

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN AND WESTERN DISTRICTS OF KENTUCKY**

IN RE: MANDATORY ELECTRONIC CASE FILING (ECF)

NOTICE OF MANDATORY ELECTRONIC CASE FILING

Pursuant to Joint General Order 05-____, the United States District Courts for the Eastern and Western Districts of Kentucky hereby give notice that effective **September 1, 2006**, all cases, proceedings, motions, memoranda of law and other pleadings or documents filed with the court¹ must be filed using the Electronic Case Filing System (ECF System.)

Members of the bar who are not registered ECF Filing Users are strongly encouraged to register and obtain training in the immediate future. If you desire to attend a training class conducted by court personnel, please do not delay. ECF training obtained in any bankruptcy or district court will satisfy the training requirement for ECF registration.

The registration form to become a Filing User in ECF is available on the Courts' web sites or may be obtained from the Clerks' Offices. Attorneys² seeking to file documents electronically must be admitted to practice before the Court and must have completed and submitted the prescribed registration form to the clerk for the District in which the attorney intends to become a Filing User. If the Filing User intends to electronically file documents in both Districts, a separate registration form must be completed for each District.

Minimum Systems Requirements for ECF are:

- ◆ Computer running a standard platform such as Windows or Macintosh;
- ◆ Internet access to the web site³;
- ◆ Netscape 4.6, Netscape 4.7 or Internet Explorer 5.5;
- ◆ Word processing software;
- ◆ Software to convert documents into PDF (portable document format)
- ◆ Personal e-mail account;
- ◆ PACER (Public Access to Court Electronic Records) account.

Various methods of **training** for ECF are available, including but not limited to, training at the courthouse by court personnel and through the tutorials on the Courts' web pages. Check the Courts' web sites for training schedules and how to enroll.

The Courts' Amended Joint Administrative Policies and Procedures governing ECF along with the Joint Notices of Electronic Availability of Case File Information, ECF User Manual, and other information relating to CM/ECF are posted on the Courts' web sites. The Courts' web sites are located at www.kywd.uscourts.gov and www.kyed.uscourts.gov.

If you have any questions, please feel free to call the clerk's office. The clerk's office will assist you during this transition. The Eastern District of Kentucky ECF Help Desk number is 866-485-6349. The Western District of Kentucky ECF Help Desk number is 866-822-8305.

Leslie G. Whitmer, Clerk,
Eastern District of Kentucky

Jeffrey A. Apperson, Clerk,
Western District of Kentucky

¹Cases filed prior to March 17, 2003 in the Eastern District of Kentucky shall remain paper cases.

²A party proceeding *pro se* shall not file electronically, unless otherwise permitted by the court. *Pro se* filers shall file paper originals of all documents.

³High-speed internet access is beneficial to the user.