



address for such filings.

2. Once the document has been scanned and sent to the Court, library staff will return the original document to the prisoner. The prisoner shall keep the original document and produce it at a later time, if ordered to do so by the Court. When dealing with a lengthy document or a document of unusual size or format, library staff may elect to make a copy of the document and send the copy to the appropriate court after returning the original to the prisoner.
3. After receiving the prisoner's document via e-mail from the correctional facility, the document will be filed by court staff into the Case Management Electronic Case Filing (CM/ECF). For any document filed by court staff on behalf of the prisoner (other than a complaint, which requires service of process), the Notice of Electronic Filing (NEF) generated by the CM/ECF system will constitute official service upon and notice to the other parties in the case, if counsel for the other parties are registered for electronic case filing. If a party to the case is not registered, the Clerk of Court will mail a copy of the prisoner's electronically filed document to each non-registered party on behalf of the prisoner, via the United States Postal Service.
4. Each participating correctional facility will establish an e-mail address by which library staff will receive the Notice of Electronic Filing (NEF) which issues when a document has been filed electronically. An NEF contains a hyperlink for a free download of the e-filed document. Library staff will print every NEF and provide a copy to the prisoner via the institutional mail. In

addition, library staff will print the *entire* document when an NEF is received for any document filed by the Court on its own (orders, notices, minutes, etc.) and will print a copy of the first page of any document that a prisoner has filed (which will demonstrate that the document has been electronically filed and confirm the number of pages filed with the Court). These materials also will be provided to the prisoner via the institutional mail.

5. Defendants and any other non-prisoner party shall mail to the prisoner, via the United States Postal Service, a copy of any document filed on their behalf. Although library staff will print the NEF for documents filed by Defendants and any other non-prisoner party as set forth above, it is not the responsibility of library staff to print a document filed electronically by another party to the case. Any such document will be received by the prisoner via the United States Postal Service.
6. When the prisoner receives a copy of the NEF for a document that was electronically filed on his behalf, he shall verify that the correct number of pages were filed. If there is a problem with the scanned document, the prisoner shall re-submit the original to library staff, who will contact the appropriate court to report the discrepancy. If it is later determined by the Court that a portion of a pleading is missing or illegible, the Court will enter an Order directing the prisoner to mail the original document to the Court or to re-submit the document to library staff for electronic submission.
7. After a merit review hearing or preliminary review of the case has been

conducted by the Court, the Clerk of Court will produce the necessary copies of the complaint to accomplish service of process upon the defendants as directed by the Court.

8. Library staff shall verify that any document printed for the prisoner is legible and immediately notify the appropriate court of any printing issues or other technical difficulties.
9. One of the district courts will provide and deliver a digital sender to each correctional facility participating in the Electronic Filing Program. The equipment will at all times remain property of the United States District Court which supplied the digital sender (and bear a property tag reflecting the ownership), and the Department of Corrections will execute an appropriate property receipt provided by the district court. The Department of Corrections will provide a printer and paper necessary to fulfill the requirements of this General Order at each participating correctional facility.

The effective date of this General Order is August 1, 2018.



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JAMES E. SHADID  
Chief Judge, United States District Court  
Central District of Illinois



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MICHAEL J. REAGAN  
Chief Judge, United States District Court  
Southern District of Illinois



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**RUBEN CASTILLO**  
**Chief Judge, United States District Court**  
**Northern District of Illinois**