

TO: Members of the Bar

FROM: Michael E. Kunz, Clerk of Court

RE: Case Management/Electronic Case Filing (CM/ECF) System

Attached please find information regarding participation in the District Court's Case Management/Electronic Case Filing (CM/ECF) System.

Please note training is available to members of the bar, paralegals, secretaries and automation support staff.

Thank you for your interest in the ECF system and if you have any questions on the ECF system, please call the toll-free number 1-866-323-4323.

CASE MANAGEMENT/ELECTRONIC CASE FILING SYSTEM

The United States District Court for the Eastern District of Pennsylvania has implemented the Case Management/Electronic Case Filing (CM/ECF) system, effective May 1, 2002.

Attorneys and parties who do not register to participate in CM/ECF are requested to submit complaints and all subsequent filings in traditional manner on paper, accompanied by copies of the filings on disk in portable document format (PDF) in order to enter the filings into the District Court's ECF system. Each document must have a separate PDF file and the submitted disk must be clearly labeled with the caption and case number. In the event that an attorney or party does not have equipment or the software to convert filings to PDF, a computer with this capability is available in the Philadelphia and Allentown Clerk's Office, and assistance for PDF conversion will be provided by Clerk's Office staff as needed. Attorneys who register as ECF Filing Users are required to submit only the initial complaint in traditional manner on paper, accompanied by a copy of the complaint on a disk in PDF; all subsequent filings must be submitted electronically.

Although participation in the ECF system is not mandatory, all attorneys are encouraged to register and participate in the new program. ECF provides user-friendly electronic case filing features allowing for filing and viewing documents 24 hours a day from the office, home or anywhere with Internet access. Documents are automatically docketed as part of the filing process and are immediately available electronically. Participation in the ECF system will provide the following user benefits:

In order to use the ECF system, the following equipment is required:

1. A personal computer running a standard platform such as Windows or Macintosh
2. Word processing software
3. Internet access and a browser.
4. Software to convert documents into PDF
5. Scanning equipment may be useful

In the event that you do not have the equipment or the software to convert your files to PDF, a computer with this capability is available in the Philadelphia and Allentown Clerk's Office, and assistance as needed will be provided to you by the Clerk's Office staff.

Please note that in accordance with Judicial Conference Policy and Local Rule of Civil Procedure 5.1.3 (a copy of which attached) complaints and documents may be made available electronically to the same extent that they are available for personal inspection in the office of the Clerk of Court at the United States Courthouse. As the information set forth in document submitted on disk will be made available on the court's ECF system, all Social Security numbers, dates of birth, financial account numbers, names of minor children, and other personal identifiers should be modified or partially redacted in all documents filed either in traditional paper format or electronically.

Attached please find an ECF Account Registration Form; instructions for converting files to PDF; and, an application for ECF training. Please contact the Clerk's Office toll-free, at 1-866-ECF-4ECF, if you have any questions concerning ECF matters or if you wish to register for any of the ECF training sessions regularly conducted by the Clerk's Office.