

## **IMPORTANT NOTICE FROM THE FIRST CIRCUIT COURT OF APPEALS REGARDING REGISTRATION AND TRAINING FOR ELECTRONIC DOCUMENT FILING**

On October 13, 2009, the First Circuit Court of Appeals began accepting certain documents filed electronically by attorneys and non-incarcerated pro se parties. **Beginning on January 1, 2010, electronic filing will be mandatory for most documents filed by attorneys.** The court therefore strongly encourages all attorneys who practice before it to register as ECF Filers as soon as possible, and to familiarize themselves with the electronic document filing system, known as CM/ECF. Before filing a document electronically using the CM/ECF system, each attorney must complete the following steps:

- 1) Complete mandatory electronic lessons, which provide a step-by-step overview of how to file various types of documents and advice on how to avoid common filing errors. The lessons are located on the *Electronic Filing - CM/ECF* page of the court's website, [www.cal.uscourts.gov](http://www.cal.uscourts.gov).
- 2) If you have not already done so, apply for admission to the First Circuit's bar. Only attorneys admitted in the First Circuit will be permitted to register as ECF Filers. Information on attorney admissions may be found on the *Forms & Notices* page of the court's website.
- 3) If you or your firm have not already done so, register for a PACER account at <http://www.pacer.psc.uscourts.gov>. A PACER account is required to view docket reports and electronically filed documents.
- 4) On the PACER website, register for an Appellate CM/ECF Filer account for the First Circuit Court of Appeals. Attorneys who previously registered through PACER for an Appellate ECF Filer account for purposes of electronic noticing, and who are already members of the First Circuit bar, do not need to re-register.
- 5) Review the Administrative Order Regarding CM/ECF, which sets forth rules governing electronic filing, and the CM/ECF User's Guide. Both resources are located on the *Electronic Filing - CM/ECF* page of the court's website.