

UNITED STATES DISTRICT COURT
EASTERN DISTRICT
OF LOUISIANA



UNIQUE PROCEDURES AND PRACTICES
FOR ELECTRONIC FILING

December 2011

MOTIONS SET FOR SUBMISSION

Prior to electronically submitting a motion, you should access the Court's website at www.laed.uscourts.gov to obtain available motion dates and times for the appropriate judicial officer. When filing the motion, you will be given a prompt asking if the motion is Exparte/Consent, to which you will respond with '**n**' (**no**). Motions set for submission will subsequently prompt you to enter the applicable date and time and whether the motion is to be set before the Magistrate Judge or the District Judge. (See Local Rule 7.2)

PROPOSED ORDERS

Proposed orders must be submitted in PDF format as a separate attachment to an exparte/ consent motion. You will be given a prompt asking if the motion is exparte/consent to which you will respond with '**y**' (**yes**). Proposed orders should not be emailed to the court unless otherwise directed.

EXHIBITS

Exhibits to pleadings must be electronically submitted as separate files which do not exceed 10 Mb (200 pages of a word processing document converted to PDF or 50 pages of a scanned document). You may break up an exhibit into separate files of 10 Mb, if necessary.

Any single exhibit exceeding 10 Mb must be filed in paper form along with a Notice of Manual Attachment. A copy of the exhibit must be sent via U.S. Mail to all counsel of record. The electronically submitted document must also include the Notice of Manual Attachment.

SPECIAL FILING REQUIREMENTS

The following documents shall be maintained on **PAPER ONLY**:

- The state court record and other Rule 5 materials in Habeas Corpus Cases filed in 28USC2254 proceedings

The following documents must be filed on paper and will be scanned into ECF by the Clerk's Office:

- All handwritten pleadings
- All pleadings and documents filed by pro se litigants who are incarcerated or who are not registered filing users in ECF
- Cases filed under seal
- Motions to file documents under seal, if the motion and order is also to be kept under seal, and documents filed under seal
- Criminal Case Opening documents such as Indictment or Bill of Information
- Affidavits for search and arrest warrants and related papers
- Federal Rules of Criminal Procedure Rule 20 and 40 papers received from another court
- Any pleading or document in a criminal case containing the signature of a defendant, such as a waiver of indictment or plea agreement
- Petitions for violations of supervised release

SEALED DOCUMENTS

Documents ordered to be placed under seal must be filed conventionally in paper form. A paper copy of the order authorizing sealing must be attached to the document under seal and delivered to the Clerk's Office.

A motion to file documents under seal and the order of the court authorizing the filing of document under seal may be filed electronically unless the motion and/or order are also to be kept under seal.

CONSOLIDATED CASES

All pleadings must be filed in the **Master** case only, unless otherwise ordered by the court.

ERRORS AND DEFICIENCIES

Electronically submitted documents containing *errors* will be corrected by the Clerk's Office and the court will enter a **Correction of Docket Entry by Clerk** which will be noticed to all parties. The filing user may call the Help Desk or the Docket Clerk assigned to that Section if they realize an error was made. However, the document must **not** be re-filed.

Electronically submitted documents deemed *deficient* for failure to comply with the Federal Rules and the Local Rules of this Court will be noted as such by the Clerk's Office. The court will enter a **Notice of Deficient Filing** which will be noticed to all parties. A document deemed deficient must be **re-filed** within **seven** calendar days, otherwise it may be stricken without further notice.

MULTIPLE SIGNATURES

The filer of any document requiring more than one signature (e.g.: pleadings filed by visiting lawyers, stipulations, joint status reports) must list thereon all the names of other signatories by means of a **"/s/ [Name of Attorney]"** for each. By submitting such a document, the filing attorney certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filing attorney has their actual authority to submit the document electronically.

CHANGING PASSWORDS AND EMAIL INFORMATION

The filing user is responsible for maintaining their ECF password AND updating their email address. You may do so by selecting from the ECF Main Menu **Utilities** and then **Maintain Your Account**.

PAYMENT OF FEES

All fees payable to the Clerk of Court shall be made by check, money order, cash or credit card (Visa , MasterCard, American Express, Discover or Diners Club). Payment of the filing fee for a new complaint or Notice of Removal should be made online at the time of the electronic filing. Failure to do so will result in a delay of your case being processed and assigned a Judge and Magistrate Judge.

TECHNICAL FAILURES

The initial point of contact for any filing user experiencing technical difficulty filing a document electronically shall be the court's ECF Help Desk at **504-589-7788** or toll free at **1-866-209-7767**. A filing user whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court.

HELP DESK

The Help Desk phone numbers are **504-589-7788** or toll free at **1-866-209-7767**. The regular office hours are Monday through Friday, 8:30am to 5:00pm.