

ITEM C | TERMS AND DEFINITIONS

Annotation

A note that is added to a document by the creator. Annotations can be easily hidden and moved, possibly affecting the content of the document.

Asynchronous Response

A message transmission returned at some time interval after the end of an operation, i.e., there is no immediate (synchronized) response between the communicating endpoints. Asynchronous transmissions use data flow parameters as opposed to synchronous transmissions that use a clock signal to keep the data flow synchronized. (See the terms Message and Message Transmission).

Attachment

Information transmitted between MDEs that is of an arbitrary format and is related to the message(s) in the transmission in a manner defined in the standard. An attachment may be in XML format, non-XML text format, encoded binary format, or un-encoded binary format. (See the terms Message and Major Design Element (MDE)).

Bookmark

A link connecting to a specific target in a document. Bookmarks usually indicate the document structure, but may also include sensitive words and phrases.

Callback Message

A message transmission returned by some operations sometime after the operation was invoked (asynchronously). (See the terms Message and Message Transmission).

Case Maintenance System (CMS)

An electronic system used by the clerks of court to perform their court-related statutory duties, to include the major business functions outlined in the Consolidated Case Maintenance System Standards.



Case Management

A systematic administration and allocation of resources, including judicial attention and leadership, time, court staff, court technology, and the resources of parties and communities, directed to enhancement of the quality, timeliness, and efficiency of the judicial system. Case management develops and maintains reasonable and achievable policies and practices, identifies, collects and organizes critical case information, responds appropriately to characteristics of cases and parties, organizes the movement of cases, ensures that necessary activities and events occur, marshals and prioritizes court and community resources, promotes reasonable and consistent expectations, provides critical information to judicial leaders and court managers, and promotes accountability and ongoing improvement (TCP&A, 2001).

Content Model

Describes the information components used in the messages defined and how the information is organized. The data exchange content models will be the result of a detailed analysis of the data requirements to support the particular data exchange.

Core Messages

Defined by the core specifications which define the MDEs and the operations and messages that are exchanged between MDEs. These are required messages for the particular MDEs. (See the terms Message and Major Design Element (MDE)).

Court Application Processing System (CAPS)

A computer application designed for in-court and in-chambers use by trial judges, their staff, and Court Administration personnel to access and use electronic case files and other data sources in the course of managing cases, scheduling and conducting hearings, adjudicating disputed issues, and recording and reporting judicial activity.

Data Element

Required information identified by rule, statute, forms, and any other pertinent information describing the activity of the court system either organizationally or in relation to activity within a specific court division.

Digital Signature

A specific type of electronic signature created using a mathematical algorithm (e.g., encrypted hash value) routinely used to validate the authenticity of a signer's identity creating a virtual fingerprint that is unique to a person and the integrity that the message has not been altered.

Docketing

The process invoked when a court receives a pleading, order, or notice, with no errors in transmission or in the presentation of required content and records it as a part of the official record. (See the term Progress Docket).

Docket Number

An alphanumeric number used by the clerks of court to identify a specific entry in a case docket.

Document Intelligence

Information and metadata that is created during the lifecycle of a document. This includes viewable text, appearance, and hidden information such as document identifiers, tags such as those used to make the document ADA compliant, and other metadata.

Dots Per Inch (DPI)

The measure of spatial printing, video or image scanner dot density, in particular the number of individual dots that can be placed in a line within the span of one (1) inch.

E-Filing Portal (Portal)

The central electronic court filing facility that accepts court documents for filing in Florida courts, transmits them to the clerks of court, and can effectuate automated service via email upon all registered attorneys and parties associated with a case.

Electronic Filing

The automated transmission of legal documents from an attorney, party, or self-represented litigant to a court.

Electronic Filing Envelope

Data accompanying submitted documents which identify a submitted document, the filing party, and other sufficient information for entry in the court's docket or register of actions.

Electronic Notarization

A process whereby a notary affixes an electronic signature and notary seal using a secure public key to an electronic document.

Electronic Signature

A digitized signature that shows intent to sign a document. Acceptable electronic signature formats include "s/", "/s", or "/s/".



Encryption

The process of converting information or data into a form that is unintelligible to prevent unauthorized access.

Encryption Key

A random string of bits generated specifically to scramble and unscramble data to ensure that every key is unpredictable and unique.

Exhibits

Documentary evidence.

File Format

A file representation of a document (e.g., Word, PDF, PDF/A).

Filer

Any person who files a document into a court record, excluding the clerk of court or designee of the clerk, a judge, magistrate, hearing officer, or designee of a judge, magistrate, or hearing officer.

Flatten

Removing original document intelligence.

Framework

A conceptual description of the components and other elements from which a working system can be built. A framework defines the boundaries of the system to be built and may constrain the operation of the components within. Depending on design considerations, the description of each component or element will vary in detail as necessary to clearly set boundaries and ensure the components work properly together.

Hyperlink

An icon, graphic, or text that points to a specific document or a specific element within a document.



Major Design Element (MDE)

A logical grouping of operations representing a significant business process supported by the standard. Each MDE operation receives one or more messages, returns a synchronous response message, and optionally sends an asynchronous response message back to the original sender. (See the terms Message and Synchronous Response).

Message

Information transmitted between MDEs that consists of a well-formed XML document that is valid against one of the defined message structure XML schemas. A message may be related to one or more attachments in a manner defined in the standard. (See the term Attachment).

Message Transmission

The sending of one or more messages and associated attachments to an MDE. (See the terms Attachment and Message). Each transmission must invoke or respond to an operation on the receiving MDE, as defined in the standard. (See Receiving MDE).

Metadata

Data that describes or gives information about other data. Operation (or MDE Operation) A function provided by an MDE upon receipt of one or more messages. The function provided by the operation represents a significant step in the business process. A sender invokes an operation on an MDE by transmitting a set of messages to that MDE, addressed to that operation. An operation will have an operation signature. (See the terms Message, Operation Signature, and Major Design Element (MDE)).

Operation Signature

A definition of the input message(s) and synchronous response message associated with an operation. Each message is given a name and a type by the operation. The type is defined by a single one of the message structures defined. (See the terms Message and Synchronous Response).

Optical Character Recognition (OCR)

The electronic conversion of typed, hand-written, or printed text into a digital format using photoelectronic devices and computer software so the text can be edited or searched.

Progress Docket

A list of each pleading, motion, or other paper and any steps taken by the clerk in connection with each action, appeal, or other proceedings before the court. (See the term Docketing).

Proposed Order

Draft of an order prepared by a party/parties for review and/or consideration by the court.

Rasterize

Converting an image into pixels to print, display, or store the image in a bitmap file format.

Receiving MDE

The MDE that receives the request with the operation invocation performs the operation and sends the response. (See the terms Major Design Element (MDE) and Operation).

Redaction

Permanently remove information from the document that is identifying or otherwise sensitive.

Scanning

The process of converting a paper document or picture into a digital copy using a device (e.g., scanner, phone, tablet) that has a camera or document scanner that uses chargecoupled or contact image technology. (See the terms OCR and DPI).

Searchable PDF

A PDF that contains a bitmapped image of a document with textual content that can be searched.

Sending MDE

The MDE that sends the request including the operation invocation and receives the response with the results of the operation. (See the terms Major Design Element (MDE) and Operation).

Service Interaction Profiles

Specifications that describe communication infrastructures that deliver messages between MDEs. (See the terms Message and Major Design Element (MDE)).

Service-Oriented Architecture

A design pattern based on distinct pieces of software providing application functionality as services to other applications via a protocol. It is independent of any vendor, product, or technology. The W3C defines it as a set of components that can be invoked and whose interface descriptions can be published and discovered.



Synchronous Response

A message transmission returned immediately (synchronously) as the result of an operation. Every operation has a synchronous response. (See the terms Message and Message Transmission).

