

United States District Court

District of South Dakota

Office of the Clerk
Room 128, Federal Building
400 S. Phillips Ave.
Sioux Falls, SD 57104-6851

Joseph Haas
Clerk of Court

Telephone
(605) 330-6600

MANDATORY ELECTRONIC FILING AND MANDATORY ELECTRONIC NOTICE

The United States District Court for the District of South Dakota utilizes an electronic files system known as CM/ECF. When the system was adopted the Court decided to make electronic notice and electronic filing voluntary. Attorneys could choose to file electronically or to file paper. Attorneys could choose to receive notice electronically or to receive notice in paper form. The Court has decided to make the use of the electronic functionality mandatory for attorneys who appear in cases in the United States District Court for South Dakota. The Court has established a system that allows individual lawyers to request exemption from this policy by filing requests in which they show good cause why they should be exempt from the requirement. You are receiving this notice because you are not presently receiving electronic notice from the Court.

MANDATORY ELECTRONIC NOTICE: The purpose of this notice is to inform you that effective January 1, 2010, the Court will require all counsel involved in cases to receive notice electronically. No paper notice will be mailed to lawyers participating in cases. In order to comply you must complete and submit an Attorney Registration Form. The Form can be found at our website at www.sdd.uscourts.gov under the CM-ECF tab. In order to access case documents you must also register for a PACER account. Information on establishing a PACER account is available through the PACER Service Center website at www.pacer.uscourts.gov.

MANDATORY ELECTRONIC FILING: Effective January 1, 2010, the Court will also require that documents filed by attorneys, except case initiating documents and documents filed under seal, be filed electronically. Electronic filing requires submission of the same Attorney Registration Form mentioned in the preceding paragraph. It also requires that you undergo electronic filing training. If you have not been trained you should submit the registration form and indicate that you want to attend a training session. We will then contact you to set up the training. If you have filed a registration form, been signed up to receive electronic notice and have opened a PACER account, you will be able to continue to file documents in paper form until you have completed training.

If you have any questions about this notice you can call me at the number shown above. You may also call Nancy Kohler or Matt Thelen at the same number.

Sincerely,

Joseph A. Haas
Clerk, U.S. District Court