

How the Bar Can Help the Clerk's Office

As a federal institution funded by taxpayers, the United States District Court for the District of Nevada is committed to using public resources efficiently and effectively. To this end, we request the assistance and support of the attorneys who practice before the Court. Taking the following steps and getting everyone in your firms to do the same, will help the Clerk's Office immensely.

- **Keep your e-mail address, and all other attorney information, up to date.** Erroneous e-mail addresses may lead to costly increase in paper service. In addition to filing a Notice of Change of Contact Information (see LR IA 3-1), CM/ECF users must also update their contact information and e-mail in CM/ECF (see LR IC 2-1(g)).
- **Consult the Court's website at www.nvd.uscourts.gov before calling the Clerk's Office with questions.** In particular, consulting the Local Rules or the Frequently Asked Questions on the homepage can eliminate the need to call the ECF Help Desk or other court staff. Also, checking the website to ensure that you and your staff are using the most recent versions of Court forms, and adhering to the instructions on the forms, may eliminate the need for the Clerk's Office to issue a deficiency notice.
- **Check the Judges' pages for Chambers Practices and Standing Orders on the Court's website before contacting the judge's courtroom administrator or the ECF Help Desk with questions.** More information about each judge is available by clicking on their picture on the Court's website. There may be information about the judge's procedures and his or her standing, pretrial, and trial orders, which may include the answer to your question. If your question is not answered, the contact information for each judge's courtroom administrator is provided below their picture. Do not contact the courtroom administrator to determine if a proposed order/document has been signed/approved by the Court. If there is an urgent pending matter, the courtroom administrator will contact you if appropriate.
- **Before calling the ECF Help Desk to ask about the appropriate docketing event to use when electronically filing a document, try using the "Search" feature on the CM/ECF menu bar.** Becoming acquainted with this feature not only reduces the need to call the ECF Help Desk but can lead to more accurate entry of docketing events, which would significantly reduce the amount of work and follow-up by Clerk's Office staff.
- **If documents must be redacted, ensure that they are redacted before they are electronically filed.** When a document is inadvertently electronically filed prior to redaction and the Clerk's Office is notified, the Clerk's Office must take action to seal the document until the redacted version is filed.
- **When another type of error is made in submitting an electronically filed document, wait for a Clerk's Notice to be sent to you rather than calling the ECF Help Desk.** Doing so would decrease the number of calls to our ECF Help Desk, as corrective action often is not necessary.
- **As provided in Local Rule IC 2-2(f), when a proposed order or other proposed document requiring a judge's signature is electronically filed, remember to include the proposed order or document in a searchable PDF format as an attachment with**

the electronically filed main document. When a proposed order or other document is not lodged with a main document, remember to electronically file the proposed order under Proposed Order Submission event and, if the proposed order or other document is being submitted in response to a court order, link the Proposed Order Submission to that court order.

- **Confirm that the attorneys listed on pleadings filed with the Court are admitted to the bar of the District of Nevada.** When a non-admitted attorney is listed on a pleading, the Clerk's Office must notify the attorney by a Clerk's Notice entry in CM/ECF and perform necessary follow-up, creating additional work for staff.
- **Notify the Clerk's Office of any errors or malfunctioning links on the Court's website by sending a message through the Clerks Office Contact at the bottom of the homepage.** We want the website to work for you.
- **Consider consenting to magistrate judge jurisdiction through the voluntary consent form (AO85) or under the Direct Assignment of Civil Cases to Magistrate Judges program.** Doing so could result in an earlier and firm trial date and faster disposition of the case, which will help the Clerk's Office.

Doing these simple things in the regular course of your business with the Court would cumulatively result in great savings in time, labor, and costs for the Clerk's Office.