IN THE SUPREME COURT OF ALABAMA
ADMINISTRATIVE ORDER

WHEREAS, pursuant to Article VI, Section 149, of the Constitution of Alabama, the Chief Justice of the Supreme Court of Alabama is the administrative head of the judicial system; and

WHEREAS, Section 12-2-30(b)(7), Code of Alabama 1975, authorizes and empowers the Chief Justice, "[t]o take affirmative and appropriate action to correct or alleviate any condition or situation adversely affecting the administration of justice within the state;" and

WHEREAS, Section 12-2-30(b)(8), Code of Alabama 1975, authorizes and empowers the Chief Justice "[t]o take any such other, further or additional action as may be necessary for the orderly administration of justice within the state, whether or not enumerated [in the law],"

IT IS THEREFORE ORDERED AND DIRECTED that effective October 1, 2012, all documents filed by any party represented by an attorney shall be filed electronically through the AlaFile application in all civil divisions of the circuit and district courts including: Circuit Civil (CV); District Civil (DV); Small Claims (SM); Domestic Relations (DR); and, Child Support (CS). Documents may still be filed in open court at the trial judge's discretion. If documents are filed in open court, the attorney filing the document is responsible for filing the document electronically through AlaFile on the same day. Additional details and instructions may be found in the "Administrative Policies and Procedures for Electronic Filing in the Civil Divisions of the Alabama Unified Judicial System."

Most documents that are filed in a case can be filed electronically. Document types that are not available will be listed on the http://efile.alacourt.gov/ website and should be filed conventionally. As additional document types become available for electronic filing, the Administrative Director of Courts (ADC) may expand the scope of the mandate for electronic filing by directive.

A hardship exception allowing an attorney to file in paper may be obtained for an attorney who cannot file electronically due to exceptional circumstances. Requests for an exception should be submitted to the ADC for consideration and approval or disapproval by the ADC.

Effective October 1, 2012, all orders rendered by the judge assigned to a case in one of the civil divisions including: Circuit Civil (CV); District Civil (DV); Small Claims (SM); Domestic Relations (DR); and Child Support (CS) shall be rendered electronically by the judge through the AlacourtPlus application.

A hardship exception allowing a judge to file an order in paper may be obtained for a judge who cannot file electronically due to exceptional circumstances. Requests for an exception should be submitted to the Administrative Director of Courts for consideration and approval or disapproval jointly by the Administrative Director of Courts and the Chief Justice.

Pursuant to Ala. Code § 12-17-94 and Rule 4 of the Rules of Judicial Administration, the Circuit Clerk serves as the custodian of court records. In the past, case files have been maintained in

paper, electronically or both. Effective October 1, 2012, a circuit clerk who maintains a complete copy of the case file documents in an electronic format shall not be required to maintain a duplicate paper copy of the case file or be required to print any portion thereof.

This administrative order does not prevent the Presiding Judge of a Judicial Circuit from entering an administrative order requiring electronic filing of documents by attorneys or electronic filing of orders by judges in other divisions of the circuit or district courts in that Judicial Circuit.

Done this 6th day of September 2012.

CHARLES R. MALONE
CHIEF JUSTICE

I Robert G. Esdale, Sr., as Clerk of the Supreme Court of Alabama, do hereby certify that the foregoing is a full, true and correct copy of the instrument(s) herewith set out as same appear(s) of record in said Court.
Witness my hand this 6th day of Sept, 2012

Robert G Esdale, Sr
Clerk, Supreme Court of Alabama