

CHECKLIST FOR E-FILINGS

WORD DOCUMENT (before you save your word document to PDF format)

- 1) The heading “**Before the United States Judicial Panel on Multidistrict Litigation**” is displayed on the first page of the main document and all attachments.
- 2) The MDL number and name are listed on the first page of the main document and all attachments.
- 3) The civil action number(s) are listed on the first page of the main document and attachments. A separate “Schedule of Actions” may be attached in lieu of listing the cases directly on the documents when filing in four or more cases.
- 4) There is an “/s/ (typed attorney’s name)” with the attorney’s name typed on the signature line.
- 5) There is a completed certificate of service (signature (/s/ John Doe), dated etc.).
- 6) If filing a “joint” pleading and you are signing on behalf of another attorney, it must state “w/permission” on the signature line for that attorney

PDF DOCUMENTS (after you have scanned/saved your document to PDF format)

- 1) If the main document is created with a word application, **it must be converted** to PDF format using conversion software instead of printed/scanned to PDF format.
- 2) If document contains hyperlink from citation, cross-document or document filed within document, you **must publish to PDF**.
- 3) The main pleading is a separate PDF document from any attachments. Any schedule, memorandum, exhibit, etc. must be saved as its own individual PDF to be filed as an attachment to the main document.
- 4) Verify that there are no missing pages. All pages are in order and right side up (including any and all attachments).
- 5) Verify that ALL PAGES are legible (the main document as well as any and all attachments).
- 6) Verify the file size of any PDF you intend to upload has not exceeded the maximum file size of 10.0MB. If you find a PDF has a file size in excess of 10.0MB, the PDF must be broken down into individual parts.

ELECTRONICALLY FILING THE PLEADING

- 1) The attorney's name on the /s/ signature line **MUST** match the name of the attorney logged into ECF.
- 2) Ensure that you are filing in the correct MDL (check the MDL number/litigation name at the top of the screen).
- 3) Ensure that you are spreading your docket entry from the MDL to the correct civil actions.
- 4) Choose the most accurate event description for your docket entry (*e.g.*: "Response to Motion to Transfer" or "Response to Motion to Remand").
- 5) **Verify every PDF document by opening it up and viewing it in its entirety prior to uploading into ECF.**
- 6) All attachments must be filed individually and separately from one another.
- 7) All attachments must be appropriately described. Do NOT simply name attachments: "Exhibit A or Exhibit B." An appropriate description is "Exhibit A-Affidavit of John Doe".
- 8) When filing a "motion for leave to file a document," the subject document is to be filed as an electronic attachment to the motion, NOT as a separate entry.
- 9) If given the opportunity to create a link to or reference an existing entry, do so when appropriate.
- 10) Use the optional text box, when given the opportunity, to further describe your pleading. Rule of thumb: The docket text should accurately reflect the title of the pleading being filed.
- 11) If using the optional text box, make certain that the information added should not be its own separate entry.
- 12) Ensure each pleading filed has its own docket entry.