

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN AND WESTERN DISTRICTS OF KENTUCKY**

**IN RE:           ELECTRONIC CASE FILING  
                  ADMINISTRATIVE POLICIES AND PROCEDURES**

**JOINT GENERAL ORDER NUMBER: 04-02**

**ORDER**

The Courts for the Eastern and Western Districts of Kentucky have established Electronic Case Filing systems, referred to in this ORDER as “ECF”. ECF is designed to capitalize on the use of automated technology in the administration of justice by promoting cost savings, more efficient maintenance of court records and improved public access to case file information.

This Order details the policies and procedures to be followed by parties participating in ECF, and is intended to be applied and interpreted in connection with the court’s ECF User Manual. The Court’s User Manual is available through the Courts’ web sites at [www.kywd.uscourts.gov](http://www.kywd.uscourts.gov), and [www.kyed.uscourts.gov](http://www.kyed.uscourts.gov), or can be obtained from any Division of the Court.

The Court being satisfied that these procedures, read in conjunction with the Electronic Case Filing User Manual, are consistent with the policies of the Judicial Conference of the United States, the Joint Local Rules for the Eastern and Western Districts of Kentucky, and all applicable Federal Rules of Civil and Criminal Procedures,

**IT IS HEREBY ORDERED:**

1. The court adopts and incorporates the attached Electronic Case Filing Administrative Policies and Procedures into this Order by reference and directs that they be applied and interpreted in connection with the court’s ECF User Manual.

2. The clerk of court will amend the User Manual from time to time as appropriate.
3. The clerk of court will make this Order, the Administrative Policies and Procedures and the User Manual available to the bar and public at all divisions of the court and on the courts' public web sites.
4. This Order supersedes the Eastern District's General Order signed and filed on October 29, 2004 In Re: Restriction of Remote Access to Certain Civil Cases and Restriction of Remote Public Access to Exhibits filed with a Notice of Filing Restricted Exhibits.

Dated this 13<sup>th</sup> day of April, 2004.

  
KARL S. FORESTER, CHIEF JUDGE  
UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF KENTUCKY

  
JOHN G. HEYBURN II, CHIEF JUDGE  
UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF KENTUCKY

