

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 cases in the district court
9 on or after April 1, 2013 ~~shall~~ must be electronically filed using the electronic filer's interface.

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

12 (2)(B) A lawyer or licensed paralegal practitioner whose request for a hardship exemption from this rule
13 has been approved by the Judicial Council may file pleadings and other papers using any means of
14 delivery permitted by the court. To request an exemption, the lawyer or licensed paralegal practitioner
15 ~~shall~~ must submit a written request to the District Court Administrator outlining why the exemption is
16 necessary ~~to the District Court Administrator~~.

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

20 (3) The electronic filer ~~shall~~ must be an attorney or licensed paralegal practitioner of record and ~~shall~~
21 must use a unique and personal identifier that is provided by the filer's service provider.

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23 Effective date: January 1, 2020