A GUIDE TO WORKING WITH
CM / ECF

UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

JULY 2005

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ELECTRONIC CASE FILES SYSTEM USER MANUAL

GETTING STARTED

Introduction

This manual provides procedures and instructions for using the Electronic Case Files (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all civil, criminal and miscellaneous cases in the system. A Filing User should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document Files (PDF).

The following definitions are used throughout this User Manual:

1.1 "Electronic Filing System" refers to the court's automated system that receives and stores documents filed in electronic form. The program is part of the CM/ECF (Case Management / Electronic Case Files) software that was developed for the Federal Judiciary by the Administrative Office of the United States Courts.

1.2 "Filing User" is an individual who has a court-issued login and password to file documents electronically.

1.3 "Notice of Electronic Filing" (NEF) is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and an electronic link (hyperlink) to the filed document, which allows recipients to retrieve the document automatically.

1.4 "PACER" (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court docket information over the Internet.

1.5 "PDF" refers to Portable Document Format. A document file created with a word processor, or a paper document that has been scanned, must be converted to portable document format to be filed electronically with the court. Converted files contain the extension ".pdf".

1.6 "Proposed Order" is a draft document submitted by an attorney for a judge's signature. A proposed order shall accompany a motion or other request for relief as an electronic attachment to the document.

1.7 "Technical Failure" is defined as a malfunction of court owned/leased hardware, software, and/or telecommunications facility which results in the inability of a Filing User to submit a filing electronically. Technical failure does not include malfunctioning of a Filing User's equipment.

Help Desk

Call the court's Help Desk for telephone assistance in using ECF between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday, at the following toll free number: **1-866-266-2983**

ECF System Capabilities

A Filing User with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the court's ECF system to perform the following functions:

- Open the court's web page.
- View, print or download the most recent version of the ECF User Manual.
- Self-train on ECF using the ECF Tutorial, which is available on the district court's ECF web site.
- Practice entering documents into ECF using a "training" system and database. The "training" ECF system is similar to the "live" ECF database.
- Electronically file pleadings and documents in actual cases.
- View official docket sheets and other documents associated with cases.
- View reports for cases that were filed electronically.

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 operating system such as Microsoft Windows or Macintosh.
- A word processing software package such as WordPerfect or Microsoft Word.
- Adobe Acrobat software (Reader & Writer) to convert documents from the format of their native application to portable document format (PDF). Adobe Acrobat Writer is included in WordPerfect's Version 9 or higher.
- A scanner to convert paper documents that are not in a word processing format to digital format for electronic filing in the court's ECF system (e.g. medical records filed as exhibits). Use a scanner **ONLY** if you **cannot** electronically prepare your documents with a word processing software package and convert them to PDF format. When scanning documents for ECF, scan at a resolution of **200 to 240 dpi**. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. All documents should be scanned with a "black and white" setting unless the exhibit is colored.
- An Internet service provider and web browser. The court has verified that its installed version of ECF is compatible with Netscape Navigator version 4.7 and Microsoft's Internet Explorer version 5.5.

Users of ECF have experienced some compatibility issues with versions of Netscape Navigator lower than 4.7; America On-Line's version of Netscape Navigator; and versions of Internet Explorer other than Version 5.5. Any version of Internet Explorer requires the user to clear the temporary Internet files/history of the web browser each time ECF is accessed. This will ensure web pages viewed within ECF display all available options.

CLEARING TEMPORARY FILES/HISTORY IN INTERNET EXPLORER

Follow the steps below before accessing ECF.

- Open Internet Explorer and select Tools. Select Internet Options.
- In the Temporary Internet Files section, select "delete files".

CLEARING TEMPORARY FILES/HISTORY IN NETSCAPE NAVIGATOR

Follow the steps below before accessing ECF.

- Open Netscape Navigator and select Edit. Select Preferences.
- In the Category section, select Navigator.
- In the History section, select "Clear History".

Scope of Electronic Filing

All civil, criminal and miscellaneous cases shall be assigned to the Electronic Filing System. Except as expressly provided herein or by order of court, or in exceptional circumstances including technical failures, a Filing User shall electronically file all documents required to be filed with the court.

The filing of initial papers may be accomplished either electronically under procedures outlined in Section entitled "How to File Initial Pleadings/Documents" in this manual or traditionally on paper. **An initiating document submitted on paper must be accompanied by a disk or CD-ROM containing the document in PDF format.** In a case removed to the federal court, parties are required to provide electronic copies of all documents previously filed in the state court. Service of the summons and complaint must be made under Federal Rule of Civil Procedure 4.

An attorney who is not a Filing User within six months after the effective date of the court's order dated April 20, 2005 at Misc. No. 05-186, must show cause to the District Judge who chairs this court's "Information /Technology Committee" cause to file and serve pleadings and other papers in the traditional manner. A party who is not represented by counsel may file papers with the clerk in the traditional manner, but is not precluded from filing electronically.

All attorneys listed on the docket, including "of counsel" and those admitted pro hac vice, <u>must</u> become registered users or else they must show cause why they are not a registered user.

Sealed Documents

A document subject to a sealing order must be filed in the traditional manner on paper in a sealed envelope marked "sealed" accompanied by a disk or CD-ROM containing the document in PDF format. Only the motion to file a document under seal may be filed electronically, unless prohibited by law. The order of the court authorizing the filing of document(s) under seal may be filed electronically, unless prohibited by law. After the filer receives court approval to file a document under seal, it is the filer's responsibility to present the document to the clerk's office for filing in the traditional manner on paper in a sealed envelope marked "sealed" and with appropriate court and case identifying information, accompanied by a disk or CD-ROM containing the document in PDF format.

If the court grants leave for a party to file a document under seal, the document can be filed in the clerk's office by presenting the document on paper AND in PDF format on disc or CD-ROM OR, in the alternative, e-mailing the PDF document as an attachment to the Intake Section of the Clerk's Office.
If a filer prefers to e-mail the document for filing, he/she must first phone the intake section of the appropriate division for instruction and the e-mail address. This is the court's ONLY exception concerning the use of e-mail relative to filing a document electronically and is handled on an individual basis.

The filer should also remember that if the document is to be served on other parties, service is to be performed in the traditional manner since access to the document itself in ECF will not be permitted to anyone. The NEF is delivered, however, the document cannot be viewed, printed, saved, etc.

Clerk's Office Intake Phone Numbers
Pittsburgh: (412) 208-7500
Erie: (814) 464-9600
Johnstown: (814) 533-4504

Refer to this Court's policy governing all sealed matters- Misc. No. 05-45 (See Exhibit B).

Special Filing Requirements and Exceptions

I. Special Filing Requirements

The documents listed below shall be presented for filing in the traditional manner on paper and accompanied by a disk or CD-ROM containing the document in PDF format:

Sealed (subject to policy on sealed matters – Misc. No. 05-45 - Exhibit B)
Cases filed sealed by STATUTE (such as, Qui Tam Cases).

II. Exceptions

The following is excluded from the Electronic Filing System and shall be filed solely on paper:

ALL GRAND JURY MATTERS:
The following documents are examples of grand jury matters:

1) Motion to Empanel Grand Jury and orders ruling on them;
2) Motions to Quash Grand Jury subpoenas and orders ruling on them;
3) Motions to Enforce Grand Jury subpoenas and orders ruling on them;
4) Motions for immunity and orders ruling on them;
5) Motions for appointment of counsel before a Grand Jury and orders ruling on them.

III. **Social Security Administrative Transcripts** shall be filed electronically by the U.S. Attorney's Office.

IV. **Original State Court Records presented in 28 U.S.C. Section 2254 cases** shall be filed in the traditional manner on paper. Records received will be noted on the docket, however, but will not be available for view electronically. State Court records are NOT part of this court's permanent case file and are returned to the appropriate State Court upon final disposition.

V. **Transcripts of this Court (both civil and criminal)** shall be filed electronically in PDF format. The Judicial Conference has established a policy on electronic availability before making official transcripts of court proceedings electronically available to the general public. The policy establishes a procedure whereby counsel can request the redaction from the transcript of specific personal data identifiers before the transcript is made electronically available to the general public.

A party must file a Notice of Intent to Request Redaction of Specific Personal Data Identifiers within five business days of the filing of the official transcript by the court reporter. Note: If a party fails to request redaction of specific personal data identifiers within this time frame, the transcript will be made electronically available (remotely) without redaction. Neither the court nor court reporters will review the original transcript for specific personal data identifiers. A Notice of Intent to Request Redaction of Specific Personal Data Identifiers form is available on the court's website at http://www.pawd.uscourts.gov. (See Exhibit C).

If a party files a Notice of Intent to Request Redaction of Specific Personal Data Identifiers, the transcript will not be made remotely electronically available to the general public until the party submits a statement of redaction of specific personal data identifiers to the court reporter/transcriber and the redactions are made. **Note:** A copy of the officially transcribed transcript may be purchased from the court reporter/transcriber or the clerk's office during this time and will be available for viewing on the public terminals in the clerk's office.

Following the filing of a Notice of Intent to Request Redaction of Specific Personal Identifiers, the parties have 21 CALENDAR days from the date the transcript is filed with the clerk, or longer IF ordered by the court, to submit a statement to the court reporter/transcriber indicating where the specific personal data identifiers appear in the transcript by page and line and how they are to be redacted. See 14.1 of the court's CM/ECF Policies & Procedures concerning Redacted Identifiers. The court reporter/transcriber shall have 7 CALENDAR days from the date of submission of the

request for redaction of specific personal data identifiers to electronically file the redacted transcript. **Note**: If a party fails to submit the statement within this time frame, the transcript will be made electronically available without redaction of specific personal data identifiers.

ELIGIBILITY, REGISTRATION AND PASSWORDS

An attorney admitted to the Bar of this court, including an attorney admitted *pro hac vice*, may register as a Filing User by completing the prescribed registration form from the court's web site at http://www.pawd.uscourts.gov/Pages/cmecf_training.htm and submitting it to the clerk. A copy of the registration form is also included as an attachment to this manual (See Exhibit A). Registration as a Filing User constitutes consent to electronic service of all documents as provided in the court's order dated April 20, 2005 at Misc. No. 05-186 in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

A person who is a party to an action and who is not represented by an attorney may register as a Filing User in the Electronic Filing System solely for purposes of the action. If during the course of the action the person retains an attorney who appears on the person's behalf, the attorney must advise the clerk to terminate the person's registration as a Filing User upon the attorney's appearance.

When registering as a Filing User, an individual must have an established PACER account and certify that ECF training has been completed. An individual may register more than one Internet e-mail address. Once the clerk processes the registration, the Filing User will receive notification of the user login and password. A Filing User shall protect the security of the User's password and immediately notify the clerk if the Filing User learns that the password has been compromised.

Once registration is complete, a Filing User may not withdraw from participation in the Electronic Filing System except by leave of court.

Once registered, a Filing User shall be responsible for maintaining his/her account, including, but not limited to change of address, firm, phone number, credit card information, email notification address, etc.

An applicant should return the completed and signed registration form to the clerk's office at any one of the following locations:

Pittsburgh Division	Erie Division	Johnstown Division
U.S. Post Office & Courthouse Seventh Avenue & Grant St. Pittsburgh, PA 15219	**17 South Park Row Erie, PA 16501**	**Penn Traffic Building 3l9 Washington Street Johnstown, PA l590l**

After processing the properly completed registration form, the clerk's office will open a user account and contact you through e-mail with your ECF system login and password. Informing registered users by e-mail will ensure that the court has the proper e-mail address.

PACER REGISTRATION

ECF users must have a PACER account. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at **http://pacer.psc.uscourts.gov**.

ECF TRAINING

Individuals can log into the court's ECF training database on the Internet at https://ecf-train.pawd.uscourts.gov to practice ECF filing. The court also offers the following ECF training:

1) Training classes are held at the courthouses in Pittsburgh, Johnstown and Erie. The training is conducted by the clerk's office and you may obtain the training schedule by visiting the court's web site at www.pawd.uscourts.gov.

2) ECF Tutorial - Computer Based Training (CBT) available on-line at the court's web site.

3) On-site training at a law firm can be arranged through the clerk's office.

To register for class training or arrange on-site training, please use the registration form found on our website at: http://www.pawd.uscourts.gov/Pages/cmecf_training.htm

E-mail completed form to: pawd_registrar@pawd.uscourts.gov

Please specify "training request form" as the subject.

We strongly recommend that Filing Users practice in the "training" ECF database before filing documents in the "live" ECF database.

Access to the training database is authorized with the following logins and passwords:

Logins	Passwords
user1	user1
user2	user2
user3	user3
user4	user4
user5	user5

Consequences of Electronic Filing

Electronic transmission of a document to the Electronic Filing System in accordance with the court's order dated April 20, 2005 at Misc. No. 05-186, together with the transmission of a Notice of Electronic Filing from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court, and constitutes entry of the document on the docket kept by the clerk under Fed.R.Civ.P. 58 and 79, and Fed.R.Crim.P. 49 and 55.

When a document has been filed electronically, the official record of that document is the electronic recording as stored by the court, and the filing party is bound by the document as filed. A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing from the court.

THE FACT THAT A PARTY FILES A DOCUMENT ELECTRONICALLY DOES NOT ALTER THE FILING DEADLINE FOR THAT DOCUMENT. ELECTRONIC FILING MUST BE COMPLETED BEFORE MIDNIGHT EASTERN TIME IN ORDER TO BE CONSIDERED TIMELY FILED THAT DAY. IN ACCORDANCE WITH RULE 6(E) OF THE FEDERAL RULES OF CIVIL PROCEDURE AND RULE 45(C) OF THE FEDERAL RULES OF CRIMINAL PROCEDURE, SERVICE BY ELECTRONIC MEANS IS TREATED THE SAME AS SERVICE BY MAIL FOR THE PURPOSES OF ADDING THREE (3) DAYS TO THE PRESCRIBED PERIOD TO RESPOND.

Entry of Court Orders and Related Papers

A document entered or issued by the court will be filed in accordance with the court's order dated April 20, 2005 at Misc. No. 05-186 and such filing shall constitute entry on the docket kept by the clerk under Fed.R.Civ.P. 58 and 79, and Fed.R.Crim.P. 55.

All signed orders will be filed electronically by the court or court personnel. An order filed electronically without the original signature of a judge shall have the same force and effect as if the judge had affixed a signature to a paper copy of the order and the order had been entered on the docket in a conventional manner.

A Filing User submitting a document that requires a judge's signature shall submit the document as an electronic attachment to a motion or other request for relief in accordance with the procedure for a "Proposed Order" as outlined in the court's ECF User Manual.

Notice of Court Orders and Judgments

Immediately upon the entry of an order or judgment in an action, the clerk will transmit to Filing Users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed.R.Civ.P. 77(d) and Fed.R.Crim.P. 49(c). The clerk must give notice in paper form to a person who has not consented to electronic service.

Signatures

The user login and password required to submit documents to the Electronic Filing System serve as the Filing User's signature on all electronic documents filed with the court. They serve as a signature for purposes of Fed.R.Civ.P.11, all other Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules of this court, and any other purpose for which a signature is required in connection with proceedings before the court.

Each document filed electronically must indicate in the caption that it has been electronically filed. An electronically filed document must include a signature block in compliance with Local Rule 5.1.1(B), and must set forth the name, address, telephone number, fax number, e-mail address, and the attorney's Pennsylvania or other state bar identification number, if applicable. When listing the bar identification number, the state's postal abbreviation shall be used as a prefix (e.g., PA12345, NY2243316). In addition, the name of the Filing User under whose login and password the document is submitted must be preceded by an "s/" and typed in the space where the signature would otherwise appear (ex: s/Thomas Smith). No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User. A document containing the signature of a defendant in a criminal case shall be electronically filed as a scanned document in PDF format that contains an image of the defendant's original signature. The Filing User

is required to verify the readability of the scanned document before filing it electronically with the court.

A document requiring signatures of more than one party must be filed electronically either by: (1) submitting a scanned document containing all necessary signatures; (2) representing the consent of the other parties on the document; or (3) in any other manner approved by the court.

Service of Documents by Electronic Means

1. Service of Process

Fed.R.Civ.P. 5(b) and Fed.R.Crim.P. 49(b) do **not** permit electronic service of process for purposes of obtaining personal jurisdiction, i.e., Rule 4 service. Therefore, service of process must be effected in the traditional manner.

2. Other Types of Service:

2.1 Filing User

Upon the electronic filing of a pleading or other document, the court's ECF System will automatically generate and send a Notice of Electronic Filing to all Filing Users associated with that case. Transmission of the Notice of Electronic Filing constitutes service of the filed document.

The Notice of Electronic Filing must include the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, and an electronic link (hyperlink) to the filed document, allowing anyone receiving the notice by e-mail to retrieve the document automatically. If the Filing User becomes aware that the Notice of Electronic Filing was not transmitted successfully to a party, or that the notice is deficient, i.e. the electronic link to the document is defective, the filer shall serve the electronically filed document by e-mail, hand delivery, facsimile, or by first-class mail postage prepaid immediately upon notification of the deficiency of the Notice of Electronic Filing.

2.2 Individual who is not a Filing User

A Non-Filing User is entitled to receive a paper copy of any electronically filed document from the party making such filing. Service of such paper copy must be made according to the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of Court.

Retention Requirements

A document that is electronically filed and requires an original signature other than that of the Filing User must be maintained in paper form by counsel and/or the firm representing the party on whose behalf the document was filed until one year after all periods for appeals expire. The United States Attorney shall retain such papers in criminal cases, including all papers with defendant's original signature. On request of the court, said counsel must provide the original document for review.

PREPARATION

Setting Up Adobe Acrobat PDF Reader

A Filing User must install Adobe's Acrobat or Acrobat Reader in order to view documents that have been electronically filed with the clerk's office. If not using WordPerfect version 9 or above, a Filing User must install the full version of Adobe's Acrobat software to convert electronic files from their native word processing application format to Portable Document Format (PDF). All new documents prepared for ECF cases must be converted to PDF before entering them into ECF or transmitting them to the court. After installing these products, review and follow Adobe's directions for using Acrobat or Acrobat Reader.

Portable Document Format (PDF)

Only documents in PDF format may be filed with the court using its ECF System. Before sending the file to the court, users should preview the actual PDF document to ensure it is complete and in the proper format.

Viewing a PDF Document

- Open Adobe Acrobat or Acrobat Reader.
- Select **[File]** on the menu bar and choose **[Open]** from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send.
- If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move about within the document.
- Click on the ***View*** menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

Converting Electronic Documents to PDF Format

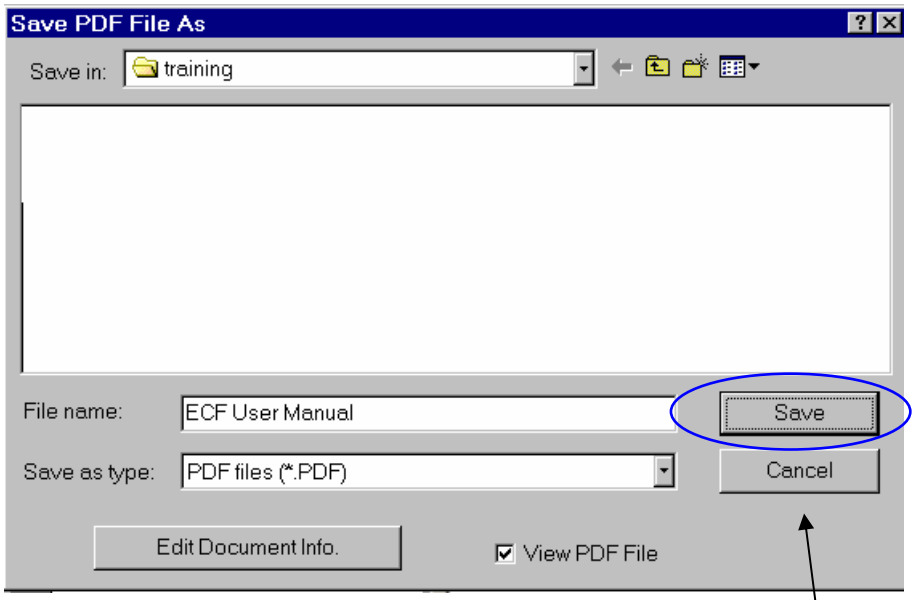
You must convert all of your documents from their native word processing application to PDF format before submitting them to the court through the Electronic Case Filing (ECF) system. The conversion process requires Adobe Acrobat or Word Perfect version 9 or above word-processing application with its built-in PDF conversion capabilities.

From Word Perfect Version 9 or Above

- Open the document in WordPerfect version 9 or above.
- From the menu bar, click on **[File]** and from the drop-down menu select **[Publish to PDF].**
- Save the file as a PDF file, giving it a .pdf extension.
- The file is now in Adobe PDF format under the newly designated name. The original document remains in WordPerfect format with its original file name.

For all other versions of WordPerfect, all versions of Microsoft Word, all Microsoft Office products, and other Adobe Acrobat-supported software applications

- Install Adobe Acrobat on your computer
- In your word processing application, open the document you wish to convert.
- Select **[Print]** from the menu bar. Within the ***Current Printer*** field of the ***Printer*** window, select the option to change the selected printer. A drop-down menu opens and a list of printer choices is displayed.
- ***Select Adobe PDF Writer.***



- Click **[OK]** to "print" the file. Instead of the file printing to your printer, the following window opens.
- Name the document, verify the "saved file type" is .pdf , and click the **[Save]** button.
- Your document is now saved as a PDF file and will be uploaded to ECF later in the filing process.

BASICS OF THE ELECTRONIC CASE FILING (ECF) SYSTEM

User Interactions

A user normally interacts with the Electronic Case Filing (ECF) system in three ways.

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

Conventions used in this Manual:

- User data entry is shown enclosed in angle brackets: <data entry>.
- Hyperlinks are displayed in **underlined boldface type**.
- Command buttons appear in **[bracketed boldface type]**.

Incorrectly Filed Documents

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

For assistance, telephone the ECF Help Desk at the following numbers: Pittsburgh 1-866-266-2983 (toll free)/Johnstown 814-533-4504/Erie 814-464-9600.

You will need to provide the case and document number for the document in question. If appropriate, the clerk's office will make an entry indicating that the document was filed in error. You may be advised that you need to re-file the document or petition the court for other appropriate relief. **The ECF system does not permit you to make changes to the misfiled document or incorrect docket entry after the transaction has been accepted for filing.** Please note that incorrectly filed documents will NOT be deleted unless the Clerk is ordered to do so by the court.

If an attorney/filer makes a mistake when filing something, he/she should use the "errata" event when filing the corrected document. It can be found under "other filings", "other documents" (civil).

Initiating Documents

A. **Civil and Miscellaneous Initiating Documents** - Civil complaints, other civil initiating documents and miscellaneous initiating documents shall be filed in one of two ways:

1) **Electronically** – A Filing User is encouraged to use the ECF system to electronically file a civil initial pleading such as a complaint or petition for removal. To do so, a Filing User must have a credit card number registered with the clerk's office. Credit card information must be entered on the ECF registration form. Any user can register a credit card account number by calling the Clerk's Office at 412-208-7500. All credit card information will be kept completely secure and confidential. (Please see section "How To File Initial Pleadings/Documents".)
2) **Traditionally** – in paper form accompanied by a floppy disk or CD-ROM

NOTE: After your document has been filed using either method listed above, the clerk's office will assign a case number and judge, *open* your case in ECF and *notify you electronically* when your case is open.

B. Criminal - Criminal documents shall be filed in electronic form. Any document that bears the signature of the defendant must be scanned into PDF format and filed electronically (see section entitled "Signatures").

User Manual

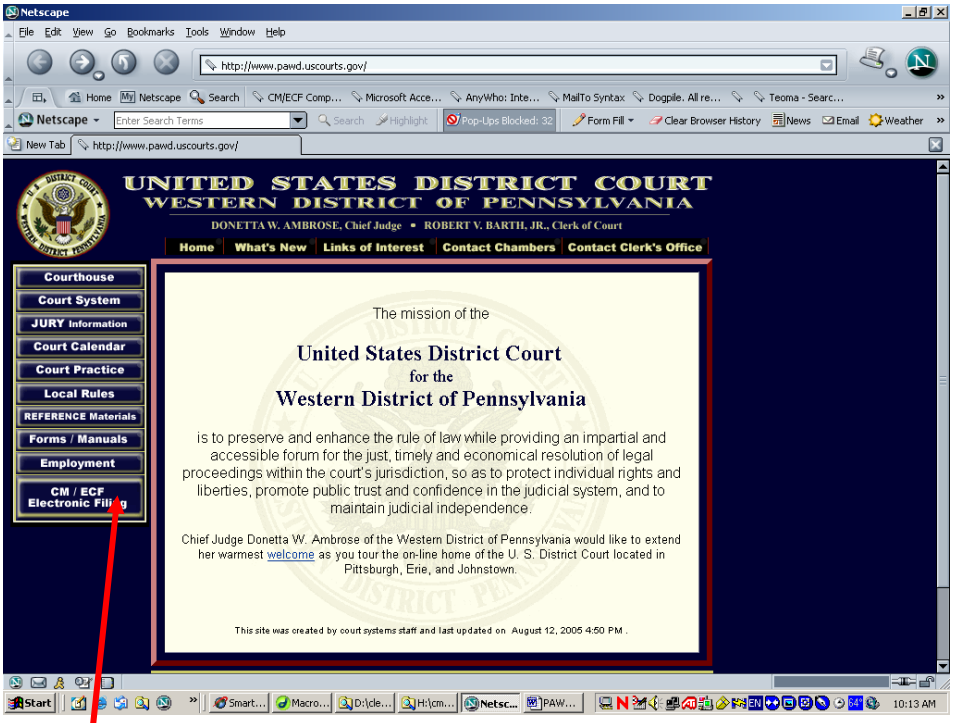
You can view or download the most recent version of this manual (in PDF format) from the court's web page. Enter **http://www.pawd.uscourts.gov/Pages/cmecf.htm** in your browser's location field and, when the court's web page opens, click on the **CM/ECF User Manual** hyperlink.

Note: The ECF User Manual is best viewed using Version 5 of Adobe Acrobat Reader. The electronic version of the User Manual contains bookmarks to help you navigate quickly from one section to another. This book-marking feature can be viewed only with Acrobat Reader 5.0. Users can download a free copy of Acrobat Reader 5.0 from Adobe's web site at **http://www.adobe.com.**

ENTERING THE ECF SYSTEM

This section of the User Manual provides instructions for entering the Electronic Case Filing (ECF) system. You may enter the system by going to the court's web page at **http://www.pawd.uscourts.gov** and clicking on the **CM/ECF** button. See Figure 1.

Figure 1



After clicking on the **CM/ECF (Electronic Case Filing)** hyperlink, a new screen opens providing the user with several choices for using ECF. From the ECF screen, select **Begin Electronic Case Filing** (shown in Figure 2) to enter the live ECF system. The screen depicted in Figure 2 also contains hyperlinks to the ECF Tutorial, ECF User Manual, and ECF Training Area.

Figure 2

Begin Electronic Case Filing.

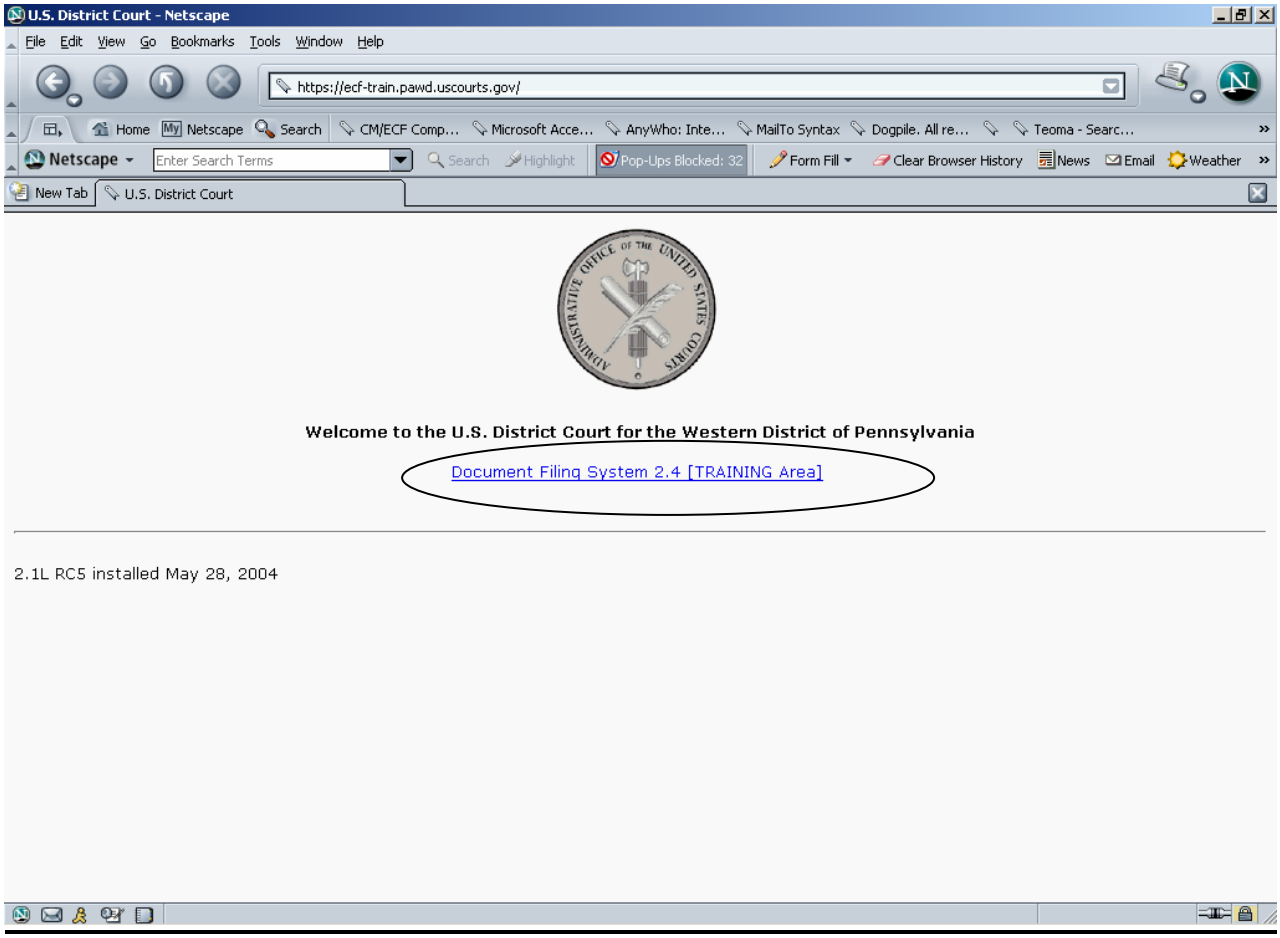
After you have selected **Begin Electronic Case Filing**, the ECF ***Welcome*** screen appears as depicted in Figure 3.

Alternatively, Filing Users may enter the ECF system directly by typing the following URL into the location field of their ECF-compatible web browser.

https://ecf.pawd.uscourts.gov

This URL connects you directly to the court's ECF screen depicted in Figure 3. Point and click on the **Case Management/Electronic Case Filing System** hyperlink to open the login screen and login to ECF.

Figure 3

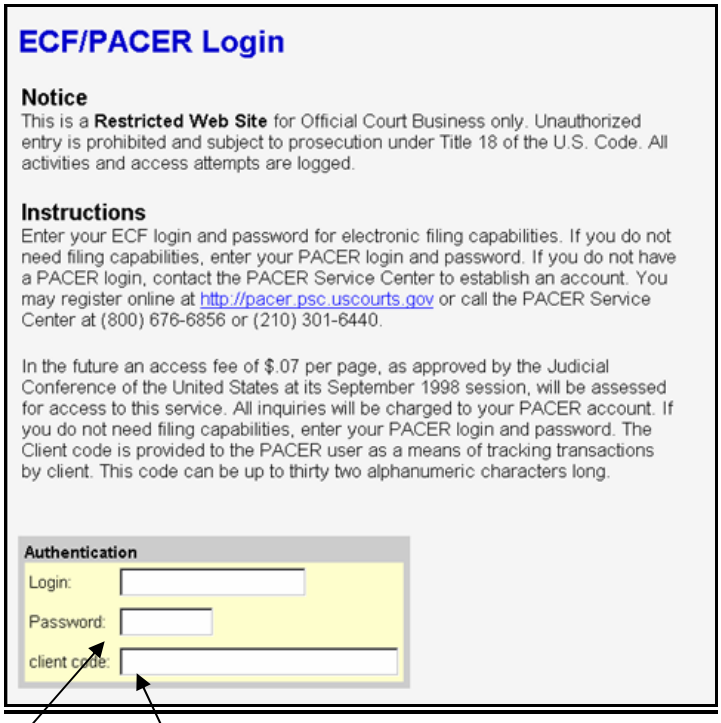


Logging In

Proceed to the next page for login instructions. You should have already received a login and password when you registered for electronic filing. Logins and passwords will be emailed to counsel no earlier than July 1, 2005. If you have not been contacted by the clerk's office with a login and password, you are not yet officially registered in ECF. Please contact the help line at 1-866-266-2983 for assistance.

Figure 4 depicts the login screen.

Figure 4



Enter your ECF login name and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are case sensitive. The client code is provided so that attorneys may track filings and PACER usage by client. Enter your client's name, law office file number or some distinctive code that will allow you to track transactions by client.

> **Note:** Use your **ECF** login and password if you are entering the system to file a document 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. As of January 2005, there is a charge of .08 per page for viewing, printing and/or downloading case dockets and documents. The maximum amount you will be charged is $2.40 or 30 pages viewed, printed or downloaded. The 30 page limit, however, does not pertain to transcripts.

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, password and client code information, click on the **[Login]** button to transmit your user information to the ECF system.

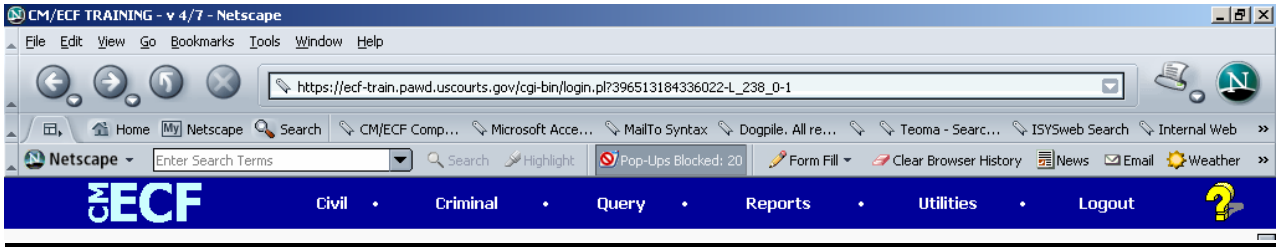
- If the ECF system does not recognize your login and password, it will display the following error message on the screen.

  Login failed either your login name or key is incorrect.

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

After ECF accepts your login and password, your monitor will display the Main ECF screen with a ***Blue*** functional selection menu bar at the top. See Figure 5.

Figure 5



> **Note:** The date and time ***you last logged into the system*** appears at the bottom left corner of this screen. You should review this information each time you login. If you believe the date and time of your last login are not correct, or you suspect an unauthorized party is using your login and password, telephone the court's Help Desk with this information as soon as possible.

Selecting ECF Features

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

Civil - Select **Civil** to electronically file all civil and miscellaneous case pleadings, motions, and other court documents. If filing in a miscellaneous case, be sure to select "mc" as the case type.

Criminal - Select **Criminal** to electronically file all criminal case pleadings, motions, and other criminal court documents.

Query - **Query** ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You must login to **PACER** before you can query ECF.

Reports - Choose **Reports** to retrieve cases-filed reports and docket sheets. You must login to **PACER** before you can view an ECF report.

Utilities - View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.

Logout - Provides the means to gracefully exit from ECF.

CIVIL EVENTS FEATURE

Filing Users will use the Civil Events feature of ECF to electronically file and docket with the court a variety of pleadings, motions, and other documents for civil cases.

General Rules and Manipulations

Manipulating the Screens

Each event screen has two buttons associated with data entry:

- Use the Clear button to remove **all** characters entered in its associated field or box.
- Use the Next button to accept entered data, display the next data-entry screen and commit and finalize your transaction.

Naming Conventions

Adding Parties (Plaintiff, Defendant, etc.) to a Case

The party's name should be typed in all capital letters. Any party text (descriptive after the name) will be typed using the appropriate upper and lower case letters.

Examples: JOHN R. DOE, in his official capacity as Warden, Buzzard County, or ABC CORPORATION, a not-for-profit corporation.

Addresses, social security numbers, dates of birth, etc. should not be party of party caption.

Adding Attorney Name/Firm/Address to a Case

The attorney's name should be typed in using the appropriate upper and lower case letters. A period should be used after an initial.

- **DO NOT** add prefixes or suffixes (titles) to attorney names such as "Esquire", "Attorney at Law", "Mr.", "Ms.", "PhD.", etc. Firm names should be entered using commas between multiple last names and the ampersand sign (&) for the word "and". (For example: (Doe, Doe & Doe")
- **DO NOT** add affiliation descriptions such as "PC", "LLP", "A Corporation", etc. to the firm name.
- **DO NOT** abbreviate directional indicators if part of a street address such as "1600 North Washington Street", however abbreviating the direction after a full address is acceptable, such as "1600 North Washington Street, NW" (using a comma after the last word and no periods after the letters - see example)
- **DO NOT** abbreviate "street", "road", "lane", "boulevard" etc.
- **DO NOT** abbreviate "floor", "suite", "room", etc.
- An abbreviation can be used as to what floor of the building an office is located, such as 18th floor, 21st floor, etc.
- Use the 2- letter postal abbreviation for the state in the address, such as "PA".
- If the 4 digit extension of a zip code is known, it can be entered preceded by a hyphen.
- Telephone numbers must be entered using the area code in parenthesis followed by a space then the number with a hyphen between the exchange and the last four digits. (Example: (412) 555-5555).

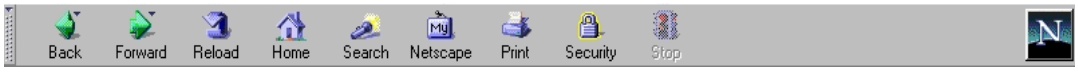
Judgment Index Entries

Judgment debtor names and judgment creditor names must be typed in all capital letters in the Court's judgment index.

<u>Intake Users</u>: Attorney Admission Index - In ICMS - not transferred to ECF

An attorney admitted to practice in our court is added to the database using all capital letters and a period after any initial.

Correcting a Mistake



Use the **[Back]** button on the browser toolbar to retrieve the previous screen to correct data entry errors. Only the clerk's office can make changes or corrections to documents that have already been transmitted to the court. You may use the **[Back]** button of your browser to correct data entry until you see the "Attention" warning message. Once you click on the next button after seeing this message you will have no further opportunity to go back and correct any mistakes.

How To File Initial Papers and/or Documents in Civil, Criminal and Miscellaneous Cases

There are nine basic steps for filing a pleading and/or document in ECF.

1) Select the Case Type from the blue menu bar at the top of your screen (Civil or Criminal).

2) Select the type of Event to file (e.g. complaint, motion, etc.).

3) Locate the case for which the pleading or document is being filed.

4) Designate the parties for whom the pleading or document is being filed.

5) Specify the PDF document to file.

6) Add attachments, if any, to the document being filed.

7) Modify docket text as necessary.

8) Submit the pleading or document to ECF.

9) Receive notification of docketing.

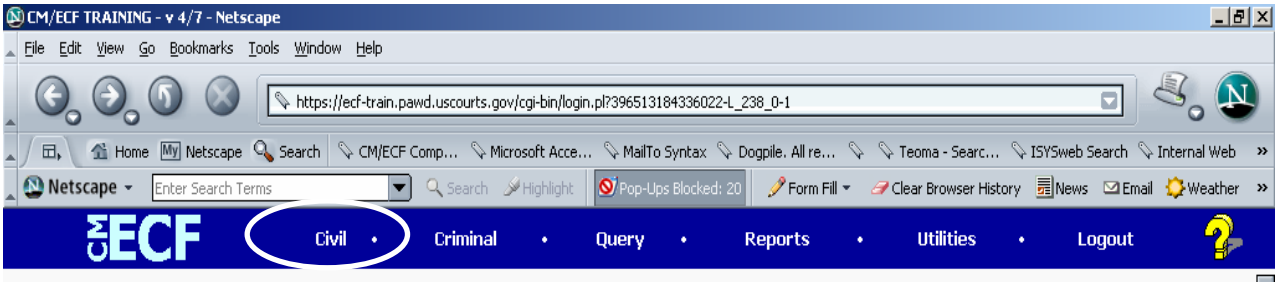
Filing an Initial Pleading in a Civil or Miscellaneous Case

A Filing User may file a civil or miscellaneous initial pleading if the Clerk's Office has credit card information on file. The Initial Pleadings menu will only appear for a Filing User who has provided the Clerk's Office with a credit card. Any document that requires a filing fee (e.g. Notice of Appeal, Request for *Pro Hac Vice* Admission) must also be paid by credit card if electronically filed through ECF.

After successfully logging into ECF, follow these steps to file a civil or miscellaneous initial pleading (e.g. complaint).

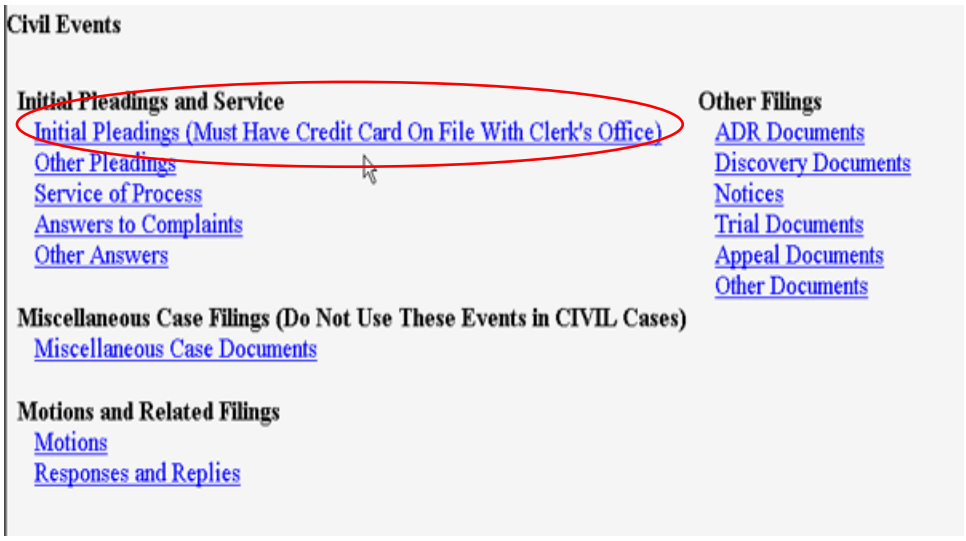
Select the type of Event that is being filed.

- Select **Civil** from the blue menu bar at the top of the ECF screen to file a Civil or Miscellaneous Initial Pleading. This section of the User Manual describes the process for filing a Civil Complaint in ECF.

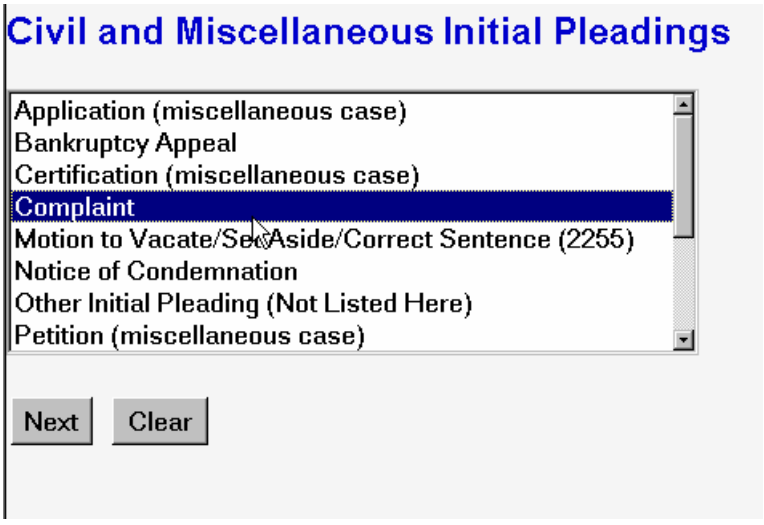


- The Civil Event window opens displaying all of the events that you may choose to electronically file a pleading or document.

- Click on **Initial Pleadings** under the **Initial Pleadings Event Group**.



- A drop-down menu will appear with twenty-four (24) initial pleading types listed. Click on the drop-down menu and select **Complaint**.



Enter Fictitious Case Number using the appropriate numerical division designation and case designation (division determined by County Jurisdiction-See Website www.pawd.uscourts.gov)

The same Fictitious Number will be used for all filing of initiating case documents.

Erie:	1:05mc2025
Pittsburgh:	2:05mc2025
Johnstown:	3:05mc2025

At the "Select Attorney Screen" simply check the "next" button. **DO NOT ADD YOURSELF** for this entry. If you add yourself as an attorney to this case, your name, address, telephone number, etc. will appear on the docket sheet of this Miscellaneous Case.

At the "Select Filer" screen - select plaintiff
At the "Please select the party that this filing is against" - select defendant

At the next screen, you will attach your PDF document. You will see a red prompt concerning summons.
You are now ready to attach the complaint/pleading and attachments.
Check the attachment box (yes). The required civil cover sheet **will be** an attachment as well as any others you might have, including summons.

At the attachment screen, find the PDF attachment in your files; (Click on "add to list" once you find the PDF to attach)
Select the type of attachment (if listed) and click next - you will complete this process for each of your attachments until done - click next
At the next screen type in a short caption - **Example: Smith v Jones, et al AND** list the attachments by name, such as, "w/ summons")
When done, enter next - The docket text will appear with the pleading name, short caption, the list of attachments, filer and anything else you may have added - if satisfied, click next
Final Screen before submission - Once you click next, it is filed.

Blank Attorney Screen:
DO NOT ADD YOURSELF AS THE ATTORNEY ON THE FICTITIOUS CASE. LEAVE THAT SCREEN BLANK.

Since the fictitious case number is used solely for "filing" initiating documents, and will be used over and over again, if attorney information is put in the record at this stage, that information will attach itself to the fictitious case and docket sheet. Over a period of time, thousands of attorneys would be tied to this case that in reality doesn't exist. Attorney information will be added by the Clerk's Office when the case is opened and assigned a case number.

JS-44 Civil Cover Sheet and Summons Forms are available on the court's website in Word Perfect format. They can be downloaded and saved. They can then be completed as necessary and converted to PDF format for filing.

It is the filer's responsibility to complete the summons before attaching. The clerk's office will not issue blank forms nor complete them. When you are noticed that the case has been opened, if the summons forms were proper, the docket will reflect issuance. (If no entry was made, filer will know forms were not correct. It is filer's responsibility to contact Clerk's Office at 412-208-7500.
Once the Clerk's Office receives the case to open, court personnel will print the summons, execute them, seal them and mail to counsel or leave at intake counter for pickup.

Filing a Motion or Other Type of Document

The process for filing initial pleadings is very similar to the process for filing other documents, as the screens are basically the same.

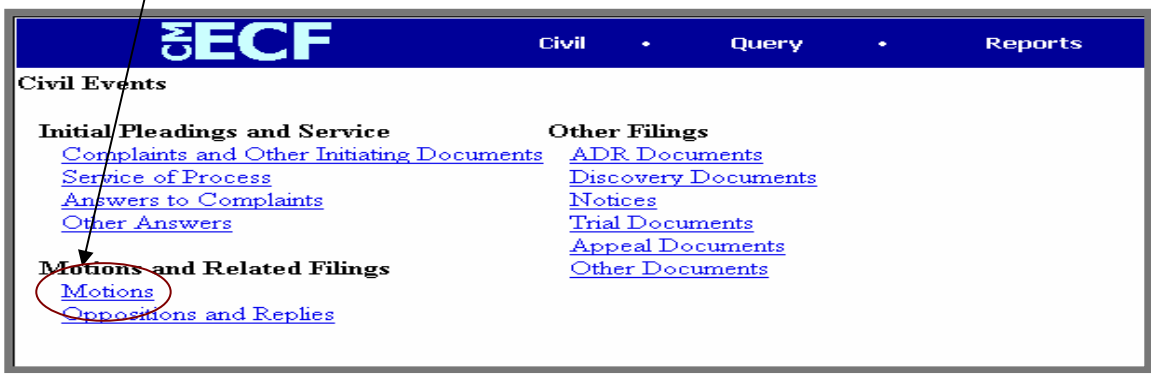
For purposes of describing the Electronic Filing process and the ECF screens, this section of the User Manual describes the process for filing a Civil Motion in ECF.

1. Select the Type of Civil Event that is being filed.

- 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. (See Figure 6)

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

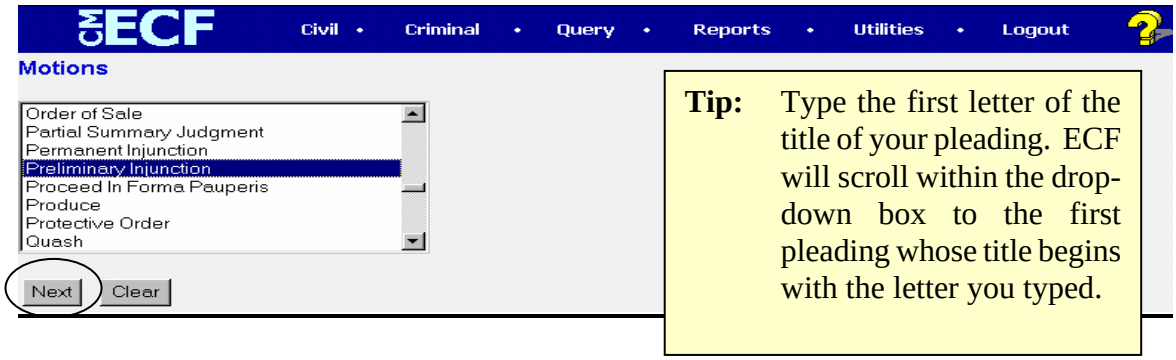
Figure 6



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. See Figure 7. 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 the **[NEXT]** button**.**

Do not attempt to file multiple documents as one. For example, do not file a response to a motion and with that response attempt to file a motion to dismiss. Motions and responses should be filed as separate documents. Motions may have multiple reliefs (ie., a Motion to Dismiss and/or for Summary Judgment may be filed as one document). In the instance of a motion that has two reliefs, both reliefs must be selected when docketing the motion. You would accomplish that by selecting the first relief and then, while holding down the control [ctrl] key, select the second relief.

Figure 7

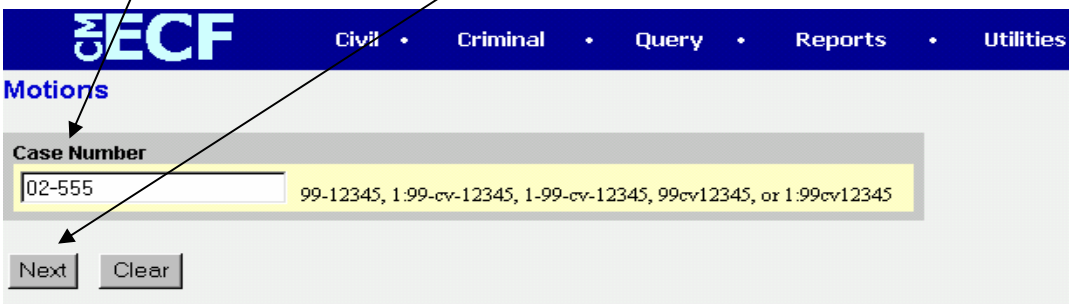


Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

2. Locate the Case for Which the Document is Being Filed

A new screen (Figure 8) opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on the **[NEXT]** button.

Figure 8



Note: ECF defaults to the last case in which you worked. *Ensure the proper case number is entered in this field to avoid filing your document to the wrong case. The case number format is Year-Number. The case type is not needed. If ECF finds a civil and criminal case with the same number it will list both cases. You will need to click on the appropriate case type number.*

- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.
- Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the screen and re-enter the case number in the correct format.
- Click on the **[NEXT]** button.

3. Designate the Parties for Whom the Document is Being Filed

ECF refreshes the screen with a list of parties in the case. See Figure 9.

Figure 9

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

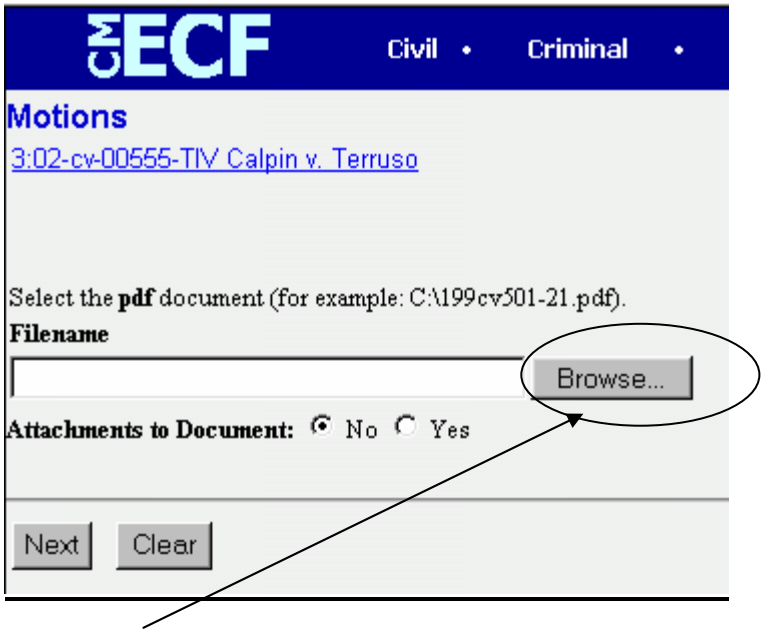
After highlighting the parties filing the motion, click on the **[NEXT]** button.

4. Specify the PDF Document to File

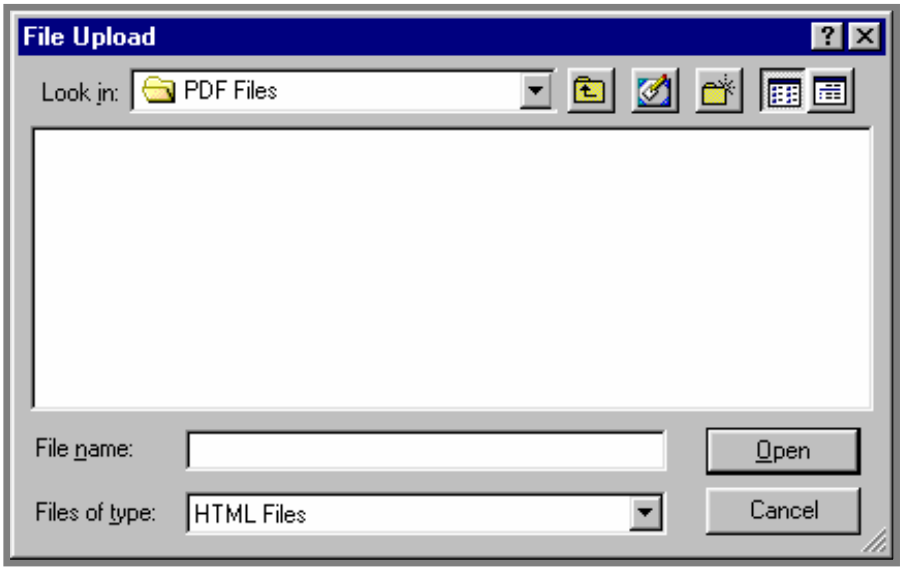
ECF accepts the party or parties you selected and refreshes the screen to display a new screen depicted in Figure 10. ECF displays a field for locating and entering the PDF file of the document you are filing.

Note:	It is imperative that you attach an electronic copy of the actual motion when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document.

Figure 10



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



- If necessary, change the **Files of type** from:

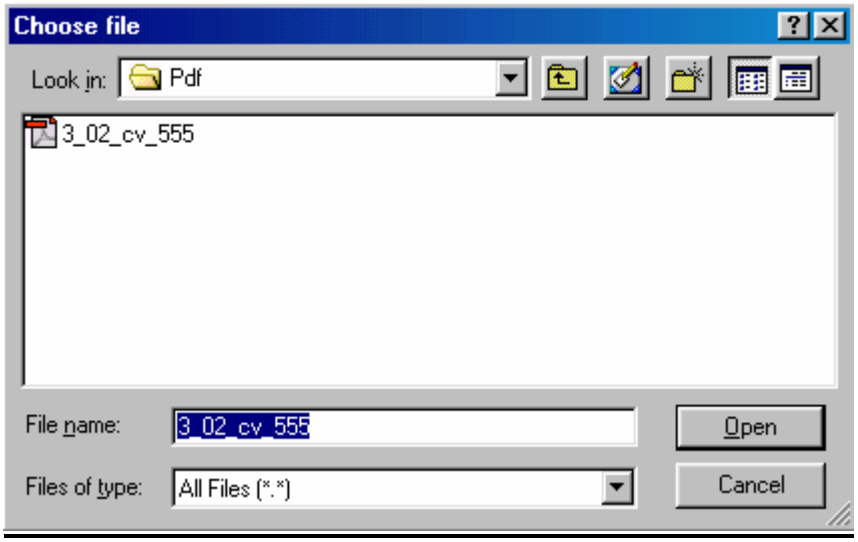
to:

or:

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF. See Figure 11A.

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.

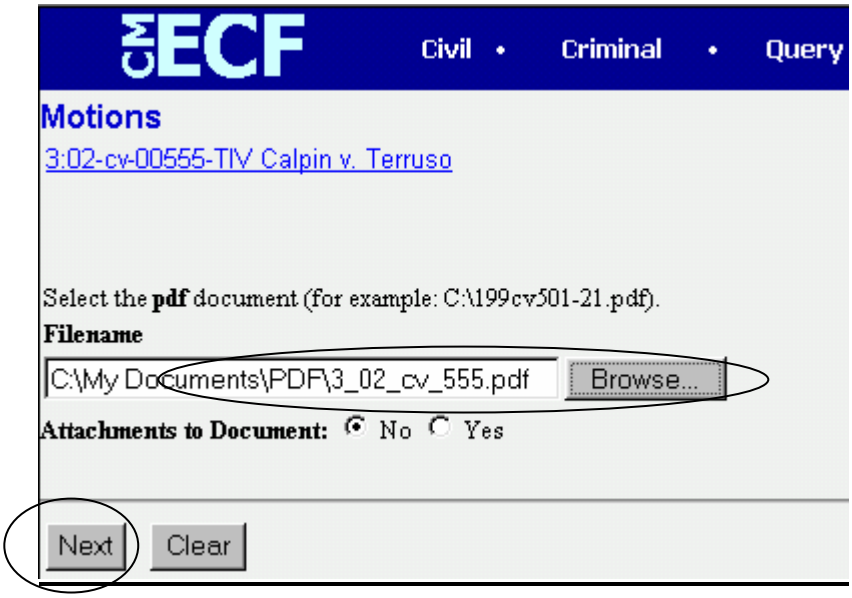
Figure 11A



Note:	Ensure that the highlighted file name appears in the **File name** field as depicted in Figure 11A. The court suggests you choose a name for the document file that indicates the case number and document title.

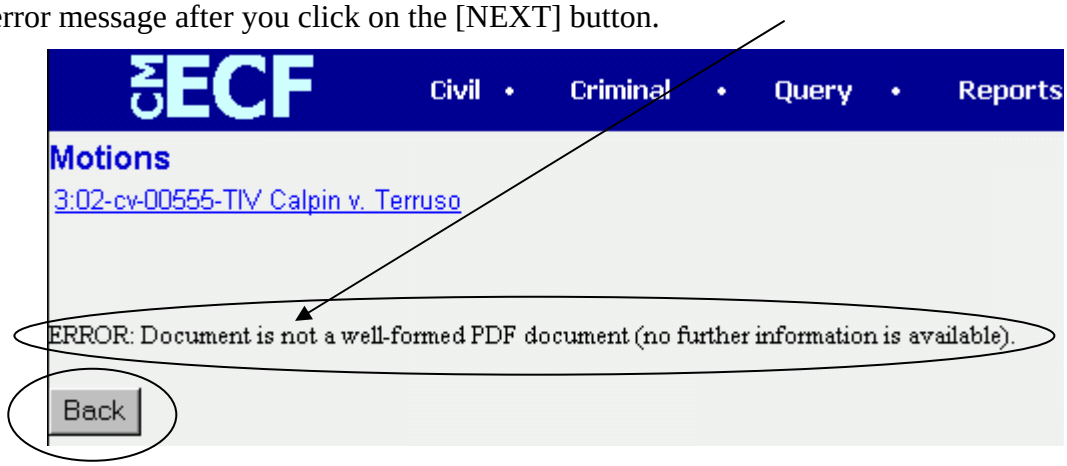
- Click on the **[Open]** button from the screen depicted in Figure 11A. ECF closes the **File Upload** screen and inserts the PDF file name and location in the screen depicted in Figure 11B.

Figure 11B



- If there are no attachments to the motion, click on [NEXT].

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.

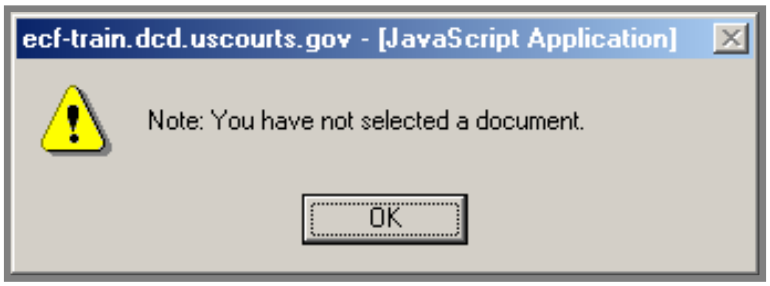


- ECF will not permit you to select a file that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the screen depicted in Figure 11A. Select and highlight the PDF file and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file, ECF will display the error message depicted in Figure 12.

Figure 12



Use the **[Back]** button on your browser toolbar to return to the screen depicted in Figure 11. Enter the PDF file name for the document you are filing.

At any point during your filing, you may click on your browser **[Back]** button to return to the screens in Figures 11A or 11B. Identify a PDF document and proceed with the filing.

If you have Attachments to your motion, you will select **[Yes]** on the screen depicted in Figure 11B. Click on **[NEXT]** and proceed to the first step in Section 5, **"Adding Attachments to Documents Being Filed".**

5. Filing Attachments and Exhibits

A Filing User must submit in electronic form all documents referenced as exhibits or attachments in accordance with the court's ECF User Manual, unless otherwise ordered by the court. A Filing User shall submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Filing Users who file excerpts of documents as exhibits or attachments do so without prejudice to their right to timely file additional excerpts or the complete document. Responding parties may timely file additional excerpts or the complete document that they believe are/is directly germane. Please make sure that all attachments have a description attached to them in the docketing process.

File Size Limitation: CM/ECF will accept a maximum file size of 2.5m (2,500k).

If you are unfamiliar with file sizes, please use the following guidelines for Page Limits.

A. Page Limits

1. Word Processing Documents Converted to PDF – If an attachment is more than 200 pages long, you must divide the document into 50 page attachment files.
2. Scanned Documents – For scanned documents and/or images exceeding 50 pages in length, create separate attachment files of 50 pages each.
3. Scanned Exhibit Documents Exceeding 200 Pages – Scanned exhibits exceeding 200 pages shall be split into 50 page documents and filed as separate attachments.

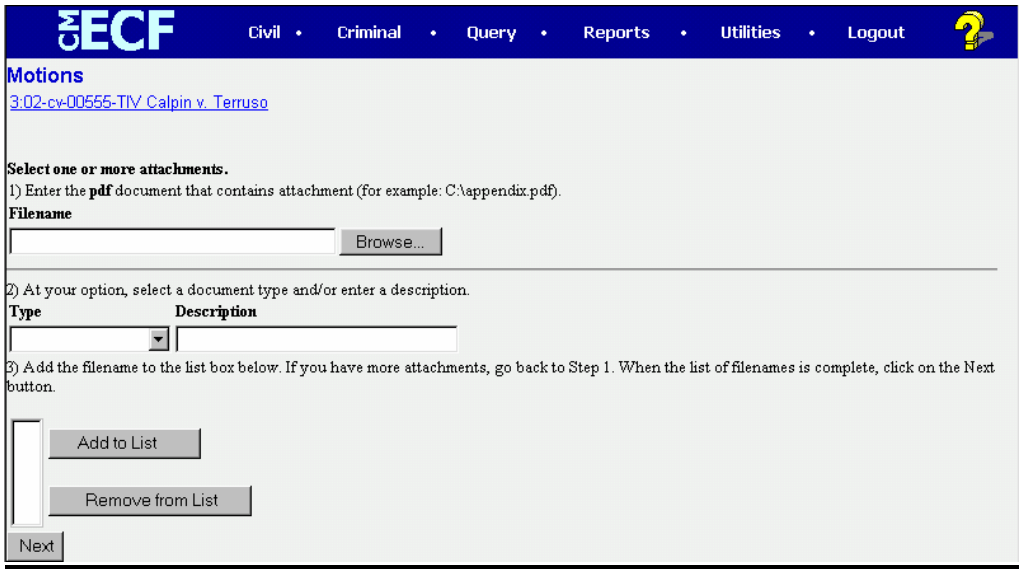
B. Proposed Orders

A proposed order shall be electronically filed as an attachment to a motion electronically filed and should be described as such by using the drop-down box and selecting "proposed order". (See Attachments above.)

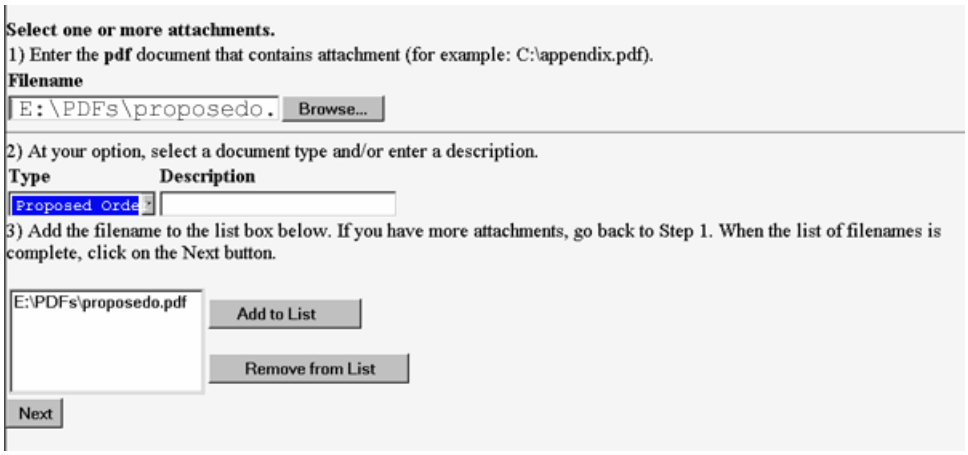
How to Add Attachments and Exhibits To Documents Being Filed (e.g. Proposed Order)

If you acknowledged the need to attach documents to your motion during the previous step, a new screen appears as depicted in Figure 13.

Figure 13



- 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 drop-down 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.
- Click on **[Add to List]**.



ECF adds the selected document as an attachment to the motion. A new screen opens to display the file name of the newly attached document.

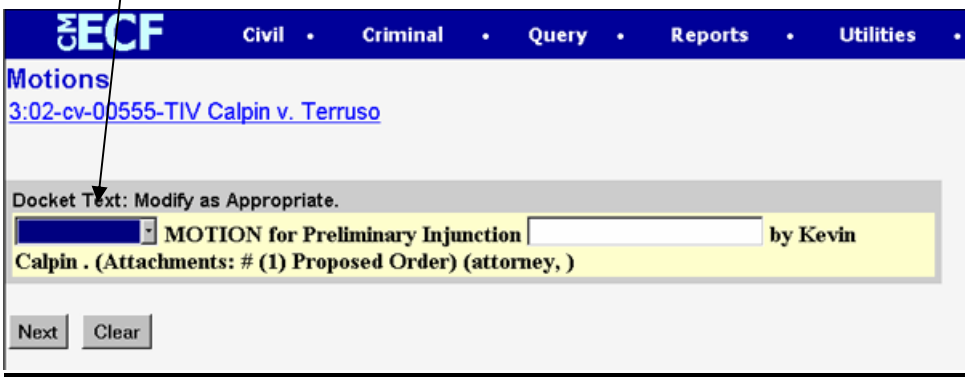
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

  The previous screen closes and ECF opens a new window as depicted in Figure 14.

6. Refining Docket Text

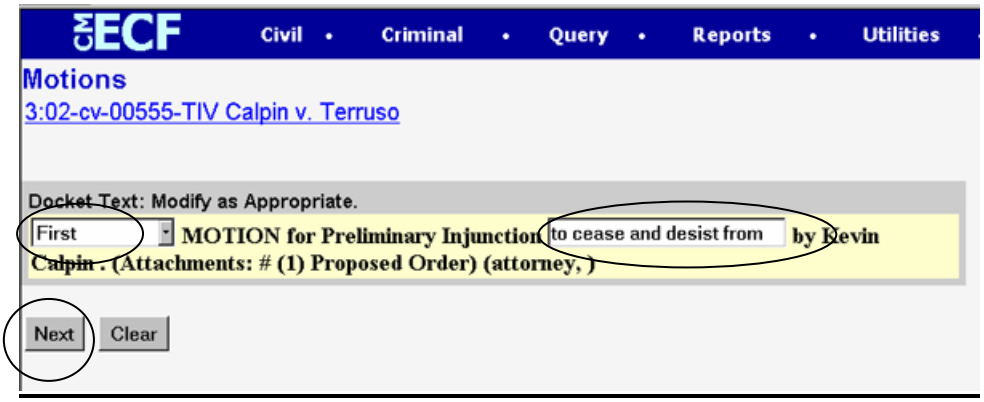
- From the screens depicted in Figures 14 and 15, determine the filing text that appears on the docket sheet.
- Click on the button in Figure 14 to open a modifier drop-down list. You may select one of the words in the drop-down list or leave the field blank.

Figure 14



- Click on the field by the party's name, and type a description of the document that will appear in the docket report. Refer to Figure 15.

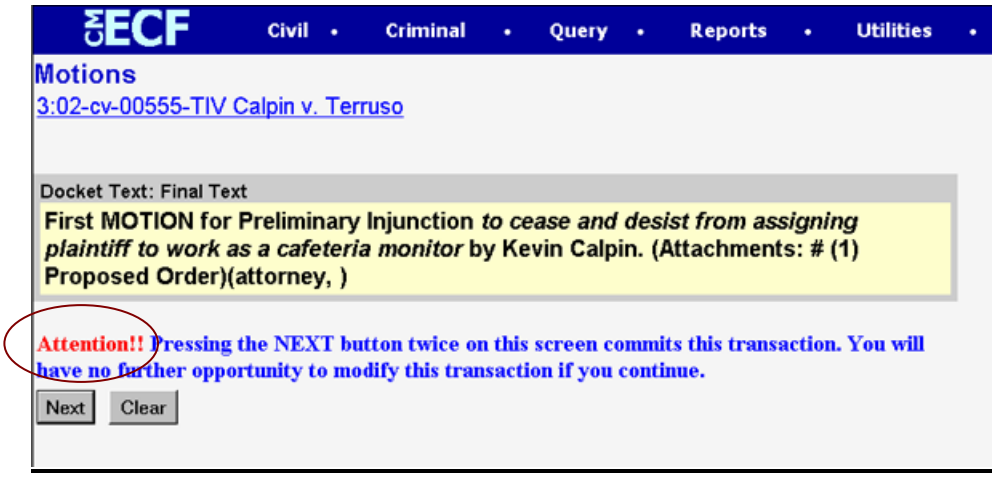
Figure 15



7. Submit Document For Filing

- After entering docket text, click on the [NEXT] button depicted in Figure 15. A new window appears (Figure 16) with the complete text for the docket report.

Figure 16



- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the browser toolbar to find the screen you wish to alter.

- Click on the **[NEXT]** button to commit the transaction.

Note: The screen depicted in Figure 16 contains the following warning.

Pressing the NEXT button twice 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:

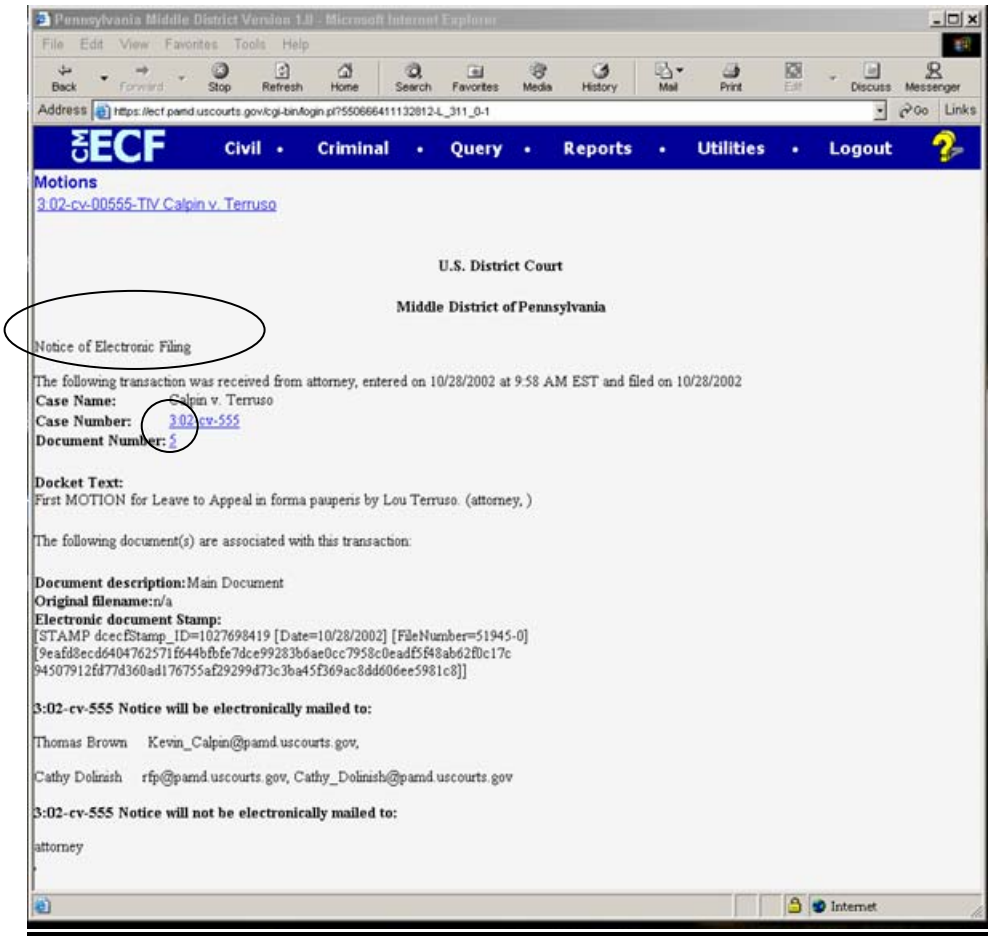
- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the web browser **[Back]** button until *you return to the desired screen*.

8. Notice of Electronic Filing

ECF opens a new window displaying the ECF filing receipt. See Figure 17.

- The screen depicted in Figure 17 provides confirmation that ECF has registered your transaction and the document is now an official court record. It also displays the date and time of your transaction and the number that was assigned to your document.

Figure 17



- Select [Print] on the browser toolbar to print the document receipt.
- Select [File] on the browser menu bar, and choose Save 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 for Filing Users associated with the case. As this represents your electronic file stamp, you may want to copy it to a file on your computer hard-drive, print it, and/or 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 registered as ECF Filing Users. The ECF filing receipt 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 document and the Notice of Electronic Filing to attorneys and parties who are not registered for electronic notification.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have registered as ECF Filing Users. Individuals who receive electronic notification of the filing are permitted "one free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document to verify that it was properly docketed. The court strongly urges you to copy the document to your hard-drive for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

Reminder: It is the responsibility of filers to send hard copies of the document and Notice of Electronic Filing to attorneys and pro se parties who are not ECF Filing Users.

Filing Other Types of Documents

A Filing User who wishes to file a document other than a motion or application should make the appropriate selection from the **Civil Events** menu. The process for other filings is very similar to what has been described in this manual for filing a motion.

Filing Documents If ECF Is Not Accessible (Technical Failures)

The clerk shall deem the court's Electronic Case Filing Web Site to be subject to a technical failure if the site is unable to accept filings continuously or intermittently for **more** than one hour occurring after 12:00 noon (Eastern Time) that day. If a Filing User experiences technical failure, the document may be submitted to the court that day in an alternative manner, provided that it is accompanied by an affidavit of the Filing User's failed attempts to file electronically at least two times in one hour increments after 12:00 noon. The following methods of filing are acceptable as a result of a technical failure:

1. Via electronic mail in a PDF attachment, sent to the e-mail address "ecf_intake_pawd@pawd.uscourts.gov" with "**technical failure**" in the subject line;

2. In person, by bringing the document to the clerk's office on paper accompanied by a disk or CD-ROM which contains the document in PDF format;

3. Problems on the filer's end, such as phone line problems, problems with the filer's Internet Service Provider (ISP), or hardware or software issues, do not constitute a technical failure under these procedures nor excuse an untimely filing.

Should, however, a technical failure of the filer's equipment cause the filing party to miss a filing deadline, the filer shall electronically file, within 24 hours of failure, a motion for leave to file said document(s) out of time along with a completed "Verification of Technical Failure-Filer's equipment" (Exhibit D).

If filing said motion for leave electronically within 24 hours is impossible, the filing party must hand deliver the motion and verification to the Clerk's Office on paper accompanied by a disk or CD-ROM that contains the document(s) in PDF format OR by mailing same to the Clerk's Office and postmarked accordingly, for filing. If leave is granted, the filer shall electronically file said document(s) forthwith. Service of motion and verification shall be made on all parties of record by filing party.

Counsel should be aware that the Court will be monitoring filers for abuse of this procedure.

The initial point of contact for a Filing User experiencing technical difficulty filing a document electronically shall be the court's ECF Help Desk at the toll free numbers listed in the ECF User Manual.

A Filing User who suffers prejudice as a result of a technical failure may seek appropriate relief from the court.

PUBLIC ACCESS

A person may retrieve information from the Electronic Filing System at the court's Internet site by obtaining a PACER login and password. A person who has PACER access may retrieve docket sheets and documents in all cases, except for social security cases, in which only participants in the case may retrieve certain documents. Any case or document under seal shall not be available to the public through electronic or any other means.

Sensitive Information

As the public may access certain case information over the Internet through the Court's Electronic Filing System, sensitive information should not be included in any document filed with the court unless such inclusion is necessary and relevant to the case. In accordance with Local Rule 5.1.1(B), if sensitive information must be included, the following specific personal data identifiers must be partially redacted from the document, whether it is filed traditionally or electronically: Social Security numbers to the last four digits, financial account numbers to the last four digits, dates of birth to the year and the names of minor children to the initials.[1]

Note: In criminal case documents only, home addresses also must be redacted to the city and state.

[1] Documents in Social Security cases are excluded from the redaction requirement, as they are not electronically available to the public over the Internet, pursuant to the privacy policy of the Judicial Conference of the United States.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the specific personal data identifiers specified above must file a motion for leave to file the un-redacted document or reference list under seal. If the motion to seal is granted, the party may file: 1) a sealed and otherwise identical document containing the un-redacted personal identifiers; or 2) a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier.

In addition, caution must be exercised when filing documents that contain the following:

1) personal identifying number, such as a driver's license number;
2) medical records, treatments and diagnosis;
3) employment history;
4) individual financial information; and
5) proprietary or trade secret information.

Additional items for criminal cases only:

6) information regarding an individual's cooperation with the government;
7) information regarding the victim of any criminal activity;
8) national security information; and
9) sensitive security information as described in 49 U.S.C. Section 114(s).

Counsel is strongly urged to share this information with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that pleadings and other papers comply with the rules and orders of this court requiring redaction of personal identifiers. **The clerk will not review each filing for redaction.**

Hyperlinks

"In order to preserve the integrity of the court record, attorneys wishing to insert hyperlinks in court filings shall continue to use the traditional citation method for the cited authority, in addition to the hyperlink. The Judiciary's policy on hyperlinks is that a hyperlink contained in a filing is no more than a convenient mechanism for accessing material cited in the document. A hyperlink reference is extraneous to any filed document and is not part of the court's record."

QUERY FEATURE

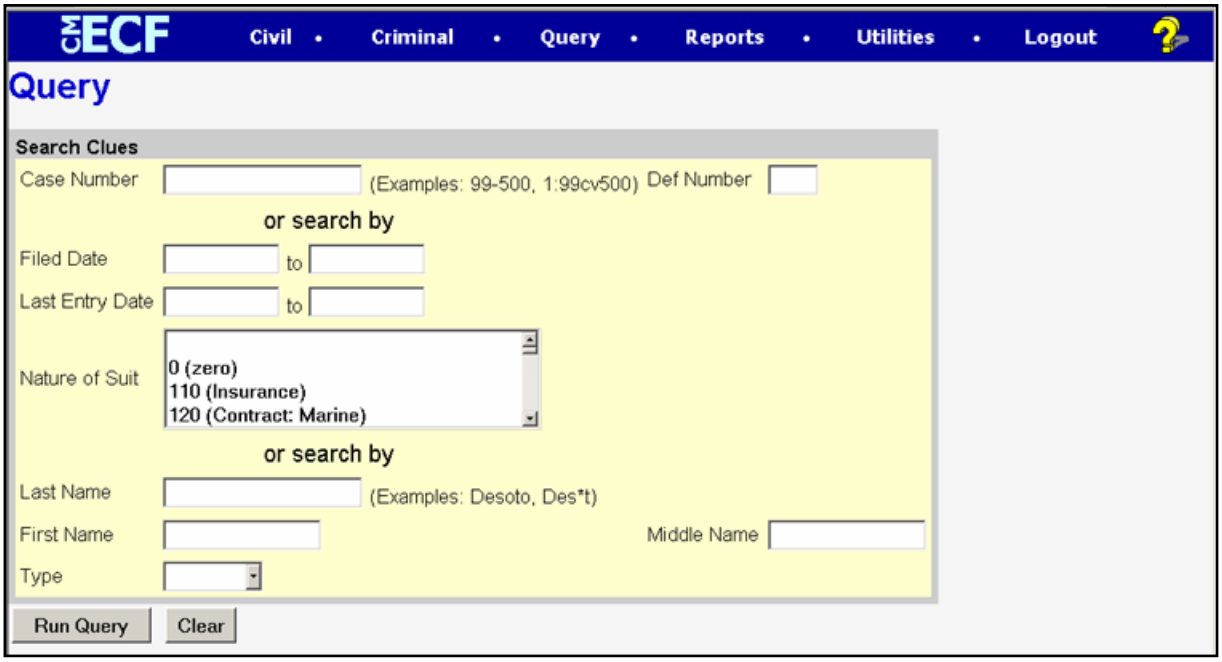
Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF, which opens up the **PACER Login** screen. You must enter your **PACER** login and password before 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. As of January 2005, you will be charged a fee of $.08 per page to access documents, docket sheets, etc. from ECF. The maximum amount you will be charged is $2.40 or 30 pages viewed. You will not receive a bill from the PACER Service Center until you have incurred charges in excess of $10.00.

Selecting a Case to Query

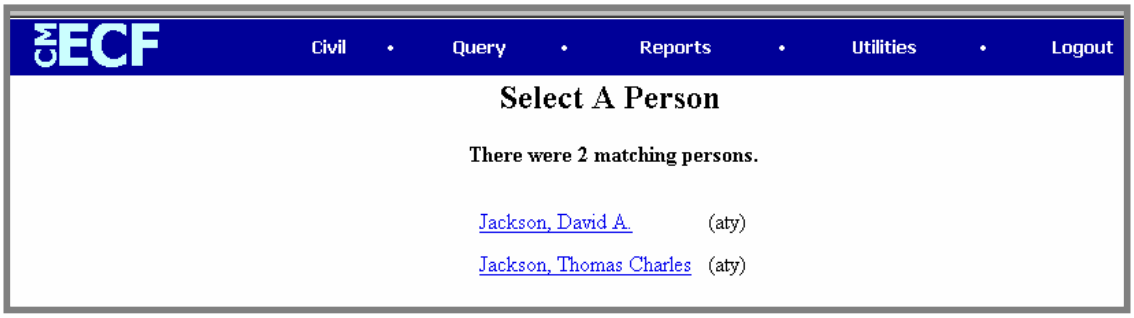
After you enter your PACER login and password, ECF opens a Query data entry screen as depicted in Figure 18. If you know the number that the court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure 18.

Figure 18



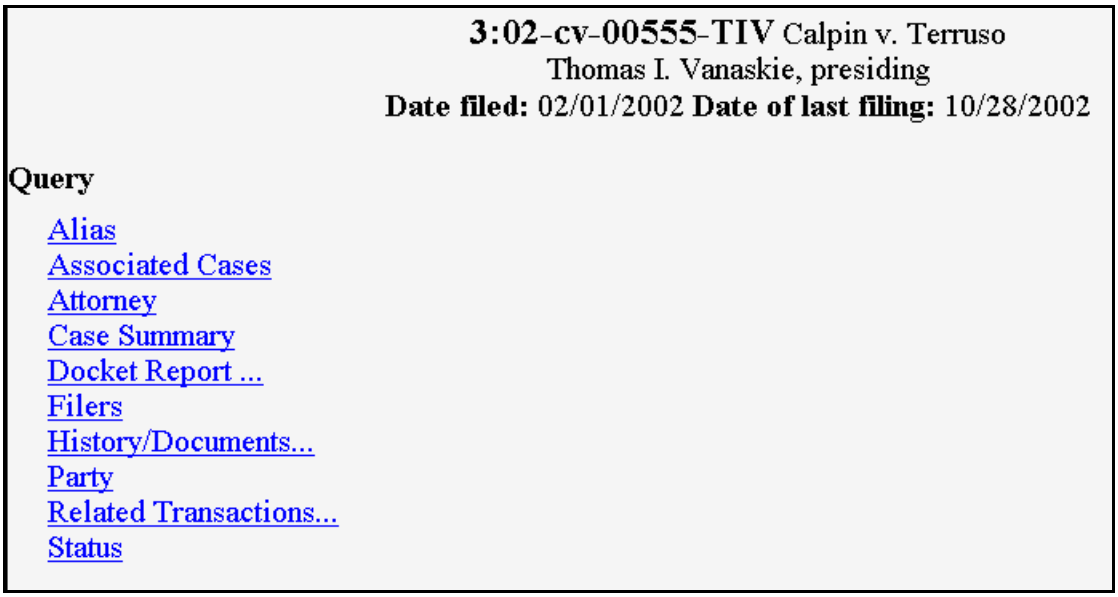
Also, you may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field in Figure 18. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure 19). If you click on the name of the party, ECF will open the query screen depicted in Figure 20. 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 20.

Figure 19



After querying the database by case number or by name, ECF opens the **Query** window for the specific case you selected. See Figure 20.

Figure 20



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 depicted in Figure 20. 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.

Figure 21

CM ECF Civil • Criminal • Query • Reports •

3:02-cv-00555-TIV Calpin v. Terruso
Thomas I. Vanaskie, presiding
Date filed: 02/01/2002 **Date of last filing:** 10/24/2002

Case Summary

Office:	Scranton	**Filed:**	02/01/2002
Jury Demand:	Both	**Demand:**	$500000
Nature of Suit:	440	**Jurisdiction:**	Federal Question
Cause:	28:1331 Fed. Question: Employment Discrimination	**Disposition:**	
County:	Lackawanna	**Terminated:**	
Origin:	1	**Reopened:**	
Lead Case:	None		
Related Case (s):	None	**Other Court Case(s):**	None

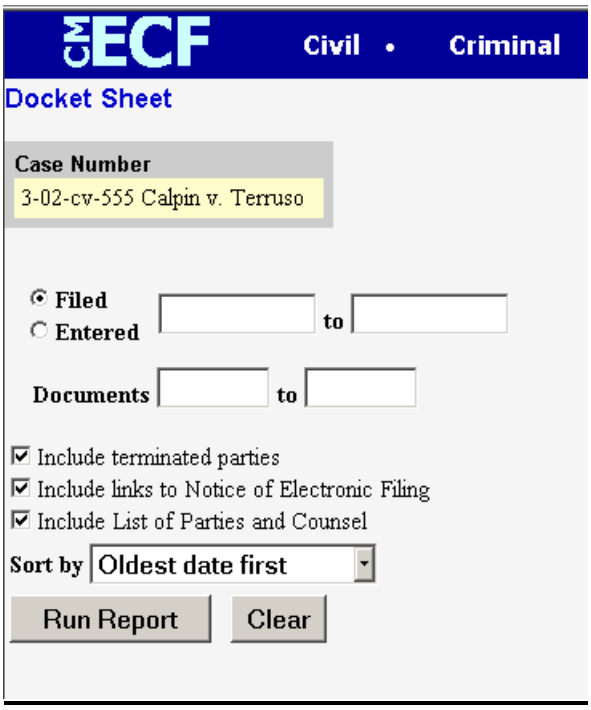
Party 1: Kevin Calpin (Plaintiff)
Party 2: Lou Terruso (Defendant)

Atty: Thomas Brown	**Represents party 1:** Plaintiff	**Phone:** 570-207-5601 **Fax:** 570-207-5650 **Email:** Kevin_Calpin@pamd.uscourts.gov
Atty: attorney	**Represents party 1:** Plaintiff	
Atty: Cathy Dolinish	**Represents party 2:** Defendant	**Phone:** 570-207-5683 **Fax:** 570-207-5689

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted in Figure 22.

Figure 22



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. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docket report and display it in a window as depicted in Figures 23A and B.

Figure 23A

U.S. District Court
Middle District of Pennsylvania (Scranton)
CIVIL DOCKET FOR CASE #: 3:02-cv-00555-TIV

Calpin v. Terruso
Assigned to: Honorable Thomas I. Vanaskie
Referred to:
Demand: $500000
Lead Docket: None
Related Cases: None
Case in other court: None
Cause: 28:1331 Fed. Question: Employment Discrimination

Date Filed: 02/01/02
Jury Demand: Both
Nature of Suit: 440 Civil Rights: Other
Jurisdiction: Federal Question

Plaintiff

Kevin Calpin represented by **attorney**
Thomas Brown
Law Offices
100 N. Lincoln Avenue
Jessup, PA 18432
570-207-5601
Fax : 570-207-5650
Email: Kevin_Calpin@pamd.uscourts.gov
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

V.

Defendant

Lou Terruso represented by **Cathy Dolinish**
Law Offices
235 N. Washington Avenue
Scranton, PA 18503
570-207-5683
Fax : 570-207-5689
Email: rfp@pamd.uscourts.gov
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Figure 23B

Filing Date	#	Docket Text
10/17/2002	1	COMPLAINT against Lou Terruso (Filing fee $150, Receipt Number 12345), filed by Kevin Calpin.(Brown, Thomas) (Entered: 10/17/2002)
10/17/2002	2	ANSWER to Complaint with Jury Demand by Lou Terruso.(Dolinish, Cathy) (Entered: 10/17/2002)
10/18/2002	3	Second MOTION to Dismiss *complaint* by Lou Terruso. Brief in Support due by 10/31/2002 (Attachments: # (1) Proposed Order # (2) Exhibit(s))(Dolinish, Cathy) (Entered: 10/18/2002)
10/24/2002	4	First MOTION for Preliminary Injunction *to cease and desist from assiging plaintiff to work as a cafeteria monitor* by Kevin Calpin. (Attachments: # (1) Appendix)(attorney,) (Entered: 10/24/2002)
10/28/2002	5	First MOTION for Leave to Appeal in forma pauperis by Lou Terruso. (attorney,) (Entered: 10/28/2002)
10/28/2002	6	First MOTION to Dismiss *as to count 1* by Kevin Calpin. Brief in Support due by 11/12/2002 (attorney,) (Entered: 10/28/2002)
10/28/2002	7	First MOTION to Dismiss *as untimely* by Kevin Calpin. Brief in Support due by 11/12/2002 (attorney,) (Entered: 10/28/2002)

The document numbers in the middle column of Figure 23B are hyperlinks to PDF files of the actual documents. Place your pointer on the silver button next to the document number and click to display the **Notice of Electronic Filing** for the document.

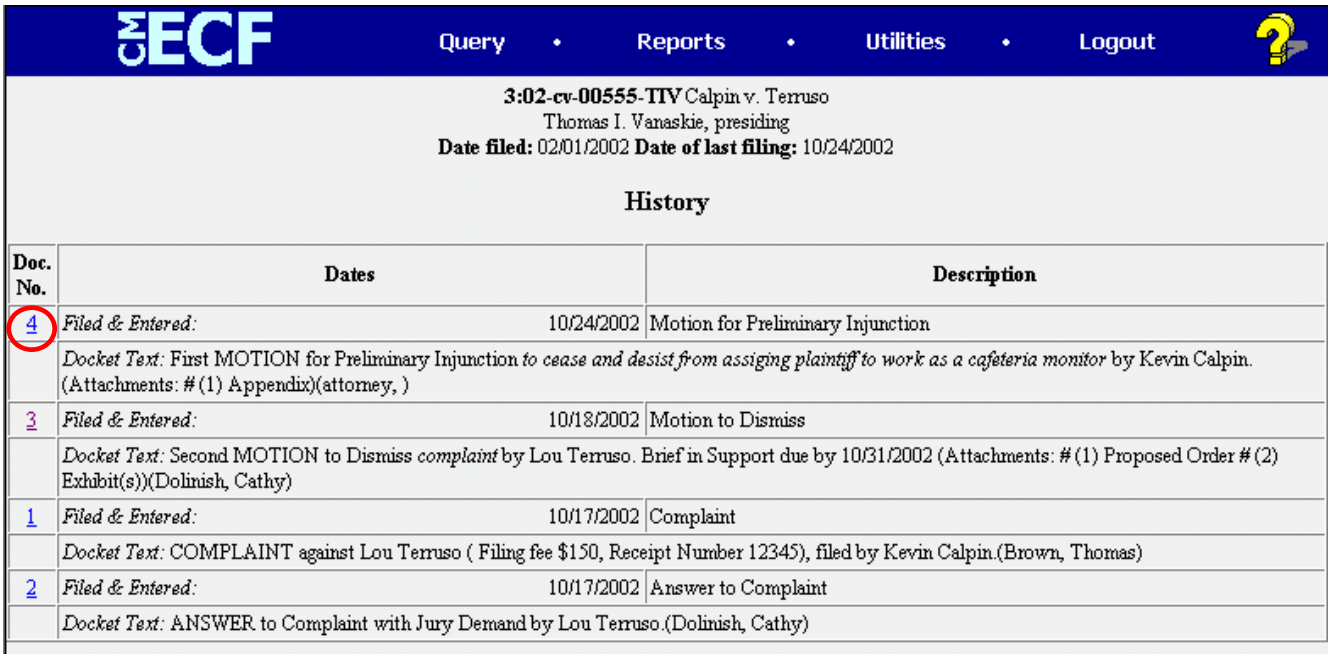
History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in Figure 24. 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.

Figure 24

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. Figure 24A 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.

Figure 24A



Doc. No.	Dates		Description
4	*Filed & Entered:*	10/24/2002	Motion for Preliminary Injunction
	Docket Text: First MOTION for Preliminary Injunction *to cease and desist from assiging plaintiff to work as a cafeteria monitor* by Kevin Calpin. (Attachments: # (1) Appendix)(attorney,)		
3	*Filed & Entered:*	10/18/2002	Motion to Dismiss
	Docket Text: Second MOTION to Dismiss *complaint* by Lou Terruso. Brief in Support due by 10/31/2002 (Attachments: # (1) Proposed Order # (2) Exhibit(s))(Dolinish, Cathy)		
1	*Filed & Entered:*	10/17/2002	Complaint
	Docket Text: COMPLAINT against Lou Terruso (Filing fee $150, Receipt Number 12345), filed by Kevin Calpin.(Brown, Thomas)		
2	*Filed & Entered:*	10/17/2002	Answer to Complaint
	Docket Text: ANSWER to Complaint with Jury Demand by Lou Terruso.(Dolinish, Cathy)		

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

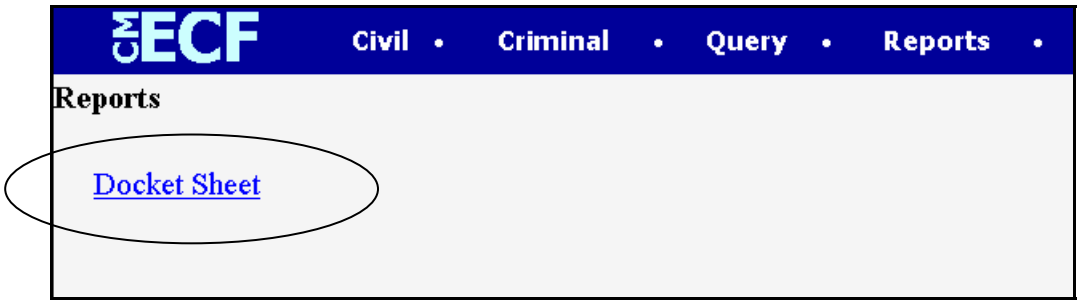
Other Queries

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 report options. After selecting the Reports feature from the ***Blue*** menu bar, ECF opens the **Reports** screen depicted in Figure 25.

Figure 25

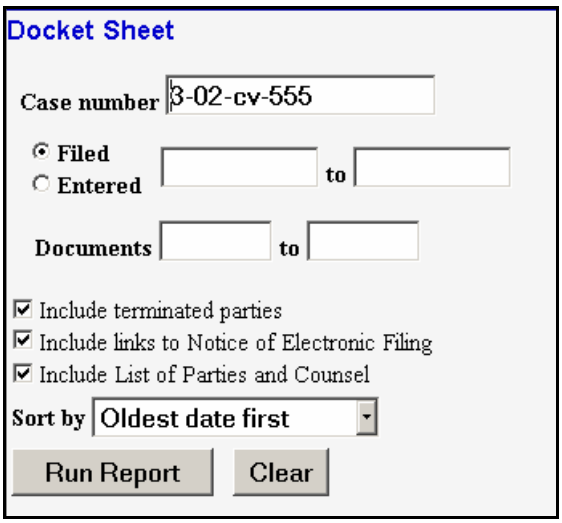


Docket Sheet Report

Click on the **Docket Sheet** hyperlink in Figure 25.

If you are not already logged into PACER, enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted in Figure 26.

Figure 26



This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Figure 22). 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 Figures 23A and 23B (**Query** feature) 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 fields. ECF also offers various sorting options from the Docket Sheet query screen.

UTILITIES FEATURE

The **Utilities** feature provides the means for Filing Users to maintain their account in ECF and to view all of their ECF transactions. Figure 27 depicts the opening screen for the ECF Utilities feature.

Figure 27

Your Account

This section of the **Utilities** feature allows you to maintain certain aspects of your ECF account with the court and to view a log of all your transactions within ECF.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen. See Figure 28.

Figure 28

Maintain User Account

Last name: wes
First name:
Middle name:
Generation:
Title:
Type: crt
Office: Will E. Short
Address 1: Techical Writer
Address 2:
Address 3: Room 2301
City:
State:
Zip:
Country:
County:
Phone: (202) 354-3297
Fax:
Bar Id
Bar status
Initials
DOB
AO code
End date

Email information... | More user information...

Submit | Clear

This screen displays all of the registration information that is contained within the ECF database. This includes Bar Identification and Bar Status. Clicking on the **[E-mail information]** button opens a screen as depicted in Figure 29.

Figure 29

E-mail information for wes

Primary e-mail address: william_short@dcd.uscourts.gov

Send the notices specified below

- [x] to my primary e-mail address
- [ ] to these additional addresses

- [x] 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

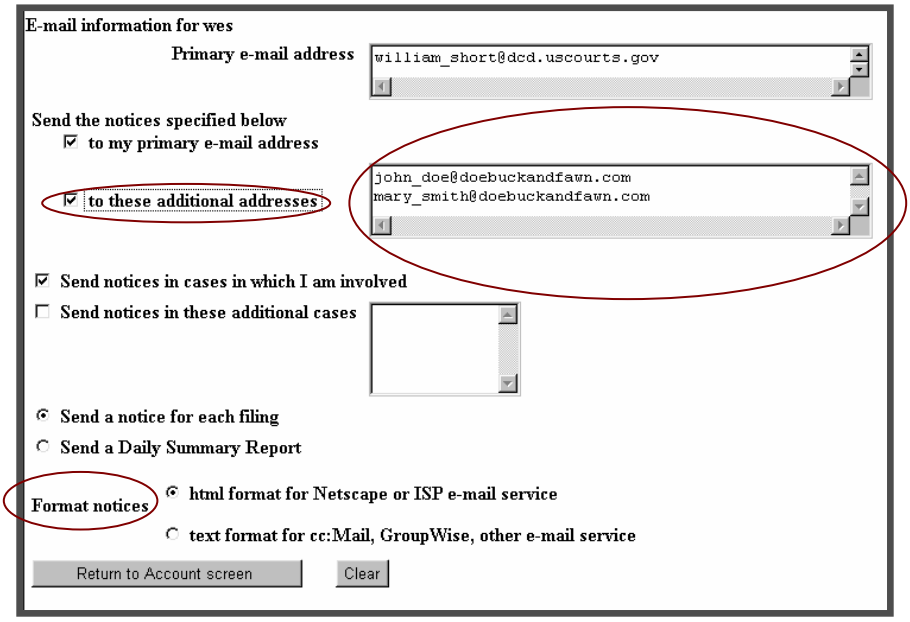
Format notices
- (•) html format for Netscape or ISP e-mail service
- ( ) text format for cc:Mail, GroupWise, other e-mail service

Return to Account screen | Clear

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.

- From the screen depicted in Figure 30, enter a checkmark 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.

Figure 30

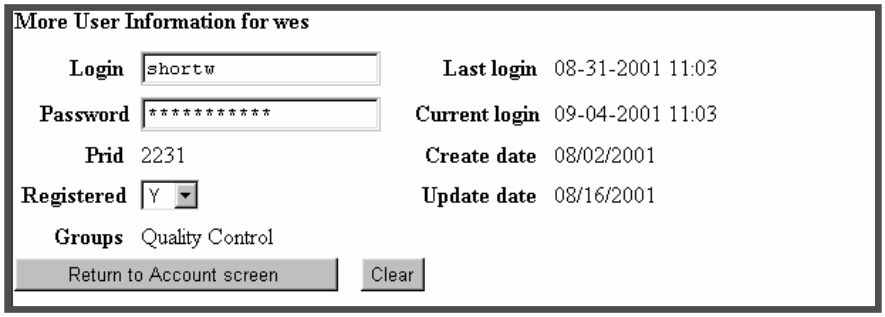


- Designate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen (Figure 29).

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 in Figure 31.

Figure 31



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.

To modify your address, at the main screen of "Maintain Your Account", make all necessary changes and hit the submit button. You will then be prompted to select the cases at which the new address is effective.

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 Figure 32 for a sample transaction log report. This feature, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect that someone is using your login and password without your permission, change your password immediately, then telephone the ECF Help Desk as soon as possible.

Figure 32

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 DE'MITRIA 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] *Preliminary Injunction* filed by DE'MITRIA 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] *Permanent Injuction* filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction *by plaintiff for defendent to cease and desist the assignment of plaintiff to cafeteria duty* by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction *to cease and desist from assigning plaintiff to work as a cafeteria monitor* by DE'MITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction *to cease and desist the assignment of plaintiff to cafeteria monitor* by DE'MITRIA 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 are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

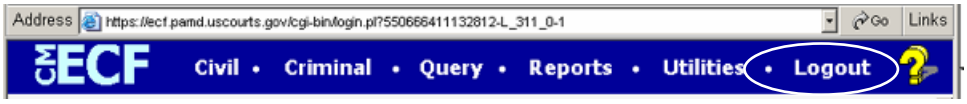
ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- 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.

LOGOUT

After you have completed all of your transactions for a particular session in ECF, you should perform a graceful 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 as depicted in Figure 4 of this manual.

Exhibit A

Electronic Case Filing (ECF)
Attorney registration

To request an Electronic Case Filing (ECF) account from the United States District Court, Western District of Pennsylvania, complete the registration form, print a hard copy, sign it, and mail it to the Clerk's Office at the address provided. The registration form is available in WordPerfect, Word format or PDF format.

Credit Card Information

The following credit cards will be accepted: **American Express, Diners Club, Discover, Master Card, Visa**. Charges to a credit card must be at least $5.00. Credit Cards **will not** be accepted for criminal bond payments, criminal fine or restitution payments, or payments made into the registry of the Court. To update or change credit card information, please submit your request in writing to the address provided, Attention: Finance Department.

Instructions:

Complete this form to request an Electronic Case Filing (ECF) account from the United States District Court, Western District of Pennsylvania. **Complete the form (must be typed), sign it, and mail it to** U.S. District Court, Western District of Pennsylvania, Attention: ECF Registration, P.O. Box 1805, Pittsburgh, PA 15230. **There is NO FEE for ECF Registration.**

For ECF Registration assistance, please call the Court's toll free telephone number at **1-866-266-2983.**

6/27/05

For internal use only
Prid _____

United States District Court for the Western District of Pennsylvania
ECF REGISTRATION FORM

Filing User for the court's Electronic Case Files (ECF) system. A Filing User may file documents with the court through the court's ECF web site, and view and retrieve docket sheets and case documents electronically. Registration as a Filing User also serves as your consent to electronic service of all documents through the court's transmission facilities in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

Please complete the following information to register for ECF: (THIS FORM MUST BE TYPED)

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Firm Name: _____

Address: _____

City, State: _____ **Zip Code:** _____

Telephone Number: _____ **Fax Number:** _____

PA or other State Bar ID:_____ **(e.g. PA12345, NY22316)**_____

Last Four Digits of Social Security Number:_____ **(for security purposes)**_____

E-Mail Address(es) for Electronic Service : _____

I certify that (choose one):

- ❑ **I have successfully completed the computer base training (CBT) on the court's web site at: (www.pawd.uscourts.gov).**
- ❑ **I am registered for ECF in another court; provide your Login Name:**_____
- ❑ **I have completed the hands on training provided by the U.S. District Court.**

Optional: Registering with a credit card number will allow you to electronically file initial pleadings and other documents requiring a filing fee. *(This information shall be kept confidential.)*

Credit Card Type: _____ **Account #:** _____**Expiration Date:** _____

3 or 4 digit Card I.D. Number from back of card:

Name on credit card/billing address:_____

_____

(Street, City, State, and Zip code)

Signature/Date: _____

Mail to:

U.S. District Court ECF Registration, P.O. Box 1805, Pittsburgh, PA 15230.

By signing this form, you agree to abide by all Court rules, orders, policies and procedures governing the use of the electronic filing system. You also consent to service by electronic means in the circumstances permitted under those rules, orders, policies and procedures. You understand that the combination of user id and password will serve as the signature of the attorney filing the documents pursuant to Rule 11 of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court. And, as a participating attorney, you agree to protect the security of your password and immediately notify the court if you suspect the password has been compromised. Also, as a participating attorney, you will be responsible for updating your user account for any changes in any personal data, such as name, e-mail address, firm address, telephone number, etc., and will update the appropriate data within the ECF system (under Utilities, Maintaining Your Account). Please visit the PACER web site at http://pacer.psc.uscourts.gov to establish a PACER account if you do not already have one.

Exhibit B

IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF PENNSYLVANIA

IN RE:
CONFIDENTIALITY AND PROTECTIVE ORDERS IN CIVIL MATTERS

ORDER

AND NOW, this 27TH day of January 2005, as APPROVED by the Board of Judges on January 26, 2005,

It is hereby ORDERED that effective July l, 2005, any provision in a Confidentiality or Protective Order filed prior to June 30, 2005 that permits the parties to designate documents as confidential and file said documents with the Court under seal is NULL and VOID.

IT IS FURTHER ORDERED, that for Confidentiality or Protective Orders filed on or after July 1, 2005, the Court will not recognize any provision of said orders which allow for the automatic sealing of documents that are filed with the Court.

On or after July 1, 2005, parties wishing to file documents under seal must obtain prior leave of Court for each document that is requested to be filed under seal.

Donetta W. Ambrose
Chief U.S. District Judge

EXHIBIT C

IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF PENNSYLVANIA

_____	)	
Plaintiff(s)	)	
	)	
	)	Case No._____
vs	)	
	)	
	)	
_____		
Defendant(s)		

NOTICE OF INTENT

TO REQUEST REDACTION OF SPECIFIC PERSONAL DATA IDENTIFIERS

Notice is hereby given that a statement of redaction of specific personal data identifiers will be submitted to the court reporter/transcriber within 21 days from the filing of the transcript with the clerk.

s/_____
ID Bar Number
Attorney for (Plaintiff/Defendant)
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx

Date:_____

CERTIFICATE OF SERVICE

I hereby certify that on _____, I electronically filed the foregoing with the Clerk of Court using the CM/ECF system, which will send notification of such filing to the following:

_____, and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants _____ _____.

s/_____

EXHIBIT D

IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF PENNSYLVANIA

_____	)	
Plaintiff(s)	)	
	)	
	)	Case No._____
vs	)	
	)	
	)	
_____		
Defendant(s)		

Verification of Technical Failure Filer's Equipment

Please take notice that [Plaintiff/Defendant, Name of Party] was unable to file [Title of Document] in timely manner because of technical difficulties. The deadline for filing the [Title of Document] was [Filing Deadline Date]. The reason(s) that I was unable to file the [Title of Document] in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform (including dates and times)]
I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted,
s/[Name of Registrant]
ID Bar Number
Attorney for (Plaintiff/Defendant)
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
E-mail: xxx@xxxx.xxx