

Common Filing Miscues in ECF

The attorney filing the document does not match the signature of the attorney on the document. Followed by "No Signature" on the document (the signature line is blank).

The proposed order is part of the motion. It should be filed as an attachment to the motion.

The motion is filed with no proposed order. The proposed order must be filed as an attachment to the motion.

The brief is submitted as an attachment to the motion. The brief must be submitted as a separate main document (by selecting the correct event under Responses, Replies and Briefs) and then linked to the motion.

A motion is filed requesting multiple reliefs, but only one relief is selected under the Motions category, and the other reliefs are typed in.

The most serious infraction would probably be attorneys filing for a client, but are not on the docket as attorneys for the party. Time consuming errors from attorneys include Brief and/or Concise statements filed with the main document as attachments and one relief used when actually two or three exist.

The event selected to file a document does not match the title of the document. I have found that this mistake is made most often in the Responses, Replies and Briefs category.

No proposed order with motion OR the proposed order filed as part of motion.

Main documents such as briefs or pretrial statements filed as attachments.

Selecting incorrect events (ex. filing an appendix as a motion).

Motioning the Court for leave to file a document, and then filing said document without waiting for the Court to rule on said motion.