

United States District Courts District of Idaho

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Questions

Contact the Clerk's Office:

Boise - 208-334-1361

Pocatello - 208-478-4123

Coeur d'Alene - 208-665-6850

Office hours 9:00 a.m. - 4:00 p.m.

Phone hours 8:00 a.m. - 5:00 p.m.



"Hi!
How can
we
help you?"



How to File your Completed Consent or Request for Reassignment Form

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



Submitting a Proposed Order

Be sure to submit to the proper Judge's email in-box in a format compatible with Word, unless expressly directed by the Court to be submitted in a different format.

Filing in CM ECF

Be sure to utilize the Search feature to help narrow down your filing event location.

1



Your document must be PDF and no larger than 15MB

2



Attach your main filing as the "Main Document" any supporting documents need to be attached to that as "Attachments" and properly labeled

3



Edit the docket text and hit submit

NEF (Notice of Electronic filing)

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"

District County Assignments

Southern Division (Boise):

Ada, Adams, Blaine, Boise, Camas, Canyon, Elmore, Gem, Gooding, Jerome, Lincoln, Owyhee, Payette, Twin Falls, Valley, Washington

Northern Division (Coeur d'Alene):

Benewah, Bonner, Boundary, Clearwater*, Idaho*, Kootenai, Latah*, Lewis*, Nez Perce*, Shoshone

***Central Division (Moscow)**

Eastern Division (Pocatello):

Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Cassia, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Minidoka, Oneida, Power, Teton



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.

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)

MAKE SURE ALL OF YOUR DOCUMENTS ARE LABELED.

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

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 ECF, include an ECF No. or Dkt. reference the first time the record is cited.

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

