

**IN THE CIRCUIT COURT OF THE THIRD JUDICIAL CIRCUIT
IN AND FOR COLUMBIA, DIXIE, HAMILTON, LAFAYETTE, MADISON
SUWANNEE AND TAYLOR COUNTIES, FLORIDA**

**ADMINISTRATIVE ORDER 2026-008
THIRD JUDICIAL CIRCUIT TECHNOLOGY GOVERNANCE COMMITTEE**

WHEREAS, on May 7, 2026, the Florida Supreme Court issued Administrative Order No. SC26-10 and;

WHEREAS, The Florida Supreme Court has instructed the Chief Judge of each judicial circuit to establish a committee on Circuit Technology Governance.

THEREFORE, in accordance with the authority vested in the Chief Judge pursuant to Article V, Section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, Florida Rule of General Practice and Judicial Administration 2.215, and under mandate from the Florida Supreme Court, and pursuant to Administrative Order SC26-10,

IT IS THEREFORE, ORDERED as follows:

1. Purpose:

The circuit-wide Technology Governance Committee (“Committee”) is hereby created to prioritize local technology initiatives and ensure the continued functionality of the Court’s Application Processing System (CAPS). The Committee will effectively manage technology initiatives and issues related to electronic access to the courts in the Third Judicial Circuit by facilitating efficient system integrations, improving workflow processes, and providing stakeholders with a forum to communicate specific circuit technology concerns.

2. Objective:

The Committee will specify data-sharing requirements within the Third Judicial Circuit by clarifying each justice system partner’s responsibilities and ensuring compatibility and security with the local CAPS solution. The Committee will also address electronic document and court record processes, electronic case management tools, security, and the judiciary’s and the clerks’ maintenance needs. The Committee will also standardize electronic workflow processes related to CAPS’ ongoing functionality, addressing data inconsistencies, system modifications, and software upgrades.

3. Responsibilities:

The Committee will provide circuit oversight and guidance by making strategic technology policy recommendations, enhancements, and implementations to support technology operations and reduce workloads. The Chair of the Committee will submit an annual report to the Florida Courts Technology Commission (the “Commission”). The

Commission's Enhanced Resource Management Workgroup will determine the timeframe and requirements for the annual report.

4. Composition and Procedures:

The Committee will include the chief judge or their designee, judges, judicial assistants, trial court administrators, court technology officers or chief information officers, case management designee, and clerks of court or their designees. Appointments to the Committee shall be made through separate Administrative Order(s).

The Chair (Chief Judge, member of the judiciary, or court designee) shall facilitate meetings, set agendas, and ensure alignment with the Commission. The Chair will ensure that support staff are available for meetings, agendas, or other tasks to facilitate the local governance committee's operations. The Chair shall establish a liaison role responsible for communication with the Commission.

The Vice-Chair (selected from among the court technology leadership representatives) assists the Chair, coordinates with technology leadership, and oversees the execution of actionable items.

At the Chair's discretion, the Committee may request information from technology leadership representatives from judicial partners such as the State Attorney, Public Defender, Sheriff, The Florida Bar, Florida Department of Corrections, and any other agency designee as directed by the Chair.

Committee members contribute to discussions, provide feedback and updates on local agency information technology structures, and ensure follow-through on assigned tasks.

All decisions of the Committee will be made through consensus with input from all impacted agencies. The Committee shall define local committee decisions and action items during meetings.

All action items shall be assigned to responsible parties with implementation deadlines. Progress on action items shall be tracked during subsequent meetings to ensure follow-through on technology initiatives.

The Chief Judge of the Circuit will have final authority on all action items.

Meetings of the Committee shall occur a minimum of semi-annually, or as determined by the Chair. Attendance at the Committee meetings is mandatory and may only be excused in writing by the Chair.

5. Agenda Coordination:

The Committee will align agendas and meetings with the Commission's quarterly meetings, or as determined by the Chair.

The Chair or their designee shall distribute the latest Commission meeting summaries to the members before the Committee meetings for review of Commission action and any local concerns.

The Chair or their designee shall collect agenda items from local agency stakeholders before local governance committee meetings.

The Chair or their designee shall distribute draft agendas to members before Committee meetings.

Agenda items may include, but are not limited to, the following:

- a. Budgetary requirements per initiative
- b. System and data integration issues
- c. Electronic document workflow issues
- d. Interagency technical issues
- e. Interagency business process opportunities
- f. New statewide technology initiatives
- g. Strategic technology planning
- h. Automation and innovation opportunities
- i. Technology training needs
- j. Cybersecurity and security standards
- k. Disaster recovery planning

DONE AND ORDERED in Lake City, Columbia County, Florida, this 29th day of September, 2026.



Melissa Gates Olin, Chief Judge

Copies to:

All Judges of the Third Judicial Circuit

All Magistrates and Hearing Officers of the Third Judicial Circuit

All Clerks of Court of the Third Judicial Circuit

All Sheriffs of the Third Judicial Circuit

Trial Court Administrator, Third Judicial Circuit

Clifton "Cliff" W. Wilson, Jr., Public Defender, Third Judicial Circuit

John F. Durrett, State Attorney, Third Judicial Circuit

Third Judicial Circuit Bar Association