

**UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF ILLINOIS**

**SEVENTH AMENDED GENERAL ORDER 21-0027**

**FEBRUARY 15, 2023**

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

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.

**Electronic Submission of Filings Option for Pro Se Parties**

3. Pro se filers are encouraged to use the Clerk's Office's website to submit filings. The Clerk's Office will accept filings from pro se litigants via the portal found on the Court's website: <https://www.ilnd.uscourts.gov/Pages.aspx?page=SubmitProSePDF>. The submission must be in PDF format only and filers must comply with the instructions on the website. Submissions that do not comply with these requirements will not be reviewed and will not be considered a proper filing. The Court will no longer allow Pro Se Litigants to submit filings via email.

### Additional Provisions

4. This General Order is effective *nunc pro tunc* February 6, 2023.
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 May 16, 2023.
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. Palmeyer, Chief Judge

Dated at Chicago, Illinois the 15th day of February 2023