

Florida Courts E-Filing Portal State/Local Agency E-Filing

January 6, 2014
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Overview

There are many non-attorney state agency employees that file documents to cases on behalf of the state agency. Only attorneys may use the Florida Courts E-Filing Portal to file documents to the Clerk of Court. State Agency employees could be added as users to the portal with minimal changes to the portal which would be a huge step toward electronic case files. FCCC is receiving requests to allow them to file.

Software changes to the portal would be to create new roles since these we cannot require the bar ID for users within the governmental agencies. We have to ensure that each County CMS can process a filing submitted by a governmental agency by users without a bar id.

Proposed Solution

The Clerk's Office or FCCC would create the state agency organization and the administrator on the portal just like they do for law firms. The administrator(s) of the state agency would manage the user accounts for that agency like the CCIS model.

State agencies would be created by FCCC:

- Department of Corrections
- Department of Revenue
- Department of Children and Families
- Florida Department of Law Enforcement
- Florida Highway Patrol
- Florida Department of Highway Safety and Motor Vehicles
- Department of Juvenile Justice
- FWCC – Fish and Wildlife Commission
- Office of Regional Conflict Council

County/Local agencies would be created by the Clerk's office:

- Sheriff department
- Police department
- County Probation
- Property Appraiser
- Animal Control

- County Code Enforcement
- Guardian Ad Litem

The administrators would create the user accounts for employees who would file documents to cases on the e-filing portal.

If an employee left the agency, the administrator would deactivate the user's account preventing further access to the e-filing portal by the user.

The organizations that do not pay fees can be configured on the portal so that fees are not assessed on their filings.

Implementation Approach

An implementation approach needs to be discussed amongst the experts.

We are designing a significant enhancement now to be implemented in March that will make e-filing even easier for all filers. This gives us time to prioritize the agencies, provide training, and have them begin after the March software release so that they can take advantage of the enhancements. We can begin adding the agencies to the portal and setting up the administrators in the meantime.

This additional set of users is going to be using all of the existing resources that have already been built.

Filer Support

We are in a position to be able to assist additional filers now that civil and criminal attorneys are filing on the portal and we have increased the number of positions on the service desk. Filers are receiving assistance in a timely manner.

Training is conducted on demand. There is no special training that has to be built for these new filers and we have staff to conduct as many training sessions as necessary to get these filers up to speed.