

UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS

STANDING ORDER RE: ELECTRONIC CASE FILING
IN CASES BEFORE MORRIS E. LASKER, U.S.D.J.

It is hereby ordered:

As of December 22, 2003, documents filed in all cases in my session may be filed electronically, so long as the filing party complies with the applicable Federal Rules of Criminal Procedure or Civil Procedure (as the case may be), the Local Rules of United States District Court for the District of Massachusetts, and the rules and procedures outlined in the Electronic Case Filing Administrative Procedures Pamphlet and the Electronic Case Filing ("ECF") User's Manual. Even if electronic filing is used, unless otherwise ordered, the filing party must also file in the Clerk's Office, a paper, courtesy copy of any electronic document. **One**, and only **one**, courtesy copy of each such document must be stamped or otherwise prominently marked as follows: "**COURTESY COPY – DO NOT SCAN,**" and must be delivered to the Clerk's Office within three (3) business days of the electronic filing.

Dated: December 22, 2003
Boston, Massachusetts _____ /s/ Morris E. Lasker

U.S.D.J.