

CM/ECF MOST COMMON DOCKETING ERRORS

Please refer to the [ECF USER MANUAL](#) on our website for procedures and recent updates.

1. KNOWING WHEN TO USE YOUR ECF LOGIN/PASSWORD VS. THE PACER LOGIN/PASSWORD

- To file documents in ECF system use the Court issued login/password.
- To view documents, query and run reports in ECF use your PACER login and password.

2. PROPOSED ORDERS

- Proposed Orders must be submitted as PDF attachments to the main document (ie motion, petition) filed in ECF.
- In addition, Proposed Orders must be e-mailed to the district and magistrate judge assigned to the case in WordPerfect or WORD format. See ECF USER MANUAL for email addresses.

3. ATTACHING WRONG PDF DOCUMENT

- Before attaching a document to an ECF entry, review it to make sure the correct document is being attached.

4. LOGIN AND SIGNATURE ON A DOCUMENT MUST MATCH

- Make sure that the electronic signature on a submitted document matches the login and password of the attorney filing it. The user login and password serve as the Filing user's signature on all electronically filed documents

5. PLACE AN S/SIGNATURE ON ALL DOCUMENTS

- The typed name of the Filing User must be preceded by an s/ where the signature would otherwise appear. Example: s/James Jones
- Reminder: Do not omit the date on your document.

6. CERTIFICATE OF SERVICE

- A Certificate of Service is still required on all documents filed electronically. The certificate must state the manner in which service or notice was accomplished. See ECF USER MANUAL for sample form.

7. EACH DOCUMENT SHOULD BE FILED SEPARATELY IN ECF.

- Do not submit a PDF document that contains: (1) a motion, (2) supporting document and (3) a proposed order as one document.
- A proposed order should not be filed with a motion as one document. A proposed order should be filed as an attachment to the motion.
- A memorandum in support of a motion would not be submitted as an attachment to the motion, but as a separate docket event.
- An objection to pre-sentence report and a motion for downward departure cannot be filed as one document.

8. NOTICE OF ELECTRONIC FILING (NEF)-“FREE LOOK”

- Single click the hyperlink to the document on the NEF, do not double click. If you do you will use up your one “Free Look”

9. SELECTING THE WRONG DOCKET EVENT, FILING A NON-MOTION AS A MOTION

- The title of the document should correspond with the docketing event you select.
- Select the motion category only when filing a motion.
- Please carefully review your choices before filing.
- The Civil and Criminal events list are located on our website or you can call the clerk’s office Help Desk for assistance.

10. ATTACH CIVIL COVER SHEET AND OR SUMMONS TO CIVIL COMPLAINT

- The civil cover sheet and the summons are submitted as attachments to the complaint.