

Local Rule 5-2 – Filing of Documents

(a) Electronic Filing. Electronic filing of documents in the court's electronic case filing ("ECF") system 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 in ECF must be filed directly with the clerk. Only the following documents are exempt from the ECF filing requirement of Fed. R. Civ. P. 5(d)(3)(A):

- (1) documents filed by *pro se* litigants either on paper or through the Court's Web Portal as established by General Order;
- (2) exhibits in formats that do not readily permit electronic filing (such as video recordings, audio recordings, large maps and charts, spreadsheets, and other digital files that exceed 35MB if converted to PDF and cannot meaningfully be divided into multiple PDFs);
- (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. Absent leave of the court, video, audio, and similar files must be presented in MP4, WMV, MOV, AVI, WAV, MP3, HEVC, or WMA format. Additional file types may be accepted when presented with an accompanying court order. In addition to case filings, this subsection applies to files submitted directly to chambers on the instruction of the judge.

(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 case filing requirement files a document or media file directly with the clerk, the party must:

- (1) electronically file a notice of manual filing that explains the reasons the document or media file cannot be filed electronically;
- (2) present the document or media file to the clerk within 1 business day after filing the notice of manual filing;

(3) present the clerk with a copy of the notice of manual filing when the party files the document or media file with the clerk; and

(4) if the party is filing a media file in a format not listed in subsection (c), present the clerk with a court order.

Note: Amended July 1, 2022, to specify audio and video file formats the court can accept.
Amended July 1, 2024, to specify that the file formats also apply to files submitted directly to chambers.