

RULE CV-5. FILING REQUIREMENTS

(a) **Filing Requirements.** Documents filed by electronic means must comply with the *Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases*, available on the court website.

(b) **Proposed Orders.** Proposed orders must be filed through the clerk's office and not sent directly to the judge.

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