



## **I.R.E.F.S. 4. Use of Electronic Filing System**

### **Idaho Rules for Electronic Filing and Service**

#### **Rule 4: Use of Electronic Filing System**

**(a) Filers required to electronically file and serve.** Filers identified below, must electronically file documents, except for those documents that must or may be filed conventionally pursuant to Rule 5.

- (1) Attorneys
- (2) Government agencies or departments (including but not limited to those on contract)
- (3) Court approved mediators, coordinators, freelance court reporters, or evaluators (including, but not limited to, those identified in a judicial roster on the Idaho Supreme Court website)
- (4) Filers who are compensated for the preparation and submission of reports / evaluations
- (5) Business entities filing in small claims actions

**(b) Self-represented parties using file and serve.** Self-represented parties who are individuals and not attorneys may elect to electronically file documents through File and Serve but are not required to do so. Those who elect not to utilize electronic filing, and who require paper / mail service from the court must identify the physical address for service in the certificate of service and pay designated mail service fees to the court clerk at the time of filing. With the exception of an initial electronic filing of a petition for a civil protection order made by a victim advocate on behalf of a self-represented party through File and Serve, a self-represented party who elects to electronically file and serve documents through the electronic filing system must continue to do so for the life of the case unless a court has granted a motion to withdraw from electronic filing and service. Once a self-represented party withdraws from electronic filing and service he or she may not return to this practice for the life of the case.

**(c) Self-represented using guide and file.** Self-represented parties (who are individuals) who utilize Guide and File to file Court Assistance Office forms are not required to submit subsequent filings through the electronic filing system. Similarly, an initial case filing of a petition for a civil protection order made by a victim advocate on behalf of a self-represented party through Guide and File does not require the party to submit subsequent filings through the electronic filing system. Businesses filing in small claims actions may utilize Guide and File to file Court Assistance Office forms if available. Other documents must be filed through File and Serve.

*(Adopted April 15, 2019, effective July 1, 2019; amended September 11, 2024, effective September 11, 2024.)*



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