



United States District Court

Northern District of Ohio

The United States District Court for the Northern District of Ohio began permitting attorneys to file an initial complaint and pay filing fees over the internet effective June 1, 2006. Since then, hundreds of cases have been opened electronically by attorneys, which makes the Northern District of Ohio the leader in taking advantage of the benefits of electronic filing.



In order to better serve the bar of the Northern District of Ohio more effectively, the Court is offering CM/ECF classes to streamline the initial case filing process. The classes are conducted weekly and emphasis will be placed on opening a civil case. Benefits of attending a class include:

- Classes are conducted by trained court staff
- Classes provide hands-on exercises and individual assistance
- Attendees will create documents for filing in CM/ECF
- Emphasis will be placed on filing an initial complaint, exhibits, with accompanying civil cover sheet, summons and corporate disclosure sheet
- Attendees will learn how to retrieve documents filed electronically
- Attendees will learn how to use a credit card to pay court filing fees
- Small class size - lab environment
- Questions & Answers discussions
- Class time is approximately 2 hours



A classroom setting is provided at the Cleveland office, while individualized training is held at the divisional offices. There is no charge to attend a training class or to receive individualized training. Attorneys and their staff are encouraged to take advantage of all of the training opportunities provided by the court.

To schedule a class, please contact one of the following numbers:

Cleveland:	216-357-7007
Akron:	330-252-6015
Toledo:	419-213-5500
Youngstown:	330-884-7419