UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

CLERK'S OFFICE
GENERAL INFORMATION
&
CIVIL FILING PROCEDURES

(Revised: March 2016)

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UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

PART I: GENERAL CLERK'S OFFICE INFORMATION

I. LOCATION, HOURS AND TELEPHONE NUMBERS

A. LOCATION

1. The Clerk's Office is located on the first floor of the E. Barrett Prettyman United States Courthouse at 333 Constitution Avenue, NW, Washington, DC 20001, near the Judiciary Square Metro Station (Red Line).

B. HOURS

1. The Clerk's Office (Room 1225) is open to the public between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, except legal holidays.

2. For emergency filings that cannot be filed electronically, a speedy filing box is available at the Third Street entrance of the courthouse 24 hours a day, seven days a week. An electronic clock is used to time and date stamp all papers submitted. All papers/CDs received before midnight will be filed as of that day provided that they are in compliance with the Court's Local Rules and the Federal Rules of Procedure.

C. TELEPHONE NUMBERS

1. The main telephone number of the Clerk's Office is (202) 354-3000. The automated phone system contains general information about the Clerk's Office, Court Operations, Attorney Admissions, Jury, Human Resources, Finance and Naturalization Ceremonies.

2. When possible, please use the direct phone number when calling an individual in the Clerk's Office; it is the most direct way of reaching someone. Unless otherwise authorized, attorneys and pro se filers should not contact the chambers of a Judge.

3. The phone number for the Case Management/Electronic Case Filing (CM/ECF) Helpline is (202) 354-3190 for civil and miscellaneous cases. Questions regarding criminal cases should be directed to (202) 354-3060.

II. GENERAL FILING REQUIREMENTS

A. CASE MANAGEMENT/ELECTRONIC CASE FILING SYSTEM

1. Except as otherwise provided in LCvR 5.4 and this supplement, **all** civil documents to be filed with the Court **must** be filed by electronic means in portable document format (PDF). In the event you have difficulty filing your document, you may deposit a CD in our speedy filing box.

2. Miscellaneous cases are also to be filed electronically using the CM/ECF system.

3. Additional information regarding CM/ECF is available on the Court's website at http://www.dcd.uscourts.gov/dcd/ECFCR.

B. OBTAINING AND USING ELECTRONIC FILING LOGIN AND PASSWORD

1. An attorney must obtain a CM/ECF login and password from the Clerk's Office in order to file documents with the Court or to receive copies of opinions and orders of the Court. [LCvR 5.4(b)]

2. Attorney/Participant ECF Registration Forms are available on the Court's website at http://www.dcd.uscourts.gov/dcd/attorney-forms. (Attachment A)

C. WHO MAY APPEAR, FILE PAPERS AND PRACTICE

1. Attorneys who are members in good standing of the bar of this Court may appear, file documents and practice provided they comply with LCvR 83. [LCvR 83.2]

2. For other practices relating to who may appear and file, please refer to all subsections of LCvR 83.2.

D. RENEWAL OF MEMBERSHIP IN THE U.S. DISTRICT COURT BAR

1. Each member of the bar of this Court is required to renew his or her membership pursuant to LCvR 83.9(a), every third year on or about July 1 by completing the renewal form approved by this Court. (Attachment B)

2. The Clerk's Office will notify members of this certification requirement at least 60 days before the date for filing the certificate of renewal. [LCvR 83.9(a)]

3. The cost of renewal is $25.00. Failure to renew will result in the provisional removal of the attorney from the list of members in good standing. The name of the attorney will be restored to the list of members in good standing upon the filing of the required certificate and payment of the delinquent fee within five years after the due date. After five years has passed without renewal, the attorney's name will be permanently removed from the roll, without prejudice to an application for admission as a new member. [LCvR 83.9(b) and (c)]

E. NAME AND ADDRESS OF PARTIES AND ATTORNEYS

1. The first filing by or on behalf of a party must have in the caption the name and full residence address of each party. *(Note: A P.O. Box number is not an appropriate address).*

2. All filings must contain the name, address, telephone number and DC bar identification number of the attorney.

3. Changes of address must be filed with the Clerk's Office within 14 days of the change. [LCvR 5.1(c)(1)] (Attachment C)

F. EXCEPTIONS TO ELECTRONIC FILING

1. Every unsealed document (including an administrative record or a record of state court proceedings) must be filed electronically. Every document filed under seal in a totally sealed case shall be filed in paper form and accompanied by a copy in PDF format. [LCvR 5.4(e)(1)]

2. Any document, exhibit, or attachment, including sealed material that (A) is not in a format that readily permits electronic filing, such as a map, chart, or DVD, or (B) is illegible when scanned into electronic format, is to be maintained in the possession of the attorney or *pro se* party responsible for the filing. Such a filing shall be made available for a party or the Court and must be identified in a Notice of Filing with the Court. [LCvR 5.4(e)(1)]

3. A document or item filed as described above shall be served, if it is necessary to serve it, by mail or hand delivery, unless the parties have otherwise agreed. [LCvR 5.4(e)(1)]

4. A party appearing *pro se* shall file with the Clerk and serve documents in paper form and must be served with documents in paper form, unless the *pro se* has obtained a CM/ECF password. [LCvR 5.4(e)(2)]

G. FORM OF DOCUMENTS

1. Every document shall be typed (double spaced) using a standard 8 ½ by 11 inch word processing format (submitted electronically to the court in PDF format) and shall contain a heading under the caption describing the nature of the document. The case number on every document shall be followed by the initials of the judge to whom the case has been assigned. Any filings made in paper must be identified with the case caption, case number, judge's initials, and title of document. Paper filings should be unfolded and without a back or front cover. All documents, regardless of volume, should be one-sided, double-spaced, and formatted on white paper, 8 ½ x 11 inches in size. Any disk that is submitted should be properly labeled with the case number and contents.

2. All subsequent filings must contain the case number, name or initials of the judge assigned to the case, and the name or initials of the magistrate judge to whom the case has been referred. (Attachment D)

3. All exhibits and attachments to documents shall also reflect the number of the case in which it is filed. [LCvR 5.1(d)]

H. FILING DOCUMENTS UNDER SEAL

1. Absent statutory authority, no cases or documents may be sealed without an order from the Court.

2. Documents that are to be filed under seal in otherwise public/non-sealed cases may be filed electronically using the ECF system. The sealed document shall also be accompanied by a motion to seal if a protective order is not already in place. [LCvR 5.1(h)(1)]

3. Documents that are to be filed under seal in completely sealed cases must be filed **in paper and with an electronic copy on disk** in the Clerk's Office during regular business hours only (Monday-Friday, 9:00 a.m.-4:00 p.m.). **Sealed documents must not be filed in the speedy drop box at the entrance of the courthouse, left with a Court Security Office, nor emailed to the court.** [LCvR 5.1(h)(2) and (3)]

2. Sealed documents that are filed in paper must be submitted in a **securely sealed** envelope/box clearly marked with the warning **DOCUMENT UNDER SEAL**. The warning should also be placed on the first page of the pleading in the area of the civil action number. **Compliance with this provision is required.** Members of the press have access to all public records. Failure to advise the Clerk's Office regarding the sensitivity of a pleading will result in it being placed on the public docket. [LCvR 5.1(h)(2)]

III. FILING CIVIL ACTIONS

A. CIVIL COVER SHEET

1. The entire Civil Cover Sheet (Attachment E) must be completed for every new civil action tendered for filing.

2. The Civil Cover Sheet requires the signature of an attorney who is an active member of the bar of this Court. Please be sure the form is completed fully and correctly.

B. SUMMONS

1. A summons for each defendant named in the caption of the complaint may be issued at the time of filing. In cases with multiple defendants, the caption on each summons must be the same (i.e., JONES, et al v. SMITH, et al). There is an area on the summons which will request information regarding each individual defendant. Summons are available on the Court's website at http://www.dcd.uscourts.gov/dcd/new-case-forms. (Attachment F)

2. A summons must be served within 120 days or the case may be dismissed as to that particular defendant. [FRCP 4(m)]

3. The Clerk will issue as many summons as requested. However, summons will not be signed and sealed for an attorney's personal file.

4. When suing a United States Government agent or agency, the United States Attorney General and the United States Attorney for D.C. must be served with a copy of the summons and complaint. [FRCP 4(i)]

5. Service of the summons may be waived. This provision allows the plaintiff to notify the defendant of the commencement of the action and a request the defendant to waive service of a summons. [FRCP 4(d)]

C. CERTIFICATE RULE 7.1

1. The Certificate Rule 7.1, or Certificate of Disclosure of Corporate Affiliations and Financial Interests, is required in each action wherein a party is a corporation. The certificate is used to determine the need for recusal.

2. The certificate must be tendered with the party's initial filing. [LCvR 7.1]

D. TEMPORARY RESTRAINING ORDERS AND PRELIMINARY INJUNCTIONS

1. Each application for a temporary restraining order or preliminary injunction must be accompanied by points and authorities and a proposed order. In addition, these motions must be made in a document separate from the complaint.

2. Notice must be given to the opposing party(s) prior to making application for a temporary restraining order. [LCvR 65.1(a)]

3. Temporary restraining orders are assigned in the same fashion as any civil action. If the assigned judge is unavailable, and there is an urgent need for a hearing, the Motions Judge for the month will be contacted.

E. FILING FEES

1. The filing fee for all new civil actions is $400.00, and for all new miscellaneous cases is $46.00.

2. The filing fee for new civil cases opened electronically in ECF must be paid with a credit card or bank account debit (ACH) withdrawal using pay.gov.

3. The filing fee for *pro se* cases and any cases filed under seal may be paid in cash, or by check or money order. Checks and money orders must be made payable to the *Clerk, U.S. District Court*.

4. There is no filing fee for motions. Additional fees are mentioned throughout this supplement.

IV. ASSIGNMENT OF CASES

A. HOW CASES ARE ASSIGNED

1. Each new civil action is assigned using our automated case assignment system. For the new case clerk to complete the assignment, you must be sure to select the appropriate case category on the Civil Cover Sheet. [LCvR 40.2(b)]

2. Each Miscellaneous case shall be assigned randomly to judges of this Court. [LCvR 40.3(a)]

3. If the action you are filing is related to a pending case or a previously dismissed case, you must complete the Related Case Form. The form asks you to describe the relationship between the new action and the pending or dismissed action. Those actions that are related will be assigned to the judge assigned to the earlier case. [LCvR 40.5] (Attachment G)

4. Should the parties consent, actions may be referred for all purposes to a magistrate judge. The consent form must be signed by all parties and submitted to the Clerk's Office. [LCvR 73.1] (Attachment H)

V. FILING SUBSEQUENT CIVIL PLEADINGS

A. PROBLEMS WITH THE CM/ECF SYSTEM

1. Any documents that cannot be filed by an attorney via the CM/ECF system due to technical difficulties should be filed with the Clerk's Office either on disk or by email in PDF format as described in Section II.F.

B. CERTIFICATES OF SERVICE

1. Electronic filing of any document operates to effect service of the document on counsel or pro se parties who have obtained CM/ECF logins and passwords. Counsel or parties who have not yet obtained CM/ECF logins and passwords must serve and be served as otherwise provided in FRCP 5(b).

2. The requirement of a certificate or other proof of service is satisfied by the automatic notice of filing sent by the CM/ECF software to counsel or pro se parties who have obtained CM/ECF logins and passwords. A separate certificate or other proof of service showing that a paper copy was served on a party or counsel is required when that party or counsel does not receive electronic notification of filings. [LCvR 5.4(d)]

C. ORDERS STRIKING PLEADINGS

1. The Clerk's Office does not return pleadings that are not in compliance with the Federal Rules of Civil Procedure or the Local Rules of this Court.

2. Generally, defective pleadings may be stricken from the record, or a judge might deny a request for leave to file a document. In both cases, a notation will be made on the docket to alert counsel and parties of the outcome.

D. ORDERS FOR FILING DISCOVERY MATERIAL

1. The Clerk's Office will not take discovery materials for filing unless the judge specifically enters an order directing the Clerk to file discovery materials. [LCvR 5.2(a)]

2. For cases filed prior to May 18, 1994, with case numbers earlier than 94cv1094, the old discovery rule applies.

E. NOTICES OF APPEAL AND INTERLOCUTORY APPEAL

1. A Notice of Appeal or Interlocutory Appeal can be filed by an attorney using the CM/ECF system. Instructions on how to file a Notice of Appeal or Interlocutory Appeal, including how to pay the filing fee by credit card, can be found at the following link: http://www.dcd.uscourts.gov/dcd/ecf-information.

2. The fee for filing such notices is $505.00.

3. For more information, see Rule 3 of Title II of the Circuit Rules for the U.S. Court of Appeals for the D.C. Circuit.

VI. ISSUANCE OF SUBPOENAS

A. WHO MAY ISSUE SUBPOENAS

1. Pursuant to the provision of FRCP 45(a)(3), attorneys, as officers of the Court, may issue and serve their own subpoenas. While the Clerk still has the power to issue subpoenas, most subpoenas are issued by counsel.

B. SUBPOENAS FROM ANOTHER DISTRICT

1. Issuance of subpoenas from another district court for the purpose of taking depositions, commonly referred to as foreign subpoenas, are issued in the same manner as noted above.

C. SEAL REQUIREMENT

1. The requirement that each subpoena carry the seal of the Court has been abolished.

VII. REGISTRATION OF FOREIGN JUDGMENTS

A. PAPERS REQUIRED FOR CERTIFICATION OF JUDGMENT FORM (AO 451) TO REGISTER IN THIS COURT

1. A Certification of Judgment form (AO 451), completed by the Clerk's Office where the judgment was entered, certifies that the judgment is ripe for registration in a foreign court, namely, this Court. (Attachment I)

2. A certified copy of the judgment must be attached to the Certification of Judgment form.

3. There is a fee of $46.00 for each foreign judgment registered in this Court from another district court. These cases are filed in this Court as a new Miscellaneous case.

B. PREPARING A CERTIFICATION OF JUDGMENT FORM (AO 451) TO REGISTER AT ANOTHER COURT

1. Obtain a certified copy of the judgment from the Clerk's Office in Room 1225. Copies may be obtained between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

2. Leave the judgment with a deputy clerk to prepare the Certification of Judgment form.

3. The fees are:
   a. Copying: $.50 per page for paper documents, $.10 per page for electronic documents
   b. Certification of document: $11.00
   c. Certification of Judgment Form: $11.00

VIII. REVIEWING RECORDS AND OBTAINING COPIES

A. REVIEWING RECORDS

1. Official Court records for cases that were filed in paper may be viewed in the Clerk's Office in Room 1225 between 9:00 a.m. and 4:00 p.m., Monday through Friday, except legal holidays. Any electronic cases can be viewed 24 hours a day through the CM/ECF system while using a PACER (Public Access to Court Electronic Records) login and password.

2. For access to PACER, please call the National PACER Billing Center at 1-800-676-6856, or visit the website at http://pacer.uscourts.gov. (Attachment J)

3. The paper files in the Clerk's Office may not be removed from this area. Anyone wishing to view a file will be required to complete a charge-out card which provides accountability for the charged-out file.

B. OBTAINING COPIES OF PLEADINGS

1. Any pleadings found in the public file may be copied. Clerk's Office staff will make the copies. The fee is $.50 per page for paper documents, $.10 per page for electronic documents.

2. Certification of copies will be provided by Clerk's Office staff. The certification fee is $11.00 per document certified.

IX. OBTAINING INFORMATION FROM THE CLERK'S OFFICE

A. BY TELEPHONE

1. Because of the tremendous number of requests for case information, coupled with reduced staffing, we no longer provide specific case information to callers from Washington, D.C., or the immediate surrounding areas. We invite callers to come to the Clerk's Office to conduct a search and encourage them to use PACER as described in Section VIII.A.

B. BY LETTER OR FAX

1. Correspondence to the Clerk's Office is answered within five business days, dependent upon the complexity of the request.

2. There is a $30.00 fee for each name search requested.

C. IN PERSON

1. The Clerk's Office is open to the public from 9:00 a.m. to 4:00 p.m., Monday through Friday, except legal holidays. All public paper records are available for inspection during those hours.

2. Case information and docket sheets, whether filed in paper or electronically, can be accessed and printed via the public terminals located in Room 1225. The copy fee is $.50 per page for paper documents, and $.10 per page for electronic documents. In addition, old party or case information can be found on microfiche. The copy fee for microfiche documents is $.50 per page. Archived or closed cases can be accessed via public terminals.

PART II: GENERAL COURT INFORMATION

I. GENERAL PROCEDURES AND PRACTICES

A. SCHEDULING AND CONTINUANCES OF IN-COURT MATTERS

1. When possible, become familiar with an individual judge's procedures for requesting a continuance of a scheduled matter. If the procedures of a particular judge cannot be determined, please call the courtroom deputy assigned to that judge. The courtroom deputy will be knowledgeable of the judge's practices.

2. If in doubt regarding how to move for a continuance, file a motion. Depending on a judge's practice, some courtroom deputies can continue scheduled matters without a motion and some cannot. Keep in mind that judges may handle various procedures differently.

3. Whenever a matter is scheduled by the Court, please make every attempt to adhere to the set schedule.

B. CONTACTING COURTROOM DEPUTIES

1. Each judge has assigned to him or her a courtroom deputy to handle a myriad of duties, one of which is case management.

2. Because courtroom deputies are in court regularly, it may be difficult to reach them by phone. Please leave a clear and concise voice mail message and the courtroom deputy will return the call. There are many things that courtroom deputies cannot do at the last moment, so plan ahead and contact them early if there is a problem.

C. INDIVIDUAL CALENDAR SYSTEM

1. When a case is filed, it is randomly assigned to a judge. Once the assignment has been made, the case remains with the assigned judge until there has been a resolution to the matter. In the event the assigned judge is unavailable to hear the case, or even a particular portion thereof, a request may be made for the case to be heard by the Motions Judge.

2. There are no set days scheduled for motions hearings. All hearings, conferences, and trials are scheduled by the judge to whom the case is assigned. Matters referred to a magistrate judge are scheduled by the magistrate judge.

3. An application with the Court for a continuance of a hearing, conference, or trial should not be made until notice has been given to all parties.

D. EXHIBITS

1. Exhibits offered at trial must display in a prominent place the case number and judge's initials. Exhibits should be identified prior to arrival at trial; however, exhibit stickers may be obtained from any courtroom deputy upon request.

2. Exhibit lists should be prepared prior to coming to Court.

E. CONDUCT AND PRACTICES IN THE COURTROOM

1. When arriving at Court, please be sure to check in with both the courtroom deputy and the court reporter. The courtroom deputy needs the information for the judge and the court reporter needs the information to ensure that the transcript is accurate.

2. Identify yourself at the podium. Most judges and court reporters prefer that you speak at the podium and into the microphone.

3. Be on time. If an attorney is going to be unexpectedly late for, or absent from, any scheduled appearance before any judge, the judge's courtroom deputy must be contacted. Please provide the nature and duration of the conflicting engagement. The Court may take appropriate disciplinary action when an attorney fails to conduct himself or herself in accordance with the requirements and obligations of this Court's Local Rules. [LCvR Appendix B]

4. Attorneys are expected to have a calendar with them at all times when in Court.

INDEX OF ATTACHMENTS

A. CM/ECF Login Registration Form

B. Membership Renewal Certificate of Notice of Requirements

C. Attorney Address Correction Request Form

D. Initials of USDC Judges and Magistrate Judges

E. Civil Cover Sheet

F. Summons for Civil Action

G. Notice of Designation of Related Cases Pending

H. Consent to Proceed before the U.S. Magistrate Judge

I. Certification of Judgment Form

J. PACER Information Sheet

ATTACHMENT A

Rev. 3/2016

United States District Court
For The District of Columbia

ELECTRONIC CASE FILING (ECF)
ATTORNEY/PARTICIPANT REGISTRATION FORM

LIVE SYSTEM

This form shall be used to register for an account on the Court's Electronic Case Filing (ECF) system. Registered attorneys and other approved participants will have privileges to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Case Filing system.

The following information is required for registration:
If you are appointed pro bono or *pro hac vice*, please provide the case number:

_____

First Name/Middle Initial/Last Name: _____

Last four digits of Social Security Number: _____

DC Bar ID#: _____

Firm Name:_____

Firm Address: _____

_____

Phone Number: _____

FAX Phone Number: _____

E-Mail Address: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the ***U.S. District Court for the District of Columbia*.** It may be used to file and view electronic documents, docket sheets, and notices. Please visit the Court's ECF website for more information: http://www.dcd.uscourts.gov/dcd/ECFCR.

2. Pursuant to FRCvP 11, every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and

secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. The Court will delete that password from the system and issue a new password.

3. An attorney's/participant's registration will not waive conventional service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents, and orders in actions in which such attorney/participant has not entered an appearance. An attorney's/participant's registration will constitute a waiver in law only of conventional service of other non-process pleadings, documents, and orders in the case. The attorney/participant agrees to accept, on behalf of the client, service of notice of the electronic filing by hand, facsimile or authorized e-mail.

4. Upon receipt of your login and password, you are strongly encouraged to change your password to a name easily recalled. This may be done through the Utilities function in ECF.

5. To receive an ECF account, attorneys must be active members of the bar of this Court, government attorneys who are employed or retained by the United States, or attorneys who have been permitted to proceed *pro hac vice. Pro Se* parties must request leave of court to receive an ECF account and file documents electronically.

6. Whenever a filer's e-mail address changes, the user agrees to update their ECF profile to reflect the new e-mail address via the Utilities function in ECF. The Clerk's Office does not monitor bounced back or undelivered e-mails.

7. Logins and passwords are normally processed within 48 business hours of being received.

Please return this form via E-mail: ecf_login@dcd.uscourts.gov
or Mail: U.S. District Court for the District of Columbia
Attn: Attorney Admissions
333 Constitution Avenue NW, Room 1225
Washington, DC 20001

Applicant's Signature: _____

_____	_____	_____
Full Last Name	Initial of First Name	Last 4 Digits SS#

ATTACHMENT B

Rev. 2/2016

U.S. DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA
ATTORNEY RENEWAL/GOVERNMENT CERTIFICATION FORM

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW:

Last Name: _____ First Name: _____

Middle Name: _____ Generation (Jr.,Sr., etc.): _____

Last four (4) digits of Social Security Number: _____ Date of Birth: _____

USDC Bar Number: _____ USDC Date of Admission: _____

Principal Office Address:

Firm: _____

Street: _____

Suite: _____

City: _____ State: _____

Zip: _____ Phone: _____

Unit (within firm or agency): _____

E-Mail Address: _____

STATE/FEDERAL GOVERNMENT ATTORNEY: Yes ☐ No ☐

NOTE: All occasions, if any, on which you have been held in contempt of Court, convicted of a crime, censured, suspended, disciplined or disbarred by any Court since your last renewal date should be noted on a separate sheet attached to this form. State the facts and circumstances connected therewith.

CHANGE OF ADDRESS

This form may serve as written notification to the Clerk's Office of address change under the requirements of Local Rule 83.15(c). However, this notification **DOES NOT** fulfill the PRAECIPE requirement of the Rule. 83.15(c) requires that, **"(t)he attorney shall also within 10 days file a praecipe reflecting such change in each case which the attorney has pending before this Court serving a copy upon each of the attorneys in these cases."**

FAILURE TO RENEW

An attorney who fails to file the required certification and pay the renewal fee will be provisionally removed from the list of members in good standing. The attorney will be restored to the list of members in good standing upon the filing of the required certificate and payment of the delinquent fee within five years after the due date. At the end of the five years from the due date, the attorney's name will be permanently removed from the roll, without prejudice to an application for admission as a new member. [Local Rule 83.9(c)].

PLEASE REMEMBER: THERE IS A $25.00 RENEWAL FEE!!

PAYABLE ONLINE VIA ECF AND PAY.GOV: *IN CASE 16mc9999*
Visit http://www.dcd.uscourts.gov/dcd/attorney-forms for more information.
-OR-
PAYABLE BY CHECK TO: *CLERK, U.S. DISTRICT COURT*
MAIL TO:
U.S. DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA
333 Constitution Avenue, NW
Room 1225
Washington, DC 20001

U.S. DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA

ATTORNEY CERTIFICATION

In compliance with Local Rule 83.9(a) AND LCrR 57.21.1, all attorneys who are members in good standing of the bar of this Court, AND/OR, government attorneys eligible to practice by virtue of LCvR 83.2(e) or (f)/LCrR 44.1(e), must submit this certification and hereby certify that he/she:

(MANDATORY FOR ATTORNEYS WHO ARE MEMBERS OF THE BAR OF THIS COURT)
(OPTIONAL FOR ATTORNEYS WHO WISH TO MAINTAIN A 'GOVERNMENT' STATUS)

1. ☐ is familiar with the current version of the Federal Rules of Civil Procedure, the Federal Rules of Evidence, the Local Rules of this Court, the Rules of Professional Conduct as adopted by the District of Columbia Court of Appeals, and the D.C. Bar Voluntary Standards for Civility in Professional Conduct, adopted by the Bar on June 18, 1996; **and/or**

2. ☐ is familiar with the current version of the Federal Rules of Criminal Procedure, the Sentencing Guidelines, the Federal Rules of Evidence, the Local Rules of this Court, and the Code of Professional Conduct as adopted by the District of Columbia Court of Appeals. (Attorneys who appear in criminal cases.)

In compliance with Local Rule 83.2(b) or LCrR 44.1(b), an attorney who wishes to appear as sole or lead counsel in a contested evidentiary hearing or trial on the merits further certifies that he/she:

(CHECK ALL ITEMS THAT APPLY)

3. ☐ has previously acted as sole or lead counsel in a federal district court or the Superior Court of the District of Columbia or a state trial court of general jurisdiction in a contested jury or bench trial or other contested evidentiary hearing in which testimony was taken in open court and an order or other appealable judgment was entered. [LCvR 83.2(b)(1)/LCrR 44.1(b)(1)]; **OR**

4. ☐ has participated in a junior capacity in an entire contested jury or bench trial in a federal district court or the Superior Court of the District of Columbia or a state trial court of general jurisdiction. [LCvR 83.2(b)(2)/LCrR 44.1(b)(2)]; **OR**

5. ☐ has satisfactorily completed a continuing legal education trial advocacy course of at least 30 hours sponsored by the District of Columbia Bar or accredited by a State Bar. [LCvR 83.2(b)(3)/LCrR 44.1(b)(3)]

In consideration of LCvR 83.10(a) and 83.11, the undersigned applicant certifies that he/she:

(OPTIONAL)

6. ☐ has read LCvR 83.10(a) and understands that members in good standing of the bar of this Court have an obligation to assist or represent the needy in civil matters before this Court whenever requested by the Court and if necessary, without compensation. I have read LCvR 83.11 and understand that the Court has established a voluntary Civil Pro Bono Panel from which attorneys may be appointed by the Court to represent indigent pro se litigants. I have indicated below whether I would like to receive additional information regarding the Court's Civil Pro Bono Panel.

Please Send ☐ Do Not Send ☐

I declare under penalty of perjury that the foregoing is true and correct.

_____ _____

DATE

SIGNATURE OF ATTORNEY
(If electronically filed, use /s/ [Name of Attorney])

ATTACHMENT C

CO-1509 Rev. 3/16

ADDRESS and/or NAME CHANGE REQUEST

___ Attorney ___ Pro Se

Bar ID No: _____ Prisoner ID No: _____

___ Firm moved to new address ___ Attorney/Pro Se moved to new address

___ Firm name change/correction ___ Attorney/Pro Se name change/correction

NAME: _____

New Name (Include copy of marriage certificate, if applicable): _____

OLD ADDRESS:

Office: _____

Unit: _____

Address: _____

_____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

NEW ADDRESS:

Office: _____

Unit: _____

Address: _____

_____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

COMMENTS: _____

_____

Return to: Clerk's Office
U.S. District Court
333 Constitution Avenue, NW
Washington, DC 20001

ATTACHMENT D

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

JOHN DOE	)	
Plaintiff(s),	)	
v.	)	Civil Case No. **04-1058 (RBW/JMF)**
ABC COMPANY	)	
Defendant(s).	)	

MOTION

ATTACHMENT E

CIVIL COVER SHEET

JS-44 (Rev. 3/16 DC)

I. (a) PLAINTIFFS

(b) COUNTY OF RESIDENCE OF FIRST LISTED PLAINTIFF _____
(EXCEPT IN U.S. PLAINTIFF CASES)

DEFENDANTS

COUNTY OF RESIDENCE OF FIRST LISTED DEFENDANT _____
(IN U.S. PLAINTIFF CASES ONLY)
NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED

(c) ATTORNEYS (FIRM NAME, ADDRESS, AND TELEPHONE NUMBER)

ATTORNEYS (IF KNOWN)

II. BASIS OF JURISDICTION
(PLACE AN x IN ONE BOX ONLY)

- ◉ 1 U.S. Government Plaintiff
- ○ 3 Federal Question (U.S. Government Not a Party)
- ○ 2 U.S. Government Defendant
- ○ 4 Diversity (Indicate Citizenship of Parties in item III)

III. CITIZENSHIP OF PRINCIPAL PARTIES (PLACE AN x IN ONE BOX FOR PLAINTIFF AND ONE BOX FOR DEFENDANT) **FOR DIVERSITY CASES ONLY!**

	PTF	DFT		PTF	DFT
Citizen of this State	○ 1	○ 1	Incorporated or Principal Place of Business in This State	○ 4	○ 4
Citizen of Another State	○ 2	○ 2	Incorporated and Principal Place of Business in Another State	○ 5	○ 5
Citizen or Subject of a Foreign Country	○ 3	○ 3	Foreign Nation	○ 6	○ 6

IV. CASE ASSIGNMENT AND NATURE OF SUIT

(Place an X in one category, A-N, that best represents your Cause of Action and one in a corresponding Nature of Suit)

○ **A. *Antitrust***

- ☐ **410 Antitrust**

○ **B. *Personal Injury/ Malpractice***

- ☐ **310 Airplane**
- ☐ **315 Airplane Product Liability**
- ☐ **320 Assault, Libel & Slander**
- ☐ **330 Federal Employers Liability**
- ☐ **340 Marine**
- ☐ **345 Marine Product Liability**
- ☐ **350 Motor Vehicle**
- ☐ **355 Motor Vehicle Product Liability**
- ☐ **360 Other Personal Injury**
- ☐ **362 Medical Malpractice**
- ☐ **365 Product Liability**
- ☐ **367 Health Care/Pharmaceutical Personal Injury Product Liability**
- ☐ **368 Asbestos Product Liability**

○ **C. *Administrative Agency Review***

- ☐ **151 Medicare Act**

Social Security
- ☐ **861 HIA (1395ff)**
- ☐ **862 Black Lung (923)**
- ☐ **863 DIWC/DIWW (405(g))**
- ☐ **864 SSID Title XVI**
- ☐ **865 RSI (405(g))**

Other Statutes
- ☐ **891 Agricultural Acts**
- ☐ **893 Environmental Matters**
- ☐ **890 Other Statutory Actions (If Administrative Agency is Involved)**

○ **D. *Temporary Restraining Order/Preliminary Injunction***

Any nature of suit from any category may be selected for this category of case assignment.

(If Antitrust, then A governs)

○ **E. *General Civil (Other)*** **OR** ○ **F. *Pro Se General Civil***

Real Property
- ☐ **210 Land Condemnation**
- ☐ **220 Foreclosure**
- ☐ **230 Rent, Lease & Ejectment**
- ☐ **240 Torts to Land**
- ☐ **245 Tort Product Liability**
- ☐ **290 All Other Real Property**

Personal Property
- ☐ **370 Other Fraud**
- ☐ **371 Truth in Lending**
- ☐ **380 Other Personal Property Damage**
- ☐ **385 Property Damage Product Liability**

Bankruptcy
- ☐ **422 Appeal 27 USC 158**
- ☐ **423 Withdrawal 28 USC 157**

Prisoner Petitions
- ☐ **535 Death Penalty**
- ☐ **540 Mandamus & Other**
- ☐ **550 Civil Rights**
- ☐ **555 Prison Conditions**
- ☐ **560 Civil Detainee – Conditions of Confinement**

Property Rights
- ☐ **820 Copyrights**
- ☐ **830 Patent**
- ☐ **840 Trademark**

Federal Tax Suits
- ☐ **870 Taxes (US plaintiff or defendant)**
- ☐ **871 IRS-Third Party 26 USC 7609**

Forfeiture/Penalty
- ☐ **625 Drug Related Seizure of Property 21 USC 881**
- ☐ **690 Other**

Other Statutes
- ☐ **375 False Claims Act**
- ☐ **376 Qui Tam (31 USC 3729(a))**
- ☐ **400 State Reapportionment**
- ☐ **430 Banks & Banking**
- ☐ **450 Commerce/ICC Rates/etc.**
- ☐ **460 Deportation**
- ☐ **462 Naturalization Application**
- ☐ **465 Other Immigration Actions**
- ☐ **470 Racketeer Influenced & Corrupt Organization**
- ☐ **480 Consumer Credit**
- ☐ **490 Cable/Satellite TV**
- ☐ **850 Securities/Commodities/ Exchange**
- ☐ **896 Arbitration**
- ☐ **899 Administrative Procedure Act/Review or Appeal of Agency Decision**
- ☐ **950 Constitutionality of State Statutes**
- ☐ **890 Other Statutory Actions (if not administrative agency review or Privacy Act)**

G. *Habeas Corpus/ 2255*	H. *Employment Discrimination*	I. *FOIA/Privacy Act*	J. *Student Loan*
530 Habeas Corpus – General 510 Motion/Vacate Sentence 463 Habeas Corpus – Alien Detainee	442 Civil Rights – Employment (criteria: race, gender/sex, national origin, discrimination, disability, age, religion, retaliation) *(If pro se, select this deck)*	895 Freedom of Information Act 890 Other Statutory Actions (if Privacy Act) *(If pro se, select this deck)*	152 Recovery of Defaulted Student Loan (excluding veterans)
K. *Labor/ERISA (non-employment)*	**L. *Other Civil Rights (non-employment)***	**M. *Contract***	**N. *Three-Judge Court***
710 Fair Labor Standards Act 720 Labor/Mgmt. Relations 740 Labor Railway Act 751 Family and Medical Leave Act 790 Other Labor Litigation 791 Empl. Ret. Inc. Security Act	441 Voting (if not Voting Rights Act) 443 Housing/Accommodations 440 Other Civil Rights 445 Americans w/Disabilities – Employment 446 Americans w/Disabilities – Other 448 Education	110 Insurance 120 Marine 130 Miller Act 140 Negotiable Instrument 150 Recovery of Overpayment & Enforcement of Judgment 153 Recovery of Overpayment of Veteran's Benefits 160 Stockholder's Suits 190 Other Contracts 195 Contract Product Liability 196 Franchise	441 Civil Rights – Voting (if Voting Rights Act)

V. ORIGIN

1 Original Proceeding | 2 Removed from State Court | 3 Remanded from Appellate Court | 4 Reinstated or Reopened | 5 Transferred from another district (specify) | 6 Multi-district Litigation | 7 Appeal to District Judge from Mag. Judge

VI. CAUSE OF ACTION (CITE THE U.S. CIVIL STATUTE UNDER WHICH YOU ARE FILING AND WRITE A BRIEF STATEMENT OF CAUSE.)

VII. REQUESTED IN COMPLAINT CHECK IF THIS IS A **CLASS ACTION** UNDER F.R.C.P. 23 **DEMAND $** **JURY DEMAND:** Check YES only if demanded in complaint **YES** **NO**

VIII. RELATED CASE(S) IF ANY (See instruction) **YES** **NO** If yes, please complete related case form

DATE: _____ **SIGNATURE OF ATTORNEY OF RECORD** _____

INSTRUCTIONS FOR COMPLETING CIVIL COVER SHEET JS-44
Authority for Civil Cover Sheet

The JS-44 civil cover sheet and the information contained herein neither replaces nor supplements the filings and services of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. Consequently, a civil cover sheet is submitted to the Clerk of Court for each civil complaint filed. Listed below are tips for completing the civil cover sheet. These tips coincide with the Roman Numerals on the cover sheet.

I. COUNTY OF RESIDENCE OF FIRST LISTED PLAINTIFF/DEFENDANT (b) County of residence: Use 11001 to indicate plaintiff if resident of Washington, DC, 88888 if plaintiff is resident of United States but not Washington, DC, and 99999 if plaintiff is outside the United States.

III. CITIZENSHIP OF PRINCIPAL PARTIES: This section is completed only if diversity of citizenship was selected as the Basis of Jurisdiction under Section II.

IV. CASE ASSIGNMENT AND NATURE OF SUIT: The assignment of a judge to your case will depend on the category you select that best represents the primary cause of action found in your complaint. You may select only one category. You must also select one corresponding nature of suit found under the category of the case.

VI. CAUSE OF ACTION: Cite the U.S. Civil Statute under which you are filing and write a brief statement of the primary cause.

VIII. RELATED CASE(S), IF ANY: If you indicated that there is a related case, you must complete a related case form, which may be obtained from the Clerk's Office.

Because of the need for accurate and complete information, you should ensure the accuracy of the information provided prior to signing the form.

ATTACHMENT F

CLEAR FORM

AO 440 (Rev. 12/09; DC 03/10) Summons in a Civil Action

UNITED STATES DISTRICT COURT

for the

District of Columbia

_____	)	
Plaintiff	)	
v.	)	Civil Action No.
	)	
_____	)	
Defendant	)	

SUMMONS IN A CIVIL ACTION

To: *(Defendant's name and address)*

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

ANGELA D. CAESAR, CLERK OF COURT

Date: _____

_____

Signature of Clerk or Deputy Clerk

Civil Action No.

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

This summons for *(name of individual and title, if any)* _____

was received by me on *(date)* _____ .

❒ I personally served the summons on the individual at *(place)* _____

_____ on *(date)* _____ ; or

❒ I left the summons at the individual's residence or usual place of abode with *(name)* _____

_____ , a person of suitable age and discretion who resides there,

on *(date)* _____ , and mailed a copy to the individual's last known address; or

❒ I served the summons on *(name of individual)* _____ , who is

designated by law to accept service of process on behalf of *(name of organization)* _____

_____ on *(date)* _____ ; or

❒ I returned the summons unexecuted because _____ ; or

❒ Other *(specify):*

.

My fees are $ _____ for travel and $ _____ for services, for a total of $ 0.00 .

I declare under penalty of perjury that this information is true.

Date: _____

_____
Server's signature

_____
Printed name and title

_____
Server's address

Additional information regarding attempted service, etc:

Print Save As... Reset

ATTACHMENT G

CLERK=S OFFICE
UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

CO-932
Rev. 4/96

NOTICE OF DESIGNATION OF RELATED CIVIL CASES PENDING
IN THIS OR ANY OTHER UNITED STATES COURT

Civil Action No. _____
(To be supplied by the Clerk)

NOTICE TO PARTIES:

Pursuant to Rule 40.5(b)(2), you are required to prepare and submit this form at the time of filing any civil action which is related to any pending cases or which involves the same parties and relates to the same subject matter of any dismissed related cases. This form must be prepared in sufficient quantity to provide one copy for the Clerk=s records, one copy for the Judge to whom the cases is assigned and one copy for each defendant, so that you must prepare 3 copies for a one defendant case, 4 copies for a two defendant case, etc.

NOTICE TO DEFENDANT:

Rule 405(b)(2) of this Court requires that you serve upon the plaintiff and file with your first responsive pleading or motion any objection you have to the related case designation.

NOTICE TO ALL COUNSEL

Rule 405(b)(3) of this Court requires that as soon as an attorney for a party becomes aware of the existence of a related case or cases, such attorney shall immediately notify, in writing, the Judges on whose calendars the cases appear and shall serve such notice on counsel for all other parties.

_____

The plaintiff , defendant or counsel must complete the following:

I. RELATIONSHIP OF NEW CASE TO PENDING RELATED CASE(S).

A new case is deemed related to a case pending in this or another U.S. Court if the new case: [Check appropriate box(e=s) below.]

☐ (a) relates to common property

☐ (b) involves common issues of fact

☐ (c) grows out of the same event or transaction

☐ (d) involves the validity or infringement of the same patent

☐ (e) is filed by the same pro se litigant

2. RELATIONSHIP OF NEW CASE TO DISMISSED RELATED CASE(ES)

A new case is deemed related to a case dismissed, with or without prejudice, in this or any other U.S. Court, if the new case involves the same parties and same subject matter.

Check box if new case is related to a dismissed case: ☐

3. NAME THE UNITED STATES COURT IN WHICH THE RELATED CASE IS FILED (IF OTHER THAN THIS COURT):

_____

4. CAPTION AND CASE NUMBER OF RELATED CASE(E=S). IF MORE ROOM IS NEED PLEASE USE OTHER SIDE.

_____ v. _____ C.A. No. _____

_____ _____
DATE Signature of Plaintiff /Defendant (or counsel)

ATTACHMENT H

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

_____
Plaintiff

v. Civil Action No.

_____
Defendant

NOTICE, CONSENT, AND REFERENCE OF A CIVIL ACTION TO A MAGISTRATE JUDGE

Notice of a magistrate judge's availability. A United States magistrate judge of this court is available to conduct all proceedings in this civil action (including a jury or nonjury trial) and to order the entry of a final judgment. Once judgment is entered an appeal must be taken to the U.S. Court of Appeals for the D.C. Circuit and not to the United States District Judge. A magistrate judge may exercise this authority only if all parties voluntarily consent.

You may consent to have your case referred to a magistrate judge, or you may withhold your consent without adverse substantive consequences. The name of any party withholding consent will not be revealed to any judge who may otherwise be involved with your case.

Consent to a magistrate judge's authority. The following parties consent to have a United States magistrate judge conduct all proceedings in this case including trial, the entry of final judgment, and all post-trial proceedings.

Parties' printed names	*Signatures of parties or attorneys*	*Dates*

Note: Return this form to the clerk of court only if you are consenting to the exercise jurisdiction by a United States magistrate judge. Do not return this form to a judge.

ATTACHMENT I

UNITED STATES DISTRICT COURT

for the

District of Columbia

_____	)	
Plaintiff	)	
v.	)	Civil Action No.
_____	)	
Defendant	)	

CLERK'S CERTIFICATION OF A JUDGMENT TO BE REGISTERED IN ANOTHER DISTRICT

I certify that the attached judgment is a copy of a judgment entered by this court on *(date)* _____ .

I also certify that, as appears from this court's records, no motion listed in Fed. R. App. P. 4(a)(4)(A) is pending before this court and that no appeal has been filed or, if one was filed, that it is no longer pending.

Date: _____

ANGELA D. CAESAR, CLERK OF COURT

_____

Signature of Clerk or Deputy Clerk

Print Save As... Reset

ATTACHMENT J

PACER Service Center Services Available to the Court and the Public

- External users of CM/ECF, e-filing attorneys and query-only PACER customers, must have a PACER login. The easiest way to obtain a PACER login is to register at the PACER Service Center's website at http://pacer.uscourts.gov. Customers need to complete an online form to obtain the login and password. Customers can gain access to PACER within the hour by registering on-line using a credit card. For those who choose not to provide a credit card, the registration process will take several days, because the login and password are sent via U.S. mail. Customers can also provide the PACER Service Center with a credit card to automatically charge their outstanding fees each quarter.

- The PACER Service Center offers online password retrieval for those customers who lose or misplace their PACER password. However, customers must provide the PACER Service Center with certain security information prior to losing a password through the "Account Information" section of the above website.

- Billing logs are available to customers via the Internet website. The PACER Service Center collects billing logs from each CM/ECF site on a monthly basis. Shortly after collection, the billing logs are loaded on the PACER Service Center website where customers can view them. The PACER Service Center website has the ability to sort the logs in a number of ways to allow the customers to easily track charges. The PACER Service Center sends quarterly invoices to all customers with outstanding charges over $10.

- The PACER Service Center Internet site is an excellent source for information. An entire section of the site (http://pacer.uscourts.gov/cmecf) is focused on CM/ECF. There are links to all CM/ECF court site, CM/ECF training modules, and documents that provide general information about the CM/ECF project and its implementation status.

- The PACER Service Center generates and provides to bankruptcy courts a Duplicate SSN/TIN Report. Report output includes the duplicate SSN/TINs, the case number associated with the SSN, the debtor name, the court code for the case, the date it was filed and the chapter. The first line of data for each set of matching SSN/TINs contains the information for the court that is being processed. The subsequent lines for the matching SSN/TINs provides information for matches found in other courts. The PACER Service Center also provides a report that identifies duplicate SSNs for cases that have recently converted to a different chapter.

- The PACER Service Center maintains a J-Net site, which is available at http://pspsc.psc.dcn/epa/. This site provides courts with a wealth of information about the Electronic Public Access program.

- The PACER Service Center manages the U.S. Party/Case Index - a national locator system for cases filed in federal courts.

- Usage reports are available under the "PACER-Net Program" button. The reports provide information to courts on who is using the PACER systems and how much they are using it.

- A new feature on the J-Net site helps courts review their exempt usage reports. The report shows the specific transactions for an exempt user. Click the "View Exempt Transaction Details" button to use this new option.

- A court may request a toll-free line (which is funded by EPA fee revenue) for its local CM/ECF help desk. The forms is accessible under the "Telecommunications Program" button from the main EPA J-Net page, and then under the "Request for Inward Station Access (toll free)" button.