

UNITED STATES DISTRICT COURT
DISTRICT OF OREGONIN RE: THE ELECTRONIC FILING
OF THE ADMINISTRATIVE RECORD
IN SOCIAL SECURITY CASES

Standing Order No. 2016-12

IT IS HEREBY ORDERED that Local Rule 5 is amended to allow the U.S. Attorney to file the Administrative Record in a Social Security case electronically using the following procedure. The PDF files that constitute the Administrative Record are to be identified using the following format as they are uploaded in the CM/ECF system:

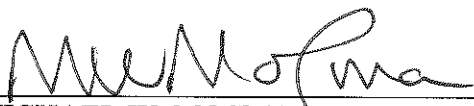
1. Main Document identifying the Transcript of the Social Security Administrative Record and Record of Service;
2. Certification Page;
3. Court Transcript Index;
4. Administrative Process Documents;
5. Transcript of Hearing before the Administrative Law Judge;
6. Payment Documents and Hearing Decisions;
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 three 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. A full paper copy of the Administrative Record is also to be submitted to the Court within three business days after the electronic filing.

This order supersedes Standing Order 2009-9.

DATED this 21 day of November, 2016.


MICHAEL W. MOSMAN
CHIEF U.S. DISTRICT JUDGE