

Introduction

The United States District Court for the Northern District of Florida requires attorneys to file documents with the court over the Internet using a system called Case Management/Electronic Case Files or CM/ECF. This manual incorporates the court's policies and procedures for electronic filing into instructions on how to file documents and cases, view documents, and retrieve docket sheets for cases filed in this district. Additional information may be found on the court's Internet web site located at www.flnd.uscourts.gov.

Authorization for Electronic Filing

The [Administrative Order](#) of November 28, 2003, and the [Local Rules](#) authorize electronic filing in conjunction with the Federal Rules of Civil/Criminal Procedure. The policies and procedures referenced in this manual govern electronic filing in this district unless, due to extraordinary circumstances in a particular case, a judicial officer determines that these policies and procedures should be modified.

Electronically Filed Documents

Pursuant to the Federal Rules of Civil and Criminal Procedure, the Local Rules and Administrative Order of this court, and the procedures set out in this manual, electronic transmission of a document to the Electronic Case Filing (or ECF) system, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes filing of the document and entry of the document upon the docket maintained by the Clerk under Fed.R.Civ.P. 58 and 79(a). Parties can also verify the filing of documents by inspecting the court's electronic docket sheet.

Upon the filing of a document, an entry is created on the court's docket by the filing party. The Clerk's Office will, when necessary and appropriate, modify the docket entry description to comply with Quality Control (QC) standards and will make a modification notation in the docket text. Modifications that may impact the litigation of the case will be referred to the judge for appropriate action.

Privacy Issues

Refer to the court's [Privacy Policy](#) and to the [Judiciary Privacy Policy](#) for information about the filer's responsibility to redact certain personal identifiers from pleadings. Note that Clerk's Office employees are not authorized to redact or otherwise seal pleadings without an order from the court.

Deadlines

Filing deadlines are not altered by the use of electronic filing. Filing by electronic transmission will be deemed to be timely if the time of the filing and the completed docketing is prior to midnight of the local time of the division in which the case is pending. Although parties can file documents electronically 24 hours a day (excluding maintenance periods) and seven days per week, attorneys and parties are strongly encouraged to file all documents during the normal business hours of the Clerk's Office.

Attorneys are expected to rely on deadlines as stated in court orders, notices, the Federal Rules, and the Local Rules for this district. Deadline reports provided by CM/ECF and deadline references found in docket text entries should not be relied upon and should be used only as a guide.

Usage Requirements

Users should have a working knowledge of web browsers (e.g., Microsoft Internet Explorer or Mozilla FireFox), portable document formatted (PDF) documents and software, and Public Access to Court Electronic Records (or [PACER](#)) in order to access and post documents using CM/ECF.

The Use of this Manual

This group of PDF reference files, collectively known as the CM/ECF Attorney User's Guide or "the manual", is a work in progress and may undergo periodic changes. Therefore it is **strongly** suggested that this manual be viewed [online](#) in order to ensure access to the most recent updates and procedural changes.

Where appropriate, links to other web pages have been incorporated into this manual in order to provide additional points of reference. One extremely useful and important web reference is the Frequently Asked Questions or [CM/ECF FAQs](#) found on the court's web site. FAQs are created using real life situations encountered by practicing attorneys so that an individual's experiences, tips, and training can benefit a wider audience. The court's Home page may be found at <http://www.flnd.uscourts.gov>. Please contact your local Clerk's Office if you find that any of these links are out of date or inoperative.

Help Desk

Clerk's Office personnel are available in each divisional office during normal business hours to respond to questions regarding CM/ECF and the registration process:

- **Pensacola:** 850/435-8440 (Central Time Zone)
- **Tallahassee:** 850/521-3501 (Eastern Time Zone)
- **Gainesville:** 352/380-2400 (Eastern Time Zone)
- **Panama City:** 850/769-4556 (Central Time Zone)

Notification of System Maintenance Issues

Users will be notified of scheduled system maintenance or of technical difficulties through the court's web site (www.flnd.uscourts.gov) and through the CM/ECF system itself.

Symbols Used in this Manual

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>
- Command buttons are represented in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.
- Menu options are represented in ***boldface italics type***.