

removal) and the civil cover sheets must be filed in paper format or PDF format on CD-ROM, DVD, or other medium as the Court directs. An attorney or *pro se* litigant may mail or deliver initiating documents to the Clerk. Upon receipt, the Clerk will scan and file the initiating document(s) electronically in CM/ECF.

(1) **Notices of removal.** When filing a notice of removal, the filing party must include all documents required to be filed pursuant to 28 U.S.C. §§ 1446-47 as separate PDF documents on a CD-ROM, DVD, or other medium.

(2) Once the Clerk opens the case, an E-filer must file any additional portions of the state court record electronically.

b) **Documents filed *ex parte*.** When a document is filed *ex parte*, the opposing party will not receive notice of the filing. Also, when the Court rules on an *ex parte* document, only the filing party will receive notice of the Court's decision.

c) **Documents filed under seal.** A document filed under seal must be filed in paper format and in accordance with the Local Rules. The document must be clearly designated as "UNDER SEAL" or "IN CAMERA." An E-filer, however, may file a "Motion to Seal" either electronically or in paper format. If a motion to seal is filed electronically, the E-filer must file each document being proposed for sealing in paper format. If the Court grants a motion to seal, it will enter an order authorizing the filing of the document in paper format under seal.

d) **Documents filed *ex parte* and under seal.** If the Court grants an application to file a document *ex parte* and under seal, the *ex parte* sealed document must be filed in paper format. An application and all related *ex parte* documents must be clearly designated as "EX PARTE AND UNDER SEAL." The opposing party will neither receive notice of the filing nor be able to view the document filed under seal at the appropriate divisional Clerk's Office or in CM/ECF.

e) **Charging documents, warrants, or summonses in criminal cases.** A charging document in a criminal case (e.g., indictment, superseding indictment, information, and complaint) must be presented in paper format. Where applicable, an attorney must present a warrant and summons to the Clerk for filing along with the charging document. The Clerk will thereafter issue the warrant or summons to the United States Marshal for service.