

CM/ECF Training Information and Registration

The United States District Court for the District of Colorado provides online training in the use of the Case Management/Electronic Case Filing (CM/ECF) system for all interested attorneys, law firm staff, and unrepresented parties in District of Colorado cases. Unless otherwise provided in *Local Rules of Practice* D.C.COLO.LCivR 5.1 or D.C.COLO.LCrR 49.1, attorneys must file electronically in CM/ECF after first becoming a member of the bar of the U.S. District Court and completing online CM/ECF training and registration. Unrepresented parties may only file electronically after completing online CM/ECF training and successful registration.

Note: To access your court case and electronically filed documents you must have an account with the Public Access to Court Electronic Records (PACER) Service Center. This account is separate from CM/ECF and a fee is charged for their service. **A PACER account is mandatory.** Detailed information is available from their website at <http://www.pacer.uscourts.gov>, or call the PACER Service Center at 1-800-676-6856 or 210-301-6440.

Prior completion of CM/ECF training or filing experience in a different federal district or bankruptcy court may be substituted for the required training after the attorney or unrepresented party has read and understands the District of Colorado's *Local Rules of Practice*, 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 adequately prepare you for the Federal Court's CM/ECF system.

Training and registration for CM/ECF is as easy as 1-2-3:

1. Required Reading and Online CM/ECF Training

The required reading for electronic case filers can be accessed at:
<http://www.cod.uscourts.gov/CourtOperations/CMECF.aspx>.

Online training for both attorneys and unrepresented parties can be accessed at:
<http://www.cod.uscourts.gov/CourtOperations/CMECF.aspx>)

2. Obtain a PACER Account

Obtained by going to the PACER website at <http://www.pacer.uscourts.gov>, or calling the PACER Service Center at 1-800-676-6856 or 210-301-6440.

3. Registration for Electronic Filing

Attorney Registration

Detailed instructions for attorney registration can be accessed at
<https://www.cod.uscourts.gov/CMECF/Register/Login.aspx>.

Unrepresented Party Registration

Detailed instructions for unrepresented party registration can be accessed at
http://www.cod.uscourts.gov/Portals/0/Documents/CMECF/ProSe_eFiling_Application.pdf.

What's Next?

After receipt and process of the registration form, the applicant will receive email notification of a CM/ECF login and password to access the system for electronic filing. The login and password provides access to the live filing database. The combination of the login and password along with the "s/ signature" on pleadings, will serve as the signature of the electronic filer. The initial account password is a temporary password. You are encouraged to change the temporary password to a password that you will easily remember.

Lost or Forgotten Password

Locate the "Password Reset" link under "Quick Links" on the District of Colorado's website. Follow the instructions on the Password Reset page if your password is forgotten, lost, or is compromised by an unauthorized user.

Password Reset (CM/ECF, PACER, and Attorney Services Portal Accounts)

Lost CM/ECF Password Instructions

The CM/ECF Password Reset feature will only work if the primary email address on file in the account holder's CM/ECF account is correct. If the primary email address for the CM/ECF account is incorrect, you will need to email the CM/ECF helpdesk at cod_attorneyservices@cod.uscourts.gov with the account holder's full name, current email address, and last 4 digits of SS number.

1. Open the CM/ECF login page: <https://ecf.cod.uscourts.gov/cgi-bin/login.pl>.
2. Select "click here."

If you have lost or forgotten your **CM/ECF** password, [click here](#).
If you have lost or forgotten your **PACER** password, [click here](#).
If you have lost or forgotten your **Attorney Services Portal** password, [click here](#).

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Additional Online Training Resources

Additional online training is available to present a **generalized** view of the filing processes. Training modules called Electronic Learning Modules (ELMs) focus on the mechanics of the electronic filing procedure and provide additional insight for the filing user. The currently available ELMs are:

1. [Filing a Complaint](#)
2. [Filing a Response](#)
3. [Filing an Answer](#)
4. [Filing a Motion to Compel](#)

The above online ELMs are a good introduction to the electronic filing process in federal court. However, it is important that you access the Local Rules, ECF Procedures, Judicial Officer's Practice Standards, and any other documents from the specific court site to ensure you have and understand the complete information required by the Court.

An [Electronic Case Filing User Manual](#) is available to assist you when filing.

Questions about training in the District of Colorado should be directed to the Court's ECF Help Desk at cod_cmecf@cod.uscourts.gov.