



UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

ELECTRONIC FILING POLICIES AND PROCEDURES

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INTRODUCTION

The U.S. District Court for the District of Connecticut requires attorneys to file documents with the Court over the internet using the Case Management/Electronic Case Filing System (“CM/ECF System”).

I. THE ELECTRONIC FILING SYSTEM

A. Authorization for Electronic Filing

The Electronic Filing Administrative Policies and Procedures and Local Rule of Civil Procedure 5(a) authorize electronic filing in conjunction with Federal Rule of Civil Procedure 5(d) and Federal Rule of Criminal Procedure 49(e). Pursuant to the Electronic Filing Administrative Policies and Procedures, the following policies and procedures govern electronic filing in this district unless, due to extraordinary circumstances in a particular case, a judicial officer determines that these policies and procedures should be modified in the interest of justice.

B. Definitions and Instructions

The following definitions and instructions shall apply to these Policies and Procedures for Electronic Filing:

- The term “document” shall include pleadings, motions, exhibits, declarations, affidavits, memoranda, papers, orders, notices, and any other filing by or with the Court.
- The term “party” shall include counsel of record and a pro se litigant.
- All hours stated shall be Connecticut time.
- A CM/ECF account permits access to electronic cases for filing documents electronically.
- A PACER account permits access to view dockets and documents of publicly available electronic cases.
- Terminology utilized in these Administrative Procedures discussing “traditionally” filed or submitted documents or pleadings is defined as being presented to the Court or a party in paper or other non-electronic, tangible format.
- As used in these Administrative Procedures, “electronically filed” refers to documents filed over the internet.

C. Application of Rules and Orders

Unless modified by approved stipulation or order of the Court, all Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Local Rules, and orders of the Court shall continue to apply.

D. Designation of Cases

Electronic filing over the internet will be required in all counseled cases when the Court, on its own initiative, designates a case as electronically filed or, with Court approval, in cases in which all counsel of record have consented to this method of filing. Electronic filing over the internet by pro se and prisoner parties will generally not be permitted at this time, although pro se parties may file a motion for permission to electronically file documents.

E. System Requirements

While the CM/ECF System requirements may be set forth more completely in a User's Manual or other Court publication, it is expected that the following hardware and software will be needed to electronically file, view and retrieve documents in the CM/ECF System:

1. A personal computer running a standard Windows platform or MAC OS.
2. An internet provider using Point to Point Protocol (PPP).
3. Internet Explorer version 7.0 or 8.0 or FireFox/Mozilla version 4 only or Safari version 5.0 only.
4. Software to convert documents from a word processor format to portable document format (PDF) with the ability to perform a Optical Character Recognition (OCR).
5. Software with pdf reading and creating ability for viewing documents using a PACER account
6. Access to a scanner if non-computerized documents need to be imaged. If scanned documents can be formatted as OCR text searchable, they should be.
7. A Public Access to Court Electronic Records ("PACER") system account to view docket sheets and electronically filed documents [NOTE: PACER facilitates electronic access and is the primary interface with the CM/ECF System to view docket sheets and other case information. It also allows access to images of Court documents, if the documents have been electronically filed, and are in the category of documents viewable by the public. All electronic public access to case dockets and documents occurs through

PACER. Upon receipt of a Notice of Electronic Filing (NEF), users are permitted one free view of the document within 15 days of filing. Beyond the 15 day period, appropriate charges will be billed.]

F. General Format of Documents Filed Electronically or Submitted on Computer Disk

1. Requirements

Documents filed electronically or submitted on computer disk must meet the requirements of Fed. R. Civ. P. 10 (Form of Pleadings), Local Rule of Civil Procedure 5 (Service and Filing of Pleadings and Other Papers), Local Rule of Civil Procedure 10 (Preparation of Pleadings), and Local Rule of Civil Procedure 40 (Assignments), as if they had been submitted in paper format. Documents filed electronically are also subject to any page limitations set forth by Court order or by Local Rule of Civil Procedure 7 (Motion Practice).

2. Font

As part of the National Archives and Records Administration's (NARA) electronic government (E-Gov) initiative and to facilitate preservation processing and future access to electronic records, electronic records that have been converted to PDF from other electronic word processing software must include embedded fonts to guarantee the visual reproduction of all text as created. All fonts embedded in PDF records must be publicly identified as legally embeddable (i.e., font license permits embedding) in a file for unlimited, universal viewing and printing. PDF records that reference fonts other than the "base 14 fonts" must have those fonts referenced in the record (i.e., as a minimum, subsets of all referenced fonts) embedded within the PDF file.

The base 14 fonts are: Courier (Regular, Bold, Italic, and Bold Italic), Arial MT (Regular, Bold, Oblique, and Bold Oblique), Times New Roman PS MT (Roman, Bold, Italic, and Bold Italic), Symbol, and ZapfDingbats.

3. Form

A key objective of the CM/ECF System is to ensure that as much of the case as possible is filed electronically. Documents filed electronically or submitted on computer disk must not exceed 10 mb (10,000 kb) in size or, if larger, must be broken into multiple parts. For example, most filings include a primary or main document (e.g., motion) and other supporting items (e.g., memorandum and exhibits). The primary document and each of the supporting documents are deemed separate components of the filing, and each document is uploaded separately in the filing process. Any document having an electronic file size that exceeds 10 mb (10,000 kb) cannot be filed electronically, either over the internet or on computer disk and must be broken into multiple parts.

The Notice of Manual Filing must be filed both electronically and in paper to provide notice that something could not be filed over the internet.

The following example illustrates the application of this section.

Counsel seeks to file a motion, a memorandum in support and two exhibits. The motion, memorandum and one of the exhibits are text documents, created in a word processor then published to PDF. In their final form, each document is less than 10 mb. The second exhibit is a photograph and when scanned is 11 mb, which is too large to file electronically.

When counsel electronically files the documents over the internet, counsel will file the motion, the memorandum in support, the text exhibit and a Notice of Manual Filing to alert the public that one item (the photograph) is filed manually, not electronically. Counsel must physically send the Notice of Manual Filing and the photograph to the Clerk's Office for filing. Counsel must also serve on opposing counsel a copy of the Notice of Electronic Filing (to document that the other pieces were filed electronically), the Notice of Manual Filing and a copy of the photograph.

II. CONSEQUENCES OF FILING DOCUMENTS ELECTRONICALLY

Electronic transmission of a document consistent with the procedures adopted by the Court shall, upon the receipt of the document by the Clerk of Court, constitute filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this Court, and shall constitute entry of that document onto the docket maintained by the Clerk pursuant to Fed. R. Civ. P. 79, and Fed. R. Crim. P. 49 and 55.

When a document has been filed electronically, the official record is the electronic recording of the document as stored by the Court, and the filing party is bound by the document as filed. A document filed electronically is deemed filed at the date and time stated on the Notice of Electronic Filing generated from the Court.

A receipt acknowledging that the document has been filed will be generated by the Court's server. This receipt should be printed as evidence of the date and time of filing. Counsel can verify the filing of documents by accessing and viewing the Court's electronic docket sheet. In the event a document is inappropriately filed, upon proper notification or motion to the Court, the Clerk's Office will make a correction to the docket noting any necessary changes. Notice will be sent to all counsel of record in the event of any material change to an entry submitted by counsel.

Documents filed electronically must be submitted in PDF format with the ability to perform FTS, except as provided in Section XII pertaining to proposed orders.

Filing documents electronically does not alter any filing deadlines. All electronic transmissions of documents must be completed (*i.e.*, received by the Clerk's Office as evidenced by a Notice of Electronic Filing) prior to midnight in order to be considered timely filed that day.

III. ELECTRONIC DOCKET

Upon the filing of a document, a docket entry will be created using the information provided by the filing counsel. The Clerk of Court will modify the docket entry description to comply with quality control standards only where necessary and appropriate.

A. Title of Docket Entries

The party electronically filing a pleading or other document shall be responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the Court.

B. Correcting Docket Entries

1. Once a document is filed and becomes part of the case docket, corrections to the docket are made only by the Clerk's Office or at the direction of the Clerk's Office. The CM/ECF System will not permit the filing party to make changes to the documents or docket entry filed in error once the transaction has been accepted.
2. A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, or selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the transaction is completed. The filing party should call the Clerk's Office for instructions on what steps should be taken to make a correction.
3. If counsel discovers an error before the entry is reviewed by the Clerk's Office, counsel should contact the Clerk's Office with the case number and document number of the error. If appropriate, the Clerk's Office will make an entry indicating that the document was filed in error. The filing party will be advised if the document needs to be re-filed.

C. Privacy

To address the privacy concerns created by internet access to Court documents, litigants should not include sensitive information in any document filed with the Court unless such inclusion is necessary and relevant to the case. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading whether it is filed traditionally or electronically:

1. Names of minor children to the initials;
2. Financial account numbers to the last four digits;
3. Social Security numbers to the last four digits; and

4. Dates of birth to the year.
5. Home Address to City and State (only in criminal cases).

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal, which shall be retained by the Court as part of the record. In lieu of an unredacted copy filed under seal, a party may file a reference list, which must be filed under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used instead in the filing. The reference list may be amended and shall be retained by the Court as part of the record. The Court may, however, still require the filing party to file a redacted copy of the reference list for the public file. In addition, counsel is encouraged to exercise caution when filing documents that contain the following:

1. personal identifying number such as a driver's license number;
2. medical records, treatment and diagnosis;
3. employment history;
4. individual financial information; and
5. proprietary or trade secret information.

The Clerk will not review any pleadings for redaction. Refer to Fed.R.Civ.P. Rule 5.2(a) and Fed.R.Crim.P. Rule 49.1.

IV. SYSTEM AVAILABILITY

The Court's CM/ECF System is designed to provide service 24 hours a day. However, counsel is encouraged to file documents in advance of filing deadlines and during normal business hours.

The Clerk's Office staff has been trained to respond to questions regarding the CM/ECF System and the registration process. Assistance can be provided from 9:00 a.m. to 4:00 p.m. during any day on which the Court is open for business. After-hours, please email [Quality Control](#) for assistance.

V. PUBLIC ACCESS TO THE ELECTRONIC DOCKET

A. Internet Access with a Password

Any person or organization with a PACER login and password may access the CM/ECF System at the Court's internet site at <https://ecf.ctd.uscourts.gov/>. Such access to the CM/ECF System through the internet site will allow retrieval of the docket sheet and documents on a real-time basis. Unless a user has a CM/ECF account, access to the CM/ECF System will be on a "read only" basis.

1. Public remote electronic access to the CM/ECF System for read only purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system. The Judicial Conference of the United States has ruled that a user fee will be

charged for remotely accessing certain detailed case information, such as docket sheets and filed documents, but excluding review of calendars and similar general information.¹ Information regarding the current PACER fees is available on the PACER website at <http://www.pacer.gov>.

2. The public can access records in criminal cases not filed under seal or ex parte for any documents filed on or after November 1, 2004. Access to criminal case records filed on or before October 31, 2008 is restricted to counsel of record in the criminal case.

B. Public Access at the Court

Public access to electronic documents that are not sealed or filed ex-parte is available in the Clerk's Office Monday through Friday between 9:00 a.m. and 4:00 p.m.

C. Copies and Certified Copies

Traditional paper copies as well as certified copies of electronically filed documents may be purchased at the Clerk's Office during business hours Monday through Friday. The fees for copying and certification will be charged in accordance with 28 U.S.C. § 1914(b).

D. Technical Failures

If counsel is unable to file electronically and, as a result, may miss a filing deadline, counsel must immediately contact the Clerk's Office to inform the Clerk of the situation. If the problem occurs after hours, an email to [Quality Control](#) must be sent. If counsel misses a filing deadline due to an inability to file electronically, counsel may electronically submit the untimely filed document, accompanied by a declaration stating the reason(s) for missing the deadline. The document and declaration must be electronically filed no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline.

VI. REGISTRATION AND EMAIL NOTIFICATION

A. E-Mail Notification

As required by this Court's local rules, all counsel and pro se parties are to include an email address, if available, as part of the signature line on filings. Email addresses are captured from filings and added to the CM/ECF System to allow the Court to provide electronic notice of orders, rulings and docket activity to all counsel

¹The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit, but if they remotely access the document again, they will be charged the applicable access fee.

of record, and to pro se parties who have signed a consent form. Pro se parties will be mailed copies of any rulings or orders issued by the Court at the address he/she provides in his/her complaint. If preferred, pro se filers may receive copies of these rulings and orders electronically, rather than by mail, by completing the [Consent to Electronic Notice by Pro Se Litigant](#) form on the Court's website, www.ctd.uscourts.gov.

B. Completion of Registration Form

Counsel seeking to file documents electronically must submit a completed [Electronic Filing System Registration form](#) (www.ctd.uscourts.gov, under the Forms section) prior to being assigned a user identification name and password that will serve as that counsel's signature for Fed. R. Civ. P. 11 purposes. The completed Registration Form must be emailed to attorney_registration_form@ctd.uscourts.gov.

C. Confirmation of E-Mail Address and Password

To ensure that the Clerk's Office has correctly entered a registering attorney's internet e-mail address in the CM/ECF System, the Clerk's Office will send the attorney an internet e-mail message after assigning the attorney a password. The Clerk's Office will then send the attorney's login and password information to the email address on record. Upon request by the attorney, the Clerk's Office mail the password information to the attorney by regular, first-class mail or arrange for the attorney to pick up the information at the Clerk's Office.

D. Passwords

Each attorney admitted to practice in the District of Connecticut shall be entitled to one CM/ECF System password from the District Court. The password permits the attorney to participate in the electronic retrieval and filing of pleadings and other papers.

1. The Court will issue passwords only to attorneys in good standing. To be in good standing, an attorney must meet the requirements in Local Rule of Civil Procedure 83.1.
2. After registering, attorneys are not permitted to change their login names; however, they may change their passwords. If an attorney comes to believe that the security of an existing password has been compromised, the attorney must change his or her password and immediately notify the Clerk's Office by telephone. Counsel may be subject to sanctions for failure to comply with this provision.
3. No attorney shall knowingly permit or cause to permit his or her password to be utilized by anyone other than an authorized employee of his or her office.
4. Once registered, the attorney shall be responsible for all documents filed with his or her password.

5. Registration for a password is governed by Paragraph B herein.
6. An attorney admitted pro hac vice is assigned a password in accordance with these Administrative Procedures after the motion to appear pro hac vice is granted.

VII. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. Filing - Civil Cases

1. The complaint may be filed electronically with the fee paid through Pay.gov. Pay.gov is a secure web-based application, which allows users to submit payments online to government agencies electronically. Through the Pay.gov electronic filing fee tool in CM/ECF, credit card payments can also be made for the following civil case filing fees **only**: Civil Case Filing/New Complaints, Motion for Admission Pro Hac Vice, Notices of Appeal, Notice of Removal, Petition to Quash IRS Summons, and Petition for Writ of Habeas Corpus. Complaints may still be filed, fees paid, and summonses issued and served in the traditional manner on paper rather than electronically.
2. All documents filed in paper must also be submitted in PDF form with the ability to FTS on computer disk, unless the document(s) cannot be reduced to the allowable electronic filing size.
3. Only documents that cannot be reduced to the allowable size, or are filed under seal, may be filed in paper. Any documents filed in paper pursuant to this provision must be accompanied by a Notice of Manual Filing explaining why the document is not filed over the internet.
4. If an attorney is unable to create or otherwise produce PDF documents on computer disk and must, therefore, file documents in paper, the attorney may apply to the assigned judge for permission to file documents traditionally. Even if the assigned judge initially grants an attorney permission to file documents traditionally, the assigned judge may withdraw that permission at any time during the pendency of a case.
5. The Clerk's Office or any judge of this Court may deviate from these procedures in specific cases without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the Court. The Court may also amend these procedures at any time without prior notice.

6. A document will be deemed timely filed if filed prior to midnight. However, the document shall be filed by a time certain if the assigned judge so orders.
7. The official Court record shall be the electronic file maintained on the Court's servers, including any traditional documents or exhibits filed in accordance with these procedures or if required by Court rules or policies.

B. Filing - Criminal Cases

1. All charging documents including the complaint, information, indictment and superseding indictment shall be filed either in the traditional manner in paper accompanied by a computer disk containing a PDF version of the document or a scanned document that contains an image of any legally required signature.
2. Any document requiring a filing fee must be filed in paper and be accompanied by a PDF version of the document on computer disk. Documents requiring filing fees may not be filed over the internet.
3. All documents filed in paper must also be submitted in PDF form on computer disk, unless the document(s) cannot be reduced to the allowable electronic filing size.
4. If the case is designated as electronically filed, only documents that cannot be reduced to the allowable size may be filed in paper. Any documents filed in paper pursuant to this provision must be accompanied by a Notice of Manual Filing explaining why the document is not filed over the internet.
5. Juvenile criminal matters shall not be filed electronically over the internet unless the Court rules that the juvenile shall be tried as an adult after a hearing. Any documents filed in these cases are to be filed in paper, accompanied by a computer disk containing a PDF version of the document being filed.
6. Documents filed in sealed cases are to be submitted in paper accompanied by a computer disk containing a PDF version of the document being filed. Documents filed in sealed cases are not to be filed over the internet. Sealed documents may be efiled in cases that are not under seal.
7. Access to records in criminal cases not filed under seal or ex parte will be available to the general public for any documents filed on or after November 1, 2008. Access to documents filed on or before

October 31, 2004 is restricted to counsel of record in the criminal case.

8. If an attorney is unable to create or otherwise produce PDF documents on computer disk and must file documents in paper, the attorney may apply to the assigned judge for permission to file documents traditionally. Even if the assigned judge initially grants an attorney permission to file documents traditionally, the assigned judge may withdraw that permission at any time during the pendency of a case.
9. The Clerk's Office or any judge of this Court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the Court. The Court may also amend these procedures at any time without prior notice.
10. A document will be deemed timely filed if filed prior to midnight. However, the document shall be filed by a time certain if the assigned judge so orders.
11. The official Court record shall be the electronic file maintained on the Court's servers. The official record shall include, however, any conventional documents or exhibits filed in accordance with these procedures or if required by Court rules or policies.

C. Service and Notice of Electronically Filed Documents

The Court will provide electronic notification of Court activity to any party having an email address in the CM/ECF System. Upon registration and the assignment of a login and password, attorneys consent to the electronic notice and service of all documents, and shall make available e-mail addresses for service. (See instructions for Setting Up E-mail Notification on the Court's website: www.ctd.uscourts.gov) Pro se litigants may consent to electronic notice from the Court or may consent to electronic service by counsel, by completing the required consent form available in the Forms section of the Court's website. Upon the electronic filing of a document by counsel, the CM/ECF System will automatically generate a Notice of Electronic Filing. The NEF is sent to all parties registered to receive filings electronically and contains an electronic link (hyperlink) to the filed document, allowing anyone receiving the NEF to retrieve the document through a PACER account. If any party does not have an email address on record with the Court, the filing must be served pursuant to Fed. R. Civ. P. 5 and Fed. R. Crim. P. 49. In addition to receiving e-mail notifications of filing activity, counsel is strongly encouraged to sign on to the CM/ECF System at regular intervals to check the docket in their case.

In order to meet the current requirements of Fed. R. Civ. P. 5, a certificate of service as provided in the Forms section of the Court's website must be included with all documents filed electronically. Such certificate shall indicate that counsel has complied with the electronic filing requirements of the Court and has served any counsel or parties unable to accept electronic notice and service. Documents filed in cases that have not been designated as e-filed cases must contain a certificate of service in the form required by this Court's Local Rule 5(c).

Electronic service of the Notice of Electronic Filing constitutes service of the filed document pursuant to Fed. R. Civ. P. 5(b)(2)(E) and Fed. R. Crim. P. 49(e) and entitles counsel being served to the additional 3 days provided by Fed. R. Civ. P. 6(d) and Fed. R. Crim. P. 45(c).

The following certificate of service should be used in cases designated for electronic filing:

Certificate of Service

I hereby certify that on [insert date here], a copy of foregoing [insert the name of document being filed] was filed electronically and served by mail on anyone unable to accept electronic filing. Notice of this filing will be sent by e-mail to all parties by operation of the Court's electronic filing system or by mail to anyone unable to accept electronic filing as indicated on the Notice of Electronic Filing. Parties may access this filing through the Court's CM/ECF System.

/s/ [Insert Name of Registered Attorney Making Filing]

Name of Attorney [attorney's federal bar number]

Address

City, State, Zip Code

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

E-mail: xxx@xxx.xxx

VIII. MANUAL FILINGS

Counsel otherwise participating in the CM/ECF System may be excused from electronically filing a particular document under certain limited circumstances, such as when the document cannot be reduced to an electronic format or exceeds the file size limit described in Section I. F. Documents unable to be filed electronically shall contain original signatures and be manually filed with the Clerk of Court and served upon the parties in accordance with the applicable Federal Rules of Civil Procedure and the Local Rules for filing and service of non-electronic documents. Counsel manually filing a document shall electronically file a Notice of Manual Filing as provided in the Forms section of the Court's website, identifying the document being filed in paper and setting forth the reason(s) why the document cannot be filed electronically. If the reason for the

manual filing is not due to size restrictions, but rather is because the document being filed is ex parte or under seal, counsel shall submit a computer disk containing a PDF version of the document being filed. The documents will be uploaded on to the docket as sealed documents and can be viewed by the Court only.

IX. EXCEPTIONS TO ELECTRONIC FILING OVER THE INTERNET

The Court has directed that the following types of documents not be filed electronically over the internet, but instead that they be filed in paper without a PDF version on computer disk, and served pursuant to Fed. R. Civ. P. 5(a) in the traditional manner:

- Medical Records;
- Documents or exhibits that cannot reasonably be converted to the required PDF format;
- Documents that exceed 10 mb; or
- Individual Party Consents to Proceed Before a U.S. Magistrate judge.

The following documents are to be filed and served in the traditional manner in paper, accompanied by a computer disk containing a PDF version of any document filed, along with any applicable filing fee, unless otherwise directed by the Court:

- Initial charging documents in criminal cases, except for non-sealed search warrants.
- Application for Admission *Pro Hac Vice* in criminal cases
- Notice of Appeal in criminal cases
- *In-camera* documents
- Documents filed in sealed cases
- Sealed documents in civil cases

X. TRANSCRIPTS

As of May 15, 2008 Transcripts will be electronically filed in the CM/ECF system in accordance with this [District's Policy on Availability of Transcripts of Court Proceedings](#).

XI. SIGNATURES

A. General

Documents that must contain original signatures, or that require either verification or an unsworn declaration under any rule or statute, shall be filed electronically over the internet or in PDF format on computer disk, with originally executed copies maintained by the filer. The pleading or other document electronically filed shall indicate a signature, e.g., "/s/Jane Doe."

B. Attorney Signature

Counsel's identification name and password shall constitute counsel's signature for purposes of Fed. R. Civ. P. 11, the Federal Rules of Criminal Procedure and any other purpose for which a signature is required on a document in connection with proceedings before the Court. All documents filed electronically over the internet, or filed on computer disk in PDF format shall include a signature block which contains the attorney's typewritten name, address, telephone number, federal bar number and e-mail address, in compliance with Local Rule of Civil Procedure 10.

In addition, the name of the password registrant under whose password the document is submitted should be preceded by a "/s/" or "s/" or "/s" and typed in the space where the signature would otherwise appear, for example:

/s/ [Name of Password Registrant]
Name of Password Registrant [attorney's federal bar number]
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx

C. Other Signatures

Several documents may require the signature of non-attorneys, such as documents signed by a grand jury foreperson, a defendant or plaintiff, an affiant, a third-party custodian, a United States Marshal, an officer from Probation, or some other federal officer or agent. Counsel may submit these documents, in PDF format, as scanned documents containing the signature or as PDF documents containing a "/s/" signature. In the latter instance, counsel shall retain the originally executed document containing the signature.

A document containing the signature of a defendant in a criminal case may be filed either in paper form or in a scanned format that contains an image of the defendant's signature, upon approval by the Court.

D. Multiple Signatures

Documents requiring signatures of more than one attorney shall be filed either by submitting a scanned document containing all necessary signatures; by representing the consent of the other attorneys on the document; by filing the document identifying the attorneys whose signatures are required and by the submission of a notice of endorsement by the other attorneys no later than three business days after filing, or in any other manner approved by the Court. In the case of a stipulation or other document to be signed by two or more persons, the filing party or attorney shall retain the hard copy of the document containing the original signature for a period of time provided for in Section XV of this administrative order.

XII. ORDERS

All orders, decrees, judgments, and proceedings of the Court will be filed in accordance with these rules which will constitute entry on the docket kept by the Clerk. Any order signed electronically by a judge, or by the Clerk, or the Clerk's designee has the same force and effect as if the judge or Clerk had affixed the judge's or Clerk's signature to a paper copy of the order and it had been entered on the docket in a traditional manner.

A. Electronic Submission of Proposed Orders

Electronic submission of proposed orders is to be done in the manner or method as required by the presiding judge. Proposed orders may be attached to an electronically filed motion.

B. Orders Entered by the Court

If a judge enters an order in paper during a hearing, notice of the order will be distributed electronically after the hearing. If an oral order is entered, an entry will be placed on the docket and distributed electronically.

When mailing paper copies of an electronically filed order to a party who is not a registered participant of the CM/ECF System, the Clerk's Office will include the Notice of Electronic Filing to provide the non-participant with proof of the filing.

The assigned judge or the Clerk's Office may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue; the text-only entry shall constitute the Court's only order on the matter. The CM/ECF System will generate a "Notice of Electronic Filing" as described in Section II of these procedures.

XIII. SEALED

A. Sealed Documents

The filing of documents under seal is governed by Local Rule of Civil Procedure 5(e) and Local Rule of Criminal Procedure 57(b) which permits such filings only with prior leave of the judicial officer. Counsel in civil cases are not permitted to file sealed documents electronically over the internet. Counsel in criminal cases are permitted to file sealed documents electronically over the internet. In civil cases, sealed documents are to be filed in paper accompanied by a computer disk containing a PDF version of the document.

XIV. TRIAL EXHIBITS

Exhibits filed with the Clerk's Office pursuant to Local Rule of Civil Procedure 83.6 will not be filed electronically over the internet or on computer disk. Counsel submitting the exhibits may be required to resubmit the documents in electronic format once they are admitted into the public record.

XV. RETENTION OF ORIGINAL DOCUMENTS REQUIRING SCANNING

All original documents that were scanned into the electronic docket must be maintained by the filer and made available, upon request, to the Court and other parties for a period of five years following the expiration of all time periods for appeals or statutes of limitation. If and when a record on appeal is requested, counsel may be required to produce the record on appeal in paper until such time as the Second Circuit accepts electronic filings.

XVI. ADDITIONAL INFORMATION

Additional information regarding electronic filing can be obtained by calling the Clerk's Office at 203-579-5861 (Bridgeport), 203-773-2140 (New Haven), or 860-240-3200 (Hartford), or by writing to:

Robin D. Tabora, Clerk
United States District Court
141 Church Street
New Haven, Connecticut 06510