

## **Judiciary Policy**

On May 24, 2006, former Administrative Office Director, Leonidas Ralph Mecham, issued a [memorandum](#) addressing the disposal of paper documents. The memorandum authorizes the immediate disposal of paper records scanned into CM/ECF after verification and quality control checks, and only if such destruction is not prohibited by local rule.

## **Local Policy**

Pursuant to [Local Rule 5.1](#), documents may be filed, signed and verified by electronic means to the extent and in the manner authorized by the CM/ECF Administrative Manual. A document filed by electronic means in compliance with this Local Rule constitutes a written paper for the purposes of these Local Rules, the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

Pursuant to the CM/ECF Administrative Manual, the Clerk's office will discard all documents brought to the Clerk's office for filing after those documents are scanned and uploaded to CM/ECF in accordance with the Clerk's document retention policy, unless otherwise provided in these procedures, or the filing party arranges to promptly pick up the documents.

## **General Guidelines**

Civil, Criminal and Civil Miscellaneous Documents will be scanned and uploaded to CM/ECF. The original documents will be disposed after the quality control review has been performed.

Sealed Criminal Miscellaneous Documents will be scanned and uploaded to CM/ECF under seal. Except for wiretap recordings and documents, the originals will be disposed after the quality control review has been performed.

- Wiretap Material: Court-ordered wiretap recordings made pursuant to 18 U.S.C. § 2518, as well as the applications and orders related to those recordings, shall be maintained for a minimum of 10 years and recordings shall not be destroyed except upon an order of the issuing or denying judge. See [Volume 10, Section 650](#) of the Guide to Judiciary Policy for further information on destruction of court-ordered wiretaps.

Grand Jury Indictments: Indictments will be uploaded to the CM/ECF system. All grand jury documents will be uploaded with a grand jury case type. All such case types will be restricted to court users only.

**\*\*\*All documents uploaded to CM/ECF will be verified before disposal\*\*\***