



CM/ECF Newsletter



Honorable Lisa Godbey Wood
Chief Judge

District Court - Southern District of GA

Scott L. Poff
Clerk of Court

Issue 3

3rd Quarter 2011

Clerk's Corner

The quality of your filings has continued to improve over the last few months. We are excited in this achievement. Please let us know how we can make your practice in federal court more user friendly.

Technology Tips

ECF Document Scanning

1. Use the 200dpi resolution for scanning.
2. Set image type to Black and White image or Text (Image Only).
3. Do not use Textbridge or OCR software.
4. Check the size of the document before uploading it to ECF. The size limit is 20MB per document. To check the file size, locate the file in Windows Explorer and either right click on the file and choose properties, or hold your mouse cursor on the file and the file size will display after about a half second.
5. Estimated number of pages in a 20MB scanned document are:
 - a. Plain text, correspondence, pleadings, etc.: 60-350pgs
 - b. Tables, charts, extensive graphics: 8-40pgs
 - c. Condensed transcripts: 30-50pgs.

Suggestions?

The goal of the District Court for the Southern District of Georgia is to produce a newsletter that is a useful & efficient resource for you & your staff & we would like your help. If you have a suggestion to improve the usefulness of this resource or a topic for information, please email us using the following link: [Newsletter Suggestion](#). Thank you in advance for your time and service to the Court.

Electronic Notification: Email Address

How do I add additional email addresses to my CM/ECF account?

1. Login to ECF.
2. Click on **Utilities** in the toolbar.
3. Click on **Maintain Your Account**.
4. Click on **Maintain Your Email**.
5. Click on **Add New Email Address**.
6. Type the email address and choose the desired settings for notification. (Note: Email addresses may be added to a specific case, or to all cases for which the attorney is the attorney of record.)
7. Click on **Submit all Changes**.

Questions: Please call the CM/ECF Helpdesk at 912/650-4010

Motions and Proposed Orders:

1. Every ministerial motion (e.g., to extend time, exceed page limits, leave of absence) shall be accompanied by a proposed order. The proposed order should be emailed in *.wpd* or *.doc* format to the appropriate proposed order email box. The proposed order is not required for motions requesting non-ministerial relief (e.g., for summary judgment, to dismiss, judgment on the pleadings, to add or drop parties, to exclude evidence, to remand, for injunctive relief).
2. Proposed Order Email addresses are located at: [Proposed Order Email](#).

REMINDER:

If you cannot locate the docket event to match the motion which you are filing, please call the Clerk's office for assistance. We might direct you to use the "**Miscellaneous Relief Motion**" event which will allow you to title your motion to match your document. Do not use "Notice" or "Remark" when docketing a motion. In criminal filings, an incorrect docket entry could affect the Speedy Trial Clock.

Courtroom Deputy Clerk Contacts:

Chief Judge Lisa Godbey Wood
Elizabeth Nelson 912/262-2607
Judge J. Randal Hall
Lisa Widener 706/823-6467
Judge William T. Moore, Jr.
Jennifer BodaFord 912/650-4059
Magistrate Judge W. Leon Barfield
Rebecca Prior 706/849-4404

Judge B. Avant Edenfield
Wayne Williams 912/650-4032
Judge Dudley H. Bowen, Jr.
Brenda McCarthy 706/849-4403
Magistrate Judge G. R. Smith
Sherri Flanders 912/650-4035
Magistrate Judge James E. Graham
Robbi Atkins 912/280-1334

Clerk's Office:

Augusta
706/849-4400
Brunswick
912/280-1330
Savannah
912/650-4020