

FILED
RICHARD W. NAGEL
CLERK OF COURT

IN THE UNITED STATES DISTRICT COURT 2022 JAN 26 AM 11:30
FOR THE SOUTHERN DISTRICT OF OHIO

U.S. DISTRICT COURT
SOUTHERN DIST. OHIO
EAST DIV. COLUMBUS

In Re: :
: **GENERAL ORDER 22-03**
COMPLIANCE WITH S. D. OHIO :
CIV. R. 5.1(c) :

S. D. Ohio Civ. R. Rule 5.1 (c) provides in part,

“Except as provided herein or unless otherwise authorized by a Judge, all documents shall be filed electronically as a text searchable PDF using the ECF system except that documents filed by *pro se* litigants may be filed on paper.”

A persistent issue exists with documents that are not text searchable being filed in CM/ECF. To address this problem, it is hereby ORDERED as follows:

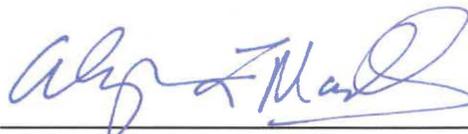
1. When the Clerk’s Office conducts the quality control of an attorney-filed entry, the Clerk shall examine the document to determine whether it is text searchable. If the document is found not in compliance with S. D. Ohio Civ. R. Rule 5.1 (c), the Clerk shall file a notice of non-compliance. (Attached hereto and made a part hereof as Exhibit A.) The notice will instruct the attorney to refile the document as a text searchable document within 24-hours or the document will be stricken by the Court for non-compliance and/or other actions taken as deemed appropriate by a judge.
2. After the 24-hours has expired, if the document has not been refiled, the Clerk shall notify the presiding and referral judges by email of the non-compliance, including the case number, the docket number of the document that is not compliant, the docket number of the clerk’s notice, and the deadline by which the attorney was to refile the document.

3. The judge shall review the document for non-compliance and issue a final order of non-compliance (attached hereto and made a part hereof as Exhibit B), setting a 24-hour deadline to refile the document as a text searchable document or risk the document being stricken without the ability to refile the document in the future and/or other actions deemed appropriate by the judge.

4. Pro se litigants may still file on paper (except for those in correctional facilities to which the Court has furnished a scanner for electronic filing). When *pro se* filings are typewritten, the Court has the capacity to make them text searchable and therefore more useful to Court users.

IT IS SO ORDERED.

DATED: January 26, 2022



**ALGENON L. MARBLEY
CHIEF UNITED STATES DISTRICT JUDGE**

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF OHIO
EASTERN DIVISION

Plaintiff Name,	:	
	:	
Plaintiff,	:	Case No. #:#-cv-####
	:	
v.	:	Judge Name
	:	
Defendant Name,	:	Magistrate Judge Name
	:	
Defendants.	:	

CLERK'S NOTICE OF NON-COMPLIANCE WITH S. D. OHIO CIV. R. RULE 5.1 (c)

S. D. Ohio Civ. R. Rule 5.1 (c) provides, "Except as provided herein or unless authorized by a judge, all documents shall be filed electronically as a searchable text PDF ..."

The Clerk's Office has reviewed your filing, docket number [] and it appears that your document is not text searchable and therefore is not in compliance with S. D. Ohio Civ. R. Rule 5.1 (c). You shall refile your document as a text searchable document, linking the document back to the original filing within 24-hours. Failure to do so could result in your filing being stricken from the docket and/or other actions deemed appropriate by the Judicial Officer assigned to this case.

If you are unable to refile your document by the deadline, or you believe that your original document is text searchable, you may file a motion in this case requesting an extension of time to file the document or to request an additional review of the document in question. Alternatively, you may call a Clerk's Office for any inquiries you may have about correcting the issue.

Date

Deputy Clerk

IN THE UNITED STATES DISTRICT COURT
 FOR THE SOUTHERN DISTRICT OF OHIO
 EASTERN DIVISION

Plaintiff Name,	:	
	:	
Plaintiff,	:	Case No. #:##-cv-####
	:	
v.	:	Judge Name
	:	
Defendant Name,	:	Magistrate Judge Name
	:	
Defendants.	:	

ORDER REGARDING NON-COMPLIANCE WITH S. D. Ohio Civ. R. RULE 5.1 (c)

This matter is before the Court pursuant to the Clerk’s Office notice of non-compliance with S. D. Ohio Civ. R. Rule 5.1 (c) filed on [DATE]. After further review, the Court finds that the document is not in compliance WITH S. D. Ohio Civ. R. Rule 5.1 (c) and hereby Orders the refileing of document number [#] with 24-hours as a text searchable document. The document shall be linked back to the original filing. Failure to comply with this Order could result in the document being permanently stricken from the docket and/or other appropriate actions, including sanctions.

If you are unable to refile your document by the deadline, or you believe the original document is text searchable, you may file a motion in this case requesting an extension of time to file the document or to request an additional review of the document in question. Alternatively, you may call a Clerk's Office for any inquiries you may have about correcting the issue.

 Date

 JUDGE NAME
 United States District Court