



QUALITY CONTROL CHECKLIST FOR ATTORNEYS E-FILEING IN CM/ECF IN THE DISTRICT OF WYOMING



Preparing the Document:

- The document is named in accordance with the Court's approved dictionary/event list - See website <http://www.ck10.uscourts.gov/wyoming/district/index.html> for criminal and civil event list (found under CM/ECF Information tab).
- The document has the correct case number, caption and Judge assignment.
- If the case is a consolidated case, that **all** case numbers are listed on the document.
- The document is in compliance with formatting rules (i.e., double spaced, letter-sized paper) - See Local Rule 5.1.
- A filing by *pro hac vice* counsel also has the name, address, telephone number and email address of local counsel.
- Personal identifiers (i.e. social security numbers) are not included in the document.
- The document is not a sealed document. Sealed documents must be submitted conventionally to the Clerk's Office.

Creating the PDF Document:

- Word processing documents must be converted to PDF documents before e-filing.
- The PDF file is not larger than 2MB in size (approximately 80 pages of plain, typed text, or 40 pages of scanned information).
- If scanned, the PDF file is scanned at 200 dots per inch (dpi) in black and white.
- Large documents are separated into sections not to exceed 2 MB.
- The PDF file is formatted properly and is legible with no missing pages. All pages are in order and right side up.
- Any proposed order is submitted in PDF format as a separate attachment to the docket entry.

Electronically Filing the Document:

- The name of the attorney logged into CM/ECF must match the name on the signature line of the document.
- The correct case number is entered and verified.
- You have chosen the most accurate/appropriate event from the menus provided.
- If you are filing a document in a civil case, and are prompted to create an association between the attorney and a party, do so whenever possible; Check all applicable boxes.
- If filing a multi-part motion, select **all** appropriate reliefs by holding the control key down and clicking on the desired reliefs.
- If filing a notice of appearance, file a separate notice for each attorney, using each attorney's CM/ECF login and password.
- When filing a motion for leave to file a document, the proposed document shall be filed as an additional attachment to the motion. The proposed order shall be a separate additional attachment to the motion.
- Exhibits, affidavits, and proposed orders are to be filed as additional attachments to the main document, and properly described in the description box.
- If given the opportunity to create a link when e-filing a document, do so if appropriate. The docket text should accurately reflect the title of the pleading being filed.
- If the optional text box in the body of the entry is used, make sure the information you add is descriptive, brief, and not redundant of the automatic text already generated by CM/ECF.
- When presented with the question "Do you want to spread text?" when docketing to a consolidated case, always choose "Yes" unless/until the cases are unconsolidated.
- If a filing fee is required, e-file your document and mail your filing fee to the Clerk's Office.

NOTE: The Court's CM/ECF Procedures Manual and list of all menu options available to attorneys can be found on our website at <http://www.ck10.uscourts.gov/wyoming/district/index.html>. Click on the CM/ECF Information tab.