

U.S. District Court for the Eastern District of Pennsylvania
Emergency Filing Procedure During CM/ECF Maintenance on 11/9/24

The U.S. District Court for the Eastern District of Pennsylvania will be upgrading its electronic filing case management system. The upgrade requires CM/ECF to be shut down at 6:00 a.m. on Saturday, November 9, 2024. The system will be off-line until 10:00 p.m. Attorneys/Parties (“filers”) who need to make emergent filings during the system shut-down should follow these procedures:

1. The filer should contact the Clerk’s office emergency phone number **267-299-7191** and leave a detailed message including the nature of the emergency, parties, and a telephone number where the caller can be reached. A Clerk’s Office staff member will respond with information on how to proceed.
2. Clerk’s Office staff will bring the matter to the attention of the assigned judge (if the case has previously been assigned) or to the emergency judge if there has been no prior judicial assignment. The judicial officer will determine if the matter is to be deemed an emergency. If the filing is considered emergent, the filer will be directed to email documents to:
ECF_Documents@paed.uscourts.gov
3. If the judicial officer determines that the case is an emergency, he/she will undertake any necessary rulings without a civil action number. Once the CM/ECF system is live, the Clerk’s Office will assign a case number, open the case, and docket all filings including orders signed by the judicial officer.
4. If judicial officer determines that the case is not an emergency and can wait until the next business day, the party/attorney can file the necessary documents once the CM/ECF system is live. Pro se litigants will still be able to use the Electronic Document Submissions System (EDS) to send filings.