



EASTERN DISTRICT OF MICHIGAN CM/ECF E-NEWS

May 2014 Edition

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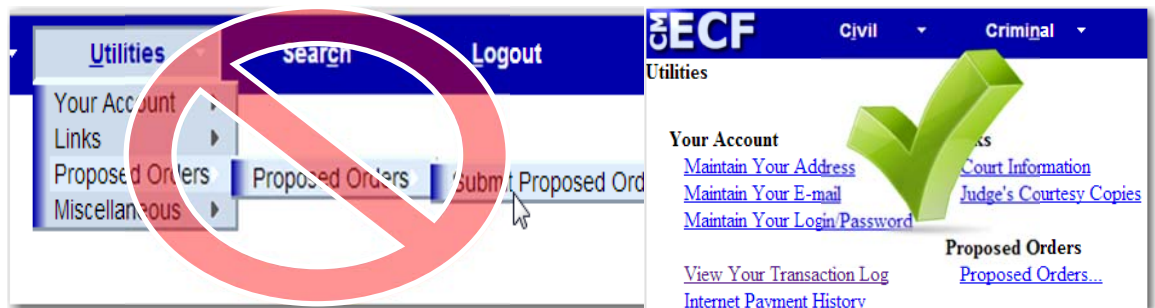
CM/ECF E-News periodically likes to provide filing users with tips on how to e-file successfully and avoid the dreaded Notices of Error, or orders from a Judge to fix problems.

- ✓ **Preview Judicial Officer's Practice Guidelines**— Judicial Officers have practice guidelines which all filing users should be aware of. Practice guidelines can be found on the court's website at <http://www.mied.uscourts.gov> under Judicial Officers → Practice Guidelines.

Judicial Officers

- District Judges
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- ✓ **Be Familiar with ECF Policies and Procedures**—This document is available on the court's website under Electronic Filing—>ECF Policies and Procedures.
- ✓ **Don't Attach Proposed Orders to Motions**—A common error filing users make is to include the Proposed Order as a part of their Motion, either at the end of the Motion, or as an Exhibit to the Motion. The correct procedure is to file the Motion and then submit the proposed order in a Word or WordPerfect format through Utilities—>Proposed Orders. **Note:** Do not use the drop down Proposed Order option in the drop down menu, instead click on Utilities and then select Proposed Orders from the Utilities page.



- ✓ **Follow Local Rules Regarding Motion Practice**—One rule in particular that filing user's often violate is the rule regarding obtaining concurrence before filing their motions. See LR 7.1(a) for the specific rules. Local rules can be found at: <http://www.mied.uscourts.gov/Rules/LocalRules>
- ✓ **When In Doubt Look It Up!**— E-Filing Resource materials can be found on the court's website: <http://www.mied.uscourts.gov/CMECF/>



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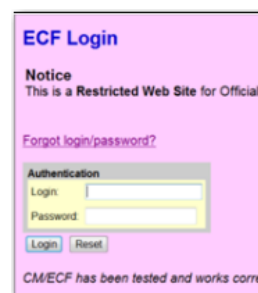
Forgot Your Login and Password?

Let's face it, in this day and age we all have several logins and passwords to keep track of. Here are some tips for keeping track of your passwords:

- ✓ Use a phrase that you will remember and take just the first letter of each word of the phrase. For example, "Positive Things Happen To Positive People" So your password might be PTHTPP. From there you can add numbers that make you think of something positive. Like PTHTPP777 or add 7's between the letters for P7T7H7T7P7P7. The point is that those passwords would be difficult to hack, but easier for you to remember.
- ✓ Use symbols as words or letters: For example, if you use HappyFriday for your password, replace the a for @ and the H for # so your password now becomes #@ppyFrid@y. Again, this is a difficult password to hack, but easier for you to remember.
- ✓ A lot of people like to use their loved one's names in their passwords. The problem with this is that they are easy for someone who knows you to guess. Instead, try rearranging the letters or putting their birthdate in between the letters. For example, if you use Johnny0428 for your password, try John04nny28 or 04ynnhoj28. These would be much more difficult for someone to guess, yet you should be able to remember it.
- ✓ If after using these trick you're still not able to keep track of all your passwords, you can use some of the new services available that allow you to store all the logins and passwords into the program and then use just one password to manage them all. These programs can be easily found doing an Internet Search for "Password Manager."



Following these tips won't guarantee that you won't forget a password. Most websites include a reset option to make it easier to gain access. This includes the court. If you forget your login and password to access CM/ECF, you can click the link above the login to reset your password. In most cases the password will be reset automatically and emailed to you. In some instances, it may take a bit longer if staff needs to perform the reset manually. For more information and instructions, got to: http://www.mied.uscourts.gov/CMECF/Policies/Password_reset.pdf





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Is It Discovery?

The following documents are considered discovery and should not be filed with the court:

- ✓ Depositions
- ✓ Interrogatories
- ✓ Initial Disclosures
- ✓ Request for Admission
- ✓ Request for Physical Examination
- ✓ Request for Production of Documents
- ✓ Request for Inspection
- ✓ Subpoena
- ✓ Subpoena Duces Tecum
- ✓ Certifications of service on any of the above documents
- ✓ Notices of any of the above documents

[LR 26.2](#)

Click the link above to read the Local Rules on the Court's website regarding the filing of discovery.

Filing of discovery will result in a Notice of Error issued to the filing user. Four or more Notices of Error in a six-month period require that the filing user's name be submitted to the Court in accordance with the [Procedure To Address Non-Compliance with ECF Policies](#)

E-Filing Vs. Submitting



Submitted to the Court does not always mean it should be electronically filed. Often times, be sure to consult the local rules before filing a document electronically based on the order to submit. An example of this is: Criminal Witness Lists which should not be filed, but submitted to the Judge.

Currently Supported Internet Browsers

CM/ECF is a "web-based" program. That means that it must be accessed through an Internet browser. Not all browsers are created equal and some are compatible with CM/ECF and others are not. Currently the system supports the following browsers. If you are using anything other than the browsers listed below, you may encounter problems when e-filing.



Internet Explorer
versions 8 or 9



Mozilla Firefox
Current versions



For Comments or Questions about this Newsletter email
attyhelp@mied.uscourts.gov