

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

(a) Filing Requirements.

(1) Electronic. The court accepts documents by electronic means that comply with the *Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases* (“Electronic Filing Procedures”).

(2) Traditional. All documents submitted for traditional filing 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) Proof of Service.

(1) Electronic. Pursuant to Section 15(a) of the Electronic Filing Procedures, the Notice of Electronic Filing (“NEF”) generated by the court’s electronic filing system constitutes service of the document on those registered as Filing Users. Proof of service shall be provided as set out in Section 15(c) of the Electronic Filing Procedures.

(2) Traditional. All documents presented for traditional 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 the 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 documents filed. The clerk may permit documents to be filed without acknowledgment of proof of service but shall require such to be filed promptly thereafter.

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

(d) Nonconforming Documents. If a document that fails to conform with these rules is submitted, the clerk shall file the document, and shall promptly inform the filing party that the document is not in compliance with these rules.