



Quick Reference: Electronic Filing

This guide provides helpful information regarding the federal Judiciary's online system for submitting case documents, Case Management/Electronic Case Filing (CM/ECF). The practice of submitting documents in CM/ECF is known as Electronic Filing, or "eFiling."

1. Account Setup

- **Registration Required:** All attorneys must register for electronic filing; unrepresented parties may opt-in.
- **PACER Account:** Create account at pacer.gov; then register for e-filing access.
- **Bar Admission:** Separate process for attorneys; can be combined with e-filing registration.
- **Help:** Call PACER Service Center at 800-676-6856 for account issues.

2. Filing Requirements

- **Format:** All documents must be PDF, text-searchable, and "flattened" (no form fields).
- **File Size:** Maximum 60MB per document; divide larger files if necessary.
- **Appendix Citations:** Use format "Appx123" (no spaces/periods between prefix and number).
- **Confidential Documents:** Must file both confidential and non-confidential versions.
- **Certificate of Confidential Material:** Required when filing confidential briefs/motions.
- **Signatures:** Electronic signature format (/s/ followed by name).

3. Filing Procedures

- **Login:** Access at <http://ecf.cafc.uscourts.gov> with PACER credentials.



- **Case Number:** Enter case number when filing in existing case. Federal Circuit case numbers follow the following format: YY-NNNN or YY-NNN.
- **Document Type:** Select appropriate event from menu. See [Electronic Filing Procedures - IX. Document Types](#) for a full list of options.
- **Attachments:** Upload all documents for a single filing as attachments to one entry.
- **Service:** CM/ECF provides service to registered users; must serve non-electronic filers separately.
- **Deadlines:** Eastern time controls; file before midnight ET to be considered timely.

4. Emergency Filings

- **What Qualifies:** Motions for stays/injunctions requiring immediate action; emergency writs; time-critical filings.
- **Required Steps:**
 1. Notify all parties before filing.
 2. Contact Clerk's Office (during business hours: 202-275-8000; after hours: 202-275-8049 and emergencyfilings@cafc.uscourts.gov)
 3. Mark clearly as emergency in title/cover.
 4. Use appropriate emergency event type in CM/ECF.
 5. Include justification for emergency treatment.

5. Technical Failures

- **When Applicable:** CM/ECF unavailability; system malfunctions preventing timely filing.
- **Resolution Steps:**
 1. Document all failed filing attempts.
 2. File as soon as system allows.
 3. Submit "Motion for Leave to File Out of Time" with:



- Declaration describing filing attempts.
 - Evidence of technical failure.
 - The document you attempted to file.
4. Court may extend deadlines for announced system outages.

6. Contact Information

- **General Questions:** 202-275-8000
- **Case Questions (Before Calendaring):** 202-275-8055
- **Case Questions (After Calendaring):** 202-275-8035
- **Technical Support:** ecfhelp@cafc.uscourts.gov
- **Website:** <https://cafc.uscourts.gov/home/case-information/filing-resources/>