

**FIFTH DISTRICT COURT OF APPEAL, STATE OF FLORIDA**  
300 South Beach Street, Daytona Beach, FL 32114  
May 1, 2013

**ADMINISTRATIVE ORDER RE: E-FILING BY REGISTERED USERS OF eDCA  
AO5D13-05**

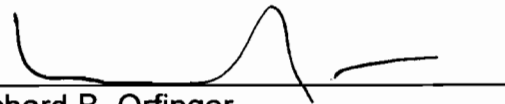
- 1) Effective May 1, 2013, all documents must be filed electronically through the court's eDCA secure portal. To file documents electronically, users must be registered with the court and have received an email confirmation that the registration has been accepted. One may register at <https://edca.5dca.org> or the court's website, [www.5dca.org](http://www.5dca.org). The specific requirements for electronic filing along with other helpful information about how to use eDCA may be found on the court's website. This provision does not apply to self-represented parties who are not registered and attorneys who have requested and obtained a hardship waiver from the court. Documents that do not comply with the filing requirements will be rejected.
- 2) Effective May 1, 2013, service by the Court of all letters, orders, opinions and mandates will be by e-mail only except to self-represented parties who are not registered and attorneys who have requested and obtained a hardship waiver from the court. Self-represented parties who are not registered with eDCA and attorneys who have obtained a hardship waiver will continue to receive all letters, orders, opinions and mandates of the court on paper through the United States Postal Service. Registered users are responsible for keeping their email addresses current with the court.
- 3) In accordance with Florida Rule of Judicial Administration 2.515, as amended, every document filed with the court must contain the name of the attorney of record, along with the current Florida Bar number, address, telephone number, including area code, primary email address and secondary email address, if any.
- 4) Documents filed electronically with the court are not required to contain an original signature. The form of the signature shall be in accordance with Florida Rule of Judicial Procedure 2.515(c), as amended. The filer agrees that submitting the document for electronic filing creates the same good faith obligations as the original signature creates on a paper document.
- 5) All documents must contain a certificate of service pursuant to Florida Rule of Appellate Procedure 9.420 in the form prescribed by Florida Rule of Judicial

Administration 2.516(f), as amended. If a document is served on the opposing party by email or some other electronic means, the certificate of service must state the electronic means used, as well as the date of service. Electronic filings which do not contain a certificate of service may be rejected.

- 6) The requirement of Florida Rule of Appellate Procedure 9.210(g) to file multiple copies of briefs is waived.
- 7) The date of filing an electronic document shall be the date it is electronically received by the Court up to 11:59 p.m. Eastern Time on that date. Any document received on or after midnight will be deemed to have been filed the next business day. Filings on a weekend, holiday, or any day the court is closed will be deemed to have been filed on the next business day.
- 8) An electronic document becomes a court filing once submitted to the court through eDCA. Court filings will be docketed after processing by the clerk's office during regular business hours unless the electronic filing is rejected as deficient. If the filer discovers after submitting a document that there is a mistake, he or she must file an amended filing, as well as a motion requesting that the court accept the amended filing.
- 9) Letters and correspondence addressed to the court or the clerk of the court, other than the transmittal form required to be submitted with notices of appeal may not be filed electronically with the court and may not be included with electronic filings.

**This order rescinds and supersedes Administrative Order AO5D12-03 dated August 14, 2012.**

DONE AND ORDERED at Daytona Beach, Florida on May 1, 2013.



Richard B. Orfinger  
Chief Judge

ATTEST:



Pamela R. Masters  
Clerk of Court



Copies to:

Hon. Scott, Brevard County Clerk of the Court  
Hon. Angela Vick, Citrus County Clerk of the Court  
Hon. Gail Wadsworth, Flagler County Clerk of the Court  
Hon. Don Barbee, Hernando County Clerk of the Court  
Hon. Neil Kelly, Lake County Clerk of the Court  
Hon. David R. Ellspermann, Marion County Clerk of the Court  
Hon. Lydia Gardner, Orange County Clerk of the Court  
Hon. Armando Ramirez, Osceola County Clerk of the Court  
Hon. Tim Smith, Putnam County Clerk of the Court  
Hon. Cheryl Strickland, St. Johns County Clerk of the Court  
Hon. Maryanne Morse, Seminole County Clerk of the Court  
Hon. Gloria R. Hayward, Sumter County Clerk of the Court  
Hon. Diane M. Matousek, Volusia County Clerk of the Court  
Trial Court Administrators - David Trammell, Fifth Circuit;  
Mark Weinberg, Seventh Circuit; Matthew Benefiel, Ninth  
Circuit; Mark Van Bever, Eighteenth Circuit  
Fifth District Court of Appeal Judges