

FILED       LODGED  
 RECEIVED    COPY  
  
DECEMBER 26, 2023  
  
CLERK US DISTRICT COURT  
DISTRICT OF ARIZONA  
  
BY s/M. Everette DEPUTY

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA

In the matter of:  
  
ELECTRONIC SUBMISSION OF  
DOCUMENTS BY PRISONERS  
*Amended on 12/26/2023 to include Lewis  
Complex and Winslow Complex*  
  
**SUPERSEDES GENERAL ORDER 14-17**

**GENERAL ORDER 23-19**

The United States District Court for the District of Arizona and the Arizona Department of Corrections, Rehabilitation & Reentry (ADCRR) began a prison electronic filing (e-filing) pilot project on May 1, 2012, for a period of one year.<sup>1</sup> The pilot project was intended to increase the efficiency and reduce the cost of processing prisoner filings. The pilot project was extended and expanded to a second ADCRR Complex in August 2014.<sup>2</sup>

The Court and ADCRR have agreed to make permanent the existing pilot program and expand it to include the following ADCRR Complexes and Private Facilities: Douglas Complex; Eyman Complex; Lewis Complex; Perryville Complex; Phoenix Complex; Safford Complex; Tucson Complex; Winslow Complex; Yuma Complex; Central Arizona Correctional Facility; Florence West; Kingman; La Palma; Marana; Phoenix West; and

---

<sup>1</sup> For the initial pilot program, the Court provided five digital senders for use in five units in ADCRR’s Eyman Complex: Cook, Meadows, Rynning, Browning, and SMU I. The Court retains ownership of the digital senders.

<sup>2</sup> The pilot program expanded to six units in ADCRR’s Lewis Complex: Bachman, Barchey, Buckley, Morey, Rast, and Stiner. For the Lewis Units, ADCRR provided its own scanning equipment.

1 Red Rock Correctional Center. Its use is mandatory for all unsealed cases filed in the  
2 District of Arizona.<sup>3</sup>

3 ADCRR must give at least fourteen (14) days' notice to the Court and to prisoners  
4 before beginning e-filing in any of the additional complexes listed in this General Order.  
5 This will provide the Court sufficient time to make necessary adjustments to its Electronic  
6 Case Filing system and inform prisoners about the transition to mandatory e-filing.

7 ADCRR will provide scanning equipment for use in each complex or facility. Each  
8 complex or facility's staff will scan to PDF and, after quality review, email to the Court all  
9 documents presented by prisoners for filing with the Court. The original documents will  
10 be returned to the prisoner. All documents submitted for filing by prisoners must be  
11 emailed to the Court in a PDF format.

12 The Court will receive and file the prisoners' documents electronically. After  
13 service of the prisoner's complaint or petition and appearance by an opposing party,  
14 transmission of the Notice of Electronic Filing (NEF) to opposing parties who are  
15 Electronic Case Filing Registered Users constitutes service of the hyperlinked document  
16 for purposes of Rule 5(b)(2)(E) of the Federal Rules of Civil Procedure. The Clerk of  
17 Court will mail a copy of the prisoner's electronically filed document(s) to Nonregistered  
18 ECF Users. Prisoners filing under this Program are not required to submit courtesy copies  
19 to the Court pursuant to Local Rule of Civil Procedure 5.4.

20 Each ADCRR Complex Unit must establish an email address for receipt of NEFs  
21 for documents filed electronically. Prison staff in each unit will print the NEFs,  
22 hyperlinked orders, and other documents filed by the Court. Receipt by the prisoner of  
23 copies of the NEFs, hyperlinked orders, and other hyperlinked documents constitutes  
24 service of the document on the prisoner. If the prisoner refuses delivery or is not currently  
25 at the designated Complex Unit, staff will indicate the reason for non-delivery on the NEF  
26 and email it to the Court for notation on the docket.

---

27 <sup>3</sup> Sealed cases are exempt from this program.  
28

