

1       **Rule 4-503. Mandatory electronic filing.**

2       Intent:

3       To require that documents in district court civil cases be filed electronically.

4       To provide for exceptions.

5       Applicability:

6       This rule applies in the district court.

7       Statement of the Rule:

8       (1) Except as provided in Paragraph (2), pleadings and other papers filed in civil  
9 cases in the district court on or after April 1, 2013 shall be electronically filed using the  
10 electronic filer's interface.

11       (2)(A) A self-represented party who is not a lawyer may file pleadings and other  
12 papers using any means of delivery permitted by the court.

13       (2)(B) A lawyer whose request for a hardship exemption from this rule has been  
14 approved by the Judicial Council may file pleadings and other papers using any means  
15 of delivery permitted by the court. To request an exemption, the lawyer shall submit the  
16 request to the Judicial Council's General Counsel on a form approved by the Judicial  
17 Council.

18       (2)(C) Pleadings and other papers in probate cases may be filed using any means of  
19 delivery permitted by the court until July 1, 2013, at which time they shall be  
20 electronically filed using the electronic filer's interface.

21       (3) The electronic filer shall be an attorney of record and shall use a unique and  
22 personal identifier that is provided by the filer's service provider.

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