

FDLE & Clerk of Court Initiatives



FCCC Summer Clerk's Conference



June 13-15, 2017

Panama City Beach, Florida

Presentation Topics



CCH Modernization Efforts

OBTS Data Submissions

Judicial Advisory Workgroup

Name Change Requests

Seal & Expunge Submission Changes

CCH Modernization Efforts



- Largest project FDLE has ever undertaken
- \$19.2 million over a 3 year period
- CJIS Project's Office creation
- Oversight conducted by the Agency for State Technology
- Benefits to FDLE and to criminal justice agency partners around the state

There's an Iteration for that!



- Full modernization will occur over 17 Iterations
- Iteration 2 implemented a workflow and document management system
 - ✦ *Online and being used – September 2016*
 - ✦ *Allows for the internal sharing of information across agency workflows*
 - ✦ *Allows for all supporting documents to be maintained in electronic format where they are indexed and searchable*
 - ✦ *Allows for outside agencies to submit requests for agency corrections and court ordered name changes*
- Iteration 13 will integrate the workflows with the new CCH system – *May 2018*
- Project is currently on schedule with Iterations 5, 6, 7, 13 and 15 being worked on in tandem

OBTS Data Submissions



- **Transition from 770 fixed length format to Pipe Delimited format**
 - Must be completed by December 2017
- **Supports and implements the Data Dictionary Changes made in 2014**
 - Increased statute number length
 - PTI Completion Dates
- **Precursor to new CCH**
 - New CCH will be in XML format and will only accept one legacy format (Pipe)
 - LOGAN functionality will be included in new CCH
 - Opportunity to add new fields/functionality to reflect real-world processing
 - ✦ Transfers between counties
 - ✦ Added charges
 - ✦ Ability to keep a history (adjudication withheld to conviction)
 - Files will be sent via SFTP to CCH
 - ✦ Data layouts and additional information to be provided
 - ✦ Will require the use of DNS names instead of IP addresses

OBTS Data Submissions



- **Outreach Efforts**

- Letter sent to each Clerk of Court - *February 2017*
- Follow-up e-mail sent to each LOGAN Contact - *March 2017*

- **Current Status**

- 7 Transitioned (Alachua, Dade, Gadsden, Lake, Palm Beach, Pinellas, and Polk)
- 2 Testing (Duval and Leon)
- 1 Ready to Test (Citrus)
- 37 in Development (Clericus Counties)
 - ✦ **Pipe Delimited format will be implemented in their next release with a goal of being online in September/October**
- 20 Remaining (many, if not all, with plans to transition shortly)

Judicial Advisory Workgroup



- **OBTS Committee**
 - FDLE partners with the Clerk of Courts for more than just the submission of OBTS data
 - ✦ MECOM
 - ✦ Name Changes
 - ✦ Sealing & Expunction of Records
- **FDLE is working with FCCC and Martin County Clerk to identify representative participants**
 - Smaller advisory group than former OBTS Committee
 - Participants will be identified and notice will be sent out to all counties

Criminal History Record Maintenance (CHRM) Section Contacts – Disposition Related



Mainline: (850) 410-7850

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Name Change Process



Florida Statute 68.07 currently requires that all name change petitions include a state and national criminal history records check, except where a former name is being restored.

After the new name is granted, Clerk of Court must complete the Name Change Report of Final Judgment Form and submit to FDLE within 5 business days; if the background check shows the petitioner is a registered sexual offender or predator – then the deadline is 2 business days.

If the petitioner has a Florida criminal history record, the form must also include the petitioner's State Identification Number and FBI number as they appear on the background check results.

How FDLE Processed Name Changes



- Before 2015 – only by mail
- Since May of 2015 - through a secured PDF form submitted from a secure mail account provided to each Clerk of Court
 - **Noted Issues:**
 - ✦ Electronic form sometimes expires
 - ✦ Original form cannot be saved over on local computer
 - ✦ Emails purge from the Court's secure mailbox after a certain period of time
 - ✦ FDLE still logged submissions into an Access database and scanned the paperwork upon reviewing criminal histories

How FDLE Processes Name Changes Now



- **The Name Change Report of Final Judgment Form is now a secure web-based form (CJNet)**
- **The information is logged directly into the system**
- **FDLE can send electronic messages back to the Clerk of Court if there is an issue with the request**

Application Intake



Request Date: *

Date of Final Judgement of Name Change: * County: * Court Clerk: * Uniform Case Number: *

Petitioner's Information



Petitioner's current full legal name

Last Name: * First Name: * Middle Name: Suffix:

Date of Birth: * Sex: * Race: *

Social Security Number: Driver's License Issuing State: Driver's License Number:

Disclosure of Social Security Number (SSN) is voluntary on the part of the petitioner. FDLE will use it for identification purposes and may share it with other agencies for the same purpose. FDLE's request for SSN is authorized by state law to assist FDLE in fulfilling its lawful duties and responsibilities.

Petitioner's court approved new name

Last Name: * First Name: * Middle Name: Suffix:

Did the petitioner request that a former name be restored? * Yes No

Does the criminal history records check report received from FDLE indicate that the petitioner:

(Having a criminal record means a record based on an arrest or its equivalent, it does not necessarily mean that the petitioner has been convicted or found guilty of a crime.)

Has a Florida criminal record? * Yes No Petitioner's State ID (SID) Number:

Has an out of state criminal record? * Yes No Petitioner's FBI/UC Number:

Is a registered sexual offender or predator? * Yes No

Electronic Signature: *

(Type Name of the CLERK OF COURT or Designee)

By typing in the name of the Clerk of Court or the Designee, and clicking 'submit', the user agrees to electronically sign and submit the name change request.

How Do You Get Involved?



- **FDLE staff has tested the Clerk's interface and it is now in production**
- **FDLE's IDT staff will be reaching out to each Clerk in their service area to assist Clerk's in verifying CJNet connectivity, establishing system user accounts and transitioning to the new system.**

Criminal History Record Maintenance (CHRM) Section Contacts – Name Changes



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Seal & Expunge Submission Changes



- **Electronic Submission of Applications – *December 2017***
 - Complete Application Package (Application, Certified Disposition, Fingerprints, and Payment via Credit/Debit Card)
 - Attorneys will be able to submit on behalf of clients
- **Allows FDLE staff the ability to review the submissions and reject any that are missing required data back to the applicant electronically**
- **Allows applicants the ability to track the status of their application and make address changes at any point in the process**
- **FDLE will continue to accept paper application submissions for a time with the ultimate goal of moving to completely electronic submissions by January 2019**

Seal & Expunge Submission Changes



New CCH system will allow for the creation of an electronic Certificate of Eligibility that can be supplied to either the applicant or the Clerk of Court directly

- **FDLE would prefer to send Certificates electronically to the Clerk of Court with a notice to the applicant instructing them that the Certificate has been issued and to file their petition.**
- **Certificates would continue to be valid for 12 months from the date of issuance; as long as the applicant files their petition before the 12 months has expired the Certificate would still be valid.**

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Thank You!



If you have additional questions, please contact us.

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