

## Circuit Rule Changes

effective: May 01, 2011

### **Circuit Rule 25. Electronic Filing**

(a) All documents must be filed and served electronically.

(b) Subsection (a) does not apply to documents submitted by unrepresented litigants who are not themselves lawyers. Nor may documents be served electronically on unrepresented parties who are not lawyers. Filing by, and service on, these unrepresented litigants must be accomplished by paper copies in compliance with national and circuit rules other than this Rule 25.

(c) Any party may request by motion an exemption from this rule. The motion, which need not be filed or served electronically, must provide a good reason. A motion for exemption must be filed at least seven days before the brief, petition, or other document is due.

(d) Electronic filing is accomplished via the court's website, [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov). The procedures for filing are specified on the website, and paper copies of the procedures may be obtained from the Clerk. Paper copies of documents are required (and will be accepted) only to the extent provided in these e-filing procedures.

### **Circuit Rule 27. Emergency Filings**

Counsel who anticipate the need for emergency action while the Clerk's office is closed should alert the Clerk's office during business hours, and at the earliest possible time. Although documents seeking emergency relief must be filed in compliance with Circuit Rule 25, failure to provide advance notice may delay action by the court. Counsel should not expect that electronic filings will be read and acted on outside business hours, unless arrangements for the emergency filing have been made in advance.