UNITED STATES DISTRICT COURT

EASTERN DISTRICT OF MISSOURI

ADMINISTRATIVE PROCEDURES FOR CASE MANAGEMENT/ ELECTRONIC CASE FILING (CM/ECF)

Revised on 10-8-2004

IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF MISSOURI

ADMINISTRATIVE PROCEDURES FOR
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PREFACE

This manual primarily addresses administrative policies and procedures governing CM/ECF in the Eastern District of Missouri, and is not intended as a technical guide to use of the electronic case filing system. Information on training in the use of CM/ECF can be obtained via the Court's website at www.moed.uscourts.gov, including access to computer-based tutorials.

I. THE ELECTRONIC FILING SYSTEM

A. IN GENERAL

Unless otherwise permitted by these administrative procedures or authorized by the assigned judge or the Clerk of Court, documents submitted for filing in this district after October 14, 2003, no matter when a case was originally filed, shall be filed electronically using the Electronic Case Filing System (ECF or the System). Electronic filing means uploading a document in .pdf format[1] directly from the registered user's computer, using the Court's Internet-based System, to file that document in the Court's case file. Electronic filers also may use public computers located in the Clerk's Office to electronically file .pdf documents from CD-ROMS or 3.5" floppy disks. Sending a document to the Court via e-mail or fax does not constitute electronic filing. Persons attempting to file any document in paper format will be directed to the public scanner and public computer terminal to file the paper document electronically.

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[1] A document created with almost any word-processing program can be converted to .pdf. The .pdf program in effect takes a picture of the original document and allows anyone with Adobe Acrobat to open the converted document with layout, format, links, and images intact. Because conversion to .pdf may affect the pagination of a document, paper copies of electronic filings should be made from the .pdf version.

An attorney may apply to the Court for an exemption from electronic filing. Such exemptions will be granted only for good cause. Parties proceeding pro se are exempt from the electronic filing requirement.

The Clerk or any judge of this Court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the Court. The Court may also amend these procedures at any time without prior notice.

B. REGISTRATION - MEMBERS OF THE BAR AND LAWYERS ADMITTED PRO HAC VICE (Revised 1-5-2004)

In order to file electronically, each attorney must complete an E-Filing Registration Form attached to these procedures as Appendix A. The form is also available on the Court's web site at www.moed.uscourts.gov. The registration is attorney-specific and not case-specific. The Court will issue logins and passwords only to attorneys in good standing. To be in good standing, an attorney must meet the requirements of Local Rule 12.01, including timely payment of any assessment required by that rule. All signed original E-Filing Registration Forms shall be mailed or delivered to the Office of the Clerk, United States District Court for the Eastern District of Missouri, 111 South 10th Street, Suite 3.300, St. Louis, Missouri 63102. After assigning the attorney a login and password, the Clerk's Office will send the attorney an Internet e-mail message requesting verification of receipt. The Clerk's Office will then mail login and password information to the attorney by regular, first-class mail.

(Added on 1-5-04) An attorney not admitted to the bar of the Eastern District of Missouri who enters an appearance in any case must seek admission pro hac vice by filing a motion pursuant to Local Rule 12(E). If the attorney has not previously been issued an

electronic filing login and password, the motion for pro hac vice admission must be filed in paper form, together with the E-Filing Registration Form. Upon admission pro hac vice, a permanent electronic filing login and password shall be issued by the court. All subsequent documents submitted to the court by an attorney admitted pro hac vice shall be filed electronically (except as otherwise provided herein) including each subsequent motion for pro hac vice admission.

C. PASSWORDS

Each attorney admitted to practice in the Eastern District of Missouri shall be entitled to one System password from the District Court. Attorneys may change their passwords. The password permits the attorney to participate in the electronic retrieval and filing of documents. The use of an attorney's electronic filing login and password to file a document constitutes the signature of that attorney on that document for all purposes, including Fed.R.Civ.P. 11. An attorney should therefore use all due care to ensure that his or her login and password are adequately safeguarded to prevent unauthorized filings. In the event of any dispute on the question, the attorney whose login and password were used to electronically file will bear the burden of proof and persuasion if he or she disclaims a particular filing. If an attorney comes to believe that the security of an existing password has been compromised, the attorney must change his or her password immediately. In addition, the attorney shall immediately notify the ECF Help Desk at (866) 883-7749 or (314) 244-7650.

D. REQUIREMENTS TO USE THE SYSTEM

The following table outlines both the minimum and the recommended requirements to use the System.

IBM or Mac PC with a Pentium 100 MHz processor (or equivalent), 128 MB RAM, 40 MB free disk space	IBM Pentium III (or higher) processor (or Mac equivalent), 256 MB RAM, 1 GB free disk space
Windows 95 or higher	Windows 98, 2000, XP, NT or higher
Netscape 4.7 or Internet Explorer 5.5	Netscape 7.1 OR Internet Explorer 6.0
Internet Access via a 56k or faster modem	High Speed Internet Access (DSL, Cable, or T1)
Adobe Acrobat Reader 3.0 or higher (only allows viewing of documents)	For filing documents, Adobe Writer 5.0 or higher (or other software to convert documents to PDF)
	Scanner

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. ELECTRONIC FILING IN GENERAL

With few exceptions, all documents in a case shall be electronically filed on the System. The official Court record shall be the electronic file maintained on the Court's servers, along with any documents or exhibits permitted to be filed conventionally. In the event that the Clerk scans a paper filing and converts it to electronic format, the Clerk may dispose of the paper document and it will not be returned to the filer.

Electronic filing is permitted at all times, except when the System is temporarily unavailable due to routine or necessary emergency maintenance. An electronic filing completed at any time before midnight Central time shall be entered on the docket as of that date. The System determines the date and time when a filing is completed. A document shall not be considered electronically filed for purposes of the Federal Rules of Civil Procedure until the filing party receives a System-generated "Notice of Electronic Filing." The "Notice of Electronic Filing" will state the official date and time of the filing.

Where a document requires leave to be filed, the attorney should electronically file a motion for leave, and submit the document requiring leave as an attachment to the motion. If the Court grants the motion, the Clerk will file the document.

B. COMPLAINTS

At this time, a civil case cannot be initiated electronically via the System. The Clerk's Office will accept complaints sent by e-mail, sent by United States mail, or delivered in person to the Clerk's Office. In order to use e-mail, the filing party's attorney must have previously provided the Clerk's Office with a completed credit card authorization form (see Appendix B; available on the Court's web site - www.moed.uscourts.gov) bearing an original signature. This credit card authorization form must specify the name, account number, and expiration date on the preauthorized credit card. The filing party's attorney must submit as e-mail attachments the complaint (signed using a computer-generated facsimile signature) and all accompanying documents described below:

- Civil cover sheet
- Disclosure of corporate interest statement
- Original filing form
- Completed summonses (with notice of process server) or waiver of service forms
- Pro hac vice motion and fee (if applicable)
- Motion for temporary restraining order or preliminary injunction (if applicable)

The e-mail addresses for submitting complaints by e-mail are:

newcases.stlouis@moed.uscourts.gov
newcases.cape@moed.uscourts.gov
newcases.hannibal@moed.uscourts.gov

Only initiating pleadings and their required accompanying documents may be sent to the e-mail addresses listed above. If an attorney sends other pleadings to these e-mail addresses, the Clerk's Office will contact the attorney with a reminder that the pleading must be electronically filed in the System, and it will not be deemed filed for purposes of Fed.R.Civ.P. 5.

Upon receipt of the e-mail, the Clerk's Office will verify that all required documents have been received and will process all required fee payments using the preauthorized credit card number on file. In the event that a credit card transaction is rejected by the credit card company, the Clerk of Court will notify the filing party and advise that the fee payment must be made in person. The receipt number for the filing fees will be recorded on the docket by the Clerk's Office. Initiating pleadings received after 5:00 p.m. or on weekends or legal holidays will not be filed until the next business day.

C. NOTICES OF REMOVAL

The Clerk's Office will accept notices of removal sent by e-mail, sent by United States mail, or delivered in person to the Clerk's Office. In order to use e-mail, the filing party's attorney must have previously provided the Clerk's Office with a completed credit card authorization form (see Appendix B; available on the Court's web site - www.moed.uscourts.gov) bearing an original signature. This credit card authorization form must specify the name, account number, and expiration date on the preauthorized credit card. The filing party's attorney must submit as e-mail attachments the notice of removal (signed using a computer-generated facsimile signature) and all accompanying documents described below:

- Civil cover sheet
- Disclosure of corporate interest statement

- Original filing form
- Pro hac vice motion and fee (if applicable)
- Copy of the complete state court file including summons and return of summons (if any) for all defendants
- Proof of service on all parties
- Notice to State Court

The e-mail addresses for submitting notices of removal by e-mail are the same as for submitting complaints:

newcases.stlouis@moed.uscourts.gov

newcases.cape@moed.uscourts.gov

newcases.hannibal@moed.uscourts.gov

Only initiating pleadings and their required accompanying documents may be sent to the e-mail addresses listed above. If an attorney sends other pleadings to these e-mail addresses, the Clerk's Office will contact the attorney with a reminder that the pleading must be electronically filed in the System, and it will not be deemed filed for purposes of Fed.R.Civ.P. 5.

Upon receipt of the e-mail, the Clerk's Office will verify that all required documents have been received and will process all required fee payments using the preauthorized credit card number on file. In the event that a credit card transaction is rejected by the credit card company, the Clerk of Court will notify the filing party and advise that the fee payment must be made in person. The receipt number for the filing fees will be recorded on the docket by the Clerk's Office. Initiating pleadings received after 5:00 p.m. or on weekends or legal holidays will not be filed until the next business day.

Within three business days of the filing of the notice of removal, the attorney shall file in the System the Notice to State Court that has been acknowledged (signed and sealed) by the Clerk of the State Court.

D. SUMMONSES

The Fed.R.Civ.P. 4 does not permit electronic service of the complaint and summons or waiver of service. A summons submitted by mail or e-mail will be electronically signed and sealed by the Clerk and returned to the filing party by e-mail.

E. EXHIBITS (Revised 4-12-2004)

Each exhibit is to be filed as a separate .pdf attachment. Each such attachment should be identified by a name that includes both the exhibit designation and a brief description of the exhibit, for example:

Exh. 1--May 2003 Agreement

Exh. A--Affidavit of Michael Smith

The System will reject any .pdf file in excess of 2 megabytes. Therefore, larger documents must be segmented and submitted as separate attachments, appropriately identified as related, for example, "Exh. 1A--May 2003 Agreement," "Exh. 1B--May 2003 Agreement (cont'd)," "Exh. B1--Affidavit of Michael Smith (Part 1)," "Exh. B2--Affidavit of Michael Smith (Part 2)." If these requirements cannot be met, the Clerk may permit an oversized exhibit to be filed in conventional paper format along with the Notice of Exhibit Filing (See Appendix C). The Notice of Exhibit Filing must be filed electronically as an attachment to the primary filing. A paper copy of the Notice of Exhibit Filing must be served and filed with the paper exhibits. In addition to the foregoing, a judge may require a paper courtesy copy of exhibits in some instances; check the Case Management Order and/or the "Judges

Requirements" section of the Court's website (www.moed.uscourts.gov) for this information.

Text documents and black and white graphics should be scanned at 200 dpi. Color images requiring higher resolution, e.g., color photographs, may be scanned in color at a setting up to 250 dpi before being uploaded to the System. The filing party is required to verify the legibility of scanned documents before filing them electronically with the Court.

F. SERVICE UNDER FED.R.CIV.P. 5

Whenever a document is filed electronically, the System will generate a "Notice of Electronic Filing" to the filing party and to any other party to the action who is a registered user. If the recipient is a registered user, the System's e-mailing of the "Notice of Electronic Filing" will constitute service pursuant to Fed.R.Civ.P. 5. A party who is not a registered user is entitled to service of a paper copy of any electronically filed documents.[2] A paper copy for service should be generated from the .pdf version of the document to preserve uniform pagination. A certificate of service shall reflect that service was made by means of the "Notice of Electronic Filing" and/or by conventional means as appropriate. A sample certificate of service is at Appendix D.

The computation of response times remains governed by Fed.R.Civ.P. 6(a) and is unaffected by the conversion to electronic filing. As previously, when the period is less than 11 days, Saturdays, Sundays and federal holidays are excluded. Rule 6(e) has been

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[2]To determine whether another party is a registered user, the filer can select the System's "Utilities" category and then click on "Mailing Information for a Case" on the pull-down menu. The filer then enters the case number and the System information will appear, stating whether or not the filer must mail a copy or if the System will electronically generate one.

amended to provide for the addition of three days to the prescribed period both for service by mail and for service by electronic means.

G. SIGNATURES (Revised 4-12-2004)

The use of an attorney's electronic filing login and password to file a document constitutes the signature of that attorney on that document for all purposes, including Fed.R.Civ.P.11. The login and password issued to an individual attorney may be used only to file documents on behalf of that attorney. An attorney will be entered in the System as an attorney of record only on the basis of a filing signed by that attorney. For a conventionally filed document, only an attorney whose original signature appears on the document will be entered as an attorney of record. For an electronic filing, only the attorney whose login and password are used to file the document will be entered as an attorney of record. Additional attorneys who wish to appear of record must enter their appearance separately using their own login and password.

Every document filed electronically shall include an attorney signature block and a representation of the filing attorney's signature. To represent the filing attorney's signature on the document, use the following format for the signature block:

> ***/s/ Judith Attorney***
> Judith Attorney Bar Number: 12345
> Attorney for (Plaintiff/Defendant)
> ABC Law Firm
> 123 South Street
> St. Louis, Missouri 63102
> Telephone: (314) 977-4567
> Fax: (314) 977-4567
> E-mail: judith_attorney@law.com

Alternatively, a facsimile signature of the filing attorney can be used.

The electronic filing of pre-existing documents, not created for the litigation, requires no verification as to signatures (e.g., a contract that is a subject of litigation). When a document to be electronically filed has been created for the litigation, but is signed by other than the filing attorney (e.g., an affidavit), the document must be physically signed, and the paper copy bearing the original signature(s) must be retained by the filing attorney during the pendency of the litigation including all possible appeals. The electronic filing of such a document with a blank signature line must be accompanied by a verification in which the filing attorney attests to the existence of the signed original. A sample of the required verification form is at Appendix E.

H. ORDERS

All orders shall be electronically filed. An electronically signed order has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket conventionally. A judge's electronic signature may take one of two forms: (1) "/s/" followed by the judge's typed name; or (2) a facsimile signature having the appearance of the judge's handwritten signature. When mailing paper copies of an electronically filed order to a party who is not a registered participant of the System, the Clerk's Office will include the Notice of Electronic Filing to provide the non-participant with proof of the filing.

I. PROPOSED ORDERS (Revised 1-5-2004)

Any proposed order or proposed judgment should be filed electronically as a PDF attachment to the motion or memorandum to which it pertains. Additionally, a courtesy copy of the proposed order or judgment should be sent to the court in a word processing

format as an e-mail attachment. The e-mail address to which these courtesy copies are to be sent is:

MOED_Proposed_Orders@moed.uscourts.gov

The e-mail of a proposed order should be identified in the subject line by case number (including the judge's initials) and the document to which it pertains:

Example - Subject: 4:03cv1000-DJS mtn for default judgment

J. CORRECTING DOCKET ENTRIES

Once a document is submitted it becomes part of the court file, and corrections can be made only by the Clerk's Office. The System will not permit the filing party to make changes to the document(s) or docket entry once the transaction has been accepted. The filing party should not attempt to refile the document. As soon as possible after an error[3] is discovered, the filing party should contact the assigned judge's case management team. The filing party will be advised of what corrective steps need to be taken and should not attempt to refile the document unless instructed to do so.

K. TECHNICAL FAILURES

If technical failure of the System prevents timely electronic filing of any document, the filing party may seek relief from the Court. Problems on the filer's end, such as phone line problems, problems with the filer's Internet Service Provider or hardware or software problems, will not constitute a technical failure under these procedures nor excuse an untimely filing. A filer who cannot file a document electronically because of a problem on

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[3]Errors include posting the wrong .pdf file to a docket entry, selecting the wrong document type from the menu, or entering the wrong case number.

the filer's end may use the public computer facilities in the Clerk's Office to upload the document to the System.

L. PRIVACY(Revised 10-8-2004)

In compliance with policy of the Judicial Conference of the United States and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal identifiers:

1. **Social security numbers**. Use only the last four 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 Addresses**. The home address of a non-party should not appear in any filing. If it must be included, use only the city and state.

See Administrative Order of the Court, October 8, 2004, In Re: Redaction of Personal Identifiers (available at http://www.moed.uscourts.gov).

III. CONVENTIONAL FILING OF DOCUMENTS

A. MAGISTRATE JUDGE CONSENTS

Pursuant to Fed.R.Civ.P. 73(b), parties' filings of consent to jurisdiction by United States Magistrate Judge or District Judge option will continue to be treated as non-public documents until all parties have consented. Therefore, parties must file their consent forms in paper (either mailed or delivered to the Clerk's Office) because electronic filing of a Magistrate Judge consent form will create a public document. If all parties consent to the

jurisdiction of the Magistrate Judge, the Clerk will scan all consent forms which will then become public documents.

B. DOCUMENTS TO BE FILED UNDER SEAL/MOTIONS FOR "EX PARTE" RELIEF

Such documents will not be electronically filed. A motion to file documents under seal may be presented in conventional format along with the documents proposed to be filed under seal and a Notice of Filing Document Under Seal (see Appendix F). If the motion is granted, the court will electronically enter the order authorizing the filing of the documents under seal.

C. PRO SE LITIGANTS

Pro se litigants may not initiate a civil case by e-mail and are exempt from electronic case filing. Pro se litigants will submit all documents for filing in paper format unless otherwise permitted by the presiding judge. The Clerk's Office will convert all pro se documents into electronic format for filing, will retain the documents in chronological order for a period of six months, and then will discard them.

D. SOCIAL SECURITY CASES (Revised 4-12-2004)

Social Security appeals will be electronically filed, including the answer. A Social Security administrative record totaling 25 pages or fewer is to be filed electronically. If the administrative record exceeds 25 pages, it will be conventionally filed. To address the privacy issues inherent in a social security review, Internet access to the individual documents will be limited to counsel and Court staff. Docket sheets, however, will be available over the Internet to non-parties. Further, non-parties will continue to have direct access to the documents on file at the Clerk's Office.

E. HABEAS CORPUS CASES - STATE COURT RECORD (Revised 4-12-2004)

If the state court record required by Rule 5 of the Rules Governing 2254 Cases exceeds 25 pages, it may be conventionally filed. If the state court record totals 25 pages or fewer, it must be electronically filed.

F. OTHER DOCUMENTS

The Court or Clerk may also authorize conventional filing of other documents otherwise subject to these procedures.

G. EXHIBITS FILED CONVENTIONALLY PURSUANT TO SECTIONS D, E, AND F (Revised 1-22-2004)

If any exhibits or attachments to an electronic document are filed conventionally pursuant to Sections D, E, and F above, a Notice of Exhibit Filing is required. Notice of Exhibit Filing forms are available on the District Court's web site (http://www.moed.uscourts.gov) and a sample form is at Appendix C. The Notice of Exhibit Filing must be filed electronically as the first attachment to the primary filing. A paper copy of the Notice of Exhibit Filing must be served and filed with the paper exhibits.

IV. DOCUMENTS FILED IN CRIMINAL CASES

Filings in criminal cases include standard forms for which case specific information is entered, documents created for signature by someone other than the filing attorney, documents submitted under seal, and documents signed by the defendant after arrest. In addition, throughout the post-indictment stage motions and pleadings are created electronically for filing in the case. The method and manner of filing in criminal cases will vary depending on the type of document being submitted. For each of the categories of

documents described below, the filing procedure indicated shall govern unless a judge orders otherwise:

A. DOCUMENTS SOUGHT TO BE FILED UNDER SEAL

Any document sought to be filed with the court under seal shall be filed in paper format. These documents will be received and retained by the court in paper format.

B. COMPLAINTS, INDICTMENTS AND INFORMATIONS

Complaints, indictments and informations will be filed by the government in paper format, and the court will scan them for permanent electronic storage. The paper filings will be retained in a master chronological file, but the electronic version shall serve as the official record. Documents accompanying a charging instrument, such as motions for detention, arrest warrants, entries of appearance and motions to seal may be filed in paper form, but those will be discarded after scanning by the court. The government shall provide courtesy copies of indictments to chambers.

C. INITIAL APPEARANCE DOCUMENTS

Documents created in connection with a defendant's initial appearance under Fed.R.Crim.P. 5 may be filed in paper form and will then be scanned by the court. The paper shall not be retained. A financial affidavit signed by the defendant shall be scanned and filed electronically and the paper version discarded.

D. WAIVERS OF DEFENDANT'S RIGHTS (Revised 4-12-2004)

Documents signed by the defendant that seek to waive any right of a defendant shall be filed with the court in paper form and shall bear the defendant's original signature. The clerk shall scan the document for filing and it may be discarded.

E. BOND DOCUMENTS

Bond orders and conditions of release shall be signed by the defendant in open court. Agreements to forfeit property requiring signatures of property owners shall be signed in paper form. All such documents containing original signatures shall be scanned by the court and filed in the case electronically. Paper documents may be discarded, except that the court may direct that attachments to bond documents such as deeds and tax records be retained in a chambers work file.

F. HEARING EXHIBITS

Parties offering affidavits or other documentary evidence at hearings before a United States Magistrate Judge shall submit only copies, which will be scanned for filing in electronic format. The admitted copies will be discarded. The offering party shall retain any document bearing the original signature. Exhibits that cannot be scanned shall be retained by the court.

G. OTHER DOCUMENTS

Any other document existing only in paper form in a criminal case shall be scanned and filed in the record electronically and may thereafter be discarded. Except as otherwise provided above, all documents filed in a criminal case shall be created and filed electronically unless otherwise ordered by a judge.

V. PUBLIC ACCESS TO THE SYSTEM DOCKET

A. PUBLIC ACCESS AT THE COURT

Access to the electronic docket and to documents filed in the System is available to the public at no charge at the Clerk's Office during regular business hours. Copies are available for a fee.

B. INTERNET ACCESS (Revised 1-5-2004)

Only PACER (Public Access to Court Electronic Records) subscribers have remote access to the System. Parties' initial access to a document filed electronically is free of charge. Parties are encouraged to download or print the filed document when it is initially accessed via the Notice of Electronic Filing generated by the System. If parties remotely access the document again, they will be charged a fee of seven cents per page, up to a maximum of $2.10 per document. Each attachment in CM/ECF is considered a separate document. Therefore the cap will apply separately to each attachment over 30 pages. The cap of $2.10 does not apply to transcripts of federal court proceedings.

UNITED STATES DISTRICT COURT- EASTERN DISTRICT OF MISSOURI

E-FILING REGISTRATION FORM

This form cannot be submitted electronically, but it can be filled out on-line. Complete either Part A or Part B of this form, print it, sign it, and present it to the Clerk's Office at the address below.

Name: _____

Firm: _____

Address: _____

_____

Phone: _____

Federal Bar Number: _____

Year of Birth (for use in login name): _____

PART A.

All of the information is required and must be supplied, including your original signature.

I request access to the District Court Electronic Filing System.

Primary e-mail address: _____

Secondary e-mail address: _____

E-mail software used: _____

☐ I have an existing PACER account.

☐ My firm has an existing PACER account.

****Note: A PACER account is necessary for viewing electronic documents****

☐ I CERTIFY THAT I AM A MEMBER IN GOOD STANDING OF THE BAR OF THIS COURT AND I AM FAMILIAR WITH THE ELECTRONIC FILING RULES OF THE EASTERN DISTRICT OF MISSOURI [local rules may be found at: **www.moed.uscourts.gov**].

☐ I AM A GOVERNMENT ATTORNEY EXEMPT FROM MEMBERSHIP PURSUANT TO LOCAL RULE 83-12.01 BUT I AM FAMILIAR WITH THE ELECTRONIC FILING RULES OF THE EASTERN DISTRICT OF MISSOURI.

☐ I HAVE FILED A MOTION FOR (OR HAVE BEEN GRANTED) ADMISSION PRO HAC VICE AND I AM FAMILIAR WITH THE ELECTRONIC FILING RULES OF THE EASTERN DISTRICT OF MISSOURI [local rules may be found at: **www.moed.uscourts.gov**].

By registering under this rule, attorneys consent to electronic service *by the court* of all documents, including orders and judgments. See Local Rule 5-2.12, Fed.R.Civ.P. 5, Fed.R.Civ.P. 77, and Fed.R.Crim.P. 49.

Attorney's signature: _____

****YOUR LOGIN AND PASSWORD WILL BE MAILED TO YOU UPON OUR PROCESSING OF THIS FORM****

Return this form ***via hand delivery or via mail*** to:

Clerk, U.S. District Court
E-Filing Registration
111 South Tenth Street, Rm. 3.300
St. Louis, MO 63102

Court Use Only

E-Filing Login Assigned: _____

E-Filing Password Assigned: _____

☐ Confirmation e-mail sent
☐ Attorney's e-mail record updated
☐ Copy of form mailed to attorney
☐ E-mail confirmed by attorney
☐ "You are registered" e-mail sent

PART B. ***APPLICATION FOR E-FILING EXEMPTION***

Pursuant to Local Rule 3-2.10, I hereby state that I do not have the technical capacity to file documents with the Court electronically at this time, and therefore ask for an exemption from electronic filing requirements. I will notify the Court when my circumstances change. I have submitted the CM/ECF requirements questionnaire to support my request for an E-Filing Exemption (questionnaire located on the court's website at www.moed.uscourts.gov).

Attorney's signature: _____ Date: _____

Print name: _____

(For Court Use Only)

☐ REQUEST IS DENIED _____ Date: _____

☐ REQUEST IS GRANTED _____ Date: _____

United States District Court
Eastern District of Missouri

www.moed.uscourts.gov
314-244-7900

CREDIT/DEBIT CARD AUTHORIZATION FORM

I hereby authorize the U.S. District Court for the Eastern District of Missouri to charge the card listed below for payment of fees which are incurred by the authorized users. I certify that I am authorized to sign this form on behalf of my law firm or corporation and/or that I am the person authorized to use this card. I understand that this information will be securely maintained by the Court. I also understand that when an initiating petition requiring a fee is received through the electronic court filing system, the Court will automatically charge the account number listed on the form.

☐ **New Applicant** ☐ **Renewal Applicant**

Cardholder Name *as it appears on card:* _____

Billing Address _____ City/State _____

Card Number: _____ Expiration Date: _____

Signature of Card Holder: _____ Date: _____

Type: ☐ Mastercard ☐ Visa ☐ Discover ☐ American Express ☐ Other _____

Additional names and signatures of individuals authorized to use account number listed above for payment of fees:

Print Name: Signature:

_____

_____

_____

Law Firm Name: _____
(If sole practitioner, type in your name)

Address: _____

Immediate Contact Number: _____ Alternate Contact Number: _____

This form will remain in effect until the expiration date is met or specifically revoked in writing. It is the cardholder's responsibility to submit a new form and notify the court of: (1) any changes to the registered attorney or employee, (2) a new expiration date when a credit card has been renewed, or (3) a card has been revoked, canceled, or stolen.

In the event the charge against the account is denied, you will be notified immediately to make payment in cash, money order or check. Any abuse of this privilege may result in your removal from the credit card program.

Submit this form, **with a photcopy of the front and back of the card to:**

Cashier
U.S. District Court - EDMO
111 South 10th Street, Rm 3.300
St. Louis, MO 63102

Note: Case related fees must have a credit card authorization form completed prior to the card being accepted as payment.

FOR COURT USE ONLY

Rec'd _____ Entered _____ Date Entered _____

APPENDIX C

S A M P L E F O R M A T

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI
EASTERN DIVISION

Plaintiff(s),	)	
vs.	)	Case No.
Defendant(s).	)	

NOTICE OF EXHIBIT FILING

Exhibit _____ to_____
(title of document)
will be filed with the Clerk's Office in paper format.

I certify that within 24 hours of the filing of this Notice, I will file and serve paper copies of the document identified above.

_____
Date

_____
Attorney for (Plaintiff or Defendant)

Federal Bar Number:_____

Address:_____

_____

_____

APPENDIX D

S A M P L E F O R M A T

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI

SAMPLE FORMAT - CERTIFICATE OF SERVICE

I hereby certify that on __(Date)_____, the foregoing was filed electronically with the Clerk of Court to be served by operation of the Court's electronic filing system upon the following: _____.

I hereby certify that on __(Date)_____, the foregoing was mailed by United States Postal Service to the following non-participants in Electronic Case Filing: _____.

_____
Attorney's Name and Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Law Firm Telephone Number

S A M P L E F O R M A T

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI
EASTERN DIVISION

_____,	)	
	)	
Plaintiff(s),	)	
	)	
vs.	)	**Case No.**
	)	
_____,	)	
	)	
Defendant(s).	)	

VERIFICATION OF SIGNED ORIGINAL DOCUMENT

Pursuant to Local Rule 11-2.11, __(Attorney for Plaintiff or Defendant)__ hereby attests to the existence of a paper copy of _____ bearing the original signature(s) of _____. The document was filed electronically on _____ with a blank signature line. Counsel will retain the paper copy bearing the original signature(s) during the pendency of the litigation including all possible appeals.

_____
Attorney for (Plaintiff or Defendant)
Federal Bar Number: _____
Address: _____
_____
_____

CERTIFICATE OF SERVICE

I hereby certify that on __(Date)_____, the foregoing was filed electronically with the Clerk of Court to be served by operation of the Court's electronic filing system upon the following:
_____.

I hereby certify that on __(Date)_____, the foregoing was mailed by United States Postal Service to the following non-participants in Electronic Case Filing:
_____.

_____
Attorney's Signature

S A M P L E F O R M A T

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI
EASTERN DIVISION

	)	
	)	
Plaintiff(s),	)	
	)	
vs.	)	Case No.
	)	
	)	
	)	
Defendant(s).	)	

NOTICE OF FILING DOCUMENT UNDER SEAL

[ ] Exhibit ____ to _____
(title of document)
will be filed with the Clerk's Office in paper format so that it may be placed under seal.

[ ] _____
(title of document)
will be filed with the Clerk's Office in paper format so that it may be placed under seal.

I certify that within 24 hours of the filing of this Notice, I will file and serve paper copies of the document identified above.

_____
Date

_____
Attorney for (Plaintiff or Defendant)

Federal Bar Number:_____

Address:_____

_____

_____