

Slide 1 - Splash

*Submit a Brief*

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 11, 2008

**Welcome to  
the Lesson on  
How to Submit a Brief**

Slide notes

Welcome to the lesson on How to Submit a Brief.

**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 type of brief.
- Enter a service date.
- Attach the PDF document.
- Submit your transaction.

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.

Click the Continue button.

## Slide 4 - Startup Page

**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**

*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 26, 2008 12:26:57 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 submitting your brief, click Docketing.

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

Click File a Document.

**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 26, 2008 12:26:57 PM PDT

Slide notes

Now, click File a Document.

Slide 6 - Slide 6

The screenshot shows a web browser window titled "Startup Page". The browser's address bar is empty. The page has a blue header with a menu bar containing "Docketing", "Reports", "Utilities", "Logout", and "Help". Below the menu bar is a "File a Document" button. 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 of the page 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".

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

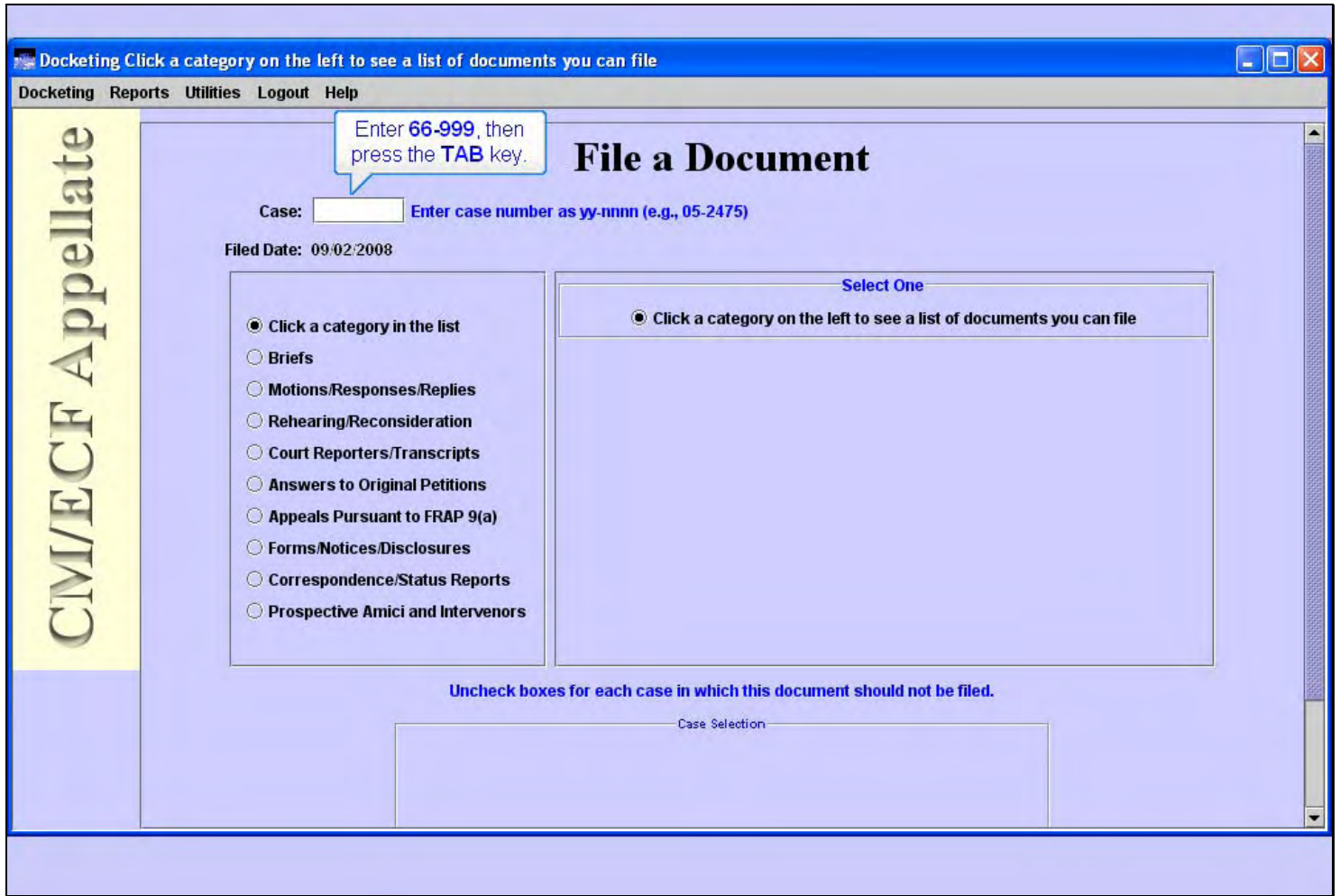
*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under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

Last login Aug 26, 2008 12:26:57 PM PDT

Slide notes

NOTE: This is a transition slide.

Slide 7 - Enter a 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 - Event Category

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

Filed Date: 09/02/2008

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

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)

CM/ECF Appellate

Click the radio button for Briefs.

## 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 a radio button for the filing within that category. As you click the button for a document category in the left pane, the filings list in the right pane will change to reflect the filings in that selected category.

For the brief you're submitting, the correct category is Briefs. Click the radio button for Briefs.



## Slide 9 - Select 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: 09/02/2008

**CMI/ECF Appellate**

**Select One**

- Click a category in the list
- Briefs**
- Motions/Responses/...
- 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 the radio button for **Submit Brief for Review by the Court.**

- Click an entry below, then click the Continue button
- Submit Brief for Review by the Court
- Submit Brief for Review and File a Motion Together
- File a Citation of Supplemental Authorities (FRAP 28(j) Letters)
- File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)

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)

## Slide notes

Now the right pane shows a list of the filings in the Briefs category. To continue, click the radio button for Submit Brief for Review by the Court.

Slide 10 - Slide 10

Docketing Submit Brief for Review by the Court

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: 09/02/2008

**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
- Submit Brief for Review by the Court
- Submit Brief for Review and File a Motion Together
- File a Citation of Supplemental Authorities (FRAP 28(j) Letters)
- File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)

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

**Docketing Submit Brief for Review by the Court**

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**

- Submit Brief for Review by the Court
- Submit Brief for Review and File a Motion Together
- File a Citation of Supplemental Authorities (FRAP 28(j) Letters)
- File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)

**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

Click Continue.

Continue

All Reset

## 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 Submit Brief for Review by the Court

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**

- Submit Brief for Review by the Court
- Submit Brief for Review and File a Motion Together
- File a Citation of Supplemental Authorities (FRAP 28(j) Letters)
- File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)

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

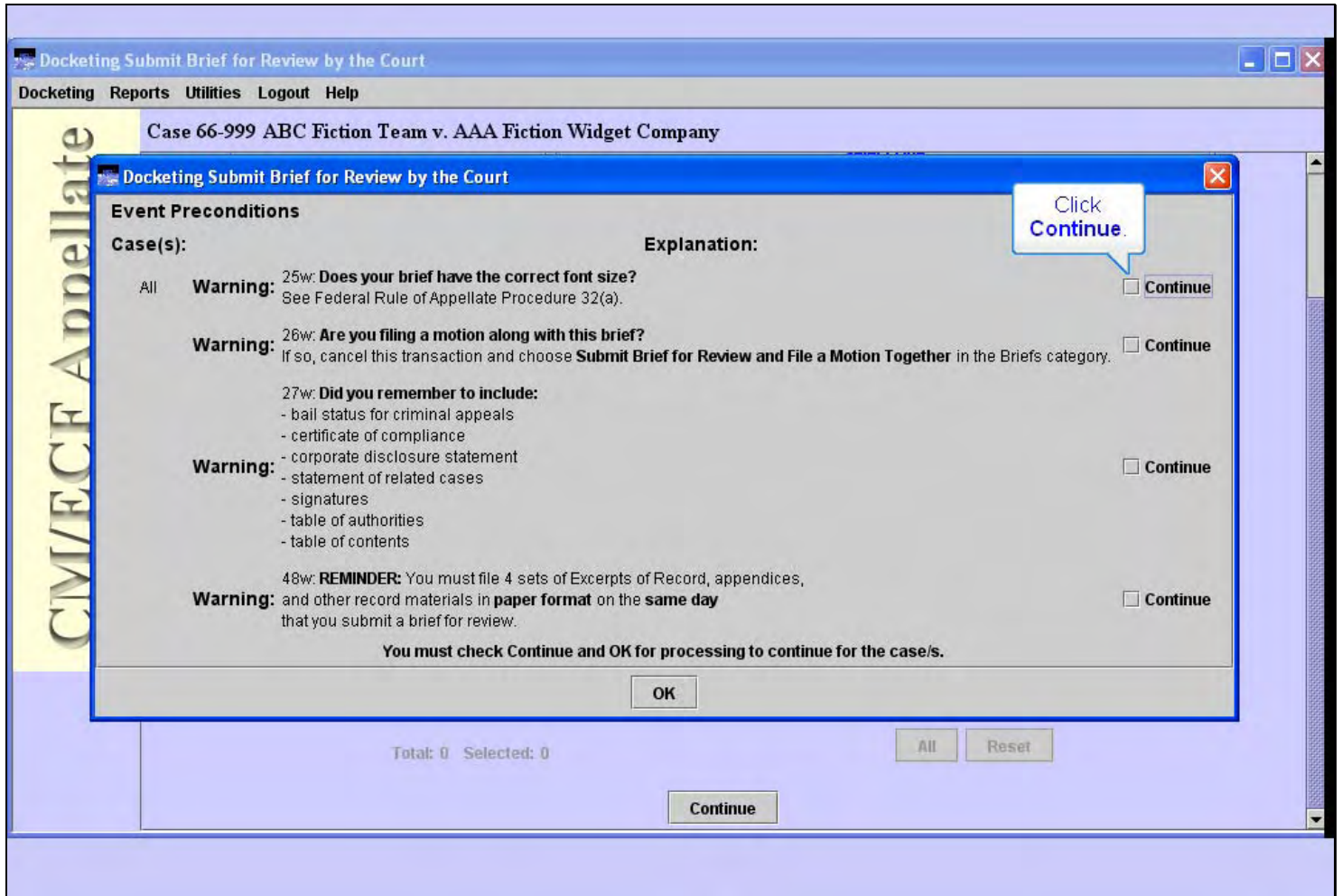
All Reset

Continue

Slide notes

NOTE: This is a transition slide.

Slide 13 - Warning screen



Slide notes

CM/ECF shows you a list of warnings related to your brief. You should read each warning carefully. In order to continue you must check each Continue box, then click the OK button.

Slide 14 - Slide 14

The screenshot shows a web application interface for submitting a brief. The main window title is "Docketing Submit Brief for Review by the Court" and the case name is "Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company". A modal dialog box titled "Event Preconditions" is open, listing several warnings that must be addressed before proceeding. A callout box points to a "Continue" button in the dialog.

**Event Preconditions**

Case(s):	Explanation:	Action
All	<b>Warning:</b> 25w: <b>Does your brief have the correct font size?</b> See Federal Rule of Appellate Procedure 32(a).	<input type="checkbox"/> Continue
	<b>Warning:</b> 26w: <b>Are you filing a motion along with this brief?</b> If so, cancel this transaction and choose <b>Submit Brief for Review and File a Motion Together</b> in the Briefs category.	<input type="checkbox"/> Continue
	<b>Warning:</b> 27w: <b>Did you remember to include:</b> - bail status for criminal appeals - certificate of compliance - corporate disclosure statement - statement of related cases - signatures - table of authorities - table of contents	<input type="checkbox"/> Continue
	<b>Warning:</b> 48w: <b>REMINDER:</b> You must file 4 sets of Excerpts of Record, appendices, and other record materials in <b>paper format</b> on the <b>same day</b> that you submit a brief for review.	<input type="checkbox"/> Continue

**You must check Continue and OK for processing to continue for the case/s.**

Buttons: OK, All, Reset, Continue

Slide notes

NOTE: This is a transition slide.

Slide 15 - Slide 15

The screenshot shows a web browser window titled "Docketing Submit Brief for Review by the Court" with a menu bar containing "Docketing", "Reports", "Utilities", "Logout", and "Help". The main content area displays "Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company". A modal dialog box is open, titled "Docketing Submit Brief for Review by the Court", with the following content:

**Event Preconditions**

Case(s):	Explanation:	
All	<b>Warning:</b> 25w: <b>Does your brief have the correct font size?</b> See Federal Rule of Appellate Procedure 32(a).	<input checked="" type="checkbox"/> Continue
	<b>Warning:</b> 26w: <b>Are you filing a motion along with this brief?</b> If so, cancel this transaction and choose <b>Submit Brief for Review and File a Motion Together</b> in the Briefs category.	<input checked="" type="checkbox"/> Continue
	27w: <b>Did you remember to include:</b> - bail status for criminal appeals - certificate of compliance - corporate disclosure statement - statement of related cases - signatures - table of authorities - table of contents	<input type="checkbox"/> Continue
	48w: <b>REMINDER:</b> You must file 4 sets of Excerpts of Record, appendices, and other record materials in <b>paper format</b> on the <b>same day</b> that you submit a brief for review.	<input type="checkbox"/> Continue

**You must check Continue and OK for processing to continue for the case/s.**

Buttons: OK, All, Reset, Continue

Text: Total: 0 Selected: 0

A callout bubble points to the "Continue" checkbox for the 27w warning, containing the text "Click Continue."

Slide notes

NOTE: This is a transition slide.

Slide 16 - Slide 16

The screenshot shows a web application interface for 'Docketing Submit Brief for Review by the Court'. The main window title is 'Docketing Submit Brief for Review by the Court' and the case name is 'Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company'. A modal dialog box is open, titled 'Docketing Submit Brief for Review by the Court', with the following content:

**Event Preconditions**

Case(s):	Explanation:	
All	<b>Warning:</b> 25w: <b>Does your brief have the correct font size?</b> See Federal Rule of Appellate Procedure 32(a).	<input checked="" type="checkbox"/> Continue
	<b>Warning:</b> 26w: <b>Are you filing a motion along with this brief?</b> If so, cancel this transaction and choose <b>Submit Brief for Review and File a Motion Together</b> in the Briefs category.	<input checked="" type="checkbox"/> Continue
	27w: <b>Did you remember to include:</b> - bail status for criminal appeals - certificate of compliance - corporate disclosure statement - statement of related cases - signatures - table of authorities - table of contents	<input checked="" type="checkbox"/> Continue
	48w: <b>REMINDER:</b> You must file 4 sets of Excerpts of Record, appendices, and other record materials in <b>paper format</b> on the <b>same day</b> that you submit a brief for review.	<input type="checkbox"/> Continue

**You must check Continue and OK for processing to continue for the case/s.**

Buttons: OK, All, Reset, Continue

Summary: Total: 0 Selected: 0

A callout bubble points to the 'Continue' checkbox in the last row, containing the text: 'Click Continue.'

Slide notes

NOTE: This is a transition slide.



Slide 17 - Slide 17

The screenshot shows a web application interface for submitting a brief. The main window title is "Docketing Submit Brief for Review by the Court" and the case name is "Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company". A modal dialog box titled "Event Preconditions" is open, listing four warnings:

Case(s):	Explanation:	Action
All	<b>Warning:</b> 25w: Does your brief have the correct font size? See Federal Rule of Appellate Procedure 32(a).	<input checked="" type="checkbox"/> Continue
	<b>Warning:</b> 26w: Are you filing a motion along with this brief? If so, cancel this transaction and choose <b>Submit Brief for Review and File a Motion Together</b> in the Briefs category.	<input checked="" type="checkbox"/> Continue
	<b>Warning:</b> 27w: Did you remember to include: - bail status for criminal appeals - certificate of compliance - corporate disclosure statement - statement of related cases - signatures - table of authorities - table of contents	<input checked="" type="checkbox"/> Continue
	<b>Warning:</b> 48w: REMINDER: You must file 4 sets of Excerpts of Record, appendices, and other record materials in paper <b>same day</b> that you submit a brief for review.	<input checked="" type="checkbox"/> Continue

Below the dialog, there is a status bar with "Total: 0 Selected: 0", "All", "Reset", and "Continue" buttons. A callout box with the text "Click OK." points to the "OK" button at the bottom of the dialog.

Slide notes

NOTE: This is a transition slide.

Slide 18 - Filer

**Docketing Submit Brief for Review by the Court**

Docketing Reports Utilities Logout Help

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

**Party Filer**

Click the checkbox. 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...

Display All Parties All Cases Select All Clear All

**Additional Information**

Type of Brief:  
Supplemental

**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:  
If the Certificate of Service is a separate document, make sure you add it below in addition to your filing.

Slide notes

Now you need to select the party who is submitting this brief. In this scenario we represent ABC Fiction Team, so select the check box for ABC Fiction Team by clicking it.

Slide 19 - Type of Brief

**CM/ECF Appellate**

Docketing Submit Brief for Review by the Court

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 Clear All

**Additional**

Type of Brief: Supplemental

**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:  
If the Certificate of Service is a separate document, make sure you add it below  
in addition to your filing.

Slide notes

CM/ECF then needs some additional information, specifically the type of brief you are submitting. To select the type of brief, click the down arrow in the Type of Brief drop-down list.

Slide 20 - Slide 20

**CMI/ECF Appellate**

Docketing Submit Brief for Review by the Court

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

Type of

- Supplemental
- Reply
- Anders
- First Brief on Cross-Appeal
- Second Brief on Cross-Appeal
- Third Brief on Cross-Appeal
- Cross-Appeal Reply Brief
- Letter
- Supplemental

138w: Make sure you review the instructions. Click the Reports menu. **Price List** for this case.

**NOTE**

42w: If the Certificate of Service is a separate document, make sure you add it below in addition to your filing.

Slide notes

Click the up arrow in the scroll bar to scroll up.

Slide 21 - Slide 21

**CMI/ECF Appellate**

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**

Type of Brief:

- Supplemental
- Opening
- Answering
- Reply
- Anders
- First Brief on Cross-Appeal
- Second Brief on Cross-Appeal
- Third Brief on Cross-Appeal
- Cross-Appeal Reply Brief

138w: Make sure you review Click the Reports menu

NOTE

42w: If the Certificate of Service is a separate document, make sure you add it below in addition to your filing

Service List for this case. See the instructions.

Click Opening.

Slide notes

In the drop-down list, click Opening.

Slide 22 - Slide 22

**CMI/ECF Appellate**

Docketing Submit Brief for Review by the Court

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**

Type of Brief:

- Opening
- Opening
- Answering
- Reply
- Anders
- First Brief on Cross-Appeal
- Second Brief on Cross-Appeal
- Third Brief on Cross-Appeal
- Cross-Appeal Reply Brief

138w:  
Make sure you review  
Click the **Reports** menu

Service List for this case.  
See the instructions.

**NOTE**

42w:  
If the Certificate of Service is a separate document, make sure you add it below  
in addition to your filing

Slide notes

Note: This is a transition slide.

Slide 23 - Slide 23

**Docketing Submit Brief for Review by the Court**

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**

Type of Brief:  
Opening

**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:  
If the Certificate of Service is a separate document, make sure you add it below in addition to your filing.

Click the down arrow.

Slide notes

To see the rest of this screen segment, click the down arrow in the scroll bar.

Slide 24 - Service Date

Docketing Submit Brief for Review by the Court

Docketing Reports Utilities Logout Help

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

Opening

**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:

Enter 8/7/2008, then click the **Browse...** button.

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**

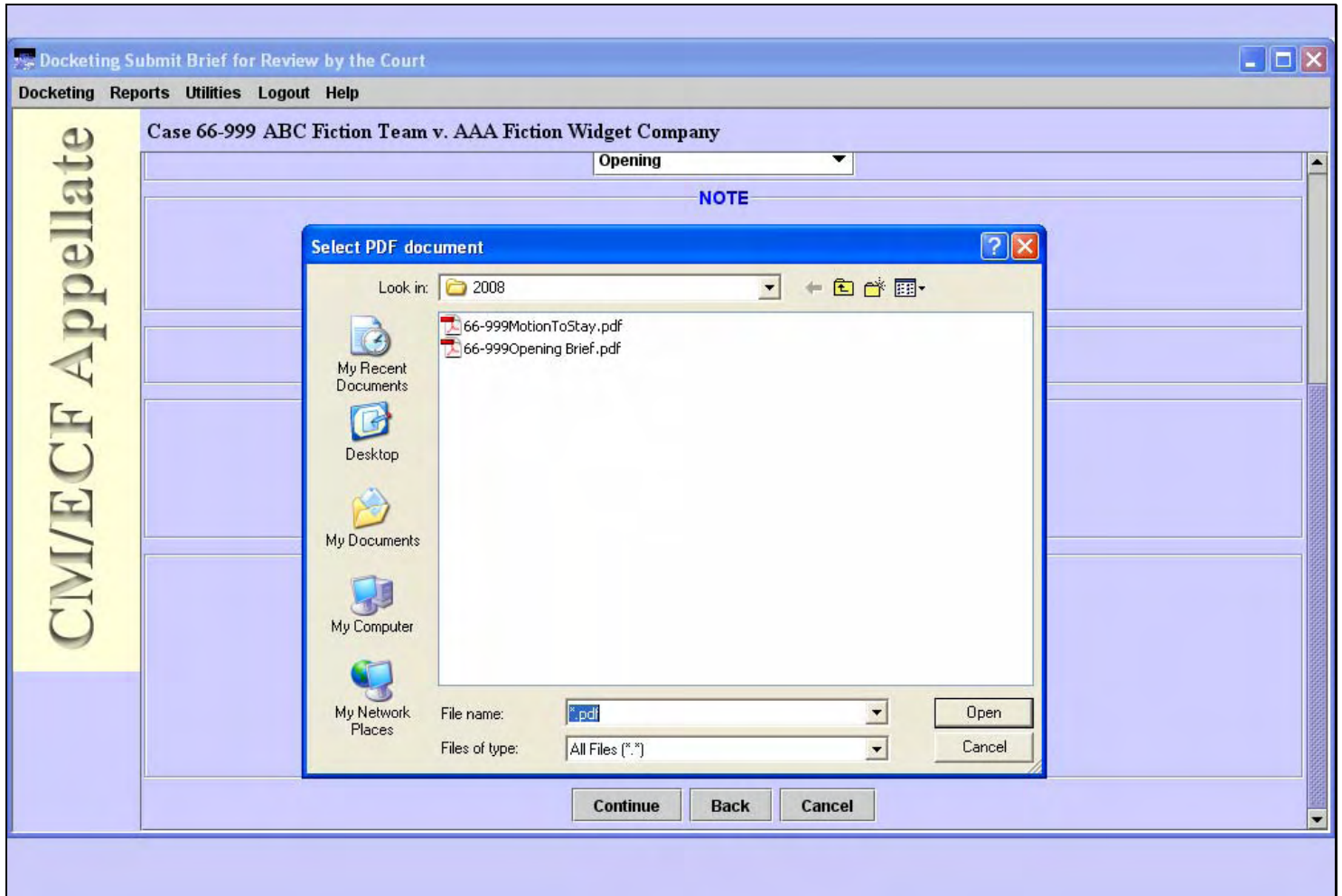
Document:

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.



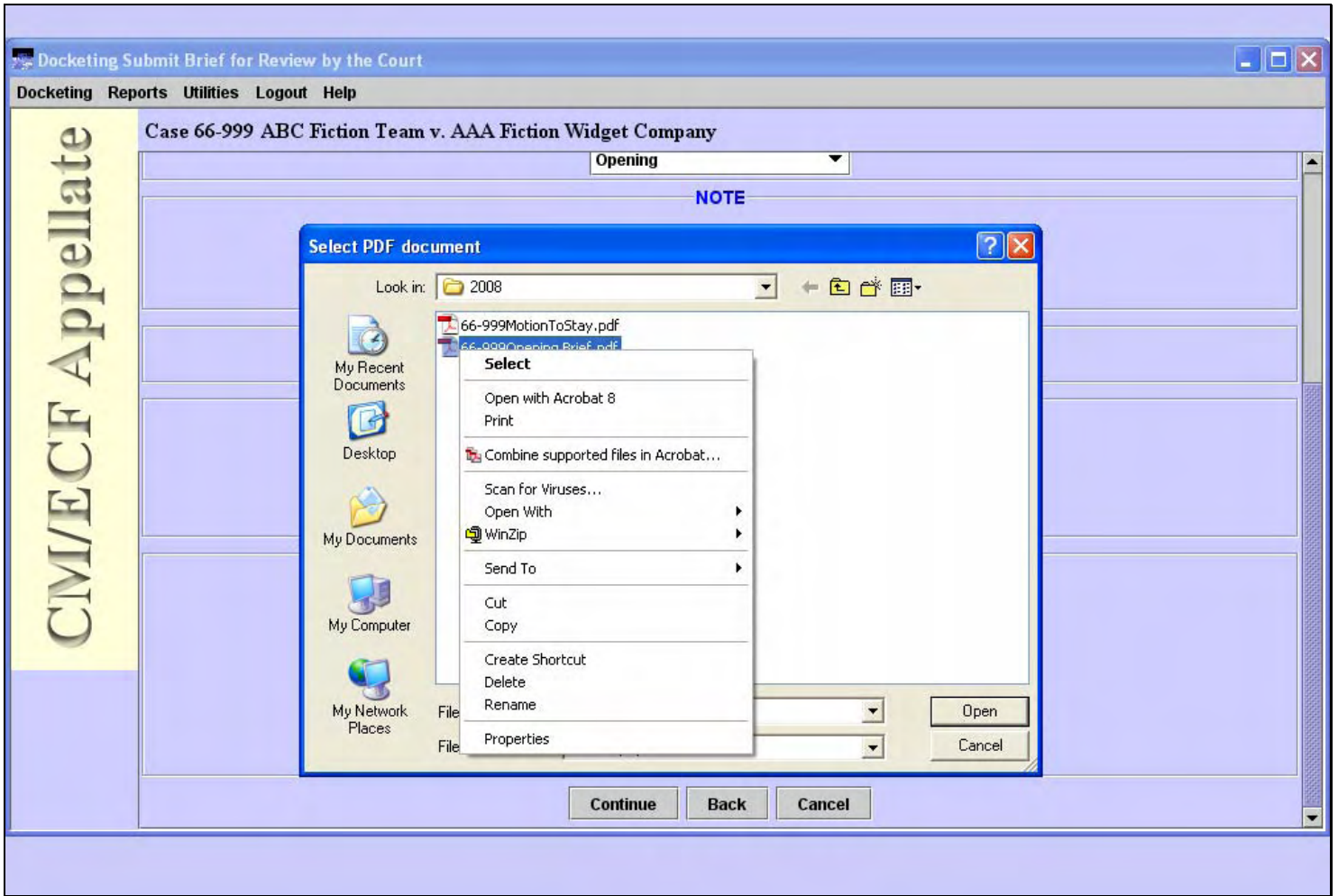
## Slide 25 - Slide 25

**Slide notes**

A Select PDF document dialog box opens. This dialog box indicates we are looking in a folder named 2008 at PDF files. The one we want to file is named 66-999Opening Brief.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.

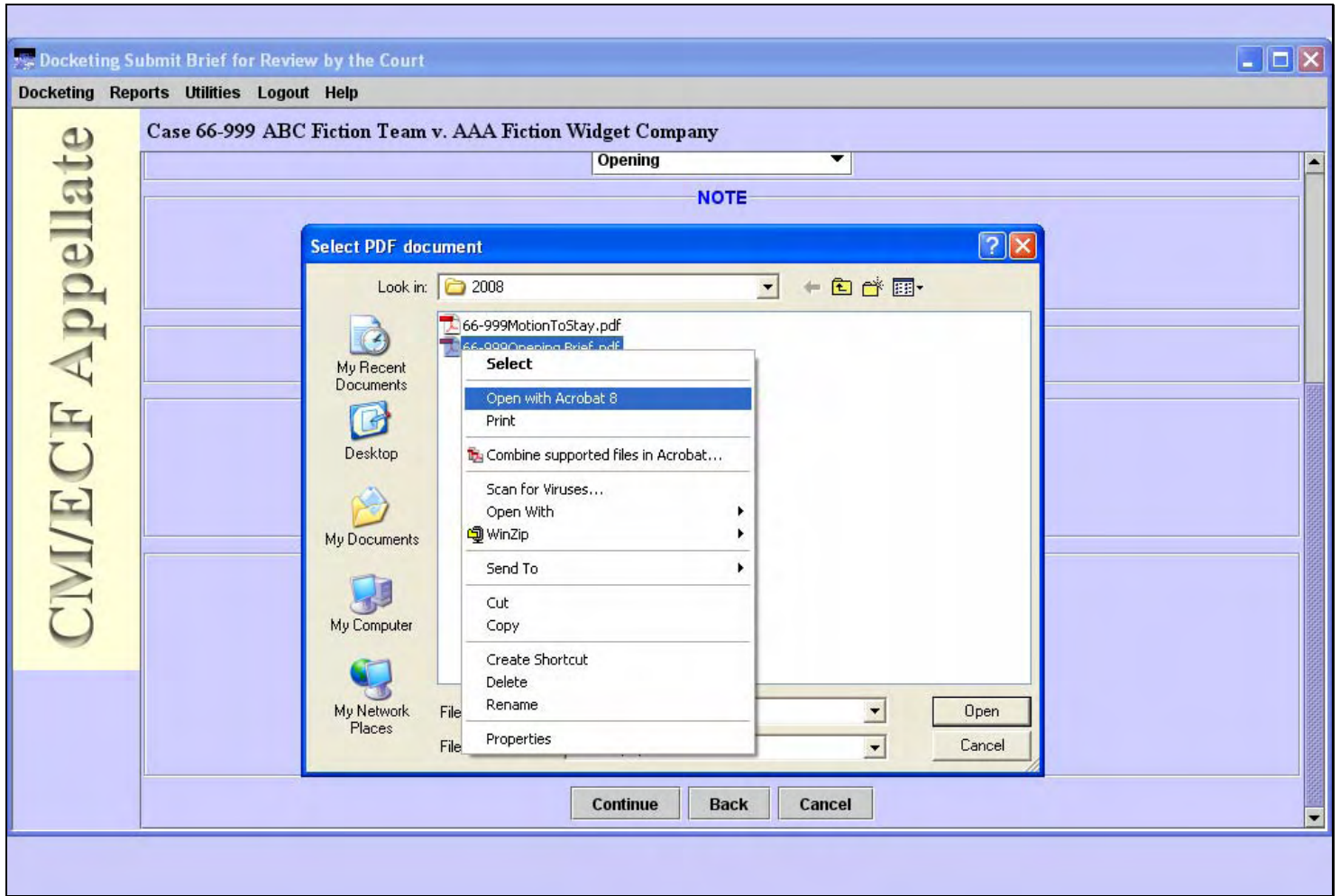
Slide 26 - Slide 26



Slide notes

NOTE: This is a transition slide.

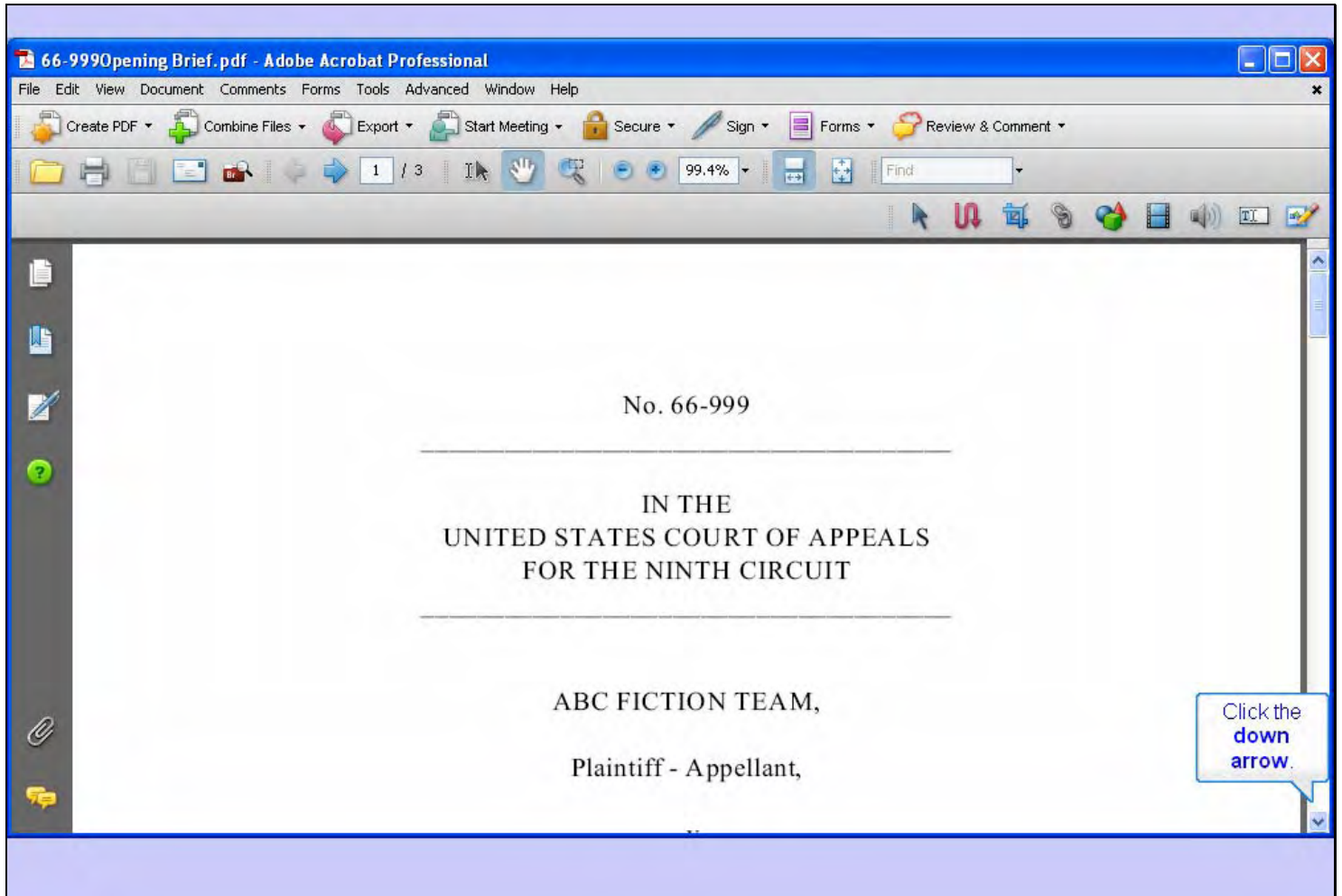
Slide 27 - Slide 27



Slide notes

NOTE: This is a transition slide.

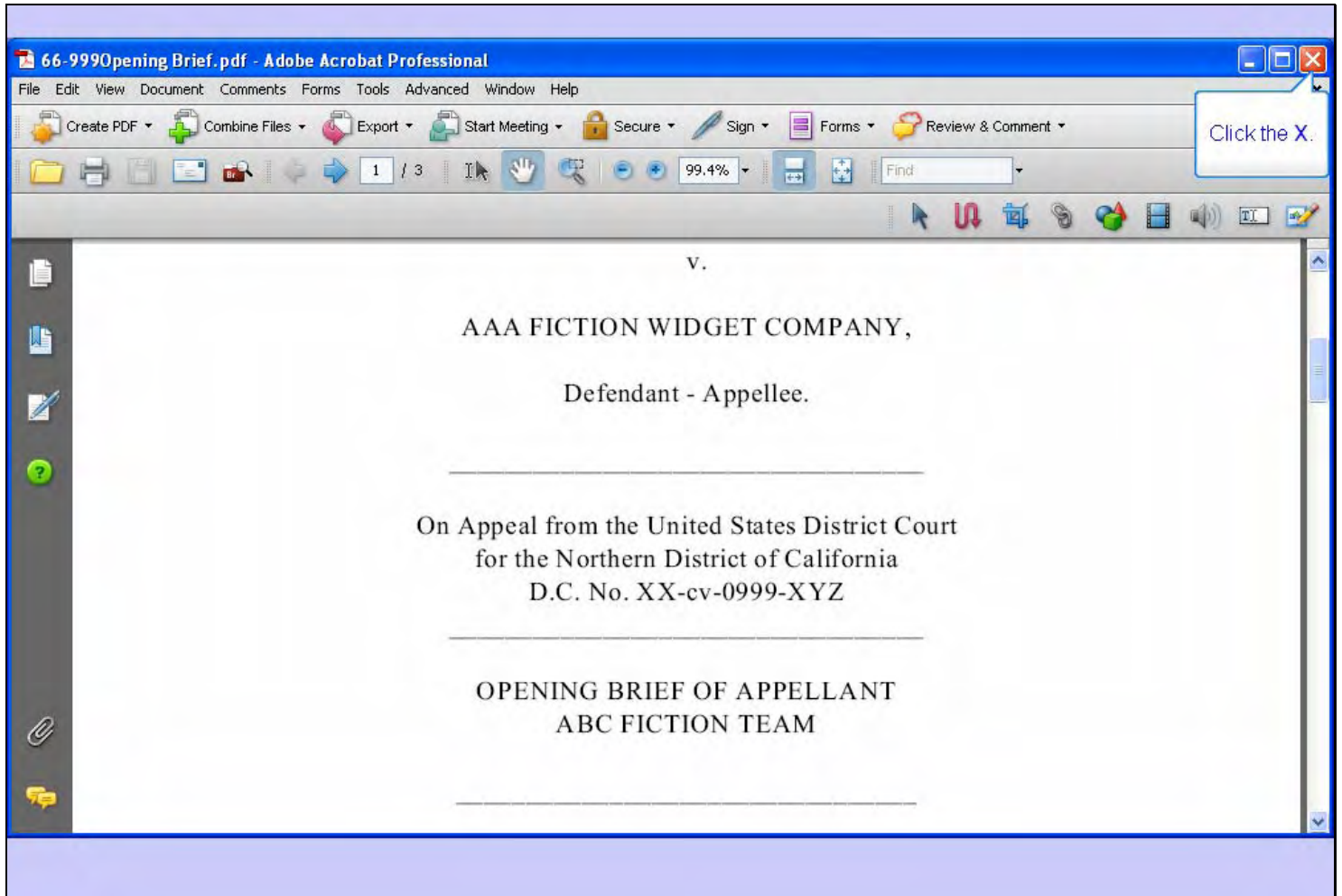
Slide 28 - View PDF



Slide notes

Adobe Acrobat opens the file and displays its contents to you. Click the down arrow in the scroll bar to scroll down some.

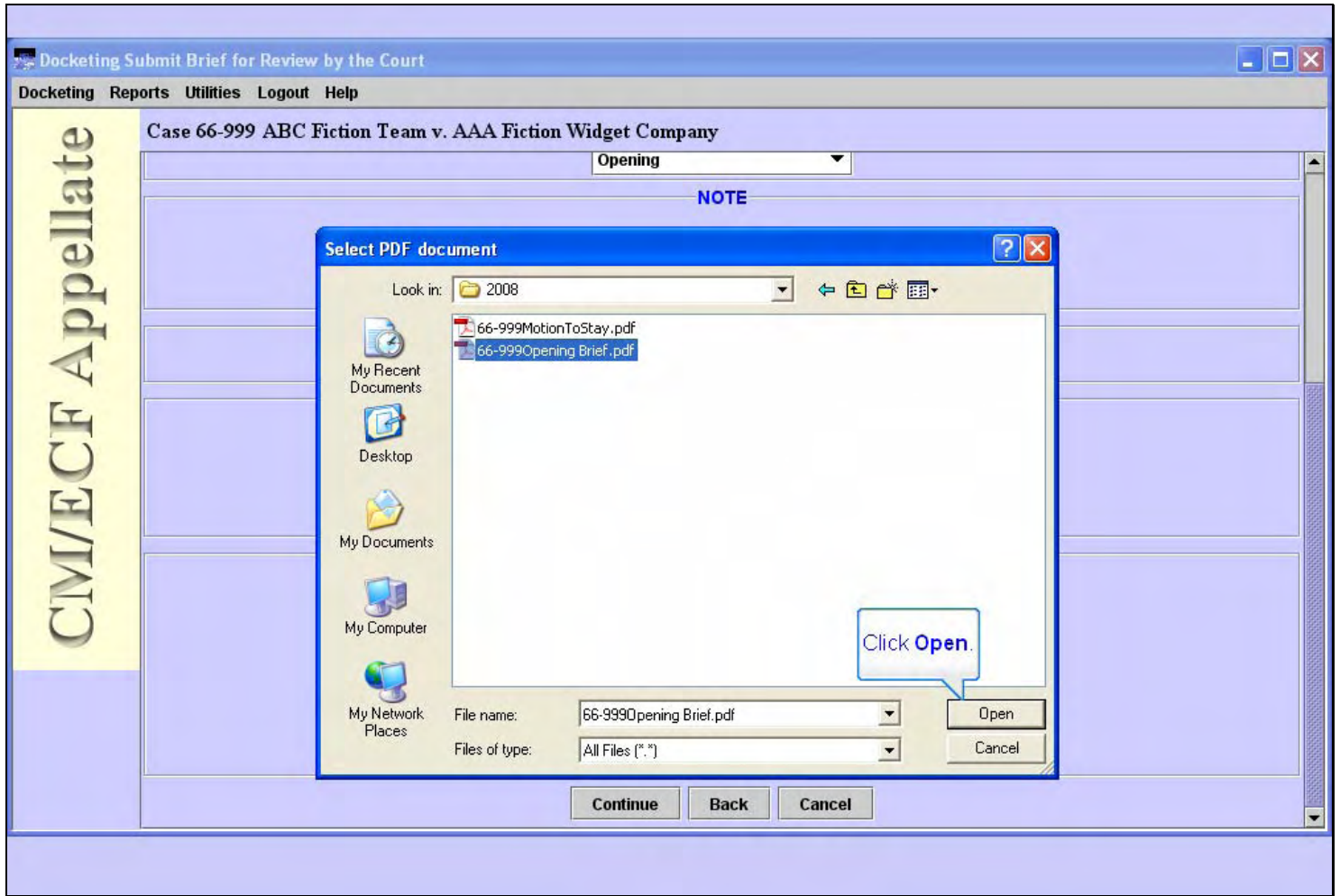
Slide 29 - Slide 29



Slide notes

After you have verified that this is the correct document, you may close the Acrobat window by clicking its close button.

Slide 30 - Slide 30



Slide notes

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

## Slide 31 - Slide 31

**Docketing Submit Brief for Review by the Court**

Docketing Reports Utilities Logout Help

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

Opening

**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: E:\CM/ECF\2008\66-999\Opening Brief.pdf **Browse...**

**Add Another**

Click **Continue**.

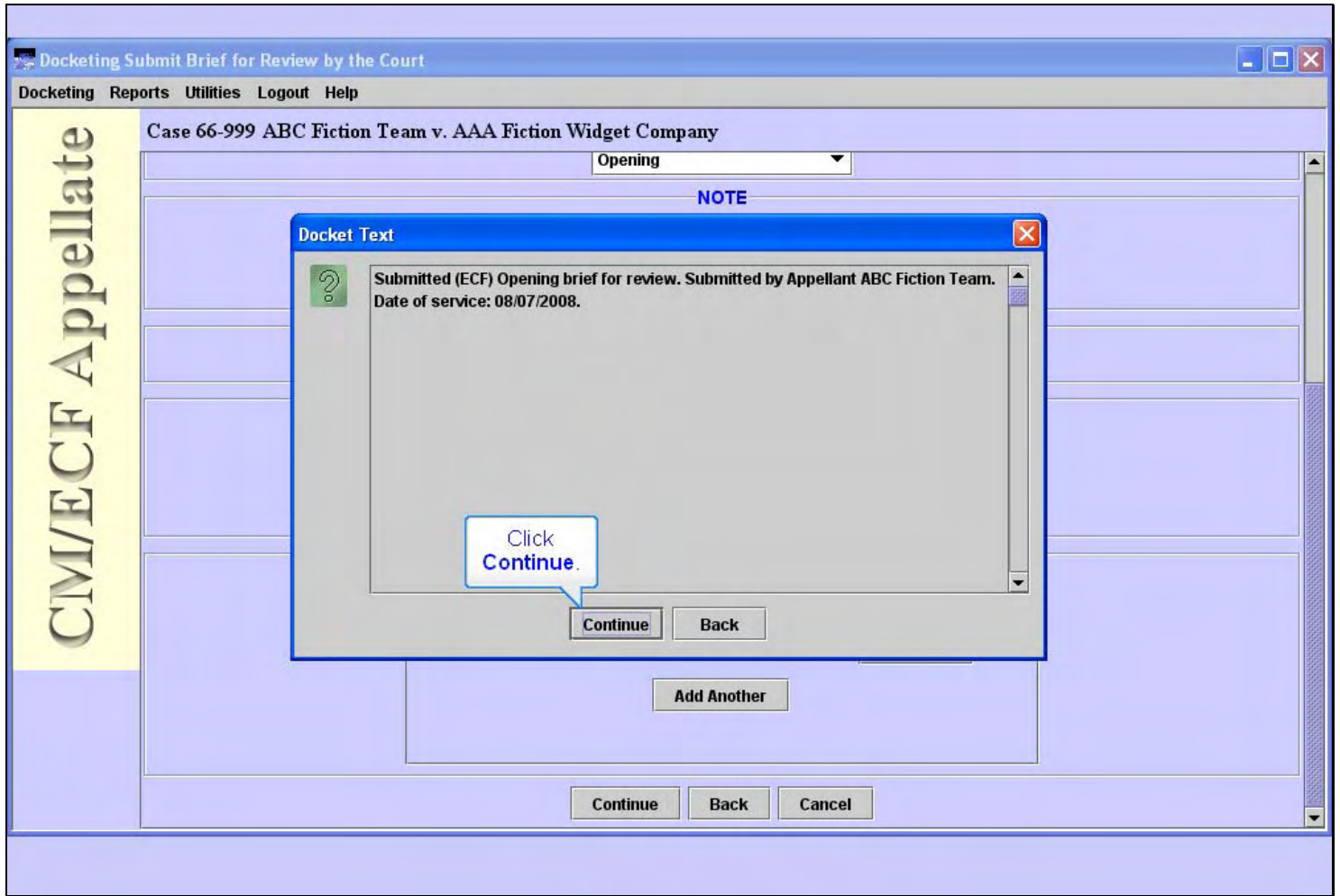
**Continue** **Back** **Cancel**

## Slide notes

CM/ECF fills in the path and file name of the document you are attaching to your submission. 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 you with a description field for each additional PDF document. Make sure you enter a description for each additional document.

At the bottom of the screen 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 32 - Docket Text



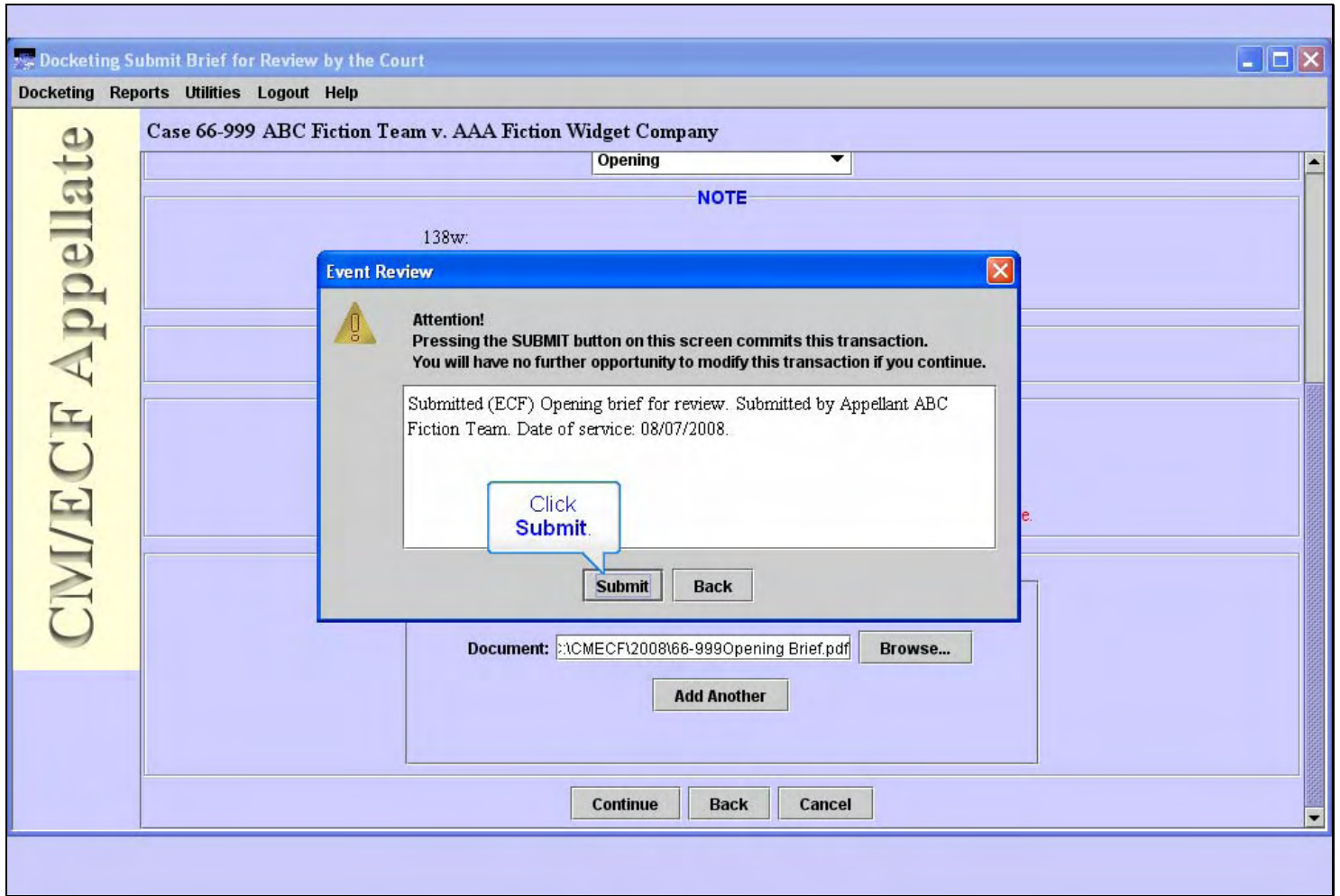
Slide notes

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 33 - Event Review

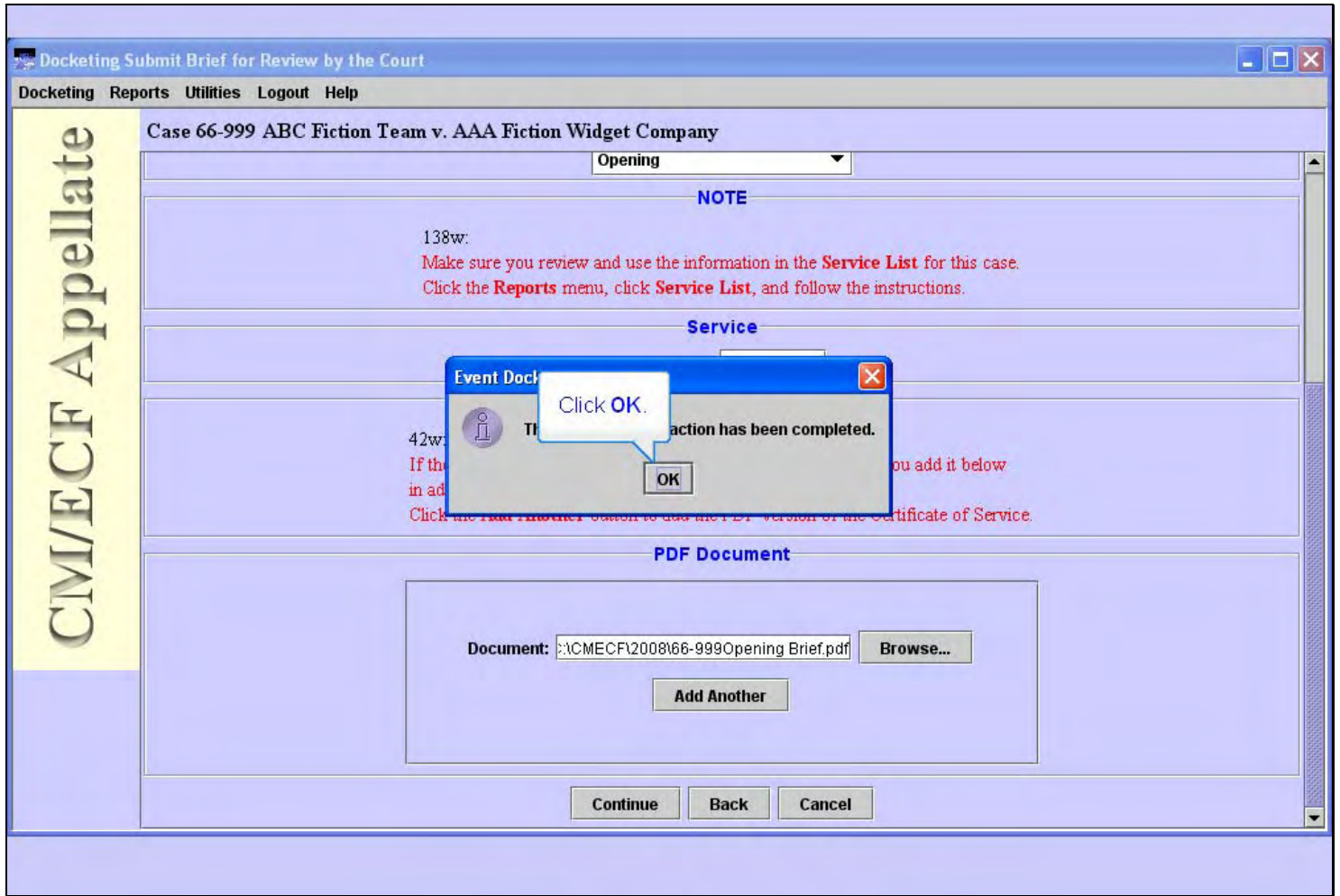


Slide notes

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, you should click the Back button to make changes.

Click Submit.

Slide 34 - Slide 34



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 35 - NDA

66-999 ABC Fiction Team v. AAA Fiction Widget Company "Submit Brief for Review by the Court" - Windows Internet Explorer

https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/009113627314&type=n-html

Google

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 09/02/2008 at 11:15:42 AM PDT and filed on 09/02/2008

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

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

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

**Docket Text:**  
Submitted (ECF) Opening brief for review. Submitted by Appellant ABC Fiction Team. Date of service: 08/07/2008. [6631806]

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

**Document Description:** Submit Brief for Review by the Court

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

**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1106763461 [Date=09/02/2008] [FileNumber=6631806-0]  
[38d3cde81fb6555f91b9c8921784a993d87fcf31e592619788d0c99f2a6b23fe2f5f213a84c73f0c860a445499bfd528e3dcb9b54f9f889e76b749]

**Notice will be electronically mailed to:**

Click the down arrow.

## Slide notes

CM/ECF will now send you a web page known as a Notice of Docket Activity, or 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. See the lesson module on Filing a Motion to Stay Proceedings for instructions on how to do that.

The notice includes the case name and the case number. The case number is a hyperlink to the docket report for this case. We'll look at the docket report in just a moment.

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 opening brief we just submitted.

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

To see the rest of the notice, click the down arrow in the scroll bar.

## Slide 36 - Docket Report

66-999 ABC Fiction Team v. AAA Fiction Widget Company "Submit Brief for Review by the Court" - Windows Internet Explorer

https://ed.../servlet/TransportRoom?servlet=ShowDoc/009113627314&type=n-html

Click the case number.

Case Number: [66-999](#)

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

**Docket Text:**  
Submitted (ECF) Opening brief for review. Submitted by Appellant ABC Fiction Team. Date of service: 08/07/2008. [6631806]

The following document(s) are associated with this transaction:  
**Document Description:** Submit Brief for Review by the Court  
**Original Filename:** 66-999Opening Brief.pdf  
**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1106763461 [Date=09/02/2008] [FileNumber=6631806-0]  
[38d3cde81fb6555f91b9c8921784a993d87fcf31e592619788d0c99f2a6b23fe2f5f213a84c73f0c860a445499bfd528e3dcb9b54f9f889e76b749ae9b9bb59d]

**Notice will be electronically mailed to:**

Ms. Wegscheider, Annette External: annette@ejaw.net  
Ilagan, John External: john\_ilagan@ca9.uscourts.gov, cmecf\_ca9help@ca9.uscourts.gov

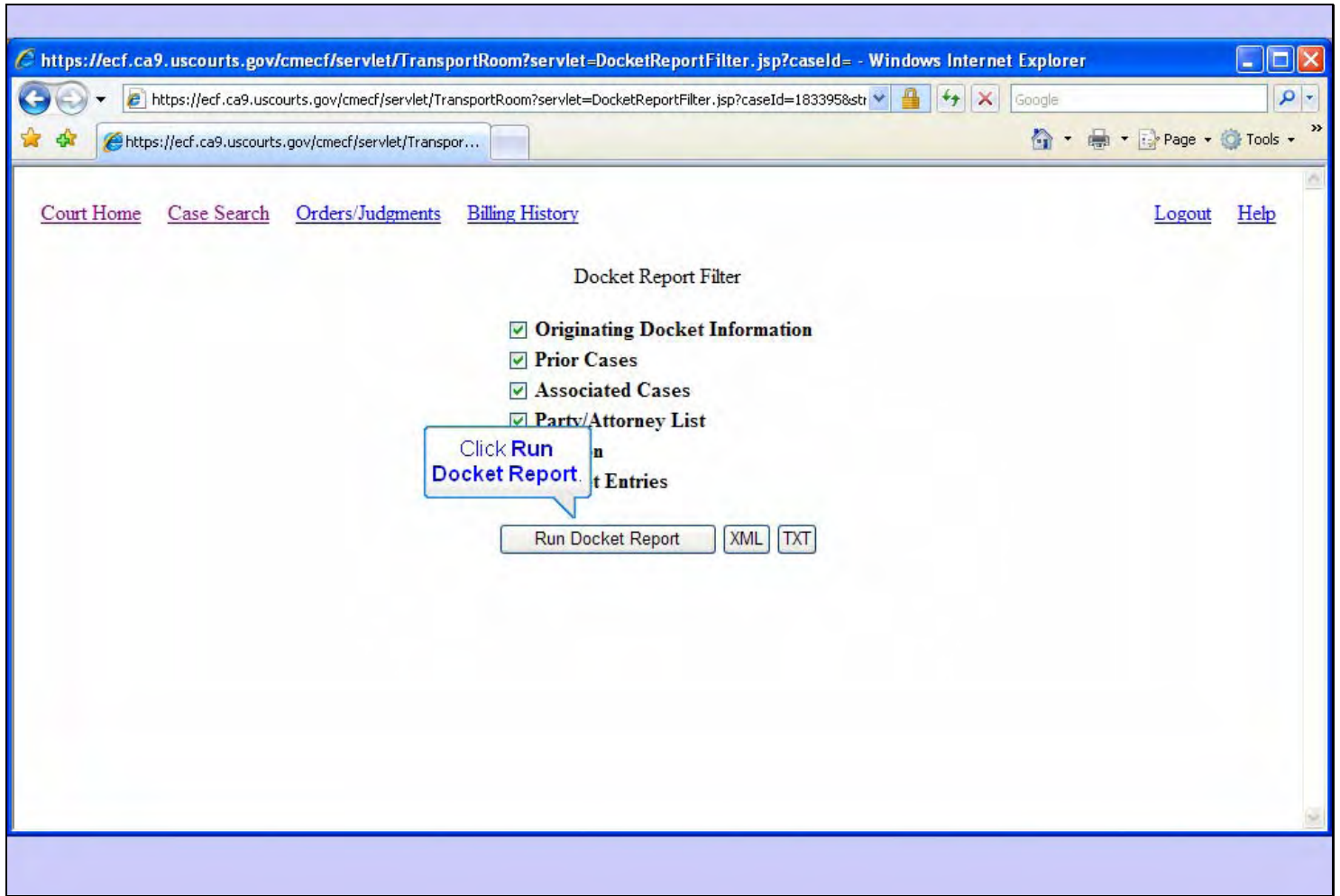
The following information is for the use of court personnel:

**DOCKET ENTRY ID:** 6631806  
**RELIEF(S) DOCKETED:**  
**DOCKET PART(S) ADDED:** 5793384, 5793385

## Slide notes

The bottom part of the notice indicates service information. It indicates who will receive notice electronically by E-mail. Remember the case number is a hyperlink to the docket report for this case. Let's see how that works. Click the case number hyperlink.

Slide 37 - Slide 37



Slide notes

CM/ECF offers you some choices about what to include or exclude from the docket report. Everything is selected by default. You would click the check box to de-select any item you don't want to include. We'll leave them all checked. Click the Run Docket Report button.

Slide 38 - Slide 38

The screenshot shows a web browser window titled "66-999 Docket - Windows Internet Explorer". The address bar shows the URL "https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom". The page content includes navigation links: "Court Home", "Case Search", "Orders/Judgments", "Billing History", "XML", "TXT", "Logout", and "Help". The main heading is "General Docket United States Court of Appeals for the Ninth Circuit". Below this, the case information is displayed: "Court of Appeals Docket #: 66-999", "ABC Fiction Team v. AAA Fiction Widget Company", and "Appeal From: US District Court for Northern California, San Francisco". A callout box with a blue border contains the text "Press the END key on your keyboard". To the right of the case information, it says "Docketed: 07/15/2008". The "Case Type Information" section lists: "1) civil", "2) private", and "3) null". The "Originating Court Information" section lists: "District: 0971-3 : 4:07-cv-0999-XYZ", "Date Filed: 05/12/2007", "Date Order/Judgment: 06/15/2008", "Date Order/Judgment EOD: 06/15/2008", "Date NOA Filed: 07/15/2008", and "Date Rec'd COA: 07/15/2008". The "Prior Cases" and "Current Cases" sections both list "None".

Slide notes

And the docket report is displayed.

Since the docket report is in chronological order, the docket entry we just submitted for the opening brief will be at the end of the report. To jump directly to the end of the report, tap the END key on your keyboard.

## Slide 39 - Slide 39

66-999 Docket - Windows Internet Explorer

https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom

Click the **back** button.

66-999 Docket

ABC FICTION TEAM,  
Plaintiff - Appellant

v.  
AAA FICTION WIDGET COMPANY,  
Defendant - Appellee

07/15/1966 [1](#) DOCKETED CAUSE AND ENTERED APPEARANCES OF COUNSEL. SEND CADS: Yes. The schedule is set as follows: Fee due from Appellant ABC Fiction Team on 07/15/2008. CADS due by Attorney John External Ilagan due on 07/15/2008. Designation of RT for Appellant ABC Fiction Team due 07/25/2008. Designation of RT for Appellee AAA Fiction Widget Company due 08/04/2008. Transcript order for Appellant ABC Fiction Team due 08/14/2008. Certificate of record due 08/21/2008. Appellant ABC Fiction Team opening brief due 10/30/2008. Appellee AAA Fiction Widget Company answering brief due 12/01/2008. Appellant's optional reply brief is due 14 days after service of the answering brief.

08/25/2008 [2](#) Filed (ECF) Appellant ABC Fiction Team motion to stay proceedings. Date of service: 08/07/2008. [6625438]

08/25/2008 [3](#) Submitted (ECF) Opening brief for review. Submitted by Appellant ABC Fiction Team. Date of service: 08/07/2008. [6625512]

08/26/2008 [4](#) Filed (ECF) Appellee AAA Fiction Widget Company response opposing motion (Motion (ECF Filing) , to stay proceedings). Date of service: 08/25/2008. [6627401]

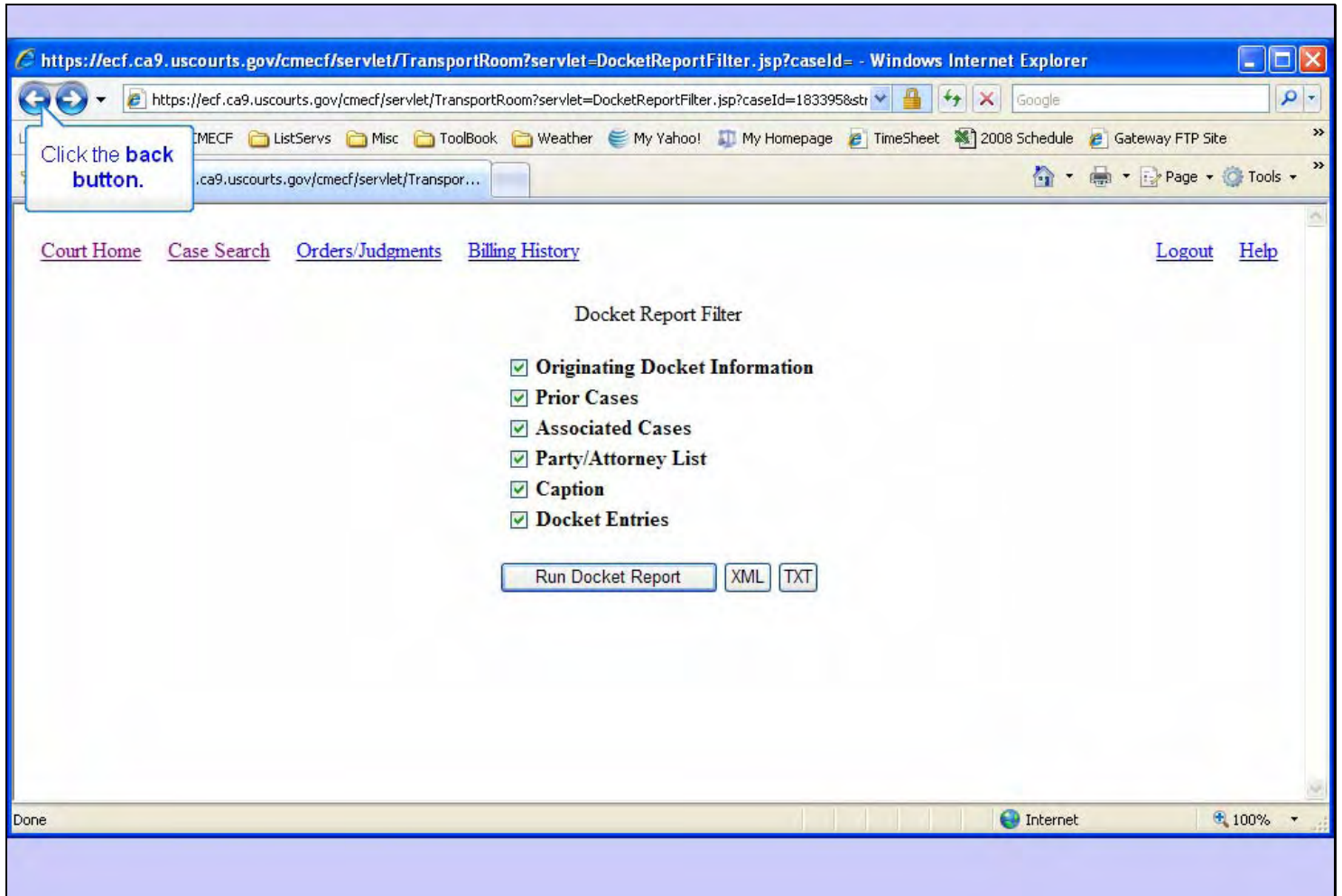
09/02/2008 [5](#) Submitted (ECF) Opening brief for review. Submitted by Appellant ABC Fiction Team. Date of service: 08/07/2008. [6631806]

## Slide notes

And now we're at the end of the report for our practice case. (Since this is a practice case the docket entries don't always make sense). The opening brief we just submitted is the last docket entry.

To back up a screen, click the browser's Back button.

Slide 40 - Slide 40



Slide notes

And click the Back button once more to back up to the NDA.



## Slide 41 - View Attached Document

66-999 ABC Fiction Team v. AAA Fiction Widget Company "Submit Brief for Review by the Court" - Windows Internet Explorer

https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/009113627314&type=n-html

Case Number: [66-999](#)

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

Docket Text:  
Submitted (ECF) Open [Document\(s\)](#). Submitted by Appellant ABC Fiction Team. Date of service: 08/07/2008. [6631806]

The following document(s) are associated with this transaction:  
**Document Description:** Submit Brief for Review by the Court  
**Original Filename:** 66-999Opening Brief.pdf  
**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1106763461 [Date=09/02/2008] [FileNumber=6631806-0]  
[38d3cde81fb6555f91b9c8921784a993d87fcf31e592619788d0c99f2a6b23fe2f5f213a84c73f0c860a445499bfd528e3dcb9b54f9f889e76b749ae9b9bb59d

Notice will be electronically mailed to:

Ms. Wegscheider, Annette External: [annette@ejaw.net](mailto:annette@ejaw.net)  
Ilagan, John External: [john\\_ilagan@ca9.uscourts.gov](mailto:john_ilagan@ca9.uscourts.gov), [cmecf\\_ca9help@ca9.uscourts.gov](mailto:cmecf_ca9help@ca9.uscourts.gov)

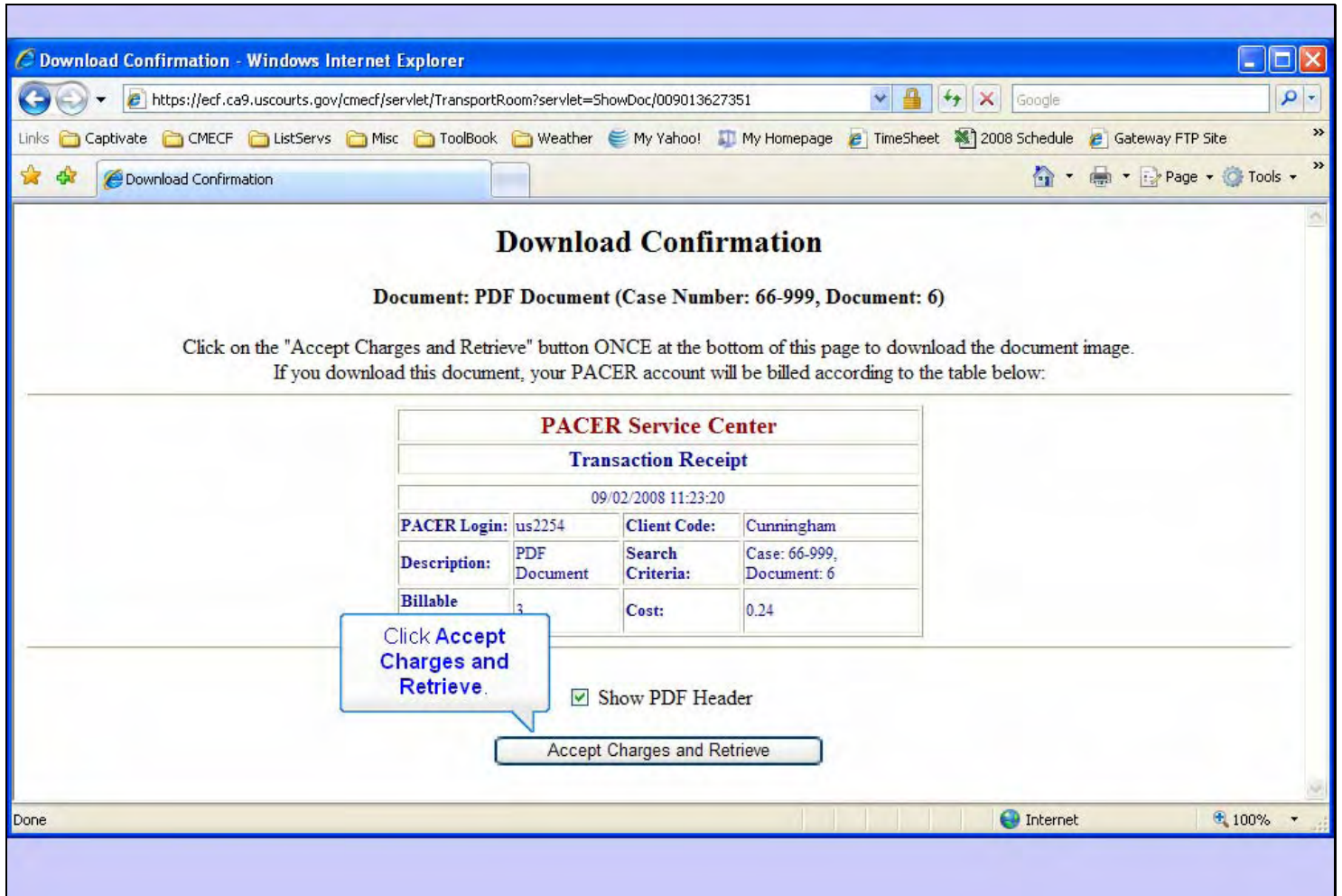
The following information is for the use of court personnel:

**DOCKET ENTRY ID:** 6631806  
**RELIEF(S) DOCKETED:**  
**DOCKET PART(S) ADDED:** 5793384, 5793385

## Slide notes

There is also a hyperlink on the NDA to the document or documents that were attached to this submission. To see any documents attached, click the Document(s) hyperlink.

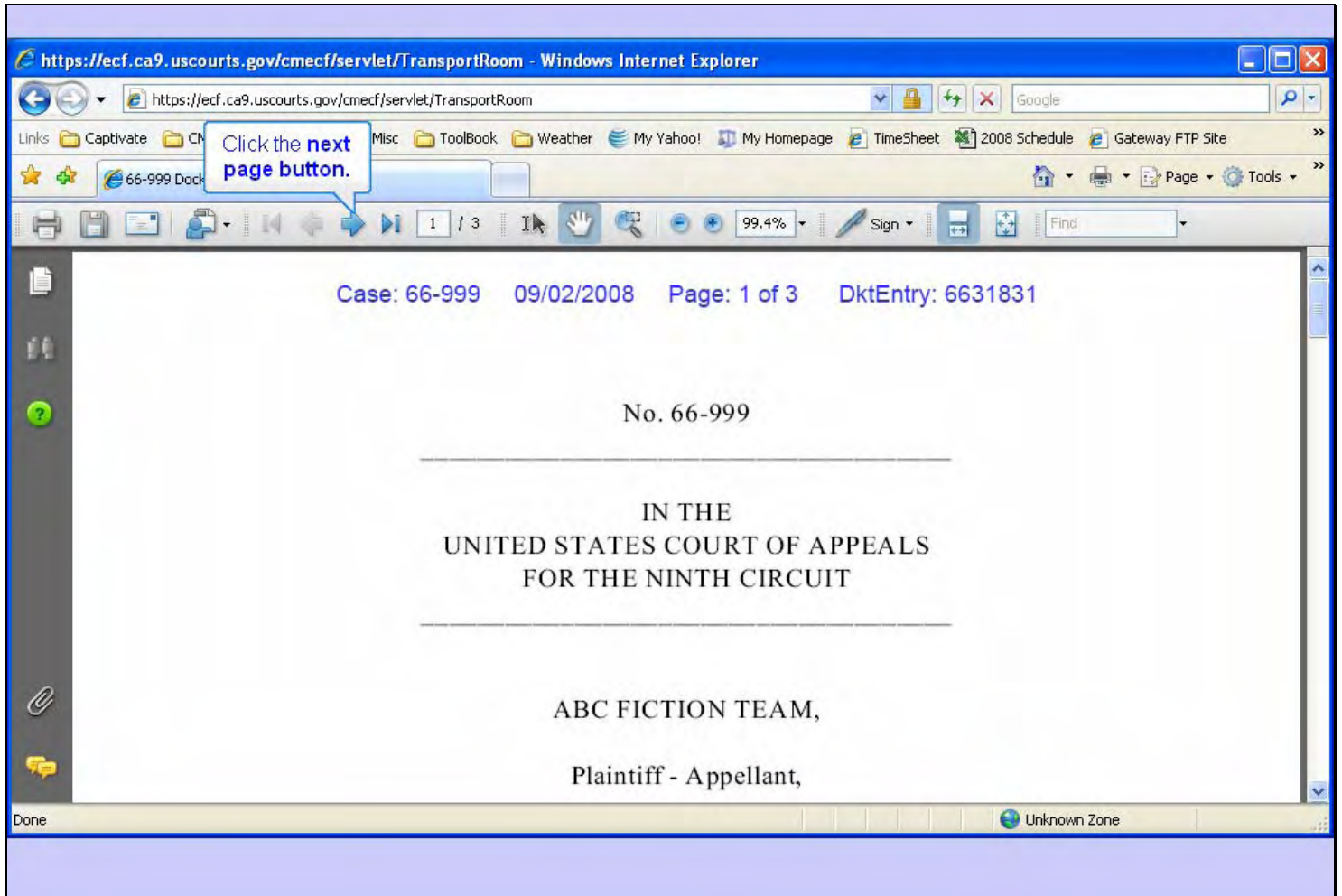
Slide 42 - Slide 42



Slide notes

CM/ECF shows you a Download Confirmation dialog. The PACER Service Center Transaction Receipt shows you the PACER costs to retrieve this document. Click the Accept Charges and Retrieve button.

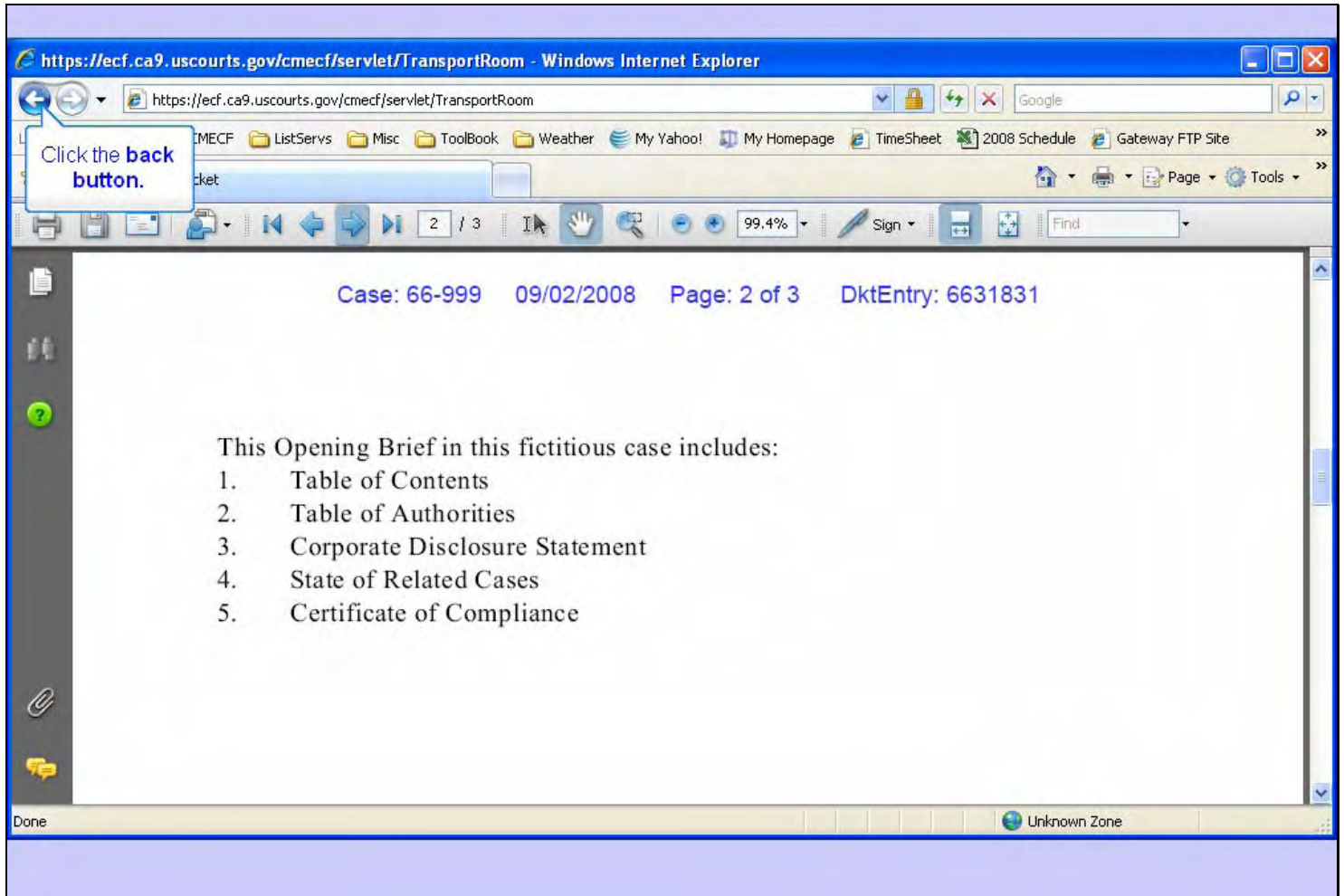
Slide 43 - Slide 43



Slide notes

And the PDF version of your opening brief is displayed in your browser window. Click the next page button in the Acrobat toolbar.

## Slide 44 - Slide 44



Click the **back** button.

Case: 66-999 09/02/2008 Page: 2 of 3 DktEntry: 6631831

This Opening Brief in this fictitious case includes:

1. Table of Contents
2. Table of Authorities
3. Corporate Disclosure Statement
4. State of Related Cases
5. Certificate of Compliance

**Slide notes**

Now click the browser's Back button.

Slide 45 - Slide 45

**Download Confirmation**

**Document: PDF Document (Case Number: 66-999, Document: 6)**

Click on the "Accept Charges and Retrieve" button ONCE at the bottom of this page to download the document image.  
If you download this document, your PACER account will be billed according to the table below:

PACER Service Center			
Transaction Receipt			
09/02/2008 11:24:02			
PACER Login:	us2254	Client Code:	Cunningham
Description:	PDF Document	Search Criteria:	Case: 66-999, Document: 6
Billable Pages:	3	Cost:	0.24

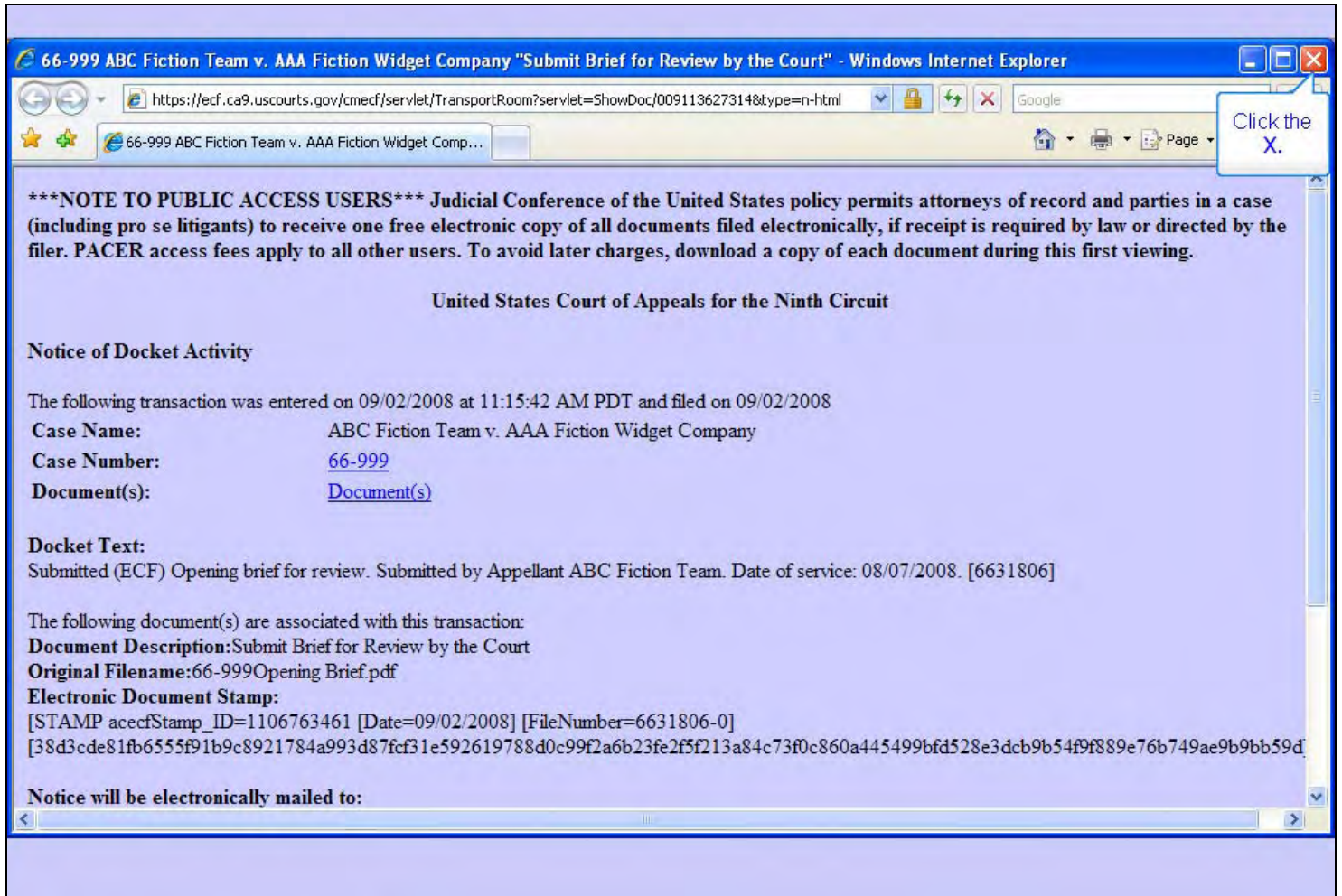
Show PDF Header

[Accept Charges and Retrieve](#)

Slide notes

And back up one more page.

## Slide 46 - Slide 46



66-999 ABC Fiction Team v. AAA Fiction Widget Company "Submit Brief for Review by the Court" - Windows Internet Explorer

https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=ShowDoc/009113627314&type=n-html

Click the X.

**\*\*\*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 09/02/2008 at 11:15:42 AM PDT and filed on 09/02/2008

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

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

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

**Docket Text:**  
Submitted (ECF) Opening brief for review. Submitted by Appellant ABC Fiction Team. Date of service: 08/07/2008. [6631806]

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

**Document Description:** Submit Brief for Review by the Court

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

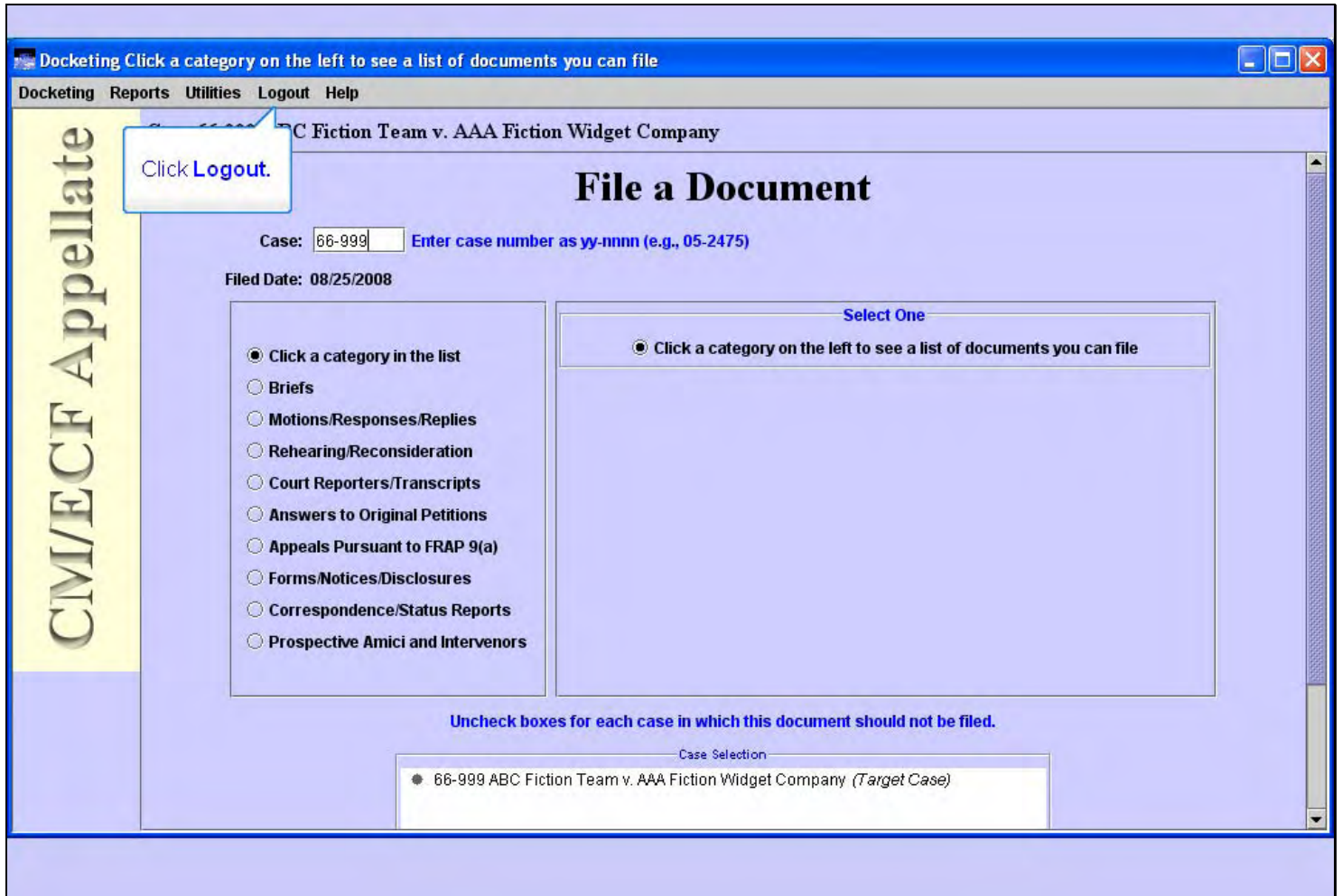
**Electronic Document Stamp:**  
[STAMP acecfStamp\_ID=1106763461 [Date=09/02/2008] [FileNumber=6631806-0]  
[38d3cde81fb6555f91b9c8921784a993d87fcf31e592619788d0c99f2a6b23fe2f5f213a84c73f0c860a445499bfd528e3dcb9b54f9f889e76b749ae9b9bb59d

**Notice will be electronically mailed to:**

## Slide notes

We are now back to the NDA. Once your done viewing the Notice, close this browser window by clicking its X.

Slide 47 - Logout



Slide notes

And we're back to the File a Document screen. If you had another filing to do, you could do so. We'll assume we're done.

You should remember to log out when you're done. To do so, click the Logout menu item in the CM/ECF menu bar.

Slide 48 - Slide 48

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

Docketing Reports Utilities Logout Help

Case 66-999 Logout CMECF Team v. AAA Fiction Widget Company

## File a Document

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

Filed Date: 08/25/2008

**Select One**

- 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

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)

Slide notes

Now click Logout CM/ECF.



Slide 49 - Slide 49

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

Docketing Reports Utilities Logout Help

Case 66-999 Logout CMI/ECF 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

**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

Select One

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

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*)

Slide notes

NOTE: This is a transition slide.

Slide 50 - Slide 50

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

Filed Date: 08/25/2008

**CM/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

Select One

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

**Confirm Logout**

Logout of CM/ECF?

Yes No

Click Yes.

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

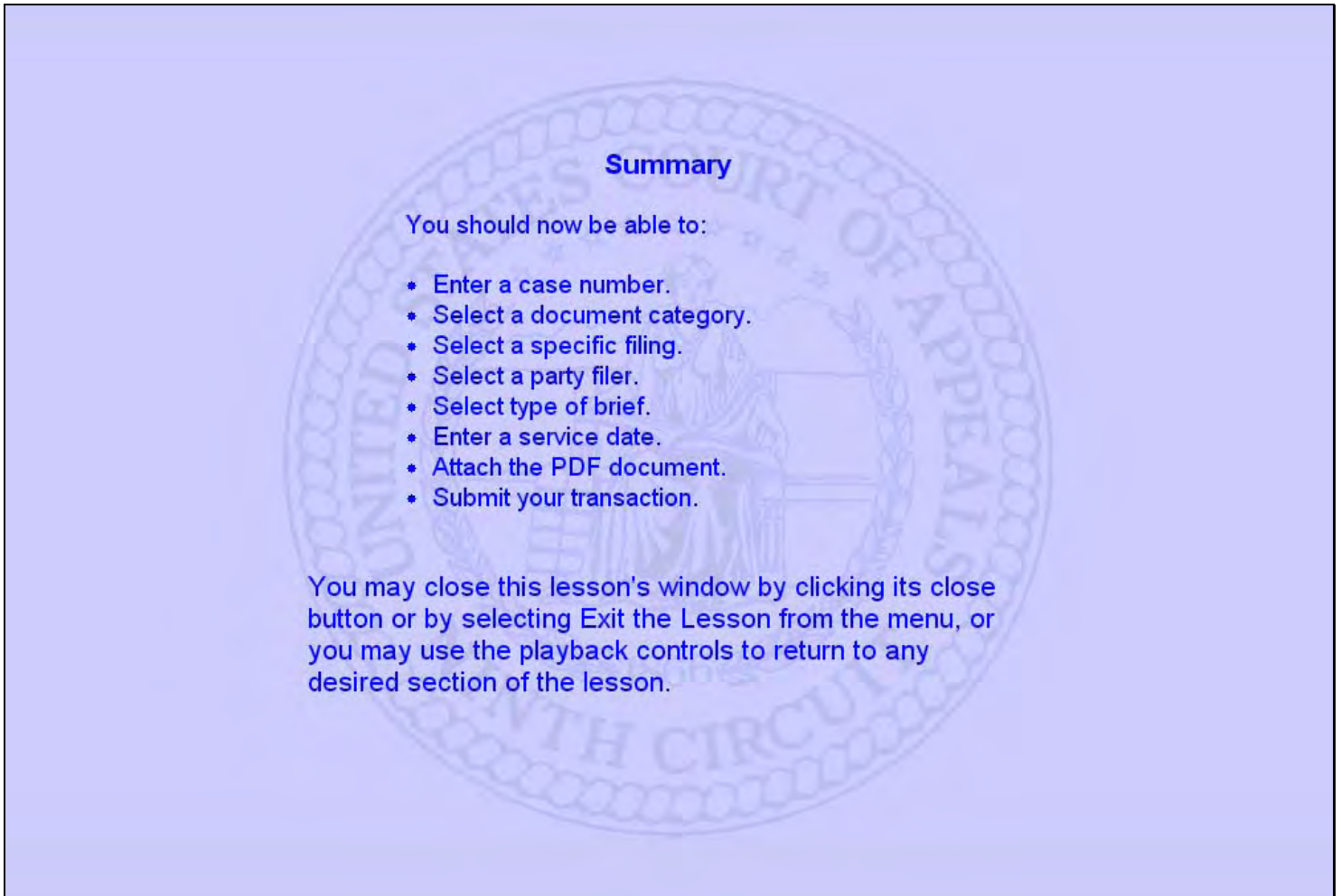
Case Selection

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

Slide notes

Confirm you want to log out by clicking the Yes button.

## Slide 51 - Summary

The slide features a light blue background with a large, faint watermark of the United States Court of Appeals seal in the center. The seal contains the text "UNITED STATES COURT OF APPEALS" and "NINTH CIRCUIT".

**Summary**

You should now be able to:

- Enter a case number.
- Select a document category.
- Select a specific filing.
- Select a party filer.
- Select type of brief.
- Enter a service date.
- Attach the PDF document.
- Submit your transaction.

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.

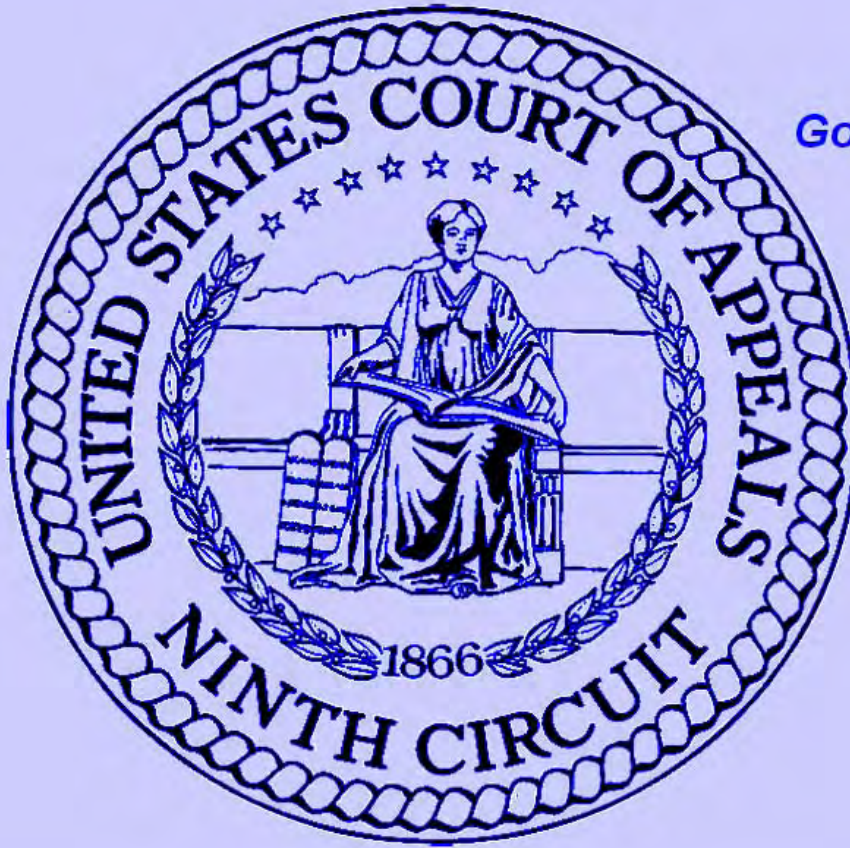
**Slide notes**

This concludes the lesson module on Submitting a Brief.

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 52 - Exit



*Goodbye*

**Slide notes**

Thanks for taking the lesson. Goodbye.