

# Welcome!

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## CM/ECF WebEx Training for Attorneys and Support Staff



**NOTE: Remember to call one of the provided telephone numbers and enter the conference ID number. The first person to enter the conference call will hear music. Once a second caller enters, the music stops for the duration of the call. If class has begun and you still hear music, you have entered the wrong conference ID number! Please hang up and dial again.**

# What is CM/ECF ?



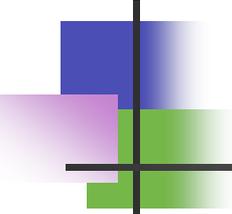
- CM = Case Management.
- ECF = Electronic Case Filing.
- Documents are stored in fixed electronic format instead of on paper, therefore, the official court record is **the electronic file** maintained on the court's servers.
- Gives users access to case files 24/7.
- Sends an automatic email notice of all case activity.

# Administrative Order

## Page 1

- Electronic filing is mandatory with the exception of parties proceeding pro se.



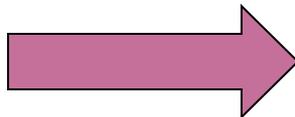


# Service

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## Page 7

- A certificate of service is still required when a party files a document electronically.



### CERTIFICATE OF SERVICE

I hereby certify that on 2/19/2010, I electronically filed the forgoing document with the Clerk of Court using the CM/ECF System, which will serve the following:

Perry Mason  
[perry.mason@masonlaw.com](mailto:perry.mason@masonlaw.com)

I certify that I have mailed the document to the following non CM/ECF participants:

Ben Matlock  
Matlock & Krane Law  
1234 Law Street  
Charlotte, NC 28202

s/ Judith Attorney  
NC Bar Number 5555  
Attorney for Plaintiff  
ABC Law Firm  
999 West Trade Street  
Charlotte, NC 28202  
Phone: 704-555-1212  
Fax: 704-555-1313  
Email: [judith.attorney@law.com](mailto:judith.attorney@law.com)

# Attorney Signature

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- Documents requiring an attorney's signature shall be signed in the following manner:

s/ Judith Attorney  
NC Bar Number: 12345  
Attorney for (*Plaintiff/Defendant*)  
ABC Law Firm  
123 South Street  
Anywhere, NC 21111  
Telephone: 704-123-4567  
Fax: 704-123-9876  
email: [judith\\_attorney@law.com](mailto:judith_attorney@law.com)



# Multiple Attorney Signatures

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- The filing attorney shall file the document electronically, indicating the signatories:

s/ Judith Attorney

NC Bar Number: 5555

Attorney for Plaintiff

ABC Law Firm

999 West Trade Street

Charlotte, NC 28202

Tel: 704-555-1212

Fax: 704-555-1313

[judith\\_attorney@law.com](mailto:judith_attorney@law.com)

s/ Perry Mason

NC Bar Number: 98765

Attorney for Defendant

Mason & Mason Law

999 Main Street

My Town, NC 21111

Tel: 704-456-1231

Fax: 704-456-1232

[perrymason@mason.com](mailto:perrymason@mason.com)



# Correcting Docket Entries

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- Do not attempt to re-file a document.
- Contact the Clerk's Office ASAP with the case number and document number.
- All corrections will be made by the Clerk's Office, and they will advise you if the document needs to be re-filed.



# Technical Failures

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- Do not constitute an excuse for untimely filing.
- Must submit in an alternate manner.
  - In person using paper format.
  - In person using compact disk in PDF format.
  - Fax.



# Privacy E-Government Act of 2002

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- Filing parties shall omit, or where inclusion is necessary, shall partially redact all documents.
- Examples of redaction:
  - Social Security numbers: use the last four numbers.
  - Financial account numbers: use the last four numbers.
  - Minor's name: use the initials.
  - Date of birth: use only the year.
  - Home address: disclose only the city & state.
  - Reference lists must be filed under seal.



# Questions?

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Please remember:

**It is your responsibility to become familiar with the Administrative Order of the Court in which you are filing.**

# ECF Demo includes:



- Filing a motion with attachments.
- Receiving Notices of Electronic Filing (NEF).
- Submitting proposed orders via CyberClerk.
- Filing a response.
- Filing a sealed motion.
- Opening a new civil case and paying the filing fees with a credit card.
- Maintaining your ECF User Account.

*Need a review of this demo?*

*Visit our Video Tutorials located on our ECF Resources page:*

<http://www.ncwd.uscourts.gov/ECF/Downloads.aspx>