

**THIRD DISTRICT COURT OF APPEAL
STATE OF FLORIDA**

**ADMINISTRATIVE ORDER RE: ELECTRONIC FILING OF NOTICES
OF APPEAL BY LOWER TRIBUNAL CLERKS AND PAPERS AND
MOTIONS BY COURT REPORTERS**

A03D13-02

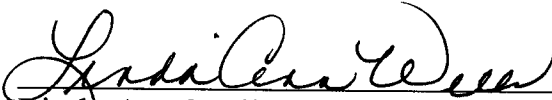
May 28, 2013

Pursuant to Florida Rule of Appellate Procedure 9.040(g), the clerks of the lower courts, lower tribunals, and state agency clerks, are required to transmit a certified copy of the notice of appeal (showing the date of filing) along with the fee and order being appealed (if available) to this Court.

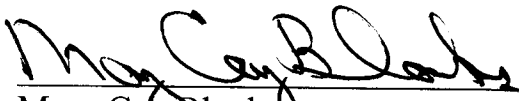
- 1) Effective June 3, 2013, the lower court, lower tribunal, and state agency clerks within the jurisdiction of the Third District Court of Appeal shall submit electronic copies of such notices of appeal to the Court via eDCA in accordance with the procedures outlined below.
 - (a) All lower court, lower tribunal, and state agency clerks must register with eDCA prior to electronically filing a certified notice of appeal. Registration instructions may be found on the Court's website (www.3dca.flcourts.org). Each clerk's office should complete **only one** registration, and all notices of appeal filed electronically through eDCA must be filed using the clerk's registration.
 - (b) The electronic notice of appeal shall contain either a scanned or electronic certification and must clearly reflect the date of filing below.
 - (c) A notice of appeal will not be accepted by this Court unless it is accompanied by a completed copy of the Third District Court of Appeal's "Notice of Appeal Transmittal Form," which can be located in eDCA when selecting document type, "Notice of Appeal," and document title, "Notice of Appeal Transmittal," *and* any order being appealed that was filed with the notice of appeal. The Notice of Appeal Transmittal Form and the order being appealed must each be transmitted as a separate document.

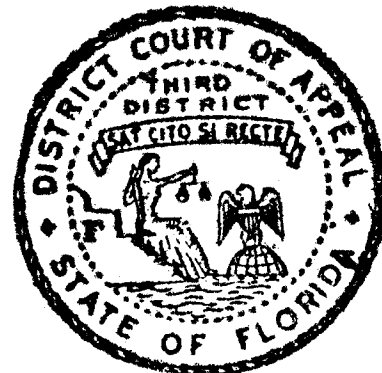
- (d) Any required appellate filing fees should be sent separately until such time as the Court authorizes electronic payment of the filing fees.
- (e) If the notice of appeal is required to be filed with a record on appeal, such as in a summary Florida Rule of Criminal Procedure 3.800(a)/3.850/3.853 case, the record on appeal shall be indexed and bookmarked or hyperlinked, and fully searchable. The record on appeal shall be electronically transmitted separately through the Court's FTP procedures and contemporaneously with the electronic filing of the notice of appeal through eDCA.
- 2) Effective June 3, 2013, court reporters filing any motions or documents (excluding transcripts) with this Court (including requests for extensions of time to prepare transcripts) are required to register with eDCA and file such motions or documents with the Court electronically via eDCA. Registration instructions may be found on the Court's website (www.3dca.flcourts.org). Each court reporter's office should complete **only one** registration and all motions or documents filed electronically through eDCA must be filed using the court reporter's registration.

DONE AND ORDERED at Miami, Florida, May 28, 2013.


Linda Ann Wells
Chief Judge

ATTEST:


Mary Cay Blanks
Clerk of Court



Copies to:

Hon. Harvey Ruvlin, Miami-Dade Clerk of the Court
Hon. Amy Heavlin, Monroe County Clerk of the Court

Third District Court of Appeal Judges