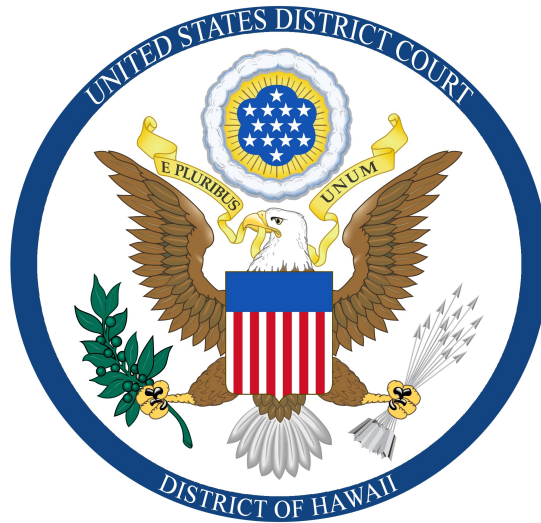


United States District Court District of Hawaii



Case Management & Electronic Case Filing (CM/ECF) Procedures Guide

**Sue Beitia
Clerk of Court
U.S. District Court**

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1.0 Establishment of Electronic Case Filing Procedures.

The Clerk of Court for the United States District Court, District of Hawaii is authorized to establish and promulgate Case Management & Electronic Case Filing Procedures (CM/ECF Procedures), including procedures for registration of attorneys and other authorized users, and for distribution of passwords to permit electronic filing and notice of pleadings and other papers. The clerk may modify the CM/ECF Procedures from time to time, subject to approval by the Chief Judge. The CM/ECF Procedures shall be available to the public on the court's web site:

www.hid.uscourts.gov.

1.1 Mandatory Electronic Filing and Effective Date.

Except as prescribed below or unless authorized in advance by the assigned district or magistrate judge, **all documents filed in civil or criminal actions on or after January 1, 2014**, shall be filed electronically using the court's CM/ECF system. Documents are to be converted into portable document format (.pdf) and filed directly in the CM/ECF System. Fees associated with a document filed electronically will be paid through pay.gov, where applicable.

1.2 Transmission to CM/ECF System.

Electronic transmission of a document to the CM/ECF system consistent with the administrative and technical procedures established by this court, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes the filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules of this court, and constitutes entry of the document on the docket kept by the clerk under Fed. R. Civ. P. 58 and 79 and Fed. R. Crim. P. 49 and 55.

1.3 Official Record.

When a document has been filed electronically, the official record is the electronic recording of the document as stored by the court, and the filing party is bound by the document as filed. The clerk shall not be required to retain any paper document after making an electronic recording thereof in a manner consistent with the technical standards, if any, established by the Judicial Conference of the United States and the requirements, if any, prescribed by the Administrative Office of the United States Courts. If a paper document filed with the court has not been electronically recorded by the clerk, the original paper document as maintained by the court is the official record.

1.4 Time of Filing.

Except in the case of a document originally filed in paper form with a date and time stamp and subsequently uploaded in the CM/ECF system, a document filed electronically is deemed filed at the date and time (Hawaii Standard Time) stated on the Notice of Electronic Filing (NEF). The time stamp on the Notice of Electronic Filing (NEF) is based on the time of the electronic receipt of the document by the court, not the time of transmission by the CM/ECF user.

1.5 System Availability.

The CM/ECF system is designed to provide service 24 hours a day. The parties, however, are encouraged to file documents in advance of filing deadlines and during normal business hours. The clerk's office has established a CM/ECF filing help desk (808-541-1890) to respond to questions regarding CM/ECF and the registration process. The help desk will be staffed on business days from 8:30 a.m. to 4:30 p.m. Information can also be obtained on the court's website at www.hid.uscourts.gov.

1.6 Electronic Records of Original Documents Submitted in Paper Form.

Unless the court orders otherwise, the clerk shall make an electronic record of all documents filed with the court in paper form. Except as provided elsewhere in this Guide, such documents will be treated as if they had been filed electronically. The date and time of filing shall be the date and time stamped on the paper document, rather than the date and time indicated on the Notice of Electronic Filing (NEF). Documents filed in paper form are retained by the clerk for 30 days and then shredded.

2.0 Definitions and Standards.

- A. **CM/ECF** refers to Case Management/Electronic Case Files, which is the docketing and filing system used by the judiciary and by this court.
- B. **Electronic document** is an electronic version of information otherwise filed in paper form.
 - 1. An electronic document has the same legal effect as a paper document.
 - 2. An electronic document is considered timely if received by the Court before midnight, Hawaii Standard Time, on the date set as a deadline, unless the judge specifically requires another time frame. If time of day is of the essence, the assigned judge may order the document filed by a time certain.
- C. **Electronic Filing** is the electronic transmission of a Portable Document

Format (PDF) document to the court for case processing by uploading the document directly from the user's computer and using the court's CM/ECF system to file that document in the case file. It includes the transmission of PDF documents and scanned images.

- D. **PDF** is a document created with a word processing program that has been converted to PDF. The PDF conversion program, in effect, takes a picture of the original document so the converted document can be opened across a broad range of hardware and software, with layout, format, links, and images intact.
- E. **Scanning.** When converting a document to PDF format, do it directly from the word processing application to reduce the file size. Do not print scan the paper document because this will result in a significantly larger size document and also creates a graphic, which prevents or significantly inhibits the use of all editing features built into the Adobe software. When no alternative exists other than scanning documents, filing parties must configure their scanners for black and white at 300 dpi (dots per inch). The filing party is responsible for the legibility of the scanned image.
- F. **Electronic signature** refers to the fact that an electronic document is deemed signed when filed by an attorney, trustee, judicial officer, deputy clerk, or other person authorized by the court, using a valid CM/ECF login and password.
- G. **Notice of Electronic Filing (NEF)** is an email verification of the court's receipt of the electronic pleading, as well as official notice of the filing to all other parties. The notice includes the text of the docket entry, as well as a link to the filed document(s).
- H. **Registered Participant** is an attorney, trustee, judicial officer, deputy clerk, or other authorized person who has successfully completed the registration and training requirements, and has been issued a CM/ECF login and password.

3.0 Exceptions to Mandatory Electronic Filing.

Unless otherwise ordered by the assigned district or magistrate judge, the following documents must be filed in the traditional paper format rather than by electronic filing:

3.1 Pro Se Party Filings.

Any person appearing pro se may not utilize electronic filing without leave of the court, which decision rests in the discretion of the assigned district or magistrate judge.

3.2 Criminal Actions.

- (a) Criminal complaints and accompanying documents;
- (b) Indictments/Informations;
- (c) Grand jury proceedings;
- (d) Pen register authorizations and like documents;
- (e) Wiretap proceedings;
- (f) Sealed documents;
- (g) Correspondence to the court and;
- (h) Central Violations Bureau (CVB) documents.

3.3 Civil Actions.

- (a) Records of administrative review cases, when not available electronically; electronic filing preferred;
- (b) Correspondence to the court;
- (c) Documents that cannot be converted to the required PDF format;
- (d) Documents filed in sealed cases and;
- (e) Sealed documents.

3.4 Exhibits Not Available in Electronic Format.

Exhibits that are not available in electronic format (e.g., videotapes, maps, etc), may be filed conventionally at the clerk's office. The clerk's office will note the receipt of the exhibit on the official court docket.

3.5 Other Exceptions.

For good cause shown, the assigned district or magistrate judge may, at any time, allow a document to be filed in paper format.

4.0 Mandatory Chambers Copies.

As described in LR 10.3; two (2) mandatory chambers copies of both hard copy and electronically filed documents must be submitted to the clerk's office with an indication as to which judge should receive the copies.

Except for prisoners proceeding pro se, two (2) mandatory chambers copies **are required of the following:** complaints and amended complaints; any document pertaining to a request for court action, including motions, appeals, and petitions, and any opposition to and reply in support, as well as concise statements, exhibits, declarations, and affidavits in any way related to the request for court action;

scheduling conference statements; final pretrial conference statements; settlement conference statements; trial briefs; and discovery briefs.

Mandatory chambers copies of the following **need not be delivered to the court:** answers, appearances of counsel, certificates of service, entries of default, routine discovery (including designations and namings of witnesses, disclosures, answers to interrogatories and document requests, requests for admissions, expert reports, etc.), returns of service.

5.0 Exhibits.

Each exhibit referenced in a document shall be submitted as a separate CM/ECF attachment to the main document, regardless of the size of the file containing the exhibit. Paper exhibits must be scanned and saved in a PDF format less than 15 megabytes in size. Large documents must be broken into “chunks” so that each PDF file is under the 15 megabyte limit. The filer must clearly label each exhibit so that anyone examining the electronic case file will know what the “Exhibit” is.

For example, you may be filing a one page motion, with a memorandum (5 pages) and exhibits A (2 pages) and B (12 pages). Although the total size of the documents will probably be less than the 50 megabyte limit, the pleadings must be filed as:

- Motion (main document)
- Memorandum in Support (first attachment)
- Exhibit A (description of document) (second attachment)
- Exhibit B (description of document) (third attachment)

Additional large exhibits may be filed as separate transactions, when necessary. A party may conventionally file exhibits that are not available in electronic format (e.g. video tapes, maps etc.), with the clerk's office. The clerk's office will note the receipt of the exhibits on the official court docket in a text-only entry. Please call the help desk 808-541-1890 if you have questions about how to file a document with attachments.

6.0 Eligibility, Registration, Logins and Passwords.

6.1 Eligibility.

An attorney who is a member of the bar of this court or who is otherwise permitted to practice before this court under LR83.1 may request a login and password as an CM/ECF user. A CM/ECF user must have and maintain a functioning email address

suitable for accepting the Notice of Electronic Filing (NEF's) transmitted from the court. A CM/ECF user must also have and utilize anti-virus software to verify that files transmitted to the court are not infected with any virus or worm.

6.2 CM/ECF Registration.

An individual eligible to be an CM/ECF user must complete a registration form to be issued a login and password for participation in the CM/ECF system. The registration form requires the individual's agreement to certain provisions, including the individual's acknowledgment that the use of the CM/ECF login and password is equivalent to the individual's signature, the individual's consent in writing to accept service of documents by electronic means, and an agreement that failure to abide by the CM/ECF procedures may result in sanctions.

6.3 PACER Registration.

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts from the U.S. Party/Case Index. PACER is a service of the United States Judiciary. The PACER Service Center is run by the Administrative Office of the U.S. Courts. Parties using PACER will incur an \$0.10 per page charge, not to exceed the fee for thirty pages, but will not be charged until the user accrues more than \$15.00 in a quarterly billing cycle. To register for a PACER account, please go to <http://pacer.psc.uscourts.gov>.

6.4 Login and Password.

The clerk will issue a login and password for access to the CM/ECF system to an eligible individual after completion of registration form and certification of the completion of the computer based training (CBT) modules posted on the court's website. Any login and password issued to a CM/ECF user shall be used exclusively by that individual or an employee of the individual to whom authorization has been given by the CM/ECF user. No CM/ECF user shall knowingly permit a login and password to be used by anyone not so authorized and no person shall knowingly use a CM/ECF user's login and password unless so authorized. CM/ECF users shall safeguard the security of their passwords and must immediately notify the clerk office upon discovery or suspicion that security has been compromised.

6.5 Use of Login and Password.

The use of a login and password assigned to a CM/ECF user in the electronic filing of a document shall constitute the CM/ECF user's signature on the document, for

purposes of Fed. R. Civ. P. 11, 28 U.S.C. § 1746, the Local Rules of this court, and any other purpose for which a signature is required in connection with matters before the court.

6.6 Forgotten Password or Login.

The clerk's office does not maintain a record of CM/ECF user passwords. If you forgot your password, click on the password reset link located on the CM/ECF Login screen. A new password will be generated and emailed to the designated email address for the primary account holder. If you are unsure of your user name, please call the CM/ECF help desk 808-541-1890.

6.7 Changing Your CM/ECF Password.

Once you receive your CM/ECF login and password, you can change your password to one that is easier to remember. We strongly encourage you to select a new password that is six to eight characters long, and a combination of letters and numbers. Change your password by taking the following steps:

1. Log into CM/ECF.
2. Click on *Utilities* on the upper right side of the main blue menu bar.
3. Click on *Maintain Your Account*.
4. Click on *More User Information* button at the bottom of the screen.
5. Enter your new password in the password box, then click on *Return to Account* screen.
6. Click on the *Submit* button.
7. Click on the *Submit* button on the next screen.
8. Click on the *Logout* button. You may now log back in using your new password.

6.8 Pro Hac Vice.

An application for pro hac vice admission shall be submitted by local counsel through CM/ECF and accompanied by the appropriate fee. An attorney admitted pro hac vice must register for a login and password within 10 days of the filing of a motion to appear. If an attorney appears pro hac vice in more than one case, a separate pro hac vice motion, with accompanying fee, shall be filed in each case.

6.9 Suspension or Deactivation of CM/ECF Access.

Upon appropriate notice and for cause shown, the court at any time may suspend or deactivate a CM/ECF user's access to electronic filing. The court may require that

additional training be taken in order to reactivate CM/ECF participation.

7.0 Signatures.

7.1 CM/ECF User's Signature.

The name of the CM/ECF user under whose login and password the document is being electronically filed must be preceded by “/s/” and typed in the space where the signature otherwise would appear (e.g., /s/ **John or Jane Lawyer**). *Please do not submit a digital signature.*

7.2 Third Party Signatures.

An electronically filed document requiring the original, wet signature of an individual other than the CM/ECF user, such as an affidavit or declaration, must contain the original or a scanned image of that individual’s signature. See Local Rule 10.2(e) Signatures on Declarations and Affidavits. When it is impracticable to submit an original signature on a declaration or an affidavit along with a filing, the declaration or affidavit may be submitted with a fax signature.

7.3 Retention of Documents with Third Party Signatures.

Documents that are electronically filed and include signatures other than the CM/ECF user’s signature must be maintained in paper form by the filing party user until thirty-five (35) days (five weeks) after expiration of any appeal period. Upon request by the court, a CM/ECF user must provide for review any such document. A non-filing signatory or party who disputes the authenticity, or the alleged endorsement, of an electronically filed document must file an objection to that document.

8.0 Summons.

When required, the CM/ECF user shall prepare the standard AO 440 form "Summons In A Civil Action" and file it electronically as a separate docket entry. Do not file the proposed summons as an attachment to the electronically filed complaint. The clerk will sign, seal, and issue the proposed summons electronically through CM/ECF, using the event "**SUMMONS ISSUED**". Although a summons may not be served electronically, the proof of service, which may include an executed summons, may be filed electronically through CM/ECF.

9.0 Service.

9.1 Service of Court Issued Documents by Electronic Means.

The issuance of the Notice of Electronic Filing (NEF) generated by the CM/ECF system constitutes service of the document(s) being filed to CM/ECF users. After a pleading is electronically filed, the ECF system sends a Notice of Electronic Filing (NEF) to each attorney registered with the court. All orders, decrees, judgments, and proceedings of the court will be filed in accordance with these procedures and will constitute entry on the docket kept by the clerk under Fed. R. Civ. P. 58 and 79, and Fed. R. Crim. P. 49 and 55.

9.2 Notices of Electronic Filing (NEF's).

The NEF displays the following case related information:

- Date and time of electronic filing transaction;
- Name of the attorney who filed the document;
- Docket text;
- Docket entry number assigned to the transaction;
- Names and email addresses of those attorneys who were served electronically and;
- Names and addresses of those who require service by other means (conventional mailing).

The NEF also provides a link to one free look of the the docket image in PACER.

9.3 Options for Receiving the Notice of Electronic Filing (NEF).

There are two options for receiving your Notice of Electronic Filing (NEF) via email:

1. Receive a notice for each filing. Each document filed creates a Notice of Electronic Filing (NEF). Each Notice of Electronic Filing (NEF) is sent as a separate email to the recipient immediately after the filing of a pleading.
2. Receive a Daily Summary Report. One email is sent to the recipient that lists all links to documents filed over the past 24 hours. The email is generated and sent at midnight Pacific time.

To choose the method of receiving the Notice of Electronic Filing (NEF), in CM/ECF click on *Utilities*, select *Maintain Your Account*, and click on *Email Information*.

You can choose one option for the primary email address and another option for the additional email addresses. If the primary email address is left blank, the Notice of Electronic Filing (NEF) will not be sent to the additional email addresses. **The primary and secondary email address may not be the same.** This will cause a system error message and you will not be able to complete your transaction in CM/ECF.

9.4 Certificate of Service.

When required, the certificate of service should be in the form shown below and included as the last page of the electronically filed document.

I hereby certify that, on the dates and by the methods of service noted below, a true and correct copy of the foregoing was served on the following at their last known addresses:

Served Electronically through CM/ECF:

Jane Dow jane_dow@hotmail.com	January 1, 20XX
John Dow john_dow@law.net	January 1, 20XX

Served by First-Class Mail:

Robert Jones 321 S. King St. Honolulu, HI 96813	January 2, 20XX
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Served by Hand-Delivery:

Carol Smith 123 Bishop St. Honolulu, HI 96813	January 3, 20XX
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A certificate of service is not required when submitting a proposed order.

9.5 Electronic Service.

Whenever a pleading or other document is filed electronically in accordance with these procedures, CM/ECF will generate an email containing the Notice of Electronic Filing (NEF) to the filing party and to any other party who is a registered CM/ECF user. This notice is equivalent to a traditional file stamped copy. If the recipient is not a registered CM/ECF user, service must be made pursuant to the Federal Rules.

9.6 Conventional Service of Electronically Filed Documents (Paper Service).

When a document is filed in paper at the clerk's office, parties who are not CM/ECF users must be served by conventional means. Documents filed under seal and Ex Parte Motions will not be served electronically through CM/ECF, however a Notice of Electronic Filing (NEF) will be transmitted by the CM/ECF system to the registered users in that case.

9.7 Free Looks and Saving the Notice of Electronic Filing and E-Filed Documents.

CM/ECF users who receive electronic notifications of filings in CM/ECF are permitted one "free look" of the document by clicking ONCE on the associated hyperlinked document number embedded in the Notice of Electronic Filing (NEF). This allows the filer an opportunity to look at the document in order to verify it was properly docketed and to save or print the document. The "free look" expires after 15 days. After 15 days, the hyperlink will no longer provide free access, and you will be prompted to enter your PACER login. *For this reason, you should print or save the document during the "free look" to avoid additional charges.*

To save the Notice of Electronic Filing (NEF) as a PDF document, click on the "FILE" menu and select "PRINT," select Adobe or other PDF writer option from the drop down menu, click OK, and save. To save the document, VIEW ALL and print to PDF. DO NOT use the "Save As" feature under the File Menu, this is a webpage format that cannot be viewed later.

WARNING: Double clicking on the document number will negate the free look. You will be prompted to enter your PACER login and charged to view the document by PACER.

10.0 Court Orders and Judgments.

All orders, decrees, judgments, and proceedings of the court will be filed in accordance with these procedures and will constitute entry on the docket kept by the clerk under Fed. R. Civ. P. 58 and 79, and Fed. R. Crim. P. 49 and 55.

10.1 Docket Orders (EO's).

Orders may be issued as text-only entries on the docket without an attached document. Such orders are official and binding. For the purposes of Fed. R. Civ. P.

58, a text order or entering order (EO) is deemed set forth as a separate document in the Notice of Electronic Filing (NEF) created by the docketing of the order.

10.2 Notice of Entry of Orders.

Electronic transmission of the Notice of Electronic Filing (NEF) of an order or judgment docketed by the clerk constitutes the notice required under Fed. R. Civ. P. 77(d) and Fed. R. Crim. P. 49(c) to registered CM/ECF users. The clerk shall give notice using the non-electronic means to those parties who have not consented to receive electronic notice.

10.3 Submission of Proposed Orders.

Proposed orders shall not be filed electronically either as a separate document or as an attachment to the underlying application, request, motion, or other document. Instead, **all proposed orders must be emailed to the chambers of the appropriate judicial officer for the case.** The proposed order must be in word format, unless directed by the court to be submitted differently. *Proposed orders are not to be submitted through CM/ECF.*

10.4 Emailing of Proposed Orders and Stipulations to Chambers.

All proposed orders and stipulations must list in the email subject line the following items:

1. The case number;
2. The docket number of the motion filed electronically that is the subject of the proposed order; and
3. The title of the related filing (e.g., CV05-236-Doc5-Motion To Compel).

Orders submitted for signature by email, should not contain a signature line for the judge's signature. The signature will be affixed by the judge.

The following email addresses are only be used for submitting proposed orders and stipulations to the court. They should not be used for submitting correspondence to the court.

Judge Helen Gillmor	gillmor_orders@hid.uscourts.gov
Judge Alan C. Kay	kay_orders@hid.uscourts.gov
Judge Leslie E. Kobayashi	kobayashi_orders@hid.uscourts.gov
Judge Kenneth J. Mansfield	mansfield_orders@hid.uscourts.gov
Judge Susan Oki Mollway	mollway_orders@hid.uscourts.gov

Judge Jill A. Otake	otake_orders@hid.uscourts.gov
Judge Wes Reber Porter	porter_orders@hid.uscourts.gov
Judge J. Michael Seabright	seabright_orders@hid.uscourts.gov
Judge Rom A. Trader	trader_orders@hid.uscourts.gov
Judge Derrick K. Watson	watson_orders@hid.uscourts.gov
Visiting Judges	visit_orders@hid.uscourts.gov

11.0 The Electronic Docket.

Upon the filing of a document electronically, a docket entry will be created using the information provided by the filing party. The clerk of court will modify the docket entry description to comply with quality control standards only where necessary and when deemed appropriate.

11.1 Title of Docket Entries.

The party electronically filing a pleading or other document shall be responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the court. *See Section 19.0 - CM/ECF List of Events.* The docket entry title should match the caption, or name of the document being filed.

11.2 Documents Filed in Error.

Once a document is filed and becomes part of the case docket, corrections to the docket are made only by the clerk's office or at the direction of the clerk's office. CM/ECF will not permit the filing party to make changes to documents or docket entries filed in error once the transaction has been accepted.

Any time during the docketing procedure you may stop and make corrections to your electronic filing using the "Back" button on your browser. **Do not use the back button if the entry required payment via pay.gov. This usually results in double payment.** The point of no return is after you have clicked on the "Submit" button. Once that is done, you have filed the document.

If you find that you have filed a document in error, please call the CM/ECF help desk at 808-541-1890. Clerk's office staff will review your submission and take the necessary steps to correct the problem or instruct you to re-file the document.

11.3 Electronic Payments Via Pay.gov.

The complaint should be filed electronically in CM/ECF, with the required fee paid

through pay.gov during the filing process. Once you submit your payment you cannot go back to fix any filing errors or you may be required to resubmit the filing fee. Please contact the clerk's office 808-541-1890 to report any filing errors or duplicate payments. To request a refund, you will need to submit proof of duplicate payment and a copy of the Notice of Electronic Filing (NEF) to the clerk's office financial office.

The following CM/ECF events include a link to submit payment via pay.gov:

- Civil Complaints;
- Civil Notice of Removal;
- Miscellaneous Civil Cases (Motion to Quash/Compel Foreign Subpoena);
- Motion for Admission Pro Hac Vice;
- Notice of Appeal;
- Petition to Quash IRS Summons and;
- Petition for Writ of Habeas Corpus.

11.4 Civil Consent to U.S. Magistrate and Consent Election Forms.

In accordance with the Order Authorizing Direct Assignment of Civil Cases to U.S. Magistrate Judges, dated October 1, 2009, new civil cases may be assigned to a U.S. magistrate judge in CM/ECF, as the presiding judge. Exercise of this jurisdiction by a magistrate judge is permitted only if all parties voluntarily consent. You may, without adverse consequences, withhold your consent. If any party elects reassignment, the case will be randomly assigned to a district judge. The identity of any party withholding consent will not be communicated to any judge.

While the decision to consent or not to consent to the exercise of jurisdiction by the magistrate judge is entirely voluntarily, the duty to respond to the notice is mandatory. Each party must indicate consent or decline to consent by completing the Consent Election Form and filing it with the court no later than twenty-one (21) days after entry of appearance. In the event a dispositive motion is filed prior to the date on which the submission of the Election Form is required, the parties must return the completed Election Form within seven (7) calendar days after the motion is filed.

FILING INSTRUCTIONS- Registered CM/ECF participants are now required to e-file this document. Use the event “*Consent Election Form*”, found under *Civil Events => Other Filing => Consent Election Form*. All other parties must file the form by mail, or in person, at the clerk's office: U. S. District Court, 300 Ala Moana Blvd., Room C-338, Honolulu, HI, 96850.

11.5 Hyperlinks.

Electronically filed documents may contain hyperlinks to (a) other portions of the same document, and (b) a location on the Internet that contains a source document for reference. Hyperlinks do not replace standard citation format, but inclusion of hyperlinks is encouraged. Complete citations must be included in the text of the filed document. Hyperlinks are convenient mechanisms for accessing material, but neither a hyperlink nor any site to which it refers shall be considered part of the record. The court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which that site may be linked. The court accepts no responsibility for the availability or the functionality of any hyperlink.

12.0 Attorney E-Filing Errors and Advisory Entries.

If the clerk's office discovers filing or procedural docketing errors, an advisory entry will be placed on the court's official docket. The filing party may be advised of the error and educated on what further action, if any, is required to address the error. However, if the error is minor the clerk's office may correct it without notifying the parties.

In the event it appears that a document has been filed in the wrong case, the clerk's office will docket an advisory entry indicating this possible error to notify the filing party. If it is confirmed as an error, the party will be directed to re-file the document into the correct case.

The clerk's office will not delete any documents filed by a party unless ordered by the court.

Common Attorney E-Filing Errors and Sample Advisory Entries:

12.1 Discovery.

ADVISORY ENTRY - Discovery - Please be advised that document [] was filed prematurely in this case. Discovery request and responses must not be filed until they are used in the proceeding or the court. The filing party may refer to Fed.R.Civ.P.5 (d) governing the filing procedures for the filing of discovery. A certificate of service may be filed to indicate that discovery has been exchanged.

12.2 Document Filed in the Wrong Case.

ADVISORY ENTRY - Document filed in the wrong case - Please be advised that document [] was inadvertently entered in the instant case. The entry pertains to case [enter case number]. The document will be stricken from the instant case. If you have not done so, please file this document in the correct case.

12.3 Document Not Signed.

ADVISORY ENTRY - Document Not Signed - Please be advised that document [] is not signed. The filing party may refer to **Section 7.1 CM/ECF User's Signature**, of the CM/ECF Procedures Guide, which states "The name of the CM/ECF user under whose login and password the document is being electronically filed must be preceded by "/s/" and typed in the space where the signature otherwise would appear (e.g. /s/ John or Jane Lawyer)."

12.4 Exhibits Not Attached to Main Document.

ADVISORY ENTRY - Exhibits Not Attached to Main Document - Please be advised that document [] contains exhibits that are not attached to the main document. The filing party may refer to **Section 5.0 - Exhibits**, of the CM/ECF Procedures Guide, which states "Each exhibit referenced in a document shall be submitted as a separate CM/ECF attachment to the main document, regardless of the size of the file containing the exhibit."

12.5 Exhibits Not Attached as Separate PDF's.

ADVISORY ENTRY - Exhibits Not Attached as Separate PDF's - Please be advised that the exhibits included in document [] are comprised of several exhibits and not submitted as separate pdf attachments. *See* Section 5.0 Exhibits, of the CM/ECF Procedures Guide, for additional instructions on how to file exhibits as separate attachments to the main document.

12.6 Exhibits Not Labeled.

ADVISORY ENTRY - Exhibits Not Labeled - Please be advised that the exhibits attached to document [] are not labeled. The filing party may refer to **Section 5.0 - Exhibits**, of the CM/ECF Procedures Guide, which states "All exhibits attached to papers shall show the exhibit number or letter at the bottom of the first page of the exhibit." No further action is necessary.

12.7 Incomplete Caption, Case Number, or Title.

ADVISORY ENTRY - Incomplete Caption, Case Number, or Title - Please be advised that document [] contains an incomplete caption, case number, or title. Please refer to LR 10.2(c), following the identification of the person filing the document there shall appear: (1) the title of the court; (2) the title of the action or proceeding; (3) the file number of the action or proceeding, whether it is civil or criminal, followed by the initials of the judge(s) assigned. Please include this information on future filings.

12.8 E-filed Letter.

ADVISORY ENTRY - E-filed Letter - Please be advised that document [] is an e-filed letter. Unless otherwise ordered in advance by the assigned judge, the following document must be submitted in the traditional paper format rather than by electronic filing, refer to **Section 3.0 - Exceptions to Mandatory Electronic Filing**, of the CM/ECF Procedures Guide. Counsel may resubmit the letter as provided above.

12.9 Incomplete Filing.

ADVISORY ENTRY - Incomplete Filing - Please be advised that document [] was not filed in its entirety. The filing party shall resubmit a corrected filing.

12.10 Incorrect Attorney Filer.

ADVISORY ENTRY - Incorrect Attorney Filer - Please be advised that document [] was signed by an attorney other than the one identified as the e-filer. The name of the CM/ECF User under whose login and password the document is being electronically filed must correspond to the signature of the attorney signing the CM/ECF filed document. The filing party shall use its discretion should they feel the necessity to re-submit corrected filings.

12.11 Incorrect Event.

ADVISORY ENTRY - Incorrect Event - Please be advised that the incorrect filing event was selected for docket entry number []. The docket text has been modified. For the filing party's future reference, a helpful tool in determining the correct filing event is the "SEARCH" option located on the CM/ECF tool bar. A text window will appear wherein the filer may type in the word that describes the filing.

12.12 No Identification of Person Filing Document.

ADVISORY ENTRY - No Identification of Person Filing Document - Please be advised that document [] does not include information that identifies the filer. The name, Hawaii bar identification number, address, telephone number, and email address of counsel (or, if *pro se*, of the party), and the specific identification of each party represented by name and interest in the litigation (e.g., plaintiff, defendant, etc.) shall appear in the upper left corner of the first page of each document presented for filing. See L.R. 10.2 (b).

12.13 No Electronic Service of Ex Parte Motions.

ADVISORY ENTRY - No E-Service of Ex Parte Motion - Please be advised that viewing access to document [] is restricted to the filing party and the court (filing events from the "Ex Parte" Filings category, will restrict viewing of the entry to the court and the filing party). The Certificate of Service reflects that service was made electronically, through CM/ECF. The filing party may refile the entry as a public document by selecting a filing event from the "motions" category. Alternatively, an amended certificate of service may be filed.

12.14 Personal Identifiers.

ADVISORY ENTRY - Personal Identifiers - Please be advised that document [] contains personal identifiers. To comply with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, and to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact when inclusion is necessary. You may submit a redacted document and contact the clerk's office 808-541-1890, to restrict the original entry.

12.15 Sentencing Statement References Pre Sentence Report (PSR).

ADVISORY ENTRY - Sentencing Statement References PSR - Please be advised that document [] references content of the presentence investigation report, counsel is respectfully referred to CrimLR32.1(j) to determine if the document should have been filed under seal. Any document filed under seal pursuant to this rule shall contain the following notation: "THIS DOCUMENT FILED UNDER SEAL PURSUANT TO CRIMINAL L.R. 32(j)." Please refile the document, and contact the clerk's office 808-541-1890, to restrict the original filing.

12.16 Submission of Proposed Orders.

ADVISORY ENTRY - Submission of Proposed Orders - Please be advised that document [] requires the judge's signature. If the filing party has not already done so, please email the document in word format to the applicable chambers' email address. *See Section 10.4 - Emailing of Proposed Orders and Stipulations to Chambers*, of the CM/ECF Procedures Guide for additional instructions and a list of judge's email addresses.

13.0 Privacy and Redactions.

To comply with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, and to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact when inclusion is necessary, the following personal data identifiers from all documents filed with the court, including exhibits, whether filed electronically or in paper, unless otherwise ordered by the court:

1. **Social Security numbers.** If an individual's social security number must be included in a document, only the last three digits of that number should be used.
2. **Names of minor children.** If a minor child must be mentioned, only the initials of that child should be used.
3. **Dates of birth.** If an individual's date of birth must be included in a document, only the year should be used.
4. **Financial account numbers.** If financial account numbers are relevant, identify the name or type of account and the financial institution where

maintained, and only indicate the last three digits of the account number.

5. **Home Address.** If a home address must be included, only the city and state should be listed.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal, with the advance permission of the court, or file a reference list under seal.

The reference list shall contain the complete personal identifiers and the redacted identifiers used in their place in the filing. A redacted version of the document or the reference list shall be filed and become part of the public file. The unredacted versions shall be retained by the court as part of the record in sealed form.

13.1 Responsibility of Counsel.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The clerk will not review each document for compliance with this provision. When personal identifiers are discovered during routine quality control of the docket, the party will be notified with an advisory entry. The party can re-file a redacted version of the same document and contact the clerk's office at 808-541-1890, to restrict the original filing that contains personal identifiers.

14.0 Technical Requirements.

Listed below are some of the technical requirements needed for CM/ECF. If you or your IT staff need more assistance please call 808-541-1890.

14.1 Hardware and Software Requirements.

Filing Documents into the CM/ECF system will require:

- A personal computer running a standard platform such as Windows or Macintosh
- Word Processing software
- PDF conversion software such as Adobe Acrobat
- Internet connection
- Email account
- Internet browser such as Google Chrome, Mozilla Firefox, or Internet Explorer
- Court-assigned CM/ECF login and password
- Scanner - this may be necessary to image and convert paper documents, not

available in word format, to electronic PDF format

Accessing documents through PACER will require:

- A personal computer running a standard platform such as Windows or Macintosh
- Internet connection
- Internet browser
- Adobe Acrobat Reader 4.0 or higher
- PACER account with assigned login and password

14.2 File Size and Limits.

CM/ECF may reject any individual file 50 megabytes or larger. Documents created with a word processing software and then “converted” to PDF can be up to 1,000 pages before reaching 10 megabytes. Scanning documents can be problematic since scanning creates a much larger file size. For example, a document that is scanned may only be 25 - 35 pages before reaching 3 megabytes. Consult the scanner documentation or manufacturer’s website or help desk for assistance using your scanner. The court’s IT department will not have information regarding individual scanners.

There are a few ways to check the size of a document before filing:

- Using Adobe Acrobat Reader, open the file and a document summary is provided. One of the characteristics listed is file size. To open the Document Summary dialogue box simply (when in the document), click FILE>DOCUMENT PROPERTIES>SUMMARY (or hold the control key and the D key down).
- Using Windows Explorer, highlight and right click on the file name and select “Properties,” this will open the Document Summary dialogue box.

File sizes may be listed in kilobytes (KB) or megabytes (MB) - 1000 KB = 1 MB.

14.3 Scanning.

When using a scanner to generate an electronic file, a few guidelines should be used:

- Maximum resolution on scanners should be set no greater than 200 dpi (dots per inch)
- Images should be scanned in black and white only
- **Do not scan using Optical Character Recognition (OCR).** For filing purposes only an image of the document is needed

- Scanned images should be converted to PDF before filing

15.0 Technical Failures.

Any CM/ECF user whose filing is untimely or who is otherwise prejudiced because of a technical failure of either the court's CM/ECF system or the registered user's system should document the incident and may seek appropriate relief from the court. The assigned district or magistrate judge in a case shall determine whether a technical failure has occurred and whether relief should be afforded under the particular circumstances.

16.0 Creating and Viewing PDF Documents.

All documents must be filed in portable document format (PDF). Users must have access to software that will allow them to both view and convert word processor documents to PDF. When selecting the PDF document for filing using the CM/ECF system, users should preview the document in advance to ensure that the document is correct and of a proper size.

To create a document to a PDF format, use software such as Adobe Acrobat (full package) or FinePrint pdfFactory. The following instructions are for use with Adobe Acrobat or FinePrint and any word processing software:

- Open word processing document to be converted
- Select the print option (generally found in the File Menu) and in the dialogue box
- Select the option to change current printer. A drop down box with a list of printers is displayed
- Select your PDF program, ex. Adobe PDF
- Choose the print button. The file will not actually print, the option to save the file as a PDF formatted file will appear
- Name the file and save as a .pdf file type

When creating a PDF document avoid using special characters. Typically these are bullets, check boxes, and the "section" symbol (i.e. •, ? and §). PDFWriter does not always know what to do with these when converting a document. When special characters are converted, the file size of the PDF document increases substantially. Also, do not use tables within a document.

To view a PDF file using Adobe Acrobat:

- Start the Adobe Acrobat program

- Go to File menu and choose Open
- Locate the file to be viewed, click on open and Adobe will load the file and display it on the screen
- Many times, by double clicking on a document, Adobe will open the document automatically. If you use other software, see instructions for details

17.0 Available Reports in CM/ECF.

Reports Option

The Reports Option in CM/ECF provides the user with several report choices. After clicking the Reports hyperlink from the menu bar, CM/ECF will prompt you to login to PACER. Once you are logged in to PACER, you can choose from the following reports:

- Docket Sheet
- Civil Cases
- Judgment Index
- Criminal Cases
- Calendar Events
- Docket Activity
- Written Opinions

17.1 Docket Sheet.

Click the Docket Sheet hyperlink and log into PACER. The Docket Sheet report query window will appear. At this point you can enter the case number you would like a docket sheet on and then click on “Run the Report.” A docket sheet will appear and you can print or view documents online (*remember you are being charged \$.10 per page once you log into PACER*).

17.2 Civil Cases.

The Civil Cases report provides you with the flexibility to query the CM/ECF database to locate cases filed within a specific date range, by Nature of Suit, Cause Code, as well as other criteria. When you click on the Civil Cases hyperlink, PACER displays a query screen which allows you to choose the criteria you wish to search. Enter the criteria and click on “Run Report” you will get a listing of cases that fit the criteria entered.

17.3 Judgment Index.

The Judgment Index report will allow you to search the CM/ECF system for judgments entered during a date range, against a specific party or in a specific case. When you click the Judgment Index hyperlink, PACER displays a query screen which allows you to choose the criteria you wish to search. Enter the criteria and click on “Run Report”; you will get a listing of cases that fit the criteria entered.

17.4 Criminal Cases.

The Criminal Cases report provides similar query options as the Civil Cases report. You can query the CM/ECF database to locate cases filed within a specific date range, or status of defendant, such as terminated, pending, or fugitive. Enter the criteria, click on “Run Report” and you will get a listing of cases that fit the criteria entered.

The rest of the reports work the same; enter your search criteria, submit the report, and you will get a listing of cases matching that criteria.

17.5 Transaction Log.

Another report that you may find helpful is the Transaction Log. You can use this feature to verify that no unauthorized individuals have entered transactions using your login and password. You can also verify that all of the transactions you entered are reflected in CM/ECF.

From the utilities screen, click on View Your Transaction Log under Your Account. CM/ECF displays a screen that prompts you to enter a Date Selection Criteria for a Transaction Log Report. Enter a date range and CM/ECF will display a report of all your transactions in CM/ECF that fit within the date range you entered.

18.0 Help Desk Support for Electronic Filing in CM/ECF.

The information contained in this CM/ECF Electronic Filing Procedures Guide is only current as of the date of printing. The court's website (www.hid.uscourts.gov) is the first place to check for assistance. The website will contain the most up-to-date information about changes to the Electronic Filing System, any planned outages, or problems that may be occurring. There will also be helpful hints and training aids that may assist those new to Electronic Filing.

Support Phone Numbers:

Type of Help Sought	Telephone Number
For generic questions about CM/ECF, such as how to create PDF documents, electronic filing, or hardware issue, please call the PACER Service Center. Hours are 8:00 am to 5:00 pm CST Monday through Friday.	1-800-676-6856 1-210-301-6440
For questions regarding procedural issues, local rules, or any problem that the PACER Service Center cannot help you with, please call the clerk's office. Hours are 8:30 am to 4:30 pm Monday through Friday.	1-808-541-1890

19.0 CM/ECF List of Events.

Attached is a list of civil and criminal filing events for CM/ECF users. You can also search for events in CM/ECF. Click on *Search* located on the far right side of the blue menu bar. The feature allows the CM/ECF user to search menus and events found in the CM/ECF system.

19.1 Civil Events List.

Civil Events List

Case Opening

Open Civil Case

Initial Pleadings and Service

Attorney Filed Complaints and Other Initiating Documents

Complaint
Intervenor Complaint
Miscellaneous Case Filing Fee/USA Applications
Notice of Removal
Petition for Writ of Habeas Corpus
Registration of Judgment from Another District

Other Attorney Filed Opening Documents

Amended Complaint
Amended Counterclaim
Application for Writ of Garnishment Counterclaim
Counterclaim
Crossclaim
Fourth Party Complaint
Petition to Enforce IRS Summons
Third Party Complaint

Service of Process

Acknowledgment of Service
Affidavit of Service
Certificate of Service
Request for Waiver of Service
Return of Service on Subpoena
Service by Publication
Summons (Proposed)
Summons Returned Executed
Summons Returned Executed as to USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Unexecuted

Motions and Related Filings

Answer to Complaints

Other Answers

Amended Answer to Complaint
Answer to Complaint (Notice of Removal)
Answer to Writ of Garnishment
Claim
Objection to Report and Recommendations
Withdrawal of Claim

Motions

Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appoint Counsel
Appoint Custodian
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Approve Consent Judgment
Arrest of Vessel
Attorney Fees
Bifurcate
Bond
Certificate of Appealability
Certify Class
Change Venue
Compel
Consolidate Cases
Continue
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Deposit Funds
Detain
Directed Verdict
Disbursement of Funds
Disclosure
Discovery
Dismiss for Failure to State a Claim
Dismiss
Dismiss Case as Frivolous
Dismiss/Lack of Jurisdiction
Dismiss/Lack of Prosecution
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Enforce IRS Summons
Enforce Judgment
Entry of Default
Expedite
Extension of Time re Transcript
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Document
Extension of Time to File Response/Reply
File Excess Pages
Forfeiture of Property
Hearing
In Limine
Interpleader Deposit (28 U.S.C. Section 1335)
Interpleader Disbursement (28 U.S.C. Section 1335)
Intervene
Issuance of Warrant in rem
Joinder
Judgment Based on ADR Settlement
Judgment Debtor Exam
Judgment NOV

Motions (cont.)

Leave to Appeal
Leave to File Document
Miscellaneous Relief
More Definite Statement
New Trial
Order of Scale
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Pro Hac Vice
Proceed In Forma Pauperis
Produce
Protective Order
Quash
Reassign Case
Reconsideration
Recusal
Redact Transcript
Refund of Fees Paid Electronically
Release of Bond Obligation
Release of Funds
Remand
Remand to Agency
Remand to Bankruptcy Court
Remand to State Court
Reopen Case
Return of Property
Review Taxation of Costs
Sanctions
Seal Case
Seal Document
Sealed Motion
Service by Publication
Set Aside
Set Aside Default
Set Aside Judgment
Set Aside Verdict
Settlement
Sever
Shorten Time to hear Motion
Show Cause
Stay
Strike
Substitute Attorney
Substitute Party
Summary Judgment
Take Foreign Deposition
Taxation of Costs
Temporary Restraining Order
Unseal Case
Unseal Document
Vacate
Withdraw
Withdraw Reference
Withdraw as Attorney
Writ of Mandamus

Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on the Pleadings
Judgment under Rule 54(b)

Ex Parte Filings

Ex Parte Application
Ex Parte Motion
Ex Parte Request

Responses and Replies

Additional Exhibits
Affidavit in Opposition to Motion
Affidavit in Support of Motion
Concise Statement in Opposition
Concise Statement in Opposition to Motion
Concise Statement in Support
Concise Statement in Support of Motion
Concise Statement of Facts
Joinder
Memorandum
Memorandum in Opposition to Motion
Memorandum in Support of Motion
Objection
Objection to Bill of Costs
Reply
Reply to Response to Motion

Other Filings

ADR Documents

Objection to Report of Arbitrator/Mediator
Request for Trial De Novo

Trial Documents

Designation of Transcripts
Exhibit
Exhibit List
Expert Witness Disclosure
Non Expert Witness Disclosure
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Verdict Form
Proposed Voir Dire
Special Verdict Form
Trial Brief
Witness List

Responses and Replies (cont.)

Response
Response in Opposition to Motion
Response in Support of Motion
Response to Motion
Sealed Response
Sealed Response in Opposition
Sealed Response in Support
Statement
Statement in Opposition to Motion
Statement in Support of Motion
Statement of Consultation
Statement of No Opposition
Statement of No Position

Notices

Notice (Other)
Notice of Acceptance with Offer of Judgment
Notice of Appearance
Notice of Change of Address
Notice of Dismissal
Notice of Filing Bankruptcy
Notice of Lis Pendens
Notice of Withdrawal of Motion

Appeal Documents

Appeal of Mag Decision to District Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Designation of Record on Appeal
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal
Transcript Designation and Ordering Form

Other Documents

Administrative Record
Affidavit
Amended Document (NOT Motion or Complaint)
Amicus Curiae Appearance
Application
Application for Writ
Bill of Costs
Certificate of Counsel
Civil Cover Sheet
Consent to Magistrate Judge Disposition on Motion
Corporate Disclosure Statement
Declaration
Errata
Financial Affidavit
Financial Affidavit - CJA 23
Initial Disclosure
Interpleader
Jury Demand
Notice of Intent to Request Redaction
Objections to Answer to Writ

Other Documents (cont.)

Payment of Fees
Pretrial Conference Statement
Pretrial Memorandum
Receivers Financial Report
Redacted Document
Redaction Index
Redaction Request - Transcript
Report of Planning Meeting
Request
Response to Order to Show Cause
Satisfaction of Judgment
Scheduling Conference Statement
Settlement Agreement
Status Report
Stipulation
Submission of Proposed Order
Suggestion of Death
Supplement
Transcript Request
Waiver of Jury Demand

Other Filing

Consent Election Form

19.2 Criminal Events List.

Criminal Events List

Charging Instruments and Pleas

Plea-Related Documents

Memorandum Plea Agreement

Motions and Related Filings

Motions

Acquittal
Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appoint Counsel
Appoint Expert
Bifurcate
Bill of Particulars
Bond
Brady Materials
Certificate of Appealability
Change Restitution Victim Name
Change Venue
Compel
Consolidate Cases
Continue
Declaration of Mistrial
Deferral of Prosecution

Motions (cont.)

Produce
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Quash Indictment/Information
Reconsideration
Recusal
Redact Transcript
Reduce Sentence
Reduce Sentence - USSC Amendment
Reduce Sentence re Crack Cocaine Offense - 18:3582
Refund of Fees Paid Electronically
Release Bond Obligation
Release from Custody
Release of Funds
Remand
Remand to State Court
Return of Property/PostTrial

Detain
Directed Verdict
Disclosure
Discovery
Dismiss
Dismiss/Lack of Jurisdiction
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Early Termination of Probation
Early Termination of Supervised Release
Enforce IRS Summons
Exclude
Expedite
Extension of Time re Transcript
Extension of Time to File Document
Extension of Time to File Response/Reply
Extension of Time to Indict
File Amicus Brief
File Excess Pages
Forfeiture of Property
Handwriting Exemplars
Hearing
In Limine
Inspect
Issuance of Warrant in rem
Joinder
Judgment NOV
Judicial Recommendation Against Deportation
Leave to Appeal
Leave to File Document
Medical Exam
Medical Treatment
Miscellaneous Relief
Modify Conditions of Release
New Trial
Order of Competency to Stand Trial
Pro Hac Vice

Responses & Replies

Additional Exhibits
Affidavit in Opposition to Motion
Affidavit in Support of Motion
Joinder
Memorandum
Memorandum in Opposition
Memorandum in Support
Objection
Reply
Reply to Response

Other Filings

Return of Property/PreTrial
Return of Surety
Revoke
Sanctions
Seal
Seal Case
Seal Document
Sealed Motion
Separate Trial on Counts
Service by Publication
Set Aside Forfeiture
Set Aside Judgment
Set Aside Sentence
Set Aside Verdict
Sever Defendant
Shorten Time to hear Motion
Show Cause
Show Cause re Revocation of Probation
Show Cause re Revocation of Supervised Release
Speedy Trial
Strike
Substitute Attorney
Suppress
Take Foreign Deposition
Travel
Unseal Case
Unseal Document
Vacate
Vacate (2255)
Victim Rights
Warrant
Warrant for Arrest of Property
Withdraw Document
Withdraw Plea of Guilty
Withdraw Plea of Nolo Contendere
Withdraw as Attorney
Writ
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum

Responses & Replies (cont.)

Response
Response in Opposition
Response in Support
Response to Motion
Response to PSR
Sealed Response
Sealed Response in Support
Statement
Statement of No Opposition

Discovery Documents

Demand for Alibi Witness
Initial Discovery Statement
Notice of Alibi
Notice of Alibi Witness
Notice of Error or Defect
Notice of Insanity Defense
Notice of Insanity Witness
Notice of Intent to Use Evidence
Notice of Issue of Foreign Law
Notice of Public Authority Defense
Notice of Public Authority Opposition Witness
Withdrawal of Alibi
Withdrawal of Insanity Defense
Withdrawal of Insanity Witness
Withdrawal of Public Authority Defense

Service of Process

Application for Writ of Habeas Corpus ad Prosequendum
Application for Writ of Habeas Corpus ad Testificandum
Certificate of Service
Judgment Returned Executed
Return of Service on Subpoena
Search Warrant Returned Unexecuted
Warrant Returned Executed
Writ of Habeas Corpus ad Prosequendum Executed
Writ of Habeas Corpus ad Prosequendum Unexecuted
Writ of Habeas Corpus ad Testificandum Executed
Writ of Habeas Corpus ad Testificandum Unexecuted

Trial Documents

Designation of Transcripts
Exhibit List
Exhibits
Proposed Jury Instructions
Proposed Verdict Form
Proposed Voir Dire
Request for Special Findings of Fact
Trial Brief
Witness List

Waivers

Waiver of Counsel
Waiver of Interstate Agreement on Detainers
Waiver of Minimum Time to Trial
Waiver of Preliminary Hearing
Waiver of Presence at Arraignment
Waiver of Presentence Investigation Report
Waiver of Rule 5(c)(3) Hearing
Waiver of Speedy Trial
Waiver of Trial by Jury

Notices

Deferral of Prosecution
Nolle Prosequi
Notice (Other)
Notice of Attorney Appearance - Defendant
Notice of Attorney Appearance - USA
Notice of Compliance with CRIMLR 16.1
Notice of Intent to Seek Death Penalty
Notice of Proof of Compliance
Notice of Withdrawal of Counsel - USA
Notice to Resume Prosecution

Appeal Documents

Appeal of Mag Judge Decision to District Court - Criminal Case
Appeal of Mag Judge Decision to District Court - Criminal Misd
Defendant Brief
Defendant Reply Brief
Government Brief
Government Reply Brief
Notice of Appeal - Conditions of Release
Notice of Appeal - Final Judgment
Notice of Appeal - Interlocutory
Notice of Docketing Appeal from Magistrate Judge Decision
Subsequent Notice of Appeal - Final Judgment
Transcript Designation and Ordering Form

Other Documents

Affidavit
Affidavit - Rule 40
Amicus Curiae Appearance
Answer to Writ of Garnishment
Application
CJA Compensation Claim
Consent to Inspection of PSI
Consent to Magistrate Judge Disposition on Motion
Consent to Trial Before US Magistrate Judge
Corporate Disclosure Statement
Declaration
Errata
Ex Parte Application
Financial Affidavit - CJA23
Information to Establish Prior Conviction
Notice of Intent to Request Redaction
Objection to Findings and Recommendations
Original Signature
Payment of Fees

Other Documents (cont.)

Pretrial Memorandum
Redacted Document
Redaction Index
Redaction Request - Transcript
Refusal of Magistrate Judge Jurisdiction
Request
Request to Modify Terms of Supervised Release
Response to Order to Show Cause
Satisfaction of Judgment
Sealed Document
Sentencing Memorandum
Sentencing Statement
Status Report
Status Report (Restricted)
Stipulation
Submission of Proposed Order
Suggestion of Death
Supplement
Transcript Request