

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF LOUISIANA**

**ADMINISTRATIVE PROCEDURES  
FOR FILING  
ELECTRONIC DOCUMENTS**

**FOR CIVIL AND CRIMINAL CASES**

**JUNE 2008**

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**ADMINISTRATIVE PROCEDURE FOR FILING, SIGNING, AND VERIFYING  
PLEADINGS AND PAPERS BY ELECTRONIC MEANS  
IN CIVIL AND CRIMINAL CASES**

**I. THE ELECTRONIC FILING SYSTEM - GENERAL REQUIREMENTS**

A. **FILING REQUIREMENTS.** The Western District of Louisiana began accepting filings electronically through the Case Management/Electronic Case Filing System (CM/ECF) on April 1, 2005. The electronic record is now the official record of the court. **(LR5.7.01W) Effective January 1, 2008,** all documents submitted by **attorneys** for filing in this court in all civil and criminal cases must be filed electronically in the Court's CM/ECF system unless an exemption has been granted under these Administrative Procedures. Unless otherwise authorized by a judge of this Court or by these procedures, documents to be filed in the System must be submitted in the following ways:

1. **ATTORNEYS.** Attorneys registered to practice in the Western District and attorneys admitted *pro hac vice* must now electronically file all their documents into the CM/ECF system. The CM/ECF system only allows documents to be filed in Portable Document Format ("PDF").<sup>1</sup>
2. **PRO SE FILER.** Pro se filers shall file all pleadings and documents in conventional paper form until further notice by the court. The clerk's office will scan the originals into an electronic file in the CM/ECF system, but will

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<sup>1</sup>A document created with most word processing programs can be converted to PDF. A document put in PDF form takes a "picture" of the original document and allows anyone to open the converted document across a broad range of hardware and software with the original format left intact. Please search the Internet for more information on PDF documents.

also maintain the original in a paper file. The paper originals will be maintained by the clerk's office in a daily folder for a period of two years and then may be destroyed.

3. **EMAIL ADDRESSES.** In limited circumstances, the Court has designated the email addresses listed below for filers to submit certain documents by email attachment. Only the documents indicated below will be accepted through these e-mail addresses. **E-mail attachments should be in PDF format EXCEPT for proposed orders which must be put in a word processing format. The following pleadings may be submitted as an attachments to these e-mail addresses :**

- a. **Proposed Order Email Address:** Proposed orders **MUST** be filed as an attachment to a motion through the electronic filing system. However, proposed orders **MAY** also be sent in a word processing form to the following email address:

**lawdml\_proposedorders@lawd.uscourts.gov**

Sending the proposed order to this email address in a word processing format allows the judge to make changes to the proposed order. (Please also see more information about "Proposed Orders" in Section H, #2, page 16 of these Administrative Procedures.)

- b. **Consents To Proceed Before Magistrate Judge:**

When consent has not been obtained from all attorneys in the case, consents to proceed before the magistrate judge **must not** be filed into

the record but shall be sent to the court through this email address. Once consent has been obtained from all parties, consents to proceed before a magistrate judge shall be filed into the record by the clerk's office. The following email address should be used for consents:

[lawdml\\_consents@lawd.uscourts.gov](mailto:lawdml_consents@lawd.uscourts.gov)

- c. **Emergency e-mail address:** When the CM/ECF filing system is down at any given time, attorneys may file their documents through the following "emergency email address:"

[lawdml\\_emergencyfiling@lawd.uscourts.gov](mailto:lawdml_emergencyfiling@lawd.uscourts.gov)

For more information on technical failures and on emergency filings, please consult page 18 of these Administrative Procedures.

- d. **Criminal Charging Instruments:**

[lawdml\\_criminal@lawd.uscourts.gov](mailto:lawdml_criminal@lawd.uscourts.gov)

- e. **Sealed Cases Email address:** For documents that need to be filed in sealed cases, please file documents using this email address:

[sealedcases@lawd.uscourts.gov](mailto:sealedcases@lawd.uscourts.gov)

- 4. **EXCEPTIONS TO FILING DOCUMENTS ELECTRONICALLY:** The following documents, due to their nature, may be filed conventionally:

- a. All documents filed by pro se litigants;
- b. Social Security Administrative Records and transcripts;
- c. Voluminous state court records and transcripts;
- f. Physical objects or exhibits such as color photographs.

**B. GENERAL FILING INFORMATION**

1. **FILINGS.** Attorneys who are authorized to practice in this court shall file documents electronically into the System unless exempted by a judge of this court. (See Section C, #4, page 10 of these Administrative Procedures for exemption information.)
2. **FORMAT.** Any judge of this Court may order that any document presented to this Court be maintained in either paper or electronic form, regardless of any other provision of these Administrative Procedures.
3. **FILE DATE.** A document filed by an attorney through the electronic filing system is deemed filed the day it is entered into system as noted on the “Notice of Electronic Filing.” Filings must be completed prior to midnight (Central Time) to be considered timely filed. A document filed in paper form by a pro se filer is deemed filed as of the date it is received in the clerk’s office. A document sent to the special e-mail addresses noted above is deemed filed the day the filer sends the e-mail.
4. **COMPLAINTS AND NOTICES OF REMOVAL.** As of **April 1, 2008**, Civil Complaints, Notices of Removal and Civil Case Cover Sheets shall now be filed through the CM/ECF system. Fees may be paid on the system using a credit card or paid at the clerk’s office within 10 days after filing. The Civil Case Cover Sheet shall be submitted as an attachment to the Complaint or Notice of Removal. When filing a Notice of Removal, copies of the state court documents are to be filed electronically as attachments to the Notice of

Removal. Each pleading is to be added as a separate attachment. **(For more information on filing a notice of removal or complaint, please consult our online Court Based Training (“CBT”) on our website at [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov), go to “Court Operations” and scroll down until you see the CBTs.)**

5. **SUMMONS.** When initiating a new Civil proceeding, a registered participant shall prepare the standard summons for a civil proceeding and file it as an attachment to the electronically filed Complaint. Thereafter, the clerk’s office will electronically issue the summons and return it to the party who submitted it.
6. **DOCUMENTS REQUIRING LEAVE OF COURT.** If the filing of a document requires leave of court, the attorney shall attach a copy of the proposed pleading as an attachment to the motion for leave of court to file the document. If the Court grants the motion, the Clerk’s Office shall file the proposed pleading.
7. **HYPERLINKS.** Electronically filed documents may contain hyperlinks to other portions of the same document or hyperlinks to a location on the Internet that contains a source document for a citation. Hyperlinks to a cited authority may not replace standard citation form. Complete citations must be included in the text of the filed document. Neither a hyperlink, nor any site to which it refers, shall be considered part of the record. **Hyperlinks are simply convenient mechanisms for accessing material cited in a filed**

**document. The Court accepts no responsibility and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which the site may be linked. The Court accepts no responsibility for the availability or functionality of any hyperlink.**

**C. REGISTERING TO ELECTRONICALLY FILE**

1. **ATTORNEY REGISTRATION.** In order to file a document electronically in the Western District of Louisiana, an attorney must either complete electronic filing training provided by this court, another district or bankruptcy court or be using electronic filing in another district or bankruptcy court. Training classes are available in all five divisional offices of the Western District. Attorneys may register for a training class in the Western District by signing up online on the court's website at [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov). Attorneys who attend a training class in the Western District will receive their login and password at the end of class. Attorneys must also complete and sign a registration form before receiving a login and password. Attorneys will also received CLE credit for attending e-filing classes in the Western District.
2. **STAFF ATTEND TRAINING FOR ATTORNEY.** In the Western District, a staff member of the attorney may attend a training class in place of the attorney if the attorney completes, signs and sends to class with the staff member a registration form and a staff waiver form. The staff waiver form is necessary because it allows the staff member to obtain the login and

password for the attorney.

3. **ATTORNEYS TRAINED TO E-FILE IN OTHER COURTS.** Attorneys may waive training in the Western District if the attorney has attended training in another district or bankruptcy court or is using the e-filing system in another court. The attorney must complete the **registration form and a waiver of training form** to receive a login and password from the Western District of Louisiana. The attorney may mail or fax these forms to the Clerk's Office and put to the attention of the ECF Coordinator. The ECF Coordinator will then e-mail the attorney the login and password. Attorneys should allow 48 hours for staff to process these forms.
4. **EXEMPTIONS FROM ELECTRONIC FILING.** For good cause shown, an attorney may be granted an exemption from mandatory electronic filing and may file documents in conventional format with the court. All documents filed with the court in conventional format shall be converted into electronic form by the Clerk's Office. An attorney seeking such an exemption must file a motion with the court. The court will review the motion and make a determination on a case-by-case basis.
5. **ATTORNEYS UPDATE RECORDS.** An attorney whose e-mail address, mailing address, or telephone number has changed shall timely file a notice of that change with the court and serve a copy of the notice on all parties in actions in which they are involved.

D. **LOGINS AND PASSWORDS TO ELECTRONICALLY FILE.** Each attorney

that files in the electronic filing system has their own unique login and password. The system extracts the information contained in the database for that particular attorney and attributes the information to the entry and to the docket sheet. Attorneys should consult the following rules concerning logins and passwords:

1. Under **Fed.R.Civ.P. 11 and LR5.7.08W**, the attorney's login and password is their signature. **Be careful with its use!** Attorneys shall be responsible for all documents filed with their login and password. No attorney shall knowingly permit or cause his or her login/password to be utilized by anyone other than an authorized employee of his or her immediate office.
2. The court will only issue logins and passwords to attorneys admitted to this court who are in good standing and to attorneys admitted *pro hac vice*.
3. The Court will issue a login and password to an attorney only after the attorney has certified that the attorney or their staff member have attended electronic filing training at this court or another district or bankruptcy court or that the attorney has been using electronic filing in another district or bankruptcy court. After making this certification, an attorney will then be given a login and password.
4. If an attorney feels that the security of their password has been compromised and the security of the System has been put at risk, the attorney has an obligation to notify the court either in writing or by calling the clerk's office **Help Desk at 1-866-323-1101**. The attorney should change their password immediately if the attorney feels that security has been compromised.

## E. SERVICE

1. Whenever a pleading or other document is filed electronically in accordance with these procedures, the System generates a receipt called the “Notice of Electronic Filing” to the filing party and to any other party who has consented to receive notice by electronic means.<sup>2</sup> This “Notice of Electronic Filing” sent to a party who has consented to receiving electronic notice satisfies the requirement of notice under **Rule 5 and Rule 77(d) of the Federal Rules of Civil Procedure.**
2. A certificate of service on all parties entitled to service or notice **is still required** when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished. (**Note: Please see the Appendix at the end of these procedures for examples of a certificate of service.**)
3. A party who is not a registered participant of the ECF system (i.e., pro se party) is entitled to service of a paper copy of any electronically filed pleading, document or order under **Rule 5(b)(2)(A)(B) or (C) of the Federal Rules of Civil Procedure.** When mailing paper copies of documents that have been electronically filed, the filing party must include the “Notice of Electronic Filing” to provide the recipient with proof of the filing.
4. Service of electronically filed sealed documents must be made by

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<sup>2</sup>To determine whether a party has consented to electronic notice, the filer can select the System’s “Utilities” category, click on “Mailing Information for a Case” on the pull-down menu, and enter the case number. The System will then list the registered users in the case.

conventional means other than through the court's electronic filing system.

**Please note that the system does not notice out sealed documents!**

5. The three (3) day rule of **Rule 6(e) of the Federal Rules of Civil Procedure** and **Rule 45 ( c ) of the Federal Rules of Criminal Procedure** for service by mail shall also apply to service by electronic means.

**F. SIGNATURES.**

**1. REGISTERED ATTORNEYS.**

- a. The user log-in and password required to submit documents to the Electronic Filing System serves as the Filing User's signature on all electronic documents filed with the court for purposes of **the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, the local rules of this court, and any other purpose for which a signature is required in connection with proceedings before this court.**
- b. Along with the login and password, an attorney filing a document electronically shall use the following format for their signature

**s/Attorney Name**

Attorney Name

Bar Number

Law Firm Name

Address (street or box number, city, state & zip code)

Telephone Number

FAX number

2. **PRO HAC VICE ATTORNEYS.** A Pro Hac Vice attorney may also obtain a login and password to electronically file in the same manner as attorneys

admitted to the bar of the Western District of Louisiana. However, **LR83.2.6W** requires that documents filed with the court **MUST** be “signed” by local counsel. As noted above, the login and password is the signature for local counsel and pro hac vice attorneys. Documents filed electronically must be signed using the above “**s/Attorney Name**” format.

3. **NON-ATTORNEY SIGNATURES.** Non-attorneys who file a document with the Court must file the document in paper form with a signature in compliance with **Rule 11 of the Federal Rules of Civil Procedure**.
4. **MULTIPLE SIGNATURES.** Documents requiring signatures of more than attorney must be electronically filed either by: 1) submitting a scanned document containing all necessary signatures; 2) indicating the consent of the parties who did not sign the document; or 3) submitting a list of the parties who did not sign the document whom user has contacted and have agreed to submit an endorsement no later than three business days after filing.  
**(LR5.7.08W)**
5. **DEFENDANT IN CRIMINAL CASE.** A document containing the signature of a defendant in a criminal case may, at the court’s option, be filed either: 1) In paper form with an original written signature or 2) In a scanned format that contains an image of the defendant’s signature with the document returned to the submitting attorney.

**G. FILING IN A CRIMINAL CASE**

1. All charging documents including the complaint, information, indictment and

superseding information or indictment and all documents related, shall be filed electronically in the System.

- 2.. Plea packages in criminal cases that are submitted in paper form and scanned into the System will be returned to the U. S. Attorney's Office for retention under this rule.
- 3.. Documents that are electronically filed and require original signatures other than that of the Filing User must be maintained in paper form by the Filing User for one year after all time periods for appeals expire. On request of the court, the Filing User must provide original documents for review.
4. The "Notice of Electronic Filing" that is automatically generated by the Court's Electronic Filing System, except as provided, constitutes service of the filed document on Filing Users. Parties who are not Filing Users must be served with a copy of any pleading or other document filed electronically in accordance with the Federal Rules of Civil Procedure and the local rules. In addition, along with the copy of the pleading or other document, a copy of the Notice of Electronic filing must also be served on the party who is not a Filing User.
5. A certificate of service must be included with all documents filed electronically, indicating that service was accomplished through the Notice of Electronic Filing for parties and counsel who are Filing Users and indicating how service was accomplished on any party or counsel who is not a Filing User.

6. Filings that are sealed do not notice out the attached PDF document. Counsel must mail opposing counsel a copy of the document filed.
7. The three (3) day rule of **Rule 45(c) of the Federal Rules of Criminal Procedure** for service by mail shall also apply to service by electronic means.

## **H. ORDERS**

1. **SIGNATURE BY THE JUDGE.** Any order signed electronically by a judge shall have the same force and effect as an order signed physically by the judge.

2. **PROPOSED ORDERS.**

Proposed orders must be filed as an attachment on the electronic filing system. However, a proposed order **MAY** also be sent in Word or Word Perfect format as an attachment to this e-mail address:

**lawdml\_proposedorders@lawd.uscourts.gov**

The Clerk's Office will review all proposed orders sent by e-mail and send them to the appropriate judicial officer. Proposed orders sent to this email address allow the judge to alter the language of the proposed order.

3. **MAILING TO NON-PARTICIPANTS.** When mailing paper copies of an electronically filed order to a attorney or party who is not a registered participant of the System, the Clerk's Office shall include the "Notice of Electronic Filing" to provide the non-participant with proof of filing.
4. **TEXT-ONLY ORDERS.**

The assigned judge or the Clerk's Office, if appropriate, may grant routine orders by a text-only entry upon the docket. In such instances, no PDF will be attached and a text-only docket entry shall constitute the court's order. A "Notice of Electronic Filing" will be provided to all parties in these instances.

**I. FEES.**

1. All electronic filing transactions that require a payment shall be paid on-line using a credit card or paid at the Clerk's Office within 10 days of when the transaction is docketed. Methods of payment acceptable in the Clerk's Office are cash, credit card, money order and check.
2. The Clerk of Court retains the right to require payments to be in cash or money order whenever deemed necessary.
3. The Clerk of Court will document the receipt of fees by a text only-entry on the docket, a copy of which may serve as a receipt to the party submitting payment of the fee.

**J. CORRECTING FILING ERRORS.**

1. Once a document is submitted to the Court, it becomes part of the case docket and corrections to the docket can only be made by the Clerk's Office. The System will not permit the filing party to make changes to the document(s) or docket entry filed in error once the transaction has been accepted and the "Notice of Electronic Filing" has been sent. The Clerk's Office may correct a docketing error made by a filing party, but may not alter

the document that has been filed.

2. As soon as a filing party discovers that an error has been made, the filing party should contact the **Clerk's Office Help Desk at 1-866- 323-1101**. The party should provide the case number, document number for which the correction is requested and a description of the error.
3. **A filing party should not attempt to re-file the document absent specific instructions from the clerk's office or the court.**

**K. TECHNICAL FAILURES.**

1. The Clerk's Office shall deem the Western District of Louisiana's CM/ECF site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time that day. A filing party whose filing is made untimely as the result of a technical failure of the court's CM/ECF's site may seek appropriate relief from the court.
2. A party who is unable to electronically file a document on the CM/ECF site, may send the document to the following **EMERGENCY email address:**

**lawdml\_emergencyfiling@lawd.uscourts.gov**

**Note: This e-mail address shall be used only in an emergency when the CM/ECF system is down. The Clerk's Office will check these emails daily and file the document submitted by email. Filing is not complete until the party submitting the document by e-mail receives a System generated "Notice of Electronic Filing." The file date will be the date that the email was sent.**

3. Please note that **technical failures do not include** problems on the filer's end. A filer who cannot file a document electronically because of a problem

on the filer's end **must seek an exemption from the court.**

**II. DOCUMENTS UNDER SEAL.** A party shall file electronically a motion or application to file documents under seal. A motion to seal the document filed by the court or electronically by the attorney will be automatically sealed unless the Court finds that such matter should not be sealed. **\*\*NOTE: Documents filed under seal do not notice out automatically from the system and must be mailed to opposing counsel.**

**III. SOCIAL SECURITY CASES.** To address the privacy issues inherent in a social security review, Internet access to the individuals documents in a social security case is limited to counsel and court staff. Non-parties may view limited documents via public access terminals available at each division of the Clerk's Office.

**IV. ATTACHMENTS AND EXHIBITS.** This section applies to exhibits other than those submitted at trial or a hearing.

1. A filing user must submit in electronic PDF form all paper-based documents referenced as exhibits or attachments, and should include only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court.
- 2.. The system accepts only PDF files for upload, and will not accept any single PDF file larger than four (4) megabytes. Therefore, PDF files larger than four (4) megabytes must be separated into multiple PDF files by the filer before attempting to upload.
- 3 The filing party should preview the PDF file before filing to verify the document looks correct and can be read.

4. For attachments and exhibits that an attorney is unable to scan, the attorney may file these documents manually with the court. To do so, the attorney must file the pleading and then file as an attachment a document called the “Notice of Manual Attachment.” This notice simply alerts the court that a document cannot be filed electronically and that it will be physically brought to the clerk’s office. A sample “Notice of Electronic Filing” attachment is included in the forms of the Administrative Procedures. Attorneys may also call the **Help Desk at 1-866-323-1101** for assistance in filing. The Clerk’s Office will note on the docket receipt of the document(s) and/or exhibit(s) with a text-only entry.

**\*\*NOTE: Exhibits submitted in paper form are not noticed out by the System and MUST be served on other parties.**

**V. PUBLIC ACCESS TO THE ELECTRONIC FILING SYSTEM.**

1. **PUBLIC ACCESS AT THE COURT.** Electronic access to the docket and documents filed in the System is available for viewing to the public at no charge at the Clerk’s Office during regular business hours. A copy fee for an electronic reproduction is required in accordance with 28 U.S.C. §1930.
2. **INTERNET ACCESS.** Remote electronic access to the System for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records (“PACER”) system. The Judicial Conference of the United States has ruled that a user fee will be charged for remotely accessing certain detailed case information, such as filed documents and docket sheets in civil

cases, but excluding review of calendars and similar general information.<sup>3</sup>

3. **PAPER COPIES AND CERTIFIED COPIES.** Paper copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certifying will be in accordance with 28 U.S.C. §1914.

## **VI. COURT PROCEDURES**

- A. **ATTORNEY PRACTICE.** Even though the Court now uses the electronic filing system, this does not change the way that attorneys practice. This is simply another method to have documents filed in the system. Attorneys should continue to follow scheduling orders, standing and general orders, Uniform Local Rules, Federal Rules and other procedures as designated by the Court.
- B. **QUALITY CONTROL.** The Clerk's office will quality control or review for accuracy all documents filed electronically by attorneys. Attorneys should always verify that the correct PDF was submitted and that the right "event" has been chosen.
- C. **HELP DESK.** The Help Desk is available during the business hours of 8:00 a.m. to 5:00 p.m. to answer any electronic filing questions. Please call **1-866-323-1001** to reach the Help Desk. Attorneys may also send an email to the Help Desk at:

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<sup>3</sup>A memorandum from the Administrative Office of the United States Courts dated April 9, 2002, states that non-judiciary CM/ECF users will be charged a fee of eight cents per page to access electronic filed data such as docket sheets and case documents obtained remotely through the PACER system. A cap of thirty pages has been approved. The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under the Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free, but if they remotely access the document again, they will be charged eight cents a page.

**CMECF\_HelpDesk@lawd.uscourts.gov.**

- D. PACER INFORMATION.** Attorneys that e-file receive a login and password that is issued by the Clerk's Office. **This login and password is not the same as the PACER login and password.** The PACER login and password is issued by PACER and not the Court. PACER existed before electronic filing and is used to access reports and other items. For more information on PACER please call **PACER at 1-800-676-6856** or email them at: <http://pacер.psc.uscourts.gov>.
- E. PAPER DOCUMENT RETENTION.** In accordance with the authority of the **Administrative Office of the U. S. Courts, the clerk shall retain paper documents for a period of two (2) years, after which they are subject to destruction.**

## **Forms**

### **FORM A : ATTORNEY REGISTRATION FORM**

**United States District Court**

**Western District of Louisiana  
ELECTRONIC CASE FILING SYSTEM  
Attorney/Participant Registration Form**

This form shall be used to register for an account on the Western District of Louisiana's Electronic Filing System. Registered attorneys and other participants will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the Electronic Filing systems. The following information is required for registration:

**Please Print or Type**

First/Middle/Last Name: \_\_\_\_\_

Attorney Bar # and State: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

(Attorney's email for electronic service)

Additional E-Mail Address: \_\_\_\_\_

(Secretary, central repository, etc.)

**\*\*Note: Attorneys seeking to file documents electronically must first be admitted to practice in the United States District Court, Western District of Louisiana pursuant to LR83.2.3W.**

**\*\*By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed.R.Civ.P. 5(b) and 77(d) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Participant Signature

Please return original with your signature to:

U.S. District Court, Western District of Louisiana  
Attn: ECF Attorney Registration  
300 Fannin, Suite 1167  
Shreveport, LA 71101

**FORM B - CERTIFICATE OF SERVICE - SAMPLE FORMAT**

**UNITED STATES DISTRICT COURT**

**WESTERN DISTRICT OF LOUISIANA**

**Sample A**

I hereby certify that on [date], a copy of the foregoing [name of document] was filed electronically with the Clerk of Court using the CM/ECF system. Notice of this filing will be sent to \_\_\_\_\_ by operation of the court's electronic filing system. I also certify that

I have mailed by United States Postal Service this filing to the following non-CM/ECF participants:

\_\_\_\_\_.

s/ \_\_\_\_\_  
Attorney's Name and Bar Number  
Attorney For (Plaintiff/Defendant)  
Law Firm Name  
Address  
City, State, Zip Code  
Phone: (xxx) xxx-xxxx  
Fax: (xxx) xxx-xxxx  
E-mail: [xxx@xxx.xxx](mailto:xxx@xxx.xxx)

**Sample B**

I hereby certify on that on (date), I presented the foregoing to the Clerk of the Court for filing and uploading to the CM/ECF system which will send notification of such filing to the following: \_\_\_\_\_,

and I hereby certify that I have mailed by United States Postal Service the document to the following non-CM/ECF participants: \_\_\_\_\_.

s/ \_\_\_\_\_  
Attorney's Name and Bar Number  
Attorney For (Plaintiff/Defendant)  
Law Firm Name  
Address  
City, State, Zip Code  
Phone: (xxx) xxx-xxxx  
Fax: (xxx) xxx-xxxx

