



CM/ECF Newsletter



Honorable Lisa Godbey Wood
Chief Judge

District Court - Southern District of GA

Scott L. Poff
Clerk of Court

Volume 1, Issue 2

2nd Quarter 2011

Clerk's Corner

We encourage all attorneys and users of cm/ecf to contact our office with questions or comments. We want your experience using our system to be very successful. Please let us know how we can help by calling our office in Augusta, Brunswick or Savannah.

Technology: Login

PACER Login -vs- ECF Login: the difference?

PACER login is for viewing only. You cannot file documents when logged in with your PACER account. You can tell by the Civil CMECF menu if you are logged in with your PACER account because you will not have access to file or your menu options will not appear. For more FAQs on PACER [Click Here](#).

ECF login allows you to file documents in the cases you are assigned or open a new Civil Case. Sometimes, if you have previously logged in with your PACER account then later login with your ECF account, your menu options will not be displayed. To display the menu options press the Ctrl and F5 keys together. This will release your old login that is being stored on your computer.

Tips – CJA 20 Vouchers

For your voucher to be processed efficiently, please read the instructions attached to your form, to avoid making time-consuming mistakes. Double-check your math. If we must re-calculate each category and the total amount, this adds to the processing time. Check for the latest CJA rates listed in these instructions. When listing such categories as mileage and photocopies, list the mileage and number of copies, not just the dollar amount. Attach all worksheets.

Contact Information

Please call with any questions you may have.

Augusta	706/849-4400
Brunswick	912/280-1330
Savannah	912/650-4020
CM/ECF Helpdesk	912/650-4010 All Divisions

Reminders

E-Government Act of 2002:

[Local Rule 8](#) should be reviewed by your office, in order that your pleadings are in compliance with the E-Gov't Act.

Unable to view ECF documents?

[Click Here](#) to update to the latest version of Adobe Acrobat Reader.

UPDATE YOUR PDF READER SOFTWARE AT LEAST ONCE A YEAR TO AVOID COMPLIANCE ISSUES

Electronic Filing Resources

1. [CM/ECF Users Manual](#)
2. [CM/ECF Frequently Asked Questions](#)

Docketing

1. Criminal
 - a. Pre-trial motions should be docketed separately for each requested relief. Do not file one omnibus motion that includes each requested relief.
 - b. [Local Rule 83.6\(c\)](#) Each attorney retained by defendants shall, within 3 days after being retained, notify the Clerk in writing of his/her appearance as attorney of record.
2. Civil
 - a. Depositions in conjunction with a motion are to be e-filed by the attorney using the **Deposition** event and then a courtesy copy is to be mailed to the Court.
3. ALL Cases
 - a. Non-dispositive motions are to be accompanied by a proposed order. The proposed order (Word/WordPerfect format) should be promptly emailed to the appropriate division's proposed order email address. Those addresses are located under the CM/ECF link on the left-hand side of the [Court's Homepage](#).