



DRAFT

Florida Courts E-Filing Website Subcommittee Meeting Minutes

The Website subcommittee met by teleconference on October 12, 2011, at 2:00 p.m. Members present: Hon. Thomas D. Hall, chair, Hon. Sharon R. Bock, Hon. Lydia Gardner. Also present were: Denise Overstreet, Florida Supreme Court; Belynda Shadoan, Florida Supreme Court; Linda Culbertson, Palm Beach County Clerk's Office; Paul Donnelly, Orange County Clerk's Office; Melvin Cox, Beth Allman, Lex Ballantyne, Jim Reynolds and Beth Allman, FACC staff.

- I. Hon. Thomas D. Hall called the meeting to order at 2:05 p.m. and welcomed those on the phone.

Mr. Hall reviewed each of the websites that are currently being used for Florida's e-filing efforts, the temporary Authority site, http://www.flclerks.com/eFiling_authority.html, the proposed Authority site, http://www.flclerks.com//e-Filing_Authority/index_eFiling_authority.html, and the portal site, www.myflcourtaccess.com. He noted that the Authority had voted to have only one site—a front page, so to speak that would provide general information and links to both the portal and the Authority. He told the group that the purpose of the meeting was to discuss what that site/page should be and a discussion of who would be the potential audience for that site/page. Hon. Lydia Gardner listed the following attributes that the site/page should have:

1. Should be easily identified/recognizable
2. Easy to navigate/intuitive
3. ADA compliant

Mr. Paul Donnelly, Orange County Clerks's Office, asked if, for ADA compliance, would there be a way to enlarge the page font size? Mr. Hall responded that there would be a way to do that. He also suggested that the video would have to made ADA complaint, such as adding close captioning.

Mr. Hall took the group through various discussion points.

1) One site or two: He explained that the E-Filing Authority Board of Directors chose to have one site, rather than two. So, there needed to be consensus about the purpose of that page, who would be the audience, etc. He shared with the group that he felt that the page would be considered to be an access point for the court system. He suggested that not only would people come to the primary page to get questions answered, such as "How do I file electronically?", but hey may look for online training, FAQs, and the like. Hon. Sharon Bock suggested the phrase, "to allow easy access for all Floridians." She said that she could see this front page as the doorway

for all of Florida's electronic court filings. Ms. Gardner noted that the e-filing portal site should be easy to get to, an obvious button on the main site page.

There was a brief discussion about using another url. Mr. Melvin Cox reported that myfloridacourts.org, myfloridacourt.org, myfloridacourts.net, and myfloridacourt.net were all available. The url myfloridacourt(s).com was not.

2) Customers: Mr. Hall led a discussion about who the customers to the home page might be. The group said that all attorneys and eventually pro se filers would use the site. Other groups suggested were the media, administrative agencies, clerks, and out of state attorneys.

3) ADA Considerations: Mr. Hall said that the Supreme Court staff and FACC staff were very familiar with ADA compliance and would run the resultant site through the ADA compliance software to make sure everything was done appropriately. He also mentioned a university that could assist as well.

4) Ownership: who should pay for the site and keep it maintained. A general discussion was held. Mr. Hall felt the committee should decide what should be on the page and then develop a budget for the developing and maintaining the page. Mr. Donnelly volunteered to put together an ITN for the development cost for the front page.

The group agreed to meet again by teleconference on November 1, 2011, from 11:00a.m. to noon .

The meeting was adjourned at 3:00 p.m.