Objectives

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.

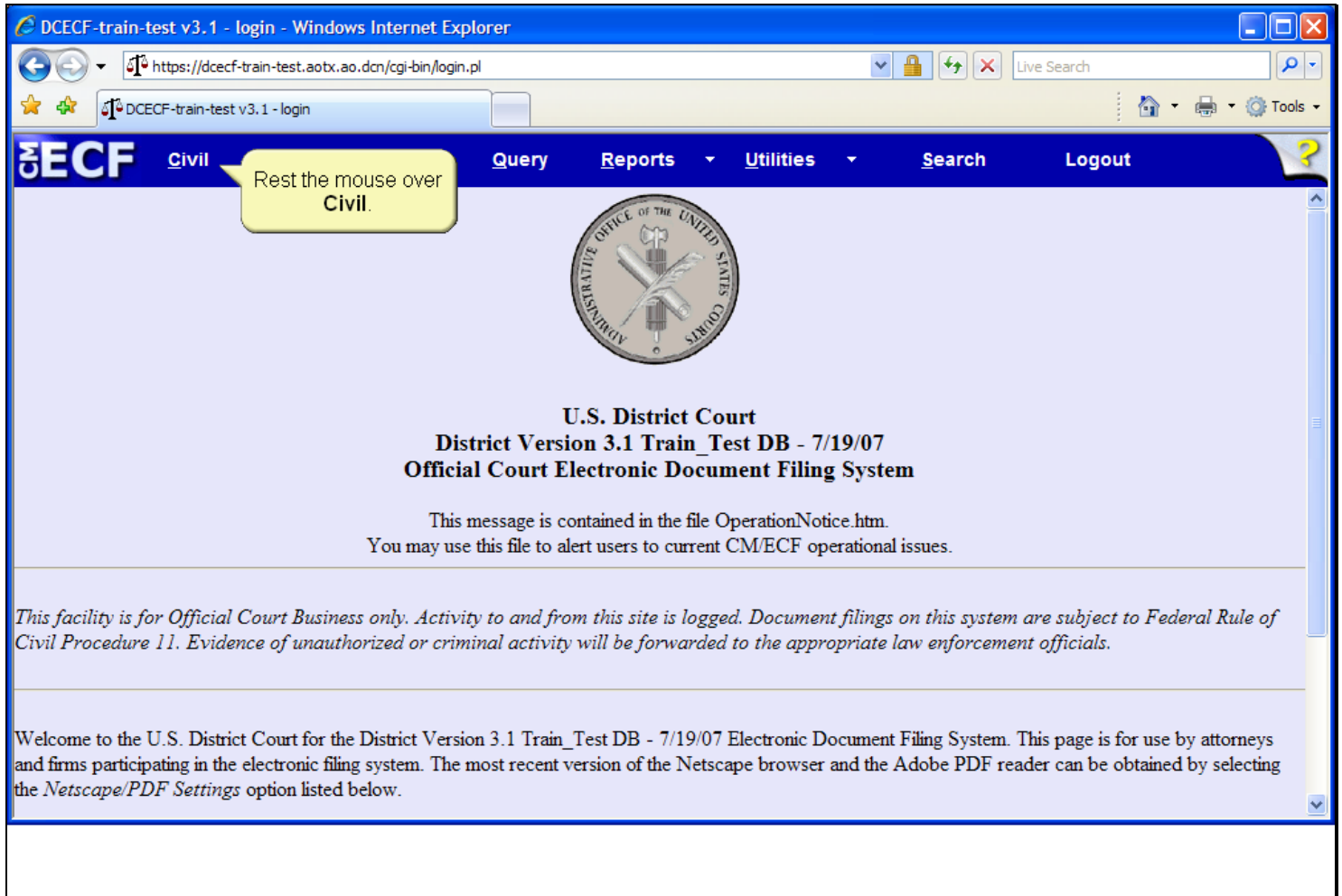Click the button below to CONTINUE.

Slide 3 - RespReplyEvents

Slide notes

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

Slide 4 - Slide 4
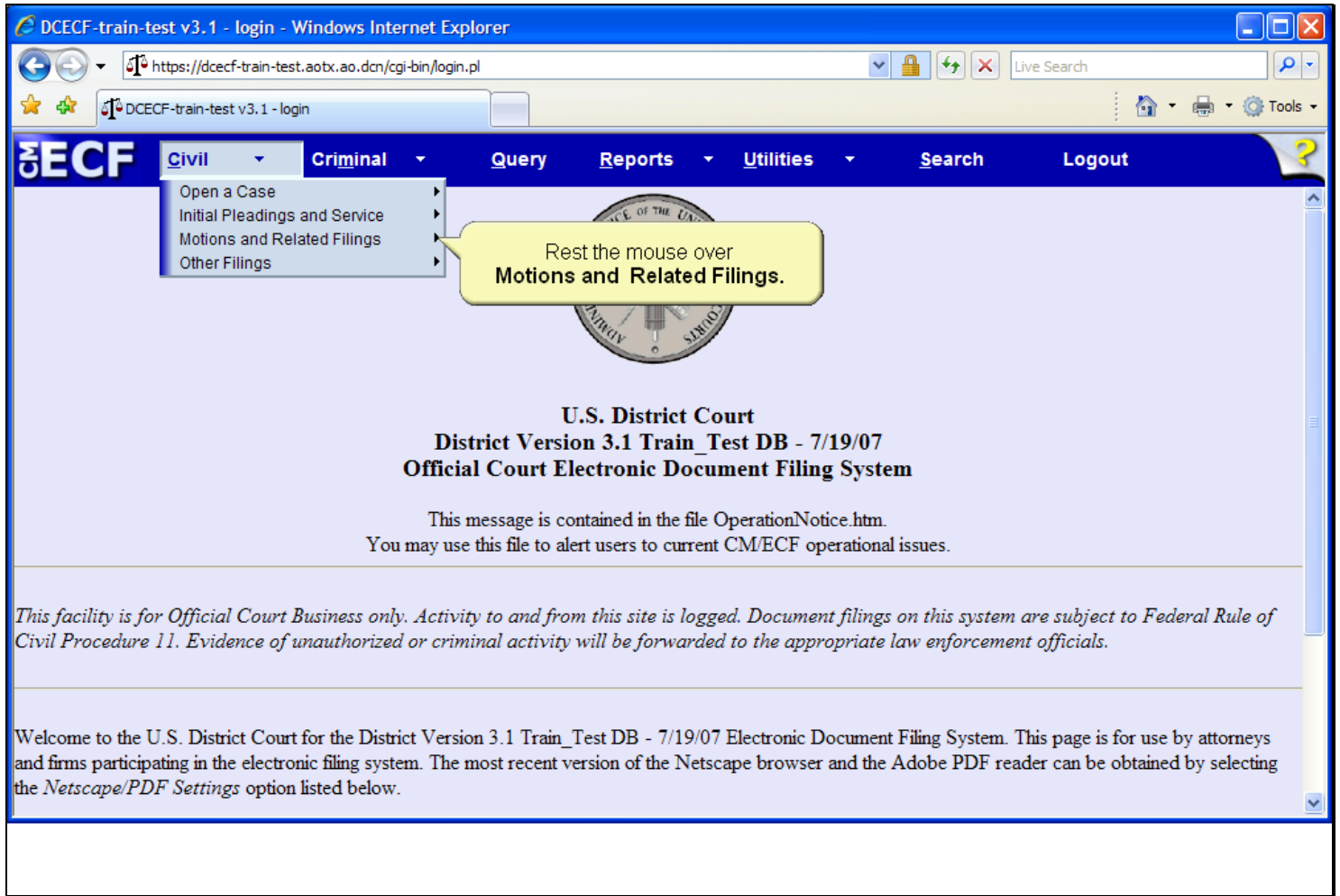
Slide notes

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

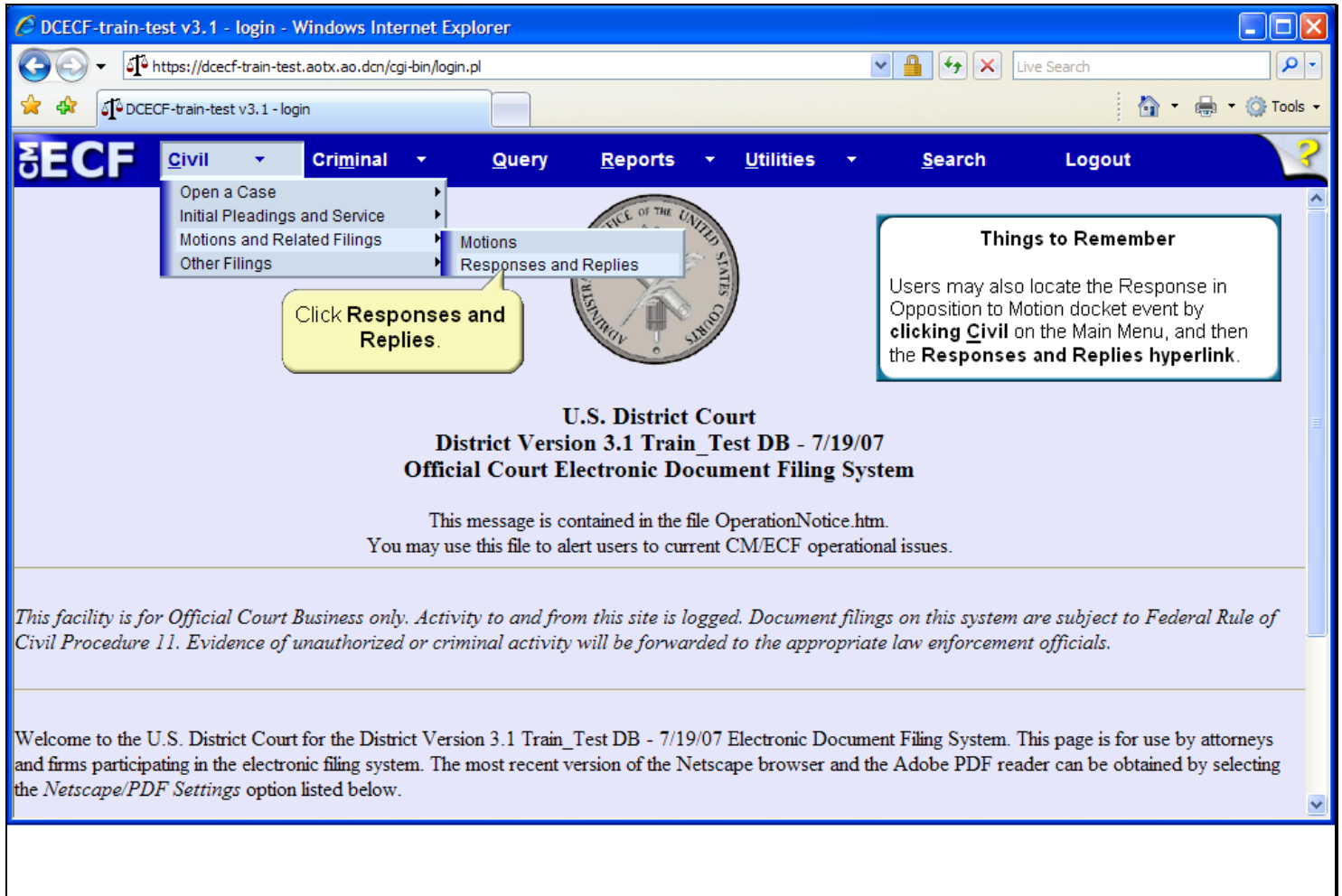The drop-down menu expands further displaying a second level of docket event categories. Rest the mouse over Responses and Replies.

Slide 6 - Slide 6

Slide notes

Then, click to select Responses and Replies.

Slide 7 - Slide 7
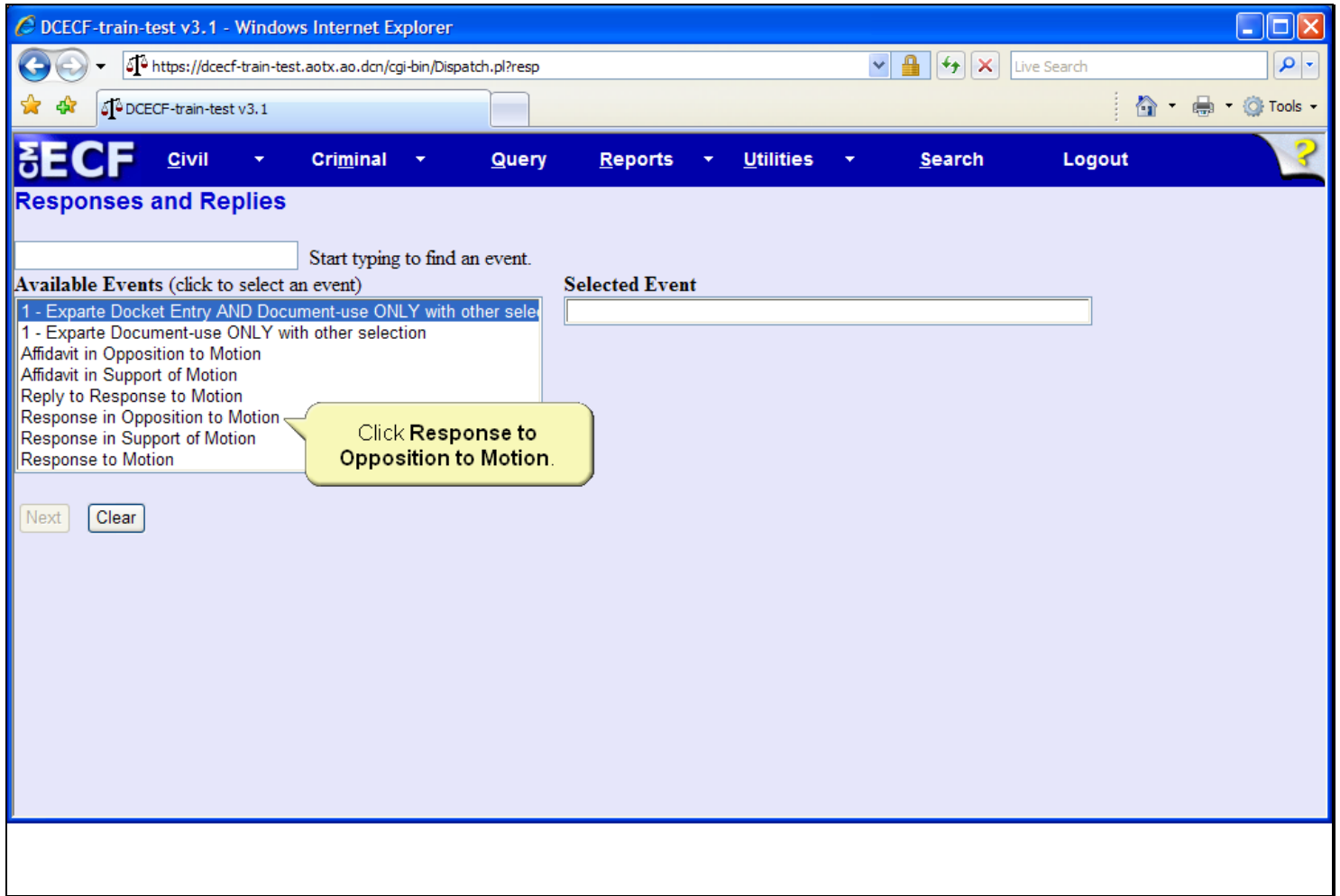
Slide notes

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

Slide 8 - Slide 8
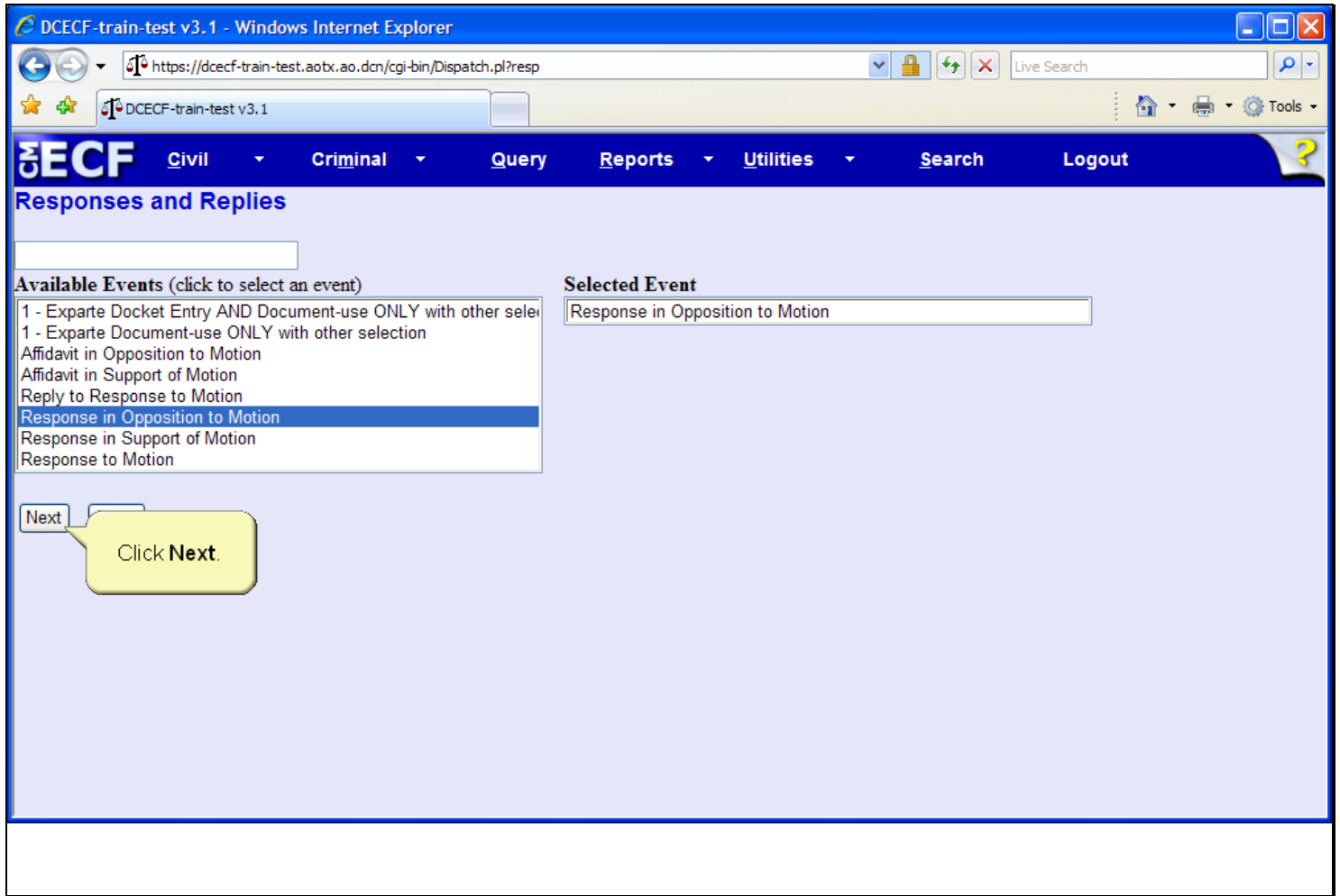
Slide notes

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
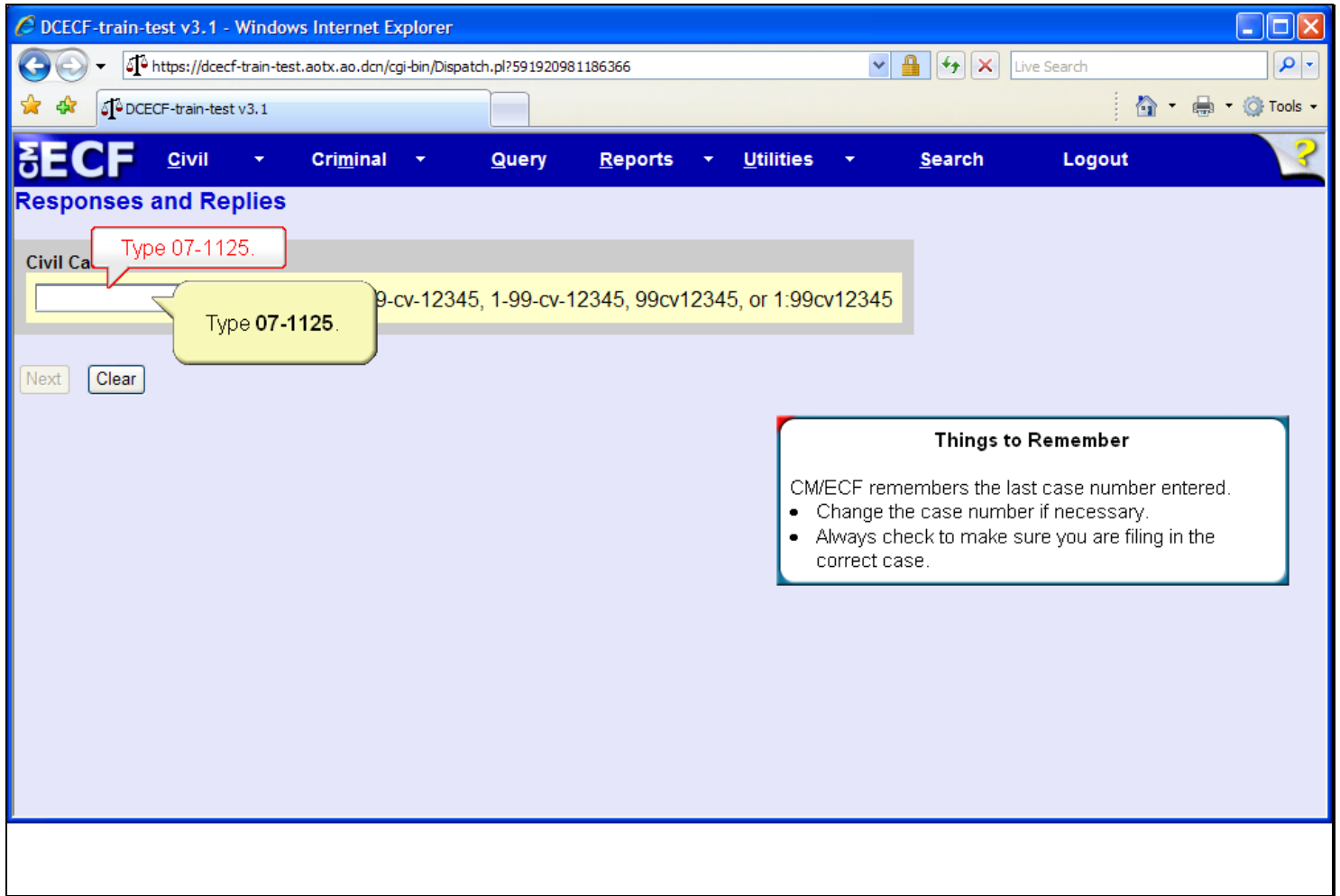
Slide notes

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
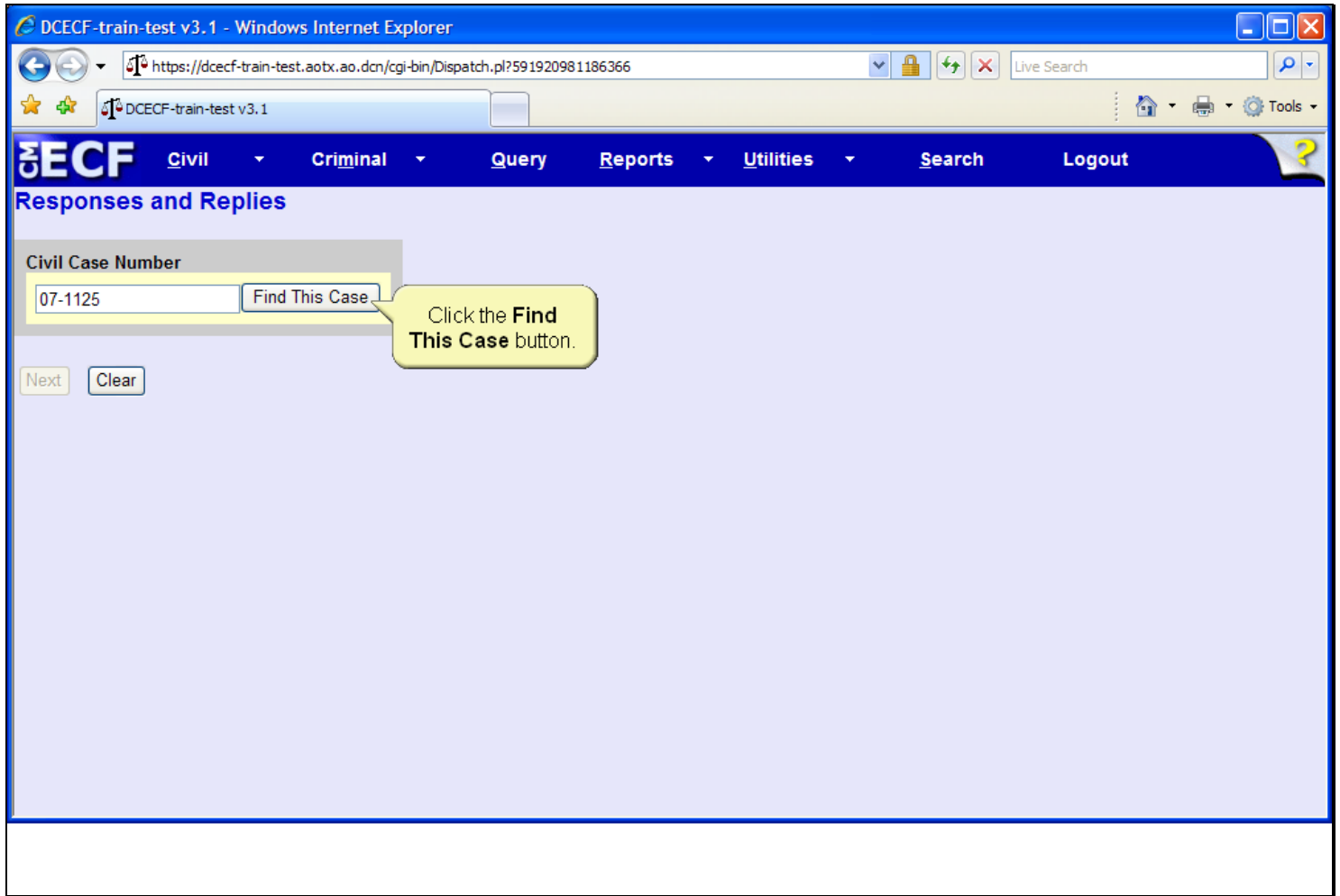
Slide notes

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
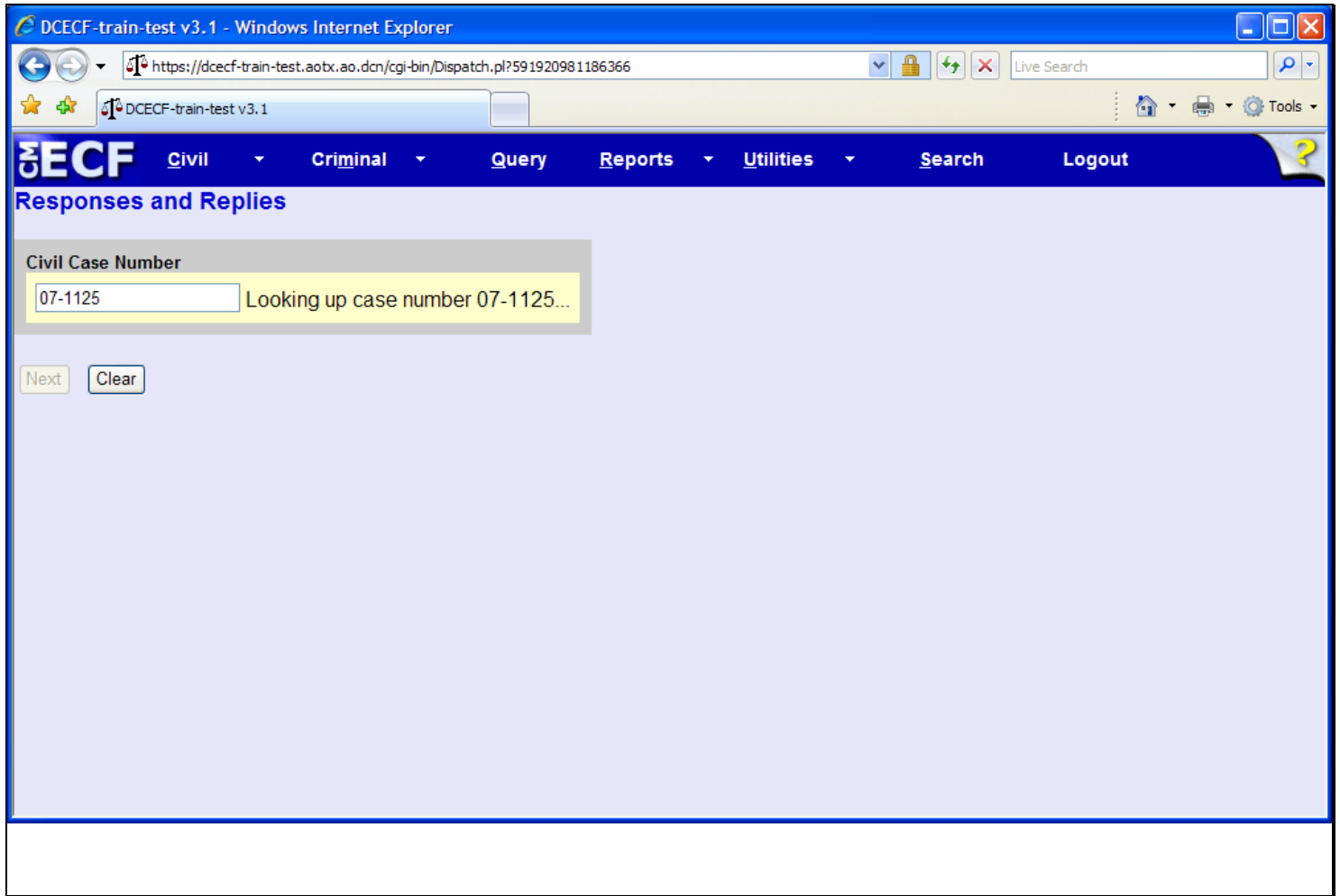
Slide notes

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
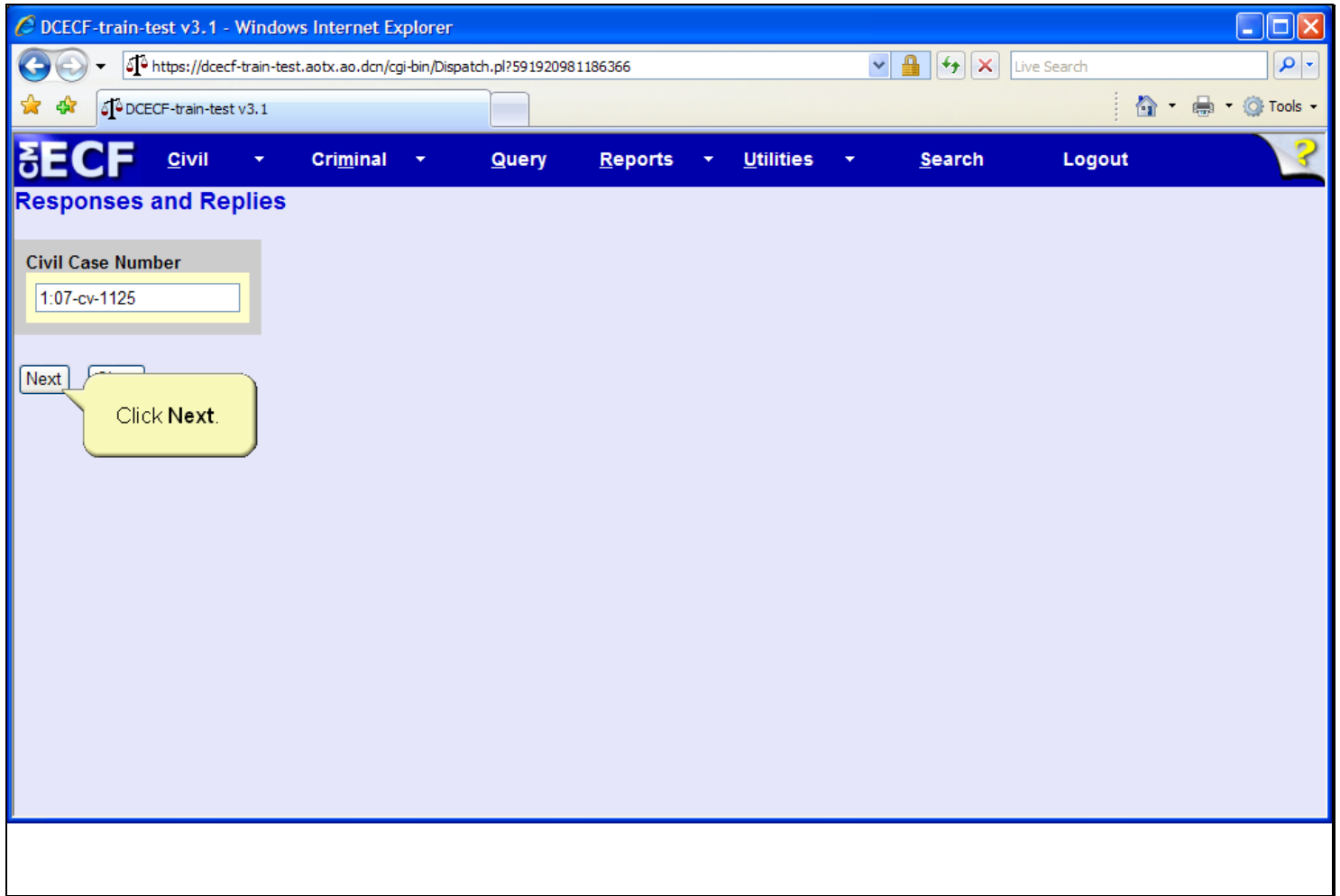
Slide notes

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
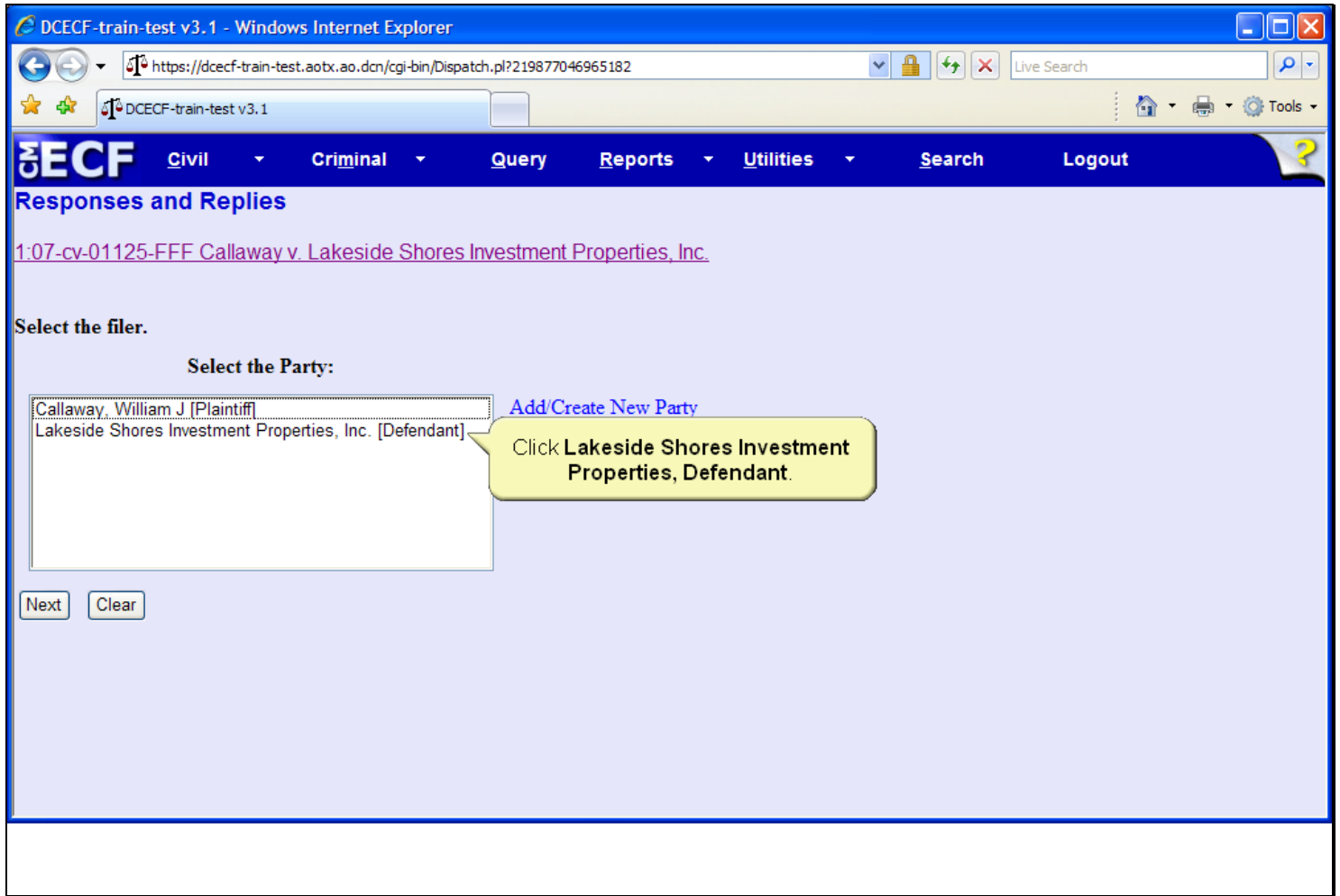
Slide notes

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
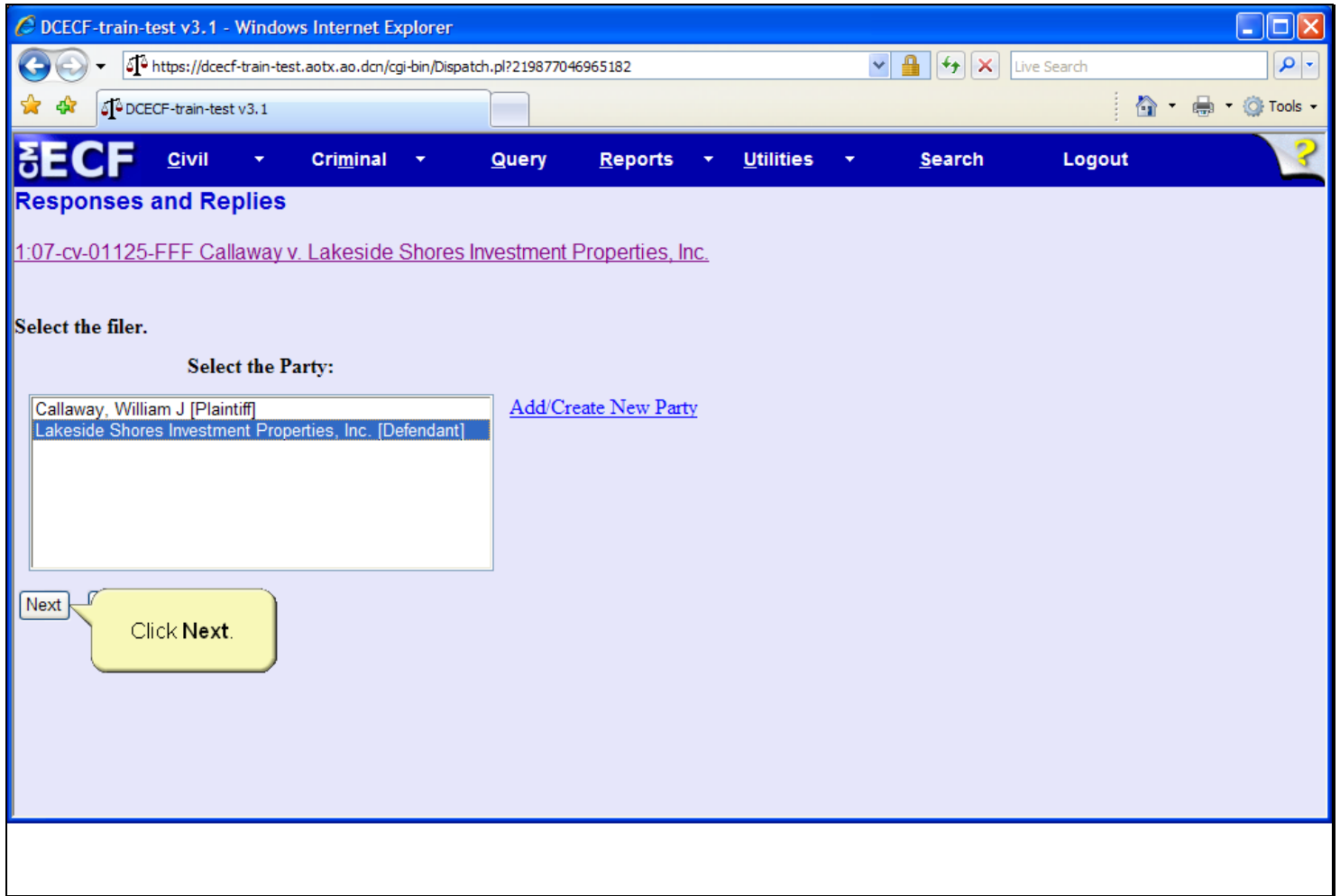
Slide notes

Then click the Next button.

Slide 15 - PDF
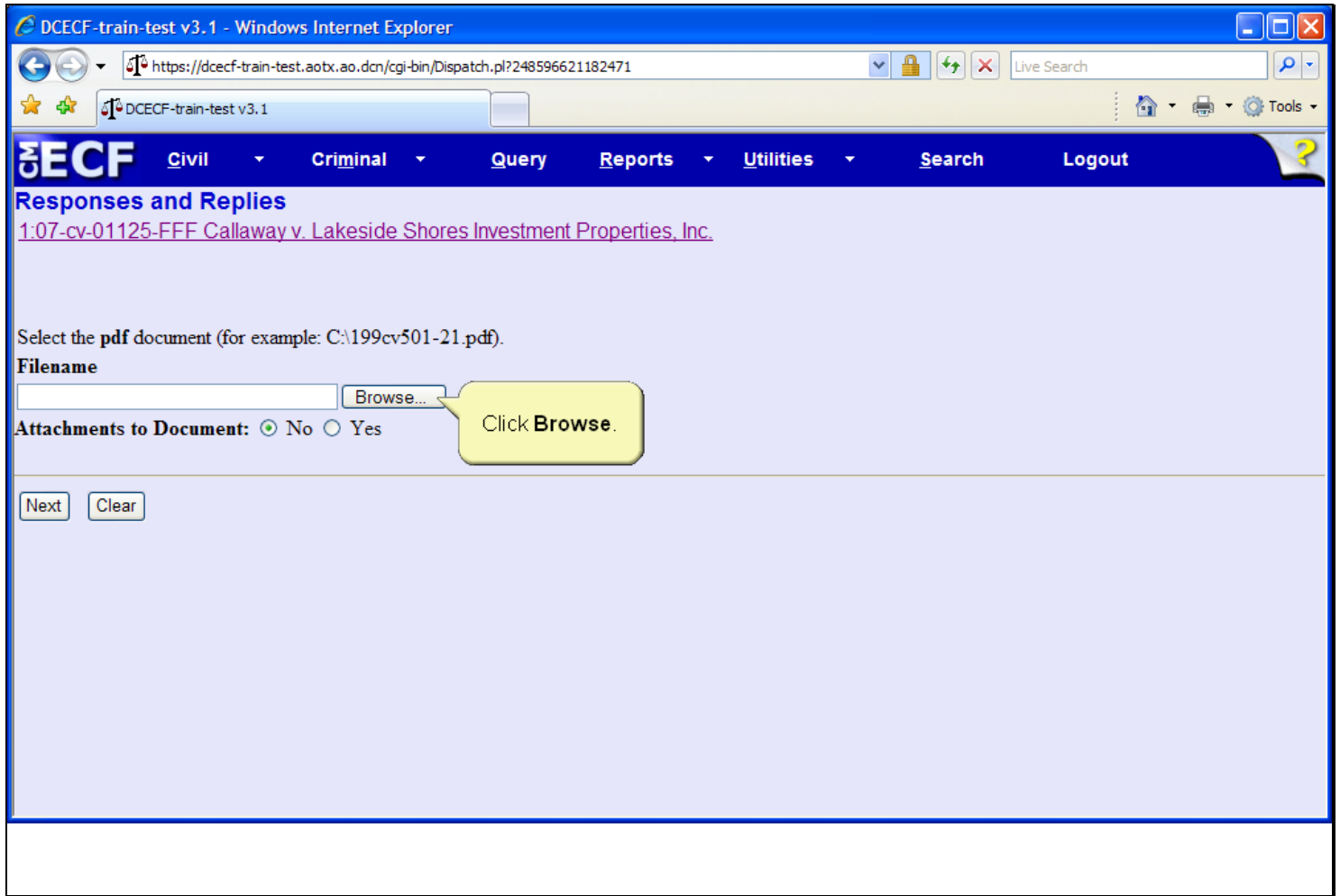
Slide notes

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
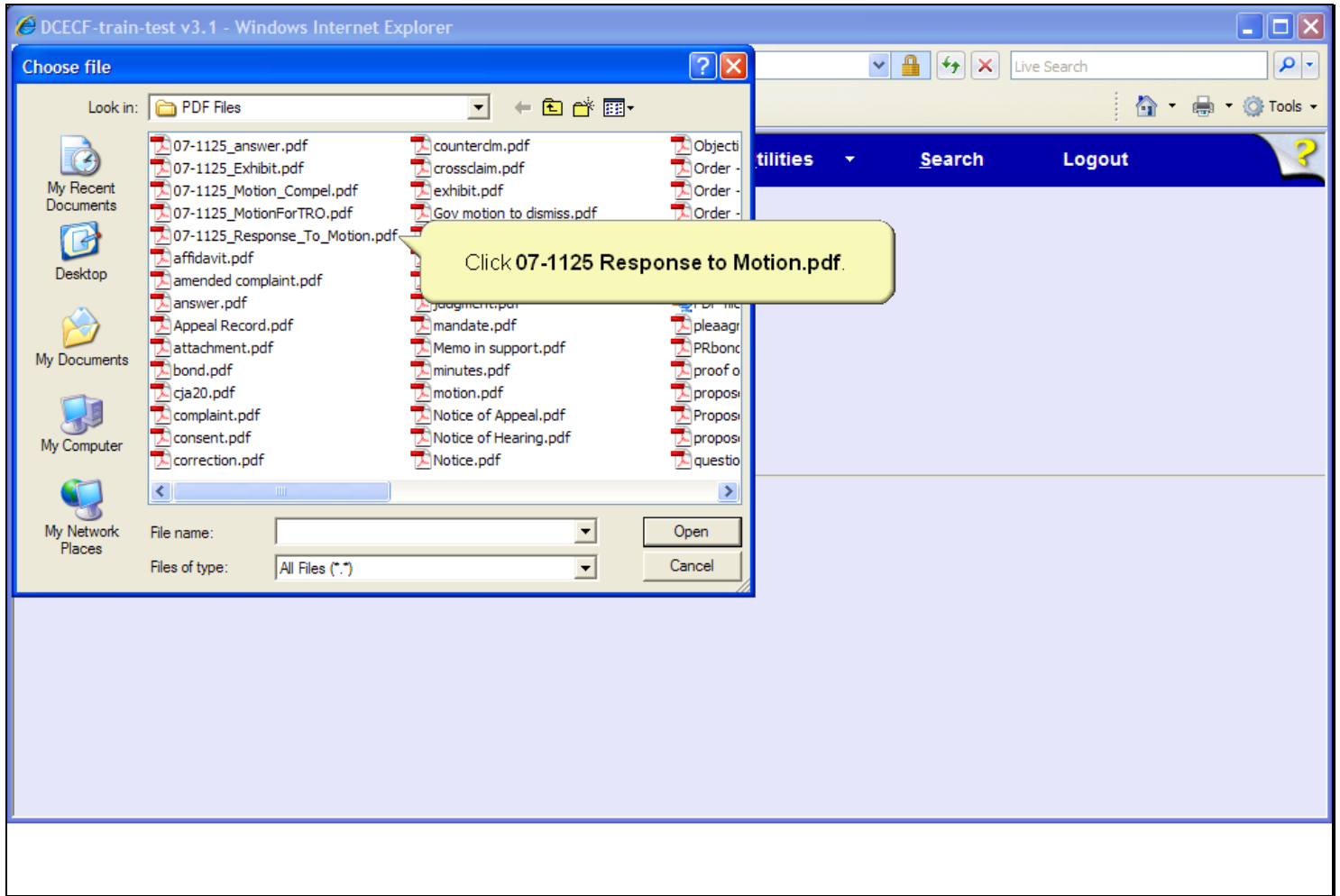
Slide notes

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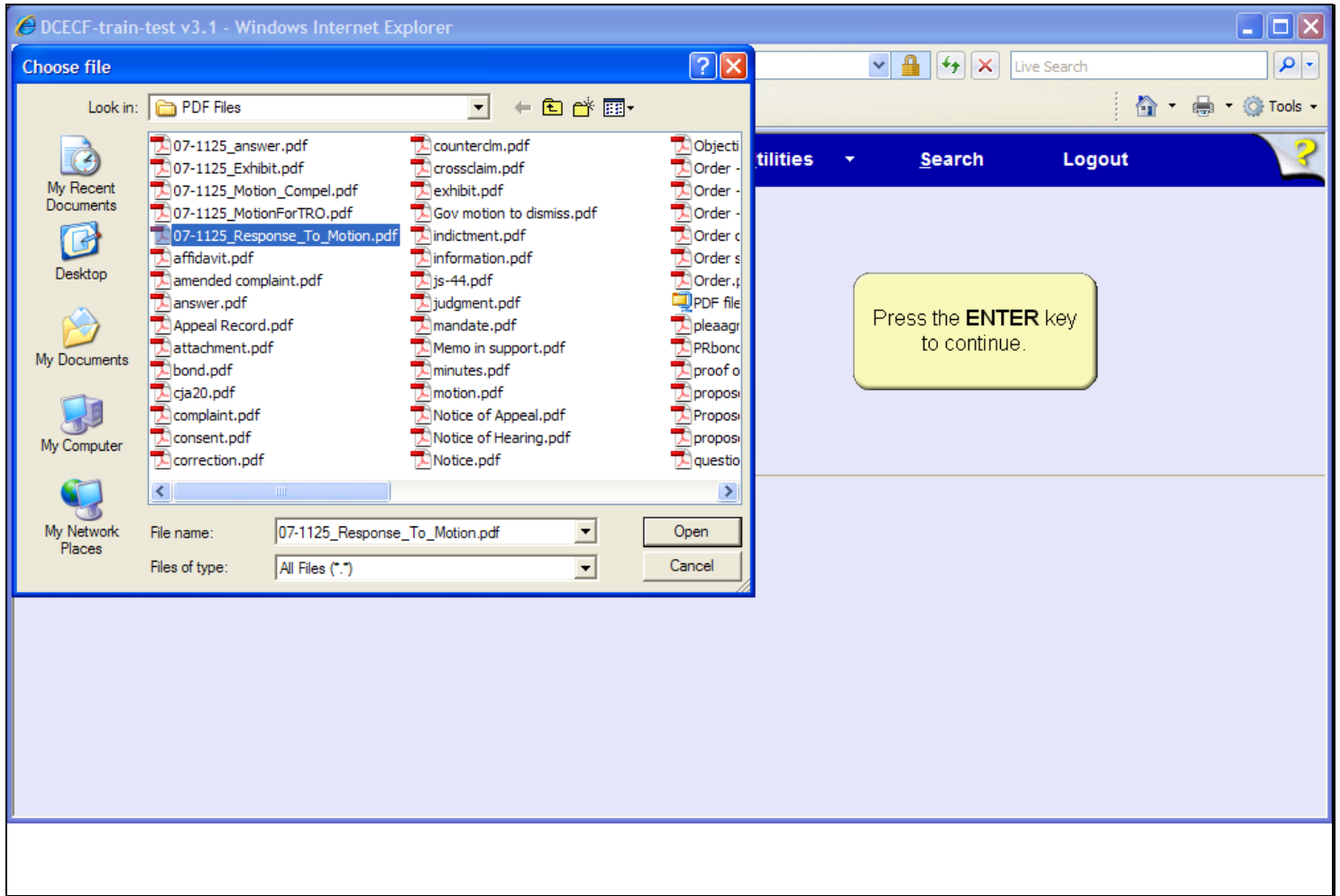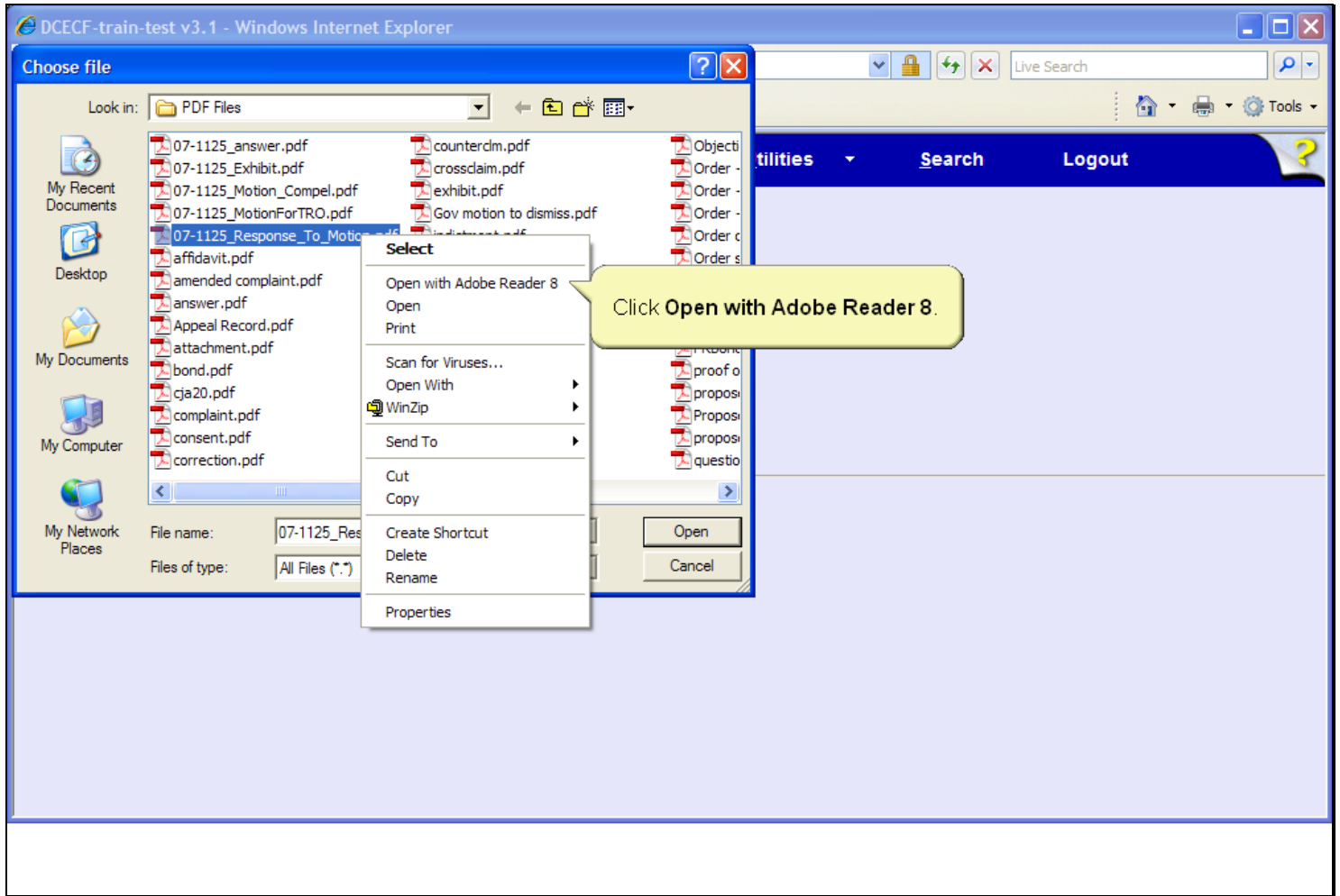 database, you must right-click on the highlighted file in order to open the PDF document inside this window. For this learning module, the right-click will be done for you. To simulate the right-click process, press the Enter key on your keyboard.
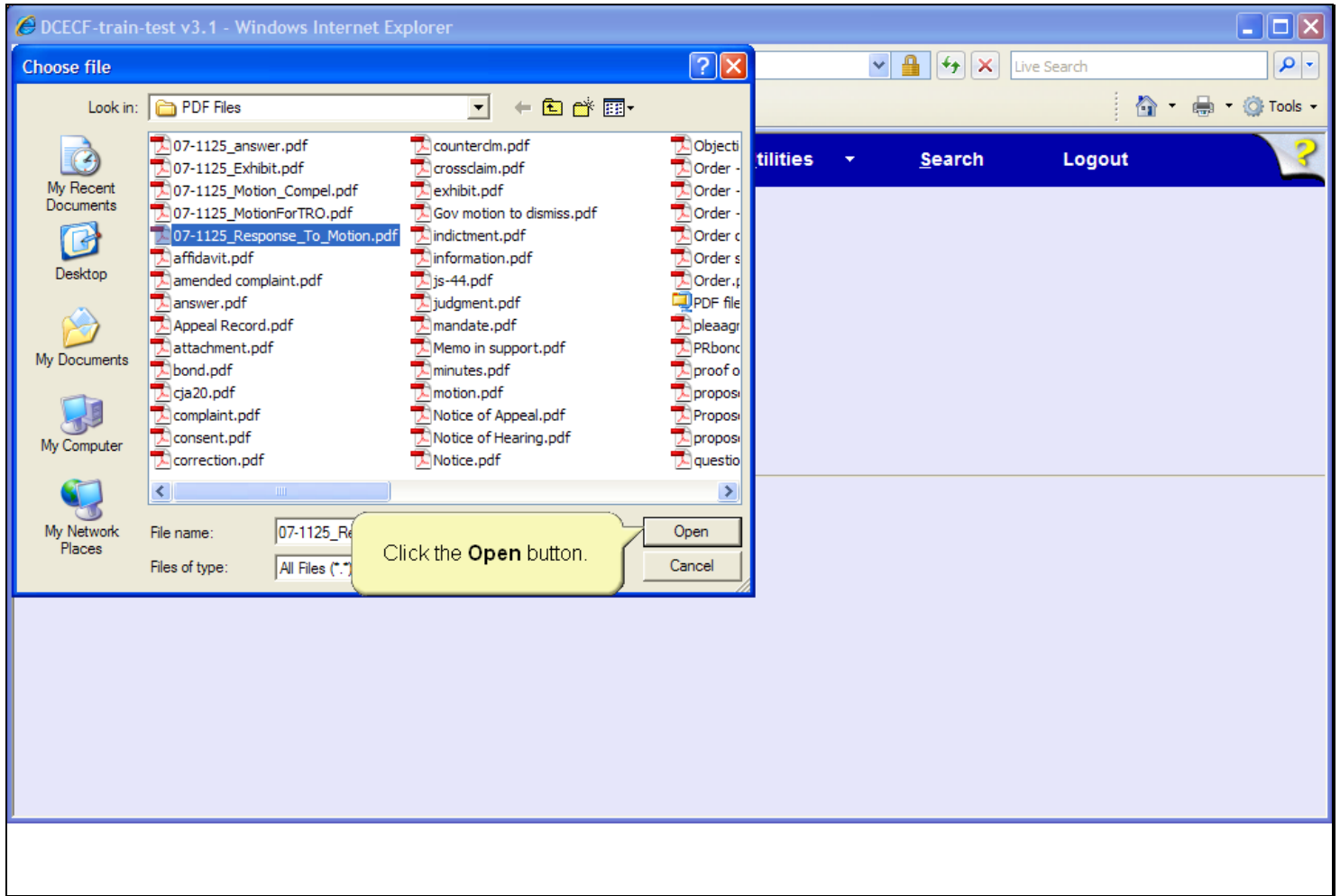
Slide 18 - Slide 18

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 20 - Slide 20

Slide notes

The response document opens in the Adobe Reader window. This is your opportunity to verify the document. After carefully reviewing the document, click the Close button in the upper right corner of the Adobe Reader window.
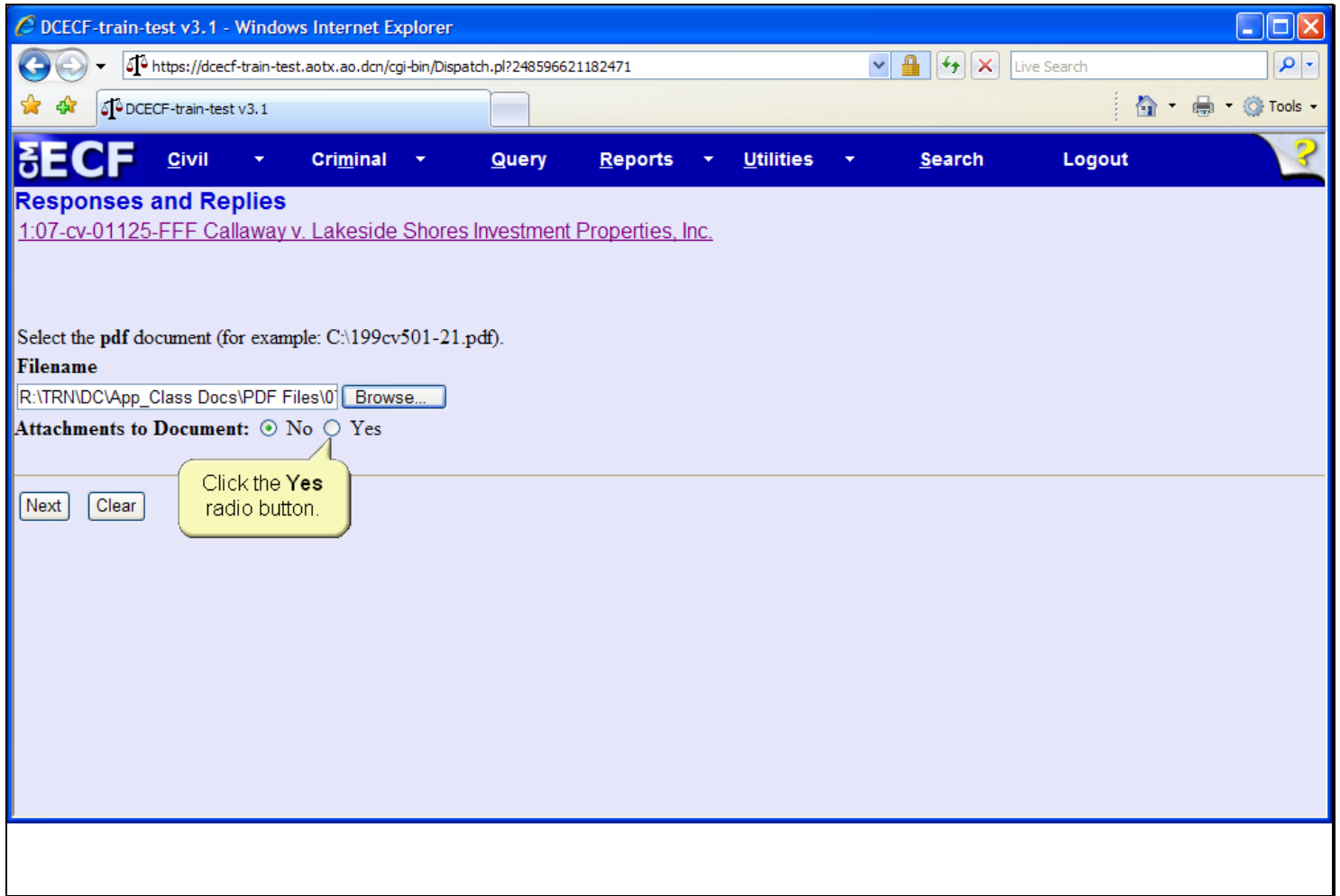
Slide 21 - Slide 21

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.
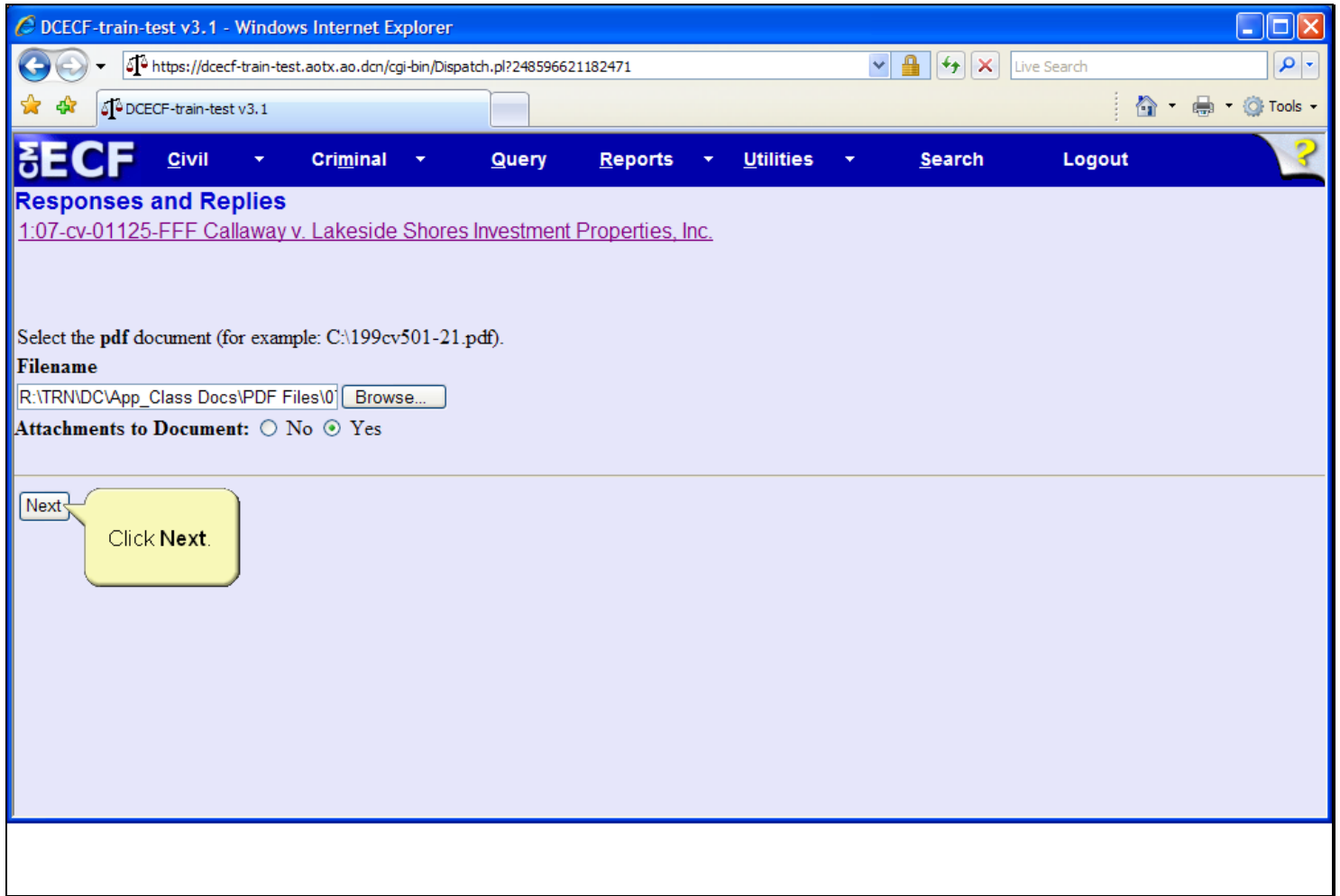
Slide 22 - Slide 22

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.
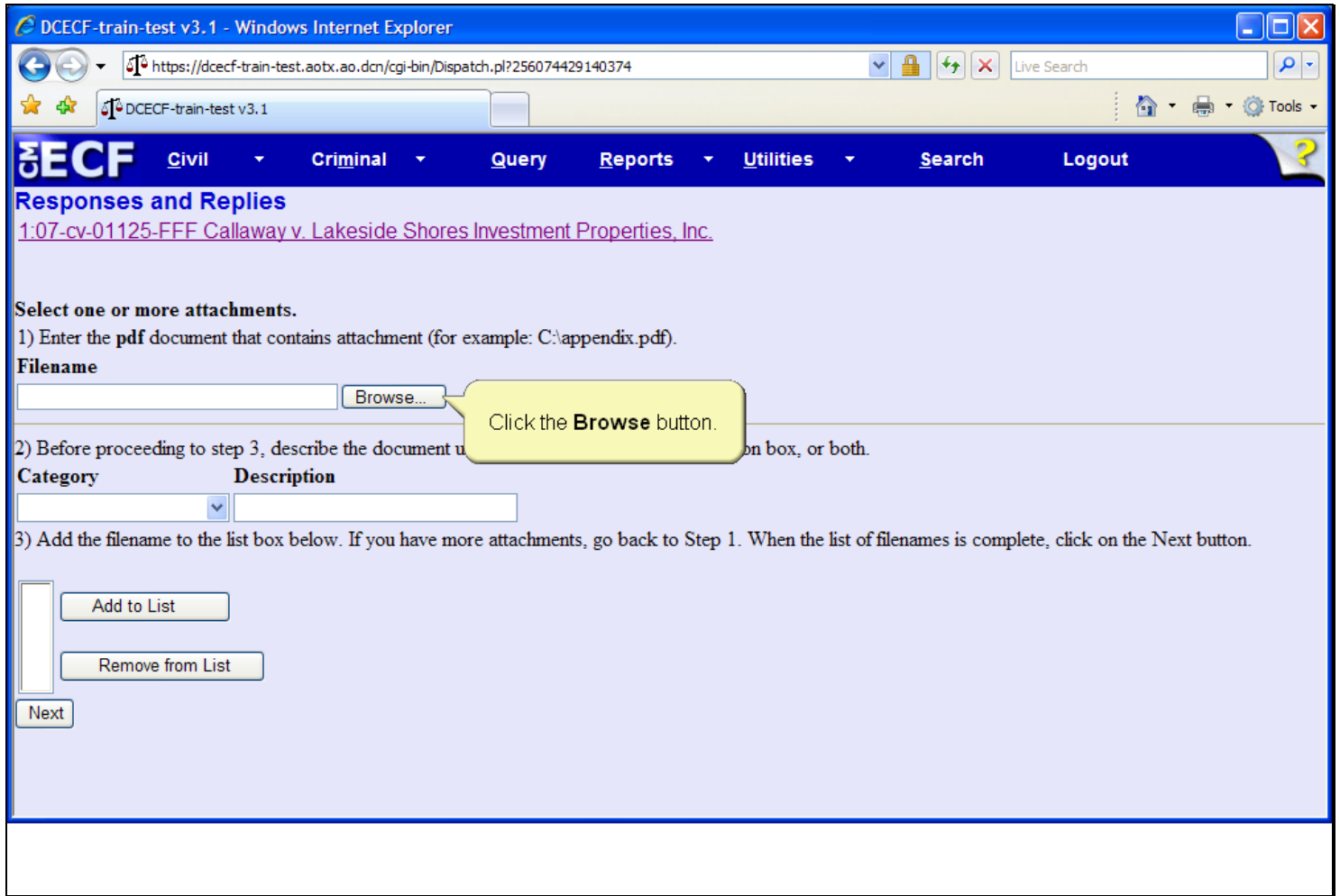
Slide 23 - Slide 23

Slide notes
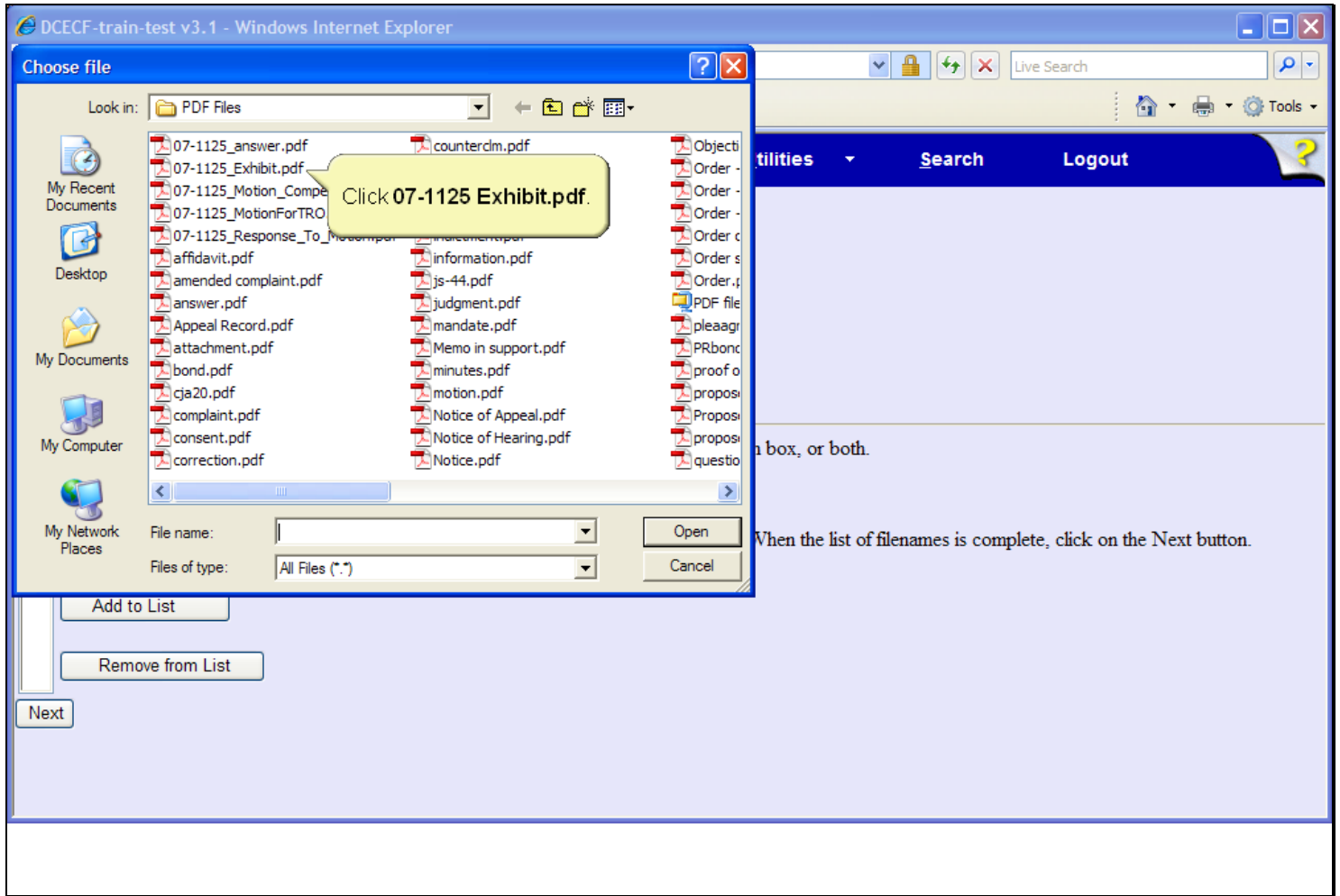
Click the Next botton to continue.

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.
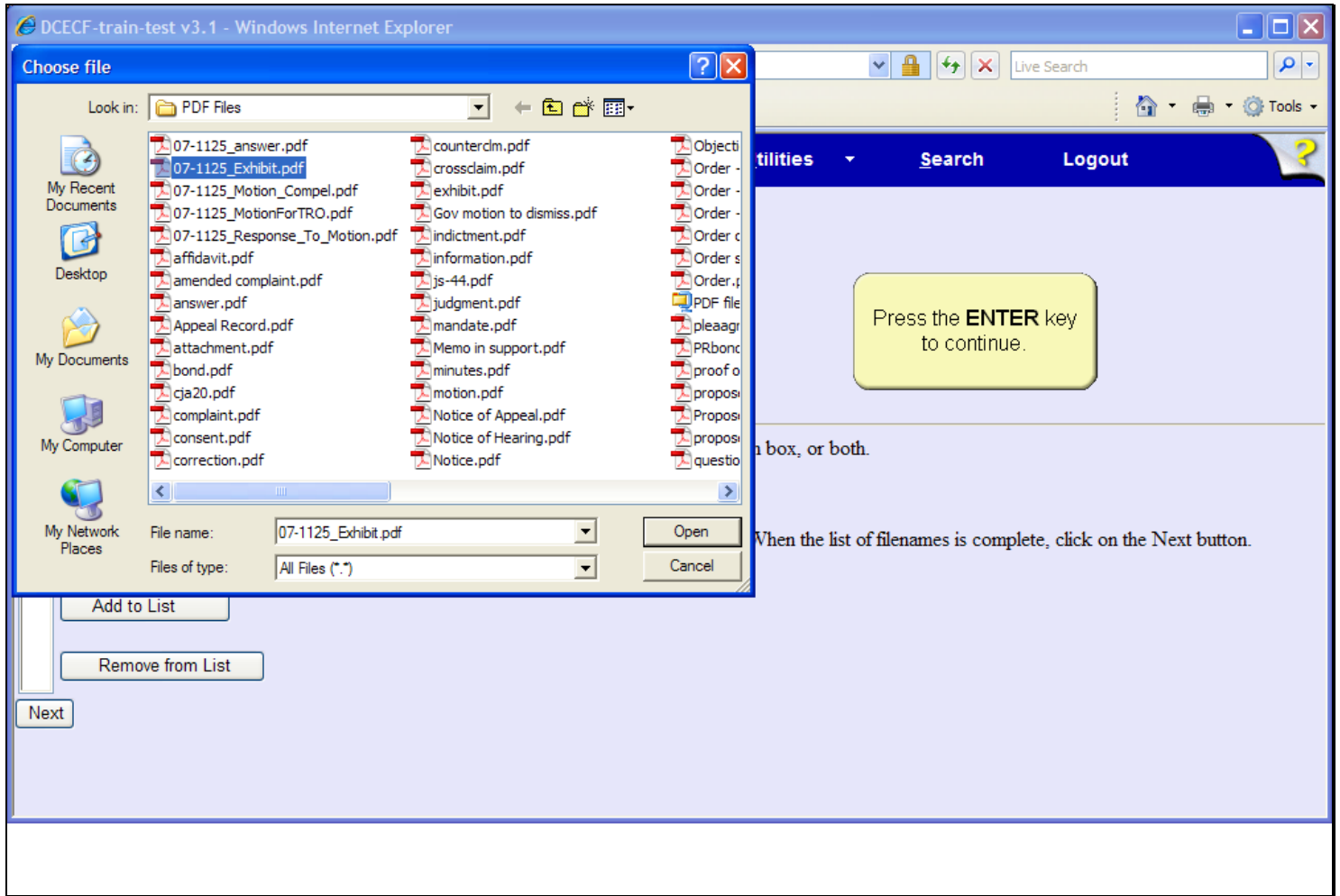
Slide 25 - Slide 25

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.
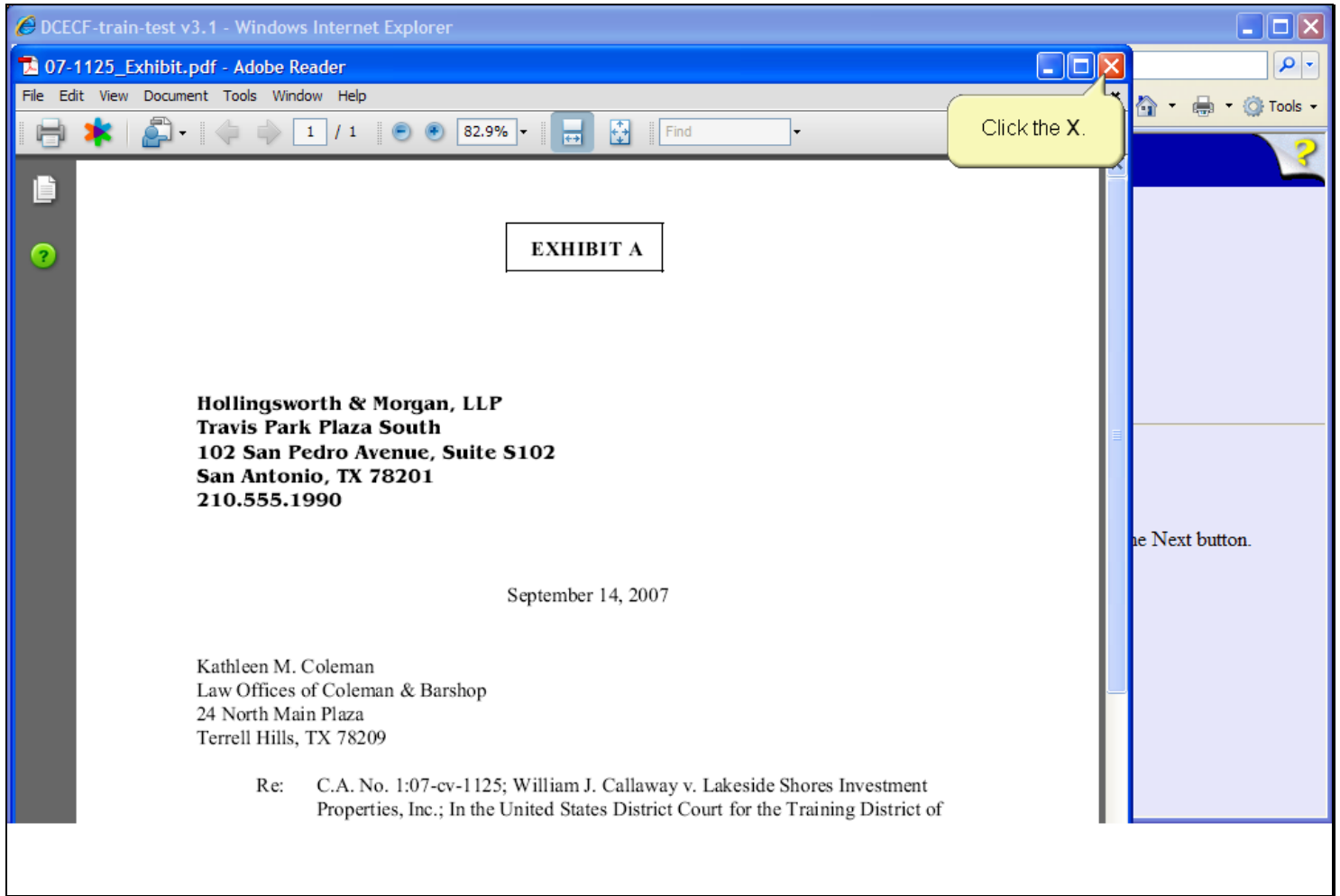
Slide 27 - Slide 27
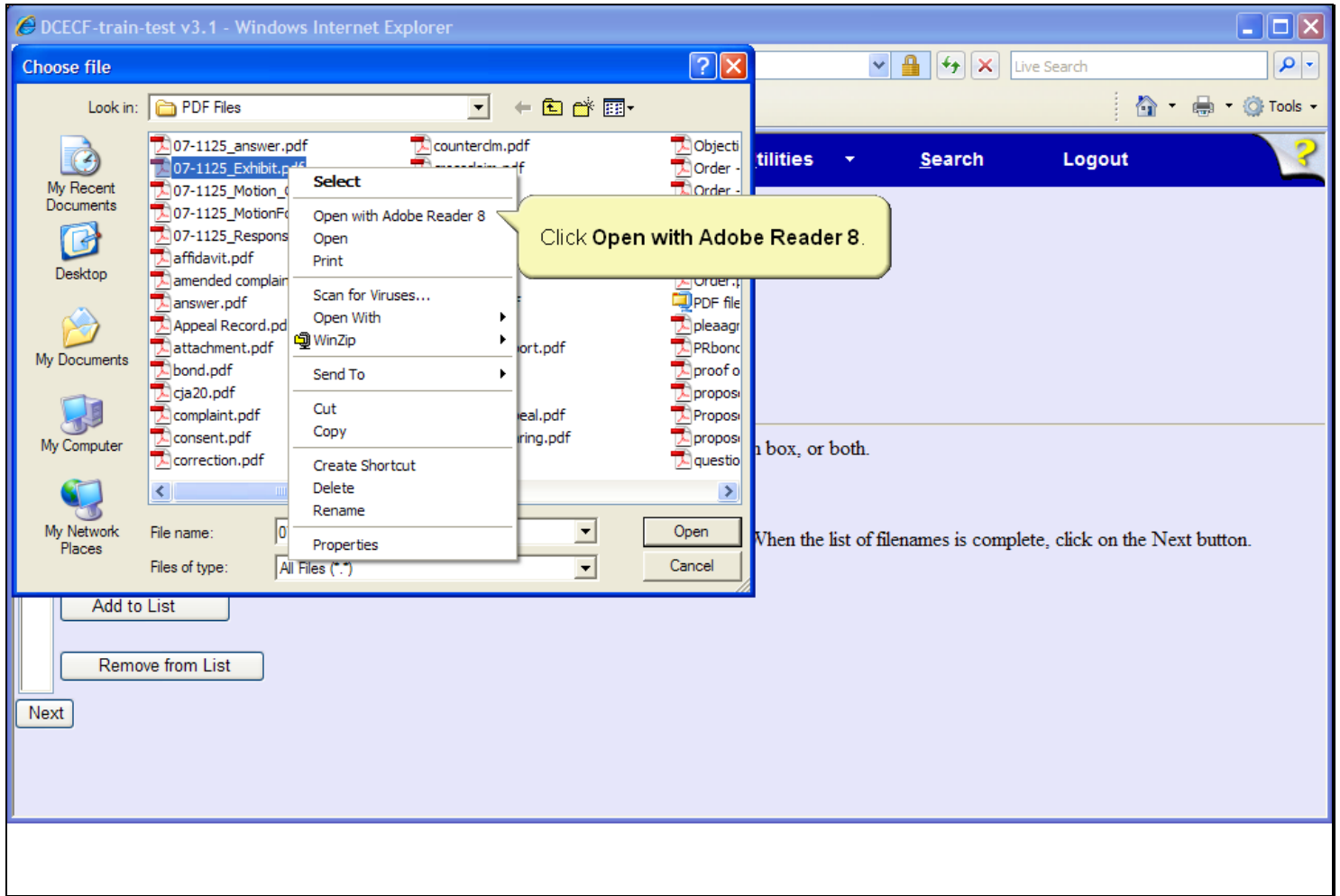
Slide notes

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.
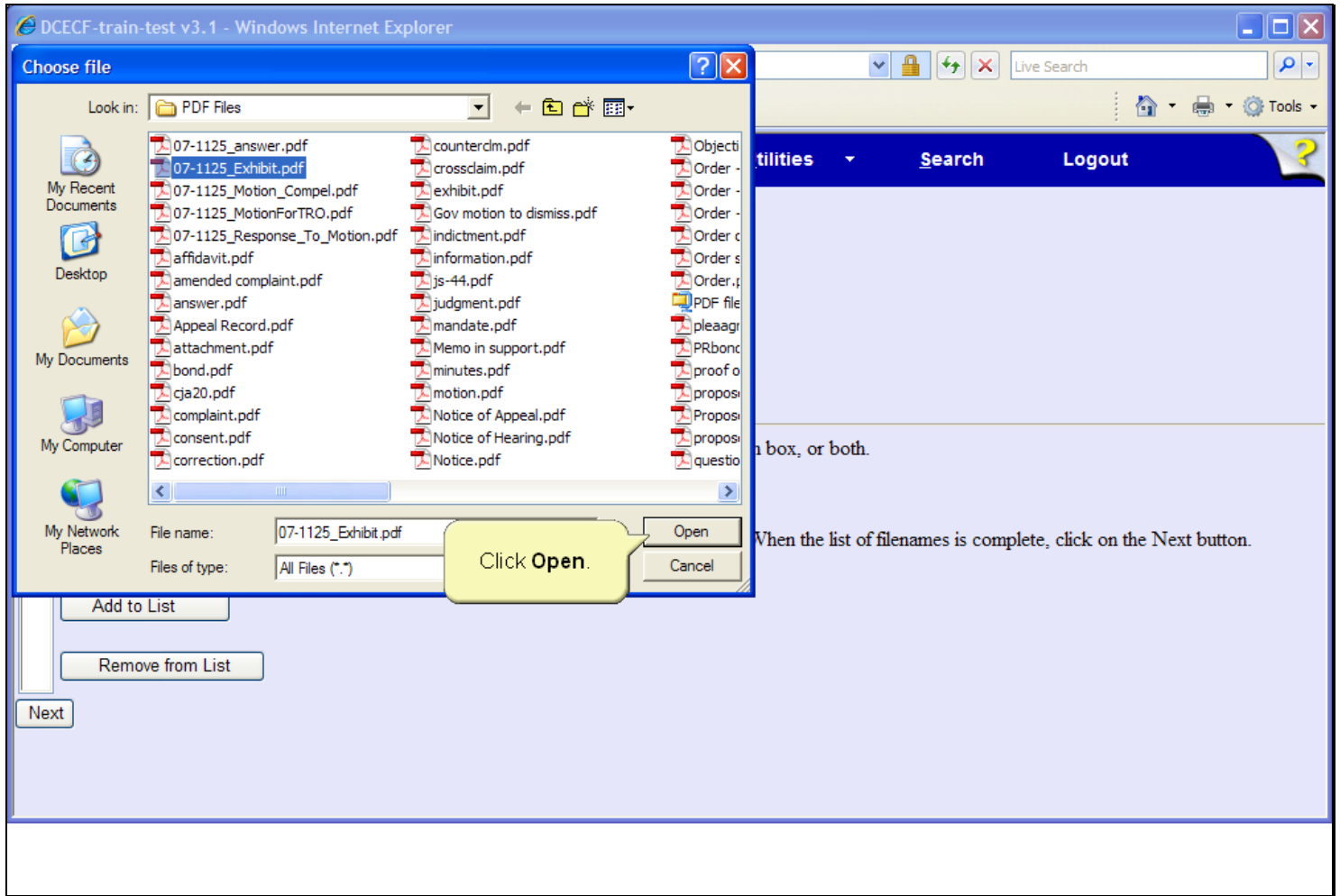
Slide 29 - Slide 29

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
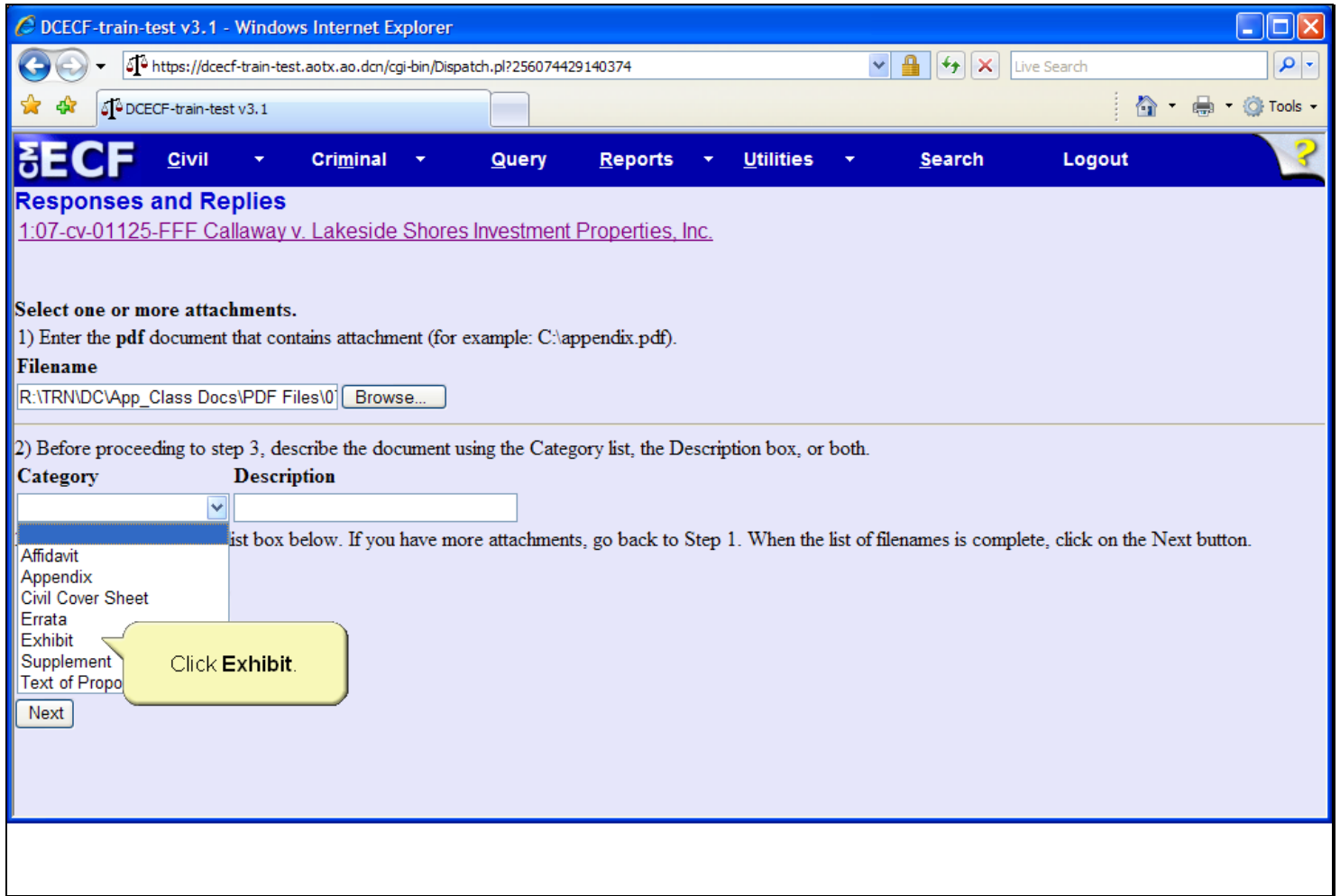
Slide notes

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

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
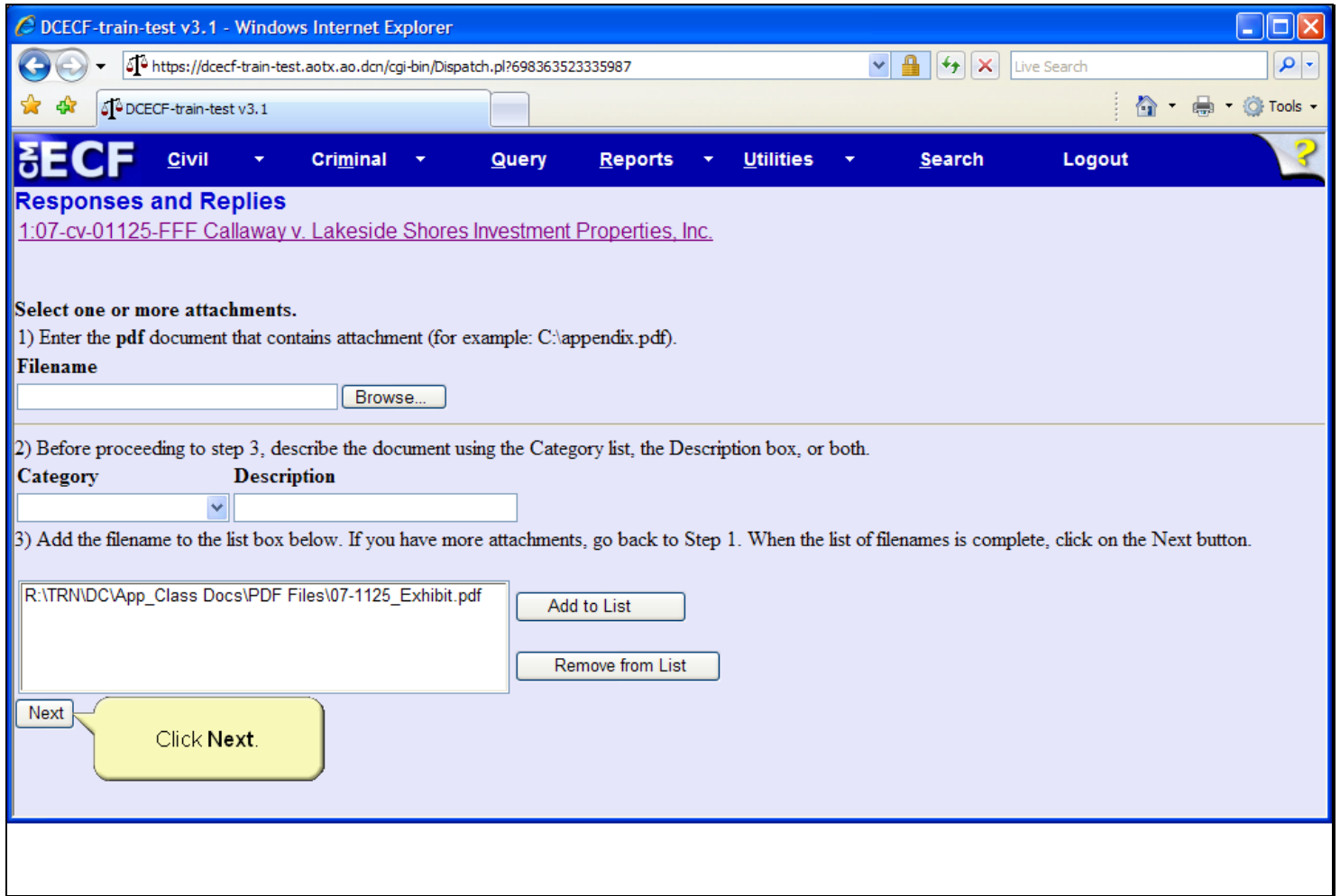
Slide notes

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

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
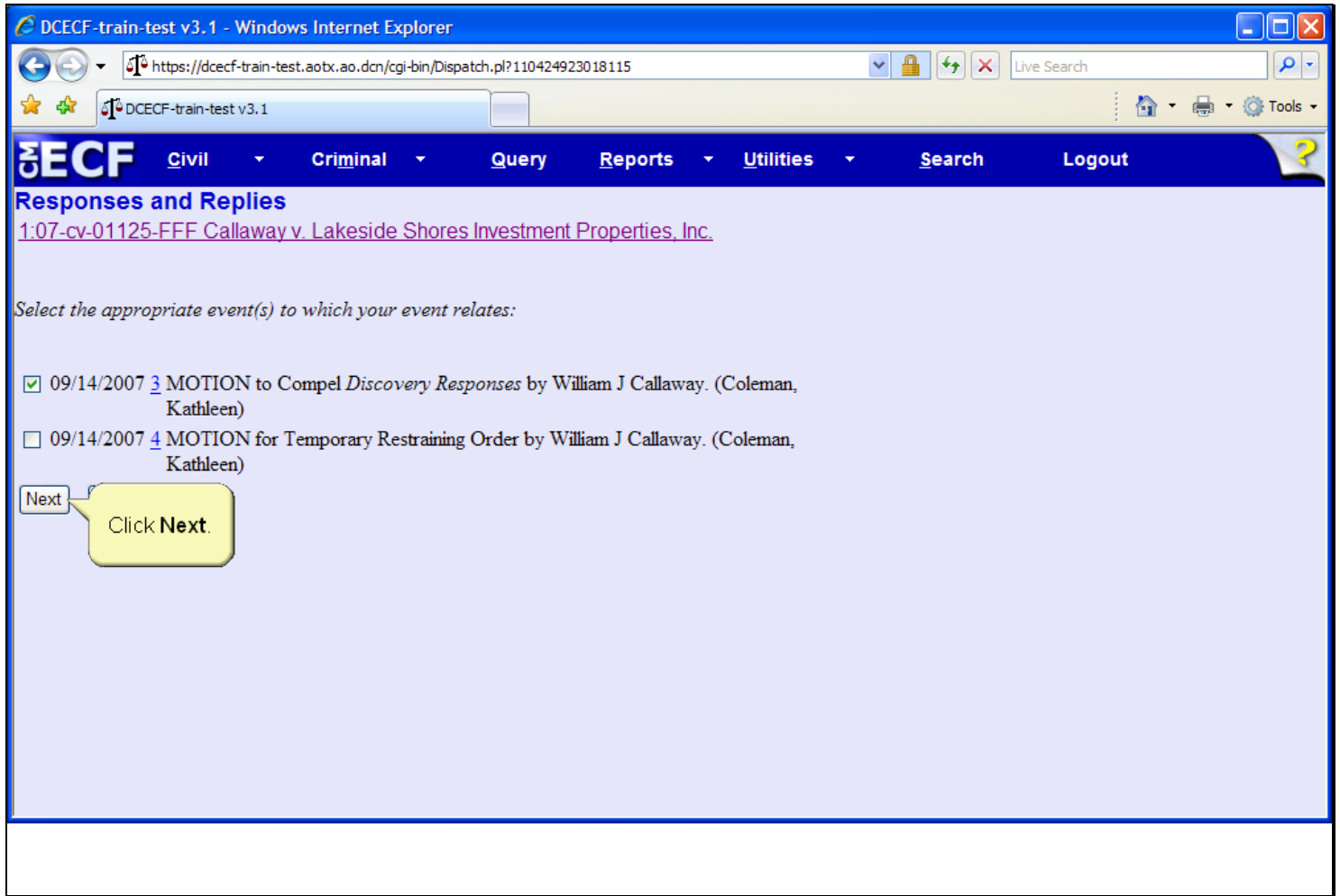
Slide notes

Then click the Next button.

Slide 38 - Slide 38
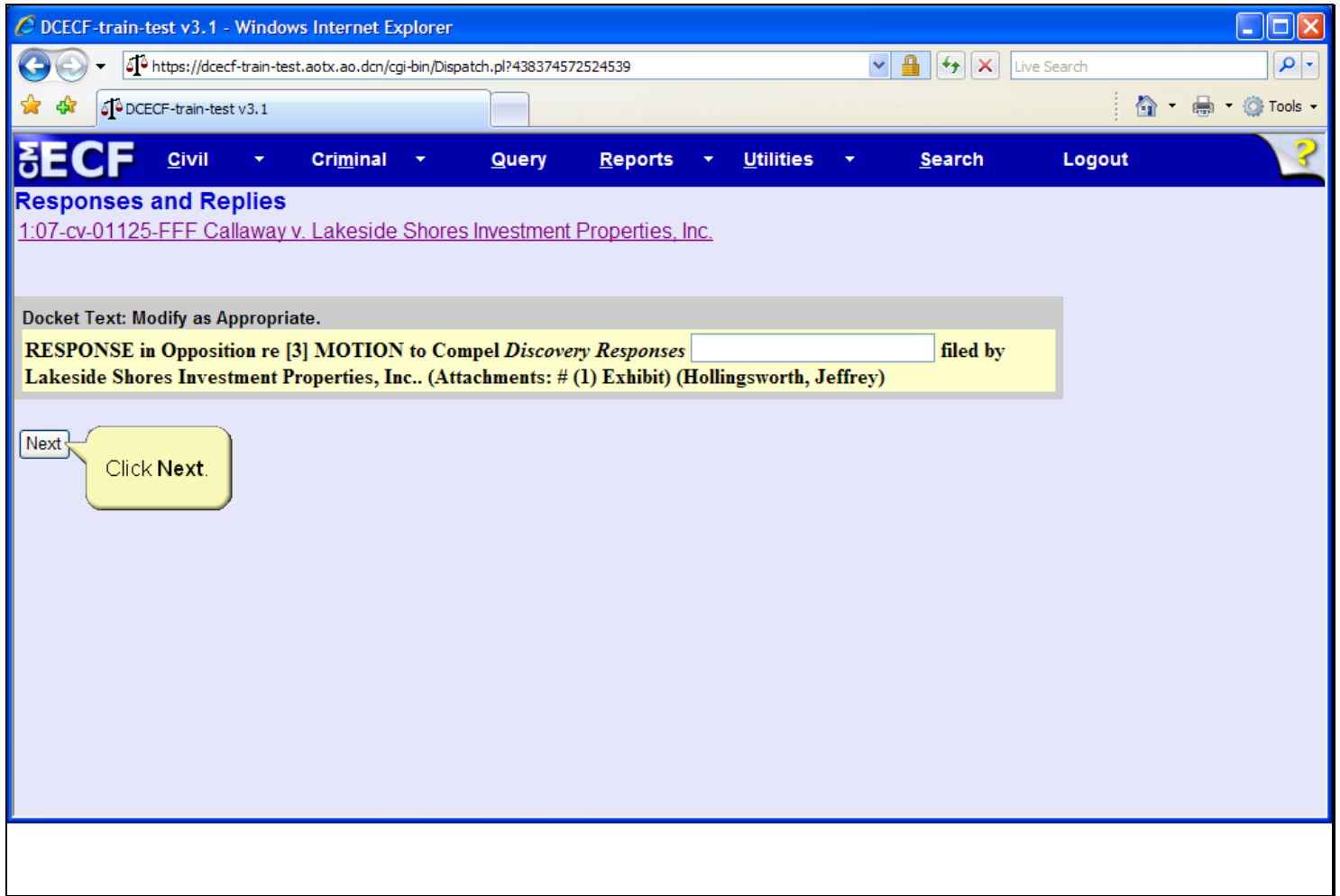
Slide notes

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

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
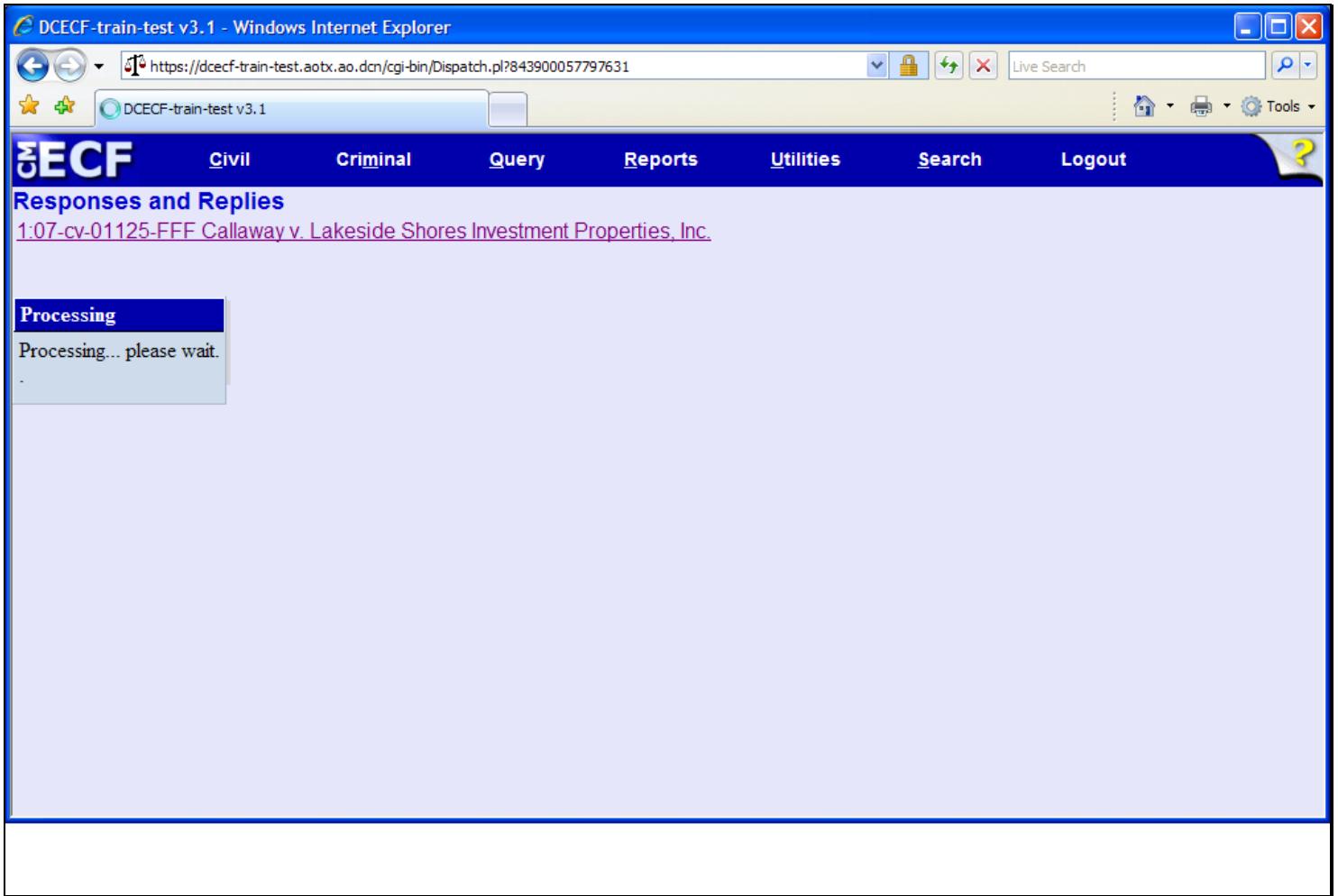
Slide notes

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

Slide 41 - NEF

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

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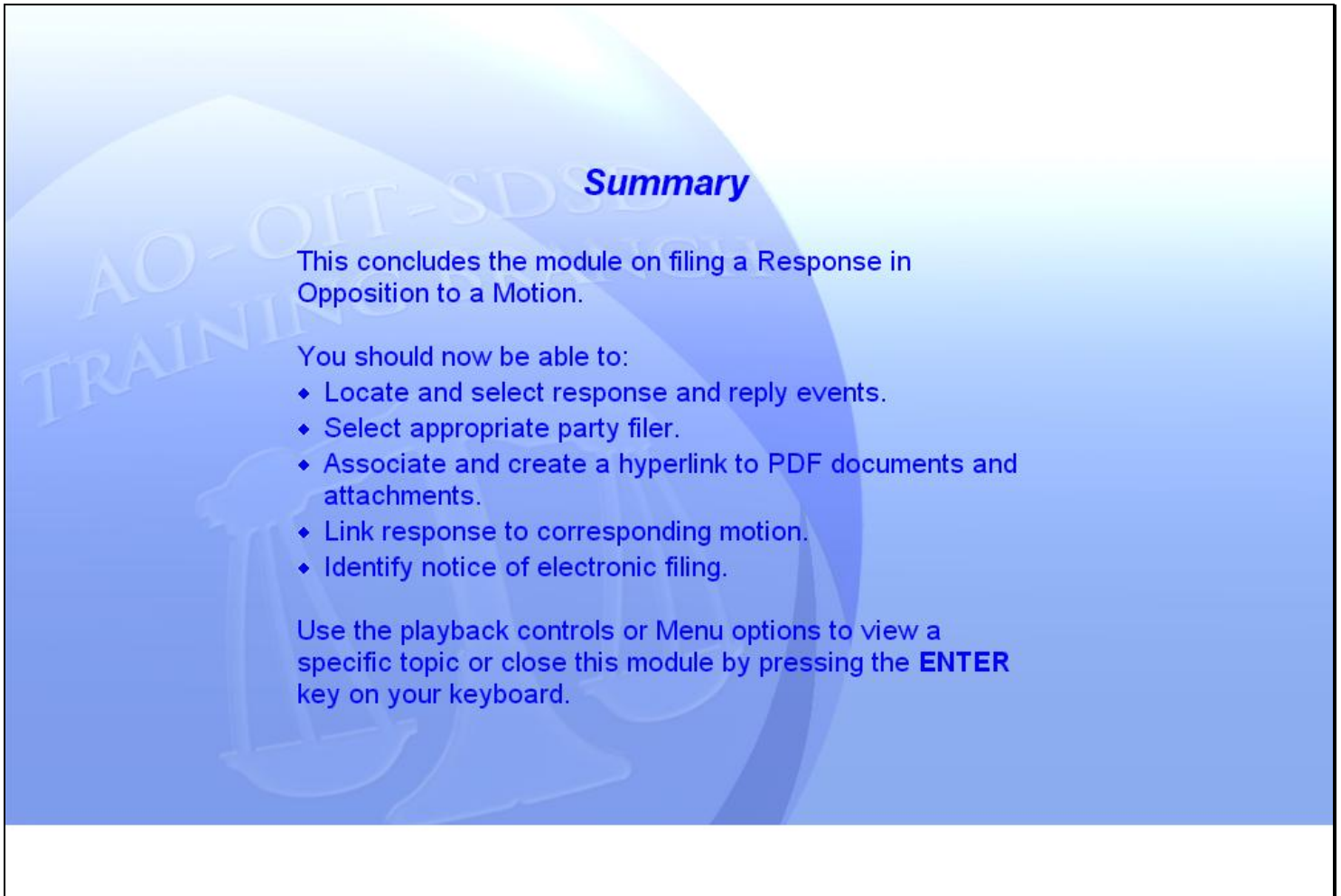
The Notice of Electronic Filing also indicates who will and will not receive a Notice of Electronic Filing via email and associated document information for both the main document and the attachment document. It is recommended that users always scroll to the bottom of the NEF to verify email notification.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

Slide 43 - Summary

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.