

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

**ORDER SETTING PROCEDURE FOR  
DESTRUCTION OF DOCUMENTS SCANNED  
AND UPLOADED INTO ECF**

**ADM-1  
ORDER 14-8**

ORDER

Effective January 1, 2015, the following procedure shall apply to documents filed with the court in paper:

(1) Original documents filed in paper form with the court will be scanned and uploaded into the court's electronic filing system unless the document's size or nature require that it be kept in paper form.

(2) The clerk's office shall verify and quality control check all paper documents that are scanned and uploaded into the court's electronic filing system. Unless otherwise required by statute, rule or order, said paper documents will be destroyed one year after the date of filing.

(3) Any party who desires to have an original paper document returned after it has been scanned and uploaded into the court's electronic filing system, or to have the court retain such document in paper form notwithstanding this policy may, before filing said document, move the court for such relief.

(4) Original documents filed in paper form prior to January 1, 2015, shall be subject to this policy. Any party who desires to have an original paper document filed prior to January 1, 2015 that has not yet been destroyed returned to the filing party or retained by the court, may move the court for such relief.

SO ORDERED.

Date: \_\_\_\_\_

12/24/14

\_\_\_\_\_  
Joseph N. Laplante  
Chief Judge