



## *Administrative Procedure*

FOR ELECTRONIC FILING IN THE UNITED STATES  
DISTRICT COURT FOR THE SOUTHERN DISTRICT OF  
ALABAMA

*Revised 2/1/2019*

**IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ALABAMA**

**ADMINISTRATIVE PROCEDURE FOR ELECTRONIC FILING**

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# **I. THE ELECTRONIC FILING SYSTEM**

## **A. MANDATORY ELECTRONIC FILING IN MOST CASES**

Fed.R.Civ.P. 5(d)(3), Fed.R.Crim.P. 49 and General L.R. 5(b) authorize electronic filing in this district. Collectively, these rules provide that electronic filing by represented parties is mandatory in most cases, subject to certain enumerated exceptions and judicial directives otherwise in a particular case.

## **B. THE ELECTRONIC RECORD**

The official record of the court shall be the electronic file maintained on the court's servers. This includes pleadings, documents and exhibits filed by the parties in electronic format, as well as documents filed in paper form, scanned, and made a part of the electronic record. The official record shall also include any conventional documents or exhibits that have been accepted for filing.

1. The Clerk's Office shall not maintain a paper court file in any case except as otherwise provided in these procedures or directed by the court.
2. PACER registration is required for electronic filing of pleadings and other papers. Registration is available at [www.pacer.gov](http://www.pacer.gov). All questions about PACER registration should be directed to the PACER Service Center at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or (800) 676-6856.
3. Electronic filing through CM/ECF is mandatory for all counsel in all cases, unless conventional filing is allowed by the court for good cause shown or is authorized or required by the Local Rules or these procedures. It is the responsibility of counsel to maintain an electronic mailbox sufficient to receive all orders and other papers that may be transmitted electronically.
4. Any party not represented by an attorney must file conventionally unless specifically allowed by the Clerk's Office or required by court order to file electronically. For pro se filers who have not been directed to file electronically, the Clerk's Office will convert all conventionally-filed pleadings and other documents to an electronic format, and will maintain that electronic version as the court's official record.
5. If pleadings are filed in paper form, it is the filer's responsibility to ensure that the paper document can be scanned with a legible image. Whenever possible, such documents should be black print on white paper, for maximum contrast. The court may decline and return filings that are not legible.

## C. DEFINITIONS AND INSTRUCTIONS

The following definitions and instructions shall apply to these Procedures for Electronic Filing:

- The Clerk's Office or any judge may suspend or modify these procedures in a specific case, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of every action and proceeding. The court may amend these procedures at any time without prior notice.
- Unless otherwise provided by these procedures, or unless otherwise authorized by the assigned judge, all documents submitted for filing in this district must be filed via electronic filing.
- A document filed electronically constitutes a written paper for purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules.
- The term "document" shall include pleadings, motions, exhibits, declarations, affidavits, memoranda, papers, orders, notices, and any other filing by or to the court.
- The term "party" shall include counsel of record and a pro se litigant.
- The term "ECF" refers to the court's Electronic Case Filing system.
- The term "ECF website" refers to the official Internet site of the Southern District of Alabama.
- An "ECF User" is a person who is registered to use the ECF system.
- "Electronic filing" or "e-filing" means uploading a document directly from the ECF User's computer, using the court's Internet-based system to file that document in the court's case file.
- The "E-Mail Address of Record" is the Internet e-mail address of each party to the case as maintained by the Clerk of Court.
- A "Notice of Electronic Filing" is generated automatically by the ECF system upon successful completion of an electronic filing. The Notice of Electronic Filing, when e-mailed to all E-Mail Addresses of Record in the case, constitutes proof of service.

- The term “PDF” refers to Portable Document Format. A PDF document may be opened across a broad range of hardware and software, with layout, format, links, and images intact.
- Procedures and instructions for using the court’s ECF system consistent with these policies may be found on the court’s ECF website.
- All hours stated shall be Central time.

#### **D. TECHNICAL SPECIFICATIONS**

The following technical capabilities are required for electronic filing, access and retrieval of documents in the ECF system. Other specifications are also indicated for optimum performance.

- A computer running a Windows or a Mac operating system.
- Ability to convert documents from a word processor to PDF format.
- High speed Internet access.
- A compatible Internet browser. ECF has been tested and works correctly with Firefox, Internet Explorer, and Safari.
- Access to a scanner for imaging non-computerized documents.
- When scanning documents to be filed electronically, ECF Users should configure their scanners for 400 dpi and black and white, rather than color scanning. The filing party is responsible for the legibility of the scanned document. If a scanned document cannot be easily read, the filing party should contact the Help Desk for instructions before electronically filing it.
- ECF Users may encounter technical difficulty when uploading voluminous documents to the ECF system as a single entry. If such problems occur, the filing party should break down the document into smaller segments and file those segments as multiple sequential entries. Contact the Help Desk for assistance and instructions.

#### **E. SYSTEM AVAILABILITY**

The ECF system is designed to provide service and to be accessible to ECF Users 24 hours a day. Nonetheless, users are strongly encouraged to file documents in advance of deadlines and during normal business hours. The Clerk’s Office has established a

Help Desk (251-690-2371) to respond to questions regarding electronic filing. The Help Desk is staffed on all business days from 8:00 a.m. to 5:00 p.m., and is available to receive voice-mail messages at all other times. If a party misses a filing deadline due to an inability to file electronically, the party must submit the untimely document, accompanied by a declaration setting forth the reason(s) for missing the deadline. (A model declaration may be found in the forms section at Form A.) The document and declaration must be filed as soon as possible, but in no event later than 12:00 p.m. on the first business day following the missed filing deadline.

## **F. SEALED CASES AND DOCUMENTS**

1. Cases filed under seal will be maintained in the ECF system.
2. Juvenile criminal matters will be sealed and maintained in the ECF system.
3. Sealed documents are not viewable by case participants or the public, except as defined in applicable rules, statutes or these procedures, or as ordered by the court. Sealed documents filed electronically must be served upon other litigants in the conventional manner, not by transmission of a Notice of Electronic Filing by the ECF system.

## **G. REGISTRATION**

1. PACER registration is required for electronic filing of pleadings and other papers in this court. Registration is available at [www.pacer.gov](http://www.pacer.gov).
2. Any attorney who intends to e-file must have his or her own PACER account because PACER accounts are linked to e-filing accounts. Shared PACER accounts can no longer be used for electronic filing.
3. Attorneys registered to e-file in this court prior to February 2019 should check their existing PACER accounts to verify that they have been upgraded. An upgraded PACER account is necessary for electronic filing in this court. If your existing PACER account username is at least 8 characters, then it is upgraded. If your existing PACER account username is 6 characters, then you do not have an upgraded account and must upgrade it at [www.pacer.gov](http://www.pacer.gov).
4. An attorney with an upgraded PACER account must link any prior e-filing privileges in this court to that upgraded PACER account by logging in to this court's ECF website (<https://ecf.alsd.uscourts.gov>) using upgraded PACER credentials and then clicking the appropriate link.
5. Once your upgraded PACER account has been linked to your e-filing account in this court, you may use your upgraded PACER account credentials to log in to the ECF system for purposes of electronically filing documents in this court.

6. An attorney who has not previously established e-filing privileges in this court must log in to the ECF system using his or her upgraded PACER account credentials and submit a new e-file request to the court. Once the court processes and approves that request, the requesting attorney's electronic filing privileges in this court will be activated.
7. All issues or concerns relating to PACER login and password information should be directed to the PACER Service Center at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or (800) 676-6856. Local court personnel cannot obtain or change users' PACER login and password information for them.
8. No attorney shall knowingly permit or cause to permit his or her PACER login credentials to be utilized by anyone other than an authorized agent or employee.
9. Once registered, an attorney shall be responsible for all documents filed in this court using his or her PACER credentials.
10. An attorney admitted pro hac vice must apply for e-file privileges in this court by logging in to the ECF system using his or her upgraded PACER account.

## **II. ELECTRONIC FILING AND SERVICE**

### **A. FILING**

1. Electronically filed documents must comply with all formatting requirements, including Fed.R.Civ.P. 10 and General L.R. 5(a). Such documents are also subject to applicable page limitations established by court order or by Civil L.R. 7(e).
2. E-mailing a document to the Clerk's Office or to the assigned judge shall not constitute "electronic filing" of the document. When a document has been successfully electronically filed, the ECF system will transmit a Notice of Electronic Filing to all registered parties' E-Mail Addresses of Record.
3. Civil Complaints
  - (a) ECF Users must file their complaints or other case initiating documents in the ECF system in accordance with the step-by-step instructions set forth below. Pleadings sent to the Clerk's Office by e-mail will not be accepted for filing.
  - (b) Filing party e-mails case opening information (complaint, civil cover sheet and complete listing of parties) to [efile\\_newcases@alsd.uscourts.gov](mailto:efile_newcases@alsd.uscourts.gov).
  - (c) Clerk's Office opens case with no assignment of judges, and sends e-mail

with case number to filing party.

- (d) Clerk's Office collects filing fee during online filing, by credit card over the telephone, or via hand delivery to Clerk's Office.
- (e) Attorney electronically files complaint, etc. The complaint must be filed the same day that the Clerk's Office opens the case. New cases are not deemed filed until the Clerk's Office has received both the electronically filed complaint and any required filing fee.
- (f) After complaint is electronically filed and fee collected, judges will be assigned.

4. Summonses in Civil Cases.

- (a) The filing party must prepare summonses as appropriate and electronically file them as attachments to the complaint. The Clerk's Office will then issue the summonses by making an entry on the docket, and notify counsel of the need to print service copies. Form summonses are available on the court's website.
- (b) A party may not electronically serve a summons and civil complaint, but instead must effect service of process in accordance with Fed.R.Civ.P. 4.

- 5. Generally, a document will be deemed timely if electronically filed prior to midnight on the deadline fixed by court order or applicable rule or statute. In any case in which time of day is of the essence, however, the assigned judge may order that a particular document be filed by no later than a time certain.
- 6. If filing a document requires leave of court, such as an amended complaint, a sur-reply brief or a document to be filed out of time, the ECF User must attach the proposed document as an exhibit to the motion. If the court grants the motion, the ECF User may then be required to file the document electronically as a separate, freestanding docket entry.
- 7. The filing of discovery materials and exhibits as authorized by Civil L.R. 5 shall be by electronic means, unless otherwise authorized by the court.
- 8. An official transcriber or contract court reporter must electronically file a certified transcript of proceedings he or she transcribes, or alternatively must submit to the Clerk's Office for uploading to the ECF system an electronically formatted transcript in PDF format. A transcriber or court reporter will not receive payment until this requirement has been satisfied.

## **B. SERVICE AND NOTICE OF FILINGS**

1. Sending a document (other than a complaint or summons) to an ECF User by filing it with the ECF system shall constitute service pursuant to Fed.R.Civ.P. 5(b)(2)(E), Fed.R.Crim.P. 49(a) and General L.R. 5(d), unless the serving party learns that the associated Notice of Electronic Filing did not actually reach the person to be served.
2. No certificate of service is required when a paper is served on an ECF User by electronically filing it with the court's ECF system, pursuant to General L.R. 5(d)(4).
3. For any opposing party who is not an ECF User (such as a pro se party who has not been authorized to file electronically), the filing party must serve a paper copy of any electronically filed document. Conventional service may be achieved by the means enumerated in Fed.R.Civ.P. 5(b)(2)(A)-(D), (F); or Fed.R.Crim.P. 49(a)(4). Service may also be effected by other electronic means to which the party to be served has consented in writing, pursuant to Fed.R.Civ.P. 5(b)(2)(E) and Fed.R.Crim.P. 49(a)(3)(B).
4. Where service is accomplished by any means other than electronic filing with the court's ECF system, the serving party must attach a certificate of service, stating the manner in which service or notice was completed as to each party so entitled. Sample language for a certificate of service is attached to these procedures as Form B.

## **C. SIGNATURES**

1. A filing made through an ECF User's PACER account and authorized by that person, together with that person's name on a signature block as described below, constitutes the person's signature for all purposes.
2. A document requiring an attorney's signature and filed electronically shall be signed in the following manner: "s/(attorney name)." The proper format for an attorney signature block is as follows:

s/Judith Attorney  
Bar Number: 12345  
Attorney for (Party)  
ABC Law Firm  
123 South Street  
Mobile, Alabama 36602  
Telephone: (251) 123-4567  
Fax: (251) 123-4567  
E-mail: judith\_attorney@law.com

3. Documents that must contain original signatures or that require either verification or an unsworn declaration under any rule or statute, shall be filed electronically. The document electronically filed shall indicate a signature (e.g., “s/Jane Doe”), or the original may be scanned and electronically filed in the ECF system. The filing ECF User shall retain the hard copy of the document containing the original signatures for two (2) years after final resolution of the action, including final disposition of all appeals.
4. Stipulations or other documents requiring signatures of multiple parties shall be filed electronically by any of the following means: (i) submitting a scanned document containing all necessary signatures; (ii) representing the express consent of the other parties on the document; or (iii) filing the document identifying the parties whose signatures are required and submitting a notice of endorsement by such other parties no later than three (3) business days after filing. A sample notice of endorsement is attached to these procedures as Form C.

#### **D. FEES**

Any fee required for filing a pleading or paper is payable to the Clerk of Court by credit/debit card, check, money order, or cash. The Clerk’s Office will document the receipt of fees on the docket with a text-only entry. The court will not maintain electronic billing or debit accounts for lawyers or law firms.

#### **E. ORDERS AND PROPOSED DOCUMENTS**

1. The assigned judge or the Clerk’s Office shall electronically file all signed orders. An order signed electronically has the same force and effect as if the judge had affixed his or her signature to a paper order and it had been entered on the docket conventionally.
2. The Clerk’s Office will mail a paper copy of any electronically filed order to a party who is not an ECF User.
3. The assigned judge or the Clerk’s Office, if appropriate, may grant or deny routine motions via text-only entry upon the docket. In such cases, no PDF document will issue; rather, the text-only entry will constitute the court’s only order on the matter. The ECF system will generate and transmit a Notice of Electronic Filing for that text-only entry.
4. An ECF User submitting a proposed order, proposed jury charges or any other proposed document required by rule or court order shall file it electronically either (i) attached to a motion or stipulation as an exhibit, or (ii) submitted separately and identified as “proposed.” A working copy of each such proposed document must be submitted by e-mail to the appropriate judge’s chambers in Word format. The e-mail subject line should include the case number, followed by a short description

of the document (i.e., 18-543 Proposed Order). The name of the attachment should be the case number followed by the extension .docx (i.e., 18-543.docx). These chambers e-mail addresses must not be utilized to communicate with the court unless otherwise permitted or solicited by the court.

efile\_dubose@alsd.uscourts.gov  
efile\_beverstock@alsd.uscourts.gov  
efile\_moorer@alsd.uscourts.gov  
efile\_granade@alsd.uscourts.gov  
efile\_steele@alsd.uscourts.gov  
efile\_bivins@alsd.uscourts.gov  
efile\_nelson@alsd.uscourts.gov  
efile\_murray@alsd.uscourts.gov  
efile\_cassady@alsd.uscourts.gov  
efile\_milling@alsd.uscourts.gov

5. An ECF User filing a motion for issuance of a writ, warrant, or summons should advise the judge if a prompt ruling is required, and should attach the proposed writ, warrant, or summons to the motion in PDF format.

## **F. DOCKET EVENTS**

An ECF User electronically filing a pleading or other document shall be responsible for designating a docket event title for the document by selecting a category from the appropriate menu in the ECF system. Questions concerning which docket event designation is appropriate for a particular filing should be directed to the Clerk's Office Help Desk, not the assigned judge's chambers.

## **G. CORRECTING DOCKET ENTRIES**

1. Once a document has been electronically filed, it becomes part of the case docket and the official court record. Corrections to the docket may be made only by the Clerk's Office, not by ECF Users. The filing party cannot make changes to a document or docket entry filed in error once the ECF system has accepted a transaction.
2. Common examples of erroneous docket entries include (i) posting the wrong PDF file (i.e., a superseded draft or an unrelated document) to a docket entry, (ii) selecting the wrong docket event category from the menu, or (iii) entering the wrong case number. Upon discerning a filing error, the filing party should not attempt to refile the document.
3. As soon as possible after discovering an error, the filing party should contact the Help Desk and explain why a correction to the filing or docket entry is warranted. If appropriate, the court or Clerk's Office may make or modify a docket entry to

indicate that the document was filed in error. The Clerk's Office will provide instructions to the filing party for what remedial actions, if any, are necessary to correct the error.

## **H. TECHNICAL FAILURES**

1. The Clerk's Office shall deem the ECF system to be subject to a technical failure on a given day if the system is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour. Known systems outages (and updates concerning restoration of service) will be posted on the court's web site, if possible.
2. Technical problems on the filer's end, such as service outages by the filer's Internet Service Provider, or hardware or software trouble, will neither constitute a technical failure under these procedures nor automatically excuse an untimely filing. A filer who is unable to file a document electronically because of a technical problem on the filer's end must file the document conventionally and/or file a motion for relief from any applicable deadline.
3. A filing party whose filing is rendered untimely by a technical failure of the ECF system may seek appropriate relief from the court via motion.

## **I. PRIVACY**

Electronic filing, and remote public access to court filings over the Internet via the ECF system, implicate significant privacy concerns. Documents filed electronically or conventionally must comport with Fed.R.Civ.P. 5.2 and Fed.R.Crim.P. 49.1, which generally require redaction of certain categories of sensitive information (including an individual's social-security number, taxpayer-identification number, or date of birth; the name of an individual known to be a minor; a financial-account number; or the home address of an individual) in a specified manner, unless otherwise ordered by the court.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing sensitive information specified above may file an unredacted document under seal. This document shall be retained by the court as part of the record. The court may require a party to file a redacted copy for the public file.

In addition, parties must exercise caution when filing documents that contain the following:

1. Personal identifying numbers, such as a driver's license number;
2. Medical records, including treatment and diagnosis records;
3. Employment history;
4. Proprietary or trade secret information; and

5. Other sensitive data.

Counsel are strongly urged to discuss privacy issues with their clients so that an informed decision may be made about inclusion, redaction and/or exclusion of sensitive materials. It is the sole responsibility of counsel and the parties to ensure that appropriate redaction of sensitive information is performed as to all filings, whether electronic or conventional. The Clerk's Office will not independently review each filed document for redaction compliance.

**J. THIRD-PARTY SERVICE PROVIDERS**

Sharing PACER account credentials with a third-party service provider or designating that provider as a secondary recipient of a Notice of Electronic Filing or Notice of Docket Activity will give that entity access to sealed case information and documents, in violation of court order. ECF Users are therefore urged to use caution in implementing computer security practices to ensure that sealed documents are not disclosed to unauthorized persons or entities.

**III. PROCEDURES FOR CERTAIN TYPES OF FILINGS**

**A. DOCUMENTS TO BE FILED UNDER SEAL**

Unless otherwise ordered by the court, any party wishing to file a sealed document in a civil or criminal case must comply with General L.R. 5.2, which sets forth detailed procedures governing the filing of sealed documents.

**B. PRO SE FILERS**

Unless otherwise ordered by the court, pro se filers may conventionally file paper originals of complaints, pleadings, motions, affidavits, briefs, and other documents which must be signed or which require either verification or an unsworn declaration. The Clerk's Office will scan these original documents and upload them into the ECF system. Pro se filers may also register for electronic filing, subject to approval by the Clerk's Office in its discretion.

**C. SOCIAL SECURITY AND § 2254 CASES**

All documents, notices, and orders filed in social security reviews and state habeas cases shall be filed and noticed electronically, unless otherwise ordered by the court upon a showing of good cause. Pursuant to Fed.R.Civ.P. 5.2(c), non-parties who are physically present at the Clerk's Office will have electronic access to the full record in social security cases; however, non-parties seeking remote electronic access to social security files may view only the docket sheet and court orders, opinions, judgments or other dispositions.

## **D. CONVENTIONALLY FILED DOCUMENTS**

These procedures provide for mandatory electronic filing by represented parties in most cases. There may, however, be circumstances in which conventional filing is either expressly permitted by these procedures (such as where a technical failure prevents timely filing) or may be authorized by the Clerk's Office or the assigned judge upon appropriate motion (such as where an exhibit consists of a disc containing a video recording that cannot readily be uploaded to the ECF system). An ECF User filing a document conventionally must also file electronically a Notice of Conventional Filing. A sample notice is attached to these procedures as Form D.

## **IV. PUBLIC ACCESS TO THE SYSTEM**

### **A. PUBLIC ACCESS AT THE COURT**

Electronic access to the electronic docket and documents filed in the ECF system is available to the public at no charge at the Clerk's Office during regular business hours. A copy fee for an electronic reproduction is required pursuant to the schedule of fees issued in accordance with 28 U.S.C. § 1914.

### **B. INTERNET ACCESS**

Remote electronic access to the ECF system for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system. The Judicial Conference of the United States has determined that a user fee will be charged for remotely accessing certain detailed case information, such as filed documents, docket sheets, and reports.

### **C. CONVENTIONAL AND CERTIFIED COPIES**

Conventional copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certifying will be in accordance with 28 U.S.C. § 1914.

### **D. E-MAIL NOTIFICATIONS**

ECF Users can receive e-mail notifications of electronic filings of unsealed documents in any civil or criminal case (even cases in which they are neither a party nor counsel of record) by making appropriate settings to their user accounts. Contact the Clerk's Office Help Desk for instructions.

FORM A

# SAMPLE FORMAT

## IN THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ALABAMA

Plaintiff,

vs

Defendant.

)  
)  
)  
)  
)  
)

Case No.

### DECLARATION OF TECHNICAL DIFFICULTIES

Please take notice that [Plaintiff/Defendant, Name of Party] was unable to file the attached [Title of Document] in a timely manner due to technical difficulties. The deadline for filing the [Title of Document] was [Filing Deadline Date]. The reason(s) that I was unable to file the [Title of Document] in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform (including dates and times)]

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted,

s/[Name of Password Registrant]  
Federal Bar Number: 12345  
Attorney for (Plaintiff/Defendant)  
Address  
City, State, Zip Code  
Phone: (xxx) xxx-xxxx  
Fax: (xxx) xxx-xxxx  
E-mail: xxx@xxx.xxx

FORM B

SAMPLE FORMAT

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF ALABAMA

Plaintiff,
vs
Defendant.
Case No.

CERTIFICATE OF SERVICE

I hereby certify that on (Date), I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system, which will send notification of such filing to the following:
and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants at the following mailing addresses:

Respectfully submitted,

s/[Name of Password Registrant]
Federal Bar Number: 12345
Attorney for (Plaintiff/Defendant)
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx

FORM C

SAMPLE FORMAT

IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ALABAMA

	)	
	)	
Plaintiff(s),	)	
	)	
vs	)	Case No.
	)	
	)	
Defendant(s).	)	

NOTICE OF ENDORSEMENT

Pursuant to the ECF Administrative Procedure, \_\_\_\_\_ (Plaintiff or Defendant) hereby certifies that my original signature was placed on the following document which was filed electronically on \_\_\_\_\_:

- \_\_\_ Joint Proposed Scheduling Order
- \_\_\_ Stipulation of Dismissal
- \_\_\_ Joint Motion for \_\_\_\_\_
- \_\_\_ Other:

Respectfully submitted,

s/[Name of Password Registrant]  
 Federal Bar Number: 12345  
 Attorney for (Plaintiff/Defendant)  
 Address  
 City, State, Zip Code  
 Phone: (xxx) xxx-xxxx  
 Fax: (xxx) xxx-xxxx  
 E-mail: xxx@xxx.xxx

