

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA**

INITIAL ELECTRONIC CASE FILING ORDER

All filings in this case must be made electronically using the Court's Electronic Case Filing System (ECF) pursuant to Local Civil Rule 5.4.

ORDERED that counsel shall:

- Register, if not previously registered, to become an electronic filer by completing and returning the ECF registration form found on the Court's Website at www.dcd.uscourts.Rov. The login and password are case specific and can be used for all cases.
- Have a PACER (Public Access to Court Electronic Records) account, in order to view dockets and documents. Call (800) 676-6856 or visit www.pacer.gov for additional information.
- Review all filing instructions and interactive tutorials found on the Court's Website.

IT IS FURTHER ORDERED that:

- Pursuant to Local Civil Rule 5.4(b)(2), a pro se litigant may file a motion requesting permission to file documents electronically. See the rule for specific directions and requirements.
- If a document must be submitted in paper, the original and one copy of the document (not including summonses and civil cover sheet) shall be delivered to the Clerk's Office. Additionally, these filings are hereby required to be in PDF format on a CD-Rom. The disk should be clearly labeled with the case number (if known) and the caption of the case. If unable to deliver the disk at the time of the filing, counsel shall email the document to dcd_cmecl@dcd.uscourts.gov by the close of business the day the document was filed. Failure to supply electronic copies of any paper document filed with the court, in a timely manner, will result in notification to the assigned judge. Failure to submit the document in an electronic format deemed acceptable to the Clerk's Office may delay the notification of the filing to the assigned judge in the case.

CHRISTOPHER R. COOPER

UNITED STATES DISTRICT JUDGE