UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

ADMINISTRATIVE ORDER 2004-39

FILED by cw D.C.
OCT 15 2004
CLARENCE MADDOX
CLERK U.S. DIST. CT.
S.D. OF FLA. - MIAMI

IN RE:

ELECTRONIC CASE RECORDS

_____/

This Court currently maintains an official paper record in all cases. Since 1996, the Court has also maintained a parallel electronic record which largely duplicates the aforementioned official paper record. With the advances in technologies over the last decade, the advent of electronic filing, and this District's long experience in creating and maintaining a parallel electronic record, the process of maintaining the paper record has become redundant and the allocation of resources to continue the process inordinately expensive. It is thus herein

ORDERED that, effective October 28, 2004, the official record of the Court shall be the electronic file and, where practicable, documents shall be maintained on the Court's servers. This shall include documents filed with the Court in electronic form as well as documents filed in paper form and converted to an electronic image by the Clerk's Office. It is further

ORDERED that the Clerk's Office cease maintaining as part of the paper case file any case documents filed after October 27, 2004, except as otherwise provided below:

1. Transcripts prepared and filed with the Clerk by Southern District of Florida court reporters shall not be scanned, and shall be maintained as a paper supplement to the electronic

record;

2. Sealed filings shall not become part of the publicly-accessible electronic record;

3. Exhibits or attachments that are voluminous and contain materials that may be difficult to convert to an electronic image (e.g., two-sided copy or irregularly sized paper) may, at the discretion of the Clerk, be maintained as a paper supplement to the electronic record.

4. Handwritten documents filed by *pro se* litigants, the legibility of which would be compromised by conversion may, at the discretion of the Clerk, be maintained in a paper supplement to the electronic record.

5. Administrative records that are voluminous and contain materials that may be difficult to convert to an electronic record may, at the discretion of the Clerk, be maintained as a paper supplement to the electronic record.

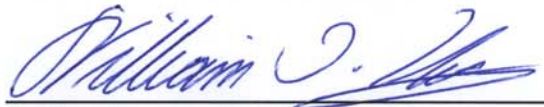
6. State Court records submitted in connection with habeas corpus cases pursuant to 28 U.S.C. § 2254 that are voluminous and contain materials that may be difficult to convert to an electronic record may, at the discretion of the Clerk, be maintained as a paper supplement to the electronic record.

7. Non-documentary or otherwise inconvertible exhibits which are introduced at any proceeding before this Court and thereafter become admitted as part of the public record shall be maintained in their original form by the Clerk until case

closing, or, if an appeal is taken, until the conclusion of the appeal, at which time they will be returned to the filer.

It is further **ORDERED** that all paper documents received and converted to an electronic image be maintained on site in original form, indexed by date of entry on this Court's docket, by the Clerk of Court for at least 90 days, after which such documents shall be sent to the Federal Records Center for archiving.

DONE AND ORDERED in Chambers at Fort Lauderdale, Broward County, Florida, this 14th day of October 2004.



WILLIAM J. ZLOCH
CHIEF UNITED STATES DISTRICT JUDGE

c: Chief Judge J. L. Edmonson, Eleventh Circuit
All Southern District Judges
All Southern District Magistrate Judges
United States Attorney
Federal Public Defender
Chief Pretrial Services Officer
Clarence Maddox, Court Administrator • Clerk of Court
Library