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AUGUST 22, 2014

CLERK US DISTRICT COURT  
DISTRICT OF ARIZONA

BY s/ M. Hudson DEPUTY

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6 IN THE UNITED STATES DISTRICT COURT  
7 FOR THE DISTRICT OF ARIZONA

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9 In the matter of:

10 ELECTRONIC SUBMISSION OF  
11 PRISONER DOCUMENTS  
12 PILOT PROJECT

GENERAL ORDER 14-17

13 **SUPERSEDES GENERAL ORDER 14-14**

14 The Court and the Arizona Department of Corrections (ADC) have agreed to  
15 extend the following pilot project designed to reduce the cost of processing prisoner  
16 filings.

- 17 1. The Court will provide five digital senders for use in the five units of the ADC  
18 Eyman Complex: Cook, Meadows, Rynning, Browning, and SMU I. The  
19 Court will retain ownership of the digital senders.
- 20 2. ADC will provide scanners for use in six designated units of the ADC Lewis  
21 Complex: Bachman, Barchey, Buckley, Morey, Rast, and Stiner.
- 22 3. Eyman and Lewis Complex staff will scan to PDF and, after quality review,  
23 email to the Court all documents presented by prisoners for filing with the  
24 Court. The original documents will be returned to the prisoner. All documents  
25 submitted for filing by prisoners in the Eyman Complex and in the six  
26 designated units of the Lewis Complex must be emailed to the Court in a PDF  
27 format. Sealed cases are exempt from this pilot project.
- 28 4. The Court will receive and file the prisoners' documents electronically. After  
traditional service of the prisoner's complaint or petition and appearance by an

1 opposing party, transmission of the Notice of Electronic Filing (NEF) to  
2 opposing parties who are Electronic Case Filing Registered Users constitutes  
3 service of the hyperlinked document for purposes of Rule 5(b)(3) of the  
4 Federal Rules of Civil Procedure. The Clerk of Court will mail a copy of the  
5 prisoner's electronically filed document to Nonregistered Users.

- 6 5. The Eyman Complex Units and the designated Lewis Complex Units will each  
7 establish an email address for receipt of NEFs of documents filed  
8 electronically. Staff in these Units will print the NEFs and the hyperlinked  
9 orders and other documents filed by the Court. Receipt of copies of the NEFs  
10 and hyperlinked documents by the prisoner constitutes service of the document  
11 on the prisoner. If the prisoner refuses delivery or is no longer at the  
12 designated Unit, Unit staff will indicate the reason for non-delivery on the NEF  
13 and email it to the Court.
- 14 6. Opposing parties must serve filings on Eyman and Lewis prisoners by means  
15 other than electronic filing as provided in Rule 5.5(h) of the Local Rules of  
16 Civil Procedure and Rule 5 of the Federal Rules of Civil Procedure. Eyman  
17 and Lewis staff will not provide to prisoners NEFs or the hyperlinked  
18 documents filed by opposing parties.
- 19 7. The Court or ADC may terminate the pilot project at any time. The Court and  
20 ADC must periodically evaluate the pilot project and determine whether it  
21 should be continued, terminated, modified or expanded.

22 This General Order supersedes General Order 14-14.

23 DATED this 22<sup>nd</sup> day of August, 2014

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27 Raner C. Collins  
28 Chief United States District Judge

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**UNITED STATES DISTRICT COURT**  
**DISTRICT OF ARIZONA**  
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Under General Order 14-17 you are required to participate in the Prisoner Electronic Filing Program. In order to avoid delays in the processing of your documents, please follow the below guidance.

1. Only documents intended for filing in your U.S. District Court case should be submitted to the librarian for scanning.
2. Documents intended for courts other than the U.S. District Court must not be submitted to the librarian for scanning. These documents must be mailed to the appropriate court.
3. Correspondence should be mailed to the court.
4. You must include your **complete** case number on your documents in the following format: CV-13-0000-PHX or CV-13-0000-TUC
5. Documents must be dark enough to be legible after the scanning process. If possible, use a dark ink pen. If an ink pen is not available, write as dark as possible with a pencil. Darken all areas of carbon copy forms that may not be legible.
6. If you are submitting multiple documents, they must be given to the librarian as separate documents.
7. Each page of every document must be clearly numbered in the order you wish to have them scanned. Begin page numbers anew with each separate document.
8. The notice of electronic filing (NEF) will include the number of pages filed.
9. Do not submit two-sided documents.
10. Do not submit copies of cases or prison policies. The Court has access to them, so you only need to cite them.

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