

We will assume:

- You have been appointed to serve as an ADR Neutral in a civil case.
- You have logged in and are going to file a Notice of the ADR Session.

Click on “Civil” in the CM/ECF Menu Bar to begin.

1. The page displays all Civil categories of events. As you are filing a Notice of ADR Session,
Click on “ADR Documents” to continue.
2. Select **“Neutral’s Notice of ADR Proceeding”** from the drop down.
3. Click the **“Next”** button to continue.
4. CM/ECF now prompts you to enter the case number. Notice the examples of valid case number formats.
Enter case number office:year-cv-case number (2:05cv50211)
5. Verify the case number that you entered is correct, then Click on **“Next”**.
6. Click the **“Next”** button to continue.
7. You are now ready to submit your Notice document. The court does not provide a standard notice document for this application, you must create this document. The first thing you must do is locate the notice pdf file. Note: **ALL** documents uploaded to the court CM/ECF server **MUST** be stored in pdf format. 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 name.
Click the “Browse” button to continue.
8. This is Netscape’s File Upload dialog box. You will use it to locate the pdf file for your notice. Once you navigate to the correct subdirectory on your computer or computer network, select the notice document by double clicking on it.
9. Click the **“Open”** button to select the notice pdf document.
10. The application now has filled in the path and filename for your notice.

If this notice 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.

11. You will now be prompted to enter the date of the ADR Session date. Click the **“Next”** button to move to this screen
12. Select the date of the Early Neutral Evaluation or Mediation proceeding that you are scheduling. You can click on the **“calendar”** button to have the calendar displayed and select the appropriate date from the calendar. Then enter the time of the proceeding. Click on the radio button for AM or PM.
13. Click the **“Next”** button to continue.
14. Verify the information in the docket text. This is the final docket test.

Attention!! Pressing the Next button on this screen commits the transaction. You will have no further opportunity to modify the 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 on this **“Next”** button you are committing the transaction. The docket entry and the pdf(s) files 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. Click the **“Next”** button to submit this transaction.

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.

This completes the filing of the notice, you are now ready to logout.