

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE**

**ORDER ALLOWING PRO SE LITIGANTS AND
ATTORNEYS TO FILE CERTAIN DOCUMENTS
BY EMAIL**

**ADM-1
ORDER 23-10**

ADMINISTRATIVE ORDER

During the COVID-19 pandemic, the court entered a standing order permitting attorneys and pro se litigants to submit select paper filings, also known as “conventionally filed documents” under AP 1.1(d), by email. ADM-1, Order 20-11. The standing order stated that it would be “vacated once the public health concerns caused by COVID-19 allow the court to resume normal operations.” *Id.* The court having now resumed normal operations, that standing order is vacated.

During the pandemic, however, the bench, bar and public found the standing order allowing email filing of select documents to be an efficient and effective means of filing documents. Pursuant to LR 1.3(b), the court may excuse compliance with its local rules whenever justice so requires. See also Appendix A Supplemental Rules for Electronic Case Filing 1.2(a) (“The court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the court.”). Thus, finding that justice so requires, the court will continue the practice of allowing email filing of select documents as a pilot project until further order of the court. The following procedure shall take effect immediately.

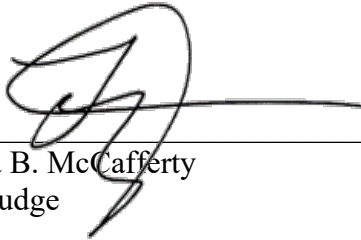
1. Pursuant to LR 5.1(e), the court authorizes the submission of paper filings, also known as “conventionally filed documents” under AP 1.1(d), by email for the following documents as defined in the accompanying cited rule:
 - a. Criminal Charging Documents (AP 3.1(a));
 - b. Criminal Applications and Accompanying Documents (AP 3.1(b));
 - c. Return of Service Documents in Criminal Cases (AP 3.1(c));
 - d. Grand Jury Documents (AP 3.1(d));
 - e. Documents Signed by Criminal Defendants (AP 3.1(e));
 - f. Administrative Records (AP 3.2(a));
 - g. Habeas Corpus Rule 5 Materials (AP 3.2(b));
 - h. Mediation Documents (AP 3.2(c));
 - i. Letters Rogatory (AP 3.2(d));
 - j. Administrative Inspection Warrants (AP 3.2(e));
 - k. Sealed Documents (AP 3.3(a)-(c)); and
 - l. Ex Parte Pleadings (AP 3.4).

2. Emails shall be submitted as follows:
 - a. Emails shall be sent to the following address: ecfintake@nhd.uscourts.gov
 - b. Documents submitted by email shall be in Portable Document Format (PDF).
 - c. The Court will not read, consider, or respond to any text in the email itself and will only upload the attached PDF files to the case docket.
3. All filings must comply with the formatting requirements found in the [Local and Federal Rules](#). See, e.g., LR 5.1; AP 2.3 & 2.5.
4. Signatures may be added electronically to pleadings submitted by email in the following format: */s/ Full Name*.
5. Unless a filer is authorized to file documents electronically using the court's Electronic Case Filing (ECF) system, all case initiating documents (e.g. complaints, petitions) and all notices of appeal still must be filed in paper (as outlined in paragraph 7) with either the required filing fee or a motion to proceed in forma pauperis.
6. Filings submitted by email to the court must still be conventionally served on all counsel or pro se parties to a case as required by Fed. R. Civ. P. 5 and Fed. R. Crim. P. 49.
7. A non-incarcerated pro se litigant in a pending case may apply to the court for permission to file documents electronically using the court's ECF system by completing the motion form available at [Pro Se ECF Login Motion](#).
8. Paper filings may also continue to be submitted in person at the Rudman Courthouse, by using the outside filing depository behind the Cleveland Federal Building, or by United States mail sent to:

Office of the Clerk of Court
United States District Court for the District of New Hampshire
Warren B. Rudman United States Courthouse
55 Pleasant St – Room 110
Concord, NH 03301-3941

SO ORDERED.

Date: April 3, 2023



Landya B. McCafferty
Chief Judge