

Appeal Calendar and Check List Outline

Client Name: _____

City: _____ State: _____

Order Appealed: _____

Lower Tribunal Case Number: _____

District Court of Appeals Case Number: _____

Download a current copy of the [Florida Rules of Appellate Procedure](#) and read the appropriate sections indicated below to find out what you need to provide.

Fill out this form on your computer and email a copy to Steve. You will be responsible for keeping track of documents that need to be filed and to notify Steve in adequate time to prepare them.

Sequence of Filings:

1. **9.110 - Notice of Appeal (NOA)** – file 2 copies within 30 days of order of the court being appealed accompanied by filing fees prescribed by law, with the clerk of the lower tribunal
 - a. **Cross-Appeal.** An appellee may cross-appeal by serving a notice within 10 days of service of the appellant’s notice of appeal.
 - b. **Directions to Clerk** to prepare record – within 10 days of filing notice of appeal.
 - c. **Record.** Within 50 days of filing the notice, the clerk shall prepare the record prescribed by rule 9.200 and serve copies of the index on all parties. Within 110 days of filing the notice, the clerk shall transmit the record to the court.
2. **Docketing Statement** (forms sent with DCA’s notice of opening the case): If this case involves an original writ, is an appeal of a non-final order or is a case involving child custody, this docketing statement must be completed and returned **within five days**. In all other cases, the appellant must file the docketing statement **within 20 days** from the date of the acknowledgment of the notice of appeal.
3. **9.125 - Suggestion For Certification To The Florida Supreme Court** – within 10 days of filing notice of appeal.
4. **9.200 - Transcript(s) of Proceedings.** File a Designation to Reporter and Reporter’s Acknowledgement within 10 days of filing the notice.
5. **9.210 – Initial Briefs.** Appellant’s initial brief shall be served within 70 days of filing the notice of appeal.
 - a. **Appellee’s answer** – 20 days
 - b. **Reply to appellee’s answer** – 20 days
 - c. **Cross reply** – 20 days
6. **9.320 – Oral Argument** - A request for oral argument shall be a separate document served by a party not later than the time the last brief of that party is due. However, file this as early as possible.

7. **9.430 – Indigents** – In lower court, file an application for indigent status with Notice of Appeal. After determination by clerk, file a Motion to Proceed Without Prepaying Fees to the District Court of Appeals along with your financial affidavit.

Critical Filing Dates

Fill out the following dates relative to your case:

1. Date of Court Order to be appealed: _____
2. Deadline date for notice of appeal: _____
3. Date of filing Notice of Appeal: _____
 - a. Include a copy of the conformed Court Order (copy that was sent to you by the court) being appealed.
 - b. Indigent filing: File documents mentioned in #6 above with Notice of Appeal. Do not send any filing fees at this time. The clerk will advise you when and how much.

Filings Within 10 Days of Notice of Appeal: Deadline Date _____

1. Directions to the Clerk of Appeals: _____ Date filed: _____
2. Suggestion for Certification. To Supreme Court: _____ Date filed: _____
3. Designation to Court Reporter: _____ Date filed: _____
4. Oral Argument: _____ Date filed: _____
5. Deadline for Appellee’s cross appeal: _____ Date filed: _____

Filings Due Within 20 Days:

1. DCA acknowledgement of case filed: _____
 - a. Deadline Date: _____ Date filed: _____
2. Date Appellee’s answer is due: _____ Date filed: _____
3. Date of Appellant’s reply to Appellee’s answer: _____ Date filed: _____
4. Date for Appellee’s cross-reply: _____ Date filed: _____

Filings Within 70 Days of Notice of Appeal:

1. Deadline for filing Initial Brief: _____ Date filed: _____
 - a. Original and 3 copies.