

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

IN RE:)
VITAMINS ANTITRUST LITIGATION)
)
) **Misc. No. 99-197 (TFH)**
) **MDL No. 1285**
THIS DOCUMENT RELATES TO:)
ALL ACTIONS)

ORDER

Establishing Procedures for Electronic Filing

This case is now assigned to the Court’s Case Management and Electronic Case Files system ("ECF").¹ Accordingly, it is hereby,

ORDERED that ECF shall be operational for the above captioned case as of the date of this Order, and counsel shall file all documents electronically.² It is further

ORDERED that counsel shall include in their ECF docket entries the individual civil case(s) within the overall miscellaneous number of 99ms197 to which the document they are filing relates (e.g. “This document relates to Case No. 00-1686”; “This document relates to all actions”), in addition to including the miscellaneous number 99-197. All documents relating to this matter, however, shall be filed in miscellaneous case number 99-197. It is further

ORDERED that counsel provide chambers, NOT the Clerk’s office, with a printed courtesy copy of any electronic submission that is over four pages in length or that includes more

¹ Information regarding ECF is available at <http://www.dcd.uscourts.gov/ecf.html>.

² The electronic submission of any document in accordance with ECF procedures constitutes filing for all purposes under the Federal Rules of Civil Procedure and the Local Rules of this Court and simultaneously creates an official docket entry.

than one exhibit.³ It is further

ORDERED that counsel provide chambers, NOT the Clerk's office, with a printed courtesy copy of all documents over four pages in length or that include more than one exhibit filed by their respective parties in this case since October 27, 2003. Any exhibits to such submissions should be appropriately tabbed. Such documents shall be delivered no later than Thursday, January 15, 2004. It is further

ORDERED that counsel are responsible for monitoring their e-mail accounts and, upon receipt of notice of an electronic filing, for retrieving the order or document electronically. Because ECF serves counsel and the court with documents filed electronically, counsel need not serve each other or the court with electronic submissions and liaison counsel are no longer required to serve other counsel with court orders. It is further

ORDERED that the Clerk of the Court is not required to provide hard copies of any pleadings filed electronically in the above-captioned case to supernumerary attorneys who have not entered their appearance on the ECF system and registered for a password granting them access to the electronic dockets. A password issued by the Court to an individual is for the sole use of that individual. Unauthorized use of a password will result in its revocation.

SO ORDERED.

January 9, 2004

/s/
Thomas F. Hogan
Chief Judge

³ Any exhibits shall be appropriately tabbed for ease of reference.