

PCLGR 30 MANDATORY ELECTRONIC FILING

(a) Definitions - See [GR 30\(a\)](#)

(b) Electronic filing authorization - See [GR 30\(b\)\(1\)-\(4\)](#)

(5) Electronic Filing Is Mandatory. Unless this rule provides otherwise, attorneys are required to electronically file (e-file) all documents with the Clerk using the Clerk's e-filing system or an electronic service provider that uses the Clerk's e-filing system. Self-represented parties are not required to e-file documents but may contact the Clerk's Office to obtain a LINX account and password to enable e-filing.

(A) Mandatory Fee on Orders. Specified ex parte orders requiring a judicial officer's signature shall be submitted electronically using the Pierce County Clerk's e-filing system. Payment of the ex parte fee is mandatory. The list of ex parte orders required to be e-filed is maintained by the Pierce County Clerk and can be found on the Pierce County Clerk's website.

(B) Documents That Shall Not Be E-Filed. Exceptions to mandatory e-filing include the following documents:

- (i) Original wills and codicils;
- (ii) Certified records of proceedings for purposes of appeal;
- (iii) Documents of foreign governments under official seal including foreign and out of state adoption documents;
- (iv) Documents presented for filing during a court hearing or trial including documents submitted for in camera review pursuant to [GR 15](#);
- (v) Foreign (out of state) Judgments;
- (vi) New cases or fee based documents filed with a request for an Order in Forma Pauperis or in accordance with [GR 34](#);

The above-excepted documents must be filed in paper form.

(C) Working Copies for E-Filed Documents. Judicial working copies for e-filed documents may be electronically delivered to the Clerk using the Clerk's e-filing system. The Clerk may assess a fee for the electronic delivery of working copies. Working copies of documents 200 pages or more in length shall be submitted in paper form only and shall be delivered pursuant to [PCLR 7\(a\)\(7\)](#) and [PCLR 7\(b\)\(1\)\(E\)](#).

(D) Waiver of the Requirement to E-File. If an attorney is unable to e-file documents, the attorney may request a waiver. The attorney must explain why he or she needs to file paper documents in that particular case. The Clerk will make waiver request forms available. The Clerk will consider each application and provide a written approval or denial to the attorney. The waiver may be for a specific case or for a specific period of time determined by the Clerk. Attorneys who receive a waiver shall file a copy of the waiver in each case in which they file documents. Attorneys who have received a waiver shall place the words "Exempt from e-filing per waiver filed on (date)" in the caption of all paper documents they file for the duration of the waiver. An attorney shall have the ability to ask for a review by the Presiding Judge if the request for waiver is denied by the Clerk.

(E) Non-Compliance with this Rule. If an attorney files a document in paper form and does not have an approved waiver from e-filing, the Clerk is authorized to reject the document and return it to the attorney for e-filing.