



### **The Florida Courts E-Filing Authority Portal Process Subcommittee Minutes**

Florida Courts E-Filing Authority Portal Process Subcommittee met on April 9, 2013, at 1:30 p.m. by WebEx. The following members were present: Bob Inzer, Leon County Clerk, chair; Sharon Bock, Esq., Palm Beach County Clerk; P. Dewitt Cason, Columbia County Clerk; R.B. Chips Shore, Manatee County Clerk; Tim Smith, Putnam County Clerk; Melvin Cox, Florida Court Clerks & Comptrollers; Sean Hudson, Florida Court Clerks & Comptrollers; Beth Allman, Florida Court Clerks & Comptrollers. Members Bill Kinsaul, Bay County Clerk, and Gail Wadsworth, Flagler County Clerk, were absent.

- I. Mr. Bob Inzer, Chair, opened the meeting at 1:37 p.m. He welcomed those on the WebEx.
- II. Mr. Inzer noted that the subcommittee was formed to look at summonses, to look at various processes, review their differences and see how to best standardize. For instance, he remarked, how would an attorney know how to handle certain actions in each county.
- III. Mr. Melvin Cox, Florida Court Clerks & Comptrollers Information Technology Director, demonstrated the News feature on the portal that could be customized by and for each county.
- IV. There was discussion for the need to make the new default to open, forcing the user to close it. It currently defaults to closed, where the user may not ever know it is there. The subcommittee also asked if the button could be made larger. There was note that these two aspects were in the list of upgrades for the summer release. There was also discussion of using hyperlinks in the text so a county could link the reader back to the county website and make more information available. Ms. Sharon Bock, Esq., mentioned that the Website subcommittee also looking at a way to make news more attainable for the portal user, as well.

There was a discussion of how to mandate standardization. Mr. Inzer suggested that providing the standards as “goals to work toward” might be a good approach.

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- V. Mr. Inzer moved that the meeting end for the day, 2:37 p.m., and be continued on April 11, 2013, at 9:00 a.m. at the Normandy B Room, Renaissance Orlando Airport Hotel.

April 11, 2013

Mr. Inzer opened the continued meeting at 9:06 a.m. at the Renaissance Orlando Airport Hotel. The following members were present: Bob Inzer, Leon County Clerk, chair; Sharon Bock, Esq., Palm Beach County Clerk, by telephone; P. Dewitt Cason, Columbia County Clerk; R.B. Chips Shore, Manatee County Clerk; Tim Smith, Putnam County Clerk; Melvin Cox, Florida Court Clerks & Comptrollers; Sean Hudson, Florida Court Clerks & Comptrollers; Beth Allman, Florida Court Clerks & Comptrollers. Members Bill Kinsaul, Bay County Clerk, and Gail Wadsworth, Flagler County Clerk, were absent.

Mr. Inzer reviewed the subjects of discussion from the last meeting. He asked Mr. Cox about the timeframe for the upgrades for the News area. Mr. Cox said it was scheduled for July 15, 2013. Several subcommittee members asked that it be done sooner, if possible. Mr. Cox spoke to using the “Hot Fix” approach as a quicker way to get it done.

Mr. Tim Smith expressed the need for the subcommittee to begin looking at processes now that we were past April 1. This would be the time to begin refining.

Mr. Inzer posed the question of how to best communicate with the Clerks on a regular basis, to include DCA Clerks. Then, what would be the best way to communicate information to attorneys? He spoke to it being an on-going process.

Noted items to include in the News column for Clerks:

- 1) How to handle summonses
- 2) Is paper follow-up required in your county, if so, in what court areas, and when will it end
- 3) How to handle proposed orders
- 4) Writs
- 5) Law firm administrators
- 6) Criminal—is your county accepting it or not

Ms. Bock expressed concern that not all counties had the resources to manage their office’s website and post news items. She suggested providing all offices a standardized template for the news.

Mr. Inzer agreed and asked Beth Allman to work with him to develop a communication tool for the Clerks. He would share it with the subcommittee for review before it was sent out.

There was also discussion of developing a user guide for Clerks to use.

Ms. Bock remarked that taking paper in some areas impacted rule 09-30, the 5 business-day rule. Mr. Chips Shore asked if the name Pending (judicial review) could be changed to something attorneys understood better.

Mr. Inzer adjourned the meeting at 9:40 a.m.