

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 20-0034**

The full Court met in executive session on Thursday, December 17, 2020 and approved an amendment to Local Rule 5.2 Form of Documents Filed. The proposed amendment was published with comments due on April 13, 2020. No comments were received from the Public or the Rules Advisory Committee.

The Court's Rules Committee considered the rule at its meeting on December 10, 2020. It recommended that the full Court adopt the amendment to Local Rule 5.2 as proposed, with slight modification – specifically, the insertion of section (i) Searchable Text and Hyperlinks.

The full Court considered the recommendation of the Rules Committee at its meeting on Thursday, December 17, 2020 and agreed to modify Local Rule 5.2. Therefore,

By direction of the full Court, which met in executive session on Thursday, December 17, 2020,

IT IS HEREBY ORDERED that Local Rule 5.2 Form of Documents Filed be amended as published with the insertion of section (i) Searchable Text and Hyperlinks as attached (additions shown thus, deletions shown ~~thus~~), pending the approval of the Seventh Circuit Judicial Council.

ENTER:
FOR THE COURT



Hon. Rebecca R. Pallmeyer, Chief Judge

Dated at Chicago, Illinois this 30th day of December 2020

LR 5.2. Electronic and Paper Documents Filed

a) Filing Electronically. A person represented by an attorney must file documents electronically, unless nonelectronic filing is allowed by the court for good cause. A person not represented by an attorney may file documents electronically only after successful completion of a Clerk's Office administered class on how to file electronic documents in this Court and then may only file documents after the complaint has been filed in paper format. The filing must comply with procedures established by the court as set forth in the [General Order on Electronic Case Filing](#)

b) Filing in Paper. A person not represented by an attorney may file paper documents as follows: (1) in person at the Clerk's Office, (2) by United States Mail, (3) by overnight delivery or courier service, (4) by using the drop box in the Courthouse, or (5) by having another individual hand deliver the document to the Clerk's Office.

c) Official Court Record. Where a document is submitted in an electronic format pursuant to procedures established by the court, submitted in both electronic and paper formats, or submitted in paper and subsequently converted to an electronic format by court staff, the electronic version shall be the court's official record. Where a document is submitted in paper format without an electronic version being docketed, the paper version shall be the court's official record. Where the electronic version of a document is a redacted version of an unredacted paper document, the unredacted paper version shall be the court's official record.

d) Filing by Email or FAX Not Permitted. Documents to be filed with the court may not be transmitted to the court by Email or FAX. The only means of filing documents with the court electronically is in accordance with [LR 5.2\(a\)](#) and the [General Order on Electronic Case Filing](#) or other similar General Order.

(e) Paper and Font Size. Each paper original filed and each paper judge's copy shall be flat and unfolded on opaque, unglazed, white paper 8½ x 11 inches in size. It shall be plainly written, typed, printed, or prepared by means of a duplicating process, without erasures or interlineations which materially deface it.

Where the document is typed, line spacing will be at least 2.0 lines. Where it is typed or printed,

(1) the size of the type in the body of the text shall be 12 points and that in footnotes, no less than 11 points, and

(2) the margins, left-hand, right-hand, top, and bottom, shall each be a minimum of 1 inch.

(f) Binding and Tabs. Each paper original shall be bound or secured at the top edge of the document by a staple or a removable metal paper fastener inserted through two holes. A paper original shall not have a front or back cover. A paper original shall not have protruding tabs. Exhibits or tabs that are part of the paper original shall be

indicated in bold type on a single sheet of paper placed immediately before the corresponding exhibit or attachment. Unless not reasonably feasible, exhibits to paper originals shall be 8½ x 11 inches in size. A judge's paper copy shall be bound on the left side and shall include protruding tabs for exhibits. A list of exhibits must be provided for each document that contains more than one exhibit.

(g) Documents Not Complying May be Stricken. Any document that does not comply with this rule shall be filed subject to being stricken by the court.

(h) Judge's Copy. Each person or party filing a paper version of a pleading, motion, or document, other than an appearance form, motion to appear *pro hac vice*, or return of service, shall file, in addition to the original, a copy for use by the court, with the exception of documents filed by Persons in Custody. A Person in Custody need not file a judge's copy. Where a filing is made electronically of a pleading, motion, or document other than an appearance form or return of service, a paper copy shall be provided for the judge within one business day, if the electronically filed document, including all exhibits, exceeds ten pages in length; provided, however, that any judge may, by standing order or by order in any case, dispense with this requirement for documents of greater length or, in the alternative, may direct that counsel submit a paper copy of any filing, regardless of length. Delivery of paper copies by overnight mail satisfies this requirement. Every judge's paper copy must be bound and tabbed as required by subsection (d).

(i) Searchable Text and Hyperlinks. In creating documents for filing through the E-Filing system, parties are encouraged to make documents text searchable and to use hyperlinks to link table of contents headings with section headings and textual citations to cases, exhibits, and other materials filed in the case.

(j) Redaction of Transcripts Filed Electronically. If a party or an attorney for a party files a written request to redact specific portions of a transcript pursuant to either [Federal Rule of Civil Procedure 5.2](#) or [Federal Rule of Criminal Procedure 49.1](#), the court reporter is ordered by the Court to make that redaction. Any other redaction request must be made by motion to the court.

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Amended December 30, 2020