

## Local Rule 5-2 – Filing of Documents

**(a) Electronic Filing.** Electronic filing of documents is generally required pursuant to Fed. R. Civ. P. 5(d)(3)(A).

**(b) Documents Exempt from Electronic Filing.** Any document that is exempt from electronic filing must be filed directly with the clerk and served on other parties in the case as required by those Federal Rules of Civil Procedure and these rules that apply to the service of non-electronic documents. Only the following documents are exempt from the electronic filing requirement of Fed. R. Civ. P. 5(d)(3)(A):

- (1) documents filed by *pro se* litigants;
- (2) exhibits in a format that does not readily permit electronic filing (such as video recordings, audio recordings, and large maps and charts);
- (3) documents that are illegible when scanned into PDF format;
- (4) documents filed in cases not maintained on the ECF system; and
- (5) any other documents that the court or these rules specifically allow to be filed directly with the clerk.

**(c) Format for Video, Audio, and Similar Media Files.** Video, audio, and similar files must be presented in MP4, WMV, MOV, or AVI format.

**(d) Case Initiating Documents.** The initial pleading and accompanying documents, including the complaint and issuance of the summons, may be filed either in paper form or electronically through the court's ECF system. Case initiating documents must be served in the traditional manner on paper. All subsequent documents must be filed electronically except as provided in these rules or as ordered by the court.

**(e) Document Filing by Non-Exempt Party.** When a party who is not exempt from the electronic filing requirement files a document directly with the clerk, the party must:

- (1) electronically file a notice of manual filing that explains why the document cannot be filed electronically;
- (2) present the document to the clerk within 1 business day after filing the notice of manual filing; and
- (3) present the clerk with a copy of the notice of manual filing when the party files the document with the clerk.

Note: Amended July 1, 2022, to specify audio and video file formats the court can accept.