

**ADDENDUM to Case Management Electronic Case Filing (CM/ECF)
Administrative Procedures
July 12, 2012**

Section 3I – Filings that Require Special Attention

(6) Proposed Documents

With the recent retirement of U.S. Magistrate Judge Ann E Vitunac, proposed documents should no longer be emailed to vitunac@flsd.uscourts.gov.

Final versions of proposed documents for the recently appointed U.S. Magistrate Judge William Matthewman should be sent to the following email address: matthewman@flsd.uscourts.gov.

Section 3L - Making Docket Entries

This section was modified to reflect the changes noted in red:

(1) Making a Docket Entry Designating Docket Entries

The party filing a document electronically shall be responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the Court. ~~A user users~~ may view the selection of ~~a docket event category categories~~ by: accessing the Court's website at www.flsd.uscourts.gov; clicking on the "CM/ECF tab"; selecting "User Information"; and then selecting "Civil Event List" or "Criminal Event List." ~~website link; and then clicking on "CM/ECF Civil and Criminal Menus for Attorneys."~~

(2) Describing an Attachment to a Docket Entry

A party filing an attachment to a document shall select one of the prescribed attachment categories from the drop-down menu (e.g., affidavit, transcript), provide an alphabetical or numerical designation (e.g., Exhibit A, Exhibit 1), and descriptively name each attachment (e.g., Exhibit 1 - Affidavit of John Doe) in a manner that enables the Court to easily locate and distinguish attachments. The following is an illustration:

Motions
[1:06-cv-00001 Morgan Trust Company](#)

Date document filed (mandatory)

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text" value="Exhibit 1 - Motion for Summary Judgment"/> <input <="" td="" type="button" value="Browse..."/> <td><input type="text" value="Affidavit"/></td> <td><input type="text" value="Exhibit 1 - John Doe"/> <input type="button" value="Remove"/></td>	<input type="text" value="Affidavit"/>	<input type="text" value="Exhibit 1 - John Doe"/> <input type="button" value="Remove"/>

(2) (3) Correcting a Docket Entry ~~Docket Entries~~

CM/ECF will not permit the filing party to make changes to a document or docket entry once the transaction has been accepted. A document filed incorrectly may be the result of posting the wrong PDF file to a docket entry, selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the transaction is completed.

If a User makes an error during the filing process, the User should contact the CM/ECF Help Desk, 1-888-318-2260, as soon as possible with the case number and document number for which the correction is being requested. If appropriate, the Clerk's Office will make an entry indicating the document was filed in error. The filing party will be advised if the document needs to be re-filed.

If an error is discovered by the Clerk's Office during the quality control process, the Clerk's Office will docket a "Notice of Instruction to Filer" informing the filer of the error and the manner in which to proceed. The Clerk's Office will not strike or delete attorney entries, unless directed to do so by the Court.

Note: The above changes will be incorporated into the CM/ECF Administrative Procedures in coordination with upcoming amendments to the Local Rules which will go into effect December 1, 2012.