

The Clerk's duties are established by the State Constitution, State Statutes, regulations, County Ordinances and judicial orders and include:

- **EX-OFFICIO CLERK OF THE BOARD OF COUNTY COMMISSIONERS**
- **COUNTY RECORDERS**
- **COUNTY AUDITOR**
- **CUSTODIAN OF ALL COUNTY FUNDS**
- **CUSTODIAN OF ALL RECORDS FILED WITH THE COURT**

Miami-Dade County's Clerk, Harvey Ruvin, is assisted in fulfilling his duties by his Senior Management Team; Directors; Division Chiefs, Managers; and a staff of more than twelve hundred employees at office locations throughout Miami-Dade County. The Clerk's Office is dedicated to providing support to the court system and professional service to the public, the judiciary, the legal community and the County Commission.

**Americans With Disabilities Act of 1990:**

TDD/TTY users may contact the telephone number(s) listed via the Florida Relay Services at 1-800-955-8771, or by dialing 711. This document is available in alternate formats upon request.

Requests for the status of a matter pending before the court can be directed to the Appeals Unit at **305-349-7409**. Please be advised that the clerk cannot give any legal advice, or provide the name of the judge considering the matter.

**APPEAL FILING CHECK LIST**

- NOTICE OF APPEAL OR PETITION WITH COPY OF ORDER BEING APPEALED ATTACHED**
- NAME AND ADDRESS OF ALL PARTIES INCLUDED ON NOTICE, PETITION OR ATTACHED ORDER**
- FILING FEES AND RECORD DEPOSIT**
- ADDRESSED, STAMPED ENVELOPES WITH ALL MOTIONS FOR EACH PARTY LISTED ON CERTIFICATE OF SERVICE**
- ORIGINAL + 3 COPIES OF ANY BRIEF FILED**
- 4 COPIES OF ANY APPENDIX FILED**
- DIRECTIONS AND DESIGNATIONS FILED WITHIN 10 DAYS OF FILING OF THE NOTICE OF APPEAL**

Automated Voice Response System  
Available 24 Hours / Day 7 Days / Week  
DIAL

**Parking:** 305-275-1133  
**Traffic:** 305-275-1111  
**Central Depository:** 305-275-1122  
**All other Services:** 305-275-1155

# Miami-Dade County Clerk's Office Harvey Ruvin, Clerk



## 11<sup>th</sup> Judicial Circuit Court Appeals

### Civil Division – Appellate Section

**Business Hours: 9:00A.M. – 4:00 P.M.**  
Monday through Friday excluding, Holidays.

**DADE COUNTY COURTHOUSE  
CIVIL DIVISION  
73 West Flagler Street, Rm. 138  
Miami, Florida 33130**

Visit our website at:  
[www.miami-dadeclerk.com](http://www.miami-dadeclerk.com)

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## TYPES OF APPEALS HEARD BY THE APPELLATE DIVISION

- ADMINISTRATIVE APPEALS
- COUNTY COURT CIVIL APPEALS FOR SMALL CLAIMS AND COUNTY CIVIL CASES
- PETITIONS FOR WRIT OF CERTIORARI
- APPEAL OF A TRAFFIC CASE
- APPEAL OF A MISDEMEANOR CASE
- PARKING APPEALS
- CRIMINAL DOMESTIC VIOLENCE

Notices or Petitions are to be filed with the Civil Division, Appeals Unit at:

**73 West Flagler Street  
Rm. 138, Window #14  
Miami, FL 33130**

The Notice or Petition may also be filed at the court location in which the case on appeal was heard. If this is done please fax a copy to the Appeals Unit at: 305-349-7778.

### FILING FEES

A filing fee in the amount listed below must accompany the Notice of Appeal. The clerk accepts cash, money orders, checks and credit cards.

County Civil Appeals, Traffic, Misdemeanor, Writs of Certiorari, Parking and Criminal Domestic Violence

- \$281.00 APPEAL TO CIRCUIT COURT
- \$1.00 PER PAGE
- \$2.00 CERTIFICATION FEE

Administrative Appeals

- \$281.00 APPEAL TO CIRCUIT COURT

### RECORD PREPARATION DEPOSITS

In addition to the filing fees, a records preparation deposit is required when the appeal is filed in the following amount:

**\$100** For County Court Civil & Parking

**\$250** For Traffic and Misdemeanor Appeals, Criminal Domestic Violence

## NOTICE OF APPEAL

The notice of appeal shall be substantially in the form prescribed by rule 9.900(a) as follows:

- The Caption shall contain
  - the name of the lower tribunal
  - the name (including the address) and designation of at least 1 party on each side
  - the case number in the lower tribunal.
- The body of the Notice shall contain
  - the name of the court to which the appeal is taken
  - the date of rendition of the order being appealed
  - whether the appeal is on a final or non-final order the nature of the order to be reviewed.

A conformed copy of the order or orders designated in the notice of appeal shall be attached to the notice together with any order entered on a timely motion postponing rendition of the order or orders appealed, except in criminal cases.

### RECORD ON APPEAL

The Record on Appeal is prepared in compliance with the Florida Rules of Appellate Procedure 9.200 or 9.141, as applicable. It is the responsibility of the appellant or appellant's counsel to ensure the timely filing of transcripts or depositions with the Clerk of Courts Appellate Section. Please note the following:

**PAYMENT REQUIRED:** Preparation of the index requires a DEPOSIT with the clerk. A final statement of cost will be mailed if the deposit does not cover the cost for the record. Upon receipt of your payment, you will be mailed a copy of the Index.

**DIRECTIONS:** The Record on Appeal will be prepared pursuant to Fla. R. App. P. 9.200(a)(1), unless the appellant, within 10 days of the filing of the Notice of Appeal, directs the clerk otherwise pursuant to Fla. R.App.P.9.200(a).

**DESIGNATIONS:** Designations must be filed with the clerk within 10 days of the Notice of Appeal. Copies of the designations must be filed on the court reporter.

**EXHIBITS:** All paper exhibits are included in the record. If a party desires to include any oversized or physical evidence, they must seek permission from the court.

## BRIEFS

1. An **original and three (3) copies of all briefs** must be filed with the Court.

2. Pursuant to Appellate Rules 9.110(4)(f), 9.130(6)(e), and 9.140(g), your **INITIAL BRIEF** is due within the prescribed times as noted below, subject to any orders tolling the time for said filing.

- **CIVIL AND ADMINISTRATIVE APPEALS:** Rule 9.110(4) (f) Appellant's initial brief shall be served within 70 days of filing the notice.
- **APPEAL ON NON FINAL ORDERS:** Rule 9.130(6) (e) Appellant's initial brief, accompanied by an appendix as prescribed by rule 9.220, shall be served within 15 days of filing the notice.
- **CRIMINAL APPEALS:** 9.140(g) Initial briefs shall be served within 30 days of service of the record or designation of appointed counsel, whichever is later.

3. Unless otherwise required, the **ANSWER BRIEF** shall be served within 20 days after service of the initial brief; the **REPLY BRIEF**, if any, shall be served within 20 days after service of the answer brief.

4. The original and three (3) copies of all briefs shall be securely bound in book form or be securely stapled in the upper left corner

5. When filing an **appendix, four (4) bound copies** of the appendix must be submitted.

### MOTIONS

An original and one (1) copy of all motions must be filed with the Court, with the following exceptions:

- Motion for Attorney's Fees and/or Costs: file original and three (3) copies
- Request for Oral Argument: file original and three (3) copies

*You are required to enclose one (1) addressed, stamped envelope for each of the parties listed in the Certificate of Service, with all motions, including Requests for Oral Argument.*