

**TACOMA MUNICIPAL COURT**  
**TMCGR 30**  
**ELECTRONIC FILING AND SERVICE**

**(a) Electronic filing (“eFile”) authorization, charges, exceptions, waiver and non-compliance.**

- (1) *Mandatory Electronic Filing.* Effective 30 days after go live as directed by the court, attorneys shall electronically file (eFile) all documents using the court’s designated eFiling service, eFile & Serve, unless this rule provides otherwise. Non-attorney’s or *pro se* parties are not required to eFile, but are encouraged to do so.
  - (a) Tacoma Municipal Court office hours are 8:00 AM – 4:30 PM, Monday through Friday excluding holidays. Any electronic filing received after 4:30 PM will automatically be date stamped for 8:00 AM the next business day.
- (2) *Documents That Shall Not Be eFiled.* The following documents must be filed in paper form rather than eFiled:
  - (a) A criminal case initiation document (e.g., complaint, citation, or notice of infraction) that is not submitted through the Statewide Electronic Collision & Traffic Online Records (SECTOR) application per GR 30 (d)(ii):
  - (b) A document that is required by law to be filed in non-electronic format, for example, original wills, certified records of proceedings for purposes of appeal, negotiable instruments, and documents of foreign governments under official seal.
  - (c) Documents incapable of legible conversion to an electronic format by scanning, imaging, or any other means.
  - (d) Documents larger than permitted in the User Agreement.
- (3) *Working Copies.* Attorneys and other eFilers are not required to provide duplicate paper pleadings as “working copies” for judicial officers.
- (4) *Waiver of the Requirement to eFile for attorneys.*
  - (a) If an attorney is unable to eFile documents required by this rule, the attorney may request a waiver from the court. The attorney must make a showing of good cause and explain why paper document(s) must be filed in that particular case. The court will consider each application

and provide a written approval or denial to the attorney. Attorneys who receive a waiver shall file a copy of the waiver in each case in which they file documents. Attorneys who receive a waiver shall place the words “Exempt from eFiling per waiver filed on (date)” in the caption of all paper documents filed for the duration of the waiver.

(b) Upon a showing of good cause, the court may waive the requirement as to a specific document or documents on a case-by-case basis.

(5) *Non-Compliance with this Rule.* If an attorney files a document in paper form and does not have an approved waiver from eFiling, the court may assess a fee against the attorney litigant for each paper document filed.

(b) **Electronic Service.** If a party serves another party electronically or via email, that party must likewise accept service from the other parties electronically or via email.

[Adopted effective 4/28/2023]