

Policies and Procedures

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

Document Type	Manner of Processing
Initiating documents, such as complaints, informations, indictments, or superseding indictments.	<ul style="list-style-type: none"> • Submitted on paper by filer and • Scanned by clerk's office staff.
Consent Orders	<ul style="list-style-type: none"> • Submitted on paper by filer, • Submitted by clerk's office staff to chambers for judge's signature, and then scanned by clerk's office staff.
<ul style="list-style-type: none"> • CJA Forms. • Documents filed by an attorney as a first appearance by an interested party. All subsequent filings on behalf of the interested party should be done electronically. • Garnishment Requests and Suggestions for Garnishment. • Documents filed by <ul style="list-style-type: none"> ➢ prisoner pro se litigants, ➢ other pro se litigants, ➢ other agencies (e.g., USMS). 	<ul style="list-style-type: none"> • Submitted on paper by filer and • Scanned by clerk's office staff.
<ul style="list-style-type: none"> • Sealed documents, • In camera documents, • Grand jury documents, • Search warrants; Seizure warrants, • Pen registers; Wire taps, • Extradition matters, • Reports of medical or mental evaluations, and • Trial exhibits 	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.

Note: For criminal cases filed before March 26, 2007 (paper cases) where a fugitive defendant is apprehended, that defendant's case will be converted to an electronic (e-filing) case no matter what date the case originated. Thereafter, all documents pertaining to that defendant only must be electronically filed, with the exceptions noted in this manual.
