

UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS

STANDING ORDER RE: ELECTRONIC CASE FILING  
IN CASES BEFORE ROBERT E. KEETON, SENIOR U.S.D.J.

After October 1, 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, however, unless otherwise ordered, the filing party must also deliver to the clerk’s office, by mail or otherwise, a paper courtesy copy of any electronic document relating to any motion of the following kinds: a dispositive motion, a motion to suppress, a motion for preliminary relief (including a motion for an attachment of real or personal property), a motion regarding discovery, and a motion regarding construction of claims in a patent case. The courtesy copy of each such motion 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 business days of the electronic filing.

In any case of an electronic filing in which a party seeks leave of court to file a document or to amend a document previously filed, the party must attach electronically to the motion seeking leave a copy of the document that the party proposes to file. That document must be marked “Proposed [document designation].” If leave to file the document is granted, the party proposing the document must then file the original of that document (which may be done electronically), indicating in the caption of the document that leave has been granted.

SO ORDERED.

/s/ ROBERT E. KEETON  
Senior United States District Judge

DATED: September 18, 2003