

U.S. DISTRICT COURT
Middle District of Pennsylvania

ECF

Electronic Case Files

User Manual

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ELECTRONIC CASE FILES SYSTEM

USER MANUAL

GETTING STARTED

Introduction

This manual provides procedures and instructions for using the Electronic Case Files (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all civil, criminal and miscellaneous cases in the system. A Filing User should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document Files (PDF).

The following definitions are used throughout this User Manual:

- A. “Electronic Filing System” refers to the court’s automated system that receives and stores documents filed in electronic form. The program is part of the CM/ECF (Case Management/Electronic Case Files) software which was developed for the Federal Judiciary by the Administrative Office of the United States Courts.
- B. “Filing User” is an individual who has a court-issued login and password to file documents electronically.
- C. “Notice of Electronic Filing” is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and an electronic link (hyperlink) to the filed document which allows recipients to retrieve the document automatically.
- D. “PACER” (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court docket information over the Internet.
- E. “PDF” refers to Portable Document Format. A document file created with a word processor, or a paper document which has been scanned, must be converted to portable document format to be filed electronically with the court. Converted files contain the extension “.pdf”.
- F. “Proposed Order” is a draft document submitted by an attorney for a judge’s signature. A proposed order shall accompany a motion or other request for relief as an electronic attachment to the document.
- G. “Technical Failure” is defined as a malfunction of court owned/leased hardware, software, and/or telecommunications facility which results in the inability of a Filing User to submit a filing electronically. “Technical Failure” does not include the malfunctioning of a Filing User’s equipment.

Help Desk

Call the court's Help Desk for telephone assistance in using ECF between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday, at one of the following toll free numbers:

(Scranton) 1-866-263-8479

(Harrisburg) 1-866-333-3261

(Williamsport) 1-866-736-3914

ECF System Capabilities

A Filing User with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the court's ECF system to perform the following functions:

- Open the court's web page.
- View, print or download the most recent version of the ECF User Manual.
- Self-train on ECF using the ECF Tutorial, which is available on the district court's ECF web site.
- Practice entering documents into ECF using a "training" system and database. The "training" ECF system is similar to the "live" ECF database.
- Electronically file pleadings and documents in actual cases.
- View official docket sheets and other documents associated with cases.
- View reports for cases that were filed electronically.

Requirements

Hardware and Software Requirements

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

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh.
- A word processing software package such as WordPerfect or Microsoft Word.
- Adobe Acrobat software (reader & writer) to convert documents from the format of their native application to portable document format (PDF). Adobe Acrobat writer is included in WordPerfect's Version 9 or higher.
- A scanner to convert paper documents that are not in a word processing format to digital format for electronic filing in the court's ECF system (e.g. medical records filed as exhibits). Use a scanner **ONLY** if you **cannot** electronically prepare your documents with a word processing software package and convert them to PDF format. When scanning documents for ECF, scan at a resolution of **200 to 240 dpi**. Scanning at resolutions greater than 240 dpi tends to clutter the electronic

transfer with unwanted markings and print. All documents should be scanned with a “black and white” setting unless the exhibit is colored.

- An Internet service provider and web browser. The court has verified that its installed version of ECF is compatible with Netscape Navigator version 4.7 and Microsoft’s Internet Explorer version 5.5.

Users of ECF have experienced some compatibility issues with versions of Netscape Navigator lower than 4.7; America On-Line’s version of Netscape Navigator; and versions of Internet Explorer other than Version 5.5. Any version of Internet Explorer requires the user to clear the temporary Internet files/history of the web browser each time ECF is accessed. This will ensure web pages viewed within ECF display all available options.

CLEARING TEMPORARY FILES/HISTORY IN INTERNET EXPLORER

Follow the steps below before accessing ECF.

- Open Internet Explorer and select Tools. Select Internet Options.
- In the Temporary Internet Files section, select “delete files”.

CLEARING TEMPORARY FILES/HISTORY IN NETSCAPE NAVIGATOR

Follow the steps below before accessing ECF.

- Open Netscape Navigator and select Edit. Select Preferences.
- In the Category section, select Navigator.
- In the History section, select “Clear History”.

Scope of Electronic Filing

All civil, criminal and miscellaneous cases shall be assigned to the Electronic Filing System. Except as expressly provided herein or by order of court, or in exceptional circumstances including technical failures, a Filing User shall electronically file all documents required to be filed with the court.

The filing of initial papers may be accomplished either electronically under procedures outlined in Section entitled “How to File Initial Pleadings/Documents” in this manual or traditionally on paper.

An initiating document submitted on paper must be accompanied by a disk or CD-Rom containing the document in PDF format. In a case removed to the federal court, parties are required to provide electronic copies of all documents previously filed in the state court. Service of the summons and complaint must be made under Federal Rule of Civil Procedure 4.

An attorney who is not a Filing User within six months from March 3, 2003, must show to the chief judge good cause to file and serve pleadings and other papers in the traditional manner. A party who is not represented by counsel may file papers with the clerk in the traditional manner, but is not precluded from filing electronically.

Sealed Documents

A document subject to a sealing order must be filed in the traditional manner on paper in a sealed envelope marked "sealed" accompanied by a disk or CD-ROM containing the document in PDF format. Only the motion to file a document under seal may be filed electronically, unless prohibited by law. The order of the court authorizing the filing of documents under seal may be filed electronically, unless prohibited by law.

Special Filing Requirements and Exceptions

I. Special Filing Requirements

The documents listed below shall be presented for filing in the traditional manner on paper and accompanied by a disk or CD-ROM containing the document in PDF format:

Sealed
In Camera
Confidential Agreements
Ex Parte
Qui Tam Cases

II. Exceptions

- A. Permissive Exceptions - The following documents may be excluded from the Electronic Filing System and filed solely on paper:

ANY DOCUMENT WHICH CONTAINS MORE THAN 200 PAGES.

- B. Mandatory Exceptions - The following documents are excluded from the Electronic Filing System and shall be filed solely on paper:

ADMINISTRATIVE RECORDS IN SOCIAL SECURITY CASES

GRAND JURY MATTERS:

The following documents are examples of grand jury matters:

- 1) Minute Sheets of Swearing in and empanelment;
- 2) Grand Jury Returns;
- 3) Voting Slips;
- 4) Order appointing alternate juror (existing juror requests to be excused from grand jury for medical or some other reason);
- 5) Motions to quash subpoenas and orders ruling on them;
- 6) Motions to enforce subpoenas and orders ruling on them;
- 7) Motions for immunity and orders ruling on them;
- 8) Motions for appointment of counsel and orders ruling on them.

WARRANTS ISSUED:

-
- 1) Arrest Warrants;
 - 2) Seizure Warrants;
 - 3) Search Warrants;
 - 4) Pen Registers (Wire Tap Orders);
 - 5) Bench Warrants

PRE-INDICTMENT/PRE-INFORMATION:

- 1) Complaints filed by U.S. Attorney on behalf of Federal agents or by the Federal Agents themselves.
- 2) Affidavits (These usually accompany the complaints described above and are signed by the federal agent). Federal agents include FBI, DEA, Attorney General Task Force, IRS.
- 3) Warrant issued by another district for a defendant residing in our district. The Rule 5 (arraignment) hearing is held in our district and then the paperwork is sent to other district on a Rule 40 Transfer.

JURY EMPANELMENT LISTS

ELIGIBILITY, REGISTRATION AND PASSWORDS

If you are interested in registering for ECF you may obtain the required registration form from the court's web site at www.pamd.uscourts.gov or by calling the clerk's office at (570) 207-5600 and requesting one. A copy of the registration form is included as an attachment to this manual and the court's Standing Order.

An attorney admitted to the Bar of this court, including an attorney admitted *pro hac vice*, may register as a Filing User by completing the prescribed registration form (See Exhibit A) and submitting it to the clerk. Registration as a Filing User constitutes consent to electronic service of all documents in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

A person who is a party to an action who is not represented by an attorney may register as a Filing User in the Electronic Filing System solely for purposes of the action. If during the course of the action the person retains an attorney who appears on the person's behalf, the attorney must advise the clerk to terminate the person's registration as a Filing User upon the attorney's appearance.

When registering, an individual must have an established PACER account and certify that ECF training has been completed. An individual may register more than one Internet e-mail address. Once the registration is processed by the clerk, the Filing User will receive notification of the user login and password. A Filing User shall protect the security of the User's password and immediately notify the clerk if the Filing User learns that the password has been compromised.

Once registration is complete, a Filing User may not withdraw from participation in the Electronic Filing System except by leave of court. A Filing User involved in more than one pending case may not elect to participate in the Electronic Filing System in less than all such pending cases.

An applicant should return the completed and signed registration form to the clerk's office through e-mail at ecfreg@pamd.uscourts.gov, by fax at (570) 207-5650, or by delivering the form to the clerk's office at

any one of the following locations:

William J. Nealon Federal
Building & U.S. Courthouse
235 N. Washington Avenue
P.O. Box 1148
Scranton, PA 18503

Federal Building & U.S. Courthouse
228 Walnut Street
P.O. Box 983
Harrisburg, PA 17108

U.S. Courthouse
240 W. Third Street
Suite 218
Williamsport, PA 17701

After processing the properly completed registration form, the clerk's office will open a user account and contact you through e-mail with your ECF system login and password. Informing registered users by e-mail will ensure that the court has the proper e-mail address.

PACER REGISTRATION

ECF users must have a PACER account. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

ECF TRAINING

Individuals can log into the court's ECF training database on the Internet at <https://ecf-train.pamd.uscourts.gov> to practice ECF filing. The court also offers the following ECF training:

- 1) Training classes are held at the courthouses in Scranton, Harrisburg and Williamsport. The training is conducted by the clerk's office and you may obtain the training schedule by visiting the court's web site at www.pamd.uscourts.gov or by calling the clerk's office and requesting a copy;
- 2) ECF Tutorial - Computer Based Training (CBT) available on CD or on-line at the court's web site;
- 3) On-site training at a law firm can be arranged through the clerk's office.

To register for class training or arrange on-site training please contact one of the following court personnel:

Scranton:	Kevin Calpin	(570) 207-5601
Harrisburg:	Gary Hollinger	(717) 221-3950
Williamsport:	Thomas Miller	(570) 323-6380
	Lisa Gonsalves	
	or	
	Kenn Williams	

We strongly recommend that Filing Users practice in the "training" ECF database before filing documents in the "live" ECF database.

Access to the training database is authorized with the following logins and passwords:

<u>Logins</u>	<u>Passwords</u>
user1	user1
user2	user2
user3	user3

user4	user4
user5	user5
user6	user6
user7	user7
user8	user8
user9	user9
user10	user10

Consequences of Electronic Filing

Electronic transmission of a document to the Electronic Filing System in accordance with the court's Standing Order, together with the transmission of a Notice of Electronic Filing from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court, and constitutes entry of the document on the docket kept by the clerk under Fed.R.Civ.P. 58 and 79 and Fed.R.Crim.P. 49 and 55.

When a document has been filed electronically, the official record of that document is the electronic recording as stored by the court, and the filing party is bound by the document as filed. A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing from the court.

The fact that a party files a document electronically does not alter the filing deadline for that document. Electronic filing must be completed before midnight Eastern time in order to be considered timely filed that day. In accordance with Rule 6(e) of the Federal Rules of Civil Procedure and Rule 45(c) of the Federal Rules of Criminal Procedure, service by electronic means is treated the same as service by mail for the purposes of adding three (3) days to the prescribed period to respond.

Entry of Court Orders and Related Papers

A document entered or issued by the court will be filed in accordance with the Standing Order of Court, Re: Electronic Filing Policies and Procedures, and such filing shall constitute entry on the docket kept by the clerk under Fed.R.Civ.P. 58 and 79 and Fed.R.Crim.P. 55.

All signed orders will be filed electronically by the court or court personnel. An order filed electronically without the original signature of a judge shall have the same force and effect as if the judge had affixed a signature to a paper copy of the order and the order had been entered on the docket in a conventional manner.

A Filing User submitting a document that requires a judge's signature shall submit the document as an electronic attachment to a motion or other request for relief in accordance with the procedure for a "Proposed Order" as outlined in this manual.

Notice of Court Orders and Judgments

Immediately upon the entry of an order or judgment in an action, the clerk will transmit to Filing Users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed.R.Civ.P. 77(d) and Fed.R.Crim.P. 49(c). The clerk

must give notice in paper form to a person who has not consented to electronic service.

Signatures

The user login and password required to submit documents to the Electronic Filing System serve as the Filing User's signature on all electronic documents filed with the court. They serve as a signature for purposes of Fed.R.Civ.P.11, all other Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules of this court, and any other purpose for which a signature is required in connection with proceedings before the court.

Each document filed electronically must indicate in the caption that it has been electronically filed. An electronically filed document must include a signature block in compliance with Local Rule 5.2(b), and must set forth the name, address, telephone number, fax number, e-mail address, and the attorney's Pennsylvania or other state bar identification number, if applicable. When listing the identification number, the state's postal abbreviation shall be used as a prefix (e.g., PA12345, NY2243316). In addition, the name of the Filing User under whose login and password the document is submitted must be preceded by an "s/" and typed in the space where the signature would otherwise appear. No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User.

A document containing the signature of a defendant in a criminal case shall be electronically filed as a scanned document in PDF format that contains an image of the defendant's original signature. The Filing User is required to verify the readability of the scanned document before filing it electronically with the court.

A document requiring signatures of more than one party must be filed electronically either by: (1) submitting a scanned document containing all necessary signatures; (2) representing the consent of the other parties on the document; (3) identifying on the document the parties whose signatures are required and by the submission of a notice of endorsement by the other parties no later than three business days after filing; or (4) in any other manner approved by the court.

Service of Documents by Electronic Means

Nothing in these procedures shall eliminate the responsibility of a party to make service in accordance with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of Court.

A. Service of Process

Fed.R.Civ.P. 5(b) and Fed.R.Crim.P. 49(b) do **not** permit electronic service of process for purposes of obtaining personal jurisdiction, i.e., Rule 4 service. Therefore, service of process must be effected in the traditional manner.

B. Other Types of Service

1. Filing User

Upon the electronic filing of a pleading or other document, the court's Electronic Filing System will automatically generate and send a Notice of Electronic Filing to all Filing Users associated with that case. Electronic Service by the court of the Notice of Electronic Filing constitutes service of the filed document and no additional service upon Filing Users is required.

2. Individual who is not a Filing User

A Non-Filing User is entitled to receive a paper copy of any electronically filed document from the party making such filing. Service of such paper copy must be made according to the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules.

C. **Time to Respond Under Electronic Service**

In accordance with Rule 6(e) of the Federal Rules of Civil Procedure and Rule 45(c) of the Federal Rules of Criminal Procedure, service by electronic means is treated the same as service by mail for the purposes of adding three (3) days to the prescribed period to respond.

D. **Certificate of Service**

A Certificate of Service is still required with an electronic filing. This may be included as part of the document. You may use the "Mailing Information For a Case" feature in ECF under "Utilities", to obtain information regarding those individuals who require service by electronic and regular mail. Please remember that electronic service is not authorized for service under FRCP 4.

Retention Requirements

A document that is electronically filed and requires an original signature other than that of the Filing User must be maintained in paper form by counsel and/or the firm representing the party on whose behalf the document was filed until one year after all periods for appeals expire. Such papers in criminal cases shall be retained by the United States Attorney. On request of the court, said counsel must provide the original document for review.

PREPARATION

Setting Up Adobe Acrobat PDF Reader

A Filing User must install Adobe's Acrobat or Acrobat Reader in order to view documents that have been electronically filed with the clerk's office. If not using WordPerfect version 9 or above, a Filing User must install the full version of Adobe's Acrobat software to convert electronic files from their native word processing application format to Portable Document Format (PDF). All new documents prepared for ECF cases must be converted to PDF before entering them into ECF or transmitting them to the court. After installing these products, review and follow Adobe's directions for using Acrobat or Acrobat Reader.

Portable Document Format (PDF)

Only documents in PDF format may be filed with the court using its ECF System. Before sending the file to the court, users should preview the actual PDF document to ensure it is complete and in the proper format.

Viewing a PDF Document

- Open Adobe Acrobat or Acrobat Reader.
- Select **[File]** on the menu bar and choose **[Open]** from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send.
- If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move about within the document.
- Click on the **View** menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

Converting Electronic Documents to PDF Format

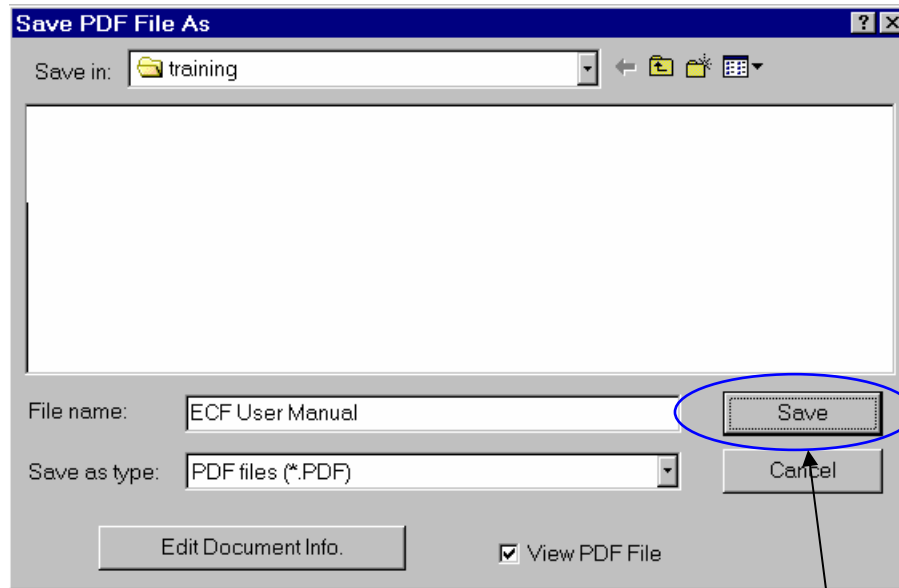
You must convert all of your documents from their native word processing application to PDF format before submitting them to the court through its Electronic Case Filing (ECF) system. The conversion process requires Adobe Acrobat or Word Perfect version 9 or above word-processing application with its built-in PDF conversion capabilities.

From Word Perfect Version 9 or Above

- Open the document in WordPerfect version 9 or above.
- From the menu bar, click on **[File]** and from the drop-down menu select **[Publish to PDF]**.
- Save the file as a PDF file, giving it a .pdf extension.
- The file is now in Adobe PDF format under the newly designated name. The original document remains in WordPerfect format with its original file name.

For all other versions of WordPerfect, all versions of Microsoft Word, all Microsoft Office products, and other Adobe Acrobat-supported software applications

- Install Adobe Acrobat on your computer
- In your word processing application, open the document you wish to convert.
- Select **[Print]** from the menu bar. Within the **Current Printer** field of the **Printer** window, select the option to change the selected printer. A drop-down menu opens and a list of printer choices is displayed.
- **Select Adobe PDF Writer.**



- Click [OK] to “print” the file. Instead of the file printing to your printer, the following window opens.
- Name the document, verify the “saved file type” is .pdf , and click the [Save] button.
- Your document is now saved as a PDF file and will be uploaded to ECF later in the filing process.

BASICS

User Interactions

A user normally interacts with the Electronic Case Filing (ECF) system in three ways.

- Entering information in data fields.
- Mouse-clicking on hyperlinks.
- Selecting command buttons to direct system activities.

Conventions used in this Manual:

- User data entry is shown enclosed in angle brackets: <data entry>.
- Hyperlinks are displayed in **underlined boldface type**.
- Command buttons appear in **[bracketed boldface type]**.

Incorrectly Filed Documents

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.

For assistance telephone the ECF Help Desk at one of the following toll free numbers:

Scranton	1-866-263-8479
Harrisburg	1-866-333-3261
Williamsport	1-866-736-3914

You will need to provide the case and document number for the document in question. If appropriate, the clerk's office will make an entry indicating that the document was filed in error. You may be advised that you need to re-file the document or petition the court for other appropriate relief. The ECF system does not permit you to make changes to the misfiled document or incorrect docket entry after the transaction has been accepted.

Initiating Documents

A. Civil and Miscellaneous Initiating Documents - Civil complaints, other civil initiating documents and miscellaneous initiating documents shall be filed in one of two ways:

- 1) **Electronically** – A Filing User is encouraged to use the ECF system to electronically file a civil initial pleading such as a complaint or petition for removal. To do so, a Filing User must have a credit card number registered with the clerk's office. Credit card information may be entered on the ECF registration form or the user may call the clerk's office at (570) 207-5600 to register a credit card account number. All credit card information will be kept completely secure and confidential. (Please see section "How To File Initial Pleadings/Documents.")
- 2) **Traditionally** – in paper form accompanied by a floppy disk or CD-Rom

NOTE: After your document has been filed using either method listed above, the clerk's office will assign a case number and judge, *open your case in ECF and notify you electronically when your case is open.*

B. Criminal

A Criminal initiating document such as a criminal complaint, indictment or information shall be filed in electronic form. Any document which bears the signature of the defendant must be scanned into PDF format and filed electronically (see section entitled "Signatures"). Please see Filing Criminal Initial Pleadings Section.

User Manual

You can view or download the most recent version of this manual (in PDF format) from the court's web page. Enter <http://www.pamd.uscourts.gov> in your browser's location field and, when the court's web page opens, click on the [Electronic Case Filing](#) hyperlink.

<p>Note: The ECF User Manual is best viewed using Version 5 of Adobe Acrobat Reader. The electronic version of the User Manual contains bookmarks to help you navigate quickly from one section to another. This bookmarking feature can be viewed only with Acrobat Reader 5.0. Users can download a free copy of Acrobat Reader 5.0 from Adobe's web site at http://www.adobe.com.</p>
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ENTERING THE ECF SYSTEM

This section of the User Manual provides instructions for entering the Electronic Case Filing (ECF) system. You may enter the system by going to the court's web page at <http://www.pamd.uscourts.gov> and clicking on the [Electronic Case Filing](#) hyperlink. See Figure 1.

Figure 1



After clicking on the [Electronic Case Filing](#) hyperlink, a new screen opens providing the user with several choices for using ECF. From the ECF screen, select [Begin Electronic Case Filing](#) (shown in Figure 2) to enter the live ECF system. The screen depicted in Figure 2 also contains hyperlinks to the ECF Tutorial, ECF User Manual, and ECF Training Area.

Figure 2

[Begin Electronic Case Filing.](#)

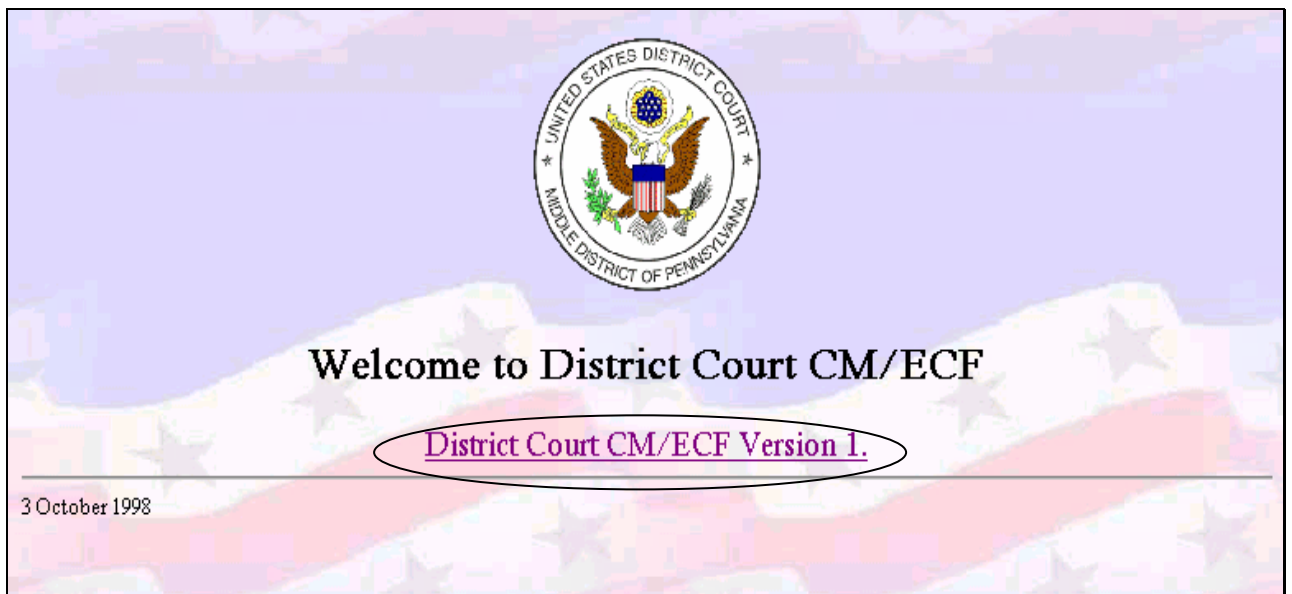
After you have selected **Begin Electronic Case Filing**, the ECF *Welcome* screen appears as depicted in Figure 3.

Alternatively, Filing Users may enter the ECF system directly by typing the following URL into the location field of their ECF-compatible web browser.

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

This URL connects you directly to the court's ECF screen depicted in Figure 3. Point and click on the **Case Management/Electronic Case Filing System** hyperlink to open the login screen and login to ECF.

Figure 3



Logging In

Proceed to the next page for login instructions. You should have already received a login and password when you registered for electronic filing. If you have not been contacted by the clerk's office with a login and password, you are not yet officially registered in ECF. Please contact the help line for assistance.

Figure 4 depicts the login screen.

Figure 4

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:

Enter your ECF login name and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are case sensitive. The client code is provided so that attorneys may track filings and PACER usage by client. Enter your client's name, law office file number or some distinctive code that will allow you to track transactions by client.

Note: Use your **ECF** login and password if you are entering the system to file a document 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 your **PACER** login and password. As of July 2002, there is a charge of .07 per page for viewing, printing and/or downloading case dockets and documents. The maximum amount you will be charged is \$2.10 or 30 pages viewed, printed or downloaded

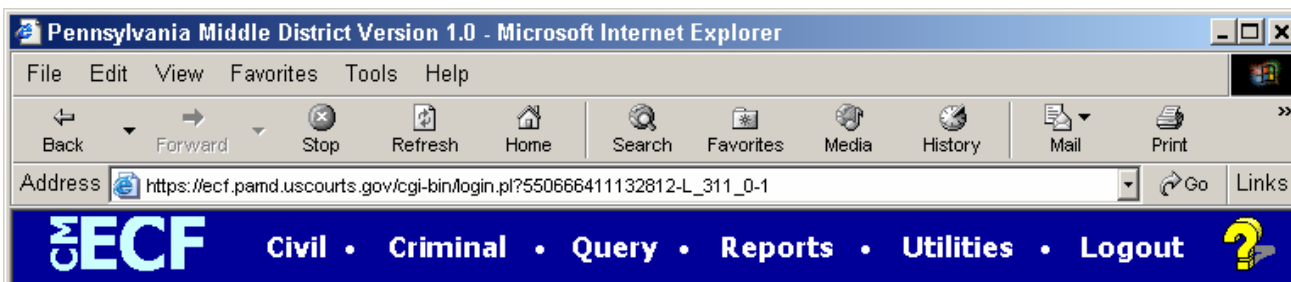
Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login, password and client code information, click on the **[Login]** button to transmit 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 the screen.
Login failed either your login name or key is incorrect.
- Click on the browser **[Back]** button and re-enter your correct login and password.

After ECF accepts your login and password, your monitor will display the Main ECF screen

with a *Blue* functional selection menu bar at the top. See Figure 5.

Figure 5



Note: The date and time *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login. If you believe the date and time of your last login are not correct, or you suspect an unauthorized party is using your login and password, telephone the court's Help Desk with this information 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 and miscellaneous case pleadings, motions, and other court documents. If filing in a miscellaneous case be sure to select "mc" as the case type.
- Criminal** - Select **Criminal** to electronically file all criminal case pleadings, motions, and other criminal court documents.
- Query** - **Query** ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You must login to **PACER** before you can query ECF.
- Reports** - Choose **Reports** to retrieve cases-filed reports and docket sheets. 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** - Provides the means to gracefully exit from ECF.

CIVIL EVENTS FEATURE

Filing Users will use the Civil Events feature of ECF to electronically file and docket with the court a variety of pleadings, motions, and other documents for civil cases.

General Rules and Manipulations

Manipulating the Screens

Each event screen has two buttons associated with data entry:

- Use the **Clear** button to remove **all** characters entered in its associated field or box.
- Use the **Next** button to accept entered data, display the next data-entry screen and commit and finalize your transaction.

Correcting a Mistake



Use the **[Back]** button on the browser toolbar to retrieve the previous screen to correct data entry errors. Only the clerk's office can make changes or corrections to documents that have already been transmitted to the court. You may use the [Back] button of your browser to correct data entry until you see the "Attention" warning message. Once you click on the next button after seeing this message you will have no further opportunity to go back and correct any mistakes.

How To File Initial Papers and/or Documents in Civil, Criminal and Miscellaneous Cases

There are nine basic steps for filing a pleading and/or document in ECF.

- 1) Select the Case Type from the blue menu bar at the top of your screen (Civil or Criminal).
- 2) Select the type of Event to file (e.g. complaint, motion, etc.).
- 3) Locate the case for which the pleading or document is being filed.
- 4) Designate the parties for whom the pleading or document is being filed.
- 5) Specify the PDF document to file.
- 6) Add attachments, if any, to the document being filed.
- 7) Modify docket text as necessary.
- 8) Submit the pleading or document to ECF.

-
- 9) Receive notification of docketing.

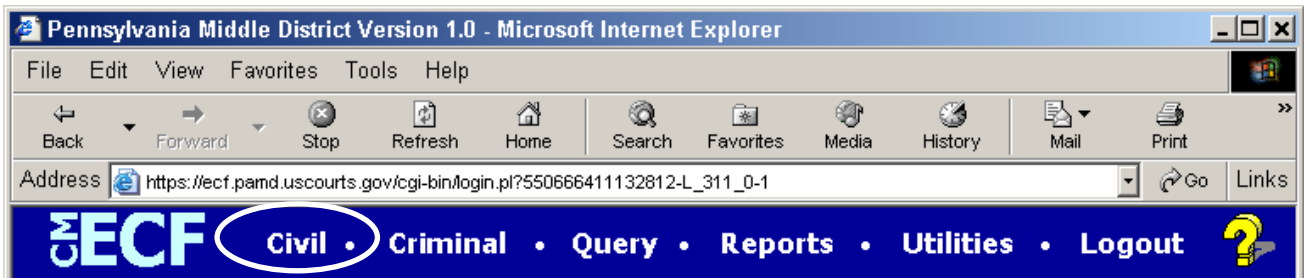
Filing an Initial Pleading in a Civil or Miscellaneous Case

A Filing User may file a civil or miscellaneous initial pleading if the Clerk's Office has credit card information on file. The Initial Pleadings menu will only appear for a Filing User who has provided the Clerk's Office with a credit card. Any document that requires a filing fee (e.g. Notice of Appeal, Request for Pro Hac Vice Admission) must also be paid by credit card if electronically filed through ECF.

After successfully logging into ECF, follow these steps to file a civil or miscellaneous initial pleading (e.g. complaint).

1. Select the type of Event that is being filed.

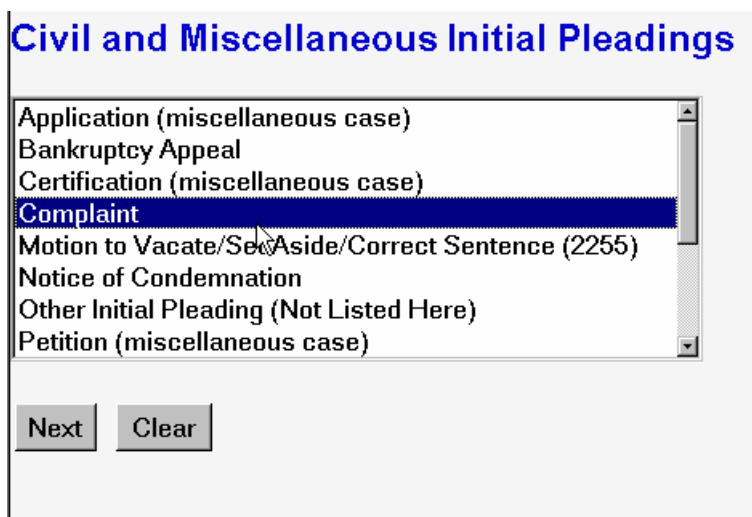
- Select **Civil** from the **blue** menu bar at the top of the ECF screen to file a Civil or Miscellaneous Initial Pleading. This section of the User Manual describes the process for filing a Civil Complaint in ECF.



- The Civil Event window opens displaying all of the events that you may choose to electronically file a pleading or document.
- Click on **Initial Pleadings (Must Have Credit Card on File in Clerk's Office)** under the **Initial Pleadings Event Group**.



- A drop-down menu will appear with fourteen (14) initial pleading types listed. Click on the drop-down menu and select **Complaint**.



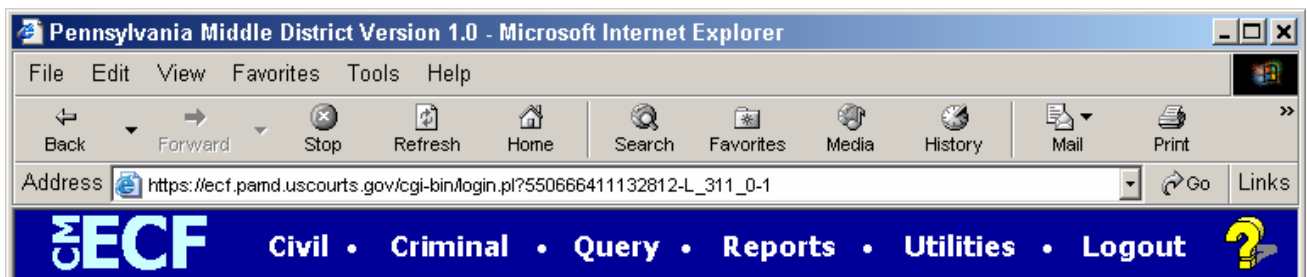
- The case type “at” will be used for filing a **civil** or **miscellaneous** initial pleading. Enter **02-6000** as the case number. The **02-6000** case number is a fictitious case that will allow the clerk’s office to receive an initial pleading electronically. ECF does not have case opening and case assignment modules for attorneys at this time.

- You will be prompted to attach your initial pleading in PDF format. The screens on the next few pages outline the process for doing this.
- NOTE: If you have other documents to file along with your initial pleading (e.g. Civil Cover Sheet, motion, etc) you must electronically file these documents in PDF format as **attachments** to your initial pleading. (See Attachments and Exhibits) You may wish to use the new automated JS 44 Civil Cover Sheet (WordPerfect Version) found on our website. When using the new form, complete the information and convert the document to PDF format as you would with any other word processing document. You need not file the instruction sheets when filing the JS 44. We have provided the JS 44 instructions as a separate file on our website for your reference.
- Once the clerk’s office receives your complaint, it will be assigned a case number and judge and opened in the CM/ECF system by the clerk’s office. You will be electronically noticed when the case is opened.

Filing an Initial Pleading in a Criminal Case

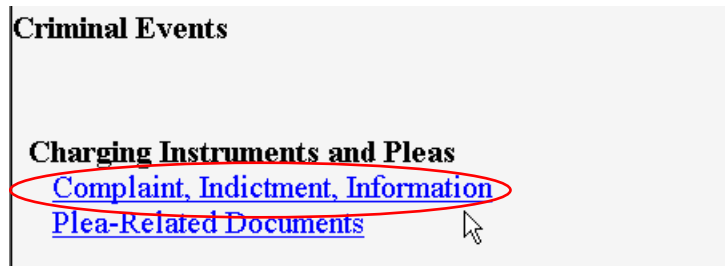
An appropriate Filing User (e.g. U.S. Attorney) may file a Criminal Complaint, Indictment, Information or Rule 20/21 Transfer in ECF. The process for electronically filing an Indictment is described below:

- Select **Criminal** from the [blue](#) menu bar at the top of the ECF screen.

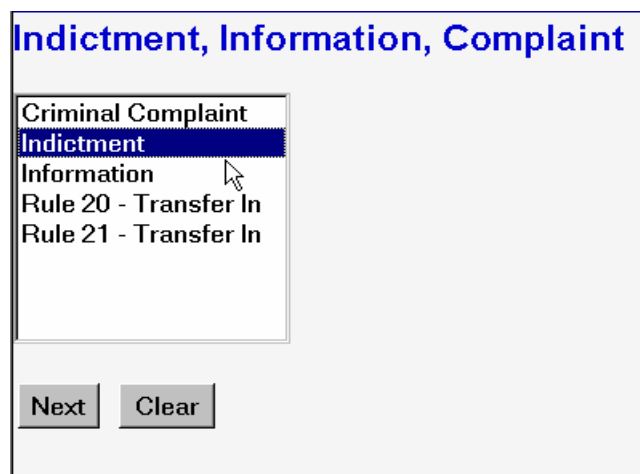


- Select **Complaint, Indictment, Information** under the **Charging Instruments and Pleas**

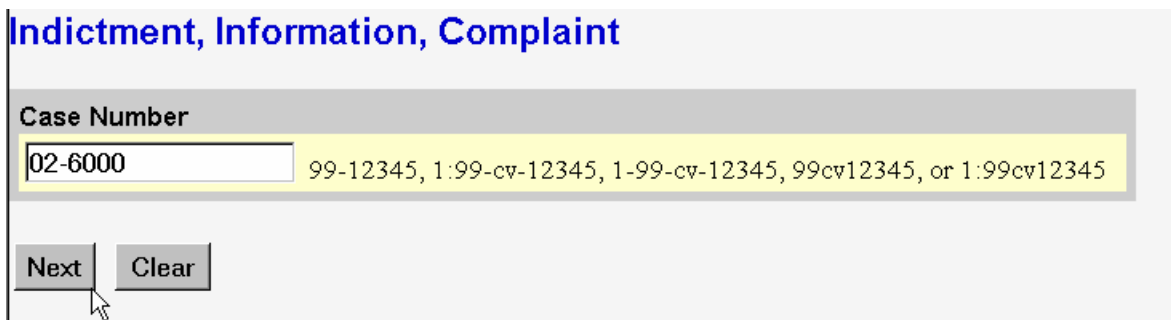
event group.



- A drop-down menu will appear with five initial pleading types listed. Click on the drop-down menu and select **Indictment**.



- The case type "ra" will be used for filing a criminal initial pleading. Enter **02-6000** as the case number. The 02-6000 case number is a fictitious case that will allow the clerk's office to receive an initial complaint, indictment or information electronically.



- You will be prompted to attach your initial pleading in PDF format. The screens on the next few pages outline the process for doing this.
- NOTE: If you have other documents to file along with your initial pleading (e.g. Criminal Cover Sheet, motion, etc) you must electronically file these documents in PDF format as **attachments** to your initial pleading. (See Attachments and Exhibits)
- Once the clerk's office receives your indictment, it will be assigned a case number and judge

and opened in the CM/ECF system by the clerk's office. You will be electronically noticed when the case is opened.

Filing a Motion or Other Type of Document

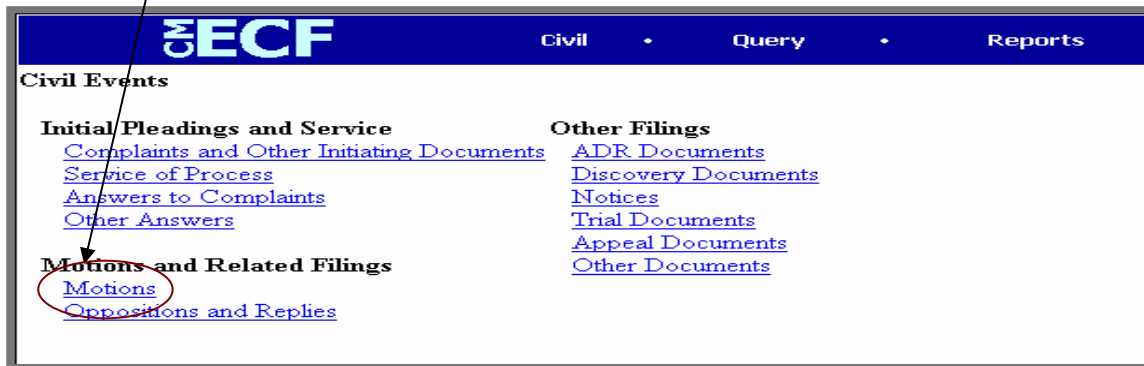
The process for filing initial pleadings is very similar to the process for filing other documents as the screens are basically the same.

For purposes of describing the Electronic Filing process and the ECF screens, this section of the User Manual describes the process for filing a Motion in ECF.

1. Select the Type of Civil Event that is being filed.

- 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. (See Figure 6)
- Click on **Motions** under **Motions and Related Filings**.

Figure 6



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. See Figure 7. 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 the **[NEXT]** button.

Figure 7

The screenshot shows the ECF Motions interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is the 'Motions' section. A dropdown menu is open, listing various motion types: Order of Sale, Partial Summary Judgment, Permanent Injunction, Preliminary Injunction (highlighted), Proceed In Forma Pauperis, Produce, Protective Order, and Quash. Below the dropdown are 'Next' and 'Clear' buttons. A yellow tip box on the right contains the text: 'Tip: Type the first letter of the title of your pleading. ECF will scroll within the drop-down box to the first pleading whose title begins with the letter you typed.' A white note box at the bottom contains the text: '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. Locate the Case for Which the Document is Being Filed

A new screen (Figure 8) opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on the [NEXT] button.

The screenshot shows the ECF Motions interface with a 'Case Number' field. The field contains '02-555'. Below the field, a list of suggested case numbers is displayed: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. The 'Next' button is highlighted with a yellow background. Arrows from the caption point to the 'Case Number' field and the 'Next' button.

Note: ECF defaults to the last case in which you worked. *Ensure the proper case number is entered in this field to avoid filing your document to the wrong case. The case number format is Year-Number. The case type is not needed. If ECF finds a civil and criminal case with the same number it will list both cases. You will need to click on the appropriate case type number.*

- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.
- Click [OK] to acknowledge and close the error message. Click the [Clear] button on the screen and re-enter the case number in the correct format.
- Click on the [NEXT] button.

3. Designate the Parties for Whom the Document is Being Filed

ECF refreshes the screen with a list of parties in the case. See Figure 9.

Figure 9



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 **CTRL KEY** while pointing and clicking on each party of the group.

After highlighting the parties filing the motion, click on the [**NEXT**] button.

4. Specify the PDF Document to File

ECF accepts the party or parties you selected and refreshes the screen to display a new screen depicted in Figure 10. ECF displays a field for locating and entering the PDF file of the document you are filing.

Note: It is imperative that you attach an electronic copy of the actual motion when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document and Filing Users will be unable to retrieve and read your document from within ECF.

Figure 10

ECF Civil • Criminal •

Motions

[3:02-cv-00555-TIV Calpin v. Terruso](#)

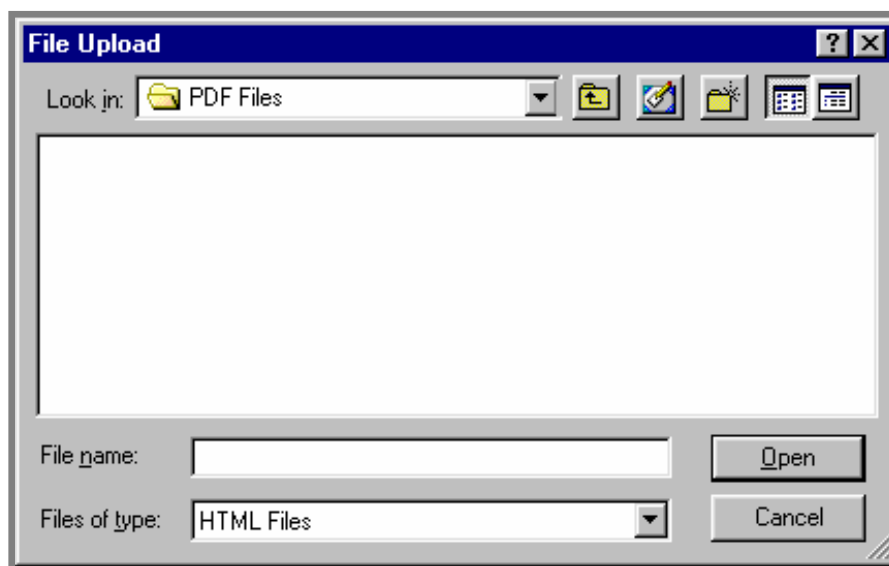
Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

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



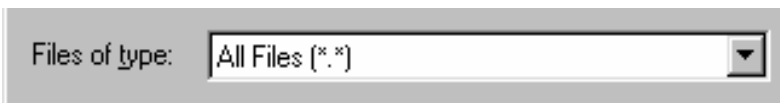
If necessary, change the **Files of type** from:



to:



or:

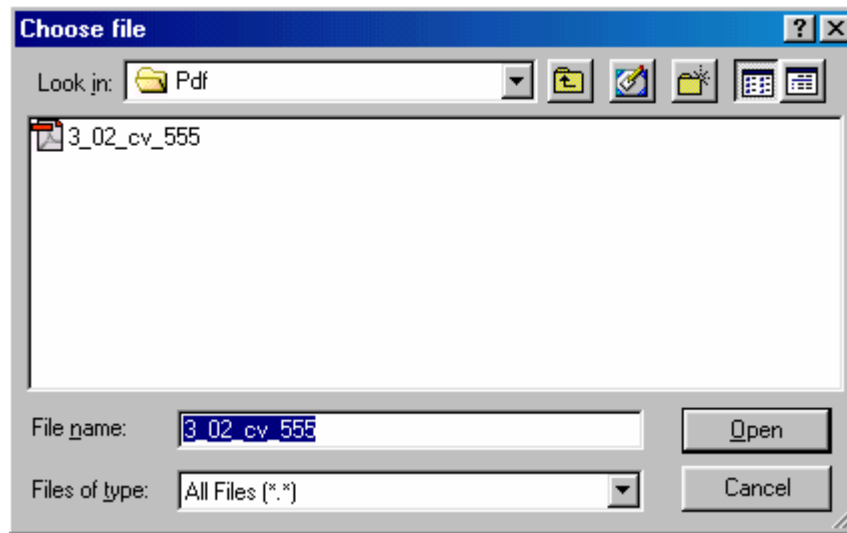


Navigate to the appropriate directory and file name to select the PDF document you wish to file.

- Highlight the file to upload to ECF. See Figure 11A.

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.

Figure 11A



Note: Ensure that the highlighted file name appears in the **File name** field as depicted in Figure 11A. The court suggests you choose a name for the document file that indicates the case number and document title.

- Click on the **[Open]** button from the screen depicted in Figure 11A. ECF closes the **File Upload** screen and inserts the PDF file name and location in the screen depicted in Figure 11B.

Figure 11B

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page title is 'Motions' and the case identifier is '3:02-cv-00555-TIV Calpin v. Terruso'. A text prompt asks the user to 'Select the pdf document (for example: C:\199cv501-21.pdf)'. The 'Filename' field contains the path 'C:\My Documents\PDF\3_02_cv_555.pdf' and a 'Browse...' button. The 'Attachments to Document' section has radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons, with the 'Next' button circled.

- If there are no attachments to the motion, click on [NEXT].

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.

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links for Civil, Criminal, Query, and Reports. Below the header, the page title is 'Motions' and the case identifier is '3:02-cv-00555-TIV Calpin v. Terruso'. An error message is displayed: 'ERROR: Document is not a well-formed PDF document (no further information is available)'. Below the error message is a 'Back' button, which is circled.

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

-
- Click on the **[Back]** button and ECF will return to the screen depicted in Figure 11A. Select and highlight the PDF file and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file, ECF will display the error message depicted in Figure 12.

Figure 12



Use the **[Back]** button on your browser toolbar to return to the screen depicted in Figure 11. Enter the PDF file name for the document you are filing.

At any point during your filing, you may click on your browser **[Back]** button to return to the screens in Figures 11A or 11B. Identify a PDF document and proceed with the filing.

If you have Attachments to your motion, you will select **[Yes]** on the screen depicted in Figure 11B. Click on **[NEXT]** and proceed to the first step in Section 5, **“Adding Attachments to Documents Being Filed”**.

5. Filing Attachments and Exhibits

A Filing User must submit in electronic form all documents referenced as exhibits or attachments in accordance with the court’s ECF User Manual, unless otherwise ordered by the court. A Filing User shall submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Filing Users who file excerpts of documents as exhibits or attachments under this rule do so without prejudice to their right to timely file additional excerpts or the complete document. Responding parties may timely file additional excerpts or the complete document that they believe are directly germane.

A. Page Limits

1. Word Processing Documents Converted to PDF – If an attachment is more than 200 pages long, you must divide the document into 100 page attachment files.
2. Scanned Documents – For scanned documents and/or images exceeding 50 pages in length, create separate attachment files of 50 pages each.
3. Scanned Exhibit Documents Exceeding 200 Pages – Scanned exhibits exceeding 200 pages shall be filed in paper form with an original and one (1) copy.

B. Proposed Orders

A proposed order shall be electronically filed as an attachment to a motion electronically filed and should be described as such by using the drop-down box and selecting “proposed order”. (See Attachments above.)

How to Add Attachments and Exhibits To Documents Being Filed (e.g. Proposed Order)

If you acknowledged the need to attach documents to your motion during the previous step, a new screen appears as depicted in Figure 13.

Figure 13

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
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Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

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

Type	Description
<input type="text"/>	<input type="text"/>

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.

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 drop-down 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**].

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

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

Type	Description
<input type="text" value="Proposed Order"/>	<input type="text"/>

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.

ECF adds the selected document as an attachment to the motion. A new 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]**.

The previous screen closes and ECF opens a new window as depicted in Figure 14.

6. Refining Docket Text

From the screens depicted in Figures 14 and 15, determine the filing text that appears on the docket sheet.

- Click on the button in Figure 14 to open a modifier drop-down list. You may select one of the words in the drop-down list or leave the field blank.

Figure 14

ECF Civil • Criminal • Query • Reports • Utilities •

Motions
[3:02-cv-00555-TIV Calpin v. Terruso](#)

Docket Text: Modify as Appropriate.

by Kevin
 Calpin . (Attachments: # (1) Proposed Order) (attorney,)

- Click on the field by the party's name, and type a description of the document that will appear in the docket report. Refer to Figure 15.

Figure 15

ECF Civil • Criminal • Query • Reports • Utilities

Motions
3:02-cv-00555-TIV Calpin v. Terruso

Docket Text: Modify as Appropriate.

First MOTION for Preliminary Injunction to cease and desist from by Kevin Calpin. (Attachments: # (1) Proposed Order) (attorney,)

Next Clear

7. Submit Document For Filing

- After entering docket text, click on the [NEXT] button depicted in Figure 15. A new window appears (Figure 16) with the complete text for the docket report.

Figure 16

ECF Civil • Criminal • Query • Reports • Utilities

Motions
3:02-cv-00555-TIV Calpin v. Terruso

Docket Text: Final Text

First MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by Kevin Calpin. (Attachments: # (1) Proposed Order)(attorney,)

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

Next Clear

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

Note: The screen depicted in Figure 16 contains the following warning.

Pressing the NEXT button twice 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:

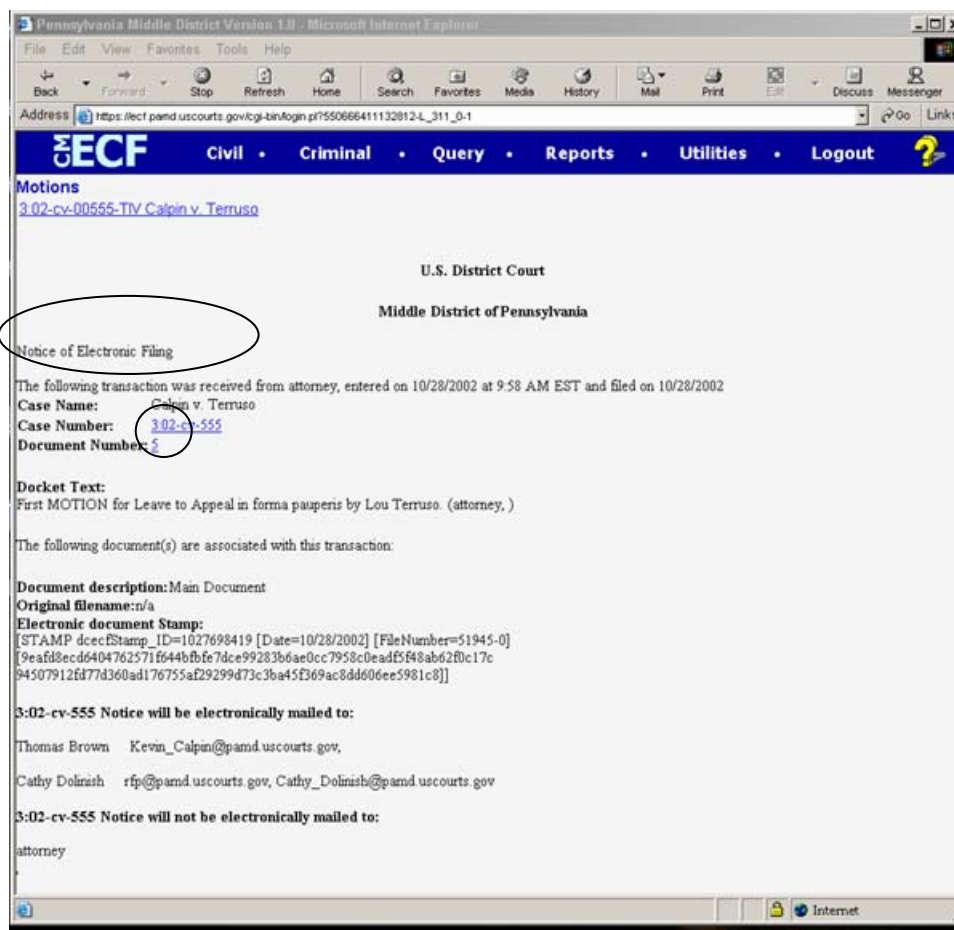
- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the web browser [**Back**] button until *you return to the desired screen.*

8. Notice of Electronic Filing

ECF opens a new window displaying the ECF filing receipt. See Figure 17.

- The screen depicted in Figure 17 provides confirmation that ECF has registered your transaction and the document is now an official court record. It also displays the date and time of your transaction and the number that was assigned to your document.

Figure 17



- Select [Print] on the browser toolbar to print the document receipt.
- Select [File] on the browser menu bar, and choose Save 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 for Filing Users associated with the case. As this represents your electronic file stamp, you may want to copy it to a file on your computer hard-drive, print it, and/or 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 registered as ECF Filing Users. The ECF filing receipt 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 document and the Notice of Electronic Filing to attorneys and parties who are not registered for electronic notification.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have registered as ECF Filing Users. Individuals who receive electronic notification of the filing are permitted “one free look” at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document to verify that it was properly docketed. The court strongly urges you to copy the document to your hard-drive for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

Reminder: It is the responsibility of filers to send hard copies of the document and **Notice of Electronic Filing** to attorneys and pro se parties who are not ECF Filing Users.

Filing Other Types of Documents

A Filing User who wishes to file a document other than a motion or application should make the appropriate selection from the **Civil Events** menu. The process for other filings is very similar to what has been described in this manual for filing a motion.

Filing Documents If ECF Is Not Accessible (Technical Failures)

Occasionally, Filing Users may be unable to electronically file documents due to technical problems with the court’s ECF system.

The clerk shall deem the court’s Electronic Case Filing web site to be subject to a technical failure if the site is unable to accept filings continuously or intermittently for more than one hour occurring after 12:00 noon (Eastern Time) that day. If a Filing User experiences technical failure, the document may be submitted to the court that day in an alternative manner, provided that it is accompanied by an affidavit of the Filing User’s failed attempts to file electronically at least two times in one hour increments after 12:00 noon. The following methods of filing are acceptable as a result of a technical failure:

1. via electronic mail in a PDF attachment, sent to the e-mail address for technical failures listed in the ECF User Manual;
2. in person, by bringing the document to the clerk’s office on paper accompanied by a disk or CD-ROM which contains the document in PDF format.
3. through facsimile transmission to the clerk’s office where the presiding judicial officer is stationed. When a Filing User subject to technical failure submits a document by fax, the document shall be filed electronically on the next business day.

The initial point of contact for any Filing User experiencing technical difficulty filing a document electronically shall be the court’s ECF Help Desk at the toll free numbers listed in this manual. A Filing User who suffers prejudice as a result of a technical failure may seek appropriate relief from the court.

PUBLIC ACCESS

A person may retrieve information from the Electronic Filing System at the court's Internet site by obtaining a PACER login and password. A person who has PACER access may retrieve docket sheets and documents in civil cases, except for social security cases, in which only counsel in the case may retrieve certain documents. Docket sheets in criminal cases are available to a person with PACER access, but only counsel for the government and for a defendant may retrieve documents electronically in a criminal case. Neither a social security case nor criminal case is available for public view over the Internet in accordance with the policy established by the Judicial Conference of the United States. However, when ordered by court upon the agreement of the parties, a high profile criminal case may be accessed when it is for the convenience of the parties and in the public interest to do so. Any case or document under seal shall not be available to the public through electronic or any other means.

A. Sensitive Information

As the public may access certain case information over the Internet through the court's Electronic Filing System, sensitive information should not be included in any document filed with the court unless such inclusion is necessary and relevant to the case. In accordance with Local Rule 5.2(d), if sensitive information must be included, the following personal data identifiers must be partially redacted from the document in a civil or criminal case (except in a Social Security Case), whether it is filed traditionally or electronically: Social Security numbers to the last four digits, financial account numbers to the last four digits, dates of birth to the year and the names of minor children to the initials.¹ Note: In criminal case documents only, home addresses also must be redacted to the city and state.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file in addition to the required redacted document: 1) a sealed and otherwise identical document containing the unredacted personal identifiers; or 2) a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right.

The sealed unredacted version of the document or the sealed reference list shall be retained by the court as a part of the record.

¹Documents in social security cases are excluded from the redaction requirement as they are not electronically available to the public over the Internet, pursuant to the privacy policy of the Judicial Conference of the United States.

In addition, caution must be exercised when filing documents that contain the following:

- 1) Personal identifying number, such as a driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information; and
- 5) proprietary or trade secret information;

Additional items for criminal cases only:

- 6) information regarding an individual's cooperation with the government;
- 7) information regarding the victim of any criminal activity;
- 8) national security information; and
- 9) sensitive security information as described in 49 U.S.C. Section 114(s).

Counsel is strongly urged to share this information with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that pleadings and other papers comply with the rules and orders of this court requiring redaction of personal identifiers. The clerk will not review each filing for redaction.

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 which opens up 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. As of July 2002, you will be charged a fee of \$.07 per page to access documents, docket sheets, etc. from ECF. The maximum amount you will be charged is \$2.10 or 30 pages viewed. You will not receive a bill from the PACER Service Center until you have incurred charges in excess of \$10.00.

Selecting a Case to Query

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted in Figure 18. 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 20.

Figure 18

The screenshot shows the ECF Query interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is the "Query" section. It features a "Search Clues" box with a yellow background. Inside this box, there are several search criteria: "Case Number" with a text input field and examples (99-500, 1:99cv500); "Def Number" with a text input field; "Filed Date" and "Last Entry Date" with date range pickers; "Nature of Suit" with a dropdown menu showing options like "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)"; "Last Name" with a text input field and examples (Desoto, Des*t); "First Name" and "Middle Name" with text input fields; and "Type" with a dropdown menu. At the bottom of the search clues box are "Run Query" and "Clear" buttons.

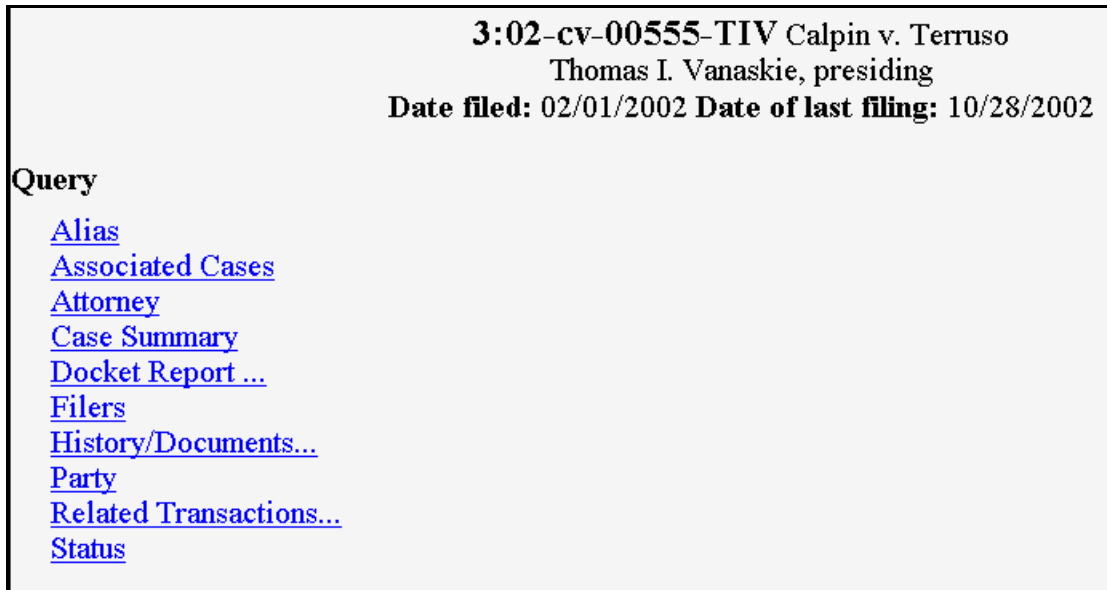
Also, you may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field in Figure 18. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure 19). If you click on the name of the party, ECF will open the query screen depicted in Figure 20. 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 20.

Figure 19

The screenshot shows the "Select A Person" screen in the ECF system. The top navigation bar is blue with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. The main content area has a white background with the title "Select A Person" centered. Below the title, it says "There were 2 matching persons." and lists two results: "[Jackson, David A.](#) (aty)" and "[Jackson, Thomas Charles](#) (aty)".

After querying the database by case number or by name, ECF opens the **Query** window for the specific case you selected. See Figure 20.

Figure 20



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 depicted in Figure 20. 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.

Figure 21

CM ECF		Civil	Criminal	Query	Reports
3:02-cv-00555-TTV Calpin v. Terruso Thomas I. Vanaskie, presiding Date filed: 02/01/2002 Date of last filing: 10/24/2002					
Case Summary					
Office:	Scranton	Filed:	02/01/2002		
Jury Demand:	Both	Demand:	\$500000		
Nature of Suit:	440	Jurisdiction:	Federal Question		
Cause:	28:1331 Fed. Question: Employment Discrimination	Disposition:			
County:	Lackawanna	Terminated:			
Origin:	1	Reopened:			
Lead Case:	None	Other Court Case(s):	None		
Related Case (s):	None				
Party 1:	Kevin Calpin (Plaintiff)	Represents party 1:	Plaintiff	Phone:	570-207-5601
Party 2:	Lou Terruso (Defendant)			Fax:	570-207-5650
Atty:	Thomas Brown			Email:	Kevin_Calpin@pamd.uscourts.gov
		Represents party 1:	Plaintiff		
Atty:	attorney	Represents party 2:	Defendant	Phone:	570-207-5683
Atty:	Cathy Dolinish			Fax:	570-207-5689

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted in Figure 22.

Figure 22

The screenshot shows the ECF Docket Sheet interface. At the top, there is a blue header with the ECF logo and navigation links for 'Civil' and 'Criminal'. Below the header, the title 'Docket Sheet' is displayed. A 'Case Number' field contains the text '3-02-cv-555 Calpin v. Terruso'. There are two radio button options: 'Filed' (selected) and 'Entered', each followed by a date range input field. Below these are two more date range input fields labeled 'Documents'. Three checkboxes are checked: 'Include terminated parties', 'Include links to Notice of Electronic Filing', and 'Include List of Parties and Counsel'. A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom, there are two buttons: 'Run Report' and '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. After you have selected the parameters for your report, click on the [**Run Report**] button. ECF will run your custom docket report and display it in a window as depicted in Figures 23A and B.

Figure 23A

**U.S. District Court
Middle District of Pennsylvania (Scranton)
CIVIL DOCKET FOR CASE #: 3:02-cv-00555-TIV**

Calpin v. Terruso
Assigned to: Honorable Thomas I. Vanaskie
Referred to:
Demand: \$500000
Lead Docket: None
Related Cases: None
Case in other court: None
Cause: 28:1331 Fed. Question: Employment Discrimination

Date Filed: 02/01/02
Jury Demand: Both
Nature of Suit: 440 Civil Rights: Other
Jurisdiction: Federal Question

Plaintiff

Kevin Calpin

represented by **attorney**
Thomas Brown
Law Offices
100 N. Lincoln Avenue
Jessup, PA 18432
570-207-5601
Fax : 570-207-5650
Email: Kevin_Calpin@pamd.uscourts.gov
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

V.

Defendant

Lou Terruso

represented by **Cathy Dolinich**
Law Offices
235 N. Washington Avenue
Scranton, PA 18503
570-207-5683
Fax : 570-207-5689
Email: rfp@pamd.uscourts.gov
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

Figure 23B

Filing Date	#	Docket Text
10/17/2002	1	COMPLAINT against Lou Terruso (Filing fee \$150, Receipt Number 12345), filed by Kevin Calpin. (Brown, Thomas) (Entered: 10/17/2002)
10/17/2002	2	ANSWER to Complaint with Jury Demand by Lou Terruso. (Dolinich, Cathy) (Entered: 10/17/2002)
10/18/2002	3	Second MOTION to Dismiss <i>complaint</i> by Lou Terruso. Brief in Support due by 10/31/2002 (Attachments: # (1) Proposed Order # (2) Exhibit(s))(Dolinich, Cathy) (Entered: 10/18/2002)
10/24/2002	4	First MOTION for Preliminary Injunction to <i>cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by Kevin Calpin. (Attachments: # (1) Appendix)(attorney,) (Entered: 10/24/2002)
10/28/2002	5	First MOTION for Leave to Appeal in forma pauperis by Lou Terruso. (attorney,) (Entered: 10/28/2002)
10/28/2002	6	First MOTION to Dismiss <i>as to count 1</i> by Kevin Calpin. Brief in Support due by 11/12/2002 (attorney,) (Entered: 10/28/2002)
10/28/2002	7	First MOTION to Dismiss <i>as untimely</i> by Kevin Calpin. Brief in Support due by 11/12/2002 (attorney,) (Entered: 10/28/2002)

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

Figure 24A

Doc. No.	Dates	Description
4	Filed & Entered: 10/24/2002	Motion for Preliminary Injunction <i>Docket Text:</i> First MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by Kevin Calpin. (Attachments: # (1) Appendix)(attorney,)
3	Filed & Entered: 10/18/2002	Motion to Dismiss <i>Docket Text:</i> Second MOTION to Dismiss complaint by Lou Terruso. Brief in Support due by 10/31/2002 (Attachments: # (1) Proposed Order # (2) Exhibit(s))(Dolinish, Cathy)
1	Filed & Entered: 10/17/2002	Complaint <i>Docket Text:</i> COMPLAINT against Lou Terruso (Filing fee \$150, Receipt Number 12345), filed by Kevin Calpin.(Brown, Thomas)
2	Filed & Entered: 10/17/2002	Answer to Complaint <i>Docket Text:</i> ANSWER to Complaint with Jury Demand by Lou Terruso.(Dolinish, Cathy)

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 report options. After selecting the Reports feature from the *Blue* menu bar, ECF opens the **Reports** screen depicted in Figure 25.

Figure 25

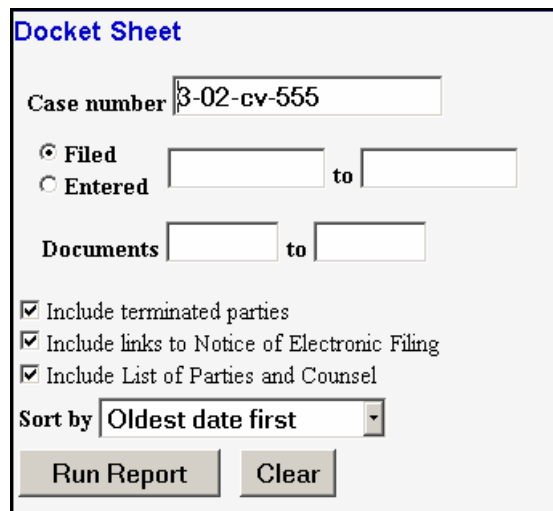


Docket Sheet Report

Click on the **Docket Sheet** hyperlink in Figure 25.

If you are not already logged into PACER, enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted in Figure 26.

Figure 26

The image shows a screenshot of the 'Docket Sheet' report query window. The window has a title bar that says 'Docket Sheet'. Inside the window, there are several input fields and checkboxes. The 'Case number' field contains the text '03-02-cv-555'. Below this, there are two radio buttons: 'Filed' (which is selected) and 'Entered'. To the right of these radio buttons are two empty input boxes separated by the word 'to'. Below that, there is a 'Documents' label followed by two empty input boxes separated by the word 'to'. There are three checked checkboxes: 'Include terminated parties', 'Include links to Notice of Electronic Filing', and 'Include List of Parties and Counsel'. At the bottom, there is a 'Sort by' dropdown menu currently set to 'Oldest date first'. Finally, there are two buttons at the bottom: 'Run Report' and 'Clear'.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Figure 22). 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 Figures 23A and 23B (**Query** feature) 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 fields. ECF also offers various sorting options from the Docket Sheet query screen.

UTILITIES FEATURE

The **Utilities** feature provides the means for Filing Users to maintain their account in ECF and to view all of their ECF transactions. Figure 27 depicts the opening screen for the ECF Utilities feature.

Figure 27



Your Account

This section of the **Utilities** feature allows you 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. See Figure 28.

Figure 28

Maintain User Account

Last name	<input type="text" value="wes"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type	crt
Office	<input type="text" value="Will E. Short"/>		
Address 1	<input type="text" value="Technical Writer"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text" value="Room 2301"/>		
City	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text" value="(202) 354-3297"/>	Fax	<input type="text"/>
Bar Id		Bar status	
Initials	DOB	AO code	End date

This screen displays all of the registration information that is contained within the ECF database. This includes Bar Identification and Bar status. Clicking on the **[E-mail information]** button opens a screen as depicted in Figure 29.

Figure 29

E-mail information for wes

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

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.

- From the screen depicted in Figure 30, enter a checkmark 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.

Figure 30

E-mail information for wes

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

- Designate 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 29).

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 31.

Figure 31

More User Information for wes

Login Last login 08-31-2001 11:03

Password Current login 09-04-2001 11:03

Prid 2231 Create date 08/02/2001

Registered Update date 08/16/2001

Groups Quality Control

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 32 for a sample transaction log report. This feature, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect that someone is using your login and password without your permission, change your password immediately, then telephone the ECF Help Desk as soon as possible.

Figure 32

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 DEMITRIA 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] <i>Preliminary Injunction</i> filed by DEMITRIA 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] <i>Permanent Injunction</i> 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 <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> 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 <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DEMITRIA 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 <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> by DEMITRIA 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

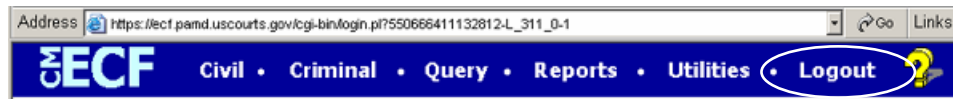
ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- 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 perform a graceful 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.



**United States District Court
for the Middle District of Pennsylvania**

ECF REGISTRATION FORM

This form shall be used to register as a Filing User for the court's Electronic Case Files (ECF) system. A Filing User may file documents with the court through the court's ECF web site, and view and retrieve docket sheets and case documents electronically. Registration as a Filing User also serves as your consent to electronic service of all documents through the court's transmission facilities in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure. By signing this form, you shall certify that you have completed the ECF tutorial on the court's web site (www.pamd.uscourts.gov), and have a PACER account. Please visit the PACER web site at <http://pacer.psc.uscourts.gov> to establish a PACER account.

Please complete the following information to register for ECF: (THIS FORM MUST BE TYPED)

Last Name: _____ First Name: _____ Middle Initial: _____

Firm Name: _____

Address: _____

City, State: _____ Zip Code: _____

Telephone Number: (_____) _____ Fax Number: (_____) _____

PA or other State Bar ID: _____ (e.g. PA12345, NY22316)

Last Four Digits of Social Security Number: _____ (for security purposes)

E-Mail Address(es) for Electronic Service : _____

If registered for ECF in another court, provide your **Login Name**: _____

Optional: Registering with a credit card number will allow you to electronically file initial pleadings and other documents requiring a filing fee. *(This information shall be kept confidential.)*

Credit Card Type: _____ Account #: _____ Expiration Date: _____

3 or 4 digit Card I.D. Number from back of card: ___ ___ ___

Credit Card Billing Address: _____

(Street, City, State, and Zip code)

E-Mail the form to: ecfreg@pamd.uscourts.gov

Mail to: USDC ECF Registration

PO Box 1148

Fax to: ECF Registration (570) 207-5689

Scranton, PA 18501-1148

(Signature/Date)

Court Use Only:
Login Assigned: _____
Password Assigned: _____

Exhibit B

Documents for
Civil Events

Civil and Miscellaneous Initial Pleadings

Initial Pleadings (Must Have Credit Card On File With Clerk's Office) Application (miscellaneous case)

Bankruptcy Appeal

Certification (miscellaneous case) Complaint

Motion to Vacate/Set Aside/Correct Sentence (2255)

Notice of Condemnation

Other Initial Pleading (Not Listed Here)

Amended 3rd Party Complaint

Amended Complaint

Application for Writ of Garnishment Counterclaim

Crossclaim

Fifth Party Complaint

Fourth Party Complaint

Intervenor Complaint

Third Party Complaint Petition for Writ of Garnishment

Petition for Writ of Habeas Corpus

Petition to Enforce IRS Summons (miscellaneous case)

Praecipe

Transfer of Jurisdiction (Miscellaneous Case) **Other Pleadings**

Pleadings

Amended 3rd Party Complaint

Amended Complaint

Application for Writ of Garnishment Counterclaim

Crossclaim

Fifth Party Complaint

Fourth Party Complaint

Intervenor Complaint

Third Party Complaint

Service of Process

Acknowledgment of Service

Affidavit of Service

Certificate of Service

Request for Waiver of Service

Return of Service (Non Summons & Complaint)

Service by Publication

Summons Returned Executed

Summons Returned Executed as to USA

Summons Returned Unexecuted

Waiver of Service Executed

Waiver of Service 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

Answers to Complaints

Other Answers

Affidavit in Opposition

Affidavit in Support

Amended Answer to Complaint

Answer to Complaint (Notice of Removal)

Answer to Writ of Garnishment Claim

Objection to Report and

Recommendations

Statement of Facts

Withdrawal of Claim

Motions and Related Filings

Motions

Alter Judgment

Amend/Correct

Appeal In Forma Pauperis

Appear
Appear Pro Hac Vice (Atty Special Admission Form)
Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Approve Consent Judgment
Attorney Fees
Bifurcate
Bill of Costs
Bond
Certificate of Appealability
Certificate of Probable Cause
Certify
Certify Class
Change Venue
Clarify
Compel
Compel Discovery
Consolidate Cases
Contempt
Continue
Damages
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Deposit Funds
Directed Verdict
Disbursement of Funds
Disclosure
Discovery
Dismiss
Dismiss Party
Dismiss/Lack of Jurisdiction
Dismiss/Lack of Prosecution
Disqualify
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Enforce
Enforce Judgment
Entry of Default

Exceed Page Limitation
Exclude
Expedite
Extension of Time
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Brief
Extension of Time to File Document
Findings of Fact/Conclusions of Law For Consideration
Forfeiture of Property
Garnishment
Hearing
In Limine
Intervene
Invest Funds
Issuance
Issuance of Warrant in rem
Joinder
Judgment
Judgment Debtor Exam
Judgment NOV
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on Partial Findings
Judgment on the Pleadings
Judgment under Rule 54(b)
Leave to Appeal
Leave to File Document
Letters Rogatory
Lift Stay
Limited Admission
Miscellaneous Relief
More Definite Statement
Motion for Certificate of Appealability
New Trial
Order
Order of Sale
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Pretrial Conference

Proceed In Forma Pauperis
Produce
Protective Order
Quash
Reassign Case
Reconsideration
Recusal
Refer
Reinstate Action
Release of Bond Obligation
Release of Funds
Remand
Reopen Case
Reset
Reset Trial Date
Return of Property
Sanctions
Seal
Seal Case
Seal Document
Sealed Motion
Service by Publication
Set Aside
Set Aside Default
Set Aside Forfeiture
Set Aside Judgment
Set Aside Verdict
Settlement
Sever
Show Cause
Stay
Strike
Substitute Attorney
Substitute Party
Summary Judgment
Supplement
Suppress
Take Deposition
Taxation of Costs
Temporary Restraining Order
Transfer Case
Unseal
Unseal Case
Unseal Document
Vacate

Withdraw
Withdraw Reference
Withdraw as Attorney
Writ
Writ of Garnishment
Writ of Habeas Corpus ad
prosequendum
Writ of Habeas Corpus ad
testificandum
Writ of Mandamus

Responses and Replies

Affidavit in Opposition to Motion
Affidavit in Support of Motion
Brief in Opposition
Brief in Support
Reply Brief
Statement of Facts
Sur Reply Brief

**Miscellaneous Case Filings (Do
Not Use These Events in CIVIL
Cases)**

Miscellaneous Case Documents

Application (miscellaneous case)
Application for Special
Designation/Appointment of
Attorney
Brief in Opposition
Brief in Support
Certification (miscellaneous case)
Complaint
Financial Affidavit
Letter
Motion
Notice
Petition
Praecipe
Reply Brief
Return
Search Warrant Returned
Seizure Warrant Returned
Stipulation
Warrant Returned Executed
Warrant Returned Unexecuted

Writ

Other Filings

ADR Documents

Consent to Arbitration
Consent to Mediation
Objection to Report of
Arbitrator/Mediator
Report of Mediator (Settlement Not
Reached)
Report of Mediator (Settlement
Reached)
Request for Trial De Novo

Discovery Documents

Answer to Interrogatories
Deposition Transcript
Disclosure Report
Interrogatories
Notice to Take Deposition
Request for Admissions
Request for Production of
Documents
Response to Discovery Request

Notices

Certificate of Counsel
Notice (Other)
Notice of Acceptance with Offer of
Judgment
Notice of Appearance
Notice of Application for Writ
Notice of Change of Address
Notice of Lis Pendens
Notice of Removal
Notice of Settlement
Notice of Voluntary Dismissal

Trial Documents

Agreement for Jury Verdict
Exhibit List
Points for Charge
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Voir Dire

Special Interrogatories

Trial Brief
Witness List

Appeal Documents

Appeal Transcript Request
Appeal of Magistrate Judge Decision
to District Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Designated Record (Bankruptcy)
Designation of Record on Appeal
Notice of Appeal (Must Have Credit
Card on File in Clerk's Office)
Notice of Cross Appeal
Notice of Interlocutory Appeal
Subsequent Notice of Appeal
Withdraw the Reference (BK
Matter)

Other Documents

Affidavit
Amended Document (NOT Motion)
Amicus Curiae Appearance
Appendix
Application
Application for Writ
Attorney Substitution (Withdrawal
& Entry of Appearance)
Bill of Costs
Case Management Plan
Certificate
Consent to Magistrate Judge
Disposition on Motion
County Court Record
Declaration
Document Filed
Document Withdrawn
Entry of Attorney Appearance
Financial Affidavit
Financial Affidavit - CJA 23
Interpleader
Jury Demand
Letter
Memorandum of Points &

Authorities
Objections
Objections to Answer to Writ
Praecipe
Pretrial Memorandum
Proposed Document
Proposed Pretrial Order
Reply (Not Related to Motion)
Report of Mediator (Settlement Not Reached)
Report of Mediator (Settlement Reached)
Report of Rule 26(f) Planning Meeting
Request (Not a Motion)
Response (Not to Motion)
Response to Order to Show Cause
Satisfaction of Judgment
Settlement Agreement
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplement
Transcript Request
Traverse

Documents for
Criminal Events

Charging Instruments and Pleas

**Complaint, Indictment
Information**

Criminal Complaint

Indictment

Information

Rule 20 - Transfer In

Rule 21 - Transfer In

**Pleas and Plea-Related
Documents**

Plea Agreement

Statement of Defendant

Motions and Related Filings

Motions

Alter Judgment

Amend/Correct

Appeal In Forma Pauperis

Appear

Appoint Counsel

Appoint Expert

Bail

Bifurcate

Bill of Particulars

Bond

Brady Materials

Certificate of Appealability

Change Venue

Compel

Consideration

Consolidate Cases

Continue

Declaration of Mistrial

Defer

Depart from Guidelines

Detain

Directed Verdict

Disclosure

Discovery

Dismiss

Dismiss Count(s)

Dismiss/Lack of Jurisdiction

Dismiss/Speedy Trial

Disqualify

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

Inspect

Issuance of Warrant in rem

Joinder

Judgment NOV

Judgment of Acquittal

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

Reconsideration

Recusal

Reduce Sentence

Release Bond Obligation

Release from Custody
Release of Funds
Remand
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
Writ of Habeas Corpus ad
 prosequendum

Writ of Habeas Corpus ad
 testificandum

Responses and Replies

Affidavit in Opposition to Motion
Affidavit in Support of Motion
Brief in Opposition
Brief in Support
Reply Brief
Statement of Facts
Sur Reply Brief

Other Filings

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
Waiver of Counsel
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 Returned
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
Points for Charge
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 (Must Have Credit
Card on File in Clerk's Office)
Notice of Appeal - Conditions of
Release
Notice of Appeal - Interlocutory
Notice of Docketing Appeal from
Magistrate Judge Decision
Transcript Request – Appeal

Other Documents

Affidavit
Affidavit - Rule 40
Amended Document (NOT Motion)
Consent to Inspection of PSI
Consent to Magistrate Judge
Disposition on Motion
Consent to Trial Before US
Magistrate Judge
Criminal Complaint
Document Filed
Financial Affidavit - CJA23
Indictment
Information
Information to Establish Prior
Conviction
Objection to Presentence
Investigation Report
Objection to Report and
Recommendations
Objections
Petition (Not a Motion)
Petition for Writ of Habeas Corpus

Praecipe
Presentence Investigation Report
Pretrial Memorandum
Refusal of Magistrate Judge
Jurisdiction
Reply (Not to Motion)
Request (Not a Motion)
Response (Not to Motion)
Response to Order to Show Cause
Rule 20 - Transfer In
Rule 21 - Transfer In
Sealed Document
Sentencing Memorandum
Statement of Defendant
Status Report
Stipulation
Supplement
Transcript Request
Withdrawal of Motion