

1 | **Rule 4-503. Mandatory electronic filing in civil and probate cases.**

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3 | **Intent:**

4 | To require that documents in district court civil 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) **Civil and probate cases.** Except as provided in Paragraph (2), pleadings and other papers
13 | filed in civil and probate cases in the district court ~~on or after April 1, 2013~~ must be electronically
14 | filed using the electronic filer's interface. The electronic filer must be an attorney or licensed
15 | paralegal practitioner of record and must use a unique and personal identifier that is provided by
16 | the electronic filer's service provider.

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18 | **(2) Exceptions.**

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

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

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

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

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

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

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

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

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46 | **Effective: January 1, 2020~~December 19, 2022~~**