

### **Summary of Changes to Criminal Administrative Procedures as of May 3, 2013**

- Changed five megabytes to 30 throughout the document
- Page 18, changed eight to 10 cents per page

### **Summary of Changes to Criminal Administrative Procedures as of May 31, 2011**

- Page 12, Paragraph II(E)(2)(b). Added Microsoft Word.

### **Summary of Changes to Criminal Administrative Procedures as of June 17, 2008**

- Page 4, Paragraph I(A) - Removed *on 3.5" floppy disks*; added *a portable memory device such as a flash drive* (Change to court policy)
- Page 5, Paragraph I(A)(3) - Deleted. (Change to court policy)
- Page 5, Paragraph I(A)(4) - Deleted. (Change to court policy)
- Page 5, Paragraph I(A)(5) - Renumbered to 3. Changed reference to paragraph III(C) to III(B).
- Page 5, Paragraph I(A)(6) - Renumbered to 4. Changed reference to paragraph III(D) to III(C).
- Page 5, Paragraph I(A)(7) - Renumbered to 5.
- Page 5, Paragraph I(A)(7) - Renumbered to 6.
- Page 5, Paragraph I(A)(7) - Renumbered to 7.
- Page 7, Paragraph II(A)(2)(b) – Deleted (Change to court policy)
- Page 8, Paragraph II(A)(8) - Renumbered to 7 (Mistakenly numbered 8)
- Page 8, Paragraph II(A)(7) - Removed *on 3.5" floppy disks*; added *a portable memory device such as a flash drive* (Change to court policy)
- Page 10, Paragraph II(B)(7) - Added new paragraph. (Change to court policy)
- Page 12, Paragraph II(E)(2)(d) - Added new paragraph. (Change to court policy)
- Page 14, Paragraph II(I) - Added *except as set forth in Fed.R.Cr.P. 49.1(b)* (Change to Federal Rules of Criminal Procedure)
- Page 15, Paragraph II(J) - Added new paragraph. (Change to court policy)
- Page 15, Paragraph II(K) - Added new paragraph. (Change to court policy)
- Page 15, Paragraph II(L) - Added new paragraph. (Change to court policy)
- Page 16, Paragraph III(A) - Deleted paragraph. (Change to court policy)
- Page 16, Paragraph III(B) - Renamed to A.
- Page 16, Paragraph III(C) - Renamed to B.
- Page 16, Paragraph III(D) - Renamed to C. Added *CJA*. Deleted original text of paragraph. Added new language: *Certain documents relating to fee matters shall be submitted conventionally, including payment vouchers that are submitted on the following forms: CJA 20, 21, 24, 30, and 31. These documents will not be part of the electronic case file and will not be available electronically. Upon request, the court's finance department may provide payment vouchers without any attached support documentation. See section II.L. for fee matters that shall be filed electronically.* (Change to court policy)
- Form A (Electronic Filing Registration Form) revised

### **Summary of Changes to Criminal Administrative Procedures as of July 25, 2007**

- Page 3, Footnote 2 - Changed “two” to “five”: *Because large documents may not upload properly to the System or download within a reasonable amount of time for users with a 56K modem, the System will reject documents that exceed **five** megabytes. Accordingly excessively large documents must be filed in components, each of which must be less than **five** megabytes, or may be filed conventionally with leave of the court. (Court increased its megabyte file size limit)*
- Page 7, Paragraph II(A)(6)(a) - Added new paragraph a: *Except as otherwise provided by court rule or these administrative procedures, the clerk’s office will discard all documents brought to the clerk’s office for filing after those documents are scanned and uploaded to the System. (Updated NARA policy regarding retention of documents)*
- Page 7, Paragraph II(A)(6)(b) - Renamed original paragraph a to b and added the following language: *Because the clerk’s office will discard all documents brought to the clerk’s office for filing, (Updated NARA policy regarding retention of documents)*
- Page 14, Paragraph IV(A)(1) - Changed “two” to “five”: *A filing party should electronically image, i.e., “scan,” a paper exhibit that is less than **five** megabytes and submit the exhibit as a .pdf file. But because .pdf files containing scanned documents take up considerably more space on the System than .pdf files containing electronically generated documents, filing parties may submit .pdf files containing scanned documents of more than **five** megabytes only if they are filed in separate **five**-megabyte segments. (Court increased its megabyte file size limit)*
- Page 15, Paragraph IV(B) - Changed “two” to “five”: *If the exhibit(s) attached to any particular document exceed a total of **five** megabytes, then the document and exhibits must be filed according to the following procedure. (Court increased its megabyte file size limit)*
- Page 15, paragraph IV(B)(3) - Changed “two” to “five”: *If any particular exhibit exceeds **five** megabytes, then that exhibit must be broken down into separate components of **five** megabytes or less, and each component must be filed as a separate attachment. (Court increased its megabyte file size limit)*

### **Summary of Changes to Criminal Administrative Procedures as of August 2, 2005**

- Page 4, Paragraph I(A)(7) - Added *filed prior to November 1, 2004*; Removed *until further order of the court and footnote 5*; Removed “*However,*”; Added *and documents filed after November 1, 2004*; Renumbered all subsequent footnotes (change to Judicial Conference policy)
- Page 5, Paragraph I(B)(3) - Added: *Electronic Filing*; Removed *Attorney* (clarification purposes only)
- Page 6, Paragraph II(A)(2)(b) - Removed *for filing and will scan and upload the praecipe and*; Added *The praecipe will be treated as a non-public document pursuant to the court’s privacy policy.* (to comply with Judicial Conference and Criminal Privacy Policy)
- Pages 7, Paragraph II(A)(6)(a) - Removed: Entire section “a” - *Except as otherwise provided by court rule or these administrative procedures, the clerk’s office will discard all documents brought to the clerk’s office for filing after those documents are scanned*

- and uploaded to the System (to comply with NARA and AO policy)*
- Page 7, Paragraph II(A)(6)(b) - Renamed to “a” and removed - *Because the clerk’s office will discard all documents brought to the clerk’s office for filing (to comply with NARA and AO policy)*
- Page 11, Paragraph II(E)(c) - Removed: [ksd\\_vanbebbber\\_chambers@ksd.uscourts.gov](mailto:ksd_vanbebbber_chambers@ksd.uscourts.gov) (update)
- Page 13, Paragraph II(I)(3) - Removed: *and* (update)
- Page 13, Paragraph II(I)(4) - Added: *and* (update)
- Page 13, Paragraph II(I)(5) - Added entire section 5: *Home addresses; Use city and state (Criminal Privacy Policy change)*
- Pages 13 and 14, Paragraph II(I)(5) - Removed: *and*; Added: *information regarding an individual’s cooperation with the government, information regarding the victim of any criminal activity, national security information and sensitive security information as described in 49 USC 114(s)). Also added: or file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal and may be amended as of right. The unredacted version of the document or the reference list shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy of the document for the public file. (to comply with the E-Government Act of 2002 and Judicial Conference Policy on criminal privacy issues)*
- Page 14, Paragraph III(C) - Added: *The signature of the grand jury foreperson or jury foreperson will be redacted at the time of scanning and will not be available unless ordered by the court (Judicial Conference Policy on criminal privacy issues)*
- Page 17, Paragraph V(B)(2) - Removed: *Until further order of the court*; Added: *filed prior to November 1, 2004. Removed: limited to viewing docket sheets only. Added: available on documents filed on or after November 1, 2004. (change to Judicial Conference policy)*
- Page 17, Paragraph V(b)(3) - Removed entire section 3 - *An exception to the prohibition on public remote access to criminal case filings is possible in a high-profile criminal case where the demand for documents will impose extraordinary demands on the court’s resources. The district court is authorized to provide Internet access to the documents filed in that case if all parties consent and the trial judge finds that such access is warranted. (change to Judicial Conference policy)*
- Page 17, Footnote 9 - Updated information regarding PACER fees (Paragraph 1, lines 1 and 2 - memo date changed from April 9, 2002 to November 12, 2004; line 2 - changed fee from seven cents to eight; lines 2 and 3 - changed starting date from July 1, 2002 to January 1, 2005; line 4 - added “(excluding transcripts)” Paragraph 2, line 4 - changed fee from seven cents to eight) (Modifications approved by the Judicial Conference to PACER fees)

**Summary of Changes to Criminal Administrative Procedures as of November 18, 2003**

- Page 4, new language in Section I(A) paragraph 6 regarding fee matters; renumbered former paragraphs 6 and 7 to 7 and 8 and moved former paragraph 8 to new paragraph 9.
- Page 13, new language in Section II(H) paragraph 2 regarding technical failures; renumbered former paragraph 2 to 3.
- Page 14, added paragraph D in section III regarding fee matters

### **Summary of Changes to Criminal Administrative Procedures as of September 3, 2003**

- A **Table of Contents** has been added to the Criminal Administrative Procedures. There were no other changes made.