

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA**

	)	
	)	
Plaintiff,	)	
	)	
v.	)	Civil Action No. (RMC)
	)	
	)	
Defendant.	)	
	)	

**Standing Order for Civil Cases Directing Counsel to Register for Electronic Case Filing<sup>1</sup>**

As stated in LCvR 5.4, all documents to be filed with the Court must be filed utilizing the Case Management/Electronic Case Filing (“CM/ECF”) system.<sup>2</sup> Accordingly, it is hereby

**ORDERED** that counsel who have not already done so immediately register for CM/ECF by following the procedures set forth at <http://www.dcd.uscourts.gov/ecf.html>. Counsel are hereby notified that they are responsible for monitoring their e-mail accounts to retrieve electronic orders or documents. Counsel are further notified that the Clerk’s Office will not mail paper copies of orders or other documents issued by the Court. Counsel who are not registered for CM/ECF are responsible for monitoring the docket and otherwise obtaining copies of items issued by the Court.

It is

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<sup>1</sup> Effective January 5, 2004, for all civil cases.

<sup>2</sup> *Pro se* parties are exempt from the mandatory CM/ECF requirements and may file electronically only by obtaining an CM/ECF password through leave of Court. “To obtain leave of Court, the *pro se* party must file a written motion entitled ‘Motion for CM/ECF Password,’ describing the party’s access to the internet and confirming the capacity to file documents and receive the filings of other parties electronically on a regular basis. If leave of Court is granted, the *pro se* party must complete the CM/ECF training provided by the Clerk to all electronic filers before the Clerk issues a CM/ECF password.” LCvR 5.4(b)(2).

