

ELECTRONIC CASE FILING U.S. DISTRICT COURT

STEP-BY-STEP PROCEDURES

STEP 1

Login to ECF to determine if there are any non-ECF participants involved on the case who will require conventional filing. Print this page or copy information to Word.

See Page 1.

STEP 2

Use the checklist to gather and prepare materials to file.

See Page 2 (and separate handout).

STEP 3

Create PDF version of Word documents to be filed.

Save to T:\ECopy\attorneyname.

See Page 7.

STEP 4

Scan any attachments or exhibits not available electronically to PDF.

They will be saved to T:\ECopy\attorneyname.

See Page 8.

STEP 5

Complete the steps for e-filing.

See Page 11.

STEP 6

Receive ECF confirmation via e-mail. Print and make copies as necessary.

STEP 7

Conventionally file documents with non-ECF participants. Send courtesy copies or proposed orders as appropriate.

STEP 8

Once the documents have been filed, they should be deleted from the temporary location on T:\ECopy\attorneyname.