Bureau of Voter Registration Services
Processing Potential Felon Match Files
(s. 4, Art. VI, Fla. Const.[1] and Section 98.075 and 98.0751, Fla. Stat.)

Internal Procedures

Examiners and Reviewers shall apply the following procedures to create and review credible and reliable felon (FDLE – Florida Department of Law Enforcement, DOC – Florida Department of Corrections, FED –Federal Felony Convictions, SOP – Sexual Offender Predator, INT – Interstate) match files.

These procedures supersede any previously provided procedures.

> Note: Each match that is assigned, examined, and reviewed must be worked in the manner detailed herein. All previously assigned matches will be placed back in the "felon queue". The older document images for those matches will still be available, but you will need to treat the case file as if you are looking at the match for the very first time under the new procedures. This means you will need to re-scan all screenshots. The older screenshots are only there for your reference. You are required to continue highlighting the 3 demographics you are using to confirm the felon/voter matching. Disclaimer: All processes and procedures are subject to change upon written notification.

1. Order

Pay close attention to bundles. Work DOC matches first, instead of FDLE matches. Some cases will need to be saved to your folder with a specialized comment. We will review those in the procedures below.

2. Comments

- Categorize all felon match case files with the new Comments in the table below when sending for review.
- Copy and paste the comment into the comment field – do not type or re-type. This will reduce errors in the comment field. Enter comments using all caps and letters as indicated:

Table 1
Do not use the CREDIBLE and INVALID comment notations at this time.

Comment	Defined
MURDER_V	Murder felony valid case file
MURDER_I	Murder felony invalid case file
FELONYSO_V	Sexual offense felony valid case file
FELONYSO_I	Sexual offense felony invalid case file
NMNSO_V	Not a murder, not a sexual offense felony valid case file
NMNSO_I	Not a murder, not a sexual offense felony invalid case file
ID_I	Identity mismatch invalid case file
CM_I	Found in County Match File invalid case file
NRCOC_I	No response from Clerk of Court invalid case file
CDU_I	Court docs unavailable invalid case file

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[1] Art. VI, Fla. Const. - SECTION 4. Disqualifications.—

(a) No person convicted of a felony, or adjudicated in this or any other state to be mentally incompetent, shall be qualified to vote or hold office until restoration of civil rights or removal of disability. Except as provided in subsection (b) of this section, any disqualification from voting arising from a felony conviction shall terminate and voting rights shall be restored upon completion of all terms of sentence including parole or probation.

(b) No person convicted of murder or a felony sexual offense shall be qualified to vote until restoration of civil rights.

3. Notations (when saving to your folder)

Use the following notations:

- o Court Docs Ordered (county 3 letter code), date ordered
- o FDLE (#of blank cases), date ordered
- o FDLE adding found case, date ordered
- o FDLE correcting match info, date ordered
- o Waiting on IRIS, date ordered
- o Waiting on HSMV, date sent to SMAS

4. Types of felony conviction cases

- The files in the queue will be a mix of those with cases that show Incarcerated, Under Supervision, and not incarcerated or under supervision. The charges will be a mix of Murder, Felony Sexual Offense (SO) and Not Murder, Not Felony Sexual Offense (NMNSO) cases.

- A judgment and sentence showing the conviction is required for all cases used in the determination of the file, regardless of the underlying felony offense. This is further explained below. Whenever reaching out to the Clerk of Court, all documents showing conviction entered by the court and sentencing document showing financial obligations (restitution[2], fines, fees, and court costs if any ordered) will be requested. You will need to also search for documents, if any, that show the judgment and sentence were modified.

5. Initial search process

- Send all court doc requests not found in CCIS/Online to: BVRSCourtDocs@dos.myflorida.com

- Start examination by searching the County Match folder. Invalidate the case if the Voter Identification Number (VID) appears in the County Match and the notification date is within 6 months of the current date, or if the file is an ID Mismatch. Make sure you are properly notating the invalidation reason in the Other field on the case file review certificate.

- Search the Advisory Opinion Database to see if an Advisory Opinion was previously provided for any of the matched cases. Invalidate the case if the Advisory Opinion stated that the requestor was Eligible to vote and has no new convictions to research. If the Advisory Opinion stated that the requestor was Ineligible to vote, continue with processing the file to determine if rights were restored after the date the Advisory Opinion was provided.

- Search the DOC offender network webpage in order to see if the individual is incarcerated or under supervision for a felony conviction. You will need to include a DOC screenshot of the individual from the DOC offender network webpage, if available, along with all of your other documents for a full case file[3].

- Start research with the most recent matched case and work your way down. Once you find a valid case you do not need to look at further matched cases. However, in some matches you may have to research all matched cases.

a. For Felony Sexual Offenses and Murder Convictions

Refer to the attached Quick Reference Guide (incorporated by reference) for such offenses. Please note that the statute used in valid felony determination will need to be documented in the Other field on the case file review certificate for murder and SO cases. If the case(s) has a statute that is not included in the Quick Reference Guide (example: felony conviction for attempted murder) this would be considered an NMNSO case.

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[2] Unless ordered to be paid through the Clerk of Court, restitution information may not be available through CCIS.
[3] Full case file breakdown is found on page 6 of this document.

- o If an incarcerated or under supervision (for a felony conviction) Murder or SO case is found, then proceed with that case – do not consider additional matched cases at that juncture.
- o If not incarcerated or under supervision (for a felony conviction), and a Murder or SO case is not found, then continue to look at all matched cases to identify the proper file determination.

Example of no valid cases: If you have two matched cases and the older case is a Murder_I(nvalid) and the most recent case is a NMNSO_I (nvalid) due to adjudication withheld you would make the final file determination on the most recent case information.

b. For Felony NMNSO conviction(s) that are no longer incarcerated or under supervision

1. Determinations to be Made

a. The amount ordered (i.e., restitution, fines, fees, and/or court costs, hereinafter "legal financial obligations" or "LFOs") as part of the felony judgment and sentence; and
b. Whether evidence shows satisfaction or payments total or exceed the amount ordered as part of the judgment and sentence.

2. To Determine Amounts Ordered

Obtain from CCIS or the Clerk of Court's docket, the judgment and sentencing document(s) that identify the total amount of legal financial obligations ordered, if any. If an amount ordered as part of the judgment and sentence was converted to a civil judgment lien, access the Clerk of Court's Official Records database to determine and obtain satisfaction of lien, if any.

a. If no LFOs were ordered, or if ordered LFOs were satisfied or paid in amount that totals or exceeds the LFOs, proceed to Section 3. If there is no judgment and sentence available after consultation with the Clerk of Court, or if the judgment and sentence is illegible, invalidate the match as no evidence of LFOs ordered.

b. If LFOs were ordered but it is indeterminate from the online records if the LFOs are satisfied or whether payments made total or exceed the amount ordered, then a request must be submitted to the Clerk of Court in the county where the sentence was ordered for records indicating status of LFOs.

c. If, after researching the above (paragraph b), records do not show satisfaction or payments totaling or exceeding the amount ordered, take the following additional step if the individual was under DOC incarceration or supervision at any time since the judgment and sentence:

i. Contact Florida Department of Corrections (DOC) to inquire as to whether any payments were made to DOC toward the judgment and sentence during the time of incarceration or supervision that are not reflected in the Clerk of Court records.

  ii. If the answer is yes, and these payments total or exceed the amount ordered as part of the judgment and sentence, invalidate the match because the individual has completed all terms of the judgment and sentence for purposes of voting under section 98.0751(2)(a)5.c, Florida Statutes.

3. To Determine Satisfaction or Payments Made

  a. If records show satisfaction or payments that total or exceed the amount ordered as part of the felony judgment and sentence, or if there were no LFOs ordered as part of the judgment and sentence, invalidate the match because the individual has completed all terms of the judgment and sentence for purposes of voting under section 98.0751(2)(a)5.c, Florida Statutes.

  b. If, after completing the steps in Section 2, records show that LFOs have not been satisfied or paid, as part of the judgment and sentence including outstanding civil lien, if any, validate the match and notate NMNSO_V – Financial Obligations Outstanding. Include the records and screenshots used to make this determination.

6. Special Felony Case Types

a. Interstate (INT) cases:

Complete the full case file examination. Make out-of-state court doc requests through the designated staff member. We are working INT cases by using the state of conviction guideline for voting rights   restoration as notated in ProCon: https://felonvoting.procon.org/view.resource.php?resourceID=000286

b. FED felons:

This is a manual match and review process.

- Work FL FED files including the use of Federal Bureau of Prisoners (FBOP) website[4] to search the incarceration status. We will complete a full case file, which includes obtaining sentencing and financial information, on these convictions. If the information is indeterminate we will need to invalidate based on incomplete information.

- Work Out of State (OOS) FED cases by using the state of conviction guideline for voting rights restoration as notated in ProCon: https://felonvoting.procon.org/view.resource.php?resourceID=000286

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[4] https://www.bop.gov/inmateloc/. Search can be by BOP number, DCDC number, INS number, or FBI number if available or by name, age, gender, and race.
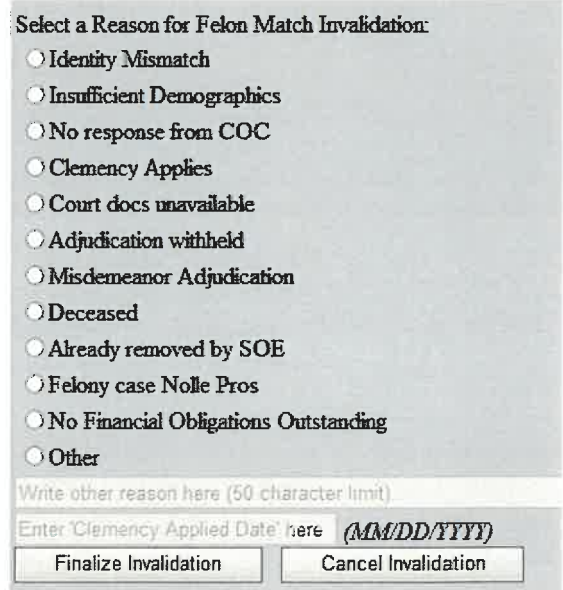
7. Match Examples – Invalid

Folder comments shall be noted as **MURDER_I, FELONYSO_I, NMNSO_I, CM_I, ID_I, NRCOC_I** or **CDU_I** based on examination of case files.

a. Special matches

- Types: Misdemeanor (MM), Nolle Pros, Adjudication W/H, juvenile delinquent and blank cases. These matches are still to be referred to FDLE for further research as to why the match occurred.

- Pending feedback from FDLE, forward special matches - MM, Nolle Pros, Adjudication W/H and juvenile delinquent – to Reviewer with the appropriate new invalid folder comment. You will also state the reason for invalidation in the Other field. Based on information received from FDLE, such as if there was a Violation of Probation (VOP) resulting in a felony conviction, the match will be reassigned.

- Blank cases are addressed below in section 9. (Match Examples - To Be Sent or Saved).

Reviewers <u>must</u> only use the auto invalid reasons in this table.

Examples of Other include: Found in County Match file

Select a Reason for Felon Match Invalidation:
- ◯ Identity Mismatch
- ◯ Insufficient Demographics
- ◯ No response from COC
- ◯ Clemency Applies
- ◯ Court docs unavailable
- ◯ Adjudication withheld
- ◯ Misdemeanor Adjudication
- ◯ Deceased
- ◯ Already removed by SOE
- ◯ Felony case Nolle Pros
- ◯ No Financial Obligations Outstanding
- ◯ Other

Write other reason here (50 character limit).

Enter 'Clemency Applied Date' here *(MM/DD/YYYY)*

| Finalize Invalidation | Cancel Invalidation |

b. ID Mismatches

Send to Reviewer. A judgment/arrest information will continue to be ordered, even if information is under a different name in CCIS. There are exceptions to this when an Examiner finds:

- A DOC for felon(non-voter) which has the matched case number listed.

- The felon and voter match only on a common last name (Example: Brown) and have two different sexes – everything you look at points to two different individuals (verified by HSMV info/pics). *Use common sense to make these determinations.* If the Examiner and Reviewer disagree on the outcome, the Reviewer's immediate supervisor will make the final determination.

c. Other Invalid Matches – Clemency and Insufficient Demographics

The below can be sent for review and finalized. The Examiner would use the appropriate invalid comment from Table 1 (Page 1) for the folder comment and notate the reason for invalidation in the Other field

(examples below). The Reviewer will select the correct felon match invalidation reason as notated in section 7 above.

- Insufficient demographics
- Clemency applies (which must postdate all prior felony conviction(s), if any)

8. Match Examples – To be Sent or Saved

a. Found cases

If an Examiner is unable to make a valid match with the cases already listed and finds a valid case for the voter record that was not matched, the Examiner must provide the BVRSA page, CCIS case information and judgment to the BVRS Administrative Assistant's inbox. BVRS will reach out to FDLE to have the match updated. These files will be saved to your folder until the match is updated. Please make sure your folder comment reflects, "FDLE adding found case, date ordered" as notated in Section 3.

b. Blank cases

An Examiner should only request further information if the blank case is the only case in the match and/or if the Examiner cannot make a valid case with any of the other cases listed and there is a blank case.
Under this process if there is not a valid Murder, SO, nor NMNSO case with any of the cases listed and there is a blank case, you must request the blank case from FDLE. Provide the BVRSA screen with the blank case exposed to the Administrative Assistant's inbox. These files will be saved to your folder until FDLE updates the match. Please make sure your folder comment reflects, "FDLE (#of blank cases), date ordered" as notated in Section 3.

c. Correcting Case Info or DAVID Record

If the case number or county listed in the match is found to be incorrect, the Examiner will provide the BVRSA screen showing the case, the CCIS case information, and judgment to the Administrative Assistant's inbox. These files will be saved to your folder until FDLE updates the match. Please make sure your folder comment reflects, "FDLE correcting match info, date ordered" as notated in section 3.

If some research and/or possible correction needs to be done concerning the DAVID record (example: DAVID has two people combined in the record), the Examiner will send an email to the Senior Management Analyst Supervisor that includes the match ID, the issue, and DL(s) involved. These files will be saved to your folder until a response is received from HSMV and, potentially, the DAVID record is updated. Please make sure your folder comment reflects, "Waiting on HSMV, date sent to SMAS" as notated in section 3.

d. Review

Do not forward for review Found cases and Blank cases until hearing back from FDLE. After hearing back from FDLE, if the case is:

- Valid, notate appropriately as MURDER_V, FELONYSO_V and send for review.
- Invalid, notate appropriately as MURDER_I, FELONYSO_I and send for review.
- NMNSO, you will complete a case file in its entirety, including the court fees as described in Section 4.

Reminders/Special Notes

1.   Case Search and Review for Examiners and Reviewers

- Search the voter's name and DOB in DAVID for every file creation, even if there is a DL listed for the felon. This is part of your check to assure voter and felon are the same.

- Make sure you are including the full uniformed 20-digit case number in the CCIS field. You can still notate "not in CCIS" after the case number if applicable.

- Include cases by person (this is the search done in CCIS which shows all cases under the person's name) in all invalid files to verify Examiner has looked at everything.

- Review all documents related to the felony conviction and pay attention to the counts. There may be multiple documents needed to include all counts for a particular case.

- **Do not hesitate to ask questions - every case is different.** Some of these will be on a case by case basis depending on the complexity of the match.

2.   County Match[5]

Anything added to the County Match File within 6 months of the current date will negate the need to work the electronic match. These should be invalidated accordingly.

3.   Work Order

At this time everyone should begin selecting Next Doc as there are no longer matches assigned in your folder.

4.   Full Case File

A full case file will consist of the following elements:

- Case File Review Certificate

- BVRSA Screenshot

- DAVID Screenshot(s) – DAVID Screenshot(s) will be removed by the Reviewer for valid case files

- CCIS Screenshot(s)

- Court Documents (at a minimum, the judgment and sentence documents (all pages))

- DOC Screenshots – DOC-BVRS will be removed by the Reviewer for valid case files

- FCOR Clemency Screenshot(s)

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[5] County initiated felon file.

Employee Acknowledgement

Sign and date the block below and provide the signed page to your immediate supervisor.

Staff to sign: I have read and understood the procedures in this document, *Processing Potential Felon Match Files (4/9/2021)*. If I have any questions, I will consult with my immediate supervisor.

Print Name/Signature_____   Date _____

Bureau of Voter Registration Services

Quick Reference

Felony Sexual Offenses and Murder Offenses

(Section 98.0751, Fla. Stat.)

The Legislature has defined 'felony sexual offense' and 'murder' using the following offenses for purposes of identifying convicted felons for whom clemency remains the only manner in which they may have their voting rights restored per section 8, Article IV of the Florida Constitution.

1.   Felony Sexual Offense

a.   A violation of any of the following sections or any similar offense committed in another jurisdiction which would be an offense listed in these sections if it had been committed in violation of the laws of this state.

Florida Statutes	Descriptor
491.0112	Sexual misconduct by a psychotherapist
784.049(3)(b)	Sexual cyberharassment, second or subsequent charge
794.08	Female genital mutilation
796.08	Committing or procuring prostitution after testing positive for HIV
800.101	Offenses against students by authority figures
826.04	Incest
847.012	Distributing to minors or using minors in production of sexually explicit media
872.06(2)	Sexually abusing or mutilating a dead human body
944.35(3)(b)2	Sexual misconduct with an inmate/offender by a correctional employee
951.221(1)	Sexual misconduct with an inmate/offender by detention facility employee

b.   Any felony offense that serves as a predicate to registration as a sexual offender in accordance with s. 943.0435 or any similar offense committed in another jurisdiction which would be an offense listed in these sections if it had been committed in violation of the laws of this state.

Section Florida Statute	Descriptor
393.135(2)	Sexual misconduct prohibited
394.4593(2)	Sexual misconduct prohibited
787.01	Kidnapping **Only where the victim is a minor** Need to research case file**
787.02	False imprisonment **Only where the victim is a minor** Need to research case file**
787.025(2)(c)	Luring or enticing a child
787.06(3)(b), (d), (f), or (g) and former 787.06(h)	Human trafficking
794.011, **excluding subsection (10)	Sexual battery
794.05	Unlawful sexual activity with certain minors
Former 796.03	Procuring a person under the age of 18 for prostitution
Former 796.035	Selling or buying minors into sex trafficking or prostitution
800.04	Lewd/lascivious offense committed upon or in the presence of persons less than 16 years of age
810.145(8)	Video voyeurism of a minor
825.1025	Lewd/lascivious offense committed upon or in the presence of an elderly person or disabled adult
827.071	Sexual performance by a child
847.0133	Protection of minors; prohibition of certain acts in connection with obscenity
847.0135, **excluding subsection (6)	Computer pornography
847.0137	Transmission of child pornography by electronic device/equipment
847.0138	Transmission of material harmful to minors to a minor by electronic device/equipment
847.0145	Selling or buying of minors (for portrayal in a visual depiction engaging in sexually explicit conduct)
895.03	Offenses concerning racketeering and illegal debts **Only where the court makes a written finding that the racketeering activity involved at least one sexual offense contained in section 943.0435(1)(h)1.a.(I) or at least one offense contained in section 943.0435(1)(h)1.a.(I) with sexual intent or motive **Need to research case file**
916.1075(2)	Sexual misconduct prohibited
985.701(1)	Sexual misconduct prohibited

2. Murder

A violation of any of the following sections which results in the actual killing of a human being or any similar offense committed in another jurisdiction which would be an offense listed in these sections if it had been committed in violation of the laws of this state.

Florida Statutes	Descriptor
775.33(4)	Providing material support or resources for terrorism or to terrorist organizations **only if it results in death (not serious bodily injury)**Need to research file**
782.04(1)	Murder in the first degree
782.04(2)	Murder in the second degree
782.04(3)	Murder in the second degree
782.09	Killing of an unborn child by injury to mother

3. Reminders on Youthful Offender vs. Adjudicated Delinquent

Per Florida Department of Law Enforcement (FDLE) staff:

a) A person adjudicated as a Youthful Offender would be considered a felony.

b) A person adjudicated as an Adjudicated Delinquent would not be a felony.

Bureau of Voter Registration Services

Internal Procedures Supplement

A. Examination of BVRS Felon Case Files

> Note: Each match that is assigned and examined must be processed according to the following steps.
>
> Older document images for some matches will still be available, but you will need to treat the case file as if you are looking at the match for the very first time under these procedures. This means you will need to re-scan all screenshots. The older screenshots are only there for your reference. Unneeded images will need to be deleted before sending for review.

1. **Next Doc.**

2. Check VID in the **County Match File Database (CM_I)**.

   a. If no record is found, proceed to step 3, Advisory Opinion Database.

   b. If a record is found, invalidate based on return result. Found in County Match File. See your supervisor or trainer for assistance.

3. Check the **Advisory Opinion Database** – Check database for advisory opinions that have been issued by General Counsel, specific to felon eligibility. Search the Advisory Opinion Database by the case number you selected to work in the following format: county code, 4-digit year of case, case type, 6-digit case number. For example, "ORA2018CF000123". Perform a search by name if there is no result by case number. If a matching case is found for your voter, the result of the Advisory Opinion – Eligible or Ineligible – will determine how to proceed with the file. See your supervisor or trainer for further assistance if a record is found.

4. **Clemency** for voter. Scanned clemency searches older than 7 days must be re-checked and rescanned before sending a case file for review. Include any alias names found in DOC, DOC-BVRS, court docs, CCIS and (DAVID only if needed to complete the match) while working through the case file. Street names as aliases do not need to be searched. For instance, *Lil money* or *John Doe*.

   a. **FCOR Clemency** – Enter first name, last name, DOB for voter. If no record is found, scan the search result. If a clemency is found, click on the "print certificate" button and scan clemency certificate. We do not need to request the Executive Orders for the Level 3 clemencies that were processed through a board hearing where a clemency certificate

is not available on the FCOR website. Scan the FCOR search result screen when the clemency certificate we normally scan is not available.

    b. BVRSA Clemency comment field

        i. If a clemency is found, enter Granted and the date clemency was granted in the following format: "Granted, date". For example, Granted 07/27/2007.

        ii. If more than one clemency is found use the most recent clemency.

        iii. If nothing found, enter "No record found".

5. **Demographics (demos)** – Name, DOB, Address, SSN, and DL are the five (5) usable demos. As you are completing steps 6 – 9 you will determine if a match exists (voter to felon). You will need a minimum of three (3) matching demographics between the voter's information and the felon's information. Highlight only the demographics used to confirm the match. Once you can verify that the voter is the felon for the case you are working, enter matching demographics from voter to felon in to BVRSA comment field for Demographics. The case number you are using from BVRSA must appear on any felon information used to make the match. If you find that the voter's demos do not match the felon, your match may be an identity mismatch (voter is not felon) refer to step 14b.

    a. Voter to CCIS (preferred) – Typically, this will be Name, DOB, DL or Name, DOB, Addr.

    b. Voter to DOC-BVRS – Typically, this will be Name, DOB, DL or Name, DOB, SSN or Name, DOB, Addr.

    c. Voter to DAVID, Felon to DAVID – There are times when you will have to use DAVID to connect the voter to the felon. You must have a minimum of 3 demos from voter to DAVID and 3 demos from any felon information to DAVID.

    d. Voter to Arrest Report/court docs – At times these documents can be used to make a match using DOC-BVRS or CCIS.

    e. Voter to DOC (Public) – DOC Offender Search - DOC may be used for demographics if CCIS or court docs are insufficient. Searches can be done by name or DOC# if available. Typically, this will be Name, DOB or sometimes Name, DOB, Addr. The matched case number must appear on the DOC to use for demographics. If a DOC is found and the case being worked does not appear in DOC, you would enter the comment "Matched case not in DOC" into the BVRSA comments for DOC.

    f. FDLE SOP Flyer – The **FDLE SOP Flyer** can be used to match demographics on FELONYSO cases if necessary.

6. **DOC-BVRS (Button)** – Use DOC# or name.

    a. Verify matching demos.

b. Verify the case number on DOC-BVRS matches BVRSA.

c. Scan into DOC-BVRS.

7. **DOC (Public)** – Use DOC# or name.

    a. Verify matching demos.

    b. Verify the case number on DOC (Public) matches BVRSA.

    c. Check status and release date. Enter the date in the BVRSA comment field for *DOC* using the following format: "DOC#, Release/Active date". For example, B12345, 01/01/2021.

    d. Scan into DOC.

    e. If the matched case being worked (valid) is not listed on the DOC, scan DOC page into the case file images and enter the comment "Matched case not in DOC" in the DOC comment field. See your trainer or supervisor if you need further assistance.

8. **DAVID** – (this step is only necessary if you cannot match the voter directly to the felon). You can use the voter's name and DOB, DL, or full SSN if available, to search DAVID for a Driver License record. Begin by searching your voter's name and DOB. Search by DL or SSN if available in addition to using the name. This will help to determine if there is another individual with the same name and DOB (a potential identity mismatch).

    a. Verify matching demos.

    b. Scan "Record Detail" page with addresses.

    c. Scan "Photo & Signature" page.

    d. Check for any alias names. For instance, different last names, differences in spelling of names. If found, search BVRSA clemency & FCOR clemency with any aliases and scan (refer to step 4).

9. **CCIS** – Start with the most recent matched case and work your way to the next. Once you find a valid case you do not need to look at further matched cases (refer to step 10). However, in some matches you may have to research all matched cases.

    a. Expand Felony charge for details (Date, Action and Statute/Text).

    b. Expand defendant demos (refer to step 5a).

    c. Expand Financial Summary tab.

    d. If you have found a case matching voter to felon, and it looks like a felony charge that has been adjudicated guilty, refer to step 10.

    e. Once you have determined the case you are going to use, scan the CCIS page.

f. If the case is down to financial obligations outstanding, expand the entire docket to 50 lines per scan and scan those pages.

g. If none of the matched cases can be used to make the file valid, perform a CCIS Person search to determine if there are any useable felony cases that were not included in the BVRSA match. If you find a usable felony case, refer to BVRS Special Requests – Internal Supplement, step 4. If there are no additional useable cases, scan the CCIS page showing all cases for the individual. Refer to step 14.

10. **Determining how to proceed with each matched case** – Use the following questions to determine which case you should work and the type of outcome. Categorize all felon match case files with the Comments in the table below when sending for review. Copy and paste the comment into the BVRSA Folder Comments field – do not type or re-type. This will reduce errors in the comment field.   Enter below BVRSA Folder Comments using all caps and letters as indicated:

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MURDER_V	Murder felony valid case file
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NMNSO_I	Not a murder, not a sexual offense felony invalid case
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CM_I	Found in County Match File invalid case file
NRCOC_I	No response from Clerk of Court invalid case file
CDU_I	Court docs unavailable invalid case file

a. **Felony adjudicated guilty per court docs?** Does the judgment confirm the adjudication of guilt for a felony charge?

i. If yes, proceed to step 10b.

ii. If not, try another matched case.

iii. If there are no more matched cases, the match will be invalidated. Possible invalid outcomes NMNSO_I, FELONYSO_I, MURDER_I.

b. **Clemency found?**

i. If no clemency is found, proceed to step 10c.

ii. If a clemency was found and the adjudication of guilt is AFTER the date clemency was granted, proceed to step 10c.

iii. If the clemency is AFTER the adjudication of guilt, try another case.

iv. If all matched cases are before the date clemency was granted, the match will be invalidated. Possible invalid outcomes NMNSO_I, FELONYSO_I, MURDER_I.

c. **Felony Sexual Offense or Murder?** Is the guilty charge for a Felony Sexual Offense or Murder? Refer to the Quick Reference Guide.

i. If yes, then the file would be made valid as FELONYSO_V or MURDER_V.

ii. If not, proceed to step 10d.

d. **Active sentence?** Is the DOC (Public) felon status active in custody, on probation, under supervision, absconded/fugitive or on parole? If the felon is NOT currently active with DOC (Public) the felon may be serving their sentence with a local authority. Check court sentencing documents for type and term of sentence. You may need to see your supervisor or trainer for direction.

i. If you can determine that the felon is currently serving an active felony sentence with DOC, or local authority with supporting documentation, your case can be made valid as NMNSO_V. If not, proceed to step 10dii.

ii. If the felon status is **absconded/fugitive** the following criteria must be met. If not, proceed to step 10e.

- The DOC release date has passed,

- an affidavit of violation filed, or

- issuance of a warrant,

- and no hearing having yet been held on the violation.

- Please notify your trainer or supervisor. General Counsel will need to review for final determination.

e. **Was an Advisory Opinion found for your selected case?** Refer to your search results from step 3. See your trainer or supervisor for assistance.

   i. No return result – Proceed to step 10f.

   ii. If case is found and the Advisory Opinion determined the individual was ineligible, proceed to step 9f.

   iii. If case is found and the Advisory Opinion determined the individual was eligible, try another case.

   iv. If there are no other cases, your match can be made invalid as NMNSO_I.

f. **Are there outstanding financial obligations?** Financial obligations are fines, fees, costs and restitution ordered in the four-corners of the judgment. Step 11 will explain court documents in detail. With the case you selected to work:

   i. Search the docket for all Judgments, Orders of Probation, and Violations of Probation. Determine if there were any financial obligations ordered. This would include any sentence converted to a civil lien. If nothing was ordered, try another case.

   ii. If there were financial obligations ordered, search the Clerk of Courts (COC) website for docket information regarding payments and balance due. If the paid is equal to or greater than the amount ordered, there are no outstanding financial obligations. Try another matched case. If no other matched cases, you will invalidate as NMNSO_I. No financial obligations outstanding.

   iii. If the amount paid is less than the amount ordered. Check the county COC website (Official Records) to verify the amount of financial obligations outstanding. You may need to make a Special Request to BVRSCourtDocs if the balance of Financial Obligations Outstanding is not available or is unclear. BVRSCourtDocs will request the current balance due for your case. See the BVRS Special Request – Supp (Step 1).

   iv. If all of the above resources have been exhausted and the amount paid is zero the case file would be valid NMNSO_V.

   v. If the amount paid is greater than zero but less than the amount ordered, the case file would be valid NMNSO_V.

   vi. In certain circumstances determined by General Counsel, the Department of Corrections would be the final place to check for paid financial obligations. Send a request to BVRSCourtDocs for financial obligations paid through DOC.

   vii. Screen shots of supporting information will need to be added to your case file scanned under "Other".

g. **Does the match have any blank cases?** If so, see Special Requests – Internal Supplement.

h. **Are there unmatched cases in CCIS that could be valid (step 9f)?** If so, see Special Requests – Internal Supplement.

11. **Court Documents:** Searching for a Judgment and Sentence (J&S), Order of Probation, Modification of Probation, VOP (no warrants) and arrest report (court docs). Some counties only create a Judgment and Sentence if the person is <u>adjudicated guilty</u> *and* <u>sentenced to incarceration</u>. If both of those conditions are not met, the clerk will only create a Plea Agreement or Order of Probation. In those conditions only, we would be able to use a Plea Agreement or Order of Probation in place of a Judgment and Sentence.

The J&S created by the court is the governing document. When the adjudication on an Order of Probation conflicts with the J&S (both having the same Done and Ordered date) we defer to the J&S. If a VOP occurs and if new J&S or Order of Probation is created it becomes the new governing document for adjudication and sentencing since it is the most recent. We understand when a VOP occurs sometimes the court only modifies probation and does not adjudicate the underlying charge. The original J&S would still govern the adjudication. See your trainer or supervisor if you are unsure.

a. A J&S or Order of Probation that can be used to make a case valid must have the following information:

   i. CASE #

   ii. NAME - Matching name or alias to voter

   iii. FELONY CHARGE

   iv. ADJUDICATION OF GUILT for Felony Charge

   v. JUDGE's SIGNATURE or Clerk of Court Signature

   vi. DATE (after clemency if a clemency is found)

b. Begin your search in the CCIS docket if available.

c. Clerk of Court (COC) websites. *These embedded files can be double-clicked to open a list of COC public websites, or imported into browser favorites).*

coc links edge.html

d. Scan Judgment into Court Doc. All pages must be scanned and each page must be **scanned separately**. **DO NOT CROP!** The following sensitive information must be redacted from a scanned court document image by covering with a solid black highlight: fingerprints, FDLE#, Arrest Report narrative, first 5 digits of SSN, and victim/witness information (name, address, phone, etc.).

e. * For Miami-Dade County Judgments only: Judgments from June 15th 2004 and older, obtain the Book/Page numbers from the docket and search here → **Miami-Dade_Criminal_official_rec**

f. *As a final search before having to order court documents, search **F:\Court Docs\Court Docs Received from COCs**. In the search window type the 3-digit county code, 4-digit year of case, and case type (CF, MM). Look for the 6-digit case number and last name of felon to possibly match to your case. For example, ORA2015CF123456. See your trainer or supervisor for assistance.

g. If you are unable to find court documents, you may need to order them. If so, see Special Requests – Internal Supplement.

12. **What court docs do I include in my match? -** You will need to scan court docs in date order, oldest to newest.

a. For ID_I matches and any match where demographics are needed, you will need to include an arrest report. If the arrest report does not have the matched case number, add the J&S after the arrest report. Any matched cases found in DOC do not need an arrest report.

b. For all matches – excluding CM_I, ID_I, NRCOC_I, and CDU_I – you will need the most recent judgment and sentence for the case you are working, including Violations of Probation (VOP). Refer to the CCIS docket to determine when the most recent judgment and VOP has happened.

c. When determining whether a match has financial obligations outstanding, you must also provide all J&S, Orders of Probation, VOP's, any financial documents such as payment receipts, or email responses from DOC or COC.

d. Receipts are not needed when balances have been paid in full. Instead, provide a scan from the COC website showing a zero balance or result from request for balance due ordered from the COC.

e. For matches where the voter is currently serving an active sentence and where the sentencing documents are NOT available, you may use DOC and/or COC websites to verify the length of sentence and/or confirm they are currently serving an active sentence. This also applies to active sentences that can be confirmed through county jail websites as well. You must include court docs adjudicating the voter guilty of a felony charge. For example: the appropriate Judgment, Order of Probation, Plea Agreement for that county.

13. **BVRSA Comments** – Verify all comments are entered correctly into BVRSA comment fields. Check spelling and only use provided comments (see separate BVRSA Comments document). It is suggested that you copy and paste comments to avoid typos. Click "Y" radio button for comments lines and click "Save" once all comments have been entered before step 15. Below is the list of BVRSA comment fields a – f.

   a. **Folder Comment**s - Enter appropriate finding (see separate BVRSA Comments document).

   b. **Case #** – Enter Uniform Case number. For example, 062003CF019025A88810.

   c. **CLEMENCY** – "No record found" or "Granted, Date clemency was granted". For example, Granted 05/15/1987.

   d. **Demographics** – Matching demographics, voter to felon.

   e. **DOC** – If found, enter: DOC# and the active or release date. For example, B12345, 01/01/2021. Unless the matched case being worked (valid) is not listed on the DOC, then enter "Matched case not in DOC".

   f. **OTHER** – Various comments to clarify information you are providing (see separate BVRSA Comments document).

14. **Invalid Case Reasons** – In addition to above "BVRSA Comments" an invalid case will require a reason for invalidation (see BVRSA Comments document, for Other). The following is a list of reasons a file may be invalid.

   a. **Found in County Match File (CM_I)** – The Voter ID was found in the County Match File and the notification date is more than 6 months, you may proceed with creating the case file.

   b. **Identity Mismatch (ID_I)** – The voter and felon are clearly not the same individual. Demographics do not match.

   c. **Clemency Applies** – The clemency date is more recent than the most recent felony conviction date.

   d. **Adjudication Withheld per Court Docs** – The most recent conviction, including VOP's, where the adjudication of guilt is withheld.

   e. **Pled to Misdemeanor per Court Docs** – A felony charge has been reduced to a misdemeanor charge on the judgment.

   f. **Felony Case Nolle Pros** – Nolle Prosequi is a Latin phrase meaning "will no longer prosecute" or a variation on the same. It amounts to a dismissal of charges by the prosecution.

g. **Insufficient demographics** – When you cannot obtain a minimum of 3 matching demographics, voter to felon.

h. **Court Docs Unavailable (CDU_I)** – You have received an email from BVRSCourtDocs indicating that the COC has determined that the court docs are unavailable for various reasons. A scanned document or scanned email must be in the file for each case where court docs are unavailable.

i. **No Financial Obligations Outstanding** – You have determined that the felon does not have outstanding financial obligations (fines, costs, fees or restitution).

     i. Determined by COC response or COC website.

     ii. Determined by a finding of Eligible in the Advisory Opinion Database.

j. **No Response from COC (NRCOC_I)** – After 30 days BVRSCourtDocs will automatically send a 2nd request to the COC for court docs. If there is still no response from the COC 30 days after the 2nd request, you will receive a no response email from BVRSCourtDocs. The scanned email must be in the file for each case where there is no response from the COC.

k. **Restitution Undetermined** – When only restitution balance cannot be determined paid or unpaid.

l. **Other Invalid reasons** – See document **DE-BVRS IP-010-D Felon Case File BVRSA COMMENT FIELDS – Supp** for other invalidation reasons not covered here.

15. Scan **BVRSA main screen** (redact FDLE#)

16. Scan **Case File Review Certificate** – check that comment in BVRSA transferred correctly.

    a. Make sure your name appears on the Case File Review Certificate at the top and bottom as Examiner.

    b. The Valid box is the default when the Case Review Certificate is opened for scanning and must be changed. Manually check the Invalid box on the Case Review Certificate if the match is invalid.

17. *CHECK YOUR WORK.*

18. **Pre-review** – All trainees will have their case files pre-reviewed until released (typically 1 – 2 weeks). Your supervisor may determine that you will benefit from having your case files Pre-reviewed if it has been determined that you are struggling with too many "send backs" for correction or meeting quotas. A supervisor will assign you to a Pre-reviewer before you may send case files for review.

    a. Contact your assigned Pre-reviewer(s) by email to pre-review the case file for you.

    b. In the Subject line, enter "Pre-review MID xxxxxxxx".

c. Send email to assigned Pre-reviewers, copy JC Fishbough and William Payne.

d. You may order court docs, blank cases or send your case file for review once a Pre-reviewer has deemed it "ready" for that step.

19. **Stats Database** – Enter Match information into the Stats Database fields (MATCH ID, VOTER ID, CASE and ACTION). Be accurate and report any mistakes, corrections or updates to entries if needed. It is expected for you to enter all work on felon files into the stats database. See your Trainer or Supervisor if you need assistance.

   a. **MATCH ID** – Enter the unique Match ID for BVRSA electronic files. For manual files, see your supervisor or trainer for the appropriate entry.

   b. **VOTER ID** – Enter the VID for the voter record.

   c. **CASE** – Enter the case type. For BVRSA cases DLE or DOC.

   d. **ACTION** – Enter the appropriate action performed for your case file.

      i. **CREATE CASE FILE** – Only enter 1 time for each new Match you work, on the day you first work it. When working a bundle, you would first determine which MID in the bundle you will be working before entering the information into the Stats Database.

      ii. **COURT DOCS REC** – Court docs Received. When you receive court docs back that you ordered, you will use this action.

      iii. **FOLDER AUDIT** – There will be times when you will work out of your felon folder updating matches. This action is only for cases you work out of your folder where you have not received court docs.

      iv. **SENT FOR REVIEW** – Used each time you send a case file for review.

      v. **SB UPDATE** – Used when a Reviewer sends a case file back requiring screen shot(s) to be updated not due to any error by the Examiner. Your email from the Reviewer will specify if it is an update or correction.

      vi. **CORRECTION** – Used when a Reviewer sends a case file back requiring correction(s). Your email from the Reviewer will specify if it is an update or correction.

20. **Send for Review** – If your supervisor has released you from Pre-review, you may send for review without prior approval. It is highly encouraged that you ask questions from a trainer or supervisor when you encounter something new or you are unsure of something.

B. Review of BVRS Felon Case Files

> **Note:** Each match that is assigned, examined, and reviewed must be processed according to the following steps. Older document images for some matches will still be available to Examiners. Unneeded images should be deleted by the Examiner before being sent for review.

1. **Next Doc.**

2. **Errors and omissions** – When reviewing an Examiner's case file, if you determine they made any error(s) or omitted any information that affects the final outcome of the case, proceed to step 13. If the Examiner's error or omission does not affect the outcome, make a note and continue reviewing the rest of the case compiling additional corrections to be made, then proceed to step 13.

3. Enter VID in **FVRS (Voter Maintenance)** – Check that the County of Registration has not changed since the match was created (manual files).

4. Check VID in the **County Match File Database (CM_I)**.

5. Check the **Advisory Opinion Database** – Check database for advisory opinions that have been issued by General Counsel, specific to felon eligibility. If an individual is found matching voter, the result of the Advisory Opinion will determine whether the case will be worked.

6. **Clemency** for voter – All scans must not be older than 7 days at the time an Examiner sends their case file for review. If the clemency scans become stale (over 7 days) due to sitting in the felon queue do not send back to the Examiner. Instead, the Reviewer is to check FCOR ~~and BVRS~~ Clemency for any new changes and to check spellings.

7. **Demographics (demos)** – A minimum of three (3) matching demos are needed to confirm that the voter is the felon in the matched case you are reviewing.

8. **Case #** – Verify case number being used in BVRSA comment field for CCIS matches the CCIS case image and court docs. Verify that it is a felony charge and, if applicable, verify balance due.

9. **DOC (Public)** – Search DOC (Public) to verify that the release date has not changed from the image scanned by the Examiner. Confirm the Active/Release date is correct and matches the

BVRSA comment field for DOC. Verify case number the Examiner is using in BVRSA matches the CCIS comment field and is found on the DOC scanned image. Verify any matching demos.

10. **DAVID** – Verify DAVID matches voter and felon. DAVID scans are only to be included when they are needed to complete the match voter to felon.

11. **Court Documents**

    a. A J&S, Order of Probation, Modification of Probation, VOP and arrest report (court docs) that can be used to make a case valid must have the following information:

- CASE #

- NAME - Matching name or alias to voter

- FELONY CHARGE

- ADJUDICATION OF GUILT for Felony Charge

- JUDGE's SIGNATURE or Clerk of Court Signature

- DATE (after clemency if a clemency is found)

    b. Check that all J&S, Orders of Probation, Modifications of Probation have been included in date order.

    c. If applicable, check that any orders related to financial obligations have also been included in date order.

    d. Additionally, review the docket to make sure nothing was missed (Judgments, Orders, payments).

    e. If necessary, search the County COC Official Records (if available) to determine whether there is a balance due.

12. **Review recap** – Verify Examiner's final determination and that all required screenshots were provided. Check spelling and that the Examiner only used provided comments. See separate BVRSA Comments document.

    a. **Folder Comment field** – Verify that the correct outcome has been entered. For example, MURDER_V for a valid murder conviction.

    b. **BVRSA Other comment field** – If applicable, verify that various comments to clarify information the Examiner has provided are accurate. For example, the correct murder or felony sexual offense statute has been entered.

13. **Send Back (to Examiner)** – If you (or General Counsel, step 14) have determined there are corrections to be made. Provide brief notes to the Examiner of corrections to be made in an email to the Examiner with the MID in the subject line followed by the comment Send Back.

Refer the Examiner to their trainer or supervisor if they need further assistance. Copy the supervisor and trainer onsite with the Examiner. Send the case file back to the Examiner for correction.

In the event a send back is necessary to update the file due to any changes not due to an Examiner error. The Reviewer can send the match back as an update. Provide brief notes to the Examiner of updates to be made in an email to the Examiner with the MID in the subject line followed by the comment Update. Refer the Examiner to their trainer or supervisor if they need further assistance. Copy the supervisor and trainer onsite with the Examiner. Send the case file back to the Examiner for the update.

14. **Notify General Counsel (GC) for final review** – *This step is only for files that are valid due to outstanding financial obligations where partial payments have been made, involve absconder/fugitive, or any odd or unusual valid/invalid case circumstances where a final determination is not clear.*

   a. **Electronic files** – Email GC to review and approve (no verbal request). In the subject line provide the MID in the following format, MID 1234567. GC has access to the F:/Drive to view file images.

      i. If the GC reply email requests further work, see step 13.

      ii. If approved by GC via reply email to the original request (no verbal approval), proceed to step 15.

   b. **Manual files** – Email GC to review and approve (no verbal request). In the subject line provide the file name. For example, DAD20201223_DLE_114398327. GC has access to the F:\Drive to view file images.

      i. If the GC reply email requests further work, see step 13.

      ii. If approved by GC via reply email to the original request (no verbal approval), proceed to step 15.

15. **Finalizing**

   a. **Send to County** – Send to the county if you have determined the file is valid, complete, and has been approved by GC if necessary. All DAVID and DOC-BVRS images will need to be removed from the file before selecting the Send to County button. However, these are retained for reference:

      i. Open two File Explorer windows – One navigated to the case file's location on the F:\Drive, and one navigated to **F:\Images Deleted from Felon Files**.

      ii. Copy the entire original file folder from its location on the F:\Drive and save to **F:\Images Deleted from Felon Files**. Do not drag and drop to copy. Use right click function.

iii. Close the File Explorer window for the original file.

iv. Open the copied file and delete all images in the copied folder except for the DAVID and DOC-BVRS images.

v. Close the File Explorer window for the copied file.

vi. Re-open the original file and delete the DAVID and DOC-BVRS images.

b. **Invalidation** – Invalidate the file if you have determined the file is invalid, complete, and has been approved by GC if necessary. An invalidation reason will be required to complete this step and the invalidation comment must appear in the BVRSA Other comment field. DAVID and DOC-BVRS images do not need to be deleted from invalid case files. Some invalid FDLE case files require further action to notify FDLE of anomalies. See step 15c below.

c. **Invalid FDLE Matches** – If you have made a final invalid determination of *Adjudication Withheld, Misdemeanor, Identity Mismatch, Felony Nolle Pros, Clemency Applies, or Juvenile Delinquent*, <u>FDLE must be notified</u>.
   i. Create a new email addressed to the BVRS AA.
   ii. Enter the MID into the email Subject line.
   iii. Attach the image files for BVRSA, CCIS, and the court documents confirming the invalid determination. Send the email. Use Public Records Exemption Comment in body of email – *The attachment and email contain information that is confidential and exempt from public disclosure under Florida Public Records law.*

Bureau of Voter Registration Services

Internal Procedures Supplement

C. Felony Case File - Special Requests

Use the following instructions for any special requests needed to complete your match.

1. **Requesting court documents (Florida cases)** – Also commonly referred to as "ordering court docs". For counties where court documents are unavailable in CCIS, on the Clerk of Court website, F: Drive, S: Drive or when you have insufficient demographics connecting voter to felon, you will need to order court docs. **Special note**: An arrest report, Judgment and Sentence are automatically ordered when you place your request. *Before sending your request, check with your trainer or supervisor to determine if you are unsure all avenues have been exhausted.*

2. Complete the **Felony Court Records Request Checklist and Certification of Records Search** email template form.

    a. Court Doc Request
        Template.oft

    b. Enter the **Date** you are submitting the request into the form.

    c. Enter the **County** that you are requesting documents from.

    d. Enter the **MID** of the case being requested.

    e. Enter the **Case Number(s)** of the case(s) you are requesting documents for.

    f. Enter the **Conviction Date(s)** of the case(s) you are requesting documents for.

    g. Enter the **Defendants Name and DOB** for the case you are requesting documents for. Place a check in the respective box of the **Court Document(s)** you are requesting (may choose more than one).

    h. If there are additional documents needed that are not available in the first 6 check boxes, select **Other: SEE SUPPLEMENT PAGE** then go to the supplement page to select which items are needed for your request. Complete the Supplement Page to meet the needs of your request.

        i. Do not paste any pictures in this section - it will not transmit to the county. Only enter text.

        ii. When entering specific docket numbers – include a description of what the docket number is.

        iii.   Ex: Docket #122 – Modification of Probation Once you have completed the form, date if available.

    i.   Enter MID in the Subject Line of the email.

    j.   Send to BVRSCourtDocs.

3. **Requesting Interstate court documents (Out-of-State)** – When requesting Interstate (INT) court documents for a felony case outside of Florida, please use the below table.

    a.   Copy and paste the below table into a new email.

    b.   Complete all of the fields if the information is available and send to BVRSCourtDocs@DOS.MyFlorida.com

    c.   If you need assistance completing the form, please see your trainer or supervisor.

Reference#: (VID#)		City/State: (in ICOTS)	
Defendant: *(Full Name)*		Case(s) Number(s):	
DOB: *(Required)*		Offense Code: *(in DOC-BVRS)*	
Conventional Alias Names:		Charge(s): *(in DOC)*	
L4SSN: *(Required)*		DOC#:	
Florida DL#: *(Required)*		Offense/Sentence Date: *(in DOC-BVRS)*	

4. **Blank cases** – When working an electronic match in BVRSA, all blank cases must be ordered, <u>except</u> when a matched case can be found used to make the match valid.

    a.   Enter BVRSA Folder Comment indicating the number of blank cases for that match. See BVRSA Comments – Internal Supplement for appropriate comment format. Click save.

    b.   Scan BVRSA screen with a blank case showing.

    c.   Copy and paste the screen shot into an email.

    d.   In the email Subject line enter "Blank Cases".

    e.   Save the email as a draft and add to it throughout your shift. You will end up with a scan for each Match ID that has blanks.

    f.   Send this email to the BVRS Administrative Assistant (AA) at the end of your shift. Please see your supervisor or trainer for assistance with this step.

5. **Adding a case to an FDLE match** – When you find a valid felony case that is <u>not</u> matched in BVRSA, a request must be made to add it to your match.

    a.   Document BVRSA Folder comments field and click save. See BVRSA Comments – Internal Supplement for appropriate comment.

    b.   Scan the following and redact any fingerprints, SSN's and FDLE#'s.

- BVRSA screen,

- CCIS page for the case, and

- Judgment and Sentence confirming the adjudication of guilt for a felony charge.

c. Copy and paste the screen shots into an email addressed to JC Fishbough. In the subject line enter "MID (Number) – Add case found". For example, MID 1234567 – Add case found.

d. In the body of the email, request the case information provided to be added to the match, add public record disclaimer (*The attachment and email contain information that is confidential and exempt from public disclosure under Florida Public Records law.*) and send.

e. You will be notified by JC Fishbough if there is an issue with the request, or the BVRS AA when the match has been added.

Bureau of Voter Registration Services

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D. Felony Case File -BVRSA Comment Fields

1. Folder Comments field

Final determinations:

Comment	Defined
MURDER_V	Murder felony valid case file
MURDER_I	Murder felony invalid case file
FELONYSO_V	Sexual offense felony valid case
FELONYSO_I	Sexual offense felony invalid case
NMNSO_V	Not a murder, not a sexual offense felony valid case
NMNSO_I	Not a murder, not a sexual offense felony invalid case
ID_I	Identity mismatch invalid case file
CM_I	Found in County Match File invalid case file
NRCOC_I	No response from Clerk of Court invalid case file
CDU_I	Court docs unavailable invalid case file

Comments for a pending case file:
Court docs ordered (county code), 02/12/2021
Court docs ordered (county code x2), 02/12/2021 – If multiple cases are ordered.
Court docs ordered (county code x2) (county code x3), 02/12/2021 – If multiple cases for multiple counties are ordered.
COC Financial Obligations ordered, 02/12/2021
DOC Financial Obligations ordered, 02/12/2021
FDLE (x1) blank case(s), 02/12/2021
FDLE adding found case, 02/12/2021
FDLE correcting match info, 02/12/2021
Waiting on HSMV, 02/12/2021 sent to SMAS

2. Case # comment field

Uniform Case Number (UCN).

If the case# in BVRSA is short, copy and paste the UCN from CCIS. If the UCN is not available, you may use the case number from the matched source such as, court documents.

(Case number) - Interstate
(Matched case number), not in CCIS

3. Clemency comment field:

No record found
Granted, the Date clemency was granted – *Example: "Granted 03/05/2008"*

4. Demos comment field

Name, Addr, DOB, SSN, DL
Name, DOB, SSN
Name, DOB, DL

5. DOC comment field

DOC#, Termination or Release Date – *Example: "Y12345, 05/01/2023"*
DOC#, Absconded, Release Date
Matched case not in DOC
No record found

6. Other comment field

Clarifying information for a valid case file:
Matched thru DAVID
Matched thru DOC-BVRS
Matched thru Arrest Report
Matched thru FDLE-SOP Flyer
Currently serving sentence in "XXXX" County jail – *Example: Currently serving sentence in Miami-Dade County jail*
Convicted under alias name
FDLE Felon Addr Matches Voter (if needed)
Financial Obligations Outstanding
For FELONYSO_V and MURDER_V cases, provide Florida Statute, see Quick Reference Guide. For example, 782.04(1).

Reason for invalidation:
Adjudication WH per court docs
Identity mismatch
Felony case Nolle Pros
Insufficient demographics
Found in County Match File
Clemency applies
Pled to MM per court docs
Court docs unavailable
No Financial Obligations Outstanding
Restitution undetermined
No response from COC
No response from DOC
Rights restored per ProCon
Misdemeanor Adjudication
No felony conviction found

Reason for invalidation (continued):
Court docs illegible
Adjudicated Delinquent