**CM/ECF Tips:** 

**Obtaining Written Opinions for Free** 

**Obtaining a List of Cases by Category** 

Obtaining a List of Documents Filed by Date Range and/or Case Category

**Turning CM/ECF Document Headers Off/On** 

**Setting up E-Mail Notification** 

**Adding Attachments with Full Descriptions** 

# United States District Court Northern District of Ohio Obtaining Written Opinions

You can easily obtain a listing of written opinions issued by the Court after April 16, 2005, as well as copies of the documents themselves, for free. Here's how.

- 1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
- 2. Click on **Reports**
- 3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
- 4. Click on **Written Opinions** under Civil and Criminal Reports
- 5. The Written Opinions Report screen will provide you with a variety of selection criteria to help you fine tune your search including: Case Number, Name, Office, Nature of Suit, Case Type, Cause, Case Flags, etc.). A screen shot is on the next page. Keep the default values for most of the items as they are. Change only those values that will help you meet your needs.

In the following example, we will search for all Written Opinions entered from 5/13/2005 to 5/19/2005

- a. Select an appropriate filing data range. Enter a **Filed** date of "5/9/2000" and a **to** date of "5/13/05".
- c. Click **Run Report**.
- 6. The system will provide you with a list Written Opinions that meet the selection criteria.

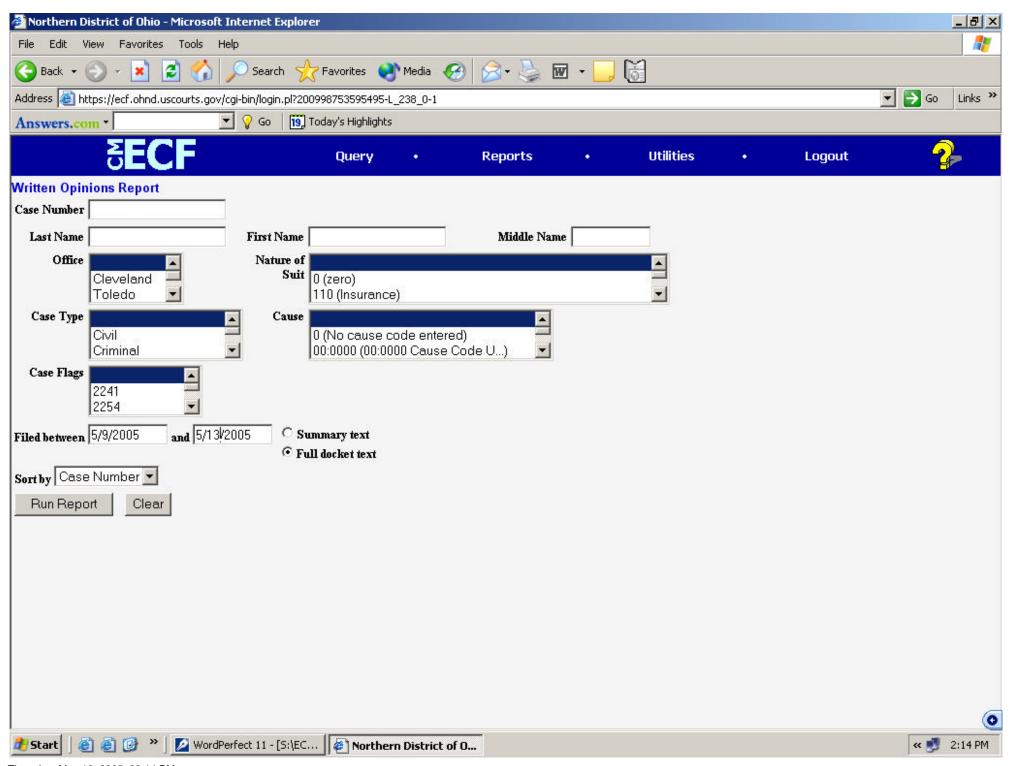
#### **Notes:**

Written Opinions are defined by the Judicial Conference as as "any document issued by a judge of the court sitting in that capacity that sets forth a reasoned explanation for a court's decision." The responsibility for determining which documents meet this definition rests with the authoring judge

The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of Suit by holding down the control (ctrl) key when you click on your selections.

The **Filed** / **to** dates can be set for any range, but the system only identifies Written Opinions issued April 16, 2005 and later.

While access to Written Opinions is now free, PACER fees still apply for other documents.



#### **Cases by Case Category**

Did you know that you can obtain a list of civil cases filed in this Court by case category? It's easy. Here's how you do it.

Suppose you wanted to obtain a list of all pending **Insurance** cases.

- 1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
- 2. Click on **Reports**
- 3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
- 4. Click on **Civil Cases** under Civil Reports
- 5. The Civil Cases Report screen will provide you with a variety of selection criteria (Office, Case Type, Nature of Suit, Case Flags, Cause, etc.). A screen shot is on the next page. Keep the default values for most of the items as they are. Change the following to meet your needs:
  - a. Select the desired **Nature of Suit**. In this example, scroll down the Nature of Suit list and highlight **110** (**Insurance**).
  - b. Make sure the **Open Cases** check box is checked.
  - c. Select an appropriate filing data range. For this example I will enter a **Filed** date of "1/1/2000" and a **to** date of "5/19/05".
  - d. Click **Run Report**.
- 6. The system will provide you with a list of the pending Insurance cases.

#### **Notes:**

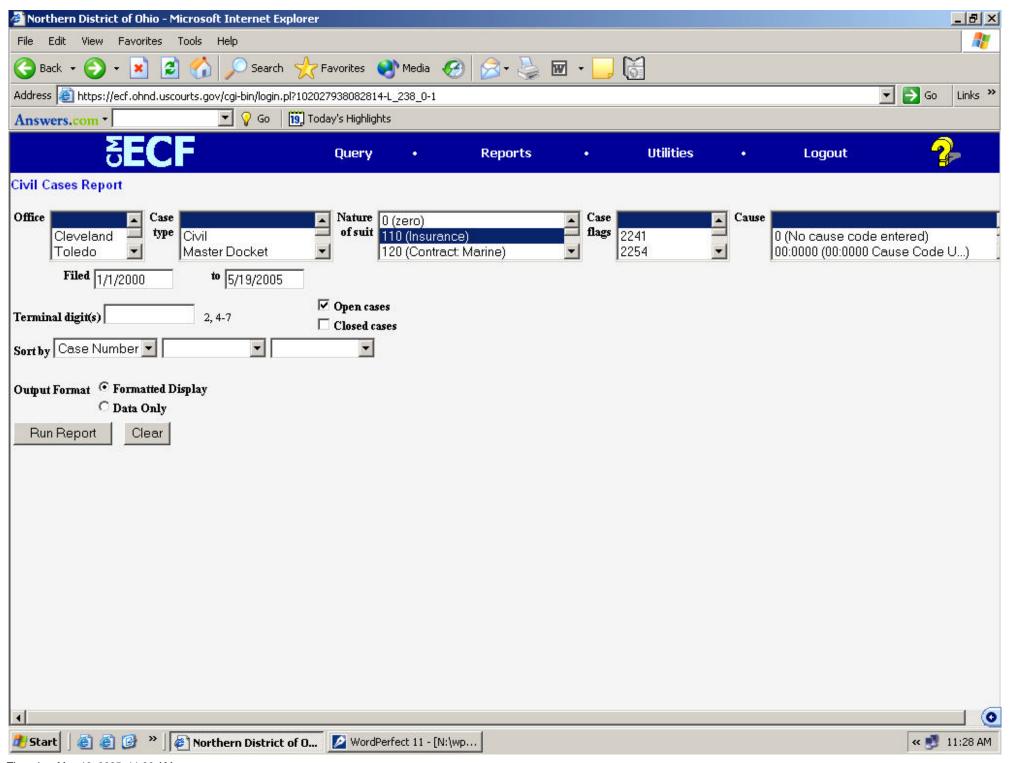
The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of Suit by holding down the control (ctrl) key when you click on your selections.

The **Filed** / **to** dates can be set for any range. The system has most cases going back to the early 1990s.

The system permits you to select **Open Cases** and/or **Closed Cases** by checking the appropriate check box.

The amount of time it takes to run the report is dependent upon a number of factors including your selection criteria and the number of users using the system.

Give it a try.



# Obtaining a List of Documents Filed by Date Range and/or Case Category using the Docket Activity Report

The Docket Activity Report can help you obtain a list of documents filed with the Court for any day, or during any date range, with convenient links to the documents themselves. You can even narrow your search to documents filed in a specific case or category of cases, such as Patent cases. Here's how to do it. (**Note that applicable PACER charges apply**.)

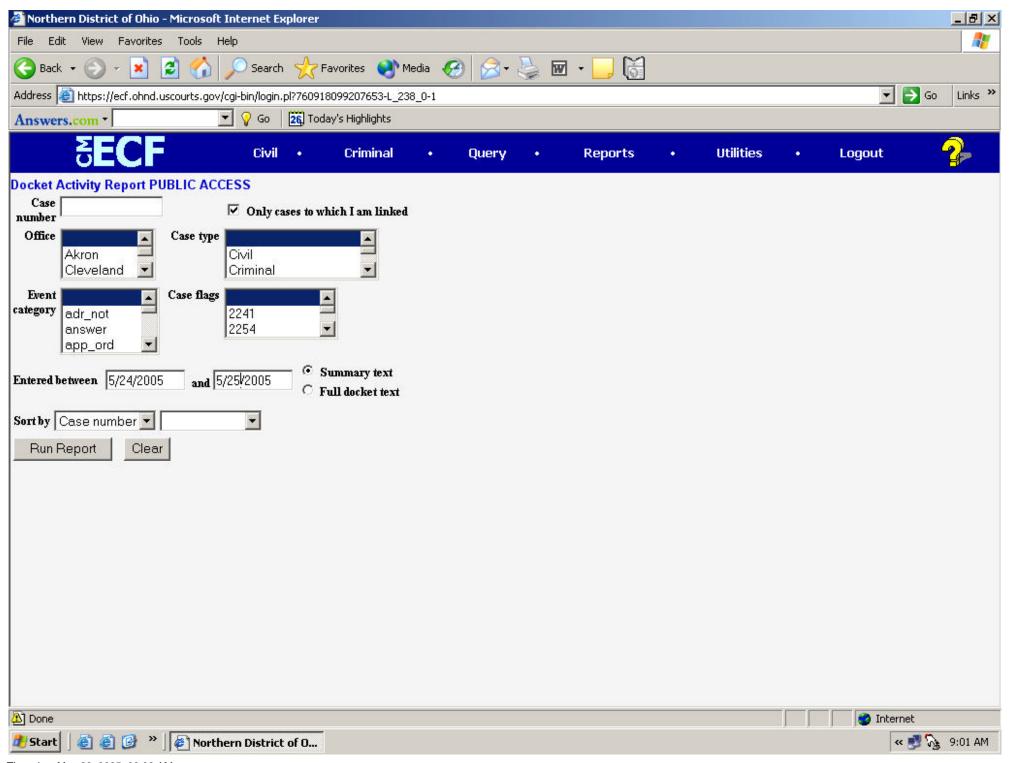
Suppose you want to obtain a list of the documents filed from May 23rd to May 24th of 2005:

- 1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
- 2. Click on **Reports**
- 3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
- 4. Click on **Docket Activity**
- 5. The Docket Activity Report screen will provide you with a variety of selection criteria (Case number, Office, Case Type, Event Category, Case Flags, etc.). A screen shot attached. Keep the default values for most of the items as they are. Change only the items necessary to narrow the focus to the cases you want. In this example, only the date range needs to be altered.
  - a. To obtain the cases filed on May 23-24, 2005 change the dates to read:
    - "Entered between 5/23/2005 and 5/24/2005"
  - b. Click **Run Report**.
- 6. The system will provide you with a list of the documents entered into the system on those dates.

**Notes**: You can focus your search on a single case (just enter the case number) or a particular case category (select the appropriate Case Category flag). You can select more than one Case Category by holding down the control (ctrl) key when you click on your selections. The Case Category flag codes are:

CAT01	Admiralty	CAT08	Personal Injury
CAT02	Antitrust	CAT09	Administrative (Social Security)
CAT03	Civil Rights	CAT10	Tax
CAT04	Contract	CAT11	Copyright / Trademark
CAT05	Habeas Corpus	CAT12	General Civil
CAT06	<b>Labor Relations</b>	CAT13	Death Penalty
CAT07	Patent		

The time it takes to run the report is dependent upon your selection criteria and the number of users on the system. Experiment with whichever search criteria meet your needs.



# United States District Court Northern District of Ohio Turning the CM/ECF Document Headers Off/On

The CM/ECF software allows case number, document number, date filed and page number to be displayed in a header on PDF document pages. The original PDF documents filed with the Court will not be altered in any way; instead, the case information will be generated at the time the document is accessed for viewing and/or printing, and affixed to the top of the document pages.

You can easily turn the PDF Document header feature off if you do not want headers to be displayed on documents you view or print. Here is how.

- 1. Log into the Court's CM/ECF system using your CM/ECF account.
- 2. Click on <u>Utilities</u>
- 3. Click on Maintain Your Account
- 4. Deselect the *Add Headers to PDF Documents* check box.
- 5. Click Submit button.
- 6. Click Submit button.

If you wish to turn the PDF document header feature back on, simply follow steps one through three above, reselect the *Add Headers to PDF Documents* check box and follow steps five and six.

## **Maintain Your Account**

(Set up E-Mail Notifications, add additional E-Mail Addresses)

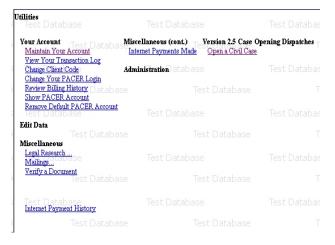
# Log into CM/ECF



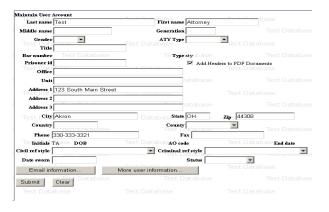
#### Click on Utilities



#### Click on Maintain Your Account



#### Click on the Email information . . . button



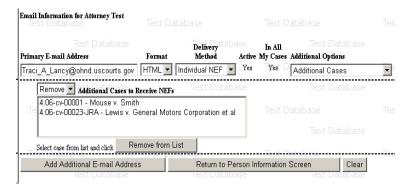
To add additional cases to the list for your email address, you must select **Additional Cases** from the *Additional Options* dropdown list.

Email Information for Attorney Test t Test Database			Test Database				
Test Database Primary E-mail Address	Format	Delivery Method	Active 1		Test Dat		_
Traci_A_Lancy@ohnd.uscourts.gov  Add Additional E-mail Addres:		Individual NEF 🔽 Return to Pe			Hide Options Screen	Clear	<b>▼</b> S
t Test Database							

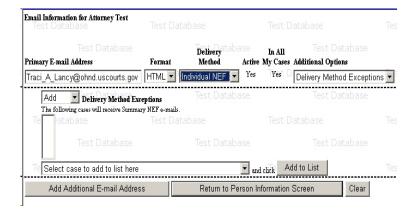
You must select **Add** from the *Additional Cases to Receive NEFs* dropdown list that appears. Enter the case number(s). You can add as many cases to the list as desired.

Email Information for Attorney Test Test Database						
Test Database Primary E-mail Address Traci_A_Lancy@ohnd.uscourts.gov	Format		Active My Cases A	Test Database  dditional Options  Additional Cases	st Da	
Add Additional Cases to	Receive NEFs	Test Databas	se	Test Database		
Te latabase						
Test Database						
Enter case number	and click	Add to List	Toot Do	tahan	Took Do	
Add Additional E-mail Addres	ss	Return to Pers	son Information S	creen Clear Test Database		

To remove a case from the list, you must select **Remove** from the Additional Cases to Receive NEFs dropdown list and then click on the appropriate case number. A Remove from List button appears, allowing you to remove the case from the list.

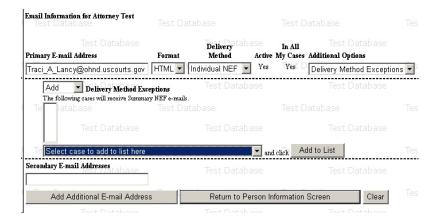


There are two delivery methods fro receiving NEFs: individual and summary. The delivery method of choice is selected for all the cases in your list. However, if you want to receive the opposite method of delivery for one or some cases, you should select **Delivery Method Exceptions** from the *Additional Options* dropdown list. If you then select **Add** from the *Delivery Method Exceptions* dropdown list that appears, you can select the case(s) to add for the other delivery method.



To add and configure additional e-mail addresses, click the **Add Additional E-mail Address** button, which causes the *Secondary E-mail Addresses* field to appear.

If you enter a valid e-mail address, the e-mail settings options appear for modification, which works the same as for your primary e-mail address. You can change the format, delivery method, and active settings; add additional cases, removes cases; and set delivery method exceptions for the secondary e-mail address.

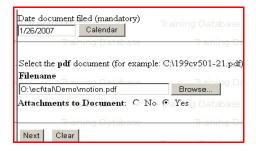


All changes are submitted by clicking on the **Return to Person Information Screen** button.

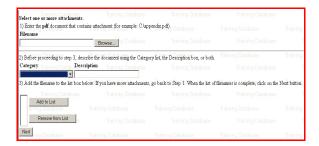
Click on the Submit button.

# Adding Attachments to Documents with Thorough Description

After browsing and uploading your main document click **Yes** for "Attachments to Document:"



The next screen allows the filer to add attachments to the main document.



- Browse and upload your attachment
- Click on the Category box and select a word that is applicable to your attachment. If none apply, do not select a word.
- Add descriptive text in the Description box. The box is free text.

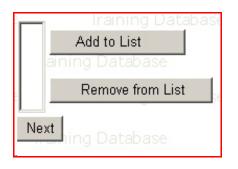
It is **not** necessary to repeat the word you selected in the Category pick list again in the Description box.

#### Incorrect:



#### **Correct:**





- Click the Add to List button
- The filer can then browse for another attachment or Click on the Next button.

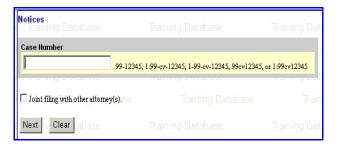
#### Sample docket text

Motion to Expand the Record filed by Test Defendant. Related document(s) <u>157</u>, <u>156</u>. (Attachments: # <u>1</u> Exhibit 3 - Deposition of Sgt. John Doe; # <u>2</u> Exhibit 8 - Declaration of trial counsel Jane Doe; # <u>3</u> Exhibit 9 - Declaration of trial counsel Mary Smith; # <u>4</u> Exhibit 10 - Declaration of Test Plaintiff; # <u>5</u> Exhibit 11 - Declaration of John Smith; # <u>6</u> Exhibit 12 - Declaration of Mayor City; # <u>7</u> Exhibit 13 - Declaration of Peter Smith; # <u>8</u> Exhibit 14 - Declaration of Joe Williams; # <u>9</u> Exhibit 15 - State v. Smith trial testimony of John Doe; # <u>10</u> Exhibit 17 - State v. Smith trial testimony of John Smith. (Test, Atty)

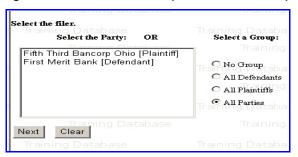
#### **Joint Filings**

Documents filed on behalf of multiple parties are called joint filings. Examples include stipulations, joint motions, and the report of parties planning meeting.

To submit a joint filing select your event (notice, motion, etc.) as usual. Then enter the case number and place a  $\sqrt{\ }$  in the "Joint filing with other attorney(s)" box and click "Next".



Select each party for whom you are filing by highlighting (ctrl-clicking) the names in the pick list or by selecting "all defendants", "all plaintiffs" or "all parties".



**IMPORTANT:** You <u>must</u> remove the  $\sqrt{\phantom{a}}$  from the screen below if you do not represent the joint filing party. Otherwise, you will create an incorrect attorney/party association.

