

## Policies and Procedures – Overview

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Effective March 26, 2007, all new cases must be filed using ECF, including these associated documents:

- Proceedings,
- Motions,
- Memoranda of law, and
- Other documents.

Exceptions are to be filed on paper and include the following:

- All documents for cases filed prior to March 26, 2007, unless otherwise ordered.
- All cases' initial documents, including the complaint and issuance and service of the summons. These paper documents will be scanned by clerk's office staff.
- All the civil and criminal case exceptions noted in this manual.

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 must be electronically filed, with the exceptions noted in this manual.

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