WORKSHEET

CIRCUIT TO DCA FINAL - NOAP

UCN#	522024CA003892XXCICI	REF # 24-3892-CI			
APPELLA	NT'S NAME NEELAM TANEJA PERRY	DCA APPEAL # 2D2024-2316			
DATE FIL	NO. OF VOL (Total # of Docum	4			
X	VERIFY NOTICE CONTAINS: Rule 9.110(d)				
	1 – Name of Court to which the appeal is taken INCORRECT COURT				
	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 – NOT IDENTIFIED				
	4 – 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 NOT SIGNED				
	At Events Tab, if not done so already, docket NOAP and choose the party(s) filing the				
X	appeal from the "Party Picker". If more than one appellant, select all parties appealing.				
	At Events Tab, docket NOAPREC (Notice of Appeal Recorded) (filing date will be the same				
X	as NOAP). If fees have not been paid, uncheck "RECORDING NEEDED" box.				
v	a not far land in the state of NOARRES Front line				
X	Scan Notice of Appeal AND attachments together on the NOAPREC Event line.				
	At Parties Tab, add a Party Connection as either Appellant and Appellee for each party				
X	_ listed in the Notice of Appeal using date appeal was filed or e-filed.				
Х	FILING FEES				
	Payment to Clerk of Circuit Court for \$100.0 \$1.00 per page and \$2.00 to certify	00 filing fee + copy/certification fees of			
	Check payable to District Court of Appeals i	n the amount of \$300.00			
	Assess Filing Fees under Appellant's name a				
	- Filing Fee – Appeal from Circuit Court	to DCA (Civil) \$ <u>100.00</u>			
	(Financial Tab code FFAPDCA)Certified Copies – Copy with Certificat	tion (CERTCOPY) \$ 7.00			
	(\$1.00 per page + \$2.00 certification)				
	Total	\$ <u>107.00</u>			
	Add Comment: Date – E-File #, NOA and type of fees being assessed, and whether or not any payment was made through the E-Filing Portal.				
	Have Front Counter FRS validate (Write case number and style of case on check)				
c /4 0 /2025	10:24 AM 24 3002 CI	1/2			

X	Enter Notice on the <u>NOA Received Log.</u>				
х	Enter case in Calendar of Records Due: 50 day date: 11/09/2024				
	 Enter Case Number, Appellant's name, Number of Volumes, transcripts due and 				
	any comments needed.				
	• Check Exhibits Tab to see if there is Evidence in the vault or use Filter on Events				
	Tab and use search by docket code (LIEX). Computer will state Exhibit or List of Exhibits and Box #. If necessary, enter number of exhibits in Exhibits column.				
хх	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 = 50 th day (unless problems)				
	REMINDER = 50 th day (unless problems)				
	Memo Field = Top, Center, type DO RECORD (date record is due) in red, then align the				
	text to the left margin and type in black "REMARKS:"				
	Fees are due, file is out to judge, etc., then set the Due Date for 2 weeks out and on line above DO RECORD, type the problem				
	Example:				
	NEED FEES (\$amount)				
	DO RECORD (date record is due)				
NA	If File is Not Imaged:				
147	 Pull files from Civil – check file out to you or have documents scanned to case. 				
	Make request through Gimmal or by e-mail to recctratty .				
	Image file when time permits.				
•	Return file to Civil after it is imaged.				
	Make a certified copy of Notice of Appeal and attachments together to send to DCA.				
X	- Add to Documents Tab in Odyssey				
_					
	On Events tab, docket NDCA (Letter from Clerk re: Appeal Notice to DCA) then select Save				
Х	/ Print to create DCA Transmittal Form.				
	Search for Form "AP-2 nd DCA Transmittal," create form, print copies for all parties and				
Х	select Attach to add document to event entry.				
	Select Attach to add document to event entry.				
Х	Mail copy of DCA Transmittal Form to all parties.				
	In Documents tab, Mark the certified copy of the NOAP and DCA Transmittal Form, click				
	Actions and select Download to PC. Save documents on Desktop or in folder. In Adobe,				
х	combine as one PDF with DCA Transmittal Form as first document.				
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	<u>-</u>				
	Transmit PDF documents to Second District Court of Appeal through E-Filing Portal				
X	https://www.myflcourtaccess.com/default.aspx.				
х	Obsolete co	rtified convert NOAD fro	m Documents Tab in Odyssov		
	Obsolete certified copy of NOAP from Documents Tab in Odyssey.				
x	On Tasks in Outlook, enter under the Remarks the date the notice was e-filed.				
	Bond Directions / Designations equations the supervisor of call				
	Read Directions/Designations carefully; if questions, check with supervisor or call attorney, if needed. Note the date called and the answer under the Remarks on the task.				
	attorney, if needed. Note the date called and the answer under the kemarks on the task.				
	Save this Appeal Worksheet to the Saved Worksheets folder as the Lower Tribunal case				
Х	number (Civil Appeals – Intake – Saved Worksheets – Year)				
		ppcaisa.c	, , , , , , , , , , , , , , , , , , , ,		
NOTES:			•		
					
05/14/20	025 DCA OF	RDER – APPELLEES' JULIE	MARCUS AND AMANDA COFFEY'S MOTION TO		
• •			SMISSED AS FROM A NONFINAL, NONAPPEALABLE		
	-		RY JUDGMENT IS DENIED AS MOOT. 2D2024-2316		
06/18/20	025 DCA: C	ASE CLOSED.			
	*				
	WHEN APPEAL IS OVER:				
	Remove parties: Appellant(s) and Appellee(s) and any attorneys in Odyssey who				
			ppeal only. Make sure attorneys aren't deleted from		
Х					
		,			
•	Updat	e worksheet with appea	number on page 1, sign and date worksheet below.		
Х	na con a fer a constant and a property of the constant and a const				
		,	·		
Х	Print TASK and staple to back of worksheet, then DELETE task.				
		,			
Х	Docke	t APWS (Appeals Worksl	neet w/Attachment) Scan / Image Worksheet.		
Clerk ret	urning File:	MARIA F	06/18/2025		
		CLERK NAME	DATE		

Maria L

Subject: PERRY, NEELAM TANEJA ~V~ ROCHFORD, ROBERT "ROCKY"; PETERS, JAMES;

JOARDER, EHSAN; MARCUS, JULIE; COFFEY, AMANDA; ET. AL. 24-3892-CI /

2D2024-2316

Start Date:

Tuesday, October 1, 2024

Due Date:

Wednesday, December 4, 2024

Status:

In Progress

Percent Complete:

0%

Total Work: Actual Work:

0 hours

0 hours

Owner:

Clerk Civil Appeals

Categories:

DISMISSED, BILLED/AWAITING PAYMENT, INDIGENT, APPEAL

PAYMENT / TRANSMIT

10 DAYS FROM FILING (L.T. FILING FEES DUE): 10/11/2024 50 DAYS FROM FILING (BILL RECORD PREP BY): 11/20/2024 60 DAYS FROM FILING (RECORD DUE TO DCA): 11/30/2024

FINANCIALS:

08/29/2024 APPROVED DERTMINATION OF INDIGENT STATUS

12/05/2024 PAID \$7.00 COPY/CERT FEES AT COUNTER

12/06/2024 DONE / BILLED \$108.50 RECORD PREP FEES

REMARKS:

10/01/2024 TRANSMITTED CC NOAP TO DCA Reference # for this filing is 208031873

12/04/2024 TRANSMITTED CCNP TO DCA RE NON-PYMT Reference # for this filing is 212115650

12/06/2024 PREPARING RECORD ON APPEAL

12/06/2024 EMAILED AND MAILED RECORD PREPARATION STATEMENT, COVER SHEET, AND INDEX TO PRO-SE

APPELLANT: NEELAM TENEJA PERRY

12/06/2024 MAILED COVER SHEER AND INDEX TO APPELLEES (SERVICE LIST BELOW).

12/12/2024 CASE TRANSFERRED TO LEON COUNTY

12/18/2024 TRANSMIT CCNP TO DCA Reference # for this filing is 213077840

05/14/2025 DCA ORDER – APPELLEES' JULIE MARCUS AND AMANDA COFFEY'S MOTION TO DISMISS IS GRANTED,

AND THIS APPEAL IS DISMISSED AS FROM A NONFINAL, NONAPPEALABLE ORDER. APPELLANT'S MOTION FOR SUMMARY JUDGMENT IS DENIED AS MOOT. 2D2024-2316

06/18/2025 DCA: CASE CLOSED.

UCN: 522024CA003892XXCICI

JUDGE: PATRICIA ANN MUSCARELLA

APPELLANT PRO-SE:

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