



TOP 10 REMINDERS WHEN FILING CM/ECF DISTRICT OF NORTH DAKOTA

1. **Select the proper event code:** The proper event code must be selected when filing. The court relies on the proper selection of event codes to generate various reports. If you are not sure which event code to use, please call the [clerk's office](#) for assistance.
2. **Title your document to match the event code:** This will help the filer remember which event code to use when filing a document and will also assist the court when reviewing your pleadings. This is also required by the district's Administrative Policies Governing Electronic Filing and Service.
3. **When filing a response and a motion in one pleading, please use separate event codes:** If you are responding to a pending motion and/or filing a separate motion along with a memorandum in support, you will need to file these documents separately using separate event codes. The same pleading may be attached to both entries. For example, you want to file a *Memorandum in Support* of your motion for summary judgment, and a *Response* to the opposing counsel's Motion to Dismiss. File the document as: 1. Memorandum in Support; then, file the document again as:
2. Response to Motion.
4. **Sign your document with the /s/ signature or digital image of a signature:** Attorney's should include their signature block along with their electronic signature or a digital image of their signature. Ink-signed documents are not necessary. All documents should be signed and dated.
5. **Identify each attachment you attach to your original pleading:** Example: *Exhibit A – Contract between the Hatfield's and McCoy's; Exhibit B – Letter from Mr. McCoy dated 7/1/2016; Exhibit C – Letter from Mr. Hatfield dated 6/30/2016*. Do not abbreviate.
6. **Motion; Response to Motion; Reply to Motion Response:** The proper sequence of events when filing a motion and subsequent documents is, 1. a motion is filed, 2. a response to the motion is filed, and finally, 3. a reply to response to motion may be filed.
7. **Memorandum in Support Event Code:** The *Memorandum in Support* event should be used when filing a memorandum in support of a motion and should be linked to the motion in reference. The event code, "Brief," should NOT be used when filing a memorandum in support of a motion.
8. **Clear the Cache:** Clear your cache every so often on your computer. If you cannot log in or you do not see the menu option that you saw previously, you may need to "clear your cache." While each browser is different, you can usually find this option under *Tools* in the menu bar.
9. **Password or log-in questions/problems:** Please call the Bismarck (701-530-2300) or Fargo (701-297-7000) for assistance with password or log-in issues. We are happy to help you!
10. **Correspondence:** Correspondence must not be filed in the ECF system. Any requests for court action must be filed in pleading format.