

Fourth District Court of Appeal
1525 Palm Beach Lakes Blvd.
West Palm Beach, Florida 33401
(561) 242-2000

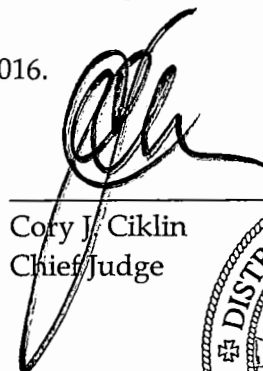
ADMINISTRATIVE ORDER RE: ELECTRONIC FILING OF APPENDICES

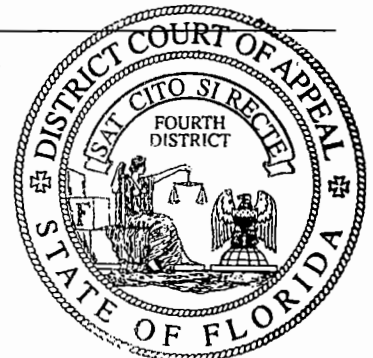
AO2016-2

June 3, 2016

1. **Impact on Previous Administrative Order** - This Administrative Order supersedes Administrative Order 2013-04, entitled "ADMINISTRATIVE ORDER RE: ELECTRONIC FILING OF APPENDICES."
2. **Effective Date** - Effective June 10, 2016, any appendix filed electronically with the court shall comply with this order.
3. **Format of Electronic Appendix**
 - a. The electronic filing of an appendix with a petition, brief, motion, response, or reply must be made in Adobe portable document format ("pdf") and in accordance with this Court's procedures for electronic filing.
 - b. An electronically filed appendix shall not contain: (i) additional divider or tab pages, which would have been included in a paper appendix; or (ii) four-pane "mini" transcripts.
 - c. The appendix must be properly indexed, bookmarked, fully searchable as required by Florida Rule of Judicial Administration 2.520(b), and be in compliance with Florida Rules of Judicial Administration 2.420 and 2.425.
4. **Bookmarking Requirements** - all appendices shall be bookmarked, such that each bookmark states the date and name of the document which it references and directs to the first page of that document, and all bookmarks shall be viewable in a separate (and/or side) window.
5. **Separate Filing Requirement** - The electronically filed index and appendix shall be filed as one document, but shall be filed separately from the petition, brief, motion, response, or reply.
6. **Noncompliance With This Order** - Filers may be required to re-file an electronic appendix if it is missing pages, contains unreadable documents or four-pane transcripts, or otherwise does not comply with this order. The Clerk shall reject any appendix filed by an attorney which does not comply with this order.

DONE AND ORDERED at West Palm Beach, Florida, on June 3, 2016.


Cory J. Ciklin
Chief Judge



ATTEST:



Lonny Weissblum
Clerk of the Court