

Listing of Strategic IT Services

(FY 2011-12 Schedule IV-C
Worksheet SC-2)

Dept/Agency: **Division of Administrative Hearings**
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1. Case Management

The Case Management service supports the Division's mission to impartially adjudicate disputes as required by Chapters 120 and 440, Florida Statutes.

The following IT Systems are constituent elements of this Strategic IT Service.

- 1.a. **Case Management System** – Database containing all of the information related to a case before DOAH or the OJCC. The database includes all pertinent information including the parties to the case, schedule of case events, and documents.
- 1.b. **E-Filing** – Allows parties to cases to electronically submit pleadings and other case documents to DOAH and the OJCC.
- 1.c. **Digital Recording** – Hearings are recorded on digital recording equipment in order to maintain a record of proceedings in each case.
- 1.d. **Video Teleconferencing** – Video teleconferencing sites are established throughout the state in order to conduct hearings remotely.

(If a Strategic IT Service has more IT Systems, simply continue the list and follow the paragraph format with automatic numbering sequence.)