

OFFICE OF THE CLERK

UNITED STATES DISTRICT COURT

for the

MIDDLE DISTRICT of PENNSYLVANIA

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February 18, 2003

NOTICE

RE: (1) Standing Order 03-01 - In Re: Electronic Case Filing Policies and Procedures, and

(2) Amendments to the Middle District Local Rules of Court

(Effective March 3, 2003)

Pursuant to the authority established by Rule 5(e) of the Federal Rules of Civil Procedure, the United States District Court for the Middle District of Pennsylvania has authorized the filing of papers with the Court by electronic means.

New Local Rule of Court 5.6 provides for the filing, signing and verification of documents by electronic means to the extent and in the manner authorized by the Court's Standing Order regarding Electronic Case Filing Policies and Procedures and the Court's Electronic Case Filing ("ECF") User Manual. New Local Rule of Court 5.7 provides for the service of documents through the Court's transmission facilities by electronic means to the extent and in the manner authorized by the Standing Order and the ECF User Manual. *(Note: Copies of the ECF Standing Order and ECF User Manual are available at the Clerk's Office or on the court's web site at www.pamd.uscourts.gov).*

Subject to the provisions of paragraph 9 of the Standing Order all civil, criminal and miscellaneous cases are being assigned to the Court's Electronic Filing System. Attorneys may be required to file documents electronically and should consult the Standing Order and ECF User Manual which contain necessary provisions and detailed procedures. A party who is not represented by counsel may continue to file papers with the Clerk of Court in the traditional manner, but is not precluded from filing electronically. An unrepresented party who wishes to file documents electronically also should consult the Standing Order for guidance.

The adoption of Electronic Case Filing required amendments to several Local Rules of Court. For example, the filing of an original and two (2) copies of a document is no longer necessary. In addition, other amendments to the Local Rules have been made which are outside the scope of Electronic Filing. The nature of the rules change and the affected rules are listed below. All changes are effective March 3, 2003.

The following new rules have been adopted as enabling rules for Electronic Case Filing (ECF):

LR 5.6 Filing of Documents by Electronic Means.

LR 5.7 Service of Document by Electronic Means.

The following rules have been amended to accommodate Electronic Case Filing:

LR 5.1 Size and Other Physical Characteristics of Papers and Other Documents.

LR 5.2 Documents to be Filed with the Clerk.

LR 5.4 Service and Filing of Discovery Material.

LR 7.5 Submission of Briefs Supporting Pretrial Motions.

LR 7.6 Submission of Briefs or Memoranda Opposing Pretrial Motions.

LR 7.7 Pretrial Reply Briefs or Memoranda.

LR 7.8 Contents and Length of Pretrial Briefs.

LR 7.30 Post-trial Briefs of Moving Party.

LR 7.31 Post-trial Briefs of Respondent.

LR 7.32 Post-trial Reply Briefs.

LR 15.1 Amended Pleadings.

LR 16.8.5 Scheduling Mediation Conference.

LR 26.3 Discovery Motions, Statement of Conference to Resolve Objections.

LR 51.1 Civil Trials, Requests to Instruct the Jury.

LR 71A.1.5. Standard Form Complaint.

The following new rule has been adopted to deal with the situation in which new cases are decided or authorities enacted after a motion has been briefed but before it is decided:

LR 7.36 Citation of Supplemental Authorities.

The following criminal rules have been amended in an effort to make the petty offense and collateral forfeiture rules easier to read and to understand:

LCrR 58.2 Petty Offenses Brought by Violation Notice.

LCrR 58.3 Authority for Forfeiture of Collateral in Certain Petty Offenses;
Forfeiture of Collateral Cases - Procedures.

The following rules have been deleted as unnecessary:

LR 7.2 Service of Pretrial documents by Movant and Respondent.

LR 7.21 Service of Post-trial Motions by Movant and Respondent.

LR 24.1 Notification of Claim of Unconstitutionality.

The following rules have been amended to correct a typographical error and to delete unnecessary language:

LR 7.22 Exhibits and Other Documents Supporting Post-trial Motions.

LR 30.12 Videotape Depositions, Expenses and Counsel Fees.

The following rules have been amended to bring the local rules into conformity with applicable case law and/or local policies and procedures:

LR 16.8.6 The Mediation Session.

LR 54.3 Bills of Costs.

LR 54.4 Taxation of Costs.

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