

Local Rule 5-3 – Eligibility, Registration, Passwords for Electronic Filing; Exemption from Electronic Filing

(a) Mandatory Electronic Filing. Unless exempted pursuant to (e) below, attorneys admitted to, and in good standing with, the court's bar (including those admitted *pro hac vice*) or authorized to represent the United States must use the court's ECF system to file documents.

(b) Registration. To register to use the ECF system, an attorney must complete the registration form adopted by the clerk. The form must require:

- (1) the attorney's name, address, and telephone number;
- (2) the attorney's e-mail address; and
- (3) a declaration that the attorney is admitted to this court's bar.

(c) Change in Information; Compromise of Password. An attorney who has registered to use the ECF system must notify the clerk:

- (1) in writing within 30 days after the attorney's address, telephone number, or e-mail address changes; and
- (2) immediately upon learning that the attorney's password for the ECF system has been compromised.

(d) Consent to Electronic Service. By registering to use the ECF system, attorneys consent to electronic service of documents filed in cases maintained on the ECF system.

(e) Exemption from Participation. The court may exempt attorneys from using the ECF system in a particular case for good cause. An attorney must file a petition for ECF exemption and a CM/ECF technical requirements exemption questionnaire in each case in which the attorney seeks an exemption. (The CM/ECF technical requirements exemption questionnaire is available on the court's website, www.insd.uscourts.gov).

(f) Suspension of Electronic Filing. Only attorneys who are active and in good standing with the court's bar may utilize the ECF system. Upon receipt of a court order subjecting an attorney to suspension or disbarment, or notice that the attorney's license to practice law is inactive, the clerk will suspend the attorney's ECF rights, pending the attorney's reinstatement to active, good standing status.

(g) Electronic Filing by an Unrepresented Person – A person not represented by an attorney may file electronically only if allowed by court order. If authorized to file electronically, the person's act of filing using his/her assigned ECF log-in and password constitutes the person's signature on the document for purposes of the

Federal Rules of Civil Procedure, including Rule 11, and these local rules, and for any other purpose for which the unrepresented person's signature may be required in connection with the court's activities.

Note: Amended July 1, 2017, to clarify that attorneys in good standing with the court are required to file electronically, and provide a mechanism for permissive filing by pro se litigants. Effective January 1, 2012, former Local Rule 5.7 becomes Local Rule 5-3.