

“Fear not the Future, Weep not for the Past”

-Shelley

ELECTRONIC CASE FILING

United States District Court District of Colorado

*Electronic Filing on
Civil Cases begins June
20, 2005.*

*Attorneys are required
to register and may sign
up for training now at
www.cod.uscourts.gov.*

*Electronic Filing on
Criminal Cases begins
Fall 2005.*

Electronic Case Filing (ECF)

is the new automated electronic docketing system for Colorado. ECF provides a new, easy-to-use electronic case filing feature that makes life much easier for court users allowing the filing and viewing of court documents over the Internet.

What ECF Offers

ECF allows attorneys to file and view documents from anywhere they have access to the Internet, 24 hours a day. Documents are docketed as part of the filing process. ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet;
- Automatic e-mail notice of case activity;

- Ability to download and print documents directly from the court system;
- Concurrent access to case files by multiple parties;
- Secure storage of documents (so files are not misplaced); and
- Reduction in overhead costs.

How it Works

The system accepts documents in Portable Document Format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the court's ECF system is easy.

- Create the document using word processing software.
- Save the document in PDF format.
- Log onto the court's ECF system, using a court-issued login and password.
- Follow the set of simple prompts to provide information about the case, party and document to be filed.
- Attach the PDF document and submit it to the court for filing.
- Save or print the ECF electronic receipt e-mailed from the court confirming that the document was filed.



Rules

The ECF system will be governed by the Local Rules, the ECF Procedures and the User's Manual. All users should be familiar with these documents and the requirements set forth within them. The court has published the rules and manuals governing ECF on its website at www.cod.uscourts.gov (click on [Electronic Case Filing](#)).

Live Date

Effective June 20, 2005, the U.S. District Court for the District of Colorado will require that all attorneys filing documents in civil cases do so by using the ECF Internet System described in this flyer. An attorney who desires an exception to the requirement should refer to the ECF Procedures for more information.

Registration

Attorneys must register on the court's website at www.cod.uscourts.gov (click on [Electronic Case Filing](#)) by completing an ECF Account Registration. Upon completion of the form and addition to the court's database, users will be issued and notified of their login for the system. Registration allows the user to take advantage of the benefits of electronic filing and notice.

Training

Attorneys and their staff are encouraged to complete either the classroom or online training options prior to filing documents with the District of Colorado. Completion of any ECF training or experience in a different federal district or bankruptcy court may be substituted for the training offered as long as the user has read and understands the ECF Procedures for the District of Colorado and the ECF User's Manual. Training on the State of Colorado's electronic filing system will not prepare you for the federal court ECF system.

Classroom training for users will be provided to all interested attorneys and law firm staff. The court will provide classroom instruction and online training options. Due to class size limitation for classroom instruction, we request that either an attorney or a staff member attend, but not both.

Users should visit the court's website at www.cod.uscourts.gov (click on [Electronic Case Filing](#)) to register for classroom instruction and/or complete the online training.

Questions or Concerns?

- Contact the court's ECF Help Desk toll free at 1-866-365-6381 or 303-335-2050.
- E-mail the ECF Help Desk at cod_cmecf@cod.uscourts.gov.



Need Help Getting Started?

- Read the "Getting Ready for Electronic Filing" document on the court's website at www.cod.uscourts.gov (click on [Electronic Case Filing](#)).

EQUIPMENT REQUIREMENTS

| <u>MINIMUM</u> | <u>RECOMMENDED</u> |
|--|--|
| Computer with 16 MB RAM | Computer with 64 MB RAM |
| Netscape 4.76 Internet Explorer 5.5 Mozilla 1.0 | Netscape 6.0 or higher Internet Explorer 5.5 or higher |
| Internet Access | Broadband Internet Access |
| Adobe Acrobat Reader 3.0 or higher (only allows viewing of documents). | For filing of documents: Adobe Acrobat Writer 4.0 or higher (or other software to convert documents to PDF format) |
| | Scanner |

Must See Websites:

www.cod.uscourts.gov
www.privacy.uscourts.gov
www.pacer.psc.uscourts.gov