

PROPOSED ORDERS

Email proposed orders directly to the appropriate Judge's chambers in Word 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 AND exhibits submitted at trial. 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:

See *L.U. Civ. R. 79 and L. U. Crim. R.49.1*

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

- For specific information as to courtroom procedures for a Judge contact the Judge's Courtroom Deputy.
- Pre-mark exhibits with exhibit number and case number - yellow for plaintiff and blue for defendant.
- Courtroom Automation training and testing of equipment may be scheduled by contacting the Judge's 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.
- During a trial, documents to be submitted to the judge should be handed to the courtroom deputy who will forward documents to the judge.
- 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/or sanctions.

TRANSCRIPT ORDER FORMS

Transcript order forms are available on the court website:

www.msnd.uscourts.gov/transcript-information

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." This information is available no earlier than Wednesday prior to a trial. Additional jury questions may 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
www.msnd.uscourts.gov



U.S. District Court
Northern District of Mississippi

**CLERKS CAUTIONS:
ATTORNEY'S QUICK
REFERENCE GUIDE
TO SUCCESSFUL
PRACTICE IN
U.S. DISTRICT COURT**

COURT WEBSITE

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

CM/ECF LOGINS AND PASSWORDS

Always maintain your court issued electronic filing username 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 and submit a new online ECF Registration Form. Once processed, you will receive your login information by email.

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

ATTORNEY ADMISSIONS

Information regarding attorney admission, including pro hac vice can be found:
L.U.Civ.R.83.1

FILING A COMPLAINT OR NOTICE OF REMOVAL:

Attorneys admitted in the Northern District of Mississippi may 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. Instructions can be found on the court's website under the "For Attorneys" link.

CERTIFICATE OF SERVICE.

No certificate of service is required where service is being made using CM/ECF. However, when service is being made by other means (such as upon a pro se litigant via U.S. Mail or hand delivery), a certificate of service is required.
See Administrative Procedures (AP) Sec. 4 (B)

CONSOLIDATED CASES

Contact the Clerk's Office if you encounter issues when filing in a consolidated case.

DOCUMENT FORMAT

All documents filed into ECF must be in a non-editable PDF format.
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 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."

EXHIBITS

Exhibits to pleadings should be filed under the same docket entry as the pleading. The exhibit(s) should be numbered 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.
*Filing under the correct event -*Ex Parte Motion*- must be used in order to restrict access to the document.

FREE LOOK

Notice of Electronic Case Filing (NEF): Upon receiving a NEF, users can view the document the first time for free. This view is only available 15 days after the docket entry is made. When you access the same document again you will be required to log in and will be charged. To avoid charges, you should download the document during the first (FREE) viewing.
*Only case participants receive one "free" look at filings.

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

The serving party must electronically file a **Notice of Service**. **DO NOT** attach the materials being served.
See L.U.Civ.R.5(d)(1) Official Forms 2(b) and 2(c).