



**UNITED STATES DISTRICT COURT
OFFICE OF THE CLERK
NORTHERN DISTRICT OF MISSISSIPPI**

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November 30, 2018

**IMPORTANT CHANGES TO THE
FEDERAL RULES OF CIVIL PROCEDURE AND
THE ADMINISTRATIVE PROCEDURES FOR ELECTRONIC CASE FILING**

Effective December 1, 2018, several important changes to the Federal Rules of Civil Procedure go into effect. Three of them will impact filing procedures in the Clerk's office. They are:

(1) Certificate of Service. Rule 5(d)(1)(B) has been amended to state that a certificate of service is no longer required on documents which are served solely by means of CM/ECF. In other words, when documents are filed by attorneys using CM/ECF and the attorneys for all parties are registered users in CM/ECF, no certificate of service is required. An attorney may include one, but it is not required.

However, when service is made by other means (such as upon a pro se litigant via U. S. Mail or hand delivery), a certificate of service is still required.

(2) Attorney Signatures. Rule 5(d)(3)(C) has been amended to state that an attorney's typewritten name on a signature block constitutes his or her signature when a document is filed in CM/ECF using that attorney's electronic filing account. This means that for attorneys, the traditional "s/ Jane Doe" signature line is no longer required. Thus, as an example, the following information alone is sufficient as an attorney's signature on an electronically filed document:

JANE DOE, ESQ. – MS BAR # 0002018
Doe & Doe, P. A.
P. O. Box 1234
Oxford, MS 38655
662-234-9999
jane@doeanddoePA.com

If a document contains the “s/ Jane Doe” signature line, that is still acceptable – it is just not required.

(3) Time for Stay of Proceedings to Enforce a Judgment. Rule 62(a) has been amended to stay post-judgment enforcement proceedings for thirty (30) days instead of fourteen (14) days. This will impact the time for issuing writs of garnishment and writs of execution and other post-judgment proceedings, unless the Court orders otherwise.

We have revised our Administrative Procedures for Electronic Case Filing to conform to these changes. The revised version is available on the Court’s website.
The Federal Rules amendments are available online.

If you have any questions, please contact Chief Deputy Clerk Gina Kilgore or Clerk of Court David Crews at 662-234-1971.

Thank you.