

UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

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IN RE: THE ELECTRONIC FILING OF
THE ADMINISTRATIVE RECORD IN
SOCIAL SECURITY CASES

2009-9

STANDING ORDER

IT IS HEREBY ORDERED that Local Rule 100.4(e) is amended, pursuant to 28 U.S.C. §2071(e), to allow the U.S. Attorney to electronically file the Administrative Record in a Social Security case, *nunc pro tunc*, as of March 25, 2008. The PDF files which constitute the Administrative Record are to be identified using the following format as they are uploaded in the CM/ECF system:

1. Main Document identifying the Transcript of the Social Security Administrative Record and Record of Service;
2. Certification Page;
3. Court Transcript Index;
4. Administrative Process Documents;
5. Transcript of Hearing before the Administrative Law Judge;
6. Payment Documents and Hearing Decisions;
7. Jurisdictional Documents and Notices;
8. Non-Disability Related Development;
9. Disability Related Development;
10. Medical Records (divided into separate parts of no more than 50 pages each); and,
11. If on remand, the prior Administrative Record is to be segregated as described above.

IT IS ORDERED that a CD-ROM containing the text-searchable PDF files that constitute the Administrative Record is to be submitted to the Court by delivery to the Clerk's Office for use by the Judge within 3 business days after the electronic filing. A copy of the CD-ROM is also to be sent to

Plaintiff's counsel. The CD-ROM is to have a label containing the short title case caption, the case number, and the title *Social Security Administrative Record*. The disk must also contain a clearly titled Table of Contents or Index file that identifies the contents of the Administrative Record. Pursuant to LR 100.4(b), a full paper copy of the Administrative Record is also to be submitted to the Court within 3 business days after the electronic filing.

IT IS SO ORDERED this 8 day of July, 2009.

A handwritten signature in black ink, appearing to read "Ann Aiken", written over a horizontal line.

ANN L. AIKEN
CHIEF U.S. DISTRICT COURT JUDGE