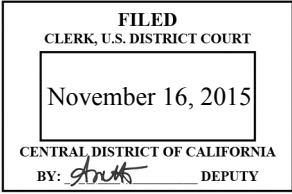


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UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

IN THE MATTER OF }  
PILOT PROJECT FOR THE } GENERAL ORDER NO. 15-09  
SUBMISSION OF CERTAIN }  
PRISONER FILINGS }  
THROUGH ELECTRONIC MAIL }

On June 10, 2013, the United States District Court for the Central District of California (“Court”) and the California Department of Corrections and Rehabilitation (“CDCR”) entered into a Memorandum of Understanding (“MOU”) to establish a pilot project allowing the submission of certain complaints by prisoners housed at the California State Prison, Los Angeles County (“CSP-LAC”) by electronic mail, rather than by U.S. Mail (“Pilot Project”). The Pilot Project was designed to reduce the costs and delays involved in processing complaints brought by prisoners to challenge the conditions of their confinement. As the MOU has now been extended multiple times, and the Court and the CDCR are in discussions to extend the Pilot Project to other facilities, the Court hereby adopts this General Order to govern the submission of documents through the Pilot Project, whether by prisoners housed at CSP-LAC or at any other CDCR facility to which the Pilot Project is subsequently expanded by separate agreement between the Court and CDCR (“Participating Facility”).

1 Every document submitted to the Court for filing by prisoners who are housed  
2 at a Participating Facility at the time of submission and who are not represented by  
3 counsel shall be designated as either: (1) a “Pilot Project Document” or (2) an  
4 “Excluded Document.” At the time of filing of this General Order, only case-  
5 initiating documents (that is, the complaint and any documents submitted  
6 concurrently with the complaint, such as an application to proceed IFP/without  
7 prepayment of fees, or a motion for emergency relief) filed in cases brought by  
8 prisoners pursuant to 42 U.S.C. § 1983 to challenge the conditions of their  
9 confinement shall be designated as Pilot Project Documents. All other documents  
10 shall be designated as Excluded Documents. The Court and the CDCR may  
11 subsequently agree that additional categories of documents submitted by prisoners at  
12 one or more Participating Facilities, whether submitted in other types of cases and/or  
13 submitted subsequently to the case-initiating documents, will be designated as Pilot  
14 Project Documents. All Pilot Project Documents must be submitted to the Court for  
15 filing pursuant to this General Order. Excluded Documents must be submitted to the  
16 Court for filing by U.S. Mail. In addition, all documents submitted for filing, both  
17 Covered and Excluded, must comply with all federal and local rules.

18 **Submission of Pilot Project Documents**

19 1. Every Participating Facility must maintain equipment and staff sufficient  
20 to scan all Pilot Project Documents prepared by prisoners in paper form, and to  
21 transmit those Pilot Project Documents to the Court by e-mail. Every Participating  
22 Facility must also create and maintain a dedicated e-mail address to submit Pilot  
23 Project Documents to the Court and to receive Notices of Electronic Filing (“NEFs”)  
24 indicating that those documents have been filed by the Court.

25 2. Pilot Project Documents must be submitted to the Court in PDF format  
26 by e-mail. Pilot Project Documents submitted to the Court by any other method, such  
27 as through the U.S. Mail, may be rejected by the Court and returned to the prisoner,  
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1 unless covered by one of the following exceptions:

2 (a) the Pilot Project Document is submitted during a period in which  
3 the scanning equipment was inoperable for a period longer than  
4 forty-eight (48) hours; or

5 (b) the Pilot Project Document is submitted with a motion for leave to  
6 file documents by U.S. Mail that is supported by good cause.

7 3. Prisoners at a Participating Facility will present Pilot Project Documents  
8 to designated CDCR staff (“Scanning Staff”), who will stamp and log those  
9 documents upon receipt.

10 4. If a prisoner presents a case-initiating document to Scanning Staff for  
11 which a filing fee is required, Scanning Staff will immediately contact the  
12 Participating Facility’s Accounting Department, which will provide a copy of the  
13 prisoner’s Trust Account Statement to Scanning Staff by the end of the next business  
14 day.

15 5. Upon receipt of the prisoner’s Trust Account Statement if one is  
16 required, or upon receipt of a Pilot Project Document if one is not, Scanning Staff  
17 will, within one business day, scan all documents and e-mail them to the Court at a  
18 designated e-mail address.

19 6. After scanning and e-mailing Pilot Project Documents to the Court,  
20 Scanning Staff will stamp the front page of each such document with the date it was  
21 scanned and e-mailed to the Court, then return the original documents to the prisoner.

22 7. Designated staff at the Court will retrieve all e-mailed Pilot Project  
23 Documents, then file them into the Court’s official case file. The Participating  
24 Facility’s dedicated e-mail address will be added to the notice list for each such case  
25 in the Court’s Case Management/Electronic Case Filing (“CM/ECF”) system, and  
26 will thereafter receive a NEF for any document filed in the case.

27 8. Scanning Staff at each Participating Facility will print each NEF  
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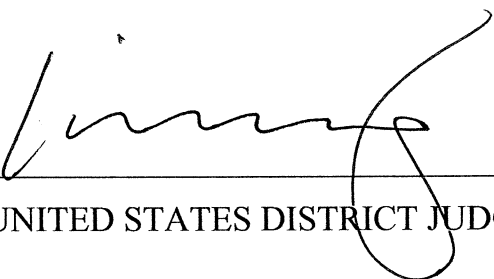
1 received, and immediately distribute it to the prisoner who filed the document for  
2 which the NEF was generated.

3 9. Every Participating Facility will be provided with a free Public Access to  
4 Court Electronic Records (“PACER”) account for use by one person designated by  
5 the Facility. This access shall be for the sole purpose of obtaining verification of the  
6 filing of the documents that are scanned and e-mailed on behalf of prisoners under the  
7 Pilot Project. Only one designated staff member will register and facilitate use of the  
8 account. The PACER account shall be used exclusively for the purpose of this Pilot  
9 Project.

10 **Duration of Pilot Project**

11 Either the Court or CDCR may terminate the Pilot Project, or participation of  
12 any individual Participating Facility in the Pilot Project, at any time, by written 30-  
13 day notice to the other party. The Court and CDCR will evaluate the Pilot Project on  
14 an annual basis to determine whether it should be continued, terminated, modified, or  
15 expanded.

16  
17 IT IS SO ORDERED.

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19 \_\_\_\_\_  
20 CHIEF UNITED STATES DISTRICT JUDGE

21 *Date of Approval by the Court:* November 10, 2015

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23 *Date of Filing by the Clerk:* November 16, 2015  
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