

# USDC SDNY ECF Filing Tip Sheet

10/9/2018

## **Size Limit**

Each individual PDF file may be no larger than 10 megabytes (MB). To determine the PDF file size review the “document properties”. If necessary, break large files into parts, each smaller than 10 MB, and label accordingly (e.g. Exhibit A1, Exhibit A2...).

## **Spreading Text**

The Spread Text feature cannot be used to file a Motion to Dismiss. The motion must be filed individually in each case where applicable.

## **Filing A Change of Address or Firm Name**

[http://nysd.uscourts.gov/atty\\_changeaddress.php](http://nysd.uscourts.gov/atty_changeaddress.php)

## **Instructions for Attorney Name Change**

If you have changed your name, please follow the instructions on our website.

[http://nysd.uscourts.gov/atty\\_changename.php](http://nysd.uscourts.gov/atty_changename.php)

## **Filing a Notice of Appearance**

When filing a Notice of Appearance the screen will prompt the filer to select “Lead” and/or “Notice”. Checking “Lead” does not activate notifications. **The “notice” box should never be unchecked.**

## **Filing a Motion and Supporting Documents**

A Motion and the Supporting Documents are filed separately.

Each receives their own document number. Supporting Documents are not attachments to the Notice of Motion.

The Notice of Motion is filed under the filing event “Motions” and the Supporting Documents are filed under the event “Replies, Oppositions and Supporting Documents”. Each Supporting Document has its own filing event. Any exhibit may be attached to the document it supports.

## **Error in filing a document on ECF**

13.20 What if I make a mistake in electronic filing?

Immediately refile the document in correct form on the ECF system. Then send an email to the Court’s Quality Assurance Unit ([ECF\\_error@nysd.uscourts.gov](mailto:ECF_error@nysd.uscourts.gov)). The email must include the case number, case title, judge’s name, the name/title of the document that was incorrectly filed. Please indicate the error that was

made when filing the initial document. Do not follow these steps if you made an error filing an initiating document (complaint, notice of removal, petition) during the case opening process.

### **SDNY Court Email Addresses for Cases Assigned to a Judge in Manhattan**

[helpdesk@nysd.uscourts.gov](mailto:helpdesk@nysd.uscourts.gov)

ECF Help DESK

[ecf\\_error@nysd.uscourts.gov](mailto:ecf_error@nysd.uscourts.gov)

ECF Quality Assurance (email is ECF underscore Error)

### **SDNY Court Email Addresses for Cases Assigned to a Judge in White Plains**

[helpdesk@nysd.uscourts.gov](mailto:helpdesk@nysd.uscourts.gov)

*ECF Help DESK*

[ecf\\_error@nysd.uscourts.gov](mailto:ecf_error@nysd.uscourts.gov)

ECF Quality Assurance (email is ECF underscore Error)

### **Selecting an Event**

The filing event chosen to make a filing should correspond with the title of your document. There are several options you have in order to help you select a filing event.

For a list of available civil filing, events go to

<http://nysd.uscourts.gov/ecf/dictionary/SDNY%20Events%20List%20for%20Attorneys%20-%20Civil%20-%2010-02-2015.pdf>.

For a list of available criminal filing, events go to

<http://nysd.uscourts.gov/ecf/dictionary/SDNY%20Events%20List%20for%20Attorneys%20-%20Criminal%20-%2006-08-2015.pdf>.

You may also use the search function in CM/ECF to find an appropriate filing event.

If you are still unable to find the appropriate filing event, you may call the ECF Helpdesk at 212-805-0136 Option 2.

### **Attorney Case Opening Manuals and Captivates (Videos)**

The court created the CM/ECF Electronic New Civil Case Opening Manual and captivates (videos) which may be accessed on our website.

Attorney Case Opening Manual

[http://nysd.uscourts.gov/docs/ecf\\_training/00%20SDNY%20Case%20Opening%20Manual.pdf](http://nysd.uscourts.gov/docs/ecf_training/00%20SDNY%20Case%20Opening%20Manual.pdf)

Attorney Case Opening Quick Reference Guide

[http://nysd.uscourts.gov/docs/ecf\\_training/00%20ECF%20Quick%20Reference%20Guide%20May%202015.pdf](http://nysd.uscourts.gov/docs/ecf_training/00%20ECF%20Quick%20Reference%20Guide%20May%202015.pdf)

Attorney Case Opening Statistical Codes Manual

[http://nysd.uscourts.gov/docs/ecf\\_training/00%20SDNY%20Civil%20Statistical%20Case%20Opening%20Codes%20Manual.pdf](http://nysd.uscourts.gov/docs/ecf_training/00%20SDNY%20Civil%20Statistical%20Case%20Opening%20Codes%20Manual.pdf)

Attorney Case Opening Party Name Data Conventions Manual

[http://nysd.uscourts.gov/docs/ecf\\_training/00%20SDNY%20Party%20Name%20Data%20Conventions%20for%20CM%20ECF%20Manual.pdf](http://nysd.uscourts.gov/docs/ecf_training/00%20SDNY%20Party%20Name%20Data%20Conventions%20for%20CM%20ECF%20Manual.pdf)

Attorney Case Opening Captivate (Video)

<http://nysd.uscourts.gov/ecf/training/captivate/AttyCivilCaseOpening>

### **Attorney & POC ECF Training Classes**

We have in-person training classes for Case Opening and Introduction to ECF. You may register online for at

[http://nysd.uscourts.gov/ecf\\_training.php](http://nysd.uscourts.gov/ecf_training.php)

***\*\*Note: Not all documents are filed electronically. This ECF Filing Tip Sheet is subject to change due to policy and procedural modifications. Please read the ECF Rules & Instructions and the Local Rules before contacting the court.***