



U. S. District Court, Southern District of Indiana
Case Management/Electronic Case Filing System

MOTIONS E-Filing Check List

(Updated 1/11/2022)



1. Carefully review the PDF document(s) BEFORE filing and ensure that:

- The caption contains the correct party names, division, and cause number that includes the judges' initials.
- The document is formatted correctly and has an accurate and descriptive title. (see [Local Rule 5-1](#))
- Signed in accordance with Fed. R. Civ. P. 5(d)(3)(C). (see Local Rule 5-7) (see [Local Rule 5-7](#))
- A certificate of service, if required by Fed. R. Civ. P. 5(d)(1)(B).
- The PDF file does not exceed the court's 35 MB file size limit.



2. Login with the proper ECF account/password:

- Use the login belonging to the attorney who signed the filing in accordance with Fed. R. Civ. P. 5(d)(3)(C).



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.
- Use the generic "Motion (Other)" event only if there is no other applicable motion event that can be used to describe the filing.
- To file a two-part motion, click on the second motion event in the list before "Next".
- Refer to the [Civil E-Filing Events Reference](#) or [Criminal E-Filing Events Reference](#) for a list of available motion filing events. Or, use "Search" on the CM/ECF menu to search for a specific event by name.



4. When prompted, select the filing party or parties:

- To select more than one party, use the <Ctrl> key while using the mouse to click on and highlight the names of all filing parties.



5. When prompted, click on the "Browse" button to select the PDF file:

- Use the mouse to right-click on the PDF filename, then select "Open" to preview the document first, and determine that the correct PDF file is being submitted.



6. When submitting attachments to the motion:

- Click on the "Browse" button to select the PDF document.
- Describe the attachment by using the "Category" pull-down menu, the "Description" text box, or both.

NOTE: A Brief in Support of a motion is NOT an attachment, but should be submitted as a separate filing using the "Brief in Support of Motion" event.



7. Supplement the docket text, if needed:

- In the docket text modification screen, use the pull-down menu and/or text box to further describe the motion, if necessary. For example, when filing a "Motion for Extension of Time to File," please indicate the deadline for which an extension is requested (i.e. Motion for Extension of Time to File Answer to Complaint). Please DO NOT retype the entire title of the document in the text window.



8. Check the Notice of Electronic Filing (NEF):

- After submitting the document, a "Notice of Electronic Filing" (NEF) will be displayed. Please print and save the NEF page, which is an electronic receipt for the filing transaction. Check the bottom of the NEF page to determine if any parties involved in the case must be served manually with a paper copy of the document.