

SAMPLE NOTICE OF MANUAL FILING

A Notice of Manual Filing must be electronically filed in CMECF 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. If manually filing a paper document, manually file the original, plus one courtesy copy for chambers, along with copies of the Notice of Electronic Filing and the Notice of Manual filing, to the Clerk's Office. All audio or video submissions must be transmitted to the court electronically using the Box.com platform. To do so, please send an email requesting a hyperlink to submit the audio/video files to the Clerk's Office at contact_us@ctd.uscourts.gov. You will then be provided with a one-time hyperlink in which to submit your file(s) for filing.

Plaintiff **[insert name]**

Case No. **[insert case number and initials of
presiding judge]**

v.

Defendant **[insert name]**

Notice of Manual Filing

Please take notice that **[insert name of party]** has manually filed the **[insert what is being manually filed]**.

This paper document or item **[delete which does not apply]** has not been filed electronically because: **[mark all that apply]**

- ☐ the paper document or item cannot be converted to an electronic format
- ☐ the filing is in the form of an audio or video recording
- ☐ Plaintiff/Defendant is excused from electronically filing this paper document or submitting the audio/video recording using the Box.com platform by court order.

The paper document or audio/video recording **[delete which does not apply]** has been manually served on all parties.

Respectfully submitted,

/s/ [Name of Password Registrant]

Name of Password Registrant[attorney's federal bar number]

Address

City, State, Zip Code

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