

U.S. DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA



Supplemental Instructions

How to File Motions to Intervene and Motions to File Amicus Curiae Briefs

Clerk's Office – U.S. District Court for the District of Columbia

07/01/2013

These supplemental instructions will provide registered ECF users and active members of the bar of this court with the guidelines to follow to successfully file motions to intervene and motions for leave to file an amicus curiae brief.

MOTION TO INTERVENE

To file a *Motion to Intervene* in a civil case, follow these instructions:

1. Log in to ECF.
2. Select **CIVIL** on the blue menu bar.
3. From the **Motions** menu, select *Intervene* and click **[SUBMIT]**.
4. Click **[New Filer]** and add the movant(s) filing the motion.
 - a. **REMEMBER:**
 - i. Party names are entered in **ALL CAPS**.
 - ii. **SEARCH** first before adding a movant to the database.
 - iii. **Change the role of the party to MOVANT.**
 - iv. **DO NOT** add an address for the movant.
 - v. To review the tutorial and instructions on Entering Party Names, go to our website: <http://www.dcd.uscourts.gov/dcd/AttyCivilCaseOpeningInfo>
 - b. Continue to add as many movants as necessary.
 - c. Once the movant has been added, select it as the filer of the motion and click **[Next]**. (**NOTE:** To select more than one movant/filer, hold the **<Ctrl>** key down and click on each appropriate party name until all are highlighted).
5. **[Browse]** and add your PDF documents to the docket entry.
 - a. Attach the motion to intervene as the main document.
 - b. Attach your proposed intervenor complaint or answer as an exhibit to the motion.
 - c. Attach any necessary LCvR 7.1 Certificate of Corporate Disclosure(s) as an exhibit to the motion.
 - d. **NOTE:** Any notice(s) of appearance or motion(s) to appear pro hac vice that accompany your motion to intervene **do not** get attached to this docket entry, but are to be filed as separate docket entries once the motion docket entry is complete.
 - e. Once all necessary documents are attached to the docket entry, click **[SUBMIT]**.
6. Continue through the event until you receive the Notice of Electronic Filing (NEF).
7. Once the motion is granted, the Clerk's Office will follow up and docket the intervenor complaint or answer and any other exhibits as new and separate docket entries.

MOTION TO FILE AMICUS CURIAE BRIEF

To file a *Motion for Leave to File an Amicus Curiae Brief* in a civil case, follow these instructions:

1. Log in to ECF.
2. Select **CIVIL** on the blue menu bar.
3. From the **Motions** menu, select *Leave to File Document* and click **[SUBMIT]**.
4. Click **[New Filer]** and add the movant(s) filing the motion.
 - a. **REMEMBER:**
 - i. Party names are entered in **ALL CAPS**.
 - ii. **SEARCH** first before adding a movant to the database.
 - iii. **Change the role of the party to MOVANT**.
 - iv. **DO NOT** add an address for the movant.
 - v. To review the tutorial and instructions on Entering Party Names, go to our website: <http://www.dcd.uscourts.gov/dcd/AttyCivilCaseOpeningInfo>
 - b. Continue to add as many movants as necessary.
 - c. Once the movant has been added, select it as the filer of the motion, then click **[Next]**. (**NOTE:** To select more than one movant/filer, hold the **<Ctrl>** key down and click on each appropriate party name until all are highlighted).
5. **[Browse]** and add your PDF documents to the docket entry.
 - a. Attach the motion for leave to file as the main document.
 - b. Attach your proposed amicus brief as an exhibit to the motion.
 - c. Also attach any necessary LCvR 7.1 Certificate of Corporate Disclosure(s) as an exhibit to the motion.
 - d. **NOTE:** Any notice(s) of appearance or motion(s) to appear pro hac vice that accompany your motion for leave to file **do not** get attached to this docket entry, but are to be filed as separate docket entries once the motion docket entry is complete.
 - e. Once all necessary documents are attached to the docket entry, click **[SUBMIT]**.
6. Add *Amicus Curiae Brief* to the open text field of the motion so that the entry will read: MOTION for Leave to File *Amicus Curiae Brief* filed by JOHN DOE.
7. Continue through the event until you receive the Notice of Electronic Filing (NEF).
8. Once the motion is granted, the Clerk's Office will follow up and docket the amicus curiae brief and any other exhibits as new and separate docket entries.