

## PROPOSED ORDERS

Email proposed orders directly to the appropriate Judge's chambers in either Word or WordPerfect format. DO NOT attach unsigned proposed orders to motions filed in ECF.

*Administrative Procedures. Sec. 5(B) and L.U.Civ.R.7(b)(E)*

## REDACTION

All filers MUST redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children, financial account numbers, and, in criminal cases: home addresses, in compliance with *Fed.R.Civ.P.5.2* or *Fed.R.Crim. P.49.1*.

This requirement applies to all documents, including attachments. If a redacted document is filed, it is the sole responsibility of counsel and the parties to ensure that all pleadings conform to the redaction-related standards of this rule. Neither the court nor the clerk will review pleadings or other documents for compliance with this rule. See *L.U.Civ.R.5.2* and *Section 9 of the Administrative Procedures*.

## SEALED DOCUMENTS:

- **Motion for Leave to Seal a Document:** All sealed documents require a court order. The Motion to Seal is filed electronically and a proposed order submitted via **email** to the Judge. The Motion to Seal is a public document unless otherwise ordered. DO NOT attach the Sealed Document to the Motion to Seal. For more information regarding sealing of court records, see *L.U. Civ. R. 79* and *L.U. Crim. R.49.1*
- **Order to Seal a Document:** If permission to seal is granted, the sealed documents will be filed by the clerk by emailing the sealed documents in PDF format to the clerk at [ecf\\_information@msnd.uscourts.gov](mailto:ecf_information@msnd.uscourts.gov)  
See *L.U.R.Civ.79*
- **Access to Sealed Documents:** Sealed documents are not available electronically or by any other means to the parties, attorneys or the public unless by order of the court.

## SEPARATE FILING OF PLEADINGS:

Memoranda to motions and responses must be filed separately. Do not include a motion in an answer to a complaint. See *L.U.Civ.R.7(b)(2)*

## COURTROOM PROCEDURES

- Pre-mark exhibits with exhibit number and case number - yellow for plaintiff and blue for defendant.
- Court Automation demonstrations may be scheduled by contacting the Judge's Courtroom Deputy.
- During a trial, documents to be submitted to the judge should be handed to the courtroom deputy who will forward documents to the judge.
- For general or specific information as to courtroom procedures for a particular judge, please contact the Courtroom deputy.
- If you intend to use a laptop, other electronic equipment, play a DVD, etc., to present evidence or testimony, schedule an appointment, prior to trial, with the courtroom deputy to test your presentation method. ALWAYS have a presentation back-up plan for trial.
- Arrive in the courtroom 15 minutes prior to proceeding; encourage your client to do the same. Also, please give witnesses clear instructions and directions prior to arrival at Courthouse.
- Always remember to turn OFF or silence your phone. Failure to do so will result in embarrassment and sanctions.

## TRANSCRIPT ORDER FORMS

A fillable Transcript Order Form is available on the court website [www.msnd.uscourts.gov/transcripts](http://www.msnd.uscourts.gov/transcripts)

### JURY INFORMATION

To request a jury list, complete and submit the Jury List Request Form, which can be found on the court's website under the link "For Attorneys." These materials are available beginning on the Wednesday prior to a trial. Additional jury questions should be directed to the jury administrator at 662-281-3033.

For more general information, contact us:



911 Jackson Avenue, Suite 369  
662-234-1971 Office  
662-236-5210 Facsimile  
[ecf\\_information@msnd.uscourts.gov](mailto:ecf_information@msnd.uscourts.gov)  
[www.msnd.uscourts.gov](http://www.msnd.uscourts.gov)



## U.S. District Court Northern District Of Mississippi

**CLERKS  
CAUTIONS:  
AN ATTORNEYS  
POCKET GUIDE TO  
A SUCCESSFUL  
PRACTICE IN  
DISTRICT COURT**

## COURT WEBSITE

[www.msnd.uscourts.gov](http://www.msnd.uscourts.gov)

The Court website provides useful tools when preparing to electronically file in District Court:

- Local Rules
- Administrative Procedures for ECF
- Chambers, Court, and
- Court Reporter contact information
- Court Forms
- Fee Schedule
- Jury Plan
- Divisional Information

**NOTE: If you have a court procedure, CM/ECF, or Rules question, please review the Court's website before calling the Clerk's office, as the answer to your question may be listed.**

## CM/ECF LOGINS AND PASSWORDS

Always maintain your court issued electronic filing user name and password in a secure location. To register for an ECF account or if you need a new password, go to the court's website [www.msnd.uscourts.gov/register](http://www.msnd.uscourts.gov/register) and submit a new online ECF Registration Form. Once processed, you will be emailed your login information.

## ATTORNEY CONTACT INFORMATION

You are responsible for keeping your contact information current. To update your ECF account, go to the "Utilities" tab in ECF to make the appropriate changes. If you have information that needs to be changed but is not in an "editable" category, you can email the information to the clerk's office at [ecf\\_information@msnd.uscourts.gov](mailto:ecf_information@msnd.uscourts.gov)

## PRO HAC VICE

Before entering into the role of resident attorney sponsoring an attorney pro hac vice, review the requirements set forth in *L.U.Civ.R.83.1*

## FILING A COMPLAINT OR NOTICE OF REMOVAL:

Attorneys admitted in the Northern District of Mississippi may now file a Civil Complaint or Notice of Removal electronically via the ECF system. The Clerk will continue to accept new cases filed conventionally either in person or by mail. <http://www.tinyurl.com/filenewcase>

## CERTIFICATE OF SERVICE.

Pleadings and Motions must include a Certificate of Service. See *Administrative Procedures (AP) Sec. 4 (A)(1) and (B)*

## CONSOLIDATED CASES

Contact the Clerk's Office if you encounter issues when filing in a consolidated case. Hint: Most of the time you will need to docket in each case separately to work around most issues encountered.

## DOCUMENT FORMAT

All documents filed into ECF must be in a non-editable PDF format. Before filing a "fillable" PDF, you must create a non-editable copy of your completed form by "printing" to a PDF. Fillable PDF's to be submitted to chambers, such as the case management order (CMO) or pretrial order form, should be saved and submitted in an "editable" form. Please see [www.tinyurl.com/formnotes](http://www.tinyurl.com/formnotes) for more information.

## ELECTRONIC SIGNATURE

The username and password used for docketing must be that of the attorney whose electronic signature appears on the pleading. See *Administrative Procedures Sec 2C*.

## EVENTS

Selecting the correct event is very important. Review the available events on ECF and select the category that is most appropriate for your pleading. If there is no exact match, there will be a choice that is suitable for your purpose. DO NOT select an event from the motions category if your document is not a motion. When filing a Motion for Extension of Case Management Order (CMO) deadlines, under Motions, please select "Extend CMO Deadlines."

## EXHIBIT DESCRIPTIONS

Exhibits to pleadings should be denominated and described. See *Local Rule L.U.Civ.R.7 (2) and Administrative Procedures Sec 3(A)(8)*

## EX PARTE MOTIONS

An ex parte motion is a motion electronically filed by one party without notice to any other party to the action. Include "ex parte motion" in the caption of the document. The correct event (Ex Parte Motion) must be used to restrict access to the document.

## FREE LOOK

Notice of Electronic Case Filing (NEF): Users receive their first look for free. The free view is only available during the first 15 days after the docket entry is made. If the user accesses the same document again, he or she will have to log in and will be charged. To avoid additional charges, the user should download the document during the first (FREE) viewing. Only case participants receive "one free look" at the documents accessed from an NEF.

## LINKING

Always link responses and replies to the originating document filed in the record.

## PARTIES

When filing a document, select the party you represent. NEVER select a party you do not represent. This applies when filing joint motions and joinders in both civil and criminal cases.

## PRE-DISCOVERY DISCLOSURES AND DISCOVERY MATERIALS

These should not be filed with the clerk: this includes Designation of Experts. The serving party must electronically file a **Notice of Service and include a Certificate of Service**. **DO NOT** attach the materials being served. See *L.U.Civ.R.5(d)(1) Official Forms 2(b) and 2(c)*.