

UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS

STANDING ORDER RE: ELECTRONIC CASE FILING  
IN CHIEF JUDGE YOUNG'S SESSION

A. **Overview.** In **all** cases, the Court is now communicating electronically with all litigants represented by attorneys who have registered for ECF. It is time now for the bar reasonably to move to electronic case filing with the Court. To that end, this standing order requires a reasonably phased-in shift to electronic case filing.

B. **Specific Electronic Filing Procedures in Chief Judge Young's Session.** Pursuant to the phase-in schedule announced below, all documents thereafter filed in any case, civil or criminal, shall be filed electronically by **local counsel** who are ECF registered users, 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.

C. **Phase-in Schedule.** On and after the dates set forth below, **all** counsel to whom the schedule applies **shall** file electronically.

1. **April 1, 2004.** The Office of the United States Attorney, District of Massachusetts.

2. **May 1, 2004.** The Office of the Attorney General, Commonwealth of Massachusetts, the Office of the Federal Public Defender, and all law firms of 100 or more attorneys.

3. **June 1, 2004.** All attorneys.

D. **Sanction.** The Court may deem waived the relief sought in any pleading required to be filed electronically which is not so filed.

E. **Courtesy Copies.** In all cases where electronic filing is required, the filing party must, within three business days of the electronic filing, also deliver to the clerk's office a paper courtesy copy of any electronic document constituting, supporting, or opposing a substantive motion, a motion for class certification, or a proceeding for the construction of claims in a patent case.<sup>1</sup> The courtesy copy of each such document must be stamped or otherwise prominently marked as follows: "**Courtesy copy -- Do Not Scan.**"

For Chief Judge Young's Session,

March 3, 2004

S/William G. Young  
WILLIAM G. YOUNG  
CHIEF JUDGE

**NOTE:** Briefs with hyperlinks to source materials are welcome.

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<sup>1</sup> For purposes of this order, the term "substantive motion" includes a motion to dismiss, a motion for summary judgment, a motion to suppress, a motion for preliminary relief (including a motion for an attachment of real or personal property), and a motion for judgment on the pleadings.