

Electronic Filing in U.S. District Court: **Tips for Effective Advocacy**

Federal Bar Association
“Open Doors to Federal Court”
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- 1. Bookmark this page**
 - ◆ CM/ECF on-line resources - <http://www.txwd.uscourts.gov/ecf/default.asp>

- 2. Update your e-mail address**
 - ◆ Register multiple e-mail addresses

- 3. Correctly identify your documents as you file them**
 - ◆ Use the correct “event” (or multiple events)
 - ◆ Don’t combine motions and responses in one document
 - ◆ Link the submission to the underlying motion
 - ◆ Designate “joint” motions

- 4. File the most useful version of your documents**
 - ◆ Text .pdfs ... not scanned .pdfs

- 5. Present your supporting materials on a “silver platter”**
 - ◆ Clearly identify “attachments” by “category” and “description”
 - ◆ Hyperlink your case and statutory authority

- 6. Submit proposed orders assuming they will be used**
 - ◆ Submit as an “attachment”
 - ◆ Submit a text .pdf
 - ◆ Itemize the specific relief requested

- 7. Reminder: Some things haven’t changed**
 - ◆ Signatures
 - ◆ Complaints, answers, amended complaints/answers, sealed documents, large files
—*but stay tuned...*
 - ◆ After hours filing box
 - ◆ Certificates of Service – who served and “how served”
 - ◆ Policy and procedure guides for the District and Magistrate Judges
— http://www.txwd.uscourts.gov/general/judges/judge_policy.asp

- 8. Share this information!**