

USDC SDNY ECF Filing Tip Sheet

10/6/2016

Logging on to ECF

- Use either Mozilla Firefox version 3.5 or Internet Explorer versions 8, or 9. Other web browsers may not be fully compatible with the ECF system.
- If you try to log on to ECF and are unsuccessful three or more times you must delete your Cookies and Cache from your browsing history and restart your computer before trying again.
<http://www.pcmag.com/article2/0,2817,2480401,00.asp>
- **Your ECF and PACER Credentials are different.** ECF is for filing documents and PACER is for viewing documents. If the main menu bar (blue) has four options, you are logged into PACER. ECF has seven options listed on the main menu bar (Civil, Criminal, Query, Reports, Utilities, Search, Logout).
- Make sure you are using all lower case letters in your log in name.
- If you successfully logged on after 4/26/2014 the system would have prompted you to change your password.
- Minimum 8 upper & lower-case letters; include a digit or a special character (symbol).
- Make sure you leave the "Client Code" area blank. (ECF does not provide you with a Client Code)
- Click the white redaction box that says "I understand that, if I file, I must comply with the redaction rules. I have read this notice."
- There is now a reset password option as of June 15, 2015. If you know your user name you may click "If you forgot your CM/ECF password, you can request a password reset [here.](#)" A new password will be sent to the primary email on the attorney's ECF account.

If you are not successful in logging in to your ECF account please call the ECF Help Desk at 212-805-0136, Option 2.

Size Limit

Each individual PDF file may be no larger than 4 megabytes (MB). The system will not allow you to file a PDF document larger than 4 MB. To determine the PDF file size review the "document properties". If necessary, break large files into parts, each smaller than 4 MB, and label accordingly (eg. Exhibit A1, Exhibit A2...).

Filing A Change of Address or Firm Name

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

Instructions for Changing your email address in CM/ECF.

To change the e-mail address:

- Log into the [ECF](#) System.
- Click on the Utilities menu option.
- Click on **Maintain Your E-mail** menu option, then
- Click on your email address.
- Backspace and clear out the old email address.
- Type in the new email address.
- Click the "Submit All Changes" button.

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). 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	ECF Help DESK
judgments@nysd.uscourts.gov	Proposed Orders & Judgments
caseopenings@nysd.uscourts.gov	Case Openings
miscfoley@nysd.uscourts.gov	Miscellaneous Cases
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	<i>ECF Help DESK</i>
wpclerk@nysd.uscourts.gov	<i>Proposed Orders & Judgments</i>
wpclerk@nysd.uscourts.gov	Case Openings
wpclerk@nysd.uscourts.gov	Miscellaneous Cases
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-%202010-02-2015.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-%202006-08-2015.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 has 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

Attorney Case Opening Quick Reference Guide

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

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

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

*****Note: Not all filings are done 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.***