

Title 3. Civil Rules

Chapter 1. Rules Applicable to All Civil Cases

Rule 3.27. Electronic filing and service

(a) Effective date and mandatory use of electronic filing

The court adopts electronic filing (e-filing) in all civil proceedings as follows: Starting on October 12, 2021, or on a later effective date to be posted on the Court's website at [insert specific URL], e-filing is permissive. Any party may elect to complete filings using a court-approved Electronic Filing Service Provider ("EFSP"), and to receive service from such Electronic Filing Service Provider. Commencing January 1, 2022, or six weeks following a later posted launch date, e-filing will be mandatory for all represented parties. Counsel for represented parties must file and accept service using a court-approved EFSP. Any self-represented party who consents to participate in the e-filing system also consents to thereafter file, serve and accept service by electronic means.

(b) Technical requirements

Filings shall be made through a court-approved EFSP. The Court will maintain and update as needed a Civil E-filing Page on its website that will contain relevant information, including technical requirements for e-filing, approved EFSPs and Frequently Asked Questions regarding e-filing. All filings must be made in a searchable PDF format and otherwise comply with the technical requirements on the Court's website.

(c) Electronic service/mandatory use

All parties who are required or consent to e-filing must serve all documents electronically on those participating in electronic filing.

(d) Exceptions to e-filing

The following documents must be filed non-electronically:

- (1) Bench Warrants
- (2) Subpoenaed documents
- (3) Bonds
- (4) Undertakings
- (5) Certified judgments
- (6) Out of State or Out of County Abstracts or Commissions

- (7) Sister State Judgments
- (8) Subpoenas for Out of State Actions
- (9) Payee Data Records

(e) Sealed documents

- (1) Confidential documents for which sealing is requested must be filed and served electronically by those subject to e-filing.
- (2) Provisionally filed confidential documents that have been ordered to be sealed or may be the subject of a motion to file documents under seal must be filed or lodged with the Court by electronic submission. Redacted versions of any such documents must be filed electronically at the same time.
- (3) The sealed document must be e-filed and the caption page must have “UN-REDACTED” in bold type under the title of the document. If there is no court order sealing the document, the un-redacted document will be filed as conditionally sealed until the court rules on the request to seal. The caption page of a redacted document must have “REDACTED” in bold type under the title of the document.
- (4) Documents containing confidential material filed in connection with a discovery motion, which do not require a court order to be filed under seal, shall state the word “DISCOVERY” in bold and underlined on the title page and, as appropriate, the words “TO BE FILED UNDER SEAL” or “REDACTED.” If only portions of the document are confidential, redacted and unredacted versions must be filed.
- (5) Complete unredacted courtesy copies and redacted copies of any confidential or redacted document must be physically lodged with the department where any hearing relating to those documents will be held. The courtesy copies must be placed in separate envelopes with the words “UNDER SEAL,” “LODGED CONDITIONALLY UNDER SEAL” or “REDACTED” as appropriate on each envelope. The caption page for the enclosed document must be taped on the outside of the envelope.

(f) Official record

The Court maintains the official court record in electronic format for all cases with the exception of items that have not been stored electronically.

Rule 3.27 adopted effective July 1, 2021.