



## CM/ECF TIPS FOR ATTORNEYS

- ▶ When in doubt as to how to file a document, please call the Clerk's Office first. Improper filings can often be prevented by placing a phone call. Our toll free "Technical Support Line" phone number is 866-434-3985.
- ▶ Utilize our website which has a lot of good information including our policies and procedures, training information, and information on how to register for a CM/ECF login and password.
- ▶ Sign up for a CM/ECF class at any one of our courthouse locations. If you are unable to take a class, there is an interactive tutorial available on our website that is very helpful.
- ▶ Be sure your signature on the electronic documents you file is in the proper format. Many attorneys assume their login takes the place of their signature, but that is not the case. Filings must have a "s/ (attorney's name)" typed on the signature line. Please refer to our [Administrative Procedures](#) for further information.
- ▶ If an attorney or an assistant leaves their law firm, the attorney record information associated with CM/ECF may need to be updated. For example, if an attorney leaves their firm, their email address would need to be replaced with their new one. Also remember that if an attorney's password has been shared with others, this may need to be changed as well. In the event of an assistant leaving, if that assistant's email address was added to an attorney record, it should also be removed or replaced with the new assistant's email address. If you are unsure how to do this, please call our Technical Support Line or contact the Clerk's Office and we can assist you in getting the information corrected.
- ▶ When necessary, be sure to link documents properly. A good example of this is when a response to an "Order to Show Cause" is being filed. This response needs to be linked or connected to the order that was issued. The same is true when a response to a motion is being filed. The proper event to use is "Response to Motion", rather than "Response". This allows the user to make the proper linkage between the motion and the response so it appears on the judge's report. In most instances, CM/ECF gives users an opportunity to link documents to previously filed documents, so be sure to use it.
- ▶ When filing a response and a motion in the same document, you **MUST** docket this document twice. The document first needs to be filed as a motion and then re-filed as a response. Do not text in the motion relief within the docket entry.

- ▶ When filing an emergency motion or document electronically, the attorney needs to contact the Clerk's Office or the court may not be aware of the motion until the following day.
- ▶ Do not attach proposed orders. These are to be emailed to chambers upon request only.
- ▶ The ECF password is for each individual attorney - NOT the whole firm.
- ▶ Print out a copy of the Administrative Procedures located on the CM/ECF website and read them.
- ▶ Be sure to look at each PDF document before attaching it to your entry to make sure you have the correct document.
- ▶ If an error is discovered after filing a document, please call the Clerk's Office before re-filing as it may not be necessary to re-file the document.
- ▶ Exhibits to documents should be filed as attachments to the document, not as separate filings.
- ▶ When attaching exhibits to a document, the system asks you for a description of the attachment. Please use this opportunity to state what it is that you're attaching, so the correct title is reflected on the docket sheet.
- ▶ When filing a "Notice of Filing", the document you are referring to also needs to be docketed as a separate entry. For example, if you are filing a "Notice of Filing an Affidavit", please docket the affidavit as a separate entry.
- ▶ To select more than one filer, highlight the first party, hold down your control key, and highlight the other parties, as appropriate.
- ▶ If you are not receiving emails that you think you should be, please make sure they are not going into a spam account. Our email extension is @flmd.uscourts.gov and your server should be set up to receive this extension.
- ▶ To turn off the CM/ECF Headers, log on to the court's CM/ECF system using your account login and password. Click on "Utilities" in the blue menu bar, then "Maintain Your Account". De-select "Add Headers to PDF Documents" checkbox. Click, "Submit", then "Submit" again. If you wish to turn the headers back on, you would repeat this process.