

**ADMINISTRATIVE ORDER RE: TECHNOLOGY GOVERNANCE COMMITTEE,
NINTH JUDICIAL CIRCUIT COURT**

On May 7, 2026, Chief Justice Carlos G. Muniz issued Administrative Order No. AOSC26-10, In Re: Circuit Court Technology Governance Committee, directing each circuit court chief judge to establish a committee on Circuit Technology Governance through administrative order.

By the power vested in the chief judge under Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and rule 2.215 of the Florida Rules of General Practice and Judicial Administration, effective **December 30, 2026**, unless otherwise provided herein, to continue until further order and superseding any provisions in prior Administrative Orders which may be inconsistent, it is **ORDERED**:

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 with effectively managing technology initiatives and issues related to electronic access to the courts in the Ninth 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, and the Circuit's Director of Case Management. The Orange County Clerk of the Circuit Court, or their designee, and the Osceola County Clerk of the Circuit Court, or their designee, 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.

At the Chair's discretion, the Committee may invite information technology leadership representatives from the following judicial partners to attend committee meetings or serve in an advisory capacity:

- i. Orange or Osceola County IT
 - ii. Ninth Circuit State Attorney
 - iii. Ninth Circuit Public Defender
 - iv. Orange or Osceola County Sheriff
 - v. Orange or Osceola County Corrections
 - vi. The Florida Bar
 - vii. Department of Corrections
- c. The Ninth Judicial Circuit Technology Judge shall serve as Vice-chair of 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 semiannually 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

DONE AND ORDERED at Orlando, Florida, this 22nd day of September, 2026.

/s/
Lisa T. Munyon
Chief Judge

Copies provided to:

Clerk of Court, Orange County

Clerk of Court, Osceola County

General E-Mail Distribution List

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