

PERFORMANCE AND ACCOUNTABILITY OF CLERKS FRAMEWORK

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Delinquency	Traffic	Civil Traffic	Circuit	County	Probate	Family	Dependency	Authority
				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
	Case Processing	Create and maintain court case record												F.S. 28.13, 28.211, 28.22205, 34.031, and Fla. Sm. Cl. R. 7.040
1			Timestamp, verify, index party names and demographic information, add charges/cause of action, docket and image new cases filed in paper	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13 (maintain and time stamp), Fla. R. Jud. Admin. 2.520(d) (stamp requirements), 2.525(c)(4)(conversion to image), Fla. Sm. Cl. R. 7.040(a)(3) (index)
2			Verify, index party names and demographic information, add charges/cause of action, and docket new cases filed through the ePortal	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13(maintain and time stamp), 28.22205 (implement electronic filing), Fla. R. Jud. Admin. 2.520(a) & (d) (electronic required)(maintain and time stamp), 2.525 (electronic filing), Fla. Sm. Cl. R. 7.040(a)(3) (index)
3			Create administrative case for maintenance of search warrants, as necessary	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 28.13(maintain), Fla. R. Jud. Admin. 2.420(c)(6) (warrants retained by clerks confidential)
4			Verify case type and venue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13(maintain), 28.211 (progress docket), 34.031 (clerk of county court), Fla. Sm. Cl. R. 7.040 (maintain calendar, docket and index)
5			Search name index and identify companion case(s)	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Fla. R. Civ. P. 1.100(c)(2) (cover sheet required), Fla. R. Jud. Admin. 2.525(d) (related notice in family law required), Fla. Sm. Cl. R. 7.050(c) (must assist with cover sheet)
6			Process and maintain judicial assignments.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.215(b)(4) (chief judge to assign judges to courts and divisions), Fla. R. Jud. Admin. 2.215(b)(6) (chief judge may require attendance of clerks and periodic reports)
7			Create and maintain attorney information and relate to respective cases/parties; review for attorney/judicial conflict assignment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. Code of Judicial Conduct, Canon 3.E.
8			Process statements of claim - Small Claims	N	N	N	N	N	N	Y	N	N	N	Fla. Sm. Cl. R. 7.050(c) (helping prepare statements of claim)
9			Process posting of motor vehicle repair bonds	N	N	N	N	N	Y	Y	N	N	N	F.S. 559.917(1)(a)
10			Enter data elements into Case Maintenance System required to satisfy reporting requirements established by statute.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 318.18(8)(a) (TCATS – Traffic Citation Accounting Transmission System), F.S. 943.05(2) (OBTS – Offender Based Transaction System), F.S. 943.052 (OBTS – Offender Based Transaction System), F.S. 28.2405 (CCIS – Comprehensive Case Information System), F.S. 790.065(2)(d) (MECOM – Mental Competency Database)
11			Send Lis Pendens to Recording	Y	Y	N	Y	N	Y	Y	Y	Y	N	F.S. 28.222(3)(b) (recording upon payment of fee)
12			Send certified copy of Foreign Judgment to Official Records to be recorded; after recording prepare and send Notice to Judgment Debtor.	N	N	N	N	N	Y	Y	N	SPLIT	N	F.S. 55.503 & F.S. 55.505
13			Create bar codes, labels and jacket for paper documents											Fla. R. Jud. Admin. 2.520(c)(1)(A) & (d)(1) & (7) (exceptions to electronic)
14			Prepare and/or issue initial and subsequent summons and subpoenas	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.241(1)(d)(issue summons), Chapter 49, F.S.(constructive service), Fla. R. Civ. P. 1.070(a) & (b) (issue initial and subsequent summons)
15			Process and issue notice of action	N	N	N	N	N	Y	Y	Y	Y	Y	F.S. 49.08 (issuing), F.S. 49.12 (mailing), and Fla. R. Civ. P. 1.070(e) (mailing)
16			Timestamp, verify, docket, and image subsequently filed paper documents	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13 (maintain and time stamp), Fla. R. Jud. Admin. 2.520(d) (stamp requirements), 2.525(c)(4)(conversion to image)
17			Verify and docket documents subsequently filed through the ePortal or return to the Portal Correction Queue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13(maintain and time stamp), 28.22205 (implement electronic filing), Fla. R. Jud. Admin. 2.520(a) & (d) (electronic required)(maintain and time stamp), 2.525 (electronic filing)
18			Protect confidential information in court records; publish order determining confidentiality as necessary	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(d)(1) & (2) & (e)(4) (confidential requirements)
19			Process counter/cross claims and 3rd party complaints	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 28.13 (maintain and time stamp), F.S. 28.241(1)(c) (fees for counter claims and cross claims), Fla. R. Civ. P. 1.170 (counter claims and cross claims), Fla. R. Jud. Admin. 2.520(d) (stamp requirements), 2.525(c)(4)(conversion to image), Fla. Sm. Cl. R. 7.040(a)(3) (index)
20			Schedule court event and prepare and provide notices to all parties, parents or guardians, attorneys and/or bondsman	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 903.26(1)(b) (notice to surety), F.S. 923.02 (criminal trial notice), Fla. Sm. Cl. R. 7.090(b) (set pretrial)
21			Administer oaths, acknowledgments and affidavits	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24(13) (fee) F.S. 92.50(1) (authorization)
22			Accept and/or approve civil bonds	N	N	N	N	Y	Y	Y	Y	Y	N	F.S. 28.24(19) (fee), F.S. 56.16 (officer having the execution), F.S. 72.011(3) (tax assessment challenges bond approved by court), F.S. 76.12 (attachment bond), F.S. 77.031(3) (garnishment bond by plaintiff), F.S. 77.24 (garnishment bond by garnishee), F.S. 78.065(2)(e) (replevin bond approved by court), F.S. 79.02 (habeas corpus), F.S. 83.12 (distress writ issued by court with bond approved by clerk), F.S. 713.76 (bond for release of lien on property), F.S. 733.402(1) (probate bond approval), F.S. 744.351(1) (guardianship bond approval), Fla. R. Traf. Cl. 6.340(b) (bond for affidavit in lieu of appearance)
23			Maintain small claims trial calendar and docket court minutes	N	N	N	N	N	N	Y	N	N	N	Fla. Sm. Cl. R. 7.040(a)(1) (calendar) & (2) (docket book), but see Fla. Sm. Cl. R. 7.040(b) (no minute book for small claims)
24			Reschedule court dates	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
25			Process statements of claim - Probate	N	N	N	N	N	N	N	Y	N	N	F.S. 733.703 (filing a claim in probate), Fla. Prob. R. 5.490(c) (clerk mailing claims to attorney)
26			Review case activity for appropriate entry of default upon motion	N	N	N	N	N	Y	Y	N	Y	N	Fla. R. Civ. P. 1.500(a) (request) and Fla. R. Civ. P. 1.160 (authority)
27			Prepare and/or process dismissal notices/dockets for lack of prosecution/service	N	N	N	N	N	Y	Y	Y	Y	N	Fla. R. Civ. P. 1.420(c) (court or clerk may serve notice)

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			Circuit	County	Delinquency	Traffic	Civil Traffic	Circuit	County	Probate	Family	Dependency	Authority
28		Prepare small claims summary procedure judgment	N	N	N	N	N	N	Y	N	N	N	Fla. Sm.Cl. R. 7.170(a) (default against defendant for failure to appear)
		Prepare and/or process, and issue civil writs (e.g., garnishment, replevin, attachment, distress, execution, etc.)	N	N	N	N	N	Y	Y	N	Y	N	F.S. 76.03 (writ of attachment processed by clerk), F.S. 76.12 (attachment bond approved by clerk), F.S. 77.031(1) (prejudgment garnishment), F.S. 77.041(1) (attaching notice to writ), F.S. 78.068 (replevin), F.S. 83.12 (distress writ issued by court with bond approved by clerk), Fla. R. Civ. P. 1.550 (executions), Fla. R. Civ. P. 1.570 (executions and various writs), Fla. R. Civ. P. 1.580(a) (possession of real property), Fla. R. Jud. Admin. 2.130 (appellate rules apply in trial court when exercising appellate jurisdiction), Fla. R. App. P. 9.100(e) & (f) (mandamus)
29		Process 20 year old unsatisfied writs of executions from Sheriff	N	N	N	N	N	Y	Y	N	N	N	F.S. 56.041(2)
30		Process and implement requirements set forth in administrative orders											
31		Review, accept, process and present appropriate motions and proposed orders for judicial review	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
32		Conform and provide copies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
33		Prepare satisfactions of liens/judgments	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Fla. R. Jud. Admin. 2.516(g) (when clerk is required then) & (h) (transmitted by court or under its direction) F.S. 55.141(2) (execution and recording of satisfactions), F.S. 713.24 (transferring construction lien to security), F.S. 713.76 (bond for release of lien on property), F.S. 713.78(5)(b) & (13)(c)2. (towing and storage liens), F.S. 713.785(4)(b) & (8)(c)2. (mobile home towing and storage liens), F.S. 938.29(3) (satisfaction of legal assistance debt), F.S. 938.30(9) (satisfaction of criminal obligations)
34		Maintain original documents as required by Rule or Statute Link to "approved" list	Y	Y	Y	Y	Y	N	N	Y	N	N	Fla. R. Jud. Admin. 2.430 (retention), Fla. R. Jud. Admin. 2.525(c)(2)(F) (documents required to be maintained in paper form) & (c)(7) (unless clerk is required to maintain as paper), Fla. R. Crim. P. 3.030(c) (judgment or sentence or required by statute to be sworn or notarized), Fla. R. Crim. P. 3.030 (b) (filing with clerk) & (c) (judgment and sentence deposited with clerk), Fla. R. Crim. P. 3.125 (sworn LEO notice to appear), Fla. R. Crim. P. 3.140(g) (information under oath), Fla. R. Crim. P. 3.160 (arraignment waiver of counsel or affidavit of indigence), Fla. R. Crim. P. 3.190(c) (motion to dismiss indictment or information), Fla. R. Crim. P. 3.190(d) (state's traverse), Fla. R. Crim. P. 3.190(i) (motion to perpetuate testimony), Fla. R. Crim. P. 3.240(b)(1) (affidavit for change of venue), Fla. R. Crim. P. 3.575 (motion to interview juror), Fla. R. Crim. P. 3.590 (motions for new trial), Fla. R. Crim. P. 3.692 (petitions to seal and expunge with affidavits and sworn statements), Fla. R. Crim. P. 3.800 (motions regarding sentences), Fla. R. Crim. P. 3.811(d)(3) (affidavit of evidence unavailability for execution stays), Fla. R. Crim. P. 3.840(a) (affidavit for order to show cause for indirect criminal contempt), Fla. R. Crim. P. 3.850(c) (motion to correct sentence to be under oath), Fla. R. Crim. P. 3.851(e) (motion for collateral relief from death sentence need not be under oath but rather certified by the attorney), Fla. R. Crim. P. 3.853(b) (motion for post-conviction DNA testing under oath), Fla. R. Crim. P. 3.984 (form for indigency requires attestation), Fla. R. Crim. P. 3.987(7) (form for post-conviction relief must be under oath), Fla. R. Crim. P. 3.989 (form for seal and expunge must be under oath), Fla. R. Civ. P. - S.V.P. 4.460 (documents required to be maintained in paper form), Fla. R. Civ. P. - S.V.P. 4.460 (post judgment habeas corpus governed by 3.850), Fla. Prob. R. 5.043 (wills and codicils), Fla. Fam. L. R. P. 12.025(b) (termination of parental rights documents exempt from 2.525(c)), AOSC 16-14
35		Provide copies of applicable final judgments to Child Support Depository	N	N	N	N	N	N	N	N	Y	Y	F.S. 61.08(10)(d)1. (minor child w/ alimony not paid through the depository), F.S. 61.13(1)(d)2. (support not immediately deducted), F.S. 61.1301(1)(a) (income deduction order made through depository)
36		Process case transfers to other counties	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	F.S. 28.242 (service charge earned even if wrong venue), Fla. R. Civ. P. 1.060 (transfer authorized), Fla. R. Civ. P. 1.170(j)(demand exceeding jurisdiction and method), Fla. Fam. L. R. P. 12.060 (utilize 1.060)
37		Serve examining committee reports via electronic or U.S. mail on petitioner and alleged incapacitated's attorney. Docket certificate of such service.	N	N	N	N	N	N	N	Y	N	N	F.S. 744.331(3)(h)
38		Process guardianship orders for payment of expert examinations/testimony	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(1) (custodian of guardianship files)
39		Process guardianship orders for payment of examining committee and court appointed attorney	N	N	N	N	N	N	N	Y	N	N	F.S. 744.331(7) (entitlement to fees), F.S. 744.368(1) (custodian of guardianship files)
40		Provide copies of incapacity and appointment of guardian to interested parties	N	N	N	N	N	N	N	Y	N	N	Fla. R. Civ. P. 2.516(g) (when clerk is required then) & (h) (transmitted by court or under its direction)
41		Process professional guardian files, including maintenance of guardianship bonds, continuing education, and fingerprints	N	N	N	N	N	N	N	Y	N	N	F.S. 744.3135 (background check by court, including fingerprints), F.S. 744.3145 (educational requirements), F.S. 744.351 (bonds),
42		Prepare notice to guardians re: Inventory Due and dates for guardianship report	N	N	N	N	N	N	N	Y	N	N	
43		Audit appointed guardians inventory of the ward's assets	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(3) (audit report)
44		Review guardian's annual plan for the ward's care	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(1)(a)-(e) (annual plan for the person elements)
45		Audit guardian's annual accounting of the ward's receivables and expenditures; request additional info and issue subpoenas etc.	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(3) (audit report) F.S. 744.368 (5)-(7) (Issue subpoenas)

Service	Activity	Task	Criminal				Traffic	Civil					Authority	
			Circuit	County	Delinquency	Traffic	Civil Traffic	Circuit	County	Probate	Family	Dependency	Authority	
46		Prepare Clerk Report for annual guardianship report	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(2) (upon review of report), F.S. 744.368(4) (report not timely filed), F.S. 744.369(1) (court review of clerk's report)	
47		Prepare orders regarding guardianship report	N	N	N	N	N	N	N	Y	N	N		
48		Review and prepare guardianship status reports/orders to court	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(2) (upon review of report), F.S. 744.368(4) (report not timely filed), F.S. 744.369(1) (court review of clerk's report)	
49		Process petitions for guardian's fees; alert judge of extraordinary entries and draft proposed order	N	N	N	N	N	N	N	Y	N	N	F.S. 744.108 (guardian's and attorney's fees)	
50		Process guardianship petitions for attorney's fees, alert judge of extraordinary entries	N	N	N	N	N	N	N	Y	N	N	F.S. 744.108 (guardian's and attorney's fees), F.S. 744.368 (report review), F.S. 744.444(16) (attorney's fees subject to approval in annual accounting)	
51		Complete checklist upon receipt of closing document	N	N	N	N	N	N	N	Y	N	N	F.S. 744.108 (guardian's and attorney's fees), F.S. 744.368 (report review), F.S. 744.444(16) (attorney's fees subject to approval in annual accounting), F.S. 744.527 (guardianship final report review), Fla. Prob. R. 5.670(c) (final report change of domicile), Fla. Prob. R. 5.680(c) (final report other termination)	
52		Process order of discharge to estate and guardianship case	N	N	N	N	N	N	N	Y	N	N	F.S. 733.901 (discharge of PR, probate), F.S. 735.206(2), (3) & (4) (order of summary administration), F.S. 744.531 (order of discharge, guardianship), Fla. Prob. R. 5.400(e) (order of discharge, probate), Fla. Prob. R. 5.680(g) (order of discharge, guardianship)	
53		Process order for registry of court deposit/disbursements	N	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 28.24(10) (fee for receiving money), F.S. 28.33 (investment of and interest on registry money), F.S. 43.18 (withdrawals), F.S. 43.19 (unclaimed funds paid to court), F.S. 45.031 (funds from judicial sales), F.S. 45.032 (funds from judicial sales), F.S. 45.035 (clerk's fees from judicial sales), F.S. 56.27(2)(b) (surplus from execution sale), F.S. 69.041 (DoR right to participate in mortgage foreclosure proceeds), F.S. 72.011(3) (tax assessment challenges), F.S. 73.111 (deposit upon eminent domain judgment), F.S. 74.051(4) (deposit and investment upon eminent domain pre-take order), F.S. 77.082 (garnishee deposit after no reply), F.S. 79.02 (habes corpus), F.S. 83.232 (tenant rent), F.S. 83.56(5)(a)2 (tenant rent), F.S. 83.60(2) (tenant rent), F.S. 83.61 (disbursement of tenant rent), F.S. 85.031(2) (sale of repair materials), F.S. 116.21 (disposition of unclaimed funds), F.S. 173.07 (tender to defend against tax foreclosure), F.S. 173.11 (surplus of tax foreclosure sale), F.S. 440.09(4)(c) (worker's comp benefits on appeal), F.S. 475.709(5) (commercial real estate commission), F.S. 475.711(2) (commercial real estate commission), F.S. 520.07(10)(b) (motor vehicle contract dispute), F.S. 559.917(1)(a) (cash posted for motor vehicle repair dispute), F.S. 697.07(4) (deposit of assigned rents during foreclosure), F.S. 713.11 (sale proceeds from sale of real property improvement), F.S. 713.24(1) (claim of lien transferred to security), F.S. 713(5)(b) (owner challenging vehicle or vessel towing charges), F.S. 716.02 (escheats to state), F.S. 718.117(17)(b) (interpleader of proceeds upon condominium termination), F.S. 718.401(1)(d)1. (condominium leasehold rent challenge), F.S. 719.401(1)(d)1. (cooperative leasehold rent challenge), F.S. 744.534(2)(a) (termination of guardianship), F.S. 775.089(11)(a) (court ordered restitution collection and disbursement), F.S. 775.089(12)(b)4.c. (income deduction order restitution collection and disbursement),
54		Process judicial sale orders, to include service to all parties	N	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031(1)(a) (court may order sale by clerk) and (c) (copies judgment to be furnished by clerk)
55		Process cancellations and resets of judicial sales	N	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (2) (publication of sale and enlargement of time)
56		Calendar, monitor, and perform judicial sales (electronic or courthouse steps)	N	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (3) (conduct of sale and service charge for making sale)
57		Compute and collect good faith deposit and remainder bid amount on judicial sales	N	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (3) (5% deposit)
58		Prepare and/or process, and serve certificate of sale or no sale	N	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (4) (certificate of sale)
59		Compute and collect documentary stamps, and/or prepare Certificate of Title, and send to be recorded in Official Records	N	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (5) (certificate of title), F.S. 201.02 (doc stamps)
60		Disburse proceeds, determine amount of surplus funds, and appoint trustee from qualified list	N	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (7)(a) (disburse proceeds, certificate of disbursements and determination of surplus), F.S. 45.032 (3)(c) (appointment of trustee),
61		Terminate appointment if surplus funds remain unclaimed after statutory period and process as unclaimed property	N	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.032 (4) (termination of trustee),
62		Process drivers license suspensions for statutory reasons	Y	Y	Y	Y	Y	Y	N	N	N	N	N	318.15 (1)(a) (suspension for failing to comply), F.S. 322.245(3) (failure to comply with court directives) & (5)(a) (notice from clerk failure to pay financial obligation), Fla. R. Traf. Ct. 6.590 (failure to complete school)
63		Prepare and process drivers license clearances and/or reinstatements	Y	Y	N	Y	Y	Y	N	N	N	Y	N	F.S. 318.15(2), F.S. 322.245(4), F.S.322.29(2)
64		Add Victim/Witness names and addresses, as appropriate, in local Case Maintenance System	Y	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 316.066(1)(b)4. (witnesses on long form) & (c)4. (witnesses on short form), Fla. R. Civ. P. 1.410(a) (subpoena may be issued by clerk or attorney), Fla. R. Civ. P. 1.410(b)(2) (subpoena shall be issued by clerk upon request of attorney or party), Fla. R. Crim. P. 3.361(a) (subpoena may be issued by clerk or attorney), Fla. R. Crim. P. 3.361(b)(2) (subpoena shall be issued by clerk upon request of attorney or party), Fla. R. Traf. Ct. 6.150(a) (civil and criminal procedure for attendance of witnesses govern traffic cases)

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			Circuit	County	Delinquency	Traffic	Civil Traffic	Circuit	County	Probate	Family	Dependency	Authority
65		Process, docket and image Affidavit for Statutory Election; review for eligibility and grant or deny	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 318.14(10) and F.S. 322.34(11)
		Determine eligibility for clerk's dismissal of certain traffic infractions	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 318.18(2)(b)1., 2., and 3. (valid registration, valid DL, and valid security)
		Determine eligibility for clerk's dismissal of certain medical marijuana infractions	Y	Y	Y	N	N	N	N	N	N	N	F.S. 381.986(12)(e)2. (medical marijuana use registry ID card)
66		Accept and track posted bond (Surety, Property, ROR or Cash)	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.105 (cash appearance), F.S. 903.16 (cash or bonds, appearance), F.S. 903.17 (money or bonds for other bail), F.S. 903.18 (surety for money or bonds), F.S. 903.21 (exoneration on surrender), F.S. 903.26 (notices and forfeiture process, including automatic clerk discharge), F.S. 903.27 (judgment process), F.S. 903.28 (remission process, clerk as party), F.S. 903.286 (return of cash bond), F.S. 903.31 (bond cancellation)
67		Retrieve, docket and image defendant motor vehicle history from DHSMV	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 119.0712(2)(b) (confidential information covered by MOU)
68		Prepare, issue, sign and seal capias for all State Attorney initiated cases; Certify and distribute copies for sheriff's service.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 932.48 (docket information and issue capias)
69		Process original/amended charging documents filed by State Attorney	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 932.48 (docket information and issue capias)
70		Process Affidavit of Defense or Admission and Waiver of Appearance for hearings	N	Y	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.340(a) (affidavit in lieu of appearance)
71		Process/Post bond in lieu of appearance - (Civil traffic hearings only)	N	N	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.340(b) (bond for affidavit in lieu of appearance)
72		Process Order to Set, Modify or Reduce Bond; Add/Update bond data	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.03 (setting bail), F.S. 903.035(2) (hearing for modification), F.S. 903.047(2) (condition modification), F.S. 903.0471 (revocation)
73		Process, docket and image Affidavit Electing Traffic School and completion certificate	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 28.24(8) (writing any paper), F.S. 318.14(9) (traffic school election), Fla. R. Traf. Ct. 6.340(a) (traffic school election), Fla. R. Traf. Ct. 6.360(b) (enlargement of time)
74		Withdraw warrants remaining unserved after applicable timeframe	N	Y	N	Y	N	N	N	N	N	N	F.S. 28.32 (destruction of instrument executed to secure performance or non-performance of act after 20 years), F.S. 775.15 (statute of limitations on crimes)
75		Maintain on site, as space allows, non-evidentiary paper documents which require retention, or send to records storage facility for safekeeping	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430 (retention), Fla. R. Jud. Admin. 2.525(c)(2)(F) (documents required to be maintained in paper form) & (c)(7) (unless clerk is required to maintain as paper), Fla. R. Crim. P. 3.030(c) (judgment or sentence or required by statute to be sworn or notarized), Fla. R. Crim. P. 3.030 (b) (filing with clerk) & (c) (judgment and sentence deposited with clerk), Fla. R. Crim. P. 3.125 (sworn LEO notice to appear), Fla. R. Crim. P. 3.140(g) (information under oath), Fla. R. Crim. P. 3.160 (arraignment waiver of counsel or affidavit of indigence), Fla. R. Crim. P. 3.190(c) (motion to dismiss indictment or information), Fla. R. Crim. P. 3.190(d) (state's traverse), Fla. R. Crim. P. 3.190(i) (motion to perpetuate testimony), Fla. R. Crim. P. 3.240(b)(1) (affidavit for change of venue), Fla. R. Crim. P. 3.575 (motion to interview juror), Fla. R. Crim. P. 3.590 (motions for new trial), Fla. R. Crim. P. 3.692 (petitions to seal and expunge with affidavits and sworn statements), Fla. R. Crim. P. 3.800 (motions regarding sentences), Fla. R. Crim. P. 3.811(d)(3) (affidavit of evidence unavailability for execution stays), Fla. R. Crim. P. 3.840(a) (affidavit for order to show cause for indirect criminal contempt), Fla. R. Crim. P. 3.850(c) (motion to correct sentence to be under oath), Fla. R. Crim. P. 3.851(e) (motion for collateral relief from death sentence need not be under oath but rather certified by the attorney), Fla. R. Crim. P. 3.853(b) (motion for post-conviction DNA testing under oath), Fla. R. Crim. P. 3.984 (form for indigency requires attestation), Fla. R. Crim. P. 3.987(7) (form for post-conviction relief must be under oath), Fla. R. Crim. P. 3.989 (form for seal and expunge must be under oath), Fla. R. Civ. P. - S.V.P. 4.460 (documents required to be maintained in paper form), Fla. R. Civ. P. - S.V.P. 4.460 (post judgment habeas corpus governed by 3.850), Fla. Prob. R. 5.043 (wills and codicils), Fla. Fam. L. R. P. 12.025(b) (termination of parental rights documents exempt from 2.525(c)), AOSC 16-14
76		Monitor data integrity and quality of business process results for precision and timeliness; implement corrective action as needed.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
77		Process case/charge dispositions/closures	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.516(h) (transmitted by court or under its direction)
78		Send final orders, dismissals, and Public Defender Liens to Recording	Y	Y	N	Y	N	Y	Y	Y	Y	N	F.S. 28.222(3)(b) (recording upon payment of fee)
79													
80	Create and maintain child support/alimony depository record												F.S. 61.181
81		Input and maintain personal and financial information into state-wide depository system, including amount of support due, schedule of payments ordered, payments received; maintain account balances	N	N	N	N	N	N	N	N	Y	N	F.S. 61.181(3)(a), F.S. 61.1826
82		Update system with supplemental orders/judgments, adjust balances as ordered	N	N	N	N	N	N	N	N	Y	N	F.S. 61.181(3)(a)6., F.S. 61.1826
83		Perform balance adjustments relative to financial intercepts relative to workers compensation, lottery proceeds, unemployment benefits, etc.	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826

	Service	Activity	Task	Criminal				Traffic	Civil					Authority
				Circuit	County	Delinquency	Traffic	Civil Traffic	Circuit	County	Probate	Family	Dependency	Authority
84			Track emancipation of dependents and adjust obligation accordingly	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
85			Receipt Payments, (purge, over counter, lockbox) and reconcile daily balances	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
86			Respond to customers inquiries regarding payments, balances, and enforcement options	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
87			Process request for driver license suspension for non-payment of support, including preparation of notice of delinquency, processing motion to contest, and sending suspension notice to DHSMV if applicable.	N	N	N	N	N	N	N	N	Y	N	F.S. 61.13016 (notice of intent to suspend, etc.), F.S. 61.14(6)(a)1., F.S. 322.058
88			Track unpaid balance of any arrearage due, prepare applicable Notice of Delinquency, process Motion to Contest Delinquency, and prepare applicable Final Judgment of Delinquency; send to Official Records for recording.	N	N	N	N	N	N	N	N	Y	N	F.S. 61.14(6)(a) & (b)
89			Provide payoff statement as requested; Prepare and send Satisfaction of Judgment to Official Records for recording upon full payment	N	N	N	N	N	N	N	N	Y	N	F.S. 61.14(6)(f)1., F.S. 61.14(6)(f)2
90			Prepare Income Deduction Orders upon request	N	N	N	N	N	N	N	N	N	N	F.S. 61.1301 (income deduction orders, no clerk preparation mentioned)
91			Perform audits on depository accounts	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
92			Process arrest orders for non-payment of support; Prepare Writ of Bodily Attachment; coordinate hearings within 24 hours of arrest	N	N	N	N	N	N	N	N	N	N	F.S. 61.11(2)(b)
93			Reconcile and prepare reports	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
94			Prepare Title IV-D invoice and submit to DOR monthly	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
95			Prepare and participate with annual audit (IV-D, DOR)	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
96			Evaluate and prepare Indirect Cost Calculation	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
97			Establish, maintain, and monitor Random Moment Sampling for federal reimbursement IV-D cost allocation	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
98														
99														
100		Determine indigent status												F.S. 27.52, F.S. 57.082, and F.S. 57.085
101			Provide and review application for determination of indigency; document indigent status in case maintenance system	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	F.S. 27.52, F.S. 57.082, and F.S. 57.085
102			Assess and waive filing fees, if indigent, for tracking purposes; establish payment plan for costs, etc.	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 27.52, F.S. 57.081, F.S. 57.082, and F.S. 57.085
103			Time stamp Application for Criminal Indigent Status to Appoint Public Defender and verify for completeness.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 27.52
104			Review state motor vehicle title records and property records in the county of residence to determine disqualifying factors for assignment of Public Defender	N	N	N	N	N	N	N	N	N	N	F.S. 27.52(2)(a)2.
105			Review and complete the Clerk's Determination Certification as indigent or not indigent; Notify public defender of the assignment if applicable and assess mandatory Public Defender application fee.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 27.52(1)(b) (fee), F.S. 27.52(2)(c)1. (determination)
106														
107														
108		Prepare for and attend court												F.S. 28.212; 34.031
109			Create and update court calendar, obtain and prepare case files including companion/related cases	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 43.26(2)(d) (chief judge may require may require attendance of clerks, but see, <i>Morse v. Moxley</i> , 691 So.2d 504 (Fla. 5th DCA 1997) for limitation of this power)
110			Prepare and/or distribute court docket	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	F.S. 28.211 (preparation of progress docket)
111			Provide copies of all court calendars to Judges, State Attorney, Public Defender, Private Attorneys, Booking, Department of Juvenile Justice, Department of Children/Families, State Probation, County Probation and Bailiffs	Y	Y	Y	Y	Y	N	N	N	N	Y	F.S. 903.26(1)(b) (notice to surety), F.S. 923.02 (sounding of the docket and clerk sending notice in criminal cases)
112			Prepare lists for prisoner transfers from jail	Y	Y	Y	Y	N	N	N	N	N	N	
113			Attend court sessions, hearings and trials	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 43.26(2)(d) (chief judge may require may require attendance of clerks, but see, <i>Morse v. Moxley</i> , 691 So.2d 504 (Fla. 5th DCA 1997) for limitation of this power)
			Accept, secure and file recording of non-criminal traffic hearing made by party	N	N	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.460(b) (clerk shall secure and file hearing recording upon immediate delivery by party)
114			Review Written Pleas of Not Guilty and Waiver of Arraignment and continue case to next applicable court event, reading of the charges	Y	Y	N	Y	Y	N	N	N	N	N	Fla. R. Crim. P. 3.160(a) (waiver by attorney and cancellation of arraignment)
115			Prepare form and process oral motions/orders to determine confidentiality	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(h)(3) (hold as confidential until written order)
116			Administer oaths	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 34.13(6) (oath for municipal ordinance violations), F.S. 90.605 (1) (witness required to take oath), F.S. 92.50(1) (clerk allowed to administer oath)
117			Process hearing continuances/resets	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Fla. R. Civ. P. 1.460 (motion for continuance), Fla. R. Crim. P. 3.190(f) (motion for continuance)
118			Create next court event for all continuances; Provide notice to defendant, parent or guardian, attorney of record and bondsman (if applicable)	Y	Y	Y	Y	Y	N	Y	N	N	Y	F.S. 903.26(1)(b) (notice to surety), F.S. 923.02 (sounding of the docket and clerk sending notice in criminal cases)
119			Empanel jury	Y	Y	N	Y	N	Y	Y	Y	N	N	F.S. 40.001 (chief judge may assign additional duties), F.S. 92.50(1) (oaths may be administered by clerk), Standard Jury Instructions - Civil Cases 101.1 & 101.2

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Delinquency	Traffic	Civil Traffic	Circuit	County	Probate	Family	Dependency	Authority
120		Swear/poll jury	Y	Y	N	Y	N	Y	Y	Y	N	N	Fla. R. Crim. P. 3.440 (clerk reads verdict to jurors looking for any disagreement), Fla. R. Crim. P. 3.450 (on motion the court shall cause the jurors to be polled)
121		Accept, label, log and maintain chain of custody of exhibits/evidence	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
122		Read verdict	Y	Y	N	Y	N	Y	Y	Y	N	N	Fla. R. Crim. P. 3.440 (clerk reads verdict to jurors looking for any disagreement)
123		Prepare and/or process final judgment/orders	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.29 (recording civil final judgments)
124		Deliver evidence to vault for storage	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 and Fla. R. Civ. P. 1.450(b)
125		Prepare and process (out of county) judge reassignment case (Due to judicial absence, disqualification or recusal reason)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.260(g) (clerk duties on change of venue)
126		Prepare and docket court minutes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.212 (clerk may keep minutes)
127		Complete, Process and Distribute court minutes/case dispositions	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.212 (clerk may keep minutes)
128													
129													
130	Process case after court decision												F.S. 28.211 and 28.29
131		Prepare final judgment/orders for injunctions for protection and child pick up	N	N	N	N	N	N	N	N	Y	Y	F.S. 741.30(8) (clerk to furnish forms, includes a myriad of other duties for domestic violence cases), F.S. 784.0485(2)(c) (provide simplified forms and brochures and copies of the order of injunction in stalking cases)
132		Prepare service packet for injunctions for protection/child pick up orders and forward to law enforcement for service	N	N	N	N	N	N	N	N	Y	Y	F.S. 741.30(8) (clerk to furnish forms, includes a myriad of other duties for domestic violence cases, including forwarding orders to law enforcement), F.S. 784.0485(2)(c) (provide simplified forms and brochures and copies of the order of injunction in stalking cases)
133		Publish Grand Jury Indictment	Y	Y	N	Y	N	N	N	N	N	N	Fla. R. Crim. P. 3.140(l) (indictment in custody of clerk) & (m) (clerk to release to defendant)
134		Process Deferred Prosecution Agreement; Dispose court event; Dispose case in local Case Maintenance System; Provide copies to defendant, attorney of record, booking (if incarcerated) and bondman (if applicable)	Y	Y	Y	Y	N	N	N	N	N	N	
135		Process restitution order; Add restitution assessment, if applicable	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 960.001(1)(j) (clerk to make enforcement info available if restitution converted to civil lien or judgment), F.S. 985.437(3) (clerk the receiving and dispensing agent for juvenile restitution), Fla. R. Crim. P. 3.986 (judgment and sentence contains provision for payment to clerk)
136		Prepare, process and distribute bond forfeiture notices and documents	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.26(2)(a)
137		Process court ordered DL suspensions	Y	Y	Y	Y	Y	N	N	N	N	N	318.15 (1)(a) (suspension for failing to comply), F.S. 322.245(3) (failure to comply with court directives) & (5)(a) (notice from clerk failure to pay financial obligation), F.S. 832.09(2) (clerk to notify DHSMV of worthless check suspension), Fla. R. Traf. Ct. 6.590 (failure to complete school)
138		Prepare, process and distribute court ordered Failure to Appear Capias and Order to Take into Custody; prepare and process withdrawal as appropriate	Y	Y	Y	Y	N	N	N	N	Y	N	F.S. 938.30(2) (failure to appear at hearing for criminal financial obligations), Fla. R. Crim. P. 3.131(j) (clerk to issue capias on indictment or information) & (k) (clerk to issue capias on summons), Fla. R. Crim. P. 3.730 (clerk to issue capias to bring defendant before court)
139		Prepare and certify Judgments Assessing Costs, and send for recording in Official Records	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 938.27(1) (costs to be included in every judgment) & (6) (clerk to collect and disburse costs), F.S. 938.29(2)(b) (legal assistance costs), F.S. 939.185(1)(a) (county additional costs)
140		Prepare and e-Serve clearance forms to DHSMV at Court Assist regarding financial obligation payoffs not filed on UTC	Y	Y	N	Y	N	N	N	N	N	N	F.S. 322.245(5)(b) (clerk to provide affidavit of satisfaction) (no e-serve or court assist required)
141		Process disposition orders/court minutes; Serve parties with copies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
142		Prepare and send Satisfaction of Judgment for recording upon full payment	Y	Y	Y	Y	Y	N	N	N	Y	N	F.S. 55.141(1) (payment to the registry) & (2) (clerk to execute and record satisfaction)
143		Provide, process and distribute applicable forms (e.g. Dispositions, PD Applications, Plea Forms, Notice of Fines and Costs)	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 27.52(1) (PD form created by CCOC and approved by Supreme Court)
144		Process and respond to bond remission motions	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.28(1)-(6) (remission motions), F.S. 903.28(10) (clerk may hire attorney for remission process), F.S. 903.28(10) (clerk is real party in interest)
145		Process bond remission orders to finance	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.28(1)-(6) (remission motions and orders)
146		Prepare, record, process and disburse certified copies of Financial Obligations Converted to Judgment Lien, Disposition Orders and Department of Corrections Judgment and Sentencing Commitment Packets; Add sentence data in local Case Maintenance System	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 938.30(9) (clerk to enforce supplemental criminal obligations), Fla. R. Crim. P. 3.670 (clerk to serve within 15 days, or hand deliver in court, a copy of judgment and sentence)
147		Prepare, docket, image and provide booking with Jail/DOC/DJJ Commitment Orders	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 944.17(4) (clerks to use DOC commitment form to issue commitments), F.S. 985.442(2) (DJJ commitment documents), Fla. R. Crim. P. 3.810 (commitment to have certified copy of sentence, and a return to court)

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Delinquency	Traffic	Civil Traffic	Circuit	County	Probate	Family	Dependency	Authority
148		Prepare, docket, image and process court ordered Vehicle Impound/Immobilization Notice for DUI's; Check DHSMV for lien holder data on vehicles owned by defendant; Provide copy of form to defendant, Probation Officer, Attorney of Record and lien holder (if applicable)	Y	Y	N	Y	N	N	N	N	N	N	F.S. 316.193 (6)(d) (clerk to provide notice)
149		Apply and track all statutory financial assessments; enter minimum mandatory court assessment if not ordered by Court; Notify defendant, Probation (if necessary) and attorney of record of all assessment adjustments.	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 28.2457(1)(a) mandatory assessments shall be imposed)
150		Process Order Adjudicating Defendant; Provide certified copies of the Order, Arrest Report, Information and Psychological Evaluations to the Forensic Program Coordinator(s), State Attorney, Attorney of Record, and the local Sheriff's Office; add or update data in FDLE MECOM	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 790.065(2)(a)4.c.(l) (clerk to report to FDLE within 1 month) & (l) (clerk to report to FDLE within 24 hours), Fla. R. Crim. P. 3.670 (clerk to serve within 15 days, or hand deliver in court, a copy of judgment and sentence)
151		Add evidence data in local Case Maintenance System; Prepare evidence for storage and transfer to custody of Evidence Management Dept.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
152		Monitor Community Service Hours	N	Y	N	Y	Y	N	N	N	N	N	F.S. 28.246(1)(d) (clerk to report to CCOC and Legislature money converted to community service), F.S. 318.18(8)(b)3.a. (clerk notified of community service hours) & b. (clerk to certify completion to court), F.S. 1003.29 (clerk to notify school of anything involving school, including community service hours)
153		Prepare and/or review check requests for financial processing	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	
154		Review and apply cash bonds to all unpaid court fees, court costs, and criminal penalties or prepare check request to return deposit	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 903.286
155		Link civil contraband forfeiture and criminal case to apply contraband surplus	Y	Y	N	Y	N	Y	N	N	N	N	F.S. 895.09 (RICO forfeitures)
156		Send final orders and dismissals to Recording	Y	Y	N	Y	N	Y	Y	Y	Y	N	F.S. 28.222(3)(b) (recording upon payment of fee)
157													
158													
159	Process Reopened Cases												F.S. 28.241
160		Receive reopening petition/motion and update status in case maintenance system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.241 (reopen fees and exemptions), Fla. R. Civ. P. 1.540 (relief from orders)
161		Review case for type of reopen and time frame to determine assessment of fee and assess as appropriate	N	N	N	N	N	Y	Y	Y	Y	Y	F.S. 28.241 (reopen fees and exemptions), Fla. R. Civ. P. 1.540 (relief from orders)
162		Prepare, docket, image and e-File Modification/Probation Orders and Subsequent Commitment documents (including verification form with DOC)	Y	Y	N	Y	N	N	N	N	N	N	AOSC14-18
163		Process request for traffic hearing up to 180 days post disposition (including those filed as counts within criminal case)	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 318.14(7)(a) (certification to DHSMV 10 days after disposition) & (b) (if certification more than 180 days after final hearing or payment DHSMV may modify suspension), F.S. 318.15(1)(c) (may request a hearing up to 180 days regardless of court or DHSMV suspension), Fla. R. Traf. Ct. 6.325 (speedy trial)
164		Reinstitute case processing activities/tasks as applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.241 (reopen fees and exemptions), Fla. R. Civ. P. 1.540 (relief from orders)
165													
166													
167	Seal/Expunge	Provide forms and ministerial support for Sealing and/or Expunging Cases; Ensure all court ordered assessments relative to case are paid in full.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 943.0585 (court ordered expunction, with clerk to provide copies, not assistance), F.S. 943.059 (court ordered sealing, with clerk to provide copies, not assistance), Fla. R. Crim. P. 3.692(e) (clerk's duties, which do not include forms and assistance), Fla. R. Crim. P. 3.989 (the forms, with no mention of clerk assistance)
168		Process Petition to Seal/Expunge, Affidavit, Certificate of Eligibility and Order to Seal/Expunge; Cashier mandatory service fee	Y	Y	Y	Y	N	N	N	Y	Y	Y	F.S. 28.24(25) (fee for sealing or expunging court file), Fla. R. Jud. Admin. 3.692 (processing and clerk's duties), Fla. Fam. L. R. P. 12.280(e) (Request to seal family cases), Fla. Fam. L. R. P. 12.400 (Request to seal family cases)
169		Remove or seal case and images upon receipt of Order to Expunge/Seal; Provide certified copies to all parties listed in the Order or by Rule	Y	Y	Y	Y	N	N	N	Y	Y	Y	F.S. 943.0585(3)(b) (certified copies of order to expunge to agencies), F.S. 943.059(3)(b) (certified copies of order to seal to agencies), Fla. R. Jud. Admin. 2.420(e)-(g) (procedure for confidentiality of various cases), Fla. R. Crim. P. 3.692 (processing and clerk's duties)
170													
171	Prepare Record for Appealed Cases												F.S. 28.241 and Fla. R. App. P. 9.200(d)
172		File and time stamp Notice of Appeal, send to be recorded if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.040(g)(original petition see 9.100(f), filing fee see 9.130(b))
177		Provide certified copy of Notice of Appeal and Notice of Appeal Transmittal Form to DCA or Supreme Court (Circuit Court to DCA or Circuit Court to Supreme Court)	Y	N	Y	N	N	Y	N	Y	Y	Y	Fla. R. App. P. 9.040(g)
178		Provide a certified copy of Notice of Appeal to Circuit Court (County Court to Circuit), and, if applicable, the petition in 9.030(c)(2) and (3) cases	N	Y	N	Y	Y	N	Y	N	N	N	Fla. R. App. P. 9.040(g) (notice of appeal), Fla. R. App. P. 9.100(f) (petition)

Service	Activity	Task	Criminal				Traffic	Civil					Authority	
			Circuit	County	Delinquency	Traffic	Civil Traffic	Circuit	County	Probate	Family	Dependency	Authority	
173		Determine and ensure compliance with timelines	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.110(e) (final order appeals record time), Fla. R. App. P. 9.140(f) (criminal appeals record time), Fla. R. App. P. 9.141(b)(2)(A) (post-conviction immediate record time), Fla. R. App. P. 9.142(a)(1)(A) (death penalty record time by chief judge), Fla. R. App. P. 9.142(d)(2)(C) (3.851(i) cases), Fla. R. App. P. 9.146(g) (juvenile dependency), Fla. R. App. P. 9.147(c) (parental notice), Fla. R. App. P. 9.160(g) (county court decisions), Fla. R. App. P. 9.170(c) (probate and guardianship cases)
184		File, process, and comply with documents/orders filed from the appellate courts	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.040(a) (appellate courts have jurisdiction as necessary for a complete determination of cause), Fla. R. App. P. 9.600(a) (jurisdiction of appellate court and lower tribunal)
174		Select and number documents, prepare index, prepare cost estimate, collect deposit (unless determined indigent)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24(2) (service charge), Fla. R. App. P. 9.200(d)
175		Prepare record on appeal, redact, and transmit index and record to appellate court	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.100(i) (no record in original proceedings unless ordered by the court), Fla. R. App. P. 9.141(b)(2)(A) & (B) (post-conviction record and index), Fla. R. App. P. 9.142(a)(1)(B) (death penalty record), Fla. R. App. P. 9.130(d) (no record in non-final order cases unless ordered by the court), Fla. R. App. P. 9.200
182		Compile a redacted trial transcript and/or an unredacted trial transcript into a single PDF file that is text searchable and paginated to correspond with the master trial index pursuant to Appellant Court AO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.200(d)
176		Prepare supplemental records	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.200(f)
179		Review case filings for exempt or confidential data and ensure all images are scanned accurately; Update confidential docket descriptions (if necessary)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(d), Fla. R. Jud. Admin. 2.525(c)(4), Fla. R. App. P. 9.200(d)
180		Copy exhibits; Provide physical evidence only (when required) to DCA	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.200(a)
183		File, send for recording if applicable, and distribute copies of mandates	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.420(b)(2) (service of copies by clerk acting in appellate capacity), Fla. R. App. P. 9.340 (mandate)
185														
186	Perform Records Management/Retention													F.S. 28.30
187		Maintain, catalog, and archive documents and files in environmentally controlled facility, regardless of media (e.g. films, CD's, tapes, computer media)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention), Fla. R. Crim. P. 3.030 (b) (filing with clerk) & (c) (judgment and sentence deposited with clerk)
188		Transport documents and files to and from offsite storage/courthouse	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention)
189		Prepare files and convert to non-paper format	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention), Fla. R. Jud. Admin. 2.525(c)(4) (automatic conversion of new documents) & (7) (discretionary conversion of old documents)
190		Verify, process, and destroy paper files/documents following conversion	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention), Fla. R. Jud. Admin. 2.525(c)(4) (automatic conversion of new documents), (6) (return or destroy after conversion), & (7) (discretionary conversion of old documents)
191		Sanitize/redact historical case file/images	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420
192		Microfilm, microfiche and/or image filings	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(a) (allows the clerk to store on microfilm, etc.) & (c)(2) (provides that the official electronic court file may be supplemented by nonelectronic documents)
193		Review case files to identify eligible cases for destruction (Confirm case is closed; Confirm payment received in full or judgment recorded; Ensure case does not contain an active process; Confirm no case activity for various term limits set forth in retention rules)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430, Fla. R. Traf. Ct. 6.575
194		Prepare form for destruction	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430, Fla. R. Traf. Ct. 6.575
195		Destroy eligible cases	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430, Fla. R. Traf. Ct. 6.575
196		Administratively dismiss and dispose civil traffic UTC's with outstanding suspensions after 7 years; Notify the Department of Highway Safety and Motor Vehicles	N	N	N	N	Y	N	N	N	N	N	N	Fla. R. Traf. Ct. 6.575
197														
198														
199	Perform Evidence Management/Retention													F.S. 28.213 and Fla. R. Civ. P. 1.450(b)
200		Ensure evidence rooms contain layered security with climatic controlled equipment and a fire suppression system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
201		Receive and inventory evidence from court clerk and catalog	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
202		Place into secure evidence vault	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
203		Mark confidential evidence appropriately to prevent inadvertent release	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(d) (clerk to maintain confidentiality of information)
204		Maintain a dual verification chain of custody process	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
205		Enter or update all evidence with storage location in the evidence tracking system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
206		Perform periodic inventory of physical evidence	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
207		Review Department of Corrections website for date of death of defendant sentenced to Life/Death	Y	N	N	N	N	N	N	N	N	N	N	F.S. 28.213 (3 years if no possibility of appeal), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits disposed as provided by law)

