

CLERK'S NOTICE RE: E-MAIL FILING

June 29, 2006

Effective for all proceedings assigned case number **2D06-3000** and higher:

1) In addition to the paper original of the document, all attorneys shall, and pro se litigants may, transmit to the court an electronic copy when filing any of the following documents:

- a. All briefs in appeals undertaken pursuant to Florida Rules of Appellate Procedure 9.110, 9.130, 9.140, 9.141(b)(3), 9.145, 9.146, and 9.160.
- b. All petitions, responses and replies in original proceedings undertaken pursuant to rules 9.100 and 9.141(c).
- c. Motions for rehearing en banc. Please do not provide electronic copies of any other motions filed.

2) The electronic filing shall be made prior to the filing of the paper original, with one exception. Filers of petitions in original proceedings will be advised by phone call of the case number assigned when the proceeding is initiated, and the e-mail submission shall be transmitted promptly thereafter. The paper original is the official filing, and it will control should it differ from the electronic version submitted. The official filing date will remain the day of filing the paper original.

3) This order does not affect the number of paper copies required by rule 9.210(g)(2).

4) The electronic documents shall be submitted in Microsoft Word or Corel Word Perfect, utilizing the following procedures:

- a. Save the document as a single file. The single file should be named according to this convention: Case number followed by type of document.xxx

Naming examples for each type of document using Microsoft Word and case number 2D06-3004:

Initial Brief:	2D06-3004IB.doc
Answer Brief:	2D06-3004AB.doc
Reply Brief:	2D06-3004RB.doc
Cross-reply Brief:	2D06-3004XB.doc
Supplemental Brief:	2D06-3004SB.doc
Amicus Brief:	2D06-3004AM.doc
Petition:	2D06-3004PE.doc
Response:	2D06-3004RS.doc
Reply:	2D06-3004RP.doc
Motion for Rehearing En Banc:	2D06-3004EB.doc

For a Word Perfect document the final three letters in the above example would be "wpd" instead of "doc."

Electronic documents submitted in pdf format (Adobe) will not be accepted. Appendices to briefs and appendices to submissions in original proceedings are not required to be transmitted electronically.

b) Attach the file to an e-mail. In the body of the e-mail list the case name, the case number and the type of document that is attached to the email (e.g., Jones v. Carter, 2D06-3004, initial brief). In the subject line of the e-mail repeat the name of the document (e.g., 2D06-3004IB). Send the e-mail to 2DCAefiling@flcourts.org. Clerk's personnel will not respond to e-mails sent to this address. Upon delivery of the e-mail to the clerk's office, an auto-reply will generate to confirm receipt. If the clerk does not receive an electronic version of any document required to be e-mailed to this court, the attorney will be notified by phone call or order.

c) Submission of diskettes will no longer be sought by this court's clerk for any document for which e-mail filing is required. For those cases initiated before 2D06-3000, in lieu of diskettes (as have been requested in this court's notice to attorneys and parties) electronic submission by e-mail may be utilized.

d) If counsel is unable to comply with this order, counsel may file a motion with the paper original requesting a hardship exemption from the terms of this order.

5) This notice repeats in large part its source, Administrative Order 2006-1, which can be accessed on the clerk's office page of this court's website (www.2dca.org).

6) Questions regarding these procedures may be directed to court clerk's personnel at (863) 499-2290.

7) E-mail filing required by administrative order 2006-1 is expected to be replaced by e-filing associated with a state-wide website in 2007.

JAMES BIRK HOLD
Clerk
District Court of Appeal
Second District of Florida