

**Rule 4. Requirements for Use of Electronic Filing System**

- b. *Non-conforming Documents*. Materials that are required to be filed with the court and that cannot be converted into electronic form, such as videotapes, x-rays, documents and other similar items which are illegible when scanned, may be filed manually. The filing party shall file a Notice of Manual Filing which shall be docketed in the CMS to denote that a manual filing has been made and that the material is being held in the clerk's office. The filing party shall serve the materials conventionally if required.