

IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ILLINOIS

**FILED**

**NOV 14 2012**

CLERK, U.S. DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS  
EAST ST. LOUIS OFFICE

IN RE:  
ELECTRONIC FILING RULES

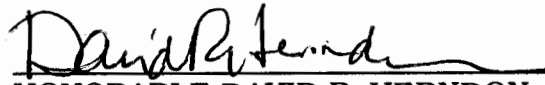
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**Fifth Amended**  
**Administrative Order No. 60**

**ORDER ADOPTING REVISIONS**  
**TO THE ELECTRONIC FILING RULES**

Administrative Order 60, and the revisions thereto, is hereby amended to  
include the attached revised Electronic Filing Rule 6.

DATED this 14<sup>th</sup> day of November, 2012.

  
HONORABLE DAVID R. HERNDON  
Chief United States District Judge

## **RULE 6      SEALED DOCUMENTS**

~~Information and documents which a party seeks to protect and/or seal, or which~~ When  
the court has ordered or otherwise allowed a document to be filed under sealed, or  
when the law requires a document to which by law must be sealed (e.g., 18 U.S.C.  
§3509(d); Fed. R. Crim. P. 6(e)), the document shall be electronically filed ~~by attorneys-~~  
~~and pro se users.~~ – The sealed PDF document must be attached to the event. –Filing  
Users must bear ultimate responsibility for ensuring that information is properly redacted  
and/or sealed.

IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ILLINOIS

IN RE:  
ELECTRONIC FILING RULES

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Fourth Amended  
Administrative Order

**FILED**  
SEP 09 2010

CLERK, U.S. DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS  
EAST-ST. LOUIS OFFICE

**ORDER ADOPTING REVISIONS  
TO THE ELECTRONIC FILING RULES**

Administrative Order 60, and the revisions thereto, is hereby amended to include the attached  
revised Electronic Filing Rules 3, 7, 8, 9, and 11.

DATED this 9th day of September, 2010.



HONORABLE DAVID R. HERNDON  
Chief United States District Judge

### **RULE 3      CONSEQUENCES OF ELECTRONIC FILING**

Electronic transmission of a document to the ECF system consistent with these rules, together with the transmission of a "Notice of Electronic Filing" from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and the local rules of this court, and constitutes entry of the document on the docket kept by the clerk under Federal Rules of Civil Procedure 58 and 79 and Federal Rules of Criminal Procedure 49 and 55.

When a document has been filed electronically, the official record is the electronic recording of the document as stored by the court, and the filing party is bound by the document as filed. Except in the case of documents first filed in paper form and subsequently submitted electronically under Rule 1, a document filed electronically is deemed filed at the date and time stated on the "Notice of Electronic Filing" from the court.

Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight local time where the court is located in order to be considered timely filed that day, unless a specific time is set by the court. Pursuant to Federal Rule of Civil Procedure 6(e) and Federal Rule of Criminal Procedure 45(c), whenever something is served electronically, three days are added to the prescribed response period.

The filer is responsible for calculating the response time under the federal and/or local rules. The date generated by CM/ECF is a guideline only, and, if the Court has ordered the response to be filed on a date certain, the Court's order governs the response deadline.

## **RULE 7      RETENTION REQUIREMENTS**

### Civil Cases:

Manually signed original documents scanned into the system by the attorney or party must be maintained by the filer for 5 years after final resolution of the action, including final disposition of all appeals. The original hard copy must be produced at any time when ordered by the court.

### Criminal Cases:

~~Manually signed original documents scanned into the system must be maintained by the filer for 5 years after final resolution of the action, including final disposition of all appeals. The original hard copy must be produced at any time when ordered by the court.~~

~~In the following exceptional instances, a document bearing a handwritten signature(s) is scanned and electronically filed, and the original document is mailed to the Clerk of Court for retention:-~~

- ~~1. Any affidavit or document containing an oath or a declaration, certification, verification, or statement under the penalty of perjury by any person other than an attorney of record in the case;~~
- ~~2. Any document setting forth any stipulation by any person other than an attorney of record in the case;~~
- ~~3. Any document containing the signature of a defendant; and~~
- ~~4. Certified copies of judgments or orders of other courts.~~

## **RULE 8      SIGNATURE**

Upon registration, Filing Users automatically endorse their electronic signature for purposes of Federal Rule of Civil Procedure 11 specifically, the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure generally, and the local rules. The Filing User's electronic signature also serves as a valid signature for purposes of unsworn declarations pursuant to 28 U.S.C. § 1746, service and filing pursuant to Federal Rule of Civil Procedure 5 and Federal Rule of Criminal Procedure 49, and establishing perjury pursuant to 18 U.S.C. §§ 1621-1623. The "s/" name on the document and the filer's login id must be the same or the document will be stricken.

## **RULE 9      SERVICE OF DOCUMENTS BY ELECTRONIC MEANS**

All electronically filed documents, attachments, and exhibits should include a certificate of service in accordance with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and local rules. Electronic service of the "Notice of Electronic Filing" constitutes service of the filed document and satisfies the certificate of service requirement, unless the filing party has actual knowledge of a technical failure resulting in non-receipt of a document.

A paper copy of any electronically filed document should be served upon attorneys who are exempted from utilizing the Electronic Case Filing system, as set out in Electronic Filing Rule 1, and pro se users not registered for electronic service. Service of any conventionally filed document must be made according to the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and local rules, and a certificate of service must be included on the document, indicating the manner in which each party was served.

## **RULE 11     TECHNICAL FAILURES**

A Filing User whose filing is made untimely as the result of a technical failure may move for appropriate relief from the court. Technical failures cannot extend jurisdictional deadlines. Problems on the filer's end such as phone line problems, problems with the filer's Internet Service Provider (ISP), or hardware/software problems do not constitute a technical failure or excuse an untimely filing. If a party misses a filing deadline because of such problems, a motion for leave to file *instanter*, accompanied by a signed Declaration stating the reason for missing the deadline, must be filed no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline. The Court will consider the matters stated in the declaration and order appropriate relief.



IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ILLINOIS

**FILED**

SEP 17 2007

CLERK, U.S. DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS  
EAST ST. LOUIS OFFICE

IN THE MATTER OF:

ELECTRONIC FILING RULES.

) Third Amended  
) Administrative Order No. 60  
)

**ORDER ADOPTING REVISIONS  
TO THE ELECTRONIC FILING RULES**

Administrative Order 60, and the revisions thereto, adopted on April 30, 2006, is hereby amended to include the attached revised Electronic Filing Rule 5.

**IT IS SO ORDERED.**

DATED this 17<sup>th</sup> day of September, 2007.

  
HONORABLE G. PATRICK MURPHY  
Chief United States District Judge

## **RULE 5      ATTACHMENTS, EXHIBITS, AND MAXIMUM SIZE OF FILINGS**

All documents must be electronically filed. If the document exceeds 5.0 Mb (5,120 Kb), then it must be divided into segments, with the first segment being the main document and all subsequent segments as attachments to the main document. Each segment should not exceed 5.0 Mb.

Service shall comport with Electronic Filing Rule 9.

Amended: September 15, 2007

IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ILLINOIS

**FILED**

APR 25 2006

G. PATRICK MURPHY  
DISTRICT JUDGE  
SOUTHERN DISTRICT OF ILLINOIS  
EAST ST. LOUIS, ILLINOIS

IN THE MATTER OF:

) Second Amended

) Administrative Order No. 60

ELECTRONIC FILING RULES.

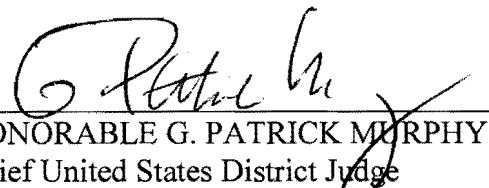
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**ORDER ADOPTING REVISIONS  
TO THE ELECTRONIC FILING RULES**

Administrative Order 60, and the revisions thereto, is amended per the appended revised rules dated April 30, 2006, which are hereby adopted.

IT IS SO ORDERED.

DATED this 25<sup>th</sup> day of April, 2006.

  
HONORABLE G. PATRICK MURPHY  
Chief United States District Judge

# **E-FILING RULES**

**(Revised April 2006)**

## **ELECTRONIC FILING RULES**

### **RULE 1      SCOPE OF ELECTRONIC FILING**

All cases, civil and criminal, are assigned to the Electronic Case Filing (ECF) system. Attorneys must utilize the ECF system, unless specifically exempted by the court for good cause shown. Pro se filers may, but do not have to, utilize the ECF system. Pro se filers who do not utilize the ECF system shall file all documents with the Clerk of Court by U.S. Mail or personal delivery to the Clerk's Office.

## **RULE 2      ELIGIBILITY, REGISTRATION, PASSWORDS**

Attorneys admitted to the bar of this court, including those admitted pro hac vice and attorneys authorized to represent the United States, must register as Filing Users of the court's ECF system or move for exemption. Registration is in a form prescribed by the clerk and requires the Filing User's name, address, telephone number, e-mail address, and a declaration that the attorney is admitted to the bar of this court. Registrants will be provided training. The ECF User's Manual is available at all times at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov).

No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User.

If the court permits, a party to a pending civil action who is not represented by an attorney may register as a Filing User in the ECF system solely for purposes of the action. Registration is in a form prescribed by the clerk and requires identification of the action as well as the name, address, telephone number, and e-mail address of the party. If, during the course of the action, the party retains an attorney who appears on the party's behalf, the attorney must advise the clerk to terminate the party's registration as a Filing User upon the attorney's appearance.

Provided that a Filing User has an internet e-mail address, registration as a Filing User constitutes consent to electronic service of all documents as provided in these rules in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

Once registration is completed, the Filing User will receive notification of the user login and password. Filing Users agree to protect the security of their passwords and immediately notify the clerk if they learn that their password has been compromised. Users may be subject to sanctions for failure to comply with this provision.

### **RULE 3      CONSEQUENCES OF ELECTRONIC FILING**

Electronic transmission of a document to the ECF system consistent with these rules, together with the transmission of a "Notice of Electronic Filing" from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and the local rules of this court, and constitutes entry of the document on the docket kept by the clerk under Federal Rules of Civil Procedure 58 and 79 and Federal Rules of Criminal Procedure 49 and 55.

When a document has been filed electronically, the official record is the electronic recording of the document as stored by the court, and the filing party is bound by the document as filed. Except in the case of documents first filed in paper form and subsequently submitted electronically under Rule 1, a document filed electronically is deemed filed at the date and time stated on the "Notice of Electronic Filing" from the court.

Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight local time where the court is located in order to be considered timely filed that day, unless a specific time is set by the court. Pursuant to Federal Rule of Civil Procedure 6(e) and Federal Rule of Criminal Procedure 45(c), whenever something is served electronically, three days are added to the prescribed response period.

## **RULE 4      ENTRY OF COURT ORDERS**

All orders, judgments, minute entries, and notices filed in accordance with these rules will constitute entry on the docket kept by the clerk under Federal Rules of Civil Procedure 58 and 79 and Federal Rules of Criminal Procedure 49 and 55. Text-only entries on the docket, without an attached document, are official and binding. Any order or other court-issued document filed electronically without the original signature of a judge or clerk has the same force and effect as if the judge or clerk had signed a paper copy of the document, and it had been entered on the docket in a conventional manner.



## **RULE 5      ATTACHMENTS, EXHIBITS, AND MAXIMUM SIZE OF FILINGS**

All documents must be electronically filed. If the document exceeds 1.5 Mb (1,536 Kb), then it must be divided into segments, with the first segment being the main document and all subsequent segments as attachments to the main document. Each segment should not exceed 1.5 Mb.

Service shall comport with Electronic Filing Rule 9.

## **RULE 6      SEALED DOCUMENTS**

Information and documents which a party seeks to protect and/or seal, or which the court has ordered sealed, or which by law must be sealed, shall be electronically filed by attorneys and pro se users. The sealed PDF document must be attached to the event. Filing Users must bear ultimate responsibility for ensuring that information is properly redacted and/or sealed.

## **RULE 7      RETENTION REQUIREMENTS**

### Civil Cases:

Manually signed original documents scanned into the system must be maintained by the filer for 5 years after final resolution of the action, including final disposition of all appeals. The original hard copy must be produced at any time when ordered by the court.

### Criminal Cases:

Manually signed original documents scanned into the system must be maintained by the filer for 5 years after final resolution of the action, including final disposition of all appeals. The original hard copy must be produced at any time when ordered by the court.

In the following exceptional instances, a document bearing a handwritten signature(s) is scanned and electronically filed, and the original document is mailed to the Clerk of Court for retention:

1. Any affidavit or document containing an oath or a declaration, certification, verification, or statement under the penalty of perjury by any person other than an attorney of record in the case;
2. Any document setting forth any stipulation by any person other than an attorney of record in the case;
3. Any document containing the signature of a defendant; and
4. Certified copies of judgments or orders of other courts.

## **RULE 8      SIGNATURE**

Upon registration, Filing Users automatically endorse their electronic signature for purposes of Federal Rule of Civil Procedure 11 specifically, the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure generally, and the local rules. The Filing User's electronic signature also serves as a valid signature for purposes of unsworn declarations pursuant to 28 U.S.C. § 1746, service and filing pursuant to Federal Rule of Civil Procedure 5 and Federal Rule of Criminal Procedure 49, and establishing perjury pursuant to 18 U.S.C. §§ 1621-1623.

## **RULE 9      SERVICE OF DOCUMENTS BY ELECTRONIC MEANS**

All documents electronically filed, including attachments and exhibits, must include a certificate of service in accordance with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and local rules. Electronic service of the "Notice of Electronic Filing" constitutes service of the filed document unless the filing party has actual knowledge of a technical failure resulting in non-receipt of a document. Attorneys exempted from utilizing the Electronic Case Filing system, as set out in Electronic Filing Rule 1, and pro se filers not registered for electronic service are entitled to receive a paper copy of any electronically filed document. Service of any conventionally filed document must be made according to the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and local rules. The certificate of service shall indicate the manner in which each party was served.

## **RULE 10 NOTICE OF COURT ORDERS AND JUDGMENTS**

Immediately upon the entry of an order, judgment, minute entry, or notice in an action assigned to the ECF system, the clerk will transmit to Filing Users in the case, in electronic form, a "Notice of Electronic Filing." Electronic transmission of the "Notice of Electronic Filing" constitutes the notice required by Federal Rule of Civil Procedure 77(d) and Federal Rule of Criminal Procedure 49(c).

## **RULE 11     TECHNICAL FAILURES**

A Filing User whose filing is made untimely as the result of a technical failure may move for appropriate relief from the court. Technical failures cannot extend jurisdictional deadlines.

## **RULE 12     PUBLIC ACCESS AND FEES**

A person may review at the Clerk's Office filings that have not been sealed by the court. A person may also access the ECF system at the court's Internet site <https://www.ilsd.uscourts.gov/cmecf> by obtaining a PACER login and password. A person who has PACER access may retrieve docket sheets in civil and criminal cases and documents in all civil cases except social security cases and sealed cases. Only counsel of record may retrieve documents in social security cases and sealed cases.

Upon receipt of a "Notice of Electronic Filing," any Filing User will have one opportunity by way of a hyperlink to view and either print or download the document for free. Filing Users who already have electronically accessed a document once will be charged a per page fee from Pacer.



## **RULE 13     HYPERLINKS**

Electronically filed documents may contain the following types of hyperlinks:

1.     Hyperlinks to other portions of the same document; and
2.     Hyperlinks to a location on the Internet that contains a source document for citation.

Hyperlinks to cited authority may not replace standard citation format. Complete citations must be included in the text of the filed document. Neither hyperlinks, nor any site to which it refers, shall be considered part of the record. Hyperlinks are simply convenient mechanics for accessing material cited in a filed document.

The court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which that site may be linked. The court accepts no responsibility for the availability of any hyperlink.

**FILED**

**MAY 18 2004**

**IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

**CLERK, U.S. DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS  
EAST ST. LOUIS OFFICE**

**IN THE MATTER OF:**

**ELECTRONIC FILING RULES.**

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**Amended Administrative Order No. 60**


**ORDER ADOPTING REVISIONS  
TO THE ELECTRONIC FILING RULES**

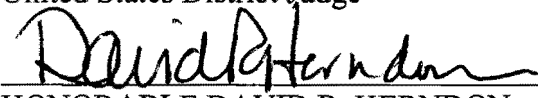
Administrative Order 60 entered January 9, 2004 (previously known as Administrative Order 182 entered March 28, 2003), is amended. The appended revised rules dated April 30, 2004, are adopted and will remain applicable until further Order of this Court.

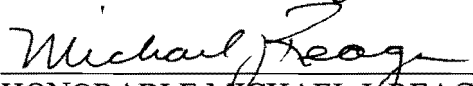
**IT IS SO ORDERED.**

DATED this 18<sup>th</sup> day of May, 2004.

  
\_\_\_\_\_  
HONORABLE G. PATRICK MURPHY  
Chief United States District Judge

  
\_\_\_\_\_  
HONORABLE J. PHIL GILBERT  
United States District Judge

  
\_\_\_\_\_  
HONORABLE DAVID R. HERNDON  
United States District Judge

  
\_\_\_\_\_  
HONORABLE MICHAEL J. REAGAN  
United States District Judge

**Electronic Case Filing  
User Manual Changes  
April 30, 2004**

Please download and review the **NEW** ECF Users Manual. This is a brief description of the changes and the page numbers from the November, 2003 and April, 2004 manuals.

<u>11-2003 Manual</u>	<u>4-2004 Manual</u>	<u>Section and Description of Changes</u>
		<u>Electronic Filing Rules 5, 6, 8 &amp; 9</u> Modifications on each of these Rules.
Pg. 2	Pg. 2	<u>Requirements - Hardware and Software Specifications</u> Added word "minimum" hardware and software specifications
Pg. 3	Pg. 3	<u>Registering for Access to ECF</u> Added "Rule 1" under title. Added paragraph on Pro Se filers
Pg. 5	Pg. 5	<u>PDF Document Requirements</u> Added "no file compression" to list of documents converted from any word processing program.
Pg. 7	Pg. 7	<u>Retention and Signature Requirements</u> Revised entire section.
	Pg. 9	<u>Notice of Manual Filing</u> New section added following Retention and Signature Requirements.
Pg. 11	Pg. 11	<u>Sealed Documents</u> Revised entire section.
Pg. 12	Pg. 12	<u>Submitting a Proposed Document</u> Revised entire section. <u>Submitting Ex Parte Settlement Statements</u> New section.
	Pg. 13	<u>Submitting a "Joint Report of Parties and Proposed Scheduling and Discovery Order"</u> New section.
Pg. 25 & 38	Pg. 26 & 39	<u>When attachments/exhibits cannot be electronically filed</u> Formerly <i>When attachments and exhibits are in paper format</i> . Revised entire section.

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## Electronic Case Files System User's Manual

### Getting Started

#### Introduction

This manual provides instructions on how to use the Electronic Case Files (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet browsers and Portable Document Format (PDF) software.

#### Help Desk

Contact the court's Help Desk between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday, if you need assistance using ECF.

Help Desk - East St. Louis                      1-866-867-3169

Help Desk - Benton                                1-866-222-2104

OR                      E-mail: [ecfhelp@ilsd.uscourts.gov](mailto:ecfhelp@ilsd.uscourts.gov)

#### ECF System Capabilities

The ECF system allows registered participants with Internet accounts and web browser software to perform the following functions

- Access the court's web page
- View or download the most recent version of the User's Manual, Electronic Filing Rules, and Local Rules
- Self-train on a web-based ECF tutorial
- Practice entering pleadings into ECF using a "training" database that is similar to the official "live" ECF database
- Electronically file pleadings and documents in the actual "live" cases

- 
- View official docket sheets and documents associated with cases
  - View reports for cases that were filed electronically

## Requirements

### Hardware and Software Specifications

The minimum hardware and software specifications to electronically file, view, and retrieve case documents are as follows.

- A personal computer with a Windows or Macintosh operating system
- An Internet provider using Point to Point Protocol (PPP)
- Internet access supporting a transfer rate of 28.8 kb or higher
- Netscape Navigator software version 4.5, 4.7, or 4.76 or Internet Explorer 5.5
- Software, such as Adobe Acrobat or other portable document format (PDF) conversion software, to convert documents from word processing format to PDF format
- A scanner to convert documents that are not in your word processing system to PDF format

<p><b>Note:</b> This would be used for documents that cannot be produced electronically, such as photographs, insurance policies, and deposition excerpts. <i>(See Also Electronic Filing Rule 5)</i></p>
---

### PACER Registration

*(See Also Electronic Filing Rule 11)*

ECF users must have a PACER account to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center at 1-800-676-6856 or 1-210-301-6440 to establish an account. You may also register for PACER online at [www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov).

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## **Registering for Access to ECF**

*(See Also Electronic Filing Rules 1 and 2)*

Participants must register with the court to receive a login and password for the ECF system. Registration forms can be obtained on our web site at [www.ilsd.uscourts.gov/cm\\_ecf.html](http://www.ilsd.uscourts.gov/cm_ecf.html) or by calling the court at 1-866-867-3169 or 1-866-222-2104. See Appendix A.

Completed registration forms should be submitted online or mailed to:

U. S. District Court - Southern District of Illinois  
Attn: ECF Attorney Registration  
750 Missouri Avenue  
East St. Louis, Illinois 62201

After an account has been established, the participant(s) will be issued a login and password.

Registered users can visit a training version of the system on the Internet at [ecf-train.ilsd.uscourts.gov](http://ecf-train.ilsd.uscourts.gov) to practice ECF activities and to check the ECF training schedule. We strongly recommend that registered users obtain ECF training or practice in the "training" ECF database before filing documents in the "live" ECF database.

Pro se filers must seek leave to file electronically on a case by case basis.
---

## **Preparation**

### **Setting Up the Acrobat PDF Reader**

To view documents that have been electronically filed on the system, users must install Adobe Reader. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's instructions to use Adobe Reader after installation.

### **Portable Document Format (PDF)**

Only PDF documents may be filed with the court using the ECF system. Before sending a document to the court, users should preview the PDF-FORMATTED document to ensure it appears in its entirety and in the proper format.



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## How to Convert Document to PDF Format

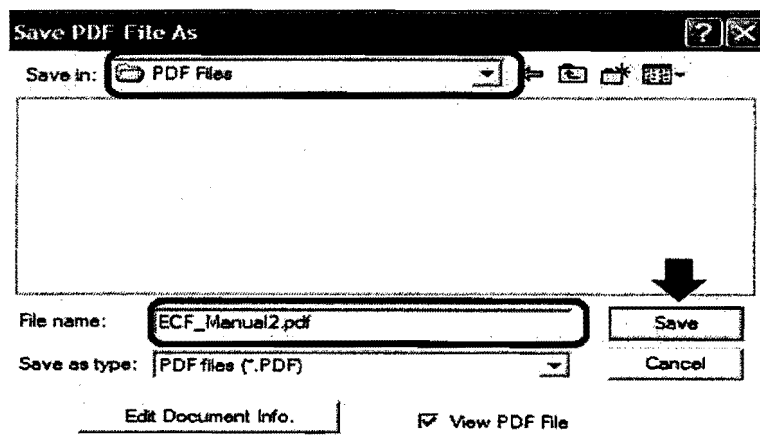
All documents **must** be converted to PDF format **before** submitting them to the court's ECF system. The conversion process requires software such as Adobe Acrobat versions 4.0 or above. There are various software applications capable of PDF conversion. WordPerfect 9 and 10 have the conversion capability built into the software.

### Using Most Word Processing Programs

- Install Adobe Acrobat or other PDF software on your computer
- Open the document to be converted
- Select [**File > Print**] to change the current printer
- Select **Adobe PDFWriter** or other **PDF software printer driver**

**Note:** This process may change depending on the word processing program or other PDF conversion software. It may be necessary to find the printer selection options elsewhere. Please consult the user manual for your software.

- [**Print**] the file. The file does not actually print; it begins the conversion process asking for a file name and saving location. (Be sure to note the "Save in:" location.)



- 
- Name the file, add the .pdf extension, and click [Save]. The document now has been converted to PDF format under the newly assigned name, and the original document remains in the word processing format.

### **PDF Documents Requirements**

Documents converted from any word processing program must

- Comply with PDF versions 1.0 through 1.4
- Not contain security settings or have all security settings deactivated
- Have all fonts referenced in the record, including the “base 14 fonts,” embedded
- Not contain any file compression

Documents scanned

- Use at least 250-300 dpi for scanning
- Set image type to black and white bitmap, text (image only), or line art
- Adjust brightness to best possible view
- Must be identical in content and appearance to the source document

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## Basics

### User Interactions

There are three general types of user interactions allowed by the system:

1. Entering data;
2. Using command buttons to direct system activities; and
3. Mouse-clicking on hyperlinks.

Command buttons and hyperlinks are used to direct the system to the next process.

### Conventions 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 the manual in [bracketed boldface type] or graphics
- Hyperlinks are represented in underlined boldface type

### 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 from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction. The ECF system does not permit you to change the misfiled document or incorrect docket entry after the transaction has been accepted.

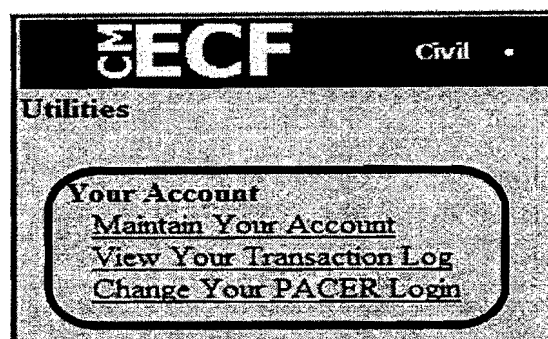
To request a correction, telephone as soon as an error is discovered.

<b>Help Desk - East St. Louis</b>	<b>1-866-867-3169</b>
<b>OR</b>	
<b>Help Desk - Benton</b>	<b>1-866-222-2104</b>

You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating the document was filed in error. Do **NOT** attempt to re-file the document. You will be advised if re-filing is required.

## Viewing the Transaction Log

Viewing the transaction log from the **Utilities** Menu allows for the review of all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password *immediately*. Then telephone the court's Help Desk at 1-866-867-3169 as soon as possible.



## User's Manual

The most recent version of the User's Manual is always available at [www.ilsd.uscourts.gov/cm\\_ecf.html](http://www.ilsd.uscourts.gov/cm_ecf.html) in PDF format. At this location we will announce scheduled service outages, changes to policies, etc. Separate web pages are available for each of the judges of the district on the court's website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) and should be consulted frequently for any updates regarding a particular judge's policies and practices.

## Retention and Signature Requirements

*(See Also Electronic Filing Rule 7)*

Upon registration, users automatically endorse their electronic signature for purposes of Federal Rule of Civil Procedure 11 specifically, the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure generally, and the local rules. The user's electronic signature also serves as a valid signature for purposes of unsworn declarations pursuant to 28 U.S.C. § 1746, service and filing pursuant to Federal Rule of Civil Procedure 5 and Federal Rule of Criminal Procedure 49, and establishing perjury pursuant to 18 U.S.C. §§ 1621-1623.

- A. Documents that may be filed electronically without an accompanying signed original hard copy

Any document allowed to be filed electronically and not requiring the submission of a signed original, as provided in subsection B for criminal cases, shall indicate a signature on the electronically filed document in the form "s/ Jane Doe," as follows:

s/Jane Doe  
Doe, Smith & Jones  
Attorneys at Law  
302 South Main  
Anytown, IL 61234

**The "s/" name on the document and the filer's login and password should be identical or the document may be stricken.**

Because of potential perjury implications, the filing attorney of a document requiring more than one signature must be electronically filed either by: (1) representing his or her own signature with the "s/" and certifying that each of the other signatories has expressly agreed to the form and substance of the document or (2) submitting a scanned document containing all necessary original signatures. A non-filing signatory or party who disputes the authenticity of an electronically filed document must file an objection to the document with 10 days of service.

**For example, a document requiring multiple signatures may be signed:**

s/James Smith

s/John Doe (with consent)

<p><b>The originally executed hard copy must be maintained by the filer for five years after final resolution of the action, including final disposition of all appeals. The original hard copy must be produced at any time when ordered by the court.</b></p>
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B. Documents that may be filed electronically in criminal cases only if accompanied by a signed original hard copy and served on all appropriate parties:

1. Any affidavit or document containing an oath or a declaration, certification, verification, or statement under the penalty of perjury, by any person other than an attorney of record in the case who is a user;
2. Any document setting forth any stipulation, by any person other than an attorney of record in the case who is a user;
3. Any document containing the signature of a defendant; and
4. Certified copies of judgments or orders of other courts.

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**Notice of Manual Filing***(See Appendix C)*

The Notice of Manual Filing **SHOULD NOT** be the event selected to electronically file a document. The Notice of Manual Filing **SHOULD BE** the pdf document attached to the electronically filed event. For example: A Motion to Dismiss (in excess of twenty page limitation) should be electronically filed as a Motion to Dismiss, but the attached pdf document should be the Notice of Manual Filing. The electronic filer should then immediately forward the original Motion to Dismiss, copy of the Notice of Manual Filing and a copy of the Notice of Electronic Filing (NEF) to the clerk's office for processing.

**Notice of Electronic Filing (NEF)***(See Also Electronic Filing Rules 3 and 8)*

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 and constitutes entry of the document on the docket maintained by the Clerk pursuant to Fed. R. Civ. P. 58, Fed. R. Civ. P. 79, and Fed. R. Crim. P. 55.

**Service of Document by Electronic Means***(See Also Electronic Filing Rules 3 and 8)*

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 registered users of record. It is recommended that the user filing the document retain a paper or digital copy of the NEF, which shall serve as the court's date-stamp and proof of filing.

Transmission of the NEF shall constitute service of the filed document and must be deemed to satisfy the requirements of Fed. R. Civ. P. 5(b)(2)(D), Fed. R. Civ. P. 77(d) and Fed. R. Crim. P. 49(b). Nevertheless, all documents filed using the ECF system must include a certificate of service stating that the document has been filed electronically and is available for viewing and downloading from the ECF system. The certificate of service must identify the manner in which the service on each party was accomplished.

Attorneys who have not registered as users with ECF and non-prisoner pro se litigants who have not registered with ECF shall be served a paper copy of any electronically filed pleading or other document in accordance with the provisions of Fed. R. Civ. P. 5.

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Service by electronic means shall be treated the same as service by mail for the purpose of adding three days to the prescribed response period.

### **Certificate of Service**

A certificate of service in accordance with Fed. R. Civ. P. 5(d) is still required when a party files a document electronically. The certificate must state the manner in which service was accomplished on each party and should be included as the final page of the document. You may use the "Mailing Info for a Case" feature in ECF under "Utilities" to obtain information regarding which parties are registered users of ECF and which parties require service by regular mail. See Appendix B for a sample certificate of service.

### **Transcripts**

Proceedings of this Court. Transcripts of proceedings of this court shall be filed in hard copy and available for review in the Office of the Clerk.

Transcripts from other Courts. Transcripts of proceedings of other courts shall be filed electronically in PDF format, if so available, otherwise shall be filed on paper.

### **Privacy**

*(See Also Electronic Filing Rule 6 and Local Rule 5.1(d))*

To address the privacy concerns created by Internet access to court documents, unless otherwise ordered by the court, the filing attorney shall modify certain personal data identifiers in pleadings and other papers as follows:

1. Minors' names: Use minor's initials only;
2. Social Security numbers: Use last four numbers only;
3. Dates of birth: Use year of birth only;
4. Financial account numbers; Identify the type of account and the financial institution, but use only the last four numbers of the account number;
5. Drivers License numbers: Use the last four numbers only.

It is not the responsibility of the Clerk's Office to review each document to determine if pleadings have been modified and are in proper form.

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In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. This document shall be retained by the court as a part of the record. The court may, however, still require the party to file a redacted copy for the public file.

### **Sealed Documents**

*(See Also Electronic Filing Rule 6)*

The filing of sealed documents is governed by Electronic Filing Rule 6. The original document must be filed in paper form with the Clerk's Office, with a copy of the Notice of Manual Filing as a cover sheet along with a copy of the Notice of Electronic Filing (NEF). The appropriate event must be electronically filed (i.e., sealed motion, sealed sentencing memorandum/response) with the Notice of Manual Filing attached as the pdf document.

### **Special Filing Requirements and Exceptions**

The following documents shall be filed on paper, which will be electronically filed by the Clerk's Office and may also be scanned into ECF by the Clerk's Office.

1. Administrative records in social security cases and in other administrative review proceedings;
2. Pretrial hearing and trial exhibits;
3. Consent/NonConsent to Disposition Before U.S. Magistrate Judge;
4. State court records and other Habeas Corpus Rule 5 materials
5. Civil Complaint and Civil Cover Sheet;
6. Notice of Removal and state court records filed in 28:1446 removal proceedings;
7. Pleadings and documents filed by pro se litigants who are incarcerated or who are not registered filing users in ECF;
8. Charging documents in a criminal case, such as the complaint, indictment or information;
9. Affidavits for search and arrest warrants and related papers;
10. Fed.R.Crim.P.20 and Fed.R.Crim.P.5 (formerly Rule 40) papers received from other courts;
11. Pleadings or documents in a criminal case containing the signature of a defendant, such as a waiver of indictment, plea agreement or Notice of PSI; and
12. Petitions for violations of supervised release.



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## Submitting a Proposed Document

Some documents are technically not to be “filed.” Rather, they are to be “submitted.” For example, a proposed order, proposed amended complaint, proposed documents to be filed out of time, proposed documents in excess of page limit, writ, post-judgment notice, and certain stipulations require court approval before actually being filed and given full effect. Because in the CM/ECF system docket entries themselves have the full force of a court order, to prevent confusion, such documents must be attached to an e-mail sent to the e-mail address of the assigned judge. The subject line of the e-mail must include the case, number, the corresponding document number, and brief description of proposed document as indicated on the Notice of Electronic Filing (NEF). All such documents must be submitted to the court in a format compatible with WordPerfect, which is a “Save As” option in most word processing software. Such proposed documents, should also be served on all parties. The judges’ e-mail addresses for such documents are as follows:

Chief Judge G. Patrick Murphy	<a href="mailto:GPMpd@ilsd.uscourts.gov">GPMpd@ilsd.uscourts.gov</a>
Judge J. Phil Gilbert	<a href="mailto:JPGpd@ilsd.uscourts.gov">JPGpd@ilsd.uscourts.gov</a>
Judge David R. Herndon	<a href="mailto:DRHpd@ilsd.uscourts.gov">DRHpd@ilsd.uscourts.gov</a>
Judge Michael J. Reagan	<a href="mailto:MJRpd@ilsd.uscourts.gov">MJRpd@ilsd.uscourts.gov</a>
Judge James L. Foreman	<a href="mailto:JLFpd@ilsd.uscourts.gov">JLFpd@ilsd.uscourts.gov</a>
Judge William D. Stiehl	<a href="mailto:WDSpd@ilsd.uscourts.gov">WDSpd@ilsd.uscourts.gov</a>
Judge Gerald B. Cohn	<a href="mailto:GBCpd@ilsd.uscourts.gov">GBCpd@ilsd.uscourts.gov</a>
Judge Philip M. Frazier	<a href="mailto:PMFpd@ilsd.uscourts.gov">PMFpd@ilsd.uscourts.gov</a>
Judge Clifford J. Proud	<a href="mailto:CJPpd@ilsd.uscourts.gov">CJPpd@ilsd.uscourts.gov</a>

If the motion is granted, you will be directed to electronically file the document with the court.

## Submitting Ex Parte Settlement Statements

Settlement statements, by their very nature, are ex parte and therefore are never filed. See the assigned magistrate judge’s web page for that judge’s requirements.

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### **Submitting a “Joint Report of Parties and Proposed Scheduling and Discovery Order”**

A completed form “Joint Report of Parties and Proposed Scheduling and Discovery Order” shall be submitted, not filed, to the assigned magistrate judge’s e-mail address for proposed documents (listed above). The subject line of the e-mail must include the case number and reference “Joint Report.”

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### **Filing Other Types of Documents**

To file a document other than a motion or application, make the appropriate selection from the appropriate menu. The screens that follow will be very similar to those described for filing a motion. *See* Appendix C.

### **Technical Failures**

*(See Also Electronic Filing Rule 10)*

Scheduled service outages will be posted on the court’s website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov). Unscheduled service outages will be dealt with on an individual basis.

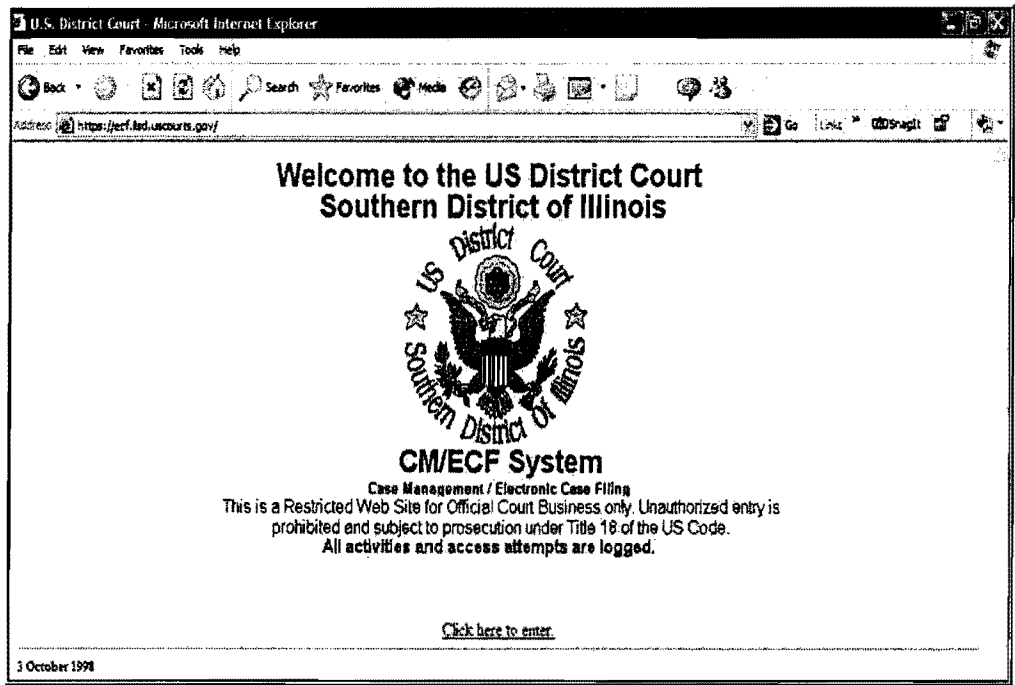
## A Step-By-Step Guide

(See Also *Electronic Filing Rule 3*)

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training database before trying to actually file a document.

### How to Access the System

Users can access the system via the Internet at [ecf.ilsd.uscourts.gov](https://ecf.ilsd.uscourts.gov)



or through the court’s web site at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) and click “CM/ECF” hyperlink.

**Note:** Users can access the “Training” database at [ecf-train.ilsd.uscourts.gov](https://ecf-train.ilsd.uscourts.gov)

## ECF/PACER Login

- The next screen is the login screen.

### ECF/PACER Login

**Notice**  
This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.nsc.uscourts.gov> or call the PACER Service Center at (800) 676-6656 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

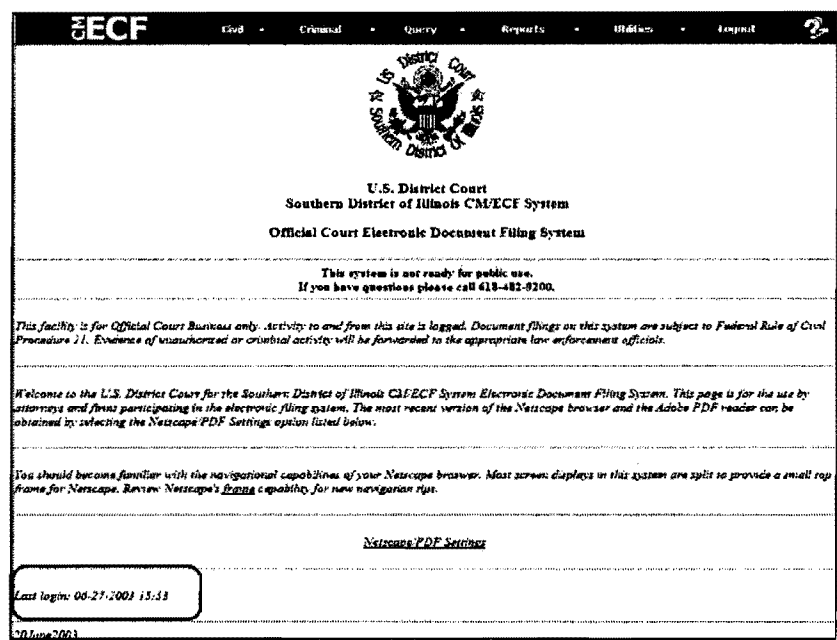
Client code:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x, and Internet Explorer 5.5

Enter your ECF login and user password in the appropriate data entry field. Then click the [Login] button to transmit the information to the system. All login names and passwords are case sensitive. If an error is made before submission, click [Clear].

- If an invalid combination has been submitted, the system responds with an error message. Click [Back], then re-enter your login and password.
- For those current PACER users that have not registered as e-filers, you may use your PACER login to view docket sheets and documents, but you will not be able to file documents without an ECF login and password.
- The entry of a valid login and password combination prompts the system to display the **Main Menu**.

**Note:** The date last logged into the system appears at the bottom left corner of this screen. Please review this information at each login for security reasons. If you believe your last login date and time are incorrect, please change your password and notify the court's Help Desk (see page 2) immediately.



- Once the **Main Menu** appears, select from the hyperlinked options in the blue bar.

### Selecting ECF Features



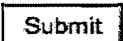


- Civil Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal Select **Criminal** to electronically file all criminal case pleadings, motions, and other court documents.
- Query **Query** ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. Login to PACER is required to query ECF.

- |                         |   |
|-------------------------|---|
| <b><u>Reports</u></b>   | Select <b><u>Reports</u></b> to retrieve docket sheets and cases-filed reports. Login to PACER is required to view reports. |
| <b><u>Utilities</u></b> | Select <b><u>Utilities</u></b> to view the transaction log and maintain personal ECF account information.                   |
| <b><u>Logout</u></b>    | Select <b><u>Logout</u></b> to properly exit from ECF and prevent further filing with your login and password.              |

### Manipulating the screens

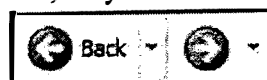
Each screen has the following two buttons:

1.  clears all characters entered in the box(es) on that screen; and
2.  or  accepts the entry just made and displays the next entry screen, if any.

**Note:** Frequently it may be necessary to scroll to the bottom of the page to locate the response buttons.

### Correcting a mistake

Use the [Back] and [Forward] buttons located in the top left corner on the Navigation Toolbar to go back to correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.



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## Civil Events Feature

There are eight basic steps involved in filing a document:

1. Select the type of document to file (*see* Appendix D);
2. Enter the case number in which the document is to be filed;
3. Select the parties filing the document;
4. Specify the PDF file name and location for the document to be filed;
5. Add attachments, if any, to the document being filed;
6. Modify docket text as necessary;
7. Submit the pleading to ECF; and
8. Receive notification of electronic filing.

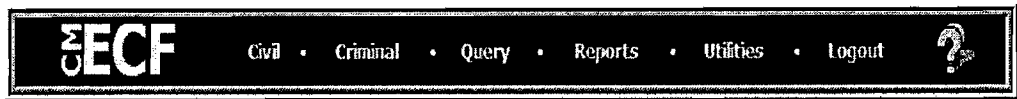
### Filing a Civil Complaint

Civil complaints shall be filed in paper form with the Clerk's Office in person or by U. S. Mail. Present the Clerk's Office with:

- (a) Complaint;
- (b) Civil Cover Sheet (JS-44c); and
- (c) \$150.00 filing fee payment in the form of a check, credit card, money order, or cash.

**Note:** The Clerk's Office will open the case in ECF, scan the complaint into PDF format, and docket the complaint. You will receive electronic notice of the filing of the complaint if you are registered with an ECF login and password. **This does not constitute service pursuant to Federal Rule of Civil Procedure 4.**

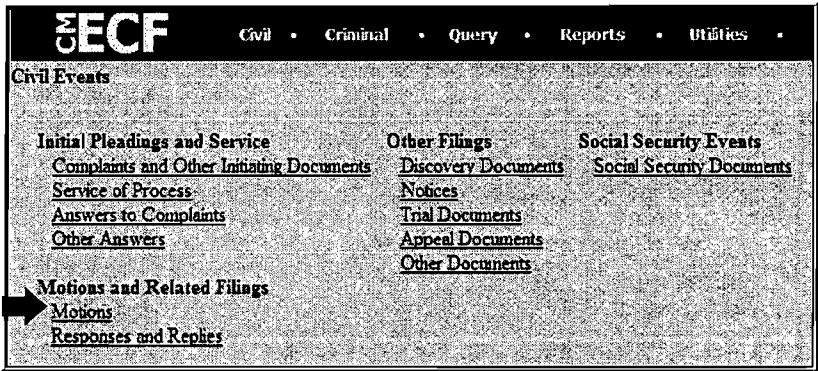
Filing a Motion



1. Select the type of document to file

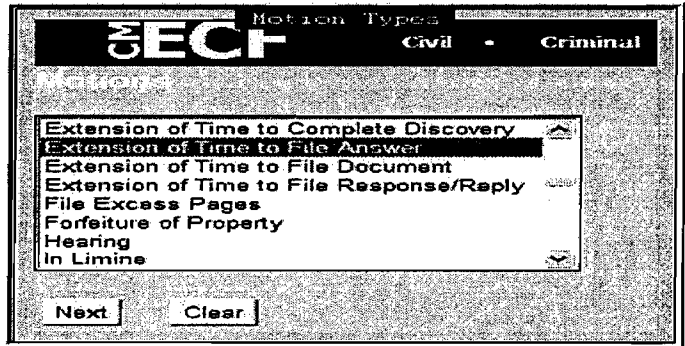
- Select Civil from the blue bar at the top of the Main Menu
- Click Motions

This section describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.



- Select the type of motion

Use the scroll bar or the arrow keys to find the type of motion to be filed, then click the item to select. For multiple part motions, press and hold down the **Ctrl** key and click the appropriate forms of relief.



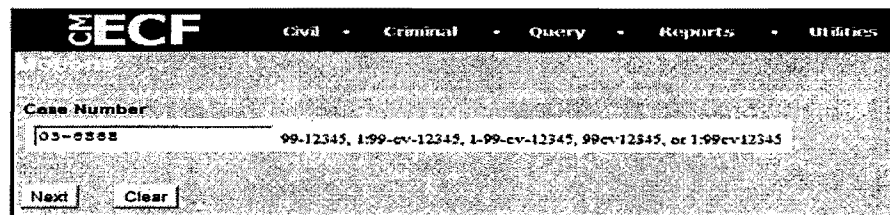
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2. Enter the case number

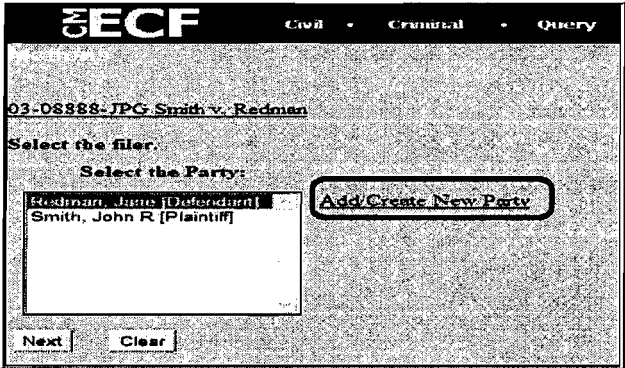
- If the number is entered incorrectly, click  to re-enter
- OR
- If the system indicates an invalid case number, click **[BACK]** to re-enter.
- When the case number is correct, click



The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with the text "CM/ECF" and a menu: "Civil - Criminal - Query - Reports - Utilities". Below this is a section titled "Case Number". It contains a text input field with the value "05-0303". To the right of the input field, there is a message: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". At the bottom of this section, there are two buttons: "Next" and "Clear".

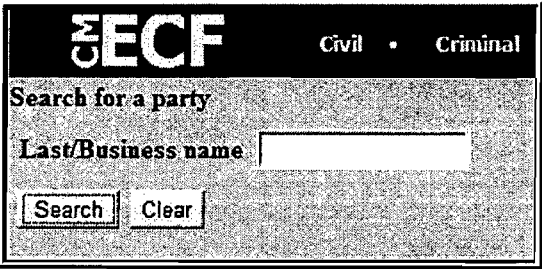
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3.      **Select the name of the party for whom the motion is being filed**
- Click the down arrow to the right of the box to scroll through the list  
**OR** if the name does not appear on the list
  - Click **Add/Create New Party**



The name of the party may exist in the database even though it is not linked to the case.

When searching, type a minimum of the first two letters of the business' name or individual's last name.



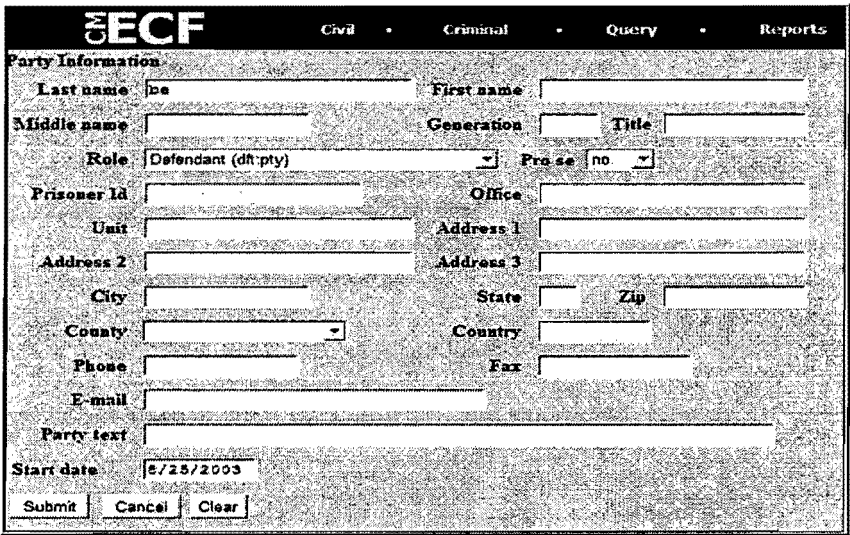
- Click **Search**.

The computer displays a list of party names in the alphabet range selected. If the name of the party appears, select it and click **"Select name from list."**

**OR**

If the party name is not on the list or the search returns **"No person found,"** click Create new party . See party name standards Appendix E.

If you select a party name already in the database, review the party information and be sure to select the party's role in this filing. Click the white box to the right of role and select the correct role, *i.e.*, plaintiff, defendant, etc. If no role is selected, the default role of defendant will be entered.

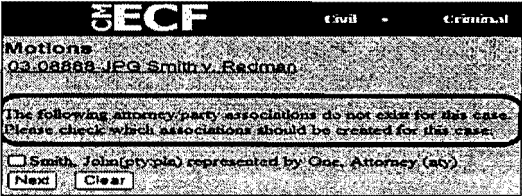


- Enter the information requested  
(Be sure to select the proper party role)
- Click

**Note:** Party text is additional information about the party as it is listed on the pleading (*e.g.*, in his or her official capacity). Party text will only appear on the docket sheet next to the parties' names.

It may be necessary to complete the attorney/case association listed below.

- Click on the box to the left of the appropriate party to complete the association



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4. Specify the PDF file name and location for the document to be filed

The next screen prompts for the selection of a PDF filename of the document being filed.

The document **must** be in PDF format with a .pdf suffix. If not, the document will not be readable by the system.

CM/ECF Civil Criminal

03-08888-JPG Smith v. Redman

Select the pdf document (for example: C:\199cv501-21.pdf)

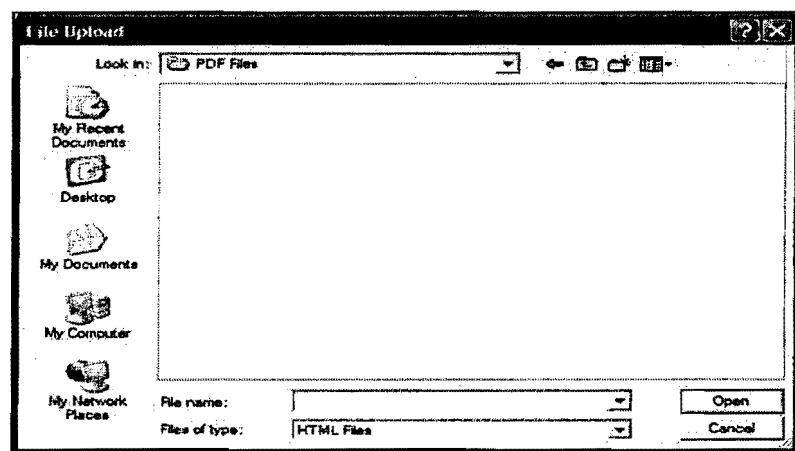
Filename

Browse...

Attachments to Document: No Yes

Next Clear

- Enter the full path name of the document to be filed in the space provided  
OR
- Click **Browse...** to navigate to the appropriate directory and file, then select the document



- Change the **Files of type** from

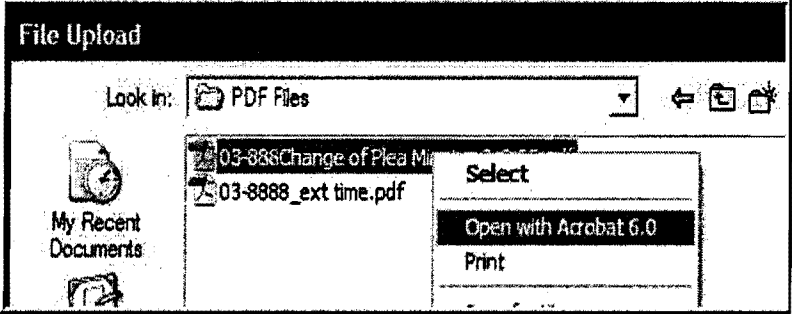



- to



- Select the file to upload to ECF

**Note:** To verify the document being filed is the correct document, right click the file name to display the quick menu and left click to open. The .pdf document will open and **MUST** be viewed to verify it is the correct document.



- Once verified for correctness, click [Open]. The **File Upload** screen closes, and the document is posted to the PDF file name on the **Motions** screen.
- If there are no attachments/exhibits to the motion
  - Click 
  - Proceed to Step 6

5.     **Adding attachments/exhibits to documents**  
(See Also Electronic Filing Rule 5)

- If there are attachments to the motion

Attachments to Document: ☐ No ☒ Yes

- Click Yes
- Click

An additional screen is displayed (all exhibits must be attached to the motion) which allows for the attachment of one or more documents.

ECF

Civil • Criminal • Query • Reports • Utilities • Logout

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)

Filename

2) At your option, select a document type and/or enter a description.

Type

Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Under **Type**, click the  (drop-down) list then select the appropriate type of attachment
- Click in the **Description** box and type the description
- At the prompt: “**Please select the PDF filename of the document you are filing,**” type in the PDF name of the attachment, or click  to search
- Click **Add to List**
- If there are additional attachments, repeat this sequence for each
- When all documents are attached, click

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**When attachments/exhibits cannot be electronically filed**

If attachment/exhibit cannot be created and filed electronically, or is greater than 20 pages or 1.5 Mb, follow the instructions as outlined in step 5. However, the pdf document to be added to the attachment/exhibit should be the Notice of Manual Filing. The electronic filer should then immediately forward the original attachment/exhibit, copy of the Notice of Manual Filing and a copy of the Notice of Electronic Filing (NEF) to the Clerk's Office for processing.

<p><b>Note:</b> Filers must not attach any pleading or other paper already on file with the court. Merely refer to that document number.</p>
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6. **Modify docket text**

- Click the  (drop-down) modifier list and select the appropriate modifier if any
- Click the open text area to type additional text for the description

**CM/ECF** Civil • Criminal • Query • Reports

03-08888-JPG Smith v. Redman

Docket Text: Modify as Appropriate

MOTION for Extension of Time to File Answer

by Jane Redman . (attorneytest, )

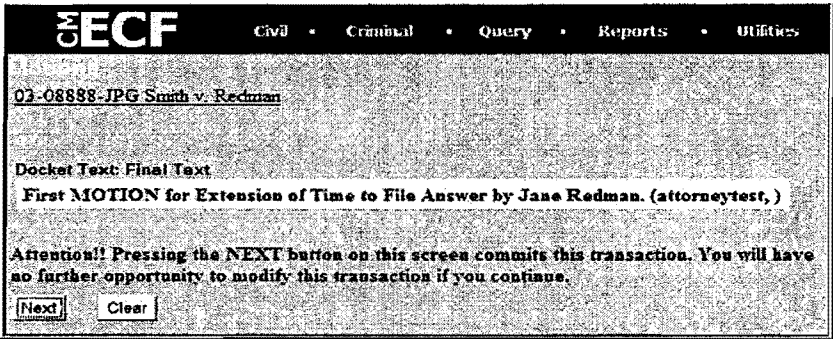
Next Clear

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7. Submit the pleading to ECF

- Click  and a new **Motion** window appears with the complete text for the docket entry
- Review the docket text and correct any errors  
[If modification is needed on a previous screen, click **[Back]** on the browser toolbar]



- Click  to file the pleading

**Note: The above screen contains the following warning.**

**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- Clicking any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process selected.

**OR**

- Clicking the Web Browser **[Back]** button to the desired screen.

## 8. Notice of Electronic Filing (NEF)

- ECF opens a new **Motions** window displaying the official filing receipt

03-08888-JPG Smith v. Redman

U.S. District Court  
Southern District of Illinois CM/ECF Test Database

Notice of Electronic Filing

The following transaction was received from attorneytest, entered on 8/25/2003 at 3:44 PM CDT and filed on 8/25/2003

Case Name: Smith v. Redman  
Case Number: 4:03-cv-8888  
Filer: Jane Redman  
Document Number: 2

Docket Text:  
First MOTION for Extension of Time to File Answer by Jane Redman. (attorneytest,)

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: n/a  
Electronic document Stamp:  
[STAMP doccStamp\_ID=1047403380 [Date=8/25/2003] [FileNumber=35-0] [6b  
c71fd69ef657b412e5c7d0ddda1cd4-c6d2a4c71b30d498d83c0c72a74]c20c4c0d09  
aebelab818dddbdac59c80383679f8b49249c22a0ea8ddfd7b48df3]]

4:03-cv-8888 Notice will be electronically mailed to:

4:03-cv-8888 Notice will not be electronically mailed to:

Perry Mason

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- This screen provides confirmation that ECF has registered your transaction, and the pleading is now an official court document. It also displays the date and time of your transaction, as well as the number assigned to the document. Please note the number of the document.
- Select **[Print]** on the browser toolbar to print the document receipt  
**OR**
- Select **[File]** on the browser menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note:** The Notice of Electronic Filing constitutes the file stamp. The court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a copy for your personal files.

---

## E-Mail Notification of Documents Filed

*(See Also Electronic Filing Rule 8)*

ECF will electronically transmit the Notice of Electronic Filing to the other attorneys and parties to the case who have supplied their e-mail address to the court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing on attorneys and parties who are not set up for electronic notification.

Individuals who receive Notice of Electronic Filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document to verify that the pleading was properly docketed. The court strongly urges you to copy the Notice of Electronic Filing and documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

<b>Note:</b> It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.
---

### Linking Document (Refer to Existing Events)

Some documents such as affidavits and supplements should be “linked” to their related events in the case. When filing these and certain other types of documents the following screen will be presented

An “event” is anything that has been filed in the case. To “link” the document currently being filed to a previously filed document

- Check the box in front of “Refer to existing event(s)?” (the date filed or the document number may also be entered)
- Click 

Next

- Click the checkbox for the document to be linked
- Click 

Next

# Criminal Events Feature

**Note:** Only counsel of record in a criminal case and other specifically authorized users will have electronic access to criminal cases. Non-parties may access the electronic documents at a public user terminal at the courthouse in East St. Louis or Benton. See *Also Electronic Filing Rule 11*

## Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal document:

1. Select the type of document to file (see Appendix D);
2. Enter the case number in which the document is to be filed;
3. Designate the defendant to whom the filing relates;
4. Designate the party(s) filing the document;
5. Specify the PDF file name and location for the document to be filed;
6. Add attachments, if any, to the document being filed;
7. Modify docket text as necessary;
8. Submit the pleading to ECF; and
9. Receive notification of electronic filing.

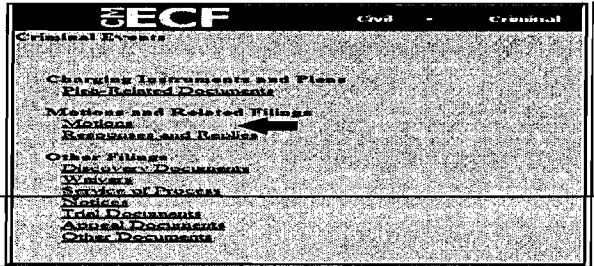
## Filing a Pleading or Document



1. Select the type of document to file
  - Select Criminal from the blue menu bar at the top of the Main Menu

This section describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

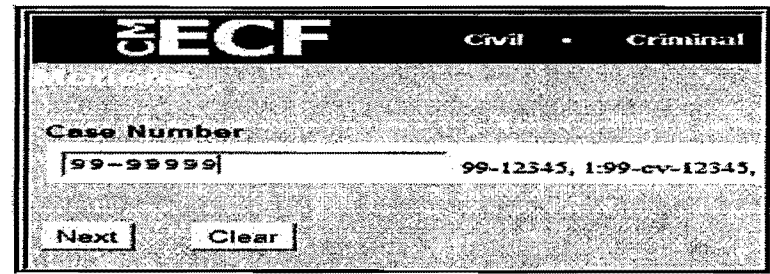
- Click **Motions** under **Motions and Related Filings**



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2. Enter the case number

- If the number is entered incorrectly, click  to re-enter  
**OR**
- If the system indicates an invalid case number, click **[BACK]** to re-enter.
- When the case number is correct, click



The screenshot shows a web interface for the ECF system. At the top, there is a header with the ECF logo and the text "Civil - Criminal". Below this, there is a section titled "Case Number". Inside this section, there is a text input field containing "99-99999". To the right of the input field, there is a label "99-12345, 1:99-cv-12345,". Below the input field, there are two buttons: "Next" and "Clear".

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3. Designate the defendant to whom the filing relates

**Note:** It may be necessary to complete the attorney/case association listed below.

- Click on the box to the left of the appropriate defendant to complete the association

**ECF** Civil • Criminal • Query

99-99999-JLF USA v. Doe

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☒ Doe, Jane(pty:df) represented by attorneytest1, (aty)

Next Clear

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4. **Select the type of motion**

- Use the scroll bar or the arrow keys to find the type of motion to be filed, then click the item to select. For multiple part motions, press and hold down the **Ctrl** key and click on the appropriate forms of relief.

The screenshot shows the CM/ECF web interface. At the top, there is a header with the CM/ECF logo and tabs for 'Civil' and 'Criminal'. Below the header, the case name '99-99999-JLF USA v. Doc' is displayed. A dropdown menu is open, showing a list of motion types: Strike, Subpoena, Substitute Attorney, Supplement, Suppress (which is highlighted), Surrender, Temporary Custody Transfer, and Travel. At the bottom of the dropdown menu, there are 'Next' and 'Clear' buttons.

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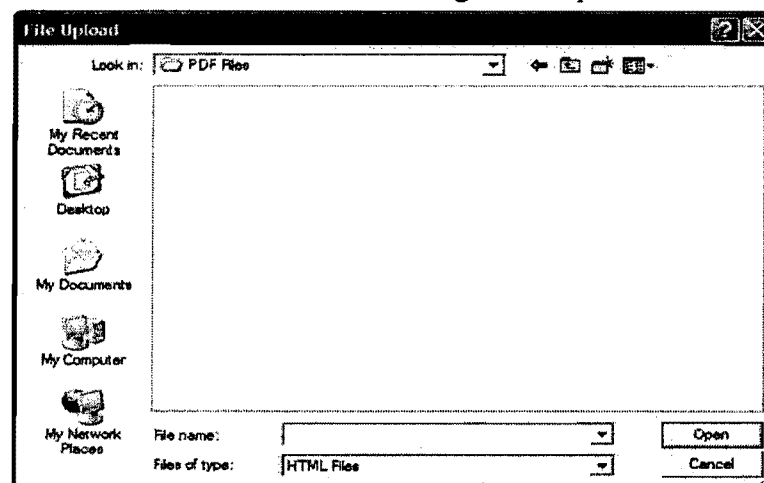


5. Specify the PDF file name and location for the document to be filed

**Note:** The document must be in PDF format with a .pdf suffix. If not, the document will not be readable by the system.

The image shows a web interface for the ECF system. At the top, there is a navigation bar with 'ECF' and links for 'Civil', 'Criminal', and 'Query'. Below this, the case name '99-99999-JLF USA v. Doe' is displayed. The main area contains instructions: 'Select the pdf document (for example: CA199cv501-21.pdf)'. There is a 'Filename' label followed by a text input field and a 'Browse...' button. Below this, there is a section for 'Attachments to Document:' with radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

- Click **Browse...** and the following screen opens



- Change the Files of type from

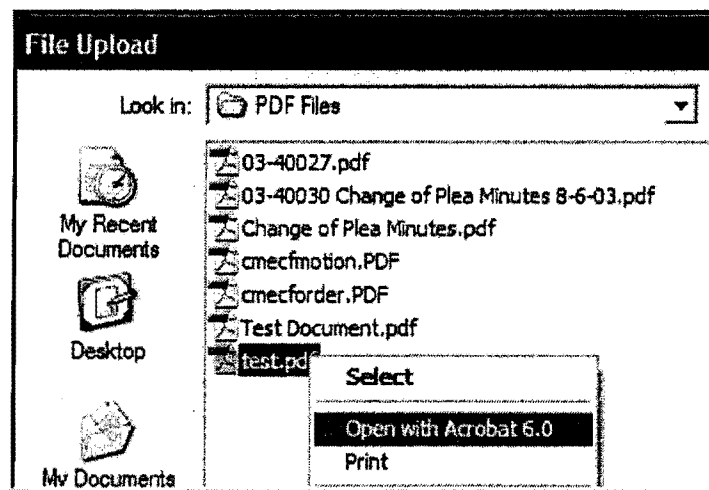
The image shows a 'Files of type:' dropdown menu. The current selection is 'HTML Files'.

- to

The image shows a 'Files of type:' dropdown menu. The current selection is 'All Files (\*.\*)'.

- Select the file to upload to ECF

Note: To verify the document being filed is the correct document, right click the file name to display the quick menu and left click to open. The .pdf document will open and MUST be viewed to verify it is the correct document.



- Once verified for correctness, click [Open]. The File Upload screen closes and the document is posted to the PDF file name on the Motions screen.
- If there are no attachments to the motion,
  - Click No
  - Click Next
  - Proceed to Step 7 "Modifying Docket Text" to continue filing

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6. **Adding attachments, if any, to the document being filed**  
(See Also Electronic Filing Rule 5)

**Note:** Proposed orders are not to be submitted as attachments. The procedure is addressed in the Basics section.

• **Attachments to Document:** ☐ No ☒ Yes

- Click **Yes**
- Click **Next**

An additional screen is displayed (all exhibits must be attached to the motion) which allows for the attachment of one or more documents.

- Under **Type** click the  (drop-down) list and select the appropriate type of attachment
- Click in the **Description** box and type the description
- At the prompt, **“Please select the PDF filename of the document you are filing,”** type in the PDF name of the attachment or click **Browse...** to search
- Click **Add to List**

- 
- If there are additional attachments, repeat this sequence for each
  - When all documents are attached, click

**When attachments/exhibits cannot be electronically filed**

If attachment/exhibit that cannot be created and filed electronically, or are greater than 20 pages or 1.5 Mb, follow the instructions as outlined in step 6. However, the pdf document to be added to the attachment/exhibits should be the Notice of Manual Filing. The electronic filer should then immediately forward the original attachments/exhibits, copy of the Notice of Manual Filing and a copy of the Notice of Electronic Filing (NEF) to the Clerk's Office for processing.

<p><b>Note:</b> Filers must not attach as an exhibit any pleading or other paper already on file with the court. Merely refer to that document number.</p>
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7. Modify docket text

CM/ECF Civil • Criminal • Query • Reports • Utilities •

Motions  
99-999999-JLF USA v. Doe

Docket Text: Modify as Appropriate.

MOTION to Suppress  by Jane Doe .  
(Attachments: # (1)) (One, Attorney)

- Click the  (drop-down) modifier list and select the appropriate modifier, if any
- Click the open text area to type additional text for the description
- Click

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## 8. Submit the pleading to ECF

- A new **Motion** window appears with the complete text for the docket entry
- Review the docket text carefully and correct any errors  
[If modification is needed on a previous screen, click **[Back]** on the browser toolbar.]

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a menu bar with 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below the menu bar, the title 'Motions' is displayed. The main content area shows the case number '99-99999-JLF USA v. Doe' and a downward arrow. Below the arrow, the docket text is displayed: 'Docket Text: Final Text', 'Amended MOTION to Suppress Testimony by Jane Doe. (Attachments: # (1))', and '(One, Attorney)'. At the bottom, there is a warning: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Below the warning are two buttons: 'Next' and 'Clear'.

- Click **Next** to file the pleading

**Note: The above screen contains the following warning.**

**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- Clicking any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process selected.
- OR**
- Clicking the Web Browser **[Back]** button to the desired screen.

- ECF opens a new **Motions** window displaying the official filing receipt



- This screen provides confirmation that ECF has registered your transaction, and the pleading is now an official court document. It also displays the date and time of your transaction as well as the number assigned to the document. Please note the number of the document.
- Select **[Print]** on the browser toolbar to print the document receipt
- Select **[File]** on the browser menu bar, and choose **Save Frame As....** from the drop-down window to save the receipt to a file on the hard drive of your computer

CM/ECF User's Manual (April 2004)

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## E-Mail Notification of Documents Filed

*(See Also Electronic Filing Rule 8)*

ECF will electronically transmit the Notice of Electronic Filing to the other attorneys and parties to the case who have supplied their e-mail address to the court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

Individuals who receive Notice of Electronic Filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document sheet to verify that the pleading was properly docketed. The court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

<b>Note:</b> It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.
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Linking Document (Refer to Existing Events)

Some documents such as affidavits and supplements should be “linked” to their related events in the case. When filing these and certain other types of documents the following screen will be presented

ECF Civil - Criminal

03-08888-JPG Smith v. Redman

☐ Refer to existing event(s)?

Filed \_\_\_\_\_ to \_\_\_\_\_

Documents \_\_\_\_\_ to \_\_\_\_\_

Next Clear

An “event” is anything that has been filed in the case. To “link” the document currently being filed to a previously filed document

- Check the box in front of “Refer to existing event(s)?” (the date filed or the document number may also be entered)
- Click **Next**

ECF Civil - Criminal - Query - Reports - Utilities

03-08888-JPG Smith v. Redman

Select the appropriate event(s) to which your event relates:

☐ 08/25/2003 1 COMPLAINT with jury demand against Jane Redman (Filing fee \$-150 receipt number 5555555 ), filed by John R Smith (vln, )

☐ 08/25/2003 2 First MOTION for Extension of Time to File Answer by Jane Redman. (attorneytest, )

☐ 08/26/2003 3 MOTION to Appoint Counsel by Jane Redman. (vln, )

☐ 08/26/2003 4 EXHIBIT by Jane Redman. (vln, )

Next Clear

- Click the checkbox for the document to be linked
- Click **Next**

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# Query Feature

Registered participants should use this feature to query for specific case information.

- Click Query



The PACER login screen opens. Enter your PACER login and password.

**Note:** The PACER login and password are different from the ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning July 2002, you will be charged a fee of \$.07 per page to access documents, docket sheets, etc., from ECF.

After entering the PACER login and password, ECF opens a query data entry screen as depicted below.

- Enter the Case Number
- Click [Run Query]

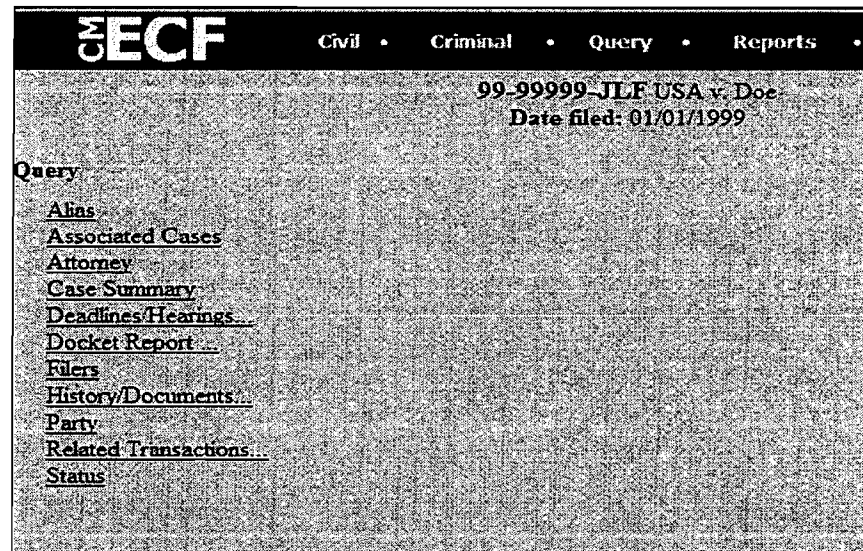
The image shows a web form titled "ECF" with a navigation bar at the top containing links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The main section is titled "Search Clues". It contains several input fields and dropdown menus. The first field is "Case Number" with a text box and examples "(Examples: 99-500, 1:99cv500)". Below it is "or search by" with two date ranges: "Filed Date" and "Last Entry Date", each with a text box and a "to" field. Then there is "Nature of Suit" with a dropdown menu showing options: "0 (zero)", "110 (Insurance)", and "120 (Contract Marine)". Below that is "or search by" with "Last Name", "First Name", and "Middle Name" text boxes, and a "Type" dropdown menu. At the bottom are two buttons: "Run Query" and "Clear".

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- It is possible to query by the name of the party or an attorney in a case. Enter the requested information in the appropriate field name.
- If more than one person with the same name is in the database, ECF returns a screen from which to select the correct name. Click the name of the correct party.

- Should the individual be a party in more than one case, ECF will open a screen listing all the individual's cases. Click the case number hyperlink.

**Note:** Query is also possible by nature of suit. Enter a range for either the filed date or the last entry date. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When the Query is run, all cases that meet the criteria will be displayed.



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At the top of the window, ECF displays the case number, parties to the case, presiding judge, date that the initial action was filed, and date of the last filing for the case. Select the specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

#### **Attorney**

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties in the case.

#### **Case Summary**

Provides a summary of current case-specific information.

#### **Deadlines/Hearings**

Produces a screen that allows you to query the database by various means to obtain hearing and other scheduled deadlines.

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**Docket Report**

Produces a full or partial docket report depending on the criteria selections as well as hyperlinks to the PDF files and NEF for the documents.

**History/Documents**

Produces the case event history with docket text and documents associated with the case.

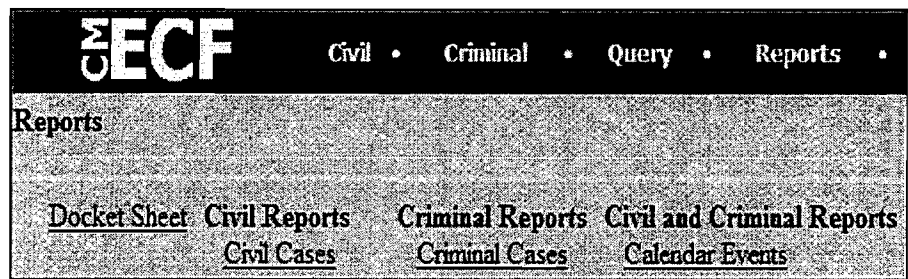
**Other Queries**

The process for selecting and processing other queries is similar to what is described above.

## Reports Feature

The Reports feature of ECF provides users with several report options.

- Click Reports



- Docket Sheet, Civil Cases, and Criminal Cases directly connect to your PACER login and password. Calendar Events are available directly from ECF.

### Docket Sheet

- Click Docket Sheet
- Select search criteria
- Click [Run Report]

A screenshot of the 'Docket Sheet' search form in the ECF system. The form includes fields for 'Case number', 'Filed' (radio button), 'Entered' (radio button), and 'Documents' (date range). It also has checkboxes for 'Include terminated parties', 'Include links to Notice of Electronic Filing', and 'Include List of Parties and Counsel'. A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom are 'Run Report' and 'Clear' buttons.

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### Civil Cases Report

The Civil Cases report provides the flexibility to query ECF to locate cases electronically filed within a specific date range or by Nature of Suit and Cause Code.

- Click Civil Cases
- Select criteria
- Click [Run Report]

CM/ECF

Query • Reports • Utilities • Logout ?

Civil Cases Report

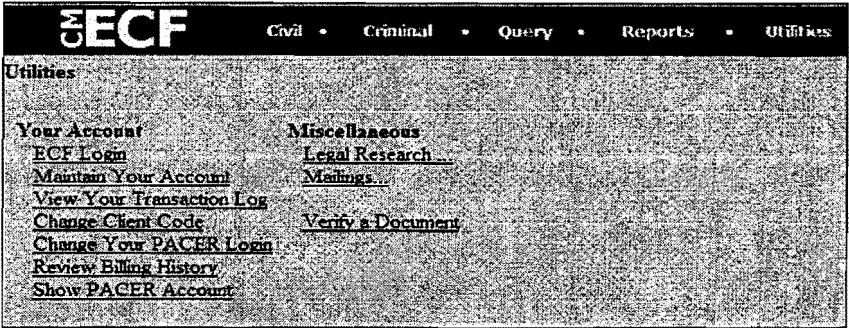
Office	East St. Louis Benton	Case type	Civil Miscellaneous	Nature of suit	10 (zero) 110 (insurance)	Case tags	2255 APPEAL	Cause	
Filed	10/13/2003	to	10/20/2003						
Terminal digit(s)	- 2, 4 -			<input checked="" type="checkbox"/> Open cases <input type="checkbox"/> Closed cases					
Sort by	Case Number								
Run Report		Clear							

Other report options are similar in features.

## Utilities Feature

The Utilities feature provides registered users access to maintain their account in ECF and view their ECF transactions.

- Click **Utilities**



### Your Account

This section of the **Utilities** feature provides the capability to maintain certain aspects of the ECF account with the court and to view a log of your transactions within ECF.

#### Maintain Your Account

- Click **Maintain User Account**

This screen displays all the registration information contained within the ECF database for your account. **Please contact the Clerk's Office should any changes need to be made to your account data.**

- Click **[Email Information]**

ECF will e-mail the **Notices of Electronic Filing** based upon the information entered on this screen. Perform the following steps to enter additional e-mail addresses which will receive ECF notification.

- Click to insert a checkmark in the box to the left of “**to these additional addresses**”
- Enter the e-mail addresses of individuals. Use a semi-colon to separate the e-mail address with no spacing between the name and the semi-colon. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.
- Stipulate the format of the ECF notices
- To enter all new information in your screen, click **Clear**  
**OR**  
Click **Return to Account Screen** to save changes

E-mail information for attorneytest

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices

☒ html format for Netscape or ISP e-mail service

☐ text format for cc-Mail, GroupWise, other e-mail service



- To edit or view login information for your account
- Click **More User Information**

More User Information for attorneytest

Login attorneytest

Last login 09-04-2003 08:33

Password \*\*\*\*\*

Current login 09-04-2003 08:33

Prid 67482

Create date 08/22/2003

Registered Y

Update date 08/25/2003

Groups Attorney

Return to Account screen

Clear

This screen displays the user login information and provides access to change your ECF password. Notice ECF displays a string of asterisks in the **Password** field. To change your ECF password, place the cursor in the **Password** field and delete the asterisks. Type the new password. ECF displays the actual characters of your new password. When complete, click [Return to Account Screen]. When all changes are complete, click [Submit] on the very bottom of the **Maintain User Account** screen to submit the changes to ECF. ECF will confirm that all updates were accepted. Begin using the new password during the next ECF session.

**View Your Transaction Log**

From the **Utilities** screen, click [View Your Transaction Log]. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range and click [Submit]. ECF displays a report of all transactions in ECF within the date range specified for this account.

CM/ECF      Civil • Criminal • Query • Reports • Utilities • Logout      ?

Transaction Log  
Report Period: 01/01/1996 - 10/20/2003

Id	Date	Case Number	Text
528	10/06/2003 13:42:12	3-03-cr-30346-1	NOTICE OF ATTORNEY APPEARANCE: Attorney One appearing for Cermen L. Toney (One, Attorney)
531	10/06/2003 13:34:01	3-03-cr-30346-1	First MOTION for Discovery by Cermen L. Toney. (One, Attorney)
671	10/08/2003 13:51:24	4-99-cr-99999-1	Amended MOTION to Suppress <[s-Testimony</s>] by Jane Doe. (Attachments: # (1))(One, Attorney)

Total Number of Transactions: 3

---

Use this feature to review your transactions and to verify

- All your transactions are reflected in the log
- No unauthorized individuals have entered transactions into ECF using your login and password

### **Miscellaneous**

ECF provides three **Miscellaneous** functions within the Utilities feature.

1. Legal Research;
2. Mailings; and
3. Verify a Document.

**Legal Research** opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

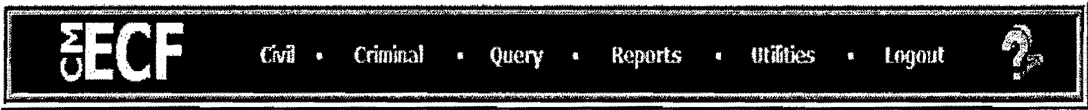
**Mailings** opens a new screen for requesting mailings from ECF.

**Verify a Document** opens a query screen to locate a particular document attached to a specific case number.

---

# Logout

After all transactions are complete, click **Logout** to properly exit from the system.



A small box will appear in the upper left corner indicating you are logging out of ECF.

LOGOUT

**APPENDIX A**  
**UNITED STATES DISTRICT COURT**  
**SOUTHERN DISTRICT OF ILLINOIS**

**ELECTRONIC FILING REGISTRATION FORM**

Instructions: Complete this form to request an Electronic Case Filing (ECF) account from the United States District Court, Southern District of Illinois. Complete the form on-line and submit the form on-line or print a hard copy, sign it, and present it to the Clerk's office at the address provide. **After verification, your user id and password will be electronically mailed to the e-mail address listed on the registration form.**

**Please Print or Type**

First Name: \_\_\_\_\_ Middle Initial/Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ Generation (i.e., Sr., Jr.): \_\_\_\_\_  
Bar Id No.: \_\_\_\_\_  
Affiliation/Firm Name: \_\_\_\_\_  
Mailing Address(es): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: (    ) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_ - \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Are you admitted to practice in the Southern District of Illinois?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, are you a member in good standing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you admitted to practice pro hac vice in the Southern District of Illinois?	<input type="checkbox"/> Yes <input type="checkbox"/> No

☐ I already have an ECF login that I use at another court, which is \_\_\_\_\_. Please assign the same login.

By submitting this registration form, the undersigned agrees to abide by all court rules, orders, policies, and procedures governing the use of ECF. The undersigned also consents to receiving NEF pursuant to Fed. R. Civ. P. 5(b) and 77(d) via the court's ECF. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their password and immediately notify the court if they learn that their password has been compromised.

Click button below to submit form on-line or submit completed Registration Form to the clerks office or via U. S. Mail to:

United States District Court  
Southern District of Illinois  
Attn: ECF Registration  
750 Missouri Avenue  
East St. Louis, IL 62201

**Court Use Only**

User Code Assigned: \_\_\_\_\_  
Password Assigned: \_\_\_\_\_  
Issuer: \_\_\_\_\_

Once your registration is complete, you will receive notification as to your user id and password. Procedures for using the system will be available for downloading at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) . You may contact the ECF Help Desk at 1-866-867-3169 or 1-866-222-2104 if you have questions concerning the registration process.

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**APPENDIX B**

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS**

Plaintiff

v.

Case No.

Defendant

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**Certificate of Service**

I hereby certify that on [date], I electronically filed [document] with the Clerk of Court using the CM/ECF system which will send notification of such filings(s) to the following:

[names of individuals which will receive NEF],

and I hereby certify that on [date], I mailed by United States Postal Service, the documents(s) to the following non-registered participants:

[names of non-registered participants].

Respectfully submitted,  
s/[Name of Password Registrant]  
Name of Password Registrant  
Address  
City, State, Zip Code  
Phone: (xxx) xxx-xxxx  
Fax: (xxx) xxx-xxxx  
E-mail: xxx@xxx.xxx  
[attorney bar number, if applicable]

---

**APPENDIX C**

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS**

Plaintiff

v.

Case No.

Defendant

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**NOTICE OF MANUAL FILING**

Please take notice that [Plaintiff/Defendant, Name of Party] has manually filed the following document or item:

[Title of Document or Item]

This document has not been filed electronically because:

- ☐ The document or item cannot be converted to an electronic format
- ☐ The electronic file size of the document exceeds 20 pages  
(*Electronic Filing Rule 5*)
- ☐ The document or item is filed under seal  
(*Electronic Filing Rule 6*)
- ☐ [Plaintiff/Defendant] is excused from filing this document or item by court order.
- ☐ Other \_\_\_\_\_

The document or item has been manually served on all parties.

Respectfully submitted,  
s/[Name of Password Registrant]  
Name of Password Registrant  
Address  
City, State, Zip Code  
Phone: (xxx) xxx-xxxx  
Fax: (xxx) xxx-xxxx  
E-mail: xxx@xxx.xxx  
[attorney bar number, if applicable]

---

## **APPENDIX D**

### **ECF Civil Events for Attorneys and Pro Se Users**

#### **Initial Pleadings and Service**

##### **Complaints and Other Initiating Documents**

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Case Transferred In - Divisional Transfer
- Case Transferred Out - Divisional Transfer
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice to Take Foreign Deposition
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Petition to Perpetuate Testimony
- Registration of Foreign Judgment
- Third Party Complaint

##### **Service of Process**

- Request for Waiver of Service
- Service by Publication
- Summons Returned Executed
- Summons Returned Executed as to USA
- Summons Returned Unexecuted
- Waiver of Service Executed
- Waiver of Service Unexecuted
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

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## **Answers to Complaints**

### **Other Answers**

Affirmative Defenses

Amended Answer to Complaint

Answer to Writ of Garnishment

Claim

Objection to Report and Recommendations

Response to Objection to Report and Recommendations

Traverse



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## Motions and Related Filings

### Motions

Adopt	Expedite
Alter Judgment	Extension of Time to Amend
Amend/Correct	Extension of Time to Complete Discovery
Appeal In Forma Pauperis	Extension of Time to File Answer
Appoint Counsel	Extension of Time to File Document
Appoint Expert	Extension of Time to File Response/Reply
Appoint Guardian/Attorney ad Litem	File Excess Pages
Appoint Receiver	For Order
Approve Consent Judgment	Forfeiture of Property
Attorney Fees	Hearing
Bar	In Limine
Bifurcate	Intervene
Bill of Costs	Issuance
Bond	Issuance of Warrant in rem
Certificate of Appealability	Joinder
Certify	Judgment Debtor Exam
Certify Class	Judgment NOV
Change Venue	Judgment as a Matter of Law
Clarify	Judgment of Forfeiture
Compel	Judgment on the Pleadings
Consolidate Cases	Judgment under Rule 54(b)
Contempt	Leave to Appeal
Continue	Leave to File Document
Copy	Letters Rogatory
Declaration of Mistrial	Lift Stay
Declaratory Judgment	Miscellaneous Relief
Default Judgment	More Definite Statement
Deposit Funds	New Trial
Directed Verdict	Order of Sale
Disbursement of Funds	Partial Summary Judgment
Discharge	Permanent Injunction
Disclosure	Preliminary Injunction
Discovery	Proceed In Forma Pauperis
Dismiss	Produce
Disqualify Counsel	Protective Order
Disqualify Judge	Quash
Disqualify Juror	Reassign Case
Effect Levy	Reconsideration
Enforce	Recusal
Enforce Judgment	Reinstate
Entry of Default	Release of Bond Obligation
Exclude	Release of Exhibits

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## **Motions (Continued)**

Release of Funds	Substitute Attorney
Remand	Substitute Party
Reopen Case	Summary Judgment
Return of Property	Supplement
Review	Suppress
Sanctions	Take Deposition
Seal	Taxation of Costs
Seal Case	Temporary Restraining Order
Seal Document	Transfer Case
Sealed Motion	Unseal Case
Service by Publication	Unseal Document
Set Aside	Vacate
Set Aside Default	Waive
Set Aside Forfeiture	Withdraw
Set Aside Judgment	Withdraw Reference
Set Aside Verdict	Withdraw as Attorney
Settlement	Writ
Sever	Writ of Garnishment
Show Cause	Writ of Habeas Corpus ad prosequendum
Stay	Writ of Habeas Corpus ad testificandum
Strike	Writ of Mandamus

## **Responses and Replies**

- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Reply to Response to Motion
- Response
- Response in Opposition to Motion
- Response in Support of Motion
- Response to Motion

---

## **Other Filings**

### **Discovery Documents**

- Answer to Interrogatories
- Deposition
- Disclosure of Interested Parties
- Request for Admissions

### **Notices**

- Notice (Other)
- Notice of Appearance
- Notice of Application for Writ
- Notice of Change of Address
- Notice of Lis Pendens
- Notice of Removal
- Notice of Settlement
- Notice of Statement of Compliance
- Notice of Voluntary Dismissal

### **Trial Documents**

- Exhibit List
- Expert Witness Designation
- Trial Brief

### **Appeal Documents**

- Appeal of Magistrate Judge Decision to District Court
- Appellants Brief
- Appellants Reply Brief
- Appellees Brief
- Designation of Record on Appeal
- Docketing Statement
- Notice of Appeal
- Notice of Cross Appeal
- Notice of Interlocutory Appeal

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## **Other Documents**

- Abstract of Judgment
- Acknowledge of Receipt of Exhibits
- Affidavit
- Amended Document (NOT Motion)
- Application for Writ
- Bill of Costs
- Consent to Removal
- Financial Affidavit - CJA 23
- Joinder
- Joint Report of Parties
- Jury Demand
- Memorandum in Support of 2255
- Objections to Answer to Writ
- Petition for Writ of Mandamus
- Pretrial Memorandum
- Release of Lien
- Report of Sale
- Response to Order to Show Cause
- Satisfaction of Judgment
- Status Report
- Stipulation
- Stipulation for Release of Exhibits
- Stipulation of Dismissal
- Suggestion of Bankruptcy
- Suggestion of Death
- Supplement

## **Social Security Events**

### **Social Security Documents**

- Social Security Brief by Defendant
- Social Security Brief by Plaintiff
- Social Security Reply Brief by Plaintiff
- Social Security Transcript of Administrative Record

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## **ECF Criminal Events for Attorneys**

### **Charging Instruments and Pleas**

#### **Plea-Related Documents**

Plea Agreement  
Stipulations of Fact

### **Motions and Related Filings**

#### **Motions**

Alter Judgment	Response/Reply
Amend/Correct	Extension of Time to Indict
Appeal In Forma Pauperis	File Amicus Brief
Appear	Forfeiture of Property
Appoint Counsel	Handwriting Exemplars
Appoint Expert	Hearing
Attorney Fees	In Limine
Bar	Inspect
Bifurcate	Issuance of Warrant in rem
Bill of Particulars	Joinder
Bond	Judgment NOV
Brady Material	Judgment of Acquittal
Certificate of Appealability	Leave to Appeal
Change Venue	Leave to File Document
Compel	Medical Exam
Contact Visit	Medical Treatment
Continue	Miscellaneous Relief
Copy	Modify Conditions of Release
Declaration of Mistrial	New Trial
Detain	Order of Competency to Stand Trial
Directed Verdict	Permit Marriage
Disclosure	Produce
Discovery	Protective Order
Dismiss	Psychiatric Exam
Disqualify Counsel	Psychiatric Treatment
Disqualify Judge	Quash
Disqualify Juror	Quash Indictment/Information
Early Termination of Probation	Reconsideration
Exclude	Recusal
Expedite	Reduce Sentence - Not Sealed
Extension of Time to File Document	Reinstate
Extension of Time to File	Release Bond Obligation

---

Release from Custody	Set Aside Verdict
Release of Exhibits	Sever Defendant
Release of Funds	Show Cause
Remand	Speedy Trial
Remission of Assessment	Strike
Return of Property/Post Trial	Subpoena
Return of Property/Pre Trial	Substitute Attorney
Revocation of Probation	Supplement
Revocation of Supervised Release	Suppress
Revoke - Not Sealed	Surrender
Sanctions	Temporary Custody Transfer - Not Sealed
Seal	Travel
Seal Case	Unseal Case
Seal Document	Unseal Document
Sealed Motion	Vacate
Sentencing Departure - Not Sealed	Warrant
Separate Trial on Counts	Warrant for Arrest of Property
Service by Publication	Withdraw Document
Set Aside Forfeiture	Withdraw Plea of Guilty
Set Aside Judgment	Withdraw Plea of Nolo Contendere
Set Aside Sentence	Withdraw as Attorney
	Writ
	Writ of Habeas Corpus ad prosequendum
	Writ of Habeas Corpus ad testificandum

### **Responses and Replies**

Memorandum in Opposition to Motion  
Memorandum in Support of Motion  
Reply to Response  
Response  
Response in Opposition  
Response in Support  
Response to Motion

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## **Other Filings**

### **Discovery Documents**

- Notice of Insanity Defense
- Notice of Insanity Witness
- Withdrawal of Insanity Defense
- Withdrawal of Insanity Witness

### **Waivers**

- Waiver of Counsel
- Waiver of Indictment
- Waiver of Interstate Agreement on Detainers
- Waiver of Preliminary Examination or Hearing
- Waiver of Presence at Arraignment
- Waiver of Presentence Investigation Report
- Waiver of Rule 40 Hearings
- Waiver of Speedy Trial
- Waiver of Trial by Jury

### **Service of Process**

- Application for Writ of Habeas Corpus ad Prosequendum
- Application for Writ of Habeas Corpus ad Testificandum
- Judgment Returned Executed
- Search Warrant Returned Executed
- Search Warrant Returned Unexecuted
- Summons Returned Executed
- Summons Returned Unexecuted
- Warrant Returned Executed
- Warrant Returned Unexecuted
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

### **Notices**

- Notice (Other)
- Notice of Attorney Appearance - Defendant
- Notice of Attorney Appearance - USA
- Notice of Lien
- Notice of Lis Pendens
- Notice/ Acknowledgment of PSI
- Release of Lien

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## **Trial Documents**

- Exhibit List
- Trial Brief
- Witness List

## **Appeal Documents**

- Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case
- Designation of Record on Appeal
- Docketing Statement
- Notice of Appeal - Conditions of Release
- Notice of Appeal - Final Judgment
- Notice of Appeal - Interlocutory

## **Other Documents**

- Acknowledgment of Receipt of Exhibits
- Affidavit
- Affidavit - Rule 40
- Amendment
- Brief
- Consent to Trial Before US Magistrate Judge
- Elements of Offense
- Financial Affidavit - CJA23
- Information to Establish Prior Conviction
- Medical Report
- Objection
- Objection to Presentence Investigation Report
- Pretrial Memorandum
- Psychiatric Report
- Receipt for Release of Exhibits
- Response to Order to Show Cause
- Sentencing Memorandum - Not Sealed
- Status Report
- Stipulation
- Submission of Relevant Offense Conduct
- Supplement
- Version of Offense



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**APPENDIX E**  
**INSTRUCTIONS/GUIDE FOR ENTERING PARTY NAMES**

- A. Agencies**
- B. Business Names**
- C. Cities/States/Townships**
- D. John Does**
- E. Estates**
- F. Individuals**
- G. Minors**
- H. Property/Currency**
- I. Union Names**
- J. Unknown Names**

**NOTE: Do not enter party names using all CAPITAL letters.**

---

## **AGENCIES**

### **Document Caption:**

Department of Health and Human Services  
Kenneth S. Apfel, Commissioner of Social Security  
Secretary of Health and Human Services

### **Enter Party Name As:**

Commissioner of Social Security

### **Document Caption:**

United States of America, Internal Revenue Service  
Internal Revenue Service

### **Enter Party Name As:**

Internal Revenue Service

### **Document Caption:**

United States of America

### **Enter Party Name As:**

USA

---

## **BUSINESS NAMES**

**Document Caption:**

**The Rust Company**

**Enter Party Name As:**

**Rust Company**

**\*\*\*Omit “A, An, or The” in the Party Name\*\*\***

---

## **CITIES/STATES/TOWNSHIPS**

### **Document Caption:**

The City of Collinsville

### **Enter Party Name As:**

Last Name field: Collinsville

First Name field: City of

\*\*\*Omit "The" in the party name\*\*\*

### **Document Caption:**

City of Belleville

### **Enter Party Name As:**

Last Name field: Belleville

First Name field: City of

---

**JOHN DOES**

**Document Caption:**

**John Doe I - X**

**Enter Party Name As:**

**Last Name field: Doe  
First Name field: John  
Party Text field: I - X**

**Document Caption:**

**John Doe Police Officers 1 - 10**

**Enter Party Name As:**

**Last Name field: Doe  
First Name field: John  
Party Text field: Police Officers 1 - 10**

**\*\*\*If numerous amount of "John Does" are listed separately, be sure to list together\*\*\***

**\*\*\*Do not add the numbers, letters or roman numerals to the party name - add as a party text\*\*\***

---

## **ESTATES**

### **Document Caption:**

**Eloise Coleman, Executor of the Estate of John Coleman**

### **Enter Party Name As:**

**Last Name field: Coleman**

**First Name field: Eloise**

**Party Text field: Executor of the Estate of John Coleman**

---

## **INDIVIDUALS**

### **Document Caption:**

Sgt. James

### **Enter Party Name As:**

Last Name field: James

First Name field: Sgt.\*

\*Enter title of person in the first name field only when no first name is listed.

### **Document Caption:**

E. A. Stepp, Warden

### **Enter Party Name As:**

Last Name field: Stepp

First Name field: E.

Middle Name field: A.

Party Text field: Warden

### **Document Caption:**

Thomas Green, Jr.

### **Enter Party Name As:**

Last Name field: Green, Jr.

First Name field: Thomas

\*\*\*Do not use the "Generation" field when entering a party name\*\*\*

---

## **MINORS**

### **Document Caption:**

**Minor Child, by and through his guardian ad litem William P. McGuire**

### **Enter Party Name As:**

**Last Name Field: McGuire**

**First Name Field: William**

**Middle Name field: P.**

**Party Text field: Minor Child, by and through his guardian ad litem**



**PROPERTY/CURRENCY**

**Document Caption:**

Six Thousand Dollars in United States Currency

**Enter Party Name As:**

\$6,000 in United States Currency

**Document Caption:**

One Parcel of Real Estate located at 2313 Parkside Place, Phoenix, AZ

**Enter Party Name As:**

2313 Parkside Place, Phoenix AZ, One Parcel of Real Estate located at

**Document Caption:**

One 1982 Buick Riviera Automobile, VIN #1G4A25747CE4

**Enter Party Name As:**

Buick Riviera Automobile, One 1983, VIN #1G4A2547CE4

---

## **UNION NAMES**

### **Document Caption:**

**Building Laborers Local 3109 Pension Fund**

### **Enter Party Name As:**

**Last Name field: Building Laborers Pension Fund**

**First Name field: Local 3109**

**\*\*\*Always enters the “Local” in the First Name field\*\*\***

---

## UNKNOWN NAMES

### Document Caption:

Unknown Spouse of Kenneth M. Keller, If Any

### Enter Party Name As:

Last Name field: Unknown Spouse of Kenneth M. Keller

### Document Caption:

Unknown Tenants, if any, of the property located at 112 Prospect Street, Lodi, OH 44254

### Enter Party Name As:

Unknown Tenants, 112 Prospect Street, Lodi, OH 44252

Party Naming Standards

# **E-FILING RULES**

**(Revised 4/30/04)**

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April 30, 2004

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## **ELECTRONIC FILING RULES**

### **RULE 1      SCOPE OF ELECTRONIC FILING**

All cases, civil and criminal, are assigned to the Electronic Case Files (ECF) system. Attorneys must utilize the ECF system, unless specifically exempted by the court for good cause shown. Pro se filers may, but do not have to, utilize the ECF system. Pro se filers who do not utilize the ECF system shall file all documents with the Clerk of Court by U.S. Mail or personal delivery to the Clerk's Office.

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April 30, 2004

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## **RULE 2      ELIGIBILITY, REGISTRATION, PASSWORDS**

Attorneys admitted to the bar of this court, including those admitted pro hac vice and attorneys authorized to represent the United States, must register as Filing Users of the court's ECF system or move for exemption. Registration is in a form prescribed by the clerk and requires the Filing User's name, address, telephone number, e-mail address, and a declaration that the attorney is admitted to the bar of this court. Registrants will be provided training. The ECF User's Manual is available at all times at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov).

No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User.

If the court permits, a party to a pending civil action who is not represented by an attorney may register as a Filing User in the ECF system solely for purposes of the action. Registration is in a form prescribed by the clerk and requires identification of the action as well as the name, address, telephone number, and e-mail address of the party. If, during the course of the action, the party retains an attorney who appears on the party's behalf, the attorney must advise the clerk to terminate the party's registration as a Filing User upon the attorney's appearance.

Provided that a Filing User has an internet e-mail address, registration as a Filing User constitutes consent to electronic service of all documents as provided in these rules in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

Once registration is completed, the Filing User will receive notification of the user log in and password. Filing Users agree to protect the security of their passwords and immediately notify the clerk if they learn that their password has been compromised. Users may be subject to sanctions for failure to comply with this provision.

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April 30, 2004

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### **RULE 3      CONSEQUENCES OF ELECTRONIC FILING**

Electronic transmission of a document to the ECF system consistent with these rules, together with the transmission of a "Notice of Electronic Filing" from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and the local rules of this court, and constitutes entry of the document on the docket kept by the clerk under Federal Rules of Civil Procedures 58 and 79 and Federal Rules of Criminal Procedure 49 and 55.

When a document has been filed electronically, the official record is the electronic recording of the document as stored by the court, and the filing party is bound by the document as filed. Except in the case of documents first filed in paper form and subsequently submitted electronically under Rule 1, a document filed electronically is deemed filed at the date and time stated on the "Notice of Electronic Filing" from the court.

Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight local time where the court is located in order to be considered timely filed that day, unless a specific time is set by the court. Pursuant to Federal Rule of Civil Procedure 6(e) and Federal Rule of Criminal Procedure 45(c), whenever something is served electronically, three days are added to the prescribed response period.

April 30, 2004

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#### **RULE 4      ENTRY OF COURT ORDERS**

All orders, judgments, minute entries, and notices filed in accordance with these rules will constitute entry on the docket kept by the clerk under Federal Rules of Civil Procedure 58 and 79 and Federal Rules of Criminal Procedure 49 and 55. Text-only entries on the docket, without an attached document, are official and binding. Any order or other court-issued document filed electronically without the original signature of a judge or clerk has the same force and effect as if the judge or clerk had signed a paper copy of the document, and it had been entered on the docket in a conventional manner.

April 30, 2004

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## **RULE 5      ATTACHMENTS, EXHIBITS, AND MAXIMUM SIZE OF FILINGS**

Filing Users must submit in electronic form all documents referenced as exhibits or attachments, unless the court permits conventional filing. However, due to technical constraints, no document larger than 20 pages or 1.5 Mb may be electronically filed. Such oversized documents shall be conventionally filed on paper with the Clerk. The oversized document (motion, attachment, exhibit or brief) must be e-filed using the appropriate event and the attached pdf document should be the Notice of Manual Filing. The electronic filer should then immediately forward the document (motion, attachment, exhibit or brief), a copy of the Notice of Manual Filing and copy of Notice of Electronic Filing to the Clerk's office for processing.

Service shall comport with Electronic Filing Rule 8.

April 30, 2004

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## **RULE 6      SEALED DOCUMENTS**

Information and documents which a party seeks to protect and/or seal, or which the court has ordered sealed, or which by law must be sealed, shall be conventionally filed in paper format under seal. A motion to file documents under seal may be filed electronically unless prohibited by law. The order of the court authorizing the filing of documents under seal may be filed electronically unless prohibited by law. The original document must be filed in paper form with the Clerk's office, with a copy of the Notice of Manual Filing as a cover sheet along with a copy of the Notice of Electronic Filing (NEF) . The appropriate event must be electronically filed (i.e., sealed motion, sealed order, etc.) with the Notice of a Manual Filing attached as the pdf document. Service in such instances shall comply with Electronic Filing Rule 8.

The clerk shall have authority to provisionally seal any document upon receipt, pending judicial review. Filing Users must bear ultimate responsibility for ensuring that information is properly redacted and/or sealed.

April 30, 2004

## **RULE 7      SIGNATURE REQUIREMENTS**

Upon registration, Filing Users automatically endorse their electronic signature for purposes of Federal Rule of Civil Procedure 11 specifically, the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure generally, and the local rules. The Filing User's electronic signature also serves as a valid signature for purposes of unsworn declarations pursuant to 28 U.S.C. § 1746, service and filing pursuant to Federal Rule of Civil Procedure 5 and Federal Rule of Criminal Procedure 49, and establishing perjury pursuant to 18 U.S.C. §§ 1621-1623.

April 30, 2004

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## **RULE 8      SERVICE OF DOCUMENTS BY ELECTRONIC MEANS**

All documents electronically filed, including attachments and exhibits, must include a certificate of service in accordance with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure and local rules. Electronic service of the Notice of Electronic Filing constitutes service of the filed document unless the filing party has actual knowledge of a technical failure resulting in non-receipt of a document. Attorneys exempted from utilizing the Electronic Case Filing system, as set out in Electronic Filing Rule 1, and pro se filers not registered for electronic service are entitled to receive a paper copy of any electronically filed document. Service of any conventionally filed document must be made according to the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and local rules. The certificate of service shall indicate the manner in which each party was served.

April 30, 2004

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## **RULE 9 NOTICE OF COURT ORDERS AND JUDGMENTS**

Immediately upon the entry of an order, judgment, minute entry, or notice in an action assigned to the ECF system, the clerk will transmit to Filing Users in the case, in electronic form, a "Notice of Electronic Filing." Electronic transmission of the "Notice of Electronic Filing" constitutes the notice required by Federal Rule of Civil Procedure 77(d) and Federal Rule of Criminal Procedure 49(c).

April 30, 2004

## **RULE 10      TECHNICAL FAILURES**

A Filing User whose filing is made untimely as the result of a technical failure may move for appropriate relief from the court. Technical failures cannot extend jurisdictional deadlines.

April 30, 2004

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## **RULE 11 PUBLIC ACCESS AND FEES**

A person may review at the Clerk's Office filings that have not been sealed by the court. A person may also access the ECF system at the court's Internet site <https://www.ilsd.uscourts.gov/cmecf> by obtaining a PACER log in and password. A person who has PACER access may retrieve docket sheets in civil and criminal cases and documents in all civil case except social security cases. Only counsel of record may retrieve documents in social security cases, criminal cases, and sealed cases.

Upon receipt of a "Notice of Electronic Filing," any Filing User will have one opportunity by way of a hyperlink to view and either print or download the document for free. Filing Users who have already electronically accessed a document once and anyone else who accesses a document will be charged a per page fee.

April 30, 2004

**FILED**

**JAN 09 2004**

**IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

**CLERK, U.S. DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS  
EAST ST. LOUIS OFFICE**

**IN THE MATTER OF:**

**ELECTRONIC FILING RULES.**

)  
)  
)

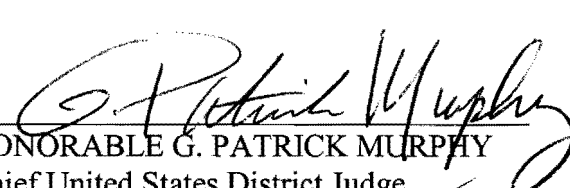
60

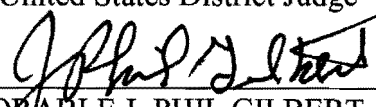
**ORDER ADOPTING REVISIONS  
TO THE ELECTRONIC FILING RULES**

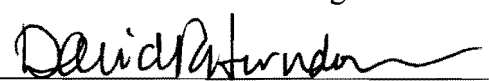
Administrative Order 182 entered March 28, 2003, is amended, and the appended revised rules dated October 22, 2003, are adopted and will remain applicable until further Order of this Court.

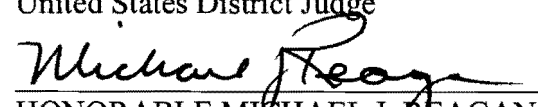
**IT IS SO ORDERED.**

DATED this 21 day of December, 2003.

  
HONORABLE G. PATRICK MURPHY  
Chief United States District Judge

  
HONORABLE J. PHIL GILBERT  
United States District Judge

  
HONORABLE DAVID R. HERNDON  
United States District Judge

  
HONORABLE MICHAEL J. REAGAN  
United States District Judge



## **ELECTRONIC FILING RULES**

### **RULE 1      SCOPE OF ELECTRONIC FILING**

All cases, civil and criminal, are assigned to the Electronic Case Files (ECF) system. Attorneys must utilize the ECF system, unless specifically exempted by the court for good cause shown. Pro se filers may, but do not have to, utilize the ECF system. Pro se filers who do not utilize the ECF system shall file all documents with the Clerk of Court by U.S. Mail or personal delivery to the Clerk's Office.

## **RULE 2      ELIGIBILITY, REGISTRATION, PASSWORDS**

Attorneys admitted to the bar of this court, including those admitted pro hac vice and attorneys authorized to represent the United States, must register as Filing Users of the court's ECF system or move for exemption. Registration is in a form prescribed by the clerk and requires the Filing User's name, address, telephone number, e-mail address, and a declaration that the attorney is admitted to the bar of this court. Registrants will be provided training. The ECF User's Manual is available at all times at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov).

No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User.

If the court permits, a party to a pending civil action who is not represented by an attorney may register as a Filing User in the ECF system solely for purposes of the action. Registration is in a form prescribed by the clerk and requires identification of the action as well as the name, address, telephone number, and e-mail address of the party. If, during the course of the action, the party retains an attorney who appears on the party's behalf, the attorney must advise the clerk to terminate the party's registration as a Filing User upon the attorney's appearance.

Provided that a Filing User has an internet e-mail address, registration as a Filing User constitutes consent to electronic service of all documents as provided in these rules in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

Once registration is completed, the Filing User will receive notification of the user log in and password. Filing Users agree to protect the security of their passwords and immediately notify the clerk if they learn that their password has been compromised. Users may be subject to sanctions for failure to comply with this provision.

### **RULE 3      CONSEQUENCES OF ELECTRONIC FILING**

Electronic transmission of a document to the ECF system consistent with these rules, together with the transmission of a “Notice of Electronic Filing” from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and the local rules of this court, and constitutes entry of the document on the docket kept by the clerk under Federal Rules of Civil Procedure 58 and 79 and Federal Rules of Criminal Procedure 49 and 55.

When a document has been filed electronically, the official record is the electronic recording of the document as stored by the court, and the filing party is bound by the document as filed. Except in the case of documents first filed in paper form and subsequently submitted electronically under Rule 1, a document filed electronically is deemed filed at the date and time stated on the “Notice of Electronic Filing” from the court.

Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight local time where the court is located in order to be considered timely filed that day, unless a specific time is set by the court. Pursuant to Federal Rule of Civil Procedure 6(e) and Federal Rule of Criminal Procedure 45(c), whenever something is served electronically, three days are added to the prescribed response period.

**RULE 4      ENTRY OF COURT ORDERS**

All orders, judgments, minute entries, and notices filed in accordance with these rules will constitute entry on the docket kept by the clerk under Federal Rules of Civil Procedure 58 and 79 and Federal Rules of Criminal Procedure 49 and 55. Text-only entries on the docket, without an attached document, are official and binding. Any order or other court-issued document filed electronically without the original signature of a judge or clerk has the same force and effect as if the judge or clerk had signed a paper copy of the document and it had been entered on the docket in a conventional manner.

## **RULE 5      ATTACHMENTS, EXHIBITS, AND MAXIMUM SIZE OF FILINGS**

Filing Users must submit in electronic form all documents referenced as exhibits or attachments, unless the court permits conventional filing. However, due to technical constraints, no document larger than 20 pages may be electronically filed. Documents exceeding the maximum number of pages shall be conventionally filed on paper with the clerk. If a motion is filed electronically, and related exhibits, attachments, or a brief are filed conventionally, the motion shall include a form entitled "Notice of Manual Filing" specifying that related documents have been filed conventionally. A copy of the "Notice of Manual Filing" must also be attached as a cover sheet to the exhibit, attachment, or brief. The maximum number of pages applies to each Portable Document Format (PDF) file. A motion, brief in support thereof, and exhibits must each be filed as separate PDF files, labeled for easy identification.

Service shall comport with Electronic Filing Rule 8.

## **RULE 6      SEALED DOCUMENTS**

Information and documents which a party seeks to protect and/or seal, or which the court has ordered sealed, or which by law must be sealed, shall be conventionally filed in paper format under seal. The first page of any such filing shall be a form entitled "Notice of Manual Filing." A motion to file documents under seal may be filed electronically unless prohibited by law. The order of the court authorizing the filing of documents under seal may be filed electronically unless prohibited by law. A paper copy of the order must be attached to the documents under seal and be delivered to the clerk. Service in such instances shall comply with Electronic Filing Rule 8.

The clerk shall have authority to provisionally seal any document upon receipt, pending judicial review. Filing Users must bear ultimate responsibility for ensuring that information is properly redacted and/or sealed.

## **RULE 7      SIGNATURE REQUIREMENTS**

Upon registration, Filing Users automatically endorse their electronic signature for purposes of Federal Rule of Civil Procedure 11 specifically, the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure generally, and the local rules. The Filing User's electronic signature also serves as a valid signature for purposes of unsworn declarations pursuant to 28 U.S.C. § 1746, service and filing pursuant to Federal Rule of Civil Procedure 5 and Federal Rule of Criminal Procedure 49, and establishing perjury pursuant to 18 U.S.C. §§ 1621-1623.

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**RULE 8      SERVICE OF DOCUMENTS BY ELECTRONIC MEANS**

All documents electronically filed, including attachments and exhibits, must include a certificate of service in accordance with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and local rules. Electronic service of the Notice of Electronic Filing constitutes service of the filed document unless the filing party has actual knowledge of a technical failure resulting in non-receipt of a document. Parties not registered for electronic service are entitled to receive a paper copy of any electronically filed document. Service of any conventionally filed document must be made according to the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and local rules. The certificate of service shall indicate the manner in which each party was served.



## **RULE 9 NOTICE OF COURT ORDERS AND JUDGMENTS**

Immediately upon the entry of an order, judgment, ~~or~~ minute entry, or notice in an action assigned to the ECF system, the clerk will transmit to Filing Users in the case, in electronic form, a “Notice of Electronic Filing.” Electronic transmission of the “Notice of Electronic Filing” constitutes the notice required by Federal Rule of Civil Procedure 77(d) and Federal Rule of Criminal Procedure 49(c). The clerk must give notice in paper form to a party not registered for electronic service, in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

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## **RULE 10      TECHNICAL FAILURES**

A Filing User whose filing is made untimely as the result of a technical failure may move for appropriate relief from the court. Technical failures cannot extend jurisdictional deadlines.

## **RULE 11      PUBLIC ACCESS AND FEES**

A person may review at the Clerk's Office filings that have not been sealed by the court. A person may also access the ECF system at the court's Internet site <https://www.ilsd.uscourts.gov/cmecf> by obtaining a PACER log in and password. A person who has PACER access may retrieve docket sheets in civil and criminal cases and documents in all civil cases except social security cases. Only counsel of record may retrieve documents in social security cases, criminal cases, and sealed cases.

Upon receipt of a "Notice of Electronic Filing," any Filing User will have one opportunity by way of a hyperlink to view and either print or download the document for free. Filing Users who already have already electronically accessed a document once and anyone else who accesses a document will be charged a per page fee.

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