

Quality Assurance FAQ

- The most common misused events and errors that occur on CM/ECF
 1. Order to Show Cause
 2. Letter Motions
 3. Motions
 4. Lack of Signature
 5. Attachments and Exhibits
 6. Duplicate Docket Entries
 7. Criminal Filings

1. Order To Show Cause

- **Is not** a motion
- Original Order to Show Cause and all supporting papers are submitted in hard paper format to the Orders and Judgments Unit in room 200 at 500 Pearl Street.
- After the Order to Show Cause has been signed by the Judge and docketed by the Court, all supporting documents are to be filed electronically.
- Supporting documents for an Order To Show Cause are found under the Event Type: Other Answers, i.e. Memorandum in Support (non-motion)

2. Letter Motions

- May only be used with the 25 specified motions provided in drop down menu
 - Motion to Adjourn Conference
 - Motion to Change Attorney Name on Roll
 - Motion to Compel
 - Motion for Conference
 - Motion to Consolidate Cases
 - Motion to Continue
 - Motion re: Discovery
 - Motion to Expedite

2. Letter Motions (Continued)

- Motion for Extension of Time
- Motion for Extension of Time to Amend
- Motion for Extension of Time to Answer
- Motion for Extension of Time to Complete Discovery
- Motion for Extension of Time to File Document
- Motion for Extension of Time to File Response/Reply
- Motion for Extension of Time re: Transcript
- Motion to File Amicus Brief
- Motion for Leave to File Document
- Motion for Leave to File Excess Pages

2. Letter Motions (Continued)

- Motion for Local Rule 37.2 Conference
- Motion for Oral Argument
- Motion to Reopen
- Motion to Reopen Case
- Motion to Seal Document
- Motion to Stay
- Motion to Substitute Attorney

2. Letter Motions (Continued)

- The letter filed **must** have the relief requested in the text of the letter.

“We represent the plaintiffs...we are moving by letter motion for a conference.”

“We represent the defendants... we respectfully request a 30 day extension of time.”

- All letter exemptions shall be done so with a previously signed order or endorsement that appears on the court’s docket for that case.

3. Motions

- Supporting Documents are filed separately using specific events. **Do not** include supporting documents as attachments or exhibits to the Motion entry.
- Supporting Documents Events are located under the Event Type: Replies, Opposition and Supporting Documents.
- Rule 56.1 Statements are filed separately. They are found under the Event Type: Other Answers.
- Notice of Motions and Motions are construed as the same when filing on ECF
- A Memorandum of Law in Support of Motion is a supporting document. **It is not** the motion being filed.

4. Lack of Signature

- If there is no signature or s/ the document will receive a deficiency error

5. Attachments and Exhibits

- Exhibits are only added as **attachments** to documents that are permitted to be filed pursuant to section 5 of the ECF Rules and Instructions.
- Exhibits **are not** filed as individual events.
- Supporting documents **are not** filed as attachments and/or exhibits.

6. Duplicate Docket Entries

- The ECF System has an approximate 50 minute time limit before a user is “timed out”.
- If you anticipate that all of your exhibits will not be attached before the system times out, then prepare the document in parts (i.e., Declaration of John Doe Part 1 of 3, Part 2 of 3, etc.)
- Any entry that has the same main document filed as a prior entry will be construed as a duplicate docket entry, regardless of the exhibits attached.

7. Criminal Cases

- A Sentencing Memorandum is now called Sentencing Submission

8. Search Button

- If you have any questions regarding Event Types on ECF, use the Search feature before making a telephonic inquiry.

ECF

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