

TOP TEN E-FILER PROBLEMS

10. **FAILING TO FILE A "NOTICE OF CONVENTIONAL FILING"** - for documents filed with the clerk's office in paper form that will not be scanned. e.g. administrative records, photographs, etc.
9. **FAILING TO PROPERLY FILE A MOTION FOR LEAVE TO FILE** - a document that has been attached as an exhibit to a motion for leave to file must be re-filed after leave to file is granted.
8. **FAILING TO NOTIFY THE CLERK'S OFFICE OF E-MAIL ADDRESS CHANGES** - or removing email addresses of attorneys or staff who have left a law firm.
7. **FAILING TO FILE APPEARANCES** - or when attorneys do file appearances, failing to link to the right party or failing to link to any party.
6. **FAILING TO WITHDRAW APPEARANCES** - when moving to another firm or being rotated to another office.
5. **MISNAMING DOCUMENTS** - docketing memorandums as motions, motions as notices, etc.
4. **FAILING TO SELECT MULTIPLE MOTIONS** - when filing alternative motions, e.g., Motion to Dismiss or for Summary Judgment.
3. **FAILING TO PROPERLY LINK MEMORANDUMS IN SUPPORT/OPPOSITION AND REPLIES** - to the motions to which they related.
2. **FAILING TO EDIT AND REVIEW DOCKET ENTRIES BEFORE SUBMITTING** - a common error is the redundant entry of the name of a filing or the name of a filing party. Make certain all information is correct before final submission.
1. **FAILING TO CALL THE CLERK'S OFFICE CM/ECF HELP LINE (801)524-6851** - when unable to locate the proper event (or otherwise confused.) Creativity is NOT encouraged.



GOLDEN RULES FOR FILING

- Is this a confidential document that should not be filed?
- Are all my attachments with the pleading and do I have the correct attachments?
- Did I clearly label all my attachments?
- Did I properly identify the documents that I filed?
- If you file paper, you must serve paper.
- If in doubt, call the Help Desk.