



NOTICE OF REVISION TO ADMINISTRATIVE PROCEDURES FOR ELECTRONIC CASE FILING

The United States District Court for the District of Vermont announces two changes to the Administrative Procedures for Electronic Case Filing which appears on the court's website.

The first revision is the elimination of Subsection (G)(5) which previously read as follows:

Service by electronic means shall be treated the same as service by mail for the purpose of adding three (3) days to the prescribed period to respond.

This provision was originally drafted in order to be consistent with F.R.Civ.P. 6(d) which provided a three day grace period for responses to ECF filings. This provision was eliminated in the 2016 amendments for electronic filing. It remains in place for other forms of service. The Advisory Committee Notes explain in detail how concerns about potential delays in electronic filing have been alleviated by improvements in technology and better skill in using electronic transmission.

It is necessary to eliminate the three-day grace period in order to bring our Administrative Procedures into compliance with Rule 6(d).

The second revision concerns the electronic filing of attachments to motions such as the exhibits submitted in support of a motion for summary judgment. Most lawyers do not provide an index or table of contents even for voluminous exhibits. The consequence is that the judges and court staff devote a significant amount of time to opening multiple attachments in search of a particular exhibit.

The court has amended Subsection (L)(1) to include the following sentence:

If the number of attachments exceeds five (5), the party filing the attachments shall include a separate index describing each exhibit. This index shall be the first attachment.

The Administrative Procedures for Electronic Case filing can be viewed on the court's website at: <http://www.vtd.uscourts.gov/sites/vtd/files/Administrative%20Procedures.pdf>

**GEOFFREY W. CRAWFORD
CHIEF JUDGE**

**JEFFREY S. EATON
CLERK OF COURT**