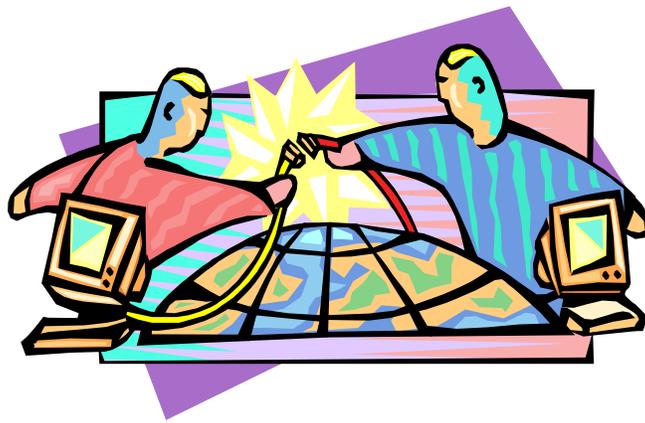


# ELECTRONIC CASE FILING CM/ECF



## User's Manual

Middle District of Georgia  
(Revised October, 2004)

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# Case Management/Electronic Case Files System User's Manual

## Getting Started

### Introduction

This manual provides instructions on how to use the Case Management/Electronic Case Files (CM/ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape and Adobe Acrobat.

### Help Desk

Contact the Court's Help Desk between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday, if you need assistance using CM/ECF.

**Toll Free Help Desk – 1-866-862-5465**

**OR**

**E-mail: [gamdecf@gamd.uscourts.gov](mailto:gamdecf@gamd.uscourts.gov)**

### ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Netscape software to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

### Requirements

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## Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows, Windows 95 or Macintosh
- An Internet provider using Point to Point Protocol (PPP)
- Netscape Navigator software version 4.5, 4.7 or 4.76 and Internet Explorer 5.5.
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF).
- A scanner to transmit documents that are not in your word processing system. **Note: This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.**

\* Due to security, a session can only be established using Netscape Navigator 4.5, 4.7 or 4.76 and Internet Explorer 5.5. **DO NOT USE** America On-Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 4.5. Use more current versions of Netscape and IE at your own risk.

## PACER Registration

CM/ECF users must have a PACER account with the court in order to use the Query and Report features of the system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

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## Registering for Access to ECF

Participants will need to register with the courts to receive a login and password to access the CM/ECF system. An on-line registration form should be completed and submitted electronically from our internet site at [www.gamd.uscourts.gov](http://www.gamd.uscourts.gov) . An e-mail message will be sent within two business days to advise the registering participant of his/her login and password. If this information is not e-mailed within two business days, you should contact the CM/ECF HelpDesk at 1-866-862-5465.

The court will issue logins and passwords only to attorneys admitted to practice in the district or admitted pro hac vice and who are in good standing as described in our Local Rules.

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## Preparation

### Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

### Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

#### How to View a PDF File

- Start the Adobe Acrobat program.
- Go to the *File* menu and choose *Open*.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

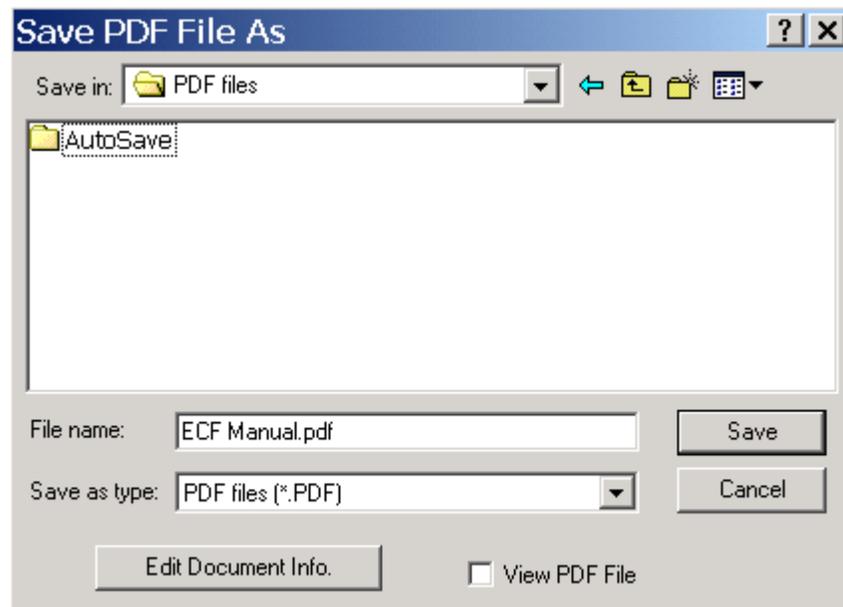
#### How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before e-filing them in the CM/ECF system. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory. WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used to convert documents to PDF.

#### Using any word processing program:

- Install Acrobat Writer or FinePrint pdfFactory on your computer

- Open the document to be converted
- Select the **[Print ]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter, FinePrint pdfFactory, or Publish to PDF** from within your word processing software.
- “Print” the file. The file will not actually print to your printer; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

*Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.*

*\*You must have either Adobe Acrobat Writer or FinePrint pdfFactory installed on your computer to see these choices listed.*

## Basics

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## User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

## Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**

## Documents Filed In Error

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document type from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, please call:

**Toll Free HelpDesk - 1-866-862-5465**

as soon as possible after an error is discovered; you will need to provide both the case number and the document number of the pleading for the docket entry requiring correction. Since CM/ECF will not permit you to make changes to a docket entry once a transaction has been accepted in the system, the court will make a docket entry, if appropriate, to indicate the document was filed in error and may notify you to re-file the document.

## Viewing Your Transaction Log

This feature, selected from the **Utilities** menu allows you to review all transactions processed in CM/ECF with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's HelpDesk at the number shown above.

## User's Manual

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You can download or view the most recent version of this manual (in PDF format) from our internet site at [www.gamd.uscourts.gov](http://www.gamd.uscourts.gov) .

## A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet.

### How to Access the System

Users may access the system via the Internet by going to:

<https://ecf.gamd.uscourts.gov>

or, you may go to the Middle District of Georgia's website at:

[www.gamd.uscourts.gov](http://www.gamd.uscourts.gov)

go to the CM/ECF page and click on the hyperlink:

[CM/ECF LIVE](#)

### Logging In

The next screen that appears is the login screen.



**U.S. District Court [TRAINING AREA]  
Middle District of Georgia  
Official Court Electronic Document Filing System**

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*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

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*Welcome to the U.S. District Court [TRAINING AREA] for the Middle District of Georgia*

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*Electronic Document Filing System. This page is for the use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the Netscape/PDF Settings option listed below.*

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*You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's [frame](#) capability for new navigation tips.*

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[Netscape/PDF Settings](#)

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Last login: 10-01-2004 10:11

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12June2003

### ECF/PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

In the future an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

*CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.*

Enter your CM/ECF login and password in the appropriate data entry fields. All logins and passwords are case sensitive.

**Note:** Use your **CM/ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter CM/ECF to query the database for case information or to view a document, enter your **PACER** login and password. PACER charges a fee to view CM/ECF case dockets and documents.

Verify that you have entered your CM/ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to CM/ECF.

\$ If the system does not recognize your login and password, it will display the following error message on a new screen.

**Login failed either your login name or key is incorrect**

\$ Click on the **[Back]**  button in your browser and re-enter your correct login and password.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.



**MCECF** Civil • Criminal • Query • Reports • Utilities • Logout

United States District Court  
Middle District of Georgia

**U.S. District Court [TRAINING AREA]  
Middle District of Georgia**

**Official Court Electronic Document Filing System**

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this site are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to appropriate law enforcement officials.*

**Note:** The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's HelpDesk immediately.

## Selecting CM/ECF Features

CM/ECF provides the following features that are accessible from the menu bar at the top

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of the screen.

<b><u>Civil</u></b>	Select <b><u>Civil</u></b> to electronically file all civil case pleadings, motions, and other court documents.
<b><u>Criminal</u></b>	Select <b><u>Criminal</u></b> to electronically file all criminal case pleadings, motions, and other court documents.
<b><u>Query</u></b>	Query CM/ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to <b>PACER</b> before you can query in CM/ECF.
<b><u>Reports</u></b>	Choose <b><u>Reports</u></b> to retrieve docket sheets and cases-filed reports. You must login to <b>PACER</b> before you can view a CM/ECF report.
<b><u>Utilities</u></b>	View your personal CM/ECF transaction log and maintain personal CM/ECF account information using <b><u>Utilities</u></b> .
<b><u>Logout</u></b>	Allows you to exit from CM/ECF and prevents further filing with your password until the next time you log in.

## Civil Events Feature

Registered filers will use the **Civil** option on the CM/ECF menu to electronically file/docket with the court various pleadings and other documents for civil cases. A listing of documents that can be filed using the CM/ECF Civil Events Listing which can found on the court's internet site.

This section of the manual describes the basic steps for filing a motion with the court. The process is basically the same regardless of the event.

## General Rules and Manipulations

### Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  or  accepts the entry just made and displays the next entry screen, if any.

### Correcting a mistake:





Use the  button on the Netscape toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

## **Signatures & Affidavits**

Documents which must contain original signatures, those which require either verification or an un-sworn declaration under any rule or statute, stipulations or other jointly executed documents shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate all necessary signatures using one of two methods: (a) in the format (e.g.) “s/Jane Doe.”, or (b) the original document with all signatures may be scanned and electronically filed in CM/ECF. The filing party or attorney shall retain the hard copy of the document containing the original signatures for two (2) years after final resolution of the action, including final disposition of all appeals.

For any document filed electronically that contains two or more signatures, a certification by the attorney submitting the electronic filing must appear on the signature page to state the following:

*“I certify that the originally executed document contains the signatures of all filers indicated herein and therefore represents consent for filing of this document.”*

## **Filing a Civil Complaint**

All complaints and other case initiating documents along with any summonses to be issued at the same time must be filed conventionally with the court until further notice. Upon receipt, these documents will be scanned and filed by Clerk’s Office personnel. At this time, you must present to the Clerk’s Office a Civil Cover Sheet (JS-44), the original of the complaint, and a check or money order for \$150.00 or a credit card may be used to pay the filing fee. A Credit/Debit Card Authorization form is available on the court’s website at [www.gamd.uscourts.gov](http://www.gamd.uscourts.gov) which can be completed and mailed to the Clerk’s Office for purposes of paying any future court fees that may be incurred.

Although a complaint received by the Clerk’s Office may not necessarily be entered into the CM/ECF system on the same day it is received but possibly the next business day, it will be considered filed on the date it is received and the filing date in CM/ECF will reflect such.

## **Filing Pleadings or other Documents in Civil Cases**

There are nine basic steps involved in filing a document:

- 1) Select the type of document to file (see CM/ECF Civil Events Listing for Users)
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the attorney(s) filing the document;
- 4) Designate the party(s) filing the document;
- 5) Specify the PDF file name and location for the document to be filed.
- 6) Add attachments, if any, to the document being filed.
- 7) Modify docket text as necessary
- 8) Submit the pleading in CM/ECF
- 9) Receive notification of electronic filing After successfully logging into CM/ECF, follow these steps to file a pleading.



## 1. Select the type of document to file

Select **Civil** from the menu bar at the top of the screen. The Civil Event window opens displaying all of the events you can select from in order to file your pleading. This section of the User's Manual describes how to file a **Motion** which is similar to the process for filing of other pleadings in CM/ECF.

Click on **Motions**, under category **Motions and Related Filings**



Next, the **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

For demonstration purposes, highlight **Preliminary Injunction** and click on [Next].

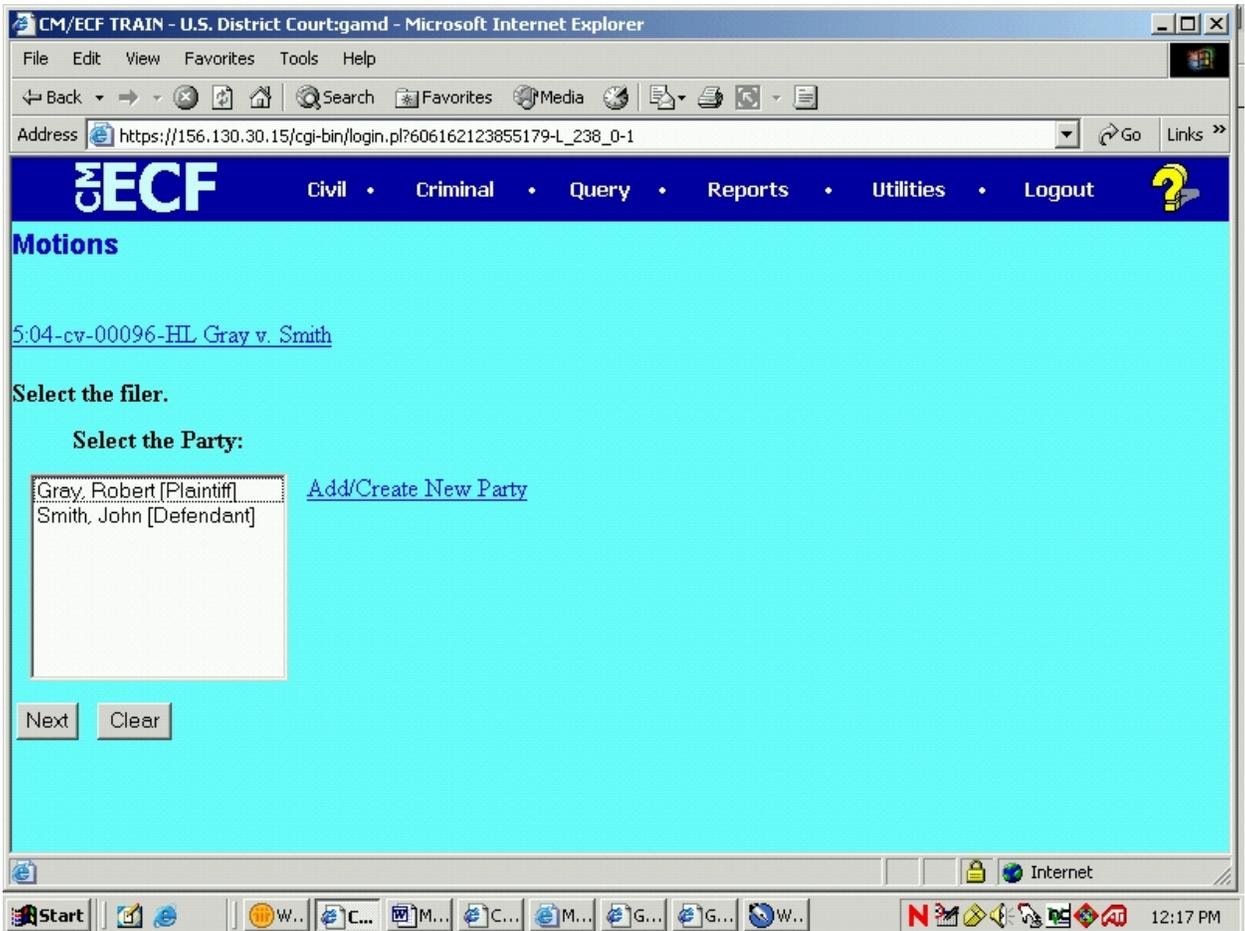
**Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

**2. Enter the case number in which the document is to be filed.**

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on [Next].

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next**.

**3. Designate the party(s) filing the document**



Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the Ctrl key while pointing and clicking on each party of the group

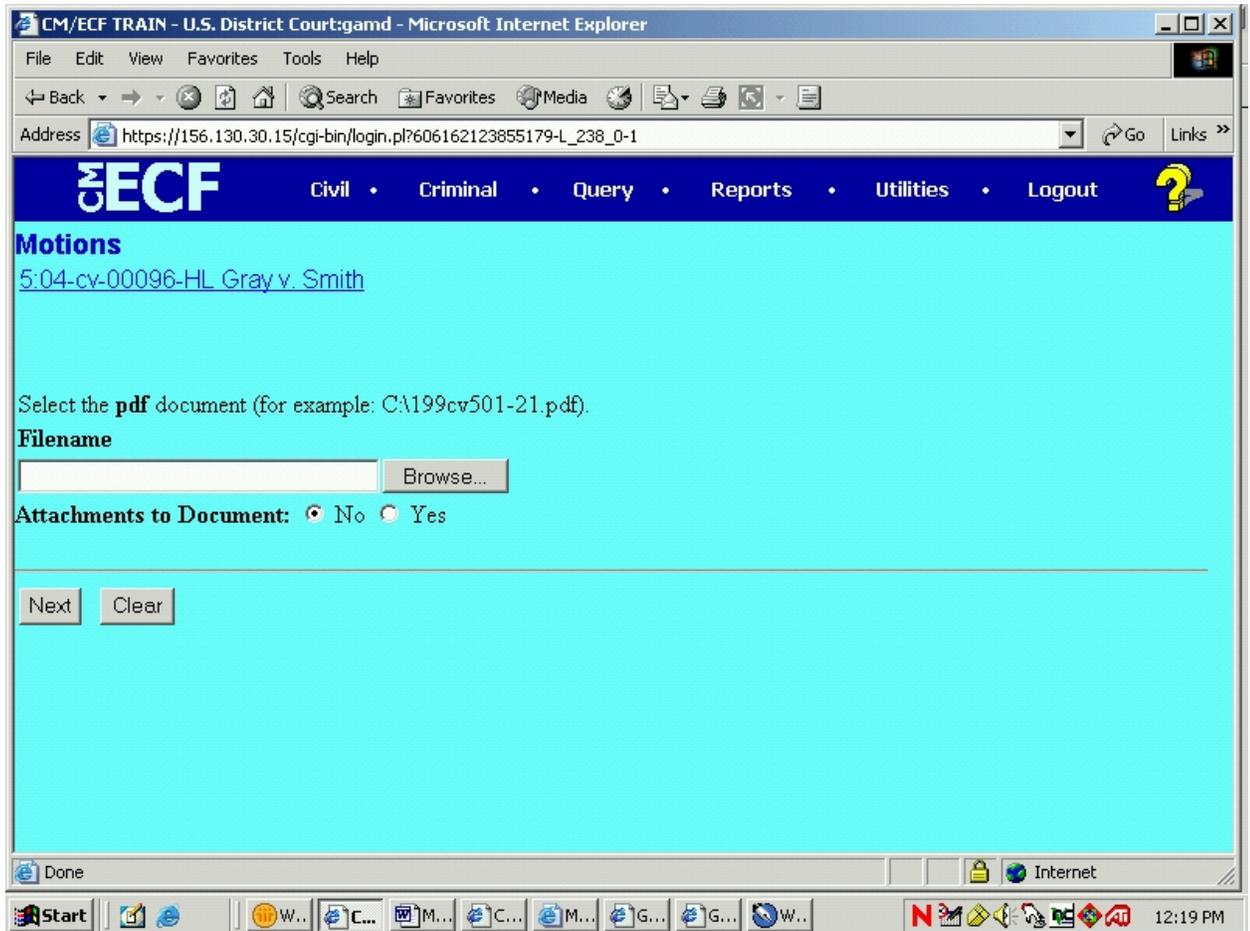
After highlighting the parties to the motion, click on the [Next] button.

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

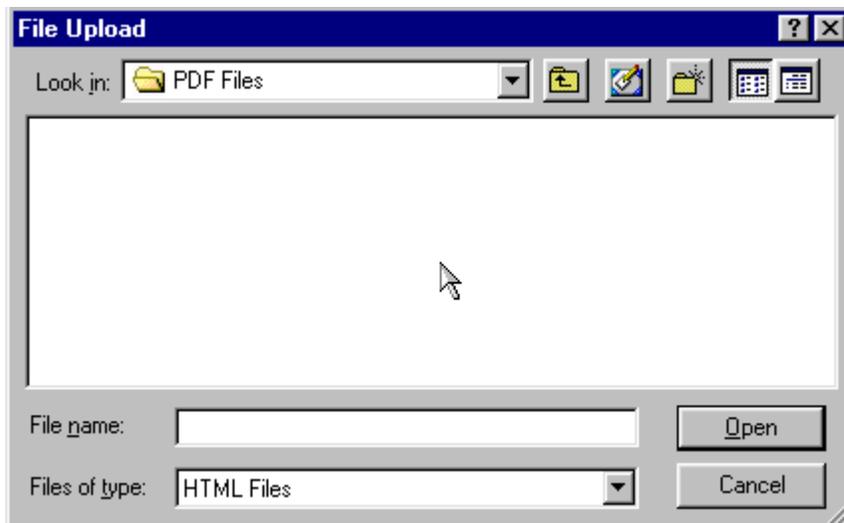
#### 4. Specify the PDF file name and location for the document to be filed.

CM/ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen as shown below. Also displayed is a field for locating and entering the PDF file of the document (pleading) you are filing.

**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in CM/ECF **MUST** be in **PDF** format. Otherwise, they will not be accepted by the system and users will be unable to retrieve those documents through PACER.



- Click on the **[Browse]** button. CM/ECF displays the following screen.



- Change the **Files of type** from:

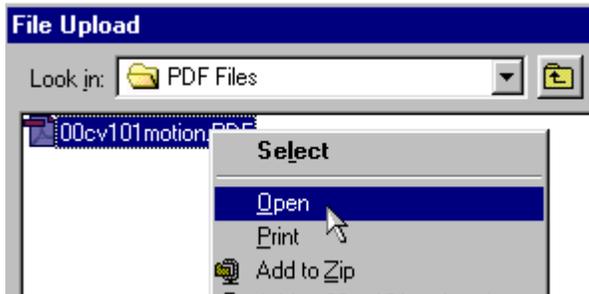


to:

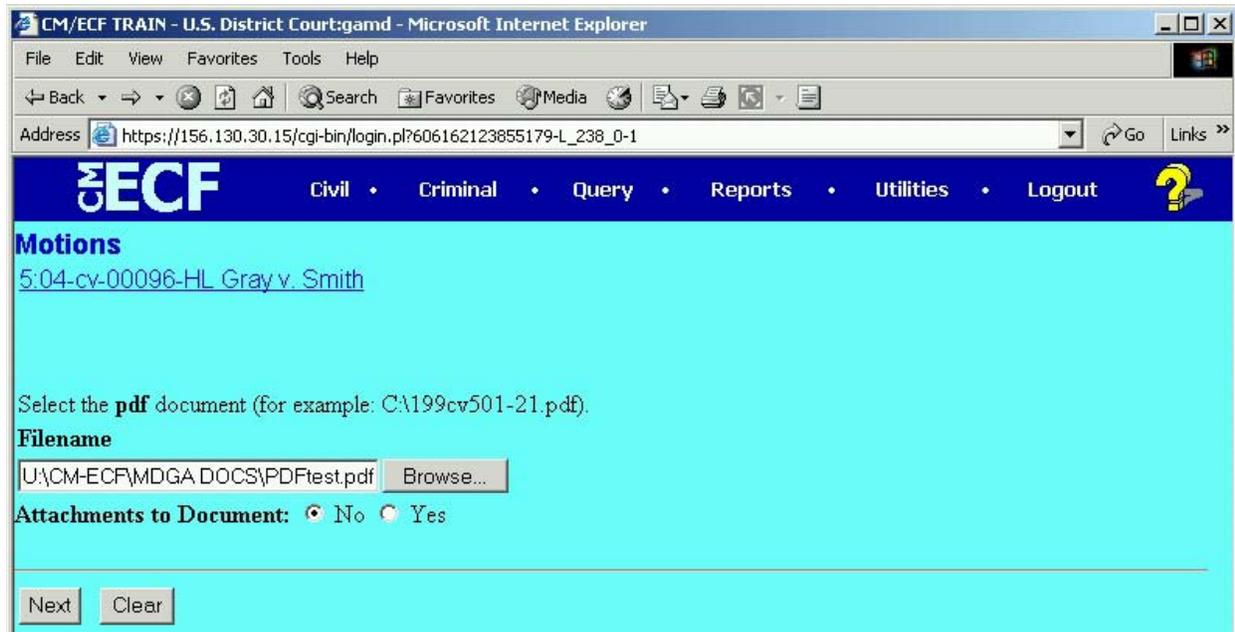


- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to CM/ECF.

**Note:** In order to verify that you have selected the correct document, right click with your mouse on the highlighted file name to open a **quick menu** and left click with your mouse on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

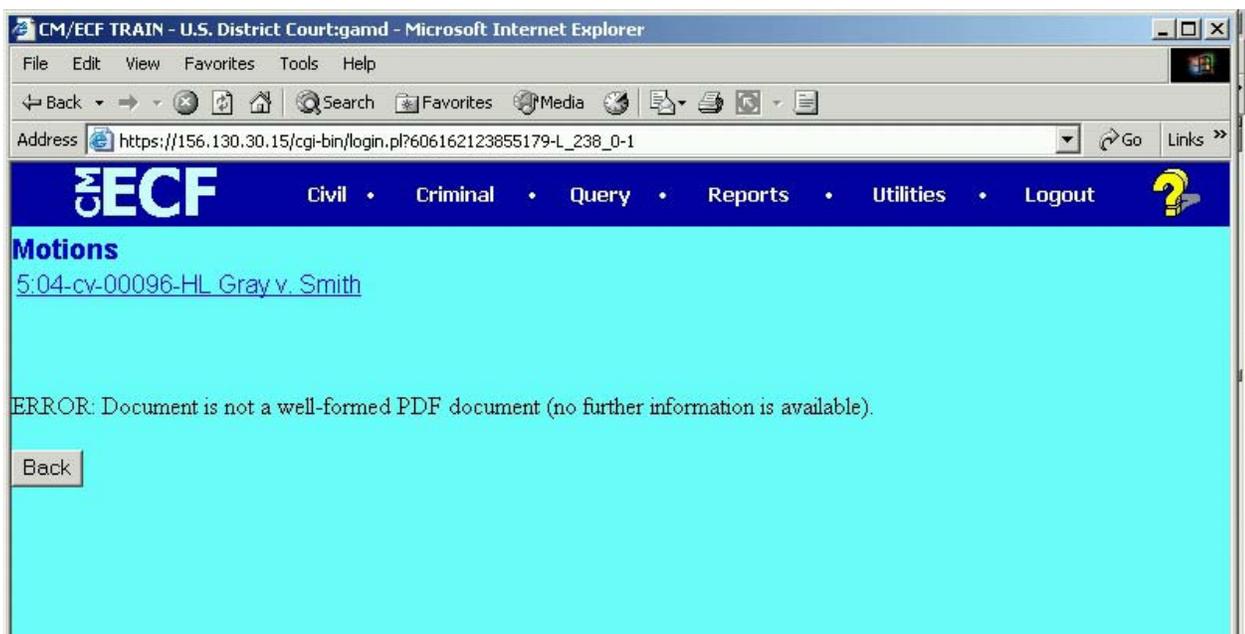


- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens.
- If you have Attachments to your motion, you will select **[Yes]** on the screen shown above. Click on **[Next]** and proceed to the first step in Section 5, **“Adding Attachments to Documents Being Filed”**.

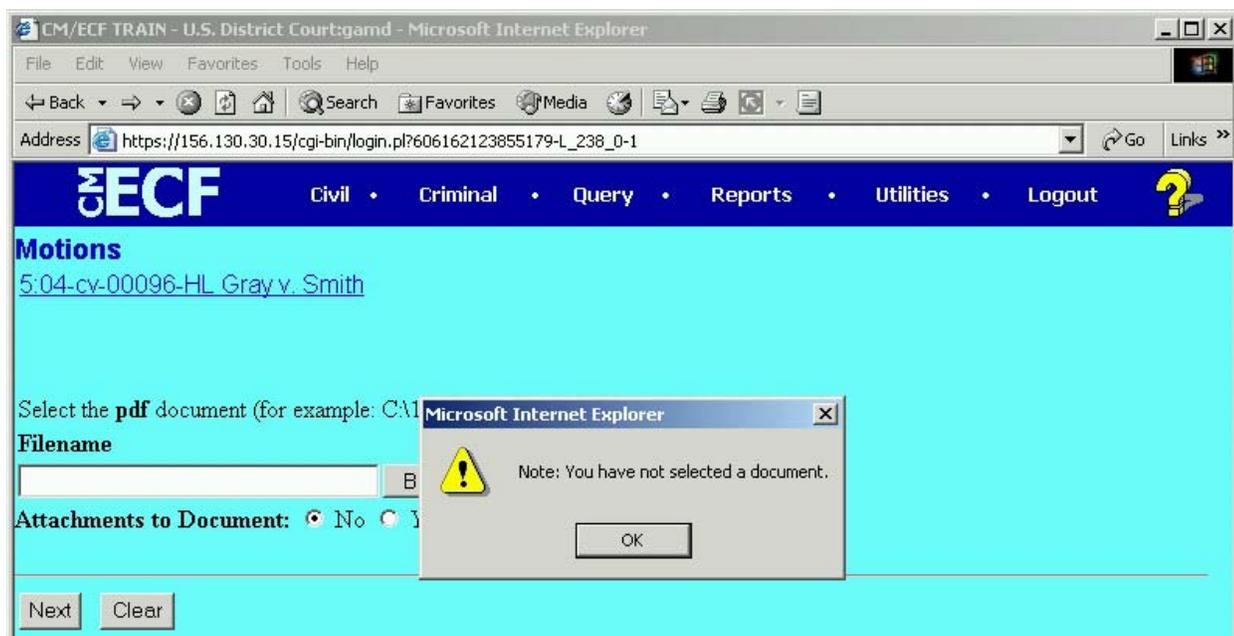
In the event you selected and highlighted a file that is *not* in PDF format, CM/ECF will display the following error message after you click on the **[Next]** button.



- CM/ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button to return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

### Failure to Select A Document to File

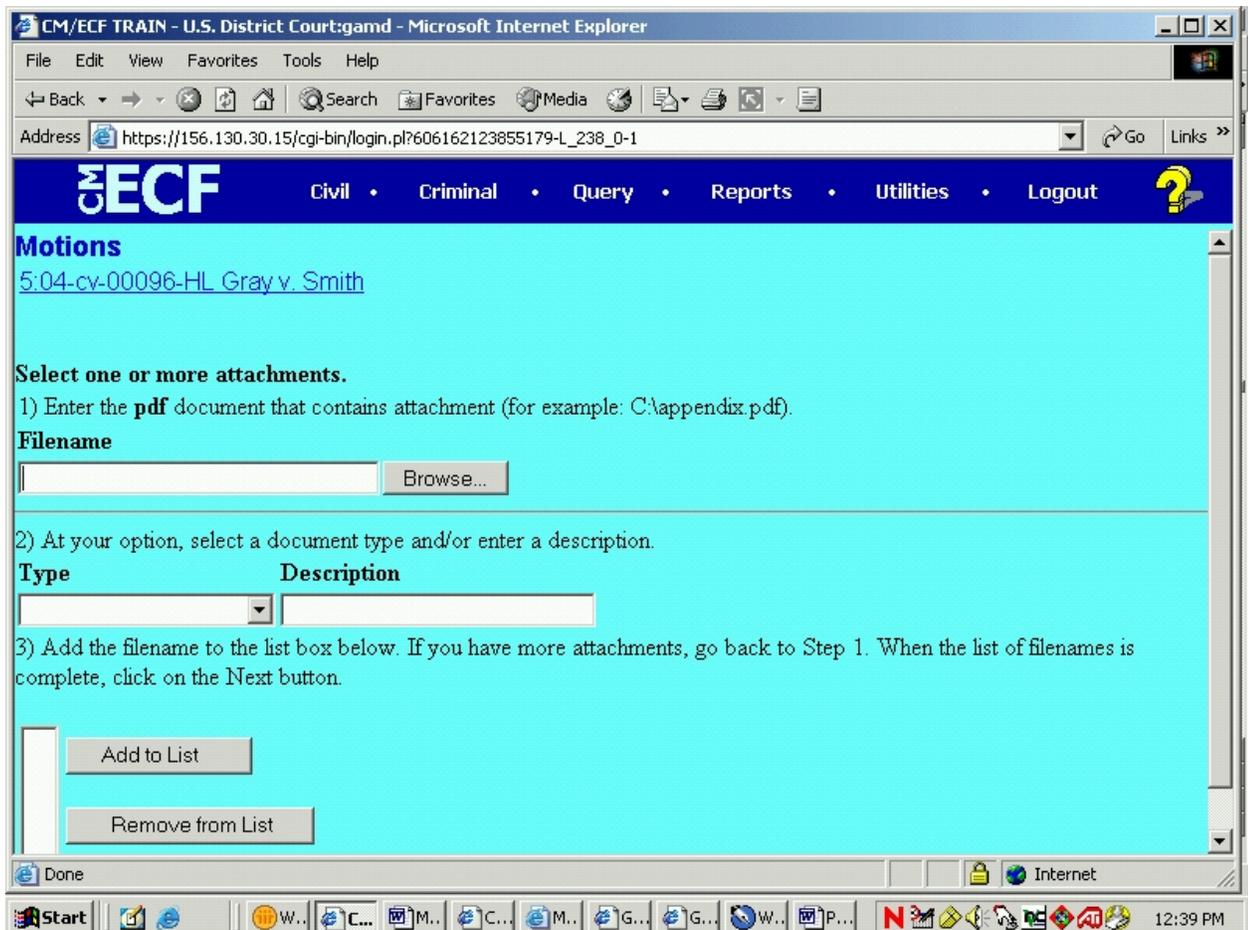
If you fail to select a document to file with your pleading, CM/ECF will display the error message shown below.



- If you click **[OK]** from this screen, the system returns to the **Motions** screen. You cannot proceed without attaching a PDF document.

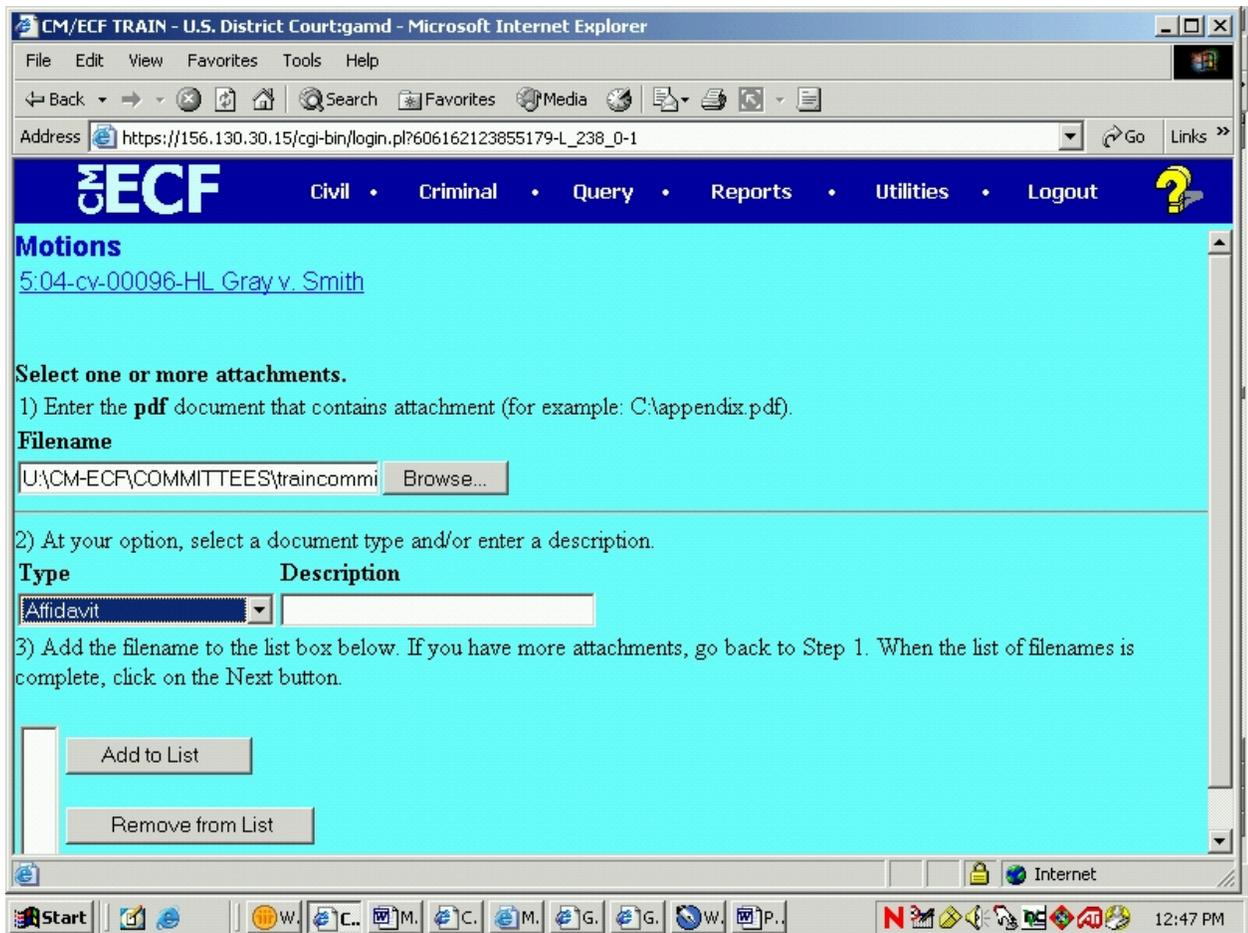
## 5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new Motions screen appears as follows:

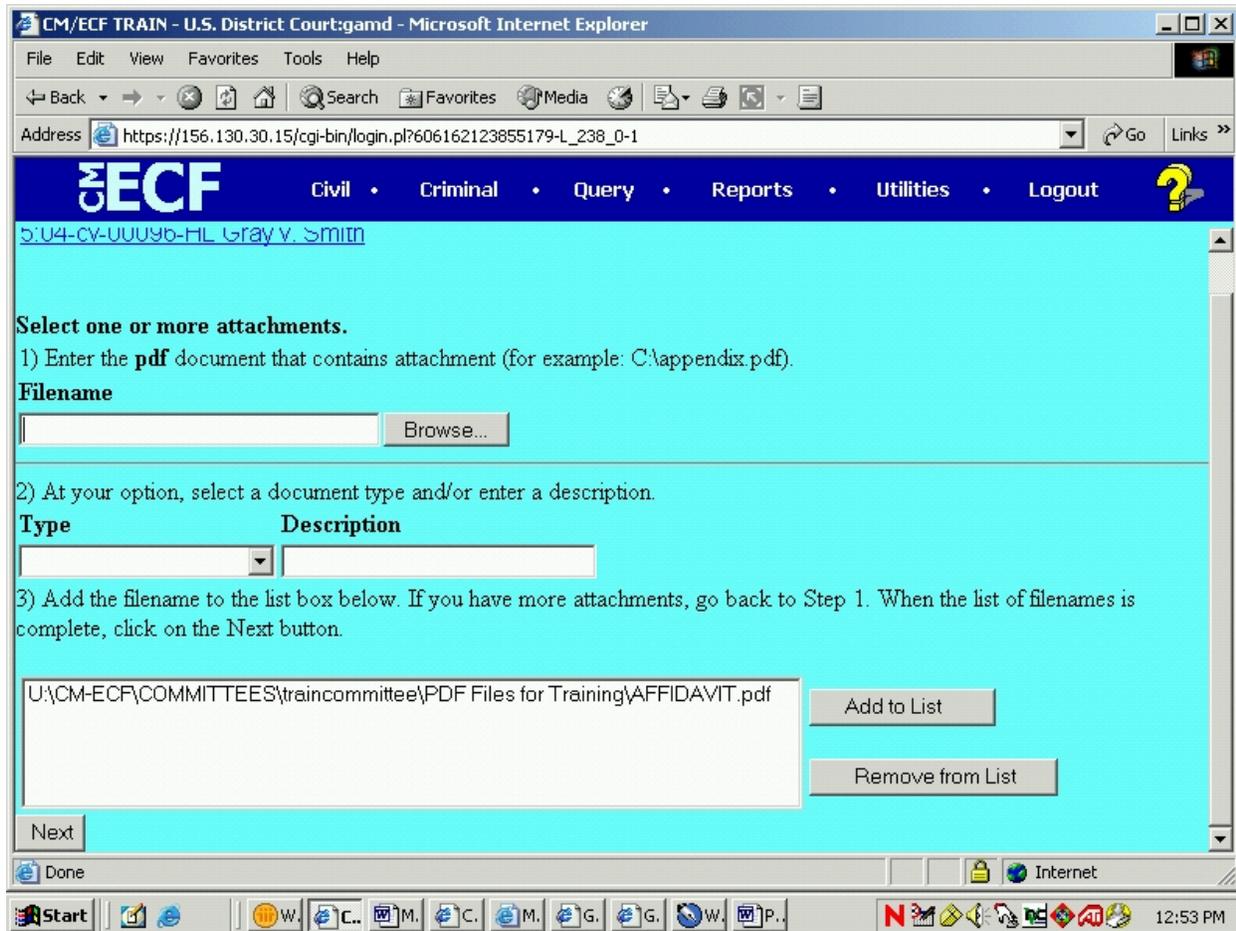


- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and a drop down menu will appear.. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on [**Add to List**].

CM/ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.



- Once you have selected the PDF document and enter the **Type** using the drop down menu, click on [**Add to List**]. The following screen will appear.



- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

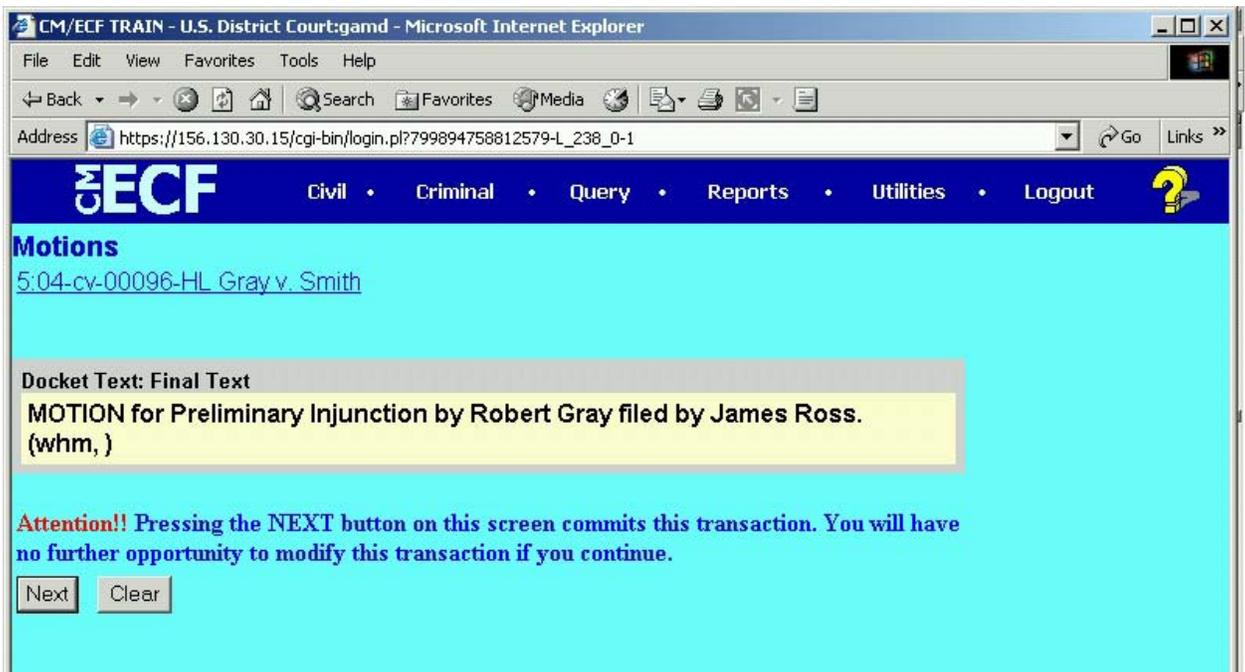
### When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, can be submitted in paper format. Present the entire pleading with attachments to the Clerk's Office for handling.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

## 6. Submit the pleading.

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  **Back** button on the Netscape toolbar to find the screen you wish to alter.



- Click on the **[Next]** button to file and docket the pleading.

**Note:** The above screen contains the following warning.

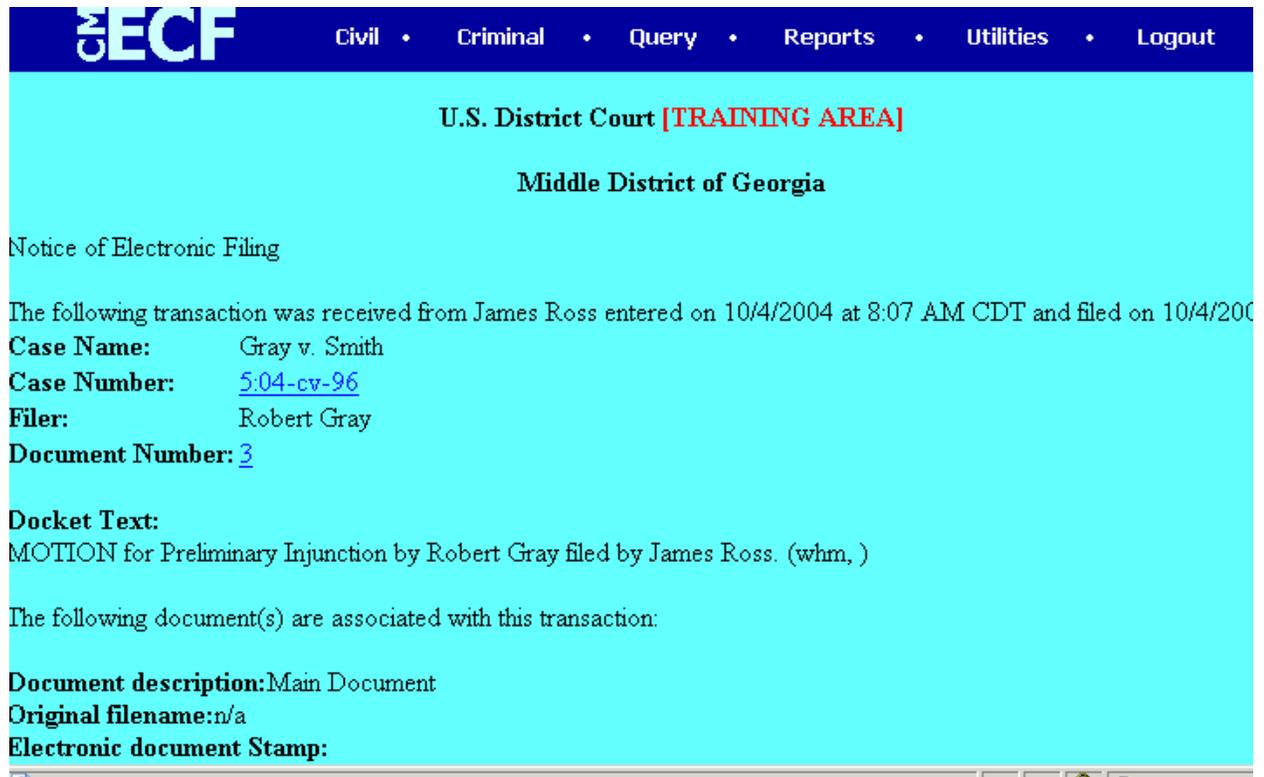
**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you can abort the filing process or return to previous screens by:

- clicking on any hyperlink on the main CM/ECF menu bar (at top of screen) to abort the current transaction. CM/ECF will reset to the beginning of the process you just selected.
- clicking on Back (Web Browser button) until *you return to the desired screen.*

## 8. Notice of Electronic Filing

CM/ECF opens a new **Motions** window displaying a CM/ECF filing receipt:



**CM/ECF** Civil • Criminal • Query • Reports • Utilities • Logout

U.S. District Court **[TRAINING AREA]**

Middle District of Georgia

Notice of Electronic Filing

The following transaction was received from James Ross entered on 10/4/2004 at 8:07 AM CDT and filed on 10/4/2004

**Case Name:** Gray v. Smith  
**Case Number:** [5:04-cv-96](#)  
**Filer:** Robert Gray  
**Document Number:** [3](#)

**Docket Text:**  
MOTION for Preliminary Injunction by Robert Gray filed by James Ross. (whm, )

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** n/a  
**Electronic document Stamp:**

- The information on the Notice of Electronic Filing represents confirmation that CM/ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should attach a copy of this printed notice to the document you have filed as proof of filing.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note:** The **Notice of Electronic Filing** represents your confirmation of filing. The Court strongly urges you to copy it to a file on your computer hard-drive or print it and retain a hard copy in your personal files.

- CM/ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who are registered users of CM/ECF. The CM/ECF filing report also displays the names and addresses of individuals who are not registered users and will ***not*** be electronically notified of the

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filing. It is the **filer's** responsibility to serve paper copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not registered users and therefore will not receive electronic notification.

### **E-Mail Notification of Documents That Were Filed**

After a pleading is electronically filed, the CM/ECF system sends a **Notice of Electronic Filing** via e-mail to the attorneys and parties who are registered users. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document *and* the Docket Sheet to verify that the pleading was properly docketed. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* document(s) filed to your computer's hard disk for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the responsibility of the filer to mail paper copies of the document(s) filed and **Notice of Electronic Filing** to attorneys or parties who do not receive an electronic notice of the filing (non-registered users) as indicated on the Notice itself.

## **Criminal Events Feature**

### **Filing Documents for Criminal Cases**

There are nine basic steps involved in filing a criminal document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the defendant that the filing relates to;
- 4) Verify that the case number and caption are correct.
- 5) Designate the party(s) filing the document;
- 6) Specify the PDF file name and location for the document to be filed.
- 7) Add attachments, if any, to the document being filed.
- 8) Modify docket text as necessary
- 9) Submit the pleading to CM/ECF
- 10) Receive notification of electronic filing

After successfully logging into CM/ECF, follow these steps to file a pleading.

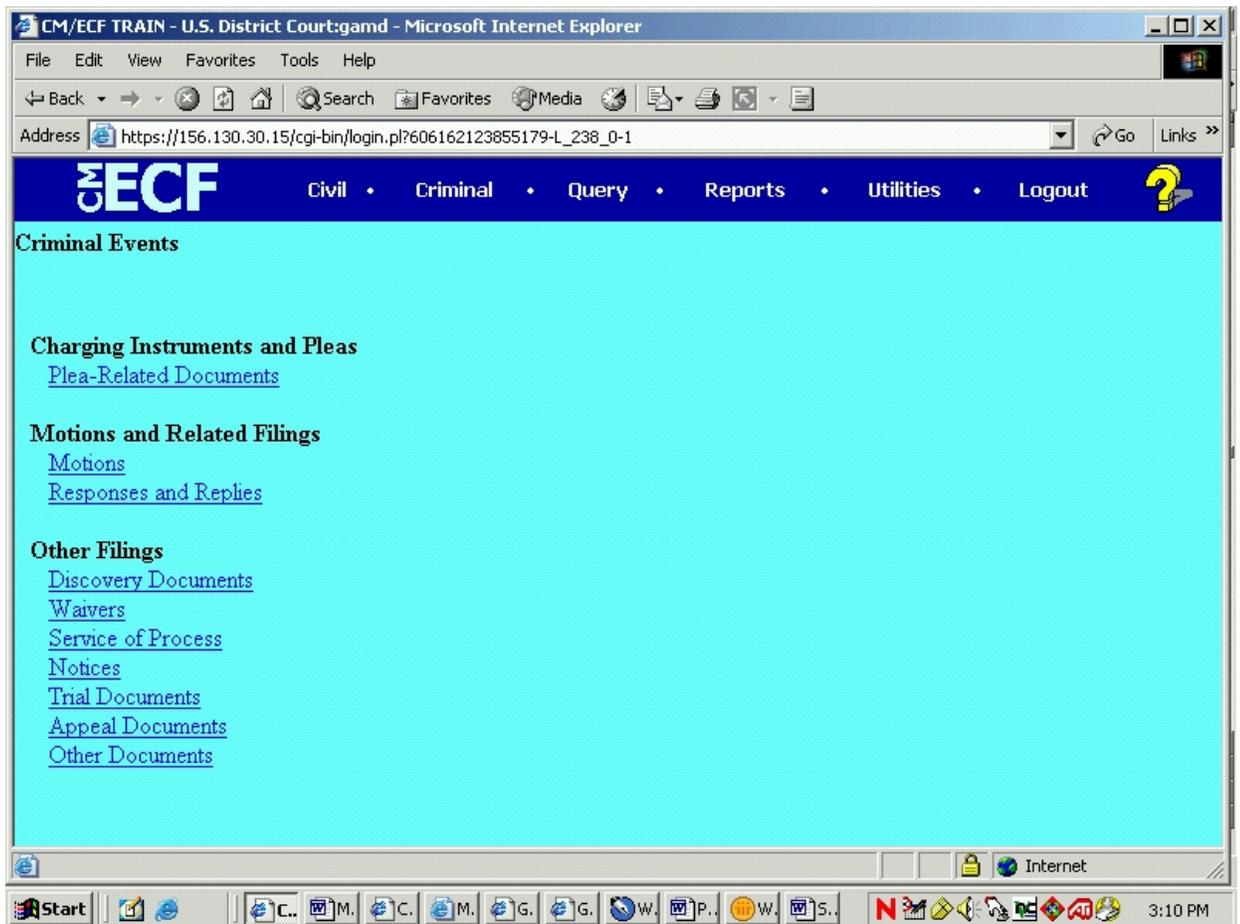


#### **1. Select the type of document to file**

Select **Criminal** from the menu bar at the top of the screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in

CM/ECF. The process is similar for filing other pleadings in the system.

Click on **Motions**, under **Motions and Related Filings**.



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

The screenshot shows the ECF Motions screen. At the top, there is a blue header with the ECF logo on the left and 'Civil' and 'Criminal' menu items on the right. Below the header, the word 'Motions' is displayed in blue. A dropdown menu is open, listing several motion types: Sever, Strike, Substitute Attorney, **Suppress** (highlighted in blue), Vacate, Vacate (2255), Withdraw Document, and Withdraw Plea of Guilty. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Highlight **Suppress** and click on **[Next]**.

**Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

**2. Enter the case number in which the document is to be filed.**

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

The screenshot shows the ECF Motions screen with a 'Case Number' field. The header is blue with the ECF logo and 'Civil', 'Criminal', and 'Query' menu items. Below the header, 'Motions' is written in blue. A grey box contains the 'Case Number' label and a text input field with '02-100' entered. To the right of the input field, a list of acceptable case number formats is shown: '99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345'. Below the input field are 'Next' and 'Clear' buttons.

**Note:** If the case number you are working with is 8:02cr100, you could enter the case number in any of the following formats:

- 02-100**
- 02cr100**
- 8:02-cr-100**
- 8-02-cr-100**
- 8:02cr100**

- If the number is entered incorrectly, click [**Clear**] to re-enter. If the computer prompts that you entered an invalid case number, click on [**Back**] to re-enter.
- When the case number is correct, click on [**Next**]

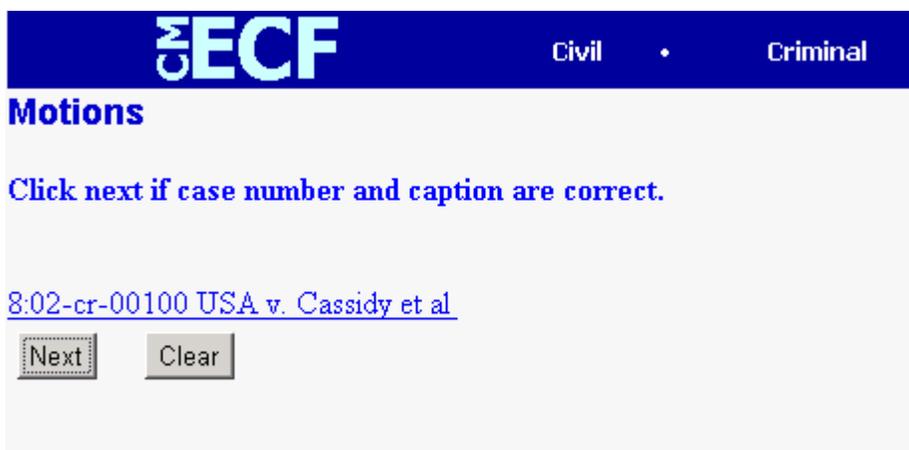
**3. Designate the defendant(s) that the filing relates to.**



The screenshot shows the ECF Motions page. At the top, there is a blue header with the ECF logo and navigation links for "Civil" and "Criminal". Below the header, the word "Motions" is displayed in blue. The main content area is titled "Select defendants" and contains three checkboxes: "8-02-cr-100-1 - Butch Cassidy", "8-02-cr-100-2 - Sundance Kid", and "All defendants". The "All defendants" checkbox is checked. At the bottom of the form, there are two buttons: "Next" and "Clear".

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on [**Next**].

**4. Verify the case number and caption are correct.**



The screenshot shows the ECF Motions page. At the top, there is a blue header with the ECF logo and navigation links for "Civil" and "Criminal". Below the header, the word "Motions" is displayed in blue. The main content area contains the instruction "Click next if case number and caption are correct." in blue. Below this instruction, the case number "8:02-cr-00100" and the caption "USA v. Cassidy et al" are displayed. At the bottom of the form, there are two buttons: "Next" and "Clear".

Click 

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5. Designate the party(s) filing the document

The screenshot shows the CM/ECF interface. At the top, there is a blue header with the CM/ECF logo on the left and 'Civil' and 'Criminal' tabs on the right. Below the header, the word 'Motions' is displayed in blue. Two lines of red text provide instructions: 'COURT USE ONLY: If the attorney name does not appear below click on' and 'CIVIL CASES ONLY: If the name of the filer does not appear below click'. Underneath, the text 'Select the Party:' is centered. A dropdown menu is open, showing three options: 'USA [Plaintiff]' (highlighted in blue), 'Butch Cassidy (1) [Defendant]', and 'Sundance Kid (2) [Defendant]'. At the bottom of the dropdown are 'Next' and 'Clear' buttons.

Highlight the name of the party or parties filing the motion. Click on the [Next] button.

6. Specify the PDF file name and location for the document to be filed.

CM/ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. CM/ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in the system.

**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in CM/ECF **MUST** be in **PDF** format. Otherwise, they will not be accepted by the system and users will be unable to retrieve and read your document.

**Motions**

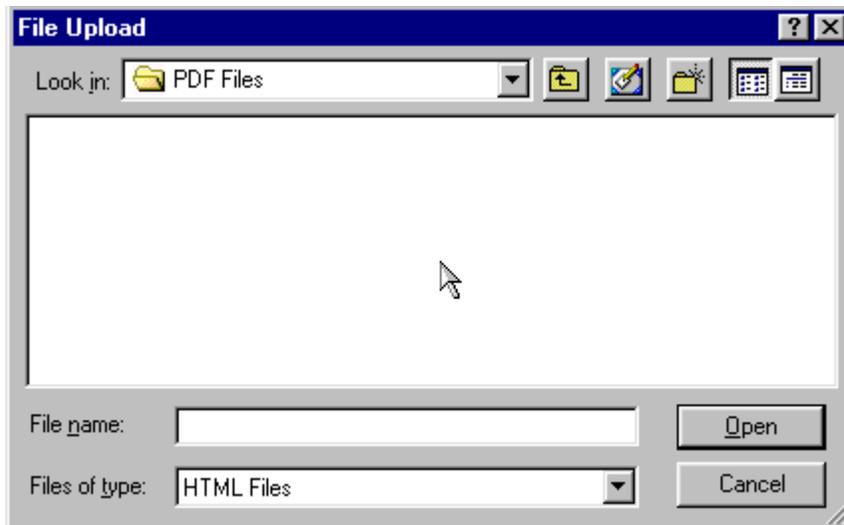
[8:02-cr-00100 USA v. Cassidy et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

- Click on the [**Browse**] button. ECF opens the following screen.



- Change the **Files of type** from:

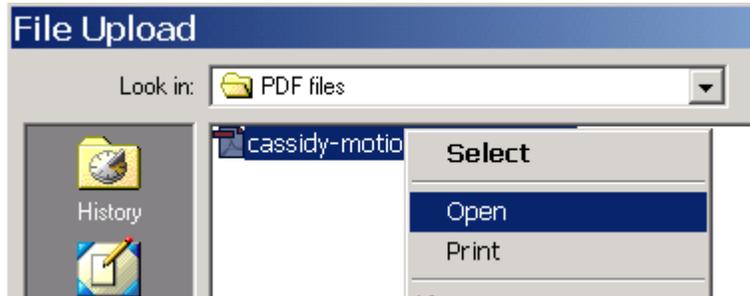


to:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to CM/ECF.

**Note:** In order to verify that you have selected the correct document, right click with your mouse on the highlighted file name to open a **quick menu**; then left click with your mouse on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

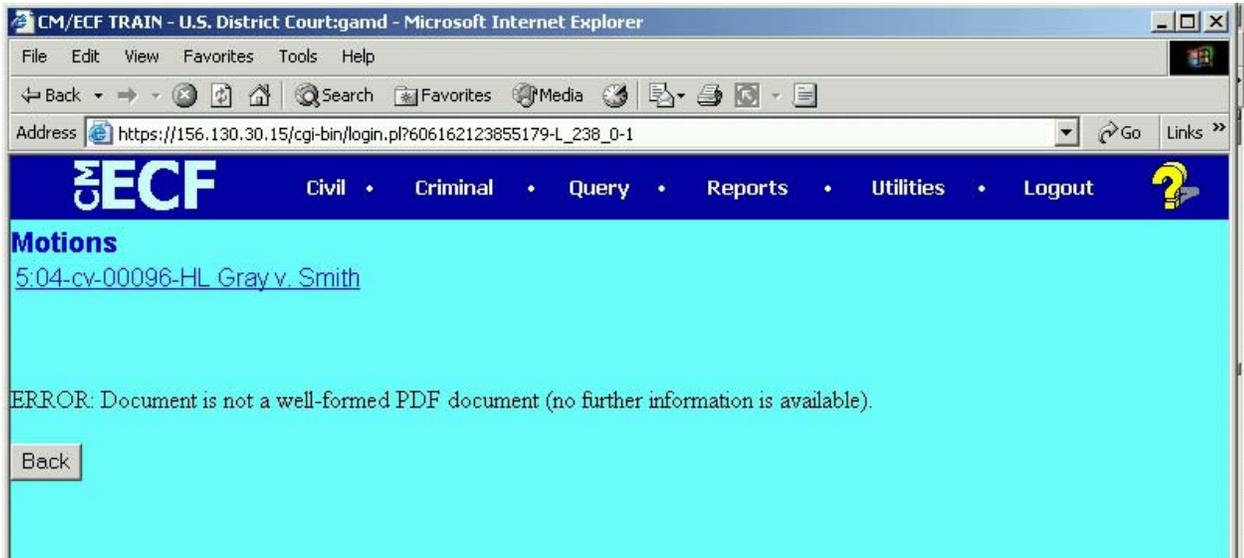


- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. CM/ECF closes the **File Upload** screen and inserts the PDF file name and location on the **Motions** screen.

A screenshot of the CM/ECF 'Motions' screen. The header is blue with the CM/ECF logo and navigation links for 'Civil', 'Criminal', and 'Query'. The main content area is titled 'Motions' and shows a link for '8:02-cr-00100 USA v. Cassidy et al'. Below the link, there is a text prompt: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. A 'Filename' field contains the path 'C:\My Documents\PDF files\cassidy-m' and a 'Browse...' button. Below the filename field, there is a section for 'Attachments to Document:' with radio buttons for 'No' (selected) and 'Yes'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens.
- If you have attachments to your motion, you will select **[Yes]** on the screen shown above. Click on **[Next]** and proceed to the first step in Section 5, **“Adding Attachments to Documents Being Filed”**.

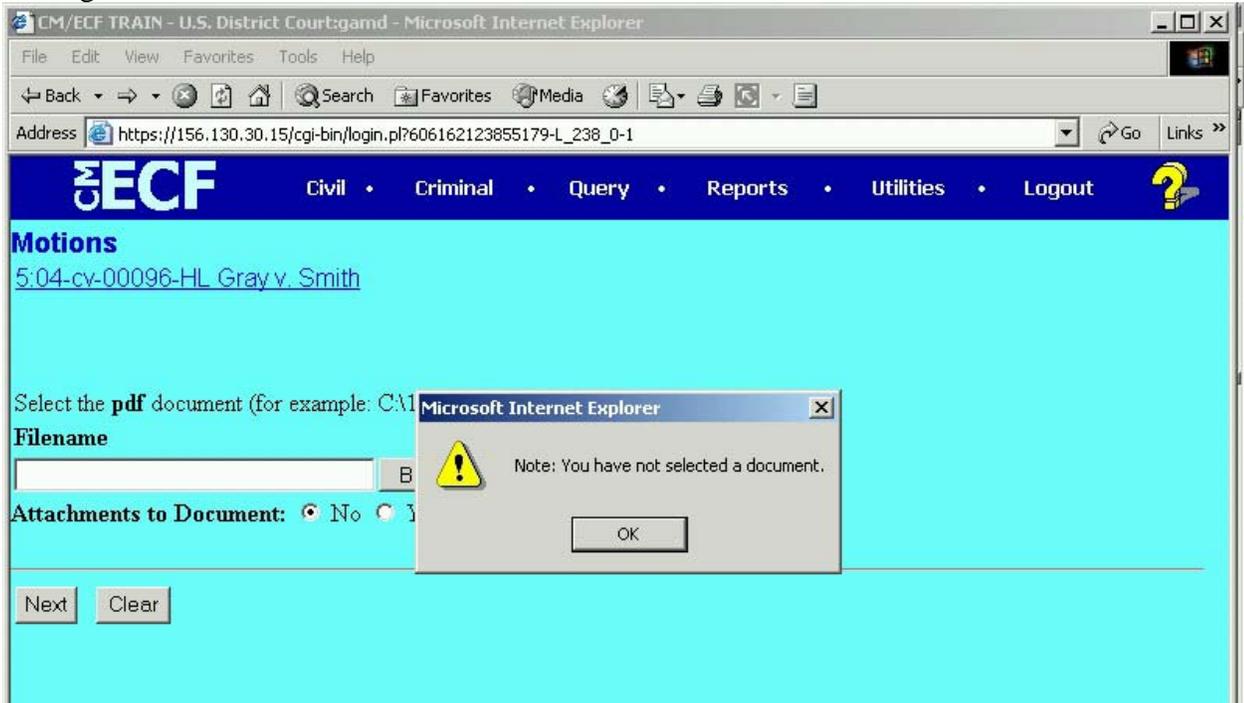
following error message after you click on the **[Next]** button.



- CM/ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button to return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

### Failure to Select A Document to File

If you fail to select a document to file with your pleading, CM/ECF will display this error message:



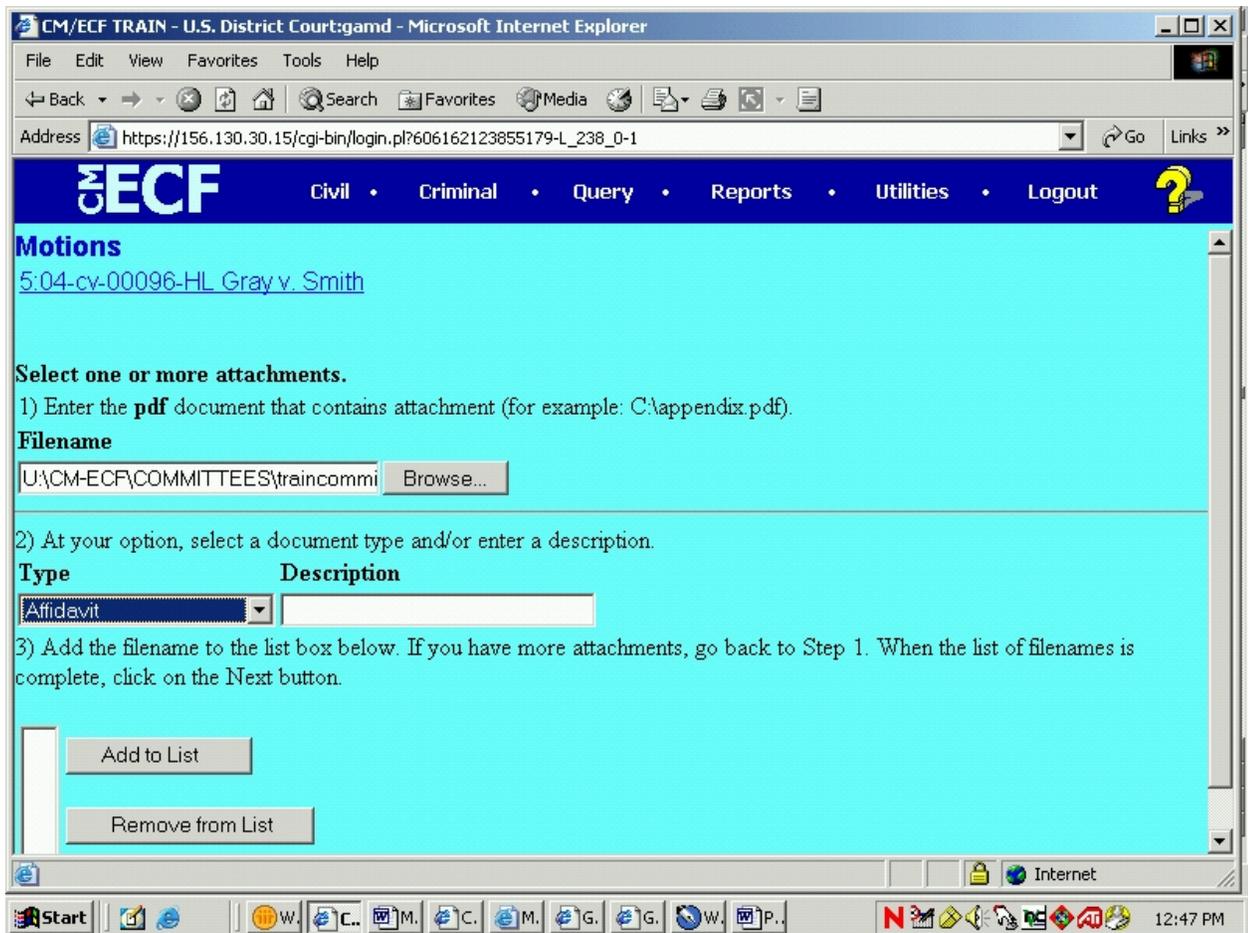
- If you click [OK] on this screen, the **Motions** screen will reappear. You cannot proceed without attaching a PDF document.

## 7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and CM/ECF opens a drop down menu. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on [**Add to List**].

CM/ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.



- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

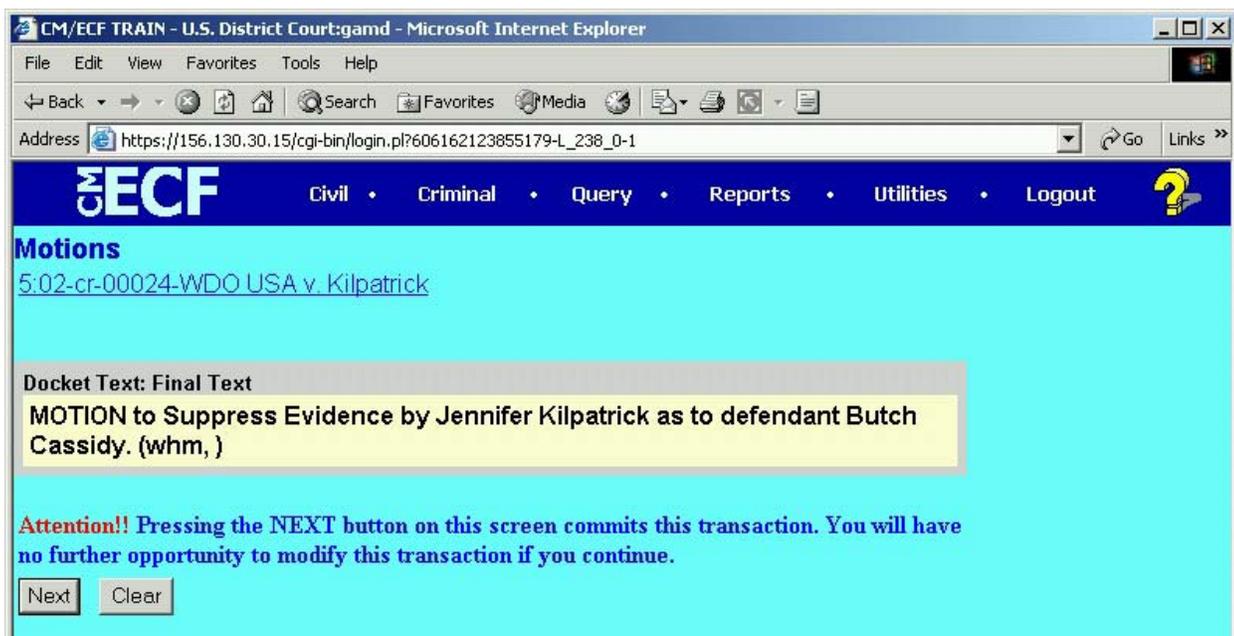
### **When attachments and exhibits are in paper format**

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, can be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

## **8. Submit the pleading.**

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  button on the Netscape toolbar to find the screen you wish to alter.



- Click on the [Next] button to file and docket the pleading.

**Note:** The above screen displays the following warning.

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

At any time prior to this step, you can abort the filing process or return to previous screens by:

- clicking on any hyperlink on the menu bar at the top of the screen to abort the current transaction. CM/ECF will reset to the beginning of the process you just selected.
- clicking on Back (the Web Browser button) until you return to the desired screen.

## 10. Notice of Electronic Filing (NEF)

CM/ECF opens a new **Motions** window displaying a filing receipt or NEF.

**CM/ECF** Civil • Criminal • Query • Reports • Utilities • Logout

U.S. District Court **[TRAINING AREA]**

Middle District of Georgia

Notice of Electronic Filing

The following transaction was received from entered on 10/4/2004 at 8:48 AM CDT and filed on 5/18/2003

**Case Name:** USA v. Kilpatrick  
**Case Number:** [5:02-cr-24](#)  
**Filer:** Dft No. 1 - Jennifer Kilpatrick  
**Document Number:** [3](#)

**Docket Text:**  
MOTION to Suppress by Jennifer Kilpatrick as to Butch Cassidy. Response due by 6/10/2003 Reply due by 6/27/2003 (whm, )

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** n/a

- This form represents confirmation that CM/ECF has registered your transaction and the pleading filed is now an official court document. It also displays the date and time of your transaction and the number that was assigned to the document.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard disk drive of your computer.

**Note:** The **Notice of Electronic Filing (NEF)** represents your Certificate of Service. The court strongly urges you to copy it to a file on your computer hard-drive or print it and retain a paper copy in your files.

- CM/ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who are registered users of the system. The NEF also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve

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paper copies of the document(s) **and** the **Notice of Electronic Filing** to attorneys and parties who are not registered users of CM/ECF and are therefore not set up for electronic notification.

### **E-Mail Notification of Documents That Were Filed**

After a pleading is electronically filed, the CM/ECF system sends a **Notice of Electronic Filing (NEF)** to the attorneys and parties who are registered users of the system. **Only attorneys of record in criminal cases are able to view pleadings in cases they represent via the internet. Attorneys in multi-defendant cases can only view those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of a filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. Since the filer is permitted only one free look at the document, you should copy the **Notice of Electronic Filing** and the document(s) filed to your computer's hard disk or print a paper copy to avoid future charges for an additional copy. Subsequent retrieval of the docket sheet and specific documents in cases in CM/ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the responsibility of filers to send paper copies of filed documents **and Notice of Electronic Filing** to attorneys and parties not receiving electronic notice as indicated on the NEF.

### **Add/Create a New Party**

In some cases you may need to add a party to the CM/ECF system. If the party you represent is not listed in the "Select a Party" screen, click on **Add/Create New Party**. The following screen will appear:



You must first perform a search to see if your party is already entered on the CM/ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**.

If a match is found, CM/ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**.

Review the party information and select the party's role in this filing. Click [**Submit**].

If a match is not found, or your party does not appear in the list, click [**Create new party**].

CM/ECF displays the following screen:

The screenshot shows the 'Party Information' form for the date 2/9/2002. The form is titled 'Party Information 2/9/2002' and is part of the CM/ECF system. It features a blue header with the CM/ECF logo and navigation links for 'Civil', 'Criminal', and 'Query'. The form fields are organized into two columns. The left column includes: Last name (Smith), Middle name, SSN (222-11-1234), Role (Defendant (dft:pty)), Office, Address 2, City, County, Phone, E-mail, and Party text. The right column includes: First name, Generation, Title, Tax ID, Pro se (no), Address 1, Address 3, State, Zip, Country, and Fax. At the bottom, there are three buttons: Submit, Cancel, and Clear. The Start date is set to 2/9/2002.

- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Click [**Submit**].
- For an individual, enter the **Last Name**, **First Name**, **Middle Name**, **Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down menu. Click [**Submit**].
- Leave all other fields blank.

## Linking Documents (Refer to existing event)

Some pleadings you may file will need to be “linked” to a related document already filed in a case. During the docket entry you will see the following screen:

CM/ECF TRAIN - U.S. District Court:gamd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address [https://156.130.30.15/cgi-bin/login.pl?511730283190504-L\\_238\\_0-1](https://156.130.30.15/cgi-bin/login.pl?511730283190504-L_238_0-1) Go Links >>

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Other Documents**

[7:97-cv-07134-HL-RLH Tyner et al v. Garner et al](#)

Refer to existing event(s)?

Filed  to

Documents  to

Next Clear

An “event” in CM/ECF represents anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “Refer to existing event(s)?” If you know the date of the document or the document number, you may enter that as well. Once you have entered the information, click [Next].

The following screen appears:

**Other Answers**

[7:97-cv-07134-HL-RLH Tyner et al v. Garner et al](#)

Select the appropriate event(s) to which your event relates:

04/22/1997 [1](#) MOTION for Leave to Proceed in forma pauperis Filed by David Morgan, Paul Jerome Tyner, Eric Lavell Wilson. (sbd) (Entered: 05/17/2004) (Terminated)

04/22/1997 [2](#) ORDER granting [[1](#)] Motion for Leave to Proceed in forma pauperis and directing the Plaintiffs to pay initial partial filing fee of \$17.33. Signed by Judge Richard L. Hodge on 4/22/97. (sbd) (Entered: 05/18/2004)

05/19/1997 [3](#) COMPLAINT against all defendants, filed by David Morgan, Paul Jerome Tyner, Eric Lavell Wilson.(sbd) (Entered: 05/18/2004)

Click the box for the document you wish to link to and click [Next].

## Query Feature

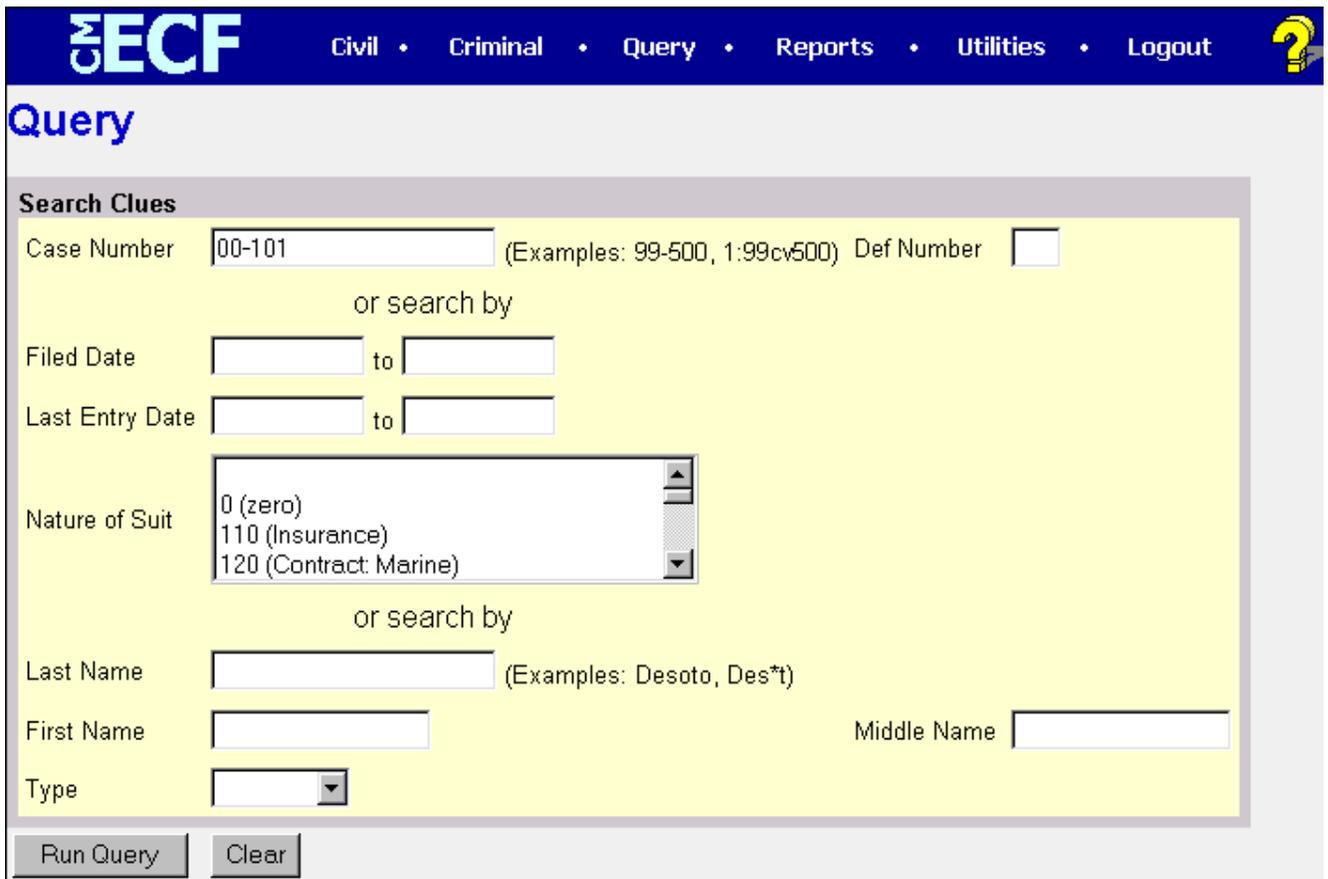
Registered participants should use this feature to query CM/ECF for specific case information. To enter the Query mode, click on **Query** from the Main Menu bar at the top of the screen:



CM/ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before you are permitted to query the CM/ECF database.

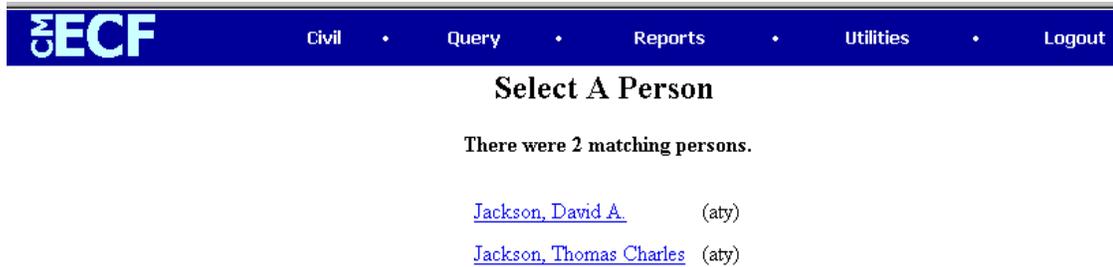
**Note:** Your PACER login and password are different from your CM/ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. PACER charges a fee of \$.07 per page to access documents, docket sheets, etc. in CM/ECF.

After you enter your PACER login and password, CM/ECF opens a Query data entry screen as shown below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. CM/ECF opens the following query screen:



You may query the CM/ECF database by entering the name of a party or an attorney in the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, the return screen will reflect a list of names from which to select the correct name (Figure A). If you click on the name of the party, CM/ECF will open the query screen (Figure B). If the individual is a party to more than one case, CM/ECF will open a screen listing all of the party's cases. Click on the case number hyperlink to open the Query screen (Figure B).

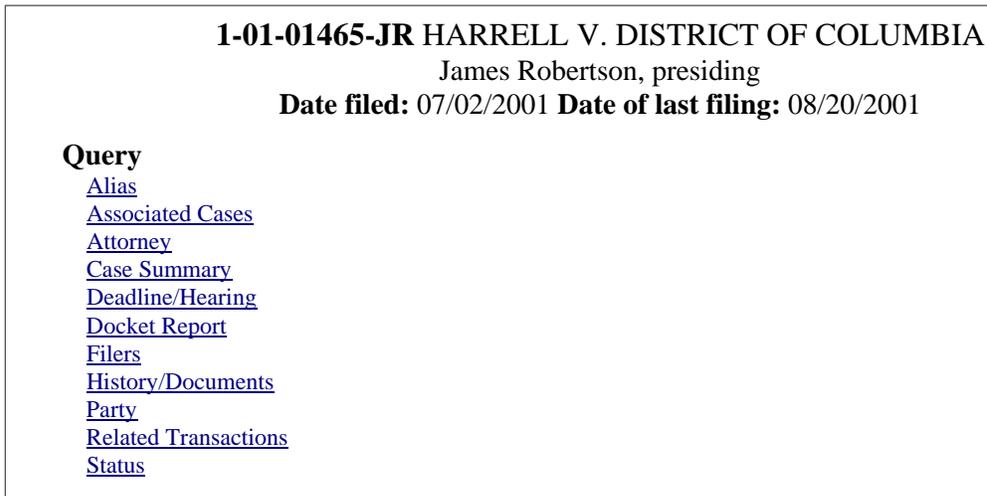
## Figure A



After querying the database by case number, name, or nature of suit, CM/ECF opens the **Query** window for the specific case you selected (Figure B).

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

## Figure B



At the top of the window, CM/ECF displays the case number, parties to the case, presiding judge, date that the initial pleading was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

### **Attorney**

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

## Case Summary

Provides a summary of current case-specific information as represented below.

<b>1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA</b>			
James Robertson, presiding			
<b>Date filed:</b> 07/02/2001 <b>Date of last filing:</b> 08/20/2001			
<b>Case Summary</b>			
<b>Office:</b>	Mobile, AL	<b>Filed:</b>	07/02/2001
<b>Jury Demand:</b>	Both	<b>Demand:</b>	
<b>Nature of Suit:</b>	442	<b>Jurisdiction:</b>	Federal Question
<b>Cause:</b>	28:1983 Civil Rights	<b>Disposition:</b>	
<b>County:</b>		<b>Terminated:</b>	
<b>Origin:</b>	1	<b>Reopened:</b>	
<b>Lead Case:</b>	None		
<b>Related Case(s):</b>	None		
<b>Flags:</b>	JURY, TYPE-H		
<b>Party 1:</b>	WAYNE HARRELL (pla)		
<b>Party 2:</b>	DISRTICT OF COLUMBIA (DFT)		
<b>Atty:</b> Ruth Ann Lowery	<b>Represents Party 1:</b> pla	<b>Phone:</b> (202) 789-6064	
		<b>Fax:</b> (202) 789-6190	
		<b>E-mail:</b> rlowery@bdlaw.com	
		<b>Phone:</b> (202) 724-6618	
<b>Atty:</b> David A. Jackson	<b>Represents Party 2:</b> dft		

## Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, CM/ECF opens the **Deadline/Hearings** screen as shown below:

**Deadlines/Hearings**

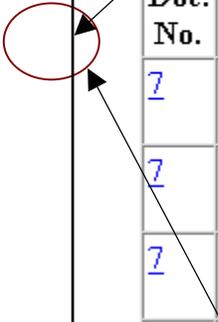
Sort by

- Document Number
- Deadline/Hearing
- Filed
- Due/Set**
- Satisfied
- Terminated

After the window opens, if you click on a document number, CM/ECF will display the actual Scheduling Order for the conference or hearing.

**1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA**  
 James Robertson, presiding  
**Date filed:** 07/02/2001 **Date of last filing:** 08/20/2001

**Deadlines/Hearings**



Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
<a href="#">7</a>	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
<a href="#">7</a>	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
<a href="#">7</a>	Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
<a href="#">1</a>	Answer due from DC	07/02/2001	07/23/2001	08/06/2001	

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

**Docket Report**

When you select Docket Report, CM/ECF opens the Docket Sheet screen:

**CM/ECF** Civil • Criminal

**Docket Sheet**

Case number

Filed  to

Entered  to

Documents  to

Include terminated parties  
 Include links to Notice of Electronic Filing  
 Include Caption

Sort by

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, CM/ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. CM/ECF will generate a custom docketing report and display it.

The document numbers in the middle column of the docket report are hyperlinks to PDF files of the actual documents. Place your pointer on the silver ball next to the document number and click to display the **Notice of Electronic Filing** for the document.

## History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, CM/ECF opens the following screen. You may select the sort order for the query report and choose to display all events or only those with documents attached. CM/ECF also offers the option to display the docket text in the report.

**CM/ECF** Civil • Query • Reports • Utilities

**History/Documents**

All events (history)  
 Only events with documents

Display docket text

Sort by

CM/ECF

---

After making your selections, click on the **[Run Query]** button. CM/ECF queries the database and builds the report. The following screens displays a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docket text for all docketed events.

**1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA**  
 James Robertson, presiding  
 Date filed: 07/02/2001 Date of last filing: 08/20/2001

### History

Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
<a href="#">6</a>	Filed: 08/20/2001 Entered: 08/20/2001	Meet and Confer Statement		misc mcstmtX	34
<i>Docket Text:</i> MEET AND CONFER STATEMENT. (Lowery, Ruth)					
<a href="#">7</a>	Filed: 08/20/2001 Entered: 08/20/2001	Scheduling Order		order scho	36
<i>Docket Text:</i> SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT, )					
<a href="#">7</a>	Filed: 08/20/2001 Entered: 08/20/2001	Set Deadlines		order setddl	37
<i>Docket Text:</i> SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT, )					
--	Filed: 08/08/2001 Entered: 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
<i>Docket Text:</i> Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp, )					
--	Filed: 07/31/2001 Entered: 07/31/2001	Calendar Entry		utility calentry	17
<i>Docket Text:</i> Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp, )					
--	Filed: 07/31/2001	Set/Reset Hearings		utility	18

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the on screen report.

### Other Queries

The process for selecting and running other queries in the **Query** feature of CM/ECF is similar to what has been described above.

### Reports Feature

The Reports feature of CM/ECF provides the user with several report options. After selecting the Reports feature from the menu bar at the top of the screen, the system opens the **Reports** screen as shown below:

If you select Cases Filed or Docket Sheet from this screen, CM/ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

---

## Docket Sheet

Click on the **Docket Sheet** hyperlink on the Reports menu and CM/ECF will open the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and system will open the Docket Sheet report query window shown below.

The screenshot shows the CM/ECF Docket Sheet query window. At the top, there is a blue header with the CM/ECF logo on the left, and the words "Civil" and "Criminal" on the right, separated by a small dot. Below the header, the title "Docket Sheet" is displayed in blue. The main content area is white and contains several input fields and checkboxes. The "Case number" field is a text box containing "99-700". Below it are two radio buttons: "Filed" (selected) and "Entered". The "Entered" radio button is followed by two empty text boxes separated by the word "to". Below these are two more empty text boxes separated by the word "to", labeled "Documents". There are three checkboxes: "Include terminated parties" (checked), "Include links to Notice of Electronic Filing" (unchecked), and "Include Caption" (checked). Below the checkboxes is a "Sort by" dropdown menu currently set to "Oldest date first". At the bottom of the form are two buttons: "Run Report" and "Clear".

This is the same query window that CM/ECF displayed when you selected **Docket Report** from the **Query** feature. Enter the case number in the **Case Number** field; then select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. CM/ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual to see a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. CM/ECF also offers various sorting options from the Docket Sheet query screen.

## Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query CM/ECF to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, CM/ECF displays the following screen:

**Civil Cases Report**

Office:   Case type:   Nature of suit:   Case flags:   Cause:

Filed:  to

Terminal digit(s):   Open cases  Closed cases

Sort by:

**Note:** If you are not logged into **PACER**, CM/ECF will display the **PACER** login screen. Login to **PACER**, then CM/ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, CM/ECF will generate a report for all cases opened in the system. All cases filed in CM/ECF at the U.S. District Court from 9/23/2002 to 10/23/2002 are shown on the following report:

Civil Cases Report				
Version 1 -- U.S. District Court of Nebraska				
Filed Report Period: 09/23/2002 - 10/23/2002				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">4:02-cv-03257</a> Anderson et al v. Gale	Filed: 09/23/2002		31	Cause: 28:1343 Violation of Civil Rights NOS: Civil Rights: Voting Office: 4 Lincoln Presider: Richard G. Kopf Referral: David L. Piester Jury demand: None
<a href="#">4:02-cv-03258</a> Lujan v. Kenney	Filed: 09/23/2002		31	Cause: 28:2254 Petition for Writ of Habeas Corpus (State) NOS: Habeas Corpus (General) Office: 4 Lincoln Presider: Lyle E. Strom Referral: Kathleen A. Jaudzemis Jury demand: None Case Flags: HABEAS
<a href="#">4:02-cv-03259</a> USA v. Woolley	Filed: 09/23/2002		31	Cause: 26:7401 IRS: Tax Liability NOS: Taxes Office: 4 Lincoln Presider: Richard G. Kopf Referral: David L. Piester Jury demand: None
<a href="#">4:02-cv-03260</a> Moore v. Lincoln	Filed: 09/24/2002		30	Cause: 42:2000e Job Discrimination (Employment) NOS: Civil Rights: Other Office: 4 Lincoln Presider: Warren K. Urbom Referral: David L. Piester Jury demand: Plaintiff

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, CM/ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

## Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in CM/ECF and to view all of their CM/ECF transactions.

**CM/ECF** Civil • Criminal • Query • Reports • Utilities • Logout

**Utilities**

**Your Account**

- [ECF Login](#)
- [Maintain Your Account](#)
- [View Your Transaction Log](#)
- [Change Client Code](#)
- [Change Your PACER Login](#)
- [Remove Default PACER Account](#)
- [Review Billing History](#)
- [Show PACER Account](#)

**Miscellaneous**

- [Legal Research ...](#)
- [Mailings...](#)

### Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your CM/ECF account with the court and to view a log of all your transactions in the system.

#### Maintain Your Account

Click on the [Maintain Your Account](#) hyperlink to open the **Maintain User Account** information screen.

**Maintain User Account**

Last name	<input type="text" value="wes"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type	crt
Office	<input type="text" value="Will E. Short"/>		
Address 1	<input type="text" value="Technical Writer"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text" value="Room 2301"/>		
City	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text" value="(202) 354-3297"/>	Fax	<input type="text"/>
Bar Id		Bar status	
Initials	DOB	AO code	End date

---

This screen displays all of the registration information that is contained within the CM/ECF database for your account with the Court. This includes Bar Identification and Bar status. **YOU WILL BE RESPONSIBLE FOR CHANGING YOUR PHYSICAL ADDRESS WHEN NECESSARY.**

Clicking on the [E-mail information] button opens the following screen.

E-mail information for wes

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices  html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

CM/ECF will e-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- Enter a check mark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.
- Enter the e-mail addresses of those individuals you wish to notify concerning CM/ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.

- Specify the format you desire for CM/ECF notices by selecting your choice at the bottom of the screen. If you are unsure as to what the format should be, leave the default setting “html format for Netscape or ISP e-mail service”. When you receive your first Notice of Electronic Filing, check to see if the formatting is acceptable. If not acceptable change the “Format notices” section to the option for “text format for cc:Mail, GroupWise, other e-mail service” to determine if this will be a better setting.
- If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen.

To edit or view login information about your account, select the button labeled **More User information**, from the **Maintain User Account** screen. CM/ECF opens the following screen:

This screen displays user login information and provides the means to change your CM/ECF password. Notice the string of asterisks in the **Password** field. To change your CM/ECF password, place your cursor in the **Password** field and delete the asterisks; then, type your new password. The system displays the actual characters of your new password as you type. When you have completed your interface with CM/ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen. CM/ECF will electronically notify you that your updates were accepted. If you changed passwords, you may begin using the new password during your next CM/ECF session.

### View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. CM/ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. CM/ECF will display a report of all your transactions within the date range you specified for Date Selection Criteria as follows:

Transaction Log				
Report Period: 08/16/2001 - 09/04/2001				
<b>Id</b>	<b>Date</b>	<b>Case Number</b>	<b>Text</b>	
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes, )	
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes, )	
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes, )	
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to fhsakff. Signed by Judge sullivan emmett g on 08/28/01. (wes, )	
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DEMITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes, )	
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes, )	
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )	
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by DEMITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )	
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction to cease and desist the assignment of plaintiff to cafeteria monitor by DEMITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes, )	
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231	
3431	09/04/2001 14:21:27		Updated user record: shortw 2231	
<b>Total Number of Transactions: 11</b>				

Use this feature of CM/ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into CM/ECF using your login name and password.

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## Pacer Options

There are five options that can be used with respect to your PACER account. These include:

- Change Client Code
- Change Your Pacer Login
- Remove Default PACER Account
- Review Billing History
- Show PACER Account

These are on the menus for your convenience to prevent you from having to exit CM/ECF to perform these transactions. However, the court will not be able to answer questions or help you with these functions and you will need to contact the PACER Center if you need assistance with any of these items.

## Miscellaneous

CM/ECF provides two **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen appears containing hyperlinks to a Law Dictionary, a Medical Dictionary, and Lexis and Westlaw via the Internet.

There is also a **Mailings** hyperlink which will allow you to obtain mailing information for a case. This will be most helpful to registered users for purposes of creating the Certificate of Service before e-filing a pleading. **The new Certificate of Service form (see Administrative Procedures for Filing, Signing, and Verifying Documents by Electronic Means for both civil and criminal cases) requires filers to identify parties who are served by electronic means and parties who are notified by other means.**

## Logout

After you have completed all of your transactions for a particular session in CM/ECF, you should exit from the system.



Click on the **Logout** hyperlink from the main menu bar at the top of the screen. CM/ECF will log you out of the system and return to the login screen.

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## **Additional Information Regarding CM/ECF**

### **Sealed Documents**

CM/ECF users should continue to file sealed documents at the District Court Clerk's office in accordance with the existing practices and procedures for conventional filing.