ECF FILING
Tips and Tricks for Filing Electronically for Attorneys and External Filers

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ECF Filing
Tips and Tricks

Attorney Services Portal

1. The Attorney Services Portal contains the attorney's profile which is the attorney's current firm information, address, etc.
2. The portal also contains the attorney's ECF Login information under the "My Profile" tab.
3. The portal does not contain the attorney's ECF Password information.

Pacer v. ECF Login

1. The Pacer/ECF Login screens are the same.
2. You have a Pacer Login and you have an ECF Login.
3. Depending on the Login used when logging in, is the site you will access.
4. ECF is for filing documents electronically.
5. Pacer is for viewing documents electronically.
6. Your ECF Login consists of 6 alpha characters and 4 digits (10 total) for the ECF User Login.
7. If have forgotten your password and have attempted numerous times to login, you have probably "locked" the account and the attorney themselves will need to call the ECF Help Desk (303-335-2050) to have the account unlocked and/or the password reset.
8. For Pacer related issues, you will need to contact Pacer directly at (1-800-676-6856).
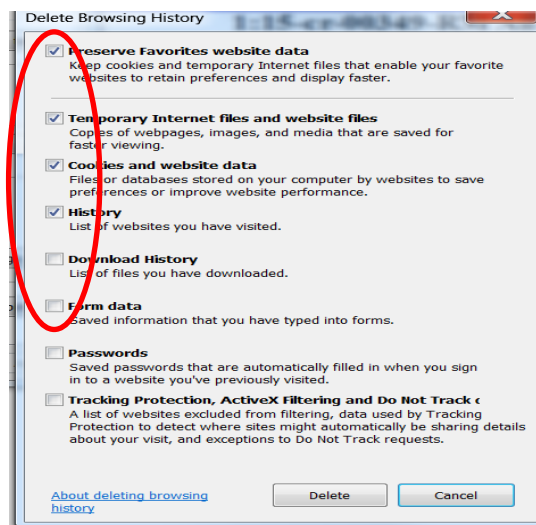
Clearing Cache

Clearing the temporary files stored in the browsing history periodically is very important.

1.   For Internet Explorer browsers it will be listed under Tools →Internet Options:
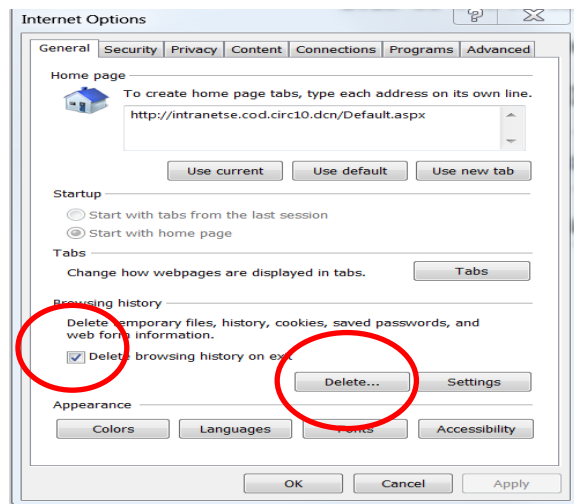
2.   Be sure that the Box marked "Delete browsing history on exit." Is checked, click "Delete".

3.   Make sure the boxes are checked and un-checked as listed above. Click "Delete".
4.   You will see it spinning. When it has finished, click "OK".
5.   To refresh your screen from this point, hold the Ctrl Key and Click F-5.
6.   For the Google browser, hold the Ctrl Key and hit H for History. Clear browsing history.

Quick Tips

To update an address for an attorney

1.   Submit the Change of Contact Information through the Attorney Services Portal. This will change your information with the Court.
2.   File the Notice of Change of Contact Information in each case that the attorney is active in.
3.   If the email address has changed you will need to update the information in ECF. (ECF Case Files User Manual (Version 6.1), Chapter 8, Pages 64 – 73).
    a.   Login to ECF.
    b.   Under the Utilities Tab select → Maintain Your Email.
    c.   Click on the appropriate e-mail to delete/change.
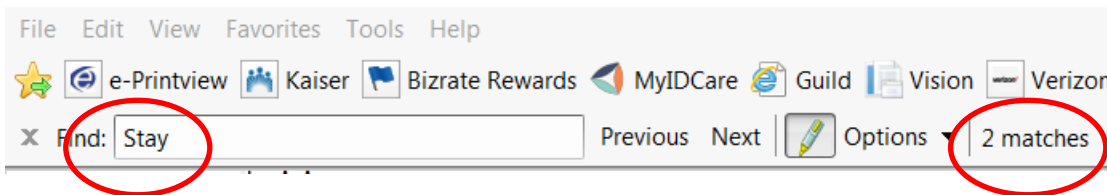   d.   Submit all changes.

Current Mailings for a particular case

1.   Login to ECF.
2.   Under the Utilities Tab select → Mailings → Mailing Info for a Case.
3.   You can copy the mailing information to add to your certificate of service.

What event should I use for your filing?

1. Login to ECF.
2. Under the Reports Tab select → Civil Event List or Criminal Event List.
3. The "Quick Key" to search a list of events is to hold the Ctrl Key and press the letter F (Find). You can begin to type in the box that appears.

   Example: You are filing a Motion to Stay. I would do a "broad search" for the word Stay.

File   Edit   View   Favorites   Tools   Help

⭐ 🅮 e-Printview   🅜 Kaiser   🏴 Bizrate Rewards   ◀ MyIDCare   🅮 Guild   📄 Vision   — Verizon

X   Find: Stay   Previous   Next   ✏ Options ▼   2 matches

You will see there are 2 matches.

Joint Motion for Determination (patent)	Ruling
Judgment	Sanctions
Judgment Debtor Exam	Service by Publication
Judgment NOV	Set Aside
Judgment as a Matter of Law	Sever
Judgment on Partial Findings	Show Cause
Judgment on the Pleadings	Stay
Judgment under Rule 54(b)	Strike
Leave	Substitute Party
Leave to Appeal	Summary Judgment
Leave to Restrict	Supplement
Letters Rogatory	Suppress
Lift Stay	Temporary Restraining Order
More Definite Statement	Transfer Case
New Trial	Trial

You will need to use the back button at the top to exit the search

feature.

OR if you are still unable to determine the correct event:

Contact the Case Administration Team for the Judicial Officer assigned to your case, (303) 335-2026 for the Article III Team and (303) 335-2390 for the Magistrate Judge Team.

OR

On the Court's website HERE:

Alternate ADA Access Coordinator: (303) 335-2180

Visiting Judges: (303) 335-2180 for District of CO cases

(303) 335-2076 for other courts/cases

Colorado Springs, CO 80903-3476

(719) 471-3387

Case Filing and Docketing Questions

Case Administration Specialists for:

Chief Judge Krieger (303) 335-2098

Judge Brimmer (303) 335-2113

Judge Arguello (303) 335-2087

Judge Martinez (303) 335-2326

Judge Jackson (303) 335-2113

Wayne Aspinall Federal Building, Suite 309

402 Rood Avenue

Grand Junction, CO 81501-2520

(970) 245-5396

U.S. District Court, Durango

Adding Attachments

1.   When adding additional attachments during a filing, you must select either/or a Category or type a Description.
2.   Be brief when typing your description.

Adding Parties

1.   Be sure to do a broad search for the Last name and/or Business that you are adding as a party.
2.   Do not add the parties in all capital letters even though it's listed

that way on the Initiating document.

3. **Forgot to add a party?** When you docket the lead (Complaint or Notice of Removal event), you can add parties (by clicking on the new filer or new party button).
4. Be sure to double check the "Party Role" when adding your parties.
5. Do not add the mailing address (even if you know it) for any of the parties.

Appeal Documents (for appealing a Magistrate Judge's Order to the District Court Judge)

These filings set deadlines on the Judicial Officer's pending motions report and must be used:

Objection/Appeal of Magistrate Judge Decision to District Court
    Rule 72 Objection to Magistrate's Order.
Objection to Appeal of Magistrate Judge Decision
    Response to Objection to Magistrate Judges Order.
Objection to Report and Recommendation
    Objection to Magistrate's Recommendation.

Motions

Appear
    Leave to appear by telephone.
Entry of Default
    Request for Entry of Clerk's Default for failure to answer/respond.
Extension of Time
    Extension of deadlines such as dispositive motions, etc.
Extension of Time to File Answer
    Extension of Answer Deadline to Complaint, Amended Complaint, etc.
Extension of Time to File Response/Reply

For Responding/Replying to a Motion ONLY, will link to motion.

Intervene

Call the Court prior to filing to add the party as a filer.

Leave

Leave of Court to file a supplement, document, etc. Not to amend a document.

Order

Do not use this if you forget to attach the proposed order to entry. Instead use the Notice (Other) event under the Notices category.

Reset

Please use this to reset any hearings.

Vacate

Use for vacating hearings and/or to vacate orders.

Withdraw to Withdraw Document

Use this event to withdraw a previously filed document or motion. Do not use the Notice (Other) event and link to the document, it must be a motion for a ruling to enter.

Withdraw as Attorney

You must file a Motion to Withdraw Attorney. There are no substitutions of Counsel permitted.

Motions for Leave to Restrict

When you are filing a Restricted Document electronically you must also file a Motion for Leave to Restrict, either simultaneously or within 14 days of filing the Restricted Document. See D.C.COLO.LCivR 7.2 and D.C.COLO.LCrR 47.1. This must be a public document and not contain any confidential information as it is posted on our website for the objection period.

For an example of a Motion for Leave to Restrict, click <u>HERE</u> and scroll to the bottom of the page.

Do not attach your Restricted document as an attachment. You will do a separate filing using the Restricted Document (Level …) event found under Other Documents.)

Other Documents

Consent to Jurisdiction of Magistrate Judge
During the filing of this event, you will receive the option for all parties consent or all parties do not consent.
Reply
Generic Reply.
Response
Generic Response.
Supplement/Amendment
Use to supplement a previous filing or amend previous filing.

Service of Process

Affidavit/Return of Service – Executed - Complaint
Service of Summons and Complaint on individual Defendant.
Affidavit/Return of Service – Executed – Complaint - USA
Service of Summons and Complaint on Government Agency.
Affidavit/Returns of Service – Other than Complaint
For Service of Civil Subpoena, etc.
Waiver of Return of Service – Executed – Complaint
Waiver of Service of Summons and Complaint.

Supporting Documents, Responses and Replies

These filings set deadlines on the Judicial Officer's pending motions report and must be used:

Brief in Opposition to Motion or Response to Motion
(Same as Response in opposition to motion or response to motion).
Reply to Response to Motion
Whoever filed the motion - reply in support of their motion. You will link back to the original motion, not the response.

Objection to Report and Recommendation

Response to Report and Recommendation issued for the Judicial Officer's ruling.

Response to Objection to Report and Recommendation

Response to the Objection to a Report and Recommendation issued for the Judicial Officer's ruling.

Reply to Response to Objection to Report and Recommendation

Reply to Response to the Objection to a Report and Recommendation issued for the Judicial Officer's ruling.

Response to Objection/Appeal of Magistrate Judge Decision

Response to the Objection/Appeal of a Magistrate Judge to District Court Judge.

Reply to Response to Objection/Appeal of Magistrate Judge Decision

Reply to Response to the Objection/Appeal of a Magistrate Judge to District Court Judge.

Sur-reply

Sur-Reply to Reply to Response to Motion.