



**INTERNAL OPERATING PROCEDURES
FIRST DISTRICT COURT OF APPEALS, FLORIDA
SECTION II: GENERAL INFORMATION**

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TABLE OF CONTENTS | II | GENERAL INFORMATION

#	Rule No	Title	Page
1	IOP 2.1	Jurisdiction	4
2	IOP 2.2	Hours of Operation	5
3	IOP 2.3	After-Hours Access	6
4	IOP 2.4	Sittings Away from Court	7
5	IOP 2.5	Accommodations for Persons with Disabilities	8
6	IOP 2.6	Website	9
7	IOP 2.7	Court Property	10
8	IOP 2.8	Administrative Orders	11

-	n/a	Appendix	12
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INTERNAL OPERATING PROCEDURES | 1DCA (FL)

SECTION: II

TITLE: GENERAL INFORMATION

RULES: 2.1 through 2.8



IOP 2.1 | JURISDICTION

The court hears appeals from final orders and certain nonfinal orders entered by all court divisions of the 1st, 2d, 3d, 4th, 8th, and 14th circuit courts and from administrative orders entered by many state governmental agencies. County court decisions in certain circumstances are also subject to appellate review by this court. Additionally, this court has exclusive statewide jurisdiction to hear all appeals in workers' compensation cases, orders in insurance liquidation proceedings and other matters as provided by general law. The First District Court of Appeal also considers original proceedings governed by Florida Rule of Appellate Procedure 9.100, including petitions for certiorari, mandamus, prohibition, and habeas corpus.

The territorial jurisdiction of the court includes the following thirty-two counties: Alachua, Baker, Bay, Bradford, Calhoun, Clay, Columbia, Dixie, Duval, Escambia, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Holmes, Jackson, Jefferson, Lafayette, Leon, Levy, Liberty, Madison, Nassau, Okaloosa, Santa Rosa, Suwannee, Taylor, Union, Wakulla, Walton and Washington.



IOP 2.2 | HOURS OF OPERATION

The court – located at 2000 Drayton Drive, Tallahassee, Florida 32311 – is open from 8:00 a.m. until 5:00 p.m. on weekdays except for holidays. The court closes in observance of the holidays established by the Florida Supreme Court and additional discretionary holidays so designated by the chief judge. An administrative order is issued each year setting forth the dates when the court will be closed. The administrative order is available on the court's website. Oral arguments are open to the public, subject to the sitting panel's right to close when authorized by law. A member of the public who wishes to tour the courtrooms may request an escorted tour by contacting the marshal at 850-487-1000.



IOP 2.3 | AFTER-HOURS ACCESS

After-hours use of court facilities for other than official court functions or business are generally limited to law-related groups or programs, including, but not necessarily limited to, use by law schools, state agencies, and bar association-committee activities. After-hours use shall be limited to the hours between 5:00 p.m. and 10:00 p.m. on week nights. Applications for after-hours use of court facilities shall be presented in writing and are processed through the marshal who may be contacted at 850-487-1000. Approval for these types of uses requires the written approval of the chief judge.

The areas of the building and the equipment which may be available to these law-related groups is restricted to the following: all accessible parking lots, the courtrooms, the rotundas, the multipurpose room, the veranda on the 2nd floor, and the public bathroom facilities of the courthouse.

This rule does not apply to, and approval is not required for, the use of the building by a judge or judges, clerk or marshal for purposes related to their position, nor does it apply to court activities and functions customarily carried on by court members and personnel, i.e. official court functions.

IOP 2.4 | SITTINGS AWAY FROM COURT

The court seeks to conduct at least one oral argument session annually in each of its circuits, as caseload permits. As part of these efforts, the court schedules oral arguments in Pensacola once each calendar year and in Jacksonville twice each calendar year. The court welcomes requests to sit in any community within its district and attempts to coordinate with schools and civic organizations to make these special sessions useful to the community. Requests to sit in any community may be made to either the clerk or the chief judge. The court is also equipped to conduct oral arguments via video teleconference from the other Florida district courts of appeal and some circuit courts.



IOP 2.5 | ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The court is in compliance with the Americans with Disabilities Act (ADA) regarding facilities, services, and programs. The marshal's office can provide special accommodations to all people, including people with disabilities. Special accommodations may require up to 7 days advance notice.



IOP 2.6 | WEBSITE

The court maintains a website at www.1dca.org. The court posts all written opinions of the court issued since August 2003. The website provides online access to the court's docketing information for the use of the general public, except for certain cases which are not available to the public by law, rule, or court policy or order. Oral argument calendars, administrative orders, information on high profile cases, employment opportunities, and a link to a live video feed of oral arguments while in progress appear on the website. The court's video web page has archived oral argument proceedings since January of 2004. The site contains profiles of the judges, clerk, and marshal. The website also contains information regarding and access to the court's electronic filing system, eDCA. Directions to the courthouse are also on the website.



IOP 2.7 | COURT PROPERTY

The marshal is the custodian of court property, except court files, and inventories it annually by number. No court property shall be removed from the court premises without the consent of the chief judge or marshal, or as approved by court policy or order.



IOP 2.8 | ADMINISTRATIVE ORDERS

All administrative orders, as approved by the chief judge, are accessible through the clerk's page on the court's website. All original administrative orders shall be retained in the custody of the clerk. Administrative orders include, but are not limited to, court closures in addition to the holidays established by the Florida Supreme Court, video teleconferencing procedures, addressing eDCA, the court's procedures for filing of court documents in an electronic format, and record preparation procedures in collateral criminal proceedings.



APPENDIX



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ORIGINAL SOURCE

<u>#</u>	<u>Item</u>	<u>Link</u>
1	Original Source	1DCA.org

INTERACTIVE VERSION

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1	Web	TextBookDiscrimination.com/Rules/IOP/FL/1DCA/S002

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