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JOHN M. WATERS, Clerk
U.S. DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS

**IN THE UNITED STATES DISTRICT COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS**

**IN RE: PROCEDURAL RULES FOR
ELECTRONIC PILOT PROJECT**

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GENERAL ORDER: No. 06-1

The United States District Court for the Central District of Illinois (the Court) and the Illinois Department of Corrections, specifically, the Pontiac Correctional Center have agreed to participate in a pilot project for a period of at least one (1) year. The pilot project is designed to reduce the cost of processing court filings made by prisoners in civil rights cases brought under 42 USC §1983. This procedure will significantly reduce the expenditures for paper, envelopes, copier supplies and postage for the Pontiac Correctional Center and the inmates. Furthermore, it will substantially reduce the amount of staff time spent processing prisoner court filings, for both the Pontiac Correctional Center staff and the Court.

The Court implemented electronic case filing on September 1, 2004. The details of this pilot program are outlined below.

1. Pontiac staff will scan to PDF, rather than photocopy, prisoner 42 USC §1983 filings in cases filed in this Court. Once the document has been scanned, Pontiac staff will print a copy for the prisoner.
2. Pontiac staff will e-mail the PDF documents to the Court, as well as send the original pleading, with Scanned stamp affixed on the document, via regular U.S. Postal Service mail to the Court.
3. The Court will e-file the prisoners' documents upon receipt of them via e-mail.

For prisoner pleadings and other documents that are not complaints (which require service with process), the Court adopts the practice of allowing the Notice of Electronic Filing generated by the Court's electronic case filing system to be the official service upon and notice to the other parties, if counsel for the other parties are registered in the Court's electronic case filing system. For those parties who are not registered, the Clerk of the Court will mail a copy of the prisoner plaintiff's e-filed documents to those non-registered parties on behalf of the prisoner, via U.S. Mail.

4. Once a merit review hearing has been conducted by the Court, the Clerk's Office will produce the copies of the complaint necessary to accomplish service of process of the complaint upon the defendants.
5. The Pontiac Correctional Center will establish an e-mail address by which Pontiac staff can be included in the Notices of Electronic Filing which issues when a document has been filed electronically. The Notice of Electronic Filing contains a hyperlink for a free download of the e-filed document, which will have the Court's official file stamp affixed to it. Pontiac staff will print the document and Notice of Electronic Filing and provide it to the prisoner.
6. The defendants will continue to mail a copy of any documents filed by the defendants to the inmate plaintiff.

The effective date of this General Order is January 1, 2007.

ENTERED this 27th day of November, 2006.

s/ Michael P. McCuskey

MICHAEL P. McCUSKEY
Chief Judge, United States District Court

s/ Michael M. Mihm

MICHAEL M. MIHM
Judge, United States District Court

s/ Joe B. McDade

JOE B. McDADE
Judge, United States District Court

s/ Jeanne E. Scott

JEANNE E. SCOTT
Judge, United States District Court