

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN

IN THE MATTER OF UPDATES TO
CASE FILING PROCEDURES

Administrative Order
No. 25-MS-054

Effective immediately, the Court is modifying the procedures for submitting certain filing types, which are described in detail below:

Proposed Orders

W.D. Mich. LCivR 5.7(g) and LCrR 49.10(g) require that proposed orders submitted electronically via CM/ECF must be in PDF format. These rules remain in effect. In addition to this existing requirement, attorneys must now submit all proposed orders in Word format via CM/ECF. This is a new process that supplements the existing requirement and is intended to facilitate more efficient editing and review by the Court.

Digital Media Files

Attorneys must now submit all digital media (e.g., audio or video exhibits) via CM/ECF. This replaces the previous process, under which such media were delivered to the Court or Clerk's Office on a disc or flash drive. The Court will no longer accept physical storage devices from registered attorneys. This is a change to an existing process, aligning digital media submission with current electronic filing standards.

Statements Regarding Consent in Prisoner Civil Rights and State Habeas Cases

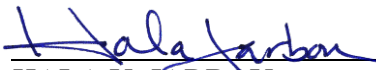
In prisoner civil rights and state habeas cases, when a party is electing to consent to have a magistrate judge conduct all proceedings, attorneys were previously required to submit statements regarding consent in paper form, due to the confidentiality requirements of Fed. R. Civ. P. 73(b)(1). Attorneys must now submit these statements electronically, using the process outlined on the Court's website. It is essential that attorneys follow the specified process carefully, as these filings will be viewable only by the Clerk's Office and not by the Court.

Detailed instructions for these three procedures can be found on the Court's website under the '[Electronic Filing](#)' tab. Any member of the public may submit a comment in writing electronically to comments@miwd.uscourts.gov, within 30 days of the date of this order.

The Clerk shall send a copy of this Administrative Order by email to all registered attorneys and post a copy on the Court's website.

FOR THE COURT:

Dated: July 8, 2025



HALA Y. JARBOU
CHIEF UNITED STATES DISTRICT JUDGE