

GETTING STARTED

Introduction

This manual provides instructions on how to use the Case Management/Electronic Case Filing (CM/ECF) system to file, view and retrieve documents for all cases assigned to this system. Users should have a working knowledge of internet browsers and portable document format (.pdf) software. Users who routinely save documents to a hard drive or network should also have an understanding of basic navigation tools and file structure.

Training

The Office of the Clerk offers CM/ECF training at no cost to attorneys, paralegals, secretaries and other law firm staff in the Northern District of Florida.

Training can be completed on a self-paced basis online through our training database. You can also request personal training at the clerk's office in Tallahassee. Training can also be conducted using WebEx.

To get started with training, please visit our web site at www.flnb.uscourts.gov and use the link beneath the "Online Filing" tab.

Help Desk

Assistance with ECF issues is available by telephone from the court's Help Desk Monday through Friday from 9:00 a.m. to 4:00 p.m. Eastern Time (excluding federal holidays). Questions or problems can also be communicated to the Help Desk via a dedicated email address.

Help Desk Telephone:

1-888-765-1752

Help Desk Email:

CMECF_HelpDesk@FLNB.USCourts.Gov