

Policies and Procedures – Civil Case Exceptions

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:

Document Type	Manner of Processing
<p>The following initiating documents:</p> <ul style="list-style-type: none"> • Cases to be filed under seal. • Qui Tam Cases • Ship Attachment Cases • Receiverships. • Cases filed by pro se litigants. 	<ul style="list-style-type: none"> • Submitted on paper by filer and • Scanned by clerk’s office staff.
<p>Consent Orders (Note: consent orders may be electronically filed if they are attached to a motion or notice but never filed as the main document.)</p>	<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"> • Waivers of Service of Summons • Garnishment Requests and Suggestions for Garnishment Summons. • 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"> • Documents in Sealed Cases, • In camera documents, • Registrar Certificates, • Trial exhibits, • Offers of judgment (unless filed with an acceptance of the offer of judgment), and • State court records. 	<p>Submitted on paper by filer and not made available electronically.</p>
<p>Any other document that the Court orders not to be electronically filed, imaged, or maintained in the ECF system.</p>	<p>Submitted on paper by filer and not made available electronically.</p>