

ECF Filing Checklist for Criminal Filings

- *View the mailing list (under utilities) in ECF to see who will be notified electronically and who will need to be served by mail (print list)*
- *Convert (docs open) pleading(s) to PDF*
- *Scan any attachments, exhibits, etc., .if applicable – Create an exhibit index and convert to PDF*
- *Create Certificate of Service and convert to PDF*
- *File pleading(s) in ECF, including Certificate of Service*
- *Print acknowledgement of filing for each document filed*
- *Send a copy of the pleading(s) to the Judge hearing the matter re: Motions and supporting documents*
- *Proposed Orders – Email copy to the Judge (in format requested – Word/Rich Text for WordPerfect) who will rule on the matter, serve a copy on all other parties. Electronically file a Certificate of Service for the Proposed Order.*
- *Ex Parte or Sealed documents, send the conventional way. Remember that the Affidavit or Motion that relates to these documents must be filed electronically before the 5:00 P.M. deadline imposed on traditional filing.*