

CHAPTER 1

INTRODUCTORY MATERIAL



Help Desk

Hardware & Software Requirements

Emergency Motion Procedures for CMECF Cases

Help Desk

Thank you for utilizing our Electronic Case Filing system. We have established a Help Desk at each office for your convenience. **To ensure a quick response, please e-mail your questions to the appropriate Help Desk.**

ORLANDO

Help Desk E-mail: ecfhelp.orl@flmb.uscourts.gov

Help Desk Support Staff: Kathy Lewis
(407) 648-6365 ext. 6661
Janice Miller
(407) 648-6365 ext. 6254

JACKSONVILLE

Help Desk E-mail: ecfhelp.jax@flmb.uscourts.gov







Help Desk Support Staff: Susan Carter
(904) 301-6521

TAMPA / FT. MYERS





Help Desk E-mail ecfhelp.tpa@flmb.uscourts.gov

Help Desk Support Staff: Susan Trester
(813) 301-5135
Sara Mason
(813) 301-5079
Sarah Wiener
(813) 301-5319

Hardware and Software Requirements to Participate in CM/ECF

-  Personal computer (Pentium class recommended) running a standard platform such as Windows 95, 98, ME, 2000, XP with at least 128 MB of RAM. Macintosh equivalents are also acceptable.
-  Internet access via Cable modem, DSL (Digital Subscriber Line), ISDN (Integrated Services Digital Network) or T1 line. Standard Dial-up modem access (56 K speed) is not recommended because its connection speed from the Internet to the CM/ECF will be very slow when downloading/uploading files from the server.
-  Internet Explorer (IE) 6.0 or newer (7.0) or Firefox 2.0.
-  Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, as well as certain word processing programs can perform this function. Acrobat Writer Version 5.0 and earlier versions, 3.X, 4.X meet the CM/ECF filing requirements. Adobe can be contacted at 1-888-724-4508. For viewing documents, not authoring them, only Adobe Acrobat Reader is needed.
-  A PDF-compatible word processing program, such as WordPerfect or Microsoft Word. (Macintosh word processing software allowing PDF file conversion is also acceptable.)
-  A scanner to transmit documents that are not in your word processing system. A scanner equipped with an automatic document feeder is recommended for faster scanning of multiple page documents.

Emergency Motion Procedures – CM/ECF Cases

-  Local Rule 9004-2 regarding appropriate caption should be followed, as well as the requirement for an accompanying Certificate of Necessity for an Emergency Hearing.
-  The filer is to contact the court via the online notification system that they have filed an emergency motion along with the required Certificate.
<http://pacer.flmb.uscourts.gov/cmecf/emergency.asp>
-  The online notification system is meant as a notification system ONLY – it is not a procedure intended to replace the filing of an emergency motion, but must be used to supplement the filing and notify the Clerk’s Office so the motion can be expedited.
-  **Note:** If CM/ECF is not accessible, the filing user will be allowed to fax the complete **emergency** document to the Clerk's office after 4:00 p.m. (EST). The fax should contain proof that the system is not accessible. The Clerk’s office will docket the fax as an original.

Orlando Facsimile Telephone Number	(407) 648-6051
Jacksonville Facsimile Telephone Number	(904) 301-6494
Tampa Facsimile Telephone Number	(813) 301-5112