

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND**

E-FILING PROCEDURES FOR PRO SE PRISONER CASES

Applicable to the following prisoner cases: §1983, Bivens, mandamus, 2254, 2241, and other civil actions filed by pro se prisoners, which are filed on or after April 1, 2005 or which are pending on April 1, 2005 unless exempted by the presiding judge.¹

- Attorneys e-file following rules applicable to civil cases with the understanding that if a particular exhibit is not legible when scanned they may file it in paper format.
- Attorneys must serve a paper copy on the prisoner. The paper copy must be identical to e-filed version, i.e. printed from the PDF version.
- Prisoners file in paper format. They must serve paper copy on counsel for defendant(s). For purposes of computing response deadlines to documents filed by prisoners, it is the date the prisoner serves the document by placing it in the mail which constitutes the date of service, not the date the document is e-filed by court staff.
- The clerk's office scans prisoner filings. The scanned version is the official court record.
- The clerk's office mails paper copies of orders to prisoners. It does not mail paper copies to counsel.
- Letters, orders and other documents which are sent directly to prison staff, i.e., orders for account statements, IFP orders, litigation coordinator letters are filed electronically by the court. The clerk's office mails paper copy to prison staff.
- The clerk's office scans paper documents submitted by prison staff, i.e. account statements, correspondence re service, etc.
- No paperless orders will be entered in prisoner cases. If a paperless order is mistakenly entered, the clerk's office will generate an order, attach a PDF version to the docket entry and mail a paper copy to the prisoner.
- USM 285 forms, certified mail receipts and other service related documents will be scanned. The originals will be maintained in the chambers file.
- Copies of receipts for partial filing fees will not be scanned. The information is entered into the CM/ECF system and the receipt maintained in the chambers file.

¹§ 2255 motions are exempt.