

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA
WESTERN DISTRICT OF LOUISIANA
EASTERN DISTRICT OF LOUISIANA

IN RE: GENERAL ORDER
PROCEDURAL RULES FOR NUMBER: 2012 - 01
PRISONER ELECTRONIC FILING PILOT PROJECT

The United States District Courts for the Middle, Western, and Eastern Districts of Louisiana and the Louisiana Department of Corrections, specifically, Louisiana State Penitentiary (LSP), have agreed to participate in an electronic filing pilot project. The electronic filing project is designed to further utilize the Court's electronic Case Management Electronic Case Filing System (CM/ECF) and to reduce the reliance on paper court records and reduce the cost of processing court filings made by prisoners in civil rights and habeas corpus cases brought under 42 U.S.C. § 1983, 28 U.S.C. §§ 2241, 2254, or 2255, and any other type of case filed in this court. The details of this pilot program are outlined below:

1. Inmates subject to the electronic filing project must place all documents in an envelope and place the envelope in a box designated for documents to be filed in Louisiana Federal District Courts only. No postage is required. All documents placed in the designated box shall be opened by authorized LSP

personnel in order to scan the documents. All original documents shall be delivered to the respective Clerk of Court.

2. Authorized LSP personnel will scan prisoner documents into a preprogrammed Document Capture Workstation which converts the document to PDF. Authorized LSP personnel will affix the “scanned” stamp on the document, prior to scanning, which indicates the date the document was scanned and initials of the person who scanned. Once the document has been scanned, authorized LSP personnel will verify the legibility of the image on the computer screen and email the document directly to the respective U.S. District Court’s dedicated email address. Authorized LSP personnel will return the original to the inmate, unless otherwise requested by the U.S. District Courts. Originals shall be mailed to the respective District Court in a pre-paid postage bag provided by the Courts.
3. The Court will receive and review all documents received via email from the prison and electronically file pleadings into the case management system. After review, if it is determined by a District Court that a document does not constitute a pleading in accordance with the Federal Rules of Civil Procedure and the Local Rules of the respective District, the document may be returned to the prisoner via United States Postal Service, upon direction of the court.
4. All prisoners located at Louisiana State Penitentiary who file pleadings with the Louisiana Federal District Courts shall submit all pleadings to authorized LSP personnel to be scanned and emailed to the respective Court through the Electronic Filing Pilot Project. Pleadings submitted by a prisoner to the courts

for filing which have not been scanned and emailed by authorized LSP personnel, may, at the direction of the court, be returned to the prisoner with a copy of this General Order.

5. The Department of Corrections will establish a routable Transmission Control/Internet Protocol (TCP/IP) address by which authorized LSP personnel shall receive the orders and judgments issued by the District Courts. Upon entry, orders and judgments will automatically print to a dedicated printer located at the facility and authorized LSP personnel will deliver all orders and judgments to the respective prisoner. Electronic transmission of the orders and judgments shall constitute the notice required by Fed.R. Civ.P. 77(d).
6. The defendants and any other non-prisoner party shall mail to the prisoner plaintiff, via the United States Postal Service, a copy of any document filed.


Baton Rouge, Louisiana this 3rd day of January, 2012.

For the Court:



BRIAN A. JACKSON, CHIEF JUDGE
MIDDLE DISTRICT OF LOUISIANA

For the Court:



ROBERT G. JAMES, CHIEF JUDGE
WESTERN DISTRICT OF LOUISIANA

Robert G. James
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For the Court:



SARAH S. VANCE, CHIEF JUDGE
EASTERN DISTRICT OF LOUISIANA