



**Fourth District Court of Appeal
110 South Tamarind Avenue
West Palm Beach, Florida 33401
(561) 242-2000**

ACKNOWLEDGMENT OF NEW CASE

DATE: October 30, 2024

MONTEULINE LEVEILLE,
Appellant(s)

CASE NO.: 4D2024-2777

v.

ICON REALTY MANAGEMENT, LLC,
Appellee(s).

The Fourth District Court of Appeal has received a case initiating document reflecting a filing date of October 29, 2024.

The county of origin is Palm Beach County.

The lower tribunal case number provided is 502024SC003488XXXX.

FEE STATUS: DUE - PLEASE PAY \$300.00 FILING FEE OR PROVIDE A CERTIFICATE OF INDIGENCY WITHIN FIVE (5) DAYS OF THIS LETTER, OR AN ORDER TO PAY THE FILING FEE WILL ISSUE.

Case Type: NOA Final - County Small Claims - Other

The Fourth District Court of Appeal's case number must be utilized on all pleadings and correspondence filed in this cause. Moreover, ALL PLEADINGS MUST INCLUDE THE ATTORNEY'S FLORIDA BAR NUMBER and a physical address.

ELECTRONIC FILING INFORMATION

Incoming filings must be submitted through the Florida Courts E-Filing Portal.
Outgoing filings will be sent by the Court through C-Track CMS service email.

EFFECTIVE SEPTEMBER 10, 2023, PARTY/PARTICIPANT ACCESS TO CASES WILL BE VIA ACIS.FLCOURTS.GOV INSTEAD OF EDCA.

FONT REQUIREMENTS

All computer-generated documents are required to be filed in either Arial 14-point font or Bookman Old Style 14-point font. See Fla. R. App. P. 9.045(b).

FILING FEES MAY NOW BE PAID ELECTRONICALLY THROUGH THE FLORIDA COURTS E-FILING PORTAL – SEE THE COURT'S WEBSITE FOR INSTRUCTIONS

Served:

Drew Beinhaker
Palm Beach Clerk
Monteuline Leveille

KW

FOURTH DISTRICT COURT OF APPEAL



NOTICE TO ATTORNEYS AND TO PARTIES REPRESENTING THEMSELVES REVISED SEPTEMBER 10, 2023

Please read the following court practices and requirements concerning the case you have filed.

IMPORTANT REMINDERS

- **FILING FEES MAY BE PAID ELECTRONICALLY THROUGH THE FLORIDA COURTS E-FILING PORTAL – SEE THE COURT’S WEBSITE FOR INSTRUCTIONS.**
- **PURSUANT TO ADMINISTRATIVE ORDER 2014-1, ALL EMERGENCY FILINGS MUST BE ACCOMPANIED BY A SEPARATELY FILED REQUEST FOR EMERGENCY TREATMENT.**
- Electronic filing is mandatory for all attorneys. Incoming filings must be submitted through the Florida Courts E-Filing Portal. **Outgoing filings will be sent by the court through C-Track CMS service email. For access to your cases, please visit acis.flcourts.gov to register for ACIS.**
- **Parties representing themselves without a lawyer may file electronically.** Please visit www.myflcourtagency.com to register.
- **Parties representing themselves without a lawyer who are not in custody and have not been excused from e-mail service pursuant to Florida Rule of General Practice and Judicial Administration 2.516(b)(1)(D) will receive filings issued by this court by e-mail. For access to your cases, please visit acis.flcourts.gov to register for ACIS.**

ELECTRONIC FILING TIPS, COMPUTER GENERATED DOCUMENTS, AND APPENDICES

- All electronic filings are required to be “filed in a format capable of being electronically searched.” Fla. R. Gen. Prac. & Jud. Admin. 2.520(b). Searchable PDFs may be created by:
 - *For documents composed using a word processing application*, using the “Save As” function to save the document directly to PDF format. There is no need to run Optical Character Recognition (“OCR”) to make the document searchable – it is done automatically.
 - *For scanned documents*, use the Adobe Acrobat “Text Recognition” function. Adobe Acrobat can also be used to check and fix suspected OCR errors.
- Computer-generated documents which do not comply with the font requirements of Florida Rule of Appellate Procedure 9.045(b) and electronically filed appendices which do not comply with Florida Rule of Appellate Procedure 9.220(c) will be stricken.

NOTICES

1. **MOTIONS** (Fla. R. App. P. 9.300)
 - Excessive motion practice is strongly discouraged.
 - Any record material supporting a motion shall be contained in an appendix with the motion.
 - Motions concerning preparation of the record or brief, extensions of time (see paragraph 2 below), or to reschedule oral argument, shall contain a certificate that opposing counsel has been consulted and shall state whether opposing counsel has an objection to the motion. Attempts to contact opposing counsel are not sufficient.
 - Any response to a motion shall be promptly served, and in any case not later than 15 days after service of the motion.
 - Motions for extension of time or to supplement the record may be ruled on without waiting for a response.
 - **No reply to the response will be considered unless specifically authorized by this Court.** Any unauthorized reply will be stricken without consideration.

2. **EXTENSIONS OF TIME**

- Limited extensions for briefs can be granted by the Clerk, unless the motion certifies that the opposing party opposes the motion and the opposing party files a response which contains a valid opposition to the motion.
- The court may limit extensions in any appeal. See paragraph 1 above for motion requirements.
- In lieu of an agreed motion for extension of time to file an initial, answer, or reply brief, the court will accept a notice from a party that the parties have agreed to a specific extension of time. **An agreed notice will be accepted for up to a total of 90 days for an initial or answer brief, and 15 days for a reply brief.** The notice need not be signed by both parties. No order will issue from the court: please check the docket entry. This procedure shall not apply to appeals from adoptions, dependency, termination of parental rights, nonfinal orders, or any expedited or emergency appeal. See **Administrative Order No. 2018-1 on the court's website for details as to the form of the notice.**
- **Extension requests beyond the time frames set forth above, whether the prior extensions were by agreed notice or by order granting an extension, are disfavored and will not be granted absent a detailed explanation for why the brief was not filed and a showing of extraordinary circumstances.**

3. **SERVICE OF FILINGS** (Fla. R. App. P. 9.420)

- All filings, e.g., motions, petitions, notices, briefs, appendices, etc., must contain a certificate of service. All certificates of service, including those on notices of appeal, must contain the name and physical address of the attorney or party served, not just the e-mail address. Certificates of service must comply with Florida Rule of General Practice and Judicial Administration 2.516(f).

4. **STATUS INQUIRIES**

- Any request for the status of a pending case must be made to the Clerk's Office and may not be made to a judge of the court or the personal staff of any judge. Attorneys and parties representing themselves may access case documents and dockets for their own cases via eDCA. Public case dockets for all cases are available online at www.4dca.org.

5. **RELATED CASES – NOTICE OF RELATED CASE**

- All parties shall promptly bring to the court's attention the pendency in this court of any related case, or any case involving related issues.
- In criminal cases where multiple defendants participated in a joint trial, the parties shall notify the court of any other appeals, whether pending or concluded, from the same trial.

6. **TRANSCRIPTS**

- All transcripts submitted as part of the record must appear as one page of transcript per page. Four pane transcripts (four pages of transcript on a page) will be rejected.

7. **PHYSICAL EXHIBITS**

- No physical evidence (excluding documents) or oversized exhibits shall be included in the record on appeal without the party first requesting permission of the court. It is the responsibility of the party to ensure that the lower tribunal clerk has included any relevant documentary evidence introduced at trial in the record on appeal.

8. **SUPPLEMENTAL AUTHORITY** (Fla. R. App. P. 9.225)

- A copy of the newly discovered authority should be attached to the notice. The notice should also designate clearly the issue to which the supplemental authority is pertinent. The notice shall not contain argument, but may identify briefly the issues argued on appeal to which the supplemental authorities are pertinent.

9. **ORAL ARGUMENT** (Fla. R. App. P. 9.320)

- A request for oral argument shall be a separate filing, clearly designated as such, and shall contain no other subject. It shall not be made as part of a brief or appendix. The request must contain a specific but brief reason as to why oral argument is necessary. **A request to participate in oral argument through communication technology must be included within the request for oral argument and must state the reason why oral argument through communication technology is requested.**
- The request for oral argument may contain a designation of 10, 15 or 20 minutes as the amount of time requested for oral argument. Oral argument for each side shall not exceed 20 minutes.

- At any time before oral argument the court in its discretion may dispense with, limit or expand the time for oral argument as it deems appropriate to the issues raised.
- Cases without oral argument are subject to the same review, analysis and consideration by a three judge panel as are cases that are orally argued.

10. **SCHEDULING CONFLICTS**

- Calendar conflicts shall be resolved in accordance with Florida Rule of General Practice and Judicial Administration 2.550. **“Notices of Unavailability”** are unauthorized and will be automatically stricken. **Requests for continuances of oral argument** must be based on either a substantial commitment preexisting the receipt of the oral argument calendar or an emergency situation.

11. **REHEARING**

- Although motions for rehearing are permitted by Florida Rule of Appellate Procedure 9.330, they should be rare. *See Lawyers Title Ins. Corp. v. Reitzes*, 631 So. 2d 1100, 1100-01 (Fla. 4th DCA 1993).
- The court strongly discourages the practice of routinely filing such motions or the filing of those which merely re-argue the merits or question the court’s decision. Where there has been an award of attorney’s fees on appeal in connection with our decision on the merits, additional fees will be awarded upon a denial of a motion for rehearing.

12. **RIGHTS OF CHILDREN** (Fla. R. App. P. 9.146)

- Cases involving adoption, termination of parental rights, and those involving families and children in need of services are expedited. Consult the rule for the time and procedure requirements. Cases relating to child custody, visitation privileges, or other substantial interests of children will be expedited upon proper motion.

13. **ATTORNEYS NOT LICENSED IN FLORIDA**

- Attorneys who are members in good standing in other jurisdictions may be granted permission by court order to appear in proceedings in this court. *See* Fla. R. App. P. 9.440(a); Fla. R. Gen. Prac. & Jud. Admin. 2.510.
- Pursuant to Section 35.22(3)(a), Florida Statutes, the Clerk is required to collect a \$100 filing fee from each attorney appearing pro hac vice, an order for the payment of which will be issued when and if the motion to appear is granted. An additional fee of \$250 is required by the Florida Bar.

14. **MAINTENANCE OF EMAIL ADDRESSES AND CHANGES OF ADDRESS**

- Participants must ensure that their primary and secondary email addresses are up to date with the court.
- Parties representing themselves who receive paper filings must **promptly notify** this court of any change of address.

15. **DROP BOX**

- The Court does not maintain a physical drop box. If you are representing yourself or an attorney exempt from electronic filing and would like your paper filing to be clocked-in and filed for the previous business day, you must file the document at the Clerk’s Office BEFORE 9:00 A.M. If it is after 9:00 A.M., no filings will be clocked-in for the previous business day.
- **IMPORTANT:** The drop box does not extend jurisdictional time limits. *See Capone v. Fla. Board of Regents*, 774 So. 2d 825 (Fla. 4th DCA 2000). Petitions for original writs, notices of appeal, and notices to invoke discretionary jurisdiction will be clocked-in for the date they are electronically filed or received as a paper filing in the Clerk’s Office.

16. **AMERICANS WITH DISABILITIES ACT**

- If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, the provision of certain assistance.
- At least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days, please contact:

Marshal Daniel DiGiacomo
Fourth District Court of Appeal

110 South Tamarind Ave.

West Palm Beach, FL 33401

Telephone (561) 242-2000; (800) 955-8771 (TDD) or (800) 955-8770 (V) via Florida Relay Service

If you are hearing or voice impaired, call 711.