
U.S. District Court Eastern District of Kentucky

Electronic Case Filing (ECF)



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UNITED STATES DISTRICT COURT Eastern District of Kentucky

Danny C. Reeves, Chief Judge
Robert R. Carr, Clerk

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Welcome

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.

[Hours and directions »](#)



Court Locations

Lexington
101 Barr Street
Lexington, KY 40507
(859) 233 - 2503

Ashland
1405 Greenup Avenue

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CM/ECF



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Eastern District of Kentucky
Danny C. Reeves, Chief Judge
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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.](#)

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NextGen

- Preparing for NextGen CM/ECF

PACER Service Center (PSC)

[PSC Contact Information](#)

Phone: 1-800-676-6856
Email: pacer@psc.uscourts.gov

General Information

- [Electronic Case Filing Administrative Policies and Procedures](#)

Attorney Information



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NextGen CM/ECF

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National CJA Voucher Tool

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Related Resources

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[Rules for Judicial Conduct and Judicial Disability Proceedings](#)

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For Attorneys

Attorney Information

- [Attorney Admission Fee - \\$188.00](#)
- [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 **\$188.00**.

- [Attorney Admission Form](#)
- [Sponsor's Affidavit & Motion](#)
- [Authorization & Release](#)

 Seminars Disclosure

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Local Rules & Forms



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Eastern District of Kentucky
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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 \(USM-285\)](#)

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General Orders



General Orders

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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 21-3 - Court Operations Related to COVID-19](#)
 - General Order 21-3 - Court Operations Related to COVID-19 General Order 20-22 entered December 21, 2020, is EXTENDED to authorize the continued use of video conferencing, or telephone conferencing if video conferencing is not reasonably available through May 16, 2021.
- [General Order 21-2 - Court Operations Related to COVID-19](#)
 - General Order 21-2 - Court Operations Related to COVID-19 CONTINUES all civil and criminal trials in this judicial district through May 16, 2021.
- [General Order 21-1 - PROCEDURES FOR THE FILING, SERVICE, AND MANAGEMENT OF HIGHLY SENSITIVE DOCUMENTS](#)

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Court Locations

LexingtonAshlandCovingtonFrankfortLondonPikeville

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

(859) 233 - 2503
[Maps & Directions](#)

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 (\$188.00)
 - ❑ A statement identifying the method of ECF training completed
-

Request E-Filing Privileges

- An attorney must request E-Filing privileges to our Court through their individual PACER account to electronically submit documents
 - By requesting E-Filing privileges, 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 the Joint Local Rules
-

Signatures on Documents

- Upon completing the Request to E-File, the Court will approve E-Filing privileges.
 - The PACER 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
 - Joint 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 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 and Contact Information

- It is your responsibility to maintain a current e-mail address and contact information in your PACER 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 (secondary) e-mail addresses of in NextGen CM/ECF for those individuals you wish to notify concerning ECF activity
 - Your current contact information, e.g., address and telephone number(s) must be maintained in your PACER account
 - The Maintenance tab located in Manage My Account allows access to update your contact information with the Court
-

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
-

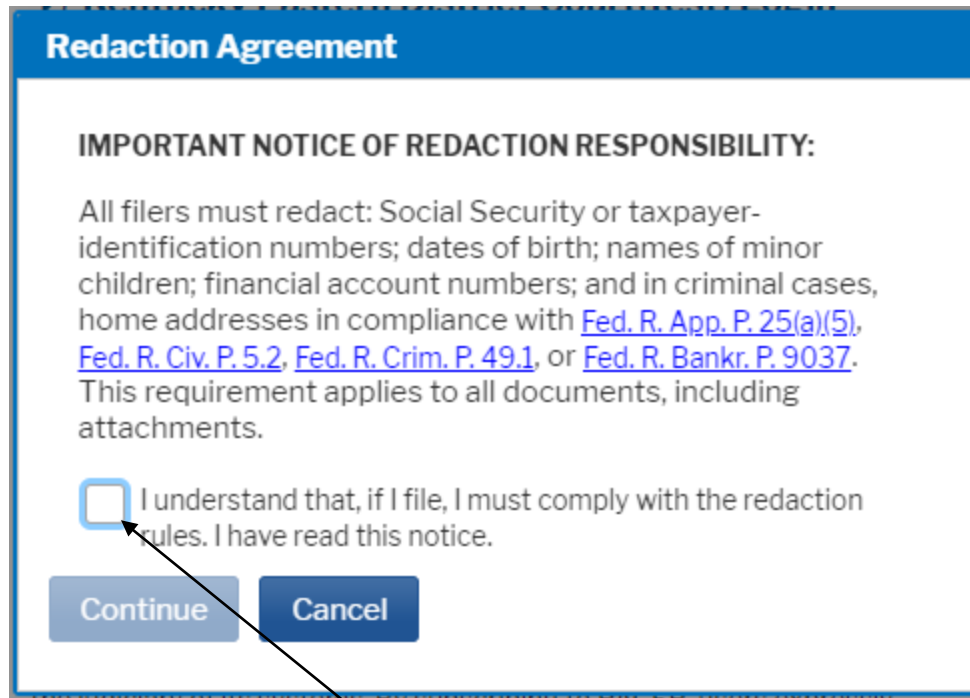
Redaction Responsibility

- 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



Redaction Agreement

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. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). 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.

[Continue](#) [Cancel](#)

The image shows a 'Redaction Agreement' dialog box. It has a blue header with the title 'Redaction Agreement'. Below the header, there is a section titled 'IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:'. The text explains that all filers must redact certain information: Social Security or taxpayer-identification numbers, dates of birth, names of minor children, financial account numbers, and in criminal cases, home addresses. It references specific Federal Rules of Appellate, Civil, Criminal, and Bankruptcy Procedure. It also states that this requirement applies to all documents, including attachments. At the bottom of the notice, there is a checkbox and the text 'I understand that, if I file, I must comply with the redaction rules. I have read this notice.' Below this, there are two buttons: 'Continue' and 'Cancel'. An arrow points from the checkbox to the explanatory text in the yellow box below.

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 portable 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 **859-514-2252** (local to Lexington.)**