

## APPENDIX F: ELECTRONIC FILING RULES

The Second Circuit Court of Appeal will accept electronic filed (“e-filed”) court documents in accordance with the following rules and guidelines:

1. The e-filing email address is **2ndcirc@la2nd.org** and may be utilized by authorized users only. Authorized users are licensed Louisiana attorneys in good standing, *pro hac vice* attorneys and self-represented parties. Registration as an authorized user will be via e-mail to the clerk’s office and will contain the following information:
  - a) Name of requesting user;
  - b) Bar Roll No. (for licensed Louisiana attorneys);
  - c) Email address and other contact information;
  - d) Type of proceeding (docket number if applicable); and
  - e) Brief description of the filing being made.

Once the request is received, verification from clerk’s office will consist of a reply email. The burden is on the authorized user to supply an active and accurate e-mail. E-filing is voluntary, but strongly encouraged by authorized users.

2. In addition to any applicable filing fees set out in Local Rule 4-1, there will be a \$25 convenience fee for e-filing up to 250 pages or \$50 for any filing over 250 pages.
3. Briefs, writs, and motions will be accepted via e-mail in all types of cases. **The clerk’s office will not accept any partial filings. The entire filing must be complete at the time of submission or it may be rejected.**
4. The e-filed document will be the official court record, and paper copies will not be required in addition to the e-filed document.
5. The authorized user will still bear the responsibility of serving copies on all parties evidenced by a certificate of service in compliance with U.R.C.A. 2-14.1.
6. 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 filings 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 size limitations.
7. 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.
8. The electronic files shall not contain hyperlinks.
9. Signatures: An e-filed document may depict a signature in two ways. First, a scanned document containing the actual signature of the authorized user is acceptable. Second, a signature may be depicted by the notation “/s/” along with the authorized user’s name in the signature box. Either form of signature on the e-filed document will 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 e-filed document shall have the same legal effect as any signature(s) on a conventionally-filed document.

10. Documents may be electronically submitted at any time and timeliness of the filing will be determined by the date and time of receipt of the electronic filing. An electronically-filed document will be considered timely filed if the electronic filing is received *at any time* before 12:00 a.m. Central Time on or before the date on which the document is due unless another specific time is mandated by order, rule or statute.
11. Once a document is electronically filed, the authorized user is bound by the document as electronically filed. 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.
12. 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. Filers should type the word "Emergency" in the document description field when completing the e-filing of the document.
13. The authorized user's responsibilities and undeliverable electronic notification via e-mail:  
It is the responsibility of the authorized user, at all times, (a) to provide a current e-mail address with the court; (b) to verify that their e-mail inbox is working properly; (c) and, to confirm receipt of incoming electronic notifications via e-mail from the court.
14. To change your e-mail address with the court, telephone the clerk's office at (318) 227-3700.
15. 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; and
  - f) Adobe Acrobat reader is needed for viewing PDF documents.
16. Security: Authorized users 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. The court cannot guarantee that any data transfers using our services or e-mail transmitted to and from the court will not be monitored or read by others.
17. 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 the authorized user 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 used. The court is not responsible to the user for any computer virus or other malware that may be attributable to using the court's services.