ELECTRONIC FILING REQUIREMENTS AND PROCEDURES

FEBRUARY 10, 2003*

*Check our website: www.mdd.uscourts.gov for updates.

ELECTRONIC FILING REQUIREMENTS AND PROCEDURES

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INTRODUCTION

On March 3, 2003 the United States District Court for the District of Maryland will begin using a new case management system that will permit attorneys to electronically file documents from the comfort of their own offices or anywhere else that has Internet access. The new system is known as Case Management/Electronic Case Files or CM/ECF. The system was developed by the Administrative Office of the United States Courts and is used in many bankruptcy courts. It has been tested by a number of district courts. We are proud to be one of the first district courts to implement CM/ECF for all civil cases.

The Clerk's Office, bench and attorney advisors have worked hard to establish procedures to make the system easy and convenient to use. As with any new system, however, it is a work in progress. As the court and bar gain experience with CM/ECF we expect our policies and procedures to evolve. Your input is a very important part of that process. If after using the system you have any comments or suggestions, please email them to: mdd_voyager@mdd.uscourts.gov, attention Fran Kessler. Periodic updates to this manual will be posted on our website.

J. Frederick Motz
United States District Judge
CM/ECF Project Coordinator

I. Designation of Cases

A. Cases in which Electronic Filing will be Used

All new civil and miscellaneous cases filed on or after March 3, 2003 will be subject to the electronic filing requirements and procedures set out in this manual. All civil cases pending as of March 3, 2003, which are not exempted by the presiding judge, also will be subject to the electronic filing requirements and procedures set forth in this manual from that date forward. Documents which were filed in paper format prior to March 3, 2003 do not need to be resubmitted in electronic format unless specifically directed by the court in a particular case.

B. Categories of Cases Exempt from Electronic Filing

Electronic filing by counsel or parties will not be permitted in the following types of cases: all criminal cases; sealed cases; Social Security appeals; all prisoner habeas corpus/post conviction actions regardless of whether the petitioner is represented by counsel; and all cases where the plaintiff is proceeding *pro se*.

C. Requesting an Exemption from Electronic Filing

Counsel in a case which is subject to electronic filing may request that the case be exempted from the electronic filing requirements and procedures by filing a motion setting forth the grounds for the request. Requests for exemptions will be granted only for good cause.

II. Use of Electronic Filing System

A. Registration

1. General Requirements

There is no charge for registering to use the electronic filing system. You must, however, be a member in good standing of the bar of this court or entitled by statute or Local Rule to practice without being a member of our bar. Logins and passwords will not be issued to paralegals, secretaries or other paraprofessionals.

2. How to Register

You may register for electronic filing by going to the court's web site: www.mdd.uscourts.gov and completing the on-line registration form. Once we verify that you are eligible to register for electronic filing, you will be sent a login and password via email.

3. Effect of Registration

Registration as an electronic filing user constitutes consent to receive and make electronic service under Fed. R. Civ. P. 5 of all documents governed by this manual. This agreement is applicable to all cases, present and future, where the registered user is counsel of record.

4. Pro Hac Vice

A motion to appear *pro hac vice*, should be filed on paper with the Clerk at the same time the $50.00 fee is tendered. Attorneys exempt from the fee or who are seeking a waiver of the fee also should file their motions on paper. Once the motion has been ruled upon, it will be scanned and entered by the Clerk's Office. If the motion is granted, the attorney will be given a login and password. The attorney may use the login and password only in the particular cases where he or she has been admitted *pro hac vice*.

5. Public Access to Court Electronic Records (PACER)

PACER is a fee for use service offered by the Administrative Office of the United States Courts. It offers electronic access to records of most federal district, appellate and bankruptcy courts. The types of records available electronically will vary from court to court. In almost all jurisdictions docket sheets may be accessed. Most documents electronically filed in civil cases may be viewed over the Internet by using PACER.

When you access docket sheets or other documents over the Internet using PACER there is a fee of $.07 per page. This fee applies regardless of whether you simply view the document or download and save it. There is a maximum charge of $2.10 per document.

For information on how to register for a PACER account go to: http://pacer.psc.uscourts.gov .

B. Passwords

1. Security

An attorney's login and password constitute his or her signature on all documents filed using the login and password. It is very important to protect your login and password from unauthorized use. If you discover that someone has used your login and password without your permission you should immediately notify the court.

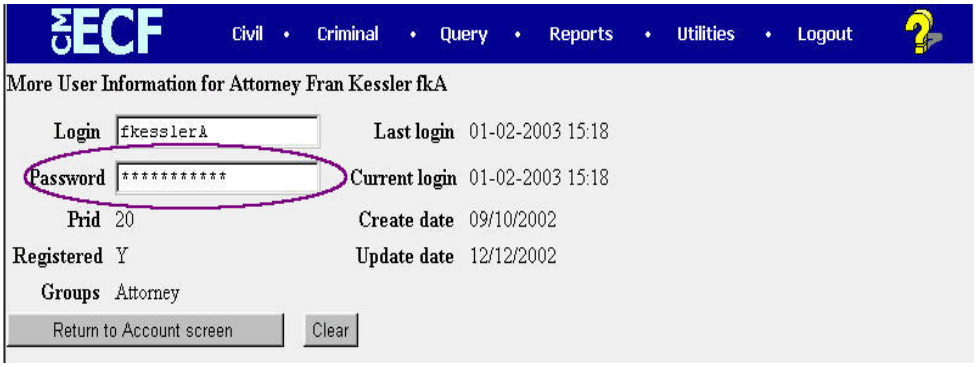
2. Changing Your Password

Your initial password is computer generated. Once you have your login and password you can change your password to one which is easy for you to remember. To change your password, take the following steps.

Step 1: After logging into the electronic filing system click on Utilities on the upper right side of the screen. Then click on Maintain Your Account.

Step 2: This brings up the Maintain User Account Screen. Click on More user information at the bottom of the screen. This brings up the More User Information Box.

Step 3: Enter your new password in the password box, then click on Return to Account Screen. Click on submit. You may be prompted to do this again.



Step 4: Click on Logout. You may now log back in using your new password. It is very important that you record your new password and keep it in a safe place. The court does not maintain a record of your password. If you lose or forget your password the court will have to issue you a new one.

3. Oops, I Forgot My Password

If you forget your password call one of our attorney admissions specialists, Tina Stavrou at 410-962-3552 or Cathy Scaffidi at 301-344-3220 to have a new password issued. You will be asked for the last four digits of your social security number to verify your identity. You must personally make the call. Passwords will not be reissued at the request of others calling on your behalf. Do not submit another registration form.

4. Delegation of Authority to Use Login and Password

An attorney may allow a secretary, paralegal, or other person in the attorney's office to use his or her login and password to file documents on the attorney's behalf. It is important to remember that your login and password constitute your signature, regardless of whether you personally use it or delegate that authority to someone else.

C. Hardware and Software Requirements

1. The Basics

- A personal computer running a standard platform such as Windows or Macintosh.
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word.
- Internet access.
- CM/ECF has been certified to work with Netscape Navigator version 4.6 or 4.7 and Internet Explorer 5.5. It may work with other browsers but the court will not be able to offer any support to persons using other browsers who run into difficulties.
- Software to convert documents from a word processor format to portable document format (PDF).
- Software for viewing PDF documents. Adobe Acrobat Reader is available free of charge at: http://www.adobe.com/.

2. Optimizing Usage

- A scanner to create electronic images of documents not in your word processing system.

- A PACER account for viewing docket sheets and documents.

3. Equipment Available at the Courthouse

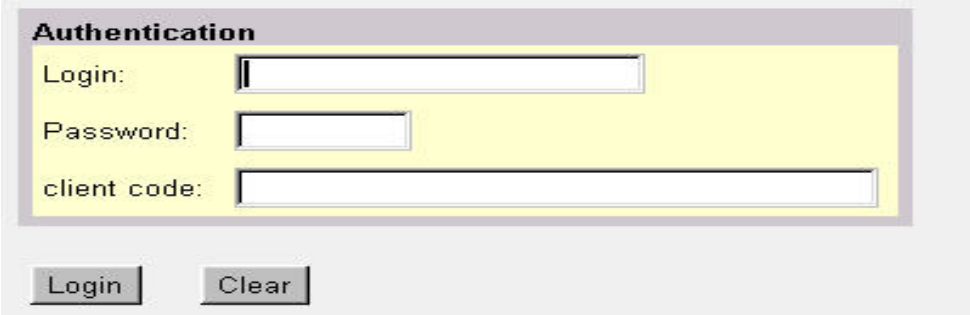
The Clerk's Offices in Baltimore and Greenbelt will be equipped with public access terminals which may be utilized by registered users to electronically file documents. The attorney conference rooms in Baltimore and Greenbelt will be equipped with PCs and scanners which attorneys who are registered users may utilize to electronically file documents in a more private setting than the Clerk's Office.

III. Electronic Filing and Service of Documents

A. Electronic Filing Step by Step

Step 1: Go to the court's electronic filing site on the Internet: https://ecf.mdd.uscourts.gov. Click on District Version 1.X Live System.

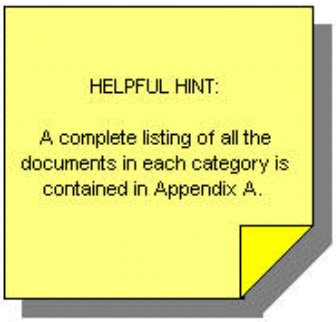
Step 2: Log into the CM/ECF system with your court issued login and password. Note: the login and password fields are case sensitive. The client code field is optional. It serves no purpose if you are logging in with your court issued login and password. If you are logging in as a PACER user, the client code field may be used for billing purposes. It will appear on your PACER billing reports so that you may track usage on behalf of particular clients.



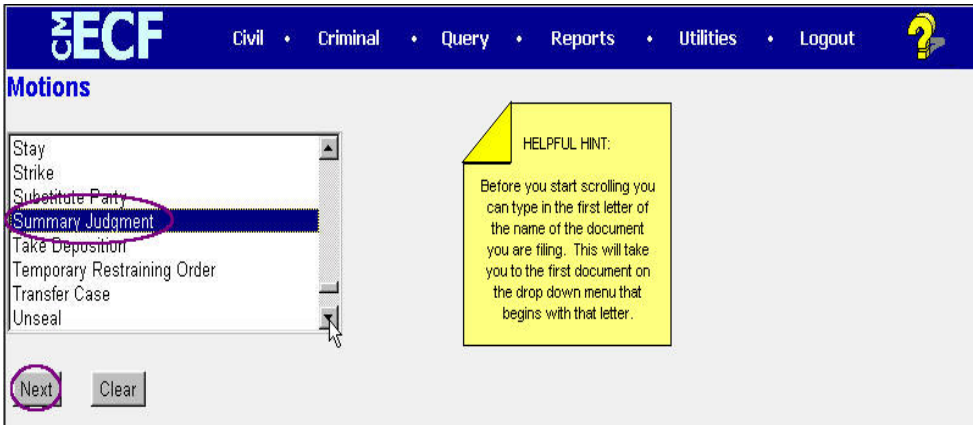
Step 3: Once you are logged in, click on Civil on the main menu bar.

Step 4: This brings up the Civil Events screen.

Click on the type of document you are filing.



Step 5: The system will display a drop down menu of the names of documents in that category. Although every effort has been made to make sure that the drop down menus reflect the terminology commonly used in this district, it is possible that the menu will not display exactly the same wording as is in the title of your document. The court does not expect you to change the title of your document to exactly match the terminology employed by the system. All of the drop down menus are in alphabetical order. You may scroll through them by using the arrows to the right of the box or you may type in the first letter of the name of the document you are filing. This will take you to the first document on the list beginning with that letter.



Click on the name of the document you are filing and then Next.

Step 6: You will now be prompted to enter your case number. Note: the system will automatically display the case number of the last case you accessed during the session. Enter the case number in one of the formats displayed on the screen.

Step 7: The system will display a verify case number screen which includes the judge's initials and short case title. If this is the correct case click on Next. If it is not the correct case, simply click on your browser's Back button.

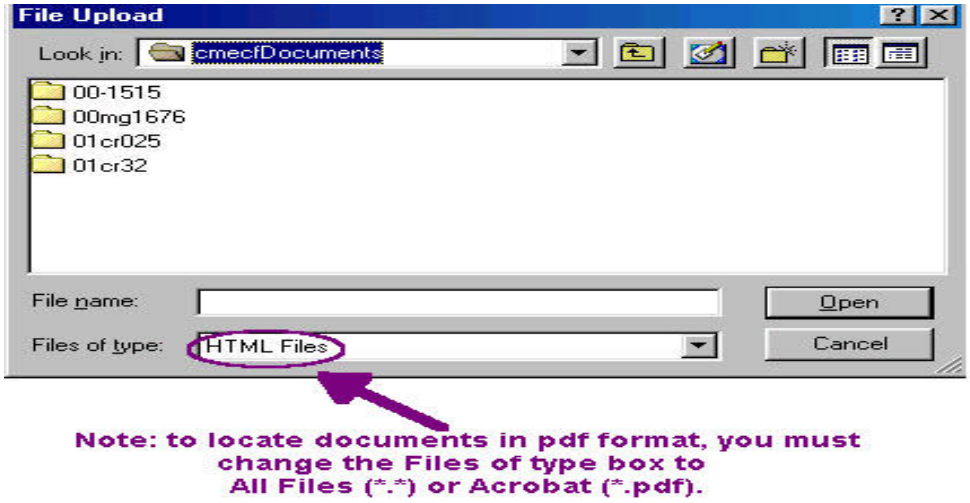
Step 8: For certain documents you may be prompted to select the party on whose behalf you are filing and then the party against whom you are filing.

Step 9: The system will then display a select PDF document screen. This is where you attach the document you are filing. The system will not allow you to proceed unless you select a document.

To select a PDF you can either enter the path and filename of the document

using the .pdf extension in the Filename box, or you can click on the Browse... button to view documents on your computer or network.

Clicking on the Browse... button will cause the system to display a File Upload screen.



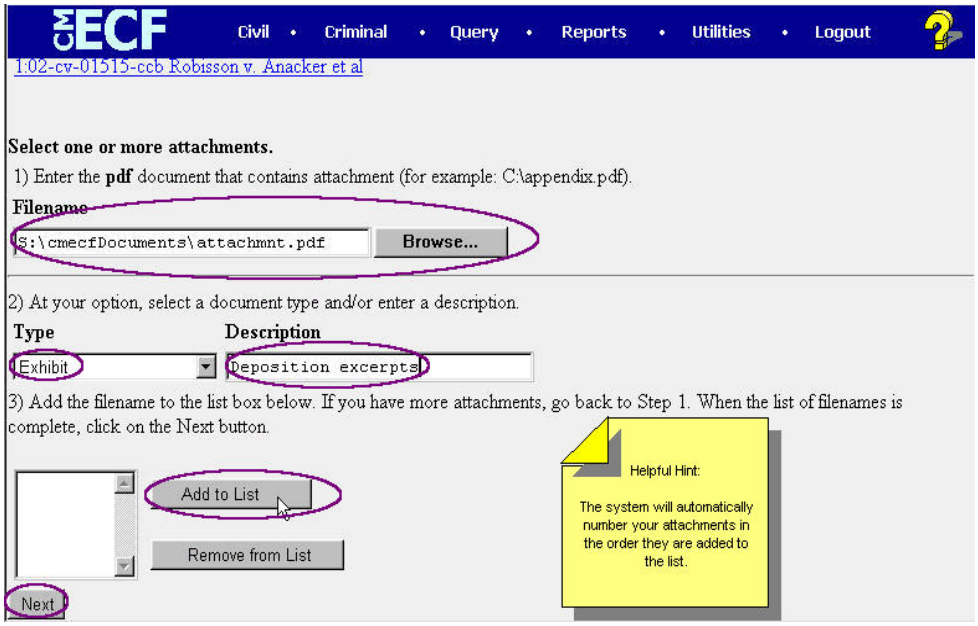
- Change the Files of type field at the bottom of the box to "All Files (*.*)" or "Acrobat (*.pdf)" so that you can view PDF documents.
- You can navigate through your directories and folders by clicking on either the down arrow at the right of the Look in box or the up arrow directory icon to the right of the box.
- Once you have located the PDF document you wish to file, click on it to select it.
- You can view the document to verify that it is the correct one by right clicking on the file name. This will bring up an Open menu. On this menu, click on Open. This will cause the system to launch Adobe Acrobat Reader and display the contents of the document. Close Acrobat Reader by clicking on the X in the upper right corner. This will return you to the File upload screen.
- Once you have located the correct document click on Open in the File upload screen. The system will then insert the path and file name in the filename box.
- The document must be in PDF format. If it is in a different format you will receive an error message when you try to proceed to the next screen.

Helpful Hint:

When converting your document to pdf format, make sure that it ends in .pdf. This will ensure that others will be able to easily download and view it.

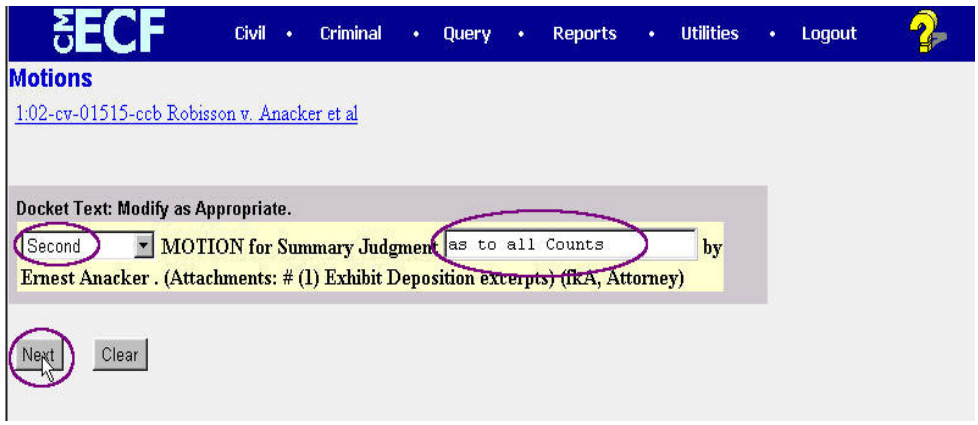
Step 10: If there are no attachments to the document, click on Next and skip to Step 11. If there are attachments to the document, click the Yes button and then Next. You will be able to select attachments in the same

way you selected the document you are filing.



- You may, but are not required to, chose a type and/or enter a description of the attachment. This can be useful, especially where there are multiple attachments.
- Then click on Add to List.
- You may continue doing this until you have selected all of your attachments. Then click on Next.

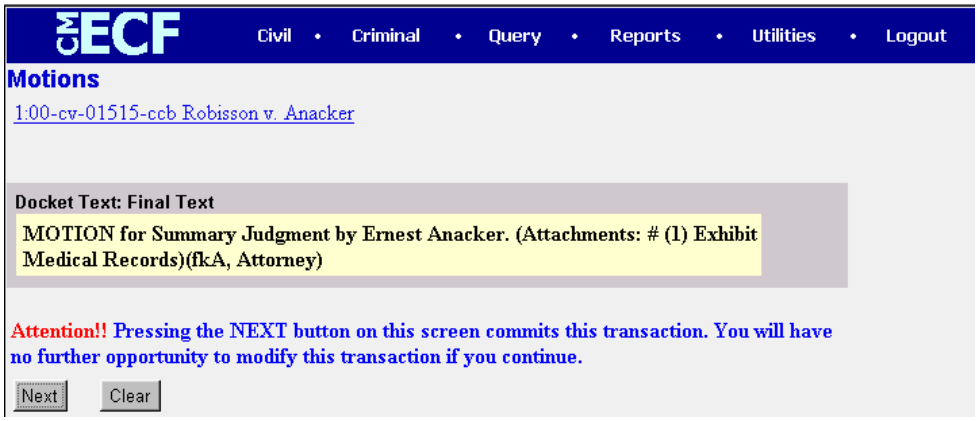
Step 11: The system will display the text of the docket entry which will be made.



You may not modify the language inserted by the system. However, certain events such as motions allow you to add modifiers from the drop

down list at the beginning of the entry and free text in up to 250 characters in the box after the name of the motion. Some other events do not allow you this opportunity. After you make any modifications to the docket entry, click Next.

Step 12: The system now displays the final text of the docket entry along with a warning that clicking Next will file the document.



Up to this point, no information has been entered into the system and no notice has been sent to any party. If you decide that you do not wish to file the document, you may simply log out of the system. If you wish to change something you may click on your browser's Back button until you reach the point where you wish to make the change. If you are sure you want to file the document with the docket entry text displayed, click on Next.

Step 13: The system will now display a notice of electronic filing. This is proof the document has been filed. You should save a copy of this notice. You can print a copy by clicking on your browser's print button. You can save an electronic copy by clicking on File and then Save As on your browser's menu bar.

CM ECF Civil • Criminal • Query • Reports • Utilities • Logout

*****NOTE TO PUBLIC ACCESS USERS***You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.**

U.S. District Court

District of Maryland

Notice of Electronic Filing

The following transaction was received from fkA, Attorney Fran Kessler entered on 2/3/2003 at 3:10 PM EST and filed on 2/3/2003
Case Name: Robisson v. Anacker et al
Case Number: 1:02-cv-1515
Filer: Tracy L Robisson
Document Number: 19

Docket Text:
MOTION to Strike [18] MOTION to Appoint Custodian *and Memorandum in Support of Motion to Strike* by Tracy L Robisson. (fkA, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1028123332 [Date=2/3/2003] [FileNumber=58662-0] [
65307f5d0cb6df9fefeb0eb498698d701d299718bdddac0431742461cfc4656faa7d1d
22e9ed9f7b8e7c0eae0550a57c2452119aa0169239399147288741c8b3]]

1:02-cv-1515 Notice will be electronically mailed to:

Andy Welkie Andrew_Welkie@mdd.uscourts.gov

Attorney Fran Kessler fkA Fran_Kessler@mdd.uscourts.gov, Mary_Ellen_Claypoole@mdd.uscourts.gov

1:02-cv-1515 Notice will not be electronically mailed to:

John Jones

Step 14: Be sure to read the notice of electronic filing. For all parties whose counsel is listed beneath the language "Notice will be electronically mailed to" the notice constitutes a certificate of service and a copy of the document need not be sent to those counsel by other means. For all parties listed beneath the language "Notice will not be electronically mailed to" **it is your responsibility to serve a copy of the document (where required by the Federal Rules or Local Rules of this court) on that party by other means permitted by the Federal Rules.**

Helpful Hint:
If you click on Utilities, Mailings, then Mailing Labels by Case, you can enter a case number and the system will generate addresses for counsel in the case in a format which can be printed on a label.

B. General Procedures

1. Particular Documents Exempt from Electronic Filing

In cases subject to electronic filing, any document which is to be filed under seal or is filed with a request to seal, should not be filed electronically. Detailed instructions for filing sealed documents are set forth in section C.12 *infra*.

If you are filing as an exhibit or attachment a document which can only be converted to electronic format by scanning and which when scanned is larger than 1.5 MB, do not file the document electronically. Note: the court is not establishing a page limit because the size of a scanned document will vary depending upon the type of scanner and software used. For documents which would be larger than 1.5 MB, you should electronically file a Notice of Filing of Lengthy Exhibit in substantially the same form as Appendix C to this manual. Within 24 hours (not counting intervening weekends and holidays) you must file and serve the document in paper format along with a traditional certificate of service, and paper copies of the Notice of Filing of Lengthy Exhibit and the notice of electronic filing.

2. Complaints and other Case Initiating Documents

The current district court CM/ECF software does not have the capability of accepting credit card payments over the Internet. Accordingly, at present attorneys are not allowed to open cases electronically. To file a new case, you should submit to the Clerk:

- 1 paper copy of the complaint or other initiating document, along with any attachments and/or motions or other documents being filed at the same time.
- 1 paper copy of the civil cover sheet (a PDF version of the civil cover sheet is not required).
- A 3 ½" diskette or CD Rom containing a PDF version of the complaint or other initiating document(s) and any attachments (subject to the procedures governing lengthy attachments, *supra)*, and/or motions or other documents being filed at the same time.
- If summonses are needed, original paper summonses (PDF versions of the summonses are not required).
- If service is to be made by private process, there is no need to submit service copies to the Clerk.
- If service is to be made by the U.S. Marshal, you must submit the appropriate number of service copies of the complaint and related documents to the Clerk.

The Clerk's Office will open the case and electronically file the complaint or other initiating document and any other documents submitted. You will be electronically notified of the filing of the complaint. The notification will include your case number. We will issue the summonses, scan them, and docket PDF versions. The paper summonses will be returned to you for service or, if appropriate, sent to the U.S. Marshal for service. Your diskette will be returned to you along with the summonses. The paper copies of the complaint and other documents will be sent to the assigned judge for his or her chambers file. The official court document will be the PDF version electronically filed.

3. Documents Subject to Electronic Filing

All documents in a case which is subject to electronic filing except those exempted by sections 1 and 2, are to be filed electronically. Paper documents received after March 3, 2003, which should have been filed electronically may be returned to the filing party.

4. Paper Copies

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 (for the presiding judge) should be submitted to the Clerk's Office of any document filed electronically which, including any attachments, is longer than fifteen pages. A paper copy of the notice of electronic filing should be attached to the front of the copy. The copy should be filed with the Clerk's Office within 48 hours (excluding weekends, holidays and days the court is closed) of the electronic filing of the document. Any documents which because of their length or any other reason, are not filed electronically should be accompanied by the number of copies required by Local Rule 105.

C. Special Procedures for Particular Documents

1. Removals

If the case you are removing from state court did <u>not</u> utilize electronic filing in state court, any documents you file from the state court case should be filed in accordance with the instructions for filing lengthy exhibits in section III.B.1. If the state court case utilized electronic filing you should file PDF versions of the state court documents.

State court documents filed at the time the notice of removal is filed, regardless of whether they are being filed in electronic or paper format,

should be filed with the Clerk in accordance with the procedures for filing a complaint in section III.B.2.

2. Bankruptcy Cases

a. Appeals, Motions for Leave to Appeal, and Motions for Withdrawal of Reference

Notices of appeal, motions for leave to appeal, and motions for withdrawal of reference should be filed in the bankruptcy court in the format being used by that court for the particular case involved.

b. Designation of Record

The designation of record should be filed in the bankruptcy court in the format being used by that court for the particular case involved. If the bankruptcy case consists solely of paper documents, copies of all documents designated should be attached to the designation. If the bankruptcy case consists solely of electronic documents, paper copies of any document which is fifteen pages or longer, including attachments, should be sent to the bankruptcy court for transmission to the district court. Do not provide paper copies of any document which is less than fifteen pages. Do not attach electronic copies of documents. If the bankruptcy case consists of both paper and electronic documents, paper copies of all paper documents designated and all electronic documents longer than fifteen pages should be sent to the bankruptcy court for transmittal to the district court.

c. Filings after Case is Transmitted to District Court

Any filing made directly to the District Court should be in electronic format and in accordance with the procedures established in this manual. Once a district court case using electronic filing has been opened, any documents which by federal or local rule are required to be filed in the bankruptcy court and then transmitted to the district court are to be filed in <u>both</u> courts by the parties. The documents shall be electronically filed in the district court and filed in the bankruptcy court in whatever format is being utilized for the bankruptcy case.

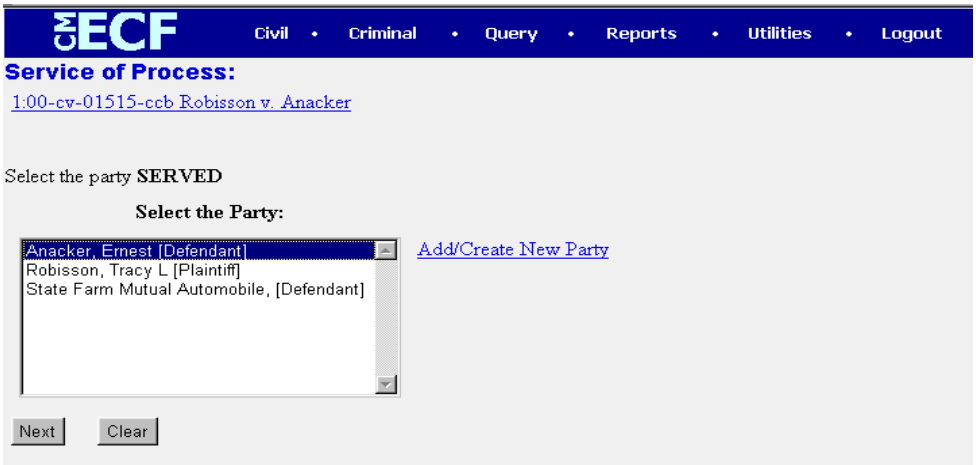
3. Return of Service

When an executed summons or waiver of service is docketed, CM/ECF

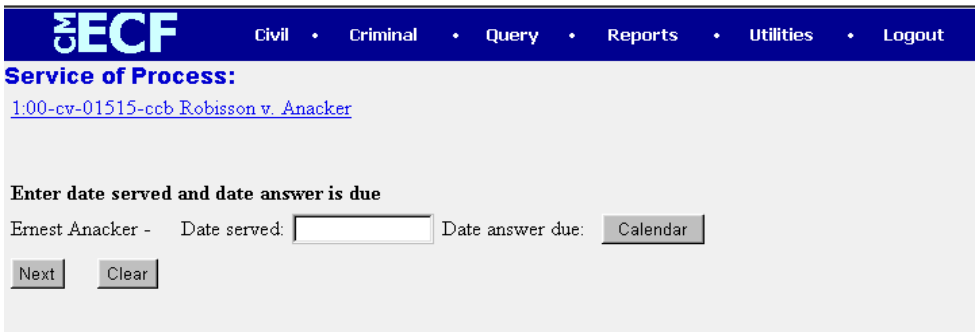
will automatically enter the date an answer is due based upon the date service was made using default settings of 20 or 60 days or, if in the case of an executed waiver of service, 60 days from the date the waiver was sent. If the case is one where a different amount of time in which to answer is permitted by statute, rule or court order, the date set by CM/ECF may not be accurate. If the date of service is not entered correctly, the date set by CM/ECF will not be accurate. It is the date an answer is due under a statute, rule or order which controls. Reliance upon the date set by the system does not excuse a late filing.

The following variations to the basic steps of electronic filing will occur when you are filing an executed return of service:

- If you are filing a return for a party who was served with a 20 day summons, choose "summons returned executed" from the drop down menu. If you are filing a return for a party who was served with a 60 day summons, choose "summons returned executed as to USA" from the drop down menu.
- After selecting the party on whose behalf you are filing, you will be prompted to select the party who was served.



You will be prompted to enter the date of service.



- Even though the system will prompt you to enter the date an answer is due, you should **not** enter the date the answer is due. The system will automatically enter the date. Click on Next and proceed as you would to file any other document.

4. Answers

If you are a registered CM/ECF user, you may electronically file an answer in a civil case which is subject to electronic filing. If you are not yet a registered user, you may file an answer by submitting a PDF version of the answer on either a 3 ½" diskette or CD to the Clerk. You should immediately complete the on-line registration form to become a registered user. To electronically file an answer follow the steps below.

Step 1: Log into the CM/ECF system and click on Civil on the main menu bar.

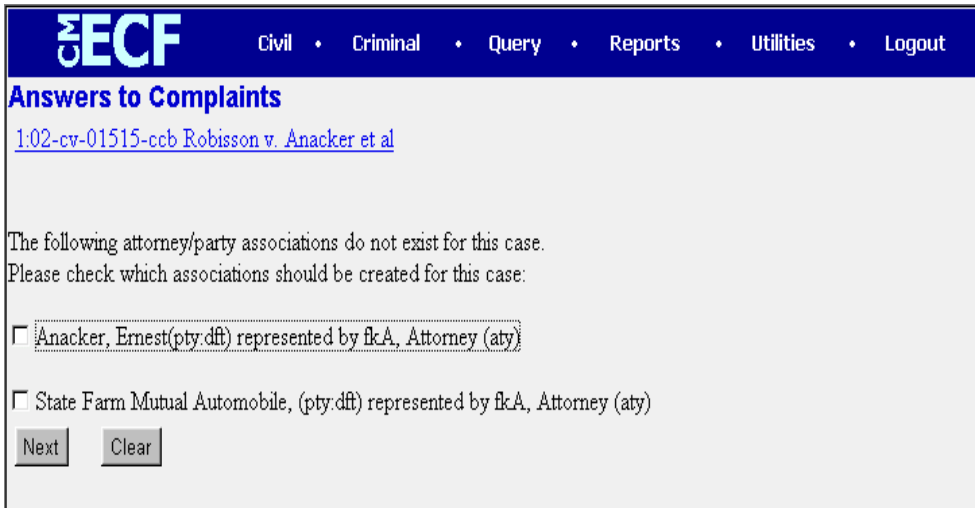
Step 2: The system will display the Civil Events screen. Click on Answers to Complaints.

Step 3: You will be prompted to enter the case number of the case in which the answer is to be filed. After entering the number click Next.

Step 4: The system will display the select filer screen.

Click on the name of the party on whose behalf you are filing the answer. If you are filing on behalf of more than one party, you may select multiple parties by holding down the control (Ctrl) button while clicking on the parties. Once you have selected the party or parties, click on Next.

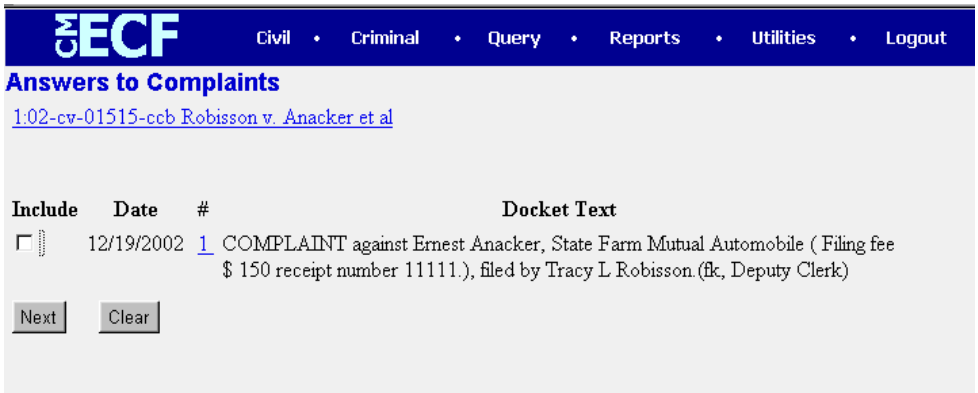
Step 5: If this is the first document you have filed in the case, you will be prompted to electronically enter your appearance via the create attorney/party association screen.



The screen displays the names of all parties on whose behalf you indicated you were filing the answer. To enter your appearance, click on the boxes in front of the name(s) of the party(ies) you are representing and then click Next. Note: You cannot enter the appearance of an attorney other than the one whose login and password are being used. If a party is represented by more than one attorney who is a registered ECF user, the appearance of the additional attorney should be entered after the answer has been filed by the additional attorney logging into the system and electronically filing a

notice of appearance.

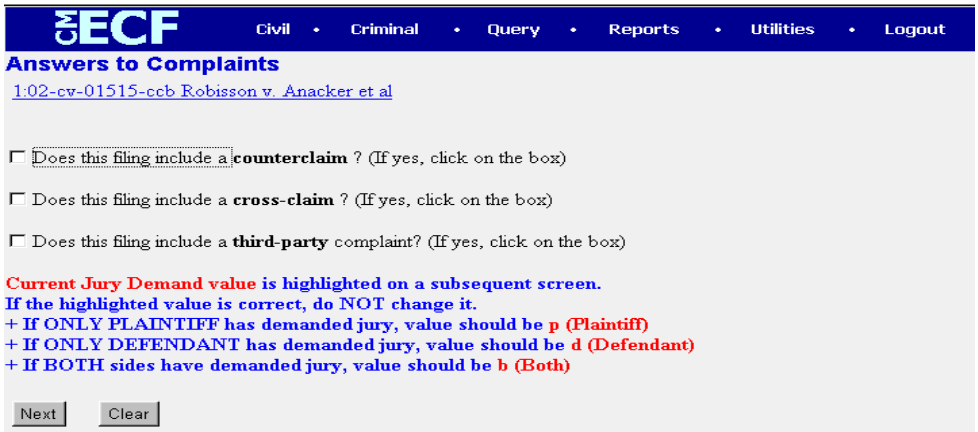
Step 6: The system will display the complaint selection screen. This screen lists the docket entries for all complaints, counterclaims, cross-claims and third party complaints for which an answer is still due.



Click the check box next to the pleading which you are answering, then click Next.

Step 7: The system will display the select document screen. Select your PDF answer as detailed *supra* and click Next.

Step 8: The system will prompt you to indicate whether the answer includes a counterclaim, cross-claim, or third party complaint. It will show you whether any other party(ies) has requested a jury trial. If you wish to request a jury trial, you may do so in Step 11.

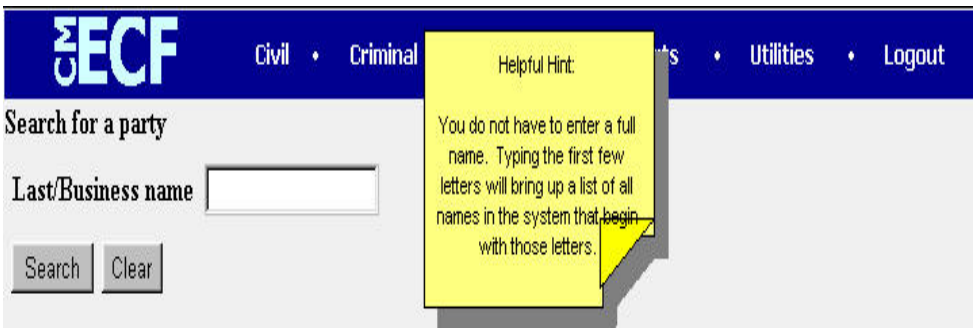


If your answer includes a counterclaim, cross-claim, or third party complaint, click on the appropriate check box(es). If the answer does not include any of these, leave the check boxes blank. Then click Next.

Step 9: If you checked that you are filing a counterclaim, cross-claim, or third party complaint, you will be prompted to select the party against whom you are filing.

If you are filing against a party already in the case, select the party from the list and click Next. If the party is not on the list, click on Add/Create New Party.

Step 10: When creating a new party you will first be prompted to search the system for the party. Note: A party not already in your case may be in the system because it was a party to an earlier action.



If the party is a person, type in the last name. If it is a business or other entity type in the name.

If the name you typed in matches any names in the system, the next screen will display a list of the names that match.

CM ECF Civil • Criminal • Query • Reports • Utilities • Logout

Search for a party

Last/Business name

Search Clear

Party search results

Welkie, Andy

Select name from list Create new party

If the name of the party you wish to add is on the list, click on their name to highlight it and then click on Select name from list.

If after searching for a party the system finds no matches or no one on the list matches the party you wish to add, click on Create new party. This will bring up the party information screen.

CM ECF Civil • Criminal • Query • Reports • Utilities • Logout

Party Information

Last name Nationwide Insurance First name

Middle name Generation Title

Role Defendant (dft:pty) Pro se no

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date 12/20/2002

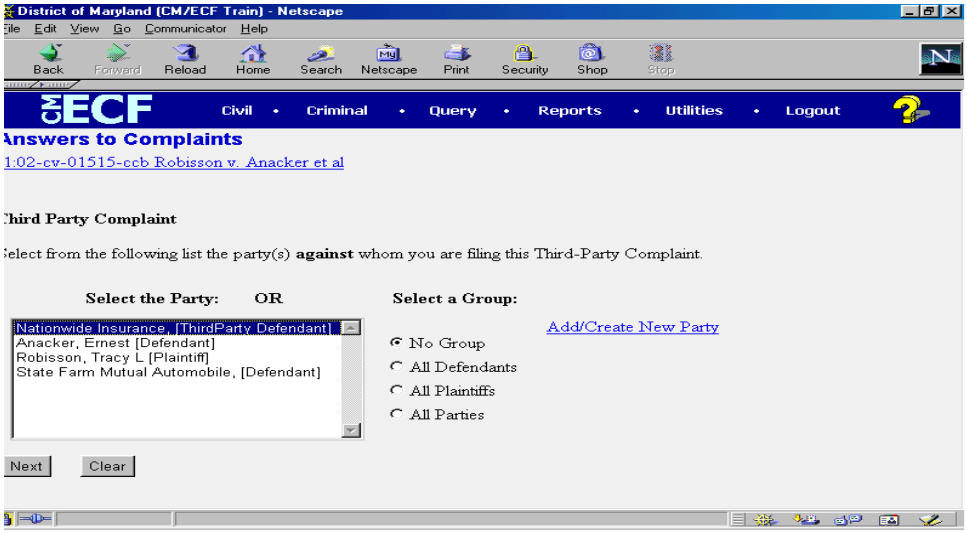
Submit Cancel Clear

The system will automatically fill in the last name field with the name for which you searched. If the party is a person, fill in the first name. If the party is a business, agency or other entity, do not fill in a first name. Put the full name of the business or other entity in the last name field. Do not fill in an address, phone number or email address for any party.

As a default setting, the system lists the role of a new party as defendant. If

this is not correct, click on the down arrow at the right of the role box. This will bring up a drop down list of the various party types. Scroll through the list until you find the correct party type and click on it. Then click Submit.

You will then be returned to the select party screen.

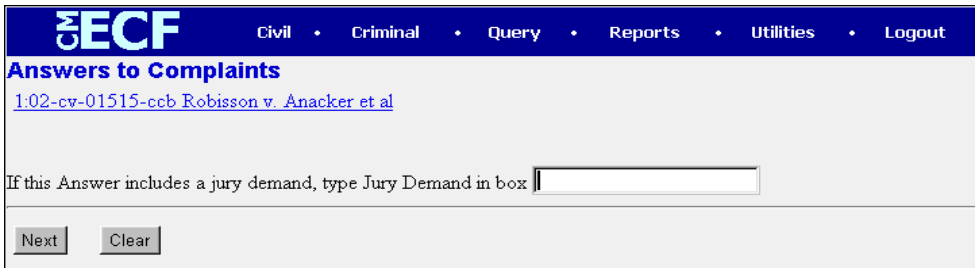


Select the party against whom you are filing by clicking on their name. Then click Next.

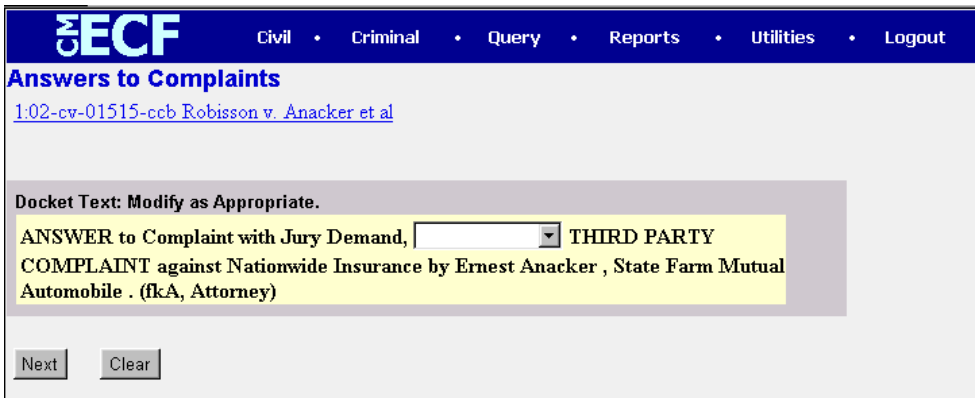
Step 11: You now have the opportunity to update the jury demand information.

If the information in the Jury Demand box is correct, click on Next. If it needs to be updated because you are requesting a jury trial, click on the arrow at the right of the jury demand box and pick an option from the drop down menu. Then click Next.

You will be asked if your answer includes a jury demand, and if so, to type in "Jury Demand".



Step 12: The system will display the text of the docket entry which will be made.



You have the ability to modify the text only by using one of the modifying terms from the drop down menu in the middle of the entry. When the docket entry is in final form, click Next.

Step 13: The system now displays the final warning screen. If you are satisfied with entry click Next.

Step 14: If you added a party for whom a summons must be issued, do not electronically file the summons. Send a paper copy of the summons to the Clerk, along with a copy of the notice of electronic filing for the document which must be served, and a request for issuance of the summons. The clerk will issue the summons, scan it, file an electronic copy, and return the paper copy to you for service.

5. Cross-claims, Counterclaims, and Third Party Complaints

The system allows for the filing of cross-claims, counterclaims, and third party complaints as separate documents. To file these documents, follow the general instructions in section 4 and if you are adding another party, the instructions for adding parties in section 7.

6. Motions

To file a motion follow the instructions in section 4. You may file a multi-part motion, for example, a motion to dismiss or in the alternative motion for summary judgment, by holding down the control (Ctrl) key while selecting the names of more than one motion from the drop down menu.

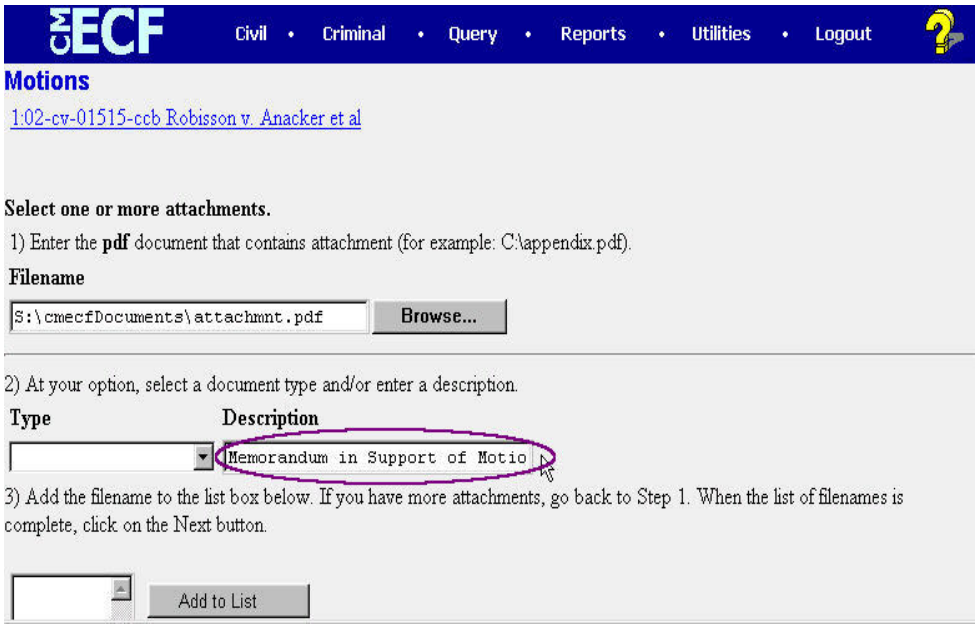
Filing a motion will automatically trigger the setting of a 17 day deadline for filing a response. *See* Local Rule 105.2.a and Fed. R. Civ. P. 6(e). If a different deadline has been established by court order, it is the deadline in the order which controls.

7. Motion for Leave to Amend

When filing a motion for leave to file an amended pleading, the proposed amended pleading and copy highlighting the amendments required by Local Rule 103.6, should be electronically filed as attachments to the motion for leave to file amended pleading. If the motion is granted, the Clerk's Office will docket and file the amended pleading.

8. Memoranda

A memorandum in support of a motion should be filed as an attachment to the motion. Detailed instructions for attaching a document are in section III.A. After you attach the memorandum, enter its title in the box for describing the attachment.



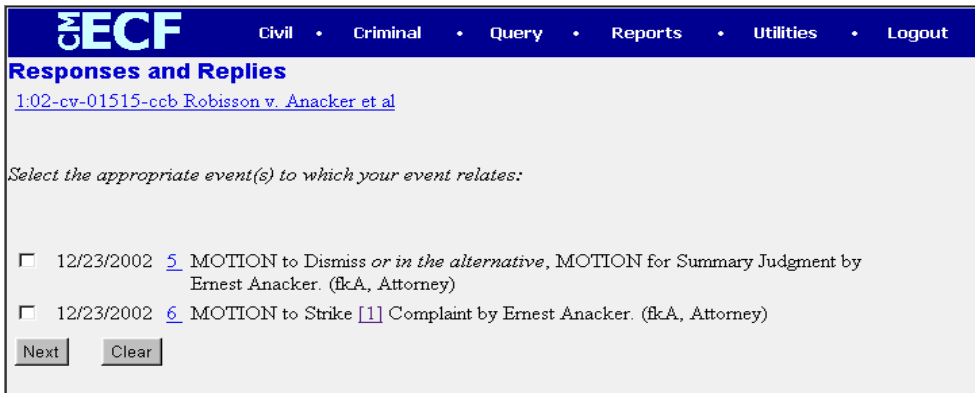
If the memorandum relates to more than one motion, it is not necessary to attach the memorandum to each motion. Simply attach it to the first motion.

If the motion and memorandum is a single PDF document, file it as a motion and when you have the opportunity to edit the docket text add "and Memorandum in Support."

9. Responses and Replies

To file a response to a motion or a reply to a response, follow the general filing instructions in section III.A, choosing Responses and Replies from the main civil menu.

After you select your document, the system will show a list of all pending motions and prompt you to check which motion(s) your response or reply relates to. Click on the applicable box(es) and continue as you would for filing any document.



10. Discovery

The electronic filing system should not be used for filing routine discovery requests, responses or Rule 26(a) disclosures. Procedures for electronic filing of other documents related to discovery are outlined below.

a. Motion for Leave to Take Deposition

If by statute, rule, or court order, court approval is required before taking a deposition, you may file a motion for leave to take deposition by choosing Motions from the main civil menu and then clicking on Take Deposition. Then proceed as outlined in section III.A.

Helpful Hint:

All motions to compel require a Local Rule 104.7 certification, regardless of whether answers to discovery requests have been received.

b. Motion to Compel Discovery (where no response has been served by a party, concerning deposition questions, or where the request was directed to a non-party)

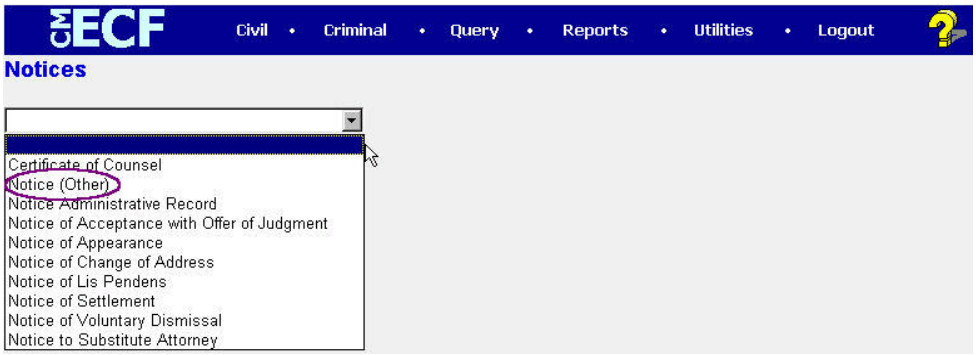
Step 1: On the main civil menu click on Motions. From the drop down menu choose Compel. Proceed as outlined in section III.A.

Step 2: After selecting your motion, be sure to attach your Local Rule 104.7 certification. If the certification is not attached, the court may direct that your motion be marked "filed in error" and not consider it.

Step 3: When you reach the Modify Docket text screen, type in "Discovery" and any additional information you want to include in the docket entry. Proceed as outlined in section III.A.

c. Motion to Compel Discovery (where a response has been received from a party but is not considered satisfactory)

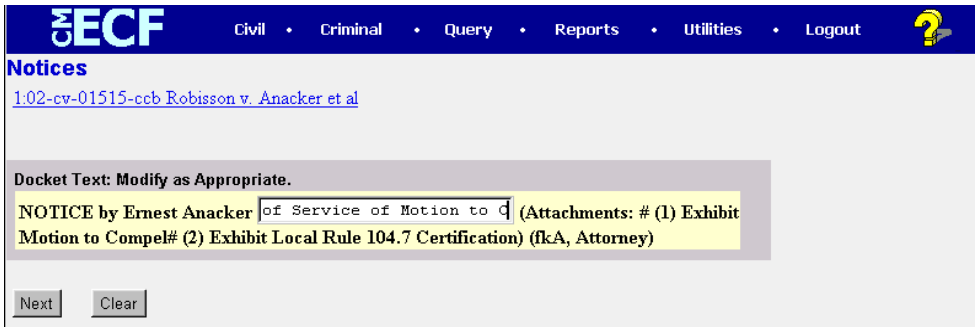
Step 1: On the Main Civil Menu click on Notices. From the drop down menu chose Notice (Other). Proceed as outlined in section III.A.



Step 2: When you reach the screen for selecting the document you are filing, select the Notice of Service of Motion to Compel which you file with the court under Local Rule 104.8.a. Attach to the Notice your motion to compel. In the block for describing the attachment type in "Motion to Compel." Do **not** docket the motion to compel as a motion. It is an attachment to the Notice of Service. Proceed as outlined in section III.A.

Step 3: When you reach the screen for modifying the docket text of

the Notice, type in "of Service of Motion to Compel." Proceed as outlined in section III.A.



d. Response to Motion to Compel Discovery (where motion has been filed as an attachment to a Notice of Service of Motion to Compel)

Step 1: On the Main Civil Menu click on Notices. From the drop down menu chose Notice (Other). Proceed as outlined in section IIIA.

Step 2: When you reach the screen for selecting the document you are filing, select the Notice of Service of Response to Motion to Compel which you file with the court under Local Rule 104.8.a. Attach to the Notice your response to motion to compel. In the block for describing the attachment type in "Response to Motion to Compel." Do **not** docket the response as a response to a motion. It is an attachment to the Notice of Service. Proceed as outlined in section III.A.

Step 3: When you reach the screen for modifying the docket text of the Notice, type in "of Service of Response to Motion to Compel." Proceed as outlined in section III.A.

e. Reply to Response to Motion to Compel Discovery (where motion has been filed as an attachment to a Notice of Service of Motion to Compel)

Step 1: On the Main Civil Menu click on Notices. From the drop down menu chose Notice (Other). Proceed as outlined in section III.A.

Step 2: When you reach the screen for selecting the document you

are filing, select the Notice of Service of Reply to Response to Motion to Compel which you file with the court under Local Rule 104.8.a. Attach to the Notice your reply. In the block for describing the attachment type in "Reply to Response to Motion to Compel." Do **not** docket the reply as a reply to a response to a motion. It is an attachment to the Notice of Service. Proceed as outlined in section III.A.

Step 3: When you reach the screen for modifying the docket text of the Notice, type in "of Service of Reply to Response to Motion to Compel."

f. Official Filing of Motion to Compel with the Court (where motion has been attached to notice of service of motion to compel)

Step 1: The motion to compel which you file with the Court as a motion to compel should be a listing of the matters from your original motion to compel which have not been resolved. A sample motion is contained in Appendix D.

Step 2: On the Main Civil Menu, click on Motions. From the drop down menu choose Compel. Proceed as outlined in section III.A.

Step 3: When you reach the screen for selecting your document, it is not necessary to attach either the original motion to compel or any responses or replies. You must attach a Local Rule 104.7 certification. Proceed as outlined in section III.A.

Step 4: When you reach the screen for modifying the docket text, after Compel, type in "Discovery." Proceed as outlined in section III.A above.

11. Appeals

a. Filing

A notice of appeal should be filed as is outlined in section III.A. It is not necessary to provide the court with paper copies of the notice for service on the other parties. The electronic notice constitutes the copy the clerk is required to serve under Fed. R. App. P. 3(d).

b. Fees

If you are filing a motion for leave to appeal *in forma pauperis*, it should be electronically filed immediately after filing the notice of appeal. If you are paying the fee, it must be remitted to the Clerk within 24 hours (excluding weekends, holidays, and days the court is closed) of filing the notice of appeal.

c. Briefs

If you are appealing to the United States Court of Appeals for the Fourth Circuit or to the Federal Circuit, do **not** electronically file copies of your brief with this court. Briefs may be electronically filed with this court only in cases where the appeal is to a district judge.

12. Sealed Documents

Do **not** electronically file documents which have been sealed or which you are requesting to be sealed.

a. Attachments

If the document to be filed under seal is an attachment to another document which is not being filed under seal, (for example, an exhibit to a motion), electronically file the unsealed document. Attach to it in place of the sealed attachment, a Notice of Filing of Document Under Seal. A sample notice is contained in Appendix B.

b. Entire Documents

If an entire document is to be filed under seal, (for example, a response to a motion), electronically file it by choosing the appropriate document type from the drop down menu, (motion, response, reply, etc.), but do not attach the sealed document. Instead, attach a Notice of Filing of Document Under Seal.

c. Partially Sealed Documents

If a document is to be partially sealed, (for example, a memorandum which mentions confidential information in only one section), electronically file a redacted versions of the document and attach a Notice of Filing of Document Under Seal.

d. Procedures Applicable to All Sealed Documents

Within 24 hours (not counting intervening weekends, holidays, and days the court is closed), you must file and serve the sealed document in paper format along with a traditional certificate of service, copies of the Notice of Filing of Document Under Seal, and notice of electronic filing. **For purposes of computing deadlines and time limits, the document is not deemed filed until it is received by the Clerk's Office.**

If the court has not previously directed that the document be filed under seal, you may electronically file your request that the document be placed under seal immediately before filing the document. The document which you are requesting be sealed should be filed using the procedures for filing a sealed document. The document will be temporarily placed under seal until a ruling is made on the request to seal.

If the Court has previously ordered that the document(s) be filed under seal, you should electronically file a Notice of Filing Document Under Seal. A sample notice is attached as Appendix B. File the original document(s) with Clerk, along with a copy of the Notice of Filing Document Under Seal and Notice of Electronic Filing. Include one paper copy of the document(s), Notice of Filing Document Under Seal, and Notice of Electronic Filing for the presiding judge.

13. Correspondence

The main civil menu contains a category for correspondence. The events in this category may be used for the types of routine matters that are currently handled by letter - requests for conferences, hearings, extensions of time, etc. Judges also will use the CM/ECF system to send routine correspondence to counsel.

D. Documents Filed in Error

1. Errors Found During Quality Control Process

All documents filed by counsel will be reviewed by Clerk's Office staff to ensure that they were docketed correctly, and, to the same extent currently monitored, whether they comply with the Federal Rules of Civil Procedure and the Local Rules of our court. If it is determined that a document was incorrectly filed with the Court, for example, Rule 26(a) disclosures which should only have been served on an opposing party, an electronic letter will be sent to the parties indicating that the document was filed in error. The link to the document will be reset so that the document may only be

accessed by court users, not by counsel or PACER users. The original docket entry will remain.

2. Errors Reported by the Filing Party

Filing parties are expected to make every effort to ensure that they do not file a document other than the one they intended to file, that they file in the correct case and that they do not electronically file documents containing information which should have been filed under seal. If you notice that you have made a mistake, you should immediately contact the Court and ask for the docket clerk handling the case. If circumstances warrant, the docket clerk may temporarily reset the link to the document so that it may only be accessed by court users, not by counsel or PACER users. Within 24 hours (excluding weekends, holidays and days the court is closed) you must electronically file a request asking that the document be stricken, sealed or other action taken to correct the error.

E. Signatures

1. Attorneys

Anything filed using an attorney's login and password will be deemed to have been signed by that attorney for all purposes, including Fed. R. Civ. P. 11. Attorneys may, but are not required to, place an electronic signature on pleadings and papers. For the attorney whose login and password is being used, it is sufficient to indicate a signature as in the following example:

/s/
John M. Barrister, Esquire

2. Documents Requiring Signatures of Multiple Attorneys

Pleadings and papers which are normally signed by more than one attorney, regardless of whether the attorneys represent the same party or different parties may be handled in any of the following ways.

First, the attorney whose login and password are being used to file the document may obtain approval from any other attorney to state that the other attorney has authorized him or her to sign the document on their behalf. Such approval may be indicated as in the following example:

/s/	/s/
Sally Solicitor, Esquire (signed by John M. Barrister with permission of Sally Solicitor)	John M. Barrister, Esquire

In such circumstances, the attorney whose login and password is used to file the document is responsible for maintaining a record of when and how permission was obtained to sign the other attorney's name in case any questions arise.

Second, the attorney whose login and password are being used to file the document may obtain and maintain in his or her records a paper copy of the document signed by the other attorney. Possession of such a signed copy may be indicated as in the following example:

/s/	/s/
Sally Solicitor, Esquire (signed copy of document bearing signature of Sally Solicitor is being maintained in office of John M. Barrister)	John M. Barrister, Esquire

In such circumstances, the attorney whose login and password are used to file the document is responsible for maintaining the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

Third, the attorney whose login and password are being used to file the document may obtain original signatures from all attorneys who are filing the document, scan the signature page **only** and file it as an attachment to the document. In this situation, the electronic version should bear language similar to the following:

/s/*	/s/*
Sally Solicitor, Esquire	John M. Barrister, Esquire

*A copy of the signature page bearing original signatures is attached hereto as Attachment 1.

In such circumstances, the attorney whose login and password are being used to file the document is responsible for maintaining the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

In any case where an attorney becomes aware that it has been proffered to the court that he or she has consented to his or her signature being placed on a document or that he or she has signed a document when in fact he or she has not signed or consented, it is the responsibility of that attorney to immediately notify the court and request that the document be stricken.

3. Identifying Information

The requirements of Local Rule 102.b that counsel state their name, address, telephone and fax number at the bottom of all court papers, apply to documents filed electronically.

4. Non-Attorneys

Documents which are required to be signed by persons who are not counsel of record in a particular case (verified pleadings, affidavits, etc.), may be submitted in electronic format in any of the following ways so long as counsel has and maintains a signed copy.

a. If the document is less than 1.5 MB when scanned into PDF format, it can be scanned and then filed electronically.

b. An electronic version of the document bearing a "/s/" can be filed along with a statement by counsel that he or she has a signed copy, as in the following example.

/s/*
Polly Plaintiff

*Counsel hereby certifies that he or she has a signed copy of the foregoing document available for inspection at any time by the court or a party to this action.

c. An electronic version of the document bearing a "/s/" can be filed with a scanned copy of the signature page as an attachment.

/s/*
Polly Plaintiff

*A copy of the signature page bearing an original signature is attached hereto.

F. Consequences of Electronic Filing

1. What Constitutes Filing

Electronic transmission of a document to the Electronic Filing System along with transmission of a Notice of Electronic Filing, constitutes filing of the document and entry of the document on the docket.

2. Time of Filing

A document is "filed" at the time the Notice of Electronic Filing states it was entered. Thus if you begin the process of electronically filing a document on December 20th at 11:55 p.m. and do not complete it until December 21st at 12:05 a.m., the Notice of Electronic Filing will state the document was entered on December 21, 2002 at 12:05 a.m. and this will be the date the document was filed. **The availability of electronic filing after normal business hours and on weekends and holidays does not in any way extend any deadlines imposed by statute, rule or court order.**

3. Sanctions

Any document which is filed using an attorney's login and password, or which is filed using the procedures set forth *supra* for documents with multiple signatures, is deemed to have been signed for all purposes under Fed. R. Civ. P. 11.

G. Service

1. On Registered Users

If the Notice of Electronic Filing lists counsel for a party under the heading: "Notice will be electronically mailed to" this is the equivalent of service by first class mail, postage prepaid. If all parties are represented by counsel to whom the system sends electronic notice, it is not necessary to file a separate certificate of service.

2. On Parties Not Registered Users

If the Notice of Electronic Filing lists a party or counsel under the heading: "Notice will not be electronically mailed to" it is the responsibility of the filing party to serve the document in accordance with the Federal Rules of Civil Procedure within 24 hours of the electronic filing. The filing party must serve with the document a copy of the Notice of Electronic Filing. For any document served on a party by means other than the CM/ECF

system, the filing party must file an electronic version of the certificate of service attached to the document. A sample certificate of service is attached hereto as Appendix E.

3. Of Original Process

Nothing in these procedures shall be construed as authorizing service of original process in any manner other than is permitted by statute or Fed. R. Civ. P. 4.

IV. Privacy Policy

A. Information to be Redacted

In accordance with the policy of the Judicial Conference of the United States, unless otherwise ordered by the court, the parties shall refrain from including or shall redact the following information from all documents not submitted under seal:

1. Full Social Security numbers. If an individual's social security number must be included in a document, only the last four digits of the number should be used.
2. Names of minor children not parties to the case. If a minor child must be mentioned, only the initial of the child should be used.
3. Full dates of birth unless essential to a claim or defense. It is acceptable to disclose an age or year of birth if relevant.
4. Full financial account numbers. If financial account numbers are relevant, only the last four digits of the number should be used.

B. Enforcement

It is the responsibility of counsel and the parties to redact these personal identifiers. The clerk will not screen documents and will not reject them solely on the basis that they contain personal identifiers. The court may, however, on its own initiative or at the request of a party, strike the document or direct other corrective action and/or impose sanctions on any party failing to redact such information.

V. Orders

A. Entry

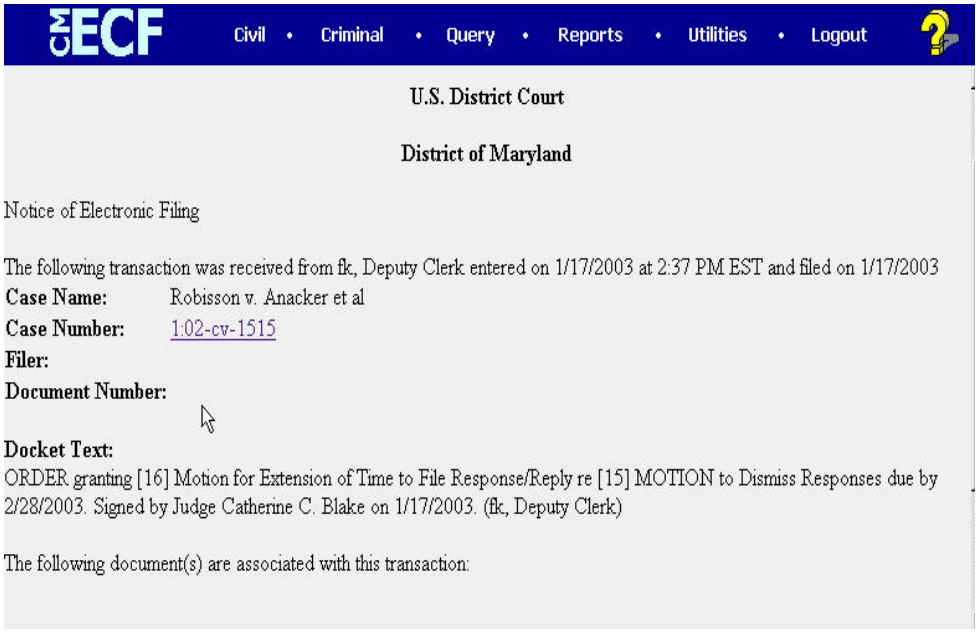
Electronic filing by the court or court personnel of any orders, decrees, judgments or proceedings of the court shall constitute entry on the docket as well as notice to and service on registered users in the case, under the Federal Rules of Civil Procedure.

B. Signatures

Any order filed electronically by the court without the original signature of a judge has the same force and effect as if the judge had affixed his or her signature to a paper copy of the order and it had been entered on the docket in a conventional manner.

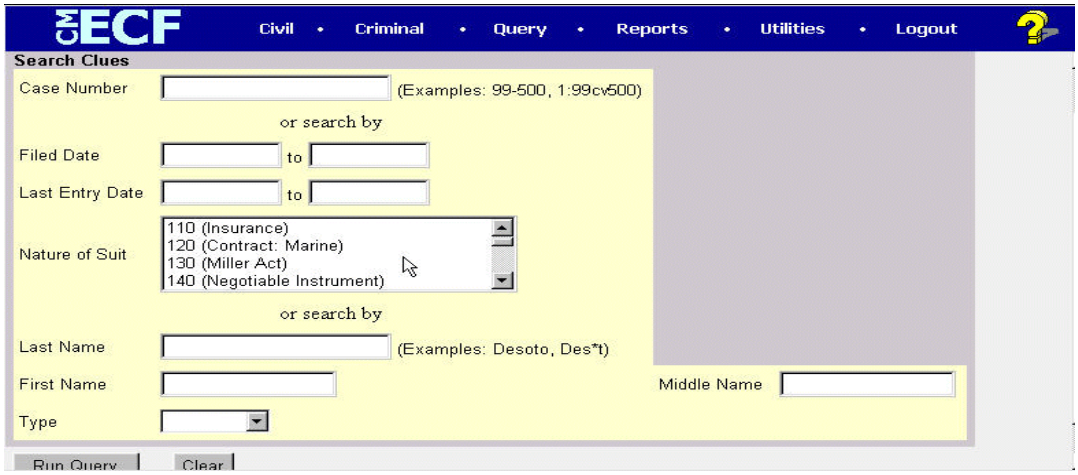
C. Electronic Marginal Orders

At his or her discretion, a judge may rule upon a motion by having a text only entry made on the docket. There will be no PDF document attached to the entry. The system will however, generate a notice of the entry. Such entries shall have the same force and effect as any other type of order. You will receive electronic notice of the filing of the order however, the notice will not have a link to a document.



VI. Query

The Query option on the main menu bar allows you to search for cases. To utilize this option you must have a PACER account. You may log into the CM/ECF system using your PACER account. This will allow you access to PACER functions, but not electronic filing. If you are already logged in as a CM/ECF user, when you click on Query you will be prompted to enter your PACER login and password. This will bring up the search screen.



You can search by case number, party or attorney name or a combination of a range of case filing dates, range of document filing dates and type of case.

VII. Reports

The Reports option on the main menu bar will allow you to run several reports through PACER without having to go to the PACER website. You will need a PACER login and password to access the docket sheet, judgment index and case reports and PACER fees will apply. You may log into the CM/ECF system using your PACER login and password. This will allow you to access the PACER functions but not electronic filing. If you are already logged in as a CM/ECF user, you will be prompted to enter your PACER account information when you click on one of the reports. The calendar events report may be accessed with your CM/ECF login, however, we will not be entering hearing dates into the system so the information in the report will not be accurate.

A. Docket Sheet

This report allows you to access the docket sheet for a particular case. You may choose to view the documents in either chronological or reverse chronological order. You may limit the portion of the docket sheet that you are viewing by entering either a date range or range of paper numbers. Limiting the amount of the docket you want to view will reduce the PACER fee and in cases where the docket sheet has many entries can reduce the amount of time it takes to access it.

B. Civil Cases Report

This report is similar to Query but allows a few more options for limiting your search, i.e., whether the case is open or closed, certain case flags, the division the case is assigned to, etc.

C. Judgment Index

This report allows you to search for judgments by case number, party name, or a particular date range. When using the report please keep in mind that the "Status" will be only as accurate as the information which is entered into the system. If a party has not entered information relating to satisfaction of a judgment, it will not appear on the report.

VIII. Utilities

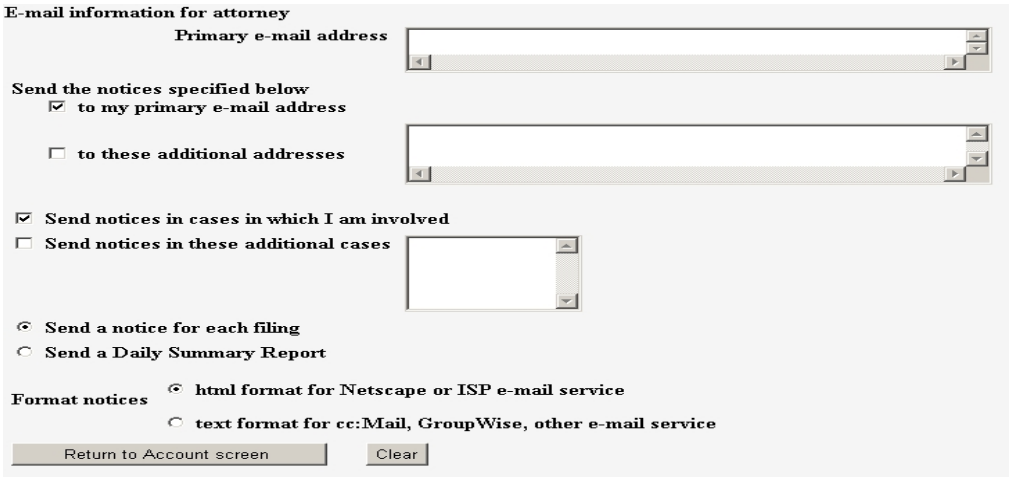
Clicking on Utilities on the main menu bar allows you access to a number of functions.

A. Account Functions

1. Maintain Your Account

This function is discussed in section II.B, Changing Your Password. Some of the other information should not be changed by users. If you wish to change any of the information on the initial screen such as your name, address, or phone number, you should contact one of our Attorney Admissions Specialists - Catherine Scaffidi at (301) 344-3220 or Tina Stavrou at (410) 962-3552.

You may change your email address, input additional email addresses (your secretary for example), choose whether you want to receive a notification of everything that is filed in your cases as soon as it is filed or if you wish to receive a single daily notice of all activity in your cases, and choose the format of your email notification. Click on Utilities, Maintain Your Account, then Email information . . .



You may then change your email address, add additional email addresses to receive electronic notices in your cases, sign up to receive electronic notices in cases where you are not counsel of record, choose whether to receive a separate notification of each instance of docket activity in your cases or a single daily notice of all activity in all of your cases that day, and choose whether the notification is sent in html or text format.

Once you have made the changes, click on Return to Account Screen, and then Submit.

2. View Transaction Log

This function allows you to review all documents filed using your login and password during a specified period. It is an easy way to monitor your account to ensure that it is not used without your permission.

3. Change Your PACER Login

If you have a PACER account this option will allow you to change your login. If you wish, you can make it correspond to your CM/ECF login.

B. Legal Research

This option allows you to access on-line medical and legal dictionaries and access Westlaw. This is a pre-packaged option which came with the system. The Court does not endorse any particular web sites or on-line services.

C. Mailings

This function is a quick way to check to see which parties in a case are electronically noticed and which are not. It also allows you to generate addresses in a format which can be easily copied to label printing software. Because service of documents is the filer's ultimate responsibility, it is very important that you ensure that all parties in a case who are entitled to notice actually receive it by checking to make sure they are electronically noticed, and if they are not registered for electronic noticing to serve them with a paper copy.

D. Verify a Document

This is a security feature installed to ensure that a document filed electronically has not been tampered with since it was filed.

IX. Help Desk

Court staff will be available to answer questions Monday through Friday (excluding holidays and days when the court is closed) from 9:00 a.m. to 5:00 p.m. For assistance, you should call the main switchboard at either (410) 962-2600 or (301) 344-0660. Briefly explain your question. If it relates to a pending case, be prepared to reference a case number. If the person answering the phone can answer your question, he or she will do so. If not, your call will be referred to someone who can assist you. Please do not ask for specific staff members unless you have been directed to do so.

X. Technical Failures

The court will make every effort to post the dates and times the system will be unavailable because of maintenance or upgrades on both its main web site and the electronic filing site. If you are unable to timely file a document due to technical problems with either the electronic filing system or your own system, you may request an enlargement of time. It will be up to the discretion of the presiding judge whether to grant the request.

XI. Public Access

Any document in a civil case which has been filed electronically may be accessed by registered users of the PACER system. Such documents also will be available for viewing free of charge from public terminals in the Clerk's Office during regular business hours.

CM/ECF Events List - Attorney - CIVIL

Initial Pleadings and Service

Complaints and Other Initiating Documents
Amended Complaint
Application for Writ
Complaint for Forfeiture
Counterclaim
Cross Claim
Fifth Party Complaint
Fourth Party Complaint
Intervenor Complaint
Notice of Condemnation
Notice of Removal
Petition for Writ of Habeas Corpus
Petition to Enforce IRS Summons
Third Party Complaint

Service of Process
Acknowledgment of Service
Affidavit of Service
Certificate of Service
Request for Waiver of Service
Service by Publication
Summons Returned Executed
Summons Returned Executed as to USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Unexecuted
Writ of Habeas Corpus ad prosequendum Executed
Writ of Habeas Corpus ad prosequendum Unexecuted
Writ of Habeas Corpus ad testificandum Executed
Writ of Habeas Corpus ad testificandum Unexecuted

Answers to Complaints

Other Answers
Amended Answer to Complaint
Answer to Writ
Claim
Objection to Report and Recommendations
Response in Opposition
Response in Support
Response to Order to Show Cause
Withdrawal of Claim

Motions and Related Filings

Frequently Used Motions
Amend/Correct
Dismiss
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer

Frequently Used Motions (continued)
Extension of Time to File Document
Extension of Time to File Response/Reply
Leave to File Document
Reconsideration
Summary Judgment

Motions
Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Approve Consent Judgment
Attorney Fees
Bifurcate
Bond
Certificate of Appealability
Certify Class
Change Venue
Compel
Consolidate Cases
Continue
Copy Work
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Deposit Funds
Directed Verdict
Disbursement of Funds
Disclosure
Discovery
Dismiss
Dismiss/Lack of Jurisdiction
Dismiss/Lack of Prosecution
Disqualify Counsel
Disqualify Judge
Enforce
Entry of Default
Expedite
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Document
Extension of Time to File Response/Reply
File Excess Pages

Forfeiture of Property
In Limine
Intervene

Motions and Related Filings (Continued)

Motions (continued)
Issuance of Warrant in rem
Joinder
Judgment Debtor Exam
Judgment NOV
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on Partial Findings
Judgment on the Pleadings
Judgment under Rule 54(b)
Leave to Appeal
Leave to File Document
Letters Rogatory
Limited Admission
Miscellaneous Relief
More Definite Statement
New Trial
Order of Sale
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Proceed In Forma Pauperis
Produce
Protective Order
Quash
Reconsideration
Recusal
Release of Bond Obligation
Release of Funds
Remand
Reopen Case
Return of Property
Sanctions
Seal
Seal Case
Service by Publication
Set Aside
Set Aside Default
Set Aside Forfeiture
Set Aside Judgment
Set Aside Verdict
Settlement
Sever
Shorten Time
Show Cause
Stay
Strike
Substitute Party
Summary Judgment
Take Deposition
Temporary Restraining Order

Motions (continued)
Transfer Case
Unseal
Unseal Case
Vacate
Voluntary Dismissal
Withdraw
Withdraw Reference
Withdraw as Attorney
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum
Writ of Mandamus

Responses and Replies
Reply to Response to Motion
Response
Response in Opposition to Motion
Response in Support of Motion
Response to Motion

Other Filings

Notices
Certificate of Counsel
Notice (Other)
Notice Administrative Record
Notice of Acceptance with Offer of Judgment
Notice of Appearance
Notice of Change of Address
Notice of Lis Pendens
Notice of Settlement
Notice of Voluntary Dismissal
Notice to Substitute Attorney

Correspondence
Letter
Request for Extension of Time

Trial Documents
Agreement for Jury Verdict
Pretrial Memorandum
Proposed Exhibit List
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Pretrial Order
Proposed Voir Dire

Trial Brief

Appeal Documents
Appeal Transcript Request
Appeal of Magistrate Judge Decision to District Court
Appellants Brief

Other Filings (Continued)

Appeal Documents (continued)
Appellants Reply Brief
Appellees Brief
Designation of Record on Appeal
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal

Other Documents
Affidavit
Amicus Curiae Appearance
Application for Writ
Bill of Cost
Bond
Consent to Magistrate Judge Disposition on Motion
Financial Affidavit
Financial Affidavit - CJA 23
Interpleader
Jury Demand
Notice to Take Deposition
Objections to Answer to Writ
Request for Hearing
Request for Writ (Post Judgment)
Satisfaction of Judgment
Settlement Agreement
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Transcript Request

Appendix A

CM/ECF Alphabetical Events List - Attorney - CIVIL

Acknowledgment of Service - **Service of Process**
Affidavit - **Other Documents**
Affidavit of Service - **Service of Process**
Agreement for Jury Verdict - **Trial Documents**
Amended Answer to Complaint - **Other Answers**
Amended Complaint -**Complaints and Other Initiating Documents**
Amicus Curiae Appearance - **Other Documents**
Answer to Writ - **Other Answers**
Answers to Complaints - Initial Pleadings and Service
Appeal Documents - Other Filings
Appeal of Magistrate Judge Decision to District Court - **Appeal Documents**
Appeal Transcript Request - **Appeal Documents**
Appellants Brief - **Appeal Documents**
Appellants Reply Brief - **Appeal Documents**
Appellees Brief - **Appeal Documents**
Application for Writ - **Complaints and Other Initiating Documents & Other Documents**

Bill of Cost - **Other Documents**
Bond - **Other Documents**

Certificate of Counsel - **Notices**
Certificate of Judgment - **Other Events**
Certificate of Service - **Service of Process**
Claim - **Other Answers**
Complaint for Forfeiture - **Complaints and Other Initiating Documents**
Complaints and Other Initiating Documents - Initial Pleadings and Service
Consent to Magistrate Judge Disposition on Motion - **Other Documents**
Correspondence - Other Filings
Counterclaim - **Complaints and Other Initiating Documents**
Cross Claim - **Complaints and Other Initiating Documents**

Designation of Record on Appeal - **Appeal Documents**

Fifth Party Complaint - **Complaints and Other Initiating Documents**
Financial Affidavit - **Other Documents**
Financial Affidavit - CJA 23 - **Other Documents**
Fourth Party Complaint - **Complaints and Other Initiating Documents**
Frequently Used Motions - Motions and Related Filings

Interpleader - **Other Documents**
Intervenor Complaint - **Complaints and Other Initiating Documents**

Jury Demand - **Other Documents**

Letter - **Correspondence**

Motion - Alter Judgment - **Motions**
Motion - Amend/Correct - **Frequently Used Motions & Motions**
Motion - Appeal In Forma Pauperis - **Motions**
Motion - Appear - **Motions**
Motion - Appoint Counsel - **Motions**
Motion - Appoint Custodian - **Motions**
Motion - Appoint Expert - **Motions**
Motion - Appoint Guardian/Attorney ad Litem - **Motions**
Motion - Appoint Receiver - **Motions**
Motion - Approve Consent Judgment - **Motions**
Motion - Attorney Fees - **Motions**
Motion - Bifurcate - **Motions**
Motion - Bond - **Motions**
Motion - Certificate of Appealability - **Motions**
Motion - Certify Class - **Motions**
Motion - Change Venue - **Motions**
Motion - Compel - **Motions**
Motion - Consolidate Cases - **Motions**
Motion - Continue - **Motions**
Motion - Copy Work - **Motions**
Motion - Declaration of Mistrial - **Motions**
Motion - Declaratory Judgment - **Motions**
Motion - Default Judgment - **Motions**
Motion - Deposit Funds - **Motions**
Motion - Directed Verdict - **Motions**
Motion - Disbursement of Funds - **Motions**
Motion - Disclosure - **Motions**
Motion - Discovery - **Motions**
Motion - Dismiss - **Frequently Used Motions & Motions**
Motion - Dismiss/Lack of Jurisdiction - **Motions**
Motion - Dismiss/Lack of Prosecution - **Motions**
Motion - Disqualify Counsel - **Motions**
Motion - Disqualify Judge - **Motions**
Motion - Enforce - **Motions**
Motion - Entry of Default - **Motions**
Motion - Expedite - **Motions**
Motion - Extension of Time to Amend - **Frequently Used Motion & Motions**
Motion - Extension of Time to Complete Discovery - **Frequently Used Motions & Motions**
Motion - Extension of Time to File Answer - **Frequently Used Motions & Motions**
Motion - Extension of Time to File Document - **Frequently Used Motions & Motions**
Motion - Extension of Time to File Response/Reply - **Frequently Used Motions & Motions**
Motion - File Excess Pages - **Motions**
Motion - Forfeiture of Property - **Motions**
Motion - In Limine - **Motions**

CM/ECF Alphabetical Events List - Attorney - CIVIL

Motion - Intervene - **Motions**
Motion - Issuance of Warrant in rem - **Motions**
Motion - Joinder - **Motions**
Motion - Judgment Debtor Exam - **Motions**
Motion - Judgment NOV - **Motions**
Motion - Judgment as a Matter of Law - **Motions**
Motion - Judgment of Forfeiture - **Motions**
Motion - Judgment on Partial Findings - **Motions**
Motion - Judgment on the Pleadings - **Motions**
Motion - Judgment under Rule 54(b) - **Motions**
Motion - Leave to Appeal - **Motions**
Motion - Leave to File Document - **Frequently Used Motions & Motions**
Motion - Letters Rogatory - **Motions**
Motion - Limited Admission - **Motions**
Motion - Miscellaneous Relief - **Motions**
Motion - More Definite Statement - **Motions**
Motion - New Trial - **Motions**
Motion - Order of Sale - **Motions**
Motion - Partial Summary Judgment - **Motions**
Motion - Permanent Injunction - **Motions**
Motion - Preliminary Injunction - **Motions**
Motion - Proceed In Forma Pauperis - **Motions**
Motion - Produce - **Motions**
Motion - Protective Order - **Motions**
Motion - Quash - **Motions**
Motion - Reconsideration - **Frequently Used Motions & Motions**
Motion - Recusal - **Motions**
Motion - Release of Bond Obligation - **Motions**
Motion - Release of Funds - **Motions**
Motion - Remand - **Motions**
Motion - Reopen Case - **Motions**
Motion - Return of Property - **Motions**
Motion - Sanctions - **Motions**
Motion - Seal - **Motions**
Motion - Seal Case - **Motions**
Motion - Service by Publication - **Motions**
Motion - Set Aside - **Motions**
Motion - Set Aside Default - **Motions**
Motion - Set Aside Forfeiture - **Motions**
Motion - Set Aside Judgment - **Motions**
Motion - Set Aside Verdict - **Motions**
Motion - Settlement - **Motions**
Motion - Sever - **Motions**
Motion - Shorten Time - **Motions**
Motion - Show Cause - **Motions**
Motion - Stay - **Motions**
Motion - Strike - **Motions**
Motion - Substitute Party - **Motions**
Motion - Summary Judgment - **Frequently Used Motions & Motions**
Motion - Take Deposition - **Motions**
Motion - Temporary Restraining Order - **Motions**
Motion - Transfer Case - **Motions**
Motion - Unseal - **Motions**
Motion - Unseal Case - **Motions**
Motion - Vacate - **Motions**
Motion - Voluntary Dismissal - **Motions**
Motion - Withdraw - **Motions**
Motion - Withdraw Reference - **Motions**
Motion - Withdraw as Attorney - **Motions**
Motion - Writ of Habeas Corpus ad prosequendum - **Motions**
Motion - Writ of Habeas Corpus ad testificandum - **Motions**
Motion - Writ of Mandamus - **Motions**
Motions - <u>Motions and Related Filings</u>

Notice (Other) - **Notices**
Notice Administrative Record - **Notices**
Notice of Acceptance with Offer of Judgment - **Notices**
Notice of Appeal - **Appeal Documents**
Notice of Appearance - **Notices**
Notice of Change of Address - **Notices**
Notice of Condemnation - **Complaints and Other Initiating Documents**
Notice of Cross Appeal - **Appeal Documents**
Notice of Interlocutory Appeal - **Appeal Documents**
Notice of Lis Pendens - **Notices**
Notice of Settlement - **Notices**
Notice of Voluntary Dismissal - **Notices**
Notice to Substitute Attorney - **Notices**
Notice to Take Deposition - **Other Documents**
Notices - <u>Other Filings</u>

Objection to Report and Recommendations - **Other Answers**
Objections to Answer to Writ - **Other Documents**
Other Answers - <u>Initial Pleadings and Service</u>
Other Documents - <u>Other Filings</u>

Petition for Writ of Habeas Corpus - **Complaints and Other Initiating Documents**
Petition to Enforce IRS Summons - **Complaints and Other Initiating Documents**
Pretrial Memorandum - **Trial Documents**
Proposed Exhibit List - **Trial Documents**
Proposed Findings of Fact - **Trial Documents**
Proposed Jury Instructions - **Trial Documents**
Proposed Pretrial Order - **Trial Documents**
Proposed Voir Dire - **Trial Documents**

Reply to Response to Motion - **Responses and Replies**
Request for Extension of Time - **Correspondence**
Request for Hearing - **Other Documents**
Request for Waiver of Service - **Service of Process**

CM/ECF Alphabetical Events List - Attorney - CIVIL

Request for Writ (Post Judgment) - **Other Documents**
Response - **Responses and Replies**
Response in Opposition - **Other Answers**
Response in Opposition to Motion - **Responses and Replies**
Response in Support - **Other Answers**
Response in Support of Motion - **Responses and Replies**
Response to Motion - **Responses and Replies**
Response to Order to Show Cause - **Other Answers**
Responses and Replies - Motions and Related Filings

Satisfaction of Judgment - **Other Documents**
Service by Publication - **Service of Process**
Service of Process - Initial Pleadings and Service
Settlement Agreement - **Other Documents**
Status Report - **Other Documents**
Stipulation - **Other Documents**
Stipulation of Dismissal - **Other Documents**
Suggestion of Bankruptcy - **Other Documents**
Suggestion of Death - **Other Documents**
Summons Returned Executed - **Service of Process**
Summons Returned Executed as to USA - **Service of Process**
Summons Returned Unexecuted - **Service of Process**

Third Party Complaint - **Complaints and Other Initiating Documents**
Transcript Request - **Other Documents**
Trial Brief - **Trial Documents**
Trial Documents - Other Filings

Waiver of Service Executed - **Service of Process**
Waiver of Service Unexecuted - **Service of Process**
Withdrawal of Claim - **Other Answers**
Writ of Habeas Corpus ad prosequendum Executed - **Service of Process**
Writ of Habeas Corpus ad prosequendum Unexecuted - **Service of Process**
Writ of Habeas Corpus ad testificandum Executed - **Service of Process**
Writ of Habeas Corpus ad testificandum Unexecuted - **Service of Process**

Appendix B

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND

*

vs. * **Case No.**

*
****

NOTICE OF FILING OF DOCUMENT UNDER SEAL

Check one:

[ ] Exhibit _____, which is an attachment to _____

_____

will be filed with the Clerk's Office in paper format so that it may be placed under seal.

[ ] _____
(title of document)

will be filed with the Clerk's Office in paper format so that it may be placed under seal.

I certify that within 24 hours of the filing of this Notice, I will file and serve paper copies of the document identified above.

_____ _____/s/_____
Date

_____
Printed Name *Bar Number*

_____
Address

_____
City/State/Zip

_____
Phone No. *Fax No.*

Appendix C

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND

*

vs. * **Case No.**

*
****

NOTICE OF FILING OF LENGTHY EXHIBIT

Exhibit _____, which is an attachment to _____

_____

exists only in paper format and if scanned will be larger than 1.5 MB. It will be filed with the Clerk's Office in paper format.

I certify that within 24 hours of the filing of this Notice, I will file and serve paper copies of the document identified above.

_____ _____/s/_____
Date

_____
Printed Name *Bar Number*

_____
Address

_____
City/State/Zip

_____
Phone No. *Fax No.*

Appendix D

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND

*

vs. * **Case No.**

*
****

MOTION TO COMPEL DISCOVERY
(Answers Received But Not Satisfactory)

A motion to compel discovery was served on _____.
(name of party from whom discovery sought)
The motion is attached to the notice of service of motion to compel discovery filed in this case as Paper No. _____. A response was served and is attached to the notice of service of response to motion to compel discovery filed in this case as Paper No. _____. A reply was served and is attached to the notice of service of reply to response filed in this case as Paper No. _____.

Counsel have conferred and have been unable to resolve the following issues raised in the motion to compel:

_____

_____

_____

These issues are addressed in detail in the motion to compel at pages _____, the response at pages _____, and in the reply at pages _____.

A certificate of compliance with Local Rule 104.7 is attached hereto.

Wherefore, it is requested that the court review the motion to compel, response and reply and rule on the issues set forth above.

_____ /s/

Date

_____

Printed Name *Bar Number*

_____

Address

_____

City/State/Zip

_____

Phone No. *Fax No.*

Appendix E

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND

*

vs. * **Case No.**

*
****

CERTIFICATE OF SERVICE

I hereby certify that on _____, 2003 a copy of _____

_____,

which was electronically filed in this case on _____, 2003, was mailed via

first class mail, postage prepaid, to _____

_____.

_____/s/_____

_____
Printed Name *Bar Number*

_____
Address

_____
City/State/Zip

_____
Phone No. *Fax No.*