

APPENDIX B. RULE 25 ELECTRONIC FILING REQUIREMENTS

The filing may be rejected if these guidelines are not followed:

(a) Case Initiation.

(1) The document caption must contain the trial court case number.

(2) The filing fee must be paid with the initiating document.

(3) All party information, i.e., names of parties and addresses (including attorneys), must be entered.

(A) If the information is unknown, specify what is unknown in the filing comments field within the filing details. For example, “Defendant address unknown.”

(B) Failure to provide or update a party’s address may result in a party not receiving notices from the court, which could result in a delay or possible dismissal of your case.

(C) Attorney address information must be updated with the State Board of Law Examiners.

(4) Aliases, such as AKA, DBA, should be included in the caption of the document and must be entered as separate parties in File & Serve. In order to achieve accurate search results in Public Search and Odyssey, when entering a party name, put in only the name of the person or business - do not include “AKA,” “FKA,” “DBA,” “Assignee of ___” as part of the name. The Clerk of Court will update the record to reflect the use of “AKA,” “FKA,” “DBA,” “Assignee of ___”.

23 (5) The initiating documents must be filed using the correct case type.

24 (6) The data entered for descriptions, party, and attorney information may not be
25 entered in all capital letters.

26 (b) Event Codes/Service

27 (1) Correct event codes must be used. The filing portal uses guided filing with a
28 description of the code so the correct code can be used.

29 (2) The service document must indicate who was served in the comments to the
30 filing.

31 (3) The proof of service documents must be filed as separate documents with
32 complete case heading and case number.

33 (c) Documents

34 (1) Individual documents must be filed separately. For example, documents may
35 not be combined such as Motion and Service Document, Motion and Brief, and
36 Brief and Exhibits.

37 (2) The signature line may not be blank but can be a typed name.

38 (3) The document must be legible, complete, of adequate quality, and in black and
39 white. Colored or shaded documents may be filed separately with the clerk of the
40 supreme court if necessary to ensure legibility.

41 (4) The full case number for the trial court and the supreme court must be on the
42 document.

43 (5) The document filing comments must correspond to the document filed. Avoid
44 unnecessary abbreviations or acronyms.

45 (6) Correspondence requesting action from the clerk’s office (e.g., cover letters
46 indicating documents are enclosed for filing) may not be included.

47 (7) The attorney signature block must include all of the following: the attorney’s
48 individual name, address, phone number, service email address, and Bar
49 identification number.

50 (8) A confidential information form must be filed if necessary for clarity.

51 (9) All pages in the document must be included and be in the proper sequence.

52 (10) All paragraphs must be numbered in documents. Paragraph numbering is not
53 required in exhibits, documents that consist of a single paragraph, documents
54 prepared before the action was commenced, or in documents not prepared by the
55 parties or court.

56 (d) Exhibits

57 (1) The Filing Description field must include a description of what each exhibit
58 contains in addition to the word “Exhibit” and any enumeration such as A or 1.
59 For example, “Exhibit A – Drug Laboratory Report.”