SECTION 15.0 DATA QUALITY

15.1 Overview

All CM/ECF docket activity shall be monitored daily by Clerk's Office employees to ensure the accuracy of the electronic court record.

15.2 Data Quality Analysis (DQA) Checklist

DQA review to be completed within 24 hours of each CM/ECF entry:

- **G** Is the document posted in the correct case?
- **G** Are all referenced attachments posted correctly?
- **G** Are all pages and words complete and legible?
- **G** Is the signature block complete and correct? (/s/John Doe)
- **G** Do the document title and contents match the event utilized and the resulting docket text?
- **G** Are there misspellings in the docket text?
- **G** Are the document links in the docket text functional and accurate?
- **G** Were deadlines correctly set, amended or satisfied?
- **G** Are there attorneys or parties to add or terminate?
- **G** Is there follow-up to be done? (Copies to send, service needed, address changes, etc.)
- **G** Does the case need to be terminated? Reopened? Is a Judgment needed?

15.3 Corrections

All corrections to the electronic court record (docket sheets, documents, reports, etc.) shall be made in a timely, consistent and traceable manner.