

LGnR2 – Method and Format of Filing

LGnR2-1 Electronic Filings.

~~(a)~~ Filing by electronic means is mandatory for attorneys. Pro se parties must not file electronically unless authorized by the Court. If the Court permits, a pro se party may register as a CM/ECF user solely for the purpose of a particular action. During the course of the action if the party retains an attorney who appears on the party's behalf, the attorney must advise the ~~Court~~ Clerk's office to terminate the party's registration as a CM/ECF user.

~~(b)~~ ~~Papers filed by electronic means shall be governed by these rules and the Court's CM/ECF Administrative Guide of Policies and Procedures (Administrative Guide) available from the Court Clerk's office and on the Court's website.~~

LGnR2-2 ~~Paper~~Non-Electronic Filings.

~~Parties may file paper documents by mail or in person at the Court Clerk's office.~~ The following ~~documents~~ items may not~~are not authorized to~~ be filed electronically and must be filed in paper or physical form:

- (a) documents filed in sealed cases;
- (b) other filings approved by the assigned judge to be filed ~~conventionally~~non-electronically;
- (c) original state court records and transcripts in capital (death penalty) habeas matters; and
- (d) items that cannot be converted to Portable Document Format (PDF) (e.g., video tapes, CDs, DVDs, blueprints, thumb drives, etc.).

[Parties should submit Non-Electronic filings following the Information for providing Non-Electronically Filed Documents to the Court, available on the Court's website.](#)

LGnR2-3 Email Filings.

~~Parties~~Pro se parties not authorized to file electronically may file papers ~~in civil matters by email sent to the Court Clerk's office as provided in the Administrative Guide~~following the Instructions for Providing Non-Electronically Filed Documents to the Court, available on the Court's website. ~~Such papers, when transmitted through email,~~Papers filed in this manner must comply with the instructions, all provisions of these local rules, and the Federal Rules of Civil Procedure regarding the form, format, service, and signature of pleadings and papers.

LGnR2-4 Format of Papers and Physical Items Presented for Filing.

- (a) **All Filings.** All papers, whether filed electronically or presented to the Clerk's office in paper form for ~~filing by electronic means or in paper form~~non-electronic filing, must be double-spaced, if typewritten, using only one side of the paper and a paper size of 8 ½ inches wide by 11 inches long. The print style, including footnotes, must not be smaller than ~~twelve characters to an inch (i.e., 12-point-pitch~~ font), and margins must be a minimum of one inch on the top, bottom, and sides. The use of "Exactly 24 pt" spacing is not permitted. All papers must be clearly legible.

(b) Paper Filings. Unless the Court orders otherwise, all papers presented to the Clerk's office in paper form for non-electronic filing ~~for filing in paper form~~ shall consist of an original only.

(c) Physical Items. All physical items that cannot be converted to PDF (e.g., video tapes, CDs, DVDs, thumb drives, blueprints, etc.) presented to the Clerk's office for non-electronic filing shall be submitted with a cover page clearly stating the case style, case number, and title of the item (e.g., "Exhibit C to Defendant's Motion for Summary Judgment"). A courtesy copy of the physical item and a copy of the cover page shall be provided to the chambers of the judge who will be hearing the matter.

LGNR2-5 Hyperlinks.

Hyperlinks are only permissible for providing links to legal references and citations. Hyperlinks must not be included to advertise a product or for any other reason not related to the legal issues raised in the pleading document. The Court shall enter an order to strike and remove any pleading document that contains an inappropriate hyperlink and direct the party to refile the document without the hyperlink.

LGNR2-6 Contact Information.

All papers shall contain the name, mailing address, telephone number (if any), and email address (if any) of the attorney or pro se party filing such papers. All attorneys and pro se parties have a continuing duty to file a written notice of changes in contact information. Attorneys and parties authorized to file electronically shall maintain and update their contact information in CM/ECF through their PACER accounts. Pro se parties not authorized to file electronically shall update their contact information as required by LCvR17-1(h). Papers sent by the Court will be deemed delivered if sent to the last known physical or email address provided to the Court.

SUMMARY OF CHANGES

Minor changes for clarity and consistency. Proposed changes eliminating 2-1(b) and changes to Rule 2-3 reflect the decision to eliminate the current Administrative Guide. Most areas in the Guide are either covered in local rules or will be covered by instructions on the Court's website. Proposed changes to 2-2 and 2-4 acknowledge that non-electronic filings may include both paper documents and physical items and make clear that physical items should be submitted with a cover page clearly identifying the item. Proposed new Rule 2-6 resurrects and amends a former local civil rule (LCvR5.5) that was inadvertently deleted when rules were updated in 2021.