

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF MISSISSIPPI**



**ATTORNEY TRAINING
MANUAL
FOR
ELECTRONIC CASE FILING**

TABLE OF CONTENTS

GETTING STARTED	1
Introduction	1
REQUIREMENTS	2
REGISTRATION	3
Passwords	4
PACER REGISTRATION	4
PREPARATION	5
Portable Document Format (PDF)	5
STEP-BY-STEP GUIDE	7
How to Access the System	8
LOGGING INTO CM/ECF	9
ELECTRONICALLY FILING DOCUMENTS	11
Signatures	11
Filing a New Civil Case (e.g. Complaint)	11
Summonses	12
Filing Fees	12
DOCUMENTS FILED IN ERROR	12
FILING DOCUMENTS FOR CIVIL CASES	13
FILING AN ANSWER IN A CIVIL CASE	14
FILING A MOTION IN A CIVIL CASE	27
FILING A MOTION WHICH LINKS TO OTHER DOCUMENTS	33
FILING A RESPONSE TO A MOTION	34
FILING A RESPONSE WHICH LINKS TO OTHER MOTIONS	36
SUBMITTING A PROPOSED ORDER	37
PROPOSED CASE MANAGEMENT PLAN ORDERS AND FINAL PRETRIAL ORDERS ..	37

CONFIDENTIAL SETTLEMENT MEMORANDA	37
FILING DOCUMENTS FOR CRIMINAL CASES	38
RESPONSES and REPLIES	43
FILING DISCOVERY DOCUMENTS	44
QUERY	45
REPORTS FEATURE	50
UTILITIES FEATURE	52
Maintain Your Account	52
Changing Your Password	56
Viewing Your Transaction Log	57
LOGOUT	58
SEALED DOCUMENTS	59

Case Management/Electronic Case Filing System

GETTING STARTED

Introduction

This manual provides instructions on how to use the Case Management/Electronic Filing System (CM/ECF) to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape or Microsoft Internet Explorer and a Portable Document Format (PDF) program that will generate a PDF, e.g., Adobe Acrobat, PDF995, etc., as well as their word processing software and file management.

Manuals

You can download or view the most recent versions of the CM/ECF Attorney ECF Training Manual and Administrative Procedures for Electronic Case Filing (in PDF format) from the District Court's website at www.msnd.uscourts.gov.

Assistance

Telephone the Clerk's Office between the hours of 8:00 A.M. and 5:00 P. M., Monday through Friday, if you need assistance.

Oxford	(662) 234-1351
Aberdeen	(662) 369-4952
Greenville	(662) 335-1651

Refer to the Frequently Asked Questions sections for common questions.

Access to ECF Information and Resources

For up-to-date information on ECF, visit the U. S. District Court web site at:

www.msnd.uscourts.gov

- View or download the most recent version of the Attorney's User Manual
- View or download the Administrative Procedures for ECF
- Self-train on the computer based training modules
- Review Frequently Asked Questions (FAQs)

CM/ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and a compatible Internet browsing software (e.g., Netscape, Internet Explorer) to perform the following functions:

- Electronically file pleadings and documents in actual (“live”) cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

REQUIREMENTS

Hardware and Software Requirements

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

- A personal computer running a standard platform such as Windows or Macintosh operating system. Recommended hardware Windows 95 or higher and 256MB memory (minimum 32MB).
- An Internet service provider.
- Netscape Navigator software version 4.7x and 7.0x or Internet Explorer 5.5 or 6.x are certified for use with CM/ECF. (Netscape 6 is not recommended for user with CM/ECF.) Other versions have not been certified at this time but may work. For security purposes, a session can only be established using Netscape Navigator 4.7x or 7.0x or Internet Explorer 5.5 or 6.x. **DO NOT USE** America On Line’s version of Netscape Navigator, or a version of Netscape Navigator lower than 4.6x.
- A PDF-compatible word processing software like Macintosh or Windows-based versions of WordPerfect or Microsoft Word.
- PDF software (such as Adobe Acrobat Writer, PDF995, pdf Factory) to convert documents from the word processor format to portable document format (PDF).
- Adobe Acrobat Reader, which is available for free, is needed for viewing PDF documents.
- A scanner to be used to convert documents that are not in your word processing system. **Note: This should 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.

REGISTRATION

To fully utilize the CM/ECF system, users must be registered to use both CM/ECF and the court's PACER system. Users with an existing PACER account can continue to use it, and need only register to use CM/ECF.

Eligibility

Attorneys admitted to practice in this court, including attorneys admitted under the *pro hac vice* provisions of the local rules of this district, may register as ECF users. No other person may register as an ECF user, even if he/she is a party proceeding *pro se*.

Registering for Access to CM/ECF

1. Participants will need to register with the court to receive a login and password for the ECF system. Attorneys should register with the system electronically by accessing the Attorney Registration site at www.msnd.uscourts.gov/ecf

Alternatively, the attorney may register by completing the registration form (See **Form 1** in this manual) and mailing or hand-delivering the form to:

**United States District Court
Office of the Clerk
Attention: CM/ECF Registration
911 Jackson Avenue, Room 369
Oxford, MS 38655**

Each attorney in a law firm must individually register.

2. Each attorney registering in the system will receive an Internet e-mail message after his/her password has been assigned. This is to insure that the attorney's Internet e-mail address has been entered correctly in the system and to convey the login and password information to the attorney.
3. An attorney's registration will constitute a waiver of conventional service of documents. The attorney agrees to accept service of notice of the electronic filing by authorized e-mail.

4. Attorneys are responsible for updating their mailing address or e-mail address online through the ECF system.

Passwords

Each attorney registered to participate in the system shall be entitled to one system password. Attorneys may change their own passwords.

No attorney shall knowingly permit his/her password to be utilized by anyone other than an authorized employee of his/her office. Once registered, the attorney shall be responsible for all documents filed with his/her password.

PACER REGISTRATION

CM/ECF users must have a PACER account with the court in order to use the **Query** and **Report** features of the CM/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 or (210) 301-6440 for information or to register for an account. You may also register for PACER online at <http://pacer.psc.uscourts.gov>.

PREPARATION

Setting Up the PDF Reader

In order to view documents filed on the system, users must install Adobe's Acrobat Reader software. All documents in the system are in PDF format. When installing this product, please review and follow the provider's directions to utilize the PDF reader after installation.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before filing a document with the court, users should preview the PDF formatted document to ensure it appears in its entirety and in the proper format.

How to View a PDF File

- Start the Adobe Acrobat Reader 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, your PDF program 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

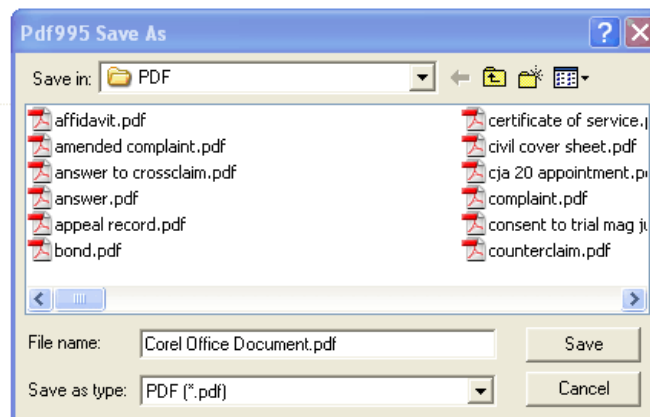
You must convert all of your documents to PDF format before submitting them to the court's Electronic Case Filing (ECF) system.

The conversion process is relatively simple and can be accomplished by following the directions below.

From your Wordprocessor:

NOTE: Our Court recommends you use the method described below rather than the **Publish to PDF** or **Save as PDF** feature contained in many wordprocessors. These features generally create a larger document. Using the built in feature may cause your filing to go over the limit of 2 MB (40 - 50 pages) and you would need to divide the larger document into two (or more) smaller documents.

1. Open the word processing document to be converted.
2. Select the **Print** option from the “File” menu. In the print dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
3. **Select your PDF printer.**
4. “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
5. Name the file. Many programs will automatically assign a .pdf extension. If yours does not, you will have to add the .pdf extension.
6. Make note of the PDF file’s location for ease in finding the file once it has been converted to a PDF document. Change the location if necessary by clicking in the “Save in” area of the window.
7. Click on Save and the file is now converted to a PDF document.
8. 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.



A STEP-BY-STEP GUIDE

Below is a step-by-step guide for accessing the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet.

How to Access the System

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

<https://ecf.msnd.uscourts.gov>

Or, you may go to the District of Northern Mississippi's Web site at:

www.msnd.uscourts.gov

and click on the CM/ECF Case Management Electronic Case Filing logo.

Click on the **Link to Electronic Filing System (Live Area)** to open the login screen and login to ECF.

Users can access the **Training Database** by going to:

<https://ecf-train.msnd.uscourts.gov>

Or, you may go to the District of Northern Mississippi's Web site at:

www.msnd.uscourts.gov

and click on the CM/ECF Case Management Electronic Case Filing logo.

Click on the **Link to Electronic Filing System (Training Area)** to open the login screen and login to ECF.

CM/ECF TRAIN - U.S. District Court:mssd - login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ECF/PACER 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.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st,2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

Login Clear

LOGGING INTO CM/ECF

NOTE: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter you **PACER** login and password. You will be charged a fee to view ECF case dockets and documents using your **PACER** login. Use the **client code** field if you are using **PACER** to view documents/docket sheets and you wish to organize your monthly bill using client codes. Do not use this field when logging into the **ECF** system as this will prohibit you from successfully logging in.

Enter your ECF login and password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Verify that you have entered your ECF login and password correctly. If not, click on the [**Clear**] button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the [**Login**] button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

Login failed either your login name or key is incorrect

- Click on the [**Back**] button in your browser and re-enter your correct login and password.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.

Selecting ECF Features

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

Civil: Select “**Civil**” to electronically file all civil case pleadings, motions, and other court documents.

Criminal: Select “**Criminal**” to electronically file all criminal case pleadings, motions, and other court documents.

Query: “**Query**” ECF by specific case number, date filed, party name, or nature of suit to retrieve documents that are relevant to the case. You will be prompted to login to **PACER** before you can query ECF.

Reports: Choose “**Reports**” to retrieve docket sheets and cases-filed reports. You will be prompted to login to **PACER** before you can view an ECF report.

Utilities: View you personal ECF transaction log and maintain personal ECF account information in the “**Utilities**” area of ECF.

Logout: Allows you to exit from ECF and prevents further filing with your password until the next time you log in. Only one user can be logged in using the same login/password at once.

ELECTRONICALLY FILING DOCUMENTS

Registered filers will use the Civil and Criminal features of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. The process is consistent regardless of the event.

General Rules and Manipulations

Manipulating the screens

Each screen has the following two buttons:

- **CLEAR** - clears all characters entered in the box(es) on that screen
- **NEXT or SUBMIT** accepts the entry just made and displays the next entry screen, if any

Correcting a mistake:

Use the [**Back**] button on the browser's toolbar to go back and correct an entry made on a previous screen. Once the document is transmitted to the court, **only** the court can make changes or corrections.

Signatures

Refer to the Northern District of Mississippi Administrative Procedures for Electronic Case Filing for signature information.

Filing a New Civil Case (e.g. Complaint)

1. A civil complaint cannot be initiated electronically via the ECF system. The Clerk's office will accept original complaints and the required civil cover sheet by conventional filing, i.e., a hard copy sent by United States mail or delivered in person to the Clerk's office at the proper division. The complaint **must be accompanied by the required filing fee** before the filing is completed.

The original complaint should be accompanied by an electronic text PDF of the complaint, the Civil Cover Sheet (JS-44c), and any attachments thereto. Any additional documents to be filed simultaneously with the complaint may also be included in the electronic filing. The court will upload these documents into the system. Instructions on how to save a document in PDF format are located on the court's web site at www.msnd.uscourts.gov/ecf or on pages 5 - 7 of this manual.

Summonses

1. Electronic filing shall not apply to summonses. Summonses shall be received and issued by conventional means. A party may either deliver in person or send to the Clerk's office by United States mail "hard copy" summonses, and the summons shall be issued by the Clerk's office. The party requesting the summons must complete the top portion of the summons form. The Clerk's office will return via United States mail the completed hard copy summons to counsel only if counsel supplies a stamped, self-addressed envelope.

Filing Fees

Any fee required for filing a pleading or paper in the district court is payable to the Clerk of the Court by check, money order, cash, or credit card. Debit cards are not acceptable. The clerk's office will document the receipt of fees on the docket with a text-only entry. The court will not maintain electronic billing or debit accounts for lawyers or law firms.

DOCUMENTS FILED IN ERROR

A document incorrectly filed in a case may result from:

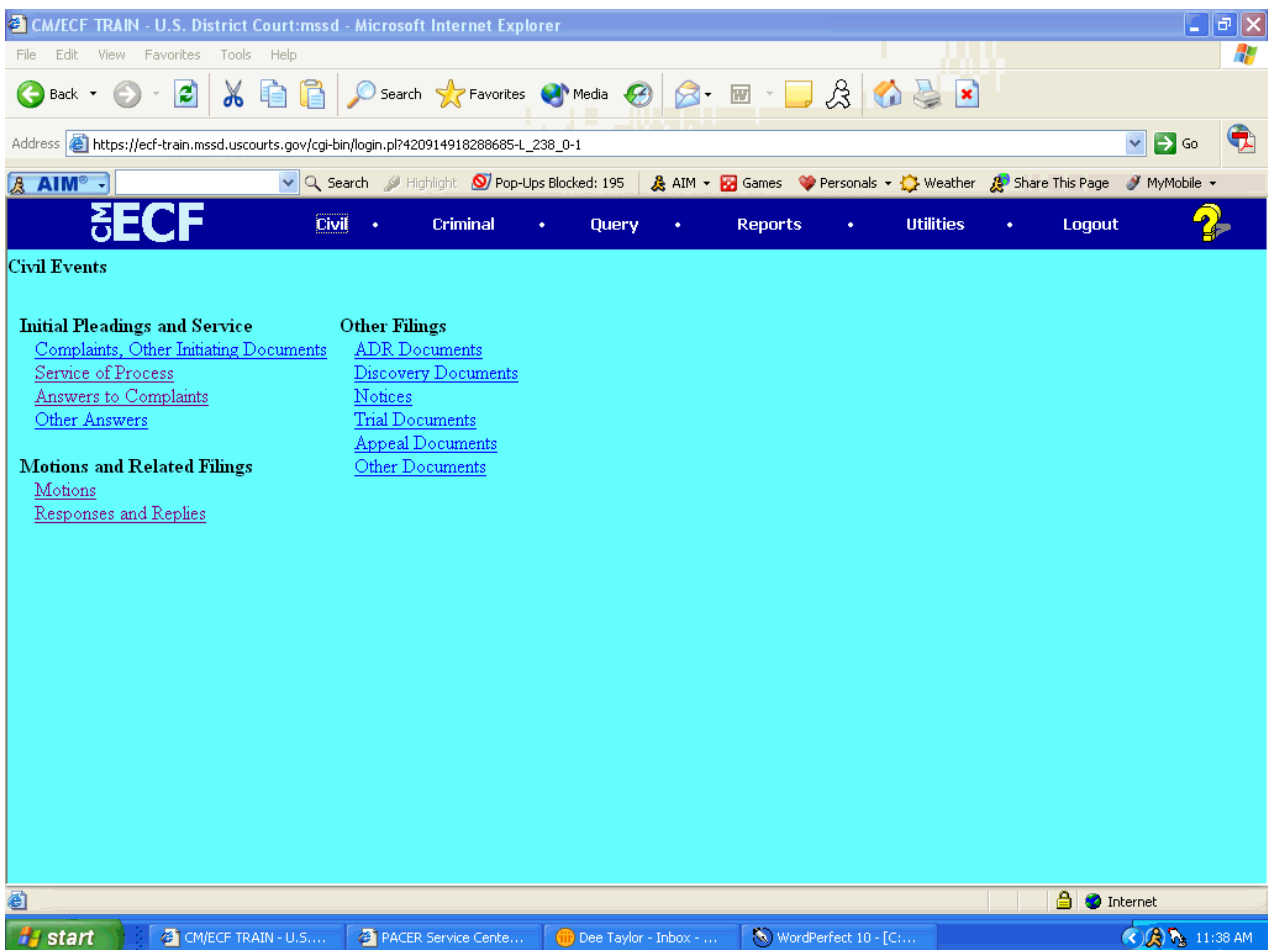
1. posting the wrong PDF file to a docket entry;
2. selecting the wrong type document (word processing vs PDF);
3. entering the wrong case number and not discovering the error before completing the transaction
4. Selecting the wrong event

Once a document is submitted electronically, it becomes part of the court file, and corrections may be made only by the court and/or the Clerk's office. The system **will not permit** the filing party to make changes to the document(s) or docket entry once the transaction has been accepted, and the filer should **not** attempt to re-file the document(s). As soon as possible after an error is discovered, the filing party should contact the Clerk's office at the proper division with the case number and document number for which the correction is being requested. If appropriate, the Clerk's office will make an entry on the docket indicating that the document was filed in error, or otherwise describing the error. The Clerk's office will inform the filing party of the corrective steps which need to be taken in the future.

FILING DOCUMENTS FOR CIVIL CASES

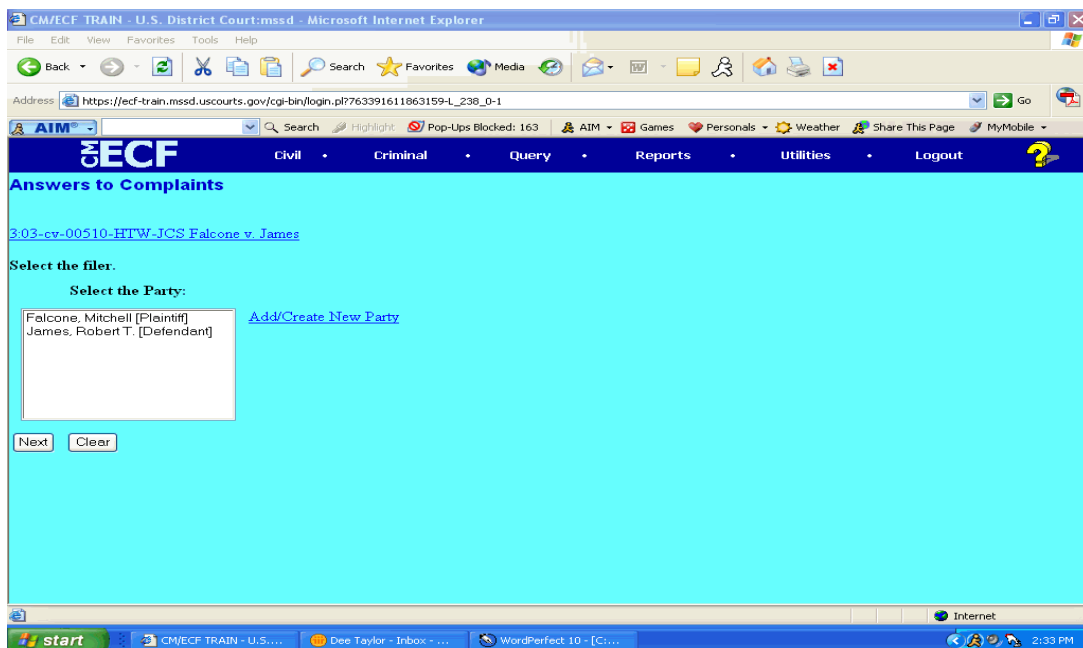
There are ten basic steps involved in filing a document. After successfully logging into ECF, follow these steps to file your document:

1. Select “Civil” from the ECF menu bar.
2. Select the type of document to file from the Civil Events Menu.
3. Click on the appropriate civil event.
4. Enter the case number in which the document is to be filed.
5. Designate the party(s) filing the document.
6. Specify the PDF file name and location for the document to be filed. Link to any previously filed documents if necessary.
7. Add attachments, if any, to the document being filed.
8. Modify docket text as appropriate.
9. Submit the pleading to ECF.
10. Receive notification of electronic filing.



FILING AN ANSWER IN A CIVIL CASE

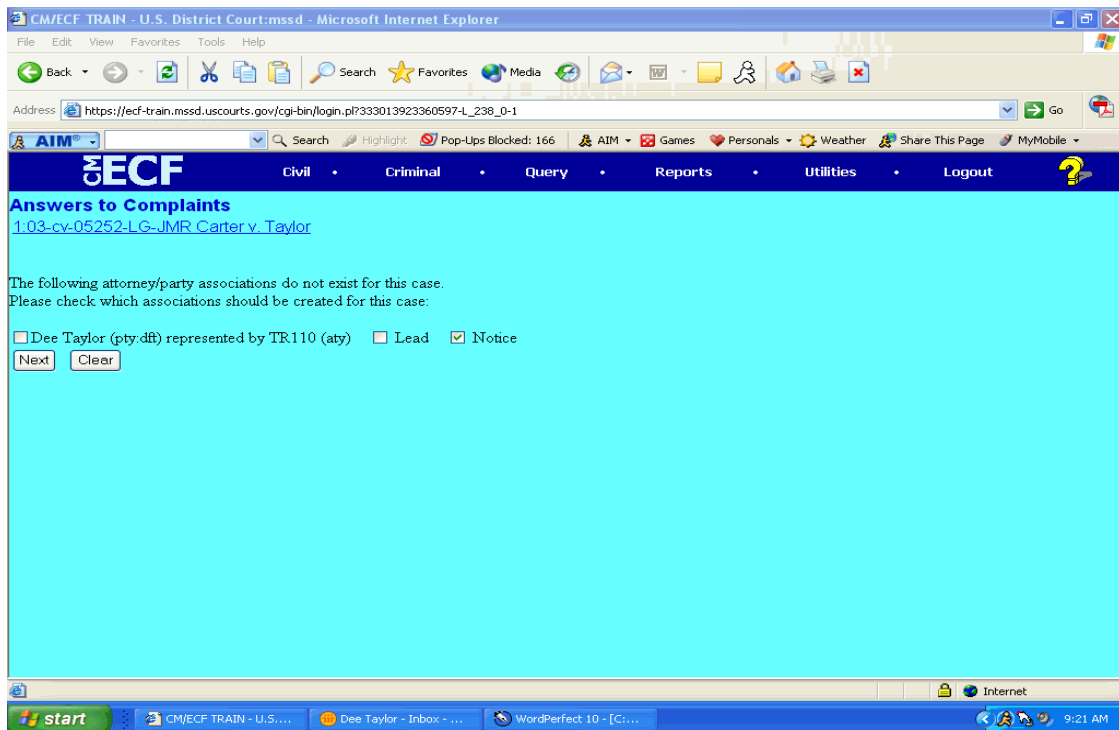
1. **Select the type of document to file:**
 - a. Select **Civil** from the menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing an **Answer** in ECF. The process is similar for filing other pleadings in ECF.
2. Under **Initial Pleadings and Service**, click on **Answers to Complaints**
3. **Enter the case number in which the document is to be filed:**
 - a. Enter the number of the case for which you are filing a motion and click on **[Next]**.
 - b. If the number is entered incorrectly, click **Clear** to re-enter the number. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
 - c. Once the case number is entered correctly, click on **[Next]**.
 - d. If multiple case numbers match with the one typed, another window appears asking which case you wish to make the filing in. Select the correct case.
4. **Choose the party(s) filing the answer.**



- a. Click on the name of the party filing the answer. 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 in the group.
- b. Click on **[Next]**

5. Attorney/Party Associations Window

- a. If this is the first time the attorney is filing in the case, an association window will appear. The purpose of the window is to create an association between the attorney and the party.

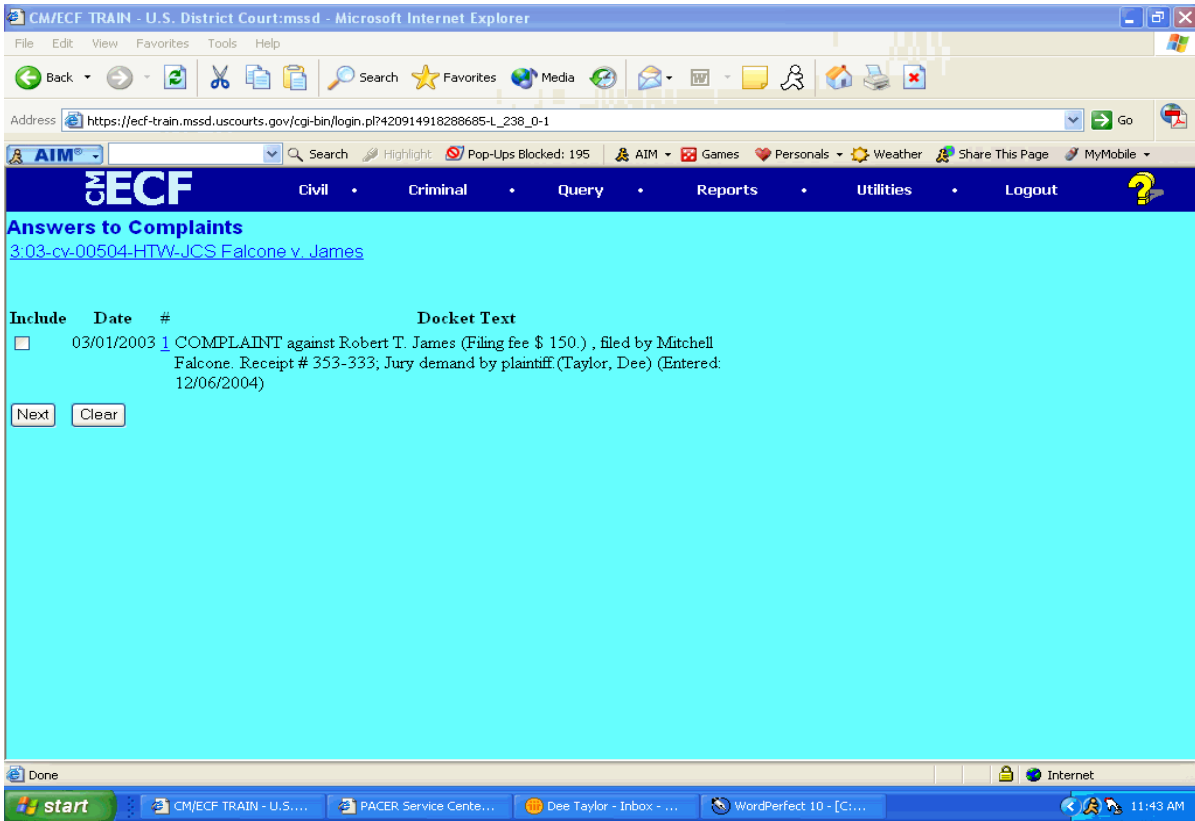


- b. If indeed the attorney and party should be connected in ECF, place a check mark ✓ in the box before the party's name. Also check and make sure that a ✓ is in the box next to Lead and Notice. Lead for lead attorney and notice for notice of electronic filing. Click the **[Next]** button.

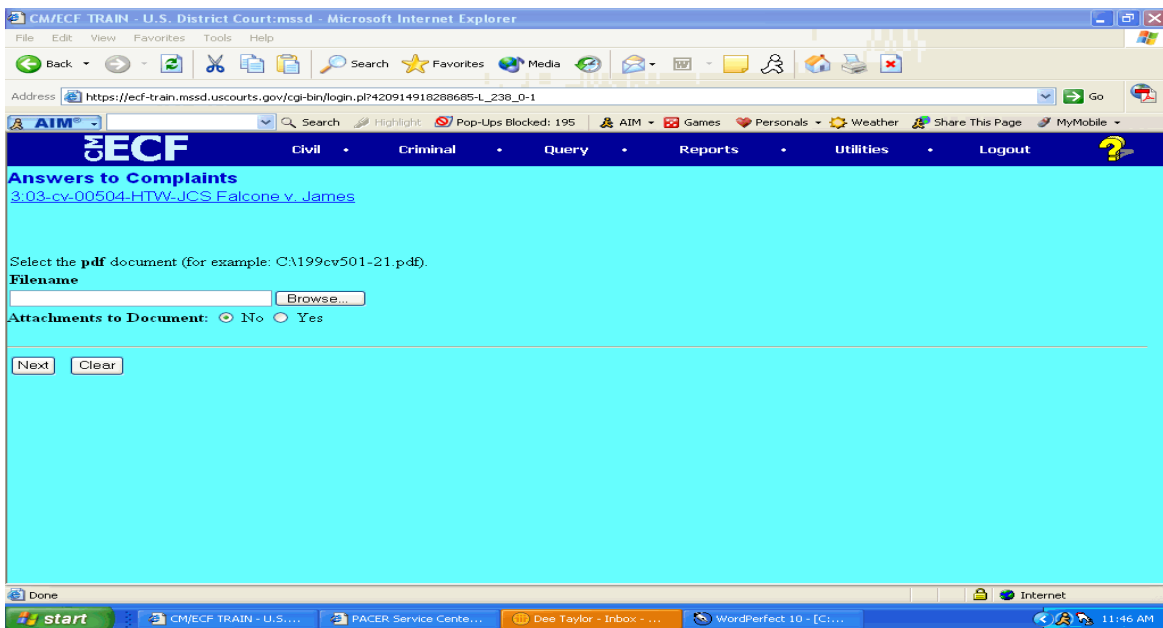
6. Select the document to which your document relates.

- a. Your answer relates to the complaint filed in this case. Please a ✓ under the Include heading in the checkbox.

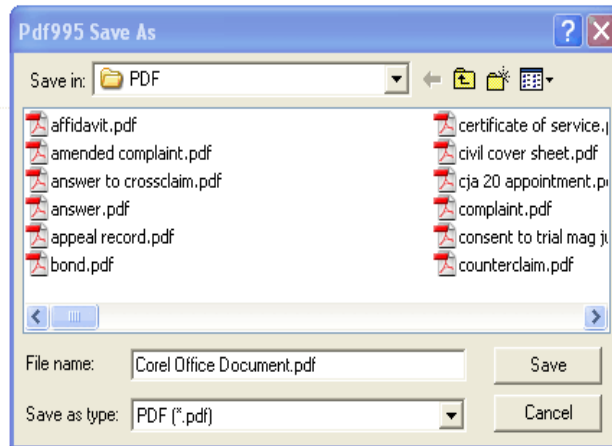
b. Click on [Next].



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



- a. You must link the PDF document to the filing. Click on the **[Browse]** button. ECF will open a “Choose File” window. Navigate to the appropriate directory/folder which holds your PDF document. From that folder use your mouse to click and select the appropriate PDF document you wish to file.



- i. *You should always verify that the document being filed is the correct document. To do this, right mouse click on the highlighted file name to open a quick menu and left mouse click on Open. Your PDF reader will launch and open the PDF document you selected. You should view your document to verify that it is the correct document.*
- ii. *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.*
- b. Once you have verified the document is correct, close the document view window.
- c. Click on the **[Open]** button to insert the PDF file name and location in the filename box on the **Answers to Complaint** screen.

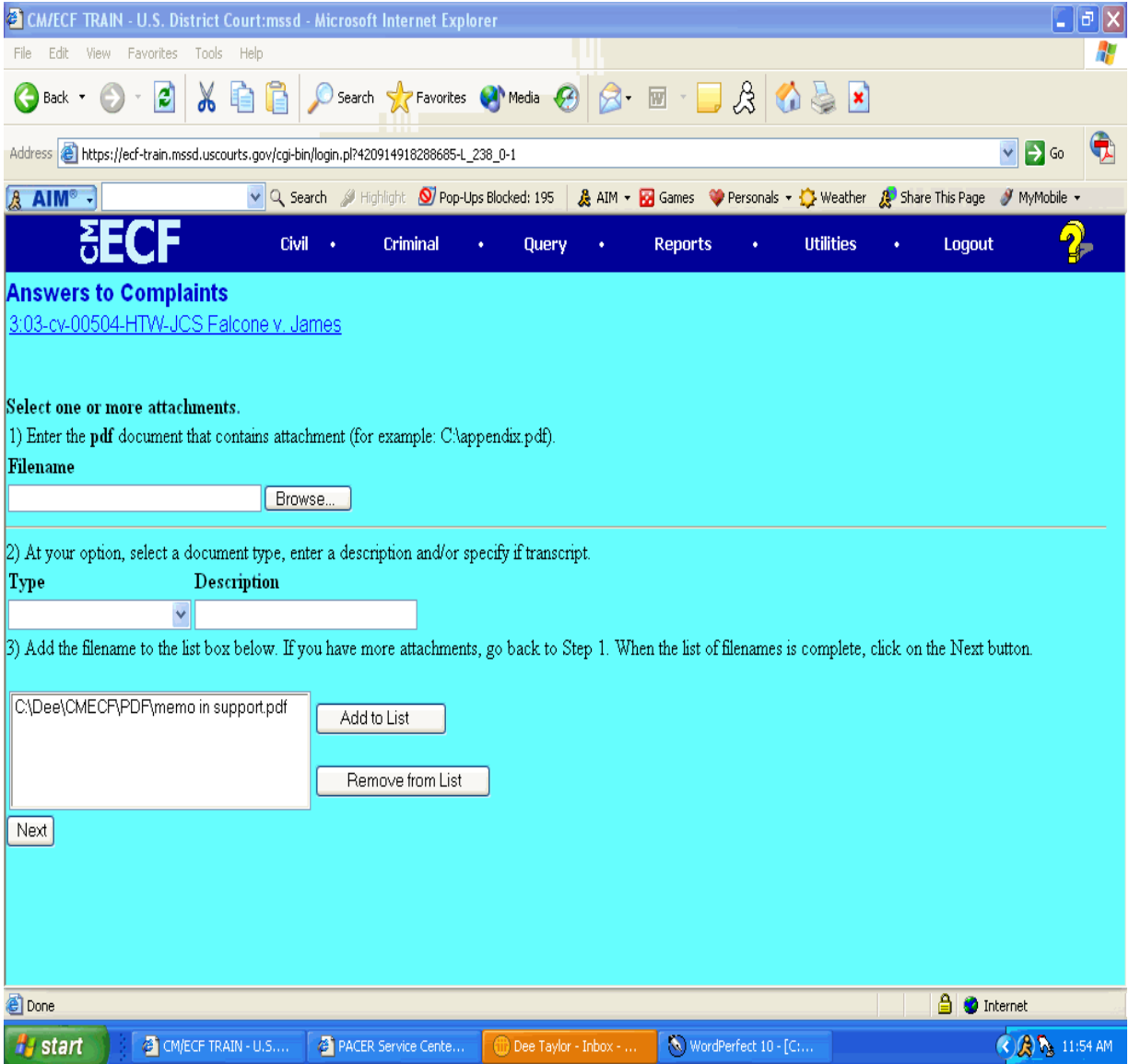
8. Attachments to a PDF document

- a. The default for attachments is “No”. If this is correct, click on **[Next]**.
- b. If you have attachments to be filed, click **[Yes]** and proceed to “**Adding Attachment(s) to Document Being Filed**”.
- c. The Attachment screen appears. Click on **[Browse]** to search for the document filename of the attachment. Select the document. Check to make sure you are adding the correct attachment. After verifying that you have the correct document, click on **[Open]** to insert the document into the filename box.
- d. To further identify your attachment, click on the arrow next to **Type**. ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
- e. To describe the attachment more fully, click in the **Description** box and type in the description. Note: if you choose “Exhibit” in the drop down box, **DO NOT** type “Exhibit” in the description box. **Type** and **Description** should be different.
- f. Click on **[Add to List]**.
- g. If there are more attachments, repeat these steps for each one.
- h. After adding all .pdf documents for attachments, click on **[Next]**.

When attachments, exhibits and/or documents are in paper format:

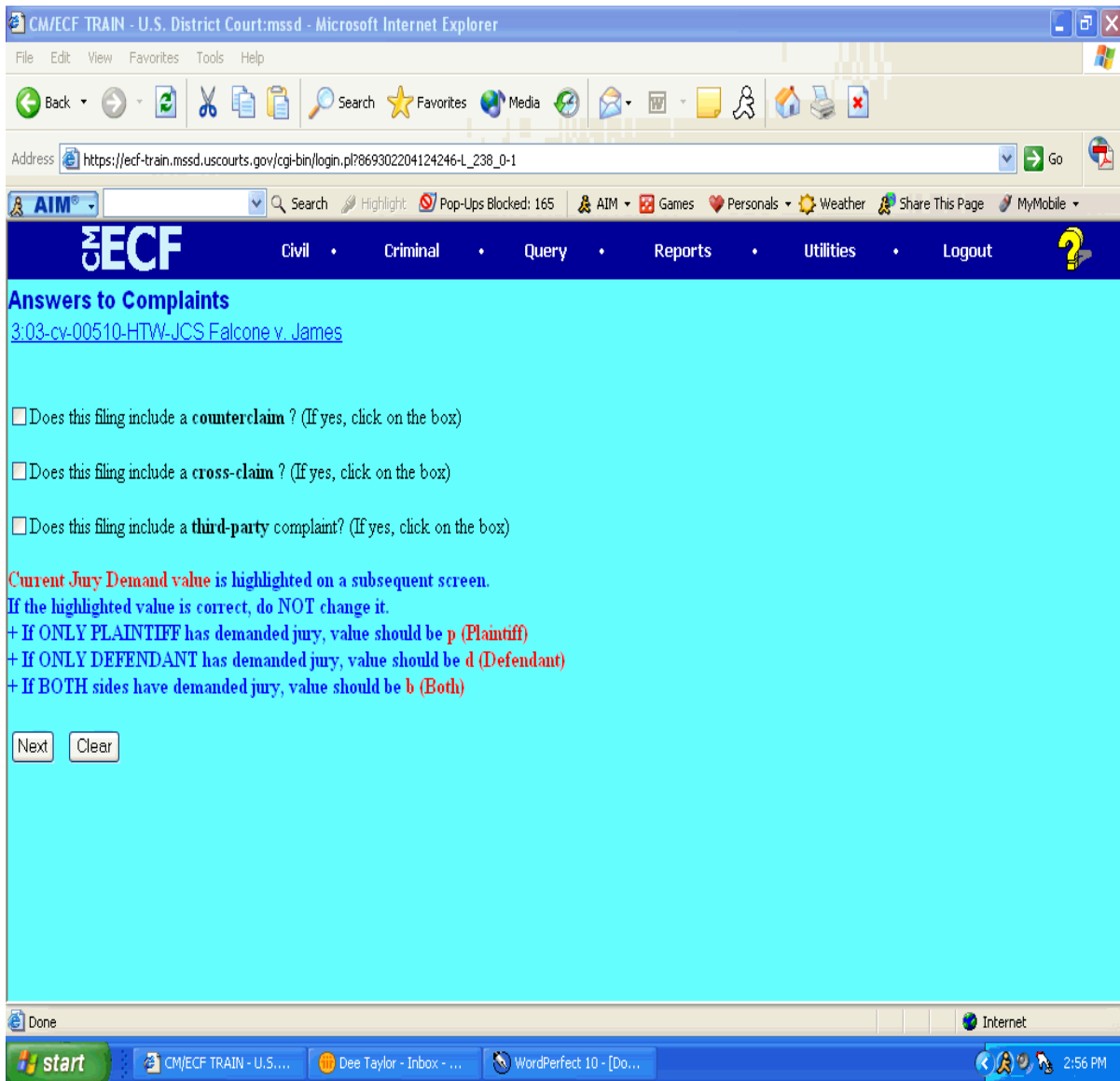
Attachments, exhibits, and/or other documents which cannot or should not be filed electronically by conversion to a legible electronic form shall be filed conventionally. Whenever possible, counsel is responsible for converting filings to an electronic form. However, if that is not possible, counsel shall electronically file a .pdf document titled ***Notice of Conventional Filing***. A sample of ***Notice of Conventional Filing*** is attached as **Form 4**. If documents are filed in paper format, counsel must provide an original for the clerk’s office, and submit a copy to the judge. A paper copy must be served on all parties in the case.

Note: CM/ECF has a 2 MB size limit for documents. For paper attachments exceeding 40 - 50 pages, you may need to divide them into two or more smaller attachments, scan them, and file them electronically.



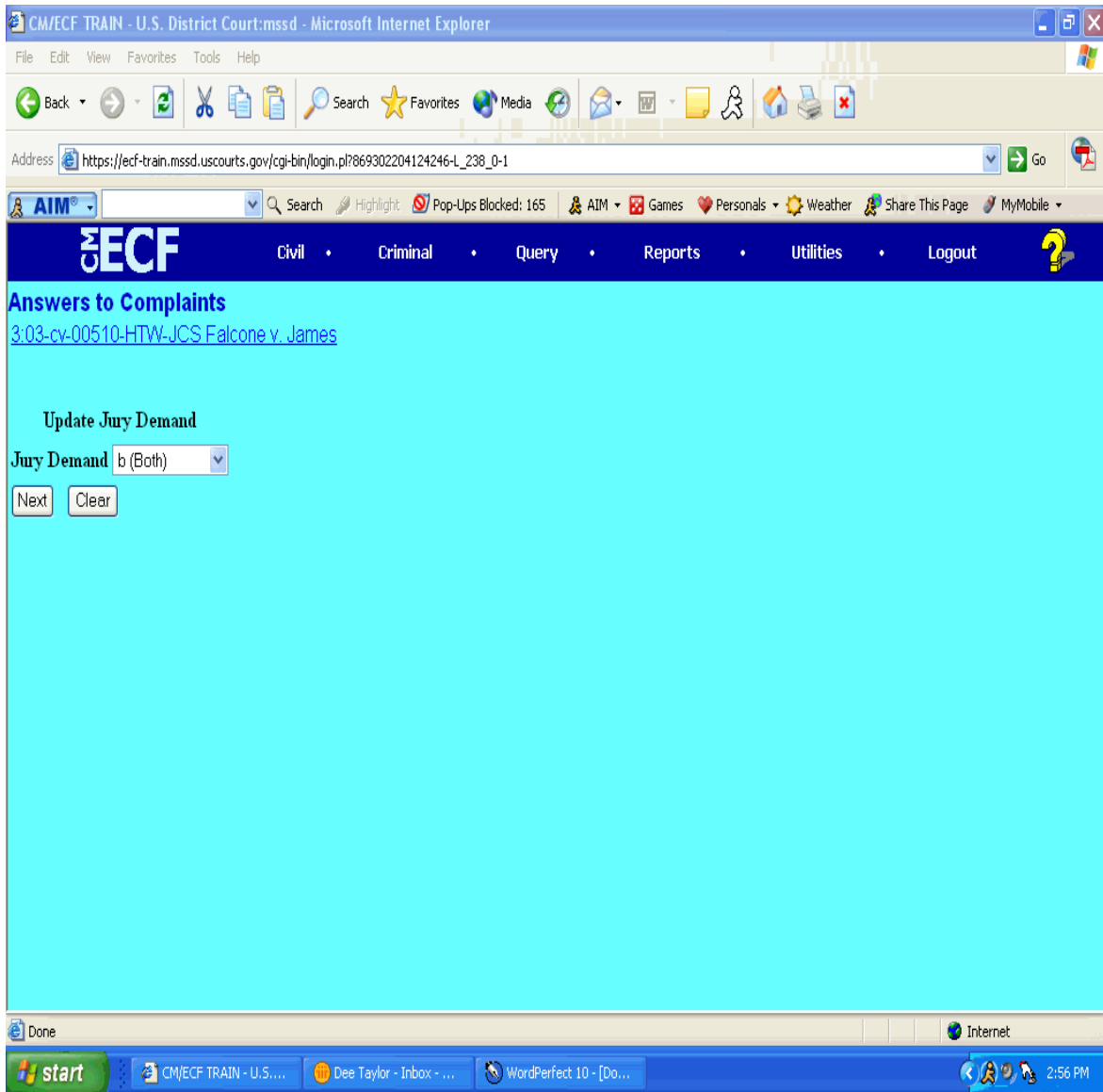
9. **Counterclaim, Cross-Claim or Third-Party Complaint**

- a. If the answer you are filing has a counterclaim, cross-claim, or third-party complaint, you must select the checkbox before the appropriate option.
- b. If a third-party, cross-claim or counterclaim was selected you must choose the party for whom this new filing is against. If it is a party that is already associated with the case, select the party from the list provided, if not, click on the **Add/Create Party** hyperlink to add the new party.



10. **Update Jury Demand**

- a. The jury demand window appears showing the current jury demand status of the case. Use the drop-down arrow to select another option if the defendant also has a jury demand. Choose **Both** if the plaintiff already had a jury demand and the defendant has a jury demand also, or choose **Defendant** if there was no previous jury demand.



- b. Click on the **[Next]** button.
- c. Another jury demand window appears for more information on jury demands. If the defendant does indeed have a jury demand, type the text **“Jury Demand”** in the text box provided. If not, leave this window blank. This information appears on the docket sheet.



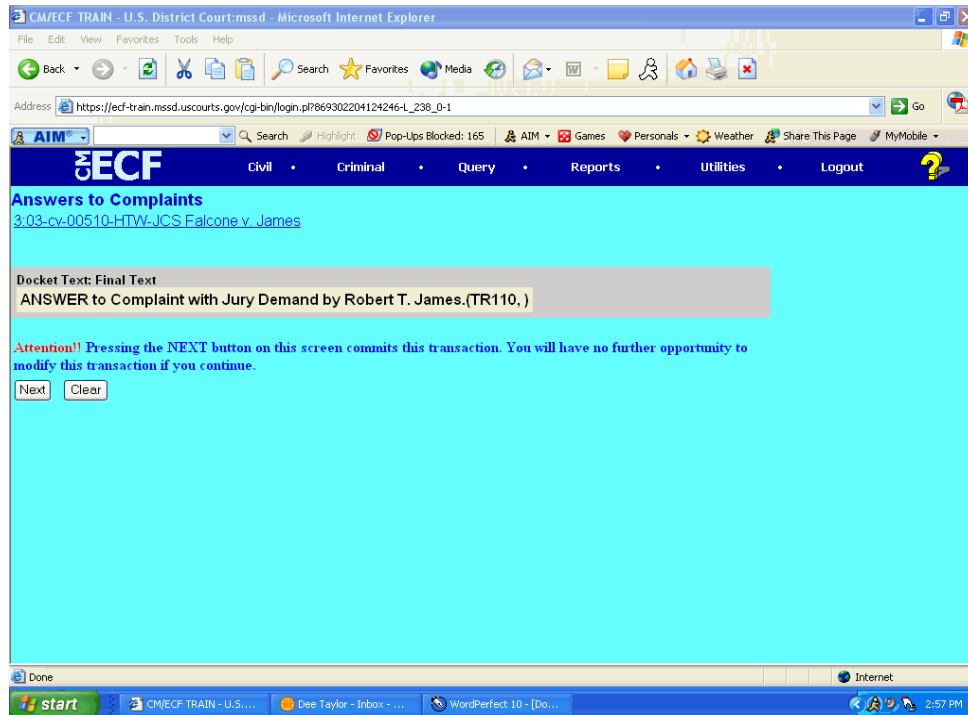
- d. Click on **[Next]**.

11. **Modify Docket Text**

- a. Click in the text boxes to type additional text for the description of the pleading if necessary.
- b. Click on **[Next]**.



12. Docket Text: Final Text



- a. Review the docket text. If you need to modify data, click on **[Back]** to find the necessary screen and make your correction. Once the Docket Text: Final Text screen reappears make sure the docket text is correct.
- b. ***Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.***
- c. If you are satisfied with the text click on **[Next]**.

13. Notice of Electronic Filing

- a. The Notice of Electronic Filing screen 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.

- i. To print the Notice of Electronic Filing, click on the **[Print]** button on your browser's toolbar.
- ii. 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.
- iii. If the parties are not receiving notice electronically, it is your responsibility to serve them with hard copies of all documents and attachments at the address listed under **“Notice will not be electronically mailed to:”**

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's hard drive, print it, and retain a hard copy in your personal files.



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 fifteen (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 is still a requirement when filing documents electronically. A sample **Certificate of Service** is attached as **Form 3**.

Preparing a Certificate of Service for Electronic Filing

Before you prepare your Certificate of Service for a pleading you will need to know whether the other attorneys in your case are registered to receive electronic filings. To check this you will need to do the following:

Log into the system

On the menu bar select:

Utilities

Mailings

Mailing Information for a Case

Enter your case number

The mailing information will be displayed showing who is registered to receive electronic mailing and a list of attorneys who are not yet registered and will need to receive manual notice. You can “cut and paste” the addresses of the attorneys to create a mailing label.

The information contained in this notice will provide the necessary information to complete your certificate of service.

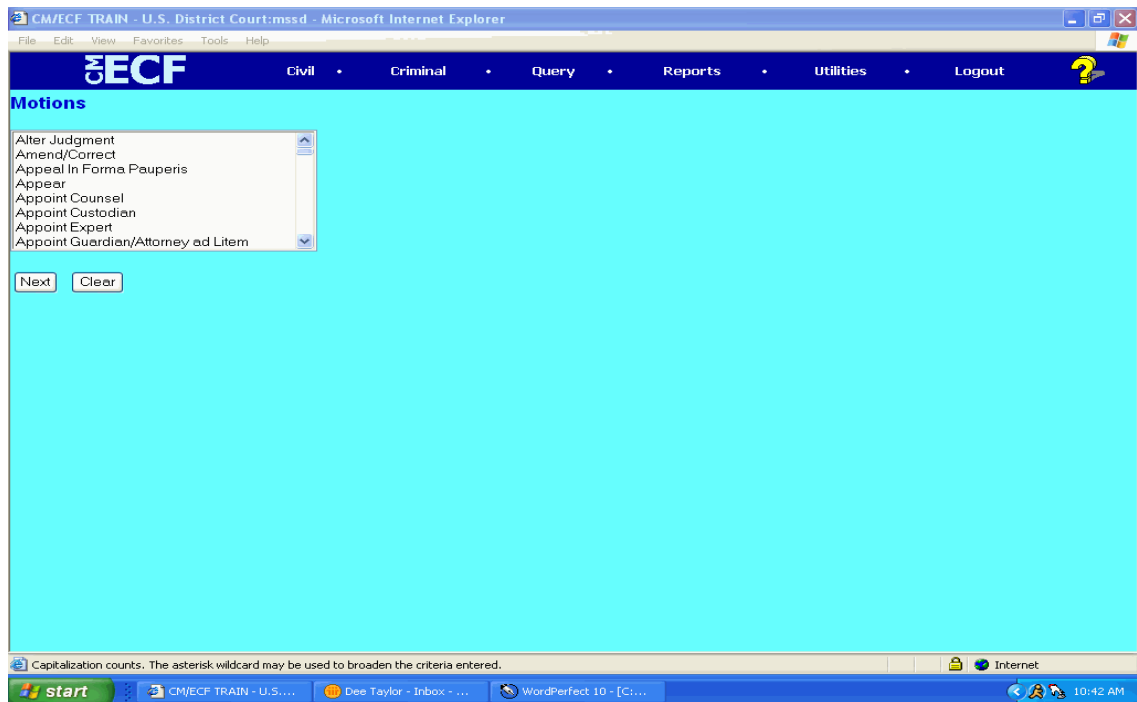
FILING A MOTION IN A CIVIL CASE

1. Select the type of document to file

- a. 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 describes the process for filing a motion in ECF. The process is similar for filing other documents in ECF.

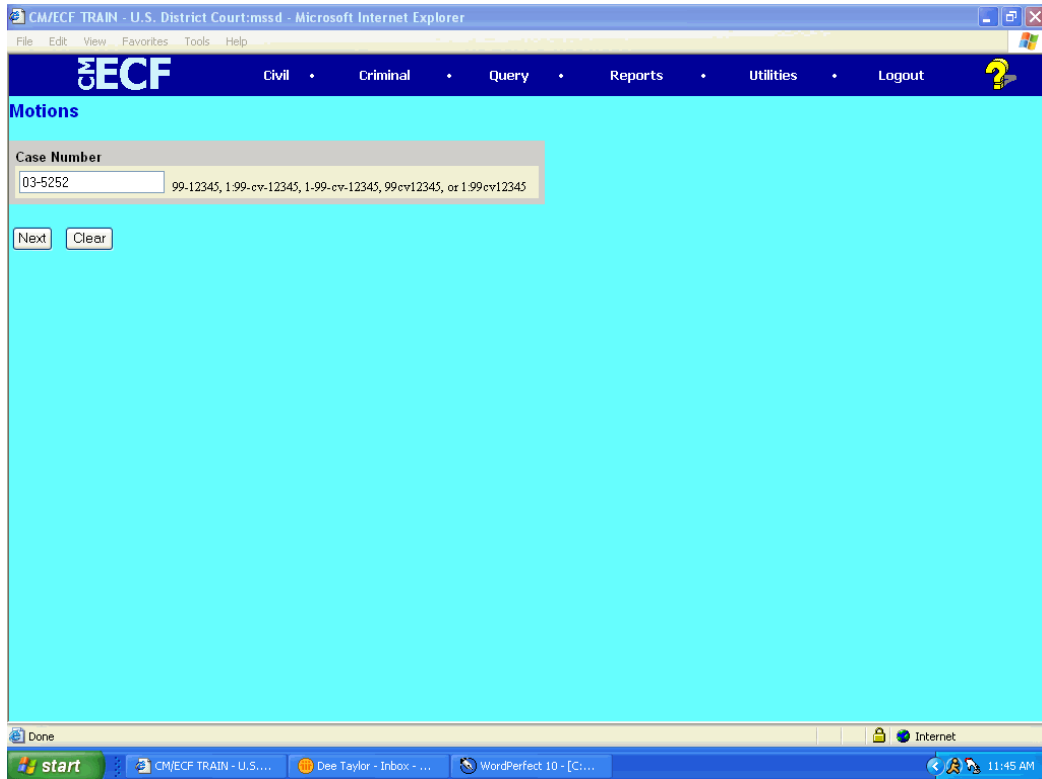
2. Click on Motions under the category of Motions and Related Filings

- a. The motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion you wish to file.



- i. to select multiple motions, press and hold down the Ctrl key, and click on the appropriate motions.
- ii. to quickly move through the motions, click anywhere in the motions menu and then type the first letter of the motion, e.g., “s” for suppress. Scroll until you find the appropriate motion.

- b. Once you have selected the motion(s), click on **[Next]**.
 3. **Enter the case number in which the document is to be filed**
 - a. The proper format for case numbers is shown on the screen. Enter your case number. The last case number used will appear automatically.



- b. Click on **[Next]**.
 4. **Designate the Filer or Party filing the document**
 - a. highlight the name of the party or parties for whom you are filing the motion.

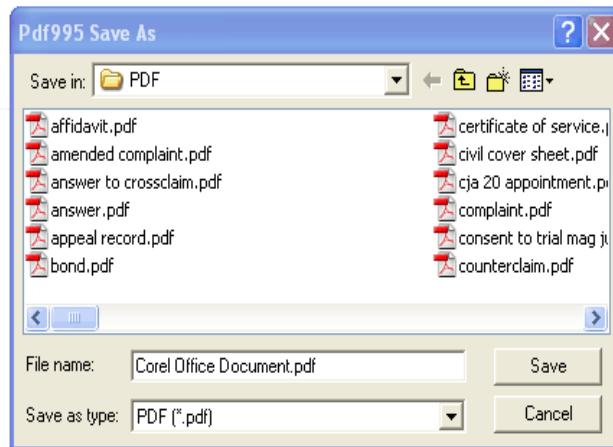


- i. If you represent all defendants or all plaintiffs you may select the entire group by holding down the Ctrl key while pointing and clicking on each party
 - ii. if the party you represent is not reflected in the party list, click **Add/Create New Party**
 - b. after the party(s) are highlighted, click on the **[Next]** button.
5. **Add/Create a New Party**
 - a. When you click on Add/Create New Party, the first screen you see is a search screen. You must first perform a search to see if your party is already entered in the CM/ECF system. Type the first few letters for a company name or, for an individual, the first few letters of the party's last name.
 - b. Click on **[Search]**.
 - c. If a match is found, ECF will display a list of party names. If the name of the party appears, select it from the list and then click the "Select Name from List" button. Review the party information and be sure to select the party's role in this filing and click on the correct role.
 - d. Click on **[Submit]**.
 - i. if the party search returns "No person found" or your party is not listed,

you will click [**Create new party**]

- ii. add the party information to complete this screen. For a company, enter the entire company name in the Last Name field. For an individual, fill out the **Last name, First Name, Middle Initial, Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Leave all other fields blank.
- iii. click [**Submit**]

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



- a. You must link the PDF document to the filing. Click on the [**Browse**] button. ECF will open a “Choose File” window. Navigate to the appropriate directory/folder which holds your PDF document. From that folder use your mouse to click and select the appropriate PDF document you wish to file.
- b. *You should always verify that the document being filed is the correct document. To do this, right mouse click on the highlighted file name to open a quick menu and left mouse click to Open. Your PDF reader will launch and open the PDF document you selected. You should view your document to verify that it is the correct document.*

- c. Once you have verified the document is correct, close the document view window. Click on the **[Open]** button to insert the PDF file name and location in the filename box on the **Motions** screen.
 - i. *If no PDF document is selected, you will receive an error message stating: “Note: You have not selected a document”. You must select a valid PDF document before proceeding.*
- d. The default for attachments is “No”. If this is correct, click on **[Next]**.

7. **Adding attachments to the PDF document**

- a. If you have attachments to be filed, click **[Yes]** and proceed to **“Adding Attachment(s) to Document Being Filed”**.
- b. The Attachment screen appears. Click on **[Browse]** to search for the filename of the attachment. Select the document.
- c. For attachment **Type**, click on the arrow and ECF opens a drop down screen. Highlight the type of attachment from the displayed selection.
- d. To describe the attachment more fully, click in the **Description** box and type in the description. Note: if you choose “Exhibit” in the drop down box, **DO NOT** type “Exhibit” in the description box.
- e. Click on **[Add to List]**. If there are more attachments, repeat this sequence for each one.
- f. After adding all .pdf documents for attachments, click on **[Next]**.

8. **Docket Text: Modify as Appropriate**

- a. Use the drop down boxes to assist in clarifying the text.
- b. Click in the open text box to type additional text for the description of the pleading(s).
- c. Click on **[Next]**.

9. **Docket Text: Final Text**

- a. Review the docket text
 - i. If you need to modify data on a previous screen, click the **[Back]** button on the browser's toolbar to find the screen you wish to alter.
- b. Click the **[Next]** button to file and docket the pleading.

10. **Notice of Electronic Filing**

This screen provides confirmation that the system 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 assigned to your document. You should note this number on the document's PDF file.

FILING A MOTION WHICH LINKS TO OTHER DOCUMENTS

(Answer to Complaint)

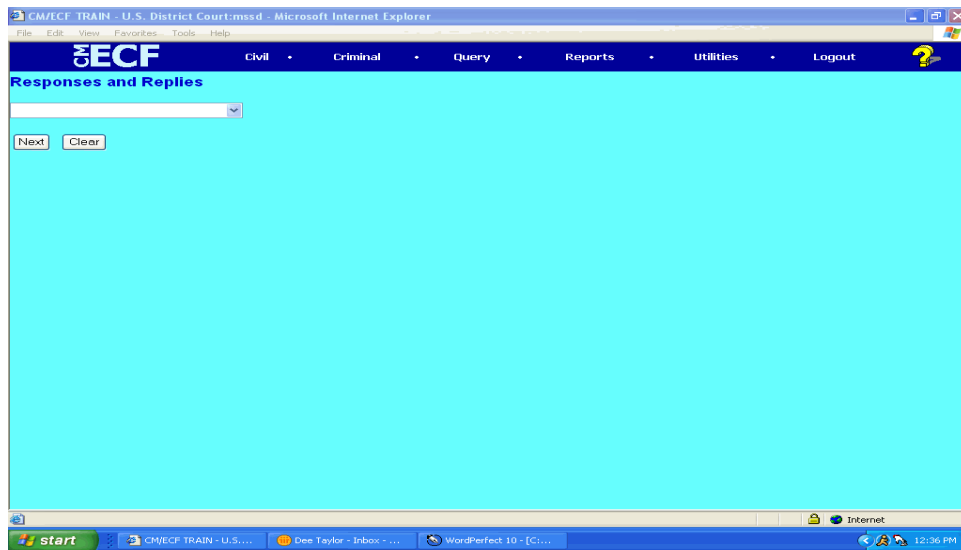
- a. Click on Civil
- b. Click on Motions
- c. Click on type of motion from the drop down list
- d. Click on **[Next]**
- e. If case number is correct click on **[Next]**, if not enter the correct case number.
- f. Click on the appropriate filer/party who is filing the document
- g. If an attorney association needs to be made, click on the checkbox. Be sure and check to make sure the party name and the attorney name are to be linked.
- h. Select the correct PDF document
- i. Click on **[Next]**
- j. Place a checkmark in the box beside “Refer to existing event(s)”.
- k. Click on **[Next]**
- l. Place a checkmark beside the appropriate document you wish to associate with.
- m. Click on **[Next]**
- n. Modify the document text if needed.
- o. Click on **[Next]**
- p. If the final docket text is okay, click on **[Next]**
- q. The Notice of Electronic Filing appears on the screen.

FILING A RESPONSE TO A MOTION

1. Select the type of document to file
 - a. 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 describes the process for filing a response to a motion in ECF.

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

- a. The Responses and Replies screen appears. From the drop down choose the appropriate event.



- b. Click on [**Next**]
3. Enter the case number in which the document is to be filed
 - a. Enter the correct case number and click on [**Next**]
4. Select the filer
 - a. Highlight/select the name of the party for whom you are filing this response.
 - b. Click on [**Next**]

5. **Specify the PDF file name and location for the document you are filing**
 - a. You must link the PDF document to the filing. If no document is selected you will receive the error message: **Note you have not selected a document.**
 - b. Check and verify that you have selected the correct document by opening the PDF document with your PDF reader software.
 - c. Once you have verified that the document is correct, close the document view window. Click on the **[Open]** button to insert the PDF file name and location in the filename box on the **Responses and Replies** screen.
6. **Link the Response/Reply to the appropriate event**
 - a. Select the event that your Response/Reply relates to.
 - b. Place a **√** in the box next to the event.
 - c. Click on **[Next]**
7. **Docket Text: Modify as Appropriate**
 - a. Enter any appropriate docket text as needed
 - b. Click on **[Next]**
8. **Docket Text: Final Text**
 - a. Review the docket text
 - b. This is your last chance to go back and change your filing. If this is correct, click on **[Next]** to file and docket the pleading.
9. **Notice of Electronic Filing**
 - a. This screen provides confirmation that the system 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 assigned to your document.

FILING A RESPONSE WHICH LINKS TO OTHER MOTIONS

(Motion to Motion)

- b. Click on Civil
- c. Click on Responses and Replies
- d. Click on type of Response/Reply from the drop down list
- e. Click on **[Next]**
- f. If case number is correct click on **[Next]**, if not enter the correct case number.
- g. Click on the appropriate filer/party who is filing the document
- h. If an attorney association needs to be made, click on the checkbox. Be sure and check to make sure the party name and the attorney name are to be linked.
- i. Select the correct PDF document
- j. Click on **[Next]**
- k. Place a checkmark **√** in the box beside “Refer to existing event(s)”.
- l. Click on **[Next]**
- m. Place a checkmark **√** beside the appropriate event to which your event relates
- n. Click on **[Next]**
- o. Modify the document text if needed.
- p. Click on **[Next]**
- q. If the final docket text is okay, click on **[Next]**
- r. The Notice of Electronic Filing appears on the screen.

SUBMITTING A PROPOSED ORDER

Proposed orders shall not be filed electronically either as a separate document or as an attachment to the main pleading or other document. Instead, all proposed orders must be **e-mailed** to the chambers of the appropriate judicial officer for the case. The proposed order must be in **WORDPERFECT** format. Proposed orders should be attached to an Internet e-mail and sent to the appropriate judicial officer at the address listed below. The subject line of the e-mail message should indicate the case title, cause number and document number of the motion, e.g., *Carter v. Taylor 1:03-cv-5253, motion # ____*.

Chief Judge Glen H. Davidson
Judge W. Allen Pepper
Judge Michael P. Mills
Senior Judge Neal B. Biggers, Jr

Judge_Davidson@msnd.uscourts.gov
Judge_Pepper@msnd.uscourts.gov
Judge_Mills@msnd.uscourts.gov
Judge_Biggers@msnd.uscourts.gov

Magistrate Judge Jerry A. Davis
Magistrate Judge S. Allan Alexander
Magistrate Judge Eugene Bogen

Judge_Davis@msnd.uscourts.gov
Judge_Alexander@msnd.uscourts.gov
Judge_Bogen@msnd.uscourts.gov

PROPOSED CASE MANAGEMENT PLAN ORDERS AND FINAL PRE-TRIAL ORDERS

Proposed Case Management Plan Orders and Final Pretrial Orders, when required by the local rules or by the judicial officer assigned to the case, shall be submitted by e-mail to the appropriate judicial officer at the chambers e-mail address listed above.

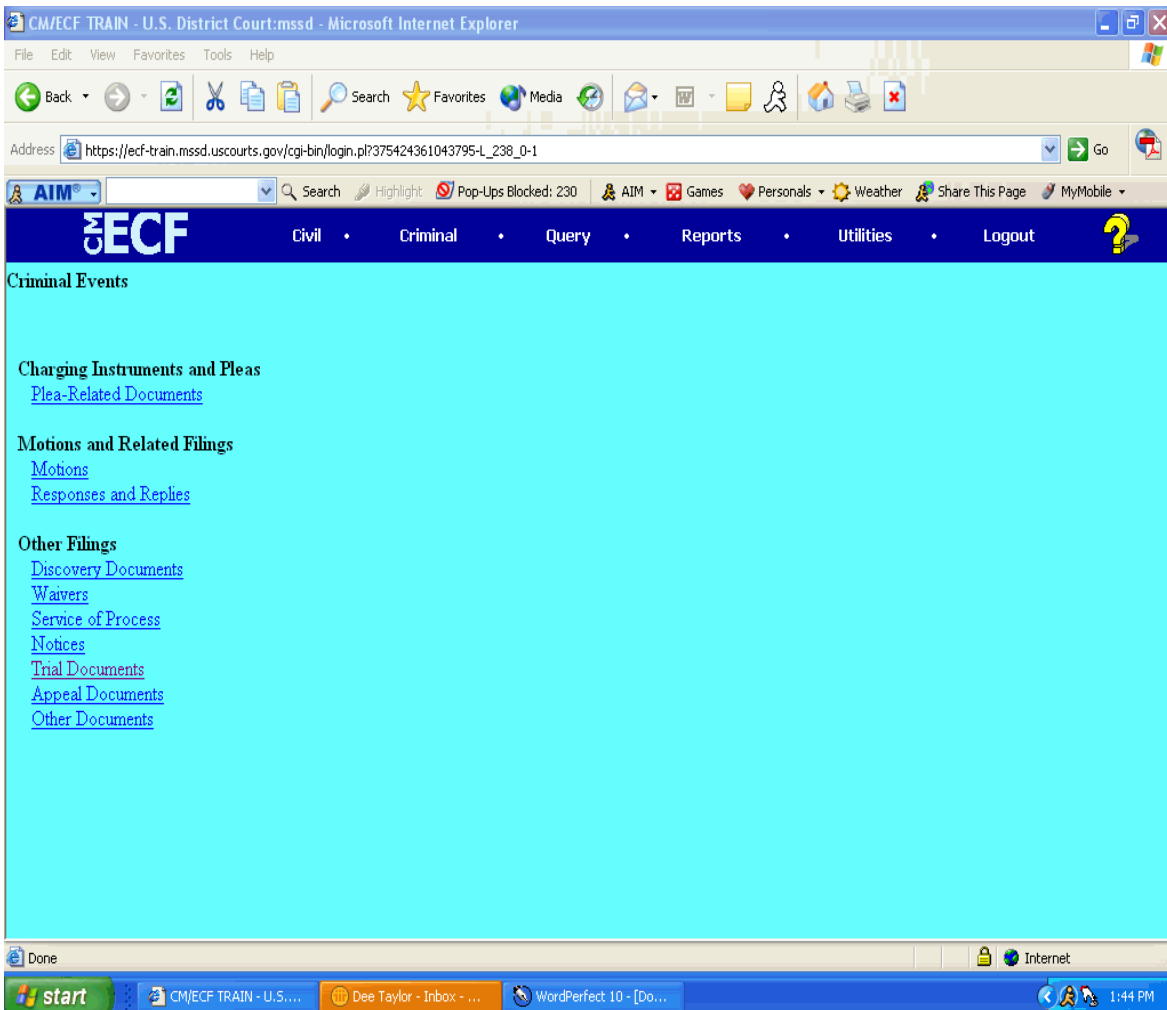
CONFIDENTIAL SETTLEMENT MEMORANDA

Confidential Settlement Memoranda are not pleadings in the case and are not to be filed in the system. Such memoranda shall be submitted by e-mail to the appropriate judicial officer at the chambers e-mail address listed above.

FILING DOCUMENTS FOR CRIMINAL CASES

There are nine basic steps involved in filing a criminal document.

1. Select the type of document to file
2. Enter the case number in which the document is to be filed
3. Designate the defendant that the filing relates to
4. Select the appropriate type of document you are filing
5. Specify the pdf file name and location for the document to be filed
6. Add attachments, if any, to the document being filed
7. Modify the docket next as necessary
8. Submit the document to CM/ECF
9. Receive the notification of electronic filing



1. **SELECT THE TYPE OF DOCUMENT TO FILE**
 - a. 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.
 - b. Under **Motions and Related Filings** click on **Motions**.

2. **Enter the case number in which the document is to be filed**
 - a. The last case number will appear in the case number box. If this is correct click on **[Next]**.
 - b. If the case number is incorrect, click on **[Clear]** and type in the correct case number. Then click on **[Next]**.

3. **Designate the party that is filing the document**
 - a. Click on the name of the party filing the motion.
 - b. Click on **[Next]**.
 - i. If an association between party and attorney needs to be made, do so at this time. Then click **[Next]**.

4. **Select the appropriate type of document from the list**
 - a. Scroll down to find the applicable document, e.g., Bond, Remand, Medical exam, etc.
 - b. Click on the document to select it
 - c. Click on **[Next]**.

5. **Select the PDF document**
 - a. You must link the PDF document to the filing. Click on the **[Browse]** button. ECF will open a “Choose File” window. Navigate to the appropriate directory/folder which holds your PDF document. From that folder use your

mouse to click and select the appropriate PDF document you wish to file.

- i. *You should always verify that the document being filed is the correct document. To do this, right mouse click on the highlighted file name to open a quick menu and left mouse click to Open. Your PDF reader will launch and open the PDF document you selected. You should view your document to verify that it is the correct document.*
- b. Once you have verified the document is correct, close the document view window.
- c. Click on the **[Open]** button to insert the PDF file name and location in the filename box on the Motions screen.
 - i. *If no PDF document is selected, you will receive an error message stating: “Note: You have not selected a document”. You must select a valid PDF document before proceeding.*

6. **Attachments to a PDF document**

- a. The default for attachments is “No.” If this is correct, click on **[Next]**.
- b. If you have attachments to be filed, click the radio button **[Yes]** and proceed to **“Adding attachment(s) to document being filed”**.
- c. The attachment screen appears. Click on **[Browse]** to search for the document file name of the attachment. Select the document.
- d. For attachment **Type** click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
- e. To describe the attachment more fully, click in the **Description** box and type in the description. Note: if you choose “Affidavit” in the **Type** drop down box, don’t type “Affidavit” in the description box.
- f. Click on **[Add to List]**.
- g. If there are more attachments, repeat this sequence for each one.
- h. After adding all .pdf document attachments, click on **[Next]**.

7. **Modify Docket Text**

- a. Click in the text boxes to type additional text for the description of the pleading
- b. Click on **[Next]**.

8. **Docket Text: Final Text**

- a. Review the docket text. If you need to modify data, click on **[Back]** to find the necessary screen and make your correction. Once the Docket Text: Final Text screen reappears make sure the docket text is correct.
- b. **Attention !! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**
- c. If you are satisfied with the text click **[Next]**.

9. **Notice of Electronic Filing**

- a. The Notice of Electronic Filing screen 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.
 - i. To print the Notice of Electronic Filing, click on the **[Print]** button on your browser's toolbar.
 - ii. 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.
 - iii. If parties are not receiving the notice electronically, it is your responsibility to serve them with hard copies of all documents and attachments at the address listed under **"Notice will not be electronically mailed to:"**

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's hard drive, print it, and retain a hard copy in your personal files.

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 30 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 is still a requirement when filing documents electronically. A sample **Certificate of Service** is attached as **Form 3**.

Preparing a Certificate of Service for Electronic Filing

Before you prepare your Certificate of Service for a pleading you will need to know whether the other attorneys in your case are registered to receive electronic filings. To check this you will need to do the following:

Log into the system

On the menu bar select:

Utilities

Mailings

Mailing Information for a Case

Enter your case number

The mailing information will be displayed showing who is registered to receive electronic mailing and a list of attorneys who are not yet registered and will need to receive manual notice. You can “cut and paste” the addresses of the attorneys to create a mailing label.

The information contained in this notice will provide the necessary information to complete your certificate of service.

RESPONSES and REPLIES

1. Click on Criminal
2. Click on **Responses and Replies** under **Motions and Related Filings**.
3. From the Response and Reply screen, choose from the drop down list the appropriate item. Click on **[Next]**.
4. From the Response and Reply case number screen, verify that you are working in the correct case. Remember the previous case number will appear. Clear and enter a new one if necessary. Click on **[Next]**.
5. From the Response and Reply filer/party screen, select the party who is filing this document. Click on **[Next]**.
6. From the PDF screen, browse to the appropriate folder for your PDF files. From that folder, select the appropriate PDF document. If attachments are to be included, don't forget to click on "YES". Otherwise enter the PDF document and click on **[Next]**.
7. If more than one event is listed on the Response and Reply event screen, check the event that your document links to. Click on **[Next]**.
8. Modify the docket text if you wish. Click on **[Next]**.
9. The docket text - final text screen appears. Make sure that the docket text is correct and then click **[Next]** to file your document.
10. The Notice of Electronic Filing now appears on your screen. Remember to save this as a file on your hard drive and print a copy for your personal files.

FILING DISCOVERY DOCUMENTS

1. Click on **Criminal**.
2. Under **Other Filings**, click on **Discovery Documents**.
3. From the Discovery Document scroll list, click on the appropriate document. Click on **[Next]**.
4. The case number screen appears. The last case number used will automatically appear in the case number box. If this is correct, click **[Next]**, otherwise type in the correct case number and then click **[Next]**.
5. A second screen appears showing you the case number and name of the case. Click on **[Next]**.
6. Select the correct PDF document. Click on **[Next]**.
7. Select the filer/party if appropriate. Click on **[Next]**.
8. Modify the document text if necessary. If the document text is okay, click on **[Next]**.
9. The Final Docket text screen appears. Click on **[Next]**.
10. The Notice of Electronic Filing appears on the screen.

QUERY

Registered participants should use this feature to query the electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.

ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

***Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents.*

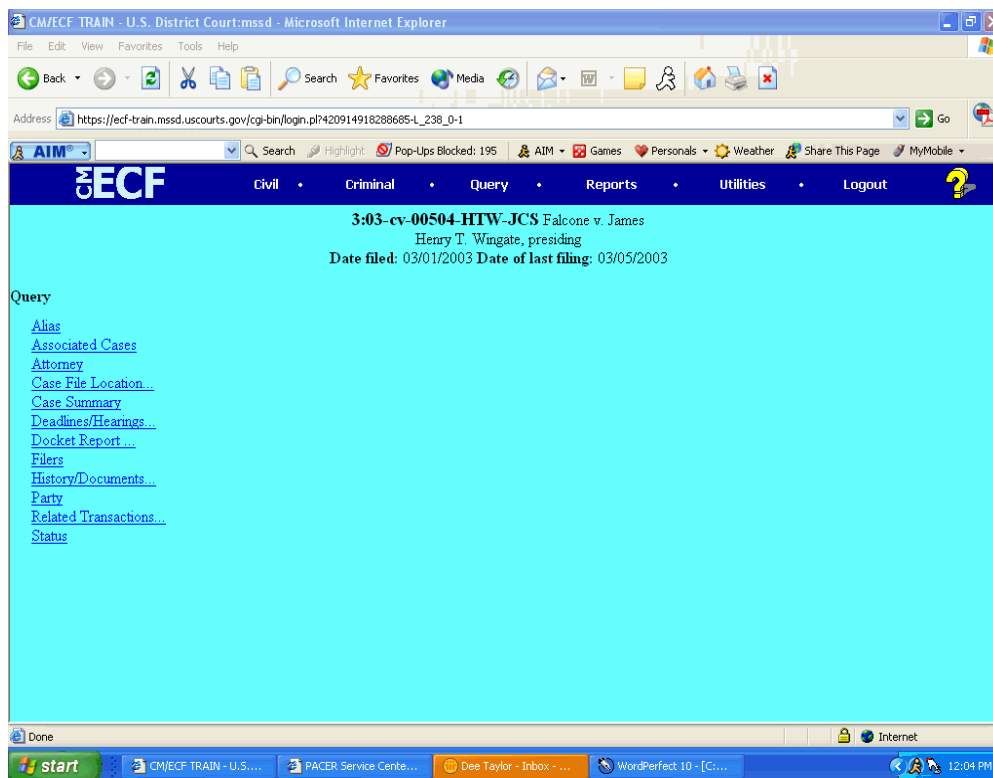
After you enter your **PACER** login and password, ECF opens a Query data entry screen.

If you know the number that the court has assigned to the case, enter it in the **Case Number** box and click on the **[Run Query]** button. ECF opens the **Query** screen.

1. You may query the CF database by the case number.
2. You may query the ECF database by the name of a party or an attorney to the case.
 1. Enter the last name of the person in the appropriate field. (If you do not specify the type, ECF defaults to a party name. Click on **Type** to select attorney.) If more than one person with that name is in the database, ECF

returns a screen from which to select the correct party. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen.

3. You may also query a case by the nature of suit.
 1. You must enter a date range for filed dates (from - to). To search for all cases of a certain type, use the date 01/01/1970 as the "beginning" date. When you run the query, if there is more than one case that meet those criteria, you will get a screen listing multiple case numbers. Click on the case number and you are taken to the **Query** screen.
 2. After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. At the top of the window, ECF displays the case number, parties to the case, presiding Judge, data that the initial claim was filed, and date of last filing for the case.
 3. You may choose specific case information from the list of query options by clicking on the appropriate hyperlinked name on the screen.



QUERY

Alias

Displays parties who have aliases.

Associated Cases

Displays any cases associated with the specified case. Click on the number of an associated case to view its docket sheet.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case File Location

Indicates if the case file is available.

Case Summary

Provides a summary of current case-specific information as represented below:

The screenshot shows a Microsoft Internet Explorer browser window displaying the CM/ECF TRAIN website. The address bar shows the URL: https://ecf-train.mssd.uscourts.gov/cgi-bin/login.pl?945694533334215-4_238_0-1. The website header includes the ECF logo and navigation links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area displays the case summary for **3:03-cv-02451-HTW-JCS** involving **Falcone v. James**, presided over by **Henry T. Wingate**. The case was filed on **03/01/2003** and the last filing was on **04/12/2003**. The summary includes the following details:

Office: Jackson	Filed: 03/01/2003
Jury Demand: Both	Demand: \$100000
Nature of Suit: 380	Cause: 28.1345 Property Damage
Jurisdiction: Federal Question	Disposition:
County: Hinds	Terminated:
Origin: 1	Reopened:
Lead Case: None	Other Court Case: None
Related Case: None	
Def Custody Status:	
Flags: CJRA P, JURY	

Plaintiff **Mitchell Falcone** represented by **James T. Mihroy** Phone: 210/223-1871
Fax: 210/223-1800
Email: jmihroy@attysrus.com

Defendant **Robert T. James** represented by **Cortland T. Mayfair** Phone: 210/555-9898
Fax: 210/555-9899
Email: cmayfair@warmmail.com

Defendant **Robert T. James** represented by **tr310**

Capitalization counts. The asterisk wildcard may be used to broaden the criteria entered.

Deadlines.../Hearings...

Allows you to query the database by various means to obtain hearing and other schedule deadlines. There are three (3) sort levels allowing you to sort by Due/Set, Document Number, Deadline/Hearing, Filed, Satisfied, Terminated, and Party.

If you click on a document number, ECF will display the actual document where as if you click on the silver ball to the right of the document number and in front of the deadline/hearing, you are taken to the docket information and any related docketing entries for the hearing that you selected.

Docket Report

You may select a date range for your docketing report (filed or entered) as well as a range of document numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Make sure there is a checkmark (✓) in the box next to **Include links to Notice of Electronic Filing** if you wish to view those from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window.

The document numbers in the middle column are hyperlinks to the PDF files of the actual documents. Place your pointer on the silver button next to the document number and click to display the **Notice of Electronic Filing** for this document.

Filers

This query lists all filers in the case you have chosen to query. If you click on a filer name you are taken to a screen depicting document number, event and date filed. Clicking on the document number takes you to the document. Clicking on the silver ball takes you to the docket text.

History/Documents...

This selection queries the database for case event history and documents associated with the case. You may select the sort order by most recent date first or oldest date first, you can select all events or only events with documents, and you can choose to display docket text or not.

After making your selections, click on **[Run Query]**. ECF builds your report. If you choose to click on the Document Number, you are taken to the PDF document.

Party

The party report shows all active and terminated parties as well as current and previous attorneys for each party.

Related Transactions

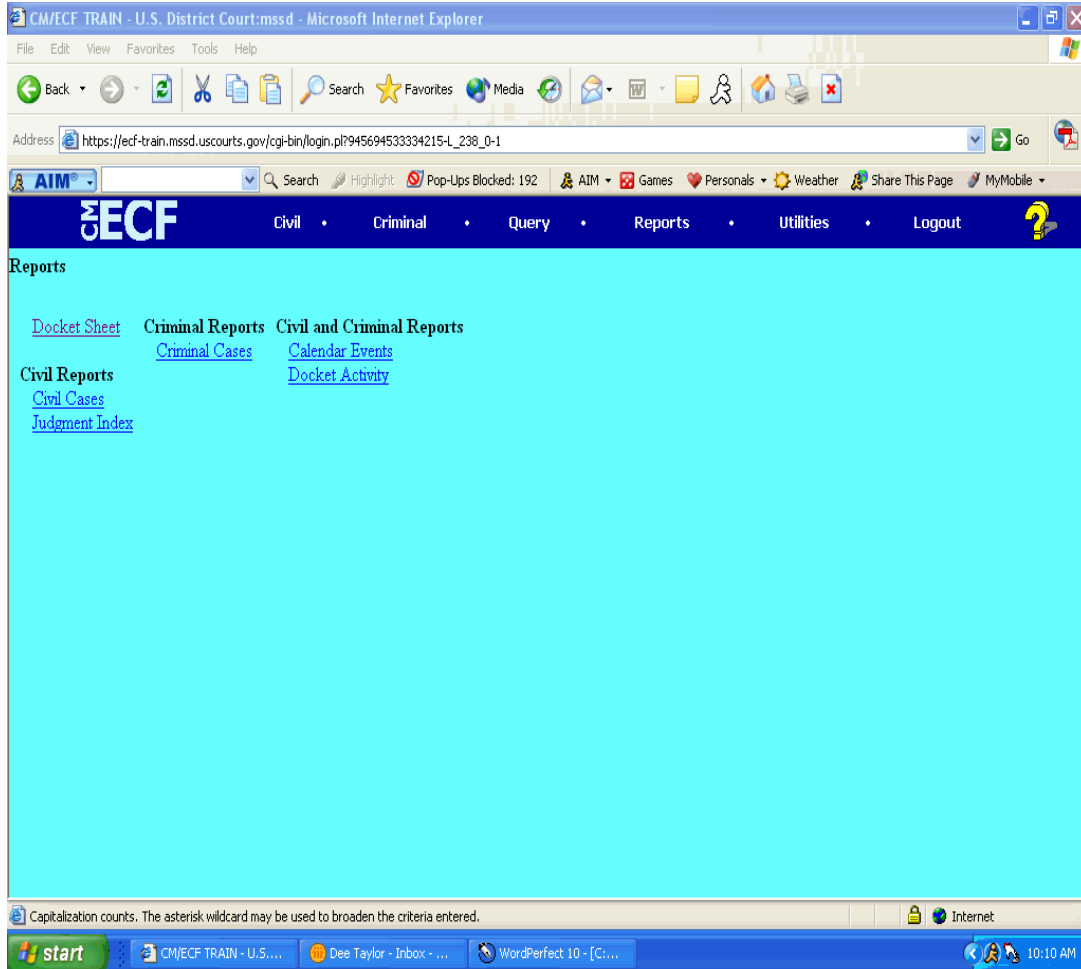
Make your selections from the following: (1) Enter a date range for filed documents, if no date entered all documents will be listed; (2) enter a document number range, if no document number range then the default will list all documents; (3) select the type of document from the drop down list, if left blank all documents will be listed; (4) check pending and/or terminated to see pending documents and/or terminated documents; (5) choose your sort by, i.e., filed date, entered date, or document number.

Status

Click on Status to see the status of the case.

REPORTS FEATURE

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen.



When you click on **Reports**, the **PACER** screen will appear. Enter your **PACER** login and password. You may now run various reports.

Docket Sheet

The Docket Sheet report will give you a full docket sheet for the case you selected. Enter the case number in the case number box. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields and also by limiting the document numbers. If you want links to the Notice of Electronic Filing be sure and put a checkmark (✓) in the box. You can sort by oldest date first or most recent date first.

Civil Reports

Civil Cases

The civil case report provides you with the flexibility to query the ECF database to locate cases filed electronically by office, case type, nature of suit, cause, case flags, date filed, open and/or closed cases. You have three (3) different sort priority levels where you can choose case number, terminal digit or office. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

Once the report is generated, you can click on the hyperlinked case numbers. This will take you to the docket sheet for that particular case.

Criminal Reports

Criminal Cases

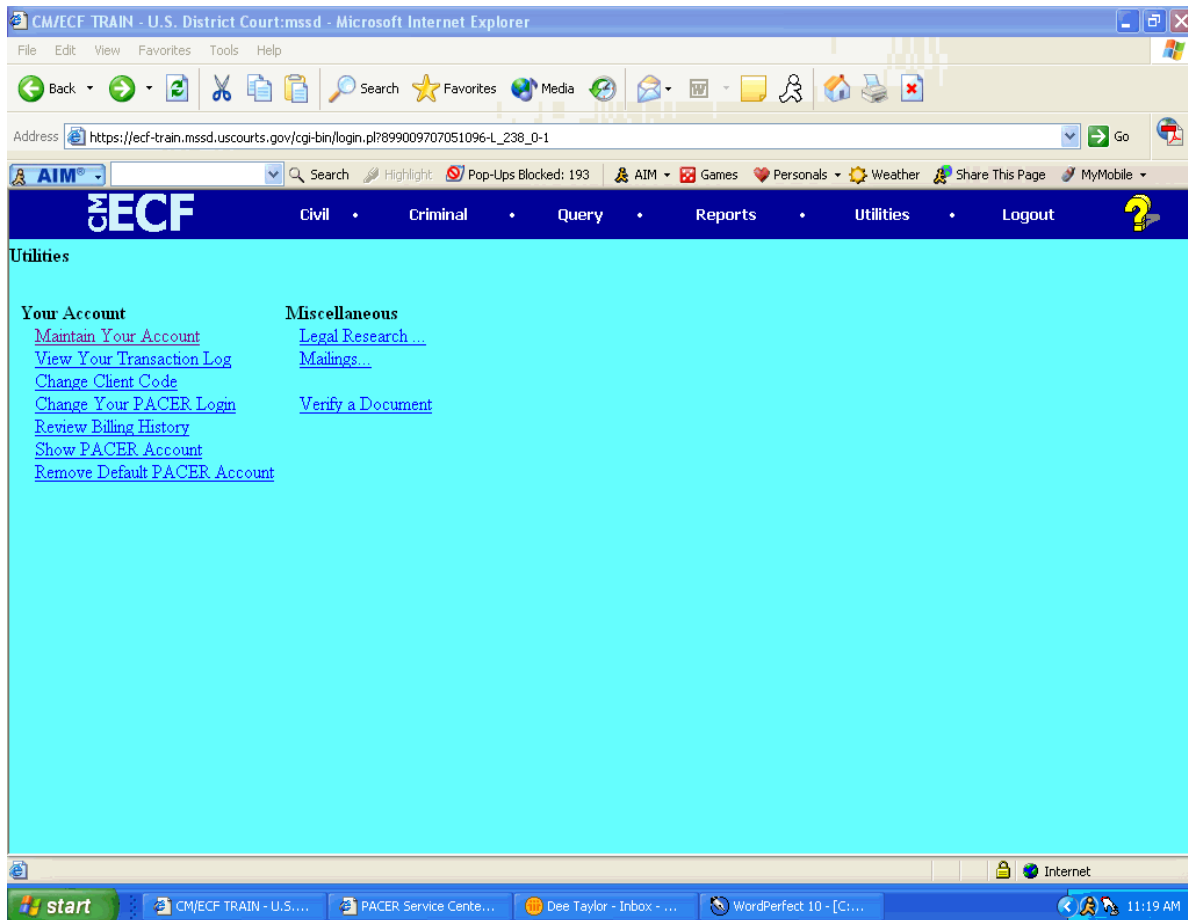
The criminal case report provides you with the flexibility to query the ECF database to locate cases filed electronically by office, case type, case flags, and date filed. You can also select whether you want pending defendants, terminated defendants, fugitive defendants, or non-fugitive defendants. There are three (3) different sort priority levels where you can choose case number, terminal digit, office, presiding judge or referral judge. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

Civil and Criminal Reports

Docket Activity

This report will produce a docket activity report. You can produce your report based on the following criteria: case number, only cases to which you are linked, office, case type, event category, case flags dates entered, summary text or full docket text. You have two sort priorities which can be sorted by case number or date/time.

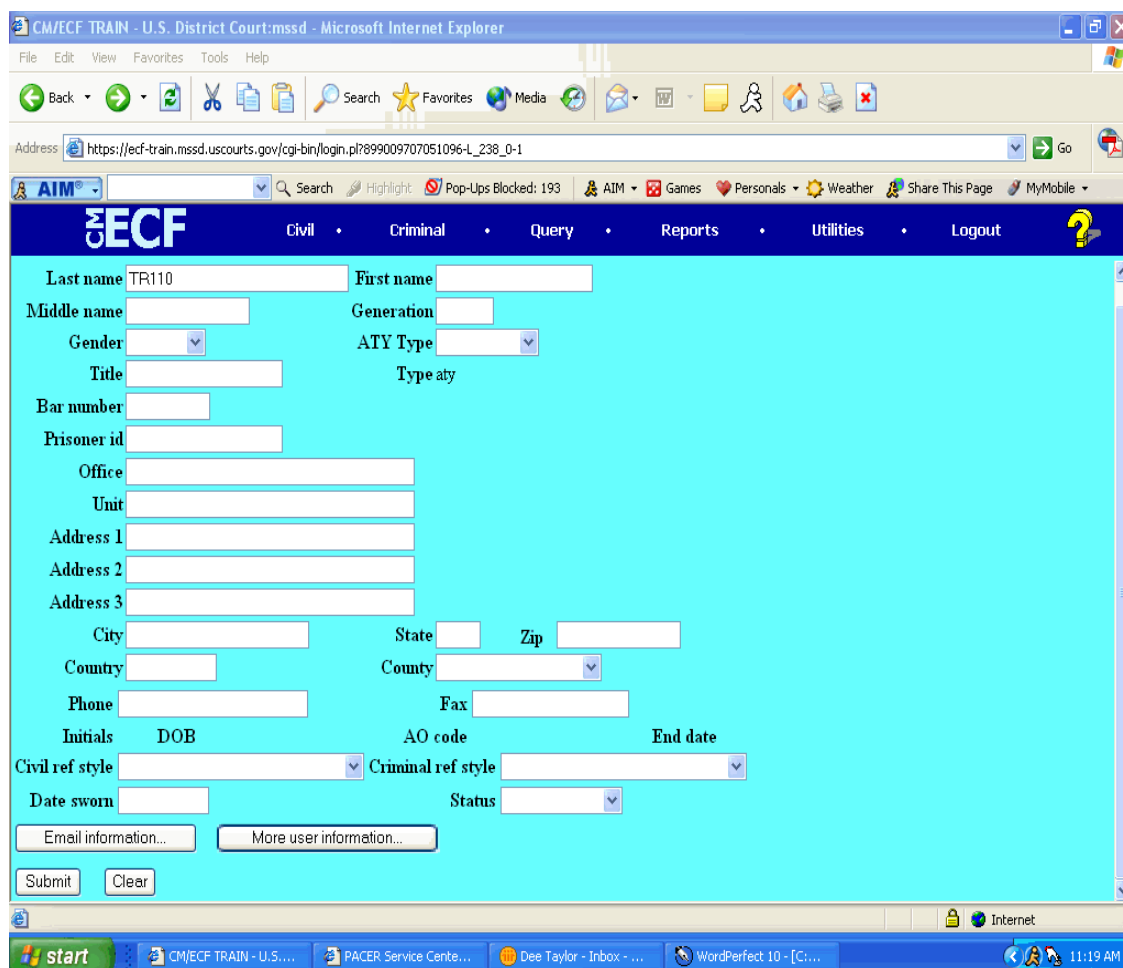
UTILITIES FEATURE



The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of the ECF transactions.

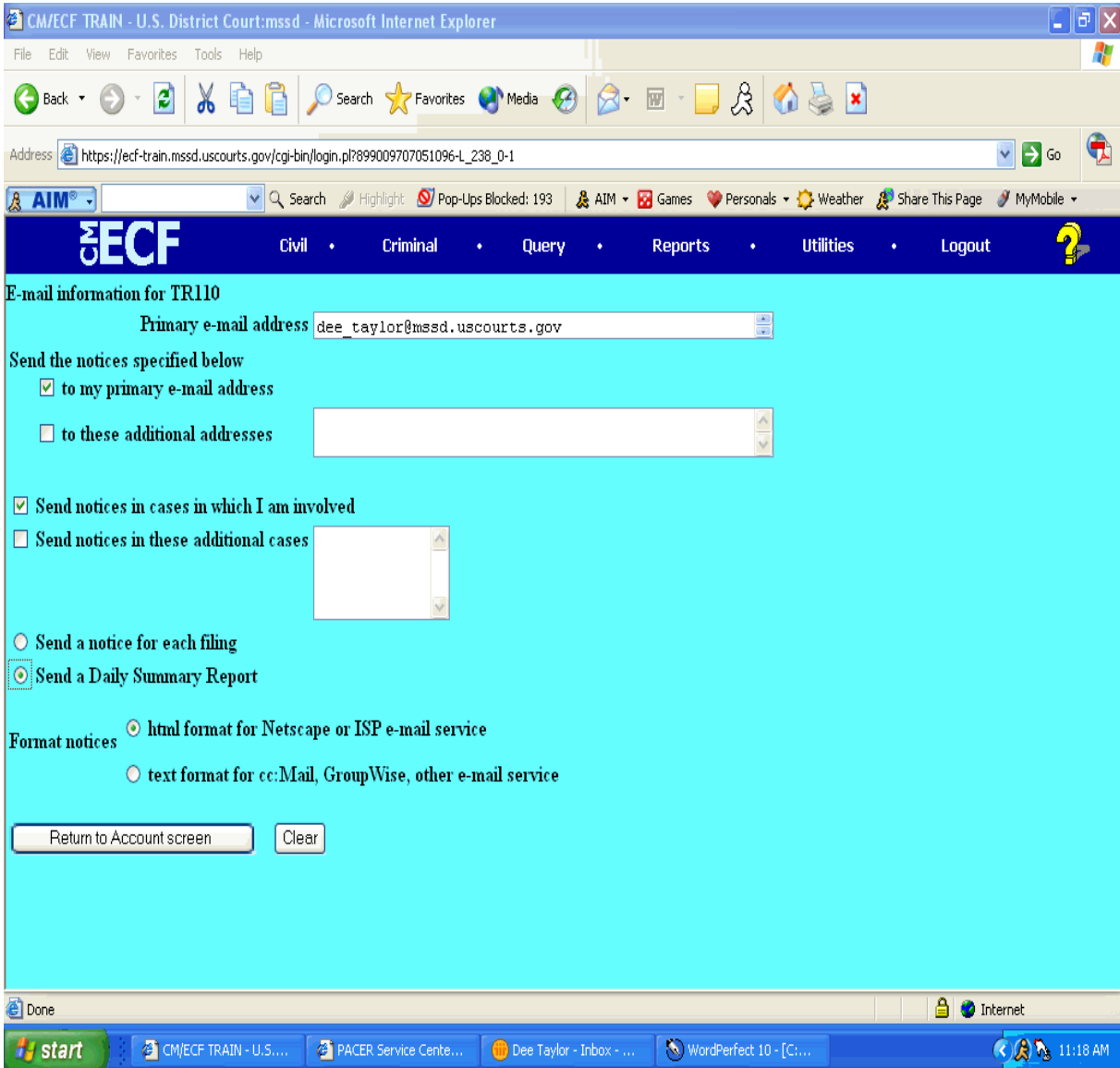
Maintain Your Account

This section of the Utilities feature provides you the capability to maintain certain aspects of your ECF account with the court.



This screen displays all of the registration information that is contained within the CM/ECF database for your account with the court. This includes Bar Identification and Bar status.

Clicking on the [**Email information...**] button at the bottom of the previous screen opens the following window.

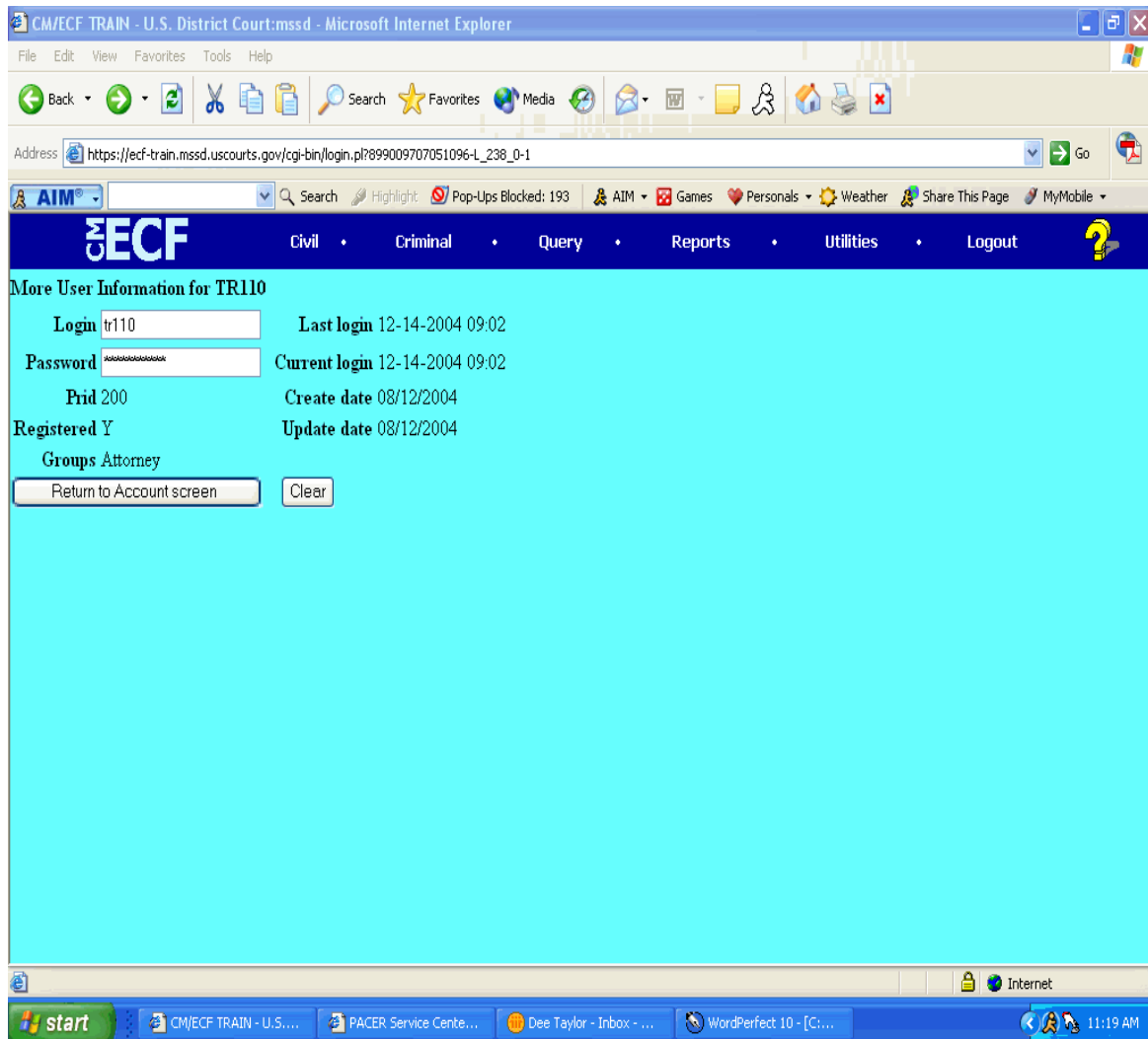


ECF will e-mail to parties their Notices of Electronic Filing based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings, documents, and filings.

1. From the screen depicted above, enter a check mark by clicking on the box to the left of the line, which reads “to these additional addresses”.

2. Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 256 characters. If you enter more than one e-mail address, separate the addresses with a comma. Each person should have one free look.
3. Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
4. You may elect to receive a notice for each filing or a Daily Summary report.
5. You may also elect to have notices sent in additional cases.

More User Information

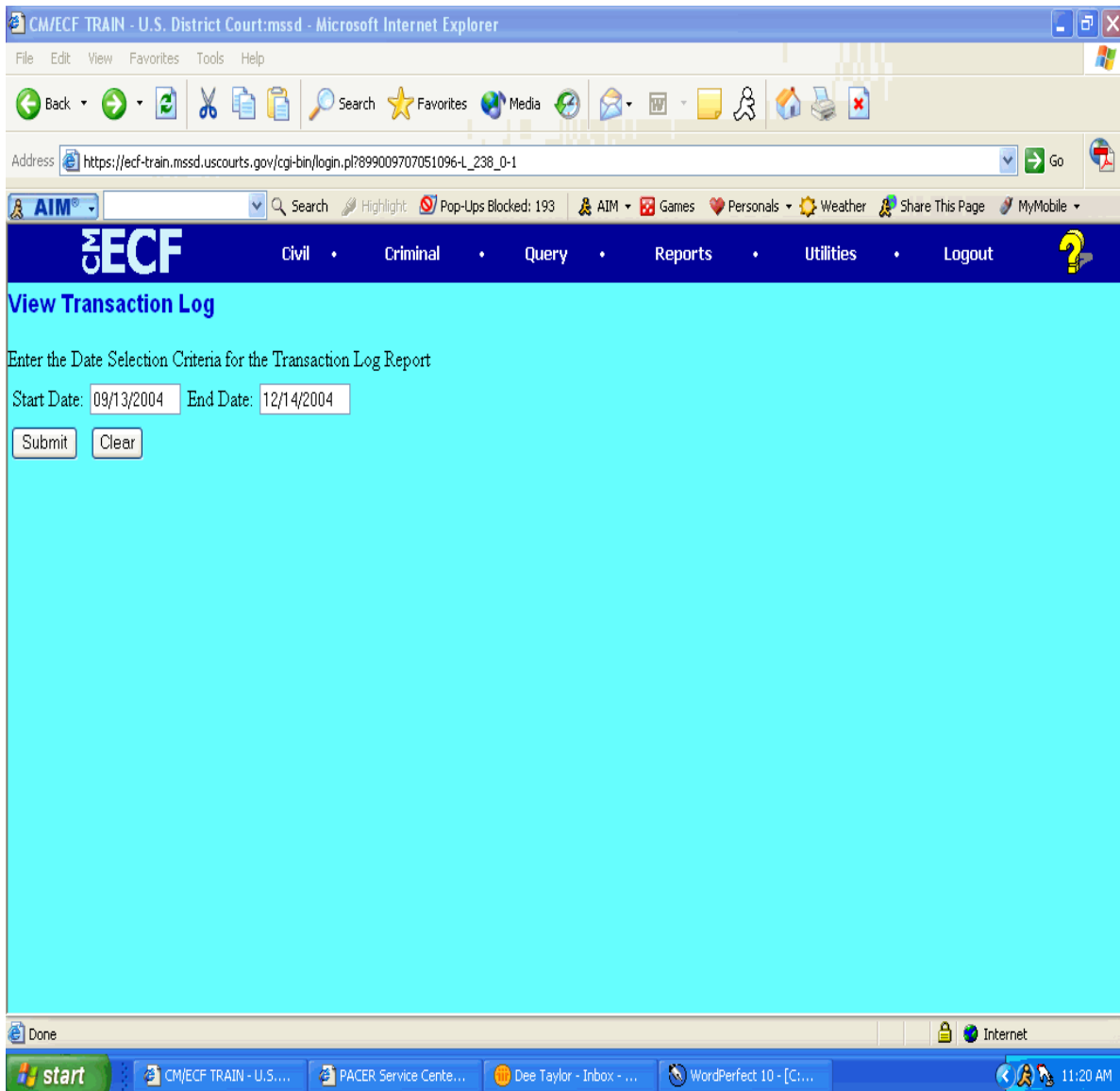


This screen displays user login information and provides the means to change your password. You will notice ECF displays a string of asterisks in the Password field for security purposes.

CHANGING YOUR PASSWORD

1. Place your cursor in the Password field.
2. Delete the asterisks.
3. Type in your new password. (Remember passwords are case sensitive.) ECF displays the actual characters of your new password as you type.
4. Click on Return to Account Screen.
5. Click on Submit.

Viewing Your Transaction Log



From the Utilities screen, click on the [**View Transaction Log**] button. The feature allows you to review all transactions 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 telephone the Court's Help Desk as soon as possible.

ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range and click on [**Submit**].

Transaction Log
Report Period: 09/13/2004 - 12/14/2004

Id	Date	Case Number	Text
125858	09/13/2004 14:42:55	3-03-cr-6252-1	MOTION to Dismiss <I>Count 2</I> by J. T. Noblin. (TR110,)
125988	09/15/2004 14:19:26	1-03-cv-5254	MOTION for Discovery by Dee Taylor. (TR110,)
125993	09/15/2004 14:21:36	1-03-cv-5254	MOTION for Extension of Time to Complete Discovery by Sue Carter. (TR110,)
126054	09/15/2004 15:42:14	3-03-cr-6252-1	NOTICE of Insanity Defense by J. T. Noblin (TR110,)
126063	09/15/2004 15:47:10	3-03-cr-6252-1	MOTION for Medical Exam by USA as to J. T. Noblin. (TR110,)
126104	09/15/2004 16:12:57	3-03-cr-6252-1	WITHDRAWAL of Intent to Rely Upon Insanity Defense by J. T. Noblin (TR110,)
126227	09/22/2004 10:03:40	4-04-cv-1111	MOTION to Appoint Expert <I>for insanity purposes</I> by Dee Taylor. (TR110,)
129667	10/14/2004 17:28:25	1-03-cv-5253	ANSWER to Complaint with jury demand by Dee Taylor.(TR110,)
129668	10/14/2004 17:36:13	1-03-cv-5253	AMENDED COMPLAINT against Dee Taylor, filed by Sue Carter.(TR110,)
129670	10/14/2004 17:42:36	3-03-cr-6252-1	MOTION for Bond by J. T. Noblin. (TR110,)
130632	10/21/2004 14:21:52	3-03-cv-7010	MOTION to Change Venue by Jeff Geno. (TR110,)
130633	10/21/2004 14:24:13	3-03-cv-7010	MOTION to Continue <I>trial</I> by Jeff Geno. (Attachments: # (1))(TR110,)
138021	12/06/2004 13:24:20	3-03-cv-510	ANSWER to Complaint with Jury Demand by Robert T. James.(TR110,)
138024	12/06/2004 14:44:50	3-03-cv-510	ANSWER to Complaint with Jury Demand by Robert T. James.(TR110,)
138026	12/06/2004 15:53:32	3-03-cv-2451	MOTION for Extension of Time to File <I>Document</I> by Robert T. James. (TR110,)
138066	12/07/2004 12:08:13	3-03-cv-510	MOTION to Dismiss by Robert T. James. (TR110,)
138068	12/07/2004 12:45:01	3-03-cv-510	RESPONSE to Motion re [4] MOTION to Dismiss filed by Mitchell Falcone. (TR110,)

LOGOUT

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.

Click on the **Logout** hyperlink from the Blue menu bar. ECF you will you out of the system and return you to the login screen.

SEALED DOCUMENTS

Continue to file sealed documents and motions to seal at the District Court Clerk's office in accordance with the existing practices and procedures for conventional filing.

**United States District Court
Northern District of Mississippi**

**Case Management/Electronic Case Filing
Attorney Registration Form**

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the CM/ECF system. The following information is required for registration:

First/Middle/Last Name: _____

Last four digits of Social Security Number: _____

Are you admitted to practice and in good standing in the Northern District of Mississippi?_____

Attorney Bar #: _____ State: _____

Firm Name: _____

Address: _____

Voice Phone Number: _____ FAX Phone Number: _____

Internet E-Mail Address: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the U.S. Courts for the Northern District of Mississippi. It may be used to file and view electronic documents, docket sheets, and notices.
2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's password issued by the court combined with the user's identification, serves as and constitutes the attorney signature. Therefore, an attorney must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney to immediately notify the court. This should include the resignation or

reassignment of the person with authority to use the password. The attorney should change the password immediately.

3. An attorney's registration will constitute a waiver of conventional service of documents, the attorney agrees to accept service of notice on behalf of the client of the electronic filing by hand, facsimile or authorized e-mail.
4. The undersigned attorney agrees to abide by the most recent General Orders, Administrative Procedures for Electronic Case Filing, and all technical and procedural requirements set forth therein.

Please return to : Arlen B. Coyle Clerk
 Attention: CM/ECF Registration
 911 Jackson Avenue, Suite 369
 Oxford, Mississippi 38655

Applicant's Signature

Initial of First Name + Last Name + Last 4 Digits SS#

SAMPLE FORMAT

IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF MISSISSIPPI
_____ DIVISION

_____,)
)
Plaintiff(s),)
)
vs.) Case No. _____
)
_____,)
)
Defendant(s).)

NOTICE OF ENDORSEMENT

Pursuant to the ECF Administrative Procedures, I hereby certify that I endorse the inclusion of my signature on the following document [for example: stipulation of dismissal, or joint motion] which was filed electronically on _____:

(Title of document)

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____

SAMPLE FORMAT

Certificate of Service

I hereby certify that on ___(Date)___ I electronically filed the foregoing with the Clerk of the Court using the ECF system which sent notification of such filing to the following: _____ and I hereby certify that I have mailed by United States Postal Service the document to the following non-ECF participants: _____.

s/

SAMPLE FORMAT

IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF MISSISSIPPI
_____ DIVISION

_____,)
)
Plaintiff(s),)
)
vs.) Case No. _____)
)
_____,)
)
Defendant(s).)

NOTICE OF CONVENTIONAL FILING

is in paper form only and is being maintained in the case file in the Clerk's office. This document has not been filed electronically because [examples: the document or thing cannot be converted to an electronic format, the electronic file size of the document exceeds 2 megabytes, the document or thing is filed under seal, or the party is excused from filing this document or thing by court order.]

If appropriate, the document or thing has been manually served on all parties.

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____

SAMPLE FORMAT
IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF MISSISSIPPI
_____ **DIVISION**

_____,)
)
Plaintiff(s),)
vs.) Case No. _____
)
_____)
)
Defendant(s).)

DECLARATION OF TECHNICAL DIFFICULTIES

Please take notice that _____ was unable to file _____ in a timely manner due to technical difficulties. The deadline for filing the _____ was _____. The reason(s) that I was unable to file the _____ in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform]

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted,

s/[Name of Password Registrant] _____
Name of Password Registrant
Address
City, State, Zip Code
Phone: XXX-XXX-XXXX
Fax: XXX-XXX-XXXX
E-mail: XXX@XXX.XXX