

Definition of E-Filing

- Automated filing of legal documents over the internet
- Documents can be e-served on attorneys and parties

Benefits of E-Filing

- Reduced handling of paper documents and files
- Quick access to documents
- Requires fewer resources and saves staff time
- Fewer errors such as the wrong fee, a missing signature, etc.
- Filing status may be checked online, reducing calls to the Clerk's office
- Filing fees paid at time of submission
- Documents filed anytime, 24/7

Account Information

- Attorneys accept the E-Filing terms and conditions and register for E-Filing through the Attorney Information System (AIS)
- Attorneys use their AIS credentials to log into E-Filing
 - Maintain current contact information in AIS, including active email accounts
 - Notifications to attorneys will be sent to the email addresses in AIS
 - Must update contact information in AIS within 5 days of any change
- Attorneys must have access to a valid credit card - Visa, MasterCard, Discover or American Express

Signature Requirements

- Filings that Require a Signature
 - The symbol "s/" with the typed name of the filer, followed by:
 - Attorney ID (bar number)
 - Law firm
 - Mailing address
 - Telephone number
 - AIS email address
 - Attorney may authorize another attorney in the firm or a non-lawyer working under his/her supervision to use his/her login information to E-File documents

Technology Requirements

- Internet access, preferably high speed
- Support for the following web browsers as long as the browser version is supported by the manufacturer:
 - Internet Explorer
 - Mozilla Firefox
 - Safari
 - Google Chrome
- Proposed orders submitted in Microsoft Word format
- PDF conversion software (e.g., conversion tool in Microsoft Office or a product such as Adobe Acrobat)
- Up-to-date antivirus/antispyware software
- Configure SPAM filters to avoid blocked emails from courts

Document Requirements

- Document Size
 - 8MB maximum per document; 40MB maximum per submission
 - Larger documents may be broken into smaller parts. Documents should be named to clearly identify their relationship or sequence.
- Recommended Font and Font Size
 - Times New Roman, 12 point
- Required File Type
 - Must be PDF unless it is a proposed order, which must be submitted in Microsoft Word format
- PDF Conversion (Text-Based) vs. Scanning (Image-Based)
 - All papers and pleadings prepared by an E-Filer must be converted to a searchable PDF
 - Documents not available in electronic format may be scanned in PDF format
- Scanned Documents
 - Documents should be scanned in black and white at 300 dpi and 100% resolution
 - Use color only when it is required to maintain the integrity of the document
- Notifications
 - Follow paper process to notify parties that cannot be e-served by the E-Filing system
- Filings with Multiple Documents
 - A submission may consist of multiple documents
 - A motion and a proposed order must be filed as two separate documents