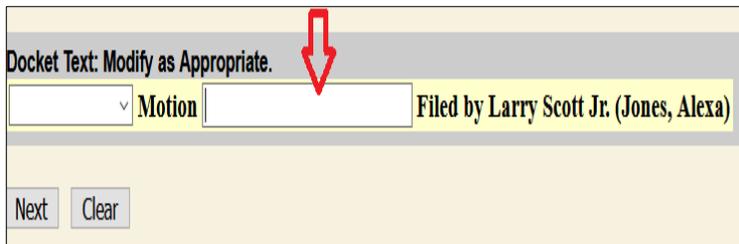


## COMMON ISSUES GUIDE

**Description:** Events are utilized in CM/ECF for e-filing documents and creating docket entries in a case. Different events have been created for filing different types of documents. Access to the various modules are provided by the Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, and generate reports.

**Notes:** It is important to use the correct event code when electronically filing a document in CM/ECF. Using the wrong event code can have unforeseen and unintentional consequences. For help locating the correct event, click on the Search menu on the blue menu bar and type the name of the event (or a portion thereof) in the search box and click on Search. Please contact the Clerk's Office (Baltimore 410-962-2688 or Greenbelt 301-344-8018) if you are unsure which event to use when e-filing a document.

### TIPS FOR AVOIDING COMMON ISSUES

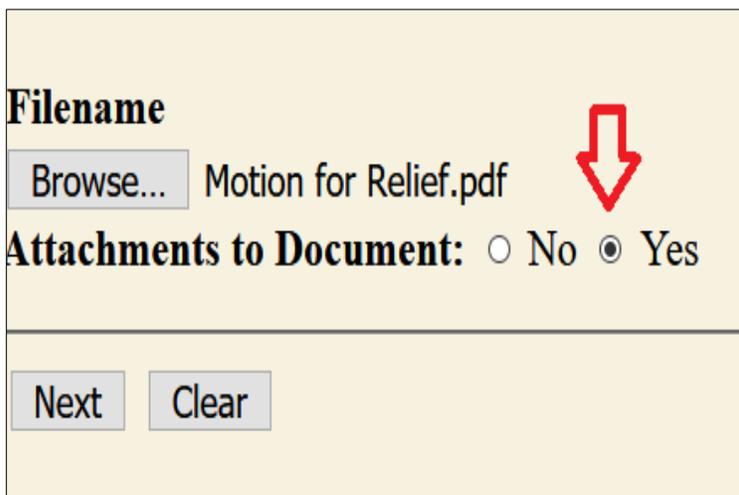


Docket Text: Modify as Appropriate.

Filed by Larry Scott Jr. (Jones, Alexa)

Next Clear

1. **Issue: There is not an event code for the pleading you are filing.** Avoid using generic event codes whenever possible. (See Note above.) If it is necessary to use a generic event code, be sure to enhance the docket text to in the box provided to reflect the title of your document.



**Filename**

Browse... Motion for Relief.pdf

**Attachments to Document:**  No  Yes

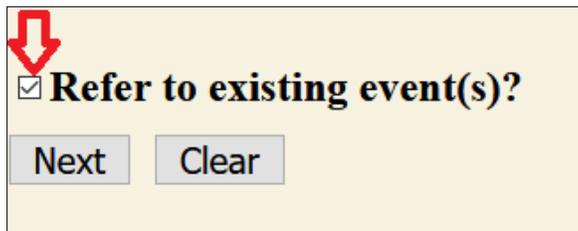
Next Clear

2. **Issue: You have documents that need to be attached to the pleading you are filing.**

There is often a need to submit supporting documents with a pleading. When docketing an event, you may attach supporting documents to the main document by clicking the yes on the Attachments to Document radio button (Located under the Browse Button)

**Note:** An attached document will be referenced in the docket text separately and the attached image will be accessible by clicking on the hyperlink within the docket text.

## COMMON ISSUES GUIDE (cont.)

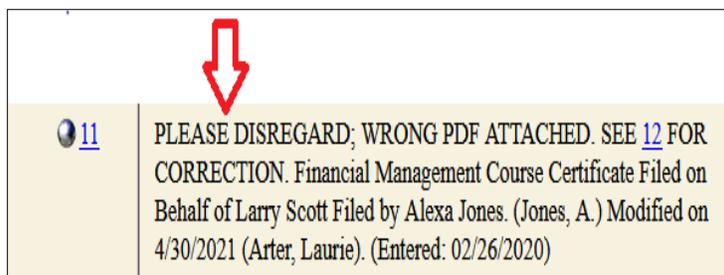


**Refer to existing event(s)?**

Next Clear

3. **Issue: The pleading was not linked.** Avoid this common issue by checking the box at the Refer to existing event(s)? screen. Checking this box will allow you to select the document your pleading is related to on the next screen.

Objections/Responses and Certificates of Service (when filed separately) are examples of pleadings that should be linked during the docketing process.



[11](#) PLEASE DISREGARD; WRONG PDF ATTACHED. SEE [12](#) FOR CORRECTION. Financial Management Course Certificate Filed on Behalf of Larry Scott Filed by Alexa Jones. (Jones, A.) Modified on 4/30/2021 (Arter, Laurie). (Entered: 02/26/2020)

4. **Issue: A document was filed in error.** A document incorrectly filed in a case may be the result of attaching the wrong PDF file to a docket entry, or selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed. Do not attempt to refile the document. Contact the Clerk's Office immediately after you discover an error has occurred and request a correction. Incorrect entries or PDFs will not be deleted. Errors may be edited by court personnel only. A corrective entry by the Court may be required. An e-mail is generated whenever a corrective entry is made.

(The screenshots were taken from the test database. The background color may differ in the live database.)