



## SECOND CIRCUIT COURT OF APPEAL EMERGENCY E-FILING ORDER

IT IS ORDERED that effective immediately, the Second Circuit Court of Appeal will accept e-filed documents in accordance with the following rules and guidelines:

1. The e-filing e-mail address is: **2ndcirc@la2nd.org**
2. There will be no fee to e-file during this declared emergency.
3. E-filing will be voluntary and **strongly encouraged** by authorized users.
4. Authorized users will be licensed Louisiana attorneys in good standing, *pro hac vice* attorneys and self-represented parties. Registration will be via e-mail to the clerk's office and verification from clerk's office will consist of a reply e-mail. The burden is on the authorized user to supply an active and accurate e-mail.
5. Briefs, writs and motions will be accepted via e-mail in all types of cases.
6. The e-filed document will be the official court record.
7. Paper copies will not be required in addition to the e-filed document.
8. The authorized user will still bear the responsibility of serving copies on all parties evidenced by a certificate of service.
9. The required format will be PDF format with a minimum resolution of 300 dpi (dots per inch). The file must not be password protected or secured. Exhibits must also be in PDF format. The size limitation for e-mail attachments for the court's e-mail system is currently 50 megabytes. There may be size limitations imposed by the authorized user's e-mail provider. The court is not responsible for a user's inability to send documents because of attachment size limitations.
10. If an authorized user electronically uploads multiple documents in a single electronic filing through the e-filing system, the authorized user will receive a single filing number and single filing confirmation for the electronically filed documents. The electronic confirmation will be a manually sent e-mail from the clerk's office.
11. The electronic files shall not contain hyperlinks.
12. Signatures:

The authorized user must include the notation “/s/”, and the authorized user's name in the space where the authorized user's signature would otherwise appear on the electronically filed document to comply with and have all the legal effects as contained in the pleading certification provisions of La. C. C. P. art. 863. Signature(s) on an electronically-filed document shall have the same legal effect as any signature(s) on a conventionally-filed document.
13. Documents may be electronically filed at any time and shall be deemed filed with the Second Circuit Court of Appeal at the date and time of the electronic filing. However, documents electronically filed after 4:45 p.m. Central Standard Time will be processed by the clerk of court beginning at 8:30 a.m. Central Standard Time on the next day of business. The date and time of the electronic filing (timeliness) is conditioned upon the filer's receipt of electronic filing confirmation for the electronically filed documents. The electronic confirmation will be a manually sent e-mail from the clerk's office. Once a document is electronically filed, the authorized user is bound by the document as electronically

filed. An electronically-filed document will be considered timely filed if the electronic filing is completed at any time before 12:00 a.m. Central Standard Time on or before the date on which the document is due unless another specific time is mandated by order, rule or statute

14. Electronic Filing Errors:

The Court will not permit the authorized user to electronically alter and/or change any document. If an authorized user discovers an error in an electronic filing, the authorized user should report the error to the clerk of court by telephone at (318) 227-3700.

15. Emergency/stay requests:

This system may be used to file emergencies in all case types, provided the authorized user calls the clerk's office during business hours before e-filing the document. The clerk's office is not available to process emergencies after 4:45 p.m. Monday through Friday, on weekends or Court holidays. Filers should type the word "Emergency" in the document description field when completing the e-filing of the document.

16. Authorized users responsibilities and undeliverable electronic notification via e-mail:

It is the responsibility of the authorized user, at all times, to provide a current e-mail address with the court, to verify that their e-mail inbox is working properly and receiving incoming electronic notifications via e-mail from the court.

17. To change your e-mail address with the court, telephone the clerk's office at (318) 227-3700.

18. Hardware and software requirements:

- a. A personal computer running a standard platform such as Windows or Macintosh
- b. A web browser like Internet Explorer, Google Chrome, Firefox or Safari.
- c. An e-mail address
- d. Adobe Acrobat reader is needed for viewing PDF documents.

19. Security:

Upon becoming an authorized user, he/she acknowledge that the Internet is inherently unsecured and that all data transfers, including electronic mail, occur openly in the Internet and potentially can be monitored or read by others. We cannot guarantee that any data transfers using our services or e-mail transmitted to and from us, will not be monitored or read by others.

20. Liability Disclaimer:

The authorized user has the responsibility to obtain, install, maintain and operate all computer hardware and software necessary for e-filing with this Court. We are not responsible for any loss or damage that the user may suffer as a result of the failure of systems or hardware that he/she uses to interface with this court's system, whether such use is initiated or processed directly with our system. The authorized user alone is responsible for the adequacy of the systems and software he/she uses. We are not responsible to the user for any computer virus or other malware that may be attributable to using our services.

Signed at Shreveport, Louisiana on the 15th day of March, 2020.

/s/Felicia Toney Williams

Felicia Toney Williams, Chief Judge