



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

{AS OF: 12/1/2023}

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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 First, Second, Third, Eighth, and Fourteenth Judicial Circuits 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 twenty-nine counties:

Alachua	Baker	Bay	Bradford
Calhoun	Columbia	Dixie	Escambia
Franklin	Gadsden	Gilchrist	Gulf
Hamilton	Holmes	Jackson	Jefferson
Lafayette	Leon	Levy	Liberty
Madison	Okaloosa	Santa Rosa	Suwannee
Taylor	Union	Wakulla	Walton
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

Non-court-related use of the public areas of the courthouse must have a governmental or law-related educational purpose and be approved pursuant to a building use policy adopted by the court and published on the court's website.



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. 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.



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.flcourts.gov. The court posts all written opinions of the court issued since August 2003. 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. 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.



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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