

UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF MICHIGAN
505 THEODORE LEVIN UNITED STATES COURTHOUSE
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Notice of Changes to Electronic Filing Policies and Procedures

On April 2, 2018, the Judges of the United States District Court for the Eastern District of Michigan approved changes to the to the Electronic Filing Policies and Procedures, effective May 1, 2018. The changes are detailed below.

[Additions are indicated by underline, and deletions by strikethrough.]

R5 Filing in General

[...]

(c) A file created with a word processor, or a paper that has been scanned, must be converted to PDF to be filed electronically with the Court. Converted files contain the extension “.pdf”. All fonts embedded in PDF records (except in papers that have been scanned) must have been publicly identified as a font that may be legally embedded (i.e., the font license permits embedding) in a file for unlimited, universal viewing and printing. Common font styles include but are not limited to the following: Courier, Arial, Times New Roman, Calibri, Century Schoolbook, Symbol and ZapfDingbats (see R1(i)). No embedded interactive content is allowed, such as embedded audio and video. If a party chooses to file audio or video recordings with the Court, the party must utilize appropriate electronic media (DVD, thumb drive, etc.) and must obtain leave of Court to file the media as a physical object pursuant to Rule 18(c).

[...]

April 27, 2018

R18 Exhibits

[...]

(c) Video Tapes, DVDs and Physical Objects

A filing user must obtain leave of court to file in the traditional matter exhibits that are physical objects that cannot authentically be converted to PDF as required in R18(a). No embedded interactive content is allowed, such as embedded audio and video. See R(5)(c). Examples include but are not limited to media files such as .mp3 and .wav. CDs and DVDs that contain files such as briefs, motions, and exhibits that can be authentically converted to PDF shall not be submitted. See Ex Parte Motion for Leave to File Exhibits in the Traditional Manner (EXHIBIT E). If the Court grants a filing user leave of court to file exhibits in the traditional manner, the Notice of Filing Exhibits in the Traditional Manner (EXHIBIT F) must be completed and accompany the original and judge's courtesy copy. The exhibits then must be filed according to the following procedures: