

# 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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