



UNITED STATES DISTRICT COURT
Southern District of Mississippi
Office of the Clerk

NOTICE

ANNOUNCEMENT

TO: Attorneys Admitted to Practice in the Southern District of Mississippi:

The United States District Court for the Southern District of Mississippi is pleased to announce that the Administrative Procedures for Electronic Case Filing have been **amended to allow attorneys to file civil case opening documents electronically in CM/ECF.**

The new procedures will be effective September 5, 2017 and may be found at the following link –

http://www.mssd.uscourts.gov/sites/mssd/files/new_case_filing_8212017.pdf

Please be aware that:

- (1) Users may need to "clear your cache" on your PC before logging in to CM/ECF to see the new features.
- (2) Under the "Civil" tab, you must select the correct division within which to file your case.
- (3) The filing fee must be paid by credit card using www.pay.gov as outlined in the procedures.
- (4) Summons(es) may be submitted as attachments to the complaint, but they will not be docketed as attachments once we create the case in CM/ECF.
- (5) Summons(es) will still be issued – and must still be served – in paper.
- (6) The date of filing will be the date the case is initially received in our system, which may be different from the date the case number is given and the judges are assigned.
- (7) Attorneys will not be permitted to select judges; rather, the clerk's office will continue to do that in accordance with Internal Rule 1.
- (8) We will continue to accept complaints and notices of removal by conventional means (in paper) whether submitted by delivery or by U. S. mail.

Please share the procedures with the members of your support staff who will be utilizing this new process, and please be certain you and your staff are familiar with them before attempting to file a complaint or notice of removal electronically.