

**IN THE UNITED STATES DISTRICT COURT
FOR THE CENTRAL AND SOUTHERN DISTRICTS OF ILLINOIS**

IN RE: PROCEDURAL RULES FOR ELECTRONIC FILING PROGRAM))))))	GENERAL ORDER: No. 2012-1
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This General Order modifies and supersedes General Order No. 2010-1, which was entered on October 15, 2010.

The United States District Courts for the Central and Southern Districts of Illinois and the Illinois Department of Corrections have agreed to participate in an electronic filing program at certain correctional facilities in the State of Illinois. The electronic filing program is designed to reduce the cost of processing court filings made by prisoners in civil rights and habeas corpus cases brought under 42 U.S.C. §1983, 28 U.S.C. §§ 2241, 2254, or 2255, and any other type of case filed in these federal courts. This program will significantly reduce the expenditures for paper, envelopes, copier supplies, and postage for the correctional facilities and the prisoners. Furthermore, it will substantially reduce the amount of staff time spent processing prisoner filings for both the correctional facilities and the district courts.

The details of this program are as follows:

1. Library staff at the participating correctional facilities will scan prisoner filings into a pre-programmed digital sender which converts the filing to .pdf format and e-mails the document directly to the appropriate court. Each divisional office in the Central District of Illinois and the Southern District of Illinois will have a dedicated e-mail address for such filings.

2. Once the document has been scanned and sent to the Court, library staff will make a free copy of the document for the prisoner, and the original will be mailed, via the United States Postal Service, to the appropriate court with the “SCANNED” stamp affixed on the document. Library staff will collect the original pleadings throughout the business day and send all pleadings to the appropriate court at the end of each day.
3. After receiving the prisoner’s document via e-mail from the correctional facility, the document will be filed by court staff into the Case Management Electronic Case Filing (CM/ECF). For any document filed by court staff on behalf of the prisoner (other than a complaint, which requires service of process), the Notice of Electronic Filing (NEF) generated by the CM/ECF system will constitute official service upon and notice to the other parties in the case, if counsel for the other parties are registered for electronic case filing. If a party to the case is not registered, the Clerk of Court will mail a copy of the prisoner’s electronically filed document to each non-registered party on behalf of the prisoner, via the United States Postal Service.
4. Each participating correctional facility will establish an e-mail address by which library staff will receive the Notice of Electronic Filing (NEF) which issues when a document has been filed electronically. An NEF contains a hyperlink for a free download of the e-filed document. Library staff will print *every* NEF and provide a copy to the prisoner via the institutional mail. In addition, library staff will print the *entire* document when an NEF is

received for any document filed by the Court (orders, notices, minutes, etc.) and the *first-page* of any document filed on behalf of the prisoner (which will show the Court's official file stamp and demonstrate that the document has been electronically filed). These materials will also be provided to prisoner via the institutional mail.


5. Defendants and any other non-prisoner party shall mail to the prisoner, via the United States Postal Service, a copy of any document filed on their behalf. Although library staff will print the NEF for documents filed by Defendants and any other non-prisoner party as set forth above, it is not the responsibility of library staff to print a document filed electronically by another party to the case. Any such document will be received by the prisoner via the United States Postal Service.
6. When the Court receives the prisoner's original (paper) document from the correctional facility via the United States Postal Service, court staff will verify that the electronic version of the document, which was received via e-mail from the correctional facility and electronically filed into CM/ECF, matches the original document. Once it has been determined that the electronic version of the document is in proper form, the original (paper) document will be destroyed.
7. After a merit review hearing or preliminary review of the case has been conducted by the Court, the Clerk of Court will produce the necessary copies of the complaint to accomplish service of process upon the

defendants as directed by the Court.


8. Library staff shall verify that any document printed for the prisoner is legible and immediately notify the appropriate court of any printing issues or other technical difficulties.
9. One of the district courts will provide and deliver a digital sender to each correctional facility participating in the Electronic Filing Program. The equipment will at all times remain property of the United States District Court which supplied the digital sender (and bear a property tag reflecting the ownership), and the Department of Corrections will execute an appropriate property receipt provided by the district court. The Department of Corrections will provide a printer and paper necessary to fulfill the requirements of this General Order at each participating correctional facility.

The effective date of this General Order is November 27, 2012.

ENTERED this 27th day of November, 2012.



JAMES E. SHADID
Chief Judge, United States District Court
Central District of Illinois



DAVID R. HERNDON
Chief Judge, United States District Court
Southern District of Illinois