



## UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT

### TIPS FOR SUCCESSFUL CM/ECF EFILING

- You cannot efile on a case using your PACER login and password. To efile on a case, you must have (1) a PACER login and password and (2) an ECF login and password (you need both). To obtain an ECF login/password a Connecticut bar number is needed and the registration form (available on our website) must be completed and emailed to [attorney\\_maintenance@ctd.uscourts.gov](mailto:attorney_maintenance@ctd.uscourts.gov). After the completed form is received, an email will be sent to you with your ECF login/password.
- Do not efile on a case that has not been designated as an efiled case. If there is no EFILE flag, DO NOT EFILE ON THE CASE!
- Do not attempt to re-docket something that you think may have been done incorrectly. Call the Clerk's Office for assistance before attempting to make any corrections!
- When efileing a Memorandum in Support/Opposition/Reply/Affidavit/Exhibit relating to a Motion, you must link the mem o/reply/affidavit/exhibit to the underlying motion.
- Make sure the PDF document does not exceed 5MB, is readable, the correct one to be filed and is right-side up if scanned.
- Do not use the apostrophe or tilde in the text of the entry.
- When efileing documents in a multi-defendant criminal case, be sure to check ONLY the box for the defendant(s) that relate to the document you are efileing, and not the entire case.
- Include your electronic signature (/s/ followed by your name) on the signature line for both the document and the certification of service.
- IMPORTANT INFORMATION RE PRIVACY ACT: All filings with the court - including attachments - must comply with Fed. R. Civ. P. 5. 2 or Fed. R. Crim. P. 49.1: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and home addresses in criminal cases, may not appear, except as allowed by the applicable rule.

### Affidavits

Affidavits may be efiled with the signature page scanned or with a /s/ on the signature line. If the affidavit is related to a motion, it must be linked to the motion.

### Amended Complaints

If a new party is being added, please select the "Add/Create New Party" on the appropriate filers screen. New plaintiff(s) should be added on the filers screen with the heading "Select the Filer," new defendant(s) should be added on the filers screen with the heading, "Please select the party that this filing is against." Enter the name of the business or last name of the individual and click "search" to see if the name of the party is already in our system. If not, continue to create the new party following the Instructions for Searching and Adding Parties located on the forms page of the CMECF website. Make sure that you select the role of the party. Do not put any information in the other fields except for "Party Text" when necessary. The "Party Text" field is used as a descriptive text as explained in the Attorney CMECF Indexing instructions. Update the Jury Demand when prompted.

### Appearances

You may not efile an appearance on behalf of another attorney. The attorney filing the appearance must be the attorney that is logged into CMECF.

### Attachments

You must name your attachment by either selecting something from the "Type" drop down menu or by entering something in the "Description" field. Whatever you select or enter from both of these options will appear in the docket text.

### Discovery

The Court does not accept Discovery pursuant to Local Rule 5(e).

### Filers

If there is more than one party as a filer, hold the CTRL key while selecting the applicable parties.

### Motions

Do not use this event if you are not asking for some relief from the court. If there is more than one relief in your motion, select the applicable reliefs by clicking on them in the box to the left. The reliefs you have selected will appear in the box to the right.

If you are efiled a motion asking permission to file something or to amend something already filed, you must attach the proposed document as an exhibit to your motion. Do not efile the proposed document until your motion has been granted - then efile the document you asked for permission to file.

Do not combine motions with responses to other documents. Motions and responses should be filed as separate documents.

### Notice (other)

If you find you are frequently using this event, call the Clerk's Office for assistance in locating the correct event for your submission.

### Notice of Manual Filing

The Notice of Manual Filing should be efiled using the event for the item you are filing in

paper. Do not use the “Notice (Other)” event. For example, if you are filing exhibits manually, use the “Exhibit” event and attach the pdf of the Notice of Manual Filing. Mail the exhibits along with copies of the Notice of Electronic Filing and the Notice of Manual filing to the Clerk’s Office.

### Returns of Service

Returns on executed summonses should be efiled using either the “Summons Executed” or “Summons Executed on USA”. There is a separate event for “Waiver of Return of Service.” See Instructions for eFiling Civil Returns of Service on our website at <http://www.ctd.uscourts.gov/cmecf-notices-instructions-0>

### Sealed Documents

Attorneys are now able to efile sealed motions and sealed documents on Civil and Criminal cases that are not sealed cases. You will not be able to view these documents once they are filed, but you will be able to file the document, via electronic filing, once you have complied with all of the requirements of the District of Connecticut’s Local Rules. Service of these electronically filed sealed documents upon opposing counsel must be effected in the traditional manner. Please refer to the Sealed Docketing Cheat Sheets for Attorneys on our website at: <http://www.ctd.uscourts.gov/cmecf-notices-instructions-0>