

**UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA**

CM/ECF Frequently Asked Questions

Can only the attorneys on the case file a document?

Yes. If another attorney in the firm wishes to file a document in the case in which they are not an attorney of record, they must first file a Notice of Appearance or ask the court to add them to the case.

How are initiating document fees handled?

Civil cases are opened by the clerk's office. New cases will not be processed until the filing fee is received. For additional information, please review the [Guide to Filing a New Civil Case](#) on the court's website.

Who receives the automatic email notification? (Notice of Electronic Filing/NEF)

The email notification goes to the email address of the attorneys of record and the secondary email addresses associated with the accounts of the attorneys of record. Each email address receives one "free look" at the document via the document number hyperlink in the NEF. The free look is available for 15 days. If you view your email notification after 15 days, you may be charged the standard PACER fee to view the document.

Do I have to identify the attachments I file?

Yes. All attachments should be identified with a short title of the document. Identifying attachments assists the court and case participants when reviewing the attachments. For additional information, please review the [Guide to Filing Documents and Attachments](#) on the court's website.

Is there a limit to the size of document I am able to file?

Yes. The file size is limited to 35 MB. If any document is larger than 35 MB, it will need to be split into smaller parts and filed accordingly.

How will sealed filings be handled?

For information of the handling of sealed filings, please review the [Guide to Filing Sealed Documents and Motions](#).

How are *ex parte* motions handled?

Ex parte motions can be filed by counsel. *Ex parte* motions can only be viewed by court users and the attorney(s) who represent the filer. *Ex parte* motions will not appear on the public docket sheet.

Why can't I view a sealed document in a case when I am the attorney of record?

Call the clerk's office for assistance. Your permissions may need to be adjusted.

I tried to file a document but it says "formal not recognized." What am I doing wrong?

All documents must be submitted in PDF. A PDF document will have an extension of ".pdf." This is the only type of document that can be filed in PDF.

What training is available?

Hands-on training sessions are offered by court personnel in Bismarck (701-530-2300) and Fargo (701-297-7000). Call the office nearest you to inquire about training.

What are the hours of operation for the ECF System?

ECF is available 24 hours a day, 7 days a week, with the exception of scheduled maintenance. The clerk's office help desk support is available weekdays from 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m.

Please contact the clerk's office with any other questions.

Bismarck: 701-530-2300 OR Fargo: 701-297-7000