

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

**N O T I C E**

*Pursuant to Local Rule of Civil Procedure 5.1.2, Electronic Case Filing and Local Rule 5.1.4, Format of Documents in Electronic Form as approved and adopted by the judges of the United States District Court for the Eastern District of Pennsylvania, **attorneys are required to submit filings to the court in one of the following two methods:***

1) Register as an Electronic Case Filing (“ECF”) User, as defined in the *Procedural Order on Electronic Case Filing* referenced in Rule 5.1.2 of the Local Rules of Civil Procedure, submitting the complaint in traditional manner on paper, accompanied by copies of the complaint on disk in portable document format (PDF) at the time of filing so that the complaint may be entered into the District Court's ECF system. All documents and pleadings filed subsequent to the complaint must be filed electronically, except as provided in the *Procedural Order* or as ordered by the judge.

OR

2) If NOT registered as an Electronic Case Filing (“ECF”) User, as defined in the *Procedural Order on Electronic Case Filing* referenced in Rule 5.1.2 of the Local Rules of Civil Procedure, all pleadings and documents filed subsequent to the complaint must be filed on disk in portable document format (PDF) so that the filings may be entered into the District Court's ECF system. For purposes of signature validation under Rule 11 of the Federal Rules of Civil Procedure, a *Rule 5.1.4 Validation of Signature* form must be completed and filed with the Clerk's Office. The *Validation of Signature* form will provide a signature code which must be used on the signature line of courtesy copies in paper format which are required to be submitted with a disk in portable document format (PDF) for use by the court. **The document as submitted on disk will constitute the original document**, except for those documents which are excluded from the provisions of Local Rule 5.1.2 and Local Rule 5.1.4 as set forth, respectively, in the *Procedural Order on Electronic Case Filing* and the *Procedural Order on Format of Documents in Electronic Form*.

*If you have any questions regarding this matter, please call 1-866-ECF-4ECF for assistance.*

Very truly yours,

MICHAEL E. KUNZ,  
CLERK OF COURT

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA**

**Local Civil Rule 5.1.2 *Electronic Case Filing*** -- All cases filed in this court may be assigned to the Electronic Case Filing ("ECF") System in accordance with the *Procedural Order on Electronic Case Filing*, the provisions of which are incorporated herein by reference, and which may be amended from time to time by the court.

**Local Civil Rule 5.1.3 *Excluded Personal Identifiers*** -- As documents in civil cases may be made available for personal inspection in the office of the clerk of court at the United States Courthouse, or, if filed electronically, may be made available on the court's Electronic Case Filing system, such personal identifiers as Social Security numbers, dates of birth, financial account numbers and names of minor children should be modified or partially redacted in all documents filed either in traditional paper form or electronically.

**Rule 5.1.4 *Format of Documents in Electronic Form*** -- In accordance with the *Procedural Order on Format of Documents in Electronic Form*, the provisions of which are incorporated herein by reference, and which may be amended from time to time by the court,

(a) all attorneys are required to submit complaints in traditional manner on paper, accompanied by copies of the complaint on disk in portable document format (PDF) at the time of filing so that the complaint may be entered into the District Court's ECF system;

(b) all attorneys who are not Electronic Case Filing ("ECF") Users, as defined in the *Procedural Order on Electronic Case Filing* referenced in Rule 5.1.2 of the Local Rules of Civil Procedure, are required to complete the *Rule 5.1.4 Validation of Signature* form and submit all filings subsequent to the complaint on disk in portable document format (PDF) so that the filings may be entered into the District Court's ECF system; a document filed on disk must be accompanied by a courtesy copy of the document in paper format for use by the court; attorneys who complete the *Validation of Signature* form will receive a signature code which must be used by the attorney on the signature line of all courtesy copies submitted with a disk for purposes of signature validation pursuant to Rule 11 of the Federal Rules of Civil Procedure; the document as submitted under this section on disk will constitute the original document, except for those documents which are excluded from the provisions of Local Rule 5.1.2 and Local Rule 5.1.4 as set forth in the *Procedural Order on Electronic Case Filing* and the *Procedural Order on Format of Documents in Electronic Form*;

(c) nothing in this Rule shall preclude attorneys who complete the Rule 5.1.4 Validation of Signature form from also registering with the court's ECF system under Rule 5.1.2 of the Local Rules of Civil Procedure, nor preclude attorneys who are currently registered with the court's ECF system from completing a Rule 5.1.4 Validation of Signature form;

(d) service of process will continue to be made in accordance with those provisions set forth in Rule 5 of the Federal Rules of Civil Procedure;

(e) for convenience of attorneys who do not have access to compatible hardware or software, a computer with PDF conversion capability is available in the Clerk's

Offices at Philadelphia and Allentown, with assistance for PDF conversion provided by Clerk's Office staff as needed; attorneys who have reason for not providing this material on disk are required to notify the Clerk's Office in writing attached to the document, explaining the reason for not providing this material on disk;

(f) attorneys who do not register to participate in the ECF program are requested to register and participate in the court's Program for Facsimile Service of Notice to Counsel or Litigants in Civil and Criminal Cases (the "Fax Noticing Program").

**Local Criminal Rule 1.2 *Applicability and Effect of Local Rules*** – The following Local Civil Rules shall be fully applicable in all criminal proceedings: Rule 5.1, Appearances; Rule 5.1.2, Electronic Case Filing; Rule 5.1.4, Format of Documents in Electronic Form; Rule 7.1(g), Motions for Reconsideration or Reargument; Rule 7.4, Notices, Stipulations; Rule 40.1.1, Emergency Judge; Rule 40.3, Calendar Control, Operating Procedures; Rule 40.3.1, Calendar Review; Rule 43.1.I, Attachments for Witnesses; Rule 45.1, Subpoenas for Trial; Rule 45.1.1, Appearance of a Judicial Office of this Court as a Character Witness; Rule 48.1(a), Challenges to Array; Rule 67.1, Bail, Sureties and Security; Rule 72.1, United States Magistrate Judges; Rule 83.3, Broadcasting, Filming and Recording in Courtroom and Appurtenant Areas; Rule 83.5, Admissions to Practice; Rule 83.5.2, Associate Counsel; Rule 83.6, Rules of Disciplinary Enforcement; and Rule 83.6.1, Expedition of Court Business.

