

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY

ADMINISTRATIVE ORDER NO. 11.803-07/26*

IN RE: TECHNOLOGY GOVERNANCE COMMITTEE

The Supreme Court of Florida directed each circuit court chief judge to establish a committee on Circuit Technology Governance through administrative order. *See* AOSC26-10. Pursuant to Article V, section 2(d) of the Florida Constitution, and section 43.26, Florida Statutes, the chief judge of each judicial circuit is charged with the authority and the power to do everything necessary to promote the prompt and efficient administration of justice.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. **Purpose, Objective and Responsibilities of Technology Governance Committee:**

- a. This Administrative Order establishes a circuit-wide Technology Governance Committee (the “Committee”) to prioritize local technology initiatives and ensure the continued functionality of the Court’s Application Processing System (CAPS). The Committee will assist in effectively managing technology initiatives and issues related to electronic access to the courts in the Fifteenth Judicial Circuit by facilitating efficient system integrations, improving workflow processes, and providing stakeholders with a forum to communicate specific circuit technology concerns.
- b. The Committee will address data-sharing requirements within the 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 clerk’s maintenance needs. The Committee will also address the standardization of electronic workflow processes related to CAPS’s ongoing functionality, address data inconsistencies, system modifications, and software upgrades.
- c. 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.

2. **Composition:**

- a. The Chief Judge of the Circuit shall be the Chair of the Technology Governance Committee. The Chair, as Chief Judge, has final authority on all action items. The Chair shall facilitate meetings, set agendas and ensure alignment with the Commission. The Chair shall establish a liaison role responsible for communication with the Commission. The Chair will also ensure that support staff is available for meetings, agendas or other tasks to facilitate the Committee’s operations.
- b. The Members of the Technology Governance Committee shall also include: the Trial Court Administrator, the Circuit’s Chief Information Officer, the Circuit’s Systems Architecture Analyst, **the Circuit’s Director of Administrative Services** and the Circuit’s Director of Case Management. The Chief Deputy Clerk of the Palm Beach County Clerk of the Circuit Court and Comptroller shall also serve on the Committee. The Chief Judge shall also appoint from time to time, a Circuit Judge, a County Judge and a Judicial Assistant to serve on the Committee.
- c. The Chief Judge shall select a Vice-Chair of the Committee from among the court technology leadership representatives on the Committee. The Vice-Chair shall assist the Chair, coordinate with technology leadership, and oversee the execution of actionable items.
- d. The members of the Committee shall contribute to discussions, provide feedback and updates on local agency information technology structures, and ensure follow through on assigned tasks
- e. Attendance at the Committee meetings by the members of the Committee and the Vice-Chair is mandatory and may only be excused in writing by the Chair of the Committee.

3. **Agenda Coordination and Committee Procedures:**

- a. The Committee will align agendas and meeting subjects with the Commission’s quarterly meetings, or as determined by the Chair. The Committee shall meet semi-annually or as determined by the Chair.
- b. The Chair or their designee shall distribute the latest Commission meeting summaries to members of the Committee prior to the Committee meetings. Members shall review the Commission actions and any local concerns

- c. The Chair or their designee shall collect agenda items from local agency stakeholders before Committee meetings
- d. The Chair or their designee shall distribute draft agendas to members before the Committee meetings. The agendas shall clearly define action items and items up for Committee decision.
- e. Any decisions made by the Committee will be made through consensus with input from all represented agencies. The Committee will assign action items to responsible parties with implementation deadlines. The Committee shall also track progress of action items during subsequent meetings to ensure follow-through on technology initiatives.
- f. Agenda items may include, but are not limited to, the following
 - i. Budgetary requirements per initiative
 - ii. System and data integration issues
 - iii. Electronic document workflow issues
 - iv. Interagency technical issues
 - v. Interagency business process opportunities
 - vi. New statewide technology initiatives
 - vii. Strategic technology planning
 - viii. Automation and innovation opportunities
 - ix. Technology training needs
 - x. Cybersecurity and security standards
 - xi. Disaster recovery planning

8th **DONE and SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this day of July 2026.



Glenn D. Kelley, Chief Judge

*supersedes admin. order 11.803