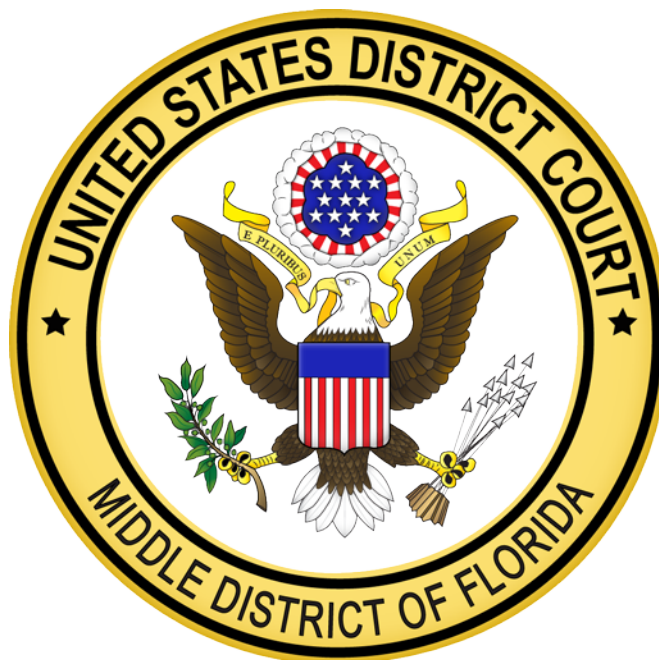


**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**

**ADMINISTRATIVE PROCEDURES
FOR ELECTRONIC FILING**



Published June 5, 2015

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I. INTRODUCTION

Since July 12, 2004, the United States District Court for the Middle District of Florida (the "Court") has mandated electronic filing through the Case Management/Electronic Case Files ("CM/ECF") system. Unless otherwise permitted by these Administrative Procedures, a Court order, or the Local Rules of the Middle District of Florida ("Local Rules"), all documents submitted for filing in civil, criminal, and miscellaneous cases must be filed electronically through CM/ECF. Eligible attorneys and *pro se* litigants authorized by Court order to file electronically are referred to in these Administrative Procedures as "E-filers."

These mandatory procedures provide attorneys and litigants directions on using CM/ECF. In addition, the Court's [*Electronic Case Files CM/ECF User Manual*](#) provides step-by-step instructions on the electronic filing process. Attorneys and litigants may also call the appropriate divisional Clerk's Office with any questions.

The Court may modify these Administrative Procedures at any time without prior notice. The Clerk or any judge of this Court may depart from these procedures without prior notice.

II. REGISTRATION FOR CM/ECF

A. Eligibility to File Electronically

1. An attorney admitted to practice in this Court, including an attorney admitted *pro hac vice* under the Local Rules, is eligible to file electronically and must register on CM/ECF as an E-filer.
2. A *pro se* litigant (i.e., an individual proceeding without legal representation) is not permitted to file electronically, absent authorization by the Court. A *pro se* litigant must file all pleadings and documents in paper format with the appropriate divisional Clerk's Office. The Clerk will scan a *pro se* litigant's documents and file them in CM/ECF.

B. Registration

1. To register for CM/ECF, an eligible attorney or authorized *pro se* litigant must complete and submit the "ECF Registration Form" found on the Court's website at <http://www.flmd.uscourts.gov/CMECF/register.cfm>. The Court does not require CM/ECF training. But, it encourages E-filers to review the training tutorials found on the Court's website at http://www.flmd.uscourts.gov/CMECF/tutorials_video.htm.
2. By registering for CM/ECF, an E-filer consents to electronic service of all documents in accordance with the Federal Rules of Procedure, and waives the right to personal service or service by mail. Registration, however, does not constitute consent to electronic service of a document that is not filed with the Court (e.g., Rule 26 disclosure or a discovery request). An E-filer may consent to electronic service of such documents separately, in writing, in accordance with the Federal Rules of Procedure.

C. Login Name and Password

1. Once registered, an E-filer will be issued a login name and password. The Clerk will email the login name and password to the primary email address provided on the ECF Registration Form.
2. Once an E-filer receives a login name and password, the E-filer is responsible for all documents filed using the login name and password, and is subject to sanctions under the Federal Rules of Procedure for any misuse.
3. A *pro se* E-filer must not knowingly permit or cause to permit any other person to use the *pro se* E-filer's login name and password. However, an attorney E-filer may permit an authorized employee of the

attorney's office to use the attorney's login name and password on the attorney's behalf.

4. An attorney does not need to re-register for a new CM/ECF login name and password if the attorney changes law firms. The login name and password remain valid. But, the Court strongly encourages an attorney to change the attorney's password upon changing firms.

5. An E-filer may terminate a CM/ECF password by sending a written notice of termination to the appropriate divisional Clerk's Office. Upon receipt of the notice of termination, the Clerk will immediately terminate the E-filer's CM/ECF password. However, for attorney E-filers, filing a notice of termination is separate and distinct from withdrawing as an attorney of record in a case, which is permitted only by Court order.

6. The Court may disable an E-filer's login name and password if:

a) the E-filer is an attorney who fails to maintain active status as a member of the bar of the United States District Court for the Middle District of Florida or is suspended for disciplinary reasons;

b) the email sent to the E-filer's primary email address is returned as undeliverable, and the E-filer has not provided a correct email address;

c) the Court determines the login name and password have been used in violation of these administrative procedures; or

d) the E-filer is a *pro se* litigant whose authorization to file electronically has terminated.

D. Contact Information

1. All attorneys and *pro se* litigants must maintain current information in CM/ECF including name, email address, mailing address, telephone number, fax number, and where applicable, firm name or affiliation. An E-filer must immediately update CM/ECF with any change to the E-filer's contact information. In addition, an E-Filer should inform the Court and parties of such a change by using the "Notice of Change of Address" event in CM/ECF for each active case. *Pro se* litigants who are not authorized to file electronically must submit a "Notice of Change of Address" in paper format.

2. When an attorney changes firms, both the attorney and firm should be aware of the implications for CM/ECF's noticing system.

a) For cases that will remain with the departing attorney, the attorney must immediately change the attorney's email address in CM/ECF, and submit either the "Change of Address" form, available on the Court's website at <http://www.flmd.uscourts.gov/CMECF/default.htm>, or a written change of address to the appropriate divisional Clerk's Office.

b) For cases that will remain with the firm of the departing attorney, another attorney from that firm must file a notice of appearance (unless the attorney has already appeared). The departing attorney or other attorney who has appeared must file a motion for approval of the departing attorney's withdrawal so the case docket properly reflects the attorney of record.

3. An attorney may add a secondary email address to the attorney's account so other individuals (e.g., legal staff) may receive notices.

4. To add an attorney of record after the initial pleadings are filed, a notice of appearance must be electronically filed in accordance with the Local Rules.

III. FILING AND SERVICE

A. Electronic Filing

1. All documents must be filed electronically in CM/ECF, unless otherwise provided by these Administrative Procedures, the Local Rules, or a Court order. Documents filed electronically have the same legal status and effect as documents filed in paper format. Emailing or faxing a document to the Clerk's Office or to the assigned judge does not constitute an official filing of the document.

a) An E-filer must verify the accuracy and readability of a document before filing it in CM/ECF.

b) If an E-filer is unable to file a document or item electronically because the document or item cannot be scanned, the E-filer must file that document or item with the Clerk's Office and submit a Notice of Filing Electronically.

2. A document filed electronically must comply with the requirements of the Federal Rules of Procedure and the Local Rules. Documents filed electronically are also subject to any page limitation set by Court order or Rule.

3. A document is not filed until CM/ECF generates a Notice of Electronic Filing (“NEF”). A document filed electronically is deemed filed as of the time and date printed on the NEF.

4. When filing a document considered to be an emergency or otherwise urgent or time-sensitive, the E-filer must immediately contact the appropriate divisional Clerk’s Office.

B. Notice of Electronic Filing

1. When a document is filed electronically, CM/ECF automatically emails an NEF to all E-filers who are of record in the case. The NEF constitutes proof of filing. The NEF includes the docket entry, unique electronic document stamp, list of the recipients receiving the email notification of the filing, and hyperlink to the filed document(s). Some orders and docket entries do not have separate documents and consist only of the NEF.

2. A document filed electronically can be viewed the first time for free from the hyperlink. The hyperlink expires after the earlier of two events: the first use or fifteen (15) days after the NEF is emailed. To view a hyperlink after it has expired, an E-filer must use the Public Access to Court Electronic Records (“PACER”) program and will be charged to view the document.

3. The Clerk will mail paper copies of orders, judgments, and notices to *pro se* litigants who are not E-filers.

4. An attorney who has properly withdrawn from a case under the Local Rules or whose client(s) has been terminated from a case but continues to receive NEFs may file a notice requesting the Court to remove the attorney from the service list in that case.

C. Filing in Paper Format

1. A document presented to the Court in paper format for filing will be scanned as a PDF and docketed electronically in CM/ECF thereby generating an NEF. The scanned PDF image is the official court record.

2. A document presented to the Court for filing is deemed filed at the time received by the Clerk.

3. The following documents must be presented in paper format to the appropriate divisional Clerk’s Office for conventional filing:

a) **Initiating documents in civil and miscellaneous cases.**
Initiating documents (e.g., complaints, petitions, and notices of

removal) and the civil cover sheets must be filed in paper format or PDF format on CD-ROM, DVD, or other medium as the Court directs. An attorney or *pro se* litigant may mail or deliver initiating documents to the Clerk. Upon receipt, the Clerk will scan and file the initiating document(s) electronically in CM/ECF.

(1) **Notices of removal.** When filing a notice of removal, the filing party must include all documents required to be filed pursuant to [28 U.S.C. §§ 1446-47](#) as separate PDF documents on a CD-ROM, DVD, or other medium.

(2) Once the Clerk opens the case, an E-filer must file any additional portions of the state court record electronically.

b) **Documents filed *ex parte*.** When a document is filed *ex parte*, the opposing party will not receive notice of the filing. Also, when the Court rules on an *ex parte* document, only the filing party will receive notice of the Court's decision.

c) **Documents filed under seal.** A document filed under seal must be filed in paper format and in accordance with the Local Rules. The document must be clearly designated as "UNDER SEAL" or "IN CAMERA." An E-filer, however, may file a "Motion to Seal" either electronically or in paper format. If a motion to seal is filed electronically, the E-filer must file each document being proposed for sealing in paper format. If the Court grants a motion to seal, it will enter an order authorizing the filing of the document in paper format under seal.

d) **Documents filed *ex parte* and under seal.** If the Court grants an application to file a document *ex parte* and under seal, the *ex parte* sealed document must be filed in paper format. An application and all related *ex parte* documents must be clearly designated as "EX PARTE AND UNDER SEAL." The opposing party will neither receive notice of the filing nor be able to view the document filed under seal at the appropriate divisional Clerk's Office or in CM/ECF.

e) **Charging documents, warrants, or summonses in criminal cases.** A charging document in a criminal case (e.g., indictment, superseding indictment, information, and complaint) must be presented in paper format. Where applicable, an attorney must present a warrant and summons to the Clerk for filing along with the charging document. The Clerk will thereafter issue the warrant or summons to the United States Marshal for service.

f) **Pro se litigant's documents.** All documents filed by a *pro se* litigant (including prisoners) must be submitted in paper format to the appropriate divisional Clerk's Office, unless the *pro se* litigant has been granted authorization by the Court to file electronically.

D. Filing Fees

Any fee payable to the Clerk must be paid by a certified bank check, cashier's check, money order, or cash. Personal checks are not accepted, but law firms may remit payments using business checks. Checks and money orders must be made payable to "Clerk, United States District Court." If paying with cash, the exact amount must be tendered. The Court accepts neither credit or debit cards nor electronic billing or debit accounts.

E. Service

1. **Summons.** Upon filing a civil complaint, the filing attorney or *pro se* litigant must submit a paper summons for each defendant to be served to the Clerk for issuance. The filing party is responsible for assuring that service of process is accomplished in accordance with the Federal Rules of Procedure. Service of process is not accomplished via CM/ECF. A returned summons, however, may be imaged and filed electronically or in paper format.

2. **Service through CM/ECF.** Service through CM/ECF is considered service by mail under the Federal Rules of Procedure.

3. **Service on a party who is not CM/ECF registered.** An E-filer must serve paper copies of a document filed electronically on a party not registered for CM/ECF in accordance with the Federal Rules of Procedure.

4. **Serving by other means.** If a filing party submits documents in paper format to the Clerk, the party must serve the documents in accordance with the Federal Rules of Procedure.

5. **Certificate of Service.** All documents filed electronically and in paper format must include a certificate of service. The NEF does not constitute a certificate of service. The certificate of service must state the manner in which service was accomplished on each party. A certificate of service may be filed as an attachment to the parent document. See Form A for sample certificates of service.

F. Retention of Paper Records

Paper records will be maintained and disposed of in accordance with the policies of the Administrative Office of the United States Courts and this Court's Administrative Order.

IV. PREPARING DOCUMENTS FOR ELECTRONIC FILING

A. General Filing Standards

1. When electronically filing in CM/ECF, an E-filer must submit all documents as a PDF.
2. When scanning a document not created on a word processing system, an E-filer should configure the scanner for black and white at 300 dots per inch ("dpi"), rather than color or gray scale scanning, unless those settings are needed to display the image of data in the PDF properly. An exhibit may be scanned in color (e.g., a color photograph). An E-filer is responsible for ensuring the accuracy and readability of a scanned document.
3. Documents submitted on CD-ROM, DVD, or other medium as the Court directs, must contain only documents relating to a single case and be labeled with the E-filer's name, case number, case name, a brief description of the documents on the medium, and the telephone number of the E-filer. Each PDF file name on a disk must be titled with a sufficient description so it may be readily identified. Each PDF document submitted must be within the ten (10) megabytes size limit.
4. No proposed order or judgment may be submitted unless authorized by the assigned judge.

B. Hyperlinks

1. The use of hyperlinks in documents filed electronically is permitted. When filing a document containing hyperlinks, the E-filer is encouraged to:
 - a) hyperlink to other portions of the same document;
 - b) hyperlink to other documents electronically filed with the Court (or to any other federal court's e-filing system); and
 - c) hyperlink to cited legal authority located on recognized electronic research services like Westlaw, LexisNexis, FindLaw, and official government websites. Hyperlinks to cited authority do not replace standard citation format.

2. Hyperlinks are convenient mechanisms for accessing material cited in a document filed in CM/ECF. However, neither a hyperlink nor any website to which it refers will be considered part of the record.

3. The Court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlinked website, or at any website to which that website may be linked.

C. Technical Requirements

1. No single document may exceed ten (10) megabytes in size. A document exceeding ten (10) megabytes must be divided and filed as separate attachments or docket entries.

2. Electronically filed documents must be converted to PDF format using Adobe Acrobat or similar PDF conversion software and not scanned to PDF. The table below identifies recommended PDF creation methods.

Document Format	Recommended PDF Creation Method
Documents in Word, WordPerfect, or other word-processing software	PDF conversion (rather than scanned)
Transcripts in text format on disk or in email	PDF conversion
Maps and photos in electronic format	PDF conversion (when appropriate)
Websites	PDF conversion
Printed copies of documents, contracts, statements, transcripts, etc., if an electronic copy is not readily available	Scanning to PDF
Map, photos, and other materials, if an electronic copy is not readily available	Scanning to PDF

3. When possible, an E-filer should scan documents with Optical Character Recognition (“OCR”). OCR converts scanned images into text and provides the ability to “text-search” and “copy and paste” in a document. OCR is available in most scanning and PDF creation software packages. OCR is most effective on primarily text-based documents, and is generally not beneficial for maps, photographs, charts, graphs, financial statements, and other non-text documents. An E-filer using OCR is responsible for verifying reasonable accuracy and readability of the document.

D. Redactions

1. **Responsibility for redactions.** It is the responsibility of every attorney and *pro se* litigant to redact personal identifiers before filing pleadings, motions, memoranda, exhibits, and other documents with the Court. The attorney or *pro se* litigant is responsible for verifying that appropriate and effective methods of redaction have been used. Attorneys and *pro se* litigants must review the Judicial Conference Privacy Policy and applicable Court rules at <http://www.privacy.uscourts.gov/>. Upon logging into CM/ECF, the system will prompt E-filers to acknowledge compliance with the redaction rules under the Federal Rules of Procedure.

2. **Redaction rules.** Unless the Court orders otherwise, documents filed electronically that include a social security number, individual's tax identification number, name of an individual known to be a minor, financial account, individual's birth date, or home address (in criminal case) may include only the following:

- a) social security number – the last four numbers;
- b) tax identification number – the last four numbers;
- c) name of minor children – the initials;
- d) financial account number – the last four numbers;
- e) date of birth – the year; and
- f) home address (in criminal cases) – the city and state.

3. **Exemptions from the redaction rules.** The above redaction rules do not apply to:

- a) a financial account number or a real property address that identifies the property alleged to be subject to forfeiture in a forfeiture proceeding;
- b) a record of an administrative or agency proceeding;
- c) an official record of a state court proceeding;
- d) the record of a court or tribunal, if that record was not subject to redaction when originally filed;
- e) a filing exempted under the Federal Rules of Procedure;

- f) a *pro se* litigant filing an action brought under [28 U.S.C. §§ 2241, 2254, or 2255](#);
- g) an arrest or search warrant; and
- h) a charging document and an affidavit filed in support of any charging document.

4. **Correcting a failure to redact.** If the Clerk notifies an attorney or *pro se* litigant that a document contains a personal identifier, the filer must promptly file a redacted document. Note, however, the Clerk is not responsible for reviewing any document filed to determine whether it includes personal information.

5. **Waiver of protection of identifiers.** A party waives the protection against disclosure of personal identifiers as to the party's own information to the extent that the party files personal information not under seal and without redaction.

6. **Sealed filings.** The Court may order a filing to be made under seal without redaction. The Court may later unseal a filing or order a filing of a redacted version for the public record.

7. **Protective orders.** If necessary to protect private or sensitive information that is otherwise unprotected, the Court may require redaction of additional information, or limit or prohibit remote electronic access.

E. Attaching Exhibits to Documents

1. An E-filer must file an exhibit attached to a pleading, motion, memorandum, declaration, affidavit, or other document electronically as a PDF. The resulting file must be less than ten (10) megabytes.

2. An E-filer must verify the readability of scanned exhibits before filing them with the Court. Text PDF files are preferred, but image PDF documents are accepted.

3. An E-filer filing a document with numerous exhibits totaling more than ten (10) pages is encouraged to use the following procedures:

- a) create an index to the exhibits, including the exhibit number and title of the exhibit. File the index as an attachment to the parent document. See Form B for sample exhibit index.
- b) title and number each exhibit, then attach each exhibit separately to the parent document. Each exhibit must have a descriptive title.

c) divide any single exhibit larger than ten (10) megabytes into clearly labeled parts smaller than ten (10) megabytes. File each part or section as separate attachments to the memorandum.

d) use PDF bookmarks.

F. Electronic Signatures

1. **Signatures of filing parties.** Every pleading, motion, memorandum of law, or other document must be signed by the *pro se* litigant authorized by the Court to file electronically or at least one attorney of record. A signature must appear in documents filed electronically in one of the following manners:

a) “/s/ (E-filer’s first and last name)”;

b) an electronic image of the E-filer’s signature that is pasted into the signature block on the document; or

c) a conventional signature (when the document is scanned).

The submission of a document (i) signed with “/s/ (E-filer’s first and last name),” an electronic image of the E-filer’s signature, or a conventional signature, and (ii) filed under that E-filer’s login name and password constitutes an original signature under the Federal Rules of Procedure.

2. **Signatures of non-filing attorneys.** The filing attorney is permitted to file a document that requires the signature of another attorney (e.g., stipulation), if the filing attorney obtains approval from the non-filing attorney that he/she authorizes the filing attorney to sign the document electronically. The filing attorney may indicate such approval by one of the following:

a) **Oral Approval for Electronic Signature.**

/s/ (non-filing attorney’s first and last name)

(Signed by Filing Attorney with permission of Non-filing Attorney)

Electronic Signature or /s/ (filing attorney’s first and last name)

The filing attorney must maintain a record of when and how permission was obtained to sign the non-filing attorney’s name until all appeals have been exhausted or the time for seeking appellate review has expired.

b) **Approval by signature.** The filing attorney may obtain and keep a paper copy of the document the non-filing attorney signed. Possession of a signed copy must be indicated as follows:

/s/ (non-filing attorney's first and last name)

(*I certify that I maintain a signed copy of the document bearing the signature of (non-filing attorney's first and last name) in my office.)

Electronic Signature or /s/ (filing attorney's first and last name)

The filing attorney must maintain the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

c) **Scanned signature.** The filing attorney may obtain an original signature, scan the signature page, and file it as an attachment to the document. The filing attorney must maintain the signed original until all appeals have been exhausted or the time for seeking appellate review has expired.

3. **Signatures of non-attorneys.** The filing attorney is permitted to file a document that requires the signature of a non-attorney or an individual who is not counsel of record (e.g., verified pleadings, contracts, and affidavits) in electronic format in any of the following ways, provided the filing attorney maintains the signed original until all appeals have been exhausted or the time for seeking appellate review has expired:

a) An electronic version of a document bearing “/s/ (first and last name)” filed with a statement that the original has been signed.

/s/ Party Smith*

(*I certify that I have the signed original of this document that is available for inspection during normal business hours by the Court or a party to this action.)

Electronic Signature or /s/ (filing attorney's first and last name)

b) A document bearing “/s/ (first and last name)” may be filed with a scanned copy of the signature page as an attachment.

c) If a document containing original signatures is not digitally available, it may be scanned and filed electronically.

4. **Signatures in criminal cases.** A document in a criminal case that requires the signature of a non-attorney (e.g., grand jury foreperson, defendant, third-party custodian, sureties on a bond, United States Marshal, or officer from the Court's Probation or Pretrial Services Office) must be presented in paper format to the Clerk, scanned by the Clerk, docketed in CM/ECF, and retained in paper format.

5. **Signatures of judges and court officials.** The submission of a document that is signed (i) with "/s/ (judge's or court official's first and last name)" or an electronic image of a judge's or court official's traditional signature, and (ii) filed using the judge's or court official's login name and password constitutes an original signature for all purposes.

V. PROBLEMS IN ELECTRONIC FILING

A. Correcting Errors

1. Once a document is filed in CM/ECF, only the Clerk may change or correct the document or docket entry.

a) If an E-filer discovers an error after completing the electronic filing process, the E-filer should immediately contact the appropriate divisional Clerk's Office with the case number and document number of the erroneous filing.

b) If the Clerk discovers an error with a document filed, the Clerk may (i) alert the E-filer of the error and, if necessary, the manner in which to proceed (e.g., refile a document with a new document number or file a motion to strike); and (ii) note the error and any instructions provided to the E-filer in the docket entry.

c) An E-filer notified by the Clerk to correct an error is responsible for doing so immediately.

2. If, after filing, an E-filer determines a document or exhibit should have been filed under seal, that E-filer must comply with the Local Rules and obtain a Court order to seal the document or exhibit. Absent a Court order, the document will not be sealed.

B. Technical Failures

1. If an E-filer experiences a technical failure with, for example telephone lines, Internet Service, or other hardware and software problems, the E-filer is responsible for filing the document in paper format.

2. If a technical failure with CM/ECF results in an untimely filing, the E-filer may move the Court for appropriate relief. CM/ECF is available

twenty-four hours per day, seven days per week except during scheduled maintenance or power outages. Scheduled maintenance and power outages will be posted on the Court's website. The Clerk will maintain a log of all periods of technical failure.

VI. PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

Remote public electronic access to case dockets and documents filed in CM/ECF is available through PACER. PACER is available to anyone who registers for an account including attorneys, law firms, *pro se* litigants, government agencies, data collectors, the media, and the general public. To receive an PACER account, a person must register at www.pacer.gov.

A paper copy and a certified copy of an electronically filed document may be purchased at the Clerk's Office.

FORM A – Sample Certificate of Service Language

Sample A – Attorney E-filer

I hereby certify that on _____ (date) _____, I electronically filed the foregoing with the Clerk of the Court by using the CM/ECF system. 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:_____.

/s/ (Attorney's first and last name)

Attorney's first and last name

Attorney's Bar Number

Attorney for Plaintiff/Defendant

Law Firm Name

Law Firm Address

Phone Number

Fax Number

Attorney's Email Address

Sample B – Attorney E-filer

I hereby certify that on _____ (date) _____, I presented the foregoing to the Clerk of the Court for filing and uploading to the CM/ECF system. 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:_____.

/s/ (Attorney's first and last name)

Attorney's first and last name

Attorney's Bar Number

Attorney for Plaintiff/Defendant

Law Firm Name

Law Firm Address

Phone Number

Fax Number

Attorney's Email Address

Sample C – Authorized Pro Se E-filer

I hereby certify that on _____ (date) _____, I electronically filed the foregoing with the Clerk of the Court by using the CM/ECF system. 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:_____.

/s/ (Pro se e-filer's first and last name)

Pro se e-filer's first and last name

Plaintiff/Defendant

Address

Phone Number

Fax Number

Email Address

Sample D – Authorized Pro Se E-filer

I hereby certify that on _____ (date) _____, I presented the foregoing to the Clerk of the Court for filing and uploading to the CM/ECF system. 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:_____.

/s/ (Pro se e-filer's first and last name)

Pro se e-filer's first and last name

Plaintiff/Defendant

Address

Phone Number

Fax Number

Email Address

FORM B – Sample Exhibit Index

Exhibit Index

Number	Title
1	Affidavit of John Smith
2	Excerpts from Jane Doe's Deposition
3-A	Contract Between XYZ Company and ABC Company (Part 1, Pages 1-15)
3-B	Contract Between XYZ Company and ABC Company (Part 2, Pages 16-24)
4	XYZ Company General Ledgers