

## Dear Point & Click:

Submitted by Sara Mason, Sarah Wiener, and Raymond Waguespack

Dear Point and Click,

I have two questions regarding the filing of documents through the Court's CM/ECF System.

**Question 1:** My partner is not an electronic filer. Is it permissible to allow her to use my login and password to file a document in a pinch?

**Answer 1:** It is not. Local Rule 1001-2(c) addresses the restriction on the use of a filing login: No Electronic Filing User or other person may knowingly permit or cause to permit an Electronic Filing User's password to be used by anyone other than an authorized agent of the Electronic Filing User. An attorney is not permitted to use another attorney's password to file a paper with the Court using CM/ECF.

The Court recognizes that situations arise when an attorney, who is not an electronic filer, may need to file documents. Pending completion of the Court's CM/ECF Training Program, the Court offers alternatives to non-electronic filing attorneys that allows them to file their documents, ensuring they meet any deadlines.

**Question 2:** My other partner is out of the office, unexpectedly, and has an emergency filing that needs to be done. May I file that document for him?

**Answer 2:** You may not. Local Rule 1001-2(e) addresses the subject of electronic signatures and logins: The name of the Electronic Filing User under whose login and password the document is submitted shall be preceded by "/s/" typed in the space where the signature would otherwise appear. The user login and password required to submit documents via CM/ECF serve as the Electronic Filing User's signature on all electronic documents filed with the Court. The name of the attorney who signed the document must match the name on the account that was used for filing.

Similarly, for firms where authorized agents are used to file documents on behalf of Electronic Filing Users, and those agents file documents for multiple Users, it is imperative that the agents verify they are "logged" in as the correct attorney prior to filing documents through the CM/ECF System.

All signature discrepancies cause delays in the processing of documents, and can lead to adverse action on your filing.