

# CM/ECF

## How Does It Work?

- **Create document using word processing software.**
- **Save the document in PDF format.**
- **Log onto court's CM/ECF system, using a court issued login and password.**
- **Follow the set of simple prompts to provide information about the case, party and document to be filed.**
- **Attach PDF document and submit to the court for filing.**
- **Save or print the CM/ECF electronic receipt e-mailed from the court for confirmation.**