

**Rule 3 - 2.02 Forms to be Filed in Civil Cases.**

**(A) Forms.**

Every complaint or other document commencing a civil case shall be accompanied by a completed Civil Cover Sheet, an Original Filing Form and a Disclosure of Organizational Interests Certificate. These required documents must be filed in the form provided by and available from the Clerk of Court.

**(B) Summons or Waiver.**

Except when plaintiff seeks leave to proceed in forma pauperis, the plaintiff shall provide at the time a complaint is submitted for filing a completed summons **accompanied by a Notice of Process Server form (if service is to be effected by summons on a defendant who is not a federal government agency)**, or request for waiver of service for each defendant pursuant to Fed.R.Civ.P. 4 Upon the filing of a complaint, process shall issue under the Clerk's signature and seal, or requests for waivers shall be returned to plaintiff for mailing.

**Rule 11 - 2.11 Signatures on Electronic Filings.**

**An authorized filing made through a person's electronic filing account, together with the person's name on a signature block, constitutes the person's signature** ~~The use of an attorney's electronic filing login and password to file a pleading, motion, memorandum or other document constitutes the signature of that attorney on that document for all purposes, including Fed.R.Civ.P. 11.~~

**Rule 5 - 2.12 Service in Electronic Cases.**

**(A) Service of Public Papers.**

Service of **public** papers on other parties as required by Fed.R.Civ.P. 5, and service by the Court of notice of entry of an order or judgment as required by Fed.R.Civ.P. 77, may be made by means of the Court's Notice of Electronic Filing where the person so served has consented in writing to service by such means. See Fed.R.Civ.P. 5(b)(2)(~~D~~) and 5(b)(3) (**E**). An attorney's registration for electronic case filing constitutes written consent to such service. ~~Where applicable, a certificate of service shall reflect that service was made by means of the Notice of Electronic Filing.~~ **No certificate of service is required when a public paper is served by filing it with the Court's electronic filing system.** Service pursuant to Fed.R.Civ.P. 4 may not be effected by electronic means.

**(B) Service of Papers Filed Under Seal.**

**An attorney filing a paper under seal must serve opposing counsel and any unrepresented parties by means other than the Court's electronic filing system, as no service of sealed filings occurs via the Court's electronic filing system. The sealed paper shall include a certificate of service reflecting the means by which service was made.**