

## TOP TEN CM/ECF TIPS

1. Have a CM/ECF e-filing question? Look for the answer in the CM/ECF User Manual and Administrative Procedures document on our website ([www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)).
2. If you still have an e-filing question, call and talk to a deputy clerk about how to do something BEFORE you electronically file a document in CM/ECF instead of calling afterwards to see if it was filed correctly.
3. The 2002 E-Government Act requires the following personal identifiers be redacted from documents filed in civil and criminal cases, including (1) Social Security numbers (SSN) and employer identification numbers (EIN); (2) names of minors; (3) dates of birth; and (4) financial account numbers. Home addresses must be redacted from documents filed in criminal cases only. If you redact personal identifiers pursuant to the 2002 E-Government Act and e-file the redacted document, you may bring an un-redacted version of the document to the Clerk's Office for filing under seal.
4. Choose the most specific event when filing a document. For example, when filing a response to a motion, choose the **Response to Motion** event rather than the more generic **Response** event.
5. Attachments to electronically filed documents must be attached separately and properly described. "Exhibit A - Letter from Jack Black" and "Exhibit 10 - Appraisal Report" are examples of properly described attachments. "Exhibit A" is not a proper description.
6. Link responses and replies back to the original motion to which they relate so they appear on the judge's Motions Report.
7. Make sure your scanned PDF documents have OCR functionally before e-filing them in CM/ECF so they can be searched for words and/or phrases and sections can be highlighted and/or copied.
8. [Fed. R. Civ. P. 26\(a\)\(1\) and \(2\)](#) materials and discovery materials, including depositions, interrogatories, requests for documents, requests for admissions, and the answers and responses thereto, should not be e-filed in CM/ECF, unless ordered to be filed by the court.
9. The signature line on an electronically filed document must contain either a facsimile signature or a "/s/" and the typed name of the person who electronically filed the document. It is never permissible for the filer to sign an e-filed document for another person by typing an "/s/" and the person's name on a signature line in the document. Manually filed documents must contain an actual ink signature.
10. To access a restricted document from a Notice of Electronic Filing (NEF) email, an authorized case participant must be logged into CM/ECF using the username and password for their PACER Service Center (PACER) account prior to clicking on the document number hyperlink contained in the NEF.