

Tips and Tricks Newsletter

U. S. District Court - Southern District of Iowa

4/11/05

MANDATORY PARTICIPATION IN CM/ECF -

BEGINNING APRIL 1, 2005, PARTICIPATION IN CM/ECF BECAME MANDATORY.

All attorneys who are not already registered are required to complete the registration forms (which are available on our website www.iasd.uscourts.gov) and submit them. You can fax them to 515-284-6418. Once you receive your login and password, you will be required to file electronically. Subsequent paper filings may not be accepted. Even if you do not anticipate filing anything in the near future, you must still register in order to receive electronic notification of all Court order.

CM/ECF Training Class Schedule - Des Moines Office

Call the CM/ECF Help Desk at 515/284-6388 to get signed up.

April 13, 2005	9:00 a.m.	1:00 p.m.
April 20, 2005	9:00 a.m.	1:00 p.m.
April 27, 2005	9:00 a.m.	1:00 p.m.
May 11, 2005	9:00 a.m.	1:00 p.m.
May 18, 2005	9:00 a.m.	1:00 p.m.

Classes will be scheduled in Davenport on an as needed basis. If you are interested in receiving CM/ECF training in the Davenport/Rock Island area, please call the CM/ECF Help Desk at 515/284-6388 to let the trainer know.

Stipulations -

Stipulations must be signed by both parties. One party cannot file a stipulation stating that the other party concurs. Both parties must sign on behalf of their respective clients.

Top Twelve E-filing Errors/Tips:

1. It is still true that discovery is not to be filed: for instance, notice of F.R.C.P. 26(A)(1) disclosures, designations of expert witnesses. Do attach to any motion to which it pertains.
2. Motion for overlength brief vs. requirement that brief be attached to motions: overlength brief rule trumps the attachment rule. Attach the overlength brief to the motion for overlength brief, but DO NOT attach the motion for overlength brief to the motion to which the brief relates.
3. When attaching briefs and exhibits to motions, please give a description!

4. No civil filing may be filed under seal without prior court approval.
5. When filing sealed/expedited relief motion, please contact chambers.
6. Signatures are still required: either in digital format or /s/ format.
7. Documents which are provided in paper: please e-file a cover sheet or description, indicating the hard documents have been separately filed with the Clerk.
8. When obtaining summons, if not picking up from the Clerk's office, please send a written request with SASE.
9. PRINT your documents to .pdf format, DO NOT PUBLISH.
10. BE AWARE OF THE DOCUMENT REDACTION REQUIREMENTS – review attachments for personal data identifiers and either request leave to file under seal or obtain a protective order.
11. Pick the right event when filing – for example, motion to extend time to file answer has a different internal consequence than a motion to extend deadlines or to extend time to file a response.
12. Pick the right case – remember the system remembers the last case in which you filed. Check the number. And for criminal case filers, if your client is indicted, please make all filing in the criminal case after indictment, not in the magistrate case!