

UNITED STATES DISTRICT COURT
EASTERN DISTRICT
OF LOUISIANA



ELECTRONIC FILING FOR ATTORNEYS
(revised 12/11)

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All documents submitted for filing in civil and criminal cases, except those documents specifically exempted, shall be filed electronically using the Electronic Case Filing System (ECF).

The official court record shall be the electronic file maintained on the Court's servers together with any paper attachments and exhibits filed in accordance with those procedures.

The Clerk's Office will not maintain a paper court file in any civil or criminal case for all documents filed.

All documents filed by electronic means must comply with technical standards, if any, established by the Judicial Conference of the United States or by this Court.

Trial Counsel who have registered on the ECF system will receive a notification of electronic filing (NEF) for all filings.

SYSTEM REQUIREMENTS

- A personal computer running a standard platform such as Windows or Macintosh.
- Internet service.
- A web browser like Internet Explorer or Mozilla Firefox. The Safari web browser on a Macintosh does not work well with CMECF.
- A PDF viewer, such as Adobe Acrobat Reader.
- A Word processing software like WordPerfect or Word.
- A pdf conversion software, such as Adobe Acrobat Standard, to help create a PDF document directly from your word processing software. Avoid software that places advertisements or website links onto your PDF document.
- A scanner to image documents when they exist ONLY in paper form. Be sure to scan paper documents at a resolution of 300 dpi.

OTHER REQUIREMENTS

- A PACER account - which will allow you to view case docket sheets and case documents beyond any first free looks for which you receive notice. To obtain a PACER account, visit the PACER Service Center's website at pacer.psc.uscourts.gov, and complete the on-line form or call the center toll free at 1-800-676-6856.
- An ECF account for Louisiana Eastern District - which will allow you to electronically file case documents for your cases with this court. Your ECF account will be issued to you once you complete ECF training with our court. For more information, see our court's website at www.laed.uscourts.gov

REGISTRATION

A Registration Form may be obtained at the Eastern District of Louisiana's Web site located at <http://www.laed.uscourts.gov> by clicking on the CM/ECF hyperlink. Then select "E-File Registration and Training for Attorneys and Support Staff".

ELECTRONIC FILING

Electronic transmission of a document to the ECF system, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure (FRCP) and constitutes entry of the document on the docket maintained by the Clerk pursuant to FRCP 58, 79 and Federal Rules of Criminal Procedure 55.

A document filed electronically shall be deemed filed at the time and date stated on the Notice of Electronic Filing received from the court.

All pleadings filed electronically shall be titled in accordance with the approved

dictionary of civil or criminal events of the ECF system of this court.

SERVICE OF DOCUMENTS BY ELECTRONIC MEANS

Whenever a pleading or other document is filed electronically, the ECF system will automatically generate and send a Notice of Electronic Filing (NEF) to the filing user and to trial counsel who have consented to e-mail notification and electronic service.

Transmission of the NEF shall constitute service of the filed document and shall be deemed to satisfy the requirements of FRCP 5(b)(2)(D), FRCP 77(d) and Federal Rules of Criminal Procedure 49(b).

All documents filed using the ECF system shall include a certificate of service stating that the document has been filed electronically and that it is available for viewing and downloading from the ECF system. The certificate of service must identify the manner in which service was accomplished on each party and should be included as the final page of the document.

Attorneys and pro se litigants who have not yet registered as users with ECF nor consented to electronic service shall be served a paper copy of any electronically filed pleading or other document in accordance with the provisions of FRCP 5.

You may use the "Mailing Info for a Case" feature in ECF under "Utilities", "Mailings..." to obtain information regarding which parties have consented to receive service by e-mail and which parties require service by regular mail. A sample certificate of service form is attached. (see EXHIBIT A)

SPECIAL FILING REQUIREMENTS

The following documents shall be maintained on PAPER ONLY:

- The state court record and other Rule 5 materials in Habeas Corpus Cases filed in 28:2254 proceedings

The following documents must be filed on paper and will be scanned into ECF by the Clerk's Office:

- All handwritten pleadings
- All pleadings and documents filed by pro se litigants who are incarcerated or who are not registered filing users in ECF
- Cases filed under seal
- Motions to file documents under seal, if the motion and order is also to be kept under seal, and documents filed under seal
- Criminal Case Opening documents such as Indictment or Bill of Information
- Affidavits for search and arrest warrants and related papers
- Federal Rules of Criminal Procedure Rule 20 and 40 papers received from another court
- Any pleading or document in a criminal case containing the signature of a defendant, such as a waiver of indictment or plea agreement
- Petitions for violations of supervised release

SIGNATURES

Attorneys:

The user log-in and password required to submit documents to the ECF system shall serve as that user's signature for purposes of FRCP 11 and for all other purposes under the FRCP and the Local Rules of this Court. All electronically filed documents must include a signature block and must set forth the attorney's name, address, telephone number and e-mail address. The name of the ECF user under whose log-in and password the document is submitted must be preceded by a "/s/" and typed in the space where the signature would otherwise appear.

Multiple Signatures:

The filer of any document requiring more than one signature (e.g.: pleadings filed by visiting lawyers, stipulations, joint status reports) must list thereon all the names of other signatories by means of a "/s/" _____ block for each. By submitting such a document, the filing attorney certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filing attorney has their actual authority to submit the document electronically. The filing attorney shall retain any records evidencing this concurrence for future production, if necessary, until one (1) year after the expiration of the time for filing a timely appeal. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures must file an objection to the document within ten days of the date on the Notice of Electronic Filing.

Affidavits:

Except as provided in subsection (g)(2)(E), affidavits shall be filed electronically; however, the electronically filed version must contain a "/s/ _____" block indicating that the paper document bears an original signature. The filing attorney shall retain any records evidencing the original signature for future production, if necessary, for one (1) year after the expiration of the time for filing a timely appeal.

PROPOSED ORDERS AND JUDGMENTS

When filing an ex parte motion, use the Motion event in ECF. Answer "Y" at the prompt, "Is this an ExParte/Consent motion Y/N?". One or more attachments to the main pdf document will be necessary. **The proposed order for the Judge's signature must be a separate attachment.** Other separate attachments may be Memo in Support, Statement of Facts, Second Amended Complaint, etc. Once a ruling has been made, Court personnel will docket the order and notice the appropriate parties.

ERRORS AND DEFICIENCIES

There are two types of problems that may occur with e-filing of documents; errors and deficiencies.

A document in error may result from:

- Document filed in the wrong case
- Incorrect filer selected
- Wrong event selected

A deficiency may result from:

- Two or more documents filed as one
- Illegible Document

Errors can be remedied by the Clerk's Office and all parties will be noticed regarding the modification by way of a "CORRECTION OF DOCKET ENTRY BY CLERK". The Clerk's Office will notify counsel when a document filed is deemed deficient. You will receive a "NOTICE OF DEFICIENT DOCUMENT". A deficient document must be re-filed within (7) calendar days. Otherwise it will be stricken without further notice. The ECF system does not permit you to change a misfiled document or incorrect docket entry after the transaction has been accepted.

TECHNICAL FAILURES

The initial point of contact for any filing user experiencing technical difficulty filing a document electronically shall be the court's ECF Help Desk at 504-589-7788 or toll free at 1-866-209-7767. A filing user whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court.

PUBLIC ACCESS

The public may review at the Clerk's Office all filings that have not been sealed. They may also view documents by accessing the court's Internet site (www.laed.uscourts.gov) by obtaining a PACER log-in and password. Remote access to documents filed in social security cases shall be restricted, as well as certain criminal documents filed prior to November 2004.

PRIVACY

In compliance with the policy of the Judicial Conference of the United States and in order to address the privacy concerns created by Internet access to court documents, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court:

- Minors' names: Use the minors' initials only
- Social security numbers: Use the last four numbers only
- Dates of birth: Use the year of birth only
- Financial account numbers: Identify the type of account and the financial institution, but use only the last four numbers of the account number
- Home addresses: Use the city and state only of those defendants, victims, or witnesses in a criminal case..

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal, which shall be retained as part of the record, or, may file a reference list under seal. The reference list shall contain the complete personal data identifiers and the redacted identifiers used in their place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be amended as of right. It shall be retained by the court as part of the record. The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review filings for compliance with this rule.

SEALED DOCUMENTS

Documents ordered to be placed under seal must be filed conventionally in paper form. A paper copy of the order authorizing sealing must be attached to the document under seal and delivered to the Clerk's Office. A motion to file documents under seal and the order of the court authorizing the filing of document under seal may be filed electronically unless the motion and/or order are also to be kept under seal.

ECF TRAINING

Training schedules are available on the Court's web site (www.laed.uscourts.gov).

HELP DESK

The Help Desk phone numbers are 504-589-7788 or toll free at 1-866-209-7767.

A STEP-BY-STEP GUIDE

Below is a step-by-step guide for accessing the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We strongly suggest that you review the Courts' ECF materials posted on the website before filing a document.

HOW TO ACCESS THE SYSTEM

Registered users can access the system via the Internet at ecf.laed.uscourts.gov

Or, you may go to the Eastern District of Louisiana's web site at www.laed.uscourts.gov and click on the **CM/ECF** hyperlink.

LOGGING IN

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password.

If the ECF system does not recognize your login and password, it will display the following error message on a new screen:

Login failed either your login name or key is incorrect

Click on the **[Back]** button in your browser and re-enter your correct login and password. The entry of a valid login ID/password combination prompts the system to display the **Main Menu**.

LOGGING OUT

After you have completed all of your transactions for a particular session in ECF, you must logout from the system by clicking on the **Logout** hyperlink from the ECF Menu Bar. ECF will return you to the ECF login screen. Do NOT click "X" in the upper right hand corner or File and Close. ECF will exit if idle for more than 30 minutes.

FILING DOCUMENTS IN ECF

After logging in, the following basic steps are required to e-file a document:

- Select the case type from the top of the screen (Civil or Criminal).
- Select the type of document you are filing (e.g. motion, etc.).
- Enter the case number in which the document is to be filed.
- Select the defendant (in criminal filings only)
- Select the parties for whom the pleading or document is being filed.
- Select the PDF document to be filed.
- Add attachments, if any, to the document being filed.
- Modify docket text as necessary.
- Submit the document to ECF.
- Mail paper copies of pleading to any non-registered party.

ATTACHMENTS AND EXHIBITS

A filing user shall submit, in electronic format, all documents referenced as exhibits or attachments to filings, unless otherwise ordered by the court. Each referenced exhibit must be properly identified.

A filing user must submit as attachments and non-trial exhibits **ONLY** those excerpts of

the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Users who file excerpts of documents do so without prejudice to their right to timely file additional excerpts or the complete document, as may be allowed by the court. Responding parties may timely file additional excerpts or the complete document that they believe are directly germane.

Filers must NOT attach as an exhibit any pleading or other paper already on file with the Court, but shall merely REFER to that document.

Attachments and exhibits must be filed according to the following guidelines:

IF THE ATTACHMENT OR EXHIBIT IS	THEN IT SHOULD BE
A word processing document of any length converted to PDF	Divided into approximately 200 page attachments (10 Mb or less) and filed using ECF
A scanned document up to 200 pages in length	Create attachment files of approximately 50 pages (10 Mb or less) and filed using ECF
A scanned document exceeding 200 pages	Filed in paper form with the Clerk's Office
Non-scanned exhibits (e.g. videotapes, photographs, color documents, etc.)	Filed with the Clerk's Office and a substitute "Notice of Manual Attachment" (see Exhibit B & Exhibit C)

Note: A PDF document filed via the ECF system shall not exceed 10Mb in size. Following the attachment and exhibit guidelines above should assure that each PDF document is below the maximum file size. However, paper documents scanned at high resolution may exceed the 10Mb limit even if kept within the page limitation outlined in the guidelines. We recommend a scanning resolution of 300 dpi to maintain acceptable file size limits.

NON-SCANNED EXHIBITS

All attachments and exhibits that are referenced in a document and are filed with the Clerk's Office (i.e.: video tapes, pre-trial hearing exhibits, large documents, etc.) must have notice of their filing recorded in ECF

The filer must create a descriptive PDF document that contains the name and a description of the attachment/exhibit (see Notice of Manual Attachment Exhibit B & Exhibit C). File the referencing document as an attachment to the main document and select the category "Notice of Manual Attachment". If you have multiple non-scanned exhibits, you may include them all in a single descriptive PDF document. When delivering your non-scanned exhibit to the Clerk's Office, please attach a copy of the Notice of Manual Attachment.

QUERY/DOCKET REPORT/SHEET

A Docket Report or Docket Sheet can be accessed from the ECF Menu Bar "QUERY" feature as well as the "REPORTS" feature. Your PACER account will be charged.

QUERY: You may query the ECF database by the name of a party or an attorney or case number. You may choose specific case information from a list of query options by clicking on the appropriate hyperlink. Some available options are:

- Attorney: displays information on the attorneys and parties they represent in this action

- Deadlines/Hearings: allows you to see hearings and other schedule deadlines with a link to the document that created the deadline
- Docket Report: Choose from options to display portions of this report or ECF will default to print the entire docketing report. Hyperlinks to the actual PDF document (by document number) can be viewed.
- History/Documents: Choose from options to display all events OR only events with documents (No party or attorney information shown)

REPORTS: Available reports are:

- Docket Sheet: Same as Docket Report above
- Civil Cases Report: Civil cases filed within a specific date range, or by Nature of Suit & Cause Code
- Criminal Cases Report: Criminal cases filed within a specific date range, or by Case flags
- Judgment Index: Court ordered judgments for a specific case, party name, or date range.
- Docket Activity Report: Docketed events with various selection criteria.
- Written Opinions: Court orders qualifying as written opinions can be searched for using a specific case, party name, date range, as well as other various selection criteria. There is no billing charge for this report.

UTILITIES

The "UTILITIES" feature from the ECF Menu Bar provides the means for registered users to maintain their account in ECF, view all of their ECF transactions and access mailing information for cases.

MAINTAIN YOUR E-MAIL: This allows you to modify your email address, add additional email addresses to be notified, and determine the format of the ECF notices. You can choose to receive a notice for each filing, or a Daily Summary Report.

MAINTAIN YOUR LOGIN/PASSWORD: This allows you to modify your ECF password.

CHANGE YOUR ADDRESS: You will be directed to the court's Change of Address information page containing a hyperlink to a specific court email address for changes to your U.S. mailing address and telephone number. Remember, changes to your email address should be made by using the feature Maintain Your E-Mail.

MAINTAIN YOUR ACCOUNT: This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This feature allows you to modify your email address, add additional email addresses to be notified, and determine the format of the ECF notices. You also can choose to receive a notice for each filing, or a Daily Summary Report. This feature also allows you to change your ECF password. Remember, changes to your U.S. mailing address and telephone number should be made by using the feature Change Your Address.

VIEW YOUR TRANSACTION LOG: ECF displays a report of all your transactions in ECF within a date range you specify. Periodically review your transactions to verify that all of the transactions you entered are reflected in the Transaction Log AND that no unauthorized individual has entered transactions into ECF using your login name and password.

CHANGE CLIENT CODE: For PACER users, this feature allows entry of a new client code, used for reporting charges made to the current PACER account.

CHANGE YOUR PACER LOGIN: This feature displays the login screen to allow entry of a different PACER account. The new account can be designated as the default PACER login by checking the box next to "Make this my default PACER login"

REVIEW BILLING HISTORY: For PACER users, the number of CM/ECF pages accessed and charges incurred for the current PACER account being used can be displayed. If you enter client codes, the charges are totaled for each code.

SHOW PACER ACCOUNT: For PACER users, the current PACER login and client code being used is displayed.

REMOVE DEFAULT: This allows attorneys to remove the default association between the current PACER login and the ECF filer login.

MISCELLANEOUS: ECF provides four Miscellaneous functions:

- **Legal Research:** contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw and Lexis Nexis via the Internet
- **Mailings:** provides access to mailing information for cases (who is registered for electronic notification and who is not)
- **Internet Payment History Option:** displays payments made via the Internet for a specified date range and includes the docket event, case number, fee amount, and receipt number
- **Verify a Document:** used to verify that a previously filed document has not been modified since it's original submission

SEARCH FOR EVENTS

The "SEARCH" feature from the ECF Menu Bar provides the means to assist users in finding the appropriate event. When selected, a pop-up window appears for you to enter text to search. Results are displayed on the screen as hyperlinks to the corresponding event for immediate access. Periodically review the Court's web site for new events or changes to existing events.

FILING IN CONSOLIDATED CASES

All pleadings filed in a consolidated proceeding shall bear the caption of the lead consolidated case together with the docket number of all cases within the consolidation to which the document applies or the notation "ALL CASES" if it applies to all cases. The clerk shall establish a master file and a master docket sheet for the consolidated group of cases.

All entries shall be filed in the MASTER or LEAD case only.

When filing a document in the MASTER case, the ECF system will prompt you to enter the case numbers to which this document applies. If you try to file a document in a member case, ECF will not allow you to continue and will prompt you to "Docket in MASTER case only".

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA**

SAMPLE FORMAT

CERTIFICATE OF SERVICE

I hereby certify that on _____ (Date) _____, I electronically filed the foregoing with the Clerk of court by using the CM/ECF system which will send a notice of electronic filing to the following: (List Names of persons electronically noticed)_____. I further certify that I mailed the foregoing document and the notice of electronic filing by first-class mail to the following non-CM/ECF participants: (List names of persons noticed by first class mail)_____.

s/ Attorney's Name _____
Attorney's Name
Attorney's Bar Roll Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Telephone Number
Fax Number
Attorney's E-Mail Address

EXHIBIT A

ELI SMITH

CIVIL

VERSUS

NO: 05-2832

PEYTON JONES

SECTION: "R"(4)

NOTICE OF MANUAL ATTACHMENT

EXHIBIT B TO MOTION FOR PRELIMINARY INJUNCTION

Exhibit B is videotape recording on file with the Clerk's Office

EXHIBIT B

ELI SMITH

CIVIL

VERSUS

NO: 05-2832

PEYTON JONES

SECTION: "R"(4)

NOTICE OF MANUAL ATTACHMENT

EXHIBITS B, C, F & H TO MOTION FOR PRELIMINARY INJUNCTION

Exhibit B is a videotape recording on file with the Clerk's Office

Exhibit C is a 250 page contract on file with the Clerk's Office

Exhibit F is a color photograph on file with the Clerk's Office

Exhibit H is a color brochure on file with the Clerk's Office

EXHIBIT C