

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT  
OF LOUISIANA

ADMINISTRATIVE PROCEDURES FOR  
ELECTRONIC CASE FILINGS AND  
UNIQUE PROCEDURES AND PRACTICES  
FOR ELECTRONIC FILINGS



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## **I - ADMINISTRATIVE PROCEDURES**

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

Except as expressly provided in these rules or as ordered by the United States District Court for the Eastern District of Louisiana (hereinafter “EDLA” or “the Court”), and in accordance with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Civil and Criminal Rules of the United States District Court for the Eastern District of Louisiana (hereinafter “the Local Rules”), in the absence of exceptional circumstances preventing a Filing User from filing electronically, all pleadings and documents required to be filed with the Court in civil and criminal cases must be electronically filed using the practices and procedures outlined herein and in the EDLA’s Unique Procedures and Practices for Electronic Filings.

**Failure to use electronic filing will be brought to the attention of the presiding judge for appropriate action, which may include issuance of a show cause order and sanctions against the Filing User, and a requirement by the Clerk of Court of the United States District Court for the Eastern District of Louisiana (hereinafter “the Clerk”) that the pleadings or documents be returned to the Filing User for electronic filing.**

Notwithstanding the foregoing, an attorney may, for good cause shown, request by written motion an exemption from mandatory electronic case filing. If the exemption pertains to a specific case, the motion should be filed in that case. If the exemption pertains to all cases before the Court, current and future, a motion must be filed with the Clerk and will be submitted to the Chief Judge, and shall state the reason for the attorney's inability to comply with mandatory electronic case filing.

### **RULE 2 - ELIGIBILITY, REGISTRATION, PASSWORD**

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 Electronic Case Filing System (hereinafter “ECF”) concurrent with their application for admission to this Court. Registration is in a form prescribed by the Clerk and requires the Filing User's name, address, telephone number, e-mail address, and Bar Roll number, if applicable.

Any active attorney admitted to the bar of this Court or admitted pro hac vice must register as a Filing User of the Court’s ECF system within 30 days after notice by the Court.

**Failure to register as an ECF user as directed herein shall be brought to the attention of the Court for appropriate action which may include issuance of a show cause order, and sanctions against the Filing User, and a requirement by the Clerk that the pleadings or documents be returned to the Filing User for electronic filing.**

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, the Federal Rules of Criminal Procedure, and the Local Rules. 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. Filing Users may be subject to sanctions for failure to comply with this provision.

Each attorney has a continuing obligation to notify the Court promptly of any changes in address, telephone number, email, or other ECF account information. After registration for ECF, attorneys are required to maintain their ECF accounts and to update the account promptly with any changes.

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

Electronic transmission of a document to the Electronic Filing 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, the Federal Rules of Criminal Procedure, and the Local Rules, and constitutes entry of the document on the docket kept by the Clerk.

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. A document filed electronically is deemed filed on the date and at the 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 timely filed on that day.

### **RULE 4 - ENTRY OF COURT-ISSUED DOCUMENTS**

All orders, decrees, judgments, and proceedings of the Court will be filed in accordance with these rules which will constitute entry on the docket kept by the Clerk under the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure. All signed orders will be filed electronically by the Court or Court personnel. 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 order and it had been entered on the docket in a conventional manner.

Orders without an attached document may be issued as "text-only" entries on the docket. Such orders are official and binding.

The Court may sign, seal and issue a summons electronically, although a summons may

not be served electronically.

Any document sent electronically by the Court will be deemed delivered if electronically transmitted to the last known e-mail address provided by the Filing User in the Filing User's ECF registration.

## **RULE 5 - TECHNICAL FAILURES**

A Filing User whose filing is made untimely as the result of a technical failure of the Court's ECF system or the Filing User's electronic filing system may seek appropriate relief from the Court, but such relief must be sought expeditiously.

The Court and Clerk of Court shall have no responsibility for the failure of the Filing User's electronic filing system and is under no obligation to resend any pleadings, documents, orders, notices, judgments, or any other filings to a Filing User which were not delivered due to technical failure of a Filing User's electronic filing system.

It is the responsibility of the ECF Filing User to maintain a working current e-mail account and to make any changes promptly to e-mail addresses.

**The Clerk will not monitor "bounced-back" e-mails or e-mails which were not electronically delivered.**

## **RULE 6 - SEALED DOCUMENTS**

Documents which the Court orders to be placed under seal must be filed conventionally. A motion to file documents under seal and the order of the Court authorizing the filing of documents under seal must be filed electronically unless the motion and/or order are also to be kept under seal. If filed conventionally, a paper copy of the order authorizing sealing must be attached to the documents under seal and delivered to the Clerk.

## **RULE 7 - RETENTION REQUIREMENTS**

Electronically filed documents requiring original signatures other than that of the Filing User must be maintained in paper form by the Filing User until one year after the judgment becomes final or until 60 days after entry of a consent order dismissing the case, unless extended by the Court. On request of the Court, the Filing User must provide the original signed document for review.

## **RULE 8 - SIGNATURES**

The user log-in and password required to submit documents to the Electronic Filing System serve as the Filing User's signature on all electronic documents filed with the Court. They also serve as a signature for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules, and for any other purpose for which a signature is required in connection with court proceedings. Electronically filed documents must include a signature block and must set forth the name, address, telephone number, email address, and the attorney's Bar Roll number, if applicable.

In addition, the name of the Filing User under whose log-in and password the document is submitted must be preceded by an "s/" and must be typed in the space where the signature would otherwise appear or appear as a scanned image of the original signature. No Filing User or other person may knowingly permit or cause a Filing User's password to be used by anyone other than an authorized agent of the Filing User.

The filer of any document requiring more than one signature (e.g., pleadings filed by visiting lawyers, stipulations, joint status reports) must list thereon all the names of other signatories by means of a "s/ [Name of Signatory]" for each. By submitting such a document, the Filing User certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the Filing User has the actual authority of each other signatory to submit the document electronically. Any signatory to a document filed by a Filing User must file any challenge to the authenticity of his or her consent within fourteen days of the document's filing.

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

The "Notice of Electronic Filing" that is automatically generated by the Court's Electronic Filing System, except as provided below, constitutes service of the filed document on Filing Users. Parties who are not Filing Users must be served by other means with a copy of any pleading or other document filed electronically in accordance with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules.

By filing electronically, the Filing User is certifying that service was accomplished through the Notice of Electronic Filing on Filing Users and that service was accomplished on any party or counsel who is not a Filing User by other means in accordance with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules.

Sealed filings do not produce a Notice of Electronic Filing, and, therefore, service by the filer of any sealed document must be accomplished by other means in accordance with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules.



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

Immediately upon the entry of an order or judgment, the Clerk will electronically transmit a Notice of Electronic Filing to all Filing Users enrolled in the case. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules. The Clerk shall give notice in paper form in accordance with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules, to any counsel of record who has received an exemption from electronic filing and to any unrepresented party.

## **RULE 11 - PUBLIC ACCESS**

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, in accordance with Fed.R.Civ.P. 5.2 and Fed.R.Crim.P. 49.1, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with the Court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.

a. **Social Security numbers.** If an individual's Social Security number must be included in a pleading, only the last four digits of that number should be used.

b. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.

c. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.

d. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

e. **Home Addresses** of defendants, victims or witnesses in a criminal case should not be included.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may:

a. file an unredacted version of the document under seal, or

b. file a reference list under seal.

The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right.

The unredacted version of the document or the reference list shall be retained by the Court as part of the record. The Court, however, may still require the party to file a redacted copy for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.

## **RULE 12 - HYPERLINKS**

Electronically filed documents may contain the following types of hyperlinks:

- (A) Hyperlinks to other portions of the same document; and
- (B) Hyperlinks to a location on the Internet which contains a source document for a citation.

Hyperlinks to cited authority may not replace standard citation format. Complete citations must be included in the text of the filed document. Neither a hyperlink, nor any site to which it refers, shall be considered part of the record.

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 or functionality of any hyperlink.

## **RULE 13 - DOCUMENTS AND RECORDS TO BE FILED IN PAPER FORM**

The following documents must be filed in paper form by conventional means and will be scanned for the electronic record by Clerk's Office personnel:

1. All handwritten pleadings;
2. All pleadings and documents filed by unrepresented parties including individuals who are incarcerated;
3. Cases filed under seal and all documents filed in sealed cases;
4. Motions to file documents under seal and accompanying order, if the motion and order is also to be kept under seal, and documents filed under seal;
5. Criminal Case opening documents such as Complaints, Indictments or Bills of Information;
6. Affidavits for search and arrest warrants and related papers;

7. Federal Rules of Criminal Procedure Rule 20 and 40 papers received from another court;
8. Any pleading or document in a criminal case containing the signature of a defendant, such as a waiver of indictment, factual basis, or plea agreement;
9. Petitions for violations of supervised release.

The following documents shall be maintained on paper only and shall not be filed electronically:

- The state court record and other Rule 5 materials in habeas corpus cases filed in 28 U.S.C. § 2254 proceedings.

## **II - UNIQUE PROCEDURES AND PRACTICES**

All documents submitted for filing in civil and criminal cases, except those documents specifically exempted, shall be filed electronically using the Electronic Case Filing System (ECF).

The official court record shall be the electronic file maintained on the Court's servers together with any paper attachments and exhibits filed in accordance with these procedures.

All documents filed by electronic means must comply with technical standards, if any, established by the Judicial Conference of the United States or by this Court.

All attorneys who have registered on the ECF system will receive a notification of electronic filing (NEF) for all filings.

### **SYSTEM REQUIREMENTS**

- A personal computer running a standard platform such as Windows or Macintosh.
- Internet service.
- A web browser like Internet Explorer or Mozilla Firefox. The Safari web browser on a Macintosh does not work well with ECF.
- A PDF viewer, such as Adobe Acrobat Reader.
- A Word processing software like WordPerfect or Word.
- A pdf conversion software, such as Adobe Acrobat Standard, to help create a PDF document directly from word processing software. Do not use software which places advertisements or website links onto PDF documents.
- A scanner to image documents when they exist ONLY in paper form. Paper documents should be scanned at a resolution of 300 dpi.

### **OTHER REQUIREMENTS**

- A PACER account which allows viewing case docket sheets and case documents beyond

any first free looks for which notice is received. To obtain a PACER account, visit the PACER Service Center's website at [www.pacer.gov](http://www.pacer.gov).

- An ECF account for Louisiana Eastern District which allows electronically filing of case documents with this Court. An ECF account will be issued upon the Court's receipt of an E-filing Registration Form (see REGISTRATION below).

## **REGISTRATION**

A Registration Form may be obtained at the Eastern District of Louisiana's website located at [www.laed.uscourts.gov/Forms/efile-reg.pdf](http://www.laed.uscourts.gov/Forms/efile-reg.pdf). Registered attorneys can electronically submit documents for filing and view and retrieve electronic documents. If the attorney is already admitted to practice before this Court, this form should be emailed to [ECF\\_Registration@laed.uscourts.gov](mailto:ECF_Registration@laed.uscourts.gov); otherwise, counsel should attach this form to the petition for admission to practice.

## **PROPOSED ORDERS AND JUDGMENTS**

When filing an ex parte motion, use the Motion event in ECF. When filing the motion, the Filing User will be given a prompt asking if the motion is Exparte/Consent, to which the response is "y"(yes). One or more attachments to the main PDF document will be necessary. **The proposed order for the Judge's signature must be a separate attachment.** Proposed orders should not be emailed to the Court unless otherwise directed. Once a ruling has been made, Court personnel will docket the order and notice the appropriate parties.

## **MOTIONS SET FOR SUBMISSION/HEARING**

Prior to electronically submitting a motion, the Court's website should be consulted at [www.laed.uscourts.gov](http://www.laed.uscourts.gov) to obtain available motion dates and times for the appropriate judicial officer. When filing the motion, a prompt will appear asking if the motion is Exparte/Consent, to which the response is "n"(no). Filing of civil motions set for submission or criminal motions set for hearing will subsequently prompt the Filing User to enter the applicable date and time and whether the motion is to be set before the Magistrate Judge or the District Judge.

## **ERRORS AND DEFICIENCIES**

There are two categories of problems which may occur with e-filing of documents: errors and deficiencies.

Examples of errors are:

- Document filed in the wrong case
- Incorrect filer selected
- Wrong event selected

Examples of deficiencies are:

- Two or more documents filed as one
- Illegible Document

- Leave of court is required to file this document

Errors can be remedied by the Clerk's Office and all parties will be noticed regarding the modification by way of a "CORRECTION OF DOCKET ENTRY BY CLERK." The Clerk's Office will notify all parties that a document filed is deemed deficient by way of a "NOTICE OF DEFICIENT DOCUMENT." A deficient document must be corrected and re-filed in its entirety within seven (7) calendar days; otherwise, it may be stricken by the Court without further notice.

The ECF system does not permit changes to a misfiled document or incorrect docket entry after the transaction has been accepted. For quality control purposes, the Clerk's Office may modify the selections made by attorneys to reflect accurately the information contained within the filings.

### **PAYMENT OF FEES**

All fees payable to the Clerk of Court shall be made by check, money order, cash or credit card (Visa, MasterCard, American Express, Discover, or Diners Club). Payment of the filing fee for a new complaint or Notice of Removal should be made online at the time of the electronic filing. Failure to do so will result in a delay of the case being processed and assigned a Judge and Magistrate Judge.

### **TECHNICAL FAILURES**

The initial point of contact for any Filing User experiencing technical difficulty electronically filing a document shall be the Court's ECF Help Desk at 504-589-7788 or toll free at 1-866-209-7767.

### **PUBLIC ACCESS**

The public may review at the Clerk's Office all filings that have not been sealed in any electronically maintained case file. The public may also view documents through the Court's website ([www.laed.uscourts.gov](http://www.laed.uscourts.gov)) by obtaining a PACER log-in and password. Pursuant to Federal Rule of Civil Procedure 5.2, remote access to documents may be restricted.

### **ECF TRAINING**

ECF Tutorials are available on the Court's website at [www.laed.uscourts.gov/Tutorial/ecf2d/](http://www.laed.uscourts.gov/Tutorial/ecf2d/).

### **HELP DESK**

The Help Desk phone numbers are 504-589-7788 or toll free at 1-866-209-7767.

### **A STEP-BY-STEP GUIDE**

Below is a step-by-step guide for accessing the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. The Filing User should

periodically review the Court's website at [www.laed.uscourts.gov.cmecef](http://www.laed.uscourts.gov.cmecef) for new events or changes to existing events.

## **HOW TO ACCESS THE SYSTEM**

The ECF System is accessible via the Internet at [ecf.laed.uscourts.gov](http://ecf.laed.uscourts.gov) or through the Court's website at [www.laed.uscourts.gov](http://www.laed.uscourts.gov) by selecting "CMECF" and then selecting "Login to CM/ECF here."

## **LOGGING IN**

Enter the ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. The ECF login is used for filing court documents. The PACER login is used to view court records (see Other Requirements on page 8 of this document).

Note: Use the **ECF** login and password if entering the system to file a pleading or to maintain account options. For case information or to view a document, enter the **PACER** login and password. If the ECF system does not recognize the login and password, it will display the following error message on a new screen:

**Your ECF or PACER login attempt failed. Either your login name or password is incorrect.**

Click on the [**Back**] button in the browser and re-enter the correct login and password. The entry of a valid login ID/password combination prompts the system to display the **Blue Main Menu Bar**.

## **LOGGING OUT**

After completing all of the transactions for a particular session in ECF, logout from the system by clicking on "Logout" from the ECF Blue Main Menu Bar. ECF will return to the ECF login screen. **DO NOT** click "X" in the upper right hand corner or File and Close. ECF will exit if idle for more than 30 minutes.

## **FILING DOCUMENTS IN ECF**

After logging in, the following basic steps are required to e-file a document:

- Select the case type from the Blue Main Menu Bar at the top of the screen (Civil or Criminal).
- Select the type of document to be filed (e.g. motion, etc.).
- Enter the case number in which the document is to be filed.
- Select the defendant (in criminal filings only).
- Select the parties for whom the pleading or document is being filed.
- Select the PDF document to be filed.
- Add attachments, if any, to the document being filed.
- Modify docket text as necessary.
- Submit the document to ECF.

- Mail paper copies of pleadings to any attorneys or unrepresented parties who do not receive electronic notices.

**ATTACHMENTS AND EXHIBITS**

A Filing User shall submit, in electronic format, all documents referenced as exhibits or attachments to filings, unless otherwise ordered by the Court. Each referenced exhibit must be properly identified.

A Filing User must submit as attachments and non-trial exhibits ONLY those excerpts of the referenced documents that are directly germane to the matter under consideration by the Court. Excerpted material must be clearly and prominently identified as such. Filing Users who file excerpts of documents do so without prejudice to their right to file timely additional excerpts or the complete document, as the Court may allow. Responding parties may timely file additional excerpts or the complete document.

Filing Users must not attach as an exhibit any pleading or other paper already on file with the Court, but shall merely refer to that document.

Attachments and exhibits must be filed according to the following guidelines:

<b>IF THE ATTACHMENT OR EXHIBIT IS</b>	<b>THEN IT SHOULD BE</b>
A word processing document of any length converted to PDF	Divided into approximately 200 page attachments (10 Mb or less) and filed using ECF
A scanned document	Divided into separate attachment files of approximately 50 scanned pages (10 Mb or less) and filed using ECF
Non-scanned exhibits (e.g. videotapes, photographs, color documents, etc.)	Filed in paper form with the Clerk's Office and a substitute "Notice of Manual Attachment" filed using ECF (see EXHIBITS B & C attached hereto)

Note: A PDF document filed via the ECF system shall not exceed 10Mb in size. Following the attachment and exhibit guidelines above should assure that each PDF document is below the maximum file size. However, paper documents scanned at high resolution may exceed the 10Mb limit even if kept within the page limitation outlined in the guidelines. A scanning resolution of 300 dpi is recommended to maintain acceptable file size limits.

**NON-SCANNED EXHIBITS**

All attachments and exhibits that are referenced in a document and are filed with the Clerk's Office (e.g., video tapes, pre-trial hearing exhibits, large documents, etc.) must have a notice of their filing recorded in ECF.

The Filing User must create a descriptive PDF document that contains the name and a description of the attachment/exhibit. A sample Notice of Manual Attachment is attached (see EXHIBIT B attached hereto). File the referenced document as an attachment to the main document and select the category "Notice of Manual Attachment." If there are multiple non-scanned exhibits, include them all in a single descriptive PDF document (see EXHIBIT C attached hereto). When delivering the non-scanned exhibit(s) to the Clerk's Office, attach a copy of the Notice of Manual Attachment.

## **QUERY/DOCKET REPORT/SHEET**

A Docket Report or Docket Sheet can be accessed from the ECF Blue Main Menu Bar "QUERY" feature as well as the "REPORTS" feature. The Filing User's PACER account will be charged for viewing docket reports.

**QUERY:** Query the ECF database by the name of a party or an attorney or case number. Choose specific case information from a list of query options by clicking on the appropriate hyperlink. Some available options are:

- **Attorney:** Displays information on the attorneys and parties they represent in this action.
- **Deadlines/Hearings:** Allows viewing of hearings and other scheduled deadlines with a link to the document that created the deadline.
- **Docket Report:** Choose from options to display the entire docket report or portions of this report by using selection criteria to include parties and counsel, documents by a date range, document number range, and terminated parties. Hyperlinks to the actual PDF document (by document number) can be viewed.
- **History/Documents:** Choose from options to display all events OR only events with documents attached.

**REPORTS:** Available reports are:

- **Docket Sheet:** Same as Docket Report above.
- **Civil Cases Report:** Civil cases filed within a specific date range, or by Nature of Suit & Cause Code.
- **Criminal Cases Report:** Criminal cases filed within a specific date range, or by Case flags.
- **Judgment Index:** Court ordered judgments for a specific case, party name, or date range.
- **Docket Activity Report:** Docketed events with various selection criteria.
- **Written Opinions:** Court Orders which are written opinions can be searched for using a specific case, party name, date range, as well as other various selection criteria. There is no billing charge for this report.

## **UTILITIES**

The UTILITIES feature from the ECF Blue Main Menu Bar provides the means for a Filing User to maintain their accounts in ECF, view all of their ECF transactions and access mailing information for cases.



**MAINTAIN YOUR E-MAIL:** This allows Filing Users to modify their email addresses, add additional email addresses to be notified, and determine the format of the ECF notices. Options include receiving a notice for each filing, or a Daily Summary Report.

**MAINTAIN YOUR LOGIN/PASSWORD:** This allows modifications of the ECF password; however once registered, the login should not be changed.

**CHANGE YOUR ADDRESS:** The Filing User will be directed to the Court's Change of Address information page containing a hyperlink to a specific court email address for changes to U.S. mailing addresses and telephone numbers. Changes to email addresses should be made by using the feature "Maintain Your E-Mail" noted above.

**MAINTAIN YOUR ACCOUNT:** This screen displays all of the registration information that is contained within the ECF database for the Filing User's account with the Court. This feature allows the Filing User to modify the email address, add additional email addresses to be notified, and determine the format of the ECF notices. The Filing User can choose to receive a notice for each filing, or a Daily Summary Report. This feature also allows changes to the ECF password. Changes to the U.S. mailing address and telephone number must be made by using the feature "Change Your Address."

**VIEW YOUR TRANSACTION LOG:** ECF displays a report of all of the Filing User's transactions in ECF within a specified date range. Filing Users should periodically review their transactions to verify that all of the transactions entered are reflected in the Transaction Log and that no unauthorized individual has entered transactions into ECF using the Filing User's login and password.

**CHANGE CLIENT CODE:** For PACER users, this feature allows entry of a new client code, used for reporting charges made to the current PACER account.

**CHANGE YOUR PACER LOGIN:** This feature displays the login screen to allow entry of a different PACER account. The new account can be designated as the default PACER login by checking the box next to "Make this my default PACER login."

**REVIEW BILLING HISTORY:** For PACER users, the number of CM/ECF pages accessed and charges incurred for the current PACER account being used can be displayed. If the client code feature is utilized in ECF, the charges are totaled for each code.

**SHOW PACER ACCOUNT:** For PACER users, the current PACER login and client code being used is displayed.

**REMOVE DEFAULT:** This allows attorneys to remove the default association between the current PACER login and the ECF filer login.

#### **MISCELLANEOUS:**

- **Legal Research:** Contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw and Lexis Nexis via the Internet.
- **Mailings:** Provides access to mailing information for specific cases (e.g., users registered

- for electronic notification and parties who do not receive electronic notification).
- Internet Payment History Option: Displays payments made via the Internet for a specified date range and includes the docket event, case number, fee amount, and receipt number.
- Verify a Document: Used to verify that a previously filed document has not been modified since its original submission.
- Links to Other Courts' PACER: Contains hyperlinks to access an individual PACER or CMECF site.
- PACER Case Locator (National Index): Allows searching for newly filed cases through a PACER national index for U.S. district, bankruptcy and appellate courts .

### **SEARCH FOR EVENTS**

The SEARCH feature from the ECF Blue Main Menu Bar provides the means to assist Filing Users in finding the appropriate event. When selected, a pop-up window appears to enter text to search. Results are displayed on the screen as hyperlinks to the corresponding event for immediate access. The Filing User should periodically review the Court's website for new events or changes to existing events.

### **FILING IN CONSOLIDATED CASES**

All pleadings filed in a consolidated proceeding shall bear the caption of the lead consolidated case together with the docket number of all cases within the consolidation to which the document applies or the notation "ALL CASES" if it applies to all cases. The Clerk shall establish a master file and a master docket sheet for the consolidated group of cases.

All entries shall be filed in the MASTER or LEAD case only. When filing a document in the MASTER case, the ECF system will prompt the Filing User to enter the case number(s) to which this document applies. ECF will not allow Filing Users to file a document in a member case.

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA**

**SAMPLE FORMAT**

**CERTIFICATE OF SERVICE**

I hereby certify that on \_\_\_\_\_ (Date) \_\_\_\_\_, I electronically filed the foregoing with the Clerk of Court by using the CM/ECF system which will send a notice of electronic filing to the following: (List Names of persons electronically noticed)\_\_\_\_\_. I further certify that I mailed the foregoing document and the notice of electronic filing by first-class mail to the following non-CM/ECF participants: (List names of persons noticed by first class mail)\_\_\_\_\_.

**s/ Attorney's Name** \_\_\_\_\_  
Attorney's Name  
Attorney's Bar Roll Number  
Attorney for (Plaintiff/Defendant)  
Law Firm Name  
Law Firm Address  
Telephone Number  
Fax Number  
Attorney's E-Mail Address

**EXHIBIT A**

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA**

ELI SMITH

CIVIL ACTION

VERSUS

NO: 05-2832

PEYTON JONES

SECTION: "R"(4)

**NOTICE OF MANUAL ATTACHMENT**

**EXHIBIT B TO MOTION FOR PRELIMINARY INJUNCTION**

**Exhibit B is videotape recording on file with the Clerk's Office.**

**EXHIBIT B**

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA**

ELI SMITH

CIVIL ACTION

VERSUS

NO: 05-2832

PEYTON JONES

SECTION: "R"(4)

**NOTICE OF MANUAL ATTACHMENT**

**EXHIBITS B, C, F & H TO MOTION FOR PRELIMINARY INJUNCTION**

**Exhibit B is a videotape recording on file with the Clerk's Office.**

**Exhibit C is a 250 page contract on file with the Clerk's Office.**

**Exhibit F is a color photograph on file with the Clerk's Office.**

**Exhibit H is a color brochure on file with the Clerk's Office.**

**EXHIBIT C**