

**UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF ILLINOIS  
GENERAL ORDER 16-0020**

**GENERAL ORDER ON ELECTRONIC CASE FILING**

Meeting in executive session on November 16, 2004, the Court approved the following procedures for Electronic Case Filing (ECF). Revisions to these procedures were approved by the Court on May 19, 2005, May 21, 2006, October 25, 2007, April 30, 2009, July 6, 2011, March 20, 2014, October 16, 2014, ~~and~~ September 22, 2016, and March 22, 2018.

**I. Preamble**

(A) Whereas:

- (1) this court implemented the Case Management/Electronic Case Filing System in 2005;
- (2) Federal Rules of Civil Procedure Rules 5, 77, and 79, and Federal Rules of Criminal Procedure Rules 49 and 55, now permit the creation, retention, and storage of court records and service of notice and court orders by electronic means; and
- (3) This court has provided for the creation, retention, and storage of court records and service of notice and court orders by electronic means;

(B) The Court hereby enters this general order which may be referred to as the "General Order on Electronic Case Filing."

(C) This General Order shall be available through the Court Web Site. Any additional procedures established by the Clerk of the Court pursuant to this General Order are also available through the Court Web Site.

**II. Definitions**

(A) "Electronic Case Filing System" or "ECF" is the court's electronic system for receiving, recording, docketing, filing, and retrieving pleadings and other court documents in electronic form and for generating, recording, retrieving, and transmitting court orders and notices in electronic form.

(B) "E-Filer" is a person registered to use ECF in the Northern District of Illinois and who has been issued a login and password.

(C) "Notice of Electronic Filing" is the notice generated by ECF upon the completion of an electronic filing.