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Executive Director

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THE JAC EXPRESS

State of Florida

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JAC Welcomes New Executive Director

Newly appointed Justice Administrative Commission (JAC) Executive Director Alton "Rip" Colvin started his tenure at JAC on July 19, 2010. Since that time the Commission has met twice.

In the October 26th meeting, he updated the JAC Commissioners on activities during his initial three months and was especially pleased to commend the exceptional staff at JAC. Typifying the exemplary and dedicated professional team he has inherited, Mr. Colvin gave public accolades to Bobbie Chappell, Administrator for Human Resources and Yvonne Enoch, Budget Director, for their stellar team leadership during Open Enrollment and the submission of Long Range Program Plan and Legislative Budget Requests.

Through a highly interactive and engaging process, Mr. Colvin is seeking to pursue even greater efficiencies and enhancements at JAC by the creation of: the Vision, Mission, and Values Team; the Workplace Enhancement Team; the Website Enhancement Team; and the Electronic Document Management System (EDMS) Team.

As a result of recommendations from the Vision, Mission, and Values Team, JAC has announced the following official Vision, Mission, and Values:



Rip Colvin is JAC's new Executive Director

Vision

Our vision is to be a model of exemplary state government and provide unparalleled services.

Mission

The mission of the Justice Administrative Commission is to be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial entities we serve, by ensuring compliance with Florida Statutes and Generally Accepted Accounting Principles.

Values

Responsive, Innovative, Effective, Knowledgeable, and Professional.

Also, in an effort to facilitate the maximized sharing of targeted grant opportunities, JAC has joined the Florida Inter-Agency Grants Consortium and is actively monitoring funding opportunities through Grants.gov

and foundation resources.

Of particular interest to the agencies administratively served by the JAC will be the implementation of an EDMS. Says Colvin, "This transition will allow the agencies to send accounting, budgeting, and human resource documentation to JAC electronically via a secure environment, thereby eliminating utilization of the U.S. Postal Service and Federal Express. This will result in an operational savings for both the JAC and the offices we serve."

The November 18th Commission meeting was conducted via teleconference and provided an opportunity for Commissioners to formally approve Pay Plans for the JAC, Guardian ad Litem, Clerks of Court Operations Corporation, and Office of the Civil and Regional Conflict Counsel.

A Certified Public Accountant and Florida Certified Government Finance Officer, Mr. Colvin was formerly the Executive Director of the Florida Legislative Committee on Intergovernmental Relations (LCIR) for five years. Key reports generated by the LCIR are still available and may be viewed at <http://www.floridalcir.gov/>. His background also includes nine years with the Legislative Auditing Committee.

Developing Issues

- The redesign of JAC's website is currently underway. Test links will be forwarded to outside offices for input in early 2011.

- JAC initiated receipt of scanned batch sheets via email on November 8, 2010. The response has exceeded expectations.

- The Auditor General has initiated an operational audit of the JAC and the offices it administratively serves to be completed in early 2011.



Direct Deposit/EFT and Exemptions

Due to substantial delays in processing applications at the Department of Financial Services (DFS), JAC is establishing procedures to help ensure an orderly transition to Direct Deposit/EFT payments.

JAC will be granting a universal exemption from the Direct Deposit/EFT requirement from January 1, 2011 through January 31, 2011. JAC will continue processing billings during January and attorneys and vendors will continue to receive payments via paper warrant (check) during this period.

As required by s. 27.5305(1), F.S., by January 1, 2011, attorneys and due process providers must participate in a direct deposit program which allows for transfer of funds electronically to an account at a federally-chartered or state-chartered financial institution.

TEMPORARY EXEMPTIONS

If an attorney or due process vendor indicates that he or she has applied for Direct Deposit/EFT with DFS, then JAC will grant a temporary exemption of up to four months to allow time for DFS to process the application. The only method to apply for an exemption will be through the form promulgated by JAC and made available on the JAC website: www.justiceadmin.org. The request for an exemption should be submitted in the manner set forth on the form.

DIRECT DEPOSIT/EFT STATUS ON JAC'S WEBSITE

Please note, until DFS approves an application for Direct Deposit/EFT, JAC will be unable to provide information regarding the status of an application.

JAC will be updating its website to advise attorneys and due process vendors when they have been approved for Direct Deposit/EFT

payments. Attorneys and due process vendors who have not set up access to JAC's secure website should do so as soon as possible. Information on how to set up access to JAC's secure website is available at:

<http://www.justiceadmin.com/login.aspx>.

In early January, JAC's secure website should reflect those attorneys and due process vendors who have successfully registered in the Direct Deposit/EFT program, or who have been granted a temporary or permanent exemption from the Direct Deposit/EFT requirement.

JAC's secure website will indicate the following:

- Direct Deposit/EFT Active;
- Permanent Direct Deposit/EFT Exemption;
- Temporary Direct Deposit/EFT Exemption with expiration date; or
- No Direct Deposit/EFT Information.

APPLYING FOR A PERMANENT EXEMPTION

Generally, permanent Direct Deposit/EFT exemptions will only be granted in exceptional circumstances. Examples of such circumstances may include the following:

- An attorney or due process provider is only providing services in a single case.
- A due process provider is out-of-state and does not regularly provide services in Florida cases.
- An attorney representing only Indigent for Costs clients who does not intend to seek personal reimbursement for costs and expenses.

For other requested permanent exemptions, the attorney or due process provider will need to establish with particularity a basis for the exemption. As a general rule, a registry attorney or a due process provider providing services in multiple cases will not be granted an exemption if the attorney or due process provider intends to continue providing services on or after January 1, 2011. The only method to apply for an exemption will be through the form promulgated by JAC. The request for exemption should be submitted in the manner set forth on the form.

APPLYING FOR DIRECT DEPOSIT/EFT WITH DFS

JAC does not review or process the application to set up electronic funds transfer. The application must be submitted directly to DFS. The processing time for such an application may be substantial. Information and the forms necessary are available on DFS's website:

http://www.myfloridacfo.com/aadir/direct_deposit_web/index.htm

Once completed, the form should be sent to:

Direct Deposit Section

Department of Financial Services

200 E. Gaines St.

Tallahassee, Florida 32399-0359

PLEASE DO NOT SEND THE APPLICATION FOR DIRECT DEPOSIT/EFT TO JAC. JAC DOES NOT PROCESS OR REVIEW THESE APPLICATIONS.

Courtesy of the Office of General Counsel, JAC

“JAC will be granting a universal exemption from the Direct Deposit/EFT requirement from January 1, 2011 through January 31, 2011.”

Senate Bill 170 — A Technology Bill to Watch

State Senate Bill 170 was filed by Senator Mike S. Bennett (R-21) on December 1. The bill, which involves the electronic filing of court documents and provides legislative intent, imposes requirements that each State Attorney and Public Defender implement a system by which the State

Attorney and Public Defender can electronically file court documents with the Clerk of the Court.

Specifically, the bill requires that the Florida Prosecuting Attorneys Association and the Florida Public Defender Association report to the President of the Senate and the

Speaker of the House of Representatives by March 1, 2012 on the progress made in implementing the electronic filing system.

The bill would become effective upon becoming a law.



Important Notice

Please be advised that the Justice Administrative Commission's email domain address has changed from "jac.state.fl.us" to "justiceadmin.org." The name of the individual you wish to email has not changed, just the domain address. For example johnd@jac.state.fl.us has changed

to johnd@justiceadmin.org, or doej@justiceadmin.org.

As of **November 15, 2010**, the old email domain (jac.state.fl.us) expired and any correspondence sent to that address will not be delivered. JAC kindly requests that you update your records to

reflect this new domain justiceadmin.org).

If you have any questions or concerns, feel free to contact the JAC Help Desk at:

helpdesk@justiceadmin.org or by phone at (866) 355-7902.

Federal Update

Funding the Federal Government for a few more days, the *Continuing Appropriations Act, 2011* (Public Law 111-242) was amended by striking the date specified in section 106(3) and inserting December 18, 2010. The Continuing Resolution, [H.J. Res. 101](#), was presented to President Obama on December 3 and signed into law on December 6.

Also worth noting, [H.R. 4387](#), to designate the Federal building located at 100 North Palafox Street in Pensacola, Florida as the "Winston E. Arnow Federal Building," has cleared both congressional chambers and is pending before the President. The measure was initially introduced by Congressman Jeff Miller (R-FL) on December 16, 2009.

In supporting this designation, Congressman Mario Diaz-Balart (R-FL) stated, "Winston Eugene Arnow was an American lawyer and judge of the United States District Court for the Northern

District of Florida. He practiced civil rights law in Gainesville before he was appointed to the Federal bench by President Johnson. His name is now synonymous with the momentous civil rights period from 1969 to 1978 in Northwest Florida..., public school desegregation, and improved prison conditions in the Escambia County jail. Judge Arnow served as the Chief Judge of the Northern District of Florida, stretching from Pensacola to Gainesville, from 1969 until 1981. In 1969, Arnow ordered the Escambia County School District desegregated. Judicial authorities and officials viewed Judge Arnow as *all integrity*, ignoring criticism by doing what he thought was the right and proper thing to do to protect civil liberties. He believed firmly in the U.S. Constitution and followed the statutes and higher court decisions to the letter. Judge Arnow was a man of strong moral character, and conducted his court proceedings based on fairness and courtesy. He was a courageous

trial judge and dedicated public servant." Concluded Congressman Diaz-Balart, "It is both fitting and proper that we honor his public service with this designation."

As of December 13, 2010, an extension of all of the tax cuts signed into law by President George W. Bush, in 2001 and 2003, is the focus of ongoing negotiations between both political parties and the White House.

Additionally, the Data Breach Notification Act, [S. 139](#), that requires a business or government entity to promptly notify affected consumers upon a data breach, is still on the Senate's legislative calendar.

The bill would preempt laws in at least 45 states regarding the treatment of personal data and would impose notification requirements and limitations on State Attorneys General and insurance authorities.





THE JAC EXPRESS

State of Florida Justice Administrative Commission

Post Office Box 1654 (32302)
227 North Bronough Street,
Suite 2100
Tallahassee, Florida 32301

PHONE (850) 488-2415

TOLL FREE (866) 355-7902

FAX (850) 488-8944

TOLL FREE FAX (866) 355-7906

WE'RE ON THE WEB

WWW.JUSTICEADMIN.ORG

BOARDING THE EDMS TRAIN



JAC initially explored the implementation of an Electronic Document Management System (EDMS) in 2007. Though the merits of this project were clear, JAC was unable to pursue the actual finalization of those plans at that time.

Meanwhile, as Federal and State governments, including the State of Florida, have vigorously embraced the efficiencies and cost-effectiveness of electronic commerce, digital signatures, and paperless records, JAC is also getting aboard the EDMS train.

Continuing the work of JAC's 2007 team, "The purpose of this project is to develop an EDMS system that will provide the JAC with the ability to scan and index, or import and index, various documents, have quality control verification on the scanned images, have basic routing capabilities for workflow approval, as well as the ability to securely store the document images/contents and the associated metadata in a secure and easily searchable repository. The indexing functionality needs to provide the ability to relate multiple sets of metadata to a single image in order to enable more detailed search capabilities (e.g., if the image is a voucher that contains multiple vendors, a search by vendor should find all of the vouchers that contain the

searched for vendor)."

Realizing that all staff have a stake in the success of this venture, the EDMS Team has encouraged office-wide participation in a newly created Wikispaces forum to enhance the opportunity for discussion, analysis, suggestions, and updates as this project continues to take shape.

The EDMS Mission at JAC Is:

*"Excellent service
delivery enhanced by an
efficient Electronic
Document
Management System,
which meets the require-
ments of Florida law."*

For comments, suggestions,
and/or submissions for the
next quarterly newsletter,
please contact:

Lydia R. Mount, Editor
Executive Office
Justice Administrative
Commission

Phone: (850) 488-2415
Ext. 290

Or

MOUNTL@justiceadmin.org



**Wishing You and Yours an
Enjoyable Holiday Season!**

From the JAC Team

JAC IN BRIEF

The Justice Administrative Commission administratively serves the Offices of State Attorneys, Public Defenders, Capital Collateral Regional Councils, the Statewide Guardian ad Litem Program, Criminal Conflict and Civil Regional Councils, and the Clerks of Court Operations Corporation; and, provides compliance and financial review of the court-appointed attorney due process costs.

The membership of the Justice Administrative Commission consists of two State Attorneys, appointed by the President of the Florida Prosecuting Attorneys Association and two Public Defenders, appointed by the President of the Florida Public Defender Association. Although members may be reappointed, each term spans a period of two years.