



CM ECF Training Presentation

U.S. DISTRICT COURT - DISTRICT OF IDAHO
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By the end of this training, you will be able to:

- Navigate the court website
- Know what is acceptable for filing in ECF
- Access and navigate the Electronic Case Filing (ECF) system
- Create custom links and use hyperlinks
- File a motion with attachments
- Understand Notice of Electronic Filing (NEF) emails
- Use page number references
- File documents under seal



U.S. DISTRICT COURT District of Idaho

Chief Judge David C. Nye

<https://www.id.uscourts.gov>

Clerk's Office | Bankruptcy Court | District Court | Probation

Welcome | Jury | ECF PACER | **For Attorneys** | Forms Fees & Rules | Judges | Self Representation | General

Attorneys

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- ECF Login & Procedures
- Filing a New Case
- Magistrate Judge Consent
- Submit Proposed Orders
- Resources

Pursuant to [General Order 247](#), the District of Idaho requires the filing of documents in ECF including the filing of Civil Complaints and Removals.

You can submit your completed consent to Magistrate Judge form to the Clerk's Office by mail or you may email them to consents@id.uscourts.gov

Proposed orders are to be submitted by e-mail in a format compatible with Word, unless expressly directed by the Court to be submitted in a different format. Refer to the [ECF Procedures Guide](#) for further guidance. A certificate of service is not required when submitting a proposed order.

How to Create Custom Links

To create a hyperlink, **click Insert > Link**. In the Display text box, type the text that people will click on. To link to a web address, type or paste the address in the Address box. Tip: If you don't need display text that's friendlier to read than the web address, just type the web address.

When you file in ECF, be sure to file it as a PDF document and not as a scanned image. Uploading a scanned image, or using the “print to pdf” function, will remove all hyperlinks.

PDF creation

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Open your document in a word processing program.



Select Office Button>Save As



Under the Save As type menu select the PDF option. Locate the directory which you would like to save the file and click save.

Pro Tip: Use the Acrobat Plug In in Word and Create PDF

Filing Tips

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- ✓ Electronic filings must be of pdf (portable document format) transmission. Filings must be no larger than 15 megabytes in size.
- ✓ CM/ECF Version 6.1 has been tested and works correctly with Firefox 15, Internet Explorer 9, and Safari 5.1/6 or later version.
- ✓ All pleadings/documents and attachments/exhibits which are created by scanning (imaging) must be black and white (without color), in .pdf format and the resolution **should not exceed 300 DPI**. This setting is visible on your scanner.
- ✓ To file documents in paper format or to submit a USB or disc, please lodge with the Clerk's office noting the docket number.

How to file a Motion

Step 1

SELECT YOUR
MOTION TYPE

Step 2

Attach any
memorandums,
declarations and
exhibits.

Pro Tip: Clearly
label all of your
attachments and
file each
attachment
separately


Step 3


Review the docket
text before
committing

Example 1 – Incorrect

02/28/2022

 [33](#)

AFFIDAVIT of Counsel re [32](#) MOTION for Summary Judgment filed by 

1 / 272 | - 100% + |  

Case 1:20-cv-

Document 33 Filed 02/28/22 Page 1 of 272

In this case, an affidavit and exhibits totaling 272 pages was uploaded and filed as a stand-alone document. It referenced Exhibits A – I. However, none of the exhibits were uploaded separately and labeled in CM/ECF – thus, the Law Clerk could not find them. The document had to be downloaded and bookmarked by the Clerk for the Judge to find the exhibits. Also, at oral argument, the attorney was unable to refer to the docket cite – for example, Ex. A could have been filed as Dkt. 33-1, Ex. B as 33-2, etc.

Example 2 - Correct

Documents filed in support of a motion or any other document, which are filed concurrently with the motion or document, should be submitted to the Court as attachments to the main motion. On the screen where the filer browses and selects the motion.pdf, they should answer “yes” to attachments. On the attachments screen, the filer should include all additional documents being filed in support of the main motion or other document, listed in a logical sequence.

10/12/2010	31 MOTION for Summary Judgment Thomas [REDACTED] appearing for Defendant [REDACTED]. Responses due by 11/5/2010 (Attachments: # 1 Memorandum of Points and Authorities in Support, # 2 Separate Statement of Undisputed Material Facts in Support, # 3 Request for Judicial Notice Under Federal Rule of Evidence 201, # 4 Declaration of Steve M. [REDACTED], # 5 Exhibit A to Declaration of S. [REDACTED], # 6 Exhibit B, Pt. 1 to Declaration of S. [REDACTED], # 7 Exhibit B, Pt. 2 to Declaration of S. [REDACTED], # 8 Declaration of Michelle A. [REDACTED], # 9 Exhibit A to Declaration of M. [REDACTED], # 10 Exhibit B to Declaration of M. [REDACTED], # 11 Exhibit C to Declaration of M. [REDACTED], # 12 Exhibit D to Declaration of M. [REDACTED], # 13 Exhibit E to Declaration of M. [REDACTED], # 14 Exhibit F to Declaration of M. [REDACTED], # 15 Service Information Sheet Certificate of Service)([REDACTED], Thomas) Modified on 10/13/2010 to edit text (jm).
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Notices of Removal

The same method of filing just demonstrated for motions is to be used when filing a notice of removal. Copies of the State Court documents are to be filed as attachments to the Notice of Removal, and each document or pleading should be added as a separate attachment.

07/01/2022	1	NOTICE OF REMOVAL by [REDACTED] from Fourth Judicial Court, Ada County, case number [REDACTED]-[REDACTED] (Filing fee \$402 receipt number AIDDC [REDACTED]), filed by [REDACTED]. (Attachments: # 1 State Court Complaint Complaint, # 2 Exhibit N.K. [REDACTED] Answer, # 3 Exhibit Declaration of [REDACTED] in Support of Notice of Removal, # 4 Exhibit State Court Docket, # 5 Exhibit State Court Register of Actions, # 6 Exhibit State Court File, # 7 Cover Sheet Robertson Civil Cover Sheet)([REDACTED])
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The above looks right – until the Clerk opened Docket 1-6, the State Court docket, and found this:

Notice of Removal – Cont.



Multiple state court documents were part of this 291-page filing, including three pending motions the Clerk missed upon the initial filing. Each individual document should have been a separate .pdf, uploaded as an attachment, and labeled.

Briefs in Support of Motions for Summary Judgment

Page Limits: The cover page, table of contents and certificate of service **do not count** against any applicable page limitation.

Exceeding Page Limits:

- Consult with opposing counsel.
- Permit opposing counsel a similar opportunity to exceed page limits.
- File a motion and request permission BEFORE you file the over-length brief.
Dist. Idaho Loc. Civ. R. 7.1.

Table of Contents & Authorities:

These are helpful! Please include them in summary judgment briefs.

Motions to Strike:

- Per the 2010 Amendment, there is no need to file a separate motion to strike.
- Fed. R. Civ. P. 56(c)(2) – raise an objection.
- Be brief - confine your objection to address why the material cited cannot be presented in a form that would be admissible in evidence at trial.
- Ask for more pages if you need to.

Page References

REFERENCE CORRECT PAGE NUMBERS.

A full citation of a court document includes the following:

- (1) name of the document, abbreviated where appropriate;
- (2) the pinpoint citation;
- (3) the date of the document, if required; AND
- (4) the ECF number found on pacer, if known.

(Blue Book Rule 17.)

EXAMPLES:

Hawkins Aff. ¶15. (refers to specific paragraph)

Hawkins Aff. 6. (refers to specific page number)

Clark Dep. 15:21-16:4 (refers to page 15 line 21 through page 16 line 4 of deposition)

Pl.'s Am. Ans. 3-4, ECF No. 15. (refers to a pleading with a Pacer reference. Can use ECF No. or Dkt. to reference Pacer filing)

Hawkins Decl. Ex. B, at 3. (refers to an attached exhibit and a specific page number)

Hawkins Decl. Ex. B, at 3, ECF No. 17-1 at 5. (if filed on ECF)

Page References - Continued

MAKE SURE ALL OF YOUR DOCUMENTS ARE LABELED.

For instance, if you reference the Smith Decl. Ex. F, at 3, make sure there is actually an exhibit F and a corresponding page number 3 to that exhibit.

DO NOT upload documents to Pacer without first ensuring exhibits are clearly marked, and page number references are easily located.

Record Citations

Record Citations.

Use the record page number.

EXAMPLE: R. at 9.

Multiple Records – use an appropriate abbreviation.

EXAMPLE: USDA R. at 9 or USFS R. at 210.

If the record is filed with the court on Pacer, include an ECF No. or Dkt. reference the first time the record is cited.

EXAMPLE: R. at 9, ECF No. 52 (or Dkt. 52)

Notice of Electronic Filing (NEF)



NEF's (Notice of Electronic Filing) are received when a document has been filed in a case to which you are a party.

Notice has been electronically mailed to:

Notice will be served by other means to:

No certificate of service is required when a paper is served by filing it with the Court's electronic filing system, UNLESS it is served by other means. Fed. R. Civ. P. 5(d)(1)(B)

Want to turn off the electronic noticing for an attorney? Use the ECF event:
"Notice of Removal of Attorney From Electronic Notice"



DO NOT FILE these documents in CM-ECF



Consent to a Magistrate Judge or Request for Reassignment. Please use email address, located on the Court's website under the "Magistrate Judge Consent".

Discovery documents – this includes initial disclosures, disclosure of expert reports or testimony, interrogatories, requests for production, requests for admission, notices of taking deposition, privilege logs, and certificates of service of discovery.
Dist. Idaho Loc. Civ. R. 5.4.



Proposed orders. Be sure to email your proposed orders to the proper Judge's email in-box. Email addresses are located on the Court's website under "**Submit Proposed Orders**". Once there, select the appropriate judge assigned to your case and the email will automatically pop up.

Protection of Personal Privacy – REDACTION

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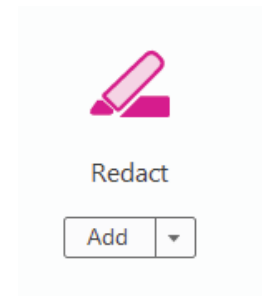
Dist. Idaho L. Rule 5.5 (Civil)

- (1) **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- (2) **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- (3) **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
- (4) **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.
- (5) **Home addresses.** Only the city and state should be identified.

DO NOT REQUEST TO SEAL ENTIRE DOCUMENTS TO AVOID REDACTION.

PRO TIP:

Use the Adobe Acrobat Redaction Tool:



Requesting to Seal Documents

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- Absent authorization by statute or rule, permission to seal must be given by a judicial officer.
- Motions to seal are publicly docketed.
- The public and media must be afforded an opportunity to be heard.
- There must be a public record of permissions to seal and why.
- Sealing should be NO MORE EXTENSIVE THAN NECESSARY. An entire filing may NOT be sealed simply to protect the secrecy of one paragraph, one page, or one document.
- **Redact first.**
- **Extract second.**

Filing Sealed Documents

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If your request to seal is granted:

- First, file the redacted document, or the affidavit with the sealed exhibit extracted – this is NOT filed under seal.
- Next, file the sealed document. Sealed documents are filed electronically using the ECF event “Sealed Document”.
- Parties do receive notification that a document was filed under seal. However, the sealed document cannot be accessed through the electronic notification or the docket sheet.
- The filing party is responsible for mailing/emailing a copy of the unredacted document to the opposing party and the certificate of service must indicate the same.



Thank you

**Kirsten Wallace and
Jocelyn Dunnegan**