

**UNITED STATES DISTRICT COURT**  
**SOUTHERN DISTRICT OF FLORIDA**

Steven M. Larimore  
Court Administrator • Clerk of Court

400 North Miami Avenue  
Miami, Florida 33128-7788  
(305) 523-5100

November 16, 2015

Via email: grossmansm@gtlaw.com

Scott Grossman, President  
Bankruptcy Bar Association of SDFL

Re: New Filing Requirements – Civil Sealed and Ex Parte, Emergencies, Pro Hac  
Vice Motions, and Arrests in Rem

Dear President Grossman:

Some very exciting changes are coming soon to the Southern District of Florida, and we need your help in getting the word out! In recent years, many attorneys have been asking for new and improved ways to take advantage of the Court's CM/ECF electronic filing system. The Southern District's Judges and Local Rules Committee listened, and effective December 1, 2015, new filing requirements will be taking effect that you and your members will find extremely helpful. [The complete Local Rules revisions can be found at [http://www.flsd.uscourts.gov/?page\\_id=12074](http://www.flsd.uscourts.gov/?page_id=12074).]

The most important changes involve the filing of civil sealed and civil ex parte documents. Starting December 1, 2015, attorneys must file civil sealed and civil ex parte documents electronically in CM/ECF using newly created events designed specifically for sealed and ex parte matters. It is critical that the proper procedures are followed to insure these matters are not inadvertently made accessible to the public. There are brief videos, a quick reference sheet, and revised CM/ECF Administrative Procedures regarding these changes on the Court's website ([http://www.flsd.uscourts.gov/?page\\_id=54](http://www.flsd.uscourts.gov/?page_id=54)). Conventional filing will still be required for civil sealed documents if the entire civil case is sealed, as well as for all criminal sealed and criminal ex parte documents.

Also as of December 1, 2015, electronic filing will be expanded to include emergency matters, motions to appear pro hac vice, and motions for the issuance of a warrant of arrest in rem. Please take special note that criminal emergencies only may be filed electronically as long as the emergency is not also sealed or ex parte. Sealed or ex parte emergencies in criminal cases must still be filed conventionally. Again, brief videos and procedural information regarding these changes can be found on the Court's website ([http://www.flsd.uscourts.gov/?page\\_id=54](http://www.flsd.uscourts.gov/?page_id=54)).

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*“It is our honor and duty to provide the support necessary to enable the Court as an institution to fulfill its constitutional, statutory, and societal responsibilities for all who seek justice.”*

I believe your members will find these new procedures extremely helpful in expediting the submission of sensitive and time critical filings. As the leader of your organization, we ask your help in spreading news of these important changes to your members. Please feel free to reach out to me or our HelpDesk [(888) 318-2260] if you have any questions about these changes.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven M. Larimore", with a long horizontal line extending to the right.

Steven M. Larimore  
Court Administrator Clerk of Court