

Objectives**Overview and Objectives**

In this module you will practice filing a response to a motion.

After completing this module you will be able to:

- Locate response and reply docket events.
- Select the party filer.
- Associate a PDF document.
- Attach a supplemental PDF document.
- Link the response to the appropriate motion.
- Identify the notice of electronic filing.

Click the button below to **CONTINUE**.

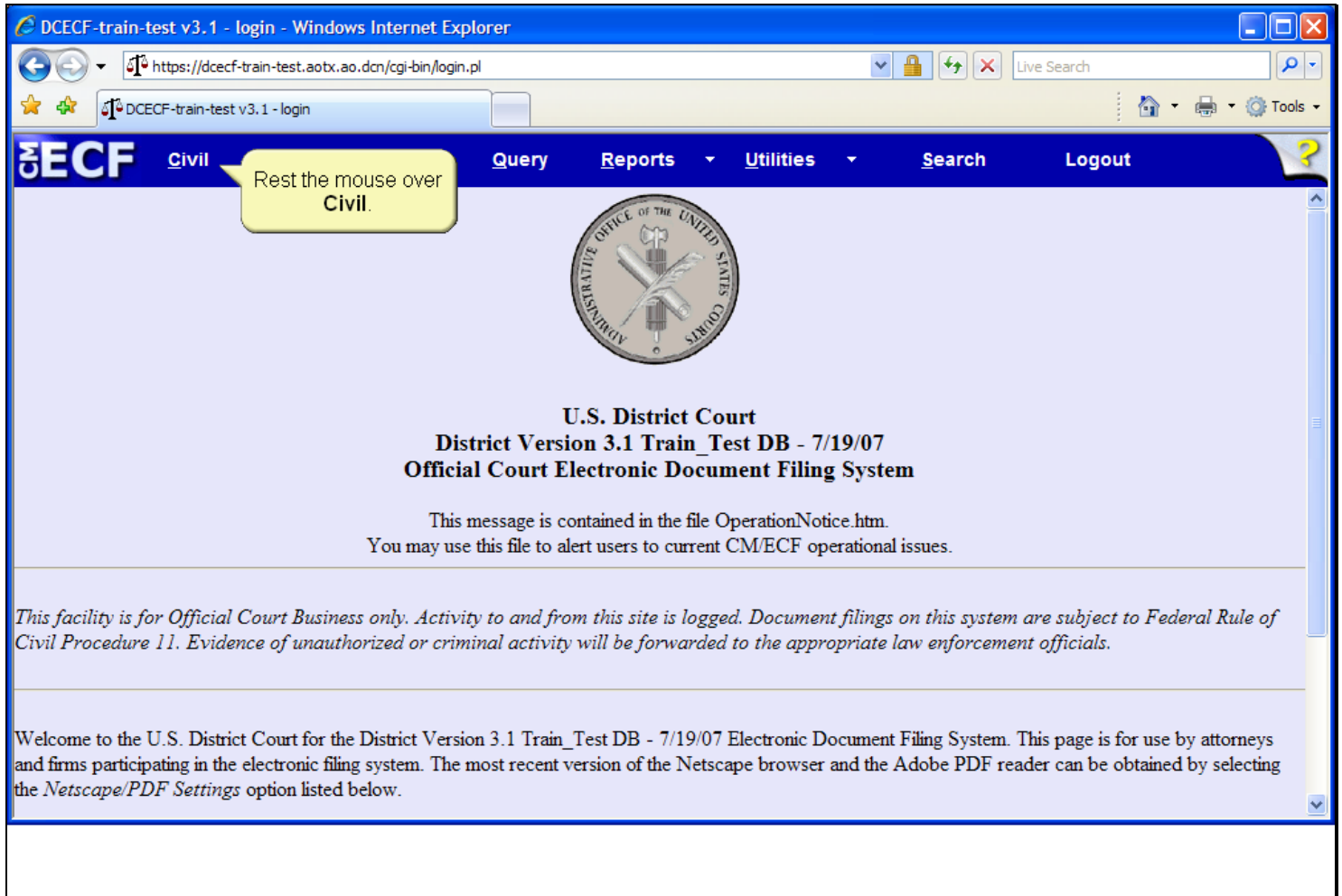
A rectangular button with a blue gradient background and a thin black border. The word "CONTINUE" is written in white, uppercase letters in the center of the button.**Slide notes**

In this module you will practice filing a Response in Opposition to a Motion.

After completing this module you will able to: locate response and reply docket events; select the party filer; associate a PDF document; attach a supplemental PDF document; link the response event to the appropriate motion; and identify the Notice of Electronic Filing.

Click the button below to CONTINUE.

Slide 3 - RespReplyEvents




DCECF-train-test v3.1 - login - Windows Internet Explorer

https://dcecf-train-test.aobx.ao.dcn/cgi-bin/login.pl

DCECF-train-test v3.1 - login

Rest the mouse over Civil.

CM/ECF Civil Query Reports Utilities Search Logout



U.S. District Court
District Version 3.1 Train_Test DB - 7/19/07
Official Court Electronic Document Filing System

This message is contained in the file OperationNotice.htm.
You may use this file to alert users to current CM/ECF operational issues.

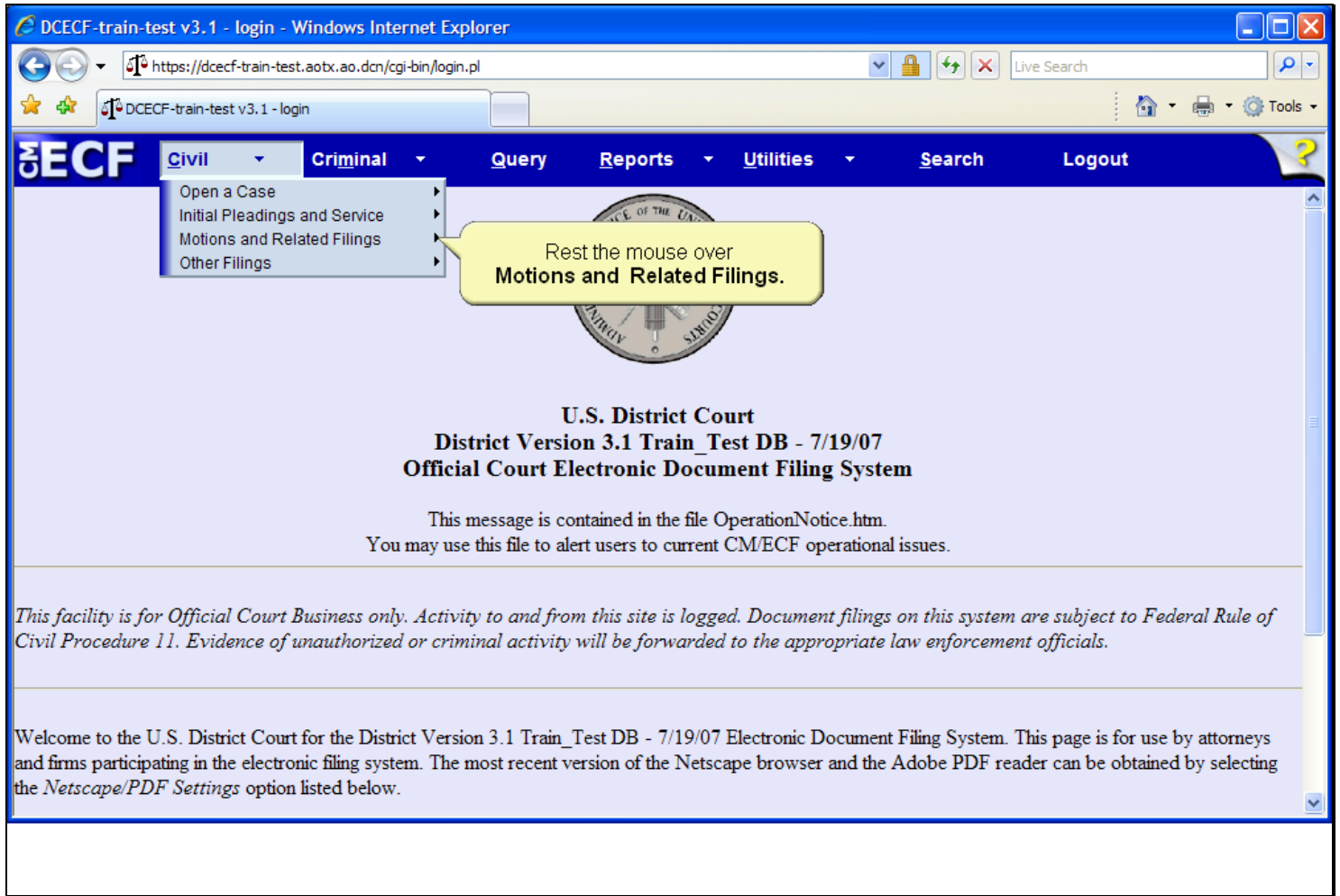
This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court for the District Version 3.1 Train_Test DB - 7/19/07 Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the *Netscape/PDF Settings* option listed below.

Slide notes

Begin docketing the response by resting the mouse over the Civil option on the CM/ECF Main Menu.

Slide 4 - Slide 4



Slide notes

The drop-down menu appears and displays various docket event categories. Rest the mouse over the Motions and Related Filings category.

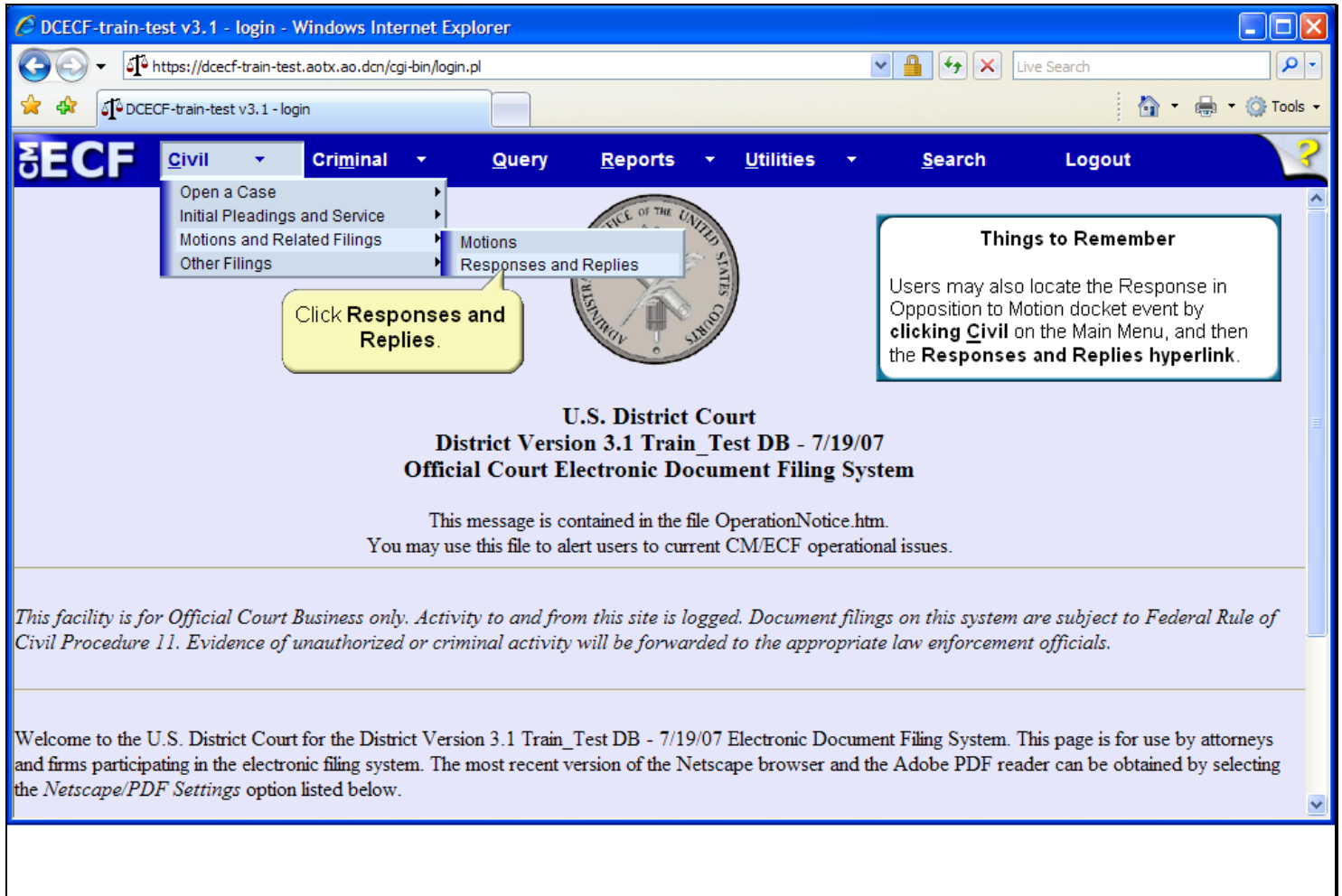
Slide 5 - Slide 5



Slide notes

The drop-down menu expands further displaying a second level of docket event categories. Rest the mouse over Responses and Replies.

Slide 6 - Slide 6



DCECF-train-test v3.1 - login - Windows Internet Explorer

https://dcecf-train-test.aobx.ao.dcn/cgi-bin/login.pl

DCECF-train-test v3.1 - login

CM/ECF Civil Criminal Query Reports Utilities Search Logout

- Open a Case
- Initial Pleadings and Service
- Motions and Related Filings
 - Motions
 - Responses and Replies
- Other Filings

Click **Responses and Replies**.

Things to Remember

Users may also locate the Response in Opposition to Motion docket event by **clicking Civil** on the Main Menu, and then the **Responses and Replies hyperlink**.

U.S. District Court
District Version 3.1 Train_Test DB - 7/19/07
Official Court Electronic Document Filing System

This message is contained in the file OperationNotice.htm.
You may use this file to alert users to current CM/ECF operational issues.

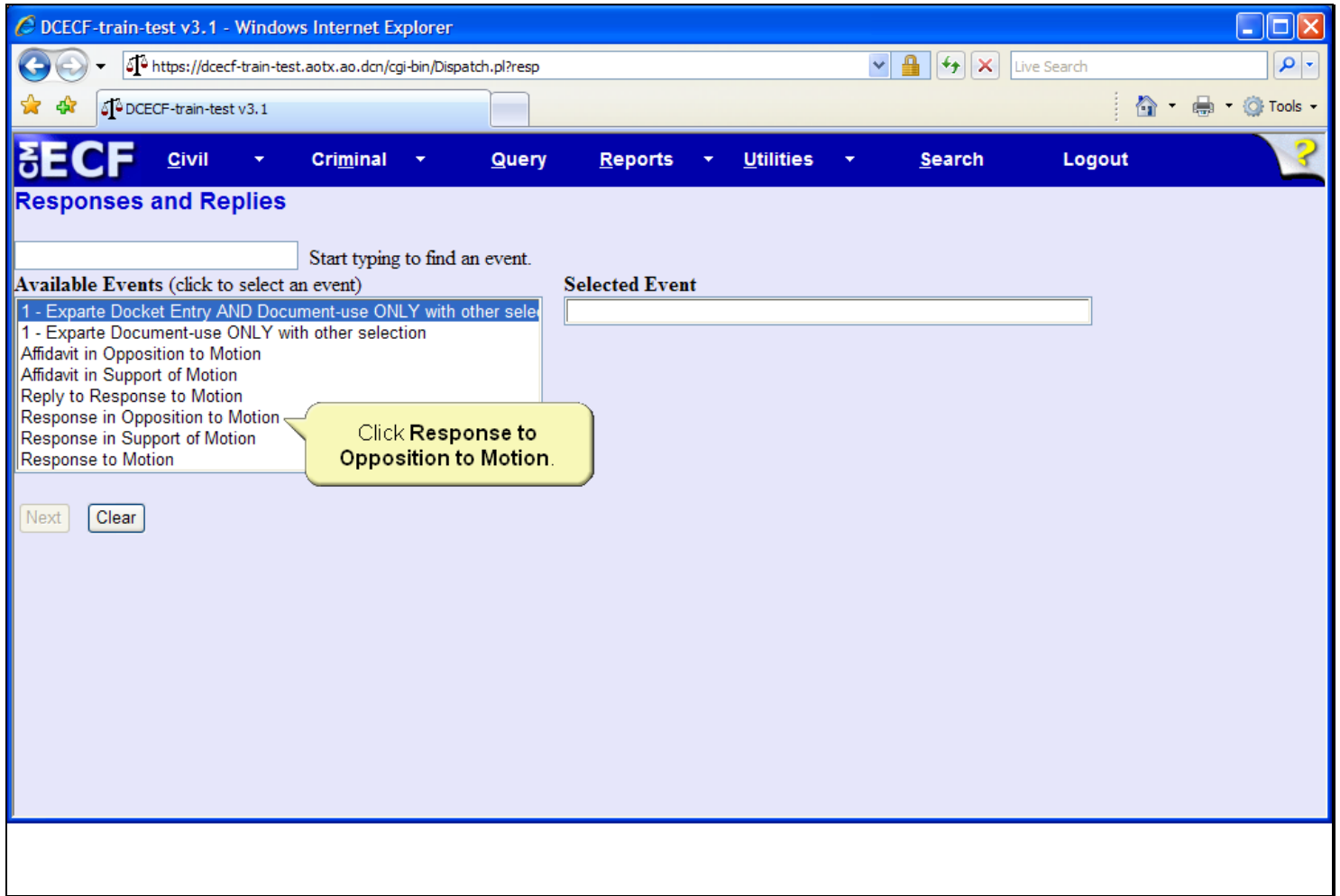
This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court for the District Version 3.1 Train_Test DB - 7/19/07 Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the *Netscape/PDF Settings* option listed below.

Slide notes

Then, click to select Responses and Replies.

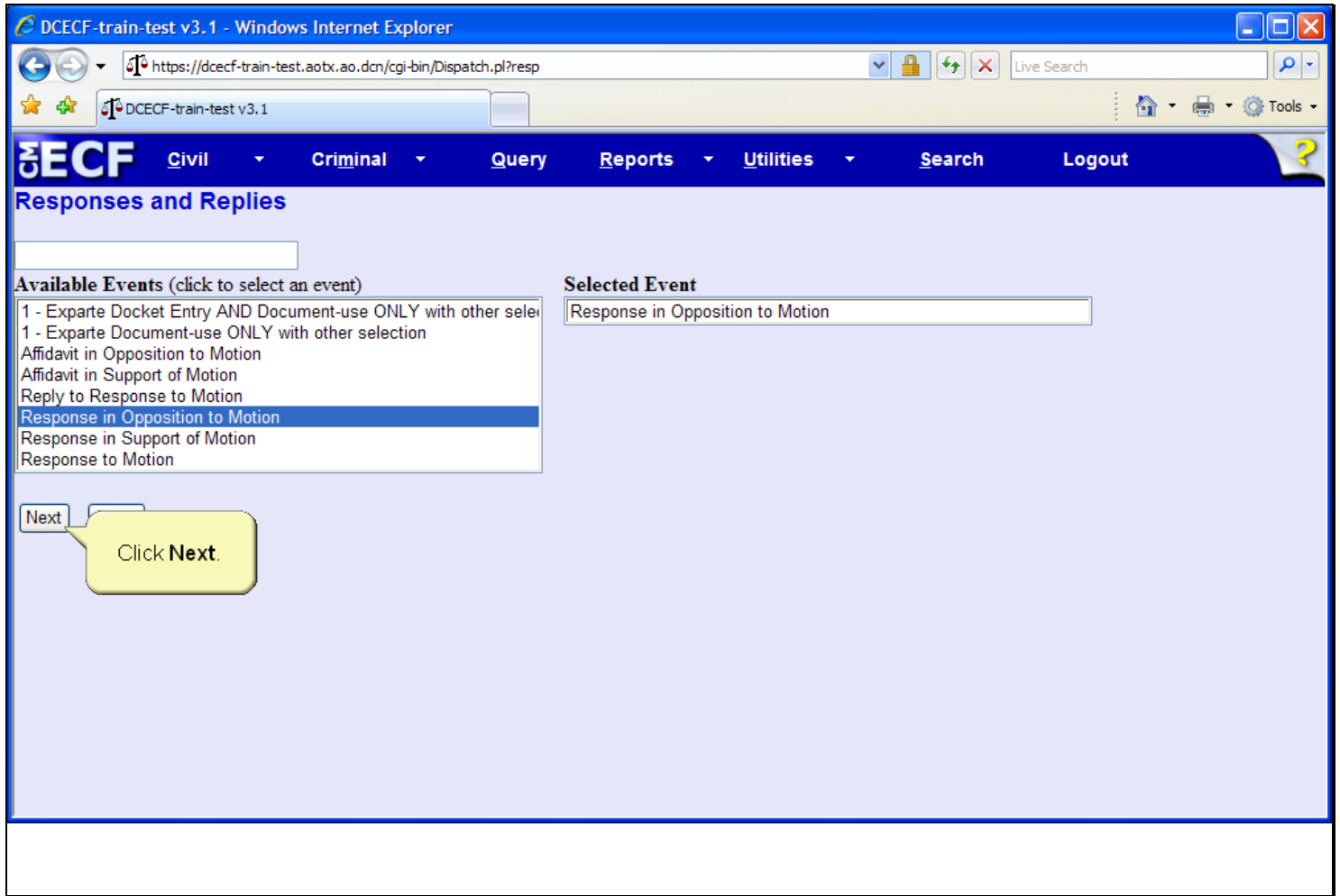
Slide 7 - Slide 7



Slide notes

CM/ECF then displays the Responses and Replies selection screen. Click to select Response in Opposition to Motion.

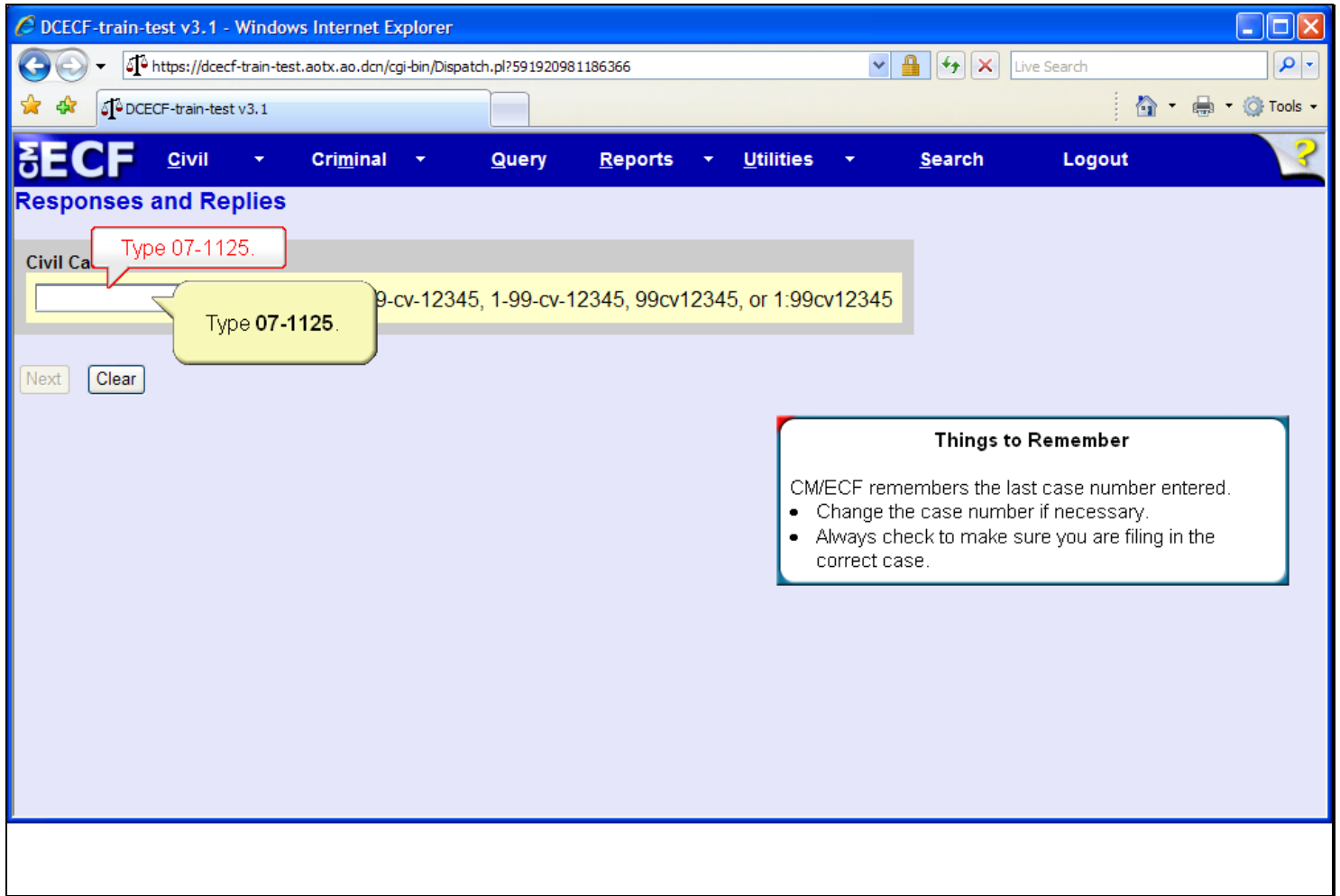
Slide 8 - Slide 8



Slide notes

The correct response type is now highlighted and appears in the Selected Event field. Please note that this docket event type allows for only one selection from the Available Events list. Should the incorrect event be selected, simply click within the list to choose a different event. Click the Next button to continue.

Slide 9 - Slide 9

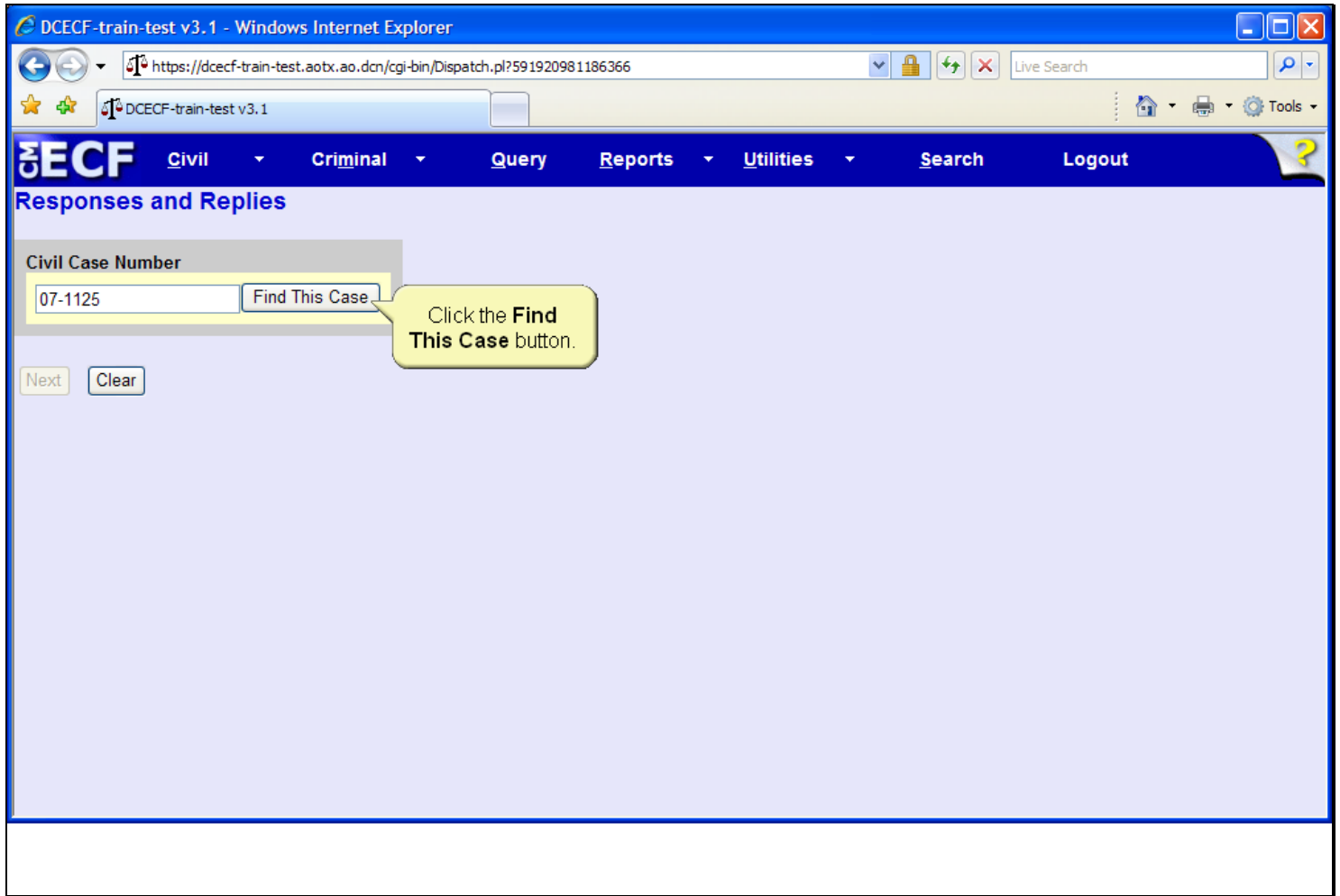


Slide notes

The case number screen appears. Notice the various case number entry formats.

Type 07-1125 in the Civil Case Number field.

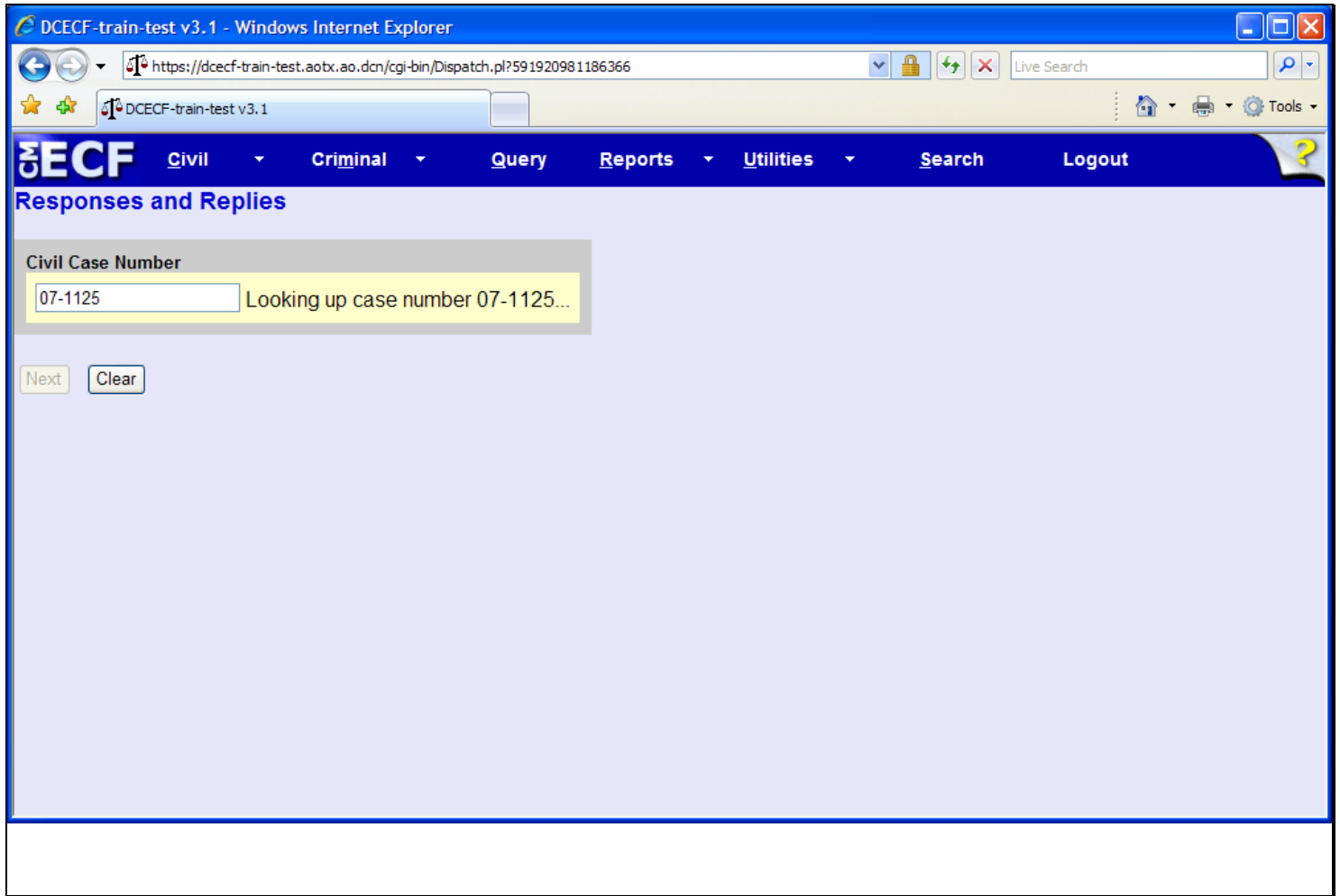
Slide 10 - Slide 10



Slide notes

As soon as you begin entering the case number, CM/ECF will advance to the next screen. To begin the case lookup, click the 'Find This Case' button.

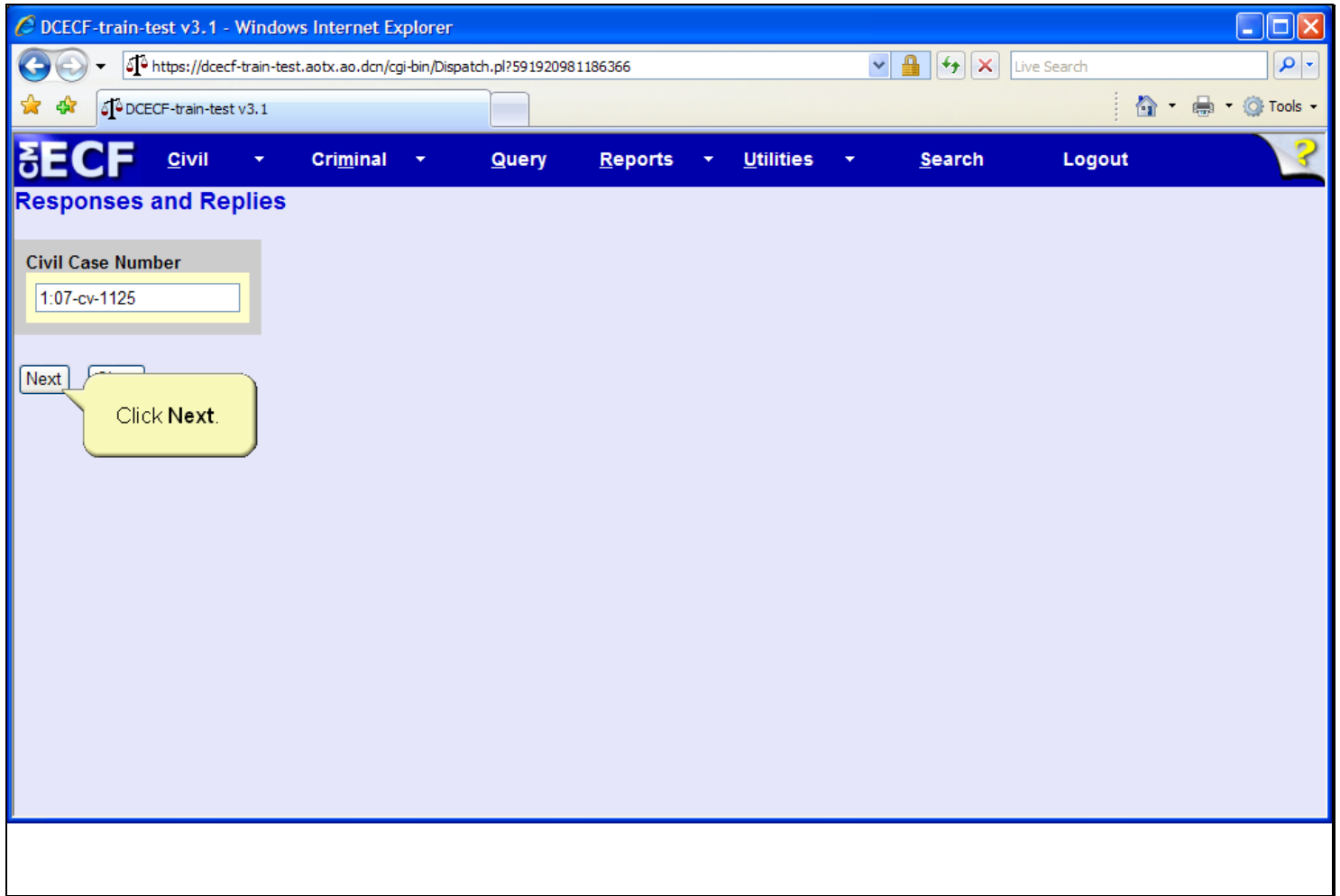
Slide 11 - Slide 11



Slide notes

CM/ECF then displays a quick message indicating that the system is looking up the case number. If a message is returned stating the case number entered cannot be found, click the Clear button and re-enter the case number.

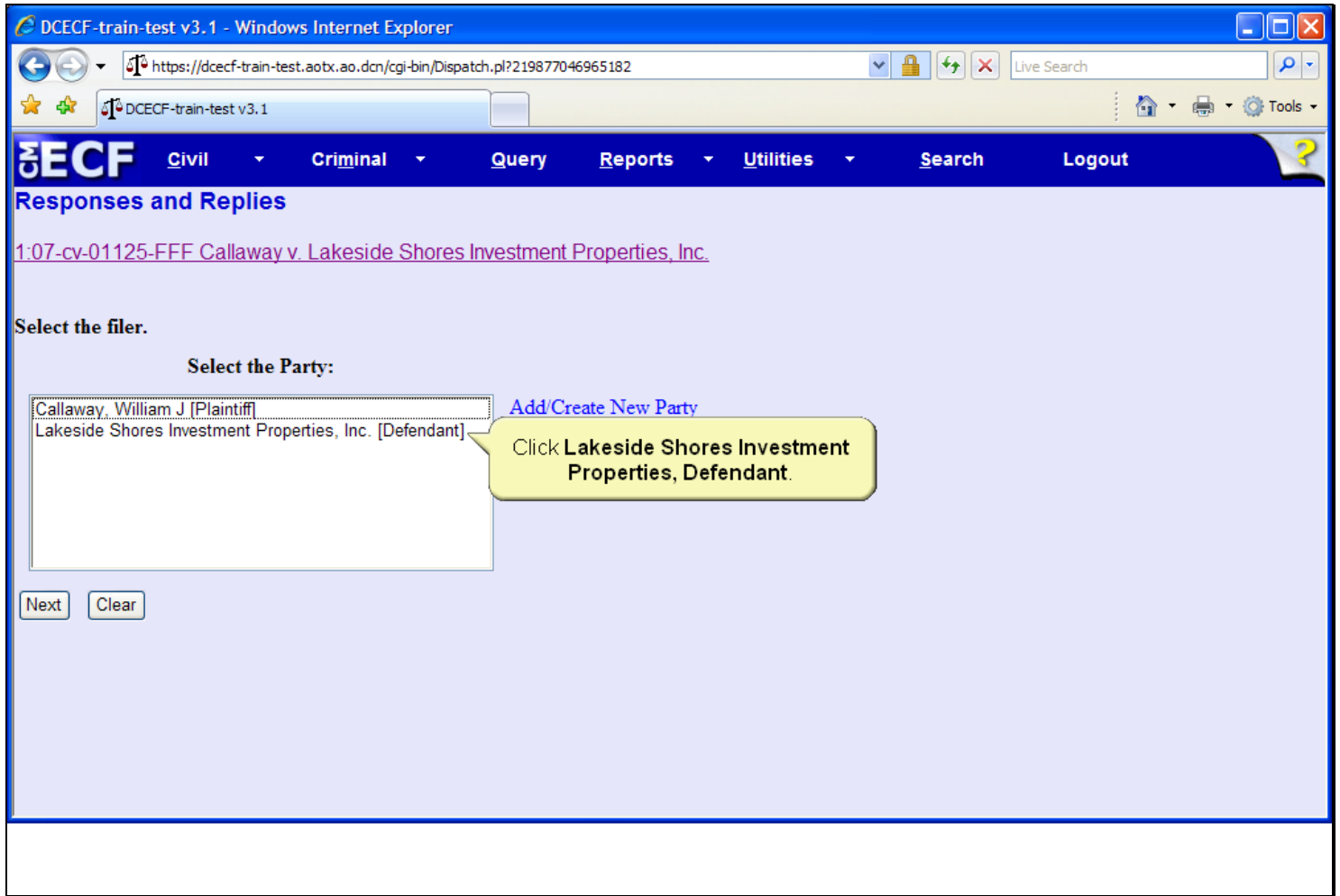
Slide 12 - Slide 12



Slide notes

The Case Number screen appears again. Notice the case number has been reformatted, and now includes the complete case number format of office, year, case type, and case number. Click the Next button to continue.

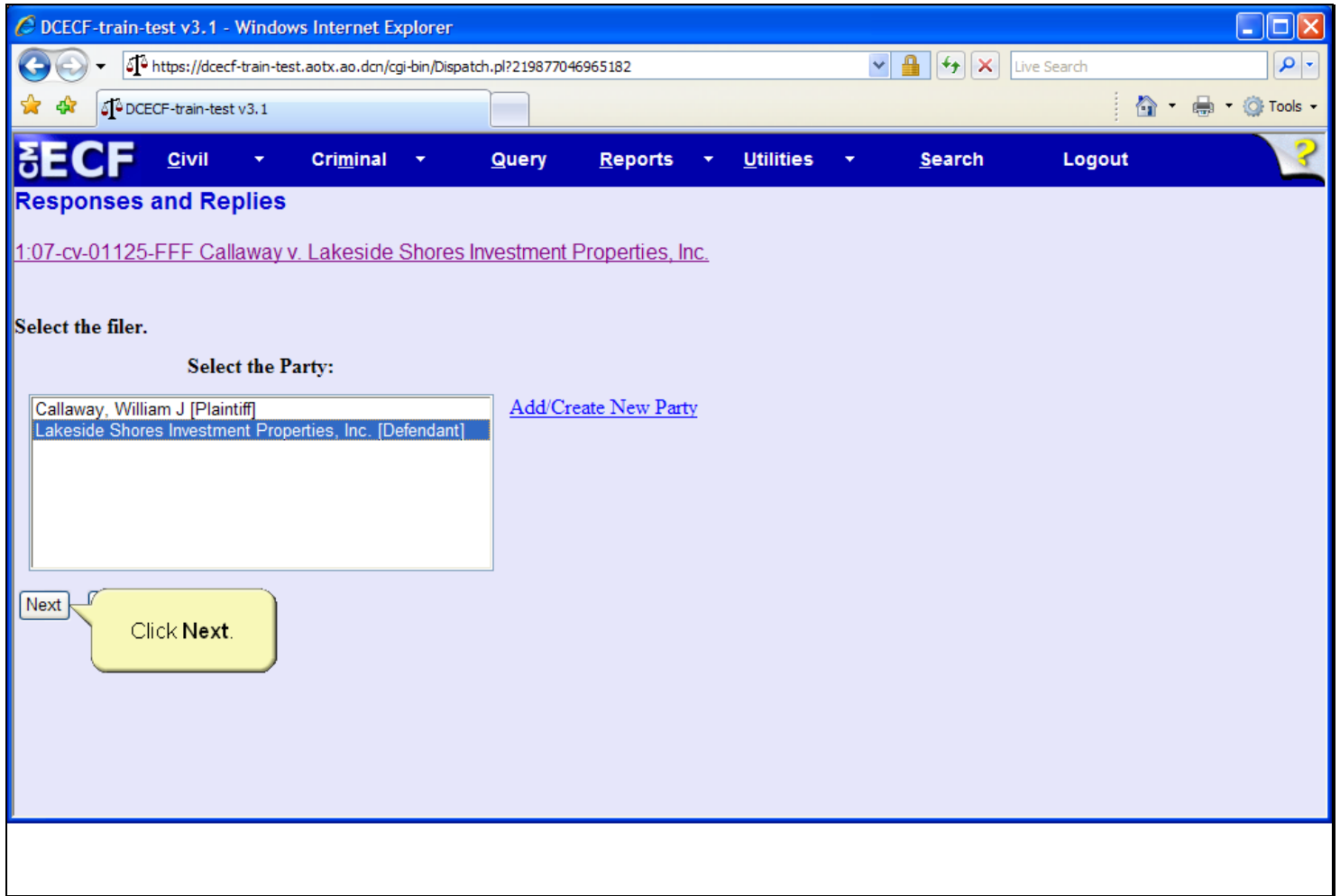
Slide 13 - Party Filer



Slide notes

Next, the Party Filer screen appears. Click to select the defendant, Lakeside Shores Investment Properties, as the filer of the response to motion.

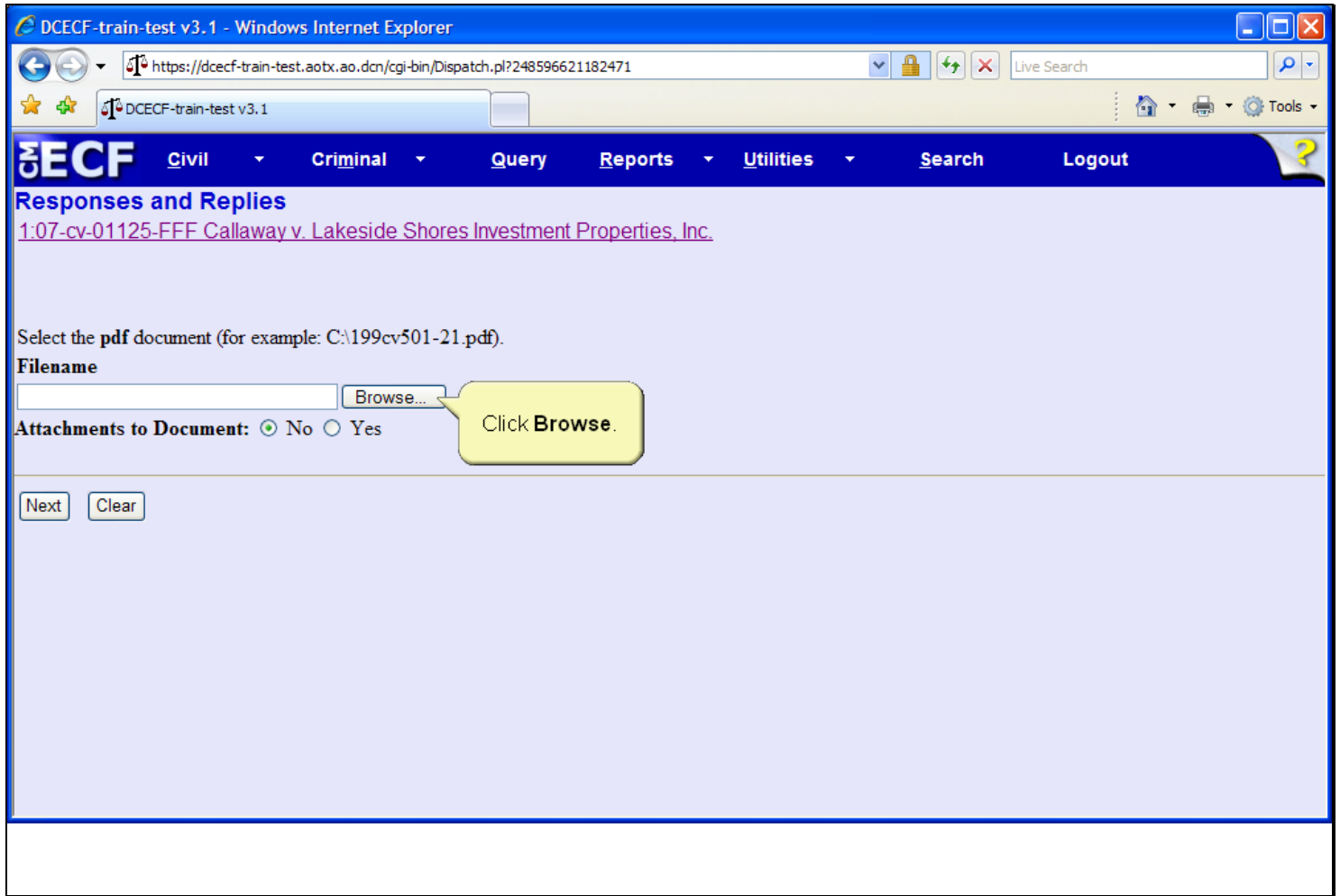
Slide 14 - Slide 14



Slide notes

Then click the Next button.

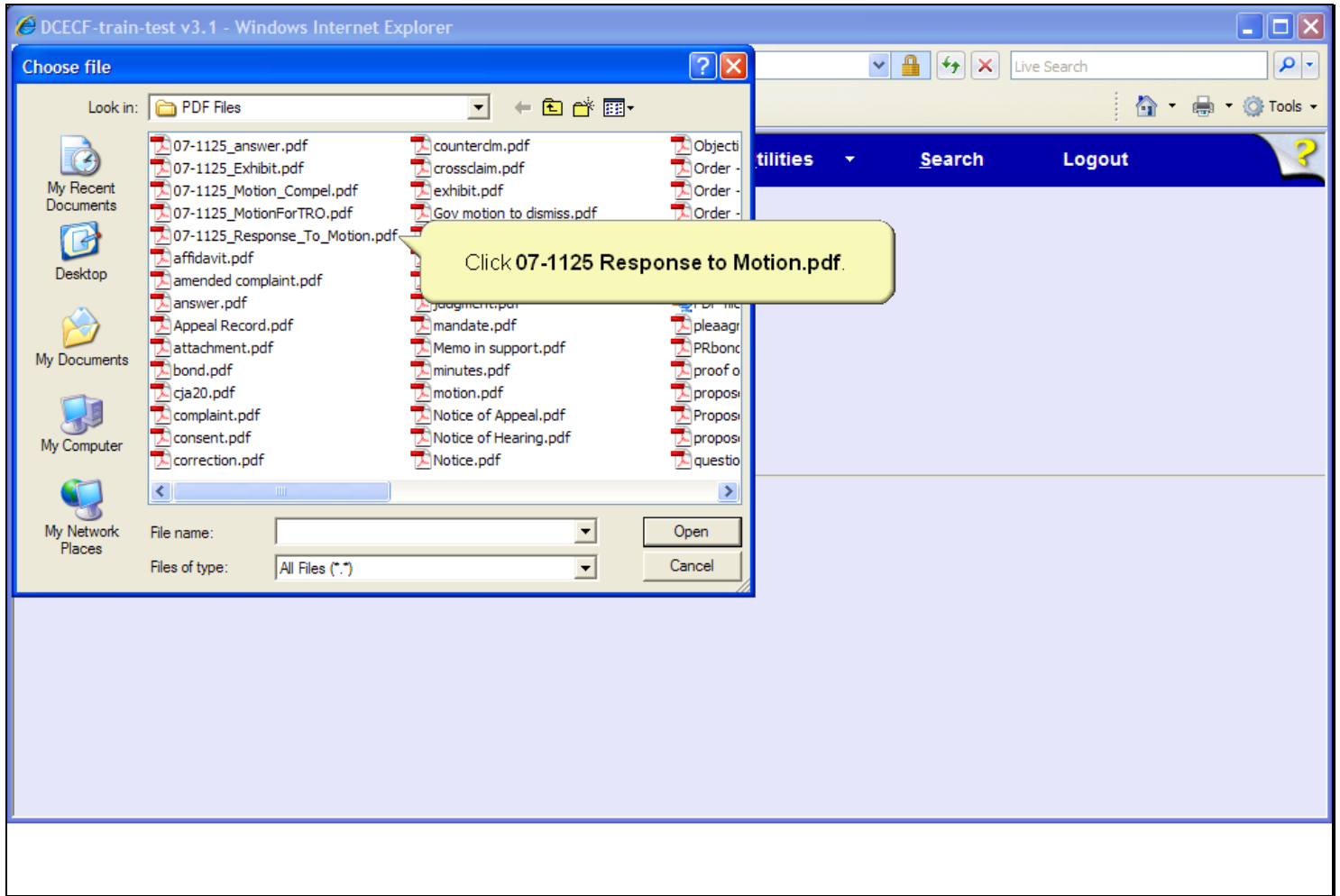
Slide 15 - PDF



Slide notes

The next step is to associate and create a hyperlink to a PDF document. To locate the document, click the Browse button.

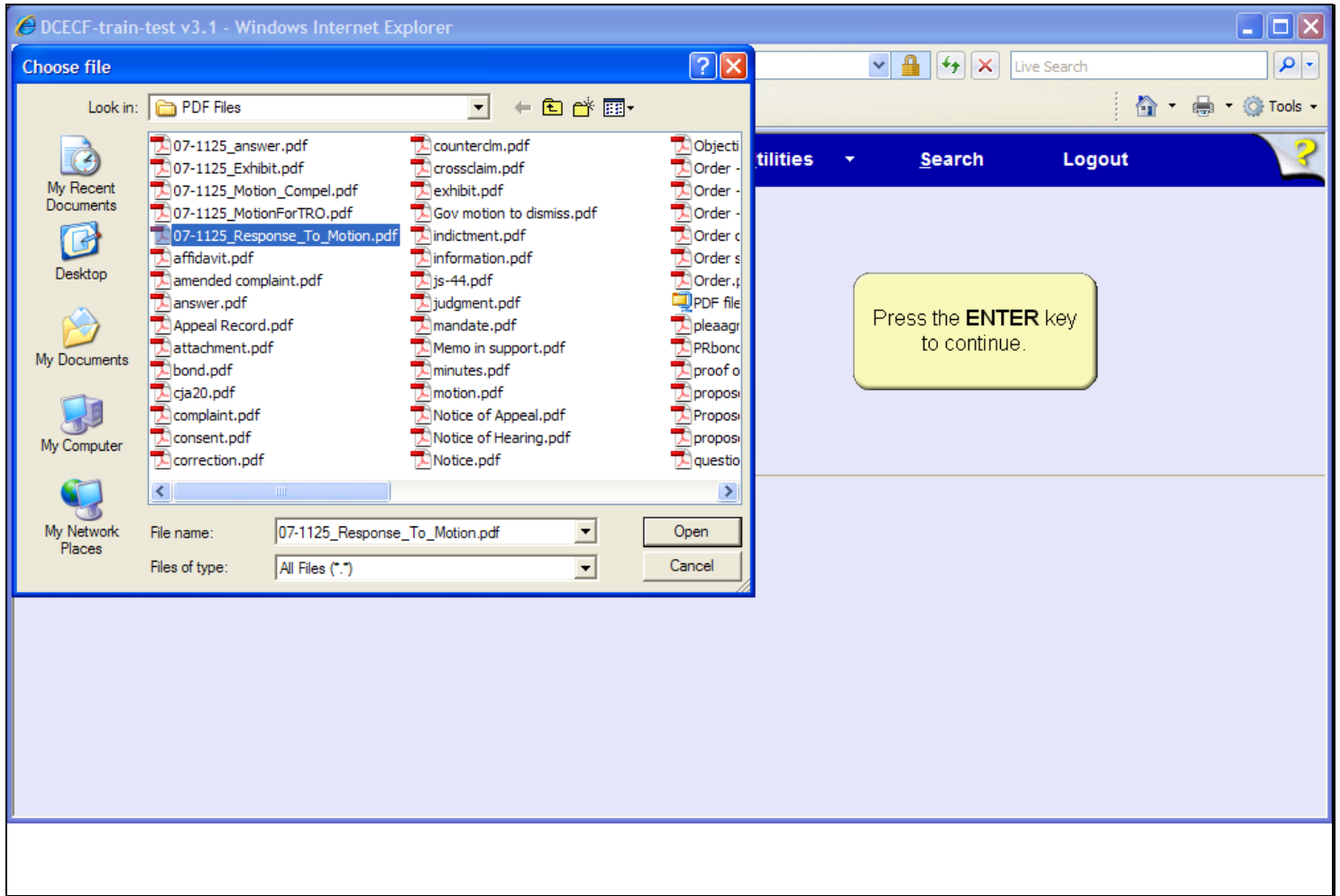
Slide 16 - Slide 16



Slide notes

The Choose file dialog box opens. If the document is not in the folder which opens, called the Look in folder, you must navigate to the folder which has the document and then select the appropriate document. Click to select the 07-1125 Response to Motion.pdf document.

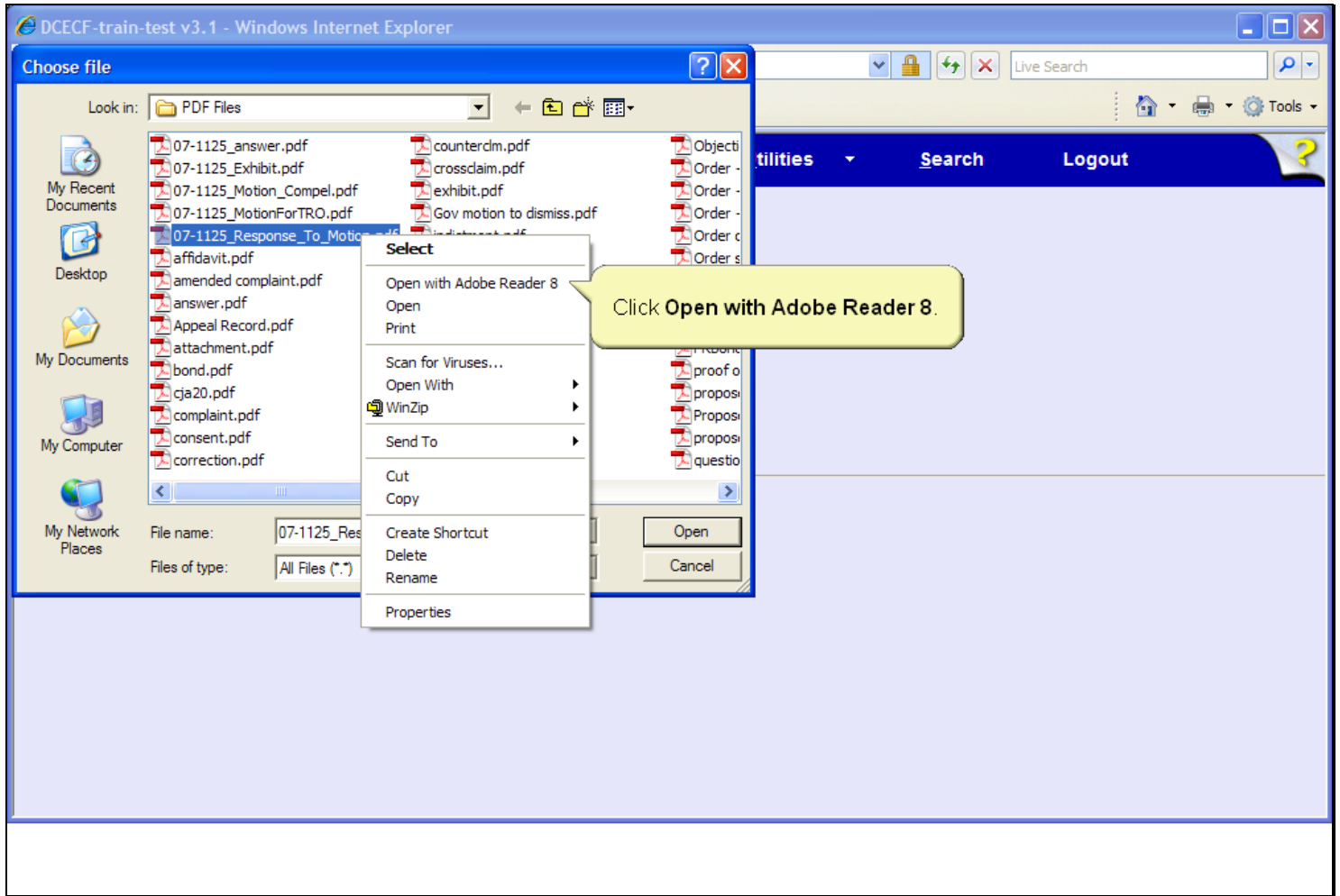
Slide 17 - Slide 17



Slide notes

The 07-1125 Response to Motion document is now highlighted. The next step is to open and view the document for verification. In a live database, you must right-click on the highlighted file in order to open the PDF document inside this window. For this learning module, the right-click will be done for you. To simulate the right-click process, press the Enter key on your keyboard.

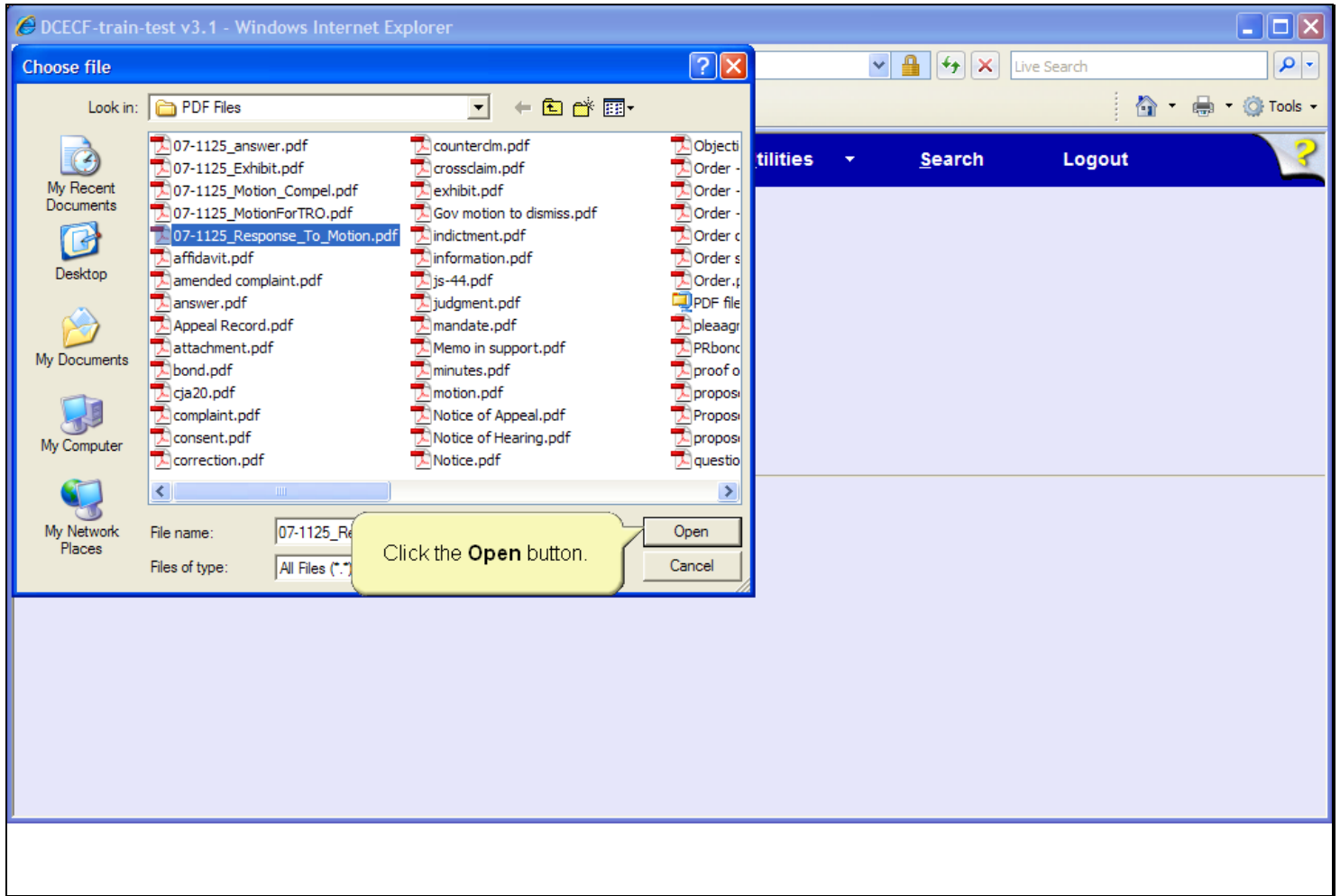
Slide 18 - Slide 18



Slide notes

Right-clicking on the highlighted file brings up a pop-up menu which allows you to use the Adobe Reader to open and view the file. Click to select, Open with Adobe Reader 8.

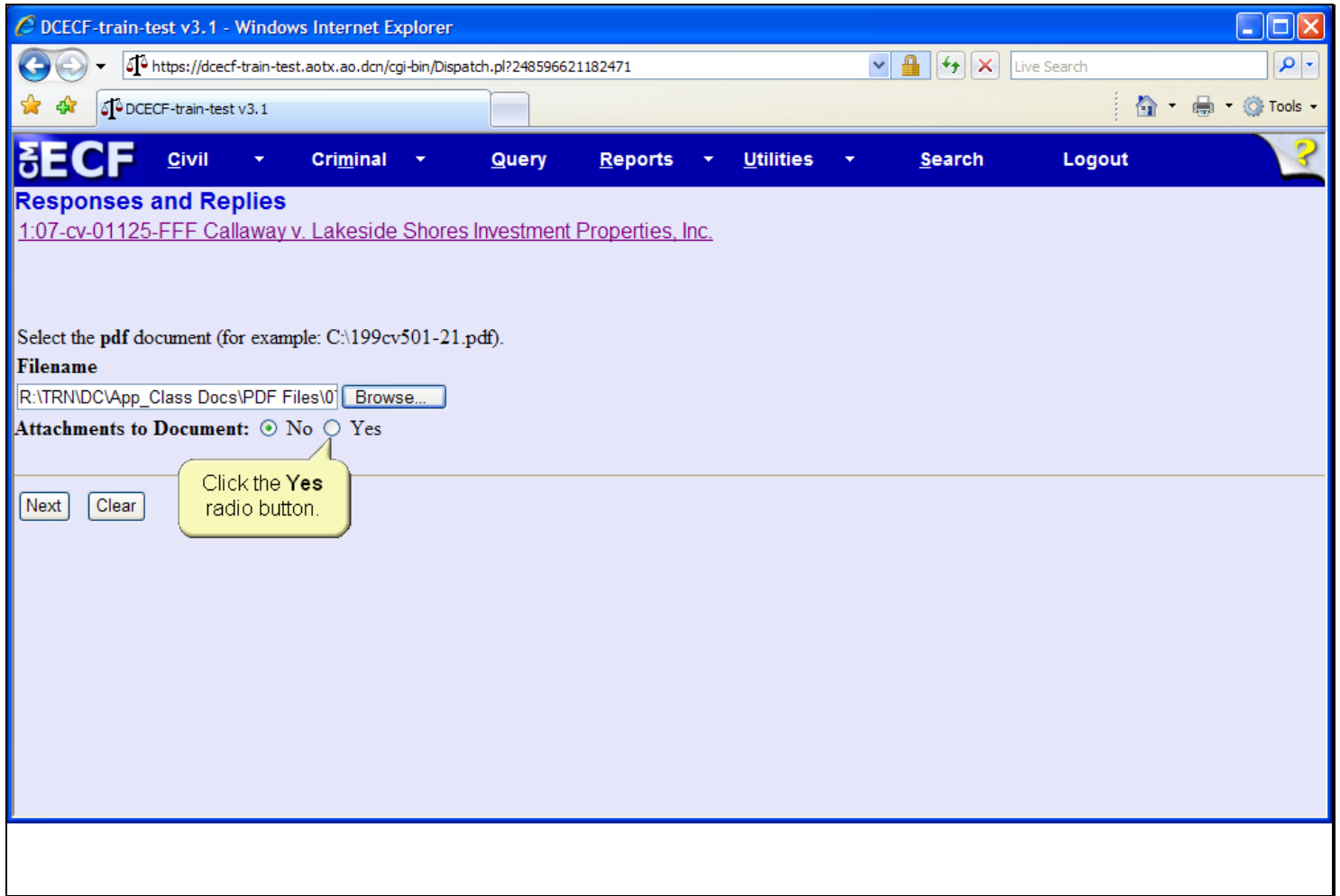
Slide 21 - Slide 21



Slide notes

The Adobe Reader closes and you are returned to the PDF folder where the response to motion file is still selected. Click the Open button on the Choose file dialog box to associate the PDF and create a hyperlink to the document.

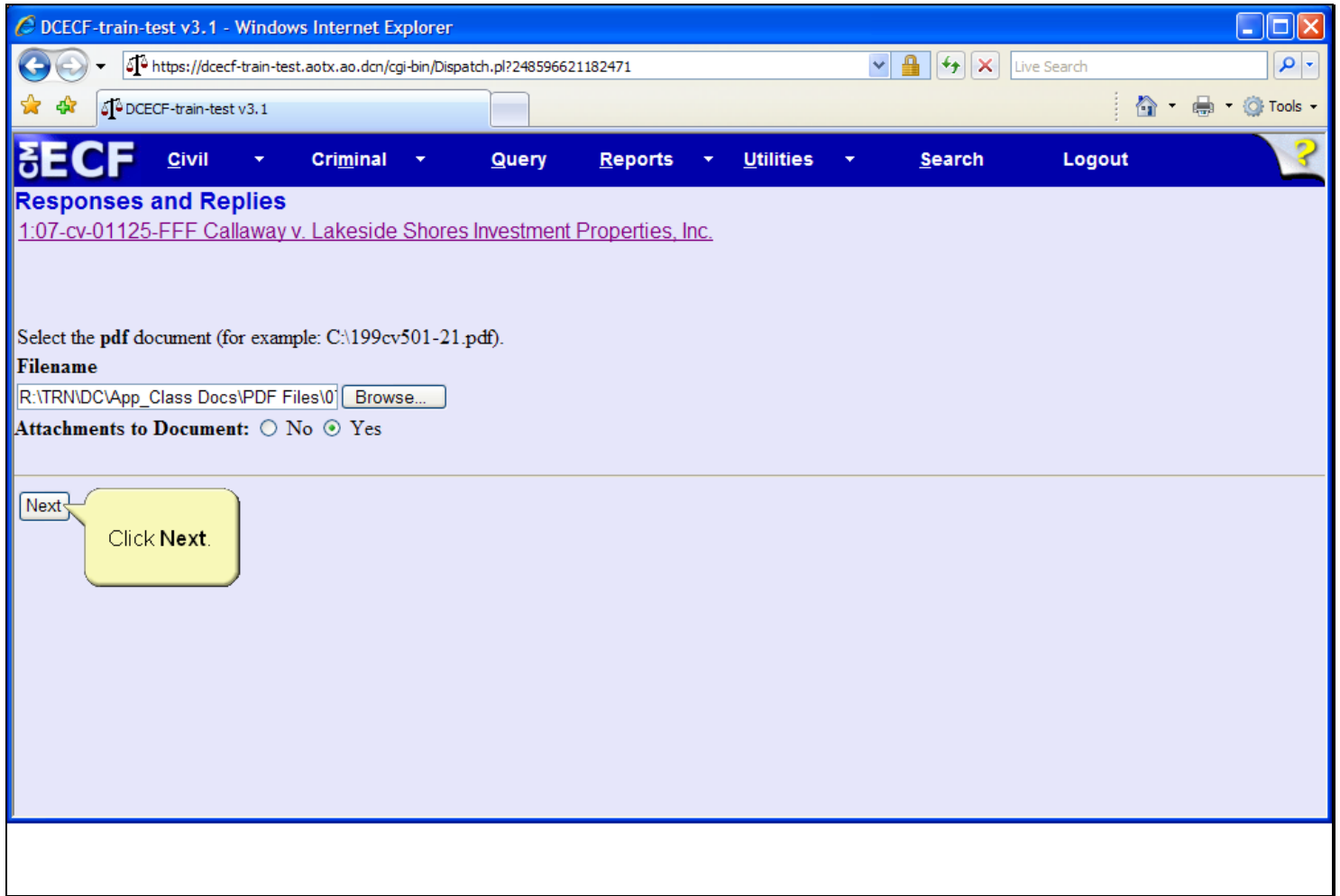
Slide 22 - Slide 22



Slide notes

The filename field now contains the path to the selected PDF document. Since this event includes supplemental documentation in addition to the main document, select Yes for the Attachments to Document option.

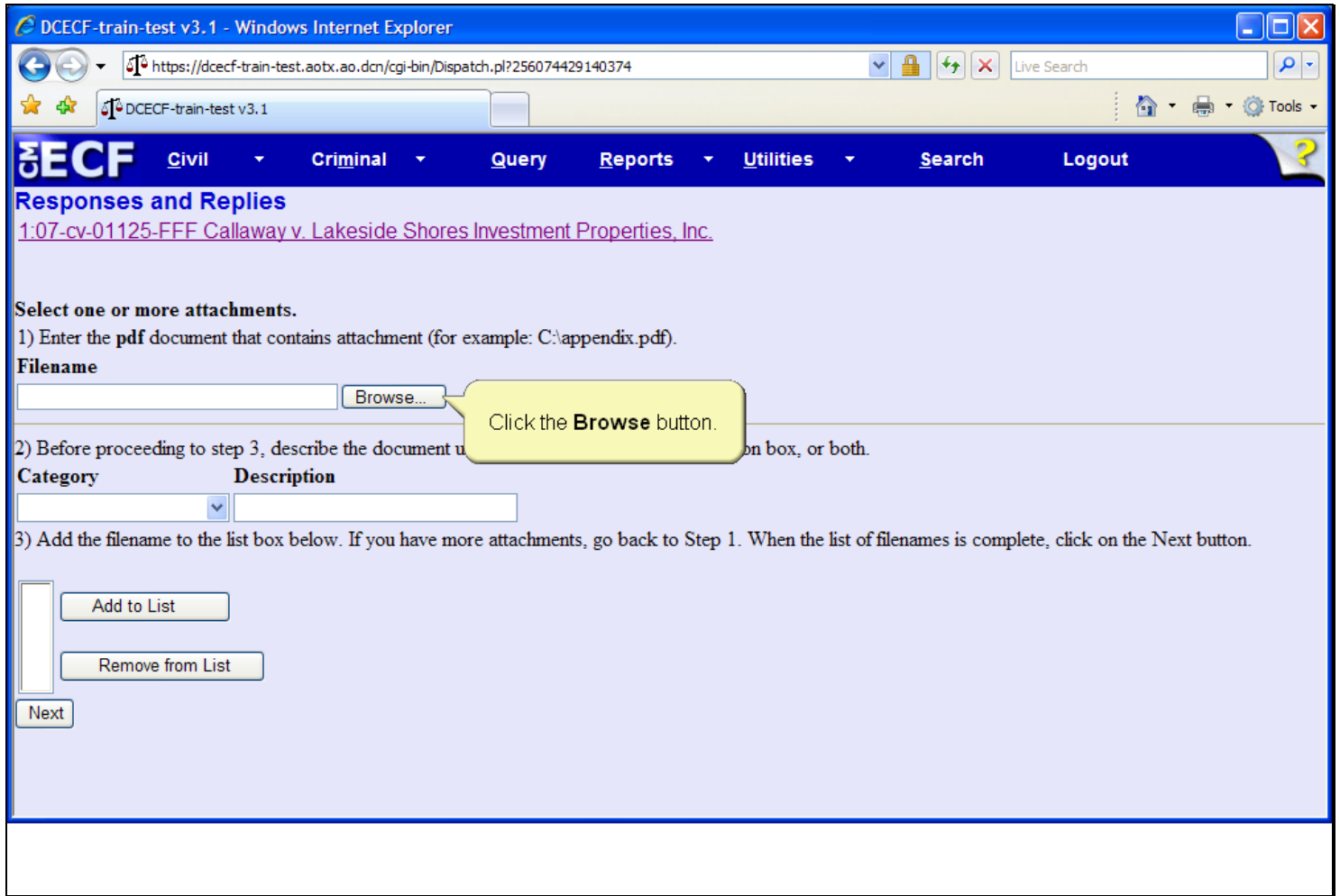
Slide 23 - Slide 23



Slide notes

Click the Next button to continue.

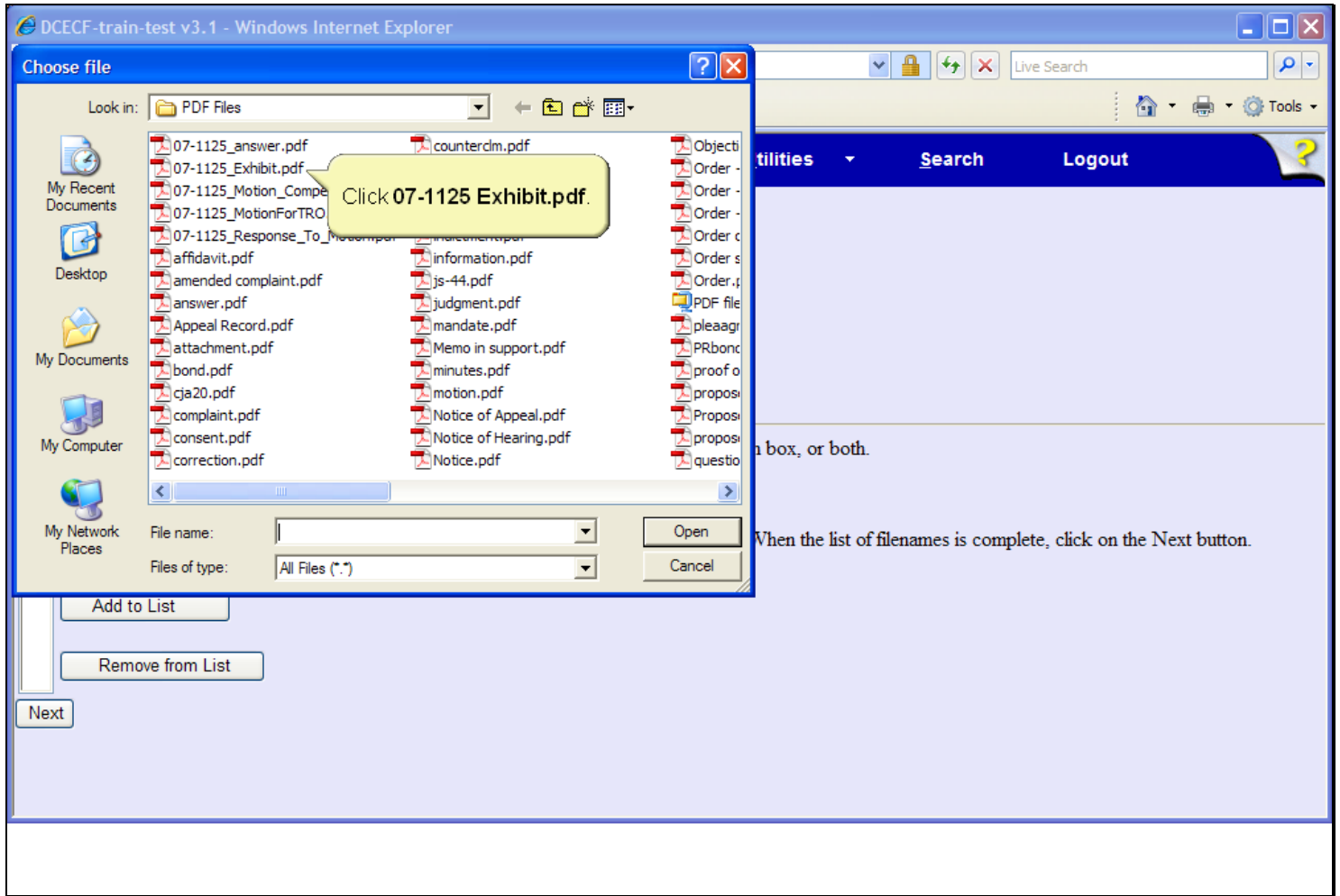
Slide 24 - Attach PDF



Slide notes

As you did when associating the main document, Step 1 of the attachment document process is to locate and select the document file. To locate the document, click the Browse button.

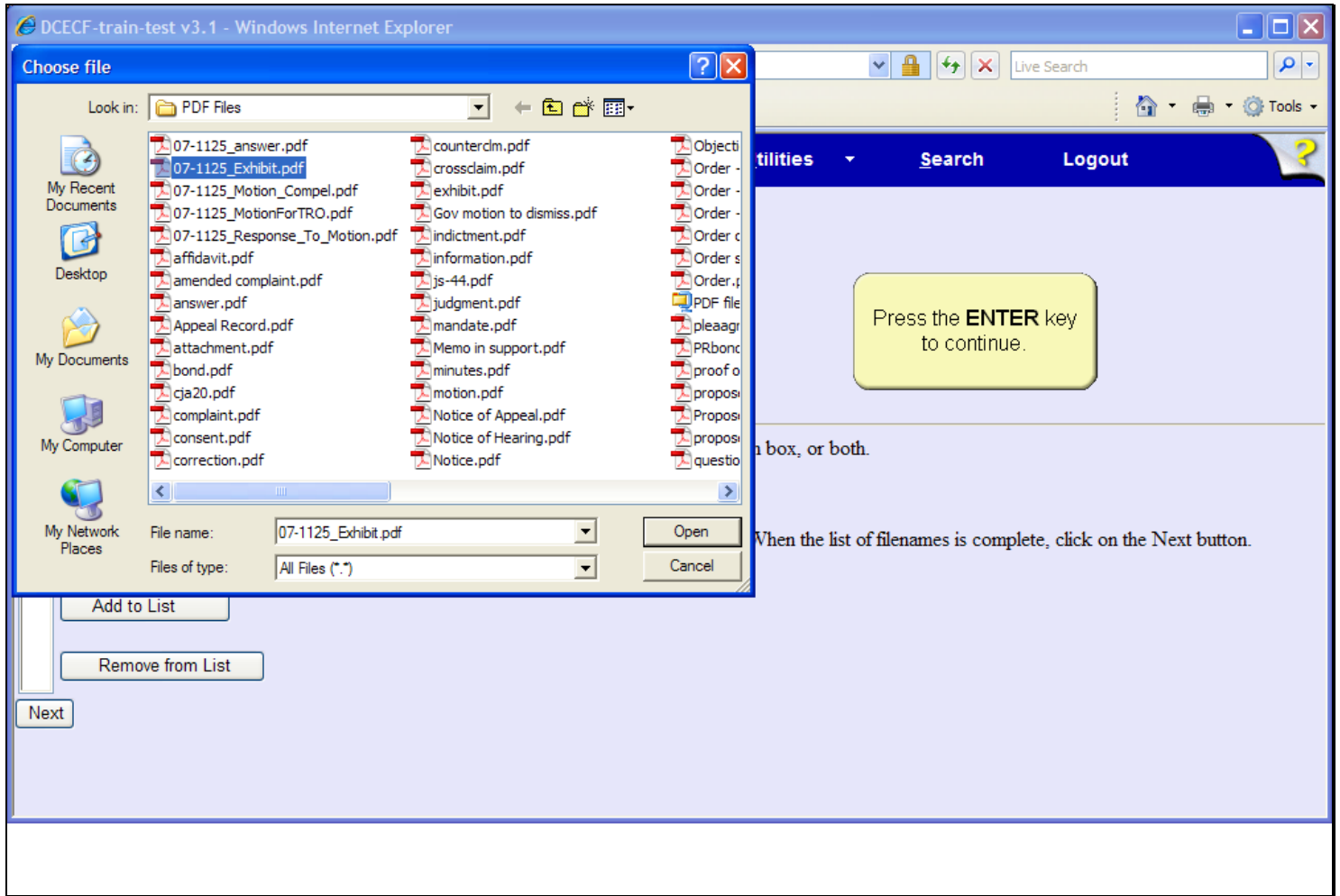
Slide 25 - Slide 25



Slide notes

Again, navigate to the folder which contains the document, then select the appropriate file. Click to select the 07-1125 Exhibit.pdf document.

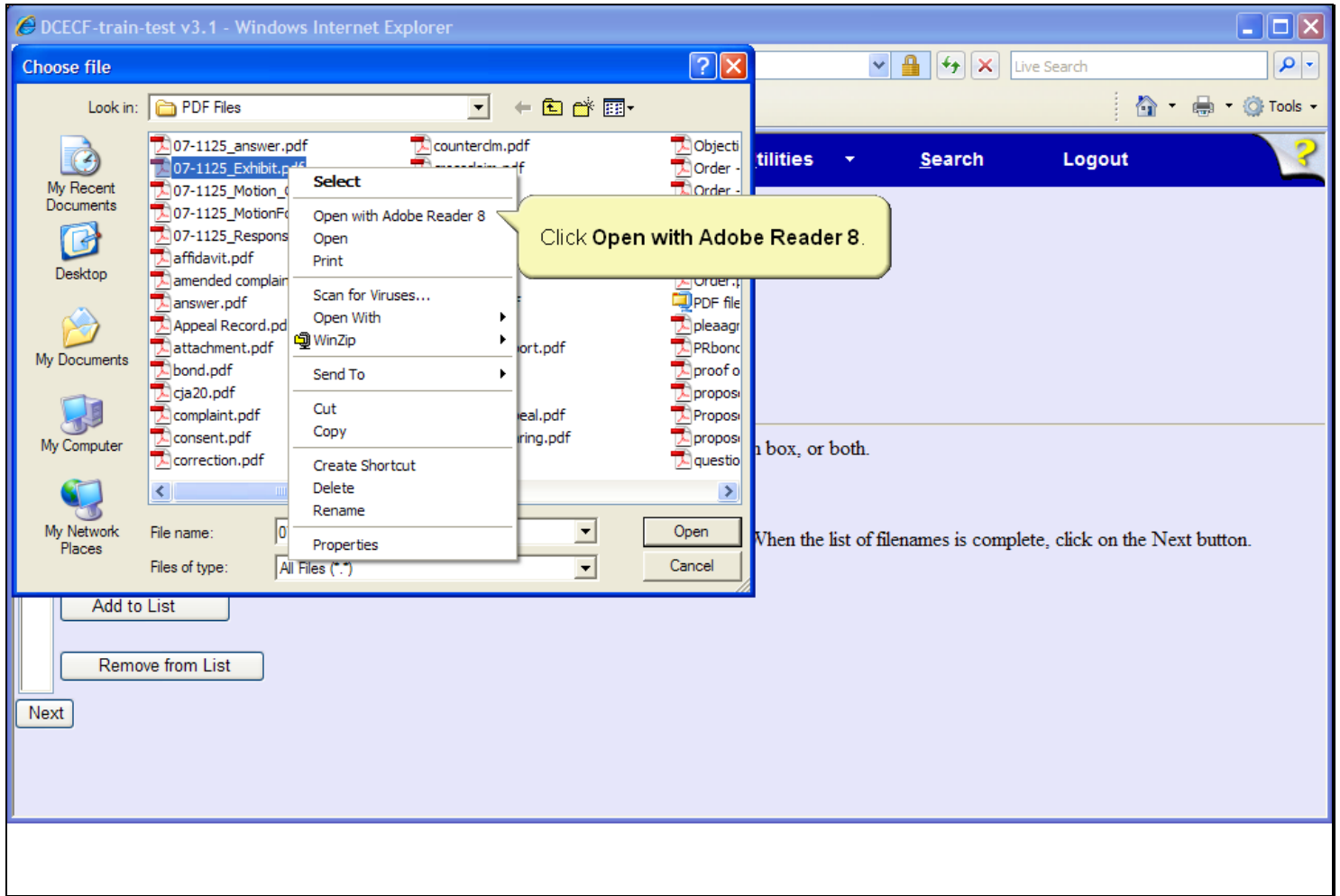
Slide 26 - Slide 26



Slide notes

The 07-1125 Exhibit document is now highlighted and the file name is placed in the File name field. The next step is to open and view the document for verification. In a live database, you must right-click the highlighted file in order to open the PDF document inside this window. For this learning module, the right-click will be done for you. To simulate the right-click process, press the Enter key on your keyboard.

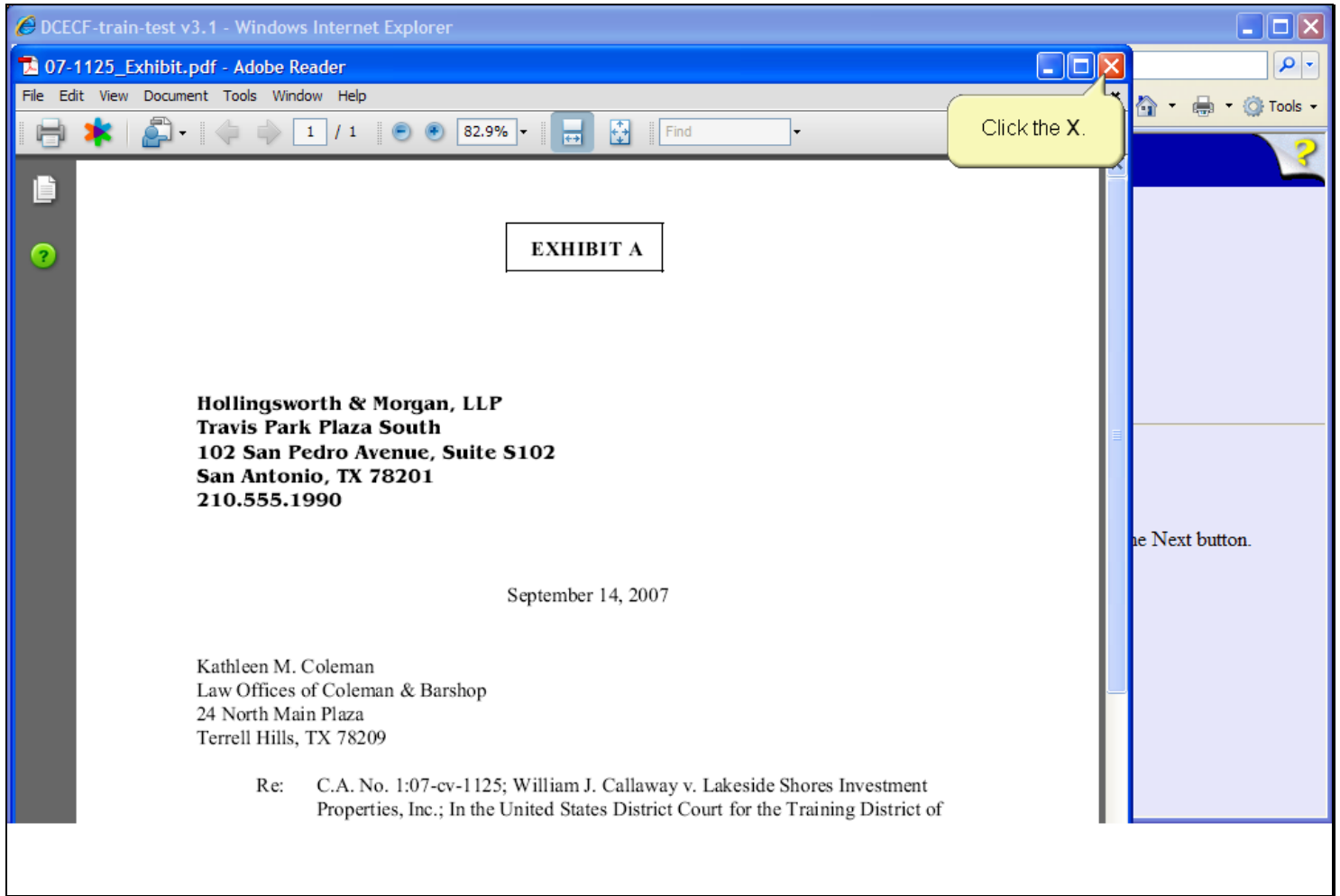
Slide 27 - Slide 27



Slide notes

Right-clicking on the highlighted file brings up a pop-up menu which allows you to use the Adobe Reader to open and view the file. Click to select, Open with Adobe Reader 8.

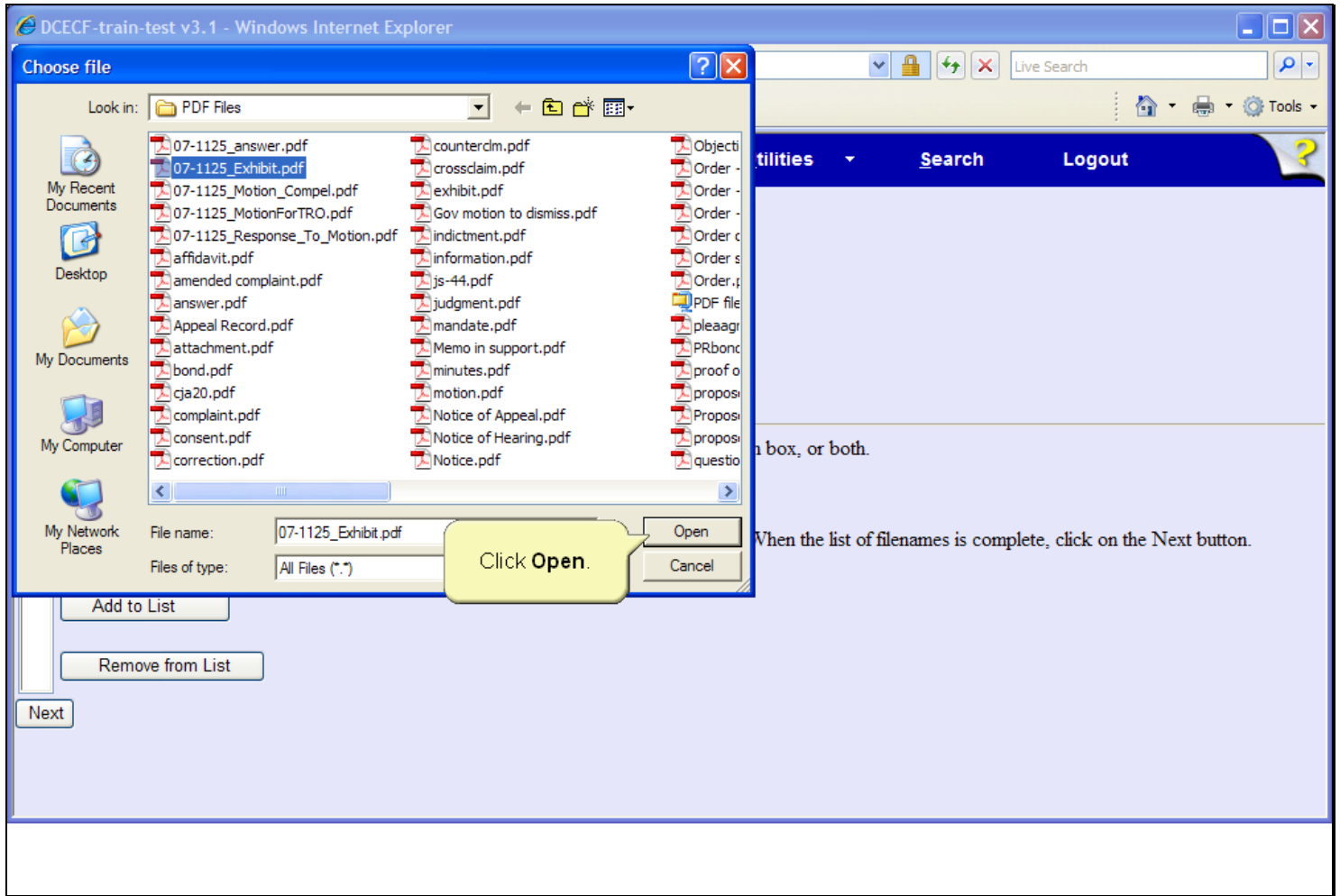
Slide 29 - Slide 29



Slide notes

The supplemental attachment document, Exhibit A, opens in the Adobe Reader. Review the document for verification, then click the Close button in the upper right corner of the Adobe Reader window.

Slide 30 - Slide 30



Slide notes

The Adobe Reader closes and you are returned to the PDF folder where the exhibit document is still selected. Click the Open button on the Choose file dialog box to associate the PDF and create a hyperlink to the document.

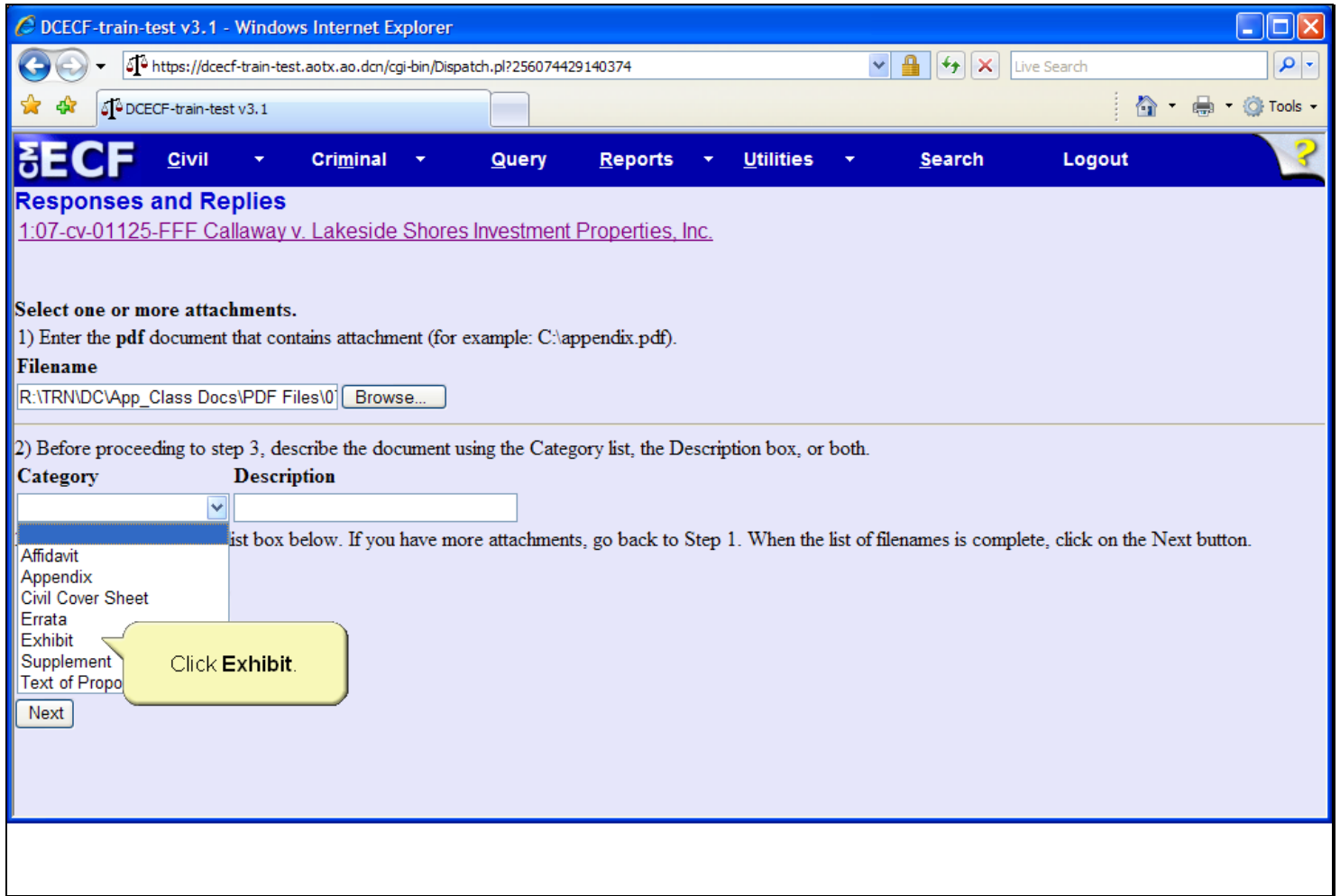
Slide 31 - Slide 31



Slide notes

The filename field now contains the path to the selected PDF document. Step 2, of the attachment document process, is to assign a required descriptive name to the supplemental document. The mandatory document description can be created using the Category list, the Description box, or both. To view descriptive Category choices, click the Category list drop-down.

Slide 32 - Slide 32



Slide notes

The list expands and displays various choices. Keep in mind that this list is court configurable and available choices may differ from court to court. The appropriate Category description for this lesson appears in the list. Click to select the Exhibit option from the Category list.

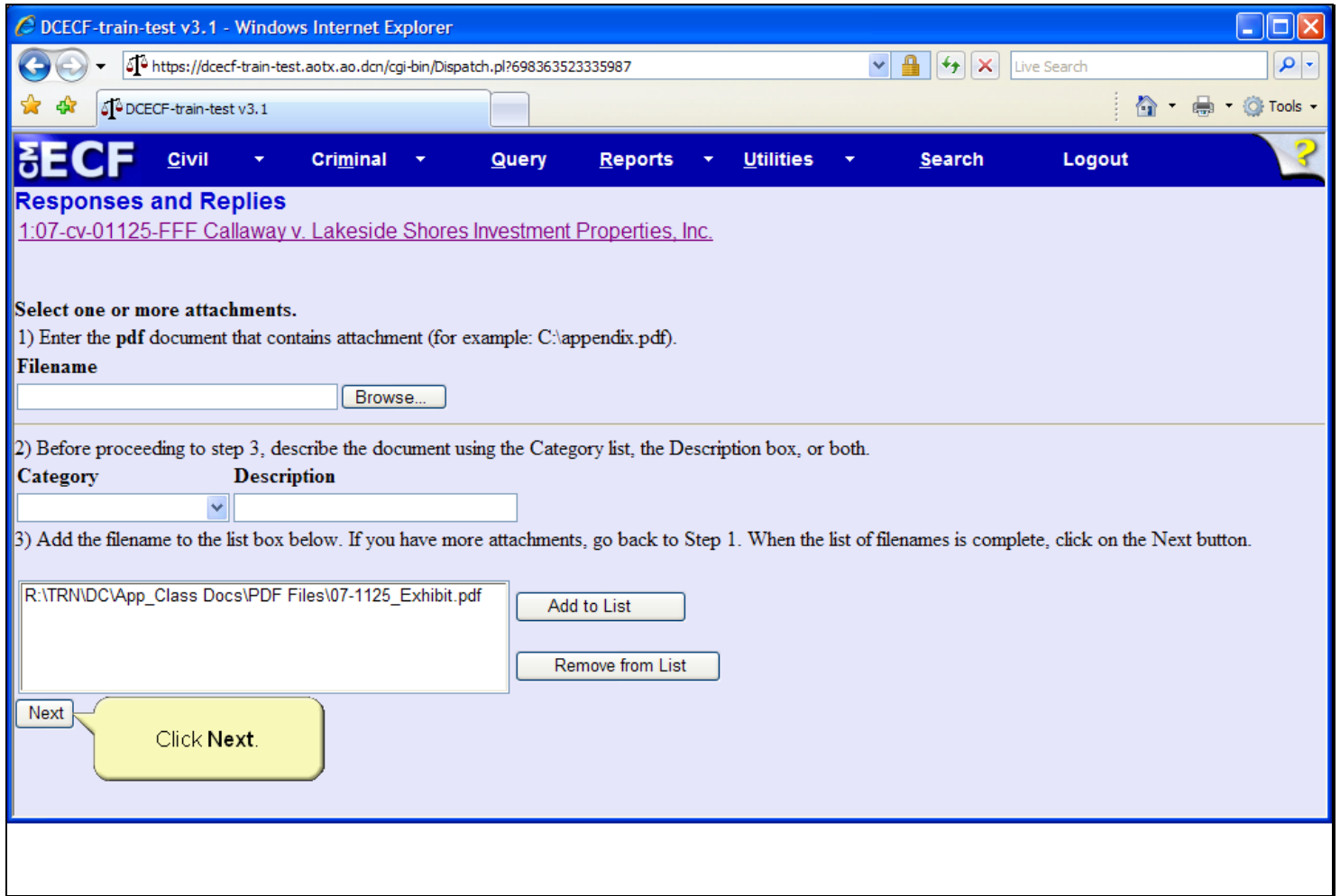
Slide 34 - Slide 34

The screenshot shows a web browser window titled "DCECF-train-test v3.1 - Windows Internet Explorer". The address bar contains the URL "https://dcecf-train-test.aobx.ao.dcn/cgi-bin/Dispatch.pl?256074429140374". The browser's address bar shows "DCECF-train-test v3.1". The page header includes the "DCECF" logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Responses and Replies" and displays the case name "1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.". Below the case name, the instruction "Select one or more attachments." is followed by three steps: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both. 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. The form includes a "Filename" field with the text "R:\TRN\DC\App_Class Docs\PDF Files\0" and a "Browse..." button. Below this is a "Category" dropdown menu set to "Exhibit" and a "Description" text box. At the bottom, there is a list box, an "Add to List" button, a "Remove from List" button, and a "Next" button. A yellow callout box points to the "Add to List" button with the text "Click Add to List."

Slide notes

For this lesson, since a Category choice was selected, further descriptive text of the exhibit attachment document is not necessary. You could, however, click in the Description field and type text to further describe the exhibit document if desired. Remember, a description of an attachment document is required and users must describe documents using the Category list, the Description box, or both. To continue with Step 3 of the attachment document process, click the Add to List button.

Slide 35 - Slide 35



Slide notes

Step 3 of the attachment document process adds the filename to the attachment filename list box. If the filing includes multiple attachment documents, repeat Steps 1-3 until the attachment filename list is complete. Should an attachment document be placed in the filename list box in error, simply select the file and then click the Remove from List button. Click the Next button to continue.

Slide 36 - Link Response

DCECF-train-test v3.1 - Windows Internet Explorer

https://dcecf-train-test.aobx.ao.dcn/cgi-bin/Dispatch.pl?110424923018115

DCECF-train-test v3.1

DCECF Civil Criminal Query Reports Utilities Search Logout

Responses and Replies

[1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.](#)

Click the **check box.** to which your event relates:

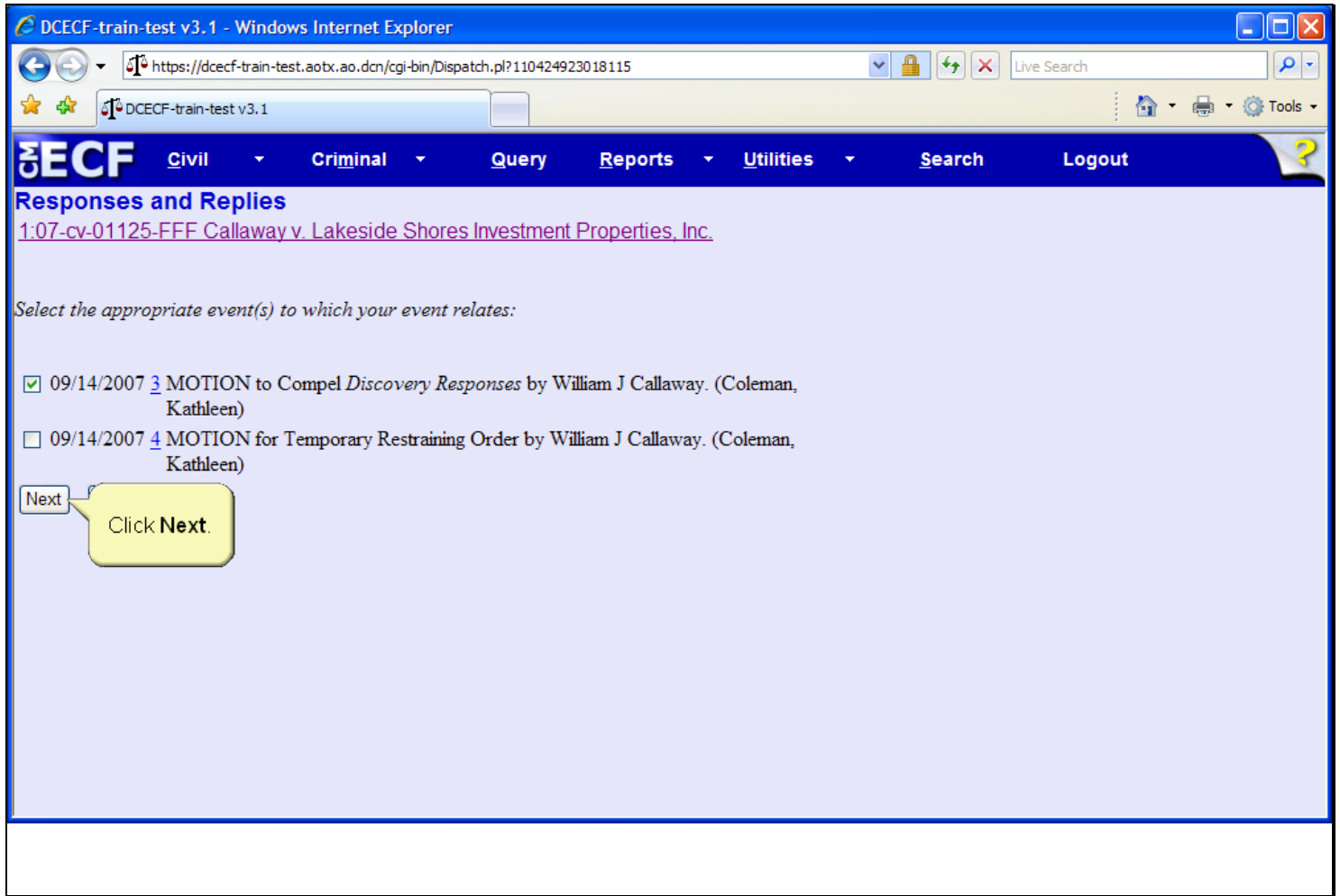
- 09/14/2007 [3](#) MOTION to Compel *Discovery Responses* by William J Callaway. (Coleman, Kathleen)
- 09/14/2007 [4](#) MOTION for Temporary Restraining Order by William J Callaway. (Coleman, Kathleen)

Next Clear

Slide notes

Next, the Motion Selection screen appears. This screen lists all previously filed motions in the case and allows users to create a relationship between the response event and the motion document. This screen also provides document hyperlinks should a user have the need to view a complete document. Keep in mind, clicking a document hyperlink will generate all applicable PACER charges. Click to select the check box and create a relationship to document number three, the Motion to Compel Discovery Responses.

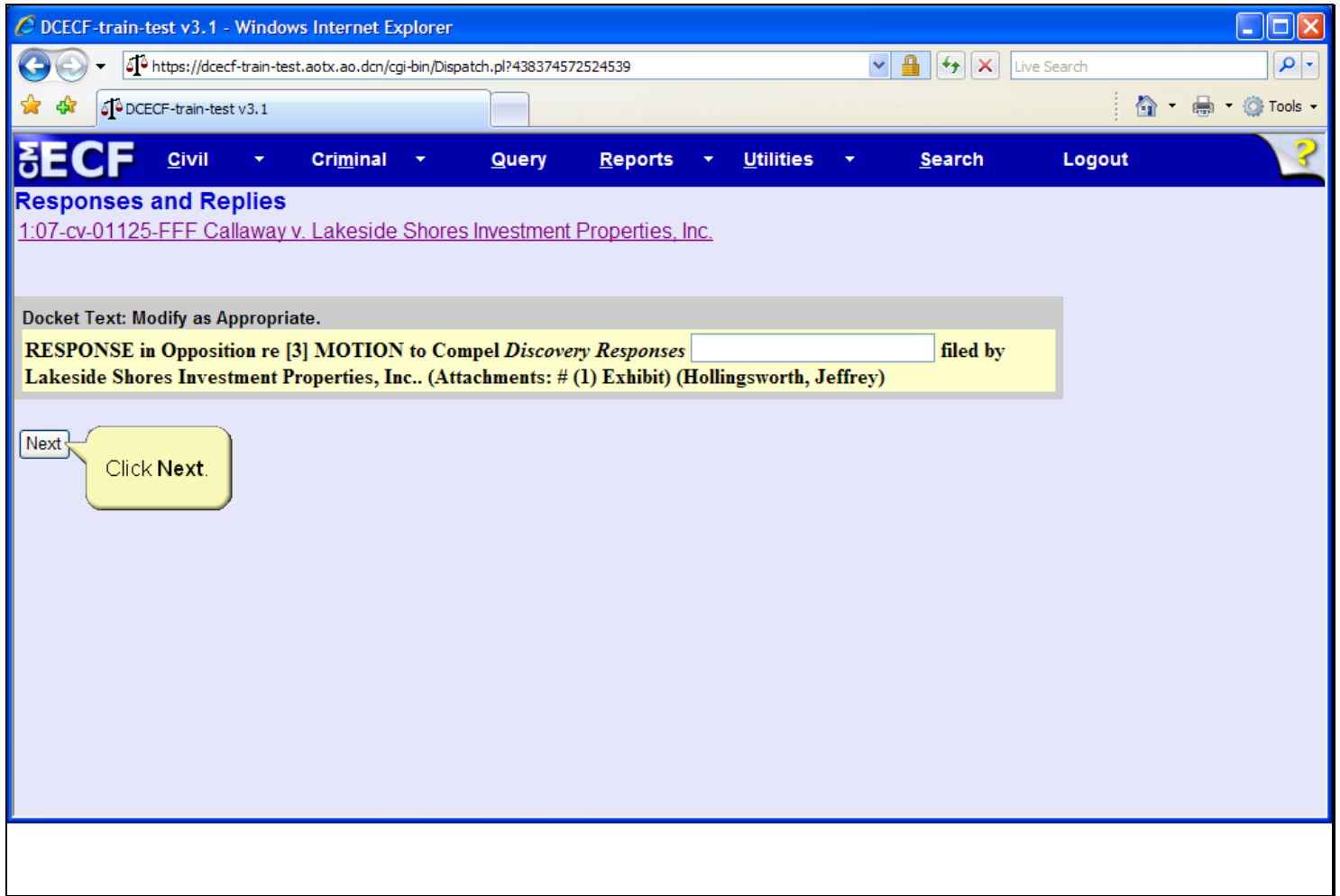
Slide 37 - Slide 37



Slide notes

Then click the Next button.

Slide 38 - Slide 38



Slide notes

The Docket Text screen appears. This screen provides users the opportunity to review the docket entry and if necessary, to annotate additional docket text in the field provided. Notice that the docket text also includes information referencing the attachment document. For this lesson, additional docket text is not needed. Click the Next button to continue.

Slide 39 - Slide 39

The browser's Back button is used in a live database to return to previous screens. For simulation purposes, the button has been disabled.

Click the **Next** button to continue.

CM/ECF Civil Criminal Query Reports Utilities Search Logout

Responses and Replies
[1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.](#)

Docket Text: Final Text
RESPONSE in Opposition re [3] MOTION to Compel *Discovery Responses* filed by Lakeside Shores Investment Properties, Inc.. (Attachments: # (1) Exhibit)(Hollingsworth, Jeffrey)

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

Source Document Path (for confirmation only):
R:\TRN\DC\App_Class Docs\PDF Files\07-1125_Response_To_Motion.pdf pages: 1
R:\TRN\DC\App_Class Docs\PDF Files\07-1125_Exhibit.pdf pages: 1

Next
Click **Next**.

This is the point of no return!

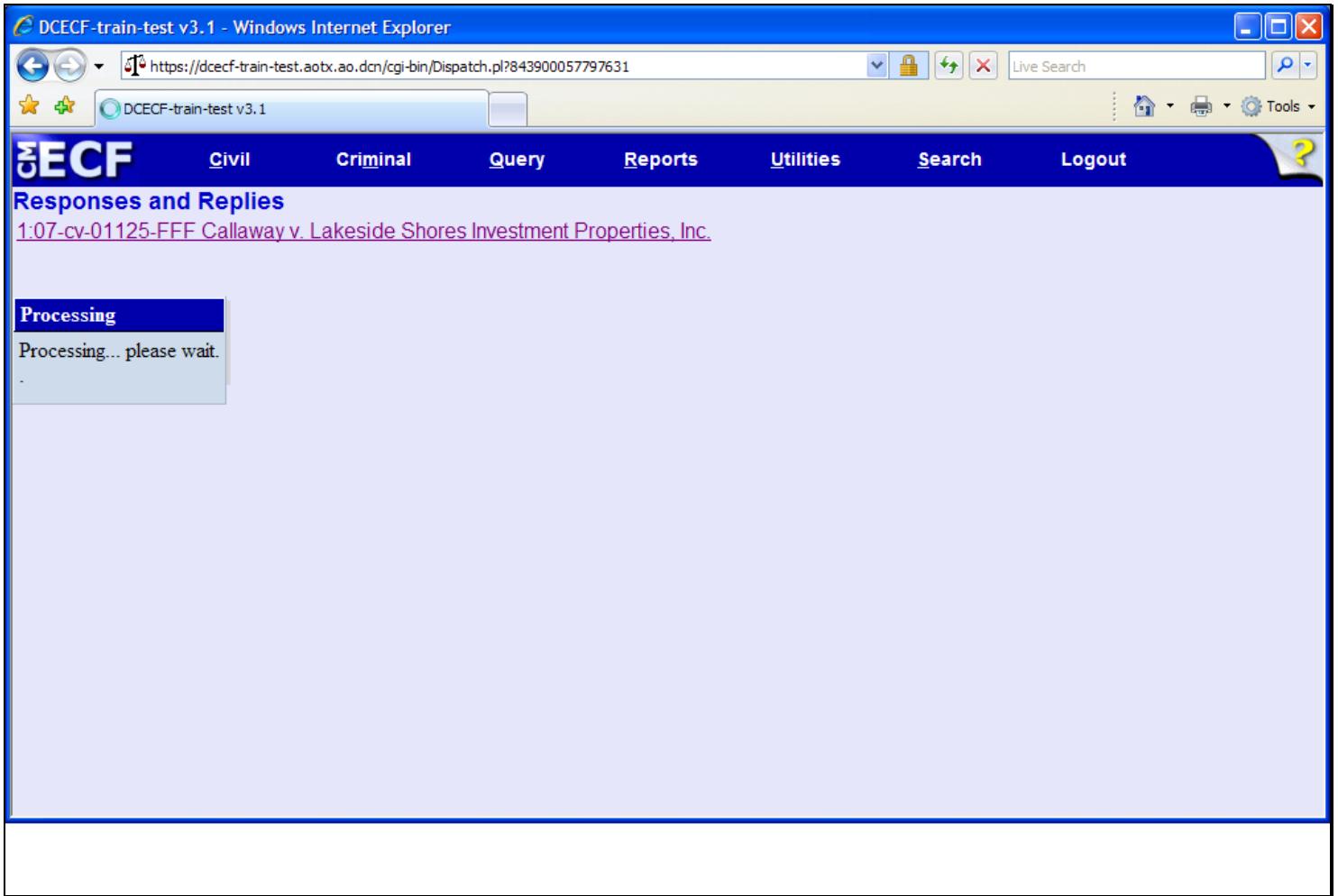
This screen allows you to verify the entry one last time. If necessary, you could click the browser's Back button to return to previous screens.

Clicking the Next button submits the Response to the court's CM/ECF database and Back button functionality is no longer available.

Slide notes

Next, the Final Docket Text screen appears. This screen allows you to verify the entry one last time. The screen also displays, for confirmation purposes, the PDF document path for both the main document and the attachment document. If necessary, you could click the Back button on the browser to return to previous screens and edit information. After clicking the Next button, the response is submitted to the court's CM/ECF database and Back button functionality is no longer available. Click the Next button to continue.

Slide 40 - Slide 40



Slide notes

The system then displays a quick message indicating the docket event is processing.

Slide 41 - NEF

DCECF-train-test v3.1 - Windows Internet Explorer

https://dcecf-train-test.aotx.aoc.dcn/cgi-bin/Dispatch.pl?843900057797631

DCECF-train-test v3.1

DCECF Civil Criminal Query Reports Utilities Search Logout

Responses and Replies

[1:07-cv-01125-FFF Callaway v. Lakeside Shores Investment Properties, Inc.](#)

U.S. District Court

District Version 3.1 Train_Test DB - 7/19/07

Notice of Electronic Filing

The following transaction was entered by Hollingsworth, Jeffrey on 9/14/2007 at 1:36 PM CDT and filed on 9/14/2007

Case Name: Callaway v. Lakeside Shores Investment Properties, Inc.

Case Number: [1:07-cv-1125](#)

Filer: Lakeside Shores Investment Properties, Inc.

Document Number: [5](#)

Docket Text:
RESPONSE in Opposition re [3] MOTION to Compel Discovery Responses filed by Lakeside Shores Investment Properties, Inc.. (Attachments: # (1) Exhibit)(Hollingsworth, Jeffrey)

1:07-cv-1125 Notice has been electronically mailed to:

Kathleen M Coleman deadmail@support.aotx.uscourts.gov

The Notice of Electronic Filing screen...
 (top half of screen)

- serves as notification that the event was accepted by the court's database.
- provides case information and hyperlinks to the Docket Sheet.
- provides a hyperlink to any associated PDF document.
- provides docket text.

Click the **down-arrow**.

Slide notes

Finally, the Notice of Electronic Filing appears. The Notice of Electronic Filing serves as notification that the event was accepted by the court's database, provides case information and hyperlinks to the docket sheet, provides a hyperlink to any associated PDF document, which once clicked provides separate options for both the main document and the attachment document, and provides docket text. To view the bottom portion of this screen, click the down arrow at the lower right corner of the screen.

Slide 42 - Slide 42

DCECF-train-test v3.1 - Windows Internet Explorer

https://dcecf-train-test.aotx.aoc.dcn/cgi-bin/Dispatch.pl?843900057797631

DCECF-train-test v3.1

DCECF Civil Criminal Query Reports Utilities Search Logout

Docket Text:
RESPONSE in Opposition re [3] MOTION to Compel Discovery Responses filed by Lakeside Shores Investment Properties, Inc..
(Attachments: # (1) Exhibit)(Hollingsworth, Jeffrey)

1:07-cv-1125 Notice has been electronically mailed to:

Kathleen M Coleman deadmail@support.aotx.uscourts.gov

Jeffrey W Hollingsworth deadmail@support.aotx.uscourts.gov

1:07-cv-1125 Notice will be delivered by other means to::

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
 [STAMP SDS-TRNStamp_ID=1067290149 [Date=9/14/2007] [FileNumber=65559-0] [4302106ff14bb2bd89bf487760caf44b661a1af384e897c8a56f2df9a62021ef2b

Document description:Exhibit
Original filename:n/a
Electronic document Stamp:
 [STAMP SDS-TRNStamp_ID=1067290149 [Date=9/14/2007] [FileNumber=65559-1] [05b50f3397be567800bc88f9453838aab0075ec7ac442af6f669bb9ee858dc0c6d

Press the **ENTER** key after viewing this screen.

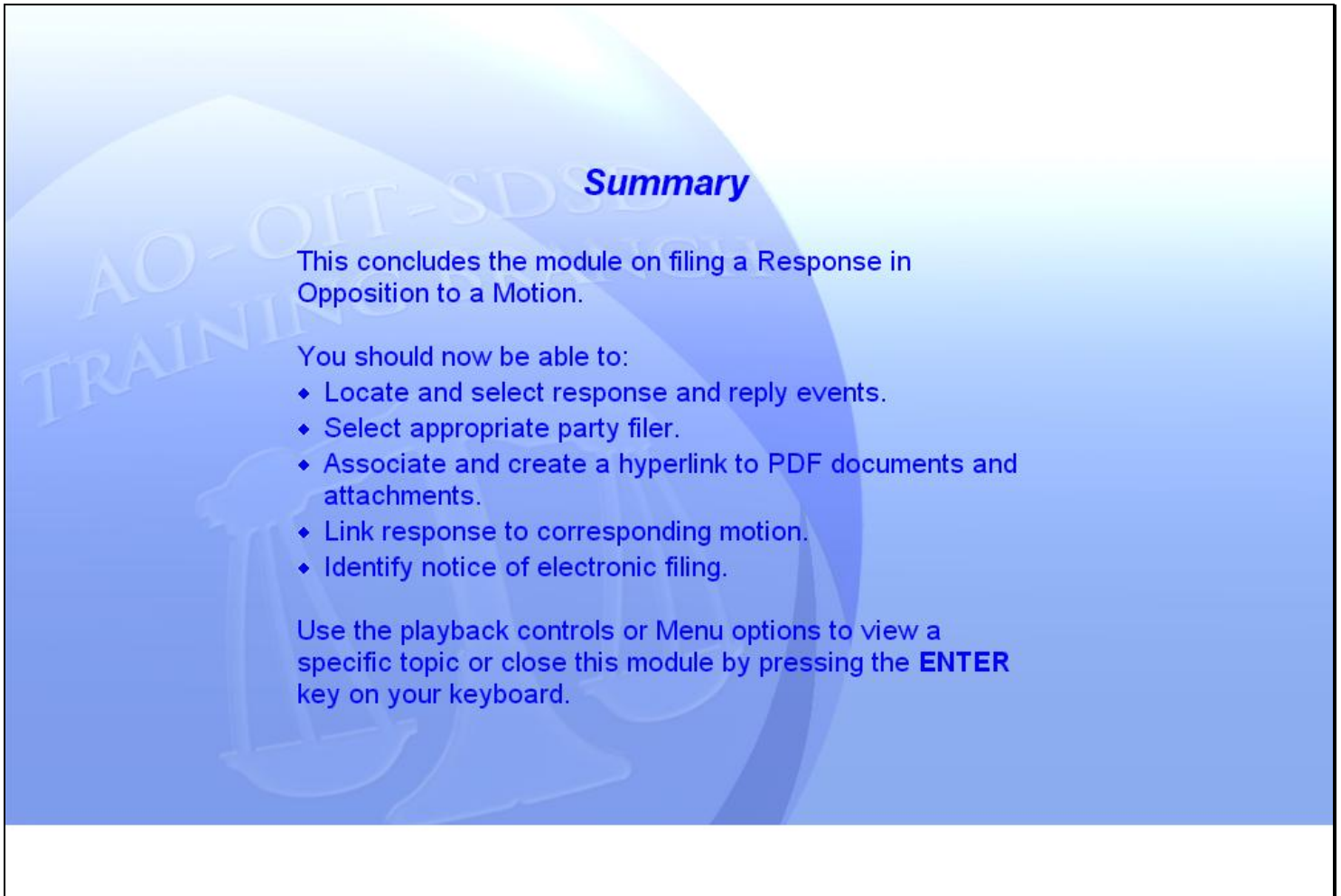
The Notice of Electronic Filing screen...
 (bottom half of screen)

- indicates who will and will not receive a Notice of Electronic Filing via email.
- provides associated document information.
- Recommendation: Users should always scroll to the bottom of the NEF screen to verify email notification.

Slide notes

The Notice of Electronic Filing also indicates who will and will not receive a Notice of Electronic Filing via email and associated document information for both the main document and the attachment document. It is recommended that users always scroll to the bottom of the NEF to verify email notification. Please press the Enter key on your keyboard when you have completed viewing this screen.

Slide 43 - Summary

The slide features a blue gradient background with a faint watermark of a scale of justice and the text 'AO-OIT-SDSD TRAINING'. The word 'Summary' is written in a bold, blue, italicized font. Below it, the text 'This concludes the module on filing a Response in Opposition to a Motion.' is followed by a list of five bullet points, each starting with a blue diamond symbol. The final paragraph instructs the user to use playback controls or menu options to view a specific topic or close the module by pressing the ENTER key.

Summary

This concludes the module on filing a Response in Opposition to a Motion.

You should now be able to:

- ◆ Locate and select response and reply events.
- ◆ Select appropriate party filer.
- ◆ Associate and create a hyperlink to PDF documents and attachments.
- ◆ Link response to corresponding motion.
- ◆ Identify notice of electronic filing.

Use the playback controls or Menu options to view a specific topic or close this module by pressing the **ENTER** key on your keyboard.

Slide notes

Summary

This concludes the simulation on filing a Response in Opposition to a Motion.

You should now be able to: locate and select response and reply events; select the appropriate party filer; associate and create a hyperlink to a main PDF document; associate and create a hyperlink to an attachment PDF document; link the response event to the corresponding motion; and identify the Notice of Electronic Filing. Use the playback controls or Menu options to view a specific topic or close this module by pressing the ENTER key on your keyboard.