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## CIVIL E-FILE BUSINESS PROCESS CHANGES

1. **Deficient Document Filing.** Court Administration will reject an electronic filing for the following reasons:
    - Incorrect or missing fees
    - Incorrect venue
    - Incorrect case number
    - Ineligible case type (per Second District's defined project phases)
  
  2. **Proposed Orders.** Proposed orders may be filed electronically; however, parties may also submit proposed orders as an email attachment, by facsimile, or by paper document at the direction of the assigned judge.
  
  3. **Correspondence.** Correspondence may be filed electronically; the submitting party shall designate the security level of the document. Correspondence may also be submitted directly to the assigned judge as an email attachment, facsimile, or as a paper document.
  
  4. **Courtesy Copies.** Judges may continue to request paper courtesy copies of motion papers filed electronically. Attorneys will be informed of the assigned judge's requirements.
  
  5. **E-Mail Addresses.** E-mail address boxes have been set up for each judge unit. This email address may be used to send a courtesy copy via the e-filing system or may also be used to send requested Word versions of proposed orders and other documents, at the request of the judge.
  
  6. **E-Filing Processing Standards.** It is the goal of the civil e-filing project to review new and subsequent civil filings within approximately one business day of submission. Court Administration reserves the option to adjust the review process as the court gains experience with the e-filing system.
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