



**United States District Court**  
**Eastern District of Michigan**  
Gerald E. Rosen, Chief Judge  
David J. Weaver, Court Administrator/Clerk of Court

**Case Management / Electronic Case Filing (CM/ECF)**

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**Electronic Filing News:**

- The Court has amended several Local Rules that affect filing procedures and time deadlines, effective March 1, 2010.
- Mandatory Submission of Civil Initiating Documents through CM/ECF Effective August 4, 2008.

**Login to CM/ECF** <Full Access is Available>

Except as specified otherwise in the Court's ECF Policies and Procedures or by court order, all papers (not simply cases) filed with the Eastern District of Michigan after November 30, 2005, must be filed electronically. To file electronically, an attorney must have an ECF login and password issued by the Court.

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**Court Bar Membership and ECF Registration**

- Court Bar Membership Application
- ECF Registration Requirements
- ECF Registration Training
- Notice of Change of Registration Information  
PDF NonFillable | PDF Fillable

**Training and Tutorials**

- Required Online Training
- Tutorials

**Electronic Filing Policies**

- ECF Policies and Procedures (Revised March 2010)
- Notice of Changes to ECF Policies and Procedures (March 2010)
- Judges' Courtesy Copy Policy
- Privacy Protection for Filings Made with the Court - Responsibility for Redaction
- Procedures Governing the Electronic Availability and Redaction of Transcripts (Revised September 2009)
- Procedure to Address Non-Compliance with ECF Policies and Procedures (Revised September 2009)

**Newsletters**

- October 2009

**Resources**

- Electronic Case Filing User's Manual (Revised April 2010)
- Party Name Data Conventions for CM/ECF (New)
- Frequently Asked Questions
- Electronic Filing Help Desk
- PACER Service Center

In this issue: New Requirement To Log In to CM/ECF | Change of Contact Information Procedure | Updating Contact Information | RECAP Software Security Concerns | Helpful Reminders | Hyperlinks in Documents | The "Back" Button



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## ECF REGISTRATION REQUIREMENTS AND STEPS FOR ISSUANCE OF A LOGIN AND PASSWORD

Except as specified otherwise in the Court's ECF Policies and Procedures or by court order, all papers (not simply cases) filed with the Eastern District of Michigan after November 30, 2005, must be filed electronically. To file electronically, an attorney must have an ECF login and password issued by the court.

### Process for Issuance of ECF Login and Password

#### Online Registration Form:

Attorney or designee must fill out initial registration form accessible below.

#### Request for Validation:

Immediately after online registration form is completed, an email will be sent to attorney's primary email with instructions to fax validation information to the Court. Attorneys must sign fax before it is submitted to the Court.

#### Authorization to Participate in ECF Training:

After the Court validates the faxed information, a second email entitled "Authorization to Participate in ECF Training," will be sent to the attorney's primary email address. This email will confirm completion of the validation process and direct the attorney or designee to the Court's online training program.

#### Required Online Training:

Completion of the online training program is required before a login and password will be issued.

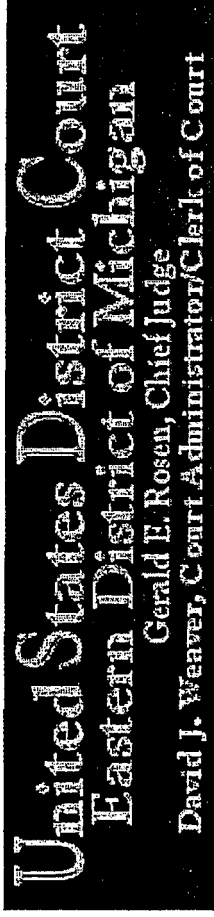
#### Issuance of Login and Password:

Once training is verified, Court will email login and password to attorney's primary email address.

### REQUIREMENTS TO BEGIN THE REGISTRATION PROCESS

- Be admitted to practice in the Eastern District of Michigan
- Have an active PACER account
- Have software that converts documents from word processing format to PDF, ex: Adobe Acrobat Standard or Professional, versions 4.0 or higher. (Note: free download of Adobe Reader does not create PDF documents; it only allows viewing)
- Have a scanner or access to a scanner to create electronic PDF papers from documents that are available only in hard-copy (non-computerized format)
- Have Internet access, preferably cable modem or DSL.

For other, more common hardware and software requirements, see Section 2.1 of the ECF Filing User Manual.



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## JUDGES' COURTESY COPY POLICY

One "courtesy" or "chambers copy" of all dispositive motion papers, as defined in E.D. Mich. LR 7.1(e)(1)(A), (including responses and replies) and all accompanying exhibits must be submitted directly to the judge's chambers on paper. Any exhibits must be properly tabbed and all papers firmly bound, usually along the left margin ("book-style"). Good practice requires that in appropriate cases, relevant portions of lengthy documents be highlighted. A printed copy of the Notice of Electronic Filing must be attached to the front of the paper.

The chambers copy must be sent via first class mail the same day the document is e-filed, unless it relates to a court proceeding scheduled within the next five days or otherwise requires the immediate attention of the Court, in which case the chambers copy must be hand-delivered to chambers not later than the morning of the next business day after the document is e-filed.

Approved: January 8, 2007.  
Amended: March 1 2010.

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[Home](#) -- [Policies and Manuals](#) -- [Courtesy Copy Policy](#)



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### Electronic Filing Required Online Training

The Court has mandated that before a login and password will be issued, the attorney or a designee must complete the required online training. This training takes approximately 90 minutes to complete. To view the online training, this computer must be equipped with the Adobe Flash adapter. You can download the free adapter at [www.adobe.com](http://www.adobe.com). To properly perform the online training modules, your computer must be equipped with either speakers or headphones as the training includes audio presentation.

The training is comprised of six modules:

- General Information
- Features
- New Civil Case Opening
- General Civil Filing
- Criminal Events
- Sealed Events

Each module lasts approximately 10-20 minutes. You do not have to complete all six modules in one sitting. Once all modules have been completed, the online training may serve as a refresher or to train new staff members on electronic filing procedures.

Only attorneys that have completed the first two steps to obtaining an ECF login and password or attorneys that already have a login and password may access this training.) If you have not yet registered for electronic filing, please [click here](#) to begin that process.

Please complete the information below to validate the status of your ECF Registration and Training:

\* Required (Based on option selected)

First Name \*

Last Name \*

MI Bar Number \*

OR