

**ELC 4.2**  
**FILING; ORDERS**

**(a) Filing and Signing of Originals.** Except in matters before the Supreme Court, the original of any pleading, motion, or other paper authorized by these rules, other than discovery, must be filed with the Clerk. Original documents filed with the Clerk must be signed by the party or person filing the document or the attorney of record for the party or person filing the document. Filing may be made by first-class mail or electronically as set forth in subsection (c) of this rule. Filing made by first-class mail is deemed accomplished on the date of mailing. Filing of papers for matters before the Supreme Court is governed by the Rules of Appellate Procedure.

**(b) Filing and Service of Orders.** Any written order, decision, or ruling, except an order of the Supreme Court or an informal ruling issued under rule 10.8(f), must be filed with the Clerk, and the Clerk serves it on the respondent lawyer and disciplinary counsel.

**(c) Electronic Filing.** Filing of documents with the Clerk under subsections (a) and (b) of this rule may be accomplished by e-mail or an electronic system provided by the Clerk. A document filed electronically with the Clerk after 5:00 p.m. or on weekends or legal holidays shall be deemed to have been filed on the next business day. A document filed electronically shall be considered an original under this rule.

[Adopted effective October 1, 2002; Amended effective January 1, 2014; September 1, 2017.]