

ECF Ten Most Common Errors – Version 1.1

United States District Court District of Colorado

Listed below are the ten most common docketing errors made by users in ECF courts.

1. Attachments and Exhibits
 - These documents should be filed in accordance with the practices set down in the ECF Procedures.
2. Select the Proper Event
 - An event list is attached to this document and a report showing current events is available within ECF.
 - Please carefully review your choices before filing. It is important to choose the correct event.
3. Know when to use your ECF login/password vs. the PACER login/password.
 - The ECF login/password is used to file documents.
 - The PACER login/password is used to view docket sheets, use the query function, and use the reports.
4. Include a Certificate of Service on All Documents
 - A certificate of service, even when serving electronically, is required under the ECF Procedures.
5. Proposed Orders
 - Proposed orders must be submitted as PDF attachments to the docket entry in ECF and must be e-mailed to the district and magistrate judges on a case in WordPerfect or .txt format. See the ECF Procedures
6. Open All PDF Documents Before Attaching
 - Before attaching a document to an ECF entry, review it to make sure the correct document is being attached.
7. The Login and s/signature on a Document Must Match
 - Make sure the s/signature on a submitted document matches the login and password of the attorney filing it.

8. Place an s/signature on all Documents
 - The s/signature must be placed on all documents.
9. Each Document Should be Filed Separately in ECF
 - All documents should be filed separately. For example a brief in support of a motion would not be docketed as an attachment to the motion, but as a separate document.
10. Choose the Correct Party When Docketing a Document
 - Be sure to choose the correct party you are filing a document on behalf of.