



# CM / ECF

## Case Management / Electronic Case Files

### Important Announcements from the United States Court of Appeals for the District of Columbia Circuit

Posted: July 30, 2009

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#### Mandatory Electronic Filing to Begin Tuesday, September 1, 2009

With the start of the court's new sitting term, electronic filing through the Case Management/Electronic Case Files (CM/ECF) system will become mandatory for all attorneys who appear before the D.C. Circuit in accordance with the [Administrative Order Regarding Case Filing](#) entered May 15, 2009.

Beginning Tuesday, September 1, 2009, original briefs, motions, forms, and other pleadings from counsel must be filed electronically, over the internet, using the court's CM/ECF system. The Clerk's Office will not accept original filings in paper form from counsel, except as provided in ECF-1 and ECF-8 of the Administrative Order.

See the registration section below for information on how to create an ECF Filer account in order to begin electronic filing with the D.C. Circuit. Additional information can also be found on the court's CM/ECF web page by [clicking here](#).

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#### Training for Appellate ECF Filers

Throughout the month of August, court staff will be offering hands-on training, at the courthouse, to registered ECF Filers or their support staff on Tuesday mornings, from 10:30 a.m. to 12:00 p.m. For more information about training, or to sign-up for one of the available in-house training sessions, please register online by navigating to <http://www.eventbrite.com/org/247696825?s=1270100>. Additional training sessions may be added if demand requires. Therefore, you may wish to check the calendar regularly for an updated schedule.

On-site training is also available, by request, for groups of 10 or more in the local D.C. area. Please contact our Training Coordinator, Tara Glover by email addressed to [ECFHelp@cadc.uscourts.gov](mailto:ECFHelp@cadc.uscourts.gov) for technical requirements and scheduling information.

The court has also posted several Electronic Learning Modules (ELMs) under the 'Training and Documentation' section of its CM/ECF web page. The ELMs are an easy way to review a step-by-step simulation for navigating through CM/ECF and e-filing common types of documents. Check the page regularly for new additions.

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#### System Outage During Upgrade to Appellate CM/ECF Version 2.1.3

All CM/ECF and PACER services will be unavailable from 6:00 p.m. until approximately 10:00 p.m. ET on Tuesday, August 4, 2009 while the court upgrades to appellate CM/ECF Version 2.1.3. If you intend to e-file a document on this date, please plan to do so before 6:00 p.m. ET to avoid any delays in filing. As an alternative to electronic filing on this evening, parties may hand-file hard copies of their documents by placing them in the after-hours filing depository located inside the Third Street entrance of the E. Barrett Prettyman U.S. Courthouse.



The version 2.1.3 upgrade will make a minor modification to the filer log-in page and address the compatibility problems Macintosh users have experienced after installing the 'Java for Mac OS X 10.5 Update 4' software upgrade released by Apple Inc. on June 15, 2009. See the [CM/ECF Release Notes for Public Access Changes, Appellate Release 2.1](#) on the court's CM/ECF web page for more information..

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### **How to Register and Create an ECF Filer Account**

To register for the D.C. Circuit's CM/ECF system, you must complete and submit the online appellate ECF Filer registration form available on the PACER Service Center's website. Registration is open to all attorneys, court reporters, and non-filing interested persons who would like to receive notices for cases of interest. Pro se filers may register to receive electronic notification of activity in their pending cases; however, permission to participate in the CM/ECF system as an ECF Filer will be determined on a case-by-case basis in accordance with ECF-2(B) of the Administrative Order.

Registration for an appellate ECF Filer account is separate from and in addition to your PACER account. PACER registration grants you access to view docket reports and documents from a court's database, while an appellate ECF Filer account will enable you to file documents electronically. If you are a current PACER user, you are required to complete a separate additional Appellate ECF Filer registration form to request appellate filing privileges. Appellate ECF registration is a centralized process completed via the PACER Service Center website. By registering to participate in electronic filing, the participant consents to receiving only electronic service of all court documents in a case.

For persons who have not already done so, we strongly encourage you to register as soon as possible to avoid filing delays. Registration requests are generally processed and approved within 2 business days of receipt. To begin registering for an Appellate ECF Filer account, [click here](#) and follow the instructions on the page.

For persons who previously registered to receive electronic noticing from the D.C. Circuit after November 3, 2008, you will not need to take any further action to begin filing on September 1, 2009. However, if you need to update your Appellate ECF Filer account (for example, to change your address or add additional email addresses), [click here](#) to log in to the Appellate Filer Account Update web page, and submit the necessary changes.

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### **How to Obtain Additional Assistance**

If you have questions or problems concerning electronic filing, you may contact the ECF Help Desk by calling 1-202-216-7259. The ECF Help Desk is available Monday through Friday (except federal holidays), between the hours of 8:00 a.m. and 4:00 p.m. ET.

Assistance may also be obtained by email addressed to [ECFHelp@cadc.uscourts.gov](mailto:ECFHelp@cadc.uscourts.gov). When submitting your inquiry by email, please include any relevant information such as case numbers, filer's name, error message text, or any other information that may assist us with answering your question. You can expect a reply from an experienced CM/ECF Trainer within 2 business days.