

CM/ECF Tips – September 12, 2017

Please see the below tips to help you with future filings in the Middle District of North Carolina.

Clerk's Office Screening of Documents

To help ensure that all filers are complying with the [revised local rules](#), the Clerk's Office will be screening documents for compliance with requirements for word count certifications, margins, spacing, certificates of service and signatures. When possible, we will work with filers by phone or at the front counter to resolve any deficiencies.

Certificate of Good Standing Program

The Clerk's Office has a new online program that allows attorneys to obtain a certificate of good standing via CM/ECF. Please visit the [Obtaining a Certificate of Good Standing](#) page on our website for more information and detailed instructions.

Three-Day Mailing Rule

On December 1, 2016, Federal Rule of Civil Procedure 6 and Federal Rule of Criminal Procedure 45 was amended to make the three day mailing rule no longer applicable to electronic filers. Please remember to include three additional days for mailing if the respondent is not an electronic filer.

Motions to Compel Discovery

On May 1, 2017, Rule 37.1 of the Local Rules of Civil Procedure was modified to shorten the response period for motions to compel discovery from 21 to 14 days and shorten the related reply period from 14 to 7 days. Accordingly, **new CM/ECF events have been added for Motions to Compel Discovery and Responses to Motions to Compel Discovery**. For further information, please refer to section 10 of the [CM/ECF User's Manual](#) for further information.

Interpleader Actions

If an interpleader action is filed under 28 U.S.C. § 1335, please refer to Local Civil Rule 67.1 and the Court's Court Registry Investment System (C.R.I.S.) web page at <http://www.ncmd.uscourts.gov/court-registry-investment-system-cris>. The page explains how interpleader fund deposits are handled and the importance of using the proper docketing event when filing a **Motion to Deposit Interpleader Funds** for cases filed pursuant to 28 U.S.C. § 1335; in all other instances, the Motion to Deposit Funds event should be used to docket the motion.

Certificate of Word Count

The May 1, 2017 amendments to the Local Civil Rules 7.3(d), 56.1(c) and 72.4 set word count limits for briefs as well as word count limits for objections and responses to a Magistrate judge's recommendations or orders. Please ensure that you comply with the local rules by including a certificate of word count for all of these documents.

Motion Practice

Pursuant to L.R. 7.3(a), each motion shall be set out in a separate pleading. Please ensure that briefs are not filed in CM/ECF as an attachment to the related motion. Briefs filed pursuant to L.R. 7.2 should be filed as a separate docket entry. For further details, refer to section 10 of the [CM/ECF User's Manual](#).

Attorney Admission Status Search

A new search feature is available on our website. The [Attorney Admission Status Search](#) allows the public to enter a North Carolina State Bar number or attorney name. The search results will indicate an attorney's date of admission to the Middle District of North Carolina and current status.

CM/ECF Training

New attorneys and those who would like a refresher are encouraged to sign-up for [CM/ECF training](#). New paralegals and office staff are welcome to attend training even if their attorney already received training in the past.

CM/ECF Registration

Newly admitted attorneys and attorneys who have not yet used CM/ECF should complete a [CM/ECF Registration form](#). Being admitted to the Middle District of North Carolina does not automatically qualify attorneys as CM/ECF filers.

Filing Documents Under Seal

When filing a document under seal, you will find that most CM/ECF events allow the public to view the docket text of the event. Please be careful to ensure that the docket text does not reveal anything you intend to keep confidential. For further information regarding filing documents under seal please see our [Sealed Document Guidance](#) or [Local Rule 5.4](#).

Proposed Orders

Please remember to submit proposed orders in Word or WordPerfect format to the appropriate court e-mail address. Proposed orders should be submitted for motions where no supporting brief is required. If the motion can be ruled upon by the clerk of court, the orders should be sent to clerk@ncmd.uscourts.gov. If the related motion can be ruled upon by a District or Magistrate Judge, submit the order to the appropriate district judge order mailbox unless the parties have consented to a magistrate judge handling the entire case pursuant to 28 U.S.C. § 636(c). Magistrate Judge Order e-mail boxes should only be used when parties have consented to a Magistrate Judge under section 636(c). For a complete listing of the proposed order e-mail boxes, refer to section L of the [CM/ECF Administrative Policies and Procedures manual](#). Unfortunately, many attorney filers are forgetting to submit proposed orders, which leads to delays and extra phone calls for clerk's office staff.