

DISTRICT COURT OF APPEAL, FIRST DISTRICT

Tallahassee, FL 32399-0950  
Telephone (850) 488-6151

Date: February 7, 2019

Administrative Order 19-1

In re: Electronic Filing and Electronic Service in the First District

**BY ORDER OF THE COURT:**

Effective February 11, 2019, at 7 p.m., the First District Court of Appeal will use the Florida Courts E-Filing Portal (“statewide portal”) for electronic receipt of case documents. Pursuant to Florida Supreme Court Administrative Order AOSC18-74 Electronic Filing and Electronic Service in the District Courts of Appeal, all filings to this Court must be submitted via the statewide portal except when paper filing is authorized under the Florida Rules of Judicial Administration. Registration with the statewide portal may be completed at <https://www.myflcourtagency.com>. Electronic filings will no longer be accepted through eDCA. If a pro se filer chooses to use the statewide portal to file in this Court, the filer will no longer be authorized to file any document in paper format.

When electronically filing case documents via the statewide portal, filers shall comply with all relevant Florida Rules of Appellate Procedure, Florida Rules of Judicial Administration, and Florida Supreme Court Standards for Electronic Access to the Courts. If a filer discovers a mistake in a brief, petition, response, or reply after submitting the document through the statewide portal, the filer must file an amended document as well as a motion requesting that the Court accept the amended document. Correspondence should not be submitted via the statewide portal.

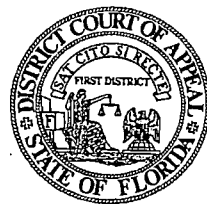
Administrative Orders 09-3 Electronic Filing of Documents via eDCA Portal (Corrected) and 10-3 Electronic Filing of Pleadings in the First District Court of Appeal—which set out procedures for electronic filing using eDCA—are withdrawn. Administrative Order 10-1 Electronic Filing of the Docketing Statement/Notice of Appearance of Counsel is superseded to the extent that it required filers to use eDCA to complete and submit Docketing Statements. Administrative Orders 10-4 Electronic Filing of Records on Appeal, Registration and Filing of Court Reporter Extensions of Time, and Other Pleadings Filed After


September 1, 2010, and 18-1 Electronic Filing of Records on Appeal Through eDCA are superseded to the extent that the orders required lower tribunal clerks and court reporters to use eDCA or FTP procedures to transmit documents and limited filing dates to court business days. In addition, it is no longer necessary for lower tribunal clerks to file the order being appealed separately from the related notice of appeal.

As explained in AOSC18-74 and Administrative Orders 12-1 Electronic Transmission of Court Orders to Registered eDCA Users, 12-2 Electronic Transmission of Court Opinions to Registered eDCA Users, and 12-3 Electronic Transmission of Mandates to Registered eDCA Users, this Court will continue to use eDCA to serve all acknowledgment letters, orders, opinions, mandates, and other outgoing filings on electronic filers through a link provided by eDCA CaseMail. As a result, in addition to maintaining a registration for the statewide portal, all electronic filers remain obligated to register as eDCA users and remain responsible for ensuring their email addresses are current in their eDCA accounts. eDCA registrations may be completed by going to <https://edca.1dca.org>.

Witness the Honorable Bradford L. Thomas, Chief Judge of the District Court of Appeal, First District, and the Seal of said Court, at Tallahassee, Florida, this 7th day of February 2019.

I HEREBY CERTIFY that the foregoing is (a true copy of) the original court order.



  
Kristina Samuels, Clerk

Copies: Chief Justice Charles T. Canady, Florida Supreme Court  
Florida First District Court of Appeal Judges  
PK Jameson, Florida State Courts Administrator  
Joshua E. Doyle, Executive Director of The Florida Bar  
West Publishing Company (for publication in Southern Third Reporter)  
Judicial and Administrative Research Associates, Inc. (for publication in  
The Florida Law Weekly)