

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

**IN RE: HANDLING OF PROCEDURAL MATTERS IN CIVIL ACTIONS  
AND *HABEAS* PETITIONS FILED BY *PRO SE* INDIVIDUALS**

**SUPERSEDING STANDING ORDER**

AND NOW, this 22nd day of June, 2023, it is hereby **ORDERED** the Standing Order filed April 26, 2018 entitled “In Re: Handling Of Procedural Matters In Civil Actions And *Habeas* Petitions Filed By *Pro Se* Individuals” is **SUPERSEDED** to now provide as follows:

1. In all civil actions filed by individuals proceeding *pro se*, including *habeas corpus* cases, the Clerk of Court is authorized to docket a “Notice of Guidelines for Representing Yourself (Appearing “*Pro Se*”) in Federal Court.” This Notice shall be docketed as soon as the case is opened and sent to the *pro se* litigant who filed the case. The members of the Pro Se Committee are authorized to edit the Notice as needed to address questions or issues that may arise in the future.

2. In all civil actions filed by individuals proceeding *pro se*, including *habeas corpus* cases, the Clerk of Court is authorized to draft and docket Administrative Orders to address the following situations, including a combination thereof:

- a. A *pro se* plaintiff or petitioner has failed to either pay the applicable filing fee or submit a motion to proceed *in forma pauperis*;
- b. A *pro se* plaintiff or petitioner has failed to sign the complaint or *habeas corpus* petition;
- c. A *pro se* plaintiff or petitioner has failed to sign a submitted motion to proceed *in forma pauperis*;
- d. A *pro se* plaintiff who is incarcerated at the time of filing has failed to submit a copy of his or her prisoner account statement for the entire six-month period prior to submission of the complaint or, in the case of a *habeas* petitioner, has failed to provide a certification of the prisoner’s institutional account balance.

3. In the event that a defendant named in a non-*habeas corpus pro se* civil action files a motion pursuant to Federal Rule of Civil Procedure 12, the Clerk of Court is authorized to draft and docket Administrative Orders:

- a. Setting forth a briefing schedule for a response by the *pro se* plaintiff, and a reply by the movant;
- b. Permitting, upon request of a litigant, one extension of time not to exceed 15 days from the established schedule.

4. Administrative Orders shall be issued under the name of the current Clerk of Court and signed by the docketing clerk.

***/s/ Juan R. Sánchez***

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**JUAN R. SÁNCHEZ, C.J.**