

Case Management

CM / ECF

Electronic Case Files

Introduction to CM/ECF for Attorneys



U.S. District Court - District of New Jersey

QUICK GUIDE TO CM/ECF PAGE LIMITATIONS



UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY

ELECTRONIC CASE FILING (ECF) SYSTEM

Guide to Document/Attachment Creation

The ECF system will not accept individual PDF documents larger than 10 MB. Documents larger than 10 MB will need to be divided into multiple smaller documents that are no more than 10 MB each.

Most documents can be converted electronically directly from a word processing program rather than scanning. This produces a much smaller file size and a searchable document. Use the following general settings in your word processing software:

- A. The output should be in **Black & White** (2 color). Do not use 'Color'.
- B. Use **Basic Font Sets, No Embedded Fonts, or other embedded software features.**

Documents scanned to PDF are generally much larger than those created using a word processor. Use the following general settings:

- A. The scanner settings should be **Black & White (2 color)** and **400 dpi**. Do not use Color or greyscale.
- B. To better support archival preservation, the National Archives and Records Administration requires standards for scanning resolution be set at 400 dpi/pp.
- C. Optical Character Recognition (OCR) is preferred for search capabilities.

To verify that the size of a document meets the 7 MB limit, right click on the pdf document and select **Properties** .This will open a window that provides file size information. If the file size is less than 7 MB, then it can be filed electronically. If it is more than 7 MB, then it will need to be divided into two or more files , with each file being 7 MB or less. **(1024KB equals 1MB).**

POLICIES AND PROCEDURES

**THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY**

**ELECTRONIC CASE FILING POLICIES AND PROCEDURES
As Amended May 1, 2012**

1. Definitions

- (a) “Document” shall include pleadings, motions, briefs, memoranda, exhibits, certifications, declarations, affidavits, papers, orders, notices, and any other filing by or to the Court.
- (b) “Case Management/Electronic Case Filing” System (ECF) refers to the Court’s automated system, developed for the Federal Judiciary by the Administrative Office of the United States Courts, that receives and stores documents filed in electronic form.
- (c) “ECF Filing User” is an attorney who has a Court-issued login and password to file documents electronically.
- (d) “Notice of Electronic Filing” (NEF) is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and an electronic link (hyperlink) to the filed document, which allows recipients to retrieve the document automatically.
- (e) “Public Access to Court Electronic Records” (PACER) is an automated system that allows an individual to view, print, and download Court docket information over the internet.
- (f) “Paper Filing” is submitting a document in hard copy on paper.
- (g) “Pay.gov” is an electronic credit card payment system established by the United States Department of Treasury.
- (h) “Portable Document Format” (PDF) A document created with a word processor, or a paper document that has been scanned, must be converted to portable document format to be filed electronically with the Court. Converted files contain the extension “.pdf.” PDF documents should be text searchable and, at a minimum, 400 dpi.
- (i) “Procedures” refers to these Electronic Case Filing Policies and Procedures.
- (j) “Proposed Order” is a draft document submitted by an attorney for a Judge’s signature.
- (k) “Technical Failure” is defined as a malfunction of Court owned/leased hardware, software, and/or telecommunications facility which results in the inability of an ECF Filing User to submit a filing electronically. Technical Failure does not include malfunctioning of an ECF Filing User’s equipment.

2. Actions Subject to Electronic Case Filing

All civil, criminal, miscellaneous cases and documents filed in this Court, will be entered into the Court's ECF System in accordance with these Procedures. Except as expressly provided in these Procedures, and in exceptional circumstances, all documents including Complaints and Notices of Removal shall be filed electronically. In a case removed to the Court, the removing party shall file electronic copies of all documents previously filed in state Court. Documents submitted as a Paper Filing must be accompanied by a CD containing the same documents in PDF. All individual PDF documents must be no larger than the Court's file size limitations as found on the Court's website at www.njd.uscourts.gov.

3. Initial Documents

Complaints and Notices of Removal are to be filed electronically. Initiating pleadings in cases subject to sealing by statute (e.g., qui tam) shall be filed as a Paper Filing.

In criminal cases, the indictment, information, or complaint, including any superseders, warrant for arrest or summons, shall be filed as a Paper Filing.

4. Eligibility, Registration, Passwords

Attorneys - The following attorneys are eligible to register as ECF Filing Users: (a) all attorneys admitted to the Bar of this Court, including attorneys authorized to represent the United States; (b) out-of-state attorneys who represent a party in an action transferred to this Court pursuant to an Order issued by the Judicial Panel on Multidistrict Litigation;¹ (c) out-of-state attorneys who are retained to represent defendants in criminal cases. An attorney shall register as an ECF Filing User by completing the prescribed registration form and submitting it to the Clerk.

When registering as an ECF Filing User, an attorney is certifying that he/she has completed requirements as imposed by the Court. After verification, the ECF Filing User will receive electronic notification of the user login and password. An ECF Filing User shall protect the security of the user's password and immediately notify the Court if the ECF Filing User suspects that the password has been compromised. No person other than the ECF Filing User and his/her authorized agent may use the login and password. The registration form and training requirements are available on the Court's web site at www.njd.uscourts.gov.

An ECF Filing User shall promptly modify his/her contact information by accessing "Maintain Your Account" under Utilities in the ECF System, if there is a change in personal data, including name, e-mail address, and telephone number, as required under Local Civil Rule 10.1. Other individuals who receive NEF's, such as pro hac vice counsel, shall

¹ Pursuant to the General Rules of the Judicial Panel on Multidistrict Litigation, any attorney of record in any action transferred under 28 U.S.C. § 1407 may continue to represent his or her client in any district court of the United States to which such action is transferred; therefore, parties are not required to obtain local counsel in the district to which such action is transferred.

promptly submit modifications of his/her contact information by notifying the Court by e-mail to ecfhelp@njd.uscourts.gov.

Pro Se Parties - A party who is not represented by counsel must file documents with the Clerk as a Paper Filing.

A Pro Se party who is not incarcerated may request to receive filed documents electronically upon completion of a "Consent & Registration Form to Receive Documents Electronically." The form is available on the Court's web site at www.njd.uscourts.gov.

5. Consequences of Electronic Filing

Electronic transmission of documents to the ECF System in accordance with these Procedures, together with the transmission of a NEF from the Court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Civil or Criminal Rules of this Court, and constitutes entry of the document on the docket kept by the Clerk under Federal Rules of Civil Procedure 58 and 79 and Federal Rules of Criminal Procedure 49 and 55.

When a document has been filed electronically, the official record of that document is the electronic recording as stored by the Court on the ECF System. A document filed electronically is deemed filed on the date and time stated on the NEF from the Court.

Electronic filing must be completed before midnight Eastern Standard Time in order to be considered timely filed that day. In accordance with Rule 6(d) of the Federal Rules of Civil Procedure and Rule 45(c) of the Federal Rules of Criminal Procedure, service by electronic means is treated the same as service by mail for the purposes of adding three (3) days to the prescribed period to respond.

Before filing a scanned document with the Court, an ECF Filing User must verify its legibility.

6. Entry of Court Orders and Related Papers

All orders, decrees, judgments, and proceedings entered or issued by the Court will be filed in accordance with these Procedures, and such filing shall constitute entry on the docket kept by the Clerk under Federal Rules of Civil Procedure 58 and 79 and Federal Rules of Criminal Procedure 49 and 55.

Orders will be filed electronically. An order filed electronically signed with an s/ shall have the same force and effect as if the order had a handwritten signature.

Routine orders may be granted by a text-only docket entry for which a NEF will be generated. In such cases, no PDF document will be issued, and the text-only entry shall constitute the only order on the matter.

A Proposed Order accompanying a motion should be submitted as an electronic attachment to the motion. Any other type of Proposed Order should be submitted in accordance with the procedure for a "Proposed Order" as found on a list of Judicial Preferences which can be accessed on the Court's website at www.njd.uscourts.gov.

7. Notice of Court Orders and Judgments

Immediately upon the entry of an order or judgment in an action, the Clerk will transmit to all ECF Filing Users in the case, a NEF. Electronic transmission of the NEF constitutes the notice required by Federal Rules of Civil Procedure 77(d) and Federal Rules of Criminal Procedure 49(c).

8. Attachments and Exhibits.

An ECF Filing User shall submit in electronic form all documents referenced as exhibits or attachments, including briefs, in accordance with the Court's requirements found on the website as www.njd.uscourts.gov, including file size limitations contained therein, unless otherwise ordered by the Court. An ECF Filing User shall submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the Court. Excerpted materials must be clearly and prominently identified as such. The Court may require parties to file additional excerpts or the complete document.

9. Courtesy Copies

In addition to the electronic filing of all motion papers, including briefs, in support of or in opposition to a motion, the ECF Filing User shall submit forthwith to the Judge's or Magistrate Judge's chambers at least one courtesy copy of each filed paper or brief in paper form without a CD, unless otherwise directed by the judicial officer. To determine the number of copies the judicial officer requires, parties should refer to the Judicial Preferences list which can be accessed on the Court's website at www.njd.uscourts.gov. These documents shall be clearly marked as courtesy copies and mailed or delivered directly to chambers.

10. Sealed Documents

(a) Civil Documents. Documents, subject to sealing, must be submitted electronically and in compliance with Local Civil Rule 5.3.

Unless otherwise provided by federal law, nothing may be filed under seal unless an existing order so provides or Local Civil Rule 5.3(c)(3) is complied with. FAILURE TO COMPLY WITH LOCAL CIVIL RULE 5.3 MAY RESULT IN A WAIVER OF ANY OTHERWISE VALID BASIS FOR SEALING AND MAY RESULT IN THE DOCUMENT IN ISSUE BECOMING PUBLICLY AVAILABLE.

(b) Criminal Documents. Documents subject to sealing must be submitted as a Paper Filing, in an envelope clearly marked "sealed," and shall be accompanied by a CD containing the document in PDF. A motion to file a document under seal, and the order of the Court authorizing the filing of documents under seal, may be filed electronically, unless prohibited by law. A paper copy of the sealing order must be attached to the documents under seal and be delivered to the Clerk.

(c) Sexually explicit materials. Sexually explicit material(s) and any other material(s) that contain(s) inappropriate content for public access on the ECF System must be filed under seal until the Court determines under Federal Rule of Civil Procedure 5.2(d), Federal

Rule of Criminal Procedure 49.1(d) and Local Civil Rule 5.3(c)(6) whether the material(s) should remain under seal.

11. Exceptions to Electronic Filing

(a) Permissive Exceptions

A party may move for permission to serve and file as a Paper Filing documents that cannot reasonably be scanned.

(b) Mandatory Exceptions

The following documents are excluded from the ECF System and shall be filed or submitted solely as a Paper Filing:

- (1) Transcripts of jury selection/voir dire
- (2) Grand Jury Matters

The following documents are examples of grand jury matters:

- 1) Minute sheets of swearing in and impanelment;
- 2) Grand jury returns;
- 3) Voting slips;
- 4) Motions to quash subpoenas and orders ruling on them;
- 5) Motions to enforce subpoenas and orders ruling on them;
- 6) Motions for immunity and orders ruling on them;
- 7) Motions for appointment of counsel and orders ruling on them.

(3) Warrants Issued

The following are examples of types of warrants issued:

- 1) Seizure warrants;
- 2) Search warrants;
- 3) Pen registers;
- 4) Wire tap orders;

- (4) Sentencing Memoranda should be submitted directly to chambers.
- (5) Initiating pleadings in cases subject to sealing by statute (e.g., qui tam).

12. Signatures

- (a) **Attorney Signatures.** The user login and password required to submit documents to the ECF System serves as the ECF Filing User's signature on all electronic documents filed with the Court for purposes of Federal Rules of Civil Procedure 11, all other Federal Rules of Civil Procedure, Federal

Rules of Criminal Procedure, and the Local Civil and Criminal Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court.

An electronically filed document, or a document submitted on CD, and in compliance with Local Civil Rules 10.1 and 11.1, must include a signature line with “s/,” as shown below.

s/ Jennifer Doe

- (b) **Non-Attorney Signatures.** A document requiring the signature of a non-attorney must be filed electronically by: (1) submitting a scanned document containing the necessary signature; or (2) in any other manner approved by the Court.
- (c) **Multiple Signatures.** Where a document requires the signatures of more than one (e.g., stipulations, consent orders) the “s/” block can be substituted for the signatures of ECF Filing Users. By submitting a document with “s/” block signatories, the filing attorney certifies that each of such signatories has expressly agreed to the form and substance of the document and has authorized the filing attorney to submit the document electronically. The filing attorney shall retain any records evidencing this agreement for future production, if necessary, until one (1) year after all periods for appeals expire. Any person who disputes the authenticity of any of the signatures on a document containing multiple signatures must file an objection to the document within fourteen (14) days of the date of the NEF.

13. Retention Requirements

The original of any document that is electronically filed and requires an original signature other than that of the ECF Filing User must be maintained by the ECF Filing User and/or the firm representing the party on whose behalf the document was filed until one (1) year after all periods for appeals expire. On request of the Court, the ECF Filing User or law firm must provide the original document.

14. Service of Documents by Electronic Means

- (a) Service of Process

With regard to the service of complaints including, amended complaints that add parties and third party complaints, service of process must be made in accordance with Federal Rule 4 of Civil Procedure and the Local Rules of this Court.

- (b) Other Types of Service:

- (1) ECF Filing User

Upon the electronic filing of a pleading or other document, the Court's ECF System will automatically generate and send a NEF to all ECF Filing Users associated with that case. Transmission of the NEF constitutes service of the filed document on Filing Users.

If the ECF Filing User becomes aware that the NEF was not transmitted successfully to a party, or that the notice is deficient, e.g., the electronic link to the document is defective, the filer shall serve a copy of the filed document by e-mail, hand, facsimile, or by first-class mail postage prepaid immediately upon notification of the deficiency of the NEF.

The submission of the completed and signed ECF Filing Registration Form to the Court constitutes consent to service of all papers via the Court's ECF System as provided in Federal Rules of Civil Procedure 5(b) and 77(d), and Federal Rule of Criminal Procedure 49, the NEF constitutes service of the filed document on ECF Filing Users.

A certificate of service must be included with **all documents** filed electronically. The certificate of service must indicate how service was accomplished, i.e., electronically and/or by other means as provided in Federal Rule of Civil Procedure 5(b) and Federal Rule of Criminal Procedure 49.

(2) Non ECF Filer

A Non ECF Filer is entitled to receive a paper copy of any electronically filed document from the party making such filing. Service of such paper copy must be made according to the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Civil or Criminal Rules of this Court.

15. Technical Failures

A technical failure occurs when the Court's ECF System is unable to accept filings continuously or intermittently for more than one hour beginning after 12:00 noon (Eastern Standard Time) that day. If an ECF Filing User experiences a technical failure, the document shall be submitted to the Court that day in an alternative manner, provided that it is accompanied by an affidavit of the ECF Filing User's failed attempts to file electronically at least two times at least one hour apart after 12:00 noon. The following methods of filing are acceptable as a result of **only the Court's** technical failure:

- (a) In person, by bringing the document to the Clerk's Office as a Paper Filing in compliance with paragraph 2 of these Procedures.
- (b) Via e-mail as a PDF attachment, sent to the e-mail address for Technical Failures at ecfhelp@njdcourts.gov.

- (c) Through facsimile transmission to the Clerk's Office where the presiding judicial officer is stationed. An ECF Filing User subject to Technical Failure may submit a document by fax. Please refer to the fax numbers listed on the Court's website at www.njd.uscourts.gov.

The initial point of contact for an ECF Filing User experiencing technical difficulty filing a document electronically during business hours shall be the Court's ECF Help Desk at the toll free numbers listed on the Court's website at www.njd.uscourts.gov. After business hours, the point of contact for an ECF User experiencing technical difficulty shall be the e-mail address for Technical failures at ecfhelp@njd.uscourts.gov to be answered the next business day. When possible, the Clerk will provide notice of all such technical failures on the Court's website and/or by way of a broadcast e-mail message distributed to all ECF Filing Users.

An ECF Filing User who suffers prejudice as a result of a technical failure may seek appropriate relief from the Court.

16. Public Access

A person may retrieve information from the PACER System, including docket sheets and documents in civil and criminal cases, by obtaining a PACER login and password. It is recommended that a PACER account be established which can be accomplished by visiting the PACER website at <http://pacer.psc.uscourts.gov>. Remote access to electronic documents in **Social Security cases** is limited as outlined in Federal Rule of Civil Procedure 5.2(c). Any case or document under seal shall not be available to the public through electronic or any other means.

17. Sensitive Information

As the public may access case information through the PACER system, sensitive information should not be included in any document filed unless the Court orders otherwise. As required under Federal Rule of Civil Procedure 5.2(a) and Federal Rule of Criminal Procedure 49.1(a), when making any electronic or Paper Filing with the Court that contains an individual's Social Security number, taxpayer identification number, or birth date, the name of an individual known to be a minor, or a financial account number, a party or nonparty making the filing may include only:

- (1) the last four digits of the Social Security number and taxpayer identification number
- (2) the last four digits of the financial account numbers;
- (3) the minor's initials;
- (4) the year of the individual's birth; and
- (5) In criminal cases, for home addresses, use only the city and state.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may either:

- (1) File an unredacted version of the document under seal, or;

- (2) File a redacted version of the document and file a reference list under seal. The reference list shall contain the complete personal identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list may be amended as of right.

The Court may still require the party to file a redacted copy for the public file.

In addition, caution must be exercised when filing documents that contain the following:

- (1) Personal identifying numbers, such as a driver's license number;
- (2) Medical records, treatment, and diagnoses;
- (3) Employment history;
- (4) Individual financial information; and
- (5) Proprietary or trade secret information.

Additional items for criminal cases only:

- (1) Information regarding an individual's cooperation with the government;
- (2) Information regarding the victim of any criminal activity;
- (3) National security information; and
- (4) Sensitive security information as described in 49 U.S.C. § 114(s).

Counsel are strongly urged to share this information with all clients so that an informed decision about the inclusion of certain material may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that pleadings and other papers comply with the rules and orders of this Court requiring redaction of personal identifiers. The Clerk will **not** review each filing for redaction.

Counsel and parties are cautioned that failure to redact personal identifiers in a document filed with the Court may subject them to the full disciplinary and remedial power of the Court, including sanctions pursuant to Federal Rule of Civil Procedure 11.

18. Correcting Docket Entries

Once a document is filed electronically, changes can only be made by the Clerk's Office. The ECF System will not permit the filing party to make changes to the document or docket entry once the transaction has been accepted. Only upon an Order of the Court can a document be removed from the ECF System.

Comments:

Comment 1, paragraph 4 - Effective 1/2/12, attorneys no longer have to attend a hands-on training session in order to obtain a login and password. Attorneys can now fulfill their requirements by taking an online quiz and completing a series of questions and/or attending hands-on training.

Comment 2, paragraph 4 - Moved from 1st paragraph of this section.

Comment 3, paragraph 11 (b) (1) - Section removed as it is already found in paragraph 10(c).

Comment 4, paragraph 11 (b) (5) - Added to be consistent with paragraph 3.

Comment 5, paragraph 12 (c) - Updated to be consistent with Federal Rule time computations amended December 1, 2009.

Revised September 1, 2008
March 5, 2010
May 1, 2012

JUDICIAL PREFERENCES

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY

CM/ECF Special Procedures by Judicial Officer

DISTRICT JUDGES	PROCEDURES
Hon. Renée Marie Bumb	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy” sent by regular mail to chambers. Jury charges on disk in Word Perfect format.</p>
Hon. Dennis M. Cavanaugh	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked “Courtesy Copy”.</p>
Hon. Claire C. Cecchi	<p>One Courtesy Copy of motion papers required, mailed directly to chambers. Pro Hac Vice if consented, may be faxed to chambers. If not consented, follow regular motion procedures (electronically with courtesy copy mailed to chambers). Consent Orders faxed to chambers. Extension of Time if consented may be faxed to chambers. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</p>
Hon. Stanley R. Chesler	<p>Courtesy Copies of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p>
Hon. Mary Little Cooper	<p>One Courtesy Copy of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”. Exhibits to documents must be tabbed.</p>
Hon. Dickinson R. Debevoise	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or hand delivery to chambers.</p>
Hon. Katharine S. Hayden	<p>Two Courtesy Copies of all motion papers, briefs and letter memoranda by regular mail directly to chambers. Proposed Orders by email to njdnef_hayden@njd.uscourts.gov in Word Perfect or Word format.</p>
Hon. Noel L. Hillman	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy”</p>

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	<p>sent by regular mail to chambers. All pretrial submissions voir dire, jury instructions and verdict sheet on disk in Word Perfect format. Correspondence Under no circumstances should correspondence, proposed Orders or any other filings of any kind be submitted by email without express consent of Chambers.</p>
Hon. Faith S. Hochberg	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders, sent by regular mail to chambers and by email to njdnef_hochberg@njd.uscourts.gov in Word Perfect format.</p>
Hon. Joseph E. Irenas	<p>Courtesy Copies One Courtesy Copy of all motion papers, briefs, letter memoranda, and proposed orders in excess of 30 pages in total should be sent to chambers by regular mail or a delivery service and marked “courtesy copy”.</p>
Hon. Robert B. Kugler	<p>Courtesy Copies of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p>
Hon. Jose L. Linares	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked “Courtesy Copy”. Proposed Orders to motions and routine proposed orders should also be submitted to chambers by email to njdnef_linares@njd.uscourts.gov in Word Perfect format. Further, the case name and docket number should be included in the subject line.</p>
Hon. William J. Martini	<p>One Courtesy Copy of motion papers, briefs, and proposed orders sent by regular mail to chambers. Courtesy copies should be marked as such, “Courtesy Copy”. Jury Charges on disk preferably in Word Perfect format.</p>
Hon. Kevin McNulty	<p>All submissions, including correspondence, must be electronically filed via CM/ECF. One Courtesy Paper Copy of all motion papers, marked</p>

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY

CM/ECF Special Procedures by Judicial Officer

	<p>“Courtesy Copy,” should be sent to chambers by regular mail or by hand.</p> <p>Proposed Orders and Jury Charges. An additional copy, in Microsoft Word or WordPerfect format, should be emailed to njdnef_mcnulty@njd.uscourts.gov. Email subject line and file name in this format: 12-3456 Smith v Jones Proposed (order/jury charge).</p>
<p>Hon. Joel A. Pisano</p>	<p>One Courtesy Copy of motion papers (including briefs, letter memoranda, proposed orders, etc.) marked “Courtesy Copy” sent to chambers.</p> <p>Jury Charges: one courtesy copy along with an electronic copy on disk in Word Perfect or Word format sent to chambers.</p> <p>Consent Orders, Stipulations, Proposed Orders (other than proposed orders accompanying motion papers) should be electronically filed as an attachment to a cover letter.</p> <p>Correspondence: Under no circumstances should correspondence, proposed Orders or any other filings of any kind be submitted by email or fax without express consent of Chambers.</p>
<p>Hon. Joseph H. Rodriguez</p>	<p>One Courtesy Copy of all papers sent by regular mail to chambers.</p> <p>Jury Charges on disk in Word Perfect format.</p> <p>Consent Orders may be emailed in PDF format to njdnef_rodriguez@njd.uscourts.gov with courtesy copy to all parties.</p>
<p>Hon. Esther Salas</p>	<p>Proposed Orders sent via regular mail to Chambers or by fax (973) 645-2469.</p> <p>One Courtesy Copy of motion papers.</p> <p>Consent Orders may be faxed to Chambers.</p> <p>Extensions of Time if consented to may be done via consent order. If consent cannot be obtained, follow the regular motion procedure (electronically filed with courtesy copy mailed to Chambers).</p>
<p>Hon. Peter G. Sheridan</p>	<p>Courtesy Copies Courtesy Copies of all motion papers in excess of 50 pages in total mailed to chambers marked</p>

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	<p>“courtesy copy”.</p> <p>Jury Charges on disk in Word Perfect format one week before trial.</p>
Hon. Michael A. Shipp	<p>One Courtesy Copy of motion papers, briefs, letters and proposed orders marked “Courtesy Copy” sent by regular mail to chambers.</p> <p>Consent Orders, Stipulations, Proposed Orders (other than proposed orders accompanying motion papers) should be electronically filed as an attachment to a cover letter.</p> <p>Pleadings/Correspondence: All pleadings and correspondence to the Court (with the exception of confidential settlement position letters) must be electronically filed.</p>
Hon. Jerome B. Simandle	<p>Courtesy Copies of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p>
Hon. Anne E. Thompson	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or by fax (609-989-2007) to Chambers.</p>
Hon. William H. Walls	<p>Courtesy Copies of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p>
Hon. Susan D. Wigenton	<p>Courtesy Copies of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p> <p>Jury Charges on disk in Word Perfect format one week before trial.</p>
Hon. Freda L. Wolfson	<p>Courtesy Copies of motion papers as required in the Court’s Policy & Procedures mailed to Chambers marked “Courtesy Copy”.</p> <p>Proposed Orders and Jury Charges should be sent as an email attachment to njdnef_wolfson@nj.uscourts.gov in Word Perfect format. The subject line of the email should state “Proposed Order” or “Jury Charge” and include the docket number.</p>

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MAGISTRATE JUDGES	PROCEDURES
Hon. Madeline Cox Arleo	<p><u>One Courtesy Copy</u> of all motion papers required, mailed directly to chambers.</p> <p><u>Pro Hac Vice</u> if consented, may be faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><u>Consent Orders</u> faxed to chambers.</p> <p><u>Extensions of Time</u> if consented may be faxed to chambers. If not consented, send letter to Chambers via e-filing and regular mail.</p>
Hon. Douglas E. Arpert	<p><u>Proposed Orders</u> sent by email to dea_orders@njd.uscourts.gov preferably in Word Perfect format.</p> <p><u>One Courtesy Copy</u> of all motion papers referred to this Court, mailed directly to chambers.</p> <p><u>Consent Orders</u> emailed or faxed directly to chambers.</p> <p><u>Pro Hac Vice</u> if consented, may be done by consent order emailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><u>Extensions of Time</u> if consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</p>
Hon. Tonianne J. Bongiovanni	<p><u>Proposed Orders</u> sent by e-mail to tjb_orders@njd.uscourts.gov preferably in Word Perfect format.</p> <p><u>One Courtesy Copy</u> of all motion papers referred to this Court, mailed directly to chambers.</p> <p><u>Consent Orders</u> emailed or faxed directly to chambers.</p> <p><u>Pro Hac Vice</u> if consented, may be done by consent order e-mailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><u>Extensions of Time</u> if consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to</p>

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CM/ECF Special Procedures by Judicial Officer

	chambers).
Hon. Joseph A. Dickson	<p><u>Proposed Orders</u> - E-filed or faxed directly to chambers (973-645-4549).</p> <p><u>One Courtesy Copy</u> of all motion papers referred to this Court, mailed directly to chambers.</p> <p><u>Consent Orders</u> - Faxed directly to chambers.</p> <p><u>Pro Hac Vice</u> - If consented, may be done by consent order e-filed or faxed directly to chambers. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers).</p> <p><u>Extensions of Time</u> - If consented, may be done by consent order. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers).</p> <p><u>Joint Discovery Plan</u> - Electronically filed.</p>
Hon. Ann Marie Donio	<p><u>One Courtesy Copy</u> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (856-757-5296).</p> <p><u>Extensions of Time</u> if consented to, may be done by consent order.</p>
Hon. Mark Falk	<p><u>One Courtesy Copy</u> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (973-645-3097).</p>
Hon. Lois H. Goodman	<p><u>Proposed Orders</u> sent by email to lhg_orders@njd.uscourts.gov preferably in Word Perfect format.</p> <p><u>One Courtesy Copy</u> of all motion papers referred to this Court, mailed directly chambers.</p> <p><u>Consent Orders</u> emailed or faxed directly to chambers.</p> <p><u>Pro Hac Vice</u> if consented, may be done by consent order emailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><u>Extensions of Time</u> if consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</p>

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY

CM/ECF Special Procedures by Judicial Officer

<p>Hon. Michael A. Hammer</p>	<p><u>One Courtesy Copy</u> of motion papers, briefs, letters and proposed orders sent by regular mail to chambers. <u>Pro Hac Vice</u> Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L.Civ.R. 101.1(c). If not consented, follow regular motion procedure.</p>
<p>Hon. Steven C. Mannion</p>	<p><u>One courtesy copy</u> of all non-dispositive motions mailed directly to chambers. Briefs and memoranda of law also emailed in Word format. <u>Proposed Orders</u> filed with ECF and emailed in Word format to njdnef_mannion@njd.uscourts.gov <u>Extensions of time</u> if consented, may be submitted via ECF and emailed as above. If not consented, follow regular motion procedure with courtesy copy sent as above. <u>Pro Hac Vice</u> if consented, may be submitted via ECF and emailed as above. If not consented, follow regular motion procedure with courtesy copy sent as above.</p>
<p>Hon. Joel Schneider</p>	<p><u>One Courtesy Copy</u> of motion papers, briefs, letter memoranda and correspondence with an indication the original document was efiled. Faxes are accepted (856-757-5355). Unless a motion is required, extension of time requests must be presented in a letter with an indication whether all counsel consent. <u>Pro Hac Vice</u> - Please follow regular motion procedure and state if all counsel consent. <u>Extensions of Time</u>: Unless a motion is required, all requests must be in writing with an indication whether all parties consent.</p>
<p>Hon. Patty Shwartz</p>	<p><u>One Courtesy Copy</u> of motion papers, briefs, letter memoranda, certifications, affidavits, any documents submitted in support for any request for relief, and proposed orders sent by regular mail to chambers.</p>
<p>Hon. Cathy L. Waldor</p>	<p><u>Proposed Orders</u>: E-filed and sent to chambers via regular mail AND fax (973-776-7865).</p>

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY

CM/ECF Special Procedures by Judicial Officer

	<p><u>Consent Orders:</u> E-filed and sent to chambers via regular mail AND fax (973-776-7865).</p> <p><u>Extensions of Time:</u> If consented, may be done via consent order. If consent cannot be obtained, please follow the regular motion procedure.</p> <p><u>Pro Hac Vice:</u> E-filed formally as a Motion to Appear Pro Hac Vice. Additionally a regular mail copy AND faxed (973-776-7865) copy must be submitted to chambers.</p> <p><u>Motions:</u> E-filed formally following regular motion procedures and one courtesy copy filed by regular mail AND fax (973-776-7865).</p> <p><u>Confidential Memorandums:</u> Sent to chambers via regular mail AND fax (973-776-7865).</p> <p><u>Joint Discovery Plans:</u> E-filed and sent to chambers via regular mail AND fax (973-776-7865).</p>
Hon. Karen M. Williams	<p><u>One Courtesy Copy</u> of motion papers, briefs, letter memoranda, certifications, affidavits, any documents submitted in support for any request for relief, and proposed orders sent by regular mail to chambers.</p> <p><u>Pro Hac Vice</u> - Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L. Civ. R. 101.1(c). If not consented, follow regular motion procedure.</p> <p><u>Extensions of Time</u> - If consented to, may be done by consent order.</p> <p><u>Joint Discovery Plans</u> - Faxed to Chambers.</p>

Rev. 12-20-2012

REDACTION TECHNIQUES



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

Effective Personal-Identity and Metadata Redaction Techniques for E-Filing

When you e-file a PDF document, you may be providing more information in that document than you can see via your PDF reader software. Some redaction techniques used when e-filing are ineffective, in that the text intended to be hidden or deleted can be read via a variety of techniques. And, because information about the document, called “metadata”, is also stored inside the document, it is often viewable as well. Examples of metadata and hidden data include the name and type of file, the name of the author, the location of the file on your file server, the full-sized version of a cropped picture, and prior revisions of the text.

E-filers must use extra care to make sure that the PDF documents to be submitted to ECF are fully and completely free of any hidden data which may contain redacted information. The protection of sensitive data can be compromised if improper redaction techniques are used. Here are a couple of examples of sensitive-data visibility issues:

- Highlighting text in black or using a black box over the data in MS Word or Adobe Acrobat will not protect the data from being able to be seen. Changing the text color to white so it disappears against the white screen/paper is similarly ineffective.
- Previous revisions and deleted text may be able to be seen by manipulating an Adobe Acrobat file.

Fortunately, there are effective means of eliminating this metadata from electronic documents. Probably the simplest method is to omit the information from the original document and save the redacted version with a new name. For example, “REDACTED”, then convert to PDF.

While the court does not endorse any specific method, and the responsibility for redacting personal identifiers rests solely with the parties, commercially-available software can be used to redact, not just hide, the sensitive information. Redax (www.appligent.com) and RapidRedact (www.rapidredact.com) are two examples of commercial products used by some. Adobe Acrobat 8.0 Professional and above and WordPerfect XIV both contain redaction tools. Search the web for references that may be useful to you.

FILING A SUBSTITUTION OF ATTORNEY

INSTRUCTIONS FOR FILING A SUBSTITUTION OF ATTORNEY

1. From the **Other Filings** Menu select **Other Documents**
2. Select the event **Substitution of Attorney**, and click **Next**
3. Insert Case Number, and click **Next**
4. The system will display the Case Number and Case Title. If correct, click **Next**.
3:99-cv-9999-GEB-TJB SPONGEBOB v. GARFIELD
5. Click on **Browse**. Attach the pdf document (Substitution of Attorney) you are filing. Click **Next**.
Please Note: If you have an attachment to the Substitution of Attorney (e.g., Certificate of Service) after Attachments to Document: select **Yes**. Attach the document. Click **Next**.
6. **Search for Attorney**, enter new counsel's last name or Bar ID (first and last initials and the last 4 digits of Social Security Number). **Remember** enter all names and addresses in UPPER CASE letters. Click **Next**.
7. A list of attorneys will be displayed, highlight the **new** attorney. A small screen will appear to show the **new** attorney's name and address, verify this is the correct attorney. Press the "**Select the name from list**" and an Attorney Information screen will appear. Press the "**Add attorney**" button.
8. Counsel should update the address information on the Attorney Information Screen, if it is incorrect. (See instructions for Account Maintenance)

Select the party(ies) the **new** attorney represents. Select the parties in **every** role they appear, (i.e., defendant, cross claimant, third-party-plaintiff, etc.) Click **Next**.
9. Select "**End attorney selection**"
10. Select the attorney **withdrawing** from the case for each party. Click **Next**.
11. A final confirmation screen will appear. Click **Next**.
12. The final text screen will appear. The text will be similar to this:

Substitution of Attorney - Attorney PERRY E. MASON for SPONGEBOB SQUAREPANTS Added. Attorney JOHN EDWARDS terminated. (PERRY E. MASON)

To accept the final screen, click **Next**
13. The **Notice of Electronic Filing** (NEF) will be displayed.

DISCLOSURE STATEMENT

UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY

v. : Civil Action No. _____
: :
: :
: :
: :

DISCLOSURE STATEMENT

The undersigned counsel for _____,
certifies that this party is a non-governmental corporate party and that:

This party's parent corporation, and all publicly held corporations owning 10% or more of this party's stock, are listed here:

OR

This party does not have a parent corporation, nor is there any publicly held corporation that owns 10% or more of this party's stock.

Signature of Attorney

Name of Firm

Print Name

Address

Date

City/State/ZIP Code

Instructions:

1. Disclosure Statement is to be filed as a separate document.
2. Select Case Type (Civil) from the menu bar at the top of the ECF screen.
3. Click on **Other Documents**.
4. Select **Corporate Disclosure Statement**.
5. Enter the case for which the Disclosure Statement is being filed.
6. Select the PDF document to file.
7. Select the party filing the Disclosure Statement.
8. If applicable, insert the name of the Corporate Parent or leave blank.
9. Proofread the docket text.
10. Submit the Disclosure Statement by clicking the **NEXT** button.

E-FILING A CIVIL COMPLAINT, NOTICE OF REMOVAL OR NOTICE OF APPEAL

**INSTRUCTIONS FOR FILING A CIVIL COMPLAINT,
NOTICE OF REMOVAL OR NOTICE OF APPEAL ELECTRONICALLY**

- ! **Types of Filings.** Complaints, Notices of Removal and/or Notices of Appeal can be filed electronically by making payment through Pay.gov. Cases subject to sealing or restricted access (e.g. social security, qui tam) and applications for an order to show cause should not be filed electronically. Counsel should refer to Local Rule 65.1(b) when filing an Application for an Order to Show Cause.

- ! **On-Line Payment of Fees.** The filing of a civil Complaint, Notice of Removal or Notice of Appeal that requires a payment shall be paid on-line by the filer on the same day that the transaction is docketed.

- ! **Acceptable Credit Cards.** Only VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and DINERS CLUB credit cards will be accepted. Debit cards from the above-mentioned providers that do not require a “PIN” code will also be accepted.

- ! **Rejected Credit Card.** Any transaction declined by the credit card issuer for any reason must be paid to the Court by counsel in cash or by check or money order by the close of business on the next business day after notification by Court staff of the rejection.

- ! **Customer Service.** Please call the New Jersey District Court Helpdesk at:
Camden 1-866-726-0726
Newark 1-866-208-1405
Trenton 1-866-848-6059

I. Before getting started, you will need the following:

1. Complaint, Notice of Removal and/or Notice of Appeal in PDF format.
2. Completed civil cover sheet (Form JS-44) which form is available in PDF format on the Court’s website under Forms.
3. Completed summons in PDF format.
4. Valid credit card.
5. **NOTE:** The Court strongly encourages the filing of Complaints, Notices of Removal and, especially, Notices of Appeal during business hours.

II. Procedures for filing a Civil Complaint or Notice of Removal electronically:

1. Select *Civil* from the blue menu bar at the top of your screen.

2. Select *Initial Pleadings (Attorney/Credit Card)*.
3. Select the type of pleading (e.g. Complaint or Notice of Removal).
4. Insert the fictitious case number assigned (**33-1**). The **33-1** case number is a fictitious case that will allow the clerk's office to receive the Complaint or Notice of Removal electronically. Enter the case number exactly as shown. **33-1**.
5. Select the appropriate case based on the vicinage where the case should be assigned (e.g. 1: - Camden; 2: - Newark; 3: - Trenton). The Clerk will review each new case and may allocate to a vicinage other than the one selected.
6. At the Validation of case number screen press the *Next* button.
7. Attach the pleading to be filed: **NOTE:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.
 - a. Click on the *Browse* button. It may be necessary to change the File of type from HTML Files to **Acrobat (*.pdf)** or **All files (*.*)**.
 - b. Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file. Highlight the file to upload it to ECF. **NOTE:** To verify you have selected the correct document, right mouse click on the highlighted file name to open a *quick menu* and left mouse click on *Open*. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.
 - c. Click on the *Open* button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. **NOTE:** Ensure the highlighted file name appears in the *File name* field on the screen.
 - d. Change the radio button for **Attachments to document** from No to Yes. Click *Next*.
8. Attach additional documents, including summonses and civil cover sheet, to the main pleading as follows:
 - a. Click on *Browse* to search for the document file name of the attachment. Navigate to the correct directory on your system to select the PDF document you

wish to file. Highlight the file you wish to attach. Double-click on the selected document or click the Open button. **NOTE:** Ensure the highlighted file name appears in the *File name field* on the screen.

- b. Under **Category**, click on the down arrow to select the type of attachment from the drop-down screen. Highlight the type of attachment from the displayed selection. If you wish to describe the attachment in greater detail, click on the **Description** box and type a clear and concise description of the attachment.
 - c. Click on *Add to List*.
 - d. Repeat the sequence for each additional attachment.
 - e. After adding all the desired PDF documents as attachments, click on *NEXT*.
9. Enter case title in the format of Plaintiff v. Defendant (e.g. John Smith v. Mary Jones). If filing a notice of removal, insert the other case number and court name (e.g. NJSuper.Ct. CAM-L-9999-02).
 10. Indicate “Y” for yes if you are filing an Application to Proceed In Forma Pauperis (without Prepayment of Fees) or if you are a Criminal Justice Act (CJA) Attorney, Federal Public Defender or United States Attorney. If yes, proceed to Step #19.
 11. Enter name, address, credit card and payment details as required on the Credit Card Payment Screen.
 12. Click the *Continue with Plastic Card Payment* button.
 13. Review the Payment Summary and Edit if necessary.
 14. Enter your e-mail address in the *Confirmation Receipt Request*.
 15. Click “*I Authorize a charge to my card account for the above amount in accordance with my card issuer agreement*” to confirm and authorize the payment details.
 16. Click *Submit Payment* button.
 17. An e-mail receipt will be sent to the e-mail address provided in Step #14.
 18. **If the credit card is not accepted by Pay.gov, a message will appear on the screen and the docket event will not continue. The filing will not be accepted by the system. The attorney will be instructed to contact his or her card issuer.**

19. Modify the Docket Text if necessary and press the *Next* button.
20. Proofread the Final Docket Text screen and press the *Next* button. **NOTE: IF YOU DO NOT PRESS NEXT TO COMPLETE THE DOCKET TEXT SCREEN, THE FEE WILL HAVE BEEN PAID, BUT THE COMPLAINT OR NOTICE OF REMOVAL WILL NOT BE FILED.**
21. A Notice of Electronic Filing will appear on the screen and will not be e-mailed to the filer. Please print a copy of this Notice of Electronic Filing for your records.
22. Upon receipt of the filed Complaint or Notice of Removal, the Court will review and process the document and assign a judge and a case number. A Notice of Electronic Filing will be sent to the filer and this notice will be the “**FILED**” stamp. Please print a copy of the Notice of Electronic filing for your records.
23. When serving the Complaint, it is recommended that you include a copy of the Notice of Electronic Filing along with the summons.
24. If submitted, the summons will be signed, sealed and returned via U.S. Mail.

III. Procedures for filing a Civil or Criminal Notice of Appeal electronically:

1. Select *Civil* or *Criminal* from the blue menu bar at the top of your screen.
2. Under *Other Filings* select *Appeal Documents*.
3. Select *Notice of Appeal* (Federal Circuit or USCA).
4. Insert the case number.
5. Select the appropriate case if there is more than one case that matches the case number.
6. At the Validation of case number screen press the *Next* button.
7. Attach the document to be filed: **NOTE:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.
 - a. Click on the *Browse* button. It may be necessary to change the File of type from HTML Files to **Acrobat (*.pdf)** or **All files (*.*)**.

- b. Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file. Highlight the file to upload it to ECF. **NOTE:** To verify you have selected the correct document, right mouse click on the highlighted file name to open a *quick menu* and left mouse click on *Open*. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.
 - c. Click on the *Open* button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. **NOTE:** Ensure the highlighted file name appears in the *File name* field on the screen.
 - d. If there are no attachments to the document, click on *Next*.
8. If appropriate, attach additional documents to the main document as follows:
 - a. Click on *Browse* to search for the document file name of the attachment. Navigate to the correct directory on your system to select the PDF document you wish to file. Highlight the file you wish to attach. Double-click on the selected document or click the Open button. **NOTE:** Ensure the highlighted file name appears in the *File name field* on the screen.
 - b. Under **Category**, click on the down arrow to select the type of attachment from the drop-down screen. Highlight the type of attachment from the displayed selection. If you wish to describe the attachment in greater detail, click on the **Description** box and type a clear and concise description of the attachment.
 - d. Click on *Add to List*.
 - e. Repeat the sequence for each additional attachment.
 - f. After adding all the desired PDF documents as attachments, click on *NEXT*.
9. Select the filer.
10. Select the document that is the subject of the appeal.
11. Indicate “Y” for yes if you are filing an Application to Proceed In Forma Pauperis (without Prepayment of Fees) or if you are a Criminal Justice Act (CJA) Attorney, Federal Public Defender or United States Attorney. Proceed to Step #20.
12. Enter name, address, credit card and payment details as required on the Credit Card Payment Screen.

13. Click the *Continue with Plastic Card Payment* button.
14. Review the Payment Summary and Edit if necessary.
15. Enter your e-mail address in the *Confirmation Receipt Request*.
16. Click “*I Authorize a charge to my card account for the above amount in accordance with my card issuer agreement*” to confirm and authorize the payment details.
17. Click *Submit Payment* button.
18. An e-mail receipt will be sent to the e-mail address provided in Step #15.
19. **If the credit card is not accepted by Pay.gov, a message will appear on the screen and the docket event will not continue. The filing will not be accepted by the system. The attorney will be instructed to contact his or her card issuer.**
20. Modify the docket text if necessary and click *Next*.
21. Proofread the Final Docket Text screen and click *Next*. **NOTE: IF YOU DO NOT PRESS NEXT TO COMPLETE THE DOCKET TEXT SCREEN, THE FEE WILL HAVE BEEN PAID, BUT THE NOTICE OF APPEAL WILL NOT BE FILED.**
22. A Notice of Electronic Filing will appear on the screen and will not be e-mailed to the filer. Please print a copy of this Notice of Electronic Filing for your records.
23. Upon receipt of the Notice of Appeal, the Third Circuit Court of Appeals will review and process the document and assign a case number. A Notice of Electronic Filing will be sent by the Third Circuit Court of Appeals. Appeals to the Federal Court in Washington, DC, will be reviewed and processed and notice delivered by other means to counsel.

TRANSCRIPTS HANDOUTS

**UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF NEW JERSEY**

)	
)	
Plaintiff(s))	
)	
v.)	CASE NO. _____
)	
)	
Defendants(s).)	
)	

***NOTICE OF INTENT TO REQUEST REDACTION**

Notice is hereby given that a statement of redaction of specific personal identifiers contained in the transcript of proceedings dated _____ will be submitted to the court reporter/transcriber within **21 days from the filing of the transcript of with the Clerk of Court.**

S/ _____
 Attorney for _____
 Address _____

Date: _____

CERTIFICATE OF SERVICE

I hereby certify that on _____, I electronically filed the foregoing with the Clerk of Court using the CM/ECF system. I have also provided notice of this filing to the Court Reporter / Transcriber.

I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF parties:

S/ _____

* This notice should be electronically filed in CM/ECF utilizing the event "Notice of Intent to Request Redaction", which can be found under "Notices".

**UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF NEW JERSEY**

)	
)	
Plaintiff(s))	
)	
v.)	CASE NO. _____
)	
)	
)	
Defendants(s).)	

STATEMENT OF REDACTION

*****Submitted to Court Reporter / Transcription Agency and NOT filed*****

Please list the page number and line number where redaction is necessary
(i.e.: Social Security # on page 12, line 9, to read xxx-xx-6789)

Docket No. Of Transcript	Page	Line(s)	Identifier

**The undersigned understands that redaction of information other than personal identifiers listed below requires a separate motion and Court approval.

Date: _____ Attorney: _____
For Party : _____

Below is a list of items that are to be redacted pursuant to Fed. R. Civ. P. 5.2 as well as the Court's Policies and Procedures governing CM/ECF.
Redaction Checklist for attorneys:

- Social Security numbers to the last four digits;
- Financial account numbers to the last four digits;
- Dates of birth to the year;
- Names of minor children to the initials; and
- Home addresses to the city and state

3rd Circuit Contact Information

- 3rd Circuit ECF Website:
www.ca3.uscourts.gov/ecfwebsite/default.aspx
 - On this site, you can register and train for electronic filing.
- 3rd Circuit ECF Helpdesk Contacts:
 - Phone: (267) 299-4970
 - E-mail: ecf_helpdesk@ca3.uscourts.gov