

Legal Secretary/Paralegal Seminar
April 1, 2009, 11:15 - 11:45
Karen Worth

Filing: ECF issues; conventional filing, filing under seal, etc., formatting issues - briefs and other materials, exhibits, etc.

1. ECF issues - Policies and Procedures Manual. Download it. Use the highlighter tool to create emphasis on those policies that you frequently use.
 - a. When to file conventionally?
 - i. Sealed document - You must have an order to file a document under seal. Only that portion of the document that should be sealed should be filed conventionally. Once you have permission, you must file a Notice of Conventional Filing. (P&P III(A)) p 24
 - ii. Oversized exhibit, video/audio tape, cd - File your document through ECF. You should have a page that describes the exhibit and that it was conventionally filed. (P&P III(A)) p 24 File the Notice of Conventional Filing. (P&P II(A)(4)(c) and (5)) pp 10-11
 - iii. Duty to separate the document and file it in parts if it is greater than 5MB. (P&P II(A)(4)(c)) pp 10-11
 - b. How to file conventionally?

Deliver an original and one copy of the document in clearly identified envelopes to the Clerk. Do not seal the top. We must open it to file stamp it and, in the case of sealed documents, scan it. (P&P III(A)) p 24
 - c. What should I do if I have a filing error? (P&P II(E)) p 17
 - i. Do not automatically refile the document.
 - ii. Notify the Clerk's Office helpdesk.
 - iii. You will be instructed by the case administrator for the assigned judge how to proceed.
 - iv. If your document contained personal identifiers, you will probably need to file a motion for the exhibit to be filed under seal with permission to file a redacted version.
 - d. Courtesy copy (P&P II(A)(5)) p 11
Over 40 pages. If you are unable to staple, it must be bound at the left and able to be opened flat. <50 miles = 1 business day. >50 miles =3 business days. Bring it to the Court Clerk's Office, not chambers!

- e. Title of documents to match the ECF menu choice. (P&P II(D)) p 17
 - i. Use ECF menus that are available on our website.
 - ii. If there are multiple choices (motion for ext of time), choose the one that best matches what you are filing.

- f. Exhibit descriptions. (P&P II(A)(4)(a)) p 10
 - i. Each exhibit must be fully described.
 - ii. Do not retype the word if you chose the word from the drop-down menu.

- g. Proposed Orders (P&P II(G)) p 19
 - i. Submitted in Word or Word Perfect.
 - ii. Submitted after motion is filed.
 - iii. Must include the docket entry number.
 - iv. Must state the specific relief requested and not differ from the motion.
 - iv. If you have a unique situation or question, contact the specific courtroom deputy.

- h. New Cases
 - Hand out check list.

When using the forms on our website, do not “save” the forms using File>Save or File>Save As. Instead, use File>Print. Instead of your printer, use the drop down arrow to select the pdf writer software that you use. This will save the form without the fillable fields.