IN THE THIRTEENTH JUDICIAL CIRCUIT
HILLSBOROUGH COUNTY, FLORIDA

ADMINISTRATIVE ORDER S-2026-064

CIRCUIT TECHNOLOGY GOVERNANCE COMMITTEE

The Chief Justice of the Florida Supreme Court, through AOSC26-10 (*Circuit Technology Governance Committee*), has directed each circuit court chief judge to establish a circuit technology governance committee to provide a unified circuit-wide structure for prioritizing technology needs, ensuring effective operation of Court Application Processing Systems (CAPS), enhancing data-sharing processes, and supporting statewide judicial technology initiatives.

By the power vested in the chief judge under Article V, section 2(d), of the Florida Constitution; Florida Statutes section 43.26; and Florida Rule of General Practice and Judicial Administration 2.215(b)(2), it is ORDERED:

1. Technology Governance Committee

The Thirteenth Judicial Circuit Technology Governance Committee ("Committee") is hereby established. The Committee will operate consistently with all relevant elements identified in the statewide Technology Governance Template approved by the Florida Supreme Court.

2. Purpose and Responsibilities of the Committee

The purpose of the Committee is to establish coordinated circuit-wide oversight of technology initiatives, support functionality of the Circuit's CAPS, promote efficient system integrations and standardized workflows, facilitate communication with justice partners, and serve as a liaison to the Florida Courts Technology Commission (FCTC). The Committee is responsible for defining data-sharing standards, ensuring consistency and security of CAPS and related systems, addressing workflow and system modifications, promoting training, prioritizing local technology initiatives, and supporting statewide technology initiatives.

3. Committee Leadership and Composition

The Chief Judge will serve as the Chair of the Committee. The Circuit's Chief Technology Officer will serve as Vice-Chair of the Committee.

Members of the Committee will include judges, judicial assistants, the Trial Court Administrator, court technology officers or chief information officers, a case

management representative, and the Clerk of the Court or their designee. The Committee will also include representatives from the State Attorney's Office, the Public Defender's Office, the Hillsborough County Sheriff's Office, the Florida Department of Corrections, and The Florida Bar. Committee members will contribute to discussions, provide feedback and recommendations, share updates regarding their respective agencies' information technology structures and initiatives, and ensure timely follow-through on tasks and assignments as delegated by the Committee.

A current Committee membership list is available on the Circuit's website at www.fljud13.org.

4. Agenda Coordination and Committee Procedures

The Chair of the Committee, or their designee, will be responsible for facilitating meetings, setting agendas, and ensuring that both agenda content and related technology initiatives remain aligned with the FCTC. The Vice-Chair will support the Chair by coordinating with technology leadership and overseeing the implementation of assigned action items. The Chair will ensure that committee agendas and meeting topics correspond with the FCTC's quarterly meetings. The Committee will convene semi-annually, or more frequently if directed by the Chair. Prior to each meeting, the Chair will solicit agenda items from Committee members and distribute the summary of the FCTC's most recent quarterly meeting.

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; and
xi. Disaster recovery planning.

5. Decision-Making and Final Authority

Decisions will be made by consensus after input from all Committee members. Action items will be assigned with deadlines and reviewed at subsequent meetings. The Chief Judge retains final decision-making authority regarding all Committee actions, recommendations, and policies.

6. Annual Report

The Chair of the Committee will submit an annual report to the FCTC summarizing technology initiatives, CAPS updates, and training efforts.

7. Effective Date

This administrative order is effective January 1, 2027.

ENTERED on November 16th, 2026.

Christopher C. Sabella, Chief Judge

Original: Victor Crist, Clerk of the Circuit Court

Copy: All Judges
Robert Snyder, Trial Court Administrator
Kevin Bowen, Chief Technology Officer
Robert Ura, Colonel, Hillsborough County Sheriff's Office
Christian Katchuk, General Counsel
Susan S. Lopez, State Attorney
Lisa McLean, Public Defender
Chad Chronister, Hillsborough County Sheriff
Jacqueline A. Simms-Petredis, Esquire
Patrick Barrentine, Circuit Administrator,
Florida Department of Corrections
Tamara Soares, Case Management Representative
Jessica Mothershed, Judicial Assistant Representative
The Hillsborough County Bar Association