

UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

IN RE: PRO SE FILING BY E-MAIL
IN RESPONSE TO COVID-19

Standing Order 2020-8 Amended

Due to the outbreak of Coronavirus Disease 2019 (COVID-19), and for the reasons more fully stated in Standing Order 2020-4, pro se litigants may experience problems submitting paper filings by using the United States Postal Service. Thus, notwithstanding Local Rule of Civil Procedure 5-1(b) and until further notice, the U.S. District Court for the District of Oregon permits the following filing procedures for self-represented parties.

1. Filing by e-mail:

- All filings, including case initiating documents, may be submitted as PDF attachments to an e-mail addressed to prosefilings@ord.uscourts.gov. Documents e-mailed to other court e-mail addresses will not be accepted for filing and will receive no response. Failure to use the correct e-mail address may result in revocation or restriction of e-mail filing privileges.
- All filings must include a case caption page that complies with Local Rule 10.
- The filing must be signed with s/ [filer's name] or bear a scanned handwritten signature.
- The e-mail must contain the party's name, address, and phone number.
- For existing cases, the e-mail's subject line must state: Pro Se Filing [Insert Your Case Number]. For new cases, the e-mail's subject line must state: Pro Se Filing in New Case.
- E-mails and filings that do not comply with these requirements will not be filed, and the Court will request a revision that complies with this Order.
- The filing date is the date the e-mail is received by the Clerk's Office in the pro se filings e-mail inbox.
- Pro se parties are required to comply with service requirements under the Federal Rules of Civil Procedure with respect to documents submitted by e-mail in their case.

2. Paper filings: Paper filings will be accepted by mail or by deposit in drop boxes located in the lobbies of the Portland, Eugene, and Medford courthouses.

3. Filing in CM/ECF: 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 CM/ECF system by completing the form available on the Court's website.

4. Fees: Fees may be paid by check or money order by mail or by deposit in drop boxes located in the lobbies of the Portland, Eugene, and Medford courthouses. Payments deposited in the drop boxes should be enclosed in an envelope marked with the case number and payer's name on the front.

These procedures may be rescinded upon notice from the Court.

IT IS SO ORDERED. Dated this 16 day of October, 2020.


MARCO A. HERNÁNDEZ
Chief U.S. District Judge