

**Administrative Order 10-3 dramatically increases the number and type of documents that may be filed through eDCA.**

## E-FILING PROCEDURE

This will result in the addition of several “Document Type” categories on the e-filing page of eDCA (as shown.) These “type” categories will work just as the existing briefs and petitions types work now. Once a “Document Type” is selected any of the specific documents within that type will populate the “Document” pull-down menu field. To file a document, simply select a document type, then choose the specific document to file. Fill out the remaining fields appropriately and attach the appropriate PDF document. When satisfied with your filing choose “Upload.”

**Document Category and Subtype Selection Procedure**

**First District Court of Appeal**

Case List Case Docket File Document Pending Filings Rejected Filings My Profile Logoff Briefs in Other Cases

Case No:  Search

09-0986

Jerry Dean Hunter  
vs  
Seminole County Fire/ Rescue and Johns, etc.

Emergency

Document Type: Notices of Appeal

Document: Notices of Appeal

Title(if Other selected above):  
Petitions  
Docketing Statement  
Lower Tribunal Docu

Filed on behalf of:  
Briefs  
Appendix

PDF File to Upload:  
Motions for Extension of Time  
All Other Motions

Note to Clerk(optional):  
Notices  
Responses to Petitions/Orders/Motions  
Motions for Rehearing/Reinstatement

All documents uploaded to  
Miscellaneous Pleadings  
Supreme Court

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.

Upload

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**First District Court of Appeal**

Case List Case Docket File Document Pending Filings Rejected Filings My Profile Logoff Briefs in Other Cases

Case No:  Search

09-0986

Jerry Dean Hunter  
vs  
Seminole County Fire/ Rescue and Johns, etc.

Emergency

Document Type: Notices of Appeal

Document: New Notice of Appeal

Title(if Other selected above):  
Amended Notice of Appeal  
Notice of Cross Appeal

Filed on behalf of:  
Notice of Joinder

PDF File to Upload:  
Notice of Appeal to Supreme Court

Note to Clerk(optional):  
Notice to Invoke Discretionary Jurisdiction in Florida Supreme Court

[Expanded E-Filing Guide with Document Category Reference Sheet.](#)

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.

Upload

**STEP 1:**  
Select the document type category.

**STEP 2:**  
Based on your selection in Step one the “document” field is populated with the specific documents available for that Category.

*The next page of this document contains an easily printable reference sheet of all the document type categories and all the associated sub-documents within those categories. Print it out and use it as a handy reference to ease the transition required by Administrative Order 10-3.*

When e-filing a document through eDCA the category text is selected from the "Document Type" menu and then the specific document to be filed is selected from the "Document" pull down menu field.

## NOTICES OF APPEAL

- New Notice of Appeal
- Amended Notice of Appeal
- Notice of Cross Appeal
- Notice of Joinder
- Notice of Appeal to Supreme Court
- Notice to Invoke Discretionary Jurisdiction in Florida Supreme Court

## PETITIONS

- Petition for Writ of Mandamus
- Petition for Certiorari Filed
- Petition for Belated Appeal
- Petition Alleging Ineffective Appellate Counsel
- Petition Habeas Corpus
- Petition Prohibition
- Petition Review Admin. Order
- Petition/Review of Non Final Admin. Act ion

## DOCKETING STATEMENT

## LOWER TRIBUNAL DOCUMENTS

- Order Being Appealed
- Order of Insolvency
- Designation to the Public Defender
- Lower Tribunal Index
- Record
- Lower Tribunal Other

## BRIEFS

- Amended Answer Brief
- Amended Initial Brief
- Amended Reply Brief
- Amicus Curiae Brief
- Appellant's Reply Brief
- Appellee's Answer Brief
- Appellee/Cross-Appellant's Reply Brief
- Cross-Appellant's Initial Brief
- Cross-Appellee's Answer Brief
- Initial Brief on Merits
- Supplemental Appellant's Initial Brief
- Supplemental Appellant's Reply Brief
- Supplemental Appellee's Answer Brief

## APPENDIX

- Appendix

## MOTIONS FOR EXTENSION

- Extension for Initial Brief
- Extension for Answer Brief
- Extension for Reply Brief
- Accept Brief as Timely Filed
- Extension to file Response
- Extension for Court Reporter Transcripts
- Extension to file Record
- Other Extensions of time

## ALL OTHER MOTIONS

- Motion To File Supplemental Record
- Motion To Correct the Record
- Motion To Appear Forma Pauperis
- Motion To Expedite
- Motion To Stay
- Motion To Remand
- Motion To Consolidate
- Motion For Leave To File Amended Brief
- Motion To File Enlarged Brief
- Extension for Pro Se Appellant to File Brief (Anders)
- Request / Motion For Oral Argument
- Motion for Continuance of Oral Argument
- Motion For Attorney's Fees
- Motion To Compel
- Motion To Dismiss
- Motion To Strike
- Motion for Appointment of Counsel
- Motion For Substitution of Counsel
- Motion To Withdraw as Counsel
- Motion To Relinquish Jurisdiction
- Motion For Voluntary Dismissal

## NOTICES

- Notice of Appearance
- Notice of Filing
- Notice of Change of Address
- Notice of Supplemental Authority
- Notice of Filing No Answer Brief
- Notice of Sentencing Error
- Notice of Case Diversion

## RESPONSES TO PETITIONS/ORDERS/MOTIONS

- Response
- Reply
- OBJECTION

## MOTION FOR REHEARING OR REINSTATEMENT

- Motion For Rehearing
- Motion for Rehearing / Rehearing En Banc
- Motion For Rehearing EN BANC
- Motion For Clarification
- Motion to Certify to Supreme Court
- Motion For Reinstatement

## MISCELLANEOUS PLEADINGS

- Misc. Pleading

## SUPREME COURT

- Supreme Court Acknowledgment
- Supreme Court Record Due Order
- Supreme Court Disposition
- Supreme Court Mandate