

## Policies and Procedures

---

**Civil Case Exceptions** Exceptions to electronic case filing must be filed as unbound paper documents. The following are the civil case exceptions to electronic filing:

<b>Document Type</b>	<b>Manner of Processing</b>
The following initiating documents: <ul style="list-style-type: none"> <li>• Cases to be filed under seal.</li> <li>• Qui Tam Cases</li> <li>• Ship Attachment Cases</li> <li>• Receiverships.</li> <li>• Certifications of Registration in Another District.</li> <li>• Cases filed by pro se litigants.</li> </ul>	<ul style="list-style-type: none"> <li>• Submitted on paper by filer and</li> <li>• Scanned by clerk’s office staff.</li> </ul>
Consent Orders	<ul style="list-style-type: none"> <li>• Submitted on paper by filer,</li> <li>• Submitted by clerk’s office staff to chambers for judge’s signature, and then</li> <li>• Scanned by clerk’s office staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Returns of Service (with the exception of subpoena returns).</li> <li>• Waivers of Service of Summons</li> <li>• Garnishment Requests and Suggestions for Garnishment Summons.</li> <li>• Documents filed by               <ul style="list-style-type: none"> <li>➤ prisoner pro se litigants,</li> <li>➤ other pro se litigants,</li> <li>➤ other agencies (e.g., USMS).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Submitted on paper by filer and</li> <li>• Scanned by clerk’s office staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Documents in Sealed Cases,</li> <li>• In camera documents,</li> <li>• Registrar Certificates,</li> <li>• Trial exhibits,</li> <li>• Offers of judgment, and</li> <li>• State court records.</li> </ul>	Submitted on paper by filer and not made available electronically.
Any other document that the Court orders not to be electronically filed, imaged, or maintained in the ECF system.	Submitted on paper by filer and not made available electronically.

---