



**2018
Annual
Florida Bar
Convention**

**Hilton Orlando
Bonnet Creek
&
Waldorf Astoria**

14100 Bonnet
Creek Resort Lane
Orlando, FL 32821
(407) 597-3600



The Florida Bar Continuing Legal Education Committee, The Practice Resource Center of The Florida Bar, the Standing Committee on Technology, and The Florida Bar Business Law Section present

The Next Frontier: Florida's e-Courts – Everything You Always Wanted to Know But Were Afraid to Ask

COURSE CLASSIFICATION: ??????????

Thursday, June 14, 2018, 9:00 a.m. – 12:00 noon

Course 2855R

Staff Contact: Jonathan Israel (jisrael@floridabar.org)

Presented by Amy Borman, Esq. and Murray Silverstein, Esq.

- A. OVERVIEW OF TECHNOLOGY IN THE COURTS (15 min) (Murray)
 - 1. Who are the players
 - 2. Who are the rule makers
 - 3. What are the relevant rules of procedure and technology standards

- B. APPEARANCE AND TERMINATION OF ATTORNEYS (Rule of Judicial Administration 2.505) (35 min) (Amy)
 - 1. How does an attorney appear in a case
 - 2. Has an attorney been properly terminated from a case
 - 3. The interplay between attorney of record and remote access to court records
 - 4. The use of coverage counsel in court proceedings

- BREAK (10 minutes)

- C. SIGNATURE (Rule of Judicial Administration 2.515) (20 minutes) (Murray)
 - 1. What is a signature in the electronic world
 - 2. What does a signature actually mean/certifications
 - 3. Who is actually considered a signer of a document
 - 4. Delegation to a trusted nonlawyer employee (Ethics Opinion 12-2)

- D. SERVICE OF COURT DOCUMENTS (Rule of Judicial Administration 2.516) (15 minutes) (Amy)
 - 1. What is service by the Portal
 - 2. Formatting requirements for service
 - 3. Service by email versus e-service
 - 4. How is service made by judges and clerks of court
 - 5. How to stop receiving service of documents once withdrawn from the case



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- E. EFILING (Rule of Judicial Administration 2.525) (15 minutes) (Murray)
1. Authorized filers
 2. The electronic court file
 3. Batch filing
 4. The Portal's instructional resources

BREAK (10 minutes)

- F. DOCUMENTS (Rule of Judicial Administration 2.520) (15 minutes) (Murray)
1. The Florida Courts Technology Standards
 2. The Access Security Matrix
 3. Digital Court Records
 4. The Digital Court File: Searchable Documents/Retention of Court Documents

- G. MINIMIZATION OF SENSITIVE INFORMATION AND REDACTION OF CONFIDENTIAL INFORMATION (Rules of Judicial Administration 2.425 & 2.420) (35 minutes) (Amy)
1. What information must be truncated in a court filing
 2. What information must be redacted in a court filing
 3. Whose responsibility is it to redact/truncate
 4. When must a Notice of Confidentiality be Filed
 5. When must a Motion to Determine Confidentiality be Filed

CLE CREDIT

General: 3.0 hours
Technology: 3.0 hours