



UNITED STATES DISTRICT COURT
Northern District of Ohio

Sara Lloi, Chief Judge | Christian M. Capece, Clerk of Court



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Electronic Filing

The Office of the Clerk shall be open for filing from 9:00 a.m. to 4:00 p.m., Monday through Friday, at the locations of court. [More Information](#)

ECF Help Desk: 1-800-355-8498

Civil/Criminal System	References	
Electronic Filing System	CM/ECF Mobile Query Feature	Attorney Case Opening Checklist
ECF Mobile Query	Creating Cross-Document Hyperlinks	Instructions for Internet Credit Card Payment
Maritime Asbestos System	User's Manual revised February 10, 2020	Instructions for Filing MDL Complaints
	Refund Requests	Quick Tips CM/ECF Facts & Tips
	PACER Billing Tips	Frequently Asked Questions
	Converting Documents to PDF	Maintaining Your Account - Updating Address Information
	Attorney Case Opening Documentation	Maintaining Your Account - Updating Primary Email Information
	PDF Documents - Three Ways to Determine Size	Maintaining Your Account - Updating/Adding/Removing Secondary Emails
	Manual Filings	How to Locate the Correct Docketing Event
		How to Flatten PDF Forms
Video Demonstrations	Policies	Support
Filing Sealed Documents (7 minutes)	Policies & Procedures Manual effective 10/6/2025	Attorney Registration
Filing Documents and Attachments (4 minutes)	Privacy Policy	Name or Address Change
Electronic Case Opening (9 minutes)	Electronic Availability of Transcripts	Lost ECF User ID or Password
		PACER Support
		Free Online PACER Training

NOTICE FOR PACER FEE-EXEMPT USERS

The Court would like to remind fee-exempt PACER users of the terms of the exemption and of potential issues associated with a new software application called RECAP. It was designed by a group from Princeton University to enable the sharing of court documents on the Internet. Once a user loads RECAP, documents that he or she subsequently accesses via PACER are automatically sent to a public Internet repository. Other RECAP/PACER users are then able to see whether documents are available from the Internet repository. A fee exemption applies only for limited purposes. **Any transfer of data obtained as the result of a fee exemption is prohibited unless expressly authorized by the Court.** Therefore, fee exempt PACER users must refrain from the use of RECAP. The prohibition on transfer of information received without fee is not intended to bar a quote or reference to information received as a result of a fee exemption in a scholarly or other similar work.

NOTICE FOR CM/ECF USERS

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NOTICE FOR CM/ECF FILERS

The Court would like to make CM/ECF filers aware of certain security concerns relating to a software application or "plug-in" called RECAP, which was designed by a group from Princeton University to enable the sharing of court documents on the Internet. Once a user loads RECAP, documents that he or she subsequently accesses via PACER are automatically sent to a public Internet repository. Other RECAP/PACER users are then able to see whether documents are available from the Internet repository. RECAP captures District and Bankruptcy Court documents, but has not yet incorporated Appellate Court functionality. At this time, RECAP does not appear to provide users with access to restricted or sealed documents. Please be aware that RECAP is "open-source" software, which can be freely obtained by anyone with Internet access and modified for benign or malicious purposes, such as facilitating unauthorized access to restricted or sealed documents. Accordingly, CM/ECF filers are reminded to be diligent about their computer security practices to ensure that documents are not inadvertently shared or compromised. The Court and the Administrative Office of the U.S. Courts will continue to analyze the implications of RECAP or related-software and advise you of any ongoing or further concerns.

Documents filed on the Court's CM/ECF electronic filing system must be converted directly to PDF. Documents should not be scanned unless they require an original signature or where the original itself is in paper format. The Court prefers that documents be converted rather than scanned because converted documents provide text search capabilities and greatly reduce the file size. Click the following link for more details: [Creating Text Based PDF Files](#)

If you do have to scan a document, please observe the following minimum requirements for scanning resolution and pixel (bit) depth to support archival preservation and continued use (per the National Archives and Records Administration (NARA)):

3.2.1 Bitonal (1-bit) scanned at 300-600 ppi (pixels per inch)

This is appropriate for documents that consist exclusively of clean printed type possessing high inherent contrast (e.g., laser printed or typeset on a white background). Scanning at 600 ppi is recommended.

3.2.2 Gray scale (8-bit) scanned at 300-400 ppi

This is appropriate for textual documents of poor legibility because of low inherent contrast, staining or fading (e.g., carbon copies, thermofax, or documents with handwritten annotations or other markings), or that contain halftone illustrations or photographs. Scanning at 400 ppi is recommended.

3.2.3 Color (24-bit RGB [Red, Green, Blue]) scanned at 300-400 ppi

Color mode (if technically available) is appropriate for text containing color information important to interpretation or content. Scanning at 400 ppi is recommended.