



Honorable Lisa Godbey Wood  
Chief Judge

# CM/ECF Newsletter



District Court - Southern District of GA

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## Clerk's Corner

Happy New Year Bar Members: In an effort to keep you better informed, we are publishing a quarterly newsletter. You will learn and discover new technology at the court, tips and tricks for 'Online' filing, and how to locate additional resources at the Court. Please contact me or any of our staff if you have any suggestions for improvement. We look forward to serving you better.

Scott Poff, Clerk.

## Technology & the Court

*How do I determine who will and will not receive Electronic Notification prior to filing?*

1. Click on **Utilities** in the upper right side of CM/ECF screen.
2. Click on **Mailings**, then click on **Mailing Info for a Case**.
3. Enter the case number, click Submit. This brings up the case mailing information.
4. If you do this **BEFORE** you electronically file a document, you will know to whom you will need to mail copies and may include a traditional certificate of service as a part of your document.

## Tips & Tricks

In the upper right hand corner of the ECF Filing screen, on the toolbar, you will find the **SEARCH** feature. This is very helpful to locate the correct event when docketing your pleading.

## Reminder

When in doubt, please call the Clerk's office before docketing your pleading!

## 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

## Electronic Filing Resources

### [Southern District of GA Website](#)

1. [CM/ECF Users Manual](#)
2. [CM/ECF Training and Registration Information](#)
3. [CM/ECF Frequently Asked Questions](#)

### *Docketing Reminders:*

1. Criminal
  - a. When filing a pleading, remember to **ONLY** select the defendant who is your client. This is important for speedy trial deadlines. **DO NOT** select all of the defendants.
  - b. All briefs in support of a motion can be attached to the motion when filing, however if docketed separately, select the **Brief** event under the **Other Documents** heading.
2. Civil
  - a. When more than one relief is requested in a particular motion, select each motion event that relates to your requested relief.
  - b. Use the **Memo in Support of Motion** event under the Responses and Replies heading when docketing a Memorandum in Support of a Motion for Summary Judgment.
  - c. When filing a Waiver of Service Executed, be sure to enter the **sent date**, not the signature date. Doing so ensures that the answer date is accurately calculated on the docket.
3. ALL Cases
  - a. Specific motion events are located under the **Motions** heading. When a specific event is listed, use that event rather than the generic "*Miscellaneous Relief*" event.