

FILED
ADMINISTRATIVE MATTER

1997 OCT -6 PM 3:44

CLERK OF DISTRICT COURT
NORTHERN DISTRICT OF OHIO
CLEVELAND

GENERAL ORDER NO. 97-38

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO

Authorization for Electronic)
Filing in Civil Litigation) Order No. 97- 38
)

1. Pursuant to the Judicial Conference's long-range goal for the filing of court documents by electronic means, this order authorizes the Northern District of Ohio Clerk of Court to establish procedures requiring that documents filed in civil cases be filed with the Court electronically over the Internet. The Administrative Office is working with this District, as well as a handful of other District and Bankruptcy Courts, to permit electronic filing ultimately in all civil cases. This action is being taken as part of a nationwide project to explore alternative means for filing documents and maintaining case files. The use of electronic filing in this prototype project is anticipated to provide better service to the litigants and substantial savings to the Court. While it is expected that electronic filing will ultimately apply to all civil cases, it is the intention of the Court to include as many civil rights and intellectual property cases in the electronic filing system as possible. In the early stages of the electronic filing program, the Court will seek the cooperation of attorneys and their clients in volunteering to participate in the program.

2. The Clerk of Court is hereby authorized to establish and publish procedures to access and utilize the electronic filing system developed by the Technology Enhancement Office of the Administrative

Office of the United States Courts in conjunction with the Clerk's Office.

3. The Clerk's Office will provide an introduction on the use of the system on a regular basis on days, times, and locations to be scheduled by the Clerk. Individuals are encouraged to attend an introductory session. Law firms are encouraged to have any individual primarily responsible for electronic filing (attorney, paralegal or automation specialist) attend an introductory session.

4. The filing of the initial papers, issuance and service of the summons, and payment of initial filing fees will be accomplished in the traditional manner on paper (not electronically).

5. This order shall pertain to all civil cases filed after the date of this order. The determination as to whether documents will be filed electronically will be made at the initial Case Management Conference (see LR 16.3), or at any other time if stipulated by the parties and approved by the presiding judicial officer.

6. For all cases selected for electronic filing:

a. Unless otherwise ordered by the presiding judicial officer, all subsequent papers will be filed electronically except for papers filed under seal pursuant to LR 5.2 and trial exhibits lodged with the Court pursuant to LR 39.1;

b. Parties will provide to the Clerk of Court electronic copies of all previous paper filings.

c. The parties are encouraged to take advantage of electronic service and noticing, including notices from the Court, by consenting to all service and other notices by electronic means.

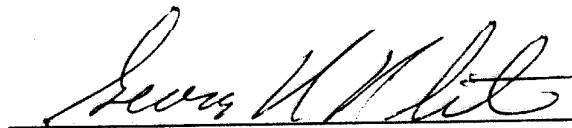
7. The user identification number and the user password required to submit documents over the system shall serve as the attorney's signature on all electronic documents filed with the Court, and will also serve as a signature for purposes of Fed. R. Civ. P. 11 and for all other purposes under the Federal Rules of Civil Procedure and the Local Rules of this Court.

8. To utilize the electronic filing system, attorneys must

have a completed Attorney Registration Form on file with the Clerk of Court.

IT IS SO ORDERED.

For the Court

A handwritten signature in cursive script, appearing to read "George W. White", is written over a horizontal line.

George W. White
Chief Judge
United States District Court