

ECF Administrative Procedures Manual

*Electronic Means for Filing, Signing,
and Verification of Documents*

Version 3.0
June 2007

United States District Court
Northern District of Texas
Office of the Clerk

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ADMINISTRATIVE PROCEDURES

I. REGISTRATION FOR THE ELECTRONIC CASE FILES SYSTEM (“ECF”)

A. In General

All documents submitted for filing in this district in a civil or criminal case designated for ECF, no matter when a case was originally filed, must be filed electronically using ECF, except as otherwise expressly provided in the applicable federal rules, local rules, Miscellaneous Order No. 61, the order or other directive of the presiding judge, or this ECF Administrative Procedures Manual. All case information will be available electronically at <https://ecf.txnd.uscourts.gov>.

B. Logins and Passwords

An attorney admitted to practice and currently in good standing in the Northern District of Texas, including an attorney admitted pro hac vice, and a pro se party with the presiding judge’s approval, may register and receive a login and password to electronically submit documents for filing using ECF. Use of the login and password permits the attorney or pro se party to participate in the electronic filing of pleadings and other documents, and will allow one free look at any electronic image of a document in which the attorney or pro se party receives a “Notice of Electronic Filing.”

1. The attorney or pro se party is responsible for all documents submitted to this court for filing using the login and password issued by the court, in the same fashion as the attorney or pro se party is responsible for all paper documents submitted to this court for filing under the attorney’s or pro se party’s signature.
2. The process for receipt of a login and password is governed by the registration requirements of paragraph I.C.

C. Registration Requirements

1. In order to register to use ECF, an attorney or pro se party must complete and sign a user registration form, which provides the user’s consent:
 - a. to receive by electronic transmission notice of entries of judgments and orders in any case in which the user appears as attorney/party of record, whether or not the case has been designated for electronic case filing, and
 - b. to accept the e-mailing of a “Notice of Electronic Filing” as service of the pleading or other document by the filing party.
2. This form is attached to these procedures as Form A and is also available on the court’s website at www.txnd.uscourts.gov. The

completed registration form may be submitted online or mailed, delivered, or faxed to the clerk's office:

Clerk, U.S. District Court
1100 Commerce Room 1452
Dallas TX 75242-1003
ATTN: Attorney Admissions
214.753.2266 (fax)

3. Upon receipt of a completed registration form, the clerk's office will verify that the attorney is admitted to practice (including an attorney admitted pro hac vice) and currently in good standing in the U.S. District Court for the Northern District of Texas, or that the pro se party has the presiding judge's approval to be a registered user. Upon verification, the clerk's office will issue a password to the attorney or pro se party, and the attorney or pro se party will become a registered user of ECF.
4. Upon issuance of a password, the clerk's office will verify that it has correctly entered the registered user's primary e-mail address into ECF by sending the registered user an e-mail message using the Internet.
5. The password issued to the registered user will be e-mailed to the registered user at the e-mail address specified on the registration form; or the registered user may arrange to pick up the password at the clerk's office by contacting the Attorney Admissions clerk at 214-753-2190.
6. After assignment of an initial password, the registered user is strongly encouraged to change the password to something known only to the registered user.
7. If a registered user believes that the security of the registered user's password has been compromised, the registered user should change the password immediately.

The registered user may also access [Forgot Your ECF Login and/or Password?](#) to receive a new password that will overwrite and disable the compromised password. If any technical assistance is needed, the registered user should contact the ECF Help Desk.

8. A registered user may withdraw from participation in ECF only if the registered user is not an attorney of record or pro se party in any case designated for ECF, or is granted the right to withdraw by the presiding judge in all cases designated for ECF in which the registered user is an attorney of record or pro se party.

If eligible to withdraw, a registered user may withdraw by providing the clerk's office with a notice of withdrawal. The notice must be mailed or delivered to the headquarter's office of the clerk in Dallas, Texas and addressed to:

Clerk, U.S. District Court
1100 Commerce Room 1452
Dallas TX 75242-1003
ATTN: Attorney Admissions

Upon receipt, the clerk's office will cancel the registered user's password and remove the registered user's e-mail address from ECF, thereby disabling future electronic service to the registered user.

Because a withdrawal also affects the manner by which service is to be provided by other parties to the withdrawing registered user, a copy of the notice of withdrawal from participation in the System must also be served by the withdrawing registered user on each party in every case before this court in which the withdrawing registered user is a noticed party.

9. When a registered user of ECF changes the registered user's business address, e-mail address, telephone number, facsimile number, or name, the registered user must promptly change this information in ECF. This is done via the separate functions for "Maintain Your Address," "Maintain Your E-Mail," or "Maintain Your Login/Password," or via those functions in "Maintain Your Account," all found on the Utilities menu of the ECF system. If assistance is needed, please contact the ECF Help Desk. See LR 83.13 (b) and LCrR 57.13 (b).

II. ELECTRONIC CASE FILES AND SERVICE OF DOCUMENTS

A. Filing

Except as otherwise expressly provided in the applicable federal rules, local rules, Miscellaneous Order No. 61, the order or other directive of the presiding judge, or this ECF Administrative Procedures Manual, all documents in a case designated for electronic filing must be electronically filed using ECF.

1. A document will be deemed timely filed on any day if filed prior to midnight central time on that day. However, if the time of day is of the essence, the presiding judge may order that a document be filed by a time certain.

2. If a document an attorney or pro se party wishes to file requires leave of court, such as an amended complaint or a document to be filed out of time, the attorney or pro se party must attach the proposed document as an exhibit to the motion, according to the procedures in III.E. If the court grants the motion, the document must then be submitted for electronic filing by the attorney or pro se party.
3. The official record for any document filed electronically is the electronic file maintained on ECF. The court will not maintain a paper copy of any electronically filed document, except as otherwise expressly provided in the federal rules, local rules, an order or other directive of the presiding judge, or this ECF Administrative Procedures Manual.
4. E-mailing a document to the clerk's office or to the presiding judge does not constitute "filing" of the document. A document is filed only through its electronic submission using ECF.
5. The presiding judge may require a registered user who submits a document for filing using ECF to provide the judge with a courtesy paper copy of the document.

B. Service

1. Whenever a document or other paper is filed electronically (including a paper document delivered to the clerk's office that is converted to a pdf image and then docketed by the clerk's office using ECF), ECF will generate a "Notice of Electronic Filing." This Notice will be e-mailed by ECF to each attorney or pro se party entitled to notice who is a registered user of ECF. By becoming a registered user, an attorney or pro se party agrees that the e-mailing of the "Notice of Electronic Filing" by ECF constitutes service of the filed document on that attorney or pro se party.
2. A certificate of service on all parties entitled to service or notice is required even though a party files a document electronically. Sample language for a certificate of service is attached as Form B.
3. In a civil case, delivery of the notice of electronic filing that is automatically generated by ECF constitutes service under Fed. R. Civ. P. 5(b)(2)(D) on each party who is a registered user of ECF. In a criminal case, delivery of the notice of electronic filing that is automatically generated by ECF constitutes service under Fed. R. Crim. P. 49(b) on each party who is a registered user of ECF. Service to persons who are not sent this notice of electronic filing must be accomplished by other means. See LR 5.1 and LCrR 49.2.

C. Signatures

1. Signature of a Person other than the Registered User Submitting the Document. For any document a registered user submits for electronic filing using ECF that is required to bear the original signature of an attorney, pro se party, or any person other than the filing party, such as a joint or consent motion or a document that requires either verification or an unsworn declaration under any rule or statute, the document must:
 - a. include a scanned image of the other person's signature, or
 - b. represent the consent of the other person in a manner permitted or required by the presiding judge.

The signed paper copy of the document must be maintained by the filing party for five years after final disposition of the case.

See LR 11.1 (d) and LCrR 49.5 (d).

2. Charging Document or Document Signed by a Criminal Defendant
When a charging document—including a complaint, information, indictment, or superseding indictment—or any document signed by a criminal defendant is submitted by electronic means, the attorney who submitted the document must deliver an original, signed paper document to the clerk within three days. See LCrR 49.6.
3. Signature of a Registered User
A registered user who submits a document for filing by electronic means must place on the document an “s/ (typed name of attorney)” or “s/(typed name of pro se party).” Alternatively, the registered user may submit a graphical representation of the registered user's signature in the space where the registered user's signature would have appeared had the document been submitted on paper. See LR 11.1 (b) and LCrR 49.5 (b).

The preferred format for a signature block is as follows:

s/ John Doe
Bar Number: 12345
Law Office of John Doe
123 Main Street
Dallas, TX 75201
Telephone: (214) 123-4567
Fax: (214) 123-4567
E-mail: john_doe@lawfirm.com

D. Fees Payable to the Clerk

Any fee required for filing a pleading or other paper with the court must be made payable to the "Clerk, U.S. District Court." Acceptable forms of payment include checks, money orders and cashier checks, as well as cash. The Amarillo, Dallas, Fort Worth, and Lubbock divisions also accept major credit cards for most payments.

E. Orders

The presiding judge, or the clerk's office pursuant to the direction of the presiding judge, may electronically file any order. Any order filed electronically has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order.

F. Proposed Orders

If a proposed order is required to be submitted to the court, the registered user must:

1. Electronically file the motion or other document filed in conjunction with the proposed order prior to submitting the proposed order to the presiding judge. The registered user may attach the proposed order as an exhibit to the motion or other document, according to the procedures in III.E., so that the proposed order is electronically served along with the motion or other document.
2. Whether or not the proposed order is attached as an exhibit in step 1, above, the proposed order must be submitted to the presiding judge via e-mail as instructed under ECF's "Proposed Order" event. Submit the proposed order in a format compatible with Word or WordPerfect version 9.0 or higher, and not in pdf format. This is a "Save As" option in most word processing software.

G. Consents to Proceed Before a United States Magistrate Judge

If a party wishes to consent to disposition of a civil case by a United States Magistrate Judge, the party may, unless otherwise directed by the presiding judge, complete the on-line consent form by choosing "Consent to Proceed Before U.S. Magistrate Judge" under "Civil Events" and "Other Filings." It is preferable that this be a joint submission of all parties.

For a joint submission the submitting party must indicate that each other party has consented by typing an "s/" and the name of the party on the signature line or by inserting a scanned image of the other party's signature on the signature line (see LR 11.1).

The submitting party must select the presiding judge from the drop-down menu on the form and indicate whether the submission is joint or individual. After the form is submitted, the submitting party and all other parties will receive immediate notice of its filing. The form will not be

displayed on the docket sheet until and unless the judge reassigns the case to the magistrate judge.

H. Title of Docket Entries

The person electronically filing a pleading or other document is responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the court.

I. Ex Parte Documents

A registered ECF user may electronically docket an ex parte document. The notice of electronic filing for the ex parte document will be sent only to the court and the party who docketed the ex parte document. The ex parte document itself, as well as the docket text related to the ex parte document, will only be viewable by the court and the party who docketed the ex parte document.

NOTE: If the court responds to an ex parte document (ex: an ex parte order), then unless otherwise directed by the court, the response will be noticed by separate e-mail or by regular mail only to the party who filed the ex parte document. The court's response will not be electronically noticed by the ECF system, and will not be available to any party via PACER.

J. Correcting Docket Entries

Once a document is electronically filed by a registered user and becomes part of the official record, corrections to the docket may be made only by the clerk's office. ECF will not permit the filing party to make changes to the document(s) or docket entry text once the transaction has been completed. The clerk's office may correct a docketing error made by a registered user, but may not alter the document that has been filed.

1. A document may be incorrectly filed or docketed in any number of ways. The most common errors include:
 - attaching an incorrect pdf file to the docket entry;
 - failing to attach any pdf file to the docket entry;
 - selecting the wrong document type from the docket menu; or
 - entering the wrong case number when docketing.

Whenever possible, these errors should be caught by the filing party prior to finalizing the transaction in ECF.

NOTE: If the error is not caught prior to finalizing the transaction in ECF, the filing party should not attempt to refile the document absent specific instruction from the clerk's office or the court.

2. As soon as possible after an error is discovered, the filing party should contact the clerk's office with the case number and document number for which the correction is being requested.
3. If the error is a docketing error, such as selecting the wrong document type from the menu, the clerk's office will correct the error.
4. If the error is substantive, such as failure to attach a pdf file to the docket entry, attaching the wrong document with the docket entry, or attaching the right document but filing it in the wrong case, the filing party must file a motion to unfile the document, or take other appropriate action to correct the error.
5. On occasion, an error may involve the inadvertent disclosure of confidential information, including the electronic filing of a sealed document, or the electronic filing of a document in a sealed case.

Note: See III. B. for information on filing documents under seal

- a. Upon request of the filing party (this request may be in the form of a letter, fax or e-mail from the filing party after contacting the ECF Help Desk) the clerk's office will temporarily seal the document so that it is not remotely accessible using the electronic public record.
- b. A motion to unfile the document or otherwise correct the error must be filed within one (1) business day after the request in writing of the filing party has been received by the clerk's office. If such a motion has not been filed within one (1) business day, the clerk's office will restore the document to the public record, making it remotely accessible using the electronic public record.
- c. If a motion to unfile a document or to otherwise correct an error is filed, the clerk's office will maintain the remote inaccessibility of the document until the presiding judge renders a decision on the motion and will then follow the order of the presiding judge with respect to the motion.

K. Technical Failures

A registered user who is unable to submit a document for electronic filing on or before its due date because of a technical failure of ECF or the equipment of the registered user may seek relief from the court, and the court may grant or deny the request. Because of this risk, a registered user is cautioned not to attempt to electronically file a document on a due date after the clerk's office has closed for that day.

The clerk's office will deem ECF to have been subject to technical failure on any given day if ECF is unable to accept pleadings or other documents for filing continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. on that day. Known technical failures of ECF will be posted on the website of the district court clerk at www.txnd.uscourts.gov.

If ECF has not experienced a technical failure, a registered user may still be unable to submit a document for electronic filing because of a power outage, a phone line problem, a problem with an Internet Service Provider (ISP), a hardware or software problem, or some other problem. When a registered user is unable to submit a document for electronic filing and this inability is not due to a technical failure of ECF, the registered user is strongly urged to seek an alternate method for filing the document on a timely basis.

L. Privacy

Users should review the "Court Policy on Availability of Private and Sensitive Case Information on the Internet" for the Northern District of Texas (the "privacy notice"), and Miscellaneous Order Number 61. Both the privacy notice and Miscellaneous Order Number 61 may be found at the website of the district court clerk at www.txnd.uscourts.gov. The privacy notice may be found under Filing Info, Filing Procedures, and then under the heading: Sensitive or Confidential Information. Miscellaneous Order Number 61 may be found under Rules, Misc. & Special Rules.

III. FILING OF DOCUMENTS WITHOUT USING ECF

At this time the documents identified in this section are not required (and in some cases are not yet allowed) to be submitted for filing electronically unless electronic filing of a document is specifically directed by the court.

A. Initial Papers and Charging Documents

The filing of the initial papers in a civil case, including the complaint or notice of removal, documents required to be filed with the complaint or notice of removal, and the issuance and service of summons, are to be accomplished on paper rather than electronically.

In a criminal case, the charging documents, including the complaint, information, indictment, and any superseding indictment, and any documents required to be filed with the charging instrument, must be submitted for filing on paper rather than electronically.

B. Documents to be Filed Under Seal

Although a motion to file a document under seal may be filed electronically, unless directed to do otherwise by the presiding judge, at this time the actual document to be filed under seal must be submitted in paper form. At this time any document for a case filed under seal must be

filed in paper form unless or until the presiding judge orders the case unsealed. The order authorizing the filing of a document under seal may be filed electronically.

C. Pro Se Filers

Pro se filers that are not registered users must file paper originals and copies of all complaints, pleadings, motions, affidavits, briefs, and other documents which must be signed or that require either verification or an unsworn declaration under any rule or statute. The clerk's office will scan each of these original documents into an electronic file and attach them to ECF.

D. Social Security Transcripts; State Court Records

Social security transcripts, and state court records in habeas cases, may be submitted for filing and served using paper, since scanning that volume of documents and submitting them electronically is impractical at this time. However, the transcripts or records should be submitted electronically if they are available in electronic form. To the extent that these documents are not converted to electronic format and attached to the electronic docket on ECF, the clerk's office will docket a text-only event stating that the transcript or state court record is available in paper form in the clerk's office.

E. Exhibits

LR 5.2. provides that a motion that relates to a discovery proceeding must only contain the portions of the discovery materials in dispute. Whenever possible a registered user should scan the relevant portions of a document and electronically file the scanned portions of the document as an exhibit. However, if the scanned image of an exhibit would still exceed the size limit imposed by III.F, or the exhibit is a physical object that cannot be scanned, then the exhibit may be filed on paper or by submission of the physical object for filing. If a registered user submits an exhibit for filing in a non-electronic form, the registered user must electronically file a Notice of Manual Filing for the exhibit in question. Sample language for a Notice of Manual Filing is attached to these procedures as Form C.

NOTE: Although the Notice of Manual Filing event will generate a Notice of Electronic Filing to all other registered users, the paper document or physical object itself will not be attached to the Notice of Electronic Filing, and therefore will not have been served by electronic means.

NOTE: Volumes of exhibits or attachments to any documents, whether filed electronically or non-electronically, must contain a cover page on each volume that bears the court caption and style, the case number, and the title of the document to which it relates.

F. Limit on Electronic Document Size

Electronic document size for any one document is limited to a maximum of five megabytes. The court requires you to file all ECF documents, including attachments and exhibits, in electronic format. If you are unable to file a document, attachment or exhibit in electronic format (because it cannot be converted to pdf format due to the physical size or character of the document, attachment or exhibit), you may submit it manually, but you must then file a Notice of Manual Filing.

NOTE: *An electronic version of an exhibit to be filed with the court that would otherwise be larger than five megabytes may still be filed electronically. This may be done by separating portions of the exhibit into multiple documents no one of which exceeds the size limit.*

NOTE: *A file created by conversion directly from a word processing file to pdf format is significantly smaller in size than a file created by conversion of a scanned image of the same document.*

G. Documents Issued by the Clerk

If a party wishes to present a bill of cost, entry of default, clerk's judgment of default, or other document to be issued by the clerk, requiring the review and signature of the clerk, the party may submit the document electronically using ECF as an attachment to a request or motion, or may submit it in paper form at the clerk's office. Submitting the document electronically is for the convenience of the registered users, and does not constitute filing of the document, although it may constitute service of the document on other registered users by electronic means.

IV. PUBLIC ACCESS TO THE ECF DOCKET

A. Public Access for Persons Who are Not Registered Users

Public remote access to the public information on ECF is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system. Any person or organization with a PACER login and password may access ECF at the website of the district court clerk at <https://ecf.txnd.uscourts.gov>. This login and password is issued by PACER. It is not the login and password issued by the court that allows registered users to electronically submit documents to ECF for filing.

Access to the information stored on ECF through the PACER website will allow the public to view, save a copy, and print the electronic images of the public criminal and civil docket sheet and electronically filed public documents. The Judicial Conference of the United States has determined that a user fee will be charged for remotely accessing certain detailed case information, such as docket sheets and filed documents.

B. Electronic Public Access at the Court

In addition to remote public access through PACER, the public is able to view, save a copy, and print the electronic images of the public criminal and civil docket sheets and public documents filed in ECF. This information is accessible at public terminals located in the clerk's office during regular business hours, Monday through Friday. The per page copy fee for printing a copy of a document accessed electronically at a public terminal in the clerk's office will be at the rate established by the Judicial Conference pursuant to the authority granted in 28 U.S.C. § 1914.

C. Copies and Certified Copies

Copies and certified copies of all public documents, whether maintained by the clerk's office electronically or on paper, may be purchased at the clerk's office during regular business hours Monday through Friday. The per page copy fee for a clerk's office employee to make a copy of a document, and the certification fee for a clerk's office employee to certify a document, will be at the rate established by the Judicial Conference pursuant to the authority granted in 28 U.S.C. § 1914.

V. CHANGES TO THIS ECF ADMINISTRATIVE PROCEDURES MANUAL

A. Changes Pursuant to the Direction of the Presiding Judge

The presiding judge may direct a registered user to follow a different procedure than those specified in this ECF Administrative Procedures Manual through a standing order, or at any time in a specific case, without prior notice.

B. Amendment of This Manual

The clerk's office may amend this ECF Administrative Procedures Manual at any time, without prior notice.

VI. ECF HELP DESK

If assistance is needed relative to using ECF or understanding this ECF Administrative Procedures Manual please contact your local clerk's office, or contact the Dallas ECF Help Desk at 1-866-243-2866, the Fort Worth ECF Help Desk at 1-800-240-7240, or the Amarillo ECF Help Desk at 1-800-596-9414.

United States District Court
Northern District of Texas

Electronic Case Files
Attorney / User Registration Form

This form is used to register for an account in the Electronic Case Files system ("ECF") for the United States District Court for the Northern District of Texas. Each registered attorney / pro se party will have the privilege to electronically submit documents and to receive electronic notice of documents filed in ECF. The following information is required for registration (Attorney Bar No. and State admitted to practice is not required for a non-attorney pro se party):

First/Middle/Last Name: _____

Last four digits of Social Security Number: _____

Attorney Bar No: _____ State admitted to practice: _____

Firm Name (if any): _____

Address: _____

Phone Number: _____

FAX Number: _____

Primary Internet E-Mail Address: _____

The following additional E-Mail addresses should receive courtesy copies by electronic transmission (no more than three):

Courtesy E-Mail Addresses: _____

By registering as a user, the undersigned agrees to abide by the following rules:

1. The electronic case files system is for use only in cases designated by the presiding judge or the court of the U.S. District Court for the Northern District of Texas. It may be used to file and view electronic documents, docket sheets, and notices.
2. At this time, the minimum requirements for filing, viewing, and retrieving case documents are: (a) a 486 personal computer running a standard platform such

as Windows 95 or higher, or a Macintosh computer; (b) an Internet service provider using Point to Point Protocol (PPP); (c) Netscape version 4.5, or higher, or Internet Explorer version 6.0, or higher; and (d) Adobe Acrobat Writer version 3.0, or higher, or Adobe Acrobat 4.0, or higher, (used to convert documents to a portable document format (pdf)), or a word processing program capable of creating documents in portable document format.

3. Pursuant to Federal Rule of Civil Procedure 11:

“Every pleading, written motion, and other paper shall be signed by at least one attorney of record in the attorney’s individual name, or, if the party is not represented by an attorney, shall be signed by the party.”

When using ECF, the password issued by the court to an attorney or pro se party, combined with the user’s login identification, serves as and constitutes the attorney’s or pro se party’s signature. Therefore, an attorney or pro se party must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney or pro se party to immediately change the compromised password. The attorney or pro se party may also notify the district court clerk’s office that the password has been compromised and should be disabled. The registered user must then confirm a request for a new password by facsimile (214-753-2266) before being issued a new password.

4. This registration as a user constitutes consent to the Clerk of Court to transmit notice of entries of judgments and orders to the undersigned registered user under Fed.R.Civ.P. 77, Fed.R.Crim.P. 49, LR 77.1 and LCrR 49.4 by electronic transmission in any case in which this capability exists and the undersigned appears as attorney of record or as a pro se party. By becoming a registered user, the registered user agrees that the e-mailing of the "Notice of Electronic Filing" by ECF constitutes service of the filed document on that registered user in accordance with Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure.

5. The undersigned agrees to abide by the requirements of the ECF Administrative Procedures Manual.

Please return to: Clerk, U.S. District Court
1100 Commerce Room 1452
Dallas TX 75242-1003
ATTN: Attorney Admissions

Applicant Signature

Last Name followed by Last 4 Digits of SS#

S A M P L E F O R M A T

Certificate of Service

On ____ (Date) ____ I electronically submitted the foregoing document with the clerk of court for the U.S. District Court, Northern District of Texas, using the electronic case files system of the court. I hereby certify that I have served all counsel and/or pro se parties of record electronically or by another manner authorized by Federal Rule of Civil Procedure 5(b)(2).

s/ John Doe _____

S A M P L E F O R M A T

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF TEXAS
_____ DIVISION

_____,)
)
Plaintiff(s),)
)
vs.) Case No. _____
)
_____,)
)
Defendant(s).)

NOTICE OF MANUAL FILING

Exhibit _____, which is an attachment to _____
_____, is not able to be electronically submitted in pdf format because:

- it exceeds the size limit permitted by the ECF Administrative Procedures Manual.
- the exhibit is a physical object that cannot be scanned.

It has therefore been manually submitted to the clerk of court for filing.

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____