



# Supreme Court of Florida

500 South Duval Street  
Tallahassee, Florida 32399-1925

PEGGY A. QUINCE  
CHIEF JUSTICE  
CHARLES T. WELLS  
HARRY LEE ANSTEAD  
BARBARA J. PARIENTE  
R. FRED LEWIS  
CHARLES T. CANADY  
RICKY L. POLSTON  
JUSTICES

THOMAS D. HALL  
CLERK OF COURT

KEVIN WHITE  
ACTING MARSHAL

October 15, 2008

Mr. Jerry L. McDaniel, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

Mr. Michael Hansen, Budget Director  
House Policy and Budget Council  
418 Capitol  
Tallahassee, Florida 32399-1300

Ms. Cynthia Kelly, Staff Director  
Senate Fiscal Policy & Calendar Committee  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

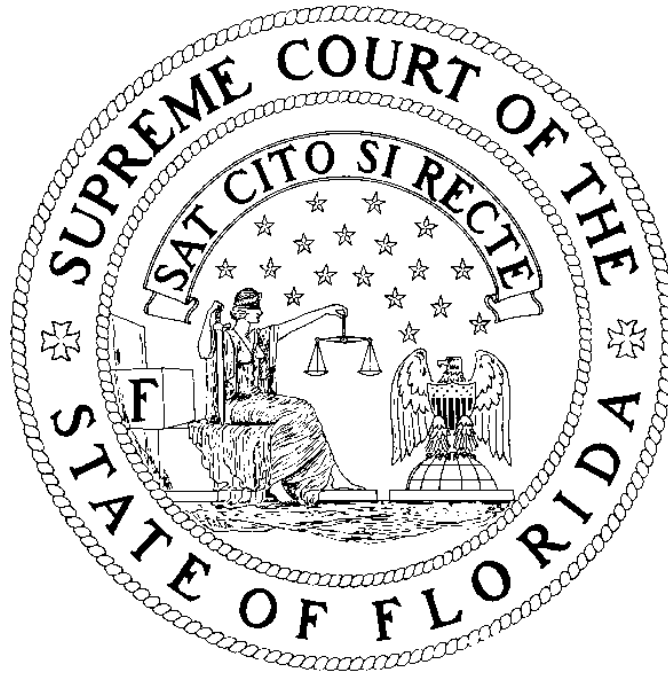
Pursuant to Chapter 216, *Florida Statutes*, our Legislative Budget Request for the Judicial Branch is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2009-10 Fiscal Year. This submission has been approved by the Supreme Court of Florida.

Sincerely,

A handwritten signature in cursive script that reads "Peggy A. Quince".

Peggy A. Quince

PAQ/ssb



# **State Courts System**

**FY 2009-2010**

## **Department Level Exhibits and Schedules**

## Schedule VII: Agency Litigation Inventory

*For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.*

<b>Agency:</b>	<b>Judicial Branch – Florida State Courts System</b>		
<b>Contact Person:</b>	<b>Laura Rush</b>	<b>Phone Number:</b>	<b>(850) 488-1824</b>
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<b>None</b>		
<b>Court with Jurisdiction:</b>			
<b>Case Number:</b>			
<b>Summary of the Complaint:</b>			
<b>Amount of the Claim:</b>	\$		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>			
<b>Status of the Case:</b>			
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>			

**Schedule VIII - A**

**Priority Listing of Agency Budget Issues**

**Supreme Court - 22010100**

<b>Issue Title</b>	<b>Issue Code</b>	<b>FTE</b>	<b>Amount</b>	<b>Fund</b>	<b>Priority</b>
Building, Facilities Maintenance and Operational Upkeep	7000210		68,000	1000	1



Schedule VIII - A

Priority Listing of Agency Budget Issues

Executive Direction - 22010200

Issue Title	Issue Code	FTE	Amount	Fund	Priority
Certification of Additional Judgeships	3009310		100,650	1000	1
Network Operations	36210C0		168,400	1000	4
Judicial Inquiry System	36220C0		263,776	1000	3
Disaster Recovery Implementation	36240C0	1.0	432,647	1000	2
Court Education	4600200	1.0	581,204	2146	5

Schedule VIII - A

Priority Listing of Agency Budget Issues

District Courts of Appeals - 22100600

Issue Title	Issue Code	FTE	Amount	Fund	Priority
Appellate Court Workload	3000100	3.0	275,181	1000	5
Appellat Workers Compensation Workload	3000110	1.0	73,849	2510	6
District Court of Appeal Courier Services	4600510		4,500	1000	3
Appellate Court Operational Increases	4600600		367,780	1000	4
Security Equipment	6800400		100,210	1000	2
Security Contractual Increase	6800700		4,410		1
Air Conditioning System	7000310		58,916	1000	7

Schedule VIII - A

Priority Listing of Agency Budget Issues

Circuit Courts - 22300100

Issue Title	Issue Code	FTE	Amount	Fund	Priority
Due Process Costs - Court Reporting Element	5302000	33.00	5,737,594	1000	2
Due Process Costs - Court Interpreting Element	5303000	15.00	946,502	1000	3
Certification of Additional Judgeships	3009310	46.00	5,326,089	1000	1

Schedule VIII - A

Priority Listing of Agency Budget Issues

County Courts - 22300200

Issue Title	Issue Code	FTE	Amount	Fund	Priority
Certification of Additional Judgeships	3009310	84.0	10,149,971	1000	1

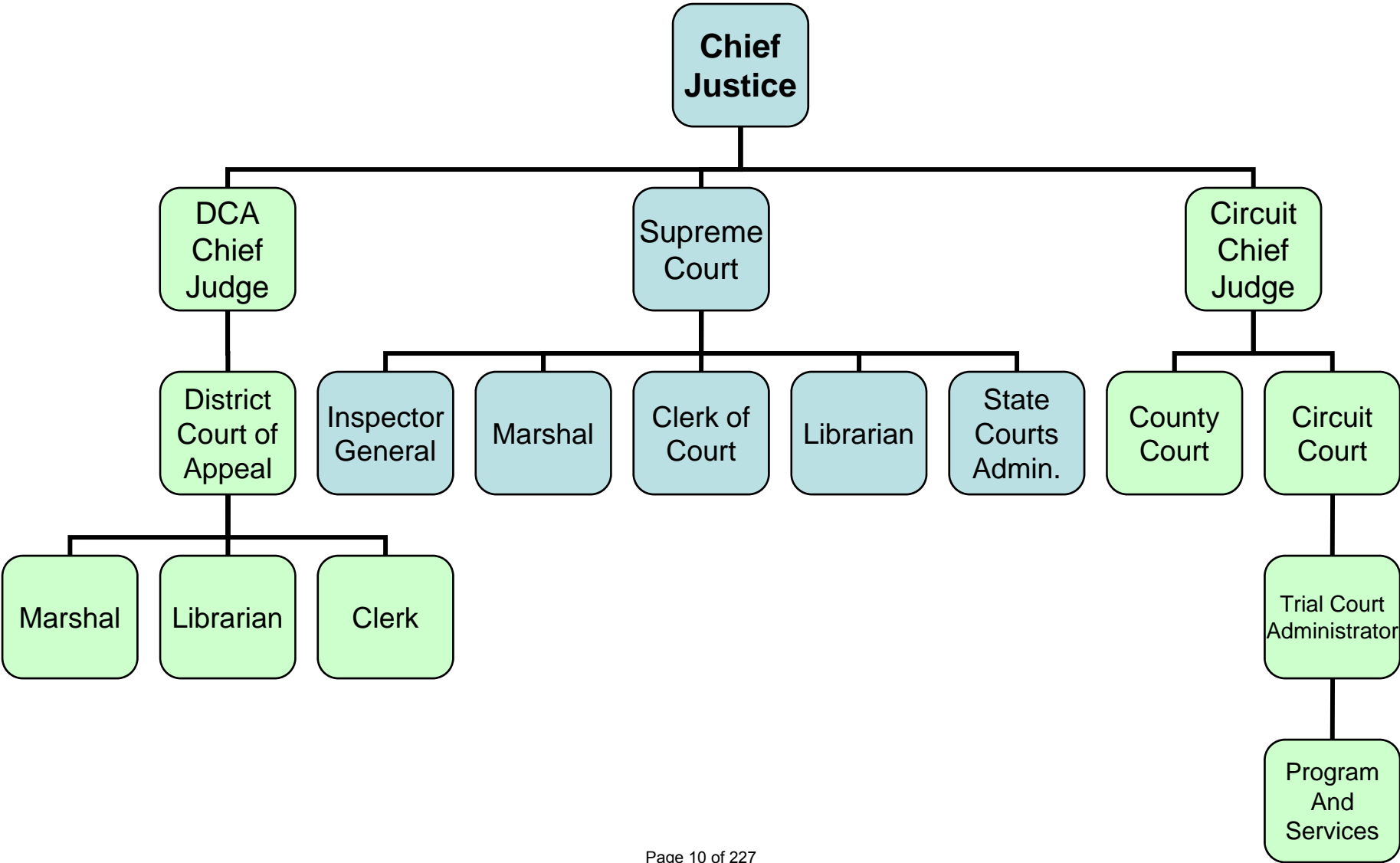
**Schedule VIII - A**

**Priority Listing of Agency Budget Issues**

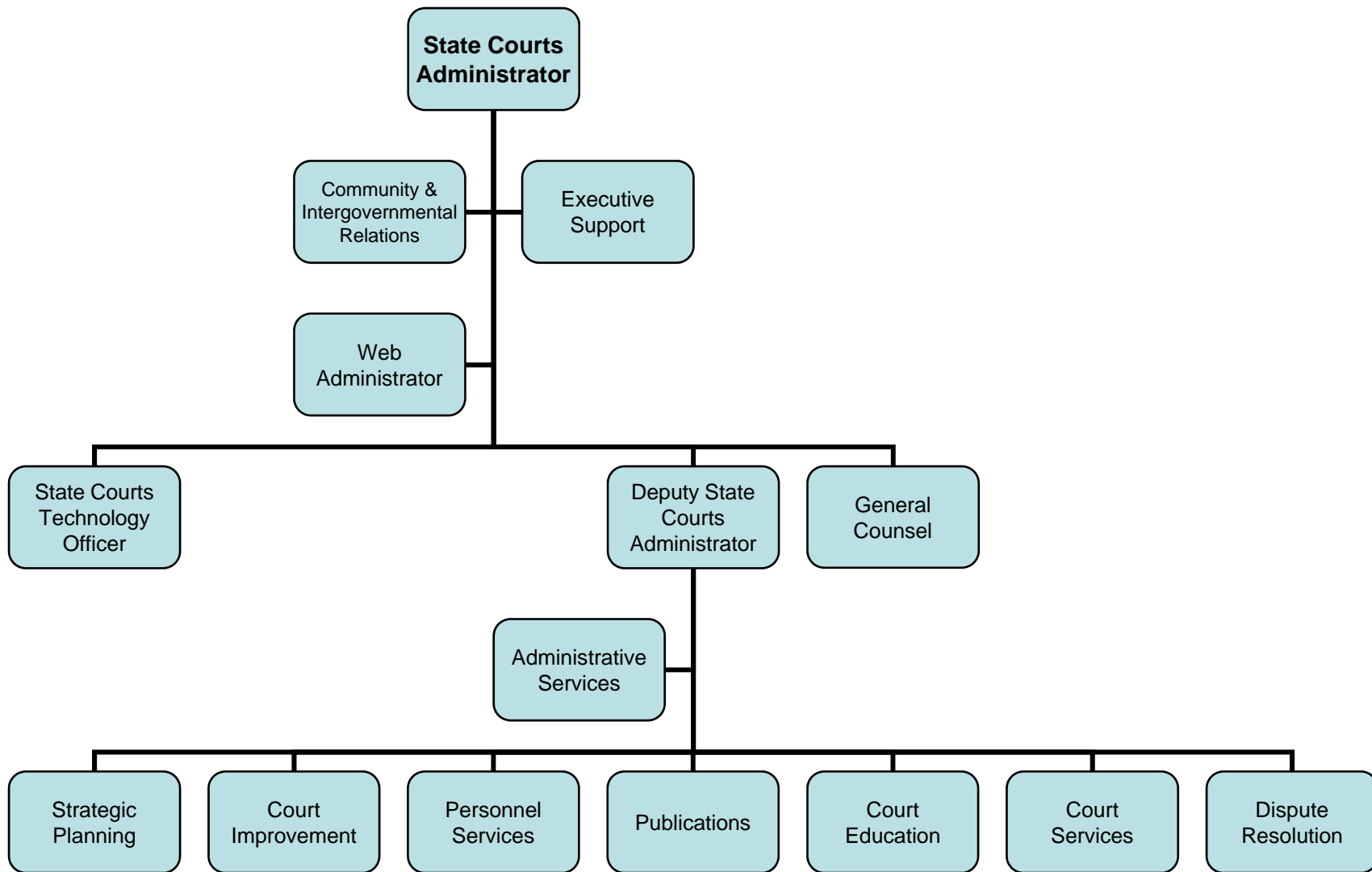
**Judicial Qualifications Commission - 22350100**

<b>Issue Title</b>	<b>Issue Code</b>	<b>FTE</b>	<b>Amount</b>	<b>Fund</b>	<b>Priority</b>
Judicial Qualifications Commission Caseload	300030		75,968	1000	1

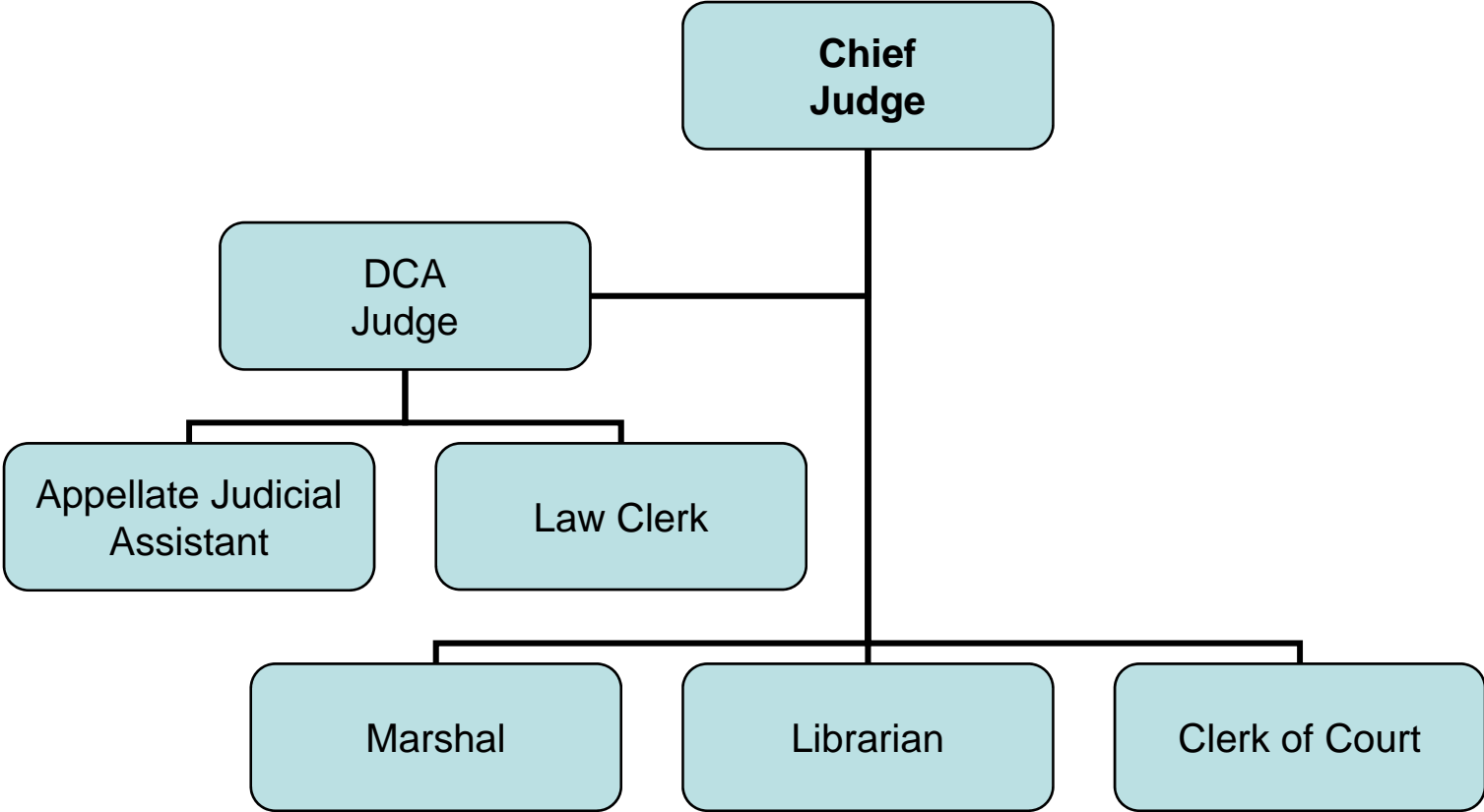
# FLORIDA STATE COURTS SYSTEM



# OFFICE OF THE STATE COURTS ADMINISTRATOR

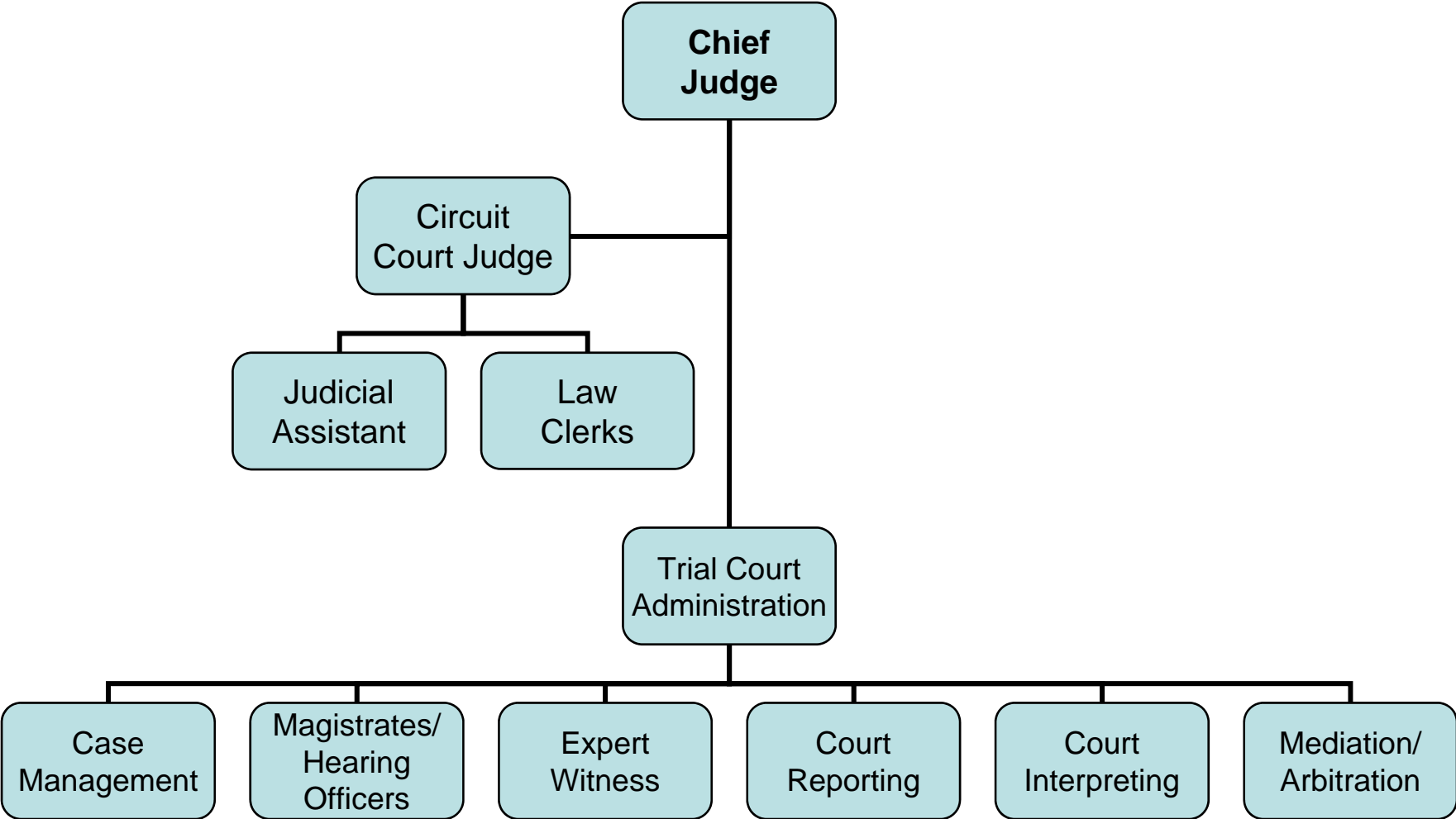


# DISTRICT COURTS OF APPEAL

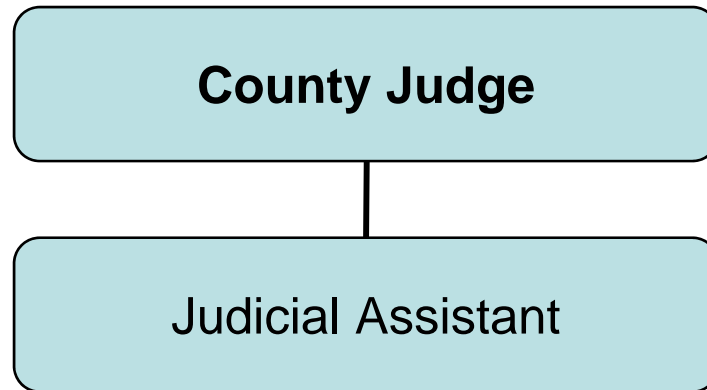




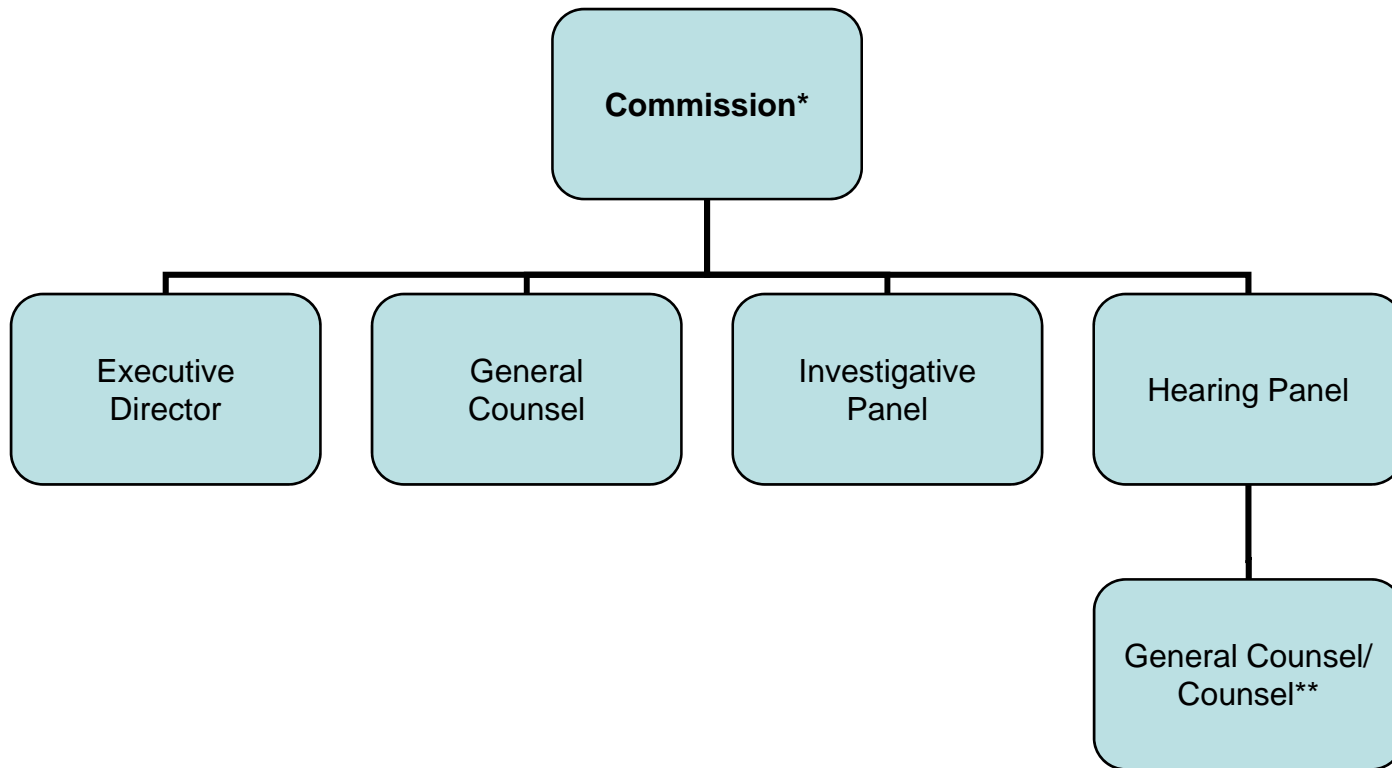
# CIRCUIT COURTS



# COUNTY COURTS



# JUDICIAL QUALIFICATIONS COMMISSION



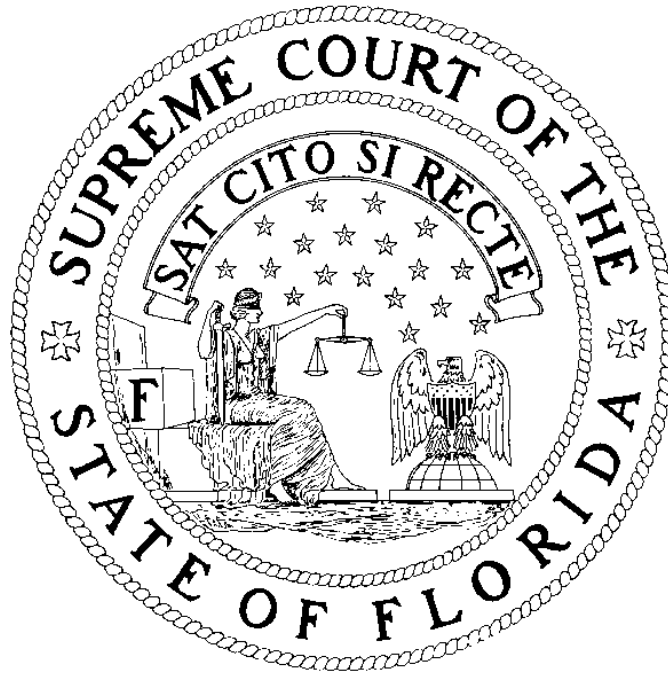
\* Volunteer, Non-Salaried Positions

\*\* Contractual, Non-Salaried Positions

<b>STATE COURT SYSTEM</b>		<b>FISCAL YEAR 2007-08</b>			
<b>SECTION I: BUDGET</b>		<b>OPERATING</b>	<b>FIXED CAPITAL OUTLAY</b>		
<b>TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT</b>		478,300,383	13,534,470		
<b>ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)</b>		<b>(8,124,811)</b>	388,589		
<b>FINAL BUDGET FOR AGENCY</b>		<b>470,175,572</b>	<b>13,923,059</b>		
<b>SECTION II: ACTIVITIES * MEASURES</b>		<b>Number of Units</b>	<b>(1) Unit Cost</b>	<b>(2) Expenditures (Allocated)</b>	<b>(3) FCO</b>
<i>Executive Direction, Administrative Support and Information Technology (2)</i>					13,923,059
Supreme Court Library * <b>Number of cases supported</b>		3,501	203.25	711,585	
Court Records And Case Flow Management * <b>Number of records maintained</b>		44,508	140.33	6,245,865	
Security * <b>Number of square feet secured</b>		951,922	1.74	1,656,695	
Facilities Maintenance And Management * <b>Number of square feet maintained</b>		951,922	5.03	4,791,217	
Judicial Processing Of Cases * <b>Number of cases disposed (all case types)</b>		3,877,012	76.38	296,112,985	
Judicial And Court Staff Education * <b>Number of contact hours</b>		40,345	53.00	2,138,109	
Professional Certification * <b>Number of professionals certified</b>		2,655	296.57	787,389	
Court Services * <b>Number of analyses conducted</b>		9,829	160.19	1,574,463	
Case Process Analysis And Improvement * <b>Number of cases analyzed</b>		15,515	139.94	2,171,167	
Disposition Of Complaints Against The Judiciary * <b>Number of complaints disposed</b>		594	1,541.19	915,466	
<b>TOTAL</b>				<b>317,104,941</b>	<b>13,923,059</b>
<b>SECTION III: RECONCILIATION TO BUDGET</b>					
<b>PASS THROUGHS</b>					
<b>TRANSFER - STATE AGENCIES</b>					
<b>AID TO LOCAL GOVERNMENTS</b>					
<b>PAYMENT OF PENSIONS, BENEFITS AND CLAIMS</b>					
<b>OTHER</b>					
<b>REVERSIONS</b>					
				8,827,195	
				133,402,069	
				10,841,410	
<b>TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)</b>				<b>470,175,615</b>	<b>13,923,059</b>

**SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY**

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.
- (2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.
- (3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.
- (4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.



# **State Courts System**

**22010200**

**Executive Direction and  
Support Services**

**Schedule I Series**

**COURT EDUCATION TRUST FUND - 2146**  
**SCHEDULE I NARRATIVE**  
**EXECUTIVE DIRECTION & SUPPORT SERVICES**

**Revenue Estimating Methodology**

Case Filing Fees: Estimated revenues for FY 2008-09 and FY 2009-10 assumes a 100% collection rate. That is, the estimates assume that all of the available dollars (i.e., case filing of 919,223 for FY 2008-09 and 917,333 for FY 2009-10 multiplied by \$3.50 per case filing) will actually be collected.

The increase in fees collected for FY 07-08 is solely due to the increase in FY 07-08 real property/mortgage foreclosure filings. The FY 07-08 increase may not be a one-time occurrence, however, we are not certain if the current rate of mortgage foreclosures will continue in FY 08-09 and FY 09-10. Therefore, the projection provided reflect a very conservative estimate of collections.

**Section I: Detail of Revenues**

A transfer within the agency to Budget Entity 22300100 was necessary to implement HB 7009, to meet the operational needs of the Circuit Court Budget Entity after base budget reductions.

**Section III: Adjustments**

An adjustment for FY 07-08 September reversions was necessary to increase the fund balance to accurately reflect the available Unreserved Fund Balance for the Court Education Trust Fund.

**5% Trust Fund Reserve Calculation**

\$3,217,280	Fees (FY 08-09 estimate)
<u>(\$225,210)</u>	General Revenue Surcharge 7% (FY 08-09)
\$2,992,070	Total Revenue Subject to 5% Reserve
X	5% Trust Fund Reserve
<u><u>\$149,604</u></u>	Total 5% Reserve Amount (for FY 09-10)

**MEDIATION/ARBITRATION TRUST FUND - 2213**  
**SCHEDULE I NARRATIVE**  
**Executive Direction & Support Services**

**Revenue Estimating Methodology**

Case Filing Fees: Estimated revenues for FY 2008-09 and FY 2009-10 assumes a 85% collection rate on a conservative projection of filings (less estimated 1.6% indigence rate) at \$1.00 per case for all relevant filings.

Professional Certification Fees: Estimated revenue assumes a 100% collection rate on professional certifications provided by Information Systems Services.

**Section II Adjustments**

A transfer of \$1,100,000 within the agency to Budget Entity 22100600 was necessary to implement HB 7009, to meet the operational needs of the Appellate Courts Budget Entity 22100600 after base budget reductions. Additionally, \$113,903 was transferred back to Budget Entity 22010200 for the unused amounts. Note: An adjustment of \$113,903 is anticipated to reclassify revenues from GL Code 613 to GL Code 657, which would reflect the transfer in from Budget Entity 22100600.

**Section III Adjustments**

An adjustment for Fiscal Year 07-08 September Reversions was necessary to increase the fund balance to accurately reflect the available Unreserved Fund Balance for the Mediation Arbitration Trust Fund.

**5% Trust Fund Reserve Calculation**

	\$1,066,387 Fees/Licenses (FY 08-09 estimate)
	<u>(\$74,647) General Revenue Surcharge 7% (FY 08-09)</u>
	\$991,740 Total Revenue Subject to 5% Reserve
X	5% Trust Fund Reserve
	<u><u>\$49,587</u></u> Total 5% Reserve Amount (for FY 09-10)

**FEDERAL GRANTS TRUST FUND-2261**  
**SCHEDULE I NARRATIVE**  
**Executive Direction/Support Services**

**Revenue Estimating Methodology**

Grant Revenues: The projected grant revenues recorded in this trust fund are based on anticipated grant awards. Negative fund balance is the result of unobligated budget. However, past experience with receipt of grants require the availability of this authority.

**Section II Adjustments**

An adjustment was made to correct the negative fund balance in FY 08-09 and FY 09-10 due to unobligated budget authority.

**Section III Adjustments**

An adjustment for FY 07-08 September reversions was necessary to increase the fund balance to accurately reflect the available Unreserved Fund Balance.

An adjustment was made to balance with the Schedule 1C.

**5% Trust Fund Reserve Calculation**

The 5% trust fund reserve is not applicable to federal funds received; therefore, there is no calculation for this fund.



**GRANTS AND DONATIONS TRUST FUND - 2339**  
**SCHEDULE I NARRATIVE**  
**Executive Direction/Support Services**

**Revenue Estimating Methodology**

There are no anticipated non-federal grants at this time.

**Section II Adjustments**

An adjustment was made to correct the negative fund balance in FY 08-09 and FY 09-10 due to unobligated budget authority. However, past experience with receipt of grants require availability of authority.

**Section III Adjustments**

An adjustment for Fiscal Year 07-08 September Reversions was necessary to increase the fund balance to accurately reflect the available Unreserved Fund Balance.

**5% Trust Fund Reserve Calculation**

The Grants and Donations Trust Fund contains non-federal grants which prohibit expenditures of funds on anything other than grant activity and therefore is exempt from the 5% Trust Fund Reserve.

**OPERATING TRUST FUND - 2510**  
**SCHEDULE I NARRATIVE**  
**Executive Direction & Support Services**

**Revenue Estimating Methodology**

Supreme Court Filing Fees: The estimated filing fee revenue is based on a two year average of revenue collections.

Court Interpreter Fees: In Fiscal Year 2008-09 and 2009-10, the estimated revenue is not expected to significantly increase or decrease based on the FY 2007-08 actual fees collected.

**Section II Adjustments**

An adjustment was made to correct the negative fund balance in FY 08-09 and FY 09-10 due to unobligated budget authority.

**Section III Adjustments**

An adjustment for Fiscal Year 07-08 September Reversions was necessary to increase the fund balance to accurately reflect the available Unreserved Fund Balance for the Operating Trust Fund.

**5% Trust Fund Reserve Calculation**

\$164,568	Filing/Court Interpreter Fees (FY 08-09 estimated)
<u>(\$11,520)</u>	General Revenue Surcharge 7% (FY 08-09)
\$153,048	Total Revenue Subject to 5% Reserve
X	5% Trust Fund Reserve
<u><u>\$7,652</u></u>	Total 5% Reserve Amount (for FY 09-10)

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** State Courts System **Budget Period:** 2009-2010  
**Program:** Executive Direction & Support Svcs  
**Fund:** Court Education Trust Fund

**Specific Authority:** 25.384, Florida Statutes  
**Purpose of Fees Collected:** To provide education and training for Judges and other court personnel.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>	<u>REQUEST</u>
	<u>FY 2007 - 2008</u>	<u>FY 2008 - 2009</u>	<u>FY 2009 - 2010</u>
<u>Receipts:</u>			
<u>Fees</u>	4,190,468	3,217,280	3,210,666
<u>Refunds</u>	7,609		
<b>Total Fee Collection to Line (A) - Section III</b>	<b>4,198,077</b>	<b>3,217,280</b>	<b>3,210,666</b>

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,021,694	1,171,572	1,185,368
Other Personal Services	39,629	105,540	172,706
Expenses	555,662	1,863,355	2,015,376
Operating Capital Outlay	19,320	10,000	10,000
<u>Contracted Services</u>	73,101	158,448	178,383
<u>HR/Transfers</u>	12,613	4,608	4,608
Indirect Costs Charged to Trust Fund	291,102		
<b>Total Full Costs to Line (B) - Section III</b>	<b>2,013,121</b>	<b>3,313,523</b>	<b>3,566,441</b>

Basis Used: \_\_\_\_\_

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	4,198,077	3,217,280
TOTAL SECTION II	(B)	2,013,121	3,313,523
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>2,184,955</b>	<b>(96,243)</b>

**EXPLANATION of LINE C:**  
 In those instances where projected expenditures exceed revenue collected, current cash balance will support continued operations.



**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 -2010**

**Department:** Florida State Courts System  
**Budget Entity:** Executive Dir/Support Services  
**Fund:** Federal Grants Trust Fund

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 2008	FY 2008 - 2009	FY 2009 - 2010
Grants	1,582	0	0
<u>FUNDING SOURCE - NON-STATE</u>			
<b>TOTALS*</b>	<b>1,582</b>	<b>-</b>	<b>-</b>

**\*Must agree to amounts on Schedule I, Section IV, Line I.**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Court Education Trust Fund
<b>LAS/PBS Fund Number:</b>	Executive Direction & Support Services
	2146

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,192,451.23	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	239,544.74	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	3,431,995.97	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(42,509.32)	(H)		
Approved "B" Certified Forwards	(10,506.85)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(75,696.30)	(I)		
LESS:		(J)	-	
<b>Unreserved Fund Balance, 07/01/08</b>	3,303,283.50	(K)	-	**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2009 - 2010 State Courts System
<b>Trust Fund Title:</b>	Mediation & Arbitration Trust Fund
<b>Budget Entity:</b>	Executive Direction & Support Services
<b>LAS/PBS Fund Number:</b>	2213

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,545,608.75	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	55,495.92	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>1,601,104.67</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(1,775.02)	(H)		
Approved "B" Certified Forwards	(35,037.25)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(75,602.94)	(I)		
LESS:		(J)	-	
<b>Unreserved Fund Balance, 07/01/08</b>	<b>1,488,689.46</b>	(K)	-	- **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b> State Courts System
<b>Trust Fund Title:</b>	Federal Grants Trust Fund
<b>Budget Entity:</b>	Executive Direction & Support Services
<b>LAS/PBS Fund Number:</b>	2261

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	10,848.41	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	16,834.93	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>27,683.34</b>	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(6,349.69)	(H)		
Approved "B" Certified Forwards	(19,751.70)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS:		(J)		
<b>Unreserved Fund Balance, 07/01/08</b>	<b>1,581.95</b>	(K)	-	**

**Notes:**

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## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Grants & Donation TF
<b>LAS/PBS Fund Number:</b>	Executive Direction Support Svces
	2339

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	49,351.12	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	-	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	49,351.12	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(252.52)	(H)		
Approved "B" Certified Forwards	-	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Unearned Revenue	(48,020.66)	(J)		
<b>Unreserved Fund Balance, 07/01/08</b>	1,077.94	(K)		**

**Notes:**

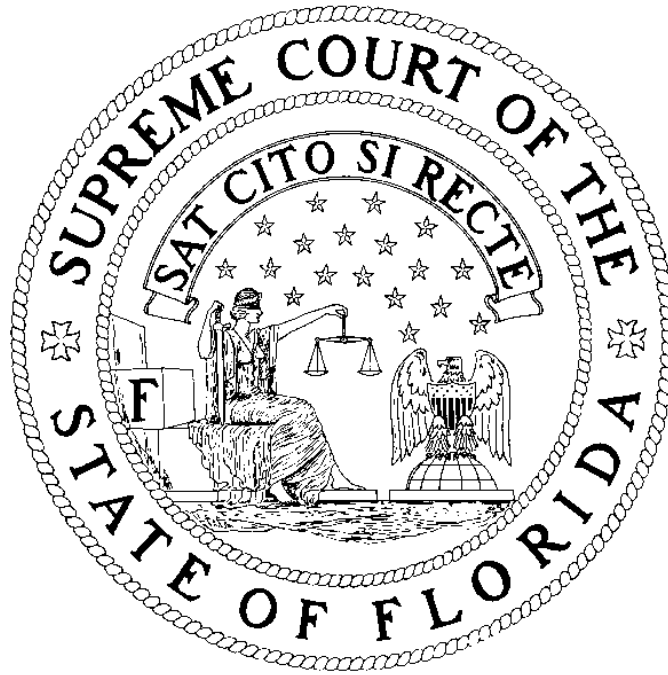
- \*SWFS = Statewide Financial Statement
- \*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Operating Trust Fund
<b>LAS/PBS Fund Number:</b>	Executive Direction Support Services
	2510

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	552,538.78	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	-	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	552,538.78	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(7,269.15)	(H)		
Approved "B" Certified Forwards	-	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/08</b>	545,269.63	(K)		**

**Notes:**  
 \*SWFS = Statewide Financial Statement  
 \*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



# **State Courts System**

**22100100 – Court Operations –  
Appellate Courts**

**Schedule I Series**

**MEDIATION/ARBITRATION TRUST FUND - 2213**  
**SCHEDULE I NARRATIVE**  
**District Courts of Appeals - 22100100**

**Section II Adjustments**

A cash transfer was done to move \$39,263 from a budget entity no longer used (22100100) to the active budget entity for this fund.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** State Courts System **Budget Period:** **2009-2010**  
**Program:** Appellate Court Operations  
**Fund:** Mediation & Arbitration Trust Fund

**Specific Authority:** 44.108, Florida Statutes  
**Purpose of Fees Collected:** To fund mediation and arbitration services which are the responsibility of the Supreme Court pursuant to the provisions of s.44.106, Florida Statutes.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u><b>SECTION I - FEE COLLECTION</b></u>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007 - 2008</b>	<b>FY 2008 - 2009</b>	<b>FY 2009 - 2010</b>
<u>Receipts:</u>			
_____	-	-	-
_____	-		
_____	-		
_____			
<b>Total Fee Collection to Line (A) - Section III</b>	<b>-</b>	<b>-</b>	<b>-</b>

<u><b>SECTION II - FULL COSTS</b></u>			
<u>Direct Costs:</u>			
Salaries and Benefits		-	-
Other Personal Services	-		
Expenses	-		
Operating Capital Outlay	-		
<u>Transfers</u>	39,264		
_____	-		
Indirect Costs Charged to Trust Fund			
<b>Total Full Costs to Line (B) - Section III</b>	<b>39,264</b>	<b>-</b>	<b>-</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<u><b>SECTION III - SUMMARY</b></u>			
TOTAL SECTION I	(A)	-	-
TOTAL SECTION II	(B)	39,264	-
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>(39,264)</b>	<b>-</b>

**EXPLANATION of LINE C:**  
 Transfer out zeros out this budget entity for this fund.  
 \_\_\_\_\_  
 \_\_\_\_\_

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

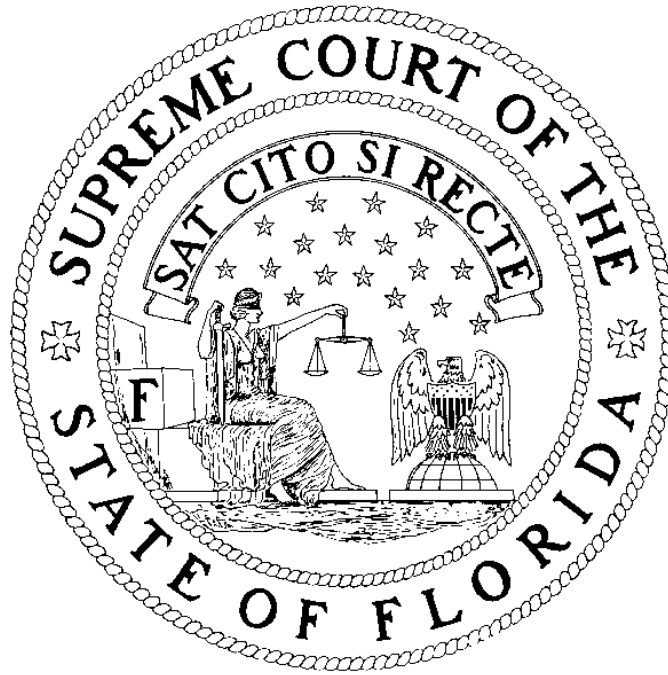
<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Mediation & Arbitration Trust Fund
<b>LAS/PBS Fund Number:</b>	Court Operations - Appellate Court
	2213

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	-	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	-	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-	(I)		
LESS: Current Compensated Absences Liability		(J)		
<b>Unreserved Fund Balance, 07/01/08</b>	-	(K)	-	- **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



# **State Courts System**

**22100600**

**District Courts of Appeal**

**Schedule I Series**



**MEDIATION/ARBITRATION TRUST FUND - 2213**  
**SCHEDULE I NARRATIVE**  
**District Courts of Appeals - 22100600**

**Section II Adjustments**

A cash transfer was done to move \$39,263 from a budget entity no longer used (22100100) to the active budget entity for this fund.

A transfer of \$1,100,000 within the agency to Budget Entity 22100600 was necessary to implement HB 7009, to meet the operational needs of the Appellate Courts Budget Entity 22100600 after base budget reductions. Additionally, \$113,903 was transferred back to Budget Entity 22010200 for the unused amounts. Note: An adjustment of \$113,903 is anticipated to reclassify revenues from GL Code 613 to GL Code 657, which would reflect the transfer in from Budget Entity 22100600.

**OPERATING TRUST FUND - 2510**  
**Court Operations/Appellate Courts**  
**SCHEDULE I NARRATIVE**

**Revenue Estimating Methodology**

Workers Compensation Appeals: Funds in Specific Appropriation 2554A of the FY 08-09 General Appropriations Act (HB 5001) are provided for transfer to the First District Court of Appeal for workload associated with workers' compensation appeals and to implement a new workers' compensation appeals unit.

**Section II Adjustments**

Hurricane revenue (\$46,546) was transferred in from Grants and Donations Trust Fund to allow for a refund through the Operating Trust Fund since this Trust Fund had the non-operating authority.

Hurricane Frances revenue (\$13,995.38) was refunded to the Department of Community Affairs from this budget entity (22100600). However, this amount should have been refunded from the Circuit Court budget entity (22300100).

Note: Hurricane Frances revenue (13,995.38) was refunded to the Department of Community Affairs from an incorrect budget entity (22100600). This amount should have been refunded from the Circuit Court budget entity. Therefore, we had to use anticipated payables and receivables to correct the fund balance.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** State Courts System **Budget Period:** **2009-2010**  
**Program:** Appellate Court Operations  
**Fund:** Mediation & Arbitration Trust Fund

**Specific Authority:** 44.108, Florida Statutes  
**Purpose of Fees Collected:** To fund mediation and arbitration services which are the responsibility of the Supreme Court pursuant to the provisions of s.44.106, Florida Statutes.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007 - 2008</b>	<b>FY 2008 - 2009</b>	<b>FY 2009 - 2010</b>
<u>Receipts:</u>			
Fees (Transfers In from BE 22010200)	1,100,000	-	-
Transfers ( Between 22100100 and 22100600)	39,263		
	-		
<b>Total Fee Collection to Line (A) - Section III</b>	<b>1,139,263</b>	<b>-</b>	<b>-</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,025,661	-	-
Other Personal Services	-		
Expenses	-		
Operating Capital Outlay	-		
Transfers	113,903		
	-		
Indirect Costs Charged to Trust Fund			
<b>Total Full Costs to Line (B) - Section III</b>	<b>1,139,564</b>	<b>-</b>	<b>-</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<b><u>SECTION III - SUMMARY</u></b>			
TOTAL SECTION I	(A)	1,139,263	-
TOTAL SECTION II	(B)	1,139,564	-
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>(300)</b>	<b>-</b>

**EXPLANATION of LINE C:**  
 The beginning balance brought forward of \$300 will cover the deficit and net this budget entity to zero.  
 \_\_\_\_\_  
 \_\_\_\_\_

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 -2010**

**Department:** Florida State Courts System  
**Budget Entity:** District Courts of Appeal  
**Fund:** Grants and Donations Trust Fund

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 2008	FY 2008 - 2009	FY 2009 - 2010
Grants	4,665	4,665	4,665
<u>FUNDING SOURCE - NON-STATE</u>			
<b>TOTALS*</b>	<b>4,665</b>	<b>4,665</b>	<b>4,665</b>

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Mediation & Arbitration Trust Fund
<b>LAS/PBS Fund Number:</b>	Court Operations - Appellate Court
	2213

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	-	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	-	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards		(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-	(I)		
LESS: Current Compensated Absences Liability		(J)		
<b>Unreserved Fund Balance, 07/01/08</b>	-	(K)	-	- **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Grants & Donation TF
<b>LAS/PBS Fund Number:</b>	Appellate Court
	2339

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	4,665.44	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	-	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	4,665.44	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-	(H)		
Approved "B" Certified Forwards	-	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/08</b>	4,665.44	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

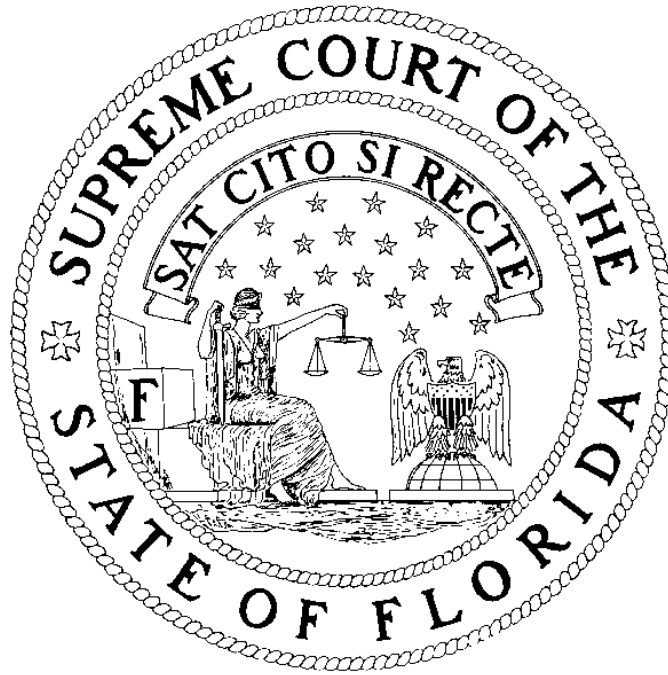
<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Operating Trust Fund
<b>LAS/PBS Fund Number:</b>	Court Operations Appellate
	2510

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(13,995.38)	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	-	(D)		
ADD: Anticipated Revenue (Hurricane Refund)	13,995.38	(E)		
<b>Total Cash plus Accounts Receivable</b>	-	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-	(H)		
Approved "B" Certified Forwards	-	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/08</b>	-	(K)		**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

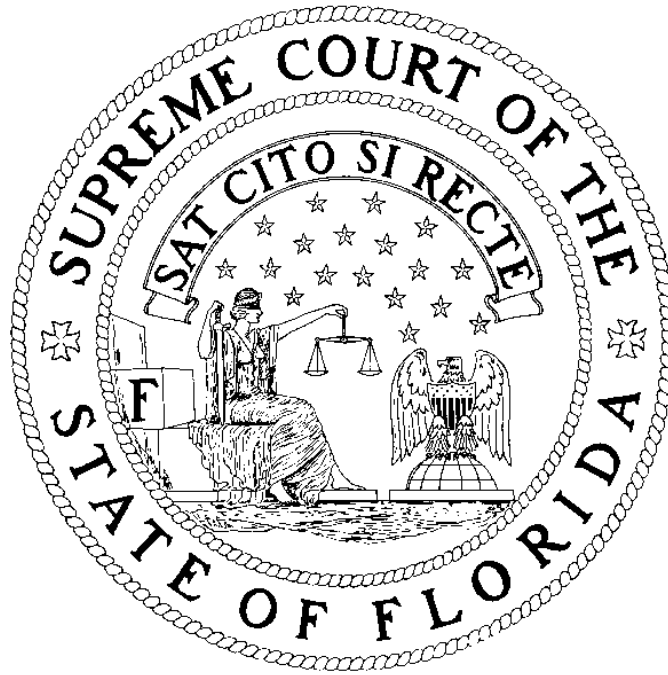


# **State Courts System**

## **22300100 - Trial Courts – Court Operations - Circuit**

### **Exhibits and Schedules**





# **State Courts System**

## **22300100 – Trial Courts Court Operations - Circuit**

### **Schedule I Series**

**COURT EDUCATION TRUST FUND - 2146**  
**SCHEDULE I NARRATIVE**  
**COURT OPERATIONS - CIRCUIT COURTS**

**Section I: Non-Operating Expenditure**

A transfer within the agency from Budget Entity 22010200 was necessary to implement HB 7009, to meet the operational needs of the Circuit Court Budget Entity after base budget reductions.

**MEDIATION/ARBITRATION TRUST FUND - 2213**

**SCHEDULE I NARRATIVE**

**COURT OPERATIONS - CIRCUIT COURTS**

**Revenue Estimating Methodology**

Case Filing Fees: Estimated revenues for FY 2008-09 and FY 2009-10 assumes a 85% collection rate on a conservative projection of filings (less estimated 1.6% indigence rate) at \$15 per case for circuit civil and county civil filings.

Section 44.108(2), Florida Statutes, enumerates the fees to be collected when court-ordered mediation services are provided by a circuit court's mediation program. The estimated revenue assumes a 100 percent collection rate on projected sessions held.

**Section III Adjustments**

An adjustment for Fiscal Year 07-08 September Reversions was necessary to increase the fund balance to accurately reflect the available Unreserved Fund Balance for the Mediation Arbitration Trust Fund.

**5% Trust Fund Reserve Calculation**

\$11,156,264	Fees/Licenses (FY 08-09 estimate)
<u>(\$780,938)</u>	General Revenue Surcharge 7% (FY 08-09)
\$10,375,326	Total Revenue Subject to 5% Reserve
X	5% Trust Fund Reserve
<u><u>\$518,766</u></u>	Total 5% Reserve Amount (for FY 09-10)

**FEDERAL GRANTS TRUST FUND-2261**  
**SCHEDULE I NARRATIVE**  
**Court Operations/Circuit Courts**

**Revenue Estimating Methodology**

Grant Revenues: The projected grant revenues recorded in this trust fund are based on anticipated grant awards.

**Section II Adjustments**

An adjustment was made to correct the negative fund balance in FY 09-10 due to unobligated budget authority.

**5% Trust Fund Reserve Calculation**

The 5% trust fund reserve is not applicable to federal funds received; therefore, there is no calculation for this fund.

**GRANTS AND DONATIONS TRUST FUND - 2339**  
**SCHEDULE I NARRATIVE**  
**Court Operations/Circuit Courts**

**Revenue Estimating Methodology**

There are no anticipated non-federal grants at this time.

**Section III Adjustments**

An adjustment for Fiscal Year 07-08 September Reversions was necessary to increase the fund balance to accurately reflect the available Unreserved Fund Balance.

**5% Trust Fund Reserve Calculation**

The Grants and Donations Trust Fund contains non-federal grants which prohibit expenditures of funds on anything other than grant activity and therefore is exempt from the 5% Trust Fund Reserve.

**OPERATING TRUST FUND - 2510**  
**Court Operations/Circuit Courts**  
**SCHEDULE I NARRATIVE**

**Revenue Estimating Methodology**

Cost Recovery Fees would remain the same. There have been no changes in procedures that would either increase or decrease the revenues.

Cost Sharing Due Process Costs are estimated for FY 08-09 and FY 09-10 based on the FY 08-09 General Appropriations Act and assume no change will occur for FY 09-10.

**Section II Adjustments**

A transfer of \$2,902,122 within the agency to Budget Entity 22300200 was necessary to implement HB 7009, to meet the operational needs of the County Courts Budget Entity 22300200 after base budget reductions. Additionally, \$222,419 was transferred back to Budget Entity 22300100 for the unused amounts.

An adjustment was made to correct the negative fund balance in FY 08-09 and FY 09-10 due to unobligated budget authority.

**Section III Adjustments**

An adjustment for FY 07-08 September reversions was necessary to increase the fund balance to accurately reflect the available Unreserved Fund Balance.

**5% Trust Fund Reserve Calculation**

\$4,387,668	Fees (FY 08-09 Estimate)
<u>(\$307,137)</u>	General Revenue Surcharge 7% (FY 08-09)
\$4,080,531	Total Revenue Subject to 5% Reserve
X	5%
<u><u>\$204,027</u></u>	Total 5% Reserve Amount (Request Year FY 09-10)

Note: Hurricane Frances revenue (13,995.38) was refunded to the Department of Community Affairs from an incorrect budget entity (22100600). This amount should have been refunded from the Circuit Court budget entity. Therefore, we had to use anticipated payables and receivables to correct the fund balance.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** State Courts System **Budget Period:** **2009-2010**  
**Program:** Court Operations Circuit Courts  
**Fund:** Court Education Trust Fund  
**Specific Authority:** 25.384, Florida Statutes  
**Purpose of Fees Collected:** To provide education and training for Judges and other court personnel.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007 - 2008</b>	<b>FY 2008 - 2009</b>	<b>FY 2009 - 2010</b>
<u>Receipts:</u>			
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	-	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Fee Collection to Line (A) - Section III</b>	<b>-</b>	<b>-</b>	<b>-</b>

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	3,421,247	<input type="text"/>	<input type="text"/>
Other Personal Services	-	<input type="text"/>	<input type="text"/>
Expenses	-	<input type="text"/>	<input type="text"/>
Operating Capital Outlay	-	<input type="text"/>	<input type="text"/>
<u>Service Charge</u>	-	<input type="text"/>	<input type="text"/>
_____	-	<input type="text"/>	<input type="text"/>
Indirect Costs Charged to Trust Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Full Costs to Line (B) - Section III</b>	<b>3,421,247</b>	<b>-</b>	<b>-</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	-	-
TOTAL SECTION II	(B)	3,421,247	-
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>(3,421,247)</b>	<b>-</b>

**EXPLANATION of LINE C:**

A cash transfer within the agency from Budget Entity 22010200 was needed to implement HB 7009.  
 The current cash balance will cover the deficit.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** State Courts System **Budget Period:** **2009-2010**  
**Program:** Circuit Court Operations  
**Fund:** Mediation & Arbitration Trust Fund

**Specific Authority:** 44.108, Florida Statutes  
**Purpose of Fees Collected:** To fund mediation and arbitration services which are the responsibility of the Supreme Court pursuant to the provisions of s.44.106, Florida Statutes.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2007 - 2008</b>	<b>FY 2008 - 2009</b>	<b>FY 2009 - 2010</b>
<b>Receipts:</b>			
Fees	2,462,840	3,417,120	3,609,960
PY Wt Cancellation	170		
Filing Fees	-	2,652,180	2,629,391
Filing Fees		5,086,964	5,253,634
<b>Total Fee Collection to Line (A) - Section III</b>	<b>2,463,010</b>	<b>11,156,264</b>	<b>11,492,985</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<b>Direct Costs:</b>			
Salaries and Benefits	256,613	8,163,897	7,891,072
Other Personal Services	-		
Expenses	24,613	111,294	315,618
Mediation Arb. Contractual	1,745,682	3,163,332	3,307,332
HR Services	-	498	498
Transfers/Refunds	3,786		
Indirect Costs Charged to Trust Fund		780,938	804,509
<b>Total Full Costs to Line (B) - Section III</b>	<b>2,030,694</b>	<b>12,219,959</b>	<b>12,319,029</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<b><u>SECTION III - SUMMARY</u></b>				
TOTAL SECTION I	(A)	2,463,010	11,156,264	11,492,985
TOTAL SECTION II	(B)	2,030,694	12,219,959	12,319,029
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>432,316</b>	<b>(1,063,695)</b>	<b>(826,044)</b>

**EXPLANATION of LINE C:**  
In those instances where projected expenditures exceed revenue collected, current cash balance will support continued operations.



**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 -2010**

**Department:** Florida State Courts System  
**Budget Entity:** Circuit Operations  
**Fund:** Federal Grants Trust Fund

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 2008	FY 2008 - 2009	FY 2009 - 2010
Grants	489,250	65,484	0
<u>FUNDING SOURCE - NON-STATE</u>			
<b>TOTALS*</b>	<b>489,250</b>	<b>65,484</b>	<b>-</b>

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2009 -2010**

**Department:** Florida State Courts System  
**Budget Entity:** Circuit Operations  
**Fund:** Grants and Donations Trust Fund

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2007 - 2008	FY 2008 - 2009	FY 2009 - 2010
Grants	54,303	54,303	54,303
<u>FUNDING SOURCE - NON-STATE</u>			
<b>TOTALS*</b>	<b>54,303</b>	<b>54,303</b>	<b>54,303</b>

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Court Education Trust Fund
<b>LAS/PBS Fund Number:</b>	Court Operations - Circuit Courts
	2146

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	-	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	-	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	-	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-	(H)		
Approved "B" Certified Forwards	-	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-	(I)		
LESS:		(J)	-	
<b>Unreserved Fund Balance, 07/01/08</b>	-	(K)	-	**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Mediation & Arbitration Trust Fund
<b>LAS/PBS Fund Number:</b>	Circuit Court Operations
	2213

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,821,071.52	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	134,959.56	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	2,956,031.08	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(111,387.81)	(H)		
Approved "B" Certified Forwards	(52.40)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-	(I)		
LESS: Current Compensated Absences Liability		(J)		
<b>Unreserved Fund Balance, 07/01/08</b>	2,844,590.87	(K)	-	2,844,590.87 **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Federal Grants Trust Fund
<b>LAS/PBS Fund Number:</b>	Circuit Operations
	2261

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	436,601.20	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	95,478.33	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	532,079.53	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(34,015.37)	(H)		
Approved "B" Certified Forwards	(8,814.59)	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS:		(J)	-	
<b>Unreserved Fund Balance, 07/01/08</b>	489,249.57	(K)	-	**

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Grants & Donation TF
<b>LAS/PBS Fund Number:</b>	Circuit Court Operations
	2339

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	54,303.38	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	-	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	54,303.38	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-	(H)		
Approved "B" Certified Forwards	-	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/08</b>	54,303.38	(K)		**

**Notes:**  
 \*SWFS = Statewide Financial Statement  
 \*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Operating Trust Fund
<b>LAS/PBS Fund Number:</b>	Court Operations-Circuit Courts
	2510

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,987,428.93	(A)		
ADD: Other Cash (See Instructions)	14708.68	(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	-	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	2,002,137.61	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(156,451.34)	(H)		
Approved "B" Certified Forwards	-	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(21,018.59)	(I)		
LESS: Anticipated Payable (Hurricane Refund)	(13,995.38)	(J)	-	
<b>Unreserved Fund Balance, 07/01/08</b>	1,810,672.30	(K)	-	- **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**STATE COURTS SYSTEM**  
**SCHEDULE IV-B**  
**FOR**  
**COURT REPORTING SERVICES**  
**FOR**  
**FISCAL YEAR 2009-10**



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**State of Florida**

*The Florida Legislature*

*Governor's Office of  
Policy and Budget*

**October 2008**



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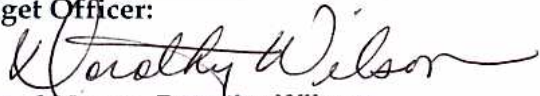

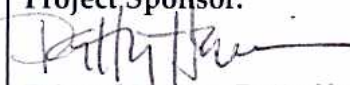
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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: <b>State Courts System</b>	Schedule IV-B Submission Date: <b>October 2008</b>
Project Name: <b>Court Reporting Services (Digital Technology)</b>	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2009-2010 LBR Issue Code: <b>5302000</b>	FY 2009-2010 LBR Issue Title: <b>Court Reporting Element</b>
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): <b>Patty Harris, 410-1236, <a href="mailto:harrisp@flcourts.org">harrisp@flcourts.org</a> and Chris Noel, 413-7321, <a href="mailto:noelc@flcourts.org">noelc@flcourts.org</a></b>	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head:  Printed Name: <b>Lisa Goodner</b>	Date: <b>10/8/08</b>
Agency Chief Information Officer:  Printed Name: <b>Chris Noel</b>	Date: <b>10/7/08</b>
Budget Officer:  Printed Name: <b>Dorothy Wilson</b>	Date: <b>10/14/08</b>
Planning Officer:  Printed Name: <b>Barbara French</b>	Date: <b>10/6/08</b>
Project Sponsor:  Printed Name: <b>Patty Harris and Chris Noel</b>	Date: <b>10/6/08</b>
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	<b>Patty Harris, (850) 410-1236, <a href="mailto:harrisp@flcourts.org">harrisp@flcourts.org</a></b>
Cost Benefit Analysis:	<b>Patty Harris, (850) 410-1236, <a href="mailto:harrisp@flcourts.org">harrisp@flcourts.org</a></b>
Risk Analysis:	<b>Patty Harris, (850) 410-1236, <a href="mailto:harrisp@flcourts.org">harrisp@flcourts.org</a></b>
Technology Planning:	<b>Chris Noel, (850) 413-7321, <a href="mailto:noelc@flcourts.org">noelc@flcourts.org</a></b>
Project Planning:	<b>Chris Noel and Patty Harris</b>

## II. Schedule IV-B Business Case

### A. Background and Strategic Needs Assessment

**Purpose:** *To clearly articulate the business-related need(s) for the proposed project.*

#### 1. Agency Program(s)/Service(s) Environment

**Overview.** Court reporting<sup>1</sup> is the process which creates and preserves a record of words spoken in court, and when necessary, provides their timely and accurate transcription in the event that an appeal is filed.

In FY 2006-07 there were approximately 1.6 million trial court filings with associated proceedings that were required to be recorded at public expense (state funded). This includes filings for felonies, misdemeanors, criminal traffic, DUI, domestic violence, guardianship, Baker Act (mental health), Marchman Act (substance abuse), Jimmy Ryce, juvenile delinquency, juvenile dependency, and termination of parental rights. Civil non-due process cases are not required to be recorded using state funded court reporting services.

**Associated State Costs.** As of July 1, 2004, Revision 7 to Article V of the Florida Constitution became fully implemented and certain court costs, traditionally borne by the counties, became a state responsibility. Court reporting is one such cost. For FY 2008-09, an estimated \$29 million will be spent for recurring court reporting costs.

Prior to Revision 7 implementation, funding levels and services for court reporting varied significantly from county to county. No judicial circuit was alike in its delivery of court reporting services. Specifically, variations in service delivery models, staffing models, local market conditions, and geographic dispersion have provided significant challenges in managing court reporting services at the state level post-Revision 7.

Since the implementation of Revision 7, the judicial branch has made significant headway in establishing a more uniform, effective, and efficient delivery of court reporting services across all judicial circuits. Several supporting work products have been issued by Supreme Court appointed commissions and committees to provide state-level guidance and support to the judicial circuits. Most recently, in October 2007, the Commission on Trial Court Performance and Accountability (TCP&A) issued a report, *Recommendations for the Provision of Court Reporting Services in Florida's Trial Courts*. This report was written in response to the Supreme Court's administrative order SC06-54 which directs the TCP&A to make recommendations on the legal and operational issues arising from the use of digital reporting technology and the overall effective and efficient management of court reporting services. In August 2008, further emphasizing the importance of state level work, the Supreme Court issued an administrative order (SC08-32) to direct the TCP&A with the

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<sup>1</sup>In this report, the function of "court reporting" is frequently discussed in its two major components: the contemporaneous recording of words and events in a courtroom is referred to as "recording" and the subsequent conversion of the record into written text is referred to as "transcription." The overall process is referred to as "court reporting."

continued development and implementation of standards and best practices for court reporting services.

**Customers.** Court reporting serves a critical function in our judicial system because meaningful appellate review relies on an accurate record of what transpired at the trial court level. The transcript of the words spoken in open court is essential for the preparation of appeals by attorneys and is equally important for the court in reviewing the grounds for appeal. Transcripts or other media are used by attorneys, litigants, judges, court staff and the public to review events in court proceedings. This provides public accountability and facilitates due process through appellate review, affording the broader legal community, as well as litigants, the press, and the general public an important tool that assists with the independent evaluation of court proceedings.

**Legal Necessity.** In order to advance an appeal of a decision made in a court proceeding a party generally must provide to the appellate court relevant portions of the transcript. In most civil cases, it is the responsibility of the party making the appeal to have secured court reporting services. However, court reporting services are frequently provided at public expense pursuant to requirements that emanate from several sources, including state and federal constitutions, statutes, and court rules.

The United States Constitution and the Constitution of the State of Florida both provide rights to due process and equal protection. Court reporting is implicated in each of these protections in two distinct ways. First, due process in the federal system requires that appellate review be meaningful and complete when a state provides an appeal as a matter of right. The state system contains this same requirement of appellate review in Article V, Sections 3 and 4 of the Florida Constitution. *Delap v. State*, 350 So.2d 462 (Fla. 1977). Second, due process requires that when a state provides an indigent defendant with a lawyer on appeal, the lawyer must have the ability to fully represent his or her client. *Hoffman v. Haddock*, 695 So.2d 682 (Fla. 1997). If the lawyer needs a complete transcript to fully represent the indigent client on appeal, then a full transcript becomes an element of due process. *Jones v. State*, 780 So.2d 218 (Fla. 2d DCA 2001). In Florida, the Legislature has acknowledged that interests under litigation in some cases are so important that indigent litigants must be provided with court reporting and transcription on appeal to protect constitutionally afforded rights.

**Service Delivery Models.** The technology of what is today called court reporting has evolved through time and continues to change. Throughout most of the 20th century court reporting was conducted by reporters using stenographic machines. Today court reporting in Florida is provided through a combination of technologies. The following is a brief description of court reporting methods.

Stenography - The stenograph machine, introduced in 1913, essentially mechanized shorthand, or manual stenography. Using a stenograph machine, a stenographer presses a system of keys, which in turn creates a series of codes on a scrolling paper tape.

Computer-Aided Transcription - The emergence of small computers in the late 1970s and 1980s added new capabilities to stenography. Computer-aided transcription, or CAT, became possible when small computers were added to stenograph machines, allowing the keystrokes to be recorded on a disk or in the internal memory of the

computer, as well as on the paper tape. This digitized file may then be translated into unedited text by the computer.

Real-Time Court Reporting - As computers became faster and more powerful, CAT systems became capable of translating digitized text contemporaneously, producing an unedited written document even as the proceeding occurs. The unedited text can be viewed immediately, and later corrected by the stenographer. The speed and quality of this type of system, is familiar to anyone who has followed the closed caption text of a live television program.

Analog Audio/Video Recording - The development of audio recording technology in the 20th century made it possible to directly capture and preserve the actual sounds of spoken words. By the 1960s, some courts were using tape recorders. The best technology at the time was magnetic/analog cassette recording. Cassette tape recorders are still used in Florida's trial courts today, most commonly in proceedings in which it is unlikely that a transcript will be requested. For analog cassette recording, the courtroom must be equipped with a cassette recorder and suitable microphones. Another more recent method for capturing the proceeding is analog video recording (i.e., VHS). For analog video recording, the courtroom may be equipped with microphones, cameras, and be wired for video recording either within the courtroom or from another location. Both forms of analog recording do not require the presence of a trained court reporter. While someone must operate the machine, including reloading, marking, and storing the tapes; the skills required are far less than those expected for a stenographer or digital court reporter. Analog recorders are often operated by personnel who have other duties in the courtroom, such as clerk staff, a bailiff, or even a judge or magistrate.

Voice Writing - Voice writing involves a court reporter speaking directly into a voice silencer, which is a hand-held mask containing a microphone. The court reporter repeats the words spoken in a proceeding into the mask which prevents the reporter from being heard. Voice writers record everything verbalized by judges, witnesses, attorneys, and other parties in a proceeding and may also record gestures and emotional reactions.

Digital Audio/Video Recording - The current state of the art technology for audio recording employs digital recording instead of analog tape. Digital court recording is the audio, and often video, recording of a court proceeding using digital technology that may be saved to a CD, DVD, network drive, or server. With most digital court recording technology, microphones are strategically placed in areas of a courtroom where judges, attorneys, parties, witnesses, and juries are located. Video cameras may also be placed in order to visually capture proceedings.

There are three basic types of digital audio/video recording technology. The first type is a portable device such as a lap-top or hand-held device (MP3 player). These devices allow for recording in one location at a time and are typically operated by a digital court reporter, judge, or magistrate. The next type is a stand-alone system or workstation that is permanently located directly in a courtroom or hearing room. These systems are typically operated by a digital court reporter. The third type is a remote system in which the audio/video is recorded to a server and monitored by a digital court reporter from another room (control room) located on or off-site.

Digital court reporters perform several critical tasks when monitoring proceedings. They “tag” the case number, participant names, and key events of the proceeding. These “tags” are digitally saved with the recording and act as an index for playback and for creating the transcript. The digital court reporter also provides playback during a proceeding when directed to do so by the judge.

Every circuit in Florida currently uses both stenographic and digital court reporting service delivery models. Approximately four circuits also use analog recording. In FY 2007-08, 163,473 proceeding hours were recorded by stenography, 20,696 proceedings hours were recorded by real-time court reporting, 518,065 proceeding hours were recorded by digital court reporting, and 10,709 proceeding hours were recorded using analog recording in Florida’s trial courts at state expense.

**Staffing Models.** Three types of staffing models exist for court reporting services: employee, contract, or hybrid.

Contract Model – Under this model, court reporters, whether employed by a firm or working individually, provide services on a fee basis. Hiring, firing, supervision, terms and conditions of employment and compensation are determined by contract and/or circuit administrative order. Contracts may be used for all court reporting service delivery models. The majority of circuits in Florida currently use contractual funding to cover a significant portion of court reporting services.

Employee Model – Under an entirely employee-operated system, all services are provided by court personnel. Such a model may be used for all service delivery models. Currently, only one judicial circuit in Florida uses a pure employee model to provide court reporting services.

Hybrid Model – Almost all judicial circuits combine features of the contract model and the employee model to provide services. For instance, a circuit may use employees for digital court reporting in some divisions of the court and contract with stenographers to record proceedings in other divisions. Alternatively, a circuit may use contract digital court reporters and employee stenographers.

It should be noted that in some counties, clerk of court staff are performing court reporting functions. The functions performed by clerk staff range from monitoring proceedings recorded using cassette tapes to operating digital recording equipment and tagging recordings. Some circuits contract for these services from the clerk’s office, whereas in other circuits, clerks provide services free of charge.

**Statement of Need.** Appropriately applied, additional funds for court reporting technology and staffing will benefit the court system and the people of Florida in several ways.

Promoting Efficiency – Digital technology promotes efficiency by enabling court reporters to digitally store stenographic notes/files and audio/video court recordings on a court network and/or media disc for quick and easy review. This significantly reduces the time and cost of retrieving a copy of a court recording.

For stenography, CAT and real-time technology allows for stenographic codes to be translated into unedited digitized text which greatly improves efficiencies in creating transcripts which are necessary for purposes of appeal. Although, there are only a

small percentage of cases appealed each year. For FY 2006-07, approximately 0.7% of trial court cases were appealed. Given this small percentage, those requesting a transcript for reasons other than appeal may opt to receive a digital audio copy of a proceeding instead. Doing so, requestors will not have to wait for a written document to be edited before it is provided. Thus, access of digital audio court recordings reduces the need for written transcripts to be produced. Attorneys and their clients and even judges themselves may electronically access the audio digital recording of a proceeding almost immediately. Further, given the inexpensiveness of digital media, costs are further reduced for the consumer (who is charged per page for a transcript) as well as the State of Florida in producing transcripts.

In addition to lowering costs for transcript production, digital audio/video court reporting technology reduces staffing costs related to monitoring. Digital audio/video technology allows multiple courtrooms and courthouses to be monitored by digital court reporters from a central control room. In a central location, one digital court reporter is capable of monitoring up to four courtrooms simultaneously via a local or wide area network (using microphones and video cameras mounted in each courtroom). Digital court reporters are also less expensive and are becoming more widely available than stenographers. A digital court reporter minimum salary/benefits is approximately \$13,572 less annually than a lower level stenographer (Court Reporter I) and \$18,722 less than a higher level stenographer (Court Reporter II).

The Commission on Trial Court Performance and Accountability recently recommended standardizing monitoring ratios to further support efficient monitoring of proceedings. Monitoring ratios are defined as the estimated number of proceedings monitored contemporaneously by one court reporter. Monitoring ratios equaling 1:1 indicate proceedings are being monitored by either a stenographer or a digital court reporter. Typically, however, 1:1 monitoring ratios are indicative of stenography. Monitoring ratios above 1:1 equate to digital court reporting. Outlined in a October 2007 report *Recommendations for the Provision of Court Reporting Services in Florida's Trial Courts* standardized 1:1 monitoring ratios are recommended for circuit criminal trials, capital cases, county criminal trials, and termination of parental rights proceedings; 2:1 monitoring ratios are recommended for delinquency and dependency proceedings; 3:1 monitoring ratios recommended for all other circuit and county criminal proceedings, and domestic violence injunction proceedings; and 4:1 monitoring ratios are recommended for Baker Act, Marchman Act, guardianship, and general magistrate/hearing officer proceedings.

Improving Accessibility – Digital technology improves accessibility by increasing timeliness and providing ease in reviewing the events of a proceeding.

Transcripts produced from digitally stored stenographic notes are more readily available than those produced from traditional stenography. Digital audio/video recordings are almost immediately available. These digital records may be copied to CD or DVD within minutes or saved to the court network for ready access. This eliminates the lengthy wait time for locating files and producing record copies. Digital audio/video recordings of a proceeding are also searchable using “tags” created by a digital court reporter while monitoring a proceeding. These tags often include the case number, participant names, and key events of the proceeding. A tag index is automatically copied with the recording to give the user search capability.

Ensuring Quality –Digital technology ensures quality by allowing court proceedings to be securely recorded and stored. Currently, all circuits have incorporated digital technology as part of their service delivery model. However, four circuits are still using analog recording to capture court proceedings. The Commission on Trial Court and Performance and Accountability recommended both in 2005 and 2007 that analog technology be replaced with digital recording technology. Digital audio quality is superior to analog in the same way music on a CD is clearer and crisper than a cassette tape. With analog, audio quality frequently suffers when there is excessive background noise or a witness or defendant does not speak clearly and loudly. Second, analog tapes, often reused a number of times, deteriorate in quality to a point where they may become practically inaudible. Third, digital systems use higher quality microphones and employ sound-enhancing techniques such as speaker-isolation, which allow the court reporter to screen out superfluous sounds, and utilize clean-up processes to filter out background noise. Fourth, digital recordings may be inexpensively stored to a server where the quality of the recording does not deteriorate, while analog tapes consume considerable storage space and are easily damaged. Perhaps most importantly, analog recording does not allow for tagging and thus does not provide the same benefits for playback and transcription.

\*\*\*\*\*

Since Revision 7, the twenty judicial circuits have been working to accomplish four major goals as set forth by the Commission on Trial Court Performance and Accountability and as approved by the Florida Supreme Court. These goals are:

- Implement strategies designed to effectively and efficiently operate court reporting services.
- Operate as a full-service court by providing services using only court administration resources for all proceedings required to be recorded at public expense.
- Operate with digital technology that has the necessary components to accurately capture, maintain, and preserve the electronic record per the *Standards for Integrated Digital Court Recording Technology* as developed by the Florida Courts Technology Commission in 2003 (see Appendix A).
- Operate within a reasonable and comparable unit cost.

In FY 2005-06, the Legislature appropriated 25 new court reporting FTE (out of the 50 FTE requested) in order to support the integration of digital technology. Further, because of significant need, the Legislature approved the release of 11 FTE from the due process contingency fund. This was done not only to standardize and equalize the level of services provided across Florida, but in an effort to institute a cost-effective method for delivering these services.

In FY 2006-07, the Legislature appropriated 10 new court reporting FTE (out of the 22 FTE requested). New OCO funds were also appropriated to purchase and implement new digital technology in the amount of \$714,903.

In FY 2007-08, the Legislature did not fund additional FTE (33 FTE were requested). However, the Legislature fully funded the request for \$1,669,274 in new contractual funding. These funds were appropriated for direct service needs as well as equipment maintenance needs.



For FY 2008-09, the Legislature did not fund the trial court’s request for 49 FTE, \$346,399 for direct services contractual funding, \$2,299,219 in non-recurring OCO funding for equipment purchases, \$240,290 in recurring funding for software purchases, and \$570,269 in recurring funding for equipment maintenance. In fact, during FY 2007-08 and FY 2008-09, the Legislature due to budget reductions, a statewide total of 15.5 FTE and \$328,181 in contractual funding was eliminated.

With that said, for FY 2009-10, there is a need for additional funding for staffing resources and digital court reporting equipment to ensure the equitable, effective and efficient delivery of court reporting services across Florida’s trial court system. The trial courts have continued to face an increased need for coverage of court proceedings. In FY 2006-07 there were approximately 1.6 million trial court filings with associated proceedings that were required to be recorded at public expense, which is a 4% increase from FY 2005-06. Also, much of the digital equipment installed over the last several years is now over five years old and in need of replacement. Most importantly, it is the intent of the judicial branch to contain the costs associated with court reporting services not only at the present time, but also in the long-term.

For FY 2009-10, the trial courts have a statewide need of 33 FTE; \$364,780 in direct services contractual funding; \$1,933,339 in non-recurring OCO; \$549,495 in non-recurring expense; \$74,842 in non-recurring contracted services; \$821,474 in recurring maintenance contractual funding and an additional \$150,000 recurring for a two-year period in contractual services.

2. Business Objectives

The major business objectives for integrating digital court recording equipment in Florida’s trial courts are provided below along with associated effectiveness measures.

<b>Objectives</b>	<b>Effectiveness Measures</b>
Contain the overall cost of providing court reporting services (i.e., staffing, contractual, and transcript production costs)	-Unit cost (total recurring costs divided by applicable filings) -Number of transcripts/pages requested verses total proceedings recorded -Number of media requested verses total proceedings recorded
Improve the efficiency with which court proceedings are recorded	-Number of proceedings/hours recorded by stenographers -Number of proceedings/hours recorded by digital court reporters -Ratio of court reporting staff to applicable proceedings*
Improve the timeliness of providing access to the record of court proceedings	-Time from court proceeding to copy of record available to stakeholders* -Time from copy of record requested to record provided to stakeholders*
Improve the quality of audio recordings of court proceedings	-Number of proceedings/hours covered with digital technology verses analog tape recording

\* Currently, due to the lack of funding to collect trial court case related information, the State Courts System does not have necessary data to evaluate these measures.

## B. Baseline Analysis

*Purpose: To establish a basis for understanding the business processes, stakeholder groups, and current technologies that will be affected by the project and the level of business transformation that will be required for the project to be successful.*

### 1. Current Business Process Requirements

The integration of digital court recording technology in the trial courts will have a variable impact on business processes depending on the service delivery and staffing models currently in use by a circuit. Provided below is a general description of the *current* court reporting process requirements from a statewide perspective. It should be noted, the integration of digital technology in the trial court system began as early as eight years ago.

- a. Inputs - The major input of court reporting services are the proceedings that are required to be recorded. The resources expended are: court employees, contracted service providers, court reporting equipment, wiring and other accessories required to operate the equipment, and space within facilities in which to operate the equipment. The source of funding for all of these resources is the State Courts System via the State of Florida with the exception of certain wiring and facility resources which are funded by the counties. Court proceedings are recorded using stenographic machines operated by stenographers; tape recorders operated by various types of personnel; or digital technology operated by digital court reporters. Stakeholders of court proceedings that are recorded include judges, magistrates, court personnel, attorneys, and the parties of a case. With the maintenance of digital records on court networks there is a need for certain security measures to protect data integrity, right of access, and individual confidentiality when appropriate.
- b. Processing – When a recording of a proceeding is taken it may never again need to be accessed unless a copy of the recording or a transcript is requested. However, all recordings must be stored. When stenographers record the events of a proceeding, the party responsible for storing the notes (whether the notes are on paper tape or other format) depends on whether the stenographer is a contracted service provider or an employee of the court. If the stenographer is an employee of the court, the notes are stored by the court. If the stenographer is contracted, the stenographer or firm employing the stenographer may maintain the notes. If a proceeding is recorded with a tape recorder or with digital technology, the recording is usually maintained by the court.

When a proceeding has been recorded by a stenographer, an official hard-copy transcript is produced and edited before it may be provided to the requesting party. When a proceeding is audio/video recorded, a copy of the recording is provided through a cassette, CD, or DVD as an alternative to the transcript. In FY 2007-08, 1,012,602 transcript pages and 17,097 media copies were produced statewide.

It is critical that all proceedings that must be recorded by law are covered in the most efficient manner possible. Thus, those proceedings with a high probability of a hard-copy transcript being requested (e.g., Capital Murder cases) are better suited to stenographic court reporting. However, most other case types do not have a high probability of needing a hard-copy transcript and are thus better suited to digital court reporting (which costs less operationally). As previously mentioned, the use of digital audio/video technology is preferable to analog tape recording. Further, the time between the court proceeding and a copy of record becoming available to stakeholders and the time between a copy of the record being requested and the record actually being provided to stakeholders is greatly reduced for digitally recorded proceedings. Overall, court reporting services are considered to be successfully provided if all proceedings that are legally required to be recorded are covered; if access to the record is provided in the most timely manner possible; if the record is of the highest quality possible, and if all court reporting services are provided in the most efficient manner possible.

Over the last several years, court reporting services in Florida's trial courts have evolved in light of the many technological advancements in the court reporting industry. Most circuits have now incorporated CAT and/or real-time stenography as a part of stenography service delivery model. As early as eight years ago, circuits began integrating digital audio/video technology as part of a blended service delivery model. Today, all twenty judicial circuits have incorporated digital audio/video equipment into their process. Usually digital audio/video court reporting is implemented in one division of court in order to allow time for educating and training stakeholders such as judges, court personnel, state attorneys and public defenders and for testing the process. Once the process is perfected in one division of court, the use of digital audio/video technology is expanded to other divisions. Today, all twenty judicial circuits have implemented digital court reporting technology to varying degrees.

Outputs- The outputs for court reporting services are: 1) the coverage provided to record proceedings and 2) the record of the proceeding whether in the form of a hard-copy transcript or audio/video stored on a server, network drive, cassette, CD, or DVD. Stakeholders of the court reporting process are judges, magistrates, court personnel, attorneys, the parties of a case, and the public at large. Judges or magistrates presiding over a case may need to review the record of a proceeding when deliberating a ruling. Court personnel need access in order to manage and maintain court records. State attorneys, public defenders, private attorneys and the parties to a case need access to the record in order to review the proceeding for purposes of appeal.

- c. Business Process Interfaces- Another business process that interfaces with the court reporting process is the docketing or scheduling of proceedings. To ensure necessary coverage for the proceedings that are required to be recorded, court reporting managers coordinate with clerk of court staff, judicial assistants, and case managers who are responsible for scheduling hearings.
- d. Business Process Participants- As of January 2008, Florida will have 322 county court judges, 599 circuit court judges, 62 district court of appeal judges, and 7 supreme court justices who regularly use transcripts from in-court proceedings. In addition, there are potentially tens of thousands of other users such as court

personnel, attorneys, parties to a case, the media, and others who regularly use transcripts of in-court proceedings. In Fiscal Year 2007-08 there were approximately 25,533 total cases filed in the district courts of appeal. Most of these cases required a transcript in order to file the appeal. The balance of cases filed with the Supreme Court come with a transcript from the lower tribunal.

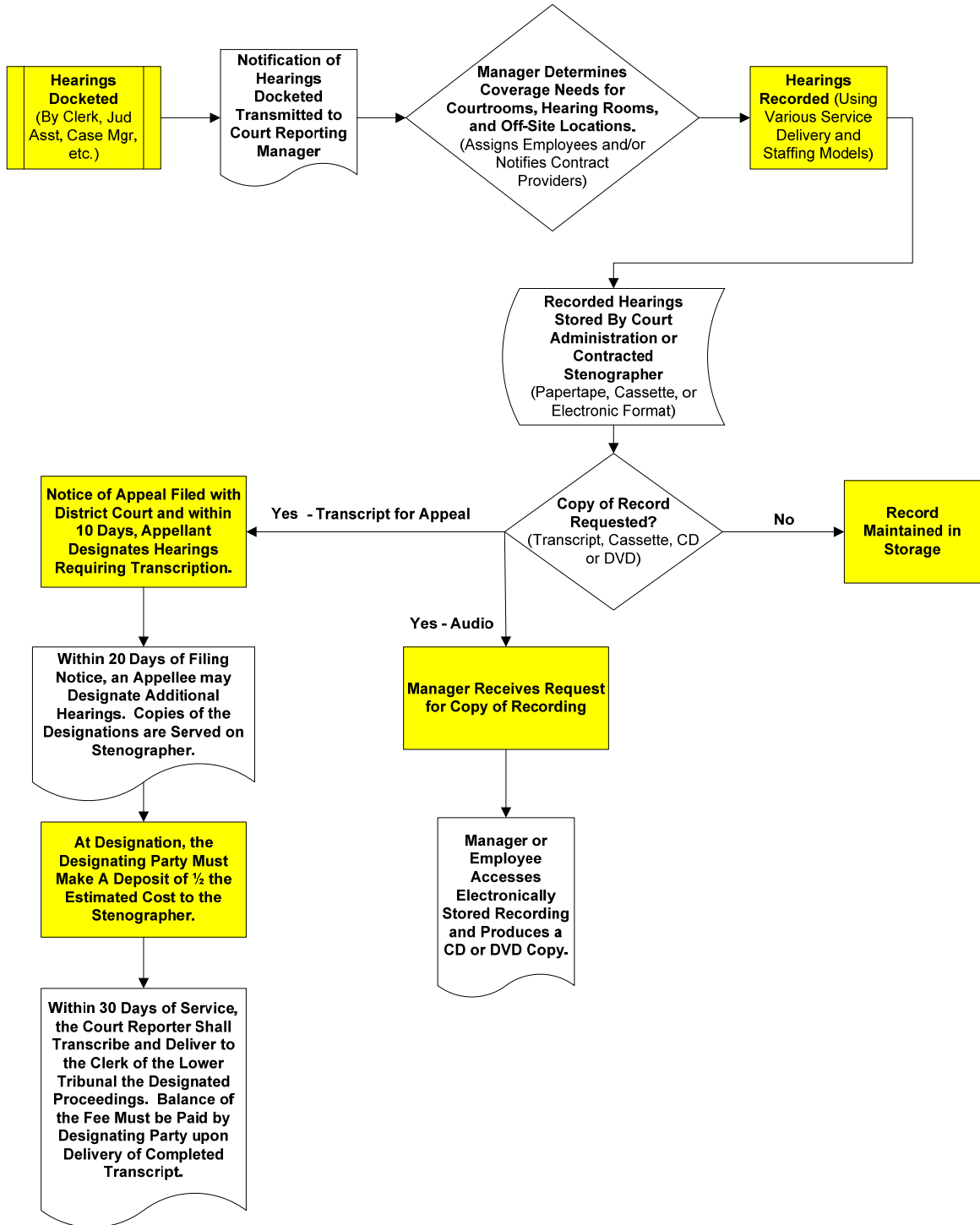
The roles and responsibilities of court reporting stakeholders vary. Trial court judges examine the record to review witness testimony and appeals from county to circuit court. Intermediate appellate judges review the record from lower tribunals. Supreme Court justices review the record in many types of appellate cases including death penalty cases. Appellate lawyers use the record to review witness testimony, judicial decisions from lower courts, and to prepare appellate briefs. The media and public use the record to review witness testimony and judicial decisions made by trial court judges, particularly in high-profile cases.

Court reporting managers, regardless of the model employed, monitor in-court time spent by reporters versus demands for copies of the record. They are obligated to ensure coverage and the timely production of transcripts or copies of recordings. Managers must ensure that when court reporters are not in-court, they are producing transcripts or copies of recordings.

Stakeholder participants can initiate change to the system by conferring with the court reporting manager, trial court administrator, or chief judge. However, the need for coverage of all in-court proceedings required to be recorded at public expense cannot be compromised. Change may occur with respect to the type of service delivery or staffing model employed, the individual(s) assigned, the transcription method, and determinations of when court reporters should be monitoring proceedings versus producing transcripts or copies of recordings.

e. Process Mapping-

### Circuit Level Court Reporting Process Map



## 2. Assumptions and Constraints

Digital court reporting technology has now become institutionalized after garnering an increasing level of judicial branch support over the last decade. This includes the state level support of Supreme Court appointed commissions such as the Commission on Trial Court Performance and Accountability, the Trial Court Budget Commission, and the Florida Courts Technology Commission.

While the trial courts maintain a certain level of flexibility locally in utilizing various types of court reporting service delivery and staffing models, it appears that digital audio/video technology, in particular, is now at the forefront of the court reporting industry. Several major governmental entities throughout the United States use this technology including the majority of other state court systems and even the Federal District Courts in Washington D.C. The Florida Senate and House of Representatives have also used this technology for several years. Furthermore, there are a diminishing number of stenographers and stenographic firms willing to contract with Florida courts. This has coincided with the evolution of more technologically advanced and less expensive court reporting methods. While stenography will continue to play an important role in Florida's trial courts, that role is also likely to become limited to those cases with a high probability of a written transcript being requested.

With the onset of digital technology, Supreme Court appointed commissions along with the Office of the State Courts Administrator are working with the trial courts and other stakeholders to provide assistance in integrating digital technology. The Florida Courts Technology Commission developed *Standards for Integrated Digital Court Recording Technology* in June 2003 (see Appendix A) and the Commission on Trial Court Performance and Accountability developed a *Statewide Plan for the Effective Use and Management of Court Reporting Services* in February 2005. As circuits began to purchase and install new digital systems, each judicial circuit was asked by the Trial Court Budget Commission to complete and maintain a *Trial Court Technology Inventory for Court Reporting Services*. This inventory captures data elements such as equipment type, equipment location, purchase date and total cost so as to obtain information on court reporting technology components used or planned for use in each circuit by courtroom. The information collected is then reviewed by the Trial Court Budget Commission to assist in making decisions regarding court reporting contractual and equipment allocations, especially concerning equipment maintenance funding. Additionally, outputs from these inventories are tabulated by the Office of the State Courts Administrator under the direction of the Commission on Trial Court Performance and Accountability to develop resource tools such as the *Court Reporting Services Circuit Profiles, February 2008* (see Appendix B). Due to the varying local court reporting service delivery and staffing models, these profiles were developed to provide court managers and decision-makers with up-to-date information on court reporting services across the state. As a result, interested parties are able to have convenient access to circuits' fiscal allotments, staffing models, service delivery models, digital logistics, measurable workload outputs, contractual rates as well as information on digital central/remote monitoring networks.

In October 2007, the Commission on Trial Court Performance and Accountability submitted the final report, *Recommendations for the Provision of Court Reporting Services in Florida's Trial Courts* to the Supreme Court for possible implementation statewide. The report includes proposed changes to court rules and statutes as well as new best practices and standards. Further assistance will include developing a circuit level performance measurement process, developing education and outreach initiatives, and also providing technical assistance for both legal and technological issues as they arise. Most recently, a Court Reporting Technology Workgroup was established to develop technical and budgetary policy recommendations on the long-term management of digital court reporting equipment. This includes developing

refresh timeframes and a long-term plan for continued integration of digital technology. It is anticipated these recommendations will be available December 2008.

### C. Proposed Business Process Requirements

*Purpose: To establish a basis for understanding the business processes requirements the proposed solution must meet in order to select an appropriate solution for the project.*

#### 1. Proposed Business Process

As previously detailed in the Statement of Need (see page 7), the integration of digital court reporting technology in the trial courts must promote efficiency, improve accessibility, and ensure the quality of court reporting services.

#### 2. Business Solution Alternatives

There are two major options available to the State Courts System for court reporting services in the trial courts: (1) halt both refresh and continued enhancement of the existing court reporting system or (2) continue enhancement and refresh of the existing system in line with local circuit court reporting plans. These options are discussed below.

**Option One** – Currently, all twenty judicial circuits utilize integrated digital court reporting technology. They have already invested a great deal of time and effort to accomplish the previously mentioned four major goals as set forth by the Commission on Trial Court Performance and Accountability. They have also invested a significant amount of funding towards these goals. However, significant variations still exist across the circuits in regard to the extent that digital technology is used.

If the existing system is not properly maintained or if future enhancements are not implemented, this will equate to a system that is only partially capable of realizing the benefits discussed previously. Also, system failures of existing installed digital components could impair the trial courts in their abilities to provide court reporting services. In such cases, the trial courts may be forced to delay court proceedings and/or hire additional stenographic court reporters to provide court reporting coverage. Aside from allowing the inherent inequities in the level of service provided across circuits to continue, halting the integration and maintenance/refresh of this technology could cause court reporting costs to escalate at a much greater rate for the State of Florida than if digital technology was integrated and maintained at its optimal functionality.

**Option Two** – Continuing with the enhancement and refresh of the existing system is the most logical option for the State Courts System. Continued implementation of digital technology builds upon the vast amount of time and funding already invested by the trial courts. When this technology is fully implemented and maintained per each circuit's plans as set forth by the Commission on Trial Court Performance and Accountability and the Supreme Court, the trial court system as a whole will be better able to contain court reporting costs (staffing, contractual, and transcript production); the efficiency of the court reporting process will be improved; the record of the court proceeding will be more accessible and provided in a more timely manner; and the

quality of recordings will be greatly improved.

3. Rationale for Selection

The criteria used to compare the options are the same as the effectiveness measures for the project (see page 11). Consideration was given to the option that best promotes efficiency, improves accessibility, and ensures quality for court reporting services in the trial courts. These criteria are in line with policy decisions of the Commission on Trial Court Performance and Accountability and the Trial Court Budget Commission.

4. Recommended Business Solution

Continuing enhancement and refresh of digital court reporting technology was selected as the recommended option. As already discussed, a significant amount of time and funding has already been invested in this business solution by the trial courts. When this technology is fully implemented per each circuit's court reporting plan, the trial court system as a whole will be better able to contain court reporting costs (staffing, contractual, and transcript production); the efficiency of the court reporting process will be improved; the record of the court proceeding will be more accessible and provided in a more timely manner; and the quality of audio recordings will be greatly improved.



**III. Schedule IV-B Cost Benefit Analysis**

*Purpose: To calculate and document the expected return on investment for the proposed IT project. The Cost Benefit Analysis (CBA) forms are used to identify the proposed project benefits, status quo program costs if the project is not implemented, tangible changes in program operational costs, total project cost, planned funding sources to support resources needed for the project, and the fiscal return on investment associated with implementing the project.*

A. Description of Cost-Benefit Analysis Forms

Cost Benefit Analysis	
Form	Description of Data Captured
<i>Benefits Realization Table - Microsoft Word Template in Appendix C</i>	A detailed description of all benefits identified for the project, including both tangible and intangible benefits. Each benefit identifies the recipient of the benefit, how and when it is realized, how the realization will be measured, and estimates of tangible benefit amounts.
<i>CBA Form 1 - Net Tangible Benefits</i>	Agency Program Cost Elements: Existing program operational costs versus the expected program operational costs resulting from this project. The agency needs to identify the expected changes in operational costs for the program (s) that will be impacted by the proposed project. Tangible Benefits: Estimates for tangible benefits resulting from implementation of the proposed IT project, which correspond to the benefits identified in the <i>Benefits Realization Table</i> . These estimates appear in the year the benefits will be realized.
<i>CBA Form 2 - Project Cost Analysis</i>	Project Cost Elements: Estimated project costs for personnel, hardware software, consultants and other contracted services through project design, development, and implementation. Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants.
<i>CBA Form 3 - Project Investment Summary</i>	Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates: Return on Investment Payback Period Breakeven Fiscal Year Net Present Value Internal Rate of Return

B. Completed CBA Forms

1. *Benefits Realization Table*

	<b>Benefit Description</b>	<b>Tangible or Intangible</b>	<b>Who receives benefit?</b>	<b>How is benefit realized?</b>	<b>How will the realization of the benefit be assessed/ measured?<sup>1</sup></b>	<b>Realization Date<sup>2</sup></b>
<b>Cost Containment</b>						
<b>1</b>	Expands coverage of proceedings	Tangible	public at large, taxpayers, trial courts	Multiple courtrooms, courthouses, and counties may be monitored from a central control room.	Examining the # of proceedings/hours recorded digitally by case type.	Varies by Circuit
<b>2</b>	Reduces staffing and contractual costs	Tangible	public at large, taxpayers, trial courts	Digital court reporters are capable of monitoring multiple proceedings simultaneously and are less expensive than stenographers.	Examining overall unit costs, staffing and contractual costs, and the ratio of staff to applicable proceedings.	Varies by Circuit
<b>3</b>	Reduces the need for transcription	Tangible	public at large, taxpayers, trial courts	Increased availability of digital recordings reduces need for written transcripts.	Examining # of transcripts/ pages and electronic media requested. Examining staffing costs for transcript production.	Varies by Circuit
<b>4</b>	Reduces cost of record storage	Tangible	public at large, taxpayers, trial courts	Digital recordings are stored electronically verses hard-copy documents stored in a physical file.	Examining cost and amount of space for storage of records.	Varies by Circuit
<b>Improves Accessibility to the Record</b>						
<b>5</b>	Increases timeliness in providing copies of the record	Intangible	public at large, parties to a case, attorneys, media, court staff, judges	Copies of digital audio/video recordings are almost immediately available verses waiting for a written transcript to be produced.	Examining time from court proceeding to copy of record available and time from copy requested until provided.	Varies by Circuit
<b>6</b>	Improves accessibility to copies of the record	Intangible	public at large, parties to a case, attorneys, media, court staff, judges	Digital recordings may be saved electronically on a secure network that is easily searchable and allows files to be easily copied to CD or DVD.	Examining the # of proceedings/hours recorded digitally verses other methods.	Varies by Circuit
<b>7</b>	Gives the user automated search capability	Intangible	public at large, parties to a case, attorneys, media, court staff, judges	Copies of digital audio/video recordings are searchable using "tags" created by the digital court reporter.	Examining the # of proceedings/hours recorded digitally verses other methods.	Varies by Circuit

Ensures the Quality of the Record						
8	Provides superior recording and sound quality	Intangible	public at large, parties to a case, attorneys, media, court staff, judges	Digital audio/video technology records more clearly than analog through sound enhancement, speaker isolation, and noise screening capabilities.	Examining the # of proceedings/hours recorded digitally verses other methods.	Varies by Circuit
9	Greatly reduces deterioration of the record in storage	Intangible	public at large, parties to a case, attorneys, media, court staff, judges	Digital recordings are electronically stored verses cassette tapes or hard-copy documents.	Examining the # of proceedings/hours recorded digitally verses other methods.	Varies by Circuit

<sup>1</sup>Currently, due to limited resources available to collect trial court case related information, the State Courts System does not have necessary data to evaluate all of these measures.

<sup>2</sup>Many of the benefits of digital technology are already being realized as this technology has been implemented to some degree in every judicial circuit. The realization date will vary by circuit depending on when new digital equipment is installed.

2. *CBA Form 1 – Net Tangible Benefits*

- a) CBA Table 1-A Net Tangible Benefits – Operational Cost Changes
- b) CBA Table 1-B Character of Program Benefit Estimate

3. *CBA Form 2 - Project Cost Analysis*

- a) CBA Table 2-A Project Cost Table
- b) CBA Form 2-B Character of Project Costs Estimate

C. Cost-Benefit Analysis Results

***Purpose: Summarize project-related financial inflows and outflows to calculate the fiscal return on investment associated with implementing the project.***

1. *CBA Form 3 – Project Investment Summary (auto generated)*

- a) CBA Form 3-A Cost Benefit Analysis
- b) CBA Form 3-B Return on Investment Analysis
- c) CBA Form 3-C Treasurer’s Investment Interest Earning Yield

As depicted in Appendix C, a cost-benefit analysis (CBA) was performed on the trial court’s FY 2009-10 funding request for digital court reporting technology. The time period for this analysis is FY 2009-10 through FY 2013-14. Results from this analysis indicate the net present value (see CBA Form 3) of the project’s total returns is \$13,658,449. This implies a significant benefit to the project’s costs. Despite the total project cost of \$2.7 million, the results indicate the project will save the State of Florida \$810,486 in operational costs as soon as the equipment is purchased. Therefore, we can estimate the payback period to be immediate (within one fiscal year). Further, the

cumulative return on investment over the next five years (fiscal years 2009-10 through 2013-14) is projected to be \$16,315,371.

These tangible cost benefits are attributed to the cost avoidances associated with lower staffing levels necessary to provide court reporting services. It is estimated that *with* the purchase of \$2.7 million in court reporting digital audio/video technology, the State Courts System will only need 33.0 FTE (composed of less expensive digital court reporters) as opposed to 88.5 FTE (composed of higher paid stenographers). Therefore, the estimated cost avoidance associated with purchasing \$2.7 million in court reporting digital audio/video technology equates to 55.5 FTE.

Cost avoidance estimates were based on salaries and benefits of \$49,381 for digital court reporters, \$64,310 for court reporter I positions, and \$69,987 for court reporter II positions. Standard operating expenses of \$1,008 per FTE were included in these salary calculations. Also, a 3% cost of living adjustment was added consecutively each fiscal year. Because the trial court's FY 2009-10 request includes funds for both *expansion* and *refresh* of digital audio/video equipment, estimates were calculated in a two-step method to capture the cost avoidance associated with each of these types of requests. Using a two-step approach, the cost avoidance associated with digital audio/video *expansion* needs was calculated in Step 1; and the cost avoidance in relation to *refresh* of existing digital audio/video equipment was calculated in Step 2. Additional information regarding these calculations is provided below.

#### Step 1 – Expansion of Digital Audio/Video Equipment

For purposes of this analysis, Step 1 includes requests related to the new installation of digital audio/video equipment for purposes of accomplishing the four major goals as set forth by the Commission on Trial Court Performance and Accountability and approved by the Florida Supreme Court (see page 9). This includes requests related to newly constructed courtrooms due to growing caseloads.

As previously mentioned, in October 2007, the Commission on Trial Court Performance & Accountability recommended standardized monitoring ratios for court reporting services. The ratios indicate that digital court reporters may monitor up to four proceedings simultaneously. Stenographers, however, are capable of monitoring only one proceeding. For comparative purposes, a 2:1 ratio was used to estimate staffing needs. In other words, staffing need estimates *without* implementation of new digital audio/video equipment were based on needing two stenographers for every one digital court reporter *with* implementation of digital audio/video equipment. Therefore, based on the current need of 28.0 FTE digital court reporters *with* digital audio/video expansion, we estimate a cost avoidance benefit of \$2,405,900 in salaries and benefits each year due to the estimated need of 56.0 FTE stenographers *without* the implementation of new digital audio/video equipment.

#### Step 2 – Refresh of Existing Digital Audio/Video Equipment

Step 2 includes requests related to the replacement of outdated digital audio/video equipment previously installed for purposes of accomplishing the four major goals as set forth by the Commission on Trial Court Performance and Accountability and approved by the Florida Supreme Court (see page 9).

The implementation of digital audio/video equipment began as early as eight years ago in some circuits. As noted, for FY 2009-10, the trial courts are in need of refresh funds to replace outdated digital audio/video equipment previously installed. If the appropriation

of these refresh funds is not provided, it is estimated digital audio/video equipment installed in 130 courtrooms/hearing rooms will eventually fail. This will cause the trial courts to resort to stenographic methods to provide court reporting coverage to these rooms. If this occurs, it is estimated the trial courts will need 65.0 FTE stenographers to provide court reporting service coverage for these rooms. This equates to providing one stenographer for every two courtrooms/hearing rooms. As a result of the 2:1 ratio referenced above, the trial courts would need an additional \$577,460 in salaries and benefits to upgrade 32.5 existing FTE digital court reporters to stenographers; and \$2,215,102 in salaries and benefits to hire 32.5 new FTE stenographers. Therefore, *without* the refresh of digital audio/video equipment in 130 courtrooms/hearing rooms, the trial courts will be forced to incur higher staffing costs (above current funding levels) to provide necessary court reporting coverage to these rooms.

In conclusion, the State Courts System believes the expansion of digital technology will contain future court reporting costs for the State of Florida. Further, refresh of digital technology will continue to protect the investment previously made by the State of Florida to purchase digital audio/video technology. As depicted in the cost benefit analysis, the purchase of digital audio/video technology enables the trial courts to avoid certain staffing costs. Digital court reporters, as opposed to stenographers, are able to monitor multiple proceedings simultaneously, increasing the ability to cover proceedings. Thus, as the number of proceedings increase, the State Courts System will be in a better position to absorb the additional workload.

In addition to these tangible benefits, there are also several intangible benefits associated with all court reporting digital technology (CAT, real-time stenography, and digital audio/video) that improve the provision of court reporting services. These are provided in the benefits realization table (see page 20).

#### **IV. Schedule IV-B Risk Assessment**

##### A. Risk Assessment Tool

*Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight to improve the likelihood of project success.*

See attached spreadsheets in Appendix D.

##### B. Risk Assessment Summary

*Purpose: To identify the overall level of risk associated with the project and provide an assessment of the project's alignment with business objectives.*

See attached spreadsheets in Appendix D.

**V. Schedule IV-B Technology Planning**

Technology Planning Section	\$1-2M	\$2 - 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Current Information Technology Environment		X	X	X
Proposed Solution Description	X	X	X	X
Capacity Planning	X	X	X	X
Analysis of Alternatives	X	X	X	X

**A. Current Information Technology Environment**

**1. Current System**

**a. Description of Current System**

As mentioned previously, digital technology is currently used to deliver both stenographic court reporting services and digital audio/video court recording services.

For stenography, there are two major types of digital technology deployments used in the twenty judicial circuits. The first type involves CAT (Computer-Aided Transcription). This service delivery model type requires a digital computer device such as a desktop, lap-top, or digital stenography machine to enable the stenographer to record and store notes directly to a network drive or digital media disc. The digitized file may then be translated to readable text for transcription purposes. The second type of stenographic digital technology involves real-time transcription. This model requires two or more networked digital computer devices such as desktops and/or lap-tops to enable multiple participants of a court proceeding to view (live) an unedited version of the transcript as the stenographer records a court proceeding.

For digital audio/video recording technology, there are three major dominant types of digital technology deployments in use in each of the twenty judicial circuits. The first type is a portable device such as a lap-top or hand-held device (MP3 player). Portable devices allow for recording in one location at a time and are typically operated by a digital court reporter, judge, or magistrate. The next type of digital audio/video recording technology is a more permanent system that is fixed to a particular location and operates as a stand-alone system or workstation. Generally, standalone recording systems are permanently located in a courtroom or hearing room and are typically operated by a digital court reporter. The third type is a more complex arrangement of network based technology components in which the audio/video is recorded to a collection of integrated servers and monitored by a digital court reporter from a central control room located on or off-site.

Portable and desktop based systems involve local monitoring from a direct connection in a courtroom (stand-alone system). Stand-alone systems may be portable, such as a lap-top or hand-held device (MP3 player), or they may be stationary such as a desk-top computer. A digital court reporter may be required in the courtroom to operate the system. The reporter tags the recording, logs

speakers, makes notations of who is present, and notes certain non-verbal events. The reporter also oversees sound quality and provides playback when directed to do so by the judge. In settings such as hearing rooms, judges' chambers, or off-site locations, a digital court reporter may not be required as the judge or magistrate may operate the system on their own.

Integrated digital audio/video court recording solutions are comprised of network-enabled devices that may be centrally monitored from any network-enabled device that is located within a local or remote courthouse location. Typically, control rooms are found in larger courthouses. In a control room, one digital court reporter monitors several courtrooms at one time. The reporter, most often, views the proceedings via video cameras mounted in each courtroom and the judge may give directions to the control room over a microphone or by telephone. Another popular method involves the remote monitoring of any network-enabled device. This type allows for monitoring to take place outside of a courthouse and may include several different courtrooms in several different courthouses all monitored from the same central location.

b. Current System Resource Requirements

Integrated digital court recording technology is comprised of many different configurations and types, including analog and digital components. The components can be grouped into four discrete categories to clearly delineate complex funding obligations. Listed below is a reference that can be used to budget technology specific to each circuit's needs.

1) Software. The software category provides coverage for all software that operates on both server and client workstation devices that is responsible for managing the capture, process and storage of the spoken word and video image of a court proceeding.

- a. Digital Court Recording Software
- b. Word Processing Software
- c. Microsoft Windows Operating System
- d. Anti-virus Protection
- e. Archive Storage
- f. Utility Tools

2) Digital Computer Hardware. The digital computer hardware category provides coverage of all digital component technologies necessary to operate and maintain the digital court recording software. Primary emphasis is placed on software driven devices including servers for encoding and archiving the record and monitoring workstations dedicated to operate digital court recording technology.

- a. Encoding Servers
- b. Archive Servers
- c. Monitoring Workstations
- d. Digital Audio Adapters
- e. Tape Backup Units



3) Media Related Hardware and Embedded Devices. This category provides coverage of all equipment necessary to adapt the audible and visual analog proceeding with modern digital recording technology. This includes peripherals representing a wide range of technology equipment. Some equipment may include embedded digital technology.

- a. Condensing Microphones and Bases
- b. Audio and Video Mixers
- c. High Resolution Video Cameras
- d. Bench Control Pads
- e. Splitters, Filters and other Line Level Equipment
- f. Visual and Audible Monitoring Devices
- g. Printers
- h. Video Appliances
- i. Steno Machines
- j. Tape Recorders

4) Infrastructure. The infrastructure category contains elements necessary to interconnect and operate an integrated digital court recording system. Elements commonly found are data and telecommunications equipment, wiring for audio, video and data networks, and equipment racks.

- a. Any Communications Equipment Supporting Monitoring of Court Proceedings
- b. Uninterruptible Power Supply and Power Conditioning
- c. Furniture and Equipment Racks
- d. Cable for Capturing Audio and Monitoring of Court Proceeding

c. Current System Performance

As described by the *Standards for Integrated Digital Court Recording Systems* (See Appendix A), the application of integrated court recording technology is required to provide a minimum level of functionality necessary to successfully operate and manage the capture of court proceedings.

2. Strategic Information Technology Direction

Digital court recording technology is perfectly aligned with the State Courts System's technology objectives. The Supreme Court's Commission on Trial Court Performance and Accountability and the Florida Court Technology Commission continue to identify and establish judicial and technological needs. During 2001, the Trial Court Technology Committee, a subcommittee of the Technology Commission, was charged with conducting a Trial Court Technology Needs Assessment to determine the needs of judges. This assessment addressed the functional, informational, technological (infrastructure, interoperability, integration), financial, and strategic goals of the trial courts.

Based on the outcomes of the Trial Court Technology Needs Assessment, a Judicial Information Strategic Plan was developed to document the initiatives, strategies, and milestones for achieving long-term goals and visions for the judicial branch. The core vision of the plan is to integrate data sources both within and outside the judicial and court information systems in Florida.

Endorsed by the Florida Courts Technology Commission and sanctioned by Florida Supreme Court Administrative Order AO03-16, the Strategic Plan is now part of an annual review to determine the court's posture in regards to the current information technology direction.

Additionally, as set forth by unanimous consensus within the Trial Court Technology Committee in May 2004, the *Technical and Functional Standards for Integrated Digital Court Recording Solutions* was established. Through automation, digital court recording will continue to enhance antiquated court processes and create a comprehensive electronic court record that is consistent with the State Courts System's strategic direction.

### 3. Information Technology Standards

The technical requirements that describe the use of integrated technology throughout the state courts system are recognized in a standards and guidelines format known as the *Integration and Interoperability Document*. To ensure a uniform baseline for adequate coverage of court proceedings throughout the judicial branch, each of these documents was developed by consensus and maintained by active participation in the trial courts and approved by the Florida Courts Technology Commission.

*The Integration and Interoperability Document* is a living document, last updated November 2004. A copy of the document can be located at the Florida Supreme Court Web Site using the following URL:  
<http://www.floridasupremecourt.org/clerk/adminorders/2003/forms/IntegrationDocument.pdf>

#### B. Proposed Solution(s) Description

Over the past several years, circuit courts have used digital audio/video technology to contain increasing costs of court reporting. As directed in the recent amendment of Article V, Revision 7 of the Florida Constitution, the State Courts System has embarked on a review of major expenses of the state trial courts, including court reporting.

To help contain the costs of court reporting expenses, specifications for an integrated digital audio/video court recording system were adopted to meet the State Courts System's needs for operating and managing the capture of court proceedings. As a result, the Office of the State Courts Administrator has established technical and functional standards to demonstrate a minimum level of proficiency of the utilization of technology to remotely operate and monitor the capture of the audio/ video record of court proceedings.

Integrated digital audio/video court recording solutions are designed to introduce distributed recording technology to courtrooms among each of the twenty judicial circuits and integrate each of the digital audio/video court recording systems seamlessly into the State Courts System's wide area network. At a minimum, the business requirements for supporting the audio/video court recording solution include the ability to:

1. Produce a quality recording.

2. Automate processes of digital court recording.
3. Preserve the integrity of the record.
4. Provide attachment support.
5. Provide search and access for recordings.

In order to fulfill the requirements of the integrated digital audio/video court recording solutions; the necessary business objectives, description of participating courtrooms, and technical vision for the courts strategic plan is considered. This will ensure the best allocation of current resources and maximize court participation.

1. Summary Description of Proposed System(s)

The primary intent of the integrated digital audio/video court recording solutions is to digitally capture court proceedings using a distributed digital audio/video court recording system. The system is set up in a series of repositories encompassing many courtrooms that are accessible from the State Courts System's network. This configuration will provide for ease of administration and disaster recovery preparations which can be managed from a centralized or remote location.

There are two basic models for the operation of the audio/video systems. The courtroom model requires a digital court reporter in the courtroom to operate the system. The digital court reporter logs speakers, makes notations of who is present and notes certain non-verbal events, monitors sound quality, and provides playback when directed to do so by the judge.

The second model is a control-room model, in which the court reporting function is performed in a central control-room. In a control-room model, one digital court reporter monitors several courtrooms at one time. The digital court reporter views the courtrooms via video cameras mounted in each courtroom. The judge can give directions to the control room over a microphone or by telephone. The control-room model requires more equipment, specifically video cameras and monitors, and requires greater awareness by the judge and coordination between the judge and the digital court reporter.

2. Resource and Summary Level Funding Requirements for Proposed System (if known)

The projected budget is identified in the Statement of Need section on page 10.

As noted previously, there are three technology models established for the implementation of digital audio/video court reporting based on the needs of the circuits: integrated, stand-alone, and portable. The detail and cost breakdown for each of the digital audio/video court recording models are as follows:

**Digital Audio/Video Integrated Model / Cost per courtroom = \$21,000**

Hardware: \$11,000

Centralized server (one server for every 10 court rooms)

Includes Digital/Audio Adapters

128 total channels

Microphones (4)  
Microphone Bases  
Bench Control Box  
Mixers (Matrix 4-channel)  
CCTV Color Cameras (4), Quad Splitter, Monitor (ratio = one monitor for every 4 court rooms)  
Monitor enclosures  
SmartPatch Video Switcher  
Switchers  
Control Consoles/Server Racks  
Wiring harnesses

Software: \$8,000

Server Software  
    Recording software  
    Operating System  
    Database software  
Client Software  
    Recording software

Installation and Training: \$2,000

**Digital Audio Stand-alone Model / Cost per courtroom = \$14,000**

Hardware: \$5,500  
Local server (Includes Digital/Audio Adapters)  
Microphones (4)  
Microphone Bases  
Bench Control Box  
Mixers (Matrix 4-channel)  
Wiring harness

Software: \$7,500  
Server Software  
    Recording software  
    Operating System  
    Database software

Installation and Training: \$1,000

**Digital Audio Portable Model / Cost per courtroom = \$10,000**

Hardware: \$4,000  
Laptop Computer  
PCMCIA Audio  
4-Channel Audio Adapter  
Microphones, Cardiod /Condenser (Qty 4)

Software: \$5,000  
    Recording Software

Installation and Training: \$1,000

3. Ability of the Proposed System to Meet Projected Performance Requirements for:

- network and system availability
- network and system capacity
- network and system reliability
- network and system backup and operational recovery
- scalability to meet long-term system and network requirements

Through a qualification process, vendors must demonstrate proficiency to the State Courts System technical and functional standards through an Invitation to Negotiate (ITN) process before they are awarded a contract to sell products and services.

C. Capacity Planning

Careful planning is key to the success for a project of this magnitude. Judges, state attorneys, public defenders, private counsel, court administrators, clerks of court, bailiffs, court technology officers and others must be regularly consulted. An implementation plan for each courthouse, courtroom, and hearing room must be developed. Employees must be hired and trained. To help assist with the allocation of resources including requests for funding, Office of the State Courts Administrator staff review implementation plans of each judicial circuit to ensure local objectives meet state operational and technical obligations.

D. Analysis of Alternatives

1. Assessment of Alternatives

Integrating digital court reporting technology (for both stenography and digital audio/video) is the only proven technical alternative available to meet the needs of the judicial branch. These technical solutions are in place in all circuits. Digital audio/video court recording technology has reduced operational costs and reduced personnel costs. Digital court reporting technology has enabled timely transcripts, timely appellate proceedings and resulted in a high level of customer satisfaction.

2. Assessment Process

The Office of the State Courts Administrator awards purchasing contracts to qualified vendors who make their digital audio/video court recording systems available to the courts for purchase. Courts may only purchase audio/video recording solutions from qualified vendors who have: (1) met technical and functional standards established by the Supreme Court and (2) who have been selected through the Invitation to Negotiate process.

To be eligible for consideration for an award, vendors must meet technical and functional obligations as described in; section 1.c., Current System Performance.

Vendors must include in the Invitation to Negotiate submissions, a statement in writing indicating whether: (a) the proposed technology solution meets the standards and is therefore eligible for consideration or (b) the vendor intends its solution to be compliant with the standards by the designated deadline listed in the Invitation to Negotiate.

The qualification process consists of two components including a letter of compliance and a demonstration of proficiency. The written letter of compliance must be signed by a responsible person able to legally bind the commitment from the manufacturer of digital court recording software. The second component consists of a working demonstration of proficiency with each of the court functional and technological standards. Evaluation of proficiency can be in the form of a working presentation or a visit to a production environment by authorized court staff.

### 3. Technology Recommendation

The State Courts System has determined that integrating digital court reporting technology will support the plans and objectives of the State Courts System. By integrating digital technology solutions as part of an overall blended service delivery model, the State Courts System will be in a better position to contain court reporting costs statewide while also improving quality and accessibility. Digital court reporting technology is currently used in all judicial circuits with great success.

**VI. Schedule IV-B Project Management Planning**

Project Management Section	\$1-2M	\$2 - 10 M		> \$10 M
		Routine upgrades & infrastructure	Business or organizational change	
Project Charter	X	X	X	X
Work Breakdown Structure	X	X	X	X
Project Schedule	X	X	X	X
Project Budget	X	X	X	X
Project Organization			X	X
Project Quality Control			X	X
External Project Oversight			X	X
Risk Management			X	X
Organizational Change Management			X	X
Project Communication			X	X
Special Authorization Requirements			X	X

A. Project Charter

*Purpose: To document the formal authorization of the project by the Project Sponsor. It is an agreement between a project’s customers, the project team, and key management stakeholders regarding the scope and schedule for the project used to determine when the project has been completed. The project charter is the underlying foundation of all project related decisions.*

The Judicial Branch as a whole operates differently from an Executive Branch agency. Instead of having one centralized management structure, the Judicial Branch has several components in managing the court system. The key decision makers in the trial court system include commissions and committees appointed by the Supreme Court, the chief judges of each circuit, and court administration at both the state and circuit level. Prior to Revision 7 implementation, the trial courts operated mainly as unique and separate systems. This was due to the wide variations in funding provided by individual counties and local environmental conditions. Now that Revision 7 has been implemented and funding is provided by the state for essential court system elements, the trial courts have been attempting to operate more as a unified system. However, local environmental conditions still impact the delivery of services, meaning that variations in the circuits will never completely dissipate. Consequently, the Commission on Trial Court Performance and Accountability and the Trial Court Budget Commission recognize that each judicial circuit must maintain a level of flexibility in managing their own operations.

Four primary stakeholder groups have been instrumental in planning the transition to digital court reporting: the Commission on Trial Court Performance and Accountability, the Trial Court Budget Commission, the Florida Courts Technology Commission, and the chief judges and trial court administrators of Florida’s twenty judicial circuits. Three reports have been released or drafted by the Commission on Trial Court Performance and Accountability. The first, in December 2002, defined the court reporting element and provided recommendations for the provision of this service. The report stated that:

The existence of aging systems in the midst of rapid changes in technological and market conditions has created an environment of urgency bordering on crisis for some courts. Some circuit courts are unable to ensure that accurate and timely transcripts can be produced for appellate purposes.

The Commission on Trial Court Performance and Accountability also recommended that the State Courts System “seek funding to support the purchase and installation of electronic court reporting technological hardware and software...” To begin the purchase of this technology, in 2003, technology standards were created by the Trial Court Technology Committee and ratified by the Florida Courts Technology Commission to establish a working statewide model for the successful utilization of technology to remotely capture audio and/or video recordings of court proceedings. The five main standards for introducing digital court reporting to courtrooms are: (1) produce a quality recording; (2) automate processes of digital court recording; (3) preserve the integrity of the record; (4) provide attachment support; and (5) provide electronic search and access for recordings. All products supplied by vendors of digital court reporting technology were required to be compliant with the standards by July 1, 2005.

The second report released, in February 2005, provided a *Statewide Plan for the Effective Use and Management of Court Reporting Services* to be implemented by the trial courts post-Revision 7. Several goals and objectives were laid out for the trial courts including that digital recording capacity will exist in all courtrooms utilized for cases in which recording is required at public expense and that all digital recording systems will comply with the *Standards for Integrated Digital Court Recording Technology* (see Appendix A) as approved by the Florida Courts Technology Commission in June 2003.

The third report, submitted to the Supreme Court in October 2007, provides *Recommendations for the Provision of Court Reporting Services in Florida’s Trial Courts*. These recommendations address the entire court reporting process from the qualifications of employees or contractors who perform these services to regulations regarding the production of transcripts. Additionally, as existing court rules and Florida Statutes allow for the use of digital audio/video court recording technology but do not sufficiently address the legal and operational issues arising from the use of digital technology, recommendations also include new rule and statutory revisions to define digital recordings; determine accessibility to digital recordings; prevent the unintentional recording of confidential information; and identify persons permitted to produce transcripts from digital recordings. As circuits have continued to implement digital audio/video technology in their courts based on the strategies outlined in previous reports, this report provides specific standards of operation and best practices regarding the use of this technology.



In determining crucial budget policies for the State Courts System, the Trial Court Budget Commission has reviewed the above strategies laid out by both the Commission on Trial Court Performance and Accountability and the Florida Courts Technology Commission as they relate to the provision of court reporting services. In fact, the Trial Court Budget Commission and Florida Courts Technology Commission are now working to develop a statewide lifecycle management plan to maintain and refresh existing and future digital technology systems. To accomplish this work, in February 2008, a Court Reporting Technology Workgroup was established to specifically develop technical and budgetary policy recommendations on the long-term management of digital court reporting equipment. This includes developing both refresh timeframes and a long-term plan for continued integration of digital technology. It is anticipated that these recommendations will be available December 2008.

**B. Work Breakdown Structure**

In developing the FY 2009-10 court reporting budget request, the Trial Court Budget Commission reviewed individual circuit requests in line with the above state level strategies. The Office of the State Courts Administrator provides support and guidance to the circuits, directs the Invitation to Negotiate (ITN) process, assists with vendor coordination, and assists with technology installation. The chief judge and trial court administrator are directly responsible for developing circuit-level work structures for the continued implementation of digital technology.

Due to the variations across the circuits, it is not possible to provide the information requested in some of the following sections at a discrete level. However, court reporting profiles of each circuit are attached in Appendix B.

**C. Resource Loaded Project Schedule**

*Purpose: To indicate the planned timetable for all project-related work and estimate the appropriate staffing levels necessary to accomplish each task, produce each deliverable, and achieve each milestone.*

Digital audio/video court reporting hardware and software components must be purchased by each circuit from approved vendors by June 2010. Installation of purchased components must occur per contract by the circuits no later than September 30, 2010. Circuits are individually responsible for establishing the terms of the vendor contracts.

The Office of the State Courts Administrator is currently soliciting proposals from qualified vendors through an Invitation to Negotiate process to acquire integrated digital audio/video recording system solutions. Qualified vendors through this process will be awarded a multi-year state contract.

**D. Project Budget**

*Purpose: To ensure that a realistic project budget has been developed.*

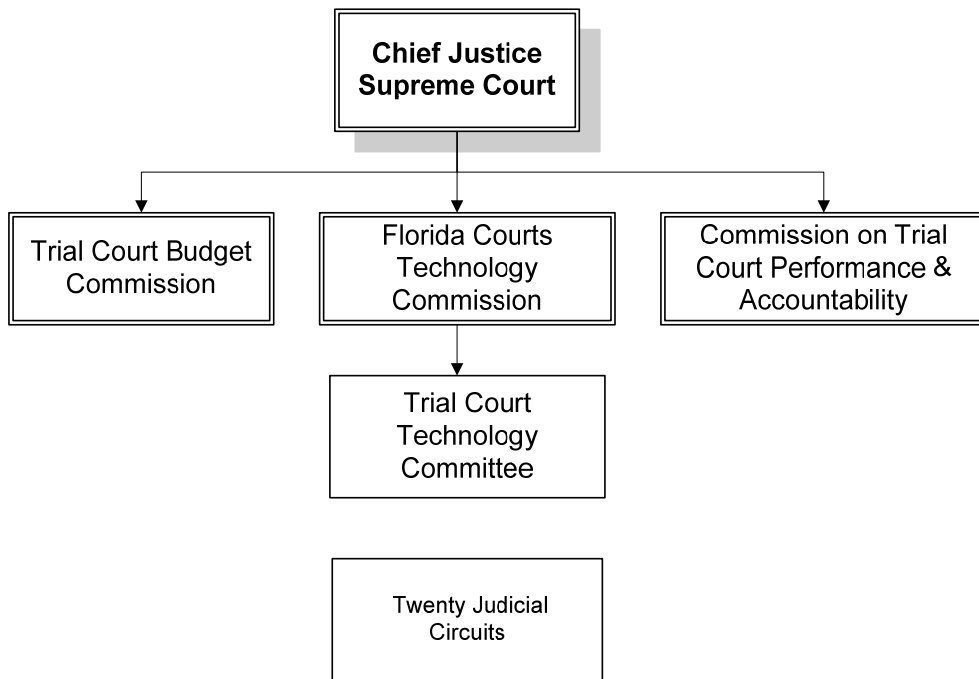
For FY 2009-10, the trial courts have a statewide need of 33 FTE; \$364,780 in direct services contractual funding; \$1,933,339 in non-recurring OCO; \$549,495 in non-recurring expense; \$74,842 in non-recurring contracted services; \$821,474 in recurring maintenance contractual funding and an additional \$150,000 recurring for a two-year period in contractual services.

E. Project Organization

*Purpose: To determine whether an appropriate project organizational and governance structure will be in place and operational in time to support the needs of the project.*

The integration of digital technology is carried out directly by each judicial circuit. However, Supreme Court appointed commissions such as the Commission on Trial Court Performance and Accountability, Trial Court Budget Commission, and the Florida Courts Technology Commission provide high level oversight over the process. Further, the Office of the State Courts Administrator provides support as needed. The project governance structure is graphically represented below.

**Court Reporting Services – Digital Technology Governance Structure**



F. Project Quality Control

*Purpose: To understand project quality requirements and ensure that effective quality control processes and procedures are in place and operational in time to support the needs of the project.*

Overall, each circuit conducts the following quality control measures:

1. Unit Testing is conducted on all components.

2. Software Acceptance Testing is completed by circuit court technology staff to validate each software revision to be installed within a production environment. The digital recording software including the operating system and other necessary components, built and configured, are verified and tested to be operationally acceptable before deployment. Validation of digital recording system and other relevant software is tested according to the criteria as defined by software manufacture and court staff.
  
3. Integration Testing is conducted by the circuit court technology staff to verify that each element of the digital system interacts with each other one as designed, and performs in compliance with the system specifications and design of each digital court recording model. Integration Testing is conducted in a live courtroom environment suited to reflect and duplicate as closely as possible, a typical operational environment within the State Courts System.
  
4. Functional Testing (testing against functional specifications, which exercise the system from the end-user stand point) is performed in order to ensure that the functional specification is met for correctness, procedural accuracy, user friendliness, and consistency. Functional Testing includes, but is not limited to:
  - System security functionality is tested against State requirements, to ensure protection from improper penetration.
  - Login security is tested to verify access to authorized functions.
  - Security of workstation data is tested per the State requirements.
  - Audio recording is tested to verify the accurate capture of spoken word.
  - CD-Rom and DVD systems are tested to verify archive of audio recordings using portable medium.
  - Server interaction is tested to verify interoperability of integrated systems.
  - System reliability is tested to verify high availability of audio recording.
  - Verification of operations and reference manuals.
  - Usability testing is conducted with the main objective to verify that the system will be easy to learn and easy to use.
  - Usability testing to include:
    - Consistency between screens is tested for the look and feel to be consistent through out the system
    - Labels and Titles to accurately reflect the actions to be performed.
    - Accessibility and ease of use of all functions in user interfaces.
    - Mouse and keyboard support for all functions
    - Error message clarity, meaningfulness, and helpfulness in troubleshooting
    - Efficiency of the interface to ensure that a minimum amount of steps and time are required to complete a task.

#### 5. Operational Testing

- Volume testing to validate maximum number of integrated rooms and number of users, and concurrent user requests which a system can tolerate and handle appropriately.
- Performance Testing to achieve loads that mimic realistic business usage and to validate that the systems can meet acceptable service levels.
- Stress Testing to validate the stability of the integrated DCR server and database under Aoverload@ and abnormal conditions, when the system is required to handle

resource demands in excessive quantity, frequency or volume; for example, when a number of clients simultaneously request playback of multiple audio recordings which exceed system requirements.

- Resource usage testing to verify that resource consumption does not exceed the required level and that the system is not particularly sensitive to certain input values.
  - Database Recovery Testing to validate system availability and recover ability requirements.
  - Network-related failure recovery will be verified.
  - Compatibility testing to verify that the Digital Court Recording system interacts with other State Court automation systems as required.
  - Startup/Shutdown tests to meet end user performance and usability requirements.
  - Validation of hardware setup and configuration procedures against the documented instructions.
  - Installation testing to validate installation procedures as appropriate. This includes software distribution, verification of dates, versions, presence of files and folders as well as all necessary drivers and 3<sup>rd</sup> party software.
  - Configuration testing to validate all required hardware and software configurations and their combinations.
  - Reliability testing to validate the entire system as well as all system components and wiring targeting specific Reliability requirements.
6. Pre-Acceptance Testing is conducted on-site by vendor and circuit court technology staff. Pre-Acceptance Testing is a full system test executed at the court site within each courtroom or hearing room environment that mimics the realistic business environment as closely as possible, and ensures that the system's functional and software environmental issues are resolved before acceptance testing begins. Pre-Acceptance testing demonstrates the complete system compliance to each and every identified system requirement. Hardware, software, and infrastructure are validated to ensure the success of the acceptance test. Validation results are reviewed and approved by the Chief Judge and Court Administrator of the Circuit.
7. Acceptance Testing is performed by circuit court technology staff. Acceptance testing will be performed against system requirements captured in the Acceptance Test Specification and will include all elements of the system testing, such as functional and operational testing including business case scenarios and creation of removable media as identified in the Program Overview. The Acceptance Test Specification identifies at least one test case for each and every requirement in order to ensure full compliance.

All hardware and software system components are installed and the installation is verified using actual documented installation procedures. Software un-install procedures are also validated if applicable.

The Court Technology Officer of each circuit monitors and registers/reports on all the issues found during Acceptance testing and tracks them to closure. The Court Technology Officer maintains metrics for reporting test progress and issue tracking. At a minimum, weekly meetings are held to review outstanding issues and test progress. Technical discussions and additional status reviews are held as required. All records of statuses, reviews, metrics are maintained in the Vendors repositories.

A Quality Assessment Report is generated at the end of acceptance testing and provided for court review and approval.

Acceptance Testing includes, but is not limited to:

- Validation of the produced removable media.
- Verification of hardware and software components and their functionality.
- Overall DCR solution functionality and expected outputs.
- Walkthrough demonstration of all hardware, software, and documentation deliverables.

Vendor personnel remain on site for effective support during equipment installation acceptance testing. Vendor provides hardware, software, and QA specialists that have worked on the DCR system development until the system is accepted by the Court.

8. Removable Media Quality Control Program is deployed to ensure the uniformity and consistency of the captured audio recording and the use of CD-ROM and DVD storage systems statewide. Vendor generates a Removable Media Design Specification to identify detailed requirements for the media, including audio quality, graphic design and layout, security features, and portability.

In order to detect removable media quality problems as early as possible, the Court Technology Officer, during each and every sub-phase (System testing, Pre-Acceptance and Acceptance) of the validation phase, executes the Test Specification and create recordings to validate their compliance to the Removable Media Design Specification.

Vendor tests each and every CD-ROM and DVD writer before it is installed at each court site. Test media are created and evaluated against applicable standards and requirements.

To ensure that all removable media meets specified Court requirements and all identified technical issues are tracked to closure, the following Media Verification Process is enforced by Program Management and strongly supported by Vendor.

- Obtain court approval of the removable media design specification and media design samples for all State approved audio recordings.
- Generate the Test Specification for media quality testing and obtain its approval from the customer.
- Generate a sample audio recording for each media type. To address the privacy concerns and avoid usage of personal data, test data are established. It also includes the entire range of possible captured audio.
- Execute the Test Specification, create all media types, inspect and verify against approved samples and the Test Specification=s expected results. All features and design items are verified.

The verification of the following items are included:

- Audio quality of captured recording
- Playback against Redbook and DVD standards
- Security features
- Labeling of media including font size and bold level of text

- Specify any non-compliant issue and enter it into Vendor issue tracking system.
- Identify appropriate fix for specified issue and implement it.
- Re-build software and/or hardware and re-test specified issue.
- All exceptions and/or deviations from agreed upon and approved samples and requirements are documented, reviewed, and approved by Court.

In order to ensure consistent performance of all recording subsystems, vendors train court personnel in the following areas:

- Physical conditions of the audio capturing, such as background noise, microphone placement, subject positioning, distance between microphones, etc.
- Equipment calibration
- Peripheral equipment driver setups
- Startup and Shutdown procedures
- Failure recovery, trouble shooting, backup and restore procedure
- Inspection of the supply materials from inconsistencies and/or defects, which may require placement
- Evaluation of the recorded media quality.
- Vendor support process which is designed to address any court issue and track it to closure in a timely manner.

G. External Project Oversight

*Purpose: To understand any unique oversight requirements or mechanisms required by this project.*

Not Applicable.

H. Risk Management

*Purpose: To ensure that the appropriate processes are in place to identify, assess, and mitigate major project risks that could prevent the successful completion of this project.*

Project Risk and Risk Mitigation					
Risk Description	Impact of Risk	Probability of Occurrence	Tolerance Level	Mitigation Strategy	Comments
1. Infrastructure Change	The technological infrastructure for court reporting services will be modified in varying degrees around the state depending on the level of digital technology already in place.	Low	High	Planning, Communication, and Training.	Responsibility lies with the chief judges and court administrators.
2. Business Process Change	Business process changes will have a positive impact on funding needs, but will cause several circuits to adjust staffing models to achieve cost efficiency, including the reclassification of stenographic staff to digital court reporters.	Medium	High	Planning, Communication, and Training.	Responsibility lies with the TCBC, TCP&A, chief judges and court administrators.

3. Stakeholder Support for Project	The majority of stakeholder groups are in support of digital technology.	Low	High	Planning, Communication, and Training.	Responsibility lies with the TCBC, TCP&A, and chief judges and court administrators.
4. Decentralized implementation of Technology/ Complexity of Project	Due to the multi-component management structure of the Judicial Branch and the significant variations across the trial courts, each judicial circuit is individually responsible for the local success of digital technology.	Medium	High	Planning, Communication, Training, and Support and Guidance from the TCP&A, TCBC, and OSCA.	Responsibility lies with the chief judges and court administrators.
5. Need for Updated Court Rules and Florida Statutes	Court rules and Florida Statutes need to be updated in order to be in line with technological advancements. These revisions are pending with the Supreme Court.	Low	High	Court committees propose updates to rules and statutes.	Responsibility lies with the Supreme Court.

I. Organizational Change Management

*Purpose: To increase the understanding of the key requirements for managing the changes and transformation that the users and process owners will have to implement for the proposed project to be successful.*

The integration of digital technology and the associated management of this change are carried out directly by each judicial circuit. However, Supreme Court appointed commissions such as the Commission on Trial Court Performance and Accountability, Trial Court Budget Commission, and the Florida Courts Technology Commission provide high level oversight over the process. Further, the Office of the State Courts Administrator provides support as needed.

Generally, the organizational change impact on each major stakeholder group is as follows:

**Stenography Firms and Stenographers.** Court reporting firms and stenographers have expressed concerns regarding the introduction of digital audio/video technology as it may impact their future earnings. However, stenographic reporters will be retained for cases in which there is a high probability of a transcript request. As digital audio/video technology is implemented, stenographers employed by the court system may also be given the opportunity to apply or be cross-trained as digital court reporters. Lastly, many stenographic firms and privately employed stenographers are refocusing their efforts to civil proceedings in which they are contracted by private parties such as law firms to provide court reporting services.

**Judges.** Judicial resistance to the deployment of digital audio/video court reporting has varied over the years. Those judges that have been accustomed to more traditional court reporting methods do not necessarily wish to change the way they control and manage their courtrooms. However, resistance has significantly decreased across the state.

As more and more circuits implement digital audio/video technology across divisions of court, more and more judges have accepted this technology. It is now common practice in the trial courts for judges to play an integral role in communicating and training all stakeholders on the benefits of this technology.

**State Attorneys and Public Defenders, Conflict Counsel, Members of the Private Bar.** Like judges, attorneys who have practiced in the courts for many years are accustomed to traditional stenographic reporters. With digital audio/video technology, some in-court attorney behaviors are required to change. Thus, there has been a level of discomfort on the part of some attorneys with the use of this technology in certain areas of the state. Concerns have been expressed regarding whether microphones are muted before having private conversations with clients in the courtroom. Currently, signs are placed inside and outside of every courtroom (and often at the attorney's tables) warning all those in attendance at a proceeding of the digital audio/video recording. In several courtrooms around the state, microphones with mute buttons are placed at the attorney's tables so that they can control what is recorded. With the adoption of standards of operation, best practices, rule and statutory revisions proposed in the Commission on Trial Court Performance and Accountability October 2007 report, the court system will address most of these issues.

**Chief Judges, Trial Court Administrators, and Court Staff.** The integration of digital court reporting technology will need to be championed by trial court administrators and their staff with complete support of the chief judge. As messengers, they will bear the responsibility for planning, communicating, and conducting the necessary training with stakeholders. Their leadership is instrumental in moving through the transition.

**Court Technology Officers.** The State Courts System relies heavily on the expertise of its twenty court technology officers. Court technology officers work in concert with the judges, court administrators, and court reporting managers to ensure smooth transition to digital court reporting technology. They are also thoroughly trained by the vendor on the tagging, monitoring, and other operational features of the digital technology.

**Clerks of Court.** Clerk staff still provide court reporting services in four circuits. The integration of digital audio/video technology will assist circuits in transitioning away from their reliance on clerk staff for this function.

#### J. Project Communication

*Purpose: To ensure that effective communication processes are in place to disseminate information and receive feedback from users, participants, and other project stakeholders to facilitate project success.*

The Commission on Trial Court Performance and Accountability, Trial Court Budget Commission, Florida Courts Technology Commission, and the Office of the State Courts Administrator have been in regular communication with the trial court administrators and chief judges of all twenty circuits regarding this issue over the last several years (as discussed in previous sections). This request is being submitted on their behalf and with the knowledge that they retain responsibility for successfully integrating this technology in their local arenas.

#### K. Special Authorization Requirements

*Purpose: To understand any project specific authorizations that must be received for the proposed project or solution.*

Not applicable.



**VII. Appendices**

# Appendix A

## **Appendix A – Standards for Integrated Digital Court Recording Systems**

### ***Overview***

Over the past five years, circuit courts have used digital technology to contain increasing costs of court reporting. As directed in the recent amendment of Article V, revision VII of the Florida Constitution, the State Courts System (SCS) has embarked on a review of major expenses of the state trial courts, including court reporting. This document provides detailed specifications for an Integrated Digital Court Recording system which meets the SCS needs for operating and managing the capture of court proceedings and hearings for the purpose of providing transcripts of court proceedings as mandated by Florida Statutes.

The initial focus of these standards is to capture the audio and in some cases the video of court proceedings using a distributed digital court recording system. The system is setup in a series of repositories encompassing many courtrooms that are accessible from the SCS network. This configuration will provide for ease of administration and disaster recovery preparations which can be managed from a centralized or remote location.

It is the intention of the Office of the State Court Administrator (OSCA) to establish a working model to demonstrate the utilization of technology to remotely operate and monitor the capture of the audio and/or video record of court proceedings. The findings of this project will be used to develop and implement functional and technical standards to ensure the successful capture of court proceedings. If proven successful, this model may be applicable statewide.

### ***Goals***

The Digital Court Recording (DCR) Project is designed to introduce recording technology to at least eleven felony courtrooms among three judicial circuits and integrate each of the DCR systems seamlessly into the SCS's wide area network, including:

1. Produce a quality recording.
2. Automate processes of digital court recording.
3. Preserve the integrity of the record.
4. Provide attachment support.
5. Provide search and access for recordings.

In order to fulfill the goals of the DCR Project, the necessary business objectives, description of participating courtrooms, and technical vision for the project have been considered. This will ensure the best allocation of current resources and maximize court participation. Based upon the outcome of the findings from the DCR Project, the SCS may elect to extend the use of this technology model in other judicial circuits.

### ***Business Objectives***

## 1). Produce a Quality Recording

The integrated DCR system must be able to produce high resolution digital masters for archival preservation of the recording of a courtroom proceeding. It is essential that the system playback feature accurately represent the audio and/or video recording of court proceedings. The quality of the digital recording must be clear and distinct for use by the legal and judicial community and for accurate transcription. The system must have the ability to record on multiple channels determined by the room size, number of microphones, type of proceeding and other engineering requirements.

### *Base Configuration Recommendations*

- Standard Courtroom – 4 Channel recording.
- Hearing Room – 2 Channel recording.
- Backup, fault-tolerant recording – 1 Channel recording. (for redundant recording)
- Portable units – 2 Channel recording with two microphones and built-in redundancy.

All system configurations must have audio confidence and monitoring capabilities to check and ensure the status of a recording. The confidence monitoring should be a continuous and simultaneous recording. At a minimum, the DCR system must be able to capture and maintain playback of four isolated audio channels, regardless if four channels are used or not.

Microphones are assigned to specific channels for higher quality recording and isolation of audio on the channel for clarity purposes. Court interpreters should be on a separate channel for transcription purposes.

## 2). Automate Processes of Digital Court Recording

### Automatic Record Operation

The DCR system should include an automated record activation feature to allow for unattended operation using schedule and voice activation. When enabled, the DCR system should capture the spoken word automatically, unattended, without operator involvement. Schedule activation should allow for multiple recording events to be programmed using scheduled date, including starting time and duration of recording. In addition, the DCR system should provide for voice activation, in which recording is controlled automatically, based upon a preset level of sound within each courtroom to determine whether a courtroom proceeding is active. For maximum effectiveness, recorded conversation should be comprehensive, without loss of a spoken word or phrase. The DCR system must also support a manual recording access operation using conventional client software interface and hardware peripherals such as foot pedals and/or remote control panels.

### Storage and Archiving

The DCR system should organize recordings using a Relational Database Management System (RDMS) utilizing a centralized and distributed index which is redundant for failsafe

operation. Archive media should use current electronic medium technology such as CD-ROM and DVD as in accordance with state archival requirements. Archives should be indexed using an automatic numbering scheme for labeling and easy identification for retrieval.

All capture and archive servers used in support of the central recording model must have archival systems that operate mutually exclusive of each other. The software must maintain an RDBMS index of archived recordings detailing time and date stamps as well as media labels. Archive servers must have enough storage capacity to maintain on-line storage of digital recordings for a minimum period of six months.

#### Centralized Monitoring Over Distributed Network

An integrated DCR system enables operators to hear, see, and capture audio and video recording in real time. By leveraging distributed systems to listen and observe courtroom activity, operators can efficiently monitor several courtrooms simultaneously from a remote location over the court's local or wide area network.

In order to effectively monitor a courtroom event, the DCR system must allow an operator to view sound level indicators of each audio channel with ease. The operator must be able to clearly and distinctly listen to the recorded audio or channels of sound to determine and monitor the quality of the recording. Separate audio channels allow the listener the ability to isolate the microphone/speaker on an individual channel allowing for greater clarity. Closed circuit or network based video cameras are also an important component of the system that allows for centralized monitoring and identification of speakers and events in the courtroom as well as the option of capturing video with the record.

Courtrooms will be independently managed and operated. However, the DCR system should provide an operator with the ability to centrally monitor at least four integrated courtrooms remotely, using a business class desktop computer or workstation.

The DCR system must provide for a single graphical user interface detail to enable an operator to:

1. View list of monitored courtrooms.
2. Read status indicator of courtroom recording activity.
3. View live images of at least four courtrooms on single display.
4. Display on screen messaging including status, time and date stamp, and case identifier.
5. Room switching must be an integrated part of the software.

## User Interface

The DCR system must provide a visual user interface for court personnel to monitor, capture, and playback recordings of court proceedings. Preference will be given to Web based clients. User profiles should allow for customized levels of access and administrative control of the system to prevent unauthorized use and/or damage to the system. User profiles should be part of the RDBMS application security for levels of access and administrative control.

Operators must have the ability to perform basic recording control features such as start, stop, and pause recording during capture, select privacy using microphone mute controls, and playback of audio to a sound reinforcement system in a courtroom either locally or remotely.

The DCR software should provide hot keys to assist with identifying an active speaker during recording. Monitors and operators should have the ability to input relevant annotations that are attached to the recording using a standard computer keyboard.

### 3). Preserve Integrity of the Record

It is important that the DCR system preserve the integrity of the electronic record after capture of a courtroom proceeding through appropriate system configuration or storage medium, whether on fixed disk or removable media. The recordings must be tamper resistant with provisions to ensure that the record cannot be tampered with after it is recorded into the system. The archive and redundancy systems must have “record over” protection.

Provisions must be made to provide for fail-safe operation and maximum uptime. Although fixed disks are reliable, all server equipment responsible for recording should have no single point of failure. System power considerations should be planned during the installation phase to allow for 15 minutes of continued operations at all levels of the system to allow for controlled shutdown during extended power outages, and to reduce loss of recording of proceedings and system damage. Power considerations should include at a minimum the server bank, switches, routers, and workstations associated with monitoring and recording.

In configurations where a standalone unit and/or single networked computer is used, the computer must be outfitted with a redundant array of inexpensive disks (RAID) at RAID

Level 1 (mirror) or RAID Level 5 (striped) redundant storage for all data retrieved and stored.

In complex configurations where equipment is responsible for recording multiple courtrooms using one or more servers, the DCR system must have a secondary/backup server. The backup server must operate independent of the primary recording server to provide for redundant, fault tolerant operations. It is expected that all participating

courtrooms provide an independent composite audio channel to the secondary/backup server. All servers must be configured to provide and support RAID Level 5 for all fixed disks.

The DCR system must be able to copy recorded content immediately following the end of the proceeding to CD-ROM or DVD.

The DCR system must allow for network and user profile based security to control levels of access and prevent unauthorized access and potential damage, which should be incorporated into the application. The system should allow for stronger security if it is deemed necessary. The system must support the ability to seal all or portions of the captured recordings utilizing user authorization, encryption, and seal keys.

#### 4). Provide Attachment Support

The DCR system must be able to articulate all content associated with the captured event including audio, video, annotations and machine understandable data (metadata) as a single digital record.

#### 5). Provide Search and Access for Recordings

It is expected that all DCR technology must be accessible for operation over the SCS network. System must be capable of streaming live or pre-recorded audio to select users over court network. The system should be capable of delivering this feature to a Web server over the Internet using appropriate security. Additionally, the DCR system must be capable of serving audio and/or video “on demand” to court personnel over network or made available to Internet users through secure Web servers.

The DCR system must use a relational database, compliant with industry ODBC/JDBC standards. All captured information must be indexed and searchable through a common interface. Recordings must be index search able using a case identifier, filenames, date and time stamps, and annotations as well as any associated metadata captured during and after recording.

All recordings must be accessible through a common index and made available for searching immediately after capture.

The DCR system must provide meaningful reports to assist in management of common and relevant analytical and operational information including recording utilization, recording storage capacity, audit logs and security access information. System must also support third party ad hoc report software using industry ODBC/JDBC standards.

### ***Business and Technical Constraints***

#### Quality of DCR System Software

The Appellate and Circuit Courts utilize Microsoft XP and Windows 2000 operating system environments. The DCR system should be compatible with these platforms and

shall not use proprietary hardware and non-industry standard software. The system should support open standards including but not limited to HTML, ODBC/JDBC, TCP/IP, and XML that can be utilized to facilitate search requests, data retrievals, electronic submission and transport of all digital data.

#### Software installation

Installation routines that features both text-mode and graphical user interfaces including Microsoft Windows operating system and use of the W3C HTML 3.0 compliant web browsers, supporting a wide variety of video hardware at reasonable color depths and resolutions. In cases where the graphical interface is not desired or supported, a textmode interface must be made available to provide the user with the same functionality. The text mode installation should spare the novice the intimidation of a command prompt. The text interface should provide a friendly script driven interface to the textmode installer.

The DCR software application should be independent of the MS Windows operating system version.

#### Driver support

Uses Microsoft Windows operating system plug and play hardware auto detection system to automatically discover hardware and correct OS kernel version and server drivers to use with PCI, AGP, USB, and PCMCIA devices.

#### Version control

All packages, including drivers, audio applications, servers related to multimedia, operating system and kernel patches, will be provided in their latest version, to be fully tested by the systems integrators and court staff. As we approach the end of the project, we may consider “freezing” the software distribution, (i.e., no upgrades to applications to the latest version) thus concentrating our efforts in problem resolution.

#### Sound architecture support

The DCR software should fully support the Microsoft Windows operating system including XP and 2000 Server. It is expected that all audio software interfaces are certified by the manufacturer for operation with Microsoft Windows environment including consumer sound cards to professional multichannel audio interfaces. The DCR software should be fully modular including support for symmetrical multi processors and have thread safe design.

#### Usability considerations

To promote flexible operation and portability, preference will be given to Web browser

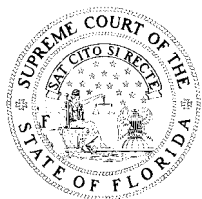
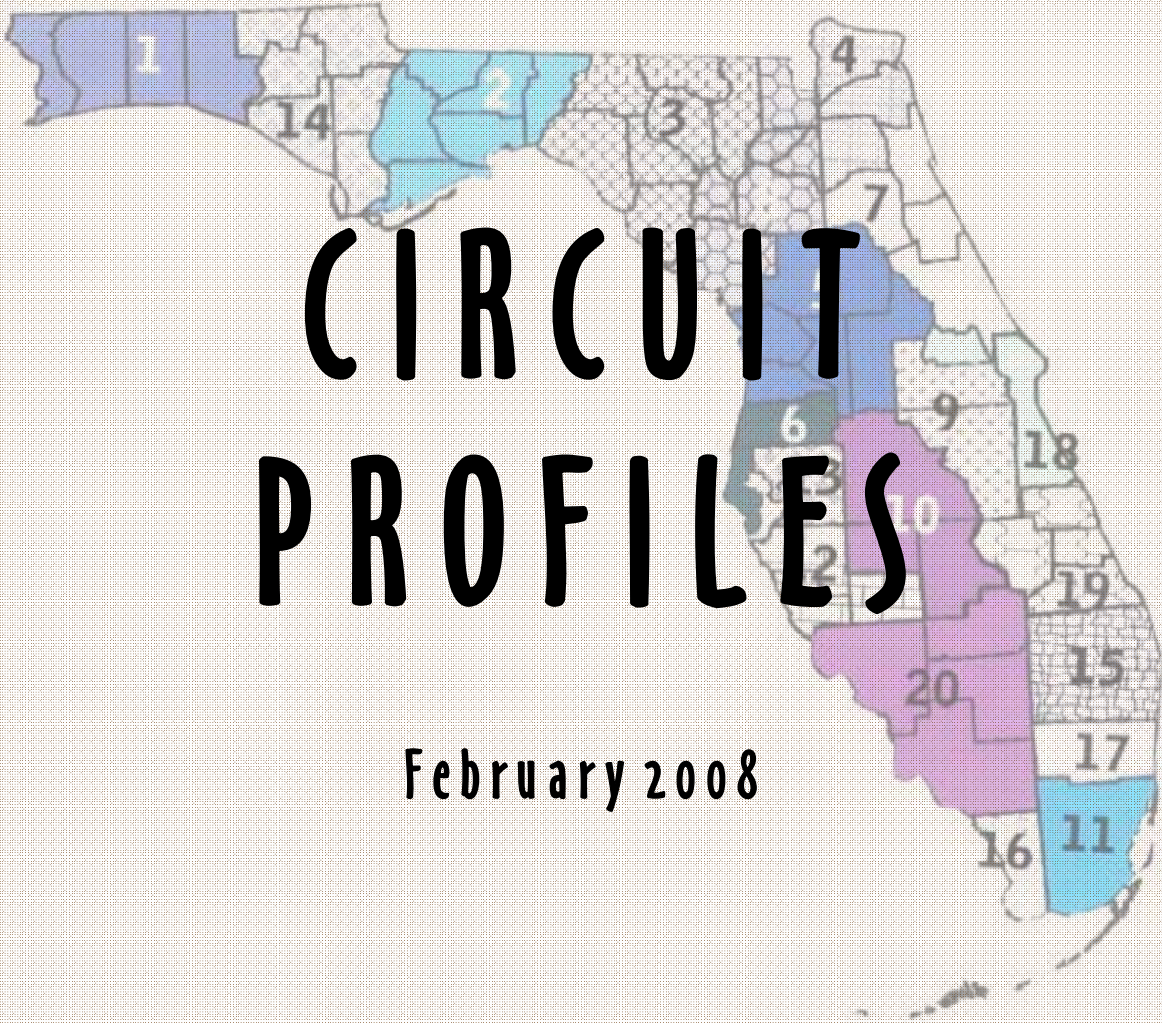


based client software interfaces supporting standards based HTML. If the user interface is browser based, special software will not need to be installed and upgraded. The current standard browser is Microsoft Explorer Version 6 and all court staff are able to access Web based services via a screen size of 1024 x 768 pixels.

The user interface must be optimized for use with this browser and screen size. However, only features supported by the browser that are aligned with W3C standards should be used for core functionality. In addition to the W3C markup and style sheet standards, support for level 1 of the W3C Content Accessibility Guidelines and Section 508 of the U.S. Rehabilitation Act is recommended for all Web browser based user interfaces.

# Appendix B

# Court Reporting Services



## Office of the State Courts Administrator, Court Services

Florida Supreme Court Building  
 500 South Duval Street  
 Tallahassee, FL 32399-1900

Phone: 850-922-5094  
 Fax: 850-414-1342  
[www.flcourts.org](http://www.flcourts.org)



# INTRODUCTION

In 2005, the Commission on Trial Court Performance and Accountability (TCP&A) approved the annual publication of the *Court Reporting Services Circuit Profiles*. This publication was created for the purpose of providing court managers with easy access to information on court reporting programs within Florida's trial courts. Each circuit profile contains court reporting circuit specific information such as fiscal allotments, staffing models, service delivery models, digital logistics, measurable workload outputs, contractual rates, and network configurations.

In Florida's trial courts, court reporting programs have evolved over the last decade as the trial courts have adjusted to changes in the funding structure. Prior to 2004, court reporting programs were funded by the counties and because some counties provided more funding than others, significant variations existed in the delivery of services across the state. Upon the implementation of Revision 7 to Article V of the Florida Constitution in 2004, circuits transitioned to being funded by the state. This funding shift allowed for equity in service delivery across the circuits and thus, enabled the trial courts to work systematically towards similar court reporting goals. Since then, the courts have been working steadily to improve the effectiveness and efficiency of court reporting services statewide. To keep pace with evolving court reporting programs, the profiles serve as a resource tool as we continue to explore and implement best business practices.

In addition to the court reporting circuit profiles, the TCP&A has issued three reports to help guide the circuits on the most efficient and effective management of court reporting services. The first report issued in December 2002 in preparation for Revision 7 addresses the purpose, legal necessity, delivery methods, costs, and performance measurement of court reporting services. The second report issued in February 2005 outlines a *Statewide Plan for Effective Use and Management of Court Reporting Services*. This plan provides overall goals, objectives, and strategies for court reporting services in Florida's trial courts post-Revision 7. The third report issued in October 2007 titled, *Recommendations for the Provision of Court Reporting Services in Florida's Trial Courts* provides several standards of operation and best practices aimed at improving the efficient and effective functioning of court reporting services. This report also includes proposed rule and statute revisions. These reports may be viewed on the State Courts System's website at: [http://www.flcourts.org/gen\\_public/court\\_reportingPandA.shtml](http://www.flcourts.org/gen_public/court_reportingPandA.shtml).



# DEFINITIONS

To assist in reviewing the information contained in each profile, the following definitions (listed in the same order they appear on the profile) are provided:

**Circuit-Wide Fiscal Allotments FY 2007-08** – Indicates original FY 2007-08 allotments after Special Session C budget reductions. This includes state funded recurring general revenue (GR) and trust authority. FTE amounts are listed by funding type (GR and trust authority). Budget amounts are listed by funding type (GR and trust authority) as well as by budget category (salaries, benefits, expenses, contractual, maintenance, total paid to clerks, cost recovery, and cost sharing).

**Filings Recorded at Public Expense** – Refers to the number of SRS (Summary Reporting System) filings for case types that are required to be recorded at public expense. This includes felony, domestic violence, repeat violence, guardianship, Baker Act, substance abuse, delinquency, dependency, TPR (Termination of Parental Rights), misdemeanor, worthless checks, county ordinances, municipal ordinances, DUI, and other criminal.

**Unit Cost** – Refers to the sum of August 2007 projected total salaries, benefits, expenses, contractual, and clerk allocations, reduced by cost sharing authority if applicable, divided by the number of FY 2005-06 filings recorded at public expense.

**Overall Staffing Model** – Indicates the staffing model(s) used to deliver court reporting services by county. There are three types of staffing models: 1) Pure employee model, 2) Pure contractual model, and 3) Hybrid model which includes both employee and contractual models.

**Clerk of Court Staff Usage** – Indicates whether or not clerk of court staff are utilized to assist in the delivery of court reporting services by county.

**Transcript Services Model** - Indicates the entities (i.e., State Attorney, Public Defender, or Justice Administrative Commission) in which a circuit has a shared cost arrangement for court reporting transcription services. Under a transcript services model, transcription services are provided to one or more of these entities using court resources in exchange for funds to cover the cost of transcription services. These funds are transferred to the court's budget at the state level and cost sharing authority is allocated to the participating circuits.

**Monitoring Ratio (Overall)** – The row labeled Monitoring Ratio (Overall) indicates the overall monitoring ratio for all types of proceedings combined by county. Subsequent rows indicate the monitoring ratio for each type of proceeding by county. Monitoring ratio is defined as the average number of proceedings monitored simultaneously per court employee and contractual staff (number of proceedings vs. court reporters). Monitoring ratios consider time to monitor and tag proceedings. Time for production of transcripts is not considered.

**Classifications (Total FTE Employees)** – Indicates the total number of state funded court reporting FTEs by classification and by county in which they are headquartered.

**Service Delivery** – Indicates the service delivery type(s) used to deliver court reporting services for each type of proceeding by county. The following is a description of each service delivery type:

Steno – Refers to a stenograph machine that is operated by a court reporter. A court reporter, by pressing a system of keys, creates a series of letters and numbers that are printed on a scrolling paper tape.

CAT – Refers to computer-aided transcription in which a computer is added to stenograph machine allowing

## DEFINITIONS

keystrokes to be recorded on a disk or in the internal memory of a computer, as well as on paper tape.

Real-Time - Known as real-time stenography, a court reporter uses a CAT system to translate a digitized record contemporaneously, producing an unedited written document as the proceeding occurs. The unedited text can be viewed immediately, and later corrected by the stenographer. The speed and quality of this type of system is familiar to anyone who has followed the closed caption text of a live television program.

Analog Audio – Refers to analog audio recording technology such as a tape recorder used to directly capture and preserve actual sounds of spoken words. Analog audio recordings are stored on magnetic or analog (cassette) tape.

Analog Video - Refers to analog video cameras used to capture actual sounds as well as video. Analog video recordings are stored on magnetic or analog (VHS) tape.

Digital – Refers to audio, and often video, recording of a court proceeding using digital technology that may be saved to a CD, DVD, network drive, or server. There are generally four distinctions of digital:

1. Digital Portable - Refers to recording technology such as laptops, hand-held devices, MP3 players, etc. to record court proceedings. Digital portable recordings may be stored digitally on a server, CD or DVD.
2. Digital Local - Commonly referred to as the 'courtroom model', digital local utilizes stationary digital systems such as desktops or stand-alone servers to record proceedings in the courtroom or hearing room. This model requires a court reporter to be present in the courtroom to operate the system. The court reporter 'monitors' the recording by logging speakers, making notations of who is present, checking sound quality, and providing playback when directed to do so by the judge. This form of monitoring is referred to as 'local monitoring' because the court reporter is physically present in the courtroom to monitor the recording.
3. Digital Central - The digital central model utilizes a local area network to allow court reporters to monitor proceedings from a remote room located within the same building. Under this model, monitor workstations are placed in a central control room to allow staff to operate audio/video equipment located in the courtroom. By integrating courtrooms to the central control room via a network, digital court reporters are capable of monitoring several courtrooms at once. This form of monitoring is referred to as 'central monitoring'.
4. Digital Remote - The digital remote model utilizes the same type of equipment as the 'central model' however, court reporters monitor proceedings from a remote room located in a different building over a wide area network. This form of monitoring is referred to as 'remote monitoring' because the court reporter is monitoring 'remotely' from a different building.

Voice Writing – Refers to a court reporter who records words spoken in a court proceeding by speaking directly into a voice silencer, which is a hand-held mask containing a microphone.

**Number of Facilities** - Refers to the total number of buildings where court proceedings are conducted. This includes judicial centers, jails, etc.

**Total Courtrooms** – The row labeled Total Courtrooms refers to the total number of courtrooms in each county. A courtroom is defined as a formal space in which a judge regularly holds court proceedings. In the trial courts, courtrooms include a bench, witness stand, jury box, a table for the plaintiff and the defendant, and other necessary amenities such as podiums or miscellaneous desks. The Digital Local row indicates the total number of *courtrooms* where court proceedings are primarily locally monitored by staff in the same room. The Digital Central row indicates the total number of *courtrooms* where court proceedings are primarily centrally monitored by staff located in a central control room within the same building (internally within same courthouse). The Digital Remote row indicates the total number of *courtrooms* where court proceedings are primarily remotely monitored by staff located in a central control room from a separate building (externally courthouse to courthouse).



## DEFINITIONS

**Total Hearing Rooms** – The row labeled Total Hearing Rooms refers to the total number of hearing rooms in each county. A hearing room is defined as a room (judge chamber, conference room, etc.) that is utilized typically for conducting civil (non-criminal) proceedings. Hearing rooms have no requirements for prisoner handling, are smaller in scale, and have a variety of agency specific support space requirements that differ from courtrooms. The Digital Local row indicates the total number of *hearing rooms* where court proceedings are primarily locally monitored by staff in the same room. The Digital Central row indicates the total number of *hearing rooms* where court proceedings are primarily centrally monitored by staff located in a central control room within the same building (internally within same courthouse). The Digital Remote row indicates the total number of *hearing rooms* where court proceedings are primarily remotely monitored by staff located in a central control room from a separate building (externally courthouse to courthouse).

**Percent of Courtrooms & Hearing Rooms w/Digital Recording Technology** – Refers to the percent of total courtrooms and hearing rooms integrated and configured with digital local, digital central, and digital remote technology. This percentage does not include rooms covered by digital portable hand-held devices and laptops.

**Total Digital Portable Units** – Indicates the total number of digital portable hand-held devices and laptops used to record court proceedings.

**Total Monitor Workstations** – Refers to a collection of technology components that have been built into one workstation to enable staff to monitor recordings in courtrooms or hearing rooms from a remote room (central control room) via a court's distributed local, metropolitan or wide area network. Monitoring workstations allow a person to monitor, capture, and in some cases play back recordings of court proceedings, from a central control room as well as view live images of at least four rooms on a single display. Desktops and workstations that are located directly in a courtroom or hearing room as part of a digital local model are not included.

**Total General Court Reporting Desktops** - Refers to a stationary desktop computer that is primarily used for the purpose of providing non-monitoring court reporting services such as transcript production, file transfers, etc.

**Total Primary Servers** – Refers to hardware computer systems that are used to provide one or more services to other users (clients) or devices on the network or internet. Examples include: encoding servers, video servers, etc.

**Total Secondary Servers** – Refers to hardware computer systems that serve as back up to the primary server, but also preserve records created during the life of an organization for long-term preservation. Examples include: archive servers, back up servers, etc.

**Digital Court Reporting Vendor** – Refers to the digital court reporting vendor(s). Currently, four vendors are on state contract: JAVS (Jefferson Audio Video Systems), FTR (For The Record), CourtSmart, and USF (University of South Florida).

**Digital Court Reporting Central and Remote Monitoring Network Diagram** - Refers to the operational aspects of a circuit's digital court reporting central and remote monitoring network. For each court venue, the number of rooms monitored centrally and remotely is indicated. For example, if a room is monitored centrally on a regular basis, it is listed as 'central monitored room'. If a room is monitored remotely on a regular basis, it is listed as 'remote monitored room'. The number of monitor workstations and servers integrated as part of the

# DEFINITIONS

central and remote monitored network are also included. However, non-integrated devices, digital portable and digital local monitored rooms are not captured in this diagram unless otherwise indicated by the circuit.

**Summary UDR FY 2006-07 Circuit-Wide** – Refers to the summary of a circuit's total court reporting Uniform Data Reporting statistics for FY 2006-07.

Number of Hours – Indicates, for the proceeding types listed, the total number of hours recorded for each type of service delivery model. This does not include hours recording depositions, traveling, taking long breaks, or when a reporter appears for an event and no record is taken.

Number of Pages – Indicates, for the proceeding types listed, the total number of transcript pages produced for each entity requesting transcripts from the courts. This does not include transcript copies made or deposition transcriptions.

Number of Media Provided (CD, Audio or Video) – Indicates the total number of CDs, DVDs, cassette tapes, and video tapes provided to each entity requesting media from the courts. This does not include number of media provided to judges, court staff, or for archival purposes.

**Additional Information** – Refers to any caveats related to the profile's contents or additional information that may be unique to the circuit's court reporting program.

**Contractual Service Providers – Circuit-Wide Fee/Rate Structure** – Indicates the rates and/or rate ranges the circuit has established for the payment of contract vendor steno and digital appearances and for the payment of contract vendors providing steno and digital transcription services.

# COURT REPORTING CIRCUIT PROFILES

# 1ST JUDICIAL CIRCUIT

Escambia, Okaloosa  
Santa Rosa & Walton Counties

**CHIEF JUDGE:** KIM A. SKIEVASKI  
**TRIAL COURT ADMINISTRATOR:** ROBIN WRIGHT  
**COURT TECHNOLOGY OFFICER:** CRAIG VAN BRUSSEL  
**MANAGER, COURT REPORTING SERVICES:** BRENDA SANSOM

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
18.00	4.00	\$1,188,483	\$39,963	\$0	\$95,200	\$208,843	58,404	\$18.30	61,776

STAFFING & SERVICE DELIVERY FY 2007-08						
		Escambia	Okaloosa	Santa Rosa	Walton	Circuit-Wide
STAFFING MODEL	Overall Staffing Model	Hybrid	Hybrid	Hybrid	Employee	Hybrid
	Clerk of Court Staff Usage	No	No	No	No	No
	Transcript Services Model (SA, PD, JAC)	SA/PD	SA/PD	SA/PD	SA/PD	SA/PD
	Monitoring Ratio (Overall)	1.75:1	1.75:1	1.75:1	1:1	1.6:1
	Circuit Criminal					
	Trials	1:1	1:1	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1	1:1	1:1
	All other proceedings	1.75:1	1:1	1:1	1:1	1.25:1
	County Criminal					
	Trials	2:1	2:1	2:1	1:1	1.75:1
	All other proceedings	2:1	2:1	2:1	1:1	1.75:1
	Family Court					
	Delinquency	2:1	2:1	2:1	1:1	1.5:1
	Dependency	2:1	1:0	2:1	1:1	1.5:1
	Termination of Parental Rights	2:1	1:0	1:1	1:1	1.25:1
	GM/CSEHO for Family Court	1:0	1:0	1:0	1:1	1:0
	Domestic Violence Injunctions	2:1	1:0	2:1	1:0	1:1
	Baker/Marchman/Guardianship/Jimmy Ryce					
	On-Site	1:1	1:1	1:1	1:1	1:1
	Off-Site	1:0	1:0	1:0	1:0	1:0
	Classifications (Total FTE Employee):	13	3	4	2	22
	Mgr., Court Reporting Services	1	0	0	0	1
Court Reporter II	3	2	2	0	7	
Court Reporter I	4	0	1	2	7	
Scopist	1	0	0	0	1	
Digital Court Reporter	4	0	1	0	5	
Electronic Transcriber	0	1	0	0	1	
SERVICE DELIVERY	Circuit Criminal					
	Trials	Steno/Digital Central	Steno	Steno	Steno	Steno/Digital
	Capital cases	Steno	Steno	Steno	Steno	Steno
	All other proceedings	Steno/Digital Central	Steno	Steno	Steno	Steno/Digital
	County Criminal					
	Trials	Digital Central	Digital Central	Digital Central	Steno	Digital/Steno
	All other proceedings	Digital Central	Digital Central	Digital Central	Steno	Digital/Steno
	Family Court					
	Delinquency	Digital Central	Digital Central	Digital Central	Steno	Digital/Steno
	Dependency	Digital Central	Digital Portable	Digital Central	Steno	Digital/Steno
	Termination of Parental Rights	Digital Central	Digital Portable	Steno	Steno	Digital/Steno
	GM/CSEHO	Digital Portable	Digital Portable	Digital Portable	Steno	Digital/Steno
	Domestic Violence Injunctions	Digital Central	Digital Portable	Digital Central	Analog Audio	Digital/Analog
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Portable	Digital Portable	Digital Portable	Analog Audio/Steno	Digital/Analog Audio/Steno

# COURT REPORTING CIRCUIT PROFILES

## 1ST JUDICIAL CIRCUIT

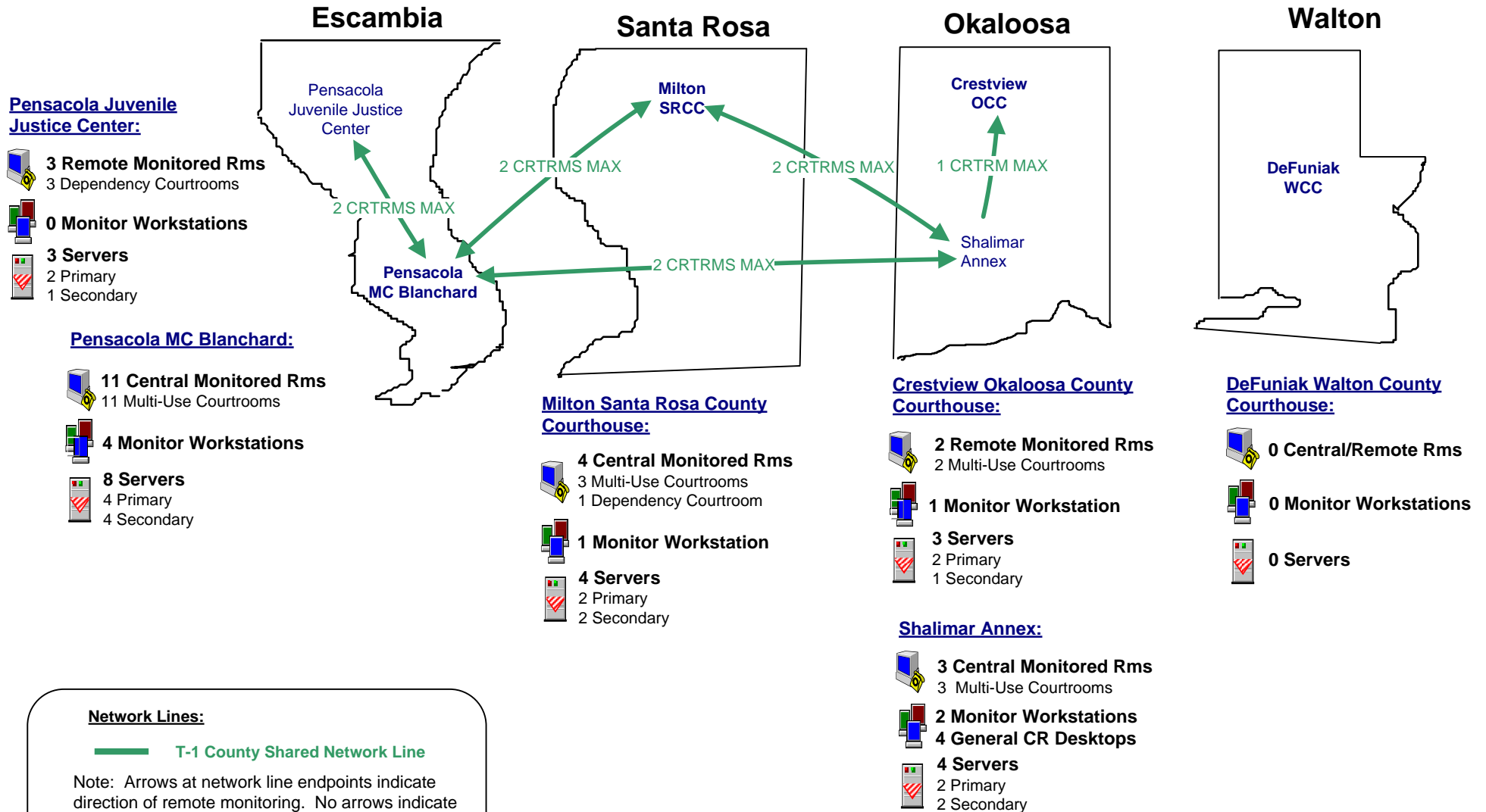
Escambia, Okaloosa  
Santa Rosa & Walton Counties

	DIGITAL LOGISTICS				
	Escambia	Okaloosa	Santa Rosa	Walton	Circuit-Wide
Number of Facilities	2	2	1	2	7
<b>Total Courtrooms</b>	17	7	5	3	32
Digital Local	0	0	0	0	0
Digital Central	11	3	4	0	18
Digital Remote	3	2	0	0	5
<b>Total Hearing Rooms</b>	18	8	5	3	34
Digital Local	0	0	0	0	0
Digital Central	0	0	0	0	0
Digital Remote	0	0	0	0	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	40%	33%	40%	0%	35%
<b>Total Digital Portable Units</b>	15	10	5	3	33
<b>Total Monitoring Workstations</b>	4	3	1	0	8
<b>Total General Court Reporting Desktops</b>	13	4	4	2	23
<b>Total Primary Servers</b>	6	4	2	0	12
<b>Total Secondary Servers</b>	5	3	2	0	10
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart	N/A	CourtSmart

# First Judicial Circuit

## FY 2007-08

### Digital Court Reporting Central & Remote Monitoring Network



**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages												
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	Shared Model										To Justice Administrative Commission	
								To Private Party or Other Gov't Entity		To State Attorney		To Public Defender		To Court Appt'd Counsel		Indigent for Cost Counsel			
								Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal		
Circuit Criminal	4,629.50	993.00	1,694.25	4.25	0.00	3.00	7,453	6,084	8,668	2,995	1,164	2,364	31,427	1,158	9,091	21	3,988		
County Criminal	839.25	41.25	3,406.00	182.25	0.00	141.00	233	1,161	331	651	15	436	1,757	0	0	9	0		
Dependency/CINS/FINS	316.75	4.25	88.25	19.75	0.00	0.00	112	800	141	0	0	9	4	50	376	0	1,113		
Delinquency	258.25	7.75	109.25	5.25	0.00	0.00	20	0	0	98	0	66	414	176	121	0	18		
Baker/Marchman/Guardianship	1.50	0.00	0.00	7.25	0.00	0.00	28	0	0	0	0	0	0	0	0	0	0		
Domestic Violence Injunctions	3.00	0.00	283.25	0.00	0.00	0.00	18	1,240	25	423	0	44	81	0	0	0	0		
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	39.75	148.75	0.00	0.00	0	319	0	0	0	0	0	0	0	0	0		
Other Case Types	6.25	0.00	29.50	25.25	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0		
<b>TOTAL</b>	<b>6,054.50</b>	<b>1,046.25</b>	<b>5,650.25</b>	<b>392.75</b>	<b>0.00</b>	<b>144.00</b>	<b>7,864</b>	<b>9,604</b>	<b>9,165</b>	<b>4,167</b>	<b>1,179</b>	<b>2,919</b>	<b>33,683</b>	<b>1,384</b>	<b>9,588</b>	<b>30</b>	<b>5,119</b>		

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	111
To State Attorney	15
To Public Defender	22
To JAC - Court Appointed Counsel	3
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>151</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour	37.50				Routine Delivery	3.50 to 4.25		- Appearance Fee of \$75.00 for attendance at one proceeding in the morning and one proceeding in the afternoon.
Each Add'l Qtr Hour					Original			
Each Add'l Hour	25.00				Copy w/Original			
Half-Day (1-4 hrs.)					2nd Copy w/Original	1.00		
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)			
Overtime per Hour	27.50				Expedited Delivery			
Saturday (1-8 hrs.)	27.50				1 Business Day	Add 2.00		
Sunday (1-8 hrs.)	27.50				2-3 Business Days	Add 1.25		
Court Holiday	27.50				Add'l Copy			
Cancellation	37.50	37.50			Appeal			
Other: _____					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
					Multi-Media			

# COURT REPORTING CIRCUIT PROFILES

# 2ND JUDICIAL CIRCUIT

Franklin, Gadsden, Jefferson  
Leon, Liberty, & Wakulla Counties

**CHIEF JUDGE:** CHARLES A. FRANCIS  
**TRIAL COURT ADMINISTRATOR:** GRANT SLAYDEN  
**COURT TECHNOLOGY OFFICER:** DOUG SMITH  
**MANAGER, COURT REPORTING SERVICES:** JUDY HUSSEY

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
10.00	5.00	\$643,372	\$20,525	\$0	\$40,761	\$340,348	28,067	\$19.87	29,878

		STAFFING & SERVICE DELIVERY FY 2007-08						
		Franklin	Gadsden	Jefferson	Leon	Liberty	Wakulla	Circuit-Wide
STAFFING MODEL	Overall Staffing Model	Employee	Employee	Employee	Employee	Employee	Employee	Employee
	Clerk of Court Staff Usage	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC
	Monitoring Ratio (Overall)	1.5:1	1.5:1	1.5:1	1.5:1	1:1	1.5:1	1.5:1
	Circuit Criminal							
	Trials	1:1	1:1	1:1	1:1	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1	1:1	1:1	1:1	1:1
	All other proceedings	2:1	2:1	2:1	2:1	1:1	2:1	2:1
	County Criminal							
	Trials	2:1	2:1	2:1	2:1	1:1	2:1	2:1
	All other proceedings	2:1	2:1	2:1	2:1	1:1	2:1	2:1
	Family Court							
	Delinquency	2:1	2:1	2:1	2:1	1:1	2:1	2:1
	Dependency	2:1	2:1	2:1	2:1	1:1	2:1	2:1
	Termination of Parental Rights	2:1	2:1	2:1	2:1	1:1	2:1	2:1
	GM/CSEHO for Family Court	2:1	2:1	2:1	2:1	1:1	2:1	2:1
	Domestic Violence Injunctions	2:1	2:1	2:1	2:1	1:1	2:1	2:1
	Baker/Marchman/Guardianship/Jimmy Ryce							
	On-Site	2:1	2:1	2:1	2:1	2:1	2:1	2:1
	Off-Site	2:1	2:1	2:1	2:1	2:1	2:1	2:1
Classifications (Total FTE Employee):	0	2	0	13	0	0	15	
Mgr., Court Reporting Services	0	0	0	1	0	0	1	
Court Reporter II	0	0	0	7	0	0	7	
Court Reporter I	0	1	0	0	0	0	1	
Digital Court Reporter	0	1	0	5	0	0	6	
SERVICE DELIVERY	Circuit Criminal							
	Trials	CAT	CAT	CAT	CAT	CAT	CAT	CAT
	Capital cases	CAT/Real Time	CAT/Real Time	CAT/Real Time	CAT/Real Time	CAT/Real Time	CAT/Real Time	CAT/Real Time
	All other proceedings	Digital Remote	Digital Remote	Digital Remote	Digital Central	Analog	Digital Remote	Digital/Analog
	County Criminal							
	Trials	Digital Remote	Digital Remote	Digital Remote	Digital Central	Analog	Digital Remote	Digital/Analog
	All other proceedings	Digital Remote	Digital Remote	Digital Remote	Digital Central	Analog	Digital Remote	Digital/Analog
	Family Court							
	Delinquency	Digital Remote	Digital Remote	Digital Remote	Digital Central/Analog	Analog	Digital Remote	Digital/Analog
	Dependency	Digital Remote	Digital Remote	Digital Remote	Digital Central/Analog	Analog	Digital Remote	Digital/Analog
	Termination of Parental Rights	Digital Remote	Digital Remote	Digital Remote	Digital Central/Analog	Analog	Digital Remote	Digital/Analog
	GM/CSEHO	Digital Remote	Digital Remote	Digital Remote	Digital Central/Analog	Analog	Digital Remote	Digital/Analog
	Domestic Violence Injunctions	Digital Remote	Digital Remote	Digital Remote	Digital Central/Analog	Analog	Digital Remote	Digital/Analog
Baker/Marchman/Guardianship/Jimmy Ryce	Digital Remote	Digital Remote	Digital Remote	Digital Central/Analog	Analog	Digital Remote	Digital/Analog	

# COURT REPORTING CIRCUIT PROFILES

## 2ND JUDICIAL CIRCUIT

Franklin, Gadsden, Jefferson  
Leon, Liberty, & Wakulla Counties

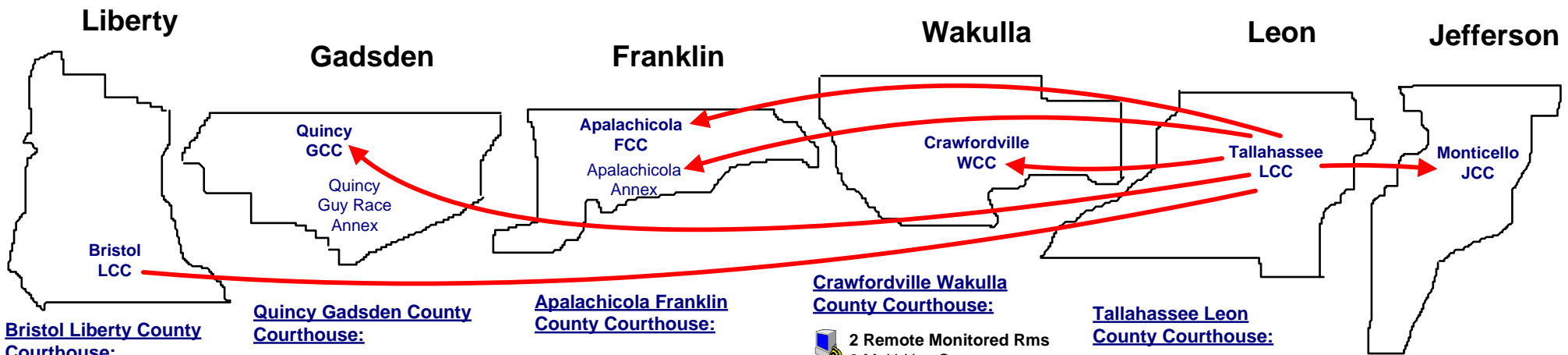
	DIGITAL LOGISTICS						
	Franklin	Gadsden	Jefferson	Leon	Liberty	Wakulla	Circuit-Wide
Number of Facilities	2	3	1	2	1	1	10
Total Courtrooms	2	2	1	15	1	2	23
Digital Local	0	0	0	0	0	0	0
Digital Central	0	0	0	10	0	0	10
Digital Remote	2	2	1	0	0	2	7
Total Hearing Rooms	1	1	0	4	0	0	6
Digital Local	1	0	0	4	0	0	5
Digital Central	0	0	0	0	0	0	0
Digital Remote	0	0	0	0	0	0	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	100%	67%	100%	74%	0%	100%	76%
Total Digital Portable Units	0	0	0	0	0	0	0
Total Monitoring Workstations	0	1	0	8	0	0	9
Total General Court Reporting Desktops	0	0	0	0	0	0	0
Total Primary Servers	2	2	1	3	0	2	10
Total Secondary Servers	2	2	1	1	0	2	8
Digital Court Reporting Vendor	JAVS	JAVS	JAVS	CourtSmart	N/A	JAVS	CourtSmart/ JAVS






# Second Judicial Circuit

FY 2007-08






## Digital Court Reporting Central & Remote Monitoring Network








**Bristol Liberty County Courthouse:**

-  0 Central/Remote Rms
-  0 Monitor Workstations
-  0 Servers






**Quincy Gadsden County Courthouse:**

-  1 Remote Monitored Rm
-  1 Multi-Use Courtroom
-  1 Monitor Workstation
- 2 Servers**
  -  1 Primary
  -  1 Secondary






**Quincy Guy Race Annex:**

-  1 Remote Monitored Rm
-  1 Multi-Use Courtroom
-  0 Monitor Workstations
- 2 Servers**
  -  1 Primary
  -  1 Secondary






**Apalachicola Franklin County Courthouse:**

-  1 Remote Monitored Rm
-  1 Multi-Use Courtroom
-  0 Monitor Workstations
- 2 Servers**
  -  1 Primary
  -  1 Secondary










**Apalachicola Annex:**

-  1 Remote Monitored Rm
-  1 Multi-Use Courtroom
-  0 Monitor Workstations
- 2 Servers**
  -  1 Primary
  -  1 Secondary






**Crawfordville Wakulla County Courthouse:**

-  2 Remote Monitored Rms
-  2 Multi-Use Courtrooms
-  0 Monitor Workstations
- 4 Servers**
  -  2 Primary
  -  2 Secondary

**Tallahassee Leon County Courthouse:**

- 10 Central Monitored Rms**
  -  6 Multi-Use Courtrooms
  -  3 Felony Courtrooms
  -  1 Misdemeanor Crtrm
-  8 Monitor Workstations
- 5 Servers**
  -  1 Primary
  -  1 Back Up
  -  1 Archive
  -  1 Video
  -  1 Standalone

**Monticello Jefferson County Courthouse:**

-  1 Remote Monitored Rm
-  1 Multi-Use Courtroom
-  0 Monitor Workstations
- 2 Server**
  -  1 Primary
  -  1 Secondary

**Network Lines:**

 T-1 State Courts System Network Line

Note: Arrows at network line endpoints indicate direction of remote monitoring. No arrows indicate no remote monitoring at this time.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	Shared Model										
								To Private Party or Other Gov't Entity		To State Attorney		To Public Defender		To Justice Administrative Commission		Indigent for Cost Counsel		
								Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	1,901.25	2,212.00	1,488.75	2,442.75	0.00	444.75	4,493	3,249	3,013	1,946	959	1,930	43,772	525	2,154	830	4,294	
County Criminal	0.00	0.00	622.25	126.25	0.00	5,174.25	0	216	190	0	28	0	1,035	0	0	0	0	
Dependency/CINS/FINS	0.00	0.00	0.00	0.00	0.00	488.00	0	0	0	0	0	0	0	0	0	0	0	
Delinquency	0.00	0.00	0.00	22.50	0.00	834.75	0	0	0	0	0	0	0	0	0	0	0	
Baker/Marchman/Guardianship	0.00	0.00	0.00	8.00	0.00	748.25	0	0	0	0	0	0	137	0	0	0	0	
Domestic Violence Injunctions	0.00	0.00	188.00	14.25	0.00	852.50	0	0	0	0	0	0	0	0	0	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	0.00	0.00	0.00	2,249.75	0	0	0	0	0	0	0	0	0	0	0	
Other Case Types	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>1,901.25</b>	<b>2,212.00</b>	<b>2,299.00</b>	<b>2,613.75</b>	<b>0.00</b>	<b>10,792.25</b>	<b>4,493</b>	<b>3,465</b>	<b>3,203</b>	<b>1,946</b>	<b>987</b>	<b>1,930</b>	<b>44,944</b>	<b>525</b>	<b>2,154</b>	<b>830</b>	<b>4,294</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	27
To State Attorney	21
To Public Defender	2
To JAC - Court Appointed Counsel	1
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>51</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour					Routine Delivery	3.75		
Each Add'l Qtr Hour					Original			
Each Add'l Hour					Copy w/Original			
Half-Day (1-4 hrs.)	150.00				2nd Copy w/Original	1.25		
Full-Day (4-8 hrs.)	60.00				X-tra Copy (Non-Original)			
Overtime per Hour	60.00				Expedited Delivery			
Saturday (1-8 hrs.)					1 Business Day	5.75		
Sunday (1-8 hrs.)					2-3 Business Days	2.50		
Court Holiday					Add'l Copy			
Cancellation					Appeal			
Other: _____					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
Other: _____					Multi-Media		15.00	

# COURT REPORTING CIRCUIT PROFILES

# 3RD JUDICIAL CIRCUIT

Columbia, Dixie, Hamilton, Lafayette,  
Madison, Suwannee & Taylor Counties

CHIEF JUDGE: E. VERNON DOUGLAS  
 TRIAL COURT ADMINISTRATOR: SONDRA WILLIAMS  
 COURT TECHNOLOGY OFFICER: JOHN LAKE  
 MANAGER, COURT REPORTING SERVICES: N/A

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
6.00	1.00	\$364,765	\$27,391	\$0	\$6,485	\$62,707	15,581	\$21.44	15,802

		STAFFING & SERVICE DELIVERY FY 2007-08								
		Columbia	Dixie	Hamilton	Lafayette	Madison	Suwannee	Taylor	Circuit-Wide	
STAFFING MODEL	Overall Staffing Model	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	
	Clerk of Court Staff Usage	No	No	No	No	No	No	No	No	
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	
	Monitoring Ratio (Overall)	2.8:1	2.8:1	2.8:1	2.8:1	2.8:1	2.8:1	2.8:1	2.8:1	
	Circuit Criminal									
	Trials	1:1	1:1	1:1	1:1	1:1	1:1	1:1	1:1	
	Capital cases	1:1	1:1	1:1	1:1	1:1	1:1	1:1	1:1	
	All other proceedings	1:1	1:1	1:1	1:1	1:1	1:1	1:1	1:1	
	County Criminal									
	Trials	1:1	1:1	1:1	1:1	1:1	1:1	1:1	1:1	
	All other proceedings	3:1	3:1	3:1	3:1	3:1	3:1	3:1	3:1	
	Family Court									
	Delinquency	3:1	3:1	3:1	3:1	3:1	3:1	3:1	3:1	
	Dependency	3:1	3:1	3:1	3:1	3:1	3:1	3:1	3:1	
	Termination of Parental Rights	1:1	1:1	1:1	1:1	1:1	1:1	1:1	1:1	
	GMCSEHO for Family Court	3:1	3:1	N/A	3:1	3:1	3:1	3:1	3:1	
	Domestic Violence Injunctions	3:1	3:1	3:1	3:1	3:1	3:1	3:1	3:1	
	Baker/Marchman/Guardianship/Jimmy Ryce									
	On-Site	1:0	1:0	1:0	1:0	1:0	1:0	1:0	1:0	
	Off-Site	1:0	1:0	1:0	1:0	1:0	1:0	1:0	1:0	
Classifications (Total FTE Employee):	5	0	0	0	0	1	1	7		
Court Reporter II	1	0	0	0	0	0	0	1		
Court Reporter I	2	0	0	0	0	1	1	4		
Digital Court Reporter	2	0	0	0	0	0	0	2		
SERVICE DELIVERY	Circuit Criminal									
	Trials	Steno	Steno	Steno	Steno	Steno	Steno	Steno	Steno	
	Capital cases	Steno	Steno	Steno	Steno	Steno	Steno	Steno	Steno	
	All other proceedings	Steno/Digital	Steno	Steno	Steno/Digital	Steno/Digital	Steno	Steno/Digital	Steno/Digital	
	County Criminal									
	Trials	Steno/Digital	Steno/Digital	Steno/Digital	Steno/Digital	Steno/Digital	Steno/Digital	Steno/Digital	Steno/Digital	
	All other proceedings	Digital	Digital	Digital	Digital	Digital	Digital	Digital	Digital	
	Family Court									
	Delinquency	Digital	Digital	Digital	Digital	Digital	Digital	Digital	Digital	
	Dependency	Digital	Digital	Digital	Digital	Digital	Digital	Digital	Digital	
	Termination of Parental Rights	Steno	Steno	Steno	Steno	Steno	Steno	Steno	Steno	
	GMCSEHO	Digital	Digital	N/A	Digital	Digital	Digital	Digital	Digital	
	Domestic Violence Injunctions	Digital	Digital	Digital	Digital	Digital	Digital	Digital	Digital	
	Baker/Marchman/Guardianship/Jimmy Ryce	Analog Audio	Analog Audio	Analog Audio	Analog Audio	Analog Audio	Analog Audio	Analog Audio	Analog Audio	

# COURT REPORTING CIRCUIT PROFILES

## 3RD JUDICIAL CIRCUIT

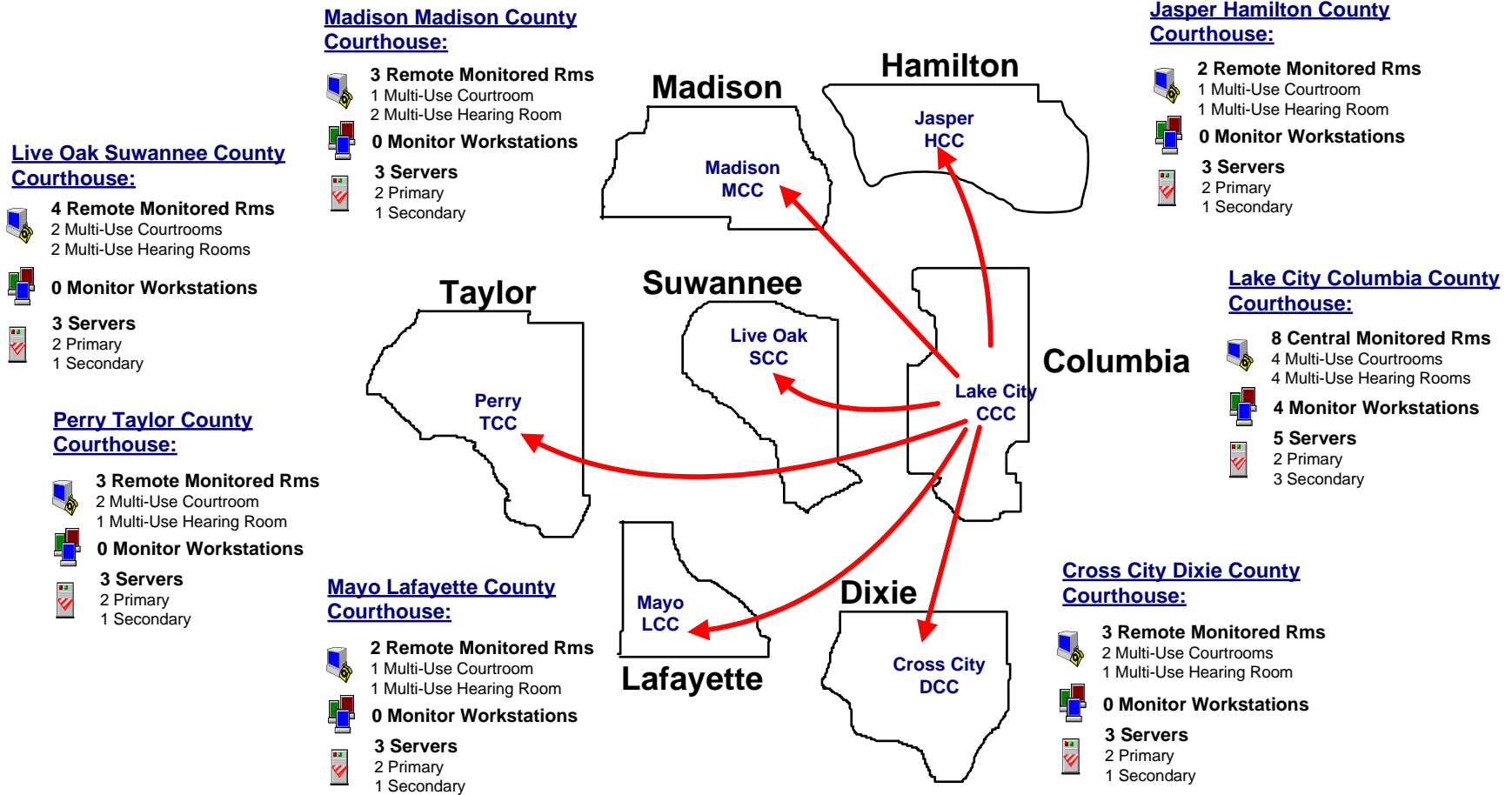
Columbia, Dixie, Hamilton, Lafayette,  
Madison, Suwannee & Taylor Counties

	DIGITAL LOGISTICS							
	Columbia	Dixie	Hamilton	Lafayette	Madison	Suwannee	Taylor	Circuit-Wide
Number of Facilities	1	1	1	1	1	1	1	7
Total Courtrooms	4	2	1	1	1	2	2	13
Digital Local	0	0	0	0	0	0	0	0
Digital Central	4	0	0	0	0	0	0	4
Digital Remote	0	2	1	1	1	2	2	9
	6	1	2	2	2	3	2	18
Total Hearing Rooms	0	0	0	0	0	0	0	0
Digital Local	0	0	0	0	0	0	0	0
Digital Central	4	0	0	0	0	0	0	4
Digital Remote	0	1	1	1	2	2	1	8
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	80%	100%	67%	67%	100%	80%	75%	81%
	2	0	0	0	0	0	0	2
Total Digital Portable Units	4	0	0	0	0	0	0	4
Total Monitoring Workstations	4	0	0	0	0	2	1	7
Total General Court Reporting Desktops	2	2	2	0	2	2	2	12
Total Primary Servers	3	1	1	0	1	1	1	8
Total Secondary Servers								
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart

# Third Judicial Circuit

FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network



**Network Lines:**

T-1 State Courts System Network Line

Note: Arrows at network line endpoints indicate direction of remote monitoring. No arrows indicate no remote monitoring at this time.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model				To Justice Administrative Commission				
										To State Attorney		To Public Defender		To Court Appt'd Counsel		Indigent for Cost Counsel		
										Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	2,009.25	134.00	579.75	2.00	0.00	0.00	550	1,967	385	1,000	97	246	18,490	731	5,155	30	1,299	
County Criminal	134.25	0.00	826.25	6.00	0.00	0.00	136	0	0	0	0	38	0	0	0	0	0	
Dependency/CINS/FINS	21.25	0.00	240.50	1.00	0.00	0.00	0	0	233	70	0	11	32	64	0	0	134	
Delinquency	16.25	0.00	179.00	2.75	0.00	0.00	0	0	189	0	0	0	0	0	0	0	0	
Baker/Marchman/Guardianship	0.00	0.00	0.25	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Domestic Violence Injunctions	0.00	0.50	132.50	6.25	0.00	0.00	0	104	0	0	0	0	0	0	0	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	93.75	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Other Case Types	8.50	0.00	86.75	0.00	0.00	0.00	0	0	0	0	0	29	7	0	0	0	0	
<b>TOTAL</b>	<b>2,189.50</b>	<b>134.50</b>	<b>2,138.75</b>	<b>18.00</b>	<b>0.00</b>	<b>0.00</b>	<b>686</b>	<b>2,071</b>	<b>807</b>	<b>1,070</b>	<b>97</b>	<b>324</b>	<b>18,529</b>	<b>795</b>	<b>5,155</b>	<b>30</b>	<b>1,433</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	30
To State Attorney	2
To Public Defender	1
To JAC - Court Appointed Counsel	6
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>39</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour	50.00				Routine Delivery	4.00	4.00	- Transcripts may require \$50 research fee - Multi-Media \$50 per day for media; \$10 per hour for private attorney
Each Add'l Qtr Hour	8.75				Original	4.00	4.00	
Each Add'l Hour	35.00				Copy w/Original	4.50	4.50	
Half-Day (1-4 hrs.)	50.00				2nd Copy w/Original	0.50	0.50	
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)			
Overtime per Hour	1.5 rate				Expedited Delivery			
Saturday (1-8 hrs.)					1 Business Day	8.00	8.00	
Sunday (1-8 hrs.)					2-3 Business Days	6.00	6.00	
Court Holiday					Add'l Copy	0.50	0.50	
Cancellation					Appeal	4.50	4.50	
Other: _____					Certified Transcript - Disk		25.00	
Other: _____					Non-Certified Transcript - Disk		25.00	
Other: _____					Multi-Media		25.00	

# COURT REPORTING CIRCUIT PROFILES

# 4TH JUDICIAL CIRCUIT Clay, Duval & Nassau Counties

CHIEF JUDGE: DONALD R. MORAN, JR.  
 TRIAL COURT ADMINISTRATOR: H. BRITT BEASLEY  
 COURT TECHNOLOGY OFFICER: JEFF SOURBEER  
 MANAGER, COURT REPORTING SERVICES: WANDA HARRISON

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
1.00	0.00	\$74,069	\$1,152,254	\$0	\$0	\$0	118,282	\$9.23	119,594

		STAFFING & SERVICE DELIVERY FY 2007-08			
		Clay	Duval	Nassau	Circuit-Wide
STAFFING MODEL	Overall Staffing Model	Contractual	Hybrid	Contractual	Hybrid
	Clerk of Court Staff Usage	Yes	No	No	Yes/No
	Transcript Services Model (SA, PD, JAC)	N/A	N/A	N/A	N/A
	Monitoring Ratio (Overall)	1:1	1:1	1:1	1:1
	Circuit Criminal				
	Trials	1:1	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1	1:1
	All other proceedings	1:1	1:1	1:1	1:1
	County Criminal				
	Trials	1:1	1:1	1:1	1:1
	All other proceedings	1:0	1:1	1:1	1:1
	Family Court				
	Delinquency	1:1	1:1	1:1	1:1
	Dependency	1:1	1:1	1:1	1:1
	Termination of Parental Rights	1:1	1:1	1:1	1:1
	GM/CSEHO for Family Court	1:0	1:0	1:0	1:0
	Domestic Violence Injunctions	1:0	1:1	1:1	1:1
	Baker/Marchman/Guardianship/Jimmy Ryce				
	On-Site	1:1	1:1	1:1	1:1
	Off-Site	1:1	1:1	1:1	1:1
Classifications (Total FTE Employee):	0	1	0	1	
Mgr., Court Reporting Services	0	1	0	1	
SERVICE DELIVERY	Circuit Criminal				
	Trials	Steno	Steno	Steno	Steno
	Capital cases	Steno/Real Time	Steno/Real Time	Steno/Real Time	Steno/Real Time
	All other proceedings	Steno	Steno	Steno	Steno
	County Criminal				
	Trials	Steno/Digital Local	Steno/Digital Local	Steno/Digital Local	Steno/Digital Local
	All other proceedings	Steno/Digital Local	Steno/Digital Local	Steno/Digital Local	Steno/Digital Local
	Family Court				
	Delinquency	Steno	Steno	Steno	Steno
	Dependency	Steno	Steno	Steno	Steno
	Termination of Parental Rights	Steno	Steno	Steno	Steno
	GM/CSEHO	Digital Local	Digital Local	Digital Local	Digital Local
	Domestic Violence Injunctions	Digital Local	Digital Local	Digital Local	Digital Local
	Baker/Marchman/Guardianship/Jimmy Ryce	Steno/Digital Local	Steno/Digital Local	Steno/Digital Local	Steno/Digital Local

Note: Absent an allocation of additional positions to manage the day-to-day operations in Clay & Nassau Counties, we have to rely on Clerk of Court staff to manage the day-to-day operations in those counties. In FY 08/09, Contractual staff will monitor Clay Co. proceedings instead of Clerk staff. Contractual staff will also handle other digital recording duties in Duval County where there is only one FTE employee.  
 Page 131 of 227

# COURT REPORTING CIRCUIT PROFILES

## 4TH JUDICIAL CIRCUIT Clay, Duval & Nassau Counties

	DIGITAL LOGISTICS			
	Clay	Duval	Nassau	Circuit-Wide
Number of Facilities	2	3	2	7
Total Courtrooms	10	32	3	45
Digital Local	9	16	2	27
Digital Central	0	0	0	0
Digital Remote	0	0	0	0
Total Hearing Rooms	7	49	4	60
Digital Local	0	4	0	4
Digital Central	0	0	0	0
Digital Remote	0	0	0	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	52%	20%	50%	26%
Total Digital Portable Units	2	5	2	9
Total Monitoring Workstations	0	0	0	0
Total General Court Reporting Desktops	0	1	0	1
Total Primary Servers	2	4	1	7
Total Secondary Servers	1	4	2	7
Digital Court Reporting Vendor	CourtSmart/BIS	CourtSmart	CourtSmart	CourtSmart/BIS*

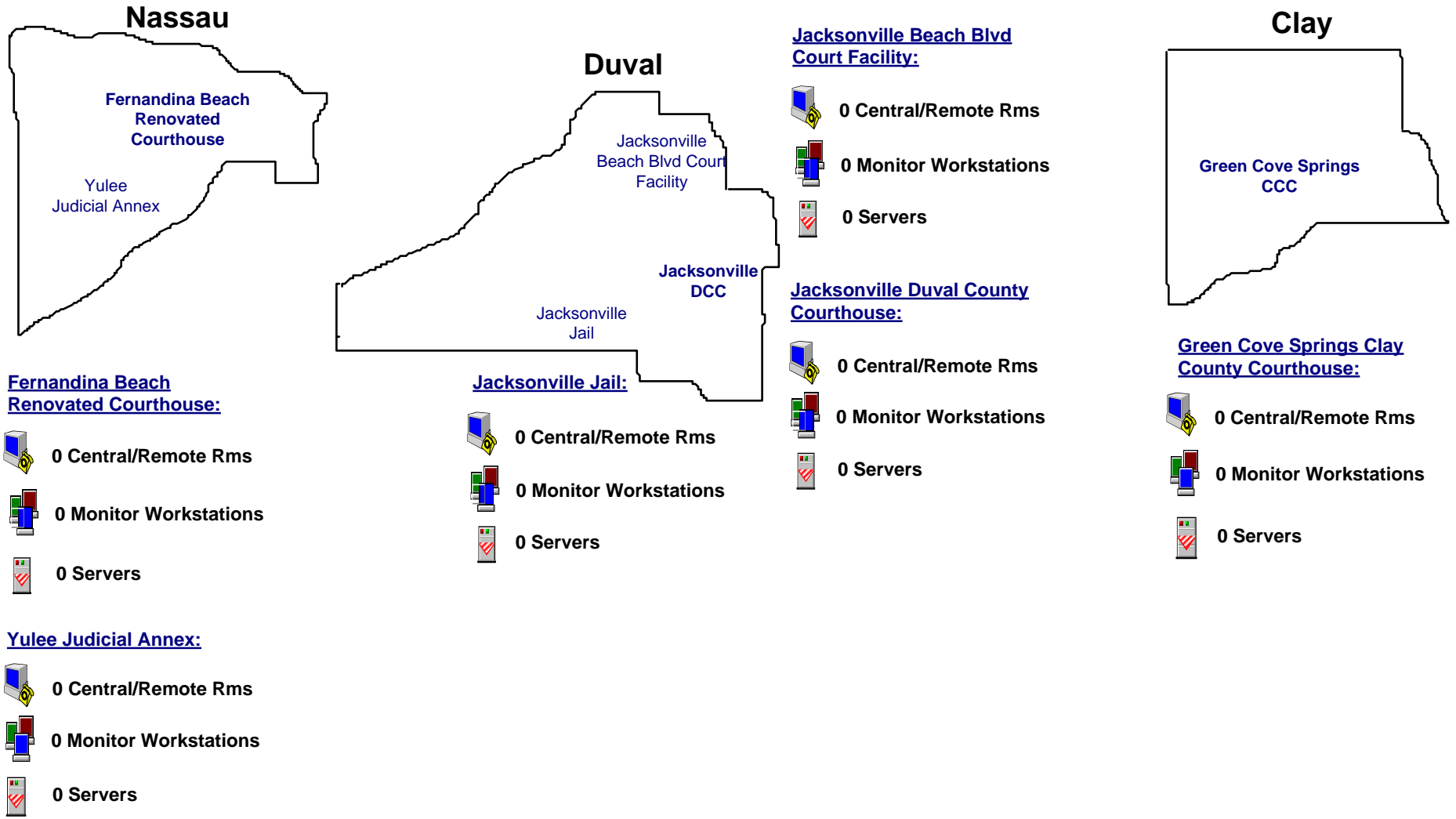
\* BIS recording equipment is planned to phase out in FY 09/10. This equipment will be replaced with CourtSmart.



# Fourth Judicial Circuit

## FY 2007-08

### Digital Court Reporting Central & Remote Monitoring Network



**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model				To Justice Administrative Commission				
										To State Attorney		To Public Defender		To Court App't'd Counsel		Indigent for Cost Counsel		
										Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	11,902.00	676.00	0.00	0.00	0.00	0.00	14,619	0	0	0	0	0	0	0	0	0	0	0
County Criminal	7,180.00	0.00	0.00	6,898.75	0.00	5,940.75	1,648	0	0	0	0	0	0	0	0	0	0	0
Dependency/CINS/FINS	5,820.50	0.00	0.00	451.50	0.00	8.50	4	0	0	0	0	0	0	0	0	0	0	0
Delinquency	2,471.00	0.00	0.00	58.00	0.00	6.00	757	0	0	0	0	0	0	0	0	0	0	0
Baker/Marchman/Guardianship	273.00	0.00	0.00	117.00	0.00	13.50	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence Injunctions	0.00	0.00	0.00	545.50	0.00	250.75	0	0	0	0	0	0	0	0	0	0	0	0
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	0.00	4,353.50	0.00	1,079.00	1,769	0	0	0	0	0	0	0	0	0	0	0
Other Case Types	0.00	0.00	0.00	104.50	0.00	13.00	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>27,646.50</b>	<b>676.00</b>	<b>0.00</b>	<b>12,528.75</b>	<b>0.00</b>	<b>7,311.50</b>	<b>18,797</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	0
To State Attorney	0
To Public Defender	0
To JAC - Court Appointed Counsel	0
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>0</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour			17.00		Routine Delivery	5.25	5.25	- Appearance fee of \$20 for closing arguments - \$18 to \$24 travel fees - Video service \$220; \$95 set up - Holiday fee for Real Time of \$180; Overtime fee for Real Time of \$37.50
Each Add'l Qtr Hour					Original	5.25	5.25	
Each Add'l Hour					Copy w/Original	5.25	5.25	
Half-Day (1-4 hrs.)	120.00				2nd Copy w/Original	1.25	1.25	
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)			
Overtime per Hour	50.00				Expedited Delivery	10.50	10.50	
Saturday (1-8 hrs.)	150.00				1 Business Day	7.95	7.95	
Sunday (1-8 hrs.)	150.00				2-3 Business Days	1.25 to 2.50	1.25 to 2.50	
Court Holiday	150.00				Add'l Copy	5.25	5.25	
Cancellation					Appeal			
Other: _____					Certified Transcript - Disk		10.00	
Other: _____					Non-Certified Transcript - Disk			
Other: _____					Multi-Media			

# COURT REPORTING CIRCUIT PROFILES

# 5TH JUDICIAL CIRCUIT

Citrus, Hernando, Lake,  
Marion & Sumter Counties

**CHIEF JUDGE:** DANIEL MERRITT, SR.  
**TRIAL COURT ADMINISTRATOR:** DAVID M. TRAMMELL  
**COURT TECHNOLOGY OFFICER:** JON LIN  
**MANAGER, COURT REPORTING SERVICES:** LYNN GILSTRAP  
**MANAGER, ELECTRONIC COURT REPORTING SERVICES:** DIANE DEVINE

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
17.00	0.00	\$849,523	\$428,607	\$15,000	\$21,100	\$0	63,229	\$15.85	66,217

		STAFFING & SERVICE DELIVERY FY 2007-08					
		Citrus	Hernando	Lake	Marion	Sumter	Circuit-Wide
<b>STAFFING MODEL</b>	Overall Staffing Model	Hybrid	Hybrid	Hybrid	Hybrid	Contractual	Hybrid
	Clerk of Court Staff Usage	No	No	No	No	Yes	No
	Transcript Services Model (SA, PD, JAC)	N/A	N/A	N/A	N/A	N/A	N/A
	Monitoring Ratio (Overall)	3.5:1	3.5:1	2.7:1	1.8:1	1:1	2.8:1
	Circuit Criminal						
	Trials	1:1	1:1	1:1	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1	1:1	1:1	1:1
	All other proceedings	3.5:1	3.5:1	2.7:1	1.8:1	1:1	2.8:1
	County Criminal						
	Trials	3.5:1	3.5:1	2.7:1	1.8:1	1:1	2.8:1
	All other proceedings	3.5:1	3.5:1	2.7:1	1.8:1	1:1	2.8:1
	Family Court						
	Delinquency	3.5:1	3.5:1	2.7:1	1.8:1	1:1	2.8:1
	Dependency	3.5:1	3.5:1	2.7:1	1.8:1	1:1	2.8:1
	Termination of Parental Rights	3.5:1	3.5:1	2.7:1	1.8:1	1:1	2.8:1
	GM/CSEHO for Family Court	3.5:1	3.5:1	2.7:1	1.8:1	1:1	2.8:1
	Domestic Violence Injunctions	3.5:1	3.5:1	2.7:1	1.8:1	1:1	2.8:1
	Baker/Marchman/Guardianship/Jimmy Ryce						
	On-Site	3.5:1	3.5:1	2.7:1	1.8:1	1:1	2.8:1
	Off-Site	1:1	1:1	1:1	1:1	1:1	1:1
Classifications (Total FTE Employee):		2	3	3	9	0	17
Mgr., Court Reporting Services		0	1	0	0	0	1
Mgr., Electronic Court Reporter		0	0	0	1	0	1
Digital Court Reporter		2	2	3	8	0	15
<b>SERVICE DELIVERY</b>	Circuit Criminal						
	Trials	Digital Central/Steno	Digital Central/Steno	Digital Central/Steno	Digital Central/Steno	Digital Central/Steno	Digital Central/Steno
	Capital cases	Digital Central/Steno	Digital Central/Steno	Digital Central/Steno	Digital Central/Steno	Digital Central/Steno	Digital Central/Steno
	All other proceedings	Digital Central	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central & Local
	County Criminal						
	Trials	Digital Central	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central & Local
	All other proceedings	Digital Central	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central & Local
	Family Court						
	Delinquency	Digital Central	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central & Local
	Dependency	Digital Central	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central & Local
	Termination of Parental Rights	Digital Central	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central & Local
	GM/CSEHO	Digital Central	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central & Local
	Domestic Violence Injunctions	Digital Central	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central & Local
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Central/Local	Digital Central/Local	Digital Central/Local	Digital Central/Local	Digital Local	Digital Central & Local

# COURT REPORTING CIRCUIT PROFILES

## 5TH JUDICIAL CIRCUIT

Citrus, Hernando, Lake,  
Marion & Sumter Counties

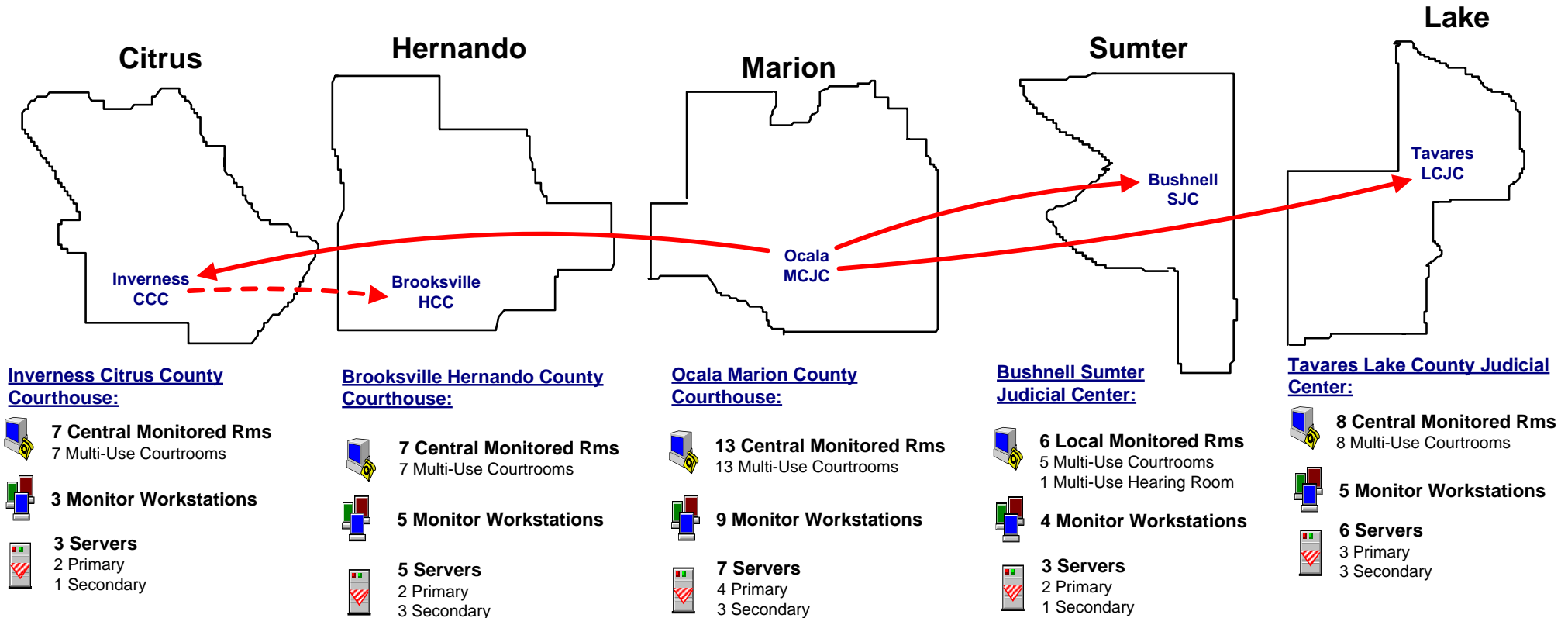
	DIGITAL LOGISTICS					
	Citrus	Hernando	Lake	Marion	Sumter	Circuit-Wide
Number of Facilities	1	1	1	1	1	5
Total Courtrooms	7	7	8	13	5	40
Digital Local	0	0	0	0	5	5
Digital Central	7	7	8	13	0	35
Digital Remote	0	0	0	0	0	0
Total Hearing Rooms	7	11	14	18	5	55
Digital Local	1	0	0	0	1	2
Digital Central	0	0	0	0	0	0
Digital Remote	0	0	0	0	0	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	57%	39%	36%	42%	60%	45%
Total Digital Portable Units	6	11	13	14	4	48
Total Monitoring Workstations	3	5	5	9	4	26
Total General Court Reporting Desktops	9	13	24	18	6	70
Total Primary Servers	2	2	3	4	2	13
Total Secondary Servers	1	3	3	3	1	11
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart

# Fifth Judicial Circuit

FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network

Note: Not depicted in this diagram is the remote monitoring capability from each of the outlying counties. Staff located in outlying counties may monitor central/remote courtrooms of other counties. Circuit utilizes this capability on an as needed basis (back-up).



Note: Local monitored rooms have remote monitoring capabilities.

### Network Lines:

- State Courts System Network Line MAN
- Circuit Court Network Fiber

Note: Arrows at network line endpoints indicate direction of remote monitoring use. No arrow indicates no remote monitoring at this time, although all courtrooms listed are capable of remote monitoring.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages										
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity	Shared Model								
									To State Attorney		To Public Defender		To Justice Administrative Commission		Indigent for Cost Counsel		
									Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	2,450.25	0.00	4,265.75	246.75	0.00	5.50	5,920	0	0	0	0	0	0	0	0	0	0
County Criminal	0.00	0.00	4,973.25	481.75	0.00	8.50	75	0	0	0	0	0	0	0	0	0	0
Dependency/CINS/FINS	165.75	0.00	2,105.75	64.00	0.00	1.50	16	0	0	0	0	0	0	0	0	0	0
Delinquency	69.25	0.00	1,046.50	68.25	0.00	0.00	18	0	0	0	0	0	0	0	0	0	0
Baker/Marchman/Guardianship	2.00	0.00	73.25	185.75	0.00	6.50	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence Injunctions	0.00	0.00	1,286.75	93.25	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
Magistrate/CSEHO (Family Law or Title IV-D)	38.00	0.00	1,797.50	338.50	0.00	16.25	54	0	0	0	0	0	0	0	0	0	0
Other Case Types	0.00	0.00	23.25	0.75	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>2,725.25</b>	<b>0.00</b>	<b>15,572.00</b>	<b>1,479.00</b>	<b>0.00</b>	<b>38.25</b>	<b>6,083</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	748
To State Attorney	196
To Public Defender	162
To JAC - Court Appointed Counsel	12
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>1,118</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour	50.00 to 70.00				Routine Delivery	3.00 to 4.00		
Each Add'l Qtr Hour					Original			
Each Add'l Hour	30.00 to 40.00				Copy w/Original			
Half-Day (1-4 hrs.)			25.00	25.00	2nd Copy w/Original	1.00 to 2.00		
Full-Day (4-8 hrs.)			50.00	50.00	X-tra Copy (Non-Original)			
Overtime per Hour	1.5 rate				<b>Expedited Delivery</b>			
Saturday (1-8 hrs.)	1.5 rate				1 Business Day	6.00		
Sunday (1-8 hrs.)	1.5 rate				2-3 Business Days	4.50		
Court Holiday	1.5 rate				Add'l Copy			
Cancellation	50.00 to 60.00				<b>Appeal</b>			
Other: _____					Certified Transcript - Disk	15.00		
Other: _____					Non-Certified Transcript - Disk	15.00		
Other: _____					Multi-Media			

# COURT REPORTING CIRCUIT PROFILES

# 6TH JUDICIAL CIRCUIT Pasco & Pinellas Counties

**CHIEF JUDGE:** ROBERT J. MORRIS, JR.  
**TRIAL COURT ADMINISTRATOR:** GAY INSKEEP  
**COURT TECHNOLOGY OFFICER:** KEN NELSON  
**MANAGER, COURT REPORTING SERVICES:** AMY LOCKHART, STEPHANIE LOBALBO, ROBIN FRALEY, CHRISTINE HAWTHORNE, AND JEAN MESA

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
37.00	2.00	\$1,886,230	\$365,858	\$0	\$499,951	\$128,936	119,592	\$15.71	117,696

		STAFFING & SERVICE DELIVERY FY 2007-08		
		Pasco	Pinellas	Circuit-Wide
STAFFING MODEL	Overall Staffing Model	Hybrid	Hybrid	Hybrid
	Clerk of Court Staff Usage	No	No	No
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC
	Monitoring Ratio (Overall)	2:1	2:1	2:1
	Circuit Criminal			
	Trials	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1
	All other proceedings	3:1	3:1	3:1
	County Criminal			
	Trials	2:1	2:1	2:1
	All other proceedings	3:1	3:1	3:1
	Family Court			
	Delinquency	3:1	3:1	3:1
	Dependency	3:1	3:1	3:1
	Termination of Parental Rights	1:1	1:1	1:1
	GM/CSEHO for Family Court	1:1	1:1	1:1
	Domestic Violence Injunctions	3:1	1:1	2:1
	Baker/Marchman/Guardianship/Jimmy Ryce			
	On-Site	1:1	1:1	1:1
	Off-Site	1:1	1:1	1:1
Classifications (Total FTE Employee):	11	28	39	
Mgr., Court Reporting Services	0	1	1	
Mgr., Electronic Court Reporter	0	1	1	
Court Reporter II	1	0	1	
Court Reporter I	2	6	8	
Digital Court Reporter	6	17	23	
Administrative Support	2	3	5	
SERVICE DELIVERY	Circuit Criminal			
	Trials	Steno/Digital Central	Steno	Steno/Digital Central
	Capital cases	Steno	Steno	Steno
	All other proceedings	Steno/Digital Central	Steno/Digital Central	Steno/Digital Central
	County Criminal			
	Trials	Steno/Digital Central	Digital Central	Steno/Digital Central
	All other proceedings	Digital Central	Digital Central	Digital Central
	Family Court			
	Delinquency	Digital Central	Steno/Digital Central	Steno/Digital Central
	Dependency	Digital Central	Steno/Digital Central	Steno/Digital Central
	Termination of Parental Rights	Steno	Steno	Steno
	GM/CSEHO	Digital Local/Digital Central	Digital Central/Digital Portable	Digital Local & Central & Portable
	Domestic Violence Injunctions	Steno/Digital Central	Digital Local	Steno/Digital Central & Local
	Baker/Marchman/Guardianship/Jimmy Ryce	Steno/Digital	Steno/Digital Local & Central & Portable	Steno/Digital Local & Central & Portable

# COURT REPORTING CIRCUIT PROFILES

# 6TH JUDICIAL CIRCUIT Pasco & Pinellas Counties

	DIGITAL LOGISTICS		
	Pasco	Pinellas	Circuit-Wide
Number of Facilities	7	25	32
Total Courtrooms	13	44	57
Digital Local	0	1	1
Digital Central	13	27	40
Digital Remote	0	2	2
Total Hearing Rooms	26	57	83
Digital Local	5	0	5
Digital Central	21	15	36
Digital Remote	0	0	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	100%	45%	60%
Total Digital Portable Units	3	10	13
Total Monitoring Workstations	8	18	26
Total General Court Reporting Desktops	2	1	3
Total Primary Servers	6	9	15
Total Secondary Servers	4	3	7
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart






# Sixth Judicial Circuit FY 2007-08

## Court Reporting Central and Remote Network

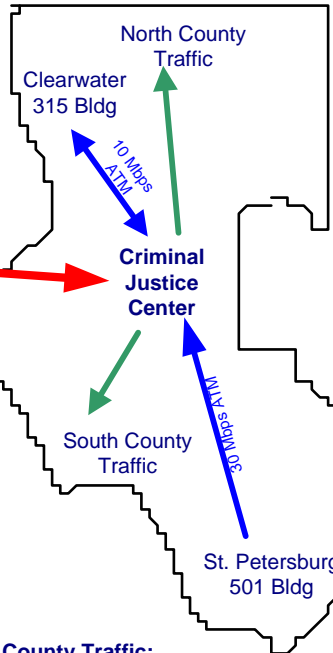
As of January 2008

Note: The Circuit utilizes remote-monitoring capabilities between Pinellas and Pasco Counties on an as-needed basis (for backup purposes). In Pinellas County, St. Petersburg and Clearwater have the ability to remote-monitor the Criminal Justice Center and the Criminal Justice Center has the ability to remote-monitor Clearwater. Primary monitoring is performed by on-site staff with the exception of the traffic courts, which are remote-monitored from the Criminal Justice Center.




### Clearwater 315 Bldg:

-  **16 Central Monitored Rms**  
4 Multi-Use Courtrooms  
12 Multi-Use Hearing Rms
-  **2 Monitor Workstations**
-  **4 Servers**  
1 Primary  
1 Secondary  
2 Video




### Pinellas






### North County Traffic:

-  **1 Remote Monitored Rm**  
1 Traffic Courtroom
-  **0 Monitor Workstations**
-  **0 Servers**




### Criminal Justice Center:

-  **26 Central Monitored Rms**  
23 Multi-Use Courtrooms  
3 Jail-Hearing Rooms
-  **14 Monitor Workstations**
-  **8 Servers**  
3 Primary  
1 Secondary  
3 Video  
1 Archive Server

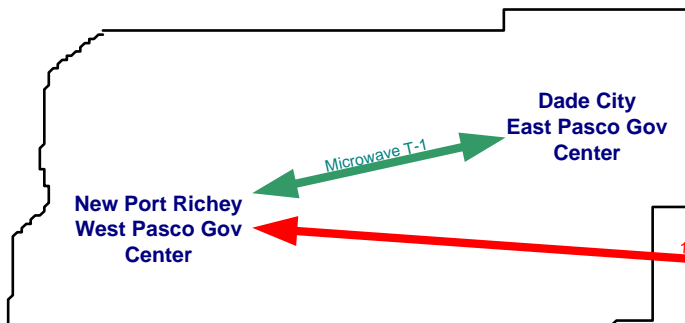
### St. Petersburg 501 Building:

-  **0 Remote Monitored Rms**
-  **2 Monitor Workstations**
-  **0 Servers**




### South County Traffic:

-  **1 Remote Monitored Rm**  
1 Traffic Courtroom
-  **0 Monitor Workstations**
-  **0 Servers**




### Pasco



### New Port Richey West Pasco Gov. Center:

-  **20 Central Monitored Rms**  
9 Multi-Use Courtrooms  
11 Multi-Use Hearing Rms
-  **5 Monitor Workstations**
-  **6 Servers**  
2 Primary  
1 Secondary  
2 Video  
1 Archive Server

### Dade City East Pasco Gov. Center:

-  **14 Central Monitored Rms**  
4 Multi-Use Courtrooms  
10 Multi-Use Hearing Rms
-  **3 Monitor Workstations**
-  **4 Servers**  
1 Primary  
1 Secondary  
1 Video  
1 Archive Server

### Network Lines:

-  **State Courts System Network Line**
-  **T-1 County Shared Network Line**
-  **Other: ATM County Shared Network Line**

Note: Arrows at network line endpoints indicate direction of remote monitoring. No arrows indicate no remote monitoring at this time.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model								
										To State Attorney		To Public Defender		To Justice Administrative Commission		Indigent for Cost		
								Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	5,457.25	0.00	11,167.25	3.25	0.00	0.00	7,026	8,569	5,180	5,485	2,317	8,527	60,061	3,384	16,356	152	839	
County Criminal	1,379.50	0.00	13,007.00	0.00	0.00	0.00	367	2,383	1,939	313	838	1,727	1,832	569	1,785	0	36	
Dependency/CINS/FINS	271.75	0.00	2,572.00	0.00	0.00	0.00	173	1,688	0	415	99	25	376	154	1,152	0	793	
Delinquency	512.25	0.00	1,906.25	2.25	0.00	0.00	218	76	311	145	88	267	1,464	0	111	0	0	
Baker/Marchman/Guardianship	54.25	0.00	19.75	21.50	0.00	0.00	0	230	287	0	0	0	0	0	0	0	0	
Domestic Violence Injunctions	418.25	0.00	837.50	1,491.50	0.00	0.00	192	3,942	315	125	0	118	0	0	0	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	26.00	0.00	406.00	0.00	0.00	0.00	56	2,823	31	85	0	0	0	40	0	0	0	
Other Case Types	104.25	0.00	61.50	24.75	0.00	0.00	0	241	0	95	0	138	972	0	0	0	290	
<b>TOTAL</b>	<b>8,223.50</b>	<b>0.00</b>	<b>29,977.25</b>	<b>1,543.25</b>	<b>0.00</b>	<b>0.00</b>	<b>8,032</b>	<b>19,952</b>	<b>8,063</b>	<b>6,663</b>	<b>3,342</b>	<b>10,802</b>	<b>64,705</b>	<b>4,147</b>	<b>19,404</b>	<b>152</b>	<b>1,958</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	2
To State Attorney	100
To Public Defender	249
To JAC - Court Appointed Counsel	0
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>351</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure									
Appearances	Steno		Digital		Transcription		Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice	Routine Delivery	Expedited Delivery			
One Hour	50.00 to 60.00						3.75 to 4.00	3.75 to 4.50	- \$130 minimum per half day in Pinellas County. - Real Time \$75 to \$80 first hour and \$15 to \$20 each additional quarter hour - Fee for 12 a.m. to 6 a.m. is 2.0 rate
Each Add'l Qtr Hour	8.75 to 11.25				Original		0.75	1.00	
Each Add'l Hour					Copy w/Original		0.75	1.00	
Half-Day (1-4 hrs.)					2nd Copy w/Original		2.00	2.00	
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)				
Overtime per Hour	1.5 rate				Expedited Delivery				
Saturday (1-8 hrs.)	1.5 rate				1 Business Day		7.00-8.50	7.00-8.50	
Sunday (1-8 hrs.)	1.5 rate				2-3 Business Days		5.00 to 7.50	5.00 to 7.50	
Court Holiday	1.5 rate				Add'l Copy		0.75	1.00	
Cancellation					Appeal		5.25 to 5.50	5.25	
Other: _____					Certified Transcript - Disk		5.00	5.00	
Other: _____					Non-Certified Transcript - Disk				
Other: _____					Multi-Media		15.00	17.00	

# COURT REPORTING CIRCUIT PROFILES

# 7TH JUDICIAL CIRCUIT

Flagler, Putnam,  
St. Johns & Volusia Counties

**CHIEF JUDGE:** J. DAVID WALSH  
**TRIAL COURT ADMINISTRATOR:** MARK WEINBERG  
**COURT TECHNOLOGY OFFICER:** BILL HALE  
**MANAGER, COURT REPORTING SERVICES:** LOUISE POMAR  
**MANAGER, ELECTRONIC COURT REPORTING SERVICES:** DORIE JACKSON

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
16.00	1.00	\$927,573	\$438,562	\$0	\$10,638	\$50,128	80,846	\$14.66	81,554

STAFFING & SERVICE DELIVERY FY 2007-08						
		Flagler	Putnam	St. Johns	Volusia	Circuit-Wide
STAFFING MODEL	Overall Staffing Model	Employee	Employee	Employee	Hybrid	Hybrid
	Clerk of Court Staff Usage	No	No	No	No	No
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC (Digital Only)	SA/PD/JAC
	Monitoring Ratio (Overall)					2.5:1* (See note below)
	Circuit Criminal					
	Trials					
	Capital cases					
	All other proceedings					
	County Criminal					
	Trials					
	All other proceedings					
	Family Court					
	Delinquency					
	Dependency					
	Termination of Parental Rights					
	GM/CSEHO for Family Court					
	Domestic Violence Injunctions					
	Baker/Marchman/Guardianship/Jimmy Ryce					
	On-Site					
	Off-Site					
Classifications (Total FTE Employee):		4	0	5	8	17
Mgr., Court Reporting Services		1	0	0	0	1
Mgr., Electronic Court Reporter		0	0	0	1	1
Court Reporter II		0	0	2	0	2
Court Reporter I		2	0	1	0	3
Digital Court Reporter		1	0	2	7	10
SERVICE DELIVERY	Circuit Criminal					
	Trials	Steno	Steno	Steno	Steno	Steno
	Capital cases	Real Time	Real Time	Real Time	Real Time	Real Time
	All other proceedings	Digital	Digital	Digital	Digital	Digital
	County Criminal					
	Trials	Digital	Digital	Digital	Steno	Digital/Steno
	All other proceedings	Digital	Digital	Digital	Digital	Digital
	Family Court					
	Delinquency	Digital	Digital	Digital	Digital	Digital
	Dependency	Digital	Digital	Digital	Digital	Digital
	Termination of Parental Rights	Steno	Steno	Steno	Steno	Steno
	GM/CSEHO	Digital	Digital	Digital	Digital	Digital
	Domestic Violence Injunctions	Digital	Digital	Digital	Digital	Digital
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital (Steno for Jimmy Ryce)	Digital (Steno for Jimmy Ryce)	Digital (Steno for Jimmy Ryce)	Digital (Steno for Jimmy Ryce)	Digital (Steno for Jimmy Ryce)

\* Calculations of staffing ratios by county and division is problematic. Steno staff are headquartered in specific counties, but cover Circuit Criminal and TPR proceedings in multiple counties. Likewise, digital staff are headquartered in specific counties, but monitor proceedings across county lines and cover multiple divisions.

# COURT REPORTING CIRCUIT PROFILES

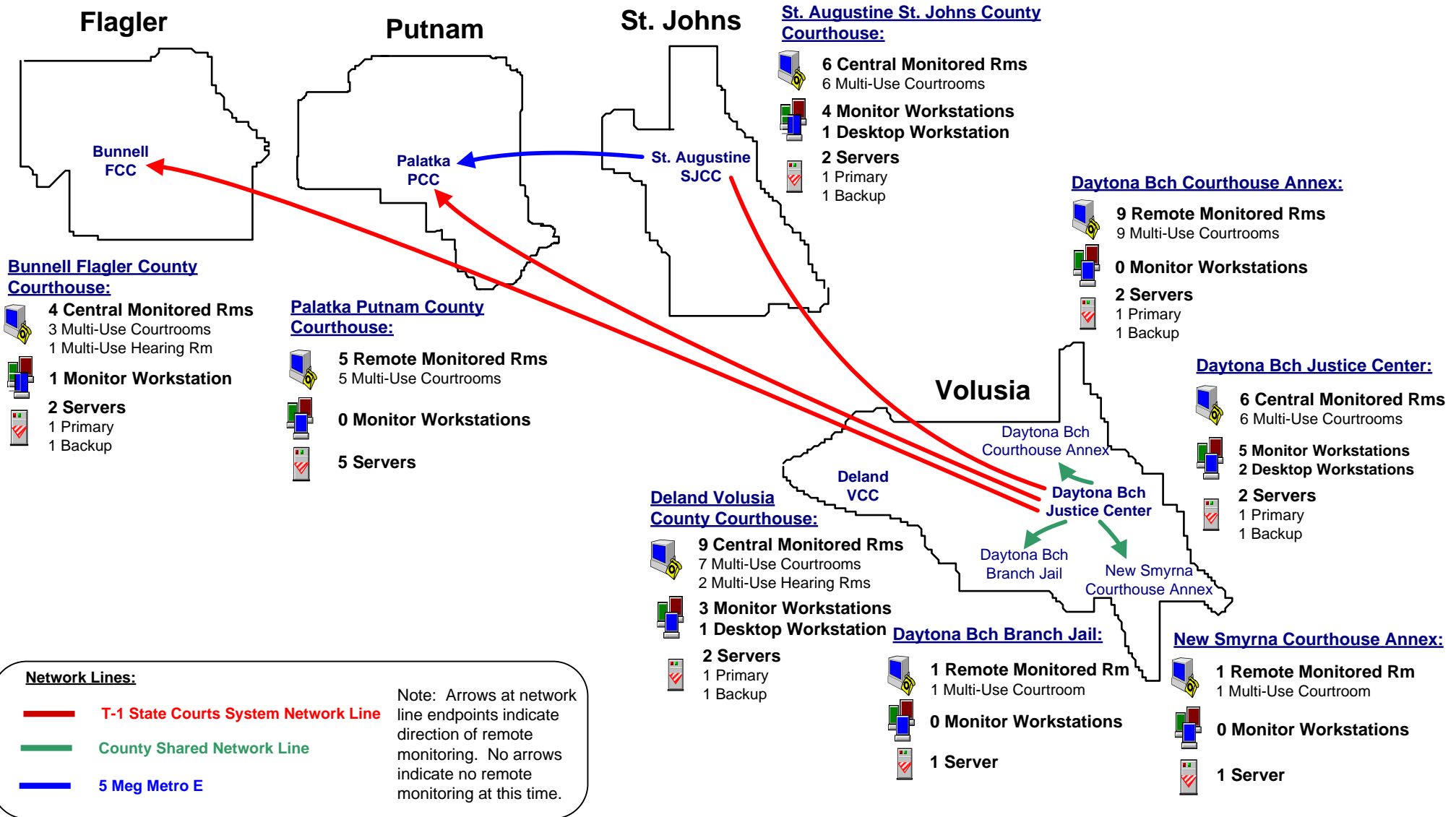
## 7TH JUDICIAL CIRCUIT

Flagler, Putnam,  
St. Johns & Volusia Counties

	DIGITAL LOGISTICS				
	Flagler	Putnam	St. Johns	Volusia	Circuit-Wide
Number of Facilities	1	1	1	7	10
Total Courtrooms	6	5	6	29	46
Digital Local	0	0	0	0	0
Digital Central	3	0	6	13	22
Digital Remote	0	5	0	11	16
Total Hearing Rooms	4	4	6	14	28
Digital Local	0	0	1	3	4
Digital Central	1	0	0	2	3
Digital Remote	0	0	0	0	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	40%	56%	58%	70%	62%
Total Digital Portable Units	0	0	1	4	5
Total Monitoring Workstations	1	0	4	8	13
Total General Court Reporting Desktops	1	0	1	3	5
Total Primary Servers	1	5	1	5	12
Total Secondary Servers	1	0	1	3	5
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart

# Seventh Judicial Circuit FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network



**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model				To Justice Administrative Commission				
										To State Attorney		To Public Defender		To Court App't'd Counsel		Indigent for Cost Counsel		
										Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	3,864.00	457.00	4,079.50	0.00	0.00	13.00	3,961	2,052	125	1,775	1,266	878	3,847	97	3,432	0	2,957	
County Criminal	1,327.75	458.75	3,996.75	0.00	0.00	114.50	341	73	0	0	0	0	0	0	0	0	0	
Dependency/CINS/FINS	373.25	93.75	1,186.75	0.00	0.00	15.50	35	0	0	0	0	24	8	0	0	0	0	
Delinquency	357.00	155.00	1,509.25	0.00	0.00	101.50	66	0	0	45	0	0	0	0	0	0	0	
Baker/Marchman/Guardianship	0.00	7.25	81.50	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Domestic Violence Injunctions	91.00	115.75	743.75	0.00	0.00	0.00	492	0	0	0	0	0	0	0	0	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	75.75	767.00	0.00	0.00	727.00	0	0	0	0	0	0	0	0	0	0	0	
Other Case Types	0.50	0.00	0.00	0.00	0.00	0.00	11	130	0	0	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>6,013.50</b>	<b>1,363.25</b>	<b>12,364.50</b>	<b>0.00</b>	<b>0.00</b>	<b>971.50</b>	<b>4,906</b>	<b>2,255</b>	<b>125</b>	<b>1,820</b>	<b>1,266</b>	<b>902</b>	<b>3,855</b>	<b>97</b>	<b>3,432</b>	<b>0</b>	<b>2,957</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	280
To State Attorney	174
To Public Defender	204
To JAC - Court Appointed Counsel	18
To JAC - Indigent Costs for Counsel	12
<b>TOTAL</b>	<b>688</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice	Routine Delivery			
One Hour	50.00				Original	4.00	3.75	- Real Time \$400 per day - \$30 per hour take down fee for digital transcription
Each Add'l Qtr Hour					Copy w/Original			
Each Add'l Hour	30.00				2nd Copy w/Original	1.00	1.00	
Half-Day (1-4 hrs.)	130.00				X-tra Copy (Non-Original)	1.00	1.00	
Full-Day (4-8 hrs.)	250.00				Expedited Delivery			
Overtime per Hour	45.00				1 Business Day	8.00		
Saturday (1-8 hrs.)					2-3 Business Days	6.00		
Sunday (1-8 hrs.)					Add'l Copy	1.50 to 2.00		
Court Holiday					Appeal			
Cancellation	45.00				Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
Other: _____					Multi-Media			

# COURT REPORTING CIRCUIT PROFILES

# 8TH JUDICIAL CIRCUIT

Alachua, Baker, Bradford  
Gilchrist, Levy & Union Counties

**CHIEF JUDGE:** FREDERICK D. SMITH  
**TRIAL COURT ADMINISTRATOR:** TED MCFETRIDGE  
**COURT TECHNOLOGY OFFICER:** FRED BUHL  
**MANAGER, COURT REPORTING SERVICES:** SHERRY PALMER

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
16.00	2.00	\$909,277	\$0	\$0	\$26,804	\$105,735	33,726	\$23.00	32,859

STAFFING & SERVICE DELIVERY FY 2007-08								
		Alachua	Baker	Bradford	Gilchrist	Levy	Union	Circuit-Wide
<b>STAFFING MODEL</b>	Overall Staffing Model	Employee	Employee	Employee	Employee	Employee	Employee	Employee
	Clerk of Court Staff Usage	No	No	No	No	No	No	No
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC
	Monitoring Ratio (Overall)	2:1	2:1	2:1	1:1	2:1	1:1	2:1
	Circuit Criminal							
	Trials	1:1	1:1	1:1	1:1	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1	1:1	1:1	1:1	1:1
	All other proceedings	1:1	1:1	1:1	1:1	1:1	1:1	1:1
	County Criminal							
	Trials	1:1	1:1	1:1	1:1	1:1	1:1	1:1
	All other proceedings	2:1	2:1	2:1	1:1	2:1	1:1	2:1
	Family Court							
	Delinquency	2:1	1:1	1:1	1:1	1:1	1:1	1:1
	Dependency	2:1	1:1	1:1	1:1	1:1	1:1	1:1
	Termination of Parental Rights	1:1	1:1	1:1	1:1	1:1	1:1	1:1
	GMC/SEHO for Family Court	2:1	1:1	1:1	1:1	1:1	1:1	1:1
	Domestic Violence Injunctions	2:1	1:1	1:1	1:1	1:1	1:1	1:1
	Baker/Marchman/Guardianship/Jimmy Ryce							
On-Site	1:1	1:1	1:1	1:1	1:1	1:1	1:1	
Off-Site	1:1	1:1	1:1	1:1	1:1	1:1	1:1	
Classifications (Total FTE Employee):	11	1	2	1	2	1	18	
Mgr., Court Reporting Services	1	0	0	0	0	0	1	
Court Reporter II	1	0	1	0	1	0	3	
Court Reporter I	1	0	0	0	0	0	1	
Digital Court Reporter	8	1	1	1	1	1	13	
<b>SERVICE DELIVERY</b>	Circuit Criminal							
	Trials	Steno	Steno	Steno	Steno	Steno	Steno	Steno
	Capital cases	Real Time	Real Time	Real Time	Real Time	Real Time	Real Time	Real Time
	All other proceedings	Steno	Steno	Steno	Steno	Steno	Steno	Steno
	County Criminal							
	Trials	Steno	Steno	Steno	Steno	Steno	Steno	Steno
	All other proceedings	Digital Central	Digital Central	Digital Central	Digital Central	Digital Central	Digital Central	Digital Central
	Family Court							
	Delinquency	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central	Digital Local	Digital Central & Local
	Dependency	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central	Digital Local	Digital Central & Local
	Termination of Parental Rights	Steno	Steno	Steno	Steno	Steno	Steno	Steno
	GMC/SEHO	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central	Digital Local	Digital Central & Local
	Domestic Violence Injunctions	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central	Digital Local	Digital Central & Local
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Central	Digital Central	Digital Central	Digital Local	Digital Central	Digital Local	Digital Central & Local

# COURT REPORTING CIRCUIT PROFILES

## 8TH JUDICIAL CIRCUIT Alachua, Baker, Bradford Gilchrist, Levy & Union Counties

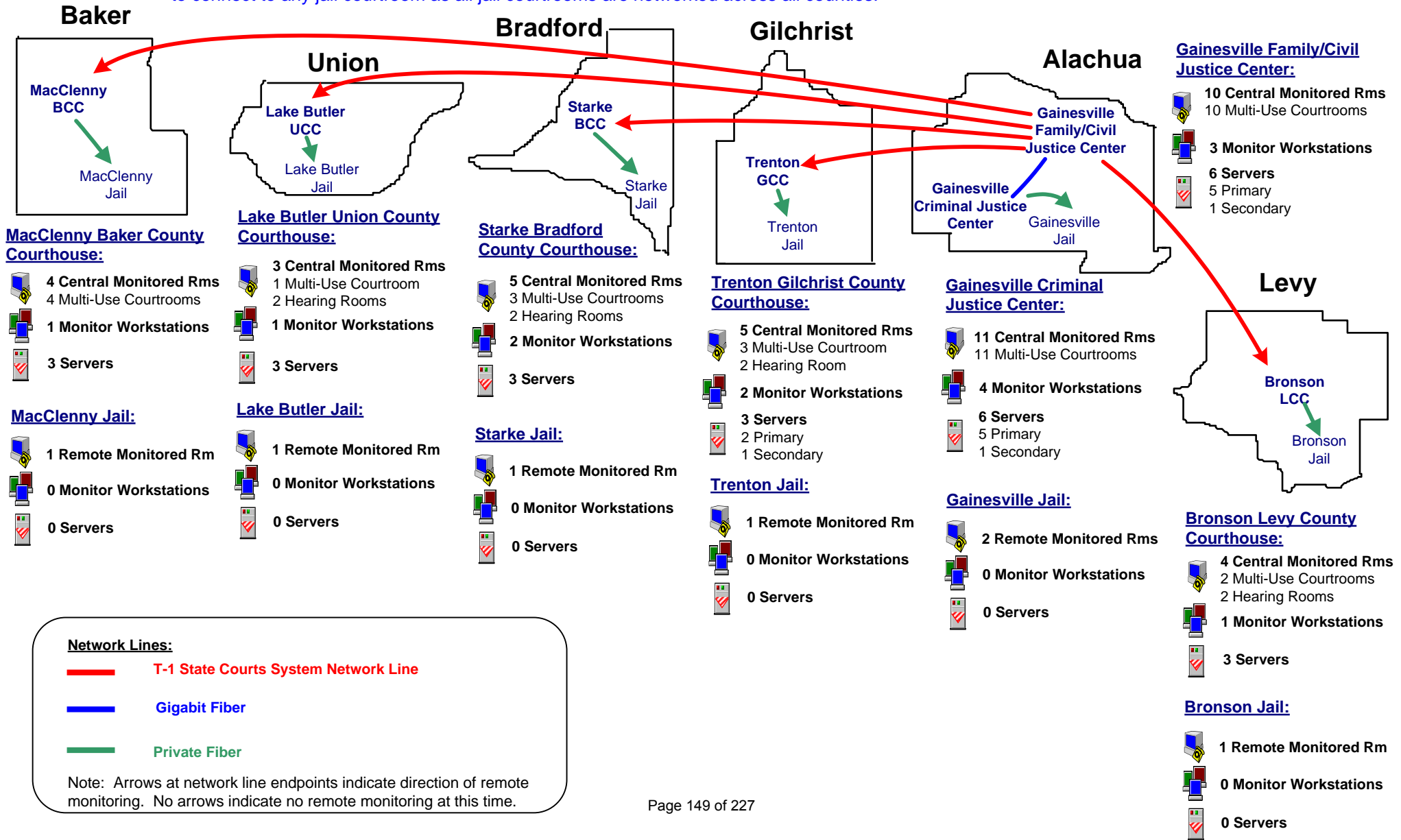
	DIGITAL LOGISTICS						
	Alachua	Baker	Bradford	Gilchrist	Levy	Union	Circuit-Wide
Number of Facilities	3	2	2	2	2	2	13
Total Courtrooms	23	5	4	4	3	2	41
Digital Local	0	0	0	0	0	0	0
Digital Central	21	4	3	3	2	1	34
Digital Remote	2	1	1	1	1	1	7
Total Hearing Rooms	0	0	2	2	2	2	8
Digital Local	0	0	0	0	0	0	0
Digital Central	0	0	2	2	2	2	8
Digital Remote	0	0	0	0	0	0	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	100%	100%	100%	100%	100%	100%	100%
Total Digital Portable Units	2	0	0	0	1	0	3
Total Monitoring Workstations	7	1	2	2	1	0	13
Total General Court Reporting Desktops	17	1	2	1	2	1	24
Total Primary Servers	10	2	2	2	2	2	20
Total Secondary Servers	2	1	1	1	1	1	7
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart



# Eighth Judicial Circuit FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network

Note: Diagram is aspirational in nature as current network bandwidth limitations prevent regular remote monitoring. Jail courtrooms are recorded via video connection to the courthouse during events. Also, not depicted in this diagram is the ability for any courthouse to connect to any jail courtroom as all jail courtrooms are networked across all counties.



**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model				To Justice Administrative Commission				
										To State Attorney		To Public Defender		To Court App't'd Counsel		Indigent for Cost Counsel		
										Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	57.00	2,264.00	2,617.50	91.25	0.00	0.00	1,684	1,681	2,112	1,860	182	1,294	19,582	1,502	4,064	139	1,412	
County Criminal	0.00	6.25	2,958.00	165.25	0.00	0.00	61	167	128	77	36	23	1,823	0	75	0	0	
Dependency/CINS/FINS	0.00	98.50	1,148.00	44.25	0.00	0.00	124	212	0	0	0	0	0	0	375	0	250	
Delinquency	0.00	0.00	702.75	28.25	0.00	0.00	0	41	0	7	0	0	0	0	0	0	0	
Baker/Marchman/Guardianship	0.00	0.00	81.00	17.50	0.00	0.00	33	6	0	0	0	0	34	0	0	0	0	
Domestic Violence Injunctions	0.00	0.00	434.00	22.00	0.00	0.00	0	274	79	0	0	59	6	0	11	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	1,029.75	111.00	0.00	230.50	8	59	0	0	0	0	0	0	0	0	0	
Other Case Types	0.00	9.25	486.25	27.75	0.00	16.00	845	298	0	588	0	0	0	11	0	0	0	
<b>TOTAL</b>	<b>57.00</b>	<b>2,378.00</b>	<b>9,457.25</b>	<b>507.25</b>	<b>0.00</b>	<b>246.50</b>	<b>2,755</b>	<b>2,738</b>	<b>2,319</b>	<b>2,532</b>	<b>218</b>	<b>1,376</b>	<b>21,445</b>	<b>1,513</b>	<b>4,525</b>	<b>139</b>	<b>1,662</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	295
To State Attorney	115
To Public Defender	54
To JAC - Court Appointed Counsel	37
To JAC - Indigent Costs for Counsel	2
<b>TOTAL</b>	<b>503</b>

Additional Information
Realtime Access \$50 Per Half Day - Audio Tapes \$10 Each - Compact Disks \$15 Each - Video Tapes \$15 Each - Media Rough Draft of Court Proceedings \$50 Per Half Day

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice	Routine Delivery			
One Hour	45.00				Original	4.50	4.00	- Transcript research fee of \$30 - Real Time \$65 per hour
Each Add'l Qtr Hour					Copy w/Original	1.00	1.00	
Each Add'l Hour	45.00				2nd Copy w/Original			
Half-Day (1-4 hrs.)					X-tra Copy (Non-Original)	1.00	1.00	
Full-Day (4-8 hrs.)					Expedited Delivery			
Overtime per Hour	1.5 rate					2.0 rate	2.0 rate	
Saturday (1-8 hrs.)	2.0 rate				1 Business Day	1.5 rate	1.5 rate	
Sunday (1-8 hrs.)	2.0 rate				2-3 Business Days			
Court Holiday					Add'l Copy Appeal			
Cancellation	45.00				Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk	3.00		
Other: _____					Multi-Media			

**CHIEF JUDGE:** BELVIN PERRY, JR.  
**TRIAL COURT ADMINISTRATOR:** MATTHEW BENEFIEL  
**COURT TECHNOLOGY OFFICER:** BRETT ARQUETTE  
**MANAGER, COURT REPORTING SERVICES:** STEPHEN SIMON  
**MANAGER, ELECTRONIC COURT REPORTING SERVICES:** DONNA SIMPSON

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
36.00	9.00	\$2,216,229	\$0	\$0	\$116,572	\$507,885	106,218	\$17.12	107,788

STAFFING & SERVICE DELIVERY FY 2007-08				
		Orange	Osceola	Circuit-Wide
<b>STAFFING MODEL</b>	Overall Staffing Model	Employee	Employee	Employee
	Clerk of Court Staff Usage	No	No	No
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC
	Monitoring Ratio (Overall)	3.2:1	3.2:1	3.2:1
	Circuit Criminal			
	Trials	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1
	All other proceedings	1:1	1:1	1:1
	County Criminal			
	Trials	1:1	1:1	1:1
	All other proceedings	4:1	4:1	4:1
	Family Court			
	Delinquency	3:1	3:1	3:1
	Dependency	3:1	3:1	3:1
	Termination of Parental Rights	3:1	3:1	3:1
	GM/CSEHO for Family Court	1:0	1:0	1:0
	Domestic Violence Injunctions	4:1	4:1	4:1
	Baker/Marchman/Guardianship/Jimmy Ryce			
	On-Site	1:1	1:1	1:1
	Off-Site	NA	NA	NA
Classifications (Total FTE Employee):	36	9	45	
Mgr., Court Reporting Services	1	0	1	
Mgr., Electronic Court Reporter	1	0	1	
Court Reporter II	4	1	5	
Court Reporter I	10	2	12	
Digital Court Reporter	20	6	26	
<b>SERVICE DELIVERY</b>	Circuit Criminal			
	Trials	CAT	CAT	CAT
	Capital cases	CAT	CAT	CAT
	All other proceedings	Digital Central	Digital Central	Digital Central
	County Criminal			
	Trials	Digital Central	Digital Central	Digital Central
	All other proceedings	Digital Central	Digital Central	Digital Central
	Family Court			
	Delinquency	Digital Central	Digital Central	Digital Central
	Dependency	Digital Central	Digital Central	Digital Central
	Termination of Parental Rights	Digital Central	Digital Central	Digital Central
	GM/CSEHO	Digital Local	Digital Local	Digital Local
	Domestic Violence Injunctions	Digital Central	Digital Central	Digital Central
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Local	Digital Local	Digital Local

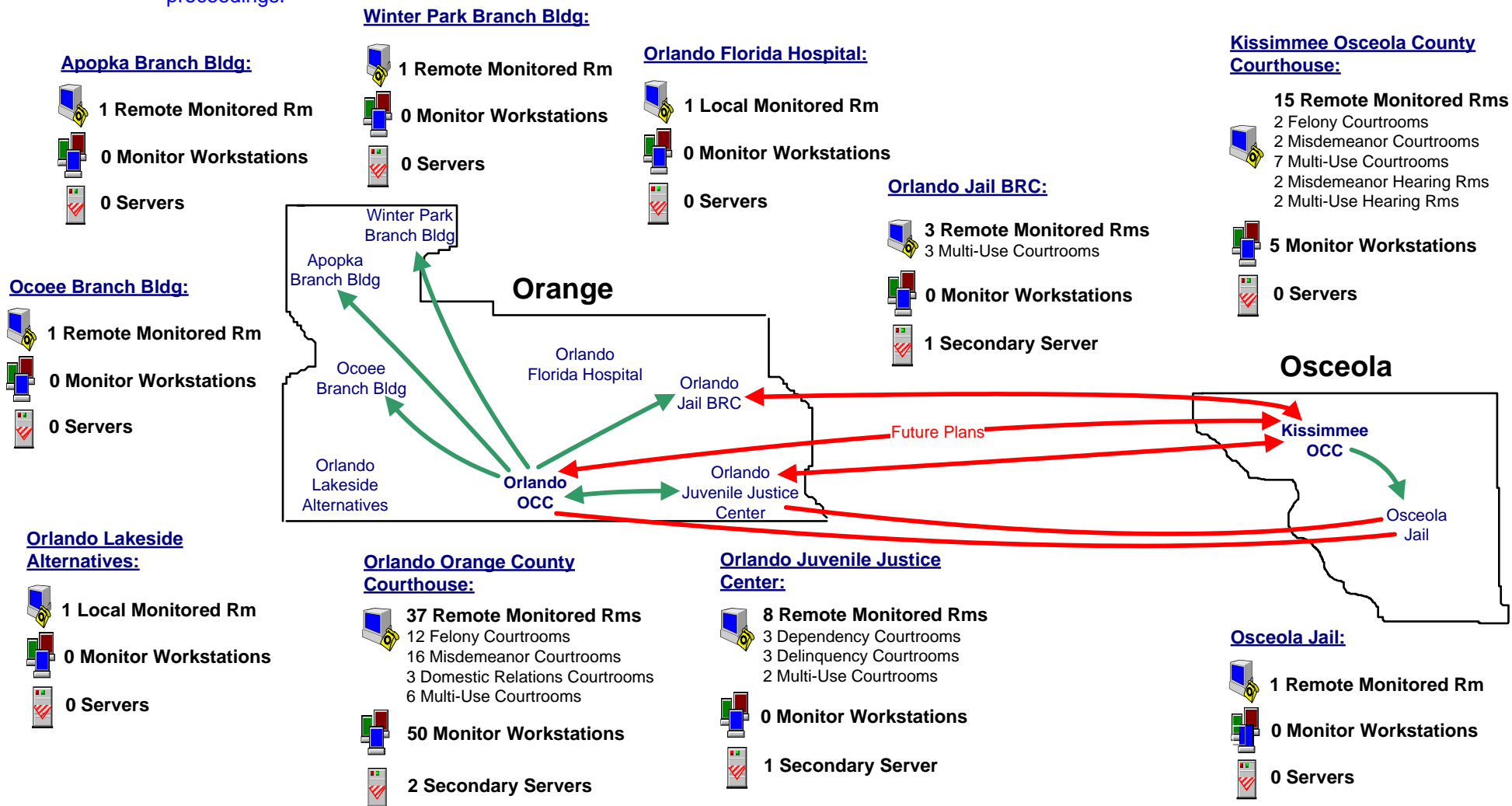
	<b>DIGITAL LOGISTICS</b>		
	<b>Orange</b>	<b>Osceola</b>	<b>Circuit-Wide</b>
Number of Facilities	8	2	10
<b>Total Courtrooms</b>	51	12	63
Digital Local	0	0	0
Digital Central	0	0	0
Digital Remote	51	12	63
<b>Total Hearing Rooms</b>	22	5	27
Digital Local	11	1	12
Digital Central	0	0	0
Digital Remote	0	4	4
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	85%	100%	88%
<b>Total Digital Portable Units</b>	4	1	5
<b>Total Monitoring Workstations</b>	50	5	55
<b>Total General Court Reporting Desktops</b>	0	9	9
<b>Total Primary Servers</b>	55	17	72
<b>Total Secondary Servers</b>	4	1	5
Digital Court Reporting Vendor	FTR	FTR	FTR

# Ninth Judicial Circuit

FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network

Note: Orange County has three Child Support Hearing Officers and five Court Magistrates operating monitoring workstations to record proceedings.



**Network Lines:**

- T-1 State Courts System Network Line
- T-1 County Shared Network Line

Note: Arrows at network line endpoints indicate direction of remote monitoring. No arrows indicate no remote monitoring at this time.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages										
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model				To Justice Administrative Commission			
										To State Attorney		To Public Defender		To Court App't'd Counsel		Indigent for Cost Counsel	
								Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal
Circuit Criminal	11,207.00	3,434.00	14,641.00	0.00	0.00	0.00	2,821	10,638	7,333	3,900	1,233	2,504	58,072	1,257	5,080	73	1,557
County Criminal	0.00	0.00	28,392.00	0.00	0.00	0.00	209	1,401	745	32	1,284	183	1,865	0	377	0	0
Dependency/CINS/FINS	0.00	0.00	7,064.00	0.00	0.00	0.00	516	527	175	188	0	0	50	552	5,755	0	776
Delinquency	0.00	0.00	7,064.00	0.00	0.00	0.00	61	0	0	19	18	237	3,415	0	969	0	0
Baker/Marchman/Guardianship	0.00	0.00	0.00	4,032.00	0.00	0.00	0	133	0	0	0	61	266	0	0	0	0
Domestic Violence Injunctions	0.00	0.00	4,032.00	0.00	0.00	0.00	76	617	52	0	1	0	0	53	0	0	0
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	0.00	10,080.00	0.00	0.00	0	101	199	0	0	0	0	0	0	0	0
Other Case Types	0.00	0.00	6,752.00	1,312.00	0.00	0.00	13	285	0	107	0	0	422	0	227	0	0
<b>TOTAL</b>	<b>11,207.00</b>	<b>3,434.00</b>	<b>67,945.00</b>	<b>15,424.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,696</b>	<b>13,702</b>	<b>8,504</b>	<b>4,246</b>	<b>2,536</b>	<b>2,985</b>	<b>64,090</b>	<b>1,862</b>	<b>12,408</b>	<b>73</b>	<b>2,333</b>

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	763
To State Attorney	258
To Public Defender	226
To JAC - Court Appointed Counsel	60
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>1,307</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour					Routine Delivery			
Each Add'l Qtr Hour					Original			
Each Add'l Hour					Copy w/Original			
Half-Day (1-4 hrs.)					2nd Copy w/Original			
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)			
Overtime per Hour					Expedited Delivery			
Saturday (1-8 hrs.)					1 Business Day			
Sunday (1-8 hrs.)					2-3 Business Days			
Court Holiday					Add'l Copy			
Cancellation					Appeal			
Other: _____					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
Other: _____					Multi-Media			

# COURT REPORTING CIRCUIT PROFILES

# 10TH JUDICIAL CIRCUIT Hardee, Highlands & Polk Counties

**CHIEF JUDGE:** J. DAVID LANGFORD  
**TRIAL COURT ADMINISTRATOR:** NICK SUDZINA  
**COURT TECHNOLOGY OFFICER:** JANNET LEWIS  
**MANAGER, COURT REPORTING SERVICES:** JANIE CASTLEBERRY

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
12.00	2.00	\$544,735	\$584,399	\$0	\$10,908	\$72,955	64,558	\$14.17	65,713

		STAFFING & SERVICE DELIVERY FY 2007-08			
		Hardee	Highlands	Polk	Circuit-Wide
STAFFING MODEL	Overall Staffing Model	Hybrid	Hybrid	Hybrid	Hybrid
	Clerk of Court Staff Usage	No	No	No	No
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC
	Monitoring Ratio (Overall)	4:1	4:1	4:1	4:1
	Circuit Criminal				
	Trials	1:1	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1	1:1
	All other proceedings	1:1	1:1	1:1	1:1
	County Criminal				
	Trials	1:1	1:1	1:1	1:1
	All other proceedings	1:1	1:1	1:1	1:1
	Family Court				
	Delinquency	2:1	2:1	2:1	2:1
	Dependency	2:1	2:1	2:1	2:1
	Termination of Parental Rights	1:1	1:1	1:1	1:1
	GM/CSEHO for Family Court	1:1	1:1	1:1	1:1
	Domestic Violence Injunctions	1:1	1:1	1:1	1:1
	Baker/Marchman/Guardianship/Jimmy Ryce				
	On-Site	2:1	2:1	2:1	2:1
	Off-Site	1:0	1:0	1:0	1:0
Classifications (Total FTE Employee):		0.5	1.5	12	14
Mgr., Electronic Court Reporter		0	0	1	1
Digital Court Reporter		0	0	5	5
Electronic Transcriber		0.5	1.5	6	8
SERVICE DELIVERY	Circuit Criminal				
	Trials	Digital Central/Steno	Digital Central/Steno	Digital Central/Steno	Digital Central/Steno
	Capital cases	Steno	Steno	Steno	Steno
	All other proceedings	Digital Central	Digital Central	Digital Central	Digital Central
	County Criminal				
	Trials	Digital Central	Digital Central	Digital Central	Digital Central
	All other proceedings	Digital Central	Digital Central	Digital Central	Digital Central
	Family Court				
	Delinquency	Digital Remote	Digital Central	Digital Central	Digital Central
	Dependency	Digital Remote	Digital Central	Digital Central	Digital Central
	Termination of Parental Rights	Steno	Steno	Steno	Steno
	GM/CSEHO	Digital Remote & Portable	Digital Central & Portable	Digital Central & Portable	Digital Central & Remote & Portable
	Domestic Violence Injunctions	Digital Remote	Digital Central	Digital Central	Digital Central & Remote
	Baker/Marchman/Guardianship/Jimmy Ryce	Analog/Digital Remote	Digital Central	Analog/Digital Central & Portable	Analog/Digital Central & Portable & Remote

# COURT REPORTING CIRCUIT PROFILES

## 10TH JUDICIAL CIRCUIT Hardee, Highlands & Polk Counties

	DIGITAL LOGISTICS			
	Hardee	Highlands	Polk	Circuit-Wide
Number of Facilities	1	1	3	5
Total Courtrooms	2	6	31	39
Digital Local	0	0	0	0
Digital Central	0	6	31	37
Digital Remote	2	0	0	2
Total Hearing Rooms	1	2	2	5
Digital Local	1	0	0	1
Digital Central	0	2	0	2
Digital Remote	0	0	2	2
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	100%	100%	100%	100%
Total Digital Portable Units	1	2	4	7
Total Monitoring Workstations	1	3	8	12
Total General Court Reporting Desktops	0	4	4	8
Total Primary Servers	1	1	4	6
Total Secondary Servers	3	3	6	12
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart	CourtSmart

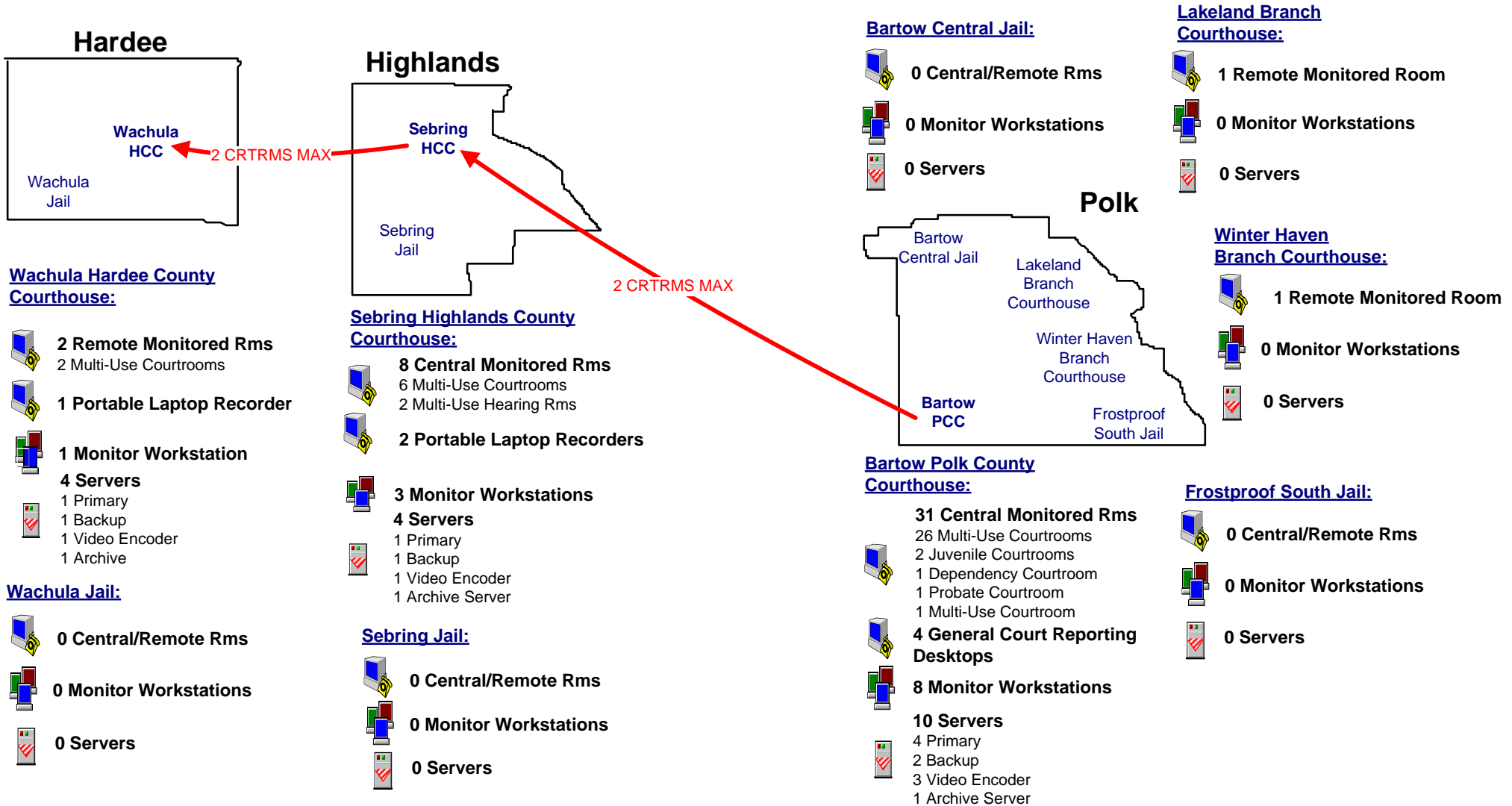


# Tenth Judicial Circuit

FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network

Note: This diagram is current as of January 2008.



**Network Lines:**

— T-1 State Courts System Network Line

Note: Arrows at network line endpoints indicate direction of remote monitoring. No arrows indicate no remote monitoring at this time.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model								
										To State Attorney		To Public Defender		To Justice Administrative Commission		Indigent for Cost Counsel		
										Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	4,361.00	0.00	4,848.00	0.00	0.00	192.00	4,133	1,059	1,442	333	409	1,573	11,498	2,383	2,829	7	368	
County Criminal	0.00	0.00	5,085.75	0.00	0.00	0.00	4,708	250	135	145	147	324	3,913	146	278	166	0	
Dependency/CINS/FINS	43.75	0.00	1,648.00	66.00	0.00	120.00	81	135	241	23	0	0	186	285	1,426	0	0	
Delinquency	0.00	0.00	1,011.25	0.00	0.00	0.00	0	55	199	0	0	56	1,132	118	0	0	0	
Baker/Marchman/Guardianship	92.75	0.00	192.50	28.00	0.00	87.50	0	0	0	0	0	0	0	0	0	0	0	
Domestic Violence Injunctions	0.00	0.00	753.75	0.00	0.00	20.00	0	292	0	0	0	0	0	0	0	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	683.50	0.00	0.00	160.75	0	13	0	0	0	0	0	0	0	0	0	
Other Case Types	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>4,497.50</b>	<b>0.00</b>	<b>14,222.75</b>	<b>94.00</b>	<b>0.00</b>	<b>580.25</b>	<b>8,922</b>	<b>1,804</b>	<b>2,017</b>	<b>501</b>	<b>556</b>	<b>1,953</b>	<b>16,729</b>	<b>2,932</b>	<b>4,533</b>	<b>173</b>	<b>368</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	520
To State Attorney	166
To Public Defender	286
To JAC - Court Appointed Counsel	67
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>1,039</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice	Routine Delivery			
One Hour					Original	4.00		- Transcript may require \$20 to \$50 deposit
Each Add'l Qtr Hour					Copy w/Original			
Each Add'l Hour					2nd Copy w/Original			
Half-Day (1-4 hrs.)					X-tra Copy (Non-Original)	1.00		
Full-Day (4-8 hrs.)					Expedited Delivery			
Overtime per Hour					1 Business Day			
Saturday (1-8 hrs.)					2-3 Business Days	2.0 rate		
Sunday (1-8 hrs.)					Add'l Copy			
Court Holiday					Appeal			
Cancellation					Certified Transcript - Disk		20.00	
Other: _____					Non-Certified Transcript - Disk			
Other: _____					Multi-Media			

**CHIEF JUDGE:** JOSEPH P. FARINA  
**TRIAL COURT ADMINISTRATOR:** RUBEN CARREROU  
**COURT TECHNOLOGY OFFICER:** SHARON ABRAMS  
**MANAGER, COURT REPORTING SERVICES:** EDUARDO WHITEHOUSE

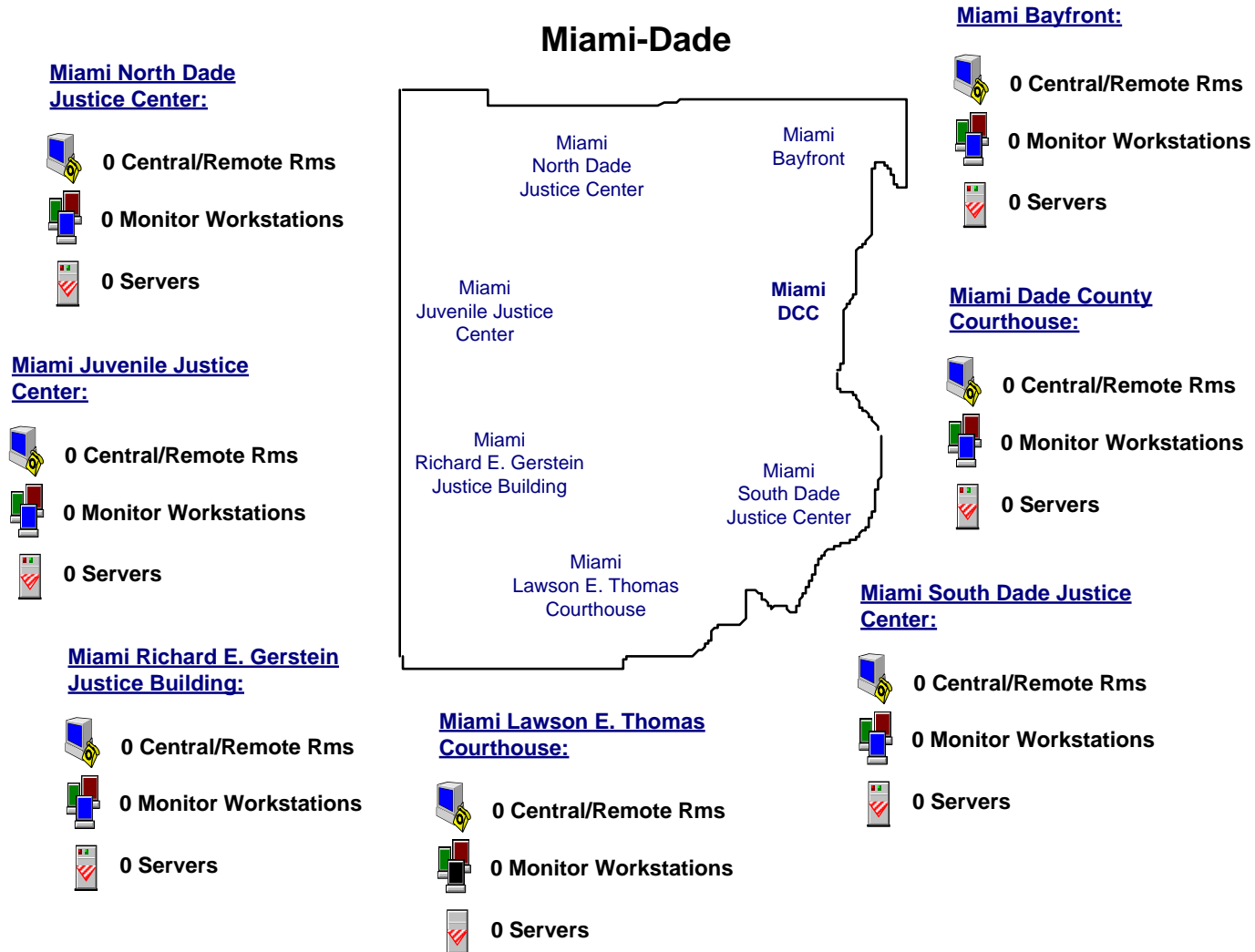
CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
5.00	0.00	\$300,990	\$2,407,129	\$0	\$13,000	\$0	199,909	\$12.58	210,334

		STAFFING & SERVICE DELIVERY FY 2007-08	
		Miami-Dade (Circuit-Wide)	
<b>STAFFING MODEL</b>	Overall Staffing Model	Hybrid	
	Clerk of Court Staff Usage	No	
	Transcript Services Model (SA, PD, JAC)	N/A	
	<b>Monitoring Ratio (Overall)</b>	1:1	
	Circuit Criminal		
	Trials	1:1	
	Capital cases	1:1	
	All other proceedings	1:1	
	County Criminal		
	Trials	1:1	
	All other proceedings	1:1	
	Family Court		
	Delinquency	1:1	
	Dependency	1:1	
	Termination of Parental Rights	1:1	
	GM/CSEHO for Family Court	1:1 for CSEHO and 1:0 for Family GMs	
	Domestic Violence Injunctions	1:0	
	Baker/Marchman/Guardianship/Jimmy Ryce		
	On-Site	For Jimmy Ryce 1:1 Steno and 1:0 Digital. DV, Family GMs and Probate Judges (Baker, Marchman/Guardianship) operate DCR equipment themselves.	
	Off-Site		
<b>Classifications (Total FTE Employee):</b>	5		
Mgr., Court Reporting Services	1		
Digital Court Reporter	3		
Administrative Support	1		
<b>SERVICE DELIVERY</b>	Circuit Criminal		
	Trials	CAT and 2 courtrooms of Digital Local	
	Capital cases	CAT and 2 courtrooms of Digital Local	
	All other proceedings	CAT and 2 courtrooms of Digital Local and First Appearance Hearings are Digital Remote	
	County Criminal		
	Trials	Digital Local	
	All other proceedings	Digital Local	
	Family Court		
	Delinquency	Digital Local	
	Dependency	Digital Local	
	Termination of Parental Rights	Digital Local	
	GM/CSEHO	Digital Local	
	Domestic Violence Injunctions	Digital Local	
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Local	

<b>DIGITAL LOGISTICS</b>	
<b>Miami-Dade (Circuit-Wide)</b>	
Number of Facilities	11
Total Courtrooms	130
Digital Local	36
Digital Central	0
Digital Remote	0
Total Hearing Rooms	23
Digital Local	9
Digital Central	0
Digital Remote	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	30%
Total Digital Portable Units	51
Total Monitoring Workstations	0
Total General Court Reporting Desktops	3
Total Primary Servers	1
Total Secondary Servers	1
Digital Court Reporting Vendor	FTR

# Eleventh Judicial Circuit FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network



**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	Shared Model										
								To Private Party or Other Gov't Entity		To State Attorney		To Public Defender		To Justice Administrative Commission				
								Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	To Court Appt'd Counsel	Indigent for Cost Counsel			
							Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal		
Circuit Criminal	41,417.00	0.00	0.00	0.00	0.00	0.00	18,184	0	0	0	0	0	0	0	0	0	0	0
County Criminal	0.00	0.00	0.00	20,869.00	0.00	0.00	750	0	0	0	0	0	0	0	0	0	0	0
Dependency/CINS/FINS	0.00	0.00	0.00	11,575.00	0.00	0.00	135	86	0	0	0	0	0	780	1,762	73	0	
Delinquency	0.00	0.00	0.00	19,329.00	0.00	0.00	0	142	0	0	0	0	0	117	599	0	0	
Baker/Marchman/Guardianship	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Domestic Violence Injunctions	0.00	0.00	0.00	5,448.00	0.00	0.00	72	0	0	0	0	0	0	0	0	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	0.00	4,684.00	0.00	0.00	6	0	0	0	0	0	0	0	0	0	0	
Other Case Types	0.00	0.00	0.00	935.00	0.00	0.00	47	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>41,417.00</b>	<b>0.00</b>	<b>0.00</b>	<b>62,840.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,194</b>	<b>228</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>897</b>	<b>2,361</b>	<b>73</b>	<b>0</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	16
To State Attorney	422
To Public Defender	360
To JAC - Court Appointed Counsel	27
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>825</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice	Routine Delivery			
One Hour					Original	5.00	4.25	- \$25 deposition appearance fee
Each Add'l Qtr Hour					Copy w/Original			
Each Add'l Hour					2nd Copy w/Original			
Half-Day (1-4 hrs.)	115.00		75.00		X-tra Copy (Non-Original)	1.10	1.10	
Full-Day (4-8 hrs.)					Expedited Delivery			
Overtime per Hour	35.00		20.00					
Saturday (1-8 hrs.)					1 Business Day	6.50	4.75	
Sunday (1-8 hrs.)					2-3 Business Days	1.10		
Court Holiday					Add'l Copy			
Cancellation					Appeal	5.50	5.50	
Other: _____					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
					Multi-Media			

# COURT REPORTING CIRCUIT PROFILES

# 12TH JUDICIAL CIRCUIT DeSoto, Manatee & Sarasota Counties

**CHIEF JUDGE:** LEE E. HAWORTH  
**TRIAL COURT ADMINISTRATOR:** WALT SMITH  
**COURT TECHNOLOGY OFFICER:** DENNIS MENENDEZ  
**MANAGER, COURT REPORTING SERVICES:** MARY BARBER  
**MANAGER, ELECTRONIC COURT REPORTING SERVICES:** JANICE CONWAY

Note: DeSoto County digital covered proceedings are remotely monitored by Sarasota County using their employee resources. Therefore, the staffing ratios indicated for DeSoto County mirror those of Sarasota County.

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
15.00	3.00	\$930,484	\$136,310	\$0	\$49,563	\$172,855	51,995	\$17.15	56,151

STAFFING & SERVICE DELIVERY FY 2007-08					
		DeSoto	Manatee	Sarasota	Circuit-Wide
STAFFING MODEL	Overall Staffing Model	Hybrid	Employee	Employee	Hybrid
	Clerk of Court Staff Usage	No	No	No	No
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC - felony only	SA/PD/JAC - felony only	SA/PD/JAC - felony only	SA/PD/JAC - felony only
	Monitoring Ratio (Overall)	1:1 (Contract Steno); 3:1 (Digital)	3:1	3:1	3:1
	Circuit Criminal				
	Trials	1:1	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1	1:1
	All other proceedings	1:1	1:1	1:1	1:1
	County Criminal				
	Trials	2:1	3:1	2:1	2.5:1
	All other proceedings	3:1	3:1	3:1	3:1
	Family Court				
	Delinquency	3:1	3:1	3:1	3:1
	Dependency	3:1	3:1	3:1	3:1
	Termination of Parental Rights	3:1	3:1	3:1	3:1
	GM/CSEHO for Family Court	3:1	3:1	3:1	3:1
	Domestic Violence Injunctions	3:1	3:1	3:1	3:1
	Baker/Marchman/Guardianship/Jimmy Ryce				
	On-Site	3:1	3:1	3:1	3:1
	Off-Site	0	1:1	1:1	1:1
Classifications (Total FTE Employee):	0	8	10	18	
Mgr., Court Reporting Services	0	1	0	1	
Mgr., Electronic Court Reporter	0	0	1	1	
Court Reporter II	0	2	0	2	
Court Reporter I	0	1	4	5	
Digital Court Reporter	0	4	5	9	
SERVICE DELIVERY	Circuit Criminal				
	Trials	Steno	Real Time	Real Time	Steno/Real Time
	Capital cases	Real Time	Real Time	Real Time	Real Time
	All other proceedings	Steno	Real Time	Real Time	Steno/Real Time
	County Criminal				
	Trials	Digital Remote	Digital Central	Digital Central & Remote	Digital Central & Remote
	All other proceedings	Digital Remote	Digital Central	Digital Central & Remote	Digital Central & Remote
	Family Court				
	Delinquency	Digital Remote	Digital Central	Digital Central	Digital Central & Remote
	Dependency	Digital Remote	Digital Central	Digital Central	Digital Central & Remote
	Termination of Parental Rights	Digital Remote	Digital Central	Digital Central	Digital Central & Remote
	GM/CSEHO	Digital Remote	Digital Remote	Digital Remote	Digital Remote
	Domestic Violence Injunctions	Digital Remote	Digital Central	Digital Remote	Digital Central & Remote
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Remote	Digital Central & Remote	Digital Central & Remote	Digital Central & Remote

# COURT REPORTING CIRCUIT PROFILES

## 12TH JUDICIAL CIRCUIT DeSoto, Manatee & Sarasota Counties

	DIGITAL LOGISTICS			
	Desoto	Manatee	Sarasota	Circuit-Wide
Number of Facilities	1	4	5	10
Total Courtrooms	2	10	25	37
Digital Local	0	0	0	0
Digital Central	0	6	16	22
Digital Remote	2	2	9	13
Total Hearing Rooms	2	9	0	11
Digital Local	0	0	0	0
Digital Central	0	5	0	5
Digital Remote	2	4	0	6
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	100%	90%	100%	96%
Total Digital Portable Units	0	3	3	6
Total Monitoring Workstations	1	6	13	20
Total General Court Reporting Desktops	0	7	7	14
Total Primary Servers	2	9	9	20
Total Secondary Servers	1	3	4	8
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart	CourtSmart






# Twelfth Judicial Circuit

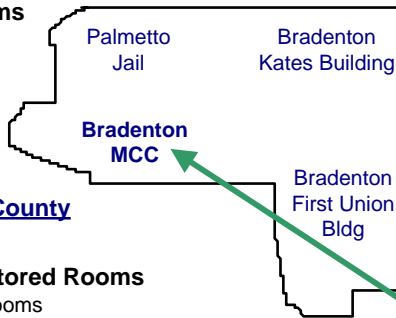
## FY 2007-08

### Digital Court Reporting Central & Remote Monitoring Network




**Palmetto Jail:**

-  **3 Remote Monitored Rms**
- 1 Multi-Use Courtroom
- 2 Multi-Use Hearing Rms
-  **0 Monitor Workstations**
-  **1 Primary Server**


**Manatee**






**Bradenton Kates Building:**

-  **2 Remote Monitored Rms**
- 2 GM CSEHO Hearing Rms
-  **0 Monitor Workstations**
-  **1 Primary Server**

**Bradenton Manatee County Courthouse:**

- 11 Central Monitored Rooms**
- 4 Multi-Use Courtrooms
- 2 Misdemeanor Courtrooms
- 3 Multi-Use Hearing Rms
- 1 Other Hearing Rm
- 1 GM CSEHO Hearing Rm
-  **6 Monitor Workstations**
- 9 Servers**
- 4 Primary
- 2 Video
- 3 Secondary

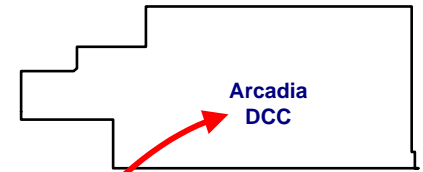
**Bradenton First Union Bldg:**

-  **1 Remote Monitored Rm**
- 1 Multi-Use Courtroom
-  **0 Monitor Workstations**
-  **1 Primary Server**

From Sarasota to Manatee  
8 Courtrooms  
8 Hearing Rooms



From Manatee to Sarasota  
25 Courtrooms

**DeSoto**






From Sarasota to DeSoto  
2 Courtrooms  
2 Hearing Rooms

**Arcadia DeSoto County Courthouse:**



-  **4 Remote Monitored Rms**
- 2 Multi-Use Courtrooms
- 2 Multi-Use Hearing Rms
-  **1 Monitor Workstation**
- 3 Servers**
- 1 Primary
- 1 Video
- 1 Secondary

**Sarasota Historic Courthouse:**

-  **1 Remote Monitored Rm**
- 1 Probate Courtroom
-  **0 Monitor Workstations**
-  **1 Server**
- 1 Primary/Secondary

**Sarasota**

**Sarasota Judicial Center:**



-  **16 Central Monitored Rms**
- 2 Felony Courtrooms
- 2 Misdemeanor Courtrooms
- 8 Multi-Use Courtrooms
- 4 Other Courtrooms
-  **10 Monitor Workstations**
- 5 Servers**
- 2 Primary/Secondary
- 2 Video
- 1 Archive





**Sarasota Jail:**

-  **1 Remote Monitored Rm**
- 1 Felony Courtroom
-  **0 Monitor Workstations**
-  **1 Primary Server**

**Sarasota Criminal Justice Center:**

-  **4 Remote Monitored Rms**
- 2 Multi-Use Courtrooms
- 2 GM CSEHO Courtrooms
-  **2 Monitor Workstations**
- 3 Servers**
- 1 Primary
- 1 Video
- 1 Secondary

**Venice RL Anderson:**

-  **3 Remote Monitored Rms**
- 3 Multi-Use Courtrooms
-  **1 Monitor Workstation**
- 3 Servers**
- 1 Primary
- 1 Video
- 1 Secondary

**Network Lines:**

-  **T-1 State Courts System Network Line**
-  **T-1 County Shared Network Line**

Note: Arrows at network line endpoints indicate direction of remote monitoring. No arrows indicate no remote monitoring at this time.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages										
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	Shared Model									
								To Private Party or Other Gov't Entity		To State Attorney		To Public Defender		To Justice Administrative Commission		Indigent for Cost Counsel	
								Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal
Circuit Criminal	110.00	3,205.75	0.00	0.00	0.00	0.00	20,993	3,078	466	4,367	253	3,464	9,965	871	1,402	32	15,857
County Criminal	7.00	422.25	16,624.50	19.75	0.00	0.00	14	0	0	0	0	0	0	0	0	0	0
Dependency/CINS/FINS	0.00	0.00	1,347.00	10.00	0.00	0.00	15	0	0	0	0	0	0	0	0	0	0
Delinquency	0.00	0.00	2,356.75	4.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
Baker/Marchman/Guardianship	0.00	0.00	8,249.00	26.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence Injunctions	0.00	0.00	3,822.50	12.00	0.00	0.00	6	0	0	0	0	0	0	0	0	0	0
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	8,123.75	2.00	0.00	0.00	94	0	0	0	0	0	0	0	0	0	0
Other Case Types	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>117.00</b>	<b>3,628.00</b>	<b>40,523.50</b>	<b>73.75</b>	<b>0.00</b>	<b>0.00</b>	<b>21,122</b>	<b>3,078</b>	<b>466</b>	<b>4,367</b>	<b>253</b>	<b>3,464</b>	<b>9,965</b>	<b>871</b>	<b>1,402</b>	<b>32</b>	<b>15,857</b>

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	803
To State Attorney	167
To Public Defender	99
To JAC - Court Appointed Counsel	29
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>1,098</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour	40.00				Routine Delivery	3.75	3.00	- \$1 per page for Scopist
Each Add'l Qtr Hour					Original	1.25	1.00	
Each Add'l Hour	20.00				Copy w/Original			
Half-Day (1-4 hrs.)					2nd Copy w/Original			
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)			
Overtime per Hour					Expedited Delivery			
Saturday (1-8 hrs.)					1 Business Day			
Sunday (1-8 hrs.)					2-3 Business Days			
Court Holiday					Add'l Copy			
Cancellation					Appeal			
Other: _____					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
					Multi-Media			

**CHIEF JUDGE:** MANUEL MENENDEZ, JR.  
**TRIAL COURT ADMINISTRATOR:** MIKE BRIDENBACK  
**COURT TECHNOLOGY OFFICER:** ABDIEL ORTIZ

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
3.00	11.00	\$277,162	\$1,925,480	\$0	\$123,393	\$829,822	113,621	\$15.27	117,501

		STAFFING & SERVICE DELIVERY FY 2007-08	
		Hillsborough (Circuit-Wide)	
<b>STAFFING MODEL</b>	Overall Staffing Model	Hybrid	
	Clerk of Court Staff Usage	No	
	Transcript Services Model (SA, PD, JAC)	SA/PDJ/JAC	
	Monitoring Ratio (Overall)	1:1	
	Circuit Criminal		
	Trials	1:1	
	Capital cases	1:1	
	All other proceedings	1:1	
	County Criminal		
	Trials	1:1	
	All other proceedings	1:1	
	Family Court		
	Delinquency	1:1	
	Dependency	1:1	
	Termination of Parental Rights	1:1	
	GM/CSEHO for Family Court	1:0 (GM/CSEHO operates digital system)	
	Domestic Violence Injunctions	1:1	
	Baker/Marchman/Guardianship/Jimmy Ryce		
	On-Site	1:0 (GM/CSEHO operates digital system)	
	Off-Site	1:0 (GM/CSEHO operates analog audio)	
<b>Classifications (Total FTE Employee):</b>		<b>14</b>	
Court Reporter II		13	
Scopist		1	
<b>SERVICE DELIVERY</b>	Circuit Criminal		
	Trials	Real Time/Digital Local & Remote	
	Capital cases	Real Time	
	All other proceedings	Real Time/Digital Local & Remote	
	County Criminal		
	Trials	Digital Local	
	All other proceedings	Digital Local	
	Family Court		
	Delinquency	Digital Local	
	Dependency	Digital Local	
	Termination of Parental Rights	Digital Local	
	GM/CSEHO	Digital Central	
	Domestic Violence Injunctions	Digital Local	
Baker/Marchman/Guardianship/Jimmy Ryce	Analog Audio/Digital Central		




DIGITAL LOGISTICS	
Hillsborough (Circuit-Wide)	
Number of Facilities	6
Total Courtrooms	57
Digital Local	26
Digital Central	0
Digital Remote	1
Total Hearing Rooms	22
Digital Local	0
Digital Central	9 (GM/CSEHO for Family Court)
Digital Remote	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	51%
Total Digital Portable Units	3
Total Monitoring Workstations	11 (includes 1 central control, 1 remote, and 9 GM workstations)
Total General Court Reporting Desktops	2
Total Primary Servers	10
Total Secondary Servers	3
Digital Court Reporting Vendor	USF/WUSF

# Thirteenth Judicial Circuit



FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network




### Tampa Annex:

-  1 Remote Monitored Rm
-  0 Monitor Workstations
-  0 Servers

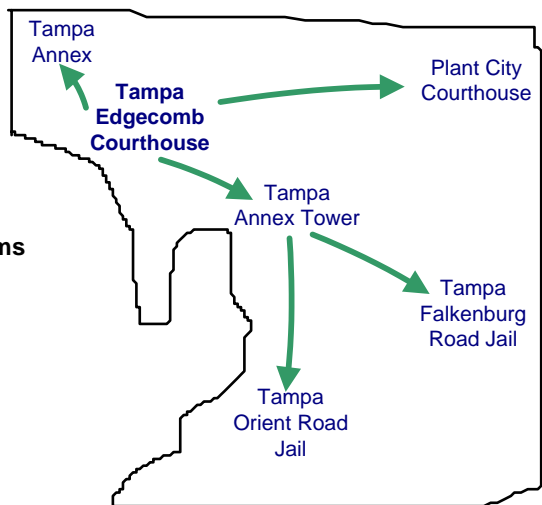
### Tampa Edgecomb Courthouse:

-  10 Central Monitored Rms
- 1 Central Control Room
- 9 Hearing Rooms
-  11 Monitor Workstations
- 12 Servers**
- 9 Primary
- 3 Secondary




### Tampa Annex Tower:

-  0 Remote Monitored Rm
-  0 Monitor Workstation
-  0 Servers




### Hillsborough






### Plant City Courthouse:

-  0 Central/Remote Rms
-  0 Monitor Workstations
-  1 Server

### Tampa Falkenburg Road Jail:

-  3 Remote Monitored Rms (via video feed to Annex Tower courtroom)
-  0 Monitor Workstations
-  0 Servers

### Tampa Orient Road Jail:

-  2 Remote Monitored Rms (via video feed to Annex Tower courtroom)
-  0 Monitor Workstations
-  0 Servers

### Network Lines:

 Current T-1 County Shared Network Line

Note: Arrows at network line endpoints indicate direction of remote monitoring. No arrows indicate no remote monitoring at this time.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model								
										To State Attorney		To Public Defender		To Justice Administrative Commission				
														To Court Appt'd Counsel		Indigent for Cost Counsel		
Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal							
Circuit Criminal	0.00	7,269.50	0.00	7,131.50	0.00	0.00	16,465	7,566	7,994	9,038	2,196	6,527	76,568	3,591	4,764	1,148	1,482	
County Criminal	0.00	0.00	0.00	6,204.00	0.00	0.00	304	0	0	0	60	2,198	1,616	0	0	0	13	
Dependency/CINS/FINS	0.00	8.00	0.00	3,524.75	0.00	894.00	1,215	0	0	0	0	82	0	673	8,668	0	0	
Delinquency	0.00	0.00	0.00	3,357.25	0.00	0.00	79	0	0	0	0	580	4,313	0	0	0	0	
Baker/Marchman/Guardianship	0.00	0.00	0.00	0.00	0.00	1,048.50	0	0	0	0	0	20	0	0	0	0	0	
Domestic Violence Injunctions	0.00	0.00	0.00	1,793.00	0.00	0.00	39	0	0	0	0	276	571	0	0	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	2,229.25	0.00	0.00	2,896.50	0	0	0	0	0	0	0	0	0	0	0	
Other Case Types	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>0.00</b>	<b>7,277.50</b>	<b>2,229.25</b>	<b>22,010.50</b>	<b>0.00</b>	<b>4,839.00</b>	<b>18,102</b>	<b>7,566</b>	<b>7,994</b>	<b>9,038</b>	<b>2,256</b>	<b>9,683</b>	<b>83,068</b>	<b>4,264</b>	<b>13,432</b>	<b>1,148</b>	<b>1,495</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	0
To State Attorney	0
To Public Defender	0
To JAC - Court Appointed Counsel	0
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>0</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour					Routine Delivery		5.50	
Each Add'l Qtr Hour					Original			
Each Add'l Hour					Copy w/Original			
Half-Day (1-4 hrs.)					2nd Copy w/Original		0.25	
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)			
Overtime per Hour					Expedited Delivery			
Saturday (1-8 hrs.)					1 Business Day			
Sunday (1-8 hrs.)					2-3 Business Days		0.25	
Court Holiday					Add'l Copy			
Cancellation					Appeal		5.50	
Other: _____					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
					Multi-Media			

# COURT REPORTING CIRCUIT PROFILES

# 14TH JUDICIAL CIRCUIT

Bay, Calhoun, Gulf, Holmes  
Jackson & Washington Counties

**CHIEF JUDGE:** HENTZ MCCLELLAN  
**TRIAL COURT ADMINISTRATOR:** JENNIFER DYER WELLS  
**COURT TECHNOLOGY OFFICER:** GARY HAGAN  
**MANAGER, COURT REPORTING SERVICES:** SUSAN DILTZ, BECKY AKINS

Note: Circuit has 2.0 FTE Digital Court Reporters monitoring all digital courtrooms (16) and hearing rooms (11).

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
5.00	2.00	\$341,874	\$125,828	\$0	\$17,035	\$134,089	31,406	\$12.15	33,832

		STAFFING & SERVICE DELIVERY FY 2007-08						
		Bay	Calhoun	Gulf	Holmes	Jackson	Washington	Circuit-Wide
STAFFING MODEL	Overall Staffing Model	Hybrid	Hybrid	Hybrid	Hybrid	Hybrid	Hybrid	Hybrid
	Clerk of Court Staff Usage	No	No	No	No	No	No	No
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC	SA/PD/JAC
	Monitoring Ratio (Overall)	5.6:1	1:1	1.6:1	1.5:1	2.3:1	1.3:1	1:1 Steno; 8:1 DCR
	Circuit Criminal							
	Trials	1:1	1:1	1:1	1:1	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1	1:1	1:1	1:1	1:1
	All other proceedings	8:1	8:1	8:1	8:1	8:1	8:1	8:1
	County Criminal							
	Trials	8:1	8:1	8:1	8:1	8:1	8:1	8:1
	All other proceedings	8:1	8:1	8:1	8:1	8:1	8:1	8:1
	Family Court							
	Delinquency	8:1	8:1	8:1	8:1	8:1	8:1	8:1
	Dependency	8:1	8:1	8:1	8:1	8:1	8:1	8:1
	Termination of Parental Rights	1:1	1:1	1:1	1:1	1:1	1:1	1:1
	GM/CSEHO for Family Court	8:1	8:1	8:1	8:1	8:1	8:1	8:1
	Domestic Violence Injunctions	8:1	8:1	8:1	8:1	8:1	8:1	8:1
	Baker/Marchman/Guardianship/Jimmy Ryce							
	On-Site	8:1	8:1	8:1	8:1	8:1	8:1	8:1
	Off-Site	1:1	1:1	1:1	1:1	1:1	1:1	1:1
Classifications (Total FTE Employee):	5	1	0	0	1	0	7	
Mgr., Court Reporting Services	1	0	0	0	0	0	1	
Court Reporter II	0	0	0	0	1	0	1	
Court Reporter I	2	1	0	0	0	0	3	
Digital Court Reporter	2	0	0	0	0	0	2	
SERVICE DELIVERY	Circuit Criminal							
	Trials	Steno/Digital Central	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote & Central
	Capital cases	Steno/Digital Central	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote & Central
	All other proceedings	Digital Central	Digital Remote	Digital Remote	Digital Remote	Digital Remote	Digital Remote	Digital Remote & Central
	County Criminal							
	Trials	Digital Central	Digital Remote	Digital Remote	Digital Remote	Digital Remote	Digital Remote	Digital Remote & Central
	All other proceedings	Digital Central & Portable	Digital Remote & Portable	Digital Remote & Portable	Digital Remote	Digital Remote & Portable	Digital Remote & Portable	Digital Remote & Central & Portable
	Family Court							
	Delinquency	Digital Remote	Digital Remote	Digital Remote	Digital Remote	Digital Remote	Digital Remote	Digital Remote
	Dependency	Digital Remote	Steno/Remote	Steno/Remote	Steno/Remote	Steno/Remote	Steno/Remote	Steno/Remote
	Termination of Parental Rights	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote	Steno/Digital Remote
	GM/CSEHO	Digital Remote & Portable	Digital Remote & Portable	Digital Remote & Portable	Digital Remote & Portable	Digital Remote & Portable	Digital Remote & Portable	Digital Remote & Portable
	Domestic Violence Injunctions	Digital Remote	Digital Remote	Digital Remote	Digital Remote	Digital Remote	Digital Remote	Digital Remote
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Portable	Digital Portable	Digital Portable	Digital Portable	Digital Portable	Digital Portable	Digital Portable

# COURT REPORTING CIRCUIT PROFILES

## 14TH JUDICIAL CIRCUIT

Bay, Calhoun, Gulf, Holmes  
Jackson & Washington Counties

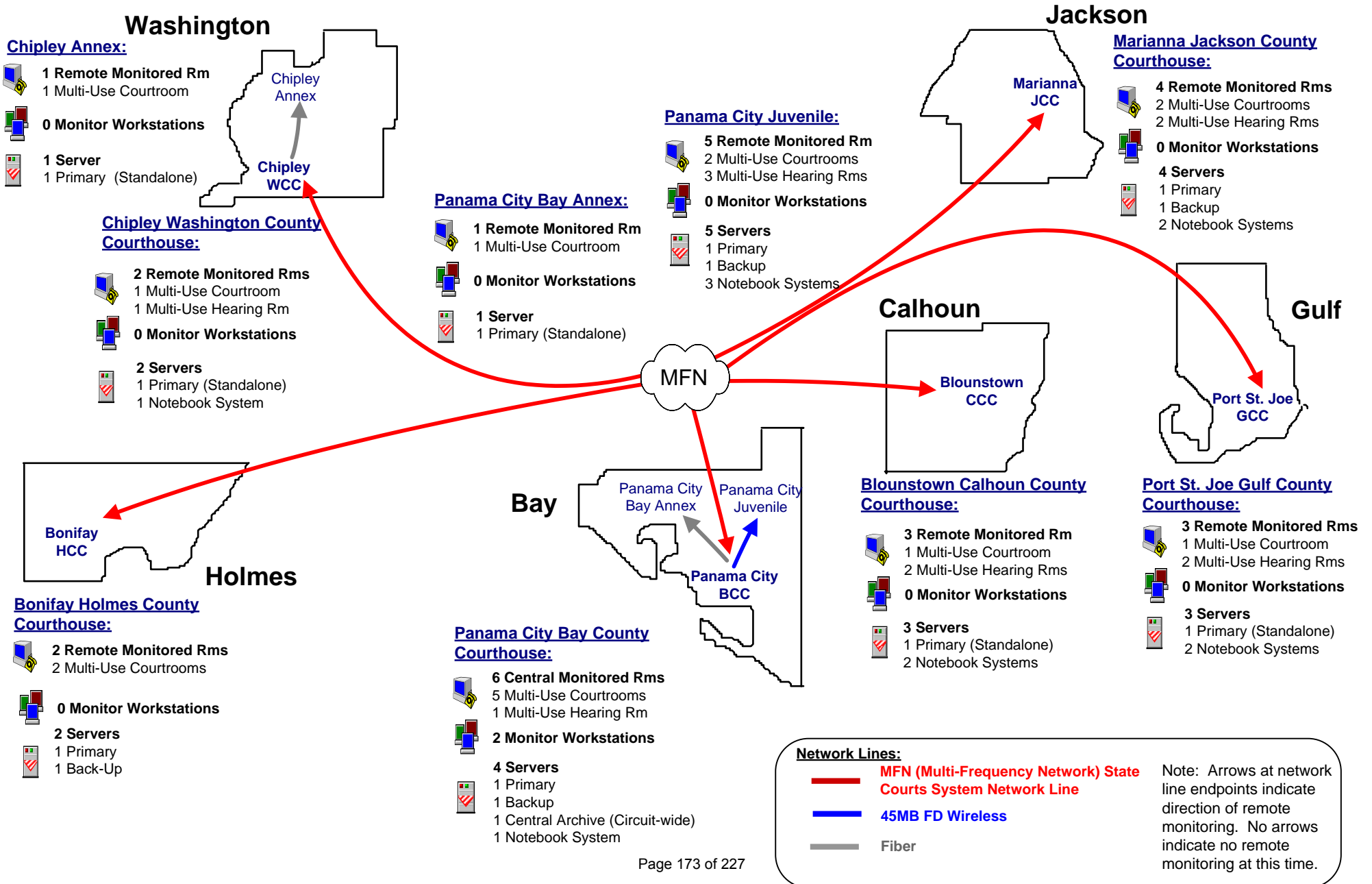
	DIGITAL LOGISTICS						
	Bay	Calhoun	Gulf	Holmes	Jackson	Washington	Circuit-Wide
Number of Facilities	3	2	3	1	1	2	12
Total Courtrooms	8	2	3	2	2	2	19
Digital Local	0	0	0	0	0	0	0
Digital Central	5	0	0	0	0	0	5
Digital Remote	3	1	1	2	2	2	11
Total Hearing Rooms	20	2	2	1	5	3	33
Digital Local	0	0	0	0	0	0	0
Digital Central	1	0	0	0	0	0	1
Digital Remote	3	2	2	0	2	1	10
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	43%	75%	60%	67%	57%	60%	52%
Total Digital Portable Units	12	4	3	2	2	4	27
Total Monitoring Workstations	2	0	0	0	0	0	2
Total General Court Reporting Desktops	5	0	0	0	0	0	5
Total Primary Servers	3	1	1	1	1	2	9
Total Secondary Servers	3	0	0	1	1	0	5
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart



# Fourteenth Judicial Circuit

## FY 2007-08

### Digital Court Reporting Central & Remote Monitoring Network



**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages										
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model				To Justice Administrative Commission			
										To State Attorney		To Public Defender		To Court Appt'd Counsel		Indigent for Cost Counsel	
								Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal
Circuit Criminal	1,989.50	14.00	2,512.00	42.75	0.00	0.00	1,136	837	1,025	1,331	21	744	20,465	414	2,149	0	0
County Criminal	0.00	0.00	1,384.50	116.75	0.00	0.00	25	10	0	17	6	0	168	0	0	0	0
Dependency/CINS/FINS	162.75	0.00	566.00	102.25	0.00	0.00	101	45	6	0	0	0	196	0	2,372	0	0
Delinquency	0.00	0.00	320.75	0.00	0.00	0.00	0	0	20	0	0	0	0	0	0	0	0
Baker/Marchman/Guardianship	1.00	0.00	0.00	5.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence Injunctions	0.00	0.00	153.50	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	732.25	40.75	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
Other Case Types	0.00	0.00	211.50	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>2,153.25</b>	<b>14.00</b>	<b>5,880.50</b>	<b>307.50</b>	<b>0.00</b>	<b>0.00</b>	<b>1,262</b>	<b>892</b>	<b>1,051</b>	<b>1,348</b>	<b>27</b>	<b>744</b>	<b>20,829</b>	<b>414</b>	<b>4,521</b>	<b>0</b>	<b>0</b>

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	211
To State Attorney	20
To Public Defender	19
To JAC - Court Appointed Counsel	6
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>256</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice	Routine Delivery			
One Hour	36.00				Original	5.00		
Each Add'l Qtr Hour					Copy w/Original	1.00		
Each Add'l Hour	25.00				2nd Copy w/Original	1.00		
Half-Day (1-4 hrs.)					X-tra Copy (Non-Original)			
Full-Day (4-8 hrs.)					Expedited Delivery			
Overtime per Hour	58.00				1 Business Day			
Saturday (1-8 hrs.)					2-3 Business Days	8.00		
Sunday (1-8 hrs.)					Add'l Copy			
Court Holiday					Appeal			
Cancellation					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
Other: _____					Multi-Media		15.00	

# COURT REPORTING CIRCUIT PROFILES

# 15TH JUDICIAL CIRCUIT Palm Beach County

**CHIEF JUDGE:** KATHLEEN J. KROLL  
**TRIAL COURT ADMINISTRATOR:** BARBARA DAWICKE  
**COURT TECHNOLOGY OFFICER:** LES DAVIS  
**MANAGER, COURT REPORTING SERVICES:** RICK HUSSEY

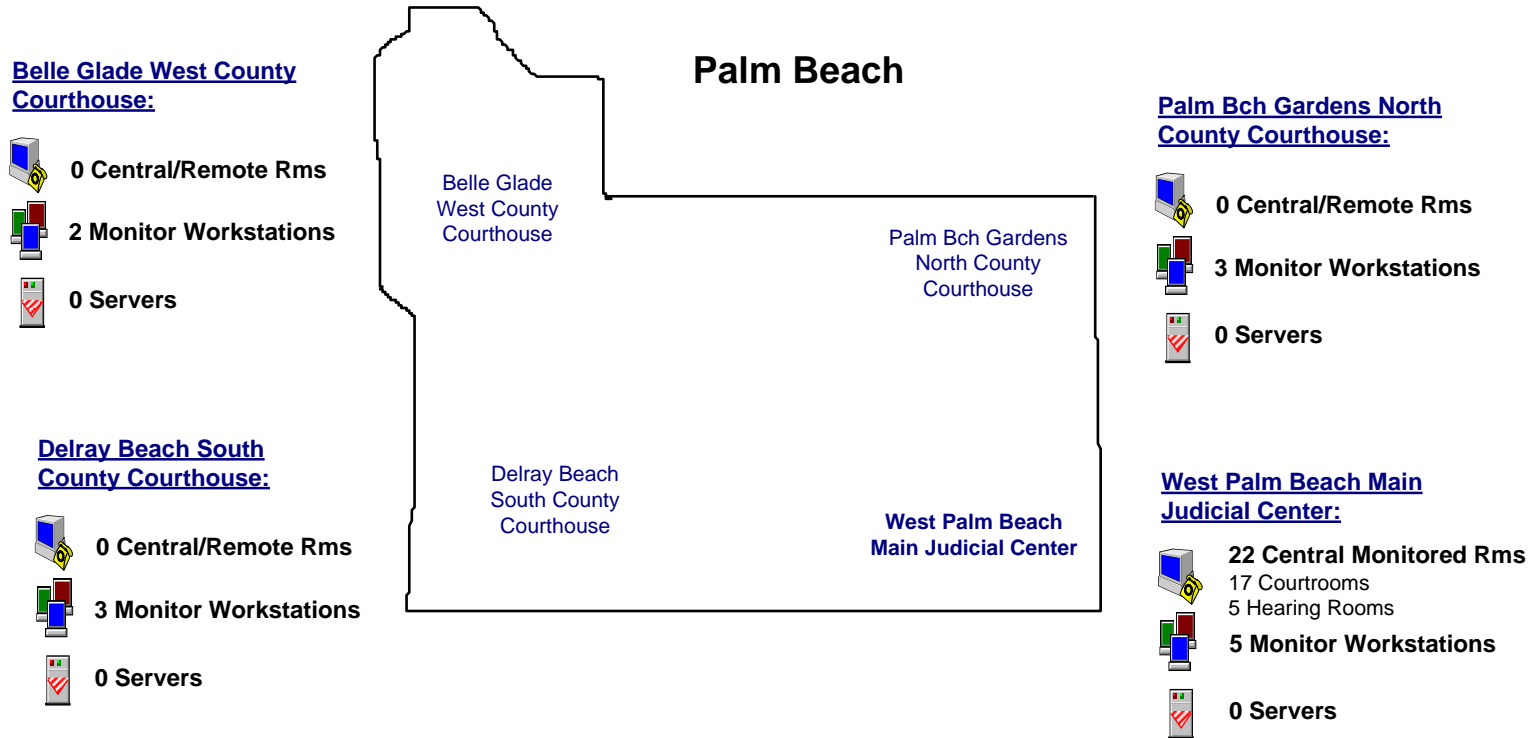
CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
24.75	2.00	\$1,345,467	\$85,295	\$0	\$22,532	\$154,898	99,461	\$12.54	106,160

		STAFFING & SERVICE DELIVERY FY 2007-08	
		Palm Beach (Circuit-Wide)	
<b>STAFFING MODEL</b>	Overall Staffing Model	Hybrid	
	Clerk of Court Staff Usage	No	
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	
	Monitoring Ratio (Overall)	1.9:1 Digital; 1:1 Steno	
	Circuit Criminal		
	Trials	1:1 Digital (5 FTE); 1:1 Steno (3 FTE)	
	Capital cases	1:1 Steno	
	All other proceedings	1:1 Digital (5 FTE); 1:1 Steno (3 FTE)	
	County Criminal		
	Trials	5:1 Digital Central	
	All other proceedings	5:1 Digital Central	
	Family Court		
	Delinquency	4:1 Digital	
	Dependency	4:1 Digital	
	Termination of Parental Rights	1:1 Digital Local	
	GM/CSEHO for Family Court	5:1 Digital Central	
	Domestic Violence Injunctions	1:1 Digital Local	
	Baker/Marchman/Guardianship/Jimmy Ryce		
	On-Site	1:1 Digital Local; 1:1 Steno	
	Off-Site	1:0 Digital Portable; 1:1 Steno	
<b>Classifications (Total FTE Employee):</b>			26.75
Court Operations Mgr.			1
Court Reporter II			5
Court Reporter I			1
Scopist			4
Digital Court Reporter			5
Court Program Specialist I			1
Electronic Transcriber			7.75
Administrative Support			2
<b>SERVICE DELIVERY</b>	Circuit Criminal		
	Trials	Digital (5 FTE); Steno (3 FTE)	
	Capital cases	Steno	
	All other proceedings	Digital (5 FTE); Steno (3 FTE)	
	County Criminal		
	Trials	Digital Central	
	All other proceedings	Digital Central	
	Family Court		
	Delinquency	Digital	
	Dependency	Digital	
	Termination of Parental Rights	Digital Local	
	GM/CSEHO	Digital Central	
	Domestic Violence Injunctions	Digital Local	
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Portable/Steno	

<b>DIGITAL LOGISTICS</b>	
<b>Palm Beach (Circuit-Wide)</b>	
Number of Facilities	5
Total Courtrooms	56
Digital Local	15
Digital Central	17
Digital Remote	0
Total Hearing Rooms	9
Digital Local	5
Digital Central	5
Digital Remote	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	62%
Total Digital Portable Units	6
Total Monitoring Workstations	13
Total General Court Reporting Desktops	12
Total Primary Servers	0
Total Secondary Servers	0
Digital Court Reporting Vendor	FTR

# Fifteenth Judicial Circuit FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network



**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model				To Justice Administrative Commission				
										To State Attorney		To Public Defender		To Court App't'd Counsel		Indigent for Cost Counsel		
										Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	3,175.75	3.00	0.00	4,607.50	0.00	0.00	2,278	3,560	3,777	6,456	980	818	17,800	872	17,340	0	0	
County Criminal	0.00	0.00	6,573.00	786.25	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Dependency/CINS/FINS	0.00	0.00	1,452.25	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Delinquency	0.00	0.00	2,318.50	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Baker/Marchman/Guardianship	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Domestic Violence Injunctions	0.00	0.00	21.75	239.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Other Case Types	0.00	0.00	29.50	197.50	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>3,175.75</b>	<b>3.00</b>	<b>10,395.00</b>	<b>5,830.25</b>	<b>0.00</b>	<b>0.00</b>	<b>2,278</b>	<b>3,560</b>	<b>3,777</b>	<b>6,456</b>	<b>980</b>	<b>818</b>	<b>17,800</b>	<b>872</b>	<b>17,340</b>	<b>0</b>	<b>0</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	384
To State Attorney	135
To Public Defender	108
To JAC - Court Appointed Counsel	30
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>657</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour	30.00		12.49	12.49	Routine Delivery	2.75 to 3.50	1.75	- Appearance fee shall not exceed \$110 per day
Each Add'l Qtr Hour					Original	3.00 to 4.50		
Each Add'l Hour	10.00				Copy w/Original	5.50	1.00	
Half-Day (1-4 hrs.)	75.00				2nd Copy w/Original	1.00	1.00	
Full-Day (4-8 hrs.)	75.00				X-tra Copy (Non-Original)			
Overtime per Hour	25.00		1.5 rate	1.5 rate	Expedited Delivery			
Saturday (1-8 hrs.)					1 Business Day	2.0 to 3.0 rate	3.50	
Sunday (1-8 hrs.)					2-3 Business Days	1.5 rate	2.62	
Court Holiday					Add'l Copy		1.00	
Cancellation					Appeal	5.50	2.75	
Other: _____					Certified Transcript - Disk	10.00	10.00	
Other: _____					Non-Certified Transcript - Disk	10.00	10.00	
					Multi-Media			

**CHIEF JUDGE:** SANDRA TAYLOR  
**TRIAL COURT ADMINISTRATOR:** MARY VANDEN BROOK  
**COURT TECHNOLOGY OFFICER:** GERALD LAND  
**MANAGER, COURT REPORTING SERVICES:** BARBARA J. GRANT

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
4.00	1.00	\$255,911	\$4,000	\$0	\$3,906	\$79,298	6,990	\$32.46	6,097

		STAFFING & SERVICE DELIVERY FY 2007-08	
		Monroe (Circuit-Wide)	
STAFFING MODEL	Overall Staffing Model	Employee	
	Clerk of Court Staff Usage	No	
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	
	Monitoring Ratio (Overall)	1:1	
	Circuit Criminal		
	Trials	1:1	
	Capital cases	1:1	
	All other proceedings	1:1	
	County Criminal		
	Trials	2:1	
	All other proceedings	2:1	
	Family Court		
	Delinquency	2:1	
	Dependency	2:1	
	Termination of Parental Rights	1:1	
	GMCSEHO for Family Court	1:0	
	Domestic Violence Injunctions	2:1	
	Baker/Marchman/Guardianship/Jimmy Ryce		
	On-Site	1:0	
	Off-Site	1:0	
Classifications (Total FTE Employee):	5		
Mgr., Court Reporting Services	1		
Court Reporter II	2		
Court Reporter I	0		
Digital Court Reporter	2		
SERVICE DELIVERY	Circuit Criminal		
	Trials	Steno	
	Capital cases	Steno/Real Time	
	All other proceedings	Steno/Digital Local	
	County Criminal		
	Trials	Digital Local	
	All other proceedings	Digital Local	
	Family Court		
	Delinquency	Digital Local	
	Dependency	Digital Local	
	Termination of Parental Rights	Steno/Digital Local	
	GMCSEHO	Digital Portable	
	Domestic Violence Injunctions	Digital Portable	
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Portable	

<b>DIGITAL LOGISTICS</b>	
<b>Monroe (Circuit-Wide)</b>	
<b>Number of Facilities</b>	8 (3 courthouses, 3 jails, 2 hospitals)
<b>Total Courtrooms</b>	8
Digital Local	8
Digital Central	0
Digital Remote	0
<b>Total Hearing Rooms</b>	8
Digital Local	3
Digital Central	0
Digital Remote	0
<b>Percent of Courtrooms &amp; Hearing Rooms w/Digital Recording Capacity</b>	69%
<b>Total Digital Portable Units</b>	14
<b>Total Monitoring Workstations</b>	0
<b>Total General Court Reporting Desktops</b>	6
<b>Total Primary Servers</b>	1
<b>Total Secondary Servers</b>	0
<b>Digital Court Reporting Vendor</b>	FTR

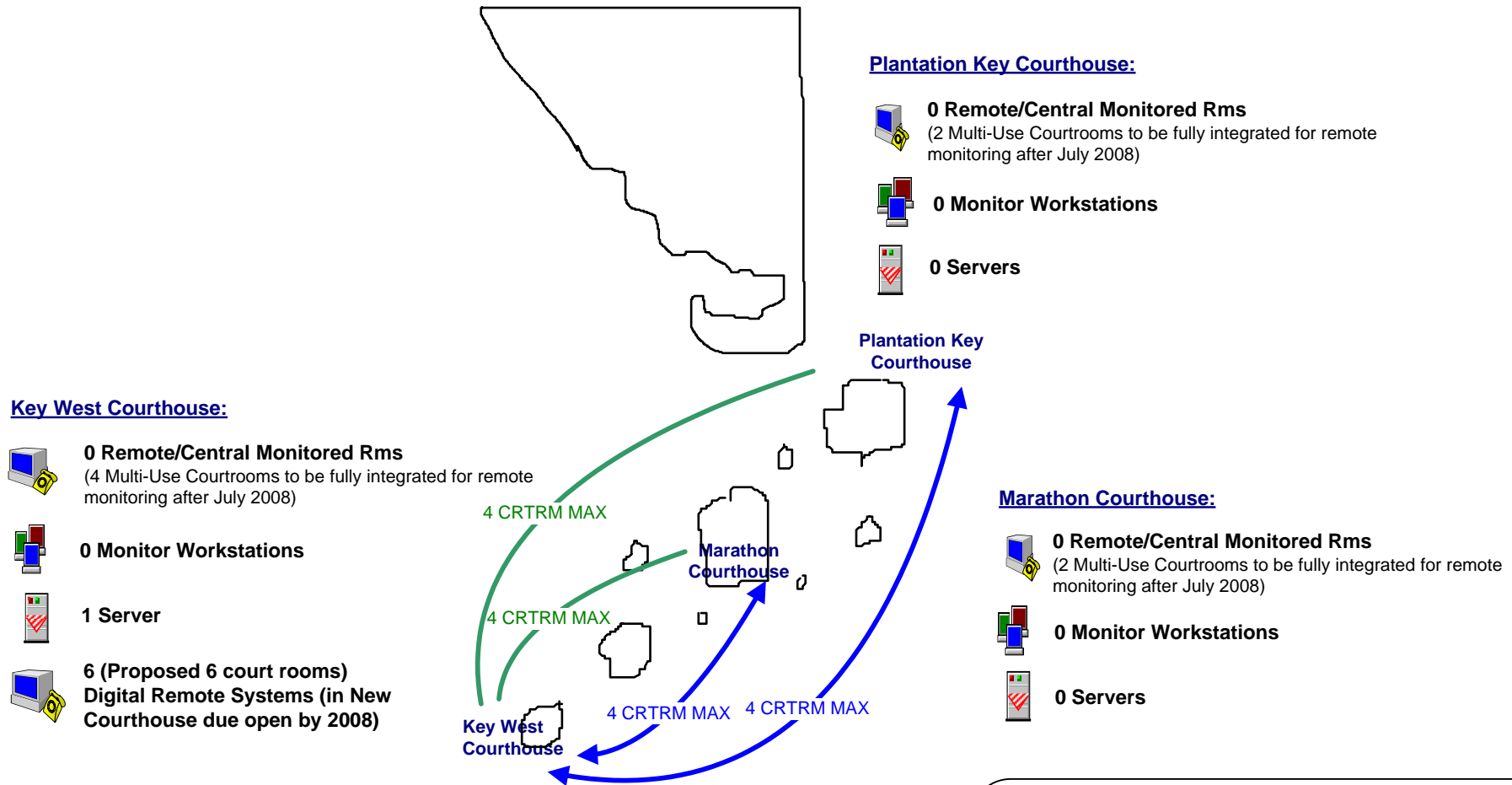


# Sixteenth Judicial Circuit

## FY 2007-08

### Digital Court Reporting Central & Remote Monitoring Network

Monroe



**Network Lines:**

- Current Frame Relay T-1 Network Line
- After March 2008 Metro Ethernet 4 Mb/s

Note: Arrows at network line endpoints indicate direction of remote monitoring. No arrows indicate no remote monitoring at this time.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model								
										To State Attorney		To Public Defender		To Justice Administrative Commission				
														To Court Appt'd Counsel		Indigent for Cost Counsel		
Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal							
Circuit Criminal	816.25	0.00	0.00	385.50	0.00	0.00	156	259	1,356	219	0	151	6,955	0	12	0	218	
County Criminal	0.00	1.00	0.00	1,320.25	0.00	0.00	0	0	0	17	63	0	0	0	0	0	0	
Dependency/CINS/FINS	33.75	0.00	0.00	257.25	0.00	0.00	0	0	0	0	0	0	0	463	0	0	0	
Delinquency	0.00	0.00	0.00	146.50	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Baker/Marchman/Guardianship	0.25	0.00	0.00	19.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Domestic Violence Injunctions	0.00	0.00	0.00	65.75	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	0.00	372.75	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Other Case Types	0.25	0.50	0.00	22.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>850.50</b>	<b>1.50</b>	<b>0.00</b>	<b>2,589.00</b>	<b>0.00</b>	<b>0.00</b>	<b>156</b>	<b>259</b>	<b>1,356</b>	<b>236</b>	<b>63</b>	<b>151</b>	<b>6,955</b>	<b>463</b>	<b>12</b>	<b>0</b>	<b>218</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	109
To State Attorney	29
To Public Defender	18
To JAC - Court Appointed Counsel	1
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>157</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice	Routine Delivery			
One Hour	50.00				Original			
Each Add'l Qtr Hour					Copy w/Original	4.25		
Each Add'l Hour	25.00				2nd Copy w/Original			
Half-Day (1-4 hrs.)					X-tra Copy (Non-Original)	1.50		
Full-Day (4-8 hrs.)					Expedited Delivery			
Overtime per Hour					1 Business Day	4.75		
Saturday (1-8 hrs.)					2-3 Business Days			
Sunday (1-8 hrs.)					Add'l Copy			
Court Holiday					Appeal			
Cancellation					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
Other: _____					Multi-Media		15.00	

**CHIEF JUDGE:** VICTOR TOBIN  
**TRIAL COURT ADMINISTRATOR:** CAROL ORTMAN  
**COURT TECHNOLOGY OFFICER:** SUNIL NEMADE  
**MANAGER, COURT REPORTING SERVICES:** DEBBIE GARR AND CRAIG BURGER

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
29.00	2.00	\$1,503,390	\$981,460	\$0	\$80,321	\$80,932	123,155	\$17.34	133,390

		STAFFING & SERVICE DELIVERY FY 2007-08	
		Broward (Circuit-Wide)	
STAFFING MODEL	Overall Staffing Model	Hybrid	
	Clerk of Court Staff Usage	No	
	Transcript Services Model (SA, PD, JAC)	SA/PD/JAC	
	Monitoring Ratio (Overall)	1.4:1	
	Circuit Criminal		
	Trials	1:1	
	Capital cases	1:1	
	All other proceedings	1:1	
	County Criminal		
	Trials	1:1	
	All other proceedings	4:1	
	Family Court		
	Delinquency	1:1	
	Dependency	1:1	
	Termination of Parental Rights	1:1	
	GM/CSEHO for Family Court	1:0 (General Magistrates operate digital recorders)	
	Domestic Violence Injunctions	1:1	
	Baker/Marchman/Guardianship/Jimmy Ryce		
	On-Site	1:0 (General Magistrates operate digital recorders)	
	Off-Site	1:0 (General Magistrates operate digital recorders)	
Classifications (Total FTE Employee):	31		
Court Operations Mgr.	2		
Sr. Court Program Specialist I	1		
Digital Court Reporter	26		
Court Program Specialist I	1		
Administrative Support	1		
SERVICE DELIVERY	Circuit Criminal		
	Trials	Contract Steno	
	Capital cases	Contract Steno/Real Time	
	All other proceedings	Contract Steno	
	County Criminal		
	Trials	Digital Central	
	All other proceedings	Digital Central	
	Family Court		
	Delinquency	Digital	
	Dependency	Digital	
	Termination of Parental Rights	Digital	
	GM/CSEHO	Digital	
	Domestic Violence Injunctions	Digital	
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital	




<b>DIGITAL LOGISTICS</b>	
<b>Broward (Circuit-Wide)</b>	
Number of Facilities	4
Total Courtrooms	72
Digital Local	0
Digital Central	53
Digital Remote	9
Total Hearing Rooms	76
Digital Local	0
Digital Central	15
Digital Remote	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	52%
Total Digital Portable Units	4
Total Monitoring Workstations	39
Total General Court Reporting Desktops	23
Total Primary Servers	12
Total Secondary Servers	9
Digital Court Reporting Vendor	CourtSmart

# Seventeenth Judicial Circuit FY 2007-08


## Digital Court Reporting Central & Remote Monitoring Network

### Broward




**Fort Lauderdale North Regional Courthouse:**

-  **3 Remote Monitored Rms**  
3 Courtrooms
-  **0 Monitor Workstations**
-  **2 Servers**




**Fort Lauderdale West Regional Courthouse:**

-  **3 Remote Monitored Rms**  
3 Courtrooms
-  **0 Monitor Workstations**
-  **2 Servers**




**Fort Lauderdale South Regional Courthouse:**

-  **3 Remote Monitored Rms**
-  **0 Monitor Workstations**
-  **2 Servers**




**Fort Lauderdale Central Courthouse:**

-  **66 Central Monitored Rms**  
51 Courtrooms  
15 Hearing Rooms
-  **33 Monitor Workstations**
-  **15 Servers, 4 Portable**




**Fort Lauderdale Conte:**

-  **0 Central/Remote Rms**
-  **0 Monitor Workstations**
-  **0 Servers**




**Fort Lauderdale North Broward:**

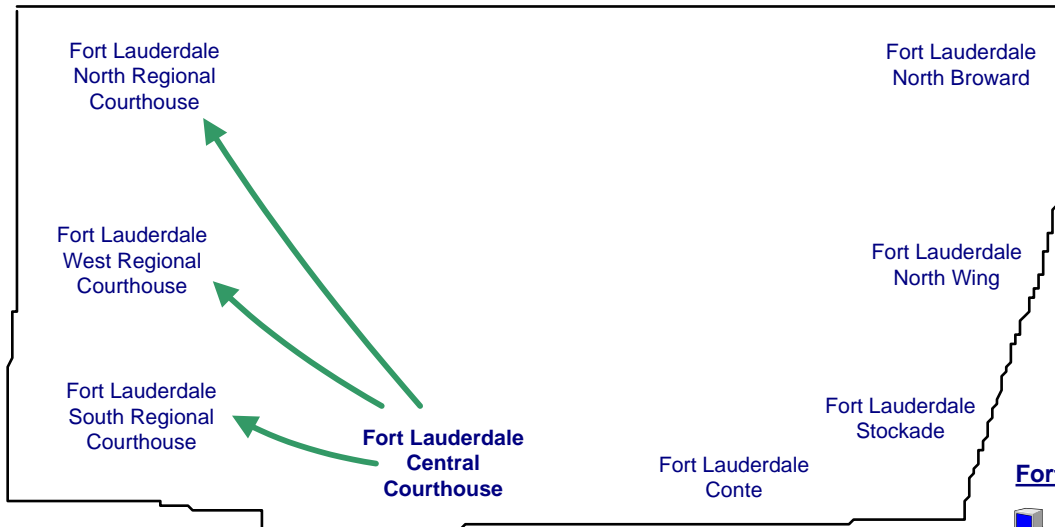
-  **0 Central/Remote Rms**
-  **0 Monitor Workstations**
-  **0 Servers**

**Fort Lauderdale North Wing:**

-  **2 Central Monitored Rms**  
2 Courtrooms
-  **6 Monitor Workstations**
-  **0 Servers**

**Fort Lauderdale Stockade:**

-  **0 Central/Remote Rms**
-  **0 Monitor Workstations**
-  **0 Servers**



**Network Lines:**

 **T-1 County Shared Network Line**

Note: Arrows at network line endpoints indicate direction of remote monitoring. No arrows indicate no remote monitoring at this time.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model				To Justice Administrative Commission				
										To State Attorney		To Public Defender		To Court App't'd Counsel		Indigent for Cost Counsel		
										Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	34,555.75	41.00	3,931.25	0.00	0.00	0.00	19,290	392	42	204	0	828	1,962	1,035	6,439	0	0	
County Criminal	0.00	0.00	13,348.00	0.00	0.00	0.00	1,264	2,927	1,812	1,350	3,057	1,034	3,593	174	73	0	0	
Dependency/CINS/FINS	0.00	3.50	2,577.00	4,217.00	0.00	0.00	747	473	450	8	25	29	0	1,009	10,176	0	0	
Delinquency	0.00	0.00	0.00	3,678.00	0.00	0.00	1,669	67	0	268	12	740	2,009	130	445	0	0	
Baker/Marchman/Guardianship	0.00	0.00	0.75	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Domestic Violence Injunctions	143.00	0.00	81.50	1,523.75	0.00	0.00	308	927	29	70	0	19	0	0	0	0	0	
Magistrate/CSEHO (Family Law or Title IV-D)	17.50	0.00	3,789.75	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
Other Case Types	0.00	0.00	2,173.50	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>34,716.25</b>	<b>44.50</b>	<b>25,901.75</b>	<b>9,418.75</b>	<b>0.00</b>	<b>0.00</b>	<b>23,278</b>	<b>4,786</b>	<b>2,333</b>	<b>1,900</b>	<b>3,094</b>	<b>2,650</b>	<b>7,564</b>	<b>2,348</b>	<b>17,133</b>	<b>0</b>	<b>0</b>	

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	786
To State Attorney	279
To Public Defender	30
To JAC - Court Appointed Counsel	19
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>1,114</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour	30.00				Routine Delivery	5.00		- Real Time \$150 half day
Each Add'l Qtr Hour	7.50				Original			
Each Add'l Hour					Copy w/Original			
Half-Day (1-4 hrs.)	100.00				2nd Copy w/Original	1.10		
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)			
Overtime per Hour					Expedited Delivery			
Saturday (1-8 hrs.)					1 Business Day	7.50		
Sunday (1-8 hrs.)					2-3 Business Days	6.50		
Court Holiday					Add'l Copy	1.10		
Cancellation					Appeal			
Other: _____					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk	4.00		
					Multi-Media			

# COURT REPORTING CIRCUIT PROFILES

# 18TH JUDICIAL CIRCUIT Brevard & Seminole Counties

**CHIEF JUDGE:** CLAYTON D. SIMMONS  
**TRIAL COURT ADMINISTRATOR:** MARK VAN BEVER  
**COURT TECHNOLOGY OFFICER:** RAY GREEN  
**MANAGER, COURT REPORTING SERVICES:** MICHAEL KAZOROSKI  
**MANAGER, ELECTRONIC COURT REPORTING SERVICES:** GILLIAN LAWRENCE

Note: In addition to steno, circuit criminal proceedings are digitally recorded for the cost benefit of providing digital recordings in place of non-appeal transcripts.

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
12.00	0.00	\$647,550	\$558,578	\$0	\$30,435	\$0	74,409	\$13.56	74,543

STAFFING & SERVICE DELIVERY FY 2007-08				
		Brevard	Seminole	Circuit-Wide
STAFFING MODEL	Overall Staffing Model	Hybrid	Hybrid	Hybrid
	Clerk of Court Staff Usage	Yes	Yes	Yes
	Transcript Services Model (SA, PD, JAC)	N/A	N/A	N/A
	Monitoring Ratio (Overall)	Steno 1:1, DCR 4:1	Steno 1:1, DCR 4:1	Steno 1:1, DCR 4:1
	Circuit Criminal			
	Trials	Steno 1:1, DCR 4:1	Steno 1:1, DCR 4:1	Steno 1:1, DCR 4:1
	Capital cases	Steno 1:1, DCR 4:1	Steno 1:1, DCR 4:1	Steno 1:1, DCR 4:1
	All other proceedings	Steno 1:1, DCR 4:1	Steno 1:1, DCR 4:1	Steno 1:1, DCR 4:1
	County Criminal			
	Trials	DCR 4:1	DCR 1:1	DCR 2.5:1
	All other proceedings	DCR 4:1	DCR 4:1	DCR 4:1
	Family Court			
	Delinquency	DCR 4:1	DCR 4:1	DCR 4:1
	Dependency	DCR 4:1	DCR 4:1	DCR 4:1
	Termination of Parental Rights	DCR 1:1	DCR 1:1	DCR 1:1
	GM/CSEHO for Family Court	DCR 4:1	DCR 4:1	DCR 4:1
	Domestic Violence Injunctions	DCR 4:1	DCR 4:1	DCR 4:1
	Baker/Marchman/Guardianship/Jimmy Ryce			
	On-Site	Steno 1:1, DCR 4:1	Steno 1:1, DCR 4:1	Steno 1:1, DCR 4:1
	Off-Site	DCR 1:1	DCR 1:1	DCR 1:1
Classifications (Total FTE Employee):	7	5	12	
Mgr., Court Reporting Services	1	0	1	
Mgr., Electronic Court Reporter	0	1	1	
Court Reporter I	1	0	1	
Digital Court Reporter	5	4	9	
SERVICE DELIVERY	Circuit Criminal			
	Trials	Steno/Digital	Steno/Digital	Steno/Digital
	Capital cases	Steno/Digital	Steno/Digital	Steno/Digital
	All other proceedings	Steno/Digital	Steno/Digital	Steno/Digital
	County Criminal			
	Trials	Digital	Digital	Digital
	All other proceedings	Digital	Digital	Digital
	Family Court			
	Delinquency	Digital	Digital	Digital
	Dependency	Digital	Digital	Digital
	Termination of Parental Rights	Digital	Digital	Digital
	GM/CSEHO	Digital	Digital	Digital
	Domestic Violence Injunctions	Digital	Digital	Digital
	Baker/Marchman/Guardianship/Jimmy Ryce	Steno/Digital	Steno/Digital	Steno/Digital

# COURT REPORTING CIRCUIT PROFILES

# 18TH JUDICIAL CIRCUIT Brevard & Seminole Counties

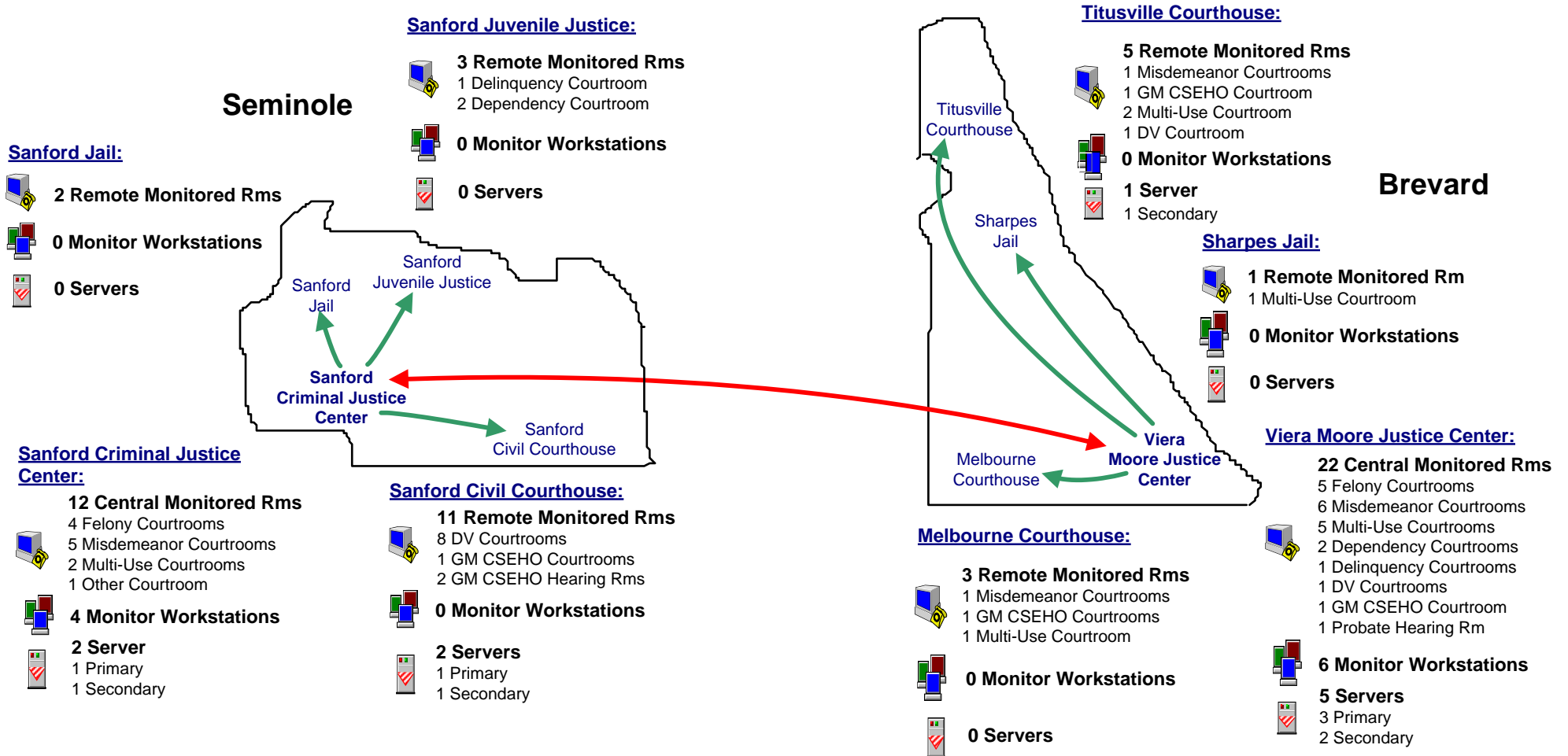
	DIGITAL LOGISTICS		
	Brevard	Seminole	Circuit-Wide
Number of Facilities	4	4	8
Total Courtrooms	31	28	59
Digital Local	0	0	0
Digital Central	21	12	33
Digital Remote	9	14	23
Total Hearing Rooms	29	11	40
Digital Local	0	0	0
Digital Central	1	0	1
Digital Remote	0	2	2
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	53%	72%	60%
Total Digital Portable Units	9	1	10
Total Monitoring Workstations	6	4	10
Total General Court Reporting Desktops	22	1	23
Total Primary Servers	3	4	7
Total Secondary Servers	3	2	5
Digital Court Reporting Vendor	JAVS	JAVS/CourtSmart	JAVS/CourtSmart



# Eighteenth Judicial Circuit

## FY 2007-08

### Digital Court Reporting Central & Remote Monitoring Network



**Network Lines:**

- T-1 State Courts System Network Line
- T-1 County Shared Network Line

Note: Arrows at network line endpoints indicate direction of remote monitoring. No arrows indicate no remote monitoring at this time.

**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages											
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	Shared Model										
								To Private Party or Other Gov't Entity		To State Attorney		To Public Defender		To Justice Administrative Commission		Indigent for Cost Counsel		
								Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	
Circuit Criminal	10,576.25	0.00	7,644.00	0.00	0.00	674.00	6,562	0	18	0	0	0	0	0	0	0	0	0
County Criminal	33.00	0.00	18,175.00	1,596.00	0.00	0.00	78	159	79	0	0	0	0	0	0	0	0	0
Dependency/CINS/FINS	0.00	0.00	5,900.00	414.00	0.00	0.00	0	33	0	0	0	0	0	0	0	0	0	0
Delinquency	0.00	0.00	2,989.00	290.00	0.00	0.00	10	0	23	0	0	0	0	0	0	0	0	0
Baker/Marchman/Guardianship	20.00	0.00	281.50	263.50	0.00	272.00	0	164	0	0	0	0	0	0	0	0	0	0
Domestic Violence Injunctions	26.00	0.00	1,560.00	225.00	0.00	0.00	0	139	0	0	0	0	0	0	0	0	0	0
Magistrate/CSEHO (Family Law or Title IV-D)	47.00	0.00	5,991.00	459.75	0.00	0.00	0	984	416	0	0	0	0	0	0	0	0	0
Other Case Types	43.00	0.00	0.00	0.00	0.00	0.00	47	153	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>10,745.25</b>	<b>0.00</b>	<b>42,540.50</b>	<b>3,248.25</b>	<b>0.00</b>	<b>946.00</b>	<b>6,697</b>	<b>1,632</b>	<b>536</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	913
To State Attorney	0
To Public Defender	0
To JAC - Court Appointed Counsel	0
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>913</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice	Routine Delivery			
One Hour	30.00 to 40.00					3.50 to 4.50	3.50 to 4.50	
Each Add'l Qtr Hour					Original			
Each Add'l Hour					Copy w/Original			
Half-Day (1-4 hrs.)					2nd Copy w/Original	1.00 to 1.75		
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)			
Overtime per Hour	60.00				Expedited Delivery			
Saturday (1-8 hrs.)	60.00				1 Business Day	6.00 to 7.00		
Sunday (1-8 hrs.)	60.00				2-3 Business Days	4.50 to 5.50		
Court Holiday	60.00				Add'l Copy	1.00 to 3.25		
Cancellation	40.00				Appeal			
Other: _____					Certified Transcript - Disk	25.00		
Other: _____					Non-Certified Transcript - Disk			
Other: _____					Multi-Media	5.00		

# COURT REPORTING CIRCUIT PROFILES

# 19TH JUDICIAL CIRCUIT

Indian River, Martin  
Okeechobee & St. Lucie Counties

**CHIEF JUDGE:** WILLIAM L. ROBY  
**TRIAL COURT ADMINISTRATOR:** TOM GENUING  
**COURT TECHNOLOGY OFFICER:** STEVE SHAW  
**MANAGER, COURT REPORTING SERVICES:** N/A  
**MANAGER, ELECTRONIC COURT REPORTING SERVICES:** KEITH HARTSFIELD

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
13.00	0.00	\$652,075	\$471,040	\$17,000	\$8,233	\$0	49,371	\$17.73	50,257

STAFFING & SERVICE DELIVERY FY 2007-08						
		Indian River	Martin	Okeechobee	St. Lucie	Circuit-Wide
<b>STAFFING MODEL</b>	Overall Staffing Model	Hybrid	Hybrid	Hybrid	Hybrid	Hybrid
	Clerk of Court Staff Usage	No	No	No	No	No
	Transcript Services Model (SA, PD, JAC)	N/A	N/A	N/A	N/A	N/A
	Monitoring Ratio (Overall)	2:1	2:1	2:1	2:1	2:1
	Circuit Criminal					
	Trials	1:1	1:1	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1	1:1	1:1
	All other proceedings	2:1	2:1	2:1	2:1	2:1
	County Criminal					
	Trials	1:1	1:1	1:1	1:1	1:1
	All other proceedings	3:1	3:1	2:1	3:1	3:1
	Family Court					
	Delinquency	2:1	2:1	2:1	2:1	2:1
	Dependency	2:1	2:1	2:1	2:1	2:1
	Termination of Parental Rights	1:1	1:1	1:1	1:1	1:1
	GM/CSEHO for Family Court	3:1	3:1	3:1	3:1	3:1
Domestic Violence Injunctions	3:1	3:1	3:1	3:1	3:1	
Baker/Marchman/Guardianship/Jimmy Ryce						
On-Site	3:1	3:1	3:1	3:1	3:1	
Off-Site	1:1	1:1	1:1	1:1	1:1	
Classifications (Total FTE Employee):	2	3	1	7	13	
Mgr., Electronic Court Reporter	0	0	0	1	1	
Digital Court Reporter	2	3	1	5	11	
Administrative Support	0	0	0	1	1	
<b>SERVICE DELIVERY</b>	Circuit Criminal					
	Trials	Digital Central	Digital Central	Digital Central	Digital Central	Digital Central
	Capital cases	Steno/Digital Central	Steno/Digital Central	Steno/Digital Central	Steno/Digital Central	Steno/Digital Central
	All other proceedings	Digital Central	Digital Central	Digital Central	Digital Central	Digital Central
	County Criminal					
	Trials	Digital Central	Digital Central	Digital Central	Digital Central	Digital Central
	All other proceedings	Digital Central	Digital Central	Digital Central	Digital Central	Digital Central
	Family Court					
	Delinquency	Digital Central	Digital Central	Digital Central	Digital Remote	Digital Central/Remote
	Dependency	Digital Central	Digital Central	Digital Central	Digital Remote	Digital Central/Remote
	Termination of Parental Rights	Digital Central	Digital Central	Digital Central	Digital Remote	Digital Central/Remote
	GM/CSEHO	Digital Central	Digital Central	Digital Central	Digital Remote & Central	Digital Central/Remote
	Domestic Violence Injunctions	Digital Central	Digital Central	Digital Central	Digital Remote & Central	Digital Central/Remote
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Central	Digital Central	Digital Central	Digital Remote & Central	Digital Central/Remote

# COURT REPORTING CIRCUIT PROFILES

## 19TH JUDICIAL CIRCUIT

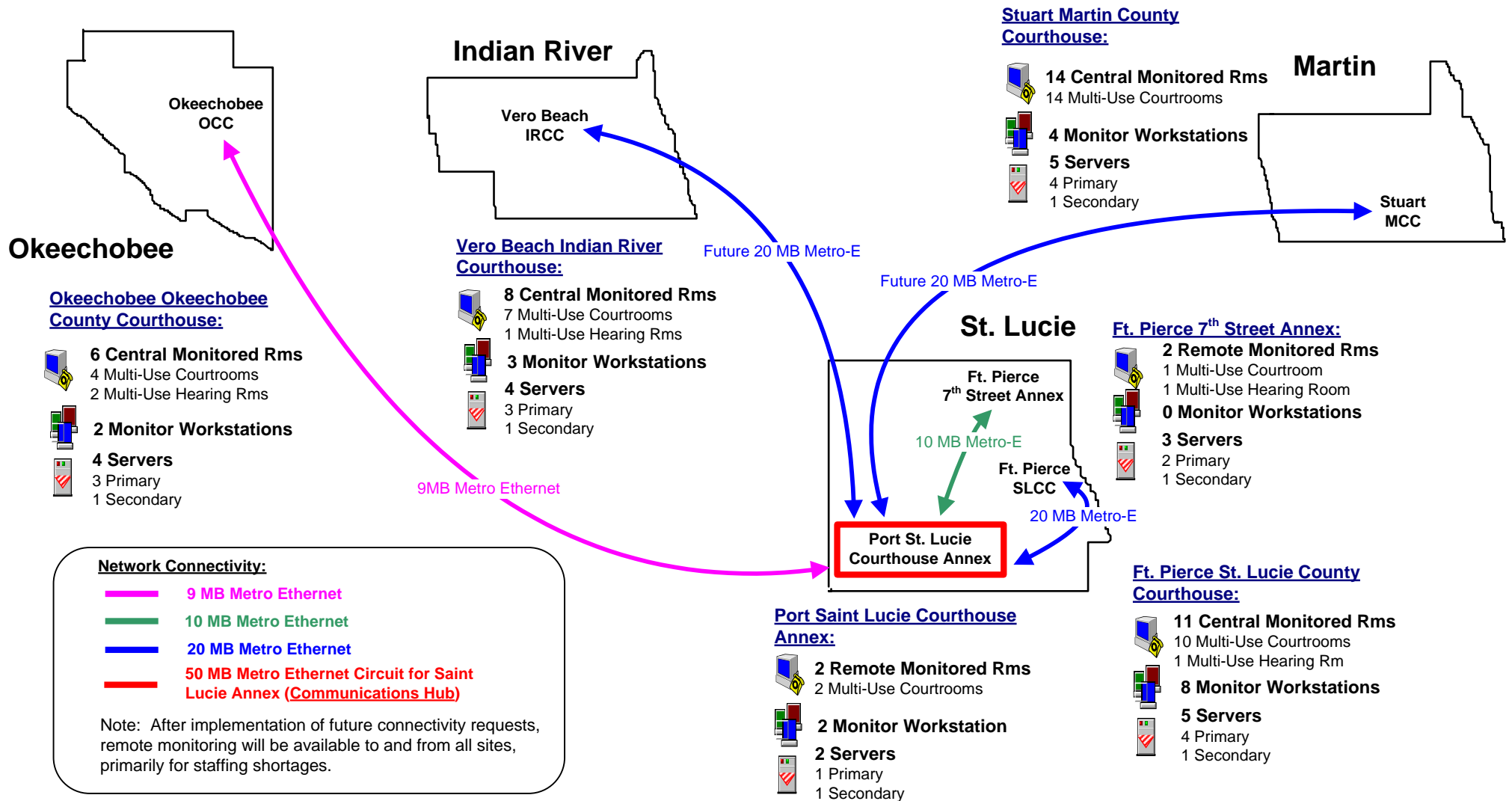
Indian River, Martin  
Okeechobee & St. Lucie Counties

	DIGITAL LOGISTICS				
	Indian River	Martin	Okeechobee	St. Lucie	Circuit-Wide
Number of Facilities	1	1	1	3	6
Total Courtrooms	7	14	4	13	38
Digital Local	0	0	0	0	0
Digital Central	7	14	4	12	37
Digital Remote	0	0	0	1	1
Total Hearing Rooms	5	1	3	4	13
Digital Local	1	1	1	2	5
Digital Central	1	0	2	1	4
Digital Remote	0	0	0	1	1
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	75%	100%	100%	100%	94%
Total Digital Portable Units	2	1	1	3	7
Total Monitoring Workstations	3	4	2	10	19
Total General Court Reporting Desktops	0	0	0	0	0
Total Primary Servers	3	4	3	7	17
Total Secondary Servers	1	1	1	3	6
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart

# Nineteenth Judicial Circuit

FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network



**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages														
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model											
										To State Attorney				To Public Defender				To Justice Administrative Commission			
										Non-Appeal		Appeal		Non-Appeal		Appeal		To Court Appr'd Counsel		Indigent for Cost Counsel	
Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal										
Circuit Criminal	0.00	0.00	1,415.00	5,333.75	545.00	305.00	244	0	0	0	0	0	0	0	0	0	0	0			
County Criminal	0.00	0.00	527.25	2,626.00	411.75	190.75	0	0	0	0	0	0	0	0	0	0	0	0			
Dependency/CINS/FINS	0.00	0.00	233.25	1,218.00	113.00	64.00	50	0	0	0	0	0	0	0	0	0	0	0			
Delinquency	0.00	0.00	252.00	1,079.50	119.25	67.75	0	0	0	0	0	0	0	0	0	0	0	0			
Baker/Marchman/Guardianship	0.00	0.00	57.50	299.00	39.00	12.00	0	0	0	0	0	0	0	0	0	0	0	0			
Domestic Violence Injunctions	0.00	0.00	61.75	274.50	45.75	22.50	0	0	0	0	0	0	0	0	0	0	0	0			
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	292.75	1,228.75	209.75	90.00	26	0	0	0	0	0	0	0	0	0	0	0			
Other Case Types	0.00	0.00	11.25	164.25	82.50	6.00	118	33	0	0	0	0	0	0	0	0	0	0			
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>2,850.75</b>	<b>12,223.75</b>	<b>1,566.00</b>	<b>758.00</b>	<b>438</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	1,339
To State Attorney	476
To Public Defender	488
To JAC - Court Appointed Counsel	0
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>2,303</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour			25.00	25.00	Routine Delivery			- Copy of log note \$1 per page - An additional \$2 shipping and handling fee is applied when disks need to be mailed out
Each Add'l Qtr Hour					Original		3.50	
Each Add'l Hour			25.00	25.00	Copy w/Original		4.50	
Half-Day (1-4 hrs.)					2nd Copy w/Original		1.00	
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)			
Overtime per Hour					Expedited Delivery			
Saturday (1-8 hrs.)					1 Business Day			
Sunday (1-8 hrs.)					2-3 Business Days			
Court Holiday					Add'l Copy			
Cancellation					Appeal		4.50	
Other: _____					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
Other: _____					Multi-Media		25.00	

# COURT REPORTING CIRCUIT PROFILES

# 20TH JUDICIAL CIRCUIT

Charlotte, Collier, Glades  
Hendry & Lee Counties

CHIEF JUDGE: G. KEITH CARY  
 TRIAL COURT ADMINISTRATOR: RICHARD CALLANAN  
 COURT TECHNOLOGY OFFICER: CRAIG MCLEAN  
 MANAGER, ELECTRONIC COURT REPORTING SERVICES: BRENDA GIESSMAN

CIRCUIT-WIDE FISCAL ALLOTMENTS FY 2007-08							Filings Recorded at Public Expense FY 2005-06	Unit Cost	Filings Recorded at Public Expense FY 2006-07
GR FTE	Trust FTE	GR Salaries, Benefits & Expenses	GR Contractual & Maintenance	Total Paid to the Clerks	Trust Cost Recovery Authority	Trust Cost Sharing Authority			
16.00	0.00	\$764,008	\$712,599	\$0	\$0	\$0	91,345	\$11.94	98,153

STAFFING & SERVICE DELIVERY FY 2007-08							
		Charlotte	Collier	Glades	Hendry	Lee	Circuit-Wide
STAFFING MODEL	Overall Staffing Model	Hybrid	Employee	Hybrid	Hybrid	Hybrid	Hybrid
	Clerk of Court Staff Usage	No	No	No	No	No	No
	Transcript Services Model (SA, PD, JAC)	N/A	N/A	N/A	N/A	N/A	N/A
	Monitoring Ratio (Overall)	4:1	3.3:1	1:1 (Beg 2/1/08)	2:1 (Beg 1/9/08)	2.5:1	3:1
	Circuit Criminal						
	Trials	1:1	3.3:1	1:1	1:1	1:1	1:1
	Capital cases	1:1	1:1	1:1	1:1	1:1	1:1
	All other proceedings	4:1	3.3:1	1:1	2:1	2.5:1	3:1
	County Criminal						
	Trials	4:1	3.3:1	1:1	2:1	2.5:1	3:1
	All other proceedings	4:1	3.3:1	1:1	2:1	2.5:1	3:1
	Family Court						
	Delinquency	4:1	3.3:1	1:1	2:1	2.5:1	3:1
	Dependency	4:1	3.3:1	1:1	2:1	2.5:1	3:1
	Termination of Parental Rights	4:1	3.3:1	1:1	2:1	2.5:1	3:1
	GM/CSEHO for Family Court	4:1	3.3:1	1:1	2:1	2.5:1	3:1
	Domestic Violence Injunctions	4:1	3.3:1	1:1	2:1	2.5:1	3:1
	Baker/Marchman/Guardianship/Jimmy Ryce						
	On-Site	4:1	3.3:1	1:1	2:1	2.5:1	3:1
	Off-Site	1:1	1:1	1:1	1:1	1:1	1:1
Classifications (Total FTE Employee):	2	4	0	0	10	16	
Mgr., Court Reporting Services	0	0	0	0	0	0	
Court Operations Mgr.	0	0	0	0	0	0	
Mgr., Electronic Court Reporter	0	0	0	0	1	1	
Court Reporter II	0	0	0	0	0	0	
Court Reporter I	0	0	0	0	0	0	
Sr. Court Program Specialist I	0	0	0	0	0	0	
Scopist	0	0	0	0	0	0	
Digital Court Reporter	2	4	0	0	9	15	
SERVICE DELIVERY	Circuit Criminal						
	Trials	Steno	Digital Central	Steno	Steno	Steno/Digital Central	Steno/Digital Central
	Capital cases	Steno	Steno	Steno	Steno	Steno	Steno
	All other proceedings	Digital Central	Digital Central	Digital Remote	Digital Remote	Digital Central	Digital Central & Remote
	County Criminal						
	Trials	Digital Central	Digital Central	Digital Remote	Digital Remote	Digital Central	Digital Central & Remote
	All other proceedings	Digital Central	Digital Central	Digital Remote	Digital Remote	Digital Central	Digital Central & Remote
	Family Court						
	Delinquency	Digital Central	Digital Central	Digital Remote	Digital Remote	Digital Central	Digital Central & Remote
	Dependency	Digital Central	Digital Central	Digital Remote	Digital Remote	Digital Central	Digital Central & Remote
	Termination of Parental Rights	Digital Central	Digital Central	Digital Remote	Digital Remote	Digital Central	Digital Central & Remote
	GM/CSEHO	Digital Central	Digital Central	Digital Remote	Digital Remote	Digital Central	Digital Central & Remote
	Domestic Violence Injunctions	Digital Central	Digital Central	Digital Remote	Digital Remote	Digital Central	Digital Central & Remote
	Baker/Marchman/Guardianship/Jimmy Ryce	Digital Central/Steno	Digital Central/Steno	Digital Remote/Steno	Digital Remote/Steno	Digital Central/Steno	Digital Central & Remote/Steno

In addition, through 6/30/08, we have 5 temporary DCRs funded by due process contracts. Pages 195 of 227 bringing our overall ratio down to 2.3:1. Lee County ECR covers Hendry and Glades counties and assists other counties when necessary to reduce their ratio. These FTEs are in our FY 2008-09 budget request.

# COURT REPORTING CIRCUIT PROFILES

## 20TH JUDICIAL CIRCUIT

Charlotte, Collier, Glades  
Hendry & Lee Counties

	DIGITAL LOGISTICS					
	Charlotte	Collier	Glades	Hendry	Lee	Circuit-Wide
Number of Facilities	1	2	1	1	1	6
Total Courtrooms	9	13	1	2	9	34
Digital Local	0	0	0	0	0	0
Digital Central	9	12	0	0	9	30
Digital Remote	0	1	1	2	0	4
Total Hearing Rooms	0	6	0	0	21	27
Digital Local	0	0	0	0	0	0
Digital Central	0	6	0	0	21	27
Digital Remote	0	0	0	0	0	0
Percent of Courtrooms & Hearing Rooms w/Digital Recording Capacity	100%	100%	100%	100%	100%	100%
Total Digital Portable Units	1	4	0	0	3	8
Total Monitoring Workstations	2	5	0	0	14	21
Total General Court Reporting Desktops	0	0	0	0	0	0
Total Primary Servers	3	6	1	2	7	19
Total Secondary Servers	1	2	0	1	3	7
Digital Court Reporting Vendor	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart	CourtSmart

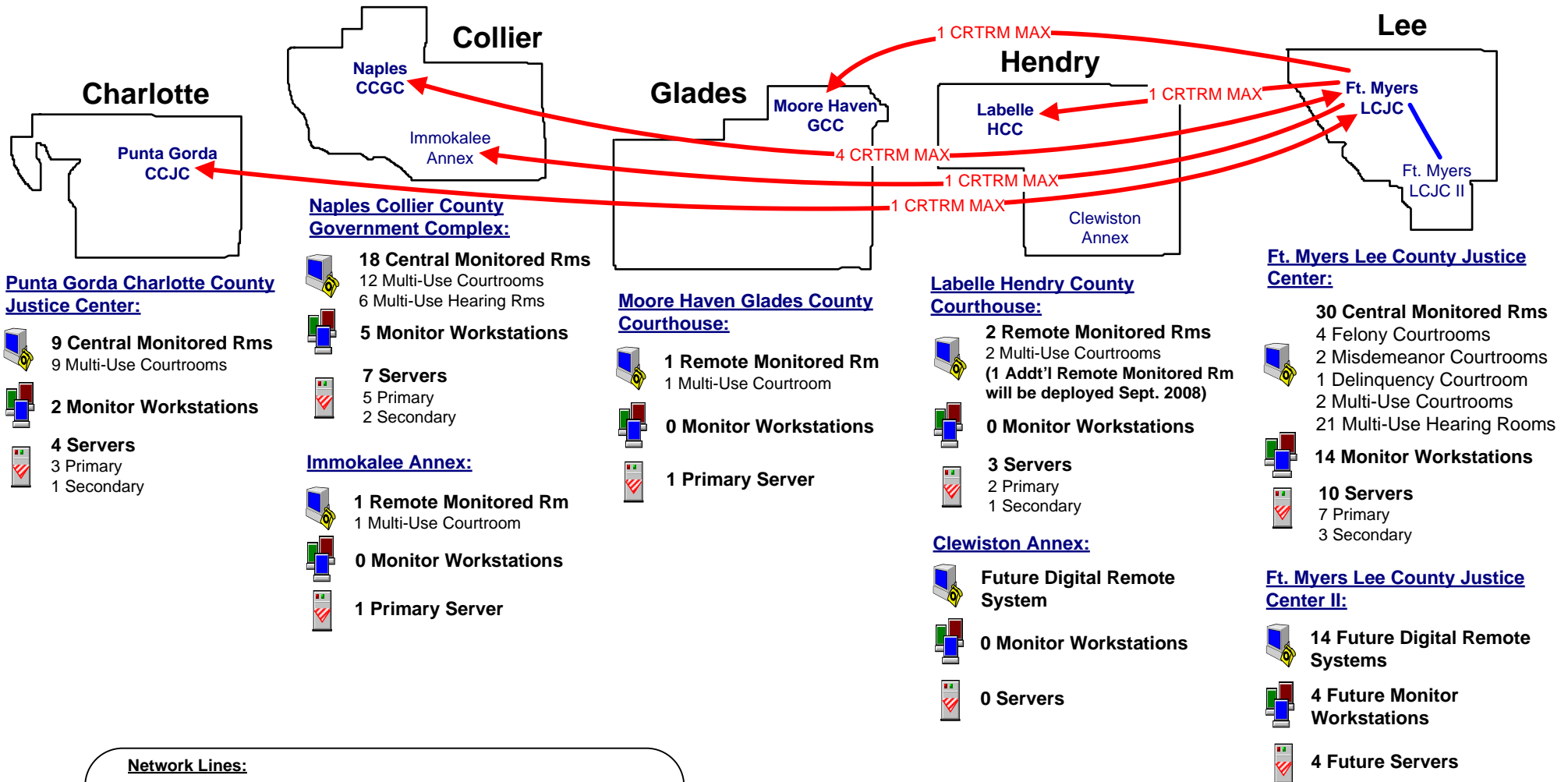


# Twentieth Judicial Circuit

FY 2007-08

## Digital Court Reporting Central & Remote Monitoring Network

Note: Circuit utilizes remote monitoring capabilities between Charlotte, Collier and Lee on an as needed basis (back-up). Currently, Charlotte/Collier are capable of monitoring Lee; and Lee is capable of monitoring Charlotte/Collier. Charlotte & Collier are 100 Mb Ethernet; Glades & Hendry are 10 Mb (provided by Lee county & the state).



**SUMMARY UDR  
FY 2006-07  
CIRCUIT-WIDE  
JULY 1 THRU JUNE 30**

	Number of Hours						Number of Pages										
	Steno	Real Time	Central Digital	Local Digital	Analog Video	Analog Audio	To Judges or Court Staff	To Private Party or Other Gov't Entity		Shared Model				To Justice Administrative Commission			
										To State Attorney		To Public Defender		To Court Appt'd Counsel		Indigent for Cost Counsel	
								Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal	Non-Appeal	Appeal
Circuit Criminal	2,348.50	0.00	4,324.00	638.00	0.00	0.00	1,179	2,854	15,445	0	0	0	0	0	0	0	0
County Criminal	0.00	0.00	6,942.50	397.00	0.00	0.00	35	498	2,075	0	0	0	0	0	0	0	0
Dependency/CINS/FINS	0.50	0.00	1,708.25	60.75	0.00	0.00	0	294	638	0	0	0	0	0	0	0	0
Delinquency	0.00	0.00	1,427.75	85.50	0.00	0.00	0	12	1,022	0	0	0	0	0	0	0	0
Baker/Marchman/Guardianship	0.00	0.00	190.50	1.25	0.00	41.00	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence Injunctions	0.00	0.00	869.25	42.25	0.00	5.75	0	0	51	0	0	0	0	0	0	0	0
Magistrate/CSEHO (Family Law or Title IV-D)	0.00	0.00	1,937.25	2.75	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
Other Case Types	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>2,349.00</b>	<b>0.00</b>	<b>17,399.50</b>	<b>1,227.50</b>	<b>0.00</b>	<b>46.75</b>	<b>1,214</b>	<b>3,658</b>	<b>19,231</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# of Media Provided (CD, Audio or Video)	
To Private Party or Other Gov't Entity	1,901
To State Attorney	0
To Public Defender	0
To JAC - Court Appointed Counsel	0
To JAC - Indigent Costs for Counsel	0
<b>TOTAL</b>	<b>1,901</b>

Additional Information

Contractual Service Providers - Circuit-Wide Fee/Rate Structure								
Appearances	Steno		Digital		Transcription	Steno	Digital	Special Needs Services
	w Notice	wo Notice	w Notice	wo Notice				
One Hour	35.00				Routine Delivery	3.50 to 4.50	3.00 to 5.00	- Poor quality transcripts \$0.25 per page - Sanitization of transcript \$0.10 fee - Minimum \$50 transcript fee
Each Add'l Qtr Hour					Original			
Each Add'l Hour	30.00				Copy w/Original			
Half-Day (1-4 hrs.)					2nd Copy w/Original	1.25	1.25	
Full-Day (4-8 hrs.)					X-tra Copy (Non-Original)			
Overtime per Hour	\$10 plus rate				Expedited Delivery			
Saturday (1-8 hrs.)					1 Business Day	7.00 to 8.00	8.00	
Sunday (1-8 hrs.)					2-3 Business Days	5.00	6.00	
Court Holiday					Add'l Copy	1.25	1.25	
Cancellation					Appeal			
Other: _____					Certified Transcript - Disk			
Other: _____					Non-Certified Transcript - Disk			
					Multi-Media	25.00	25.00	

# Appendix C

CBAForm 1 - Net Tangible Benefits

Agency State Courts System Project Court Reporting Services

Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A															
Agency (Operations Only -- No Project Costs)	FY 2009-10			FY 2010-11			FY 2011-12			FY 2012-13			FY 2013-14		
	(a)	(b)	(c) = (a)+(b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)
	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project	Existing Program Costs	Operational Cost Change	New Program Costs resulting from Proposed Project
A. Personnel -- Total FTE Costs (Salaries & Benefits)	\$6,031,850	(\$3,914,659)	\$2,117,191	\$6,212,806	(\$4,043,042)	\$2,169,763	\$6,399,190	(\$4,175,277)	\$2,223,913	\$6,591,166	(\$4,311,479)	\$2,279,687	\$6,788,901	(\$4,451,767)	\$2,337,134
A.b Total FTE	88.50	(55.50)	33.00	88.50	(55.50)	33.00	88.50	(55.50)	33.00	88.50	(55.50)	33.00	88.50	(55.50)	33.00
A-1.a. State FTEs (Salaries & Benefits)	\$6,031,850	(\$4,279,439)	\$0	\$6,212,806	(\$4,407,822)	\$0	\$6,399,190	(\$4,540,057)	\$0	\$6,591,166	(\$4,676,259)	\$0	\$6,788,901	(\$4,816,547)	\$0
A-1.b. State FTEs (# FTEs)	88.50	(55.50)	33.00	88.50	(55.50)	33.00	88.50	(55.50)	33.00	88.50	(55.50)	33.00	88.50	(55.50)	33.00
A-2.a. OPS FTEs (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS FTEs (# FTEs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$0	\$364,780	\$364,780	\$0	\$364,780	\$364,780	\$0	\$364,780	\$364,780	\$0	\$364,780	\$364,780	\$0	\$364,780	\$364,780
A-3.b. Staff Augmentation (# of Contract FTEs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Data Processing -- Costs	\$309,308	\$201,182	\$510,489	\$356,490	\$153,999	\$510,489	\$356,490	\$153,999	\$510,489	\$356,490	\$153,999	\$510,489	\$356,490	\$153,999	\$510,489
B-1. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Software	\$309,308	\$201,182	\$510,489	\$356,490	\$153,999	\$510,489	\$356,490	\$153,999	\$510,489	\$356,490	\$153,999	\$510,489	\$356,490	\$153,999	\$510,489
B-3. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. External Service Provider -- Costs	\$115,670	\$195,316	\$310,985	\$133,314	\$177,671	\$310,985	\$133,314	\$177,671	\$310,985	\$133,314	\$177,671	\$310,985	\$133,314	\$177,671	\$310,985
C-1. Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Maintenance & Support Services	\$115,670	\$195,316	\$310,985	\$133,314	\$177,671	\$310,985	\$133,314	\$177,671	\$310,985	\$133,314	\$177,671	\$310,985	\$133,314	\$177,671	\$310,985
C-3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-4. Data Communications Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility -- Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Others -- Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total of Operational Costs (Rows A through E)</b>	<b>\$6,456,827</b>	<b>(\$3,518,162)</b>	<b>\$2,938,665</b>	<b>\$6,702,610</b>	<b>(\$3,711,372)</b>	<b>\$2,991,237</b>	<b>\$6,888,994</b>	<b>(\$3,843,607)</b>	<b>\$3,045,387</b>	<b>\$7,080,970</b>	<b>(\$3,979,809)</b>	<b>\$3,101,161</b>	<b>\$7,278,705</b>	<b>(\$4,120,097)</b>	<b>\$3,158,608</b>
<b>F. Additional Tangible Benefits:</b>		\$0			\$0			\$0			\$0			\$0	
F-1. Specify		\$0			\$0			\$0			\$0			\$0	
F-2. Specify		\$0			\$0			\$0			\$0			\$0	
F-3. Specify		\$0			\$0			\$0			\$0			\$0	
<b>Total Net Tangible Benefits:</b>		<b>\$3,518,162</b>			<b>\$3,711,372</b>			<b>\$3,843,607</b>			<b>\$3,979,809</b>			<b>\$4,120,097</b>	

SPECIFY CHARACTER OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous <input checked="" type="checkbox"/>	Confidence Level	10%	
Order of Magnitude <input type="checkbox"/>	Confidence Level	0%	
Placeholder <input type="checkbox"/>	Confidence Level	0%	

CBAForm 2 - Project Cost Analysis

Agency	<u>State Courts System</u>	Project	<u>Court Reporting Services</u>
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PROJECT COST ELEMENTS	PROJECT COST TABLE -- CBAForm 2A					TOTAL
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	
State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0
OPS FTEs (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0
Contractors (Costs)	\$150,000	\$150,000	\$0	\$0	\$0	\$300,000
Deliverables	\$0	\$0	\$0	\$0	\$0	\$0
Major Project Tasks	\$0	\$0	\$0	\$0	\$0	\$0
Hardware <i>Specify</i>	\$2,482,834	\$0	\$0	\$0	\$0	\$2,482,834
COTS Software	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Equipment <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0
Other Project Costs <i>Installation and</i>	\$74,842	\$0	\$0	\$0	\$0	\$74,842
	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COSTS (*)</b>	<b>\$2,707,676</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,857,676</b>
<b>CUMULATIVE PROJECT COSTS</b>	<b>\$2,707,676</b>	<b>\$2,857,676</b>	<b>\$2,857,676</b>	<b>\$2,857,676</b>	<b>\$2,857,676</b>	

INVESTMENT SUMMARY						TOTAL
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	
General Revenue	\$2,707,676	\$150,000	\$0	\$0	\$0	\$2,857,676
Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL INVESTMENT (*)</b>	<b>\$2,707,676</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,857,676</b>
<b>CUMULATIVE INVESTMENT (*)</b>	<b>\$2,707,676</b>	<b>\$2,857,676</b>	<b>\$2,857,676</b>	<b>\$2,857,676</b>	<b>\$2,857,676</b>	

(\*) Total Costs and Investments are carried forward to CBAForm3 Project Investment Summary worksheet.

Character of Project Costs Estimate - CBAForm 2B			
Choose Type		Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	<input checked="" type="checkbox"/>	Confidence Level	10%
Order of Magnitude	<input type="checkbox"/>	Confidence Level	0%
Placeholder	<input type="checkbox"/>	Confidence Level	0%

CBAForm 3 - Project Investment Summary

Agency	<u>State Courts System</u>	Project	<u>Court Reporting Services</u>
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<i>COST BENEFIT ANALYSIS -- CBAForm 3A</i>						
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	TOTAL
Project Cost	\$2,707,676	\$150,000	\$0	\$0	\$0	\$2,857,676
Net Tangible Benefits	\$3,518,162	\$3,711,372	\$3,843,607	\$3,979,809	\$4,120,097	\$19,173,047
Return on Investment	\$810,486	\$3,561,372	\$3,843,607	\$3,979,809	\$4,120,097	\$16,315,371
Year to Year Change in Program Staffing	(56)	(56)	(56)	(56)	(56)	

<i>RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B</i>		
Payback Period (years)	N/A	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	2009-10	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	\$13,658,449	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	NO IRR	IRR is the project's rate of return.

<i>Treasurer's Investment Interest Earning Yield -- CBAForm 3C</i>					
Fiscal Year	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Cost of Capital	5.35%	5.38%	5.38%	5.38%	5.38%

# Appendix D

<b>Project</b>	<i>Court Reporting Services</i>	
<b>Agency</b>	<i>State Courts System - Trial Courts</i>	
<b>FY 2009-10 LBR Issue Code:</b>	<b>FY 2009-10 LBR Issue Title:</b>	
<i>5302000</i>	<i>Court Reporting</i>	
<b>Risk Assessment Contact Info (Name, Phone #, and E-mail Address):</b>		
<i>Patty Harris, 850-410-1236, harrisp@flcourts.org</i>		
<b>Executive Sponsor</b>	<i>Supreme Court of Florida</i>	
<b>Project Manager</b>	<i>Trial Courts</i>	
<b>Prepared By</b>	<i>Patty Harris</i>	<i>10/15/2008</i>

Most Aligned

Least Aligned


Least Risk

Most Risk

<b>Project Risk Area Breakdown</b>	
<b>Risk Assessment Areas</b>	<b>Risk Exposure</b>
Strategic Assessment	LOW
Technology Exposure Assessment	LOW
Organizational Change Management Assessment	LOW
Communication Assessment	LOW
Fiscal Assessment	LOW
Project Organization Assessment	LOW
Project Management Assessment	LOW
Project Complexity Assessment	<b>MEDIUM</b>
<b>Overall Project Risk</b>	
	<b>LOW</b>



Section 1 -- Strategic Area			
#	Criteria	Values	Answer
1.01	Are project objectives clearly aligned with the agency's legal mission?	0% to 40% -- Few or no objectives aligned	81% to 100% -- All or nearly all objectives aligned
		41% to 80% -- Some objectives aligned	
		81% to 100% -- All or nearly all objectives aligned	
1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Documented with sign-off by stakeholders
		Informal agreement by stakeholders	
		Documented with sign-off by stakeholders	
1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings
		Most regularly attend executive steering committee meetings	
		Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
1.04	Has the agency documented its vision for how changes to the proposed technology will improve its business processes?	Vision is not documented	Vision is completely documented
		Vision is partially documented	
		Vision is completely documented	
1.05	Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented?	0% to 40% -- Few or none defined and documented	81% to 100% -- All or nearly all defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	Legislation or proposed rule change is drafted
		Changes unknown	
		Changes are identified in concept only	
		Changes are identified and documented	
		Legislation or proposed rule change is drafted	
1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	Few or none
		Some	
		All or nearly all	
1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Minimal or no external use or visibility
		Moderate external use or visibility	
		Extensive external use or visibility	
1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Single agency-wide use or visibility
		Single agency-wide use or visibility	
		Use or visibility at division and/or bureau level only	
1.10	Is this a multi-year project?	Greater than 5 years	1 year or less
		Between 3 and 5 years	
		Between 1 and 3 years	
		1 year or less	

Section 2 -- Technology Area			
#	Criteria	Values	Answer
2.01	Does the agency have experience working with, operating, and supporting the proposed technology in a production environment?	Read about only or attended conference and/or vendor presentation	Installed and supported production system more than 3 years
		Supported prototype or production system less than 6 months	
		Supported production system 6 months to 12 months	
		Supported production system 1 year to 3 years	
		Installed and supported production system more than 3 years	
2.02	Does the agency's internal staff have sufficient knowledge of the proposed technology to implement and operate the new system?	External technical resources will be needed for implementation and operations	External technical resources will be needed through implementation only
		External technical resources will be needed through implementation only	
		Internal resources have sufficient knowledge for implementation and operations	
2.03	Have all relevant technology alternatives/solution options been researched, documented and considered?	No technology alternatives researched	All or nearly all alternatives documented and considered
		Some alternatives documented and considered	
		All or nearly all alternatives documented and considered	
2.04	Does the proposed technology comply with all relevant agency, statewide, or industry technology standards?	No relevant standards have been identified or incorporated into proposed technology	Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards
		Some relevant standards have been incorporated into the proposed technology	
		Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
2.05	Does the proposed technology require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Minor or no infrastructure change required
		Moderate infrastructure change required	
		Extensive infrastructure change required	
		Complete infrastructure replacement	
2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are based on historical data and new system design specifications and performance requirements
		Capacity requirements are defined only at a conceptual level	
		Capacity requirements are based on historical data and new system design specifications and performance requirements	

Section 3 -- Organizational Change Management Area			
#	Criteria	Values	Answer
3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Minimal changes to organization structure, staff or business processes structure
		Moderate changes to organization structure, staff or business processes	
		Minimal changes to organization structure, staff or business processes structure	
3.02	Will this project impact essential business processes?	Yes	No
		No	
3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	81% to 100% -- All or nearly all processes defined and documented
		41% to 80% -- Some process changes defined and documented	
		81% to 100% -- All or nearly all processes defined and documented	
3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	Yes
		No	
3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Over 10% FTE count change
		1% to 10% FTE count change	
		Less than 1% FTE count change	
3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	1 to 10% contractor count change
		1 to 10% contractor count change	
		Less than 1% contractor count change	
3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with greater change requirements
		Recently completed project with fewer change requirements	
		Recently completed project with similar change requirements	
		Recently completed project with greater change requirements	

Agency: Agency Name

Project: Project Name

Section 4 -- Communication Area			
#	Criteria	Value Options	Answer
4.01	Has a documented Communication Plan been approved for this project?	Yes	Yes
		No	
4.02	Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)?	Negligible or no feedback in Plan	Proactive use of feedback in Plan
		Routine feedback in Plan	
		Proactive use of feedback in Plan	
4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	Yes
		No	
4.04	Are all affected stakeholders included in the Communication Plan?	Yes	Yes
		No	
4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	All or nearly all messages are documented
		Some key messages have been developed	
		All or nearly all messages are documented	
4.06	Have desired message outcomes and success measures been identified in the Communication Plan?	Plan does not include desired messages outcomes and success measures	All or nearly all messages have success measures
		Success measures have been developed for some messages	
		All or nearly all messages have success measures	
4.07	Does the project Communication Plan identify and assign needed staff and resources?	Yes	Yes
		No	

Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	Yes
		No	
5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented	81% to 100% -- All or nearly all defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Between \$2 M and \$10 M
		Greater than \$10 M	
		Between \$2 M and \$10 M	
		Between \$500K and \$1,999,999	
		Less than \$500 K	
5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	Yes
		No	
5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Detailed and rigorous (accurate within ±10%)
		Order of magnitude – estimate could vary between 10-100%	
		Placeholder – actual cost may exceed estimate by more than 100%	
5.06	Are funds available within existing agency resources to complete this project?	Yes	No
		No	
5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from single agency
		Funding from local government agencies	
		Funding from other state agencies	
5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Not applicable
		Requested but not received	
		Requested and received	
		Not applicable	
5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	All or nearly all project benefits have been identified and validated
		Some project benefits have been identified but not validated	
		Most project benefits have been identified but not validated	
		All or nearly all project benefits have been identified and validated	
5.10	What is the benefit payback period that is defined and documented?	Within 1 year	Within 1 year
		Within 3 years	
		Within 5 years	
		More than 5 years	
		No payback	
5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented	Stakeholders have reviewed and approved the proposed procurement strategy
		Stakeholders have not been consulted re: procurement strategy	
		Stakeholders have reviewed and approved the proposed procurement strategy	
5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E)	Firm Fixed Price (FFP)
		Firm Fixed Price (FFP)	
		Combination FFP and T&E	

Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Just-in-time purchasing of hardware and software is documented in the project schedule
		Purchase all hardware and software at start of project to take advantage of one-time discounts	
		Just-in-time purchasing of hardware and software is documented in the project schedule	
5.14	Has a contract manager been assigned to this project?	No contract manager assigned	Contract manager is the procurement manager
		Contract manager is the procurement manager	
		Contract manager is the project manager	
		Contract manager assigned is not the procurement manager or the project manager	
5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	Yes
		No	
5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	All or nearly all selection criteria and expected outcomes have been defined and documented
		Some selection criteria and outcomes have been defined and documented	
		All or nearly all selection criteria and expected outcomes have been defined and documented	
5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor
		Multi-stage evaluation not planned/used for procurement	
		Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	Not applicable
		No, bid response did/will not require proof of concept or prototype	
		Yes, bid response did/will include proof of concept or prototype	
		Not applicable	

Agency: State Courts System - Trial Courts

Project: Court Reporting Services

Section 6 Project Organization Area			
#	Criteria	Values	Answer
6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
		No	
6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	All or nearly all have been defined and documented
		Some have been defined and documented	
		All or nearly all have been defined and documented	
6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	System Integrator (contractor)
		Agency	
		System Integrator (contractor)	
6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	1
		2	
		1	
6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented
		Some or most staff roles and responsibilities and needed skills have been identified	
		Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	No, project manager assigned more than half-time, but less than full-time to project
		No, project manager is assigned 50% or less to project	
		No, project manager assigned more than half-time, but less than full-time to project	
		Yes, experienced project manager dedicated full-time, 100% to project	
6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated more than half-time but less than full-time to project
		No, business, functional or technical experts dedicated 50% or less to project	
		No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
		Yes, business, functional or technical experts dedicated full-time, 100% to project	
6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Completely staffed from in-house resources
		Half of staff from in-house resources	
		Mostly staffed from in-house resources	
		Completely staffed from in-house resources	
6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Minimal or no impact
		Moderate impact	
		Extensive impact	
6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	Yes
		No	
6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	No, all stakeholders are not represented on the board
		No, only IT staff are on change review and control board	
		No, all stakeholders are not represented on the board	
		Yes, all stakeholders are represented by functional manager	

Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Yes
		Project Management team will use the methodology selected by the systems integrator	
		Yes	
7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
		1-3	
		More than 3	
7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None	All or nearly all
		Some	
		All or nearly all	
7.04	Have all requirements specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable	81% to 100% -- All or nearly all requirements and specifications are traceable
		41 to 80% -- Some are traceable	
		81% to 100% -- All or nearly all requirements and specifications are traceable	
7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	All or nearly all deliverables and acceptance criteria have been defined and documented
		Some deliverables and acceptance criteria have been defined and documented	
		All or nearly all deliverables and acceptance criteria have been defined and documented	
7.08	Is written approval required from executive sponsor, business stakeholders, and project manager for review and sign-off of major project deliverables?	No sign-off required	Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables
		Only project manager signs-off	
		Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% -- None or few have been defined to the work package level	81% to 100% -- All or nearly all have been defined to the work package level
		41 to 80% -- Some have been defined to the work package level	
		81% to 100% -- All or nearly all have been defined to the work package level	
7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes	Yes
		No	



Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	Yes
		No	
7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	Project team and executive steering committee use formal status reporting
		Project team uses formal processes	
		Project team and executive steering committee use formal status reporting processes	
7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	All planning and reporting templates are available
		Some templates are available	
		All planning and reporting templates are available	
7.14	Has a documented Risk Management Plan been approved for this project?	Yes	Yes
		No	
7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	All known risks and mitigation strategies have been defined
		Some have been defined and documented	
		All known risks and mitigation strategies have been defined	
7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	Yes
		No	
7.17	Are issue reporting and management processes documented and in place for this project?	Yes	Yes
		No	

Section 8 -- Project Complexity Area			
#	Criteria	Values	Answer
8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Similar complexity
		More complex	
		Similar complexity	
		Less complex	
8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
		3 sites or fewer	
		More than 3 sites	
8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
		3 sites or fewer	
		More than 3 sites	
8.04	How many external contracting or consulting organizations will this project require?	No external organizations	1 to 3 external organizations
		1 to 3 external organizations	
		More than 3 external organizations	
8.05	What is the expected project team size?	Greater than 15	9 to 15
		9 to 15	
		5 to 8	
		Less than 5	
8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	2 to 4
		2 to 4	
		1	
		None	
8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Business process change in single division or bureau
		Agency-wide business process change	
		Statewide or multiple agency business process change	
8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	Yes
		No	
8.09	What type of project is this?	Infrastructure upgrade	Combination of the above
		Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
		Business Process Reengineering	
		Combination of the above	
8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Greater size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	
8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Greater size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period 2009 - 2010**

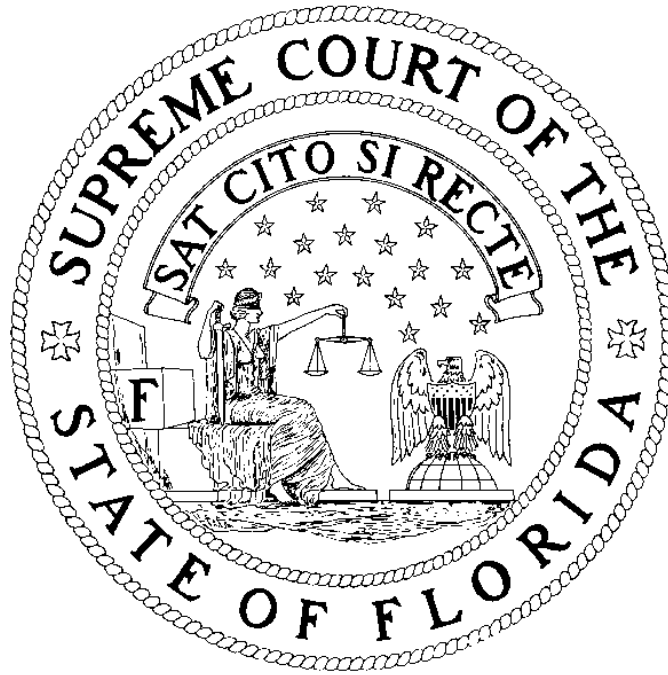
**Department:** State Courts System

**Chief Internal Auditor:** Ken Chambers, Inspector General

**Budget Entity:** 22300100

**Phone Number:** 488-9123

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
Auditor General Report no. 2008-15	7/1/05 - 3/31/07	SCS Trust Funds	<p>The SCS had not completed its annual physical inventory (as of 12/07) due to problems encountered in converting to a new inventory system.</p> <p>Report no. 2008-155 included 3 other findings which were not considered major.</p> <p>Five internal audits were issued during 2007/08. No major findings were noted in any of these reports.</p>	<p>The physical inventory has been completed. However, due to budget constraints and loss of positions, the reconciliation process is still under way. It is anticipated that this process will be completed by 12/31/08.</p>	



# **State Courts System**

## **22300200 – Trial Courts – Court Operations - County**

### **Schedule I Series**

**OPERATING TRUST FUND - 2510**  
**Court Operations/County Courts**  
**SCHEDULE I NARRATIVE**

**Section II Adjustments**

A transfer of \$2,902,122 within the agency to Budget Entity 22300200 was necessary to implement HB 7009, to meet the operational needs of the County Courts Budget Entity 22300200 after base budget reductions. Additionally, \$222,419 was transferred back to Budget Entity 22300100 for the unused amounts.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2009 - 2010</b>
<b>Trust Fund Title:</b>	State Courts System
<b>Budget Entity:</b>	Operating Trust Fund
<b>LAS/PBS Fund Number:</b>	County Courts
	2510

	Balance as of 6/30/2008		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	-	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	-	(D)		
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	-	(F)		
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-	(H)		
Approved "B" Certified Forwards	-	(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/08</b>	-	(K)		**

**Notes:**  
 \*SWFS = Statewide Financial Statement  
 \*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# LBR Technical Review Checklist

Department/Budget Entity (Service): State Courts System

Agency Budget Officer/OPB Analyst Name: Dorothy Wilson/Melonie Davila

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
	ALL SCS				
<b>1. GENERAL</b>					
1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y				
<b>AUDITS:</b>					
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y				
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Y				
<b>TIP</b> The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					
<b>2. EXHIBIT A (EADR, EXA)</b>					
2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 25)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y				
<b>3. EXHIBIT B (EADR, EXB)</b>					
3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				

Action		Program or Service (Budget Entity Codes)				
		ALL SCS				
<b>AUDITS:</b>						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? ( <b>NACR, NAC - Report should print "No Negative Appropriation Categories Found"</b> )	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? ( <b>EXBR, EXBC - Report should print "Records Selected Net To Zero"</b> )	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 56 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column G07? ( <b>EXBR, EXBB - Negative differences need to be corrected in Column A01.</b> )	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? ( <b>EXBR, EXBD - Differences need to be corrected in Column A01.</b> )	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					



Action		Program or Service (Budget Entity Codes)				
		ALL SCS				
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.					
TIP	If G08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column G08 was created.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions?	Y				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y				
7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				

Action		Program or Service (Budget Entity Codes)			
		ALL SCS			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #09-002?	Y			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	Y			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0 or 363XXC0)?	Y			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
<b>AUDIT:</b>					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 61 through 64 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				

Action		Program or Service (Budget Entity Codes)				
		ALL SCS				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2008-09 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	Y				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000799, 001510 and 001599)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	Y				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y				

Action		Program or Service (Budget Entity Codes)			
		ALL SCS			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	Y			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y			
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	SEE END NOTE			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y			
8.25	Are current year September operating reversions appropriately shown in column A02?	Y			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y			
<b>AUDITS:</b>					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y			

Action		Program or Service (Budget Entity Codes)				
		ALL SCS				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 119 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 150 of the LBR Instructions.)	NO - Justification supplied in Issues' Narratives				
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 89 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y				
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	Y				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y				
<b>13. SCHEDULE VIIIB-1</b>						
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

Action		Program or Service (Budget Entity Codes)				
		ALL SCS				
<b>14. SCHEDULE VIII B-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	N/A				
<b>15. SCHEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed instructions)</b>						
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>						
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y				
15.3	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y				
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y				
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y				
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				

Action		Program or Service (Budget Entity Codes)				
		ALL SCS				
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
17.5	Are the appropriate counties identified in the narrative?	Y				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>NOTE FOR 8.22</b>	A transfer of \$1,100,000 within the Branch to Budget Entity 22100600 was necessary to implement HB 7009, to meet the operational needs of the Appellate Courts Budget Entity 22100600 after base budget reductions. Additionally, \$113,903 was transferred back to Budget Entity 22010200 for the unused amounts. Note: An adjustment of \$113,903 is anticipated to reclassify revenues from GL Code 613 to GL Code 657, which would reflect the transfer in from Budget Entity 22100600.					