



# Attorney User's Manual

U. S. District Court  
Western District of Texas

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Clerk of Court

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## GETTING STARTED

### Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents. The screen shots that appear in this manual could appear slightly different as you electronically file your documents, due to future enhancements or upgrades. All users should have a working knowledge of Microsoft Explorer and Adobe Acrobat. For questions regarding Internet Explorer or Adobe Acrobat, please refer to their instruction manuals.

### Definitions

The following definitions are used throughout this User Manual:

- a. Court is defined as the "United States District Court for the Western District of Texas."
- b. Electronic Filing is defined as uploading a pleading or document, in PDF format, directly from the registered user's computer, using the Court's Internet-based system to file that pleading or document in the Court's case file. Sending a document or pleading to the Court via electronic mail (e-mail) as an attachment does not constitute "electronic filing."
- c. 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 developed for the Federal Judiciary by the Administrative Office of the United States Courts.
- d. Filing User is defined as a person who has registered to file documents electronically with the Court. Filing Users must be one of the following: (1) admitted to practice before the United States District Court for the Western District of Texas and a member in good standing of the Court pursuant to Local Court Rule AT-1; (2) admitted *pro hac vice*; (3) authorized to represent the United States of America; or (4) proceeding as a nonprisoner *pro se* litigant approved as a Filing User by the Court. A Filing User must receive a login and password from this district to use the Court's electronic filing system.
- e. Hyperlink is a reference in a hypertext document to another document or other resource. It is similar to a citation in literature. However, combined with a data network and suitable access protocol, it can be used to retrieve the resource referenced. A Hyperlink document can be saved, viewed, or displayed as part of the referencing document.

- f. Notice of Electronic Filing ("NEF") is an electronic notice automatically generated by the Electronic Filing System at the time a document is docketed. The NEF includes the time of filing and docketing, the name of the party and Filing User filing the document, the type of document, the text of the docket entry, the name of the party and Filing User receiving the notice. If a document is attached to the docket entry, the NEF will contain a Hyperlink to the filed document allowing recipients to retrieve the document.
- g. PACER ("Public Access to Court Electronic Records") is an automated system that allows a person to view, print and download Court docket information over the Internet. Users must register with the PACER Service Center at <http://pacer.psc.uscourts.gov/>.
- h. Portable Document Format ("PDF") is a document file created with a word processor, or a paper document that has been scanned and converted to PDF. Documents must be converted into PDF format to be filed electronically with the Court. Converted files contain the file name extension ".pdf".
- i. Pro Se Litigant is defined as a person who represents himself or herself in a Court proceeding without the assistance of an attorney. A *Pro Se* Litigant who is incarcerated or on probation or supervised release may not participate in the Electronic Filing System and must file all documents by Traditional Filing.
- j. Scanned Documents are defined as paper documents that are converted to PDF via a scanner or multifunction copier or scanner, as opposed to converting an electronic document from a word processor. When scanning paper documents that will subsequently be filed electronically, Filing Users should make certain their scanners are configured for **300** dpi and black and white rather than color scanning. PDF Files submitted for electronic filing shall not exceed a file size of **5** megabytes. Larger electronic documents shall be divided into smaller PDF files. For example, an eight (8) megabyte PDF File could be divided into one 5 megabyte file and one 3 megabyte file. Files exceeding 5 megabytes will be rejected by the CM/ECF system.
- k. Traditional Filing or Traditionally Filed, also referred to as "conventional filing," is defined as submitting paper copies of pleadings and documents in the traditional or conventional manner either in person, by courier, or via United States Postal Service. Traditional Filing includes submitting pleadings and documents via drop boxes.

## Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A computer running a Windows or a Macintosh operating system
- Adobe Acrobat 3.0 or higher, or other software capable of converting documents from a word processor format to the portable document format (PDF)
- A PDF-compatible word processor like Macintosh or Windows based versions of WordPerfect and Word
- A compatible Internet browser—the system supports Internet Explorer version 5.5 and Netscape browser version 4.6x or 4.7x (128 bit encryption is strongly recommended); other versions and browsers may also work, but the Court may be unable to provide support should problems arise.
- Access to a scanner if non-computerized documents need to be imaged.

**Note:** This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.

## Help Desk

You can reach our Help Desk through email at [txwd\\_ecf\\_help@txwd.uscourts.gov](mailto:txwd_ecf_help@txwd.uscourts.gov). The CM/ECF Help Desk. Email is answered during our support hours (Monday - Friday, 8:00 a.m. - 5:00 p.m. CST) and, when relevant, **please** include the **CASE NUMBER** and the **JUDGE'S INITIALS** in the *subject line* of all emails to the court.

## ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Internet Explorer software to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports (*e.g.*, Cases Filed Report, Calendar) for cases that were filed electronically

## Eligibility, Registration, Passwords

- A. Attorneys admitted or otherwise authorized to practice in this Court must register as Filing Users. Newly admitted attorneys must register within 10 days of their admission. Attorneys admitted *pro hac vice* must register within 10 days of the order granting the motion to proceed *pro hac vice*. An eligible *Pro Se* Litigant may file papers with the Clerk by Traditional Filing, but is not precluded from filing electronically as approved by the Court.
- B. The registration form prescribed by the Clerk and located at [www.txwd.uscourts.gov](http://www.txwd.uscourts.gov) requires:
- (1) the Filing User's name, address, and telephone number;
  - (2) the Filing User's Internet e-mail address; and
  - (3) a declaration that the attorney is admitted or authorized to practice in this Court or that the party has been approved to register as a *Pro Se* Litigant.

The Filing User will receive notification of the Filing User's login and password within 48 hours of receipt of the registration form by the Clerk.

- C. Registration as a Filing User constitutes consent to electronic service on all documents as provided both in these procedures and by Rule 5(b)(2)(D), FEDERAL RULES OF CIVIL PROCEDURE, and Rule 49(b), FEDERAL RULES OF CRIMINAL PROCEDURE.
- D. A Filing User agrees to protect the security of the Filing User's login and password, and shall immediately notify the Clerk if either the login or password has been compromised. The Court may sanction a Filing User for failure to comply with this provision.
- E. A Filing User shall update the Filing User's Internet e-mail address and access password via the Electronic Filing System and must keep this information current to ensure timely electronic noticing of case activity. Filing Users may make firm address and phone number changes via the Electronic Filing System, thus superceding Local Rule AT-9.
- F. By November 1, 2006, any attorney who is not a Filing User must submit to the Court in writing good cause why it is necessary that the attorney be authorized to file and serve documents by Traditional Filing.
- G. If a *Pro Se* Litigant retains an attorney, the attorney must advise the Clerk to terminate the *Pro Se* Litigant's registration as a Filing User upon the attorney's appearance.
- H. If it is determined by the Court that the Filing User is abusing the privilege to electronically file documents or is consistently error prone in electronic filing, the Filing User's registration may be rescinded.

- I. An attorney no longer licensed in this Court shall withdraw from participating as a Filing User by providing the Clerk with a notice of withdrawal.

NOTE: Before e-filing with the U.S. District Court for the Western District of Texas, the Court request that all e-filing users review the Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases. This document can be accessed on the Court's website at: <http://www.txwd.uscourts.gov/ecf/efileprocd.pdf>

### PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov/register.html> A link to PACER's site is provided on the Court's web site.



## PREPARATION

### Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

### Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format. The PDF document should not include any embedded files like scripts, files and executables. Filings with these embedded attachments will be rejected by CM/ECF.

### How to View a PDF File

- Start the Adobe Acrobat program.
- Go to the *File* menu and choose *Open*.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

### How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer. WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used to convert documents to PDF.

**NOTE:** Our Court recommends you use the method described below rather than the **Publish to PDF** feature which creates a larger document. Using the Publish to PDF feature may cause your filing to go over the recommended limit of 50-60 pages and you would need to divide the larger document into two (or more) smaller documents.

#### For WordPerfect:

- Open the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- **Select your PDFWriter.**
- "Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Name the file. Many programs will automatically assign a .pdf extension. If yours does not, you will have to add the .pdf extension.
- Make note of the file location for ease in finding the file once it has been converted to a PDF document.
- Accept the option and the file is converted to a PDF document.
- The file is now in a PDF format under the newly designated name, and the original document remains in its original form under the original name.

#### For Microsoft Word 95 or later:

- Open the document.
- Click on the **File** menu and select, **Create PDF.**
- Name the file. Many programs will automatically assign a .pdf extension. If yours does not, you will have to add the .pdf extension.
- Make note of the file location for ease in finding the file once it has been converted to a PDF document.
- The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

#### Other word processing programs:

- Open the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select **PDFWriter** from the drop down menu.
- "Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Name the file. Many programs will automatically assign a .pdf extension. If yours does not, you will have to add the .pdf extension.
- Make note of the file location for ease in finding the file once it has been converted to a PDF document.
- Accept the option and the file is converted to a PDF document.
- The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name. Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to **PDFWriter**, and follow the directions above.

## BASICS

### User Interactions

There are three general types of user interactions allowed by the system:

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

### Common Mistakes When Filing a Document

Some common mistakes made when filing a document include:

- Selecting the wrong PDF file to attach to a docket entry;
- Selecting the wrong document type (the original document rather than the converted file with the *.pdf* extension);
- Selecting the wrong docketing event from the ECF menus; and,
- Entering the wrong case number and not discovering the error before completing the transaction.

The ECF system does not permit you, or the clerk's office, to substitute or remove a misfiled document after it has been submitted and electronically delivered to the court. Only the presiding judge may order the unfiled of a document once it has been filed. So, please be careful to avoid these common mistakes.

Short of this, the clerk's office can help you correct docketing errors, and can provide you with guidance on what to do if the wrong document has been filed, or the right document has been filed, but in the wrong case. If a mistake has been made, telephone the division where the case is filed to inform the clerk's office of the problem and to obtain guidance for fixing the problem.

You will need to provide the case number and document number(s) for the docket entry or entries requiring correction. If appropriate, the clerk's office will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document.

## Viewing Transaction Log

This feature, selected from the **Utilities** menu, allows you to review all transactions ECF has processed with your login and password. If you need to check what you have done in ECF, review your transaction log. If you believe or suspect that someone is using your login and password without your permission, you can use the transaction log to confirm this as well.

If someone is using your login and password without your permission, immediately telephone the clerk's office. The clerk's office will assist you in changing your password. If you believe that a document has been improperly filed with the court under your signature (your login and password is your electronic signature) you will need to take whatever action you deem appropriate. The clerk's office will need a court order to unfile any filed document, even if it was unauthorized.

## User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter <http://www.txwd.uscourts.gov>.

## ENTERING THE ECF SYSTEM

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training data base before trying to actually file a document.

### Entering the ECF System

Users can get into the system via the Internet by going to:

<https://ecf-test.txwd.uscourts.gov/cgi-bin/login.pl>

Click on **Electronic Filing System** to open the login screen and login to ECF.

### Logging In

**ECF 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.

**Authentication**

Login:

Password:

CM/BCF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0

- Enter your ECF Login and Password in the appropriate data entry fields. Then click on the **Login** button to transmit the information to the system. If an error is made before you have submitted the screen, the **Clear** button allows you to clear the Login and Password entries so they may be re-entered. It is important to remember that all ECF login names and passwords are case sensitive.
- If an invalid combination has been submitted, the system responds with an error message. Click on **← Back** button on the Explorer toolbar, then re-enter your login and password.
- The entry of a valid login and password combination prompts the system to display the Main Menu.

## Attorney Contact Information

Each time a Filing User logs into the CM/ECF system, they will see the below screen. The Filing User shall update the Filing User's Internet e-mail address and access password, via the Electronic Filing System and must keep this information current to ensure timely electronic noticing of case activity. Filing Users may make firm address and phone number changes via the Electronic Filing System, thus superceding Local Rule AT-9. The attorney is responsible for maintaining their contact information. Failure to maintain their contact information will result in not receiving a Notice of Electronic Filing.

The following CM/ECF contact information is on file with the U.S. Courts in the Western District of Texas. Each registered user is responsible for verifying their address, telephone number, and Internet e-mail address. If changes are made, you will receive a confirmation e-mail notification to the primary e-mail address provided below. If you do not receive a confirmation e-mail in a timely manner, you may have entered your Internet e-mail address incorrectly. You may confirm the accuracy of your information by logging into this site again and making appropriate corrections. Thank you for verifying this information.

**Attorney: Amidala, Padme**  
**Bar Number:**

**E-mail Address Notification:**

Primary E-Mail:

Courtesy E-Mail #1:

Courtesy E-Mail #2:

**Address Information:**

Office/Firm:

Unit/Division:

Address:

Address 2:

Address 3:

City:  State:

Zip:  Country:

If changes have been made to the Contact Information, click on the button titled: "Apply Changes". If no changes have been made, click on the button titled: "Verified - No Changes". Clicking on the appropriate button will bring you to the Attorney Instructions Screen.

## Selecting ECF Features

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



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

## Manipulating the screens

Each screen has the following two buttons:

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

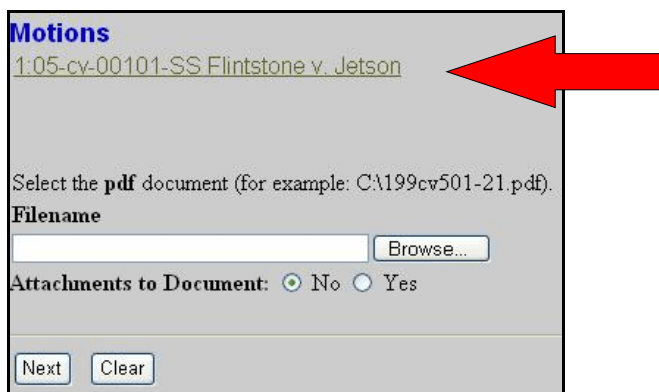
## Correcting a Mistake



Use the **Back** button on the Explorer toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

## Verifying You Are Docketing to the Correct Case

As you are e-filing, each window will display a case number on the upper left-hand side. This is displayed so you can ensure that you are docketing to the correct case. If uncertain this is the correct case, you can click on the case number listed and you can run a docket sheet for that case. You will be prompted to enter your Pacer Login and Password to run the docket sheet for this case. Once you have verified that this is the correct case, you can utilize the BACK button on the Explorer toolbar to return to the window you were previously on.





## FILING DOCUMENTS FOR CIVIL CASES

### Filing a Motion in Civil Cases

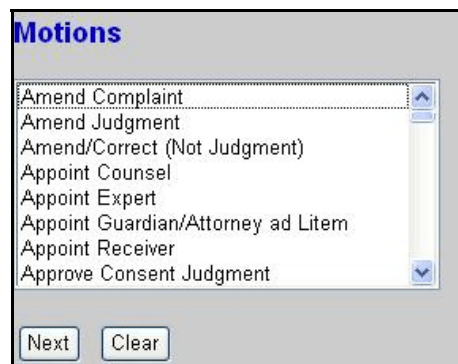
1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other pleadings in ECF.



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

2. Select the type of Motion being filed.



From the drop-down list, choose the type of motion being filed. Multiple motions can be selected using the control key. Once highlighted, click on **[Next]**.

3. Enter the number of the case for which you are filing a motion and click on [Next].

**Motions**

Case Number

1-05-cv-101 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next**.
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.
- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.

4. Designate the party(s) filing the document

**Motions**

1:05-cv-00101-SS Flintstone v. Jetson

Select the filer.

Select the Party:

Flintstone, Fred [Plaintiff] Add/Create New Party

Flintstone, Wilma [Plaintiff]

Jetson, George [Defendant]

Jetson, Jane [Defendant]

Pebbles, Granite [Plaintiff]

Next Clear

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group. After highlighting the parties to the motion, click on the **[Next]** button.

5. Verify the correct case and select Notice and Lead boxes

**Motions**  
1:05-cv-00101-SS Flintstone v. Jetson

Before proceeding, verify that you are docketing to the correct case.  
Before proceeding, verify that you selected the correct filer on the previous screen.

Check the box(es) on the far left side of the screen to establish the filing attorney as an attorney of record.  
If you do not check this box, **you will NOT receive e-mail notices on this case.**

The Notice and Lead boxes on the far right side of the screen **MUST be checked or you will NOT receive e-mail notices on this case.**

Jane Jetson (pty.dft) represented by Padme Amidala (aty)     Lead     Notice

Next    Clear

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

**Motions**  
1:05-cv-00101-SS Flintstone v. Jetson

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

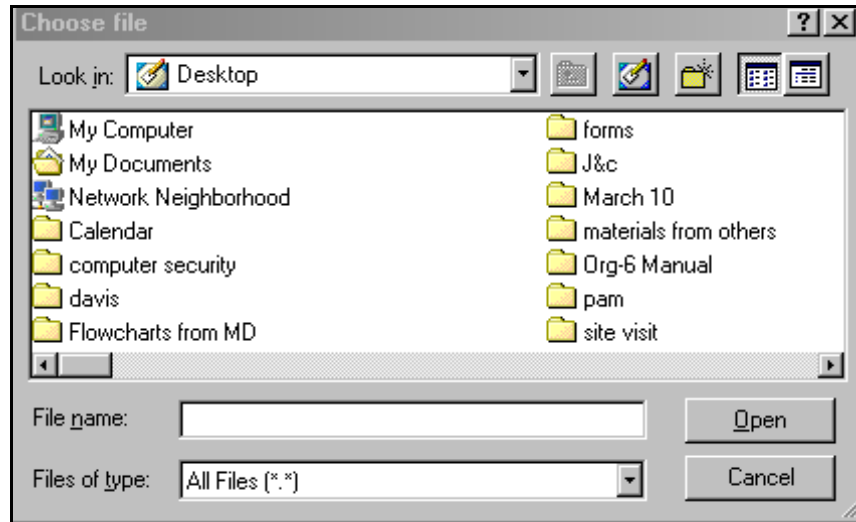
**Filename**  
    Browse...

**Attachments to Document:**     No     Yes

Next    Clear

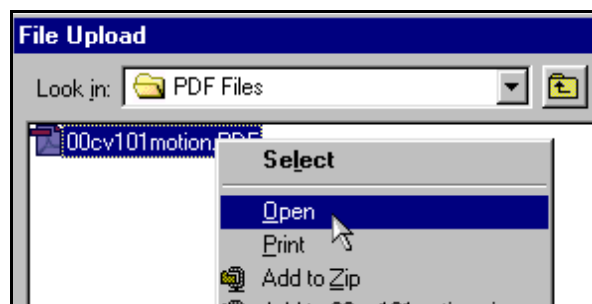
**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF MUST reside in PDF format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

You must link the PDF document to the filing. Click on the [Browse] button. ECF opens the following screen.



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

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



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

- If there are no attachments to the motion, click on **[Next]**. Go to Section 8, "Modify Docket Text," to proceed with your filing.

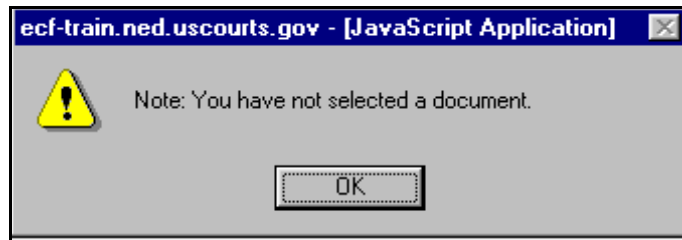
If you have Attachments to your answer, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 7, "Adding Attachments to Documents Being Filed".

In the event you selected and highlighted a file that is not in PDF format, ECF will display the following error message after you click on the **[Next]** button.

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.

#### Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new Attachment screen appears.

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

2) At your option, select a document category, enter a description, and select a type.

**Category** **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

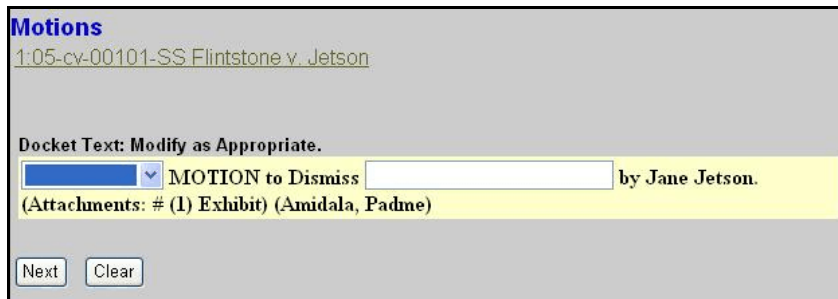
- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment Type, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the Description box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.
- ECF adds the selected document as an attachment to the pleading. A new Motions screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

## Electronic Document Size Limitation

Filings including attachments or exhibits that exceed ten (10) megabytes in size shall be Traditionally Filed with the Court. (See Section 5 of the Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases.) This limit includes the main document and attachments in toto if applicable. It is the responsibility of the Filing User to ensure that PDF Files meet file size restrictions.

Larger electronic documents shall be divided into smaller PDF files. For example, an eight (8) megabyte PDF File could be divided into one 5 megabyte file and one 3 megabyte file. Files exceeding 5 megabytes will be rejected by the CM/ECF system.

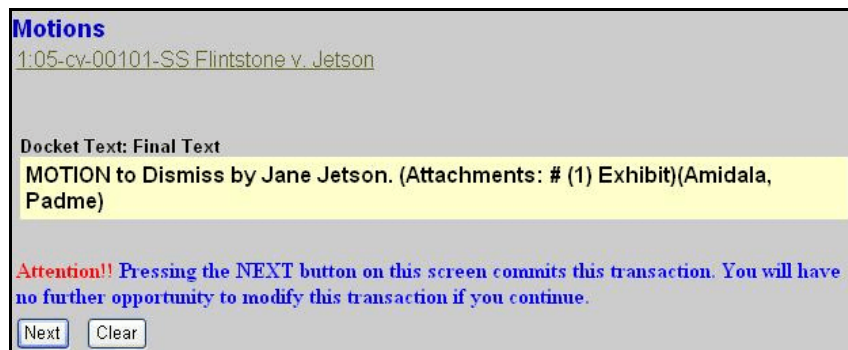
8. Modify docket text



The screenshot shows a web interface for entering docket text. At the top, it says "Motions" and "1:05-cv-00101-SS Flintstone v. Jetson". Below that, it says "Docket Text: Modify as Appropriate." There is a dropdown menu with a blue arrow pointing down, currently showing "MOTION to Dismiss". To the right of the dropdown is a text input field containing "by Jane Jetson." Below the input field, it says "(Attachments: # (1) Exhibit) (Amidala, Padme)". At the bottom, there are two buttons: "Next" and "Clear".

Click in the open text area to type additional text for the description of the pleading. Use the drop-down boxes to assist in the clarifying text. Click on the [Next] button.

9. Submit the pleading.



The screenshot shows the same web interface as the previous one, but now the docket text is finalized. It says "Docket Text: Final Text" and "MOTION to Dismiss by Jane Jetson. (Attachments: # (1) Exhibit)(Amidala, Padme)". Below this, there is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom, there are two buttons: "Next" and "Clear".

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

**Note:** The screen depicted above contains the following warning. **Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.** At any time prior to this step, you can abort the ECF filing or return to previous screens by:

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

## 10. Notice of Electronic Filing

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

**Document description:** Main Document  
**Original filename:** n/a  
**Electronic document Stamp:**  
 [STAMP dcecStamp\_ID=1080075687 [Date=7/24/2006] [FileNumber=109134-0]  
 [b11d586dd25a950cbbba30bef14d34012ee104b7c2121400f1f1624dc0a151c39a839  
 9cb227b084f9c4b962fcfcfb6a82269ad6d9c92999eea1577cdc0dec6]]

**Document description:** Exhibit  
**Original filename:** n/a  
**Electronic document Stamp:**  
 [STAMP dcecStamp\_ID=1080075687 [Date=7/24/2006] [FileNumber=109134-1]  
 [7a4b401b137f41be2a2fe280d893e8bb540d087a1321ce5358f6bcd972e845784970  
 2ba8adae6dd5e8b52a02184ce59d6b9650f5e7c8ee685b3fb9803c64374f]]

**1:05-cv-101 Notice will be electronically mailed to:**  
 Padme Amidala Terry\_Harris@txwd.uscourts.gov, Moises\_Cuellar@txwd.uscourts.gov,

**1:05-cv-101 Notice will be delivered by other means to:**

Judi Jetson  
 123 Astro Turf  
 Cosmic, IL 67890

Granite Pebbles  
 ,

Grey Slate  
 Slate, Caliche and Lignite  
 722 Peat Blvd  
 Quarry, Tx 77777

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt. Select **[File]** on the web 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 is your confirmation that the filing has been accepted. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the Notice of Electronic Filing to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing.

**Note:** It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

### **E-Mail Notification of Filed Documents**

After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their E-mail addresses to the Court. 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 the pleading was properly docketed. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 15 days from the date of the filing. The Court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER fees.

### **Certificate of Service**

A certificate of service must be included with all filed documents reflecting that service on known Filing Users will be accomplished through the NEF and indicating the manner of service on any party who is not a Filing User.

## Filing a Memorandum in Support of a Motion in Civil Cases

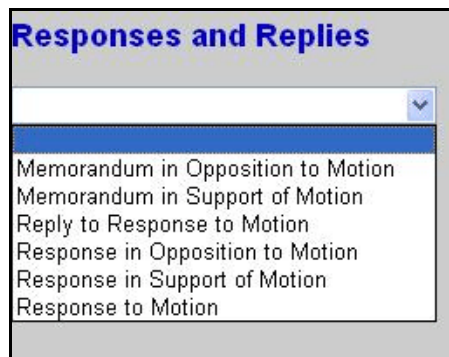
1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a Memorandum in Support of a Motion in ECF. The process is similar for filing other pleadings in ECF.

Click on Responses and Replies, under **Motions and Related Filings**.



2. Select the type of Filing being filed.



From the drop-down list, choose memorandum in support of a motion. Click on [Next].

3. Enter the number of the case for which you are filing a motion and click on [Next].

The screenshot shows a web form titled "Responses and Replies". It has a section labeled "Case Number" with a text input field containing "1-05-cv-101". To the right of the input field, there is a list of suggested case numbers: "99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345". Below the input field are two buttons: "Next" and "Clear".

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click **Back** on to re-enter.
- When the case number is correct, click on **Next**.
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.
- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.

4. Selecting the Filer

The screenshot shows a web form titled "Responses and Replies". At the top, it displays the case number "1-05-cv-00101-SS Flintstone v. Jetson". Below this, it says "Select the filer." and "Select the Party:". There is a list box containing the following parties: "Flintstone, Fred [Plaintiff]", "Flintstone, Wilma [Plaintiff]", "Jetson, George [Defendant]", "Jetson, Jane [Defendant]", and "Pebbles, Granite [Plaintiff]". To the right of the list box is a link that says "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

Use the mouse to highlight or select which party(ies) are filing the affidavit. Click on [Next].

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

**Responses and Replies**  
1:05-cv-00101-SS Flintstone v. Jetson

Select the **pdf** document (for example: CA199cv501-21.pdf).

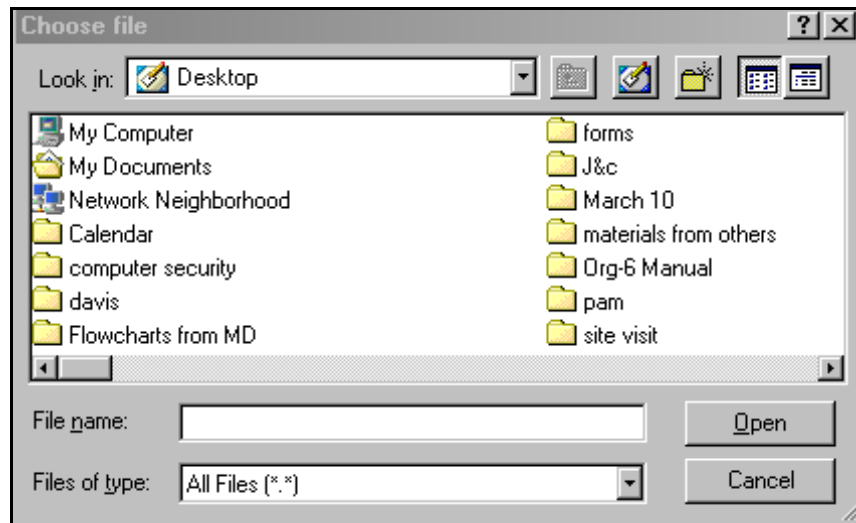
**Filename**  
[Text Input] [Browse...]

**Attachments to Document:**  No  Yes

[Next] [Clear]

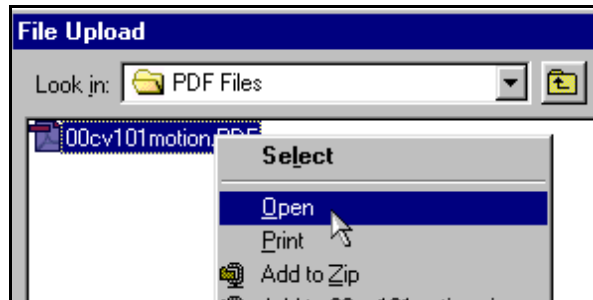
**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in PDF format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.

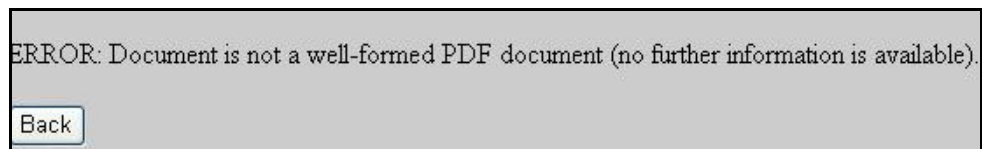


- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

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



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the File Upload screen and inserts the PDF file name and location in the Responses and Replies screen.
- If there are no attachments to the motion, click on **[Next]**. Go to Section 7, "Refer to an Existing Event," to proceed with your filing.
- If you have Attachments to your memorandum, you will select **[Yes]** on the screen depicted on the previous page. Click on **[Next]** and proceed to the first step in Section 6, "Add Attachments to Documents Being Filed".
- In the event you selected and highlighted a file that is not in PDF format, ECF will display the following error message after you click on the **[Next]** button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the Responses and Replies screen. Select and highlight the PDF file of your pleading and proceed as before.

### Failure to Select A Document to File

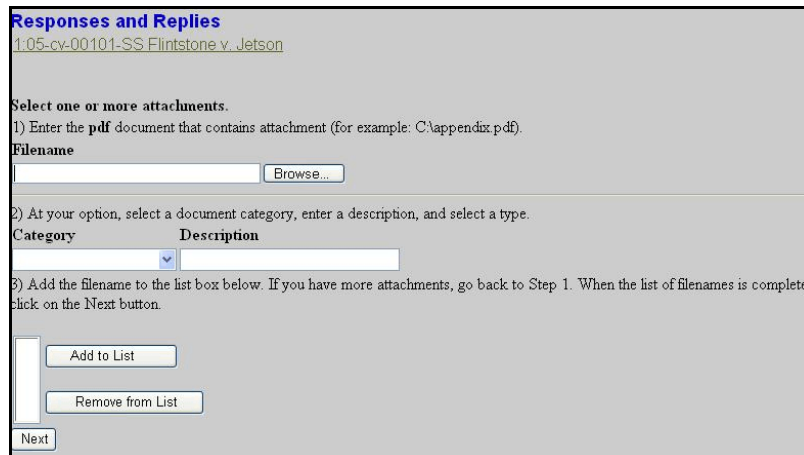
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

### 6. Add attachments to documents being filed

If you acknowledged the need to attach documents to your memorandum during the previous step, a new Attachment screen appears.



- Click on [Browse] to search for the document file name of the attachment.
- Next to the field for attachment Type, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the Description box and type a clear and concise description of the attachment.

- Click on **[Add to List]**.
- ECF adds the selected document as an attachment to the pleading. A new attachments screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

### Electronic Document Size Limitation

Filings including attachments or exhibits that exceed ten (10) megabytes in size shall be Traditionally Filed with the Court. (See Section 5 of the Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases.) This limit includes the main document and attachments in toto if applicable. It is the responsibility of the Filing User to ensure that PDF Files meet file size restrictions.

Larger electronic documents shall be divided into smaller PDF files. For example, an eight (8) megabyte PDF File could be divided into one 5 megabyte file and one 3 megabyte file. Files exceeding 5 megabytes will be rejected by the CM/ECF system.

7. Refer to an Existing Event?

**Responses and Replies**  
1:05-cv-00101-SS Flintstone v. Jetson

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

- 01/11/2006 [4](#) MOTION to Amend Complaint by Fred Flintstone. (mj, ) (Entered: 03/06/2006) (Terminated)
- 01/20/2006 [13](#) MOTION to Substitute Attorney Grey Slate by Wilma Flintstone, Fred Flintstone. (mj, ) (Entered: 03/07/2006) (Terminated)
- 01/23/2006 [14](#) MOTION to Dismiss, MOTION for Summary Judgment by Jane Jetson, George Jetson. (mj, ) (Entered: 03/07/2006) (Terminated)

This window allows the filer to link the memorandum with other documents that have been filed already. A list of previously filed documents appears. Using the mouse, select by clicking in the checkboxes provided, which documents you wish to link the memorandum to. Click on **[Next]**.

8. Modify docket text

**Responses and Replies**  
1:05-cv-00101-SS Flintstone v. Jetson

**Docket Text: Modify as Appropriate.**

Memorandum in Support re [25] MOTION to Dismiss [ ] , filed by Jane Jetson. (Attachments: # (1) Exhibit) (Amidala, Padine)

Click in the open text area to type additional text for the description of the pleading. Click on the **[Next]** button.



9. Submit the pleading.

**Docket Text: Final Text**

**Memorandum in Support re [25] MOTION to Dismiss, filed by Jane Jetson.  
(Attachments: # (1) Exhibit)(Amidala, Padme)**

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

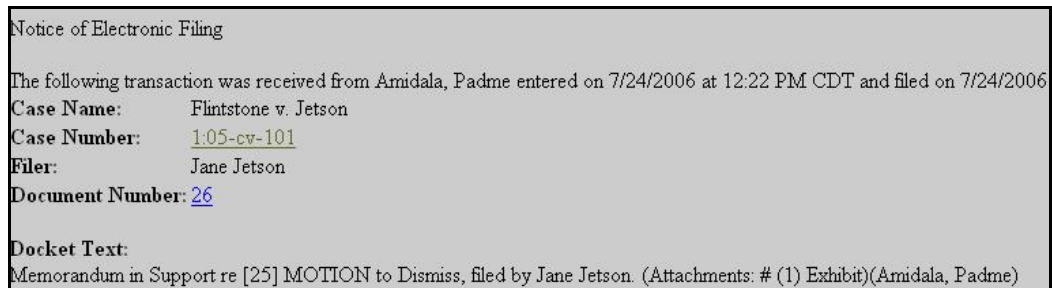
Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the web browser toolbar to find the screen you wish to alter. Click on the **[Next]** button to file and docket the pleading.

**Note:** The screen depicted above contains the following warning.  
**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

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

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

10. Notice of Electronic Filing



- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web 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. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the Notice of Electronic Filing to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

#### E-Mail Notification of Filed Documents

After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their E-mail addresses to the Court. 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 the pleading was properly docketed. Pursuant to guidelines set by the Administrative Office of the

U.S. Courts, the free look is only available for 15 days from the date of the filing. The Court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the responsibility of filers to send hard copies of the pleading and Notice of Electronic Filing to attorneys and pro se parties who have indicated they do not have E-mail accounts.

#### **Certificate of Service**

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## Filing an Affidavit in Support of a Motion in Civil Cases

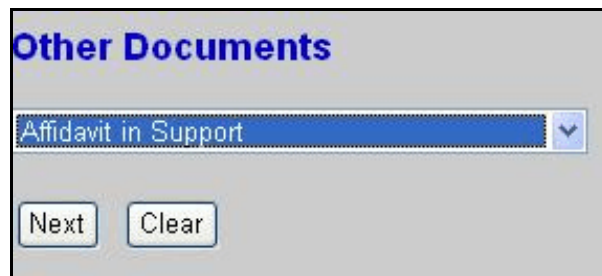
1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing an Affidavit in Support of a Motion in ECF. The process is similar for filing other pleadings in ECF.

Click on Other Documents, under **Other Filings**.

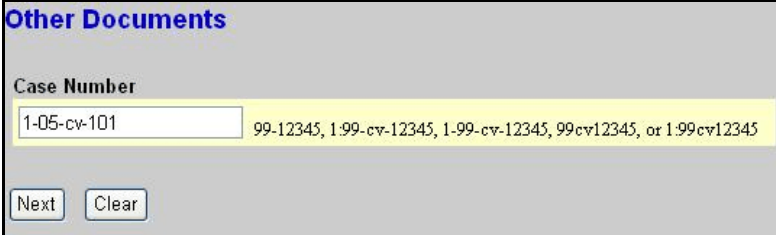


2. Select the type of Other Filing being filed.



From the drop-down list, choose affidavit in support of a motion. Click on **[Next]**.

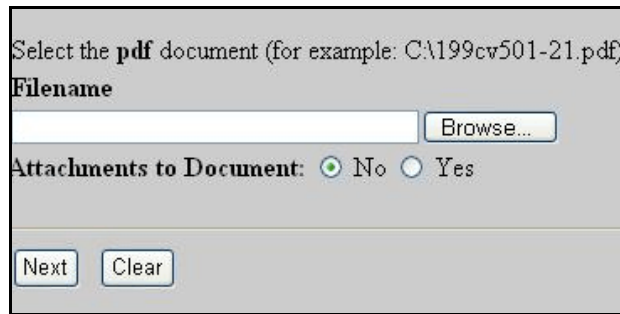
3. Enter the number of the case for which you are filing a motion and click on [Next].



The screenshot shows a form titled "Other Documents" with a "Case Number" label. Below the label is a text input field containing "1-05-cv-101". To the right of the input field is a dropdown menu with a yellow background, listing several case numbers: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". At the bottom of the form are two buttons: "Next" and "Clear".

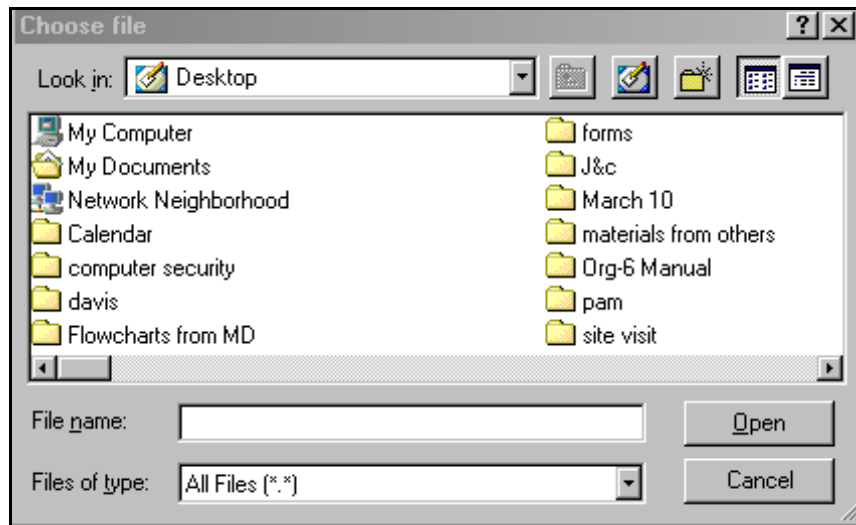
- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** re-enter.
- When the case number is correct, click on **Next**.
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.
- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.

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



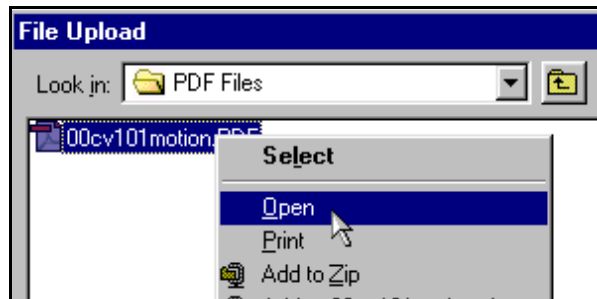
**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in PDF format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.

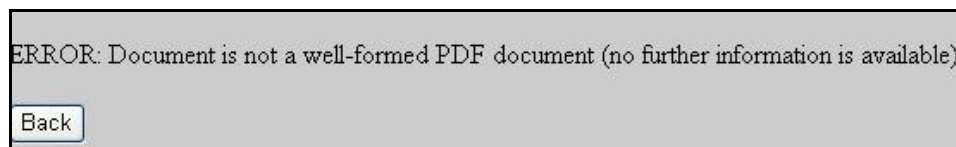


- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

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



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the File Upload screen and inserts the PDF file name and location in the Motions screen.
- If there are no attachments to the motion, click on **[Next]**. Go to Section 6, "Selecting the Filer," to proceed with your filing.
- If you have Attachments to your answer, you will select [Yes] on the screen from the previous page. Click on **[Next]** and proceed to the first step in Section 5, "Adding Attachments to Documents Being Filed".
- In the event you selected and highlighted a file that is not in PDF format, ECF will display the following error message after you click on the **[Next]** button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the File Name Path Screen. Select and highlight the PDF file of your pleading and proceed as before.

### Failure to Select A Document to File

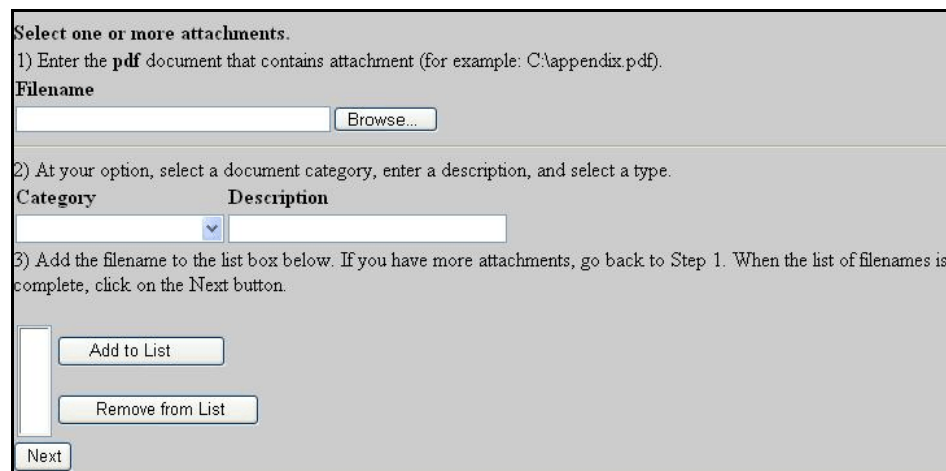
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

#### 5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new Attachment screen appears.



- Click on [Browse] to search for the document file name of the attachment.
- Next to the field for attachment Type, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the Description box and type a clear and concise description of the attachment.



- Click on **[Add to List]**.
- ECF adds the selected document as an attachment to the pleading. A new attachments screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

### Electronic Document Size Limitation

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6. Selecting the Filer  
Use the mouse to highlight or select which party(ies) are filing the affidavit. Click on **[Next]**.

The screenshot shows a web form with the following elements:

- Select the filer.** (Section header)
- Select the Party:** (Label for the dropdown menu)
- A dropdown menu containing the following options:
  - Flintstone, Fred [Plaintiff]
  - Flintstone, Wilma [Plaintiff]
  - Jetson, George [Defendant]
  - Jetson, Jane [Defendant]
  - Pebbles, Granite [Plaintiff]
- [Add/Create New Party](#) (Link)
- (Button)
- (Button)

7. Refer to an Existing Event?  
This window allows the filer to link the affidavit with other documents that have been filed already. Click on the checkbox provided to select another document. Click on [Next].

Should the document you are filing link to another document in this case?

Filed  to

Documents  to

If this option was selected, a list of previously filed documents appears. Using the mouse, select by clicking in the checkboxes provided, which documents you wish to link the affidavit to. Click on [Next].

8. Modify docket text  
Click in the open text area to type additional text for the description of the pleading. Use the drop-down boxes to assist in the clarifying text. Click on the [Next] button.
9. Submit the pleading.

**Docket Text: Final Text**

**AFFIDAVIT in Support of [25] MOTION to Dismiss by Jane Jetson.  
(Attachments: # (1))(Amidala, Padme)**

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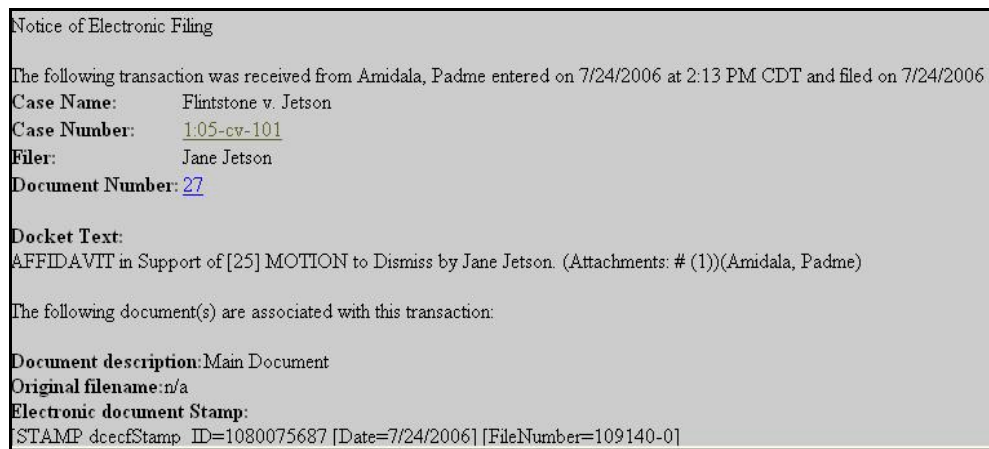
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- clicking on the Web Browser **[Back]** button until you return to the desired screen.

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- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt. Select **[File]** on the web 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. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

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#### **Certificate of Service**

A certificate of service must be included with all filed documents reflecting that service on known Filing Users will be accomplished through the NEF and indicating the manner of service on any party who is not a Filing User.

## Filing Exhibits in Civil Cases

1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing Exhibits in ECF. The process is similar for filing other pleadings in ECF.

Click on **Trial Documents**, under **Other Filings**.

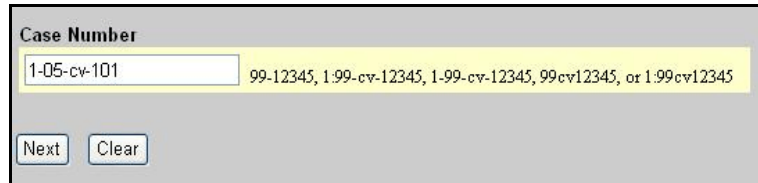


2. Select the Docket Sub-type.

From the drop-down list, choose **Exhibit List**. Click on **[Next]**.

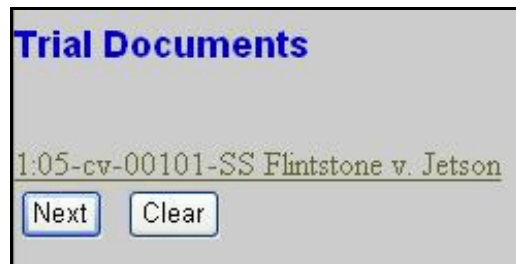


3. Enter the number of the case for which you are filing a motion and click on [Next].



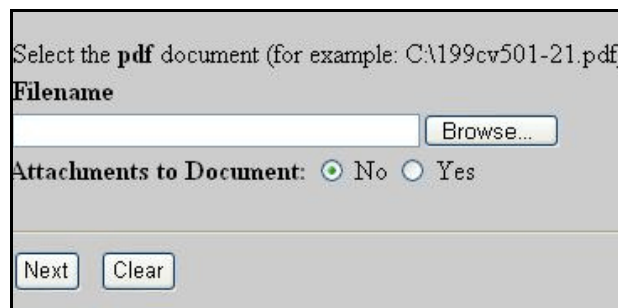
A screenshot of a web form titled "Case Number". It features a text input field containing "1-05-cv-101". To the right of the input field, there is a list of alternative case number formats: "99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345". Below the input field are two buttons: "Next" and "Clear".

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next**.
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.
- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.



A screenshot of a window titled "Trial Documents". It displays the case number "1:05-cv-00101-SS Flintstone v. Jetson" in a green font. Below the case number are two buttons: "Next" and "Clear".

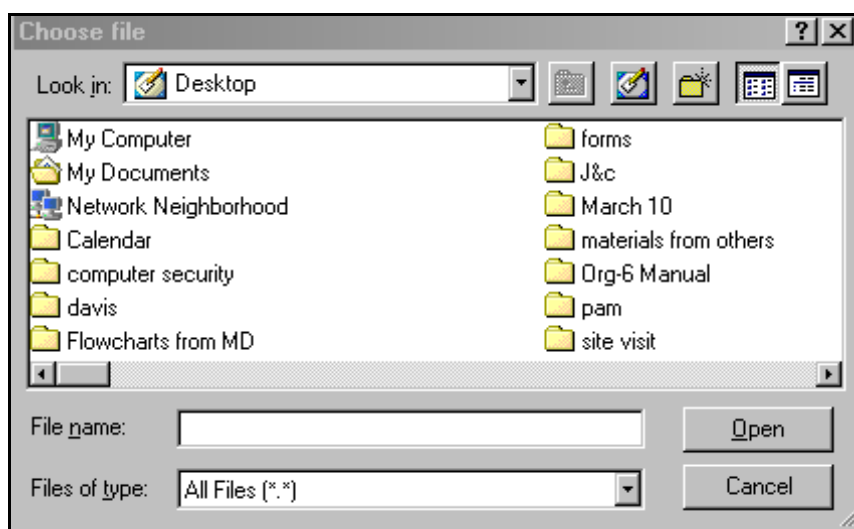
4. Specify the PDF file name and location for the document to be filed.



A screenshot of a window for selecting a PDF document. The text reads: "Select the pdf document (for example: C:\199cv501-21.pdf)." Below this is a "Filename" label and an empty text input field with a "Browse..." button to its right. Underneath is the "Attachments to Document:" label with two radio buttons: "No" (which is selected) and "Yes". At the bottom are two buttons: "Next" and "Clear".

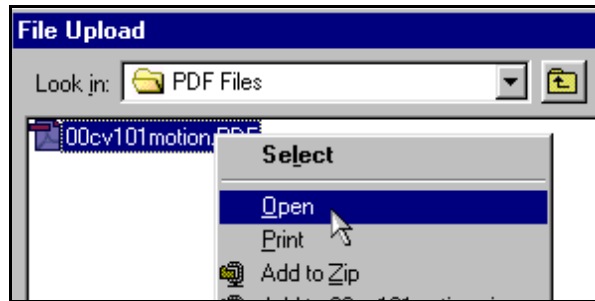
**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF MUST reside in PDF format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.

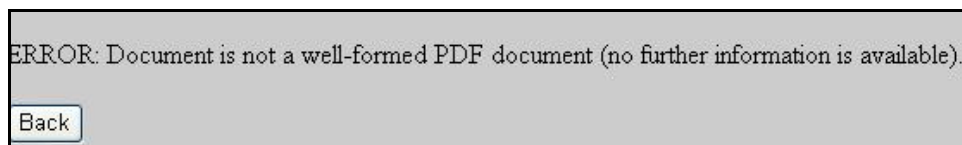


- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

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



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the File Upload screen and inserts the PDF file name and location in the Motions screen.
- If there are no attachments to the motion, click on **[Next]**. Go to Section 6, "Selecting the Filer," to proceed with your filing.
- If you have Attachments to your answer, you will select **[Yes]** on the screen depicted on Section 4. Click on **[Next]** and proceed to the first step in Section 5, "Add Attachments to Documents Being Filed".
- In the event you selected and highlighted a file that is not in PDF format, ECF will display the following error message after you click on the **[Next]** button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the File Name Path Screen. Select and highlight the PDF file of your pleading and proceed as before.



### Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click [OK] from the screen depicted above ECF will return you to the File Name Path Screen. You cannot proceed without attaching PDF document.

5. Add attachments to documents being filed
- If you acknowledged the need to attach documents to your motion during the previous step, a new Attachment screen appears.

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on [Browse] to search for the document file name of the attachment.
- Next to the field for attachment Type, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

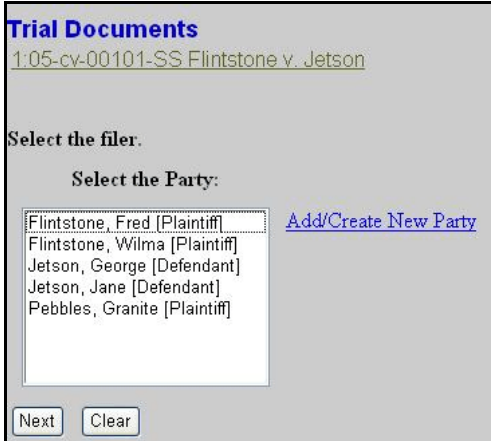
- To describe the attachment more fully, click in the Description box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.
- ECF adds the selected document as an attachment to the pleading. A new attachments screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

### Electronic Document Size Limitation

Filings including attachments or exhibits that exceed ten (10) megabytes in size shall be Traditionally Filed with the Court. (See Section 5 of the Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases.) This limit includes the main document and attachments in toto if applicable. It is the responsibility of the Filing User to ensure that PDF Files meet file size restrictions.

Larger electronic documents shall be divided into smaller PDF files. For example, an eight (8) megabyte PDF File could be divided into one 5 megabyte file and one 3 megabyte file. Files exceeding 5 megabytes will be rejected by the CM/ECF system.

6. Selecting the Filer  
Use the mouse to highlight or select which party(ies) are filing the exhibits. Click on **[Next]**.



The screenshot shows a web interface titled "Trial Documents" for case "1:05-cv-00101-SS Flintstone v. Jetson". It prompts the user to "Select the filer." and "Select the Party:". A scrollable list contains the following entries: "Flintstone, Fred [Plaintiff]", "Flintstone, Wilma [Plaintiff]", "Jetson, George [Defendant]", "Jetson, Jane [Defendant]", and "Pebbles, Granite [Plaintiff]". To the right of the list is a link "Add/Create New Party". At the bottom are "Next" and "Clear" buttons.

7. Modify docket text

The screenshot shows a web interface titled "Trial Documents" for case "1:05-cv-00101-SS Flintstone v. Jetson". The "Docket Text" is set to "Modify as Appropriate." Below this, there is a text input field for "Exhibit List" followed by "by Jane Jetson.. (Amidala, Padme)". At the bottom, there are "Next" and "Clear" buttons.

Click in the open text area to type additional text for the description of the pleading. Use the drop-down boxes to assist in the clarifying text. Click on the [Next] button.

8. Submit the pleading.  
Review the docket text and correct any errors. If you need to modify data on a previous screen, click the [Back] button on the web browser toolbar to find the screen you wish to alter. Click on the [Next] button to file and docket the pleading.

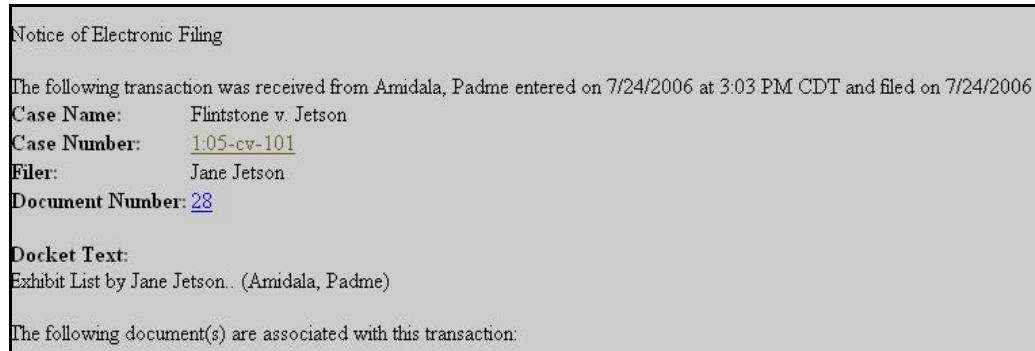
The screenshot shows the same "Trial Documents" interface. The "Docket Text" is now "Final Text". Below the "Exhibit List" field, there is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom, there are "Next" and "Clear" buttons.

**Note:** The screen depicted above contains the following warning.  
**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue**

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

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

9. Notice of Electronic Filing



- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web 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 is your confirmation that the filing has been accepted. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the Notice of Electronic Filing to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing.
- Note: It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

### **E-Mail Notification of Filed Documents**

After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their E-mail addresses to the Court. 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 the pleading was properly docketed. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 15 days from the date of the filing. The Court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER fees.

### **Certificate of Service**

A certificate of service must be included with all filed documents reflecting that service on known Filing Users will be accomplished through the NEF and indicating the manner of service on any party who is not a Filing User.

## **Filing in Consolidated Cases**

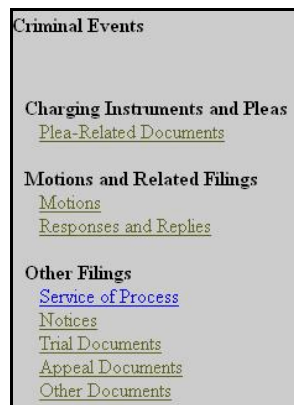
All pleadings filed in a consolidated proceeding shall bear the caption of the lead consolidated case together with the docket number of all cases within the consolidation. All entries shall be filed in the MASTER or LEAD case only. When filing a document in the MASTER case, the ECF system will prompt you to enter the case numbers to which this document applies. If you try to file a document in a member case, ECF will not allow you to continue and will prompt you to "Docket in MASTER case only".

## FILING DOCUMENTS FOR CRIMINAL CASES

### Filing a Motion in Criminal Cases

1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.



Click on [Motions](#), under **Motions and Related Filings**

2. Enter the case number of the case for which you are filing a motion and click on [Next].

The screenshot shows a form titled "Case Number". It features a text input field containing "1-05-cr-922". Below the input field, a list of valid case number formats is displayed: "99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345". At the bottom of the form, there are two buttons: "Next" and "Clear".

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next**.
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.

- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.

3. Designate the defendant(s) that the filing relates to.



*Make appropriate selections*

1:05-cr-00922-LY-1 - Marsha Brady

1:05-cr-00922-LY-2 - Greg Brady

All defendants

Next Clear

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants," and leave the other boxes unchecked. When finished selecting Defendants click on [Next].

4. Designate the party(s) filing the document



1:05-cr-00922-LY USA v. Brady

**Select the filer.**

**Select the Party:**

USA [Plaintiff]

Brady, Marsha (1) [Defendant]

Brady, Greg (2) [Defendant]

Next Clear

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

After highlighting the parties to the motion, click on the [Next] button.

5. Verify the correct case and select Notice and Lead boxes

Before proceeding, verify that you are docketing to the correct case.  
Before proceeding, verify that you selected the correct filer on the previous screen.

Check the box(es) on the far left side of the screen to establish the filing attorney as an attorney of record.  
If you do not check this box, **you will NOT receive e-mail notices on this case.**

The Notice and Lead boxes on the far right side of the screen **MUST be checked or you will NOT receive e-mail notices on this case.**

Greg Brady (pty:dft) represented by Padme Amidala (aty)     Lead     Notice

6. Select the type of Motion being filed.

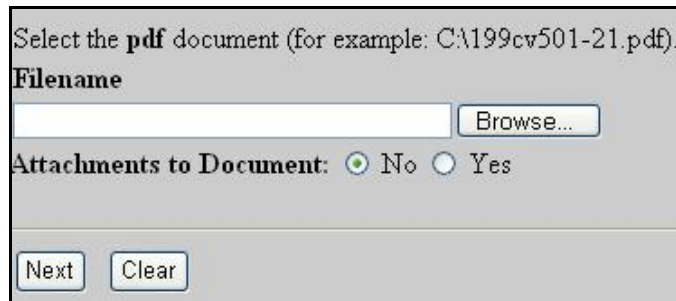
Disclosure Under Rule 12  
Disclosure of Opinion Witness(es)  
Discovery  
Dismiss (Non-Charging Document)  
Dismiss Counts  
Dismiss Indictment/Informaton  
Dismiss Magistrate Complaint  
Disqualify Counsel

From the drop-down list, choose the type of motion being filed. Only one motion can be selected during this process. Once highlighted, click on **[Next]**.

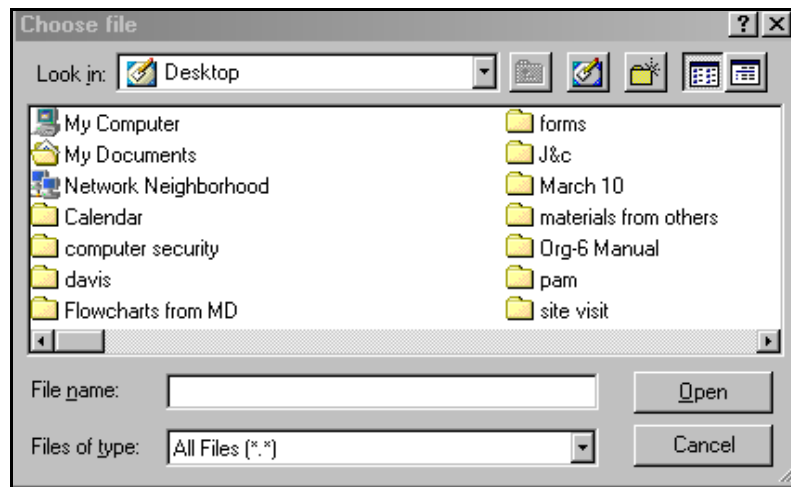


7. Specify the PDF file name and location for the document to be filed.



**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

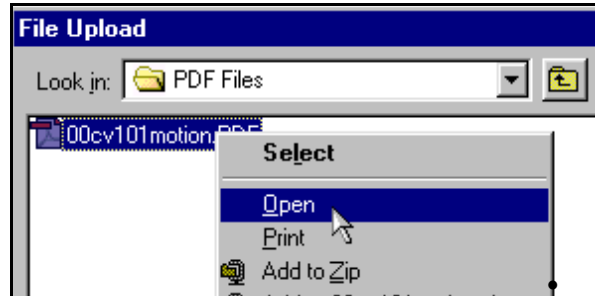
- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.



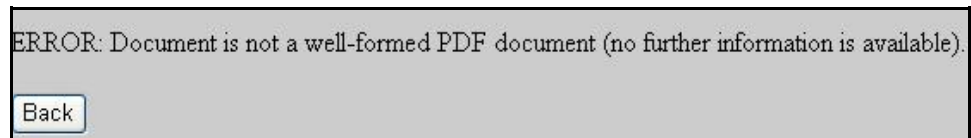
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

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

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



- If there are no attachments to the motion, click on [Next]. Go to Section 9, "Modify Docket Text," to proceed with your filing.
- If you have Attachments to your answer, you will select [Yes] on the screen depicted from the previous page. Click on [Next] and proceed to the first step in Section 8, "Add Attachments to Documents Being Filed".  
In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the [Next] button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the [Back] button and ECF will return to the PDF Attachment screen. Select and highlight the PDF file of your pleading and proceed as before.

### Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

### 8. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Attachment** screen appears.

- Click on [Browse] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.  
To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on [Add to List].

- ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

### Electronic Document Size Limitation

Filings including attachments or exhibits that exceed ten (10) megabytes in size shall be Traditionally Filed with the Court. (See Section 5 of the Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases.) This limit includes the main document and attachments in toto if applicable. It is the responsibility of the Filing User to ensure that PDF Files meet file size restrictions.

Larger electronic documents shall be divided into smaller PDF files. For example, an eight (8) megabyte PDF File could be divided into one 5 megabyte file and one 3 megabyte file. Files exceeding 5 megabytes will be rejected by the CM/ECF system.

9. Modify docket text

**Docket Text: Modify as Appropriate.**

▼ MOTION to Dismiss Counts [ ] by Greg Brady.

(Attachments: # (1) Exhibit) (Amidala, Padme)

Next Clear

Click in the open text area to type additional text for the description of the pleading. Use the drop-down boxes to assist in the clarifying text. Click on the [Next] button.

10. Submit the pleading.

**Docket Text: Final Text**

**MOTION to Dismiss Counts by Greg Brady. (Attachments: # (1) Exhibit) (Amidala, Padme)**

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

Next Clear

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

**Note:** The screen depicted above contains the following warning.

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

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

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

## 11. Notice of Electronic Filing

Notice of Electronic Filing

The following transaction was received from Amidala, Padme entered on 7/25/2006 at 12:37 PM CDT and filed on 7/25/2006

**Case Name:** USA v. Brady  
**Case Number:** [1:05-cr-922](#)  
**Filer:** Dft No. 2 - Greg Brady  
**Document Number:** [6](#)

**Docket Text:**  
MOTION to Dismiss Counts by Greg Brady. (Attachments: # (1) Exhibit)(Amidala, Padme)

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

**Document description:** Main Document  
**Original filename:** n/a  
**Electronic document Stamp:**  
STAMP dcecfStamp\_ID=1080075687 [Date=7/25/2006] [FileNumber=109160-0]

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web 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** is your confirmation that the filing has been accepted. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing.
- **Note:** It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

### E-Mail Notification of Filed Documents

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 15 days from the date of filing. The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

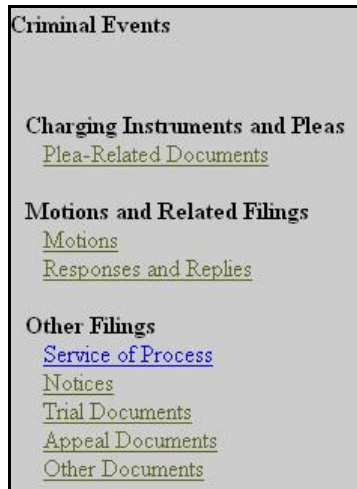
### Certificate of Service

A certificate of service must be included with all filed documents reflecting that service on known Filing Users will be accomplished through the NEF and indicating the manner of service on any party who is not a Filing User.

## Filing a Memorandum in Support of a Motion in Criminal Cases

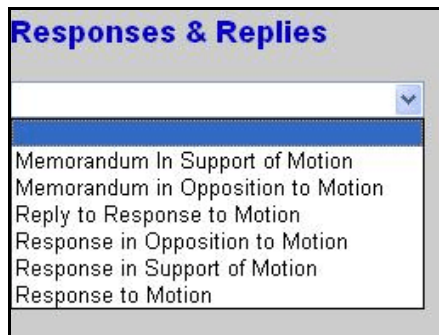
1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Memorandum in Support of a Motion** in ECF. The process is similar for filing other pleadings in ECF.



Click on **Responses and Replies**, under **Motions and Related Filings**.

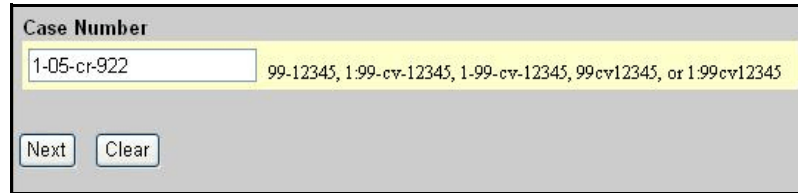
2. Select the type of filing being filed.



From the drop-down list, choose memorandum in support of a motion. Click on [Next].



3. Enter the case number in which the document is to be filed.



**Case Number**  
1-05-cr-922 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345  
Next Clear

Enter the number of the case for which you are filing a motion and click on **[Next]**.

- If the number is entered incorrectly, click to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next**.
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.
- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.

4. Designate the defendant(s) that the filing relates to.



*Make appropriate selections*  
 1:05-cr-00922-LY-1 - Marsha Brady  
 1:05-cr-00922-LY-2 - Greg Brady  
 All defendants  
Next Clear

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting Defendants click on **[Next]**.

5. Select the Filer.

1:05-cr-00922-LY USA v. Brady

Select the filer.

Select the Party:

USA [Plaintiff]  
Brady, Marsha (1) [Defendant]  
Brady, Greg (2) [Defendant]

Next Clear

Use the mouse to highlight or select which party(ies) are filing the memorandum in support. Click on [Next].

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

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

Filename

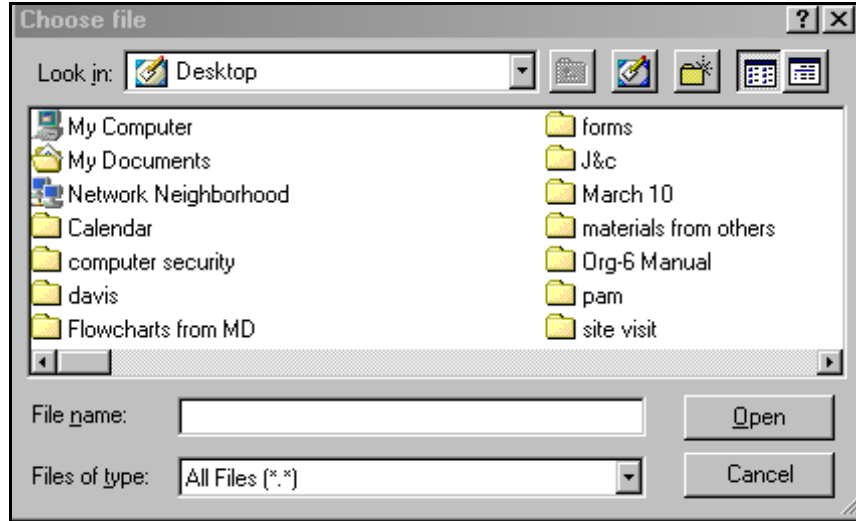
Browse...

Attachments to Document:  No  Yes

Next Clear

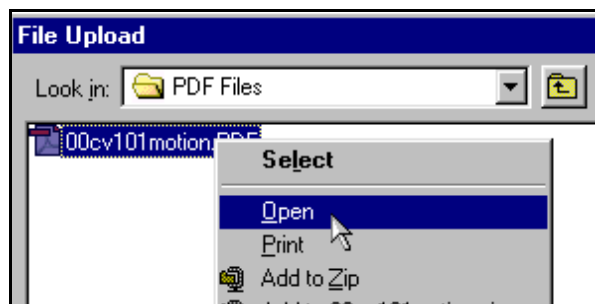
**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in PDF format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- You must link the PDF document to the filing. Click on the [Browse] button. ECF opens the following screen.



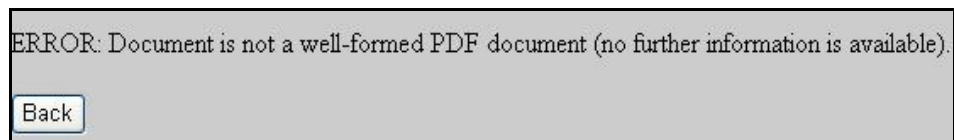
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

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



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

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 8, "Refer to an Existing Event," to proceed with your filing.
- If you have Attachments to your answer, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 7, "Add Attachments to Documents Being Filed".
- In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the PDF Attachment screen. Select and highlight the PDF file of your pleading and proceed as before.

#### Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Attachment** screen appears.

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pull-down screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on [**Add to List**].
- ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on [**Next**].

### Electronic Document Size Limitation

Filings including attachments or exhibits that exceed ten (10) megabytes in size shall be Traditionally Filed with the Court. (See Section 5 of the Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases.) This limit includes the main document and attachments in toto if applicable. It is the responsibility of the Filing User to ensure that PDF Files meet file size restrictions.

Larger electronic documents shall be divided into smaller PDF files. For example, an eight (8) megabyte PDF File could be divided into one 5 megabyte file and one 3 megabyte file. Files exceeding 5 megabytes will be rejected by the CM/ECF system.

8. Refer to an Existing Event?

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

**1:05-cr-00922-LY Greg Brady,**

11/01/2005 [2](#) MOTION to Seal Indictment by USA as to Greg Brady. (lc, ) (Entered: 03/16/2006)

07/25/2006 [6](#) MOTION to Dismiss Counts by Greg Brady. (Attachments: # (1) Exhibit) (Amidala, Padme)

This window allows the filer to link the memorandum with other documents that have been filed already. A list of previously filed documents appears. Using the mouse, select by clicking in the checkboxes provided, which documents you wish to link the memorandum to. Click on **[Next]**.

9. Modify docket text

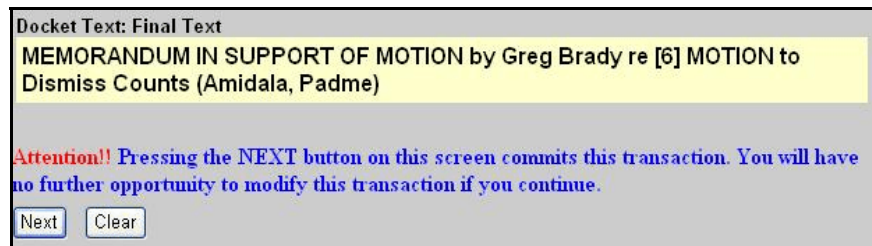
**Docket Text: Modify as Appropriate.**

**MEMORANDUM IN SUPPORT OF MOTION by Greg Brady re [6] MOTION to Dismiss Counts**  **(Amidala, Padme)**

Click in the open text area to type additional text for the description of the pleading. Click on the **[Next]** button.

10. Submit the pleading.

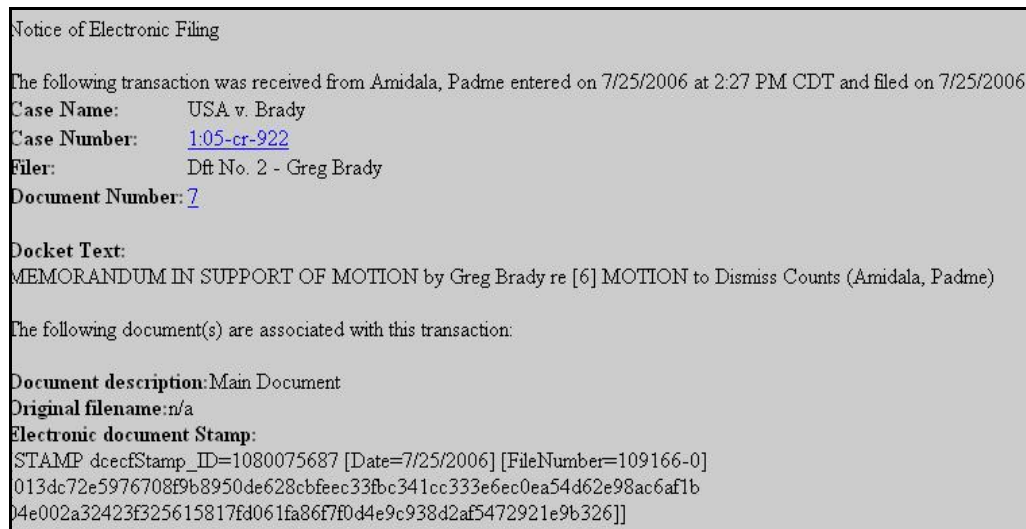
Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the web browser toolbar to find the screen you wish to alter. Click on the **[Next]** button to file and docket the pleading.



**Note:** The screen depicted above contains the following warning. Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. At any time prior to this step, you can abort the ECF filing or return to previous screens by:

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

## 11. Notice of Electronic Filing



- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.

- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web 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. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

#### E-Mail Notification of Filed Documents

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 15 days from the date of filing. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

#### Certificate of Service

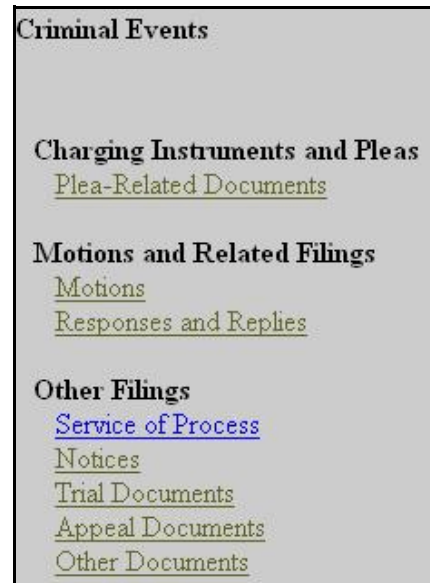
A certificate of service must be included with all filed documents reflecting that service on known Filing Users will be accomplished through the NEF and indicating the manner of service on any party who is not a Filing User.



## Filing an Affidavit in Support of a Motion in Criminal Cases

1. Select the type of document to file

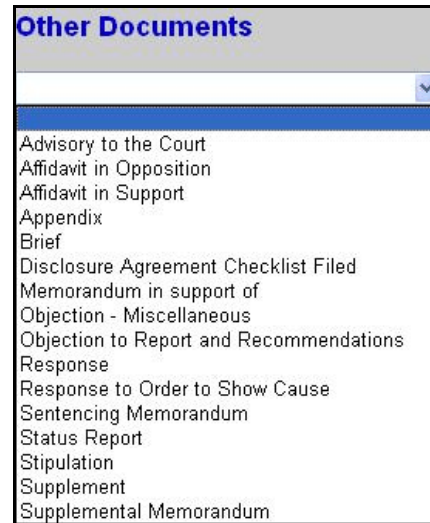
Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing an **Affidavit in Support of a Motion** in ECF. The process is similar for filing other pleadings in ECF.



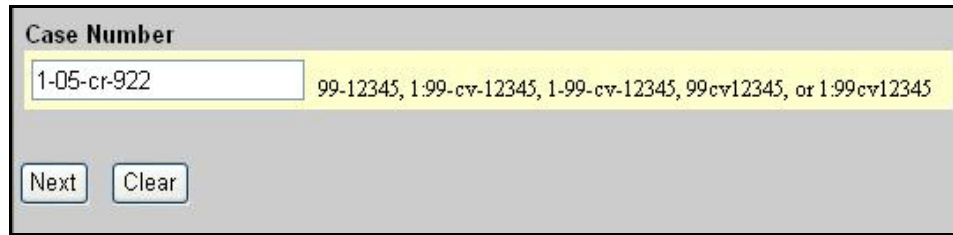
Click on Other Documents, under Other Filings.

2. Select the type of Other Filing being filed.

From the drop-down list, choose **affidavit in support**. Click on [Next].

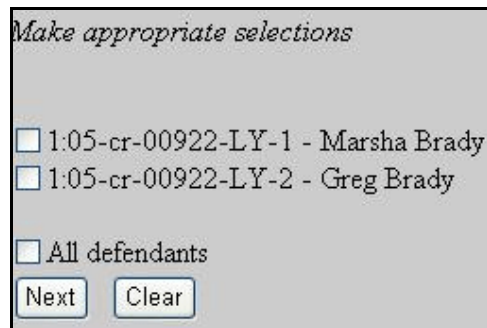


3. Enter the number of the case for which you are filing a motion and click on [Next].



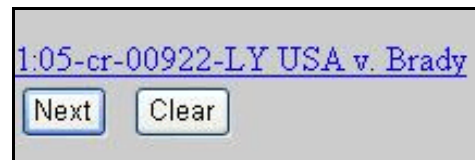
- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next**.
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.

4. Designate the defendant(s) that the filing relates to.

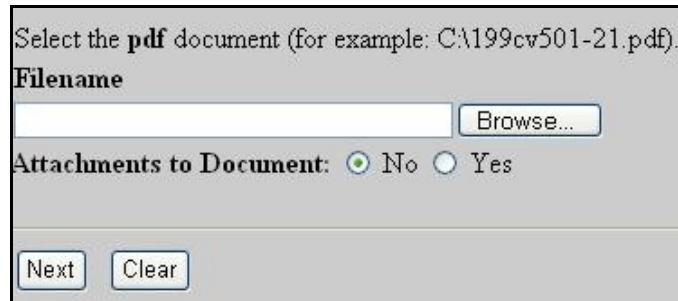


Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants", and leave the other boxes unchecked. When finished selecting Defendants click on [Next].

This window is another opportunity for the filer to be reassured they are filing in the correct case.



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



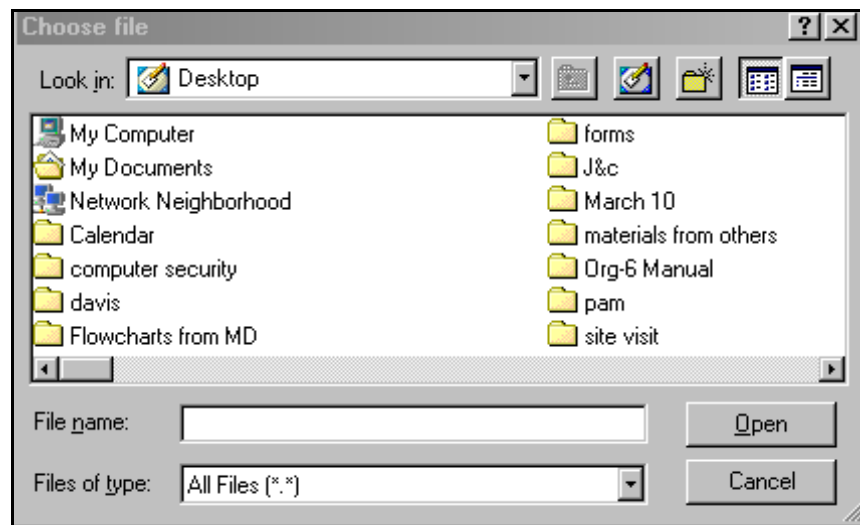
Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

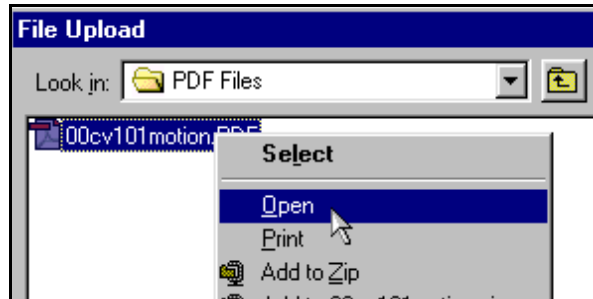
**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.



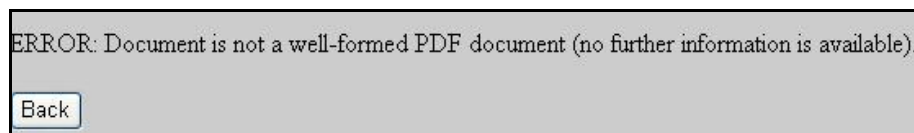
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

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



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.
- If there are no attachments to the motion, click on **[Next]**. Go to Section 7, “**Selecting the Filer,**” to proceed with your filing.
- If you have Attachments to your answer, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 6, “**Adding Attachments to Documents Being Filed**”.

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **PDF Attachment** screen. Select and highlight the PDF file of your pleading and proceed as before.

### Failure to Select A Document to File

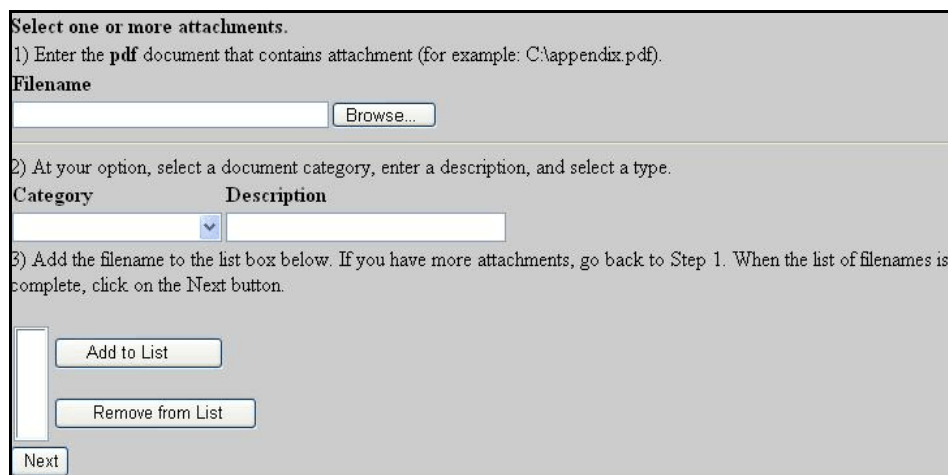
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

### 6. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Attachment** screen appears.



- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

- Click on **[Add to List]**.
- ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

### Electronic Document Size Limitation

Filings including attachments or exhibits that exceed ten (10) megabytes in size shall be Traditionally Filed with the Court. (See Section 5 of the Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases.) This limit includes the main document and attachments in toto if applicable. It is the responsibility of the Filing User to ensure that PDF Files meet file size restrictions.

Larger electronic documents shall be divided into smaller PDF files. For example, an eight (8) megabyte PDF File could be divided into one 5 megabyte file and one 3 megabyte file. Files exceeding 5 megabytes will be rejected by the CM/ECF system.

7. Selecting the Filer

1:05-cr-00922-LY USA v. Brady

Select the filer.

Select the Party:

USA [Plaintiff]  
Brady, Marsha (1) [Defendant]  
Brady, Greg (2) [Defendant]

Next Clear

Use the mouse to highlight or select which party(ies) are filing the affidavit. Click on [Next].

8. Refer to an Existing Event?

Should the document you are filing link to another document in this case?

Filed  to

Documents  to

Next Clear

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

1:05-cr-00922-LY Greg Brady,

11/01/2005 1 SEALED Indictment filed (Redacted Version) Unredacted document sealed pursuant to E-Government Act of 2002 as to Greg Brady (1) count(s) 1. (lc, ) (Entered: 03/16/2006)

11/01/2005 2 MOTION to Seal Indictment by USA as to Greg Brady. (lc, ) (Entered: 03/16/2006)

11/01/2005 3 ORDER FOR ISSUANCE OF Bench Warrant as to Greg Brady. Signed by Judge Lee Yeakel. (lc, ) (Entered: 03/16/2006)

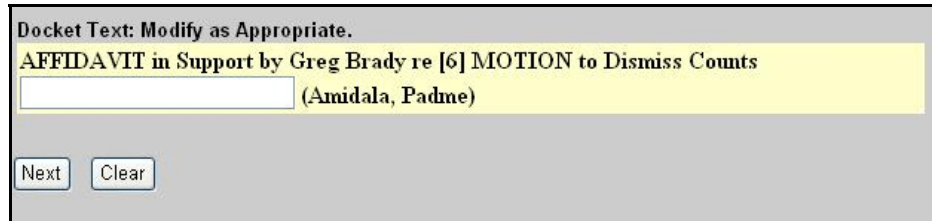
11/01/2005 4 Bench Warrant Issued as to Greg Brady. (lc, ) (Entered: 03/16/2006)

07/25/2006 6 MOTION to Dismiss Counts by Greg Brady. (Attachments: # (1) Exhibit) (Amidala, Padme)

This window allows the filer to link the memorandum with other documents

that have been filed already. A list of previously filed documents appears. Using the mouse, select by clicking in the checkboxes provided, which documents you wish to link the memorandum to. Click on **[Next]**.

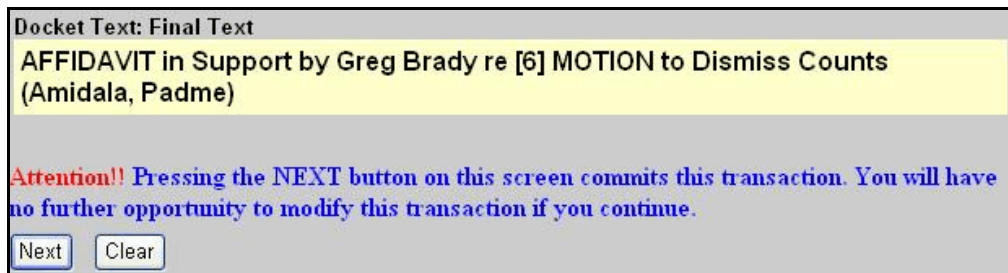
9. Modify docket text



Click in the open text area to type additional text for the description of the pleading. Use the drop-down boxes to assist in the clarifying text. Click on the **[Next]** button.

10. Submit the pleading.

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



Note: The screen depicted above contains the following warning.

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

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

- clicking on any hyperlink on the Blue ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.



- clicking on the Web Browser **[Back]** button until *you return to the desired screen.*

## 11. Notice of Electronic Filing

Notice of Electronic Filing

The following transaction was received from Amidala, Padme entered on 7/25/2006 at 3:22 PM CDT and filed on 7/25/2006

**Case Name:** USA v. Brady  
**Case Number:** [1:05-cr-922](#)  
**Filer:** Dft No. 2 - Greg Brady  
**Document Number:** [8](#)

**Docket Text:**  
 AFFIDAVIT in Support by Greg Brady re [6] MOTION to Dismiss Counts (Amidala, Padme)

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

**Document description:** Main Document  
**Original filename:** n/a  
**Electronic document Stamp:**  
 [STAMP dcecfStamp\_ID=1080075687 [Date=7/25/2006] [FileNumber=109169-0]  
 91e6a687dca8c16f495d77f0ca02d9cc79d148b87d9eef569d50e47aa65eae1819f4

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web 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. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the Notice of Electronic Filing to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

### E-Mail Notification of Filed Documents

After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 15 days from the date of filing. The Court strongly urges you to copy the Notice of Electronic Filing *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the responsibility of filers to send hard copies of the pleading and Notice of Electronic Filing to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

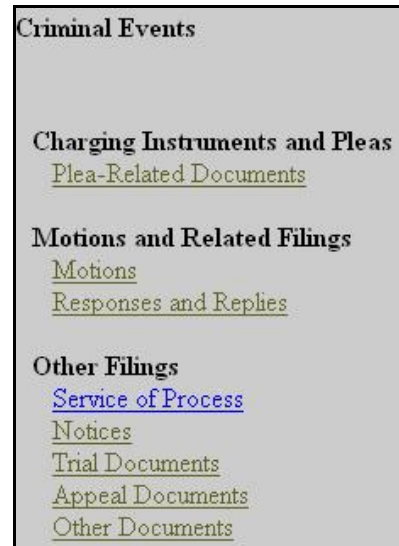
### Certificate of Service

A certificate of service must be included with all filed documents reflecting that service on known Filing Users will be accomplished through the NEF and indicating the manner of service on any party who is not a Filing User.

## Filing Exhibits in Criminal Cases

1. Select the type of document to file

Select Criminal from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing Exhibits in ECF. The process is similar for filing other pleadings in ECF.



Click on Trial Documents, under Other Filings.

2. Select the Docket Sub-type.

From the drop-down list, choose exhibits.  
Click on [Next].



3. Enter the number of the case for which you are filing an exhibit and click on [Next].

**Case Number**

1-05-cr-922 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next**.
- If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in.

*Make appropriate selections*

1:05-cr-00922-LY-1 - Marsha Brady

1:05-cr-00922-LY-2 - Greg Brady

All defendants

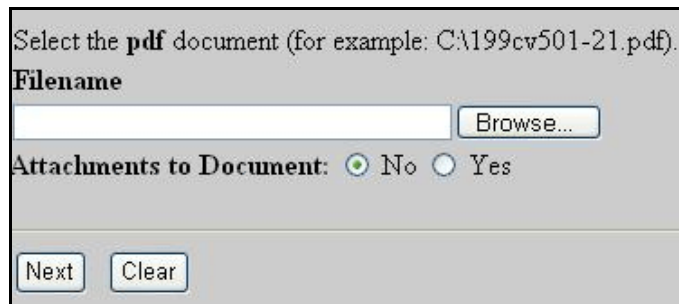
Next Clear

- In most screens a case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.

1:05-cr-00922-LY USA v. Brady

Next Clear

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



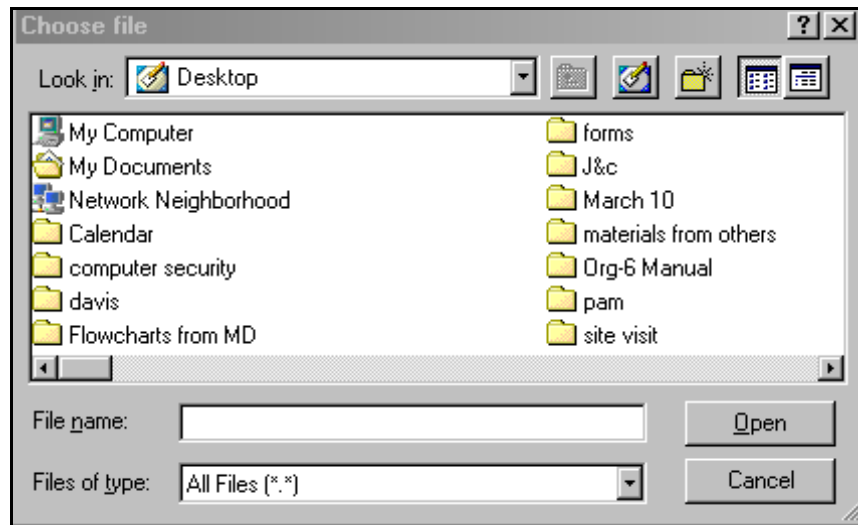
Select the **pdf** document (for example: CA199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

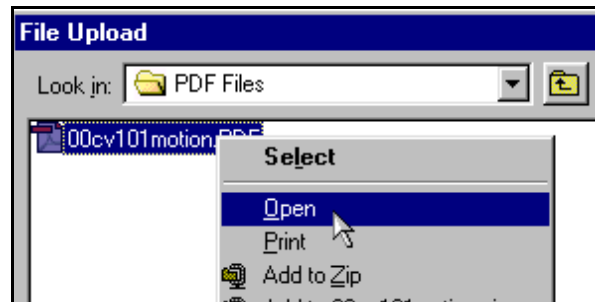
**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- You must link the PDF document to the filing. Click on the **[Browse]** button. ECF opens the following screen.

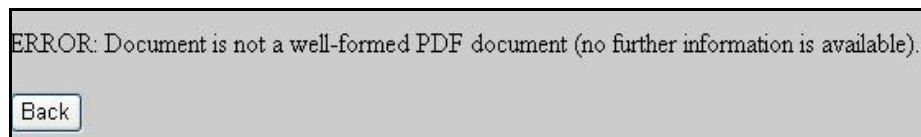


- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

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



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the Exhibit screen.
- If there are no attachments to the motion, click on **[Next]**. A new Exhibits window opens. Go to Section 6, “**Selecting the Filer,**” to proceed with your filing.
- If you have Attachments to your submission, you will select **[Yes]** on the screen depicted on the previous page. Click on **[Next]** and proceed to the first step in Section 5, “**Add Attachments to Documents Being Filed**”.
- In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **PDF Attachment** screen. Select and highlight the PDF file of your pleading and proceed as before.

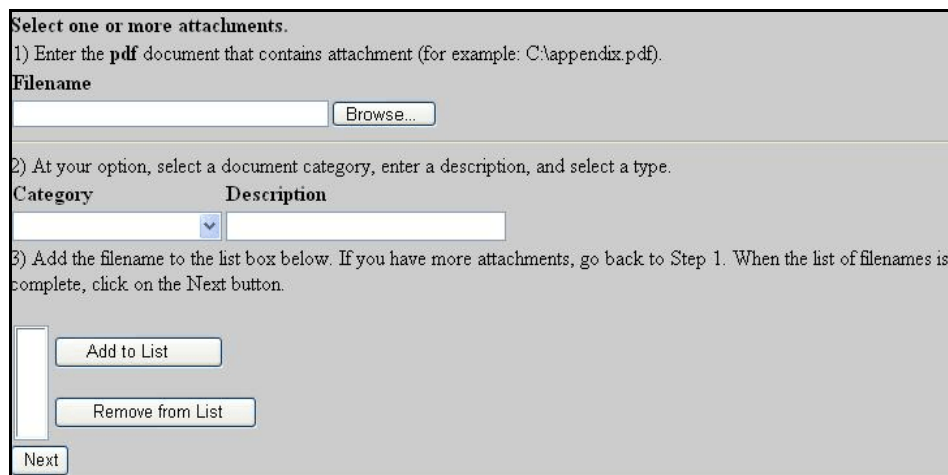
### Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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

### 5. Add attachments to documents being filed



Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

2) At your option, select a document category, enter a description, and select a type.

**Category** **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

If you acknowledged the need to attach documents to your exhibit during the previous step, a new **Attachment** screen appears.

- Click on [Browse] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on [Add to List].

- ECF adds the selected document as an attachment to the pleading. A new exhibit screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

### Electronic Document Size Limitation

Filings including attachments or exhibits that exceed ten (10) megabytes in size shall be Traditionally Filed with the Court. (See Section 5 of the Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases.) This limit includes the main document and attachments in toto if applicable. It is the responsibility of the Filing User to ensure that PDF Files meet file size restrictions.

Larger electronic documents shall be divided into smaller PDF files. For example, an eight (8) megabyte PDF File could be divided into one 5 megabyte file and one 3 megabyte file. Files exceeding 5 megabytes will be rejected by the CM/ECF system.

#### 6. Selecting the Filer



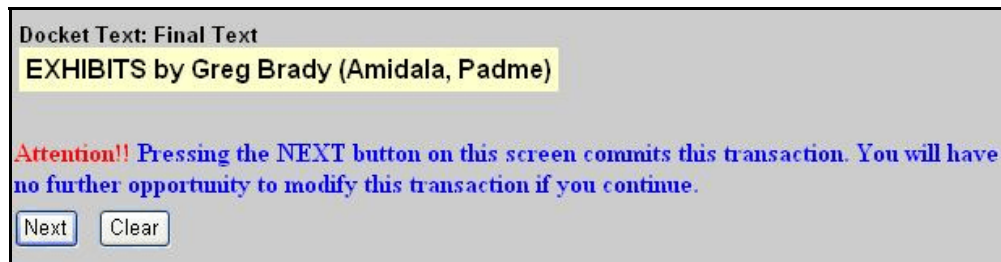
- Use the mouse to highlight or select which party(ies) are filing the exhibits. Click on **[Next]**.



- A case number verification window appears. This window is another opportunity for the filer to be reassured they are filing in the correct case.



7. Submit the pleading.



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

**Note:** The screen depicted above contains the following warning.

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

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

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

## 8. Notice of Electronic Filing

Notice of Electronic Filing

The following transaction was received from Amidala, Padme entered on 7/25/2006 at 3:46 PM CDT and filed on 7/25/2006

**Case Name:** USA v. Brady  
**Case Number:** [1:05-cr-922](#)  
**Filer:** Dft No. 2 - Greg Brady  
**Document Number:** [9](#)

**Docket Text:**  
EXHIBITS by Greg Brady (Amidala, Padme)

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

**Document description:** Main Document  
**Original filename:** n/a  
**Electronic document Stamp:**  
[STAMP doccfStamp\_ID=1080075687 [Date=7/25/2006] [FileNumber=109172-0]  
[1601be12199985b940c905c955198afab1b06ab8d9167efca382293a6318665cf6c2  
b9714ab7decce163e69E3eafc6f84c11c05adba55f54fac447624b6375b0]]

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the web browser toolbar to print the document receipt.
- Select **[File]** on the web browser menu bar, and choose **SaveAs...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note:** The **Notice of Electronic Filing** is your confirmation that the filing has been accepted. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing.

**Note:** It is the filer's responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

### E-Mail Notification of Filed Documents

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 15 days from the date of filing. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

### Certificate of Service

A certificate of service must be included with all filed documents reflecting that service on known Filing Users will be accomplished through the NEF and indicating the manner of service on any party who is not a Filing User.

## QUERY

Registered participants should utilize this feature to query the CM/ECF system for specific case information. To enter the Query mode, click on Query from the menu bar of CM/ECF.



CM/ECF opens the PACER Login screen. You will be prompted to enter your PACER login and password before CM/ECF will permit you to query the CM/ECF database.

After you enter your PACER login and password, CM/ECF opens a Query data entry screen as depicted below.

**Query**

**Search Clues**

Case Number  (Examples: 99-500, 1:99cv500)

**or search by**

Case Status:  Open  Closed  All

Filed Date  to

Last Entry Date  to

Nature of Suit 

- 0 (zero)
- 110 (Insurance)
- 120 (Contract: Marine)

**or search by**

Case Status:  Open  Closed  All

Last Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type

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.

You may also query the CM/ECF database party name or attorney name. Enter the last name of the party in the appropriate field. If more than one person with that name exists in the database, CM/ECF returns a screen from which you may select the correct name.



If you click on the name of the party you want, CM/ECF will open the query screen depicted below.



If the individual is a party to more than one case, CM/ECF will open a screen listing all of that party's cases.

Case Number	Case Name	Filed Date	Closed Date
<a href="#">7:05-cr-00100</a>	USA v. Smith	filed 01/18/05	closed 05/25/05
<a href="#">7:05-cr-00100-1</a>	Johnny Smith	filed 01/18/05	closed 05/25/05
<a href="#">7:05-cr-00155</a>	USA v. Smith	filed 01/24/05	
<a href="#">7:05-cr-00155-1</a>	Johnny Smith	filed 01/24/05	
<a href="#">5:04-cv-00099-WRF</a>	Griffee	filed 09/15/04	
<a href="#">6:04-cv-77777-JCM</a>	Smith v. Jones	filed 12/09/04	closed 12/09/04

Click on the appropriate case number hyperlink, and CM/ECF opens the query screen shown on the previous page.

You may also query a case by Nature of Suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use date of 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one above.

After querying the database by case number, name, or nature of suit, CM/ECF opens the Query window for the specific case you selected - as shown on the bottom of the previous page.

At the top of the window, CM/ECF displays the case number, case style, presiding Judge, date that the initial claim was filed or charging document the was filed, and if the case is closed it will list the terminated date. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen.

The following paragraphs described 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

**Deadlines/Hearings** - Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. After you click [Run Query], the system opens the Deadline/Hearing screen.

If you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing. If you click on the grey sphere to the left of the Detention Hearing, ECF will display the docket information and related docketing entries for the hearing you selected.

<b>Deadlines/Hearings</b>					
<b>Doc. No.</b>	<b>Deadline/Hearing</b>	<b>Event Filed</b>	<b>Due/Set</b>	<b>Satisfied</b>	<b>Terminated</b>
3	 Detention Hearing	03/17/2005	03/31/2005 at 10:00 AM		03/31/2005

**Docket Report** - When you select Docket Report, ECF opens the Docket Sheet screen as depicted below. 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 display the entire docketing report. Place a checkmark in the box next to "Include links to Notice of Electronic Filing" if you wish to view them from the docket sheet. Click on the [Run Report] button. The system will run your custom report and display it. Click on a document number to see the actual document. Or click the silver ball to display the Electronic Notification report for the document.

The screenshot shows a web form titled "Docket Sheet" with a grey background. At the top left, the title "Docket Sheet" is in blue. Below it, the text "Case Number" is followed by a yellow-highlighted input field containing "7:05-cr-00100 USA v. Smith". There are two radio buttons: "Filed" (selected) and "Entered", each followed by a date range input field with "to" in between. Below these is another "Documents" label followed by a date range input field. A list of four checkboxes follows: "Include terminated parties" (checked), "Include links to notices of electronic filing" (unchecked), "Include list of parties and counsel" (checked), and "Include list of member cases" (unchecked). A "Sort by" dropdown menu is set to "Oldest date first". At the bottom are two buttons: "Run Report" and "Clear".



## REPORTS

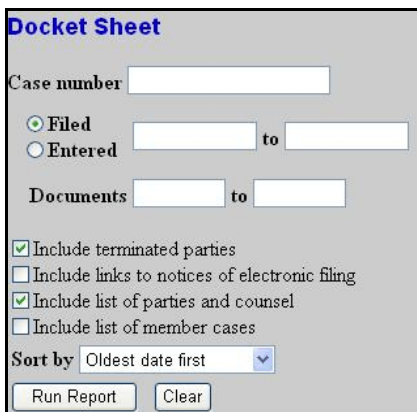
The Reports feature of ECF provides the user with two report options. After selecting the Reports feature from the Blue menu bar the system opens the Reports menu below.



If you select Docket Sheet from this menu, ECF will prompt you to login to PACER. Accessing the Written Opinions selection does not require logging into PACER.

### Docket Sheet

Click on the Docket Sheet hyperlinked and the system opens the PACER login screen. Enter your PACER login and password. Click [Login] and ECF will open the Docket Sheet report query window. This is the same query window that ECF displayed when you selected Docket Report from the query feature. Enter the case number for your docket sheet in the Case Number field. Select parameters for the remainder of the data entry fields and click on [Run Report]. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields or the document number fields. ECF also offers various sorting options from the Docket Sheet query screen.

A screenshot of a web form titled "Docket Sheet" in blue text. The form is on a light gray background and contains several input fields and checkboxes. At the top is a "Case number" field. Below it are two radio buttons: "Filed" (selected) and "Entered". The "Entered" option is followed by two empty text boxes and the word "to". Below that is a "Documents" field followed by two empty text boxes and the word "to". There are four checkboxes: "Include terminated parties" (checked), "Include links to notices of electronic filing" (unchecked), "Include list of parties and counsel" (checked), and "Include list of member cases" (unchecked). At the bottom is a "Sort by" dropdown menu set to "Oldest date first". Two buttons, "Run Report" and "Clear", are at the very bottom.

## Written Opinions Report

This report shows you any Opinion that has been loaded on the CM/ECF system by the Chambers of the District and Magistrate Judges for the Western District of Texas. When you select the Written Opinions report, the system displays the following report selection screen.

**Written Opinions Report**

Case Number

Last Name  First Name  Middle Name

Office   
Austin  
Del Rio

Nature of Suit   
0 (zero)  
110 (Insurance)

Case Type   
Civil  
Criminal

Cause   
0 (No cause code entered)  
02:0431 (02:431 Fed. Election...)

Case Flags   
ADR  
APPEAL

Filed between  and   Summary text  
 Full docket text

Sort by

## UTILITIES

Utilities provides the means for registered users to maintain their account in CM/ECF and to view all of their CM/ECF transactions. After selecting the Reports feature from the Blue menu bar the system opens the Reports menu below.



### Contact Information Update

This feature allows you to update your e-mail account, address and phone information. This is the same screen that you first see after you login into the CM system.

### Change Password

This feature allows you to change your password. This feature should be used after you are first issued a password from the court.

### View Your Transaction Log

This feature allows you to receive all transactions CM/ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password immediately, then e-mail the Court's Help Desk as soon as possible. The Help Desk can be reached by sending an e-mail to the following address: [txwd\\_ecf\\_help@txwd.uscourts.gov](mailto:txwd_ecf_help@txwd.uscourts.gov)

From the Utilities screen, click on the **View your Transaction Log** button. CM/ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report.

**View Transaction Log**

Enter the Date Selection Criteria for the Transaction Log Report

Start Date:  End Date:

Enter the date range for your report and click on the **Submit** button. CM/ECF displays a report of all your transactions in CM/ECF within the date range you specified for Date Selection Criteria. The following is a sample transaction log report.

Transaction Log			
Report Period: 01/01/1996 - 05/22/2005			
Id	Date	Case Number	Text
140859	05/19/2005 15:28:39	5-01-cr-209-1	RESPONSE in Support by USA, USA as to Lester Cook re [16] MOTION to Continue (Kirk, James)
140861	05/19/2005 16:27:44	5-01-cr-209-1	First MOTION for Discovery by Lester Cook. (Attachments: # (1) Affidavit A)(Kirk, James)
<b>Total Number of Transactions: 2</b>			

Use this feature of CM/ECF to review your transaction and to verify that:

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

### Change Client Code

The Change Client Code utility allows PACER users to change the client code, which is used for identifying charges made to the current PACER account. If the user has a PACER preference set (via the PSC website) which requires a client code in a specific format, in order to change his or her client code, he or she must follow the designated format.

The current value of the client code is .

Enter new Client code:

## Change Your PACER Login

The Change Your PACER Login utility displays the PACER login screen to allow the user to enter a different PACER login and password. This new account can be designated as the default PACER login for attorney users. Refer to the PSC website (<http://pacer.psc.uscourts.gov/>) for information on defining PACER preferences.

## Review Billing History

The Review Billing History utility displays the number of CM/ECF pages accessed and the charges incurred for the PACER account currently being used. If client codes are entered when CM/ECF is accessed, the charges are totaled for each code.



The screenshot shows a web form titled "Review Billing History" in blue text. Below the title, there are two input fields for dates: "Transactions dated: 07/01/2006" followed by "to 07/26/2006". Below these is a "Sort:" label and a dropdown menu currently showing "Date". At the bottom left of the form are two buttons: "Submit" and "Clear".

## Show PACER Account

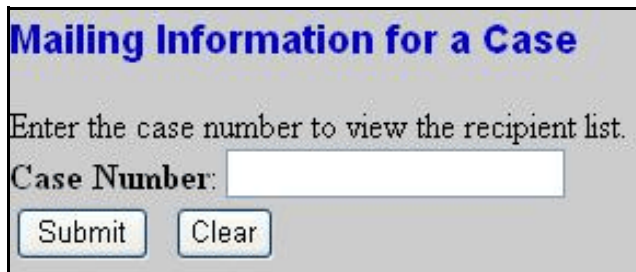
The Show PACER Account utility displays the current PACER login ID and client code.

## Remove Default PACER Account

The Remove Default PACER Account utility removes the link between the current CM/ECF user account and the associated default PACER account.

## Mailing Info for a Case

The Mailing Info for a Case utility displays, for a single case, a list of the people who receive e-mail notices and the people who require manual noticing. To locate the "Mailing Information for a Case" option, click on the Utilities menu. After selecting the Utilities menu, click on "mailings" which is found under Miscellaneous..



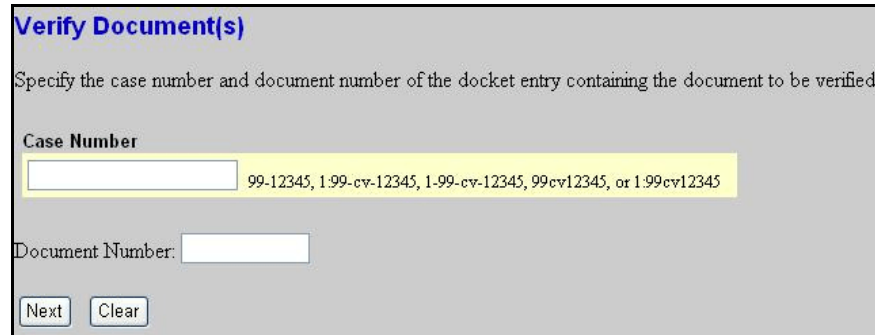
**Mailing Information for a Case**

Enter the case number to view the recipient list.

Case Number:

## Verify a Document

The Verify a Document utility verifies that the electronic "signature" of a document is the same as when the document was filed. If it is different, then the document may have been altered.



**Verify Document(s)**

Specify the case number and document number of the docket entry containing the document to be verified.

Case Number  
 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Document Number: