

WORKSHEET

CIRCUIT TO DCA
NON-FINAL – NOAP

(a/k/a INTERLOCUTORY APPEAL – DO NOT RECORD)

FILED
CIVIL COURT REC. DEPT.
2016 SEP 12 PM 4:31
KIM BURKE
CLERK OF CIRCUIT COURT

UCN # 522012CA012447XXCICI

REF # 12-12447-CI

APPELLANT'S NAME A.J. DAULERIO

DCA APPEAL # 2D16- 3721

DATE FILED 08/23/16

X **VERIFY NOTICE CONTAINS: Rule 9.130(a)**

- 1 – Name of Court to which the appeal is taken
- 2 – The date and name of order being appealed
(This date should not be more than 30 days from the date of filing the notice – Rule 9.110(b) & 9.020(h))
- 3 – The nature of the order to be reviewed
- 4 – Original signature of Attorney or Pro Se with address & phone number
- 5 – Certificate of Service to all Appellee(s) with address(es)
- 6 – Conformed copy of Order(s) being appealed is attached

- X At Events Tab, if not done so already, docket **NOAP** and choose the party(s) filing the appeal from the "Party Picker". If more than one appellant, select all parties appealing. In the **Comments** Field, add **(Non-Final)** to docket entry.

- X Scan / Image Notice of Appeal and attachments on the NOAP Event line.
(If e-filed with exhibits separate from NOAP, that is fine.)

X **FILING FEES**

- ☐ Check payable to Clerk of Circuit Court for \$100.00 + \$1.00 per page and \$2.00 to certify
- ☐ Check to District Court of Appeals in the amount of \$300.00
- ☒ Assess Filing Fees under Appellant's name at the Financial Tab:
 - Filing Fee – Appeal from Circuit Court to DCA (Civil) \$ 100.00
 - Certified Copies – Copy with Certification \$ 9.00
(\$1.00 per page + \$2.00 certification)
 - Total \$ 109.00
- ☒ Add Comment: Date of NOA and type of fees being assessed
- ☐ Have Front Counter FRS validate (Write case number and style of case on check)

- X Enter Notice on the Intake Log. Indicate in red **NON-FINAL**.

_____ Log check to DCA in Check Log.

X Make a **certified copy** of Notice of Appeal and attachments together to send to DCA.
- Add to Documents Tab in Odyssey

X Type **DCA Transmittal Form** in Forms in Odyssey. Attach to case. Make copy for all parties and an extra copy for the file.

X **Docket Letter** at Events Tab as **NDCA** and Relate Document in Odyssey. Mail copy to all parties.

X **Convert** c/c NOAP and DCA Transmittal Form to .pdf.

X **Transmit** pdf documents to DCA through the Florida Courts E-Filing Portal <https://www.myflcourtaccess.com/default.aspx>. Make a note of the e-file number on this worksheet or on task if creating one.

X File c/c of Notice of Appeal and Notice of Appeal Worksheet in Non-Final Folder.

X **IF ANY PROBLEMS** i.e.: filing fees due, etc.:
Go to Tasks – Microsoft Outlook, create **NEW** Task, add new appeal case
SUBJECT = Appellant's name v Appellee's name case number / 2D-
CATEGORIZE=Notice of Appeal **STATUS**=Not Started
START DATE = NOAP Filing Date **Due Date** = 14 days
REMINDER = 14 days
Memo Field = Top, Center, type in red:
NEED FEES (\$amount)
NON-FINAL
Then align the text to the left margin and type in black "Remarks:"

WHEN AN APPEAL NUMBER IS RECEIVED FROM DCA:
Docket **APLN (DCA Appeal Number)**. Write Appeal number on notice of appeal worksheet
[If filing fees are owed, and a Clerk's Certificate has not been sent to the parties yet, create a Clerk's Certificate of Non-Payment in forms in Odyssey (AP-CLK CERT FILING FEE NOA). Attach to case. Docket **CCNP (CERTIFICATE OF CLERK RE: NON PAYMENT)** and in the comments add **FILING FEES**. Relate the image to the event line. Forward a certified copy to the DCA. Mail copies to all parties. Add to remarks in Task.]

_____ Date/Time stamp Worksheet. Print task if applicable.

_____ Docket Worksheet as **APWS**, Scan / Image Worksheet and file in box in mailroom.

NOTES:

RETURNED TO CIVIL:

BLANNE DEKEYSER

SEP 12 2016

CLERK NAME

DATE

DeKeyser, Anne

Subject: DAULERIO, A.J. -VS-TERRY GENE BOLLEA ET AL 12-12447-CI/2D16-3721
Start Date: Tuesday, August 23, 2016
Due Date: Tuesday, September 13, 2016

Status: Not Started
Percent Complete: 0%

Total Work: 0 hours
Actual Work: 0 hours

Owner: Civil Appeals

Categories: NOTICE OF APPEAL

NON-FINAL

REMARKS: EFILE REF# 45669064

08/29/16- DCA ORDER-APPELLANT SHALL PROVIDE A LEGIBLE COPY OF THE ORDER APPEALED BY SEPTEMBER 5, 2016

08/29/16- DCA ORDER-FOREIGN ATTORNEYS SERVED WITH THE NOTICE OF APPEAL SHALL MOVE FOR ADMISSION PRO

HAC VICE OR THEY WILL BE REMOVED FROM PROCEEDING

09/12/16 – DCA ORDER INITIAL BRIEF DUE 09/22/16

09/12/16 – DCA ORDER STRIKING THE STIPULATION FOR EXTENSION OF TIME SUBMITTED BY ATTORNEY THOMAS