

FILED

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA

2007 FEB 28 AM 10:12

Miscellaneous Case No. ~~07-1317-MC-002~~ 7-ORL-19
CLERK, US DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
ORLANDO, FL

In Re: Administrative Procedures for
Electronic Filing in Civil and
Criminal Cases

Upon Consideration, effective March 15, 2007, Administrative Procedures I(A), I(B)(3-6), I(D)(1), II(A)(1)(a), II(A)(1)(c), II(A)(7), II(I)(6), III(C), IV(A)(1), and IV(B) shall be amended¹ as follows:

I(A) EFFECTIVE DATE

Electronic filing is mandatory, unless otherwise permitted by these administrative procedures, by a general order of the Court, or by authorization of the Judge. **All** documents filed in Civil and Criminal cases in this District on or after July 12, 2004, no matter when a case was originally filed, shall be filed electronically.

I(B)(3-6) OFFICIAL RECORD

- ~~3.~~ **Pro Se Filer:** ~~A party proceeding pro se may file electronically if authorized by the assigned Judge. If authorized, the pro se party must follow these procedures. Also see paragraph III C of these procedures.~~
- ~~4.~~3. **Social Security Case:** A Social Security case is governed by paragraph III D of these procedures.
- ~~5.~~4. **Sealed Document:** A document filed under seal will be maintained in paper format and will not be filed electronically unless the assigned Judge orders the document unsealed. Also see paragraphs III A and B of these procedures.
- ~~6.~~5. **Original Transcript:** The original transcript of an official court proceeding in the Middle District of Florida when filed by the official court reporter or a contract court reporter of the Court shall be filed in paper format.

¹Redlined language is new. A line is drawn through language to be stricken from the present version of the Administrative Procedures.

I(D)(1) LOGIN AND PASSWORD

Attorneys Admitted to Practice in this Court: Upon a proper request, the Clerk shall assign one login and password to each attorney admitted to practice and in good standing in the Middle District or specially admitted pursuant to Local Rule 2.02(a)(1). To request a login and password from the Clerk, an attorney must complete and return to the Clerk an “Electronic Filing Registration Form.” The form appears on the Court’s web site at www.flmd.uscourts.gov, is available in the clerk’s office, and is attached to this policy. The Clerk will serve the attorney’s login and password on the attorney using the attorney’s e-mail address or by first-class mail unless the attorney arranges receipt by other means agreeable to the Clerk. The assigned login and password enable the attorney to retrieve and file a document electronically and to receive a notice of electronic filing.

II(A)(1)(a) FILING

Electronic filing is mandatory. Any document in a case shall be filed electronically except as otherwise provided by these procedures or by court order.

II(A)(1)(c) FILING

A document which exceeds **two five** megabytes must be filed in components each of which must not exceed **two five** megabytes.

II(A)(7) FILING

If filing a document requires leave of Court (*e. g.*, an amended complaint, reply brief, etc.), the filer shall attach the proposed document to the motion as an exhibit (**except as provided in Local Rule 3.01(d)**). If the Court grants the motion, the filer may file the document electronically.

II(I)(6) PRIVACY PROTECTION

Waiver of Protection of Identifiers:

A party waives the protection as to the party’s own information to the extent that the party files such information not under seal and without redaction. **The Clerk will not review each filing for redaction.**

III(C) PRO SE FILER

Unless authorized to file electronically, a pro se filer shall file any pleading and other paper in paper format. The Clerk will scan and file these papers electronically and will also maintain a paper file of such documents. **If authorized by the assigned Judge, a party proceeding pro se may file electronically. If authorized to file electronically, the pro se filer must follow these procedures.**

IV(A)(1) EXHIBIT ATTACHED TO DOCUMENT

Size Limitation: Except as otherwise provided in these procedures, a filer shall electronically image, *i.e.*, "scan," a paper exhibit filed as an attachment to a document that is less than **two five** megabytes and submit the exhibit as a .pdf file.

IV(B) VOLUMINOUS EXHIBIT

If the exhibit attached to any particular document is **two five** megabytes or more, the document and exhibit must be filed according to the following procedure:

1. Index: A filer must prepare an exhibit index and file the index as an attachment to the main document.
2. Separate Attachment: Each separate exhibit must be filed as a separate attachment to the main document.
3. Size Limitation: If an exhibit exceeds **two five** megabytes, that exhibit must be separated into components of **two five** megabytes or less, and each component of the exhibit must be filed as a separate attachment to the main document.

DONE AND ORDERED this 28th day of February, 2007.


Patricia C. Fawsett
Chief United States District Judge