

IN THE DISTRICT COURT OF APPEAL
OF FLORIDA
THIRD DISTRICT
JANUARY TERM, A.D. 2010
APRIL 28, 2010

ADMINISTRATIVE ORDER

**

RE: ELECTRONIC FILING

** AO3D05-1 (AMENDED)

**

Effective January 1, 2006:

1. In addition to the paper original of the document, all counsel 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 under Rules 9.110, 9.130, 9.140, 9.141, 9.145, 9.146 and 9.160.

B. Responses filed by the State of Florida under Rule 9.141(b)(2).

C. All petitions and responses under Rule 9.100.

2. The electronic filing shall be made on the earlier of the day of filing the paper original or the day of service. The official filing date shall remain as the day of filing the paper original.

3. This order does not affect the number of paper copies of briefs that are required to be filed pursuant to Rule 9.210(g)(2).

4. The electronic documents shall be submitted in Microsoft Word, Corel Word Perfect, or .pdf (Adobe) format utilizing the following steps:

A. Save the document as a single file. The single file should be named as follows:

Case number followed by type of document.xxx

Naming examples for each type of document
using Microsoft Word and case no. 3D05-726:

Initial Brief	3D05-726ini.doc
Answer Brief	3D05-726ans.doc
Reply Brief/Reply	3D05-726rep.doc
Cross Reply Brief	3D05-726cro.doc
Supplement Brief	3D05-726sup.doc
Amicus Brief	3D05-726ami.doc
Petition	3D05-726pet.doc
Response	3D05-726res.doc

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

B. Attach the file to an e-mail which states the style of the case, case number, and type of document. Send the e-mail and attachment to the following address: 3DCAefiling@flcourts.org. No other use or mailings shall be made with this address, and the clerk's office will not respond to e-mails sent to this address.


C. The Clerk reserves the right to reject any electronic document which differs from the paper original. The Court will consider the paper original as the official filing; therefore, the electronic document should not differ from the paper original. If they should differ, the paper filing will control.

D. If counsel is unable to comply with this order, counsel shall file a statement of hardship with the paper original document.

E. Questions regarding the technical procedures should be directed to Suyin Allen, Systems Administrator at 305-229-3200 (Ext. 3203), or Raul Iglesias, Senior Systems Administrator at 305-229-3200 (Ext. 3238).


 Chief Judge Juan Ramirez, Jr.

ATTEST:


 Mary Cay Blanks, Clerk

