



US COURTS  
District of Idaho

CASE MANAGEMENT  
**CM/ECF**  
ELECTRONIC CASE FILES

*\*Please note that the latest draft of the District of Idaho CM/ECF General Order and Electronic Filing Procedures, as well as other relevant CM/ECF information and registration instructions, can be accessed on our website at [www.id.uscourts.gov](http://www.id.uscourts.gov) by clicking on the Electronic Case Filing icon.*

### **When is the registration deadline for the CM/ECF Program in the District of Idaho?**

Pursuant to General Order 187, unless exempted for good cause shown, all attorneys appearing in the District and Bankruptcy Court shall be **required** to become a Registered Participant by **January 1, 2005**, so that they may receive orders and notices of the Court through CM/ECF. (Fax noticing will no longer be available after that date.)

### **What documents may *not* be filed electronically under the District of Idaho CM/ECF Program?**

Criminal complaints and indictments; civil complaints, removals, and cover sheets; any document filed by a party proceeding *pro se*, unless otherwise approved by the court; administrative records over 3 megabytes; confidential agreements, Grand Jury material and warrants; Social Security transcripts; state court records submitted with a respondent's answer to a habeas corpus petition; discovery materials, except when used at trial or in support of any motion, including a motion to compel or for summary judgment; petitions for *pro hac vice* admission; and any document that cannot be scanned or otherwise converted to electronic format.

### **How should I submit Proposed Orders under the new Electronic Case Filing System?**

Proposed orders are to be submitted by e-mail in a format compatible with WordPerfect version 5.1 or higher, unless expressly directed by the Court to be submitted in a different format. All proposed orders must list in the e-mail subject line, the case number and the docket number of the motion filed electronically, which is the subject of the proposed order. (e.g. CV-05-23-S-EJL, docket # 10 or 05-01923-TLM, docket # 5) Proposed orders shall be e-mailed to the following addresses:

#### District Court

BLW\_Orders@id.uscourts.gov  
EJL\_Orders@id.uscourts.gov  
LMB\_Orders@id.uscourts.gov  
MHW\_Orders@id.uscourts.gov  
VistingJudgeOrders@id.uscourts.gov

#### Bankruptcy Court

OrdersSouth@id.uscourts.gov  
OrdersNorth@id.uscourts.gov  
OrdersEast@id.uscourts.gov

### **Is formal CM/ECF training being offered by the District of Idaho?**

Yes. The District of Idaho is now conducting formal CM/ECF training sessions throughout the state.

### **How do I enroll in the training sessions being offered?**

Go to our website at [www.id.uscourts.gov](http://www.id.uscourts.gov) and click on the CM/ECF logo then "Training/Class Schedule." There you can view the date, time, location, duration and emphasis of the numerous training classes being offered, as well as enroll online. You can also ascertain the number of spots remaining for a particular class.

**Do I need to register for the CM/ECF Program prior to attending the training?**

Yes, to participate in the formal training programs, a court-issued login and password is required. You can register online and then immediately enroll in any open training session.

**Are the CM/ECF training sessions “hands-on?”**

Yes, every participant is provided with a computer loaded with the CM/ECF software and database, and thereby gain first hand experience in performing a series of electronic filings for various types of documents. Depending upon location, class size will be limited to 24 slots to ensure that all participants receive personalized attention..

**What hand-out materials will I receive at the training sessions?**

All training session participants will receive a comprehensive hand-out containing all relevant CM/ECF information including: electronic filing procedures; general order; print screen examples; information on the credit card payment module; event codes; style guide; information concerning hardware & software requirements; and vendor contacts.

**As an attorney, I intend to delegate some of the electronic case filing duties and responsibilities to my legal assistant. Do I still need to attend a formal training session?**

Yes, it is imperative that any attorney, as well as any authorized staff member who will be involved in the electronic case filing process, attend a Court sponsored CM/ECF training session (although it does not necessarily have to be the same session.) Remember, the attorney is the “Registered Participant” to whom the login and password is assigned and who, in turn, decides which staff members are authorized to use it.

**Will there be training sessions offered after the January 3<sup>rd</sup> CM/ECF implementation date?**

Yes, training sessions will continue to be offered statewide subsequent to the “go-live” date of January 3, 2005. Please check our website under CM/ECF/Training for the schedule or contact Suzi Butler at (208) 334-9208.

**If I have a specific question or problem relating to CM/ECF who should I contact?**

Depending upon the nature and immediacy of the CM/ECF question or problem, please use the following contacts:

Technical (Hardware/Software) Questions: [techhelp@id.uscourts.gov](mailto:techhelp@id.uscourts.gov)

Training Questions: [suzi\\_butler@id.uscourts.gov](mailto:suzi_butler@id.uscourts.gov) or [training@id.uscourts.gov](mailto:training@id.uscourts.gov)

Procedural Questions: [ecfhelp@id.uscourts.gov](mailto:ecfhelp@id.uscourts.gov)

Returned Mail: [ecf@id.uscourts.gov](mailto:ecf@id.uscourts.gov)

If you need immediate assistance, please call our ECF Help Desk at 1-800-699-9842.