0039615

RECORDED IN THE PUBLIC RECORDS OF LEON CO FLA
MAY 28 3 29 AM '97
DAVE LANG
CLERK CIRCUIT COURT
LEON COUNTY, FLORIDA

IN THE SECOND JUDICIAL CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 95-11

IN RE: SECOND JUDICIAL CIRCUIT DATA PROCESSING

WHEREAS, judicial records in the six counties within Second Judicial Circuit are currently maintained in a variety of formats in different computer database management systems, and the database management systems in operation in each county are incompatible with those in the other counties within the circuit, and

WHEREAS, the computer hardware used to maintain judicial records in some counties within the circuit requires a proprietary operating system and database management system, and in those counties the hardware precludes the acquisition or development of software that is compatable with other systems, and

WHEREAS, the selection of a uniform database management system for judicial records in all counties within the Second Judicial Circuit would improve the efficiency of the court system and reduce the cost of purchasing and upgrading software, and

WHEREAS, the selection of a uniform database management system requires the adoption of certain minimum standards for computer hardware, and,

WHEREAS, the court clerks are required to maintain statistical information on all civil and criminal cases and that information is reported to the Office of the State Courts Administrator in a format that is the same in every county in the state, and

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
GWEN MARSHALL
UNOFFICIAL DOCUMENT

WHEREAS, the chief judge has the authority under Rule 2.050(b) of the Florida Rules of Judicial Administration and the decision of the Florida Supreme Court in Times Publishing Company Inc. v. Ake, Case No. 84,513 (Fla. June 15, 1995) to exercise control over the management of court records and may require reports from the clerks, sheriffs, and other officers of the court in a consistent format, and

WHEREAS, the court intends to accomplish the objectives of this order in a manner that meets the needs of all six counties within the circuit, the bar, the court clerks in each county, the sheriffs in each county, and all others having an interest in the use of the judicial database management system,

NOW THEREFORE, it is ordered and adjudged as follows:

1. Court Technology Committee. By this order the court establishes a court technology committee to encourage consistency in the use of computer systems throughout the Second Judicial Circuit. The committee shall make recommendations to the chief judge regarding the use of a unified database management system in accordance with the general standards set by this order. Initially, the court technology committee shall consist of the State Attorney, the Public Defender, the elected clerks of the court in all six counties within the circuit, the elected sheriffs in all six counties, and various members of the bench and bar to be appointed by the chief judge. Specific appointments shall be made by a separate memorandum.

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT & COMPTROLLER LEON COUNTY FLORIDA GWEN MARSHALL
UNOFFICIAL DOCUMENT

2. Computer Hardware Standards. The court does not intend to direct that the counties within the Second Judicial Circuit must deal only with certain vendors or that they must purchase only certain kinds of computer hardware. Rather, the intent of this order is to adopt certain minimum standards for computer hardware to insure consistency and compatibility with other systems operating within the circuit. Computer hardware purchased after the date of this order must be capable of operating in an open systems environment. The hardware must not be limited to proprietary operating systems or to proprietary database applications. Any model computer is acceptable provided that it is capable of using commercially accepted operating systems and applications supported by commercially accepted relational databases. Each county having an automation capability shall have at least one computer that is capable of storing all of the information pertaining to the cases filed in that county and that is capable of responding to queries from other computers in the system throughout the circuit. All computer hardware purchased after the date of this order for use in maintaining judicial records must meet these general standards. No purchase of computer hardware for use in housing judicial records shall be made unless it has been first approved by the court technology committee. The committee may recommend the adoption of more specific standards for the purchase of computer hardware and, in that event, the court will consider the need to include those standards in an amended order

UNOFFICIAL DOCUMENT

3. Uniform Database Management Software. The committee shall recommend the selection or development of a uniform database model for use in housing judicial records throughout the Second Judicial Circuit. The information in criminal cases must conform at a minimum to the Offender Based Tracking System (OBTS) established by the Florida Department of Law Enforcement and the information in all court cases must conform at a minimum to the Summary Reporting System (SRS) adopted by the Florida Supreme Court. The reporting tools must not be limited to the production of specified reports and calendars but must be capable of producing any report or any calendar that is based on information contained in the various fields within the database. The court technology committee may recommend more specific standards for the uniform database management software and the court will then consider the need to include those standards in an amended order. The uniform database management system recommended by the committee must be one that meets the needs of the court clerks, the county sheriffs and other users from the law enforcement community, the judges and their staff, the State Attorney and Public Defender, and members of the bar.

4. Common Interface. The objective of this order is to adopt minimum standards for computer hardware and software and to encourage the counties within the Second Judicial Circuit to share in the cost of one common computer database management system. However, there is no present intent to mandate the purchase or development of a particular system. If there are differences in

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT & COMPTROLLER LEON COUNTY GWEN MARSHALL
UNOFFICIAL DOCUMENT

the database systems in effect in the Second Judicial Circuit, the court may select a common interface for use by the judges, judicial assistants, court administrators, and other state court system employees working throughout the Circuit. The court technology committee shall oversee the acquisition or development of a common interface if that becomes necessary.

5. Network. All of the hardware and software systems that are used for the management of judicial records throughout the Second Judicial Circuit shall be connected on a network. Judicial records shall be kept in a database in the county where the record was filed but that information shall be accessible by any authorized user at any location on the network. The design of the network and the network software shall be recommended by the court technology committee and approved by the chief judge.

This order supersedes Administrative Order 90-28, Second Circuit Data Processing.

DONE AND ORDERED in Chambers, at Tallahassee, Florida on July 14, 1995.

PHILIP J. PADOVANO
CHIEF JUDGE

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
GWEN MARSHALL
UNOFFICIAL DOCUMENT