

DISTRICT COURT OF APPEAL, FIRST DISTRICT  
STATE OF FLORIDA

# NOTICE

Re: Electronic filing via the court's eDCA secure portal  
October 16, 2009

Effective October 26, 2009, at 10:00am E.S.T., pursuant to this court's Administrative Order 09-3, attorneys are now required and pro se litigants are encouraged to file an electronic copy of all briefs, petitions, responses to petitions, replies to responses to petitions, and any appendices filed with those documents, through the court's secure online portal. Attorneys filing with this court are expected to review and be familiar with the requirements of Administrative Order 09-3 issued October 16, 2009.

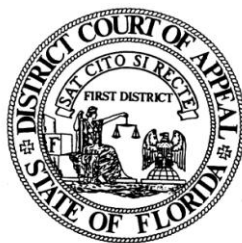
This requirement takes the place of the emailing requirement of electronic copies of briefs in Administrative Order 07-1 such that briefs are no longer required or permitted to be emailed to the court. All electronic documents must be uploaded through the court's secure online portal (called eDCA), which can be accessed through the court's website at [www.1dca.org](http://www.1dca.org). As well, documents filed via eDCA must be in "PDF" format, which is a change from the court's previous requirement that briefs be emailed to the court in either Microsoft Word or Corel WordPerfect formats.

Unless otherwise ordered by the court, attorneys and litigants are still required to file a signed paper original document with the court along with the number of copies required by the rules. **The filing date of the document will remain the date the court receives the signed paper original, not the date the electronic copy is filed via eDCA.** The electronic copy must be uploaded to eDCA on the date of the certificate of service of the signed paper original. The electronic copy uploaded to eDCA is not required to contain an original signature; however, by submitting the document to the court electronically through the secure password-protected eDCA portal the attorney or litigant certifies that he or she is filing an otherwise exact electronic copy of the paper document.

Attorneys and litigants must register with the court prior to submitting electronic documents through eDCA. Instructions on how to register as well as other information can be found on the court's website at [www.1dca.org](http://www.1dca.org). Once an attorney or litigant is assigned a username and password, it is the attorney or litigant's responsibility to safeguard their username and password to prevent unauthorized filings. Any electronic filings received via the filer's username are presumed to have been submitted by the filer. Once a document uploaded to eDCA has been accepted by the court, an automatic confirmation will be emailed to the filer at his or her email address provided at registration.

If counsel is unable to file a document via the eDCA secure portal, he or she must file a motion with the court claiming a hardship and requesting an exception to Administrative Order 09-3. Failure to comply with this order may result in the brief or pleading being stricken and the case being dismissed or the brief or pleading being stricken and submission of the case to the court without the benefit of the brief or pleading.

Additionally, once registered with eDCA, attorneys and litigants will have access to all public electronic documents which have been uploaded to eDCA in cases which they are the attorney or litigant of record. Not all documents will be available electronically in a case on eDCA, but the court will be continuing to make as many documents available electronically in as many cases as possible.



---

Jon S. Wheeler, Clerk  
First District Court of Appeal  
State of Florida