

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

**CHECKLIST FOR ATTORNEYS  
USING THE ELECTRONIC FILING SYSTEM**

**PREPARING THE DOCUMENT** - Please make sure:

- The document is named in accordance with the Court's approved dictionary/event list
- The signature line contains "/s/ Attorney's Typed Name"
- Personal identifiers are not included in the document
- Any memorandum supporting or opposing a motion is a separate document
- The document is not sealed, ex parte or to be filed as part of the ADR program

**CREATING THE PDF DOCUMENT** - Please make sure:

- If the document has been created using a word processing application, it must be converted to PDF format instead of printed and scanned to create the PDF
- The PDF file is not more than 2MB in size
- 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 a separate PDF file
- The main pleading is a separate document from any attachments, and each exhibit is an additional PDF document.

**ELECTRONICALLY FILING THE DOCUMENT**- Please make sure:

- The name of the attorney logged into ECF must match the attorney's name on the signature line
- The correct case number is entered and verify that information at the top of the screen
- Choose the most accurate /appropriate event from the menus provided
- If asked to create an association between the attorney and party, do so whenever appropriate.  
NOTE: 'Lead' is optional, **never** remove the check from the 'Notice' box
- If filing a notice of appearance, file a separate notice for each attorney, using each attorney's ECF login and password
- If filing a multi-part motion, select ALL appropriate reliefs
- If a response date is displayed, do not change it
- Exhibits and other attachments, other than the memorandum, are to be filed as attachments to the main document
- When filing a motion for leave to file a document, the subject document is to be filed as an electronic attachment to the motion - not as a separate entry
- A proposed order is a separate PDF file
- If given the opportunity to create a link to an existing document, do so if appropriate, e.g. memo in support/opposition should be linked to motion
- You may use the optional text box, when given the opportunity, to further describe your pleading  
Rule of thumb: the docket text should accurately reflect the title of the pleading being filed
- If the optional text box is used, make sure that the information added is descriptive and not a separate entry
- If filing a notice of change of address, be sure to also go to the Utilities menu to make the necessary updates on the 'Maintain Your Account' screen(s)
- If a fee is required, it must be received by the Clerk's Office within 24 hours of filing of document accompanied by a copy of the NEF

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NOTE: The Court's Administrative Procedures, a User Guide/Training Manual and a list of all menu options are available on our web page, at [www.mad.uscourts.gov](http://www.mad.uscourts.gov). Please follow the links on the left hand side of the page, under 'CM/ECF E-Filing'.