

COURT ORDER

Effective May 15, 2003, the Court will permit counsel, at their discretion, to file the following pleadings electronically or in writing:

- a) a motion for a first enlargement of time to file a supplement to the petition or an answer thereto under Rule 21; or
- b) a motion for a first enlargement of time by either party to file a brief under Rule 24. This Order does not apply to motions for enlargement for reply briefs.

Counsel electing to file such a motion in writing shall conform to the Rules of Practice and Procedure of this Court. Counsel electing to file electronically shall comply with applicable instructions issued by the Clerk of the Court and available on the Court's web site: www.armfor.uscourts.gov.

CLERK'S INSTRUCTIONS REGARDING THE ELECTRONIC FILING OF
PLEADINGS

1. This is a pilot project. Use of this alternative procedure is voluntary and optional. Counsel may continue to file written pleadings as authorized by the Court's Rules of Practice and Procedure.
2. The electronic filing system is accessible through the Court's web site: www.armfor.uscourts.gov. This is the exclusive method of filing pleadings electronically. Other forms of electronically submitted documents will not be accepted for filing.
3. Use of the system is restricted to members of the Court's Bar, who must register, using the form available on the web site. Once a member of the Court's Bar is registered, it is not necessary to re-register in order to file additional motions for enlargement of time in other cases.
4. After assignment of a logon and password, the use of the password to file a pleading will constitute counsel's signature of the pleading under Rule 38 of the Court's Rules of Practice and Procedure. If desired, counsel may request a specific password. To enhance security, passwords will be changed at least every three months. All passwords, both assigned and requested must contain:

- a) at least 8, but not more than 12 characters;
- b) at least one upper case letter;
- c) at least one lower case letter;
- d) at least one number; and
- e) at least one special character not a letter or a number
(e.g., !@#\$%&*()=+)

Passwords may not contain the user's account name.

- 5. In the event counsel believes that the security of an existing password has been compromised, counsel will immediately notify the Clerk's office.
- 6. No requested enlargement of time using this system may exceed 30 days.
- 7. Use of the system is presently restricted to unopposed motions. Counsel using this system must contact opposing counsel prior to filing the motion, verify that opposing counsel will not contest the motion, and expressly so indicate in the electronically-filed motion.
- 8. Counsel filing an electronic motion will include the name or names of co-counsel, if any, in the comments section of the motion.
- 9. Counsel filing an electronic motion must also indicate in the pleading the electronic mail address of opposing counsel. The electronic filing program will forward

notification of the filing of the motion to opposing counsel.

10. Electronic pleadings may be transmitted at any time of the day, and will be considered filed on the date transmitted if received prior to 5:00 p.m. on days the Court is open for business. Electronic pleadings received after 5 p.m. on a day the Court is open for business or on a Saturday, Sunday, or legal holiday will be accepted as filed as of the next business day.
11. If a motion for enlargement of time is filed electronically, counsel should not file the same motion in writing.
12. In most cases, electronically-filed pleadings will be reviewed within a few hours after they are received. Upon receipt of an electronic pleading, the Docket Room will accept or reject it, and will notify counsel by electronic message. If counsel does not receive notification of receipt of the motion within 24 hours, counsel should contact the Docket Room at (202) 761-1448. Pleadings may be rejected if they do not provide all of the necessary information contained in the format of the pleading located on the web site. The Court's decision on the motion itself will be electronically transmitted to counsel for the parties as expeditiously as possible.