

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

CRIMINAL ECF FILING POINTERS

To assist in using the Electronic Case Filing System (ECF), we have assembled some pointers to make your filing experience more successful. From time to time, we will add to this list; therefore, it is important that you take the time to review the pointers for revisions.

1) KEEP E-MAIL ADDRESS UP-TO-DATE - Please remember to change your email address as you would your normal address. Otherwise, you will not receive ECF Notifications. Please delete the additional email addresses for those persons in your account who are no longer associated with your firm or government agency.

2) PASSWORDS- ECF Passwords are used exclusively for filing pleadings in ECF. Use a PACER password to view, print, and save documents in ECF. If you are not an attorney of record in a case, do not use another attorney's login and password to file documents. Upon receiving your ECF password from the Clerk's Office, we recommend you change it to one you can easily remember. Change your password from within the Utilities function of ECF. If you forget your login and password, contact the Clerk's Office.

3) ATTORNEY APPEARANCES - Each attorney who wishes to enter their appearance and receive email notifications must file a separate praecipe in each case.

4) ATTORNEY WITHDRAWALS - Attorneys who do not withdraw from cases will continue to receive email notifications. Pursuant to Local Rules, attorneys must file the appropriate withdrawal of appearance.

5) OVERNIGHT DROP BOX - If unable to electronically file because of computer or other technical difficulties, counsel should prepare a clearly labeled compact or floppy disk of their documents in PDF format and deposit them in the overnight drop box. As a last resort, counsel may deposit a paper copy in the overnight drop box and deliver PDF files of the documents to the Clerk's Office on the next business day.

6) UNABLE TO LOCATE AN EVENT - Please call the Clerk's Office for assistance. Creativity undermines the system.

7) **SEALED MATERIAL** - Sealed material **must** be submitted in paper format at the Intake Section of the Clerk's Office during normal business hours. Your submittal should include an original, one paper copy for the Court, and PDF files of the sealed documents on a floppy or compact disk that is clearly labeled with the Criminal Case Number and the name of the document. **Do not deposit sealed materials in the overnight drop box or e-mail them to the generic email box.**

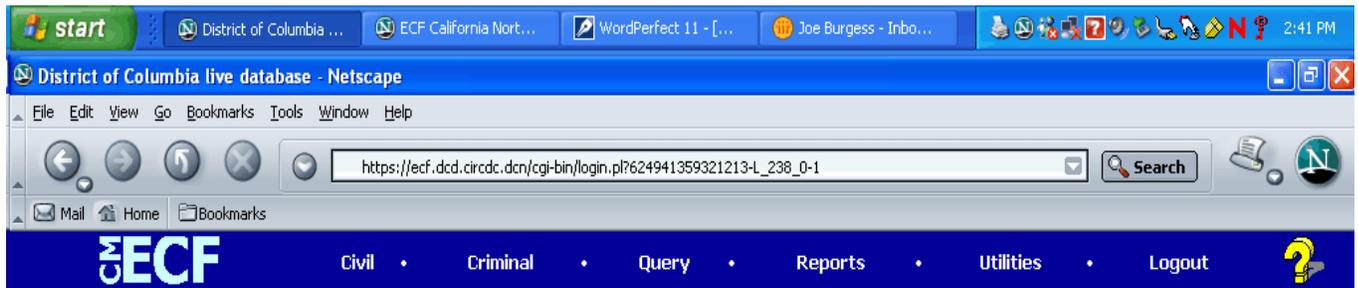
The following documents are documents that fall in this category:

- a) Motion for Seizure Warrant
- b) Sealed Motion
- c) Motion to Seal Case
- d) Motion to Seal
- e) Motion for Downward Departure
- f) Motion to Seal Document

8) **REFERENCING OTHER DOCUMENTS**- The events below request the user to reference other documents:

- a) Motion to Withdraw a Document
- b) Motion for a Standing Order
- c) Joint Motion
- d) Motion for Miscellaneous Relief
- e) Motion for Order
- f) Motion to Reconsider
- g) Motion to Extend Time to Respond/Reply
- h) Motion to Amend/Correct

When using any of the above events, the user will click on the box to the left of (“**Does this filing refer to an existing document in this case?**”) the request.



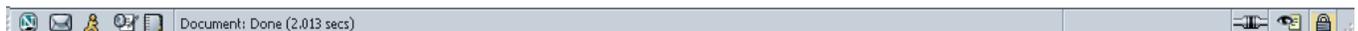
Motions

[1:04-cr-00254-ESH USA v. HORNE](#)

Refer to existing event(s)?

Filed to

Documents to



An additional screen will be displayed after clicking on the box and the submit button.

- On this screen, select the specific existing document(s) to which the one currently being filed relates and after clicking appropriate boxes, scroll down and click on the next button.



9) NOTICE OF APPEAL - A notice of appeal shall not be posted electronically. Because a

\$255.00 fee must be collected, a notice of appeal must be filed either in person or mailed to the Clerk's Office with the check or money order.

10) FILING MOTION, POINTS AND AUTHORITIES, ETC. AS ONE PDF FILE-

The motion, memorandum in support of the motion, and other documents directly pertinent to the motion should reside in a single PDF file. Proposed orders, affidavits, and exhibits should reside in separate PDF files to be included as attachments to the motion.

11) FILING A DOCUMENT IN RESPONSE TO A MISSING DOCUMENT - If the user cannot file a document that must be linked to another document which has not been posted, the user should send their filing to the criminal generic email box, dcd_cmecf_cr@dcd.uscourts.gov.

12) REVIEW PRIVACY ACT REQUIREMENTS REGULARLY - Criminal ECF is ever evolving and new privacy requirements may be added from time to time. It is important to regularly review our website for any new information.

13) SIGNING UP FOR THE LISTSERV - Make sure that you have your staff sign up for our listserv because we regularly notify users of system problems. Attorneys, however, are automatically added to the listserv when they register for ECF.

14. MOTIONS FOR JOINDER - Please send the motions for joinder or to adopt motions of another defendant in PDF Format to the generic E-mail box at dcd_cmecf_cr@dcd.uscourts.gov. This motion will be filed by the criminal docket staff