

Case Management
CM / ECF
Electronic Case Files

Filing Guidelines
United States District Court for the District of Maryland

Case Management/Electronic Case Files (CM/ECF) is a new automated case management and electronic filing system. These are some of the electronic filing guidelines.

- **As of March 3, 2003 Electronic Filing is Required in All New and Pending Civil Cases Except:**
 - Social Security appeals
 - Prisoners habeas corpus and post conviction actions
 - Cases where the plaintiff filed *pro se* and counsel has not been appointed
 - Cases which are sealed in their entirety
 - Cases which have been exempted by the presiding judge
- **Specific Documents which are not to be Filed Electronically**
 - Sealed documents - electronically file a notice of filing of sealed document and file the actual sealed document in paper format with the Clerk.
 - Discovery requests and responses - any document which should not be filed with the Court under Local Rule 104.5 (D. Md. 2001), should not be filed electronically.
 - Documents which can only be converted to PDF format by scanning, and which are longer than 15 pages - electronically file a notice of filing of lengthy exhibit and file a paper copy of the exhibit with the Clerk.
 - Complaints and other case initiating documents - file with the Clerk one paper copy of the complaint, paper summonses, and civil cover sheet, and a PDF version of the complaint on 3 ½" diskette or CD Rom.
- **Documents which are to be Filed Electronically**
 - In a case subject to electronic filing, all pleadings and papers not exempted by Court procedures are to be filed electronically.
 - Routine correspondence with chambers, including consented to requests for extensions of time which may be filed as either motions or correspondence.
- **Copies for the Court**
 - The provisions of Local Rules 103.1.a, 103.2.a, and 105.1 regarding copies of documents do not apply to documents filed electronically.
 - One paper copy is required of any document filed electronically which, including attachments, exceeds 15 pages. Send the copy to the Clerk along with a copy of the notice of electronic filing which was generated by the electronic filing system.
- **Signatures**
 - The login and password issued to an attorney constitute the attorney's signature on any documents filed using the login and password. The signature may be represented on a document as "/s/" and his or her typewritten name.
 - Detailed instructions for documents containing multiple signatures and/or signatures of persons not counsel of record are contained in the Court's Electronic Filing Requirements and Procedures Manual.
- **Service**
 - CM/ECF will not impact service of original process. Summonses and complaints still must be served in accordance with Fed. R. Civ. P. 4.
 - Filing a document electronically will constitute service under Fed. R. Civ. P. 5 upon anyone who is a registered CM/ECF user and counsel of record in the case.
- **Electronic Filing Procedures**
 - Detailed electronic filing procedures are posted on the court's web site, www.mdd.uscourts.gov.