

When the system is down/Local Counsel

If the ECF system is not working due to a problem at the Court, you should bring the document to the Court, clock it in, in the building lobby and take the document back to your office. When the system is working again, you can docket using the clocked copy, if possible. Then email the Helpdesk (helpdeskde@deb.uscourts.gov) and request that the file date be changed. The email should contain the case name, number, Judge's name/initials and the docket number of the entry you want back dated. If you are unable to attach the clocked document when e-filing, attach a clocked copy to the email

When the system is down/Out of Town Counsel

If the ECF system is not working due to a problem at the Court, you should wait until the system is up and then e-file your document. A Request to Backdate your filing should be filed, which should state that the ECF system was down when you attempted to e-file your pleading and request it to be backdated. The request should contain the case name and number and the docket number of the entry you want back dated