

# ELECTRONIC CASE FILING CIVIL/CRIMINAL CM/ECF



## User Manual

NORTHERN DISTRICT OF OHIO  
(April 2009)

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# Electronic Case Files System

## User Manual

(February 2004)

## Getting Started

### Introduction

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

### Help Desk

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

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

### ECF System Capabilities

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

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases

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- View various reports (*e.g.*, Cases Filed Report, Calendar) for cases that were filed electronically

## Requirements

### Hardware and Software Requirements

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

- A computer running a Windows or a Macintosh operating system
- Adobe Acrobat 3.0 or higher, or other software capable of converting documents from a word processor format to the portable document format (PDF)
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word
- A compatible Internet browser—the system supports Internet Explorer version 6.0 and 7.0, Firefox 1.5 and 2.0 (128 bit encryption is strongly recommended); other versions and browsers may also work, but the Court may be unable to provide support should problems arise.
- Access to a scanner if non-computerized documents need to be imaged.

**This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.**

### PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov/register.html> A link to PACER's site is provided on the Court's web site.

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

## Registering for Access to ECF

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

The telephone numbers are as follows:

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

or

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

Completed registration forms should be mailed to:

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

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

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

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

## Preparation

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## Setting Up the Acrobat PDF Reader

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

## Portable Document Format (PDF)

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

### How to View a PDF File

- Start the Adobe Acrobat program.
- Go to the *File* menu and choose *Open*.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

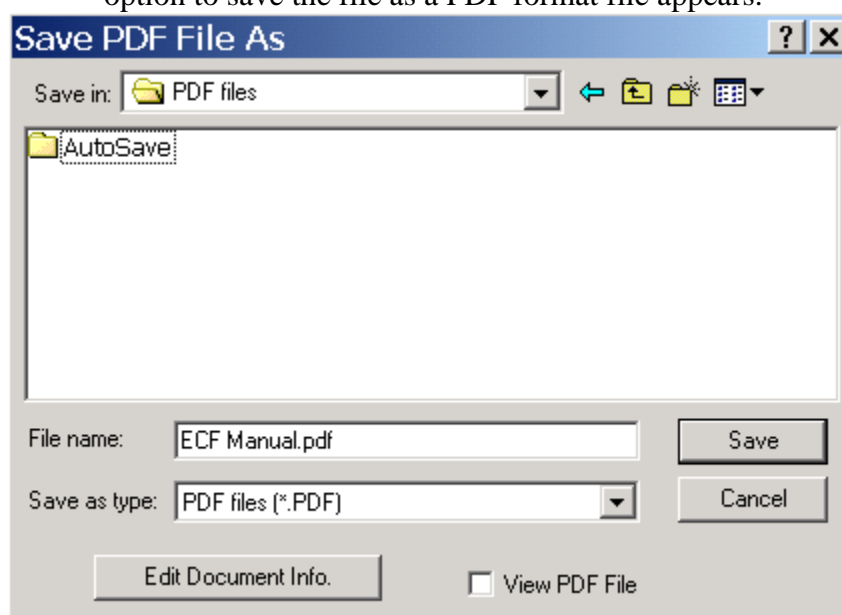
### How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer. WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used to convert documents to PDF.

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## Using any word processing program:

- Install Acrobat Writer on your computer
- Open the document to be converted
- Select the **[Print ]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter \***
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

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

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



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## Basics

### User Interactions

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

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

### Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

### Documents Filed In Error

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

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

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

### Viewing Transaction Log

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This feature, selected from the **Utilities** menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk **1-800-355-8498** as soon as possible.

## **User's Manual**

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

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## A Step-By-Step Guide

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

### How to Access the System

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

<http://ecf.ohnd.uscourts.gov>

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

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

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

## Logging In

The next screen is the login screen.

### ECF/PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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

In the future an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

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

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

**Note:** Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. Beginning July 2002 you will be charged a fee to view ECF case dockets and documents.

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

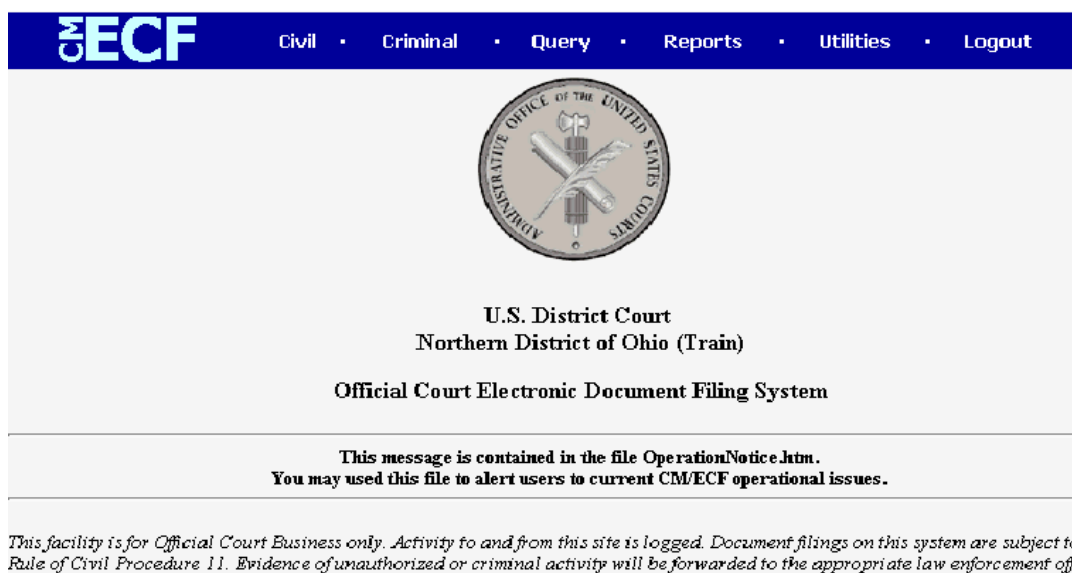
- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

**Login failed either your login name or key is incorrect**



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

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



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

## Selecting ECF Features

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

- Civil-** Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal-** Select Criminal to electronically file all criminal case pleadings, motions, and other court documents.
- Query-** Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF.
- Reports-** Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.
- Utilities-** View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout-** Allows you to exit from ECF and prevents further filing with your password until the next time you log in.

## Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF documents attached as *Appendix 3* of this manual. This section of the manual describes the basic steps that




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you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

## General Rules and Manipulations


### Manipulating the screens

Each screen has the following two buttons:

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

### Correcting a mistake:



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

## Signatures; Unsworn and Sworn Documents Affidavits of Service

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

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

- (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document.
- (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “s/Jane Doe,” “s/John Doe,” etc.
- (c) The filing party or attorney shall retain the hard copy of the document containing the original signatures after the case ends, at least until the time for all appeals has expired.

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

A non-filing signatory or party who disputes the authenticity of an

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electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

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

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

## **Filing Documents for Civil Cases**

There are eight basic steps involved in filing a document:

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

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



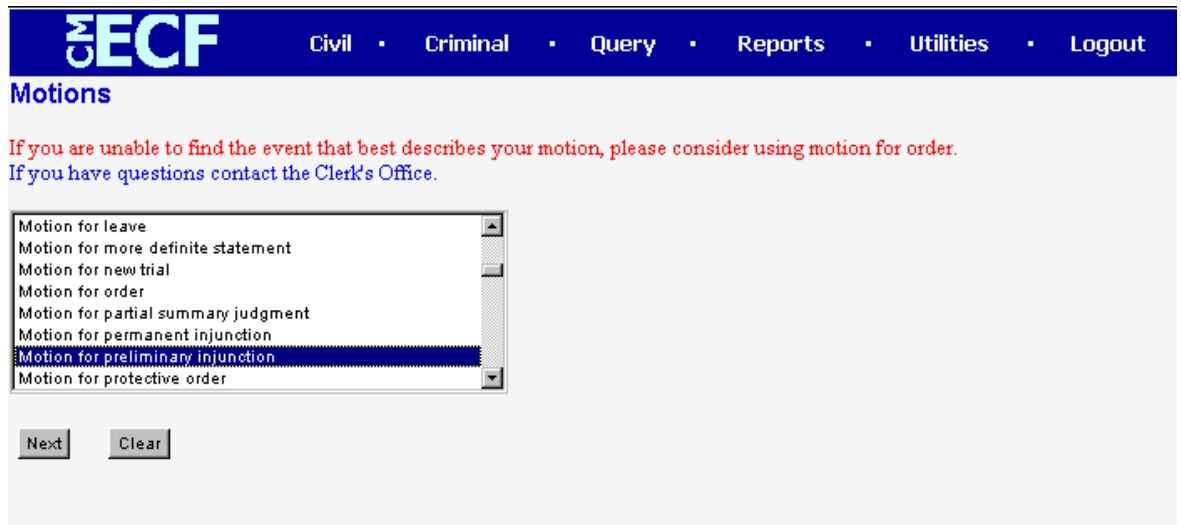
### 1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

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



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



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



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

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

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

The screenshot shows the CM/ECF Motions screen. At the top is a blue navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is the title "Motions". The main content area has a "Case Number" label above a text input field containing "03-3". To the right of the input field is a list of example case numbers: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field is a checkbox labeled "Joint filing with other attorney(s)". At the bottom of the form are two buttons: "Next" and "Clear".

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

## 3. Designate the party(s) filing the document

The screenshot shows the CM/ECF Motions screen for the case "5:03-cv-00003 Scanner v. USA". The title "Motions" is at the top. Below the case name is the instruction "Select the filer." There are two main sections: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a list box containing "Scanner, My [Plaintiff]" and "USA, [Defendant]". Under "Select a Group:", there are four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". To the right of these options is a link "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group


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

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

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

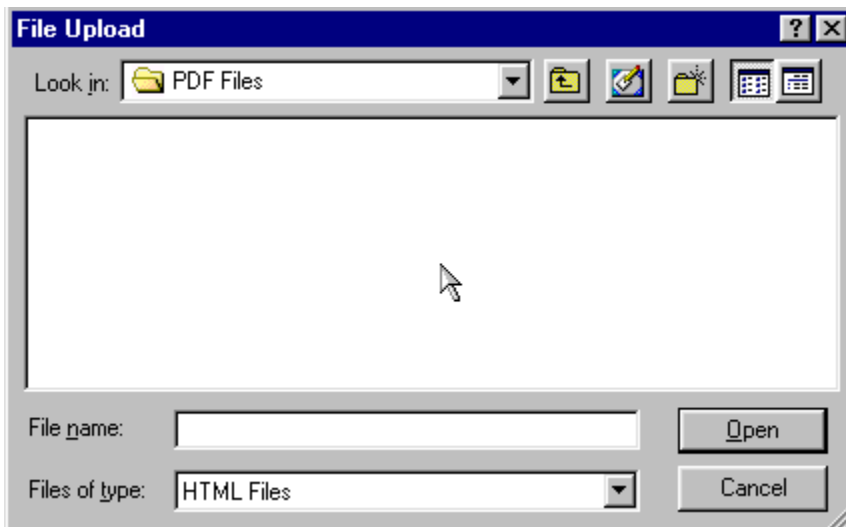
ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

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



The screenshot shows the ECF interface. At the top, there is a blue header with the ECF logo and navigation links for 'Civil', 'Criminal', and 'Query'. Below the header, the word 'Motions' is displayed in blue. Underneath, there is a link for '8:00-cv-00101 Solich v. Stoops'. The main content area contains the instruction 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a 'Filename' label, a text input field, and a 'Browse...' button. At the bottom of the form, there is a section for 'Attachments to Document' with radio buttons for 'No' (selected) and 'Yes'. At the very bottom, there are 'Next' and 'Clear' buttons.

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



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



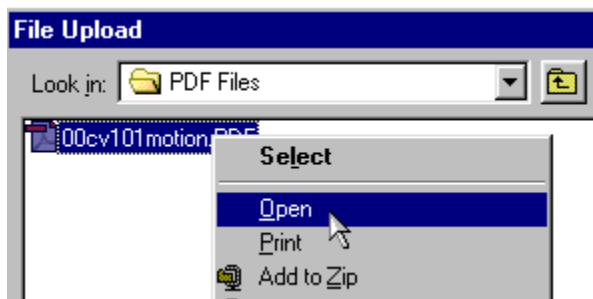
to:



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

- Highlight the file to upload to ECF.

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



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

The screenshot shows the CM/ECF interface for filing a motion. At the top, there are navigation links for "Civil", "Criminal", and "Query". The main heading is "Motions". Below this, the case name "8:00-cv-00101 Solich v. Stoops" is displayed. A prompt asks the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". A "Filename" field contains the path "C:\My Documents\PDF Files\00cv101mo" and a "Browse..." button. Below the filename field, there is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons.

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text**,” to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.

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

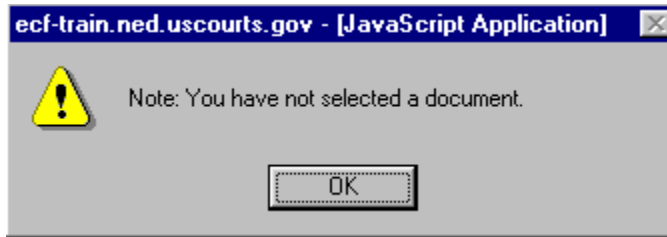
The screenshot shows the CM/ECF interface with a navigation bar including "Civil", "Query", "Reports", and "Utilities". The case name is "1-01-04011-PLF DE/MITRIA RICE et al v. ARLENE ACKERMAN et al". A red oval highlights an error message: "ERROR: Document is not a well-formed PDF document (no further information is available)". Another red oval highlights a "Back" button at the bottom left. An arrow points from the error message area back to the "Back" button.

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

#### Failure to Select A Document to File

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

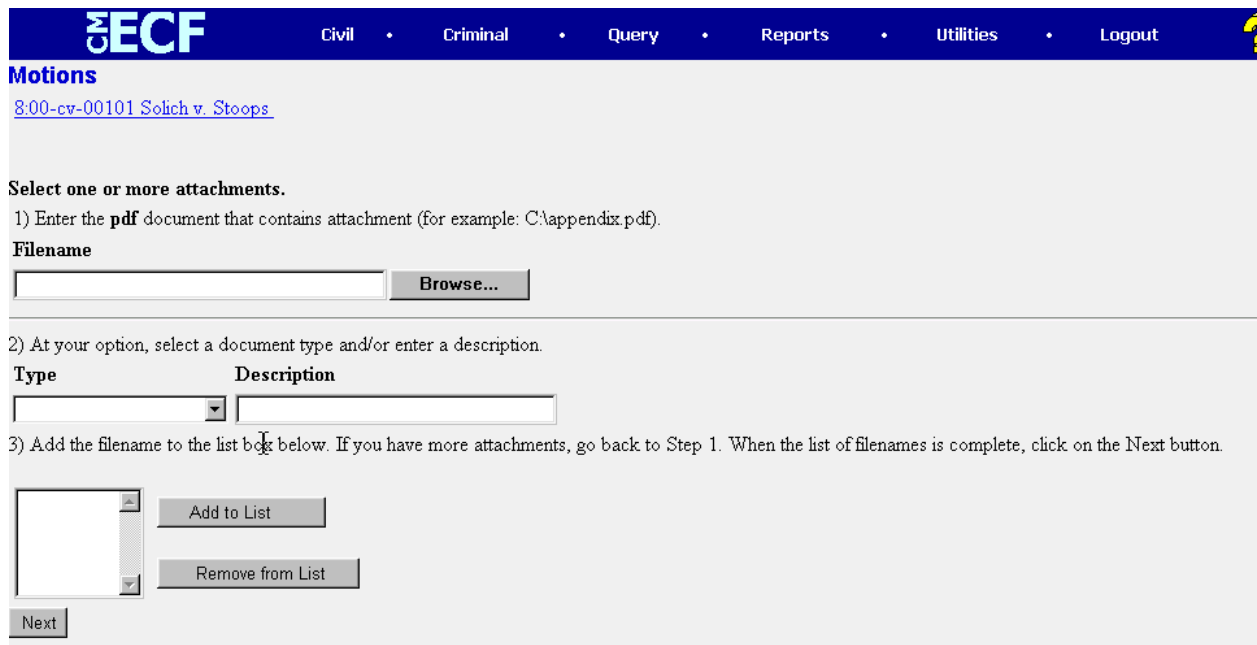
message depicted below.



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

## 5. Add attachments to documents being filed

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



- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

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

Select one or more attachments.

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

**Filename**

C:\My Documents\reclassify\_guidelin

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

**Type** **Description**

Appendix

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

C:\My Documents\reclassify\_guideline\_wo\_summons.pdf

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

### When attachments and exhibits are in paper format

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

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

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

**Motions**

[5:03-cv-00003 Scanner v. USA](#)

Refer to existing event(s)?

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

**Motions**

[5:03-cv-00003 Scanner v. USA](#)

## 6. Modify docket text

**ECF** Civil • Criminal • Query • Reports • Utilities •

**Motions**  
[8:00-cv-00101 Solich v. Stoops](#)

Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction  on behalf of Plaintiff Frank Solich (attorney2, )

Next Clear

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

**ECF** Civil • Criminal • Query • Reports • Utilities •

**Motions**  
[8:00-cv-00101 Solich v. Stoops](#)

Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction  on behalf of Plaintiff Frank Solich (attorney2, )

First  
 Second  
 Third  
 Fourth  
 Fifth  
 Sixth  
 Seventh  
 Eighth  
 Ninth  
 Tenth  
 Amended  
 Consent  
 Counter  
 Cross  
 Emergency  
 Endorsed  
 Ex Parte  
 Final  
 Interim

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

**ECF** Civil • Criminal • Query • Reports • Utilities •


**Motions**  
[8:00-cv-00101 Solich v. Stoops](#)

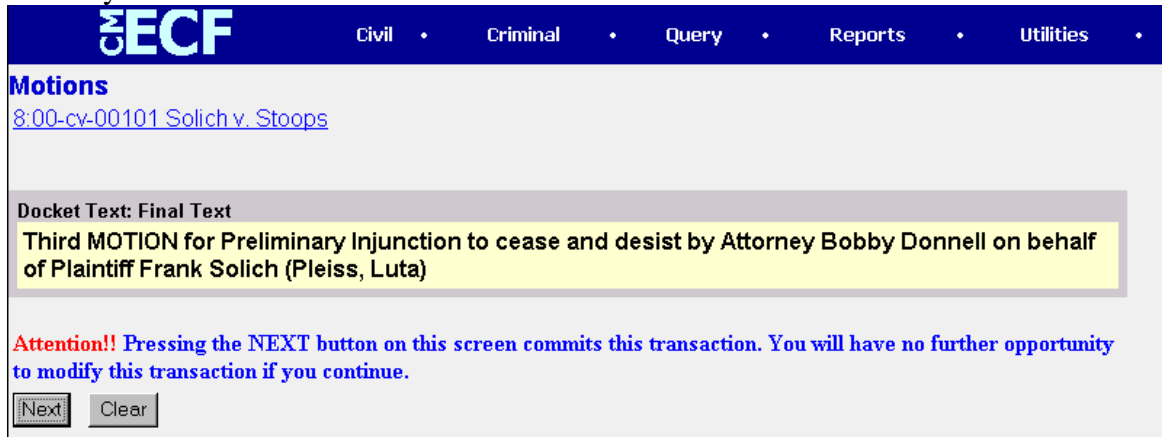
Docket Text: Modify as Appropriate.

Second  MOTION for Preliminary Injunction  on behalf of Plaintiff Frank Solich (attorney2, )

Next Clear

## 7. Submit the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  button on the Netscape toolbar to find the screen you wish to alter.



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

**Note:** The screen depicted above contains the following warning.

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

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

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



## 8. Notice of Electronic Filing

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

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

**Motions**  
[8:00-cv-00101 Solich v. Stoops](#)

Notice of Electronic Filing

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

**Case Name:** Solich v. Stoops  
**Case Number:** [8:00-cv-00101](#)  
**Document Number:** [2](#)

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

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

**Document description:**Main Document  
**Original filename:**C:/WINDOWS/Desktop/CofC.pdf  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabcaf55e74eceb929b886c8e0cc5a5fa41f82d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]

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

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

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

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

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

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

---

## E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. 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**.<sup>\*</sup> The filer is permitted one free look at the document *and* the Docket Sheet to verify that the pleading was properly docketed. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

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

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

## Criminal Events Feature

### Filing Documents for Criminal Cases

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

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

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



### 1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. (See *Appendix 4* for a list of criminal events) This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

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



### Criminal Events

#### Charging Instruments and Pleas

[Plea-Related Documents](#)

#### Motions and Related Filings

**[Motions](#)**

[Responses and Replies](#)

#### Other Filings

[Transfer Documents](#)

[Detention](#)

[Discovery Documents](#)

[Waivers](#)

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

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



### Motions

A screenshot of the 'Motions' screen's 'Case Number' input field. The field is highlighted in yellow and contains the text '03-203'. To the right of the field, the following text is displayed: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field are two buttons: 'Next' and 'Clear'.

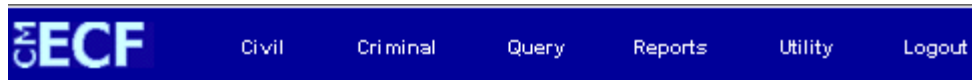
**Note:** if the case number you are working on is 8:00cr101, you could enter the case number in any of the following formats:

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

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

**3. Designate the defendant(s) that the filing relates to.**

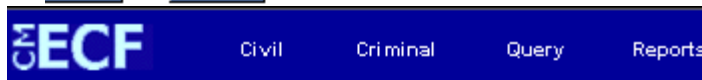
Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on **[Next]**.



**Motions**

Make Appropriate Selections

- 1-03-Cr-203-1 Angela Smith
- 1-03-Cr-203-2 Michael Jones
  
- All defendants



**Motions**

[1-03-00203 USA v. Smith et al](#)

Select the filer.

**Select the Party:**

USA [Plaintiff]
Angela Smith (1) [Defendant]

Highlight the name of the party filing the motion. Click on **[Next]**

---

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

[1-03-00203 USA v. Smith et al](#)

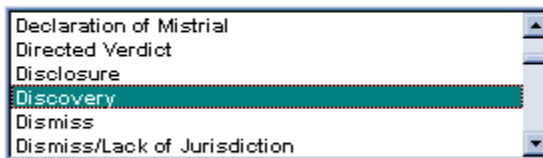
The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case.

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

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

### Motions

[1-03-00203 USA v. Smith et al](#)



A screenshot of a web application's 'Motions' screen. It features a dropdown menu with the following options: Declaration of Mistrial, Directed Verdict, Disclosure, Discovery (highlighted in blue), Dismiss, and Dismiss/Lack of Jurisdiction. The menu has a scroll bar on the right side.



Two buttons are shown: a 'Submit' button with a yellow highlight on its right side, and a 'Clear' button.

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

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

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

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

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



## Motions

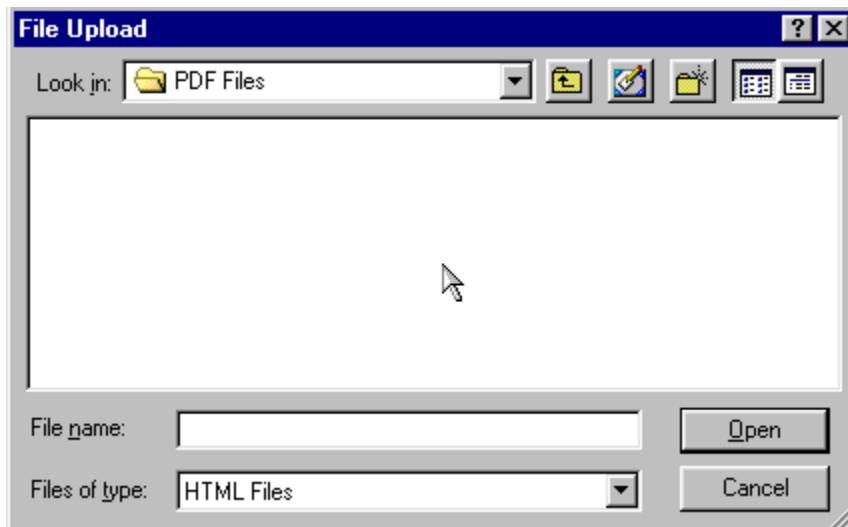
[1-03-00203 USA v. Smith et al](#)

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

### Filename

Attachments to Document:  No  Yes

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



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



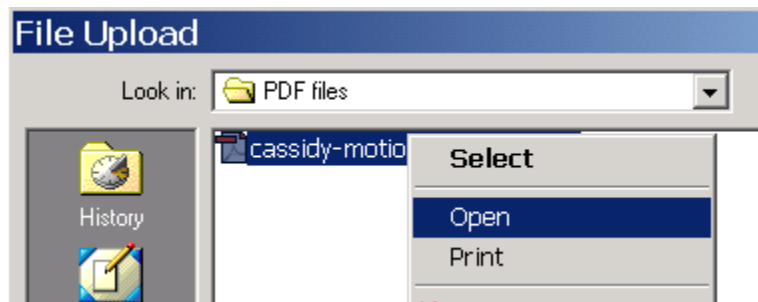
to:



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

- Highlight the file to upload to ECF.

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



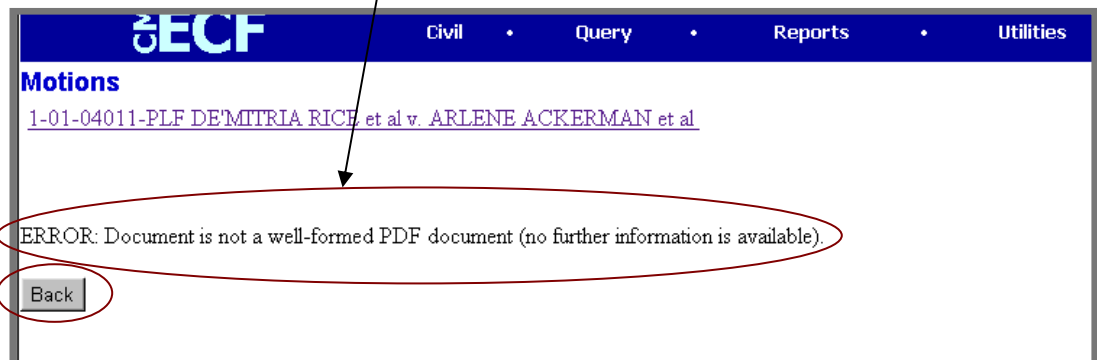
- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text,**” to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 4, “**Adding**

## Attachments to Documents Being Filed”.

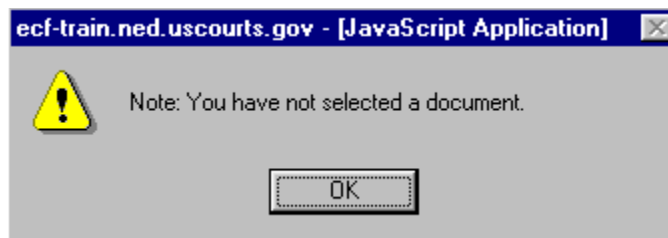
In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the [Next] button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the [Back] button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

### Failure to Select A Document to File

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



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

## 5. Add attachments to documents being filed

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



**Motions**

[8:00-cv-00101 Solich v. Stoops](#)

Select one or more attachments.

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

Filename

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

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

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

<input type="text"/>	<input type="button" value="Add to List"/>
<input type="text"/>	<input type="button" value="Remove from List"/>
<input type="button" value="Next"/>	

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on [**Add to List**].

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

Select one or more attachments.

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

Filename

C:\My Documents\reclassify\_guidelin

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

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

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

C:\My Documents\reclassify_guideline_wo_summons.pdf	<input type="button" value="Add to List"/>
<input type="text"/>	<input type="button" value="Remove from List"/>
<input type="button" value="Next"/>	

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on [**Next**].

**When attachments and exhibits are in paper format**

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

“Manual Filings” for instructions.

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

## 6. Modify docket text

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

Mo  
1-03  
First  
Fourth  
Interim  
Joint  
Monthly  
Ninth  
Alias  
MOTION for Discovery (Attachments: # (1) Affidavit A in Support) (Lee, Jackson)

Next

Clear

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


CM/ECF Civil Criminal Query Reports Utility Logout  
Motions  
1-03-00203 USA v. Smith et al  
Docket Text: Modify as Appropriate.  
First MOTION for Discovery (Attachments: # (1) Affidavit A in Support) (Lee, Jackson)

Next

Clear

## 7. Submit the pleading.

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

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



**Motions**  
[1-03-00203 USA v. Smith et al](#)

Docket Text: Final Text  
FIRST MOTION for Discovery by Angela Smith. (Attachments: # (1) Affidavit A in Support) (Lee, Jackson)

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

Next Clear

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

**Note:** The screen depicted above contains the following warning.

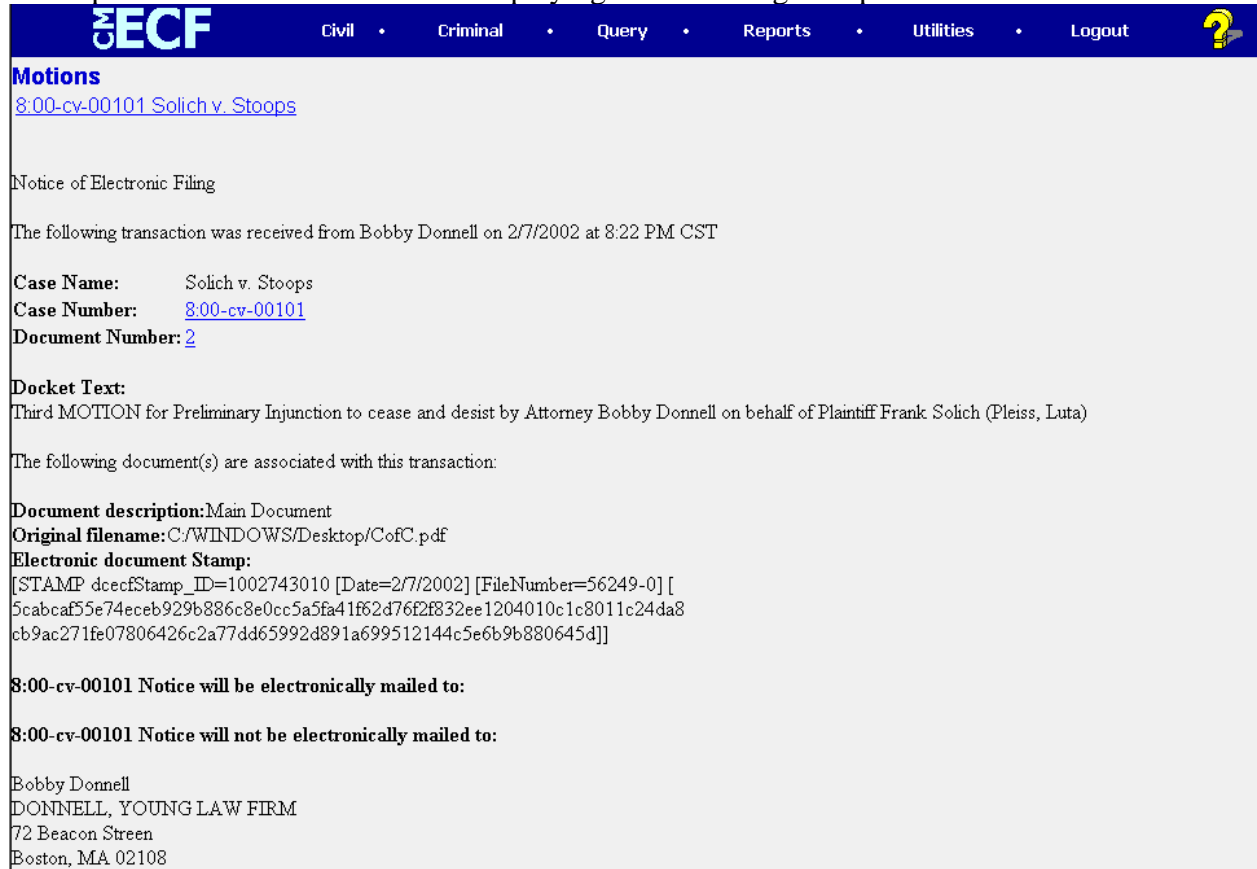
**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

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

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

## 10. Notice of Electronic Filing

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



The screenshot shows the ECF Motions window. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "8:00-cv-00101 Solich v. Stoops". The main content area displays a "Notice of Electronic Filing" for a transaction received from Bobby Donnell on 2/7/2002 at 8:22 PM CST. It lists the case name, case number, and document number. A "Docket Text" section describes the filing as a Third MOTION for Preliminary Injunction. Below that, it lists associated documents, including a main document with its original filename and an electronic document stamp. At the bottom, it lists the filer's name and address: Bobby Donnell, DONNELL, YOUNG LAW FIRM, 72 Beacon Street, Boston, MA 02108.

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

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

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

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## E-Mail Notification of Documents That Were Filed


After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**.<sup>\*</sup> The filer is permitted one free look at the document. The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

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

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

## Add/Create a New Party

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



The screenshot shows the ECF system interface. At the top, there is a blue header with the ECF logo on the left and the word "Civil" on the right. Below the header, the text "Search for a party" is displayed. Underneath, there is a label "Last/Business name" followed by a text input field. Below the input field are two buttons: "Search" and "Clear".

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

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

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

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

ECF displays the following screen.

**ECF** Civil • Criminal • Query •

**Party Information** 2/9/2002

Last name  First name

Middle name  Generation  Title

SSN  Tax ID

Role  Pro se

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Party text

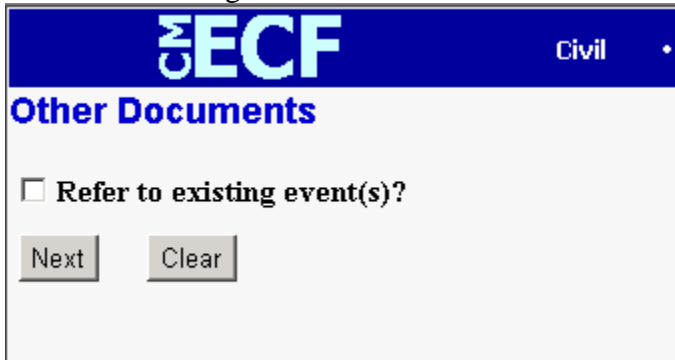
Start date

- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Click [**Submit**].
- For an individual, fill out the **Last Name**, **First Name**, **Middle Name**, **Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Click [**Submit**].
- Leave all other fields blank.

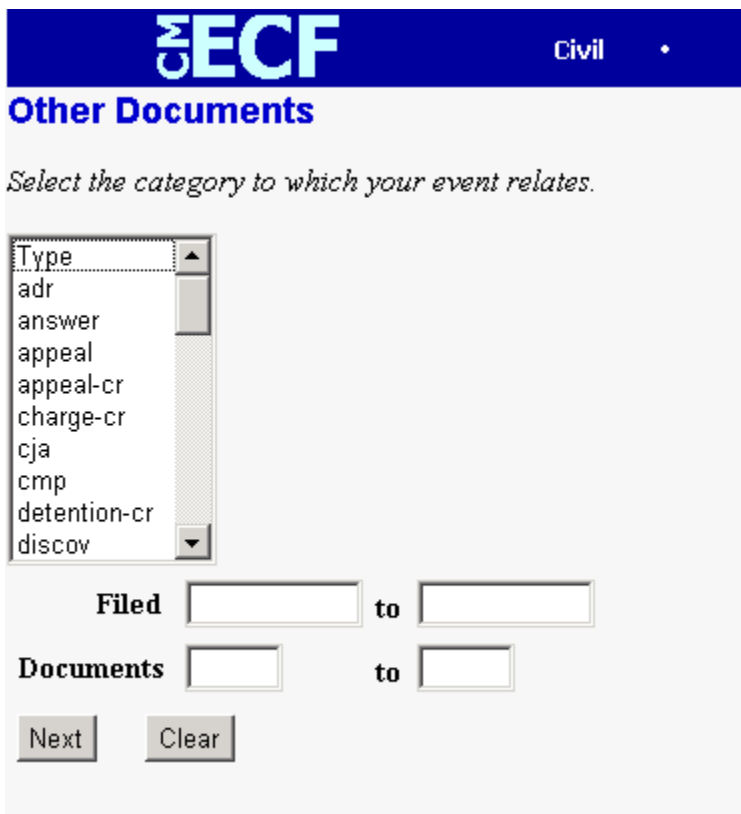
---

## Linking Documents (Refer to existing event)

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



An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” and click [Next].



This screen requires that you filter the list of documents in the case by the type of document that you want to link to. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would choose the type “Oth\_Doc” because Brief appears in the

---

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

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

**CM/ECF** Civil • Criminal • Query • R

### Other Documents

*Select the appropriate event(s) to which your event relates:*

- 05/01/2002 [2](#) MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty, )
- 05/01/2002 [3](#) MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty, )

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



## Query Feature

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



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

**Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning July 2002, you will be charged a fee of \$.07 per page to access documents, docket sheets, etc. from ECF.

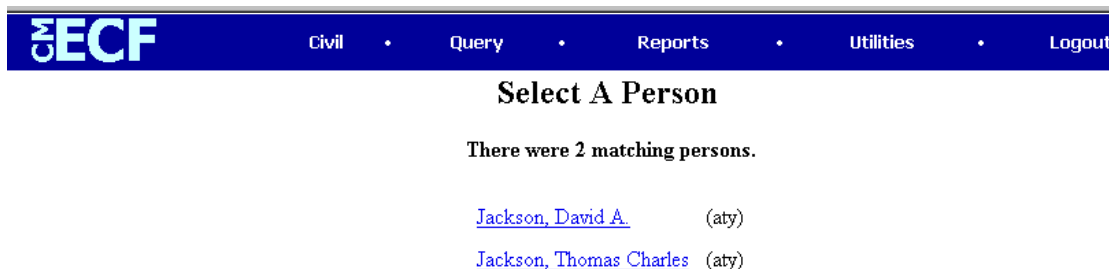
After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure B on the next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

The image shows the 'Query' data entry screen within the ECF system. At the top is a blue navigation bar with the 'ECF' logo and links for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar is the title 'Query'. The main content area has a light yellow background and is titled 'Search Clues'. It contains several search criteria fields: 'Case Number' (with '00-101' entered and examples '99-500, 1:99cv500'), 'Def Number' (empty), 'Filed Date' (range), 'Last Entry Date' (range), 'Nature of Suit' (dropdown menu with options '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'), 'Last Name' (with examples 'Desoto, Des\*t'), 'First Name', 'Middle Name', and 'Type' (dropdown). At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

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

the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure B.

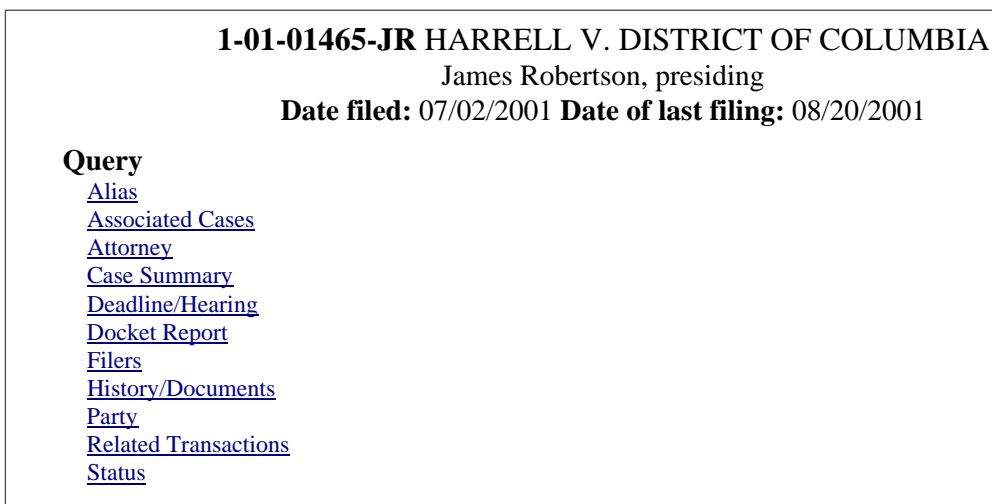
**Figure A**



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

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

**Figure B**



At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

## Attorney

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

## Case Summary

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

<b>1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA</b> James Robertson, presiding <b>Date filed: 07/02/2001 Date of last filing: 08/20/2001</b>			
<b>Case Summary</b>			
<b>Office:</b>	Washington, DC	<b>Filed:</b>	07/02/2001
<b>Jury Demand:</b>	Both	<b>Demand:</b>	
<b>Nature of Suit:</b>	442	<b>Jurisdiction:</b>	Federal Question
<b>Cause:</b>	28:1983 Civil Rights	<b>Disposition:</b>	
<b>County:</b>		<b>Terminated:</b>	
<b>Origin:</b>	1	<b>Reopened:</b>	
<b>Lead Case:</b>	None		
<b>Related Case(s):</b>	None		
<b>Flags:</b>	JURY, TYPE-H		
<b>Party 1:</b>	WAYNE HARRELL (pla)		
<b>Party 2:</b>	DISTRICT OF COLUMBIA (DFT)		
<b>Atty: Ruth Ann Lowery</b>	<b>Represents Party 1: pla</b>	<b>Phone:</b>	(202) 789-6064
		<b>Fax:</b>	(202) 789-6190
		<b>E-mail:</b>	rlowery@bdlaw.com
<b>Atty: David A. Jackson</b>	<b>Represents Party 2: dft</b>	<b>Phone:</b>	(202) 724-6618

## Deadlines/Hearings

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

**Deadlines/Hearings**

Sort by

Document Number  
Deadline/Hearing  
Filed  
**Due/Set**  
Satisfied  
Terminated

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

**1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA**

James Robertson, presiding

Date filed: 07/02/2001 Date of last filing: 08/20/2001

**Deadlines/Hearings**

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

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

**Docket Report**

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

**ECF** Civil • Criminal

**Docket Sheet**

Case number

Filed  to

Entered  to

Documents  to

Include terminated parties  
 Include links to Notice of Electronic Filing  
 Include Caption

Sort by  ▼

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

wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

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

## History/Documents

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

**Figure 24**

The screenshot shows the ECF web interface for the 'History/Documents' section. The top navigation bar includes 'Civil', 'Query', 'Reports', and 'Utilities'. The main content area has the title 'History/Documents' and three radio button options: 'All events (history)' (selected), 'Only events with documents', and 'Display docket text' (checked). Below these options is a 'Sort by' dropdown menu with 'Most recent date first' selected. At the bottom, there are 'Run Query' and 'Clear' buttons.

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

**Figure 24A**

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

**History**

Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
<a href="#">6</a>	Filed: 08/20/2001 Entered: 08/20/2001	Meet and Confer Statement		misc mcstmtX	34
<i>Docket Text:</i> MEET AND CONFER STATEMENT. (Lowery, Ruth)					
<a href="#">7</a>	Filed: 08/20/2001 Entered: 08/20/2001	Scheduling Order		order scho	36
<i>Docket Text:</i> SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT, )					
<a href="#">7</a>	Filed: 08/20/2001 Entered: 08/20/2001	Set Deadlines		order setddl	37
<i>Docket Text:</i> SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT, )					
--	Filed: 08/08/2001 Entered: 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
<i>Docket Text:</i> Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp, )					
--	Filed: 07/31/2001 Entered: 07/31/2001	Calendar Entry		utility calentry	17
<i>Docket Text:</i> Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp, )					
--	Filed: 07/31/2001	Set/Reset Hearings		utility	18

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

### Other Queries

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

### Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted in Figure 25.

**Figure 25**

The screenshot shows the ECF interface with a blue header bar. The header bar contains the ECF logo and three menu items: 'Civil', 'Query', and 'Reports'. The 'Reports' menu item is circled in white. Below the header bar, the 'Reports' screen is displayed with three options: 'Calendar Events', 'Cases Filed', and 'Docket Sheet'. The 'Cases Filed' and 'Docket Sheet' options are circled in red.

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

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## Docket Sheet

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

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

The screenshot shows the ECF Docket Sheet query window. At the top, there is a blue header with the ECF logo on the left, and the words "Civil" and "Criminal" on the right, separated by a dot. Below the header, the title "Docket Sheet" is displayed in blue. The main content area contains several input fields and checkboxes. The "Case number" field is pre-filled with "99-700". Below it, there are two radio buttons: "Filed" (selected) and "Entered". The "Entered" option has two empty text boxes for date ranges, with a "to" label between them. Below that, there is a "Documents" label followed by two empty text boxes and a "to" label. There are three checkboxes: "Include terminated parties" (checked), "Include links to Notice of Electronic Filing" (unchecked), and "Include Caption" (checked). At the bottom, there is a "Sort by" dropdown menu currently set to "Oldest date first". Finally, there are two buttons: "Run Report" and "Clear".

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

## Civil Cases Report

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

**Civil Cases Report**

Office: 4 Lincoln, 7 North Platte  
 Case type: Civil, Miscellaneous  
 Nature of suit: 0 (zero), 110 (Insurance)  
 Case flags: 2255MOTION, AOFORM  
 Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)

Filed: 9/23/2002 to 10/23/2002

Terminal digit(s): 2, 47  Open cases  Closed cases

Sort by: Case Number

Run Report Clear

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

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

## Civil Cases Report

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

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

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

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">3:76-cv-01234-JGC</a> Mouse v. Duck	Filed: 09/04/2003		8	Cause: 28:1983 Civil Rights NOS: Civil Rights: Other Office: Toledo Presider: James G. Carr Jury demand: Plaintiff
<a href="#">5:03-cv-00003</a>	Filed: 08/15/2003		28	Cause: 42:405 Review of HHS Decision

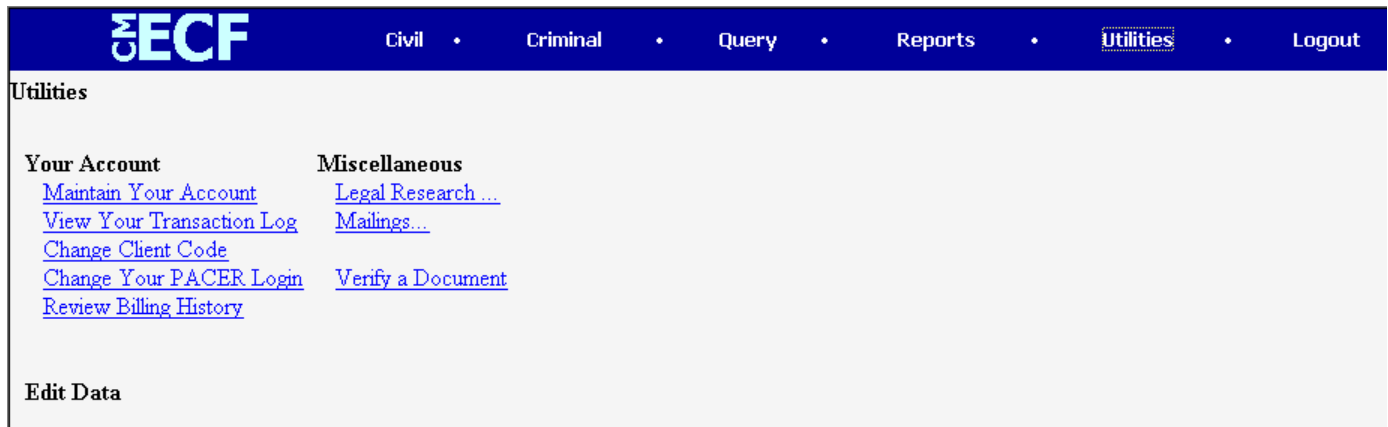
The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet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



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## Utilities Feature

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



The screenshot shows the ECF Utilities page. At the top is a dark blue navigation bar with the ECF logo on the left and menu items: Civil, Criminal, Query, Reports, Utilities (highlighted), and Logout. Below the navigation bar, the page title "Utilities" is displayed. The main content area is divided into two columns: "Your Account" and "Miscellaneous". Under "Your Account", there are five blue underlined links: "Maintain Your Account", "View Your Transaction Log", "Change Client Code", "Change Your PACER Login", and "Review Billing History". Under "Miscellaneous", there are two blue underlined links: "Legal Research ..." and "Mailings...". At the bottom left of the content area, there is a link for "Edit Data".

---

## Your Account

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

### Maintain Your Account

Click on the [Maintain Your Account](#) hyperlink to open the **Maintain User Account** information screen.

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

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

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

E-mail information for wes

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

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

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

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

- From the screen depicted in Figure 31A, enter a check mark by clicking on the box to the left of the line, which reads **“to these additional addresses”**.
- Enter the e-mail addresses of those individuals you wish to notify concerning

E-mail information for wes

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

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

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

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

selecting your choice from the bottom of the screen.

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

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

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

**Figure 32**

More User Information for wes			
Login	shortw	Last login	08-31-2001 11:03
Password	*****	Current login	09-04-2001 11:03
Prid	2231	Create date	08/02/2001
Registered	Y	Update date	08/16/2001
Groups	Quality Control		
Return to Account screen		Clear	

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field.

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

### View Your Transaction Log

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

**Figure 33**

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
<b>Id</b>	<b>Date</b>	<b>Case Number</b>	<b>Text</b>
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes, )
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes, )
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DE'MITRIA RICE. (wes, )
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to fhsakif. Signed by Judge sullivan emmett g on 08/28/01. (wes, )
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DE'MITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes, )
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes, )
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction by <i>plaintiff for defendent to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction to <i>cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DE'MITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction to <i>cease and desist the assignment of plaintiff to cafeteria monitor</i> by DE'MITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes, )
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
<b>Total Number of Transactions: 11</b>			

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.

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## Miscellaneous

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

- Legal Research
- Mailings
- Verify a Document

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

## Logout



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

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

## Additional Information Regarding ECF

### Sealed Documents

#### Local Civil Rule 5.2 and Local Criminal Rule 49.4 Filing Documents Under Seal

No document will be accepted for filing under seal unless a statute, court rule, or prior court order authorizes the filing of sealed documents. If no statute, rule, or prior order authorizes filing under seal, the document will not be filed under seal.

Materials to be sealed shall be filed electronically whenever possible pursuant to the Court's Electronic Filing Policies and Procedures Manual. Sealed documents which exceed the size limitations for electronic filing shall be presented in an envelope which shows the citation of the statute or rule or the filing date of the court order authorizing the sealing, and the name, address and telephone number of the person filing the documents.

If the sealing of the document purports to be authorized by court order, the electronically filed sealed document shall be linked to the order authorizing the sealing. For manually filed sealed documents, the person filing the documents shall include a copy of the order in the envelope. If the order does not authorize the filing under seal, or the electronic filing is not linked to the order, or in the case of manual filing no order is provided, the Clerk will unseal the documents. Before unsealing the documents, the Clerk will notify

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the electronic filer by telephone. If the document was manually filed, the Clerk will notify the person whose name and telephone number appears on the envelope in person (if he or she is present at the time of filing) or by telephone. The filer may withdraw the documents before 4:00 p.m. the day the Clerk notifies him or her of the defect. If not withdrawn, the documents will be unsealed.

After the entry of a final judgment or an appellate mandate, if appealed, the sealed record will be shipped to the Federal Records Center in accordance with the disposition schedule set forth in the guide to Judiciary Policies and Procedures.

## Filing Sealed Documents Demonstration

A demonstration explaining the procedure for filing documents under seal has been placed on the Electronic Case Filing CM/ECF page, under **Reference -NEW – Filing Sealed Documents Demo**. A direct link to this demonstration has been provided below. This demonstration should be viewed prior to filing sealed documents in the CM/ECF system for the first time.

[http://www.ohnd.uscourts.gov/Electronic\\_Filing/Filing\\_sealed\\_documents\\_in\\_CMECF\\_Attorney\\_demo.swf](http://www.ohnd.uscourts.gov/Electronic_Filing/Filing_sealed_documents_in_CMECF_Attorney_demo.swf)

## Filing a Proposed Order

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

**If you neglected to file your proposed order as an attachment to a motion, you may file your Proposed Order as a separate document. This is done by choosing Other Documents, located under Other Filings, then select Proposed Order.**

## Manual Filings

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

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

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

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

### **Additional Information**

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

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



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## *Appendix 1*

### **Known Problems and Troubleshooting**

#### **Known Problems**

Converting documents to PDF.

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

Cannot login to the LIVE SYSTEM .

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

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

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

#### Troubleshooting Hints

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

*Appendix 2*

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

**ELECTRONIC FILING ATTORNEY REGISTRATION FORM**

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

**PLEASE TYPE**

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

First Name: \_\_\_\_\_ Middle Name:

Last Name \_\_\_\_\_ If appropriate circle one: Senior / Junior / II / III

Highest state court admitted: \_\_\_\_\_ Bar ID Number:

Are you currently in good standing? Yes \_\_\_\_\_ No

Firm Name:

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code:

Have you relocated to this address within the past year? Yes \_\_\_\_\_ No

Voice Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_)

Internet Mail Address:

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

Date admitted to practice in this Court: \_\_\_\_\_

If U.S. Department of Justice Attorney check here:

If admitted pro hac vice: Date motion for pro hac vice granted: \_\_\_\_\_ in case number:

If Attorney of Record in MDL action indicate case number:

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

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Date

Submit completed Registration Form to:

Geri M. Smith, Clerk  
United States District Court  
Attention: Electronic Filing System Registration  
801 West Superior Avenue  
Cleveland, OH 44113-1830

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

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## *Appendix 3*

### **ATTORNEY EVENTS LISTING (Civil)**

#### **Initial Pleadings and Service**

##### **Complaints and Other Initiating Documents**

Amended Complaint  
Amended Counterclaim  
Amended Crossclaim  
Amended Third Party Complaint  
Application for Writ of Garnishment  
Bankruptcy Appeal  
Complaint  
Counterclaim  
Crossclaim  
Intervenors Complaint  
Motion Pursuant to 28 USC 2255  
Notice of Intent to File Petition for Writ of Habeas Corpus  
Notice of Removal  
Petition for Writ of Habeas Corpus (2241)  
Petition for Writ of Habeas Corpus (2254)  
Petition to Enforce IRS Summons  
Third Party Complaint

##### **Service of Process**

Process by Publication  
Proposed Writ  
Return of Service Executed  
Return of Service Executed by U.S. Marshal  
Return of Service Unexecuted  
Return of Service Unexecuted by U.S. Marshal  
Seizure Warrant Issued  
Seizure Warrant Returned Executed  
Seizure Warrant Returned Unexecuted  
Service Acknowledged  
Subpoena Returned Executed  
Subpoena Returned Unexecuted  
Waiver of Service Executed  
Waiver of Service Unexecuted

##### **Answer to Complaints**

Answer to Amended Complaint  
Answer to Application for Writ of Garnishment  
Answer to Complaint in a Removal Case  
Answer to Crossclaim

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Answer to Intervenor Complaint  
Answer to Motion Pursuant to 28 USC 2255  
Answer to Petition to Enforce IRS Summons  
Answer to Third Party Complaint  
Answer/Reply to Counterclaim  
Brief by appellee  
Return of Writ (2241)  
Return of Writ (2254)

### **Other Answers, Briefs, Objections**

Answer  
Brief  
Objection  
Objection to Report and Recommendation  
Response/Reply/Sur-Reply  
Traverse to Return of Writ

### **Motions and Related Filings**

#### **Motions**

1 - Exparte Docket Entry AND Document-use with other event  
1 - Exparte Document-use with other event  
Alias Order of Sale (Motion for)  
Alter/Amend judgment  
Amend Complaint  
Appeal In Forma Pauperis  
Appear Pro Hac Vice  
Appointment of Counsel  
Attend by Telephone  
Attorney Fees  
Bifurcate  
Bond  
Certification of Appealability  
Change/Transfer venue  
Clarify  
Class Certification  
Compel Discovery  
Conference/Hearing  
Consolidate Cases  
Contempt  
Continue  
Costs  
Damages  
Declaration of Mistrial  
Declaratory Judgment  
Default Judgment (Govt. Collection Cases Only)  
Default Judgment (Motion for)

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Directed Verdict  
Disbursement/Distribution  
Disclosure  
Dismiss  
Dismiss Case  
Dismiss Case as Frivolous  
Dismiss Count  
Dismiss Party  
Dismiss for Lack of Jurisdiction  
Dismiss for Lack of Prosecution  
Disqualify Attorney/Law Firm  
Disqualify Judge  
Disqualify Juror  
EX PARTE MOTION (Private Entry)  
Enforce  
Enforce IRS Summons  
Excuse  
Excuse Appearance  
Exemption from Electronic Filing  
Extension (answer complaint)  
Extension (of deadlines)  
Extension (other)  
Forfeiture of Property  
In Limine  
Intervene as a Party  
Invest Funds  
Joinder  
Judgment Based on ADR Settlement  
Judgment NOV  
Judgment as a Matter of Law  
Judgment of Forfeiture  
Judgment on Partial Findings  
Judgment on the Pleadings  
Leave  
Lift Stay  
More Definite Statement  
Motion for Extension of Time re Transcript  
Motion to Redact Transcript  
New Trial  
Oral Argument  
Order  
Order of Possession (Motion for)  
Order of Sale (Motion for)  
Partial Summary Judgment  
Permanent Injunction  
Preliminary Injunction  
Proceed In Forma Pauperis

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Protective Order  
Publication of Notice  
Quash  
Reassign Case  
Reconsideration  
Recuse Judicial Officer  
Refund of Fees Paid Electronically  
Reimbursement Request for Foreclosure Appraisals  
Relief  
Remand Case (other)  
Remand To Bankruptcy Court  
Remand to Agency  
Remand to State Court  
Remove From  
Reopen Case  
Report and Recommendations - Special Master  
Ruling  
SEALED MOTION  
Sanctions  
Seal  
Seal Case  
Seal Document  
Set Aside  
Set Aside Default  
Set Aside Forfeiture  
Set Aside Judgment  
Set Aside Verdict  
Sever  
Show Cause  
Stay  
Strike  
Substitute Party  
Substitute attorney  
Summary Judgment  
Supplement  
Tax Costs  
Temporary Restraining Order  
Unseal Case  
Unseal Document  
Vacate  
Withdraw Document  
Withdraw as Attorney  
Withdrawal of Reference (Bankruptcy)  
Writ of Habeas Corpus Ad Prosequendum  
Writ of Habeas Corpus Ad Testificandum

### **Responses and Replies**

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1 - Exparte Docket Entry AND Document-use with other event  
1 - Exparte Document-use with other event  
Memorandum In Support  
Opposition  
Reply  
Response  
Sur-Reply

## **Other Filings**

### **Notices**

Address Change Notice  
Application for Writ of Continuing Garnishment  
Application to Enter Default  
Attorney Appearance  
Attorney Substitution  
Bill of costs  
Corporate Disclosure Statement  
Declaration of Untimely Filing  
Foreclosure Deposit  
Initial Disclosures  
Judgment Satisfaction  
Notice  
Notice of Deposit/Collection (Foreclosure)  
Notice of Deposition  
Notice of Discovery Dispute  
Notice of Dismissal  
Notice of Filing Bankruptcy  
Notice of Filing Deed  
Notice of Intent to Request Redaction  
Notice of Service  
Notice of Suggestion of Death  
Notice of removal from arbitration due to non-consent of parties  
Position Statement re: CMC Agenda  
Preliminary Estimate/Budget of Amount of Fees and Expenses  
Report of Parties Planning Meeting  
Settlement Notice  
Status Report  
Stipulation

### **Trial Documents**

Deposition  
Exhibit List  
Exhibits  
Pre-Trial Brief  
Proposed Findings of Fact  
Proposed Jury Instructions

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Proposed Jury Interrogatories  
Proposed Voir Dire  
Statement of Facts  
Trial Brief  
Witness List

### **Appeal Documents**

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

### **Other Documents**

Affidavit/Declaration  
Appendix  
Appraisal  
Designation of Expert  
EX PARTE Filing (other than motion)  
Errata  
Expert Report  
Fact Sheet  
Fact Sheet and Statement of Errors  
Jury Demand  
Letter  
Markman Brief  
Praecipe  
Proposed Consent Decree  
Proposed Order  
Proposed Order of Confirmation of Sale and Distribution of Proceeds  
Redaction Request \_ Transcript  
Reference List/Redaction Index  
Removal Statement (in State Court Removal Case)  
Report of Special Master  
Request to Clerk for Service by Ordinary Mail  
SEALED DOCUMENT  
Statement of Facts  
Supplement  
Transcript Request (non-appeal)

### **Social Security Documents**

Brief on the Merits  
Fact Sheet  
Fact Sheet and Statement of Errors  
Response/Reply/Sur-Reply



## **ADR Filings**

### **ADR Notices**

ADR Notice (Other)

Agreed ENE Ranking Sheet filed

Agreed Mediation Ranking Sheet filed

Arbitration Ranking Sheet filed

Notice of Suggested Dates For Conducting ADR

Request to extend ADR deadlines

Request to reschedule ADR hearing

Schedules Arbitration hearing & Award deadline

Schedules ENE session & Report deadline

Schedules Mediation conference & Report deadline

**Initial Pleadings and Service**

*Revision Date 2/4/04*

## *Appendix 4*

### **ATTORNEY EVENTS LISTING (Criminal)**

#### **Charging Instruments and Pleas**

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## **Plea-Related Documents**

Plea Agreement

## **Motions and Related Filings**

### **Motions**

1 - Exparte Docket Entry AND Document-use with other event

1 - Exparte Document -use with other event

Acquittal

Alter Judgment

Amend/Correct

Appeal In Forma Pauperis

Appear Pro Hac Vice

Appoint Counsel

Appoint Expert

Bifurcate

Bill of Particulars

Bond

Brady Materials

Certificate of Appealability

Change Venue

Compel

Consolidate Cases

Continue

Declaration of Mistrial

Deferral of Prosecution

Departure - Substantial Assistance

Directed Verdict

Disclosure

Dismiss

Dismiss/Lack of Jurisdiction

Dismiss/Speedy Trial

Disqualify Counsel

Disqualify Judge

Disqualify Juror

EX PARTE MOTION (Private Entry)

Early Termination of Probation

Enforce IRS Summons

Exclude

Exemption from Electronic Filing

Expedite

Extension of Time re Transcript

Extension of Time to File Document

Extension of Time to File Response/Reply

Extension of Time to Indict

File Amicus Brief

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File Excess Pages  
Forfeiture of Property  
Handwriting Exemplars  
Hearing  
In Limine  
Inspect  
Issuance of Warrant in rem  
Joinder  
Judgment NOV  
Judicial Recommendation Against Deportation  
Leave to Appeal  
Leave to File Document  
Medical Exam  
Medical Treatment  
Miscellaneous Relief  
Modify Conditions of Release  
New Trial  
Oral Argument  
Order of Competency to Stand Trial  
Produce  
Protective Order  
Psychiatric Exam  
Psychiatric Treatment  
Quash  
Quash Indictment/Information  
Reassign Case  
Reconsideration  
Recusal  
Redact Transcript  
Reduce Sentence  
Reduce Sentence re Crack Cocaine Offense - 18 USC 3582  
Refund of Fees Paid Electronically  
Release Bond Obligation  
Release from Custody  
Release of Funds  
Remand  
Remand to State Court  
Return of Property/PostTrial  
Return of Property/PreTrial  
Return of Surety  
Revoke  
SEALED MOTION  
Sanctions  
Seal  
Seal Case  
Seal Document  
Separate Trial on Counts

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Service by Publication  
Set Aside Forfeiture  
Set Aside Judgment  
Set Aside Sentence  
Set Aside Verdict  
Sever Defendant  
Show Cause  
Show Cause re Revocation of Probation  
Show Cause re Revocation of Supervised Release  
Special Appearance  
Speedy Trial  
Strike  
Substitute Attorney  
Suppress  
Take Deposition  
Travel  
Unseal Case  
Unseal Document  
Vacate  
Vacate (2255)  
Victim Rights  
Warrant  
Warrant for Arrest of Property  
Withdraw Document  
Withdraw Plea of Guilty  
Withdraw Plea of Nolo Contendere  
Withdraw as Attorney  
Writ

### **Reponses and Replies**

1 - Exparte Docket Entry AND Document-use with other event  
1 - Exparte Document -use with other event  
Affidavit in Opposition to Motion  
Affidavit in Support of Motion  
Reply to Response  
Response in Opposition  
Response in Support  
Response to 5K Motion (restricted entry)  
Response to Motion

### **Other Filings**

#### **Detention**

Arrest  
Arrest - Other District  
Arrest - Rule 40  
Arrest of Material Witness

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Bond  
Detainer Lodged  
Temporary Commitment

### **Discovery Documents**

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

### **Waivers**

Waiver of Indictment (Information Cases Only)  
Waiver of Interstate Agreement on Detainers  
Waiver of Minimum Time to Trial/Indictment  
Waiver of Preliminary Examination or Hearing  
Waiver of Presence at Arraignment  
Waiver of Presentence Investigation Report  
Waiver of Rule 5(c)(3) Hearing  
Waiver of Speedy Trial  
Waiver of Trial by Jury

### **Service of Process**

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

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Warrant Returned Unexecuted  
Writ of Habeas Corpus ad Prosequendum Executed  
Writ of Habeas Corpus ad Prosequendum Unexecuted  
Writ of Habeas Corpus ad Testificandum Executed  
Writ of Habeas Corpus ad Testificandum Unexecuted

### **Notices**

Deferral of Prosecution  
Nolle Prosequi  
Notice (Other)  
Notice of Attorney Appearance - Defendant  
Notice of Attorney Appearance - USA  
Notice of Attorney Substitution - USA  
Notice of Intent to Request Redaction  
Notice of Intent to Seek Death Penalty  
Notice to Resume Prosecution

### **Trial Documents**

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

### **Appeal Documents**

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

### **Other Documents**

Affidavit  
Affidavit - Rule 40  
Consent to Inspection of PSI  
Consent to Magistrate Judge Disposition on Motion  
Consent to Trial Before US Magistrate Judge

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Corporate Disclosure Statement  
EX PARTE Filing (other than motion)  
Information to Establish Prior Conviction  
Letter  
Objection to Presentence Investigation Report  
Objection to Report and Recommendations  
Praecipe  
Presentence Investigation Report  
Pretrial Memorandum  
Proposed Order  
Redacted Document  
Reference List/Redaction Index  
Refusal of Magistrate Judge Jurisdiction  
Response  
Response to Order to Show Cause  
Sentencing Memorandum  
Status Report  
Supplement  
Transcript Request (non-appeal)  
Withdrawal of Motion

*Appendix 5*

Plaintiff )  
 )  
 ) Case No.  
v. )  
 ) Judge  
 )  
Defendant )  
 ) Notice of Manual Filing  
CM/ECF User's Manual (April 2009) 71 Northern District of Ohio

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)  
)

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

[Title of Document or Thing]

This document has not been filed electronically because

This document has not been filed electronically because

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

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

Respectfully submitted,

s/ [Name of Password Registrant]

Name of Password Registrant

Address

City, State, Zip Code

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

E-mail: xxx@xxx.xxx

[attorney bar number, if applicable]