

Administrative Procedures for Electronic Case Filing

Electronic Means for Filing, Signing and
Verification of Pleadings and Papers

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF MISSISSIPPI**

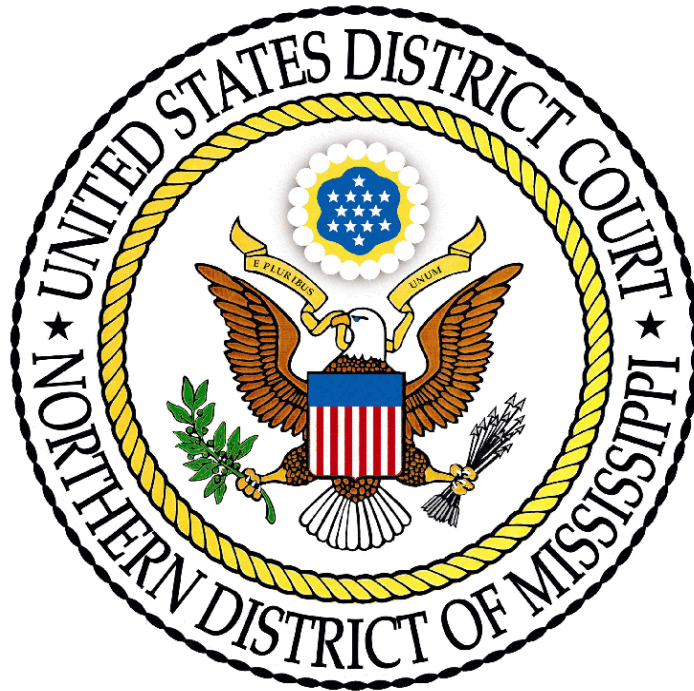


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ADMINISTRATIVE PROCEDURES

Section 1. INTRODUCTION AND SCOPE OF ELECTRONIC FILING

In the United States District Court for the Northern District of Mississippi, the filing of court pleadings and documents is carried out electronically through the Court's Case Management/Electronic Case Filing system. This system permits properly registered attorneys to file documents and to view and search court records from any location over the Internet, twenty-four hours a day. Non-attorneys and non-registered attorneys may "read only" documents in the system by utilizing the court's Public Access to Court Electronic Records (PACER) program. The following information explains the court procedures applicable to system use. This information is available on the court's web site, www.msnd.uscourts.gov, and should be referenced there for most recent revisions or modifications.

The following procedures govern the utilization of the system.

A. Authorization for Electronic Filing

The Uniform Local Rules of the Northern and Southern Districts of Mississippi ["Local Rules"] authorize electronic filing in conjunction with Rules 5 and 83 of the Federal Rules of Civil Procedure and Rule 57 of the Federal Rules of Criminal Procedure. These rules authorize the courts to establish practices and procedures for the filing, signing, and verification of documents by electronic means. Pursuant to Local Rule 5.2, the Clerk of the Court was authorized to implement and publish these *Administrative Procedures for Electronic Case Filing*, effective November 1, 2004.¹ The following procedures shall govern electronic filing in this district unless, due to extraordinary circumstances in a particular case, a judicial officer or the Clerk of the Court determines that these policies and procedures should be modified in the interest of justice.

B. Participants in Electronic Filing

The system permits attorneys to file documents with the court from any location over the Internet. While all parties, including those proceeding pro se, may register to receive "read only" PACER accounts, only registered attorneys, as officers of the court, are permitted to file electronically.

¹The application of these procedures to filings by admitted attorneys shall be effective January 1, 2005.

C. **Training and Technical Assistance**

These procedures govern electronic filing in the Northern District of Mississippi, and are not intended as a technical guide for the use of the system. Information regarding the equipment needed to participate in ECF, as well as information on training and access to computer-based tutorials, can be obtained from the court, www.msnd.uscourts.gov/ecf. Procedures and instructions for using the court's ECF system consistent with the policies set forth herein are also located on the website.

D. **Definitions and Instructions**

The term "conventional filing" means presentation to the Clerk's office of a hard copy of a document which cannot or should not be filed electronically. The hard or paper copy should be accompanied by a disk with the document in a text PDF file(s). Otherwise, the document will be scanned for inclusion as an image PDF. The "image" is not a searchable document; a text PDF is a searchable document.

The term "document" shall include pleadings, motions, exhibits, declarations, affidavits, memoranda, papers, orders, notices, and any other filing by or to the court, whether or not the document is electronic or a hard or paper copy. "Hard copy" and "paper copy" are used interchangeably in these procedures.

The term "ECF" refers to the Court's Electronic Case Filing system. The term "CM/ECF" is used interchangeably with the terms "ECF" and "system" and refers to the Case Management/Electronic Case Filing system.

An "ECF Filing User" is an attorney who is registered to use the ECF site; a "Pacer User" is a person only entitled to read the documents filed.

"Electronic filing" means uploading a document in PDF format directly from the registered user's computer, to file that document in the court's case file using the court's Internet-based system. **Sending a document or pleading to the court via e-mail or facsimile does not constitute "electronic filing."**

The "E-Mail Address of Record" is the Internet e-mail address of each party or attorney in the case as maintained by the Clerk.

The term "Local Rules" refers to the UNIFORM LOCAL RULES OF THE NORTHERN AND SOUTHERN DISTRICTS OF MISSISSIPPI.

A “Notice of Electronic Filing” (NEF) is generated automatically by the ECF system upon completion of an electronic filing. The Notice of Electronic Filing when e-mailed to the e-mail addresses of record in the case acts as the proof of service.

The term “PACER” refers to the Public Access to Court Electronic Records, an automated public service that allows users to obtain on the Internet case and docket information from federal appellate, district and bankruptcy courts.

The term “PDF” refers to Portable Document Format. A PDF document allows anyone to open the converted document across a broad range of hardware and software, with layout, format, links, and images intact.

“Restricted access” or “limited access” means that only counsel of record and the court shall have access to the electronic case files.

E. Selection and Designation of Cases for ECF

Unless otherwise permitted by these administrative procedures or unless otherwise authorized by the assigned judge, all documents submitted for filing in this district after January 1, 2005, regardless of when a case was originally filed, shall be filed electronically by the attorney or shall be scanned and uploaded to the system by the Clerk’s office. Parties proceeding *pro se* shall not file electronically.

Section 2. REGISTRATION FOR THE ELECTRONIC FILING SYSTEM

A. Eligibility

Attorneys admitted to practice in this court, including attorneys admitted under the *pro hac vice* provisions of the local rules of this district, may register as ECF Users. No other person may register as an ECF user, even if he or she is a party proceeding *pro se*.

B. Registration

1. Attorneys should register with the system electronically by accessing the Attorney Registration site at www.msnd.uscourts.gov/ecf. The form is identical to the **Attorney Registration Form**, attached as **Form 1**.

Alternatively, the attorney may register by completing the form and mailing or hand-delivering the form to:

Clerk's Office, United States District Court
Attention: CM/ECF Registration
911 Jackson Avenue, Room 369
Oxford, Mississippi 38655

Each attorney in a law firm must individually register.

2. Each attorney registering in the system will receive an Internet e-mail message after his or her password has been assigned. This is to insure that the attorney's Internet e-mail address has been entered correctly in the system and to convey the login and password information to the attorney.
3. An attorney's registration will constitute a waiver of conventional service of documents. The attorney agrees to accept service of notice of the electronic filing by authorized e-mail.
4. Attorneys are responsible for updating their mailing address or e-mail address on-line through the ECF system.

C. Passwords

Each attorney registered to participate in the system shall be entitled to one system password. Attorneys may change their own passwords.

Pursuant to FED. R. CIV. P. 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 password issued by the court combined with the user's identification serves as the attorney's signature for Rule 11 and other purposes. Therefore, it is imperative that an attorney 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 to immediately notify the court by calling the Clerk's Office. In the event of the resignation or reassignment of the person with authority to use a password, the attorney should change the password immediately.

No attorney shall knowingly permit his or her password to be utilized by anyone other than an authorized employee of his or her office. Once registered, the attorney shall be responsible for all documents filed with his or her password.

Section 3. ELECTRONIC FILING OF DOCUMENTS

A. Filing

1. Unless otherwise permitted by these procedures or otherwise authorized by the assigned judge, all documents² submitted for filing in this district in civil and criminal cases, no matter when a case was originally filed, should be filed electronically by the attorney or shall be scanned and uploaded to the system by the Clerk's office.
2. Electronically filed documents must meet the same requirements of format and page limits as documents "conventionally filed" (as defined in Definitions and Instructions) pursuant to the Federal Rules of Civil and Criminal Procedure and this court's Local Rules.
3. In order to file a document which requires leave of court such as an amended complaint or a document to be filed out of time, the proposed document shall be attached as an exhibit to a motion. If the motion is granted, **the attorney must electronically re-file the proposed document as an independent document after entry of the court's order.**
4. Electronic transmission of a document consistent with the procedures adopted by the court will, upon the complete transmission of the same to the Clerk's office, constitute filing of the document for all purposes of the Federal Rules of Civil and Criminal Procedure and the Local Rules of this court, and will constitute entry of that document onto the docket maintained by the Clerk pursuant to FED. R. CIV. P. 58 and 79 and FED. R. CRIM. P. 55.
5. A receipt acknowledging that the document has been filed will immediately appear on the filer's screen. Parties can also verify the filing of documents by inspecting the court's electronic docket sheet. The court

²The requirement that "all documents" be filed electronically includes briefs, attachments and exhibits used in support of motions.

may, upon the motion of a party or upon its own motion, strike any inappropriately filed document.

6. Filing documents electronically does not alter any filing deadlines. All electronic transmission of documents must be completed (i.e., received completely by the Clerk's office) prior to midnight in order to be considered timely filed that day. Although parties may file documents electronically 24 hours a day, attorneys and parties are strongly encouraged to file all documents during the regular business hours of the Clerk's office, when assistance is available.
7. All documents which form part of a single pleading and which are being filed at the same time may be electronically filed together under one document number, e.g., the motion and a supporting affidavit, with the exception of memoranda in support. Memoranda in support shall be electronically filed separately and shown as a related document to the motion.
8. In filing documents and attachments to documents, a filing party should electronically image, *i.e.*, "scan," the paper exhibit that is less than two megabytes (2 MB) and submit the exhibit as an attachment in PDF format. Some attached documents, whether a scanned exhibit or other evidence, may exceed the 2MB size requirement on the system. When this occurs, the document shall be reduced to as many 2MB "bundles" as required to file the entire document. Each bundle is filed as a separate attachment, and requires that the division of the attachments be listed in the description of the attachment, *i.e.*, "Exhibit 1 - Pages 1 - 25" or "Exhibit 1 - Pages 26 - 50." Attorneys are encouraged to file an Exhibit List as the first attachment.

B. Filing a Civil Complaint or Notice of Removal

1. **Civil Complaint:** A civil complaint cannot be initiated electronically via the ECF system. The Clerk's office will accept original complaints and the required civil cover sheet by conventional filing, *i.e.*, a hard copy sent by United States mail or delivered in person to the Clerk's Office at the proper division. The complaint **must be accompanied by the required filing fee** before the filing is completed.

The original complaint should be accompanied by an electronic text PDF of the complaint, the Civil Cover Sheet (JS-44c), and any attachments thereto.

Any additional documents to be filed simultaneously with the complaint may also be included in the electronic filing. The court will upload these documents into the system. Instructions on how to save a document in PDF format are located on the court's web site at www.msnd.uscourts.gov/ecf.³

2. **Notice of Removal:** A Notice of Removal, along with the state court complaint, shall be filed in the manner described above (B 1) for civil complaints.
3. Electronic filing shall not apply to summonses. Summonses shall be received and issued by conventional means. A party may either deliver in person or send to the Clerk's office by United States mail "hard copy" summonses, and the summons shall be issued by the Clerk's office. The party requesting the summons must complete the top portion of the summons form. The Clerk's office will return via United States mail the completed hard copy summons to counsel only if counsel supplies a stamped, self-addressed envelope.
4. Any fee required for filing a pleading or paper in the district court is payable to the Clerk of the Court by check, money order, cash, or major credit card. Debit cards are not accepted. The Clerk's office will document the receipt of fees on the docket with a text-only entry. The court will not maintain electronic billing or debit accounts for lawyers or law firms.

C. Filing Criminal Charges

All criminal complaints, informations, indictments and requests for issuance of warrants shall be filed conventionally on paper with the court, accompanied by an electronic PDF image. All documents, including any attachments thereto, should be accompanied by an electronic PDF image. The court will upload these documents into the system. Instructions on how to save a document in PDF format are located on the court's web site at www.msnd.uscourts.gov/ecf.

D. Signatures

³Documents filed in the ECF system must be in PDF format. A document created with almost any word-processing program can be converted to PDF format. The PDF program in effect takes a picture of the original document and allows anyone to open the converted document across a broad range of hardware and software, with layout, format, links, and images intact. For information on PDF, users may visit the websites of PDF vendors, such as <http://www.adobe.com/products/acrobat/> or <http://www.fineprint.com/>. Counsel is responsible for confirming the accuracy of PDF converted disks prior to filing.

1. **Civil cases:** Documents which must be filed and which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically, with originally executed copies maintained by the filer until the case is concluded in district court. After entry of the district court final judgment or order, the filer shall submit the original or certified copy of the document to the Clerk's office. The pleading or other document requiring an attorney's signature shall be signed in the following manner, whether filed electronically or submitted on disk to the Clerk's office: "s/Jane Doe".
2. **Criminal cases:** All documents which must contain original signatures other than those of a participating attorney or which require either verification or an unsworn declaration under any rule or statute, shall be filed conventionally on paper, scanned into the system, and maintained in the Clerk's office.
3. **Endorsement by attorney:** In the case of a stipulation or agreed order, or other document to bear the signature of two or more attorneys, the following procedure should be used:
 - (a) The filing attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document.
 - (b) The filing attorney then shall file the document electronically, indicating the signatories, e.g., "s/Jane Doe," "s/John Doe," etc.
 - (c) If a hard copy of the document is generated, the filing attorney shall retain the hard copy of the document containing the original signatures.
 - (d) Each attorney required to sign the document, other than the attorney filing it electronically, shall file a **Notice of Endorsement [Form 2]** of the document within 5 business days.

E. Title of Documents

The person electronically filing a pleading or other document will be responsible for designating a title for the pleading or other document by using one of the categories contained in the Events List on the court's website at www.msnd.uscourts.gov/ecf.

F. Filing Deadlines

Filing documents electronically does not alter any filing deadlines or any time computation pursuant to FED. R. CIV. P. 6. All electronic transmissions of documents must be completed (*i.e.*, received completely by the Clerk's office) prior to **midnight Central Standard (or Daylight Savings) Time**. For the filing to be **completed**, the filer must have received the Notice of Electronic Filing from the court. Although documents can be filed electronically 24 hours a day, filers are strongly encouraged to file all documents during office hours when the Clerk's Office is open.

G. Errors in Filing

Once a document is submitted electronically, it becomes part of the court file, and corrections may be made only by the court and/or the Clerk's office. The system **will not permit** the filing party to make changes to the document(s) or docket entry once the transaction has been accepted, and the filer should **not** attempt to refile the documents(s).

As soon as possible after an error is discovered, the filing party should contact the Clerk's office with the case number and document number for which the correction is being requested. If appropriate, the Clerk's office will make an entry on the docket indicating that the document was filed in error, or otherwise describing the error. The Clerk's office will inform the filing party of the corrective steps which need to be taken.

Section 4. ELECTRONIC SERVICE OF DOCUMENTS

A. Service of Filed Documents on Parties

1. The system will generate a "Notice of Electronic Filing" when any document is filed. This notice represents service of the document on parties who are registered participants with the system. Except as provided in Section 6(A), regarding conventional filing, the filing party shall not be required to serve any pleading⁴ or other documents on any party receiving electronic notice. A Certificate of Service [Form 3] must still be attached to the document.
2. The filing party shall also serve those parties not designated or able to receive electronic notice but nevertheless are entitled to notice of said

⁴ The term "pleading" refers only to those documents listed in Federal Rules of Civil Procedure 7(a).

pleading or other document in accordance with the Federal Rules of Criminal and Civil Procedure and the local rules, except as otherwise provided by order of the court. If such service of a paper copy is to be made, it shall be done in the manner provided in the Federal Rules of Civil Procedures and the Local Rules.

3. A party may not electronically serve a summons and complaint, but instead must perfect service according to FED. R. CIV. P. 4.
4. Service by electronic mail will constitute service pursuant to FED. R. CIV. P. 5(b)(2)(D) and FED. R. CRIM. P. 49(b) and will entitle the party being served, as in conventional service by U.S. mail, to the additional three days provided by FED. R. CIV. P. 6(e) and FED. R. CRIM. P. 49(c).
5. Service by electronic means is not effective if the party making service learns that the attempted service did not reach the person to be served.

B. Certificate of Service

A Certificate of Service is still a requirement when filing documents electronically. A sample **Certificate of Service** is attached as **Form 3**.

Section 5. ORDERS

A. Text Only Orders

The assigned judge or the Clerk's office, if appropriate, may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue and the entry will contain language that "no further written order will issue from the court." The text-only entry shall constitute the court's only order on the matter. A text-only order carries the same weight and authority as a written order signed by the judge. The system will generate a Notice of Electronic Filing for text-only entries as described in these procedures.

B. Proposed Orders Procedure

Pursuant to Uniform Local Rules 7.2(B) and 9.1, moving parties shall simultaneously provide a copy of a proposed order to the judge before whom a motion is pending. **Attorneys must not file proposed orders electronically as a separate pleading or as an attachment to a pleading.** Instead, all proposed orders must be e-mailed to the chambers of the appropriate judicial officer for

the case. The proposed order must be in WORDPERFECT FORMAT.⁵ Proposed orders should be attached to an e-mail and sent to the appropriate judicial officer at the address listed below. The subject line of the e-mail message should indicate the case title, cause number and document number of the motion, e.g., *Smith v. Jones 3:02-cv-1234, motion#__*. The document shall include the electronic signature of the filing counsel and a signature line for the judge.

Chief Judge Glen H. Davidson	Judge_Davidson@msnd.uscourts.gov
Judge W. Allen Pepper	Judge_Pepper@msnd.uscourts.gov
Judge Michael P. Mills	Judge_Mills@msnd.uscourts.gov
Senior Judge Neal B. Biggers, Jr	Judge_Biggers@msnd.uscourts.gov

Magistrate Judge Jerry A. Davis	Judge_Davis@msnd.uscourts.gov
Magistrate Judge S. Allan Alexander	Judge_Alexander@msnd.uscourts.gov
Magistrate Judge Eugene Bogen	Judge_Bogen@msnd.uscourts.gov

C. Proposed Case Management Plan Orders and Final Pretrial Orders

Proposed Case Management Plan Orders and Final Pretrial Orders, when required by the local rules or by the judicial officer assigned to the case, shall be submitted by e-mail to the appropriate judicial officer at the chambers e-mail address listed above. A signature line for the judicial officer shall be included.

D. Confidential Settlement Memoranda

Confidential Settlement Memoranda are not pleadings in the case and are not to be filed in the system. Such memoranda shall be submitted by e-mail to the appropriate judicial officer at the chambers e-mail address listed above.

E. Entry of Orders

The office of the Clerk of Court or a judicial officer of the court shall enter all orders, decrees, judgments, and proceedings of the court in accordance with the Electronic Filing Procedures, which shall constitute entry of the order, decree, judgment, or proceeding on the docket kept by the Clerk under FED.R.CIV.P. 58 and FED.R.CRIM.P. 55.

Section 6. CONVENTIONAL FILING OF DOCUMENTS

⁵ MS Word will allow a document to be saved in WordPerfect format.

- A. Conventional Filings.** As used in these procedures, a “conventionally” filed or submitted document or pleading is one presented to the Clerk or a party on 8 1/2 inch by 11 inch paper or other non-electronic, tangible format and should not be stapled or bound. The following documents shall be filed conventionally and not electronically unless specifically authorized by the court:
1. ***Ex parte* motions** shall be filed conventionally.
 2. **Exhibits and other documents** which cannot or should not be filed electronically by conversion to a legible electronic form shall be filed conventionally. Whenever possible, counsel is responsible for converting filings to an electronic form. However, if that is not possible, counsel shall electronically file a PDF document titled ***Notice of Conventional Filing*** as a notation on the docket sheet that filings are being held in the Clerk’s office in paper. A sample ***Notice of Conventional Filing*** is attached as **Form 4**. If documents are filed in paper format, counsel must provide an original for the Clerk’s office, and submit a copy to the judge. A paper copy must be served on all parties in the case.
 3. **Sealed documents and motions to seal** shall be filed conventionally.
 4. **Certain documents filed in criminal cases**, and which are listed in Section 3 (D)(2) above, shall be filed conventionally.
 5. **Documents filed by pro se litigants** shall be filed conventionally.
 6. **Social Security administrative records** shall be filed conventionally.
 7. **All state court records** shall be filed conventionally.
 8. **Attorneys may apply to the assigned judge for permission to file documents conventionally.** Even if the assigned judge initially grants an attorney permission to file documents conventionally, the assigned judge may withdraw that permission at any time during the pendency of a case and require the attorney to file documents electronically using the system.

B. Service of Conventional Filings

Pleadings or other documents which are filed conventionally rather than electronically shall be served in the manner provided for in the Federal Rules of Civil Procedure and the local rules, except as otherwise provided by order of the court.

Section 7. PUBLIC ACCESS TO THE SYSTEM

A. Public Remote Access Through PACER

Civil and Criminal cases: Public remote access to the system for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records (“PACER”) system. The Judicial Conference of the United States has ruled that a user fee will be charged for remotely accessing certain detailed case information, such as docket sheets and filed documents. PACER users may access the system at the court’s Internet site at www.msnd.uscourts.gov. Such access to the system through the Internet site will allow retrieval of the docket sheet and documents. Unless a user has a CM/ECF filing level account, access to the system will be on a “read only” basis.

Social Security cases: As noted in Section 10 below, only an attorney of record may remotely view records in social security cases. Public remote access will be limited to viewing docket sheets only.

B. Public Access at the Court

The public will have free electronic access for viewing of civil and criminal documents filed in the system in the office of the Clerk during regular business hours. A copy fee for reproduction of documents is required in accordance with 28 U.S.C. §1914.

C. Conventional Copies and Certified Copies

Conventional copies and certified copies of the electronically filed documents may be obtained at the office of the Clerk, during regular business hours. A list of fees is available on the court’s website at www.msnd.uscourts.gov.

Section 8. TECHNICAL FAILURES

A. The Court's System

The Clerk shall deem the public website for the Northern District of Mississippi to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon that day, in which case filings due that day which were not filed due solely to such technical failures shall become due the next business day.

Questions about the system failure may be directed to the Clerk's Office.

When unable to file a document in a timely manner due to a failure of the court's system, a document **may** be filed conventionally, and the filer shall explain the conventional filing by attaching a **Declaration of Technical Difficulties**, attached hereto as **Form 5**.

B. The Attorney's System

If the attorney is unable to file a document in a timely manner due to technical difficulties in the user's system, the attorney should file the document conventionally and notify the court of the inability to electronically file. Such notification may be made by attaching a **Declaration of Technical Difficulties**, wherein he or she explains the inability to file electronically.

Section 9. PRIVACY

The privacy provisions of these procedures must comply with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002,⁶ which includes a goal of promoting electronic access to case files while still protecting personal privacy. In this regard, counsel shall refrain from including, or shall partially redact where inclusion is necessary and relevant to the case, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court:

1. **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.

⁶ The E-Government Act is located at 44 U.S.C. §§ 3601 through 3606 (Supp. 2002). Amendments to the Act were last made on August 2, 2004.

2. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
3. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
4. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.
5. **Home addresses to the city and state.** All addresses shall be limited to the city and state. No street addresses or apartment numbers should be used. This applies to Criminal Cases only.

In compliance with the E-Government Act of 2002 and Uniform Local Rule 8.1(D), a party wishing to file a document containing the personal data identifiers listed above may do so in the following manner:

1. **File an unredacted version** of the document under seal, or
2. **File a reference list under seal.** The reference list shall contain the complete personal data identifier(s) used in its (their) place in the filing.

All references to the redacted identifiers in the case included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended without leave of court.

The unredacted version of the document or the reference list shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review pleadings for compliance with this procedure.

Attorneys are also advised to exercise caution when filing documents that contain the following:

- 1) personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information; and,
- 5) proprietary or trade secret information.

Attorneys are strongly urged to share this notice with all clients so that an informed decision may be made about the inclusion of certain materials in court documents.

Counsel and the parties are cautioned that failure to redact personal identifiers and/or the inclusion of irrelevant personal information in a pleading or exhibit filed electronically with the court may subject counsel to the disciplinary and remedial powers of the court, including sanctions pursuant to FED.R.CIV.P. 11.

Section 10. SOCIAL SECURITY CASES

In accordance with the recommendations of the Judicial Conference Committee on Court Administration and Case Management on Privacy and Public Access to Electronic Case Files, absent a showing of good cause, all documents, notices and orders in Social Security cases filed in the district court after the implementation of ECF shall be filed and noticed electronically, except for the transcripts in the case. The Internet access to Social Security cases shall be limited to attorneys of record. The following procedures apply in Social Security reviews:

1. **TRANSCRIPTS:** The transcripts will be conventionally filed and served. The Clerk will enter in the docket a notice that the transcript is available in paper form.
2. **REDACTIONS:** Counsel must make the appropriate redactions regarding privacy, in accordance with Section 7.
3. **RESTRICTED ACCESS:** Internet access to the individual documents in a Social Security review will be on a “restricted access” basis, i.e., limited to counsel of record in the case and court staff. Docket sheets will be available over the Internet to non-parties, who will also have direct access to the documents on file at the Clerk’s office.
4. **SOCIAL SECURITY NUMBER:** It is the responsibility of counsel for plaintiff to provide the office of the U.S. Attorney the social security number of the plaintiff upon the filing of a new social security case.

Section 11. TRANSCRIPTS

Transcripts of proceedings will be electronically filed and remotely available to the public through PACER. Attorneys are urged to develop the trial record by excluding in testimony and documentary evidence the personal identifiers set forth in the E-Government Act of 2002 and in Section 9 of these procedures.

**United States District Court
Northern District of Mississippi**

**Case Management/Electronic Case Filing
Attorney Registration Form**

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the CM/ECF system. The following information is required for registration:

First/Middle/Last Name _____

Last four digits of Social Security Number _____

Are you admitted to practice and in good standing in the Northern District of Mississippi? _____

Attorney Bar #: _____ State: _____

Firm Name: _____

Primary Address: _____

Voice Phone Number _____

FAX Phone Number _____

Internet E-Mail Address: Primary: _____

Secondary _____

Secondary _____

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. Courts for the Northern District of Mississippi. It may be used to file and view electronic documents, docket sheets, and notices.
2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except list, 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 password issued by the court combined with the user's identification, serves as and constitutes the attorney signature. Therefore, an attorney 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 to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The attorney should change the password immediately.
3. An attorney's registration will constitute a waiver of conventional service of documents, the attorney agrees to accept service of notice on behalf of the client of the electronic filing by hand, facsimile or authorized e-mail.
4. The undersigned attorney agrees to abide by the most recent General Orders, Administrative Procedures for Electronic Case Filing, and all technical and procedural requirements set forth therein.

Please return to : Arlen B. Coyle, Clerk
United States District Court
911 Jackson Avenue, Suite 369
Oxford, Mississippi 38655

Applicant's Signature

Initial of First Name + Last Name + Last 4 Digits SS#

SAMPLE FORMAT

***IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF MISSISSIPPI
DIVISION***

_____)	
)	
Plaintiff(s),)	
)	
vs.)	Case No. _____
)	
_____)	
)	
Defendant(s).)	

NOTICE OF ENDORSEMENT

Pursuant to the ECF Administrative Procedures, I hereby certify that I endorse the inclusion of my signature on the following document [for example: stipulation of dismissal, or joint motion] which was filed electronically on _____:

(Title of document)

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____

SAMPLE FORMAT

Certificate of Service

I hereby certify that on ____ (Date) ____ I electronically filed the foregoing with the Clerk of the Court using the ECF system which sent notification of such filing to the following: _____ and I hereby certify that I have mailed by United States Postal Service the document to the following non-ECF participants: _____

s/ _____

SAMPLE FORMAT

***IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF MISSISSIPPI
DIVISION***

_____,)
)
Plaintiff(s),)
)
vs.) Case No. _____)
)
_____,)
)
Defendant(s).)

NOTICE OF CONVENTIONAL FILING

is in paper form only and is being maintained in the case file in the Clerk's office. This document has not been filed electronically because [examples: the document or thing cannot be converted to an electronic format, the electronic file size of the document exceeds 2 megabytes, the document or thing is filed under seal, or the party is excused from filing this document or thing by court order.]

If appropriate, the document or thing has been manually served on all parties.

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____

SAMPLE FORMAT
IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF MISSISSIPPI
_____ DIVISION

_____,)
)
Plaintiff(s),)
vs.) Case No. _____
_____,)
)
Defendant(s).)

DECLARATION OF TECHNICAL DIFFICULTIES

Please take notice that _____ was unable to file _____ in a timely manner due to technical difficulties. The deadline for filing the _____ was _____. The reason(s) that I was unable to file the _____ in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform]

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

Respectfully submitted,

s/[Name of Password Registrant]
Name of Password Registrant
Address
City, State, Zip Code
Phone: XXX-XXX-XXXX
Fax: XXX-XXX-XXXX
E-mail: XXX@XXX.XXX