

LOUISIANA COURT OF APPEAL, FOURTH CIRCUIT
Electronic Filing (“E-Filing”) Program Rules

1. Application

There is hereby established a system in which documents may be filed electronically. These rules apply to lawyers who elect to take advantage of the Louisiana Court of Appeal, Fourth Circuit’s (“Court’s”) electronic filing system.

2. Intent

- (a) Electronic filing is voluntary.
- (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) An attorney 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. Electronic Filers

E-filing is restricted to an attorney licensed to practice in the State of Louisiana who has been approved to participate in the program after completion of the Court’s E-Filing registration form (“Registered User”). The Court has the discretion to authorize or de-authorize e-filers as it deems necessary.

4. E-Filing Requirements

- (a) Upon docketing of a case, the e-filing system is available for use.
- (b) Except for sealed or confidential documents, all documents may be e-filed.
- (c) Photocopies of exhibits may be attached to the e-filed documents.

(d) All filings must comply with the Louisiana Rules of Court, Uniform Rules – Courts of Appeal and the Local Rules of the Court of Appeal, Fourth Circuit (Electronically filed documents shall include a copy of the trial court’s ruling or judgment from which relief is requested and the notice of intent).

5. Time of Filing

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

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

6. Service of Electronic Documents

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

7. Format of E-filed Documents

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

(a) An e-filed 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) All page orientations shall be properly rotated to read left to right and top to bottom.

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

- (d) The size of an e-filed document is limited to 20MB. Documents exceeding 20MB must be divided into separate parts.
- (e) An e-filed document must not contain any embedded files, scripts, tracking tags, or executable files.

8. Signature On E-filed Documents

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

A document e-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 e-filed document must include the Registered User's electronic mail address and fax number.

9. Registered User Requirements

All users of the Court's e-filing system must register through the e-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) All Registered Users must view the online Video Training tutorial.
- (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 Registered User shall knowingly permit use of the log-in sequence by anyone other than authorized agents and employees.
- (c) A Registered User must furnish one electronic mail address which the Court will use to send notice of receipt and confirmation of e-filing. It is the Registered User's responsibility to ensure that the Court has the

correct electronic mail address. The Registered User's electronic mail address must be the same as that associated with his or her Louisiana bar roll number provided to the Court.

10. Viruses and Technical Failures

(a) A Registered User who timely files a document that is rejected because of a detected virus or other technical failure will receive notification from the Court. The Registered User shall have until 4:30 p.m. (CST) on the next business day to re-file the document electronically or conventionally.

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

11. Expedited Relief or Stay Order

If immediate judicial action, expedited relief or a stay order is requested, the registered User shall notify the Court's Clerk of Court by telephone at 504-412-6001.