

IN THE SUPREME COURT OF THE OSAGE NATION
PAWHUSKA, OKLAHOMA

FILED MAY 09 2013

By

In re:

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Administrative Order No. 2013-06

Electronic Filing Rules

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ELECTRONIC FILING RULES

Rule 1: General Rule

Parties may file documents with the Osage Nation Court ("Court") by electronic mail to **courtfilings@osage-tribe.org** in .PDF form from a valid email address with the case number and the name of the document in the subject line.

Upon receipt, the Court Clerk shall deliver by email written confirmation to the filing party of the date and time the email program recorded receipt of the filing. If the return email comes back as undeliverable, then the Court Clerk shall contact the filing party to provide a valid email address. If one is not provided, the electronic filing shall not be valid.

All parties filing electronically are required to deliver the original documents and any applicable filing fees to the Court within five (5) business days of the date the Acknowledgement of Electronic Filing Receipt is provided by the Court Clerk or in the morning prior to any hearing on the case, whichever is first.

If the original documents and applicable fees are received within those five (5) business days, then the document will be deemed to have been filed as of the date and time of the electronic filing; provided, electronic filings received after the Court's scheduled business hours shall be deemed to have been received as of the next business day.

The Court Clerk shall process any electronic filing in the same manner as a physical filing with the Court.

Rule 2: Late Filings

Late filings may be accepted by the Court on a case-by-case basis if the filing party can demonstrate that the late filing was caused by the email software or electronic transmission error.

Rule 3: Signatures

Section 1. Attorney Signatures. An electronic document that requires an attorney's signature may be signed with a scanned signature, a digital signature or signed in the following manner:

/s/ Attorney Name

ONBA No.

Law Firm

Street Address

City, State ZIP

Telephone:

Fax:

E-mail:

Section 2. Non-attorney signatures. An electronic document that requires a non-attorney's signature may be signed with a scanned signature, a digital signature or signed in the following manner:

/s/ Name
Street Address
City, State ZIP
Telephone:
E-mail:

Section 3. Multiple signatures. If the original document requires multiple signatures, the filer shall scan and electronically file the entire document, including the signature page with the signatures, unless:

- (A) The electronic document contains the digital signatures of all signers; or
- (B) The signator has the express authority to sign for an attorney or party and represents having that authority in the document.

Section 4. Signature required on hard copies. Signatures shall be required on all original hard copies filed with Court in accordance with Osage law and court rules. Faxed and scanned signatures shall be treated the same as original signatures unless a party challenges the validity of the scanned or faxed signature in court and the court rules the scanned or faxed signature was invalid.

Rule 4: Exhibits and Attachments

Exhibits and attachments shall be included with any document filed electronically, provided:

- (A) The exhibit or attachment, when converted to .PDF is less than 5 megabytes in size;
- (B) Only portions of the exhibits or attachments relevant to the pleading shall be included;
- (C) Any exhibit or attachment that consists of any paper that is already a part of the record may be omitted; and
- (D) A document that is of a physical size and/or shape that conversion to .PDF is not practical may be omitted.

The filing party may send exhibits or attachments over 5 megabytes as separate emails, indicating in the subject line the email number out of the total number of emails (e.g., "Email 2 of 3" or "Email 2/3").

All exhibits and attachments (including those exempt from electronic filing) shall be attached to the original hard copy file with the Court.

Rule 5: Service

Documents that are filed electronically shall be served on all parties in accordance with Osage law and court rules.

Ordered this 9th day of May, 2013.



Meredith D. Drent
Chief Justice