

23.1 Class Action Procedures.

- (a) **Designation on Pleading.** In a case filed as a class action, the complaint or other pleading asserting a class action must include in its caption the phrase "Class Action."
- (b) **Notice to Class Members.** In addition to the notice requirements of Federal Rule of Civil Procedure 23(c)(2)(B), all notices to class members must specifically state that all documents sent to the court by any class member, including any letter or document expressing the member's desire to be excluded from the class and any objection to a proposed settlement, voluntary dismissal, or compromise, are filed electronically by the clerk and therefore will be available for public review.
- (c) **Filing of Documents Submitted by Class Members.** Before the clerk electronically files any document submitted by a class member, the clerk must provide the document to the assigned judge's chambers. The judge will instruct the clerk concerning the filing of the document and its appropriate docket entry.