

**PUBLIC NOTICE**

**LOCAL RULE CHANGES NEW AND REDLINE  
AUGUST 2024 VERSION**

# **Local Rules**

**United States District  
Court Central District of  
Illinois**

**Effective August 30, 2024**

## RULE 5.2 ELIGIBILITY, REGISTRATION, AND PASSWORDS

Each attorney admitted to practice in the Central District of Illinois must register for electronic filing and obtain a password. Pro se parties are not required to register for electronic filing but may apply to the Court for leave to file electronically, and if granted, must register for electronic filing and obtain a password. If a user comes to believe that the security of an existing password has been compromised and that a threat to the System exists, the user must change his or her password immediately. Additionally, if an attorney's or pro se party's email address, mailing address, telephone number, or fax number changes after he or she registers for electronic filing, he or she must file notice of this change within 14 days and serve a copy of the notice on all other parties.

*Revised 8/2024*

### **Committee Comments:**

August 30, 2024

The Committee amended the rule to improve clarity and vacate the procedure for an attorney to request leave to file documents conventionally. All attorneys must register through PACER to practice in this District.

## RULE 5.2 ELIGIBILITY, REGISTRATION, AND PASSWORDS

Each attorney admitted to practice in the Central District of Illinois must register for electronic filing and obtain a password. Pro se parties are not required to register for electronic filing but may apply to the Court for leave to file electronically. ~~If a pro se party is granted leave to do so, such party must register for electronic filing and obtain a password. An attorney may apply to the assigned judge for permission to file papers conventionally. Even if the assigned judge initially grants an attorney permission to file papers conventionally, however, the assigned judge may withdraw that permission at any time during the pendency of a case and require the attorney to file papers electronically using the System, and if granted, must register for electronic filing and obtain a password.~~ If a user comes to believe that the security of an existing password has been compromised and that a threat to the System exists, the user must change his or her password immediately. Additionally, if an attorney's or pro se party's email address, mailing address, telephone number, or fax number changes after he or she registers for electronic filing, he or she must file notice of this change within 14 days and serve a copy of the notice on all other parties.

*Revised ~~11/2021~~8/2024*

### Committee Comments:

August 30, 2024

The Committee amended the rule to improve clarity and vacate the procedure for an attorney to request leave to file documents conventionally. All attorneys must register through PACER to practice in this District.

RULE 5.8 ATTACHMENTS AND EXHIBITS

(A) Size Limitations

Attachments and exhibits filed electronically must conform to the size limitations set forth on the Central District of Illinois CM/ECF login page. A courtesy copy is not required except as otherwise ordered by the presiding judge.

(B) Non-Trial Exhibits

A party must conventionally file exhibits that cannot be uploaded to CM/ECF (e.g., audio and video files) by mailing them to the Clerk's office. If possible, a party should scan a paper exhibit and file it electronically. But if a paper exhibit is not readily convertible to an electronic format that complies with the size requirements of the Central District of Illinois's CM/ECF system, a party may file it conventionally by mailing it to the Clerk's office. A party submitting exhibits conventionally under this subsection must include an index identifying each exhibit submitted and the motion or pleading to which it relates. .

(C) Trial Exhibits

Trial exhibits will not be scanned into the electronic record unless specifically ordered by the judge presiding over the matter.

*Revised 8/2024*

**Committee Comments:**

February 1, 2024

The Committee vacated the courtesy copy mandate in section (A). The presiding judge may order one when necessary.

August 30, 2024

The Committee revised (B) to broaden the scope of exhibits that may be filed conventionally.

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Attachments and exhibits filed electronically must conform to the size limitations set forth on the Central District of Illinois CM/ECF login page. A courtesy copy is not required except as otherwise ordered by the presiding judge.

(B) Non-Trial Exhibits

A party ~~may~~must conventionally file exhibits ~~which are not readily available in electronic form that cannot be uploaded to CM/ECF (e.g. blueprints, large maps), audio and video files) by mailing them to the Clerk's office.~~ If possible, ~~however, a filing~~a party should scan a paper exhibit and file it electronically, ~~in accordance. But if a paper exhibit is not readily convertible to an electronic format that complies with the size and scanning limitations set forth in these Rules. requirements of the Central District of Illinois's CM/ECF system, a party may file it conventionally by mailing it to the Clerk's office.~~ A party ~~electronically~~ submitting ~~evidentiary materials must attach~~exhibits conventionally under this subsection must include an index ~~listing each item of evidence then being filed and identifying each exhibit submitted and~~ the motion or pleading to which it relates. .

(C) Trial Exhibits

Trial exhibits will not be scanned into the electronic record unless specifically ordered by the judge presiding over the matter.

*Revised 8/2024*

**Committee Comments:**

February 1, 2024

The Committee vacated the courtesy copy mandate in ~~Civil Local Rule 5.8~~section (A). The presiding judge may order one when necessary.

August 30, 2024

The Committee revised (B) to broaden the scope of exhibits that may be filed conventionally.

## RULE 7.1 MOTIONS

### (A) Disposition of Motions; Oral Argument; Extension of Time

- (1) Any motion (other than summary judgment motions, which are governed by subparagraph (D) of this Rule) may, in the Court's discretion, be:
  - (a) scheduled for oral argument, either at a specified time or on a Motion Day as suggested in Rule 78 of the Federal Rules of Civil Procedure;
  - (b) scheduled for determination by telephone conference call;
  - (c) referred to a United States magistrate judge for determination or recommendation; or
  - (d) determined upon the pleadings and the motion papers without benefit of oral argument.
- (2) A party desiring oral argument on a motion filed under subparagraph (B) of this Rule must so specify in the motion or opposition thereto and must state the reason why oral argument is desired.
- (3) Motions for extensions of time must be filed within the original time allowed.

### (B) Memorandum of Law: Response; Reply; Length

- (1) Every motion raising a question of law (except summary judgment motions, which are governed by subparagraph (D) of this Rule) must include a memorandum identifying the specific points or propositions of law and supporting authorities upon which the moving party relies, and identifying the local or federal rule under which the motion is filed.
- (2) Any party opposing a motion filed pursuant to (B)(1) must file a response to the motion identifying the specific points or propositions of law and supporting authorities upon which the responding party relies. The response must be filed within 14 days after service of the motion and memorandum. If no response is timely filed, the presiding judge will presume there is no opposition to the motion and may rule without further notice to the parties.
- (3) A reply to the response is only permitted with leave of Court. The motion for leave must be filed within 7 days after service of the response and include the proposed reply as an exhibit.

- (4) (a) A memorandum in support of and in response to a motion must be double-spaced and must not exceed 15 pages in length, unless it complies with the following type volume limitation.
- (b) A memorandum that exceeds 15 pages in length will comply with the type volume limitation if
  - (1) it does not contain more than 7000 words, or
  - (2) it uses monospaced type and does not contain more than 650 lines of text.
- (c) A memorandum submitted under the type volume limitation must include a certificate by counsel, or by an unrepresented party, that the memorandum complies with the type volume limitation. The certificate of compliance must state the number of words, or lines of type in the memorandum. The person who prepares the certificate of compliance may rely on the word count of the word processing system used to prepare the document.
- (d) All headings, footnotes, and quotations count toward the page, word, and line limitations.

(C) Supporting Documents

If documentary evidence is to be offered in support of or in opposition to a motion, and if that evidence is conveniently susceptible of copying, copies thereof will be served and filed by the moving party with the motion and by the opposing party with the response thereto. If the evidence is not susceptible of convenient copying, the offering party instead will furnish to the Court and to the adverse party, a concise summary of the contents and will immediately make the original available to the adverse party for examination.

(D) Summary Judgment

All motions for summary judgment and responses and replies thereto must comply with the requirements of this rule. Any filings not in compliance may be stricken by the Court. The consequences for failing to comply are discussed thoroughly in *Waldrige v. American Hoechst Corp.*, 24 F.3d 918 (7th Cir. 1994). Motions for extension of time to file a motion for summary judgment, a response or a reply thereto will not be looked upon with favor; such motions may be summarily denied unless they are filed within the original time as allowed by this rule or by the scheduling order.

(1) Motion for Summary Judgment

Any party filing a motion for summary judgment pursuant to Federal Rules of Civil Procedure 56 and the scheduling order entered in the case, must include in that motion the following sections with appropriate headings:

(a) Introduction

Without citations, briefly summarize the legal and factual basis for the motion and the exact relief sought.

(b) Undisputed Material Facts

List and number each undisputed material fact which is the basis for the motion for summary judgment. Include as exhibits to the motion all relevant documentary evidence. For each fact asserted, provide citations to the documentary evidence that supports it, appropriately referencing the exhibit and page.

A WORD OF CAUTION: Material facts are only those facts which bear directly on the legal issue raised by the motion.

(c) Argument

Under an appropriate subheading for each separate point of law, explain the legal point, with citations to authorities, and why or how the application of that point to the undisputed material facts entitles movant to the relief sought.

(2) Response to Motion for Summary Judgment

Within 21 days after service of a motion for summary judgment, any party opposing the motion must file a response. The response must include the following sections with appropriate headings:

(a) Introduction

Without citations, briefly summarize the legal and factual basis for opposition to the motion and the exact relief sought.

(b) Response to Undisputed Material Facts

In separate subsections state the following:

(1) Undisputed Material facts

List by number each fact from section B of the motion for summary judgment which is conceded to be undisputed and material.

(2) Disputed Material Facts

List by number each fact from section B of the motion for summary judgment which is conceded to be material but is claimed to be disputed. Each claim of disputed fact must be supported by evidentiary documentation referenced by specific page. Include as exhibits all cited documentary evidence not already submitted by the movant.

(3) Disputed Immaterial Facts

List by number each fact from section B of the motion for summary judgment which is claimed to be both immaterial and disputed. State the reason the fact is immaterial. Support the claim that the fact is disputed with evidentiary documentation referenced by specific page. Include as exhibits all cited documentary evidence not already submitted by the movant.

(4) Undisputed Immaterial Facts

List by number each fact from section B of the motion for summary judgment which is undisputed but is claimed to be immaterial. State the reason the fact is immaterial.

(5) Additional Material Facts

List and number each additional material fact raised in opposition to the motion for summary judgment. Each additional fact must be supported by evidentiary documentation referenced by specific page. Include as exhibits all relevant documentary evidence not already submitted by the movant.

(6) A failure to respond to any numbered fact will be deemed an admission of the fact.

(c) Argument

With or without additional citations to authorities, respond directly to the argument in the motion for summary judgment, for example, by explaining any disagreement with the movant's explanation of each point of law, why a point of law does not apply to the undisputed material facts, why its application does not entitle movant to relief or why, for other reasons, summary judgment should not be granted.

(3) Movant's Reply

Within 14 days after service of response, the movant may file a reply. The reply must include the following subsections, appropriately titled:

(a) Reply to Additional Material Facts

List by number the additional facts asserted in section (b)(5) of the response. For each fact, state succinctly whether:

- (1) it is conceded to be material and undisputed,
- (2) it is conceded to be material but is disputed, in which case provide support the claim that the fact is disputed by providing citations to specific pages of evidentiary documentation. Include as exhibits all cited documentary evidence not already submitted,
- (3) it is immaterial but disputed, in which case state the reason the fact is immaterial and support the claim that the fact is disputed by providing citations to evidentiary documentation, attached as exhibits and referenced by specific page,
- (4) it is immaterial and undisputed, in which case explain the reason it is immaterial.
- (5) A failure to respond to any numbered fact will be deemed an admission of that fact.

(b) Argument

Succinctly and directly address any matters raised in the response with which the movant disagrees. THE REPLY WILL BE LIMITED TO NEW MATTERS RAISED IN THE RESPONSE AND MUST NOT RESTATE ARGUMENTS ALREADY RAISED IN THE MOTION.

(4) Oral Arguments

The Court may take the motion for summary judgment under advisement without oral argument or may schedule argument with appropriate notice to the parties. A party may file a request for oral argument and hearing at the time of filing either a motion or response pursuant to this Rule.

(5) Page and Type Limitations

Page and type volume limitations, as set forth in Rule 7.1(B)(4), apply to Section (1)(c) of the motion for summary judgment and to Section (2)(c) of the response to the motion. The argument section of a reply must not exceed five double-spaced pages in length.

(6) Exceptions

Local Rule 7.1(D) does not apply to social security appeals or any other case upon the showing of good cause.

(E) Amended Pleadings

Whenever an amended pleading is filed, the Clerk will moot any motion attacking the original pleading. Defendant must respond to the amended pleading in accordance with Federal Rule of Civil Procedure 15(a)(3).

(F) Documents Requiring Leave of Court

If filing a document requires leave of the Court, the filing party must attach the proposed document as an exhibit to a motion to file. If the Court grants the motion to file, the Clerk will file the attached document electronically; the filing party should not do so.

*Revised 8/2024*

**Committee Comments:**

August 11, 2023

The Committee modified subsection (B)(1) to clarify that the word “Rule” refers to either a local or federal rule. The Committee also vacated the character count but retained the word limit in subsection (B)(4).

February 1, 2024

The Committee deleted “A failure to respond will be deemed an admission of the motion” from subsection (D)(2), which governs responses to motions for summary judgment, because it was inconsistent with Rule 56(e) of the Federal Rules of Civil Procedure and Seventh Circuit caselaw.

August 30, 2024

The Committee amended subsection (B)(3) to include a 7-day deadline to file a motion for leave to file a reply and a requirement to attach the proposed reply as an exhibit.

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  - (a) scheduled for oral argument, either at a specified time or on a Motion Day as suggested in Rule 78 of the Federal Rules of Civil Procedure;
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- (3) ~~No~~ reply to the response is only permitted ~~without~~with leave of Court. The motion for leave must be filed within 7 days after service of the response and include the proposed reply as an exhibit.

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The Court may take the motion for summary judgment under advisement without oral argument or may schedule argument with appropriate notice to the parties. A party may file a request for oral argument and hearing at the time of filing either a motion or response pursuant to this Rule.

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Page and type volume limitations, as set forth in Rule 7.1(B)(4), apply to Section (1)(c) of the motion for summary judgment and to Section (2)(c) of the response to the motion. The argument section of a reply must not exceed five double-spaced pages in length.

(6) Exceptions

Local Rule 7.1(D) does not apply to social security appeals or any other case upon the showing of good cause.

(E) Amended Pleadings

Whenever an amended pleading is filed, the Clerk will moot any motion attacking the original pleading. Defendant must respond to the amended pleading in accordance with Federal Rule of Civil Procedure 15(a)(3).

~~(G)~~(F) Documents Requiring Leave of Court

If filing a document requires leave of the Court, the filing party must attach the proposed document as an exhibit to a motion to file. If the Court ~~then~~ grants the motion to file, the Clerk will file the attached document electronically; the filing party should not do so.

*Revised 8/2024*

**Committee Comments:**

August 11, 2023

The Committee modified ~~Civil Local Rule 7.1 subsection~~ (B)(1) to clarify that the word “Rule” refers to either a ~~Local~~local or ~~Federal Rule~~federal rule. The Committee also vacated the character count but retained the word limit in ~~7.1 subsection~~ (B)(4).

February 1, 2024

The Committee deleted “A failure to respond will be deemed an admission of the motion” from ~~7.1(D)(2);~~ ~~the~~ ~~subsection~~ governing(D)(2), which governs responses to motions for summary judgement, because it was inconsistent with Rule 56(e) of the Federal Rules of Civil Procedure and Seventh Circuit caselaw.

August 30, 2024

The Committee amended subsection (B)(3) to include a 7-day deadline to file a motion for leave to file a reply and a requirement to attach the proposed reply as an exhibit.

## RULE 40.1 ASSIGNMENT OF CASES AND PLACE OF FILING

(A) Peoria

All complaints and subsequent filings in cases which arise from the following counties: Fulton, Livingston, Marshall, McLean, Peoria, Putnam, Stark, Tazewell, and Woodford will be filed at PEORIA, ILLINOIS.

(B) Springfield

All complaints and subsequent filings in cases which arise from the following counties: Adams, Brown, Cass, Christian, DeWitt, Greene, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Pike, Sangamon, Scott, and Shelby, will be filed at SPRINGFIELD, ILLINOIS.

(C) Rock Island

All complaints and subsequent filings in cases which arise from the following counties: Bureau, Hancock, Henderson, Henry, Knox, McDonough, Mercer, Rock Island, Schuyler and Warren will be filed at ROCK ISLAND, ILLINOIS.

(D) Urbana

All complaints and subsequent filings in cases which arise from the following counties: Champaign, Coles, Douglas, Edgar, Ford, Iroquois, Kankakee, Macon, Moultrie, Piatt, and Vermilion will be filed at URBANA, ILLINOIS.

(E) Assignment Procedures

(1) All complaints and subsequent filings in cases filed in the Central District of Illinois must identify in the caption of such pleading or document the division in which the case is pending.

(2) As part of the statement of jurisdiction, the initial pleadings in each case must state the basis for filing in the division selected.

(3) All complaints, motions to amend a complaint, and amended complaints must state if seeking relief identified in Civil Local Rule 40.1(E)(4)(b)(i) or (b)(ii).

(4) Assignment of Cases

(a) Cases are randomly assigned to judges regularly sitting in the division where they arise; or

(b) Cases are randomly assigned or reassigned to judges in the District

regardless of where they arise, if:

- (i) the civil action seeks to bar or mandate statewide enforcement of a state law, including a rule, regulation, policy, or order of the executive branch or a state agency, whether by declaratory judgment and/or any form of injunctive relief; or
- (ii) the civil action seeks to bar or mandate nationwide enforcement of a federal law, including a rule, regulation, policy, or order of the executive branch or a federal agency, whether by declaratory judgment and/or any form of injunctive relief;

unless:

- A. a party objects within 14 days because:
  - 1. the remedy sought does not have implications beyond the parties before the Court; or
  - 2. of the importance of having the case heard by a local judge.
- (iii) the civil action involves the following natures of suit: Habeas Corpus – Alien Detainee; Habeas Corpus (28 U.S.C. § 2241); Prisoner: Civil Rights; Prisoner Petitions – Prison Conditions; and Civil Detainee: Conditions of Confinement.

*Revised 8/2024*

**Committee Comments:**

August 30, 2024

The Committee amended the rule to reflect the District’s procedures that were modified pursuant to the March 2024 Judicial Conference policy update that recommended district-wide assignment of cases that seek the remedies identified in subsections (E)(4)(b).

RULE 40.1 ASSIGNMENT OF CASES AND PLACE OF FILING

(A) ~~PEORIA~~Peoria

All complaints and subsequent filings in cases which arise from the following counties: Fulton, Livingston, Marshall, McLean, Peoria, Putnam, Stark, Tazewell, and Woodford will be filed at PEORIA, ILLINOIS.

(B) ~~SPRINGFIELD~~Springfield

All complaints and subsequent filings in cases which arise from the following counties: Adams, Brown, Cass, Christian, DeWitt, Greene, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Pike, Sangamon, Scott, and Shelby, will be filed at SPRINGFIELD, ILLINOIS.

(C) ~~ROCK ISLAND~~Rock Island

All complaints and subsequent filings in cases which arise from the following counties: Bureau, Hancock, Henderson, Henry, Knox, McDonough, Mercer, Rock Island, Schuyler and Warren will be filed at ROCK ISLAND, ILLINOIS.

(D) ~~URBANA~~Urbana

All complaints and subsequent filings in cases which arise from the following counties: Champaign, Coles, Douglas, Edgar, Ford, Iroquois, Kankakee, Macon, Moultrie, Piatt, and Vermilion will be filed at URBANA, ILLINOIS.

(E)- Assignment Procedures

(1) All complaints and subsequent filings in cases filed in the Central District of Illinois must identify in the caption of such pleading or document, the division in which the case is pending.

~~(F)~~ (2) As part of the statement of jurisdiction, the initial pleadings in each case must state the basis for filing in the division selected.

(3) All complaints, motions to amend a complaint, and amended complaints must specifically state if seeking relief identified in Civil Local Rule 40.1(E)(4)(b)(i) or (b)(ii).

(4) Assignment of Cases

(a) Cases are randomly assigned to judges regularly sitting in the division where they arise; or

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regardless of where they arise, if:

(i) the civil action seeks to bar or mandate statewide enforcement of a state law, including a rule, regulation, policy, or order of the executive branch or a state agency, whether by declaratory judgment and/or any form of injunctive relief; or

(ii) the civil action seeks to bar or mandate nationwide enforcement of a federal law, including a rule, regulation, policy, or order of the executive branch or a federal agency, whether by declaratory judgment and/or any form of injunctive relief;

unless:

A. a party objects within 14 days because:

1. the remedy sought does not have implications beyond the parties before the Court; or

2. of the importance of having the case heard by a local judge.

(iii) the civil action involves the following natures of suit: Habeas Corpus – Alien Detainee; Habeas Corpus (28 U.S.C. § 2241); Prisoner: Civil Rights; Prisoner Petitions – Prison Conditions; and Civil Detainee: Conditions of Confinement.

*Revised 8/2024*

**Committee Comments:**

August 30, 2024

The Committee amended the rule to reflect the District's procedures that were modified pursuant to the March 2024 Judicial Conference policy update that recommended district-wide assignment of cases that seek the remedies identified in subsections (E)(4)(b).

## RULE 83.2 DISCIPLINARY PROCEEDINGS

The Chief Judge is authorized to discipline the conduct of pro se litigants and admitted attorneys on behalf of the District.

*Added 8/2024*

### **Committee Comments:**

August 30, 2024

The Committee added the Rule to clarify that the Chief Judge is authorized to impose discipline on the District's behalf.

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Added 8/2024

**Committee Comments:**

August 30, 2024

The Committee added the Rule to clarify that the Chief Judge is authorized to impose discipline on the District's behalf.

## RULE 83.6 ATTORNEY DISCIPLINE

### (A) Reciprocal Discipline

When it is shown to a judge of this Court that an attorney admitted to practice in the Central District of Illinois has been suspended or disbarred from practice in any other Court of record, the same discipline is automatically imposed against the attorney in the Central District of Illinois. The Chief Judge will issue an order of automatic discipline to be served on the attorney by mail and also sent electronically to the attorney's email address on file. Within 30 days after the notice is postmarked or sent electronically, whichever is later, the attorney may apply to the Chief Judge to modify or vacate the discipline for good cause shown.

### (B) Other Discipline

#### (1) Proceedings before the Presiding Judge.

When a judge of this Court believes there is cause to find that an attorney admitted to practice in the Central District of Illinois has engaged in professional misconduct before him or her, the judge shall enter an Order to Show Cause within 14 days why the attorney ("respondent") should not be subject to formal disciplinary proceedings before the Chief Judge of the District. The Order to Show Cause shall state with specificity the Illinois Rule(s) of Professional Conduct that the presiding judge believes the respondent violated and the factual basis for that belief.

(a) The presiding judge may discharge the Order to Show Cause upon finding that the response rebuts the belief that the respondent engaged in professional misconduct;

or

(b) If the respondent admits the allegations, fails to file a timely response, or fails to rebut the belief that the respondent engaged in professional misconduct, then the presiding judge shall refer the respondent to the Chief Judge for formal disciplinary proceedings within 7 days of the response deadline. The Order to Show Cause and the response, if applicable, shall be filed in a miscellaneous case. The presiding judge shall provide notice to the respondent that the matter has been referred to the Chief Judge for formal disciplinary proceedings.

- (2) Formal Proceedings before the Chief Judge (or appointee, other than the presiding judge).
- (a) Within 30 days of the referral, the Chief Judge shall:
    - (i) Terminate the disciplinary proceedings after finding no cause to believe the respondent committed professional misconduct as specified in the presiding judge's Order to Show Cause; or
    - (ii) Issue a Notice of Hearing, which shall specify the date, time, and location of the hearing. The date of the hearing shall not be more than 30 days from the date of the issuance of the Notice of Hearing.
  - (b) Hearing before the Chief Judge.
    - (i) The respondent may, up to 7 days before the hearing, waive his or her right to a hearing by filing a written Waiver of Hearing. If the respondent waives hearing, he or she may file documentary submissions and evidence for the Chief Judge's consideration. If Respondent fails to appear at the hearing without filing a Waiver of Hearing, such a failure to appear shall be deemed an admission of the professional misconduct alleged in the Order to Show Cause and consent to any sanction the Chief Judge deems appropriate.
    - (ii) The respondent may testify, present the testimony of witnesses, and present other evidence, but has no right to subpoena witnesses or documents.
    - (iii) The Chief Judge may call witnesses on his or her own motion upon at least 7 days' notice to the respondent.
    - (iv) The Chief Judge and the respondent may question any witness presented.
    - (v) The hearing shall be recorded by a certified court reporter.
    - (vi) The Rules of Evidence do not apply at the hearing.
  - (c) Disposition.
    - (i) The Chief Judge shall issue a written Order concluding the formal disciplinary proceedings.
    - (ii) Any disposition finding professional misconduct shall specify the sanction.

(iii) The decision of the Chief Judge is final.

(d) Sanctions.

Sanctions for professional misconduct include private reprimand, public censure, suspension for a determinate period of time with automatic reinstatement, suspension for a definite period of time with leave to seek reinstatement upon the completion of that time period, and disbarment. If the sanction is suspension or disbarment, the Clerk shall enter an order in pending Central District of Illinois cases in which the respondent is representing a client and the respondent shall send a copy of the order to the Illinois Attorney Registration and Disciplinary Commission.

(3) Notice and Service of Papers.

The Court's notices or orders shall be served by CM/ECF or by mail to the respondent or counsel's registered mailing address. The respondent shall file all documents using CM/ECF.

(4) Counsel.

The respondent may be represented in formal proceedings before the Chief Judge by counsel who is admitted to practice in the United States District Court for the Central District of Illinois.

(C) Appointment of Counsel

The Court may appoint an attorney from its pro bono panel to prosecute its interests under this Rule.

(D) Other Sanctions

Notwithstanding this Rule, but in supplement to it, the judges of this Court may impose sanctions against a member of the bar of this Court pursuant to Rules 16 and 37 of the Federal Rules of Civil Procedure and initiate civil or criminal contempt proceedings when appropriate.

(E) Rules of Professional Conduct

The Rules of Professional Conduct adopted by this Court are the Rules of Professional Conduct adopted by the Supreme Court of Illinois, as amended from time to time by that Court, except as otherwise provided by specific Rule of this Court after consideration of comments by representatives of bar associations within the state.

**Committee Comments:**

February 1, 2024

The Committee significantly revised section (B) to create a comprehensive District-wide discipline process administered by the Chief Judge.

**Committee Comments:**

August 30, 2024

The Committee removed the Rule's former opening statement and added new Civil Local Rule 83.2. The Chief Judge is authorized to discipline the conduct of pro se litigants and admitted attorneys on the District's behalf. *See* Civil LR 83.2.

## RULE 83.6 ATTORNEY DISCIPLINE

~~This Court, in furtherance of its inherent power and responsibility to supervise the conduct of attorneys who are admitted to practice before it, promulgates the following Rule superseding all of its other Rules pertaining to disciplinary enforcement heretofore promulgated.~~

### ~~(C)~~(A) Reciprocal Discipline

When it is shown to a judge of this Court that an attorney admitted to practice in the Central District of Illinois has been suspended or disbarred from practice in any other Court of record, the same discipline is automatically imposed against the attorney in the Central District of Illinois. The Chief Judge will issue an order of automatic discipline to be served on the attorney by mail and also sent electronically to the attorney's email address on file. Within 30 days after the notice is postmarked or sent electronically, whichever is later, the attorney may apply to the Chief Judge to modify or vacate the discipline for good cause shown.

### ~~(D)~~(B) Other Discipline

#### (1) Proceedings before the Presiding Judge.

When a judge of this Court believes there is cause to find that an attorney admitted to practice in the Central District of Illinois has engaged in professional misconduct before him or her, the judge shall enter an Order to Show Cause within 14 days why the attorney ("respondent") should not be subject to formal disciplinary proceedings before the Chief Judge of the District. The Order to Show Cause shall state with specificity the Illinois Rule(s) of Professional Conduct that the presiding judge believes the respondent violated and the factual basis for that belief.

(a) The presiding judge may discharge the Order to Show Cause upon finding that the response rebuts the belief that the respondent engaged in professional misconduct;

or

(b) If the respondent admits the allegations, fails to file a timely response, or fails to rebut the belief that the respondent engaged in professional misconduct, then the presiding judge shall refer the respondent to the Chief Judge for formal disciplinary proceedings within ~~seven~~7 days of the response deadline. The Order to Show Cause and the response, if applicable, shall be filed in a miscellaneous case. The presiding judge shall provide notice to the respondent that the matter has been referred to the Chief Judge for formal disciplinary proceedings.

- (2) Formal Proceedings before the Chief Judge (or appointee, other than the presiding judge).
  - (a) Within 30 days of the referral, the Chief Judge shall:
    - (i) Terminate the disciplinary proceedings after finding no cause to believe the respondent committed professional misconduct as specified in the presiding judge's Order to Show Cause; or
    - (ii) Issue a Notice of Hearing, which shall specify the date, time, and location of the hearing. The date of the hearing shall not be more than 30 days from the date of the issuance of the Notice of Hearing.
  - (b) Hearing before the Chief Judge.
    - (i) The respondent may, up to ~~seven~~7 days before the hearing, waive his or her right to a hearing by filing a written Waiver of Hearing. If the respondent waives hearing, he or she may file documentary submissions and evidence for the Chief Judge's consideration. If Respondent fails to appear at the hearing without filing a Waiver of Hearing, such a failure to appear shall be deemed an admission of the professional misconduct alleged in the Order to Show Cause and consent to any sanction the Chief Judge deems appropriate.
    - (ii) The respondent may testify, present the testimony of witnesses, and present other evidence, but has no right to subpoena witnesses or documents.
    - (iii) The Chief Judge may call witnesses on his or her own motion upon at least ~~seven~~7 days' notice to the respondent.
    - (iv) The Chief Judge and the respondent may question any witness presented.
    - (v) The hearing shall be recorded by a certified court reporter.
    - (vi) The Rules of Evidence do not apply at the hearing.
  - (c) Disposition.

- (i) The Chief Judge shall issue a written Order concluding the formal disciplinary proceedings.
  - (ii) Any disposition finding professional misconduct shall specify the sanction.
  - (iii) The decision of the Chief Judge is final.
- (d) Sanctions.

Sanctions for professional misconduct include private reprimand, public censure, suspension for a determinate period of time with automatic reinstatement, suspension for a definite period of time with leave to seek reinstatement upon the completion of that time period, and disbarment. If the sanction is suspension or disbarment, the Clerk shall enter an order in pending Central District of Illinois cases in which the respondent is representing a client and the respondent shall send a copy of the order to the Illinois Attorney Registration and Disciplinary Commission.

(3) Notice and Service of Papers.

The Court's notices or orders shall be served by CM/ECF or by mail to the respondent or counsel's registered mailing address. The respondent shall file all documents using CM/ECF.

(4) Counsel.

The respondent may be represented in formal proceedings before the Chief Judge by counsel who is admitted to practice in the United States District Court for the Central District of Illinois.

~~(E)~~(C) Appointment of Counsel

The Court may appoint an attorney from its pro bono panel to prosecute its interests under this Rule.

~~(F)~~(D) Other Sanctions

Notwithstanding this Rule, but in supplement to it, the judges of this Court may impose sanctions against a member of the bar of this Court pursuant to Rules 16 and 37 of the Federal Rules of Civil Procedure and initiate civil or criminal contempt proceedings when appropriate.

(M)(E) Rules of Professional Conduct

The Rules of Professional Conduct adopted by this Court are the Rules of Professional Conduct adopted by the Supreme Court of Illinois, as amended from time to time by that Court, except as otherwise provided by specific Rule of this Court after consideration of comments by representatives of bar associations within the state.

Revised 8/2024

**Committee Comments:**

February 1, 2024

The Committee ~~redrafted Civil Local Rule 86.3~~ significantly revised section (B) to create a comprehensive District-wide discipline process. administered by the Chief Judge.

**Committee Comments:**

August 30, 2024

The Committee removed the Rule's former opening statement and added new Civil Local Rule 83.2. The Chief Judge is authorized to discipline the conduct of pro se litigants and admitted attorneys on the District's behalf. See Civil LR 83.2.

## RULE 12.1 PRETRIAL MOTIONS

A pretrial motion pursuant to Rule 12(b)(3) of the Federal Rules of Criminal Procedure must be filed within 21 days of arraignment or such other time as may be set by the presiding judge.

*Revised 8/2024*

### **Committee Comments:**

August 30, 2024

The Committee amended the Rule to clarify that it applies to pretrial motions filed pursuant to Rule 12(b)(3) of the Federal Rules of Criminal Procedure. Former section (B) was vacated as duplicative of Rule 49(b)(4) of the Federal Rules of Criminal Procedure. Former section (C) was relocated to Criminal Local Rule 49.3(A)(5) to clarify that a signer's certification is part of every document presented to the Court.

RULE 12.1 ~~PLEADINGS AND~~PRETRIAL MOTIONS

~~(A) In the event a defendant desires to file any A pretrial motion, the motion supported by a brief pursuant to Rule 12(b)(3) of the Federal Rules of Criminal Procedure must be filed within 21 days of arraignment, or such later~~other~~ time as may be set by the presiding judge.~~

~~(B) All written pleadings, motions, and other papers in a criminal case filed in this district must be signed by the attorney of record, in the attorney's individual name, whose address, telephone number, and typed name will also be stated. A defendant who is not represented by counsel must sign pleadings in the same manner.~~

Revised 8/2024

**Committee Comments:**

August 30, 2024

The Committee amended the Rule to clarify that it applies to pretrial motions filed pursuant to Rule 12(b)(3) of the Federal Rules of Criminal Procedure. Former section (B) was vacated as duplicative of Rule 49(b)(4) of the Federal Rules of Criminal Procedure. Former section (C) was relocated to Criminal Local Rule 49.3(A)(5) to clarify that a signer's certification is part of every document presented to the Court.

## RULE 47.1 MOTIONS

### (A) Memorandum of Law; Response; Reply

- (1) Every motion raising a question of law must include a memorandum identifying the specific points or propositions of law and supporting authorities upon which the moving party relies.
- (2) Any party opposing a motion must file a response to the motion identifying the specific points or propositions of law and supporting authorities upon which the responding party relies. The response must be filed within 14 days after service of the motion and memorandum. If no response is timely filed, the presiding judge will presume there is no opposition to the motion and may rule without further notice to the parties.
- (3) A reply to the response is only permitted with leave of Court. The motion for leave must be filed within 7 days after service of the response and include the proposed reply as an exhibit.

### (B) Documents Requiring Leave of Court

If filing a document requires leave of the Court, the filing party must attach the proposed document as an exhibit to a motion to file. If the Court grants the motion to file, the Clerk will file the attached document electronically.

*Added 8/2024*

### **Committee Comments:**

August 30, 2024

The Committee added the Rule to permit motions, other than those filed under Rule 12(b)(3) of the Federal Rules of Criminal Procedure, to be filed when necessary, without regard to the deadline imposed in Criminal Local Rule 12.1(A). The Committee amended the Rule to provide that responses must be filed within 14 days and that parties must seek leave to file a reply within 7 days. Section (B) was relocated here from former Criminal Local Rule 49.6(B)(5), as a better location for its subject.

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Added 8/2024

**Committee Comments:**

August 30, 2024

The Committee added the Rule to permit motions, other than those filed under Rule 12(b)(3) of the Federal Rules of Criminal Procedure, to be filed when necessary, without regard to the deadline imposed in Criminal Local Rule 12.1(A). The Committee amended the Rule to provide that responses must be filed within 14 days and that parties must seek leave to file a reply within 7 days. Section (B) was relocated here from former Criminal Local Rule ~~49.16~~(B)(5), as a better location for its subject.

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## RULE 49.2 FORMAT OF FILINGS

The Court may strike any paper which does not conform to the following format unless the filer promptly corrects it.

(A) Each document filed with the Court shall:

- (1) be on 8½ x 11-inch size paper;
- (2) have one-inch margins on each side, top, and bottom;
- (3) include page numbers;
- (4) be legibly written, typed, or printed, without erasures or interlineations which materially deface it;
- (5) be signed by:
  - (a) the attorney or the unrepresented defendant, which constitutes a certificate that:
    - (i) the signer has read the pleading, motion, or other document; and
    - (ii) to the best of the signer's knowledge, information, and belief formed after reasonable inquiry, the pleading, motion, or other document is well-grounded in fact; and
    - (iii) the pleading, motion, or other document is warranted by existing law or a good faith argument for the extension, modification, or reversal of existing law; and
    - (iv) that it is not presented for any improper purpose, such as to harass, cause unnecessary delay, or needlessly increase the cost of litigation.

(B) Where the document is typed:

- (1) Lines shall be double spaced.
- (2) Body text shall be sized 12-point or 14-point, with footnote text no smaller than 10-point font. All documents must be formatted in a plain, roman style. Italics may be used for emphasis.

*Added 8/2024*

**Committee Comments:**

August 30, 2024

The Committee added the Rule to make formatting consistent for civil and criminal cases. *See* Civil LR 5.1(A)–(B). Former Criminal Local Rule 12.1(C) was relocated to subsection (A)(5) of this Rule to clarify that a signer’s certification is part of every document presented to the Court.

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- (5) be signed by:

(a) the attorney or the unrepresented defendant, which constitutes a certificate that:

- (i) the signer has read the pleading, motion, or other document; and
- (ii) to the best of the signer's knowledge, information, and belief formed after reasonable inquiry, the pleading, motion, or other document is well-grounded in fact; and
- (iii) the pleading, motion, or other document is warranted by existing law or a good faith argument for the extension, modification, or reversal of existing law; and
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Added 8/2024

**Committee Comments:**

August 30, 2024

The Committee added the Rule to make formatting consisting for civil and criminal cases. See Civil LR 5.1(A)–(B). Former Criminal Local Rule 12.1(C) was relocated to subsection (A)(5) of this Rule to clarify that a signer’s certification is part of every document presented to the Court.

### RULE 49.3 ELIGIBILITY, REGISTRATION, AND PASSWORDS

Each attorney admitted to practice in the Central District of Illinois must register for electronic filing and obtain a password. Pro se parties are not required to register for electronic filing but may apply to the Court for leave to file electronically, and if granted, must register for electronic filing and obtain a password. If a user comes to believe that the security of an existing password has been compromised and that a threat to the System exists, the user must change his or her password immediately. Additionally, if an attorney's or pro se party's email address, mailing address, telephone number, or fax number changes after he or she registers for electronic filing, he or she must file notice of this change within 14 days and serve a copy of the notice on all other parties.

*Revised 8/2024*

#### **Committee Comments:**

August 30, 2024

The Committee amended the Rule to improve clarity and vacate the procedure for an attorney to request leave to file documents conventionally. All attorneys must register through PACER to practice in this District.

### RULE 49.3 ELIGIBILITY, REGISTRATION, AND PASSWORDS

Each attorney admitted to practice in the Central District of Illinois ~~and pro se party given leave of Court to proceed electronically~~ must register for electronic filing and obtain a password. Pro se parties are not required to register for electronic filing. ~~An attorney may apply to the assigned judge for permission to file papers conventionally. Even if the assigned judge initially grants an attorney permission to file papers conventionally, however, the assigned judge may withdraw that permission at any time during the pendency of a case and require the attorney to file papers electronically using the System. but may apply to the Court for leave to file electronically, and if granted, must register for electronic filing and obtain a password.~~ If a user comes to believe that the security of an existing password has been compromised and that a threat to the System exists, the user must change his or her password immediately. Additionally, if an attorney's or pro se party's email address, mailing address, telephone number, or fax number changes after he or she registers for electronic filing, he or she must file notice of this change within 14 days and serve a copy of the notice on all other parties.

Revised ~~11/2021~~ 8/2024

#### Committee Comments:

August 30, 2024

The Committee amended the Rule to improve clarity and vacate the procedure for an attorney to request leave to file documents conventionally. All attorneys must register through PACER to practice in this District.

#### RULE 49.4 DEFINITIONS FOR ELECTRONIC FILING

- (A) “Case Management/Electronic Case Filing System,” also referred to as “the System” or “CM/ECF,” means the Internet-based system for filing documents and maintaining Court files in the District Court for the Central District of Illinois.
- (B) “Conventional filing” means submitting a paper to the Clerk in a non-electronic, tangible format. The Clerk will scan the paper submitted conventionally and file it with CM/ECF.
- (C) “Non-registered pro se party” means a person who is not registered to file papers or receive notices by way of CM/ECF.
- (D) “Electronic filing” means uploading a paper directly from the registered user’s computer in Adobe PDF format, using CM/ECF, to file that paper in the Court’s case file.
- (E) The “Notice of Electronic Filing” (“NEF”) that is generated automatically by the CM/ECF System at the time a paper is filed with the System, setting forth the time of filing, the name of the party and attorney filing the paper, the type of paper, the text of the docket entry, and an electronic link (hyperlink) to the filed paper, which allows recipients to retrieve the document automatically.
- (F) “PACER” (Public Access to Court Electronic Records) is the automated system that allows an individual to view, print, and download Court docket information via the Internet.
- (G) “PDF” refers to a paper that exists in Portable Document Format. A document created with a word processor, or a paper document that has been scanned, must first be converted to portable document format before it can be electronically filed. Converted files contain the extension “.pdf.”

*Revised 8/2024*

#### **Committee Comments:**

August 30, 2024

The Committee amended sections (B), (D), (E), and (G) of the Rule to improve clarity and section (C) to define “non-registered pro se party.”

RULE 49.24 DEFINITIONS FOR ELECTRONIC FILING

(A) “Case Management/Electronic Case Filing System,” also referred to as “the System” ~~\_\_\_\_\_ or \_\_\_\_\_~~ “CM/ECF,” means the Internet-based system for filing documents and maintaining ~~\_~~ Court ~~-~~files in the District Court for the Central District of Illinois.

(B) “Conventional filing” means submitting a paper to the Clerk in a non-electronic, ~~\_\_\_\_\_ tangible \_\_\_\_\_~~ format. The Clerk will scan the paper submitted conventionally and ~~upload file it to \_\_\_\_\_ with CM/ECF, \_\_\_\_\_ unless these Rules provide otherwise. Once it is uploaded, it is deemed electronically filed.~~

~~(C)~~ “Non-registered pro se party” means a person who is not registered to file papers ~~\_\_\_\_\_ or receive notices by way of CM/ECF.~~

~~(C)~~(D) \_\_\_\_\_ “Electronic filing” means uploading a paper directly from the registered user’s ~~\_\_\_\_\_ computer in \_\_\_\_\_ Adobe PDF format, using CM/ECF, to file that paper in the Court’s \_\_\_\_\_ case file. Sending a paper to the Court via email does not constitute “electronic filing.”~~

~~(D)~~(E) \_\_\_\_\_ The “Notice of Electronic Filing” ~~refers to the notice (“NEF”)~~ that is generated automatically by ~~\_\_\_\_\_ the \_\_\_\_\_~~ CM/ECF System at the time a paper is filed with the System, setting forth the ~~\_\_\_\_\_ time of filing, \_\_\_\_\_ the name of the party and attorney filing the paper, the type of paper, \_\_\_\_\_ the text of the docket \_\_\_\_\_ entry, and an electronic link (hyperlink) to the filed paper, \_\_\_\_\_ which allows recipients to retrieve \_\_\_\_\_ the paper document automatically.~~

~~(E)~~(F) \_\_\_\_\_ “PACER” (Public Access to Court Electronic Records) is the automated system that ~~\_~~ allows ~~-~~an individual to view, print, and download Court docket information via the ~~\_\_\_\_\_~~ Internet.

~~(F)~~(G) \_\_\_\_\_ “PDF” refers to a paper that exists in Portable Document Format. A ~~file document~~ created ~~\_\_\_\_\_ with a word \_\_\_\_\_ processor, or a paper document that has been scanned, must first must be converted to portable \_\_\_\_\_ document format before it can be electronically filed. \_\_\_\_\_ Converted files contain the extension \_\_\_\_\_ “.pdf.”~~

Revised ~~11/2021~~8/2024

Committee Comments:

August 30, 2024

The Committee amended sections (B), (D), (E), and (G) of the Rule to improve clarity and section (C) to define “non-registered pro se party.”

## RULE 49.5 SCOPE OF ELECTRONIC FILING; SERVICE

### (A) Requirements

All documents must be filed electronically using CM/ECF unless the Court or these Rules provide otherwise.

### (B) Exceptions

- (1) All charging documents (including the complaint, information, indictment, and superseding indictment) must be filed conventionally and uploaded by the Clerk.
- (2) A non-registered pro se party must file documents conventionally.
- (3) Juvenile criminal matters must be filed conventionally and under seal unless, after hearing, the Court orders the juvenile to be tried as an adult.
- (4) Any judge of this Court may deviate from the electronic filing procedures in specific cases, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the Court.
- (5) A document filed conventionally will be deemed filed on the date it was delivered to the Clerk's office.

### (C) Service

The filing party is solely responsible for determining a party's registration status.

*Revised 8/2024*

### **Committee Comments:**

August 30, 2024

The Committee amended the Rule to improve clarity.

RULE 49.35 SCOPE OF ELECTRONIC FILING; SERVICE

(A) Requirements

~~Unless otherwise provided by the Court, all papers submitted for filing in criminal cases in this district, no matter when a case was filed originally, All documents~~ must be filed electronically using CM/ECF unless the Court or these Rules provide otherwise.

(B) Exceptions

(1) All charging documents (including the complaint, information, indictment, and superseding indictment) must be filed conventionally and ~~then~~ uploaded by the Clerk.

~~(2) — A non-registered pro se party or non-registered attorney of record must file paper originals of all documents, except that original documentary evidence should be filed as a paper copy, not a paper original. The Clerk will scan paper filings into an electronic file in the System and then destroy the paper filings. The official Court record will be the electronic file.~~

(2) A non-registered pro se party must file documents conventionally.

~~(4)(3)~~ Juvenile criminal matters must be filed conventionally and under seal unless, after hearing, the Court ~~Rules that orders~~ the juvenile ~~will to~~ be tried as an adult.

~~(5)(4)~~ Any judge of this Court may deviate from the electronic filing procedures in specific cases, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the Court.

~~(B) —~~ Service

~~A registered user will receive electronic service of any paper filed by a registered user or a non-registered pro se party or non-registered attorney of record. In that circumstance, no certificate of service is required. A non-registered pro se party or non-registered attorney of record is entitled to a paper copy of any papers required to be served by the Federal Rules of Civil Procedure. A party filing a document that must be served on a non-registered pro se party or non-registered attorney of record must include at the time of filing, or within a reasonable time after service, a certificate of service. If a document is served, but not filed with the Court, a certificate of service may be filed but is not necessary unless ordered by the Court. The filing party is solely responsible for determining a party or attorney's registration status.~~

(5) A document filed conventionally will be deemed filed on the date it was delivered to the Clerk's office.

(C) Service

The filing party is solely responsible for determining a party's registration status.

Revised ~~11/2021~~8/2024

**Committee Comments:**

August 30, 2024

The Committee amended the Rule to improve clarity.

## RULE 49.6 ELECTRONIC FILING PROBLEMS

### (A) Corrections

Once a document is submitted and becomes part of the case docket, corrections to the docket are made only by the Clerk's Office. The System will not permit the filing party to make changes to the document or docket entry filed in error once the transaction has been accepted. The filing party should not attempt to refile a document. As soon as possible after an error is discovered, the filing party should contact the Clerk's Office with the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. The filing party will be advised if the document needs to be refiled.

### (B) Technical Problems

- (1) Any difficulty connecting to the CM/ECF System and any other technical failure experienced should be immediately reported to the Clerk.
- (2) An e-filer whose filing is made untimely as a result of a technical failure may seek appropriate relief from the Court.
- (3) If the CM/ECF System is unable to accept filing continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon, filings due that day which could not be filed solely because of such technical failure shall be due the next business day. Questions or concerns about this extension should be directed to the Clerk.
- (4) Answers to frequently asked questions regarding electronic filing are available on the Court's website.

*Revised 8/2024*

### **Committee Comments:**

August 30, 2024

The Committee vacated former sections (A) through (C) as duplicative or unnecessary in light of other Criminal Local Rules or Federal Rules of Criminal Procedure and the development of electronic filing. The Rule is retitled Electronic Filing Problems and is consistent with Civil Local Rule 5.5.

## RULE 49.6 ELECTRONIC FILING ~~PROCEDURES~~PROBLEMS

### ~~(A) Charging Documents~~

~~All charging documents (including the complaint, information, indictment, and superseding indictment) must be filed conventionally and then uploaded by the Clerk. All such documents must comply with the privacy policy set forth by these Rules.~~

### ~~(A) Pleadings and Documents Other Than Charging Documents~~

~~(7) All subsequent pleadings, including motions, applications, briefs, memoranda of law, exhibits, or other documents in a criminal case must be electronically filed on the System except as otherwise provided by these Rules.~~

~~(9) A document submitted electronically will not be considered filed for purposes of the Federal Rules of Criminal Procedure until the System-generated Notice of Electronic Filing has been sent electronically to the filing party.~~

~~(11) Emailing a document to the Clerk's Office or to the assigned judge will not constitute "filing" of the document.~~

~~(13) A document filed electronically by 11:59 p.m. central standard time will be deemed filed on that date.~~

### ~~(A)~~

~~(15) If filing a document requires leave of the Court, such as filing a reply brief, the filing party must attach the proposed document as an exhibit to a motion to file. If the Court then grants the motion to file, the Clerk will file the attached document electronically; the filing party should not do so.~~

### ~~(A) Titling Docket Entries~~

~~The party electronically filing a pleading or other document will be responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the Court.~~

### ~~(A) Filing Problems~~

#### ~~(23) Corrections~~

Once a document is submitted and becomes part of the case docket, corrections to the docket are made only by the Clerk's Office. The System will not permit the filing party to make changes to the document or docket

entry filed in error once the transaction has been accepted. The filing party should not attempt to refile a document. As soon as possible after an error is discovered, the filing party should contact the Clerk's Office with the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. The filing party will be advised if the document needs to be refiled.

(24) (B) Technical Problems

~~(-)~~ Technical Failures

~~The Clerk's Office will deem (1) Any difficulty connecting to the Central District of Illinois CM/ECF site to be subject to a System and any other technical failure on a given day if experienced should be immediately reported to the site Clerk.~~

~~(2) An e-filer whose filing is made untimely as a result of a technical failure may seek appropriate relief from the Court.~~

~~(3) If the CM/ECF System is unable to accept filings filing continuously or intermittently over the course of any period of time greater than one hour after 10 12:00 a.m. noon, filings due that day. In the event a technical failure occurs, and despite the best efforts of the filing party a document cannot which could not be filed electronically, solely because of such technical failure shall be due the next business day. Questions or concerns about this extension should be directed to the party should print (if possible) a copy Clerk.~~

~~(4) Answers to frequently asked questions regarding electronic filing are available on the Court's website.~~

Revised 8/2024

Committee Comments:

August 30, 2024

~~The Committee vacated former sections (A) through (C) as duplicative or unnecessary in light of the error message received. As soon as possible, other Criminal Local Rules or Federal Rules of Criminal Procedure and the party should file this message with a Declaration That Party Was Unable to File in a Timely Manner Due to Technical Difficulties.~~ development of electronic filing. The Rule is retitled Electronic Filing Problems and is consistent with Civil Local Rule 5.5.

~~(-)~~ Filer's Problems

~~Problems on the filer's end, such as phone line problems, problems with the filer's Internet Service Provider (ISP) or hardware or software problems, will neither constitute a technical failure nor excuse an untimely filing. If a party misses a filing deadline due to such problems, the document may be conventionally submitted, accompanied by a Declaration stating~~

~~the reason for missing the deadline and a motion for leave to file  
instantly. The motion, document and declaration must be filed  
no later than 12:00 noon of the first day on which the Court is  
open for business following the original filing deadline. The  
Court will consider the matters stated in the declaration and  
order appropriate relief.~~

## RULE 49.7 ATTACHMENTS AND EXHIBITS

(A) Size Limitations

Attachments and exhibits filed electronically must conform to the size limitations set forth on the Central District of Illinois CM/ECF login page. A courtesy copy is not required except as otherwise ordered by the presiding judge.

(B) Non-Trial Exhibits

A party may conventionally file exhibits that are not easily uploaded on CM/ECF (e.g. blueprints, video, audio). If possible, however, a filing party should scan a paper exhibit and file it electronically, in accordance with the size and scanning limitations set forth in these Rules. A party electronically submitting evidentiary materials to the Clerk's Office must attach an index listing each item of evidence then being filed and identifying the motion or pleading to which it relates.

(C) Trial Exhibits

Trial exhibits will not be scanned into the electronic record unless specifically ordered by the judge presiding over the matter.

*Revised 08/2024*

**Committee Comments:**

August 30, 2024

The Committee vacated the courtesy copy mandate in section (A). The presiding judge may order one when necessary. Revised section (B) to broaden the scope of exhibits that may be filed conventionally.

## RULE 49.7 ATTACHMENTS AND EXHIBITS

### (A) Size Limitations

Attachments and exhibits filed electronically must conform to the size limitations set forth on the Central District of Illinois CM/ECF login page. ~~If attachments or exhibits are longer than 30 pages, a Courtesy paper~~ A courtesy copy ~~will be provided~~ is not required except as otherwise ordered by the presiding ~~judge's chambers~~ judge.

### (B) Non-Trial Exhibits

A party may conventionally file exhibits that are not ~~readily available in electronic~~ form ~~easily uploaded on CM/ECF~~ (e.g. blueprints, ~~large maps~~ video, audio). If possible, however, a filing party should scan a paper exhibit and file it electronically, in accordance with the size and scanning limitations set forth in these Rules. A party electronically submitting evidentiary materials to the Clerk's Office must attach an index listing each item of evidence then being filed and identifying the motion or pleading to which it relates.

### (C) Trial Exhibits

Trial exhibits will not be scanned into the electronic record unless specifically ordered by the judge presiding over the matter.

*Revised ~~03/2014~~08/2024*

### Committee Comments:

August 30, 2024

The Committee vacated the courtesy copy mandate in section (A). The presiding judge may order one when necessary. Revised section (B) to broaden the scope of exhibits that may be filed conventionally.