

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

IN RE: PROCEDURAL RULES FOR)
)
) **GENERAL ORDER: No. 2012-1**
ELECTRONIC FILING PROGRAM)
)

The United States District Courts for the Central District of Illinois (the Court) and the Illinois Department of Human Services have agreed to participate in an electronic filing program at the Rushville Treatment and Detention Facility (the Rushville facility). The electronic filing program is designed to reduce the cost of processing court filings made by detainees at the Rushville facility. This program will significantly reduce the expenditures for paper, envelopes, copier supplies, and postage for the Rushville facility and the detainees. Furthermore, the program will substantially reduce the amount of staff time spent processing detainee filings for both the Rushville facility and the Court. The details of this program are outlined below.

1. Detainees will scan their filings into a pre-programmed digital sender which converts the filing to .pdf format and e-mails the document directly to the U.S. District Court Clerk's Office in Springfield, IL. The Clerk's Office in Springfield will have a dedicated e-mail address for such filings. Once the document has been scanned and e-mailed to the Court, the detainee may keep his original pleading.
2. Participation in this scanning project is limited to detainees transmitting court filings to the U.S. District Court, Central District of Illinois, Springfield Division, while they are housed at the Rushville facility. Any detainee who is released will resume submission of court filings by mail.

3. Participation in this scanning project is **mandatory**. All Court filings to the U.S. District Court in Springfield from the Rushville facility will be transmitted to the Court using the digital scanner provided by the Court. Detainees must follow the procedures established at the Rushville facility for scanning filings. If a detainee is prevented from following these procedures through no fault of his own, he may file by mail a motion to compel access to the scanner or a motion for leave to file documents by mail. The motion must demonstrate good cause for an exemption from the scanning program.
4. Court filings, including any new cases, will be scanned and e-mailed to the Court. A detainee shall place his original signed document in the digital scanner which is pre-programmed to automatically e-mail the complaint or pleading to the U.S. District Court in Springfield. Detainees will **not** mail the original document to the court or to the defendants after scanning. Detainees should retain their original document for their records. If a scanned document received is not clear, the court may request certain pages to be re-sent at a later time.
5. The Clerk will electronically file the detainee's documents into the Case Management Electronic Case Filing (CM/ECF) system upon receipt of the document via e-mail. A Notice of Electronic Filing will be automatically generated after the Clerk files the document. This notice states the date, time, and document filed. For any document other than a complaint, the Notice of Electronic Filing will constitute 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 and have appeared in the case. If a party to the case has appeared but does not have registered counsel, the

Clerk of Court will mail a copy of the detainee plaintiff's e-filed documents to each non-registered party or counsel on behalf of the detainee, via the United States Postal Service.

6. A complaint cannot be served on a defendant through a Notice of Electronic Filing. If the Court determines that the complaint states a claim and grants a detainee leave to proceed in forma pauperis, then the Clerk of Court will produce the necessary copies of the complaint and attempt service of process upon the defendants pursuant to the Federal Rules and this Court's internal procedures.
7. Notices of Electronic Filing generated by Court orders or by a detainee's filings will be sent automatically to an e-mail address provided by the Rushville facility. 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. Rushville staff will print the stamped document and Notice of Electronic Filing and provide them to the detainee through institutional mail.
8. The defendants and any other non-prisoner party shall mail to the detainee plaintiff, via the United States Postal Service, a copy of any document filed. The Rushville facility has no responsibility or duty to print or deliver the Notice of Electronic Filing generated by a defendant's filing or by a non-prisoner party's filing.

The effective date of this General Order is April 2, 2012.

ENTERED this 30th day of March, 2012.

s/ Sue E. Myerscough

SUE E. MYERSCOUGH
Judge, United States District Court
Central District of Illinois