

District Of Utah  
CM/ECF  
Administrative Procedures  
Manual

Version January 19, 2011

## INTRODUCTION AND DEFINITIONS

On May 2, 2005, the United States District Court for the District of Utah adopted electronic case files as part of the implementation of its new Case Management/Electronic Case Files (CM/ECF) system. This new system, developed at the direction of the Judicial Conference of the United States, is being implemented in federal trial courts throughout the country. During the summer of 2005, registration and training began for all members of this Court's Bar. Electronic filing is now mandatory.

The Court's official case file now comprises electronic documents, which are the electronic version of pleadings, motions, and other official case documents formerly filed in paper format. An electronic document has the same legal status and effect as a paper document. Electronic filing is the electronic transmission of a Portable Document Format (PDF) document to the Court for inclusion in the case file; transmission is accomplished by a user uploading the document directly from a computer using the Court's CM/ECF system. Electronic filing includes transmission of both text PDF documents and scanned documents converted to PDF format. A document created with most standard word processing programs can be converted to PDF. The PDF conversion program, in effect, freezes the document so that the converted document can be opened across a broad range of hardware and software with the layout, format, links, and images intact. The text PDF converted documents are also searchable electronically. Documents which have not been created on the filer's word processing system are scanned and saved as an image PDF, then attached to electronic documents and filed with the court. (Electronic filers are encouraged to configure their scanners for black and white at 200 or 300 dots per inch (dpi), rather than color or gray scale scanning, unless color is necessary for court use of the image PDF.)

Notice to efilers that an entry has been made to a CM/ECF case docket is effected by means of a Notice of Electronic Filing (NEF). The NEF is generated by the Court's system and sent by email to counsel of record. For efiled documents, the NEF (i) serves as verification of the court's receipt of the electronic pleading, and (ii) constitutes official notice to all other efilers. The NEF includes the docket entry as well as a link to the filed document.

The Court has developed several tools to assist electronic filers. The authority for efilings is in the Court's Rules of Practice. This Administrative Procedures Manual supplements those rules by providing administrative guidance to attorneys using the CM/ECF program. Attorneys should follow these administrative procedures when preparing electronic documents for filing with the Court. A separate manual, Court's *CM/ECF User's Manual*, provides step-by-step instructions on the process of filing electronically. A third resource guide, the Quick-reference for Utah Information Regarding Docketing Differences (QUIRKS), contains key information on how to ensure the accuracy of electronic filings. Amendments to these resources and updates to these procedures are posted on the Court's website: <http://www.utd.uscourts.gov>. The Court also maintains a Help Desk to answer inquiries about CM/ECF and electronically filing court documents. The Help Desk number

is (801) 524-6851 and is available between 1:00 p.m. and 4:30 p.m. each day or before 1:00 p.m., call 801-524-6100. The Court's PACER system, which provides access to electronic case information, also has a Help Desk which can be reached at 1-800-676-6856.

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## I. BECOMING AN ELECTRONIC FILER OR EFILER

### A. REGISTRATION

1. All attorneys who are members of the Bar of this Court or admitted to practice pro hac vice are eligible to register to become efilers with access to the Court's Electronic Case Files. Registration is required for each individual attorney. No law firm may register as an efiler.
2. Parties appearing pro se shall file conventionally absent an order of the Court allowing registration as an efiler.
3. An attorney wishing to register as an efiler shall:
  - a. complete the Court's training program or provide reasons why the training requirement should be waived (see paragraph 4 below);
  - b. complete and submit a registration form;
  - c. maintain current telephone numbers, mailing and email addresses with the Court at all times. An efiler whose email address, mailing address, and/or telephone number have changed from what is noted on his/her Registration Form shall inform the Court and all other parties of those changes within 24 hours.
4. Attendance at a court-sponsored training session may be waived if the attorney registering as an efiler either:
  - a. is a registered electronic filer for CM/ECF in another federal district court;
  - b. is a registered electronic filer in the District of Utah Bankruptcy Court;
  - c. has received training equivalent to the court's training sessions from an in-house trainer approved by the Court; or
  - d. has successfully completed CM/ECF training tutorials available on the Court's website.
5. A Filing User shall electronically file all materials that the attorney files in the Court, except those which the court requires to be filed conventionally. See Conventional Filing.
6. The Court shall disable an efiler's login and password if the efiler fails to maintain active status as a member of the Bar of the Court or is suspended for disciplinary reasons.

7. If an efiler has a high rate of errors in electronic filing, he or she will be contacted to arrange for additional training. If, after additional training, the efiler is still unable to successfully file electronically, the Court may require the efiler to file conventionally.
8. The Court may disable an efiler's login and password if the Court determines they have been used in violation of these Administrative Procedures or if other abuse of the system is attributable to that efiler.

## II. PREPARING PAPERS FOR COURT FILING

### A. SIGNATURES

1. Filing Attorney's Signature. Each attorney who files electronically shall be issued a login name and password by the Court. The attorney is responsible for maintaining the security of that login and password. The submission of a document that is (i) signed with an "/s/attorney name" or electronic image of the attorney's signature, and (ii) filed under that attorney's login and password, shall constitute an original signature for purposes of Federal Rule of Civil Procedure 11. CM/ECF presently cannot accommodate documents which have been digitally signed using Adobe Acrobat's Digital Signature feature.
2. Signatures of Other Attorneys. When a document to be filed requires the signature of attorneys other than that of the filing attorney, such as a stipulation, the attorney may obtain approval from any other attorney to state that the other attorney has authorized the filing attorney to electronically sign the document. Such approval shall be indicated by any of the following:

- a. Verbal Approval for Electronic Signature

/s/ Other Attorney

*(Signed by Filing Attorney with permission of Plaintiff Attorney)*

Electronic Signature or /s/ Filing Attorney

The filing attorney is responsible for maintaining a record of when and how permission was obtained to sign the other attorney's name until all appeals have been exhausted or the time for seeking appellate review has expired.

- b. Approval by Signature. The filing attorney may obtain and maintain a paper copy of the document signed by the other attorney. Possession of a signed copy shall be indicated as follows:

/s/ Other Attorney

*(Signed copy of document bearing signature of Other Attorney is being maintained in the office of the Filing Attorney)*

Electronic Signature or /s/ Filing Attorney

The filing attorney shall maintain the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

- c. Scanned Signatures. The filing attorney may obtain original signatures, scan the signature page only and file it as an attachment to the pleading or other paper. The filing attorney shall maintain the signed original until all appeals have been exhausted or the time for seeking appellate review has expired.
  3. Non-Attorney Signatures: Documents that are required to be signed by persons who are not counsel of record (e.g. verified pleadings, contracts, affidavits, etc.) may be submitted in electronic format in any of the following ways, provided that the filer maintains the signed original until all appeals have been exhausted or the time for seeking appellate review has expired:
    - a. An electronic version of the document bearing "/s/name" can be filed along with a statement that the filer has the signed original, for example:

/s/ Party Smith\*  
(\* I certify that I have the signed original of this document which is available for inspection during normal business hours by the Court or a party to this action.)

Electronic Signature or /s/Filing Attorney
    - b. An electronic version of the document bearing "/s/name" can be filed with a scanned copy of the signature page as an attachment.
    - c. If the document containing original signatures is not digitally available, it may be scanned and then filed electronically.
4. Signatures in Criminal Cases. Documents in criminal cases requiring the signature of a non-attorney, such as a grand jury foreperson, a defendant, a third-party custodian, a United States Marshal, or an officer from the Court's Probation and Pretrial Services Office will be presented in paper format to the Office of the Clerk, scanned by the Clerk, docketed in the ECF System, and retained in paper format.
5. Signature Disputes. Anyone who disputes the authenticity of any signature must file an objection to the pleading or other paper within (10) days of the filing of that document.
6. Signatures of Judges and Court Officials. The submission of a document, signed with an "/s/ name" or electronic image of the traditional signature when filed with the login and password of a judge or court official, shall constitute

an original signature for all purposes. In addition, an order of the Court may be entered as a docket text order without any accompanying document or image.

## B. FILING STANDARDS

1. All motions, pleadings, applications, briefs, memoranda of law, or other documents in civil and criminal cases except those listed under the Conventional Filing Section (pg. 7), shall be electronically filed in PDF (Portable Document Format) form on the ECF System with a page setup of 8 1/2 x 11 inches, portrait format, on white background, with a top margin of not less than 1 1/2 inch, all other margins of not less than 1 inch, designed for printing only on one side of the paper. Subject to order of the court or of a judge in a specific case, the documents listed under the Conventional Filing Section (pg. 7) shall not be presented for filing in electronic format, but shall be submitted in paper.
2. Documents may also be submitted on CD ROM, DVD or other medium as directed by the court, must only contain documents relating to a single case and must be labeled with the attorney's name, the case number, case name, a brief description of the documents on the medium, and the phone number of the attorney submitting the medium.

## C. TECHNICAL REQUIREMENTS

1. An electronically filed document may contain hyperlinks to other portions of the same document. Also, citations of legal authority in standard citation format may be hyperlinked to recognized electronic research services, such as Westlaw, Lexis/Nexis, Findlaw and official government sites. Hyperlinks to cited legal authority may not replace standard citation format. Neither a hyperlink, nor any site to which it refers, shall be considered part of the record. No electronically filed document may contain hyperlinks other than internal hyperlinks to the document itself and hyperlinks to cited legal authority.
2. No embedded data shall be allowed in documents efiled with the Court.
3. No single document over five megabytes in size shall be electronically filed without prior leave of the Court<sup>1</sup>. Whenever technically feasible, all documents electronically filed in the system must be prepared as "text PDF" documents converted to PDF format electronically and not by scanning.

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<sup>1</sup> Any document greater than 200 pages shall be filed conventionally.

## D. PRIVACY

1. All counsel should carefully review proposed pleadings and attachments with regard to the inclusion of personal information. Certain types of sensitive information should not be included in documents filed with the Court. Personal information not protected will be available on the Internet via CM/ECF. If sensitive information must be included, the personal data identifiers must be redacted in the document.
  - a. Social Security numbers - show only the last four numbers;
  - b. Names of minor children - show only the initials;
  - c. Dates of birth - show only the year;
  - d. Financial account numbers - show only the last four numbers; and
  - e. Home addresses - show only the city and state.
  
2. In addition, counsel shall carefully consider whether the following types of information should be redacted in court filing:
  - a. Personal identifying numbers such as driver's license number;
  - b. Medical records including treatment and diagnosis records;
  - c. Employment history;
  - d. Proprietary or trade secret information;
  - e. Information regarding an individual's cooperation with the government;
  - f. Information regarding the victim of criminal activity;
  - g. National security information; and
  - h. Sensitive security information described in 49 U.S.C. § 114(s).
  
3. It is the sole responsibility of counsel and the parties to redact personal identifiers; the Clerk will not review any efiled document to determine whether it includes personal information. All efilers should review the Judicial Conference Privacy Policy and applicable court rules before entering documents on the CM/ECF system: <http://www.privacy.uscourts.gov>

## E. ATTACHING EXHIBITS TO A DOCUMENT

1. Exhibits in support of a motion or memorandum or attached to a declaration or affidavit shall be filed electronically in PDF format.
  
2. The filer shall verify the readability of scanned document exhibits before submitting them to the court. Text PDF files are preferred, but image PDF documents will be accepted.

3. Filers shall attach only those excerpts of referenced documents which are directly germane to the matter under consideration, clearly labeling them as excerpts. Filing of an excerpt does not affect the ability to subsequently file additional excerpts or even the full document, if allowed by the court.
4. Exhibits totaling 10 or fewer pages shall be filed as a single PDF attachment to the parent document with an index page including the title of the exhibit and the exhibit number. The index should be attached to the memorandum. The use of PDF bookmarks is strongly encouraged.  
[\[Instructions on how to create bookmarks\]](#)
5. Exhibits totaling more than 10 pages shall be electronically filed as follows:
  - a. Create an index to the exhibits, including the title of the exhibit and the exhibit number. Then attach the index to the memorandum.
  - b. Title and number each exhibit, then attach each exhibit to the memorandum.
  - c. Any single exhibit larger than five megabytes shall be divided into parts or sections smaller than five megabytes and shall be clearly labeled.
  - d. The use of PDF bookmarks is strongly encouraged  
[\[Instructions on how to create bookmarks\]](#)
6. Where the filing will include 15 or more separately efiled exhibits, the filer shall conventionally file the pleading, or alternatively, reasonably combine the exhibits in electronic format to make a smaller number that fit within the other size constraints of the system.
7. If the exhibit cannot be filed electronically, the filer shall (i) electronically file a notice of conventional filing; (ii) submit the original exhibit and a judge's copy to the Court for filing; and (iii) conventionally serve any opposing party. This provision applies to administrative records, sealed exhibits or diagrams and photographs which cannot be scanned into PDF format. The filing party shall file an original of the exhibits with the Clerk. The exhibits may be in an 11 x 9-inch pressboard binder and clearly identified with case name and number. A courtesy copy of the exhibits, tabbed and enclosed in a three-ring binder, shall be provided for chambers' use.

## F. CONVENTIONAL FILING/ COURTESY COPIES

1. Paper documents presented to the Court for conventional filing may be scanned and docketed. The scanned PDF image will become the official court record, except for documents filed pursuant to paragraph 4, below.
2. Attorneys or parties filing conventionally shall continue to provide courtesy copies at the time of filing. This includes documents filed under seal. Courtesy copies shall be clearly identified as such in capital letters on the face sheet of the courtesy copy.
3. Attorneys who efile documents and pleadings are not required to provide courtesy copies to the Court with the following exceptions. Paper courtesy copies shall be delivered for:
  - a. all dispositive motions;
  - b. memoranda with exhibits exceeding 10 pages;
  - c. any other documents for which a judge specifically requests paper courtesy copies; and
  - d. filings in cases assigned to Senior Judges Jenkins and Sam.

Counsel may deliver paper courtesy copies of other materials. Courtesy copies may be mailed directly to chambers or dropped off at the Office of the Clerk with a designation of the chambers to which they should be delivered. [Counsel *may* deliver paper courtesy copies of other materials.]

4. Attorneys shall file the following types of papers conventionally:
  - a. Administrative records
  - b. State court records and transcripts
  - c. Pleading and other papers filed pro se
  - d. Ex parte submissions to the court
  - e. Sealed documents
  - f. All charging documents in criminal cases (including the complaint, information, and indictment)
  - g. All documents signed by a defendant in a criminal case;
  - h. Criminal Justice Act vouchers
  - i. Documents that exceed five (5) megabytes when converted to PDF that cannot be separated into smaller than five megabyte segments.

Note that a filing user may file exhibits to a pleading conventionally if the exhibits are photographs or other material which can not be easily viewed or submitted in electronic format. See paragraph E 6 above.

5. A Filing User shall electronically file all materials filed in the court with the exception of those listed in the preceding paragraph. *A Filing User who files a document conventionally due to size limitation, an exhibit that can not be scanned or other reason shall electronically file a Notice of Conventional Filing.* (This requirement may be removed in the future)
6. Attorneys filing civil complaints in paper must also submit the opening document(s) and cover sheet on a disc in PDF format. .

#### G. SUBMISSION OF PROPOSED DOCUMENTS

Proposed Orders, Judgments, Jury Instructions, Voir Dire Questions, and Findings of Fact and Conclusions of Law.

1. No proposed order in support of a motion shall be transmitted to chambers prior to the filing and docketing of the motion to which the proposed order relates. Other proposed orders pursuant to DUCivR 54-1, proposed jury instructions, voir dire questions and findings of fact and conclusions of law shall be transmitted to the Court in the manner prescribed in the scheduling order of the Court. Proposed orders, judgments, voir dire questions, jury instructions, and findings of fact and conclusions of law shall be (i) prepared as word processing documents; (ii) saved in WordPerfect or Word format, and (iii) transmitted to the assigned judge via email. A courtesy copy shall be provided to all other parties. An additional copy of the proposed order, judgment, jury instruction, voir dire questions, or findings of fact and conclusions of law shall be saved as a PDF file and filed electronically as an attachment to the motion to which the order relates or, for other documents, as ordered by the Court.
2. If the case has been referred to a magistrate judge under 28 U.S.C. § 636(b)(1)(A):
  - a. Proposed orders corresponding to non-dispositive civil motions (e.g. motions to compel, motions to modify scheduling orders, etc.) shall be submitted to the assigned magistrate judge, and
  - b. Proposed orders corresponding to dispositive motions (e.g. motions to dismiss, motions for summary judgment, motions to remand, etc.) and motions relating to dispositive motions or trial (to extend briefing deadlines, continue trial, motions in limine) shall be submitted to the assigned district judge.
3. If the case has been referred to a magistrate judge under 28 U.S.C. § 636(b)(1)(B),

- a. All proposed orders, except orders related to objections to an order of the magistrate judge, shall be submitted to the assigned magistrate judge; and
  - b. Proposed orders relating to objections to an order of the magistrate judge shall be submitted to the assigned district judge.
4. If in doubt as to whether to email the proposed order to the assigned magistrate judge or to the assigned district judge, do not submit it to both judges. Rather, the proposed order shall be emailed to the magistrate judge who will, if appropriate, forward the proposed order to the assigned district judge.
  5. Proposed orders or other documents shall be clearly identified in the subject line of the sender's email as follows:

Proposed order in (case title) and (case number)

Plaintiff/Defendant's Proposed Jury Instructions in (case title) and (case number)

Plaintiff/Defendant's Proposed Findings of Fact and Conclusions of Law in (case title) and (case number)

Proposed Judgment in (case title) and (case number)

6. The proposed documents shall be emailed to the following mailboxes.

*utdecf\_stewart@utd.uscourts.gov*

*utdecf\_benson@utd.uscourts.gov*

*utdecf\_jenkins@utd.uscourts.gov*

*utdecf\_sam@utd.uscourts.gov*

*utdecf\_kimball@utd.uscourts.gov*

*utdecf\_campbell@utd.uscourts.gov*

*utdecf\_nuffer@utd.uscourts.gov*

*utdecf\_alba@utd.uscourts.gov*

*utdecf\_wells@utd.uscourts.gov*

*utdecf\_warner@utd.uscourts.gov*

*utdecf\_braithwaite@utd.uscourts.gov*

*ipt@utd.uscourts.gov*

*Chief Judge Ted Stewart*

*Judge Dee Benson*

*Senior Judge Bruce S. Jenkins*

*Senior Judge David Sam*

*Senior Judge Dale A. Kimball*

*Senior Judge Tena Campbell*

*Chief Magistrate Judge David Nuffer*

*Magistrate Judge Samuel Alba*

*Magistrate Judge Brooke C. Wells*

*Magistrate Judge Paul M. Warner*

*Magistrate Judge Robert T.*

*Braithwaite*

*Proposed Scheduling Orders*

Documents prepared for the signature of the clerk of court, such as default certificates, orders to extend time under DUCivR 77, **civil summons**, etc. shall be emailed to

*utdecf\_clerk@utd.uscourts.gov*

7. The court will continue to docket some pleadings and papers that add parties to the CM/ECF database. These pleadings shall be emailed, in PDF format to

*utdecf\_clerk@utd.uscourts.gov*

Pleadings that can add parties include

Motion to Intervene

Motion to File Amicus Brief

Returns of Summons

Return of Service of Forfeiture

Complaints, Amended Complaints, Cross claims, Counterclaims, and Third-Party Complaints may be efiled with the court, but the Clerk's office, by way of QC, will add new parties or term parties no longer involved in a case.

## H. SERVICE

1. Attorneys of record who are currently registered to receive notices, orders, and judgments electronically from the Court will receive a Notice of Electronic Filing (NEF) whenever a document is filed in a case.
2. The Court will issue a summons upon the filing of a civil complaint. The summons and complaint shall be served on the defendant(s) as provided in Federal Rule of Civil Procedure 4. The returned summons may be either (i) imaged and electronically filed by the party who served the summons, or (ii) filed conventionally.
3. Subsequent to the filing of the complaint and pursuant to Federal Rule of Civil Procedure 5, papers will be served upon opposing counsel and/or parties as follows:
  - a. If an attorney files a paper document with the Clerk, paper copies shall be served unless the other attorneys in the case have agreed to accept alternate service, in which case the serving attorney may use the agreed upon alternate service method.

- b. If an attorney is registered as an electronic filer and files electronically, a NEF will be served on any attorney in the case who also is a registered electronic filer. To determine whether another party is a registered electronic filer, a user can select from the "Utilities" menu and select mailing information for a case. All other attorneys or parties including those with an email address but are not registered efilers shall be served conventionally by the electronic filer.
4. A certificate of service is required whenever a pleading is filed either electronically or conventionally. The certificate must state the manner in which service or notice will be accomplished and may be filed as an attachment to the document or as a separate filing. A certificate of service is not required when all parties are efilers as the Notice of Electronic Filing (NEF) shall serve as the proof of service.
5. The three-day mailing rule will apply whenever a document or pleading is served electronically. ( Federal Rule of Civil Procedure 6(e))

### III. PROBLEMS IN FILING

#### A. CORRECTING ERRORS

1. Once a document has been submitted and becomes part of the electronic case file, corrections to the docket text can only be made by the Clerk's office.
2. If the text of the docket entry and the electronic copy of an order are inconsistent, the electronic copy of the order serves as the official Court record.
3. If the filing attorney fails to attach an exhibit to a filing, the attorney shall file the omitted attachment and reference the prior filing.
4. If an electronic document has been filed in the wrong case, the filer shall notify the Court and re-file in the correct case. The Clerk's Office may remove the document link but not the docket entry in the incorrect case. An explanatory note may be placed in the docket in the incorrect case.
5. If the Clerk of Court notes a deficiency in a document efiled by an attorney, such as an incorrect number of pages or an electronic copy which cannot be clearly viewed, (i) a notice of the deficiency will be docketed in the case; (ii) and the efiler will re-file the document with a new document number.
6. If a document filed by the attorney is not allowed to be filed by the Federal Rules of Civil or Criminal Procedure or under the local rules, (i.e. disclosures, offer of judgment, an amended complaint requiring leave of the Court to be filed), the Clerk's Office will inform the assigned judge's chambers of the problem. The problem can be addressed by a docket text order striking the filing and removing the link to document or image. The original docket text entry will remain.
7. If the error is failure to sign with an "/s/attorney name", the Clerk's Office will alert the attorney. However, the document and its link to the docket entry will not be changed.
8. If the filer has made an incorrect docket entry, the docket clerk may place a remark on the incorrect entry, and either re-docket the document and attach the document to the corrected entry or direct counsel to re-file correctly.
9. If, after filing electronically, the filer determines that a document or exhibit should have been sealed, the filer must comply with the requirement of DUCivR 5-2 and obtain an order of the court sealing the exhibit or document.

Upon the docketing of the order, the document or exhibit will be sealed. Absent order of the court, the docket entry will not be modified.

**B. TECHNICAL PROBLEMS - DOWNTIME**

1. A party whose filing is untimely as the result of a technical failure of the Court's CM/ECF site may seek appropriate relief from the court.
2. The Court shall consider the CM/ECF site to be subject to a technical failure if the site is unable to accept filings for more than one hour after 12:00 noon on any given day. Scheduled system outages shall be posted on the court's web site. The Clerk will maintain a log of all periods of technical failure.
3. If the filer has a technical failure on the filer's end, such as phone line problems, Internet Service Provider (ISP) problems, or other hardware and software problems, the filer is responsible for filing the document conventionally.

#### IV. EMAIL NOTICES TO ATTORNEYS

1. An attorney may designate up to three email addresses to which notices will be sent.
2. All attorneys of record who are efilers will receive Notices of Electronic Filing.
3. Attorneys whose clients have been terminated from the case will continue to receive Notices of Electronic Filing for that case unless the attorneys inform the court that the attorney does not wish to receive notice of further case activities, including the final judgment.
4. Attorneys must comply with the requirements of DUCivR 83-1.4 to withdraw from a case. An attorney who has withdrawn from a case pursuant to those requirements will no longer receive Notices of Electronic Filing in that case.

## V. PAYMENT ONLINE THROUGH CM/ECF

### A. ELECTRONIC FILING OF PLEADINGS REQUIRING A FEE

1. E-filers may file complaints, applications for admission pro hac vice and notices of appeal electronically and pay by use of a credit card through CM/ECF and the Pay.gov system.
2. Alternatively, attorneys may also prepay fees at the office of the clerk and then electronically file the pleading requiring a fee, enter the receipt number given to them by the clerk, and bypass the online payment.

### B. FILING COMPLAINTS AND PAYING ON LINE

1. In order to efile a complaint and pay online, the clerk's office must first receive from the filing attorney the information necessary to open the case on the CM/ECF system. Therefore, counsel must first email a copy of the civil coversheet and the complaint to [utdecf\\_clerk@utd.uscourts.gov](mailto:utdecf_clerk@utd.uscourts.gov).

The emailed complaint is for information purposes only and will not be filed by the clerk's office. The complaint must be filed by counsel. New cases will be processed until **4:00 pm Monday-Thursday and 3:30 pm on Friday each day the court is open**. New cases received after this time will be processed the following morning.

After the case has been opened and a judge assigned, the filing attorney will be notified by email or telephone and shall electronically file the complaint and pay the filing fee through Pay.gov. In order to preserve the filing date, the electronic filing must occur on the same day that the case has been opened. The case is not considered filed until the complaint has been e-filed and the filing fee is paid. See 28 U.S.C. § 1914 and DUCivR 3-1.

**Attorneys filing civil complaints in paper must also submit the opening document(s) and cover sheet on a disc in PDF format. .**

### C. FILING APPLICATIONS FOR PRO HAC VICE AND PAYING ONLINE

1. Local counsel may enter their appearance in the case and then electronically file the motion for admission pro hac vice, with the pro hac vice attorney's completed application and a proposed order of admission as exhibits to the motion. An electronic filing registration form for the pro hac vice attorney should also be attached if the pro hac attorney does not already have a CM/ECF login and password for the District of Utah.

**D. DETAILED INSTRUCTIONS FOR USING PAY.GOV**

1. The clerk has detailed instructions for using Pay.Gov available separately from the Administrative Procedures. Counsel should consult these instructions for updates and changes in procedures before e-filing pleadings requiring payment.