

**UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF ILLINOIS  
THIRD AMENDED GENERAL ORDER 21-0027**

**April 6, 2022**

**IN RE: SUSPENSION OF LOCAL RULES 5.2(F) AND 5.3(B) AND CONTINUED  
AUTHORIZATION FOR EMAIL FILINGS BY PRO SE LITIGANTS**

Given the ongoing public health emergency arising from the COVID-19 pandemic, and to minimize unnecessary traffic within the U.S. Courthouses, it is hereby ORDERED:

Suspension of Local Rules 5.2(f) and 5.3(b)

1. The Court suspends Local Rule 5.2(f), which requires in many instances that paper courtesy copies of filings be delivered to the judge. No courtesy copies may be submitted for filings unless the parties receive case-specific requests for copies from the presiding judge.
2. The Court suspends Local Rule 5.3(b), which otherwise requires that all motions be noticed for presentment. Unless required by an individual judge's case management procedures, motions must not be noticed for presentment. If presentment is required by a judge's procedures, the presiding judge will notify parties of the need, if any, for a hearing by electronic means or in-court proceeding.

**Email Filing Option for Pro Se Parties**

3. The Court suspends the prohibition against pro se parties emailing their filings to the Clerk's Office. The Court will accept filings from pro se litigants via email that comply with these requirements: (a) the filing must be in PDF format; (b) the filing must be signed s/ [filer's name] or bear a handwritten signature; (c) the email must be sent to Temporary\_E-Filing@ilnd.uscourts.gov; (d) the email must state the party's name, address, and phone number; (e) for existing cases, the email's subject line must read: "Pro Se Filing [Insert Your Case Number]", and for new cases, the email's subject line

must read: "Pro Se Filing in New Case". E-mails that do not comply with these requirements will not be reviewed and will not be considered a proper filing.

**Additional Provisions**

4. This General Order is effective *nunc pro tunc* April 1, 2022.
5. This General Order does not affect the authority of judges to enter orders in any civil or criminal cases.
6. The Court will vacate, amend, or extend this General Order no later than June 30, 2022.
7. The Clerk of Court shall distribute this General Order by electronically posting the Order on the Court's public website.

ENTER:

FOR THE COURT

  
Hon. Rebecca R. Pallmeyer, Chief Judge

Dated at Chicago, Illinois the 6th day of April 2022