

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

**ADMINISTRATIVE ORDER RE: INFORMING CLIENTS WHEN SEEKING  
EXTENSIONS OF TIME  
A05D18-02**

**March 27, 2018**

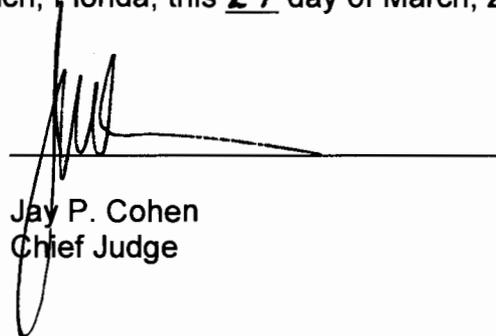
Pursuant to the affirmative vote of the Judges of this Court adopting a policy requiring counsel to inform their clients when seeking extensions of time, the Court hereby establishes the following procedure, applicable to all cases before this Court, to effectuate the policy.

Effective May 1, 2018, counsel seeking an extension of time to file any brief, petition, motion, response, or reply shall provide a copy of the motion for extension of time or the notice of agreed extension or to his/her client(s) and shall certify, by a statement included in the signed certificate of service on the motion or notice filed with this Court, that counsel has that day provided a copy of the motion or agreed notice to his/her client(s) via U.S. Mail, e-mail, or by hand delivery. The client's name and address do not need to be included in the certificate of service unless service is otherwise required on the client. This order does not require the client's signature or consent, and no comment shall be filed by the client regarding the extension being sought. This policy does not apply to the State of Florida or other governmental bodies.

Counsel's failure to comply with this order may result in the motion for extension of time being denied or the notice of agreed extension of time being stricken.

The Clerk shall amend the "Acknowledgment of New Case" letter to advise counsel and litigants of this order, and a copy of this order shall be available on this Court's website.

**DONE AND ORDERED** at Daytona Beach, Florida, this 27<sup>th</sup> day of March, 2018.



Jay P. Cohen  
Chief Judge

  
Joanne P. Simmons  
Clerk of Court

