

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TENNESSEE**

IN RE: )  
 )  
FOURTH REVISION TO ELECTRONIC CASE ) SO-07-03  
FILING RULES AND PROCEDURES )

**STANDING ORDER**

The Court's *Electronic Case Filing Rules and Procedures* are hereby amended as follows:

A. Current paragraph 4.5 is replaced with the following:

4.5.1 **Criminal Complaints.** The original complaint signed by the agent and the magistrate judge shall be submitted to the Clerk's Office which will scan and file the electronic copy in CM/ECF. The original will be retained by the Clerk's Office.

4.5.2 **Informations.** The original information signed by the U.S. Attorney will be submitted to the Clerk's Office which will scan and file the electronic copy in CM/ECF. The original will be retained by the Clerk's Office.

B. Footnote 5 will be deleted.

C. The following new paragraph will be added:

**16    Hyperlinks**

Electronically filed documents may contain the following types of hyperlinks: hyperlinks to other portions of the same document; hyperlinks to other documents filed in CM/ECF; and hyperlinks to a location on the Internet that contains a source document for a citation.

Hyperlinks to cited authority may not replace standard citation format. Complete citations must be included in the text of the filed document. *See* E.D.TN. LR 7.4. Neither a hyperlink, nor any site to which it refers, shall be considered part of the record. Hyperlinks are simply convenient mechanisms for accessing material cited in a filed document.

The court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which that site may be linked. The court accepts no responsibility for the availability or functionality of any hyperlink.

Approved by the Court October 26, 2007.

ENTER:

/s/

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CURTIS L. COLLIER  
CHIEF UNITED STATES DISTRICT JUDGE

*Comments:*

*Paragraph A: The current section provides that complaints and informations must be filed by the U.S. Attorneys Office on a disk or CD-ROM containing the documents in PDF format and that the electronic copy must contain an image of any legally required signatures. Experience has shown that with the complaints, which contain the signature of the agent and magistrate, it is more efficient for the Clerk's Office to scan the documents rather than to have the USAO take the documents back to their office, scan them, and then submit the electronic copy. The same is true for the informations.*

*Paragraph B: Footnote 5 provides: "Public access to electronic documents filed in criminal cases will not be available until certain software modifications have been completed. Pending those modifications, access shall be limited to counsel for the government and the defendant." As the public now has access to criminal cases, this footnote is no longer relevant.*

*Paragraph C: Hyperlinks are a connection from one point of electronic data to another. The federal judiciary's guidelines for electronic case filing have been modified to permit hyperlinks in documents filed in courts' CM/ECF systems.*

*Hyperlinks are a convenient means of accessing material cited in electronic documents. Any electronically filed document that contains a hyperlink must also contain the standard citation to the same material. This requirement ensures that anyone working with a printed version of the document has the necessary citation, and that subsequent failure of a hyperlink will not preclude finding the cited material.*

*Just as the complete text of a document cited in a brief, unless specifically quoted, is not considered part of the brief, the hyperlink and the site to which it refers are not considered part of the brief. Thus, they will not be considered part of the court's record.*

*Because hyperlinks may be to sites outside the control of the court, the court cannot take responsibility for the viability of those links, nor does it take responsibility for the content of any linked site. Thus, the fact that a hyperlink ceases to work or directs the user to some other site does not affect the content of the filed document.*