

May 15, 2014 Law Firm Administrators User Group Meeting

Question and Answers

Q: May we use the black marker method of redaction?

A: Yes, you may redact and scan it in as a PDF and then eFile it. Note: The only issue with redacted documents is that as they are scanned in as a PDF, the black redacted spaces may increase the overall size of the document substantially and can cause issues for the Filer in the successful submission of his/her documents. We recommend using the black marker sparingly and keep the document size at less than 5MB.

Q: Account numbers on Form 11.2: If more account numbers are found, do you revise the form?

A: Yes. Filers should submit a supplemental Form 11.2. Judge Cahill reminded participants that comments regarding the proposed Rule 11 changes are due on May 31, 2014.

Q: Do private law firms get access to eFiled documents in September 2014?

A: No. The pilot will first allow for Public Partners to have access and provide feedback. Then the pilot will be revised and expanded.

Q: Will the new statute eliminate the notary as currently required for affidavits?

A: Do not change current practices until the rules are revised to be aligned with the statute.

Q: Is a separate form 11.2 form needed for each filing?

A: No, one form 11.2 may be filed on the whole case.

Q: When ordering multiple certified copies, do we need to submit multiple letters on a case? It would be helpful to have a quantity field.

A: This is currently in development.

Q: Will there be a standardization of filing codes (located in the drop down menus) across counties? If so, when will this occur?

A: Mark Moore stated that SCAO is working to unify filing code discrepancies found during the pilot phases.

Q: It would be helpful to get have a message added to include the security level of the document and if the document was eServed. This could be added to the county imprint of document classification in the upper right on the document.

A: 4th BPU is drafting a business case to request that the file stamp indicate "served" as well if a document was eFiled **and** served. Document security classification will not be added to the file stamp.

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Q: Could there be a “Certified Copy Request” filing code? The current practice is to file these requests under “Correspondence”.

A: There is new development in progress that will allow an e-Filer to request and pay for multiple copies when e-filing documents. 4th District BPU has requested the codes for copy requests. This is currently under review at the state level based on concern that a stand-alone copy request that does not accompany a filing would be charged to the Judicial Branch. Alternatives are being considered.

Q: Is it possible to have a check box for a courtesy copy to the judicial officer?

A: This is currently not in development. Judges will have an automatic workflow to send a copy to the Judges when document is eFiled. Many Judge Tools are in development for Judges that hopefully will decrease requests for paper copies or extra copies.

Q: What version of browser do you need?

A: IE 8 or above.

Q: When filing a Marital Termination Agreement with an attached Asset and Debt List, the A&D list has identifying account numbers. Therefore it was understood that the entire document is “confidential”; not just the attachment. We have been told any attachments that would have been part of the paper documents we used to file (including affidavits with exhibits), therefore have been making the entire document confidential with a Form 11.2. What is the proper procedure?

A: The A & D Document is a public document. Do not include confidential information (i.e., account numbers, tax returns, etc.). Do utilize the 11.1 and 11.2 forms and reference those forms where necessary in the A&D.