

Top 10 Reminders for E-Filing

1. Don't forget to file your Certificate of Service -

This should be a separate PDF file which may be attached to your filing or filed as it's own filing. Federal rules state that the court must still provide an affidavit of service or a certificate of service.

2. Sign your documents with the s/signature -

Continue to include the signature block that was always added to your documents, but replace the ink signed document with an s/signature.

3. Clear the Cache -

Clear your cache when you don't see the correct menu options, cannot properly login and after you register.

4. Link to Motions ONLY

Replies and responses should get linked to the original motion. Be careful as there will be other options filers can link their supporting documents to. Choose motions only.

5. Proposed Order Tips -

Do not combine motions and proposed orders into one document. Read the procedures guides for e-mail address and formatting information.

6. Date and Sign documents -

Be sure that all documents continue to get a date and signature. All documents with the criminal document exceptions should receive an s/signature prior to filing.

7. Select the Proper Event -

There are many event choices possible when e-filing and the correct event **MUST** be selected for statistical reports to generate properly. If in doubt, please call the helpdesk.

8. Technical Issues -

Filers should attempt to resolve technical issues in house. The Court cannot provide technical advice over the phone.

9. Motion Practice -

Each document is filed separately in ECF. For example the motion, notice of motion hearing, memorandum, and affidavit all get filed separately in ECF. The documents should also follow this order when filed in ECF. Documents larger than 2 M cannot be uploaded to ECF. These larger documents need to be divided into separate PDF documents in order to be accepted in ECF.

10. The Court cannot provide legal advice -

Read federal and local rules, read the procedure guides and remember the "how" has changed but nothing else.