

ELECTRONIC FILING REQUIREMENTS

Santa Rosa / Eureka Division

Effective January 1, 2005

All pleadings in this division shall be filed electronically with ONLY the following exceptions:

1. Attorneys or law firms which did not file any pleading in this division in the previous calendar year may file ONE pleading in paper in this calendar year. If the pleading is more than 10 pages in length, it shall be accompanied by a disk containing the entire pleading in .pdf format.

2. Pro se litigants. Provided, however, that any pleading subsequent to the lead documents in a new case in excess of 10 pages and any pleading filed within seven calendar days of a prior filing shall be accompanied by a disk containing the entire pleading in .pdf format.

Leave to deviate from the above requirements may be granted only by the Judge upon application with proposed order e-mailed in .wpd or .doc format to Dawn_Orders@canb.uscourts.gov. Lack of computer equipment, computer illiteracy, or lack of ECF training will generally not be valid excuses.

When an attorney or party attempts a filing in violation of the above requirements, the following procedure shall be followed:

1. The purported pleading will be scanned by the Clerk and filed unless it is so lengthy as to be burdensome, in which case the Clerk shall immediately obtain an order striking a portion of the pleading and shall scan and file the remainder.

2. The Clerk shall issue an Order to Show Cause why the pleading should not be stricken and the filer sanctioned. The hearing date shall be the next law and motion calendar which is more than five days from the issuance of the OSC. No telephonic appearances will be allowed.

3. If the court disallows the filing, an order will be issued striking the pleading from the record.

4. If the court conditions the filing on payment of a fine and the fine is not paid within three court days, the pleading will be stricken from the record.