



Supreme Court of Florida
Office of the State Courts Administrator
Trial Courts Needs Assessment Project

Functional Requirements Document

Version 1.3

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Revision History

Date	Version	Changed By	Notes
06/28/2002	1.0	J. Nikiel	First Edition of the Functional Requirements Document
08/21/2002	1.1	J. Nikiel	Document reformatted with requirements allocated to processes within division, and operational considerations added.
09/06/2002	1.2	J. Nikiel	For requirements that are duplicated across multiple divisions, added the process allocations. Also added CINS/FINS process flow diagram to Appendix A4.
10/06/2002	1.3	J. Nikiel	Added comments received from Committee members.



Table of Contents

1. Overview	4
1.1 Background	4
1.2 Document Overview	6
1.3 References	6
2. Requirements	7
2.1 Functional Process Diagrams.....	7
2.2 Functional Requirements	8
2.2.1 Cross-Divisional Functional Requirements	8
2.2.2 Criminal Functional Requirements	14
2.2.3 Civil Functional Requirements	18
2.2.4 Juvenile (Dependency and Delinquency) Functional Requirements	19
2.2.5 Probate Functional Requirements	25
2.2.6 Traffic Functional Requirements	25
2.2.7 Family Functional Requirements	28
2.2.8 Drug Court Functional Requirements	32
2.2.9 Jury & Witness Functional Requirements	36
2.3 Data Requirements	37
3. Other Operational Considerations	37
Appendix A.....	52
Functional Process Diagrams Overview and Criminal Case Management	52
Appendix A1	58
Functional Process Diagrams Civil Case Management	58
Appendix A2	63
Functional Process Diagrams Juvenile Dependency & Delinquency Case Management	63
Appendix A3	70
Functional Process Diagrams Traffic Case Management	70
Appendix A4	75
Functional Process Diagrams Family Case Management.....	75
Appendix A5	80
Functional Process Diagrams Drug Court Case Management.....	80
Appendix A6	85
Functional Process Diagrams Jury and Witness Management	85
Appendix B.....	93
Data Requirements Cross-Reference	93



1. Overview

This purpose of this document is to describe the functional requirements and information needs of the trial courts in each of the court divisions and systems from the Judges' perspective, primarily addressing the Judges' court case management responsibilities. These requirements are described in the context of a larger effort, namely, a comprehensive trial court technology assessment. The comprehensive assessment will include functional, informational, technological (infrastructure, interoperability, integration), financial, and strategic aspects of achieving the goals associated with an effective integrated judicial information environment.

For the purposes of this effort, the court divisions and systems to which the requirements apply are categorized as:

- ☒ ☒ Criminal
- ☒ ☒ Civil
- ☒ ☒ Juvenile (Dependency and Delinquency)
- ☒ ☒ Probate
- ☒ ☒ Traffic
- ☒ ☒ Family
- ☒ ☒ Drug Court
- ☒ ☒ Jury & Witness

This is the first edition of the document, and it will be considered a living document for a period after initial publication. Changes will be made to the document based on information that is to be added for the Probate division and for the Family division in the functional process area of Children/Families in Need of Services (CINS/FINS), and based on input received from the Judges' review of the document.

1.1 Background

Functional and data requirements were collected, documented, and analyzed using various methods:

- ☒ ☒ Collection and compilation of existing sources, such as state and local process flow descriptions, flow charts, and data dictionaries.
- ☒ ☒ Review and analysis of Florida statutes and Florida rules of court
- ☒ ☒ Joint Application Development (JAD) sessions, involving participants from several of the twenty Florida judicial circuits, and various organizations within the circuits and from the state government level.

There were eleven JAD sessions conducted over a five-month period in Tallahassee, Orlando, and Tampa. The sessions normally lasted one or two days, and the groups included 20 – 25 participants from organizations that are involved in the judicial process in some way:

- ☒ ☒ Judges from Circuit and County Courts



- ☞☞ General and Special Masters
- ☞☞ Clerks of Court
- ☞☞ Florida Association of Court Clerks and Comptrollers (FACC)
- ☞☞ Court Administration and Court Operations
- ☞☞ Special Court Coordinators
- ☞☞ Court Technology Officers, Court Information Technology and Information Systems Coordinators
- ☞☞ Court Case Managers
- ☞☞ Sheriffs
- ☞☞ Florida Department of Law Enforcement (FDLE)
- ☞☞ State Attorney's Office Prosecutors
- ☞☞ Public Defenders
- ☞☞ Private Attorneys
- ☞☞ Department of Corrections (DOC)
- ☞☞ Department of Children and Families (DCF)
- ☞☞ Department of Highway Safety and Motor Vehicles (DHSMV)

The JAD sessions were conducted in the following sequence and at the locations indicated:

Court Division	Date	Location
Jury & Witness	February 7, 2002	Tallahassee
Traffic	March 18, 2002	Orlando
Drug Court	March 19, 2002	Orlando
Probate (1 st session)	March 20, 2002	Orlando
Juvenile (Delinquency)	April 18, 2002	Tallahassee
Juvenile (Dependency)	April 19, 2002	Tallahassee
Criminal	April 29-30, 2002	Orlando
Probate (2 nd session)	May 3, 2002	Tallahassee
Civil	May 23-24, 2002	Orlando
Family	June 4, 2002	Orlando
Probate (3 rd session)	June 14, 2002	Tampa

In addition, the requirements analysts attended two other Family Court Steering Committee working group meetings that were conducted under a different initiative. Though the meetings were not part of the JAD sessions held for the needs assessment project, they were held for the purpose of developing recommendations to the Supreme Court for improvements in the case management process, and for defining best practices in case management. There was a great deal of information gathered at these meetings, especially as it relates to issues faced by the court, and requirements of the judges, general and special masters, case managers, and other court personnel involved in the process.

Prior to each JAD session, a draft set of process flow diagrams, and functional and data requirements were distributed to the invitees. In most cases, the court division subcommittee chair and one or two designees provided input to the draft flows prior to distribution to the whole group.



During the JAD sessions, the flows were used to facilitate the discussion of functions, specific judicial requirements, and issues faced by the judges during the case management process. Involving the diverse group in these discussions resulted in a productive exchange of ideas and recommendations, which were incorporated into the JAD session outcome reports. As the group walked through the hardcopy flow diagrams, they were modified to incorporate additional data requirements, clarify the processes, and resolve any discrepancies. The functional and data requirements spreadsheets were reviewed with the group, and indications were made for those data objects and elements that are required by the judges. In many cases, other objects and elements were added to the list as a result of the discussion.

After each JAD session, the diagrams and spreadsheets were finalized in electronic format, and a JAD session outcome report was prepared. The report included a synopsis of the session, the finalized drawings and spreadsheets, and a list of issues, recommendations, and other operational considerations raised during the discussion. The report was then distributed to the JAD participants for their review and comment.

The diagrams, spreadsheets, and remaining contents of the outcome reports were used as the primary input to this document.

1.2 Document Overview

This document is organized into sections as described below.

- ☞ ☞ Overview – content overview, project background, document overview, and references.
- ☞ ☞ Requirements – including functional process flow diagrams organized by court division, functional requirements and data requirements in spreadsheet format, cross-referenced to court division.
- ☞ ☞ Other operational considerations.

1.3 References

The primary reference used in this document are the JAD outcome reports from the JAD sessions listed in the background section above. Other main sources that were referenced include:

- ☞ ☞ *Criminal Functional Standards*, published by the National Center for State Courts (NCSC), updated May 23, 2002. (<http://www.ncsc.dni.us/ncsc/ctp/htdocs/standards.htm>)
- ☞ ☞ *Civil Functional Standards*, published by the National Center for State Courts, updated March 1, 2001.
- ☞ ☞ *Domestic Relations Functional Standards*, published by the National Center for State Courts, accepted by the Joint Technology Committee of the Conference of State Court Administrators/National Association for Court Management (COSCA/NACM) On July 21st, 2002.



- ≪≪ *Report of Case Management Subcommittee, A Case Management Model for Florida Family Courts*, updated May 31, 2002.
- ≪≪ *Offender Based Transaction System (OBTS) Criminal Justice Data Element Dictionary*, published by the Florida Department of Law Enforcement (FDLE), dated July 1997.
- ≪≪ *2001 Florida Statutes*, referenced at <http://www.leg.state.fl.us/Statutes>.
- ≪≪ *2001 Florida Rules of Court*, published by West Publishing Company (WESTLAW®)
- ≪≪ *Industry Standard Specifications for Interoperability Based on XML*, LegalXML data standards published by the Organization for the Advancement of Structured Information Standards (OASIS), and referenced at www.oasis-open.org.
- ≪≪ *Justice XML Data Dictionary Schemas*, (evolving standards) published by the Georgia Tech Research Institute (GTRI) and referenced at http://justicexml:justicegtri@justicexml.gtri.gatech.edu/jxdds/XML_Schemas.html.

2. Requirements

2.1 Functional Process Diagrams

Appendix A contains the final version of the functional process diagrams that were reviewed and agreed upon during the JAD sessions. The diagrams are grouped by court division. The functional process diagrams contain process blocks that are linked together by a simple numbering system. The diagrams are presented in a hierarchy from processes described at the most general level to the processes decomposed to the most detailed level. The processes include references to the Florida Statutes and court rules where applicable. Process diagrams are in the form of Visio drawings, and show inputs to and outputs from the processes. In cases where data comes from or goes to an external source, that source is indicated.



2.2 Functional Requirements

This section contains the final version of the textual requirements that were reviewed and agreed upon during the cumulative JAD sessions and other analysis that has been conducted. The text requirements reference the court division to which they apply:

- ☞☞ Criminal
- ☞☞ Civil
- ☞☞ Juvenile (Dependency and Delinquency)
- ☞☞ Probate
- ☞☞ Traffic
- ☞☞ Family
- ☞☞ Drug Court
- ☞☞ Jury & Witness

Each division is in a distinct section, and within each section the requirements are allocated to the processes for that division. The text requirements are allocated to the processes represented by the flow diagrams in appendix A. Some processes may have no requirements allocated to them, and others may have several allocated to the same process. The main processes are listed, regardless of whether or not any requirements have been allocated to it, for two reasons: 1) for completeness and comprehensiveness, and 2) because this is a living document, text requirements may be allocated to a process in a later edition of the document.

Several of the court divisions are a sub-division of a more general type of court. For example, the Traffic and Drug courts are more specific types of Criminal court, whereas Family and Juvenile Dependency courts are more specific types of Civil Court. In these cases, the requirements for the more general type of court division are repeated in the requirements for the more specific type of court division, using the same requirement number assigned for the more general type of court, and allocated to the process(es) of the more specific division.

2.2.1 Cross-Divisional Functional Requirements

This section contains requirements that are common across multiple or all divisions, and are common to many of the processes, especially if the process relates to an in-court event at which a judge or other judicial officer presides. Due to subtle differences in wording of the requirements agreed upon during the JAD sessions for the different divisions of the court, the wording of these common requirements have been standardized, and many of them mirror the criminal (CR), civil (CV), and domestic relations (DR) functional requirements standards published on the National Center for State Courts web site (<http://www.ncsc.dni.us/ncsc/ctp/htdocs/standards.htm>).

Cross-divisional requirements generally do not apply to a specific process within divisions, so they are not mapped accordingly; they are more accurately described as “on-demand” requirements, which are required to be in place at any time, regardless of the process being executed.



Req. #	Functional Area Functional Requirement Text
Case Initiation and Indexing	
001	Permit case look up and retrieval subfunctions by entering a specific defendant/case party and participant name, defendant/case party and participant role, and/or case filed date range, and then obtaining index information (such as each defendant/case party and participant name, date of birth, defendant/case party charges and/or role in case, and whether defendant/case party has an attorney; case type; case number, and other identifiers; alias(es); date filed; and cross reference to other defendant/case parties and participants in case (such as those persons named in case title or style) by selecting from a list of matching results.
002	Permit name search on various combinations of a specific individual's (i.e., defendant/case party and participants) name (e.g., full name, last name only, part of first or last name, etc.).
003	Extract, print, retrieve, or otherwise produce (with appropriate security restrictions), case index information sorted by the content of the various components of index (e.g., defendant/case party, case number, case status, citation number).
Docketing and Related Record Keeping Function	
004	Provide access to information originally entered during case initiation (e.g., case, person) and to information that supplements these initial entries from the case progress docket index (an index of summary information on the case events and documents). The case progress docket index contains such data elements as document/event identifier, document/event type (such as "motion" or "order", document/event title (such as "motion to dismiss" or "order denying motion to dismiss"), document filing or event date, document filing party. The relationship between multiple documents should also be shown if it was captured upon entry/filing; for example, the relationship between a claim and an answer to the claim should be shown.
005	Permit user to identify and retrieve electronic documents by identifying them on the case progress docket index (e.g., with icon adjacent to event such as motion for dismissal filed indicating that motion filed electronically) and easy display or printout of electronic document or scanned image (e.g., motion that was filed)
006	Produce information on special case processing requirements or orders (e.g., sealed case or document, suppressed indictment, custody status if fugitive).
007	Permit user to access information on multiple individuals associated with a case, such as personal demographics (including employment/student status, immigration status, special needs (religion, diet, language), and charge status including dismissals.
008	Permit user to access both current and historical information for each judge, attorney, prosecutor, victim, defendant, witness, or other participant that is or was associated with a case, with beginning and ending dates (or effective dates of association).
009	Produce information and relationships on multiple cases, judges, attorneys, prosecutors, victims, defendants/case parties, witnesses, and other participants (e.g., to view related cases when preparing to hear case, to view all cases involving particular defendant, to view multiple paternity cases filed against the same respondent by different petitioners, etc.)



Req. #	Functional Area Functional Requirement Text
010	Track and allow queries on the relationship of specific cases and the defendant/case party to criminal support units (for data such as bail, pre-trial services, pre-sentence investigation, adult probation), CJ agencies (such as law enforcement, prosecutor, public defender (defense attorney), corrections, and adult probation), and non-justice agencies such as social services.
011	Produce information on all, part, or summaries (i.e., “Views”) of docket(s) (e.g., events in case progress docket, defendant/case party or participants, charges for specific defendant, summaries of judgment information, case age) for specific case or group of cases and for life of case or specific date range in chronological or reverse chronological order.
012	Support user access to query and view electronically filed (e.g., directly from prosecutor’s and defense attorneys’ offices) pleadings and other documents.
013	Produce history of changes in judge assignment including those by challenges (e.g., preemptory challenge), showing present and former judges and reasons for change.
014	Produce history of attorney changes for a specific case or case party, with reasons for change.
015	Allow access to information to permit user to obtain audit trail of all charges (i.e., from arrest through life of case) for a given defendant/case party and case.
Schedule and Case Management	
016	Produce (including ability to reproduce, redisplay, or reprint) schedules for various individuals, events, hearing types, dates, and facilities upon user request (e.g., judges calendar by day).
017	Display attorneys who have cases with future court dates sorted by various criteria (e.g., law firm, defense attorney, prosecutor).
018	Produce information on scheduled events for case (e.g., next scheduled event, all scheduled events).
019	Include case age with any display of case status related to tracking conformance to statutorily mandated or locally defined time standards.
020	Display case conformance to time standards including reasons for non-conformance, if previously entered in the system.
021	Provide exception reporting when scheduled events and groups of events do not conform to statutorily and locally mandated time standards.
Ticklers & User Alerts	
022	Provide tickler capability to identify events coming due or overdue, periods about to expire or expired (e.g., bail forfeiture due), events of which user should be aware based on locally-defined needs (e.g., approaching maximum number of continuances, case inactive for excessive period pending completion of psychological evaluation or pre-sentence investigation).
023	Provide capability for users to define frequency with which system displays ticklers, alerts, and prompts.
024	Provide capability for users to define content and intrusiveness of ticklers, alerts, and prompts



Req. #	Functional Area Functional Requirement Text
025	Display lists of all events due on specific date or date range (sorted by date, event, or other user defined criteria).
026	Generate alert when displaying pending cases for which there is no scheduled next event.
027	Generate display of available slots on the judicial calendar.
	Document Processing
028	Provide electronic acknowledgment and notify appropriate individuals that filings, pleadings, and other documents received and accepted when document filed electronically.
029	Provide capability to print documents upon request, and in accordance with appropriate security and confidentiality restrictions.
030	Provide capability to distribute documents electronically (e.g., documents to be sent to process server) in accordance with state and local statutes, rules, or procedures and appropriate security restrictions.
031	Allow users to create and maintain files of output templates and standard text, including entire paragraphs, and use files to (1) create official court documents by inserting text into templates (e.g., judicial orders, with text and images of court seals and signatures) and (2) create other documents consisting of only text (e.g., brief progress reports on plea agreements).
032	Provide capability to retrieve case-related information (such as attorneys, parties, and participants; case number; case style) from various locations in the system and database for the purpose of merging into document templates.
033	Display status of documents sent or served (return of service or service of process information).
	Calendaring
034	Display calendars and incorporate calendar addenda specifically identifying calendar addendums -- based on scheduling information -- for each type of hearing (e.g., jury trial, non-jury trial, motion, preliminary, dismissal) or mixed hearings (e.g., motions and plea agreements) for specific periods (e.g., daily, weekly, monthly) and according to various criteria (e.g., judge, date, time, case type, case category, post-conviction activity such as violation of probation, and other elements of calendar profiles).
035	Display calendars individually (e.g., for a judge or courtroom) according to various criteria including date, judge, or courtroom.
036	Display summary calendar information (e.g., for use in courtroom giving case number, hearing type, case title or style, hearing date and time, judge, related events or individuals, and other essential information from calendar).
037	Display summary of upcoming hearings for given judge or in given courtroom over specific period (e.g., one week).
	Hearings
038	Provide capability to create and print (including ability to reprint) court orders resulting from hearings and other judicial proceedings in real-time.
039	Distribute court orders electronically to external (to the court) recipients and internally to be entered in docket, as necessary. <i>(Related to A)</i>



Req. #	Functional Area Functional Requirement Text
040	Send and receive materials to and from other units to assist in judicial functions (e.g., send pre-sentence information to pre-sentence investigation unit and receive results of investigation for use in sentencing, conviction information to adult probation unit and probation information from unit, contents of order for psychological evaluation to non-justice agencies and results of evaluation from non-justice agencies).
	Disposition
041	Display disposition, sentence for entire case and each charge.
042	Distribute disposition and disposition documents (judgment form, sentencing documents, custody forms) electronically to agencies external to court in accordance with state and local statutes, rules, or procedures (e.g., to law enforcement and corrections) and internally to be entered in docket.
043	Display disposition and sentence information that shows, for each case and defendant, original and subsequent charges and dispositions and sentences for each charge.
044	Display separate disposition and judgment, including original and subsequent judgments (e.g., containing amounts, modifications, and satisfactions) for each case and party.
	Case Closure
045	Display disposition and reason for closure (e.g., case disposed after jury or non-jury trial, guilty plea (e.g., by plea agreement), dismissal, bound over, transfer out to another jurisdiction, consolidation, nolo contendere, or bail forfeiture, alternative dispute resolution (ADR) such as mediation or arbitration, default, dismissal, withdrawal, settlement, transfer out to another jurisdiction, or consolidation)
	Accounting
046	Display existence of fee waivers or deferrals, and type of deferral.
047	Display information on payments of fees, fines, and related assessment.
048	Provide the capability to share information with state agencies to coordinate collection of court-ordered payments (e.g., to recover previously-waived fees, to initiate tax intercept).
	Audit Trail Management
049	Provide capability to display changes in case numbers (e.g., for cases transferred to general jurisdiction (i.e., Circuit) court), individual identifiers (e.g., across courts, criminal support units, CJ agencies, and non-justice agencies), and other identifiers.
050	Provide capability to display changes in modified or amended charges from point of arrest or initial filing through completion of sentence, while remaining linked to incident and case for disposition tracking purposes.
051	Provide capability to display changes in dismissed charges from point of arrest or initial filing through disposition while remaining linked to incident for disposition tracking purposes.
052	Provide capability to display pleas entered and their verdicts.
053	Provide capability to display information on sentence compliance and modifications.



Req. #	Functional Area Functional Requirement Text
054	Allow for multiple numbering and index systems required by different courts, criminal support units, CJ agencies, and non-justice agencies (e.g., state identification number (SID), personal identification number (PID), state and local criminal history numbers, family identification number).
055	Provide court and case index as part of individual identification information index for courts, criminal support units, CJ agencies, and non-justice agencies. (Court index is an index of all cases being managed by the court; case index is all components of a single case being managed by the court.)
056	Send warrants and other served documents (e.g., subpoenas), to appropriate agency with request for acknowledgement of receipt.
057	Receive, acknowledging receipt of, warrants and other served documents (e.g., subpoenas), from appropriate agencies.
058	Receive return of service on warrants and other served documents (e.g., subpoenas).
059	Notify appropriate agencies of expunged cases, sealed cases, and special case access information.
060	Send and receive all pertinent risk and need assessments between court, criminal support units, CJ agencies, and non-justice agencies.
061	Allow publishing of case, docket, court scheduling or calendaring information, disposition, sentence information to appropriate interested parties.
062	Allow query and display access to case, calendar, court minute, court order, sentence, and disposition information.
063	Allow display access to exhibit information (e.g., for disposal of exhibit).
064	Send information on court schedules, convictions, sentences (e.g., DHSMV notification of license suspension, tax information to IRS and department of revenue).
065	Receive special alert information from prosecution or confinement facility regarding defendant in-custody behavior.
066	Receive information on custody status from detention/corrections unit.
067	Receive information on sentence compliance and completion from detention/corrections unit.
068	Receive information on defendant who has completed detention or any programs administered by corrections.
069	Receive information on incarceration (e.g., beginning and ending dates) from detention/corrections unit.
070	Receive from detention/corrections unit notification of release from physical custody in advance of release (when planned) or upon instance of involuntary release (escape, death).
	File Archival and Destruction
071	Display reports showing cases where case file has been archived, destroyed, or transferred.
	Document Management
072	Provide access to search, retrieve, and display electronic and imaged documents.
073	Provide capability to toggle between views of several different documents.



Req. #	Functional Area Functional Requirement Text
	Exhibit Management
074	Provide access to lists of exhibits and other property according to case, participant, and other parameters.
	Statistical Reports
075	Provide access to statistical reports, such as case load (opened, pending, closed, reopened), closed cases by method of disposal (using SRS disposal categories), number of cases assigned per judge; case flow or aging reports (e.g., number pending for 30 days, for 60 days, for 90 days and whether waivers of time limits exist), case age at disposition (e.g., disposed within 60 days, within 120 days, within 180 days), number of pending cases at each proceeding stage (e.g., number of pending awaiting pre-trial conference, awaiting trial, no hearing scheduled), and average time intervals between proceeding stages (e.g., between initial filing and pre-trial conference); and workload statistics (e.g., changes in numbers and percentages of filings to dispositions, percentage changes in filings in successive reporting periods and successive years, percentage changes in manner of disposition).
	Management Reports
076	Provide access to management reports, providing information on cases (e.g., compliance with time standards defined by local best practices, rules of court, and state statutes; summary information on case parties, filings, and events; and detailed information on particular case aspects, such as no action within a user-specified time frame, no service of process within 120 days; warrants issued, served, and outstanding for more than a user-defined time frame) and sortable by various parameters.
077	Display Witness List, including witness identification, relation of witness to case party, witness address, witness birthdate.
078	Display closed cases with judgments ordered, and cases that are hung, inactive, or otherwise not disposed.
079	Display cases pending on defendant in other Florida counties, and other states.

2.2.2 Criminal Functional Requirements

The Criminal functional requirements include the cross-divisional requirements from section 2.2.1, plus the requirements specific to the criminal division, shown in the table below. The requirements are mapped to the criminal processes as documented in appendix A. The main process numbers are shown in the table – those numbers map to the process titles:

Process 1: Arrest & Intake Offender

Process 2: File Formal Charges

Process 3: Conduct Arraignment & Adjudication



Process 4: Sentence Offender & Monitor Post-Sentence

Process 5: Manage Post-Conviction Relief

Req. #	Functional Area Functional Requirement Text	Criminal Process				
		1	2	3	4	5
	Hearings					
080	Receive from external criminal support entities (Sheriff's Office, DOC) credit for time served or excludable for incorporation into sentence imposed for each combination of charge and defendant in accordance with state and local statutes, rules, or procedures (see Criminal Support Functions)				X	
081	Receive and display monetary penalties (e.g., fines, fees, restitution) based on sentence imposed for each combination of charge and defendant in accordance with state and local statutes, rules, or procedures.			X	X	
082	Receive and display non-monetary provisions (e.g., work program, restitution by services) based on sentence imposed for each combination of charge and defendant in accordance with state and local statutes, rules, or procedures.			X	X	
083	Receive and display the links between charges and penalties (including fine or restitution amounts).			X	X	
084	Receive and display other details of the sentence (e.g., whether consecutive or concurrent, conditions for probation) for each charge and defendant.			X	X	
085	Receive and display the probation term and expiration date of probation.			X	X	
	Disposition					
086	Display disposition and sentence for entire case and each charge.	X		X	X	
087	Distribute disposition and disposition documents (judgment form, sentencing documents, custody forms) electronically to agencies external to court in accordance with state and local statutes, rules, or procedures (e.g., to law enforcement and corrections) and internally, if necessary to be entered in docket.			X	X	
088	Display disposition and sentence information that shows, for each case and defendant, original and subsequent charges and dispositions and sentences for each charge.	X		X	X	
	Compliance (Sentence)					



Req. #	Functional Area Functional Requirement Text	Criminal Process				
		1	2	3	4	5
089	Distribute post-conviction documents (such as revocation of probation, reduction of sentence) electronically external to court in accordance with state and local statutes, rules, or procedures (e.g., to law enforcement and corrections) and internally to be entered in docket, as necessary.			X	X	
	Case Closure					
090	Receive and display information on defendants who have completed installment payments, probation or any programs administered by probation, detention or any programs administered by corrections, or other programs that would result in case closure under local and state rules.				X	
	Criminal Support Functions: Pre-Trial Services					
091	Send request for pre-trial services with associated case and defendant information for internal investigation.			X		
092	Receive and provide the capability to display results of research on defendant (prior arrests and convictions, aliases, duplicate identifiers) to docket and related individual records.		X	X	X	X
093	Receive and provide the capability to display information regarding non-compliance of pre-trial intervention/judicial diversion or supervision requirements.		X	X	X	
094	Receive and provide the capability to display conditions of release				X	
	Criminal Support Functions: Pre-Sentence Investigation					
095	Request/send information on adult referrals for pre-sentence investigation report.				X	
096	Receive pre-sentence information electronically and provide the capability to display contents of report (e.g., date ordered; date returned; results including intake assessment, mental health assessment, boot camp attendance; extension requests).				X	
	Criminal Support Functions: Criminal Justice Information Exchange (ICJIS Interfaces)					
097	Send all final disposition information to state criminal history repository.			X		
098	Receive and display booking, arrest, custody, bail information with individual identification information from law enforcement agency.	X	X	X		
099	Receive from law enforcement agency and display basic defendant identification information including that on foreign nationals and illegal aliens and enhanced identification information.	X	X	X	X	X
100	Receive data from prosecutor on initial complaint, indictment, or information.		X	X		
101	Receive from prosecutor witness and victim information.		X	X		



Req. #	Functional Area Functional Requirement Text	Criminal Process				
		1	2	3	4	5
102	Provide access to list of eligible public defenders (attorneys) that could be selected for criminal defense assignment by judge.			X		
103	Receive summary probation information from adult/juvenile probation unit (e.g., content of probation order including terms and conditions; type of probation program such as work program, home arrest, jail and work release, alcohol and drug program; level of supervision; status of probation such as suspended, reinstated, extended, revoked; progress of probation; history of probation) sufficient for court review of each defendant ordered to probation.			X	X	
104	Allow view access to account information involving an individual on probation.			X	X	
105	Receive violation of probation information from adult/juvenile probation unit.	X	X	X	X	
106	Receive from adult/juvenile probation unit information on defendant who has completed probation (e.g., fine paid, restitution paid or completed).				X	
107	Send schedule for court appearances to detention facility for inmate transportation scheduling.			X	X	
108	Exchange data with detention/corrections facility regarding all conditions of, and changes to custody of defendant.				X	
109	Send to detention/corrections facility all special court orders regarding conditions of confinement (e.g., medical, psychological counseling).				X	
	Management Reports					
110	Display report of Motions for Post-conviction Relief.					X
111	Display report of defendants in custody (defendant name, identifiers, reason in custody, and length of time in custody).			X	X	
112	Display report of pending incarceration transfer orders.			X	X	
113	Display report of outstanding writs of ad prosequendam, and ad testificandum.			X		
114	Display report of those awaiting extradition or challenging extradition.		X	X		
115	Display report of pending mandates from Appellate Courts.			X		
116	Display report of percentage of people who missed (failed to appear at) their arraignment.			X		
117	Display report of length of time defendant has been in jail on the offense being heard (usually awaiting initial hearing).			X		
118	If defendant was taken into custody, display the reason why the person is not in jail at the time of bail hearing.	X		X		
119	Display prior sentence on previous offenses.			X	X	



2.2.3 Civil Functional Requirements

The Civil functional requirements include the cross-divisional requirements from section 2.2.1, plus the requirements specific to the civil division, shown in the table below. The requirements are mapped to the civil processes as documented in appendix A. The main process numbers are shown in the table – those numbers map to the process titles:

Process 1: File Claim, Discovery

Process 2: Manage Small Claims Case

Process 3: Evaluate Petition for Extraordinary Writ & Review

Process 4: Manage County/Circuit Civil Case

Process 5: Manage Appeal

Process 6: Dispose/Close Case

Process 7: Manage Jimmy Ryce Case

Req. #	Functional Area Functional Requirement	Civil Process						
		1	2	3	4	5	6	7
	Case Header/Style							
120	Accommodate the query and display of parties and participants as individuals (e.g., Ann Smith) or organizations (e.g., Acme Asbestos Company) with primary contact person associated with an organization.		X	X	X	X	X	
	Information Relationships							
121	Display information and relationships on multiple cases, judges, attorneys, and parties (e.g., cases related only by the fact that it is the same action having a prior filing).		X	X	X	X		X
	Disposition							
122	Display disposition type (i.e., type of judgment) including those involving entire cases, individual parties, parcels in real property rights cases, and cross complaints.		X	X	X	X	X	X
123	Distribute disposition and post-judgment documents noted above electronically external to court and internally to be entered in docket.						X	
124	Allow for multiple judgments in cases involving multiple parties.						X	



Req. #	Functional Area Functional Requirement	Civil Process						
		1	2	3	4	5	6	7
	Execution of Judgment							
125	Display requests for execution of judgments.		X		X		X	
126	Display objections to execution of judgment.		X		X		X	
127	Display fully, partially, and nonsatisfied executions.		X		X		X	
	Management Reports							
128	Display report of no action on small claims case for six months.		X					
129	Display report of no action on regular County/Circuit civil case for one year.				X			
130	Report of no service of process within 120 days on County/Circuit civil cases.				X			

2.2.4 Juvenile (Dependency and Delinquency) Functional Requirements

2.2.4.1 Juvenile Dependency Functional Requirements

The Juvenile Dependency functional requirements include the cross-divisional requirements from section 2.2.1, the civil functional requirements from section 2.2.3, plus the requirements specific to the juvenile dependency division, shown in the table below. The requirements are mapped to the juvenile dependency processes as documented in appendix A. The main process numbers are shown in the table – those numbers map to the process titles:

Process 1: Conduct Pre-Hearing Investigation

Process 2: Determine Custody/Shelter

Process 3: Prepare Dependency Petition/Conduct Filing Hearing

Process 4: Conduct Arraignment & Pre-Disposition Hearings

Process 5: Conduct Disposition and Judicial Reviews

Req. #	Functional Area Functional Requirement	Dependency Process				
		1	2	3	4	5
	Case Initiation/Indexing					
160	Provide to the judge/case manager the ability to group/view/manage cases by case complexity or “track”, such as tracks I-IV as assigned based on increasing levels of complexity from simple to very complex.	X	X	X		



Req. #	Functional Area Functional Requirement	Dependency Process				
		1	2	3	4	5
	Case Header/Style					
120	Accommodate the query and display of parties and participants as individuals (e.g., Ann Smith) or organizations (e.g., Acme Asbestos Company) with primary contact person associated with an organization.			X	X	X
	Information Relationships					
121	Display information and relationships on multiple cases, judges, attorneys, and parties (e.g., cases related only by the fact that it is the same action having a prior filing).	X	X	X	X	X
	Disposition					
122	Display disposition type (i.e., type of judgment) including those involving entire cases, individual parties, parcels in real property rights cases, and cross complaints.				X	X
123	Distribute disposition and post-judgment documents noted above electronically external to court and internally to be entered in docket.				X	X
124	Allow for multiple judgments in cases involving multiple parties.	X	X	X	X	X
	Execution of Judgment					
125	Display requests for execution of judgments.	X			X	X
126	Display objections to execution of judgment.	X			X	X
127	Display fully, partially, and nonsatisfied executions.	X			X	X
	Management Reports					
129	Display report of no action on regular County/Circuit civil case for one year.	X	X	X	X	X
130	Report of no service of process within 120 days on County/Circuit civil cases.	X	X	X	X	X
	Information Relationships					
131	Display reports on relationship of specific cases and parties to one or more domestic relations service providers, child support agencies, child welfare agencies, other governmental agencies, (including referral information such as requester, type of referral (e.g., court ordered or petition), reasons for referral, date of referral and subsequent report, noncompliance information, funds involved), and other participants.	X	X	X	X	X
	Ticklers & User Alerts					



Req. #	Functional Area Functional Requirement	Dependency Process				
		1	2	3	4	5
132	Display report that lists all events due on specific date or date range sorted by date, event, or other criteria (e.g., termination of support on approaching birthday when child becomes an adult, and special conditions that nullify termination, such as person being physically handicapped).				X	X
133	Display report of custody and visitation decisions.	X	X	X	X	X
134	Display report of Title IV-D qualifiers.	X	X	X		

2.2.4.2 Juvenile Delinquency Processes

The Juvenile Delinquency functional requirements include the cross-divisional requirements from section 2.2.1, the Criminal functional requirements from section 2.2.2, plus the requirements specific to the juvenile delinquency division shown in the table below. The requirements are mapped to the juvenile delinquency processes as documented in appendix A. The main process numbers are shown in the table – those numbers map to the process titles:

Process 1: (Placeholder – Process flow diagram was revised during JAD session and process 1 was converted to non-numbered decision block.)

Process 2: Determine Custody/Detention

Process 3: Conduct Arraignment

Process 4: Manage Juvenile Diversion/PTI

Process 5: Manage Juvenile Delinquency Case

Req. #	Functional Area Functional Requirement	Delinquency Process				
		1	2	3	4	5
	Hearings					
080	Receive from external criminal support entities (Sheriff's Office, DJJ) credit for detention time served or excludable for incorporation into sentence imposed for each combination of charge and defendant/juvenile in accordance with state and local statutes, rules, or procedures (see Criminal Support Functions)					X
081	Receive and display monetary penalties (e.g., fines, fees, restitution) based on sentence imposed for each combination of charge and defendant/juvenile in accordance with state and local statutes, rules, or procedures.			X		X



Req. #	Functional Area Functional Requirement	Delinquency Process				
		1	2	3	4	5
082	Receive and display non-monetary provisions (e.g., work program, restitution by services) based on sentence imposed for each combination of charge and defendant/juvenile in accordance with state and local statutes, rules, or procedures.			X		X
083	Receive and display the links between charges and penalties (including fine or restitution amounts).			X		X
084	Receive and display other details of the sentence (e.g., whether consecutive or concurrent, conditions for probation) for each charge and defendant/juvenile.			X		X
085	Receive and display the probation term and expiration date of probation.			X		X
	Disposition					
086	Display disposition and sentence for entire case and each charge.		X	X		X
087	Distribute disposition and disposition documents (judgment form, sentencing documents, custody forms) electronically to agencies external to court in accordance with state and local statutes, rules, or procedures (e.g., to law enforcement and corrections) and internally, if necessary to be entered in docket.			X		X
088	Display disposition and sentence information that shows, for each case and defendant/juvenile, original and subsequent charges and dispositions and sentences for each charge.		X	X		X
	Compliance (Sentence)					
089	Distribute post-disposition documents (such as revocation of probation, reduction of sentence) electronically external to court in accordance with state and local statutes, rules, or procedures (e.g., to law enforcement and corrections) and internally to be entered in docket, as necessary.			X		X
	Case Closure					
090	Receive and display information on juveniles who have completed installment payments, probation or any programs administered by probation, detention, community supervision, or any programs administered by corrections, or other programs that would result in case closure under local and state rules.					X
	Criminal Support Functions: Diversion/Pre-Trial Services					
091	Send request for pre-trial services with associated case and defendant/juvenile information for internal investigation.			X		



Req. #	Functional Area Functional Requirement	Delinquency Process				
		1	2	3	4	5
092	Receive and provide the capability to display results of research on defendant/juvenile (prior arrests and convictions, aliases, duplicate identifiers) to docket and related individual records.		X	X	X	X
093	Receive and provide the capability to display information regarding non-compliance of pre-trial intervention/judicial diversion or supervision requirements.		X	X	X	X
094	Receive and provide the capability to display conditions of release.				X	X
	Criminal Support Functions: Pre-Sentence Investigation					
135	Request/send information on juvenile referrals for pre-disposition report and risk assessment investigation (RAI) report. <Related to requirement #095, but this is specific to juveniles.>					X
136	Receive pre-disposition information electronically and provide the capability to display contents of report (e.g., date ordered; date returned; results including intake assessment, mental health assessment, boot camp attendance; extension requests). <Related to requirement #096, but this is specific to juveniles.>					X
	Criminal Support Functions: Criminal Justice Information Exchange (ICJIS Interfaces)					
097	Send all final disposition information to state criminal history repository.					X
137	Receive and display detention screening, arrest, home/secure detention, risk assessment information with individual identification information from law enforcement agency (DJJ) and juvenile assessment center (JAC). <Related to requirement #098, but this is specific to juveniles.>		X	X	X	
099	Receive from law enforcement agency and display basic defendant/juvenile identification information including that on foreign nationals and illegal aliens and enhanced identification information.		X	X	X	X
100	Receive data from prosecutor on initial complaint, indictment, or information.		X	X		
101	Receive from prosecutor witness and victim information.		X	X		
102	Provide access to list of eligible public defenders (attorneys) that could be selected for criminal defense assignment by judge.		X	X		



Req. #	Functional Area Functional Requirement	Delinquency Process				
		1	2	3	4	5
103	Receive summary probation information from adult/juvenile probation unit (e.g., content of probation order including terms and conditions; type of probation program such as work program, home arrest, detention and community control, alcohol and drug program; level of supervision; status of probation such as suspended, reinstated, extended, revoked; progress of probation; history of probation) sufficient for court review of each defendant/juvenile ordered to probation.		X			X
104	Allow view access to account information involving an individual on probation.		X			X
105	Receive violation of probation information from adult/juvenile probation unit.		X			X
106	Receive from adult/juvenile probation unit information on juvenile who has completed probation (e.g., fine paid, restitution paid or completed).			X		X
107	Send schedule for court appearances to detention facility for inmate/juvenile transportation scheduling.			X		X
108	Exchange data with detention/corrections facility regarding all conditions of, and changes to custody of inmate/juvenile.					X
109	Send to detention/corrections facility all special court orders regarding conditions of confinement (e.g., medical, psychological counseling).					X
	Management Reports					
111	Display report of defendants/juveniles in custody (defendant/juvenile's name, identifiers, reason in custody, and length of time in custody).			X		X
112	Display report of pending incarceration/detention transfer orders.			X		X
113	Display report of outstanding writs of ad prosequendam, and ad testificandum.			X		
114	Display report of those awaiting extradition or challenging extradition.			X		X
115	Display report of pending mandates from Appellate Courts.			X		X
116	Display report of percentage of people who missed (failed to appear at) their arraignment.			X		
117	Display report of length of time defendant/juvenile has been in jail/detention on the offense being heard (usually awaiting initial hearing).			X		



Req. #	Functional Area Functional Requirement	Delinquency Process				
		1	2	3	4	5
118	If juvenile was taken into custody, display the reason why the person is not in jail/detention at the time of bail/detention hearing.		X	X		
119	Display prior sentence on previous offenses.			X		X
138	Display Detention Population List including information such as offender's name, offender's identifier, booking date, detainer bond, custody location.		X	X		
139	Display Commitment Population List including information such as offender's name, offender's identifier, booking date, detainer bond, custody location, commitment level, placement date, projected release date.		X	X		
140	Display Outstanding Pre-Dispositions Report, showing person identifying data, date PDR ordered, date PDR completed, Judge ordering PDR.					X
141	Display Probation Termination Report, including offender identifying data, date request for termination sent to judge, date of termination of probation.				X	X
142	Send and receive materials to and from other units to assist in judicial functions (Department of Education (DOE) school records; Juvenile Assessment Center (JAC) information to include digital photo); Pre-Disposition Report; Department of Children and Families (DCF) Mental Health Evaluation Report, Incompetency Evaluation Report)		X	X	X	X

2.2.5 Probate Functional Requirements

Probate requirements are contained in a separate document, "*Functional Requirements Document – Probate, Guardianship, and Mental/Medical Health*".

2.2.6 Traffic Functional Requirements

The Traffic functional requirements include the cross-divisional requirements from section 2.2.1, the Criminal functional requirements from section 2.2.2, plus the requirements specific to the traffic division as shown in the table below. The requirements are mapped to the traffic processes documented in appendix A. The Criminal functional requirements from section 2.2.2 map to process number 3, and are not shown here since they all map to the same main process. The main process numbers are shown in the table – the numbers map to the process titles:

Process 1: UTC Intake & Administration (Clerk)



Process 2: Manage Civil Traffic Infractions

Process 3: Manage Criminal Traffic Violations

Process 4: Generate Traffic Case Management Reports

Req. #	Functional Area Functional Requirement	Traffic Process			
		1	2	3	4
	Hearings				
081	Receive and display monetary penalties (e.g., fines, fees, restitution) based on sentence imposed for each combination of charge and defendant in accordance with state and local statutes, rules, or procedures.		X	X	
082	Receive and display non-monetary provisions (e.g., work program, restitution by services) based on sentence imposed for each combination of charge and defendant in accordance with state and local statutes, rules, or procedures.		X	X	
083	Receive and display the links between charges and penalties (including fine or restitution amounts).		X	X	
084	Receive and display other details of the sentence (e.g., whether consecutive or concurrent, conditions for probation) for each charge and defendant.		X	X	
085	Receive and display the probation term and expiration date of probation.		X	X	
	Disposition				
086	Display disposition and sentence for entire case and each charge.		X	X	
087	Distribute disposition and disposition documents (judgment form, sentencing documents, custody forms) electronically to agencies external to court in accordance with state and local statutes, rules, or procedures (e.g., to DHSMV, law enforcement and corrections) and internally, if necessary to be entered in docket.		X	X	
088	Display disposition and sentence information that shows, for each case and defendant, original and subsequent charges and dispositions and sentences for each charge.		X	X	
	Compliance (Sentence)				
089	Distribute post-conviction documents (such as revocation of probation, reduction of sentence) electronically external to court in accordance with state and local statutes, rules, or procedures (e.g., to law enforcement and corrections) and internally to be entered in docket, as necessary.		X	X	
	Case Closure				



Req. #	Functional Area Functional Requirement	Traffic Process			
		1	2	3	4
090	Receive and display information on defendants who have completed installment payments, probation or any programs administered by probation, detention or any programs administered by corrections, or other programs that would result in case closure under local and state rules.		X	X	
	Criminal Support Functions: Pre-Trial Services				
091	Send request for pre-trial services with associated case and defendant information for internal investigation.			X	
092	Receive and provide the capability to display results of research on defendant (prior arrests and convictions, aliases, duplicate identifiers) to docket and related individual records.		X	X	
093	Receive and provide the capability to display information regarding non-compliance of pre-trial intervention/judicial diversion or supervision requirements.		X	X	
094	Receive and provide the capability to display conditions of release			X	
	Criminal Support Functions: Pre-Sentence Investigation				
095	Request/send information on adult referrals for pre-sentence investigation report.			X	
096	Receive pre-sentence information electronically and provide the capability to display contents of report (e.g., date ordered; date returned; results including intake assessment, mental health assessment, boot camp attendance; extension requests).			X	
	Criminal Support Functions: Criminal Justice Information Exchange (ICJIS Interfaces)				
097	Send all final disposition information to state criminal history repository and DHSMV.		X	X	
098	Receive and display booking, arrest, custody, bail information with individual identification information from law enforcement agency.			X	
099	Receive from law enforcement agency and display basic defendant identification information including that on foreign nationals and illegal aliens and enhanced identification information.			X	
100	Receive data from prosecutor on initial complaint, indictment, or information.			X	
101	Receive from prosecutor witness and victim information.			X	
102	Provide access to list of eligible public defenders (attorneys) that could be selected for criminal defense assignment by judge.			X	
	Management Reports				
116	Display report of percentage of people who missed (failed to appear at) their arraignment.		X	X	
117	Display report of length of time defendant has been in jail on the offense being heard (usually awaiting initial hearing).			X	



Req. #	Functional Area Functional Requirement	Traffic Process			
		1	2	3	4
118	If defendant was taken into custody, display the reason why the person is not in jail at the time of bail hearing.			X	
119	Display prior sentence on previous offenses.		X	X	
143	Listing of all civil infractions for defendant (civil infractions related to traffic, wildlife, hunting, fishing, marine patrol, tobacco, and parking – essentially any violation that may have an impact on driver’s license and tag renewal through DHSMV)				X
144	Listing of pending tickets for defendant				X
145	Listing of defendants with unpaid fines, aging and collection reports				X
146	Accident/crash report is privileged information that some judges would like to review in those cases where the statutory prohibition is waived.				X
147	Access to a database of commercially-licensed drivers.				X

2.2.7 Family Functional Requirements

Due to the fact that the drawings used for the Family Court functional process flows were in a different format using different conventions, only the judge-oriented functions are shown below for the purposes of allocating functional requirements.

2.2.7.1 Domestic Relations Processes

The Domestic Relations functional requirements include the cross-divisional requirements from section 2.2.1, the Civil functional requirements from section 2.2.3, plus the requirements specific to the domestic relations division as shown in the table below. The requirements are mapped to the domestic relations processes documented in appendix A. The judicial processes are shown in the table – the numbers map to the process titles:

Process 1: Case Review (within 30 days of filing)

Process 2: Case Management Conference (60-75 days from filing)

Process 3: Conduct Motion Hearing

Process 4: Conduct Case Management Conference (45-65 days from initial case management conference)

Process 5: Conduct Final Hearing



Req. #	Functional Area Functional Requirement	Domestic Relations Process				
		1	2	3	4	5
	Case Initiation/Indexing					
160	Provide to the judge/case manager the ability to group/view/manage cases by case complexity or “track”, such as tracks I-IV as assigned based on increasing levels of complexity from simple to very complex.	X	X	X	X	X
	Case Header/Style					
120	Accommodate the query and display of parties and participants as individuals (e.g., Ann Smith) or organizations (e.g., Acme Asbestos Company) with primary contact person associated with an organization.	X	X	X	X	X
	Disposition					
122	Display disposition type (i.e., type of judgment) including those involving entire cases, individual parties, parcels in real property rights cases, and cross complaints.	X	X	X	X	X
123	Distribute disposition and post-judgment documents noted above electronically external to court and internally to be entered in docket.	X	X	X	X	X
124	Allow for multiple judgments in cases involving multiple parties.	X	X	X	X	X
	Execution of Judgment					
125	Display requests for execution of judgments.		X	X	X	X
126	Display objections to execution of judgment.		X	X	X	X
127	Display fully, partially, and nonsatisfied executions.	X	X	X	X	X
	Information Relationships					
121	Display information and relationships on multiple cases, judges, attorneys, and parties (e.g., cases related only by the fact that it is the same action having a prior filing).	X	X	X	X	X
148	Display reports on relationship of specific cases and parties to one or more domestic relations service providers, child support agencies, child welfare agencies, other governmental agencies (including referral information such as requester, type of referral (e.g., court ordered or petition), reason for referral, date of referral and subsequent report, noncompliance information, funds involved) and other participants.	X	X	X	X	X
	Case Account Management					
149	Display case accounting information, specifically garnishments, and payments from litigants subsequent to judgments.	X	X	X	X	X
	Management Reports					
129	Display report of no action on regular County/Circuit civil case for one year.	X				



Req. #	Functional Area Functional Requirement	Domestic Relations Process				
		1	2	3	4	5
130	Report of no service of process within 120 days on County/Circuit civil cases.		X	X	X	X
133	Display report of custody and visitation decisions.	X	X	X	X	X
134	Display report of Title IV-D qualifiers.	X				
150	Display report of executions and garnishments.	X		X	X	X
151	Display report of court orders issued by type of order and case.	X	X	X	X	X
152	Display report of information on dissolution cases, especially those involving minors.	X	X	X	X	X
153	Display report of personal histories, such as marriages and divorces, domestic problems, child abuse, restraining orders, number of filings against case parties, age brackets, economic status demographics	X	X	X	X	X
154	Display report of domestic relations service providers and related institutions, including current and historical information by organization or case on domestic relations service providers, child support agencies, child welfare agencies, other governmental agencies, and related institutions.	X	X	X	X	

2.2.7.2 Domestic Violence, Repeat Violence, & Date Violence Processes

The Domestic Violence functional requirements include the cross-divisional requirements from section 2.2.1, the Civil functional requirements from section 2.2.3, plus the requirements specific to the domestic violence division as shown in the table below. The requirements are mapped to the domestic violence processes documented in appendix A. The judicial processes are shown in the table – the numbers map to the process titles:

Process 1: Conduct Ex Parte Review of Petition

Process 2: Conduct Evidentiary Hearing (within 15 days)

Process 3: Conduct Disposition Hearing

Req. #	Functional Area Functional Requirement	Domestic Violence Process		
		1	2	3
	Case Initiation/Indexing			
160	Provide to the judge/case manager the ability to group/view/manage cases by case complexity or “track”, such as tracks I-IV as assigned based on increasing levels of complexity from simple to very complex.	X	X	X



Req. #	Functional Area Functional Requirement	Domestic Violence Process		
		1	2	3
	Case Header/Style			
120	Accommodate the query and display of parties and participants as individuals (e.g., Ann Smith) or organizations (e.g., Acme Asbestos Company) with primary contact person associated with an organization.	X	X	X
	Disposition			
122	Display disposition type (i.e., type of judgment) including those involving entire cases, individual parties, parcels in real property rights cases, and cross complaints.	X	X	X
123	Distribute disposition and post-judgment documents noted above electronically external to court and internally to be entered in docket.			X
124	Allow for multiple judgments in cases involving multiple parties.	X	X	X
	Execution of Judgment			
125	Display requests for execution of judgments.		X	X
126	Display objections to execution of judgment.		X	X
127	Display fully, partially, and nonsatisfied executions.	X	X	X
	Information Relationships			
121	Display information and relationships on multiple cases, judges, attorneys, and parties (e.g., cases related only by the fact that it is the same action having a prior filing).	X	X	X
148	Display reports on relationship of specific cases and parties to one or more domestic relations service providers, child support agencies, child welfare agencies, other governmental agencies (including referral information such as requester, type of referral (e.g., court ordered or petition), reason for referral, date of referral and subsequent report, noncompliance information, funds involved) and other participants.	X	X	X
	Case Account Management			
149	Display case accounting information, specifically garnishments, and payments from litigants subsequent to judgments.	X	X	X
	Management Reports			
129	Display report of no action on regular County/Circuit civil case for one year.	X		
130	Report of no service of process within 120 days on County/Circuit civil cases.		X	X
133	Display report of custody and visitation decisions.	X	X	X
134	Display report of Title IV-D qualifiers.	X		
150	Display report of executions and garnishments.	X	X	X
151	Display report of court orders issued by type of order and case.	X	X	X
152	Display report of information on dissolution cases, especially those involving minors.	X	X	X



Req. #	Functional Area Functional Requirement	Domestic Violence Process		
		1	2	3
153	Display report of personal histories, such as marriages and divorces, domestic problems, child abuse, restraining orders, number of filings against case parties, age brackets, economic status demographics	X	X	X
154	Display report of domestic relations service providers and related institutions, including current and historical information by organization or case on domestic relations service providers, child support agencies, child welfare agencies, other governmental agencies, and related institutions.	X	X	X
155	Display report on those case persons who may be a security risk, such as those who may pose a problem due to contempt of court, multiple restraining orders, repeat offenders) by criteria such as case category, court-ordered service or remedy, and program provider.	X	X	X

2.2.8 Drug Court Functional Requirements

The Drug Court functional requirements include all the cross-divisional requirements, plus some of the criminal functional requirements from section 2.2.2, and some of the juvenile delinquency requirements from section 2.2.4.2. The functional requirements specific to Drug Court that are not included in the cross-divisional, criminal, or juvenile delinquency requirements pertain to reports.

2.2.8.1 Drug Court Processes

Process 1: Manage Adult Diversion Program

Process 2: Manage Post-Adjudication Drug Case

Process 3: Manage Juvenile Drug Case

Req. #	Functional Area Functional Requirement	Drug Court Process		
		1	2	3
	Hearings			
080	Receive from external criminal support entities (Sheriff's Office, DJJ) credit for detention time served or excludable for incorporation into sentence imposed for each combination of charge and defendant/juvenile in accordance with state and local statutes, rules, or procedures (see Criminal Support Functions)		X	X



Req. #	Functional Area Functional Requirement	Drug Court Process		
		1	2	3
081	Receive and display monetary penalties (e.g., fines, fees, restitution) based on sentence imposed for each combination of charge and defendant/juvenile in accordance with state and local statutes, rules, or procedures.		X	X
082	Receive and display non-monetary provisions (e.g., work program, restitution by services) based on sentence imposed for each combination of charge and defendant/juvenile in accordance with state and local statutes, rules, or procedures.	X	X	X
083	Receive and display the links between charges and penalties (including fine or restitution amounts).	X	X	X
084	Receive and display other details of the sentence (e.g., whether consecutive or concurrent, conditions for probation) for each charge and defendant/juvenile.		X	X
085	Receive and display the probation term and expiration date of probation.		X	X
	Disposition			
086	Display disposition and sentence for entire case and each charge.	X	X	X
087	Distribute disposition and disposition documents (judgment form, sentencing documents, custody forms) electronically to agencies external to court in accordance with state and local statutes, rules, or procedures (e.g., to law enforcement and corrections) and internally, if necessary to be entered in docket.	X	X	X
088	Display disposition and sentence information that shows, for each case and defendant/juvenile, original and subsequent charges and dispositions and sentences for each charge.	X	X	X
	Compliance (Sentence)			
089	Distribute post-disposition documents (such as revocation of probation, reduction of sentence) electronically external to court in accordance with state and local statutes, rules, or procedures (e.g., to law enforcement and corrections) and internally to be entered in docket, as necessary.	X	X	X
	Case Closure			
090	Receive and display information on juveniles who have completed installment payments, probation or any programs administered by probation, detention, community supervision, or any programs administered by corrections, or other programs that would result in case closure under local and state rules.	X	X	X
	Criminal Support Functions: Diversion/Pre-Trial Services			
091	Send request for pre-trial services with associated case and defendant/juvenile information for internal investigation.	X		X



Req. #	Functional Area Functional Requirement	Drug Court Process		
		1	2	3
092	Receive and provide the capability to display results of research on defendant/juvenile (prior arrests and convictions, aliases, duplicate identifiers) to docket and related individual records.	X		X
093	Receive and provide the capability to display information regarding non-compliance of pre-trial intervention/judicial diversion or supervision requirements.	X		X
094	Receive and provide the capability to display conditions of release.	X		X
	Criminal Support Functions: Pre-Sentence Investigation			
095	Request/send information on adult referrals for pre-sentence investigation report.			X
096	Receive pre-sentence information electronically and provide the capability to display contents of report (e.g., date ordered; date returned; results including intake assessment, mental health assessment, boot camp attendance; extension requests).			X
135	Request/send information on juvenile referrals for pre-disposition report and risk assessment investigation (RAI) report. <i><Related to requirement #095, but this is specific to juveniles.></i>		X	
136	Receive pre-disposition information electronically and provide the capability to display contents of report (e.g., date ordered; date returned; results including intake assessment, mental health assessment, boot camp attendance; extension requests). <i><Related to requirement #096, but this is specific to juveniles.></i>		X	
	Criminal Support Functions: Criminal Justice Information Exchange (ICJIS Interfaces)			
097	Send all final disposition information to state criminal history repository.	X	X	X
098	Receive and display booking, arrest, custody, bail information with individual identification information from law enforcement agency.	X	X	X
099	Receive from law enforcement agency and display basic defendant identification information including that on foreign nationals and illegal aliens and enhanced identification information.	X	X	X
100	Receive data from prosecutor on initial complaint, indictment, or information.	X	X	X
101	Receive from prosecutor witness and victim information.	X	X	X
102	Provide access to list of eligible public defenders (attorneys) that could be selected for criminal defense assignment by judge.	X	X	X



Req. #	Functional Area Functional Requirement	Drug Court Process		
		1	2	3
103	Receive summary probation information from adult/juvenile probation unit (e.g., content of probation order including terms and conditions; type of probation program such as work program, home arrest, jail and work release, alcohol and drug program; level of supervision; status of probation such as suspended, reinstated, extended, revoked; progress of probation; history of probation) sufficient for court review of each defendant ordered to probation.		X	X
104	Allow view access to account information involving an individual on probation.		X	X
105	Receive violation of probation information from adult/juvenile probation unit.		X	X
106	Receive from adult/juvenile probation unit information on defendant who has completed probation (e.g., fine paid, restitution paid or completed).		X	X
107	Send schedule for court appearances to detention facility for inmate transportation scheduling.		X	X
108	Exchange data with detention/corrections facility regarding all conditions of, and changes to custody of defendant.		X	X
109	Send to detention/corrections facility all special court orders regarding conditions of confinement (e.g., medical, psychological counseling).		X	X
	Management and Statistical Reports			
111	Display report of defendants/juveniles in custody (defendant/juvenile's name, identifiers, reason in custody, and length of time in custody).		X	X
112	Display report of pending incarceration/detention transfer orders.		X	X
113	Display report of outstanding writs of ad prosequendam, and ad testificandum.		X	X
114	Display report of those awaiting extradition or challenging extradition.		X	X
115	Display report of pending mandates from Appellate Courts.		X	X
116	Display report of percentage of people who missed (failed to appear at) their arraignment.		X	X
117	Display report of length of time defendant/juvenile has been in jail/detention on the offense being heard (usually awaiting initial hearing).		X	X
118	If juvenile was taken into custody, display the reason why the person is not in jail/detention at the time of bail/detention hearing.		X	X
119	Display prior sentence on previous offenses.		X	X
156	Number of offenders referred to drug court.	X	X	X
157	Number of offenders successful in completing drug court requirements.	X	X	X



Req. #	Functional Area Functional Requirement	Drug Court Process		
		1	2	3
158	Number of offenders unsuccessful in completing drug court requirements.	X	X	X

2.2.9 Jury & Witness Functional Requirements

There were very few functional requirements for the Jury and Witness Management processes. Judges require the information from the juror questionnaires, which they want to standardize on the juror summons, (Process 3); and return of service information on the summons (Processes 2 and 3). For witnesses, the judges simply need to know the demographic information on the witnesses, and return of service information on the witness subpoena (Process 2). Except for the juror questionnaire information, all these requirements are included in the cross-divisional requirements.

2.2.9.1 Jury Management Processes

Process 1: Produce Pool of Eligible Jurors

Process 2: Select Jury Venire

Process 3: Conduct Voir Dire

Process 4: Pay Jurors

Process 5: Prepare OSCA Reports

Req. #	Functional Area Functional Requirement	Jury Management Process				
		1	2	3	4	5
	Juror Information					
007	Permit user to access information on multiple individuals associated with a case, such as personal demographics (including employment/student status, immigration status, special needs (religion, diet, language), and charge status including dismissals.			X		
033	Display status of documents sent or served (return of service or service of process information).		X	X		
159	Display juror questionnaire information and responses.			X		

2.2.9.2 Witness Management Processes



Process 1: Subpoena Witness

Process 2: Witness Appears

Process 3: Pay Witness

Process 4: Prepare OSCA Reports

Req. #	Functional Area Functional Requirement	Witness Management Process			
		1	2	3	4
	Witness Information				
007	Permit user to access information on multiple individuals associated with a case, such as personal demographics (including employment/student status, immigration status, special needs (religion, diet, language), and charge status including dismissals.		X		
033	Display status of documents sent or served (return of service or service of process information).		X		

2.3 Data Requirements

The data objects across all court divisions are documented in appendix B, and are cross-referenced to the division(s) the data supports. The data elements are documented at the level of a conceptual data model, where the technical details of how the data is stored are not explicitly defined. These data objects and elements will be analyzed in conjunction with the more specific data dictionaries that were collected, which will result in the data elements and standards document that will be delivered in the second phase of this project. The goal is to eventually standardize the data objects/elements in accordance with the Justice XML and Legal XML standards approved by the W3C standards body.

3. Other Operational Considerations

This section documents items of particular interest that are not process, functional, or data requirements, but may impact the efficient operation of the judiciary, and are relevant to the definition of standards to be performed in future phases of the project. Considerations include input from the JAD session participants, especially the information related to current processes and the bottlenecks or trouble spots inherent in them. Participants' suggestions or recommendations for improved efficiency are recorded in this section.



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
1	Current FDLE records check process not effective. Ad hoc real-time FDLE records check to eliminate felons from juror lists prior to the summons process could be very effective if the FCIC system could accommodate higher volumes of juror record search requests. It was observed by a representative from the State Attorney's Office that FDLE's system can become overloaded under the current volume of requests, and would probably become completely overloaded if all circuits took advantage of this type of criminal records search.	It would be helpful to coordinate with FDLE on implementing an alternate form of querying the FCIC database. Perhaps transferring files for batch comparisons that would run in off-hours, and sending the file of matches (or potential matches) from the comparison back to the circuit/county would be more efficient and would not overload the current system. Implementation could possibly be a web-based solution allowing circuits to upload files to FDLE, and subsequently retrieve/download the file of matches. Depending on the implementation of the FCIC database, it may be possible to implement a "publish and subscribe" method of informing circuits of felony conviction updates, after an initial download is performed.								X
2	Statewide reporting of deaths not updated in a timely manner. Clerks of Circuit Court receive deceased person data from the Department of Children and Family (DCF) Services and remove deceased person from the potential juror list. These records are not always updated timely and deceased persons are often sent juror summons notices to complete and return.	Coordinating with DCF or the Department of Health (DOH) to discuss a batch process of comparing jurors to the DCF records is recommended. This issue is related to the permanent exemption file issue described separately.								X
3	Permanent exemption files are not standardized. Current permanent exemption files contain only locally identified exemptions for juror selection, and are maintained by individual Clerks of Circuit Court.	Develop a real-time statewide file of permanent exemptions that would provide access to timely information by each circuit.								X



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
4	Lack of a statewide standard juror summons questionnaire. The circuits generally create their own local version of the juror summons, which may or may not contain the full complement of questions to determine if jurors are qualified for service, or have a valid excuse for not serving. Discussion yielded the fact that many jurors could be disqualified, excused, or deferred prior to their having to appear in court, if only their responses to the standard qualification and voir dire questions could be received ahead of time.	Judge Francis requested the Subcommittee consider recommending to the Committee (TCTC) the development of a statewide juror summons questionnaire. At a minimum, the standard would include all relevant statutory language and questions from the Florida Rules of Court, such as those found on the Orange County Juror summons. This data and information regarding any returned summons should be stored electronically and should be accessible by judges; this data would satisfy the judges' information requirements.								X
5	There is a need to identify, relate and report non-traffic related citations. For example, citations unrelated to driving such as DUI boating, fishing, wildlife, tobacco and parking violations should be tracked and monitored in a way similar to traffic citations. Non-compliance with penalties associated with these types of citations may result in "Failure to Appear" charges, which are second degree misdemeanors and may lead to motor vehicle driver license suspension action. Currently there are no uniform court rules for these infractions.	Develop a Traffic Subcommittee workgroup to identify a process to track non-traffic related violations as they pertain to the holder of a driver license. Judges need the capability to review the violation and penalty-compliance history associated with these types of citations. Develop standards for uniform court rules for these infractions. DHSMV receives reports of parking and boating/fishing/wildlife citations, since they may also impact tag renewal and boating licenses. Investigate the possibility of implementing an electronic interface for data exchange with the Florida Fish and Wildlife Conservation Commission.					X			
6	There is a need to identify, relate and report civil infractions with criminal offenses. It is somewhat common that if a citation for a civil infraction is issued in conjunction with a criminal citation or other criminal charge, the civil citation is not getting processed along with the criminal charge.	Through either UTC/Arrest Report redesign, or a specific communication of policy, citations issued in conjunction with non-cited offenses should be recorded on the arrest report, affidavit, or other instrument to ensure that all offenses are processed together.					X			



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
7	Need for a revised UTC and judge's capability to view all information recorded on the UTC. There are certain sets of data that would greatly facilitate the judges' ability to operate the courts in a more efficient manner. One example would be the use of an improved UTC and the capability to view all data recorded on the UTC via electronic means.	Develop a Traffic Subcommittee UTC Workgroup to review and address the data needed for a revised UTC and investigate capability of providing data to judges on demand. The following issues were discussed relative to the UTC. - Do away with back page of UTC- Add type of document used by arresting officer to identify defendant - Add identification of witness names and addresses - Add type of device, or method, used for determining how speed captured- Add arrest date to UTC because it may vary from citation date (speedy trial issue)- Add arresting officer printed name and agency information- Add agency case number in comment section of the UTC - Increase note section for judges- List companion citations on front (of UTC)					X			
8	Judges require access to a violator's prior driving school attendance and the type of programs the violator attended, such as aggressive driving school.	Include in Trial Court functional requirements.					X			
9	Judges require real-time access to defendant's or other case party's criminal history record in this state and ideally in all other states when making a ruling, in the event that it has been updated since the record was placed in the case file.	Include in Trial Court functional requirements.	X	X		X	X	X	X	



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
10	Judges require real-time access to defendant's or other case party's driver history in this state and ideally in all other states when making a ruling, in the event that it has been updated since the record was placed in the case file.	Include in Trial Court functional requirements. Ensure that all citations, pleas, and dispositions are included in the history record.	X	X	X	X	X	X	X	
11	Judges require real-time access to a defendant's driver license records or criminal history for all aliases used by the defendant in this state and ideally in all other states when making a ruling, in the event that it has been updated since the record was placed in the case file.	Include in Trial Court functional requirements.	X	X	X	X	X	X	X	
12	Judges and arresting officers require the capability to view the defendant's or other case party's driver license picture for licenses held in this state and ideally in other states, for purposes of identity confirmation.	Include in Trial Court functional requirements.	X	X	X	X	X	X	X	
13	Judges require a listing of other defendant or case party identification including tattoos, other bodily markings, primary language, etc. (Specifically discussed with Traffic subcommittee, but applicable to other criminal divisions for the purpose of identity confirmation.)	Include in Trial Court functional requirements.	X			X	X		X	
14	Discussion of Miami-Dade county clerk's "Spirit" traffic information system that in essence allows viewing the entire court file of criminal traffic and civil infractions on line.	Recommendation was made by the Miami judge to consider it (or at least the process flow) for other jurisdictions.					X			
15	Judges need to know which companion citations were issued with the primary citation.	List companion citation numbers on front of UTC. There is currently a checkbox indicating that companions were issued, but no cross-reference to companion UTC numbers.					X			
16	Judges need additional information to be clearly presented on DHSMV histories.	List traffic citations, pleas, and dispositions on DHSMV histories	X				X			



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
17	Comparative information regarding a citation issue that is received from another agency may conflict with the court records and needs to be resolved.	Provide the sending agency name when sending comparative information regarding a citation issue					X			
18	Lack of standard statistical reports for Judges. There are certain sets of data that would greatly facilitate the judges' ability to operate the courts in a more efficient manner. (Note: this was discussed during a few of the JADs, and applies to all divisions of the court.)	Develop a Statistical Reports Workgroup to review and determine the type and number of reports useful to judges in court case management. Include in the Trial Court functional requirements those specific reports discussed during JAD sessions.	X	X	X	X	X	X	X	X
19	The Judges would be aided by having access to the pre-sentence investigation (PSI) report. This report is currently scanned and stored by the Department of Corrections (DOC), and includes documents such as the Intake Assessment, Mental Health Assessment, attendance at boot camp and related reports. The information may be confidential and is currently unavailable to judges	Include in Trial Court functional requirements.	X			X	X		X	
20	At arraignment, the Judge needs to know who the defendant/juvenile's co-defendants are (they are not indicated on the State Attorney information), and they also need to know in what other proceedings the defendant/juvenile is involved.	The system should publish an Arraignment Alert that would notify the Judge of other actions or proceedings affecting the defendant, defendant family, or co-defendants. Co-defendants should be listed on the SAO information, and as a party to the defendant's case	X	X	X	X	X	X	X	X
21	In addition to the related cases associated with a defendant/juvenile, the judges require the criminal/ delinquency history , including all pending and disposed actions, in a conveniently-accessible, easy-to-read format. The Juvenile Face Sheet is available from DJJ on CJNET, but the Judges have reported difficulty in accessing and reading the information. Modification of charges is difficult to see and decipher.	The Juvenile Face Sheet data (or comparable for adult defendants) should be available via a single query, along with the related case data, and any other information the Judge needs from other state and local agency systems. The data should be translated to a consistent, readable format	X	X	X	X	X	X	X	X



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
22	The Judges want more timely and accurate delivery of the calendar and docket in a consistent and usable format across divisions and circuits.	Provide a common user interface to the results of queries to the source of the court calendar and docket (usually the Clerk of Court system), regardless of the court division or circuit in which the query is initiated.	X	X	X	X	X	X	X	X
23	To improve the efficiency and effectiveness of the courts, the Judges recommended that mediation be used in all circuits. Additionally, where parties or family members have a history of domestic violence, they should be separated during the mediation process, with the mediator caucusing with each person separately.	The recommendation was made as it relates to Juvenile Court, but is applicable to other court divisions as well.		X	X	X		X		
24	The Judges require in-courtroom access to the Pre- and Post-Disposition Reports. Access should be carefully controlled, yet easily accessible to those authorized access. They also need access to the Risk Assessment Investigation (RAI), which is used in determining detention requirements. The Judge also needs to know that a Request for Termination of Supervision has been filed by a probation officer with the SAO. After initial detention, an intake conference takes place between the juvenile and the probation officer. The Intake Conference Report prepared as a result of the conference makes recommendations to SAO regarding detention and diversion prior to arraignment. The Judges would like access to this report as well.	Provide for query capability and electronic data exchange between the court and other state and local agencies, such as the State Attorney's Office, Department of Juvenile Justice, Juvenile Probation/Community Control, etc.			X	X		X		
25	One of the most important issues in juvenile dependency are the statutory time limits that govern the actions of judges, and timing certain information requests and case management functions so the child is not in 'prolonged limbo' and so the parents, evidence, etc. are available at scheduled hearings.	Provide for notification to the court of impending due dates and statutory time limits.			X			X		



Item #	Issues & Discussion Topics	Recommendations								
			Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
26	Determination of parental indigency is important to ensure child has adequate representation if the parents cannot provide adequate representation or pay for legal counsel. Access to credit references and other financial data is therefore important.	Provide for query capability and electronic data exchange between the court and credit reporting/financial services.			X	X		X		
27	A mother or father has the same case number regardless of the number of children added in any action over the life of the case, thus counting the number of cases doesn't accurately reflect the judge's case load .	Provide a method for determining actual case load based on the number of children addressed in each action.			X	X		X		
28	Positive identification of defendants/case parties in the courtroom is frequently difficult and imprecise.	Implement the single identifier per individual that is associated with a fingerprint (or other biometric identifier), and then implement LiveScan (or equivalent) fingerprint matching in the courtroom. For traffic court, fingerprint could be taken electronically when citation is issued, and then compared electronically in court.	X	X	X	X	X	X	X	X
29	Once positive ID has been established, the method of correcting the Clerk of Court records is cumbersome and inefficient. It is done manually with a piece of paper being transferred from the Sheriff's office to the State Attorney's Office to the Court	The correction could be made electronically in the courtroom, and the data shared via an electronic transaction that is sent to all applicable agencies for processing by their in-house systems.			X	X				



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
30	<p>Lack of common identifier across court divisions for defendants. Judges need to be able to query on all cases and charges with which the accused offender/party is involved, regardless of the division or jurisdiction maintaining the case information. Additionally, the identifier should be tied to other information sources maintained externally to the court proper, such as criminal history, driver status/history record, for example. The discussion centered around the assignment of a unique identifier to an individual when they are brought into the court system – the individual would be assigned the identifier upon first arrest, or first contact with the court, and maintain that identifier for any future arrests or court contacts. The problem is somewhat more complex in the civil division, given the fact that there is no arrest or common point of entry for the primary case party wherein a biometric (such as a fingerprint) is taken, and civil case parties may not necessarily be an individual – rather, they may be a corporation or other group entity. Several alternatives for a consistent unique identifier were discussed.</p>	<p>General Recommendation: Assign a unique identifier per individual, and the identifier should be associated with a fingerprint or other biometric identifier. The number should be propagated to other systems as well, both within the state (DHSMV, FDLE, DJJ, DCF, DOC, etc.), and externally (FBI, NCIC, etc.). One of the participants noted that the Florida Bar News web site mentions a proposal for a Supreme Court recommendation to implement a uniform personal identifier to track persons in the criminal justice system. The information will be investigated further in order to consolidate the participants' similar recommendation. Similar methods of common and positive identification should be investigated for the non-criminal divisions as well. Alternatives for a consistent unique identifier are described in the rows below.</p>	X	X	X	X	X	X	X	
	<p>Lack of common identifier across court divisions for defendants. (continued)</p>	<p>Offender Based Tracking System (OBTS) Number. An OBTS number is assigned at fingerprinting, but the OBTS number is associated with (unique to) An arrest. If An individual has multiple arrests, multiple OBTS numbers would be associated with that individual. Additionally, If the defendant is not taken into custody and fingerprinted, the OBTS number would not be assigned.</p>	X	X	X	X	X	X	X	



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
	<p>Lack of common identifier across court divisions for defendants. (continued)</p>	<p>Driver License Number. The State of Florida assigns driver license numbers based on a copyrighted algorithm that uses the subject's name, gender, and birthdate. This number could be generated for any individual, including those that do not already possess a Florida driver license. If the number were generated by the arresting agency, a check could be made against the DHSMV database to ensure the avoidance of duplication (same number assigned to multiple individuals). The drawback with this alternative is that defendants frequently give false information, such as using someone else's name or an alias, or using a false birthdate.</p>	X	X	X	X	X	X	X	



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
	Lack of common identifier across court divisions for defendants. (continued)	Coded fingerprint “signature” or digital identifier based on the minutiae associated with the fingerprint. This was the most viable alternative, though there are still some considerations associated with it. It is viable because the code would be associated with the individual absolutely; there is very little room for fraud when using a biometric associated with an individual, since that individual will always have the same fingerprint. The identity of a person could always be confirmed by comparing the digital identifier with a livescan of the person’s fingerprint (for verifying the identity of a defendant at a court appearance, for example). The implementation of livescan fingerprint technology is relatively close to full implementation in jails and courthouses within the foreseeable future (2-10 years). Ideally, when individuals are issued driver licenses or state identification cards, their fingerprint code would be generated and stored on a magnetic strip on the physical license, so anyone who presents the license or gives their license number for identification purposes could be scanned and their identity verified against that code. At issue is a person’s civil liberty relative to being fingerprinted prior to any violation, and the necessity for strictly controlled access to any information tied to the unique identifier.	X	X	X	X	X	X	X	



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
	<p>Lack of common identifier across court divisions for defendants. (continued)</p>	<p>Digital photograph. Digital photos on arrest would also facilitate positive identification, and many booking facilities (including Juvenile Assessment Centers (JACs)) and the Department of Highway Safety and Motor Vehicles (DHSMV) already take and store digital photos of individuals. The photos should be associated to a unique identifier assigned to that individual, ideally associated it with another biometric identifier (such as the fingerprint mentioned above). The digital photo could also be associated with facial recognition technology, which is similar in context to generating a number based on fingerprint minutiae, though facial recognition technology deals with facial characteristics rather than those of a fingerprint.</p>	X	X	X	X	X	X	X	
31	<p>Utility of criminal score sheets in their current form for sentencing is a major issue for judges. The score sheets are generated from multiple places, and there may be multiple score sheets per defendant (sometimes as many as five) though it should be provided by the State Attorney's Office. The judges use the sheets in conjunction with the sentencing guidelines to determine the sentence for a defender, so the information contained on them can both greatly affect a person's life and, ideally, could be very valuable to the judges in the performance of their duties. However, the information on the sheets is normally hand-written, so it is frequently illegible, and often is inaccurate as well. Additionally, sentencing guidelines change, and the judge must ensure that the correct guidelines are followed, based on the date the crime was committed.</p>	<p>The score sheets should be automated and potentially combined with software logic that would automatically lead the judges through the sentencing process in accordance with the sentencing guidelines applicable at the time of the offense. The Department of Corrections participants suggested that the SAO has access to an automated score sheet. Any information entered into an electronically-stored score sheet should be accessible by the judge, at least as an interim measure until a better sentencing process is implemented, and there should be only one score sheet per defendant/sentence.</p>	X				X		X	



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
32	<p>Judges need various dates associated with document preparation and filing that are not necessarily available at the Clerk's records: Dates such as warrant or capias service date, capias or warrant received date, date detainer placed, and date defendant taken into custody must be considered by the judge in applying jail time credit during sentencing, and for other actions that must be performed by the judge in a timely manner in order to be in compliance with statutory regulations. On the issue of defendant competency, the judges need to know when evaluation reports were ordered and completed, and when motions, orders, and other reports are initiated and completed. Regarding discovery, judges need the discovery demand date, the discovery answer date, and a listing of motions relevant to the discovery process. Other dates mentioned were associated with driver license suspension, interlock device order date, vehicle impoundment order date</p>	<p>Any dates that are recorded electronically by the agencies involved could be made available to the judges by those agencies. With the proper infrastructure and integration tools in place, this can be accomplished. It requires contacting and coordinating the right people at the involved agencies to determine the best method for data sharing, and the right technical team to implement the capability.</p>	X	X	X	X	X	X	X	X
33	<p>Calendaring/scheduling needs special attention in the Civil division, though there is a need for efficiency and coordination of calendars/schedules across all court divisions. Particularly in civil cases, there is a need to coordinate the schedules of potentially many case parties: the assigned judge, petitioners, respondents, attorneys, and others. There may be several petitioners and several respondents, and each may have multiple attorneys. For this reason, it would improve the efficiency of the court if judges/judicial assistants could block times by the type of event the judge will hear, allow attorneys/case parties to view available dates/times for a particular type of event, and then request a specific date/time with the judge to hear the desired event. Judges/JAs could then confirm the scheduled court event, and the system could send notification to all interested parties.</p>	<p>Recommendation: Available options should be researched in detail to determine a standard method for calendaring and scheduling that would be acceptable for all Trial Court judges. There are various off-the-shelf packages available, from the Judicial Automated Calendaring System (JACS), to the Federal Judges' calendars that are on line (per Pete Flynn), to the potential for publishing and accessing calendars and schedules through Microsoft Outlook or Novell Groupwise. Jannet Lewis made the point that any calendaring/scheduling application should be integrated with the Clerk's system, since Clerks frequently use the judicial calendars/court schedules to prepare documents (whether hardcopy or scanned images) for court events.</p>								



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
34	Judges need to see the pleadings that are contained in the court file on line, searchable by minimal data elements commonly found in the progress docket index. Civil cases are managed more by the attorneys and parties, with the judges becoming involved only when their active participation is requested by one of the litigants/attorneys. When the case is heard in court by the judge for either a motion or other hearing, pre-trial conference, or trial, the judges agreed that they need access to the multitude of documents that may be filed for that case. In the absence of document imaging or electronic filing, the judges find themselves sifting through potentially hundreds of pleadings and other documents, attempting to understand the progress of the case.	Recommendation: To meet their requirements, the judges should have access to the progress docket index maintained electronically by the Clerk. The index would normally contain type of document (petition, motion, answer, order, etc.), document title (motion for continuance, order for final judgment, etc.), filing date, and filing party. The index should be searchable by any of the index components, and the document images or electronic filings associated with the item in the index should be accessible on request. There are a few initiatives underway in Florida to implement electronic filing; it is highly recommended that the initiatives be consolidated, or coordinated at a minimum, so that the e-filing process is standardized to some degree across the state.								
35	Judges are frequently unable to tie related family members together. There is a need for the judiciary to be able to see an all-encompassing picture of the primary subject(s) of a court case about whom a judge is making decisions. In the context of the family court, there is also the need to tie individuals that related in some family sense (biological family members, family members through marriage or adoption, members of the same household, or persons related through non-marital relationships. To that end, judges need to be able to query on all cases and charges with which the accused offender or other case party (e.g., potential care giver, resident of home, etc.) is involved, regardless of the division or jurisdiction maintaining the case information.	Implement a method for assigning a type of family or group relationship identifier when a personal identifier is assigned to an individual. The family or group identifier should have an indication of the type of relationship held between the members of the family/group (e.g., biological relationship, relationship through marriage, adoption, co-habitation, etc.).			X	X		X		



Item #	Issues & Discussion Topics	Recommendations	Criminal	Civil	Juvenile - Dependency	Juvenile - Delinquency	Traffic	Family	Drug	Jury & Witness
36	<p>Generation of papers/orders by case type. There are multiple forms and papers that must be generated based on the type of case. These cases have specific characteristics that identify certain documents that parties must file during the case process. Having case managers manually generate or search for the documents is a time consuming task that could be performed by computers. This issue was discussed specifically during the Family JAD, but applies to other divisions of the court, as well.</p>	<p>Based on defined business rules, the forms/orders could be automatically generated once the case is established. At a minimum, users should be able to set up a tickler file for those cases that are approaching due dates for certain actions, and be notified of the type of action that is due on cases. Known data should be automatically populated in the form, and a checklist should be generated as well to assist the case managers in ensuring actions are performed, and performed in a timely manner. The function should also be integrated with the calendaring system so that dates of events could be included in notices to parties.</p>	X	X	X	X	X	X	X	
37	<p>A common practice should be established to ensure closure on cases that are reopened due to post-judgment actions. A large percentage of cases normally are closed with a disposition on the original action, and then reopened due to post-judgment motions. In Miami-Dade, for example, approximately two-thirds of the judges' workload is on pre-judgment action, while only one-third of the load is on post-judgment motions. Again, this issue was discussed specifically during the Family JAD, but may apply to other divisions of the court, as well.</p>	<p>Implement an automated check of those cases that were reopened and not closed when they should be according to established business rules. If a rule can be defined for automatically closing reopened cases, that should be implemented as well. The case managers also need the ability to assign reopened cases to the appropriate case track (case track assignment may be a function that should be implemented in the Clerk of Court's system, executable by the court staff [judge, case manager, or judge's designee]).</p>			X		X			
38	<p>The Florida Statute (Chapter 63) regarding adoptions is new/revised, but the process has not yet been refined.</p>	<p>The Family subcommittee will address this issue in the future, but is not ready to make recommendations.</p>			X		X			
39	<p>Family Court personnel are frequently tasked with making many referrals to court-based and community services for families. The Florida family courts' resources to assist these people are uneven. This issue applies to multiple divisions of the court.</p>	<p>Ideally, the court and clerk staff would have access to a centralized or circuit-centralized database of service providers and treatment providers. For voluntary referrals, the community at large should also have access to the information in the database</p>			X	X	X	X		



Appendix A

Functional Process Diagrams Overview and Criminal Case Management



The process flow diagrams are contained in separate files titled,

*“FRD – Appendix A.doc”,
“FRD – Appendix A1.doc”,
“FRD – Appendix A2.doc”,
“FRD – Appendix A3.doc”,
“FRD – Appendix A4.doc”,
“FRD – Appendix A5.doc”, and
“FRD – Appendix A6.doc”.*

Due to the file size of the diagrams, it was impractical to include them within this physical document. The cover pages of the separate appendices are included in this physical file in order to generate a table of contents.



Appendix A1

Functional Process Diagrams Civil Case Management



Appendix A2

Functional Process Diagrams Juvenile Dependency & Delinquency Case Management



Appendix A3

Functional Process Diagrams

Traffic Case Management



Appendix A4

Functional Process Diagrams Family Case Management



Appendix A5

Functional Process Diagrams Drug Court Case Management



Appendix A6

Functional Process Diagrams Jury and Witness Management



Appendix B

Data Requirements Cross-Reference

