

**UNITED STATES DISTRICT COURT
for the
NORTHERN DISTRICT OF NEW YORK**



GENERAL ORDER #45

Electronic Submission of Probation Documents in CM/ECF

So Ordered: October 8, 2020

Hon. Glenn T. Suddaby
Chief Judge

It is hereby ORDERED that,

In order to simplify the electronic storage and document retrieval process while maintaining the ability for limited access to documents that are lodged with the Court, the Board of Judges of the United States District Court for the Northern District of New York have approved the *e-submission* of the following documents by the Probation Office. These submissions are **not filed** documents, therefore are not available for public inspection.

Pretrial Services Reports

The Probation Office will submit the Pretrial Services Report which will generate a notice of electronic filing in the ECF system to counsel for the USA, counsel for the **specific** defendant, and to the presiding judge, and the active magistrate judges.

Presentence Reports (PSR)

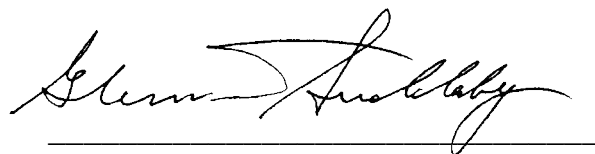
The Probation Office will submit the initial draft of the PSR which will generate a notice of electronic filing in the ECF system to counsel for the USA, counsel for the **specific** defendant, and to the judge. Access to the document is restricted to counsel for the USA, counsel for the **specific** defendant and presiding judge, and the active magistrate judges.

Once finalized, the Probation Office will submit the final PSR and addendum. The ECF system will general a notice of electronic filing to counsel for the USA, counsel for the **specific** defendant, and to the judge. Access is restricted to counsel for the USA, counsel for the **specific** defendant, and presiding judge, and the active magistrate judges.

Statement of Reasons (SOR)

Attorneys will also now receive the Statement of Reasons electronically through CM/ECF once the Judgment is filed.

So ORDERED this 8th day of October, 2020
At Syracuse, New York



Hon. Glenn T. Suddaby
Chief Judge