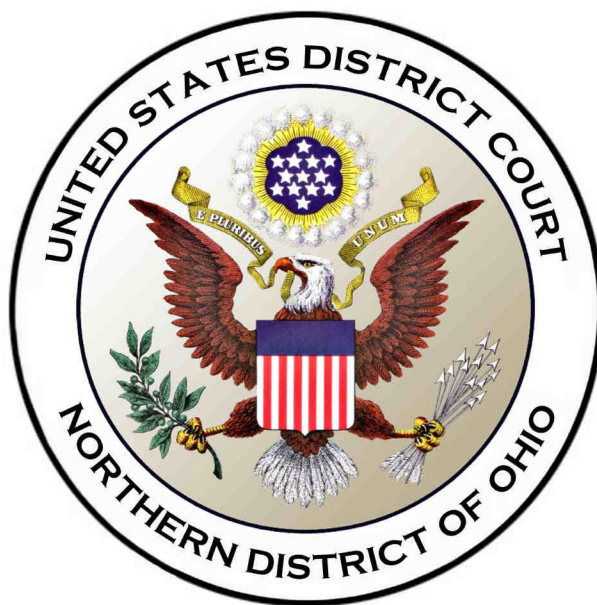# ELECTRONIC CASE FILING
CIVIL/CRIMINAL
CM/ECF

User Manual
NORTHERN DISTRICT OF OHIO
(February 2004)

Table of Contents

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents. The screen shots that appear in this manual could appear slightly different as you electronically file your documents, due to future enhancements or upgrades. All users should have a working knowledge of Netscape and Adobe Acrobat. For questions regarding Netscape or Adobe Acrobat, please refer to their instruction manuals.

Help Desk

Contact the Court's Help Desk between the hours of 8:00 A.M. and 4:45 P M., Monday through Friday, if you need assistance using ECF. It is also available at all other times to record voice mail messages.

Toll Free Help Desk –   **1-800-355-8498**

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Netscape software to perform the following functions:

- Open the Court's web page

- View or download the most recent version of the User's Manual

- Self-train on a web-based ECF Tutorial

- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database

- Electronically file pleadings and documents in actual ("live") cases

- View official docket sheets and documents associated with cases

- View various reports (*e.g.,* Cases Filed Report, Calendar) 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 computer running a Windows or a Macintosh operating system

- Adobe Acrobat 3.0 or higher, or other software capable of converting documents from a word processor format to the portable document format (PDF)

- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word

- A compatible Internet browser—the system supports Internet Explorer version 5.5 and Netscape browser version 4.6x or 4.7x (128 bit encryption is strongly recommended); other versions and browsers my also work, but the Court may be unable to provide support should problems arise.

- Access to a scanner if non-computerized documents need to be imaged.

   This would 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.

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the 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 for information or to register for an account. Also, you may register for PACER online at http://pacer.psc.uscourts.gov/register.html   A link to PACER's site is provided on the Court's web site.

Note: For additional information and known problems, refer to Technical Notes (*Appendix 1*)

Registering for Access to ECF

A party seeking to file documents electronically must submit a completed Electronic Filing System Registration form (*Appendix 2*) prior to being assigned a user identification name and password that will serve as that party's signature for Fed. R. Civil 11 purposes. Additionally, attorneys seeking to file electronically can obtain registration forms by calling the Court or by going to our web site at: http://www.ohnd.uscourts.gov/Electronic_Filing/electronic_filing.html

The telephone numbers are as follows:

Toll Free Help Desk   1-800-355-8498

or

Cleveland	216-357-7000
Akron	330-375-5764
Youngstown	330-746-1906
Toledo	419-259-6412

Completed registration forms should be mailed to:

Ms. Geri M. Smith, Clerk
United States District Court
Attn: Electronic Filing System Registration
801 W. Superior Avenue
Cleveland, Ohio 44113-1830

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by regular, first-class mail.

Parties agree to protect the security of their passwords and immediately notify the Clerk of Court if they learn that their password has been compromised. Parties may be subject to sanctions for failure to comply with this provision.

Registered users can visit a training version of the system on the Internet at http://www.ohnd.uscourts.gov/Electronic_Filing/electronic_filing.html to practice ECF activities. We strongly recommend that registered users practice in the "training" ECF database before filing documents in the "live" ECF database.

Preparation

Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format (refer to Technical Notes in *Appendix I* for known problems).

How to View a PDF File

- Start the Adobe Acrobat 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, Adobe Acrobat Exchange 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 requires special software such as Adobe Acrobat Writer. WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used to convert documents to PDF.

Using any word processing program:

- Install Acrobat Writer on your computer

- Open the document to be converted

- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.

- Select **Adobe PDFWriter ***

- "Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
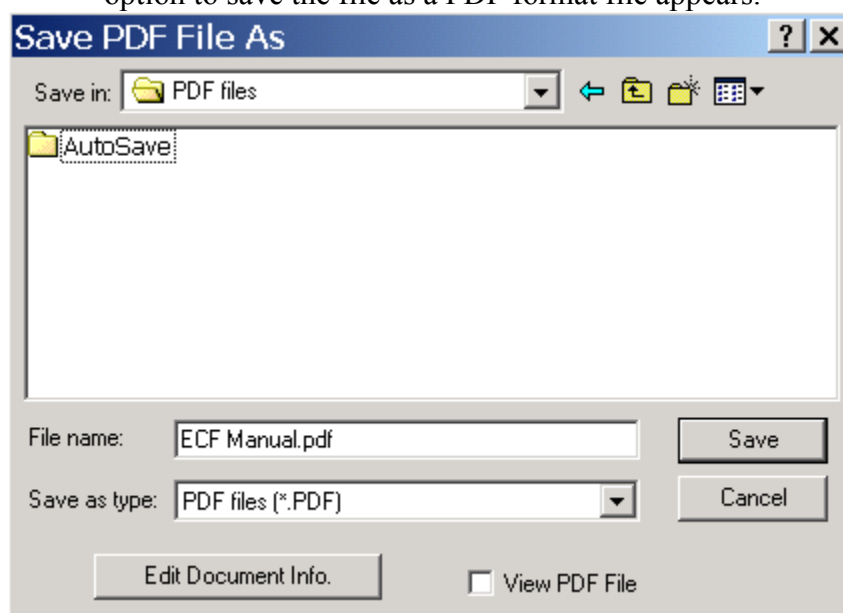
- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the "Save in" area of the window.

- Name the file, giving it the extension .PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.

*You must have either Adobe Acrobat Writer installed on your computer to see these choices listed.

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields

- Using command buttons to direct system activities

- Mouse-clicking on hyperlinks

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.

- Command buttons are represented in this manual in **[bracketed boldface type]**.

- Hyperlinks are represented in **<u>underlined boldface type</u>**.

Documents Filed In Error

A document incorrectly filed in a case may result from a) posting the wrong PDF file to a docket entry; b) selecting the wrong document type from the menu; or c) entering the wrong case number and not discovering the error before completing the transaction. To request a correction, telephone one of the offices listed below as soon as possible after an errors is discovered.

Toll Free Help Desk	**1-800-355-8498**
Clerk's Office Akron, Ohio	**330-375-5705**
Clerk's Office Cleveland, Ohio	**216-357-7000**
Clerk's Office Toledo, Ohio	**419-259-6412**
Clerks' Office Youngstown, Ohio	**330-746-1906**

You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change the mis-filed document(s) or incorrect docket entry after the transaction has been accepted.

Viewing Transaction Log

This feature, selected from the **<u>Utilities</u>** menu 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 your permission, change your password immediately, then telephone the Court's Help Desk **1-800-355-8498** as soon as possible.

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter http://www.ohnd.uscourts.gov .

A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training data base before trying to actually file a document.

How to Access the System

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

http://ecf.ohnd.uscourts.gov

Or, you may go to the Northern District of Ohio's Web site at www.ohnd.uscourts.gov and click on the **Electronic Case Filing** hyperlink.

Click on **Electronic Filing System** to open the login screen and login to ECF.

Users can also access the **Training Database** by going to our Website.

Logging In

The next screen is the login screen.

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.

In the future an access fee of $.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, 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]

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.

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

> **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. Beginning July 2002 you will be charged a fee to view ECF case dockets and documents.

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]** [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.
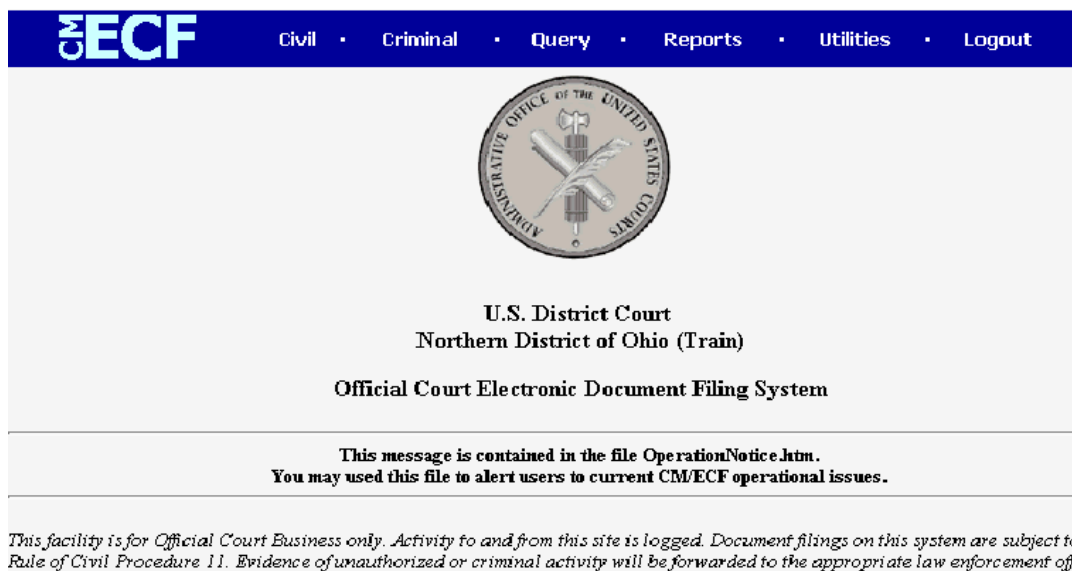
Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk (see p. 4) as soon as possible.

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, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF.

Reports-   Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.

Utilities-   View your 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.

Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF documents attached as *Appendix 3* of this manual. This section of the manual describes the basic steps that
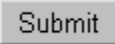
you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

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 Netscape toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

Signatures; Unsworn and Sworn Documents Affidavits of Service

Documents which must contain original signatures or which require either verification or an **unsworn** declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., "s/Jane Doe."

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

> (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document.

> (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., "s/Jane Doe," "s/John Doe," etc.

> (c) The filing party or attorney shall retain the hard copy of the document containing the original signatures after the case ends, at least until the time for all appeals has expired.

> **Sworn** Documents i.e. affidavits requiring original signatures i.e. notary shall be filed by electronically filing a scanned document containing all necessary signatures. The filing party or attorney shall retain the hard copy of the document containing the original signatures after the case ends, at least until the time for all appeals has expired.

A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

Filing of Initial Complaint / Payment of Filing Fee / Service of Summons

Complaints shall be filed, fees paid, and summons issued and served in the traditional manner on paper rather than electronically. Parties who participate in electronic filing may be required to provide electronic copies of such documents for later entry into the electronic system.

Filing Documents for Civil Cases
There are eight basic steps involved in filing a document:

1) Select the type of document to file (see Attorney Event Menu);
2) Enter the case number in which the document is to be filed;
3) Designate the party(s) filing the document;
4) Specify the PDF file name and location for the document to be filed.
5) Add attachments, if any, to the document being filed.
6) Modify docket text as necessary
7) Submit the pleading to ECF
8) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.

1. Select the type of document to file

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 of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**

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 or application you wish to file.
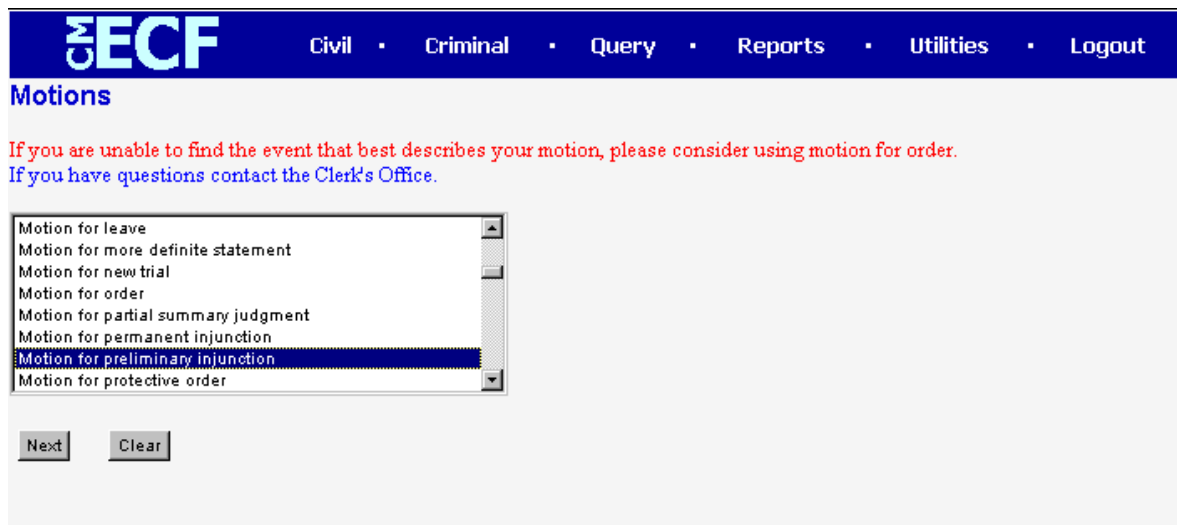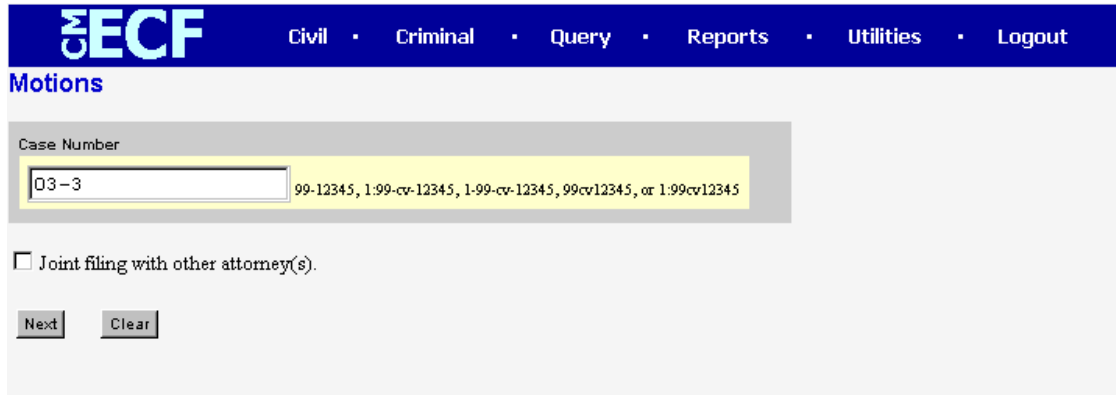
For demonstration purposes, highlight **Preliminary Injunction** and click on **[Next]**.

> **Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

2. Enter the case number in which the document is to be filed.
A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

- If the number is entered incorrectly, click `Clear` to re-enter. If the computer prompts that you entered an invalid case number, click on `Back` to re-enter.

- When the case number is correct, click on `Next`.

3. Designate the party(s) filing the document

Highlight the name of the party or parties for whom you are filing the motion. 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 of the group

After highlighting the parties to the motion, click on the **[Next]** button.

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**.
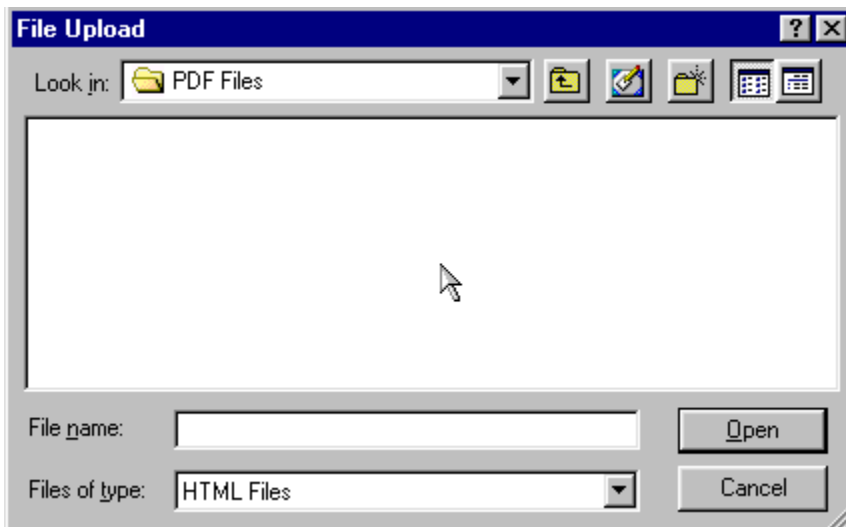
4. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note: 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.

- Click on the **[Browse]** button. ECF opens the following screen.

File Upload

Look in: PDF Files

File name:

Files of type: HTML Files

Open

Cancel

- Change the **Files of <u>t</u>ype** from:

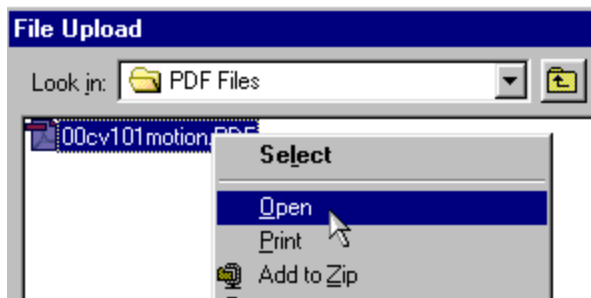Files of type: HTML Files

to:

Files of type: All Files (*.*)

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.

- Highlight the file to upload to ECF.

> **Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

File Upload

Look in: PDF Files

00cv101motion.PDF

Select

Open
Print
Add to Zip

- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

- If there are no attachments to the motion, click on **[Next].** A new **Motions** window opens. Go to Section 6, **"Modifying Docket Text,"** to proceed with your filing.

- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, **"Adding Attachments to Documents Being Filed".**

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

- ECF will not permit you to select a file for your pleading that is not in PDF format.

- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error

message depicted below.

- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on **[Browse]** to search for the document file name of the attachment.

- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.

- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename
C:\My Documents\reclassify_guidelin   Browse...

2) At your option, select a document type and/or enter a description.
Type   **Description**
Appendix

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\My Documents\reclassify_guideline_wo_summons.pdf   Add to List

                                           Remove from List
Next

- Repeat the sequence for each additional attachment.

- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, can be submitted in paper format. See section "Manual Filings" for instructions.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

ECF   Civil · Criminal · Query · Reports · Utilities · Logout
Motions
5:03-cv-00003 Scanner v. USA

☐ **Refer to existing event(s)?**
Next   Clear

ECF   Civil · Criminal · Query · Reports · Utilities · Logout
Motions
5:03-cv-00003 Scanner v. USA

Next   Clear

6. Modify docket text

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

Click in the open text area to type additional text for the description of the pleading.

7. Submit the pleading.

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the [Back] button on the Netscape toolbar to find the screen you wish to alter.

- Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted above contains the following warning.

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.

- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

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8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

- The screen depicted above 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.

- Select **[Print]** on the Netscape Toolbar to print the document receipt.

- Select **[File]** on the Netscape menu bar, and choose **Save Frame As…**from the drop-down window to save the receipt to a file on the hard drive of your computer.

> **Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- 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. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

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 *and* the Docket Sheet to verify that the pleading was properly docketed. 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 CM/ECF must be made through your PACER account and is subject to regular PACER fees.

*The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days. Any time that same hyperlink is accessed after it has expired, the user will be asked for a PACER login and will be charged to view the document.

> **Note:** It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Criminal Events Feature
Filing Documents for Criminal Cases
There are nine basic steps involved in filing a criminal document:

1) Select the type of document to file (see Attorney Event Menu);
2) Enter the case number in which the document is to be filed;
3) Designate the defendant that the filing relates to;
4) Verify that the case number and caption are correct.
5) Designate the party(s) filing the document;
6) Specify the PDF file name and location for the document to be filed.
7) Add attachments, if any, to the document being filed.
8) Modify docket text as necessary
9) Submit the pleading to ECF
10) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.

1. Select the type of document to file

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. (See *Appendix 4* for a list of criminal events) This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

> **Note:** if the case number you are working on is 8:00cr101, you could enter the case number in any of the following formats:

02-100 **02cr100** **8:02-cr-100** **8-02-cr-100** **8:02cr100**

- If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.
- When the case number is correct, click on **[Next]**

3. **Designate the defendant(s) that the filing relates to.**
   Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on **[Next].**
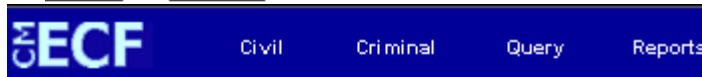
Highlight the name of the party filing the motion. Click on [Next]

If this is your first filing in a case on CM/ECF, you will need to make an attorney/party association. To do so, CLICK once on the check box associated with the party you represent.

1-03-00203 USA v. Smith et al
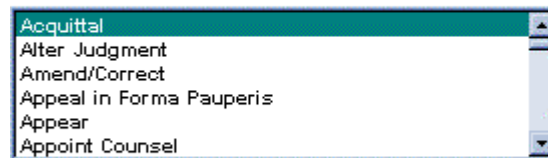
The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case.

☑ Angela Smith, (:dft) represented by Lee, Jackson (aty)

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 or application you wish to file.

Motions

1-03-00203 USA v. Smith et al

Acquittal
Alter Judgment
Amend/Correct
Appeal in Forma Pauperis
Appear
Appoint Counsel

Submit   Clear

For demonstration purposes, highlight **Acquittal** and click on **[Next]**.

Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

---

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

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

> **Note:** 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.

ECF Civil Criminal Query Reports Utility

Motions
1-03-00203 USA v. Smith et al

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

Filename

[   ] [Browse]

Attachments to Document: ⊙ No ○ Yes

- Click on the **[Browse]** button. ECF opens the following screen.
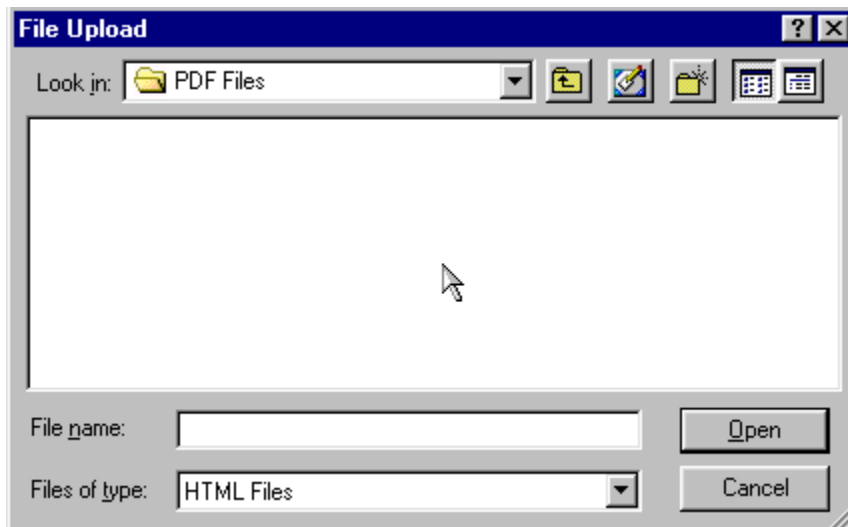
File Upload

Look in: 📁 PDF Files

File name: [   ] [Open]
Files of type: HTML Files [Cancel]

- Change the **Files of type** from:

Files of type: HTML Files ▼

to:

Files of type: All Files (*.*) ▼

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.

- Highlight the file to upload to ECF.

> **Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

- If there are no attachments to the motion, click on **[Next].** A new **Motions** window opens. Go to Section 6, **"Modifying Docket Text,"** to proceed with your filing.

- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 4, **"Adding**

Attachments to Documents Being Filed".

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

- ECF will not permit you to select a file for your pleading that is not in PDF format.

- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.

- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on **[Browse]** to search for the document file name of the attachment.

- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.

- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.

- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, can be submitted in paper format. See Section

"Manual Filings" for instructions.

> Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

6. Modify docket text

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

Click in the open text area to type additional text for the description of the pleading.

1:03-cr-00203-PRM USA v. Smith

7. Submit the pleading.

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the [Back] button on the Netscape toolbar to find the screen you wish to alter.

Motions

1:03-cr-00203-PRM USA v. Smith

Docket Text: Final Text

First Motion for Acquittal *as to count two of the indictment* by Angela Smith. (NDOHATTY, E.)

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

[Next]   [Clear]

- Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted above contains the following warning.
Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
At any time prior to this step, you can abort the ECF filing or return to previous screens by:
- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

10. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

Motions

8:00-cv-00101 Solich v. Stoops

Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

Case Name: Solich v. Stoops
Case Number: 8:00-cv-00101
Document Number: 2

Docket Text:
Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:/WINDOWS/Desktop/CofC.pdf
Electronic document Stamp:
[STAMP dcecfStamp_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [
5cabcaf55e74eceb929b886c8e0cc5a5fa41f62d76f2f832ee1204010c1c8011c24da8
cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]

8:00-cv-00101 Notice will be electronically mailed to:

8:00-cv-00101 Notice will not be electronically mailed to:

Bobby Donnell
DONNELL, YOUNG LAW FIRM
72 Beacon Streen
Boston, MA 02108

- The screen depicted above 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.

- Select **[Print]** on the Netscape Toolbar to print the document receipt.

- Select **[File]** on the Netscape menu bar, and choose **Save Frame As…**from the drop-down window to save the receipt to a file on the hard drive of your computer.

> **Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- 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. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

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. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet**. **Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** 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. 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 CM/ECF must be made through your PACER account and is subject to regular PACER fees.

*The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days. Any time that same hyperlink is accessed after it has expired, the user will be asked for a PACER login and will be charged to view the document.

Note: It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the "Select a Party" screen, click on **Add/Create New Party**. The screen depicted below will appear.

You must first perform a search to see if your party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review

the party information and select the party's role in this filing. Click **[Submit]**.

If a match is not found, or your party does not appear in the list, click **[Create new party]**.

ECF displays the following screen.

- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.

- For an individual, fill out the **Last Name, First Name, Middle Name, Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.

- Leave all other fields blank.
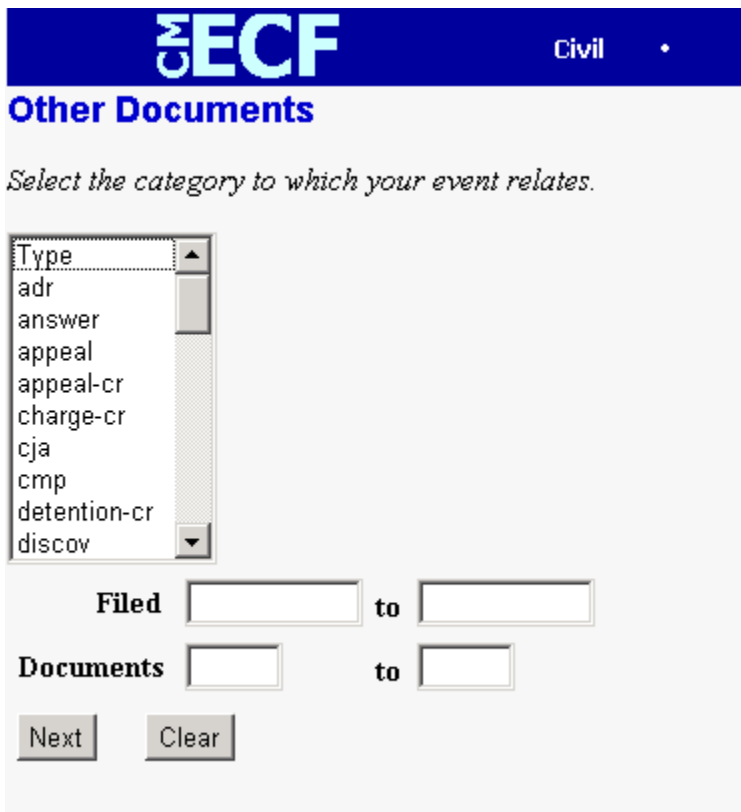
Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Indexes should be "linked" to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.

An "event" in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of "**Refer to existing event(s)?**" and click **[Next]**.
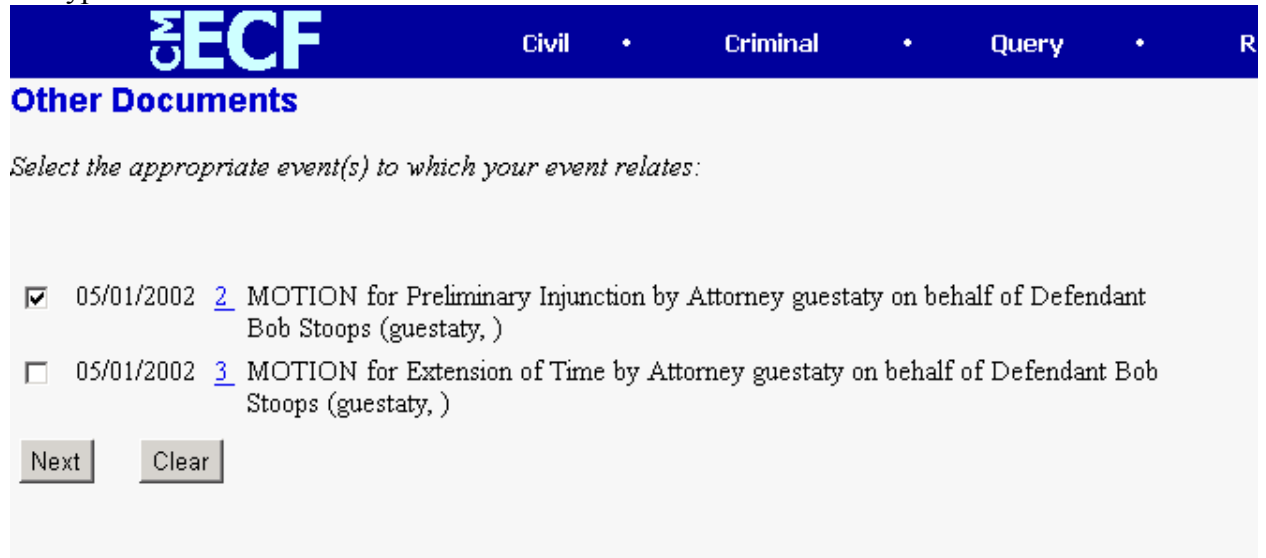
This screen requires that you filter the list of documents in the case by the type of document that you want to link to. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would choose the type "Oth_Doc" because Brief appears in the "Other

Documents" section of the main menu. You must choose a type on this screen. You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you select the type of document and click **[Next]** you are presented with a list of documents that match your search criteria. For this example we have selected Motion as the type.

Click the checkbox for the document you wish to link to and click **[Next]**.

Query Feature

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. Beginning July 2002, you will be charged a fee of $.07 per page to access documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the [**Run Query**] button. ECF opens the query screen depicted in Figure B on the next page.

You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of

the party, ECF will open the query screen depicted in Figure B. 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 depicted in Figure B.

Figure A
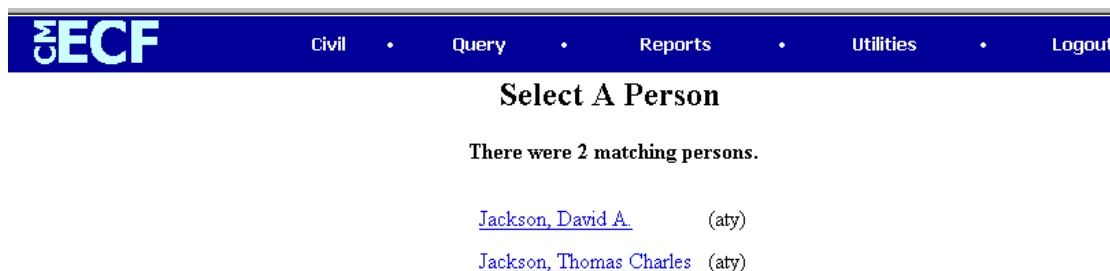
After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

Figure B

1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001

Query
Alias
Associated Cases
Attorney
Case Summary
Deadline/Hearing
Docket Report
Filers
History/Documents
Party
Related Transactions
Status
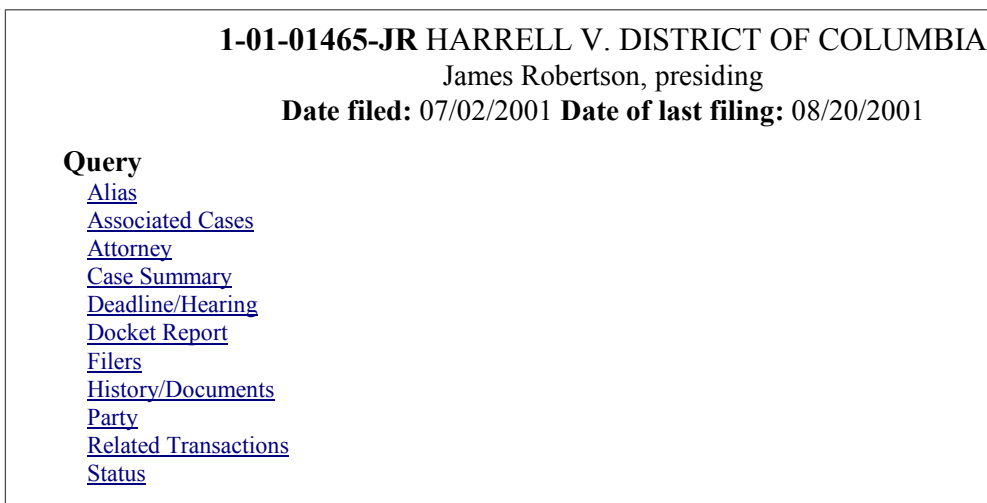
At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

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

Case Summary

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

1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001

Case Summary

Office:	Washington, DC	**Filed:**	07/02/2001
Jury Demand:	Both	**Demand:**	
Nature of Suit:	442	**Jurisdiction:**	Federal Question
Cause:	28:1983 Civil Rights	**Disposition:**	
County:		**Terminated:**	
Origin:	1	**Reopened:**	
Lead Case:	None		
Related Case(s):	None		
Flags:	JURY, TYPE-H		
Party 1:	WAYNE HARRELL	(pla)	
Party 2:	DISTRICT OF COLUMBIA	(DFT)	

Atty: Ruth Ann Lowery   **Represents Party 1:** pla   **Phone:** (202) 789-6064
                                                                Fax: (202) 789-6190
                                                                E-mail: rlowery@bdlaw.com
Atty: David A. Jackson   **Represents Party 2:** dft   **Phone:** (202) 724-6618

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen depicted on the next page.

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	⬤ Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	⬤ Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	⬤ Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	⬤ Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	⬤ Answer due *from DC*	07/02/2001	07/23/2001	08/06/2001	

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

CM/ECF Civil • Criminal

Docket Sheet

Case number 99-700

⦿ Filed
○ Entered   [   ] to [   ]

Documents [   ] to [   ]

☑ Include terminated parties
☐ Include links to Notice of Electronic Filing
☑ Include Caption
Sort by [Oldest date first ▼]

[Run Report]   [Clear]

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you

wish to view them 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 as depicted.

The document numbers in the middle column of Figure 23B are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in Figure 24. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

Figure 24

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. Figure 24A depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

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 depicted in Figure 25.

Figure 25

If you select Cases Filed or Docket Sheet from the screen depicted in Figure 25, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

Docket Sheet

Click on the **Docket Sheet** hyperlink in Figure 25 and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 8/13/2003 to 9/12/2003.

Civil Cases Report

U.S. District Court -- Northern District of Ohio (Train)

Filed Report Period: 08/13/2003 - 09/12/2003

Entered Report Period: 08/13/2003 - 09/12/2003

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
3:76-cv-01234-JGC Mouse v. Duck	*Filed:* 09/04/2003		8	*Cause:* 28:1983 Civil Rights *NOS:* Civil Rights: Other *Office:* Toledo *Presider:* James G. Carr *Jury demand:* Plaintiff
5:03-cv-00003	*Filed:* 08/15/2003		28	*Cause:* 42:405 Review of HHS Decisio
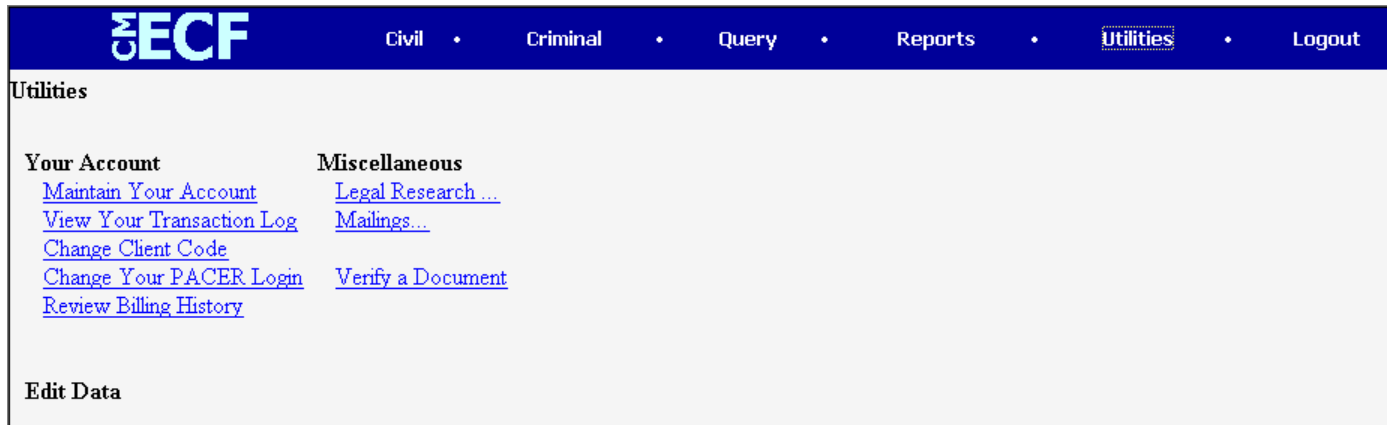
The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Utilities Feature

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

Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

```
Maintain User Account
    Last name  [wes]              First name  [                    ]
  Middle name  [            ]      Generation  [    ]
        Title  [              ]          Type  crt
       Office  [Will E. Short                 ]
    Address 1  [Techical Writer              ]
    Address 2  [                             ]
    Address 3  [Room 2301                    ]
         City  [               ]    State [ ]   Zip  [              ]
      Country  [          ]        County  [   ▼]
        Phone  [(202) 354-3297 ]      Fax  [              ]
       Bar Id                    Bar status
      Initials       DOB              AO code            End date
   [ Email information... ]     [ More user information... ]
   [ Submit ]   [ Clear ]
```

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. **DO NOT CHANGE YOUR MAILING ADDRESS OR E-MAIL ADDRESS. CONTACT THE CLERK'S OFFICE TO REQUEST ANY CHANGE OF MAIL ADDRESS.** Please note: adding an e-mail address to an unregistered attorney record will not result in e-mail notification of any electronic filing.

Clicking on the **[E-mail information]** button opens the following screen.

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 and documents.

- From the screen depicted in Figure 31A, enter a check mark by clicking on the box to the left of the line, which reads "**to these additional addresses**".

- Enter the e-mail addresses of those individuals you wish to notify concerning

ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses. Stipulate the format of the ECF notices by

selecting your choice from the bottom of the screen.

- If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen (Figure 30).

To edit or view login information about your account, select the button labeled **More user information,** from the **Maintain User Account** screen. ECF opens the screen depicted in Figure 32.

Figure 32

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See Figure 33 for a sample transaction log report.

Figure 33

```
                                    Transaction Log
                          Report Period: 08/16/2001 - 09/04/2001
  Id        Date       Case Number                            Text

3212 08/22/2001 15:45:54   01-4011   First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by
                                     9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes, )

3326 08/27/2001 11:44:12   01-4011   First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by
                                     8/30/2001. (wes, )

3330 08/27/2001 12:01:51   01-4011   RESPONSE in Opposition re [2] filed by DE'MITRIA RICE. (wes, )

3331 08/27/2001 12:05:13   01-4011   ORDER temporarily granting Motion for Preliminary Injunction [2] . Motion referred to fhsaklf . Signed by Judge
                                     sullivan emmett g on 08/28/01. (wes, )

3335 08/27/2001 14:23:52   01-4011   RESPONSE to Motion re [2] Preliminary Injunction filed by DE'MITRIA RICE. (Attachments: # (1) Exhibit Exhibits
                                     are being held in the Clerk's office in paper format)(wes, )

3336 08/27/2001 14:30:43   01-4011   RESPONSE to Motion re [1] Permanent Injuction filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit
                                     exhibits are being held in the Clerk's office in paper)(wes, )

3337 08/27/2001 15:49:55   01-4011   Second MOTION for Preliminary Injunction by plaintiff for defendent to cease and desist the assignment of
                                     plaintiff to cafeteria duty by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001.
                                     (wes, )

3338 08/27/2001 16:18:42   01-4011   MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by
                                     DE'MITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )

3339 08/28/2001 10:19:15   01-4011   Second MOTION for Preliminary Injunction to cease and desist the assignment of plaintiff to cafeteria monitor by
                                     DE'MITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes, )

3431 09/04/2001 14:21:26             Updated person record: wes Prid: 2231

3431 09/04/2001 14:21:27             Updated user record: shortw 2231

Total Number of Transactions: 11
```

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log

- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.

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 ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted in Figure 4 of this manual.

Additional Information Regarding ECF

Sealed Documents

The filing of documents under seal is governed by LR 5.2, which permits such filings only with prior leave of the judicial officer. Sealed documents will not be filed electronically, but rather manually. The party filing a sealed document shall file electronically a Notice of Manual Filing.

Filing a Proposed Order

If the document you wish to file requires leave of Court, such as an amended complaint or a document to be filed out of time, the proposed document shall be attached as an exhibit to the motion. If your motion is granted, the order will direct you to electronically file your document with the Court or court personnel may file the document if signed. Proposed orders should be filed as attachments to the motion also.

Manual Filings

Parties otherwise participating in the electronic filing system may be excused from filing a particular component electronically under certain limited circumstances, such as when the component cannot be reduced to an electronic format or exceeds the file size limit described in Section 14. Such component must not be filed electronically, but instead shall be manually filed with the Clerk of Court and served upon the parties in accordance with the applicable Federal Rules of Civil and Criminal Procedure and the Local Rules for filing and service of non-electronic documents.

Whenever a party makes an electronic filing which excludes a component that will be filed manually, the electronic filing must include a Notice of Manual Filing in place of that component. A model form is provided as Appendix 5.

If the entire filing, including all components, is made manually, a Notice of Manual Filing should not be filed either electronically or manually.

Whenever it is practical, the Clerk's Office will scan manual filings and enter them into the electronic filing system. Once a document is scanned into the system, Section 21 below provides that the electronic version becomes the official record of the Court and permits the Clerk of Court to retain, return or discard the original. If a party believes that retention of the original is warranted, a copy of the document should be filed with the Court and the party should retain the original. A party may also request at the time of filing or within 10 days thereafter, through a separate document, that the original be returned, rather than discarded, should the Clerk's Office ever determine it is no longer needed by the Court.

The pages of all documents filed manually should be one-sided in order to facilitate scanning by Court staff.

Additional Information

Additional information regarding electronic filing can be obtained by calling the help desk at 1-800-355-8498 or by writing to:

> Ms. Geri M. Smith, Clerk
> United States District Court
> Attention: Electronic Filing System Registration
> 801 W. Superior Avenue
> Cleveland, Ohio 44113-1830

Appendix 1

Known Problems and Troubleshooting

Known Problems

Converting documents to PDF.

      If WordPerfect 5.1 or 7.0 is used to write the document, and the document is more than three pages, Adobe Acrobat will not convert all pages to the PDF format. **The converted document will have missing pages.** Use Adobe Exchange to ensure the integrity of the converted PDF document.

Cannot login to the LIVE SYSTEM .

      CM/ECF services both Netscape 4.7 and Internet Explorer 5.5.

If you are using Netscape Navigator 4.6 or higher, and your password and login have both been correctly typed, and you still cannot login to the system, please call the Court's Help Desk at 1-800-355-8498.

To ensure the documents transmitted have arrived in their entirety, it is important to read the document after it is received by the court. This can be done by viewing the docket sheet for the case and selecting the transmitted document. The number of the transmitted document appears on your electronic filing receipt.

Troubleshooting Hints

If your login or password is not accepted, please ensure that they are typed correctly. The logins and passwords **are** case-sensitive.

Appendix 2
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
ELECTRONIC FILING ATTORNEY REGISTRATION FORM

This form is used to register for an account on the Northern District of Ohio Electronic Filing System (the system).
Registered attorneys will have privileges to electronically submit documents and to view the electronic docket sheets
documents. By registering, attorneys consent to receiving electronic notice of filings through the system. The
following information is required for registration:

PLEASE TYPE

Mr. / Mrs. / Ms. (circle one)

First Name: _____   Middle Name: _____

Last Name_____If appropriate circle one: Senior / Junior / II / III

Highest state court admitted: _____Bar ID Number: _____

Are you currently in good standing?   Yes _____   No _____

Firm Name: _____

Address: _____

City: _____State: _____ Zip Code: _____
Have you relocated to this address within the past year? Yes _____No _____
Voice Telephone Number: (_____) _____ Fax Number: (_____) _____
Internet Mail Address: _____

**Attorneys seeking to file documents electronically must be admitted to practice in the United States District
Court for the Northern District of Ohio pursuant to LR 83.5 and LCrR 57.5. Please complete which applies.**

Date admitted to practice in this Court: _____
If U.S. Department of Justice Attorney check here: _____
If admitted pro hac vice: Date motion for pro hac vice granted: _____in case number:_____
If Attorney of Record in MDL action indicate case number: _____

**By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies
and procedures governing the use of the electronic filing system. The undersigned also consents to receiving
notice of filings pursuant to Fed. R. Civ. P. 5(b) and 77(d) and Fed. R. Crim. P. 49(b)-(d) via the Court's
electronic filing system. The combination of user id and password will serve as the signature of the attorney
filing the documents. Attorneys must protect the security of their passwords and immediately notify the
Court if they learn that their password has been compromised by an unauthorized user.**

_____   _____
Signature of Registrant   Date
                Submit completed Registration Form to: Geri M. Smith, Clerk
                                                                                      United States District Court
                                                                                      Attention: Electronic Filing System Registration
                                                                                      801 West Superior Avenue
                                                                                      Cleveland, OH 44113-1830

Once your registration is complete, you will receive notification by U.S. Mail as to your user id and password needed
to access the system. Procedures for using the system will be available for downloading when you access the system
via the Internet. You may contact the Electronic Filing Help Desk in the Clerk's Office at 1-800-355-8498 if you
have any questions concerning the registration process or the use of the e filing system.

Appendix 3
ATTORNEY EVENTS LISTING (Civil)

Initial Pleadings and Service

Complaints and Other Initiating Documents
Amended Complaint
Amended Counterclaim
Amended Crossclaim
Amended Third Party Complaint
Bankruptcy Appeal
Complaint
Counterclaim
Crossclaim
Intervenors Complaint
Motion Pursuant to 28 USC 2255
Notice of Removal
Petition for Writ of Habeas Corpus (2241)
Petition for Writ of Habeas Corpus (2254)
Third Party Complaint

Service of Process

Process by Publication
Return of Service Executed
Return of Service Executed by U.S. Marshal
Return of Service Unexecuted
Return of Service Unexecuted by U.S. Marshal
Service Acknowledged
Subpoena Returned Executed
Subpoena Returned Un-executed
Waiver of Summons Returned

Answer to Complaints

Answer to Amended Complaint
Answer to Complaint
Answer to Complaint in a Removal Case
Answer to Counterclaim
Answer to Crossclaim
Answer to Intervenor Complaint
Answer to Motion Pursuant to 28 USC 2255
Answer to Third Party Complaint
Brief by appellee
Return of Writ (2241)
Return of Writ (2254)

Other Answers, Briefs, Objections

Answer
Brief

Objection
Objection to Report and Recommendation
Response
Traverse to Return of Writ

Motions and Related Filings

Motions
Motion for appointment of counsel
Motion for attorney fees
Motion for certification of appealability
Motion for class certification
Motion for conference/hearing
Motion for contempt
Motion for costs
Motion for damages
Motion for default
Motion for default judgment
Motion for default judgment (Govt. Collection Cases Only)
Motion for directed verdict
Motion for disbursement/distribution
Motion for extension of time
Motion for judgment as a matter of law
Motion for judgment on the pleadings
Motion for leave
Motion for more definite statement
Motion for new trial
Motion for order
Motion for partial summary judgment
Motion for permanent injunction
Motion for preliminary injunction
Motion for protective order
Motion for publication of notice
Motion for reconsideration
Motion for relief
Motion for ruling
Motion for sanctions
Motion for summary judgment
Motion for temporary restraining order
Motion for withdrawal of reference (Bankruptcy)
Motion for writ of habeas corpus ad prosequendam
Motion for writ of habeas corpus ad testifcandum
Motion in limine
Motion to alter/amend judgment
Motion to amend complaint
Motion to appeal in forma pauperis
Motion to appear pro hac vice
Motion to attend by telephone
Motion to bifurcate
Motion to change/transfer venue
Motion to clarify
Motion to compel discovery
Motion to consolidate cases
Motion to continue
Motion to dismiss
Motion to dismiss case

Motion to dismiss count
Motion to dismiss for lack of jurisdiction
Motion to dismiss party
Motion to disqualify attorney/law firm
Motion to disqualify judge
Motion to enforce
Motion to excuse
Motion to excuse appearance
Motion to intervene as a party
Motion to invest funds
Motion to lift stay
Motion to proceed in forma pauperis
Motion to proceed without prepayment of fees
Motion to quash
Motion to reassign case
Motion to recuse judicial officer
Motion to remand case
Motion to remove from
Motion to reopen case
Motion to seal
Motion to set aside
Motion to show cause
Motion to stay
Motion to strike
Motion to substitute attorney
Motion to substitute party
Motion to supplement
Motion to tax costs
Motion to unseal
Motion to vacate
Motion to withdraw as attorney
Motion to withdraw document

Responses and Replies

Memorandum In Support
Opposition
Reply
Response
Sur-Reply

Other Filings

Notices
Address Change Notice
Appeal Transcript Order Form
Application for Writ of Continuing Garnishment
Application to enter Default
Attorney Appearance
Attorney Substitution
Bill of costs
Corporate Disclosure Statement
Declaration of Untimely Filing
Initial Disclosures
Judgment Satisfaction

Notice
Notice of Deposition
Notice of Discovery Dispute
Notice of Dismissal
Notice of Filing Bankruptcy
Notice of Service
Notice of Suggestion of Death
Notice of removal from arbitration due to non-consent of parties
Position Statement re: CMC Agenda
Preliminary Estimate/Budget of Amount of Fees and Expenses
Report of Parties Planning Meeting
Settlement Notice
Status Report
Stipulation

Trial Documents

Deposition
Exhibit List
Exhibits
Pre-Trial Brief
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Jury Interrogatories
Proposed Voir Dire
Statement of Facts
Trial Brief
Witness List

Appeal Documents

Appeal Transcript Request
Designation of Record on Appeal
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal
Subsequent Notice of Appeal

Other Documents

Affidavit/Declaration
Appendix
Designation of Expert
Errata
Expert Report
Fact Sheet
Fact Sheet and Statement of Errors
Jury Demand
Letter
Markman Brief
Non-Appeal Transcript Order Form
Praecipe
Removal Statement (in State Court Removal Case)
Statement of Facts
Supplement

Transcript Order Form

Social Security Documents

Brief on the Merits
Fact Sheet
Fact Sheet and Statement of Errors
Transcript of Proceedings before the Social Security Administration

ADR Filings

ADR Notices
Agreed ENE Ranking Sheet filed
Agreed Mediation Ranking Sheet filed
Arbitration Ranking Sheet filed
Request to extend ADR deadlines
Request to reschedule ADR hearing
Schedules Arbitration hearing & Award deadline
Schedules ENE session & Report deadline
Schedules Mediation conference & Report deadline

Revision Date 2/4/04

Appendix 4

ATTORNEY EVENTS LISTING (Criminal)

Charging Instruments and Pleas

Plea-Related Documents
Plea Agreement

Motions and Related Filings

Motions
Acquittal
Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appoint Counsel
Appoint Expert
Bifurcate
Bill of Particulars
Bond
Brady Materials
Certificate of Appealability
Change Venue
Compel
Consolidate Cases
Continue
Declaration of Mistrial
Directed Verdict
Disclosure
Dismiss
Dismiss/Lack of Jurisdiction
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Early Termination of Probation
Exclude
Expedite
Extension of Time to File Document
Extension of Time to File Response/Reply
Extension of Time to Indict
File Amicus Brief
File Excess Pages
Forfeiture of Property
Handwriting Exemplars
Hearing
In Limine
Inspect

Issuance of Warrant in rem
Joinder
Judgment NOV
Judicial Recommendation Against Deportation
Leave to Appeal
Leave to File Document
Medical Exam
Medical Treatment
Miscellaneous Relief
Modify Conditions of Release
New Trial
Order of Competency to Stand Trial
Produce
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Quash Indictment/Information
Reassign Case
Reconsideration
Recusal
Reduce Sentence
Release Bond Obligation
Release from Custody
Release of Funds
Remand
Report and Recommendations
Return of Property/PostTrial
Return of Property/PreTrial
Return of Surety
Revoke
Sanctions
Seal
Seal Case
Seal Document
Sealed Motion
Separate Trial on Counts
Service by Publication
Set Aside Forfeiture
Set Aside Judgment
Set Aside Sentence
Set Aside Verdict
Sever Defendant
Show Cause
Show Cause re Revocation of Probation
Show Cause re Revocation of Supervised Release
Special Appearance
Speedy Trial
Strike
Substitute Attorney
Suppress
Take Deposition
Travel
Unseal Case
Unseal Document
Vacate

Vacate (2255)
Warrant
Warrant for Arrest of Property
Withdraw Document
Withdraw Plea of Guilty
Withdraw Plea of Nolo Contendere
Withdraw as Attorney
Writ

Reponses and Replies

Affidavit in Opposition to Motion
Affidavit in Support of Motion
Reply to Response
Response in Opposition
Response in Support
Response to Motion

Other Filings

Detention
Arrest
Arrest - Other District
Arrest - Rule 40
Arrest of Material Witness
Bond
Detainer Lodged
Temporary Commitment

Discovery Documents

Demand for Alibi Witness
Demand for Public Authority Witness
Notice of Alibi
Notice of Alibi Witness
Notice of Error or Defect
Notice of Insanity Defense
Notice of Insanity Witness
Notice of Intent to Use Evidence
Notice of Issue of Foreign Law
Notice of Public Authority Defense
Notice of Public Authority Opposition Witness
Withdrawal of Alibi
Withdrawal of Insanity Defense
Withdrawal of Insanity Witness
Withdrawal of Public Authority Defense

Waivers

Waiver of Indictment
Waiver of Interstate Agreement on Detainers
Waiver of Minimum Time to Trial
Waiver of Preliminary Examination or Hearing

Waiver of Presence at Arraignment
Waiver of Presentence Investigation Report
Waiver of Rule 40 Hearings
Waiver of Speedy Trial
Waiver of Trial by Jury

Service of Process

Application for Writ of Habeas Corpus ad Prosequendum
Application for Writ of Habeas Corpus ad Testificandum
Certificate of Service
Judgment Returned Executed
Search Warrant Returned Executed
Search Warrant Returned Unexecuted
Summons Returned Executed
Summons Returned Unexecuted
Warrant Returned Executed
Warrant Returned Unexecuted
Writ of Habeas Corpus ad Prosequendum Executed
Writ of Habeas Corpus ad Prosequendum Unexecuted
Writ of Habeas Corpus ad Testificandum Executed
Writ of Habeas Corpus ad Testificandum Unexecuted

Notices

Deferral of Prosecution
Nolle Prosequi
Notice (Other)
Notice of Attorney Appearance - Defendant
Notice of Attorney Appearance - USA
Notice to Resume Prosecution

Trial Documents

Exhibit List
Proposed Jury Instructions
Proposed Voir Dire
Request for Special Findings of Fact
Stipulation to Jury
Trial Brief

Witness List

Appeal Documents
Appeal of Magistrate Judge Decision to District Court - Criminal Case
Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case
Defendant Brief
Defendant Reply Brief
Designation of Record on Appeal
Government Brief
Government Reply Brief
Notice of Appeal - Conditions of Release
Notice of Appeal - Final Judgment
Notice of Appeal - Interlocutory

Notice of Docketing Appeal from Magistrate Judge Decision
Transcript Request - Appeal

Other Documents

Affidavit
Affidavit - Rule 40
Consent to Inspection of PSI
Consent to Magistrate Judge Disposition on Motion
Consent to Trial Before US Magistrate Judge
Financial Affidavit - CJA23
Information to Establish Prior Conviction
Objection to Presentence Investigation Report
Objection to Report and Recommendations
Praecipe
Presentence Investigation Report
Pretrial Memorandum
Redacted Document
Refusal of Magistrate Judge Jurisdiction
Response
Response to Order to Show Cause
Sealed Document
Sentencing Memorandum

Appendix 5

	)	
	)	
Plaintiff	)	Case No.
	)	
v.	)	Judge
	)	
Defendant	)	Notice of Manual Filing
	)	
	)	

      Please take notice that [Plaintiff/Defendant, Name of Party] has manually filed the following document or thing

      [Title of Document or Thing]

This document has not been filed electronically because

      the document or thing cannot be converted to an electronic format
      the electronic file size of the document exceeds 1.5 megabytes (about 15 scanned pages)
      [Plaintiff/Defendant] is excused from filing this document or thing by court order.

The document or thing has been manually served on all parties.

                      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
                      [attorney bar number, if applicable]