

IMPORTANT ECF REMINDERS

Please note, when filing / uploading a document into the ECF system:

When a user files a document that is both: a) a **restricted document** and b) has a non-ASCII special character (**character other than a letter or a number**) **in the document name**, the Electronic Case Filing program can lock up.

Non-restricted documents containing non-ASCII characters do not have this problem.

- Please be certain that .pdf documents submitted through CM/ECF are searchable and published to .pdf directly from a word processor.

Scanned .pdf documents are permissible only if certification is provided that the material is available only in that form

- Please be aware that the requirement for a certificate of service as required by F.R.A.P. 25 is still in effect. A sample certificate of service is available under “FORMS” on our website: www.ca7.uscourts.gov.