

TOP 5 FILING ERRORS BY ATTORNEYS

1. **Proposed orders are submitted as attachments to motions, in PDF format.**

The Administrative Procedures manual requires proposed orders to be submitted to judges' chambers by e-mail in WordPerfect format.

2. **The wrong event is selected.**

Whenever possible, please be sure to select an event that most closely matches the document being filed, rather than a generic event. If you are unsure, please contact your local clerk's office for assistance.

3. **The event is not properly linked to a previous document in the case.**

Many events prompt the filer to link back to previous documents, which assists the court with tracking related documents. For example, a response or reply to a motion should always be linked to the appropriate motion.

4. **Attorneys modify their name and/or address.**

Although attorneys have the ability to modify their names and addresses through Maintain Your Account, the only item that should be modified with this utility is the attorney's password. Attorneys with name or address changes should, instead, file a notice of change of name/address with the court in all cases in which the change should be effective and court staff will insure the information is properly updated in the system.

5. **Multi-part motions or multi-event documents are filed using one event, with the additional motion/event being entered in text.**

All motions must be filed separately. In addition, the CM/ECF system cannot accommodate filing of multiple events with one entry, such as a response to a motion which also contains an additional motion. In such a case, the response should be filed separately from the new motion.