

Slide 1 - Splash

*Filing a Motion to Stay Proceedings*

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  
September 3, 2008

**Welcome to  
the Lesson on  
Filing a Motion  
to Stay Proceedings**

Animation

Slide notes

Welcome to the lesson on Filing a Motion to Stay Proceedings.

**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.

If you are unable to see the complete lesson screen without scrolling, press the **F11** key on your keyboard to switch to full-screen mode.

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**

Here are the navigation instructions for this lesson module. After you have read them, click the Start button to begin the lesson.

## Slide 3 - Objectives

Here are the objectives for this lesson.

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

- Enter a case number.
- Select a document category.
- Select a specific filing.
- Select a party filer.
- Select motion modifier.
- Select a relief.
- Enter a service date.
- Attach the PDF document.
- Submit your transaction.
- View and save the NDA.

Click the **Continue** button.

CONTINUE

## Slide notes

These are the objectives for this lesson. These are the things you will be able to do when you complete this lesson.

Click the Continue button.

## Slide 4 - startup page

Startup Page

Docketing Reports Utilities Logout Help

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

To s... 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**

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.*

Last login Aug 18, 2008 12:47:10 PM PDT

## Slide notes

In this lesson we have already logged in to the CM/ECF application. For information on the logging in process, see the Introduction to CM/ECF lesson.

When the login process is completed, CM/ECF shows you the Startup Page. There's a menu bar at the top of the page. This is the main CM/ECF menu.

To begin filing your motion, click the Docketing menu.

Slide 5 - Slide 5

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, click on one of the menus in the menu bar.  
To access help, 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**

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.*

Last login Aug 18, 2008 12:47:10 PM PDT

Slide notes

Now click File a Document.

Slide 6 - Slide 6

The screenshot shows a web browser window titled "Startup Page" with standard window controls. The page has a blue header with a menu bar containing "Docketing", "Reports", "Utilities", "Logout", and "Help". A "File a Document" button is visible on the left. The main content area is light blue and 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.

In the center, there is the official seal of the United States Court of Appeals for the Ninth Circuit, featuring a seated figure and the text "UNITED STATES COURT OF APPEALS NINTH CIRCUIT 1866". Below the seal, the text reads:

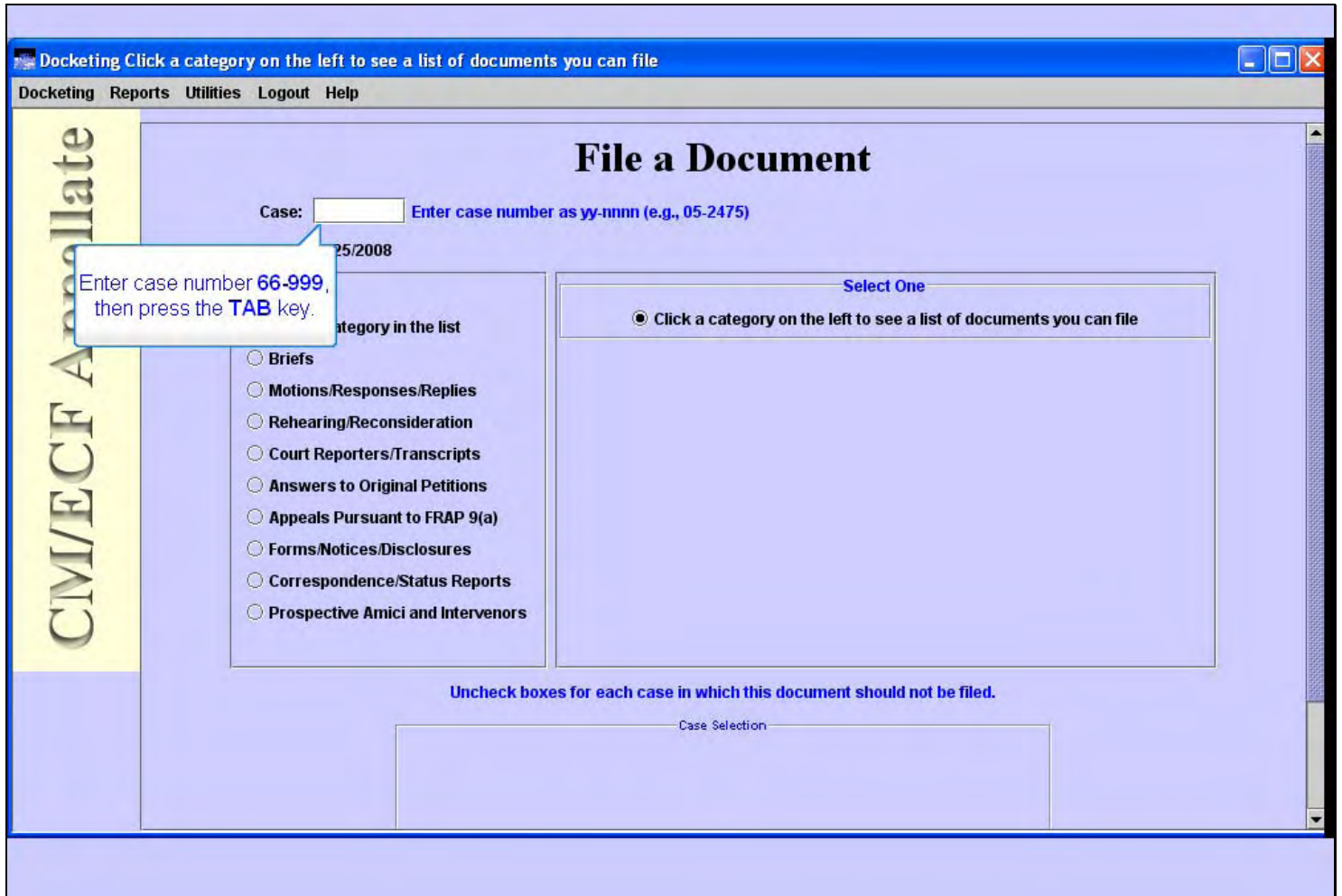
**U.S. Court of Appeals for the Ninth Circuit**  
**Official Attorney Electronic Document Filing System CM/ECF**

At the bottom, a disclaimer states: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571." Below this, it shows "Last login Aug 18, 2008 12:47:10 PM PDT".

Slide notes

NOTE: This is a transition slide.

Slide 7 - enter case number

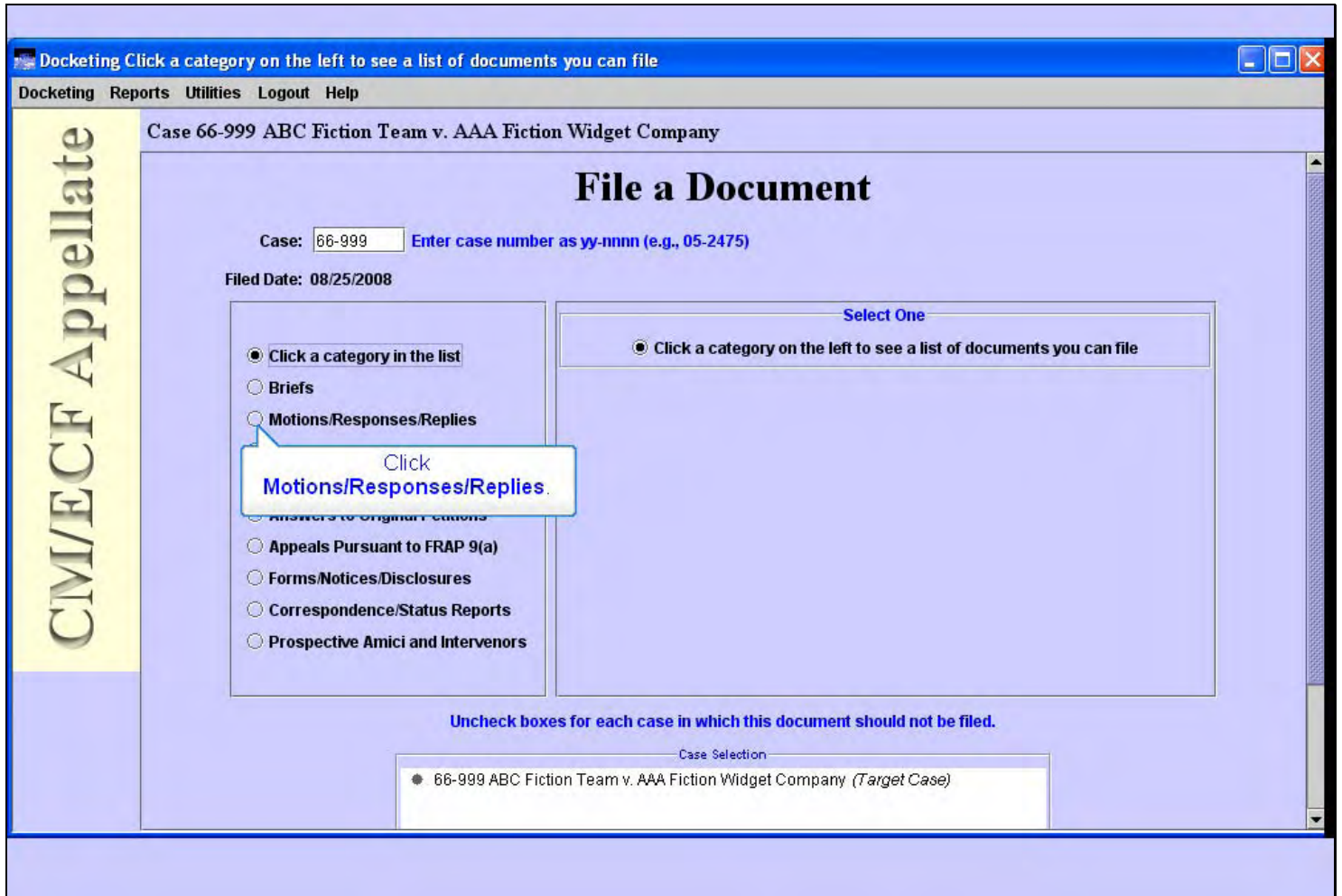


Slide notes

The Docketing window opens and displays the File a Document screen segment.

Before you begin filing anything, you must first enter the target case number. The case number is made up of a two-digit year, followed by a dash, and then a five-digit number. For our practice case, though, enter case number 66-999, then press the TAB key.

Slide 8 - pick category



Slide notes

CM/ECF retrieves the case title for the case number you entered and displays it at the top of the screen. You should first verify that this is the correct case before you continue.

You'll notice the system uses the current date as the Filed Date.

Also note that CM/ECF instructions to you on the screens are in blue text. If you're ever unsure about what to do, be sure to read the instructional text on the screen.

You must now tell CM/ECF what you are adding to the docket of this case by selecting a document category in the left pane, then a filing in the right pane. You do this by clicking a radio button for the category, then clicking a radio button for the filing within that category. As you click the button for an document category in the left pane, the list in the right pane will change to reflect the filings in that selected category.

For the motion you are submitting, the correct category is Motions/Responses/Replies. Click the radio button for that category.



Slide 9 - pick event

Docketing Click an entry below, then click the Continue button

Docketing Reports Utilities Logout Help

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

## File a Document

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

Filed Date: 08/25/2008

**Click a category in the list**

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

**Select One**

- Click an entry below, then click the Continue button**
- File a Motion
- File a Response to a Motion
- File a Reply to a Response to a Motion
- File a Response to an Order to Show Cause
- File a Reply to a Response to an Order to Show Cause
- 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
- File a Court Reporter Motion
- File an Answer to an Original Petition

Uncheck boxes for each case in which this document should not be filed.

Case Selection

- 66-999 ABC Fiction Team v. AAA Fiction Widget Company *(Target Case)*

Click **File a Motion**.

Slide notes

Now the right pane shows a list of the filings in the selected category. To continue, click the radio button for File a Motion.

Slide 10 - Slide 10

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

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

## File a Document

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

Filed Date: 08/25/2008

**Click a category in the list**

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

**Select One**

- Click an entry below, then click the Continue button
- File a Motion**
- File a Response to a Motion
- File a Reply to a Response to a Motion
- File a Response to an Order to Show Cause
- File a Reply to a Response to an Order to Show Cause
- 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
- File a Court Reporter Motion
- File an Answer to an Original Petition

**Uncheck boxes for each case in which this document should not be filed.**

Case Selection

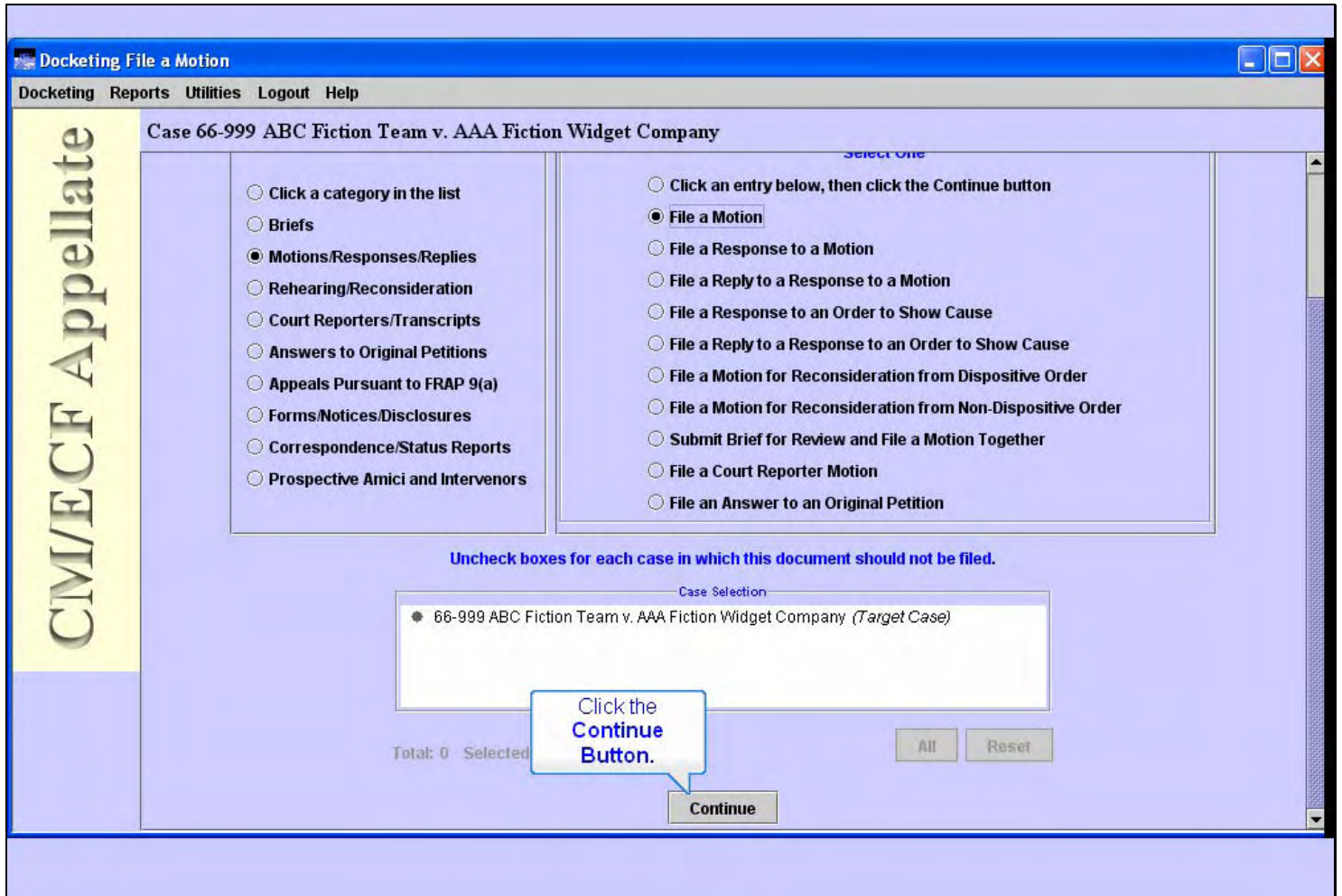
- 66-999 ABC Fiction Team v. AAA Fiction Widget Company (*Target Case*)

Click the down arrow.

**Slide notes**

Now that you have the correct category in the left pane and the correct filing in the right pane both selected, click the down arrow in the scroll bar to scroll down.

Slide 11 - Slide 11



Slide notes

If you were filing a document in consolidated or associated cases, the Case Selection box would have those related cases listed along with your target case. As the blue instructional text indicates, you would make sure the appropriate related cases here are checked (or not) before you continue. Since our practice case has no related cases, our filing only affects our target case.

Click the Continue button.

Slide 12 - Slide 12

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

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

**CMI/ECF Appellate**

**Click a category in the list**

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

**Click an entry below, then click the Continue button**

- File a Motion**
- File a Response to a Motion
- File a Reply to a Response to a Motion
- File a Response to an Order to Show Cause
- File a Reply to a Response to an Order to Show Cause
- 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
- File a Court Reporter Motion
- File an Answer to an Original Petition

Uncheck boxes for each case in which this document should not be filed.

Case Selection

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

Total: 0 Selected: 0

All Reset

Continue

Slide notes

NOTE: This is a transition slide.

Slide 13 - select filer

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

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

**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...

Click the check box.

Display All Parties All Cases Select All Clear All

**Additional Information**

Modifier For Motion:  
Urgent

**NOTE**

28w:  
If you selected **Emergency**, you must call the Court at 415-355-8020 before you file this motion, and you must certify that relief is needed within 21 days.

**NOTE**

29w:  
**Emergency** motion (continued)  
You are not required to mail hard copies of the motion to the Court, unless requested by the Clerk. See 9th Cir. R. 27-3(a).

**Relief**

Slide notes

Now you need to select the filer of this motion. In this lesson, we're representing ABC Fiction Team, so select the check box for them by clicking the check box in front of their name.

Slide 14 - motion modifier

**CMI/ECF Appellate**

Docketing File a Motion

Docketing Reports Utilities Logout Help

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

**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...

Display All Parties All Cases Select All Clear All

**Additional Information**

Modifier For Motion:  
Urgent

**NOTE**

28w:  
If you selected **Emergency**, you must call the Court at 415-355-8020 before you file this motion, and you must certify that relief is needed within 21 days.

**NOTE**

29w:  
**Emergency** motion (continued)  
You are not required to mail hard copies of the motion to the Court, unless requested by the Clerk. See 9th Cir. R. 27-3(a).

**Relief**

Click the down arrow.

Slide notes

We next need to select a Modifier for the motion if appropriate. To do so, click the down arrow in the drop-down list of modifiers.

Slide 15 - Slide 15

**CMI/ECF Appellate**

Docketing File a Motion

Docketing Reports Utilities Logout Help

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

**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...

Display All Parties All Cases Select All Clear All

**Additional Information**

Click the blank space.

Amended  
Corrected  
Emergency  
Joint  
Redacted  
Supplemental  
Urgent

28w:  
If you selected **Emergency**, you must call the Clerk at 415-355-8020 before you file this motion, and you must show that relief is needed within 21 days.

29w:  
**Emergency** motion (continued)  
You are not required to mail hard copies of the motion to the Court, unless requested by the Clerk. See 9th Cir. R. 27-3(a).

**Relief**

Slide notes

Since none of these modifiers are appropriate for our practice motion, click the blank space above Amended in the list.

Slide 16 - Slide 16

**CMI/ECF Appellate**

Docketing File a Motion

Docketing Reports Utilities Logout Help

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

**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...

Display All Parties All Cases Select All Clear All

**Additional Information**

Modifier For Motion:  
Urgent

Amended  
Corrected  
Emergency  
Joint  
Redacted  
Supplemental  
Urgent

28w:  
If you selected **Emergency**, you must call the Clerk at 415-355-8020 before you file this motion, and you must show that relief is needed within 21 days.

29w:  
**Emergency** motion (continued)  
You are not required to mail hard copies of the motion to the Court, unless requested by the Clerk. See 9th Cir. R. 27-3(a).

**Relief**

Slide notes

NOTE: This is a transition slide.



Slide 17 - Slide 17

**CMI/ECF Appellate**

Docketing File a Motion

Docketing Reports Utilities Logout Help

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

**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...

Display All Parties All Cases Select All Clear All

**Additional Information**

Modifier For Motion:

**NOTE**

28w:  
 If you selected **Emergency**, you must call the Court at 415-355-8020 before you file this motion, and you must certify that relief is needed within 21 days.

**NOTE**

29w:  
**Emergency** motion (continued)  
 You are not required to mail hard copies of the motion to the Court, unless requested by the Clerk. See 9th Cir. R. 27-3(a).

**Relief**

Click the down arrow.

Slide notes

Before we go further, notice the two Notes that explain procedures for Emergency motions.

Click the down arrow in the scroll bar to move down.

Slide 18 - Slide 18

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

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

**NOTE**

28w:  
If you selected **Emergency**, you must call the Court at 415-355-8020 before you file this motion, and you must certify that relief is needed within 21 days.

**NOTE**

29w:  
**Emergency** motion (continued)  
You are not required to mail hard copies of the motion to the Court, unless requested by the Clerk. See 9th Cir. R. 27-3(a).

**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 Description Apply

(all reliefs) [ ]

**Selected Reliefs**

Entry	Cases	Up	Down	Remove	Clear All

Click the down arrow.

Slide notes

Scroll down a bit more.

Slide 19 - pick relief

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company  
by the Clerk. See 9th Cir. R. 27-3(a).

**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 Rel**

Entry

Up  
Down  
Remove  
Clear All  
Total: 0

Continue    Back    Cancel

Click the down arrow.

Slide notes

We now need to select the type of relief we are asking for in our motion. There are two drop-down lists here. The first is Category. This drop-down list controls which descriptions are contained in the Description drop-down list. "All reliefs" is selected as the category by default. If "all reliefs" is selected, the description drop-down will contain all possible relief descriptions. We'll leave the category as is. To see the list of descriptions, click the down arrow in the Description drop-down list.

Slide 20 - Slide 20

Docketing File a Motion

Docketing Reports Utilities Logout Help

Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company  
by the Clerk. See 9th Cir. R. 27-3(a).

**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

Entry

- 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

Total: 0

Press Page-Down several times.

Continue Back Cancel

Slide notes

We are looking for the relief "motion to stay proceedings" in this list. To find it, press your Page-Down key several times.

Slide 21 - Slide 21

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company  
*by the Clerk. See 9th Cir. R. 27-3(a).*

**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	Description	Apply
(all reliefs)		
	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	

Entry

Press **Page-Down** several times.

Total: 0

Continue Back Cancel

**Slide notes**

(Note: This is a transition slide.)

Slide 22 - Slide 22

Docketing File a Motion

Docketing Reports Utilities Logout Help

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

by the Clerk. See 9th Cir. R. 27-3(a).

**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 Description Apply

(all reliefs)

motion for sanctions

motion for summary affirmation

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

Total: 0

Press Page-Down several times.

Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

Slide 23 - Slide 23

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company  
*by the Clerk. See 9th Cir. R. 27-3(a).*

**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	Description
(all reliefs)	
	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 pursuant to rule 42b
	motion to expedite case
	motion to extend time to comply with order

Total: 0

Press **Page-Down** several times.

Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

Slide 24 - Slide 24

Docketing File a Motion

Docketing Reports Utilities Logout Help

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

by the Clerk. See 9th Cir. R. 27-3(a).

**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 Description Apply

(all reliefs)

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 CADS

motion to extend time to file COA request

Total: 0

Press Page-Down several times.

Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)



Slide 25 - Slide 25

**CMI/ECF Appellate**

Docketing File a Motion

Docketing Reports Utilities Logout Help

Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company  
*by the Clerk. See 9th Cir. R. 27-3(a).*

**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	Description
(all reliefs)	
	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 response
	motion to file addendum
	motion to file appendix
	motion to file joint brief
	motion to file late opposition (to file motion and opposition together)

Entry

Press **Page-Down** several times.

Total: 0

Continue Back Cancel

Slide notes

(Note: This is a transition slide.)

Slide 26 - Slide 26

Docketing File a Motion

Docketing Reports Utilities Logout Help

Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company  
by the Clerk. See 9th Cir. R. 27-3(a).

**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	Description
(all reliefs)	

- motion to file late petition for rehearing (to file motion and petition for rehearing together)
- motion to file oversized petition for rehearing
- 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

Total: 0

Press Page-Down several times.

Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

Slide 27 - Slide 27

Docketing File a Motion

Docketing Reports Utilities Logout Help

Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company  
by the Clerk. See 9th Cir. R. 27-3(a).

**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	Description
(all reliefs)	

- 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

Total: 0

Press Page-Down several times.

Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

Slide 28 - Slide 28

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

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

by the Clerk. See 9th Cir. R. 27-3(a).

**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	Description	Apply
	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	

Total: 0

Continue Back Cancel

CMI/ECF Appellate

Slide notes

Now we can see the relief "motion to stay proceedings" in the list. Click that relief to select it.

Slide 29 - Slide 29

Docketing File a Motion

Docketing Reports Utilities Logout Help

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

by the Clerk. See 9th Cir. R. 27-3(a).

**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 Description Apply

(all reliefs) [dropdown]

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

Total: 0

Continue Back Cancel

CMI/ECF Appellate

Slide notes

(Note: This is a transition slide.)

Slide 30 - Slide 30

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company  
*by the Clerk. See 9th Cir. R. 27-3(a).*

**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.

Click Apply.

Category: (all reliefs) | Description: motion to s... | Apply

**Selected Reliefs**

Entry	Cases
-------	-------

Up  
Down  
Remove  
Clear All  
Total: 0

Continue Back Cancel

CMI/ECF Appellate

Slide notes

Now with the relief selected in the Description drop-down list, click the Apply button to add that relief to the Selected Reliefs list.

Slide 31 - Slide 31

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

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

by the Clerk. See 9th Cir. R. 27-3(a)

**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 Description Apply

(all reliefs)

**Selected Reliefs**

Entry	Cases
motion to stay proceedings	66-999

Up  
Down  
Remove  
Clear All

Total: 1

Click Continue.

Continue Back Cancel

CMI/ECF Appellate

**Slide notes**

And our relief is added to the Selected Reliefs list. If your motion requested additional relief, you would find the description in the list and click the Apply button again. The four buttons to the right of the Selected Reliefs would allow you to rearrange the order of the reliefs, or remove any you applied accidentally.

Since our motion asks for only this one relief, click the Continue button.

Slide 32 - service date

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

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

**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:

42w:  
If the Certificate of Service is a separate document, make sure you add it below in addition to your filing.  
Click the **Add Another** button to add the PDF version of the Certificate of Service.

**PDF Document**

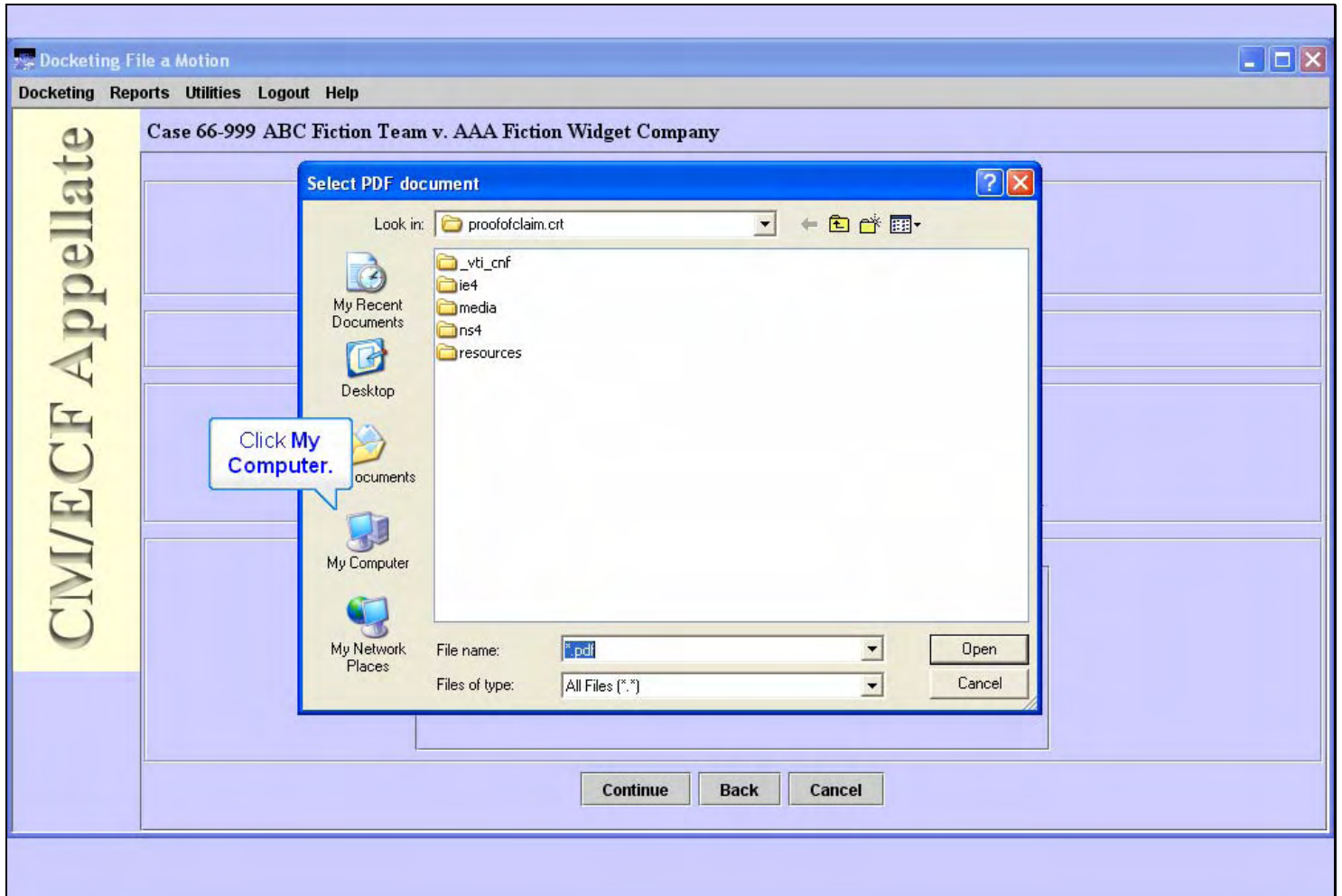
Document:

Slide notes

Next, we need to enter the service date. Before we do, notice the two Notes about reviewing the information in the Service List for this case and including the Certificate of Service if it's a separate document. For our practice case, enter the date 8/7/2008 in the Service Date field, then click the Browse... button.



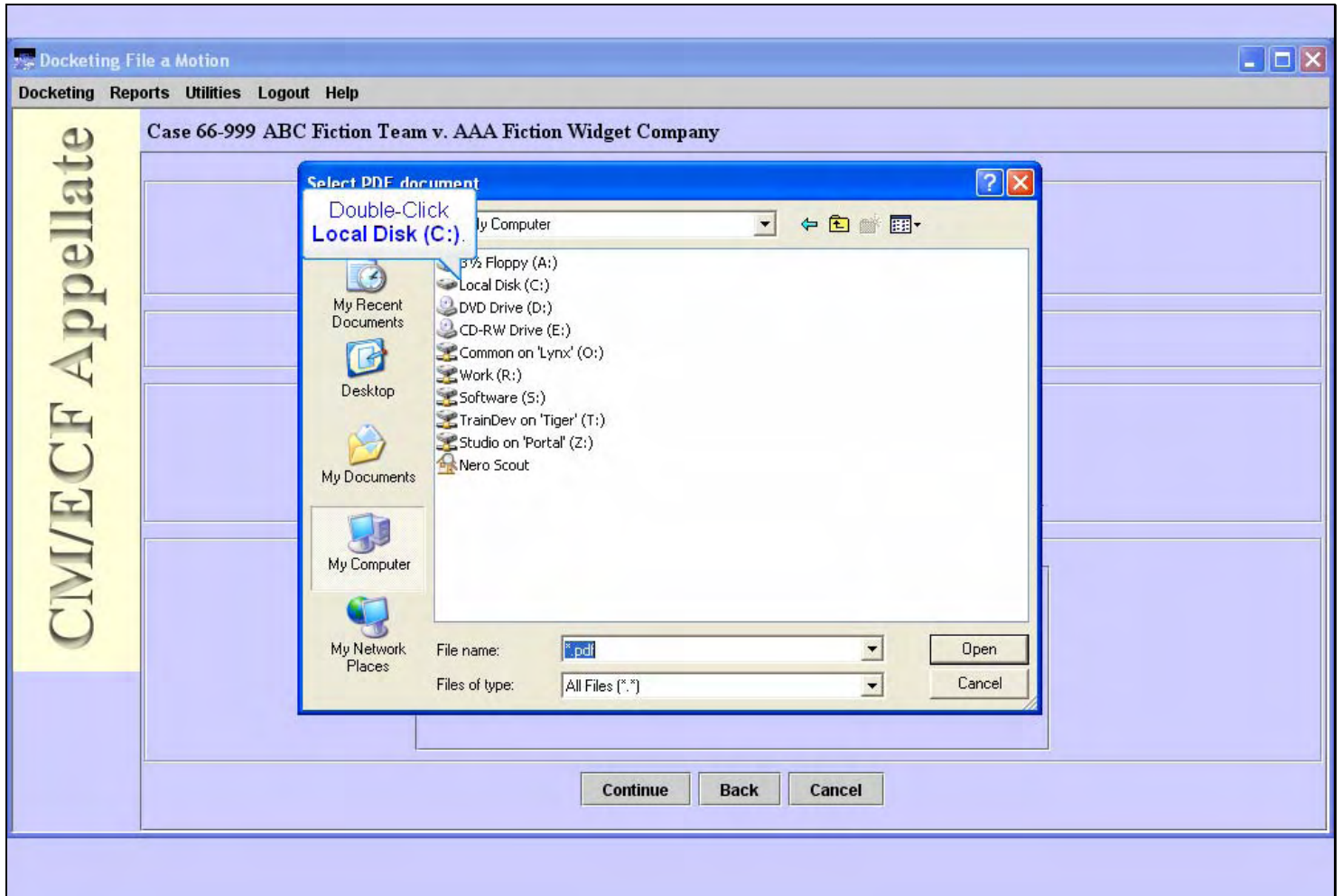
Slide 33 - Slide 33



Slide notes

A Select PDF document dialog box opens. The next step is to locate the motion that you are going to file electronically. This motion must be in Portable Document Format, or PDF. This dialog box indicates we are looking in a folder named proofofclaim.crt at PDF files. We first need to locate the folder our motion is stored in. To begin the search, click the My Computer icon.

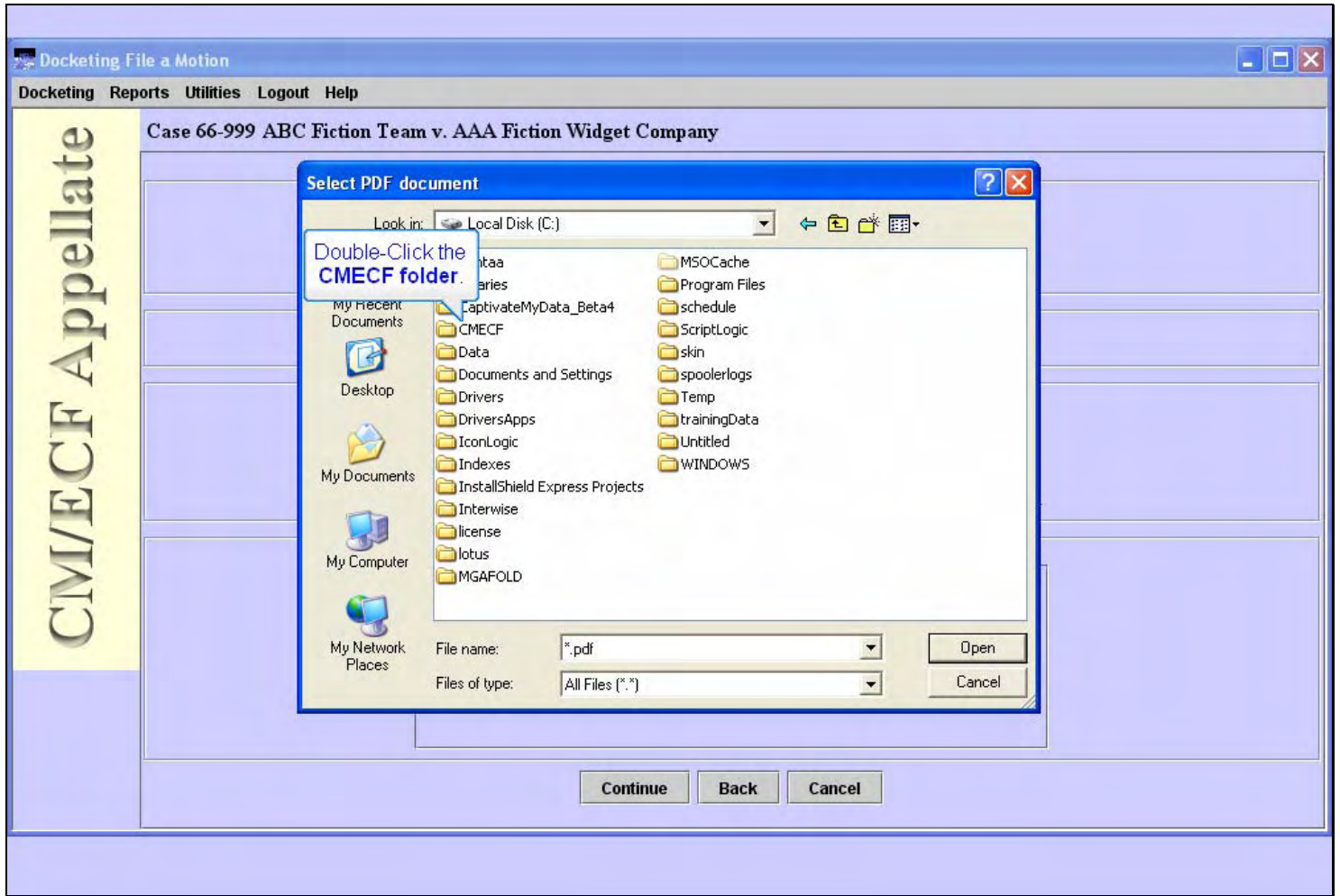
Slide 34 - Slide 34



Slide notes

Now double-click the Local Disk (C:) to open its folders.

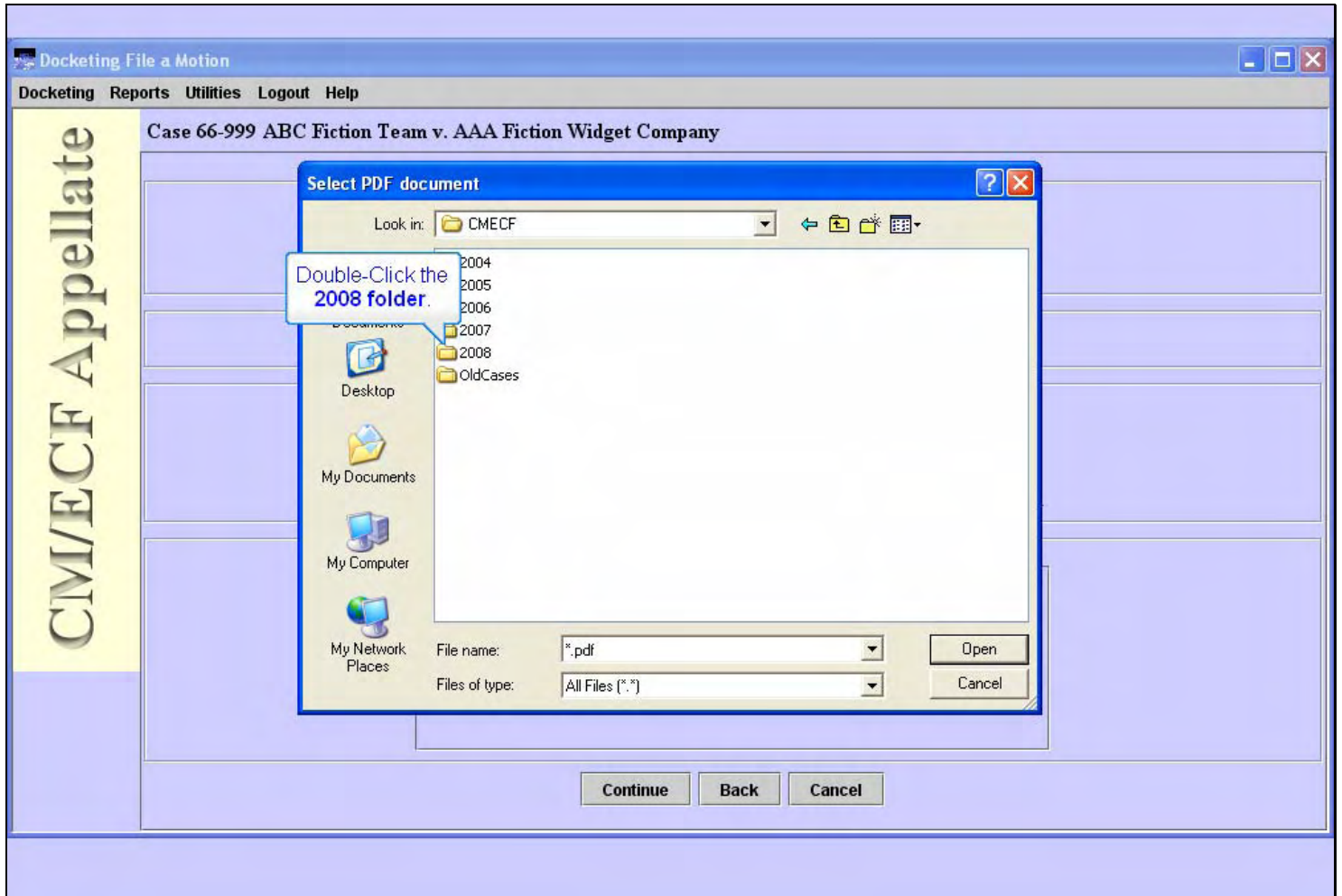
Slide 35 - Slide 35



Slide notes

It's a good practice to store all the PDF documents you wish to file with the court in a folder which you can easily locate. We've created a folder named CMECF on our computer in which we store these files. To open that folder, double-click it.

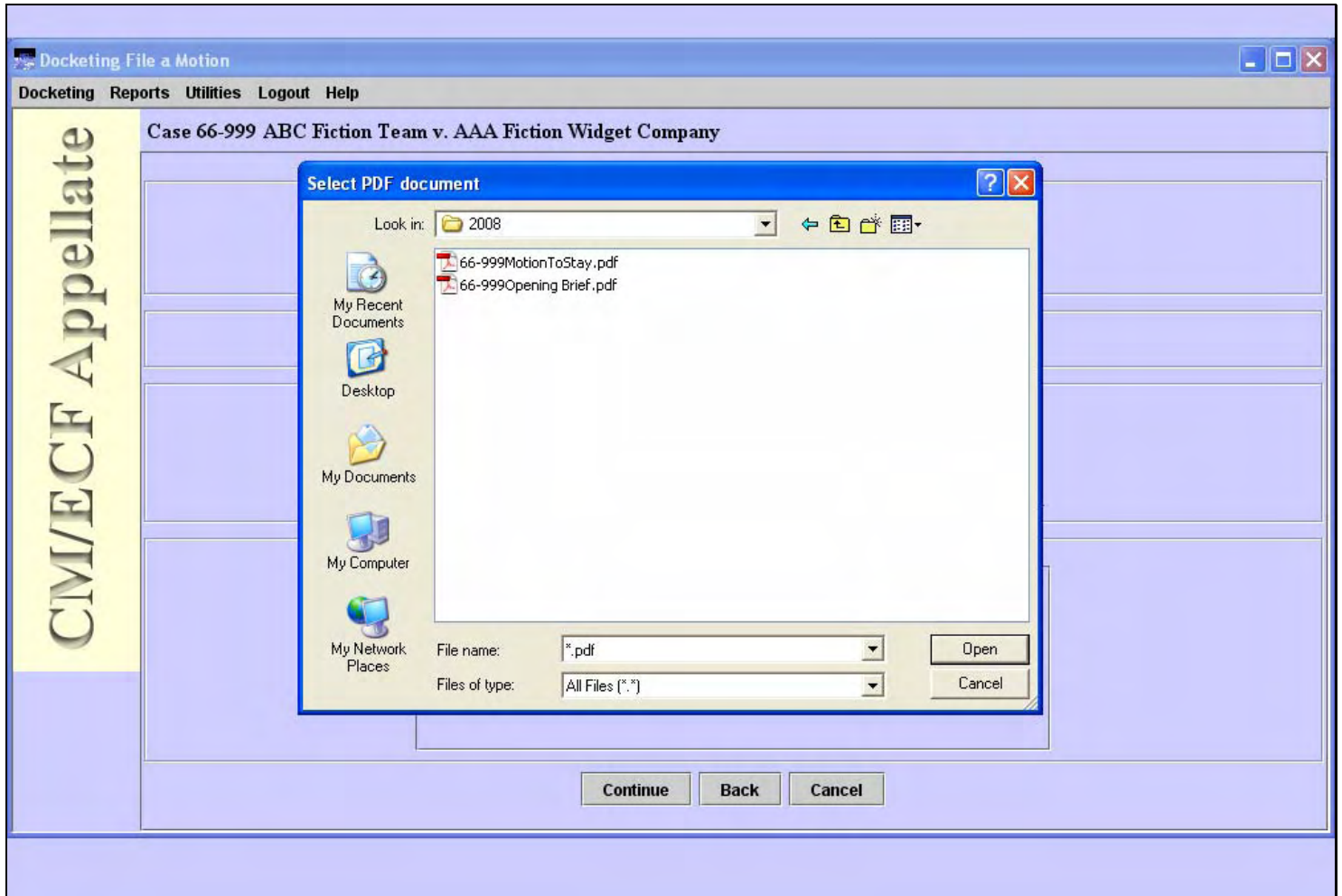
Slide 36 - Slide 36



Slide notes

Now double-click the 2008 folder to open it.

## Slide 37 - view pdf

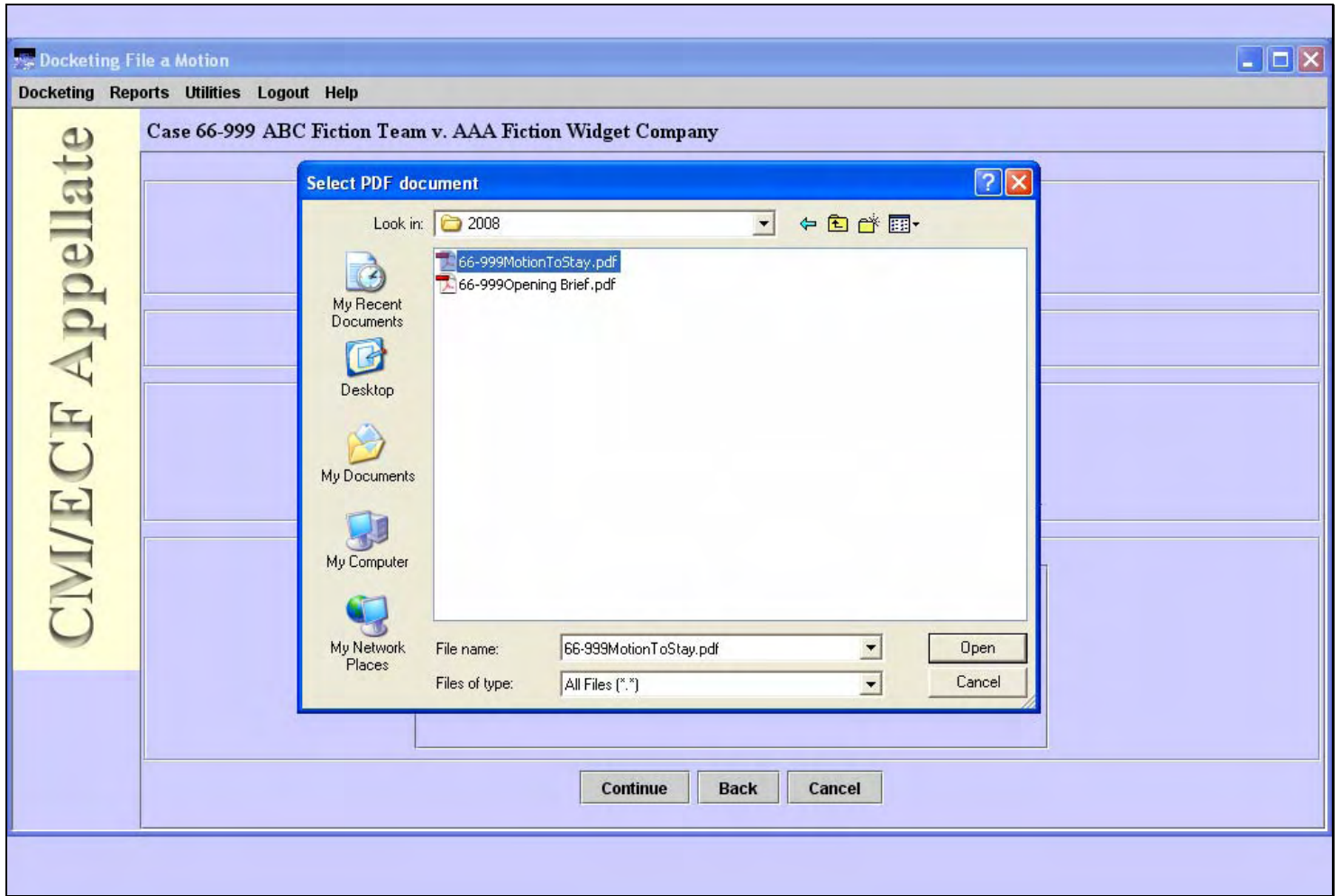


## Slide notes

This dialog box indicates we are now looking in a folder named 2008 at PDF files. The one we want to file is named 66-999MotionToStay.pdf. But we should make sure it's the correct file. A good practice is to take a quick look at the contents of the file before we submit it to the court. The way to do that is to right-click the filename, then from the pop-up menu select Open with Acrobat.

Watch your screen as I do that for you.

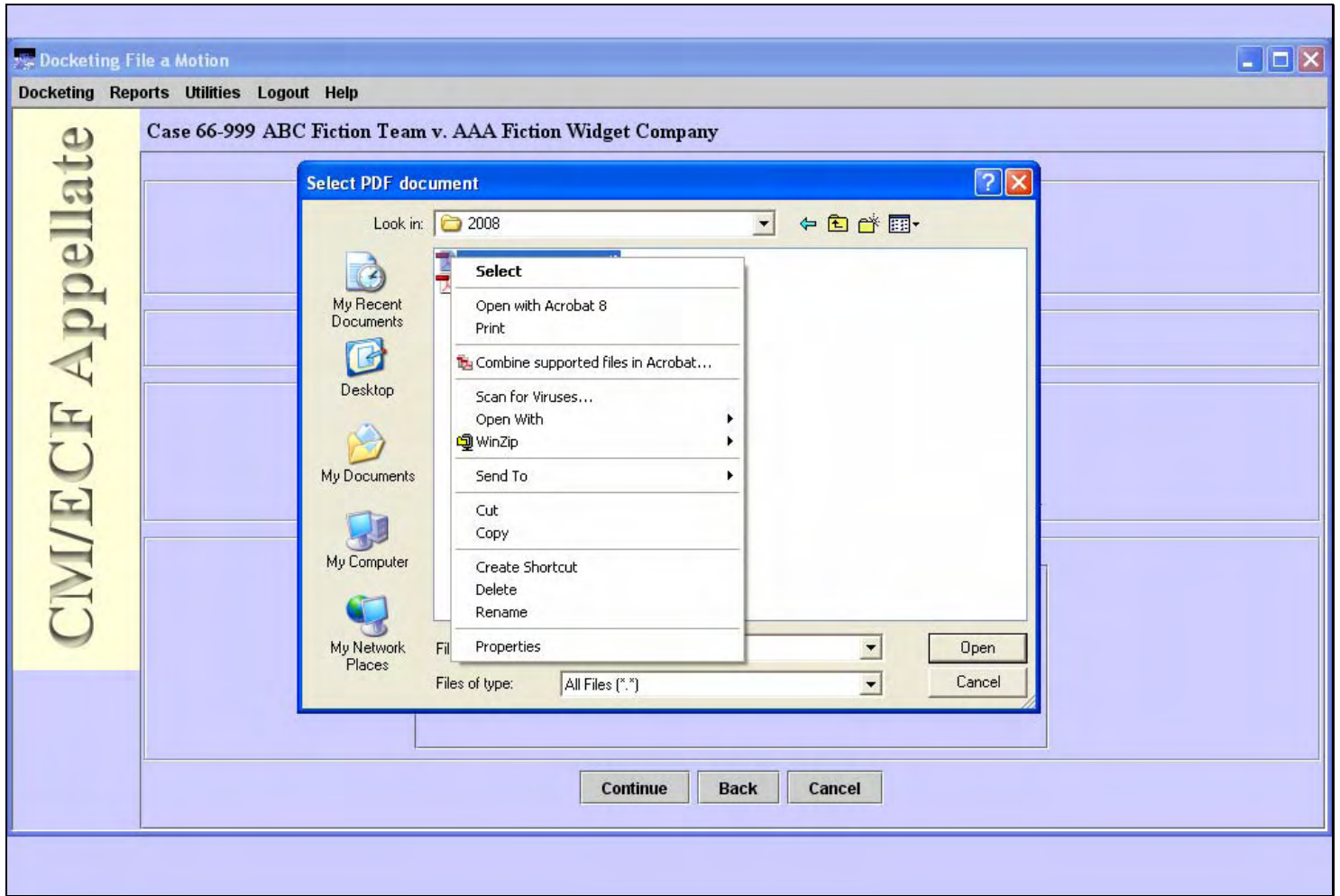
Slide 38 - Slide 38



Slide notes

NOTE: This is a transition slide.

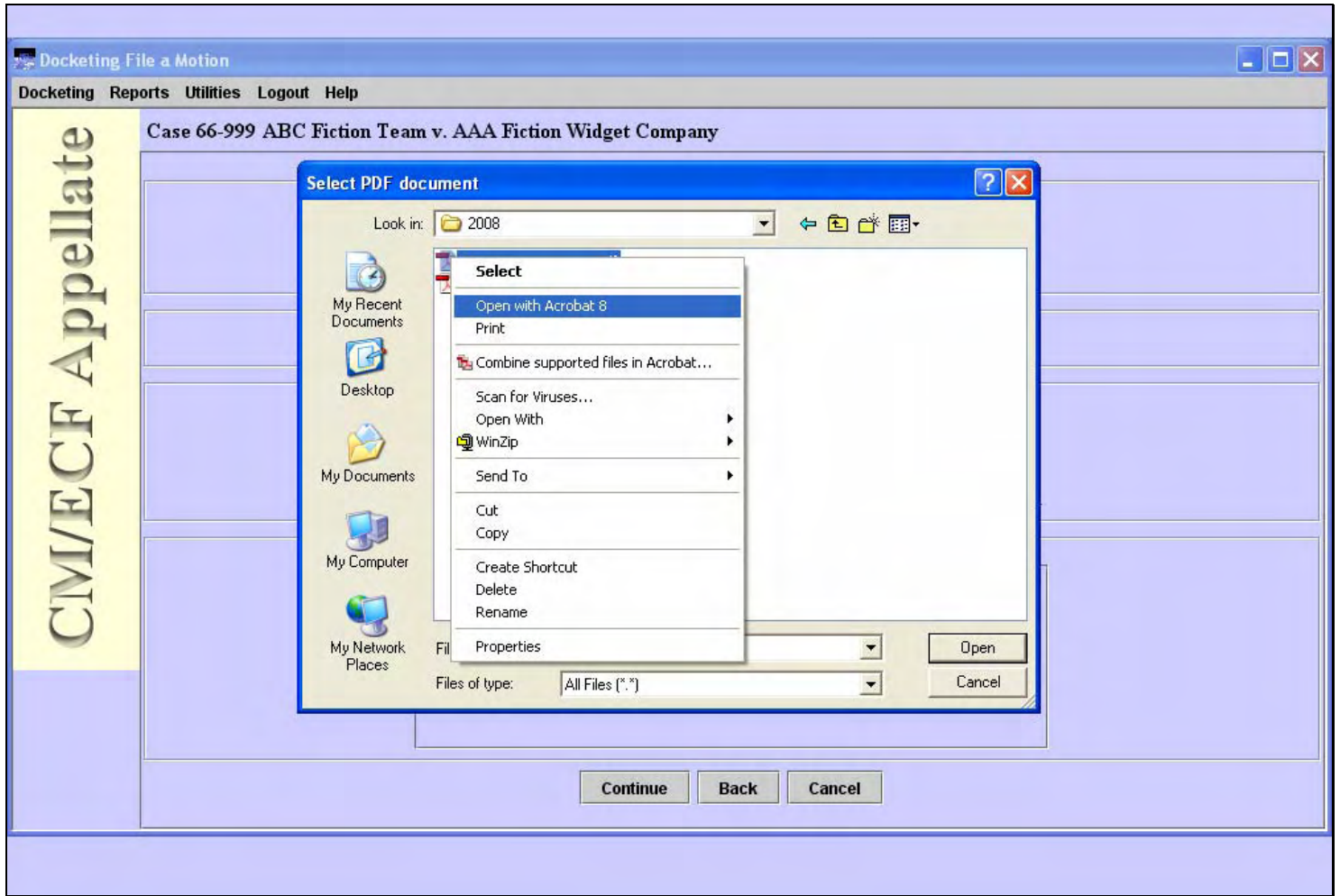
Slide 39 - Slide 39



Slide notes

NOTE: This is a transition slide.

Slide 40 - Slide 40

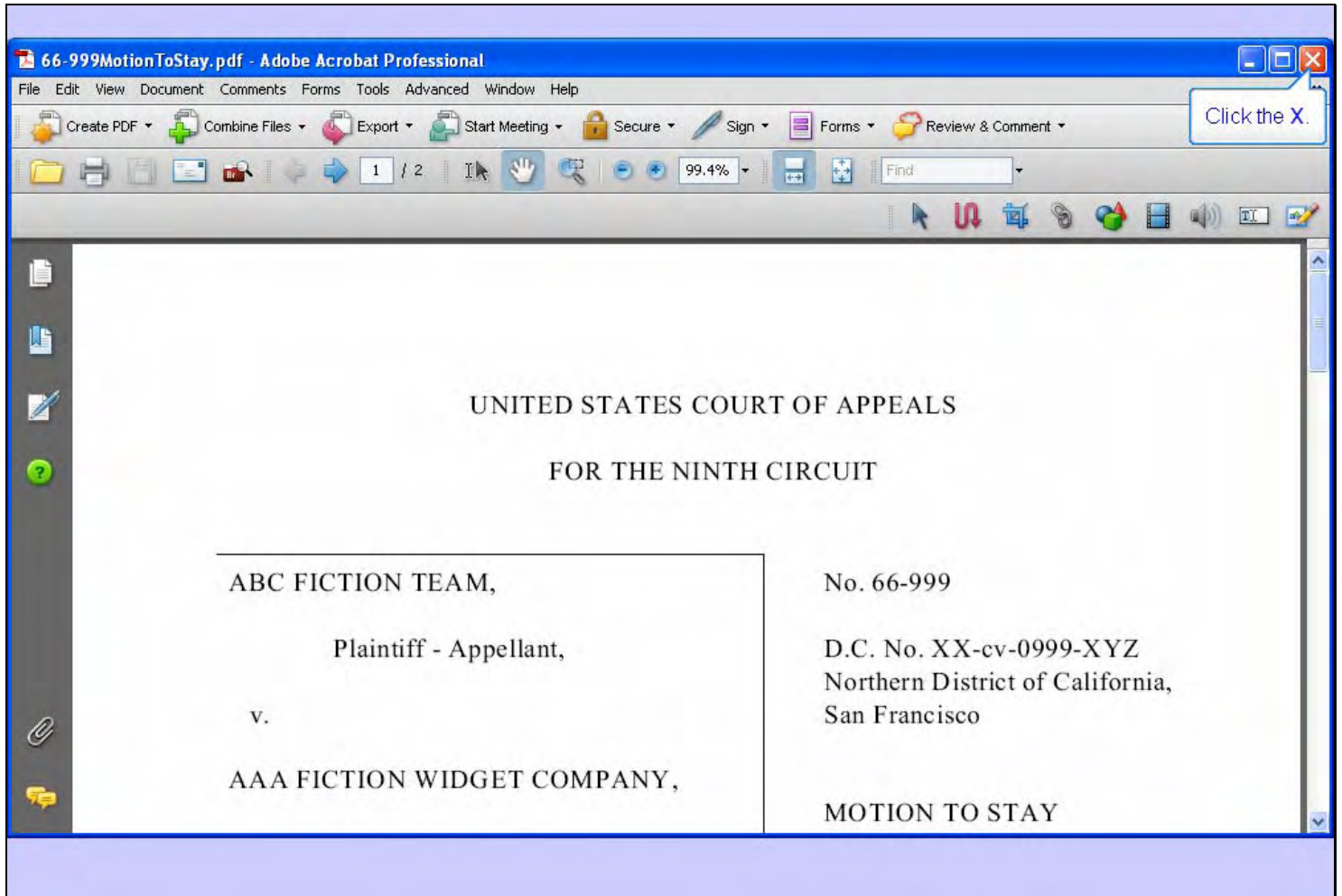


Slide notes

NOTE: This is a transition slide.



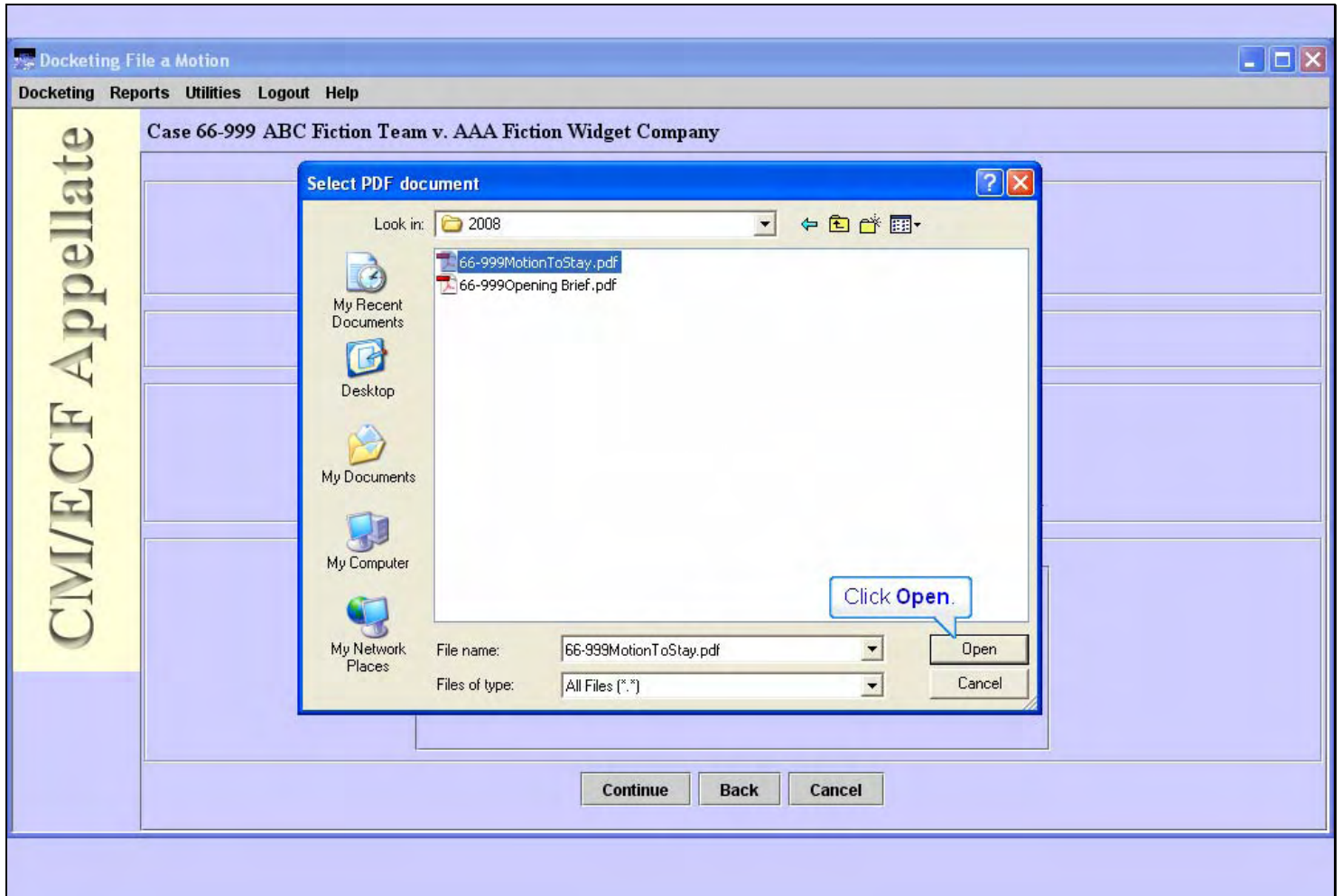
Slide 41 - Slide 41



Slide notes

Adobe Acrobat opens the file and displays its contents to you. After you have verified that this is the correct document, you may close the Acrobat window by clicking its close button.

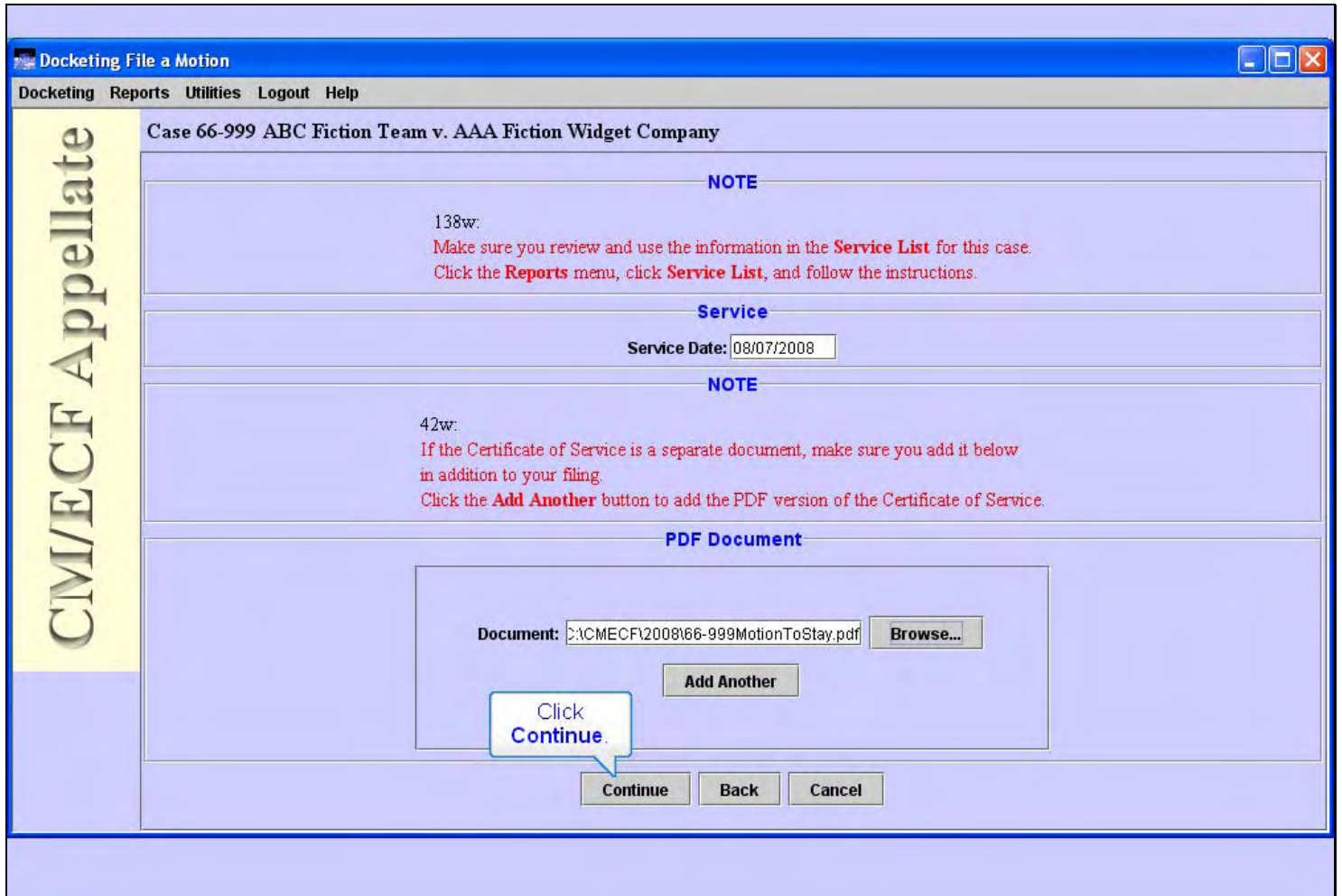
Slide 42 - Slide 42



Slide notes

Now that we know this is the correct file, click the Open button.

Slide 43 - Slide 43

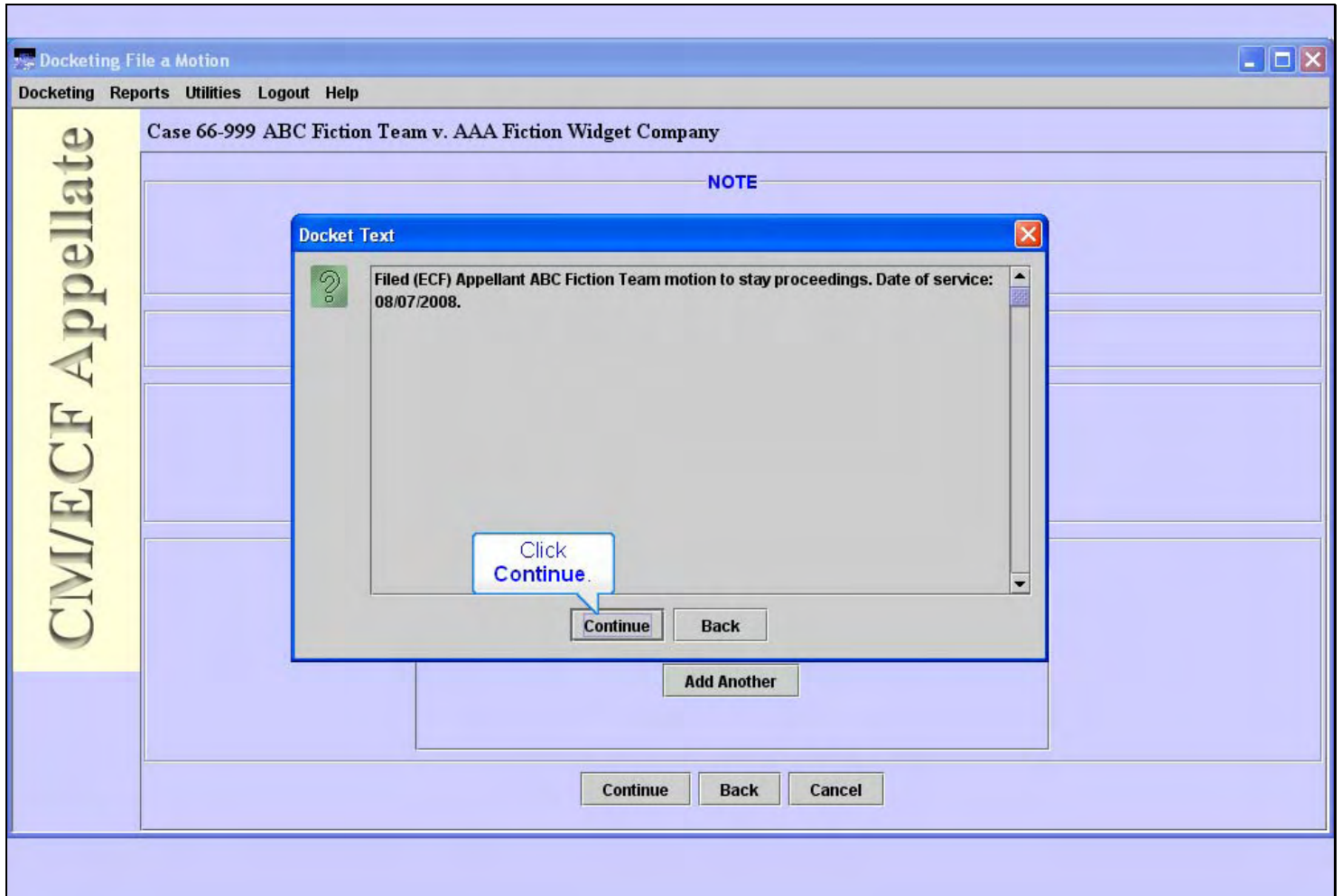


Slide notes

CM/ECF fills in the path and file name of the document you are filing. If you had other documents, such as attachments or a certificate of service, you could click the Add Another button and repeat the process for each PDF file. If you do attach additional PDF documents, CM/ECF will provide a description field for each. Make sure you enter a description for all additional PDF documents.

At the bottom of the screen there are three buttons. You would click Continue to continue with this event, or click Back to back up to the previous screen in this event, or Cancel to cancel this transaction altogether. For this lesson, click the Continue button.

Slide 44 - docket text

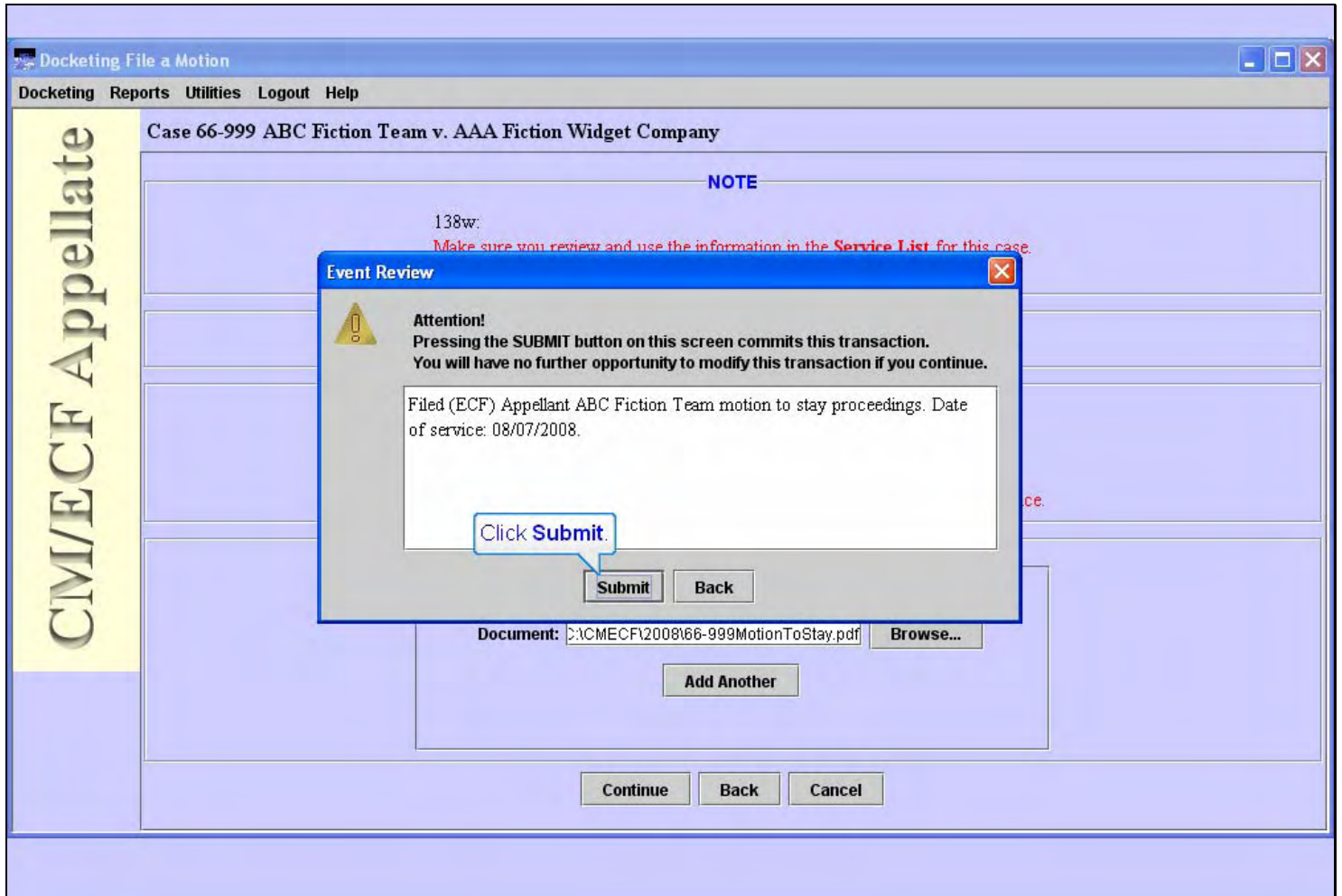


Slide notes

CM/ECF builds a docket entry as you go through the screens to file your document. This screen shows you the docket text it has created based on your inputs so far. If anything looks incorrect at this point, you should click the Back button to back up and correct any entries.

We will assume everything is correct, so click the Continue button.

Slide 45 - event review



Slide notes

This is the "point of no return". As the message indicates, once you click the Submit button on this screen, your transaction is then submitted to the court. You will have no further opportunity to back up and change anything. So be sure the text says what it should say. If it doesn't, click the Back button to make changes.

Click Submit.

Slide 46 - Slide 46

**Docketing File a Motion**

Docketing Reports Utilities Logout Help

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

**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: 08/07/2008

**NOTE**

42w:  
If the Certificate of Service is a separate document, make sure you add it below  
in addition to your filing.  
Click the **Add Another** button to add the PDF version of the Certificate of Service.

**PDF Document**

Document: >:\CMECF12008\66-999MotionToStay.pdf **Browse...**

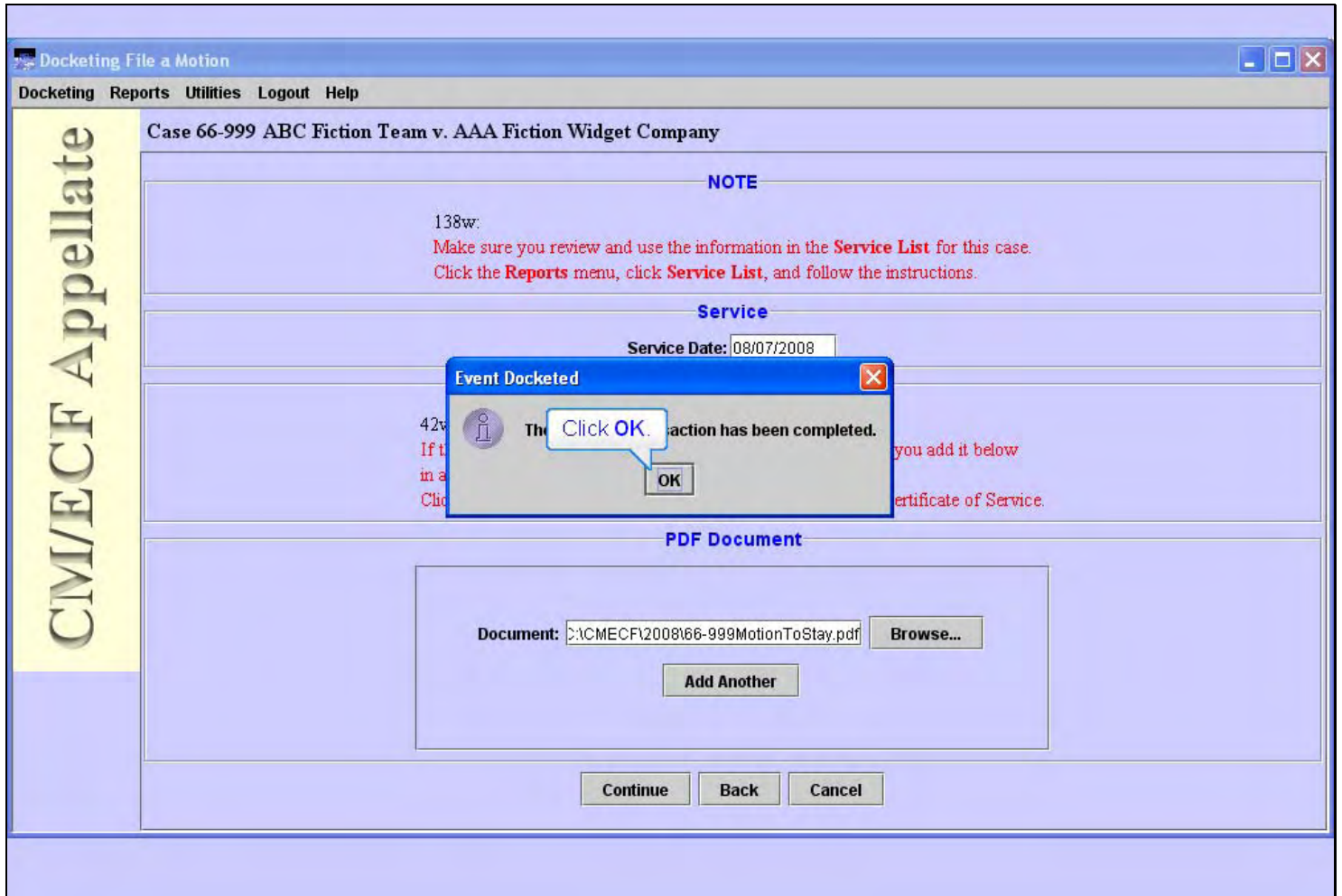
**Add Another**

**Continue** **Back** **Cancel**

Slide notes

NOTE: This is a transition slide.

Slide 47 - Slide 47



Slide notes

Once the CM/ECF server has received your transaction, you will see this dialog box indicating the docketed transaction has been completed. Click the OK button.

## Slide 48 - NDA

66-999 ABC Fiction Team v. AAA Fiction Widget Company "File a Motion" - Windows Internet Explorer

https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/009113657258&type=n-html

Click File.

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Ninth Circuit

**Notice of Docket Activity**

The following transaction was entered on 09/03/2008 at 11:25:54 AM PDT and filed on 09/03/2008

**Case Name:** ABC Fiction Team v. AAA Fiction Widget Company

**Case Number:** [66-999](#)

**Document(s):** [Document\(s\)](#)

**Docket Text:**  
Filed (ECF) Appellant ABC Fiction Team Motion to stay proceedings. Date of service: 08/07/2008. [6633423]

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

**Document Description:**File a Motion

**Original Filename:**66-999Opening Brief.pdf

**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1106763461 [Date=09/03/2008] [FileNumber=6633423-0]  
[6ea9d29875d7eb972ea0562d743d1b562353420151d24debe1c3940c505da80b3e296bebd443190fd54d761ac06f023e4ccbaba28d697cdc8f13ebdf9cf6b]

## Slide notes

The CM/ECF computer returns to you a Notice of Docket Activity, often called an NDA. This is your proof that the transaction was accepted by the court. It's a good practice to save a copy of this notice on your computer. To do that, click File in your browser's menu.



## Slide 49 - Slide 49

66-999 ABC Fiction Team v. AAA Fiction Widget Company "File a Motion" - Windows Internet Explorer

https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/009113657258&type=n-html

Google

File Edit View Favorites Tools Help

66-999 ABC Fiction Team v. AAA Fiction Widget Comp...

\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\* Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

United States Court of Appeals for the Ninth Circuit

Notice of Docket Activity

The following transaction was entered on 09/03/2008 at 11:25:54 AM PDT and filed on 09/03/2008

Case Name: ABC Fiction Team v. AAA Fiction Widget Company

Case Number: [66-999](#)

Document(s): [Document\(s\)](#)

Docket Text:

Filed (ECF) Appellant ABC Fiction Team Motion to stay proceedings. Date of service: 08/07/2008. [6633423]

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

Document Description: File a Motion

Original Filename: 66-999Opening Brief.pdf

Electronic Document Stamp:

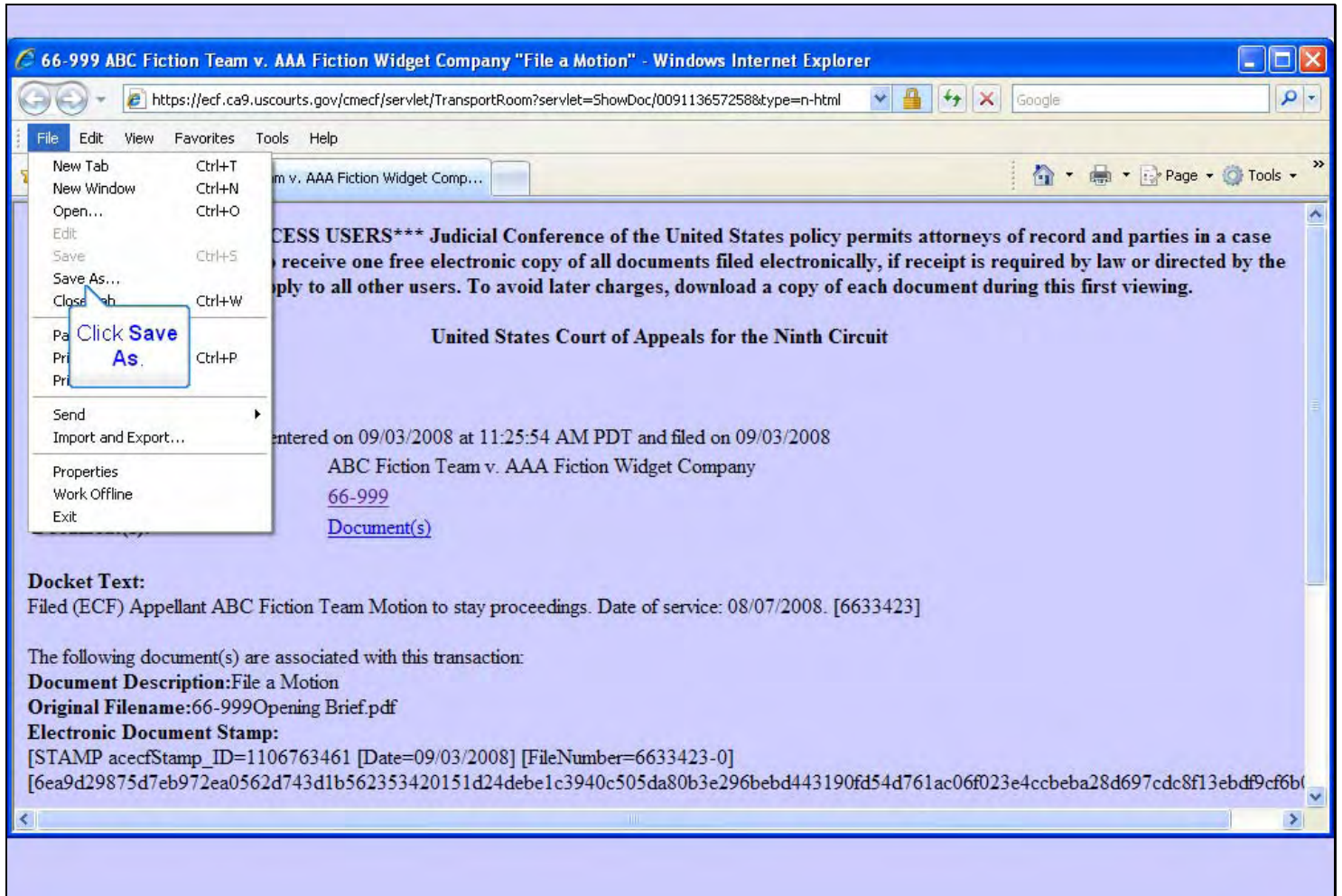
[STAMP acecfStamp\_ID=1106763461 [Date=09/03/2008] [FileNumber=6633423-0]

[6ea9d29875d7eb972ea0562d743d1b562353420151d24debe1c3940c505da80b3e296bebd443190fd54d761ac06f023e4ccbeba28d697cdc8f13ebdf9cf6b]

## Slide notes

(Note: This is a transition slide.)

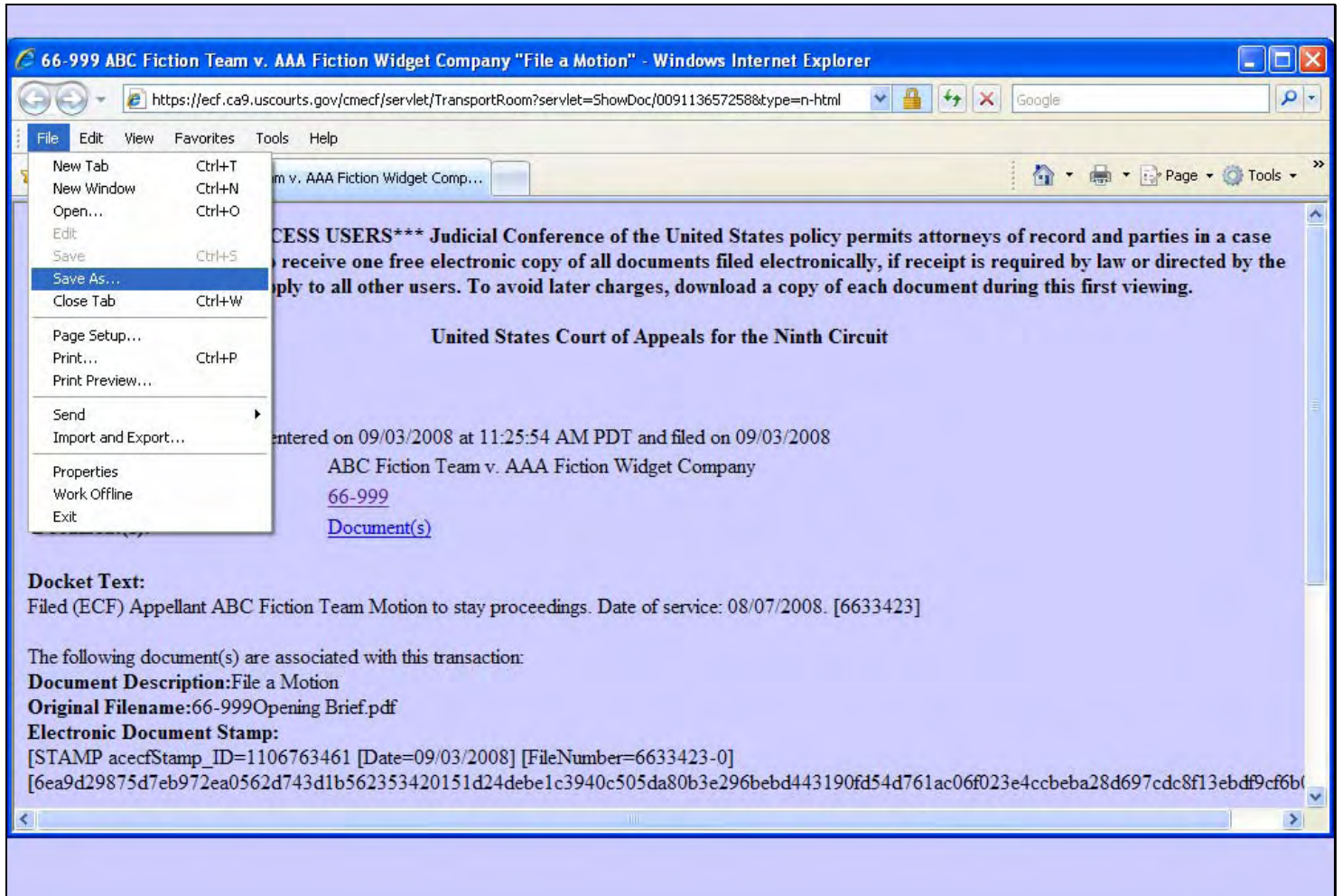
Slide 50 - Slide 50



Slide notes

From the drop-down menu, click Save As ...

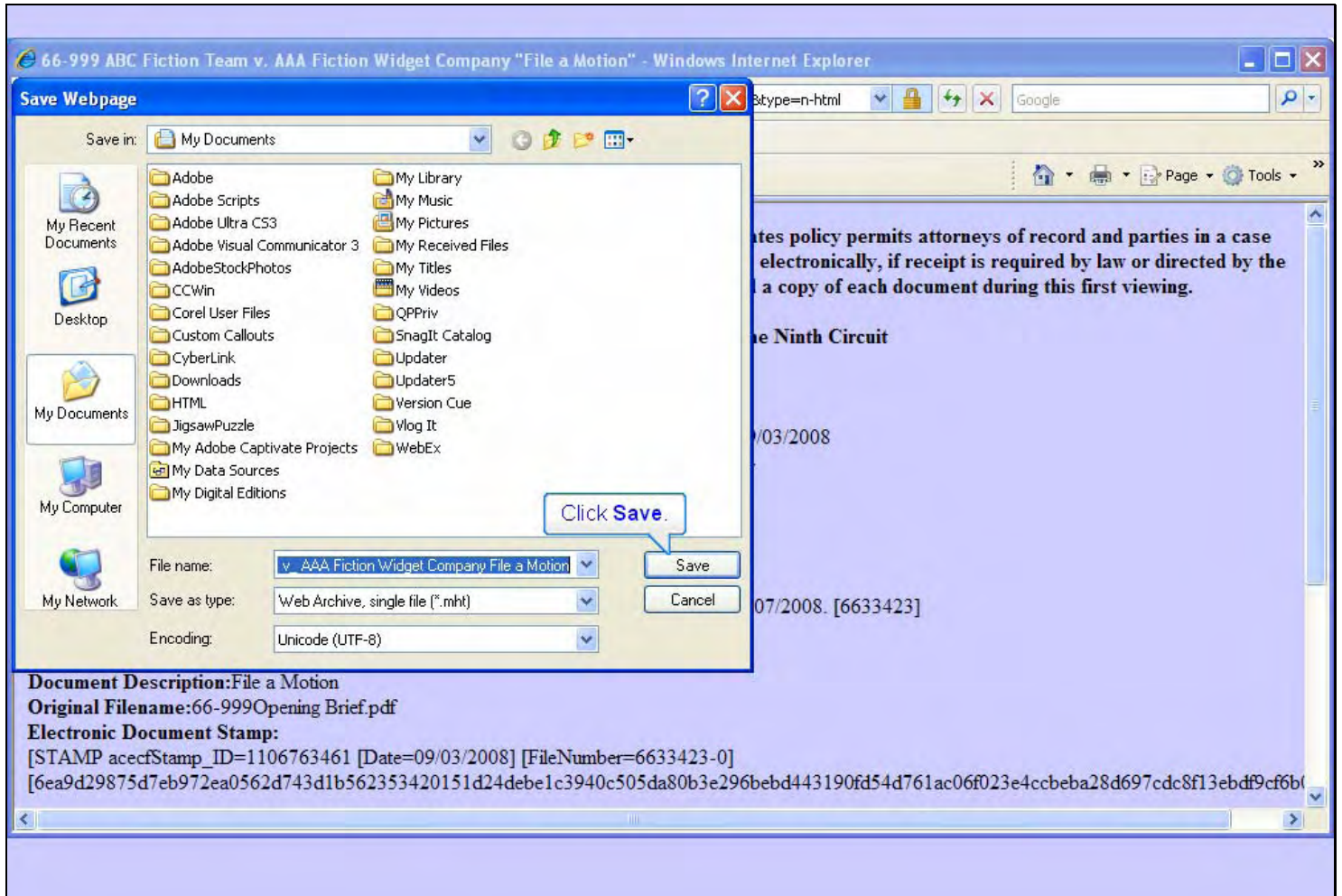
Slide 51 - Slide 51



Slide notes

(Note: This is a transition slide.)

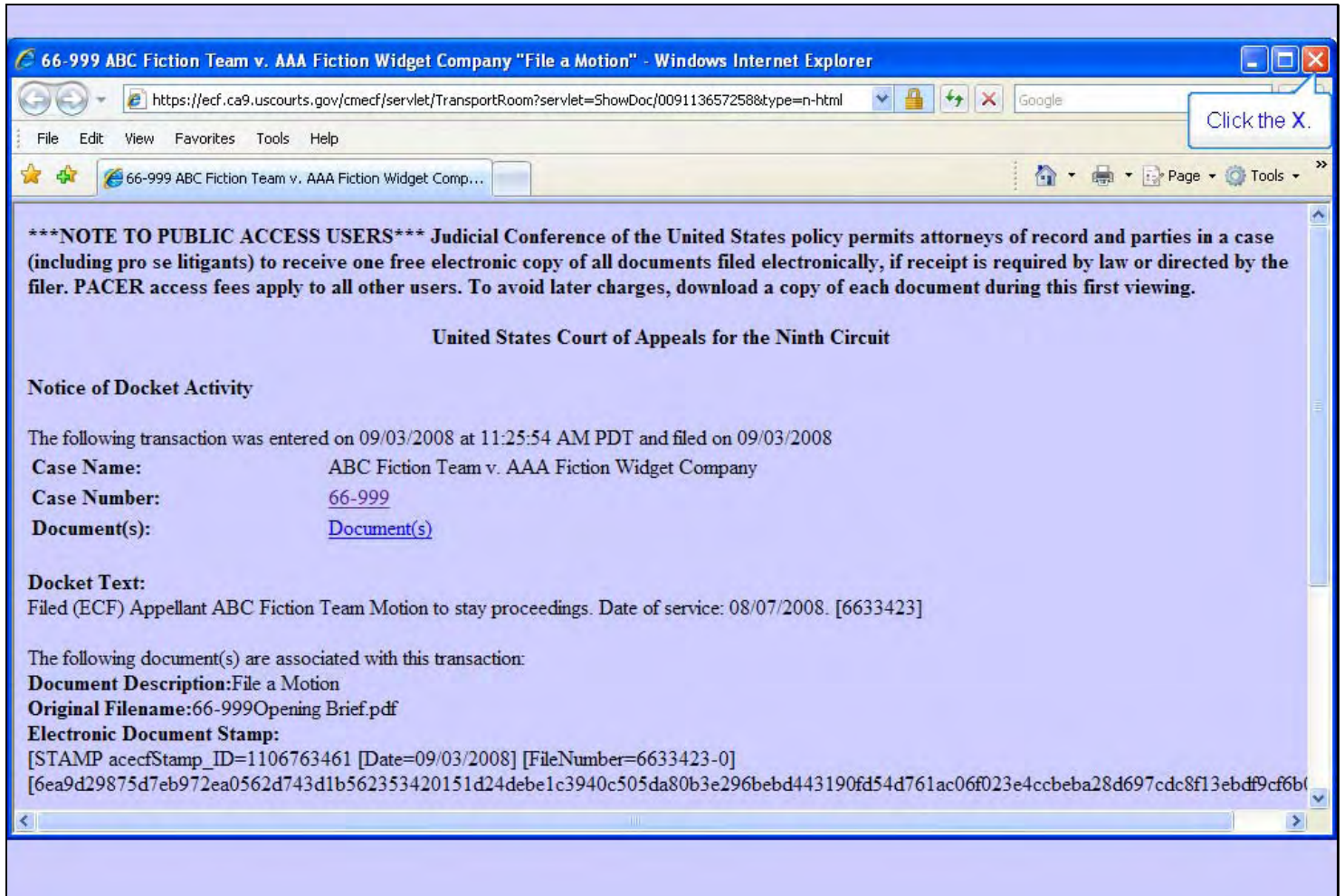
Slide 52 - Slide 52



Slide notes

CM/ECF fills in the file name for you. You can change it if you want. Also, in this example our file will be saved in the My Documents folder, but you can change the Save in folder also if you want. We'll leave everything as is. Click the Save button.

## Slide 53 - Slide 53



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "66-999 ABC Fiction Team v. AAA Fiction Widget Company 'File a Motion' - Windows Internet Explorer". The address bar shows the URL: "https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/009113657258&type=n-html". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Google" search box and a "Click the X." button. The main content area displays a notice from the United States Court of Appeals for the Ninth Circuit. The notice includes a disclaimer for public access users, followed by the court's name and a "Notice of Docket Activity". The activity details a transaction entered on 09/03/2008 at 11:25:54 AM PDT, filed on 09/03/2008. The case name is "ABC Fiction Team v. AAA Fiction Widget Company", the case number is "66-999", and the document is "Document(s)". The docket text states: "Filed (ECF) Appellant ABC Fiction Team Motion to stay proceedings. Date of service: 08/07/2008. [6633423]". Below this, it lists associated documents: "Document Description: File a Motion", "Original Filename: 66-999Opening Brief.pdf", and an "Electronic Document Stamp" with the following information: "[STAMP acecfStamp\_ID=1106763461 [Date=09/03/2008] [FileNumber=6633423-0] [6ea9d29875d7eb972ea0562d743d1b562353420151d24debe1c3940c505da80b3e296bebd443190fd54d761ac06f023e4ccbeba28d697cdc8f13ebdf9cf6b]".

## Slide notes

Now that we have saved a copy of the NDA, let's take a closer look at it.

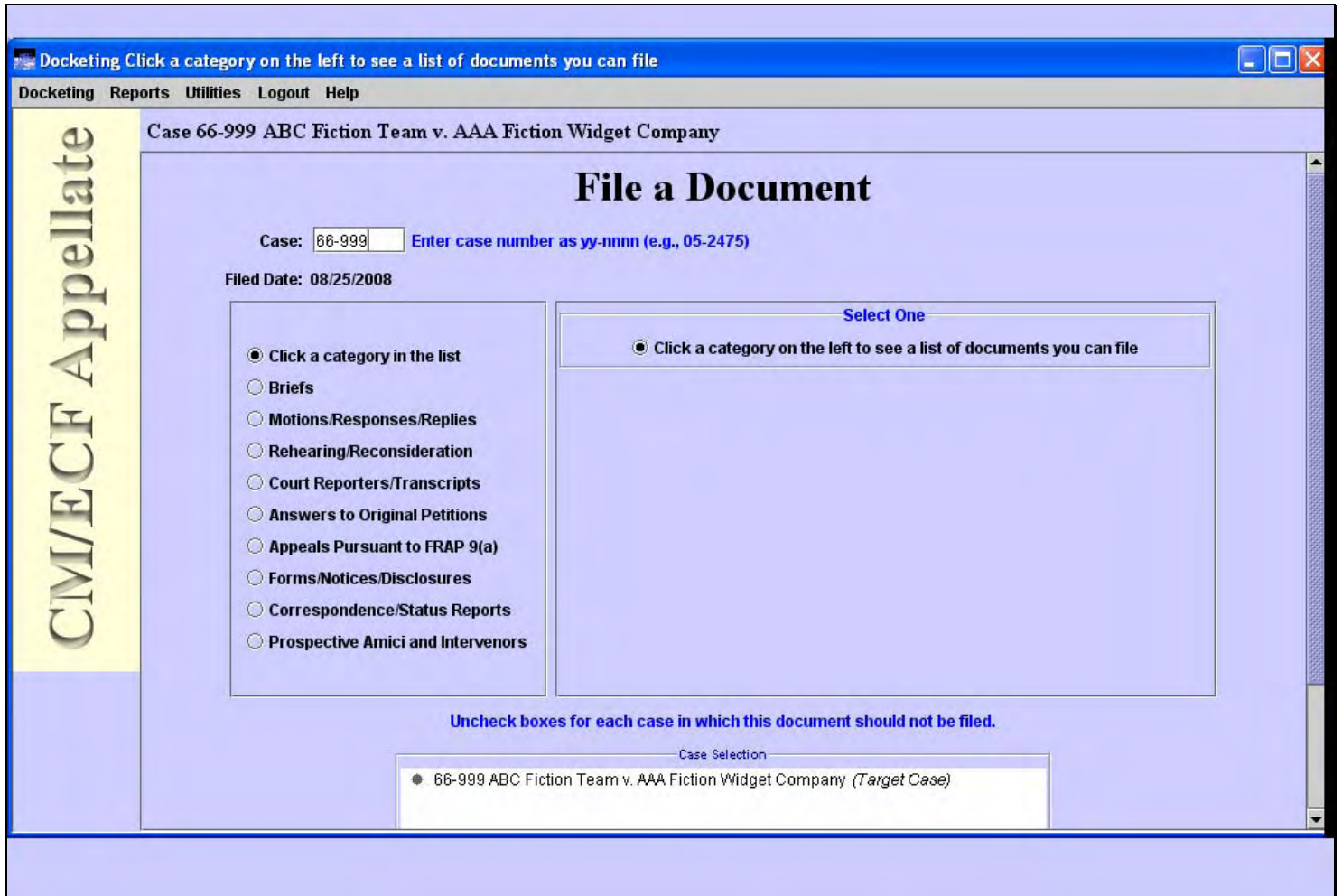
The notice includes the case name and the case number. The case number is a hyperlink to the docket report for this case. The notice also includes a hyperlink to the document or documents that were submitted with this docket entry. In this case it would be a hyperlink to the motion to stay we just submitted.

Refer to the lesson module on Submitting a Brief for information on running the docket report and viewing the document.

The notice includes the docket text that was created by our filing, along with information about the document that was submitted.

For now, close the NDA by clicking the X in the upper right corner of the screen.

Slide 54 - Slide 54



Slide notes

And we're back to the Event Selection screen. If you had another document to file you could do so. We'll assume we're done.

Normally you should remember to logout when you're done. We'll skip that step in this lesson. You may want to refer to the lesson module on Submitting a Brief for information about logging out.

**Slide 55 - Summary**

You should now be able to:

- Enter a case number.
- Select a document category.
- Select a specific filing.
- Select a party filer.
- Select motion modifier.
- Select a relief.
- Enter a service date.
- Attach the PDF document.
- Submit your transaction.
- View and save the NDA.

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.

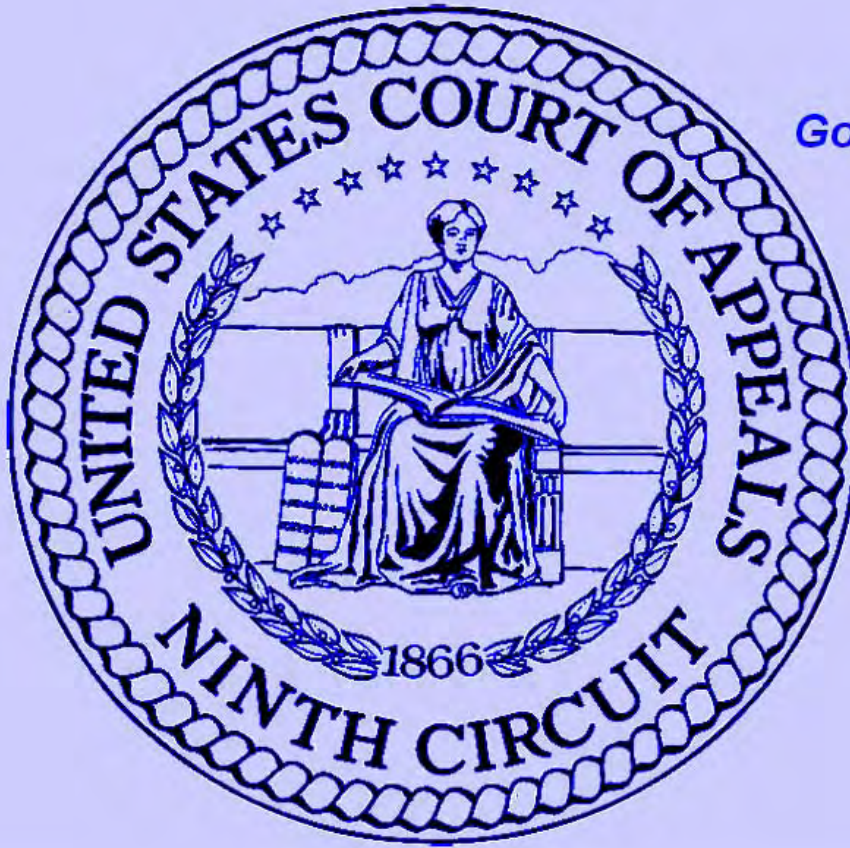
**Slide notes**

This concludes the lesson module on Filing a Motion to Stay Proceedings.

You should now be able to do these things.

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 56 - Exit



*Goodbye*

**Slide notes**

Thanks for taking the lesson. Goodbye.