



# CM / ECF

## Case Management / Electronic Case Files

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

On Monday, June 8, 2009, the Clerk's Office will begin allowing parties to file briefs, forms, and other pleadings electronically over the internet, on a voluntary basis, by using the appellate Case Management/Electronic Case Files (CM/ECF) system. Below are links to important information that will allow you to begin electronic filing in the D.C. Circuit. Additional information can be found on the court's new CM/ECF web page by [clicking here](#).

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#### How to register and create an ECF account for electronic filing through PACER

To register for the D.C. Circuit's CM/ECF system, you must complete and submit an Appellate ECF Filer registration form through the PACER Service Center. Registration is open to all pro se, attorney, or court reporter filers, as well as, non-filing interested persons who would like to receive notices for cases of interest. Registration for Appellate ECF is separate from and in addition to registering for PACER. PACER registration grants you access to view docket reports and documents from a court's database, while Appellate ECF Filer registration 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 since registration processing can take up to **2 business days** and registering prior to the time that you need to enter your first electronic filing will ensure you avoid filing delays. 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 June 8, 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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### **Administrative Order Governing Electronic Filing Procedures**

On May 15, 2009, the court directed the entry of an Administrative Order Regarding Electronic Case Filing to implement the CM/ECF system and govern all cases within it, effective June 8, 2009. Appellate ECF filers must consult and comply with the Administrative Order and any other CM/ECF procedures posted on the court's web site. To obtain a copy of the Administrative Order and related Notice of Final Rules, click on the links below.

[Notice of Final Rules Regarding Electronic Case Filing](#)

[Administrative Order Regarding Electronic Case Filing](#)

***All Appellate ECF Filers are expected to review these materials carefully before they begin filing electronically.***

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### **Training and Assistance for Appellate ECF Filers**

In the coming weeks, the court will be posting several Electronic Learning Modules (ELMs) under the 'Training and Documentation Information' section of its CM/ECF web page. The ELMs are an easy way to review the step-by-step process for electronically filing many common types of documents with the court. Additionally, court staff will begin offering hands-on training to ECF filers at the courthouse and on-site. If you are interested in signing-up for an in-house training class, or scheduling an on-site training session for a group of people in your office, please send a training request email to [ECFHelp@cadc.uscourts.gov](mailto:ECFHelp@cadc.uscourts.gov). Be sure to include your contact information in your request, along with, how many people you anticipate attending and whether you would like to schedule an on-site group session. A Training Coordinator will contact you when more details become available.

Lastly, if you have questions or problems concerning electronic filing through CM/ECF, you can contact the D.C. Circuit ECF Help Desk by calling us at 1-202-216-7259. The ECF Help Desk is available during normal Clerk's Office business hours, Monday through Friday, between 9:00 a.m. and 4:00 p.m. EST. Additionally, you may email your question to [ECFHelp@cadc.uscourts.gov](mailto:ECFHelp@cadc.uscourts.gov). If you send an email, please include any relevant information such as case numbers, filer's name, and any other information that may assist us in answering your question. You can expect a reply from a experienced CM/ECF Trainer within 2 business days. If you experience a technical failure during filing, please do not email your documents to the ECF Help Desk. Doing so will not satisfy the timeliness requirement for filing



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pursuant to § ECF-5(C) and (D) of the Administrative Order. The table below provides contact information for several resources available to assist you with a range of different issues.

AREAS OF ASSISTANCE	CONTACT INFORMATION
<p>PACER Account Information Appellate ECF Filer Account Information</p>	<p>PACER Service Center Phone: 1-800-676-6856 Email: <a href="mailto:pacer@psc.uscourts.gov">pacer@psc.uscourts.gov</a> Website: <a href="http://pacer.psc.uscourts.gov">pacer.psc.uscourts.gov</a></p>
<p>CM/ECF Filing Assistance CM/ECF Training Requests CM/ECF Technical Assistance CM/ECF Filer Account Lock Out</p>	<p>D.C. Circuit ECF Help Desk Phone: 1-202-216-7259 Email: <a href="mailto:ECFHelp@cadc.uscourts.gov">ECFHelp@cadc.uscourts.gov</a> Website: <a href="http://www.cadc.uscourts.gov">www.cadc.uscourts.gov</a></p>
<p>General Case Information Federal and D.C. Circuit Rules Internal Policies &amp; Procedure</p>	<p>D.C. Circuit Clerk's Office Agency Cases: 1-202-216-7290 Civil &amp; Criminal Cases: 1-202-216-7310 Website: <a href="http://www.cadc.uscourts.gov">www.cadc.uscourts.gov</a></p>