
U.S. District Court Eastern District of Kentucky

Electronic Case Filing (ECF)



www.kyed.uscourts.gov

The screenshot shows a web browser window with the address bar displaying <http://www.kyed.uscourts.gov/>. The browser's address bar also shows two tabs: "United States District Court for ..." and "Eastern District of Kentucky ...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Convert" and "Select". The browser's status bar shows various icons for "Date Calc", "EDKY", "General Orders", "Hearing Binders - OneDrive", "Internal Website", "LEX18", "Lighthouse", "Modify Website", "NBC News", "Traffic Ticker", "Weather", and "MSN Outlook, Office, Sky...".

The website header features the United States District Court logo on the left, which includes the text "UNITED STATES DISTRICT COURT" and "Eastern District of Kentucky". To the right of the logo, the text reads "UNITED STATES DISTRICT COURT" and "Eastern District of Kentucky" in a large, serif font. Below this, the names "Danny C. Reeves, Chief Judge" and "Robert R. Carr, Clerk" are listed. A search bar with a magnifying glass icon and the word "Search" is located to the right of the header text.

The navigation menu consists of a horizontal row of blue buttons with white text: "Home", "Court Info", "CM/ECF", "For Attorneys", "Rules & Forms", "General Orders", "Jury", "Judges", and "Contact".

The main content area is divided into two columns. The left column contains four links, each in a light gray box with a dark gray border: "Case Locator (PACER) »", "E-Filing (CM/ECF) »", "CM/ECF Mobile Query »", and "Court Schedule »". The right column contains a "Welcome" section with a photograph of a brick building. The text in the "Welcome" section reads: "Welcome to the official website for the United States District Court for the Eastern District of Kentucky. We have offices in Lexington, Ashland, Covington, Frankfort, London, and Pikeville." Below the text is a link for "Hours and directions »".

The footer area is divided into three columns. The left column is titled "Court Locations" and lists two locations: "Lexington" (101 Barr Street, Lexington, KY 40507, (859) 233 - 2503) and "Ashland" (1405 Greenup Avenue). The middle column is titled "eJuror | Jury Service" and contains two links: "General Orders" and "Local Rules & Forms". The right column is titled "News & Announcements" and contains two links: "New PACER Website (Important Information)" and "General Order 20-14 - Court Operations Related to COVID-19" and "General Order 20-10 - Court Operations Related to COVID-19".

CM/ECF

The screenshot shows a web browser window displaying the website for the United States District Court Eastern District of Kentucky. The browser's address bar shows the URL <http://www.kyed.uscourts.gov/?q=cmecef-top>. The website header features the court's seal and the text "UNITED STATES DISTRICT COURT Eastern District of Kentucky" along with the names of the Chief Judge, Danny C. Reeves, and the Clerk, Robert R. Carr. A search bar is located in the top right corner of the header. Below the header is a navigation menu with the following items: Home, Court Info, CM/ECF, For Attorneys, Rules & Forms, General Orders, Jury, Judges, and Contact. The main content area is divided into three columns. The left column contains "Related Resources" with links for CM/ECF Login, CM/ECF Lost Password, PACER Login, PACER Lost Password, and Pacer Service Center. Below this are links for General Information, Training Information, CM/ECF Class Registration, and Mobile Query. The middle column is titled "Home" and "CM/ECF", and contains a paragraph explaining the system and a bulleted list of features. The right column is titled "Quick Links" and contains links for CM/ECF Login, CM/ECF Lost Password, Maps and Directions, Courtroom Technology, Court Schedule, and Other Court Sites: Court Locator.

UNITED STATES DISTRICT COURT
Eastern District of Kentucky
Danny C. Reeves, Chief Judge
Robert R. Carr, Clerk

Home Court Info CM/ECF For Attorneys Rules & Forms General Orders Jury Judges Contact

Related Resources

- [CM/ECF Login](#)
- [CM/ECF Lost Password](#)
- [PACER Login](#)
- [PACER Lost Password](#)
- [Pacer Service Center](#)

General Information

Training Information

CM/ECF Class Registration

Mobile Query

Home

CM/ECF

CM/ECF is a new case management system being implemented in the Federal Judiciary for all bankruptcy, district and appellate courts. CM/ECF allows courts to accept filings and provide access to filed documents over the Internet.

- The Federal Rules, as amended December 1, 2007, support compliance with the E-Government Act. See Fed. R. Civ. P. 5.2; Fed. R. Crim. P. 49.1. Parties and their attorneys are responsible under the rules for preventing disclosure of certain confidential information in case filings. [Click here for more information on the rules.](#)

General Information

- [Electronic Case Filing Administrative Policies and Procedures \(Effective December 1, 2018\)](#)
- [Filing Sealed Documents Electronically](#)

Quick Links

- [CM/ECF Login](#)
- [CM/ECF Lost Password](#)
- [Maps and Directions](#)
- [Courtroom Technology](#)
- [Court Schedule](#)
- [Other Court Sites: Court Locator](#)

Attorney Information

The screenshot shows a web browser window displaying the website for the United States District Court for the Eastern District of Kentucky. The browser's address bar shows the URL <http://www.kyed.uscourts.gov/?q=attorneys>. The website header features the court's seal and the text "UNITED STATES DISTRICT COURT Eastern District of Kentucky" along with the names of the Chief Judge, Danny C. Reeves, and the Clerk, Robert R. Carr. A navigation menu includes links for Home, Court Info, CM/ECF, For Attorneys, Rules & Forms, General Orders, Jury, Judges, and Contact. The main content area is titled "For Attorneys" and includes a "Home" link, a "Seminars Disclosure" button, and a "Quick Links" section with links to CM/ECF Login, CM/ECF Lost Password, Maps and Directions, Courtroom Technology, Court Schedule, and Other Court Sites: Court Locator. The "Attorney Information" section lists the Attorney Admission Fee (\$181.00) and the Pro Hac Vice Fee (\$125.00). The "Forms" section lists CJA Worksheets and the Electronic Filing Attorney Registration Form. A note states that all three forms must be filled out and submitted with original signatures to apply for admission to practice before the court, with a fee of \$181.00. The Attorney Admission Form is also listed.

United States District Court
Eastern District of Kentucky
Danny C. Reeves, Chief Judge
Robert R. Carr, Clerk

Home Court Info CM/ECF For Attorneys Rules & Forms General Orders Jury Judges Contact

Related Resources
[Judicial Complaint Form](#)
[Rules for Judicial Conduct and Judicial Disability Proceedings](#)

Forms
[CJA eVoucher](#)
[eVoucher Login](#)
[Forms](#)
[Training Materials](#)
[Frequently Asked Questions](#)
[National CJA Voucher Tool](#)

Home

For Attorneys

Attorney Information

- Attorney Admission Fee - \$181.00
- Pro Hac Vice Fee - \$125.00

Forms:

- CJA Worksheets
- [Electronic Filing Attorney Registration Form](#)

All **three (3)** of the forms below must be filled out and submitted with **original signatures** to apply for admission to practice before the United States District Court for the Eastern District of Kentucky. The fee for admission is **\$181.00**.

- [Attorney Admission Form](#)

[Seminars Disclosure](#)

Quick Links

- [CM/ECF Login](#)
- [CM/ECF Lost Password](#)
- [Maps and Directions](#)
- [Courtroom Technology](#)
- [Court Schedule](#)
- [Other Court Sites: Court Locator](#)

Local Rules & Forms

The screenshot shows a web browser window displaying the website for the United States District Court, Eastern District of Kentucky. The browser's address bar shows the URL <http://www.kyed.uscourts.gov/?q=rules-and-forms>. The website header features the court's seal and the text "UNITED STATES DISTRICT COURT Eastern District of Kentucky" along with the names of the Chief Judge, Danny C. Reeves, and the Clerk, Robert R. Carr. A navigation menu includes links for Home, Court Info, CM/ECF, For Attorneys, Rules & Forms, General Orders, Jury, Judges, and Contact. The main content area is titled "Rules & Forms" and is divided into three sections: "Local Rules", "Local Forms", and "Local Forms". The "Local Rules" section lists three items: "Joint Local Rules - Civil", "Joint Local Rules - Criminal", and "Clerk's Notice Re: Discovery Materials". The "Local Forms" section lists five items: "Civil Cover Sheet - JS-44 form", "6th Circuit Notice of Appeal Form 6CA-3", "Non-Wage Garnishment Form", "Wage Garnishment Form", and "Service of Process by U.S. Marshal (USM-285)". A "Quick Links" sidebar on the right contains links for "CM/ECF Login", "CM/ECF Lost Password", "Maps and Directions", "Courtroom Technology", "Court Schedule", and "Other Court Sites: Court Locator".

UNITED STATES DISTRICT COURT
Eastern District of Kentucky
Danny C. Reeves, Chief Judge
Robert R. Carr, Clerk

Home | Court Info | CM/ECF | For Attorneys | Rules & Forms | General Orders | Jury | Judges | Contact

Local Rules

Local Forms

Federal Rules

AO Forms

Judicial Misconduct & Disability

Home

Rules & Forms

Local Rules

- Joint Local Rules - Civil
- Joint Local Rules - Criminal
- Clerk's Notice Re: Discovery Materials

Local Forms

- Civil Cover Sheet - JS-44 form
- 6th Circuit Notice of Appeal Form 6CA-3
- Non-Wage Garnishment Form
- Wage Garnishment Form
- Service of Process by U.S. Marshal (USM-285)

Quick Links

- CM/ECF Login
- CM/ECF Lost Password
- Maps and Directions
- Courtroom Technology
- Court Schedule
- Other Court Sites: Court Locator

General Orders

The screenshot shows a web browser window displaying the website for the United States District Court, Eastern District of Kentucky. The browser's address bar shows the URL <http://www.kyed.uscourts.gov/?q=general-orders-0>. The website header features the court's seal and the text "UNITED STATES DISTRICT COURT Eastern District of Kentucky" along with the names of the Chief Judge, Danny C. Reeves, and the Clerk, Robert R. Carr. A navigation menu includes links for Home, Court Info, CM/ECF, For Attorneys, Rules & Forms, General Orders, Jury, Judges, and Contact. The main content area is titled "General Orders" and includes a breadcrumb trail "Home » General Orders". The page lists several general orders, with the first one detailing the Federal Rules as amended on December 1, 2007, and the second one, General Order 20-14, regarding court operations related to COVID-19. A "Quick Links" sidebar on the right provides links to CM/ECF Login, CM/ECF Lost Password, Maps and Directions, Courtroom Technology, Court Schedule, and Other Court Sites: Court Locator.

UNITED STATES DISTRICT COURT
Eastern District of Kentucky
Danny C. Reeves, Chief Judge
Robert R. Carr, Clerk

Home Court Info CM/ECF For Attorneys Rules & Forms General Orders Jury Judges Contact

General Orders

Home » General Orders

General Orders

- The Federal Rules, as amended December 1, 2007, support compliance with the E-Government Act. See Fed. R. Civ. P. 5.2; Fed. R. Crim. P. 49.1. Parties and their attorneys are responsible under the rules for preventing disclosure of certain confidential information in case filings. [Click here for more information on the rules.](#)
- General Order 20-14 - Court Operations Related to COVID-19
 - General Order 20-14 - Court Operations Related to COVID-19 General Order 20-10 entered June 3, 2020, is EXTENDED to authorize the continued use of video conferencing, or telephone conferencing if video conferencing is not reasonably available.
- General Order 20-10 - Court Operations Related to COVID-19
 - General Order 20-07 entered April 6, 2020, is EXTENDED to

Quick Links

- [CM/ECF Login](#)
- [CM/ECF Lost Password](#)
- [Maps and Directions](#)
- [Courtroom Technology](#)
- [Court Schedule](#)
- [Other Court Sites: Court Locator](#)

Directory

The screenshot shows a web browser displaying the website for the United States District Court Eastern District of Kentucky. The browser's address bar shows the URL <http://www.kyed.uscourts.gov/?q=court-info/court-locations/lexington>. The website header features the court's logo and name, along with the names of the Chief Judge, Danny C. Reeves, and the Clerk, Robert R. Carr. A navigation menu includes links for Home, Court Info, CM/ECF, For Attorneys, Rules & Forms, General Orders, Jury, Judges, and Contact. The main content area is titled "Court Locations" and includes a sidebar with a "Court Locations & Staff" menu. The "Court Locations" section has tabs for Lexington, Ashland, Covington, Frankfort, London, and Pikeville. The Lexington tab is selected, showing the following information:

| Street Address |
|---------------------------------------------------------------------------------------------|
| US District Court Eastern District of Kentucky 101 Barr Street Lexington, KY 40507 |

| Mailing Address |
|---------------------------------------------|
| 101 Barr Street Lexington, KY 40507-1357 |

| Contact |
|---------|
|---------|

Mandatory Electronic Filing and Service

- Pursuant to FRCP 5(d)(3) and FRCrP 49(b)(2), documents shall be filed, signed and verified by electronic means
 - Pursuant to FRCP(b)(3) and FRCrP 49(a)(3), documents shall be served through the court's transmission facilities by electronic means
-

Attorney Admission

- Pursuant to LR 83.1(b) An applicant must provide the Clerk with the following:
 - An Application for Admission
 - An Authorization and Release
 - An affidavit of sponsorship signed by a member of the bar
 - The prescribed fee (\$181.00)
 - A statement identifying the method of ECF training completed
-

ECF Registration

- An attorney must complete a registration form to register for an ECF
 - Registered attorneys will have privileges to electronically submit documents
 - By registering, attorneys consent to electronic service of all documents through the court's transmission facilities
 - An email account is required for electronic service of documents
 - Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Eastern District of Kentucky pursuant to the Joint Local Rules
 - By registering, attorneys certify they are familiar with the administrative procedures governing electronic filing and have a PACER account
-

Signatures on Documents

- Upon completing the ECF registration process, a login and password will be issued
 - ECF user login and password serves as the filing user's signature on documents filed with the court
 - Serves as a signature for the purposes of:
 - Fed. R. Civ. P. 11
 - All other Federal Rules of Civil Procedure
 - Federal Rules of Criminal Procedure
 - Local Rules of the Court
 - Any other purpose for which a signature is required in connection with proceedings before the Court
-

ECF Training

- Web page tutorial
 - ECF training received in another court
 - ECF training provided by an in-house certified trainer
 - ECF training provided by Eastern District of Kentucky court personnel
 - Training provided court staff at the Lexington Courthouse is conducted upon request
-

ECF User Manual

- The ECF User Manual provides procedures and instructions for using the ECF system
 - A filing user should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software to create and read PDF files
 - Documents prepared with word processing software must be converted into PDF documents
 - A scanner is required to convert paper documents that are not in word processing format to PDF format
 - Use a scanner **ONLY** if you cannot prepare your documents with a word processing software package and convert them to PDF format
-

Maintain Current E-Mail Addresses

- It is your responsibility to maintain a current e-mail address in your account
 - If you do not maintain a current primary e-mail, you will not receive Court notices
 - The Court strongly encourages you to enter additional e-mail addresses of those individuals you wish to notify concerning ECF activity
-

Case Management (CM/ECF)

- Every federal court develops events to select when filing a document
 - Available events are based on the Court's standard operating procedures
 - The official court record is created when a document is filed electronically
 - Selecting the correct event is crucial to the electronic filing process
 - The event selected will create information for the case management reports used by chambers.
-

Payment of Fees

- Any filing fee required in District Court is payable upon filing of the document
 - Filing users will be directed to Department of Treasury site, pay.gov, for collection of credit card information
 - Valid credit card information is required for the payment of fees
 - The receipt of the fee will be indicated in the text of the docket entry
-

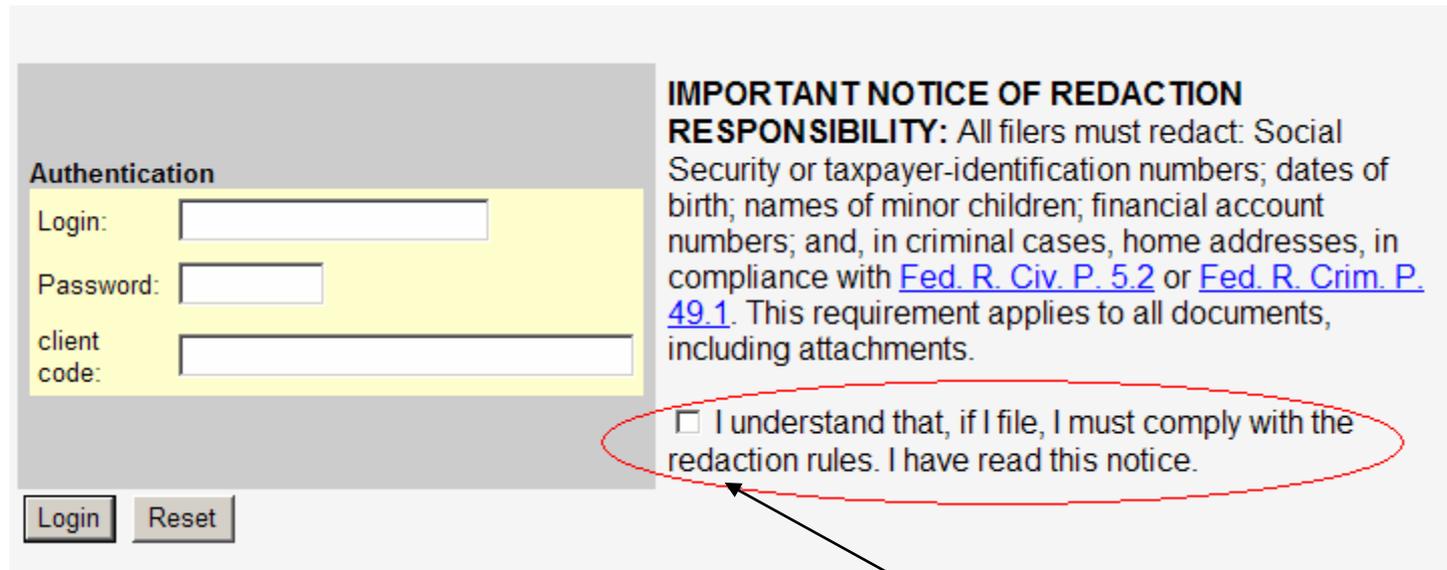
Redaction Responsibility

- At the login screen, filing users see this announcement:

Important Notice of Redaction Responsibility: All filers must redact Social Security or taxpayer identification numbers, dates of birth, names of minor children, financial account numbers, and, in criminal cases, home addresses, in compliance with **Fed. R. Civ. P. 5.2** or **Fed. R. Crim. P. 49.1**

- The redaction requirement applies to all documents including attachments.
-

Redaction Responsibility



The screenshot shows a login interface. On the left, there is a yellow box labeled "Authentication" containing three input fields: "Login:", "Password:", and "client code:". Below these fields are "Login" and "Reset" buttons. To the right of the authentication box is a section titled "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY". The text in this section states: "All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments." Below the notice is a checkbox with the text: "I understand that, if I file, I must comply with the redaction rules. I have read this notice." A red oval highlights the checkbox, and an arrow points from this oval to a yellow box at the bottom of the slide.

Authentication

Login:

Password:

client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Prior to a successful login, you must check the box acknowledging you have read the notice.

Redaction Responsibility

- If sensitive information must be included, the following personal identifiers must be partially redacted from the document:
 - **Social Security Numbers** – use only the last four digits
 - **Names of Minor Children** – use only the initials of the child
 - **Dates of Birth** – use only the year
 - **Financial Account Numbers** – use only the last four digits
 - **Street Address in a criminal case** – use only the city and state
 - The Clerk does not review filings for compliance or independently redact or seal noncompliant filings
-

Redaction Responsibility

- To file a document containing personal identifiers which must be included in the record:
 - File an unredacted copy under seal
 - AND**
 - A redacted copy for the public record
 - OR**
 - File a reference list under seal
 - The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing
 - All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier
 - The reference list must be filed under seal and may be amended
-

Sealed Document

- A **Sealed Document** is a document or motion filed pursuant to:
 - ❑ A protective order
 - ❑ An order granting leave to file the sealed document or motion, in conjunction with a motion to seal or a previously filed redacted document
 - ❑ Or included within a category of documents considered sealed under a federal statute, federal rule of procedure, local rule or standing order of the court
-

Access to Sealed Documents

- Once a sealed document or a sealed motion is filed in the record, access to the PDF document is electronically accessible only to the Court
 - Sealed documents are not available electronically or by any other means to the parties, attorneys or the public
 - Upon the filing of a notice of appeal to the Sixth Circuit Court of Appeals, electronic access to sealed documents in the record on appeal will depend upon the policy of the Sixth Circuit
-

Motion for Leave to Seal a Document

- A party seeking to file a **sealed document** shall electronically file a motion for leave to seal prior to filing a **sealed document**
 - A **motion for leave to seal** is not required when the document is:
 - already subject to a protective order, or
 - included within a category of documents considered sealed under a federal statute or federal rule of procedure, local rule or standing order of this court
-

Motion for Leave to Seal a Document

- A **sealed document** **must not be** attached to the motion
 - The **sealed document** **must be** electronically filed separately as a provisionally **sealed document**
 - The **sealed document** stays provisionally sealed until the court rules on the motion to seal
 - A **criminal** motion to seal, any attachments to the motion, and any response or reply thereto, will not be available electronically or by any other means
-

Order to Seal a Document

- When documents are ordered to be placed under seal, the Clerk will officially file the document
 - Unless a document is included within a category of documents considered sealed under a federal statute or rule, a document can only be sealed by an order of the court
 - An agreement of the parties does not allow the Clerk to file a document under seal without a court order
 - The Clerk of Court, or designee, is authorized to strike from the record a sealed document electronically filed in error
-

Service of Sealed Documents

- When a **sealed document** is filed, ECF provides a notice of electronic filing (NEF) to all parties in the case
 - A **sealed document** will not be available electronically to parties, attorneys or the public
 - The filing party must use alternate forms of service to provide any parties entitled to notice with copies of a **sealed document**
-

Sealed Motions in Criminal Cases

- In criminal cases, the **Motion for Leave to Seal a Document** is sealed, as well as any response or reply
 - Documents must be filed electronically using the appropriate event
 - If the correct event is not used, the document is not sealed
-

Ex Parte Motions

- An *ex parte* motion is a motion filed by one party without notice to any other party to the action
 - A party seeking to file an *ex parte* motion shall file such motion electronically
 - Include *ex parte* motion in the caption of the document
 - The correct event must be used to restrict access to the document
-

Ex Parte Motions

- An entry will appear on the docket sheet
 - Parties, attorneys and the public will not have access to the document
 - Parties must ensure an *ex parte* motion is proper in light of the substantive, procedural and ethical rules that apply in the context of the filing
-

Docket Sheet Entries

- When a **sealed document** or an **ex parte motion** is filed, the entry will appear on the public electronic docket sheet
 - A **sealed document** or **ex parte motion** and any attachments are not available electronically or by any other means to the parties, attorneys or the public **when the correct event is selected during the filing process**
-

Motion to Seal a Case

- A party seeking to seal a case shall electronically file a motion to seal
 - A criminal **motion to seal**, any attachments to the motion, and any response or reply thereto, will not be available electronically or by any other means
 - The filing party must use alternative forms of service to provide any parties entitled to notice with a copy of a **sealed document** filed in a criminal case
-

Filing a Document in a Sealed Case

- When a motion to seal a case is granted, the **case** is not available to parties or the public
 - A document filed in a sealed case must be filed on paper in a sealed envelope marked “sealed” citing the style of the case and case number
 - The signature of a sealed document filed in paper must be handwritten
-

Filing a Document in a Sealed Case

- The Clerk of Court must require counsel to accompany the filing of a document in a sealed case with a memory device containing the sealed document in a PDF format
 - Use alternate forms of service to provide any parties entitled to notice with copies of a document filed in a sealed case
 - A motion to unseal a case or obtain a copy of a document in a sealed case may be made on any legal grounds
-

Special Filing Requirements

- The documents listed shall be presented in paper
 - Documents in sealed cases
 - *In camera* documents
 - *Ex parte* documents in sealed cases
 - Documents in sealed Qui Tam cases
 - The clerk may require the document be accompanied by a disk or memory device containing the document in a PDF format
-

Restricted Access (Social Security Appeal cases & Immigration cases)

- Remote electronic access is available **only** to case participants and the court
 - Any other person may have electronic access to the full record at the courthouse, but may have **remote** electronic access only to:
 - The docket maintained by the court
 - An opinion, order, judgment, or other disposition of the court, but not any other part of the case file or the administrative record
-

Additional Information



- **Additional information is located on our website at www.kyed.uscourts.gov**
- **If you have questions about ECF, please contact our Help Desk at **1-866-485-6349** (toll free) or **514-2252** (local to Lexington.)**