FLORIDA ASSOCIATION OF COURT CLERKS, INC.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into by and between the Florida Department of Law Enforcement (FDLE) and the Florida Association of Court Clerks, Inc. (FACC).

I. Purpose of MOU

- The purpose of this MOU is to define the agreement between the FDLE and the FACC for utilization of the Comprehensive Case Information System (CCIS), developed and operated by FACC.

- To provide the FDLE with case information maintained by the Clerks of Court necessary for them to perform statutory and/or designated duties. By entering into this MOU, the FDLE will ensure that the officials and employees of the agency will have access to case information that is statewide.

II. Scope of MOU

- Parties agree and acknowledge that CCIS is the primary statewide electronic source of court case information maintained by the Clerks of Court. As such, the Parties agree that case information required by the FDLE from the Clerks of Court shall be through inquiry access with CCIS as herein defined.

- The Parties, as above stated, have agreed that CCIS is the primary statewide electronic source of Clerk-maintained case information and as such, the Parties agree that CCIS shall serve as the single statewide electronic point of access for case information maintained by the Clerks of Court. An inquiry access connection to local Clerks of Court and/or county provided case information systems will not be created by the FDLE if that clerk will be connected to CCIS by December 31, 2005. If FDLE has made a connection to a local system, they agree to disconnect that connection when that Clerk’s data is available through CCIS.

- Parties agree that this MOU addresses only the provision for FDLE data inquiry access of CCIS, as provided herein, and is not intended to be applicable for the purpose of providing and/or obtaining case data for specific operational applications and/or systems unless otherwise agreed to in writing by the Parties. Such agreement shall be through amendment hereto or by a separate memorandum.
III. **Statement of Need**

- The officials and employees of the FDLE are required to access data to make determinations about an individual and/or case using all relevant sources of information and records.
- The Clerks of Court have made it a priority to meet state agency needs by making case information available electronically statewide through a single search point.

IV. **Implementation**

- The FACC agrees to provide case data inquiry access to data maintained and/or accessible in and through CCIS.
- The FDLE search access to CCIS will only be through the CCIS Internet Portal and its design functionality as is applicable to CCIS users through the use of the portal’s login and password access process.
- The FDLE agrees that the design of any future group search access protocol with CCIS shall provide to CCIS the proper security access classification, pursuant to the CCIS Security Policy, of the requesting FDLE user. Said functional requirements shall be in accordance with the CCIS portal’s login and password access process. It is further agreed that FDLE assumes responsibility for any violation of the CCIS Security Policy that may occur within their agency.
- FACC agrees to the appointment by the FDLE of one (1) member to the CCIS Configuration Control Board (CCB) to be created by FACC no later than January 1, 2005. The objective of the CCB will be to advise and recommend to FACC on-going functional refinement and expansion of CCIS as a statewide data access source for case information maintained by the Clerks of Court.

V. **Acknowledgements**

- Parties acknowledge that as of the date of this MOU, twenty-eight (28) counties are on-line within current CCIS system functionality as delineated in APPENDIX A as provided with the exception of progress docket information access of which 9 counties are functional.

- Parties acknowledge that as additional counties come on-line, FDLE will have inquiry access to the data of those counties. The FACC program work plan for CCIS provides that all counties will be on-line within current system functionality (APPENDIX A) including progress docket access by December 31, 2005.

- It is acknowledged that in order to meet specific FDLE operational and functional requirements as they are identified in the future, FACC’s policy is to partner with FDLE to develop the appropriate technical specifications to
satisfy the specific operational and functional requirements. Additionally, FACC will develop and make available a CCIS Portal Web Service based upon these mutually agreed upon specifications contingent on available funding and resources.

- Parties acknowledge that no network, system, or application changes will be necessary to CCIS in order to accommodate the FDLE inquiry access as provided in this MOU.

VI. Verification and Integrity of Information

- FDLE users are authorized to use the data obtained from CCIS pursuant to their respective security classification in the performance of their official and/or statutory responsibilities. Data obtained through the CCIS Web Portal and subsequently restructured and/or interpreted shall not be the responsibility or liability of the FACC or the Clerks of Court.

VII. Safeguarding Information

- FDLE users shall safeguard and maintain the confidentiality of all information received under this Agreement in accordance with Florida constitutional and statutory law, rule 2.051, Florida Rules of Judicial Administration and applicable Federal Rules and Regulations.

VIII. Reimbursement of Costs

- Access to CCIS shall be provided to the FDLE at no charge pursuant to this MOU.

IX. Duration

- This Agreement shall be effective upon the signature of both the FDLE and FACC to this agreement. It may be mutually terminated by written agreement of both parties, or unilaterally by either the FDLE or FACC, provided the terminating party serves the other party with written notice of an intention to terminate the Agreement in no less than 30 days from the date such notice is sent.

X. Amendments

- This Agreement may be subsequently amended by written agreement between the parties.
IN WITNESS HERETO, the PARTIES have executed this Agreement by their duly authorized officials.

Florida Department of Law Enforcement
BY: [Signature]
Electra Bostic
Assistant Commissioner
DATE: 10/13/04

Florida Association of Court Clerks, Inc
BY: [Signature]
Roger H. Alderman
Executive Director
DATE: 10/13/04
APPENDIX A
Current Functionality Available In CCIS

PERSON SEARCH
Searchable statewide by individual name with a search narrowed by including the date of birth and/or the social security number.

▶ Provides a search of available names, matching first name, middle initial, last name, dates of birth, sex, race and social security numbers.
▶ Result is a listing of names with the same spelling, similar spelling, and alias, if dates of birth, sex, race and social security numbers match, grouped together and a single name listed if no additional information can be matched to the name.
▶ Provides number of cases linked to that name.
▶ Once name and or grouping is identified, the cases, consisting of all case types, belonging to that individual are displayed on the Cases by Person screen(s) with the following information for each count:
  • case number
  • file date
  • county
  • case type
  • origin (division)
  • status
  • statute
  • statute text
  • date
  • phase
▶ Displayed are all parties and the attorneys for each case.
▶ Access available to the Person Demographics screen which provides the following information for that case:
  • name
  • sex
  • race
• address
• date of birth
• social security number
• driver’s license number

➢ From Person Demographic screen access to link to the Division of Highway Safety and Motor Vehicles website provides driver’s license status.

➢ Access from Cases by Person screen to the Sentence Data screen provides
  • actual sentence
  • sentence status
  • date sentence imposed
  • judge at sentence
  • sentence effective date

➢ The Sentence Data screen provides a link to the Department of Corrections website which provides inmate information.

➢ Financial information may be accessed from the Cases by Person screen to the Case Financial Information screen which provides:
  • total assessment of fines, fees and costs paid to date, balance due, first payment date and last payment date
  • restitution assessed, paid to date, balance due, first payment date and last payment date.

➢ Outstanding warrant/summons/capias information may be accessed from the Cases by Person screen to the Process Action screen, which provides:
  • county name
  • warrant sequence
  • action ordered
  • issuing judge
  • issue date
  • execution date
  • status

➢ Access to the Progress Docket and Document Images is also provided, if available, from the Cases by Person Screen which provides:
  • a chronological history of case from inception through final action
CASE SEARCH

Searchable statewide by the uniform case number by year, sequence number, court type, county, party identifier, branch location, and/or circuit.

➤ Provides a search for a specific case number for
  • a single county
  • multiple counties
  • a circuit
  • statewide.

➤ Result is the Case Search Results Screen(s) which provides specific case information for either a single or multiple cases as requested.

➤ Case Search Results screen provides the same data and functionality as the Cases by Person Screen. This allows the user to access:
  • Person Demographics screen
  • Sentence Data screen
  • Case Financial Information screen
  • Process action screen
  • Progress Docket and Document Images, if available,
  • Link to Division of Highway Safety and Motor Vehicles website for drivers license status
  • Link to Department of Corrections for inmate information.

COURT CALENDARS

Searchable by Judge for a specified date range. This function provides:

➤ Date
➤ Time
➤ Type of proceeding
➤ County
➤ Location
➤ Number of cases for particular date and type
➤ Case number
➤ Case file date
Case type
Prosecuting attorney
Defense attorney
Case status
Statute
Statute text
Date
Phase per count for each case
Party name(s)

REPORTS
Judicial
- Total Case Information, which provides:
  - total open criminal cases by charge
  - total open civil cases
  - total open probate cases
  - total open post conviction cases (Criminal) by charge
  - total open post judgment cases (Civil) by division or type
  - access to actual cases that are open under each category is provided through this screen
- Case Assignment, which provides:
  - total cases assigned for each month of the calendar year by case type
  - access to actual cases that are open under each category is provided through this screen
- Case Disposition for a specified year which provides:
  - total cases disposed for each month of calendar year by case type
  - access to actual cases that are open under each category is provided through this screen
- Procedural Case Information, which provides:
  - totals for time-standards reports by each case type
  - access to actual cases that are open under each category is provided through this screen
Ad Hoc Reports (Designed as need arises to compile information currently available in CCIS)

- Financial Data Reports searchable by county and year which provides a financial summary as follows:
  - Month
  - Court type
  - Assessed Total
  - Assessed Paid to Date
  - Assessed Due
  - Restitution Total
  - Restitution Paid to Date
  - Restitution Date