

LOUISIANA COURT OF APPEAL, FOURTH CIRCUIT  
E-filing Pilot Program Rules

1. Application.

There is hereby established a pilot program in which documents may be filed electronically. These rules apply only to cases selected for the Louisiana Court of Appeal, Fourth Circuit's ("Court's") electronic filing pilot program. These rules may be revised during the pilot program to correct errors or omissions.

2. Intent.

(a) E-filing is voluntary. A party who chooses to participate as an e-filer must thereafter file all documents electronically. However, during the pilot program parties shall also file all documents in a paper format.

(b) The Court may terminate, modify, or suspend the use of e-filing in a proceeding at any time and may in its discretion excuse an e-filer from compliance with any provision of these rules.

(c) A party or that party's attorney or representative who participates as an e-filer consents to be bound by the provisions of these rules, and participates at the discretion of the Court.

3. E-filers.

E-filers are restricted to individuals the Court has invited to participate in its electronic filing pilot program. The Court has discretion to authorize additional e-filers as the pilot program progresses.

4. Pilot program cases.

(a) Upon docketing a case selected for electronic filing, the electronic filing system will automatically notify the filer that the document has been filed and is available on the Court's electronic filing system.

(b) All documents in a pilot program must be filed electronically, except for sealed or confidential documents.

(c) Photocopies of exhibits may be attached.

(d) A paper format of the e-filed document, including all exhibits, shall be filed with the Clerk of Court within two (2) days of the e-filing.

5. Time of Filing.

(a) An electronic document is deemed timely if it is electronically transmitted to the Court's electronic filing system by 11:59 p.m. (CST) on the date the document is due. Documents electronically filed after 4:30 p.m. (CST) or at a time when the Court is not open for business, will be processed by the Clerk of Court beginning at 8:30 a.m. (CST) on the next business day.

If immediate judicial action is required the applicant shall contact the Clerk of Court by telephone at 504.412.6001.

(b) The electronic filing system will automatically endorse the document with the date and time of transmission and issue a notice of electronic filing to the filer.

6. Service of electronic documents.

The parties must give notice of filing a document pursuant to Rule 2.14 of the Louisiana Rules of Court, Uniform Rules – Courts of Appeal.

7. Format of electronic documents.

Except as modified by this rule, the format of an electronic document must conform to the Louisiana Rules of Court, Uniform Rules – Courts of Appeal.

(a) An electronic document must be submitted in a portable document format (PDF) with a minimum resolution of 200 dpi (dots per inch) that is not password protected or secured.

(b) Only black text on a white background is permitted.

(c) The size of an electronic document is limited to 20MB. Documents exceeding 20MB must be divided into separate parts.

(d) An electronic document must not contain any embedded files, scripts, tracking tags, or executable files.

(e) Before transmitting an electronic document, the party filing the document shall remove any confidential information or metadata that may be embedded in the electronic document.

8. Signatures on electronic documents.

A document electronically filed is deemed to be signed by the registered user submitting the document. In addition to the information required by Rule 2-1.3 of the Uniform Rules of Court - Courts of Appeal and Rule 13 of the Local Rules of the Court of Appeal, Fourth Circuit, each filed document must include the registered user's electronic mail address and fax number.

9. Registration requirements.

All users of the Court's electronic filing system must register through the electronic filing system website. Registration is limited to attorneys who are active members of the Louisiana State Bar Association. No law firms, agencies, corporations, or other groups may register.

(a) Prior to registering, all users must participate in a court-sponsored training session. An attorney's support staff may also attend the sessions.

(b) The log-in sequence assigned by the Court to the registered user must be used only by the user to whom it is assigned and by such agents and employees as the user may authorize. No user shall knowingly permit use of the log-in sequence by anyone other than authorized agents and employees.

(c) Registered users must furnish one electronic mail address that the court will use to send notice of receipt and confirmation of filing. It is the user's responsibility to ensure that the Court has the correct electronic mail address. The user's electronic mail address must be the same as that associated with your bar roll number at the Court.

10. Viruses and technical failures.

(a) A user who timely files a document that is rejected because of a detected virus will receive notification from the Court. The user shall

have until 4:30 p.m. (CST) on the next business day to refile the document electronically or conventionally.

- (b) A user whose filing is made untimely as a result of a technical failure may seek appropriate relief from the Court.