

NINE MONTHS TO IMPLEMENT CM/ECF – HENCE THE NAME . . .

THE BACK NINE



YOUR **CM/ECF** RESOURCE FOR
THE NORTHERN DISTRICT OF OKLAHOMA

Message from the CM/ECF Project Team

Legal practitioners in the Northern District are familiar with the name CM/ECF and have a general idea of what to expect this spring. Accordingly, we thought it would be appropriate at this time to clarify some of the catch-

phrases you hear regarding CM/ECF, and dispel any myths and misconceptions surrounding how the new system will work. Below we have highlighted four common beliefs and the facts behind these phrases.



Bob E. Filer* says, "Don't get gobbled up by paper files—use CM/ECF!"

CM/ECF

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www.oknd.uscourts.gov

*Bob E. Filer is the Official
2003-2004 Computer Spokes-
model for CM/ECF

#1 "You Can File from Any Computer"

Although you can electronically file your case documents from any computer, there are a few caveats:

- The computer must have Internet access in order to send your document to the court.
- If your document is not in PDF format, then your computer will need software installed on it to convert your document to PDF format before transmitting it.
- You will need to have a computer account set up at the court to which you intend to send your document.

These prerequisites are all you need to e-file on any computer!

#2 The Clerk's Office Won't Exist After CM/ECF—It Will be "Virtual"

There will still be reasons one might visit the Clerk's office after CM/ECF is in effect:

- Pleadings with associated fees will be filed and paid for at the Clerk's office.
- Sealed pleadings will be filed on paper—not electronically.
- Public terminals will continue to be available for researching and printing documents.
- Card catalog searches for a name on an old case can still be done.
- Searches and copywork requests are still an option.

Electronic filing will dramatically decrease the foot traffic at the Clerk's office, but we will still be here to assist you. Also remember, the Clerk's office is only a phone call away if questions about CM/ECF, or general filing arise.

*A young lawyer was headed to trial,
And needed to learn to E-file
To training went he
Because it was free
Now he says "ECF," with a smile*

#3 The Clerk's Office Will Review Documents Before They are Sent to All Parties

This one is very important! The clerk's office will receive the documents and do "quality control" **after** the electronic filing has occurred. When you click the button to electronically file your document, it is instantly sent to those parties signed up for email notification, and becomes part of the public record for that case. Therefore, if something was accidentally attached to your document (e.g. a grocery list), then everyone received it and it is public record for all to review. So, extra caution will be a good practice. Check those PDF files one last time before you send them.

#4 Instant Notification to "ALL" Parties Means Never Having to Serve Filed Documents on Anyone Again

Well, not exactly. When you electronically file your document, you receive a Notice of Electronic Filing. At the bottom of the notice it lists who received the document electronically and who did not. For anyone listed under "Notice will not be electronically mailed to", the attorney will still be responsible for serving them.

Bob E. Filer's Top 9 List *Reasons to be Thankful for CM/ECF . . .*

9. 24-hour filing
8. filing anywhere
7. saving paper
6. online training 24 hours a day
5. saving postage/no more post office lines
4. instant confirmation that your file was received by the Clerk's office
3. complimentary hands-on training
2. no more metal detectors
1. opposing counsel can't say they didn't receive notification