

IN THE DISTRICT COURT OF APPEAL OF THE STATE OF FLORIDA  
FOURTH DISTRICT, 1525 PALM BEACH LAKES BOULEVARD,  
WEST PALM BEACH, FLORIDA 33401

**ADMINISTRATIVE ORDER No. 2011-1**

**In re: E-mailing Filings to the Fourth District Court of Appeal**

Pursuant to Supreme Court Administrative order 10-32, and effective October 1, 2011, the following rules shall apply with respect to the electronic transmission of certain filings.

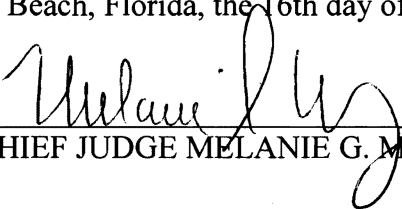
1. Any brief, petition, response to a petition, or reply, and any accompanying appendix filed by an attorney in The Fourth District Court of Appeal **shall** be in digital format as well as in paper. Non-attorneys may also email their briefs or petitions digitally in conformance with this administrative order.
2. Filing through email is **in addition** to the submission of the required paper documents. **Timeliness will continue to be determined by the receipt of the paper filing, not the emailed copy.**
3. Attorneys shall email all filings to the court at [efiling@flcourts.org](mailto:efiling@flcourts.org). The subject line of the email shall contain the case number and case name, i.e. Smith v. State, as well as the type of brief being filed, i.e. "Appellant's Initial Brief" or "Appellee's Answer Brief."
4. The email filing shall be sent on the date that the paper filing is sent to the court. **The attorney or non-attorney shall certify that the emailing has been completed in the certificate of service.**
5. Attorneys shall also provide the court with a current email address for further communications from the court. The court may use the email address to communicate orders or other documents, in addition to paper documents. By providing the email address, the attorney represents that the email address given to the court will be monitored for communications from the court.
6. Filings per email shall be limited to 13 megabytes per email. If a filing exceeds 13 megabytes, it shall be sent in more than one email.
7. Documents may be filed digitally in either Word or PDF format. Documents may be converted directly to PDF format from the filer's word processing program. Information on how to convert files into PDF format can be found on the court's website. If none of the foregoing is available, documents may be scanned into PDF format, in a searchable form, if available. However, **scanning of briefs is discouraged due to the increased digital size of the scanned document.** Court

personnel are not able to provide guidance or technical support beyond the information provided on the court's website.

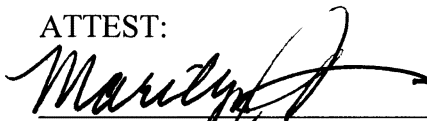
8. Each filing, whether a brief, petition, response to a petition, reply, or appendix must be filed as a separate document. Filings shall not be joined together in one Word or PDF filing, nor shall an appendix be joined with an accompanying filing. Filers must submit documents so that they are properly oriented to be read without needing to be rotated (such as on their side or upside-down).
9. No filing shall contain hyperlinks until further order of this court.
10. Filings sent through email with the court are not required to contain a signature, as provided in Florida Rule of Judicial Administration 2.515 but otherwise should be the same as the paper filing.
11. Transmittal and cover letters shall not be emailed to the court.

**Failure to comply with the requirement of emailing documents to the court may result in delay in the appellate proceedings until compliance. Continued failure by an attorney to comply may result in sanctions.**

DONE AND ORDERED at West Palm Beach, Florida, the 16th day of August, 2011.

  
CHIEF JUDGE MELANIE G. MAY

ATTEST:

  
Marilyn Beutenmuller, Clerk

