
**A GUIDE TO WORKING WITH
CM / ECF**



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

August 2011

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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/A).

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/A” refers to Portable Document Format for long-term archiving. A document file created with a word processor, or a paper document that has been scanned, must be converted to portable document format “PDF/A” 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 Pittsburgh's Intake desk at **(412) 208-7500** for telephone assistance in using ECF between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday. Questions involving a matter or case in Erie or Johnstown, please contact Erie Division **(814) 464-9600** or Johnstown Division **(814) 533-4504**

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/A). Adobe Acrobat Writer is included in WordPerfect's Version 9 or higher and Microsoft Word version 2007 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/A 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 Microsoft's Internet Explorer version 5.5 or higher.

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".

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 for *pro se* litigants, traditionally on paper. 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.

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*, must become registered users or else they must show cause why they are not a registered user.

SANCTION/PROCESSING FEE

If an attorney insists on filing a document on paper and is a Registered ECF user, Intake will notify the Judge of such filing and the Judge will enter an Order Requesting Processing Fee and Sanction.

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/A 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/A 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/A format on disc or CD-ROM OR, in the alternative, e-mailing the PDF/A 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/A 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

In addition to the provision in LCR49D, the following are 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/A 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 7 CALENDAR 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 31 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 after 90 CALENDAR days.

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 and submitting the prescribed electronic registration form on the court's web site at <https://www.pawd.uscourts.gov/Applications/pawd3/ECFProc/RequestID.cfm>. 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 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, email notification address, etc.

An applicant should complete the on-line registration form found at http://www.pawd.uscourts.gov/Pages/cmecf_help.htm.

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.

If you have forgotten your ECF password and/or login, you may request to have this information sent to your email address. This address is case sensitive and must match the primary address for the account. A new password will be generated, and it is highly recommended that you change it immediately following a successful login.

The request is located at: https://www.pawd.uscourts.gov/Applications/pawd_adr/pages/PasswordRequest.cfm

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, please use the registration form found on our website at: http://www.pawd.uscourts.gov/Pages/cmecf_training.htm

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:

<u>Logins</u>	<u>Passwords</u>
user1	user1
user2	user2
user3	user3
user4	user4

Consequences of Electronic Filing

Electronic transmission of a document to the Electronic Filing System in accordance with this Court's Electronic Case Filing Policies and Procedures, 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 this Order 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.

An electronically filed document must include a signature block in compliance with Local Rule 5.2(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/A 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. A Filing User must have the ability to convert electronic files from their native word processing application format to Portable Document Format (PDF/A). All new documents prepared for ECF cases must be converted to PDF/A 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/A)

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

PDF/A is a document format that was established in 2005 and is standardized by the International Standards Organization (as ISO-19005). An improvement over the PDF format, it will allow for long-term archiving of electronic documents by storing font, graphics, color and other information internally within each document. This will make the PDF/A document relatively self-sufficient. Our CM/ECF system effective January 1, 2012, it will permit only PDF/A's. A PDF/A may be created from within Adobe, Microsoft Word, and from a document being scanned. See the appropriate section below.

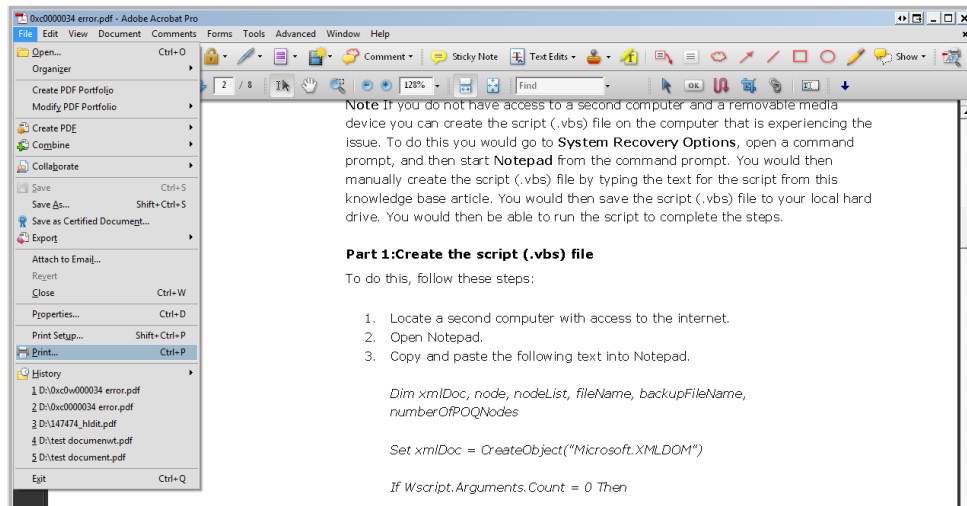
Viewing a PDF/A Document

- 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/A 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/A Format

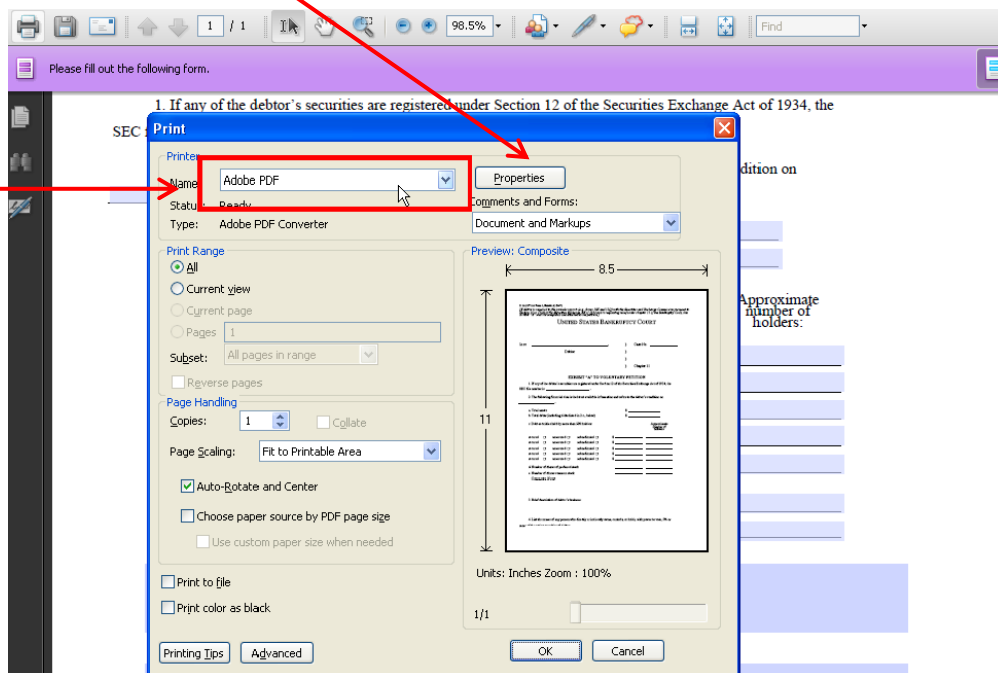
Creating a PDF/A with Adobe

1. Your document may already be an ordinary PDF. To begin the PDF/A creation process, from the toolbar, select **File > Print...**

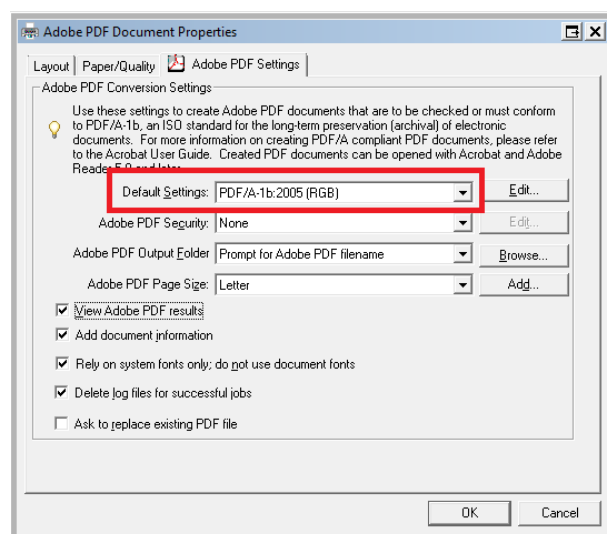


2. In the drop down list of printers, next to “Name”, select “Adobe PDF”.

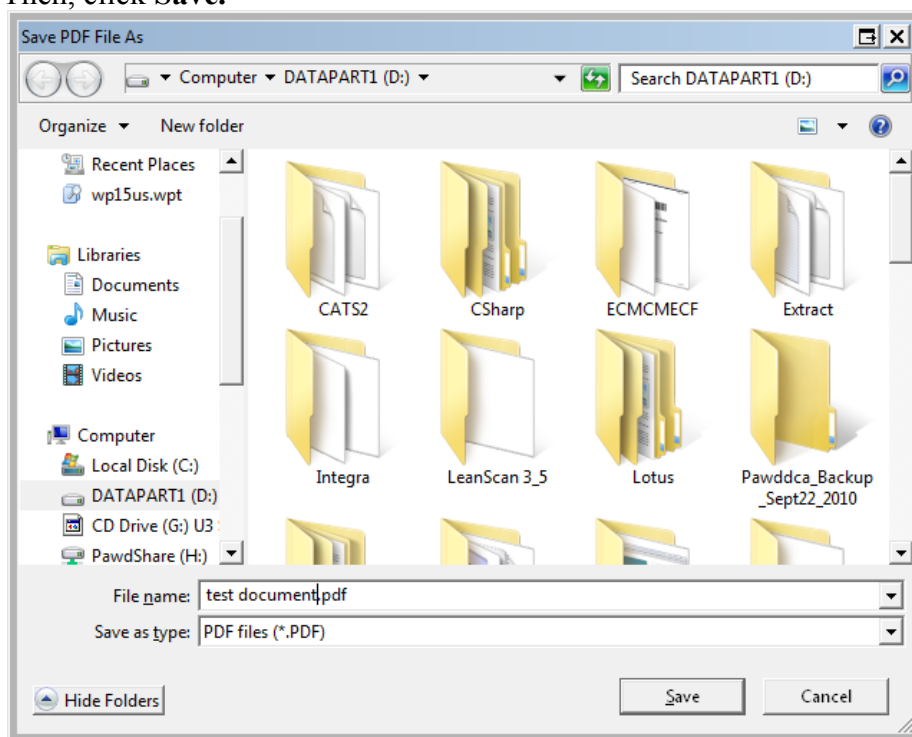
3. Click the “**Properties**” button to the right of the selection you just made for “Adobe PDF”.



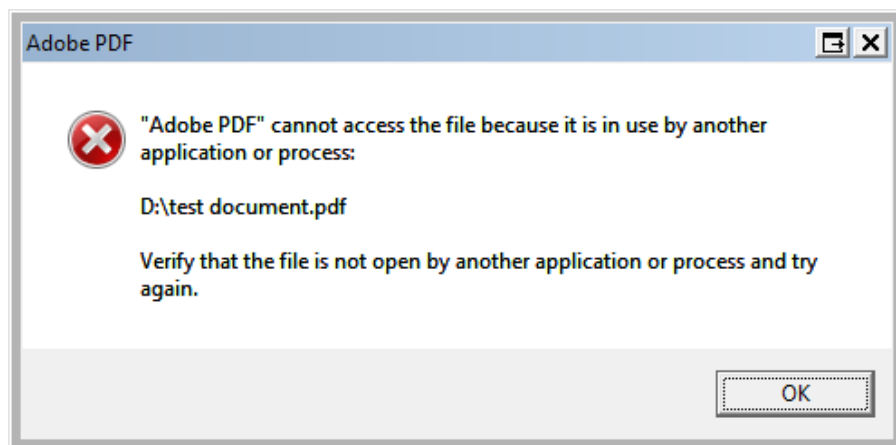
4. When the “**Adobe PDF Document Properties**” window appears, on the “**Adobe PDF Settings**” tab, select the “**PDF/A-1b:2005 (RGB)**” option from the “Default Settings” drop-down. Click **OK**. When you return to the “**Print**” window, click **OK** one last time.



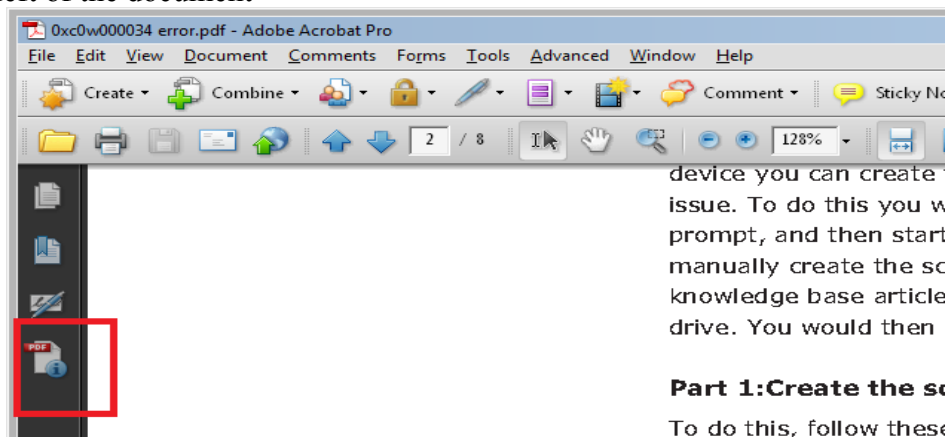
5. You will now see the “Save PDF File As” window. Enter in the file name and choose a location to save your file. Then, click **Save**.



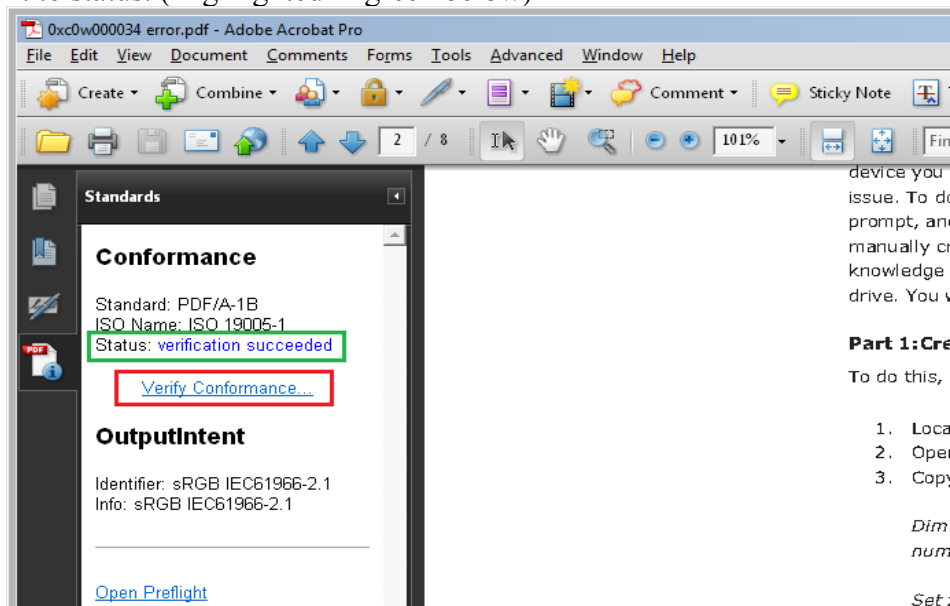
If the source document is already a PDF and you are using the same file name as the original document, you will be warned that the original file is in use and cannot be over written. (PDF/A documents use the same **pdf** file extension.) If this does occur, give the newly created PDF/A file a different name in the “File name” box. See the image below.



6. If your PDF/A has been converted successfully, you will see the “Standards” icon in the adobe sidebar to the left of the document

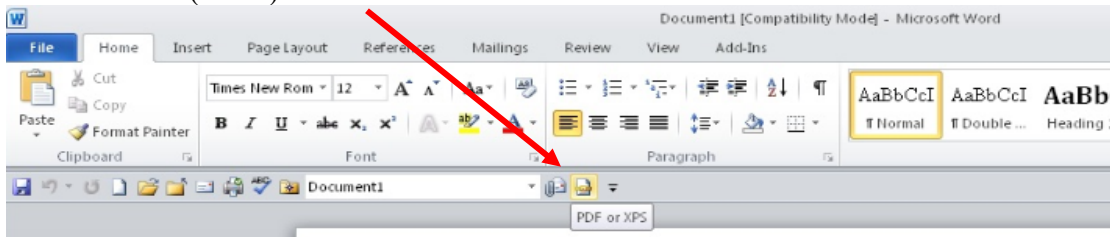


7. Click the “Standards” icon to expand the “Standards” window. Click the “Verify Conformance” link (Highlighted in red below). If the conversion was good, you will see “Verification Succeeded” next to status. (Highlighted in green below)

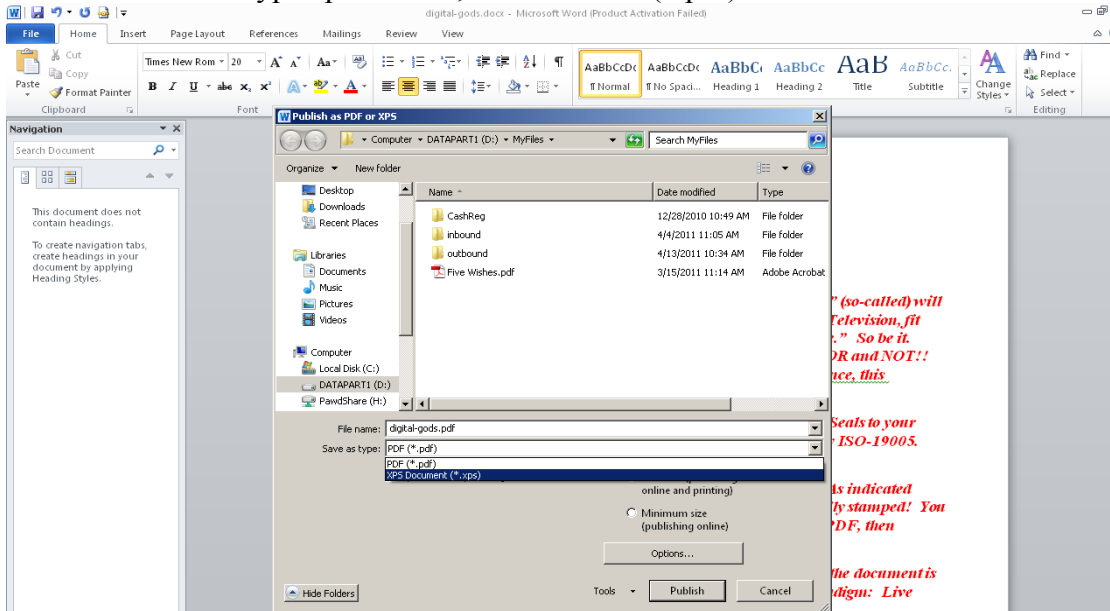


Creating a PDF/A with Microsoft Word

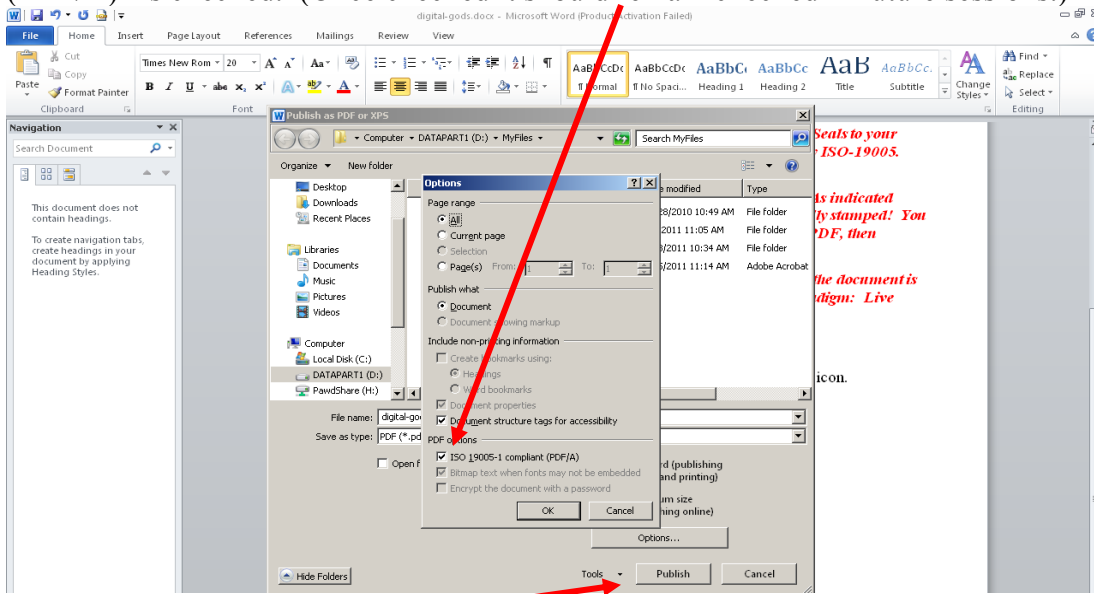
1. Locate the (small) **PDF or XPS** icon. Click on it.



2. In the “Save as type” pull-down, choose “PDF (*.pdf)”.



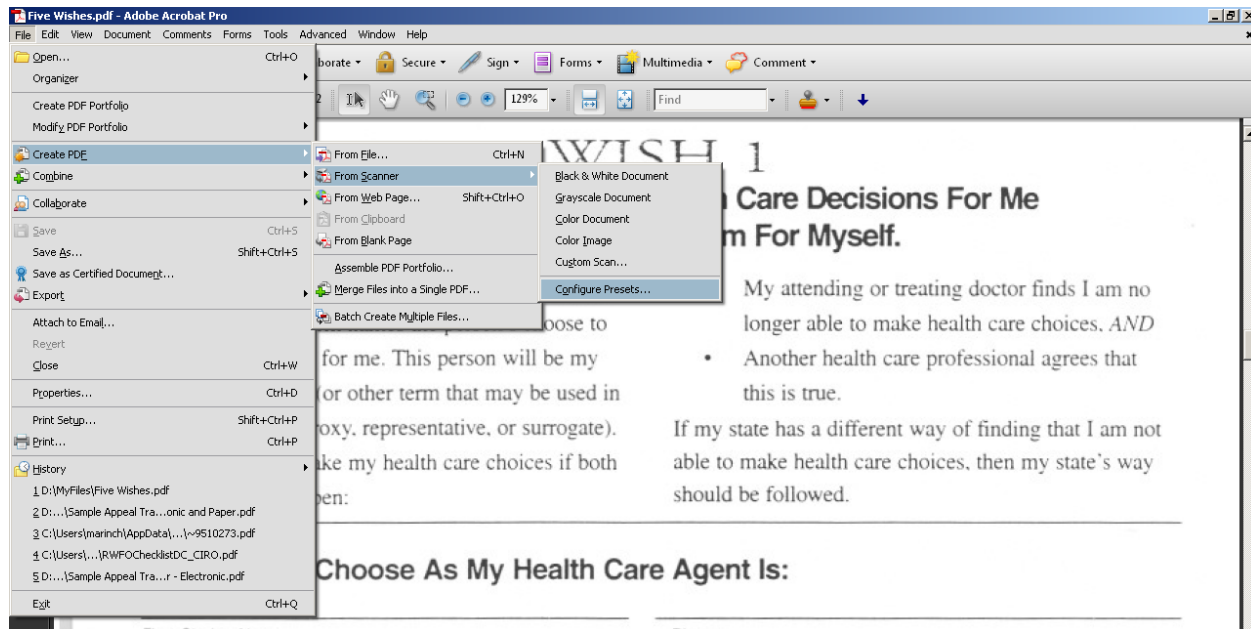
3. Click on the **Options...** box. Near the bottom, ensure that the box for “ISO-19005 compliant (PDF/A)” is checked. (Once checked it should remain checked in future sessions.) Click **OK**.



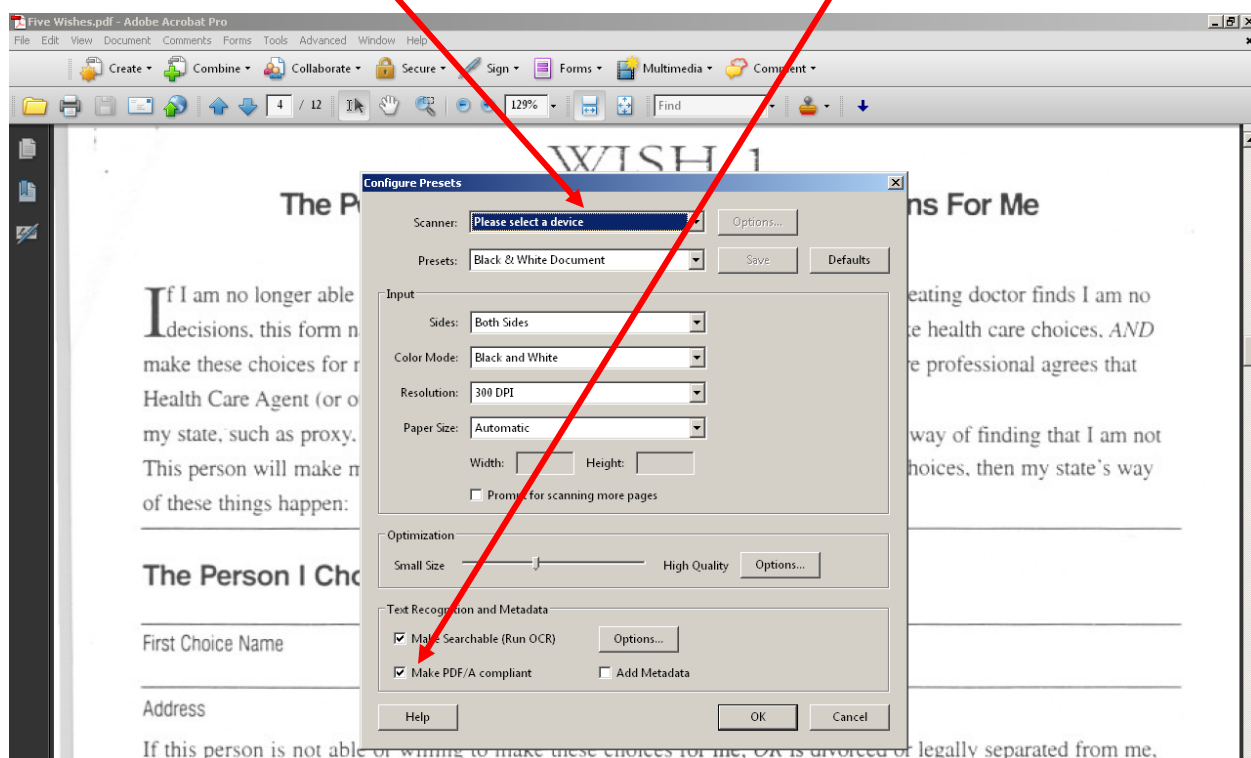
4. Click **Publish** button. A PDF/A will be created in folder and name indicated.

Creating a PDF/A from a Scanned Document Using Adobe.

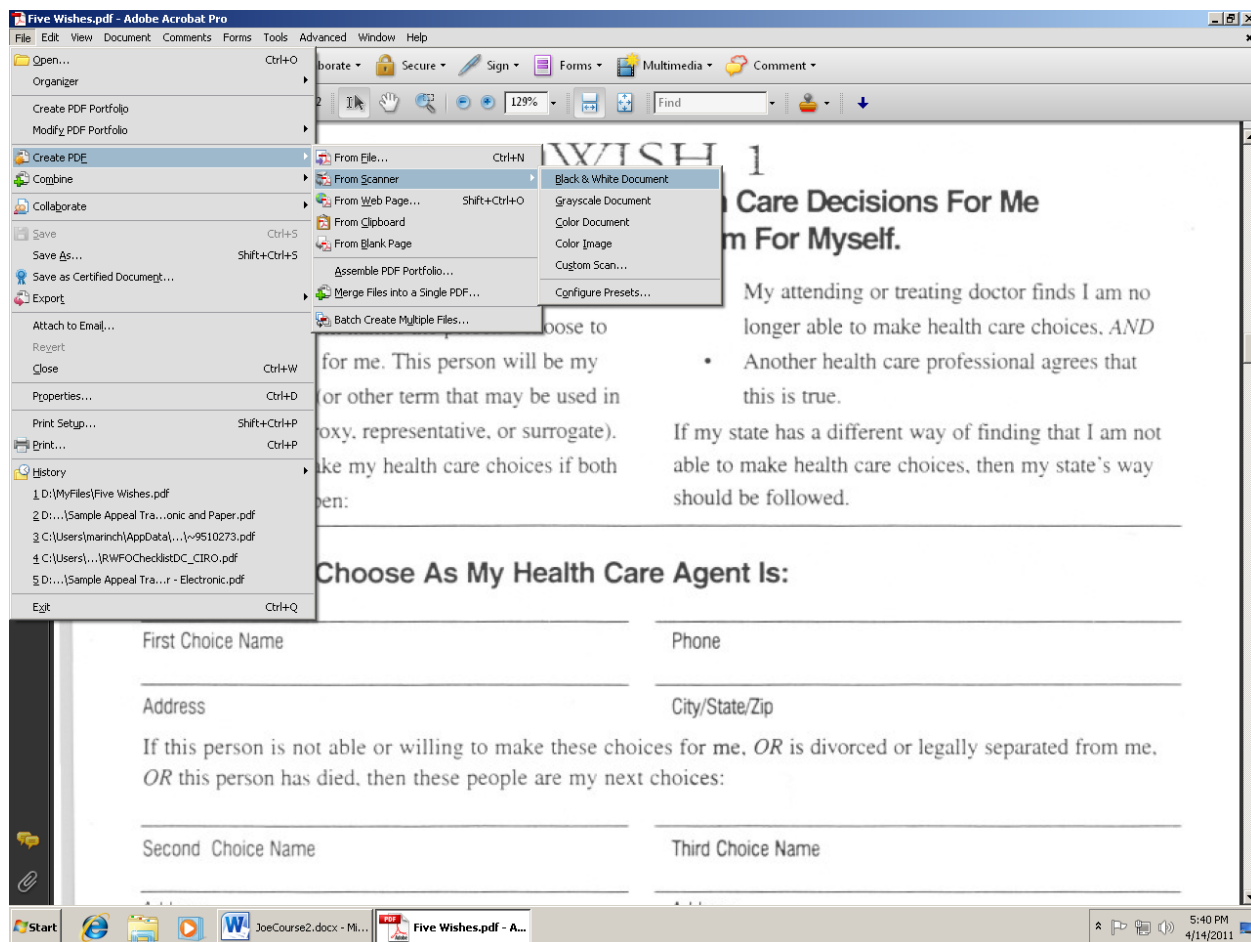
1. Inside Adobe Acrobat choose File → Create PDF → From Scanner → Configure Presets.



2. Check that the correct device is chosen, then click the checkbox for “Make PDF/A Compliant”. Click OK.



3. To produce the PDF/A again select File → **Create PDF → From Scanner**. Then select the type of document.



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/A 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 412-208-7500 / **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 shall to use the ECF system to electronically file a civil initial pleading such as a complaint or petition for removal. (Please see section “How To File Initial Pleadings/Documents”.) A credit card or motion to proceed In Forma Pauperis is necessary.

NOTE: After your document has been filed, 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.

- 2) **Traditionally** – in paper form by this courts electronic case filing P&P.

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

User Manual

You can view or download the most recent version of this manual (in PDF/A format) from the court's web page. Enter http://www.pawd.uscourts.gov/Pages/cmecf_manuals.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 9 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 with Acrobat Reader. Users can download a free copy of Acrobat Reader 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 can view or download the most recent version of this manual (in PDF/A format) from the court's web page. Enter http://www.pawd.uscourts.gov/Pages/cmecf_manuals.htm in your browser's location field and, when the court's web page opens, click on the [CM/ECF User Manual](#) hyperlink. See Figure 1.

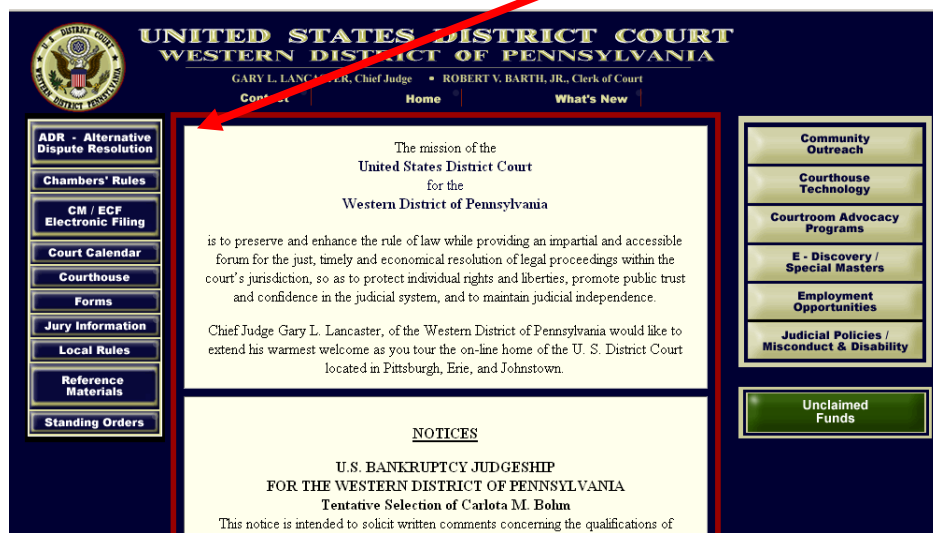


Figure 1

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

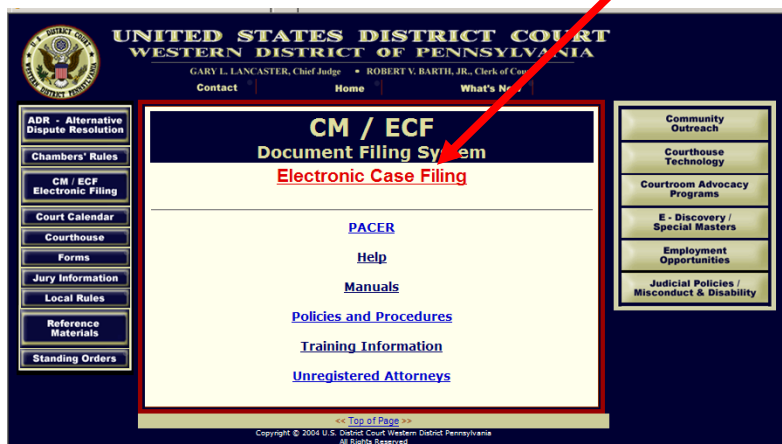


Figure 2

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

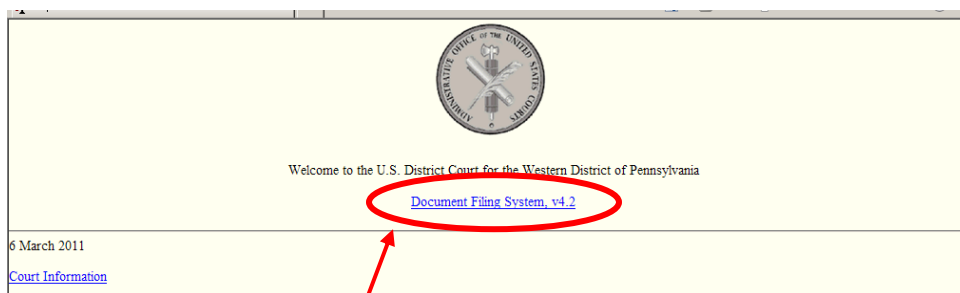


Figure 3

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 **Document Filing System** hyperlink to open the login screen and login to ECF.

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.

If you have not been contacted by the clerk's office with a login and password, you are not yet officially registered in ECF. Figure 4 depicts the login screen.

CM/ECF Filer or PACER Login

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

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client code:

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

Figure 4

Enter your PAWD ECF login name and user password in the appropriate data entry fields, remembering to also check the box indicating you understand and will comply with the court's redaction rules. 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. 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 50 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.

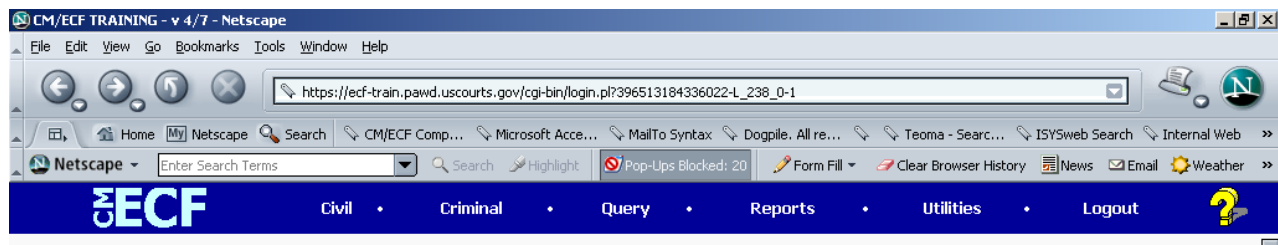


Figure 5

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.

General Rules and Manipulations

Manipulating the Screens

Each event screen has two buttons associated with data entry:

- Use the  button to remove **all** characters entered in its associated field or box.
- Use the  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 part of the 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.

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

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

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

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

Specify the PDF/A document to file.

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

Modify docket text as necessary.

Submit the pleading or document to ECF.

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. When the initial pleading requires a filing fee, the Filing User will automatically be transferred to the pay.gov site directing them to input their credit card information. Any document that requires a filing fee (e.g. Notice of Appeal, Request for *Pro Hac Vice* Admission) will also be paid through this site. If you file a motion to proceed In Forma Pauperis and your motion is granted you may bypass the credit card process by clicking Yes when the system asks Are you filing In Forma Pauperis?

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.

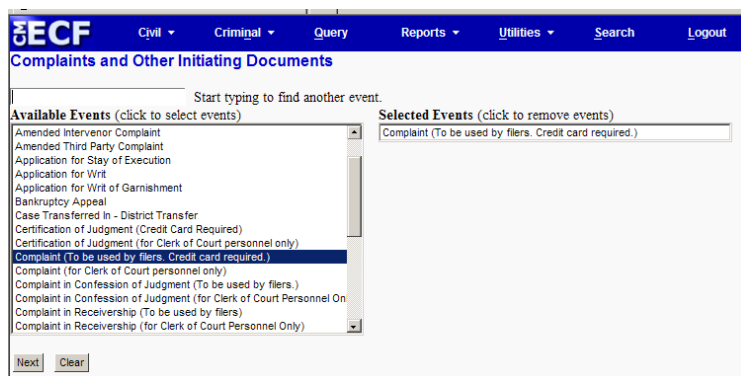


The Civil Event window opens displaying all of the events that you may choose to electronically file a pleading or document.

Click on **Initiating Documents** under the **Initial Pleadings and Service**.



A drop-down menu will appear with initial pleading types listed. Click on the drop-down menu and select **Complaint (To be used by filers Credit card required)**.



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

The same Case 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 and you will be noticed for each filing afterward.

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/A 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/A attachment in your files; (Click on “add to list” once you find the PDF/A 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 MISCELLANEOUS CASE.
LEAVE THAT SCREEN BLANK.**

Since the miscellaneous 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 miscellaneous 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. They can be downloaded and saved. They can then be completed as necessary and converted to PDF/A 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 for the Pittsburgh office, 814-464-9600 for the Erie office and 814-533-4504 for the Johnstown office.

Once the Clerk’s Office receives the case to open, court personnel will execute, seal and electronically file the summons.

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**.

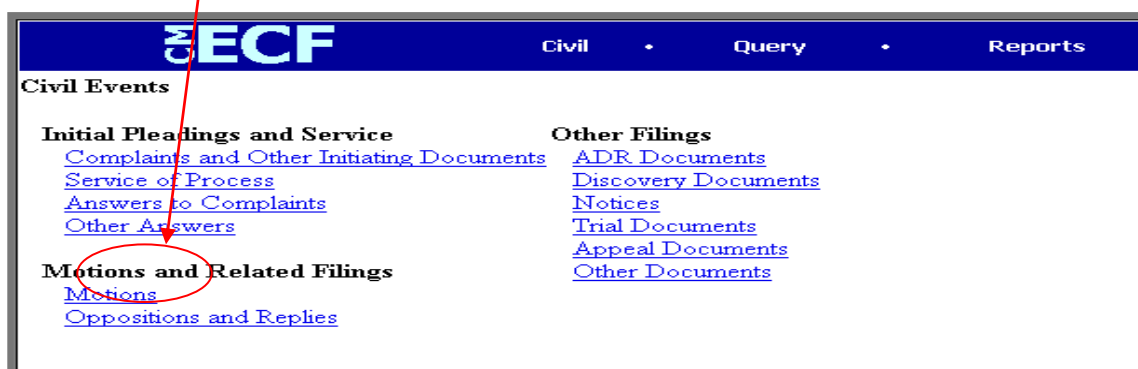


Figure 6

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, responses and briefs 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 multiple reliefs, all reliefs must be selected when docketing the motion.

Figure 7

The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the 'Motions' section. It features a search input field with the text 'app' and a prompt 'Click your selection, or use arrows to highlight it and press Enter.' Below this is a list of 'Available Events' with options like 'Appeal In Forma Pauperis', 'Appeal Pro Hac Vice', 'Application for Immunity', 'Appoint Counsel', 'Appoint Custodian', 'Appoint Expert', 'Appoint Receiver', 'Approve Consent Judgment', 'Certificate of Appealability', and 'Leave to Appeal'. To the right of the list is a 'Selected Events' field. A yellow tip box on the right side of the screen contains the following text: 'Tip: Type the first letter of the title of your pleading. ECF will scroll within the drop-down box to the first pleading whose title begins with the letter you typed.'

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

The screenshot shows the ECF Motions screen with the 'Case Number' field highlighted. The field contains the text '02-555'. To the right of the field, a list of case numbers is displayed: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the field are 'Next' and 'Clear' buttons. Red arrows point from the 'Next' button in Figure 7 to the 'Next' button in Figure 8, and from the 'Available Events' list in Figure 7 to the 'Case Number' field in 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/A 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/A 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/A** format. Otherwise, ECF will not accept the document.

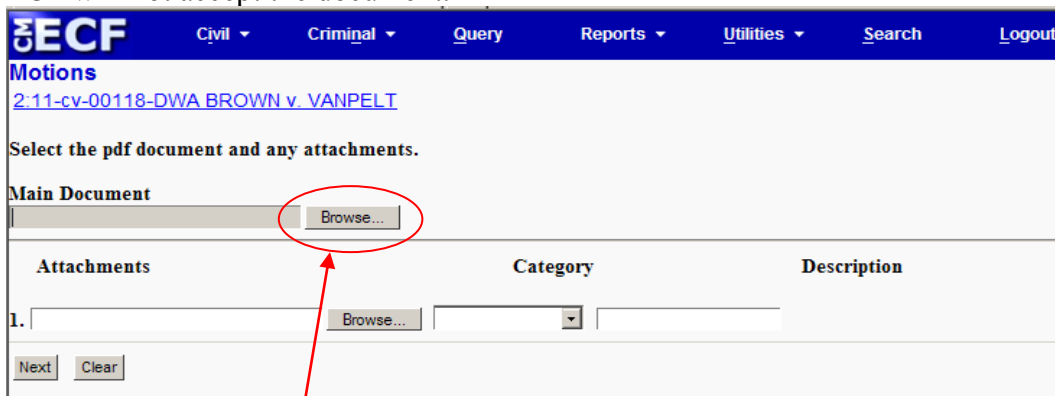


Figure 10

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

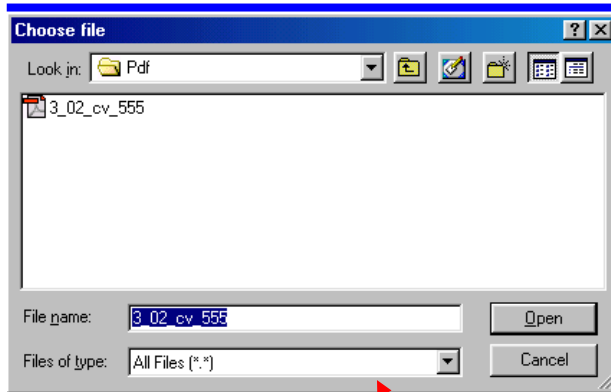


Figure 11A

If necessary, change the **Files of type** to All Files(“.”)

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

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

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

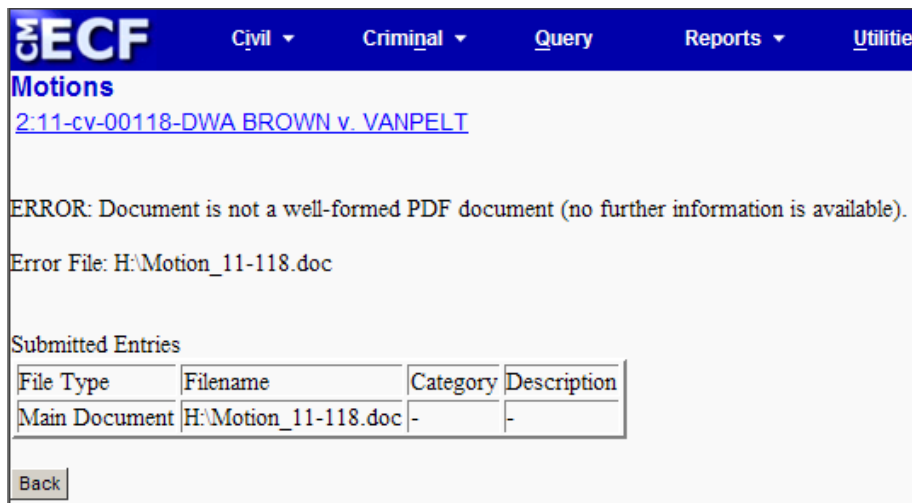
Click on the **[Open]** button from the screen depicted in Figure 11A. ECF closes the **File Upload** screen and inserts the PDF/A file name and location in the screen depicted in Figure 11B.

Attachments	Category	Description
1. H:\PropOrder11-118.pdf	Proposed Order	Remove
2.		

Figure 11B

A proposed order is required to be filed as an attachment to the motion. Use the Category and / or Description fields to name your attachment. Then click on **[NEXT]**.

In the event you selected and highlighted a file that is not in PDF/A 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/A format.

Click on the **[Back]** button and ECF will return to the screen depicted in Figure 11A. Select and highlight the PDF/A file and proceed as before.

Failure to Select A Document to File

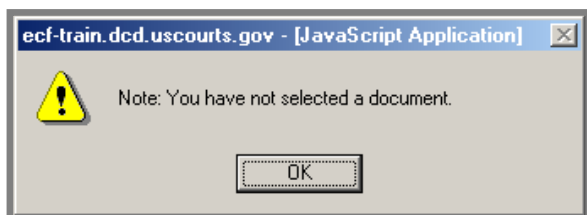


Figure 12

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

Use the **[Back]** button on your browser toolbar to return to the screen depicted in Figure 11. Enter the PDF/A 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/A 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.

Page Limits

Word Processing Documents Converted to PDF/A – If an attachment is more than 200 pages long, you must divide the document into 50 page attachment files.

Scanned Documents – For scanned documents and/or images exceeding 50 pages in length, create separate attachment files of 50 pages each.

Scanned Exhibit Documents Exceeding 200 Pages – Scanned exhibits exceeding 200 pages shall be split into 50 page documents and filed as separate attachments.

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.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is a section titled 'Motions' with a link to '2:11-cv-00118-DWA BROWN v. VANPELT'. The instruction 'Select the pdf document and any attachments.' is displayed. Under 'Main Document', the file 'H:\Motion_11-118.pdf' is listed with a 'Browse...' button. Below this is a table for 'Attachments' with columns for 'Attachments', 'Category', and 'Description'. The first row shows 'H:\PropOrder11-118.pdf' with a 'Browse...' button, a dropdown menu set to 'Proposed Order', and a 'Remove' button. The second row is empty with a 'Browse...' button and a dropdown menu. At the bottom are 'Next' and 'Clear' buttons.

Attachments	Category	Description
1. H:\PropOrder11-118.pdf <input type="button" value="Browse..."/>	<input type="text" value="Proposed Order"/>	<input type="button" value="Remove"/>
2. <input type="text" value=""/> <input type="button" value="Browse..."/>	<input type="text" value=""/>	

Figure 13

Click on **[Browse]** to search for the document file name of the attachment.
Next to the field for Attachment **Category**, 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.
Repeat the sequence for each additional attachment.
After adding all of the desired PDF/A documents as attachments, click on **[Next]**.
The previous screen closes and ECF opens a new window as depicted in Figure 14.

Note: When describing attachments you may use the Category field, the Description field, or both. When utilizing both fields, do not input the same information in both fields (i.e. if you select Exhibit in the category field and type Exhibit A in the Description field, your final text will read Exhibit Exhibit A).

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.

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled 'Motions' with a link to '3:02-cv-00555-TIV Calpin v. Terruso'. The main content area shows a 'Docket Text: Modify as Appropriate.' section. A yellow highlighted box contains the text: 'MOTION for Preliminary Injunction by Kevin Calpin . (Attachments: # (1) Proposed Order) (attorney,)'. Below this box are two buttons: 'Next' and 'Clear'.

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.

The screenshot shows the ECF filing interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled 'Motions' with a link to '3:02-cv-00555-TIV Calpin v. Terruso'. The main area is a form for 'Docket Text: Modify as Appropriate.' It contains a text input field with the text 'First MOTION for Preliminary Injunction to cease and desist from by Kevin Calpin . (Attachments: # (1) Proposed Order) (attorney,)'. Below the input field are 'Next' and 'Clear' buttons.

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.

The screenshot shows the ECF filing interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled 'Motions' with a link to '3:02-cv-00555-TIV Calpin v. Terruso'. The main area is a form for 'Docket Text: Final Text'. It contains a text input field with the text 'First MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by Kevin Calpin. (Attachments: # (1) Proposed Order)(attorney,)'. Below the input field are 'Next' and 'Clear' buttons. A red warning message is displayed below the buttons: 'Attention!! Pressing the NEXT button twice on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.'

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 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.

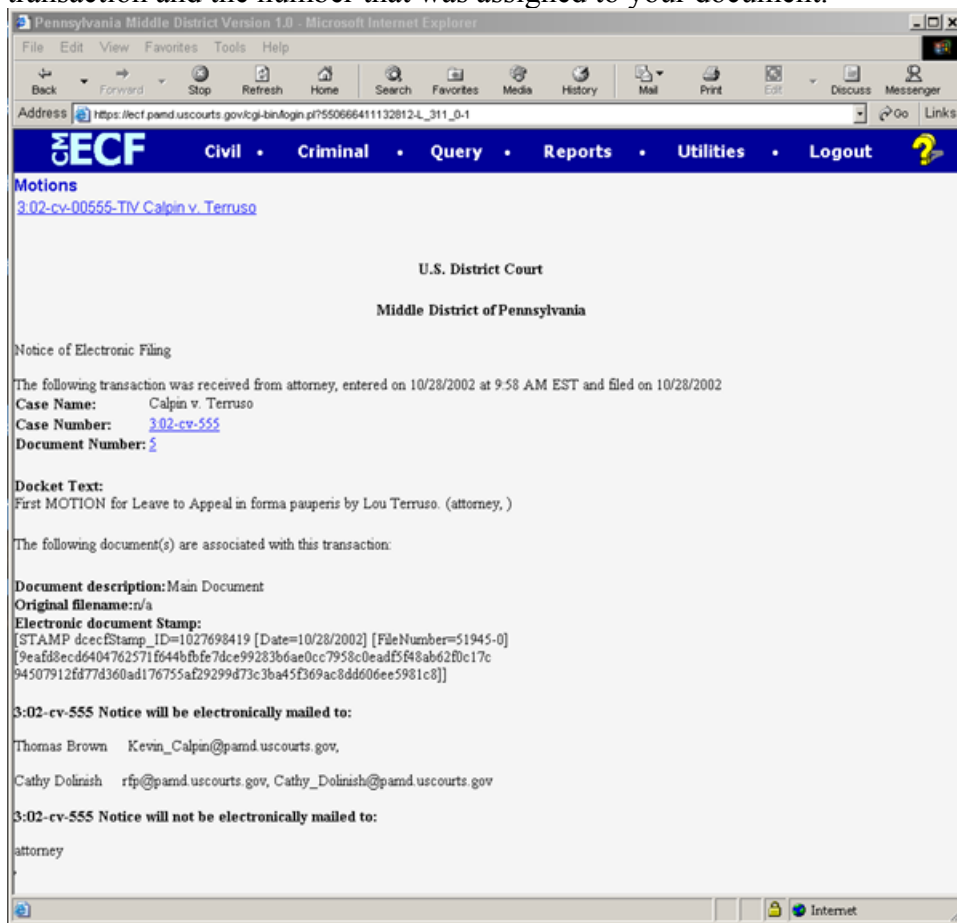


Figure 17

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. 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.

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/A 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/A 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/A 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 Intake phone numbers:

Erie 814-464-9600 / **Johnstown** 814-533-4504 / **Pittsburgh** 412-208-7500

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 5.2(D), 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.

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:

¹Documents 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.

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).

The following documents shall not be included in the public criminal case file and will not be made available to the public at the courthouse or via remote electronic access:

- 1) Un-executed summonses or warrants of any kind (e.g., search warrants, arrest warrants);
- 2) Pretrial bail or pre-sentence investigation reports;
- 3) Statements of Reasons in the judgment of conviction;
- 4) Juvenile records;
- 5) Documents containing identifying information about jurors or potential jurors
- 6) Financial Affidavits filed in seeking representation pursuant to the Criminal Justice Act;
- 7) Ex Parte requests for authorization of investigative, expert or other services pursuant to the Criminal Justice Act; and
- 8) Sealed documents

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

The screenshot shows the ECF Query interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the bar, the word "Query" is displayed in blue. The main content area has a yellow background and contains a "Search Clues" section. This section includes a "Case Number" field with examples (99-500, 1:99cv500) and a "Def Number" field. Below these are "or search by" options: "Filed Date" and "Last Entry Date" with date range pickers, and "Nature of Suit" with a dropdown menu showing options like "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)". Another "or search by" section follows, with fields for "Last Name" (with examples Desoto, Des*t), "First Name", "Middle Name", and a "Type" dropdown. At the bottom of the search area are "Run Query" and "Clear" buttons.

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.

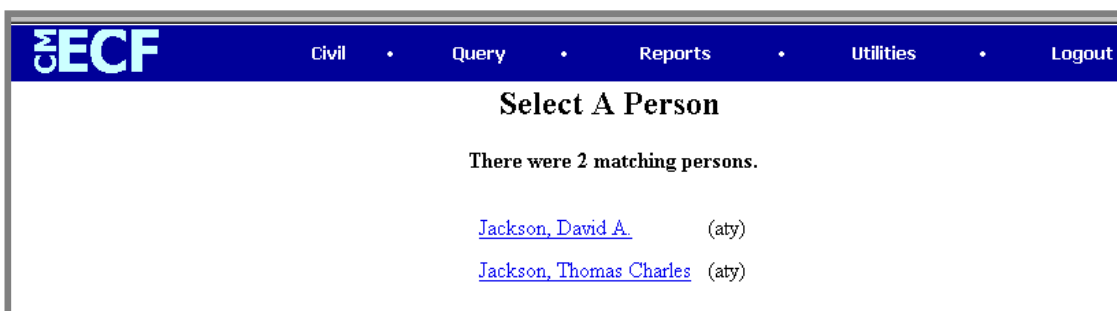
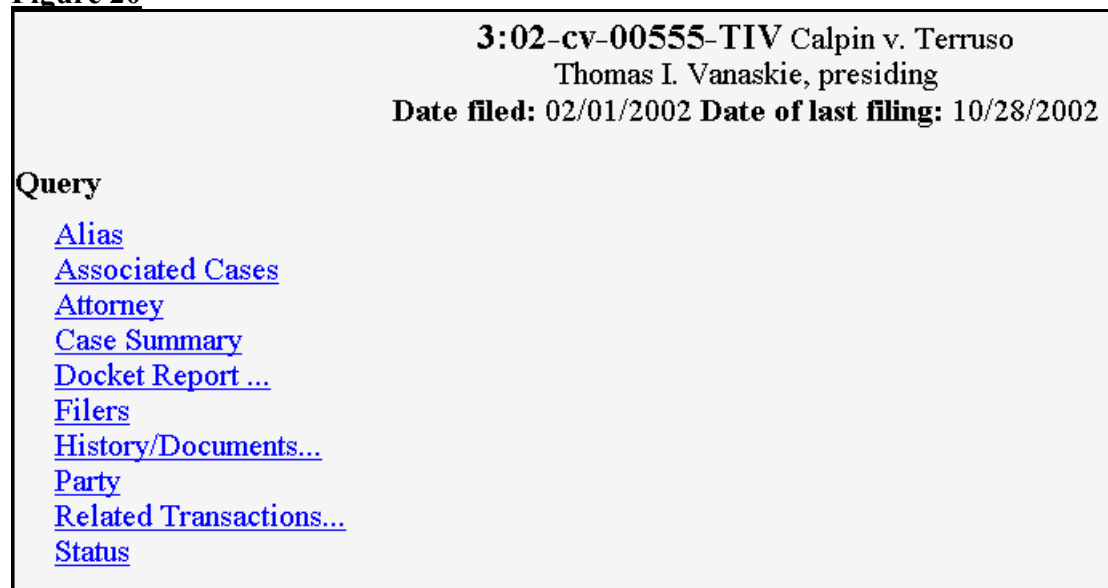


Figure 19

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.

ECF		Civil	Criminal	Query	Reports
3:02-cv-00555-TTV 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	Disposition:			
County:	Lackawanna	Terminated:			
Origin:	1	Reopened:			
Lead Case:	None	Other Court Case(s):	None		
Related Case(s):	None				
Party 1:	Kevin Calpin (Plaintiff)	Represents party 1:	Plaintiff	Phone:	570-207-5601
Party 2:	Lou Terruso (Defendant)	Represents party 1:	Plaintiff	Fax:	570-207-5650
Atty:	Thomas Brown	Represents party 2:	Defendant	Email:	Kevin_Calpin@pamd.uscourts.gov
Atty:	attorney	Represents party 1:	Plaintiff	Phone:	570-207-5683
Atty:	Cathy Dolinish	Represents party 2:	Defendant	Fax:	570-207-5689

Figure 21

Docket Report

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

ECF		Civil	Criminal
Docket Sheet			
Case Number			
3-02-cv-555 Calpin v. Terruso			
<input checked="" type="radio"/> Filed	<input type="text"/>	to	<input type="text"/>
<input type="radio"/> Entered			
Documents	<input type="text"/>	to	<input type="text"/>
<input checked="" type="checkbox"/> Include terminated parties			
<input checked="" type="checkbox"/> Include links to Notice of Electronic Filing			
<input checked="" type="checkbox"/> Include List of Parties and Counsel			
Sort by	Oldest date first		
Run Report	Clear		

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 show 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.

**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 23A

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 <i>complaint</i> 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 <i>cease and desist from assigning plaintiff to work as a cafeteria monitor</i> 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 <i>as to count 1</i> by Kevin Calpin. Brief in Support due by 11/12/2002 (attorney,) (Entered: 10/28/2002)
10/28/2002	7	First MOTION to Dismiss <i>as untimely</i> by Kevin Calpin. Brief in Support due by 11/12/2002 (attorney,) (Entered: 10/28/2002)

Figure 23B

The document numbers in the middle column of Figure 23B are hyperlinks to PDF/A 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

You may view a PDF/A file of actual documents by clicking on the document number in the far-

<div> <div>ECF</div> <div>Query • Reports • Utilities • Logout</div> <div>3:02-cv-00555-TTV Calpin v. Terruso Thomas I. Vanaskie, presiding Date filed: 02/01/2002 Date of last filing: 10/24/2002</div> </div>		
History		
Doc. No.	Dates	Description
4	Filed & Entered: 10/24/2002	Motion for Preliminary Injunction <i>Docket Text:</i> First MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by Kevin Calpin. (Attachments: # (1) Appendix)(attorney,)
3	Filed & Entered: 10/18/2002	Motion to Dismiss <i>Docket Text:</i> 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 <i>Docket Text:</i> 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 <i>Docket Text:</i> ANSWER to Complaint with Jury Demand by Lou Terruso.(Dolinish, Cathy)

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

The image shows a screenshot of the 'Docket Sheet' query window. The title 'Docket Sheet' is at the top left. Below it, there is a 'Case number' field with the value '3-02-cv-555'. Underneath, there are two radio buttons: 'Filed' (selected) and 'Entered'. To the right of these are two date input fields separated by the word 'to'. Below these is a 'Documents' field followed by another 'to' and a second input field. There are three checked checkboxes: 'Include terminated parties', 'Include links to Notice of Electronic Filing', and 'Include List of Parties and Counsel'. Below the checkboxes is a 'Sort by' dropdown menu currently showing 'Oldest date first'. At the bottom of the form are two buttons: 'Run Report' and 'Clear'.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (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

The screenshot shows the 'Maintain User Account' form in the ECF system. The form is divided into several sections for user registration and profile management. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The form fields include: Last name, First name, Middle name, Generation, Gender, Title, Bar number, Prisoner id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, County, Phone, Fax, Initials, DOB, and End date. There are also dropdown menus for Filer status and ATY Type. A checkbox for 'Add Headers to PDF Documents' is present. At the bottom, there are buttons for 'Email information...', 'More user information...', 'Submit', and '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

The screenshot shows the 'Email Information for dgw' form in the ECF system. The form is divided into two main sections: 'Registered e-mail addresses' and 'Configuration options'. The 'Registered e-mail addresses' section includes a 'Primary e-mail address' field with a value of 'myemail@email.com' and a 'Secondary e-mail addresses' section with a link to 'add new e-mail address'. The 'Configuration options' section includes a 'myemail@email.com' field, a checkbox for 'Should this e-mail address receive notices?' (set to Yes), a radio button for 'How should notices be sent to this e-mail address?' (set to Per Filing), a radio button for 'In what format should notices be sent to this e-mail address?' (set to HTML), a checkbox for 'Should this e-mail address receive general announcement notices from this court?' (set to Yes), a 'Show all cases for this e-mail address' button, and a 'Case-specific options' section with a text input field and buttons for 'Remove selected cases' and 'Change selected cases to notice as a summary report'. The 'Case-specific options' section also includes a text input field and buttons for 'Remove selected cases' and 'Change selected cases to notice per filing'.

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

The screenshot shows the ECF web interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main section is titled 'Registered e-mail addresses'. It contains a 'Primary e-mail address' field with the value 'myemail@email.com' and a 'Secondary e-mail addresses' section. In the secondary section, there is a link 'add new e-mail address' circled in red. Below this, there is a 'Clear' button. The main content area shows a list of email addresses with associated settings. One address is shown with a checkbox 'to these additional addresses' circled in red. Below this, there are radio buttons for 'In what format should notices be sent to this e-mail address?' with 'HTML' selected, also circled in red. Other settings include 'Should this e-mail address receive notices?' (Yes/No), 'How should notices be sent to this e-mail address?' (Per Filing/Summary Report), and 'Should this e-mail address receive general announcement notices from this court?' (Yes/No). There are also buttons for 'Show all cases for this e-mail address' and 'Copy case lists from here'. The bottom section is titled 'Case-specific options' and contains two sections for adding additional cases for noticing, each with a checkbox and buttons for 'Remove selected cases' and 'Change selected cases to notice as a summary report'.

- 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

The screenshot shows the 'More User Information for wes' screen. It displays the following information: Login: shortw, Last login: 08-31-2001 11:03, Password: *****, Current login: 09-04-2001 11:03, Prid: 2231, Create date: 08/02/2001, Registered: Y (dropdown), Update date: 08/16/2001, Groups: Quality Control. At the bottom, there are two buttons: 'Return to Account screen' and 'Clear'.

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] <i>Preliminary Injunction</i> 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] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by 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 <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> 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

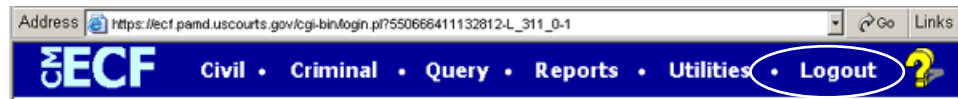
ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- 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,

1. complete the training requirements,
 - I have successfully completed the computer base training (CBT) on the court's web site or
 - I am registered for ECF in another court; provide your ECF Login: or
 - I have completed the hands on training provided by the U.S. District Court.
2. fill in the registration form
<http://www.pawd.uscourts.gov/Applications/pawd3/ECFProc/pages/LoginRequest.cfm>,
3. click the submit button.

There is NO FEE for ECF Registration.

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.

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 1, 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