

Eastern District of Missouri CMECF Training



By the end of this training you will be able to:

- ⦿ Navigate the court website to locate useful information and resources
- ⦿ Access and navigate the Electronic Case Filing (ECF) system
- ⦿ Make sense of Notice of Electronic Filing (NEF) emails
- ⦿ View filed documents
- ⦿ Differentiate between Pacer and ECF
- ⦿ Explain Pacer and Pacer charges

Important Information Available on the Website

MOED.USCOURTS.GOV



UNITED STATES DISTRICT COURT
Eastern District of Missouri

Hon. Rodney W. Sippel, Chief Judge · Gregory J. Linhares, Clerk of Court

Home **Court Business** Clerk's Office Probation Pretrial Services Jurors Attorney

Daily Docket
Local Rules
Judges' Requirements
Courtroom Technology
Interpreter Services
Forms

Court Business

Daily Docket

Local Rules

Judges' Contact Information
and Requirements

Courtroom Technology

Written Opinions

Interpreter Services

Forms

Financial Matters

Jury Instructions

Speedy Trial Act Plan, Revised
June 2012

Jury Plan

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Important Information Available on the Website

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CM/ECF

The Case Management/Electronic Case Filing (CM/ECF) system is the Federal Judiciary's comprehensive case management system for all bankruptcy, district and appellate courts. CM/ECF allows courts to accept filings and provide access to filed documents over the Internet.

CM/ECF keeps out-of-pocket expenses low, gives concurrent access to case files by multiple parties, and offers expanded search and reporting capabilities. The system also offers the ability to: immediately update dockets and make them available to users, file pleadings electronically with the court, and download documents and print them directly from the court system.

E-Filing (CM/ECF)

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CM/ECF Allows Electronic Case Filing

- Remote case filing and docketing in PDF format
- Ability to store, retrieve, review, send, and print documents securely from any location, 24/7
- Official Court file is maintained in electronic form

CM/ECF Requirements Explained

- ✓ Must be a member of the bar of this court or pro hac vice
- ✓ Must be registered for filing through ECF and have a login and password assigned by this court
- ✓ Must be registered with PACER
- ✓ Must have a valid credit card (for use at pay.gov) Note: Credit card information is not stored electronically.

Filing Documents in CM/ECF



- Max size: 35mb; if document exceeds 35mb, break it up into smaller files
- DPI must be set to at least 300
- For permission to file documents in paper format call the Clerk's Office at (314) 244-7900.

Note that permission to file in paper can only be granted by the Clerk of Court or the Chief Deputy.

Filing Sealed Documents



- ⦿ Sealed documents are filed electronically. (See [Administrative Procedures](#) for CM/ECF Section VI.)
- ⦿ Parties receive notification; however, the sealed document cannot be accessed through the electronic notification or the docket sheet
- ⦿ Filing party is responsible for mailing a copy to opposing counsel and the certificate of service must indicate same.

CM/ECF vs. PACER

- ⦿ ECF to file documents
- ⦿ ECF to view restricted documents
- ⦿ PACER to view general case information

*** Best Practice is to use CM/ECF login; allow PACER to prompt for login, when needed. ***

PACER Charges



- \$.10 per page
- \$3.00 maximum charge per document, the equivalent of 30 pages

By Judicial Conference policy, if your usage does not exceed \$15 in a quarter, fees are waived.

Ready for a Live Demo?

- ⦿ Viewing Docket Sheets
- ⦿ Filing Documents
- ⦿ View NEF (Notice of Electronic Filing)

Important NEF Information Explained

NEF's (Notification of Electronic Filing) are received when a document has been filed in a case to which you are a party.

Click on the document # for your free look.
(Free look expires after 15 days.)

If you are prompted for a login, **use your CM/ECF login, NOT your PACER login or you will lose your free look!**

How to File Proposed Orders

(See [the Administrative Procedures](#) for CM/ECF Section II./J.)

Any proposed order or judgment is to be filed as an attachment to the document to which it pertains and emailed in Word format to:

MOED_PROPOSED_ORDERS@MOED.USCOURTS.GOV

The e-mail subject line is to contain the full case number and the document to which pertains

EXAMPLE: Subject 4:17cv1000-RWS Motion for Default Judgment

Privacy is Important

E-Government Act of 2002 (See Local Rule 2.17)

List of Rules

1. Social Security Numbers.....Use only last 4 digits
2. Names of Minor Children.....Use only the initials of the child.
3. Dates of Birth.....Use only the year
4. Financial Account Numbers...Use only the last four digits of the account number
5. Home Address of a non-party...Should not be listed (if necessary only list city, state)

Electronic Signatures

(See the Administrative Procedures for CM/ECF Section II./H.)

What is the Electronic Signature?

- s/ Typed Name
- Ex: s/ John Doe

The s/ signature is only good in conjunction with filing attorney's login/password.

Maintain Your Account

PLEASE keep your information up-to-date. Here are the steps:

1. Utilities
2. Maintain Your Account
3. Modify unlinked mailing address
4. Update phone numbers

You must hit the **SUBMIT** button for the changes to take effect.

Steps to change e-mail address or add secondary email address:

1. Utilities
2. Maintain Your Email
3. Modify or add an email address

You must hit the **SUBMIT** button for the changes to take effect.

Submit street address changes via email to:

Attorney_Admissions@moed.uscourts.gov

Protect Your Password

- It is your responsibility to keep your password secure.
- If you forget your password, use the “Lost Password Link” on the login page.
- If you wish to change your password:
 1. Utilities
 2. Maintain Your Password

You must hit the **SUBMIT** button for the changes to take effect.

Ways to Contact Us (8:30 – 4:30, Monday-Friday)

- (314) 244-7650
Moedml_cmecf_help@moed.uscourts.gov
- (314) 244-7900 (St. Louis Clerk's Office)
- (573) 331-8800 (Cape Girardeau Clerk's Office)
- (314) 244-7810 (Lori Rife – CM/ECF Administrator)
Lori_Rife@moed.uscourts.gov
- (314) 244-7914 (Attorney Admission number)
Attorney_Admissions@moed.uscourts.gov
- (314) 244-7800 (Computer Help Desk)