

**UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE**

**ORDER ALLOWING PRO SE LITIGANTS AND
ATTORNEYS TO FILE DOCUMENTS BY EMAIL
DUE TO THE EXIGENT CIRCUMSTANCES
CREATED BY COVID-19**

**ADM-1
ORDER 20-11**

ADMINISTRATIVE ORDER

Due to the recent outbreak of Coronavirus Disease 2019 (COVID-19), and for the reasons more fully stated in ADM-1, 20-5, attorneys and pro se litigants may have problems submitting paper filings by using the United States Postal Service or the court's outside filing depository behind the Cleveland Federal Building.

Pursuant to LR 1.3(b), the court may excuse compliance with its local rules whenever justice so requires. See also Appendix A Supplemental Rules for Electronic Case Filing 1.2(a) ("The court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the court."). Due to the challenges presented to the public by COVID-19, the court finds that justice requires it deviate from the normal filing procedures set forth in the local rules and Supplemental Rules for Electronic Case Filing. This order shall take effect immediately and will be vacated once the public health concerns caused by COVID-19 allow the court to resume normal operations.

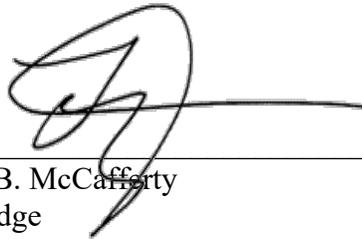
1. Pursuant to LR 5.1(e), the court authorizes the submission of paper filings, also known as "conventionally filed documents" under AP 1.1(d), by email.
 - a. Emails shall be sent to the following address: ecfintake@nhd.uscourts.gov
 - b. Documents submitted by email shall be in Portable Document Format (PDF). Information about converting documents to PDF is available [here](#).
 - c. The Court will not read, consider, or respond to any text in the email itself and will only upload the attached PDF files to the case docket.
2. All filings must comply with the formatting requirements found in the [Local and Federal Rules](#). See, e.g., LR 5.1; AP 2.3 & 2.5.
3. Signatures may be added electronically to pleadings submitted by email in the format: */s/ Full Name*.
4. Unless a filer is authorized to file document electronically using the court's Electronic Case Filing (ECF) system, all case initiating documents (e.g. complaints, petitions) and all notices of appeal still must be filed in paper (as outlined in paragraph 7) with either the required filing fee or a motion to proceed in forma pauperis.

5. Filings submitted by email to the court must still be conventionally served on all counsel or pro se parties to a case as required by Fed. R. Civ. P. 5 and Fed. R. Crim. P. 49.
6. A non-incarcerated pro se litigant in a pending case may apply to the court for permission to file documents electronically using the court's ECF system by completing the motion form available at [Pro Se ECF Login Motion](#).
7. Paper filings may also continue to be submitted by using the outside filing depository behind the Cleveland Federal Building or by United States mail sent to:

Office of the Clerk of Court
United States District Court for the District of New Hampshire
Warren B. Rudman United States Courthouse
55 Pleasant St – Room 110
Concord, NH 03301-3941

SO ORDERED.

Date: March 27, 2020



Landya B. McCafferty
Chief Judge