

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

**JOINT GENERAL ORDER No. 2020-01**

**IN RE: AMENDMENTS TO JOINT LOCAL RULES**

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Pursuant to LR 83.14 and LCrR 57.7 of the Joint Local Rules of the Eastern and Western Districts of Kentucky, and pursuant to the authority granted by Rule 83 of the Federal Rules of Civil Procedure and Rule 57 of the Federal Rules of Criminal Procedure, upon recommendation of the Joint Local Rules Commission, and in the absence of any comments, the Judges of the Eastern and Western Districts hereby ORDER that the following amendments be made to the Joint Local Rules:

- A. LR 3.3, 5.1, 5.2, 5.4, 5.5, 5.6, 5.7, 77.1** – are amended, replaced, or renumbered as follows in order to address recent amendments to the Federal Rules of Civil Procedure and to delete rules that duplicate provisions of the Federal Rules:

**LR 3.3** [renumbered as LR 5.1 and amended]

**LR 5.1 Place of Filing Pleadings, Written Motions, and Other Papers**  
Pleadings, written motions, and other papers not filed electronically may be filed in any of the divisional offices of the Clerk for the district in which the action is filed or pending.

**LR 5.2 Format of Pleadings, Written Motions, and Other Papers**  
All pleadings, written motions, and other papers filed with the Court must be in size 8½ x 11 inch page format with margins of at least one inch on all sides, with text double spaced (except for appropriate block quotes, headings, and footnotes), in at least 12-point proportionately-spaced font.

**LR 5.3 Pro Se Actions**  
[formerly LR 5.2 and amended]

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- (c) **Filing.** Pleadings, written motions, and other papers in pro se cases must be addressed to the Clerk. A pleading, motion, or other

paper addressed to an individual judge will be directed to the Clerk for assignment.

- (d) **Disclosure of Contact Information; Sanctions.** All pro se non-prisoner litigants must include, if available, in the caption of the litigant's first filing, the litigant's current telephone number, e-mail address, residential address, and, if different, mailing address. All pro se prisoner litigants must include in every pleading, written motion, and other paper the prisoner's inmate number and current mailing address. Failure to provide the required information upon request may result in the dismissal of the litigant's case or other appropriate sanctions.

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**LR 5.4      Petitions or Complaints In Forma Pauperis**

**[formerly LR 5.3; renumbered only]**

**LR 5.5      Electronic Filing  
[formerly LR 5.4 and amended]**

Users of the Court's electronic case filing system must comply with the Court's Electronic Case Filing Administrative Policies and Procedures, available from the Clerk's office on the following websites:

WDKY – "<http://www.kywd.uscourts.gov/>";  
EDKY – "<http://www.kyed.uscourts.gov/>".

**LR 5.5      Service of Documents by Electronic Means  
[deleted and replaced as noted above]**

**LR 5.6      Timing of Filing and Service  
[deleted and replaced as noted below]**

**LR 5.6      Filing Documents Under Seal  
[formerly LR 5.7 and amended]**

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- (d) **Electronic Filing Rules and Procedures.** All procedures for electronic filing of documents under seal, whether pursuant to this Rule or a federal statute or federal rule of procedure, are contained in the Court's Electronic Case Filing Administrative Policies and Procedures, available from the Clerk's office on the following websites:

WDKY – "<http://www.kywd.uscourts.gov/>";  
EDKY – "<http://www.kyed.uscourts.gov/>".

**LR 5.7      Service Date for Electronic Notice of Entry of Court Judgments and Orders**  
**[formerly LR 77.1; renumbered only]**

- B.      LCrR 12.1, 47.1, 49.1, 49.2, 49.3, 49.4, 49.5, 49.6, and 49.7** – are amended or renumbered as follows in order to address recent amendments to the Federal Rules of Criminal Procedure and to delete rules that duplicate provisions of the Federal Rules:

**LCrR 47.1    Motions**  
**[formerly LCrR 12.1; renumbered only]**

**LCrR 49.1    Place of Filing Written Motions and Other Papers**  
**[formerly LCrR 49.2 and amended]**  
Written motions and other papers not filed electronically may be filed in any of the divisional offices of the Clerk for the district in which the action is filed or pending.

**LCrR 49.2    Format of Written Motions and Other Papers**  
**[formerly LCrR 49.1 and amended]**  
All written motions and other papers filed with the Court must be in size 8½ x 11 inch page format with margins of at least one inch on all sides, with text double spaced (except for appropriate block quotes, headings, and footnotes), in at least 12-point proportionately-spaced font.

**LCrR 49.3    Electronic Filing**  
Users of the Court’s electronic case filing system must comply with the Court’s Electronic Case Filing Administrative Policies and Procedures, available from the Clerk’s office on the following websites:

WDKY – “<http://www.kywd.uscourts.gov/>”;

EDKY – “<http://www.kyed.uscourts.gov/>”.

**LCrR 49.4    Service of Documents by Electronic Means**  
**[deleted and replaced as noted below]**

**LCrR 49.5    Time of Filing and Service**  
**[deleted and replaced as noted below]**

**LCrR 49.4    Filing Documents Under Seal**  
**[formerly LCrR 49.6 and amended]**

...

**(d) Electronic Filing Rules and Procedures.** All procedures for electronic filing of documents under seal, whether pursuant to this Rule or a federal statute or federal rule of procedure, are contained in the Court's Electronic Case Filing Administrative Policies and Procedures, available from the Clerk's office on the following websites:

WDKY – “<http://www.kywd.uscourts.gov/>”;  
EDKY – “<http://www.kyed.uscourts.gov/>”.

**LCrR 49.5    Service Date for Electronic Notice of the Entry of Court Judgments and Orders**  
**[formerly LCrR 49.7; renumbered only]**

The amendments reflected in this Joint General Order shall be incorporated into the Courts' Joint Local Rules published on the Courts' respective websites. Copies of this Order shall be made available to the public on the Courts' respective websites and made available to the various publishing companies that publish the Joint Local Rules of the Eastern and Western Districts of Kentucky. The amendments noted in this Order shall take effect upon entry of this Order.

IT IS SO ORDERED:

s/Danny C. Reeves  
Hon. Danny C. Reeves  
Chief Judge, United States District Court  
Eastern District of Kentucky

s/Greg N. Stivers  
Hon. Greg N. Stivers  
Chief Judge, United States District Court  
Western District of Kentucky