



CM/ECF COMMON DOCKETING ERRORS

1. Failing to update PACER account:

On November 4, 2019, the District Court of the Virgin Islands converted to a NextGen court. If your PACER account was created prior to August 2014, these accounts are known as legacy accounts and are required to be updated prior to being able to access the different functionalities that PACER performs. For a filing user to have full access to all NextGen features, a user must upgrade their individual PACER account and link it to an existing CM/ECF e-filing account.

2. Missing Signatures

- The electronic signature on a submitted document must match the login of the attorney filing it.
- Electronically filed documents must include the filing user's name, address (including email address), telephone number and the attorney's U.S. Virgin Islands bar registration number, if applicable.
- If an attorney is admitted *pro hac vice*, the electronically filed document must include this information for both local and *pro hac vice* counsel.

3. Failing to Redact Personal Identifiers

The responsibility for redacting the personal identifiers set forth in Fed. R. Civ.P. 5.2(a) rests solely with counsel and the parties. (LRCi 5.4(l)(2)). The Clerk will not review documents for compliance with this Rule.

4. Failing to File a Civil Cover Sheet with a Civil Initiating Document

Every complaint or other document initiating a civil action shall be accompanied by a completed civil cover sheet on a form available at the Court's website. (LRCi 3.1(a)).

5. Incorrectly filing a Certificate of Service for Electronically Filed Documents

- The Notice of Electronic Filing that is automatically generated by the Court's Electronic Filing System, except as provided by LRCi 5.4(i)(1), constitutes service of the filed document on Filing Users.
- Parties who are not Filing Users must be served with a copy of any pleading or other document filed electronically, together with the Notice of Electronic Filing, by an alternate method in accordance with the Federal Rules of Civil Procedure and the Rules of the District Court of the Virgin Islands.

6. Using the Wrong Docket Event When Filing

- The title of the document being filed should correspond with the docketing event you select.
- A Filing User must only select the motion category when filing a motion. A Notice filed using the motion event is incorrect. Please carefully review your choices before filing.
- Both the Civil and Criminal Events for filing documents in CMECF are located on our website or you can call the clerk's office Help Desk for assistance.

7. Attaching the Incorrect PDF Document

- Before attaching a document to an ECF entry, review it to make sure the correct document is being attached.
- Each Document Should Be Filed Separately in ECF. Do not submit a single PDF document that contains a motion, supporting documentation and a proposed order all as one document.

8. Merging multiple pleadings together as one document.

- Each attachment or exhibit to a motion or response shall be filed as a separate subdocument to the main documents that references the attachment or exhibit. (LRCi 5.4(e)). For example, do not submit a single PDF document that contains a motion, supporting documentation and a proposed order.

9. Failing to Submit Draft Orders

All motions shall be accompanied by a draft order that sets forth specifically the relief requested. (LRCi 7.1(e)). Proposed Orders must be submitted as PDF attachments to the main document (i.e. motion, petition) filed in ECF.

10. Double clicking on the Notice of Electronic Filing (NEF)

Do not double click on the hyperlink to the document on the NEF. Click once. If you double click, you will use up your one "Free Look."