

**U.S. District Court
Western District of Washington**



**Electronic Case Filing
(ECF)**

**User's Manual
(Revised April 2008)**

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ECF has been UPGRADED!

There are a few new and enhanced features added to assist electronic filers:

Event Search from Main Menu:

- Search for a filing event from the Main Menu.

Cascading Menus:

- View menus and submenus from the Main Menu

Case Number Search:

- View all possible case number matches on the same screen.

Event Search from Event Category

- New Look! Type all or part of a word to search or scroll the list.

View Multiple Documents

- View all the documents from a single docket entry at the same time

Naming Attachments

- Category and Description cannot be blank. You must name your attachment.

Electronic Case Filing User's Manual

Introduction/Overview

This manual provides instructions for using the Electronic Case Filing (ECF) system to file documents with the court or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading portable document files (PDF).

Help Desk

Contact the court's ECF Help Desk between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, if you need assistance using ECF.

Toll Free Help Desk: 1-866-ECF-WAWD (1-866-323-9293)

OR

E-mail: cmecf@wawd.uscourts.gov

ECF System Capabilities

Registered users with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the U.S. District Court's ECF system to perform the following functions:

- Open the court's web page.
- View or download the most recent version of the ECF User's Manual.
- Self-train on a web-based ECF Tutorial.
- Attend a training course to practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database.
- Electronically file pleadings and documents in actual ("live") cases.
- View official docket sheets and documents associated with cases.
- View various reports for cases that were filed electronically.

Getting Started

Hardware and Software Requirements

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

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh.
- An Internet service provider and Web browser. The court has verified that its installed version of ECF is compatible with:
 - Internet Explorer 6.0 and 7.0.
 - Firefox 1.5 and 2.0.
- Software to convert documents from a word processor format to portable document format (PDF).

- A scanner to convert paper documents to PDF format to enter electronically into ECF (such as exhibits). Use a scanner **ONLY** if you **cannot** electronically prepare your documents and convert them directly to PDF format.

Note: When scanning documents for ECF, scan at a resolution of **200 to 240 dpi (dots per inch)**. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. Also, higher resolutions result in larger file sizes that may impede document submittal. All documents should be scanned with a “black and white” setting unless the exhibit is colored.

PACER Registration


ECF users must have a PACER account with the court in order to use the **Query** and **Report** features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 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>.

Register for Electronic Case Filing (ECF)

Participants will need to register with the court to receive a login and password for the ECF system. The registration form can be found online via our website:

Access our court website at www.wawd.uscourts.gov.





U.S. District Court
Western District of Washington

[Search](#) | [Contact Us](#)

Home
Calendars
Courthouse Information
Court Services
Electronic Case Filing
Special Case Notices
Jury Service
Reference Materials
Job Announcements
Other Web Sites

Welcome to the U.S. District Court for the Western District of Washington. This court serves the area west of the Cascade Mountains and from Oregon to the Canadian border. The district has courthouses in Seattle and Tacoma.

Announcement

- By **general order**, Pro Hac Vice Attorney Admissions have increased to \$150.00. (posted 03.21.08)

Did You Know?

- There is a new **policy** regarding transcripts available online through PACER. (re-posted on 01.02.08)
- You can pay your **Central Violations Bureau** ticket online. You can also find other information such as how to reschedule your court date on the **CVB webpage**. (posted on 11.06.07)
- You can search for case information, and view documents filed with the U.S. District Court by using the **Public Access to Court Electronic Records** service. (re-posted on 10.19.07)

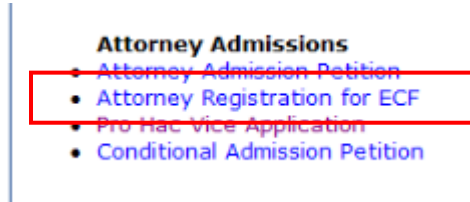
 

Click on **Electronic Case Filing**. Click on the link “Access our registration form in PDF.”

Register for Electronic Filing

- [Access our registration form in PDF.](#)
- Use **Forgotten Password** to reset your password.

The ECF registration form is also available by clicking on **Reference Materials** on the left column of the ECF Home page, then **Forms**. It can be found under **Attorney Admissions**.



Fill out the form on line, print and fax to the Clerk's Office at:
206-370-8861

Or mail to:

Clerk, U.S. District Court
Western District of Washington
Attn: ECF Attorney Registration
700 Stewart Street, Lobby Level
Seattle WA 98101

Once an account has been established, your login and password will be sent to you by the Clerk's Office via e-mail.

Opting out of electronic notification during ECF registration:

Choosing this option will apply to *all* of your future cases. Your Notices of Electronic Filing will be sent to you by first class mail **only**. This will result in a delay, compared to instantaneous electronic noticing.

To opt out of electronic notification:

- Do not include an e-mail address on the ECF registration form.
- Your login and password will be sent to you via first class mail only.

Opting out of electronic notification if you are already registered:

Choosing this option will apply to *all* of your present and future cases. This is not a case by case option. Your Notices of Electronic Filing will be sent to you by first class mail only. This will result in a delay, compared to instantaneous electronic noticing.

To opt out of electronic notification:

- Login to ECF.
- Select Utilities, Maintain Your E-mail.
- Highlight the primary and any secondary e-mail address information and click the delete button on your computer keyboard.
- Click Submit to save your changes.

Practice Filing in ECF

To practice ECF activities, registered users can visit a training version of the system on the Internet at:

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

We strongly recommend that registered users practice in the “training” ECF database before filing documents in the “live” ECF database. Please call the ECF Help Desk (1-866-323-9293) for a login and password to use in the training system ONLY.

Training Classes

The court also offers training classes. For a class schedule, view the ECF Newsletter via the link on the Electronic Case Filing page, or on the ECF Welcome Screen. Call the ECF Help Desk at 1-866-323-9293 to sign up for training.

Portable Document Format (PDF)

What is PDF? PDF, or portable document format, is a convenient and popular method for distributing information electronically. A PDF document is compatible with Windows, Macintosh, and Unix-based computers, which means that the document can be read on screen and printed from nearly any computer. In addition, a PDF document retains all the formatting and fonts of the original.

Only documents in PDF format may be filed with the court using the ECF system, so these documents must be converted from their native word processing application to PDF. If PDF conversion software is not included with a word processing program, the user must install the software. Before transmitting to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF Document

- Open Adobe Acrobat or Acrobat Reader.
- Select **FILE** on the menu bar and click **OPEN** from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- If the designated location is correct, and the file is in PDF format, Acrobat opens the file and displays it on your screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars and buttons to move about within the document.
- Click on the **VIEW** menu for other options for viewing the displayed document. Choose the option that best suits your viewing needs.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the court's Electronic Case Filing (ECF) system. The conversion process requires special software (i.e. Adobe Acrobat Writer) or WordPerfect versions 9, 10, or 11 word-processing application with its built-in PDF conversion capabilities.

From Word Perfect Version 9, 10, or 11

- Open the document.
- 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 PDF format under the newly designated name. The original document remains in WP format with its original file name.

For all other versions of WordPerfect, all versions of Microsoft Word, all Microsoft Office products, and other software applications

- Install PDF conversion software on your computer.
- Follow the instructions for your software.

Entering the ECF System

How to Access ECF

Access the Western District of Washington Court webpage at <http://www.wawd.uscourts.gov>, click on **Electronic Case Filing**.



The screenshot shows the homepage of the U.S. District Court for the Western District of Washington. The header includes the court's name and a navigation bar with 'Search' and 'Contact Us' links. A left-hand navigation menu lists various services, with 'Electronic Case Filing' highlighted by a red rectangular box. Below the menu is an Adobe Reader icon. The main content area features a welcome message, an 'Announcement' section with a bullet point about Pro Hac Vice Attorney Admissions, and a 'Did You Know?' section with three bullet points regarding PACER transcripts, CVB tickets, and Public Access to Court Electronic Records. At the bottom, there are two small images of courthouses.

On the Electronic Case Filing page, click “**Log-in to ECF to electronically file your document.**”

Log-in to File or Search

- **Log-in to ECF** to electronically file your document.
- **Log-in to PACER** to search for previously filed documents.

You are directed to the 'Welcome' screen.



Welcome to the U.S. District Court for the United States District Court for the Western District of Washington

[United States District Court for the Western District of Washington - Document Filing System](#)

See the December/January [CM/ECF Newsletter](#) or the previous [CM/ECF Newsletters](#) on the District Court website for important information about CM/ECF as well as Tips & Tricks on using the system.

Sealed Documents are not viewable by case participants. Any Sealed documents uploaded via CM/ECF must be served upon other litigants in the conventional manner - not by electronic service by the court.

18February2007

[Court Information](#)

Click on the **Court Information** hyperlink to access the following:

Court Details:

Court Details	
Court's Name	United States District Court for the Western District of Washington
Software Version	CM/ECF-DC V3.0.4
ECF Go Live Date	6/23/03
Maximum PDF File Size	5 MB

Court Locations:

Court Locations	
Court's Name	United States District Court for the Western District of Washington
Court's Address	700 Stewart Street, Lobby Level, Seattle, WA 98101
Court's Phone Number	206-370-8400
Court's Email Address	cmecf@wawd.uscourts.gov
Court's Hours	9AM - 4:30PM, M-F
Court's Name	United States District Court for the Western District of Washington - Divisional Office
Court's Address	1717 Pacific Avenue, Room 3100, Tacoma, WA 98402
Court's Phone Number	253-882-3790
Court's Email Address	cmecf@wawd.uscourts.gov
Court's Hours	9:00 AM - 4:30 PM, Monday-Friday

PACER Details:

Pacer Details	
Pacer's Address	PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549
Pacer's Phone Number	(800) 676-6856 or (210) 301-6440 if residing in the San Antonio area
Pacer's Email Address	pacер@psc.uscourts.gov

Case Flag Definitions:

Flag Definitions	
Code	Translation
1915	1915 Dismissal
APPEAL	Appeal
ARBITRATION	Arbitration
ATTY_PEND	Attorney Pending
BKSTAY	Bankruptcy Stay
BOND	Appearance Bond
CASREF	Case referred
CLOSED	Case Closed
CONSENT	Consent
CONSOL	Consolidated
ENE	Early neutral evaluation
HABEAS	Habeas Corpus
INTERAPPEAL	Interlocutory Appeal
INTERP	Interpreter
JURYDEMAND	Jury Demand
LATEX	Latex Glove Case
MAGAPP	Magistrate Appeal
MDL	MDL Case
MDL1038	MDL 1038
MDL1060	MDL 1060
MDL1199	MDL 1199
MDL1201	MDL 1201
MDL1203	MDL 1203
MDL823	MDL 823
MDL875	MDL 875
MDL899	MDL 899
MDL926	MDL 926
MEDIATION	Mediation
MJSELECT	Magistrate Judge Selected
MOTREF	Motion referred
NOSVC	No Service
PASSPORT	Passport
PROBT	Probation Transfer
PROTO	Protective Order
REMAND	Remand
REOPEN	Reopened
SEALED	Case Sealed
SEVER	Severed
SM	Special Master
SPECIALMASTER	Special Master
STAYED	Case Stayed
TRANSFER	Transfer
VANCOUVER	VANCOUVER

Click on 'Document Filing System' to access the Login page.



CM/ECF Filer or 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 for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Reset"/>

CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, Internet Explorer 6.0 and 7.0, and Netscape 7.2.

NOTICE: An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

This screen contains detailed instructions:

Instructions for filing:

Enter your ECF filer login and password if you are electronically filing something with the court. (TIP: Leave the client code blank.)

If you received this login page as a result of a link from a Notice of Electronic Filing e-mail:

Enter your ECF filer login and password. The system prompts customers for a ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your ECF login, you should be able to view the document. If you receive the message, “You do not have permission to view this document”, viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your ECF login and password, it means that the “free look” link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

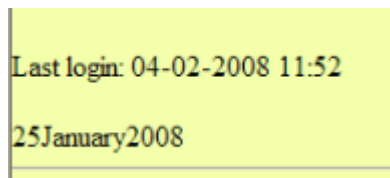
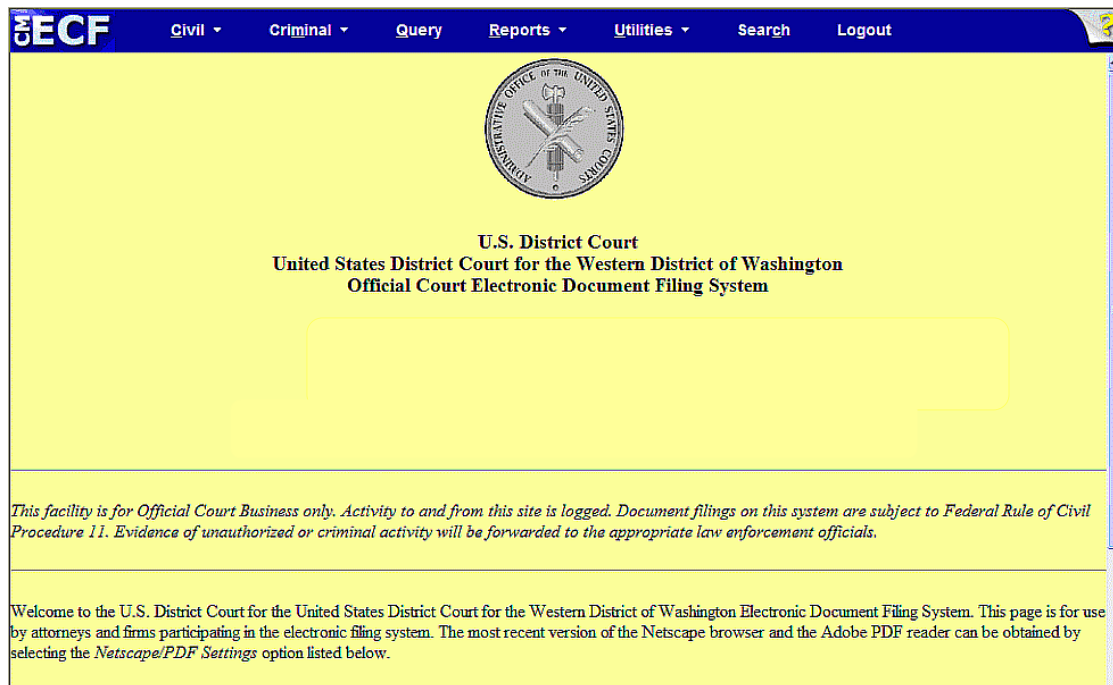
Verify that you have entered your ECF login and password correctly. If not, click on the **CLEAR** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **LOGIN** button to transmit your user information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

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

Your ECF or PACER login attempt failed. Either your login name or password is incorrect.

Click on the browser **BACK** button and re-enter your correct login and password.

After ECF accepts your login and password, the Main ECF screen will display with a **Blue** functional selection menu bar at the top.



Login Date and Time

The date and time *you last logged into the system* appears at the bottom of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, call the ECF Help Desk (1-866-323-9293) 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** - Electronically file civil case pleadings, motions, and other civil court documents.
- **Criminal** - Electronically file criminal case pleadings, motions, and other criminal court documents.
- **Query**- Search ECF by specific case number or party name to retrieve information and documents relevant to the case. You must login to **PACER** before you can query a case.
- **Reports** - Retrieve docket sheets and cases-filed reports. You must login to PACER before you can view most ECF reports.
- **Utilities** - View your personal ECF transaction log and maintain personal ECF account information.
- **Search** – Search for filing events for quick access. (*NEW with Version 3.2*)
- **Logout** - Exit from ECF. This prevents further filing with your password until the next time you log in.

General Rules and Manipulations

Manipulating the Screens

Each screen has the following two buttons:

CLEAR - Use this button to remove **all** characters entered in a field on that screen.

NEXT or **SUBMIT** – Use these buttons 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 go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections. 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.

Procedures

Signatures, Affidavits of Service

Attorney Signatures: An electronically filed pleading or other document which requires an attorney’s signature may be signed with a digitized signature or signed in the following manner:

s/ John Attorney
Washington State Bar Number 12345
ABC Law Firm
123 South Fifth Street
Seattle, WA 98104
Telephone: (206) 123-4567
Fax: (206) 123-4567
E-mail: John_Attorney@lawfirm.com

Any party challenging the authenticity of an electronically filed document or the attorney’s signature on that document must file an objection to the document within ten days of filing.

Non-attorney signatures:

If the original document requires the signature of a non-attorney, the filing party may scan the entire document, including the signature page, or attach the scanned signature page to an electronic version of the filing.

Any party challenging the authenticity of an electronically filed document with a non-attorney signature may file an objection to the document.

The filing party is responsible for maintaining the paper document with original signatures for the duration of the case, including any period of appeal.

Any party challenging the authenticity of an electronically filed document containing a non-attorney signature, or the authenticity of the signature itself, must file an objection to the document within ten days of filing.

Multiple signatures:

The following procedure applies when a stipulation or other document requires two or more signatures.

The filing party shall initially confirm that the content of the document is acceptable to all persons required to sign the document, and shall obtain either physical signatures or authorization for the electronic signatures of all parties on the document. Physical, facsimile, or electronic signatures, consistent with the formats for attorney signatures, are permitted.

The filing party may then file the document electronically, indicating the signatories as “s/ Jane Doe,” “s/ John Smith,” etc. The correct format for a signature is the same as that previously described for attorneys’ signatures.

Any party challenging the authenticity of an electronically filed document containing multiple signatures, or the authenticity of the signatures themselves, must file an objection to the document within ten days of filing.

If any of the signatures are of non-attorneys, then the provisions described in the previous section for the filing party retaining the paper copy also applies.

Orders and Proposed Orders

Orders of the Court

The assigned judge or the Clerk’s Office shall electronically file all signed orders. An order signed electronically (by either a digital signature or by using the “s/ Judge’s Name” convention) has the same force and effect as if the judge had affixed a signature to a paper copy of the order.

The assigned judge or the clerk’s staff, if appropriate, may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue, and the text-only entry shall constitute the court’s only order on the matter. ECF will

generate a “Notice of Electronic Filing” as described previously in these procedures.

When mailing paper copies of an electronically filed order to a party who is not a registered ECF participant, the Clerk’s Office will include the Notice of Electronic Filing to provide the non-participant with proof of the filing.

Proposed orders shall be submitted as outlined below:

Electronically-submitted proposed orders shall be filed with the motion as an attachment and named “Proposed Order” on the system. This will provide service of the proposed order to all registered parties.

All proposed orders must be conspicuously labeled “Proposed.” If the judge decides to use the proposed order, s/he will remove the “Proposed” language.

If a proposed order is submitted separately, or without a motion, the event “Proposed Order (Unsigned)” may be used. If appropriate, it can be linked to a previously filed motion.

A proposed order shall also be attached as a Word or WordPerfect-compatible file to an internet e-mail sent to the e-mail address of the assigned judge. The subject line of the e-mail shall include the case number and title of the order. The judges’ e-mail addresses **for proposed orders only** follow this pattern:

JudgeLastNameOrders@wawd.uscourts.gov

For example: LasnikOrders@wawd.uscourts.gov.

Proposed orders on motions for default made pursuant to Civil Local Rule 55 should be prepared in a format compatible with Word or WordPerfect (as described previously) and then attached to an internet e-mail sent to the Clerk’s Office at the following e-mail address:

WAWDClerk@wawd.uscourts.gov

No other documents or pleadings may be sent to the Clerk’s Office at this e-mail address.

Noting Date

All motions shall include in the caption (immediately below the title of the motion) the date the motion is to be noted for consideration upon the court’s motion calendar. See CR 7(d) and CrR12 for form and scheduling motions and briefing deadlines.

Voluminous Documents

When documents that exceed 100 pages in length are filed electronically: A paper copy of the document shall be delivered to the Clerk’s Office for chambers. The copy for chambers shall be clearly marked with the words “Courtesy Copy of Electronic Filing for Chambers.”

If any chambers have a different requirement for courtesy copies, an order will be posted in the case to advise all parties.

A “document” in the context of this section refers to the aggregate submittal to the court, not to each individual paper within it. For example, if a motion is filed with related paperwork, declarations, etc., and if all of these papers counted together total more than 100 pages, the filing should be considered a “voluminous document.”


Pagination

Documents, including exhibits, shall be sequentially paginated in their entirety, with the page numbers appearing in the lower left margin of the document.

Adding Attachments During Filing

Describe the document(s) using the Category list, and Description box, or both. These fields cannot be blank.

Linking Documents



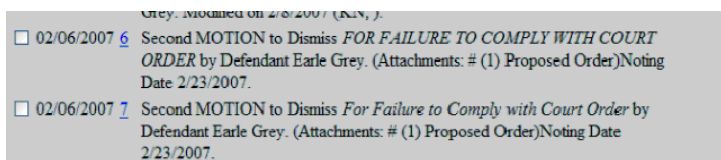
Should the document you are filing link to another document in this case?

Filed to

Documents to

To link the document you are currently filing to a previously filed document, check the box in front of “**Should the document you are filing link to another document in this case?**” You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you click **NEXT** you are presented with a list of documents that match your search criteria.

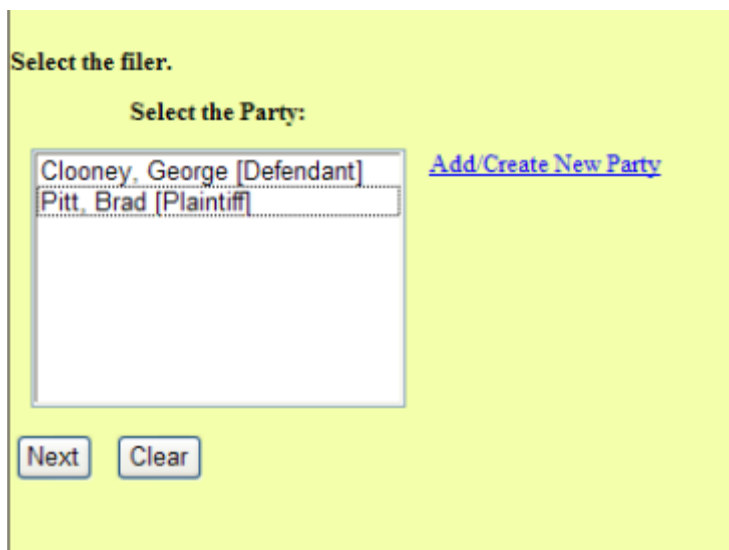


Click the checkbox for the document you wish to link to and click **NEXT**. The docket text indicates the link.

BRIEF re [7] Second MOTION to Dismiss *For Failure to Comply with Court Order* by Defendant Earle Grey.

Add/Create a New Party

You may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**.



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

Search for a party

Last/Business Name First Name Middle Name
Prisoner ID

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **Select name from list**.
If a match is not found, or your party does not appear in the list, click **Create New Party**.

Party search results

Smith, Bill
Smith, Bob
Smith, Cassandra
Smith, Joe
Smith, Joe
Smith, Jon L

Select name from list

Create new party

ECF displays the following screen:

Party Information

Last name First name

Middle name

Title

Role Pro se

Prisoner Id Unit

Office

Address 1 Show this address on the docket sheet

Address 2

Address 3

City State

County Country

Prison

Phone Fax

E-mail

Party text

Start date

Add all attorneys, aliases, corporate parents and other affiliates before clicking the Submit button.

For an individual, fill out the **Last Name, First Name, Middle Name, Generation, and Title** fields as appropriate.

For a company, enter the entire company name in the **Last Name** field.

Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click **SUBMIT**.

Select the filer.

Select the Party:

[Add Create New Party](#)

The newly added party appears on the list under **Select the Party**.

Civil Events

Filing a Civil Complaint

The court will accept complaints sent by e-mail, U. S. Mail, or delivered in person to the Clerk's Office. If you e-mail your complaint, it must be in PDF format and sent to one of the following addresses:

newcases.seattle@wawd.uscourts.gov

newcases.tacoma@wawd.uscourts.gov

Present the Clerk's Office with a Civil Cover Sheet (JS-44c) and the complaint which lists the case party information and a check, money order or credit card in the amount of \$350.00,

OR

E-mail the civil cover sheet, complaint and pay the filing fee by credit card. See our website at <http://www.wawd.uscourts.gov>, *Court Services* page, for more information on how to pay by credit card.

Filing Documents for Civil Cases

The steps involved in filing a civil document are:

- Select the type of document to file.
- Enter the case number.
- Designate the party or parties filing the document.
- Specify the PDF document to be filed.
- Add attachments to the document being filed.
- Modify docket text as necessary.
- Submit the pleading to ECF.
- Receive notification of electronic filing.

Select the type of document to file

This section describes the process for filing a **motion** in ECF. The process is similar for filing other pleadings.



Select **Civil** from the *Blue* menu bar at the top of the ECF screen.

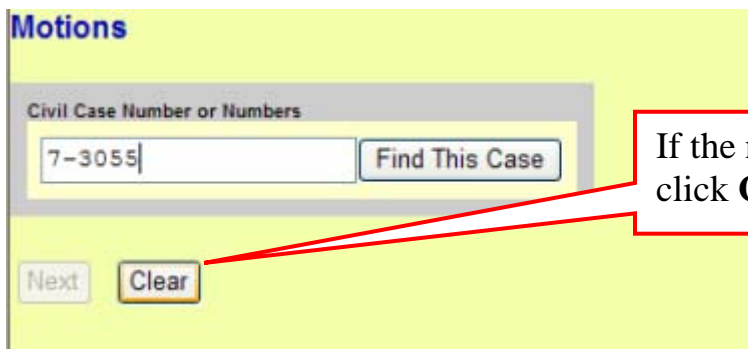
Select **Motions** under **Motions and Related Filings**.



Enter the Case Number

Enter the Case Number, then click **Find This Case**. (*NEW Feature*)

ECF will search the court's database for the case number.



If the number is entered incorrectly, click **CLEAR** to re-enter.

Civil Case Number or Numbers

2:07-cv-3055

Select a case:

2:07-cv-03055-JLR Pitt v. Clooney

2:07-mc-03055 Pitt v. Clooney

3:07-cv-03055 Pitt v. Clooney

Click **NEXT** to continue.

To view the docket sheet for the case, click on this case caption. This will launch a new PACER login page. You will be prompted for your PACER login and password.

Motions

[2:07-cv-03055-JLR Pitt v. Clooney](#)

JURYDEMAND, PROTO

Case Flag Definitions appear under the case caption. See page for complete list

Click **NEXT** to continue.

Search for a Filing Event

This screen allows you to search for an available filing event within Motions. Type at least the first three letters of the event you wish to file.

Motions

[2:07-cv-03055-JLR Pitt v. Clooney](#)

JURYDEMAND, PROTO

pre Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select an event)

Preliminary Injunction

Selected Event

Click on the event name to select it. In this example, *Preliminary Injunction*.

2-07-cv-03055-JLR Pitt v. Clooney
JURYDEMAND, PROTO

Available Events (click to select an event)

- Amend
- Amend Judgment
- Appeal In Forma Pauperis
- Appoint
- Appoint Counsel
- Approve Consent Judgment
- Arrest of Vessel
- Attorney Fees
- Bifurcate
- Bill of Costs
- Bill of Particulars
- Bond
- Certificate of Appealability
- Certificate of Probable Cause
- Certify

Selected Event
Permanent Injunction

Next Clear

If *Preliminary Injunction* is not what you want, click on it under Selected Event and it is removed from the list.

Click NEXT to continue.

NOTE: If the type of motion you are looking for does not appear on the list, select *Miscellaneous Relief*. You will be prompted to describe your filing.

- Leave
- Leave to File Document
- Lift Stay
- Miscellaneous Relief
- Mistrial
- More Definite Statement
- New Trial

Designate the party or parties filing the document.

The screenshot shows a web interface for selecting a party. At the top, it says "Select the filer." Below that is the heading "Select the Party:". A list box contains two entries: "Clooney, George [Defendant]" and "Pitt, Brad [Plaintiff]". To the right of the list box is a blue hyperlink labeled "Add/Create New Party". Below the list box are two buttons: "Next" and "Clear".

Callout box 1 (top right): Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the **CONTROL** key while pointing and clicking on each party of the group.

Callout box 2 (bottom right): If your party does not appear, you can add or create a new party, as outlined on page 24, *Add Create New Party*.

After highlighting the parties to the motion, click on the **NEXT** button

Indicate whether oral argument is requested

ECF accepts the party or parties you selected and displays the screen depicted below. Type **No** or **Yes** then click **NEXT**.

The screenshot shows a question: "Does the CAPTION of this motion include a request for ORAL ARGUMENT?". To the right of the question is a text input field containing the word "no". Below the question and input field are two buttons: "Next" and "Clear".

If **Yes** is chosen, click **NEXT** on this screen:

The screenshot shows a message: "The CAPTION of your document MUST contain the words **ORAL ARGUMENT** to comply with Local Rule CR 7(b)(4). The Court will notify you if **ORAL ARGUMENT** is granted." Below the message are two buttons: "Next" and "Clear".

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

ECF displays a field for locating and entering the PDF file of the document you are filing.

Please attach the proposed order to the motion.

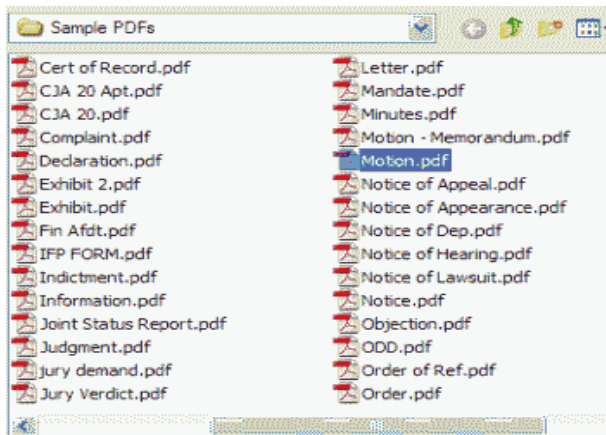
REMEMBER! After filing, e-mail the proposed order in Word or WordPerfect format to the appropriate judge. Include the case # and title of the order in the subject line of the e-mail.

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

Filename

Attachments to Document: No Yes

Click **BROWSE**. Search your computer for the document to be filed.



Navigate to the appropriate directory and file name to select the PDF document you wish to file. (All documents that you file in ECF **must** be in **PDF** format. ECF will not accept other formats.)

In order to verify that you have selected the correct document and that it contains all pages, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **Open with Adobe Acrobat or Acrobat Reader**.

Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected.

Once you have verified the document is correct, close Adobe Acrobat and click on the **OPEN** button, or double-click on the file name. ECF closes the **Choose File** screen and inserts the PDF file name and location in the **Motions** screen.

Motions
[2:07-cv-03055-JLR Pitt v. Clooney](#)
JURYDEMAND, PROTO

Please attach the proposed order to the motion.

REMEMBER! After filing, e-mail the proposed order in Word or WordPerfect format to the appropriate judge. Include the case # and title of the order in the subject line of the e-mail.

Date document filed (mandatory)
4/22/2008

Select the pdf document (for example: C:\199cv501-21.pdf).
Filename
S:\ECF Team\O Drive Folders\Sample PD

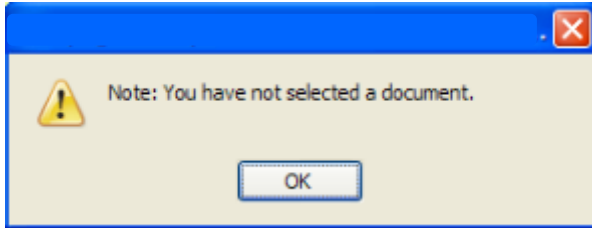
Attachments to Document: No Yes

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:

ERROR: Document is not a well-formed PDF document (no further information is available).

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

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



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

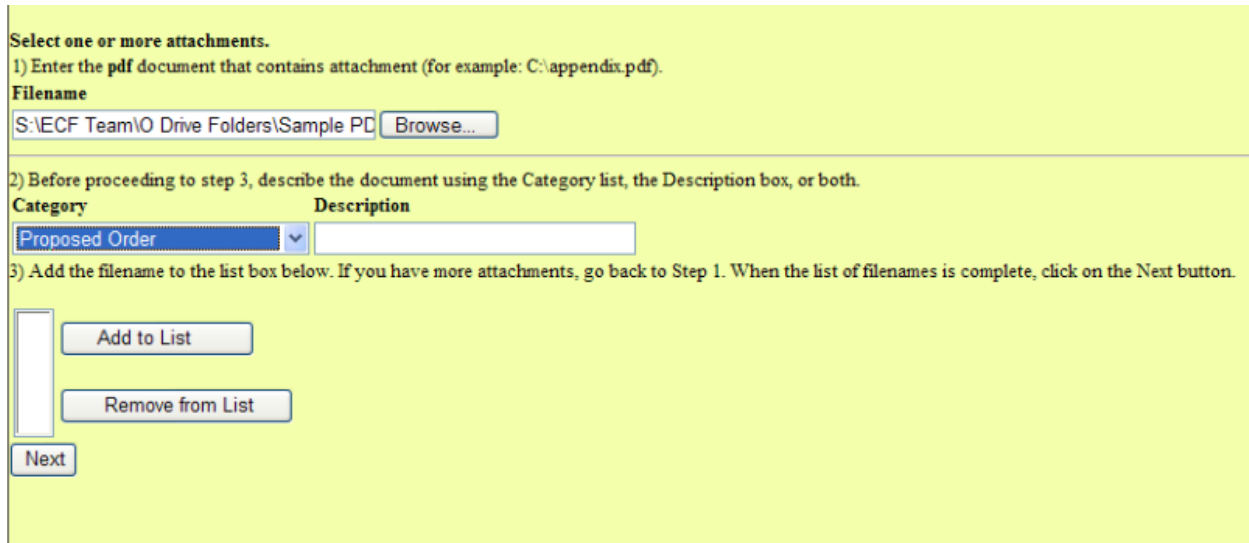
Add attachments to documents being filed.

To attach the proposed order to your motion, select **Yes** under **Attachments to Document**. Click **NEXT**.

A light green form with the following elements: The text "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by the label "Filename". Below this is a text input field containing "S:\ECF Team\O Drive Folders\Sample PD" and a "Browse..." button to its right. Below the input field is the text "Attachments to Document:" followed by two radio buttons: "No" (unselected) and "Yes" (selected). At the bottom of the form are two buttons: "Next" and "Clear".A light green form with the following elements: The text "Select one or more attachments." followed by three numbered instructions: "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).", "2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.", and "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." Below the instructions is a "Filename" label and an empty text input field with a "Browse..." button to its right. Below this is a "Category" label with a dropdown menu and a "Description" label with an empty text input field. Below these are two buttons: "Add to List" and "Remove from List". At the bottom left is a "Next" button.

Follow the next three steps:

Step 1: Click **BROWSE**. Search your computer for the document file name of the attachment, find the document you want, double-click it and ECF will insert it in the Filename field.



Select one or more attachments.

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

Filename
S:\ECF Team\O Drive Folders\Sample PD

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category Description

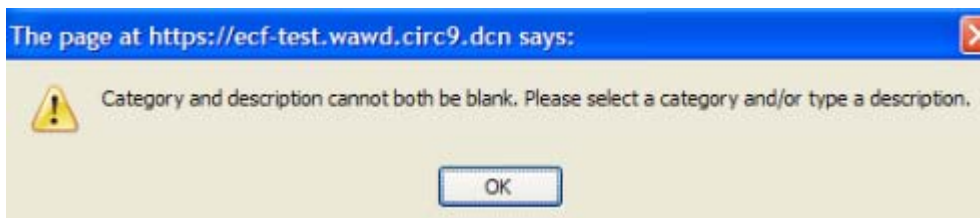
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Step 2: Name the attachment.

- Next to the field for attachment **Category**, click on the arrow and ECF opens a pull-down screen. Highlight the type of attachment from the drop down list.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

If you choose both a selection from the **Category list** and type in a **Description**, the **Description** will follow the **Category** in the attachment name.

NOTE: You will receive an error message if you attempt to skip this step:



Step 3: Click ADD TO LIST.

Motions
[2:07-cv-03055-JLR Pitt v. Clooney](#)
JURYDEMAND, PROTO

Select one or more attachments.

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

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category **Description**

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 pleading. A new screen opens to display the file name of the newly attached document. If you have more attachments, go back to Step 1.

After adding all of the desired PDF documents as attachments, click **NEXT**.

Note the Motion

Refer to Civil Local Rule CR7.

PROPERLY NOTE MOTIONS IN COMPLIANCE WITH CR 7

Click **NEXT**.

Motion for Preliminary Injunction

Noting Date
in compliance with CR 7

Date 6/1/08 Calendar

Next Clear

Enter the correct noting date for the Motion you are filing and then click **NEXT**.

Filing Tip: Clicking on Calendar will display the current month's calendar, which can be changed by clicking on the < or > symbols.

Modify Docket Text.

Click on the modifier drop-down list (circled in red). Select a modifier if appropriate.

Click in the open text (white box) area to type additional text for the description of the pleading.

Docket Text: Modify as Appropriate.

Second MOTION for Preliminary Injunction to cease and desist by Plaintiff Tony Gramsci.

(Attachments: # (1) Proposed Order) Noting Date 5/1/2008. (Barber, Valerie)

Next Clear

Submit the Pleading.

Click **NEXT**. A new window appears with the complete text for the docket report.

Docket Text: Final Text
 MOTION for Preliminary Injunction by Plaintiff Brad Pitt. (Attachments: # (1) Proposed Order) Noting Date 6/1/2008.(KN)

Source Document Path (for confirmation only):
 S:\ECF Team\O Drive Folders\Sample PDFs\Motion.pdf pages: 1
 S:\ECF Team\O Drive Folders\Sample PDFs\Order.pdf pages: 1

This is a new **full path and filename** feature that displays on the Final Docket Text screen during docketing. This will allow you to confirm that the proper documents have been uploaded before posting the document.

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.



At any time prior to this step, you can abort the ECF filing by clicking on any menu on the *Blue* ECF menu bar at the top of your screen. ECF will reset to the beginning of the process you just selected.

Click **NEXT** to file and docket the pleading.

Notice of Electronic Filing.

ECF opens a new window displaying an ECF filing receipt, called the Notice of Electronic Filing. This notice provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

Motions

[2:07-cv-03055-JLR Pitt v. Clooney](#)

JURYDEMAND, PROTO

U.S. District Court

United States District Court for the Western District of Washington

Notice of Electronic Filing

The following transaction was entered on 4/22/2008 at 12:50 PM PDT and filed on 4/22/2008

Case Name: Pitt v. Clooney

Case Number: [2:07-cv-3055](#)

Filer: Brad Pitt

Document Number: [19](#)

Docket Text:

[MOTION for Preliminary Injunction by Plaintiff Brad Pitt. \(Attachments: # \(1\) Proposed Order\) Noting Date 6/1/2008.\(KN\)](#)

2:07-cv-3055 Notice has been electronically mailed to:

Sherman Starr Valerie_Barber@wawd.uscourts.gov

2:07-cv-3055 Notice will not be electronically mailed to:

Actor Best
BEST & BEST
5000 Upper Crust Dr
SEATTLE, WA 98101

- To print the notice, select **PRINT** on the browser toolbar to print the document receipt.
- To save the notice, select **FILE** on the browser menu bar, and choose **SAVE AS** from the drop-down.
- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their e-mail addresses to the court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing.
- It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and pro se parties who have indicated they *do not* have e-mail accounts.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail addresses to the court.

Individuals who receive electronic notification of the filing are permitted one “free look” at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**.

The filer is permitted one "free look" at the document *and* the docket sheet to verify that the pleading was properly docketed.

The court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER fees.

Criminal Events

Filing Documents for Criminal Cases

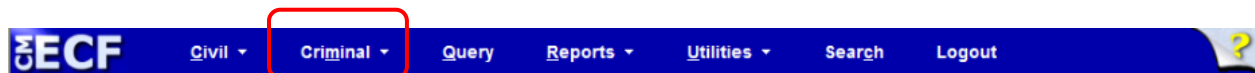
The steps involved in filing a criminal document are:

- Select the type of document to file.
- Enter the case number.
- Designate the defendant that the filing relates to.
- Designate the party(s) filing the document.
- Specify the PDF document to be filed.
- Add attachments, if any, to the document being filed.
- Note the motion.
- Modify docket text as necessary.
- Submit the pleading to ECF.
- Receive notification of electronic filing.

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

Select the type of document to file

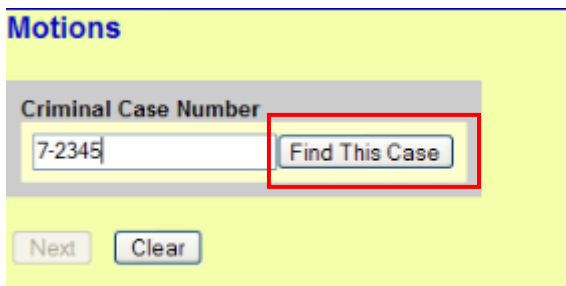
This section of the User's Manual describes the process for filing a **motion** in ECF. The process is similar for filing other pleadings.



Select **Criminal** from the *Blue* menu bar at the top of the ECF screen.

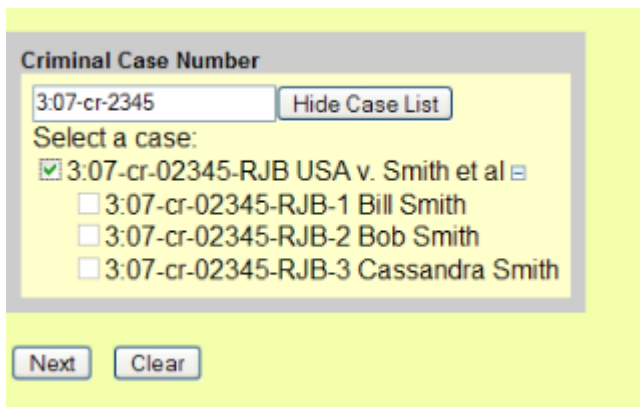


Select **Motions**, under **Motions and Related Filings**.



Enter the Case Number, then click Find This Case.

ECF will search the court's database for the case number. Click **CLEAR** to re-enter a case number.



ECF assigns a separate case number (shown above) to each defendant. Click the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the top box as indicated and leave the other boxes unchecked.

When finished selecting defendants click **NEXT**.

3:07-cr-02345-RJB USA v. Smith et al

BOND

Next Clear

To view the docket sheet for the case, click on this case caption. Be aware this will launch a new PACER login page. You will be prompted for your PACER login and password.

Case Flag Definitions appear under the case caption. (See page for complete list)

Designate the party or parties filing the document.

Highlight the name of the party or parties filing the motion. Click **NEXT**.

Select the filer.

Select the Party:

USA [Plaintiff]
Smith, Bill (1) [Defendant]
Smith, Bob (2) [Defendant]
Smith, Cassandra (3) [Defendant]

Next Clear

Choose the filing event.

Type the name of the event. ECF will search for all events matching that name.

sup| Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events) **Selected Events** (click to remove events)

Suppress

Click on the name to move it to the selected events.

Start typing to find another event.

Available Events (click to select events) **Selected Events** (click to remove events)

Reduce Bond
 Reduce Sentence
 Reduce Sentence re Crack Cocaine 18:3582
 Return of Property/Post Trial
 Return of Property/Pre Trial
 Return of Surety
 Review of Detention Order
 Sanctions
 Seal Case
 Seal Document
 Sever Defendant
 Show Cause
 Stipulated Motion
 Substitute Attorney
 Suppress

Suppress

Filing Tip:

If the type of motion you are looking for does not appear on the list, select *Miscellaneous Relief*. This event will prompt you to describe your motion.

Indicate Oral Argument.

Enter **No** or **Yes**. Click **NEXT**.

Does the **CAPTION** of this motion or responsive memorandum include a request for **ORAL ARGUMENT**? no|

If you choose **Yes**, review this additional screen and click **NEXT**.

The CAPTION of your document MUST contain the words **ORAL ARGUMENT** to comply with Local Rule CrR 12(c)(10).

The Court will notify you if ORAL ARGUMENT is granted.

Next Clear

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

ECF displays a field for locating and entering the PDF file of the document you are filing.

Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate judge. Case # and title of the order must be in the subject line of the email.

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

Filename

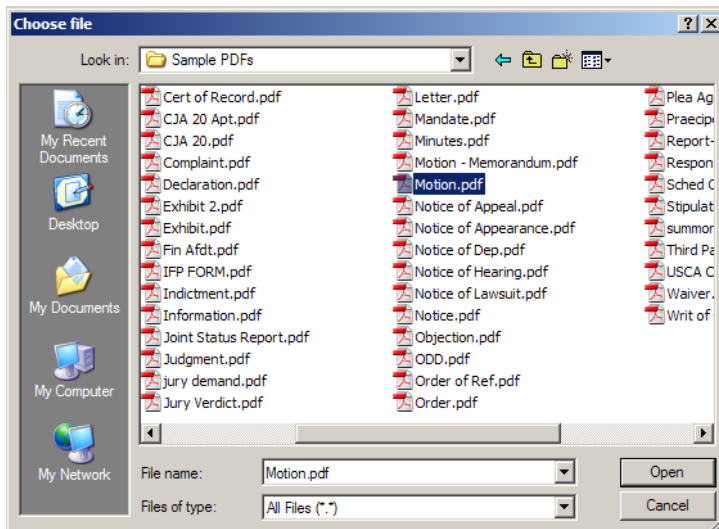
Browse...

Attachments to Document: No Yes

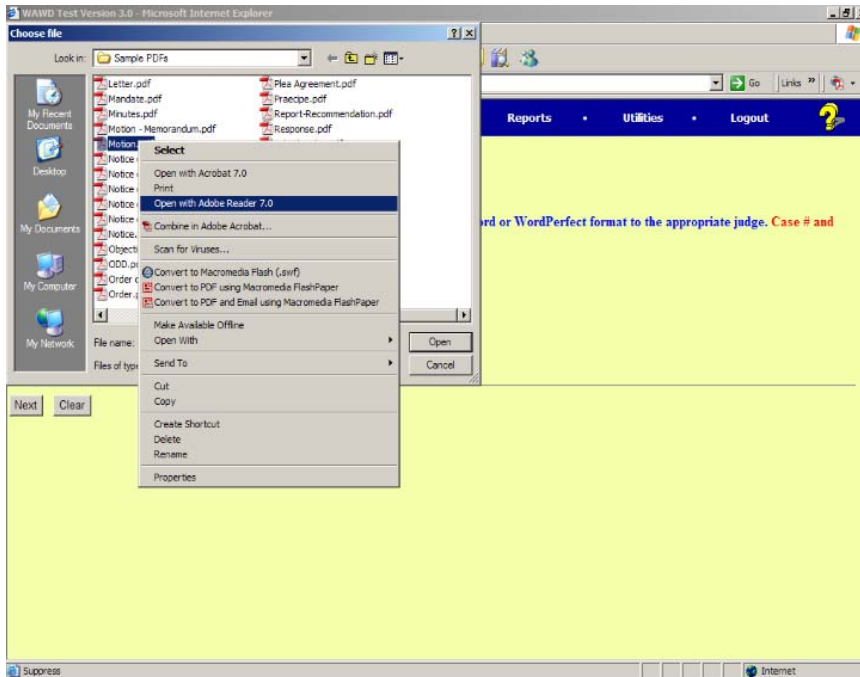
Next Clear

Click **BROWSE**. Search your computer for the document to be filed.

Find the PDF version of your document.

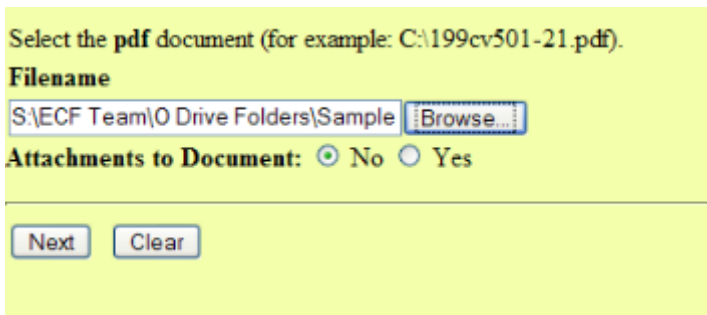


To verify that you have selected the correct document and all pages are properly converted, right mouse click on the highlighted file name to open a quick menu:



In the example above, “**Open with Adobe Reader 7.0**” is displayed. To select, click on it with the left mouse button. Adobe Reader will launch and open the PDF document. View it to verify it is the correct document. Once you have verified the document is correct, close the reader program.

Double-click on the PDF document (or highlight it and click on **Open**).



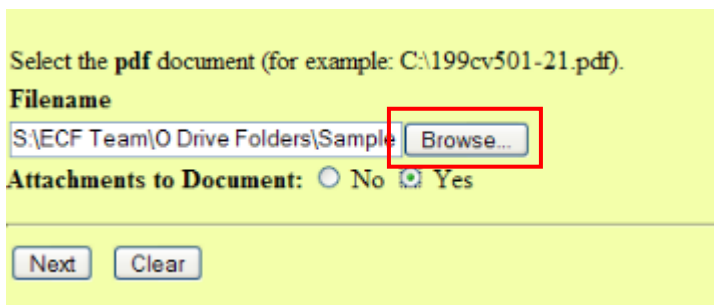
ECF inserts the PDF file name and location.

Add attachments to documents being filed.

To attach the proposed order to your motion, select **Yes** under **Attachments to Document**. Click **NEXT**.

Follow the next three steps.

Step 1: Click **BROWSE**. Search your computer for the document file name of the attachment, find the document you want, double-click it and ECF will insert it in the Filename field.



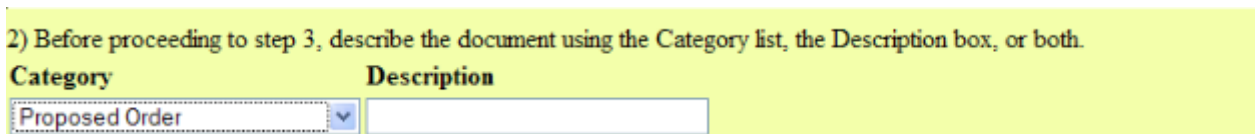
Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
S:\ECF Team\O Drive Folders\Sample [Browse...]

Attachments to Document: No Yes

[Next] [Clear]

Step 2: Name the attachment.



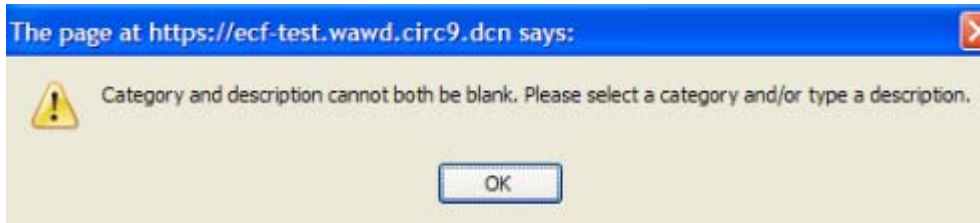
2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category	Description
Proposed Order	

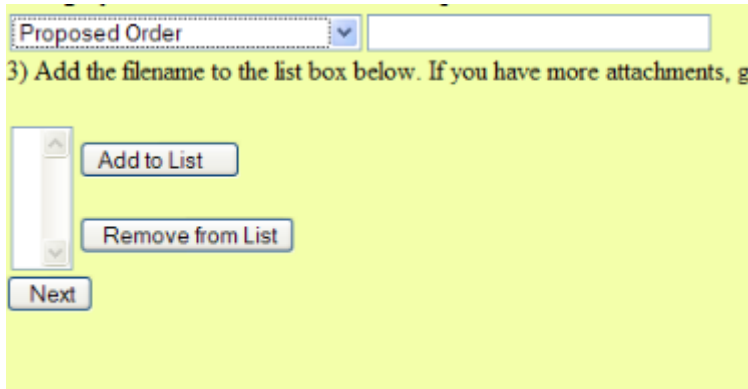
- Next to the field for attachment **Category**, click on the arrow and ECF opens a pull-down screen. Highlight the type of attachment from the drop down list.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

If you choose both a selection from the **Category list** and type in a **Description**, the **Description** will follow the **Category** in the attachment name.

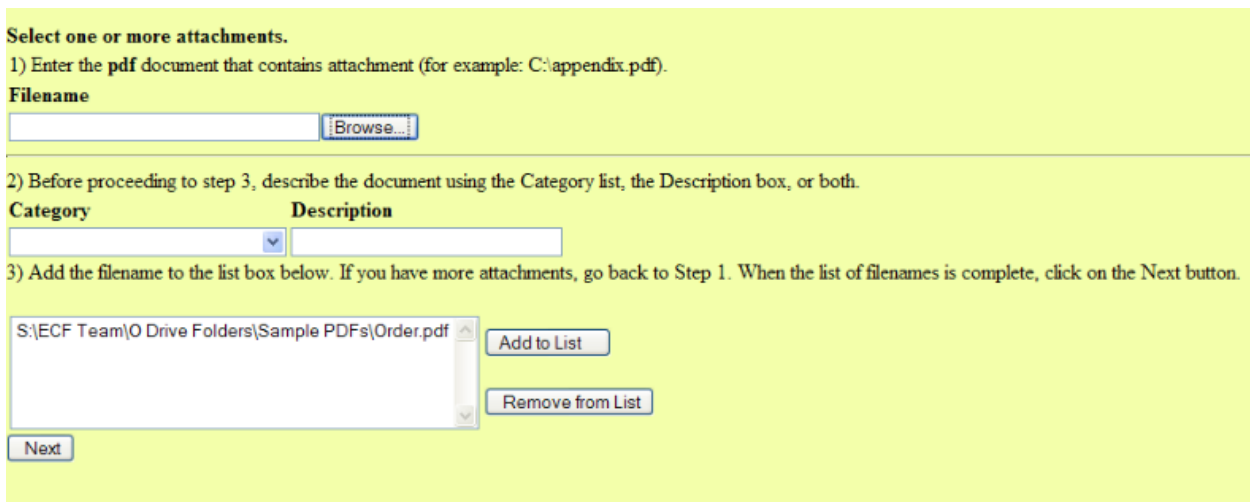
NOTE: You will receive an error message if you attempt to skip this step:



Step 3: Click ADD TO LIST.



Click **Add to List** to display the file name of the newly attached document.



If you have more attachments, go back to Step 1.

After adding all of the desired PDF documents as attachments, click **NEXT**.

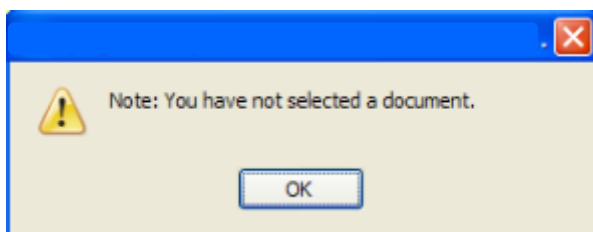
In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **NEXT** button:

ERROR: Document is not a well-formed PDF document (no further information is available).

Back

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

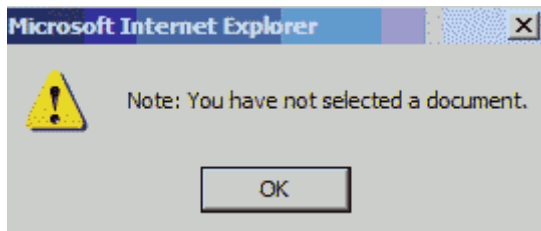
If you fail to select a document to file with your pleading, ECF will display the following error message:



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

Failure to Select a Document to File.

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



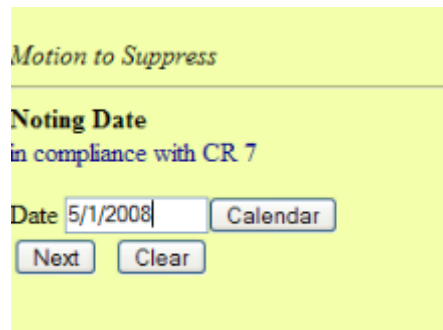
Note the Motion

Refer to Local Criminal Rule CrR12.



PROPERLY NOTE MOTIONS IN COMPLIANCE WITH CrR 12

Next Clear



Motion to Suppress

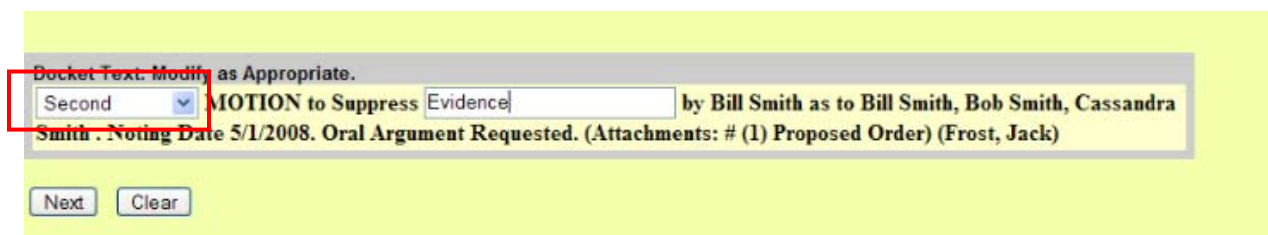
Noting Date
in compliance with CR 7

Date 5/1/2008 Calendar

Next Clear

Enter the correct noting date for the Motion you are filing and then click **NEXT**.

Filing Tip: Clicking on **Calendar** will display the current month's calendar, which can be changed by clicking on the "<" or ">" symbols.



Docket Text: Modify as Appropriate.

Second MOTION to Suppress Evidence by Bill Smith as to Bill Smith, Bob Smith, Cassandra Smith. Noting Date 5/1/2008. Oral Argument Requested. (Attachments: # (1) Proposed Order) (Frost, Jack)

Next Clear

Modify Docket Text.

Click on the modifier drop-down list (circled in red). Select a modifier if appropriate.

Click in the open text (white box) area to type additional text for the description of the pleading.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the web browser **BACK** button to find the screen you wish to alter.

Submit the Pleading.

Click **NEXT**. A new window appears with the complete text for the docket report.

The screenshot shows a web interface for submitting docket text. At the top, a grey box contains the text: "Docket Text: Final Text" followed by "Second MOTION to Suppress Evidence by Bill Smith as to Bill Smith, Bob Smith, Cassandra Smith. Noting Date 5/1/2008.Oral Argument Requested. (Attachments: # (1) Proposed Order)(Frost, Jack)". Below this is a red warning: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Underneath, the "Source Document Path (for confirmation only):" section lists two files: "S:\ECF Team\O Drive Folders\Sample PDFs\Motion.pdf pages: 1" and "S:\ECF Team\O Drive Folders\Sample PDFs\Order.pdf pages: 1". At the bottom are "Next" and "Clear" buttons. A red callout box points to the file paths with the text: "This is a new **full path and filename** feature that displays on the Final Docket Text screen during docketing. This will allow you to confirm that the proper documents have been uploaded before posting the document."

On this screen the following warning is displayed:

The screenshot shows a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue."

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

- Clicking on any link 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.

Notice of Electronic Filing.

Motions
[3:07-cr-02345-RJB USA v. Smith et al](#)
BOND

U.S. District Court
United States District Court for the Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Frost, Jack on 4/11/2008 at 1:53 PM PDT and filed on 4/11/2008

Case Name: USA v. Smith et al
Case Number: [3:07-cr-2345](#)
Filer: Dft No. 1 - Bill Smith
Document Number: [7](#)

Docket Text:
Second MOTION to Suppress *evidence* by Bill Smith as to Bill Smith, Bob Smith, Cassandra Smith. Noting Date 5/1/2008. (Attachments: # (1) Proposed Order)(Frost, Jack)

3:07-cr-2345-1 Notice has been electronically mailed to:

Valerie Barber Valerie_Barber@wawd.uscourts.gov, Jeff_Turner@wawd.uscourts.gov

ECF opens a new window displaying an ECF filing receipt, called the Notice of Electronic Filing. This notice provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

- To print the document receipt, select **PRINT** on the browser toolbar.
- To save, select **FILE** on the browser menu bar, and choose “**Save As**” from the drop-down window.

E-Mail Notification of Documents That Were Filed.

- After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their e-mail addresses to the court.
- Individuals who receive electronic notification of the filing are permitted one “free look at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing.
- The filer is permitted one free look at the document.
- The court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER fees.
- It is the responsibility of filers to send hard copies of the pleading and Notice of Electronic Filing to attorneys and pro se parties who have indicated they *do not* have e-mail accounts.

Query Feature



Click on **Query** from the Blue menu bar of ECF to search the Electronic Case Filing (ECF) system for specific case information. ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the database.

PACER Login

Instructions

Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CMECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

Make this my default PACER login

After checking this box, you will only need to use your CMECF login and password, either for electronic filing or for viewing documents via PACER.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
Client code:	<input type="text"/>
<input type="button" value="Login"/> <input type="button" value="Reset"/>	

Notice: An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. For more information, contact the PACER Service Center at (800)676-6865.

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. To register, contact PACER at 1-800-676-6856 or online at www.pacer.psc.uscourts.gov. After you enter your PACER login and password, ECF opens a Query data entry screen:

Query

Search Clues	
Case Number	<input type="text"/>
or search by	
Case Status:	<input type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> All
Filed Date	<input type="text"/> to <input type="text"/>
Last Entry Date	<input type="text"/> to <input type="text"/>
Nature of Suit	<div style="border: 1px solid gray; padding: 2px;">0 (zero) 110 (Insurance) 120 (Contract: Marine) ... ^ ≡ v</div>
or search by	
Case Status:	<input type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> All
Last/Business Name	<input type="text" value="smith"/> (Examples: Desoto, Des*t)
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Type	<input type="text"/>
<input type="button" value="Run Query"/> <input type="button" value="Clear"/>	

- If you know the case number that the court has assigned to the case, enter it in the **Case Number** field.
- To search by the name of a party or attorney, enter the last name of the party or attorney in the **Last/Business Name** field. Choose “Party” or “Attorney” in the **Type** field.
- You can enter part of a name and then enter an asterisk (*) for a broader search of the database.
- To search by nature of suit, choose the appropriate three digit number from the drop-down list. You must enter a range for either the filed date or the last entry date in order for the query to run.
- To search for all cases of a certain type, use the date “1/1/1970” as the “beginning of time.” When you run the query, if there is more than one case that meets the criteria, you will get a screen listing multiple case numbers.

Click **Run Query**.

If more than one person with that name is in the database, ECF returns a screen from which to select the correct name.

Select A Person

There were 15 matching persons.

Smith, Bill	(pty)
Smith, Bob	(pty)
Smith, CC	(aty)
Smith, Cassandra	(pty)
Smith, James	(aty)
Smith, Joe	(pty)
Smith, Joe	(pty)
Smith, John	(aty)
Smith, Jon L	(pty)
Smith, Mary	(pty)

If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases.

Select A Case

This person is a party in 10 cases.

2:07-cr-03000-MJP	USA v. Smith	filed 02/13/07	
2:07-cr-03000-MJP-1	Bill Smith	filed 02/13/07	
2:07-cv-00049		filed 02/09/07	
2:07-cv-00050		filed 02/09/07	
2:07-cv-03000-MJP	Smith v. USA	filed 02/13/07	
2:33-cr-00321-CVB	USA v. Randy	filed 11/21/06	closed 11/29/07
2:33-cr-00321-CVB-2	Bill Smith	filed 11/21/06	closed 11/29/07
3:07-cr-02345-RJB	USA v. Smith et al	filed 02/13/07	
3:07-cr-02345-RJB-1	Bill Smith	filed 02/13/07	

Click on the case number hyperlink to view the Query screen:

3:07-cr-02345-RJB USA v. Smith et al
Date filed: 02/13/2007
Date of last filing: 04/11/2008

Query

[Alias](#)
[Associated Cases](#)
[Attorney](#)
[Case Summary](#)
[Deadlines/Hearings...](#)
[Docket Report ...](#)
[Filers](#)
[History/Documents...](#)
[Party](#)
[Related Transactions...](#)
[Status](#)
[View a Document](#)

At the top of the menu, ECF displays:

- Case number
- Parties to the case,
- Presiding judge,
- Date that the case was initially filed, and
- Date of the last document filed.

Choose specific case information from a large list of Query options by clicking on the appropriate link on the screen:

Alias

Displays party names and any additional names added, “also known as”, or “doing business as”, among others.

Associated Cases

Displays any case associations.

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.

Deadlines/Hearings

Displays hearing and other schedule deadlines. Can be sorted by Due/Set, Document Number, Deadline/Hearing, Filed, Satisfied, Terminated, and Party.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet criteria screen:

Docket Sheet

Case Number
3:07-cr-02345-RJB USA v. Smith et al

Filed to
 Entered

Documents to

Include:
 Parties and counsel
 Terminated parties
 List of member cases
 Links to Notices of Electronic Filing

Document options:
 View multiple documents

Sort by ▼

Make these options my default.

Select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark by the following boxes to view these from the docket sheet:

- Include terminated parties
- Include links to notices of electronic filing
- Include list of parties and counsel
- Include list of member cases (for consolidated or MDL cases)

View Multiple Documents

Document options:

View multiple documents

This feature allows you to view all the documents from a single docket entry at the same time.

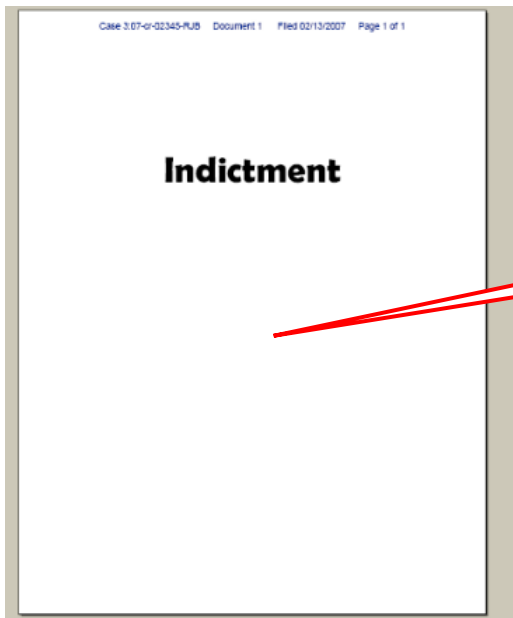
Check the box next to the document you wish to view.

Date Filed	#	clear	Docket Text
02/13/2007	1	<input checked="" type="checkbox"/>	INDICTMENT as to Bill Smith (1) count(s) 1, Bob Smith (2) count(s) 1, Cassandra Smith (3) count(s) 1. (Entered: 02/13/2007)
02/13/2007			Judge update in case as to Bill Smith, Bob Smith, Cassandra Smith. Judge Robert J. Bryan added. (Entered: 02/13/2007)
02/13/2007	2	<input checked="" type="checkbox"/>	MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bill Smith. Civil case 3:07-cv-54 opened. (Additional attachment(s) added on 4/11/2008: # 1 Proposed Order) (KN). (Entered: 02/13/2007)
02/13/2007	3	<input checked="" type="checkbox"/>	MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bob Smith. Civil case 3:07-cv-56 opened. (Additional attachment(s) added on 4/11/2008: # 1 Proposed Order) (KN). (Entered: 02/13/2007)
02/13/2007	4	<input checked="" type="checkbox"/>	MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Cassandra Smith. Civil case 3:07-cv-5000 opened. (Additional attachment(s) added on 4/11/2008: # 1 Proposed Order) (KN). (Entered: 02/13/2007)
03/06/2007	5	<input checked="" type="checkbox"/>	NOTICE OF ATTORNEY APPEARANCE: Valerie Barber appearing for Cassandra Smith (Entered: 03/06/2007)
04/11/2008	7	<input checked="" type="checkbox"/>	Second MOTION to Suppress <i>evidence</i> by Bill Smith as to Bill Smith, Bob Smith, Cassandra Smith. Noting Date 5/1/2008. (Attachments: # 1 Proposed Order)(Frost, Jack) (Entered: 04/11/2008)

or


To view immediately, click **View Selected**.

To save in a zip file, click **Download Selected**.



Scroll down to view all your PDF images.

Click on the hyperlink to view the image of the document, subject to PACER fees.

Date Filed	#	Docket Text
02/13/2007	1	INDICTMENT as to Bill Smith (1) count(s) 1, Bob Smith (2) count(s) 1, Cassandra Smith (3) count(s) 1. (Entered: 02/13/2007)
02/13/2007		Judge update in case as to Bill Smith, Bob Smith. Click on this silver ball to view the Notice of Electronic Filing that was sent.
02/13/2007	2	MOTION to Vacate, Set Aside or Correct Sentence for a Judgment or Order (pursuant to 28 U.S.C. 2255) by Bob Smith. Civil case 3:07-cv-54 opened. (Additional attachment(s) added on 4/11/2008: # 1 Proposed Order) (KN). (Entered: 02/13/2007)
02/13/2007	3	MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bob Smith. Civil case 3:07-cv-54 opened. (Additional attachment(s) added on 4/11/2008: # 1 Proposed Order) (KN). (Entered: 02/13/2007)
02/13/2007	4	MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Cassandra Smith. Civil case 3:07-cv-5000 opened. (Additional attachment(s) added on 4/11/2008: # 1 Proposed Order) (KN). (Entered: 02/13/2007)
03/06/2007	5	NOTICE OF ATTORNEY APPEARANCE: Valerie Barber appearing for Cassandra Smith (Entered: 03/06/2007)
04/11/2008	7	Second MOTION to Suppress evidence by Bill Smith as to Bill Smith, Bob Smith, Cassandra Smith. Noting Date 5/1/2008. (Attachments: # 1 Proposed Order)(Frost, Jack) (Entered: 04/11/2008)

Filers

Sorted by filer's name, role, date added to the case, and date terminated from the case.

Name	Type	Added	Terminated
Bill Smith (1)	Defendant	02/13/2007	
Bob Smith (2)	Defendant	02/13/2007	
Cassandra Smith (3)	Defendant	02/13/2007	

History/Documents

Displays case event history and documents associated with the case.

The screenshot shows a web interface for 'History/Documents'. It features two radio buttons: 'All events (history)' (selected) and 'Only events with documents'. There is a checked checkbox for 'Display docket text'. A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom, there are 'Run Query' and 'Clear' buttons.

- Choose to exhibit all events or only those with documents attached.
- Display the docket text in the report.
- Select the sort order for the Query report (**Oldest date first or Most recent date first.**)
- After making your selections, click **Run Query.**

ECF queries the database and builds your report. This particular report lists all of the events and documents associated with the case in chronological order. It also displays the docketing text for all docketed events.

History		
Doc. No.	Dates	
--	<i>Filed & Entered:</i> 02/13/2007	Add and Terminate Judges <i>Docket Text:</i> Judge update in case as to Bill Smith, Bob Smith, Cassandra Smith. Judge Robert J. Bryan added.
1	<i>Filed & Entered:</i> 02/13/2007	Indictment <i>Docket Text:</i> INDICTMENT as to Bill Smith (1) count(s) 1, Bob Smith (2) count(s) 1, Cassandra Smith (3) count(s) 1.
2	<i>Filed & Entered:</i> 02/13/2007	2255 Motion to Vacate, Set Aside or Correct Sentence <i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bill Smith. Civil case 3:07-cv-54 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).
3	<i>Filed & Entered:</i> 02/13/2007	2255 Motion to Vacate, Set Aside or Correct Sentence <i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bob Smith. Civil case 3:07-cv-56 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).
4	<i>Filed & Entered:</i> 02/13/2007	2255 Motion to Vacate, Set Aside or Correct Sentence <i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Cassandra Smith. Civil case 3:07-cv-5000 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).
5	<i>Filed & Entered:</i> 03/06/2007	Notice of Attorney Appearance - Defendant <i>Docket Text:</i> NOTICE OF ATTORNEY APPEARANCE: Valerie Barber appearing for Cassandra Smith
7	<i>Filed & Entered:</i> 04/11/2008	Motion to Suppress <i>Docket Text:</i> Second MOTION to Suppress <i>evidence</i> by Bill Smith as to Bill Smith, Bob Smith, Cassandra Smith. Noting Date 5/1/2008. (Attachments: # (1) Proposed Order)(Frost, Jack)

View a PDF image of actual documents by clicking on the underlined document number in the far left column of the onscreen report.

Party

This option displays party names and their counsel.

3:07-cr-02345-RJB USA v. Smith et al
Date filed: 02/13/2007
Date of last filing: 04/11/2008

Parties

Bill Smith (1)
 LOMPOC
 U.S. PENITENTIARY
 Inmate Mail/Parcels
 3901 KLEIN BLVD
 LOMPOC, CA 93436
Added: 02/13/2007
(Defendant)

Bob Smith (2)
Added: 02/13/2007
(Defendant)

Cassandra Smith (3)
Added: 02/13/2007
(Defendant)

represented by

Valerie Barber
Assigned: 03/06/2007
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

USA
Added: 02/13/2007
(Plaintiff)

Related Transactions

Run Query to display each transaction in the case is along with any other transactions to which it is related.

Related Transactions

Filed to

Documents to

Document type

Pending
 Terminated

Sort by

To view the document, click on the document number link.

Related Transactions

Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.

Doc. No.	Event Name	Event Filed	Event Terminated
1	• Indictment	02/13/2007	
2	• 2255 Motion to Vacate, Set Aside or Correct Sentence	02/13/2007	
3	• 2255 Motion to Vacate, Set Aside or Correct Sentence	02/13/2007	
4	• 2255 Motion to Vacate, Set Aside or Correct Sentence	02/13/2007	
	• Add and Terminate Judges	02/13/2007	
5	• Notice of Attorney Appearance - Defendant	03/06/2007	
7	• Motion to Suppress	04/11/2008	

[Docket Report...](#)

Link to Docket Report

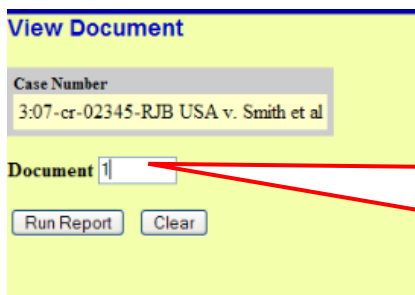
Status

Lists pending statuses in cases. Click on the silver ball in the “Status set by” box to display the docket entry which set the status. You can view the document for that entry by clicking on the document number. (PACER charges apply.)

If there are any statuses which were previously set, you will see **Click *here* to view terminated Statuses** below the table of pending statuses. Click on the word *here* to see them.

View Document

This feature allows you to access PDF documents in a case without first running a Docket Report.



View Document

Case Number
3:07-cr-02345-RJB USA v. Smith et al

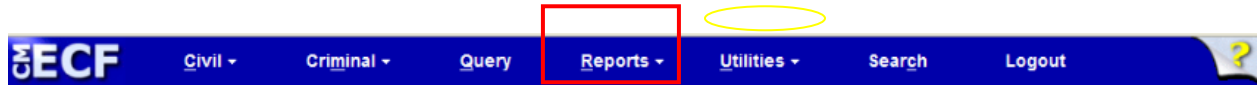
Document 1

Run Report Clear

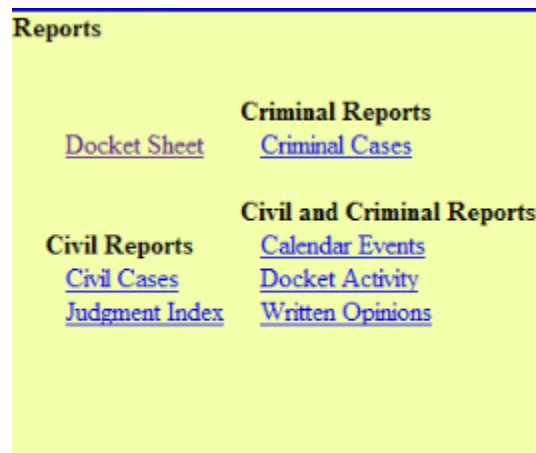
Enter the document number in the Document field.

If the document is available, a transaction receipt is displayed. Click the View Document button to display the image.

Reports Feature



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



If you select **Civil or Criminal Reports** or **Docket Sheet**, the PACER login screen will display. You must log in to PACER. You can view **Calendar Events** and **Written Opinions** for a case without logging into PACER.

Docket Sheet

The screenshot shows the 'Docket Sheet' query interface. At the top, the title 'Docket Sheet' is displayed. Below it, the 'Case number' field contains '3:07-cr-2345' and a 'Hide Case List' button. A callout box points to this field with the text: 'Enter the case number for your docket sheet in the Case Number field.' Below the case number, the 'Select a case:' section lists four options: '3:07-cr-02345-RJB USA v. Smith et al' (selected), '3:07-cr-02345-RJB-1 Bill Smith', '3:07-cr-02345-RJB-2 Bob Smith', and '3:07-cr-02345-RJB-3 Cassandra Smith'. The 'Filed' radio button is selected, with empty date fields for 'to'. Below this, the 'Documents' section has empty date fields for 'to'. The 'Include:' section has four checked checkboxes: 'Parties and counsel', 'Terminated parties', 'List of member cases', and 'Links to Notices of Electronic Filing'. The 'Document options:' section has one unchecked checkbox: 'View multiple documents'. A callout box points to the 'Include:' section with the text: 'Select parameters for the remainder of the data entry fields and click **Run Report**. ECF will display a full docket sheet for the case you selected.'

See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases

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

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office:

Cause:

Jurisdiction:

Case type:

Nature of suit:

Case flags:

Terminal digit(s): Open cases
 Closed cases

Filed: to

Sort by:

Output Format: Formatted Display
 Data Only

Make these options my default.

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

Enter the range of case filing dates for your report and select a Nature of Suit or Cause, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

Here is an example of part of a report.

Civil Cases Report			
U.S. District Court -- United States District Court for the Western District of Washington			
Filed Report Period: 1/1/2008 - 4/14/2008			
Case Number/ Title	Case Dates	Days Pending	Notes
2:88-cv-00021-JCC Krusty Burger v. Comic Book Guy	<i>Case filed:</i> 04/11/2008	3	<i>Cause:</i> 47:0605 Unauthorized Publication/Use of Communications <i>NOS:</i> 190 Contract: Other <i>Office:</i> Seattle <i>Jurisdiction:</i> Federal Question <i>Presider:</i> John C Coughenour <i>Jury demand:</i> Plaintiff <i>Case flags:</i> APPEAL, JURYDEMAND
2:04-cv-02166-TSZ Smithers v. Burns	<i>Case filed:</i> 03/11/2008	34	<i>Cause:</i> 05:702 Administrative Procedure Act <i>NOS:</i> 190 Contract: Other <i>Office:</i> Seattle <i>Jurisdiction:</i> Federal Question <i>Presider:</i> Thomas S. Zilly <i>Jury demand:</i> None
2:08-cv-00001 Newman v. United States of America	<i>Case filed:</i> 02/12/2008	62	<i>Cause:</i> 05:702 Administrative Procedure Act <i>NOS:</i> 890 Other Statutory Actions <i>Office:</i> Seattle <i>Jurisdiction:</i> Federal Question <i>Presider:</i> Unassigned <i>Jury demand:</i> None

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case.

Follow the instructions in the previous section for a Docket Sheet report.

Judgment Index

Search by a specific case number, name, or date range.

Judgment Index Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Case Number

Last name First name Middle name

Judgment date range to

Sort by:

Click Run Report.

Judgment Index Report		
U.S. District Court -- United States District Court for the Western District of Washington		
Report Period: 01/01/2007 - 04/14/2008		
Case Number/Title	Judgment Description	Status
2:33-cv-00321-RSL	<i>In favor of:</i> Federalist Party <i>Against:</i> Andrew Jackson <i>Amount:</i> \$ 0.00 <i>Date:</i> 01/17/2007 <i>Document:</i> 48 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	Fully Satisfied 01/17/2007
	<i>In favor of:</i> Federalist Party <i>Against:</i> Andrew Jackson <i>Amount:</i> \$ 1.00 no remarks other than remarking that there are no remarks. <i>Date:</i> 03/21/2007 <i>Document:</i> 140 <i>Interest:</i> 1.00% <i>Court Cost:</i> \$ 1.00	Fully Satisfied 03/21/2007
	<i>In favor of:</i> Federalist Party <i>Against:</i> Andrew Jackson <i>Amount:</i> \$ 23.00 <i>Date:</i> 05/01/2007 <i>Document:</i> 167 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	No Payment 05/01/2007

Click on the case number to run a docket sheet, or the hyperlinked document number to view the actual image.

Criminal Cases Report

This report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, terminal digit (last digit of case number), with pending defendants, terminated defendants, fugitive defendants or non-fugitive defendants.

When you click on the Criminal Cases link, ECF displays a screen as depicted here.

Criminal Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office:

Case types:

Case flags:

Citation:

Count Status: Pending Disposed

Filed: to

Terminal digit(s): Pending defendants
 Terminated defendants
 Fugitive defendants
 Non-Fugitive defendants

Sort by:

Output Format: Formatted Display Data Only

Make these options my default.

You can sort by case number, terminal digit, or office. Click **Run Report**. On the Transaction Receipt screen, click **Continue** to accept the PACER charges for the report.

Here is an example of a criminal case report, sorted by case number.

Criminal Cases Report			
U.S. District Court -- United States District Court for the Western District of Washington			
Filed Report Period: 4/7/2008 - 4/14/2008			
Case Number/ Title	Case Dates	Days Pending	Notes
2:88-cr-00021-JCC USA v. Snake	Case filed: 04/14/2008		Office: Seattle
1 - Snake	Added: 04/14/2008	0	Prsided: John C Coughenour
2 - Nelson Muntz	Added: 04/14/2008	0	Prsided: John C Coughenour
2:08-cr-00006-RAJ USA v. Tremain	Case filed: 04/09/2008		Office: Seattle
1 - Johnny Tremain	Added: 04/09/2008	5	Prsided: Richard A Jones
2:08-cr-00008-RSL USA v. Muir et al	Case filed: 04/09/2008		Office: Seattle
1 - Melissa Muir	Added: 04/09/2008	5	Prsided: Robert S. Lasnik
2 - Tammie Day	Added: 04/09/2008	5	Prsided: Robert S. Lasnik
3 - Mark Farley	Added: 04/09/2008	5	Prsided: Robert S. Lasnik
4 - Jamie Halterman	Added: 04/09/2008	5	Prsided: Robert S. Lasnik
5 - Janna Kropelnicki	Added: 04/09/2008	5	Prsided: Robert S. Lasnik

The report displays the case number and case title; date filed and date defendants added, days pending, judge, and office originated from.

Each defendant is assigned a case number, as you learned in the Criminal section.

Docket Sheet

Case number

Select a case:

- 2:07-cr-00055-TSZ USA v. Sleepy et al
 - 2:07-cr-00055-TSZ-1 Sleepy
 - 2:07-cr-00055-TSZ-2 Doctor Detroit
 - 2:07-cr-00055-TSZ-3 Im Shy
 - 2:07-cr-00055-TSZ-4 Snow White

Filed to
 Entered to

Documents to

Include:
 Parties and counsel
 Terminated parties
 List of member cases
 Links to Notices of Electronic Filing

Document options:
 View multiple documents

Sort by:

Make these options my default.

Click on the case number to view a docket sheet for the entire case

Click on an individual defendant to view a docket sheet for their case.

Docket Activity Report

Query a particular case number for filing activity. You can choose to search in cases to which you are linked. You can also search by Office, Case type, Event category, or Case flags. Choose a date range, Summary or Full docket text display, and sort by Case Number or Date Entered.

Warning: This report is not subject to the 30 page billing cap.
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Docket Activity Report PUBLIC ACCESS

Case number Only cases to which I am linked Open cases
 Closed cases

Office Case type

Event category Case flags

Filed between and Summary text
 Full docket text

Sort by

Make these options my default.

Here is an example of a Docket Activity Report:

Docket Activity Report				
U.S. District Court – United States District Court for the Western District of Washington				
Report Filed Period: 1/1/2008 - 4/14/2008				
Case Number/Title	Dates	Category/ Event	Docketed by	Notes
2:55-cr-00005-TSZ USA v. White	Entered: 02/01/2008 14:53:29 Filed: 02/01/2008	Category: motion Event: Depart from Sentencing Guidelines Document: 19	H. Bigney-Russell Type: crt	Office: Seattle Presider: Thomas S. Zilly Case Flags: APPEAL CLOSED
	Entered: 02/01/2008 15:52:48 Filed: 02/01/2008	Category: motion Event: Reduce Sentence re Crack Cocaine 18:3582 Document: 21	K. Ness Type: crt	
	Entered: 02/01/2008 16:00:53 Filed: 02/01/2008	Category: motion Event: Unopposed Motion Reduce Sentence re Crack Cocaine 18:3582 Document: 22	K. Ness Type: crt	

Utilities Feature

Your Account

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

Your Account
[Maintain Your Account](#)
[Maintain Your Address](#)
[Maintain Your E-Mail](#)
[Maintain Your Login/Password](#)

Maintain Your Account

This screen displays all of the registration information that is contained within the ECF database for your account with the court.

Maintain User Account

Last name	<input type="text" value="Frost"/>	First name	<input type="text" value="Jack"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Gender	<input type="text" value="v"/>	ATY Type	<input type="text" value="v"/>
Title	<input type="text"/>		
Bar number	12345	Type	aty
Prisoner id	<input type="text"/>		
Office	<input type="text"/>		
Unit	ICICLE LAW FIRM		
Address 1	425 CHATTER LN		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	FROSTBITE FALLS	State	MN
		Zip	50001
Country	US	County	<input type="text" value="v"/>
Phone	425-999-9999	Fax	<input type="text"/>
Initials	DOB	End date	



In addition you can access **Email Information** and **More User Information** on your account by clicking the buttons at the bottom of this screen.

Email Information:

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

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All My Cases	Additional Options
wawdattorney@hotmail.com	HTML	Individual NEF	Yes	Yes	Hide Options

Select Add Additional E-mail Address.

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All My Cases	Additional Options
wawdattorney@hotmail.com	HTML	Individual NEF	Yes	Yes	Hide Options
Secondary E-mail Addresses					
jfrost@icehouse.net	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hide Options

Enter the e-mail address of an individual you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses. Continue these steps for each e-mail address you wish to add.

Format choices:

HTML: The Notice of Electronic Filing is sent with a hyperlink to the document. You click on the document number to view the image.

TEXT: The Notice of Electronic Filing is sent in text format only. You must cut and paste the URL address displayed for the document into your browser to view the image, there are no hyperlinks.

Delivery Method choices:

Individual NEF - Notices are sent for each document filed that day.

Summary NEF - One notice is sent with a summary of all documents filed that day for each case number.

Active

Signifies the e-mail address is currently receiving electronic notice.

In All My Cases

Check this box to activate electronic notice in all cases for your additional e-mail addresses. If you do not check this box, they will not receive notice, unless you enter a case number under Additional Options for their e-mail address.

Additional Options

Additional Cases: Show, add or remove additional case numbers to receive notice for your primary or secondary e-mail addresses.

Enter a case number then click **Add to List**.

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
wawdattorney@hotmail.com	HTML	Individual NEF	Yes	Yes	Hide Options

Secondary E-mail Addresses

jfrost@icehouse.net	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Specific or Additional Cases
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Specific or Additional Cases to Receive NEFs

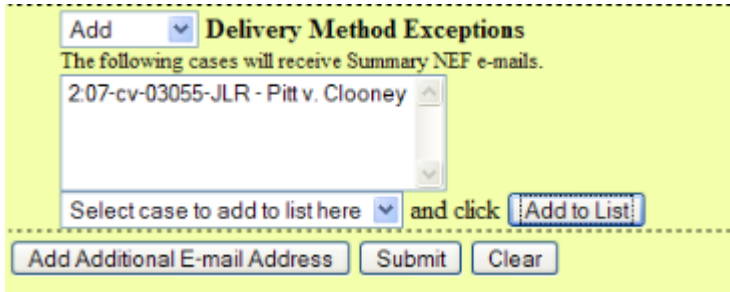
The 'free look' does not apply when viewing documents in cases for which you are not a participant.

2:07-cv-03055-JLR - Pitt v. Clooney

Enter case number and click **Add to List!**

Delivery Method Exceptions

Change the delivery method for cases you specify.

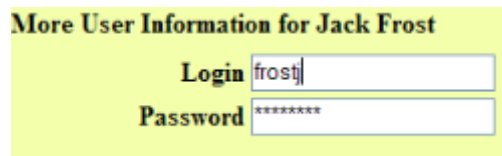


If you wish to enter completely new information about your account, use the **CLEAR** button to clear the fields on this screen.

To save your changes from the Maintain Your E-mail screen, click the **SUBMIT** button at the bottom of the screen.

More User Information:

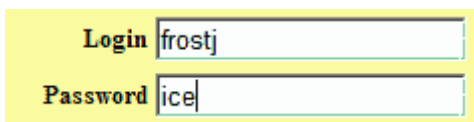
This screen displays user login information and provides the means to change your ECF password.



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. Click **SUBMIT** to save.

You may be prompted to update all cases you are appearing in. Choose "**Update All**" to update all your cases, or choose specific case numbers, then click **Submit**.

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: Modifications that you entered on the previous screen can be applied only to the cases you are allowed to access. If the person you are editing is associated with any other cases, information in those cases will not be modified.

*If you modified any of the name fields (first, last, middle, generation) on the previous screen, those values will automatically be recorded in all accessible cases to which the person is linked. These changes will apply to all of those cases regardless of whether or not the user selects cases individually or selects the *****Update None***** option.*

*If you modified items other than the name fields (ex. mailing address fields) on the previous screen, those values will be recorded **ONLY** in the accessible cases that you select or **ALL** cases if you choose the *****Update All***** option. If you select the *****Update None***** option, no changes will apply to any cases listed. Click the question mark on the menu bar above for more information.*

***** Update All *****

***** Update None *****

2:48-cv-1 Reindeer v. Snowman

2:55-cr-5-1 USA v. Fudd

2:7-cr-55-1 USA v. Sleepy et al

2:7-cv-36 Smith v. Jones

2:7-cv-52 Omni Innovations LLC v. Apollo Group Inc

2:7-mj-3001-1 USA v. Dogg

2:7-mj-3005-1 USA v. Bad et al

2:7-mj-3005-2 USA v. Bad et al

Submit Clear

Updating person record...
Update Person Prid: 740

The update was successful.... prid 740 - Jack Frost

Updating user record
The user update was successful

The update was successful....

ECF will notify you onscreen that your updates were accepted. If you changed passwords, you can begin using the new password during your next ECF session.

Maintain Your Address

On this screen you can update your name, mailing address and/or phone number.

NOTE: If you are not able to change the mailing address, you can file a Notice of Change of Address or Law Firm with the court, either electronically in an active case, or in paper with the Clerk's Office.

Maintain Your Email

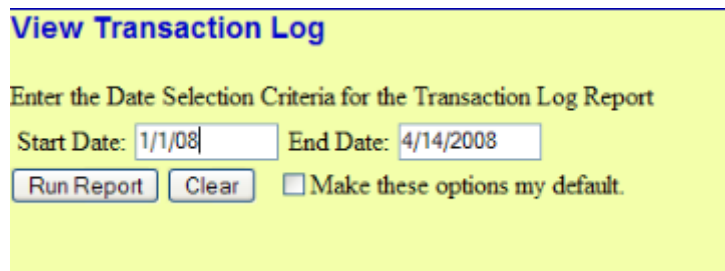
Shortcut to edit your e-mail address(es).

Maintain Your Login/Password

Shortcut to edit your login and password.

View Your Transaction Log

ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report.



View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: 1/1/08 End Date: 4/14/2008

Make these options my default.

Enter the date range for your report and click **Run Report**. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See below for a sample transaction log report.

179271	02/01/2008 16:14:04	2-55-cr-5-1	MOTION to Depart from Sentencing Guidelines by Snow White. Noting Date 2/29/2008
179278	02/01/2008 16:25:06	2-55-cr-5-1	MOTION for Retroactive Application of Sentencing Guidelines to Crack Cocaine Offense 18 USC 3582 by Snow White. Noting Date 2/29/2008
179281	02/01/2008 16:25:55	2-55-cr-5-1	Unopposed MOTION for Retroactive Application of Sentencing Guidelines to Crack Cocaine Offense 18 USC 3582 by Snow White.
179335	02/07/2008 10:42:50	2-55-cr-5-1	SENTENCING MEMORANDUM by Snow White (Frost, Jack)
179551	02/15/2008 16:30:07	2-08-cv-1234	ANSWER to [1] Complaint with JURY DEMAND by Mrs Lovett.(Frost, Jack)

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

Legal Research

Contains links to external sites:

Legal Research

[Law Dictionary](#)
[Medical Dictionary](#)
[Westlaw via the Internet](#) [Lexis via the Internet](#)

Mailings

[Mail Notification Requests](#)
[Mailing Info for a Case](#)
[Mailing Labels by Case](#)

Contains the following links:

- **Mailing Notification Requests** - View your primary and secondary e-mail addresses.
- **Mailing Info for a Case** - Lists parties that will receive e-mail notification and which parties or list of attorneys will not receive e-mail notification and will require manual noticing.
- **Mailing Labels by Case** – Create mailing labels.

Verify a Document

Locate a particular document attached to a specific case number.

Verify Document(s)

Specify the case number and document number of the docket entry containing the document to be verified.

Case Number

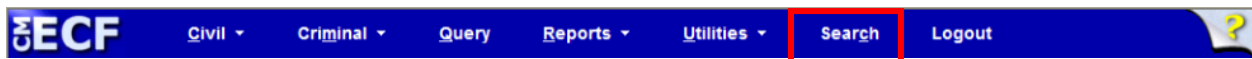
Document Number:

Verify Document(s)

[2-08-cv-01234-RAJ Todd v. Lovett](#)

Date	#	Docket Text
02/15/2008	3	MINUTE ORDER SETTING TRIAL DATE AND RELATED DATES, AND DESIGNATING CASE FOR MEDIATION; Length of Trial: *3 weeks*. Mediation shall be completed no later than thirty (30) days prior to the trial date. Jury Trial is set for 1/2/2009 at 09:00 AM in Courtroom 12A before Richard A Jones. Joinder of Parties due by 6/1/2008; Amended Pleadings due by 7/6/2008; Expert Witness Disclosure/Reports under FRCP 26(a)(2) due by 7/6/2008; Discovery completed by 9/4/2008; Dispositive motions due by 10/4/2008; Settlement conference to be held by 11/3/2008; 39.1 mediation to be completed by 12/3/2008; Motions in Limine due by 12/5/2008; Pretrial Order due by 12/19/2008; Trial briefs to be submitted by 12/26/2008; Proposed voir dire/jury instructions due by 12/26/2008; Proposed Findings of Fact and Conclusions of Law to be submitted by 12/3/2008; by Richard A Jones. (lbr)

Case number, document number, date filed and docket text are displayed. Clicking on the document link displays the PACER login screen. Enter your PACER login and password to view the image. (PACER charges apply.)

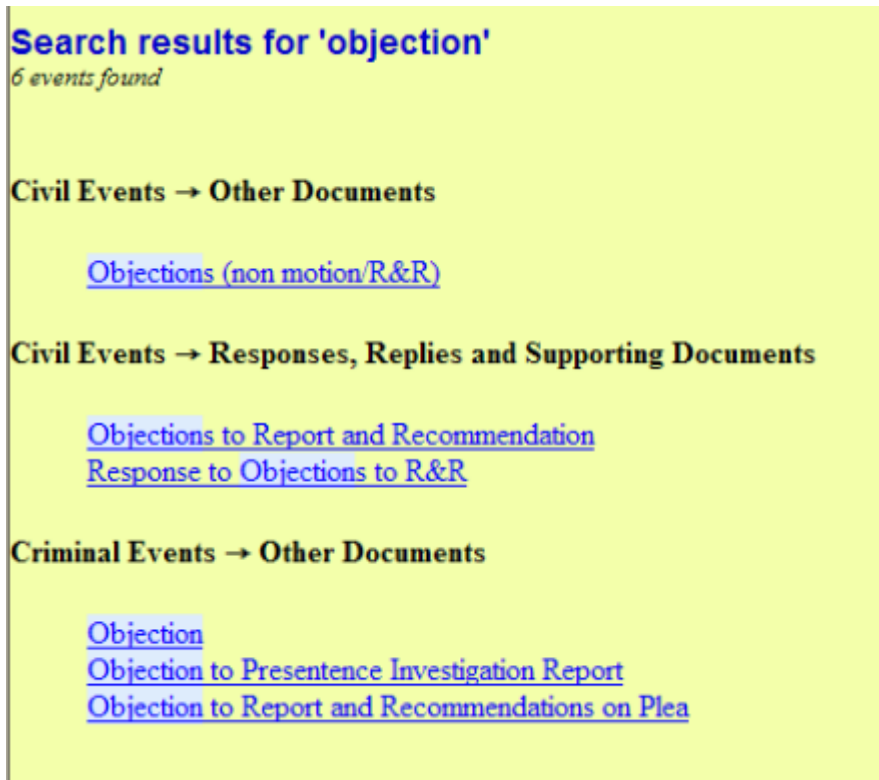


Search

This new option allows you to search for filing events. Click on Search to display the Search Menus and Events window.

A window titled "Search Menus and Events" with a blue header bar. Below the header is a light blue background. There is a text input field containing the word "objection". To the right of the input field is a button labeled "Search".

In this window, enter all or part of the name of the desired event. For example, "objection". Click Search.



A list of events is displayed which contain the entered word or string of words and the menu on which the event can be found.

Click on the appropriate event to continue the filing.



Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click **Logout** from the ECF Blue menu bar. ECF will log you out of the system and return you to the ECF login screen.