

**IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF MISSOURI**

PROCEDURES FOR THE PRISONER ELECTRONIC FILING PROGRAM

The United States District Court for the Western District of Missouri (the Court) and the Missouri Department of Corrections (MDOC) have agreed to participate in an electronic filing program at certain correctional facilities in the State of Missouri. The electronic filing program is designed to reduce the cost of processing court filings made by prisoners in civil rights and habeas corpus cases brought pursuant to 42 U.S.C. § 1983, 28 U.S.C. §§ 1331, 2241, 2254, or 2255, and any other type of case filed in the Court. The details of this program are outlined below.

1. MDOC staff at the Correctional Centers will scan ALL prisoner filings into a preprogrammed digital sender which converts the filing to .pdf format and emails the document directly to the Court. The Court will have a dedicated e-mail address for such filings. Prisoners are required to pay for photocopies according to MDOC policies and procedures.

2. MDOC staff will e-mail the .pdf documents to the Court, as well as send the original pleading, with the “SCANNED” stamp affixed on the document, via the United States Postal Service, to the Court. The prisoners are required to provide an envelope and sufficient postage with their filing or to reimburse the MDOC for the cost of the envelope and sufficient postage according to applicable policies and procedures.

3. The Court will e-file the prisoner's documents into the Case Management Electronic Case Filing (CM/ECF) system upon receipt and review of the document. For any document that is not a complaint (which requires service of process), the Court will recognize the Notice of Electronic Filing generated by the Court's electronic case filing system as the official service upon and notice to the other parties, if counsel for the other parties are registered in the Court's electronic case filing system. If a party to the case is not registered, the Clerk of the Court will mail a copy of the prisoner plaintiff's e-filed documents to each non-registered party on behalf of the prisoner, via the United States Postal Service.

4. Once a merit review or preliminary review of the case has been conducted by the Court, the Clerk of the Court will produce the necessary copies of the complaint to accomplish service of process upon the defendants, if necessary.

5. The Correctional Center will establish an e-mail address by which correctional staff at each participating facility can be included in the Notices of Electronic Filing which issues when a document has been filed electronically. Correctional staff will use the hyperlink for a free download in the Notice of Electronic Filing to print any e-filed Court Order and provide it to the prisoner through the institutional mail.

6. The defendants and any other non-prisoner party shall mail to the prisoner plaintiff, via the United States Postal Service, a copy of any document filed.

7. Each prisoner will notify the Court when he/she is no longer located at the institution that participates in the electronic filing program, and the prisoner is responsible for keeping the Court informed of any change of his address to ensure that the prisoner receives a copy of any Court Order filed in a case.

September 16, 2013