

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

RE: *Pro Se Filings*

Administrative Order

22-AO-018

ADMINISTRATIVE ORDER

This order supersedes Administrative Order 20-AO-026 *Pro Se Filings*, The Exigent Circumstances Created by COVID-19 and Related Coronavirus Health Conditions, and 20-AO-036 Continued *Pro Se Filings*, The Exigent Circumstances Created by COVID-19 and Related Coronavirus Health Conditions.

After consultation with an epidemiologist, consideration of local and federal public health guidelines to determine appropriate protocols for conducting proceedings in the courthouse and the recommendations of the Court's Reconstitution Committee, effective immediately, in addition to filing documents in person, *pro se* filers may continue to file documents in the following manners:

1. **Mail**

In the spirit of the "Mailbox Rule", Rule 3(d) of the Rules Governing §2255 Proceedings, *pro se* filers may file by mail, and for non-prisoner *pro se* filers, the date of the United States Postal Service postmark stamped on the envelope shall be the filing date.

The Mailbox Rule will only apply to documents mailed to the address below:

Clerk's Office
United States District Court
Eastern District of Michigan
Theodore Levin U.S. Courthouse
231 W. Lafayette Boulevard
Detroit, MI 48226

2. **Online Submission**

The Eastern District of Michigan will continue to accept filings from *pro se* litigants submitted online.

The University of Detroit Mercy Law School Federal *Pro Se* Legal Assistance Clinic ("Clinic") may also submit documents online for filing on behalf of a *pro se* litigant. Documents submitted by the Clinic, for filing on behalf of a *pro se* litigant, does not constitute appearance.

Documents must be submitted using the ***Pro Se Electronic Document Upload Program*** available on the Court's Internet Website:

<http://www.mied.uscourts.gov>. The filing date of the submitted documents will be the date received by the Clerk's Office. If a filing is submitted on a date that the court is closed, the filing date will be the next business date.

All documents must comply with Local Rule 5.1 and 5.1.1(c).

DOCUMENTS NOT TO BE SUBMITTED ONLINE

- Courtesy copies for judges;
- Letters to judges;
- Submissions to another court (e.g., Bankruptcy Court, State of Michigan Circuit Courts, Court of Appeals);
- Pictures of documents;
- Stipulations and orders;
- Other court forms (e.g., State of Michigan Proof of Service, etc);
- Documents not associated with a pending case; and
- Service documents.

Documents submitted for filing in any manner must still be served on all parties in a case as required by Fed. R. Civ. P. 5.

IT IS ORDERED.

FOR THE COURT:



Sean F. Cox
Chief Judge