

Clerks' Court-Related Statutory and Other Mandatory Reports (2018-2019)

This document is a listing of Clerks' statutorily required and mandatory reports to various agencies. However, it does not list reports Clerks produce for external local entities. The format was determined by a Florida Court Clerks & Comptrollers (FCCC) workgroup and report information is updated annually. The document is posted to the public Florida Court Clerks and Comptrollers' Web Site: www.flclerks.com under Public Services>Public Documents>Publications>Mandatory Reports. If you have questions, comments, or corrections, please contact Alex Nicholas at 850-921-0808 or email to anicholas@flclerks.com. For Clerks of Courts Operations Corporation (CCOC) reports telephone 850-386-2223. **(Updated 07/29/19 Performance, page 2: Fiscal Management Checklist (CCOC))**

CATEGORY, REPORT NAME	AUTHORITY/ REFERENCES	RECIPIENT	CLERK INTERNAL COLLECTION METHOD	FREQ.	DUE DATE	TRANSMISSION MEDIUM/ COMMENTS
A. PERFORMANCE						
1. Report of Payment of Court Related Fines, Fees, Service Charges (a.k.a Annual Assessments and Collections Report)	FS 28.246	FCCC submits to Legislature and CCOC	N/A	Annually	January 1 st annually	Clerks use the Automated A & C Report System (2016) to submit report forms to FCCC. FCCC provides the Legislature and CCOC with an electronic copy of the Consolidated Summary Report on January 1 st of each year.
2. Corrective Action Plan (after performance shortfall if necessary). 2a. Collections 2b. Outputs/Timeliness 2c. Juror Payments 2d. Annual Fiscal Management Performance	FS 28.35(2)(d)	CCOC	N/A	Quarterly	1/20 4/20 7/20 10/20	Email Attachment

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Measure Report						
3. CCOC Outputs Report (Cases/Subcases)	FS 28.35(2)(d)	CCOC	N/A	Monthly	20 th each month	Email Attachment
4. Financial Receipts (Figure is entered in to CCOC Outputs Report)	FS 28.246(1)	CCOC	N/A	Annually	10/20	Email Attachment
5. Foreclosure Backlog Report	Supreme Court Order AOSC13-28	OSCA	From Clerks' Case Maintenance Systems or CCIS	Every two weeks	Every two weeks	E-mail attachment or via electronic transmission from CCIS
6. ** NEW ** Civil Indigence Report	Policy of the CCOC Executive Council	CCOC	N/A	Monthly	20 th each month	Email Attachment (Excel)
7. ** NEW ** Fiscal Management Checklist	Policy of the CCOC Under Performance Measures s. 28.35 (2)(d)	CCOC	From Clerks' Case Maintenance Systems	Annual	July 20th	Email Attachment (Excel)
B. JURY						
1. Juror Report of Address Changes	FS 98.093(2)(b)	DOS Division of Elections	Court Attendance	Monthly	Not specified	E-mail attachment
2. Jurors Performance Measures Report (See	FS 28.35(2)(d)	CCOC	Court Attendance	Quarterly	10/20 01/20 04/20	Email Attachment

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Performance Section A.2.d.)					07/20	
3. Witnesses Quarterly Accounting & Payment	FS 40.355	JAC	Finance	Quarterly	14 th	Hard Copy
4. Estimate of Funds Necessary for Witness Compensation (Requisition)	FS 40.29(1)	JAC	Finance	Quarterly	14 th	State Form - Hard Copy, faxed
5. Jury Management Report	AOC 06-13	OSCA	Court Attendance	Monthly	15 th	Email Attachment
6. Statewide Grand Jury Submission	FS 905.37(1)	OSCA	Court Attendance	Annually	2/15	Electronic: Some Clerks submit on website, but statutes require chief judge to report to OSCA. https://StatewideGrandJurySubmission.flcourts.org
C. CIRCUIT CIVIL						
N/A						
D. FINANCE						
1. Court-Related Budget (Court Related Functions)	SB 2506 Sections 1-5 (2017) Amends budget approval process. FS 11.90	CCOC	Finance	Annually	June 1st	Email Attachment - not a report, for use by CCOC. Excel or PABS on-line budget form.

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	FS 28.241 FS 28.35 FS 28.36 FS 28.37					
2. Report of Property Presumed Abandoned	FS 717.117	DFS	Finance	Annually	4/30	Electronically
3. Report of Registry Unclaimed Funds	FS 43.19	DFS	N/A	Annually	12/1	Hard Copy: Statute requires the court to direct the money be deposited with the CFO.
4. Mediation Fee Report (State Courts Revenue Trust Fund Report)	FS 44.108(2)	Chief Judge & OSCA	N/A	Quarterly	30 days after the end of quarter	OSCA gets via CCIS reporting from FCCC.
5. Remission of Fines, Fees, etc.	FS 28.37(2)	DOR	N/A	Monthly	1/10	Electronic state form, not a report, but transmission of funds.
6. Court Expenditure and Clerk's Trust Fund Collections Tracking Report (a.k.a. EC Report)	FS 28.37(2)	CCOC	N/A	Monthly	20 th	Email Attachment
7. Detail Revenue Reporting)	SB 1790/Ch.2008-111	CCOC	N/A	Monthly	20 th	Email Attachment.
8. Assessment of Additional Court Cost Report	FS. 318.18	CCOC	N/A	Quarterly	30 th	Email Attachment

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9. Independent External Audit report (AFR – Annual Financial Statement)	FS 28.35(5), FS 218.39(1) and (7)	CCOC	N/A	Annual	June 30 th	Email attachment
10 Jury Management Quarterly Cost ESTIMATE (Signed Clerk's certification form)	Amended FS 40.29.	CCOC	N/A	Quarterly	11/20 2/20 5/20 8/20	Email attachment
11. Jury Management ACTUAL Costs	Based on JAC policies and procedures	CCOC	N/A	Quarterly	1/20 4/20 7/20 10/20	Email attachment
12. Collection Agent Report	CCOC Policies and Procedures	CCOC	N/A	Annual		Email attachment
13. ** Discontinued ** Forfeited Contraband Report	SB-144(2017)	CCOC	N/A	Quarterly	10/20 1/20 4/20 7/20	Email attachment
E. HUMAN RESOURCES						
1. New Hire Report	FS 409.2576	DOR State Directory	N/A	Biweekly	Within 20 days	Electronically

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		of New Hires				
2. Retirement Report	FS 121.051(4)	Florida Retirement System	HR	Monthly	End of Month	Electronically
3. Unemployment Compensation and Tax Report	FS 443.163	DOR	HR	Quarterly	N/A	Electronically
E. CRIMINAL						
1. OBTS (Monthly OBTS/LOGAN submission including sealed & expunged)	FS 943.052(2)	FDLE (OSCA/DOC)	Criminal	Monthly	15 th	Electronically via FDLE LOGAN System application
2. Drug Alcohol Conviction Report	FS 322.055(5)	DHSMV	Criminal	Monthly	Not specified	Hard Copy or electronic submitted. Not a report but submitted upon each "conviction".
3. Report of Mental Competency	FS 790.065	FDLE	Civil/Criminal	Monthly	15 th	Electronically - not a report, but data
4. TCATS (reported to FCCC and then DHSMV; OSCA receives data from DHSMV)	FS 318.18(8)(a)	DHSMV (OSCA)	Court Attendance & Traffic	Daily	Within 10 days	Electronically - not a report, but data
5. Sexual Predator designation	FS 775.21(5)	FDLE	Criminal	Daily	Due Within 48 Hours	Hard Copy - not a report, statute says clerk must transmit copy of order
6. Dispositions to Florida Fish and Wildlife Commission	FS 327.74(10)	FFWCC	N/A	Varies	Within 10 days	Hard Copy - FFWC checks CCIS online for these; not a report, but data

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(FFWC)						like TCATS
F. DOMESTIC RELATIONS						
1. Dissolution of Marriage Report	FS 382.023	DOH Office of Vital Statistics, DOR	Civil	Monthly	10 th	Form prescribed by DOH, Electronic submission of accounting of funds remitted to DOR.
2. FDLE Name Change Report	FS 68.07(6)	FDLE	Civil	Monthly	10 th	Hard Copy forms furnished by the department.
3. Vital Stats Name Change Report	FS 68.07(5)	DOH Office of Vital Statistics	Civil	Monthly	10 th	Hard Copy forms furnished by the department.
4. Delayed Birth Certificate	FS 382.0195	DOH Office of Vital Statistics	Civil	Varies	Within 10 days	Hard Copy - not a report, statute says clerks must mail the original to the department
5. Certified Statement of Final Decree of Adoption (Application of new birth records)	FS 63.152	DOH Office of Vital Statistics	Civil	Varies	Within 30 days	Hard Copy - department form
6. Adoption, annulment of an adoption, affirmation of parental status, or determination of paternity	FS 382.015	DOH Office of Vital Statistics	Civil	Monthly	10 th	Hard Copy - not a report, certified copies of court orders
7. Marriage License Report	FS 382.021	DOH Office of		Monthly	5 th	Hard Copy form furnished by

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		Vital Statistics				department
G. CHILD SUPPORT						
1. RMS (Random Moment Sampling)	FS 61.1826(4) & DOR Contract	DOR	Civil	Semi-Monthly	1st & 16 th	Faxed or electronic depending on Clerk agreement with DOR.
2. IV - D Delinquent Case Report to DOR (Provided by FCCC to DOR via CLERC System)	FS 61.181	DOR	N/A	Monthly	Not specified	Electronically - by FCCC
3. Monthly IV-D Non-assistance filings (Monthly Child Support Federal Cost Reimbursement Invoice)	FS 61.1826(4)(f) & DOR Contract	DOR & FCCC	N/A	Monthly	20 th	Electronically via email
H. JUVENILE						
1. Juvenile Delinquency Report to Superintendent of Schools	FS 1006.08(2)	Superintendent of School	N/A	Varies	Within 48 hours	Statute requires court to provide; local liaison gets via judicial website.
2. Juvenile OBTS (Included in OBTS/LOGAN monthly submission)	FS 943.052(2)	OSCA, FDLE & DOC	Court Attendance	Monthly	Began 7/2008	Electronically – FDLE/LOGAN submission
I. PROBATE						
1. Notification of Adjudication of Mental Incapacity	FS 98.093(2)(b)	DOS Division of Elections	Civil-Criminal Admin	Monthly	Not specified	Hard Copy

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2. Probate New Estate Listing (Monthly Preliminary Report)	FS 198.30	DOR & AHCA	Civil-Criminal Admin	Monthly	10 th	Hard Copy - have judge sign. Statute requires court to provide.
J. STATISTICS						
1. Involuntary Civil Commitment of Sexually Violent Predators (f/k/a Jimmy Ryce)	AOS 00-16	OSCA	Civil	Monthly	15 th	Hard Copy to court
2. Parental Notice of Abortion Report	In Re: Reporting of Proceedings for judicial waiver of parental notice FS 390.01114(6)	OSCA	Civil	Monthly	15 th	Hard Copy to court
3. Quarterly Pending Caseload Report	SRS Manual, Rule of Judicial Adm. Rule 2.250	OSCA	OSCA; See: Rule 2.250	Quarterly	15 th	Email with attachment to OSCA
4. Uniform Case Reporting (SRS, including sealed cases)	FS 25.075, Rule of Judicial Adm. 2.245	OSCA	Civil	Monthly	15 th	Email with attachment to OSCA
5. Complex Case Report	FL Rules of Judicial Adm., 2.245; Fl Rules of Civil Procedure, Form 1.999 as amended by SC 08-1141	OSCA	Civil	Quarterly	15 th	Electronic/Excel/ XML

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6. Record of Unsatisfied Judgment (Upon written request of the creditor or his/her attorney)	FS 324.111	DHSMV	N/A	Upon request of judgment creditor	After 30 days	Hard Copy - not a report, but certified judgments per statute.