15TH CIRCUIT ICMS ODP FORMS GENERATION

HOW TO DEFINE A FORM

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Table of Contents

[SCOPE OF THIS DOCUMENT 3](#_Toc295307849)

[ICMS ODP FORM USERS 3](#_Toc295307850)

[ICMS FORM DEFINITION – order.form files 3](#_Toc295307851)

[ORDER section 4](#_Toc295307852)

[FIELDS section 5](#_Toc295307853)

[Special Tags 5](#_Toc295307854)

[Field Definitions 5](#_Toc295307855)

[FORM section 7](#_Toc295307856)

[Include files 7](#_Toc295307857)

[Line tags 7](#_Toc295307858)

[Word tags 7](#_Toc295307859)

[Party Directives 8](#_Toc295307860)

[Other Directives 9](#_Toc295307861)

[Undefined Directives 9](#_Toc295307862)

[NOTE about Electronic Signatures 9](#_Toc295307863)

[Orders.conf file form fields 9](#_Toc295307864)

[ORDERS.CONF FILE 10](#_Toc295307865)

[Example file 1 - tr-ao.form 13](#_Toc295307866)

[Example file 2 - ufc-linking.form 14](#_Toc295307867)

[COMMON INCLUDE FILES 17](#_Toc295307868)

[header.txt 17](#_Toc295307869)

[tr-header.txt 17](#_Toc295307870)

[circuitheader.txt 17](#_Toc295307871)

[countyheader.txt 17](#_Toc295307872)

[adanotice.txt 18](#_Toc295307873)

[tr-doneandordered.txt 18](#_Toc295307874)

[CHANGES from 8ths 19](#_Toc295307875)

# SCOPE OF THIS DOCUMENT

This document defines how an ICMS ODP form can be defined. It describes the form files structures and contents.

It does not indicate where newly defined forms should be placed within the ICMS file system to become active.

It does not define or show the user entry page or how the form generator generates the user’s PDF file for printing. It also does not describe what information is saved in the ICMS database for each form.

This document should be used by anyone that is required to design/develop ICMS ODP forms for use in the 15th Circuit’s ICMS system.

# ICMS ODP FORM USERS

In order for a user to have access to the ICMS ODP forms, a user’s id must be added to the CAD-ICMS-ODPS active directory list. If they are, they will see the Create Orders button on the ICMS Case Details page. Pressing this button will take them to the list of Orders that are available for this case.

# ICMS FORM DEFINITION – order.form files

The ICMS ODP Orders are specified by defining a form.

Each form is defined within an order.form file. The format of this file is:

* ORDER definition section
* FIELDS definition section
* FORM definition section

These items must be in this order within the file!

The ICMS ODP generator looks for files named with the .form extension and builds the selectable form list for a case based on the files it finds. Therefore, putting new forms into the appropriate ICMS folder will introduce new forms. When a form is removed from the folder, it will no longer appear in the list.

As an example, a file named tr-ao.form exists in ICMS that defines a Traffic Administrative Order form.

## ORDER section

Format: (a tilde character, ~ , must be used to separate the items in the definition)

order description~file name~case types~fields used~county~event type~trial type~flags

order description – name to be shown in drop down list of selectable forms.

file name - the actual form file name without the .form extension – this must match the actual name of the file. So, if the form file is named “tr-ao.form”, this should be “tr-ao” (without the apostrophes).

case types - which divisions this form is used for (actually, which xx within the case number of yyyy-xx-nnnnnn) – can be ALL or comma separated list for multiple divisions - - will only show in the list for cases that match this criteria.

fields used - comma separated list of entry fields to show on form entry page. The entry fields will be shown in the order in which these fields are listed here (not in the order in which they’re listed in the FIELDS definition defined below).

county - county (left over from the 8th - - we’ll always use 01).

event type – CMS, NJT, PTC, STC, LOP, LOSP, JT, HRG (from Fred) - - and MND (added for 15th).

trial type – none, NOSLASHS, ALLOWSAMETIME.

flags – NOSLASHS (don’t put /s on conformance copies), ALLOWSAMETIME.

NOTE: We currently aren’t using any forms that have events, trial types, or flags. I tried these and they appear to work. Also, I removed the “Test Only (don’t store event)” line from the form entry page to avoid confusion. If events are used, they will be captured in the database.

Example of the order definition: (this is actually, and must be, all one line within the file)

TR - AO Order~tr-ao~TR,MO,CO~hasornot,granted,sched,ddtrial,reqforsat,payD6,clearD6,denied,

dddays,ddcity,ddtrsig~01

## FIELDS section

Fields are defined in two places within the ICMS ODP form generator. These fields appear on the form entry page for the user to make selections.

There is an orders.conf file that contains the FIELDS definition which has fields that can be used for any forms. Any fields that are contained in this file can be used by any order file, without referencing the name within the FIELD section of that form. If the order file FIELDS section has a field with a name that matches one in the orders.conf file, the one in the form definition file will be used.

Every form should have a FIELDS keyword in it, even if it will not define any fields. This would be the case if that form will only use fields defined in the orders.conf file.

Two types of definitions in this section:

* Special tags
* Field definitions

### Special Tags

/copystart – start of additional copy list

/copyend~x – end of additional copy list where x specifies the number of extra blank lines that the user can enter for additional people to be copied

* The list of names and addresses (one line for each name and address) must be contained within the start and end tags. (See the ufc-linking.form definition below for example use.)
* Use %copylist% within FORM section to indicate placement of this list
* No envelopes/copies are generated for these extra people.

/selectkids tag specifies that all children should be listed and user selectable

* /selectkids~x where x specifies the number of extra blank lines that can be filled in
* Use %selectkids% tag in FORM text to indicate where to drop the selected names.

### Field Definitions

Each of the fields that are defined in this section can be used within the FORM section to drop in a user selected value.

The field definition has the following format:

name~description~cookie~type~length~comment~choices~initval

name – this is the variable name that will appear within the form FORM section to drop in the value associated with this item. This name is referenced as %name% within the FORM section.

description – this is the text that will appear on the entry field to jog the user’s memory of what to put on the form.

cookie – ICMS\_EDATE, ICMS\_ETIME, ICMS\_ELOC, ICMS\_MEDDATE – not currently used in any forms in 15th, but they are available.

type – this defines the form entry field. It can be one of these:

TEXT, CHECKBOX, DROPDOWN, DATE, TIME – note that DATE and TIME will be value checked for correct format on user entry. If incorrect, I think they might presently throw errors! I would suggest using TEXT fields, instead, until this problem is corrected.

length – used for TEXT fields to define the length of the entry field.

comment – this text will appear to the right hand side of the entry element on the entry page.

choices - choices for the dropdown list, separated by the colon, : , character.

initval - for text fields and checkboxes - use ‘checked’ to show that a checkbox is initially selected – see ufc-linking.form below for use.

Refer to the example files shown below to see examples of the use of FIELDS special tags and field definitions.

## FORM section

The FORM section really defines the text of the form. There are ways to include other files (no nesting, please!), indicate line tags, and word tags. Also, there are party directives that will drop in the party information within the form with special formatting. Finally, there are some other directives for specifying judge, signature and electronic signature, current date, and division.

### Include files

#include “filename.txt” - - includes this file into the original file. Popular for inserting headers and ‘done and ordered’ sections.

Included files should not include other files. Nesting of include files is NOT supported. Include files should be named something.txt where ‘txt’ is the extension.

Currently defined include files are listed here and are contained within this document:

header.txt, circuitheader.txt, countyheader.txt, tr-header.txt – various header files

adanotice.txt – disability notice

tr-doneandordered.txt – used by all traffic forms

### Line tags

\i – indent – you can actually indent anywhere and have multiple of these on a line

\u – unindent – same with this one…

\l – start the text on the left

\r – shift the text on the right side – text that follows is always bold

\c – center the text – always bold text

\t – title line – text will be centered, bold, and underlined

\m – middle of the line

\p – page break

\bstart – block start

\bend – block end

* The block start/end will force a new page if the content of the text within the start and end doesn’t all fit on the same page.
* This should probably be used around the %esig% directive described below.

Word tags - - applies to the text within the tags:

<b> </b> - bold text

<u> </u> - underline text

<a> </a> - ada text – always 14pt (specified in code)

### Party Directives

NOTE – these cannot be preceded by one of the line tags (on the same line)!

These directives do not need to be specified in the form definition ORDER line in order to be used.

To show parties – drops in one name per line, without any following label:

%plaints% - plaintiffs

%defs% - defendants

%resps% - respondents

%pets% - petitioners

%decds% - decedants

%dcdnt% - decedant (same as 8th’s)

%aplnts% - appellants

%aplees% - applellees

%kids% - child/children

To show party ‘blocks’ – such as name(s) vs. name(s) or names(s) for name(s) – follows with labels.

%parties% or %plaintsvsdefs% - drops in plaintiffs vs. defendants

%plaintsvsresps% - drops in plaintiffs vs. respondents

%petsvsresps% - drops in petitioners vs. respondents

%petsfordecds% - drops in petitioners for decedants

%stvsdefs% - STATE OF FLORIDA vs. defendants

%aplntsvsaplees% - drops in appellants vs. appellees

%minors% - drops in list of kids, then “Minor Child” or “Minor Children”

NOTE: when showing names for each party list, 15th has chosen to do this (8th showed all)

1 name– show it

2 names – show first “AND” second

* (“first name AND” on first line, then second name on next line)

3 – 5 names – show all names – one on each line

>5 names – first name followed by “et al.”

All of the above are followed with identifying labels, such as Plaintiff(s), Defendant(s), Respondent(s), Petitioner(s), Decedant(s), Appellant(s), Appellee(s), Minor Child(ren)

To show selected Children – special case to go along with /selectkids FIELDS tag:

%selectkids% - will show one child per line, followed by Child or Children label

### Other Directives

%judge% - - drops in the judge’s name – via case information

%division% - - drops in the division – based on case information

%casenum% - - drops in the case number

%today% - - drops in today’s date string in this format: 8th day of June, 2011

%thisyear% - - drops in this year

%esig% - - for the first copy, drops in electronic signature, if the user has that access and has a signature file in ICMS. For subsequent copies, will drop in the stamp signature, if it exists.

%sig% - - on first copy, puts a line for the signature, subsequent copies, puts “/s/”

%cc% - shows selected pro se litigants and active attorneys (and any others entered by the user)

%copylist% - shows selected additional copy list – goes along with /copystart - /copyend FIELDS tag

### Undefined Directives

If you use a directive (something enclosed in the %’s) that is not defined within your form or the orders.conf file, the generator will output about 25 underscore characters (i.e. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

### NOTE about Electronic Signatures

There are several aspects taken into consideration by the form generator for using electronic signatures.

There are two electronic signature files for any user that wants to use electronic signatures.

userid\_sig.tif – contains the user’s signature

userid\_stamp.tif – contains a stamp of the user’s signature

When the Create Orders button has been selected, the generator checks this user’s userid and sees if there is an accompanying \_sig.tif file in the appropriate ICMS order generator folder. If the file is there, the user is given the option to use his/her electronic signature when entering form information.

Otherwise, that option is not shown and the user will have to sign the form in place of using an electronic signature.

Therefore, when a form is defined, it is ok to use the %esig% tag for everyone. Those users that use the form that don’t have a signature file will be given appropriate space to sign the form.

The signature file is used for the generated form. The stamp file is used for any subsequent produced copies.

### Orders.conf file form fields

There are several fields available for all forms to use. They are described in the next section.

# ORDERS.CONF FILE

This file contains FIELDS that can be used by any form. This file contains most of the FIELDS for the traffic forms that were developed for and by the 15th circuit, as well as some of the ones that were defined by the 8th circuit.

These fields can be used by any of the forms by including their names on the form definition line below the ORDER tag in the .form file. You can use the same field name as any in this file within a newly defined form. The one in your .form file will override the one in the orders.conf file for just your purposes (will not affect any of the other forms that use that field).

Currently, the fields are as follows:

FIELDS

#

# name~description~cookie~type~length~comment~choices~initval

#

# choices are choices for the dropdown list, separated by :

# initval is for text fields

#

# DROPDOWNs

#

eaddr~Event Address~~DROPDOWN~~~Main Courthouse, 205 North Dixie Highway, West Palm Beach, FL 33401:South County Courthouse, 200 West Atlantic Avenue, Delray Beach, FL 33444:West County Courthouse, 38844 State Road 80, Belle Glade, FL 33430:North County Courthouse, 3188 PGA Blvd, Palm Beach Gardens, FL 33410:Criminal Justice Complex, 3228 Gun Club Road, West Palm Beach, FL 33406

#

# CHECKBOXES

#

stip~Stipulated Settlement~~CHECKBOX

bankrupt~Bankruptcy~~CHECKBOX

appeal~Appeal~~CHECKBOX

other~Other~~CHECKBOX

#

# TEXT fields

#

eloc~Event Location~ICMS\_ELOC~TEXT~20~<small>(exs ROOM 304 or COURTROOM 3D)</small>

trialdur~Trial Duration~~TEXT~15

matter~Other Matter~~TEXT~50

reason~Reason~~TEXT~50

#

# DATEs

#

edate~Event Date~ICMS\_EDATE~DATE~15~<small>(mm/dd/yyyy)</small>

meddate~Mediation Date~ICMS\_MEDDATE~DATE~15~<small>(mm/dd/yyyy)</small>

trialdate~Trial Date~~DATE~15~~<small>(mm/dd/yyyy)</small>

intentdate~Date of Intent to Dismiss Order~~DATE~15~<small>(mm/dd/yyyy)</small>

notehear~Date of Notice of Hearing~~DATE~15~<small>(mm/dd/yyyy)</small>

actdate~Date of Last Activity~~DATE~15~<small>(mm/dd/yyyy)</small>

pdisexp~Date of Plntf Experts Disclosed~~DATE~15~<small>(mm/dd/yyyy)</small>

pdepexp~Date of Plntf Experts Deposed~~DATE~15~<small>(mm/dd/yyyy)</small>

ddisexp~Date of Def. Experts Disclosed~~DATE~15~<small>(mm/dd/yyyy)</small>

ddepexp~Date of Def. Experts Deposed~~DATE~15~<small>(mm/dd/yyyy)</small>

prebexp~Date of Plntf Rebut. Experts Discl.~~DATE~15~<small>(mm/dd/yyyy)</small>

ostatrptdate~Order Required Status Report Filing Date~~DATE~15~<small>(mm/dd/yyyy)</small>

#

# TIMEs

#

etime~Event Time~ICMS\_ETIME~TIME~15~<small>(exs 11:20am or 2:00pm)</small>

#

# new - for PBC form fields

#

# For Traffic forms

#

# All DATE fields must be in format of mm/dd/yyyy or will break code.

# Proof date is entered as a text field so it won't be formatted to day, month, etc.

#

# TEXT fields

filedto~Filed to~~TEXT~75

othercause~Other Cause~~TEXT~75

mitpen~Mitigate the Penalty To~~TEXT~75

proofdate~Proof Date~~TEXT~15

otherservice~Other Service~~TEXT~50

genupon~Upon text~~TEXT~100

genoa~Order and Adjudged text~~TEXT~100

costs~Court Costs~~TEXT~10

hoursdate~Hours and proof to be done by date~~TEXT~15

more~Additional text~~TEXT~75~~~blank

srvhours~# of Service Hours~~TEXT~10

fineamt~In lieu of Fine Amount~~TEXT~10

costsdate~Payment of costs due by date~~TEXT~15

eduedate~Extend Due Date(s) to~~TEXT~15

#

# DROPDOWN fields

#

ddtrsig~Signature Name~~DROPDOWN~~~SARA BLUMBERG: :

ddcity~Order City~~DROPDOWN~~~Delray Beach:Palm Beach Gardens:West Palm Beach:Belle Glade

ddsetreset~Set/Reset~~DROPDOWN~~~Set:Reset: :

ddptconfortrial~Pretrial Conference/Trial~~DROPDOWN~~~Pretrial Conference:Trial: :

ddparty~Correspondence/Motion of~~DROPDOWN~~~Defendant:Witness:Officer:Clerk:Attorney:Court

ddallcities~Order City~~DROPDOWN~~~West Palm Beach:Delray Beach:Belle Glade:Palm Beach Gardens

disposition~Motion/Request is~~DROPDOWN~~~\_\_\_\_\_\_\_\_\_\_\_\_:GRANTED:DENIED

pretrial~Reset the~~DROPDOWN~~~\_\_\_\_\_\_\_\_\_\_\_\_:Pretrial Conference:Trial

d6setreset~Upon payment of D-6 fee, Clerk shall~~DROPDOWN~~~\_\_\_\_\_\_\_\_\_\_\_\_:set:reset

d6pretrial~the~~DROPDOWN~~~\_\_\_\_\_\_\_\_\_\_\_\_:Pretrial Conference:Trial:

ssnot~Comm Service via PBC Service Office~~DROPDOWN~~~\_\_\_\_\_\_\_\_\_\_\_\_:shall:need not

ddtrial~Pertains to~~DROPDOWN~~~pretrial hearing:trial:SunPass trial:\_\_\_\_\_\_\_\_\_\_\_\_\_

ddtrial2~Reset the~~DROPDOWN~~~pretrial hearing:trial:\_\_\_\_\_\_\_\_\_\_\_\_\_

ddfiledby~Filed by party~~DROPDOWN~~~the defendant:the issuing officer:a witness:the officer:\_\_\_\_\_\_\_\_\_\_

speedy~Speedy trial waived?~~DROPDOWN~~~has:has not:\_\_\_\_\_\_\_\_

dddisp~Motion/Request is~~DROPDOWN~~~GRANTED:DENIED

hasornot~Request~~DROPDOWN~~ been made w/in reasonable time~has:has not:\_\_\_\_\_\_\_\_

ddoa~Select one:~~DROPDOWN~~~The defendant must pay the late fees.:The clerk shall issue the D-6 in error.:The clerk shall issue the D-6 in error and vacate late fees.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ddoa2~Select one:~~DROPDOWN~~~The clerk shall issue the D-6 in error.:The clerk shall issue the D-6 in error and vacate late fees.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

trdddays~Payment/Completion within~~DROPDOWN~~days~\_\_\_\_\_\_\_\_\_:sixty (60):thirty (30):ninety (90)

#

# CHECKBOX fields

#

tr61cb1~Motion/Request checkbox~~CHECKBOX

tr61cb2~The Clerk of Court shall checkbox~~CHECKBOX

tr61cb3~Reset checkbox~~CHECKBOX

tr61cb4~D-6 checkbox~~CHECKBOX

tr61cb5~Permit additional time checkbox~~CHECKBOX

tr61cb6~Mitigate checkbox~~CHECKBOX

tr61cb7~Permit driving school checkbox~~CHECKBOX

tr61cb8~Upon payment of D-6 checkbox~~CHECKBOX

tr61cb9~Dismiss case checkbox~~CHECKBOX

granted~Granted checkbox~~CHECKBOX

sched~Clerk to schedule checkbox~~CHECKBOX

pay~Pay Fines/Costs~~CHECKBOX

school~Attend/Complete School~~CHECKBOX

commsrv~Complete Community Service~~CHECKBOX

canserv~Can serve community service~~CHECKBOX

stillpay~Must still pay court costs~~CHECKBOX

viapbc~Performed via PBC Community Service Office~~CHECKBOX

vianp~ - OR - via any non-profit agency~~CHECKBOX

hoursbycb~Hours and proof to be done by checkbox~~CHECKBOX

costsbycb~Payment of costs checkbox~~CHECKBOX

d6cb~Issue D-6 in error checkbox~~CHECKBOX

vfcb~Vacate late fees checkbox~~CHECKBOX

pay2~Upon payment of the late fees checkbox~~CHECKBOX

more2~Additional text~~TEXT~75~~~blank

reqforsat~Request for Saturday checkbox~~CHECKBOX

payD6~Pay D6 checkbox~~CHECKBOX

clearD6~Clear D6 checkbox~~CHECKBOX

denied~Denied checkbox~~CHECKBOX

dddays~Days~~DROPDOWN~~~60:90:30:\_\_\_

truponpmt~Ordered and Adjudged Upon Payment checkbox~~CHECKBOX

trsatreq~Request for Saturday denied checkbox~~CHECKBOX

trpursuant~Pursuant to FL Rule checkbox~~CHECKBOX

#

#

ddtest~Developing DropDowns~~DROPDOWN~~Testing~A or B:B or C:C or D

ddseltest~Make a selection~~DROPDOWN~~~Set for Trial:Set for Pretrial Conference:Do Nothing!

#

# 15th doesn't use mail date.... but keep here anyway...

#

mdate~Mail Date~ICMS\_MDATE~DATE~15~<small>(mm/dd/yyyy)</small>

#

JAS

# leftovers from the 8th!

# judge last name~judicial assistant full name~interval for CMC...

#

GRIFFIS~Alexis Huffman~5

LOTT~Priscilla Holloway~15

MONACO~Amy Jaworski~5

ROUNDTREE~Rachel Flynn~5

HULSLANDERV~Tami Smith~10

# Example file 1 - tr-ao.form

NOTE THAT THERE ARE NO ENTRIES IN THE FIELDS SECTION! This form has all fields defined within the orders.conf file.

ORDER

TR - AO Order~tr-ao~TR,MO,CO~hasornot,granted,sched,ddtrial,reqforsat,payD6,clearD6,denied,dddays,ddcity,ddtrsig~01

FIELDS

FORM

#include "tr-header.txt"

\tORDER

\i<b>THIS CAUSE</b> came before the Court, in chambers, upon the belated filing of a

\unot guilty plea by the defendant. Pursuant to Florida Rule of Traffic Court 6.600, the request

for a hearing %hasornot% been made within a reasonable period of time. It is hereby

\i<b>ORDERED AND ADJUDGED</b> that the defendant's request for a hearing is

\u[ <b>%granted%</b> ] GRANTED.

\i[ %sched% ] The clerk shall schedule this case for a %ddtrial%.

[ %reqforsat% ] However, the request for a Saturday hearing is denied. The clerk shall schedule the

pretrial hearing during the week.

[ %payD6% ] The defendant shall pay the late fees and clear the D-6.

[ %clearD6% ] The clerk shall issue the D-6 in error and vacate the late fees.

\u[ <b>%denied%</b> ] DENIED. Pursuant to Florida Rule of Traffic Court 6.600, the request for a hearing

has not been made within a reasonable period of time. The defendant shall either pay the civil

penalty or pay the civil penalty and elect to attend a driver improvement school, or plead no

contest to the clerk pursuant to F.S. 318.14(10), if eligible. Payment and the school completion

certificate, if elected, shall be filed with the clerk within %dddays% days of this order.

#include "tr-doneandordered.txt"

# Example file 2 - ufc-linking.form

ORDER

UFC Linking Order~ufc-linking~DP,CJ~ojcase,drcase,dvcase,pcase,ocase,transfer,file,link,forward,porders,phearings,hearingstext,continue~01

FIELDS

# name~description~cookie~type~length~comment~choices~initval

ojcase~Other Juvenile Case No.:~~TEXT~25~~~ ~

drcase~Domestic Relations Case No.:~~TEXT~25~~~ ~

dvcase~Domestic Violence Case No.:~~TEXT~25~~~ ~

pcase~Probate Case No.:~~TEXT~25~~~ ~

ocase~Other Case No.:~~TEXT~25~~~ ~

transfer~Transfer cases?~~CHECKBOX

file~File this order for each case?~~CHECKBOX~~~~checked

link~Link in Related Cases?~~CHECKBOX~~~~checked

forward~Forward files?~~CHECKBOX

porders~Previous orders remain in effect?~~CHECKBOX~~~~checked

phearings~Previously scheduled hearings to be reset?~~CHECKBOX

hearingstext~Except these hearings:~~TEXT~75~~~ ~

continue~Continue to use style and case number?~~CHECKBOX~~~~checked

#

# want child selection (~x after selectkids is number of extra entry boxes)

#

/selectkids~2

#

# additional cc copy list - -with space for 5 more

#

/copystart

Children’s Legal Services, Division %division%

Child & Family Connections - Dwanne Clayton

Guardian Ad Litem Program, Division %division%

Juvenile Advocacy Program, Division %division%

Foster Children’s Project, Division %division%

Diane Duvall, Esq.

Frank Kreidler, Esq.

John Brewer, Esq.

Gary Pickett, Esq.

Samuel Marshall, Esq.

Amy Bierer, Esq.

Marnie Washington Kendall, Esq.

Thomas Montgomery, Esq.

Office of the State Attorney - Lynn Powell

Office of the Public Defender - Barbara White

DJJ Liaison, Division %division%

Juvenile Judge, Division %division%

UFC Juvenile Case Manager

Office of Regional Conflict Counsel, Division %division%

/copyend~5

#

FORM

<b>

\cIN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,

\cIN AND FOR PALM BEACH COUNTY, FLORIDA

IN RE: THE MATTER OF:

\mJUVENILE DIVISION: %division%

\mCASE NO.: %casenum%

\mOTHER JUVENILE DIVISION

\mCASE NO.: %ojcase%

\mDOMESTIC RELATIONS

\mCASE NO.: %drcase%

\mDOMESTIC VIOLENCE DIVISION

\mCASE NO.: %dvcase%

\mPROBATE DIVISION

\mCASE NO.: %pcase%

\mOTHER

\mCASE NO.: %ocase%

%selectkids%

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

</b>

\tORDER IDENTIFYING UNIFIED FAMILY COURT CASES

\iTHIS CAUSE came for review before the Court pursuant to Administrative Order 5.101

\uas a cross over matter with Unified Family Court Jurisdiction.

\iA. The Unified Family Court Screening Unit identified cases listed above and

they have met the criteria as defined in Administrative Order 5.101 to be

designated as Unified Family Court cases.

B. Unified Family Court cases shall be coordinated in a manner to avoid

conflicting decisions, enhance judicial decision making and minimize

inconvenience to the family.

THEREFORE IT IS HEREBY

<b>ORDERED AND ADJUDGED</b> as follows:

[ %transfer% ]\i1. The Clerk and Comptroller is directed to transfer these cases to Unified

Family Court division <b><u>%division%</u></b>, the Honorable Judge <b><u>%judge%</u></b>,

presently presiding over all cases.

\u

[ %file% ]\i2. The Clerk and Comptroller is directed to file this order in each case listed

above, as the cases currently lie in the correct Division of the Court.

\u

[ %link% ]\i3. The Clerk and Comptroller is directed to link each of the above cases in

the "Related Cases" field in the BANNER/CIVIS System.

\u

[ %forward% ]\i4. The Clerk and Comptroller is directed to forward all of the above Court

files to the Unified Family Court Manager in Division <b><u>%division%</u></b>.

\u

[ %porders% ]\i5. All previous Orders entered in these cases will remain in effect until

further Order of the Court.

\u

[ %phearings% ]\i6. All previously scheduled hearings will need to be reset (Attorneys contact

division J.A., self-represented parties will receive an Order Setting

Hearing by mail), with the exception of the following hearings:

%hearingstext%

\u

[ %continue% ]\i7. Counsel and/or those persons who are self-represented are directed to

continue to use the appropriate divisional style and case number when

filing pleadings, motions, notices of hearing, etc., in a specific division

despite the status of this as a Unified Family Court Case. The Clerk and

Comptroller is directed to forward all UFC related case files to the Judge

for hearing or Case Manager for case management purposes, as

appropriate.

\u

\u

#include "ufc-doneandordered.txt"

# COMMON INCLUDE FILES

These are common files that have been defined for use by all. Changing the text in these will affect all forms that use them. These show the content as of the date that this document was written and is subject to change.

## header.txt

\cIN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT

\cIN AND FOR PALM BEACH COUNTY, FLORIDA

\rCASE NO.: %casenum%

\rDIVISION: %division%

tr-header.txt **–** used for traffic forms

\cIN THE COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT

\cIN AND FOR PALM BEACH COUNTY, FLORIDA

\mCASE NO.: %casenum%

STATE OF FLORIDA

vs.

%defs%

\iDefendant.

\u\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

## circuitheader.txt

\cIN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT

\cIN AND FOR PALM BEACH COUNTY, FLORIDA

\rCASE NO.: %casenum%

\rDIVISION: %division%

## countyheader.txt

\cIN THE COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT

\cIN AND FOR PALM BEACH COUNTY, FLORIDA

\rCASE NO.: %casenum%

\rDIVISION: %division%

## adanotice.txt

\bstart

<a>

\cNOTICE

<b>

If you are a person with a disability who needs any accommodation in order to

participate in this proceeding, you are entitled, at no cost to you, to the

provision of certain assistance. Please contact the ADA Coordinator in the

Administrative Office of the Court, Palm Beach County Courthouse,

205 North Dixie Highway, Room 5.2500, West Palm Beach, Florida 33401;

telephone number (561) 355-4380 within two (2) working days of your receipt

of this Order; if you are hearing or voice impaired, call 1-800-955-8771.

</b>

</a>

SPANISH

ASI Ud. es una persona incapacitada que necesita de un servicio especial para participar en este

processo, Ud. tiene derecho a que le provean cierta ayuda sin costo alguno. Por favor pongase

en contacto con Krista Garber, el Coordinator de la Oficina Administrativa de la Corte ADA,

situada en el 205 North Dixie Highway, Oficina 5.2500, West Palm Beach, Florida, 33401,

telefono (561) 355-4380, dentro de los dos (2) proximos dias habiles despues de recibir esta

Notificiacion; si tiena incapacidad de oir o hablar llame al 1-800-955-8770.

CREOLE

ASi ou se yon moun ki infim, ki bezwen ninpot akomodasyon pou ka patisipe nan pwose sa-a, ou

gen dwa, san'l pa koute'w anyin, pou yo ba'w kek sevis. Tanpri kontakte Krista Garber, koodinate

ADA ya nan Biro Administratif Tribinal nan cite Palm Beach la, ki nan 205 North Dixie

Highway, Cham 5.2500. West Palm Beach, Florida 33401, nimero telefonn-nan se (561)355-4380,

rele de (2) jou de le ou resevwa Notis sa-a; si ou bebe ou byen soud rele 1-800-955-8770.

\bend

## tr-doneandordered.txt

\i<b>DONE AND ORDERED</b> at %ddcity%, Palm Beach County, Florida,

\uon this %today%.

%esig%

\m%sig%

\m%ddtrsig%

\mTraffic Hearing Officer

Copies provided to:

%cc%

# CHANGES from 8ths

This list documents the changes that were made from the inherited code from the 8th district. It is up-to-date until June 7, 2011. Any changes after that are only documented in the code.

* Only users that are in the CAD-ICMS\_ODPS group will see the Create Orders button on the case details page.
* We don’t bold all directive drop ins.
* We support underline and title line.
* For unknown variables, we put in a bold line, rather than “UNKNOWN”.
* We use different values for boxtop (we use 740, compared to 8ths 720), and fontsize (we use 12, they used 14).
* We support new %petresps%, %petdecds%, and %defendants% directives.
* We put all addresses in the %cc% as one line each, as opposed to 3-4 separate lines.
* Spacing is different on Plaintiffs vs Defendants, etc.
* Added new directives in orders.conf for Income Deduction Orders.
* Added support for DROPDOWN type on forms.
* Added a lot of new party directives (8th just had %parties%).
* May have introduced a limitation: can’t precede a party directive with a line tag (ex: \i%dcdnt% will not work.).
* Added new column to events table: eaddr varying(100) – we’ll use it for courthouse.
* Made some columns in events and ordergenlog table a little bigger…
* Added a new directive: %esig% to drop in the electronic signature, if available, and will drop in an electronic stamp, if available.
* Added items on the Order entry page to only generate copies and/or envelopes, if selected.
* Added a checkbox on the Order page to generate an address list page. Will only show first 40 of the cc list.
* Added a checkbox on the Order page to use the electronic signature file for the logged in user. This checkbox will only appear if the user has an associated electronic signature file (username\_sig.tif) in the sigs folder under the orders folder.
* If the form supports esig using the %esig% tag, the electronic signature file will be dropped in – assuming the file exists and the user selected the checkbox on the order form. If the user doesn’t select it or the file doesn’t exist, the space will be left empty.
* We don’t support electronic signature pad signatures, yet.
* Splitting up file structure of forms.
* Changing order of processing entry fields. The order was to go through the fields list and see if the form used that field. If so, present the entry field. Now, we go through the vars list (in the order of the entry fields listed in the form definition), then find and show the field from the fields list. Also, now that we're splitting the file structure into orders.conf for all 'shareable' fields and then the individual form fields (form file), we will get any duplicate fields from the form file first.
* NEW FILE STRUCTURE: orders.conf, formfile.form, \*.txt
  + Every .form file must have tags: ORDER, FIELDS, FORM - - in this order!
* Form Definition: div can now be a string of ‘divisions’ that really are matched with the DD in the case number: yyyyDDnnnnnn. The divisions are separated by commas. Can still be ALL.
* New /copystart and /copyend tags for within FIELDS section specifies extra copy list.
  + /copyend~x where x specifies the number of extra blank lines that can be filled in.
  + Use %copylist% within FORM text to indicate placement of this list.
  + No envelopes/copies are generated for these extra people.
* New /selectkids tag for within FIELDS section specifies that all children should be listed and made user selectable.
  + /selectkids~x where x specifies the number of extra blank lines that can be filled in.
  + Use %selectkids% tag in FORM text to indicate where to drop the selected names.
* Added ada font size using new <a> </a> tags. 14pt.
* Added a checkbox on entry page to generate (or not) an address list page.
* Added support for initial values for text fields and checkboxes (check or not).

NOTE: duplicate entry field name use will break the code. The code doesn’t fill in any value if this happens. For instance, created two ‘matter’ fields. One a text field, the other a checkbox. Both show up on the entry page, but when using %matter% in the form, there is no value on the generated form.

ALSO: Currently, no support for if an electronic signature could cause a break across pages. Probably a /blockstart - /blockend combination.