

Quick Reference Sheet: New Electronic Filing Requirements for Attorneys
Effective December 1, 2015

Civil Sealed Filings

- Motion to seal/proposed order
 - File electronically using the “Motion to Seal” event
 - Complete service conventionally on pro se parties and non-ECF users
 - Note: Motion to seal/proposed order accessible to the public
- Subsequent sealed filings
 - File separately using “Sealed Motion” or “Sealed Document” event
 - Cite authority for filing under seal when uploading sealed filings in CM/ECF
 - Note the “document/docket entry” of the sealed filing when uploading in CM/ECF
 - Complete service conventionally referencing the corresponding “docket entry” number
 - Call CM/ECF Help Desk (1-888-318-2260) if erroneously uploaded as a public document
 - Note: Sealed filings are not accessible to filing attorney via PACER
- If the entire civil case is sealed, file the complaint and subsequent documents conventionally
- Note: Criminal sealed documents must be filed conventionally
- See CM/ECF Administrative Procedures, Section 9, and Local Rule 5.4

Civil Ex Parte Filings

- File electronically using “Ex parte Document” or “Ex parte Motion” event
- Ex parte filings are restricted and not accessible via PACER unless otherwise directed by the Court
- Note of the “document/docket entry” when uploading in CM/ECF
- Complete service conventionally
- Note: Criminal ex parte filings must be filed conventionally
- See CM/ECF Administrative Procedures, Section 9, and Local Rule 5.4

Emergency Matters (Civil and Criminal)

- File electronically using the “Emergency Motion/Certificate of Emergency” event
- **Except:** if a criminal emergency is also sealed or ex parte, it must be filed conventionally
- Attach a signed Certification of Emergency to the motion
- Certify matter is a true emergency in CM/ECF
- Immediately call the CM/ECF Help Desk (1-888-318-2260) if filed during business hours
- See CM/ECF Administrative Procedures, Section 10, and Local Rule 7.1

Motion to Appear Pro Hac Vice (Civil and Criminal)

- Local counsel must file electronically using the “Motion to Appear Pro Hac Vice” event
- Filing fee must be paid via pay.gov when the motion is filed in CM/ECF
- See CM/ECF Administrative Procedures, Section 2B

Motion for Issuance of Warrant of Arrest in Rem

- File electronically using the “Motion for Issuance of Warrant in Rem” event
- If the matter is an emergency, file according to instructions for emergency matters
- Clerk’s Office will contact the filing party when certified copies are available for pickup (or mail)
- See Local Admiralty and Maritime Rule C(2)(c)