

NOTICE

The **Electronic Case Filing Rules** and the **Electronic Case Filing User's Manual** for the U.S. District Court, Southern District of Illinois, have been revised effective April 30, 2004 and are available on the Court's website at www.ilsd.uscourts.gov. A summary of the changes is also available on our CM/ECF web page.

REMINDER: *FREE* training is provided by the Clerk's Office for attorneys and their staff.

Call 618-482-9371 to schedule training in East St. Louis.

Call 618-439-7760 to schedule training in Benton.

Since the Court's January, 2004 conversion to Electronic Case Filing, 2,019 attorneys have registered for participation in the system, 5,246 documents have been electronically filed by attorneys, and 18,827 events have been electronically transmitted to counsel.

Some of the most common problems encountered are listed below along with the page number from the User's Manual for reference.

1. No certificate of service—page 10
2. No s/ on pleadings and/or certificates of service—page 8
3. All proposed documents, including proposed orders, should be sent to the Judge's e-mail address in WordPerfect format—page 12
4. Using incorrect event (i.e., e-filing a notice as a motion)—pages 58-67
5. Event and pdf document do not match—page 6

For questions pertaining to "free look," please reference our Frequently Asked Questions hyperlink on the CM/ECF web page.