

United States District Court
Northern District of Texas



Filing a Pleading, Motion, or Other Paper

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A. Introduction

This document guides you through the process of electronically filing a pleading, motion or other paper using the example of a single-part motion in a civil case. The process for filing a pleading or other paper is very similar. Questions concerning electronic case filing should be directed to your [local clerk's office](#), the Dallas ECF Help Desk at 1-866-243-2866, or the Fort Worth ECF Help Desk at 1-800-240-7240.

You should have the following available to complete the electronic filing process:

1. The document you wish to file saved in Portable Document Format (PDF). Any accompanying document(s), including exhibits, should be saved as separate PDF documents. A 5 MB size limit applies to each PDF file.
2. A [certificate of service](#).
3. For a motion, a proposed order in word-processing format (e.g., Word or WordPerfect, not PDF).

B. Finding the Motions and Related Filings Category

To file a pleading, motion, or other paper in a civil case using ECF, you should log into the system and select “Civil” on the main menu bar. See Figure 1.



Figure 1

To file a motion, you should click on the [Motions](#) link under the **Motions and Related Filings** category. See Figure 2.



Figure 2

C. Selecting the Motions Event

The Motions Available Events screen appears. Select the appropriate event from the **Available Events** list. See Figure 3.

Motions

REMINDER: A proposed order shall be submitted for **EVERY** motion via e-mail as instructed under the ECF system's "Proposed Orders" event pursuant to LR 7.1(c) and LCrR47.1(c).

Start typing to find an event.

Available Events (click to select events)

- Alter Judgment
- Amend/Correct
- Application for Stay of Execution
- Application for Writ of Garnishment
- Appoint Counsel
- Appoint Guardian/Attorney ad Litem
- Attorney Fees
- Certificate of Appealability
- Certify Class
- Compel
- Consolidate Cases
- Continue
- Default Judgment
- Disclosure
- Discovery

Selected Events (click to remove events)

Next Clear

Figure 3

Find the type of motion you wish to file from the list of **Available Events**. Click on the motion event you wish to use.

Helpful Hints:

You can locate and select the motion event you wish to use by:

- Typing the first few letters of the motion type in the search box to the top and left of the list and to the left of the text: Start typing to find an event.
- Scanning through the motion events by moving the scroll bar
- Pressing the keyboard up/down arrows

To select a motion event, click on it. It will become highlighted, and the event will be added to the Selected Events list (to the top right of the Available Events list).

If you wish to select additional events you may do so. The events you select will appear in the Selected Events list in the order you select them. If you selected an event in error, click on the event to remove it.

After you select the motion type(s) you wish to use, click [Next] to continue. See Figure 4.

Motions

REMINDER: A proposed order shall be submitted for **EVERY** motion via e-mail as instructed under the ECF system's "Proposed Orders" event pursuant to LR 7.1(c) and LCrR47.1(c).

Start typing to find another event.

Available Events (click to select events)

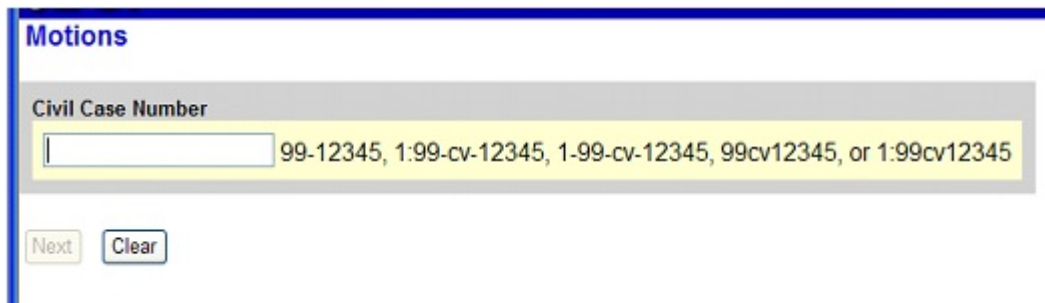
- Disclosure
- Discovery
- Dismiss
- Dismiss Case as Frivolous
- Dismiss/Lack of Jurisdiction
- Enforce IRS Summons
- Expedite
- Extension of Time
- Extension of Time re: Transcript
- Extension of Time to File Answer
- Extension of Time to File Document
- Extension of Time to File Response/Reply
- Hearing
- In Limine
- Injunction**

Selected Events (click to remove events)

Figure 4

D. Entering the Case Number

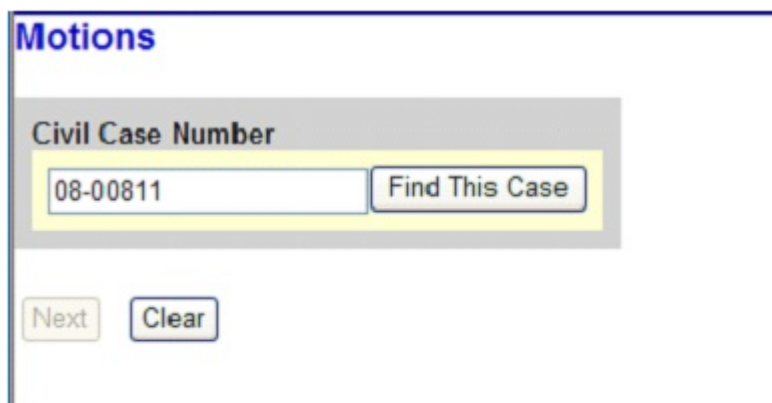
The Civil Case Number screen appears. See Figure 5.



The screenshot shows a web interface titled "Motions". Below the title is a section labeled "Civil Case Number". Inside this section is a text input field with a yellow background. The input field contains the placeholder text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

Figure 5

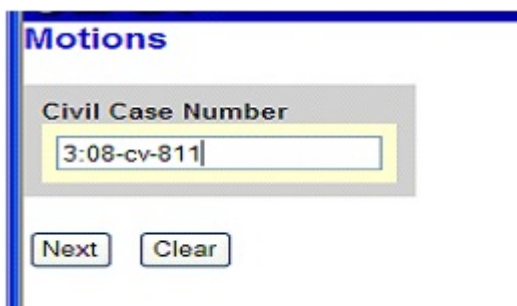
Enter your **Civil Case Number** using the YY- NNNNN format (where YY is the last two digits of the year in which the case was filed, and NNNNN is the five-digit case sequence number). Click the [**Find This Case**] button. See Figure 6.



The screenshot shows the same "Motions" interface. The "Civil Case Number" input field now contains the value "08-00811". To the right of the input field is a button labeled "Find This Case". Below the input field are the "Next" and "Clear" buttons.

Figure 6

When you click **Find This Case**, either your case will appear, a list of matching cases will appear, or the system will state that it cannot find the case number you entered. If your case appears, click [**Next**] to continue. See Figure 7.



The screenshot shows the "Motions" interface. The "Civil Case Number" input field now contains the value "3:08-cv-811". Below the input field are the "Next" and "Clear" buttons.

Figure 7

If a list of matching cases appear, click on the box next to your case and click **[Next]** to continue. See Figure 8.

The screenshot shows a web interface titled "Motions". Below the title is a section labeled "Civil Case Number". Inside this section, there is a text input field containing "3:08-cv-811" and a button labeled "Hide Case List". Below the input field, the text "Select a case:" is followed by a list of five cases, each with a checkbox:

- 1:08-cv-00811-C Bird v. Nuggets
- 2:08-cv-00811-J Franklin v. Templeton
- 3:08-cv-00811-B Norbit v. American
- 4:08-cv-00811-Y Bird v. Nuggets
- 6:08-cv-00811-Y Bird v. Nuggets

At the bottom of the interface, there are two buttons: "Next" and "Clear".

Figure 8

If the system indicates that it cannot find the civil case number you entered, re-enter the case number and click the **[Find This Case]** button until you locate your case.

E. Linking to the Filing Party

The Party Selection screen appears and displays the case number and the names of all parties. See Figure 9.

Motions

[3:08-cv-00811-B Norbit v. American](#)
JURY

If this is a joint motion, select **all** filers below.

Select the filer.

Select the Party:

American [Defendant]
Norbit, Orbit [Plaintiff]

[Add/Create New Party](#)

Next Clear

Figure 9

Verify you have selected the correct case by reviewing the case number and party names before continuing. If incorrect, use your back button to return to the previous screen and enter the correct case number.

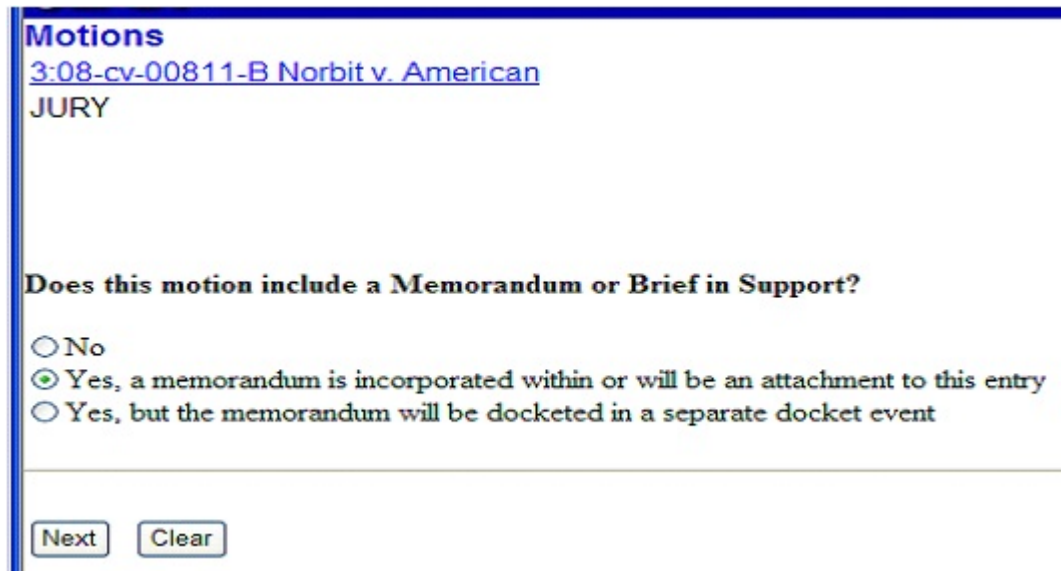
Select the party or parties filing the motion. If any party is not listed, add them now by clicking [Add/Create New Party](#).

To select multiple parties, hold down the “Ctrl” key on the keyboard and use the mouse to highlight more than one name. Click **[Next]** to continue.

Note: If you are appearing on behalf of a party for the first time, the attorney/party association screen will appear. Create an association between yourself as the attorney and the filing party by checking the box beside the filing party’s name. Make sure that the **[Notice]** box is checked so that you will receive Notices of Electronic Filing in this case.

F. Attaching Your Document

If the motion includes a Memorandum or Brief in Support, select **Yes**; otherwise, leave the radio button set to **No**. See Figure 10.



Motions
[3:08-cv-00811-B Norbit v. American](#)
JURY

Does this motion include a Memorandum or Brief in Support?

No
 Yes, a memorandum is incorporated within or will be an attachment to this entry
 Yes, but the memorandum will be docketed in a separate docket event

Figure 10

The next step is to identify the directory path and file name for your document. Click [**Browse**]. See Figure 11.



Motions
[3:08-cv-00811-B Norbit v. American](#)
JURY

For detailed instructions regarding the filing of large documents, exhibits, attachments, etc. [CLICK HERE](#)

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

Filename

Attachments to Document: No Yes

Figure 11

A pop-up box will appear. Navigate to the appropriate folder containing the saved PDF document(s) related to this case.

Be sure to attach the correct PDF document. Right-click on the document to display the menu and then choose “Open with Acrobat” to view the document and to verify that it is the document you want to attach. See Figure 12.

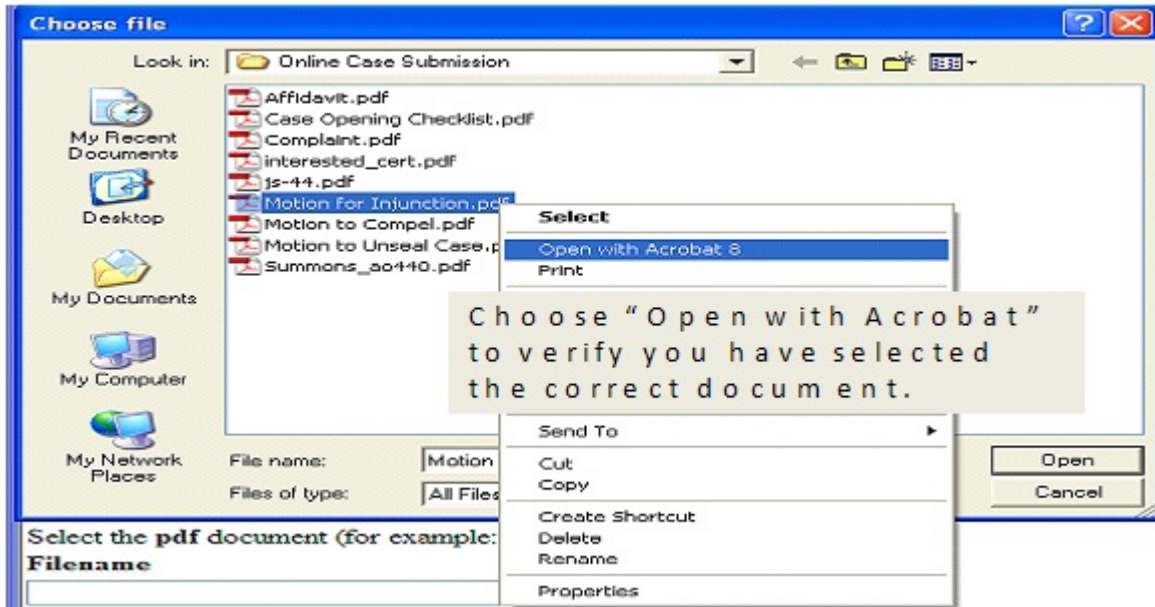


Figure 12

This is the only opportunity you will have to review the document before it is filed. Viewing the document allows you to verify that you are attaching the correct document, before it is filed. Remember, once submitted, a document cannot be edited or changed in any way.

After verifying that you have selected the correct PDF document, click **[Open]** to accept the PDF for filing. See Figure 13.

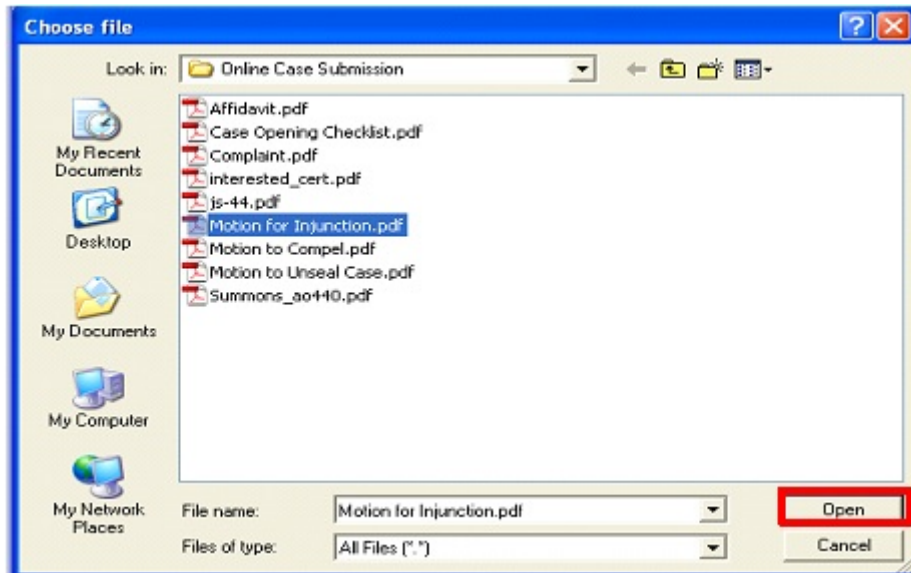


Figure 13

The path to the **Filename** will appear in the text field box. If you wish to attach additional PDF documents to the motion, change the radio button next to **Attachments to Document** to **Yes**. Otherwise, leave it set to **No**. See Figure 14. Click **[Next]** to continue.

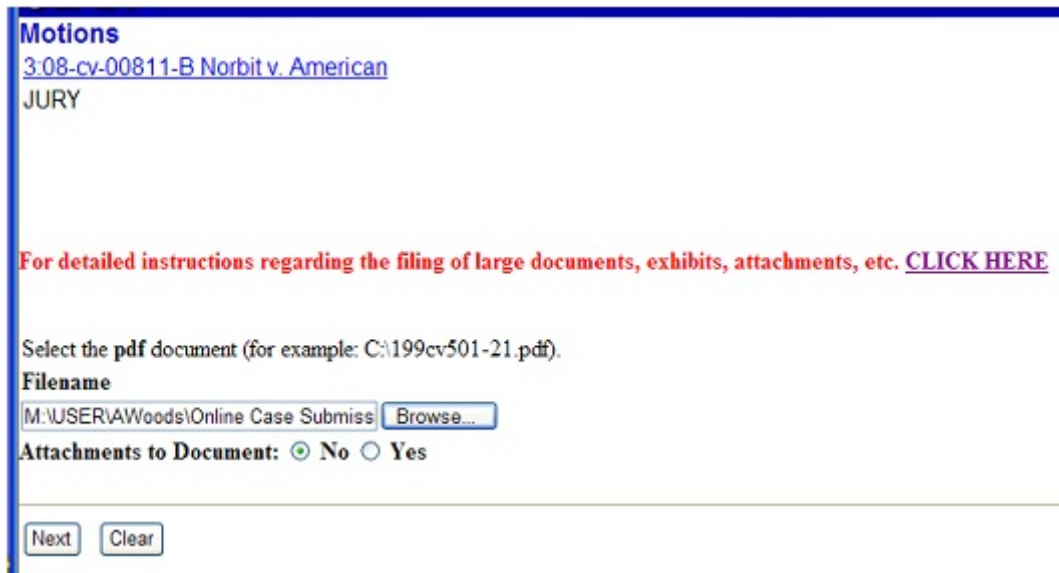


Figure 14

After clicking **[Next]** a new screen appears displaying the title for the attached document. See Figure 15. Click **[Next]** to continue.

Motions
[3:08-cv-00811-B Norbit v. American](#)
JURY

Motion for Injunction

Figure 15

If you need to add a **new party** to this case, type the name of the new party in the text field; otherwise, leave it blank and click [Next] to continue. See Figure 16.

Motions
[3:08-cv-00811-B Norbit v. American](#)
JURY

Only if a NEW PARTY is being added to the case, type in the name of the new party:

Figure 16

G. Completing the Filing

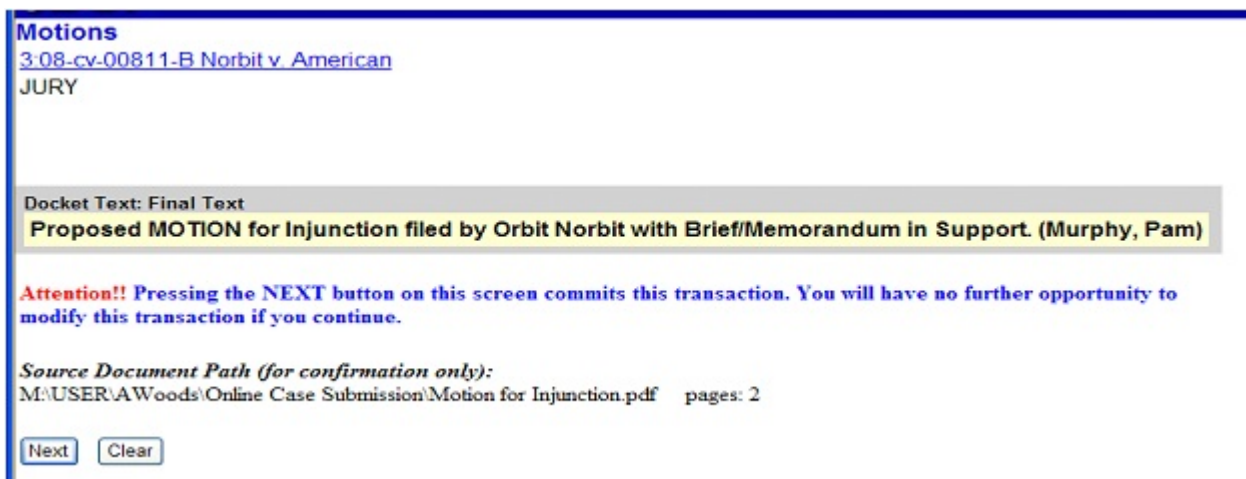
The docket text field for the motion is displayed. Click on the down arrow to see a list of modifiers to choose from or leave the field blank. Review the final docket text. Enter any additional docket text into the text field. See Figure 17. Click [Next].



The screenshot shows a web interface for filing motions. At the top, it says "Motions" and provides a link to "3:08-cv-00811-B Norbit v. American" and the text "JURY". Below this is a grey bar with the text "Docket Text: Modify as Appropriate." Underneath is a yellow bar containing a dropdown menu set to "Proposed", followed by the text "MOTION for Injunction" in a text box, and "filed by Orbit Norbit with Brief/Memorandum in Support. (Murphy, Pam)". At the bottom of the interface are two buttons: "Next" and "Clear".

Figure 17

The final docket text will be displayed. **Carefully review the docket text.** Verify that both the docket text and the docket event are correct. If you need to modify the text or change any of the selections you have made before filing this motion, click the [Back] button on your web browser to locate and correct the error. Once the docket text and the docket event are correct, complete the transaction by clicking the [Next] button. See Figure 18.



The screenshot shows the same web interface as Figure 17, but now the docket text is final. The grey bar says "Docket Text: Final Text" and the yellow bar displays "Proposed MOTION for Injunction filed by Orbit Norbit with Brief/Memorandum in Support. (Murphy, Pam)". Below this 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." Underneath is the text "Source Document Path (for confirmation only): MAUSER\AWoods\Online Case Submission\Motion for Injunction.pdf pages: 2". At the bottom are "Next" and "Clear" buttons.

Figure 18

Review the Notice of Electronic Filing. See Figure 19.

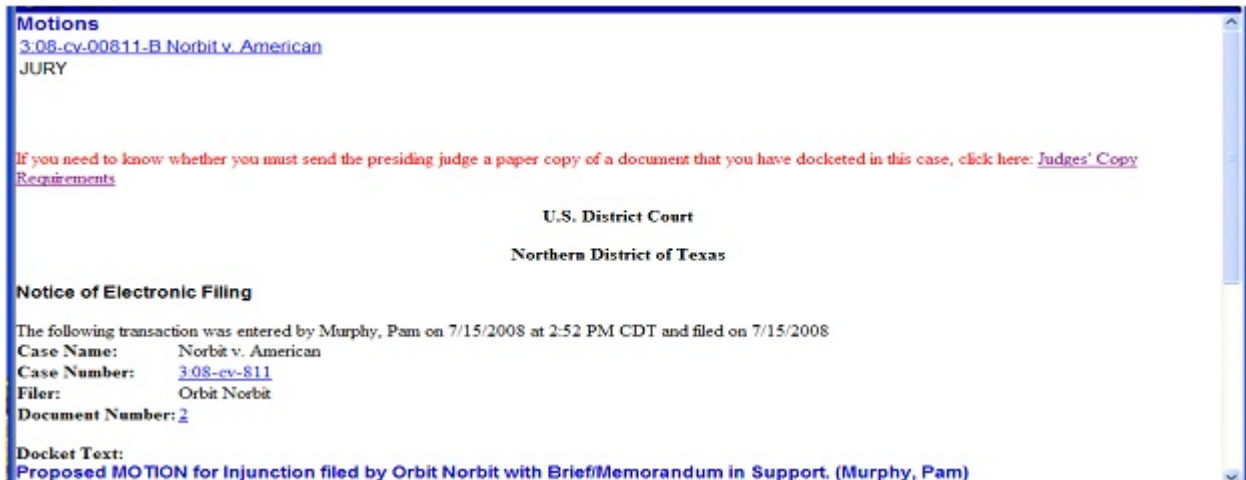


Figure 19

The Notice of Electronic Filing page:

- serves as notification that the event has been filed
- provides case information and hyperlinks to the docket sheet
- provides a hyperlink to any associated PDF document
- provides docket text
- provides associated document information
- indicates who will and will not receive a “Notice of Electronic Filing” via email

WARNING: The filing attorney is responsible for service on all parties to whom notice has NOT been electronically mailed.