

UNITED STATES DISTRICT COURT
Southern District of Indiana
Office of the Clerk

Room 105
U.S. Courthouse
Indianapolis, Indiana 46204

Laura A. Briggs, Clerk
(Voice) 317-229-3700
(FAX) 317-229-3959

April 16, 2004

N O T I C E

TO: THE PUBLIC AND MEMBERS OF THE PRACTICING BAR FOR THE
SOUTHERN DISTRICT OF INDIANA

The United States District Court for the Southern District of Indiana implemented a Case Management/Electronic Case Filing (CM/ECF) System on July 1, 2002. **Effective September 1, 2004, all documents (other than those specifically excepted by Local Rules of the Court) shall be filed electronically** in civil cases initiated on or after July 1, 2002.

Attorneys-of-record in pending CM/ECF cases within the Southern District of Indiana who are not yet registered to file documents electronically must register before September 1, 2004. An Attorney ECF Registration Form may be obtained at the Clerk's Office and on the Court's Internet website at www.insd.uscourts.gov.

Attorneys who wish to be exempted from participation in the program may file a Petition for ECF Exemption (after September 1, 2004). A Petition must be filed for each case on the CM/ECF system, and an exemption will be granted by the Court on a case-by-case basis upon showing of good cause.

Free CM/ECF training courses are held regularly at the United States Courthouse in Indianapolis and the divisional offices in Terre Haute, Evansville, and New Albany. Attorneys and law firm staff are encouraged to attend training prior to September 1, 2004. ECF Training may be scheduled by contacting the CM/ECF Administrator.

Questions concerning this Notice should be directed to the Court's CM/ECF Administrator:

Wendy Carpentier
Office of the Clerk
105 U.S. Courthouse
46 East Ohio Street
Indianapolis, IN 46204
(317) 229-3718
wendy_carpentier@insd.uscourts.gov