

## Policies and Procedures – Criminal Case Exceptions

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**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   |
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| Initiating documents, such as complaints, informations, indictments, or superseding indictments.  | <ul style="list-style-type: none"> <li>• Submitted on paper by filer and</li> <li>• Scanned by clerk’s office staff.</li> </ul>  |
| <b>Consent Orders</b> (Note: consent orders may be electronically filed if they are attached to a motion or notice but never filed as the main document.)   | <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 scanned by clerk’s office staff.</li> </ul> |
| <ul style="list-style-type: none"> <li>• CJA Forms.</li> <li>• 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.</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>• Sealed documents,</li> <li>• In camera documents,</li> <li>• Grand jury documents,</li> <li>• Search warrants; Seizure warrants,</li> <li>• Pen registers; Wire taps,</li> <li>• Extradition matters,</li> <li>• Reports of medical or mental evaluations, and</li> <li>• Trial exhibits</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.   |

**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.

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