

Filing Documents

Background

The following procedure will assist you in filing documents in CM/ECF.

Procedure

There are eight basic steps involved in filing a document:

1. From either the Civil Events page or the Criminal Events page, select the type of document to file.
 2. Enter the case number in which the document is filed.
 3. Select the parties filing the document and, if applicable, attorney/party association.
 4. Specify the PDF file name and location for the document to be filed.
 5. Add attachments, if any, to the document being filed.
 6. Add or modify docket text as necessary.
 7. Submit the pleading to CM/ECF.
 8. Receive notification of electronic filing.
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Service Responsibility

CM/ECF will electronically transmit the Notice of Electronic Filing (NEF) to the attorneys and parties in the case who have supplied their e-mail addresses to the Court. The NEF also displays the names and addresses of individuals who will **NOT** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the NEF to attorneys and parties who are not setup for electronic notification.

Note

Make sure to review all of the PDF documents and attachments to make sure that they are all free from personal identifiers.