

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA

)	
)	No. 22-mc-00001
IN THE MATTER OF:)	
)	GENERAL ORDER /
EMAIL SUBMISSIONS TO THE COURT)	ADMINISTRATIVE POLICY
)	2022-02
)	
)	

GENERAL ORDER

The Local Rules and General Orders of the Southern District of Indiana generally prohibit email submissions of any kind. *See, e.g.*, Local Rule 5-1(e) ("Email filings may be accepted only in specific accordance with General Orders of the Court."); 5-1(a) ("Any submission directed to a Judge or a Judge's staff, the office of the clerk or any employee thereof, in a manner that is not contemplated by this rule and without prior court authorization is prohibited.").

On March 24, 2020, in response to the COVID-19 pandemic, the Court issued a General Order which, among other things, temporarily permitted the submission of court filings via email. The Court has since determined that email filings, when submitted according to certain specifications, should be permitted on an ongoing basis. Therefore, the Court now ORDERS that the Clerk shall continue to accept filings via email that comply with the following procedures:

- Documents must be signed in electronic format (s/Name) or signed by hand and scanned;
- Documents to be filed must be ATTACHED to the email in either Microsoft Word or PDF format. DO NOT include links to documents created in Google Drive, DocuSign, or similar applications. No image or web files (e.g., .png, .jpg, .tiff, .html, etc.) will be accepted;
- The emails must be sent to temporary-efiling@insd.uscourts.gov. Any emailed filings sent to any other @insd.uscourts.gov email address will be disregarded by the Clerk's Office;
- The email must contain the filer's name, address, and telephone number;
- For new cases, the subject line of the email must read "PRO SE FILING – NEW CASE";

- For existing cases, the subject line of the email must read “PRO SE FILING – [include the case number]”;
- No additional comments, questions, or other messages are to be included in the email; any additional correspondence or noncompliant documents will be disregarded by the Clerk's Office with no further notification.
- Email filing is designed to broaden access to the Court for pro se litigants, and is for case filings only. Under no circumstances may any party email a Judge, the Clerk's Office, or Court staff directly without prior authorization. Any such emails may be disregarded.
- The Clerk may permit counsel to file documents via email only with prior approval from the Clerk's Office.
- These procedures do not alter the responsibility of the parties to effect service as required by Federal Rules of Civil Procedure 4 and 5.

Email filing remains distinct from electronic filing (e-filing) via the Court's ECF system.

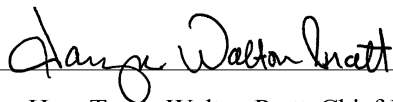
Electronic filing is only permitted as provided in the Court's orders and rules.

This order entirely supersedes all previous orders on this subject, including the Court's July 5, 2019 Order regarding email submission of documents to the Clerk's Office and Court staff and suspending telephone payments, and the Court's March 24, 2020 Order permitting temporary email filing.

SO ORDERED.

For the Court,

Date: 1/14/2022


Hon. Tanya Walton Pratt, Chief Judge
United States District Court
Southern District of Indiana