



**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA**

CHECKLIST FOR ATTORNEYS*
USING THE ELECTRONIC FILING SYSTEM**

PREPARING THE DOCUMENT -Please make sure:

- The document is named in accordance with the Court's approved dictionary/event list.
- The signature line contains "/s/ Attorney's Typed Name."
- A filing by a pro hac vice attorney also has the name of local counsel with "/s/" for both attorneys.
- A Notice of Filing accompanies large documents which are filed in paper format at the Court pursuant to LcvR 5.4.
- A motion, points and authorities, statement of material facts, and certificate of service, if one is filed, is one PDF document.
- Amended complaints, intervenor complaints, third party complaints, motions to intervene, motions to file an amicus brief are not filed in ECF by the attorney, but emailed to our generic email address at dcd_cmecf@dcd.uscourts.gov
- Personal identifiers (*i.e. Social Security Numbers*) are not included in the document.
- The document is not sealed or ex parte. If it is, it should not be filed in ECF but submitted in paper to the Court accompanied by a disk or CD Rom.
- Sealed Document is not emailed to Clerk's Office, filed electronically on the system nor is the document deposited in the overnight drop box. The sealed document is submitted to Intake Section of the Clerk's Office *during normal business hours*.
- Combined exhibits or separate exhibits totaling up to 500 pages must be scanned and filed electronically.
- The correct case number, judge's initials, and caption is on the document.
- Notice of Appeals are to be filed in paper and in PDF Format accompanied by a disk or CD Rom.

CREATING THE PDF DOCUMENT-Please make sure:

- If the document has been created during word processing application, it must be converted to PDF Format instead of printed and scanned to the PDF. Scanning is limited to exhibits.
- The PDF file is not more than 2MB in size (about 30 pages per scanned document).
- The PDF is scanned at 200-250 dpi (dots per inch) and in **black and white only**.
- Large exhibits are broken out into sections. (*i.e.*, Exhibit 1-Part A, Exhibit 1-Part B, etc)
- The PDF file is formatted properly and is legible with no missing pages. All pages are in order and right side up.
- The proposed order is separate PDF file filed as an attachment to the main document..
- The main pleading is a separate document from any attachments, with each exhibit as an additional PDF.

ELECTRONICALLY FILING THE DOCUMENT-Please make sure:

- The name of the attorney logged into ECF **must match the attorney's name on the signature line**.
- The correct case number and caption is entered and verified at the top of the screen.

ELECTRONICALLY FILING THE DOCUMENT- (Continued) Please make sure:

- Choose the most accurate/appropriate event from the menus provided. ***Please, no guessing on the event.***
- If asked to create an association between the attorney and party, do so whenever appropriate. NOTE: “Lead” is optional, but **never** remove the check mark from the “Notice” box.
- If filing a multi-part motion, select ALL appropriate reliefs *by* holding the control key down and clicking on all desired reliefs on the motions menu (i.e. dismiss, summary judgment, etc.).
- The event “*Response to any document*” should only be used when the document you are trying to respond to is missing from the docket.
- If filing a combination document (i.e. motion and opposition, or opposition and reply), be sure to make one separate entry for each part of your pleading.
- If filing a notice of appearance, file a separate notice for each attorney, using each attorney’s ECF login and password.
- When filing a motion for leave to file a document, the subject document is to be filed as an electronic attachment to the motion, not a separate entry.
- Exhibits, affidavits, and proposed orders are to be filed as attachments to the main document, and properly described in the description box.
- If given the opportunity to create a link to an existing document, do so, if appropriate. Rule of thumb: the docket text should accurately reflect the title of the pleading being filed.
- If the optional text box *in* the body of the entry is used, make sure the information added is descriptive, brief, and not redundant of the automatic text already generated by the ECF system.
- When presented with the question “Do you want to spread text?” while docketing to a consolidated case, only choose “*Yes*” if counsel has been instructed by the Judge in the case to spread the text to all member cases. Otherwise, choose “*No*.”
- If filing a notice of change of address, be sure to also go to *the* Utilities menu (*blue menu bar at the top of the screen*) to make the necessary updates on the “Maintain Your Account” screen.
- When docketing a proposed order as an attachment, select “text of proposed order” from drop down box under “category” section.

ADDITIONAL CHECK ITEMS FOR CRIMINAL CASES

- The event “Response to any document” is used when responding to a sentencing memorandum
- Notices of Appeal and Docketing Statements are paper filings and are accompanied by a disk or CD Rom.
- Sealed Documents are signed, have a certificate of service, and are accompanied by a disk or CD Rom.
- Ex parte documents are signed, and saved on a disk or CD Rom.
- The Attorney Appearance Form indicates whether the Attorney is CJA, Retained, or Pro hac vice.
- In a multi-defendant case, the defendant’s case number includes the defendant number for whom the document pertains.

*** Although this document has been tailored for our Court, the idea for this document was created by the U.S. District Court for the District of Massachusetts and we are appreciative of their efforts. We are certain this document will assist you in your filings.