

Attachment “B”

SEVENTEENTH JUDICIAL CIRCUIT
OF FLORIDA



BROWARD COUNTY COURTHOUSE
201 S.E. 6TH STREET
FORT LAUDERDALE, FL 33301

GUIDELINES FOR COMMUNICATIONS WITH APPELLATE DIVISION

Before commencing an appeal, please read the Florida Rules of Appellate Procedure and Administrative Order 2020-89-Gen. The Clerk of the Court assigns cases to the Circuit Court Appellate Division pursuant to the directives of Administrative Order 2020-89-Gen. Once assigned, the cases are actively managed by staff counsel, who coordinate the disposition of procedural matters and monitor for fully brief 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 the Circuit Court Appellate Panel.

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 for the Court to serve orders and 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 Court’s attention by filing an appropriate motion and providing electronic courtesy copies by e-mail to appeals@17th.flcourts.org.
- Follow the procedures set forth in Administrative Order 2020-89-Gen.

Self-Represented Parties

- All self-represented parties are referred to the Florida Rules of Appellate Procedure, Administrative Order 2020-89-Gen, and The Self-Represented (Pro Se) Appellate Handbook.¹
- A hard copy of The Self-Represented (Pro Se) Appellate Handbook may be viewed in the Appeals Division of the Court of the Court, Room 4140 of the Broward County Courthouse-West Wing, 201 S.E. 6th Street, Fort Lauderdale, Florida 33301.

¹ <https://prose.flabarappellate.org/>