

## **ELECTRONIC FILING IN THE SECOND DISTRICT COURT OF APPEAL**

All electronic filings must be submitted via eDCA after May 1, 2017, pursuant to the Florida Supreme Court's administrative order SC17-23.

While attorneys are required to file electronically, pro se parties are also permitted to do so.

Registration is required prior to filing. Register by clicking on this link or typing the address in your browser: <https://edca.2dca.org>  
Registrations are processed during regular business hours.

Once registered with eDCA, you will receive the court's orders and opinions electronically. No paper copies will be mailed.

To request support for electronic filing, please contact the Second DCA clerk's office: [2dcaClerk@flcourts.org](mailto:2dcaClerk@flcourts.org) or 863-940-6060.

eDCA is used by all of the district courts of appeal in Florida. Separate registration is required for each court. The Second DCA has only recently started using eDCA and is developing a user manual. Until that is available, you may find useful the [eDCA User Guide prepared by the Third District](#).

### **FEES CAN BE PAID ELECTRONICALLY**

The Second DCA has retained a connection to the Florida Courts E-Filing Portal to accept electronic payment of fees, including filing fees. The Florida Courts E-Filing Portal can be found by clicking on this link or by typing the address in your browser: [www.myflcourtsaccess.com](http://www.myflcourtsaccess.com) No case filings for the Second DCA will be accepted through the Florida Courts E-Filing Portal after May 1, 2017. Only electronic fee payments will be accepted after that date.

To pay a fee: prepare a one-page letter that states you are paying a fee electronically.

Sign in to the Florida Courts E-Filing Portal and enter the case number. On the "Documents" page, click the "Add" button and search for "Fee." You will find the following options:

PAY CASE FILING FEE

PAY CROSS NOTICE FILING FEE

PAY MOTION TO INTERVENE FEE

PAY NOTICE OF JOINDER FEE

PAY PRO HAC VICE FEE

Select the applicable fee. Upload the fee letter, stating that you are paying the fee through the portal. When prompted, enter your payment information. Do not attach a fee payment to a motion, brief, or other filing.

To request support for fee payments, please contact the Florida Courts E-Filing Portal help desk: [support@myflcourtagency.com](mailto:support@myflcourtagency.com) or 850-577-4609.