

FIFTH DISTRICT COURT OF APPEAL, STATE OF FLORIDA  
300 South Beach Street, Daytona Beach, Florida 32114  
June 10, 2008

**ADMINISTRATIVE ORDER RE ELECTRONIC FILING  
AO5D08-01**

1. Effective November 1, 2008, in addition to the paper original of the document, all counsel shall also transmit to the Court an electronic copy of the following documents:

- a. All briefs in appeals under Rules 9.110, 9.130, 9.140, 9.145, 9.146 and 9.160;
- b. All petitions and responses under Rule 9.100.
- c. All responses to Orders of this Court.
- d. All motions for rehearing or relief under Rules 9.330 and 9.331.

In addition to the foregoing, any Transcript shall be filed electronically with the Initial Brief. Any Appendix shall also be electronically filed with the above. The electronic filing shall be made on the earlier of the day of the filing of the paper original or the day of service. The official filing date shall remain as the day of filing the paper original.

2. Electronic filing shall be made by transmitting a document as an attachment to an e-mail which states the style of the case, case number and type of document. The e-mail shall be sent to the following address: [5DCAefiling@flcourts.org](mailto:5DCAefiling@flcourts.org). No other use or mailings shall be made with this address, and the court will not respond to e-mails sent to this address.

3. The e-mail attached documents shall be in Microsoft Word, Corel WordPerfect, or .pdf (Adobe) format. WordPerfect documents will be converted by the Court to Microsoft Word and there is no guarantee that the document will be converted without error. A transcript may be in the format used by the reporter who prepared the transcript.

4. The Court will consider the paper original as the official filing, and the electronic document shall be identical to the paper filing.

5. Each document shall be separately saved as a single file. That file shall be named using a uniform format that includes the case number and document type, as follows:

Initial Brief	08-338.ini.doc
Answer Brief	08-338.ans.doc
Reply Brief/Reply	08-338.rep.doc

Cross Reply Brief	08-338.cro.doc
Supplemental Brief	08-338.sup.doc
Amicus Brief	08-338.ami.doc
Petition	08-338.pet.doc
Response	08-338.res.doc
Motion For Rehearing	08-338.reh.doc
Motion For Clarification	08-338.cla.doc
Motion For Certification	08-338.cer.doc

For a WordPerfect document, the final three letters in the above examples would be wpd instead of doc. For a pdf document, the final three letters would be pdf instead of doc. An appendix to a document shall be designated with the additional acronym "app" to indicate that the document is an appendix. For example, an appendix to an initial brief would be saved as: 08-338.ini.app.doc.

6. This order does not affect the number of paper copies of briefs required pursuant to Rule 9.210(g)(2).

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

  
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William D. Palmer, Chief Judge