

UNITED STATES OF AMERICA
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN

IN RE: REFERENCING THE
COURT RECORD

Administrative Order No. 16-MS-017

A record wide sequential pagination of the electronic court record initiates with the first filing in a case. The purpose of this is to clearly, uniquely, and permanently identify each page of the court record. The sequential page identification, referred to as the PageID, eliminates the need to define the date, document type and document page number when citing to the record.

The document header displayed at the top of every page of every electronically filed document clearly identifies the unique page identification, and is available to all who have electronic access to the document¹. Reference to a page of the record by PageID ensures that the same document page is referenced by all, and eliminates any opportunity for misunderstanding. In addition, the Sixth Circuit Court of Appeals requires reference to the PageID in briefs on appeal (6 Cir. R. 28).

NOW, THEREFORE, IT IS ORDERED that any reference by a registered attorney to a portion of the record in which it is to be electronically filed shall be made by reference to the PageID identified thereon, following the cite form identified below, for any documents filed on or after March 7, 2016. Pro se litigants are exempt from this requirement.

<u>To reference</u>	<u>Cite form example</u>
A single page	PageID.234
Multiple sequential pages	PageID.234-235
Multiple pages that are not in succession	PageID.234, 238, 245

IT IS FURTHER ORDERED that the cite form for any filing that references a portion of a different case record within the Western District of Michigan shall be preceded with the 13-digit case number for that other case (e.g., 1:15-cv-99999 PageID.234).

FOR THE COURT:



Dated: February 9, 2016

ROBERT J. JONKER
Chief United States District Judge
Signed in Marquette, Michigan

¹The Court recognizes that some documents are filed with access restrictions, including under seal. If a document is restricted in some way and electronic access to the document is not available based on that restriction, access to the PageID number(s) for that document are likewise not available.