

## LGnR2 – Method and Format of Filing

### LGnR2-1 Electronic Filings.

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 Clerk's office to terminate the party's registration as a CM/ECF user.

### LGnR2-2 Non-Electronic Filings.

The following items may not 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 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.).

Items to be filed under this rule must be filed in compliance with the [Procedures for Providing Non-Electronically Filed Documents to the Court](#), available on the Court's website.

### LGnR2-3 Email Filings.

Pro se parties not authorized to file electronically may file papers in compliance with the [Procedure for Pro Se Email Filing](#), available on the Court's website. Papers filed in this manner must comply with this procedure, 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 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 12-point 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 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 document. The Court shall enter an order to strike and remove any document that contains an inappropriate hyperlink and direct the party to refile the document without the hyperlink.~~

(a) Authorization. Hyperlinks in electronically filed documents are permitted only for providing links to cited legal references. The Court shall enter an order directing the Clerk of Court to strike and remove any document that contains an unauthorized or inappropriate hyperlink and directing the party to refile the document without the hyperlink.

(b) Citation Format. Hyperlinks to cited legal references do not replace standard citation format. Complete citations in standard citation format must be included within the text of the document. Because a hyperlink is merely a convenient mechanism for accessing legal citations in the document, neither a hyperlink nor any site to which it refers, is considered part of the court's record.

(c) Disclaimer. The Court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which that site may be linked. The Court accepts no responsibility for the availability or functionality of any 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.

Field Code Changed

**SUMMARY OF CHANGES:** These changes clarify when hyperlinks are permitted, that hyperlinks serve a limited purpose, and that materials made available to the Court through hyperlinks will not be considered part of the record. Section (c) warns practitioners that the Court is not responsible if a hyperlink does not function or is not available.