

Top 10 Most Common



Electronic Filing Errors

10. Proposed Orders

Do Not Get Docketed Exclusively.

- exception to the rule – file a proposed order as an attachment to a motion or, if no Judicial Preference on proposed orders is stated, as an attachment to a letter.
- Be sure to check each Judge's preferences on proposed orders before e-filing.

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

- Refer to Initial Orders or other Orders entered on the docket containing specific directions as to the submission of proposed orders.

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

9. Filing Documents under Seal

- A MOTION TO SEAL IS REQUIRED!
- If you inadvertently file a document under seal, you should electronically file a certification stating that the document's access was restricted in error.

8. Letter Pursuant to L.Civ.R. 7.1(d)

Local Civil Rule 7.1(d) states in part, “The motion day of a dispositive motion may be adjourned once by a party opposing the motion, without consent of the moving party, the Court, or the Clerk...”

- This event should **ONLY** be used when requesting an automatic extension of **DISPOSITIVE** motions.
- The correct event to use when e-filing this request is **LETTER RULE 7.1**.
 - Civil Events -> Motions and Related Filings-> Responses and Replies -> **LETTER RULE 7.1**

7. Adding Parties/Selecting Parties

ADDING PARTIES:

- When your pleading adds additional parties, be sure to add them to the docket (i.e. when filing amended complaints or third party complaints).
- All parties must be added in UPPER CASE letters.

SELECTING PARTIES:

- Use the control key to select multiple parties.
- When filing cross-claims, be sure not to select all Defendants or all Parties.

6. Substituting or Adding Attorneys

- Be sure to add yourself to the docket when filing an initiating document

WHEN TO USE SPECIFIC EVENTS:

- SUBSTITUTION OF ATTORNEY - to terminate one attorney and add another
- NOTICE OF APPEARANCE - to add an attorney
- NOTICE TO WITHDRAW FROM NEF AS TO CASE - to terminate an attorney from the docket (including to terminate attorneys admitted pro hac vice)

5. Using Incorrect Event

- Use the SEARCH feature in CM/ECF.
- There is a list of all events available in CM/ECF under Reports.

**Reports**[Docket Sheet](#)**Civil and Criminal Reports**[Calendar Events](#)[Docket Activity](#)[Written Opinions](#)[Motions/Orders/Opinions to Seal](#)[NJ Motion/Order to Seal](#)**Events List Reports**[Atty - CV Events](#)[Atty - CR Events](#)**Civil Reports**[Civil Cases](#)[Judgment Index](#)**Criminal Reports**[Criminal Cases](#)

CM/ECF CIVIL EVENT LIST FOR ATTORNEYS

INITIAL PLEADINGS AND SERVICE

Complaints and Other Initiating Documents	Service of Process
Amended Complaint Application for Stay of Execution Counterclaim Crossclaim Intervenor Complaint Notice of Condemnation Notice to Take Foreign Deposition Third Party Complaint	Acknowledgment of Service Affidavit of Service Certificate of Service Monition Returned Executed Monition Returned Unexecuted Request for Waiver of Service Service by Publication Summons - Request for Issue Summons Returned Executed Summons Returned Executed as to USA Summons Returned Unexecuted Waiver of Service Executed Waiver of Service Unexecuted Writ of Execution Returned Executed Writ of Execution Returned Unexecuted Writ of Habeas Corpus ad Prosequendum Executed Writ of Habeas Corpus ad Prosequendum Unexecuted Writ of Habeas Corpus ad Testificandum Executed Writ of Habeas Corpus ad Testificandum Unexecuted
Answers to Complaints, Counterclaims and Crossclaims	Other Answers
Answer to Amended Complaint Answer to Application for Writ of Garnishment Answer to Complaint Answer to Counterclaim Answer to Crossclaim Answer to Intervenor Complaint Answer to Notice of Condemnation Answer to Petition to Enforce IRS Summons Answer to Petition to Vacate 2255 Answer to Third Party Complaint Plaintiffs Reply Brief Response to Habeas Petition	Affidavit in Opposition Affidavit in Support Amended Answer to Complaint Answer to Complaint (Notice of Removal) Answer to Petition to Vacate 2255 Answer to Writ of Garnishment Claim Objection to Report and Recommendations Withdrawal of Claim

MOTIONS AND RELATED FILINGS

Motions		
Alter Judgment	Entry of Default	Reconsideration
Amend/Correct	Expedite	Reconsideration - Magistrate
Appeal In Forma Pauperis	Extension of Time to Amend	Recusal
Appear Amicus Curiae	Extension of Time to Complete Discovery	Redact Transcript
Appear Pro Hac Vice	Extension of Time to File Answer	Release of Bond Obligation
Appoint Counsel	Extension of Time to File Document	Release of Funds
Appoint Custodian	Extension of Time to File Response/Reply	Remand
Appoint Expert	File Excess Pages	Reopen Case

4. Improper Signature

- Be sure the electronic signature matches the e-filer!
- When a document requires the signatures of more than one party, the “s/” block can be substituted for the signatures of ECF Filing Users if 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.

CORRECT

s/ Alex Attorney, Esq.

INCORRECT

s/
Alex Attorney, Esq.

s/Sammy Secretary

s/Pro Hac Attorney

s/Member of the Firm

3. Corporate Disclosure Statement

Fed. R. Civ. P. 7.1 requires a non-governmental corporate party to 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 and must file it with its first appearance, pleading, petition, motion, response, or other request addressed to the court.

The Corporate Disclosure Statement must be filed as a separate document using the event **CORPORATE DISCLOSURE STATEMENT**. (This document must NOT be filed as an attachment to a document UNLESS it is being filed in 33-1. This is the only exception.)

2. Pay.Gov

- When filing initial documents or any other document wherein you have entered your credit card information, **DO NOT HIT THE BACK BUTTON** as you **MAY BE CHARGED TWICE**.
- Should you be charged twice, you must request a refund by filing a letter in the case where the duplicative charge occurred. Do Not go through your credit card company.
- Refer to <http://www.njd.uscourts.gov/cmecfUser.htm> and click on “Refund of fees paid electronically” for detailed instructions on requesting a refund.

1. Motions/Cross-Motions

- Motion papers should be filed in ONE docket entry with supporting papers filed as individually formed PDF documents.

CORRECT

 35	MOTION to Dismiss <i>Second Amended Complaint</i> by PERDUE FARMS, INC.. (Attachments: # 1 Brief, # 2 Text of Proposed Order, # 3 Certificate of Service) <input type="text"/> (Entered: 04/30/2012)
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- The Notice of Motion is the main document. The supporting attachments are attached in separately formed PDFs.

INCORRECT

48	MOTION for Reconsideration re 47 Order on Motion for Summary Judgment by DIAMOND LIFE LIGHTING MFG (HK) LTD.. () (Entered: 09/29/2011)
49	MOTION for Reconsideration re 48 MOTION for Reconsideration re 47 Order on Motion for Summary Judgment by DIAMOND LIFE LIGHTING MFG (HK) LTD.. (Attachments: # 1 Exhibit A, # 2 Exhibit B, # 3 Supplement B-A, # 4 Supplement B-B, # 5 Supplement B-C, # 6 Supplement B-D, # 7 Supplement B-D2, # 8 Supplement B-D3, # 9 Supplement B-D4, # 10 Supplement B-E, # 11 Supplement B-F, # 12 Supplement B-G, # 13 Supplement B-H, # 14 Supplement B-I, # 15 Supplement B-J, # 16 Supplement B-K, # 17 Supplement B-L, # 18 Supplement B-M, # 19 Exhibit C, # 20 Supplement C-N, # 21 Supplement C-O, # 22 Supplement C-P, # 23 Supplement C-Q, # 24 Supplement C-R, # 25 Supplement C-S, # 26 Supplement C-T, # 27 Exhibit D, # 28 Exhibit E, # 29 Exhibit F, # 30 Exhibit G, # 31 Supplement G-A, # 32 Supplement G-B, # 33 Supplement G-C, # 34 Supplement G-D, # 35 Supplement G-E, # 36 Supplement G-F, # 37 Supplement G-G, # 38 Supplement G-H, # 39 Exhibit H, # 40 Exhibit I, # 41 Exhibit J, # 42 Exhibit K, # 43 Exhibit L, # 44 Exhibit M)() (Entered: 09/29/2011)
50	MOTION for Reconsideration re 48 MOTION for Reconsideration re 47 Order on Motion for Summary Judgment by DIAMOND LIFE LIGHTING MFG (HK) LTD.. () (Entered: 09/29/2011)
51	MOTION for Reconsideration re 48 MOTION for Reconsideration re 47 Order on Motion for Summary Judgment by DIAMOND LIFE LIGHTING MFG (HK) LTD.. () (Entered: 09/29/2011)

- The Notice of Motion is filed in docket entry no. 48 and the supporting attachments are filed in docket entry nos. 49, 50 and 51.

- When choosing the event Motion, be sure what you are filing is NOT a proposed consent order or letter. When using the event Motion, your submission must contain a Notice of Motion.
- If an Order specifies a specific return date, this return date should be listed in the Notice of Motion.
- Cross-Motions must be filed using the applicable motion event and NOT as an attachment to response papers.