

	)	
	)	No. 24-mc-00001
IN THE MATTER OF:	)	
	)	GENERAL ORDER /
ELECTRONIC SUBMISSIONS TO THE	)	ADMINISTRATIVE POLICY
COURT BY PRO SE LITIGANTS	)	
	)	<b>2024-35</b>
	)	
	)	

Following the COVID-19 pandemic, the Court determined that a system allowing filings submitted by electronic means and according to certain specifications should be permitted for pro se litigants on an ongoing basis. The Court now ORDERS that the Clerk shall continue to accept documents filed by pro se litigants electronically that comply with the following procedures:

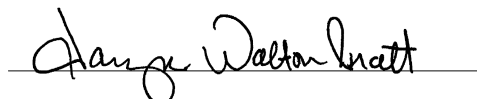
- Documents must be submitted through the Court's Electronic Document Submission website at [https://tools.insd.uscourts.gov/filings\\_form/](https://tools.insd.uscourts.gov/filings_form/) (hereinafter "the web portal").
- That web portal will require filers to provide certain identifying information including the filer's name, address, and telephone number.
- Documents submitted through the web portal must be signed in electronic format (s/Name) or signed by hand and scanned.
- Documents to be filed must be uploaded through the web portal in PDF format. Links to documents created in Google Drive, DocuSign, or similar applications will not be accepted. No image or web files (e.g., .png, .jpg, .tiff, .html, etc.) will be accepted.
- The document will be deemed "filed" upon upload through the web portal, and the date of submission will be considered the filing date for any document received through the web portal and later filed into CM/ECF.
- The filing party should not submit a duplicate paper copy of the document to the Clerk's Office except in the event of a technical issue.
- In the event of a technical issue, the filing party should submit the proposed filing by mail or in person at the Clerk's Office. Any emailed filings sent to any @insd.uscourts.gov email address will be disregarded.

- Comments, questions, or other messages made in the web form may not receive a response from court staff. Noncompliant documents will be disregarded by the Clerk's Office without further notification.
- Filing by electronic means 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 the electronic document submission web portal 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.
- Submission by electronic means through the web portal remains distinct from attorney electronic filing (e-filing) via the Court's ECF system and from prisoner electronic filing pursuant to [General Order Regarding Prisoner Electronic Filing Program](#). Electronic filing via the Court's ECF system and through the Prisoner Electronic Filing Program is only permitted as provided in the Court's orders and rules.
- Highly Sensitive Documents ("HSDs") must not be submitted electronically through the web portal or through CM/ECF. [See General Order Regarding Procedures for the Filing, Service, and Management of Highly Sensitive Documents](#). Any party that believes a document should be treated as an HSD must follow the procedures identified in the Order Regarding Procedures for Filing HSDs.
- The privilege of submitting a document through the web portal may be revoked if abused.

This order entirely supersedes all previous orders on the subject of electronic filing by pro se litigants, including the Court's General Orders dated July 5, 2019, March 24, 2020, and January 14, 2022.

SO ORDERED.

For the Court,

A handwritten signature in black ink, appearing to read "Tanya Walton Pratt", is written over a horizontal line.

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

Date: 11/6/2024