

WORKSHEET

CIRCUIT TO DCA

FINAL – NOAP

UCN # 522024CA003995XXCICI

REF # 24-3995-CI

APPELLANT'S NAME CHRISTOPHER GLEASON

DCA APPEAL # 2D2024-2688

DATE FILED 11/21/2024

NO. OF VOL.

(Total # of Document Pages / 200)

6

X **VERIFY NOTICE CONTAINS: Rule 9.110(d)**

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 – **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.

X At Events Tab, docket **NOAPREC** (Notice of Appeal Recorded) (**filing date will be the same as NOAP**). If fees have not been paid, uncheck "RECORDING NEEDED" box.

X Scan Notice of Appeal **AND** attachments together on the NOAPREC Event line.

X At Parties Tab, add a Party Connection as either Appellant and Appellee for each party listed in the Notice of Appeal using date appeal was filed or e-filed.

X **FILING FEES**

Payment to Clerk of Circuit Court for \$100.00 filing fee + copy/certification fees of \$1.00 per page and \$2.00 to certify

Check payable 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

(Financial Tab code FFAPDCA)

- Certified Copies – Copy with Certification (CERTCOPY) \$ 11.00

(\$1.00 per page + \$2.00 certification)

- Total \$ 111.00

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)

X Enter Notice on the NOA Received Log.

X Enter case in Calendar of Records Due: 50 day date: 01/10/2025

- 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.

X 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** = 50th day (unless problems)
REMINDER = 50th 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:"
-----UNLESS-----
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:

- Pull files from Civil – check file out to you or have documents scanned to case. Make request through Gimmel or by e-mail to recctratty.
- Image file when time permits.
- Return file to Civil after it is imaged.

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

X On Events tab, **docket NDCA** (Letter from Clerk re: Appeal Notice to DCA) then select Save / Print to create **DCA Transmittal Form**.

X Search for Form "AP-2nd DCA Transmittal," create form, print copies for all parties and select **Attach** to add document to event entry.

X Mail copy of DCA Transmittal Form to all parties.

X 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, combine as one PDF with DCA Transmittal Form as first document.

Balys, Jannecke

Subject: GLEASON, CHRISTOPHER V. MARCUS, JULIE ET AL 24-3995-CI / 2D2024-2688
Start Date: Thursday, November 21, 2024
Due Date: Monday, June 29, 2026

Status: Completed
Percent Complete: 100%
Date Completed: Monday, February 3, 2025

Total Work: 0 hours
Actual Work: 0 hours

Owner: Clerk Civil Appeals

Categories: DISMISSED, APPEAL

FINANCIALS:

12/03/2024 PAID \$300.00 DCA FEES
12/04/2024 PAID \$108.00 FILING/COPY/CERT FEES AT COUNTER
12/31/2024 DONE/BILLED \$227.50 RECORD PREP FEES
01/31/2025 PAID \$227.50 RECORD PREP AT COUNTER

REMARKS:

11/21/2024 RECEIVED NOTICE OF APPEAL
11/22/2024 SUBMITTED TRANSMITTAL AND CC NOAP TO DCA **Reference # for this filing is 211521802**
11/22/2024 MAILED TRANSMITTAL TO PARTIES
12/04/2024 TRANSMIT CCNP TO DCA RE NON-PYMT **Reference # for this filing is 212118785**
12/20/2024 DRAFT PRELIMINARY RECORD
12/31/2024 EMAILED AND MAILED – BILLING STATEMENT, COVER PAGE AND INDEX TO APPELLANT
12/31/2024 MAILED – COVER PAGE AND INDEX TO APPELLEE
01/30/2025 ISSUED CERTIFICATE OF NON-PAYMENT FOR APPEAL RECORD PREPARATION FEES OF \$227.50 **Reference # for this filing is 215653465**
02/03/2025 TRANSMITTED CONFIDENTIAL RECORD ON APPEAL TO DCA **Reference # for this filing is 215858751**
02/03/2025 TRANSMITTED RECORD ON APPEAL TO DCA **Reference # for this filing is 215858777**
04/13/2026 REVIEWED CASE FOR MOVEMENT
06/02/2026 MANDATE ON CASE

UCN: 522024CA003995XXCICI

JUDGE: PATRICIA ANN MUSCARELLA

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