

LARJ 5

GENERAL RULES

5.1 Electronic Filing and Service

(a) Electronic filing (“eFile”) authorization, charges, exceptions, waiver and non-compliance.

(1) *Mandatory Electronic Filing.* Effective February 1, 2025 all 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 eFiled.* 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;

(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) If an attorney files a document in paper form and does not have an approved waiver from eFiling, the court may assess a fee against the attorney for each paper document filed.

(b) 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.