ATTORNEY'S
GUIDE TO WORKING WITH
CM / ECF

www.pawd.uscourts.gov

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

May 2008

What Does it Offer?

CM/ECF offers the federal judiciary a new and efficient mechanism for information handling and includes:

- electronic delivery of documents to, from, and within the courts
- attorney generated docket entries
- electronic retrieval of case documents by all who need them
- electronic document management (including storage, security, and archiving)
- automatic creation of docket entries generated from attorney filings
- electronic Notice of Filing to other participants
- electronic case management (including tracking of motions, answers, deadlines, and hearings)
- immediate access to reports, queries, and docket sheets

For the courts

- immediate docket entries
- immediate access from local or remote locations
- no waiting for file room retrieval
- no lost folders or documents
- reduced paper costs

For the attorneys

- no couriers, no mail, no runners
- immediate internet access from any location
- reduced paper costs
- electronic notification of filing
- easy notice to other counsel
- immediate and up-to-the-minute reports and data
- 24-hour/7-day access and filing

Graphical User Interface - GUI

Once a person logs into CM/ECF, they are immediately presented with a series of very simple, interactive pages that provide choices, input fields, and hyperlinks to other pages, based on the person's selections.

Portable Document Format - PDF

All documents uploaded to CM/ECF must be in Portable Document Format (PDF). This format enables regular documents to be viewed electronically and shared with others on the Internet without loss of any document formatting characteristics. PDF is also a secure format that doesn't allow hidden text or links, as do many word processors.

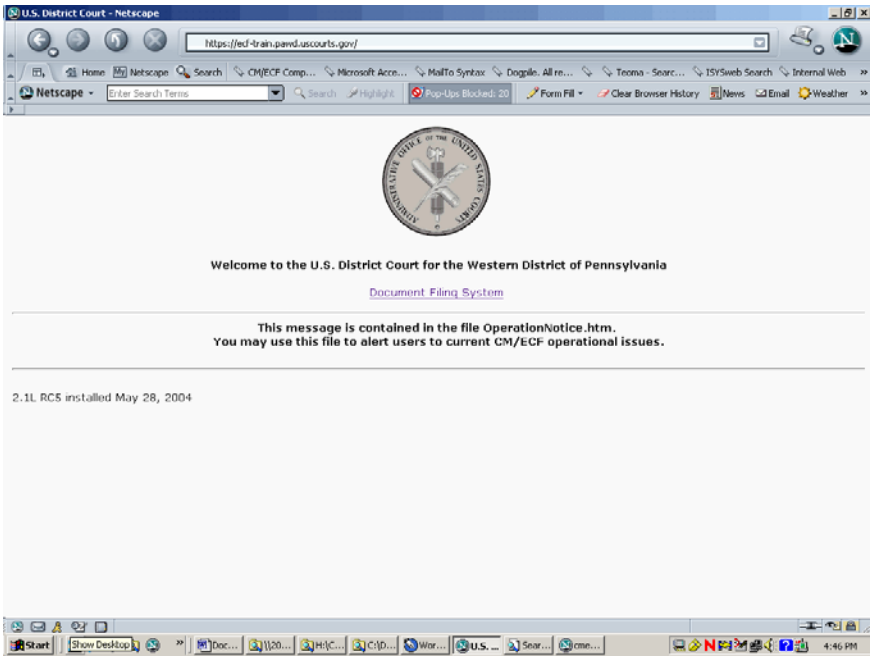
PDF format is created by various software packages. It can be created by Adobe Acrobat PDF Writer software, and by other packages (such as word processors or petition creation software) for which Adobe Acrobat PDF Writer print drivers have been installed.

During the docketing process, this PDF document is up-loaded from the user's computer to the court's computer.

Logging In to CM/ECF

To access the system:

1. Enter the court's address in your browser.
   Live: https://ecf.pawd.uscourts.gov
   Training: https://ecf-train.pawd.uscourts.gov



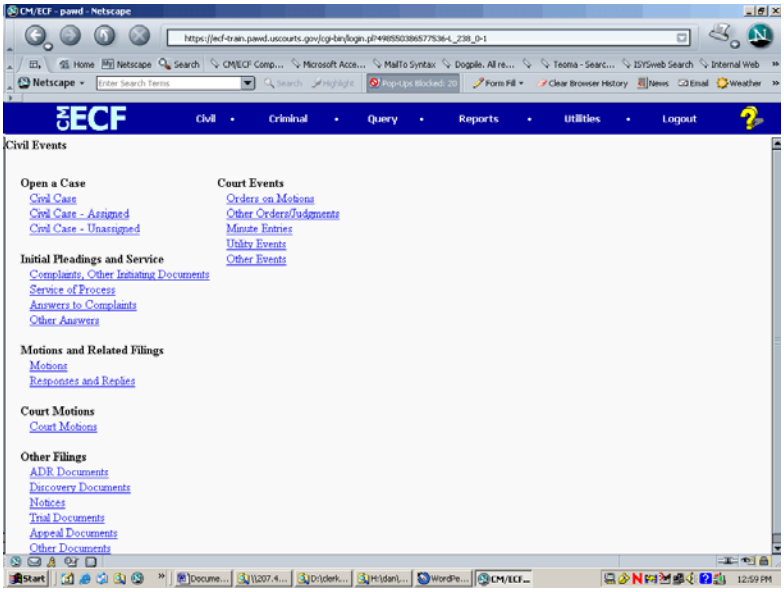
2. Click on: Document Filing System
3. Enter your assigned login and password.
   Each user is assigned a login id and password.
   (For attorneys, this constitutes their signature.)
4. Click the "Login" button to continue

Navigating in CM/ECF

Once you login to the court's system, you are presented with the court's CM/ECF page.

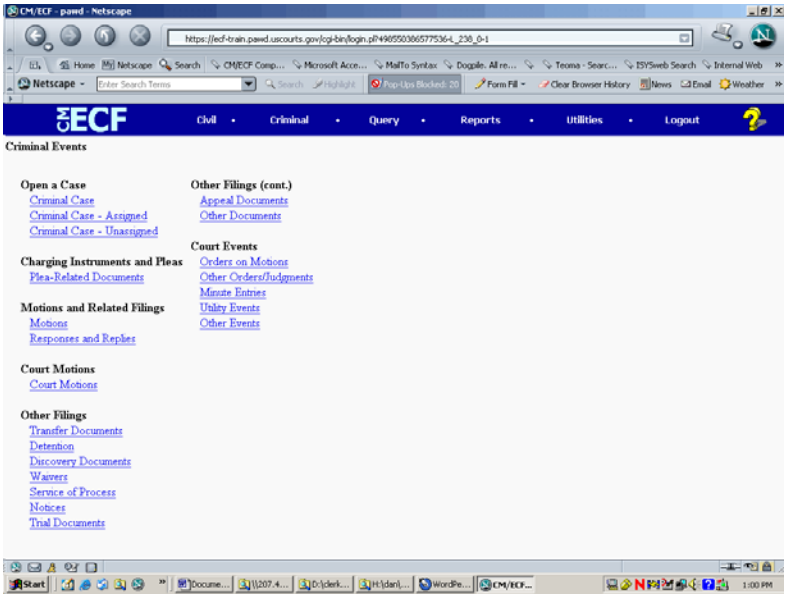
Civil

This page lists the various categories of Civil Events on the left. This screen is typically the starting place for docketing items in civil cases.



Criminal

This page shows the docket categories related to Criminal Proceedings. This screen is typically the starting place for docketing items in criminal cases.



Query

The Query function allows you to find a case if you don't know a case number. It displays all of the cases on the system that meet your selection criteria.

Reports

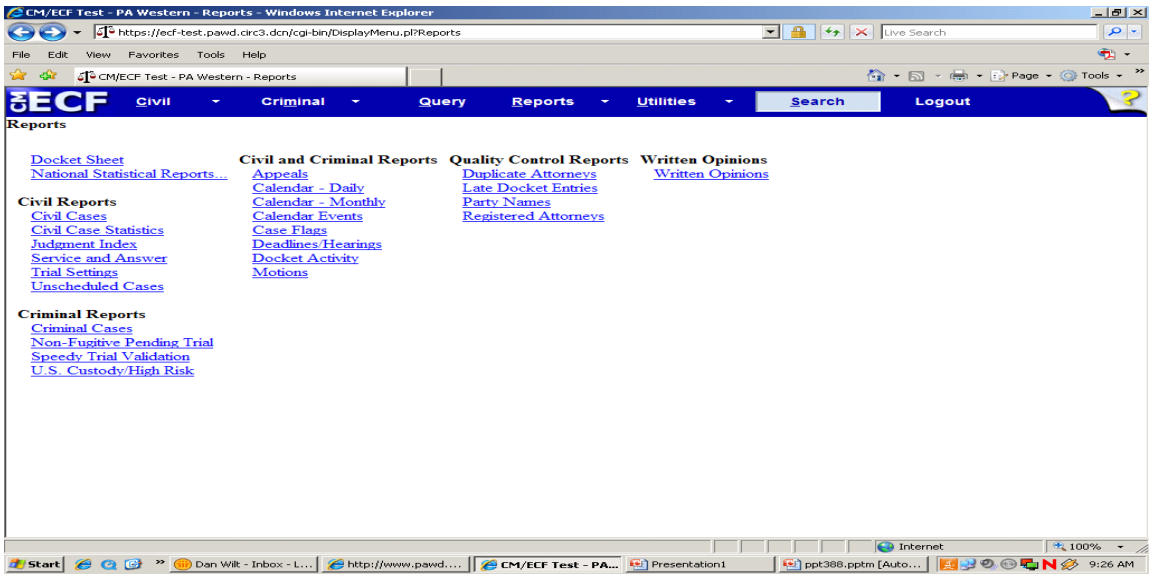
This page shows all the standard reports for Civil and Criminal. Attorneys and other public users would have only a limited subset of these reports.

Utilities

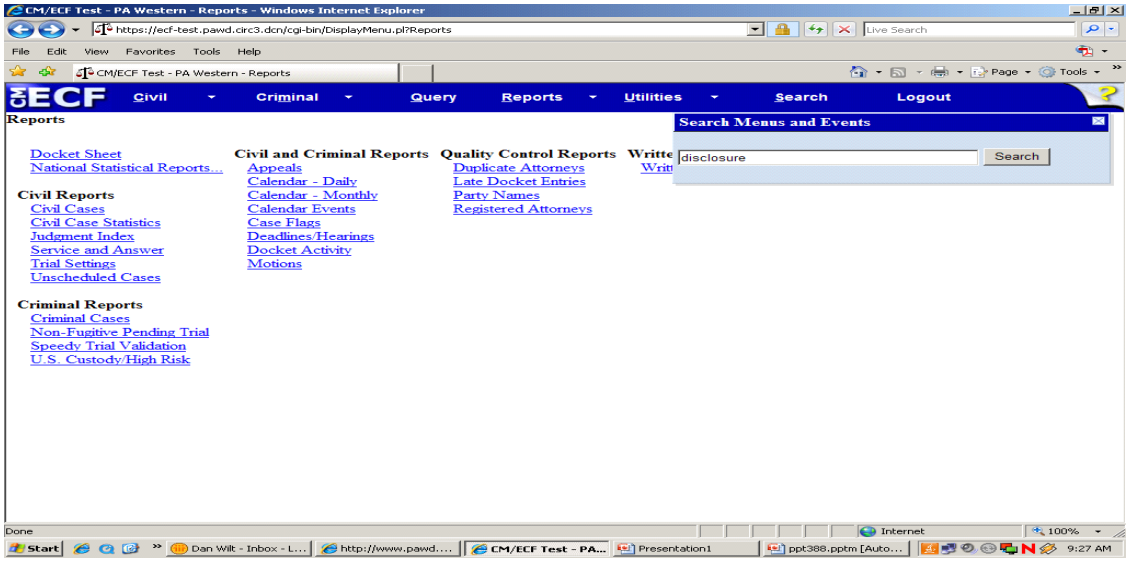
This page is primarily for court use. Attorneys and other public users who access this page are severely restricted as to what they can do.

Search Function

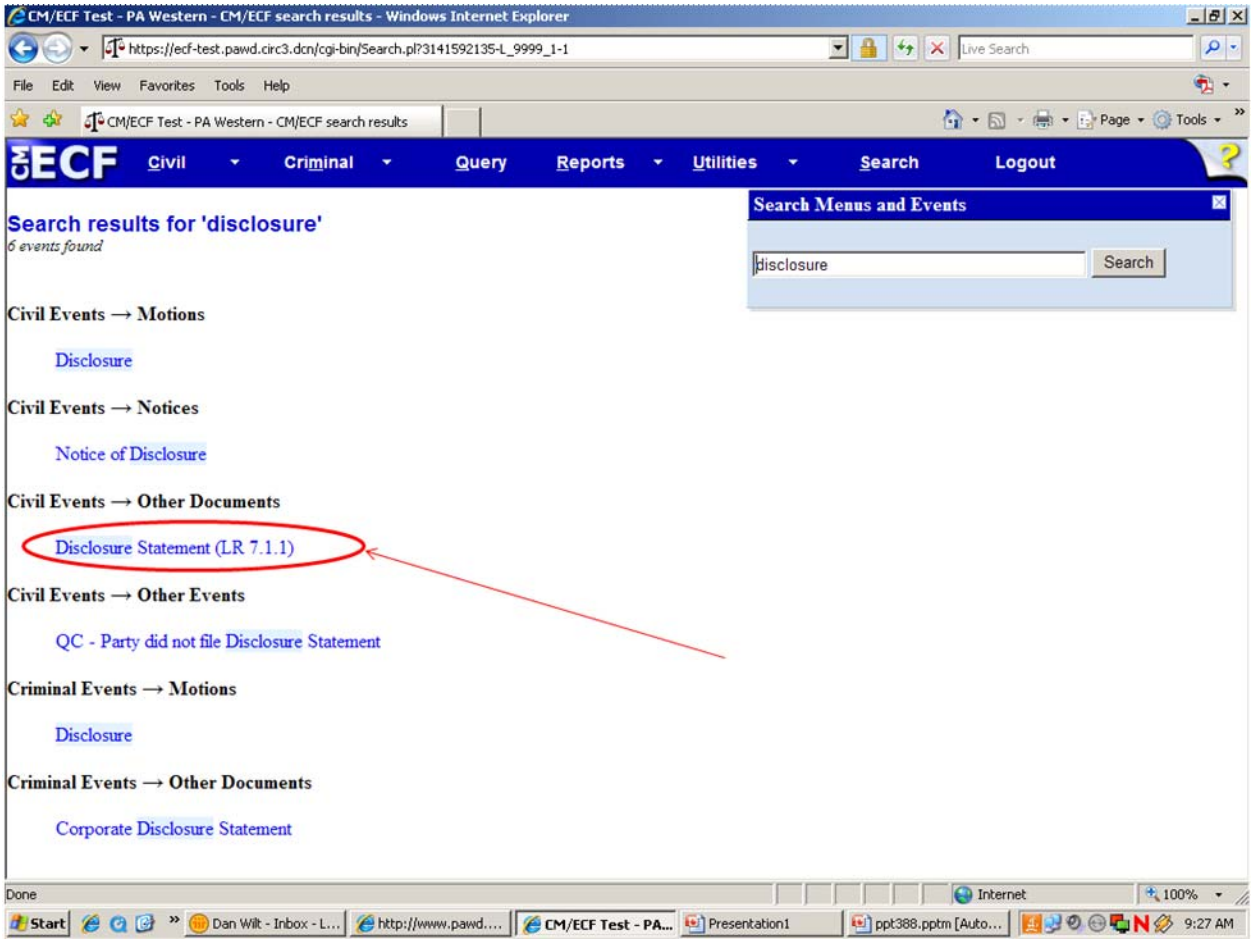
A Search function has been added that will look for transactions in the application.



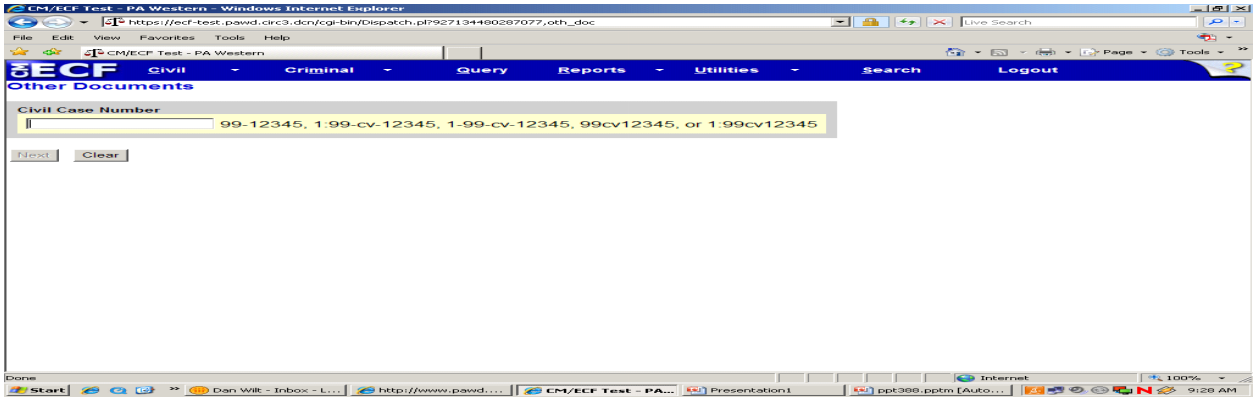
Click on the Search function.
Enter what you are looking for in the Search Menus and Events box.
Click the Search button.



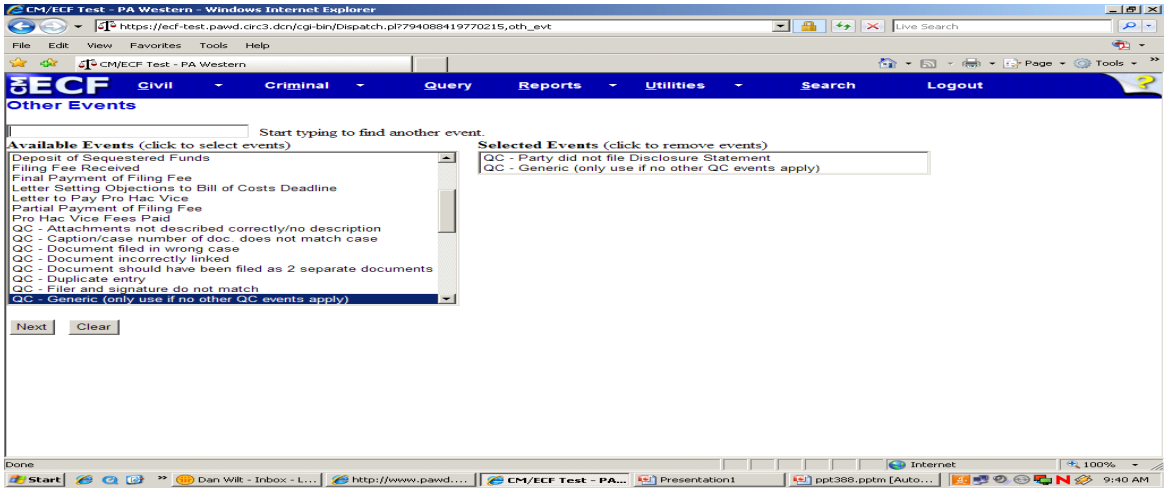
Search Function Results



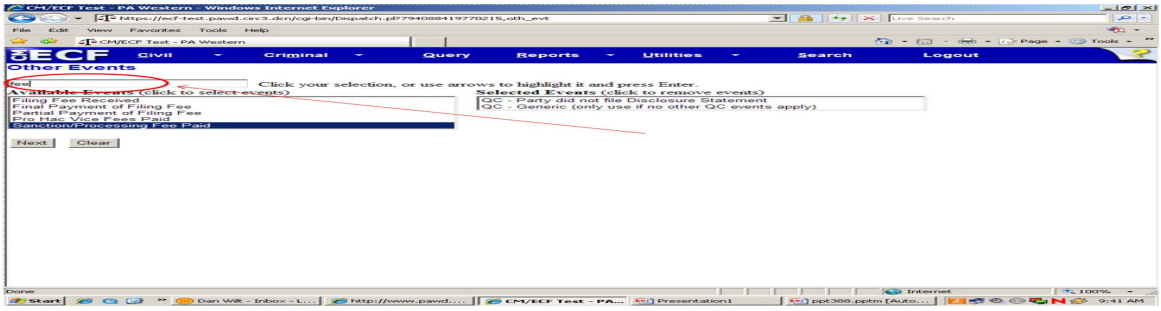
Click on the event and CM/ECF will initiate that transaction.



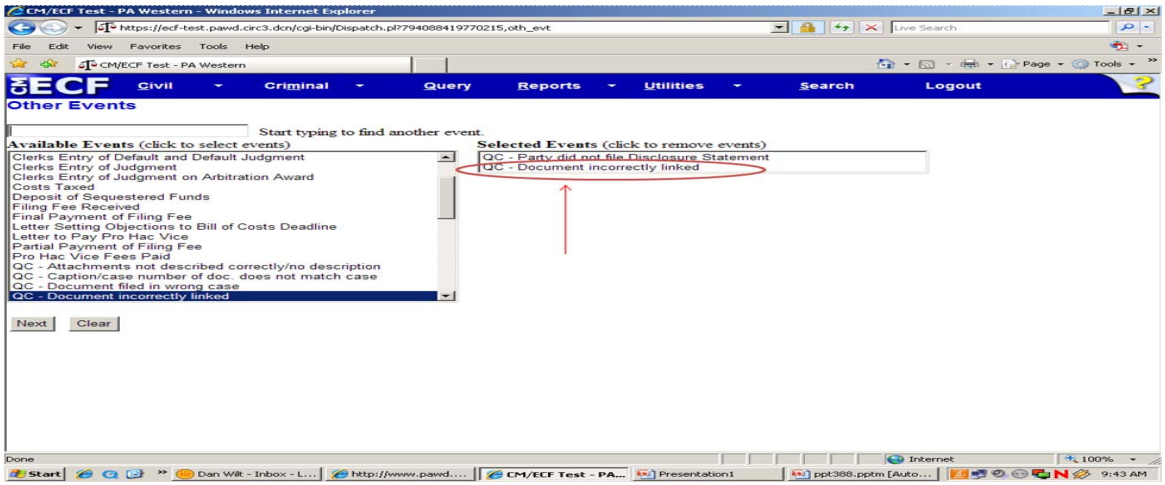
Selecting items in CM/ECF



You may also use the search box.



To delete a selected item simply click on it in the Selected Events list.

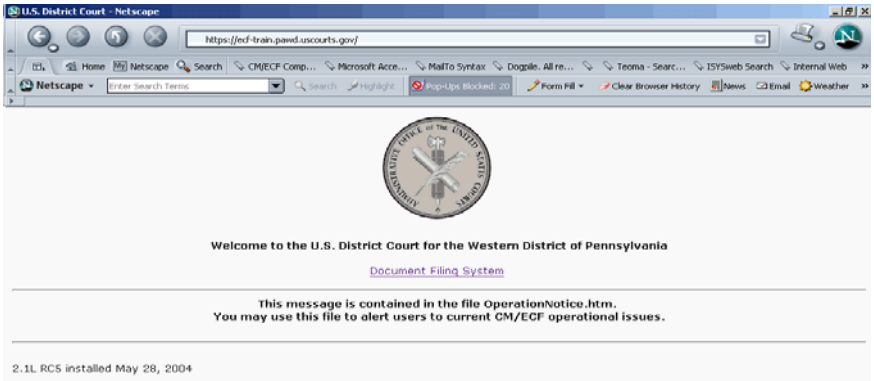


Summary

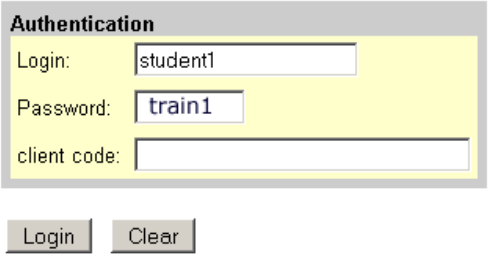
CM/ECF is the next-generation case management software. It allows Internet and DCN access using Netscape browser software. It provides an easy-to-use graphical interface for the users. It provides electronic case files in Portable Document Format (PDF.)

Logging In

1. Enter the URL *'https://ecf-train.pawd.uscourts.gov'* **Press Enter**



2. Click the hyperlink **Document Filing System**



3. Enter a login and password:

Login:	Password:
user1	user1
user2	user2
user6	%vaLis
user7	wake!UP@
user8	dolce65v

Password Tips:

- ★ **Use punctuation marks and / or numerals**
- ★ **Mix upper and lower case character**
- ★ **Foreign phrases are nice**

4. Click the "Login" button

5. Congratulations! You are now logged in to the CM/ECF application. You should always remember to log out of the CM/ECF application when you're done.
Click on "Logout"

Setting up and maintaining your account information.

Automatic e-mail notification for student#.

This will involve the following five steps:

- Identify the user's primary e-mail address
- Indicate the e-mail address(es) to which the notifications should be sent.
  You may have notices sent to multiple e-mail addresses
- Indicate the cases for which notification should be sent
- Indicate either the Notice or the Summary report
- Indicate the e-mail method of delivery.

Click Utilities
Click *Maintain Your Account*

- Demographic Information

Click the Email information button

- Primary e-mail
- Additional e-mail addresses (clerks, partners, home e-mail)
- Additional Cases
- Option for type of notification

Click on the Return to Account screen button
Click on the More information button

- Maintain your Password on this screen

Click on the Return to Account screen button
Click on the Submit button

To submit your scanned document, the first thing you need to do is locate the document's pdf file. If you know the filename and path, you could type it in the "**Filename**" field. The most common practice is to use the "**Browse**" button to navigate to the correct file folder and select the file. That's what we will do.

1. *Click the "Browse" button*
2. *Click on the down arrow to the right of the "Look in" field.*

3. *Click on* "**Local Disk'(C:)**" *disk drive.*

4. *Double click folder* "**cmecf**." *to open it.*

5. *Double click folder* "**train**" *to open it.*

6. *Double click folder* "**2005**." *to open it.*

7. *Click the down arrow to the right of the "Files of type:" field.*

8. *Scroll down the list and select Acrobat (*.pdf) as the file type.*

9. *Right click the filename* **########.pdf***.*

10. *Click the "Open" option.*

11. Netscape loads the Adobe Acrobat software to display the pdf file's contents. You should look at the file carefully to verify that it is the correct file for this case. We will assume this is the correct submission. When you are sure, you may close the Adobe Acrobat window by clicking on the **X** in the upper right corner of its window.
Click the X.

12. You now have selected the correct file. Its name is listed in the "**File name**:" field. To continue with the filing of this submission,
Click the "Open" button.

The application now has filled in the path and filename for your submission.

1. We will assume:

- You have created an answer (PDF) to a complaint while representing the defendant **LUCY VANPELT**.
- You have logged in and are going to file that answer.

Click on "Civil" in the CM/ECF Menu Bar to begin

2. This page shows all the Civil categories of events. Since you are filing an answer,
Click on "Answers to Complaints" to continue.

3. CM/ECF now prompts you to enter the case number. Notice the examples of valid case number formats.
Enter case number 05-502##
Click Next

4. The next step is to select the party for who you are filing this answer. The application lists all parties who are on the case so far. **VANPELT, LUCY [defendant]**, is the party we are looking for**.**
Select VANPELT, LUCY [defendant]
Click Next

5. The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:
- LUCY VANPELT (pty:dft) represented by student## (aty) - Lead - Notice
Click the check box for the association for LUCY VANPELT.
Click Next

6. Since you (**student##**) are new to the case, there is no current link between this attorney and the defendant. To get the attorney on the case and reflected properly on the cover of the docket sheet, we will need to make the association between the you (**student##**) the attorney and the party.
Click the check box for the association for LUCY VANPELT
Click Next

7. In the next step, you will select the complaint that is being answered. To select a complaint, click its check box.
Click the check box, then click "Next".

8. You are now ready to submit your scanned answer. The first thing you need to do is locate the answer's pdf file. If you know the filename and path, you could type it in the

"**Filename**" field. The most common practice is to use the "**Browse**" button to navigate to the correct file folder and select the file. That's what we will do.

Click the "Browse" button to continue.

9. This is Netscape's File Upload dialog box. You will use it to locate the pdf file for your answer. You need to do two things to locate the pdf file. First, you need to navigate to the folder that contains the answer. And second, you need to tell Netscape to show you pdf files instead of HTML files.

We'll start by navigating to the correct folder, which is on a network drive. The path is **C:\cmecf\train\2005**, and the filename for the answer is **Answer.pdf**. For more information on file management, see the CBTs that cover that subject in more detail.

Click on the down arrow to the right of the "Look in" field.

10. Netscape now shows you a list of disk drives. The one you want is **drive C**:. It is labeled "**Local Disk'(C:)**" in this example.

Click on that disk drive.

11. You are now looking at the correct disk drive. The drive contents shows a folder named "**cmecf**."

Double click that folder to open it.

12. The "**Look in**:" box now shows you are looking at the contents of the **"cmecf**" folder. It contains four subfolders. The one you want is labeled "**train**."

Double click that folder to open it.

13. And now you are looking at the contents of the "**train**" folder. It contains a folder named "**2005**."

Double click that folder to open it.

14. And finally you have navigated to the correct file folder. You are looking at the contents of the "**2005**" folder. However, it looks empty. You have to tell Netscape you want to see **pdf** files instead. To do so,

Click the down arrow to the right of the "Files of type:" field.

15. Netscape shows you a list of various types of files.

Scroll down the list and select Acrobat (*.pdf) as the file type.

16. Finally Netscape shows you the pdf files contained in the "**2005**" folder. The file you are looking for, **Answer.pdf**, is in the list.
Verify it is the correct document. To do so,

Right click the filename.

17. Netscape will now drop down a menu with an option to open the file to see its contents.

From the drop-down menu of Netscape, to open the file and look at its contents.

Click the "Open" option.

18. Netscape loads the Adobe Acrobat software to display the pdf file's contents. You should look at the file carefully to verify that it is the correct file for this case. We will assume this is the correct answer. When you are sure, you may close the Adobe Acrobat window by clicking on the **X** in the upper right corner of its window.

Click the X.

19. You now have selected the correct file. Its name is listed in the "**File name**:" field. To continue with the filing of this answer,

Click the "Open" button.

20. The application now has filled in the path and filename for your answer.

If this answer had attachments that were in separate pdf files, you would click the radio button for "**Yes**" to indicate there were attachments. You would then have the opportunity to browse for and locate the pdf file or files for any attachments. We will assume this answer has **no attachments**.

By the way, for very large documents you should break the pdf file up into multiple parts or scan only relevant parts. Each part should have no more than **2 MB file size or 50 pages**. This will prevent very large pdf files from taking too long to file or view.

Click the "Next" button to continue.

21. The application gives you the option to docket a counterclaim, cross-claim, third-party claim. We will assume **no** counter, cross, nor third party complaint.

Check any appropriate option.
Click the "Next" button to continue.

22. Does this Answer include a jury demand Y/N?
The current jury demand is [Plaintiff]. We will assume the answer contains a jury demand by the defendant.

Type “Y”
Click the "Next" button to continue.

23. The docket text is now presented. You may edit this text as you see fit.

Type “Second”

When it is complete and accurate,

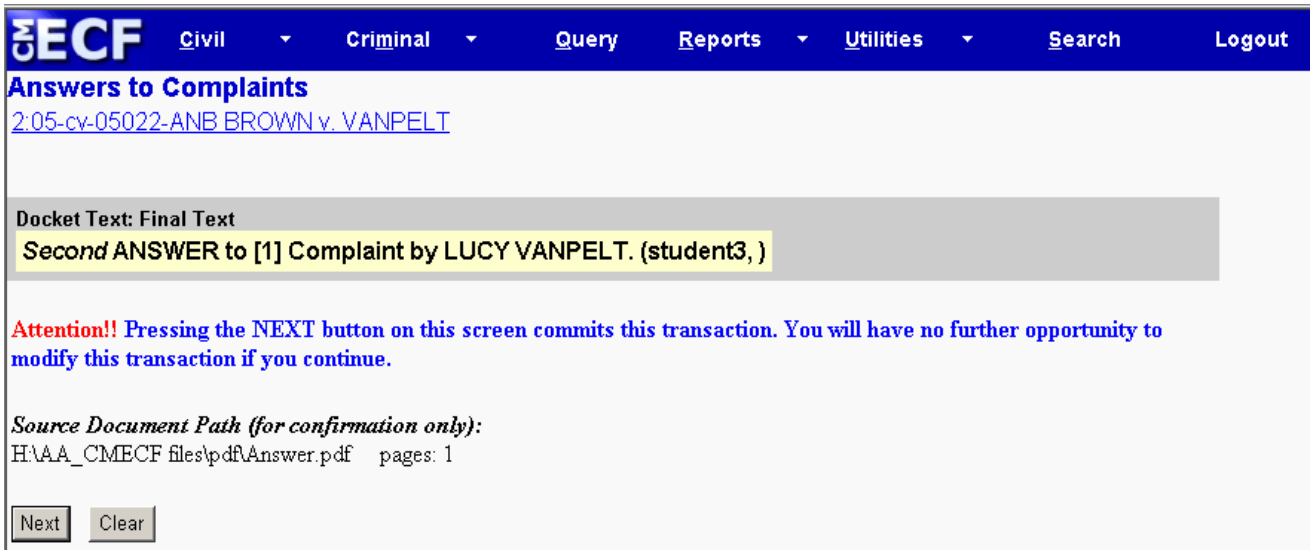
Click the "Next" button to continue.

24. This is the final docket text.

Verify that your Docket Text is correct .

Verify you have attached the correct documents.

Take note of the Source document Path section.



Attention!! Pressing the **Next** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Note: up to this point you may use the browser's "**Back**" button to return to a previous screen and make changes. When you click this **"Next"** button you are committing this transaction. The docket entry and the pdf file are then submitted to the CM/ECF database. If you then discover a mistake, you will not be able to back up to correct it.

Click the "Next" button to submit this transaction.

25. The Notice of Electronic Filing is displayed. This is verification that the filing has been sent electronically to the court's database. To print a copy of this notice, you could use the browser's "**Print**" button. You could also save this notice by using the browser's "**File**" menu item.

This notice will be e-mailed to persons who have indicated a desire to receive notices in this case.

Since this completes the filing of the answer, you are now ready to log out.

Click "Logout" in the main CM/ECF menu bar.

CM ECF Civil Criminal Query Reports Utilities

Answers to Complaints
2:05-cv-05022-ANB BROWN v. VANPELT

U.S. District Court

Western District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered by student3, on 5/2/2008 at 4:39 PM EDT and filed on 5/2/2008
Case Name: BROWN v. VANPELT
Case Number: 2:05-cv-5022
Filer: LUCY VANPELT
Document Number: 7

Docket Text:
***Second* ANSWER to [1] Complaint by LUCY VANPELT. (student3,)**

2:05-cv-5022 Notice has been electronically mailed to:

student2 pawcmecf@netscape.net

student3 pawcmecf@netscape.net

2:05-cv-5022 Filer must deliver notice by other means to:

Perry Mason
234 E. 57th Street
Pittsburgh, PA

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

Document description: Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1098469114 [Date=5/2/2008] [FileNumber=61457-0] [
a1915af0be05d9d1c7f705cd647ccdb3d42dfe0fc665ef8e73b12fc5ada600b6b33548
b3c33a33933b16b1b28bcb36a6ec1dcde7a0d77687fe3ffcf4e03e302c]]

NEF - Notice of Electronic Filing

- Wait for the NEF screen to display after you submit your filing. If you logout or select an other menu option before the NEF displays your electric notices will **NOT** be sent and you will be responsible for noticing all parties by traditional methods.

- The NEF may be used as a Date Stamp Copy. Print it of save it for your records. Three day service time based on date stamp of NEF.

- You are responsible for noticing all parties listed on the NEF under the message:

  Filer must deliver notice by other means to

This is **NOT** the same as opening a case.

Case opening will be performed by Court Personnel.

1. We will assume:

Before logging in to file the pleading, be sure you have completed the required attachments and have converted them to PDF format for filing.

- **JS-44 Civil Cover Sheet**
- **a COMPLETED Summons - IF NECESSARY**
- **Initiating Pleading (usually a complaint)**
- **You will be representing the plaintiff Robert Dawgz aka "Big Dog" v Kitty & Carol Katz**
- **You have logged in and are going to submit a claim.**

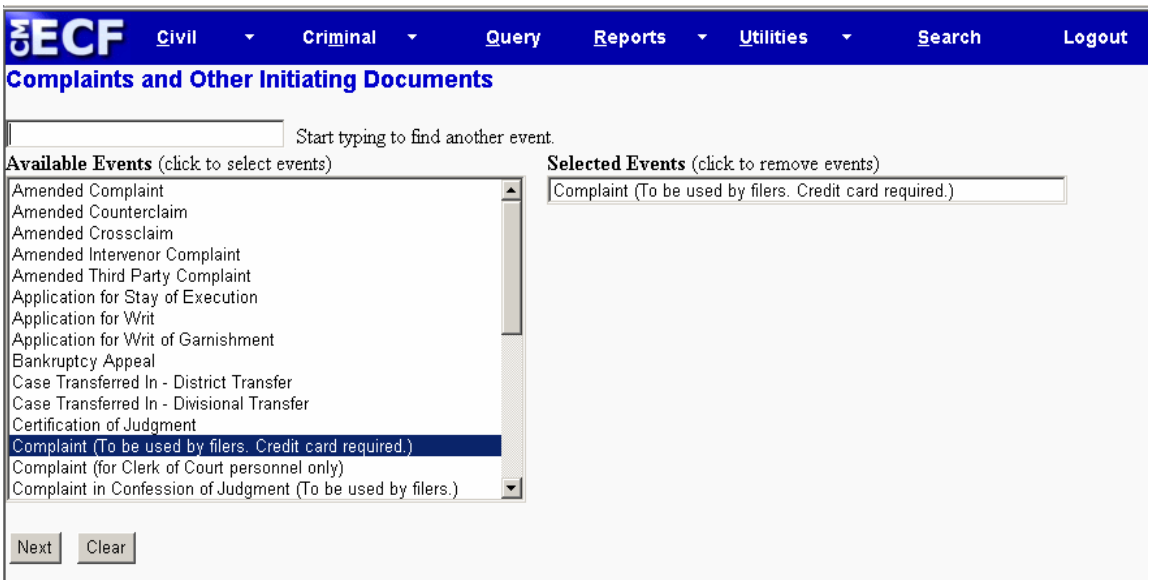
1. ***Click on "Civil"*** in the CM/ECF Menu Bar to begin

2. This page shows all the Civil categories of events. Since you are filing an initiating document, under **Initial Pleadings and Service**,

Click on "Complaints, Other Initiating Documents"

Select "Complaint(To be used by filers. Must have credit card information on file***)"***

Click once to select that relief, then click the "Next" Button.



3. Use 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 casedocuments.
This is a miscellaneous case, using "mc" instead of "cv"

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

Check the correct fictitious Case Number
Click Next

4. At the "Select Filer" screen -
select plaintiff

5. At the "Select Attorney Screen" **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.
simply check the "next" button

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

7. At the next screen, you will attach your PDF document. You will see a red prompt concerning summons.

The Civil Cover Sheet must be filed as an attachment to the complaint.

If you are requesting that summons be issued, attach the COMPLETED summons as an attachment to the complaint.

PLEASE MAKE SURE TO LABEL EACH ATTACHMENT.

The path is **C:\cmecf\train\2005**, and the filename is **Initiating Complaint.pdf**.

8. ***Right click the filename***

9. ***Click the "Open" option*** **and verify your document**

10. ***Click the X***

11. ***Click the "Open" button***

12. The application now has filled in the path and filename for your motion.

13. Enter attachments as separate pdf files.

Click the radio button for "Yes"

Click Next

14. Attach your PDF document for the civil cover sheet.

C:\cmecf\train\2005\ JS44 civil cover sheet.pdf

15. Select the Type of attachment.

Civil Cover Sheet

PLEASE MAKE SURE TO LABEL EACH ATTACHMENT.

16. Enter a Description to help identify this filing on the docket sheet, if the type of attachment is not identified.

17. The preferred method is the Notice and Waiver of Summons. However, if you need a summons, attach your PDF document for the summons, which has been completely filled out.

C:\cmecf\train\2005\ Summons.pdf

18. Select the Type of attachment.

Summons

19. Enter a Description to help identify this filing on the docket sheet only if needed.

Add the text *if needed*

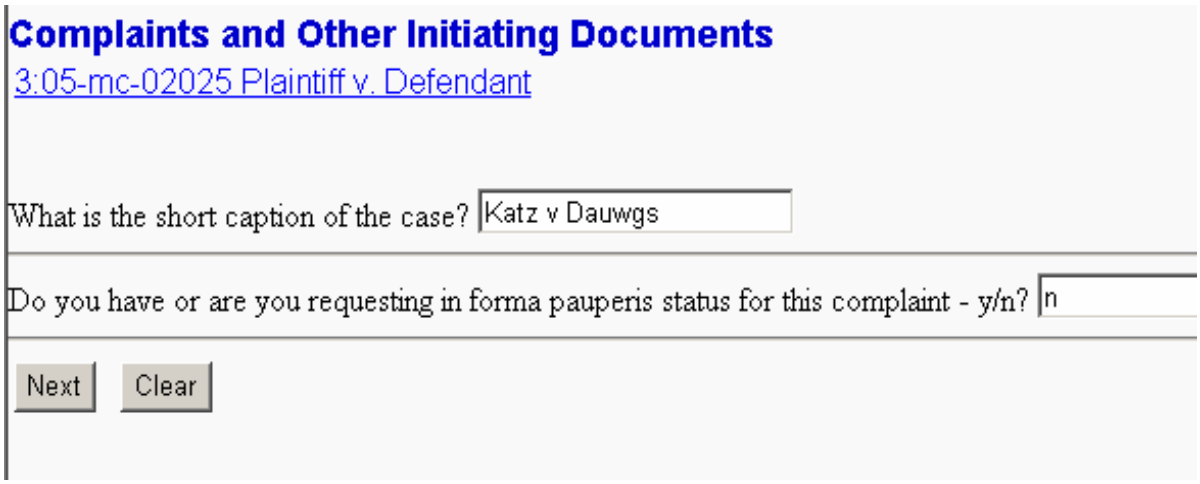
20. Enter a Short Caption of the case.

Add the text "**Katz v Dawgz*****"***

By the way, for very large documents you should break the pdf file up into multiple parts or scan only relevant parts. Each part should have no more than **2 MB file size or 50 pages**. This will prevent very large pdf files from taking too long to file or view.

Click the "Next"

21. Do you have or are you requesting in forma pauperis status for this appeal - y/n



y = You will bypass pay.gov screens and complete filing

n = You will be directed to the pay.gov screen

Click Next

Please note:

WARNING! Once you authorize and submit the Credit Card Payment (from an upcoming screen), you will NOT BE ABLE TO BACK OUT OR UN-DO IT, even though you will not have finished docketing this appeal. Should you wish to abort the docketing after confirming the financial transaction, your credit card will still be billed! Please refer to the court policies and procedures, located on our website, concerning refunds.

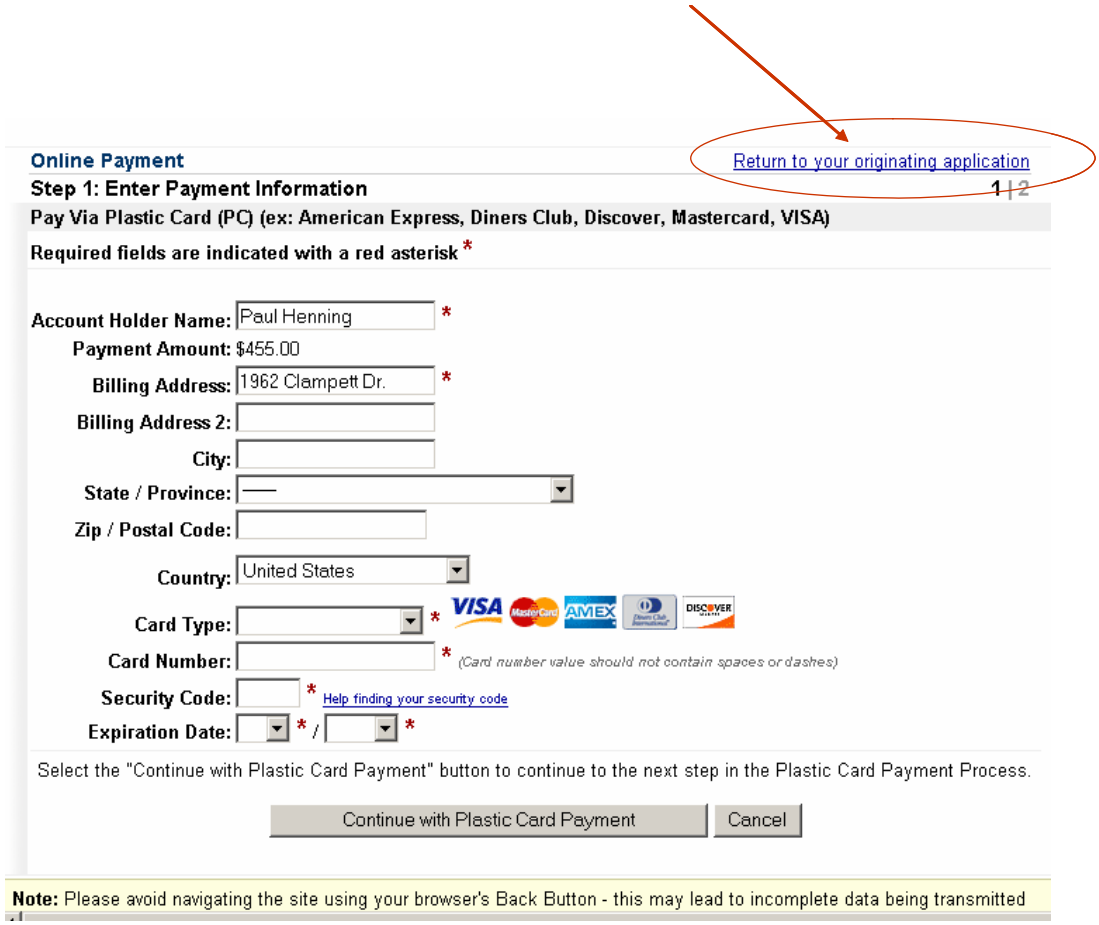
22. *Enter* your credit card information

This is not part of the training system

Docketing of this event cannot continue because you have either chosen to cancel or quit the payment process.

You must docket the event again by returning to the Civil or Criminal Events menu.

(If you did not click either Quit or Cancel, please contact the card issuer before attempting to docket the event again.)



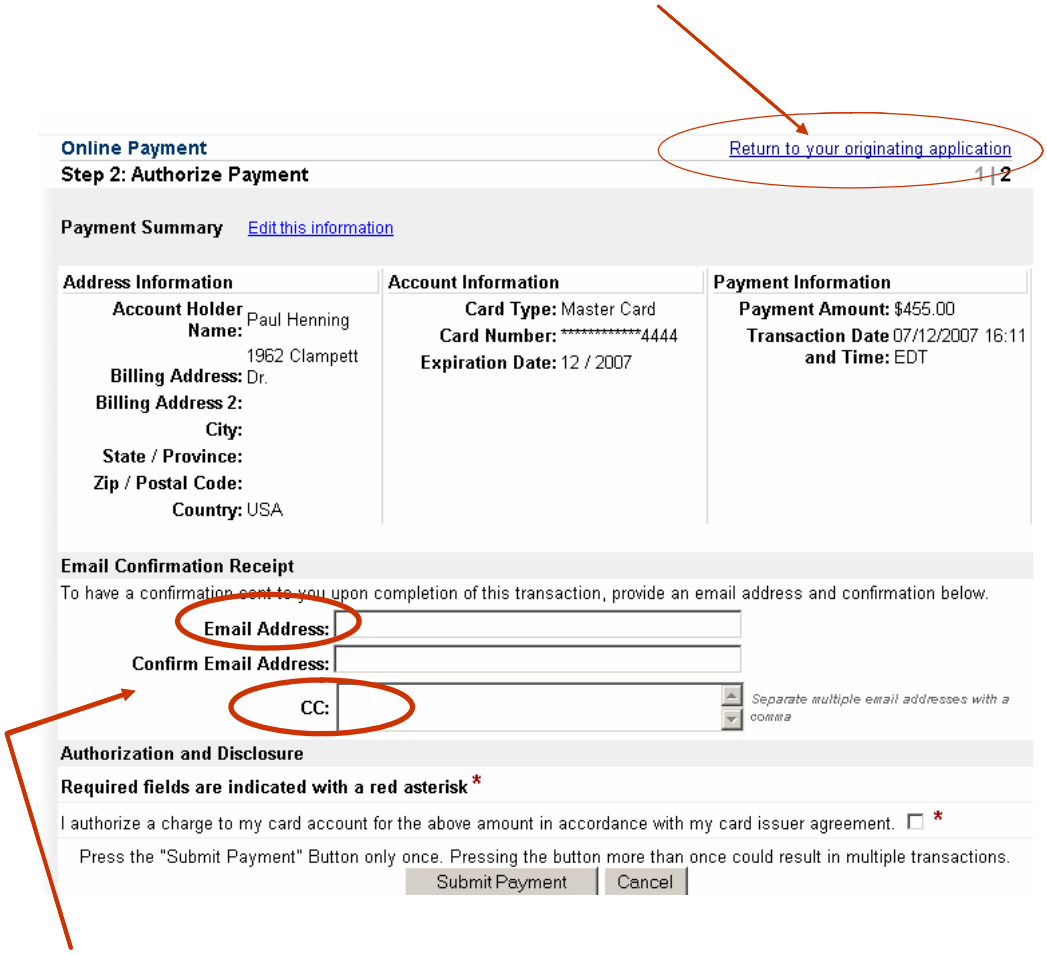
Click Continue with Plastic Card Payment

23. *Enter* your credit card information page 2

Docketing of this event cannot continue because you have either chosen to cancel or quit the payment process.

You must docket the event again by returning to the Civil or Criminal Events menu.

(If you did not click either Quit or Cancel, please contact the card issuer before attempting to docket the event again.)



Important : Include email address of attorney who is filing the appeal

Suggestion :Include firm financial contact in the cc: field

Click Submit Payment

24. The docket text is now presented. You should review this text.

When it is complete and accurate,

Click "Next" to continue.

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

This is the final docket text.

Click the "Next" button to submit this transaction.

Note: up to this point you may use the browser's "Back" button to return to a previous screen and make changes. When you click this "Next" button you are committing this transaction. The docket entry and the pdf file are then submitted to the CM/ECF database. If you then discover a mistake, you will not be able to back up to correct it.

26. The Notice of Electronic Filing is displayed. This is verification that the initiating complaint has been submitted electronically to the court's database. To print a copy of this notice, you could use the browser's "**Print**" button. You could also save this notice by using the browser's "**File**" menu item.

This notice will NOT be e-mailed to anyone, since the case is not yet opened. Once clerk's office personnel open the case with a number and assign a Judge, a Notice of Electronic Filing will be sent back to the filer indicating the Complaint has been filed and can now be served on the parties.

Notice the software assigned the next available document number to the motion.

Since this completes the process of filing the initiating complaint, you are now ready to log out. ***Click "Logout" in the main CM/ECF menu bar.***

1. We will assume:

- You have created a motion to compel (PDF) while representing the defendant **LUCY VANPELT**.
- You have logged in and are going to file that answer.

Click on "Civil" in the CM/ECF Menu Bar to begin

2. This page shows all the Civil categories of events. Since you are filing a motion,
Click on "Motions" to continue.

3. You need to locate the specific type of motion you are filing. The pick list box shows available motion types. If the motion had asked for more than one relief, you would click the first relief, then hold down the CTRL key and click the second and subsequent reliefs.

Use the scroll bar to locate the motion type "Compel", click once on that relief, then click the "Next" Button.

4. CM/ECF now prompts you to enter the case number. Notice the examples of valid case number formats.
Enter case number 05-502## and click the "Next" button.

5. The next step is to select the party for who you are filing this motion. The application lists all parties who are on the case so far. **VANPELT, LUCY [defendant]**, is the party we are looking for**.**
Select VANPELT, LUCY [defendant]

Click Next

6. You are now ready to submit your *PDF motion. The first thing you need to do is locate the motion's pdf file. If you know the filename and path, you could type it in the "**Filename**" field. The most common practice is to use the "**Browse**" button to navigate to the correct file folder and select the file.

Please review the previous lesson, Attaching a Document

The path is **C:\cmecf\train\2005**, and the filename is **MotionToComp.pdf**.

7. ***Right click the filename.***

8. ***Click the "Open with Acrobat"* and verify the document.**

9. ***Close the Acrobat window.***

10. ***Click the "Open" button to load the PDF file.***

11. Since this response has a proposed order as an attachment, you now need to indicate there are attachments. To do so,

Click the radio button for "Yes",

Click the "Next" button.

12. You now are ready to select the proposed order attachment. You may type in its path in the **"Filename**" field, or you may browse for it.

Enter **C:\cmecf\train\2005\50201propo.pdf**

Right click the filename.

13. The system has now filled in the path to the proposed order in the "**Filename**" field.

As an option, you can also add a description of the attachment which will appear in the docket text. We will do so in this case.

Click on the down arrow on the "Type" pick list and select "Text of Proposed Order".

If the description is not in the "Type" list, you can type it in the "Description" field.

Then click the "Add to List" button.

14. You are not limited to only one attachment. You may repeat steps 11 through 13 on this screen as many times as necessary. When the list contains the filenames of all the attachments,

Click "Next".

15. The system will prompt you to answer the question: **To Compel What?**

Add the text "production of documents" to this question.

When it is complete and accurate,

Click "Next" to continue.

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

This is the final docket text.

Click the "Next" button *to submit this transaction.*

Note: up to this point you may use the browser's "Back" button to return to a previous screen and make changes. When you click this "Next" button you are committing this transaction. The docket entry and the pdf file are then submitted to the CM/ECF database. If you then discover a mistake, you will not be able to back up to correct it.

17. The Notice of Electronic Filing is displayed. This is verification that the filing has been sent electronically to the court's database. To print a copy of this notice, you could use the browser's "**Print**" button. You could also save this notice by using the browser's "**File**" menu item.

This notice will be e-mailed to persons who have indicated a desire to receive notices in this case.

Notice the software assigned the next available document number to the motion.

Since this completes the process of filing the motion, you are now ready to log out.
Click "Logout" in the main CM/ECF menu bar.

1. We will assume:

- You have created a response to a motion to compel (PDF) from **attorney Perry Mason**, representing the **plaintiff CHARLES BROWN**.
- You have logged in and are going to file that response.

Click on "Civil" in the CM/ECF Menu Bar to begin

2. This page shows all the Civil categories of events. Since you are going to file a response to motion,

Click on "Responses and Replies"

3. You need to locate the specific type of response you are filing. The pick list box shows available response types.

Click the down arrow, click on "Response to Motion", then click the "Next" Button.

4. CM/ECF now asks you to enter the case number in which you wish to file this response. If you had been working in a case, the last case number accessed would be already entered. If you have not been working with a case since you entered Netscape, the case number field will be blank. Notice the examples of valid case number formats.

Enter case number 05-502## and click the "Next" button.

5. The next step is to select the party who filed this response. The application lists all parties who are on the case so far. If the filing party had not yet been added to this case, you would click the hyperlink for "**Add/Create New Party**."

When selecting the filer you may on occasion need to select more than one party. To do so, click on the first party then hold down the CTRL key on your keyboard while you click on subsequent parties. Since CHARLES BROWN(P) is in the list, select him from the list.

Click the "Next" button.

6. You are now ready to submit your *PDF motion. The first thing you need to do is locate the motion's pdf file. If you know the filename and path, you could type it in the "**Filename**" field. The most common practice is to use the "**Browse**" button to navigate to the correct file folder and select the file.

Please review the previous lesson, Attaching a Document

The path is **C:\cmecf\train\2005**, and the filename is **50201resp.pdf**. - not wpd

7. ***Right click the filename.***

8. ***Click the "Open with Acrobat"* and verify the document.**

9. ***Close the Acrobat window.***

10. ***Click the "Open" button to load the PDF file.***

11. The application now has filled in the path and filename for your motion.

If this response had attachments that were in separate pdf files, you would click the radio button for "**Yes**" to indicate there were attachments. You would then have the opportunity to browse for and locate the pdf file or files for any attachments. We will assume this response has **no attachments**.

Click the "Next" button to continue.

12. In the next step, you will select the motion that is being responded to. The system will list all pending motions. To select a motion, click its check box. You may select as many motions as needed. If you accidently select the wrong motion, just click its check box again to de-select it.

Click the check box, then click "Next".

13. The docket text is now presented. You may edit this text as you see fit. When it is complete and accurate,

Click "Next"

14. This is the final docket text.

Click the "Next" button to submit this transaction.

Note: up to this point you may use the browser's "Back" button to return to a previous screen and make changes. When you click this "Next" button you are committing this transaction. The docket entry and the pdf file are then submitted to the CM/ECF database. If you then discover a mistake, you will not be able to back up to correct it.

15. The Notice of Electronic Filing is displayed. This is verification that the filing has been sent electronically to the court's database. To print a copy of this notice, you could use the browser's "Print" button. You could also save this notice by using the browser's "File" menu item.

This notice will be emailed to persons who have indicated a desire to receive notices in this case.

Notice the software assigned the next available document number to the response.

Since this completes the process of filing the response, you are now ready to log out.

Click "Logout" in the main CM/ECF menu bar.

1. We will assume:

- You have created a motion while representing **Raymond Garza**, one of the defendants in criminal case **05-5##** .
- You have logged in and are going to file this motion.

In the CM/ECF Menu Bar to begin

Click on "Criminal"

2. This is the screen showing all criminal categories of events.

Click on "Motions"

3. CM/ECF now asks you to enter the case number in which you want to file the motion. Notice the examples of valid case number formats.

Enter case number 05-5##

Click the "Next" button.

4. The system shows all the defendants in the case. You should select the one as to whom this motion applies.

Click the check box for defendant 1, Raymond Garza, then click the "Next" button.

5. The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case:

- Raymond Garza (pty:dft) represented by student## (aty) - Lead - Notice

Click the check box

Click the "Next" button.

6. You are now ready to submit your scanned motion. Since Defendant **Garza** is filing a motion to suppress evidence,

Scroll down the list and select "Suppress", then click the "Next" button.

7. You are now ready to submit your *PDF document. The first thing you need to do is locate the motion's pdf file. If you know the filename and path, you could type it in the "**Filename**" field. The most common practice is to use the "**Browse**" button to navigate to the correct file folder and select the file.

Please review the lesson, Attaching a Document

The path is **C:\cmecf\train\2005**, and the filename is **512-2msuppress.pdf**.

8. ***Right click the filename.***

9. ***Click the "Open with Acrobat"* and verify the document.**

10. ***Close the Acrobat window.***

11. ***Click the "Open" button to load the PDF file.***

12. Since this motion has a proposed order as an attachment, you now need to indicate there are attachments. To do so,

Click the radio button for "Yes",

Click the "Next" button.

13. You now are ready to select the proposed order attachment. You may type in its path in the **"Filename**" field, or you may browse for it.

Enter **C:\cmecf\train\2005\50201propo.pdf**

Right click the filename.

14. The system has now filled in the path to the proposed order in the "**Filename**" field.

As an option, you can also add a description of the attachment which will appear in the docket text. We will do so in this case.

Click on the down arrow on the "Type" pick list and select "Text of Proposed Order".

If the description is not in the "Type" list, or you can type additional text in the "Description" field.

Then click the "Add to List" button.

15. You are not limited to only one attachment. You may repeat steps 12 through 14 on this screen as many times as necessary. When the list contains the filenames of all the attachments,

Click "Next".

16. The system will prompt you to answer the question **Suppress What?**

Answer the question "evidence". When it is complete and accurate,

Click "Next" to continue.

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

This is the final docket text.

Click the "Next" button to submit this transaction.

Note: up to this point you may use the browser's "Back" button to return to a previous screen and make changes. When you click this "Next" button you are committing this transaction. The docket entry and the pdf file are then submitted to the CM/ECF database. If you then discover a mistake, you will not be able to back up to correct it.

18. The Notice of Electronic Filing is displayed. This is verification that the filing has been sent electronically to the court's database. To print a copy of this notice, you could use the browser's "**Print**" button. You could also save this notice by using the browser's "**File**" menu item.

This notice will be e-mailed to persons who have indicated a desire to receive notices in this case.

Since this completes the process of filing the motion, you are now ready to log out.

Click "Logout" in the main CM/ECF menu bar.

1. We will assume:

- We will assume you have created a response to a motion for Handwriting Exemplars from **US Attorney** in case **05-5##**.
- You have logged in and are going to file that response.

In the CM/ECF Menu Bar

Click on "Criminal"

2. This is the screen showing all criminal categories of events. In order to file a response,

Click on "Responses and Replies"

3. In the drop down list, select the type of response being filed. For this response,

Click the down arrow

Click on "Response to Motion"

Click the "Next" Button.

4. CM/ECF now asks you for the case number. Notice the examples of valid case number formats.

Enter case number 05-5## and click the "Next" button.

5. The system shows all the parties in the case. You should select the one who is filing this response. In this case, Defendant Garza is filing the response

Select GARZA defendant

Click the "Next" button.

6. You are now ready to submit your *PDF response. The first thing you need to do is locate the motion's pdf file. If you know the filename and path, you could type it in the "**Filename**" field. The most common practice is to use the "**Browse**" button to navigate to the correct file folder and select the file.

Please review the previous lesson, Attaching a Document

The path is **C:\cmecf\train\2005**, and the filename is response.pdf**.**

7. ***Right click the filename.***

8. ***Click the "Open with Acrobat"* and verify the document.**

9. ***Close the Acrobat window.***

10. ***Click the "Open" button to load the PDF file.***

11. The application now has filled in the path and filename for your motion.
There are no attachments.

Click the "Next" button to continue.

13. The application now shows the motions in this case. You should select the motion or motions to which this response relates. Since there is only one motion in this case, it is already selected by default.

Be sure the check box for the Motion for Handwriting Exemplars is checked, Click the "Next" button.

14. The docket text is now presented. You may edit this text as you see fit. For this case, add "*as to defendant Garza*. " When it is complete and accurate,

Click "Next"

15. This is the final docket text.

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

Click the "Next" button to submit this transaction.

Note: up to this point you may use the browser's "Back" button to return to a previous screen and make changes. When you click this "Next" button you are committing this

transaction. The docket entry and the pdf file are then submitted to the CM/ECF database. If you then discover a mistake, you will not be able to back up to correct it.

16. The Notice of Electronic Filing is displayed. This is verification that the filing has been sent electronically to the court's database. To print a copy of this notice, you could use the browser's "Print" button. You could also save this notice by using the browser's "File" menu item.

This notice will be emailed to persons who have indicated a desire to receive notices in this case.

Notice the software assigned the next available document number to the response.

Since this completes the process of filing the motion, you are now ready to log out.

Click "Logout" in the main CM/ECF menu bar.

Sealed Documents.

Do not attach the document you want sealed to your motion requesting to seal that document.

- 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.

We will assume:

- You have created a motion to seal on behalf of the government, United States of America in criminal case **05-5##** .
- You have logged in and are going to file this motion.

In the CM/ECF Menu Bar to begin

Click on "Criminal"

1. This is the screen showing all criminal categories of events.

Click on "Motions"

2. CM/ECF now asks you to enter the case number in which you want to file the motion. Notice the examples of valid case number formats.

Enter case number 05-5##

Click the "Next" button.

3. The system shows all the parties in the case. You should select the filer.

Highlight the USA, plaintiff , then click the "Next" button.

Scroll down the list and select "Seal", then click the "Next" button.

4. You are now ready to submit your *PDF document. The first thing you need to do islocate the motion's pdf file. If you know the filename and path, you could type it in the "**Filename**" field. The most common practice is to use the "**Browse**" button to navigate to the correct file folder and select the file.

Please review the lesson, Attaching a Document

The path is **C:\cmecf\train\2005**, and the filename is **mtoseal.pdf**.

5. ***Right click the filename.***

6. ***Click the "Open with Acrobat"* and verify the document.**

7. ***Close the Acrobat window.***

8. ***Click the "Open" button to load the PDF file.***

9. Since this motion has a proposed order as an attachment, you now need to indicate there are attachments. To do so,

Click the radio button for "Yes",

Click the "Next" button.

10. You now are ready to select the proposed order attachment. You may type in its path in the **"Filename**" field, or you may browse for it.

Enter **C:\cmecf\train\propo.pdf**

11. ***Right click the filename.***

12. ***Click the "Open with Acrobat"* and verify the document.**

13. ***Close the Acrobat window.***

14. ***Click the "Open" button to load the PDF file.***

15. The system has now filled in the path to the proposed order in the "**Filename**" field.

As an option, you can also add a description of the attachment which will appear in the docket text. We will do so in this case.

Click on the down arrow on the "Category" and select "Proposed Order".

If the description is not in the "Category" list, you can type additional text in the "Description" field.

Then click the "Add to List" button.

16. You are not limited to only one attachment. You may repeat steps 11 through 14 on this screen as many times as necessary. When the list contains the filenames of all the attachments,

Click "Next".

NOTICE THE WORDING IN THE SYSTEM. IT WILL REMIND YOU NOT TO ATTACH THE DOCUMENTS THAT YOU ARE REQUESTING TO BE SEALED AND WILL DIRECT YOU TO BRING THE DOCUMENTS TO BE SEALED TO THE CLERK'S OFFICE IF THE MOTION TO SEAL IS GRANTED.

Click "Next".

17. The system will now ask you if the Motion to Seal refers to existing documents. If it does not, simply **Click "Next".**

18. You are now at the docket text of the Motion to Seal. You may choose a modifier in front of the entry to further identify the motion and add text at the end of the docket entry. Once you are satisfied with your docket entry,

Click "Next".

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

This is the final docket text.

Click the "Next" button to submit this transaction.

Note: up to this point you may use the browser's "Back" button to return to a previous screen and make changes. When you click this "Next" button you are committing this transaction. The docket entry and the pdf file are then submitted to the CM/ECF database. If you then discover a mistake, you will not be able to back up to correct it.

20. The Notice of Electronic Filing is displayed. This is verification that the filing has been sent electronically to the court's database.

To print a copy of this notice, you could use the browser's "**Print**" button. You could also save this notice by using the browser's "**File**" menu item.

This notice will be e-mailed to persons who have indicated a desire to receive notices in this case.

Since this completes the process of filing the motion, you are now ready to log out. ***Click "Logout" in the main CM/ECF menu bar.***