

AFFF Table of Contents Reference Guide (August 2025)

CLERK'S NOTICE TO ALL COUNSEL ASSOCIATED WITH MDL 2873

QUALITY CONTROL MESSAGE(s) :

- ECF 84.** Details regarding direct filing procedure into the MDL shell case (05/13/2019)
N/A re MDL shell
- ECF 135.** Details regarding procedure for preparing and submitting one summons document (06/28/2019)
- ECF 195.** Details regarding procedure for preparing and submitting any proposed order (08/06/2019)
- ECF 324.** Details regarding Reply briefs (10/01/2019)
- ECF 356.** Details regarding filing an Amended Complaint in the member case *only*, procedure for adding new defendant parties at the time of filing (10/04/2019)
- ECF 378.** Details regarding SECOND NOTICE procedure for preparing and submitting one summons document – upload as an attachment to the complaint OR when applicable for transferred cases or amended complaint(s), forward in one complete PDF via email to the Clerk's office:
filingdocs_ecf_chas@scd.uscourts.gov). Note: CMO No. 6 Alternative For Service of Process on a Defendant (10/18/2019)
- ECF 432.** Details regarding SECOND NOTICE procedure for preparing and submitting any proposed order in Word document format (via email to chambers at gergel_ecf@scd.uscourts.gov) (12/18/2019)
- ECF 433.** Details regarding ADDENDUM to SECOND NOTICE (ECF 432) procedure for **including the master MDL docket entry number of the motion filed** (12/18/2019)
- ECF 455.** Details regarding MDL shell case (for 2020), procedural reminders for direct filing into the MDL shell case; preparing and submitting (via upload or, when applicable, email) one summons document per CMO No. 6 Alternative For Service of Process on a Defendant (01/02/2020) **N/A re MDL shell**
- ECF 486.** Details regarding procedure for filing any proofs of service (returns) in the applicable *member case only*, choosing *only* the event Certificate of Service (02/04/2020)
- ECF 798.** Details regarding a filing **incorrectly spread to ALL** cases, noting proper filing instructions per CMO No. 1 re: **NOT to spread** when a document **relates to all actions** Note: **never** spread to all (09/02/2020)

- ECF 867.** Details regarding the Clerk's office issuing (MDL) summons in individual member cases, noting to follow the instructions on the first page of the filed document Summons Issued (09/25/2020)
- ~~ECF 1131.~~** Details regarding MDL shell case (for 2021), procedural reminders for direct filing into the MDL shell case, preparing and submitting (via upload or, when applicable, email) one summons document, per CMO No. 6 and subsequent 6.A, etc. re: Alternative For Service of Process on a Defendant (01/27/2021) **N/A re MDL shell**
- ECF 1456.** Details regarding procedural reminders of a few **important** filing instructions:
1. Re: CMO No. 1 Filing instructions, caption on all documents filed,
2. Re: additional instruction for spreading to multiple member cases to avoid multiple like entries in the master case docket,
3. Re: further instruction for event type entries (03/29/2021)
- ECF 1908.** Details regarding procedure for **plaintiffs to list the defendants in alphabetical order in the Complaint caption with filing of new direct filed cases** (09/30/2021)
- ~~ECF 2076.~~** Details regarding MDL shell case (for 2022), procedural reminders for direct filing into the MDL shell case, preparing and submitting (upload as an attachment to the complaint) one summons document, per CMO No. 6 and subsequent 6.A, etc. re: Alternative For Service of Process on a Defendant (/1/4/2022) **N/A re MDL shell**
- ~~ECF 2750.~~** Details regarding MDL shell case (for 2023) (01/03/2023) **N/A re MDL shell**
- ECF 3268.** Details regarding procedural reminder and additional procedure to **list the defendants in alphabetical order, one defendant party per separate line(s)** separated by appropriate punctuation (semicolon preferred), in the **complaint/notice of removal or amended complaint** caption, for direct filed cases in the MDL shell and/or also for any amended complaint filed in its applicable member case (06/06/2023)
- ~~ECF 4294.~~** Details regarding MDL shell case (for 2024) (12/28/2023) **N/A re MDL shell**
- ECF 6393.** Details regarding procedural reminder (Reference ECF 356) **to add any newly named defendant parties as listed on an amended complaint at the time of filing** by adding each new party at the appropriate ECF screen prompt (11/19/2024)
- ~~ECF 6527.~~** Details regarding MDL shell case (for 2025) (12/30/2024) **N/A re MDL shell**

- ECF 6592.** Details regarding reminder that a separate notice of appearance is *not* necessary to be filed (per CMO 1) for “**counsel who appeared in the transferor district court prior to the transfer**” ~~or for whom counsel (registered electronic filers in this District) appeared on the originating complaint in new direct filed cases, nor~~ (1/24/2025) **Note (as of 8/1/2025): If multiple attorneys represent a party, each attorney must file a separate notice of appearance using their individual ECF log-in, per party per case** (Civil > Other Filings > Notices > Notice of Appearance)
- ECF 7642.** Details regarding the **MDL shell is unavailable for direct filing** (7/31/2025)
- ECF 7657.** Details regarding new procedure for direct filing new complaints (or notice(s) of removal) and where to view the **MDL 2873 Attorney Case Opening Instructions** <https://www.scd.uscourts.gov/mdl-2873/directfiling.asp> (8/1/2025)
- ECF 7662.** Details regarding **MDL attorneys advised to resume direct filing** new complaints (or notice(s) of removal) **following the MDL 2873 Attorney Case Opening Instructions** for Direct Filing <https://www.scd.uscourts.gov/mdl-2873/directfiling.asp> (8/1/2025)