

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

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: January 31, 2018

SUBJECT: Director's Instruction # 364, **U. S. Court of Appeals for the Ninth Circuit-** Electronic Submission of Prisoner Documents Pilot Project —ASPC-Eyman Complex and ASPC-Lewis Only - **Amended**

This Director's Instruction is effective immediately and will remain in effect until termination of the E-Filing Pilot Program Project.

PURPOSE:

At the invitation of the U. S. Court of Appeals for the Ninth Circuit, the above referenced facilities have agreed to participate in a pilot program which affects the manner in which court filings with the Ninth Circuit Court of Appeals will be transmitted to the Court by offenders housed at ASPC-Eyman and ASPC-Lewis facilities.

PROCEDURE:

Participation in the e-filing project is limited to offenders transmitting court filings to the U.S. Court of Appeals while they are housed at ASPC-Eyman and ASPC-Lewis facilities. 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 optional until May 1, 2018. After May 1, 2018, participation will **be mandatory**.
- 1.2 All court filings to include briefs, motions, responses to Court orders, and correspondence in pending Ninth Circuit Appeals (in which they are not represented by counsel) must be transmitted through this pilot project.
- 1.3 Original proceedings such as petitions for writ of mandamus or applications to file second or successive habeas writs are not included and must still be mailed to the Court. Do not attach case law, or copies of district court filings that are accessible to the Ninth Circuit on PACER. Unreasonably lengthy exhibits may be rejected for scanning if they contain district court pleadings.
- 1.4 You must present your original signed court filing to the Librarian to be scanned.
- 1.5 Court filings will be scanned and e-mailed to the Court by the Librarian. The Librarian and/or designated staff will return the 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.
- 1.6 Transmission of court filings through the pilot is free to all offenders.
- 1.7 Department Order #902, Inmate Legal Access to the Courts, will remain in effect during this Pilot Project.

{Original Signature on File}