

(f) Service by Electronic Means.

- (1) As provided by Fed. R. Civ. P. 5(b)(2)(E), if a recipient is a registered filer in the Court's Electronic CM/ECF Filing System, service is complete when the document is electronically filed or uploaded to the Court's system. If the recipient is not a registered filer in the Court's system, the filer must effect service on all parties in accordance with the Federal Rules of Civil Procedure.
- (2) Most sealed filings do not produce a Notice of Electronic Filing, and therefore service by the filer of any sealed document must be in accordance with the Federal Rules of Civil Procedure and the Local Rules.

**LOCAL CIVIL RULE 5.2 – PROTECTION OF PERSONAL AND SENSITIVE INFORMATION;
PUBLIC ACCESS TO COURT FILES; REDACTED INFORMATION; SEALED INFORMATION**

- (a) **In General.** Counsel should advise clients of the provisions of this Rule and Federal Rule of Civil Procedure 5.2 so that an informed decision may be made about the inclusion of protected information.
- (b) **Remote Access.** Counsel and parties must consider that the E-Government Act of 2002 (as amended) and the policies of the Judicial Conference of the United States require federal courts eventually to make all pleadings, orders, judgments, and other filed documents available in electronic format accessible over the Internet and the Courts' PACER [Public Access to Court Electronic Records] systems. Consequently, personal and sensitive information and data that formerly were available only by review of the Court's physical case files will be available openly and publicly.
- (c) **Redacted Filings.** If a redacted document is filed, it is the sole responsibility of counsel and the parties to ensure that all pleadings conform to Federal Rule of Civil Procedure 5.2, and the General Orders of this Court. Neither the Court nor the Clerk of Court will review pleadings or

other documents for compliance with this Rule.

LOCAL CIVIL RULE 7 - PLEADINGS ALLOWED; FORM OF MOTIONS

- (a) Extension of Time to Plead.** Upon certification by a moving party that there has been no previous extension of time to plead and that the opposing party has not filed in the record an objection to an extension of time, then on an ex parte motion and order, the Court will allow one extension for a period of twenty-one days from the time the pleading would otherwise be due. Further extensions will not be granted by stipulation, but only by motion to the Court and for good cause shown. This rule shall apply to pleadings listed in Fed. R. Civ. P. 7(a).
- (b) Submission of Motions.** All motions, except those made during a hearing or trial which is being properly recorded into the Court record, shall be made in writing. Documents filed with the motion are thereby made a part of the record.
- (c) Submission of Ex Parte or Consent Motions.** An application for an order allowed by these Rules to be submitted ex parte or by consent shall be accompanied by a proposed order on a separately captioned page. Except as otherwise ordered in an individual case, every such application shall be filed pursuant to LR5(a).
- (d) Motions Must Be Accompanied by Memorandum.** All contested motions must be accompanied by separate memoranda which must contain a concise statement of reasons