

ECF User Guide

Need help? Send an email to cmecf_ca9help@ca9.uscourts.gov and please include information such as case numbers, filer's name, and any other information that can assist us in answering your question. You can expect a reply from the Court during the Court's business hours, from 8:30 AM to 5:00 PM Pacific Time.

Last Updated: August 1, 2009

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Published in the United States of America, 8/1/09

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1 What's New in This Update of the User Guide?

TIP: Need help? Send an email to cmecf_ca9help@ca9.uscourts.gov and please include information such as case numbers, filer's name, and any other information that can assist us in answering your question. You can expect a reply from the Court during the Court's business hours, from 8:30 AM to 5:00 PM Pacific Time.

This topic lists the additions and updates that were incorporated in each update of this guide.

August 1, 2009 Updates

- Updated logging in instructions and illustrations to reflect new checkbox that must now be selected to acknowledge that you understand that in order to file, you must comply with the redaction rules. See [“Starting ECF”](#) on page 16.
- Updated Macintosh users requirements. With the 2.1.3 release of CM/ECF, Macintosh users must update their system to have the latest Java updated released by Apple in June 2009. See [“Prerequisites for Macintosh Users”](#) on page 118.

July 9, 2009 Updates

- Added additional warnings throughout the guide about the size limit for PDF attachments.
- Added new chapter with step-by-step instructions for filing a petition for rehearing. See [“Filing a Petition for Rehearing”](#) on page 89.
- Added note about remote electronic access to documents in Social Security cases and immigration matters in [“Document Links in a Notice of Docket Activity”](#) on page 105.
- Updated [“Types of Motions Available When Filing a Motion”](#) on page 139 in [“Motions/ Responses/Replies”](#) on page 138 to include some reliefs that were previously only available when submitting a brief and a motion together: *motion to file a late brief*, *motion to file nonstandard brief*, and *motion to file oversized brief*.

June 19, 2009 Updates

- Updated “To set Firefox as the default browser and clear the browser cache and cookies” on page 119 in “Macintosh Users and ECF” on page 117 to include illustrations and additional steps.

April 25, 2009 Updates

- Updated illustrations as needed throughout the guide to reflect minor changes in the interface.
- Completely revised and updated “Starting ECF” on page 16. Added additional illustrations, steps to change browser settings, and instructions for dealing with warning dialog boxes that may open.

April 17, 2009 Updates

- Updated “Macintosh Users and ECF” on page 117 to include additional configuration steps for filers who use a Macintosh system.

March 30, 2009 Updates

- Updated “Filing a Court Reporter Motion to Extend Time” on page 81 to include information about fill-in form available at Court website.
- Updated “Filing Categories and Types of Motions” on page 135:
 - **File a Response to a Motion** renamed to **File a Response to a Motion/Form**
 - **File a Response to a Motion/Form** added to the **Forms/Notices/Disclosures** category
 - Added **motion to extend time to file FRAP 9a memorandum** to “Types of Motions Available When Filing a Motion” on page 139

March 14, 2009 Updates

- Updated guide to reflect changes in ECF version 2.1.1.
- Changed “Supported Browsers” to “Hardware and Software Requirements” on page 14 and included new information. Moved the “Screen Resolution” on page 14 topic into this new section.
- Expanded “Filing a Motion” on page 61 to include illustrations for each step of the filing process.
- Added new chapter, “Filing a Court Reporter Motion to Extend Time” on page 81. This chapter provides step-by-step instructions for filing a court reporter motion using the appellate ECF system.
- Added new chapter, “Macintosh Users and ECF” on page 117. This chapter provides information for Intel-based Mac users.
- Updated “Filing Categories and Types of Motions” on page 135 to reflect the addition of two new filing types:
 - **File a Response to a Court Order**
 - **File a Reply to a Response to a Court Order**

March 2, 2009 Updates

- Added new chapter, “Updating Your Appellate ECF Account” on page 151. This chapter provides step-by-step instructions for updating a company’s name or address, and for updating contact information for a registered attorney if that attorney changes firms.

February 23, 2009 Updates

- Updated “Submitting a Brief for Review by the Court” on page 49 to include illustrations for each step of the filing process.
- Updated “Filing Categories and Types of Motions” on page 135 to reflect changes in labels of filing types
 - Filing type changes:
 - **File Court Reporter Motion** renamed to **File Court Reporter Motion to Extend Time**

January 9, 2009 Updates

- Updated “Filing Categories and Types of Motions” on page 135 to reflect changes in labels of filing categories and types and to include new filing types
 - Category changes:

- **Court Reporters/Transcripts** renamed to **Transcripts/Court Reporters**
- Filing type changes:
 - **File Correspondence to Clerk Related to Pending Case (9th Cir.R.25-2)** renamed to **File Correspondence to Court**
 - **File Court Reporter Correspondence to Clerk Related to Pending Case** renamed to **File Court Reporter Correspondence to Court**
 - (New filing type) In the **Briefs** category, added **File an Errata to a Brief**
 - (New filing type) In the **Rehearing/Reconsideration** category, added **File a Reply to an Answer to a Petition for Rehearing/En Banc**
- Updated “Checking the Service List for a Case” on page 47

November 8, 2008 Updates - Version 2.1

- Updated “Screen Resolution” on page 14
- Updated: “Completing an Electronic Filing” on page 32
- Updated: “Selecting the Filing Party” on page 39
- Updated: “Attaching PDF Documents to Filings” on page 44
- Updated: “Submitting a Brief for Review by the Court” on page 49
- Updated: “Types of Motions Available When Submitting a Brief and Filing a Motion Together” on page 137
- New: “Creating Cross-Document Hyperlinks” on page 107

September 18, 2008 Updates

- New: “Filing a Motion and a Response to a Motion Together” on page 71
- Other minor updates throughout the guide.

September 9, 2008 Updates

- New: “Submitting a Brief for Review by the Court” on page 49
- Updated: “Filing a Motion” on page 61 (minor updates)
- New: “Filing Categories and Types of Motions” on page 135

2 Getting Started

The topics below provide information that you may find useful when using ECF in the *United States Court of Appeals for the Ninth Circuit*.

- “Typographical Conventions Used in This Documentation” on page 12
- “ECF Application Overview” on page 13
- “Hardware and Software Requirements” on page 14
- “Starting ECF” on page 16
- “Stopping ECF” on page 23
- “Updating Your Account Information” on page 24
- “Screen Resolution” on page 14
- “Windows in ECF” on page 25
- “Drop-Down Lists” on page 27
- “Radio Buttons” on page 28
- “Date Fields” on page 29

Typographical Conventions Used in This Documentation

This documentation uses the typographical conventions described in [Table 1](#).

Table 1. Typographical Conventions

Formatting	Description	Examples
text	Fixed Courier font. Used for text that you must type in exactly as shown, for keyboard keys that you must press, for predefined values in drop-down lists.	In the Confirm field, type YES. Press Alt-F1 .
text	Bold. Used for labels in the user interface of ECF, such as area labels, field names, and button labels.	From the Category drop-down list, select Motions .
<i>text</i>	<i>Italic.</i> Used for variable information that you must enter in ECF. Also used for new terms when they are first defined in the guide.	In the Attorney field, type <i>the name of the attorney for the case</i> . In the Date field, type <i>today's date</i> . In ECF, the <i>File Date</i> is the date that the Court considers something filed.
>	Greater than sign. Used to indicate a navigation path in menus.	Choose Reports > Service List .

ECF Application Overview

Case Management/Electronic Case Files (CM/ECF) is an automated case management and docketing system designed specifically for the federal courts. The case management and docketing (CM) portion is used by the courts. The electronic case files (ECF) portion allows courts to manage documents electronically; provide 24-hour desktop access to case files by judges, court staff, and the public; and accept filings over the Internet.

Electronic case files are documents stored in electronic format instead of on paper. Documents can be created electronically by parties and court staff or paper copies can be scanned. All documents are stored in Portable Document Format (PDF).

The ECF portion of the system is easy to use and allows a court to store, retrieve, review and send case documents in a reliable and secure electronic format. ECF also offers the following benefits:

- Twenty-four hour access to case files from any location
- Remote document filing
- Concurrent access to files
- Immediate e-mail notification of case activity to parties and court staff
- Easy public access
- Secure storage of documents

Hardware and Software Requirements

The information in this section will help you to determine which hardware and software you need to run ECF.

Supported Browsers

ECF has been tested successfully using Firefox 3.0, and Internet Explorer 6 and 7 as representative browsers. All testing was performed using the Java Plug-In version 6 (also referred to as 1.6).

Java

You must have at least Java Version 6 Update 1 to use ECF. If you do not have Java on your computer (or if you aren't sure if you do) go to <http://www.java.com/>. You will note that there is a question/link below the **Free Java Download** button which asks **Do I have Java?** If you are not sure whether you have it, this link will run a diagnostic check on your computer and let you know whether it is already loaded. If you need to download or update Java, simply click the **Free Java Download** button and follow the directions on the subsequent pages. The Java Version 6 download is free, and the program takes only a few minutes to load.

NOTE: Add-on toolbars, such as the Google toolbar are known to interfere with ECF, so we strongly suggest that you do not download or install add-on toolbars unless you know how to configure those toolbars so that they do not interfere with ECF.

Screen Resolution

The minimum screen resolution required to run ECF is **1024 x 768 pixels**. If the screen resolution for your workstation is lower, you must change the resolution before you start using ECF. You do not have to make any changes to your screen resolution if the current setting is higher than 1024 x 768 pixels.

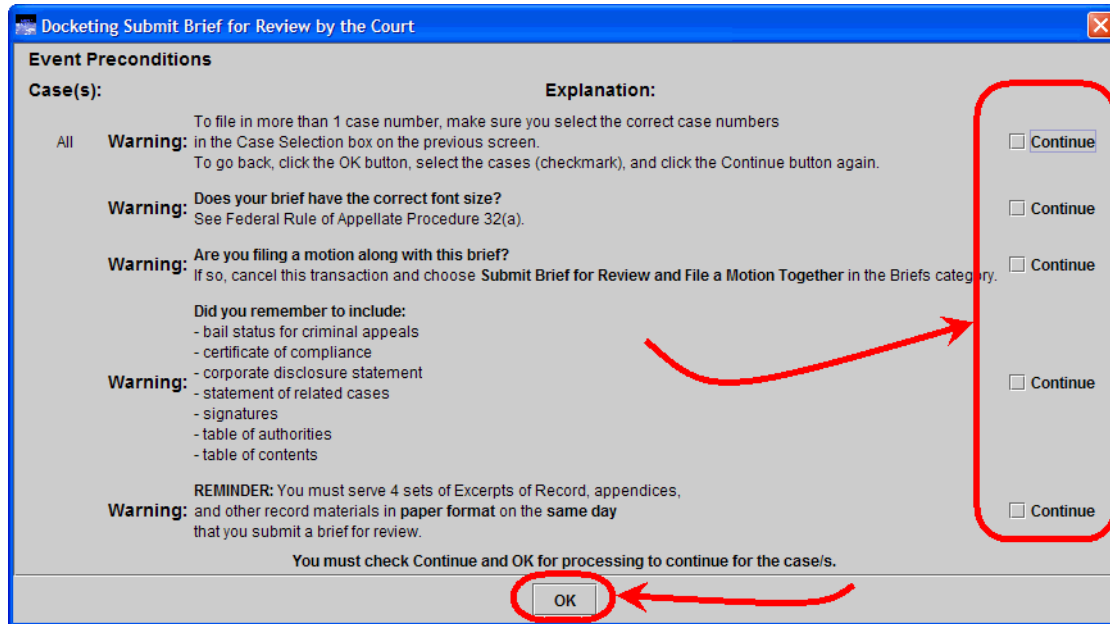
CAUTION: If you do not adjust your screen resolution, you may not see all the information you need to see in order to enter a filing in ECF.

For example, when you click the **Continue** button at the File a Document screen, the system will open a warning dialog box that you need to review in order to continue the filing. Each warning in that dialog box has a corresponding **Continue** checkbox all the way on the right of the dialog box, and you may not be able to see those checkboxes if your screen resolution is not high enough. In order to proceed with a filing, you must select each Continue checkbox before clicking the OK button.

Another possible issue may be that you do not see all the messages in the warning dialog box, in which case you may need to use the scrollbar on the right of the dialog box to see all the messages.

An example of a complete warning dialog box is shown in [Figure 1](#). In this example, you would have to select the 5 **Continue** checkboxes and then click the **OK** button to proceed with the filing.

Figure 1. A Warning Dialog Box in ECF



Macintosh Users

The Apple Macintosh platform can now be used to run all parts of the ECF with no extra software. See "Macintosh Users and ECF" on page 117 for details.

Additional Information About Technical Requirements

For additional information about technical requirements, please see [What hardware and software will attorneys need to participate in CM/ECF?](#) in the ECF Frequently Asked Questions page at PACER (<http://pacer.psc.uscourts.gov/cmecf/ecffaq.html>).

Starting ECF

After you log in to ECF, the Startup Page window opens.

1. Open a web browser window and navigate to the following URL:
<https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login>

The Appellate CM/ECF Login page, shown in Figure 2, opens.

Figure 2. Appellate CM/ECF Login Page

Appellate CM/ECF 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.

You must have Java Version 6 to file documents using Appellate CM/ECF. If you do not have Java Version 6, go to <http://www.java.com>, click the **Free Java Download** button and follow the instructions to download and install a free copy.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Authentication

Login:

Password:

Client Code:

CM/ECF has been tested successfully using Firefox 3.0, and Internet Explorer 6 and 7, as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Sun Java Plug-In version 1.6.

If you need help, send your question to CM/ECF_ca9help@ca9.uscourts.gov. Please include information such as case numbers, filer's name, and any other information that can assist us in answering your question. You can expect a reply from the Court during the Court's business hours, from 8:30 AM to 5:00 PM Pacific Time.

CAUTION: Notice the checkbox labeled “**I understand that, if I file, I must comply with the redaction rules. I have read this notice.**” You must select this checkbox to log in to ECF.

2. Make sure you select the **redaction rule** checkbox to acknowledge that you understand that you must comply with the redaction rules. The checkbox is located immediately above the **Authentication** box.

3. In the **Login** field, type *your Appellate ECF login name* and in the **Password** field, type *your password*.

NOTE: The **Login** and **Password** fields are case-sensitive.

4. (Optional) In the **Client Code** field, enter a code to identify the person using the account.

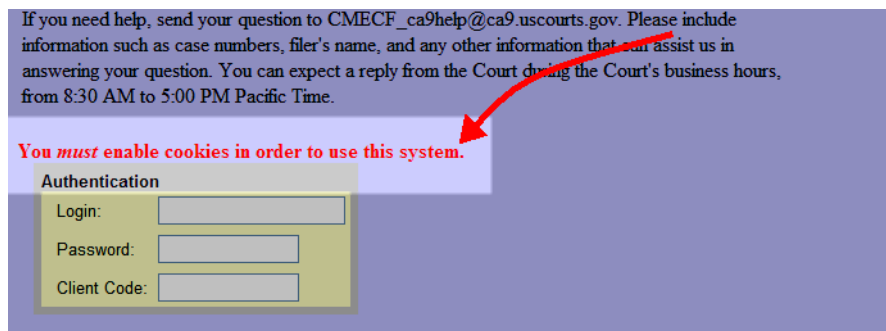
This information is only referenced by PACER.

5. Click the **Login** button.

NOTE: If the cookies settings are not acceptable for ECF, the system shows you an error message. An example of the message is shown in [Figure 3](#). If this message appears, do one of the following:

- If you are using Internet Explorer, go to [Step 6 on page 18](#).
- If you are using Firefox, go to step [Step 7 on page 19](#).

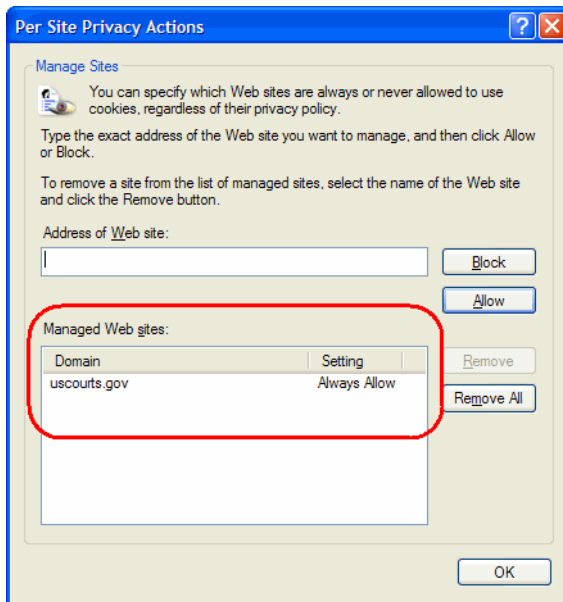
Figure 3. Warning - Cookies



6. To change cookies-related settings in Internet Explorer, do the following:
 - a. In Internet Explorer, choose **Tools > Internet Options**.
 - b. In the Internet Options dialog box, click the **Privacy** tab.
 - c. Under **Settings**, click the **Sites** button.
 - d. In the Per Site Privacy Actions dialog box, in the **Address of Web site** field, type `ecf.ca9.uscourts.gov` and click the **Allow** button.

The **Managed Web Sites** list should now contain an entry for `uscourts.gov`, and the setting should be **Always Allow**. An example of what the dialog box should look like is shown in [Figure 4](#).

Figure 4. Per Site Privacy Actions Dialog Box - Correct Settings

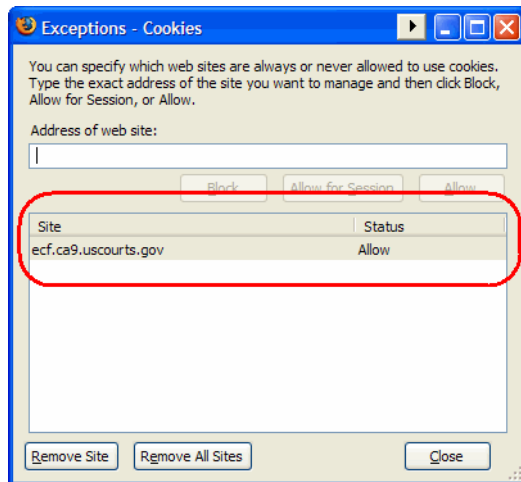


- e. In the Per Site Privacy Actions dialog box, click the OK button.
- f. In the Internet Options dialog box, click the OK button.
- g. Restart Internet Explorer and go back to [Step 1 on page 16](#).

7. To change cookies-related settings in Firefox, do the following:
 - a. In Firefox, choose **Tools > Options**.
 - b. In the Options dialog box, click the **Privacy** icon at the top.
 - c. Under **Cookies**, click the **Exceptions** button.
 - d. In the Exceptions - Cookies dialog box, in the **Address of web site** field, type `ecf.ca9.uscourts.gov` and click the **Allow** button.

The Site/Status list should now contain an entry for `ecf.ca9.uscourts.gov`, and the setting should be **Allow**. An example of what the dialog box should look like is shown in [Figure 5](#).

Figure 5. Exceptions - Cookies Dialog Box - Correct Settings



- e. In the Exceptions - Cookies dialog box, click the **Close** button.
- f. In the Options dialog box, click the **OK** button.
- g. Restart Firefox and go back to [Step 1 on page 16](#).

8. If a Warning-Security dialog box opens, do the following:
 - a. Select the **Always trust content from this publisher** checkbox.
 - b. Click the **Run** button.

This dialog box will only open the first time you start ECF if you follow the steps above. An example of this dialog box is shown in [Figure 6](#).

Figure 6. Warning - Security



The following happens:

- c. A browser window, shown in [Figure 7](#), opens.

This window, which remains open in the background, is titled CM/ECF Appellate and the top of the page reads “U.S. Court of Appeals CM/ECF”. The large CM/ECF button initially appears with an orange Java logo. Wait until that logo disappears and the button contains the text CM/ECF as shown in [Figure 7](#).

CAUTION: Do not close this window at any time.

Figure 7. CM/ECF Appellate Browser Window



- d. The Startup Page window opens in the foreground.

An example is shown in [Figure 8](#) on page 22. Notice that your last login date and time are shown near the middle of the page.

CAUTION: Do not close the Startup Page window at any time. If you do close this window by accident, find the background window, shown in [Figure 7](#), and click the large CM/ECF button.

Figure 8. Startup Page Window



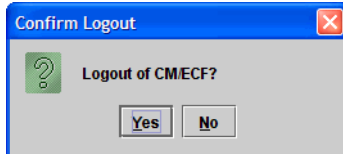
Stopping ECF

To ensure that the different pieces of the application close correctly, you should always logout from ECF.

1. From the menu bar of any active ECF window, choose **Logout > Logout CM/ECF**.

A Confirm Logout dialog box, shown in [Figure 9](#), opens.

Figure 9. Confirm Logout Dialog Box



2. Click the **Yes** button.

ECF logs you out and closes all its windows.

Updating Your Account Information

The quickest way to update your account information is to navigate to the Appellate Filer Account Update page and submit your changes. Use this URL to get started: <https://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-login.pl>.

You can also access the Appellate Filer Account Update page from within ECF:

1. From the menu bar of any active ECF window, choose **Utilities > Update My Account**.

The User Account Profile window opens. An example of this window is shown in Figure 10.

Figure 10. User Account Profile Window



2. Click the **Edit My Information** button.

A new browser window opens with the Appellate Filer Account Update page.

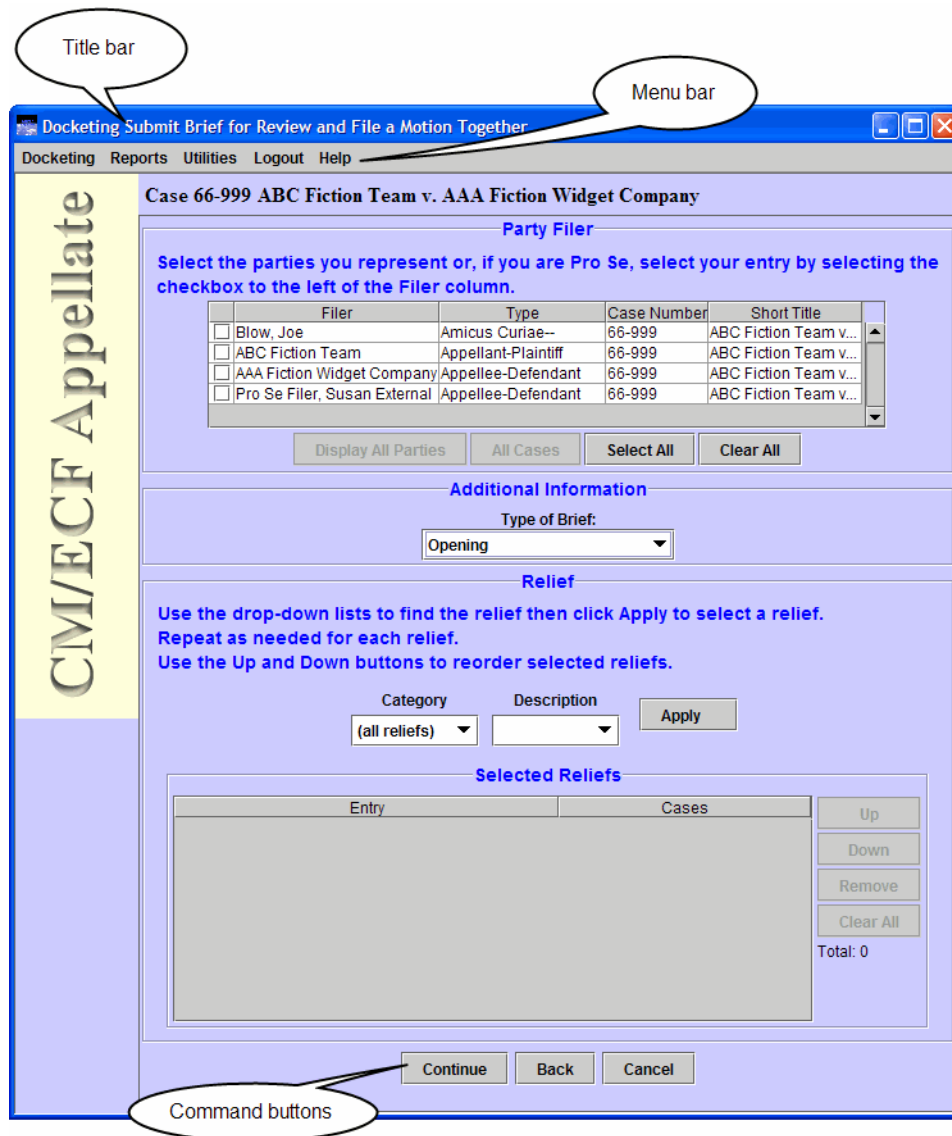
Review the Frequently Asked Questions at <http://www.ca9.uscourts.gov/cmecf/faqs> to answer any questions you may have about updating your appellate ECF filer account information.

In addition, please review “Updating Your Appellate ECF Account” on page 151 for step-by-step instructions for updating your address, firm name, and email addresses.

Windows in ECF

In ECF, most windows are divided into several parts: a title bar, a menu bar, a screen area, and an area at the bottom of the window that contains command buttons. An example of a window is shown in [Figure 11](#).

Figure 11. A Window in ECF



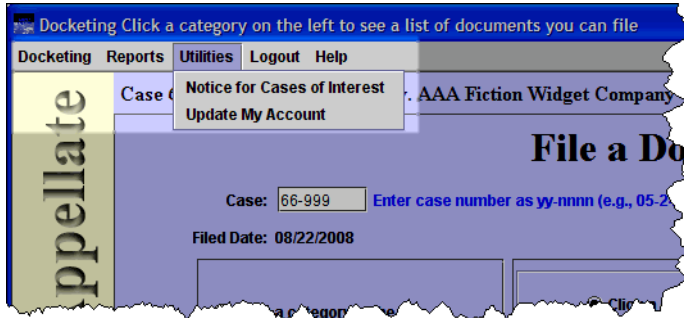
Title Bar

The title bar contains the following elements: the ECF icon, the title of the window, and the standard window controls (minimize, maximize/restore, and close).

Menu Bar

The menu bar contains a number of menus that contain commands. In [Figure 12](#), **Docketing**, **Reports**, **Utilities**, **Logout**, and **Help** are menus. **Notice for Cases of Interest** and **Update My Account** are commands or menu items.

Figure 12. Menu Bar

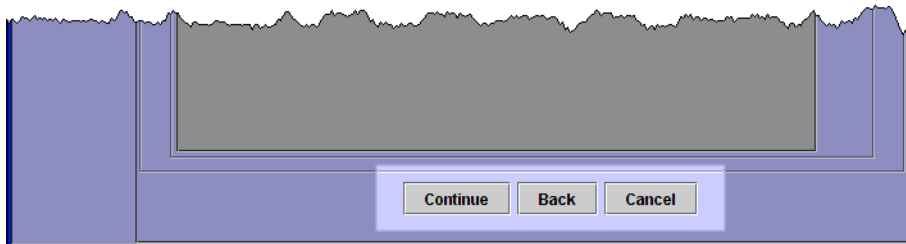


Command Button Area

The command button area contains the buttons that let you continue or step back in a process.

In most cases, you can also use the **Cancel** button in this area to cancel the process you are currently working on. An example of a set of command buttons is highlighted in [Figure 13](#).

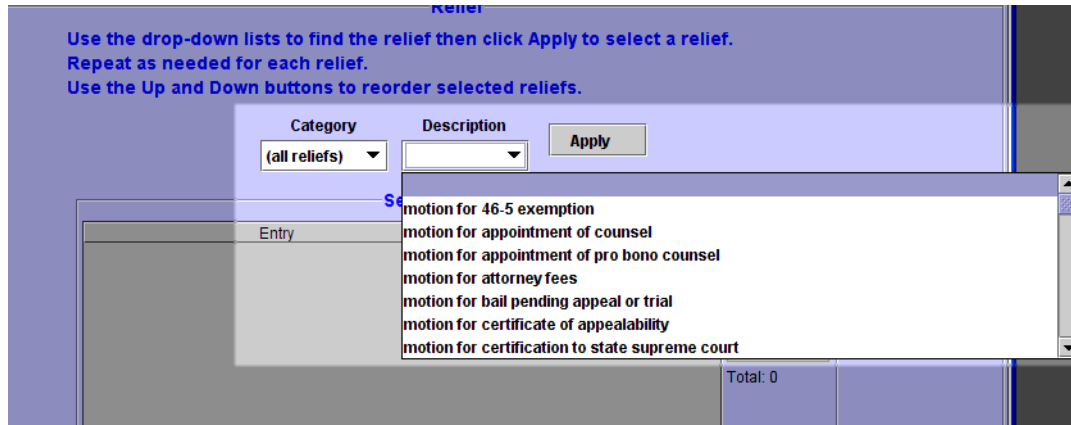
Figure 13. Command Buttons



Drop-Down Lists

A drop-down list contains a set of predefined values. In [Figure 14](#), there are two drop-down lists, **Category** and **Description**. The **Description** drop-down list is the active drop-down list (the values that you can select are visible).

Figure 14. Drop-Down List



To select a value in a drop-down list

- Using the mouse, click the down arrow of the drop-down list and select a value in the list.
- Using the keyboard, type the first characters of the value to select the first matching value in the list.
- Using the keyboard, use the up arrow (↑) and down arrow (↓) to navigate up and down in the list and select the highlighted value in the list.

Radio Buttons

A radio button is a control that you turn on by selecting the radio button. Radio buttons are mutually exclusive. This means that if you select one radio button in a group, you will not be able to select another radio button in that same group. In some cases, selecting a radio button changes the other user interface elements in the application.

Figure 15 shows two sets of radio buttons. The set on the left represents categories, the set on the right represents a type of filing. In Figure 15, the **Motions/Responses/Replies** radio button and the **File a Response to a Motion/Form** radio buttons are selected.

Figure 15. Radio Buttons Example

The screenshot displays two panels of radio buttons. The left panel, titled 'Click a category in the list', contains the following options: Briefs, **Motions/Responses/Replies** (selected), Rehearing/Reconsideration, Transcripts/Court Reporters, Answers to Original Petitions, Appeals Pursuant to FRAP 9(a), Forms/Notices/Disclosures, Correspondence/Status Reports, and Prospective Amici and Intervenor. The right panel, titled 'Select One', contains the following options: Click a filing type below, then click the Continue button, File a Motion, **File a Response to a Motion/Form** (selected), File a Motion and a Response to a Motion Together, File a Reply to a Response to a Motion, File a Response to an Order to Show Cause, File a Response to a Court Order, File a Reply to a Response to an Order to Show Cause, File a Reply to a Response to a Court Order, File a Motion for Reconsideration from Dispositive Order, File a Motion for Reconsideration from Non-Dispositive Order, and Submit Brief for Review and File a Motion Together.

Date Fields

A date field is a field where you must enter a date in one of the following supported formats:

- mm/dd/yy or mm/dd/yyyy

Example: 7/2/07

- mm-dd-yy or mm-dd-yyyy

Example: 7-02-2007

- mm.dd.yy or mm.dd.yyyy

Example: 7.2.07

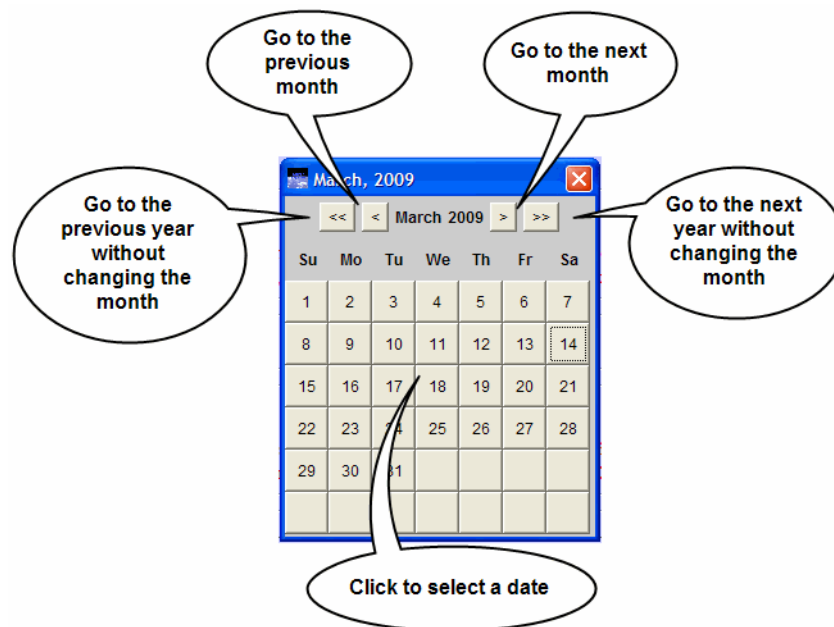
In ECF, you can also fill in a date field by selecting a date from a pop-up calendar.

To use the pop-up calendar to fill in a date field

1. Make the date field the active field, right-click and choose **Select Date from Calendar** from the pop-up menu.

A pop-up window opens with a calendar, as shown in [Figure 16](#).

Figure 16. Calendar Pop-Up



TIP: Use the navigation buttons at the top of the calendar to quickly view the calendar for another month and year.

- Click the << button to go to the previous year without changing the month. In the example in [Figure 16](#), clicking the << button would show March 2008.
 - Click the < button to go to the previous month. In the example in [Figure 16](#), clicking the < button would show February 2009.
 - Click the > button to go to the next month. In the example in [Figure 16](#), clicking the > button would show April 2009.
 - Click the >> button to go to the next year without changing the month. In the example in [Figure 16](#), clicking the >> button would show March 2010.
2. Click a date to fill in the date field from where you invoked the calendar.

The calendar pop-up closes.

3 An Overview of Filing

The topics listed below describe the process of filing in ECF. In ECF, you use the **Docketing** menu to start filing a document.

- “Completing an Electronic Filing” on page 32
- “Finding and Selecting the Filing Type” on page 38
- “Selecting the Filing Party” on page 39
- “Selecting Related Previous Entries for a Filing” on page 42
- “Selecting Reliefs for a Filing” on page 40
- “Attaching PDF Documents to Filings” on page 44
- “Checking the Service List for a Case” on page 47

Completing an Electronic Filing

You start the filing process by opening the File a Document window.

1. From the **Docketing** menu, choose **File a Document**.

The File a Document window, shown in Figure 17, opens.

Figure 17. File a Document Window

Docketing Click a category on the left to see a list of documents you can file

Docketing Reports Utilities Logout Help

File a Document

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 04/25/2009

Select One

- Click a category on the left to see a list of documents you can file

- Click a category in the list
- Briefs
- Motions/Responses/Replies
- Rehearing/Reconsideration
- Transcripts/Court Reporters
- Answers to Original Petitions
- Appeals Pursuant to FRAP 9(a)
- Forms/Notices/Disclosures
- Correspondence/Status Reports
- Prospective Amici and Intervenors

Check boxes for each additional case in which this document should be filed.

Case Selection

Total: 0 Selected: 0

All Clear All

Continue

CM/ECF Appellate

2. In the **Case** field, type the number of the case for which you are entering the filing and press the Tab key.

Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the **Case Selection** box in the lower part of the window. The highlighted areas in Figure 18 indicate where the case information appears.

Figure 18. File a Document Window With Case Information

Docketing Click a category on the left to see a list of documents you can file

Docketing Reports Utilities Logout Help

Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company

File a Document

Case: 66-999 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 04/25/2009

Select One

Click a category in the list

- Briefs
- Motions/Responses/Replies
- Rehearing/Reconsideration
- Transcripts/Court Reporters
- Answers to Original Petitions
- Appeals Pursuant to FRAP 9(a)
- Forms/Notices/Disclosures
- Correspondence/Status Reports
- Prospective Amici and Intervenor

Check boxes for each additional case in which this document should be filed.

Case Selection

- 67-999 Susan Pro Se Filer v. ABC Fiction Team (Lead)
- 66-999 ABC Fiction Team v. AAA Fiction Widget Company (Companion) (Target C

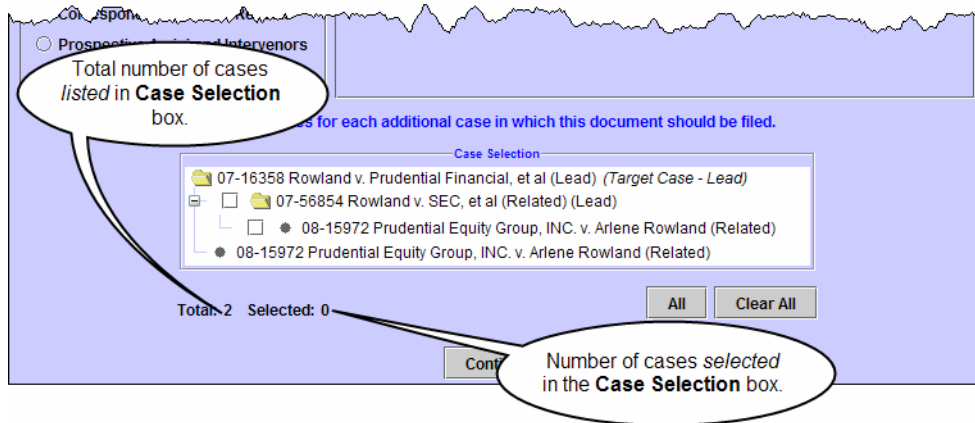
Total: 1 Selected: 0

All Clear All

Continue

3. If other case numbers appear in the **Case Selection** box (another example is shown in [Figure 19](#)), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 19. Multiple Cases in Case Selection Box



You are now ready to find the filing type so you can enter your filing.

4. Use the information in [“Finding and Selecting the Filing Type”](#) on page 38 to make your selections to identify the type of filing you are entering.
5. Click the **Continue** button.

Depending on the type of filing you selected, a warning dialog box may open. If this happens, carefully review the information in the dialog box, select the appropriate **Continue** checkboxes, and click the **OK** button.

A screen opens where you enter details about the filing.

6. Use the information in the topics below to determine how to complete the different areas in the screen.
 - [“Selecting the Filing Party”](#) on page 39
 - [“Selecting Reliefs for a Filing”](#) on page 40
 - [“Selecting Related Previous Entries for a Filing”](#) on page 42
 - [“Attaching PDF Documents to Filings”](#) on page 44
 - [“Checking the Service List for a Case”](#) on page 47

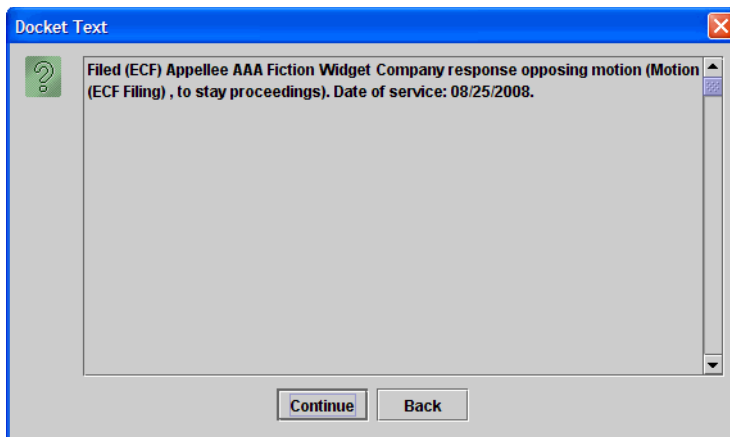
7. After you complete information in a details screen, click the **Continue** button.

If more information is needed for the filing, another details screen opens. In this case, fill in the necessary information and click the **Continue** button again.

When you have entered all the information for the filing, and you have clicked the **Continue** button, the Docket Text dialog box opens. An example of the Docket Text dialog box, for a response opposing a motion, is shown in [Figure 20](#).

The Docket Text dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

Figure 20. Docket Text Dialog Box

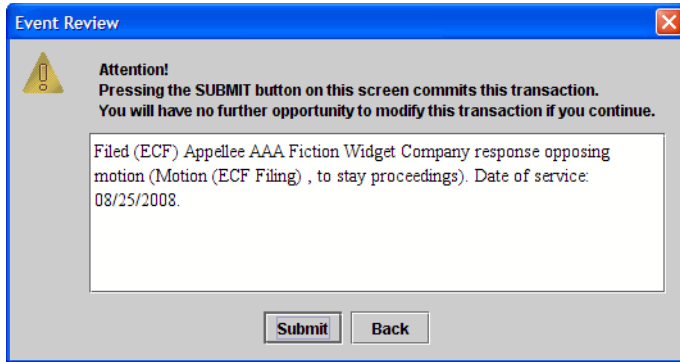


TIP: If you realize that you need to make changes to the filing, you can click the **Back** button to step back in the filing.

8. Click the **Continue** button.

The Event Review dialog box opens. Even though the background of the window is white, you **cannot** change the text in this dialog box. An example of the Event Review dialog box is shown in Figure 21.

Figure 21. Event Review Dialog Box



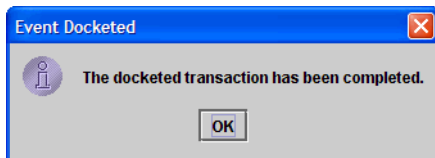
CAUTION: This is the “point of no return.”

TIP: If you realize that you need to make changes to the filing, you can click the **Back** button to step back in the filing.

9. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box, shown in Figure 22, opens.

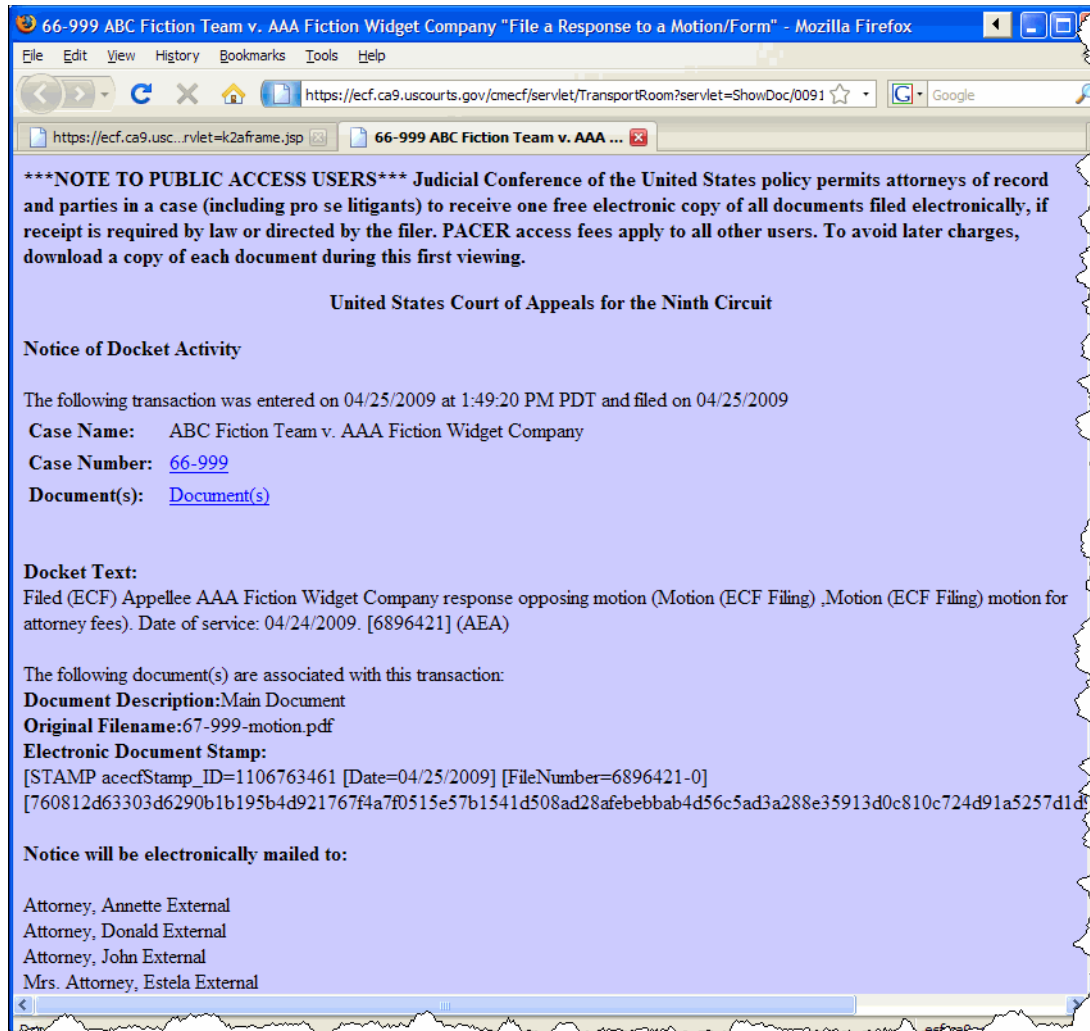
Figure 22. Event Docketed Dialog Box



10. Click the **OK** button.

A browser window opens with the notice of docket activity for your filing. An example of a browser window with a notice of docket activity is shown in [Figure 23](#).

Figure 23. Notice of Docket Activity for Filing



TIP: If you are not seeing the notice in a new browser window, check your pop-up blocker settings. You must allow pop-ups from the Court's site.

This completes the filing process.

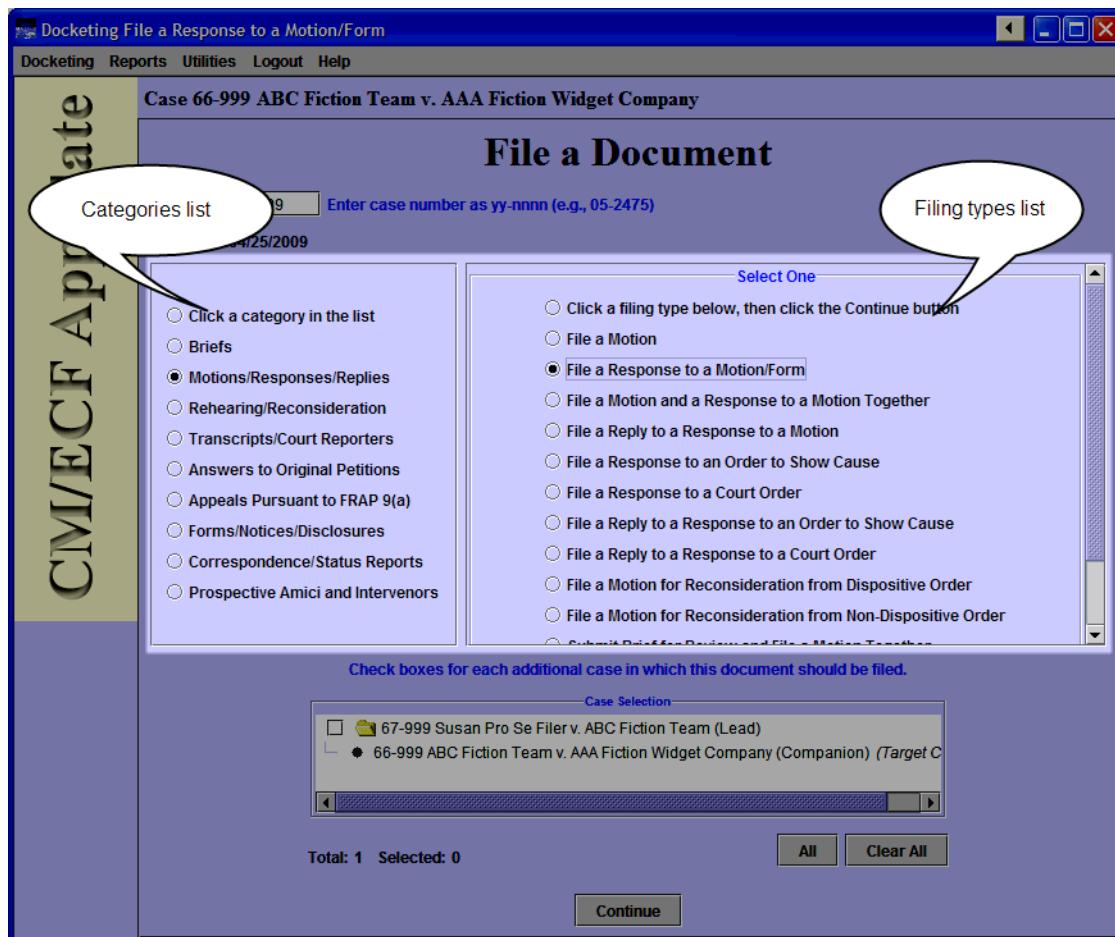
Finding and Selecting the Filing Type

The File a Document window has two areas that let you select the type of filing. Those areas are highlighted in Figure 24. This document refers to the area on the left as the **categories** list, and the area on the right as the **filing types** list. The **filing types** list is labeled **Select One**.

When you click a category in the **categories** list, a list of filing types appears in the area labeled **Select One**.

For example, to file a response to a motion, you would select the **Motions/Responses/Replies** radio button in the **categories** list, and then select the **File a Response to a Motion/Form** in the filing types list.

Figure 24. Filing Type



Selecting the Filing Party

When you file a document, you will have to identify the parties that you represent in the appeal. If you are a pro se filer, you must identify yourself at this stage of the process. You identify the parties in the **Party Filer** area. The **Party Filer** area shows a list of all the parties in a case. If you are a pro se filer, your name will appear in this area.

Figure 25 shows an example of the **Party Filer** area without any selections. To select an entry, you must click the checkbox to the left of the **Filer** column. When a filer is selected, a checkmark appears in the checkbox and the row is highlighted. In Figure 26, the filer *ABC Fiction Team* is selected.

Figure 25. Party Filer Area - No Selections

Party Filer

Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> ABC Fiction Team	Appellant-Plaintiff	66-999	ABC Fiction Team v...
<input type="checkbox"/> A A Fiction Widget Company	Appellee-Defendant	66-999	ABC Fiction Team v...

Display All Parties All Cases **Select All** Clear All

Figure 26. Party Filer Area - Selection Made

Party Filer

Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Fiction Team	Appellant-Plaintiff	66-999	ABC Fiction Team v...
<input type="checkbox"/> A A Fiction Widget Company	Appellee-Defendant	66-999	ABC Fiction Team v...

Display All Parties All Cases **Select All** Clear All

TIP: You can use the **Select All** and **Clear All** buttons to select or clear all the entries in the list in the **Party Filer** area.

Filing Joint Documents

If you are filing a joint document on behalf of multiple parties, select all the parties who joined in the document.

Selecting Reliefs for a Filing

When you file a motion, you must select at least one relief. A relief describes your motion for the Court. You select reliefs in the **Relief** area.

Figure 27 shows an example of the **Relief** area without any selections.

Figure 27. Relief Area - No Selections

The screenshot shows a web interface titled "Relief". At the top, there are instructions: "Use the drop-down lists to find the relief then click Apply to select a relief. Repeat as needed for each relief. Use the Up and Down buttons to reorder selected reliefs." Below the instructions are two drop-down menus: "Category" (set to "(all reliefs)") and "Description" (empty), followed by an "Apply" button. Below this is a section titled "Selected Reliefs" containing a table with columns "Entry" and "Cases". To the right of the table are buttons for "Up", "Down", "Remove", and "Clear All", along with a "Total: 0" indicator.

To select a relief

1. From the **Category** drop-down list, select a category of reliefs.

Selecting a value from the **Category** drop-down list filters the values available in the **Description** drop-down list. An example of the **Category** drop-down list, in expanded state, is shown in Figure 28.

Figure 28. Relief Area - Category Drop-Down List

This screenshot is similar to Figure 27 but shows the "Category" drop-down list expanded. The expanded list includes "(all reliefs)", "Motions/Responses/Replies", and "Reliefs". The "Apply" button is visible to the right of the drop-down menus.

- From the **Description** drop-down list, select a relief.

An example of the **Description** drop-down list, in expanded state, is shown in [Figure 29](#).

Figure 29. Relief Area - Description Drop-Down List

The screenshot shows a web interface titled "Relief". At the top, there are instructions: "Use the drop-down lists to find the relief then click Apply to select a relief. Repeat as needed for each relief. Use the Up and Down buttons to reorder selected reliefs." Below the instructions, there are two drop-down menus: "Category" (set to "Motions.Re...") and "Description" (expanded). An "Apply" button is to the right of the "Description" menu. The expanded "Description" menu lists several options, with "motion to extend time to file brief" selected. Below the menu is a "Total: 0" indicator.

- Click the **Apply** button.

Your selection now appears in the Selected Reliefs list, as shown in [Figure 30](#).

Figure 30. Relief Area - Relief Selected

The screenshot shows the same "Relief" interface. The "Category" menu is now set to "(all reliefs)". The "Description" menu is collapsed. Below the "Apply" button, there is a section titled "Selected Reliefs" containing a table with two columns: "Entry" and "Cases". The table has one row with the text "motion to extend time to file brief" in the "Entry" column and "66-999" in the "Cases" column. To the right of the table are four buttons: "Up", "Down", "Remove", and "Clear All".

TIP: You can use the **Remove** button to remove one selected entry, or the **Clear All** button to clear all the entries in the list.

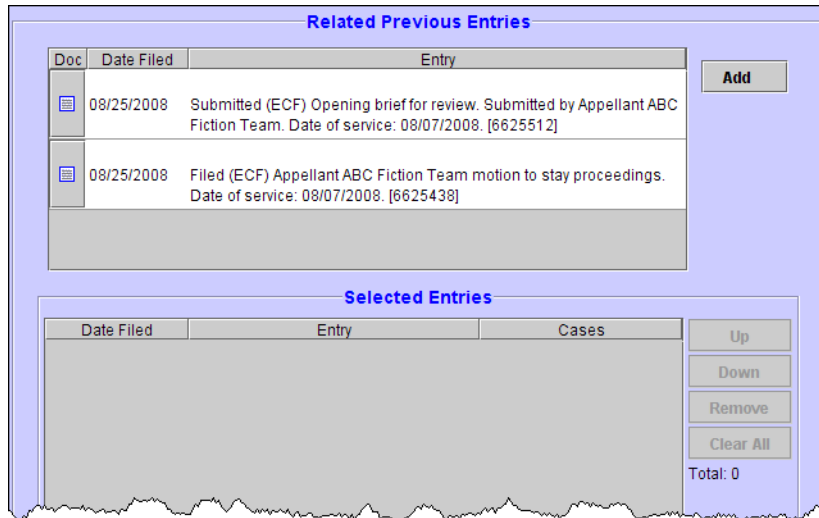
- To add another relief, repeat [Step 1](#) - [Step 3](#).

Selecting Related Previous Entries for a Filing

In some types of filings, such as responses, you may be required to select the entry to which your filing applies. You do this using the **Related Previous Entries** area.

Figure 27 shows an example of the **Related Previous Entries** area without any selections. You can click the document icon in the **Doc** column to see the document that is attached to the entry on the Court's docket. You may have to log in to PACER if you are not already logged in.

Figure 31. Related Previous Entries Area - No Selections

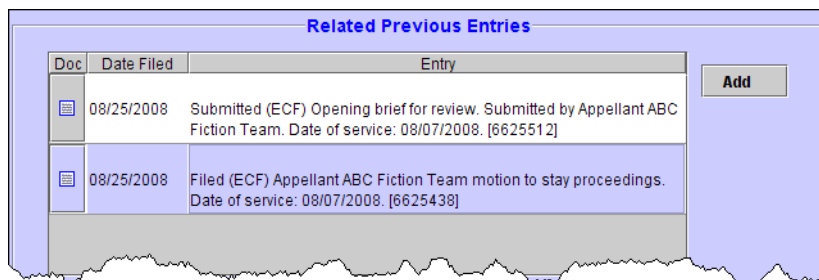


To select a previous entry

1. In the list of entries, click the entry to which your filing applies.

The system highlights your selection. In Figure 32, the second entry in the list is highlighted.

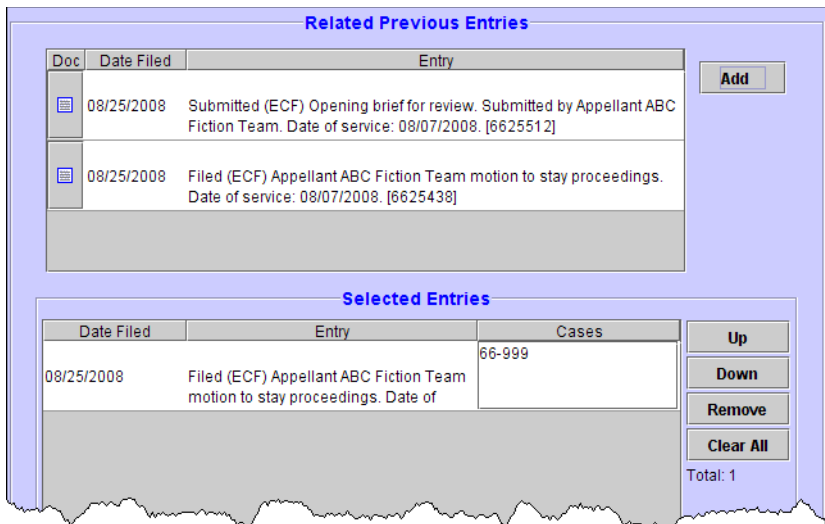
Figure 32. Related Previous Entries Area - Entry Highlighted



2. Click the **Add** button.

The system adds your selection to the **Selected Entries** list. An example is shown in [Figure 33](#).

Figure 33. Related Previous Entries Area - Selected Entries List



TIP: You can use the **Remove** button to remove one selected entry, or the **Clear All** button to clear all the entries in the list.

Attaching PDF Documents to Filings

In ECF, you must always attach a PDF when you file a document. You attach documents to an event using the **PDF Document** area, shown in [Figure 34](#).

CAUTION: Each PDF that you attach to your filing may not exceed 5 MB in size.

Figure 34. PDF Document Area

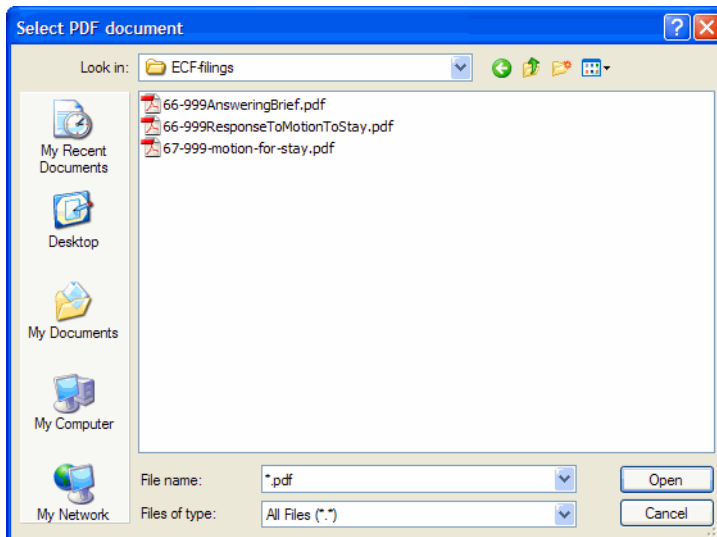


To attach a document

1. In the **PDF Document** area, click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in [Figure 35](#). By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

Figure 35. Select PDF document Dialog Box



2. Navigate to and select the PDF file you want to attach.

3. Click the **Open** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field. The default **Description** for the document is Main Document. An example is shown in [Figure 36](#).

Figure 36. PDF Document Area With One Document Selected

The screenshot shows a light blue rectangular area titled "PDF Document". Inside, there is a "Document:" label followed by a text box containing the file path "tion-to-ext-time-to-file-brief.pdf". To the right of this text box is a "Browse..." button. Further right is a "Description:" label followed by a text box containing "Main Document". Below these elements is a centered "Add Another" button.

4. To attach another document, such as the certificate of service or a declaration in support of a motion, click the **Add Another** button.

NOTE: The certificate of service does not need to be a separate document. The certificate of service can be part of the main document that you attach to the filing.

The **PDF Document** area expands to include another **Document** field, another **Browse** button, and a **Description** field for the second document, as shown in [Figure 37](#).

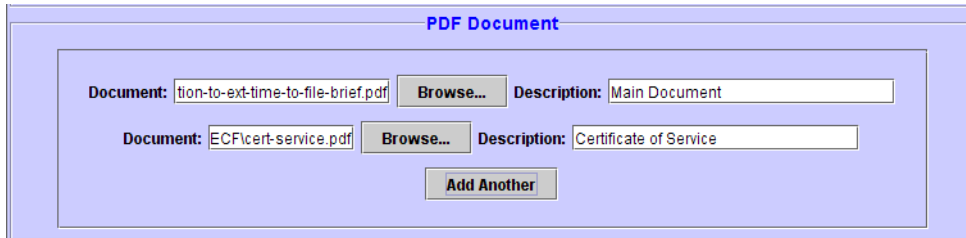
Figure 37. PDF Document Area After Clicking Add Another

The screenshot shows the same "PDF Document" area as in Figure 36, but now it contains two document entries. The first entry is identical to the one in Figure 36. Below it is a second entry with empty "Document:" and "Description:" text boxes, and a "Browse..." button. The "Add Another" button remains at the bottom.

5. Click the **Browse** button that was just added.
6. In the Select PDF document dialog box, navigate to and select the next PDF file you want to attach.
7. Click the **OK** button.
8. In the **Description** field next to the file that you just added, type a description for the attachment.

TIP: If you attached a certificate of service, you could type Certificate of Service, as shown in the example in [Figure 38](#).

Figure 38. PDF Document Area With Description Field Completed For Standard Form



The screenshot shows a 'PDF Document' area with two entries. Each entry consists of a 'Document' field with a file name, a 'Browse...' button, and a 'Description' field with a text input. The first entry has the file name 'tion-to-ext-time-to-file-brief.pdf' and the description 'Main Document'. The second entry has the file name 'ECFcert-service.pdf' and the description 'Certificate of Service'. Below the entries is an 'Add Another' button.

Document	Browse...	Description
tion-to-ext-time-to-file-brief.pdf	Browse...	Main Document
ECFcert-service.pdf	Browse...	Certificate of Service

[Add Another](#)

9. To attach another document, return to [Step 4](#) on page 45.

Checking the Service List for a Case

Before you file a document, make sure you review the service list for the case or cases so you know which attorneys or parties to serve by US Mail. You can check the service list for a case at any time.

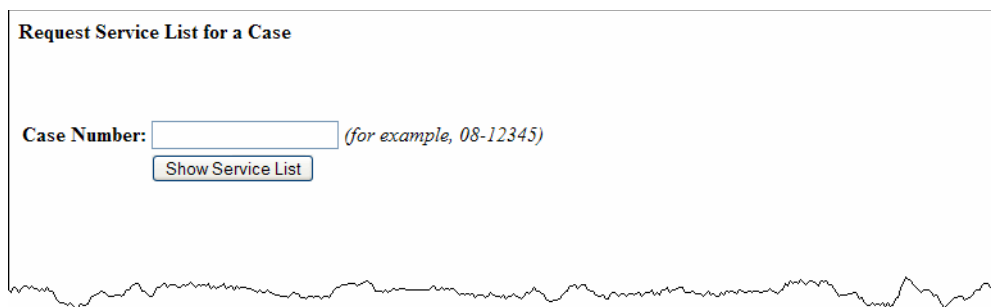
TIP: If you find that you cannot access the service list for a case, a pop-up blocker may be at work in your browser. The best way to check is to turn on the sound on your system, then try to access the Service List (Reports > Service List) or the Help (Help > Help), you should hear a distinctive little “ding” which indicates that there is something blocking a web page from opening. Make sure you change the pop-up blocker settings to allow all pop-ups from our site.

To check the service list for a case

1. From the **Reports** menu, choose **Service List**.

A new browser window opens. An example of what appears in the page is shown in [Figure 39](#).

Figure 39. Request Service List Page



Request Service List for a Case

Case Number: (for example, 08-12345)

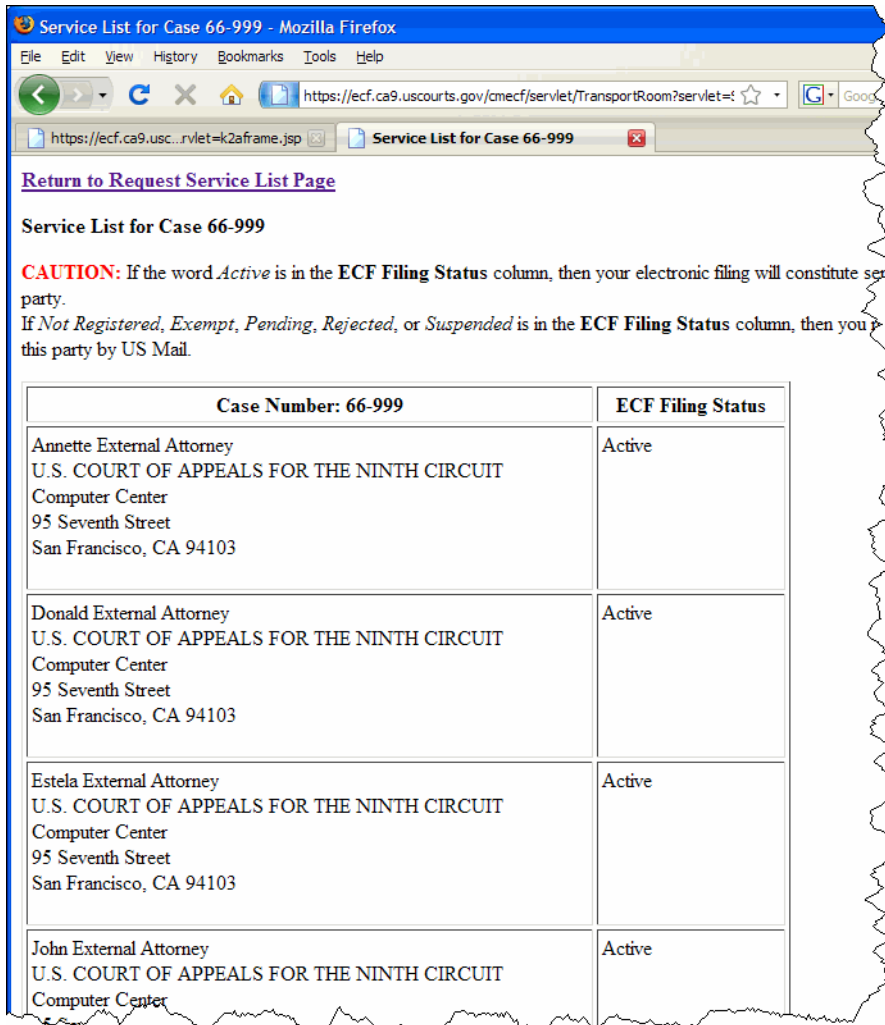
Show Service List

2. In the **Case Number** field, type the case number.

3. Click the **Show Service List** button.

The service list for the case is shown in the browser window. An example of the report is shown in Figure 40.

Figure 40. Service List for a Case



- If the word **Active** is in the **ECF Filing Status** column, then your electronic filing will constitute service to the party.
- If *Not Registered, Exempt, Pending, Rejected, or Suspended* is in the **ECF Filing Status** column, then you must serve this party by US Mail.

4 Submitting a Brief for Review by the Court

Before you start, make sure you review the information in “An Overview of Filing” on page 31, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to submit a brief for review by the Court.

1. In the Startup Page window, from the menu bar, choose **Docketing > File a Document**.

The File a Document window, shown in Figure 41, opens.

Figure 41. File a Document Window

Docketing Click a category on the left to see a list of documents you can file

Docketing Reports Utilities Logout Help

CM/ECF Appellate

File a Document

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 04/25/2009

Click a category in the list

- Briefs
- Motions/Responses/Replies
- Rehearing/Reconsideration
- Transcripts/Court Reporters
- Answers to Original Petitions
- Appeals Pursuant to FRAP 9(a)
- Forms/Notices/Disclosures
- Correspondence/Status Reports
- Prospective Amici and Intervenors

Click a category on the left to see a list of documents you can file

Select One

Check boxes for each additional case in which this document should be filed.

Case Selection

--	--

Total: 0 Selected: 0

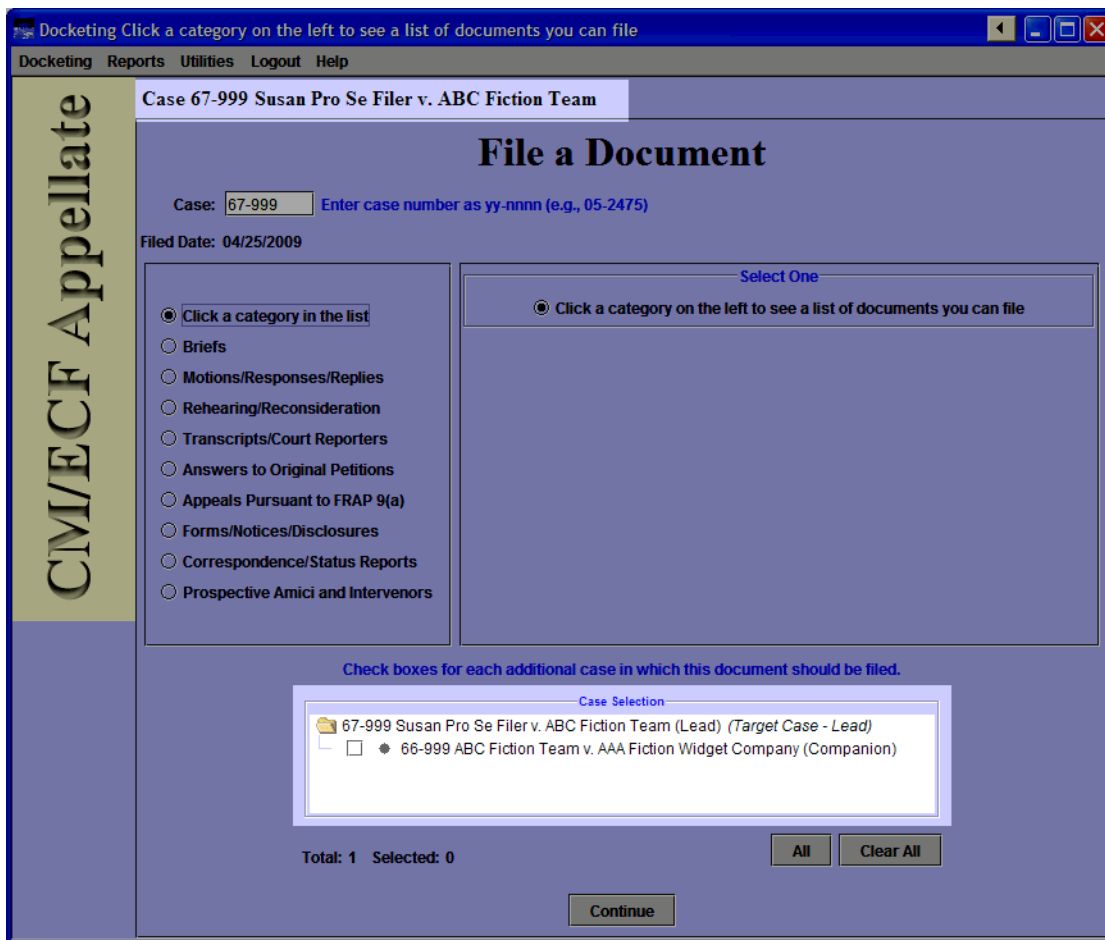
All Clear All

Continue

2. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

TIP: Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window. The Case Selection box also lists all other cases associated to the case for which you entered the case number in the Case field. Figure 42 illustrates this.

Figure 42. File a Document Window With Case Title



3. In the categories list, select the **Briefs** radio button.

The right part of the window is updated to show a list of possible filings in the **Briefs** category.

4. In the list labeled **Select One**, select the **Submit Brief for Review by the Court** radio button.

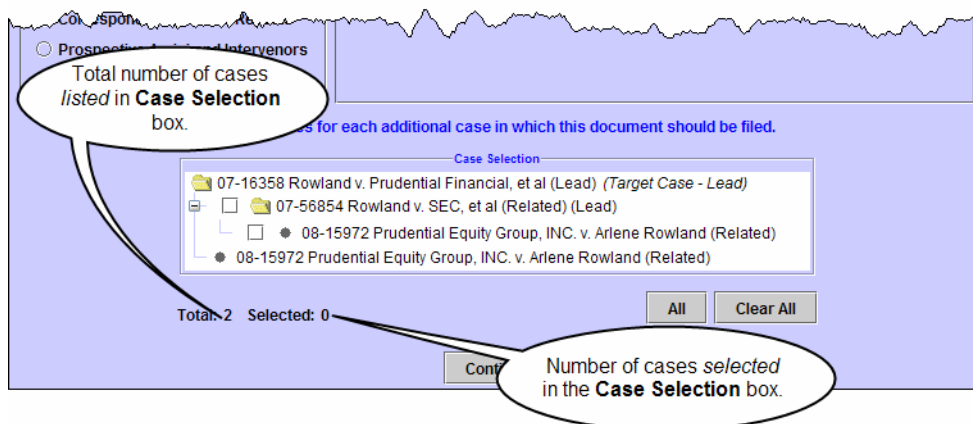
Figure 43 shows an example of the File a Document window with the filing category and type selected.

Figure 43. File a Document Window With Filing Category and Type Selected



5. (Optional) If other case numbers appear in the **Case Selection** box (an example is shown in Figure 44), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 44. Multiple Cases in Case Selection Box

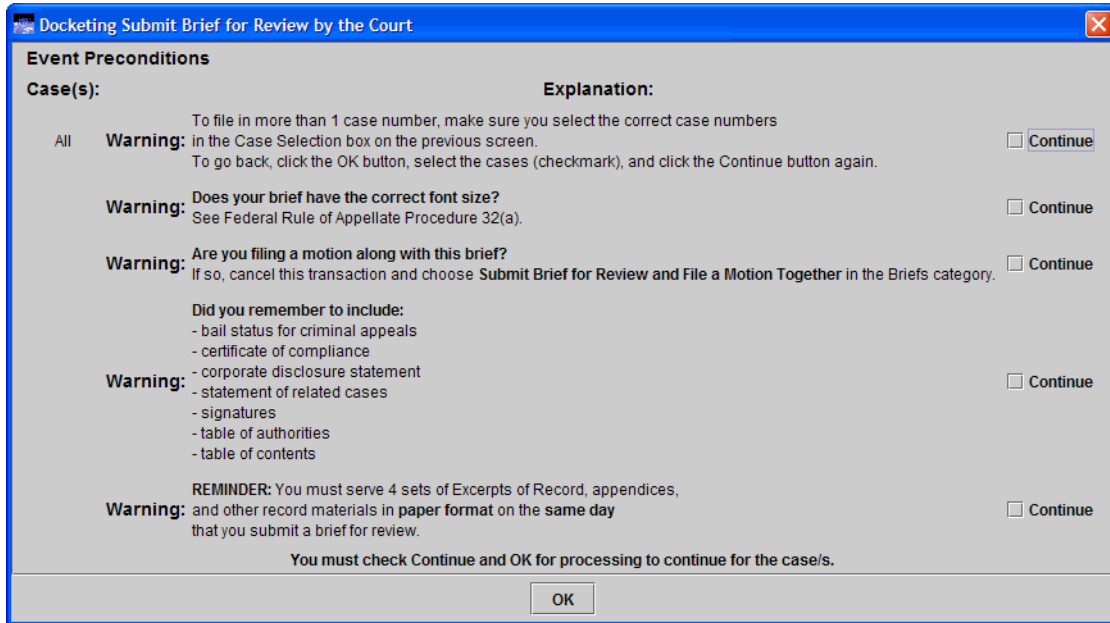


NOTE: No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

6. Click the **Continue** button.

A dialog box opens with a number of warnings. An example of that dialog box is shown in Figure 45.

Figure 45. Submit Brief for Review by the Court - Warning Dialog Box



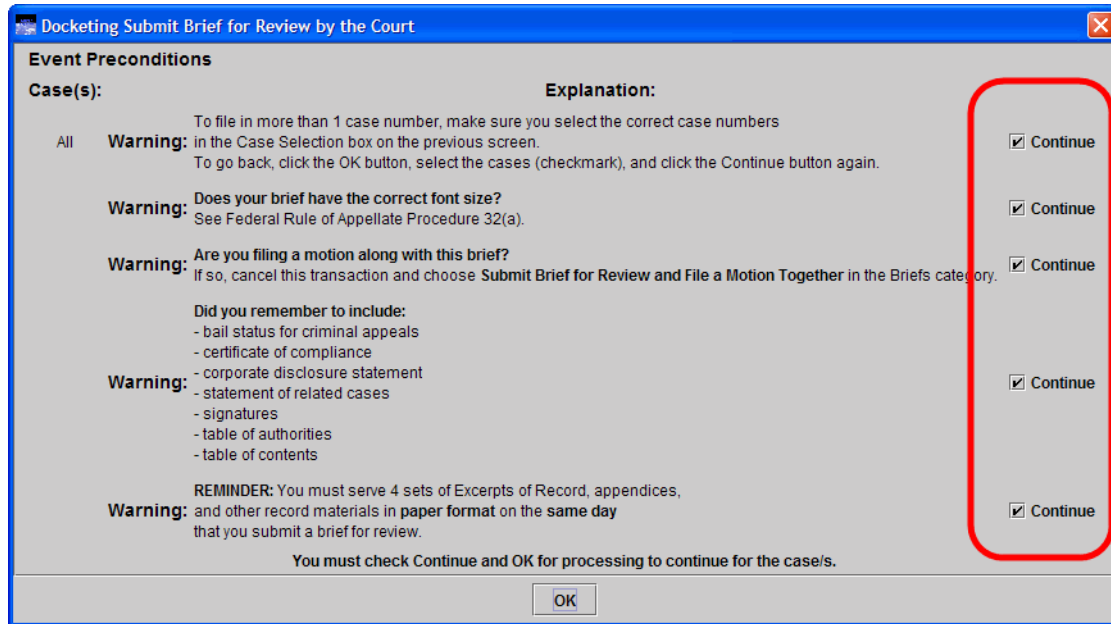
7. For each warning message, read the warning, and select the **Continue** checkbox button on the right to confirm that you have read the message.

CAUTION: If you read a warning and realize that you need to edit your brief, then do not continue with this event. In this case, click the **OK** button without selecting the checkboxes.

Figure 46 on page 53 shows an example of the warning dialog box with all the **Continue** checkboxes selected.

TIP: If you do not see all the checkboxes, check your screen settings and make sure you are running at a screen resolution of at least 1024 x 768 pixels.

Figure 46. Submit Brief for Review by the Court - Warning Dialog Box - Ready to Continue



- When you have reviewed all the warnings and selected all the **Continue** checkboxes, click the **OK** button.

A screen opens where you must enter additional information about the brief that you are submitting.

9. In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

Figure 47 shows an example of a Party Filer area with the Respondent party selected.

NOTE: If you are a Pro Se filer, select your name in the list.

See “Selecting the Filing Party” on page 39 for step-by-step instructions.

Figure 47. Submit Brief for Review by the Court - Party Filer

The screenshot shows a web interface titled "Party Filer". It contains a table with the following data:

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Pro Se Filer, Susan External	Petitioner--	67-999	Susan Pro Se Filer ...
<input checked="" type="checkbox"/> ABC Fiction Team	Respondent--	67-999	Susan Pro Se Filer ...

Below the table are four buttons: "Display All Parties", "All Cases", "Select All", and "Clear All".

10. From the **Type of Brief** drop-down list, select the correct value.

CAUTION: This drop-down list defaults to *Opening*. Make sure you select a different value if you are not submitting an opening brief.

11. In the **Service Date** field, type the date of service.

TIP: Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in “Checking the Service List for a Case” on page 47.

At this point, the screen should look similar to what is shown in [Figure 48](#).

Figure 48. Submit Brief for Review by the Court - Party Filer, Type of Brief, Service Date Completed

Party Filer

Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Pro Se Filer, Susan External	Petitioner--	67-999	Susan Pro Se Filer ...
<input checked="" type="checkbox"/> ABC Fiction Team	Respondent--	67-999	Susan Pro Se Filer ...

Additional Information

Type of Brief:

NOTE

138w:
 Make sure you review and use the information in the **Service List** for this case.
 Click the **Reports** menu, click **Service List**, and follow the instructions.

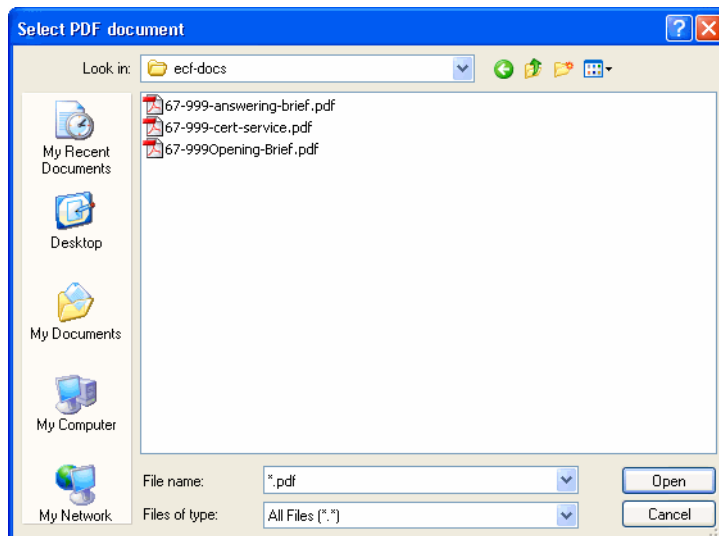
Service

Service Date:

12. In the **PDF Document** area, click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in [Figure 49](#). By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

Figure 49. Select PDF document Dialog Box



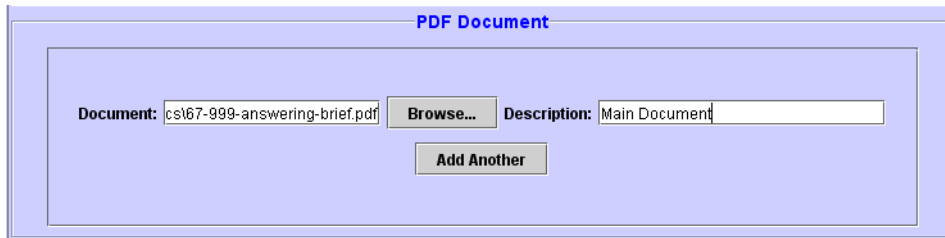
13. Navigate to and select the PDF file you want to attach.

CAUTION: Each PDF that you attach to your filing may not exceed 5 MB in size.

14. Click the **Open** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field. The default **Description** for the document is Main Document. An example is shown in Figure 50.

Figure 50. PDF Document Area With One Document Attached

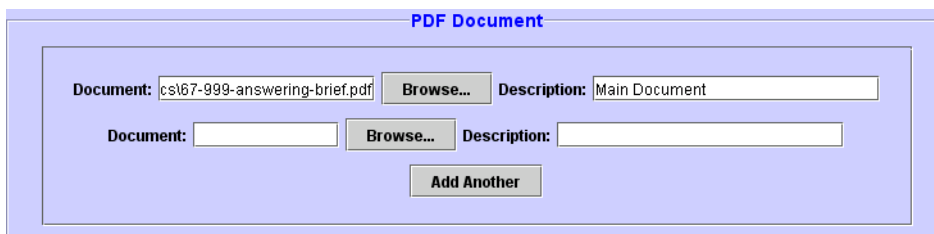


15. To attach another document, such as the certificate of service, click the **Add Another** button.

NOTE: The certificate of service does not need to be a separate document. The certificate of service can be part of the main document that you attach to the filing.

The **PDF Document** area expands to include another **Document** field, another **Browse** button, and a **Description** field for the second document, as shown in Figure 51.

Figure 51. PDF Document Area After Clicking Add Another



16. Click the **Browse** button that was just added.
17. In the Select PDF document dialog box, navigate to and select the next PDF file you want to attach.
18. Click the **OK** button.
19. In the **Description** field next to the file that you just added, type a description for the attachment.

TIP: If you attached a certificate of service, you could type Certificate of Service, as shown in the example in [Figure 52](#).

Figure 52. PDF Document Area With Description Field Completed For Standard Form

The screenshot shows a section titled "PDF Document" with a light blue background. It contains two rows of input fields. The first row has a "Document:" field with the text "cs\67-999-answering-brief.pdf", a "Browse..." button, a "Description:" field with the text "Main Document", and another "Browse..." button. The second row has a "Document:" field with the text "999-cert-service.pdf", a "Browse..." button, a "Description:" field with the text "Certificate of Service", and another "Browse..." button. Below these rows is a button labeled "Add Another".

20. To attach another document, return to [Step 15 on page 56](#).

At this point, the screen should look similar to what is shown in [Figure 53](#).

Figure 53. Submit Brief for Review by the Court - Second Page Completed

The screenshot shows a form titled "Party Filer" with a light blue background. At the top, it says "Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column." Below this is a table with columns: Filer, Type, Case Number, and Short Title. The table has two rows: one with a checkbox, "Pro Se Filer, Susan External", "Petitioner--", "67-999", and "Susan Pro Se Filer ..."; and another with a checked checkbox, "ABC Fiction Team", "Respondent--", "67-999", and "Susan Pro Se Filer ...". Below the table are buttons: "Display All Parties", "All Cases", "Select All", and "Clear All".

Below the table is a section titled "Additional Information" with a "Type of Brief:" dropdown menu set to "Answering".

Below that is a "NOTE" section with the text: "138w: Make sure you review and use the information in the **Service List** for this case. Click the **Reports** menu, click **Service List**, and follow the instructions."

Below the note is a "Service" section with a "Service Date:" field containing "03/14/2009".

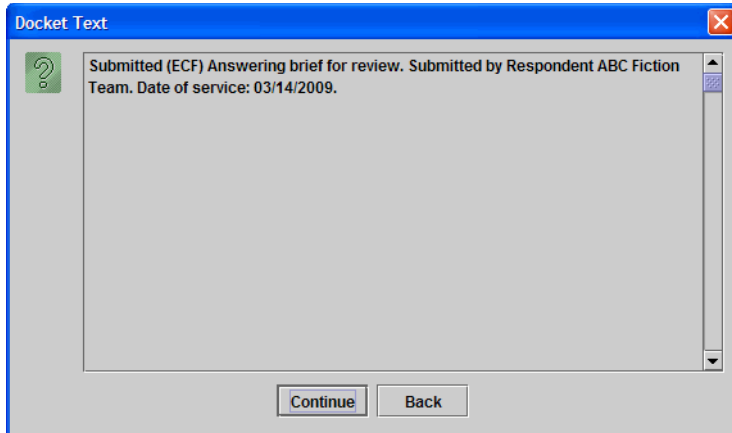
Below the service date is another "NOTE" section with the text: "42w: To attach another document, such as a Declaration, an Exhibit, or a Certificate of Service, click the **Add Another** button to attach the document and then type in a Description."

At the bottom is a "PDF Document" section with two rows of input fields and a "Browse..." button, similar to Figure 52, and an "Add Another" button.

21. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box, shown in [Figure 54](#), opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

Figure 54. Submit Brief for Review by the Court - Docket Text Dialog Box

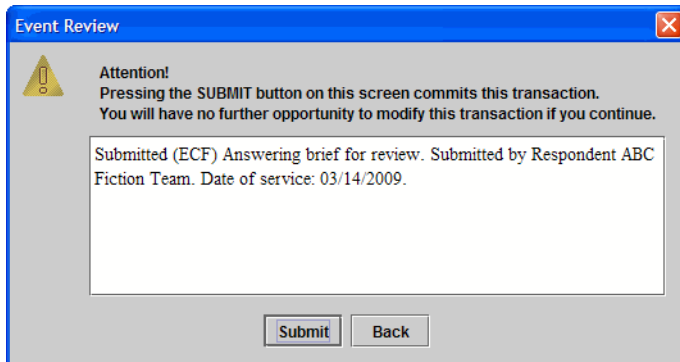


22. Click the **Continue** button.

The Event Review dialog box, shown in [Figure 55](#), opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

CAUTION: This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

Figure 55. Submit Brief for Review by the Court - Event Review Dialog Box



23. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

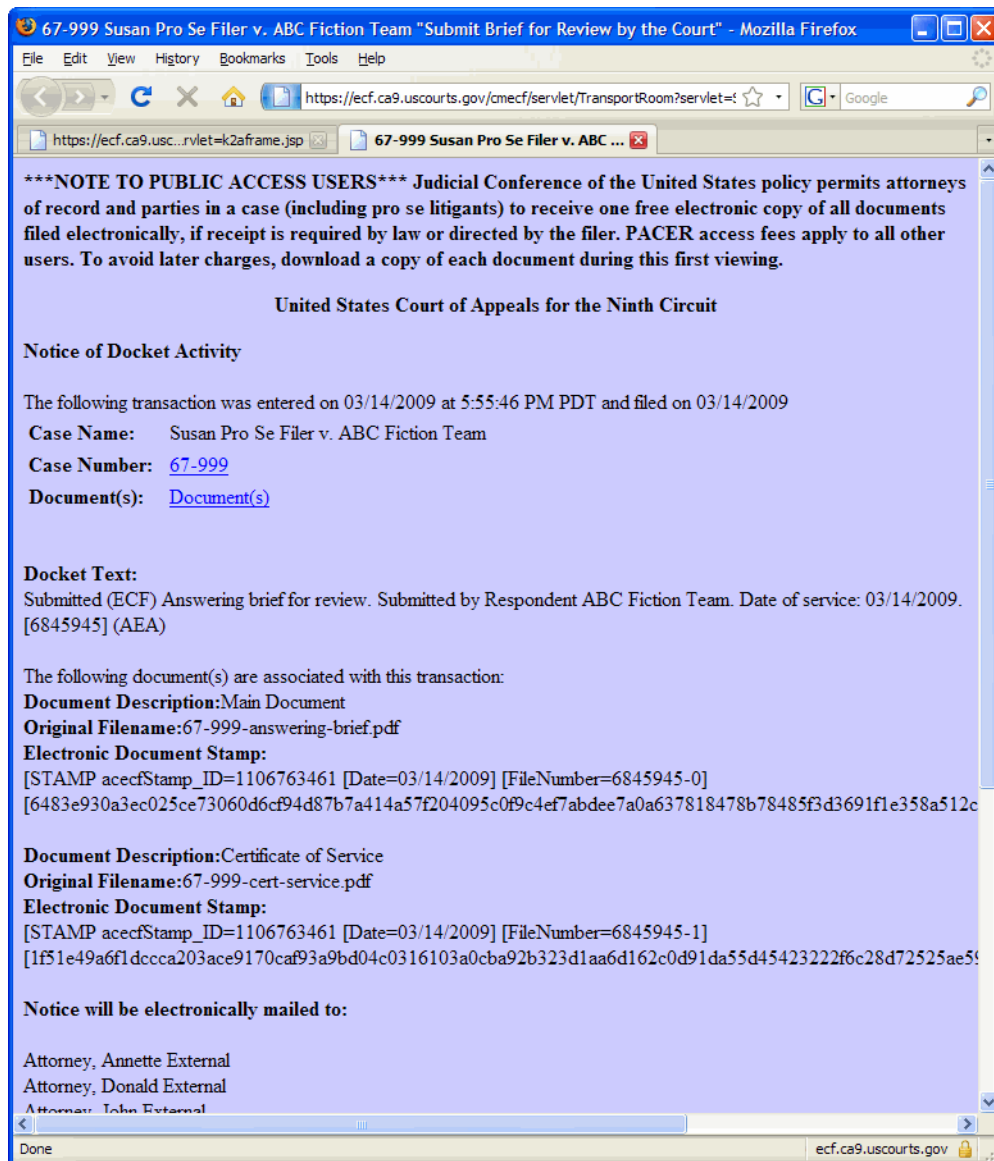
24. Click the **OK** button.

A browser window opens with the notice of docket activity for your filing.

NOTE: If a browser window or browser tab does not open with the notice of docket activity, check the pop-up blocker settings in your browser. The only reason the notice of docket activity does not open is that a pop-up blocker is preventing a window or tab from opening.

An example of a notice of docket activity, in this case opened in a second tab in the browser window, is shown in [Figure 56](#).

Figure 56. Submit Brief for Review by the Court - Notice of Docket Activity



5 Filing a Motion

Before you start, make sure you review the information in “An Overview of Filing” on page 31, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to file a motion.

1. In the Startup Page window, from the menu bar, choose **Docketing > File a Document**.

The File a Document window, shown in Figure 57, opens.

Figure 57. File a Document Window

Docketing Click a category on the left to see a list of documents you can file

Docketing Reports Utilities Logout Help

File a Document

Case: Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 04/25/2009

Select One

Click a category on the left to see a list of documents you can file

Click a category in the list

- Briefs
- Motions/Responses/Replies
- Rehearing/Reconsideration
- Transcripts/Court Reporters
- Answers to Original Petitions
- Appeals Pursuant to FRAP 9(a)
- Forms/Notices/Disclosures
- Correspondence/Status Reports
- Prospective Amici and Intervenor

Check boxes for each additional case in which this document should be filed.

Case Selection

Total: 0 Selected: 0

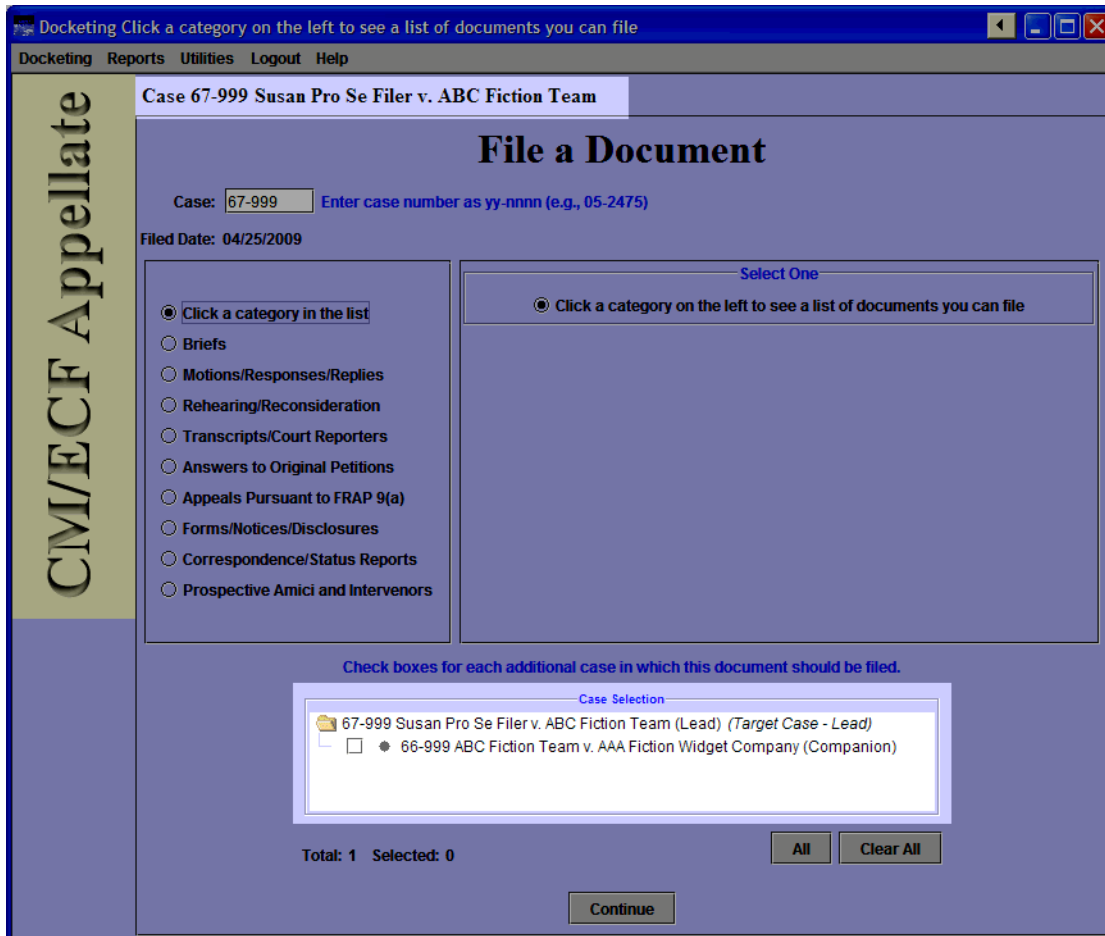
All Clear All

Continue

2. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

TIP: Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window. The Case Selection box also lists all other cases associated to the case for which you entered the case number in the Case field. [Figure 58](#) illustrates this.

Figure 58. File a Document Window With Case Title



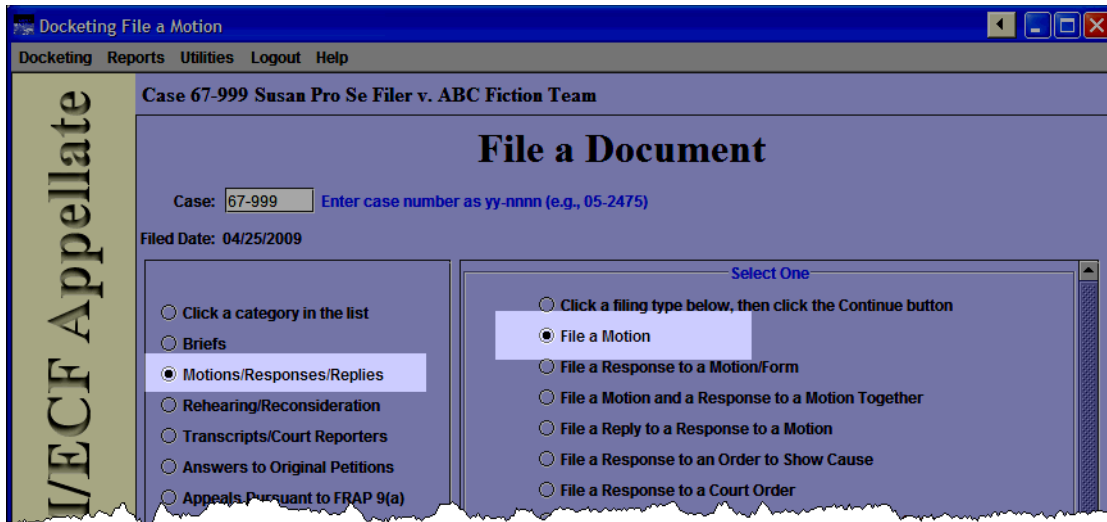
3. In the categories list, select the **Motions/Responses/Replies** radio button.

The right part of the window is updated to show a list of possible filings in the **Motions/Responses/Replies** category.

- In the list labeled **Select One**, select the **File a Motion** radio button.

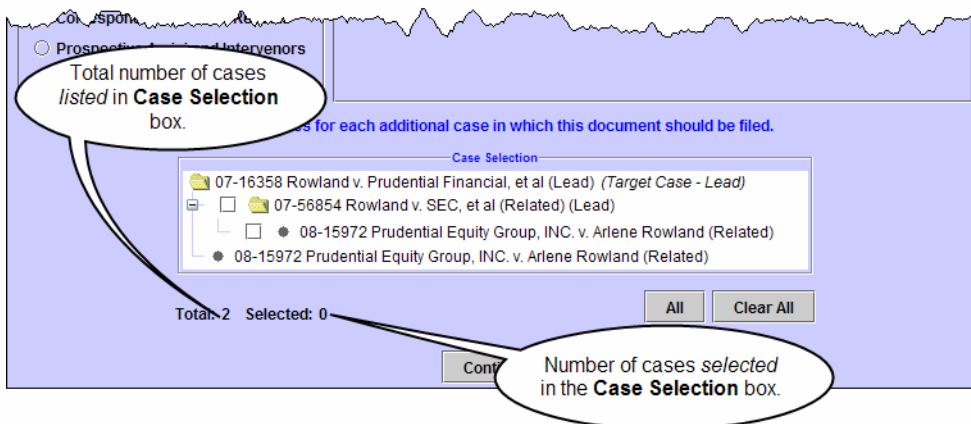
Figure 59 shows an example of the File a Document window with the filing category and type selected.

Figure 59. File a Document Window With Filing Category and Type Selected



- (Optional) If other case numbers appear in the **Case Selection** box (an example is shown in Figure 60), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 60. Multiple Cases in Case Selection Box

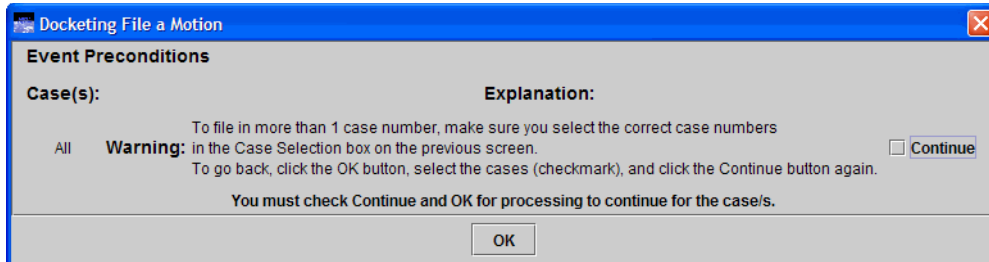


NOTE: No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

- Click the **Continue** button.

A dialog box opens with a number of warnings. An example of that dialog box is shown in Figure 61.

Figure 61. File a Motion - Warning Dialog Box



- Read the warning and select the **Continue** checkbox button on the right to confirm that you have read the message.
- Click the **OK** button.

A screen opens where you must enter additional information about the filing.

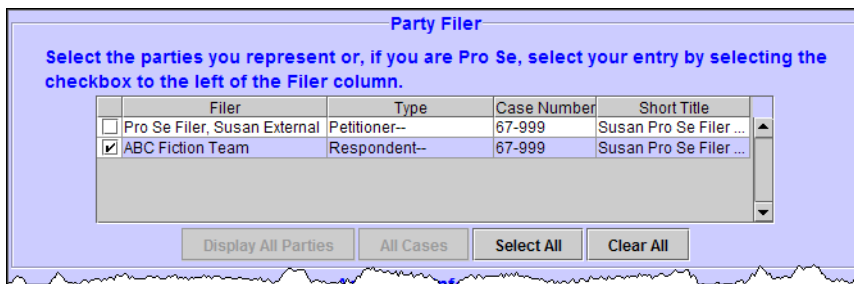
- In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

NOTE: If you are a Pro Se filer, select your name in the list.

Figure 62 shows an example of a Party Filer area with the Respondent party selected.

See “Selecting the Filing Party” on page 39 for step-by-step instructions.

Figure 62. File a Motion - Party Filer



- If this is not a standard motion, select a value from the **Optional Modifier For Motion** drop-down list.

11. In the **Relief** area, select the relief that describes the motion by doing the following:
 - a. From the **Description** drop-down list, select the relief.
 - b. Click the **Apply** button.
 - c. Repeat **Step a** and **Step b** to add another relief.

Figure 63 shows an example of a **Relief** area with two reliefs selected: **motion for attorney fees** and **motion for miscellaneous relief**.

Figure 63. File a Motion - Relief Selected

Relief

Use the drop-down lists to find the relief then click Apply to select a relief.
Repeat as needed for each relief.
Use the Up and Down buttons to reorder selected reliefs.

Category: (all reliefs) Description: [] Apply

Selected Reliefs

Entry	Cases
motion for attorney fees	67-999
motion for miscellaneous relief (to be used only if no other relief applies)	67-999

Up
Down
Remove
Clear All
Total: 2

See “Selecting Reliefs for a Filing” on page 40 for detailed instructions.

12. Click the **Continue** button.

13. If you selected **motion for miscellaneous relief**, a Relief Preconditions dialog box opens. In this case, if you are sure there is no relief that matches your request, click the **Continue** checkbox, then click the **OK** button to continue.

Figure 64 shows an example of a Relief Preconditions dialog box.

Figure 64. Relief Preconditions Dialog Box



Another screen opens where you must enter more information about the filing.

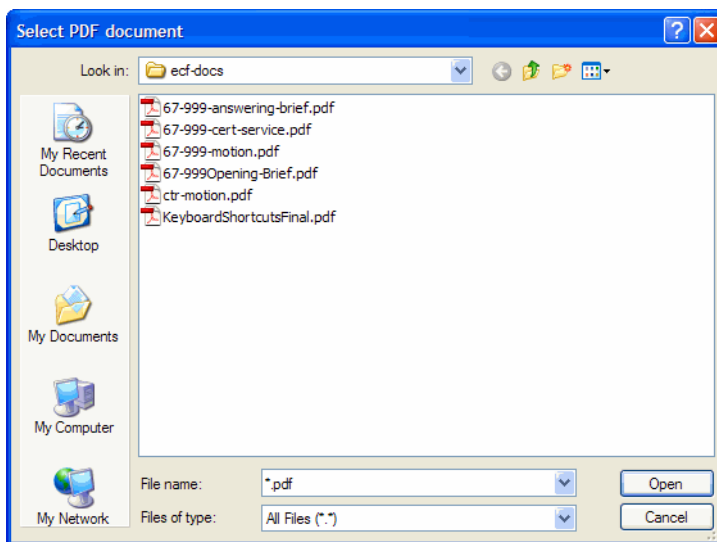
14. In the **Service Date** field, type the date of service.

TIP: Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in “Checking the Service List for a Case” on page 47.

15. In the **PDF Document** area, click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in Figure 65. By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

Figure 65. Select PDF document Dialog Box



16. Navigate to and select the PDF file you want to attach.

CAUTION: Each PDF that you attach to your filing may not exceed 5 MB in size.

17. Click the **Open** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field. The default **Description** for the document is Main Document. An example is shown in Figure 66.

Figure 66. PDF Document Area With One Document Attached

The screenshot shows a window titled "PDF Document" with a light blue background. Inside, there is a "Document:" label followed by a text box containing the file path ":F:\ecf-docs\67-999-motion.pdf". To the right of this text box is a "Browse..." button. Further right is a "Description:" label followed by a text box containing "Main Document". Below these elements is a centered "Add Another" button.

18. To attach another document, such as the certificate of service, click the **Add Another** button.

NOTE: The certificate of service does not need to be a separate document. The certificate of service can be part of the main document that you attach to the filing.

The **PDF Document** area expands to include another **Document** field, another **Browse** button, and a **Description** field for the second document, as shown in Figure 67.

Figure 67. PDF Document Area After Clicking Add Another

The screenshot shows the same "PDF Document" window as in Figure 66, but now it contains two document entries. The first entry is identical to the one in Figure 66. Below it, there is a second set of fields: a "Document:" label followed by an empty text box, a "Browse..." button, a "Description:" label followed by an empty text box, and the "Add Another" button remains at the bottom.

19. Click the **Browse** button that was just added.

20. In the Select PDF document dialog box, navigate to and select the next PDF file you want to attach.

21. Click the **OK** button.

22. In the **Description** field next to the file that you just added, type a description for the attachment.

TIP: If you attached a certificate of service, you could type Certificate of Service, as shown in the example in [Figure 68](#).

Figure 68. PDF Document Area With Description Field Completed For Standard Form

The screenshot shows a section titled "PDF Document" with a light blue background. It contains two rows of input fields. The first row has "Document:" followed by a text box containing the file path ":F:\ecf-docs\67-999-motion.pdf", a "Browse..." button, "Description:" followed by a text box containing "Main Document". The second row has "Document:" followed by a text box containing "999-cert-service.pdf", a "Browse..." button, and "Description:" followed by a text box containing "Certificate of Service". Below these rows is a button labeled "Add Another".

23. To attach another document, return to [Step 18 on page 67](#).

At this point, the screen should look similar to what is shown in [Figure 69](#).

Figure 69. File a Motion - Second Page Completed

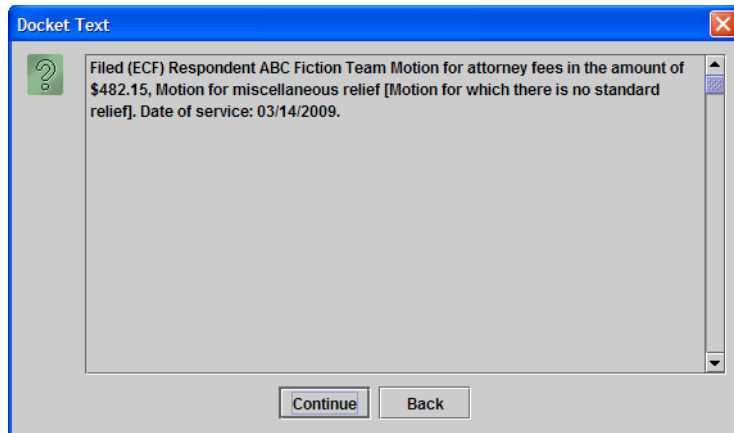
The screenshot shows a multi-section form. At the top is a "NOTE" section with the text "138w: Make sure you review and use the information in the **Service List** for this case. Click the **Reports** menu, click **Service List**, and follow the instructions." Below this is a "Service" section with a "Service Date:" label and a text box containing "03/14/2009". Another "NOTE" section follows with the text "42w: To attach another document, such as a Declaration, an Exhibit, or a Certificate of Service, click the **Add Another** button to attach the document and then type in a Description." The bottom section is titled "PDF Document" and contains two document entries, each with a "Document:" field, a "Browse..." button, and a "Description:" field. The first entry has a file path and "Main Document" as the description. The second entry has "999-cert-service.pdf" and "Certificate of Service" as the description. An "Add Another" button is located below the entries.

NOTE: Depending on the relief or reliefs that you selected on the previous page, other **Additional Information** areas with additional fields may appear on the screen, such as **Amount of Attorney Fees Requested**, or **Description of Miscellaneous Motion**. If this happens, make sure you fill in those fields before continuing to the next step.

24. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box, shown in [Figure 70](#), opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

Figure 70. File a Motion - Docket Text Dialog Box

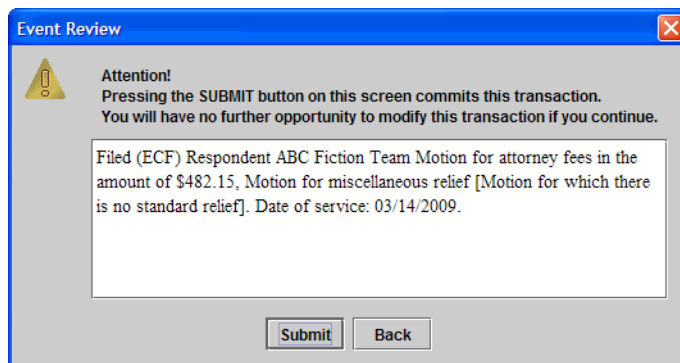


25. Click the **Continue** button.

The Event Review dialog box, shown in [Figure 71](#), opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

CAUTION: This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

Figure 71. File a Motion - Event Review Dialog Box



26. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

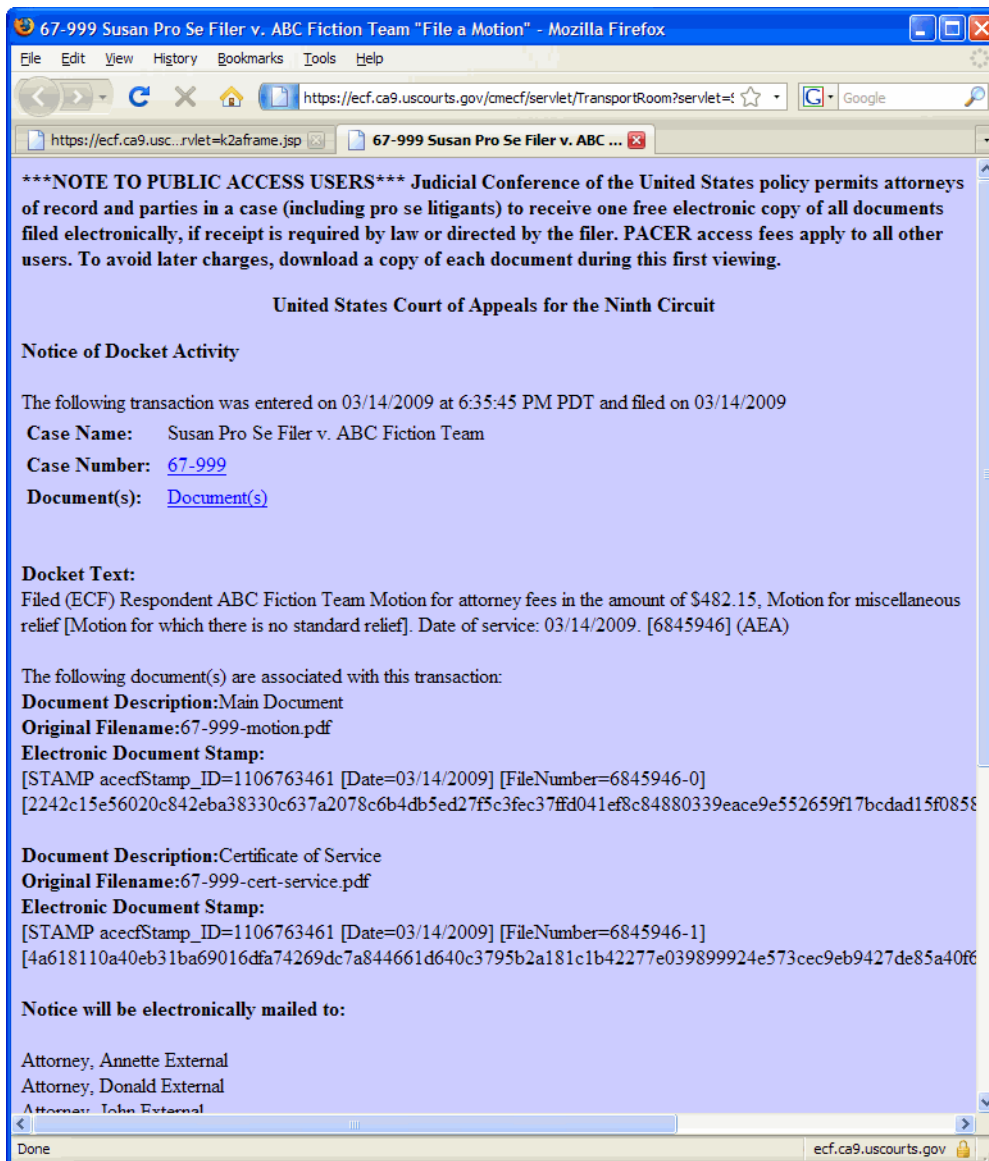
27. Click the **OK** button.

A browser window opens with the notice of docket activity for your filing.

NOTE: If a browser window or browser tab does not open with the notice of docket activity, check the pop-up blocker settings in your browser. The only reason the notice of docket activity does not open is that a pop-up blocker is preventing a window or tab from opening.

An example of a notice of docket activity, in this case opened in a second tab in the browser window, is shown in [Figure 72](#).

Figure 72. File a Motion - Notice of Docket Activity



6 Filing a Motion and a Response to a Motion Together

Before you start, make sure you review the information in “An Overview of Filing” on page 31, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to file a motion and a response to a motion in one filing (and one document).

1. In the Startup Page window, from the menu bar, choose **Docketing > File a Document**.

The File a Document window opens.

2. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

TIP: Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window.

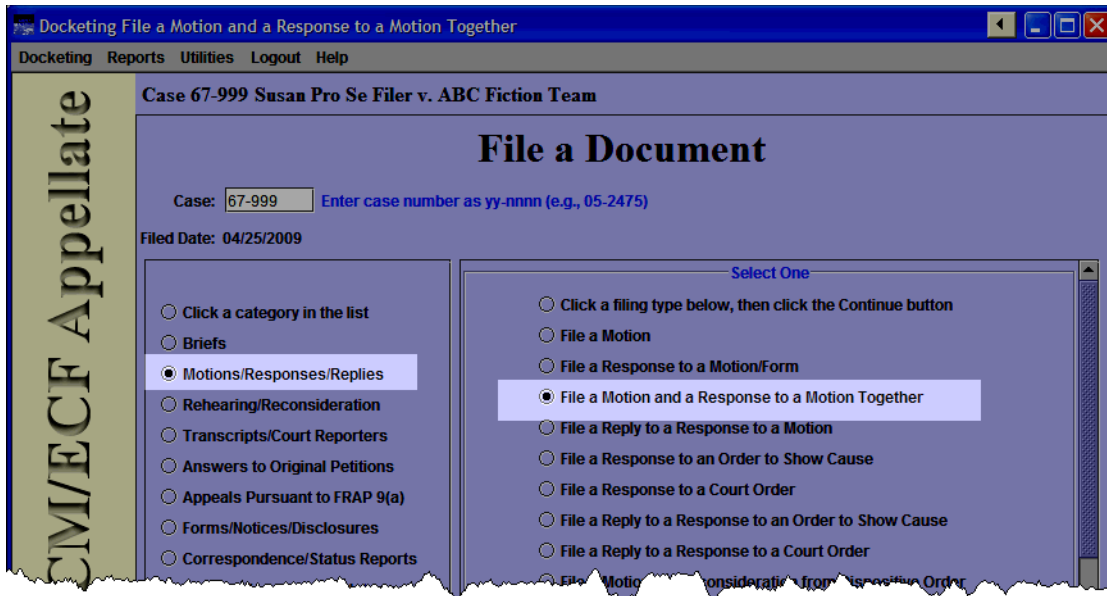
3. In the categories list, select the **Motions/Responses/Replies** radio button.

The right part of the window is updated to show a list of possible filings in the **Motions/Responses/Replies** category.

4. In the list labeled **Select One**, select the **File a Motion and a Response to a Motion Together** radio button.

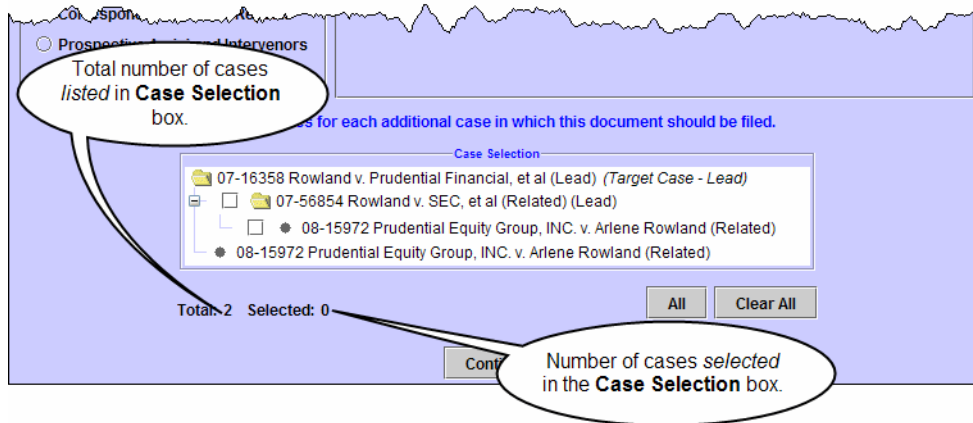
Figure 73 shows an example of the File a Document window with the filing category and type selected.

Figure 73. File a Document Window With Filing Category and Type Selected



- If other case numbers appear in the **Case Selection** box (an example is shown in [Figure 74](#)), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 74. Multiple Cases in Case Selection Box

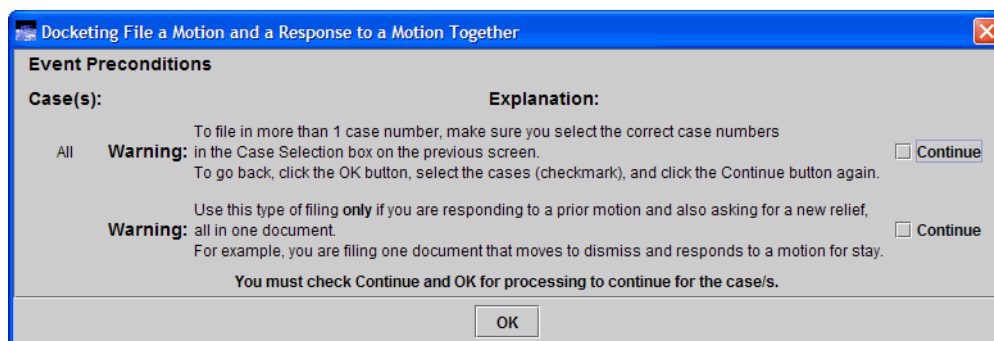


NOTE: No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

- Click the **Continue** button.

A dialog box opens with a number of warnings. An example of that dialog box is shown in [Figure 75](#).

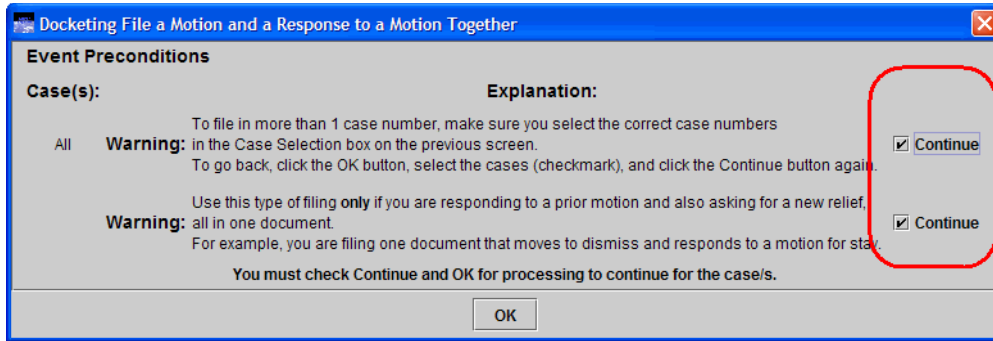
Figure 75. File a Motion and a Response to a Motion Together- Warning Dialog Box



- For each warning message, read the warning, and select the **Continue** checkbox button on the right to confirm that you have read the message.

An example of the dialog box with the Continue checkboxes selected is shown in [Figure 76](#).

Figure 76. File a Motion and a Response to a Motion Together- Warning Dialog Box, Checkboxes Selected



- When you have selected all the **Continue** checkboxes, click the **OK** button.

A screen opens where you must enter additional information about the filing.

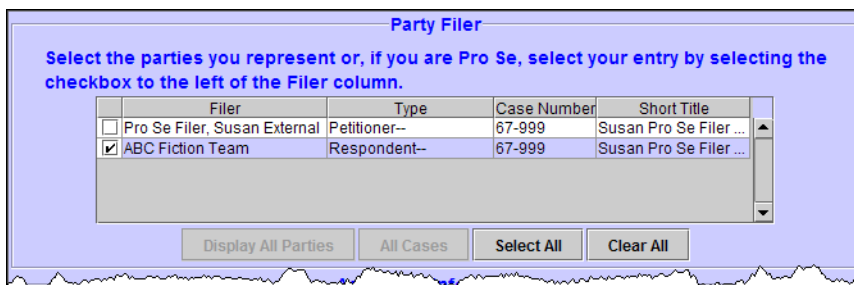
- In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

NOTE: If you are a Pro Se filer, select your name in the list.

[Figure 77](#) shows an example of a Party Filer area with the Respondent party selected.

See “[Selecting the Filing Party](#)” on page 39 for step-by-step instructions.

Figure 77. File a Motion and a Response to a Motion Together - Party Filer



- If this is not a standard motion, select a value from the **Optional Modifier For Motion** drop-down list.

11. In the **Relief** area, select the relief that describes the motion by doing the following:
 - a. From the **Description** drop-down list, select the relief.
 - b. Click the **Apply** button.
 - c. Repeat **Step a** and **Step b** to add another relief.

Figure 78 shows an example of a **Relief** area with two reliefs selected: **motion for attorney fees** and **motion for miscellaneous relief**.

Figure 78. File a Motion and a Response to a Motion Together - Relief Selected

Relief

Use the drop-down lists to find the relief then click Apply to select a relief.
Repeat as needed for each relief.
Use the Up and Down buttons to reorder selected reliefs.

Category: (all reliefs) Description: [] Apply

Selected Reliefs

Entry	Cases	
motion for attorney fees	67-999	Up
motion for miscellaneous relief (to be used only if no other relief applies)	67-999	Down
		Remove
		Clear All
		Total: 2

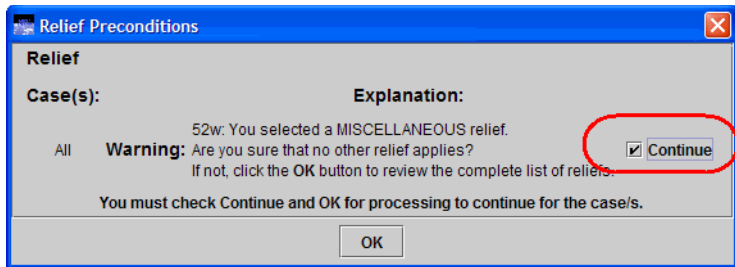
See “Selecting Reliefs for a Filing” on page 40 for detailed instructions.

12. Click the **Continue** button.

13. If you selected **motion for miscellaneous relief**, a Relief Preconditions dialog box opens. In this case, if you are sure there is no relief that matches your request, click the **Continue** checkbox, then click the **OK** button to continue.

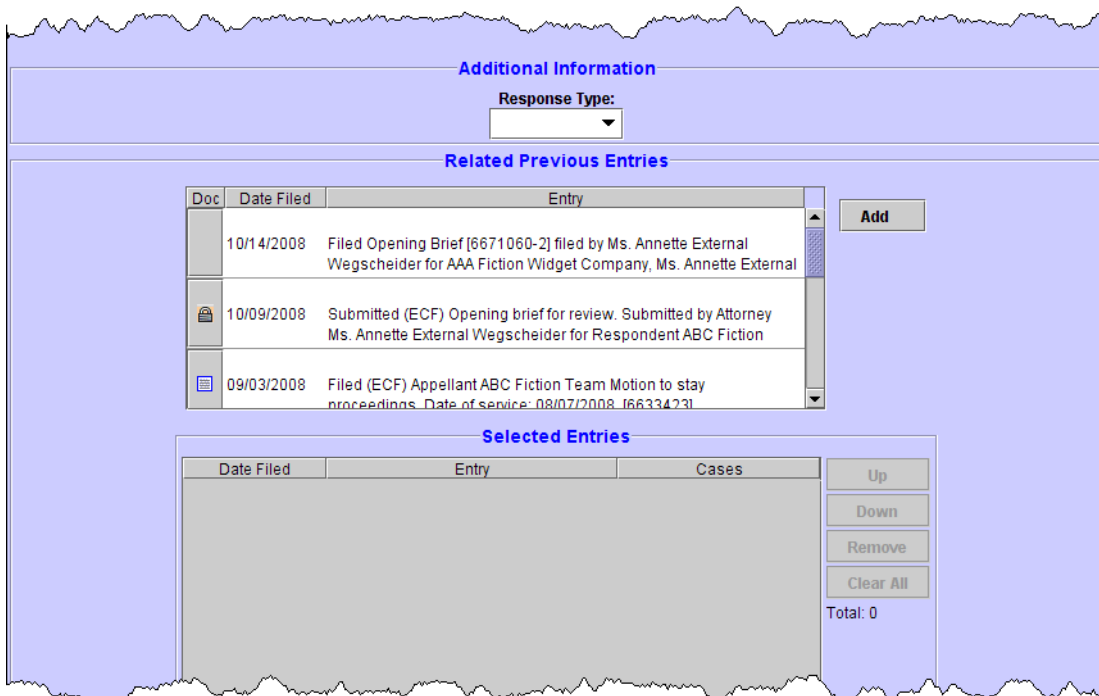
Figure 79 shows an example of a Relief Preconditions dialog box.

Figure 79. Relief Preconditions Dialog Box



A screen opens with two areas: **Additional Information** and **Related Previous Entries**. An example is shown in Figure 80.

Figure 80. Additional Information and Related Previous Entries Areas



14. From the **Response Type** drop-down list, select the value that matches the type of response you are filing.

15. Use the controls in the **Related Previous Entries** area to select the **motion** for which you are filing a response.

See “[Selecting Related Previous Entries for a Filing](#)” on page 42 for step-by-step instructions for selecting the previous filing for which you are filing a response.

16. Click the **Continue** button.

Another screen opens where you must enter more information about the filing.

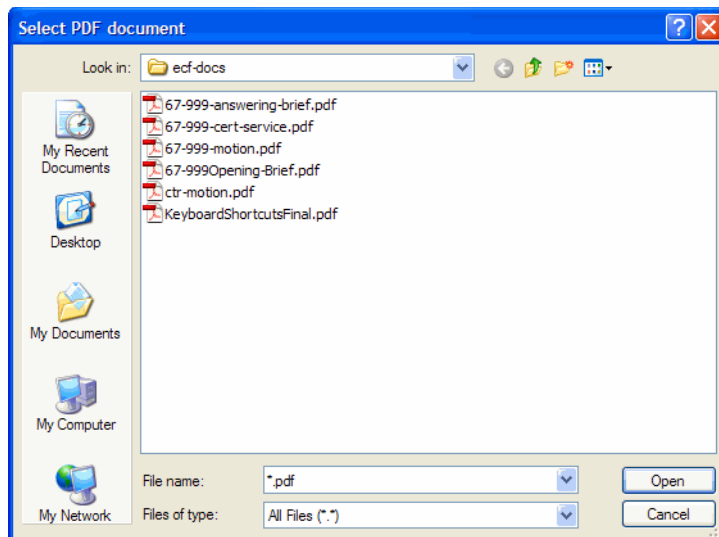
17. In the **Service Date** field, type the date of service.

TIP: Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in “[Checking the Service List for a Case](#)” on page 47.

18. In the **PDF Document** area, click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in [Figure 81](#). By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

Figure 81. Select PDF document Dialog Box



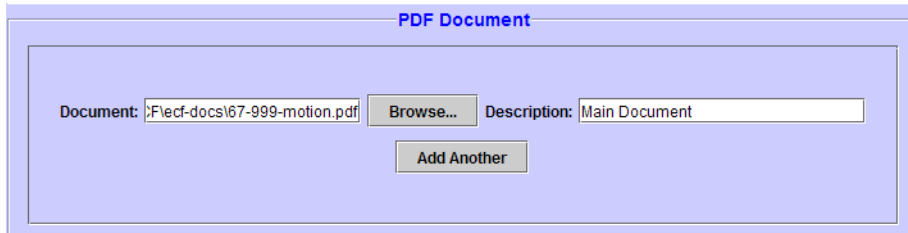
19. Navigate to and select the PDF file you want to attach.

CAUTION: Each PDF that you attach to your filing may not exceed 5 MB in size.

20. Click the **Open** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field. The default **Description** for the document is Main Document. An example is shown in [Figure 82](#).

Figure 82. PDF Document Area With One Document Attached

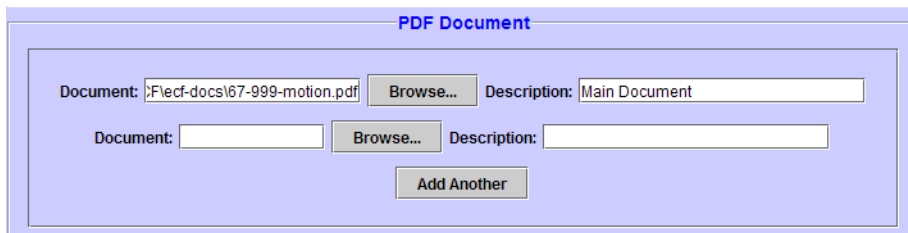


21. To attach another document, such as the certificate of service, click the **Add Another** button.

NOTE: The certificate of service does not need to be a separate document. The certificate of service can be part of the main document that you attach to the filing.

The **PDF Document** area expands to include another **Document** field, another **Browse** button, and a **Description** field for the second document, as shown in [Figure 83](#).

Figure 83. PDF Document Area After Clicking Add Another



22. Click the **Browse** button that was just added.

23. In the Select PDF document dialog box, navigate to and select the next PDF file you want to attach.

24. Click the **OK** button.

25. In the **Description** field next to the file that you just added, type a description for the attachment.

TIP: If you attached a certificate of service, you could type Certificate of Service, as shown in the example in [Figure 84](#).

Figure 84. PDF Document Area With Description Field Completed For Standard Form

26. To attach another document, return to [Step 21 on page 78](#).

NOTE: Depending on the relief or reliefs that you selected for your motion, other **Additional Information** areas with additional fields may appear on the screen, such as **Amount of Attorney Fees Requested**, or **Description of Miscellaneous Motion**. If this happens, make sure you fill in those fields before continuing to the next step.

27. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

28. Click the **Continue** button.

The Event Review dialog box opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

CAUTION: This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

29. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

30. Click the **OK** button.

A browser window opens with the notice of docket activity for your filing.

7 Filing a Court Reporter Motion to Extend Time

Before you start, make sure you review the information in “An Overview of Filing” on page 31, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to file a court reporter motion to extend time.

TIP: The Court has prepared a fill-in form that you can use for your motions. Check the Court’s Forms section in the ECF page at <http://www.ca9.uscourts.gov/cmecf>.

1. In the Startup Page window, from the menu bar, choose **Docketing > File a Document**.

The File a Document window opens.

2. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

TIP: Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window.

3. In the categories list, select the **Transcripts/Court Reporters** radio button.

The right part of the window is updated to show a list of possible filings in the **Transcripts/Court Reporters** category.

4. In the list labeled **Select One**, select the **File a Court Reporter Motion to Extend Time** radio button.

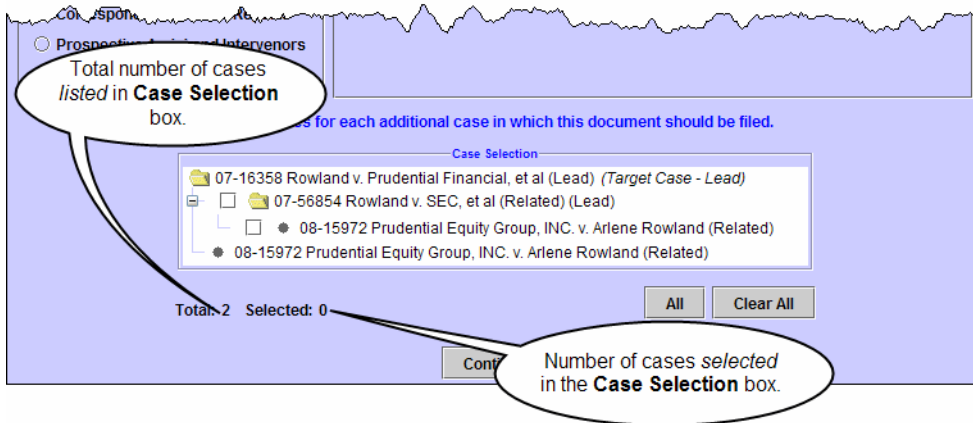
Figure 85 shows an example of what you have done so far: case number in **Case** field, **Transcripts/Court Reporters** and **File a Court Reporter Motion to Extend Time** radio buttons selected.

Figure 85. File a Court Reporter Motion to Extend Time



- (Optional) If other case numbers appear in the **Case Selection** box (an example is shown in Figure 86), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 86. Multiple Cases in Case Selection Box

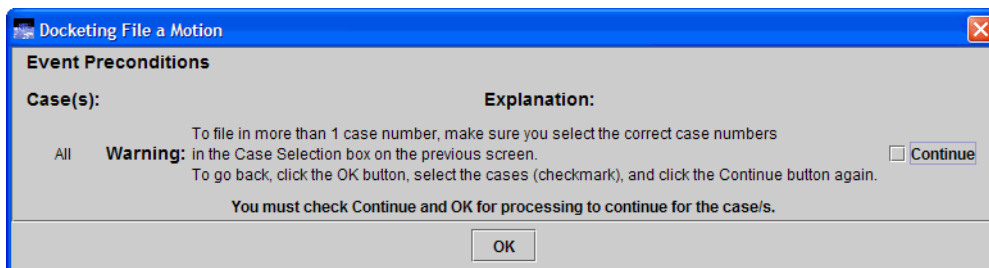


NOTE: No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

- Click the **Continue** button.

A dialog box opens with a number of warnings. An example of that dialog box is shown in Figure 87.

Figure 87. File a Court Reporter Motion to Extend Time - Warning Dialog Box



- Read the warning and select the **Continue** checkbox button on the right to confirm that you have read the message.

8. Click the **OK** button.

A screen opens where you must enter additional information about the filing. An example of the screen is shown in [Figure 88](#).

Figure 88. Identifying the Court Reporter Filer



9. Do one of the following:

- If your name appears in the **Court Reporter Filer** area, select your name by selecting the checkbox to the left of the **Filer** column.

-or-

- If your name does not appear in the **Court Reporter Filer** area, type it in the text box in the Additional Information area.

10. Click the **Continue** button.

Another screen opens where you must enter more information about the filing.

11. In the **Service Date** field, type the date of service.

TIP: Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in “[Checking the Service List for a Case](#)” on page 47.

12. In the **PDF Document** area, click the **Browse** button to navigate to and select the PDF document of your motion.

TIP: The Court has prepared a fill-in form that you can use for your motions. Check the Court’s Forms section in the ECF page at <http://www.ca9.uscourts.gov/cmecf>.

13. If you need to attach a separate document, do the following:
 - a. In the **PDF Document** area, click the **Add Another** button.
 - b. Click the **Browse** button to navigate to and select the PDF document of the certificate of service.
 - c. In the **Description** field, type the description of the document.

For step-by-step instructions, see “Attaching PDF Documents to Filings” on page 44.

Figure 89 shows an example of the **Service** and **PDF Document** areas filled in.

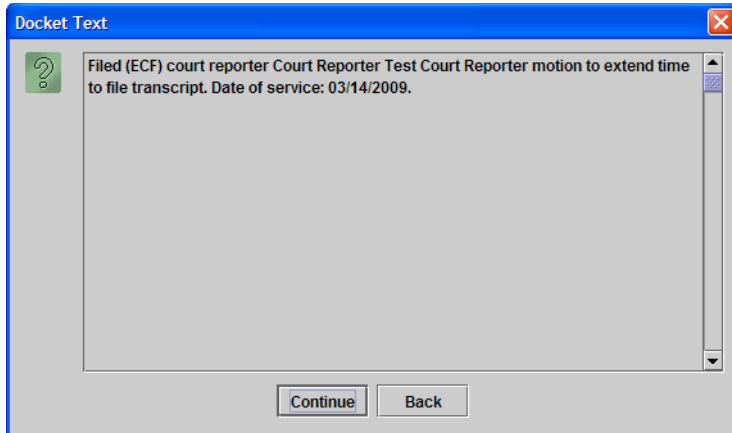
Figure 89. Service and PDF Document Areas

The screenshot displays a web application window titled "Docketing File a Court Reporter Motion to Extend Time". The interface includes a menu bar with "Docketing", "Reports", "Utilities", "Logout", and "Help". The main content area is for "Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company". On the left, a vertical sidebar reads "CM/ECF Appellate". The main area contains several sections: a "NOTE" section with a warning about reviewing the "Service List"; a "Service" section with a "Service Date" field set to "03/14/2009"; another "NOTE" section with instructions on attaching documents; and a "PDF Document" section with a "Document" field containing "F-ECF\ecf-docs\ctr-motion.pdf", a "Browse..." button, a "Description" field containing "Main Document", and an "Add Another" button.

14. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box, shown in [Figure 90](#), opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

Figure 90. File a Court Reporter Motion to Extend Time - Docket Text Dialog Box

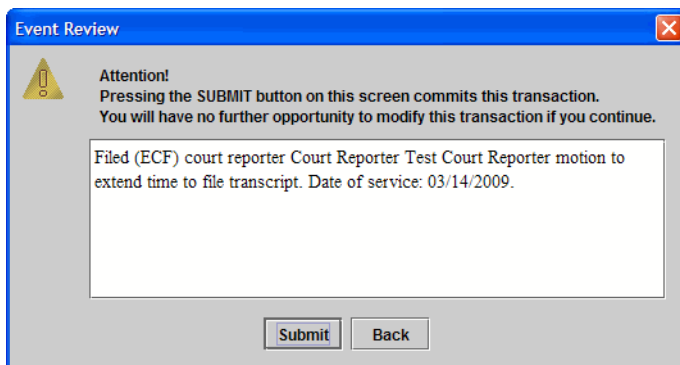


15. Click the **Continue** button.

The Event Review dialog box, shown in [Figure 91](#), opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

CAUTION: This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

Figure 91. File a Court Reporter Motion to Extend Time - Event Review Dialog Box



16. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

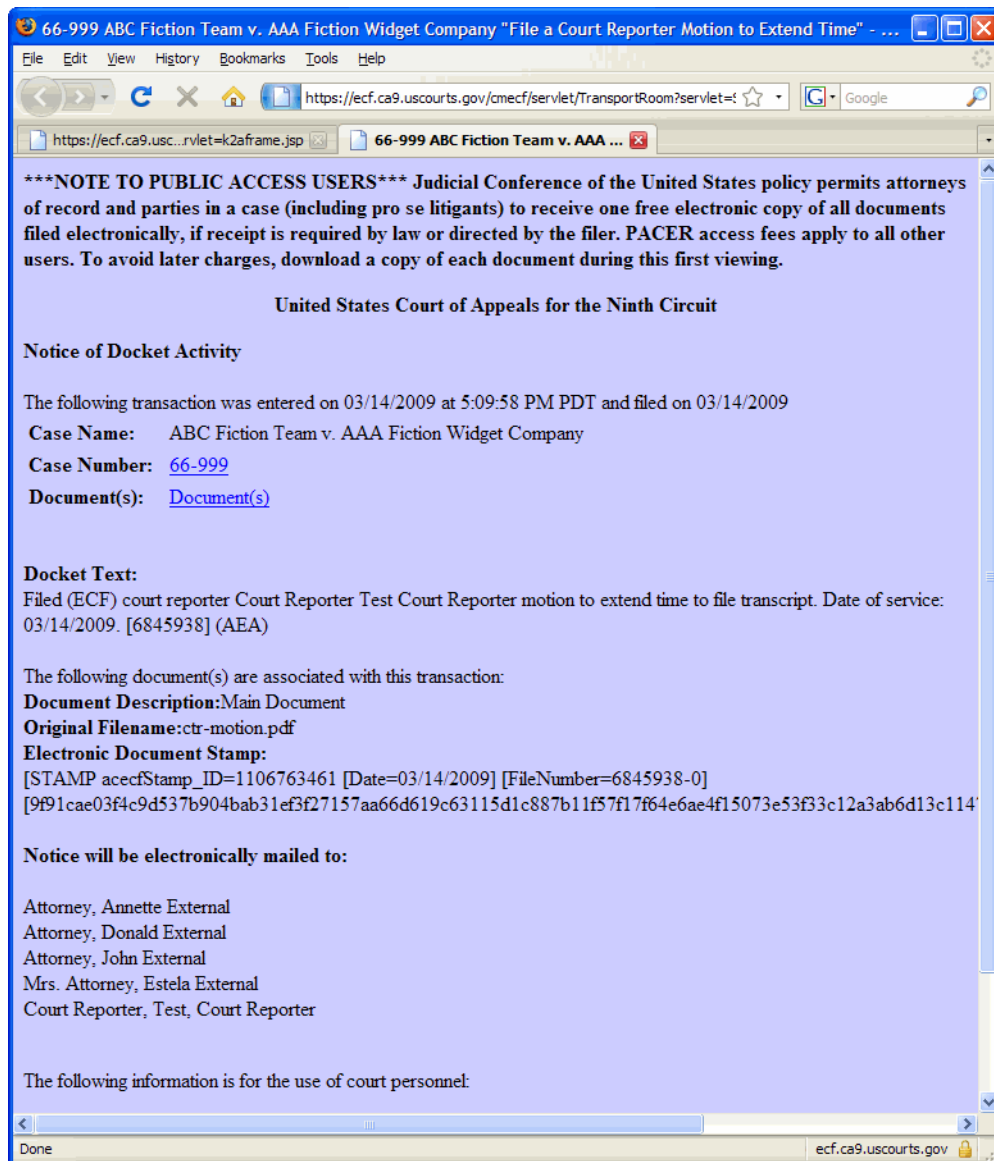
17. Click the **OK** button.

A browser window opens with the notice of docket activity for your filing.

NOTE: If a browser window or browser tab does not open with the notice of docket activity, check the pop-up blocker settings in your browser. The only reason the notice of docket activity does not open is that a pop-up blocker is preventing a window or tab from opening.

An example of a notice of docket activity, in this case opened in a second tab in the browser window, is shown in [Figure 92](#).

Figure 92. File a Court Reporter Motion to Extend Time - Notice of Docket Activity



8 Filing a Petition for Rehearing

Before you start, make sure you review the information in “An Overview of Filing” on page 31, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to request rehearing of an *Opinion* or a *Memorandum Disposition*.

The instructions in this topic apply to the following types of filings:

- Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)
- Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)
- Combination Petition for Panel Rehearing/En Banc (FRAP 35, 40)

CAUTION: If you want to request **reconsideration of an Order**, file a motion for reconsideration instead.

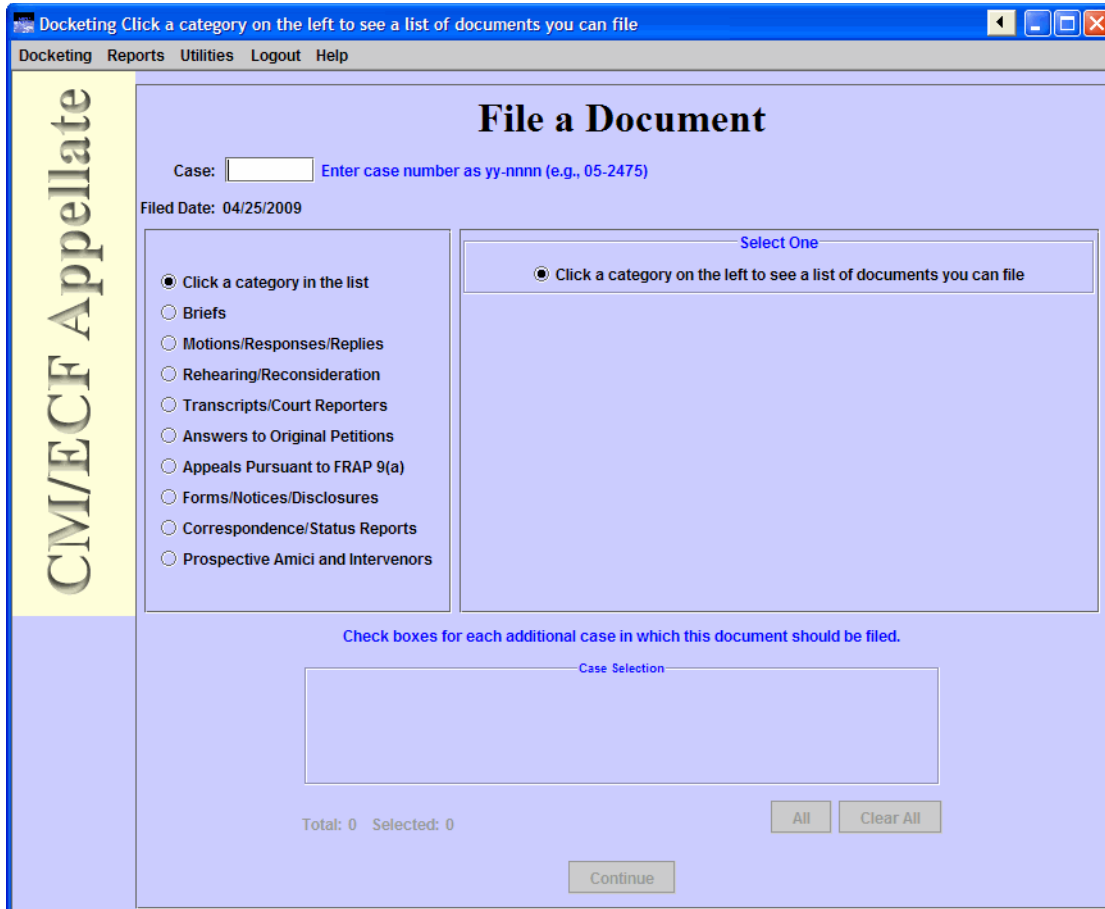
1. Make sure you have a PDF copy of the Opinion or Memorandum Disposition for which you are requesting the rehearing.

You must attach the Opinion or Memorandum Disposition to your filing.

2. In the Startup Page window, from the menu bar, choose **Docketing > File a Document**.

The File a Document window, shown in [Figure 93](#), opens.

Figure 93. File a Document Window



3. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

TIP: Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window. The Case Selection box also lists all other cases associated to the case for which you entered the case number in the Case field. Figure 94 illustrates this.

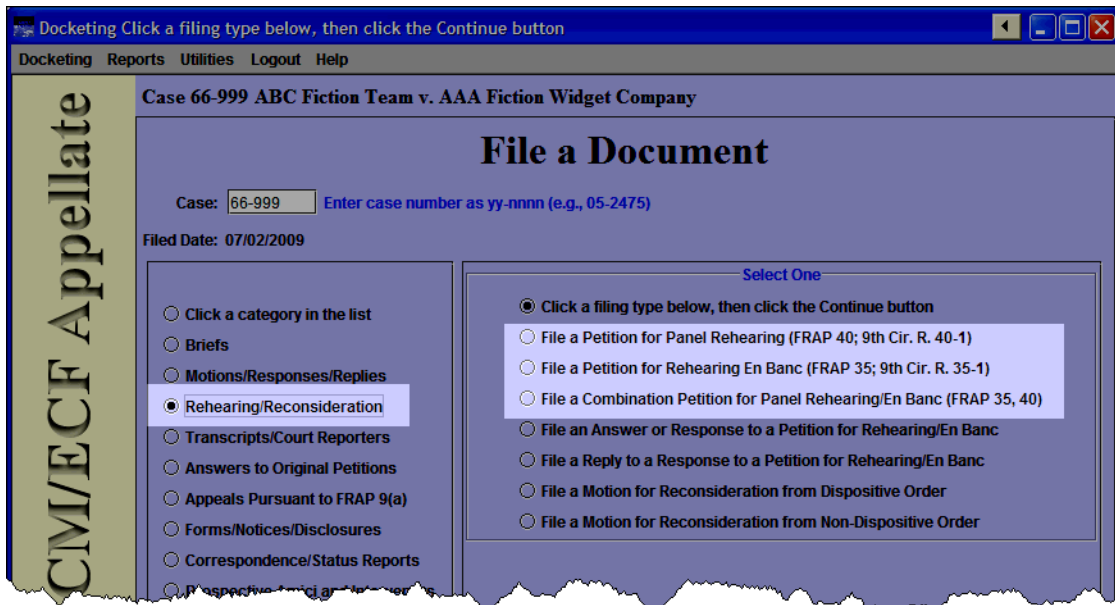
Figure 94. File a Document Window With Case Title

4. In the categories list on the left, select the **Rehearing/Reconsideration** radio button.
The right part of the window is updated to show a list of possible filings in the **Rehearing/Reconsideration** category.
5. In the list labeled **Select One**, do one of the following:
 - To request a rehearing by panel only, select the **File a Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)** radio button.

- To request a rehearing by en banc panel only, select the **File a Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)** radio button.
- To request a rehearing by panel *and* en banc panel, select the **File a Combination Petition for Panel Rehearing/En Banc (FRAP 35, 40) Submit Brief for Review by the Court** radio button.

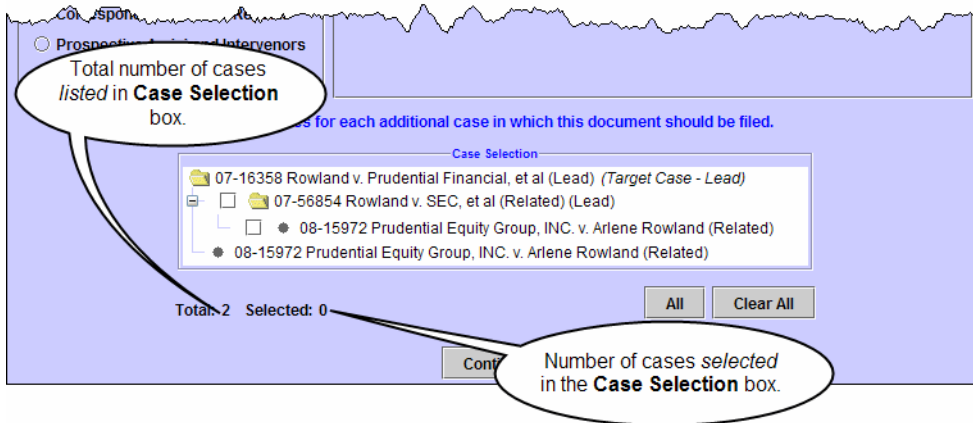
Figure 95 shows an example of the File a Document window with the filing category **Rehearing/Reconsideration** and available rehearing types highlighted.

Figure 95. File a Document Window With Filing Category and Types Highlighted



- (Optional) If other case numbers appear in the **Case Selection** box (an example is shown in Figure 96), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 96. Multiple Cases in Case Selection Box

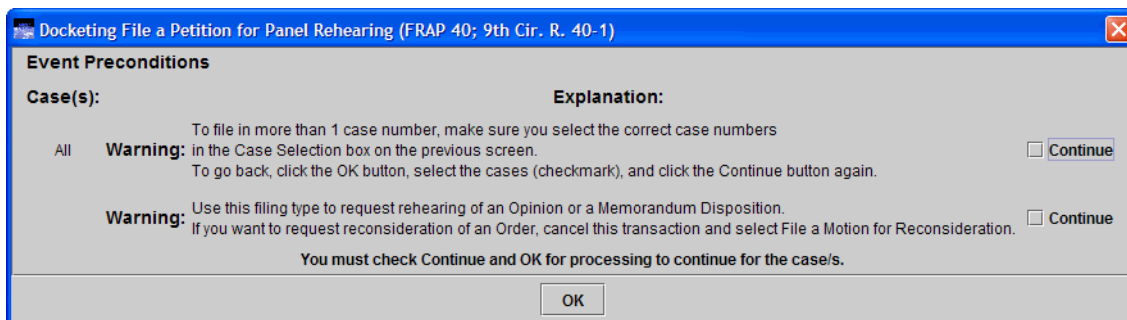


NOTE: No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

- Click the **Continue** button.

A dialog box opens with a number of warnings. An example of that dialog box is shown in Figure 97.

Figure 97. File a Petition for Panel Rehearing - Warning Dialog Box



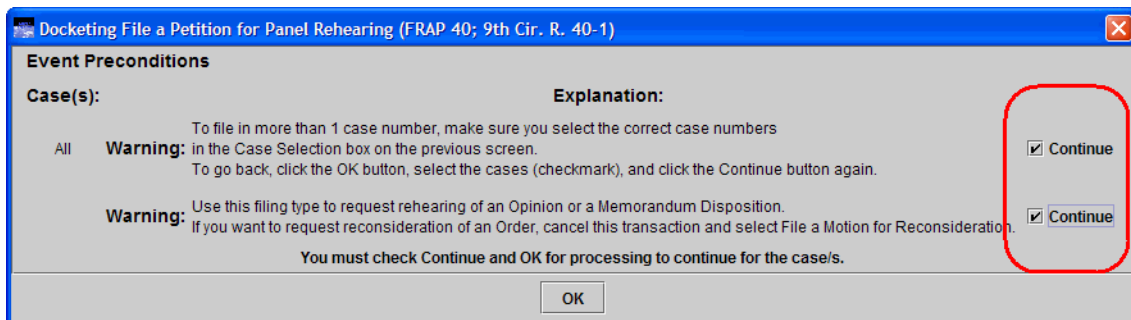
8. For each warning message, read the warning, and select the **Continue** checkbox button on the right to confirm that you have read the message.

CAUTION: If you want to request reconsideration of an Order, click the **OK** button to return to the previous screen, and select **File a Motion for Reconsideration** instead.

Figure 98 shows an example of the warning dialog box with all the **Continue** checkboxes selected.

TIP: If you do not see all the checkboxes, check your screen settings and make sure you are running at a screen resolution of at least 1024 x 768 pixels.

Figure 98. Submit Brief for Review by the Court - Warning Dialog Box - Ready to Continue



9. When you have reviewed all the warnings and selected all the **Continue** checkboxes, click the **OK** button.

A screen opens where you must enter additional information about the rehearing request that you are filing.

10. In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

Figure 99 shows an example of a Party Filer area with the Respondent party selected.

NOTE: If you are a Pro Se filer, select your name in the list.

See “Selecting the Filing Party” on page 39 for step-by-step instructions.

Figure 99. Submit Brief for Review by the Court - Party Filer

The screenshot shows a window titled "Party Filer" with the following text: "Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column." Below this is a table with the following data:

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Pro Se Filer, Susan External	Petitioner--	67-999	Susan Pro Se Filer ...
<input checked="" type="checkbox"/> ABC Fiction Team	Respondent--	67-999	Susan Pro Se Filer ...

Below the table are four buttons: "Display All Parties", "All Cases", "Select All", and "Clear All".

11. From the **Requesting Rehearing of** drop-down list, select the correct value.

CAUTION: This drop-down list defaults to memorandum. Make sure you select opinion if you are requesting a rehearing of an opinion.

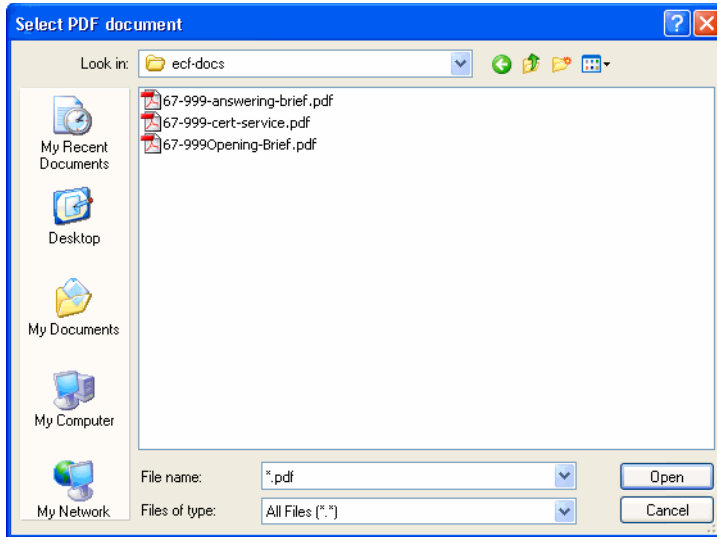
12. In the **Date of Memorandum or Opinion** field, type the date the memorandum or opinion was filed.
13. In the **Service Date** field, type the date of service.

TIP: Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in “Checking the Service List for a Case” on page 47.

14. In the **PDF Document** area, click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in [Figure 100](#). By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

Figure 100. Select PDF document Dialog Box



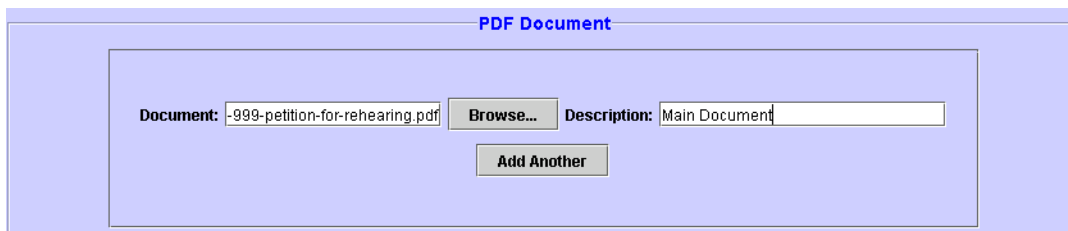
15. Navigate to and select the PDF file of the petition for rehearing.

CAUTION: Each PDF that you attach to your filing may not exceed 5 MB in size.

16. Click the **Open** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field. The default **Description** for the document is Main Document. An example is shown in [Figure 101](#).

Figure 101. PDF Document Area With One Document, Petition for Rehearing, Attached

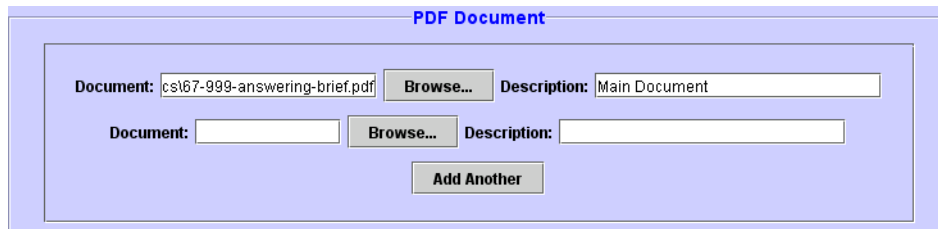


- To attach another document, such as the opinion or memorandum or the certificate of service, click the **Add Another** button.

NOTE: The certificate of service does not need to be a separate document. The certificate of service can be part of the main document that you attach to the filing.

The **PDF Document** area expands to include another **Document** field, another **Browse** button, and a **Description** field for the second document, as shown in [Figure 102](#).

Figure 102. PDF Document Area After Clicking Add Another

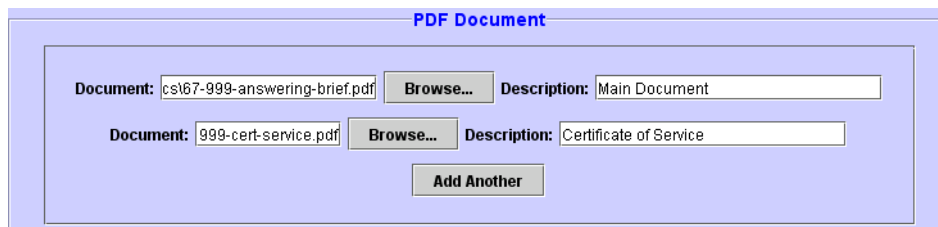


The screenshot shows a light blue rectangular area titled "PDF Document". Inside, there are two rows of input fields. The first row has a "Document:" field containing "cs167-999-answering-brief.pdf", a "Browse..." button, a "Description:" field containing "Main Document", and another "Browse..." button. The second row has a "Document:" field, a "Browse..." button, a "Description:" field, and another "Browse..." button. Below these fields is a central "Add Another" button.

- Click the **Browse** button that was just added.
- In the Select PDF document dialog box, navigate to and select the next PDF file you want to attach.
- Click the **OK** button.
- In the **Description** field next to the file that you just added, type a description for the attachment.

TIP: If you attached a certificate of service, you could type Certificate of Service, as shown in the example in [Figure 103](#).

Figure 103. PDF Document Area With Description Field Completed For Standard Form



The screenshot shows the same "PDF Document" area as in Figure 102. The first row remains the same. The second row now has a "Document:" field containing "999-cert-service.pdf", a "Browse..." button, a "Description:" field containing "Certificate of Service", and another "Browse..." button. The "Add Another" button is still present below the fields.

22. To attach another document, return to [Step 17 on page 97](#).

At this point, the screen should look similar to what is shown in [Figure 104](#).

Figure 104. File a Petition for Rehearing- Second Page Completed

Party Filer

Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column.

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Pro Se Filer, Susan External	Petitioner--	67-999	Susan Pro Se Filer ...
<input checked="" type="checkbox"/> ABC Fiction Team	Respondent--	67-999	Susan Pro Se Filer ...

Additional Information

Requesting Rehearing of:

Additional Information

Date of Memorandum or Opinion:

NOTE

138w:
Make sure you review and use the information in the **Service List** for this case. Click the **Reports** menu, click **Service List**, and follow the instructions.

Service

Service Date:

NOTE

42w:
To attach another document, such as a Declaration, an Exhibit, or a Certificate of Service, click the **Add Another** button to attach the document and then type in a Description.

NOTE

53w:
You are required to attach a copy of the opinion or memorandum disposition being challenged by clicking the **Add Another** button, or your petition will be rejected. See 9th Cir. R. 40-1(c).

PDF Document

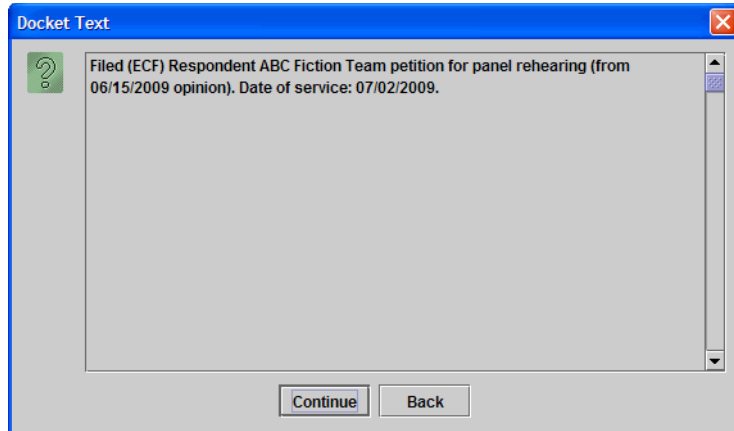
Document: Description:

Document: Description:

23. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box, shown in [Figure 105](#), opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

Figure 105. File a Petition for Panel Rehearing - Docket Text Dialog Box

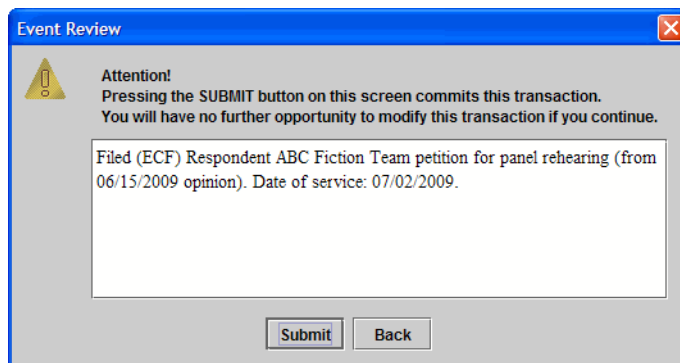


24. Click the **Continue** button.

The Event Review dialog box, shown in [Figure 106](#), opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

CAUTION: This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

Figure 106. File a Petition for Panel Rehearing - Event Review Dialog Box



25. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

26. Click the **OK** button.

A browser window opens with the notice of docket activity for your filing.

NOTE: If a browser window or browser tab does not open with the notice of docket activity, check the pop-up blocker settings in your browser. The only reason the notice of docket activity does not open is that a pop-up blocker is preventing a window or tab from opening.

9 Working With Email Notices of Docket Activity

The topics below describe the notice of docket activity and explain how to save a copy of the documents attached to the notice.

- “What is in a Notice of Docket Activity?” on page 102
- “The Subject Line of a Notice of Docket Activity” on page 104
- “Document Links in a Notice of Docket Activity” on page 105

What is in a Notice of Docket Activity?

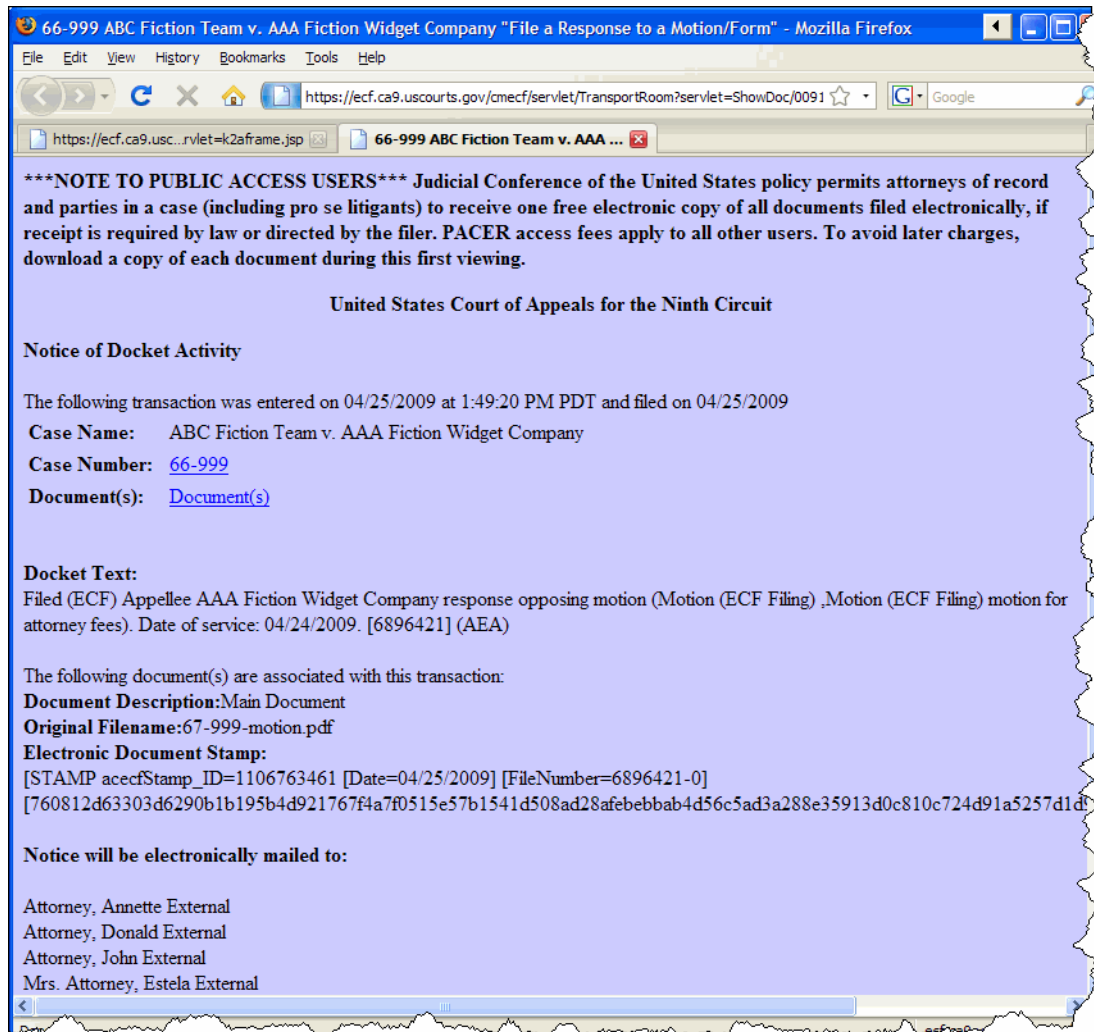
A notice of docket activity is a notice that is generated whenever something is entered on the docket of a case. The top of the notice contains a disclaimer stating that public users may view the notice information once free of charge (“one free look”). After that, a fee will be assessed.

NOTE: If you are not a party or attorney in a case, and you signed up to receive notices for cases of interest, the “one free look” does not apply.

The notice shows case information, docket text, the recipient names, and a hyperlink for the case number. In addition, the notice may include a link labeled **Document(s)**. If you are logged in to PACER, clicking the case number hyperlink takes you to the Docket Report window from where you can generate a docket report. [“Document Links in a Notice of Docket Activity”](#) on page 105 explains how the document links work.

An example of a browser window with a notice of docket activity is shown in Figure 107.

Figure 107. Notice of Docket Activity for Filing



The Subject Line of a Notice of Docket Activity

The subject line of a notice of docket activity shows the case number, the case title, and provides a short description of the activity that happened in the case.

Even if the notice applies to several cases, the subject line of a notice of docket activity only lists one case number! An example of this is a notice of oral argument. Usually, a notice of oral argument notice applies to all the cases that are scheduled to be heard on the same day, but only one case number will appear in the subject line of the notice of docket activity. The docket text includes information to let you know that you must open the documents attached to the notice to view details about your case. An example of docket text for a notice of oral argument is shown below.

```
Notice of Oral Argument on AUGUST Calendar. Please return
ACKNOWLEDGEMENT OF HEARING NOTICE form to: SEATTLE Office.
Attention: The Notice of Docket Activity may not list your case
number. Please open attached documents to view details about
your case. [07-30344, 07-30452, 07-30458, 07-30459, 07-35188,
07-35341, 07-35610, 07-35841, 07-35907]
```


Document Links in a Notice of Docket Activity

A **Document(s)** link appears in the notice if one or more documents were attached to the activity in the docket.

You can click the **Document(s)** link to view the document or documents that were attached.

CAUTION: Remote electronic access to documents in Social Security cases and immigration matters is limited to the attorneys or parties in the case in order to protect the privacy of the individuals involved in those cases. You may inspect these files in person in the Clerk's office. If you are a party or attorney in the case, you can access documents in these cases only by using your CM/ECF Filer ID and Password and choosing **Reports > PACER Report** after you have logged in to CM/ECF. See *Rule 13 of the Administrative Order Regarding Electronic Filing in All Ninth Circuit Cases*.

In ECF documents are attached in portable document format (PDF). This means that when you click a document link, the document opens in Adobe Reader or in another PDF-capable application on your system. For the purpose of this guide, we will assume that you are using Adobe Reader.

NOTE: If you are not a party or attorney in a case, and you signed up to receive notices for cases of interest, the “one free look” does not apply.

To save a copy of a document attached to a notice of docket activity

1. In the notice of docket activity, click the **Document(s)** link.

NOTE: If more than one document is attached to the entry, a page opens with a number of links. There is one link for each attached document. In this case, click the link of the document that you want to open.

The document opens in your web browser or in a separate Adobe Reader window, depending on your settings.

2. Choose **File > Save As** (or **Save A Copy**, if **Save As** is not shown).

-or-

Click the **Save a Copy** button in the toolbar.

3. In the Save As dialog box, enter the file name and location, and click the **Save** button.

10 Creating Cross-Document Hyperlinks

The topics below describe how to create a hyperlink in a PDF document, where the hyperlink links to another PDF document in a CM/ECF database. The document being referenced can be a document that was previously filed or a document that is being filed in the same transaction (filing) as the referencing document. The steps to create a hyperlink and to generate documents in PDF format are similar whether you are using WordPerfect or Word to create documents; differences are noted as needed.

- “Creating a Hyperlink to a Document Already Filed in a Case” on page 108
- “Creating Hyperlinks Between Documents in the Same Filing” on page 112

Creating a Hyperlink to a Document Already Filed in a Case

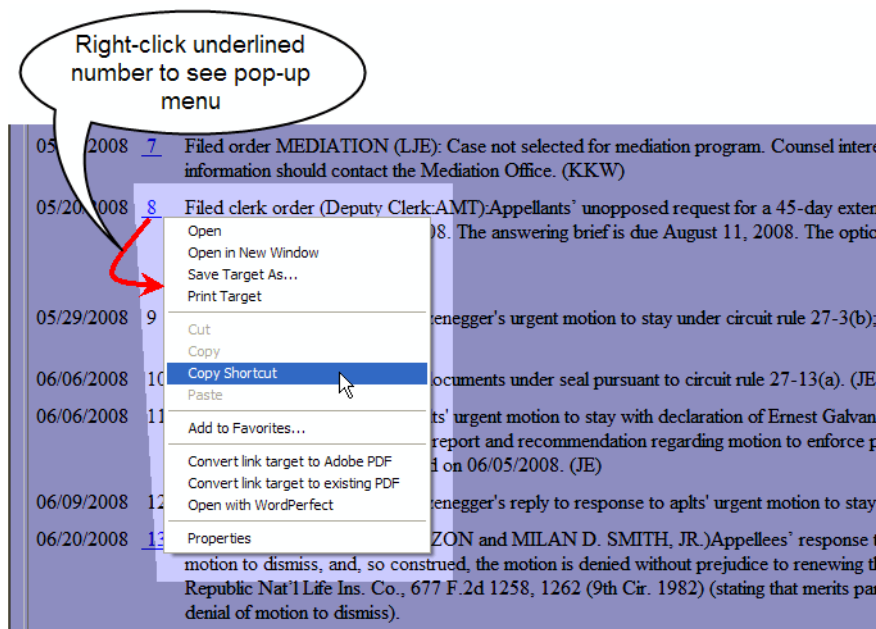
You can create a link to another document in any database in the Federal Courts: District, Bankruptcy (as of December 2006) or Appellate (as of July 2006, Version 1.3).

1. Access CM/ECF and run the docket report for the case in which the document was filed.
2. Locate the document among the docket entries.
3. Copy the URL (the “*address*”) of the document to the clipboard by doing the following:
 - a. Hover over the document link and click the right mouse button (the document link displays after the docket date and is represented by an icon or a number with an underscore, for example, 5).
 - b. From the pop-up menu, choose **Copy Shortcut** or **Copy Link Location** (the option you will see depends on your browser),

CAUTION: DO NOT copy the URL from the browser’s address bar when the document is open.

An example of the pop-up menu in Internet Explorer is shown in Figure 108.

Figure 108. Pop-up Menu for Document in Docket Report

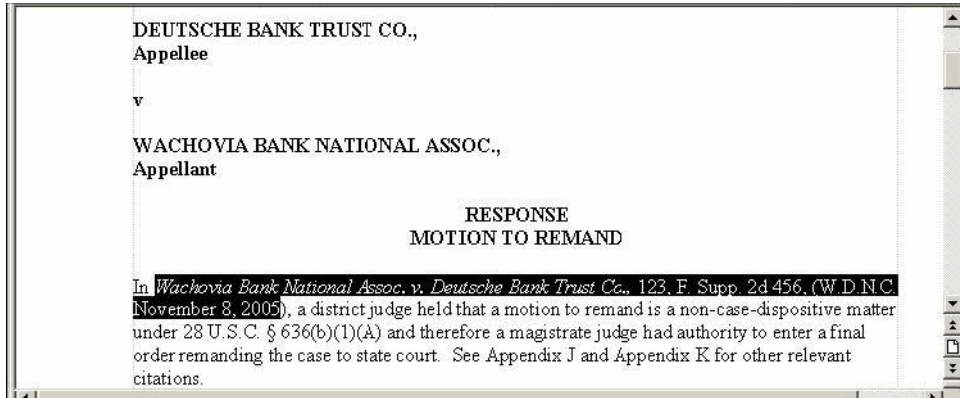


4. Open the word processing document.

5. In the document, highlight the citation text for which you want to create the hyperlink.

An example is shown in [Figure 109](#).

Figure 109. Highlight Hyperlink Text



6. If you are using WordPerfect, go to: “To create the hyperlink and produce a PDF in WordPerfect” below.

-or-

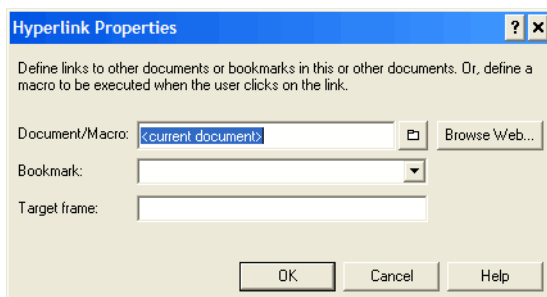
If you are using Word, go to: “To create the hyperlink and produce a PDF in Word” on page 110.

To create the hyperlink and produce a PDF in WordPerfect

1. From the **Tools** menu, choose **Hyperlink**.

The Hyperlink Properties dialog box opens. An example is shown in [Figure 110](#).

Figure 110. Hyperlink Properties Dialog Box



2. Press **Ctrl-V** to paste the URL into the **Document/Macro** field.

3. If the citation is to a specific page in the document, append a string to the URL to identify the page: ?page=x

For example:

`https://ecf.ca1.uscourts.gov/docs1/001010708409?page=23`

NOTE: Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

4. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

5. Save the word processing document.

6. Produce the PDF file.

CAUTION: Do not use the Print option in the word processing program.

If you are using a version of WordPerfect that has a **Publish to PDF** or **Publish to** option on the **File** menu, choose **Publish to PDF** or choose **Publish to**, then choose **PDF**.

NOTE: If you are using an earlier version of WordPerfect that does not have one of these *Publish* options, you must upgrade to Version 11 or higher.

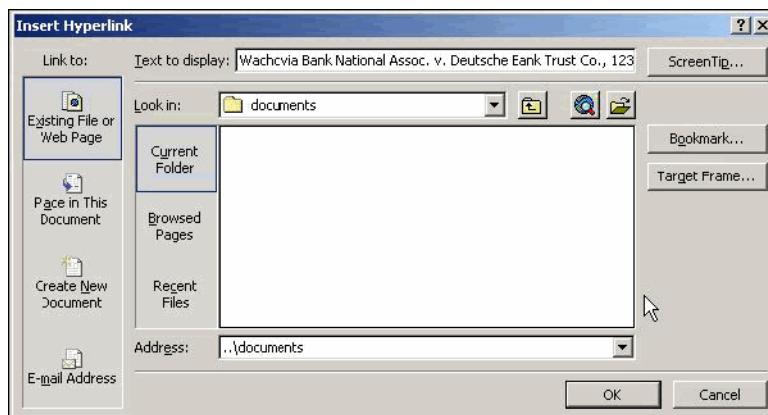
You are now ready to file your document and upload the PDF with hyperlinks.

To create the hyperlink and produce a PDF in Word

1. From the **Insert** menu, choose **Hyperlink**.

The Insert Hyperlink dialog box opens. An example is shown in [Figure 111](#).

Figure 111. Insert Hyperlink Dialog Box



2. Press **Ctrl-V** to paste the URL into the **Address** field.
3. If the citation is to a specific page in the document, append a string to the URL to identify the page: `?page=x`

For example:

`https://ecf.cal.uscourts.gov/docs1/001010708409?page=23`

NOTE: Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

4. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

5. Save the word processing document.
6. Produce the PDF file by following the steps below.

CAUTION: Do not use the **Print** option in the word processing program.

If you are using a version of Word that has an **Adobe PDF** menu, choose the **Convert to Adobe PDF** option.

If you are using Word but do not have an **Adobe PDF** menu, close the Word file and follow the steps below.

- a. Open Adobe Acrobat.
- b. From the **File** menu, choose **Create PDF > From File**.

A navigation dialog box opens.

- c. In the navigation dialog box, find and select the document that you want to convert to PDF, then click the **Open** button.

A series of dialog boxes open while the document is converted to PDF. When the conversion is complete, the document is displayed in an Adobe Acrobat window, with active hyperlinks (the ones you defined in the Word document).

- d. Save the PDF file in a directory of your choice.

You are now ready to file your document and upload the PDF with hyperlinks.

Creating Hyperlinks Between Documents in the Same Filing

Instead of linking to a previously-filed document, you can link a document to another document that you will be filing at the same time. For example, you could create a hyperlink from your main document to an attachment.

When you create the link, it points to the referenced document where it exists on your local system or network and when the documents are filed in CM/ECF, the link is converted to an “*address*” in CM/ECF.

1. Create PDF versions of any secondary documents, such as attachments or exhibits, that will be referenced by the main document.
2. Open the main document in the word processing program.

The main document is the document that will have hyperlinks to the secondary documents.

3. In the main document, highlight the text for which you want to create the hyperlink to the secondary document.
4. If you are using WordPerfect, go to: “[To create the hyperlink to an attachment and produce a PDF in WordPerfect](#)” below.

-or-

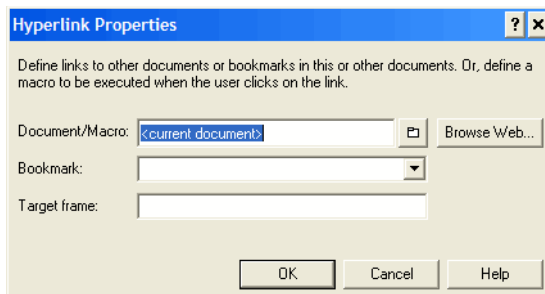
If you are using Word, go to: “[To create the hyperlink to an attachment and produce a PDF in Word](#)” on page 114.

To create the hyperlink to an attachment and produce a PDF in WordPerfect

1. From the **Tools** menu, choose **Hyperlink**.

The Hyperlink Properties dialog box opens. An example is shown in [Figure 112](#).

Figure 112. Hyperlink Properties Dialog Box



2. Click the folder icon to the right of the **Document/Macro** field.

The Select File window opens.

3. Navigate to and select the PDF file that you want to link to and click the **Select** button.

The **Document/Macro** field in the Hyperlink Properties dialog box now shows the file you selected.

4. Click the **OK** button.

5. If the citation is to a specific page in the document, append a string to the value in the field to identify the page: ?page=x

For example:

C:\MyFiles\Exhibit-A.pdf?page=23

NOTE: Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

6. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

7. Save the word processing document.

8. Produce the PDF file.

CAUTION: Do not use the Print option in the word processing program.

If you are using a version of WordPerfect that has a **Publish to PDF** or **Publish to** option on the **File** menu, choose **Publish to PDF** or choose **Publish to**, then choose **PDF**.

NOTE: If you are using an earlier version of WordPerfect that does not have one of these *Publish* options, you must upgrade to Version 11 or higher.

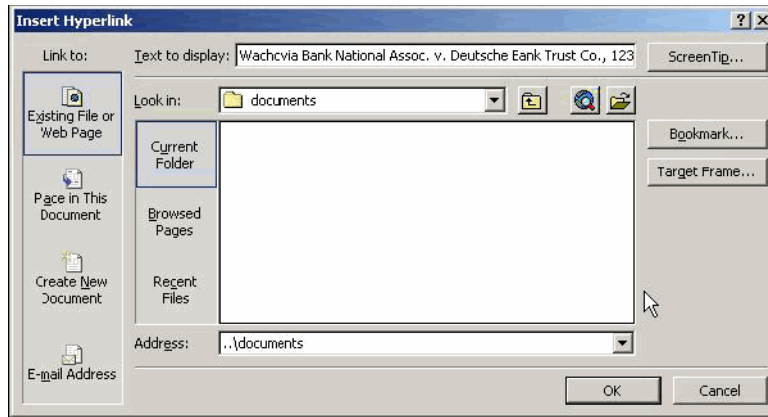
You are now ready to file your documents and upload the PDF with hyperlinks.

To create the hyperlink to an attachment and produce a PDF in Word

1. From the **Insert** menu, choose **Hyperlink**.

The Insert Hyperlink dialog box opens. An example is shown in Figure 113.

Figure 113. Insert Hyperlink Dialog Box



2. Navigate to and select the PDF file that you want to link to.
3. The **Address** field in the Insert Hyperlink dialog box now shows the file you selected.
4. If the citation is to a specific page in the document, append a string to the value in the field to identify the page: ?page=x

For example:

C:\MyFiles\Exhibit-A.pdf?page=23

NOTE: Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

5. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

6. Save the word processing document.

7. Produce the PDF file by following the steps below.

CAUTION: Do not use the Print option in the word processing program.

If you are using a version of Word that has an **Adobe PDF** menu, choose the **Convert to Adobe PDF** option.

If you are using Word but do not have an **Adobe PDF** menu, close the Word file and follow the steps below.

- a. Open Adobe Acrobat.
- b. From the **File** menu, choose **Create PDF > From File**.
A navigation dialog box opens.
- c. In the navigation dialog box, find and select the document that you want to convert to PDF, then click the **Open** button.

A series of dialog boxes open while the document is converted to PDF. When the conversion is complete, the document is displayed in an Adobe Acrobat window, with active hyperlinks (the ones you defined in the Word document).

- d. Save the PDF file in a directory of your choice.

You are now ready to file your documents and upload the PDF with hyperlinks.

11 Macintosh Users and ECF

The topics below provide information specific to Macintosh users that will be useful when using ECF in the *United States Court of Appeals for the Ninth Circuit*.

The Apple Macintosh platform can now be used to run all parts of the ECF with no extra software.

- “Prerequisites for Macintosh Users” on page 118
- “Starting ECF on a Mac” on page 124
- “Known Differences for Mac Users” on page 128
- “Known Java Issues for Mac Users” on page 130

Prerequisites for Macintosh Users

Both the hardware and the operating system (OS X) must be 64 bit. All Macintosh computers made in about the last 18 months are 64-bit capable. In summary, you need:

- 64-bit capable Macintosh
- OS X 10.5 (or higher)
- Java 1.6 Update 13

You must install the latest Java update for Macintosh users, released by Apple on 18 June 2009 as *Java for Mac OS X 10.5 Update 4* (this is Java 1.6 Update 13).

You will not be able to log in if you have **not** installed this update.

CAUTION: Make sure you review the information in “Known Java Issues for Mac Users” on page 130 before you attempt to start ECF.

NOTE: If you have an Intel-based Mac that is not 64-bit capable, you may be able to use one of the parallel operating system products, such as Fusion or Parallels, that allow a Mac to mimic the Windows operating system. Fusion and Parallels only run on Intel-based Mac systems.

Before you start, make sure you do the following:

1. Verify that you have the correct Java version, see “To verify that you have the correct Java version” below.
2. Configure your browser to accept cookies.
3. Decide which browser you want to use for ECF, define that browser as the default browser to use, and clear the browser cache and cookies. See one of the topics below for step-by-step instructions:
 - “To set Firefox as the default browser and clear the browser cache and cookies” on page 119
 - “To set Safari as the default browser and clear the browser cache and cookies” on page 123

To verify that you have the correct Java version

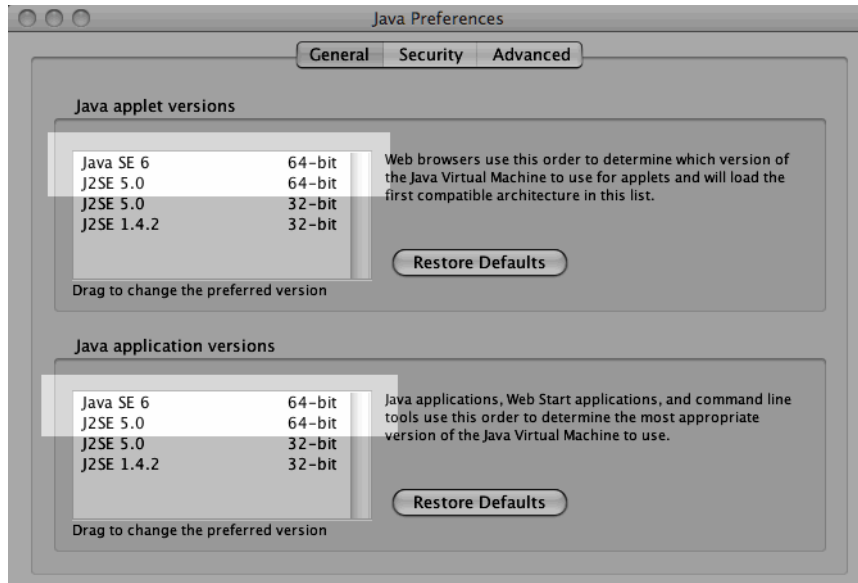
1. From **Finder**, click **Go**, then click **Applications**.
2. In **Applications**, expand **Utilities**, then expand **Java**.
3. Double-click **Java Preferences**.

The Java Preferences dialog box opens.

4. Drag the entries up and down to match the order shown in Figure 114.

CAUTION: If you do not see Java SE 6, you do not have the latest version of Java. In this case, download it from Apple, install the update and start again.

Figure 114. Java Preferences Updated



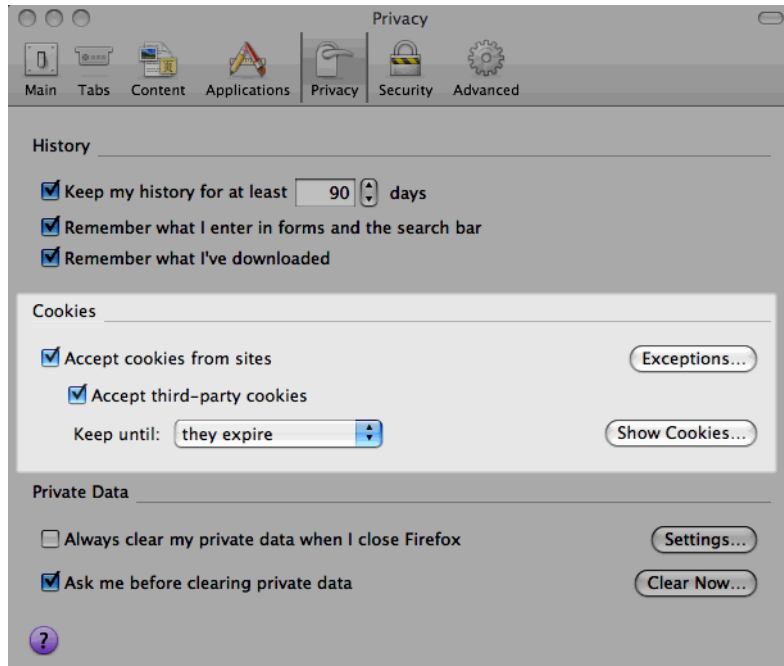
To set Firefox as the default browser and clear the browser cache and cookies

1. Open Firefox.
2. Choose **Firefox > Preferences**.
3. In the dialog box that opens, click the **Advanced** icon at the top, then make sure the **General** tab is the active tab.
4. At the bottom of the dialog box, under **System Defaults**, click the **Check Now** button to check and set Firefox as the default browser.
5. Click the **Privacy** icon at the top.

6. Under **Cookies**, make sure the **Accept cookies from sites** and **Accept third-party cookies** checkboxes are selected.

An example is shown in [Figure 115](#).

Figure 115. Cookies Section in Firefox Preferences



7. Click the **Show Cookies** button.

The Cookies dialog box opens. An example is shown in [Figure 116](#).

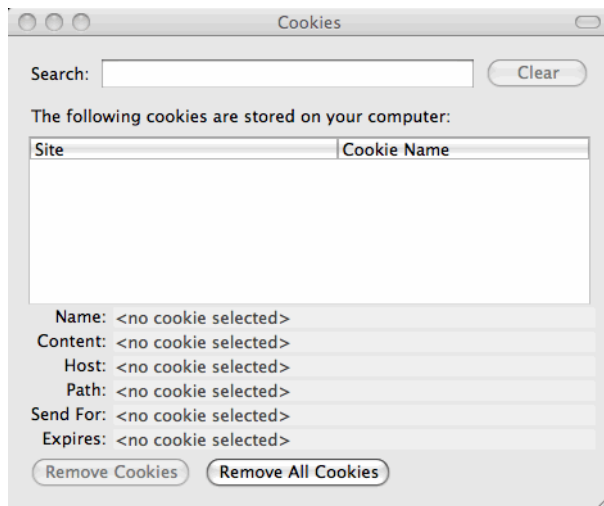
Figure 116. Cookies Dialog Box



8. In the Cookies dialog box, click the **Remove All Cookies** button.

The Cookies dialog box should look similar to the one shown in [Figure 117](#).

Figure 117. Cookies Dialog Box, After Remove All Cookies

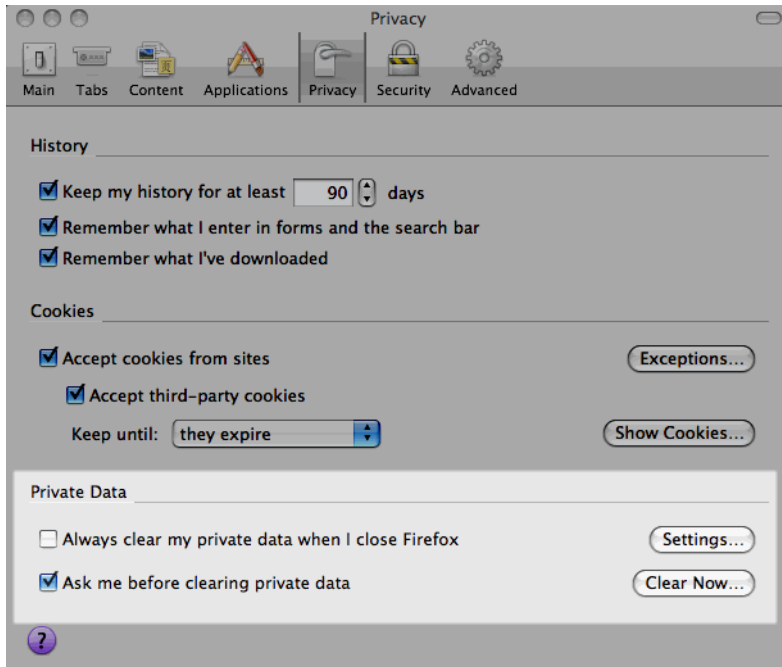


9. Close the Cookies dialog box.

10. Back in the Preferences dialog box, under **Private Data**, click the **Settings** button.

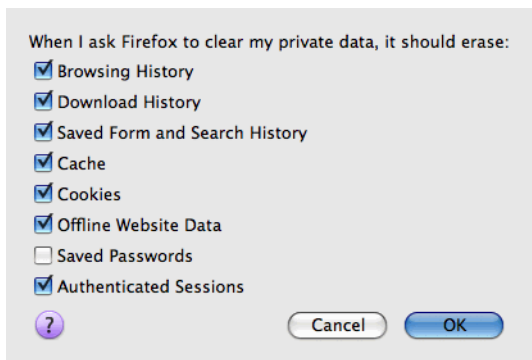
The **Private Data** area is highlighted in [Figure 118](#).

Figure 118. Private Data Area



A smaller dialog box with privacy settings opens. An example is shown in [Figure 119](#).

Figure 119. Privacy Settings



11. Select the **Cache**, **Cookies**, **Offline Website Data**, and **Authenticated Sessions** checkboxes and click the **OK** button.

12. Back in the Preferences dialog box, under **Private Data**, click the **Clear Now** button.

The **Private Data** area is highlighted in [Figure 118 on page 122](#).

13. In the Clear Private Data dialog box that opens, click the **Clear Private Data Now** button.
14. Close the Preferences dialog box.

To set Safari as the default browser and clear the browser cache and cookies

1. Open Safari.
2. Choose **Safari > Preferences**.
3. In the dialog box that opens, click the **General** icon at the top.
4. From the **Default web browser** drop-down list, select Safari.
5. In the dialog box, click the **Security** icon at the top.
6. Under Accept Cookies, click the **Show Cookies** button.
7. In the dialog box that opens, click the **Remove All** button, then click the **Done** button.
8. Close the Preferences dialog box.
9. Choose **Safari > Empty Cache**.
10. In the dialog box that opens, click the **Empty** button.

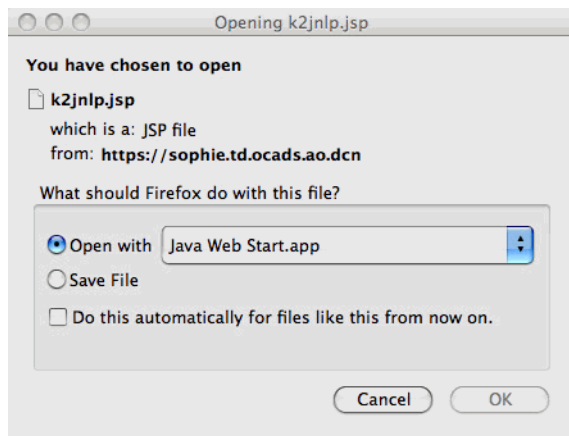
Starting ECF on a Mac

CAUTION: Make sure you review the information in “Known Java Issues for Mac Users” on page 130 before you attempt to start ECF.

NOTE: The launching process described in this topic has been tested using the Safari and the Firefox browsers. Other browsers may work.

After you enter your login and password and you click the **Login** button, the browser may ask what to do next. This one-time setup is to associate the Java Network Launching Protocol (JNLP) file with Java Web Start. The dialog box shown in [Figure 120](#) opens.

Figure 120. Opening k2jnlp.jsp Dialog Box

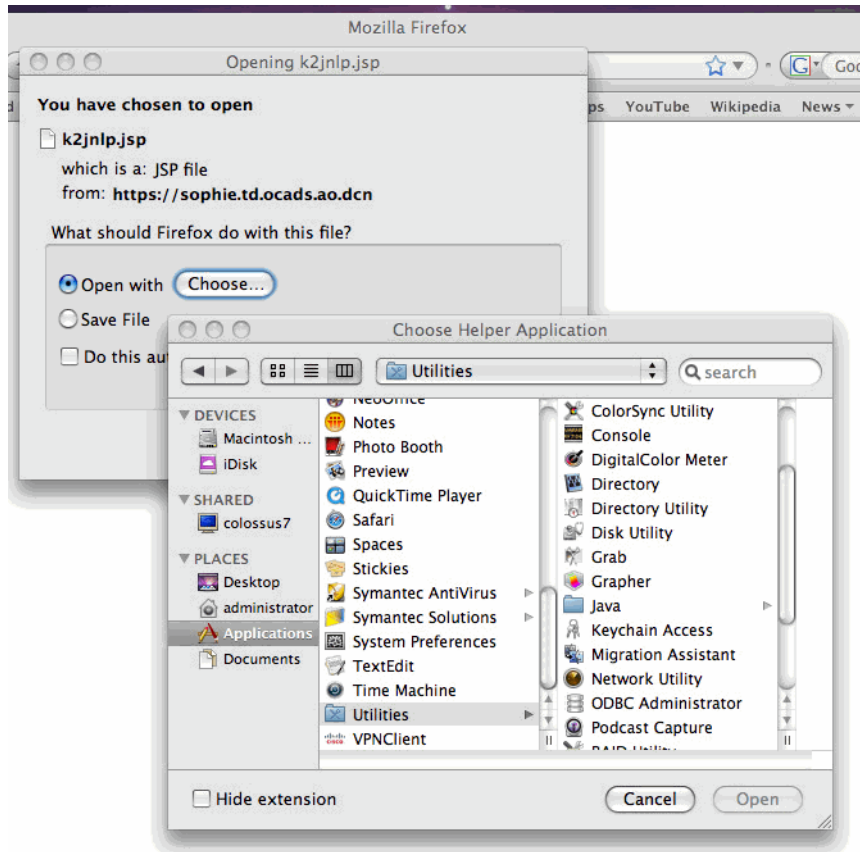


1. If the dialog box shows Java Web Start in the drop-down list next to **Open with**, then select the **Open with** radio button and go to step [Step 3](#) on page 126.

2. If you see a **Choose** button next to the **Open with** radio button, then click **Choose** to select the helper application.

A dialog box similar to the one shown in [Figure 121](#) opens.

Figure 121. Choose Helper Application

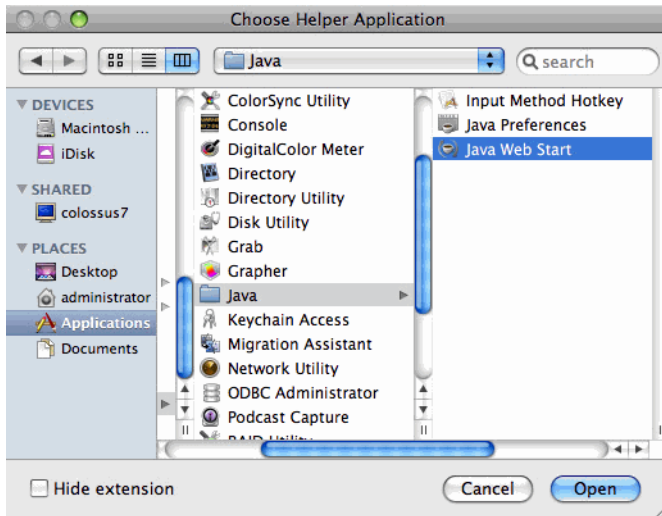


Do the following:

- a. In the left hand list, find and click the entry labeled **Utilities**.
- b. In the list on the right, find and click the entry labeled **Java**.

This shows the list of helper applications for Java, as shown in [Figure 122](#).

Figure 122. Choose Helper Application - Java



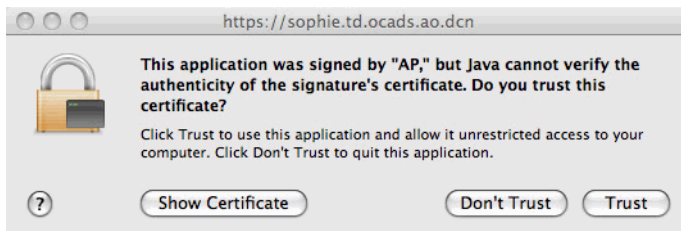
- c. Click **Java Web Start** and click the **Open** button.
3. Select the checkbox labeled **Do this automatically for files like this from now on** so that you do not have to do this twice.
4. Click the **OK** button.

A Java Starting message box opens and then the system may ask you to authenticate the certificate.

5. If a certificate dialog box opens asking you if you want to accept the certificate from “ecf.ca9.uscourts.gov,” click the **Trust** button to continue.

Another certificate dialog box opens. This time, you must click the Trust button to ensure that ECF will be able to read PDF files from your Mac. The PDF certificate dialog box will look similar to the one shown in [Figure 123](#).

Figure 123. PDF Certificate

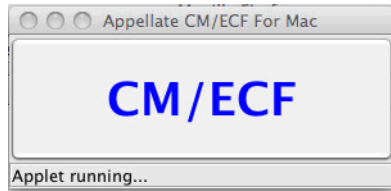


6. Click the **Trust** button.

At this point, a small window with a blue CM/ECF label opens. This is the program itself. An example of this window is shown in [Figure 124](#).

CAUTION: Do not close this window at any time.

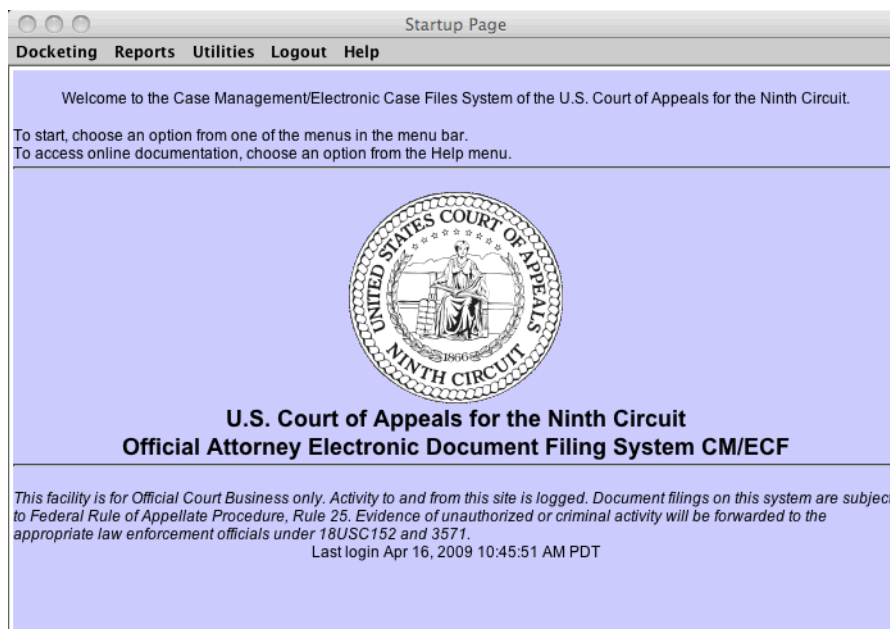
Figure 124. Appellate CM/ECF For Mac Background Window



The Startup Page window opens in the foreground. Notice that your last login date and time are shown near the middle of the page. An example of this window is shown in [Figure 125](#).

CAUTION: Do not close the Startup Page window at any time. If you do close this window by accident, find the background window, shown in [Figure 124](#), and click the large CM/ECF button.

Figure 125. Appellate CM/ECF For Mac Startup Page Window



Known Differences for Mac Users

CAUTION: Make sure you review the information in “Known Java Issues for Mac Users” on page 130 before you attempt to start ECF.

Longer Startup Process

In order to maintain the same security for the ECF application for all users, the URL used behind the scenes for downloading the program to the Mac is different each time. This will make the startup process take longer for Mac users, since the URL will not be cached.

Automatic Login as a PACER User

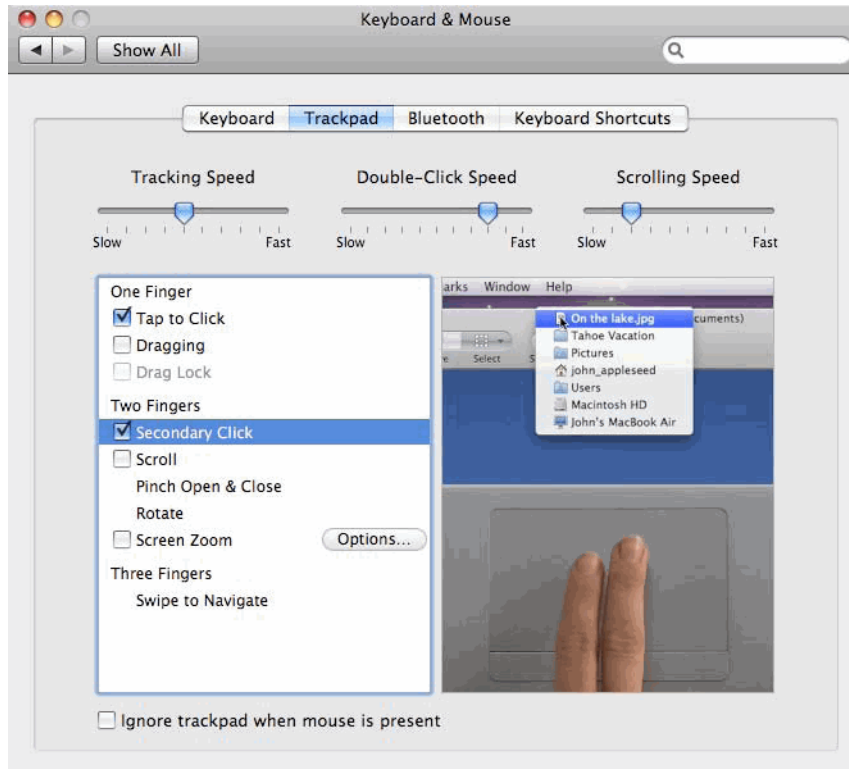
Automatic login as a PACER user when an attorney logs in as a filing user is not supported on the Mac.

The default Mac browser must be used to log in to ECF. If a secondary browser is used, it will not know that you are logged in when running browser-based portions of the system. To change the default browser, go to Safari > Preferences > General. Use the Default web browser to indicate the default web browser.

Right-Click Functionality

There are a few areas in ECF Appellate which feature right-click functionality. Mac users can access the same features by going to System Preferences > Keyboard and Mouse > Trackpad, and selecting the checkbox labeled **Tap trackpad using two fingers for secondary click**.

Figure 126. Secondary Click



Known Java Issues for Mac Users

CM/ECF needs Java Web Start to run correctly on Macintosh systems. With the latest Java update from Apple, the location of Java Web Start has changed and you may have to manually identify that location.

If you have Safari and Firefox, the Court recommends using *Firefox* to file electronically in order to avoid some of the issues described in this section.

Safari Browser is the Only Browser Installed on Your System

Assuming you followed the instructions for clearing the cache and cookies, you should be able to run CM/ECF without any problems.

Safari and Firefox Installed on Your System, Using Safari to Log In to CM/ECF

Assuming you followed the instructions for clearing the cache and cookies, and setting the default browser, you should be able to run CM/ECF to do your filings. However, PACER Report, Service List, and Help will open in a new Firefox window instead of the existing Safari window. As a result, the browser (Firefox) will not recognize that you are logged in to CM/ECF and will not allow you to run the reports.

As a workaround, you can copy the URL from the Firefox window to a new tab in your Safari browser. For this reason, the Court recommends using Firefox to file electronically if you have both Safari and Firefox installed on your system.

Safari and Firefox Installed on Your System, Using Firefox to Log In to CM/ECF

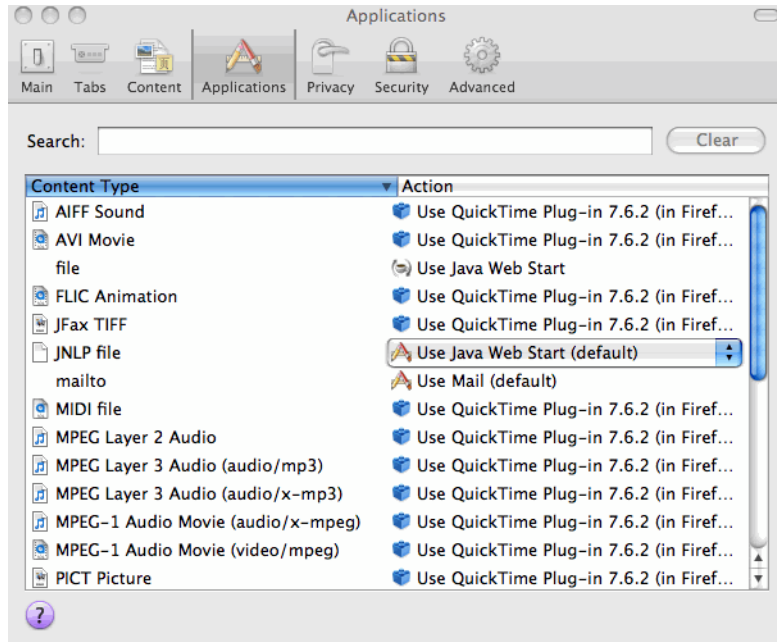
Assuming you followed the instructions for clearing the cache and cookies, and setting the default browser, you should be able to run CM/ECF after following the steps below to find and identify Java Web Start:

1. Open Firefox.
2. Choose **Firefox > Preferences**.
3. In the dialog box that opens, click the **Application** icon at the top.

4. In the **Content Type** box (on the left) scroll down to **JNLP File** and select that entry.

By default, the **Action** for this **Content Type** is set to **Use Java Web Start (default)**, as shown in Figure 127.

Figure 127. Applications - JNLP File Content Type, Default Setting



5. In the **Action** box (on the right), select **Use Other**.

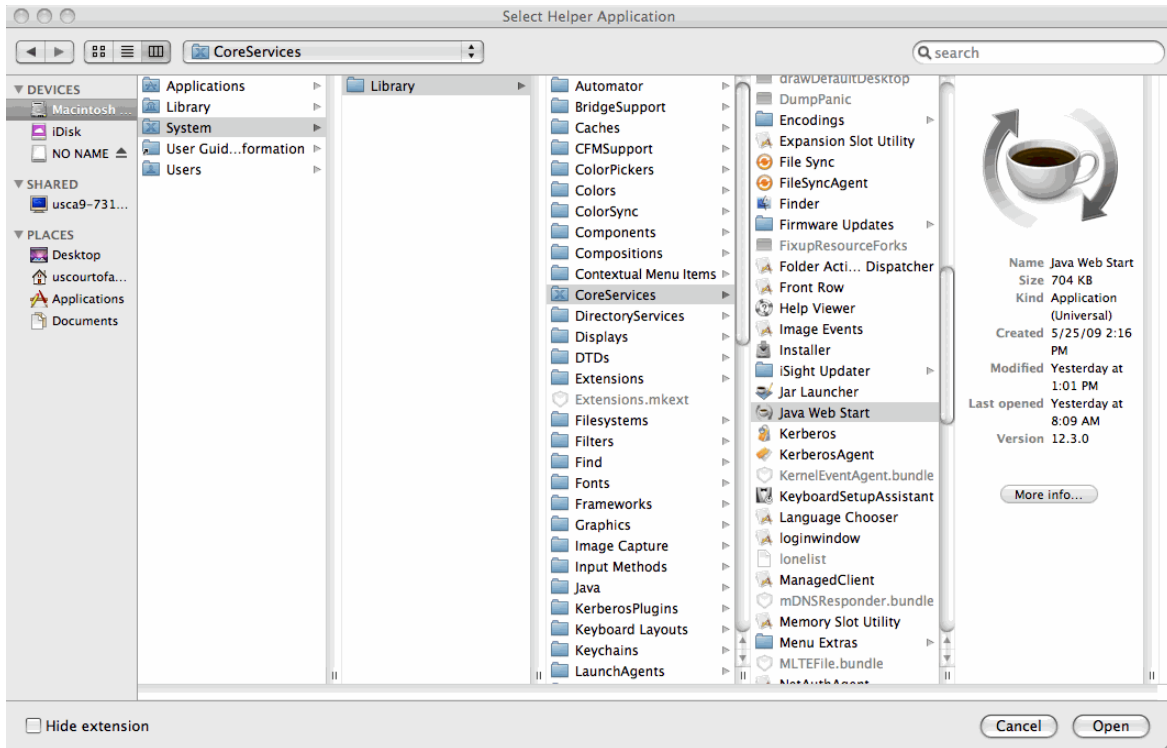
CAUTION: Do not select Use Java Web Start (default).

A window titled Select Helper Application opens.

6. In the Select Helper Application window, under **DEVICES**, click **Macintosh HD > System > Library > CoreServices > Java Web Start**.

Figure 128 shows an example of the correct selections.

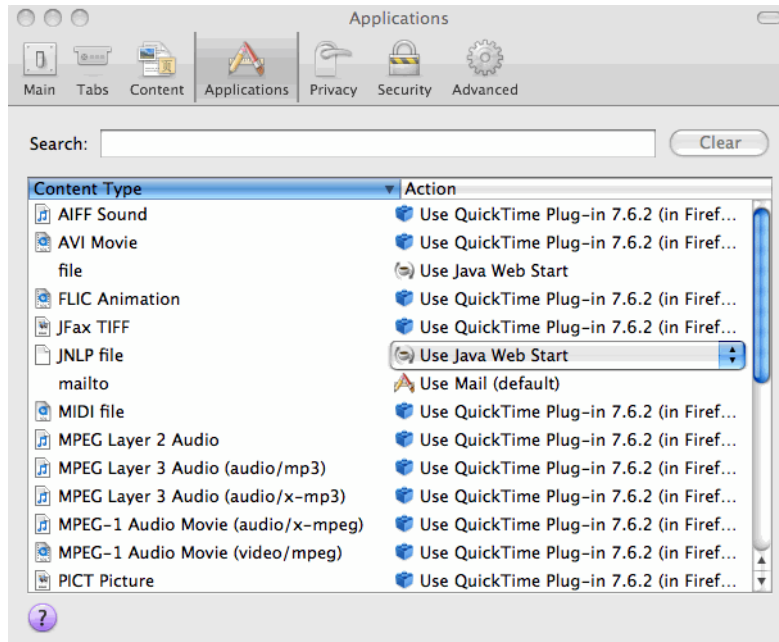
Figure 128. Select Helper Applications Window



7. Click the **Open** button (at the bottom of the window).

The Select Helper Application window closes and the Preferences dialog box (Applications) now shows the correct selection for the JNLP file. An example is shown in [Figure 129](#).

Figure 129. Applications - JNLP File Content Type Updated



8. Close the Preferences dialog box.
9. Restart Firefox and then follow the instructions in “[To set Firefox as the default browser and clear the browser cache and cookies](#)” on page 119 before attempting to log in.

12 Filing Categories and Types of Motions

This chapter provides a complete list of the ECF filing categories and types of motions you can file.

- “Briefs” on page 136
- “Motions/Responses/Replies” on page 138
- “Rehearing/Reconsideration” on page 142
- “Transcripts/Court Reporters” on page 143
- “Answers to Original Petitions” on page 144
- “Appeals Pursuant to FRAP 9(a)” on page 145
- “Forms/Notices/Disclosures” on page 146
- “Correspondence/Status Reports” on page 148
- “Prospective Amici and Intervenors” on page 149

Briefs

An example of part of the File a Document window with the **Briefs** category selected is shown in Figure 130.

Figure 130. Filing Category: Briefs

The screenshot shows a web interface for filing a document. On the left, there is a list of filing categories with radio buttons. The 'Briefs' category is selected. On the right, there is a 'Select One' dropdown menu with a list of filing types, where the first option is selected.

Select One	
<input checked="" type="radio"/>	Click a filing type below, then click the Continue button
<input type="radio"/>	Submit Brief for Review by the Court
<input type="radio"/>	Submit Brief for Review and File a Motion Together
<input type="radio"/>	File an Errata to a Brief
<input type="radio"/>	File a Citation of Supplemental Authorities (FRAP 28(j) Letter)
<input type="radio"/>	File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)

- Submit Brief for Review by the Court
- Submit Brief for Review and File a Motion Together
For a list of the types of motions that you can file, see [“Types of Motions Available When Submitting a Brief and Filing a Motion Together”](#) on page 137.
- File an Errata to a Brief
- File a Citation of Supplemental Authorities (FRAP 28(j) Letters)
- File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)

Types of Motions Available When Submitting a Brief and Filing a Motion Together

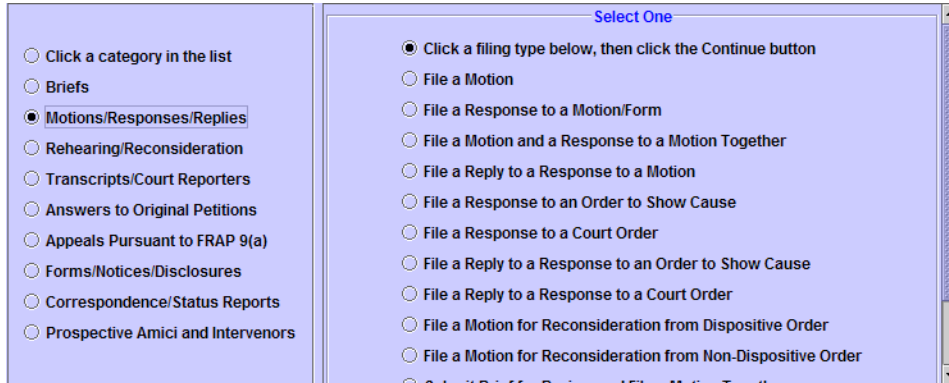
You select the type of motion using the **Relief** area. “[Selecting Reliefs for a Filing](#)” on page 40 provides step-by-step instructions on how to use the **Relief** area.

- motion to file a late brief
- motion to file nonstandard brief
- motion to file oversized brief
- motion to file substitute or corrected brief
- motion to file supplemental brief
- motion to reinstate case
- motion to withdraw as counsel

Motions/Responses/Replies

An example of part of the File a Document window with the **Motions/Responses/Replies** category selected is shown in Figure 131.

Figure 131. Filing Category: Motions/Responses/Replies



- File a Motion. For a list of the types of motions that you can file, see “Types of Motions Available When Filing a Motion” on page 139.
- File a Response to a Motion/Form
- File a Motion and a Response to a Motion Together. For a list of the types of motions that you can file, see “Types of Motions Available When Filing a Motion” on page 139.
- File a Reply to a Response to a Motion
- File a Response to an Order to Show Cause
- File a Response to a Court Order
- File a Reply to a Response to an Order to Show Cause
- File a Reply to a Response to a Court Order
- File a Motion for Reconsideration from Dispositive Order
- File a Motion for Reconsideration from Non-Dispositive Order
- Submit Brief for Review and File a Motion Together. See “Briefs” on page 136 for additional information.
- File a Court Reporter Motion to Extend Time. See “Transcripts/Court Reporters” on page 143 for additional information.
- File an Answer to an Original Petition

Types of Motions Available When Filing a Motion

You select the type of motion using the **Relief** area. “Selecting Reliefs for a Filing” on page 40 provides step-by-step instructions on how to use the **Relief** area.

- motion for 46-5 exemption
- motion for appointment of counsel
- motion for appointment of pro bono counsel
- motion for attorney fees
- motion for bail pending appeal or trial
- motion for certificate of appealability
- motion for certification to state supreme court
- motion for injunction pending appeal
- motion for miscellaneous relief (to be used only if no other relief applies)
- motion for sanctions
- motion for summary affirmance
- motion for summary disposition
- motion for summary reversal
- motion to assign case to prior panel
- motion to compel supplementation of excerpts of record
- motion to complete production of reporters transcript at government expense
- motion to consolidate cases
- motion to continue hearing
- motion to dismiss case for failure to prosecute under Circuit Rule 42-1
- motion to dismiss for lack of jurisdiction
- motion to dismiss party from case
- motion to dismiss the case
- motion to dismiss the case voluntarily pursuant to rule 42b
- motion to expedite case
- motion to extend time to comply with order

- motion to extend time to file CADS
- motion to extend time to file COA request
- motion to extend time to file FRAP 9a memorandum
- motion to extend time to file agency record
- motion to extend time to file appellant designation of reporters transcript
- motion to extend time to file appellee designation of reporters transcript
- motion to extend time to file appendix
- motion to extend time to file bill of costs
- motion to extend time to file brief
- motion to extend time to file opposition
- motion to extend time to file petition for rehearing
- motion to extend time to file record on appeal
- motion to extend time to file reply
- motion to extend time to file response
- motion to file a late brief
- motion to file addendum
- motion to file appendix
- motion to file joint brief
- motion to file late opposition (to file motion and opposition together)
- motion to file late petition for rehearing (to file motion and petition for rehearing together)
- motion to file nonstandard brief
- motion to file oversized brief
- motion to file oversized petition for rehearing
- motion to file substitute or corrected brief
- motion to file supplemental brief
- motion to file supplemental briefing for petition for rehearing
- motion to file supplemental excerpts of record
- motion to hear case with other case

- motion to join in existing brief
- motion to lift stay
- motion to present oral argument by video
- motion to proceed in forma pauperis
- motion to recall mandate
- motion to refer case to mediation
- motion to reinstate case
- motion to remand case
- motion to request publication of memorandum disposition
- motion to reschedule oral argument
- motion to stay lower court action
- motion to stay proceedings
- motion to stay proceedings pending settlement
- motion to stay removal/deportation
- motion to stay the mandate
- motion to strike portion or whole of document
- motion to submit case on briefs
- motion to substitute counsel
- motion to substitute party
- motion to supplement or amend Civil Appeals Docketing Statement
- motion to supplement or amend designation of reporters transcript
- motion to supplement record on appeal
- motion to take judicial notice
- motion to transfer appeal to other circuit
- motion to unseal document
- motion to waive filing of CADS
- motion to waive filing of excerpts of record
- motion to withdraw as counsel

Rehearing/Reconsideration

An example of part of the File a Document window with the **Rehearing/Reconsideration** category selected is shown in Figure 132.

Figure 132. Filing Category: Rehearing/Reconsideration

The screenshot shows a web interface for filing documents. On the left, there is a vertical list of categories with radio buttons. The 'Rehearing/Reconsideration' category is selected and highlighted with a blue border. On the right, there is a 'Select One' dropdown menu. The first option in the dropdown is selected with a radio button and reads 'Click a filing type below, then click the Continue button'. Below this are seven other options, each with an unselected radio button and text describing the filing type and applicable rules.

<ul style="list-style-type: none"><input type="radio"/> Click a category in the list<input type="radio"/> Briefs<input type="radio"/> Motions/Responses/Replies<input checked="" type="radio"/> Rehearing/Reconsideration<input type="radio"/> Transcripts/Court Reporters<input type="radio"/> Answers to Original Petitions<input type="radio"/> Appeals Pursuant to FRAP 9(a)<input type="radio"/> Forms/Notices/Disclosures<input type="radio"/> Correspondence/Status Reports<input type="radio"/> Prospective Amici and Intervenors	<p style="text-align: center;">Select One</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Click a filing type below, then click the Continue button<input type="radio"/> File a Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)<input type="radio"/> File a Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)<input type="radio"/> File a Combination Petition for Panel Rehearing/En Banc (FRAP 35, 40)<input type="radio"/> File an Answer or Response to a Petition for Rehearing/En Banc<input type="radio"/> File a Reply to a Response to a Petition for Rehearing/En Banc<input type="radio"/> File a Motion for Reconsideration from Dispositive Order<input type="radio"/> File a Motion for Reconsideration from Non-Dispositive Order
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- File a Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)
- File a Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)
- File a Combination Petition for Panel Rehearing/En Banc (FRAP 35, 40)
- File an Answer or Response to a Petition for Rehearing/En Banc
- File a Reply to an Answer to a Petition for Rehearing/En Banc
- File a Motion for Reconsideration from Dispositive Order
- File a Motion for Reconsideration from Non-Dispositive Order

Transcripts/Court Reporters

An example of part of the File a Document window with the **Transcripts/Court Reporters** category selected is shown in [Figure 133](#).

Figure 133. Filing Category: Transcripts/Court Reporters

The screenshot shows a window with two main sections. The left section is a list of filing categories, each with a radio button. The 'Transcripts/Court Reporters' category is selected, indicated by a filled radio button and a blue highlight. The right section is titled 'Select One' and contains four options, each with a radio button. The first option, 'Click a filing type below, then click the Continue button', is selected with a filled radio button. The other three options are unselected.

<ul style="list-style-type: none"><input type="radio"/> Click a category in the list<input type="radio"/> Briefs<input type="radio"/> Motions/Responses/Replies<input type="radio"/> Rehearing/Reconsideration<input checked="" type="radio"/> Transcripts/Court Reporters<input type="radio"/> Answers to Original Petitions<input type="radio"/> Appeals Pursuant to FRAP 9(a)<input type="radio"/> Forms/Notices/Disclosures<input type="radio"/> Correspondence/Status Reports<input type="radio"/> Prospective Amici and Intervenors	<p style="text-align: center;">Select One</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Click a filing type below, then click the Continue button<input type="radio"/> File a Court Reporter Motion to Extend Time<input type="radio"/> File Transcript Designation (9th Cir. R. 10-3)<input type="radio"/> File Court Reporter Correspondence to Court<input type="radio"/> File a Notice of Reporter Default (9th Cir. R. 11-1.2)
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- File a Court Reporter Motion to Extend Time
- File Transcript Designation (9th Cir. R. 10-3)
- File Court Reporter Correspondence to Court
- File a Notice of Reporter Default (9th Cir. R. 11-1.2)

Answers to Original Petitions

An example of part of the File a Document window with the **Answers to Original Petitions** category selected is shown in [Figure 134](#).

Figure 134. Filing Category: Answers to Original Petitions

The screenshot shows a window with a light blue background. On the left side, there is a vertical list of radio buttons with corresponding text labels. The label 'Answers to Original Petitions' is selected, indicated by a filled black circle. On the right side, there is a section titled 'Select One' in blue text. Below this title, there are two radio buttons. The first one, 'Click a filing type below, then click the Continue button', is selected with a filled black circle. The second one, 'File an Answer to an Original Petition', is unselected with an empty circle.

<ul style="list-style-type: none"><input type="radio"/> Click a category in the list<input type="radio"/> Briefs<input type="radio"/> Motions/Responses/Replies<input type="radio"/> Rehearing/Reconsideration<input type="radio"/> Transcripts/Court Reporters<input checked="" type="radio"/> Answers to Original Petitions<input type="radio"/> Appeals Pursuant to FRAP 9(a)<input type="radio"/> Forms/Notices/Disclosures<input type="radio"/> Correspondence/Status Reports<input type="radio"/> Prospective Amici and Intervenors	<p style="text-align: center; color: blue;">Select One</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Click a filing type below, then click the Continue button<input type="radio"/> File an Answer to an Original Petition
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- File an Answer to an Original Petition

Appeals Pursuant to FRAP 9(a)

An example of part of the File a Document window with the **Appeals Pursuant to FRAP 9(a)** category selected is shown in [Figure 135](#).

Figure 135. Filing Category: Appeals Pursuant to FRAP 9(a)

The screenshot shows a software interface for filing a document. On the left, a sidebar lists various filing categories, with 'Appeals Pursuant to FRAP 9(a)' selected. On the right, a 'Select One' dropdown menu is open, displaying four options for filing types under the selected category.

Filing Category	Filing Type
<input type="radio"/> Click a category in the list	<input checked="" type="radio"/> Click a filing type below, then click the Continue button
<input type="radio"/> Briefs	<input type="radio"/> File a FRAP 9(a) Memorandum
<input type="radio"/> Motions/Responses/Replies	<input type="radio"/> File a Response to a FRAP 9(a) Memorandum
<input type="radio"/> Rehearing/Reconsideration	<input type="radio"/> File a Reply to a Response to a FRAP 9(a) Memorandum
<input type="radio"/> Transcripts/Court Reporters	
<input type="radio"/> Answers to Original Petitions	
<input checked="" type="radio"/> Appeals Pursuant to FRAP 9(a)	
<input type="radio"/> Forms/Notices/Disclosures	
<input type="radio"/> Correspondence/Status Reports	
<input type="radio"/> Prospective Amici and Intervenors	

- File a FRAP 9(a) Memorandum
- File a Response to a FRAP 9(a) Memorandum
- File a Reply to a Response to a FRAP 9(a) Memorandum

NOTE: To file a motion to extend time to file a FRAP 9(a) memorandum, you must file a motion, and then select the motion to extend time to file FRAP 9a Memorandum relief. See [“Filing a Motion”](#) on page 61 for step-by-step instructions.

Forms/Notices/Disclosures

An example of part of the File a Document window with the **Forms/Notices/Disclosures** category selected is shown in Figure 136.

TIP: You can download fill-in forms from the Court’s website.

Go to <http://www.ca9.uscourts.gov/>, click the **Downloads** link, then click the arrow icon to the left of **Forms and Guidelines**. You must have Adobe Acrobat to save a fill-in form. If you do not have Adobe Acrobat, fill in the form, print the form, and then scan it so you can attach it to your filing.

Figure 136. Filing Category: Forms/Notices/Disclosures

The screenshot shows a web-based filing interface. On the left, a list of categories is shown with radio buttons. The 'Forms/Notices/Disclosures' category is selected. On the right, a larger pane titled 'Select One' contains a list of filing types, also with radio buttons. The first option, 'Click a filing type below, then click the Continue button', is selected. The list of filing types includes: 'File a Response to a Motion/Form', 'File Transcript Designation (9th Cir. R. 10-3)', 'File a Notice of Appearance or Re-Assignment', 'File a Civil Appeals Docketing Statement (Form 6)', 'File Affidavit Accompanying In Forma Pauperis Motion (Form 4)', 'File a CJA Form 23 Financial Affidavit', 'File a Corporate Disclosure Statement (FRAP 26.1)', 'File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)', 'File a Bill of Costs (Form 10)', and 'File an Application for Fees Under EAJA'.

- File a Response to a Motion/Form
- File Transcript Designation (9th Cir. R. 10-3)
- File a Notice of Appearance or Re-Assignment
- File a Civil Appeals Docketing Statement (Form 6)
- File Affidavit Accompanying In Forma Pauperis Motion (Form 4)
- File a CJA Form 23 Financial Affidavit
- File a Corporate Disclosure Statement (FRAP 26.1)
- File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)
- File a Bill of Costs (Form 10)
- File an Application for Fees Under EAJA
- File a Certification for Law Student Representation Form

- File a Client Authorization of Law School Representation
- File a Notice of Reporter Default (9th Cir. R. 11-1.2)

Correspondence/Status Reports

An example of part of the File a Document window with the **Correspondence/Status Reports** category selected is shown in [Figure 137](#).

Figure 137. Filing Category: Correspondence/Status Reports

The screenshot shows a web interface for filing documents. On the left, there is a sidebar with a list of filing categories, each with a radio button. The 'Correspondence/Status Reports' category is selected. The main area on the right is titled 'Select One' and contains a list of filing types, each with a radio button. The first option, 'Click a filing type below, then click the Continue button', is selected.

<ul style="list-style-type: none"><input type="radio"/> Click a category in the list<input type="radio"/> Briefs<input type="radio"/> Motions/Responses/Replies<input type="radio"/> Rehearing/Reconsideration<input type="radio"/> Transcripts/Court Reporters<input type="radio"/> Answers to Original Petitions<input type="radio"/> Appeals Pursuant to FRAP 9(a)<input type="radio"/> Forms/Notices/Disclosures<input checked="" type="radio"/> Correspondence/Status Reports<input type="radio"/> Prospective Amici and Intervenors	<p style="text-align: center;">Select One</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Click a filing type below, then click the Continue button<input type="radio"/> File a Citation of Supplemental Authorities (FRAP 28(j) Letter)<input type="radio"/> File a Status Report Required by Court Order<input type="radio"/> File Correspondence to Court<input type="radio"/> File Court Reporter Correspondence to Court<input type="radio"/> File a Notice of Reporter Default (9th Cir. R. 11-1.2)
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- File a Citation of Supplemental Authorities (FRAP 28(j) Letters)
- File a Status Report Required by Court Order
- File Correspondence to Court
- File Court Reporter Correspondence to Court
See “[Transcripts/Court Reporters](#)” on [page 143](#) for additional information.
- File a Notice of Reporter Default (9th Cir. R. 11-1.2)

Prospective Amici and Intervenors

An example of part of the File a Document window with the **Prospective Amici and Intervenors** category selected is shown in [Figure 137](#).

Figure 138. Filing Category: Prospective Amici and Intervenors

The screenshot shows a web interface for filing a document. On the left, there is a sidebar with a list of categories, each with a radio button. The category 'Prospective Amici and Intervenors' is selected. The main area on the right is titled 'Select One' and contains three radio button options:

- Click a filing type below, then click the Continue button
- File a Corporate Disclosure Statement (FRAP 26.1)
- File a Prospective Amicus or Intervenor Motion
- Submit Brief and File Prospective Amicus or Intervenor Motion Together

- File a Corporate Disclosure Statement (FRAP 26.1)
- File a Prospective Amicus or Intervenor Motion
For a list of the types of motions that you can file, see [“Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion,”](#) below.
- Submit Brief and File Prospective Amicus or Intervenor Motion Together
For a list of the types of motions that you can file, see [“Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion,”](#) below.

Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion

You select the type of motion using the **Relief** area. [“Selecting Reliefs for a Filing”](#) on page 40 provides step-by-step instructions on how to use the **Relief** area.

- motion to become amicus
- motion to extend time to file amicus brief
- motion to extend time to file intervenor brief
- motion to intervene

13 Updating Your Appellate ECF Account

Since the Court is now live with Electronic Filing, all filers must update their own accounts. Do not send the Court notices of change of address or change of name, instead, follow the instructions in one of the following topics:

- “Updating a Company Name or Company Address” on page 152
- “Updating Your Email and Address When you Move to a Different Firm” on page 157

Updating a Company Name or Company Address

CAUTION: Follow the steps in this topic **only** if the name or address of your company has changed. If you changed firms, follow the instructions in “Updating Your Email and Address When you Move to a Different Firm” on page 157 instead.

For **at least one attorney** in your firm, do the following:

1. Navigate to <https://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-login.pl>.

The login page is shown in Figure 139.

Figure 139. Appellate Filer Account Update, Login Page

Case Management / Electronic Case Files

- Need Information About CM/ECF?
[CM/ECF Frequently Asked Questions](#)
- Need an account id and password?
[Register for an Appellate Filer Account](#)
- Forgot your password?
[Retrieve Appellate Filer Username/Password](#)

Login to Appellate Filer Account Update

Filer Login:

Password:

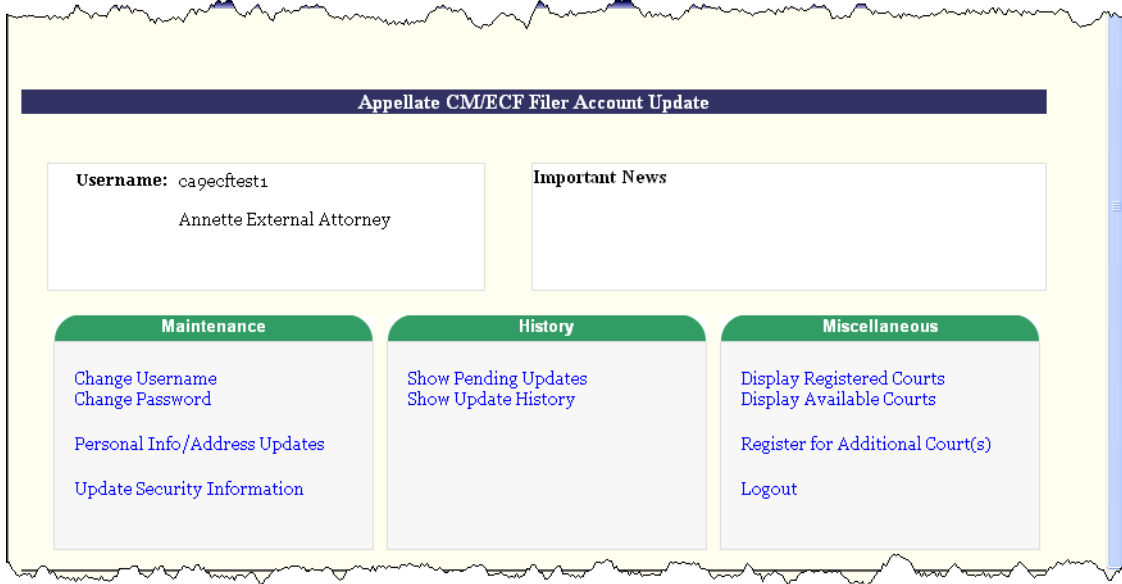
[Verify Login](#) [Clear Form](#)

Update CM/ECF appellate filer account information,
Register for additional courts, and more...

2. Enter the attorney's login and password and click the **Verify Login** button.

The Appellate CM/ECF Filer Account Update page opens. This page has three tabs: **Maintenance**, **History**, and **Miscellaneous**, as shown in [Figure 140](#).

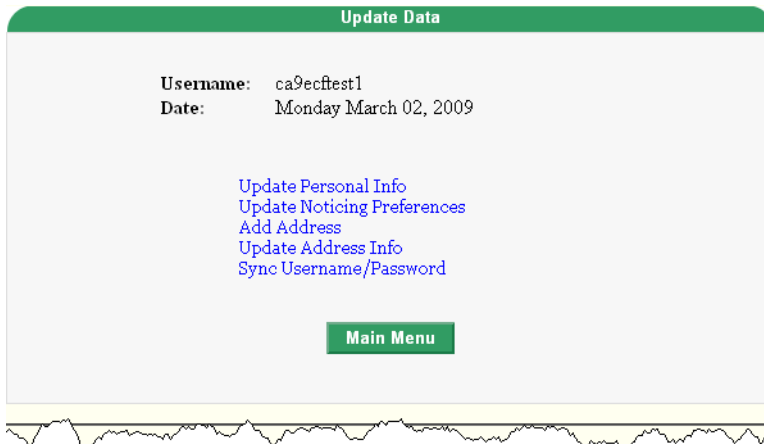
Figure 140. Appellate CM/ECF Filer Account Update Page



3. In the **Maintenance** tab, click the **Personal Info/Address Updates** link.

A page opens with one tab labeled **Update Data**. An example is shown in [Figure 141](#).

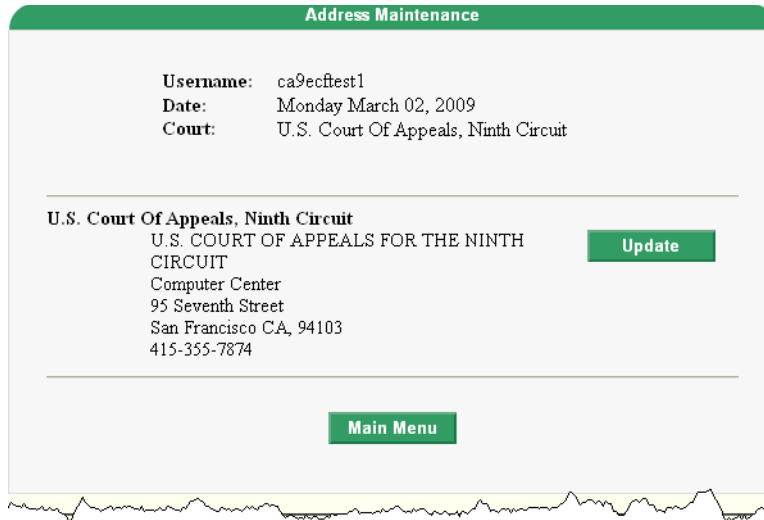
Figure 141. Update Data Tab



4. In the **Update Data** tab, click the **Update Address Info** link.

A screen opens with one tab labeled **Address Maintenance**. The system shows the address currently on file for the account. An example is shown in [Figure 142](#).

Figure 142. Address Maintenance Tab



- Click the **Update** button to the right of the address.

A screen opens with one tab labeled **Update Address Information**. An example is shown in Figure 143.

Figure 143. Update Address Information Tab

The screenshot shows a web form titled "Update Address Information" with a green header. The form contains the following fields and values:

- Username:** ca9ecfstest1
- Date:** Monday March 02, 2009
- Court:** U.S. Court Of Appeals, Ninth Circuit
- Office/Firm:** U.S. COURT OF APPEALS FOR THE NINTI
- Unit:** Computer Center
- Address:** 95 Seventh Street
- Room Number:** (empty)
- City:** San Francisco
- State:** CALIFORNIA
- Country:** USA
- Zip/Postal Code:** 94103
- Phone Number:** 415-555-1212
- Fax Number:** (empty)

At the bottom of the form, there is a checkbox labeled "Check here if this address change applies to the entire firm" which is currently unchecked. Below the checkbox are two green buttons: "Submit" and "Cancel".

- Make your changes to update the firm's information (name, phone number, address).

7. Select the checkbox labeled **Check here if this address change applies to the entire firm**, as shown in [Figure 144](#).

Figure 144. Checkbox to Indicate that Change Applies to Firm



or Province:

Country:

Zip/Postal Code: *

Phone Number: *

Fax Number:

Check here if this address change applies to the entire firm

8. Click the **Submit** button to submit your changes to the PACER Service Center.
A confirmation page opens to let you know that your request has been sent to the PACER Service Center.
9. Click the **OK** button to return to the main Appellate CM/ECF Filer Account Update page.
10. Click the **Logout** link in the **Miscellaneous** tab.

Updating Your Email and Address When you Move to a Different Firm

CAUTION: Follow the steps in this topic **only** if you changed firms and you need to update your company address and other contact information, such as phone numbers and email addresses. If the name of your firm has changed or if your firm moved to a new address, follow the instructions in “Updating a Company Name or Company Address” on page 152 **instead**.

1. Navigate to <https://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-login.pl>.

The login page is shown in Figure 145.

Figure 145. Appellate Filer Account Update, Login Page

Case Management / Electronic Case Files

- Need Information About CM/ECF?
[CM/ECF Frequently Asked Questions](#)
- Need an account id and password?
[Register for an Appellate Filer Account](#)
- Forgot your password?
[Retrieve Appellate Filer Username/Password](#)

Login to Appellate Filer Account Update

Filer Login:

Password:

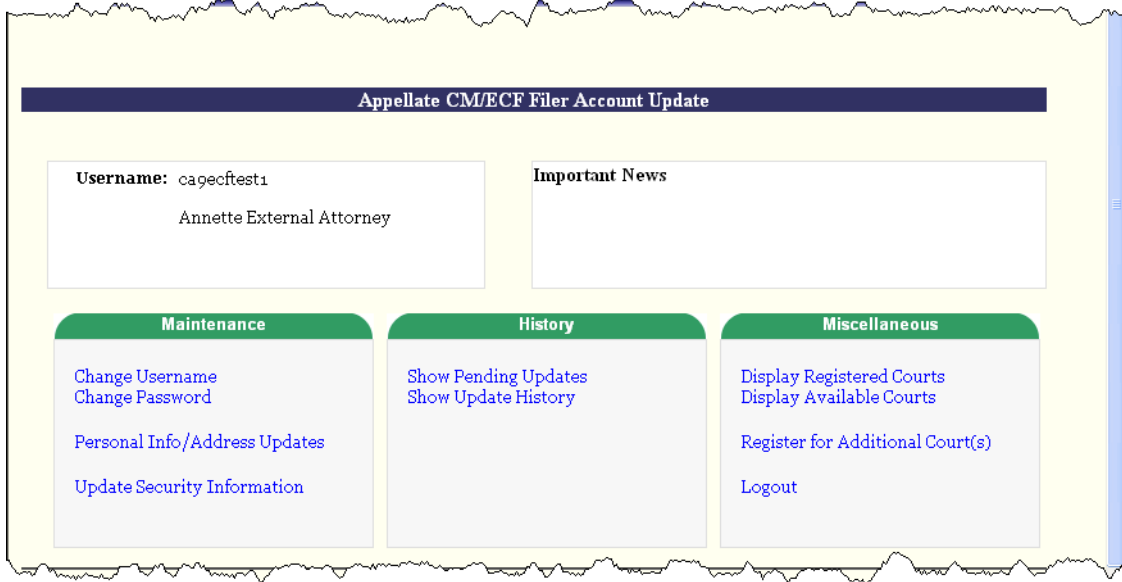
[Verify Login](#) [Clear Form](#)

[Update CM/ECF appellate filer account information, Register for additional courts, and more...](#)

2. Enter your login and password and click the **Verify Login** button.

The Appellate CM/ECF Filer Account Update page opens. This page has three tabs: **Maintenance**, **History**, and **Miscellaneous**, as shown in [Figure 146](#).

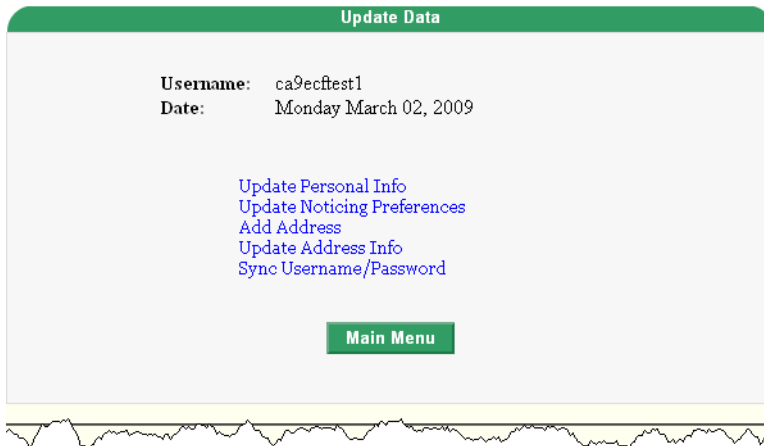
Figure 146. Appellate CM/ECF Filer Account Update Page



3. In the **Maintenance** tab, click the **Personal Info/Address Updates** link.

A page opens with one tab labeled **Update Data**. An example is shown in [Figure 147](#).

Figure 147. Update Data Tab



4. In the **Update Data** tab, click the **Update Personal Info** link.

- In the **Change Personal Information** tab in the page that opens, update the **Primary E-Mail Address** and **Verify Primary E-Mail** fields with your new email address.

An example is shown in [Figure 148](#).

Figure 148. Update Email Address

The screenshot shows a web form with the following fields and values:

- Last 4-digits of SSN: 1105
- Date of Birth: January 19, 1962
- Primary E-Mail Address: cmecf_ca9help@ca9.uscourts.gov
- Verify Primary E-Mail: cmecf_ca9help@ca9.uscourts.gov
- Primary Cell Phone: (empty field)

- Click the **Submit** button.

A confirmation page opens to let you know that your request has been sent to the PACER Service Center.

- Click the **OK** button to return to the main Appellate CM/ECF Filer Account Update page.
- In the **Maintenance** tab, click the **Personal Info/Address Updates** link.

A page opens with one tab labeled **Update Data**. An example is shown in [Figure 149](#).

Figure 149. Update Data Tab

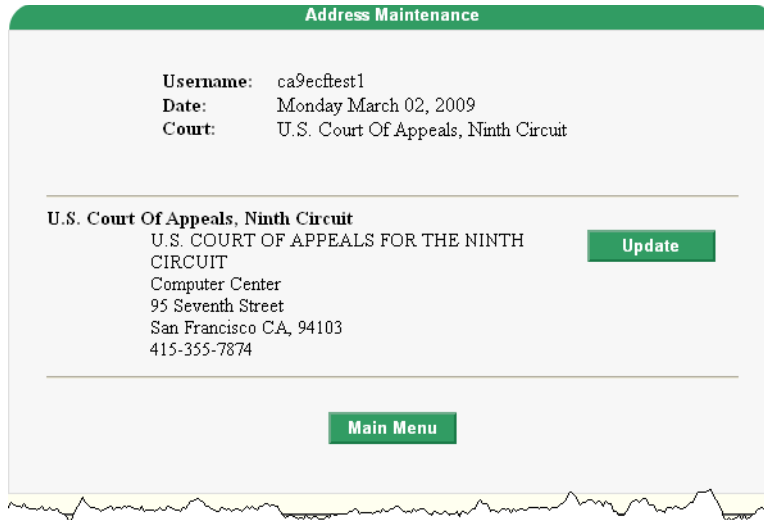
The screenshot shows the 'Update Data' tab with the following content:

- Username: ca9ecftest1
- Date: Monday March 02, 2009
- Update Personal Info
- Update Noticing Preferences
- Add Address
- Update Address Info
- Sync Username/Password
- Main Menu (button)

9. In the **Update Data** tab, click the **Update Address Info** link.

A screen opens with one tab labeled **Address Maintenance**. The system shows the address currently on file for the account. An example is shown in [Figure 150](#).

Figure 150. Address Maintenance Tab



10. Click the **Update** button to the right of the address.

A screen opens with one tab labeled **Update Address Information**. An example is shown in Figure 151.

Figure 151. Update Address Information Tab

Update Address Information

Username: ca9ecftest1
Date: Monday March 02, 2009
Court: U.S. Court Of Appeals, Ninth Circuit

Office/Firm: U.S. COURT OF APPEALS FOR THE NINTI
Unit: Computer Center
Address:* 95 Seventh Street
Room Number:
City:* San Francisco
State:* CALIFORNIA
or Province:
Country: USA
Zip/Postal Code:* 94103
Phone Number:* 415-555-1212
Fax Number:

Check here if this address change applies to the entire firm

Submit
Cancel

11. Make your changes to reflect your new firm and its contact information.
12. Click the **Submit** button to submit your changes to the PACER service center.
13. A confirmation page opens to let you know that your request has been sent to the PACER Service Center.
14. Click the **OK** button to return to the main Appellate CM/ECF Filer Account Update page.
15. Click the **Logout** link in the **Miscellaneous** tab.

