

RULE 1.5 ELECTRONIC FILING AND SERVICE

- (a) Definitions - See [GR 30\(a\)](#)
- (b) Electronic filing and service - See [GR 30\(b\) \(1-4\)](#)
- (c) Electronic filing ("eFile") authorization, charges, exceptions, waiver and non-compliance.
 - (1) *Mandatory Electronic Filing.* Effective thirty (30) days from implementation of case management system, attorneys shall electronically file (eFile) all documents using the court's designated eFiling service, eFile & Serve, unless this rule provides otherwise. Non-attorneys or pro se parties are not required to eFile, but are encouraged to do so.
 - (2) *Documents That Shall Not Be e-Filed.* The following documents may not be eFiled:
 - (a) A criminal case initiation document (e.g., complaint, citation, or notice of infraction) that is not submitted through the Statewide Electronic Collision & Traffic Online Records (SECTOR) application per GR 30(d)(ii);
 - (b) A document that is required by law to be filed in non-electronic format, for example, original wills, certified records of proceedings for purposes of appeal, negotiable instruments, and documents of foreign governments under official seal;
 - (c) Documents incapable of legible conversion to an electronic format by scanning, imaging, or any other means;
 - (d) Documents larger than permitted in the User Agreement.
 - (3) *Working Copies.* Attorneys and other eFilers are not required to provide duplicate paper pleadings as "working copies" for judicial officers.
 - (4) *Waiver of the Requirement to eFile for attorneys.*
 - (a) If an attorney is unable to eFile documents, the attorney may request a waiver from the court. The attorney must make a showing of good cause and explain why paper document(s) must be filed in that particular case. The court will consider each application and provide a written approval or denial to the attorney. Attorneys who receive a waiver shall file a copy of the waiver in each case in which they file documents. Attorneys who receive a waiver shall place the words "Exempt from eFiling per waiver filed on (date)" in the caption of all paper documents filed for the duration of the waiver.
 - (b) Upon a showing of good cause the court may waive the requirement as to a specific document or documents on a case by case basis.
 - (5) *Non-Compliance with this Rule.* If an attorney files a document in paper form and does not have an approved waiver from e-Filing, the court may assess a fee against the attorney for each paper document filed.
- (d) *Electronic Service.* If a party serves another party electronically or via email, that party must likewise accept service from the other parties electronically or via email.
- (e) *Timing of Electronic Filing.* All motions and electronic materials must be eFiled no later than 2 business days before a scheduled hearing, unless a different period is fixed by these rules, other court rules, or by order of the court. Materials eFiled after the time for filing may not be considered by the court.