

Local Criminal Rule 49-1 – Filing of Documents Electronically Required

(a) Electronic Filing Required. All criminal cases (other than those cases the court specifically exempts) must be maintained in the court's electronic case filing (ECF) system. Accordingly, as allowed by Fed. R. Crim. P. 49(e) every document filed in this court (including exhibits) must be transmitted to the clerk's office via the ECF system consistent with S.D. Ind. Local Rules 5-2 through 5-11 except:

(1) any case initiating document resulting in the assignment of a criminal, magistrate, or miscellaneous case number and any charging instrument, initiating or superseding, and accompanying documents;

(2) documents requiring the oath or affirmation of a law enforcement officer in the presence of a judge or magistrate;

(3) documents filed in open court;

(4) documents filed by *pro se* defendants;

(5) exhibits in a format that does not readily permit electronic filing (such as videos and large maps and charts);

(6) documents that are illegible when scanned into .pdf format;

(7) documents filed in cases not maintained on the ECF system; and

(8) any other documents that the court or these rules specifically allow to be filed directly with the clerk.

(b) Documents Requiring Hand Signatures. Waivers, plea agreements and other documents that require a defendant's signature or the signature of a person other than an attorney of record must be signed by hand and scanned into .pdf format for electronic filing, pursuant to Local Rule 5-7(c). All hand-signed documents that contain the signature of the defendant must be maintained in the custody of the filing attorney.

(d) Filing with the Clerk. Any document that is exempt from electronic filing must be filed directly with the clerk and served on other parties in the case as required by Fed. R. Crim. P. 49(b) and Fed. R. Civ. P. 5(b) as they relate to the service of non-electronic documents. Original documents consisting of more than one page must be fastened by paperclip or binder clip and may not be stapled. Copies for service on other parties must be stapled in the top left corner.