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# U.S. District Court Eastern District of Kentucky

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Electronic Case Filing (ECF)



# www.kyed.uscourts.gov



**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

[Case Locator \(PACER\) »](#)

[E-Filing \(CM/ECF\) »](#)

[CM/ECF Mobile Query »](#)

[Court Schedule »](#)

### 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



eJuror | Jury Service



General Orders



Local Rules & Forms

### News & Announcements

[New PACER Website \(Important Information\)](#)

[General Order 20-14 - Court Operations Related to COVID-19](#)

[General Order 20-10 - Court Operations Related to COVID-19](#)

# CM/ECF



## UNITED STATES DISTRICT COURT Eastern District of Kentucky

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Search[Home](#)[Court Info](#)[CM/ECF](#)[For Attorneys](#)[Rules & Forms](#)[General Orders](#)[Jury](#)[Judges](#)[Contact](#)[NextGen CM/ECF](#)[General Information](#)[Training Information](#)[CM/ECF Class Registration](#)[Mobile Query](#)

### Related Resources

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

## 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.](#)

### NextGen

- [Preparing for NextGen CM/ECF](#)

### PACER Service Center (PSC)

[PSC Contact Information](#)

**Phone:** 1-800-676-6856

**Email:** [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)

### General Information

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

### Quick Links

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

# Attorney Information



UNITED STATES DISTRICT COURT  
Eastern District of Kentucky  
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Search

[Home](#) [Court Info](#) [CM/ECF](#) [For Attorneys](#) [Rules & Forms](#) [General Orders](#) [Jury](#) [Judges](#) [Contact](#)

NextGen CM/ECF

Forms

CJA eVoucher ▾

- eVoucher Login
- Training Materials
- Frequently Asked Questions

National CJA Voucher Tool

Schedule a Video Conference

### Related Resources

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

Home

## 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

### Quick Links

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

# Local Rules & Forms



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



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.](#)

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- [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](#)

### Quick Links

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

# Directory



**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](#)

[Court Locations & Staff](#)

Maps & Directions ▾

- [Lexington](#)
- [Ashland](#)
- [Covington](#)
- [Frankfort](#)
- [London](#)
- [Pikeville](#)

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[Court Holidays](#)

---

[Employment](#)

---

[Courtroom Technology](#)

---

[About the Court Calendar](#)

---

[About the Court](#)

[Home](#) » [Court Info](#)

## Court Locations

[Lexington](#) | [Ashland](#) | [Covington](#) | [Frankfort](#) | [London](#) | [Pikeville](#)

**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](#)

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# 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
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# 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
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# 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
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# 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
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# ECF Training

- Web page tutorial
  - ECF training received in another court
  - ECF training provided by an in-house certified trainer
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# 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
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# 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
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# 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.
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# 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](https://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
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# 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.

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

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# 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
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# 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
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# 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
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# 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
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# 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
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# 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
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# 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
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# 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**
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# 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
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# *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
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# *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
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# 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**
-

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# 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
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# 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
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# 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
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# 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
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# 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
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# Additional Information



- **Additional information is located on our website at [www.kyed.uscourts.gov](http://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.)**