

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NORTH CAROLINA

CHECKLIST FOR E-FILINGS

We have prepared this checklist to assist you in the preparation and filing of documents with our court. More detailed instructions may be found in the [Local Rules](#), the [ECF Administrative Procedures](#), [ECF User Manual](#), or the [Standing Civil Order](#) of the judge to whom the case is assigned.

Please call the [CM/ECF Help Desk](#) if you have any questions **before e-filing** your documents. You may call us toll-free at 866-851-1605.

<b>PDF DOCUMENTS – <i>Please review the following:</i></b>	
1	Documents and all attachments should be in a <b>PDF text-searchable format</b> .
2	Attachments and exhibits may be filed in <b>separate five megabyte segments</b> .
3	Confirm there are <b>no missing pages</b> . All pages must be in order and right side up.
4	Every page in the main document and each attachment must be <b>legible</b> .
5	<b>Redact personal identifiers</b> .
6	Use the correct format/signature block for an <b>attorney signature(s)</b> .
7	A <b>Certificate of Service</b> should be attached to each document.
<b>ELECTRONICALLY FILING THE DOCUMENT – <i>Please review the following:</i></b>	
1	The attorney's name on the <b>signature line</b> must match the name of the attorney logged into ECF.
2	Select the <b>correct case</b> .
3	<b>Check the case number</b> and caption of the case on the top of each screen.
4	Choose the most <b>accurate/appropriate event</b> .
5	Verify you are adding the <b>correct document</b> . (Note: When you click on the Browse button and navigate to the PDF document you are filing, right click on the file name and left click Open or Open with Acrobat to verify.)
6	If this is a <b>multi-part motion</b> , multiple reliefs should be chosen.
7	<b>Describe all attachments</b> completely and concisely. Avoid using, "Exhibit 1, Exhibit 2, Exhibit 3, Exhibit 4," and so on.
8	If given the opportunity to <b>create a link to an existing event</b> , do so when appropriate.
9	If you are filing a motion, the <b>proposed order should be a separate document in WordPerfect or Rich Text Format (RTF) and submitted through CyberClerk</b> .