



# CM/ECF ADMINISTRATIVE GUIDE OF POLICIES & PROCEDURES

## TABLE OF CONTENTS

I.	INTRODUCTION	2
II.	GENERAL POLICIES	2
III.	ELIGIBILITY	3
IV.	REGISTRATION	3
V.	CHANGE OF CONTACT INFORMATION	4
VI.	PASSWORDS	4
VII.	CONVENTIONAL FILING OF DOCUMENTS	5
VIII.	GENERAL RULES OF SERVICE	5
IX.	TITLES OF DOCUMENTS	6
X.	ALTERATION OF DOCUMENTS CONVERTED TO PDF	6
XI.	REDACTION	7
XII.	SIGNATURES	8
XIII.	EXHIBITS, ATTACHMENTS & APPENDICES	9
XIV.	PROPOSED DOCUMENTS	10
XV.	COURT ORDERS	10
XVI.	PUBLIC ACCESS	11
XVII.	FEES	12
XVIII.	FILE SIZE LIMITATIONS	12
XIX.	FILING ERRORS	12
XX.	REFUND OF ELECTRONICALLY PAID FEES	13
XXI.	E-FILING A NEW CASE (CIVIL AND MISCELLANEOUS)	14
XXII.	TECHNICAL FAILURES	14
XXIII.	SUPPORT	15
XXIV.	MODIFICATIONS AND AMENDMENTS OF ECF SYSTEM PROCEDURES	15

## **I. INTRODUCTION**

It is the policy of the United States District Court for the Northern District of Oklahoma to require attorneys and other permitted registrants to file papers with the Court electronically over the Internet, except as may be stated in this Guide. Parties will be able to view docket sheets and most documents electronically through the Public Access to Electronic Court Records (PACER) system, regardless of their participation in the Case Management and Electronic Case Filing (CM/ECF) system. LCvR5.1 and LCrR49.3 authorize electronic case filing in accordance with Fed. R. Civ. P. 5(d)(3) and Fed. R. Crim. P. 49(e). The following policies and procedures govern electronic filing in this District unless, due to circumstances in a particular case, the assigned judge determines that these policies and procedures should be modified.

## **II. GENERAL POLICIES**

- A. Electronic filing through CM/ECF is mandatory unless otherwise permitted within this Guide or authorized by the assigned judge.
- B. Electronic transmission of a document to the CM/ECF system consistent with this Guide, together with the transmission of a Notice of Electronic Filing (NEF) from the Court (with the exception of sealed documents for which an NEF is not transmitted), constitutes filing of the document for all purposes of the Federal Rules of Procedure and the Local Rules of this Court, and constitutes entry of the document on the docket kept by the Clerk under Fed.R.Civ.P. 58 and 79 and Fed.R.Crim.P. 55. Emailing a document to the Clerk's Office shall not constitute "filing" of the document.
- C. When a document has either been filed electronically or filed conventionally and imaged by the Court, the official record is the electronic recording of the document as stored by the Court, and the filing party is bound by the document as filed. A document filed electronically is deemed filed at the date and time stated on the Notice of Electronic Filing from the Court.
- D. Filing a document electronically does not alter the filing deadline for that document. CM/ECF registrants may file documents 24 hours a day, seven days a week. Filing must be completed before midnight Central Standard Time (CST) to be considered filed that day. If the assigned judge has ordered the document to be filed by a time certain, it must be filed by that time.

### III. ELIGIBILITY

- A. **Attorneys.** Attorneys admitted to the bar of this Court, including those admitted pro hac vice and those authorized to represent the United States, must register as CM/ECF Users. The Court will issue Passwords only to attorneys in good standing. If an attorney is already a registered CM/ECF User in another district, this Court still requires a unique local account, specific to this Court, and the attorney must register for the account in accordance with this Guide.
- B. **Pro Se.** As a matter of routine practice, approved litigants proceeding pro se will not be authorized to file electronically. If the Court permits, a pro se party may register as a CM/ECF User solely for purposes of the action. If, during the course of the action, the party retains an attorney who appears on the party's behalf, the attorney must advise the Clerk to terminate the party's registration as a CM/ECF User upon the attorney's appearance.

### IV. REGISTRATION

- A. Registration shall be on a form prescribed by the Clerk. The CM/ECF Registration Form AT-07 is available as a fillable form on the Court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov). **Note:** The registrant may request assignment of the User Login utilized in another federal court, but a random Password will still be assigned. Signed, original CM/ECF Registration Forms may be mailed, faxed, emailed, or delivered to the Clerk's Office.
- B. Registration as a CM/ECF User constitutes consent to electronic service of all documents as provided in this Guide, in accordance with the Federal Rules of Procedure. The primary email address in CM/ECF will be the address required by Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49 for service. With the exception of sealed e-filing, transmission through the CM/ECF system to that email address of a Notice of Electronic Filing will constitute service. The registrant may also provide two (2) secondary email addresses to which courtesy copies of CM/ECF notices will be sent. To confirm that the Clerk has correctly entered a registrant's email address in the CM/ECF system, the Clerk will send the registrant an email message.

## V. CHANGE OF CONTACT INFORMATION

If any of the information listed on the original CM/ECF Registration Form AT-07 changes, you have the following options for updating your information:

- A. Complete and sign an official CM/ECF Information Update Form AT-08, available as a fillable form on the Court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov). Return the CM/ECF Information Update Form in the same manner as the CM/ECF Registration Form.
- B. Update your personal information using the CM/ECF Utilities menu. (Changes to law firm information cannot be updated by the User through CM/ECF).

**Note:** Users are still required to file and serve a notice of the change in each of their active cases, if appropriate.

## VI. PASSWORDS

- A. Once registration is completed, the CM/ECF User will receive notification of the User Login and Password by regular, first-class mail.
- B. After receiving the User Login and Password from the Court, the registrant may begin filing papers electronically and may change his or her Password using the CM/ECF Utilities menu.
- C. The combination of the User Login and Password will serve as the registrant's official signature for purposes of the Federal Rules of Procedure and any applicable statute or regulation of the United States.
- D. No registrant shall permit the User Login and Password to be utilized by anyone other than persons specifically authorized by the registrant. Once registered, the registrant is responsible and accountable for all documents filed with that User Login and Password.
- E. Users agree to protect the security of their Passwords and immediately notify the Clerk if they learn that their Password has been compromised. If a Password is believed to be compromised, the registrant must immediately notify the Clerk's Office by telephone at 918-699-4844, toll free at 866-213-1957, or by email at [CM-ECFIntake\\_OKND@oknd.uscourts.gov](mailto:CM-ECFIntake_OKND@oknd.uscourts.gov) and change the Password immediately using the CM/ECF Utilities menu.

## VII. CONVENTIONAL FILING OF DOCUMENTS

- A. The Court still requires some types of documents to be filed conventionally (in paper). The Court will keep the paper copy of any imaged document that was filed conventionally for a short period of time to ensure the scanned image is legible.
- B. The following documents are typically filed conventionally and then scanned by the Court:
  - 1. Initiating documents in criminal and magistrate cases.
  - 2. Documents filed by pro se litigants and other non-CM/ECF Users.
  - 3. Documents filed in sealed cases (no public access to the case or the documents).
  - 4. Other filings approved by the assigned judge to be filed conventionally.
- C. The following documents are typically filed conventionally, not imaged, but maintained in paper format by the Court:
  - 1. Original state court records and transcripts in capital (death penalty) habeas matters.
  - 2. Items that cannot be converted to Portable Document Format (PDF) (e.g., video tapes, CDs, DVDs, blueprints, etc.)

## VIII. GENERAL RULES OF SERVICE

- A. The Notice of Electronic Filing (NEF) that is automatically generated by the Court's Electronic Filing System constitutes service of the filed document on CM/ECF Users (with the exception of sealed e-filing).
- B. The e-filer **must** manually serve parties and/or attorneys who are not CM/ECF Users with a copy of any document filed electronically in accordance with the Federal Rules of Procedure and the Local Rules.
- C. The e-filer **must** manually serve sealed documents since CM/ECF will not allow public access to sealed documents.
- D. A Certificate of Service **must** be included with all documents filed, indicating how service for each party was accomplished (through the NEF or by manual service, such as mail, hand delivery, etc.). The Certificate of Service Form CV-10 is available on the Court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).
- E. Counsel may serve by email any electronically filed document that requires manual service, if the recipient has consented to such service in writing.

- F. NEFs/Court Orders will continue to be transmitted to an attorney whose party has been terminated in a case until that attorney notifies the Clerk's Office to stop such service or the attorney has been withdrawn or substituted by court order.

## IX. TITLES OF DOCUMENTS

- A. To the extent possible when creating a document to be filed, the party should use the correct title that matches one of the CM/ECF event titles prescribed by the Court. The CM/ECF event categories and titles are contained in the CM/ECF Event Lists, which can be found on the Court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).
- B. Do not file a document that contains multiple CM/ECF events (e.g., Answer and Counterclaim, Motion and Response, Witness and Exhibit List, etc.). Each event should be filed as a separate document. You may file a document using an event that has multiple parts, such as multiple motions, multiple responses, etc.

## X. ALTERATION OF DOCUMENTS CONVERTED TO PDF

- A. Portable document format (PDF) software, including Adobe Acrobat, should be used to convert documents to the proper format for e-filing, but not to alter them otherwise. After a document has been converted to electronic format for the purpose of filing in CM/ECF, the document should not be altered in any way (e.g., document stamps or highlights to text) using PDF software functionality. Any exceptions to this policy are explicitly stated within this Guide.
- B. **Hyperlinks.** Hyperlinks are allowed in documents filed with the Court **only** for the purpose of providing a convenient mechanism for accessing material cited in the document.
  1. The judiciary does not exercise any responsibility over the content at its destination.
  2. Because the availability and location of the information on the internet is still highly volatile, the functioning of a hyperlink reference is not guaranteed.
  3. The hyperlink reference is extraneous to any filed document and is not part of the Court's record.
  4. In order to preserve the integrity of the Court's record, e-filers wishing to insert hyperlinks in court filings should continue to use the traditional citation method for the cited authority, in addition to the hyperlink.

5. Pursuant to General Order 05-11, hyperlinks are only permissible for legal references and citations and are not to include advertisements. The Court Clerk is directed to strike any document which contains an inappropriate hyperlink.

## XI. REDACTION

1. Local Civil Rule 5.3 and Local Criminal Rule 49.1.1 require filers to omit or, where inclusion is necessary, partially redact personal data identifiers from all filed documents and exhibits, unless otherwise ordered.
2. **Unredacted Documents.** Without requiring a specific court order, a party filing a redacted document may, at the same time, file under seal one of the following:
  - a. a document containing the unredacted personal data identifiers, using the civil or criminal event, “Sealed Unredacted Version per Local Rule 5.3(b).”
  - b. a reference list, using the civil or criminal event, “Sealed Reference List per Local Rule 5.3(b).”

Said document must be marked, underneath the case number, “SEALED UNREDACTED VERSION” or “SEALED REFERENCE LIST.”

3. **Responsibility to Redact.** The responsibility for redacting personal data identifiers rests solely with counsel and the parties. The Clerk will not routinely review documents for compliance with this rule, seal documents containing personal data identifiers, or redact documents.
4. **Transcript Policy.** Per Judicial Conference Policy, the Court follows specific guidelines related to redaction and availability of transcripts of official court proceedings. The Court’s transcript policy is available on the Court’s website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).

## XII. SIGNATURES

### A. E-filer Signature

1. The User Login and Password required to submit documents to the Electronic Filing System serve as the CM/ECF User's signature on all documents electronically filed with the Court. They also serve as a signature for purposes of the Federal Rules of Procedure, the Local Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court.
2. Electronically filed documents must include a signature block containing the name of the CM/ECF User under whose Login and Password the document is submitted, which must be preceded by an "s/," and typed in the space where the signature would otherwise appear. See the following examples for the proper format:

s/ Lawyer Name

Lawyer Name

[State abbrev.] Bar Number: xxxx (e.g. OK Bar Number: 12345)

Attorney for (Plaintiff/Defendant)

ABC Law Firm

xxx South Street

Tulsa, OK 74103

Telephone: (918) xxx-xxxx

s/Pro Se Party Name

Pro Se Party Name

xxx South Street

Tulsa, OK 74103

Telephone: (918) xxx-xxxx

### B. Non-Filing Attorney or Non-Filing Pro Se Party Signature

The e-filer is responsible for maintaining a record (including signed, original paperwork, if any) of when and how permission was obtained to file on behalf of non-filing attorney(s) and/or non-filing pro se party(ies) until all appeals have been exhausted or the time for seeking appellate review has expired.

### C. Non-User Signature

Documents that are required to be signed by persons who are not counsel of record (e.g., verified pleadings, contracts, affidavits, etc.) should be submitted in electronic format in any of the following ways, so long as the e-filer has and maintains the signed original until all appeals have been exhausted or the time for seeking appellate review has expired:

1. An electronic version of the document bearing “s/ (name)” can be filed along with a statement that the e-filer has the signed original, for example:

s/ Plaintiff Smith\*

*\*I certify that I have the signed original of this document, which is available for inspection at any time by the Court or a party to this action.*

s/ E-filer Name

2. An electronic version of the document bearing “s/ (name)” can be filed with a scanned image of the signature page as an attachment.
  3. If the document containing original signatures is not digitally available, it may be scanned and filed electronically.
- D. “s/(name)” is not a valid signature for documents filed conventionally.
- E. Anyone who disputes the authenticity of any signature must file an objection to the document within 14 days of the filing of the document.

## XIII. EXHIBITS, ATTACHMENTS & APPENDICES

- A. CM/ECF Users must submit in electronic form all documents referenced as exhibits or attachments unless the Court permits conventional filing. Exhibits, attachments, and appendices should be filed as attachments to the referenced document whenever possible, rather than as separate filings, and shall be clearly labeled with the appropriate exhibit number.
- B. Exhibits, attachments and appendices may be filed as individual attachments (e.g., Exhibit 1, Exhibit 2, etc.) or combined in one attachment (e.g., Exhibit 1-5, Attachments 1-8, etc.) as long as the 20 MB (megabytes) file size limitation is observed.
- C. Documents previously e-filed with this court in the subject case are not to be attached. You should reference the document number of the previously filed document(s) without attaching them.

- D. If a CM/ECF User chooses to attach documents previously filed with this court, only those excerpts of the referenced documents that are pertinent to the matter under consideration by the Court should be submitted. Excerpted material must be clearly and prominently identified as such. CM/ECF Users who file excerpts of documents as exhibits or attachments under this rule do so without prejudice to their right to timely file additional excerpts or the complete document.
- E. Responding parties may timely file additional excerpts or the complete document that they believe are directly germane.
- F. The Court may require parties to file additional excerpts or the complete document.

#### **XIV. PROPOSED DOCUMENTS**

*(Note:* The term “proposed documents” in this section includes proposed orders, proposed judgments, and proposed documents to be issued by the Court.)

- A. All proposed documents shall be emailed to the Court Clerk via the designated mailbox at [CM-ECFIntake\\_OKND@oknd.uscourts.gov](mailto:CM-ECFIntake_OKND@oknd.uscourts.gov) or through CM/ECF using the Civil or Criminal Proposed Order feature. Do not file proposed documents as an attachment to a document.
- B. All proposed documents must refer to the docket number of the motion, if applicable.
- C. All proposed documents shall be in a format compatible with WordPerfect or Microsoft Word, which is a “Save As” option in most word processing software. Proposed orders in PDF will not be accepted.

#### **XV. COURT ORDERS**

- A. All court orders shall be filed in electronic form. This will constitute entry on the docket kept by the Clerk under Fed.R.Civ.P. 58 and 79 and Fed.R.Crim.P. 55.
- B. Any order or other court-issued document filed electronically without the original signature of a judge or the Clerk has the same force and effect as if a judge or the Clerk had signed a paper copy of the order and it had been entered on the docket in a conventional manner.
- C. Orders may also be issued as “text-only” entries on the docket, without an attached document. Such orders are official and binding.
- D. When the Clerk mails a copy of an electronically filed order to a party who is not a registered participant of the CM/ECF system, to provide the recipient with proof of filing, the order will include a header at the top of the page, which lists the case number, document number, and date filed.

## XVI. PUBLIC ACCESS

- A. Electronic access by the public to the electronic docket and documents filed in the CM/ECF system is available at no charge at the Clerk's Office during regular business hours. A copy fee for an electronic reproduction is required in accordance with 28 U.S.C. §1914.
- B. Remote electronic access to the CM/ECF system is limited to subscribers to the Public Access to Court Electronic Records (PACER) system, available at [www.pacer.gov](http://www.pacer.gov). The CM/ECF system is routinely available 24 hours a day, 7 days a week.
- C. Regarding access to social security and immigration cases:
  - 1. Internet access to most individual documents will be limited to the case participants.
  - 2. Judgments, orders, and opinions filed 12/01/2007 or after can be viewed by the general public via PACER.
  - 3. The full record is available at the public access terminals located in the Clerk's Office for non-parties and parties.
  - 4. This public access policy is based on Fed.R.Civ.P. 5.2(c).
- D. Regarding access to administrative records:
  - 1. Internet access through PACER to administrative records is available to the case participants.
  - 2. For non-parties, administrative records are available for viewing and printing only at the public access terminals located in the Clerk's Office.
- E. Regarding access to transcripts:
  - 1. If a redacted transcript is filed with the Court, that redacted transcript will be electronically available through PACER approximately, but no less than, ninety (90) calendar days from the date of filing of the original transcript and the original transcript will never be made electronically publicly available.
  - 2. If not redacted, the original transcript will be electronically available through PACER approximately, but no less than, ninety (90) calendar days after its filing.
- F. Docket entries and documents in sealed cases and sealed documents in public cases cannot be viewed.

## XVII. FEES

The Judicial Conference of the United States has ruled that a user fee will be charged for remotely accessing case information, such as filed documents and docket sheets. Such fees do not apply to the initial viewing of a document served via a Notice of Electronic Filing (NEF).

## XVIII. FILE SIZE LIMITATIONS

The CM/ECF system automatically rejects PDFs that are greater than 20 MB (megabytes); therefore, documents that exceed 20 MB must be split into smaller PDF files, each less than 20 MB. The additional parts may be filed as attachments to the main document. Although the Court has no maximum limit for the total file size of a docket entry, the total file size may be limited by the upload speed of your internet connection. As the total file size increases, the time it takes to upload the files also increases. **Note:** When determining file size, please remember that 1000 KB (kilobytes) = 1 MB.

## XIX. FILING ERRORS

- A. Once a document is submitted and becomes part of the case, the CM/ECF system will not permit the e-filer to change the document or the docket entry.
- B. E-filers should make every effort to ensure that they do not file a document other than the one intended to be filed, that it is filed in the correct case, and that it does not contain information that should have been redacted or filed under seal.
- C. The Clerk's Office should be immediately notified of any mistakes by telephone at 918-699-4844 or by email at [CM-ECFIntake\\_OKND@oknd.uscourts.gov](mailto:CM-ECFIntake_OKND@oknd.uscourts.gov). The notifier should provide the Clerk's Office with the case number, docket number, and a description of the erroneous entry. The e-filer may file a motion to withdraw, but should not file a replacement document unless directed to do so.

## XX. REFUND OF ELECTRONICALLY PAID FEES

- A. **Background.** The Judicial Conference generally prohibits refunds of fees due upon filing even if a party filed the case in error or the court dismissed the case or proceeding. This policy remains in effect. However, the Judicial Conference allows limited refund authority related specifically to electronic payments and has provided guidance to the courts in addressing such errors.
- B. The authority to approve a refund has been delegated by the Court to the Court Clerk. The Court will refund a fee paid electronically by a CM/ECF User when the CM/ECF User has used CM/ECF to pay by credit card or Automated Clearing House (ACH) payment and the fee was paid erroneously in the following situations:
  - 1. A fee payment was erroneously submitted two or more times related to the submission of a single document.
  - 2. A fee was paid when no fee was due (i.e., when no document was attached to a submission, or the submission did not require payment of a fee).
- C. Requests for refunds should be made as follows:
  - 1. Requests for a refund of a credit card payment should be made to the U.S.D.C. Court Clerk in letter form.
  - 2. Requests for a refund of an ACH payment should be made by filing a motion in CM/ECF using the civil or criminal motion event "Refund of Fees Paid Electronically."
- D. Credit Card refunds will only be issued to the credit card that was originally charged.
- E. If a CM/ECF User makes an erroneous filing for which a fee payment was submitted, but the fee has not yet been fully processed, the Court may correct the erroneous filing administratively and void the payment without the need to file a motion.
- F. If a CM/ECF User or CM/ECF Users from the same firm continue to make repeated mistakes when submitting fees electronically, the Court may consider remedial action, such as issuing an order to show cause why further requests for refunds should be considered.

## XXI. E-FILING A NEW CASE (CIVIL AND MISCELLANEOUS)

- A. Attorneys may choose to file new cases electronically by following the appropriate event filing instructions which are located on the Court's website. To access the instructions, go to [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov) > **CM/ECF Information** tab > **Filing Instructions – Civil**. New case instructions are listed under the **Initial Type Documents** category.
- B. After receiving a party's new case email containing the appropriate new case documents, the Clerk's Office will set up a case shell which includes assignment of a case number and a judge. The Clerk's Office will attempt to set up the case shell by the end of the following business day. After such setup, an email will be sent by the Clerk's Office to the original email sender who shall file the new case documents within three (3) business days and electronically pay any appropriate filing fee using CM/ECF.
- C. The official file date for the case and the new case documents will be the date on which your new case documents are e-filed by you into CM/ECF in the case and NOT on the date which the new case documents were emailed to the Clerk's Office or on the date that the case shell was set up.
- D. If the case is resolved during the filing process for any reason, the party must still complete the filing process, pay any filing fee due, and may dismiss the case immediately thereafter. If the party fails to file the new case documents within three (3) business days, the Clerk shall file the documents and notify the party of any filing fee that is due. In all instances, the filing date will be the actual date the new case documents are e-filed into CM/ECF.
- E. If the case is later re-filed for any reason and assigned a new case number, the filing party shall file a notice of related case advising of the earlier filing and dismissal.
- F. These policies are implemented to maintain the integrity of random case assignment and to enhance compliance with judiciary auditing procedures.
- G. If you have a statute of limitations issue/problem with this case, contact our CM/ECF Help Desk at 918-699-4844 or toll free at 866-213-1957 during regular business hours (8:30 a.m. - 4:30 p.m., Monday - Friday) and refer to General Order 11-01 for further information.

## XXII. TECHNICAL FAILURES

- A. **Court's CM/ECF System.** A technical failure exists when the CM/ECF system is unable to accept filings continuously or intermittently over the course of any period of time greater than two (2) hours after 12:00 p.m. that day. (**Note:** A file-size limitation failure is not considered a technical failure.) Check the Court's website for postings regarding any CM/ECF system outages or downtimes.

Should a filing be made untimely as the result of a technical failure of the Court's CM/ECF system, the e-filer may seek appropriate relief from the assigned judge.

- B. **E-filer's System.** Problems on the e-filer's end, such as phone line problems, problems with the filer's Internet Service Provider (ISP), or hardware or software problems, will not constitute a technical failure under this policy or excuse an untimely filing. Upon a showing of good cause, the assigned judge may grant appropriate relief for an untimely filing. E-filers may, during regular business hours, scan and e-file their document from the public scanning terminal located in the Clerk's Office.

### XXIII. SUPPORT

- A. For technical problems you should first contact the Pacer Service Center at 800-676-6856.
- B. If the Pacer Service Center is unable to provide the information needed, contact the Clerk's Office CM/ECF help desk line at 918-699-4844 or toll free at 866-213-1957 during regular business hours (8:30 a.m. - 4:30 p.m., Monday - Friday CST).

### XXIV. MODIFICATIONS AND AMENDMENTS OF ECF SYSTEM PROCEDURES

In specific cases, the assigned judge may modify the policies and procedures contained in this Guide, without prior notice, if deemed appropriate. The Court may also amend this Guide at any time without prior notice. Modifications and amendments to CM/ECF system procedures will be posted on the Court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).

## REVISION HISTORY

Date	Description
9/17/2012	Sec. XIV: Edited Note to clarify what the term "Proposed Documents" refers to in the Guide
9/17/2012	Sec. XIV.A: Edited to add that proposed documents can be submitted also through CM/ECF using the Proposed Order feature.
11/06/2012	Multiple instances throughout document of changing "ECF" to "CM/ECF"
11/06/2012	Multiple instances throughout document of changing "Filer," "filing attorney," "attorneys," etc., to "E-filer"
11/06/2012	Sec. V.A: Removed the word "Attorney" from the form name
11/06/2012	Sec. V.B: Changed "firm" to "law firm"
11/06/2012	Sec. VII.C: Added "Capital (Death Penalty)" for clarification
11/06/2012	Sec. VIII.A: Split into A and B, which changed B-F to C-G
11/06/2012	Sec. VIII.B: Added "The e-filer must manually serve" to the first sentence for clarification.
11/06/2012	Sec. XII: Reworded A.2. for clarification and added a Pro Se signature example. In section B, changed wording to include "Non-Filing Pro Se Party."
11/06/2012	Sec. XIII: Changed file size limitation reference from 5 to 20 mb and removed note regarding total filing size.
11/06/2012	Sec. XIV A.: Changed "Clerk" to "Court Clerk"
11/06/2012	Sec. XVIII: Reworded entire section and changed reference to total filing size from 5 to 20 mb.
11/06/2012	Sec. XX B.: Added ACH as a payment option.
11/06/2012	Sec. XX C.: Split into C.1 and C. 2 to include info. regarding refund requests for ACH Payments
11/06/2012	Sec. XX D.: Changed "Refunds" to "Credit Card Refunds" for clarification.
11/06/2012	Sec. XXI A.: Added sentence regarding timeline for setting up case shells.
01/28/2013	No content changes, but converted Guide from WP to MSWord.
12/01/2016	Sec. I: Changed "as may be stated in these policies" to "as may be stated in this Guide"
12/01/2016	Sec. II B: Changed to "Federal Rules of Procedure" (removed the word Civil). Added "and Fed.R.Crim.P. 55"
12/01/2016	Sec. II D: Changed "paper" to "document." Removed words in bold: "pleading or other document."
12/01/2016	Sec. IV B: Removed words in bold: "any pleading or other document." Changed to "Federal Rules of Procedure" (removed the word Civil). Changed "these rules" to "this Guide."
12/01/2016	Sec. VII BC: Added word in bold: Items that cannot be converted to Portable Document Format (PDF) (e.g., video tapes, CDs, DVDs, blueprints, etc.)
12/01/2016	Sec. VIII B: Changed to "Federal Rules of Procedure" (removed the word Civil).
12/01/2016	Sec. VIII B: Updated form number from AT-02 to CV-10.
12/01/2016	Sec. VIII G: Removed per Federal Rule amendments effective 12/02/2016
12/01/2016	Sec. IX B. Removed "see General Order 07-16 for exceptions"

12/01/2016	Sec. X: Changed “pleadings” to “documents” in section title and multiple places in body of section.
12/01/2016	Sec. X A.: changed “Any exceptions to this guideline are explicitly stated within these policies and procedures.” to “Any exceptions to this policy are explicitly stated within this Guide.”
12/01/2016	Sec. XI 1. Added words shown in bold: Local Civil Rule 5.3 and Local Criminal Rule 49.1.1 Changed “pleadings, papers” to “documents.”
12/01/2016	Sec. XI 2. Reworded and added reference to using the “Sealed Unredacted Version per Local Rule 5.3(b)” event or “Sealed Reference List per Local Rule 5.3(b)” event. Also, added the following words shown in bold: “SEALED UNREDACTED VERSION” or “SEALED REFERENCE LIST”
12/01/2016	Sec. XII A. 1.: Removed word shown in bold: “Federal Rules of Civil Procedure”
12/01/2016	Sec. XII E.: Changed “within ten (10) days of service” to “within 14 days of the filing of the document.” Removed words in bold: “pleading or other document.”
12/01/2016	Sec. XIII A.: Changed “pleading” to “document”
12/01/2016	Sec. XIII C.: Changed “should not be routinely” to “are not to be.”
12/01/2016	Sec. XV A.: Added “and Fed.R.Crim.P. 55”
12/01/2016	Sec XIX. A. and B. changed “pleading or other paper” to “document”
12/01/2016	Sec. XIV C.: Added Microsoft Word
12/01/2016	Sec. XVI B.: Added “available at <a href="http://www.pacer.gov">www.pacer.gov</a> .”
12/01/2016	Sec. XVI C.: Reworded section. Old wording: Regarding access to social security and immigration cases: <ol style="list-style-type: none"> <li>1. Internet access to most individual documents will be limited to the case participants.</li> <li>2. Judgments, orders, and opinions filed 12/01/2007 or after can be viewed by the general public via PACER.</li> <li>3. This public access policy is based on Judicial Conference Committee recommendations.</li> <li>4. Docket sheets, as well as other documents on file at the Clerk’s Office, are available at the public access terminals located in the Clerk’s Office for non-parties and parties.</li> </ol>
12/01/2016	Sec. XVI E.: Divided into parts 1 and 2 for readability. Changed “after ninety (90) calendar days” to “approximately, but no less than, ninety (90) calendar days.” Also, removed two instances of the word shown in bold: “remotely electronically available.” Also, changed “remotely publicly available” to “electronically publicly available.”
12/01/2016	Sec. XXI A.: clarified how to find CM/ECF instructions. Also, split into A and B. So the old A-F is now A-G. <b>B: Removed/replaced words in bold.</b> “the Clerk’s Office will set up a case shell which includes <b>random</b> case <b>assignment to</b> a judge. . . After such <b>assignment</b> , an email will be sent by the Clerk’s Office to the original email sender who shall file the new case documents within <b>seven (7) calendar days</b> . . . “ <b>C. Added words in bold:</b> The official file date for the <b>case and the</b> new case documents will. . . emailed to the Clerk’s Office <b>or on the date that the case shell was set up.</b> <b>D. Changed “seven (7) calendar days” to “three (3) business days.”</b>

<b>12/01/2016</b>	<b>Sec. XXIII B.: Added "CST" to clarify office hours based on Central Standard Time.</b>
<b>12/01/2016</b>	<b>Sec. XXIV Reworded first sentence for clarity.</b>
<b>12/01/2016</b>	<b>Cleaned up minor errors in grammar, punctuation, etc. Also made other non-substantive changes to text.</b>