



**FLORIDA COURTS TECHNOLOGY STANDARDS
SECTION IV: CLERK'S CASE MAINTENANCE SYSTEM STANDARDS
[ALL-IN-ONE DOCUMENT]**

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E: TextBookDiscrimination@gmail.com

W: www.TextBookDiscrimination.com

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FLORIDA COURTS TECHNOLOGY STANDARDS

SECTION: 4

CAPTION: CLERK'S CASE MAINTENANCE SYSTEM STANDARDS

ITEMS: 4.1.1 through 4.1.4



ITEM 4.1.1 | DOCUMENT RENDERING

The clerk must render document images in searchable PDF/A format for viewer interfaces where the Court Application Processing System ("CAPS") does not already provide searchable documents.



ITEM 4.1.2 | ELECTRONIC FILING ENVELOPE

The Portal shall generate an electronic filing envelope for each submission. The e-filing envelope must comply with current rules of procedure and with e-filing envelope requirements established by the **Florida Courts Technology Commission** ("FCTC") for each division and court type. These requirements can be found at <http://www.flcourts.org/resources-and-services/court-technology/efiling/>.

The e-filing envelope shall be in .XML format and contain the data elements needed to support the filing, indexing, docketing, calendaring, accounting, reporting, document development, case management, case maintenance, and other necessary functions of the court. The Portal shall prompt the filer for all relevant information, identifying each data element as required or optional.



ITEM 4.1.3 | CLERK'S TIME STAMP

Date and time stamp formats must include a single line detailing the name of the court or Portal and shall not include clerk seals. Date stamps must be 8 numerical digits separated by slashes with 2 digits for the month, 2 digits for the date, and 4 digits for the year. Timestamps must be formatted in 12-hour time frames with a.m. or p.m. included.

The Portal's official file stamp date and time shall be affixed in the upper left-hand corner in Eastern Time. The Florida Supreme Court and District Courts of Appeal stamps shall be on the left margin readable horizontally. Any administrative agency stamp shall be in the right margin and readable horizontally. The clerk's stamp for circuit and county courts shall be at the bottom of the document.



ITEM 4.1.4 | DOCUMENT IDENTIFICATION NUMBER (DIN)

- The local clerk CMS shall assign and store a sequential document identification number or DIN for each docket entry on each case that contains a document. The document identification number will be unique only within each case. For example, each case will start with 1, 2, 3, etc., and increment by 1.
- The document identification number shall be stamped on each document and shall be displayed on each document/docket display screen in the local clerk CMS, the CAPS, and any other court record access systems.
- Each assigned DIN shall remain static for each case once assigned. If documents/dockets are inserted, then the sequence numbers will not necessarily align with the dates for the documents/docket. As long as they are unique within each case this is allowed.
- The DIN may be implemented on a "go-forward" basis if necessary; DINs are not required for historical documents/dockets.
- The DINs are only assigned and stored in the local clerk CMS. The DINs are not included in the interface between the Portal and the local clerk CMS and are not provided to the filer as part of the e-filing notification process, at this time.
- This requirement does not apply to legacy CMS applications that have a known end date.



APPENDIX



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ORIGINAL SOURCE

<u>#</u>	<u>Item</u>	<u>Link</u>
1	Original Source	www.FLCourts.org

CONTACT INFORMATION

E: TextBookDiscrimination@gmail.com

W: www.TextBookDiscrimination.com

Congratulations! You're now ***booked up*** on Section IV (*Clerk's Case Maintenance System Standards*) of the Florida Courts Technology Standards!

