

August, 2004

▶ Volume 1, Issue 2

ECF MAILGRAM

Credit Card Payments

Sometime after November 1st, 2004, Northern Iowa District Court will begin accepting credit card payments on a limited basis. Payments will be accepted for new case filing fees and appeal fees.

In order to take advantage of this new feature, attorneys must complete the credit card application form and return it to:

U.S. District Court
Financial Department
P. O. Box 74710
Cedar Rapids, IA 52407-4710

The application form is included in this newsletter and will also be posted on our website.



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Mandatory E-Filing

Beginning October 1, 2004, a sanction fee of \$25.00 will be assessed for each document filed in paper form. (Order attached). If you have questions regarding the Court's Order, please contact us.

Proposed Orders

As all of you know, we ask that proposed orders be emailed to us, in Word or Word Perfect format, to ecfmail@iand.uscourts.gov. In order to process the proposed orders more efficiently we would like to ask for your help: please add the case caption and number in the subject line of the email message:

subject: 04-cv-9999-MWB Jones v. Smith Proposed Scheduling Order

Adding the case caption, number and judge's initials will allow us to forward the message to the appropriate chambers without having to search our case database to find the judge.

Many of you already format your messages this way and it has helped expedite your proposed order.

Statistics

- 1200 attorneys are registered for electronic filing in the Northern District of Iowa.
- Attorneys filed 850 events in July, 2004.

Most Common Errors

Many of you have asked what are the most common docketing errors made by attorneys. Looking back through our Quality Control Reports we find the following to be the most common:

- 1) Attachment Error
 - attachment not named
 - attachment named twice (brief brief; exhibit exhibit)
 - blank page
 - page(s) upside down
- 2) Wrong Event Used
 - docketing a "notice" instead of a motion (if your filing requires a court order, a motion event must be used)
 - using the "unresisted" motion when the motion is NOT unresisted



New Release of CM-ECF

We have been testing the new release of cm-ecf and our plan is to install it over the weekend of October 2nd and 3rd. Our system will be unavailable for electronic filing during that time.

More information about the new release and its functions will come out in our next mass email newsletter.

Additional training will be offered, covering new release functions as well as addressing more advanced docketing issues. The advanced classes will build on the 101 training base and contain more docketing including an open forum session where you can bring up issues you've encountered over the past few months.

If you're interested in more training, please contact one of our offices:

Cedar Rapids (319)236-2300

Sioux City (712)233-3900

**ELECTRONIC FILING
SYSTEM WILL BE
UNAVAILABLE
OCTOBER 2nd and
3rd, 2004.**

Iowa Southern District Converting to CM-ECF

The Southern Iowa District Court has been working for the past several months on the conversion process from ICMS to CM-ECF. The anticipated "start date" for attorneys in the Southern District is November 1, 2004.

More information on this can be found on their website at www.iasd.uscourts.gov.

Iowa Southern's attorney registration form can be downloaded from the cm-ecf link.

NOTE: Iowa Southern District requires that the completed credit card authorization form be sent with the attorney registration form. The credit card authorization form is also available on their website at the above address.



NOTE: THE ABILITY TO USE CREDIT CARDS FOR PAYMENT OF COURT IMPOSED FEES WILL NOT BE AVAILABLE UNTIL SOMETIME AFTER NOVEMBER 1, 2004 AND AT THAT TIME WILL BE AVAILABLE ONLY FOR NEW CASE FILING FEES OR APPEAL FEES.

**United States District Court
Northern District of Iowa
Credit Card Authorization Form**

INSTRUCTIONS: Please type or print. Mail completed and signed form to:
U.S. District Court, Financial Department, P. O. Box 74710, Cedar Rapids, IA 52407-4710.

Firm / Company: _____

Phone number: _____

Credit Card Type: VISA MasterCard Discover American Express

Card Holder Name: _____

Credit Card Number: _____ - _____ - _____ - _____

Expiration Date: ____ / ____ (MM/YY) Security Code: _____

Credit Card Statement _____

Mailing Address: _____ (Street address or P.O. Box)

(Please list the address to which your **statements** are sent) _____, ____ Zip: _____
(City, State & Zip)

I acknowledge that the above information is accurate and that I am an authorized signer on the account. I hereby authorize the United States District Court for the Northern District of Iowa to charge to the above credit card account any and all court imposed fees, including but not limited to: filing fees, pro hac vice fees, attorney admission fees and special assessments.

Date: _____
Signature

Print Name

This form, which will be kept on file in the Clerk's Office, shall remain in effect until specifically revoked in writing. It is the responsibility of the attorney/firm named above to notify the Clerk's Office of the new expiration date when a credit card has been renewed, or if a card has been canceled or revoked.

IN THE UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA

JUN 10 2004

By: _____ DEPUTY

RECEIVED JUN - 4 2004

No. 04-AO-0003-P

IN RE

AUTOMATIC SANCTIONS FOR
FAILURE TO FILE DOCUMENTS
ELECTRONICALLY

ADMINISTRATIVE ORDER

In accordance with Local Rules 5.1(d) and 5.3; Local Criminal Rule 55.2; and the district's Electronic Case Filing system Procedures Manual (Administrative Order 04-AO-0001-P, "Procedures for Electronically Serving, Filing, Imaging and Accessing Documents in the United States District Court for the Northern District of Iowa"), with few exceptions, every document submitted to the Clerk of Court for filing in a civil or criminal case pending in the district is required to be filed electronically using the district's Electronic Case Filing (ECF) system. Despite this requirement, some attorneys continue to submit paper documents for filing that are required by the rules or the Procedures Manual to be filed electronically.

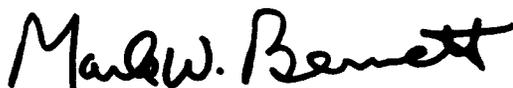
THEREFORE, IT IS HEREBY ORDERED, beginning October 1, 2004, the Clerk of Court is authorized, without further order of this court, to enter orders requiring attorneys to pay sanctions of \$25.00 for **each document** submitted to the Clerk for filing in paper form when the filing of the document other than electronically either is not authorized by one of the exceptions to electronic filing in the rules or Procedures Manual, or has not been authorized by the Clerk or by a previously-entered order of the court.

The Clerk of Court is directed to place a copy of this order in the Public Administrative Orders binder. The Clerk also is directed to do the following: (1) mail or deliver a copy of this order immediately to all attorneys who, from and after the date of this order, improperly submit documents to the Clerk for filing other than electronically;

04-AO-0003-P

(2) mail or deliver, by July 1, 2004, a copy of this order to all attorneys who are admitted to practice before this court, either as members of the bar of the district or *pro hac vice* in a pending case, who are not registered in the district's ECF system; and (3) provide a copy of this order to all attorneys newly admitted to practice before this court, either as a member of the bar or *pro hac vice*, on or after the date of this order.

DONE AND ORDERED this ^{4th} 10 day of June, 2004.



Mark W. Bennett, Chief U.S. District Judge
UNITED STATES DISTRICT COURT



Linda R. Reade, U.S. District Judge
UNITED STATES DISTRICT COURT