

FLORIDA COURTS E-FILING AUTHORITY

EXTERNAL LINKING POLICY

PURPOSE & SCOPE

The Florida Courts E-Filing Authority Website (Authority Website) provides an access point for electronic filings and service of court records. The Authority Website also provides information about the Florida Courts E-Filing Authority (Authority), its board members, meeting materials, and other relevant information.

The Authority Website is provided as a service to the public and its content is not an endorsement or promotion of any organization, business, good or service mentioned. In an effort to maintain the Authority Website as a safe and secure location for disseminating relevant information to the public, this policy has been established to provide official guidance on the inclusion of External Links to External Websites. This policy shall not be construed to allow external content to be posted on the Authority Website in any manner other than an External Link.

DEFINITIONS

- a. Authority – the Florida Courts E-Filing Authority.
- b. Authority Website - Any website accessible to the general public that is owned, operated, or sponsored by the Authority, including, without limitation, www.myflcourtaccess.com, where the Authority maintains ownership of the website's content or services.
- c. External Link - A hypertext link to any website, service, application, page, or document that is not an Authority Website.
- d. External Website - Any web service, application, page, or document that is accessible through the World Wide Web and is not an Authority Website.

STAFF RESPONSIBILITIES

This policy seeks to ensure that External Links included on the Authority Website meet evaluation criteria and are consistent with the Authority's mission. It requires Authority staff to:

- a. Process requests seeking to have the Authority Website post an External Link to an External Website, if received at least two weeks prior to the next regularly scheduled Authority board meeting.
- b. Comply with all deadlines and directions included in this policy.
- c. Place External Links to External Websites on the Authority Website, only using text in the same font and size as other Authority Website text, in a section of the website approved by the Authority board at a regularly scheduled Authority board meeting.
- d. Establish and regularly review External Links to External Websites from the Authority Website to ensure they are active and otherwise comply with this policy.

REQUESTS

Requests to link External Websites to the Authority Website shall include:

- The date the request is submitted
- The name and contact information of the individual or entity submitting a request.
- A brief description of the content they wish to link, along with the link.
- A brief explanation of how the link meets the Evaluation Criteria.
- A suggested timeframe for keeping the external link in place.

EVALUATION CRITERIA

Authority staff must prepare and provide to all Authority members at least one week prior to the next regularly scheduled Authority meeting a written evaluation of the request using the following criteria, along with a one-page visual of what the External Link would look like and where it would be posted. Authority staff shall also indicate the length of time requested for the External Link to be live.

Does the External Website proposed to be linked:

- a. Appear to:
 - 1. Align with the Authority's mission, services and primary functions?
 - 2. Provide a useful service to the public?
 - 3. Complement existing information and services on the Authority Website?
 - 4. Be accurate and current?
 - 5. Be user-friendly?
- b. Refrain from:
 - 1. Containing obviously inaccurate information?
 - 2. Defaming or threatening others?
 - 3. Infringing upon copyrighted or trademarked material?
 - 4. Lobbying for a political party or position?
 - 5. Exhibiting pornography, hate or bias?
 - 6. Promoting a religion?
 - 7. Having the primary purpose of advertising commercial products or services?
 - 8. Charging fees to access information or services on the page?
 - 9. Collecting personally identifiable information from the public, unless the collection is voluntary and the website clearly advertises its privacy policy explaining how the information will be used?
 - 10. Containing obvious barriers to accessibility for individual with disabilities?

AUTHORITY & DISCRETION

The Authority has full and final authority and discretion in deciding what content is published on the Authority Website, including, without limitation, External Links to External Websites.

- a. No External Link to an External Website will be posted on the Authority Website without Authority approval at a regularly scheduled Authority board meeting.
- b. No External Link to an External Website shall remain posted on the Authority Website if it is not in compliance with this policy.
- c. Authority staff have the authority to remove External Links at any time without notice to the requestor. The Authority board shall be informed of any such action within five (5) business days.