

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

UNITED STATES OF AMERICA)	
)	
v.)	Criminal No. [Case Number] (RMC)
)	
[Defendant(s)],)	
)	
Defendant(s).)	
)	

**Standing Order for Criminal Cases
Directing Counsel to Register for Electronic Case Filing**

Effective March 15, 2005, all documents in criminal cases, *except in Under-Seal cases*,¹ must be filed utilizing the Case Management/Electronic Case Filing (“CM/ECF”) system and all counsel must maintain a Public Access to Court Electronic Records (“PACER”) account to view dockets and documents. 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 ordered to comply with all requirements detailed at this website, with particular emphasis on the requirements enumerated under the heading “ECF FILING POINTERS.” Counsel are further notified that they are responsible for monitoring their PACER accounts to retrieve electronic orders and documents and are advised that the Clerk’s Office will not mail paper copies of orders or other

¹ *Documents in cases that are Under Seal must be filed in person, in paper form (original and one paper copy). A floppy disk or CD-Rom compact disk, with the document(s) in PDF format, clearly labeled with the case number and the name of the document, must also be provided to the Intake section of the Clerk’s Office at the time of filing between the hours of 9:00 a.m. and 4:00 p.m. only. Do not deposit these materials in the overnight drop box or e-mail them to the Court’s generic e-mail box.*

