will be approved by the Board and scheduled for implementation months in advance so the Board anticipates only rarely giving 45 days' notice.
- When functional enhancements are approved by the Board, the Chair of the Board will promptly send the list of proposed functional enhancements to the Chair of the FCTC with a copy to the State Court Administrator.
- If the FCTC wishes to consult with the Board about any proposed functional enhancements, it should notify the Board within 20 days.
- Any changes requested by FCTC to the Portal shall be communicated in writing to the Chair of the Board by the Chair of FCTC.
- If the Board deems a required functional enhancement to be an emergency, the Chair of the Board shall contact the Chair of the FCTC directly as soon as possible after being advised of the required emergency change but before the change is implemented.
- In the event the FCTC wishes to consult with the Board about any proposed changes, the Board will consider the FCTC's concerns at the next scheduled Board meeting or, if required, a special meeting of the Board.
- These guidelines do not, of course, apply to routine maintenance changes to the Portal, database Upgrades, Portal software framework upgrades, system performance enhancements or other similar non-functional enhancements that do not directly affect Portal users interaction with the Portal, such as "bug fixes."