

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK

# Mandatory Electronic Filing

<http://www.nyed.uscourts.gov>

*As of August 2, 2004, electronic case filing became mandatory for all civil cases and for all criminal cases, pro se cases are excluded.*

[Administrative Order 2004-08]

*Any documents submitted by mail or delivered to the clerks office for filing will **not** be accepted. To avoid having your documents returned or chambers being notified of your non-compliance, please adhere to Administrative Order 2004-08.*

Hard copies of all electronic filed documents can be submitted to chambers as a “*Courtesy Copy*” where the Judge's Individual Motion Practices and Rules permit or require it.

All initiating documents (**cases that require a case number, Judge and Magistrate Judge to be assigned**), in civil and in criminal cases, will continue to be filed in hard copy.

*Please note:*

**Emergency Orders To Show Cause and Temporary Restraining Orders should be filed in hard copy, and subsequently e-filed.**

For further information on electronic filing go to our web site <http://www.nyed.uscourts.gov> and click on the **cm/ECF button** located on the left-hand side of the screen. Download/print the **ECF User's Guide** to familiarize yourself with ECF.