



**ECF USER GUIDE
FOR EXTERNAL FILERS**

Revised: June, 2020

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Preface

This document is intended to provide summary information on common electronic filing questions.

For more information, please consult:

- The court's Local Rules and Supplemental Rules for Electronic Case Filing (<http://www.nhd.uscourts.gov/rules-orders>); and
- The Electronic Filing (ECF) page of the court's website (<http://www.nhd.uscourts.gov/electronic-case-files-ecf>).

General Information & Definitions

Counsel and pro se parties granted permission to file electronically must file all documents, except those specifically exempted by applicable rule or court order, shall be electronically filed using the court's [Electronic Case Filing System](#) ("ECF").

A party who is not represented by counsel may file papers with the clerk in paper, but is not precluded from filing electronically.

The clerk's office will not maintain a paper court file in any case except those cases or documents exempted from ECF by court rule, court order, or statute.

Term/Phrase	Definition
ECF	The court's Electronic Case Filing System, which is an automated system that receives and stores documents in electronic form.
Electronic Filing	The process of uploading a document from the Filing User's computer and using the court's Internet-based ECF to file the document on the court's docket.
Filing User	An individual who has obtained a PACER issued login and password and permission to file documents electronically in this district.

Notice of Electronic Filing (NEF)	A notice automatically generated by ECF at the time a document is electronically filed setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and electronic hyperlink to the filed document and the docket report.
PACER (Public Access to Court Electronic Records)	An automated system that allows an individual to view, print, and download court dockets and documents over the Internet.
PDF (Portable Document Format)	Electronic document that is created either by converting a word processing document (MS Word, WordPerfect, etc.) to this format using PDF creation software or by scanning a paper document (i.e. via email or external hard drive/electronic storage device).
Conventionally Filed	Process of submitting certain pleadings to the court in paper and/or electronic format outside of the ECF system.

Requirements

The following hardware, software and accounts are needed to electronically file and view case documents:

- Personal computer running a standard platform such as Windows or Macintosh
- Portable Document Format (PDF) compatible word processing software for creating pleadings (MS Word, WordPerfect)
- PDF-creation software (used to convert documents from a word processor format to a PDF format) and PDF-reader software (used to open and read PDF documents)
- A scanner to convert paper documents that are not in a word processing format to PDF for electronic filing in the court's ECF system
- The District of New Hampshire is a NextGen CM/ECF Court. A PACER login and password are required in order to access CM/ECF.

- An Internet Service Provider using point-to-point protocol (PPP) for accessing the Internet and for sending and receiving e-mails. Some type of Broadband, DSL, or T-1 service is highly recommended (minimum access speed of 56K)
- An e-mail account at which to receive NEFs and filed documents from the court
- An ECF compatible web browser (ECF is designed to work with Internet Explorer 7.0 (or higher) or Firefox 3.5 (or higher))

Registration & Password Reset

Attorneys

An attorney admitted to the Bar of this court, including an attorney admitted pro hac vice, must request access to CM/ECF via PACER. Click the link for instructions for an admitted attorney, and an attorney admitted Pro Hac Vice.

For information regarding how to move for pro hac vice admission in a case, please visit the Pro Hac Vice section of the Attorney Information page of the court's website.

Pro Se Parties

A non-prisoner who is a party to a civil action and who is not represented by an attorney may file a motion asking to be allowed to file and receive documents via ECF. If, during the course of the action, the party retains an attorney who appears on the person's behalf, the clerk's office shall terminate the pro se person's ECF registration.

To request permission to file electronically in a case, complete and file in paper the Pro Se Motion to Obtain Permission to File Electronically.

Misplaced or Forgotten Password/Username

To reset the password associated with your PACER and CM/ECF account, contact PACER at Forgot Password - Forgot Username.

PACER Registration, Fees & Training

This is a NextGen Court, a PACER account is required in order to access CM/ECF. For information on how to register for a PACER account to view documents, to learn about fees associated with viewing documents through PACER, and for PACER-related training, please visit PACER website.

Duty to Update Information

Users must notify the clerk's office and all parties in any active case of any change in name, e-mail, mailing address, firm name/affiliation, or telephone number by electronically filing in each case a "Notice of Change of Address".

In addition to notifying the parties, users must maintain their PACER and CM/ECF account. Any change in name, e-mail, mailing address, firm name/affiliation, or telephone number must be updated in PACER. PACER will forward the updated information to the court. You must maintain your account in order to receive Notices of Electronic Filing (NEFs).

Secondary e-mail addresses are updated in CM/ECF.

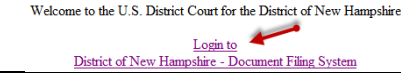
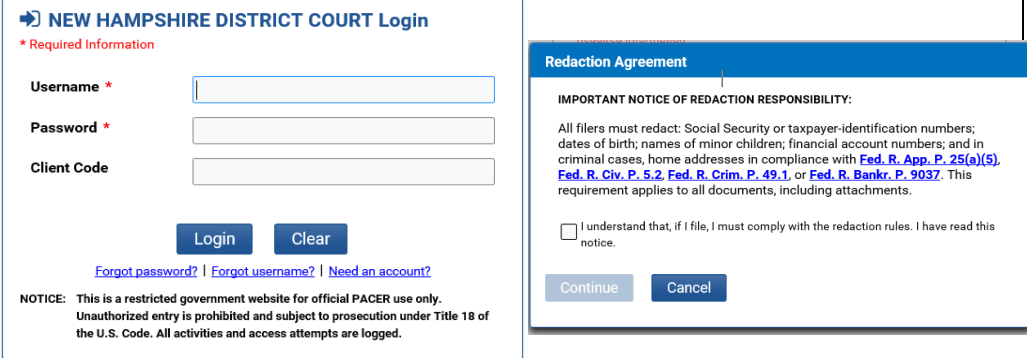
Attached are step-by-step instructions for updating contact information.

Users must also **update or delete email addresses** associated with their ECF account.

Withdrawal as an ECF User

An attorney of record in an active case may withdraw from participating in the ECF system only upon motion to withdraw as counsel in that case. Otherwise, a user may withdraw from participating in the ECF system via PACER.


Access

STEP	ACTION
1	Go to https://ecf.nhd.uscourts.gov/
2	Click Login link 
3	Enter your PACER Login name and Password , click Login . Check the Redaction Notice box. Click Continue button. 

Menu Bar

ECF provides the following features that are accessible from the blue Menu bar at the top of the screen.



Civil: Use your ECF account to file pleadings and other documents in civil (“cv”) or miscellaneous (“mc”) cases. 

Criminal: Use your ECF account to file pleadings and other documents in criminal (“cr”), magistrate (“mj”), or petty offense (“po”) cases.

Please note: If you practice in multiple NextGen Courts, before docketing, be sure you are logged into the correct court’s CM/ECF database. The web address for this court is: <https://ecf.nhd.uscourts.gov/>

Query: Use your PACER account to obtain information by case number, party name or nature of suit (PACER fee may apply).

Reports: Use your PACER account to retrieve and view the case dockets and documents (PACER fee may apply).

Search: Use your ECF account to search for a particular event to docket.

Logout: Exit ECF.

File Size Limit

Please review AP 2.3(b) PDF Documents Exceeding Ten Megabytes on the Local Rules page of the court's website.

Redaction of Personal Identifiers

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.

File a New Case

For step-by-step instructions on how to:

- Open a civil case
- File the case initiating documents
- Add/create a new party in ECF

Please review the [Electronically File a New Case](#) document in the Reference Materials section of the Electronic Filing (ECF) page of the court's website.

Payment of Fees & Payment History Report

Please see the [Paying Filing Fees Using ECF](#) document in the Reference Materials section of the Electronic Filing (ECF) page of the court's website.

Summons/Waiver of Service

A Filing User must file a completed summons or waiver of service PDF as an attachment to a complaint, amended complaint or third party complaint. The fillable PDF forms are available on the **Forms** section of the Case Management page of the court's website.

Objections & Cross Motions

You cannot combine a motion and an objection in one event (i.e. objection to motion for summary judgment and cross motion for summary judgment) and pleading. They must be filed in ECF separately.

Normally, a memorandum of law should be filed as an attachment to the main pleading. However, if a memo of law pertains to both an objection and a motion, it may be filed in ECF as a separate docket entry (after first docketing both the objection and motion using separate events) using the **Memorandum to Motion and/or Objection** event (in *Objections, Responses and Replies*). Link the memo to both the motion and objection to which it pertains.

Linking Documents

Certain events allow you to link your current filing to a document that was previously filed in the case.

To link the document to a previous filing, when prompted check the box next to the question, "Should the document you are filing link to another document in this case?" and click **Next**. On the following screen, check the box next to one or more documents to which your current filing should link.

Other Documents
1:09-cv-00199 Doe et al v. Doe Corporation, 1 through 10

Should the document you are filing link to another document in this case?

Filed to

Documents to

Motions
1:04-cv-00001-SM Bledsoe v. Brady

Select the appropriate event(s) to which your event relates:

01/09/2004 1 COMPLAINT against Tom Brady with Jury Demand (Filing fee \$ 150 receipt number 48798) filed by Drew Bledsoe (Lynch, Daniel)

02/24/2004 2 MOTION to Dismiss filed by Tom Brady. Follow up on 3/15/2004 (Attachments: # (1) Memorandum of Law,)(Lynch, Daniel)

02/24/2004 3 OBJECTION to [2] MOTION to Dismiss *re Statute of Limitations* filed by Drew Bledsoe (Attachments: # (1) Memorandum of Law,)(Lynch, Daniel)

02/25/2004 4 MOTION to Dismiss filed by Tom Brady. Follow up on 3/16/2004 (Attachments: # (1) Memorandum of Law, # (2) Exhibit 1)(MacEwan, Cathy2)

Note: You must link any reply or sur-reply to the original motion that started the string of filings. ECF does not allow you to link such documents to an objection/response or reply.

Motions for Leave to File

When filing a motion for leave to file a document/amended pleading, include the proposed pleading you seek leave to file as an attachment to the motion. If the motion for leave to file is granted, the court's order will instruct you to refile the proposed pleading as its own entry on the docket using the appropriate event.

Attachments & Exhibits

Each attachment/exhibit to a pleading must be filed as a separate PDF attachment to the pleading. Each attachment must have a short description (choose from drop down category menu or enter description in the blank using 5 words or less).

When adding attachments, select a document category and enter the exhibit number/letter and a short 5 word description in the description field.

Attachments	Category	Description
1. [Browse...] Test Doc-4.pdf	[v]	[Remove]
2. [Browse...] No file selected.	Appendix Assignment to Magistrate Attachment to Exhibit Civil Cover Sheet Exhibit Exhibit (Affidavit) Memorandum of Law Notice ECF Proposed Order SSA - ADM Order of Reference Summons - Waiver	

[Next] [Clear]

Multiple exhibits may not be combined into one PDF and submitted as one attachment.

Electronically Converted PDF vs. Scanned PDF

Unless otherwise provided in the Supplemental Rules, all documents referenced as an exhibit or attachment to a motion or other pleading shall be electronically filed in a converted text searchable format unless the filer only has a paper copy of the document, in which case it may be submitted in a scanned PDF format.

More than 20 Attachments/Exhibits

When filing a document having more than 20 attachments, file the main document along with any accompanying memorandum of law and the first 20 attachments/exhibits using the appropriate event for the pleading.

After receiving the NEF for the first submission, continue filing the next 20 attachments/exhibits using the **Exhibit** event (in *Other Documents* category). When you get to the document upload screen, attach the next sequential attachment as the main document and additional attachments as necessary.

Note: Do not re-submit the motion and memo of law when using the exhibit event. Rather, link the exhibit event to the previously submitted motion and memorandum to which they pertain.

Signatures

Please review AP 2.7 Signatures on Electronically Filed Documents on the Local Rules page of the court's website.

Deadlines

All electronic transmissions of documents must be completed prior to midnight local time in order to be considered timely filed that day. Where a specific time of day deadline is set by court order or stipulation, the electronic filing must be completed by that time.

Counsel should not rely on any "Reply" or "Follow Up" deadlines noted on the court's docket as they are for court use only and do not represent the actual deadlines that may apply in the case. Counsel are required to calculate response deadlines independently in accordance with applicable rules or any applicable court order.

Sealed Matters

Please review AP 3.3 Sealed Matters on the Local Rules page of the court's website.

Filing Errors & System Failures

Document Filed in Error

ECF does not permit you to change a misfiled document or incorrect docket entry after submission. Nor should you attempt to refile the document unless necessary to satisfy a filing deadline.

If resubmission is required to satisfy a filing deadline, you may refile the document. In the docket text of the new entry add the following text: "(Replaces document no. XX.)" – except when docketed in the wrong case number.

Otherwise, to request a correction, contact the judge's case manager or contact the ECF Help Desk as soon as the error is discovered. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document.

ECF/Filing User's Technical Failure

Please review AP 2.10 Technical Failure on the Local Rules page of the court's website.

Viewing Restricted Documents

For instructions on how to view a restricted document remotely through PACER, please see the **Accessing Restricted Electronic Documents Remotely** instructions in the Reference Materials section of the Electronic Filing (ECF) page of the court's website.

ECF Help & Resources

ECF assistance is available Monday through Friday, 8:30 a.m. to 4:30 p.m., excluding federal holidays. For specific case filing concerns, please contact your case manager. Otherwise, please contact the court's main number below and your call will be directed accordingly.

Phone: 603-225-1423

Email: ecfhelp@nhd.uscourts.gov

Resources

While ECF User training is not mandatory, we strongly recommended that filing users complete the interactive training modules and tutorials available on the Training page of the court's website.

The Reference Materials section of the court's website provides information on specific filing topics and technical information.