

The seal of the United States District Court, Western District of Louisiana, is a circular emblem. It features a central eagle with wings spread, perched on a shield with the stars and stripes of the American flag. Above the eagle's head is a constellation of stars. The eagle is flanked by olive branches and arrows. The entire seal is enclosed in a double-lined circular border.

United States District Court Western District of Louisiana

Bienvenue!

Welcome MDL Actos Attorneys and
Litigants!

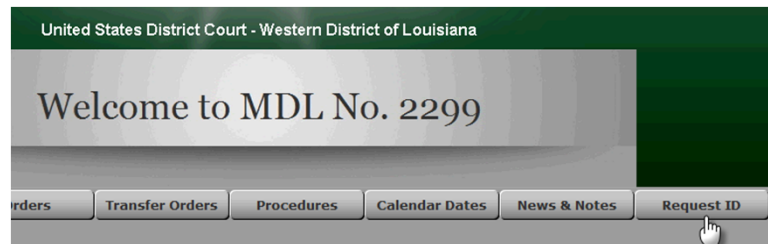
How can we help you...

(This presentation available on MDL site under training tab)

- Obtain a login/password
- Request a certificate of good standing
- Format caption and filings
- Find rules
- Efficiently use spread text
- Keep e-mail addresses current
- Training

How do I obtain a CM/ECF login and password?

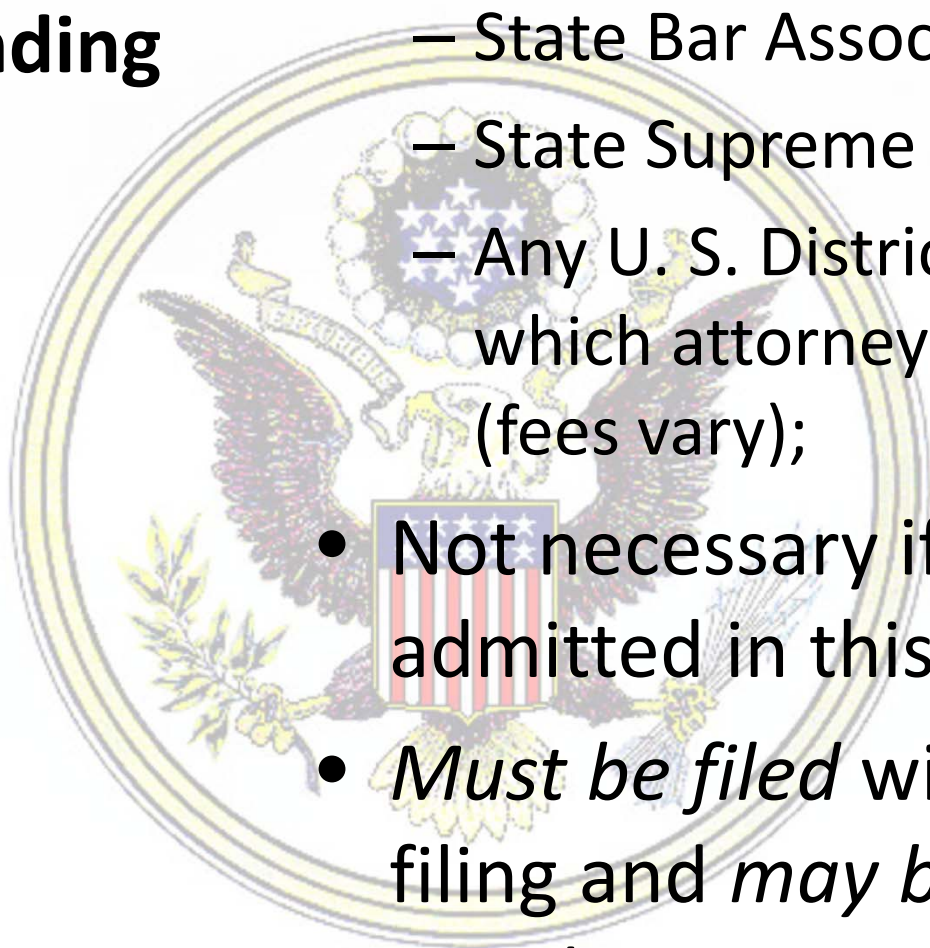
- Go to www.lawd.courts.gov.
- Click on MDL 2299 link.
- Click on Request ID tab.



- Fill out requested information.
- You will be advised of your login and password via e-mail.

Certificates of good standing


- Available through:
 - State Bar Associations ,
 - State Supreme Court, or
 - Any U. S. District Court in which attorney is admitted (fees vary);
- Not necessary if attorney is admitted in this court;
- *Must be filed* with initial filing and *may be filed* as an attachment.



Where can I find local rules and standing orders?

- Go to www.lawd.uscourts.gov.
- Under the Court Rules link, select Local Rules or Standing Orders.

General Information
[Court Locations / Maps](#), [Phone Numbers](#), [Hours](#), [History](#)
JOBS! [ERC](#), [FAQ](#), [Schedule of Fees](#), [Transcription Fees](#), [Other GOV Links](#)



Court Rules
[Federal Rules](#), [Local Rules](#)
[Standing Orders](#), [Guide to Practice](#)

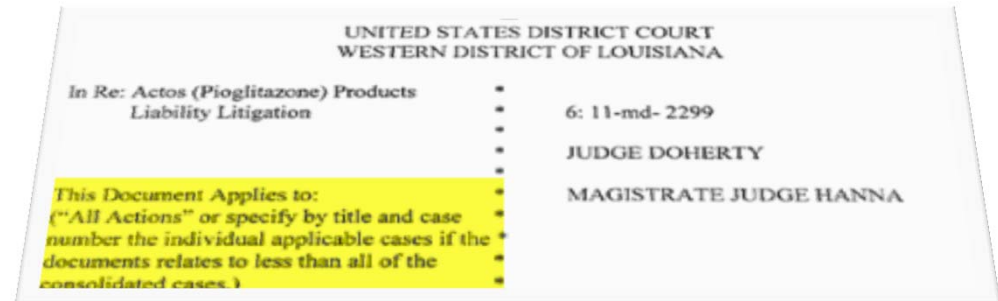


Attorney/Bar Information
[Admissions](#), [Notices](#), [Services](#)
[Visiting Attorney](#), [Attorney Forms](#), [FAQ](#), [Jury Plan](#), [Pattern Jury Instructions](#)



Captions and Filings

- Lower left-hand side of caption
- Case selections during e-filing should match PDF
- Repetitive filings
- Incorrect filings



Spread Text

- Not new, but new to us
- Allows filings to be made in lead case and “spread” to member cases

Managing Your E-mail

- Here's how to change e-mail and/or NEF information:
 - Log in to the system.
 - Click on Utilities in the blue menu bar.
 - Click on Maintain Your E-mail.
 - Select the e-mail to edit by single-clicking, or add a new recipient by clicking on the add link.
 - Make the desired changes.
 - Click Submit all changes.
- Updates for address and phone numbers must be made with the court.

[Review Billing History](#)
[Maintain Your E-mail](#)
[Maintain Your Login/Password](#)
[Show PACER Account](#)

Registered e-mail addresses

Primary e-mail address:

[travis_dunford@lawd.uscourts.gov](#)

Secondary e-mail addresses:

[add new e-mail address](#)

Training

- Available locally - in all divisions.
- Brief tutorial on spread text found on the MDL website under the training tab.
- Depending on need, training may be provided in remote locations or via Webex.

