


Slide 1 - Welcome

*Introduction to CM/ECF*

Animation

ECF Attorney Series ELMs  
Version: 1.0  
Created for: U.S. Court of Appeals for the  
Ninth Circuit  
Created by: AO-OIT-SDSD Training Branch

# Welcome to the Introduction to CM/ECF Electronic Learning Module

The slide features a light blue background with a large, faint watermark of the U.S. Court of Appeals for the Ninth Circuit seal. The seal depicts a seated figure holding a scale and a book, surrounded by the text "U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT" and the year "1866".

**Slide notes**

Welcome to the Introduction to CM/ECF Electronic Learning Module.

This lesson is designed to give you a basic introduction to the U.S. Courts' Case Management/Electronic Case Files application.

**Slide 2 - Navigation**

In order to closely simulate the CM/ECF application, each screen in this lesson will contain instructions for you to follow that mimic the actual software. Follow those instructions to progress through the lesson.

You may also use the playback controls at the bottom of each screen. You may move forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls include a pause/play button. If you pause the lesson, click the button again to resume.

There is also a menu on each page in the upper left corner. If you move your mouse over the word MENU, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

These CM/ECF lesson modules also have a Closed Captioning feature. Click the CC button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

To exit the lesson, click the X in the upper right corner of the lesson window, or select Exit the Lesson from the menu.

Click the Start button when you're ready.

**Slide notes**

These are the instructions for how to navigate through this lesson module. When you're ready, click the Start button to begin the lesson.

## Slide 3 - Objectives



**Objectives**

Here are the objectives for this lesson.

At the conclusion of this lesson module, you will be able to:

- Login to the CM/ECF application.
- Recognize the CM/ECF main menu options.
- Obtain Help.
- Logout.

Click the Continue button.

[CONTINUE](#)

## Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete this lesson. When you're ready, click Continue.

## Slide 4 - Filing Login



Before you begin to file electronically:

- Filing login and password needed.
- Should have both filing login and PACER login.
- Go to <http://pacer.psc.uscourts.gov>.

Click the Continue button.

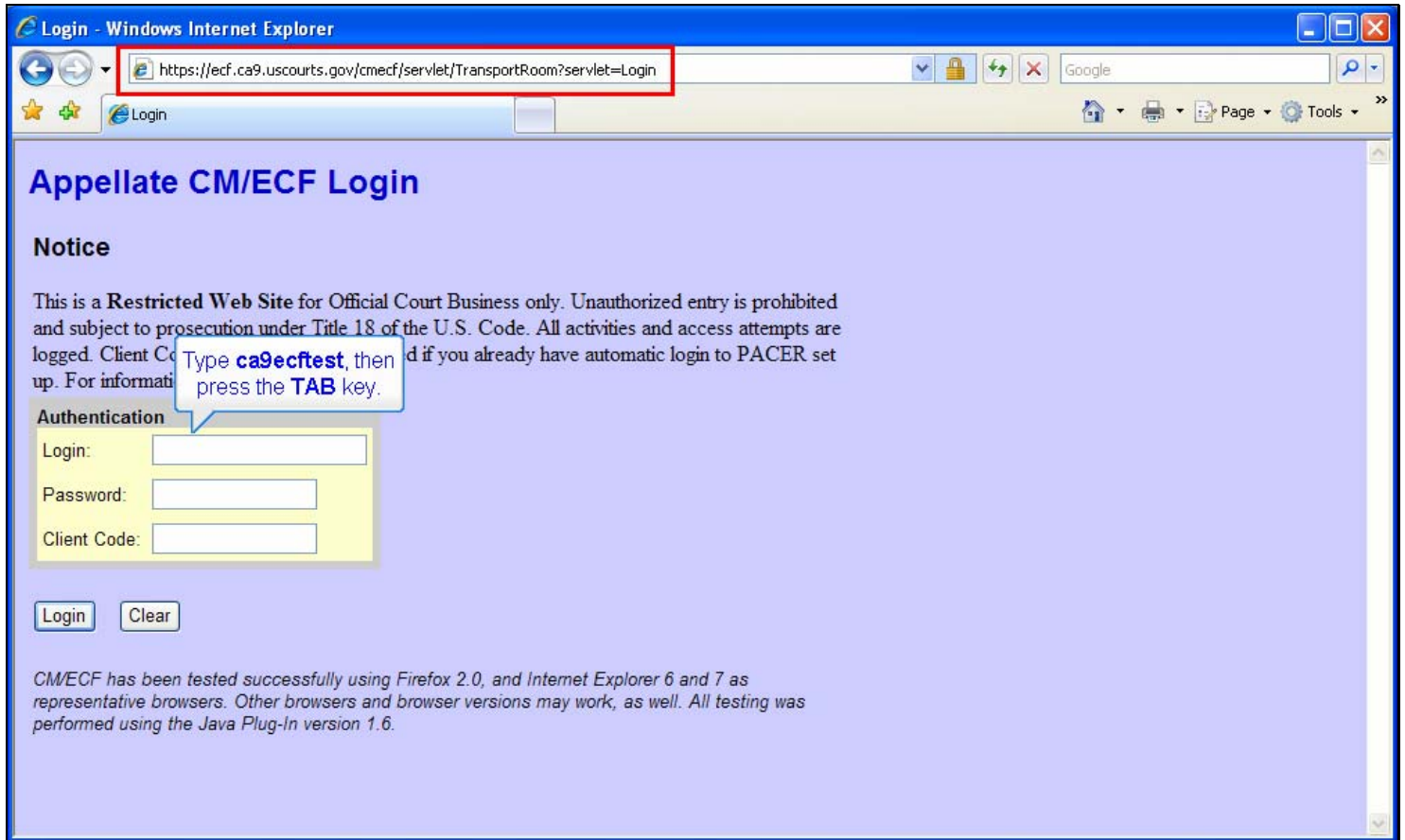
CONTINUE

**Slide notes**

Before you login to CM/ECF let me mention that you need to obtain a filing login from the PACER Service Center in order to file electronically with the appellate courts. This filing login is in addition to any PACER account login you may already have. In order to fully use the appellate CM/ECF application, you should have both kinds of accounts. You can find the PACER Service Center's web site at <http://pacer.psc.uscourts.gov>.

Click the Continue button.

## Slide 5 - Login screen



## Slide notes

In order to connect with the court's CM/ECF application, the first step is to enter the address of the system in your browser. You may want to consider adding this address to your favorites in your browser so you can access it easily.

The first screen you will see is the Appellate CM/ECF Login screen. On this screen you will enter your assigned Login and Password.

You may also optionally enter a Client Code. This code is to help you keep track of PACER charges for your various clients, but it can be left blank.

Both the login and password fields are case sensitive. This means you must enter them in upper or lower case exactly as they were assigned to you.

Let's begin a simulated login process. In the Login field, type "ca9ecftest", then either press the TAB key or click in the Password field.

## Slide 6 - Slide 6



**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. Client Code is optional. It is only used if you already have automatic login to PACER set up. For information, click

**Authentication**

Login: ca9ecfctest6

Password:

Client Code:

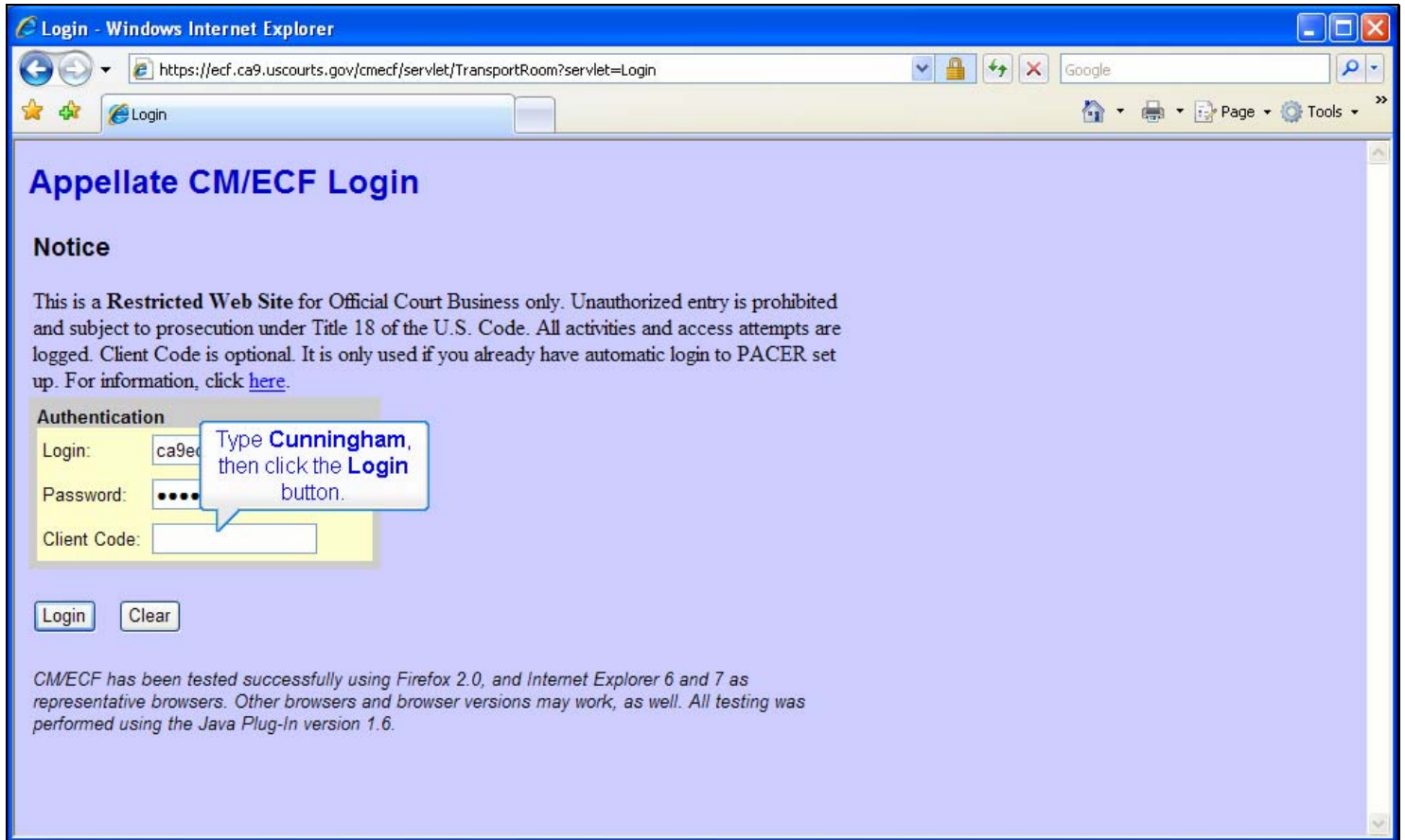
CMECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.

**Slide notes**

When you enter your password, CM/ECF will not display the characters you type but will disguise them.

Enter "Passwordtest", with a capital P, as your password, then press TAB or click in the Client Code field.

## Slide 7 - Slide 7



Login - Windows Internet Explorer

https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login

Google

## Appellate CM/ECF Login

### Notice

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#### Authentication

Login: ca9e

Password: ●●●●

Client Code:

Type **Cunningham**, then click the **Login** button.

Login Clear

*CMECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.*

## Slide notes

Now enter Cunningham as a client code, then either press the Enter key on your keyboard, or click the Login button.

## Slide 8 - Slide 8



The screenshot shows a web browser window titled "Login - Windows Internet Explorer". The address bar contains the URL "https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login". The page content includes a blue header with the title "Appellate CM/ECF Login" and a "Notice" section. The notice states that the site is restricted for official court business and provides information about unauthorized entry and logging. Below the notice is an "Authentication" section with three input fields: "Login" (containing "ca9ecftest6"), "Password" (masked with dots), and "Client Code" (containing "Cunningham"). There are "Login" and "Clear" buttons below the fields. At the bottom, a note mentions that the system has been tested with Firefox 2.0, Internet Explorer 6 and 7, and Java Plug-In version 1.6.

**Appellate CM/ECF Login**

**Notice**

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**Authentication**

Login:

Password:

Client Code:

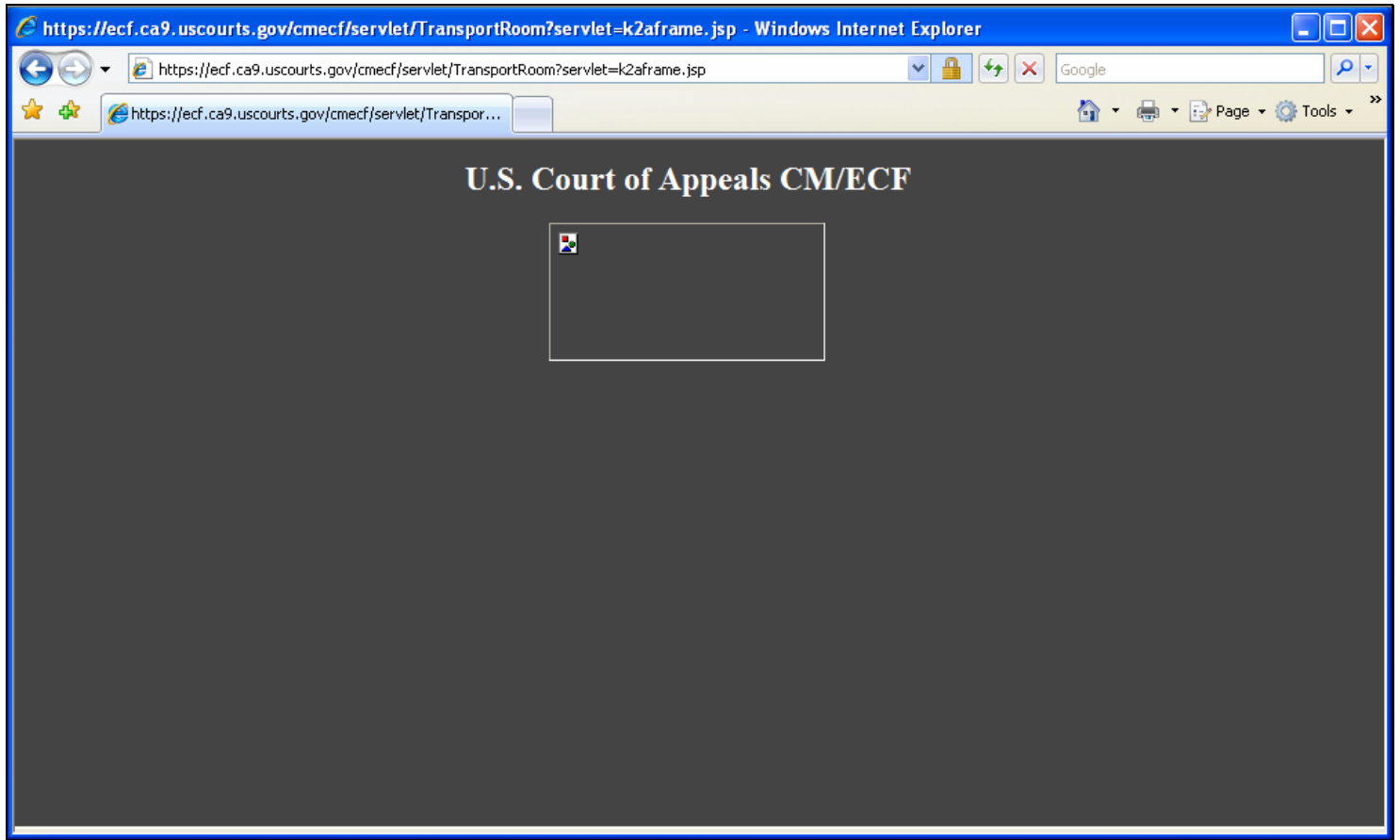
*CMECF has been tested successfully using Firefox 2.0, and Internet Explorer 6 and 7 as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Java Plug-In version 1.6.*

## Slide notes

(Note: This is a transitional slide.)



Slide 9 - Slide 9



Slide notes

(Note: This is a transitional slide.)

Slide 10 - Slide 10



Slide notes

(Note: This is a transitional slide.)

## Slide 11 - Slide 11



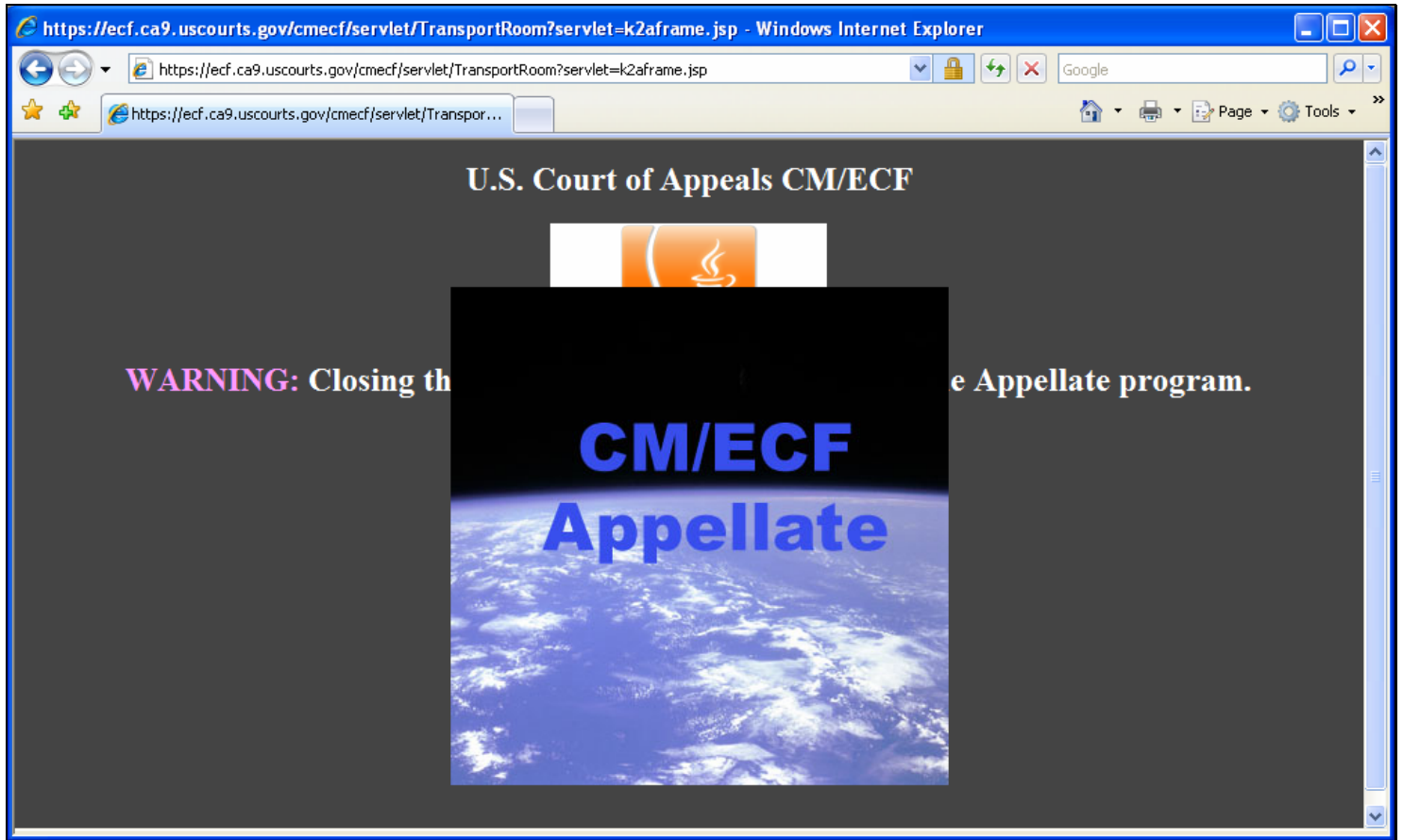
## Slide notes

Let's pause here for a moment. CM/ECF shows you a warning. When the program starts, two windows will be opened in your browser. This window will remain in the background, while a new window will open on top of it. The new window will be the one you use. This background window should not be closed until you're done with CM/ECF. If you do close it, it will close all the currently opened windows in the CM/ECF application.

Also, while CM/ECF is loading, your browser may show you some security messages. These messages may be about ActiveX controls or scripting. If your browser does prompt you about these, you should choose the options that will allow these browser features to work.

Click the Continue button to resume.

Slide 12 - Slide 12



Slide notes

(Note: This is a transitional slide.)

## Slide 13 - Slide 13

Startup Page

Docketing Reports Utilities Logout Help

Click Docketing.

Welcome to the Case Management/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit.

To [ ] on from one of the menus in the menu bar.

To access online documentation, choose Help > *your-office* Help, then click the CM/ECF User Guide link in the web page that opens.



**U.S. Court of Appeals for the Ninth Circuit**  
**Official Attorney Electronic Document Filing System CM/ECF**

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Last login Jul 16, 2008 5:11:08 AM PDT

## Slide notes

And the Startup Page window opens. This is the main window in CM/ECF. Let's take a quick tour of it.

Notice near the middle of the window your last login date and time are displayed.

In the upper right corner of the window are the normal Microsoft Windows controls to minimize, maximize, and close the window.

At the top left of the window is the main CM/ECF menu. These are the five options available to you. In this lesson, we will take a quick look at each of the menu items to see what they contain.

To use the main menu, click on the desired option. For example, click on Docketing in the menu.

## Slide 14 - Slide 14

Startup Page

Docketing Reports Utilities Logout Help

File a Document

Welcome to the Case Management/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit.

To start, choose the menus in the menu bar.

To access online Reports, choose Help > your-office Help, then click the CM/ECF User Guide link in the web page that opens.

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Last login Jul 16, 2008 5:11:08 AM PDT

## Slide notes

When you click a main menu option, a drop-down menu will appear. In this instance, the only further option is File a Document. We will explore this option in subsequent lesson modules.

For now, roll your mouse over Reports.

## Slide 15 - Slide 15

Startup Page

Docketing Reports **Utilities** Logout Help


PACER Report Service List

Roll your mouse over Utilities.

the Case Management/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit.

To start, choose an option in the menu bar.

To access online documents > your-office Help, then click the CM/ECF User Guide link in the web page that opens.



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Last login Jul 16, 2008 5:11:08 AM PDT

## Slide notes

The menu shows PACER Report and Service List as its options. PACER stands for Public Access to Courts Electronic Records, and is managed by the PACER Service Center. Any reports you create will be subject to the PACER public access fee. Service List lets you generate a service list for a case in which you are a participant.

Refer to the lesson module on PACER Reports for more information about that menu item.

Now roll your mouse over Utilities.

## Slide 16 - Slide 16

Startup Page

Docketing Reports Utilities Logout Help

Update My Account

Management/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit.

To start, choose an option from one of the menu bar.

To access online documentation, choose the Help, then click the CM/ECF User Guide link in the web page that opens.

Roll your mouse over Logout.

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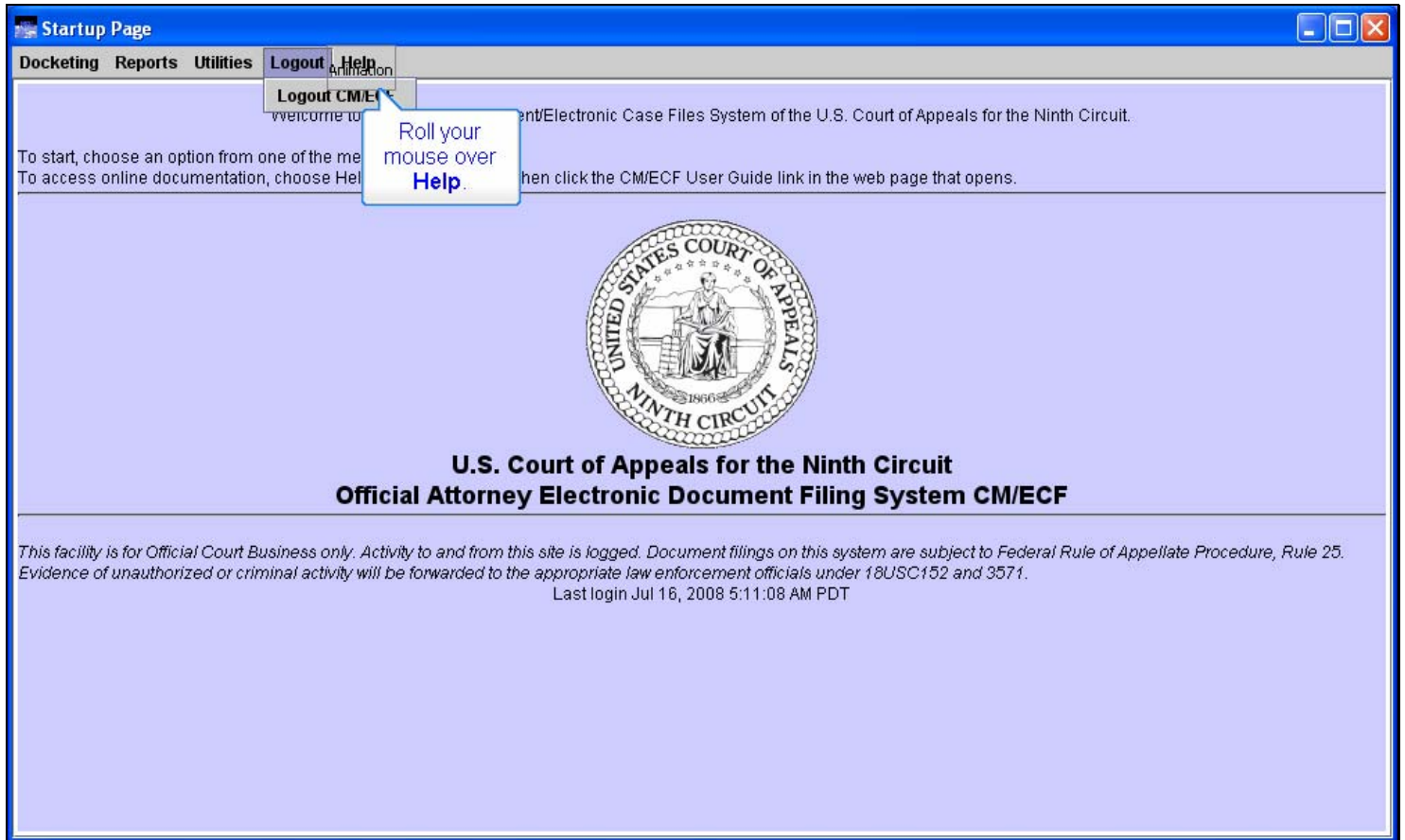
Last login Jul 16, 2008 5:11:08 AM PDT

## Slide notes

The option under Utilities is for you to update your CM/ECF account information. Next, roll your mouse over Logout.



## Slide 17 - Slide 17



Startup Page


Docketing Reports Utilities Logout Help

Logout CM/ECF

ent/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit.

To start, choose an option from one of the me  
To access online documentation, choose Hel

Roll your mouse over Help.



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## Slide notes

The next item in the menu is the Logout option. You should always remember to logout when your done with your CM/ECF session. We'll do that in just a few minutes. For now, roll your mouse over Help.

## Slide 18 - Slide 18

Startup Page

Docketing Reports Utilities Logout Help

Welcome to the CM/ECF Management/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit.

To start, choose an option from one of the menu items. To access online documentation, choose Help, then click the CM/ECF User Guide link in the web page that opens.

Click [Help](#).

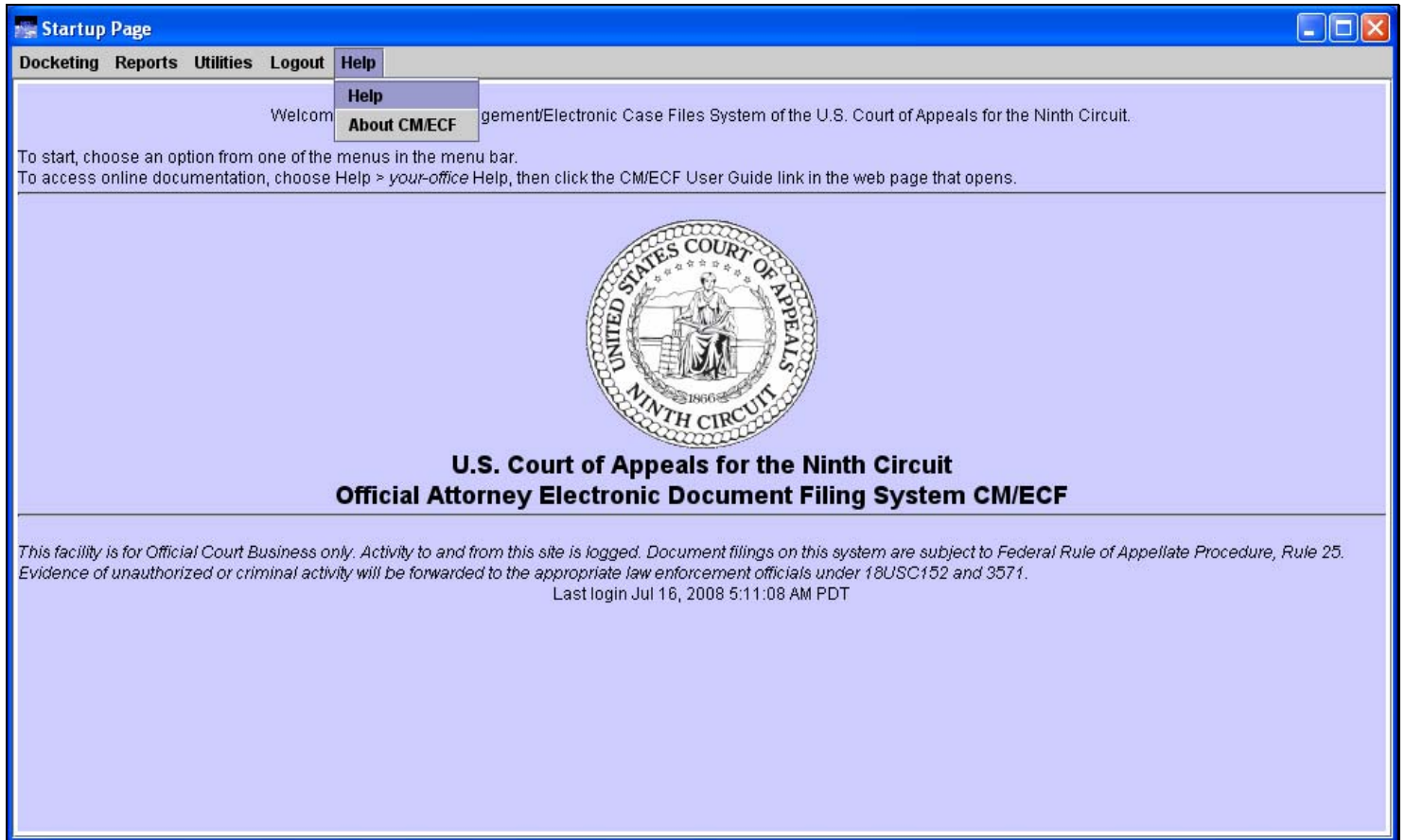
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Last login Jul 16, 2008 5:11:08 AM PDT

## Slide notes

The help menu item has two options, Help, and About CM/ECF. The Help option provides you with access to the built-in help feature. Let's see what that looks like. Click Help in the drop-down menu.


## Slide 19 - Slide 19



The screenshot shows a web browser window titled "Startup Page". The browser's address bar displays "http://www.cmeef.com/management/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit." The page features a navigation menu with "Docketing", "Reports", "Utilities", "Logout", and "Help". The "Help" menu is open, showing "Help" and "About CMECF". The main content area has a light blue background and contains the following text:

Welcom

To start, choose an option from one of the menus in the menu bar.  
To access online documentation, choose Help > *your-office* Help, then click the CMECF User Guide link in the web page that opens.



**U.S. Court of Appeals for the Ninth Circuit**  
**Official Attorney Electronic Document Filing System CM/ECF**

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Last login Jul 16, 2008 5:11:08 AM PDT

## Slide notes

(Note: This is a transitional slide.)

## Slide 20 - Slide 20

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: <https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowPage?page=help.pdf>. The browser toolbar shows navigation buttons, a search box with 'Google', and a 'Sign' button. The main content area displays a PDF document titled 'ECF User Guide' with the following text: 'Document Version 0.1' and 'Last Updated: July 13, 2008'. A bookmarks sidebar is open on the left, listing the following items: 'ECF User Guide', 'Contents', '1 Typographical Conventions Used in This Documentation', '2 About ECF', '3 Working With Email Notices of Docket Activity', '4 Using ECF', '5 Starting and Stopping ECF', '6 Updating Your Account', '7 An Overview of Filing', '8 Filing Motions', and '9 Checking the'. A 'Click the X.' tooltip is visible in the upper right corner of the browser window.

## Slide notes

The ECF User Guide opens in a new window. This PDF document provides you with help about how to use the CM/ECF application. A copy of this document is also posted on the 9th Circuit's web site. For now, close this window by clicking the X in its upper-right corner.

## Slide 21 - Slide 21

Startup Page

Docketing Reports Utilities Logout Help

Welcome to the Official Attorney Electronic Document Filing System of the U.S. Court of Appeals for the Ninth Circuit.

To start, choose an option from one of the menu items.

To access online documentation, choose Help > *your-office* Help, then click the CM/ECF User Guide link in the web page that opens.

Click [Help](#).

**U.S. Court of Appeals for the Ninth Circuit**  
**Official Attorney Electronic Document Filing System CM/ECF**

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Last login Jul 16, 2008 5:11:08 AM PDT

## Slide notes

Let's look at the other option in the Help Menu. Click Help again.

Slide 22 - Slide 22

Startup Page

Docketing Reports Utilities Logout Help

Welcome to the Management/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit.

To start, choose an option from one of the menus in the menu bar.  
To access online documentation, choose Help > About CMECF. Click the CMECF User Guide link in the web page that opens.

**Click About CMECF.**

**U.S. Court of Appeals for the Ninth Circuit**  
**Official Attorney Electronic Document Filing System CM/ECF**

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Last login Jul 16, 2008 5:11:08 AM PDT

Slide notes

Now click About CM/ECF.


## Slide 23 - Slide 23

Startup Page

Docketing Reports Utilities Logout Help

Welcome Management/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit.

To start, choose an option from one of the menus in the menu bar.  
To access online documentation, choose Help > *your-office* Help, then click the CMECF User Guide link in the web page that opens.



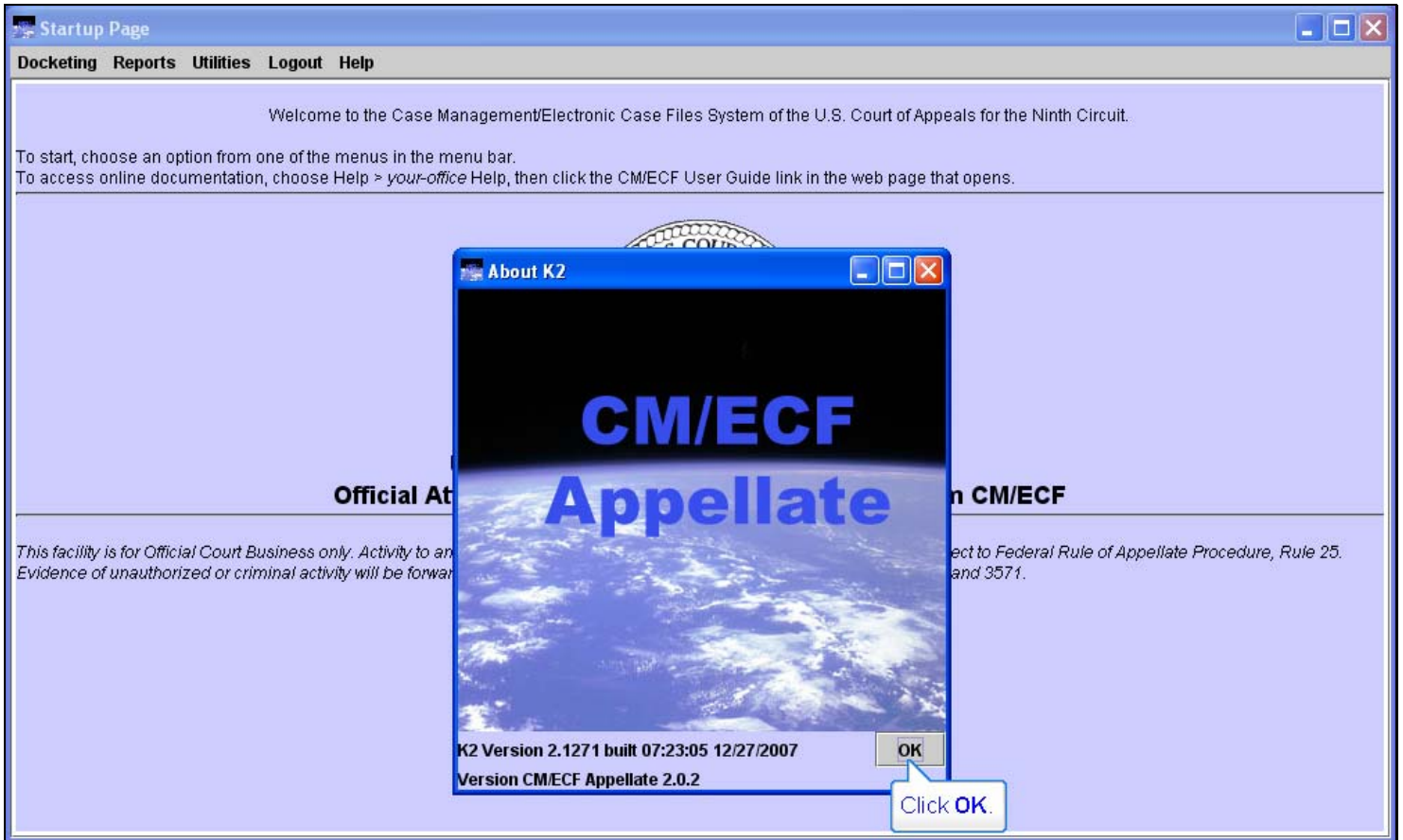
**U.S. Court of Appeals for the Ninth Circuit**  
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## Slide notes

(Note: This is a transitional slide.)

## Slide 24 - Slide 24



## Slide notes

CM/ECF pops up a window which shows you the current version of the CM/ECF application.

Close the window by clicking OK.



## Slide 25 - Slide 25

Startup Page

Docketing Reports Utilities **Logout** Help

Click **Logout**.

Management/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit.

To start, choose an option from our menu bar.

To access online documentation, choose Help > *your-office* Help, then click the CM/ECF User Guide link in the web page that opens.



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Last login Jul 16, 2008 5:11:08 AM PDT

**Slide notes**

And that was a quick tour of the CM/ECF menu. The only option left is Logout.

You should always remember to log out when you're done. To do so, click Logout in the menu.

## Slide 26 - Slide 26

Startup Page

Docketing Reports Utilities Logout Help

Logout CM/ECF

Click Logout CM/ECF.

U.S. Court of Appeals for the Ninth Circuit  
Official Attorney Electronic Document Filing System CM/ECF

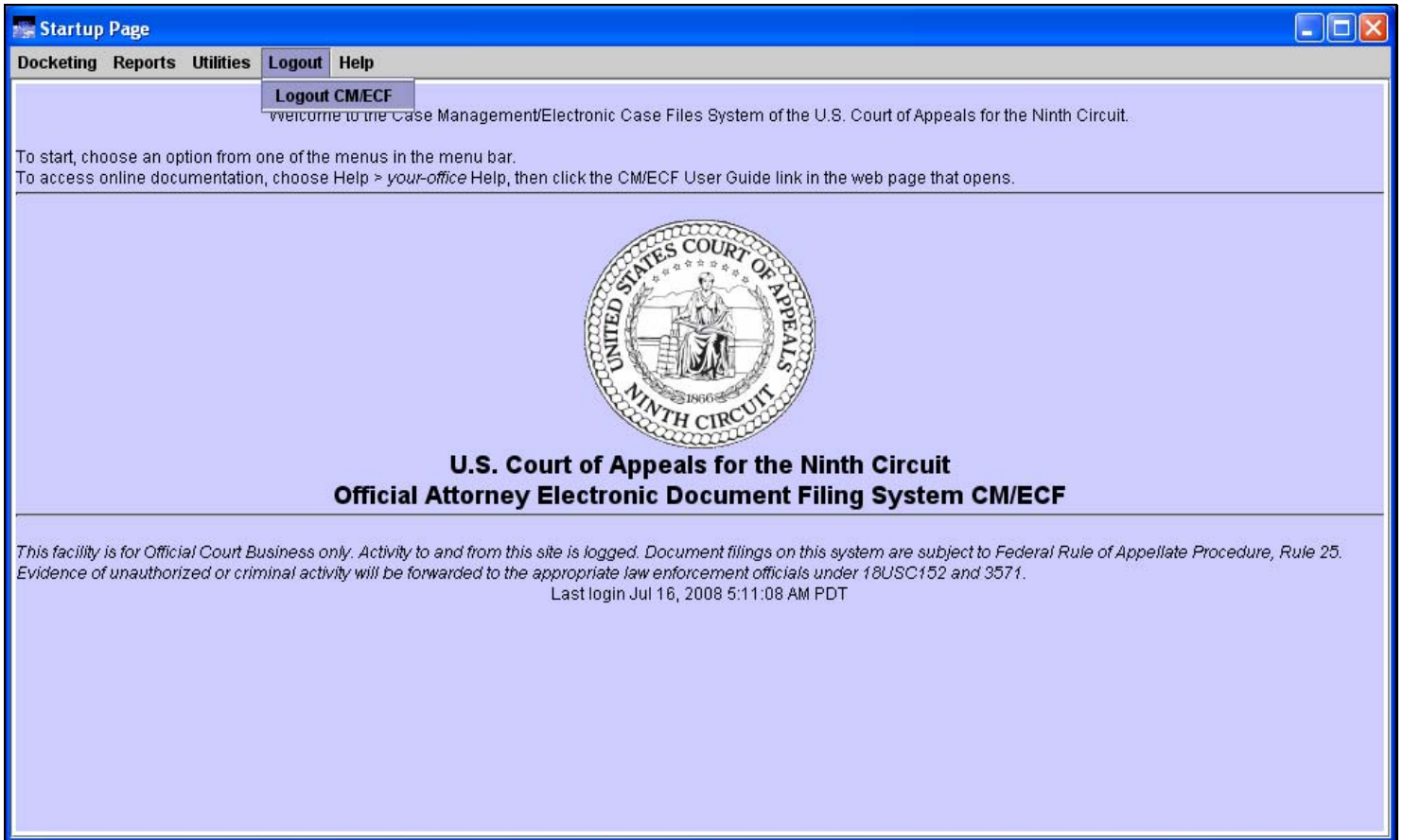
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Last login Jul 16, 2008 5:11:08 AM PDT

## Slide notes

Now click Logout CM/ECF.


## Slide 27 - Slide 27



The screenshot shows a web browser window titled "Startup Page". The browser's address bar displays "http://www.cmececf.com". The page features a navigation menu with "Docketing", "Reports", "Utilities", "Logout", and "Help". A "Logout CMECF" button is visible. The main content area contains the following text:

welcome to the Case Management/Electronic Case Files System of the U.S. Court of Appeals for the Ninth Circuit.

To start, choose an option from one of the menus in the menu bar.  
To access online documentation, choose Help > *your-office* Help, then click the CM/ECF User Guide link in the web page that opens.



**U.S. Court of Appeals for the Ninth Circuit**  
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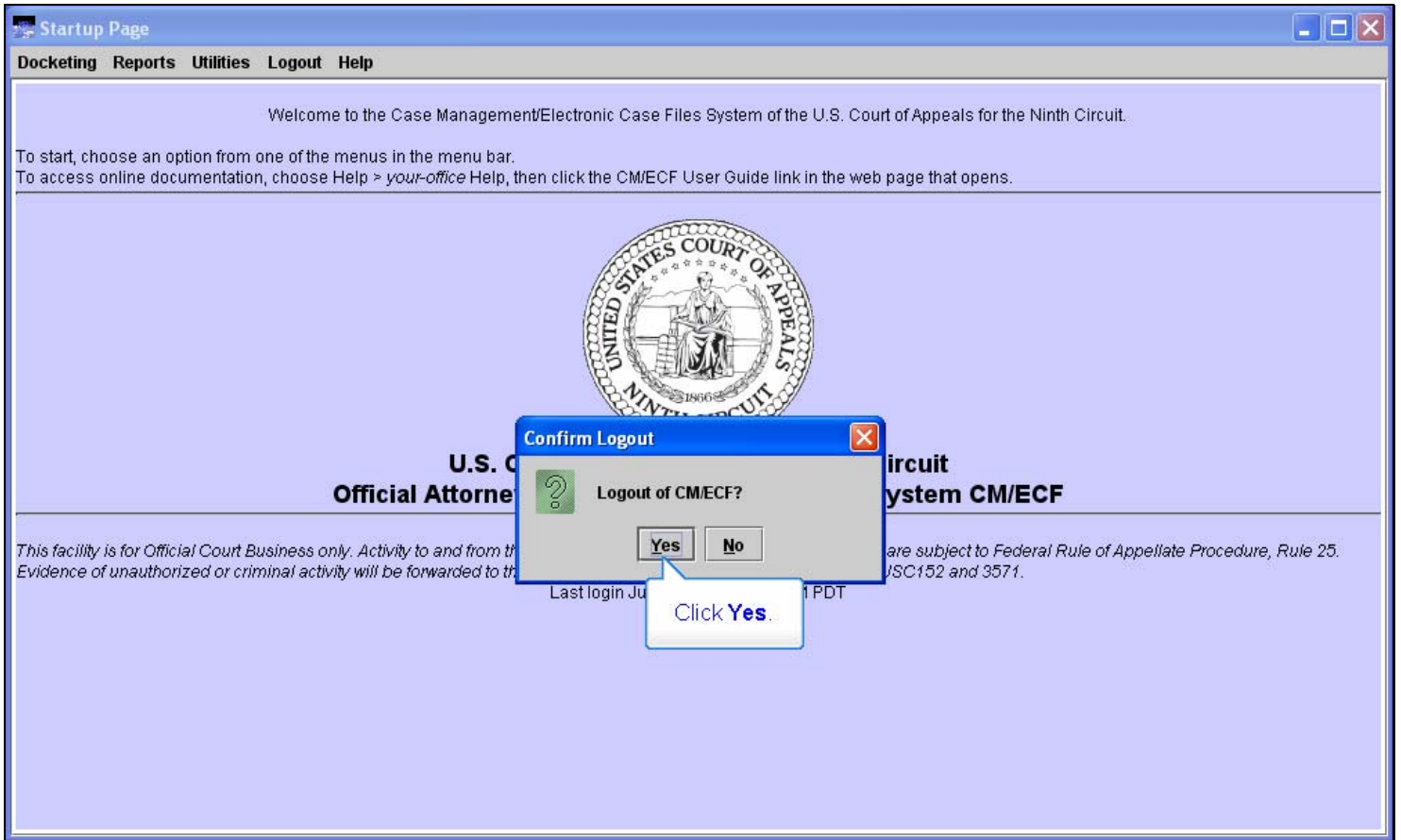
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## Slide notes

(Note: This is a transitional slide.)

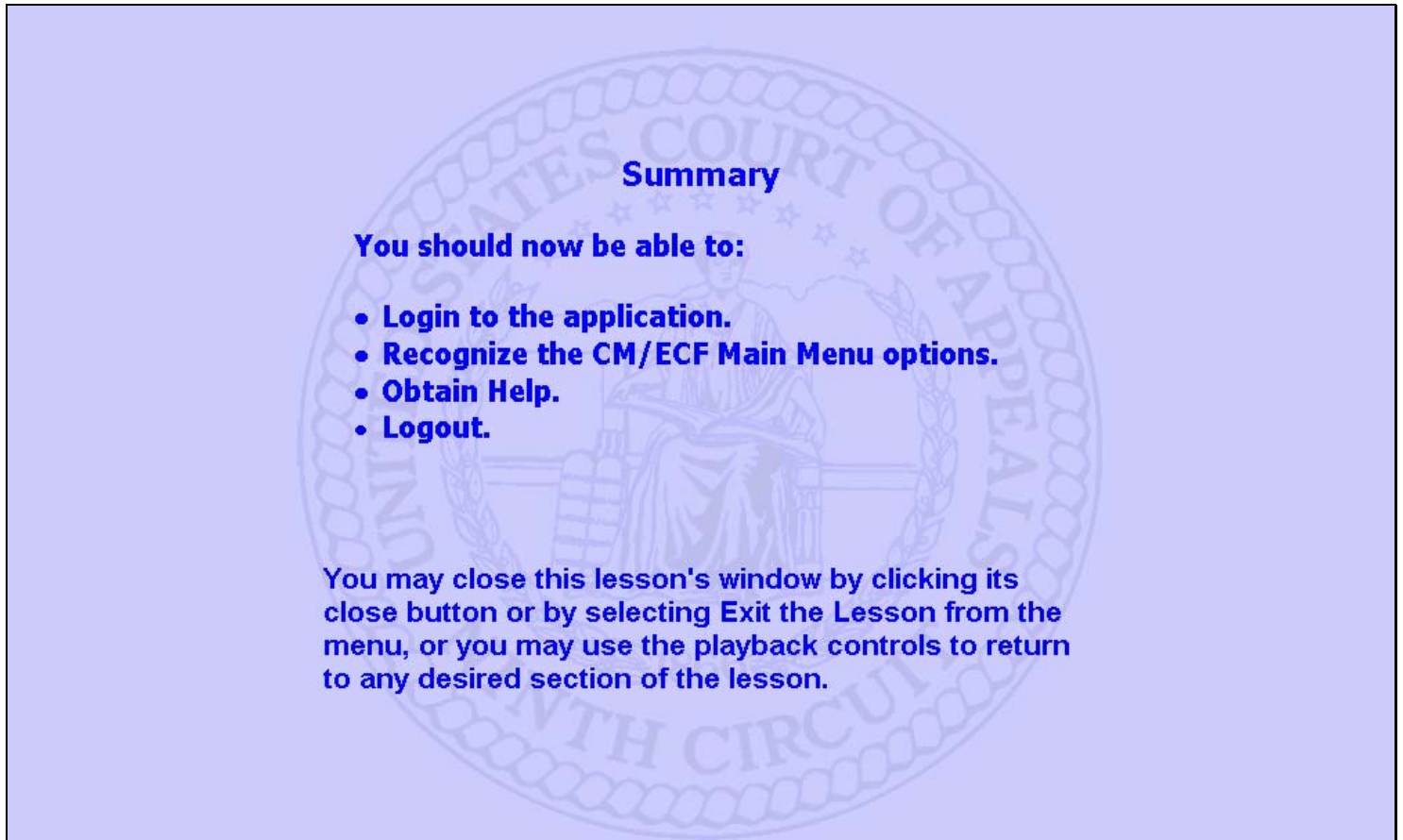
Slide 28 - Slide 28



Slide notes

Confirm you want to logout by clicking Yes.

## Slide 29 - Summary



**Summary**

**You should now be able to:**

- **Login to the application.**
- **Recognize the CM/ECF Main Menu options.**
- **Obtain Help.**
- **Logout.**

**You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.**

**Slide notes**

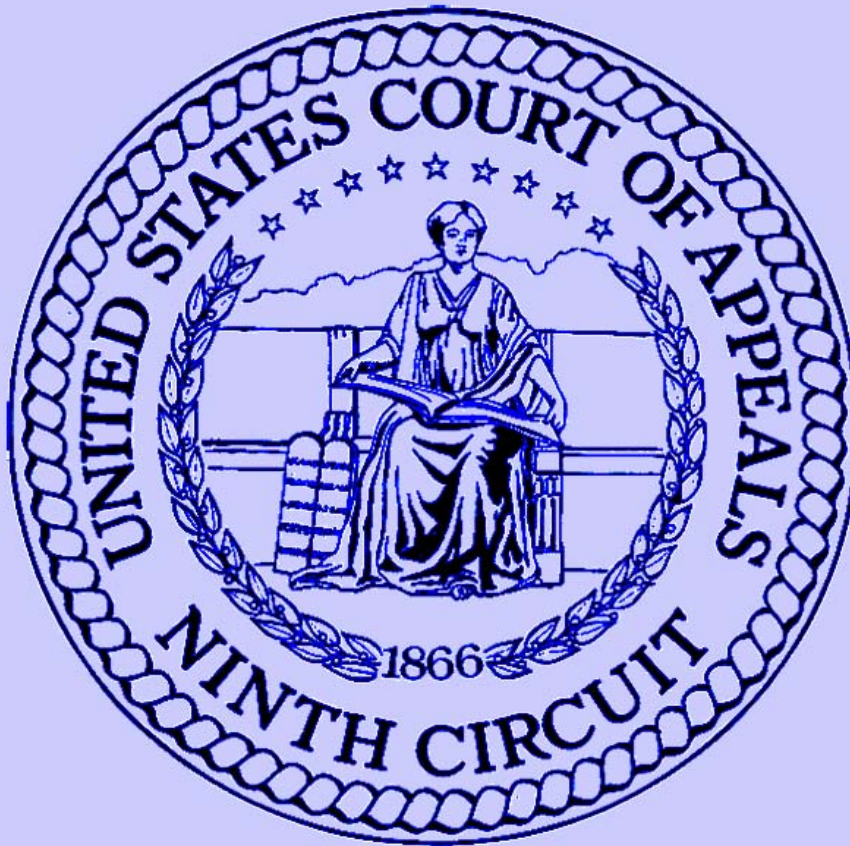
This concludes the Introduction to CM/ECF lesson module.

You should now be able to:

Login to the application, recognize the CM/ECF Main Menu options, obtain Help, and Logout.

You may close this lesson's window by clicking its close button or by selecting Exit the Lesson from the menu, or you may use the playback controls to return to any desired section of the lesson.

Slide 30 - exit



**Slide notes**

Thanks for taking the lesson. Goodbye.