

FOURTH DISTRICT COURT OF APPEAL, STATE OF FLORIDA
1525 Palm Beach Lakes Blvd.
West Palm Beach, Florida 33401

**ADMINISTRATIVE ORDER RE: ELECTRONIC FILING OF NOTICES OF APPEAL
BY LOWER TRIBUNAL CLERKS AND PAPERS AND MOTIONS
BY COURT REPORTERS**

AO2013-02

March 1, 2013

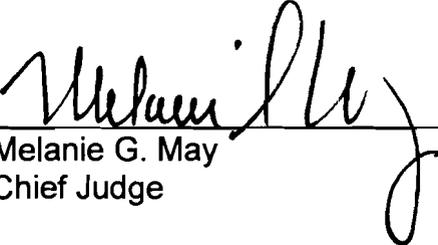
Pursuant to Florida Rule of Appellate Procedure 9.040(g), the clerk of the lower court, lower tribunal, and state agency clerks, are required to transmit a certified copy of the notice of appeal (showing the date of filing) along with the fee and order being appealed (if available) to this court.

- 1) Effective May 1, 2013, the lower court, lower tribunal, and state agency clerks within the jurisdiction of the Fourth District Court of Appeal shall submit electronic copies of such notices of appeal to the Court via eDCA in accordance with the procedures outlined below. Lower court, lower tribunal, and state agency clerks may, and are encouraged to, file notices of appeal electronically in addition to paper copies prior to May 1, 2013.
 - (a) All lower court, lower tribunal, and state agency clerks must register with eDCA prior to electronically filing a certified notice of appeal. Registration instructions may be found on the Court's website (www.4dca.org). Each clerk's office should complete **only one** registration, and all notices of appeal filed electronically through eDCA must be filed using the clerk's registration.
 - (b) The electronic notice of appeal shall contain either a scanned or electronic certification and must clearly reflect the date of filing below.
 - (c) A notice of appeal will not be accepted by this Court unless it is accompanied by a completed copy of the Fourth District Court of Appeal's "Notice of Appeal Transmittal Form," a blank copy of which is attached to this order, **and** any order being appealed that was filed with the notice of appeal. The Notice of Appeal Transmittal Form and the order being appealed must each be transmitted as a separate document.
 - (d) Any required appellate filing fees should be sent separately until such time as the Court authorizes electronic payment of the filing fees.
 - (e) If the notice of appeal is required to be filed with a record on appeal, such as in a summary Florida Rule of Criminal Procedure 3.800(a)/3.850/3.853 case, the record on appeal shall be indexed and electronically transmitted

separately through the Court's FTP procedures and contemporaneously with the electronic filing of the notice of appeal through eDCA.

- 2) Effective May 1, 2013, court reporters filing any motions or documents (excluding transcripts) with this Court (including requests for extensions of time to prepare transcripts) are required to register with eDCA and file such motions or documents with the Court electronically via eDCA. Registration instructions may be found on the Court's website (www.4dca.org). Each court reporter's office should complete **only one** registration and all motions or documents filed electronically through eDCA must be filed using the court reporter's registration.

DONE AND ORDERED at West Palm Beach, Florida, on March 1, 2013.

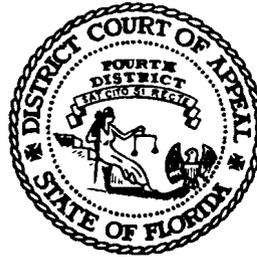


Melanie G. May
Chief Judge

ATTEST:



Marilyn Beuttenmuller
Clerk of Court



Copies to:

Hon. Howard Forman, Broward County Clerk of the Court
Hon. Jeffrey Smith, Indian River County Clerk of the Court
Hon. Carolyn Timmann, Martin County Clerk of the Court
Hon. Sharon Robertson, Okeechobee County Clerk of the Court
Hon. Sharon Bock, Palm Beach County Clerk of the Court
Hon. Joseph Smith, St. Lucie County Clerk of the Court

Fourth District Court of Appeal Judges



DISTRICT COURT OF APPEAL, FOURTH DISTRICT
1525 Palm Beach Lakes Blvd.
West Palm Beach, Florida 33401

NOTICE OF APPEAL TRANSMITTAL FORM

(TO BE COMPLETED BY LOWER COURT, LOWER TRIBUNAL, OR STATE AGENCY CLERKS OR DEPUTY CLERKS AND SUBMITTED ELECTRONICALLY CONTEMPORANEOUSLY WITH AND IN A SEPARATE FILING FROM THE CERTIFIED ELECTRONIC NOTICE OF APPEAL)

Lower Court/Tribunal/State Agency:

Appellant

v.

L.T. Case No. : _____

Appellee

I hereby certify the following (mark as applicable):

- A notice of appeal was filed in this court/tribunal/stage agency on _____(date). A certified electronic copy of the notice of appeal has been electronically filed with the 4th DCA's electronic portal eDCA.
- The copy of the order being appealed filed with this notice of appeal is being electronically filed through eDCA along with the certified notice of appeal, as a separate document.
- All appellate filing fees tendered with the notice of appeal will be immediately separately forwarded to the 4th DCA.
- The filing fee in this case is waived as the appellant was found to be insolvent. An electronic copy of the insolvency order has been electronically filed in a separate document through eDCA contemporaneously with the certified notice of appeal.
- No appellate filing fee in this case has been tendered to the lower court/tribunal/ state agency.
- This is a case (such as a summary rule 3.800/3.850/3.853) in which the record on appeal is required to be filed with the 4th DCA at the same time as electronically filing the certified notice of appeal. A certified electronic copy of the record on appeal will immediately be or has already been electronically filed using the 4th DCA's FTP procedures.

Lower Court / Tribunal/State Agency Clerk
Address
Telephone Number
Email Address

Deputy Clerk