

MARY ELIZABETH KUENZEL
CLERK

TAMI MCCARROLL
CHIEF DEPUTY CLERK

2ND DISTRICT COURT OF APPEAL
POST OFFICE BOX 327
LAKELAND, FL 33802-0327
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February 22, 2017

Public Service Commission
Attn: Agency Clerk
2450 Shumark Oak Blvd.
Tallahassee, FL 32399-0850

To whom it may concern regarding electronic filing in the Second District Court of Appeal:

Please find enclosed this court's new administrative order 2017-1 regarding routine transmissions to this court by clerks of lower tribunals including state agency clerks. Commencing March 1, 2017, notices of appeal and other filings must be delivered to this court electronically through eDCA, as occurs at the other district courts of appeal.

To file, you will need to register with eDCA; a link is available on our website, www.2dca.org. As explained in the administrative order, each agency clerk should register only one account for filing. This can be undertaken now, or you may wait until you have a need to file. While eDCA will be used for sending notices of appeal and routine submissions to this court, records must still be transmitted to the court through our FTP server.

Based on the experience of the other DCAs, a smooth transition to the new system is anticipated. Please feel free to contact me if you have any questions or concerns.

Sincerely,

Mary Beth Kuenzel
Clerk

MEK/ec
Encl

RECEIVED-FPSC
2017 FEB 24 AM 8:00
COMMISSION
CLERK

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

February 21, 2017

ADMINISTRATIVE ORDER 2017-1
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 March 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 now available on this court's website, www.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 while other types be submitted on their own as a single document.

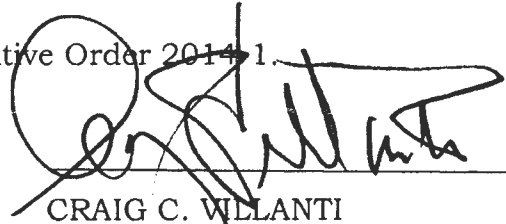
Filing fees owed to this court but delivered to the lower tribunal clerk shall be sent separately by mail to this court.

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. In no event may a summary record be transmitted through the portal.

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 Order 2014-1.



CRAIG C. WILLANTI
Chief Judge

DISTRICT COURT OF APPEAL, SECOND DISTRICT
OF FLORIDA

NOTICE OF APPEAL TRANSMITTAL FORM

Appellant(s)

County/State Agency

v.

Appellee(s)

L.T. Case No.: _____

___ The accompanying notice of appeal was filed on _____. A certified electronic copy of the notice accompanies this form.

___ The civil notice carried with it a copy of the order appealed, which is transmitted with the notice.

___ The civil notice was not accompanied by a copy of the order appealed.

___ The district court's filing fee has been received and will promptly be forwarded to the court by U.S. Mail.

___ There is no filing fee in this type of proceeding (e.g., dependency/termination of parental rights; postconviction and habeas corpus appeals; delinquency appeals; administrative reemployment assistance appeals initiated by an employee).

___ The appellant has been determined to be indigent. Included in the transmission of the notice of appeal is an order or certificate of insolvency.

___ An appellate filing fee appears to be required but has not been paid.

___ This is dependency/termination of parental rights case. A designation to the court reporter ___ does or ___ does not accompany the notice of appeal in the transmission to the district court.

CASE TYPE:

___ Summary postconviction appeal. An electronic bookmarked record is being transmitted to the district court's FTP server contemporaneously with the notice of appeal.

___ Summary postconviction appeal. The electronic record cannot be transmitted at this time but will follow within ___ days.

___ Nonsummary postconviction appeal. The lower tribunal clerk has ___ has not ___ treated the notice of appeal as a designation to the court reporter.

___ Judgment and sentence appeal.

Juvenile delinquency appeal.

State criminal appeal.

Dependency/termination of parental rights appeal.

Other civil appeal, including probate/guardianship, Ryce, Baker Act, etc.

Administrative appeal.

Criminal appeal of unknown case classification. A copy of the order that seems to be appealed is included in this transmission, or it is impossible to determine what order the appellant is attempting to appeal.

Further comments that might be of value to the district court in determining case classification and jurisdiction are:

Deputy Clerk