

E-FILING CHECKLIST

[ECF Local Rules](#)
[ECF Policies and Procedures](#)



- (1) Look at the PDF file(s) BEFORE filing to check for the following:
 - the caption contains the correct party names, judge, and cause number
 - the document is formatted correctly and has an accurate and descriptive title
 - a signature or “s/<attorney name>” appears on the signature line (LR 5.11)
 - a certificate of service w/ service list appears at the end of the document
 - the PDF file does not exceed the 2MB size limit > [More PDF Info](#)

- (2) Go to <https://www.insd.uscourts.gov/> and login to the Court's system with the ECF password belonging to the attorney whose name appears on the signature line of the document(s) being filed. If an attorney has misplaced or forgotten his/her password, please contact Wendy Carpentier at (317) 229-3718 or wendy_carpentier@insd.uscourts.gov

- (3) Select the most descriptive event for the filing. Please use events in the *Motion* category ONLY for filings that require a ruling from the Court. Documents such as an “Appearance” or “Initial Enlargement of Time” should be filed using the appropriate event from the *Notices* category. If the event list does not contain a filing event that matches the title of the document being filed, please select the filing event that most accurately describes the document. For example, when filing a “Notice of Initial Enlargement of Time,” please select the “Notice of First Extension of Time” event, as it most accurately describes the document. For a list of the available filing events click here > [Event List](#)

- (4) When prompted to do so, select the party or parties on behalf of whom the document(s) is/are being filed. To select more than one party, please hold down the control key while using the mouse to click on and highlight the names of all filing parties.

- (5) When asked to select a PDF document, click on the “Browse” button and locate the PDF file on the computer desktop. Use the mouse to right click on the file, then select “Open” to view the document and determine that the correct PDF file has been selected. To file attachments (proposed orders, exhibits, affidavits, etc.), click “Yes” then “Next.”

- (6) When submitting attachments, use the following steps (repeat steps for each attachment):
 - STEP 1 – click on the “Browse” button to select the PDF document
 - STEP 2 – describe the attachment by using either the “Type” pull-down menu, the “Description” text box, or both.
 - STEP 3 – click the “Add to List” button

- (7) In the docket text modification screen, use the pull-down menu and/or text box to further describe the document that is being filed, if necessary. For example, when filing a “Motion for Continuance,” please indicate the hearing for which a continuance is being requested (i.e. Motion for Continuance *of Settlement Conference*). Please DO NOT retype the entire title of the document in the text window.

- (8) After submitting the document, a “Notice of Electronic Filing” will appear on the computer screen. Please print and save the “Notice of Electronic Filing” page, which is a receipt for the filing transaction. Check the bottom of the receipt page to determine if any of the attorneys involved in the case must be served manually with a paper copy of the document.