

## **RULE 4 FILING OF CASES**

**4.1** All attorneys who attempt to file a document with the court shall be a registered user of the electronic filing system established by the Office of State Court Administrator. Once the case type has been designated for electronic filing, no paper in that case file shall be accepted unless provided by Rule 4.8 or order of the court. All paper not covered by Rule 4.8 or order of the court shall be returned by the clerk to the filing party and shall not be deemed filed.

All documents which are electronically e-filed must be sent through the electronic system set up by the office of State Court Administrator. No documents sent directly to a Judge or Commissioner or clerk by another e-mail system shall be deemed filed.

### **4.2 CRIMINAL CASES**

(1) All complaints, informations, or indictments including amendments shall be filed electronically in the office of the Circuit Clerk. All recently filed indictments shall be reviewed by the judge assigned to the grand jury for determination of bond and conditions of release.

(2) Bonds in criminal cases shall initially be set by the judge who signs the warrant or his/her designee. Bond reductions or increases or change of condition thereafter shall be determined by the judge to whom the case is assigned or his/her designee.

(3) All State traffic cases shall be filed in the designated office of the Circuit Clerk.

### **4.3 CIRCUIT AND ASSOCIATE CIVIL CASES**

All petitions, motions and other documents in civil cases shall be filed electronically with the Circuit Clerk's office.

#### **4.4 PROBATE CASES**

All petitions, motions, applications and pleadings in matters before the Probate Division or any Commissioner or Deputy Commissioner of the Probate Division shall be filed electronically except as provided in Local Rule 72.2 and 72.3.

#### **4.5 JUVENILE CASES**

All cases involving adoptions, transfers of custody of juveniles, termination of parental rights, status offenses, abuse and neglect, certifications, traffic for age appropriate juveniles, child orders of protection filed by the juvenile officer and delinquency of a child or other matter in the jurisdiction of the juvenile court shall be filed electronically.

#### **4.6 SMALL CLAIMS CASES**

All small claims cases shall be filed on the appropriate form in the designated office of the Circuit Clerk and shall be scanned into the electronic system or filed electronically. Any attorney shall electronically file any pleading or motion in a small claims case.

#### **4.7 MUNICIPAL CASES**

All Municipal cases shall be filed with the clerk of the appropriate municipal division under the law and rules governing municipal courts.

#### **4.8 EXCEPTIONS TO ELECTRONIC FILING**

An exception to the electronic filing rule is that paper documents shall continue to be allowed to be filed in small claims cases, cases filed under Chapter 455, in any cases by a self-represented litigants, for any documents prepared within a courtroom during a hearing or trial and by specific court