

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

CRIMINAL 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 criminal 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. **SEALED DOCUMENTS:** Sealed documents being filed in completely sealed criminal 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 criminal 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>.
4. **ATTORNEY APPEARANCES:** Each attorney who wishes to enter his or her appearance and receive NEFs must file a separate praecipe in each case.
5. **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.

6. **PROTOCOL FOR SENDING EMAILS TO CRIMINAL ECF EMAIL BOX:** If technical difficulties arise (on our end or yours), documents may be emailed to the Clerk’s Office at: dcd_cmecef_cr@dcd.uscourts.gov. When sending documents to the criminal ECF email box, include the case number and judge’s initials in the subject line.

7. **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) 354-3060. In this instance, accuracy is far better than creativity.

8. **NOTICES 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>

9. **MOTION, POINTS AND AUTHORITIES, ETC., AS ONE PDF FILE:** A motion, memorandum in support of 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. All parts of a motion, regardless of how many PDF files, should be filed as one docket entry.

10. **REFERENCING OTHER DOCUMENTS:** Some events in ECF request the user to reference (i.e., link to) other documents previously filed on the docket. This is an important step in the filing process and should not be overlooked. When presented with the question, “*Should the document you are filing link to another document in this case?*” click the box to the left and then click **[SUBMIT]** (See Figure A on page 3). On the following screen, select the appropriate docket entry(ies) and click **[SUBMIT]** before proceeding with your filing (See Figure B on page 3). The following docket entries below represent some of the documents that require referencing to previous docket entries:
 - a. Motion to Amend/Correct
 - b. Motion to Extend Time to File Response/Reply
 - c. Motion to Reconsider
 - d. Motion to Withdraw Document
 - e. Reply to (non-motion) document
 - f. Response to (non-motion) document
 - g. Supplement to any document

Figure A

The screenshot shows a web form with the following elements:

- A checked checkbox followed by the text: "Should the document you are filing link to another document in this case?"
- Two rows of input fields:
 - Row 1: "Filed" followed by a text input box, "to" followed by another text input box.
 - Row 2: "Documents" followed by a text input box, "to" followed by another text input box.
- Two buttons at the bottom: "SUBMIT" and "Clear".

Figure B

Select the appropriate event(s) to which your event relates:

10/24/2011 2 MOTION to Sever by DEFENDANT 2 (znmw,)

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 to the docket, the user should send their filing to the criminal ECF 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 at any time. It is important to regularly review our website for any new information.
13. **MOTIONS FOR JOINDER:** Please send motions for joinder or to adopt motions of another defendant in PDF format to the criminal ECF email box at: dcd_cmecf_cr@dcd.uscourts.gov. This motion will be filed by a criminal case administrator.
14. **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).