

## U.S. District Court, District of Minnesota, Key Reminders for Electronic Case Filing on CM/ECF

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- ✓ Use the Help icon on the menu bar in ECF for additional help
- ✓ Two courtesy copies are required on all **motions and supporting documents**
  - Memorandums, Affidavits and Exhibits
  - See Pretrial Orders and Trial Notices for Judge's preferences
- ✓ Proposed orders do not get filed on ECF
  - E-mail proposed orders in word processing format to the Judge ruling on the issue. (See Civil & Criminal Procedure Guides for email addresses)
- ✓ Under LR 5.4, the NEF generated by ECF constitutes a certificate of service with respect to those persons to whom electronic notice of filing is sent, and **no separate** certificate of service needs to be filed
- ✓ Filers are required to serve copies of any electronically filed pleading, document, or proposed order to parties **not** served electronically by ECF according to the Federal Rules of Civil Procedure
  - Proposed Orders and Sealed Documents
- ✓ Each attachment must be less than 15MB or 15,360 KB
- ✓ Remember s/signature for electronic documents
- ✓ Clear Cache Memory (Temporary Internet Files) when you don't see the correct menu options or if you cannot properly login and after you register
  - **Mozilla Firefox**
    - ✓ Tools >Clear Recent History or Clear Private Data, or
    - ✓ Tools > Options > Privacy Tab>Settings
  - **Internet Explorer**
    - ✓ Tools > Internet Options >General Tab>Browsing History