

FINDING CM/ECF EVENTS

If a filer is unsure about what event to use when filing with the WDTX, there are two ways to find the events that are available in CM/ECF.

Civil and Criminal Event List

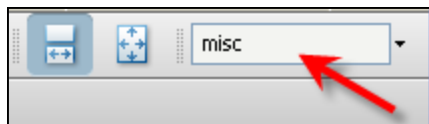
A complete listing of events can be found on our CM/ECF internet site at:

<http://www.txwd.uscourts.gov/ecf/default.asp>

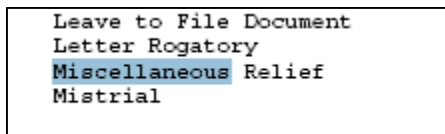
On the CM/ECF internet page, under the **Policies and Procedures** section, you will find both the **Civil and Criminal Attorney Events Lists**. Both of the files are PDF documents.

Since they are PDF files, a filer can easily search these documents by following the listed steps:

1. In the toolbar of the PDF, you will find a search field.



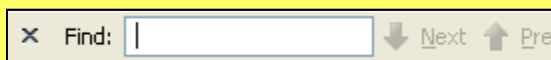
2. Type the text of the event you are looking for and then click enter.
3. Adobe jumps to the first instance of the search term, which appears highlighted.



4. Pressing enter again will go to the next instance of the search term.

Helpful Hint

To perform a search in either a PDF file or CM/ECF, enter the keyboard combination of **[Ctrl] + [F]**.



Within CM/ECF

Within CM/ECF, a filer can locate events by doing the following:

1. Listed on the CM/ECF menu is the Search menu.



2. Clicking on the Search menu will display a search field.



3. This search field allows you to locate menus and events. Type the text you are looking for and then click Search.
4. The search will display all menus and events that pertain to your search. By clicking on the listed event, CM/ECF will take you directly to that event or menu.

