

RULE 4.01
PLEADINGS, FILES AND PAPER BY ELECTRONIC TRANSMISSION
Civil Rule 5 (E)

All pleadings and other papers may be filed with the court by electronic transmission subject to the following provisions:

1. Attorneys should limit requests for electronic transmission to filings of an emergency or time-critical nature. The Court reserves the right to revoke this privilege from any attorney who appears to be abusing the privilege as documented on the fax log maintained by the Clerk of Court.
2. A document filed by electronic transmission will be accepted as original and the signature accepted as original consistent with Civil Rule 5(E).
3. The attorney must telephone the Clerk's Office during normal business hours, 8:30 A.M. and 4:30 P.M., and request a transmission number to identify the intended filing. The attorney must provide the clerk with transmission identification information including his name and registration number, the number of the case, the nature of the pleading or paper, the number of pages, and billing data. The Clerk will enter information on a log. The attorney must transmit the document at a time and to a phone number specified by the Clerk.
4. In the event the document being transmitted requests service of process, the Clerk will receive said documents, cause them to be file stamped and will not make service until such time as copies have been received for service by mail or otherwise, and a deposit for costs is made pursuant to local court rules.
5. The attorney must provide all required identification information of the first page (cover sheet) of transmission in a format prescribed by the Court. Transmissions without such information will not be accepted for filing. A transmitted document must be no longer than ten pages and must pertain to only one case. A transmission with more than ten (10) pages shall not be accepted unless prior approval is granted for said pages and for good cause shown to the Court.
6. The attorney should retain receipt generated by sending device as evidence of filing. The Clerk will phone the attorney collect if the transmitted document cannot be filed for any reason. Transmissions received during other than normal business hours will be considered filed on the next day the office is open. All documents submitted regardless of method (fax, mail or personal) will be considered filed with date/time stamped by the Clerk.
7. Costs shall be \$2.00 per transmission plus \$1.00 per page. To receive a fax copy the Clerk shall charge \$1.00 per page. All costs must be arranged for in advance.
8. The Clerk will maintain on the premises a device capable of facsimile transmission which will be attached to a dedicated telephone line and a dedicated electronic circuit protected by a surge protector. The device will use 20-pound bond paper and will meet CCITT Group 3 specifications. It will automatically place the date and time of receipt on the printed transmission.
9. Users of the facsimile device other than members of the staff of the Clerk of Courts or the Judge of Court of Common Pleas, all divisions, shall first receive permission from the Clerk of Courts or the designated deputy clerk prior to using said device with the transmission of receipt of documents
10. This rule shall be effective January 21, 1992 at 4:30 PM and shall be subject to amendments from time to time as the Court deems necessary.