

## Frequently Asked Questions (FAQ's)

This page will be used to provide answers to common ECF questions. Please come by often as it will be regularly updated. If you have a question and can't find it or its answer here, please email the [ECF Helpdesk](#).

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### **Account Maintenance**

Q – How often must I change my ECF password?

A – The ECF system does not require you to change your password. You may change your password as often as you like.

Q – How do I change my password?

A – Passwords are changed in ECF via the Maintain Your Account section found in the Utilities menu. See the User Manual page 58 for details.

### **Attachments**

Q - When I file my complaints, I have several attachments to them, i.e. promissory notes, mortgages, etc. Would I make each exhibit an attachment? Or would I go by the number of pages and make the first 25 pages of the exhibits an attachment and so on?

A - Each exhibit should be filed as a separate attachment even if each exhibit is only one page in length.

Q - Is there a DPI limit on scanned documents?

A – No, but there is 2 megabyte (MB) limit on file size. We recommend a scanner DPI setting of 150 or less to keep the PDF file size as small as possible.

### **Authentication**

Q – Can I use both upper and lower case letters in my ECF password.

A – Yes, the ECF authentication system is case sensitive thereby allowing for mixed case passwords.

### **Browser**

Q – I use Internet Explorer version 6.0 as my web browser. Will ECF work for me?

A – The short answer is, we think it will work for you. The ECF systems has been tested and verified for use with Netscape Navigator 4.5 and Internet Explorer 5.5. We believe Internet Explorer 6 will function properly. In fact, we are using it internally for our ECF purposes and have not yet discovered any problems.

### **Filing**

Q - Regarding cases filed BEFORE Jan 1, 2003 - Is it OPTIONAL for filings to be made electronically? Or is it FORBIDDEN for filings to be made electronically?

A - It is FORBIDDEN to file electronically in any case commenced prior to Jan 1, 2003.

Q - When I file my complaints, I have several attachments to them. Would I make each exhibit an attachment or would I go by the number of pages and make the first 25 pages of the exhibits an attachment and so on?

A - Each exhibit should be filed as a separate attachment even if each exhibit is only one page in length. See the user manual for complete details regarding attachments and page limits.

Q - When filing a reply, the screen that asks the user to link the reply to does not show the response they are replying to. What do I do?

A – You must select the underlying motion when filing a reply, not a response or a reply. In fact, responses and replies will not appear as an option to link to.

Q – How do I file a certificate of service?

A – A certificate service should be filed as the last page of the main document.

Q - How to file a Motion for Amicus Plus Status?

A – Use Motion for Miscellaneous Relief to file a Motion for Amicus Plus Status

## **Hardware**

Q – Do I have to have a document scanner to use ECF?

A – No. While a scanner may be useful in certain circumstances, it is not required equipment for using the ECF system.

## **Initiating Documents**

Q - What are the new cases email addresses?

A – Email initiating documents in Bangor cases to [newcases.bangor@med.uscourts.gov](mailto:newcases.bangor@med.uscourts.gov) .  
The address for Portland cases is [newcases.portland@med.uscourts.gov](mailto:newcases.portland@med.uscourts.gov)

## **Notice of Electronic Filing (NEF)**

Q - We have received a NEF for a 2001 case - should that be happening?

A - Yes, it should. All ECF registered attorneys will receive notices of electronic filing in all active cases. However, attorneys may only file electronically in cases commenced on or after January 1, 2003.

## **Portable Document Format (PDF)**

Q – Will ECF accept PDF documents with added security settings that prohibit changes to be made to the document?

A – No, ECF will not accept PDF documents with added security settings of any type.

## **PACER**

Q – Now that I have an ECF login and password, should I ever use my (or my firm's) PACER login and password again?

A - Your PACER login and password are still required to view anything via the PACER system. Your ECF login and password will only allow you to file documents and view documents linked via a Notice of Electronic Filing [NEF]

## **Queries**

### **Registration**

Q - I am admitted in both Maine and Massachusetts and am uncertain whether I need two separate ECF passwords or only one. Could you please advise me?

A - You will need a separate ECF login and password for each court in which you practice as ECF registration is court specific.

Q – Is credit card registration mandatory?

A – No, it is only necessary if you choose to file your case opening documents via email.