

## UNITED STATES DISTRICT COURT • SOUTHERN DISTRICT OF FLORIDA

To: Government Agency Attorneys and Government Agency Heads  
From: Debra Kempf, Chief Deputy Clerk • Operations  
Date: July 5, 2007  
Subject: **CM/ECF Logins Assigned to Government Attorneys**

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CM/ECF logins and passwords are issued by the Clerk of Court for the Southern District of Florida to attorneys employed by government agencies enabling them to file and receive notices electronically in the Southern District of Florida. These logins and passwords are valid for electronic filings on behalf of the specific government agency employing such attorneys; they are not to be used after an attorney leaves that agency.

When attorneys leave a government agency, they must notify the Clerk's Office in the Southern District of Florida. Attorneys transferring to a different government agency must fax written notification to the Attorney Admissions Clerk (fax number 305-523-5209) and include an updated U.S. mail and email address. Attorneys leaving a government agency to be a member of the private bar must fax written notification to the Attorney Admissions Clerk and register for a new CM/ECF login and password on our website (<http://www.flsd.uscourts.gov>). Please note, attorneys must be a member of our Bar before they will be permitted to register for a CM/ECF login and password. For information on becoming a member of our Bar, please see the Southern District Application located on our website.

Government agencies are also responsible for notifying the Clerk's Office in the Southern District of Florida when attorneys join and leave their agencies. Agencies must contact the Attorney Admissions Clerk at 305-523-5265 regarding attorney changes.

Please note, a notice of substitution of counsel must be filed in order for agencies to receive future CM/ECF notices regarding case activity associated with attorneys who are no longer with that agency.

If you have any questions, please contact Cathy Wade, Attorney Admissions, at 305-523-5265.

Thank you.

c: Clerk's Office Management Team  
Chambers Support Team  
CM/ECF Help Desk