

CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) FREQUENTLY ASKED QUESTIONS (FAQ'S)

- **How are documents prepared?**
 - ▶ Documents are created and saved in a portable document format (PDF) prior to being filed.

- **What are the hardware requirements for filing a document in ecf?**
 - ▶ A personal computer (PC) with a Pentium Processor - at least 100 Mhz.
 - ▶ An internet connection with a modem supporting a transfer rate of 56k.
 - ▶ Netscape Navigator 4.7 or higher OR microsoft Internet Explorer 5.5 or higher.
 - ▶ A PDF-compatible word processor like Macintosh or Windows-bases versions of WordPerfect and Word.
 - ▶ Adobe Acrobat Reader (Adobe Acrobat recommended for creating PDF documents)
 - ▶ A scanner (optional) for imaging documents which do not exist in electronic format (Adobe Acrobat needed for scanner)

- **What is the optimal performance recommendations?**
 - ▶ A Pentium III or higher processor based PC with Windows 98/98/2000/NT/XP
 - ▶ Mac OSX (10.1) or Macintosh G3 or G4; G4 System 9.2 (Classic)
 - ▶ Minimum 40 MB hard drive space
 - ▶ DSL, Cable Modem or TI
 - ▶ Scanner

- **What are the ecf filing requirements for attorneys?**

- ▶ Attorneys must be admitted to practice in the Eastern District of Missouri, admitted pro hac vice or serving as a government attorney (who are exempt from membership pursuant to Local Rule 83-12.01)
- ▶ Attorneys must complete a registration form in advance to obtain a login, and password. The application containing the attorney's original signature will be kept on file in the clerks office for purposes of complying with Fed.R. Civ. P. 11 for documents that are filed electronically.
- ▶ An active PACER Account - REQUIRED

- **How do I file electronically?**

- ▶ Attorneys log on to the court's ecf program <https://ecf.moed.circ8.dcn/cgi-bin/login.pl> by using the login and password assigned by the court
- ▶ Click on Civil or Criminal
- ▶ Choose the event for the document being filed
- ▶ Enter the case number in which the document is being filed
- ▶ Select the attorney filing the document
- ▶ Select the party filing the document
- ▶ Browse and upload or file the document
- ▶ Verify the wording of the docket entry
- ▶ File the document

- ▶ **What is NEF?**

- ▶ NEF stands for Notice of Electronic Filing

- **How do I know my document was filed and how is notification transmitted to the other parties?**

- ▶ The ecf program sends an electronic receipt (NEF) to the filer verifying the document has been received and filed.
 - ▶ Electronic notification goes to all parties who are signed up for cm/ecf (**Any party who is not signed up for ecf must be notified by mail by the filing party. The certificate of service on the document must state how the parties are being served**).
 - ▶ The docket sheet is updated and is immediately available to anyone with access to the system.
- ▶ **When are documents filed by attorneys filed in paper form?**
- ▶ Certain documents are required to be filed in paper such as: Consent to Jurisdiction of U.S. Magistrate and a Waiver of Speedy Trial. All other documents must have prior approval from the Clerk or the Chief Deputy Clerk to be filed in paper form. (**Any document or exhibit filed in paper form must be served on all parties in paper form and the certificate of service must state how service was made**)
- **How can I change my Court-assigned password?**
- ▶ Log into ecf using your Court-assigned login and password.
 - ▶ On the blue bar at the top of the screen, click on the word Utilities.
 - ▶ Click on Maintain Your Account
 - ▶ Click on More User Information at the bottom of the screen
 - ▶ Click on the password field and type in your new password
 - ▶ Click on the Return to Account Screen button.
 - ▶ Click on Submit
- **How can I add a secondary e-mail address?**
- ▶ Log into ecf using your Court-assigned login and password.
 - ▶ On the blue bar at the top of the screen, click on the word

Utilities.

- ▶ Click on Maintain Your Account - This will take you to the Maintain User Account page.
- ▶ Click on the Email information button on the bottom of the page.
- ▶ Under the Send the notices specified below heading, make sure the To These Additional Address is checked.
- ▶ Fill in the text box to the right with the additional e-mail address you would like notices sent.
- ▶ At the bottom of the screen click the Return to Account screen button (this will return you to the Maintain User Account page)
- ▶ At the bottom of that screen, click the Submit button.
- ▶ If all you did was update the e-mail information, you will receive a page informing you that Case specific fields were not altered. Click the Submit button.
- ▶ You should receive a page that contains the update was successful

- **How do I add additional attorneys to a case?**

- ▶ To add an attorney to an existing case, use the attorney's login and password assigned by the Court and file an Entry of Appearance.

- **What is the number I call for ECF assistance?**

- ▶ The Help Desk Telephone number is 314-244-7650 and is available Monday - Friday from 8:30 a.m. to 4:30 p.m.. You may also call the Clerks Office at 314-244-7900.