

RULE CV-5. SERVICE AND FILING OF PLEADINGS AND OTHER PAPERS

(a) All pleadings shall be furnished to the Clerk in duplicate, the "original" of which shall be marked and filed, and the remaining copy shall be sent to the judge on whose docket the case is placed.

(b) Papers presented for filing shall contain an acknowledgment of service by the person served, or proof of service in the form of a statement of the date and manner of service and of the names of the persons served, certified by the person who made service. Proof of service may appear on or be affixed to the papers filed. The clerk may permit papers to be filed without acknowledgment of proof of service but shall require such to be filed promptly thereafter.

(c) All orders and decrees submitted for settlement or signature must be presented to the clerk's office, and not sent directly to the judge. In case of contest as to form or substance, the clerk will give such notice of hearing thereon as may be required by the judge.

(d) If documents not conforming to this rule are offered, the Clerk shall file the document and thereafter advise the Court of the violation of the rule and seek order of Court.