

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**

**ADMINISTRATIVE PROCEDURES FOR
ELECTRONIC FILING IN CIVIL AND CRIMINAL CASES**

I. GENERAL INFORMATION

A. EFFECTIVE DATE

Electronic filing is mandatory, unless otherwise permitted by these administrative procedures, by a general order of the Court, or by authorization of the Judge. All documents filed in Civil and Criminal cases in this District on or after July 12, 2004, no matter when a case was originally filed, shall be filed electronically.

B. OFFICIAL RECORD

The official court record is the electronic file maintained on the Court's server and any physical item or document permitted to be filed in paper format. When a document filed in paper format is scanned and uploaded to the Court's server, the electronic file shall constitute the official record.

However, the following exceptions apply:

1. Civil Case: A complaint, notice of removal, civil cover sheet, and summons are governed by paragraph II A 2 and 4a of these procedures.
2. Criminal Case: A charging document in a criminal case is governed by paragraph II A 3 of these procedures. A document filed in a criminal case relating to a juvenile defendant shall not be filed electronically unless the Court orders the juvenile tried as an adult.
3. Social Security Case: A Social Security case is governed by paragraph III D of these procedures.
4. Sealed Document: A document filed under seal will be maintained in paper format and will not be filed electronically unless the assigned Judge orders the document unsealed. Also see paragraphs III A and B of these procedures.

IV. EXHIBIT ATTACHED TO DOCUMENT

A. IN GENERAL

1. Size Limitation: Except as otherwise provided in these procedures, a filer shall electronically image, *i.e.*, “scan,” a paper exhibit filed as an attachment to a document that is less than five megabytes and submit the exhibit as a .pdf file.³
2. Scanner Configuration: A filer must configure the scanner to scan a document at 300 dpi and in black and white, rather than in color. An exhibit appearing in color in its original form, such as a color photograph, may be scanned in color and then filed.
3. Legibility: A filer must verify that a scanned exhibit is legible before the exhibit is filed electronically with the Court.
4. Previously Filed Document: A filer shall not attach as an exhibit any pleading or other document already on file with the Court in the case but should merely refer to the document.
5. Exemption: A filer may apply to the Court for an exemption from these procedures in exceptional circumstances.

B. VOLUMINOUS EXHIBIT

If the exhibit attached to any particular document is five megabytes or more, the document and exhibit must be filed according to the following procedure:

1. Index: A filer must prepare an exhibit index and file the index as an attachment to the main document.
2. Separate Attachment: Each separate exhibit must be filed as a separate attachment to the main document.
3. Size Limitation: If an exhibit exceeds five megabytes, that exhibit must be separated into components of five megabytes or less, and each component of the exhibit must be filed as a separate attachment to the main document.

³ A scanned document creates a much larger file than an electronic document that is converted to .pdf format (e.g., a word processing document printed to Acrobat PDF Writer). Please check file size before filing electronically.

4. Example: Following is a sample exhibit index, for which each exhibit must be filed as a separate attachment to the main document.

<u>Exhibit</u>	<u>Description</u>
A	Affidavit of John Smith
B	Excerpts from Jane Doe's Deposition
C-1 ⁴	Contract Between XYZ Company and ABC Company (Part 1, Pages 1-15)
C-2	Contract Between XYZ Company and ABC Company (Part 2, Pages 16-24)
D	XYZ Company General Ledgers

V. PUBLIC ACCESS

A person may review at the clerk's office any electronic or paper filing that has not been sealed by the Court. A person also may access the Electronic Filing System at the court's Internet site [www.flmd.uscourts.gov] by obtaining a PACER login and password. A person who has PACER access may view and download a docket sheet in any civil or criminal case. A person may also view any document that has been filed electronically in a civil case and any document that has been filed electronically after October 31, 2004 in a criminal case. A paper format copy and a certified copy of an electronically filed document may be purchased at the clerk's office.

⁴ In this example Exhibit C exceeds five megabytes. C-1 contains up to five megabytes and C-2 contains the remainder of the exhibit.