

1 | **Rule 4-603. Mandatory electronic filing in criminal cases.**

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3 | **Intent:**

4 | To require that documents in district court criminal cases be filed electronically.

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6 | To provide for exceptions.

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8 | **Applicability:**

9 | This rule applies in the district court.

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11 | **Statement of the Rule:**

12 | (1) **Criminal cases.** Except as provided in Paragraph (2), pleadings and other papers filed in  
13 | criminal cases in the district court ~~on or after March 31, 2014~~ shall be electronically filed using  
14 | the electronic filer's interface. The electronic filer shall be an attorney of record and shall use a  
15 | unique and personal identifier that is provided by the electronic filer's service provider.

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17 | **(2) Exceptions.**

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19 | (2)(A) **Self-represented parties.** A self-represented party who is not a lawyer may file  
20 | pleadings and other papers ~~using any means of delivery permitted by the court. using~~  
21 | any of the following methods:

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23 | (2)(A)(i) email;

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25 | (2)(A)(ii) mail;

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27 | (2)(A)(iii) the court's MyCase interface, where applicable; or

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29 | (2)(A)(iv) in person.

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31 | (2)(B) **Hardship exemption.** A lawyer whose request for a hardship exemption from this  
32 | rule has been approved by the Judicial Council may file pleadings and other papers  
33 | using any ~~means of delivery method~~ permitted by the ~~Judicial Council~~court. To request  
34 | an exemption, the lawyer shall submit a written request outlining why the exemption is  
35 | necessary to the District Court Administrator.

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37 | ~~(2)(C) The Information may be filed using any means of delivery permitted by the court until~~  
38 | ~~January 1, 2015, at which time it shall be electronically filed using the electronic filer's interface.~~

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

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43 | **Effective: November 1, 2015~~December 19, 2022~~**