

**M E M O R A N D U M**

**TO: North Dakota Attorneys who Practice in Federal Court**

**FROM: Daniel L. Hovland, Chief Judge, U.S. District Court**

**DATE: September 8, 2006**

**IN RE: IMPLEMENTATION OF CM/ECF**

\* \* \* \* \*

It has nearly been one year since the District of North Dakota began electronic case filing using the CM/ECF system. Prior to implementation, there was careful planning and preparation in order to provide a secure and convenient system for filing parties. I am pleased to report that the transition to electronic case filing was, and continues to be, a success.

The Administrative Policy Governing Electronic Filing and Service, as amended, was approved and adopted on March 1, 2006. A complete copy of the Administrative Policy is available on the court's website at [www.ndd.uscourts.gov](http://www.ndd.uscourts.gov) (Click on the CM/ECF link)

Section 1(B) of the policy states:

Effective January 1, 2007, the use of ECF by attorneys will be the **standard of practice** (emphasis added). All documents must be filed using ECF, unless specifically exempted under Section IX of these administrative Policies or unless an individual attorney receives leave of court to not use the system based upon a showing of good cause.

To paraphrase, effective January 1, 2007, you will no longer be able to file paper documents without prior permission from the Court.

If you have not registered as a user of the CM/ECF system, I encourage you to do so as soon as possible. To access the CM/ECF system in the District of North Dakota you must be an attorney admitted to practice in the federal bar in North Dakota and you must be registered to use the system. The Attorney Registration Form is available on the court's website (attached).

The Court is committed to helping attorneys and their staff successfully transition to electronic case filing. We began offering training sessions to attorneys and their staff in March 2006. Since that time, approximately 300 attorneys and support staff have completed CM/ECF training. **Attorneys who receive the training are expected to conduct all subsequent filings via the CM/ECF system.**

While CM/ECF training is not a mandatory requirement, I strongly encourage you and your staff to attend the training sessions offered by court staff. Training sessions are offered in Fargo, Bismarck, and Minot and have been approved by SBAND for four (4) hours of CLE credit. You may

register for training on the Court's website.

In addition to the training sessions offered, the Court has Help Desks in Bismarck and Fargo (with toll free numbers); a Help Desk email address in Bismarck and Fargo; and a User's Manual which is available on the Court's website.

Thank you for your cooperation in using the CM/ECF system.