

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO**

)	CASE NO.
)	
Plaintiff(s),)	JUDGE JAMES S. GWIN
)	
vs.)	<u>ORDER</u>
)	
)	
)	
Defendant(s).)	

Counsel in this action have confirmed their willingness and ability to file documents electronically using the Court's electronic filing system. Accordingly, I hereby order that this action be entered into the electronic filing system and that all further documents, notices and orders in this matter be filed electronically rather than on paper, except as provided for in the Electronic Filing Policies and Procedures Manual which shall accompany this Order. The Manual governs electronic filing in the Northern District of Ohio and also provides helpful information on system requirements and usage.

If it has not already been done, Attorney Registration Forms should be completed by counsel and returned to the Clerk of Court as soon as possible so that attorney user accounts can be established. An Attorney Registration Form is in the Policies and Procedures Manual. As soon as accounts are established, counsel will be provided with user identification names and passwords which will permit access to the electronic filing system and which shall serve as signatures for all documents filed electronically. Upon receipt of the identification names and passwords, counsel should verify their

ability to file and retrieve documents electronically using the Court's test system. Test case numbers 97-5001 through 97-5025 have been established for this purpose. Counsel are encouraged to experiment extensively with the test system prior to filing or retrieving documents from the live system.

Both the live and test systems can be accessed at:

<http://ecf.ohnd.uscourts.gov>

The Clerk's Office has established an Electronic Filing Help Desk at 1-800-355-8498 to answer questions and provide assistance should difficulties arise.

The Clerk's Office is hereby instructed to enter this action into the electronic filing system. Documents previously filed in this action shall be scanned by the Clerk's Office and made available for electronic retrieval.

IT IS SO ORDERED.

/s/ James S. Gwin _____
HONORABLE JAMES S. GWIN
UNITED STATES DISTRICT JUDGE

attachment (Electronic Filing Policy & Procedures Manual)