

Electronic Case Filing



User's Manual
Eastern District of North Carolina
(December 2009)

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Electronic Case Filing System User's Manual

Introduction

The United States District Court for the Eastern District of North Carolina permits attorneys to file documents with the Court from their own offices over the internet. The court's Standing Order (effective October 1, 2005), and the Local Rules authorize electronic filing in accordance with the Federal Rules of Civil and Criminal Procedure. This User's Manual provides instructions on how to use the Electronic Case Filing (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 Internet Explorer® and Adobe Acrobat®.

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and browser software, such as Netscape or Internet Explorer, 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
- 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

Help Desk

Contact the Court's Help Desk between the hours of 8:30 A.M. and 4:30 P. M., Monday through Friday, if you need assistance using ECF.

Toll Free Help Desk **1-866-855-8894**

The Clerk's Office shall deem the Court's CM/ECF site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. Eastern Time that day. Known systems outages will be posted on the Court's web page, if possible. The initial point of contact for any practitioner experiencing difficulty filing a document electronically should be the ECF Help Desk.

See Electronic Case Filing Administrative Policies and Procedures Manual, Section Q, for further details.

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**.

Requirements

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®, Windows 98®, Windows 2000®, Windows XP®, or Macintosh®.

Internet service and a compatible browser (Netscape Navigator® 4.6 or 4.7 and Internet Explorer 5.5 were the only browsers tested on CM/ECF. The CM/ECF technical staff is currently testing Netscape® version 7.02 and Internet Explorer® version 6.0 to certify its compatibility with the Bankruptcy and District CM/ECF systems. There are, however, users currently accessing the system using Netscape Version 7.02 and Internet Explorer® version 6.0 with positive results. In either case, the browser must be JavaScript-enabled.).

Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer®, as well as certain word processing programs can perform this function. Both Acrobat® Writer Version 3.X and 4.X meet the CM/ECF filing requirements. The CM/ECF technical staff is currently testing Version 5 to certify its compatibility with the CM/ECF system. For viewing documents, not authoring them, only Adobe Acrobat Reader® is needed.

A PDF-compatible word processor like Macintosh® or Windows®-based versions of WordPerfect® and Microsoft Word®.

A scanner to transmit documents that are not in a word processing system.

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF 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. You may also register for PACER online at <http://pacer.psc.uscourts.gov>.

Your CM/ECF Account

Registering for Access to ECF

To receive a login name and password for the Eastern District of North Carolina CM/ECF system, participants must:

1. be allowed to practice in the Eastern District of North Carolina
2. take an Attorney Training class on using CM/ECF, taught by the Eastern District of North Carolina, or another District Court; and
3. register.

Registration forms can be obtained on our web site at <http://www.nced.uscourts.gov/cmecf/>.

Completed registration forms should be mailed to:

Clerk of Court
United States District Court
Eastern District of North Carolina
Attn: ECF Attorney Registration
Room 574
310 New Bern Avenue
Raleigh, North Carolina 27601

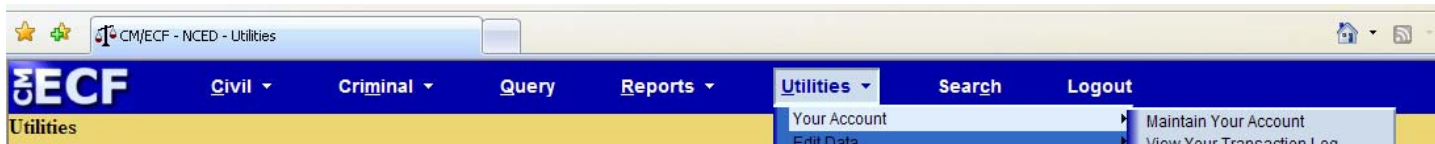
Once an account has been established, and to ensure that the Clerk's Office has correctly entered a registering attorney's Internet e-mail address into the ECF system, the Clerk's Office will send the attorney an Internet e-mail message after assigning the attorney a password.

Registered users can visit a training version of the system on the Internet at <http://ecf-train.nced.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the "training" ECF database before filing documents in the "live" ECF database.

Maintaining Your Account

From the Utilities menu you have the capability to:

1. maintain certain aspects of your ECF account with the Court, and
2. view a log of all your transactions within ECF.



Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status.

Clicking on the **[Email information]** button opens the following screen.

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.

- From the screen depicted below, 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 ECF activity. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.

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

- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- 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. ECF opens the screen depicted below.

More User Information for wes

Login Last login 08-31-2001 11:03

Password Current login 09-04-2001 11:03

Prid 2231 Create date 08/02/2001

Registered Update date 08/16/2001


Groups Quality Control

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your

new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with 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 to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. 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. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See below for a sample transaction log report.

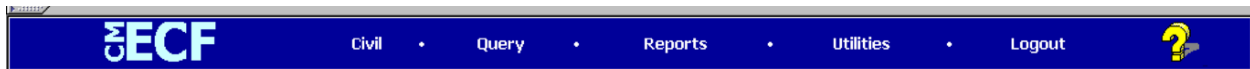
ECF				Civil	Query	Reports	Utilities	Logout		
Transaction Log										
Report Period: 08/16/2001 - 09/04/2001										
Id	Date	Case Number	Text							
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (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 fhsaklf. 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 <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> 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 <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> 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 <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> 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							
Total Number of Transactions: 11										

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

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

Logout

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



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen.

The Mechanics of Electronic Filing

User Interactions

There are three ways a user interacts with the system:

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

Portable Document Format (PDF)

Only PDF documents may be filed with the court. Additionally, users must set up Adobe's Acrobat Reader® software in order to view documents that have been electronically filed in the system. When installing this product, please review and follow Adobe's® directions to utilize Acrobat Reader® after installation.

Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute shall be filed electronically with originally executed copies maintained by the filer. The filing party shall scan the original affidavit, and then electronically file it on the System. See the Electronic Case Filing Administrative Policies and Procedures Manual section J for signature restrictions.

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

(a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document.

(b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “/s/ Jane Doe,” “/s/ John Doe,” etc.

(c) If the filing party or an attorney believes a document with original signatures has intrinsic value, the attorney shall retain the original document until two (2) years after the expiration of the time for filing a timely appeal of a final judgment or decree, or after receipt by the Clerk of Court an order terminating the action on appeal.

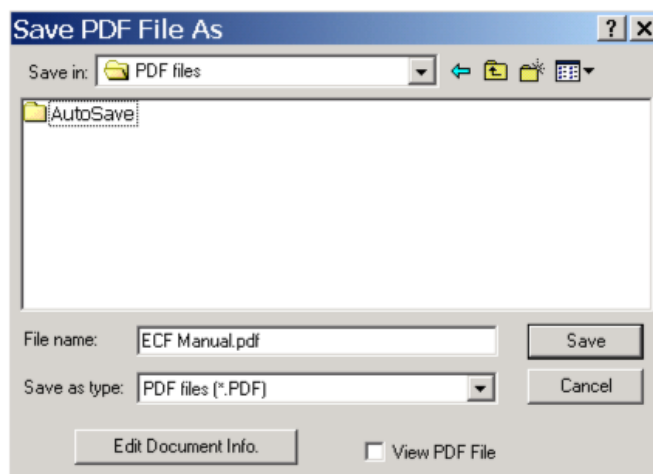
(d) A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within 14 days of receiving the Notice of Electronic Filing.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court’s ECF system. The conversion process requires special software such as Adobe Acrobat Writer®. 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® 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®***
- “Print” the file. The file should not actually print out; 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 Adobe Acrobat Writer® installed on your computer to see these choices listed.*

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

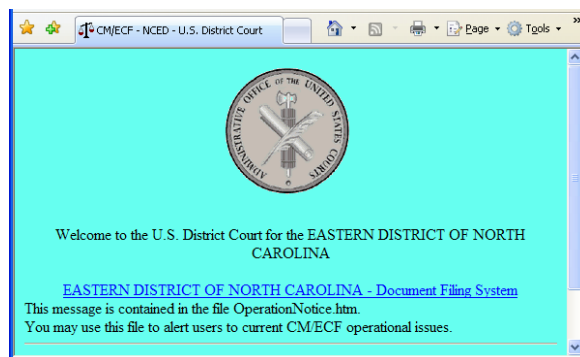
- Start the Adobe Acrobat® program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the 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 Access the System

Users can get into the system via the Internet by going to <http://ecf.nced.uscourts.gov>

Or, you may go to the Eastern District of North Carolina’s Web site at www.nced.uscourts.gov and click on the **Electronic Case Filing** hyperlink.

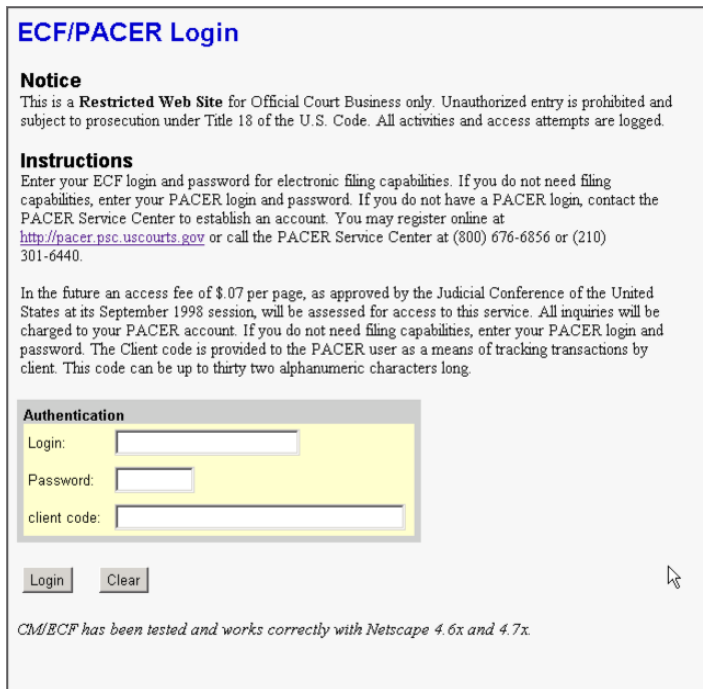
Click on **Eastern District of North Carolina-Document Filing System** to open the login screen and login to ECF:



Users can access the **Training Database** by going to <http://ecf-train.nced.uscourts.gov>

Logging In

This is the login screen:



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 ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. This login will allow you to both file documents and query for general case information. Please see the section entitled Query Feature for information about use of a PACER login and password.

Note: Use your **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 ECF to query the database for case information or to view a document, enter your **PACER** login and password. You will be charged a fee to view ECF case dockets and documents.

Verify that you have entered your 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 the ECF system.

- If the ECF 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.



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 CM/ECF Help Desk (see p. 3) as soon as possible.

Manipulating the screens

Each screen has the following two buttons:

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

Correcting a mistake:

Use the **[Back]** button on the internet browser 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.

Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

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

Civil Events Feature

Registered filers will use the civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF documents on our website www.nced.uscourts.gov (ECF Civil Event List).

This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

Filing a Civil Complaint

Please see the Electronic Case Filing Administrative Policies and Procedures Manual for details on filing a new complaint.

To open a case in person or by mail, present the Clerk's office with a Civil Cover Sheet (JS-44c), summons and the complaint, which lists the case party information, along with the filing fee. **New cases are deemed filed the day the Clerk's Office receives the complaint and any required filing fee.**

To open a civil case electronically, follow the steps provided below. There is an image of each screen with explanations and descriptions of what each field captures.

An attorney may now open a civil case electronically. To open a case, an attorney must provide the Clerk's office with a Civil Cover Sheet (JS-44c), summons and the complaint, which lists the case party information, along with the filing fee. Every party shall review and comply with Fed. R. Civ. P. 7.1 and Local Rule 7.3. **New cases are deemed filed the day the Clerk's Office receives the complaint and any required filing fee.**

When opening a case electronically, the filing fee must be paid first. Effective April 9, 2006, the filing fee is \$400.00. When the attorney is ready to pay the filing fee the attorney must have the name of the case that is to be opened. Fees may be paid by:

- credit card (by phone or in person)

Location	Hours of Operation	Telephone Number
Raleigh Clerk's office	8:30 am to 4:30 pm	919-645-1700
Greenville Clerk's office	8:30 am to 4:30 pm	252-830-6009
Wilmington Clerk's office	8:30 am to 4:30 pm	910-815-4663
New Bern Clerk's office	8:30 am to 4:30 pm	252-638-8534

- check (by mail or in person)
- cash (in person)
- pay.gov

The filer will be given a receipt with a receipt number. The attorney will need this receipt number to complete the on-line process of opening a civil case.

OPENING A CIVIL CASE

1. Click on Civil.
2. Select "Atty Open CV Case"



The screenshot shows the 'Open a Civil Case' form in the CM/ECF system. At the top, there is a navigation bar with 'Civil', 'Criminal', and 'Query' options. The form itself is titled 'Open a Civil Case' and contains the following fields and controls:

- Office:** A dropdown menu currently showing 'Eastern Division'.
- Case type:** A dropdown menu currently showing 'CV'.
- Case Number:** A text input field.
- Date filed:** A text input field showing '1/27/2006'.
- Lead case number:** A text input field.
- Association type:** A dropdown menu currently showing 'consolidated'.
- Other court name:** A text input field.
- Other court number:** A text input field.
- Related cases:** A checkbox that is currently unchecked.
- Buttons:** 'Next' and 'Clear' buttons at the bottom left.

In the **Office** field: Assign the case to a division pursuant to Local Civil Rule 40.1(c)

Local Civil Rule 40.1(c)(1), EDNC

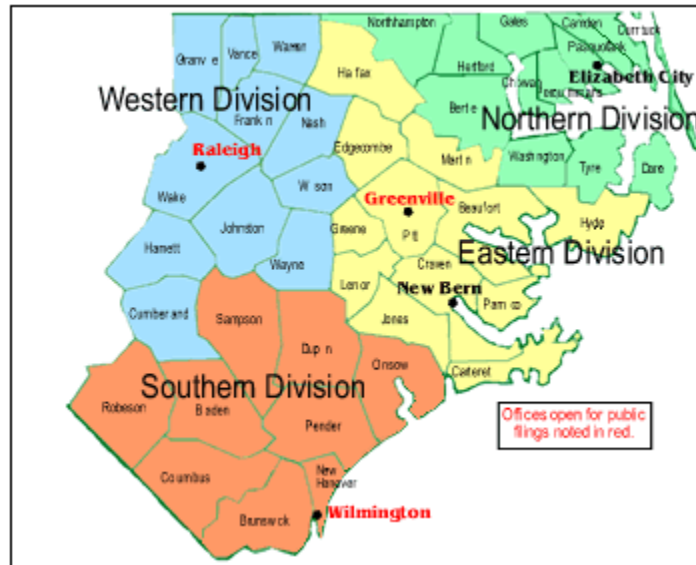
Civil Actions. The clerk shall assign all civil actions to a division when the action is filed or removed. If one or more plaintiffs are residents of this District, the clerk shall assign the case to the division in which the first named such plaintiff resides. If no plaintiff resides in the Districts and one or more defendants reside in the District, the clerk shall assign the action to the division in which the first named such defendant resides. In the event no party resides in the District but the claim is alleged to have arisen in the District or to involve real property in the District, the clerk shall assign the action to the division in which such claim is alleged to have arisen or in which the real property is situated. In all instances, a case shall be assigned to a division at the discretion of the clerk. In removed actions, the matter will be assigned to the division in which the state court is located from which the action is removed.

Examples:

Craven County – select Eastern Division

Wake County – select Western Division

Full list of counties in the District on next page



Eastern Division Counties

Headquarters in [Greenville](#)

Beaufort	Hyde
Carteret	Jones
Craven	Lenoir
Edgecombe	Martin
Greene	Pamlico
Halifax	Pitt

Northern Division Counties

Cases Managed in [Raleigh](#)

Bertie	Hertford
Camden	Northampton
Chowan	Pasquotank
Currituck	Perquimans
Dare	Tyrrell
Gates	Washington

Southern Division Counties

Headquarters in [Wilmington](#)

Bladen	Onslow
Brunswick	Pender
Columbus	Robeson
Duplin	Sampson
New Hanover	

Western Division Counties

Headquarters in [Raleigh](#)

Cumberland	Nash
Franklin	Vance
Granville	Wake
Harnett	Warren
Johnston	Wayne
	Wilson

ECF Civil • Criminal • Query •

Open a Civil Case

Office Case type Case Number

Date filed 1/27/2006

Lead case number Association type

Other court name

Other court number

Related cases

In the **Case type** field:

cv = civil

hc = habeas corpus

ct = prisoner civil rights

mc = miscellaneous (this selection is not activated and cannot be selected)

Leave the remaining fields blank.

ECF Civil • Criminal • Query • Reports

Open a Civil Case

Jurisdiction

Cause of action

Nature of suit

Origin

Citizenship plaintiff

Citizenship defendant

Jury demand Class action Demand (\$000)

Arbitration code County

Fee status Fee date Date transfer

This information is found on the completed civil cover sheet.

Jury demand: The removing defendant must change this field to 'p' if the plaintiff demanded a jury in the complaint.

Demand: This field is optional. Complete only if there is a monetary demand in the complaint.

10 = \$10,000.00
500 = \$500,000.00

Arbitration code: Leave this field blank

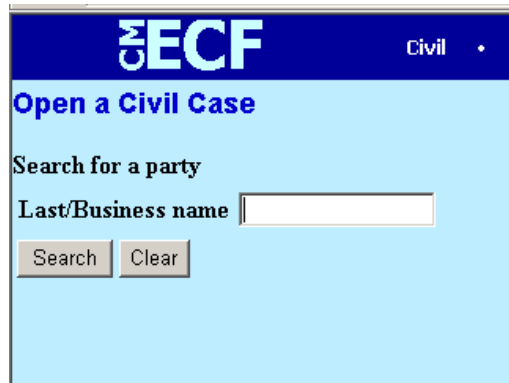
County: This information is listed on the civil cover sheet. Use the county of residence of the first listed plaintiff, except in U.S. Plaintiff cases. In U.S. plaintiff cases, use the county of residence of the first listed defendant. In land condemnation cases, use the location of the tract of land involved.

Fee status:

- pd (paid) – when payment is made at time of filing
- pend (IFP pending) – if case is initiated with a Motion to Proceed *In Forma Pauperis*
- wv (waived) – used by federal government agencies

Date transfer: Leave this field blank.

Once you have filled in all the appropriate fields, click **Next**.



The screenshot shows the 'Open a Civil Case' page on the ECF system. At the top, there is a blue header with the ECF logo and the word 'Civil'. Below the header, the page title 'Open a Civil Case' is displayed. Underneath, there is a section titled 'Search for a party' with a text input field labeled 'Last/Business name'. Below the input field are two buttons: 'Search' and 'Clear'.

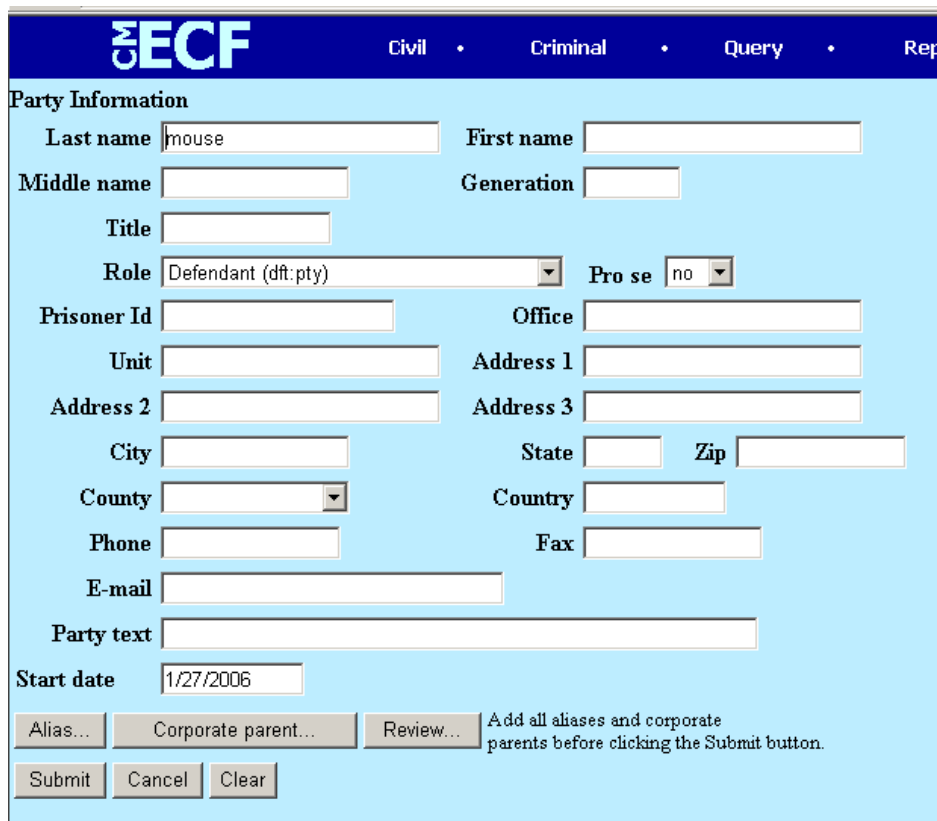
Enter the last name of the business or plaintiff.

Click **Search**.



The screenshot shows the 'Party search results' section of the ECF system. It features a text input field labeled 'Last/Business name' with the text 'Mouse, Mickey' entered. Below the input field are two buttons: 'Search' and 'Clear'. Underneath, there is a section titled 'Party search results' with a list box containing the text 'Mouse, Mickey'. At the bottom of the search results section are two buttons: 'Select name from list' and 'Create new party'.

Click on **Create new party** if the party is not in the database.



Party Information
 Last name First name
 Middle name Generation
 Title
 Role Pro se
 Prisoner Id Office
 Unit Address 1
 Address 2 Address 3
 City State Zip
 County Country
 Phone Fax
 E-mail
 Party text
 Start date
 Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.
 Submit Cancel Clear

Last name: If the party is anyone other than an individual, (i.e., a company, a university, a municipality, etc.) the entire name of the party goes in the Last name field. This field will hold up to 200 characters.

Generation: Jr., Sr., III

Role: the role will always default to defendant and must be changed to the appropriate role.

Pro se: This field should only be “yes” if the party being added is legitimately *pro se*. Do not put ‘yes’ if the attorney is just unknown.

Party text: This field is for descriptive information regarding the party (e.g., “in his official capacity”, “a Delaware corporation”, or “Commissioner of Social Security”). This field will hold up to 255 characters. Do not use this field for party aliases. Use the alias button at the bottom of the screen.

Alias button: Used when the party has aliases (i.e., “formerly known as”, “also known as”, “doing business as”, “on behalf of” etc.) The party may have more than one alias.

Corporate Disclosure

The screenshot shows the 'Party Information' form in the ECF system. The form is set against a light blue background with a dark blue header containing the ECF logo and navigation tabs for 'Civil' and 'Criminal'. The form fields are as follows:

- Last name: Coldwell
- First name: Bossy
- Middle name: (empty)
- Generation: (empty)
- Title: (empty)
- Role: Plaintiff (pla:pty) [dropdown]
- Pro se: no [dropdown]
- Prisoner Id: (empty)
- Office: (empty)
- Unit: (empty)
- Address 1: (empty)
- Address 2: (empty)
- Address 3: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- County: (empty) [dropdown]
- Country: (empty)
- Phone: (empty)
- Fax: (empty)
- E-mail: (empty)
- Party text: (empty)
- Start date: 5/19/2006

At the bottom of the form, there are several buttons: 'Alias...', 'Corporate parent...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note next to the 'Corporate parent...' button reads: 'Add all aliases and corporate parents before clicking the Submit button.'

Corporate parent button: Parties must file separate corporate disclosures pursuant to Fed.R.Civ.P. 7.1 and Fed.R.Crim.P. 12.

Click on the corporate parent button.

Enter the name of the corporate parent in the text box. Click Search.

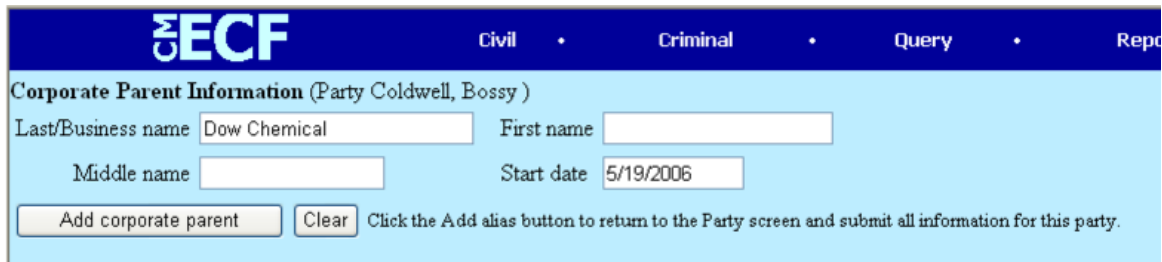
The screenshot shows a dialog box titled 'Search for a corporate parent'. It has a dark blue header with the ECF logo and the word 'Civil'. The dialog box contains a text input field labeled 'Last/Business name' and two buttons: 'Search' and 'Clear'.

If the corporate parent name does not appear, click the Create new corporate parent button:



The screenshot shows the ECF search interface. At the top is the ECF logo. Below it is the heading "Search for a corporate parent". There is a text input field labeled "Last/Business name" which is empty. Below the input field are two buttons: "Search" and "Clear". Below these is the heading "Corporate parent search results" followed by the text "No person found." At the bottom of the search area is a button labeled "Create new corporate parent".

There are text boxes in which to enter the name of the party's corporate parent.



The screenshot shows the "Corporate Parent Information" form for Party Coldwell, Bossy. The form has a blue header with the ECF logo and navigation links for "Civil", "Criminal", "Query", and "Repd". The form contains the following fields: "Last/Business name" with the value "Dow Chemical", "First name" (empty), "Middle name" (empty), and "Start date" with the value "5/19/2006". At the bottom of the form are two buttons: "Add corporate parent" and "Clear". Below the buttons is a note: "Click the Add alias button to return to the Party screen and submit all information for this party."

Click the Add corporate parent button.

This returns the system to the Party Information screen.

The screenshot shows the ECF Party Information form. The header includes the ECF logo and navigation tabs for 'Civil' and 'Criminal'. The form fields are as follows:

- Last name: Coldwell
- First name: Bossy
- Middle name: (empty)
- Generation: (empty)
- Title: (empty)
- Role: Plaintiff (pla:pty) [dropdown]
- Pro se: no [dropdown]
- Prisoner Id: (empty)
- Office: (empty)
- Unit: (empty)
- Address 1: (empty)
- Address 2: (empty)
- Address 3: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- County: (empty) [dropdown]
- Country: (empty)
- Phone: (empty)
- Fax: (empty)
- E-mail: (empty)
- Party text: (empty)
- Start date: 5/19/2006

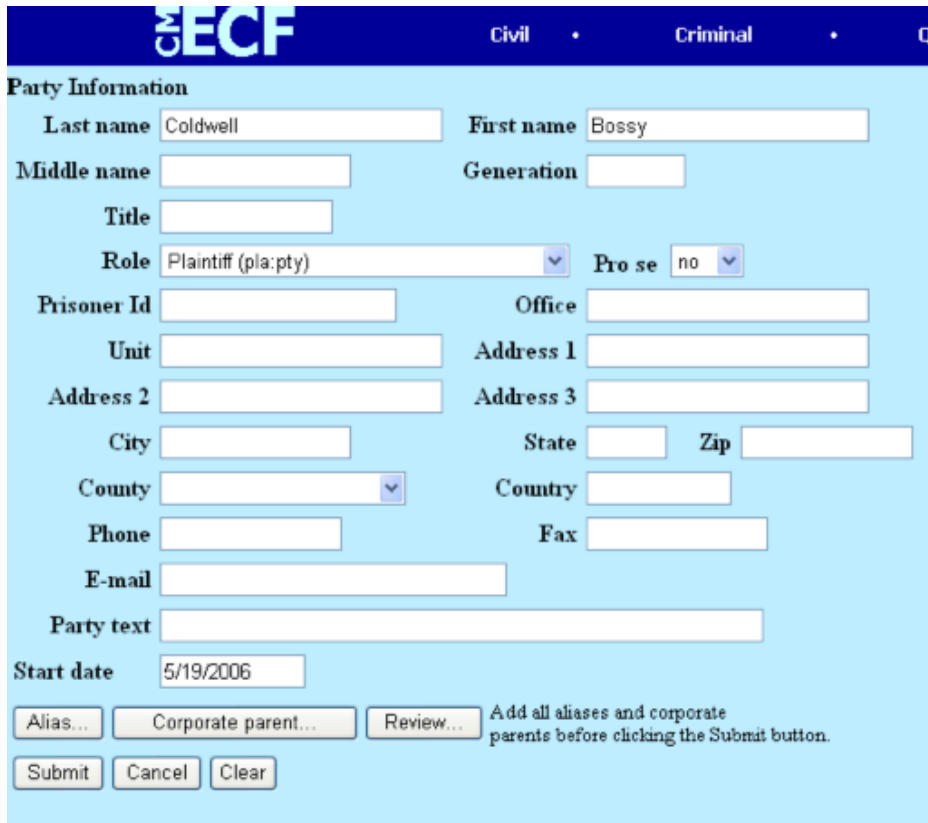
Buttons at the bottom include: Alias..., Corporate parent..., Review..., Submit, Cancel, and Clear. A note states: 'Add all aliases and corporate parents before clicking the Submit button.'

To check what you have added, click on the Review button.

The screenshot shows the ECF Review attorneys and aliases screen. The header includes the ECF logo. The content is as follows:

- Review attorneys and aliases**
- Bossy Coldwell
- Uncheck to remove from list*
- Attorneys added:**
- None added.
- Aliases added:**
- Dow Chemical, (cp)
- Buttons: Return to Party screen, Clear

In the Review screen, the corporate parent is listed with the designation: cp
Click the Return to Party screen and to go back to the Party Information screen.



Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Office

Unit Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

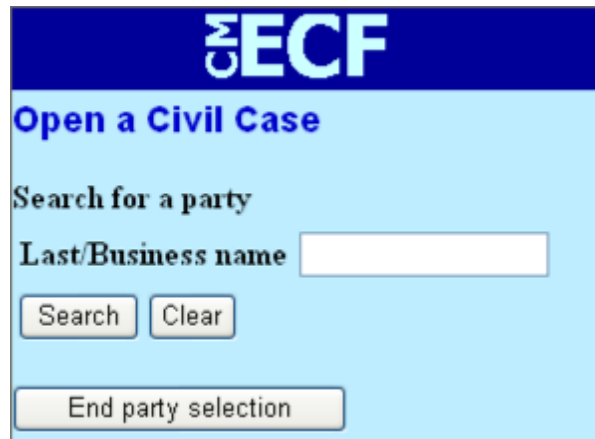
Party text

Start date

Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

Continue these steps until you have entered all corporate parents. Once you have completed entry of all corporate parents, click the submit button.



ECF

Open a Civil Case

Search for a party

Last/Business name

Search Clear

End party selection

You are ready to enter the second party in the lawsuit.

Review button: This button allows the filer to review all party information that has been entered, before it gets submitted.

Submit button: Click this button to submit the party information.

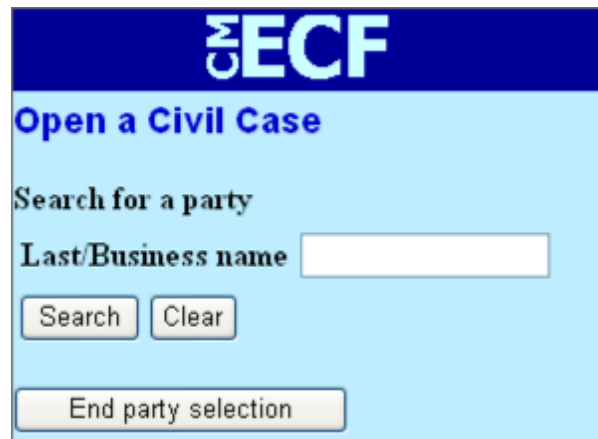
Cancel button: Click this button to cancel the information and return back one screen.

Clear button: Click this button to remove information added to the screen.

Repeat the process to add the opposing party:

Type in the last name of the party.

click the **Search** button.

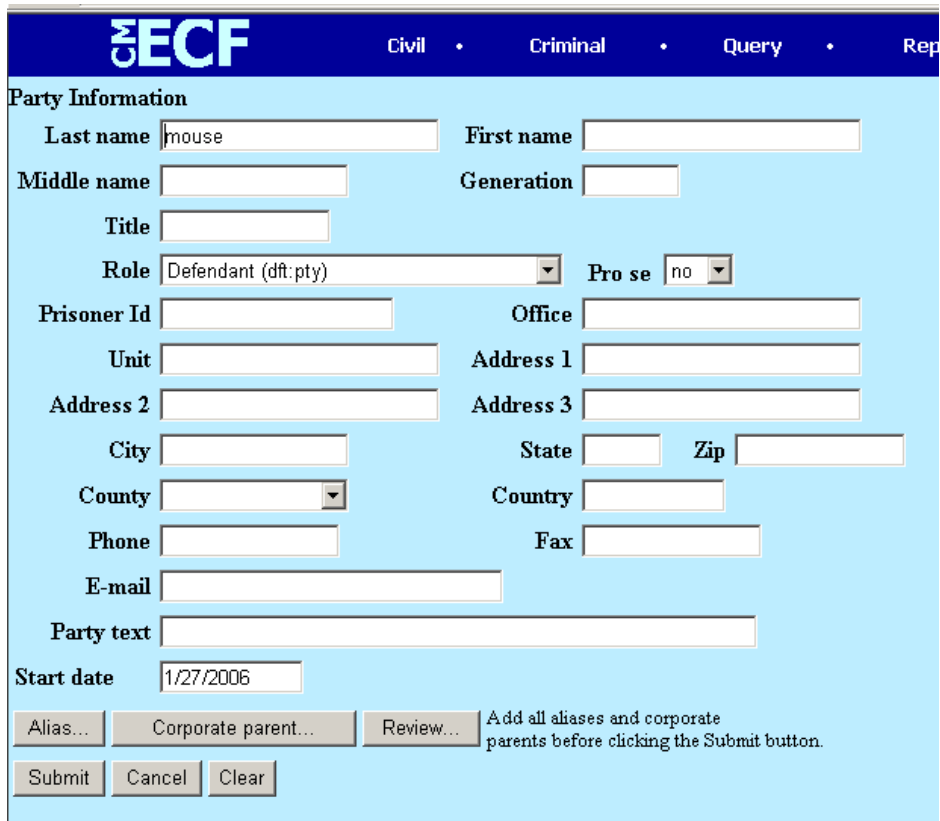


The screenshot shows the top portion of a web application. At the top is a dark blue header with the 'ECF' logo in white. Below the header, the page title 'Open a Civil Case' is displayed in blue. Underneath, the text 'Search for a party' is shown. A form field labeled 'Last/Business name' is present, followed by 'Search' and 'Clear' buttons. At the bottom of this section is an 'End party selection' button.

If the party name is not in the database, select the **Create new party** button.



This screenshot shows the search results section of the ECF application. The header includes the 'ECF' logo and navigation links for 'Civil' and 'Crimi'. The search form from the previous screenshot is visible at the top. Below it, the section 'Party search results' contains a list box with the entry 'Mouse, Mickey'. At the bottom of the results section are two buttons: 'Select name from list' and 'Create new party'.



MECF Civil • Criminal • Query • Rep

Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Office

Unit Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

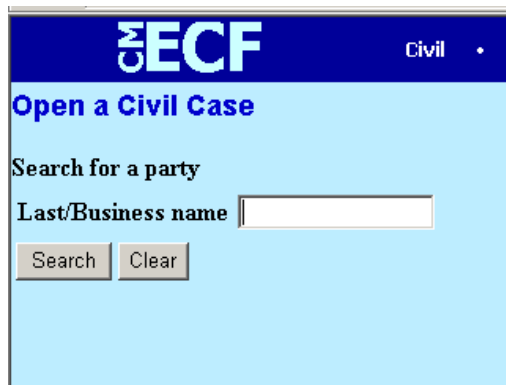
Party text

Start date

Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

Enter the party information.



MECF Civil •

Open a Civil Case

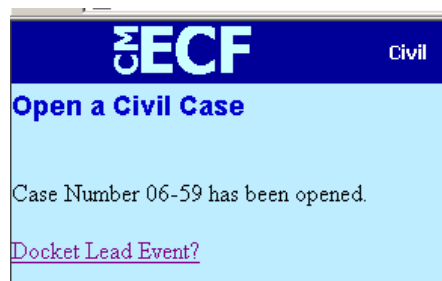
Search for a party

Last/Business name

Search Clear

Once you have entered all the parties, then you click the **End party selection** button.

The system will issue a case number:



MECF Civil

Open a Civil Case

Case Number 06-59 has been opened.

[Docket Lead Event?](#)

Any electronically-generated designation of a district judge or magistrate judge does not mean that the judge so designated is assigned to the case.

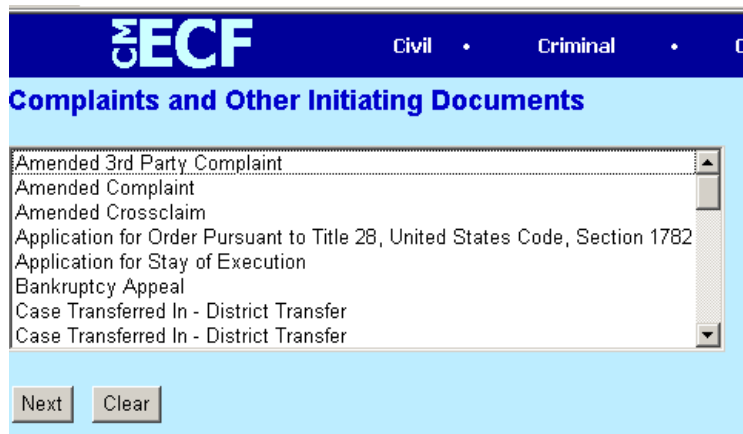
Docket Lead Event?: This is any case initiating document (e.g., complaint, notice of removal, motion to proceed *in forma pauperis*, etc.).

The lead event is where you, the attorney will be able to associate yourself with the party for whom you are filing. This association will trigger the electronic notification process in CM/ECF.

Once you click on the **Docket Lead Event** link, the system gives you a drop-down box of potential lead events.

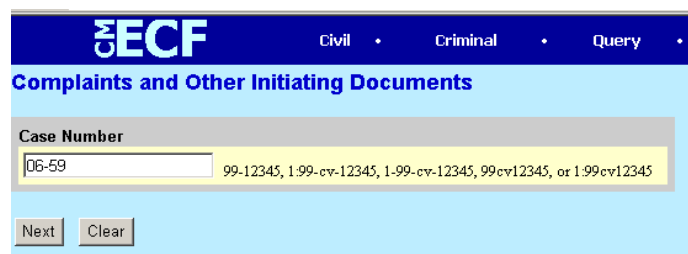
Select the appropriate lead event.

Click **Next**.

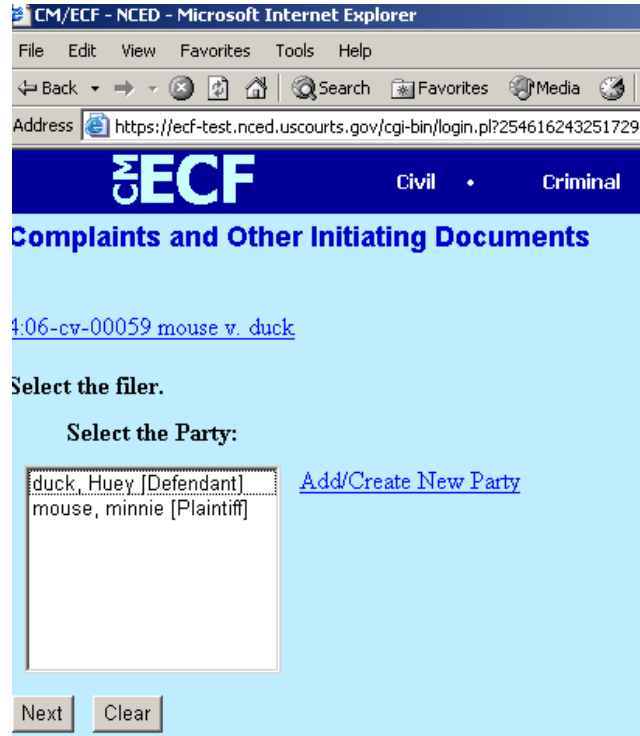


When your case initiating event is a Motion to proceed *in forma pauperis* (event in drop down list is Proceed In Forma Pauperis), attach the proposed complaint and summonses as attachments to the event. Do not docket the complaint as a separate event until the court has granted the motion to proceed *in forma pauperis*. A summons cannot be docketed separately until it has been issued by the court.

The system remembers the last case you were working in and fills in that case number. Ensure that this is the correct case number and then click **Next**.

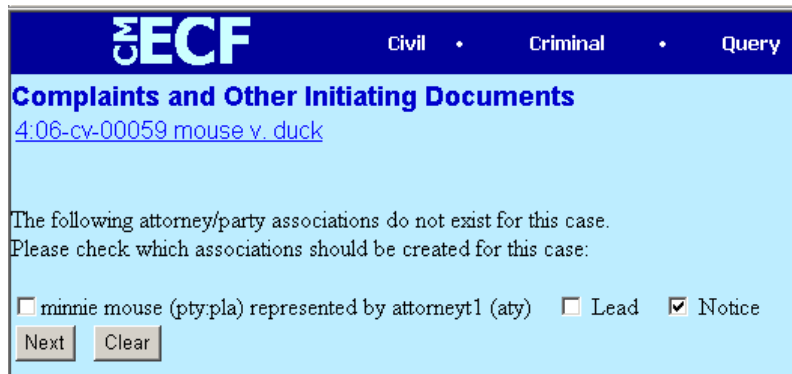


Select the filing party from the box on the screen.



The screenshot shows a web browser window titled "CM/ECF - NCED - Microsoft Internet Explorer". The address bar shows "https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-". The page header includes the ECF logo and navigation links for "Civil" and "Criminal". The main heading is "Complaints and Other Initiating Documents". Below this, the case number "4:06-cv-00059 mouse v. duck" is displayed. The instruction "Select the filer." is followed by "Select the Party:". A text box contains the following entries: "duck, Huey [Defendant]", "mouse, minnie [Plaintiff]", and a blank space. To the right of the text box is a link "Add/Create New Party". At the bottom of the form are "Next" and "Clear" buttons.

Click **Next**.



The screenshot shows the same ECF system page. The navigation links now include "Civil", "Criminal", and "Query". The case number "4:06-cv-00059 mouse v. duck" is still present. The text reads: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this, there are three checkboxes: " minnie mouse (pty.pla) represented by attorney1 (aty)", " Lead", and " Notice". At the bottom are "Next" and "Clear" buttons.

These boxes must be checked to activate the electronic notification process.

This box should be checked if you are lead counsel.

Associate with the party.

Click **Next**.

CM/ECF Civil Criminal Que

Complaints and Other Initiating Documents
[4:06-cv-00059 mouse v. duck](#)

Please select the party that this filing is **against**.

Select the Party: OR Select a Group:

duck, Huey [Defendant]
 mouse, minnie [Plaintiff]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

Select the party from the box that the initiating document is being filed AGAINST. Click **Next**.

CM/ECF Civil Criminal

Complaints and Other Initiating Documents
[4:06-cv-00059 mouse v. duck](#)

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

Filename

Browse...

Attachments to Document: No Yes

Next Clear

Here is where you attach your initiating document in pdf format.

CM/ECF Civil Criminal

Complaints and Other Initiating Documents
[7:06-cv-00019 Stanton v. Delta](#)

Receipt #: Fee: \$350

Next Clear

Prior to opening a case, the filing fee must be paid and the filer must have a court-issued receipt number. That receipt number is entered in this field.

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

Complaints and Other Initiating Documents

[4:06-cv-00059 mouse v. duck](#)

Docket Text: **Modify as Appropriate.**

COMPLAINT [] against Huey duck (Filing fee \$ 250 receipt number 123456.) , filed by minnie mouse. (attorneyt1,)

Next Clear

You can add text to describe your initiating document in the text box.

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

Complaints and Other Initiating Documents

[4:06-cv-00059 mouse v. duck](#)

Docket Text: **Final Text**

COMPLAINT against Huey duck (Filing fee \$ 250 receipt number 123456.) , filed by minnie mouse. (attorneyt1,)

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

Next Clear

This is the “point of no return” screen. Make sure the docket text is correct. If you discover an error here, click **Clear**. When you are satisfied that it is correct, Click **Next**.

Complaints and Other Initiating Documents

[4:06-cv-00059 mouse v. duck](#)

U.S. District Court

Eastern District of North Carolina

Notice of Electronic Filing

The following transaction was received from attorney1, entered on 1/27/2006 at 5:34 PM EST and filed on 1/27/2006

Case Name: mouse v. duck

Case Number: [4:06-cv-59](#)

Filer: minnie mouse

Document Number: [1](#)

Docket Text:

COMPLAINT against Huey duck (Filing fee \$ 250 receipt number 123456.), filed by minnie mouse. (attorney1,)

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1114528487 [Date=1/27/2006] [FileNumber=61641-0]
[4d8f21942dbddcb1d57417e6126b3647a5c5afd371cd3b5e3436cf789833689d8779c
b15baf934164721b4cba1e4093648b9e6df6063e5b9ec38e8dbdd548c36]]

4:06-cv-59 Notice will be electronically mailed to:

This is the Notice of Electronic Filing (NEF) that you will receive when you complete the filing of your initiating document.

Congratulations, you have just opened your own civil case!

Filing Documents for Civil Cases

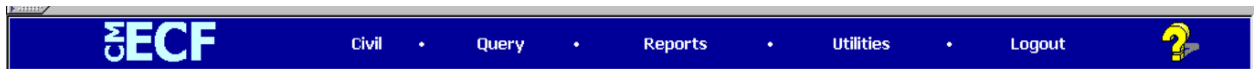
There are eight basic steps involved in filing a document:

- 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 party(s) filing the document;
- 4) Specify the PDF file name and location for the document to be filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as necessary
- 7) Submit the pleading to ECF
- 8) Receive notification of electronic filing

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

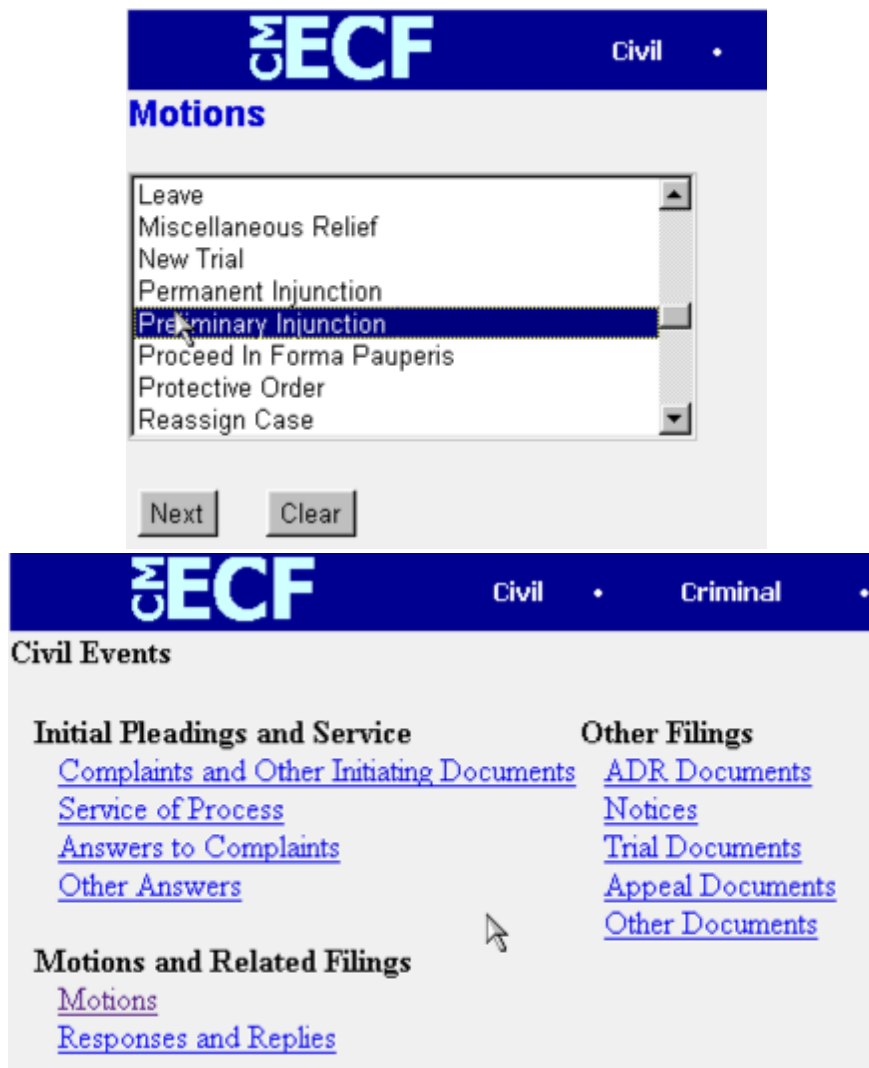
1. Select the type of document to file.

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil 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 ECF. The process is similar for filing other pleadings in ECF.

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



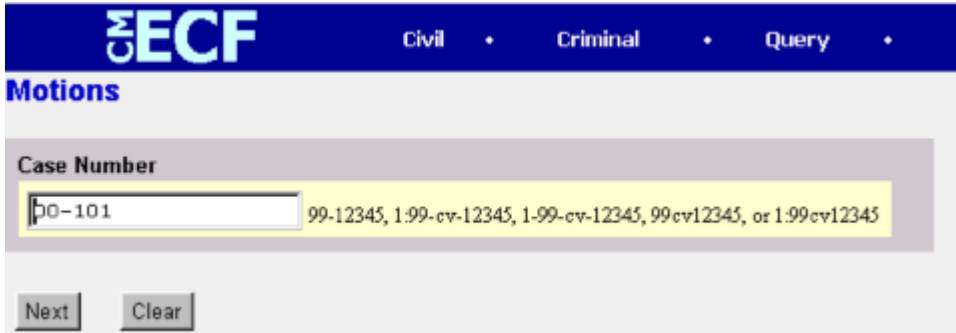
The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

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.**

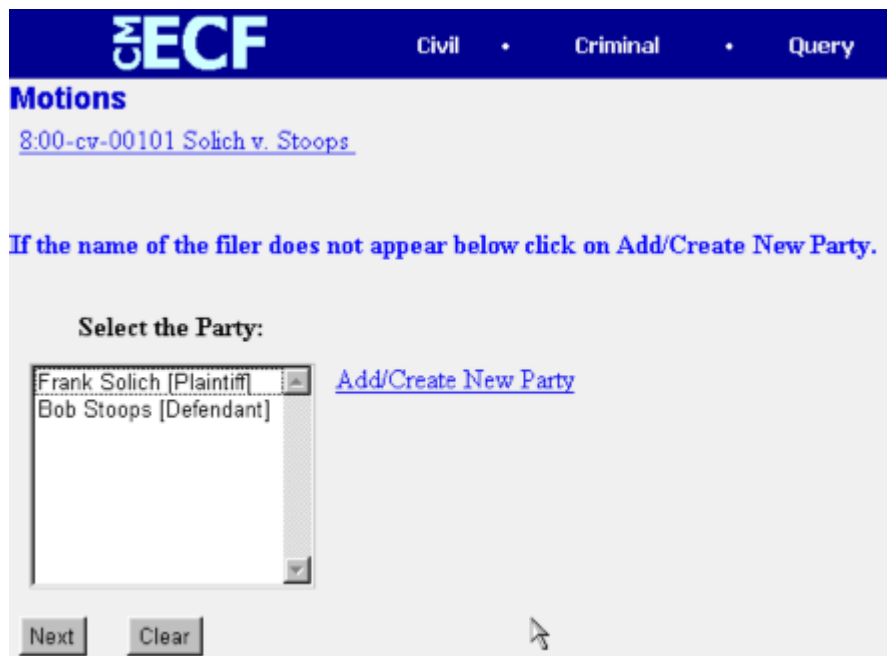
A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **Next**.



The screenshot shows the ECF Motions interface. At the top, there is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the word "Motions" is displayed. A "Case Number" field is highlighted in yellow, containing the text "00-101". To the right of the input field, a tooltip or help text reads: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

- 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.**



The screenshot shows the ECF Motions interface at the party selection step. The header is the same as in the previous screenshot. Below the header, the case number and name are displayed: "8:00-cv-00101 Solich v. Stoops". A blue instruction reads: "If the name of the filer does not appear below click on Add/Create New Party." Below this, there is a section titled "Select the Party:" with a scrollable list box containing "Frank Solich [Plaintiff]" and "Bob Stoops [Defendant]". To the right of the list box is a blue link: "Add/Create New Party". At the bottom of the screen are two buttons: "Next" and "Clear". A mouse cursor is visible near the bottom right.

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 control key while pointing and clicking on each party of the group. After highlighting the parties to the motion, click on the **Next** button.

Note: All parties should have been added to the case when it was opened. If your party does not appear, make sure you are filing in the correct case.

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**. The screen depicted below will appear.



You must first perform a search to see if your party has already been entered in the 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.

Note: Before adding a party, check your case number to ensure that you are working in the correct case. Then, thoroughly search for the party’s last name or the company’s name before adding a new record to the database.

Example of an incorrect search parameter: **THE NORTH CAROLINA BAR**

Example of a **correct** search parameter: NORTH CAROLINA BAR

If a match is found, 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]**.

NOTE: Incorrectly added parties will be periodically updated by the systems administrator but may appear on your pick-list from time to time. Always **choose an existing party that is properly formatted** over one that was added incorrectly when presented with a list of possible matches.

Correct Example: JOHN W SMITH JR

Incorrect Example: John W. Smith, Jr.

ECF displays the following screen:

The screenshot shows the ECF Party Information form. The header is blue with the ECF logo and navigation links for Civil, Criminal, and Query. The form title is "Party Information 2/9/2002". The form contains the following fields and values:

Last name	Smith	First name	
Middle name		Generation	
SSN	222-11-1234	Tax ID	
Role	Defendant (dft.pty)	Pro se	no
Office		Address 1	
Address 2		Address 3	
City		State	
County		Country	
Phone		Fax	
E-mail			
Party text			
Start date	2/9/2002		

Buttons: Submit, Cancel, Clear

- 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, fill out the **Last Name, First Name, Middle Name, Generation** and **Title** fields as appropriate. Choose the appropriate Role from the drop down list. Click **[Submit]**.
- Leave all other fields blank.
Use the "Party text" field to add additional information to describe your party.
Information added to this field is case specific and will not be transferred to all cases in the system using that particular party name.

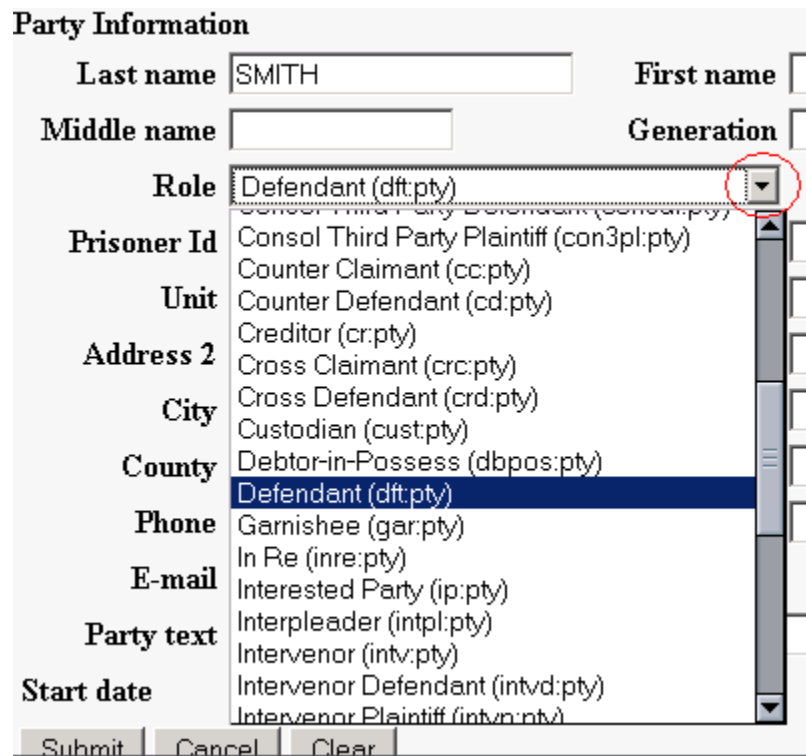
Example:

Last Name Field = ABC CORPORATION
Party Text Field = A NORTH CAROLINA CORPORATION
First Name Field = JOHN
Middle Name Field = H
Last Name Field = SMITH
Party Text Field = WARDEN

Modifying Party Roles

It is important that the user select the correct party role when adding a new party. The system defaults to "defendant (dft:pty)", and it is up to the user to change this designation when applicable.

To change the "Role" field, click the down arrow and either use the mouse and the scroll bar or the keyboard to move through the options until the correct party role is found. Selections are in alphabetical order.



The screenshot shows a web form titled "Party Information". The form has several fields: Last name (SMITH), First name, Middle name, Generation, Role, Prisoner Id, Unit, Address 2, City, County, Phone, E-mail, Party text, and Start date. The Role field is currently set to "Defendant (dft:pty)". A dropdown menu is open, showing a list of party roles in alphabetical order: Defendant (dft:pty), Consol Third Party Defendant (con3tpd:pty), Consol Third Party Plaintiff (con3tpl:pty), Counter Claimant (cc:pty), Counter Defendant (cd:pty), Creditor (cr:pty), Cross Claimant (crc:pty), Cross Defendant (crd:pty), Custodian (cust:pty), Debtor-in-Possess (dbpos:pty), Defendant (dft:pty), Garnishee (gar:pty), In Re (inre:pty), Interested Party (ip:pty), Interpleader (intpl:pty), Intervenor (intv:pty), Intervenor Defendant (intvd:pty), and Intervenor Plaintiff (intvp:pty). The "Defendant (dft:pty)" option is highlighted in blue. A red circle highlights the dropdown arrow in the Role field.

Once selected, the party type will appear in the "Role" field as shown below:

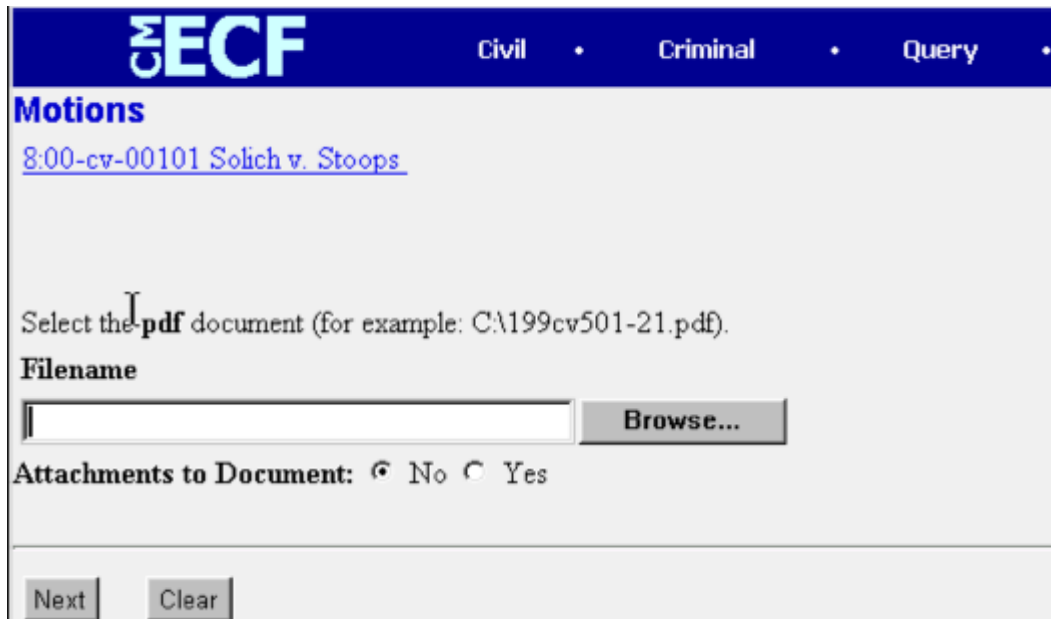


The screenshot shows the same "Party Information" form. The Role field now displays "Defendant (dft:pty)" and is circled in red. The dropdown menu is closed.

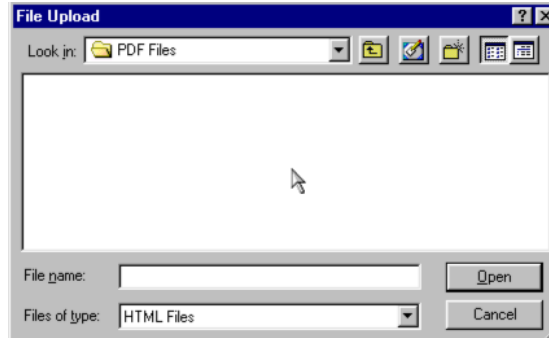
4. Specify the PDF file name and location for the document to be filed.

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

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 ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.



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

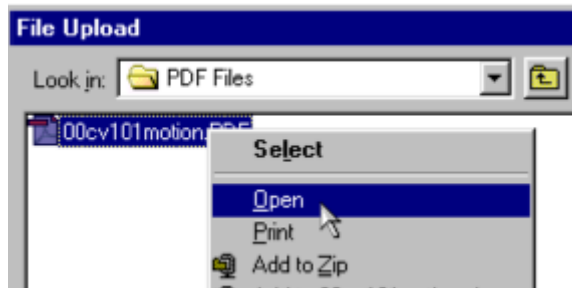


- Change the **Files of type** from: HTML Files to: ALL Files (*.*)

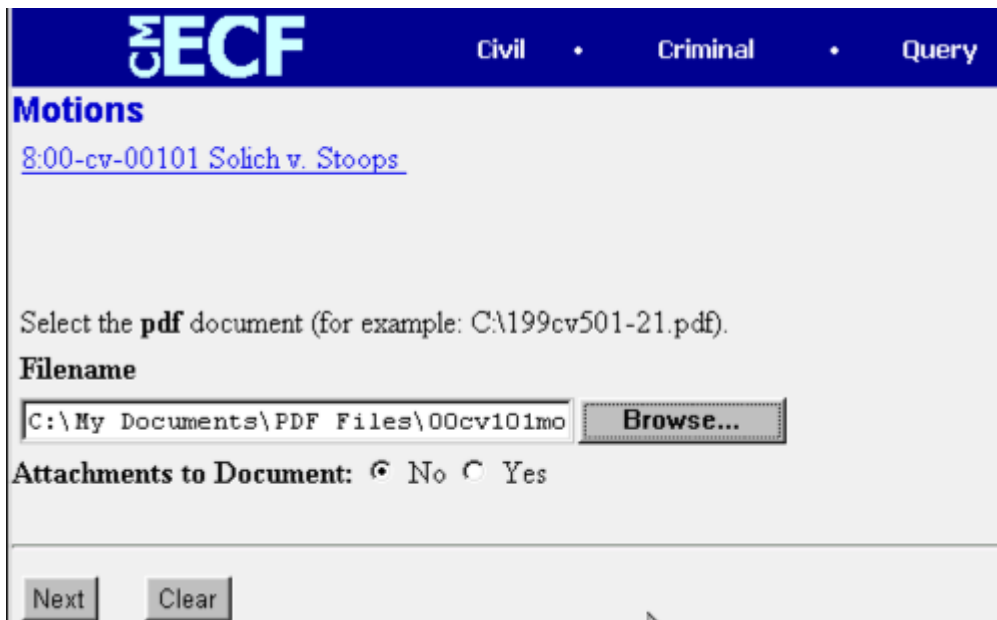
Navigate to the appropriate directory on your computer and find the file name to select the PDF document you wish to file.

Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click 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.

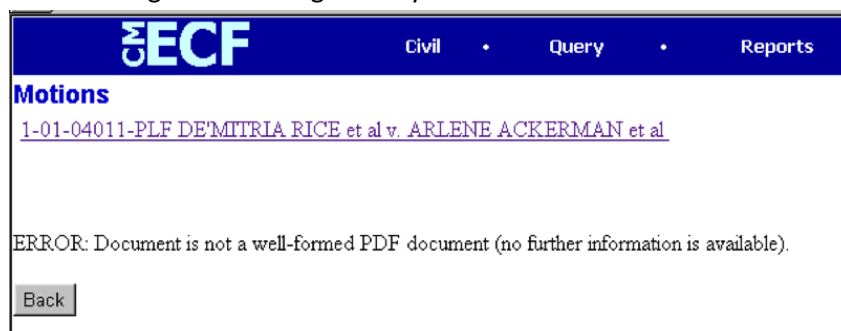


- Once you have verified the document is correct, close Adobe Acrobat® and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



- If there are no attachments to the motion, click on **Next**. A new **Motions** window opens. Go to Section 6, **“Modifying Docket Text,”** to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Each exhibit to a motion, response or reply should be a separate attachment. 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, ECF will display the following error message after you click on the **Next** button.

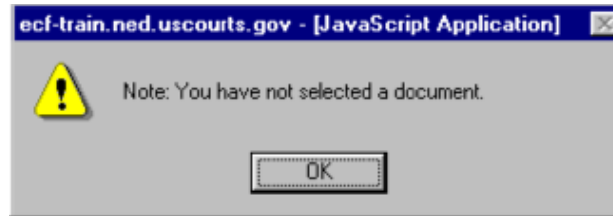


- ECF will not permit you to select a file for your pleading that is not in PDF format.

- Click on the **Back** button and ECF will 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, ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

5. Add attachments to documents being filed.

Remember that each exhibit to a motion, response or reply should be a separate attachment.

NOTE: Please see Section M of the Electronic Case Filing Administrative Policies and Procedures Manual for instructions on how to submit Proposed Orders for the Court’s approval. All proposed orders must be submitted in a format compatible with WordPerfect®, which is a “Save As” option in most word processing software.

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 ECF opens a pulldown screen. 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. **Your filing will be considered deficient if you do not perform this task.**
- Click on **[Add to List]**.

The screenshot shows the ECF web interface for filing a motion. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'Motions' and the case name is '1-01-04011-PLF DE'MITRIA RICE et al v. ARLENE ACKERMAN et al'. The main content area is titled 'Select one or more attachments.' and contains three numbered instructions:

- 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
 Below this is a 'Filename' field with a text input containing 'C:\My Documents\reclassify_guidelin' and a 'Browse...' button.
- 2) At your option, select a document type and/or enter a description.
 Below this is a table with two columns: 'Type' and 'Description'. The 'Type' column has a dropdown menu with 'Appendix' selected. The 'Description' column has an empty text input field.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
 Below this is a list box containing the filename 'C:\My Documents\reclassify_guideline_wo_summons.pdf'. To the right of the list box are two buttons: 'Add to List' and 'Remove from List'. Below the list box is a 'Next' button.

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**.
6. When attachments and exhibits are in paper format. All attachments or exhibits in paper form should be scanned using a scanner and appropriate software for the creation of files in PDF format when possible. Exhibits may be scanned into one or more files (each less than 2 MB in size) and attached for e-filing using the procedure outlined above.

Tip: Be sure your scanner is set to black and white for text (unless it is a document that must be filed in color) and is set at a low image resolution, before scanning documents. The Clerk's Office is using a scanner resolution of 200 x 200 in black and white mode.

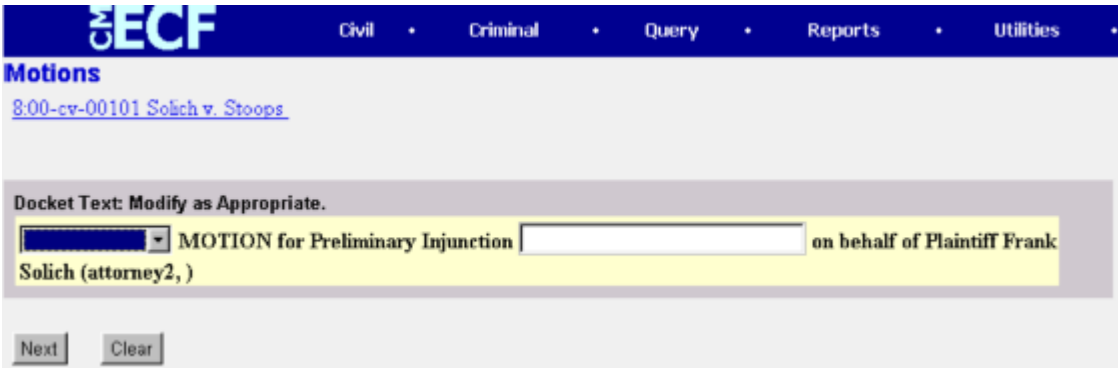
Attachments or exhibits that cannot be scanned for e-filing may be submitted to the Clerk's Office in paper format. Attorneys may present paper filings using the following method:

E-file a pleading indicating that certain attachments have not been scanned and will be, instead, filed with the clerk. Print the resulting Notice of Electronic Filing (NEF), attach it to the paper

exhibits, and submit it to the clerk. Paper attachments submitted in this manner will be considered filed as part of the e-filed pleading.

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

7. Modify docket text.



The screenshot shows the ECF Motions interface for case 8:00-cv-00101 Solich v. Stoops. The page title is "Motions" and the case name is "8:00-cv-00101 Solich v. Stoops". Below the case name, there is a section titled "Docket Text: Modify as Appropriate." containing a text entry field. The text in the field is "MOTION for Preliminary Injunction" followed by a blank space and "on behalf of Plaintiff Frank Solich (attorney2,)". To the left of the text is a small dropdown menu. Below the text entry field are two buttons: "Next" and "Clear".

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.



This screenshot is similar to the previous one, but the dropdown menu is open, showing a list of modifiers. The list includes: First, Second (highlighted), Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Amended, Consent, Counter, Cross, Emergency, Endorsed, Ex Parte, Final, and Interim. The text in the entry field remains "MOTION for Preliminary Injunction" followed by a blank space and "on behalf of Plaintiff Frank Solich (attorney2,)".

Click in the open text area to type additional text for the description of the pleading.

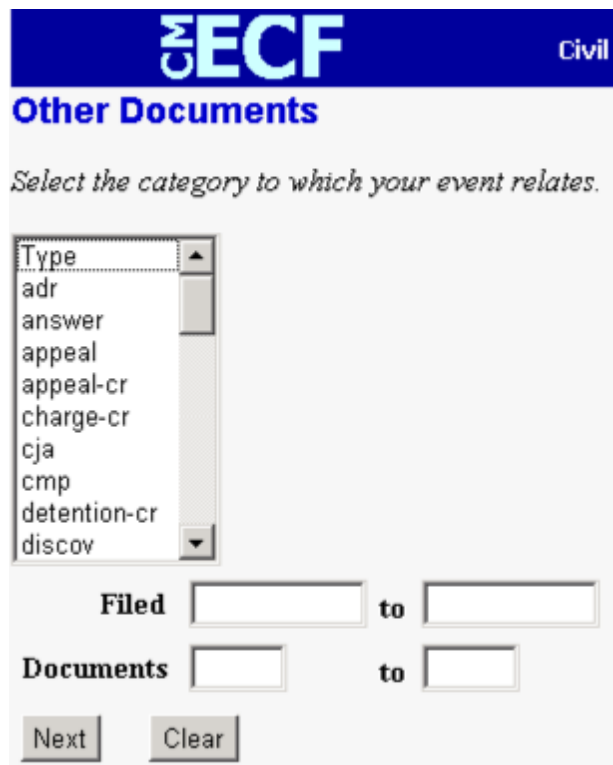
Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Indexes should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.



The screenshot shows the ECF interface with a blue header containing the ECF logo and the word "Civil". Below the header, the title "Other Documents" is displayed. A checkbox labeled "Refer to existing event(s)?" is checked. At the bottom of the form, there are two buttons: "Next" and "Clear".

An “event” in CM/ECF is 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)?” and click **NEXT**.



The screenshot shows the ECF interface with a blue header containing the ECF logo and the word "Civil". Below the header, the title "Other Documents" is displayed. A prompt reads "Select the category to which your event relates." Below this is a dropdown menu labeled "Type" with a list of document types: adr, answer, appeal, appeal-cr, charge-cr, cja, cmp, detention-cr, and discov. Below the dropdown menu are two rows of input fields: "Filed" followed by two empty text boxes with "to" in between, and "Documents" followed by two empty text boxes with "to" in between. At the bottom of the form, there are two buttons: "Next" and "Clear".

This screen requires that you filter the list of documents in the case by the type of document to which you want to link. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would choose the type “Oth_Doc” because Brief appears in the “Other Documents” section of

the main menu. You must choose a type on this screen. You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you select the type of document and click **NEXT**, you are presented with a list of documents that match your search criteria. For this example we have selected Motion as the type.

ECF Civil • Criminal • Query •

Other Documents

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

- 05/01/2002 [2](#) MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)
- 05/01/2002 [3](#) MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)

Next Clear

Click the checkbox for the document you wish to link to and click **NEXT**. You must link at least one document from the list. If you have arrived at this screen in error, click **BACK** on the browser toolbar and remove the check from the checkbox before the question “Refer to existing event(s)?” You will then be able to continue moving through the event without linking to a document.

Note: Many events offer users the ability to link to other documents in a case. When applicable, attorneys are encouraged to use this option as the linked records aid the judges and court staff when reviewing the case record.

8. Submit the pleading

- Click on the **BACK** 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 internet browser toolbar to find the screen you wish to alter.

ECF Civil • Criminal • Query •

Other Documents

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

- 05/01/2002 [2](#) MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)
- 05/01/2002 [3](#) MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)

Next Clear

- Click on the **NEXT** button to file and docket the pleading.

Note: The screen depicted above 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 ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **BACK** button until *you return to the desired screen*.

9. Notice of Electronic Filing.

ECF opens a new **Motions** window displaying an ECF filing receipt.



- The screen depicted above provides confirmation that 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 note this number on the document's PDF file.
- Select **[Print]** on the internet browser toolbar to print the document receipt.
- Select **[File]** on the internet browser 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 Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys who have filed a Notice of Appearance. The ECF filing report 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 hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to attorneys who have filed a Notice of Appearance. 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 when they receive their **Notice of Electronic Filing** for that filing. (It is suggested that you note the document number assigned on your copy of the PDF file residing on your hard drive.) The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive 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 filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Criminal Events Feature

Registered filers will use the criminal feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for criminal cases. See the list of ECF documents on our website www.nced.uscourts.gov (ECF Criminal Event List).

Every party shall review and comply with Fed.R.Crim.P. 12.4 and Local Rule 12.3. Any electronically-generated designation of a district judge or magistrate judge does not mean that the judge so designated is assigned to the case.

This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

Filing Documents for Criminal Cases

There are ten 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 ECF
- 10) Receive notification of electronic filing

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

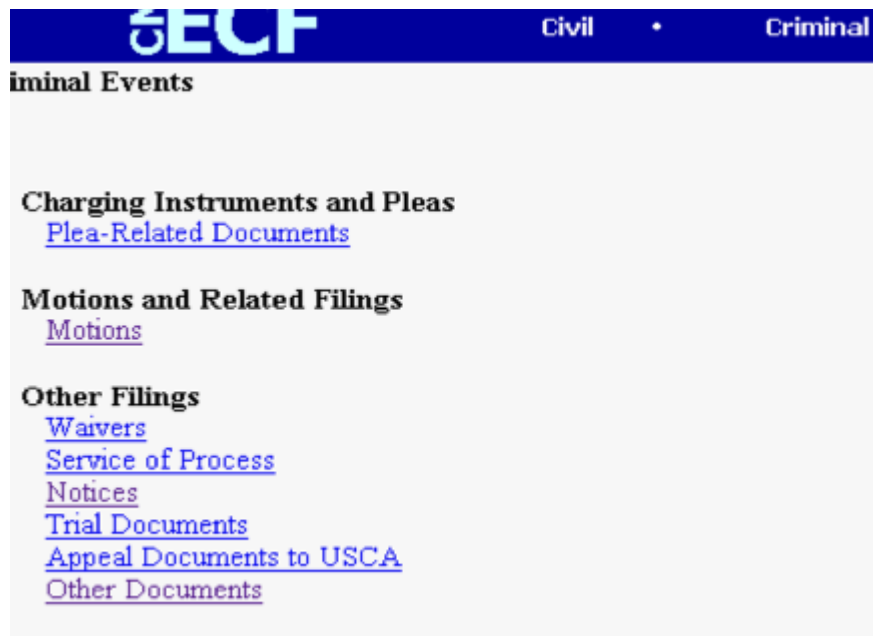


1. Select the type of document to file.

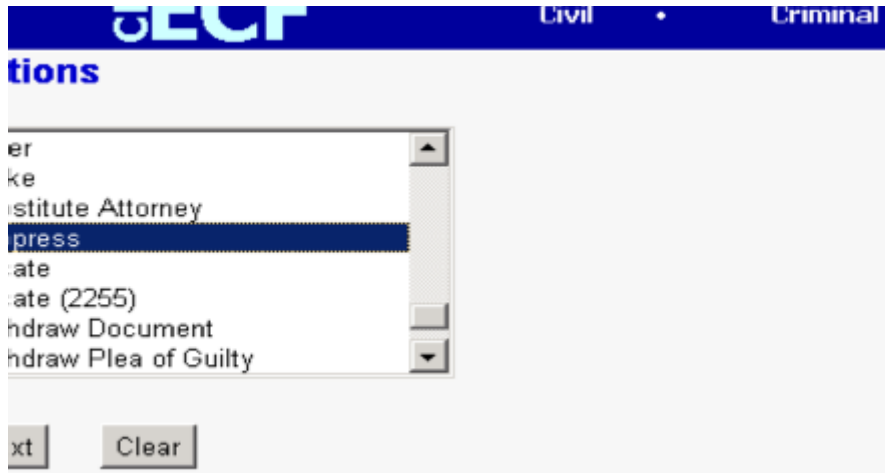
Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing.

This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

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.

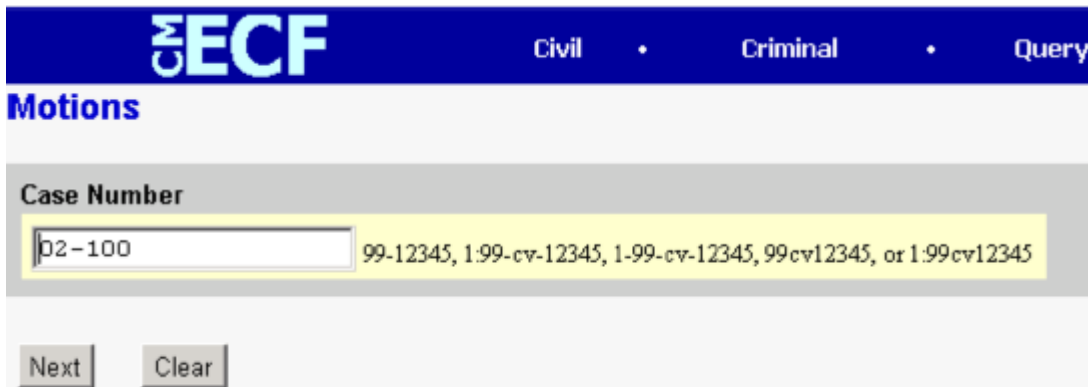


For demonstration purposes, highlight **Suppress** and click on **NEXT**.

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**.



Note: if the case number you are working on is 1:00cr101, you could enter the case number in any of the following formats:

02-100
02cr100
1:02-cr-100
1-02-cr-100
1:02cr100

- 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 interface. At the top is a blue header with the ECF logo. Below the header, the word "Motions" is displayed in blue. The instruction "Select defendants" is shown in italics. There are three checkboxes: the first two are unchecked and labeled "8-02-cr-100-1 - Butch Cassidy" and "8-02-cr-100-2 - Sundance Kid"; the third is checked and labeled "All defendants". At the bottom 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 is correct.

The screenshot shows the ECF Motions interface. At the top is a blue header with the ECF logo and two tabs: "Civil" and "Criminal". Below the header, the word "Motions" is displayed in blue. The instruction "Click next if case number and caption are correct." is shown in blue. Below this, the case number and caption "8:02-cr-00100 USA v. Cassidy et al" are displayed in blue. At the bottom are two buttons: "Next" and "Clear".

Click **NEXT**

5. Designate the party(s) filing the document.

Highlight the name of the party or parties filing the motion. Click on the **NEXT** button.

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**. The screen depicted below will appear.

You must first perform a search to see if your party has already been entered in the 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.

If a match is found, 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]**.

ECF displays the following screen:

The screenshot shows a web form for entering party information. The header is blue with 'ECF' in white and 'Civil', 'Criminal', and 'Query' in smaller white text. Below the header, the form title is 'Party Information 2/9/2002'. The form contains several input fields and dropdown menus. The 'Last name' field contains 'Smith'. The 'Role' dropdown is set to 'Defendant (dft:pty)'. The 'Pro se' dropdown is set to 'no'. The 'Start date' field contains '2/9/2002'. At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Clear'.

- 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, fill out the **Last Name, First Name, Middle Name, Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.
- Leave all other fields blank.

Use the "Party text" field to add additional information to describe your party. Information added to this field is case specific and will not be transferred to all cases in the system using that particular party name.

Example:

Last Name Field = ABC CORPORATION
Party Text Field = A NORTH CAROLINA CORPORATION
First Name Field= JOHN
Middle Name Field = H
Last Name Field = SMITH
Party Text Field = WARDEN

Modifying Party Roles


It is important that the user select the correct party role when adding a new party. The system defaults to "defendant (dft:pty)", and it is up to the user to change this designation when applicable.

To change the "Role" field, click the down arrow and either use the mouse and the scroll bar or the keyboard to move through the options until the correct party role is found. Selections are in alphabetical order.

Party Information

Last name First name

Middle name Generation

Role 

Prisoner Id

Unit

Address 2

City

County

Phone

E-mail

Party text


Start date

Once selected, the party type will appear in the "Role" field as shown below:

Party Information

Last name First name

Middle name Generation

Role 

- Specify the PDF file name and location for the document to be filed. ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

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 ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

ECF Civil • Criminal

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

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

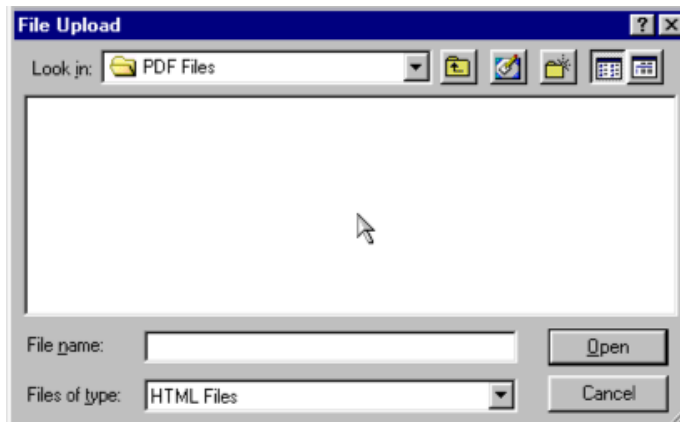
Filename

Browse...

Attachments to Document: No Yes

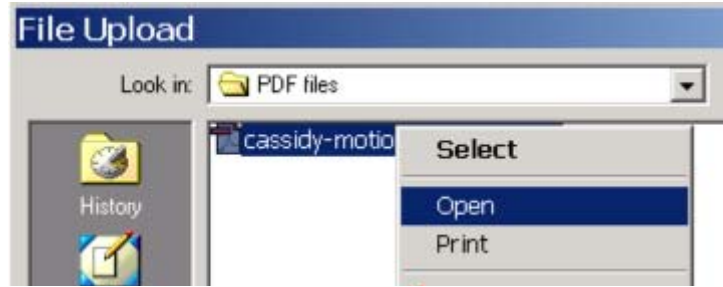
Next **Clear**

- Click on the **BROWSE** button. ECF opens the following screen.



- Change the Files of type from: HTML Files
to: ALL Files (*.*)
- Navigate to the appropriate directory on your computer and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

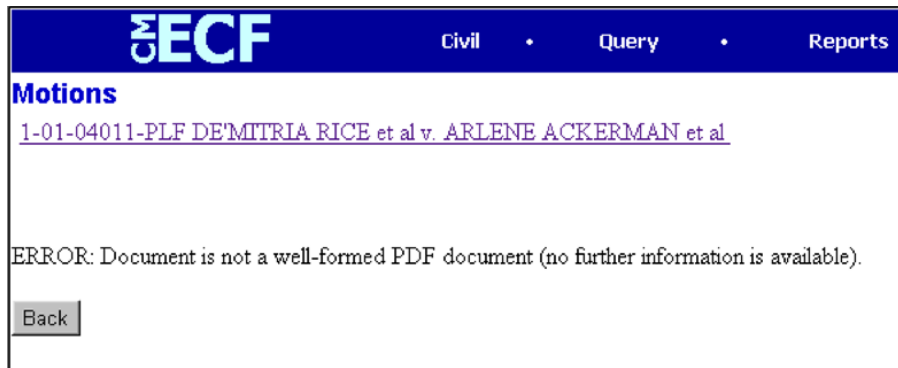
Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that 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. 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. Go to Section 6, **“Modifying Docket Text”**, to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Each exhibit to a motion, response or reply should be a separate attachment. 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, ECF will display the following error message after you click on the **NEXT** button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **BACK** button and ECF will 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, ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

7. Add attachments to documents being filed.

Remember each exhibit to a motion, response or reply should be a separate attachment. 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 ECF opens a pulldown screen. 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. Your filing will be considered deficient if you do not perform this task.
- Click on **[Add to List]**.

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**.

8. When attachments and exhibits are in paper format

All attachments or exhibits in paper form should be scanned using a scanner and appropriate software for the creation of files in PDF format when possible. Exhibits may be scanned into one or more files (each less than 2 MB in size) and attached for e-filing using the procedure outlined above.

Tip: Be sure your scanner is set to black and white for text (unless it is a document that must be filed in color) and is set at a low image resolution, before scanning documents. The Clerk’s office is using a scanner resolution of 300 x 300 in black and white mode.

Attachments or exhibits that cannot be scanned for e-filing may be submitted to the Clerk’s Office in paper format. Attorneys may present paper filings using the following method:

E-file a pleading indicating that certain attachments have not been scanned, but rather, will be filed with the clerk. Print the resulting Notice of Electronic Filing (NEF), attach it to the paper exhibits, and submit it to the clerk. Paper attachments submitted in this manner will be considered filed as part of the e-filed pleading.

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

Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Indexes should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.



The screenshot shows a web interface for the CM/ECF system. At the top, there is a blue header with the text 'CM/ECF' and 'Civil' on the right. Below the header, the text 'Other Documents' is displayed in blue. Underneath, there is a checkbox labeled 'Refer to existing event(s)?'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

An “event” in CM/ECF is 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)?**” and click **NEXT**.

This screen requires that you filter the list of documents in the case by the type of document to which you want to link. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would choose the type “Oth_Doc” because Brief appears in the “Other Documents” section of the main menu. You must choose a type on this screen. You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you select the type of document and click **NEXT**, you are presented with a list of documents that match your search criteria. For this example we have selected Motion as the type.

Click the checkbox for the document you wish to link to and click **NEXT**. You must link at least one document from the list. If you have arrived at this screen in error, click **BACK** on the browser toolbar and remove the check from the checkbox before the question “Refer to existing event(s)?” You will then be able to continue moving through the event without linking to a document.

Note: Many events offer users the ability to link to other documents in a case. When applicable, attorneys are encouraged to use this option as the linked records aid the judges and court staff when reviewing the case record.

9. Modify docket text.



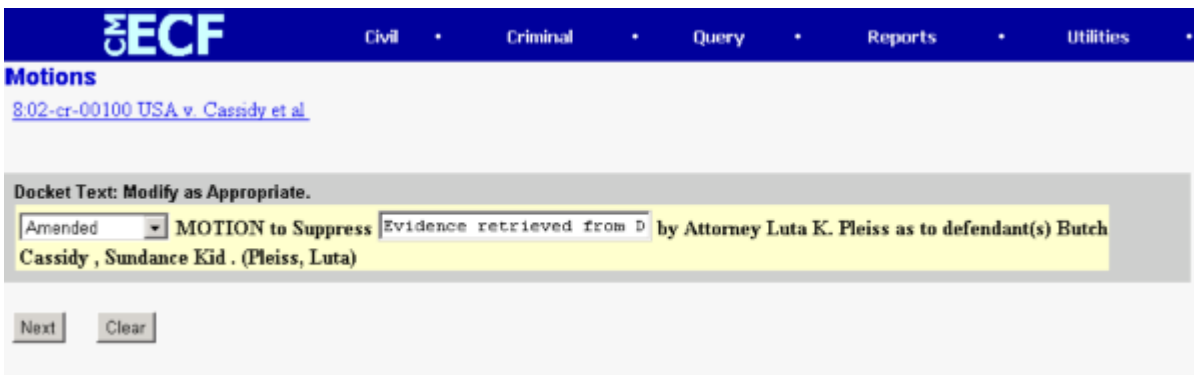
The screenshot shows the ECF Motions page for case 8:02-cr-00100 USA v. Cassidy et al. The page has a blue header with the ECF logo and navigation links for Civil, Criminal, Query, Reports, and Utilities. Below the header, the page title is "Motions" and the case name is "8:02-cr-00100 USA v. Cassidy et al". The main content area is titled "Docket Text: Modify as Appropriate." and contains a form with a dropdown menu, a text input field, and a text area. The dropdown menu is currently set to "MOTION to Suppress". The text input field contains a date "12/15/2011". The text area contains the text "by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)". Below the form are "Next" and "Clear" buttons.

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.



This screenshot is similar to the previous one, but the dropdown menu is open, showing a list of modifiers: Amended, Ex Parte, Final, Interim, Joint, and Supplemental. The text area content is the same as in the previous screenshot.

Click in the open text area to type additional text for the description of the pleading.

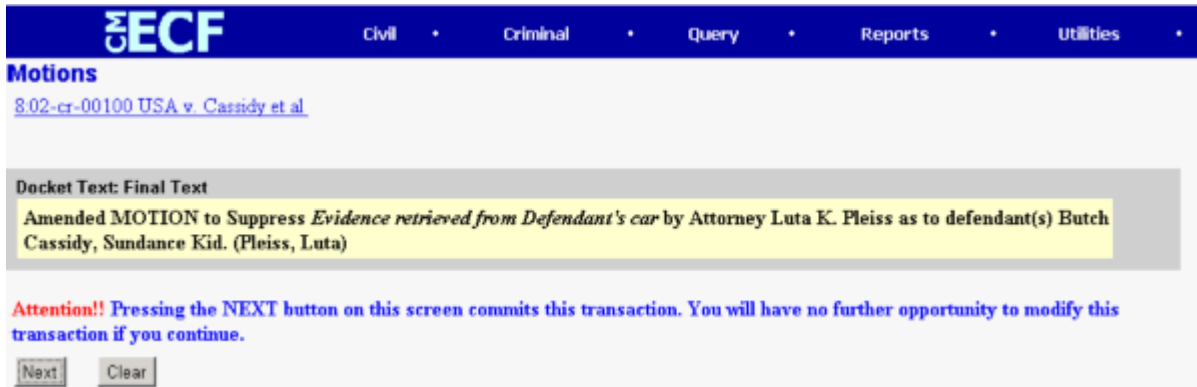


This screenshot shows the ECF Motions page with the docket text entry completed. The dropdown menu is now set to "Amended". The text input field contains the date "12/15/2011". The text area contains the text "Evidence retrieved from D by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)". The "Next" and "Clear" buttons are still present at the bottom.

10. 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 internet browser toolbar to find the screen you wish to alter.



- Click on the **NEXT** button to file and docket the pleading.

Note: The screen depicted above contains the following warning.

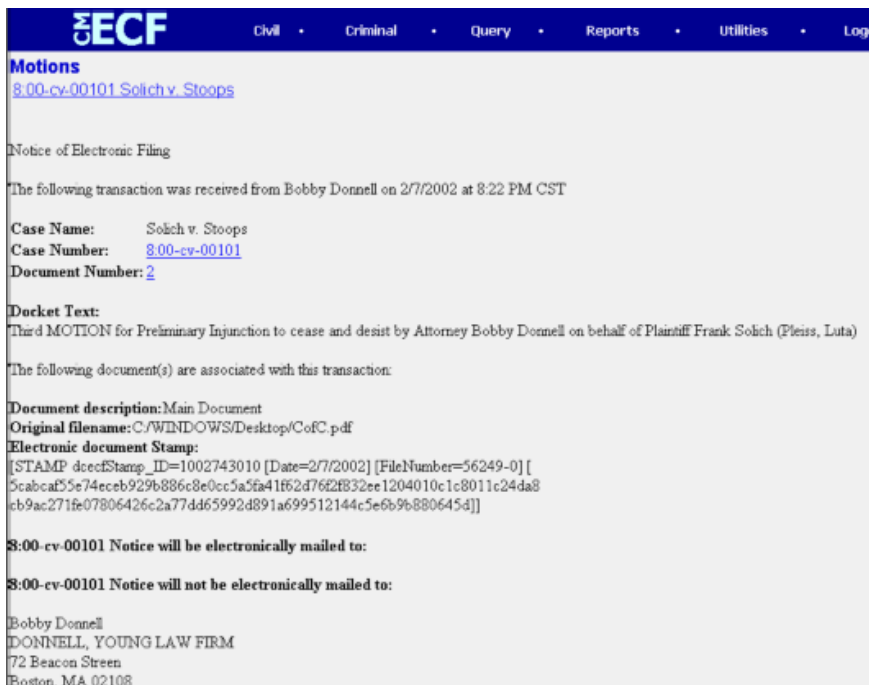
Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

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

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **BACK** button until *you return to the desired screen*.

11. Notice of Electronic Filing

ECF opens a new Motions window displaying an ECF filing receipt.



- The screen depicted above provides confirmation that 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 note this number on the document's PDF file.
- Select **[Print]** on the internet browser toolbar to print the document receipt.
- Select **[File]** on the internet browser 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 is your confirmation that a document has been filed. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report 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 hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

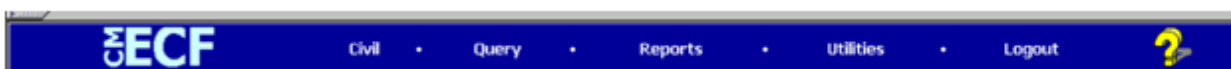
E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, 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 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. The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive 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 filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



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

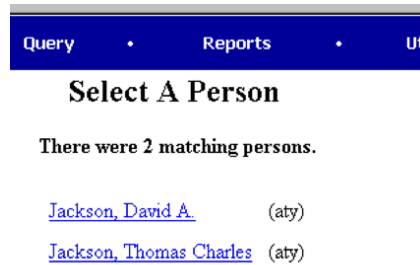
Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning July 2002, you will be charged a fee of \$.08 per page to access documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted 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. ECF opens the query screen depicted in Figure B on the next page.

The screenshot shows the ECF Query interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a 'Query' section with a yellow background. The 'Search Clues' section includes a 'Case Number' field with the value '00-101' and examples '99-500, 1:99cv500', a 'Def Number' field, and a 'Nature of Suit' dropdown menu with options '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'. There are also fields for 'Filed Date', 'Last Entry Date', 'Last Name' (with examples 'Desoto, Des*t'), 'First Name', 'Middle Name', and 'Type'. At the bottom of the form are 'Run Query' and 'Clear' buttons.

You may query the ECF database by the name of a party or an attorney to 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, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure B.

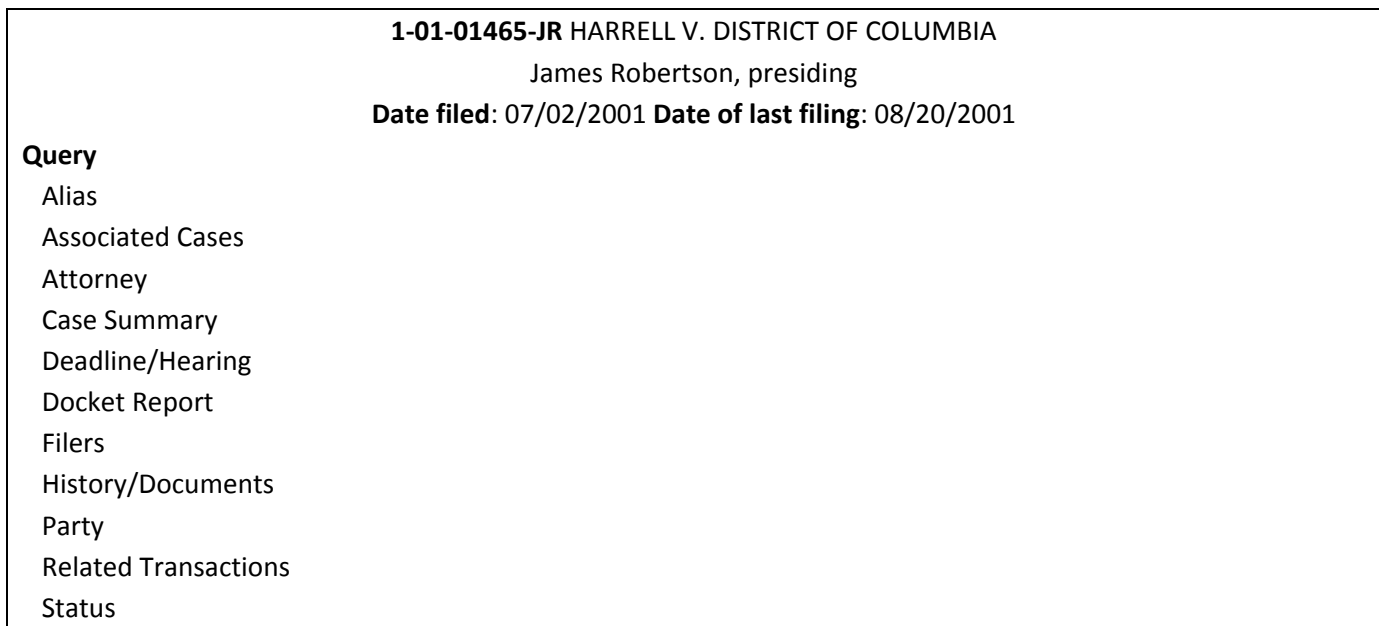
Figure A



After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See 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, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim 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.

1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA

James Robertson, presiding

Date filed: 07/02/2001 Date of last filing: 08/20/2001

Case Summary

Office: Washington, DC

Jury Demand: Both

Nature of Suit: 442

Cause: 28:1983 Civil Rights

County:

Origin: 1

Lead Case: None

Related Case(s):None

Filed: 07/02/2001

Demand:

Jurisdiction: Federal Question

Disposition:

Terminated:

Reopened:

Flags: JURY, TYPE-H

Party 1: WAYNE HARRELL (pla)

Party 2: DISTRICT OF COLUMBIA (DFT)

Atty: Ruth Ann Lowery Represents Party 1: pla

Phone: (202) 789-6064

Fax: (202) 789-6190

E-mail: rlowery@bdlaw.com

Atty: David A. Jackson Represents Party 2: dft

Phone: (202) 724-6618

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, ECF opens the **Deadline/Hearings** screen depicted on the next page.

Deadlines/Hearings

Sort by

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

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	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
1	Answer due <i>from DC</i>	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.

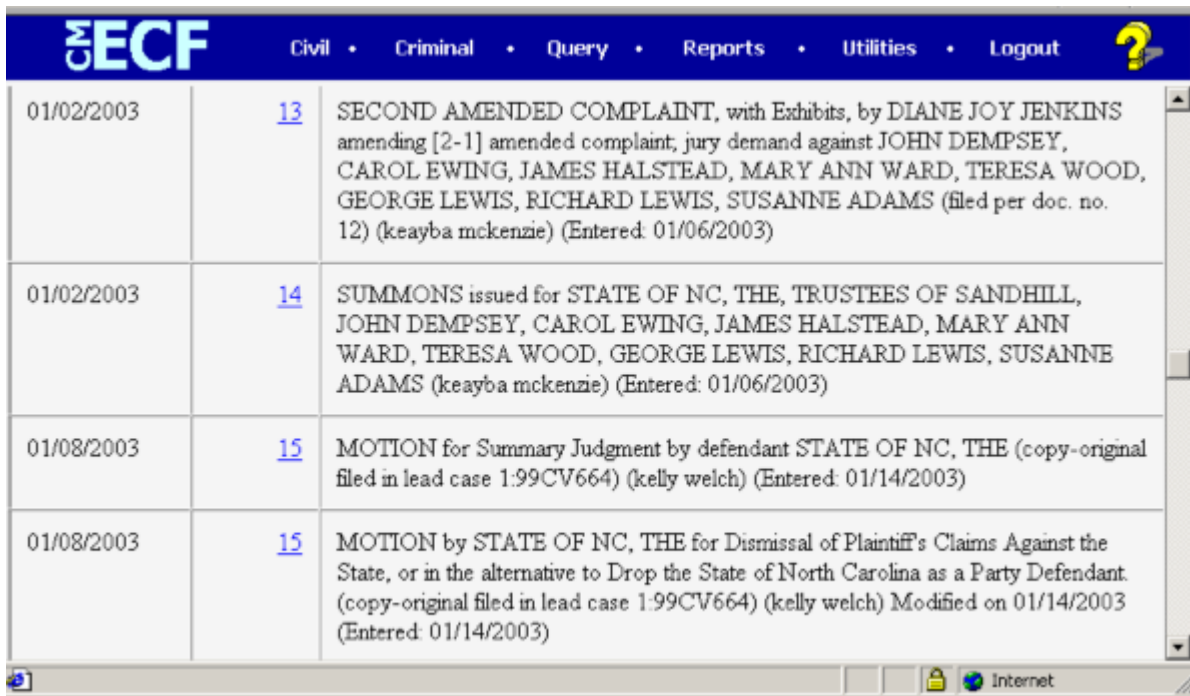
Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

The screenshot shows the ECF Docket Sheet interface. At the top, there is a blue header with the ECF logo and two tabs: 'Civil' and 'Criminal'. Below the header, the title 'Docket Sheet' is displayed. The main area contains several input fields and checkboxes. The 'Case number' field is populated with '99-700'. There are two radio buttons: 'Filed' (which is selected) and 'Entered'. Below these are two empty text boxes separated by 'to'. There are also two empty text boxes for 'Documents' followed by 'to'. Below these are three checkboxes: 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (unchecked), and 'Include Caption' (checked). At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first'. Finally, there are two buttons: 'Run Report' and 'Clear'.

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, 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. ECF will run your custom docketing report and display it in a window as depicted below.



The screenshot shows a web browser window with the ECF logo in the top left. The navigation menu includes Civil, Criminal, Query, Reports, Utilities, and Logout. A table displays docketing information with four rows. Each row contains a date, a document number (underlined as a hyperlink), and a description of the document. The browser's status bar at the bottom shows 'Internet'.

Date	Document Number	Description
01/02/2003	13	SECOND AMENDED COMPLAINT, with Exhibits, by DIANE JOY JENKINS amending [2-1] amended complaint, jury demand against JOHN DEMPSEY, CAROL EWING, JAMES HALSTEAD, MARY ANN WARD, TERESA WOOD, GEORGE LEWIS, RICHARD LEWIS, SUSANNE ADAMS (filed per doc. no. 12) (keayba mckenzie) (Entered: 01/06/2003)
01/02/2003	14	SUMMONS issued for STATE OF NC, THE, TRUSTEES OF SANDHILL, JOHN DEMPSEY, CAROL EWING, JAMES HALSTEAD, MARY ANN WARD, TERESA WOOD, GEORGE LEWIS, RICHARD LEWIS, SUSANNE ADAMS (keayba mckenzie) (Entered: 01/06/2003)
01/08/2003	15	MOTION for Summary Judgment by defendant STATE OF NC, THE (copy-original filed in lead case 1:99CV664) (kelly welch) (Entered: 01/14/2003)
01/08/2003	15	MOTION by STATE OF NC, THE for Dismissal of Plaintiff's Claims Against the State, or in the alternative to Drop the State of North Carolina as a Party Defendant. (copy-original filed in lead case 1:99CV664) (kelly welch) Modified on 01/14/2003 (Entered: 01/14/2003)

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** 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, ECF opens the screen depicted below. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. The image below depicts 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 docketing text for all docketed events.

ECF

History/Documents

All events (history)
 Only events with documents

Display docket text

Sort by

CM ECF Civil • Query • Reports • Utilities • Logout ?

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
6	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)					
7	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,)					
7	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

Document: Done

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

Other Queries

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

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted below:

Calendar Events

Cases Filed

Docket Sheet

If you select Cases Filed or Docket Sheet from the screen depicted in Figure 25, 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 and ECF opens the PACER login screen.

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

The screenshot shows the ECF Docket Sheet query window. It features a blue header with the ECF logo and the word "Civil". Below the header, the title "Docket Sheet" is displayed. The form contains several fields: "Case number" with the value "99-700", a radio button for "Filed" (selected) and a radio button for "Entered", two empty text boxes for dates, and a "to" label between them. Below that is a "Documents" field with two empty text boxes and a "to" label. There are three checkboxes: "Include terminated parties" (checked), "Include links to Notice of Electronic Filing" (unchecked), and "Include Caption" (checked). A "Sort by" dropdown menu is set to "Oldest date first". At the bottom are two buttons: "Run Report" and "Clear".

This is the same query window that ECF displayed when you selected [Docket Report](#) from the **Query** feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of 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. 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 the ECF database 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, ECF displays a query screen as depicted here.

Civil Cases Report

Office: 4 Lincoln, 7 North Platte | Case type: Civil Miscellaneous | Nature of suit: 0 (zero), 110 (Insurance) | Case flags: 225MOTION, AOFORM | Cause: 0 (In cause code entered), 02:0431 (02:431 Fed. Election...)

Filed: 9/23/2002 to 10/23/2002

Terminal digit(s): 2, 4, 7 | Open cases, Closed cases

Sort by: Case Number

Run Report | Clear

Note: If you are not logged into PACER, ECF will display the PACER login screen. Log in to PACER and 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, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 9/23/2002 to 10/23/2002.

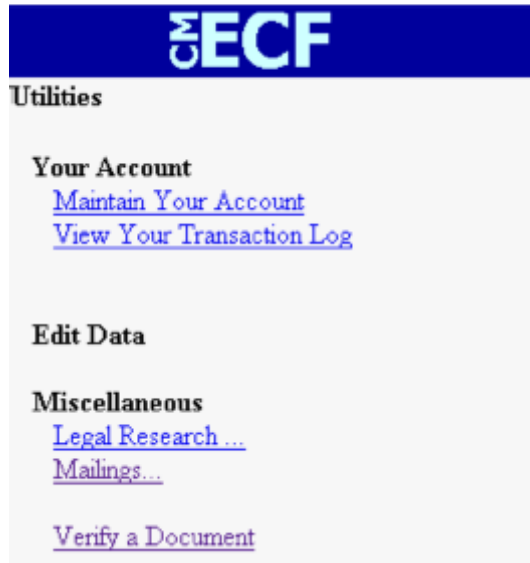
Civil Cases Report
Version 1 – U.S. District Court of Nebraska
Filed Report Period: 09/23/2002 - 10/23/2002

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
4:02-cv-03257 Anderson et al v. Gale	Filed: 09/23/2002		31	Cause: 28:1343 Violation of Civil Rights NCIS: Civil Rights Voting Office: 4 Lincoln President: Richard G. Kopf Referral: David L. Piester Jury demand: None
4:02-cv-03258 Lujan v. Kenney	Filed: 09/23/2002		31	Cause: 28:2254 Petition for Writ of Habeas Corpus (State) NCIS: Habeas Corpus (General) Office: 4 Lincoln President: Lyle E. Strom Referral: Kathleen A. Jaudzema Jury demand: None Case Flags: HABEAS
4:02-cv-03259 USA v. Woolley	Filed: 09/23/2002		31	Cause: 26:7401 IRS Tax Liability NCIS: Taxes Office: 4 Lincoln President: Richard G. Kopf Referral: David L. Piester Jury demand: None
4:02-cv-03260 Moore v. Lincoln	Filed: 09/24/2002		30	Cause: 42:2000e Job Discrimination (Employment) NCIS: Civil Rights Other Office: 4 Lincoln President: 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, 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 ECF and to view all of their ECF transactions.



Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF. The functionality of this portion of CM/ECF is discussed in full beginning on page 5 of this manual.

Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.