
To: Judicial Partners
Subject: Mandatory Electronic filing
Date: 2-17-2017

MEMORANDUM

The Idaho Courts are changing the way we do business by shifting from a legacy paper-based system to a modern electronic online judicial system. Idaho's implementation of iCourts requires specific entities to file electronically when submitting documents to courts that have transitioned to the new case management system. Twin Falls and Ada County have transitioned to mandatory electronic filing, with Blaine, Boise, Canyon, Camas, Cassia, Elmore, Gooding, Jerome, Lincoln, Minidoka, Owyhee and Valley counties moving to mandatory electronic filing on November 13, 2017.

The following entities are **required** to electronically file in Ada and Twin Falls:

1. Attorneys;
2. Government agencies or departments;
3. Court approved mediators, coordinators or evaluators;
4. Filers who are compensated for the preparation and submission of reports/evaluations;
5. Business entities filing in small claims actions.

The electronic filing and service rule can be found at: <https://isc.idaho.gov/recent-amendments>.

In an effort to support the transition to mandatory electronic filing, the Idaho Supreme Court is offering resources to assist court users who come under the rule. You have been identified as a possible agency, entity, or filer who will need these resources.

To access online training and view frequently asked questions about electronic filing visit:

<https://icourt.idaho.gov/efileoverview> or call Tyler Technologies at 1-800-297-5377 for help setting up an electronic filing account. In addition, the Supreme Court will be offering in-person trainings for e-filers in the coming months. If you are interested in attending one of these trainings or have any general questions about e-filing contact Michael Mehall at (208) 334-2850 or mmehall@idcourts.net.

As part of the iCourt transition, county clerks may begin to reject paper filings at the county courthouse window. We urge you to begin electronic filing as soon possible to prevent delays in particular proceedings. For more information on Idaho's iCourts project follow this link: <http://icourt.idaho.gov/icourt-landing-page>.