

United States District Court

Southern District of Georgia

CM/ECF Training

The United States District Court for the Southern District of Georgia provides training in the use of its Electronic Case Filing (ECF) system to all interested attorneys and law firm staff. The court encourages attorneys, paralegals, secretaries, legal assistants, and systems staff to attend training.

According to the Southern District of Georgia's Local Rule 5.5 and the Court's Administrative Procedures, all documents are to be filed electronically on the Court's Electronic Case Filing System in criminal and civil case. (Exception, Sealed Documents or cases) The benefits of ECF include: email noticing of all filings, 24 hour access to file or view documents, immediate access to docket sheets and to the documents themselves, and potential for savings in copying, courier and noticing costs.

Our training sessions provide attorneys and their staff with the knowledge necessary to use the Court's Electronic Case Filing system. Topics include:

- **How to prepare documents for electronic filing;**
- **How to file electronically to ECF;**
- **How to retrieve electronically filed documents;**
- **How to change the electronic noticing options;**
- **What to do if you have difficulties filing electronically;**
- **Topics such as electronic signatures, redaction of pleading and filing under seal.**

The 90 minute class will allow the participant to electronically file documents in the District Court's training database. Procedural changes will also be discussed. Training sessions will be offered several times a year.

Training will be held in the Clerk's Office, 1st Floor Training Room, of the Savannah courthouse (125 Bull St, Savannah, GA 31401). Use this link for location and parking for training at the Savannah, GA Courthouse. <http://www.gas.uscourts.gov/SavannahMap.htm>

To register for a class, please email Walker_Prescott@gas.uscourts.gov. If you have further questions for training dates and times, please contact Walker Prescott at 912-650-4024 or email Walker_Prescott@gas.uscourts.gov.