

1 **IN THE UNITED STATES DISTRICT COURT**  
2 **FOR THE DISTRICT OF PUERTO RICO**

3  
4 In the Matter of:

5 **Electronic Communications with the Court**  
6 **and CM/ECF**  
7

8 **STANDING ORDER**

9 The Court has encountered the recent trend whereby Counsel in this District attempt to  
10 communicate with the Court in an inappropriate manner. Any communication with the Court must  
11 be in the form of a motion and must be submitted through the Court's electronic case filing system.  
12 Counsel should be well aware this District employs a case management and electronic case filing  
13 system (CM/ECF) for submitting papers to the Court. See In Re: CM/ECF, No. 03-149 (ADC)  
14 (establishing the District's CM/ECF system and setting forth Standing Orders 1-9 governing the  
15 same). Further information regarding CM/ECF is available on the District Court's website  
16 (<http://www.prd.uscourts.gov>).

17 "Unless otherwise authorized by the assigned judge, all documents submitted for filing in  
18 civil or criminal cases in this district shall be filed electronically using the Electronic Case Filing  
19 System." See CM/ECF Manual at 4. "All motions, pleadings, applications, briefs, memoranda of  
20 law, transcripts of proceedings, or other documents in civil and criminal cases, shall be  
21 electronically filed in Adobe-Acrobat (.pdf) format, unless otherwise provided in this Manual." Id.  
22 at 10. Pursuant to the Local Rules for the District of Puerto Rico, "[a]ll filings shall be made  
23 electronically absent leave from the Court." L. CIV. R. 5(d). Additionally, "parties and their  
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1 counsel shall not correspond or otherwise communicate with a judge” regarding pending matters  
2 except “by means of a written motion.” L. CIV. R. 77A.

3 Judge Gelpí does not allow direct communications to his CM/ECF mailbox. All proposed  
4 orders or other documents must be filed with CM/ECF under the corresponding event. Finally,  
5 Judge Gelpí’s standing orders prohibit case-related communication with his chambers staff. In  
6 addition to the District’s Standing Orders and the Local Rules, this Court’s Standing Orders inform  
7 Counsel that the appropriate mechanism to contact the Court is by motion. Judge Gelpí’s standing  
8 Orders are filed in each one of his cases.

9 To recapitulate: there is one appropriate form for Counsel to communicate with the Court:  
10 by filing a motion. There is one appropriate avenue to file such a motion: CM/ECF. Any other *ex*  
11 *parte* communication violates this Court’s Standing Orders, the District’s Standing Orders, and the  
12 Local Rules. Such communications will not be considered by this Court.

13 **SO ORDERED.**

14 In San Juan, Puerto Rico, this 21th day of October, 2016.

15 *s/ Gustavo A. Gelpí*  
16 GUSTAVO A. GELPI  
17 United States District Judge  
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