

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA

ADMINISTRATIVE ORDER 2009-36

IN RE: ELECTRONIC FILING OF NEW CIVIL CASES

FILED by <u>SLM</u> D.C.
OCT - 9 2009
STEVEN M. LARIMORE CLERK U. S. DIST. CT. S. D. of FLA. - MIAMI

As recommended by the Clerk's Office Committee and adopted by the Judges of the Southern District of Florida at their regularly scheduled meeting, the Court shall adopt the use of the CM/ECF system to electronically receive new civil complaints or other civil case initiating documents from attorneys who are admitted to practice in the Southern District of Florida. As the first step of this implementation, the Court has authorized a three-month pilot project as set forth below. At the completion of the pilot project, attorneys who are admitted to practice in the Southern District of Florida will be required to electronically submit all new civil complaints or other civil case initiating documents in accordance with this Administrative Order, except as provided below. Effective **January 4, 2010**, it is hereby

**ORDERED AND ADJUDGED** that during the pilot project for three months following January 4, 2010, attorneys authorized to electronically file in the CM/ECF system in the Southern District of Florida will have the option to electronically submit new civil complaints or other civil case initiating documents via the CM/ECF system. New civil complaints and other initiating documents will be deemed filed on a particular date if electronically received prior to midnight on that date and if the filings are in compliance with the Local Rules and the CM/ECF Administrative Procedures. [Instructions for electronically submitting new civil case filings are contained on the Court's website.] It is

**FURTHER ORDERED** that required filing fees for new civil complaints or other civil case initiating documents submitted electronically in the CM/ECF system will be processed using "Pay.gov", a secure government-wide collection portal. [Information regarding Pay.gov is contained on the Court's website.] It is

**FURTHER ORDERED** that any new civil complaint or other civil case initiating document that is to be automatically sealed by statute or operation of law, or that is accompanied by a motion or other request to seal the civil case in its entirety, *shall only be filed conventionally* and shall *not* be filed electronically by counsel. Such matters shall continue to be filed conventionally until such time as this Administrative Order is amended or otherwise changed by further Order. It is

**FURTHER ORDERED** that all subsequent civil filings shall be filed as required in the CM/ECF Administrative Procedures and the Local Rules. *Pro se* litigants must continue to file all documents in the conventional manner, including new civil complaints. It is

**FURTHER ORDERED** that at the completion of the pilot project and effective **April 5, 2010**, attorneys authorized to electronically file in the CM/ECF system will be required to electronically

submit new civil complaints or other civil initiating documents (unless sealed or requested to be sealed, as set forth above) in accordance with this Administrative Order.

**DONE AND ORDERED** in Chambers at Miami, Miami-Dade County Florida, this 21 day of October, 2009.



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FEDERICO A. MORENO  
CHIEF UNITED STATES DISTRICT JUDGE

- c: The Honorable Joel F. Dubina, Chief Judge, Eleventh Circuit  
The Honorable Rosemary Barkett, Circuit Judge  
The Honorable Stanley Marcus, Circuit Judge  
The Honorable Peter T. Fay, Senior Circuit Judge  
All Southern District Judges and Magistrate Judges  
Jeffrey R. Sloman, Acting United States Attorney  
Kathleen Williams, Federal Public Defender  
Steven M. Larimore, Court Administrator • Clerk of Court  
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