



5. If any person submits papers (other than voluminous exhibits, or other exhibits difficult to copy in electronic form or sealed materials) to be included in the court file other than in electronic form, the clerk shall scan the first page of the paper and record it on the docket but shall advise the person submitting the paper that unless the paper is submitted in electronic form within two weeks, it shall be stricken from the record;

6. If the ECF system is inoperable for a period exceeding four hours, any deadline for that day will be extended by one day;

7. Court reporters are to file transcripts of any court proceedings electronically via the ECF system;

8. Information regarding the operation of the ECF system shall be made available by the Clerk's Office on the ECF Website; and

9. Any person having any questions about the operation of the ECF system shall contact Claudia Gibson, 410-962-2600, ext. 3216, or Louis Kelly, 410-962-2600, ext. 3263, or e-mail at "mdd\_ecfhelp."

/s/  
J. Frederick Motz  
United States District Judge