

**UNITED STATES DISTRICT COURT**  
**EASTERN DISTRICT OF TENNESSEE**  
**OFFICE OF THE CLERK**  
800 Market Street, Suite 130  
Knoxville, Tennessee 37902  
(865) 545-4228

**DEBRA C. POPLIN**  
Clerk of the Court

**JOHN L. MEDEARIS**  
Chief Deputy Clerk

**NOTICE**

Pursuant to 28 U.S.C. § 2071(b), the Clerk of the Court hereby gives notice of and an opportunity for comment regarding the Court's proposal to amend its Electronic Case Filing Rules and Procedures as shown on the attached "redline" version.

Comments should be directed in writing to Debra C. Poplin, Clerk of Court, by June 10, 2016, at the above address.

4.5.1 Criminal Complaints. The original complaint signed by the agent and the magistrate judge shall be submitted to the Clerk's Office which will scan and file the electronic copy in CM/ECF. The original will be ~~retained by the Clerk's Office~~transferred to the United States Attorney's Office.

4.5.2 Informations. The original information signed by the U.S. Attorney will be submitted to the Clerk's Office which will scan and file the electronic copy in CM/ECF. The original will be ~~retained by the Clerk's Office~~transferred to the United States Attorney's Office.

4.6 Indictments. The original indictment signed by the foreperson will be scanned by the Clerk's Office with the jury foreperson's signature redacted and filed in CM/ECF as a public document. The original, unredacted indictment will be scanned and filed in CM/ECF under seal, and the electronic copy will be filed in CM/ECF. ~~The original indictment shall be retained in the files of the Court~~will be transferred to the United States Attorney's Office.

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## 6. Signatures

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Electronically filed documents shall set forth the Filing User's name, address, telephone number and Board of Professional Responsibility registration number. In addition, in the space where the attorney's signature would normally appear, the Filing User's name shall be typed ~~in the space where the signature would otherwise appear~~ preceded by the symbol "s/" or a scanned image of the Filing User's name shall be inserted.

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12.1 Sealed Cases. All documents in sealed cases shall be filed in paper form ~~and shall be accompanied by a disk or CD-ROM containing the document in PDF format.~~ Except as otherwise provided by statute, rule, or order, Only-only court personnel will have access to documents in sealed cases. A notice of electronic filing will not be sent on documents filed in sealed cases. Service must be made in some other manner allowed under the *Federal Rules of Civil Procedure* or *Federal Rules of Criminal Procedure*.

12.2 Sealed Documents.

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Except as otherwise provided by statute, rule, or order, Only-only court personnel will have access to sealed documents. Unless otherwise directed by the Court, docket entries for sealed documents will appear on the publicly viewable docket report, but the document will not be viewable to the public. A notice of electronic filing will be sent upon the filing of a sealed document. However, non-court users will not be able to access the document. Accordingly, service of proposed sealed documents and memoranda in support of motions to seal must be made in some other manner allowed under the *Federal Rules of Civil Procedure* or *Federal Rules of Criminal Procedure*.