

NORTHERN DISTRICT OF OHIO

MARITIME ASBESTOS CASE ELECTRONIC DOCUMENT SYSTEM

USERS MANUAL

April 1, 1996

Introduction

This manual provides attorneys or other users with instructions on how to use the Maritime Asbestos Case Electronic Document System to file documents and view docket sheets and documents for maritime asbestos cases filed after January 1, 1996. The procedures in this manual pertain to Version 1.4 of the system released on March 27, 1996. Version 1.4 allows attorneys with Internet accounts and Netscape software to perform the following functions:

- Access the Court's web page
- Download an Attorney Registration Form for use in establishing a user account
- Download current draft of Users Manual
- Establish links between attorneys and the parties they represent
- Train personnel on a test system comparable to the official "live" system
- Electronically file selected pleadings to actual ("live") cases
- View official docket sheet and all documents associated with cases
- View the transaction log for events docketed by that attorney
- Download browser and Portable Document Format (PDF) configuration information
- Submit comments and questions regarding the System

User Entries

The instructions in this manual have been developed based on an assumption that the user has a working knowledge of how to use Netscape. Accordingly, the user should refer to the Netscape Users Manual to answer any questions relating to Netscape.

There are three general types of user entries required by the System: data entry, command buttons, and hyperlinks. Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>. Command buttons and hyperlinks are used to instruct the system what to do next. Command buttons are represented in this manual in **[bracketed boldface type]**. Hyperlinks are represented in **underlined boldface type**. Note that the most commonly used hyperlinks for **Main Menu** and **Document Types Menu** frequently appear near the top of most screens just below the Netscape menu buttons.

Framing

A key point to remember when using the system is that it employs the **framing feature of Netscape**. Most system screens are actually composed of two different frames. The top frame indicates whether you are in the Test or Live version of the system, plus includes the **Main Menu** and **Document Types Menu** hyperlinks that are used very frequently. This framing feature makes it easier to navigate back to a previous screen segment. For example, when viewing a docket report, the user may choose to click on a hyperlink for a docket entry that will cause the pdf file for the document associated with that entry to appear on the screen. After viewing the document, the framing feature must be used to return the user back to the docket report; otherwise, the system may return the user to the login screen. Different hardware manufacturers employ different techniques to call up a framing command window on the screen. IBM and similar systems require the user to click on the right mouse button. Apple and other machines may use a different technique. Be sure to refer to your Netscape user documentation for instructions on the framing feature.

How to Access the System

Attorneys access the System for either testing or official purposes via the Ohio Northern District Court Web Page address:

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

The web page (Exhibit 1) will then appear.

Exhibit 1
OH-N District Court Web Page

**Seal for
Northern District
of Ohio**

Welcome to the OH-N District Court home page.

Live Asbestos Electronic Document Filing System
TEST Asbestos Electronic Document Filing System
Documentation and Sample Forms for the Asbestos Electronic Document Filing System

Help and attorney registration information is available for the Maritime Asbestos Internet Electronic Filing System by contacting our help desk at 216-522-0941.

How to Register for Access

An attorney who has never used the system will first have to contact the Clerk of Court's Help Desk at (213) 522-0941 to obtain the Attorney Registration Form. The completed form must be returned to the District Court Clerk's Office for processing. When a user account has been established, the attorney will then be able to begin practice using the system through the Test Version. When the attorney is satisfied that he or she has had enough practice, the Live system may be accessed in order to file pleadings in "live" cases.

Note: A different set of logins and passwords will be issued for the test and live systems.

A login page (Exhibit 2) prompts the user for the login (user id) and key (password).

Exhibit 2
OH-N Login Page

**Seal for
Northern District
of Ohio**

OH-N Asbestos Electronic Document Filing System

This facility is for official court business only. Activity to and from this site is logged. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the OH-N District Court Asbestos Electronic Document Filing System home page. This page is for the use of authorized attorneys and firms participating in the electronic filing system.

If you have problems or comments on using the system, leave a comment via the [Comments](#) link or send mail to [Webmaster](#).

Login: <user login>

Key: <user password>

[Submit] **[Reset]**

Enter your Login and User Password in the appropriate data entry field. Then, depress the **[Submit]** button to transmit the login information to the system. The **[Reset]** button allows the user to clear the Login and Key (password) entries so that they may be re-entered.

If an invalid combination is entered, the system will respond with an error message. The entry of a valid login and key combination will cause the system to display the Main Menu (Exhibit 3).

Once the Main Menu Page (Exhibit 3) appears, the option **hyperlinks** shown thereon will be available. Note that the docket number of the last new asbestos case filed into the system and the date that you last logged into the system appear at bottom left of the Main Menu. If you believe that your last login date and time are incorrect, please contact the help desk.

Exhibit 3
Main Menu Screen

**Seal for
Northern District
of Ohio**

**OH-N Asbestos Electronic Document Filing System
Live System**

This facility is for official court business only. Activity to and from this site is logged. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the OH-N District Court Asbestos Electronic Document Filing system live page. This page is for the use of attorneys and firms participating in the electronic filing system. The *User Manual* link presents the user manual for use of this facility. The most recent version of the Netscape browser and the Adobe PDF Reader can be fetched via the *Viewer Configuration* link below. Comments and questions can be left via the *Comments* link (the answers to questions will be found there also).

Review Netscape's frame capability for new navigation tips. Most screen displays in this system are now split to provide a small top frame for jumping to the Main Menu or the Document Types Menu. You should become familiar with the navigational capabilities of your Netscape browser.

Choose one:

[File a Document](#)

[Display A Docket Sheet](#)

[Establish Attorney/Party Links](#)

[View transaction log](#)

[Test Instructions \(in PDF format\)](#)

[Release Notes](#)

[Attorney Registration](#)

[Viewer Configuration](#)

[User Manual \(PDF Format\)](#)

[Comments](#)

Last Case Filed: 1:96cv11039

Login: 11:45 on 03/28/1996

When an attorney initially logs into the test version, he or she should: (1) download the “test instructions”, (2) review the “user’s manual”, (3) review the “viewer configuration” instructions, and (4) establish “attorney/party links”. Ensure that both your browser and PDF writer and reader are properly configured before trying to use the system. Next “Establish Attorney/Party Links” so that the system will know which parties you represent. Follow the instructions provided below (Establish Attorney/Party Links Feature) in order to complete this process.

Attorney Registration Feature

Select this option to register with the court and to obtain an account to use the system. An attorney registration form will appear which can be printed out using the Print option under the pull down File menu that appears at the top of the screen. Fill out the document that was printed out and return it to the court using the address found on the form.

Viewer Configuration Feature

Select this option to obtain instructions for using the Netscape browser and how to ensure that the Portable Document Format (PDF) documents submitted are readable on your local system. These instructions can be printed out using the Print option under the pull down File menu that appears at the top of the screen.

Test Instructions

This feature is available only on the test version of the system. Users should read and carefully follow these instructions while testing the system. Select this option and the text of the instructions will be displayed using the Acroreader software on your system. Select the Print option under the Acroreader’s pull down File menu to print a copy of the instructions. Select the “Exit” option under the Acroreader’s pull down “File” menu to return to the Main Menu when you finish viewing or printing the Instructions.

User Manual Feature

The most recent version of the User Manual for the system is always available on-line in a PDF format. Select this option and the text of the manual will be displayed using the Acroreader software on your system. Select the Print option under the Acroreader’s pull down File menu to print a copy of the manual. Select the “Exit” option under the Acroreader’s pull down “File” menu to return to the Main Menu when you finish viewing or printing the User Manual.

Setting Up the Acrobat PDF Reader

In order to view documents that have been filed on the system, users must first set up their Acrobat PDF reader since all pleadings are in the pdf format. First, go to the system login screen. Select the "Options" pull down menu item from the top of the screen. Next, select the "General Preferences" option. Then click on the "Helpers" tab at the top of the "Preferences" screen. A list of "File Types" will appear. Select the "application/pdf" file type. Next, click on the "Browse" button and select a directory called "acroread." Within that directory is a file name called "acroread.exe." Select that file name and click on the "OK" button to exit. That will complete the setup process.

Establish Attorney/Party Links Feature

This feature is used to establish links between attorneys and the parties that they represent and **MUST BE USED BEFORE** any attempts are made to file any documents. The user clicks on the **Establish Attorney/Party Link** hyperlink and the Attorney/Party Selection Screen Segment (Exhibit 4) appears.

Exhibit 4

Attorney/Party Selection Screen Segment

To establish new attorney-client links, select parties from the list below.

A-Best Products Company (11490)

B.F. Goodrich (11365)

Baldbutte Shipping Co. (11234)

To delete existing attorney client links, select parties from the list below.

Carson Shipbuilding Corp. (11250)

Dover Ship Yard (12271)

Evans Steamship Company (13022)

[Submit] [Reset]

Use the mouse to click on each party on the list that you represent and to delete parties that you either no longer represent or that you erroneously specified you represented during a previous session. The name of the party should become highlighted. Depress and hold down the Ctrl key on the keyboard to select multiple parties. You may also click on a party a second time to deselect them from the list if you selected them in error. Click on the **[Reset]** button to clear your selection list if you realize you have made a mistake. You may then reselect the list of parties that you represent. Press the **[Submit]** button to transmit the list to the system. The system will then display the Selected Attorney/Party Screen Segment (Exhibit 5).

Exhibit 5
Selected Attorney/Party Screen Segment

You are now associated with the following clients.

A-Best Products Company (11490)

B.F. Goodrich (11365)

Baldbutte Shipping Co. (11234)

.
. .
.

File a Document Feature

This option permits the filing of documents in a case. The Document Selection Screen (Exhibit 6) will appear if this option is selected. There are four basic steps involved with filing a document: (1) select a document type; (2) enter the case numbers for which the document is to be filed; (3) select the parties mentioned in the document; and, (4) specify the PDF file name for the document to be filed. The **Main Menu** hyperlink will immediately return you to the *Main Menu screen*.

Exhibit 6
Document Selection Screen

Select the type of document to be submitted

- [Answer to complaint](#)
- [Answer to amended complaint](#)
- [Answer to complaint with cross claim](#)
- [Answer to complaint with cross claim against a group](#)
- [Answer to complaint with counterclaim](#)
- [Answer to complaint with third party complaint](#)
- [Answer to cross claim](#)
- [Answer to third party complaint](#)
- [Counter claim](#)
- [Cross claim](#)
- [Third party complaint](#)
- [Notice of appearance](#)

- [Mark entry as docketed in error](#)

This screen segment is used to specify the type of document to be filed.

Click on the hyperlink for the type of document to be filed. Depending on the document type selected, the following screen segments may appear in the following order:

Case Selection (All document types)	Exhibit 7
Case Confirmation (All document types)	Exhibit 8
Party Screen Segment (by, against, for), as applicable	Exhibit 9
PDF File Selection (All document types)	Exhibit 10
Filing Acknowledgment (All document types)	Exhibit 11
Docketed In Error Case Specification	Exhibit 12
Docketed In Error Document Selection	Exhibit 13
Docketed In Error Corrective Action	Exhibit 14

Refer to instructions associated with each of these exhibits for instructions on making entries. Several screen segments may appear on the same page depending on the document type.

Exhibit 7
Case Selection Screen Segment

Please enter the case/cases for which you are filing a (document type)

1:96cv1234 Enter the case number(s) in the format 1:96cv12345 or 96-12345.

1:96cv1235

1:96cv1236 Each case number must be entered on a separate line.

1:96cv1237

[Submit] **[Clear]**

Type in or “paste” in the case number(s) for which you are filing your document. If you’re working with a long list of cases, it is convenient to “cut” the list from your word processing document and “paste” it into this Netscape window. This feature will find the case number(s) and ignore any other text, such as case titles. If using “cut” and “paste, each case number must be separated by a space or tab, and there should be no more than three case numbers on any one line. The entire case number must be on the same line on the list. Case numbers may be listed in any order.

The **[Clear]** button erases any entries made in the list of cases in which the document is to be filed. The **[Submit]** button transmits the list of cases to the system. If a case number is entered that does not exist, an error message, “No valid cases found”, will be displayed. Those cases on the list that are found in the system will appear on the Case Confirmation Screen Segment (Exhibit 8)

Exhibit 8
Case Confirmation Screen Segment

Please confirm the list of cases below. If they are incorrect then you may **re-edit the list.**

Selected Cases

1:96cv1234 **Johnson v. A-C Product Liability Trust Et al**

1:96cv1235 **Wilson v. Century Shipbuilding Corp. Et al**

Click on the **re-edit the list** hyperlink if changes need to be made to the list of selected cases. If no changes are made, then the document will be filed in the cases specified. Also note that each selected case number is a hyperlink which, if selected will allow you to view the docket report for that case.

Exhibit 9
Party Selection Screen Segment

Please select the party(s) for whom you are filing this (document type).

Kensington Shipbuilding Corp. (10114)
Rodgers Steamship Company (11323)

Use the mouse (or arrows) to scroll through the list of parties and select the party for whom you are filing the document. When you select a party, the line is highlighted. You can select multiple parties, one at a time, by scrolling to each party and simultaneously holding the *control key* and clicking the mouse button. You can select an inclusive list of parties by first using the mouse to click on the first party, next scrolling down to the last party to be included, and then simultaneously press the *shift key* and mouse button. Parties may be deleted from such an inclusive list by scrolling to those parties and simultaneously pressing the *control key* and mouse button. Note that party roles are specified for each document type (e.g. by, against, etc.).

The numbers appearing in parentheses next to each party name are internal unique id numbers required by the system for data processing purposes and will not appear on docket sheets or other system outputs.

Exhibit 10
PDF File Selection Screen Segment

Please select the **pdf** file that represents the document you are filing.

c:\85-205\answr.pdf	[Browse]
[Submit]	[Clear]

Only PDF (Portable Document Format) documents may be filed with the court using this system. Be sure to view your PDF formatted document before you send it to ensure that it appears as you wish it to be viewed by the court. You can either (a) enter the full path name of the document you want to file in the space provided; or, (b) click on the **[Browse]** button to navigate to the appropriate directory and file to select the document. Two very important points must be noted here:

(1) The file being uploaded MUST be in a pdf format with a .pdf suffix. If not, it will not be readable by the system. (2) If you manually enter the path name for the file, be sure to include the drive name, if applicable, and the full directory path (e.g. c:\85-205\answr.pdf).

If you attempt to upload a non-pdf file or submit a standard docket entry without a document, an error message will appear.

If you choose the **[Browse]** option, use the mouse to select the directory in which the pdf version of the file is located and then select the file to be uploaded. Two hyperlinks appear at the bottom of the screen.

The **[Clear]** button will clear **all** entries pertaining to the parties and pdf file that you have selected for this filing and require you to re-enter the entire transaction if you realize you have made an error. The **[Submit]** button is used to file the document with the court. Once you hit that button, the system will either respond with the Filing Acknowledgment Screen Segment (Exhibit 11) or the Batch Processing Acknowledgment Screen Segment (Exhibit 10).

Processing is automatically batched by the system any time a user references a combination of more than 20 cases and case parties. This feature is designed to allow the user to quickly file as many documents as necessary without having to wait for the system to respond in a “real time” mode which could take several minutes if a document is being filed in a large number of cases and parties. **BE SURE TO WRITE DOWN THE BATCH TRANSACTION NUMBER WHEN IT APPEARS.** This will allow you to more quickly determine the status of those submissions at a later time when the system has completed the processing.

Exhibit 11
Filing Acknowledgment Screen Segment

U.S. District Court for the Northern District of Ohio
Maritime Asbestos Electronic Filing System

The following transaction (563) was received from (1244) on Thu Mar 28 12:17:54 EST 1996.

96-12345 Answer by defendant A-C Product Liability Trust to complaint by Pelligram

Users desiring a receipt for their filing should print a copy of this screen frame by selecting the Print Frame option on Netscape's pull down File menu at the top of the screen. If you select a very large number of case and case party combinations, the system will promptly display a receipt message similar to that shown above for all cases and parties that were referenced in the filing and the following message:

“Due to the size of your request we have batched your request for future processing, please check back later to verify the results, refer to transaction number (number displayed by system) when checking on this submission.”

Documents Filed In Error

A user may realize that a document has been incorrectly filed in a case. This may be the result of posting the wrong PDF file to a docket entry, selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed. The Documents Filed In Error event is used to correct this problem. When this docket event is selected a Docketed in Error Case Specification Screen Segment (Exhibit 12) will appear.

Exhibit 12
Docketed In Error Case Specification Screen Segment

This event voids a prior transaction/document by marking its docket entry as erroneous.

If the prior transaction/document applied to multiple cases or multiple parties, this event will automatically void the docket entry in each instance.

To locate the erroneous transaction/document enter the case number of any case that contains the erroneous entry.

Please enter the case # in the format 1:YYcvNNNN.

Case #

[Submit] **[Clear]**

Enter the case number in which the document was filed in error using the format 1:YYcvNNNN. If an error is made in entering the case number, click on the **[Clear]** button to clear the entry and re-enter the correct number. When the number is correct, press the **[Submit]** button. The system will respond by displaying the Docketed In Error Document Selection Screen Segment (Exhibit 13).

Exhibit 13
Docketed In Error Document Selection Screen Segment

The following is a list of all docket entries created by you, in case 1:YYcvNNNN. In order to mark a transaction set as bad you must select one of the items (from the list below) which is a member of the incorrect set; the entire set (which may span multiple cases) will then be marked as "filed in error."

01/19/1996 8 Answer by defendant Jones Shipping to complaint by Derry [1423]
01/19/1996 10 Answer by defendant Carson Shipbuilders to complaint by Derry [1425]

[Submit] **[Clear]**

Use the mouse to click on the description of the document within the case that was filed in error. If the incorrect document is selected, click on the **[Clear]** button to clear the entry and reselect the desired document description. Click on the **[Submit]** button to transmit this information to the system and the Docketed In Error Corrective Action Screen Segment (Exhibit 14) will appear.

Exhibit 14
Docketed In Error Corrective Action Screen Segment

Your request will affect docket entries in NN cases; if this is not what you expected then you should not proceed.

Do you wish to proceed and remove all of the indicated transactions?

Yes

No

[Delete Docket Entries]

Use the mouse to respond to the question as to whether or not you wish to proceed and remove all of the indicated transactions. You must select *yes* (the default option is set to *No*) to remove the docket event from all cases to which it was posted. Use the mouse to click on the **[Delete Docket Entries]** button to confirm this action.

Display a Docket Sheet Feature

If you selected the **Display a Document** option on the system Main Menu, the Docket Selection Screen Segment (Exhibit 15) will appear.

Exhibit 15 Docket Selection Screen Segment

Enter the case number for which you would like to view the docket sheet. Please enter the case # in the format 1:YYcvNNNN.

Case #: <1:96cv1234>

- Full Docket Report
- Docket Event List

[Submit] **[Clear]**

Enter the case number, and click on your choice of a full docket report or a docket event list (the default option is set to *Docket Event List*). The full docket report will include a complete listing of all defendants and the names of their attorneys provided that they have entered an appearance in the case. If you click on the **[Clear]** button, you will be allowed to enter a different case number. If you click on the **[Submit]** button and no docket report is found for the case number, then the following message will appear:

Case YY-##### was not found.

If the case is found, then the chosen report format will appear as shown in Exhibit 16.

Exhibit 16
Docket Report

U.S. District Court Northern District of Ohio (Cleveland) Civil Docket for Case # 1:96cv1234		
Walker v. Johnson Shipping Corp., et al		Filed: 03/03/1996
Assigned to: Judge George W. White		Jury demand:
Demand: \$0,000		Nature of Suit: 368
Lead Docket: None		Jurisdiction: Federal Question
Dkt # in other court:		
Cause: 46:688 Jones Act		
David Mitchell		Leonard C. Jaques
plaintiff		1370 Penobscot Bldg. Detroit MI 48226
<hr/>		
Date	#	Docket Text
10/28/96	<u>1</u>	Complaint filed; master summons authorized
11/28/96	<u>2</u>	Answer to complaint by defendant Bryan Steam Corp. with crossclaim against Watson Insurance Company.
11/29/96	<u>3</u>	Answer by defendant Watson Insurance Company to crossclaim (<u>2</u>) of Bryan Steam Corp.

Click on any document number (e.g., [2](#)) hyperlink to view a copy of the actual document associated with a docket event. Note that some document number hyperlinks are also included within the docket text

Note that you **must** have the Portable Document Format (PDF) viewer installed to view any selected document. Refer to the instructions in the section entitled "Setting Up the Acrobat PDF Reader" in order to use the viewer. The document you have selected should appear in 10-30 seconds. You can then download and print the document on your printer, if desired. Click on the "Exit" option of the Acroreader pull down "File" menu in order to return to the docket sheet.

View Transaction Log Feature

This feature is used to allow an attorney to obtain transaction information on documents that were batch processed by the system when they were filed. The user has the option of limiting the log entries to be viewed to soft errors, hard errors, completed transactions or any combination. The user may also request to view only new entries that have not be previously viewed. The View Transaction Log Screen Segment (Exhibit 17) is used to perform these functions.

Exhibit 17

View Transaction Log Screen Segment

Indicate the types of log entries to be included.

Soft Errors

Hard Errors

Completed

View New entries only

Select only entries for a particular transaction

Transaction Number []

[Submit] [Clear]

Use the mouse to point and click the check box options for the types of log entries to be viewed (hard errors, soft errors, completed transactions, and view only new entries that have not yet been viewed). *Hard errors* are those that were caused by a problem with the system programs and should rarely appear. *Soft errors* are those that appear when you ask the system to perform an incorrect act such as specifying a party who is not listed as the participant of a case. **Note that no soft errors will appear in the transaction log for defendants who are not members of a case if the user files an answer with a cross claim against all other defendants and there are more than 100 defendants in the case.**

Position the cursor over the check box and click on the left mouse button. When a check mark appears in the box that option has been selected. Clicking a second time deselects the option and causes the check mark to disappear. You may also view entries for a specific transaction by entering a valid transaction number into the Transaction Number box. Normally, you should be interested in either viewing a specific transaction number or viewing

only new entries that have resulted from your filings, but for which you have not yet viewed the transaction log entries. Click on the **[Clear]** button to clear your selection list if you realize you have made a mistake. You may then reselect the options that you desire. Press the **[Submit]** button to transmit the request to the system. If transactions are found that match the selection criteria, the system will display them on the Transaction Display Screen Segment (Exhibit 18).

Exhibit 18
Transaction Display Screen Segment

Transaction Id	Date	Text
5	1996-01-19 12:12:34.0000	96-34 Answer by defendant Alpha Corp. to .
	1996-01-19 12:12:34.0020	96-35 Answer by defendant Ace Corp. to .

On-line Comments or Questions Feature

Select this option to record any comments or suggestions that you may have pertaining to the operation of the system. The User Comments Screen Segment (Exhibit 19) will appear.

Exhibit 19
User Comments Screen Segment

OHND Electronic Filing Message Board	
Post A Message!	
Name:	
Email:	
Subject:	
Message:	
[Post Message]	[Reset]

Enter your name, your e-mail address, the subject, the text of the message and click on the **[Post Message]** button to transmit the message. Click on the **[Reset]** button to clear any entries before they have been posted. Select the **Main Menu** hyperlink on the top screen frame to return to the Main Menu.

Need assistance, Contact the Court's Help Desk at (213) 522-0941