

United States Court of Appeals For The Seventh Circuit

219 South Dearborn Street
Chicago, Illinois 60604

Gino J. Agnello
Clerk
312-435-5850

NOTICE TO ATTORNEYS REGARDING CIRCUIT RULE 31(e)

CIRCUIT RULE 31. Filing of Briefs and Failure to Timely File Briefs

(e) Digital Versions.

(1) A digital version of each brief (including the appendix required by Circuit Rule 30(a) to (c)) must be furnished to the court at the time the paper brief is filed, unless counsel certifies that the material is not available electronically. The full contents of the brief (from cover through conclusion) must be furnished even if digital versions of some materials in the Rule 30 appendix are not available.

(2) The digital version must be furnished on floppy disk, on CD-ROM, or via the Internet. Detailed instructions appear on the court's web page <http://www.ca7.uscourts.gov>. The label of a disk, if one is used, must show the case name, docket number, and party on whose behalf the brief is presented.

(3) The electronic version must be in Portable Document Format (also known as PDF or Acrobat format). This format must be generated by printing to PDF from the original word processing file, so that the text of the digital brief may be searched and copied: PDF images created by scanning paper documents do not comply with this rule.

(4) One copy of the digital version must be furnished to each party separately represented by counsel.

CLERK'S OFFICE PROCEDURES FOR RULE 31(e)

Circuit Rule 31(e) requires that all attorneys provide the court with a digital version of their entire brief and appendix in non-scanned PDF format at the time the paper brief and appendix is filed.

The clerk's office will require the following before filing your brief:

(1) for a BRIEF, counsel must provide:

(a) a disk or electronic transmission of one PDF file. If the brief is produced using a word processor, the full contents of the brief (from cover to conclusion), and any required certifications, must be provided in non-scanned PDF format. A Cir. R. 31(e) certification that the brief is not available in electronic format complies with Rule 31(e) only if the brief was not produced using word processing software (i.e. on a typewriter).

(2) for the APPENDIX (if any):

(a) a disk or electronic transmission containing non-scanned PDF files for all appendix items available in PDF format; **and / or**

(b) a certification, by counsel, that any particular item or items in your paper appendix are not available electronically. If only portions of your appendix material are available in digital format, you should provide those items and certify that other items are **not** available electronically. This is to inform the court that the omission of an electronic version of particular appendix items is due to the unavailability of a PDF version of that document. It is preferred that any Cir. R. 31(e) certification be included in the PDF file if no electronic appendix is available, or in the appendix file if one is filed.