

# ADR Annual Training Certification

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## Requirements

To maintain their listing, ADR Providers are required to certify to the Court annually that they have completed five hours of ADR training during the previous calendar year in accordance with [Local Rule 16.4.E\(3\)\(d\)](#).

## Overview

Your ADR Provider listing information is maintained in your electronic attorney admissions record, which is docketed as a miscellaneous case in District CM/ECF. Each year that you are listed as an ADR provider, a notice will be sent to you through your electronic attorney admission record in District CM/ECF. See the [Alternative Dispute Resolution Provider Instructions](#) page of the court's web site for additional information.

If the notice you received states that you are required to submit your **ADR Annual Training Certification**, then submit your certification electronically following these instructions.

Your certification may be one of the following:

- a. a completed certification form;
- b. a copy of a certificate from the sponsoring bar association or recognized provider of a continuing legal education (CLE); or
- c. for self-study, a list of the materials studied and the dates of study.

## Assistance

If you have any questions or would like assistance with this process, please call

- Claire Cassady at (713) 250-5979, or
- Dawna Kelly at (713) 250-5626.

## Preparation

Before proceeding with this process you will need:

- Your District CM/ECF filing login and password.  
(Additional information about CM/ECF access is available on the [Electronic Case Filing \(ECF\) Registration Information](#) page of the court's web site.)
- One of the acceptable forms of certification (listed above) saved in PDF format to submit to the court following the steps below.  
(Additional information about working with PDF files is available in the [CM/ECF Attorney's User Guide](#), Chapter 2.)

## Steps for Submission of Certification to the Court

Your certification is submitted to the court electronically by following these steps:

1. Click the link to go to [Live District CM/ECF](#).

The **CM/ECF Filer or PACER Login** page looks like this:

**Authentication**

Login:

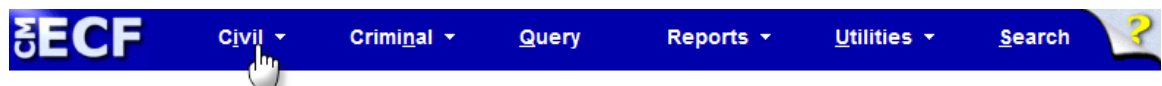
Password:

client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

2. Complete the prompts:
  - a. **Login:** Enter your ECF filing login.
  - b. **Password:** Enter your ECF filing password.
  - c. Check the box confirming you understand the redaction rules.
3. Click **Login**.  
The CM/ECF Home page displays.
4. On the blue menu bar, click **Civil**.



5. Under the heading **Other Filings**, click **ADR Documents**.

The screenshot shows the ECF website interface. At the top is a blue navigation bar with the ECF logo on the left and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. A Logout link is positioned below the logo. Below the navigation bar is the heading "Civil Events". The main content area is divided into three columns. The first column, "Open a Case", includes links for "Civil Case - Unassigned". The second column, "Other Filings", includes links for "ADR Documents", "Admissions", "Certificate of Good Standing - Requests", "Notices", "Trial Documents", "Other Documents", and "Appeal Documents". The third column, "Sealed Events", includes a link for "Sealed Events". Below these columns are sections for "Initial Pleadings and Service" (with links for "Complaints and Other Initiating Documents", "Service of Process", and "Answers to Complaints"), "Related Filings" (with links for "Other Answers" and "Responses and Replies"), and "Motions" (with a link for "Motions").

6. Under **Available Events**, click **ADR Annual Training Certification**, causing it to appear in the **Selected Event** field.

The screenshot shows the ECF website interface. At the top is a blue navigation bar with the ECF logo on the left and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. A Logout link is positioned below the logo. Below the navigation bar is the heading "ADR Documents". There is an empty text input field. Below it is the heading "Available Events (click to select an event)". A dropdown menu is open, showing a list of events: "ADR Annual Training Certification", "ADR Memorandum (filed after mediation)", "ADR Provider 5-Year Listing Renewal", "ADR Status Report (filed before mediation)", "Consent to Arbitration", "Consent to Mediation", "Objection to Report of Arbitrator/Mediator", and "Submission of Mediator". The "ADR Annual Training Certification" option is highlighted. Below the dropdown is the heading "Selected Event" and a text input field containing "ADR Annual Training Certification". At the bottom are two buttons: "Next" and "Clear".

7. Click **Next** to continue.

The page displays a prompt for the case number.

ECF Civil Criminal Query Reports Utilities Search Logout

ADR Documents

Civil Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

8. Enter the miscellaneous case number containing your electronic attorney admissions record.

**Note:** Your case number is provided on the notice you were sent.

9. Click **Find This Case**.

10. Click **Next** to continue.

The page displays your case number followed by **In re: Attorney Admissions**.

11. Click **Next** to continue.

The page displays fields for uploading documents to the CM/ECF system.

Select the pdf document and any attachments.

Main Document

Browse...

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

- Click in the **Main Document** field, then browse to and select the PDF of the certification you have saved as a PDF. **Note:** This is where you upload the certification form you saved as a PDF in the preparation section of these instructions (above). You can upload additional documents one by one, as needed.

Select the pdf document and any attachments.

**Main Document**

C:\Users\name\Documents\Certification.p [Browse...]

Attachments	Category	Description
1. [Browse...]	[Dropdown]	[Text]

[Next] [Clear]

- Click **Next** to continue.

The page displays the case number, and a **Next** button.

- Click **Next** to continue.

The page displays

- Docket Text - The text for the entry that will be submitted to the court when you have successfully completed all of these steps.
- A Warning message.
- Source Document Path (for confirmation only)** – The file path identifying the location of the document(s) you are uploading to the court.

Docket Text: Final Text  
**ADR Provider 5-Year Listing Renewal, filed.(Test, Atty)**

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

**Source Document Path (for confirmation only):**  
 C:\fakepath\Certification.pdf pages: 1

[Next] [Clear]

- On the “Docket Text” page, confirm that the document(s) listed are correct before proceeding. If not, then use your browser “Back” button to return to the page where you upload the document(s), upload correct document(s), and proceed through the steps again. When the document(s) are confirmed as correct, proceed to the next step.

16. Click **Next** to continue (to submit your certification to the court).

When your certification has been successfully submitted to the court, the **Notice of Electronic Filing** (NEF) page will display and looks like this:

The screenshot displays the ECF system interface. At the top is a blue navigation bar with the ECF logo on the left and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. A Logout link is positioned below the Civil menu. A yellow question mark icon is in the top right corner. Below the navigation bar, the page content includes:

- ADR Documents**
- [4:14-mc-02514 In re: Attorney Admissions](#)
- ADR\_PROVIDER

Centered on the page is the text:

**U.S. District Court**  
**SOUTHERN DISTRICT OF TEXAS**

**Notice of Electronic Filing**

The following transaction was entered by Test, Atty. on 2/26/2015 at 9:20 AM CST and filed on 2/26/2015

**Case Name:** In re: Attorney Admissions  
**Case Number:** [4:14-mc-02514](#)  
**Filer:**  
**Document Number:** [23](#)

**Docket Text:**  
[ADR Annual Training Certification, filed.\(Test,Atty\)](#)