

U.S. District Court Northern California ECF Registration Information Handout

The case you are participating in has been designated for this court's Electronic Case Filing (ECF) Program, pursuant to Local Rule 5-4 and General Order 45. Follow the steps outlined below to begin e-filing:

- Serve** this ECF Registration Information Handout to **all** parties in the case along with the complaint or removal notice. **DO NOT** serve the e-filer application form, just this handout.

Each attorney representing a party must:

- Register** to become an e-filer by completing the application form. Follow the instructions carefully. If you are already registered in this district, your registration is valid for life on ECF case filings in this district. **DO NOT** register again.
- Email** (DO NOT E-FILE) the complaint or removal notice and all attachments, in PDF format, within ten (10) business days, following the instructions below. You do not need to wait for your ECF registration to be complete to email the court.
- Access dockets and documents using your **PACER** (Public Access to Court Electronic Records) account. If your firm already has a PACER account, please use that account. It is not necessary to have individual PACER accounts for each user in your office.

PACER registration is free. To set up an account, visit: <http://pacer.psc.uscourts.gov> or call **(800) 676-6856**.

BY SIGNING AND SUBMITTING TO THE COURT A REQUEST FOR AN ECF USER ID AND PASSWORD, YOU CONSENT TO ENTRY OF YOUR EMAIL ADDRESS INTO THE COURT'S ELECTRONIC SERVICE REGISTRY FOR ELECTRONIC SERVICE ON YOU OF ALL E-FILED PAPERS, PURSUANT TO RULES 77 AND 5(b)(2)(d) OF THE FEDERAL RULES OF CIVIL PROCEDURE.

- All subsequent papers submitted by attorneys in this case shall be filed electronically.
- Unrepresented litigants must file and serve in paper form, unless prior leave to file electronically is obtained from the assigned judge.

ECF registration forms, interactive tutorials, and complete instructions for e-filing may be found on the ECF website: <https://ecf.cand.uscourts.gov>.

Submitting Initiating Documents by Email

PDF versions of all the initiating documents originally submitted to the court (complaint, notice of removal, exhibits, etc.) must be emailed NOT E-FILED to the PDF email box for the presiding judge (not to the referring judge, if there is one) within 10 (ten) business days of opening your case.

For a complete list of Judge's email addresses, visit:
<http://ecf.cand.uscourts.gov> and click on Judges.

You must include the case number and judge's initials in the subject line of all relevant emails to the court. You do not need to wait for your ECF registration to email these documents. These documents must be emailed NOT E-FILED to prevent duplicate entries in the ECF system. All other documents from this point forward must be e-filed. You DO NOT need to e-file or email the Summons, or any documents issued by the court at case opening.

NOTE: You MUST e-file the Summons returned.

Converting Documents to PDF

Documents submitted to the court via ECF will only be accepted in a PDF file format. Instructions for creating PDF files can be found on the ECF website, visit:
<http://ecf.cand.uscourts.gov> and click on FAQ.

Email Guidelines

When sending an email to the court, the subject line must contain:

- Case number
- Judge's initials
- Type of document(s) you are sending, and/or the topic of the email.

The examples below demonstrate subject lines for case number 03-09999 before the Honorable Charles R. Breyer:

Complaint Only: 03-09999 CRB Complaint

Complaint and Notice of Related Case: 03-09999 CRB Complaint, Related Case

Complaint and Motion for Temporary Restraining Order: 03-09999 CRB Complaint, TRO

Questions

For case-specific questions or for questions on procedure, please contact the Case Systems Administrator for your assigned Judge directly. Visit <http://www.cand.uscourts.gov> and click on Judges for contact information.

Most e-filing questions can be answered online. Visit <http://ecf.cand.uscourts.gov> and click on FAQ. You may also email ECF Help Desk at ecfhelpdesk@cand.uscourts.gov or call toll-free **(866) 638-7829**. The ECF Help Desk is available Monday through Friday from 9:00 a.m. to 4:00 p.m. Pacific, excluding court holidays.