

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF MISSISSIPPI**



**Administrative Procedures for  
Electronic Case Filing**

Electronic Means for Filing, Signing and  
Verification of Pleadings and Papers

September 25, 2024

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## **ADMINISTRATIVE PROCEDURES**

### **I) INTRODUCTION AND SCOPE OF ELECTRONIC FILING**

In the United States District Court for the Northern District of Mississippi, the filing of court pleadings and documents is primarily carried out electronically through the Court's Case Management/Electronic Case Filing system (CM/ECF). This system permits properly registered attorneys to file documents and to view and search court records twenty-four hours a day. Non-attorneys and non-registered attorneys may "read only" documents in the system by utilizing the Public Access to Court Electronic Records (PACER) program. This document explains many of the common procedures for CM/ECF. This information is available on the court's web site, [www.msnd.uscourts.gov](http://www.msnd.uscourts.gov) and should be referenced there for most recent revisions or modifications.

#### **A) Authorization for Electronic Filing**

The Local Uniform Civil Rules of the United States District Courts for the Northern District of Mississippi and the Southern District of Mississippi ("Local Rules") mandate electronic filing in conjunction with Rules 5(c) and 83 of the Federal Rules of Civil Procedure and Rule 57 of the Federal Rules of Criminal Procedure. These rules direct the courts to establish practices and procedures for the filing, signing, and verification of documents by electronic means. The following procedures govern electronic filing in this district unless, due to circumstances in a particular case, a judicial officer or the Clerk of the Court determines that these policies and procedures should be modified.

#### **B) Participants in Electronic Filing**

While all parties, including those proceeding pro se, may register with PACER to receive "read only" accounts, only registered attorneys, as officers of the court, are permitted to file electronically. Pro Se (Non-Prisoner) parties may consent to receive electronic notice of the filing of documents. [attached below]

#### **C) Definitions and Instructions**

- 1) The term "conventional filing" means presentation to the Office of the Clerk of a filing which cannot or should not be filed electronically in CM/ECF.
- 2) The term "document" includes pleadings, motions, exhibits, declarations, affidavits, memoranda, papers, orders, notices, and any other filing by or to the court, whether the document is electronic or a hard or paper copy. "Hard copy" and "paper copy" are used interchangeably in these procedures.
- 3) The term "ECF" refers to the Court's Electronic Case Filing system. The term "CM/ECF" is used interchangeably with the terms "ECF" and "system" and refers to the Case Management/Electronic Case Filing system.

- 4) An “ECF Filing User” is an attorney who is registered through PACER to use the ECF system and is otherwise authorized to file documents electronically.
- 5) A “Pacer User” is a person who is only entitled to read the documents filed in a case through PACER and may not file documents electronically through CM/ECF.
- 6) “Electronic filing” means uploading a document in PDF format to file that document in a case using CM/ECF. Sending a document or pleading to the court via e-mail is not an “electronic filing.”
- 7) The “E-Mail Address of Record” is the e-mail address of each party or attorney in the case that corresponds with their PACER account.
- 8) The term “Local Rules” refers to the LOCAL UNIFORM CIVIL RULES OF THE UNITED STATES DISTRICT COURTS FOR THE NORTHERN DISTRICT OF MISSISSIPPI AND THE SOUTHERN DISTRICT OF MISSISSIPPI and THE UNIFORM LOCAL CRIMINAL RULES OF THE UNITED STATES DISTRICT COURTS FOR THE NORTHERN DISTRICT OF MISSISSIPPI AND THE SOUTHERN DISTRICT OF MISSISSIPPI.
- 9) A “Notice of Electronic Filing” (NEF) is generated automatically by CM/ECF upon completion of an electronic filing.
- 10) The term “PACER” refers to Public Access to Court Electronic Records, which is an electronic public access service that allows users to view case and docket information from federal appellate, district, and bankruptcy courts via [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).
- 11) The term “PDF” refers to Portable Document Format. A PDF document allows anyone to open a document across a broad range of hardware and software, with layout, format, links, and images intact.
- 12) “Sealed access” and/or “restricted access” means only the Court or certain individuals have access to view particular electronic case files.

**D) Selection and Designation of Cases for ECF**

Unless otherwise permitted by these administrative procedures or unless otherwise authorized by the assigned judge, all documents submitted for filing must be filed electronically by an attorney of record. Pro se filings must be delivered to the Clerk’s office by mail or in person and uploaded to the system by the Office of the Clerk – parties proceeding pro se may not file electronically.

## II) REGISTRATION FOR ELECTRONIC FILING

### A) Eligibility

Only attorneys admitted to practice in this court, including attorneys admitted under the pro hac vice provisions of the local rules of this district, may register as ECF Filing Users. No other person may register as an ECF Filing User.

### B) Registration

- 1) Admitted attorneys should register for electronic filing privileges through their PACER account. Each attorney in a law firm must register individually.
- 2) An attorney's registration constitutes waiver of conventional service of documents. By registering, the attorney agrees to accept service of the Notice of Electronic Filing by e-mail.
- 3) Attorneys are solely responsible for updating their contact information including current mailing address and e-mail addresses through their PACER account.

### C) Passwords

Pursuant to FED. R. CIV. P. 11, every pleading, motion, and other paper (except lists, schedules, statements, or amendments thereto) must be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers must be signed by the party. An attorney's password combined with the user's identification (login) serves as the attorney's signature for Rule 11 and other purposes. Attorneys must not allow other attorneys to use their login and password for any ECF filing. It is imperative that all attorneys protect and secure their passwords. In the event of the resignation or reassignment of the person with authority to use a password, the attorney should change their password immediately through PACER.

No attorney should knowingly permit his or her password to be utilized by anyone other than an authorized employee of their office. Once registered, attorneys are responsible for all documents filed with their password.

### D) Pro Hac Vice Application

Pursuant to L.U.Civ.R.83.1(d)(4) a non-resident attorney, seeking to appear pro hac vice in a proceeding pending in a federal court of this state, must submit to local counsel the verified application (L.U.CIV.R. Form 6) accompanied by a certificate of good standing issued within ninety (90) days of the date of the application by the licensing authority for **all states**, as well as the District of Columbia, where the applicant has been admitted to practice law. Local counsel must file the application on behalf of the non-resident attorney. The filer will be prompted to pay the non-refundable fee upon filing the Motion to Appear Pro Hac Vice. Once admitted, the pro hac vice attorney will register for e-filing through PACER.

### III) ELECTRONIC FILING OF DOCUMENTS

#### A) Filing

- 1) Unless otherwise permitted by these procedures or otherwise authorized by the assigned judge, all documents<sup>1</sup> submitted for filing in this district in civil and criminal cases, no matter when a case was originally filed, must be filed electronically by the attorney. Documents filed by parties proceeding pro se will be scanned and uploaded to the system by the Office of the Clerk.
- 2) In the case of documents requiring leave of court before filing, such as an amended complaint or a document to be filed out of time, the filing attorney may attach the proposed document as an exhibit to a motion requesting such leave. If the motion is granted, the attorney must electronically file the proposed document as an independent document after entry of the court's order.
- 3) Electronic transmission of a document that complies with these procedures will, upon the completed transmission through CM/ECF, constitute filing of the document for all purposes of the Federal Rules of Civil and Criminal Procedure and the Local Rules of this court, and will constitute entry of that document onto the docket maintained by the Clerk pursuant to FED.R.CIV.P. 79 and FED.R.CRIM.P. 55.
- 4) A receipt acknowledging that a document has been filed, or Notice of Electronic Filing (NEF), will appear on the filer's screen upon successful submission of the filing. Parties can also verify the filing of documents by reviewing the court's electronic docket sheet. The court may, upon the motion of a party or upon its own motion, strike any inappropriately filed document from the docket.
- 5) Filing documents electronically does not alter any filing deadlines. All electronic transmissions of documents must be completed (i.e., received completely by the Office of the Clerk) prior to midnight in order to be considered timely filed that day. Although parties may file documents electronically 24 hours a day, attorneys and parties are strongly encouraged to file all documents during the regular business hours of the Office of the Clerk, when assistance is available. Any document filed electronically will be deemed filed at the time and date stated on the NEF received from the Court.
- 6) All documents which form part of a single pleading, and which are being filed at the same time may be electronically filed together under one document number, e.g., the motion and a supporting affidavit, with the exception of memoranda in support. Memoranda in support will be electronically filed separately and shown as a related document to the motion pursuant to L.U.CIV.R. 7(b)(2).

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<sup>1</sup> The requirement that "all documents" be filed electronically includes briefs, attachments and exhibits used in support of motions.

- 7) In filing documents and attachments to documents, a filing party should convert all documents to a flattened PDF format. There is a maximum limit on the size of each PDF document which will be accepted at one time by CM/ECF. The filing party should file the original document and each exhibit as a separate attachment, identifying attachments with a letter or number and a meaningful description pursuant to L.U.CIV.R. 7(b)(2). If necessary, due to size limitations, the attorney may need to continue to file any remaining exhibits using the event “Exhibits to Other Document” until all have been electronically filed. Depending upon the file size and load on the system, you may experience delays in filing large documents. Filing is complete upon receipt of the Notice of Electronic Filing (NEF).

## **B) Filing a Civil Complaint or Notice of Removal**

- 1) **Civil Complaint:** A civil complaint must be submitted electronically in PDF format. The required filing fee or motion to proceed In Forma Pauperis must accompany the complaint, civil cover sheet and summons. Payment of the required filing fee must be submitted through the U.S. Treasury internet credit card program ([www.pay.gov](http://www.pay.gov)) within the court’s CM/ECF system at the time of submission. Electronic filing is strongly encouraged, however the Office of the Clerk will continue to accept original complaints only in special and extraordinary circumstances.
- 2) **Notice of Removal:** A Notice of Removal must be accompanied by the state court complaint and be filed in the manner described above for civil complaints. Pursuant to L.U.CIV.R. 5(b) the removing party must electronically file a copy of the entire state court record within 14 days of the date of removal. The state court record must be filed using the event “State Court Record – Removal.” The Notice or Certificate of Filing State Court Record will serve as the main document, with each state court document attached as separate PDF(s). All attachments must be clearly identified. The state court record cannot be filed conventionally. The parties will, within 14 days after the Case Management Conference, file as separate docket items any unresolved motions that were filed in state court which they wish to advance.
- 3) Service of summons and complaint must comply with Rule 4 of the Federal Rules of Civil Procedure. Summons will be issued by the Office of the Clerk. The party requesting the summons must complete the top portion of the summons form (current form AO-440) and submit it to the Clerk’s office with the complaint, or if after the complaint has been filed, email it to [ecf\\_information@msnd.uscourts.gov](mailto:ecf_information@msnd.uscourts.gov) for issuance. The issued summons will be filed by the Clerk and should be printed from the NEF for service.
- 4) Any fee required in this court is payable to the Clerk of the Court by law firm check, money order, debit, or major credit card. The court will not maintain electronic billing or debit accounts for lawyers or law firms.



### **C) Filing Criminal Charges**

All criminal complaints, informations, indictments and requests for issuance of summons and warrants must be filed conventionally on paper with the court. The court will upload these documents into the system.

### **D) Signatures**

- 1) A pleading or document requiring an attorney's signature will be signed in the following manner: s/Jane Doe. All pleadings filed by a pro se party will be signed with a handwritten, "wet" signature.
- 2) All documents which must contain original signatures, other than those of a participating attorney, or which require either verification or an unsworn declaration under any rule or statute, will be filed electronically, with originally executed copies maintained by the filer until all time periods for the appeal have expired.
- 3) Endorsement by attorney: In the case of a stipulation, agreed order, or other document to bear the signature of two or more attorneys, a Notice of Endorsement may be required.
- 4) A judicial officer may sign a judgment or order using a "wet" or "ink" signature, or by means of an electronic signature in the format "s/Jane Doe" or any variation thereof. A judicial officer may also issue routine orders as "TEXT ONLY" orders in the manner set forth in the relevant section below.

### **E) Title of Documents**

The person electronically filing a pleading or other document will be responsible for designating a title for the pleading or other document by using one of the categories contained in the Events List in the CM/ECF Document Filing System.

### **F) Errors in Filing**

Once a document is submitted electronically, it becomes part of the court file, and corrections may be made only by the court and/or the Office of the Clerk. The system will not permit the filing party to make changes to a document or docket entry once the transaction has been accepted, and the filer should not attempt to refile a document.

If a filing party discovers an error, the party should contact the Office of the Clerk as soon as possible with the case number and document number for which the correction should be made. If appropriate, the Office of the Clerk will enter a Notice of Correction on the docket indicating that the document was filed in error, or otherwise describing the error. The Office of the Clerk will inform the filing party of any corrective steps which may need to be taken. Filers are expected to promptly remedy any deficiencies and make all corrections as directed by the Clerk.

## **IV) ORDERS**

### **A) Text Only Orders**

The assigned judge may enter routine orders using a text-only entry upon the docket. In such cases, no PDF document will issue, and the entry will contain language that “NO FURTHER WRITTEN ORDER WILL ISSUE FROM THE COURT.” The text-only entry will constitute the court’s only order on the matter. A text-only order carries the same weight and authority as a written order signed by the judge. The system will generate a Notice of Electronic Filing for text-only entries as described in these procedures.

### **B) Proposed Orders Procedure**

Pursuant to L.U.CIV.R 7(b)(2)(F), moving parties will simultaneously provide a copy of a proposed order to the judge before whom a motion is pending. Except when directed by the Court, attorneys must not file proposed orders electronically as a separate pleading or as an attachment to a pleading. Instead, all proposed orders must be e-mailed to the chambers of the appropriate judicial officer for the case. The proposed order must be in MS WORD FORMAT. Proposed orders should be attached to an e-mail and sent to the appropriate judicial officer at the address listed on the Court’s website.<sup>2</sup> The subject line of the e-mail message should indicate the case title, number, and document number of the motion, e.g., Smith v. Jones 3:02-cv-1234, motion#. The document will include the electronic signature(s) of the filing counsel and a signature line for the judge. Documents to bear the signature of two or more attorneys, should follow these procedures:

- 1) The filing attorney will initially confirm that the content of the document is acceptable to all persons required to sign the document.
- 2) The filing attorney will then email the proposed document to the presiding judge, indicating the signatories, e.g., “s/Jane Doe,” “s/John Doe,” etc., with a copy to all attorneys in the case.
- 3) If a hard copy of the document is generated, the filing attorney will retain the hard copy of the document containing the original signatures.

### **C) Proposed Case Management Plan Orders and Final Pretrial Orders**

Proposed Case Management Plan Orders and Final Pretrial Orders, when required by the local rules or by the judicial officer assigned to the case, will be submitted by e-mail to the appropriate judicial officer at the chambers e-mail address listed above. A signature line for the judicial officer will be included.

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<sup>2</sup> Chambers e-mail addresses for out-of-district judges who sit by designation in this district should be confirmed with the respective chambers.

#### **D) Confidential Settlement Memoranda**

Confidential Settlement Memoranda are not pleadings in the case and are not to be filed in the system. Such memoranda will be submitted by e-mail to the appropriate judicial officer at the chambers e-mail address listed above.

#### **E) Entry of Orders**

The Office of the Clerk of Court or a judicial officer of the court will enter all orders, decrees, judgments, and proceedings of the court in accordance with the Electronic Filing Procedures, which will constitute entry of the order, decree, judgment, or proceeding on the docket kept by the Office of the Clerk under FED.R.CIV.P. 58 and FED.R.CRIM.P. 55.

### **V) SEALED AND RESTRICTED DOCUMENTS**

#### **A) Definitions**

Sealing and restricting documents requires a court order prior to filing.

- (i) **SEALED:** A “sealed” document is one that is accessible only by the Court. Public users, parties, and attorneys of record cannot access sealed documents.
- (ii) **RESTRICTED:** A “restricted” document is one that has an access restriction less than sealed. Access to “restricted” documents can be tailored to fit the situation, by specifying whom should have access to the document.

#### **B) Filing Procedures:**

To have a document sealed or restricted,

- (i) a Motion to Seal or Restrict must first be filed electronically.
  - (a) a Motion to Seal or Restrict is typically a public document. In extraordinary situations, when the Motion itself needs to be sealed or restricted, the Motion should be submitted directly to the presiding judge’s chambers for consideration.
- (ii) The documents proposed to be sealed or restricted and a proposed order must be submitted via email directly to the presiding judge’s chambers.
- (iii) If permission to seal or restrict is granted,
  - (a) the documents to be filed as sealed or restricted must be emailed directly to the Clerk at [ecf\\_information@msnd.uscourts.gov](mailto:ecf_information@msnd.uscourts.gov) along with a copy of the judge’s order. (*\*Note: If the sealed or restricted filing is a video or audio exhibit to a pleading, follow the steps for conventional filing outlined in Section VI – Conventional Filings.*)
  - (b) The Clerk will then file the documents at the ordered sealed or restricted level.

#### **C) Exceptions**

Government motions filed pursuant to Fed. R. Crim. P. 35 or Section 5K1.1 of the United States Sentencing Guidelines or 18 U.S.C. 3553(e) are automatically restricted by

CM/ECF. NOTE: The filer must select the correct and appropriate filing events in CM/ECF along with the appropriate restriction level to accomplish this.

## VI) CONVENTIONAL FILINGS

### A) Definition and Procedure (**\*Note: These instructions are NOT for electronic trial or hearing exhibits. Please follow your Judge's directions for trial and hearing exhibits.**)

As used in these procedures, “conventionally” filed documents or exhibits are those that cannot be converted or reduced to a PDF format. This includes physical objects and digital audio or video files that are exhibits to a pleading. Because these types of filings cannot be filed and stored in CM/ECF, they must be filed “conventionally”.

- 1) To file “conventionally” (*\*Note: If you wish to seal or restrict access to your filing, you must first follow the procedures outlined in Section V – Sealed and Restricted Documents*):
  - (i) Digital File. For a digital file that cannot be reduced to PDF format, such as a digital audio or video file, first file a Notice of Conventional Filing [See L.U.CIV.R. Form 2f] electronically on the docket of the case. The Clerk receives this Notice. After the Notice is reviewed, the Clerk will provide the filer with a secure link for submission of the filing. **Do not email or mail digital media (usb drives, CDs) to chambers or the clerk's office.**
- 2) Service of Conventional Filings: Conventional filings must be served in the manner provided for in the Federal Rules of Civil Procedure and the Local Rules, except as otherwise provided by order of the court.

## VII) PUBLIC ACCESS TO THE SYSTEM

### A) Public Remote Access Through PACER

- 1) **Civil and Criminal cases:** The public can access the Court's records through the Public Access to Court Electronic Records (“PACER”) system. PACER users may access the Court's public files at [www.pacer.gov](http://www.pacer.gov) Unless a user has a CM/ECF filing level account, access to the system will be on a “read only” basis.
- 2) **Social Security cases:** Only an attorney of record may remotely view records in social security cases.

### B) Public Access at the Court

The public will have free electronic access for viewing of civil and criminal documents filed in the system in the Office of the Clerk during regular business hours. A copy fee for reproduction of documents is required in accordance with 28 U.S.C. §1914.

### **C) Certified Copies**

Certified copies of electronically filed documents may be obtained at the Office of the Clerk, during regular business hours. A list of fees is available on the court's website at [www.msnd.uscourts.gov](http://www.msnd.uscourts.gov).

## **VIII) TECHNICAL FAILURES**

### **A) The Court's System**

The Office of the Clerk will deem the public website for the Northern District of Mississippi to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon that day.

For questions about system failure call the Office of the Clerk at 662-234-1971.

When unable to file a document in a timely manner due to a failure of the court's system, a document may be filed conventionally, and the filer will explain the conventional filing by attaching a Declaration of Technical Difficulties form [attached below] to the document and emailing both documents to the Office of the Clerk for filing. The Office of the Clerk will file the pleading and the Declaration of Technical Difficulties as an attachment.

### **B) The Attorney's System**

If the attorney is unable to file a document in a timely manner due to technical difficulties in the user's system, the attorney should file the document conventionally by emailing said document along with the Declaration of Technical Difficulties, [attached below], to the Office of the Clerk.

## **IX) PRIVACY**

The privacy provisions of these procedures must comply with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, which includes a goal of promoting electronic access to case files while still protecting personal privacy. In this regard, counsel will refrain from including, or will partially redact where inclusion is necessary and relevant to the case, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court:

- 1) Social Security numbers. If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.

- 2) Names of minor children. If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- 3) Dates of birth. If an individual's date of birth must be included in a pleading, only the year should be used.
- 4) Financial account numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.
- 5) Home addresses to the city and state. All addresses in criminal cases will be limited to the city and state.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may do so in accordance with FED.R.CIV.P. 5.2 (f) - (h).

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review pleadings for compliance with this procedure.

Attorneys and pro se parties are also advised to exercise caution when filing documents that contain the following:

- 1) personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information; and,
- 5) proprietary or trade secret information.

Attorneys are strongly urged to share this notice with all clients so that an informed decision may be made about the inclusion of certain materials in court documents.

Counsel and the parties are cautioned that failure to redact personal identifiers and/or the inclusion of irrelevant personal information in a pleading or exhibit filed electronically with the court may subject counsel to the disciplinary and remedial powers of the court, including sanctions pursuant to FED.R.CIV.P. 11(c).

## **X) SOCIAL SECURITY CASES**

In accordance with the recommendations of the Judicial Conference Committee on Court Administration and Case Management on Privacy and Public Access to Electronic Case Files, absent a showing of good cause, all documents, notices and orders in Social Security cases filed in the district court after the implementation of ECF will be filed and

noticed electronically. The Internet access to Social Security cases will be limited to attorneys of record. The following procedures apply in Social Security reviews:

**A) Transcripts:**

The Administrative Record will be electronically filed, and a copy made available to chambers upon request.

**B) Restricted Access:**

Internet access to the individual documents in a Social Security review will be on a “restricted access” basis, i.e., limited to counsel of record in the case and court staff. Docket sheets will be available through PACER to non-parties, who will also have direct access at the Office of the Clerk’s public terminal to the documents on file in the case. Pursuant to FED.R.CIV.P. 5.2(c)(2) any person may have electronic access to an opinion, order, judgment, or other disposition of the court, but not any other part of the case file or the administrative record.

**C) Social Security Number:**

It is the responsibility of counsel for plaintiff to provide the office of the U.S. Attorney the entire social security number of the plaintiff upon the filing of a new social security case.

**XI) TRANSCRIPTS**

Transcripts of proceedings will be electronically filed and remotely available to the public through PACER. Attorneys are urged to develop the trial record by excluding in testimony and documentary evidence the personal identifiers set forth in the E-Government Act of 2002 and in these procedures. Additional information regarding this policy is available on the court’s website, [www.msnd.uscourts.gov](http://www.msnd.uscourts.gov) under Transcript Redaction Policy.

## APPENDIX A – Case Opening Electronic Filing Procedures

Case opening documents should be submitted electronically on the CM/ECF system in PDF format. Payment of the appropriate filing fees must be submitted through the U.S. Treasury's Pay.gov within the court's CM/ECF system. The proper filing fee or "Motion to Proceed Without Prepayment of Fees and Affidavit" must accompany case opening documents. **Only attorneys admitted in the Northern District are allowed to file new cases electronically.** Electronic filing is strongly encouraged, however the Clerk's Office will continue to accept new cases filed conventionally either in person or by mail.

Only case opening documents may be submitted when opening a new case. If an attorney submits other pleadings, the attorney will be contacted by the Clerk's Office, and instructed to electronically file the pleading to the correct case number.

New cases are generally deemed filed the day the Clerk's Office receives the initiating document and the required filing fee. Upon verification that the proper fee has been paid, or when a "Motion to Proceed without Prepayment of Fees and Affidavit" has been filed, the Clerk's Office will draw a Judge, assign a case number, and enter the opening documents in the case. The submitting party will then receive a Notice of Electronic Filing (NEF) confirming the case number and judge assignment.

Service of summons and complaint must comply with Rule 4 of the Federal Rules of Civil Procedure. The summons will be issued by the clerk's office and filed on CM/ECF. The attorney should print the summons from the NEF for service.

### Attorney Case Filing Procedures<sup>3</sup>

- Attorney must log into CM/ECF > Click Civil on the blue menu bar > Click on the link: File a New Civil Case or a Notice of Removal > Highlight Civil Case Request by Attorney
- Follow all prompts - The proper filing fee or "Motion to Proceed IFP" must be filed
- Attach the initiating document (Complaint or Notice of Removal) as the main document
- Attach all exhibits, supporting documents, proposed summons and the civil cover sheet as separate documents. In a removal case, the state court complaint is required and must be attached as a separate document.
- The attorney will be prompted to pay the filing fee through pay.gov
- Upon completion of the filing transaction, the clerk's office will open the case and the filing attorney will receive a Notice of Electronic Filing (NEF) confirming the case number and judge assignment.

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<sup>3</sup> For assistance, contact the Clerk's Office by email at [ecf\\_information@msnd.uscourts.gov](mailto:ecf_information@msnd.uscourts.gov) or by phone in Oxford at 662-234-1971 or Aberdeen at 662-369-4952.



**Certificate of Service**

**S A M P L E F O R M A T**

**Certificate of Service**

I hereby certify that on (Date) \_\_\_\_\_ I electronically filed the foregoing with the Clerk of the Court using the ECF system which sent notification of such filing to the following:

\_\_\_\_\_ and I hereby certify that I have mailed by United States Postal Service the document to the following non-ECF participants: \_\_\_\_\_  
\_\_\_\_\_.

/s/ \_\_\_\_\_

**Declaration of Technical Difficulties**

**S A M P L E F O R M A T**

IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF MISSISSIPPI  
\_\_\_\_\_ DIVISION

\_\_\_\_\_ PLAINTIFFS  
V. CAUSE NO. #:##-CV[R]-##-XXX-XXX  
\_\_\_\_\_ DEFENDANTS

**DECLARATION OF TECHNICAL DIFFICULTIES**

Please take notice that \_\_\_\_\_ was unable to file \_\_\_\_\_ in a timely manner due to technical difficulties. The deadline for filing the \_\_\_\_\_ was \_\_\_\_\_. The reason(s) that I was unable to file the \_\_\_\_\_ in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform] I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted,

/s/ [Name of Password Registrant]  
Name of Password Registrant Address  
City, State, Zip Code  
Phone: XXX-XXX-XXXX  
E-mail: XXX@XXX.XXX

**Pro Se Consent and Registration to Receive Documents Electronically**

**UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF MISSISSIPPI**

**Pro Se (Non-Prisoner)**

**Consent & Registration Form to Receive Documents Electronically**

Pursuant to FED.R.CIV.P. 5(b), and FED.R.CIV.P. 77(d), L.U.CIV.R. 5(c) and the Court's Administrative Procedures for Electronic Case Filing, documents may be served through the court's transmission facilities by electronic means. Documents that are not permitted to be served electronically are pleadings that are to be served with process under FED.R.CIV. P. 4.

I \_\_\_\_\_ hereby consent to receive service of documents and notice of electronic filings via the Court's electronic filing system to the extent and in the manner authorized by the above rules and waiving the right to receive notice by first class mail pursuant to FED.R.CIV.P. 5(b)(2)(D) and FED.R.CIV.P. 77(d).

I will promptly notify the Court if there is a change in my personal data, such as name, address, and/or e-mail address. I will promptly notify the Court to request cancellation of electronic service.

Litigants who have consented to receive documents electronically will be sent a Notice of Electronic Filing (NEF) via e-mail. Upon receipt of the notice, they are permitted one "free look" at the document by clicking on the hyperlinked documents. The one "free look" will expire 15 days from the date the notice was sent. After the "free look" is used or expires, the document can only be accessed through PACER (Public Access to Court Electronic Records.) It is recommended that litigants establish a PACER account. This can be accomplished by visiting the PACER website at [www.pacer.gov](http://www.pacer.gov). PACER is an automated system that allows an individual to view, print, and download documents for a fee.

My e-mail address is: \_\_\_\_\_

My case number is: \_\_\_\_\_

\_\_\_\_\_  
Signature of Litigant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code