

IMPORTANT NOTICE - PLEASE READ

Effective October 14, 2003, in addition to filing documents in paper form, the court will ask that all attorneys file documents in portable document format (".pdf") on computer disks (3 ½ inch or CD) for uploading to the Case Management/Electronic Case Files (CM/ECF) System (the System). Disks will be returned to counsel by mail if a return envelope is supplied, or counsel may retrieve disks at the clerks offices.

There is a 1.5 megabyte size restriction on any files uploaded to the system. Please keep this in mind when submitting .pdf files containing scanned documents (exhibits, attachments, etc.) as opposed to documents created and generated through word processing software (e.g., documents created in Word or WordPerfect). If necessary, counsel should break larger files into smaller components and submit several related files on one disk (e.g., motion, memorandum in support, exhibit 1, exhibit 2, exhibit 3, etc.). In addition, filing parties should configure their scanners to scan in black and white rather than color, again because of concerns with file size. The legibility of scanned documents is the responsibility of the filing party.

Attorneys who practice in the District Court of Connecticut should download a copy of the court's Policies and Procedures Manual found on the court's website at www.ctd.uscourts.gov/cmecf. Attorneys should also complete a CM/ECF registration form as soon as possible and return it to the clerk's office in New Haven.

The court will provide hands-on training sessions at the New Haven courthouse on a regular basis through most of 2004. Please check our website for available training dates. Sessions last approximately four hours and are designed to provide attorneys and support staff with the basic operating knowledge necessary to navigate and use the CM/ECF System. Registrations are accepted by email only to Victoria Minor, CM/ECF Project Manager, at victoria_minor@ctd.uscourts.gov.

The court's staff welcomes any questions about the System, the website, or the Administrative Procedures. Attorneys or their staff may call the court's CM/ECF help desks, Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m, New Haven at (203) 773-2140, Bridgeport at (203) 579-5861 or Hartford at (860) 240-3200, or e-mail the court at cmecf@ctd.uscourts.gov.