

UNITED STATES DISTRICT COURT

MIDDLE DISTRICT OF ALABAMA

MONTGOMERY, ALABAMA

W. HAROLD ALBRITTON  
CHIEF JUDGE

February 6, 2004

MEMORANDUM TO ATTORNEYS, MIDDLE DISTRICT OF ALABAMA

SUBJECT: Registration for Electronic Noticing from the new Case Management/Electronic Case Files (CM/ECF) System (***Action Requested by February 23, 2004***)

An E-Mail-in-Time Replaces a Fax-in-Time

**The Fax-In-Time program will cease with the implementation of CM/ECF. The new method of noticing will be by e-mail.** The bottom portion of the enclosed Mandatory Attorney Update and Registration form includes a registration for e-mail noticing under CM/ECF. **In compliance with General Order 2:04-mc-3164, all attorneys who wish to practice in this court must complete this registration.**

The vast majority of those attorneys actively practicing in this court had enrolled in our Fax-In-Time program. This program has been very successful in faxing copies of judgments, orders, and notices from the Court to attorneys, providing attorneys more timely notification of court actions and streamlining operations within the clerk's office. We are very appreciative of those of you who had signed up for this program and helped to make it a success.

If you have questions about this program, please call the Clerk's Office on 334.954.3935.

Update Attorney Data and Registration

**You must complete, by February 23, 2004,** the information requested on the enclosed ***Attorney Data Update Form and Registration.*** Please fax this information to the number indicated on the form. Thank you for your help.

New Standing Order and Administrative Procedures

The U.S. District Court for the Middle District of Alabama has issued **General Order** number 2:04-mc-3164 adopting the Case Management/Electronic Case Files System effective April 5, 2004. The CM/ECF System will have two components:

- CM/ECF Electronic Noticing, required of all attorneys who practice in this Court, and
- CM/ECF Electronic Filing.

In addition, this Court has developed interim civil and criminal ***Administrative Procedures for Filing, Signing, and Verifying Pleadings and Documents in the District Court under the CM/ECF System.***

The CM/ECF procedures will affect filing procedures for all attorneys, regardless of the filing method. Enclosed is a brief listing of those ***Changes in Filing Procedures for All Attorneys*** whether Registered for CM/ECF or not. The General Order and ***CM/ECF Administrative Procedures*** are available through a link on our web page at [www.almd.uscourts.gov](http://www.almd.uscourts.gov).

One of the benefits of CM/ECF is that the method of providing copies of judgments, orders, and notices from the Court will shift from facsimile noticing of court documents to e-mail noticing of all court documents and pleadings and other documents filed by parties in a case. Additional information concerning this feature of CM/ECF is available on our web page.

Enclosed in this package:

- **Mandatory Attorney Data Update Form and Registration due February 23, 2004**
- **Top Ten Changes in Filing Procedures for All Attorneys**

Also, available on the CM/ECF link on our web page at [www.almd.uscourts.gov](http://www.almd.uscourts.gov):

- **General Order number 2:04-mc-3164**
- **CM/ECF General Information, E-Noticing, and E-Filing**
- ***Administrative Procedures for Filing, Signing, and Verifying Pleadings and Documents in the District Court under the CM/ECF System***

Thank you for your support as we move into the future of electronic records; our goal is to provide you the best level of service possible.

Sincerely,



W. Harold Albritton, Chief Judge



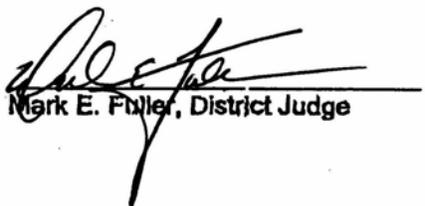
Charles S. Coody, Chief Magistrate Judge



Myron H. Thompson, District Judge



Vanzetta P. McPherson, Magistrate Judge



Mark E. Fuller, District Judge



Susan R. Walker, Magistrate Judge



Dolores R. Boyd, Magistrate Judge

Enclosures

## MANDATORY ATTORNEY DATA UPDATE AND REGISTRATION

Last name	<input type="text"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Alabama Bar Id *	ASB - <input type="text"/> - <input type="text"/>
Office	<input type="text"/>	Unit	<input type="text"/>
Address Line 1 **	<input type="text"/>	Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>
Country	<input type="text"/>	Social Security #	<input type="text"/> - <input type="text"/> - <input type="text"/>
Business Phone	<input type="text"/>	Fax	<input type="text"/>
Primary Internet E-mail	<input type="text"/>	Secondary E-mail	<input type="text"/>

\*\* Use Business Address Please. If not available, use home address.

\* Use Alabama Bar #, which starts with the last four digits of your Social Security #

**ATTORNEYS MUST SIGN ONE OF THE TWO OPTIONS BELOW:**

**Registration for CM/ECF - E-Service\***  
**Authorization to Send Orders, Judgments, Pleadings and Other Documents by E-Mail Transmission**

In accordance with the provisions of F.R.CIV.P.5(b)(2)(D), I understand that service, except for original process, will be given to me by electronic means to the e-mail addresses listed above. I agree to waive the provisions of F.R.Civ.P.77(d) and F.R.Crim.P.49(c) providing service of notice of the entry of an order or judgment by mail and consent that such notice may be served by electronic means. I am a member of the bar in good standing. I understand that this electronic notice will be in lieu of notice by mail.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney

\* Attorneys of Record in Social Security and Criminal Cases must also have a PACER account to view documents by e-mail. Please contact the Public Access to Court Electronic Records (PACER) Service Center's web site (<http://pacer.psc.uscourts.gov>) to register.

**- OR -**

I do not intend to practice or foresee practicing in the U.S. District Court for the Middle District of Alabama.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney

**Please fax this form to 334.954.3967** by February 23, 2004 (alternate #: 334.954.3615)

Or mail to: Clerk, US District Court  
P. O. Box 711  
Montgomery, AL 36101-0711

# TOP TEN CHANGES IN FILING PROCEDURES FOR ALL ATTORNEYS WHETHER REGISTERED IN CM/ECF OR NOT

To accomplish the Court's goal of having electronic files even if a document is not electronically filed by the attorney or party, the publication titled ***Administrative Procedures for Filing, Signing, and Verifying Pleadings and Documents in the District Court under the New CM/ECF System***, available through a link on our web page at [www.almd.uscourts.gov](http://www.almd.uscourts.gov), describes some procedural changes that will apply to all documents filed in this District.

**This list represents most of those changes that will affect filing procedures for all attorneys, regardless of the filing method:**

1. CM/ECF **Electronic Noticing (E-Noticing)** is required by **General Order 2:04-mc-3164**.
2. CM/ECF Electronic Filing (E-Filing) will become mandatory in the future.
3. Pleadings, documents, etc. submitted to the Clerk's Office in paper form shall not be bound or stapled or paper clipped, but rather, shall be held together by removable spring binding clips.
4. For all filings electronic or conventional, the style of the case number on the face of the document shall change as follows:  
  
[division#]:[2-digit year]-cv-[case #]-[judge initial]  
  
With Division numbers: 1-Southern, 2-Northern, 3-Eastern  
  
For example, 2:04-cv-5000-A is the court's 5,000<sup>th</sup> civil case filed in 2004. The case was filed in the Northern Division and is assigned to Chief Judge Albritton.
5. An attorney must file a Notice of Change of Address in each active case in which they are attorney of record.
6. Copies of orders and judgments, whether received electronically or otherwise, will no longer contain a written signature. Rather, the signature will be replaced by "s/ (judge's name)" or by an electronic signature.
7. Pay particular attention to privacy issues and the Court's Redaction Policies. See General Order 2:04-mc-3164 and Section II - I of the Administrative Procedures.
8. Evidentiary submissions must be accompanied by an Index.
9. Attorneys are encouraged to e-mail proposed orders (not pretrial orders) to the appropriate judge as a word processing file attached to the e-mail. This is in addition to attaching the proposed order to the pleading. E-mail addresses will be available on our website.
10. CM/ECF will allow PACER users, whether they are attorney of record or not, to view electronic documents in all cases except social security and criminal cases and where the case or document is sealed.