

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

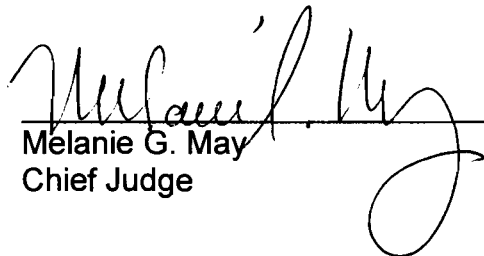
**ADMINISTRATIVE ORDER RE: ELECTRONIC FILING OF APPENDICES**

**AO2013-04**

**April 19, 2013**

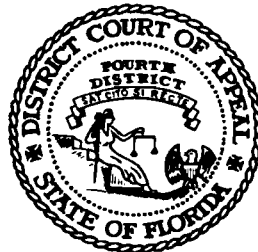
- 1) Beginning Date for Electronic Submission of Appendices. Effective immediately, any appendix filed electronically with the court shall comply with this order.
- 2) Format of Electronic Appendix. The electronic submission of an appendix with a petition, brief, motion, response, or reply must be made in Adobe portable document format ("pdf") and in accordance with this Court's procedures for electronic filing. The appendix must be properly indexed and either bookmarked or hyperlinked and, if possible, fully searchable. All appendices shall be in compliance with Florida Rules of Judicial Administration 2.420 and 2.425. Filers may be required to re-send an electronic appendix if it is missing pages, missing volumes, is not properly indexed, bookmarked or hyperlinked, or if portions of the record are unreadable.
- 3) 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.

DONE AND ORDERED at West Palm Beach, Florida, on April 19, 2013.

  
\_\_\_\_\_  
Melanie G. May  
Chief Judge

ATTEST:

  
\_\_\_\_\_  
Marilyn Beuttenmuller  
Clerk of Court



Copies to:  
Hon. Howard Forman, Broward 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