

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

**CIVIL ECF FILING POINTERS**

(Revised: March 2014)

To assist in using the Electronic Case Filing (ECF) system, we have compiled the following pointers to make your filing experience more successful. From time to time, we will add to this list; therefore, it is important to review the civil filing pointers for revisions.

1. **ECF LOGIN NAME AND PASSWORD:** ECF login names and passwords are used exclusively for filing documents in ECF. Use a PACER login name and password to view, print, and save documents from ECF. **Do not** use another attorney's login and password to file documents, and do not file documents in a case you are not appearing in. Upon receiving your ECF password from the Clerk's Office, you may change it to one you will easily remember if you so choose. Change your password using the **Maintain Your Login/Password** function under **Utilities** in ECF. If you forget your password, you can use the password reset function on our website: <https://ecf.dcd.uscourts.gov/cgi-bin/PwReset.pl>.
2. **KEEP EMAIL ADDRESS UP TO DATE:** Please remember to change your email address as you would your mailing address, or you will not receive ECF Notices of Electronic Filing (NEFs). Please also remove additional email addresses for those persons in your account (e.g., paralegals, administrative assistants, etc.) who are no longer associated with your firm or government agency.
3. **NEW CASES:** New civil cases initiated by a Complaint or Notice of Removal are required to be filed electronically by counsel. Detailed instructions and tutorials on how to open a new civil case are available on our website: <http://www.dcd.uscourts.gov/dcd/AttyCivilCaseOpeningInfo>. Pro se cases should continue to be submitted in paper.
4. **SEALED DOCUMENTS:** Sealed documents being filed in completely sealed civil cases must be submitted in paper and handed to a clerk at the Intake section of the Clerk's Office during normal business hours. Your submission should include an original, one paper copy for the court, and PDF files of the sealed documents on a CD that is clearly labeled with the case number and the name(s) of the document(s). **Do not deposit these materials in any drop box (in the Intake section or at the entrances of the courthouse) and do not email them to the civil ECF email box.** Sealed documents being filed in otherwise public/non-sealed civil cases can be filed electronically in ECF. For instructions on how to file sealed documents in non-sealed cases, follow instructions available on our website: <http://www.dcd.uscourts.gov/dcd/sealed>.
5. **ATTORNEY APPEARANCES:** Each attorney who wishes to enter his or her appearance and receive NEFs must file a separate praecipe in each case.
6. **ATTORNEY WITHDRAWALS:** Attorneys who do not withdraw from a case will continue to receive NEFs. Pursuant to Local Rules, attorneys must file an appropriate withdrawal of appearance in every applicable case.

7. **PROTOCOL FOR SENDING EMAILS TO CIVIL ECF EMAIL BOX:** If technical difficulties arise (on our end or yours), documents may be emailed to the Clerk's Office at: [dcd\\_cmecef@dcd.uscourts.gov](mailto:dcd_cmecef@dcd.uscourts.gov). When sending documents to the civil ECF email box, include the case number and judge's initials in the subject line.
8. **ITEMS THAT SHOULD BE SENT TO THE ECF EMAIL BOX:** Counsel who have not yet registered as ECF filers may submit a filing **once** to the civil ECF email address ([dcd\\_cmecef@dcd.uscourts.gov](mailto:dcd_cmecef@dcd.uscourts.gov)) in PDF format. Thereafter, counsel is required to register for an ECF login and password and file his/her own documents electronically.
9. **UNABLE TO LOCATE AN EVENT:** If you are unable to locate an event to match the title of your document, please call the Clerk's Office for assistance: (202) 354-3190. In this instance, accuracy is far better than creativity.
10. **MOTION, POINTS AND AUTHORITIES, STATEMENT OF MATERIAL FACTS, ETC., AS ONE PDF FILE:** A motion, memorandum in support of the motion, statement of material facts 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. All parts of a motion, regardless of how many PDF files, should be **filed as one docket entry**.
11. **SELECT ALL PARTS OF A MOTION WHEN REQUESTING MULTIPLE FORMS OF RELIEF:** For example, a motion for summary judgment, or in the alternative, to dismiss or transfer requires the filer to select all three forms of relief from the motions drop-down screen. Simply click on each and every relief being requested and it will be added to the docket entry.
12. **NOTICE OF APPEAL:** Notices of Appeal can be filed in paper using cash, check or credit card, or in ECF using a credit card or ACH payment (debit) only. If submitted in paper, please also include a PDF version of the appeal on CD. For further information, please visit our website at: <http://www.dcd.uscourts.gov/dcd/sites/dcd/files/NoticeAppeal-PayFeeOnline.pdf>
13. **COMBINED DOCUMENTS MUST BE FILED SEPARATELY:** If you combine a cross-motion and opposition in the same document, you must file it twice: once as a motion and again as an opposition. Each docket entry should include the same document file attached to it. This same rule applies for other combined documents (e.g., oppositions and replies, stipulations and motions, status reports and motions, etc.).
14. **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 to the docket, the user should send their filing to the civil ECF email box: [dcd\\_cmecef@dcd.uscourts.gov](mailto:dcd_cmecef@dcd.uscourts.gov).
15. **NO DUAL FILINGS:** When counsel files a document in ECF or sends it to the civil email address, do not submit a paper duplicate.
16. **NO NOTICE OF MOTIONS:** A notice of motion is not filed in this court. A motion is filed as a motion, and a notice is not necessary.

17. **PRO HAC VICE ATTORNEYS:** An attorney who has been granted *pro hac vice* status in a case must continue to include on all pleadings the name of local counsel who is a member of good standing in the bar of this court. Failure to do so will require the attorney to refile his document correctly. Moreover, a *pro hac vice* attorney who has been issued a login name and password is only permitted to file documents in those cases where a formal motion has been granted by the presiding judge in each specific case. See Local Rules 83.2(c)(1) and 83.2(d).
18. **CONSEQUENCES OF FAILURE TO RENEW ATTORNEY MEMBERSHIP:** An attorney who has not renewed membership for the bar of this court and who is so advised by the Attorney Admissions Office may be subject to having his ECF registration disabled. See Local Rule 83.9(c) for further clarification.
19. **FILING IN CONSOLIDATED CASES:** When filing a document in a lead consolidated case, a filer will be asked if he wishes to **spread** the docketing text to other associated cases. **Spread** means to docket once in the lead case (oldest case number) and to spread the docket entry text automatically to all associated member cases. Individual judges may issue orders regarding their preferred protocol in filing to consolidated cases (i.e., some judges prefer to close the member cases and only have documents filed in the lead case). If no such order has been filed in your case(s), you should assume that your docket entry should be spread to all associated member cases. To spread docket entry text to all consolidated cases, the filing must be done in the lead case. Filing a document in a member case does not allow you to spread the docket entry to all consolidated cases.
20. **DISCOVERY MATERIAL:** Local Rule 5.2(a) stipulates that, absent an Order from the court, discovery materials are not to be filed. Also, **do not** file Certificates of Discovery. Filing these documents adds unnecessary items to the docket and sends unnecessary emails to all parties in the case.
21. **MISCELLANEOUS CASES:** Documents in miscellaneous cases (not including case-opening documents) can now be filed electronically in ECF by attorneys who have a login name and password.
22. **EMAIL ALERTS:** The court will occasionally send email alerts to all registered ECF users regarding ECF news, updates, outages, and other issues. Please be sure to review any email alerts you may receive from the Clerk's Office for this important information. (**Note:** You cannot be removed from the email alert list, as emails are automatically sent to all ECF users and you may miss important information about outages and other issues. Blast emails will only be sent to all users when it is in the best interests of the court and the members of our bar).