

## CM/ECF Data Quality Checklist

- Is the document complete and legible?
- Is the document signed correctly?
- Is the Certificate of Service attached and does it correctly reflect service?
- Are you using the correct event?
- Are you using the correct case number?
- Is the correct PDF attached?
- Have links been made, if appropriate?
- If an order is required, has it been emailed in WordPerfect format to the CM-ECF Intake box?