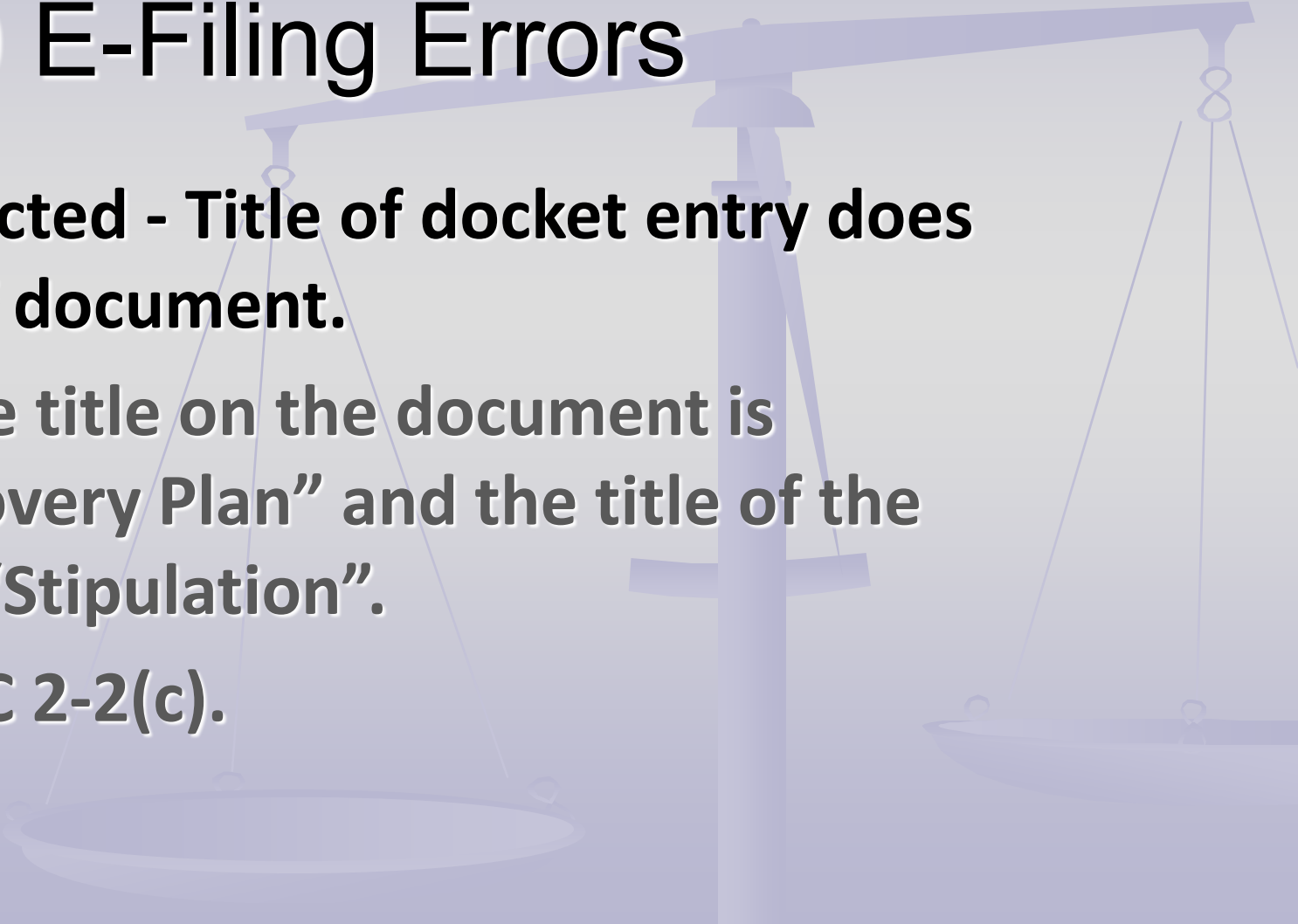


United States District Court
District of Nevada

Top 10 E-Filing Errors

- 1. Wrong event selected - Title of docket entry does not match title of document.**
 - For example, the title on the document is “Proposed Discovery Plan” and the title of the docket entry is “Stipulation”.
 - See Local Rule IC 2-2(c).
- 

Top 10 E-Filing Errors – cont.


2. Multiple pleadings within one document.


- Local Rule IC 2-2(b) – “...For each type of relief requested or purpose of the document, a separate document must be filed and a separate event must be selected...”
- Example: A response in opposition to a motion and a countermotion should be two separate documents and filings.

Top 10 E-Filing Errors – cont.

3. Failing to link back to related document.

- The docket entry should hyperlink back to the motion or other document to which it pertains to (LR IC 2-2(d)).

09/15/2016	 8	STIPULATION FOR EXTENSION OF TIME (First Request) re 1 Complaint; by Defendant
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09/15/2016	 26	RESPONSE to 18 Motion to Dismiss, filed by Plaintiff
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Top 10 E-Filing Errors – cont.

4. The filing date and document # of the motion is not included when filing a Stipulation or Motion for Extension of Time.
- See Local Rule IA 6-1(c).

STIPULATION AND ORDER TO
EXTEND TIME TO FILE RESPONSE TO
MOTION FOR SUMMARY JUDGMENT
[ECF No. 70]

(First Request)

24	extend the deadline for SFR to file a Response to the Bank's Renewed Motion for Summary
25	Judgment [ECF No. 70], filed on August 25, 2016, from September 19, 2016 to October 3,
26	2016.

Top 10 E-Filing Errors – cont.

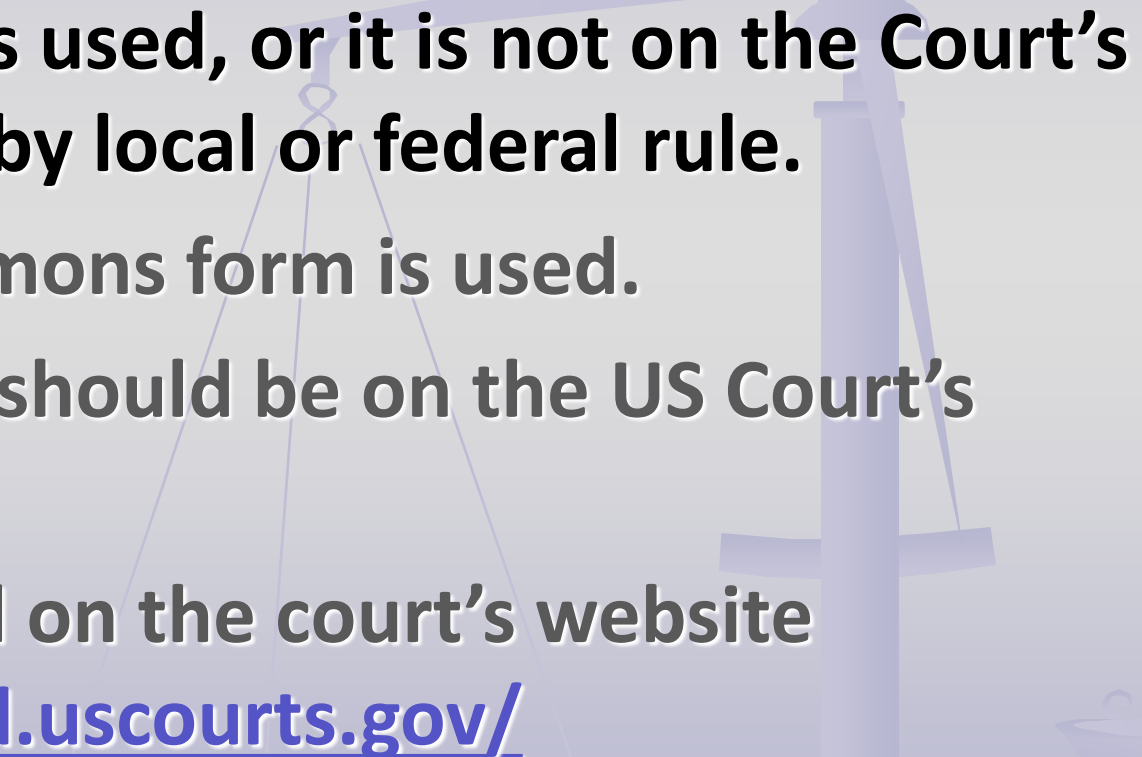
5. Redundancy in docket text.



17 STIPULATION of Dismissal *Stipulation for Dismissal With Prejudice* by Defendant

19 RESPONSE to 17 Notice re 4m Dismissal,, *PLAINTIFFS RESPONSE TO THE COURTS NOTICE OF INTENT TO DISMISS* filed by Plaintiff

Top 10 E-Filing Errors – cont.

- 
- 6. The wrong form is used, or it is not on the Court's form as required by local or federal rule.**
- The wrong summons form is used.
 - The bill of costs should be on the US Court's national form.
 - Forms are found on the court's website <http://www.nvd.uscourts.gov/>

Top 10 E-Filing Errors – cont.

7. Forms not completed pursuant to the FRCP.

- Summons is missing information like the attorney's info or multiple defendants listed on one summons.

SUMMONS IN A CIVIL ACTION

To: *(Defendant's name and address)*


A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

Top 10 E-Filing Errors – cont.

8. Filing under a different electronic filing account than the signing attorney on the document

- See Local Rule IC 2-1(e)(i).

09/15/2016	 83	DEMAND for Trial by Jury by ThirdParty Defendant K&K Door & Trim, LLC . (Parker III, Theodore) (Entered: 09/15/2016)
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16	DATED this 15 th day of September, 2016.
17	
18	PARKER NELSON & ASSOCIATES, CHTD.
19	
20	<u>/s/ Shana Weir</u>
21	SHANA D. WEIR, ESQ.
22	Nevada Bar No. 9468
	2460 Professional Court, Suite 200
	Las Vegas, NV 89128
	Attorneys for Third-Party Defendant

Top 10 E-Filing Errors – cont.

9. Selecting ALL plaintiffs and defendants as the filer.

- This usually occurs in multi-defendant criminal cases but happens occasionally in civil.

ECF Civil Criminal Query Reports Utilities

Other Documents

3:76-cv-00521 ***Test Case*** Jane Smith v. Big Red, Inc., et al.

Pick Filer

[Collapse All](#) [Expand All](#)

- Big Red, Inc. dft
- Test Freeman intvp
 - Angela Griffin dft
 - Test Griffin dft
- DAVID R. HARRIS (T) dft
- Eugene Hattori dft
- Jason Jones dft
 - Smith intvd
- Jane Smith pla
- Ugly Duckling Carsales dft

Select the filer.

Select the Party:

- Big Red, Inc. [dft]
- Freeman, Test [intvp]
- Griffin, Angela [dft]
- Griffin, Test [dft]
- HARRIS, DAVID R. (T) [dft]
- Hattori, Eugene [dft]
- Jones, Jason [dft]
- Smith [intvd]

Next Clear New Filer

Top 10 E-Filing Errors – cont.

- 10. Failure to add all parties and attorneys to the docket when a new civil case is opened.**
- Reminder messages have been added to the docketing screen.

Open a Civil Case

Search and enter **ALL** of the plaintiff(s) and defendant(s) in this action.
DO NOT enter party names in **ALL CAPS**.

Add New Party	Create Case
Collapse All	Expand All
2:16-cv-?????	

Search for a party		
(<input type="radio"/> Plaintiff <input type="radio"/> Defendant <input type="radio"/> Any)		
Last / Business Name	<input type="text"/>	First Name <input type="text"/>
		Middle Name <input type="text"/>
Prisoner ID	<input type="text"/>	
Search		