

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 functioning again, scan in the clocked-in document and docket it. Once docketed, you should file a *Request to Change Filing Date/Time*, which should state that the ECF system was down when you attempted to e-file your document and request that the filed date/time be modified. The *Request* should contain the docket number of the entry to be modified.

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 functioning again and then e-file your document. Once docketed, you should file a *Request to Change Filing Date/Time*, which should state that the ECF system was down when you attempted to e-file your document and request that the filing date/time be modified. The *Request* should contain the case name, case number, Judge's name/initials, and the docket number of the entry you want modified.