(d) Filing.

(5) Documents Not to be Filed. Photocopies of reported cases, statutes or texts shall not be filed as an appendix to a brief or otherwise but shall be furnished directly to the judge hearing the matter. Documents or copies thereof produced during discovery and other items, which should properly be received as exhibits rather than as a part of the court file shall not be included in the court file.

(6) Case Information Cover Sheet. Each new civil and domestic case filing shall be accompanied by a Case Information Cover Sheet prepared and submitted by the party filing said new civil or domestic case. Attached as Exhibit A to this rule is the form of the Case Information Cover Sheet.

(7) Electronic filing of documents. Electronic filing of documents shall be permitted provided that the electronic transmission of documents is done in a manner approved by the Superior Court Clerk.

(A) Signatures: Use of electronic filing by a party or attorney shall constitute compliance CR11's signature requirement. A printed copy of the electronically filed document with original signatures shall be maintained by the filing party and made available for inspection by other parties or the Court upon request. Documents containing signatures of third-parties (i.e., unopposed motions, affidavits, stipulations, etc.) may also be filed electronically by indicating in the original signatures are maintained by the filing party in paper-format.

(B) Time for Filing and Effect of Use of Efiling: Any pleading filed electronically shall be considered as filed with the Court when transmission is completed ("authorized date and time"). Any document Efiled with the Court by 5:00 PT shall be deemed filed with the Court on that date.

(C) Form of Documents Electronically Filed: All electronically filed pleadings shall be formatted in accordance with the applicable rules governing formatting of paper pleadings.

(D) Payment Of Statutory Filing Fees: All statutory filing fees shall be collected and paid for electronically filed documents according to the then current methods approved by the Clerk of the Chelan County Superior Court.