



FLORIDA
**COURT CLERKS &
COMPTROLLERS**



BEST PRACTICES

Best Practices Excellence Program Guidelines **Approved November 28, 2022**

Background

In 2004, the Executive Committee of the Florida Court Clerks & Comptrollers (FCCC) directed the staff to work with Clerks to develop a body of recommended practices in the functional areas to provide Clerk staff with guidance on court practices. As a result, the Best Practices Committee was formed. Its purpose is to provide guidance to Clerks and Comptrollers statewide and assist in achieving consistency in interpretation of the law and in practice. The committee has a workgroup of dedicated Clerk staff to research and draft the best practices and checklists for each as a quick reference guide for Clerks to compare their local processes. As a result, the recommended practices are approved by the Best Practices Committee and the FCCC Board of Directors.

In 2021, the Best Practices Committee created the Best Practices Excellence Program as an opportunity for Clerks and Comptrollers to receive recognition for following recommendations in select best practices. Each year at the FCCC Best Practices Award Ceremony, Clerks and Comptrollers are presented achievement certificates for their participation in the program.

Guiding Principles

Each year the Best Practices Committee selects 10 best practices to be submitted by Clerks and Comptrollers for the annual recognition program. The committee chooses those best practices based on a set criteria established by the committee. This provides a manageable number for Clerks' staff to review and validate to ensure best practices are being followed in their respective offices. By rotating different best practices each year, the committee can easily have all best practices reviewed every few years.

Clerks and Comptrollers must complete the appropriate checklists each year in order to receive recognition for that year. Each Clerk's office may complete as many selected Best Practices Checklists for which they would like to receive recognition.

All mandatory elements must be checked. Exceptions are handled on a case-by-case basis by the Best Practices Committee. Clerks and Comptrollers must complete all mandatory elements on the selected checklists to be considered meeting the best practice. Optional elements on a checklist are suggested enhancements and are not required to be checked to receive a certificate.

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As long as the Clerk's office is following the mandatory elements of the best practices checklist at the time of form completion, it is considered in compliance with that best practice.

Process

Clerks and Comptrollers should submit each checklist with the mandatory elements checked to FCCC staff who will verify completeness. The checklists are then provided to the Best Practices Committee for review and approval.

Clerks and Comptrollers will receive one printed certificate listing all best practices in which they participate at the FCCC Best Practices Award Ceremony. This certificate is suitable for framing and can be used for public display. FCCC will also provide individual best practices certificates electronically within a few weeks after the ceremony that can be printed by Clerks and Comptrollers wishing to recognize specific departments.

Program Administration

The Best Practices Committee serves as the evaluation and approval board. Each year it will select the 10 best practices for achievement in the excellence program and approve all checklist submissions. It will review the excellence program each year to ensure its continued relevancy and applicability.

New Clerk Academy Curriculum

The Best Practices Excellence Program is included in the curriculum of the overall FCCC education program including the New Clerk Academy.