

Help Desk - Filing FAQ's

- ✓ What is the ECF Help Desk email address?

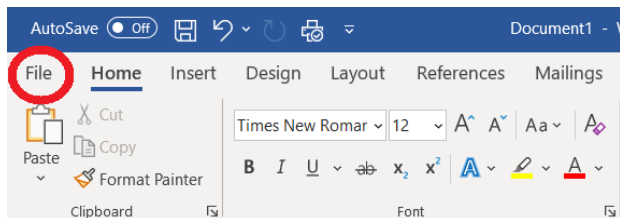
ecfhelp@njd.uscourts.gov

- ✓ Are your documents in PDF format?

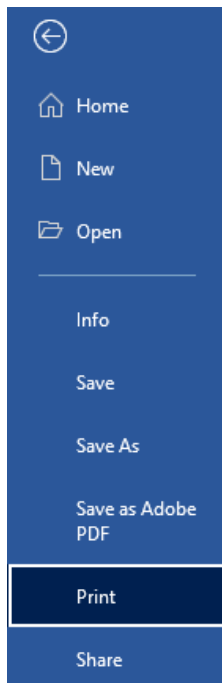
Please be advised that all filings submitted through the ECF NJD-HelpDesk must be in PDF format.

- ✓ How do I convert a Microsoft Word document to PDF?

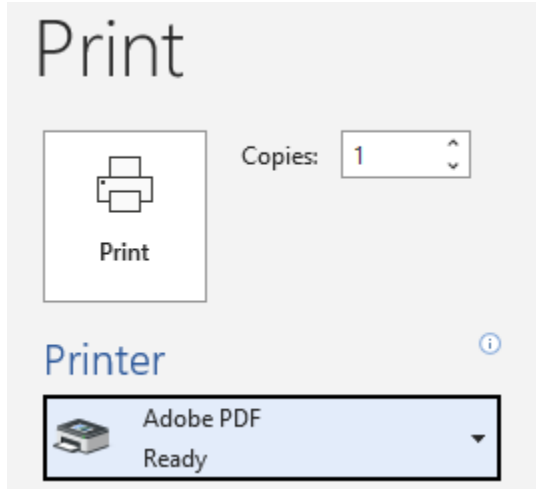
Click the **File** tab on the task bar.



Select "**Print**."



Update Printer to “**Adobe PDF**,” then click “**Print**.”



A window will pop-up and you can save the document to the folder of your choice.

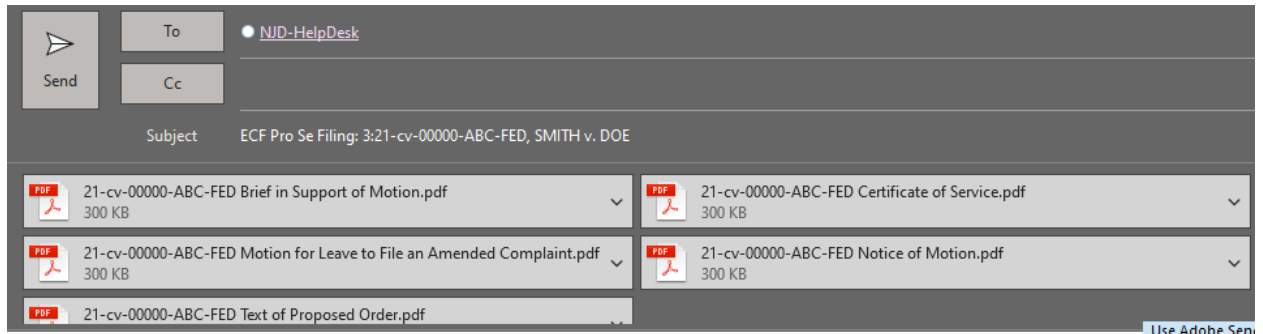
- ✓ How do I sign my documents electronically?

Review “**Electronic Signature Using Adobe**” attached to this guide.

- ✓ How should my email be formatted?

The subject line must contain the case number along with the case caption. For example, the subject line should state “ECF Pro Se Filing: 3:21-cv-00000-ABC-FED, SMITH v. DOE.” The body of the email must contain a list of documents that are attached to the email.

Please see below for an example.



Good morning,

Please see attached the following documents for filing:

1. Notice of Motion
2. Motion for Leave to File an Amended Complaint
3. Brief in Support of Motion
4. Text of Proposed Order
5. Certificate of Service

- ✓ Are your documents below the maximum file size limit of 20MB?

The ECF system will not accept individual PDF documents larger than what is listed on the “Court Information” link on the ECF login page or <https://ecf.njd.uscourts.gov/cgi-bin/CourtInfo.pl>.

Documents larger than what is listed will need to be divided into multiple smaller documents to be attached.

Click the link below to review the “Guide to Document Creation.”
<https://www.njd.uscourts.gov/sites/njd/files/FileSizeGuide.pdf>

- ✓ Can I send an amended/updated version of a document previously sent to the Help Desk?

Yes! Amendments to documents previously sent to the Help Desk will be accepted. However, if the original document has already been filed, it cannot be removed from the docket.

Please make sure you are **reviewing your documents closely before hitting the send button**. Multiple emails of the same and/or similar documents can become very confusing and may result in the wrong document being filed or the same document being filed multiple times.

- ✓ Can I file a new case?

Yes! A new case can be filed through the Help Desk. Forms can be found on our website <https://www.njd.uscourts.gov/> under the “Forms” tab.

If you wish to receive notifications electronically, please click the link to complete the “[Notice of Consent & Registration to Receive Documents Electronically](#)” Please keep in mind by completing this form you are waiving the right to receive notice by first class mail.

- ✓ If I file a new case through the Help Desk, how do I pay the filing fee?

Credit Card payments can be made by calling our finance department:

Camden: (609) 989-0468 **Newark:** (973) 622-4810 **Trenton:** (609) 989-0468

OR

By mailing checks or money orders payable to “Clerk, US District Court” to:

Camden:

Mitchell H. Cohen Building
& U.S. Courthouse
4th & Cooper Streets
Camden, NJ 08101
856-757-5021

Newark:

Martin Luther King Building
& U.S. Courthouse
50 Walnut Street
Newark, NJ 07102
973-645-3730

Trenton:

Clarkson S. Fisher Building
& U.S. Courthouse
402 E. State Street
Trenton, NJ 08608
609-989-2065

- ✓ What cannot be sent to the Help Desk?

Audio Recordings
Video Recordings
USM-285 Forms
JPEG images
Pictures of documents

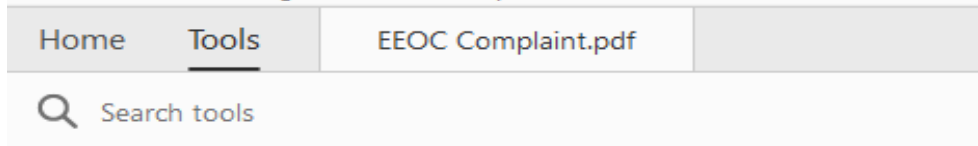
- ✓ Who can I call for assistance?

If you need further assistance, you may call the US District Court ECF assistance line:

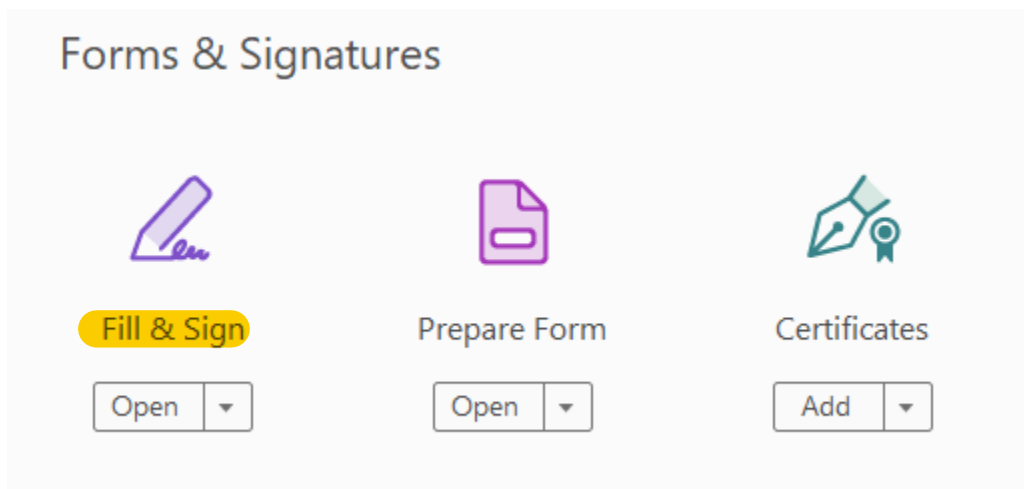
Camden: 1-866-726-0726 **Newark:** 1-866-208-1405 **Trenton:** 1-866-848-6059

Electronic Signature Using Adobe

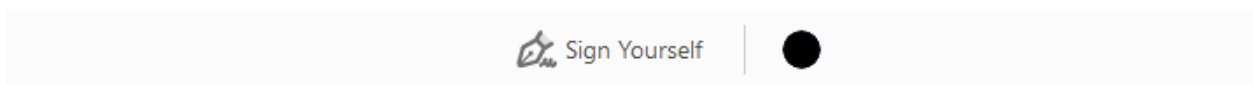
1. **Open the PDF**
2. **Click on Tools – Upper left-hand corner of the PDF.**



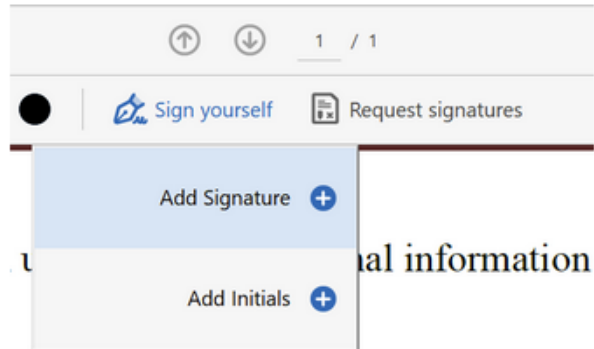
3. **Forms & Signatures - Select Fill & Sign**



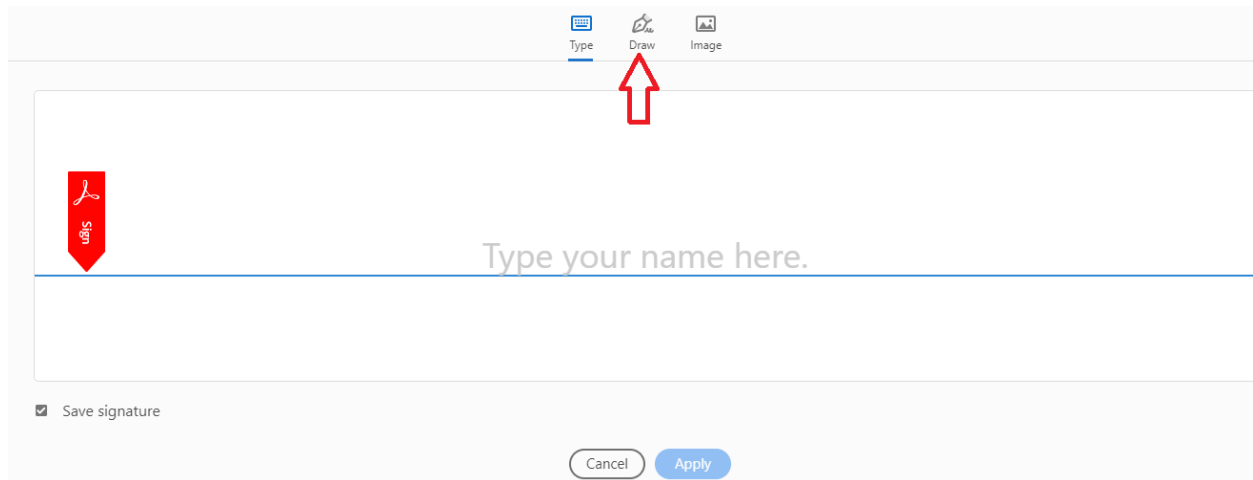
4. **Select "Sign Yourself"**



5. **Select Add Signature**



6. **Signature box will appear. Select draw. Use your mouse or mousepad to create your signature. When satisfied hit Apply.**



7. Place the signature on the document where it is needed.

Signature of Plaintiff

Printed Name of Plaintiff

John Doe