

**Rule 2.03 Time, Effect, and Process of e-Filing**

**(A) Submission**

Any filing may be e-Filed with the Clerk 24 hours a day, seven days a week.

**(B) Receipt**

Upon receipt, the e-File System shall issue a confirmation that the submission has been received. The confirmation shall include the date and time of receipt and serve as proof of receipt.

**(C) Pending E-Filing Submissions**

Immediately upon receipt of a newly e-Filed, non-confidential civil complaint, the Clerk will make the complaint available for viewing. Any document available for viewing as a pending submission has not undergone a Clerk Review and is not docketed and filed and has not become part of the official record.

**(D) Clerk Review**

After Clerk Review, a filer will receive notification from the Clerk that the submission has been rejected or accepted by the Clerk. If the submission is rejected, the document shall not become part of the official court record and the filer shall be required to resubmit the document to meet the requirements. The resubmitted document shall receive a new submission date and time. If the submission is accepted, the document shall be docketed and filed and become part of the official court record.

**(E) Official Time Stamp**

An accepted submission shall be deemed filed and shall receive an electronic stamp that includes the date and time that the filer submitted the document to the e-File System as well as the unique confirmation number of the filing.

Amended, effective January 1, 2025, to add Subsection (C).