



**ELECTRONIC CASE FILING REMINDERS
IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA**

Sandra Day O'Connor United States Courthouse
401 West Washington Street, Suite 130
Phoenix, Arizona 85003
(602) 322-7200

Evo A. DeConcini United States Courthouse
405 West Congress Street
Tucson, Arizona 85701
(520) 205-4200

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Electronic Case Filing Reminders

PDF File - Text Searchable

Pursuant to L.R.Civ.P. 7.1(c), a document to be filed should be converted to PDF from your word processing program, and the PDF file must be text searchable. Documents which exist only in paper form may be scanned into PDF for electronic filing. You may receive a Notice of Filer Deficiency if it is determined that the filing is not text searchable. It is not necessary to re-file the document because the notice is simply to inform you of the Rule so that future filings will be text searchable.

Proposed Orders

Proposed orders must be e-mailed to the presiding judge unless the order is confidential, in which case Internet e-mail should not be used and the order should be sent to the judge in paper form. E-mail addresses for the judges are found in the Administrative Policies and Procedures Manual.

Case Types

Access to select case types, determined by Nature of Suit, is restricted to attorney of record. A message stating access is not allowed will appear if a person other than the attorney of record attempts to view a document in one of these cases.

Proposed Documents

Proposed documents may include sealed documents, non-electronic filings, documents that exceed the page limitation, and other documents that cannot be filed without a court order, but not amended pleadings as defined in Fed. R. Civ. P. 7(a).

With the exception of documents subject to being sealed, a proposed document must be electronically lodged using the "Lodged Proposed Document" event. When electronically lodging this document, the first page must be a cover sheet that is clearly labeled with the case title and number, along with a description of the proposed document, e.g., "**LODGED: Proposed _____ Attached**". If the court grants the filing of the lodged proposed document, the Clerk's Office will remove the cover sheet and electronically file the document.

Note that pursuant to LRCiv 15.1, a proposed amended pleading is not to be lodged with the court. Instead, a red-lined version of the proposed amended pleading must be attached as an exhibit to the motion (or stipulation) to amend. If the motion to amend is granted, the party seeking the amendment must file the amended pleading with the court and serve it on the other parties. It will not automatically be filed by the Clerk's Office.

**Substituting or
Withdrawing as
Counsel of Record**

The very specific requirements for substituting or withdrawing as counsel of record in a case are set forth by Local Rule of Civil Procedure 83.3 and should be referenced before attempting a substitution or withdrawal.

**Notice of Filer
Deficiency**

When receiving a Notice of Filer Deficiency, follow the directions given in the attached PDF. Some notices require follow up by the filer and some are simply notification that an error has been made so that it does not occur in the future.

E-Mail and Passwords

To add, delete, or change a secondary e-mail address that is associated with your ECF user account, contact the Attorney Admissions Clerk at: attyadmin@azd.uscourts.gov.

You may update your password by clicking the link on the login page requesting a new password and entering your login ID.

Logins and passwords in ECF are case-sensitive. Enter your ECF login and password exactly as it was issued to you via e-mail by the Court. Also, if you are e-filing, be sure to enter your ECF login and password, not your PACER password. The PACER password will not allow you to e-file. If you are unable to file your document because the civil and criminal buttons are not at the top of the ECF screen then you have entered your PACER user name and password. Log out and enter your ECF user name and password.

Login Prompts

If you receive a prompt to log in, you may be logged into ECF with the same username and password as someone else in your firm. There can only be one active ECF session with a particular username and password. Once a second person logs in with the same username/password, the first session will end.

This could also occur if the firm has two Internet connections and is load-balancing between the two. In this case, the ECF server sees two different IP addresses for the only login with that username/password and the server believes that two people on two separate machines are logging in with the same login and password.

“Free Looks”

If the PACER login screen appears when you click on a document link you may be “double-clicking.” It is important to only single-click the hyperlink to view the document or you will lose the free look. Also, the free look expires after 15 days.

Refrain from viewing the document in the e-mail preview mode. Fully open the e-mail and then click on the hyperlink.

The free look is available only from the Notice of Electronic Filing in one's e-mail, and not from the e-filing receipt displayed inside ECF upon e-filing a document.

After the free look viewing of the PDF document, you must have a PACER account and log in to PACER to view the documents referenced by the document number hyperlink in the Notice of Electronic Filing e-mail.

If you believe you are receiving the PACER login prompt in error, you can contact the PACER Service Center for assistance at 1-800-676-6856.

Events

Use one of the Summons Returned Executed events to file an affidavit of service.

Use the Report of Rule 26(f) Planning Meeting event to file a joint proposed case management plan.

If the document you are responding or replying to is not a motion, you must use the Response or Reply event found in Other Documents. These events will present all documents to link to. The Response to Motion and Reply in Support of Motion events allow links only to pending motions.

Use the Additional Attachments to Main Document event if you have forgotten to attach a required document, such as a civil cover sheet, supplemental cover sheet or a proposed order.

File a Notice of Errata and re-file the correct document if you have accidentally attached the incorrect PDF. The initial filing will not be deleted.

Pursuant to General Order 05-38, a Notice of Waiver of Service must be filed to suspend electronic service of documents after a party has been terminated from a case.

Case Opening

Sealed cases must be submitted in paper. All other initial case filings in civil actions must be submitted by electronically filing the initiating documents in the master case. A notice of removal (including a copy of the state court record) will be handled similarly, including a [Supplemental Civil Cover Sheet](#) as an attachment. Miscellaneous cases will also be submitted electronically, without the Civil Cover Sheet (JS-44). The Clerk's Office will review the master case for new electronic filings and open civil and miscellaneous cases. A notice including the judge assignment and permanent case number will be sent electronically.

Case initiating documents must be submitted in the correct divisional office in accordance with L.R.Civ.P. 7.1. Select the appropriate divisional office based on the county (see list below) where the cause of action arose.

Phoenix Division	Maricopa, Pinal, Yuma, La Paz, and Gila counties
Prescott Division	Apache, Navajo, Coconino, Mohave, and Yavapai counties
Tucson Division	Pima, Cochise, Santa Cruz, Graham, and Greenlee counties

Information entered to the civil cover sheet must match the complaint.

A jury demand must be written, either by a separate document or within the complaint. Checking the box on the civil cover sheet does not constitute a jury demand.

The main document (initiating document) must be the complaint, petition or notice of removal with all other documents (state court documents, cover sheets, summonses, corporate disclosure statement) being attachments.

You must be sure to complete the transaction after making payment through Pay.gov. If you do not complete the transaction, the court will have your payment but your initiating documents will not be submitted.
