

**LR 5.7.03 Consequences of Electronic Filing**

Notice of Electronic Filing from the Court constitutes evidence of filing for all purposes and entry of the document on the docket kept by the Clerk.

It shall be the User's responsibility to ensure all scanned documents are legible.

The official record shall be the electronic record. A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing sent from the Court. A document filed in paper form is deemed filed by the Court on the date the document is received by the clerk's office. *Adopted April 2005.*

**LR 5.7.04 Entry of Court-Issued Documents**

Entry of an order or judgment electronically by the Court shall have the same force and effect as a conventional order or judgment signed by the Court.

When an order is issued as an entry on the docket without an attached document, such order shall be served on the parties.

A summons may be signed, sealed, and issued electronically. A summons may not be served electronically. *Adopted April 2005.*

**LR 5.7.05 Attachments and Exhibits**

Exhibits and attachments may be filed electronically when permissible under the Federal Rules and Local Rules. When an attachment is in support of a filing, such exhibits or attachments shall be limited to pertinent excerpts unless the Court orders otherwise. *Adopted April 2005.*

**LR 5.7.06 Sealed Documents**

Documents ordered to be placed under seal must be filed electronically, except as may be admitted in open court. *Adopted April 2005; Amended February 2016.*

**LR 5.7.07 Retention Requirements**

Documents electronically filed which require original signatures other than that of the User must be maintained in paper form by the User for 1 year from the expiration of all time periods for appeals. *Adopted April 2005.*

**LR 5.7.08 Signatures**

The user log-in and password required to submit documents to the Electronic Filing System shall be the User's signature for all purposes. Documents requiring signatures of more than one party must be electronically filed either by: (1) submitting a scanned document containing all necessary signatures; (2) indicating the consent of the parties who did not electronically file the document. Consent may be indicated by the filer by including an "s/ and the name of the consenting attorney(s)" on the document to be filed electronically (e.g. "S/John Doe," "s/Jane Smith," etc.). By using "s/ and another attorney's name" the filing attorney certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filing