

Social Security Instructions

Pursuant to General Order 22-15 and the Supplemental Rules of Civil Procedures becoming effective December 1, 2022, parties will submit their cases for decision on a briefing schedule (outlined below).

The rules state that the Social Security Administration and the local U.S. Attorney's Office will be served by delivery of the Notice of Electronic Filing. **There is no longer a need to submit proposed summons with your initiating documents, and the plaintiff does not need to perform service under FRCP Rule 4.**

- A new category of events called “**Social Security Events > Social Security Filings**” has been created for use in Social Security Cases. These events can only be used in OPEN Social Security Cases.

Social Security Events
[Social Security Documents](#)

| Social Security Case Filings | |
|---|-----------------|
| <input type="text"/> | |
| Available Events (click to select an event) | Selected Event |
| Commissioner Brief | Plaintiff Brief |
| Plaintiff Brief | |
| Plaintiff Reply Brief | |

- Within 30 days of the filing of the Commissioner's answer, or the court ruling on last FRCP 12 motion, the plaintiff must file a Plaintiff's Brief. It is important to use the event “**Plaintiff Brief**” to ensure that cases are tracked appropriately by the Court.
- Within 30 days of the filing of the Plaintiff's Brief the Commissioner must file a Commissioner's Brief. It is important for the filer to link the “**Commissioner Brief**” back to the original Plaintiff's Brief entry.
- Within 14 days of the filing of the Commissioner's Brief the plaintiff may (but is not required to) file a Plaintiff's Reply Brief. It is important for the filer to link the “**Plaintiff Reply Brief**” back to the original Plaintiff's Brief entry.

These three new events should be used to complete the briefing schedule outlined in General Order 22-15. All other answers, motions or other filings should be completed using the standard events previously existing in CM/ECF.

Should you have questions, please contact the Clerk's Office at 859-514-2252