

Supreme Court of Florida

No. AOSC17-47
*Corrected*¹

IN RE: ACCESS SECURITY MATRIX

ADMINISTRATIVE ORDER

The Florida State Courts System has made significant efforts to minimize economic barriers to court access and services by developing policies making court records open and transparent, while simultaneously safeguarding the security, integrity, and confidentiality of court data.

In re: Standards for Access to Electronic Court Records, Fla. Admin. Order No. AOSC14-19 (amended May 23, 2014), governs appropriate, differentiated levels of access to electronic court records and prescribes a process by which a clerk of court who wishes to provide court records online must develop and test in a pilot program its online electronic records access system and, when compliant with Standards for Access to Electronic Court Records, seek Supreme Court approval to provide online access to electronic court records pursuant to the Access Security Matrix adopted by the Supreme Court. The Clerk of Court in Hamilton

1. This administrative order is issued to restore the correct party access levels for various case types in the Access Security Matrix.

County has completed the pilot program and is seeking approval to provide online access to electronic court records.

Through AOSC14-19 the Supreme Court adopted the standards and security matrix and subsequently amended the standards and security matrix through In re: Standards for Access to Electronic Court Records, Fla. Admin. Order No. AOSC16-107 (December 30, 2016). The Florida Courts Technology Commission (hereinafter “Commission”) is recommending additional amendments to the security matrix.

Approval of Clerk of Court Request

The Clerk of Court in Hamilton County engaged in a pilot program of at least 90 days testing the online electronic records access system; submitted at least three monthly status reports to the Office of the State Courts Administrator; reported all incidents of inadvertent release and unauthorized access to confidential information, if any occurred; took the appropriate corrective actions necessary to address all reported incidents related to confidential information; and ensured compliance with the current version of the standards and security matrix.

In addition, the clerk of court submitted a certification request, consistent with AOSC14-19, and a written description of the steps, processes, or tools used to validate compliance with the standards and the security matrix. The Access Governance Board (Board) of the Florida Courts Technology Commission

reviewed the request and recommended approval, and the Commission concurred with the recommendation of the Board.

Accordingly, the request to provide online access to electronic court records submitted by the Clerk of Court for Hamilton County is hereby approved, subject to the following terms and conditions:

1. Within 90 days following the date of this order, the clerk of court must implement its online electronic records access system in accordance with the standards and the security matrix adopted by AOSC14-19 and amended by AOSC16-107.
2. The clerk of court shall incorporate any future amendments or updates to the standards and security matrix into the clerk's existing online electronic records access system, including but not limited to the amendments adopted in this administrative order.
3. To ensure compliance with the standards or security matrix, the clerk of court shall provide the Supreme Court or its designee access accounts for all roles in the security matrix, if so requested.

Violation of any of these terms and conditions shall constitute grounds for revocation of the approval to implement online electronic records access in Hamilton County.

Amendments to Access Security Matrix

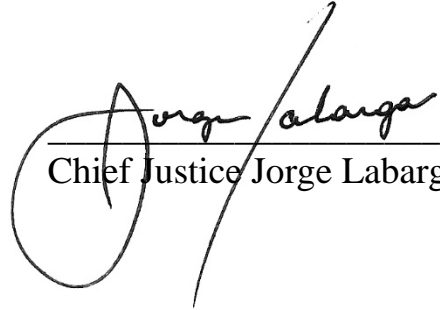
The Board received a request to modify the security matrix to allow parents caring for disabled children, their attorney, if any, and any court appointed counsel for the alleged incapacitated person online access to the court record after the parent petition to become Guardian Advocate for their child. Based on statute, the Board modified the security matrix by adding Guardian Advocacy (Developmental Disabilities) to the Guardianship case type, changed the Party Access level from C to B, and added a reference to section 393.12, Florida Statutes, to the applicable column on the matrix.

In accordance with its authority under Florida Rule of Judicial Administration 2.236 to “establish, periodically review, and update technical standards for technology used and to be used in the judicial branch to receive, manage, maintain, use, secure, and distribute court records by electronic means, consistent with the technology policies established by the supreme court,” the Commission concurred with the Board’s recommendations and submitted amended standards and an amended security matrix for the Court’s consideration.

As a means for the judicial branch to continue to ensure responsible access to electronic records, the Court hereby adopts the amended Access Security Matrix


to supersede that adopted by AOSC16-107. The amended security matrix is attached hereto and incorporated herein by reference.²

DONE AND ORDERED at Tallahassee, Florida, on September 22, 2017.

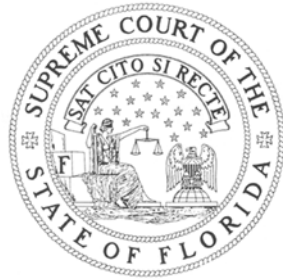


Chief Justice Jorge Labarga

ATTEST:



John A. Tomasino, Clerk of Court



2. The Access Security Matrix is also available on the Florida Courts website. See <http://flcourts.org/resources-and-services/court-technology/technology-standards.stml>.

Access Security Matrix

(August 2017 version 7)

User Role (Subscribers)

Internal Access by Authorization 1. Judges, JA's, Court Personnel, Clerk Personnel	1															***VOR Statute List (F.S.): 787, 794, 796, 800, 825, 827, 847, 921 VOR is at the case level A. All but expunged, or sealed under Ch. 943 B. All but expunged, or sealed under rule 2.420 C. All but expunged, or sealed under Ch. 943 and sealed under rule 2.420; or confidential D. All but expunged, sealed or confidential; record images viewable upon request E. Case number, party names, dockets only F. Case number and party names only G. Case number only H. No access See Access Details
Internet Users (External Access): 2. State Attorney 3. Attorney of Record 4. Party Access 5. Public in Clerk's Office and Registered Users 6. General Government and Constitutional Officers 7. Public Internet (Anonymous) 8. Law Enforcement (local state and federal) 9. Attorney General, Dept. of Children and Family 10. School Board (Truancy) 11. Commercial Purchasers of Bulk Records 12. Public Defender (institutional access)	2	3	4	5	6	7	8	9	10	11	12					

Case - Charge/Filing Description	PRIVACY	A	B	B	C	D	C	D	B	C	C	D	B	AP	UCN	Applicable rules and statutes
County Criminal Appeals	P	A	B	B	C	D	C	D	B	C	C	D	B	AP		Rule 2.420(d) & (f)
County Criminal Appeals Sexual Abuse	VOR	A	B	B	D	D	D	D	B	D	D	D	B	AP		Rule 2.420(d) & (f); §119.071(2)(h), F.S.; Chs. 794, 796, 800, 827, & 847, F.S.
County Civil Appeals	P	A	B	B	B	D	C	D	B	C	C	D	C	AP		Rule 2.420(d)
Circuit Civil	P	A	B	B	B	D	C	D	B	C	C	D	C	CA		Rule 2.420(d) & Rule 1.210
Jimmy Ryce Act	VOR	A	B	B	D	D	D	D	B	D	D	D	B	CA		Rule 2.420(d); Chapter 119, F.S.; § 394.921(1)&(2), F.S.
Mortgage Foreclosure	P	A	B	B	B	D	C	D	B	C	C	D	C	CA		Rule 2.420(d) & Rule 1.210
Circuit Civil Private (Sexual Abuse & Medical Malpractice)	VOR	A	B	B	D	D	D	D	B	D	D	D	D	CA		Rule 2.420(d)(1)(B)(xiii); §119.071(2)(h), F.S.; §119.0714(1)(h), F.S. & §28.2221(5)(a), F.S.
Circuit Civil - Trusts (Pre 2010)	P	A	B	B	B	D	C	E	B	C	C	E	C	CA		Rule 2.420(d)(1)(B); Chapter 119, F.S. & §28.2221(5)(a), F.S.
County Civil	P	A	B	B	B	D	C	D	B	C	C	D	C	CC		Rule 2.420(d) & Rule 1.210
County Foreclosure	P	A	B	B	B	D	C	D	B	C	C	D	C	CC		Rule 2.420(d) & Rule 1.210
Felony	P	A	B	B	C	D	C	D	B	C	C	D	B	CF		Rule 2.420(d) & Chapter 119, F.S.
Felony - sexual cases	VOR	A	B	B	C	D	D	D	B	D	D	D	B	CF		Rule 2.420(d)(1) & §119.071(2)(h)1.b or c, F.S., Chs. 794, 796, 800, 827, & 847, F.S.
Juvenile Delinquency	P	A	B	B	B	G	G	G	B	G	G	G	B	CJ		§985.04(1) & (2), F.S.; §985.045(2), F.S.; §985.036(1), F.S. & §985.11(3), F.S.
County Ordinance Infractions	P	A	B	B	B	D	C	D	B	C	D	C	C	CO		Rule 2.420
County Ordinance - Arrests	P	A	B	B	C	D	C	D	B	C	C	D	B	CO		Rule 2.420
Probate	P	A	D	D	D	D	D	E	D	D	D	E	D	CP		Rule 2.410; §28.2221(5)(a), F.S.
Probate Miscellaneous	P	A	D	D	D	D	D	E	D	D	D	E	D	CP		Rule 2.410; §28.2221(5)(a), F.S.
Criminal Traffic	P	A	B	B	C	D	C	D	B	C	C	D	B	CT		Rule 2.420(d) & (f)
Juvenile Dependency	P	A	B	B	C	G	G	G	B	B	G	G	G	DP		Rule 2.420(d); §39.0132(3)&(4)(a), F.S.
Juvenile Truancy	P	A	B	B	B	G	G	G	B	B	B	G	G	DP		§984.06(3), F.S.
Domestic Relations	P	A	B	B	B	D	C	E	B	C	C	E	C	DR		Rule 2.420(d); Chapter 119, F.S. & §28.2221(5)(a), F.S.
Domestic Relations Adoption (FINAL)	P	A	G	D	D	G	G	G	G	G	G	G	G	DR		§63.162(1)(2), F.S. & §63.022(4)(i), F.S.
DR Adoption (while open and pending)	P	A	G	B	D	G	G	G	G	G	G	G	G	DR		§63.162(1)(2), F.S. & §63.022(4)(i), F.S.
Domestic Relations - Paternity	P	A	B	B	B	D	C	E	B	C	C	E	C	DR		Rule 2.420(d); §742.011, F.S. & §28.2221(5)(a), F.S.
Domestic Relations - Paternity -sealed	P	A	F	F	F	F	F	F	F	F	F	F	F	DR		§742.011, F.S.; §742.091, F.S.; §742.16(9), F.S.; §742.031(1), F.S. & §28.2221(5)(a), F.S.
Delayed Birth Certificate	P	A	B	B	B	D	C	E	B	C	C	E	C	DR		Rule 2.420(d)(1)(B)(vi); §382.025(1), F.S.; §382.0195(1), F.S. & §28.2221(5)(a), F.S.
Name Change	P	A	B	B	B	D	C	E	B	C	C	E	C	DR		§68.07, F.S. & §28.2221(5)(a), F.S.
Dissolution	P	A	B	B	B	D	C	E	B	C	C	E	C	DR		Rule 2.420(d); §28.2221(5)(a), F.S. & §61.043(1), F.S.
Repeat Violence	P	A	B	B	D	D	C	E	B	C	C	E	B	DR		Rule 2.420(d)(1)(B)(xii); §741.30(8)(c)5b, F.S. & §28.2221(5)(a), F.S.
Administrative Support Proceeding	P	A	B	B	B	D	C	E	B	C	C	E	C	DR		§409.2563(2)(d), F.S. & §28.2221(5)(a), F.S.
Parental Notice of Abortion	VOR	A	G	B	B	G	G	G	G	G	G	G	G	DR		Rule 8.805(b); Rule 8.835; Rule 2.420(d)(1)(B)(vii); §390.01114(4)(e) & §390.01116
Sexual Violence	VOR	A	B	B	D	D	E	B	D	D	E	G	C	DR		Rule 2.420(d) & (f), Chapter 119.071(2)(h)1 (b) or (c), F.S. & §784.046(4), F.S.
Termination of Parental Rights	P	A	B	B	G	G	G	G	B	B	G	G	G	DR		§39.814(3) & (4), F.S.
URES/UIFSA	P	A	B	B	B	D	C	E	B	C	C	E	C	DR		Rule 2.420(d) & §28.2221(5)(a), F.S.
Extradition	VOR	A	B	B	C	D	D	D	B	D	D	D	C	CF		Rule 2.420(d) & (f)
Guardianship/ Guardian Advocacy (Developmental Disabilities)	P	A	B	B	B	D	C	E	C	C	C	E	C	GA		§744.1076, F.S. & §744.3701, F.S.; & 393.12, F.S.
Guardianship Miscellaneous	P	A	B	B	C	D	C	E	C	C	C	E	C	GA		§744.1076, F.S. & §744.3701, F.S.
Non-Criminal Infractions	P	A	B	B	B	D	C	D	B	C	C	D	C	IN		Rule 2.420(d)
Juvenile Miscellaneous	P	A	B	B	G	G	G	G	G	G	G	G	G	DP		§985.04(1) & (2), F.S. & 985.045(2), F.S.
Financial Miscellaneous	P	G	B	G	G	G	G	G	G	G	G	G	G	MM		Rule 2.420(d) & Chapter 119, F.S.
Miscellaneous Firearms	P	A	B	B	B	D	C	D	B	C	C	D	B	MM		Rule 2.420(d); Chapter 119, F.S. & §790.065(4), F.S.
Baker Act	P	A	B	B	B	D	D	E	C	D	D	E	B	MH		§394.4615, F.S.
Substance Abuse - Emergency Admission	P	A	D	B	D	D	D	E	D	D	D	E	D	MH		§397.501, F.S.

