

IN THE DISTRICT COURT OF APPEAL OF THE STATE OF FLORIDA
SECOND DISTRICT

April 24, 2017

ADMINISTRATIVE ORDER 2D17-3
Electronic Transmission of Case Initiation Documents
and Filings Other Than Records on Appeal
by Lower Tribunal Clerks

Pursuant to Florida Rule of Appellate Procedure 9.040(g), lower tribunal clerks are required to transmit a certified copy of the notice of appeal to this court.

Effective May 1, 2017, notices of appeal, accompanying documents, and routine transmissions to this court shall be filed through this court's secure eDCA portal.

All lower court, lower tribunal, and state agency clerks who will be transmitting documents to this court must register with eDCA prior to electronic filing. Registration is available on this court's website, www.2dca.org, or directly at <https://edca.2dca.org>. Each clerk's office should complete only one registration, and all transmissions through eDCA must be submitted using the clerk's registration.

Electronic notices of appeal shall contain either a scanned or electronic certification and shall reflect the date of the filing with the submitting entity.

The clerk of this court is authorized to direct lower tribunal clerks how these documents are to be transmitted. In so doing, this court's clerk may require certain types of documents to be bundled as a single .pdf document or to be transmitted individually.

Filing fees owed to this court but delivered to the lower tribunal clerk shall be sent separately by mail to this court.

Notices of appeal of orders summarily denying motions for postconviction relief are to be accompanied by the summary record pursuant to rule 9.141(b)(2)(A). Summary records shall be transmitted electronically through the court's FTP server.

A Notice of Appeal Transmittal Form, substantially mirroring the attached form, shall be completed and transmitted with the notice of appeal. This court's clerk may modify the transmittal form to serve the objectives of this order.

Clerk-to-clerk transmissions through the portal are not confined to case initiation documents accompanying a notice of appeal. Routine transmissions by lower tribunal clerks to this court following the initiation of an appeal shall be undertaken electronically through the eDCA portal.

This order supersedes Administrative Orders 2014-1 and 2017-1.

/s/ Craig C. Villanti
CRAIG C. VILLANTI
Chief Judge

ATTEST:

/s/ Mary Elizabeth Kuenzel
Mary Elizabeth Kuenzel
Clerk of Court