



GUIDELINES FOR COMMUNICATIONS WITH APPELLATE DIVISION

Before commencing an appeal, please read the Florida Rules of Appellate Procedure and Administrative Order 2013–25–Gen. The Clerk of Court assigns cases to a Civil Appellate Division or Circuit Criminal Judge pursuant to the directives of Administrative Order 2013–25–Gen. Once assigned, the cases are actively managed by staff counsel, who coordinates the disposition of procedural matters and monitors for fully briefed cases. There are no hearings for appellate matters unless ordered by the Court. All motions are decided on the papers. When the case has been fully briefed, it is assigned for consideration by a Civil Appellate Panel or Circuit Criminal Judge.

Parties SHALL NOT:

- Call or e-mail judges, judicial assistants, or staff counsel to request a status report regarding a pending appellate proceeding.
- Call or e-mail judges, judicial assistants, or staff counsel with requests to schedule hearings on motions, status conferences or oral arguments regarding a pending appellate proceeding.
- Call or e-mail judges, judicial assistants, or staff counsel to respond to a court order (e.g. Order to Show Cause, Order to Supplement Record/Appendix).
- Send e-mails to appeals@17th.flcourts.org to communicate with staff counsel. This e-mail address is for the parties to provide electronic courtesy copies and the courts to serve orders or opinions.
- Utilize the online scheduling system to schedule hearings on motions, status conferences or oral arguments regarding a pending appellate proceeding.

Parties SHALL:

- Bring matters to the appellate court's attention by filing an appropriate motion.
- Follow the procedures set forth in Administrative Order 2013–25–Gen.