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5 UNITED STATES DISTRICT COURT
6 WESTERN DISTRICT OF WASHINGTON

7 In Re

8 PRISON ELECTRONIC FILING
9 PILOT PROJECT

10 **GENERAL ORDER NO. 02-15**

11 The United States District Court for the Western District of Washington (“the Court”),
12 the Washington Department of Corrections (“WDOC”), and the Washington Office of the
13 Attorney General (“WOAG”) have agreed to participate in a one-year electronic filing pilot
14 project (“E-Filing Pilot Project”), commencing June 1, 2015. The E-Filing Pilot Project is
15 expected to increase efficiencies in pro se prisoner filings and save costs to prisoner litigants, the
16 WDOC, and the Court by reducing expenses for paper, envelopes, copying, postage, and staff
17 time. This General Order sets forth the rules for managing the E-Filing Pilot Project.

18 **IT IS HEREBY ORDERED:**

- 19 1. The E-Filing Pilot Project includes all prisoner civil rights and habeas corpus
20 cases brought under 42 U.S.C. §1983, 28 U.S.C. §§ 2241, 2254, or 2255.
21 2. Participation in the E-Filing Pilot Project is **mandatory** for all prisoner litigants
22 incarcerated at the Washington State Penitentiary (“WSP”) and Stafford Creek Corrections
23 Center (“SCCC”).
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1 3. All filings submitted by prisoner litigants to the Court (correspondence, pleadings,
2 motions, and briefs) (hereinafter “court filings”) **must be** electronically submitted to the Western
3 District of Washington. If a prisoner litigant is later transferred to another facility not included
4 in the E-Filing Pilot Project, he or she shall resume submitting all court filings by mail.

5 4. Correspondence and requests for discovery between a prisoner litigant and any
6 defendant or respondent shall **not** be electronically submitted but will continue to be exchanged
7 by mail.

8 5. Original service of a complaint or petition shall **not** be electronically submitted.
9 Prisoner litigants who have paid the Court’s filing fee must effect service according to the
10 Federal Rules of Civil Procedure. Original service of a complaint or petition on behalf of
11 prisoner litigants proceeding in forma pauperis will be as directed by the Court.

12 6. Electronic court filings will be processed as follows:

13 a. **Prisoner Litigant Submission of Court Filing:** The prisoner litigant will
14 provide WDOC staff with the original court filing. The court filing must comply with the
15 requirements set forth in the “Electronic Filing Requirements for U.S. District Court,” a
16 copy of which shall be posted or distributed with this Order consistent with WDOC
17 practices. WDOC staff will scan the court filing on a digital scanner and will email the
18 resulting Portable Document Format (PDF) document file to the Court at an email
19 address designated by the Court. After the original court filing has been scanned and sent
20 to the Court, WDOC staff will return the original to the prisoner. The prisoner litigant is
21 expected to keep the original court filing and produce it at a later time, if ordered to do so
22 by the Court.

1 **b. Docketing:** After the Court receives the court filing by e-mail, it will
2 perform a quality review and will docket the court filing electronically.

3 **c. Notice of Electronic Filing (“NEF”):** When a court filing is docketed, a
4 Notice of Electronic Filing (“NEF”) is issued. The NEF confirms the date of docketing
5 and contains an electronic link to the court filing. The NEF will be transmitted to an e-
6 mail address established by the Court and WDOC at WSP or SCCC. WDOC staff will
7 print and provide copies of the NEF and the court filing to the prisoner litigant through
8 the institution’s existing mail system.

9 **d. Defendant/Respondent Submission of Court Filing:** After a defendant
10 or respondent has electronically submitted a court filing, WDOC staff will print the NEF
11 and the court filing and provide a copy of both to the prisoner litigant through the
12 institution’s existing mail system.

13 **e. Other Registered User Defendants:** In cases involving defendants who
14 are not state officials (i.e., local, city, or county officials) who are registered users of the
15 Court’s electronic filing system, the Court will order those defendants to accept service of
16 a prisoner litigant’s court filings electronically and will notify those defendants that
17 service by mail of their court filings to the prisoner litigant is no longer required.

18 **f. Court Orders:** When the Court issues an order (or other communication)
19 directed to the parties, the WDOC staff will print and provide the prisoner litigant with
20 copies of the NEF and the Court-issued order (or other communication) via the
21 institution’s existing mail system. Receipt by the prisoner litigant of the NEF with the
22 Court order (or other communication) constitutes service on the prisoner litigant.
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