

Additional Information Regarding ECF

Sealed Documents

Sealed documents cannot be filed electronically and must be submitted on a disk or in paper format to the Clerk for filing.

Case Initiating Documents

Case initiating documents may be filed via electronic case opening in civil and miscellaneous cases. Criminal case initiating documents must be submitted in paper to the Clerk for filing.

Imbedding Web Links in E-Filed Documents

CM/ECF has been modified to prevent users from embedding links to Internet sources within PDF documents in order to prevent malicious code from manipulating the software. Therefore, the court encourages users to print to PDF supporting material gained from the Internet so that the web page(s) may be filed as a PDF attachment. This process will also ensure that the supporting material is available even after the host website has become inactive.

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 reported immediately to the Clerk's Office so corrective action can be taken. You will need to provide the case and document number of the document requiring correction.

Correcting a Misfiled Document

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 the 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 reason for the re-filing.

Motions that have been filed incorrectly in the correct case number may be corrected by re-docketing the motion in the same case using standard docketing techniques. The drop-down box located on the edit screen will allow the user to pick the word "Amended"; additional text should then be added explaining the correction (i.e., "corrected PDF attached").

Viewing Transaction Log

This feature, selected from the *Utilities* menu, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately and notify the Clerk's Office as soon as possible.

E-Mail Notification of Documents That Were Filed

After a pleading is e-filed, the system sends a Notice of Electronic Filing (NEF) to the designated attorneys who have registered with the Court for e-filing. Attorneys of record are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the NEF.

Note: If an attorney chooses to add email address of his or her support staff to their account, all addresses will receive an NEF. However, only the attorney of record's login will have the opportunity to exercise the "free look" at the associated PDF file.

Access Levels

Those users with PACER logins and passwords will have access to all unsealed criminal docket sheets contained within the CM/ECF system and to all unsealed criminal PDF documents filed after 11/1/2004. PACER users also have access to all unsealed civil cases and civil PDFs *except* Social Security cases which are protected for privacy reasons.

Those users with both PACER and FLND CM/ECF logins and passwords will have access to file unsealed documents in unsealed cases as well as certain *ex parte* documents. The FLND CM/ECF login also gives users the ability to perform the level of inquiry specified above for PACER users. However, *attorneys of record* in an unsealed criminal case will have access to all unsealed PDF documents; even those filed prior to 11/1/2004. The same is true for *an attorney of record* in a Social Security case.

Internet References Regarding ECF

[Attorney Admissions Tutorial/Exam](#)
[CM/ECF Computer Based Training \(CBTs\)](#)
[CM/ECF Frequently Asked Questions](#)
[CM/ECF "Live" Web Site](#)
[CM/ECF Registration Form](#)
[CM/ECF "Training" Web Sites](#)
[CM/ECF Web Page for the NDFL](#)
[Judiciary Privacy Policy](#)
[NDFL Privacy Notice](#)
[NDFL Local Rules](#)
[Procedures for Submitting Proposed Orders](#)
[Public Access to Court Electronic Records \(PACER\)](#)