



**FIRST DISTRICT COURT OF APPEAL**  
ELECTRONIC DOCKETING STATEMENT INSTRUCTIONS

Beginning with case number 1D10-1600 all docketing statements must be filed electronically through the eDCA portal. This guide will walk you through the simple process of completing a docketing statement in eDCA. The basic steps are as follows:

1. If a previous registrant of eDCA, login to eDCA with your login credentials. If you have never registered for eDCA before, follow the onscreen prompts for completing registration.
2. Once logged in you can click the "File a Document" link. You will be presented with the following options:

I have a case number

I don't know the case number

It's a new case

Select the option that best applies to your situation. Then from the resulting screen (below) choose "Docketing Statement" from the "Document Type" menu.

Emergency

Document Type:

Document:

Title(if Other selected above):

Filed on behalf of:

PDF File to Upload:

Note to Clerk (optional):

**All documents uploaded to the system must be in Adobe PDF Format. [For help meeting this requirement click here.](#)**

**By clicking "upload" you intend for the First District Court of Appeal to accept the document described above to be filed. You also acknowledge that this electronic filing is the same content and you have the same "good faith" obligations as you would on a signed paper document.**

**The signed paper version and all requisite copies are still required and must be delivered/mailed to the court.**

3. You will now be directed to an online version of the traditional “pink sheet” Docketing Statement. Work through each question, closely following the instructive language of the form. If you cannot complete the form in a single session you may scroll to the bottom of the page and choose “Save” which will allow you to log back in later and resume the form.

**IN THE DISTRICT COURT OF APPEAL  
FIRST DISTRICT, STATE OF FLORIDA**

**DOCKETING STATEMENT AND  
NOTICE OF APPEARANCE OF COUNSEL**

**APPELLANT/PETITIONER:** If this case involves an original writ, is an appeal of a non-final order, or is a “child” case (as defined in paragraph 13 below), this Docketing Statement must be completed and submitted immediately. In all other cases, counsel for the appellants or the appellants, if not represented by counsel, must complete and submit the Docketing Statement within 20 days from the date of the court’s acknowledgment notice accepting this case and assigning a case number.

**APPELLEE/RESPONDENT (AND AMICUS CURIAE):** Are not required to file a Docketing Statement unless there are amendments, corrections, or additions to the Docketing Statement filed by appellant. Appellees and Amici are only required to file the notice of appearance if counsel’s name does not already appear on the certificate of service. Appellee’s Docketing Statement and notice of appearance are due no later than the answer brief.

Note: Electronic completion and submission of this Docketing Statement is required for attorneys in all cases 1D10-X and higher and is encouraged for others registered with eDCA. Electronic completion and submission of the Docketing Statement through eDCA is in lieu of completion and filing with the court of a paper copy. Users who have electronically completed and submitted their Docketing Statement through eDCA are not required or permitted to file a paper version of the docketing statement. As all attorneys in case number 1D10-X and higher are required to electronically complete and submit their Docketing Statement, they should not file a paper version of the docketing statement with the court unless it is accompanied by a motion for hardship exception to this court’s Administrative Order 10-1, requiring electronic completion and submission of the Docketing Statement through eDCA.

Service of the Docketing Statement is still required to be made by the filer on the opposing side, either by printing and mailing a copy of this Docketing Statement to all Parties of Record or their attorneys or, if permission has been received from the other side to provide service by electronic means, by providing an electronic copy of the Docketing Statement to all Parties of Record or their attorneys.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. **NAME OF CASE:** \_\_\_\_\_ **DCA CASE NUMBER:**

2. **NOTICE OF APPEARANCE OF COUNSEL**  
**ATTORNEY FOR (LIST CLIENT BY NAME)** \_\_\_\_\_  
**ATTORNEY’S NAME** Russ Vaughn  
**BAR NO.** 0123456  
**ADDRESS** 123 N main St Tallahassee, FL 32303  
**Phone No.** 850-222-1234  
**Email Address** vaughn@comcast.net

Docketing statement of  Appellant/Petitioner  
 Appellee/Respondent  
 Amicus

All correspondence and orders will be sent to counsel as specified above unless the court allows withdrawal or substitution of counsel.

3. **TYPE OF CASE:** Select the most appropriate type of case.  Civil Appeals  
 Criminal, Collateral Criminal, and Juvenile Delinquency Appeals  
 Administrative Appeals  
 Workers’ Compensation Appeals or Original Petition in Workers’ Compensation

4. When you are satisfied with your answers on the docketing statement click the “Submit” option at the bottom of the page. Your Docketing Statement will be submitted to the clerk’s office for review and acceptance. Prior to acceptance your completed form can be viewed in the “Pending Filings” section of eDCA. After acceptance it will be viewable from the case’s docket page.