

**Summary of Substantive Amendments to the
Administrative Procedures for Electronic Case Filing**
Effective February, 2010

ECF Administrative Procedure Number	Change in Administrative Procedure
Table of Contents, pp. i-iv	General page renumbering based upon changes in the Administrative Procedures as enumerated in the Summary.
No. 1.7	Definition of PDF text document and PDF scanned document.
No. 3.1.1	Reordered sequence of 3.1.1.1 and 3.1.1.2 so that it matches the ECF Administrative Procedures of the Northern District of West Virginia; no change in wording.
No. 5	Reflects the updated policy on access relating to Social Security cases
No. 6.2.6	Requires an attorney who is not a registered filing user who has co-counsel that is a registered filing user to execute an Attorney Registration Form for E-Mail Notification Only.
No. 8.1	When commencing a new civil action, directing filing users to not associate themselves in the “shell” case and directing that all documents associated with a new case to be filed as attachments to the filing entry in the “shell” case.
No. 10	Motion Practice Added 10.1, Submission of Motions and Responses as Separate Documents; Added 10.2, Filing a Memorandum or Brief in Support of or Opposition to a Motion; and Added 10.3, Attachments and Exhibits.
No. 11	Changed numbering sequence of former ECF Administrative Procedure No. 10 to No. 11 with subparts due to addition of new procedure 10, Motion Practice, set forth above.
No. 12	Changed numbering sequence of former ECF Administrative Procedure No. 11 to No. 12; eliminated Appendix A.

No. 13	Changed numbering sequence of former ECF Administrative Procedure No. 12 to No. 13; clarified wording relating to the filing of the certificate of service and added wording about docket event use to file the same.
No. 14	Changed numbering sequence of former ECF Administrative Procedure No. 13 to No. 14; Moved sections 13.2, 13.3 and 13.4 to its own Administrative Procedure at No. 10; changed size of documents of PDF documents from 5 megabytes to 10 megabytes and added footnote re checking the size of a document; changed 200 dpi to 300 dpi for scanner configuration; added provision to strike the papers containing advertisements generated as a result of the use of free or trial-run PDF conversion software.
No. 15	Changed numbering sequence of former ECF Administrative Procedure No. 14 to 15; made minor revisions to Attorney Signature formats.
No. 16	Changed numbering sequence of former ECF Administrative Procedure No. 15 to 16.
No. 17	Changed numbering sequence of former ECF Administrative Procedure No. 16 to 17.
No. 18	Changed numbering sequence of former ECF Administrative Procedure No. 17 to 18; clarified the policy for the correction of electronic filing errors and the correction of docket entries.
No. 19	Changed numbering sequence of former ECF Administrative Procedure No. 18 to 19.
No. 20	Changed numbering sequence of former ECF Administrative Procedure No. 19 to 20; re-wrote section on Privacy Protection for Filings Made with the Court to reflect Federal Rule of Civil Procedure 5.2.
No. 21	Changed numbering sequence of former ECF Administrative Procedure No. 20 to 21
No. 22	Added section for policy dealing with hyperlinks.
Appendix A	Eliminated.