

## ELECTRONIC FILING AND SERVICE

(1) Mandatory electronic filing. Effective September 22, 2021, attorneys shall electronically file (e-File) all documents using the court's designated e-Filing service, Odyssey File and Serve, unless this rule provides otherwise. Non-attorneys or pro se parties are not required to e-File but are encouraged to do so.

(2) Electronic filing service charges. An e-Filing charge will be assessed each time a group of documents (referred to as an "envelope") is filed on a case. This e-Filing service charge will be waived for (a) persons who are indigent, (b) government filers, (c) qualified legal services providers, and (d) protection orders for which filing fees may not be charged by law.

(3) Documents that shall not be e-Filed. The following documents must be filed in paper form rather than e-Filed:

A) A document that is required by law to be filed in non-electronic format, for example, certified records for purposes of appeal, negotiable instruments, and documents of foreign governments under official seal

B) Documents incapable of legible conversion to an electronic format by scanning, imaging, or any other means

C) Documents larger than permitted in the User Agreement

(4) Working copies. Attorneys and other e-Fileers are not required to provide duplicate paper pleadings as "working copies" for judicial officers.

(5) Waiver of requirement to e-File for attorneys.

A) If an attorney is unable to e-File 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 place the words "Exempt from e-Filing 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.

(6) 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.

**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. (Effective: 09/01/2021)