IMPORTANT NOTE ABOUT ECF SERVICE LIST – PLEASE READ BEFORE FILING:

- The ECF Service List is the list of email addresses that will receive notices of case activity for a particular case – *e.g.*, document filings or new docket entries.

- The email address of the Filer initiating/filing a new case (and paying the filing fee) is automatically placed on the ECF Service List by the System.

- If you were **not** the ECF Filer whose credentials were used to file the Application (or other initiating document) when the **case** was originally filed, please file an Entry of Appearance to ensure you are placed on the ECF Service List and receive e-mail notifications of all activity in the case.

- For those Filers who did NOT initiate the case, the Court Clerk's Office staff will review all Entries of Appearance to include additional ECF Filers on the ECF Service List.

- If you are filing after hours, this review by the Court Clerk's Office will occur the next business day.

- Until you are placed on the ECF Service List, you may confirm your filing by clicking on the case number after you are through filing to see whether the document is listed in the Case Docket (as discussed in the instructions below).

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All documents filed/uploaded into ECF must be in Portable Document Format (PDF).

The size limit is twenty-five megabytes (25 MB) per document.

- If a document has attachments, those can be uploaded as a part of the main document OR as separate documents related to the main document.

- One benefit of filing attachments separately is the ability to navigate quickly to the attachments from the Case Docket in ECF.

- In addition, when attachments are filed as separate, but related, documents, each attachment can *also* be up to 25 MB in size.

- As discussed below, the system will prompt you through this process for filing attachments as separate documents.

To file an Emergency Application/Motion in an existing case, click on the "briefcase" Filing icon on the left vertical ECF Menu:
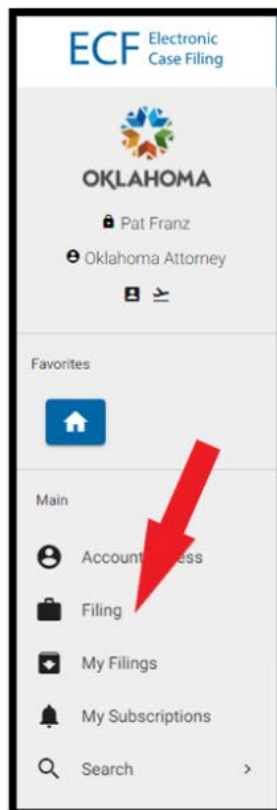
On the Filing Screen, click **File in Existing Case**:
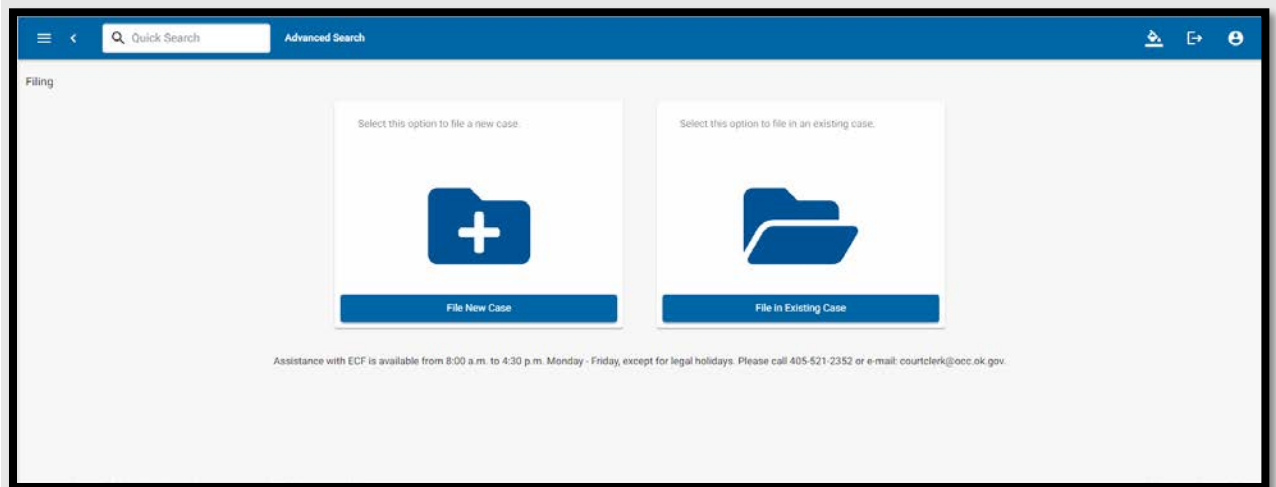
A Case Search pop-up will open. Starting with the two-letter docket code, type as much of the case number as you can in this format: Docket Code/Year/Dash/Six Digits with no space between the docket code and year (XXYYYY-######) or (XXXYYYY-######).

A minimum of three characters is required.

NOTE: For those "Transitional Cases" filed prior to the ECF launch and now open in ECF, reformat the original case number in the new ten (10) character ECF format, *e.g.*, to file in CD 2022200300, search for CD2022-000300. You must include the dash.
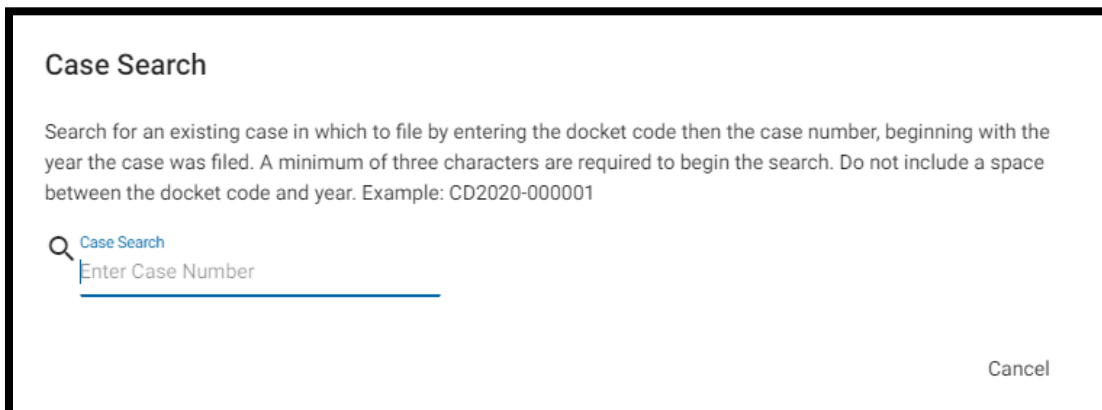
Click on the name of the case in which you are filing:
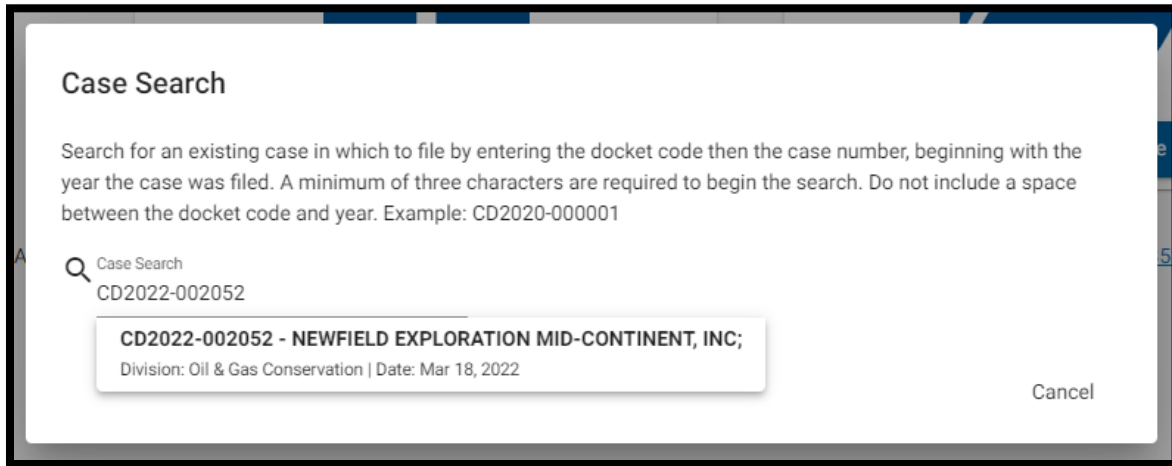
On the Documents page, use the drop-down list of parties to the case to indicate the party for which the document is being uploaded:
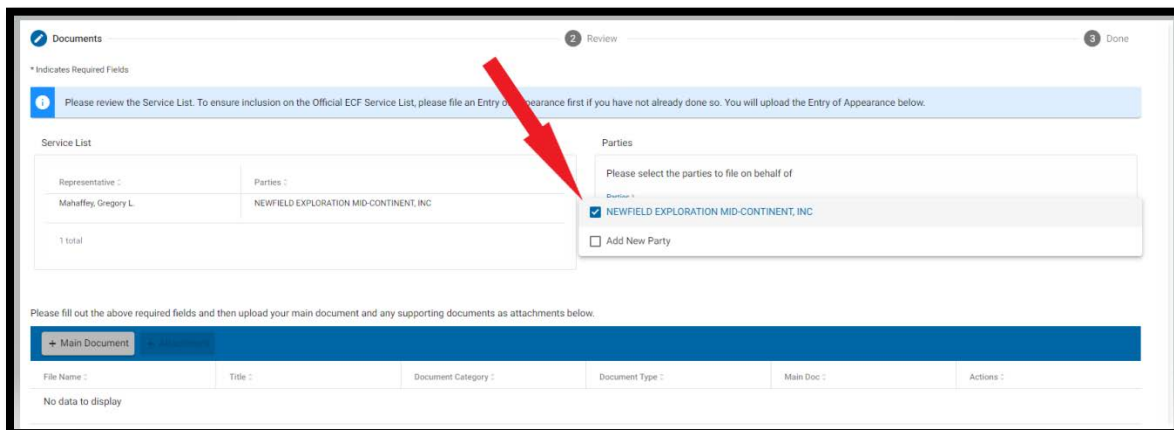
Begin document filing by clicking **Main Document**.

NOTE: A pop-up box, including a warning regarding redaction requirements will appear.

Read the notice, ensure that you have made any required redactions, and click the redaction rule acknowledgement

Use the drop-down boxes to elect the **Document Category** and **Document Type**.

For an Emergency Application, the Category is **Motion/Response/Brief** and the Document Type is **Application/Motion for Emergency Relief**.

Type the title of the document as it appears on the document and click **Upload.**

NOTE: If you cannot see the **Upload** button, adjust the Zoom in your browser down to show more of the pop-up box on your screen.

The name of the main document will be listed on the next screen.

If the information is incorrect, click Edit or Delete.

If the information is correct and there is a separate attachment to the motion/application for emergency relief, click **Attachment**.

If the information is correct and there is no separate attachment to the motion/application, click **Next.**

Use the next screen to review the document information for accuracy, prior to clicking **Submit**.

Use **Back** (next to **Pay & Submit**) rather than the back button on your browser to edit.

A **Confirm Submission** pop-up screen will open. This is the last opportunity to cancel the filing.

After clicking **Pay & Submit**, a confirmation pop-up will appear.

To proceed to the payment portal, click **Yes**:

You will be redirected to the credit card payment portal.

Fill in the Customer Information for the credit card holder and click **Next**.

NOTE: You must fill in the email address field in order to receive a receipt from the credit card processing company that includes the amount of the 3% service fee. (The receipt that appears in ECF will only include the filing fee amount.)

Fill in the payment information and click **Next**:

Review the transaction and confirm if the information is correct:

Once the payment process is complete, a summary screen will appear, listing the document filed, the filing fee invoice and the receipt for the amount of the filing fee.

Click on the case number or the View Case link at the top right of the Receipt screen to view case information:

A payment receipt will be emailed to the email address provided with the credit card information. This receipt will include the 3% service fee charged by the credit card processing company: