

**Rule 14. Corrections to Filed Documents.**

The clerk of this court shall not correct any documents. Corrections to electronically filed documents should be made by filing a motion to withdraw the original and file a replacement document *instantly*.

If a party wishes to make minor corrections in a document filed on paper, the party should send a letter to the clerk of this court specifying the desired changes, along with proof of service to all parties. The clerk shall notify the party when the documents will be available for correction in the clerk's office. Corrected documents, and the pages on which corrections have been made, will not be re-file-stamped.

If major changes to a document filed on paper are necessary, then the party should file a motion seeking leave to withdraw the material and substitute new material in lieu thereof, indicating (1) the date on which the substitute material will be filed if the motion is granted and (2) whether the original material should be returned to the party or discarded by the clerk. The substitute material will be file-stamped as of the date it is filed.