

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: March 18, 2016

SUBJECT: Director's Instruction # 313 , U. S. District Court - Arizona District General Order #14-17 - (SUPERSEDES GENERAL ORDER 14-14) Electronic Submission of Prisoner Documents Pilot Project –ASPC-Eyman Complex and ASPC Lewis Only

This Director's Instruction is effective immediately and supersedes DI 313 dated September 4, 2014. This Director's Instruction will remain in effect until termination of the E-Filing Pilot Program Project.

PURPOSE:

At the invitation of the U.S. District Court-Arizona District, this facility has agreed to extend the one-year pilot project which affects the manner in which court filings with the Federal courts will be transmitted to the Court by offenders housed at this facility.

PROCEDURE:

Participation in the e-filing project is limited to offenders transmitting court filings to the U.S. District Court of Arizona while they are housed at this facility. Any inmate who transfers out of ASPC-Eyman or ASPC-Lewis will resume submission of correspondence and court filings by mail.

- 1.1 Participation in this pilot project is **not voluntary**. All court filing to the U.S. District Court-Arizona District must be transmitted through this pilot project.
- 1.2 You must present your original signed court filing to the Librarian to be scanned.
- 1.3 Court filings will be scanned and e-mailed to the Court by the Librarian. The librarian and/or Designated Staff will return your original copy of your scanned court filing and provide you with a confirmation from the court that the filing was received. This will confirm the date and time your document was e-filed by the Clerk of Court.
- 1.4 After the filing is received from the courts, the judge will review the case. Once completed the Clerk of Court will email the Service Order to the designated unit. The Service Order will include directions for completing the service packet documents under the new procedures. The inmate shall complete the USM285 form and one (1) Notice of Lawsuit and Request for Waiver of Service of Summons for each defendant. These documents will be emailed to the Clerk's Office who will then complete the remainder of the service packet documents, make copies and forward them to the U.S. Marshal.
- 1.5 Transmission of court filings through the pilot is free to all offenders.
- 1.6 Department Order 902, Inmate Legal Access to the Courts, will remain in effect during this Pilot Project.

{Original Signature on File}