

A wooden gavel with a dark handle and a light-colored head, resting on a stack of books. The background is a dark blue gradient.

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

ECF Training

# Filing a Motion

Select "Docketing" then  
"File a Document"



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

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571.*

**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: 03/25/2008

<input checked="" type="radio"/> Please Select a Category	Select One
<input type="radio"/> Case Opening Forms	<input checked="" type="radio"/> (Please Select a Category to the Left)
<input type="radio"/> Briefing	
<input type="radio"/> Record Filing	
<input type="radio"/> Motion/Stipulation	
<input type="radio"/> Response/Reply	
<input type="radio"/> Argument	
<input type="radio"/> Costs	
<input type="radio"/> Rehearing Petition	
<input type="radio"/> Letters/Correspondence	
<input type="radio"/> Miscellaneous	
<input type="radio"/> BAP	

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: 03/28/2008

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

Select One

- motion
- stipulation

Select "Motion/Stipulation"

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: 03/28/2008

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

Next, select "motion"

Select One

- motion
- stipulation

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

# File a Document

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

Filed Date: 03/28/2008

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

Select One

- motion
- stipulation

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)

Select "Continue" to go to the next screen.

ed: 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: 03/28/2008

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

Select One

- motion
- stipulation

**Docketing motion** [X]

**Event Preconditions**

<b>Case(s):</b>	<b>Explanation:</b>	
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"/> <b>Continue</b>

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

Certify Service by checking the "Continue" box.

BAP

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

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: 03/28/2008

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

Select One

- motion
- stipulation

**Docketing motion** [X]

**Event Preconditions**

<b>Case(s):</b>	<b>Explanation:</b>
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"/> <b>Continue</b>

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

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



Case 80-3030 June James v. The Widgit Company

Relief

You must pick a relief from the Description list. To narrow your search, pick a Category first. Repeat as necessary for each additional relief.

Category (all reliefs) Description Apply

- Costs
- Dispositive/Disposition
- Expedite
- Extensions
- Fees
- Instanter Filing
- Mediation
- Miscellaneous

In the "Category" drop down box, highlight the category that best describes the type of motion you are filing. This example is for a motion to extend time to file the brief, so "Extensions" is the category that is highlighted.

Reliefs

Cases

Up Down Remove Clear All

Total: 0

Continue Back Cancel

Case 80-3030 June James v. The Widgit Company

### Relief

You must pick a relief from the Description list. To narrow your search, pick a Category first. Repeat as necessary for each additional relief.

Category: Extensions  
Description: [Empty]  
Apply

- extend time (generic)
- extend time to file administrative record
- extend time to file appendix
- extend time to file brief
- extend time to file en banc petition
- extend time to file rehearing petition
- extend time to file response

Up  
Down  
Remove  
Clear All

Total: 0

The "Description" drop down box, lists all of the motion types that pertain to the highlighted category. Next, highlight the description that best fits the type of motion you are filing. In this example "extend time to file brief" is picked.

Continue Back Cancel

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

#### Relief

You must pick a relief from the Description list. To narrow your search, pick a Category first. Repeat as necessary for each additional relief.

Category: Extensions  
Description: extend tim...  
Apply

#### Selected Reliefs

Entry	Cas	Up
-------	-----	----

Click on the "Apply" button to make your selection.  
If the motion you are filing is asking for more than one relief, repeat the process of highlighting the appropriate category and description as many times as necessary. Finish each selection by clicking the "Apply" button.  
Each selection will appear in the "Selected Reliefs" box.

Continue Back Cancel

Case 80-3030 June James v. The Widgit Company

Relief

You must pick a relief from the Description list. To narrow your search, pick a Category first. Repeat as necessary for each additional relief.

Category: (all reliefs) Description: [ ] Apply

Selected Reliefs

Entry	Cases	
extend time to file brief	80-3030	Up
		Down
		Remove
		Clear All

Total: 1

After clicking on the "Apply" button the selected relief appears in this box. If multiple reliefs have been selected, each will appear in the box in the order they were entered. You now have an opportunity to reorder them or remove one or more using the buttons on the far right.

Continue Back Cancel

If everything is correct, select "Continue" to go to the next screen.

Case 80-3030 June James v. The Widgit Company

Attorney Filer

Please choose YOUR NAME from the list below. If your name does not appear in the list, you have selected an incorrect transaction. Please cancel this transaction and start again.

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

PDF Document

Document:

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 your name from the list of attorneys authorized to file in this case.

If your name does not appear in this list you'll need to file an "Appearance Form" and be entered in the list by the Clerk's Office before the Motion can be filed.

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

#### Attorney Filer

Please choose YOUR NAME from the list below. If your name does not appear in the list, you have selected an incorrect transaction. Please cancel this transaction and start again.

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

Display All Attorneys All Cases Select All

Select "Browse" to go to the location on your computer where the "PDF" copy of your Motion resides.

#### PDF Document

Document:

Browse...

Add Another

#### 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"/>

Display All  
Reset

Continue Back Cancel



**Select PDF document**

Look in: ecf documents

My Recent Documents  
Desktop  
My Computer  
My Network Places

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

File name: motion.pdf

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

Open Cancel

Select the "PDF" file that is the Motion you are filing.  
Make sure that you have selected the correct file. This can be done by "right-clicking" on the selected file and opening the document using Adobe Reader or Acrobat.

Browse...

**Service**

Service Date:

**Service**

<input type="checkbox"/>	Name	Originate/Party Type	US mail	Fax	Hand	Email	Clerk	Display All Reset
<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"/>	

Continue Back Cancel

Case 80-3030 June James v. The Widgit Company

Attorney Filer

Please choose YOUR NAME from the list below. If your name does not appear in the list, you have selected an incorrect transaction. Please cancel this transaction and start again.

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

Display All Attorneys All Cases Select All Clear All

PDF Document

Document:

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

Service

Service Date:

Service

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

Continue Back Cancel

### Attorney Filer

Please choose YOUR NAME from the list below. If your name does not appear in the list, you have selected an incorrect transaction. Please cancel this transaction and start again.

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

### PDF Document

Document:

**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 (e.g. "US Mail").**

<input type="checkbox"/>	Name	Originate/Party	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 "Continue" to go to the next screen.

Case 80-3030 June James v. The Widgit Company

**Attorney Filer**

Please choose YOUR NAME from the list below. If your name does not appear in the list, you have selected an incorrect transaction. Please cancel this transaction and start again.

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

**Docket Text**

**MOTION filed by Ms. Angela Marie Smith for June J. James to extend time to file brief**

Certificate of Service: 03/28/2008.

The bolded text cannot be edited and will appear on the Docket Sheet.  
 However, you may add additional text in the white box to provide more specific details regarding the motion.

<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 Widgit Company

Attorney Filer

Please choose YOUR NAME from the list below. If your name does not appear in the list, you have selected an incorrect transaction. Please cancel this transaction and start again.

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

**Docket Text**

MOTION filed by Ms. Angela Marie Smith for June J. James to extend time to file brief  
 Certificate of Service: 03/28/2008.

Select "Continue" to move to the last screen.

	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"/>

Display All

Reset




Case 80-3030 June James v. The Widgit Company

Attorney Filer

Please choose YOUR NAME from the list below. If your name does not appear in the list, you have selected an incorrect transaction. Please cancel this transaction and start again.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Ms. Smith, Angela Marie	Appellant	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.

MOTION filed by Ms. Angela Marie Smith for June J. James to extend time to file brief. Certificate of Service: 03/28/2008.

Service Date: 03/28/2008

Service

Name	Originate/Party Type	US mail	Fax	Hand	Email	Clerk
arie, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
aty	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The text that will appear on the Docket Sheet is displayed once more (including any additional text that was added). It cannot be edited on this screen.

If the information is incorrect use the "Back" button; then press "Continue" or "Cancel".

If correct, select "Submit" to finalize the filing of the your Motion.



Case 80-3030 June James v. The Widgit Company


**Attorney Filer**

Please choose YOUR NAME from the list below. If your name does not appear in the list, you have selected an incorrect transaction. Please cancel this transaction and start again.

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

**PDF Document**

**Event Docketed** ✖

 The docketed transaction has been completed.

Select "OK" to return to the first screen.

**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"/>