



## Top E-Filer Problems

1. **LOGIN ISSUES:** Do you know your username and password? If not, you can browse to the attorney page of our website, and click on the “Forgot Your CMECF Login information?” link.
2. **FAILING TO PROPERLY LINK MEMORANDUMS IN SUPPORT / OPPOSITION AND REPLIES** – to the motion which they are related.
3. **FAILING TO NOTIFY THE CLERK’S OFFICE OF EMAIL ADDRESS CHANGES** - or removing email addresses of attorneys or staff who have left a law firm.
4. **FAILING TO WITHDRAW APPEARANCES** – when moving to another firm or being rotated to another office. Please remember to file this when necessary.
5. **MISNAMING DOCUMENTS** – docketing memorandums as motions, motions as notices, etc. Make sure to check your document and name it correctly when filing.
6. **FAILING TO EDIT AND REVIEW DOCKET ENTRIES BEFORE SUBMITTING** – a common filing error is the redundant entry of the name of a filing, or the name of a filing party. Make sure all information is correct before final submission.
7. **FAILING TO FILE APPEARANCES** – or when attorneys do file appearances, failing to link the right party or failing to link to any party at all.
8. **FAILING TO PROPERLY FILE A MOTION FOR LEAVE TO FILE** – many times this can be incorrectly attached as an exhibit to a motion for leave to file once it is granted. Please remember to file the separate Motion for Leave to file