

IT Developments in Federal Court How to Make Sure Your Documents Don't Get Rejected

CENTRAL DISTRICT OF CALIFORNIA



Document Review Checklist

- Correct document (“Main” PDF attachment) is attached to the electronic docket entry.
- If applicable, a description is provided for all PDF attachments to the main document.
- Main PDF document & all PDF attachments are legible & appear to be complete, including counsel’s name, address, telephone number & e-mail address.
- Case number and caption are correctly referenced on the main PDF document.
- If the document is a first appearance document, verify that counsel was added to the docket & associated with the correct filing party(ies) in all roles.
- If applicable, the Proposed Order is included as a PDF attachment to the main document.
- If applicable, Memorandum/Brief exceeding ten (10) pages includes a table of contents.
- If applicable, Memorandum/Brief does not exceed twenty-five (25) pages.
- If applicable, the notice of Motion is correct and timely.
- If applicable, notice to other parties of Ex Parte Application is correct and timely.
- If applicable, hearing information is correctly listed on the PDF attachment.
- For non-filing parties, Proof of Service is included.



Docket Entry / Docket Sheet Review Checklist

- Document is docketed to the correct case.
- Correct filing party(ies) is selected.
- Correct event(s)/relief(s) is selected and, if applicable, linked to the correct related entry(ies).
- No typographical errors.
- If applicable, hearing information (i.e., Date, Time & Judge) is correctly reflected in text.



Attorney Information Checklist

- Main PDF document is signed by the filing attorney? Is the attorney who e-filed the document identifiable from viewing the document?
- In first appearance documents, is the attorney record (i.e., Name, Address, Phone & E-mail) correctly reflected on the docket? If not, docket the Attorney/Party Information Update Request.
- Was document e-filed by out-of-state counsel? If yes, was the Pro Hac Vice (PHV) Application submitted & fee paid? Do PHV forms (i.e., G-64 and/or G-109) need to be processed?



Miscellaneous Information Checklist

- If a Patent/Trademark/Copyright case is closed, complete & send forms AO120/AO121.
- If a Voluntary Dismissal (FRCP41) is e-filed, should the case be closed? (i.e., Utility Events - Terminate Civil Case)
- If an Answer to the Complaint is e-filed, confirm that default has not been entered.
- When a Certification and Notice of Interested Parties (CV 30) or similar pleading is e-filed, verify if the e-filer added non-parties identified as Corporate Parent/Subsidiary/Affiliated and all other Person/Entity information listed on the CV 30.
- Does the filing affect any aspect of Speedy Trial (i.e., Procedural, Excludable, or Location)?
- If a Motion for Temporary Restraining Order (TRO) is e-filed, notify chambers/CRD immediately. Instructions for [Emergency Filing Procedures](#) is available on the court's website and refer to L.R. 77-1.



Navigating CACD Court's Website

- Judges' Requirements > Judges' Procedures and Schedules
 - This is where you can find details showing each Judge's requirements, standing orders, trial schedules, etc.
- Court Procedures > Local Rules
 - Links to the four chapters of the Local Rules for the Central District of California

www.cacd.uscourts.gov

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Central District of California
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Complaint/Miscellaneous proceedings

- Are you comparing the parties from the caption to make sure we added all of them and with correct spelling?
- Do you check anything about the filing attorney?
- Civil cover sheet categories correctly selected?



Top Ten Reasons for Notice of Deficiencies (G112A) in 2022

Total 6,000 for just 2022 (both civil and criminal)

- L.R 7.1-1 Notice of Interested Parties – frequently missing.
- Incomplete or missing title pages (L.R. 11-3.8)
- Missing titles (no caption page) exhibits filed as “exhibit” should have been an attachment to the motion ref: L.R. 11-3.8 Title Page for Main Document should include case caption and title
- Missing signatures – 2 (completely blank)
- Missing “yes” or “no” on the related or identical field
- Wrong event used (Notice Other rather than Notice of Appearance G-123 or Notice of Appearance) – 1
- Use the event that corresponds to the title of the document you are filing; add parties when filing counter claim
- Missing separate Proposed Order if document requires it – ref Judge’s Procedures and Schedules -> Notice of Lodging event
- LR 11-5.2 each exhibit should be filed as separate attachments to the Main Document
- LR 5-4.31 attachments can’t exceed 35 MB. Combined file size limit for the main document and attachments in a single entry is 250 MB.



Proof of service

- Are you reviewing the wording in the proof of service to the docket entry?

Aug. 08, 2022 NOTICE TO FILER OF DEFICIENCIES in Electronically Filed Documents RE: Service of Summons and Complaint Returned Executed (21 days), 14 . The following error(s) was/were found: PROOF OF SERVICE WAS NOT MADE UNDER FRCP 5(b)(2)(D) as the Court did not serve the defendant In response to this notice



Stipulations

- Are you looking at the judges standing orders to see if we did what we had to do with that particular judge?
- This would be a good time to remind the members about not submitting an extension the day before the deadline.
- Are you looking for the signature requirement when more than one party is signing re: pursuant to Local Rule 5-4.3.4(a)(2)(i), the filer attests that all parties on whose behalf this filing is submitted concur in the filing's content and have authorized the filing.
- Do most filing users pick the correct time period as per below.

Jul. 27, 2022 NOTICE TO FILER OF DEFICIENCIES in Electronically Filed Documents RE: Stipulation Extending Time to Answer (30 days or less). The following error(s) was/were found: L.R. 8-3 Response to Initial Complaint for format.



Attorney related filings

- This might be a good time to discuss what an attorney needs to do to get marked terminated on the docket sheet after they have left the previous firm and didn't file a withdrawal notice.

Aug. 23, 2022 NOTICE TO FILER OF DEFICIENCIES in Electronically Filed Documents RE: Notice of Appearance or Withdrawal of Counsel (G-123), 7 . The following error(s) was/were found: Section III of Notice of Appearance or Withdrawal G123 erroneously mentions 'at least one member of the firm or agency will continue to serve as counsel of record'.



Motions/Memorandum of Law

- What is being reviewed re: relief being sought, rule numbers, exhibits, page limitations on briefs, signatures for non-attorneys?
- Summary Judgment: Statement of Material Facts included?
- Discovery: affirmation of good faith and did the moving party have approval to file?
- Are you looking at the judges standing orders to see if we did what we had to do with that particular judge?
- Hearings dates not being entered

Aug. 18, 2022 NOTICE TO FILER OF DEFICIENCIES in Electronically Filed Documents RE: NOTICE OF MOTION AND MOTION to Dismiss Case 11 . The following error(s) was/were found: Hearing information is missing, incorrect, or not timely. L.R. 6-1



Preparation for Trial

- Review the assigned judge's Standing Order regarding trials. Pay attention to what documents are required and how many copies to bring on the first day of trial.
- Refer to the judge's requirements under Judge's Procedures and Schedules for any orders or sample located at the bottom of the page on the court's website.
- Contact the court's audio visual I.T. help desk for equipment training 1-3 weeks in advance. Submit courtroom technology training request on the court's website [here](#) or request by phone at (213)894-3061.



Additional miscellaneous questions/topics

- Helpful reminders to offer this group

No firm does things exactly the same. Some firms review their deadlines the day before to search out filings. By doing this you have an opportunity to ask the attorney for a draft, which allows you to figure out a filing category if one doesn't exactly fit your document. Knowing this the day before allows you time to work with the Help Desk or do a docket search to see what other firms have used for a filing category. Firms that don't do this put themselves at a disadvantage if the filing shows up after business hours when the Help Desk has gone home.

- Who to contact when you receive a Notice of Deficiency.
- File sealed documents during business hours in the event a mistake is made you can contact the court.
- Review the practices of the judge with each filing.



Additional miscellaneous questions/topics (continued)

- Remind the attorneys to not wait till the last minute to file. Expect problems.
- Which documents other than a commencement filing, pleadings and motions are you looking for a 7.1? If someone files a notice of appearance, do you reject that filing if they don't file a 7.1?
- Which documents do you check every page for errors of missing pages.

Aug. 23, 2022 NOTICE TO FILER OF DEFICIENCIES in Electronically Filed Documents RE: Notice of Change of Attorney Business or Contact Information (G-06), 11 . The following error(s) was/were found: Missing 2nd page.

- Are there any 9th Circuit issues that firms need to address in terms of their record on appeal?



Additional miscellaneous questions/topics (continued)

- Are you looking at the title of the PDF?

Jul. 05, 2022 NOTICE TO FILER OF DEFICIENCIES in Electronically Filed Documents RE: Civil Cover Sheet (CV-71) 14 . The following error(s) was/were found: 1) pdf document not entitled "Amended"; 2) Both Attorney's Signature and date thereof were both left BLANK.

- Other than the attorney's signature what else are you looking for in the signature block?
- Are there more case numbers missing or incorrect? There seems to be a lot of these errors being posted.

Aug. 16, 2022 NOTICE TO FILER OF DEFICIENCIES in Electronically Filed Documents RE: Request 13 . The following error(s) was/were found: Case number is incorrect or missing.



Additional miscellaneous questions/topics (continued)

- There seems to be a good number of errors that mention notice of title page missing. I am going to assume this happens with firms that are filing outside California as pro hac filers.

Aug. 08, 2022 NOTICE TO FILER OF DEFICIENCIES in Electronically Filed Documents RE: Exhibit (non-trial) by plaintiff 13 . The following error(s) was/were found: Title page is missing. MISSING FORMAL TITLE PAGE AND LR-11-3.8 required filer, attorney, court and case information.

- What happens when an attorney doesn't make a correction within the time period set by the court?

Jul. 11, 2022 In response to the opening of this case, the Clerk issued a Notice to Filer of Deficiencies in Attorney Case Opening. The Notice indicated that unless counsel corrected the identified discrepancy within two business days, the docket for this case number would be closed and no further filings would be permitted under this case number. Counsel has not corrected the discrepancy.



Additional miscellaneous questions/topics (continued)

- PDF checker
 - Utilities → NextGen Release 1.7 Menu Items → [Check PDF Document](#)

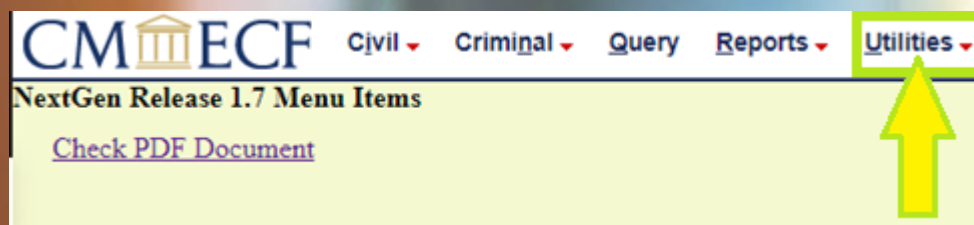


CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Utilities

Your Account	Miscellaneous	Proposed Orders to Chambers and Clerk's Office
View Your Transaction Log	Chambers Email Addresses	Proposed Orders
Change Client Code	Mailings	Release 6.0 Menu Items...
Change PACER Exemption Status	Verify a Document	NextGen Release 1.1 Menu Items
Link a CM/ECF account to my PACER account		NextGen Release 1.7 Menu Items
Maintain Your Address		
Maintain Your E-Mail Address		
Maintain Your Login/Password		
Pay.gov Internet Payment History		
Review PACER Billing History		

A yellow arrow points to the 'NextGen Release 1.7 Menu Items' link in the 'Proposed Orders to Chambers and Clerk's Office' column.



CM/ECF Civil Criminal Query Reports Utilities

NextGen Release 1.7 Menu Items

[Check PDF Document](#)

A yellow arrow points to the 'Utilities' dropdown menu.



CM/ECF Civil Criminal Query Reports Utilities Search Help What's New Log Out (N)

Check PDF Document

The PDF document does not meet the following CM/ECF requirements:

- The document is not a well-formed PDF document (no further information is available).
- The document contains code which may cause an external action (such as launching an application). This PDF document cannot be accepted.

The document you submitted is not in PDF/A format, but this court does not require documents to be in PDF/A format.

Click [here](#) for more information.

If you need further assistance, please contact the court.

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