

Implementation of District Court of Appeal Jurisdictional Boundary Changes:

E-Filing and Electronic Case Management Issues

Source of Changes

[Chapter 2022-163, Laws of Florida](#) (House Bill 7027, 2022 Reg. Sess.), establishes the Sixth District Court of Appeal (DCA) and realigns the boundaries of the First, Second, and Fifth DCAs, effective January 1, 2023.

Pursuant to [Fla. Admin. Order No. AOSC22-81](#) (Nov. 1, 2022):

- Effective January 1, the First DCA will transfer to the Fifth DCA any pending cases originating from the Fourth Judicial Circuit; the Second DCA will transfer to the Sixth DCA any pending cases originating from the Tenth and Twentieth judicial circuits; and the Fifth DCA will transfer to the Sixth DCA any pending cases originating from the Ninth Judicial Circuit.
- The transferring court will issue in each case being transferred an order of transfer that the clerk will serve on all parties and on the clerk of the lower tribunal, if any, in which the cause originated. The clerk of the DCA receiving a transferred case will serve on the parties and on the clerk of the lower tribunal, if any, an acknowledgment letter or order in each case.
- Any subsequent filings in a case that has been transferred shall be filed with the clerk of the receiving court using the new case number identified on the acknowledgment letter or order.

Florida Courts E-Filing Portal

The E-Filing Portal is the system through which attorneys must and self-represented litigants can initiate and file pleadings in Florida's trial and appellate courts.

Registration

- If a user is already registered with the E-Filing Portal, no additional registration action will be needed as a result of the new law. The user can continue to use their existing username and password, including to file with the Sixth DCA.
- If someone has never registered with the E-Filing Portal, they will have to do so as a matter of course unrelated to the new law.

Activation

- The Sixth DCA and the realigned boundaries of the First, Second, and Fifth DCAs will be activated on the E-Filing Portal effective January 1.
- Thus, filing in the Sixth DCA can begin at that time.
- Upon signing into the E-Filing Portal, note that a new map will be displayed showing six DCAs rather than five and aligning the judicial circuits and counties to the applicable DCA as provided in the new law.

Communication

- An alert about the upcoming change will be posted in the "News & Information" section at the top of the sign-in/registration page starting in mid-December.
- A subsequent alert will be posted on January 1.

Accessing Information; Subsequent Filings

- To access case information via the E-Filing Portal in a transferred case, it is recommended that users use the new case number identified in the acknowledgement letter or order.

- All historical data that a user would expect to see in the E-Filing Portal for the case will be there and available via the new case number.
- Any subsequent filings in a case that has been transferred shall be filed with the clerk of the receiving court using the new case number identified on the acknowledgment letter or order.
- If a user attempts to make a subsequent filing in a transferred case using the old case number and with the original DCA, they will receive a message from the E-Filing Portal indicating that the case has been transferred and noting the new case number.

eDCA

eDCA is a case docket system for the DCAs, through which attorneys and self-represented litigants for a party or attorney of record may access case information. Each DCA has its own, independent eDCA system.

Registration

- If a user is already registered with eDCA at a particular DCA and the case is transferred on January 1, their sign-on credentials will be transferred, too, provided they don't already have an existing eDCA account at the recipient court. If they already have an eDCA account at the recipient court, they will continue to use those pre-existing account login credentials to access the transferred case.
 - Thus, for example, if a First DCA eDCA user's case is transferred to the Fifth DCA, the user can access the Fifth DCA eDCA system using the same First DCA login.
 - If the user will then operate between the First DCA and the Fifth DCA because they now have cases at both courts, the user can use that same, transferred registration information at both courts.

- If the user already had an account in the Fifth DCA at the time of transfer, they should be able to access the transferred case in the Fifth DCA eDCA using their previously existing Fifth DCA credentials.
- If a user has cases from both the Second DCA and the Fifth DCA that will transfer to the Sixth DCA and currently has logins at both the Second DCA and the Fifth DCA, the Second DCA login information will be the default sign-on credential at the Sixth DCA.
- If someone has never registered with eDCA, they will have to register with the eDCA system for the applicable DCA. In the case of the Sixth DCA, they can register on or after January 1.

Activation

- The Sixth DCA eDCA system will be open to the public on January 1.

Communication

- An alert about the upcoming change will be posted on the eDCA login page for each affected DCA.
- Upon logging in, a generic statement will be posted in eDCA for each affected DCA.

Accessing Information

- If a user attempts to obtain case information/documents using the old case number and accessing the eDCA for the original court, the history for the case will show a transfer order as the final docket entry indicating that the case was transferred to another DCA.
- A user must use the new case number when attempting to access case information via eDCA at the recipient court. Thus, for example, if your case is transferred from the First DCA to the Fifth DCA, you must use the new case number when accessing the eDCA system for the Fifth DCA.