

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

**ADMINISTRATIVE ORDER 2D17-4  
RE: E-MAIL SERVICE OF COURT DOCUMENTS  
AND eDCA REGISTRATION**

July 26, 2017

**Requirements for Attorneys**

- 1) Pursuant to [AOSC17-23](#), attorneys are required to file documents with the Second District Court of Appeal electronically through the Court's eDCA secure portal.
- 2) Pursuant to this administrative order, attorneys are required to register with this Court's eDCA portal to receive electronic service of the Court's orders and decisions via CaseMail. To file documents electronically and receive electronic service from the Court, each attorney must register at <https://edca.2dca.org> or by following the link on the Court's website, [www.2dca.org](http://www.2dca.org). This provision does not apply to attorneys who have requested and obtained a hardship waiver from the Court.
- 3) Upon case set-up, the clerk's office will provide reasonable notice to attorneys who are not registered. Thereafter, failure to timely register will constitute a waiver of service of court orders.
- 4) Documents may only be filed by an attorney who signed the document or who is listed in the signature block.

**Requirements for Self-represented (Pro Se) Parties**

- 5) Self-represented parties are allowed to register for electronic filing and service by the Court, but they are not required to do so. Self-represented parties who register with eDCA will receive only electronic service of orders and decisions via CaseMail; the Court will not send paper copies by U.S. Mail to self-represented parties who are registered.
- 6) Self-represented parties shall not file the same document in both an electronic and paper format.
- 7) When a document is filed on behalf of multiple self-represented parties, the document can be filed by any one of these parties but each self-represented party must sign the document.

## **Requirements for All Electronic Filers**

8) Documents shall be filed under seal only with prior court order and after receiving instructions for filing from the clerk's office.

9) Documents that are subject to a Notice of Confidential Information Within Court Filing or a Motion to Determine Confidential Information Within Court Filing shall be submitted as a single filing that combines the notice or motion and the document. All other documents must be submitted individually.

10) All registered users are responsible for the security and use of their user names and passwords. Any electronic filings received via the filer's user name shall be presumed to have been submitted by the filer. All registered users are responsible for keeping their email addresses updated and for monitoring or disabling any spam filters or other programs that would prevent receipt of emails from the Court.

11) The filer agrees that submitting the document for electronic filing creates the same good faith obligations as an original signature creates on a paper document.

12) The filer is responsible for separately serving all other parties in the case. Filing a document with eDCA will generate a CaseMail notification, but CaseMail notification does not replace the methods of service specified in the Florida Rules of Judicial Administration. Registered users may stipulate to accept CaseMail notification in lieu of proper service.

13) Letters and correspondence addressed to the Court or the clerk of the court shall not be filed electronically with the Court and shall not be included with electronic filings.

14) As a convenience to attorneys and parties, this court has retained a connection to the Florida Courts e-Filing Portal only for the electronic payment of fees. Instructions for electronic fee payments can be found on the court's website. No filings other than fee payments will be accepted via the Florida Courts e-Filing Portal.

15) This order supersedes Administrative Orders 2006-1 and 2013-3.

**DONE AND ORDERED** this 26th day of July, 2017.

/s/ Edward C. LaRose  
Edward C. LaRose  
Chief Judge

ATTEST:

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