

CM/ECF Checklist

● Preparing Documents

- There is an “s/ (attorney’s typed name)” with the attorney’s name typed on the signature line
- Caption contains the correct party names, judge and case number
- Personal identifiers (e.g. Social security numbers) are not included in the document
- If the document has attachments an index page/table of contents with pagination must be included before the first attachment
- Word processing documents must be converted to “Portable Document Format” (.pdf) before e-filing
 - Individual .pdf documents must not exceed ten (10) megabytes (MB) in size with a maximum 400 dots per inch (dpi).
 - Large documents must be separated into multiple sections under the 10MB limit
 - Ensure the .pdf is formatted correctly
 - There are no missing pages
 - All pages are in order and right side up
 - Every page is legible
- There is a Completed Certificate of Service w/ service list at the end of the document
 - Check to see who is served via email by going to →Utilities →Mailings →Mailing Info for a Case

● Begin using CM/ECF System

- Name of attorney logged into CM/ECF must match the name on the signature line of the document
- Correct case number is entered and verified
 - Check the case number and caption of the case at the top of each screen
- The most accurate event has been chosen from the menus.
 - When selecting more than one party/event hold down the control key while using the mouse to select and highlight all appropriate events/parties.

● Attaching .pdf Documents

- Verify correct .pdf is attached
 - Click “Browse” button and locate .pdf file on computer
 - Right click on file, then select “Open” to view the document and determine that the correct .pdf file has been selected
- Verify all attachments and exhibits are attached
 - Select the correct category for the attachments/exhibits
 - Describe all attachments/exhibits completely and concisely

● Email Chambers

- When filing a motion for leave to file a document or any document with a proposed order do not attach the proposed document/order
 - The proposed document/order must be emailed to chambers
 - Email addresses for all chambers are listed on page 13 of the “Electronic Case Filing Administrative Policies and Procedures”
- If given the option to create a link to another document, do so if appropriate

● Docket Text

- Use the text box at the final text screen to further describe the pleading
 - The docket text should accurately reflect the title of the pleading
 - Do not repeat the automatically generated text in the text field

● Notice of Electronic Filing

- Verify that the proper document was attached
- Verify that service was made as listed on the proof of service
 - Parties that must be served with a paper copy of the document will be listed at the bottom of the Notice of Electronic Filing
- Print a copy of the Notice of Electronic Filing to attach to any courtesy copies for chambers