

**Northern District of Florida**  
**CM/ECF Attorney User Guide**  
**Chapter 11**

**Documents Filed In Error**

A document incorrectly filed in a case may result from

- A. Posting the wrong PDF file to a docket entry;
- B. Selecting the wrong document type (or “event”) from the menu;  
or
- C. Posting the document into the wrong case number.

Documents filed in error that cannot be corrected by the user, such as a document posted to the wrong case, must be immediately reported to the Clerk’s Office so that corrective action can be taken. You will need to provide the case and document number of the document requiring correction.

***Correcting a Misfiled Document Other Than a Motion***

The CM/ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted. However, users may re-file documents *other than motions* using the event "Amended Document (NOT motion)" if you intend to re-file the document in the same case. This event will allow the user to create a link to the incorrect entry as a reference. The user may also add text information to the docket entry to explain the nature of the re-filing.

***Correcting a Misfiled Motion***

Motions that have filing errors but were filed in the correct case number may be corrected by re-docketing the motion using standard docketing techniques. In other words, if you filed a Motion for Leave to File and attached the wrong PDF document, you would again use the same Motion event code “Leave to File” to file the motion using the correct PDF document.

The drop-down box located on the edit/preview screen (encountered towards the end of the transaction) will allow the user to pick the word "Amended"; additional text should then be added explaining the correction (i.e., "corrected PDF attached").