



U.S. Court *of Appeals for the* Sixth Circuit

ECF Training

# Filing Appearance Form

Select "Docketing" then "File a Document"



## U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing System

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### Welcome

Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

Last login Mar 25, 2008 9:33:01 AM EDT

Case 80-3030 June James v. The Widgit Company

## File a Document

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date:

Enter the Case Number

Please Select a Category

Case Opening Forms

Briefing

Record Filing

Motion/Stipulation

Response/Reply

Argument

Costs

Rehearing Petition

Letters/Correspondence

Miscellaneous

BAP

Select One

(Please Select a Category to the L

Uncheck boxes for each case in which this document should not be filed.

Case Selection

80-3030 June James v. The Widgit Company (Target Case)

Case 80-3030 June James v. The Widgit Company

# File a Document

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 03/25/2008

Please Select a Category

Case Opening Forms

Briefing

Record Filing

Motion/Stipulation

Response/Reply

Argument

Costs

Rehearing Petition

Letters/Correspondence

Miscellaneous

BAP

Select One

appearance form

civil appeal statement of parties and i

corporate disclosure

script order

Next, select "Appearance Form"

Select "Case Opening Forms"

Uncheck boxes for each case in which this document should not be filed.

Case Selection

80-3030 June James v. The Widgit Company (Target Case)



Case 80-3030 June James v. The Widgit Company

## File a Document

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 03/25/2008

- Please Select a Category
- Case Opening Forms
- Briefing
- Record Filing
- Motion/Stipulation
- Response/Reply
- Argument
- Costs
- Rehearing Petition
- Letters/Correspondence
- Miscellaneous
- BAP

Select One

- appearance form
- civil appeal statement of parties and issues
- corporate disclosure
- transcript order

Uncheck boxes for each case in which this document should not be filed.

Case Selection

- 80-3030 June James v. The Widgit Company (Target Case)

Total: 0 Selected: 0

All

Reset

Select "Continue" to go to the next screen.

Continue

Case 80-3030 June James v. The Widgit Company

## File a Document

Case:  Enter case number as yy-nmm (e.g., 05-2475)

Filed Date: 03/25/2008

- Please Select a Category
- Case Opening Forms
- Briefing
- Record Filing

Select One

- appearance form
- civil appeal statement of parties and issues
- corporate disclosure

Docketing appearance form

**Event Preconditions**

Case(s):	Explanation:
All	<b>Warning:</b> I certify that I have this day served all opposing counsel and parties in this case by the manner designated below.

**You must check Continue and OK for processing to continue for the case/s.**

Continue

OK

**Certify Service by checking the "Continue" box.**

Uncheck boxes for each case in which this document should not be filed.

Case Selection

- 80-3030 June James v. The Widgit Company (Target Case)

Total: 0 Selected: 0

All

Reset

Continue

Case 80-3030 June James v. The Widgit Company

# File a Document

Case:  Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 03/25/2008

- Please Select a Category
- Case Opening Forms
- Briefing
- Record Filing

Select One

- appearance form
- civil appeal statement of parties and issues
- corporate disclosure

Docketing appearance form

**Event Preconditions**

Case(s):	Explanation:
All	<b>Warning:</b> I certify that I have this day served all opposing counsel and parties in this case by the manner designated below. <input checked="" type="checkbox"/> Continue

You must check Continue and OK for processing to continue for the case/s.

OK

Select "OK"

Uncheck boxes for each case in which this document should not be filed.

Case Selection

- 80-3030 June James v. The Widgit Company (Target Case)

Total: 0 Selected: 0

All

Reset

Continue

Case 80-3030 June James v. The Widgit Company

Additional Information

Please enter your name as it appears on your FORM OF APPEARANCE

Enter name

Angela Marie Smith

Party Filer

Please select the party(s) you represent from the list below.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	James, June J.	Appellant-Plaintiff	80-3030	June James v. T
<input type="checkbox"/>	The Widgit Company	Appellee-Defendant	80-3030	June James v. T

Select party(s) being represented.

Display All Parties

All Cases

Select All

Clear All

PDF Document

Document:

Browse...

Add Another

Service

Service Date:

Service



Case 80-3030 June James v. The Widge Company

**Additional Information**

Please enter your name as it appears on your FORM OF APPEARANCE

Angela Marie Smith

**Party Filer**

Please select the party(s) you represent from the list below.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	James, June J.	Appellant-Plaintiff	80-3030	June James v. The ...
<input type="checkbox"/>	The Widge Company	Appellee-Defendant	80-3030	June James v. The ...

**PDF Document**

Document:

Select "Browse" to go to the location on your computer where the completed Appearance Form resides.

**Service**

Service Date:

**Service**

<input type="checkbox"/>	Name	Originate/Party Type	US mail	Fax	Hand	Email	Clerk
<input checked="" type="checkbox"/>	Ms. Smith, Angela Marie, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. Napo, Glen Paul, aty	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select PDF document

Look in: ecf documents



- 07-1234abr.pdf
- 88-1050apr.pdf
- 803030apr.pdf**
- 803030cas.pdf
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- 803030trans.pdf
- dlcit.pdf
- trinf.pdf
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- .pdf
- .pdf
- coamotion.pdf
- corpdisc.pdf
- enfresp.pdf
- errsheet.pdf
- exhibit.pdf
- letter.pdf
- motion.pdf
- opinion.pdf
- order.pdf
- r28st.pdf
- record.pdf
- reply.pdf
- response.pdf
- roa.pdf
- secsucc.pdf
- stateiss.pdf
- statrpt.pdf
- tracct.pdf
- Using Multilingual V-Safe manual.pdf

Select the "PDF" file that is your completed Appearance Form.

File name: 803030apr.pdf  
Files of type: All Files (\*.\*)

Open  
Cancel

Information

on your FORM OF APPEARANCE

er

t below.

Case Number	Short Title
80-3030	June James v. T
80-3030	June James v. T

Select All

Clear All

ment

Browse...

Add Another

Service

Service Date:

Service

**Select PDF document**

Look in: ecf documents

- 07-1234abr.pdf
- 88-1050apr.pdf
- 803030apr.pdf
- 803030cas.pdf
- 803030cor.pdf
- 803030tra.pdf
- addlit.pdf
- apebrief.pdf
- appearance.pdf
- aptbrief.pdf
- billcost.pdf
- coamotion.pdf
- corpdisc.pdf
- enfresp.pdf
- errsheet.pdf
- exhibit.pdf
- letter.pdf
- motion.pdf

File name: \_\_\_\_\_

Files of type: \_\_\_\_\_

Open Cancel

**Select**

- Open with Adobe Reader 8
- Open with Acrobat 8
- Print
- Combine supported files in Acrobat
- Scan for Viruses...
- Open With
- Send To
- Cut
- Copy
- Create Shortcut
- Delete
- Rename
- Properties

To make sure this file is the correct one, right-click on the file name. Then, open with Adobe Reader or Acrobat.

**Information**

Information on your FORM OF APPEARANCE

**Filter**

Filter list below.

	Case Number	Short Title
ant	80-3030	June James v. T
	80-3030	June James v. T

Select All Clear All

**Document**

Browse...

Add Another

**Service**

Service Date: \_\_\_\_\_

**Service**

Verify that this is the proper attachment then close the file.

### UNITED STATES COURT OF APPEALS FOR THE SIXTH CIRCUIT

#### APPEARANCE OF COUNSEL

#### IMPORTANT NOTICE:

Lead counsel must be designated if a party is represented by more than one attorney or law firm. While the Clerk's office will accept documents from any attorney who has entered an appearance and has been admitted to the Bar, only lead counsel will be on the court's service list. It is the responsibility of lead counsel to advise co-counsel of court deadlines, orders, notice of argument, decisions and any other case related activity.

COA Case No.:  Case Manager:

Case Name:  vs.

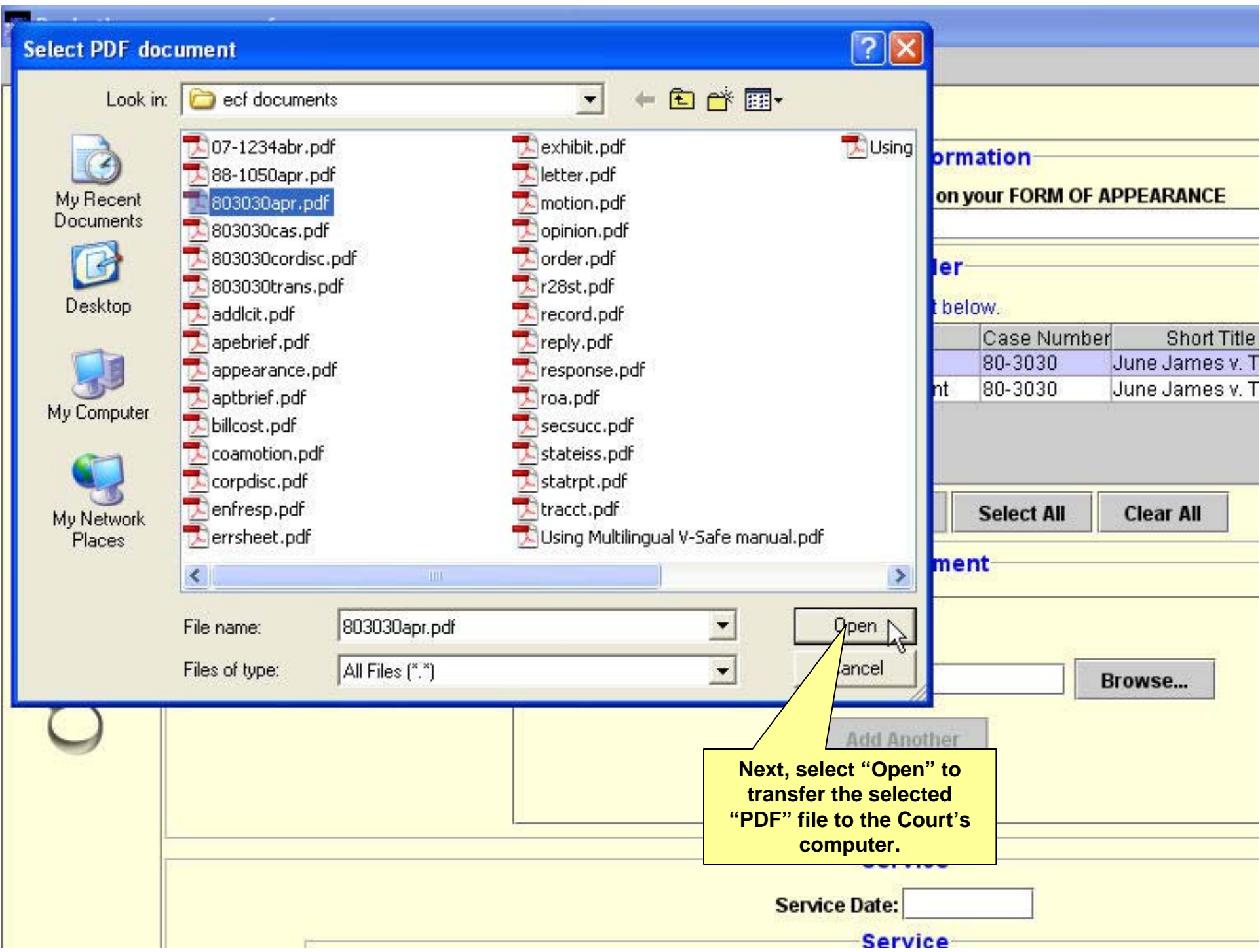
Client's Name:

- Appellant
- Appellee
- Petitioner
- Respondent
- Amicus Curiae
- Intervenor
- Criminal Justice Act (Appointed)

- I am:
- Lead Counsel
  - Co-Counsel

Name:  Admitted:   
(Sixth Circuit admission date only)





### Select PDF document

Look in: ecf documents

- My Recent Documents
- Desktop
- My Computer
- My Network Places

- 07-1234abr.pdf
- 88-1050apr.pdf
- 803030apr.pdf**
- 803030cas.pdf
- 803030cordisc.pdf
- 803030trans.pdf
- addlcit.pdf
- apebrief.pdf
- appearance.pdf
- aptbrief.pdf
- billcost.pdf
- coamotion.pdf
- corpdisc.pdf
- enfresp.pdf
- errsheet.pdf
- exhibit.pdf
- letter.pdf
- motion.pdf
- opinion.pdf
- order.pdf
- r28st.pdf
- record.pdf
- reply.pdf
- response.pdf
- roa.pdf
- secsucc.pdf
- stateiss.pdf
- statrpt.pdf
- tracct.pdf
- Using Multilingual V-Safe manual.pdf

File name: 803030apr.pdf

Files of type: All Files (\*.\*)

Open Cancel

Next, select "Open" to transfer the selected "PDF" file to the Court's computer.

Information  
on your FORM OF APPEARANCE

below.

Case Number	Short Title
80-3030	June James v. T
80-3030	June James v. T

Select All Clear All

Document

Browse...

Add Another

Service Date:

Service

MI/ECF Appellate

Case 80-3030 June James v. The Widgit Company

Please enter your name as it appears on your FORM OF APPEARANCE

Angela Marie Smith

Party Filer

Please select the party(s) you represent from the list below.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	James, June J.	Appellant-Plaintiff	80-3030	June James v. The ...
<input type="checkbox"/>	The Widgit Company	Appellee-Defendant	80-3030	June James v. The ...

Display All Parties All Cases Select All Clear All

PDF Document

Document: \Desktop\ecf documents\803030apr.pdf Browse...

Add Another

NOTE: Any party with the "email" box checked will be notified automatically. However, for parties that do not have the "email" box checked, service must be made by the filer using the preferred method.

Service

Service Date: 03/23/2008

Enter the Service Date, (which is the current date).

Service

<input type="checkbox"/>	Name	Role/Party Type	US mail	Fax	Hand	Email	Clerk
<input checked="" type="checkbox"/>	Ms. Smith, Angela Marie, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. Napo, Glen Paul, aty	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Display All Reset

Continue Back Cancel

Case 80-3030 June James v. The Widgeit Company

Please enter your name as it appears on your FORM OF APPEARANCE

Angela Marie Smith

Party Filer

Please select the party(s) you represent from the list below.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	James, June J.	Appellant-Plaintiff	80-3030	June James v. The ...
<input type="checkbox"/>	The Widgeit Company	Appellee-Defendant	80-3030	June James v. The ...

Display All Parties All Cases Select All Clear All

PDF Document

Document: \Desktop\ecf documents\803030apr.pdf Browse...

Add Another

Service

Service Date: 03/23/2008

Service

<input type="checkbox"/>	Name	Originate/Party Type	US mail	Fax	Hand	Email	Clerk	
<input checked="" type="checkbox"/>	Ms. Smith, Angela Marie, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Display All Reset
<input checked="" type="checkbox"/>	Mr. Napo, Glen Paul, aty	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Select "Continue" to go to the next screen.

Continue Back Cancel

Case 80-3030 June James v. The Widgit Company

Please enter your name as it appears on your FORM OF APPEARANCE

Angela Marie Smith

Party Filer

Please select the party(s) you represent from the list below.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	James, June J.	Appellant-Plaintiff	80-3030	June James v. The

Docket Text



APPEARANCE filed for Appellant June J. James by Angela Marie Smith. Certificate of Service: 03/23/2008.

Continue

Back

This is the text that will appear on the Docket Sheet. It cannot be edited. If the information is incorrect use the "Back" button or cancel the filing and start over.

Select "Continue" to move to the last screen.

Service

<input type="checkbox"/>	Name	Originate/Party Type	US mail	Fax	Hand	Email	Clerk
<input checked="" type="checkbox"/>	Ms. Smith, Angela Marie, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. Napo, Glen Paul, aty	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### Case 80-3030 June James v. The Widget Company

Please enter your name as it appears on your FORM OF APPEARANCE

Angela Marie Smith

#### Party Filer

Please select the party(s) you represent from the list below.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	James, June J.	Appellant-Plaintiff	80-3030	June James v. The ...
<input type="checkbox"/>	The Widget Company	Appellee-Defendant	80-3030	June James v. The ...

#### Event Review



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

APPEARANCE filed for Appellant June J. James by Angela Marie Smith.  
 Certificate of Service: 03/23/2008.

Submit

Back

Service Date: 03/23/2008

#### Service

	Name	Originate/Party Type	US mail	Fax	Hand	Email	Clerk
<input checked="" type="checkbox"/>	Mrs. Smith, Angela Marie, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. Napo, Glen Paul, aty	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CME/ECF Appellate

The text that will appear on the Docket Sheet is displayed once more. It cannot be edited. If the information is incorrect use the "Back" button or the "Cancel" button at the bottom of the screen to start over.

If correct, select "Submit" to finalize the filing of the Appearance Form.

Case 80-3030 June James v. The Wigit Company

Please enter your name as it appears on your FORM OF APPEARANCE

Angela Marie Smith

Party Filer

Please select the party(s) you represent from the list below.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	James, June J.	Appellant-Plaintiff	80-3030	June James v. T
<input type="checkbox"/>	The Wigit Company	Appellee-Defendant	80-3030	June James v. T

Display All Parties

All Cases

Select All

Clear All

Event Docketed



The docketed transaction has been completed.

OK

Select "OK" to return to the first screen.

Service

Service Date: 03/23/2008

Service

	Name	Originator/Party Type	US mail	Fax	Hand	Email
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