

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI
PARALEGAL ASSOCIATION PRESENTATION
DO's and DON'TS of Electronic Filing and Court Procedures in Federal Court
JANUARY 22, 2015
Presented By: Lori Miller Young, Chief Deputy Clerk

DO: Familiarize yourself with our website for information on Attorney Requirements, Court Business and Training on CM/ECF.

DO: Make sure that your attorney has re-registered. According to the Court's Local Rules, the roll of attorneys admitted to practice before this Court shall be renewed quadrennially commencing after 1999. A renewal registration on a form provided by the Court shall be filed with the Clerk by every member of the bar on or before the thirty-first day of January of each renewal year. Each renewal registration shall be accompanied by a fee in an amount set by order of the Court. The Clerk shall publish notice or otherwise inform the bar of the renewal requirement and the fee at least sixty days before the deadline for filing such renewal registration forms. You can call 314-244-7810 or email lori_rife@moed.uscourts.gov to see if your attorney has reregistered.

DO: Call the Clerk's office if you are not sure of how to file your pleading or documents. It is always better to file it correctly then to have to fix it later. You should call the Division that your case is filed in, but don't hesitate to call Cape with a question if you cannot reach St. Louis, or vice versa. The phone numbers are listed on the Court's website. However, for ease of use I am including my phone number in this material should you need to contact me. My direct phone number is 314-244-7910 or email me at lori_miller_young@moed.uscourts.gov

DON'T: Use another attorney's password to file a pleading for your attorney. Always be sure that the login and password you are using for filing a pleading or document belongs to the attorney who is filing the document.

DO: Take advantage of the manuals and training that is offered on our website as well as on the PACER website. One very important manual, the CM/ECF Administrative Procedures Manual will answer most, if not all, of your questions related to electronic filing and filing procedures in the Eastern District of Missouri.

DON'T: Call the Judges chambers to ask how to file a document, what to call a document or to speak to the law clerk about a pending matter. All of these questions should be directed to the Clerk's Office or the Judges' case management team in the Clerk's office. If you are unsure, call me or the main number **in the Clerk's Office @ 314-244-7900**.

DON'T: Guess at what event to use to docket your pleading; don't be creative!! check your event list (found on the website) or call the Clerk's office.

DO: Check the website periodically for upcoming events and activities in the Eastern District of Missouri. You can also sign up on the website to receive court announcements and news. You can also receive the Court's daily docket when it is posted each day. See the main page of the website for information on how to sign up for this notification. You can locate this feature under the Email Subscription tab on the main page of the website.

DON'T: Wait until 4:15p.m. to notify us that you have a Temporary Restraining Order (TRO) that is needing a hearing. TRO's are emergency matters that may require immediate attention. The Court appreciates as much notice as possible when a TRO is being filed. So, when you know your attorney might be filing a TRO, just give us a call and let us know it might be coming. We will then watch for the filing to make sure the judge is aware as soon as possible. You can call the main number of the Clerk's Office and they will pass on the information to the rest of us. The main number is 314-244-7900.

DO: Contact the Clerk's Office if you have any questions about anything that we have covered today as well as any other questions you may have. As stated earlier, my direct phone number is 314-244-7910 (Lori Miller Young) and the Deputies in Charge in St. Louis can be reached at 314-244-7920 (Michele Crayton or Katie Spurgeon) and Deputy in Charge in Cape 573-331-8801 (Cathy Gould). Please do not hesitate to give us a call as we are here to assist.