

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA

NOTICE TO THE BAR

Beginning October 19th, complaints and other initiating documents in the Eastern District of Louisiana must be filed electronically. Together with e-filing your Complaint or Notice of Removal, you will also pay the filing fee on-line and have your prepared summons signed, sealed and returned to you electronically.

For a limited time, the court will offer hands-on training at the courthouse for you and your staff. Please sign up for one of these classes at your earliest opportunity using <http://www.laed.uscourts.gov/cgi-bin/registrar/caseopeningregistrar.pl>.

If you have a new complaint to file prior to your attendance at one of these classes, you may view our on-line training modules at http://www.laed.uscourts.gov/cmecf/cm_ecf_training_modules.htm. Another helpful resource is our Attorney Training handbook for electronically filing new complaints, http://www.laed.uscourts.gov/cmecf/Elec_Case_Opening_Atty_Guide.pdf.

Please note that these training opportunities are designed for those attorneys who are already Filing Users and have an e-filing ID and password. While the live classes do qualify for one hour of Louisiana CLE credit, you will not be issued a login ID and password at the conclusion of those classes. If you do not have a ID and password, you must complete the CM/ECF E-Filing Basic training (which includes filing of new complaints and qualifies for 2 hours of CLE Credit) by clicking <http://www.laed.uscourts.gov/cgi-bin/registrar/registrar.pl> or complete the full on-line tutorial, <http://www.laed.uscourts.gov/Tutorial/ecf2d/>.