

ATTORNEY FILING FORUM



Presented by the U.S. District Court for the District of New Jersey

Hon. Jerome B. Simandle, Chief Judge
William T. Walsh, Clerk of Court

New Jersey Law Center
June 28, 2012

CM/ECF v. PACER

- **CM/ECF** - Case Management/Electronic Case Files - filing of documents.



- **PACER** - Public Access to Court Electronic Records - view, print and download documents.



Page Limitations and Scanning

The ECF system will not accept PDF documents larger than 7MB.

- 1024KB equals 1MB.
- If a document is more than 7MB, then it will need to be divided into two or more files, with each file being 7MB or less.
- Documents created with a word processing program such as Word Perfect or Microsoft Word and correctly converted or published to PDF will generally be smaller than a scanned document.
- A 200-250 page document published to a PDF file from WordPerfect or Microsoft Word will most likely equal 7MB.
- A 175-200 page document scanned to PDF will most likely equal 7MB.

Software/Scanner settings:

- Black and White
- Basic Font Sets (No Embedded Fonts)
- If using a scanner, 400dpi.

Attorney Signatures

- An electronically filed document should include a signature line with “s/”.

i.e. s/ John Doe

- When a document requires the signatures of more than one party, the “s/” block can be substituted for the signatures of ECF Filing Users.
- A document requiring the signature of a non-attorney must be filed electronically by (1) submitting a scanned document containing all necessary signatures; or (2) in any other manner approved by the Court.

REQUIREMENTS FOR FILING A COMPLAINT OR NOTICE OF REMOVAL

1. Complaint or Notice of Removal w/ State Court documents in PDF format.
2. Completed Civil Cover Sheet in PDF format.
3. Corporate Disclosure Statement (if applicable) in PDF format.

Who Must File: A nongovernmental corporate party must file a disclosure statement that:
(1) identifies any parent corporation and any publicly held corporation owning 10% or more of its stock; or (2) states that there is no such corporation. (Fed. R. Civ. P. 7.1).

4. Valid Credit Card.

Order to Show Cause accompanying an initiating document

An Order to Show Cause should be filed in paper format as outlined in L.Civ.R. 65.1.
Please provide the Court with a copy of all documents in PDF format on a disk.

In addition to the documents outlined above, please include 1) an application for an Order to Show Cause; 2) a supporting affidavit; and 3) a proposed Order.

FILING A PROPOSED ORDER

- A Filing User submitting a proposed order to a Motion should submit the document as an electronic attachment to the Motion. For other proposed orders or proposed documents, filing users should refer to the Judicial Preferences on the Court's internet site to determine how the proposed document should be submitted (i.e., via email, fax or as a paper filing).

See <http://www.njd.uscourts.gov/JudgePreferences.pdf>

FILING A MOTION

Local Civil Rule 7.1

*The Notice of Motion should be the main document of your filing.
All other supporting documents should be filed as an attachment to the Notice.*

1. Notice of Motion in PDF format.
2. Brief in PDF format.
3. Supporting Affidavit in PDF format.
4. Certification (if applicable) in PDF format.
5. Exhibits (if applicable) in PDF format. **(Reminder: please label all exhibits accordingly)**
6. Proposed Order in PDF format.
7. Certificate of Service in PDF format.

In addition to the electronic filing of all motion papers, including briefs, in support of or in opposition to a motion, please submit forthwith to the Judge's or Magistrate Judge's chambers a **courtesy copy of each filed paper as outlined in the Court's Judicial Preferences.**

NOTE: There is no filing fee for filing a Motion with the Court.

FILING A PRO HAC VICE MOTION

(See the Court's Judicial Preferences before filing pro hac vice papers)

1. Motion to appear *pro hac vice* with supporting documents.¹
2. Proposed Order.

When a motion to appear *pro hac vice* is granted, the out-of-state attorney will be required to make a payment of \$150.00 payable to the Clerk, U.S. District Court. This payment may be made through PAY.GOV upon the filing of the Notice of Pro Hac Vice to Receive NEF.

¹ Unless otherwise addressed in the Court's Judicial Preferences.

NEW JERSEY DISTRICT COURT CLERK'S OFFICE HELPDESK

CAMDEN: (866) 726-0726

NEWARK: (866) 208-1405

TRENTON: (866) 848-6059

ecfhelp@njd.uscourts.gov

For more detailed information, please
see the Electronic Case Filing Policies and
Procedures located on the Court's
website:

www.njd.uscourts.gov