



The Florida Courts E-Filing Authority Website Subcommittee Minutes

Florida Courts E-Filing Authority Website subcommittee met on June 7, 2013, at 3:00 p.m. by WebEx. The following members were present: Tom Hall, Supreme Court Clerk, chair; and Sharon Bock, Palm Beach County Clerk. Others present were Belynda Shadoan, Florida Supreme Court; Paul Donnelly, Orange County Clerk's Office; Akilya Drake, Palm Beach Clerks and Comptroller's Office; Susan Lugar, Palm Beach Clerk and Comptroller's Office; Chris Deitz, ArnAmy; Sean Hudson, Florida Court Clerks & Comptrollers; Beth Allman, Florida Court Clerks & Comptrollers; Melvin Cox, Florida Court Clerks & Comptrollers; Jennifer Fishback, Florida Court Clerks and Comptrollers; Kyle Briant, Florida Court Clerks & Comptrollers.

- I. Mr. Tom Hall, Chair, opened the meeting at 3:04 p.m. He welcomed those on the WebEx.

- II. Mr. Hall asked the committee to review the site and go through the Palm Beach comments.
 - 1) Log-in area on the front page: All agreed that adding the log-in information to the home page would be a good idea.
 - 2) News Button on the bottom of the screen: long-term plan would be to put the breaking news or the Twitter feed there. There was a discussion that it would be good to have the "feed" there and the Twitter icon at the top. Mr. Dietz suggested that whatever was at the bottom be eye-catching and not disappear when used from an iPad or other handheld device. He suggesting looking at some other templates to see if any other layouts for the lower area would work better.
Mr. Hall suggested that YouTube could be phased in but would prefer not to use Facebook.
There was discussion of how the News Button would be laid out. It was noted that each county has the ability to place news on their own page.

Palm Beach staff expressed strong interest in having rotating courthouse pictures, starting with the Supreme Court then randomly shuffling; Mr. Hall offered to get the DCA photos. They asked that the Search button be showing on each page. Mr. Dietz responded that in the live site the

search box does appear on each page. They also spoke to desire for the log-in area on the front page.

- 3) Board Button: members asked for the name of the button to be changed to E-Filing Authority, then tweak the text on the board page. Additionally, it was requested that the verbiage “Operated by the Florida Courts E-Filing Authority” be placed on the portal site. On the board members’ page, place a map at the bottom of the page showing the districts. Link photos to bio, if one, and link the name and title/district number to the county site.
- 4) Change FAQ and Training button to one button titled “Help.” Then place FAQs, Videos and Manuals on the drop-down under that. Mr. Hall asked what contact info should be put at the bottom of the page and suggested to address it at the next board meeting. He spoke the potential for live chat to assist filers. There was also discussion of a general message beginning with “due to the high volume of calls...” to lessen expectations.
- 5) News button: put Supreme Court Orders and Local Orders as separate items on the drop-down under that button.

Mr. Melvin Cox asked about the URL for the site. Mr. Hall responded that the subcommittee envisioned it as myflcourtracess.com. Mr. Cox asked who would host it? Mr. Hall suggested FCCC would to keep the portal and home page in the same place. Mr. Dietz noted that it may require contact with AMCAD and programming to put the two together.

Mr. Hall, Ms. Bock, Mr. Cox and Mr. Dietz agreed to the following goals:

Goals of the New Site

- 1) One URL/one site
- 2) Hosted by FCCC
- 3) Content maintained by FCCC
- 4) Home page contains:
 - a. New content
 - b. Log-in and password to portal—portal process does not change

It was discussed that these changes could be in place by August 1, 2013.

Mr. Hall noted he would share this with the board at the next meeting and authorized Mr. Dietz to work with AmCad.

III. The meeting was adjourned at 4:30 p.m.