

Welcome



Welcome to the Ninth Circuit Court of Appeals

Electronic Case Filing (ECF) Training

Slide notes

Welcome to the training video on Electronic Case Filing in the US Court of Appeals for the 9th Circuit. Click the START button to begin the training session.

Navigation

Navigation

- Click the Continue button to go to the next topic
- If a “Show” button appears, you can click that button to see a demonstration
- Click the CC button in the toolbar to show closed captioning text

Slide notes

During this video, you can click the Continue button at any time to go to the next topic. You can also click the Go Back button to return to the previous topic.

If a “Show” button appears, you can click that button to see a demonstration of the topic currently being discussed. You can click the CC button in the toolbar to show closed captioning text instead of listening to the narration.

What's happened so far

What's happened so far

- Creation of Appellate Electronic Filing
- March 2008 – Electronic Noticing
- September 2008 – Start of Voluntary Electronic Filing
- January 2009 – Start of Mandatory Electronic Filing

Slide notes

What has happened so far with the implementation of CM/ECF in the Court of appeals for the Ninth circuit.

First, the appellate version of CM/ECF was developed and implemented by the Court.

In March 2008, we allowed attorneys to register for electronic noticing, meaning that attorneys could choose to receive all notices from the Court electronically.

In September 2008, voluntary electronic filing started. For electronic filing, an attorney must register through PACER. Electronic filing includes electronic noticing.

In January 2009, electronic filing became mandatory. The bottom line is that at this point, all attorneys and court reporters must use the Appellate ECF system, so make sure you register in advance to avoid filing delays.

What's New for Attorneys

What's New for Attorneys



Slide notes

Let's review what's new for Attorneys in this new age of electronic filing ...

Court Website

The screenshot shows the website for the United States Court of Appeals for the Ninth Circuit. The browser window title is "United States Court of Appeals for the Ninth Circuit - Mozilla Firefox". The address bar shows "http://www.ca9.uscourts.gov/". The website header features the court's seal and the text "UNITED STATES COURT OF APPEALS for the NINTH CIRCUIT". A navigation menu includes "Home", "About the Court", "Attorneys", "News Media", and "Employment".

On the left side, there is a sidebar menu with the following items: "Electronic Filing - CM/ECF", "Decisions", "Calendar", "Case Information", "FAQs, Forms and Instructions", "Rules", "Audio Recordings", and "RSS Feeds". Below this menu are links for "Clerk's Office", "Mediation", and "Appellate Commissioner".

The main content area features a large image of the court building and a decorative eagle sculpture. Below the image are two columns of news items:

- Cases of Interest**
 - (12/01/08) Stenson: Filings and Orders
- Announcements**
 - (12/16/08) ECF becomes mandatory as of January 2, 2009
 - (12/05/08) Second Circuit Seeks Applicants for New York...
 - In-Person Training for Electronic Case Filing
 - Immigration Outline (Revised June 2008)

A "Welcome" message is displayed, stating: "Welcome to the new website for the United States Court of Appeals for the Ninth Circuit. [more >>](#)". Below this message is a photo of Chief Judge Alex Kozinski and the text: "- Chief Judge Alex Kozinski".

At the bottom of the browser window, the address bar shows "http://www.ca9.uscourts.gov/".

Slide notes

You can find almost all the information you need at our newly redesigned website, www.ca9.uscourts.gov. As mentioned earlier, the website's address is www.ca9.uscourts.gov.

Electronic Filing – CM/ECF Link

United States Court of Appeals for the Ninth Circuit - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/

United States Court of Appeals for the NINTH CIRCUIT

Home About the Court Attorneys News Media Employment

Electronic Filing - CM/ECF

Decisions ▶

Calendar ▶

Case Information ▶

FAQs, Forms and Instructions ▶

Rules ▶

Audio Recordings

RSS Feeds

Clerk's Office

Mediation

Appellate Commissioner

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United States Court of Appeals for the Ninth Circuit

Cases of Interest

- (12/01/08) Stenson: Filings and Orders

Welcome to the new website for the United States Court of Appeals for the Ninth Circuit. [more >>](#)

- Chief Judge Alex Kozinski

Announcements

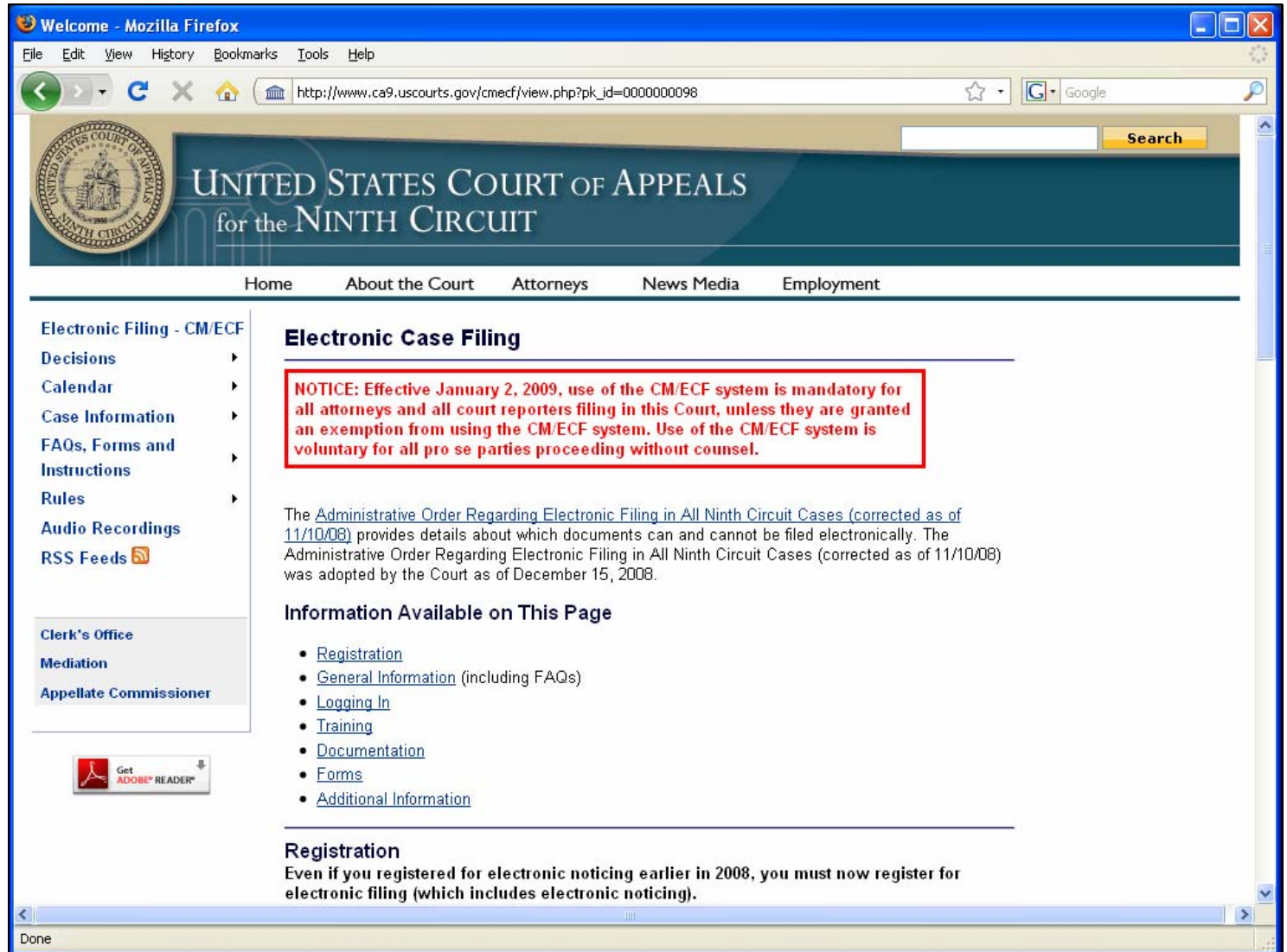
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http://www.ca9.uscourts.gov/cmecf

Slide notes

Once you are at that page, click the Electronic Filing - CM/ECF link to access the main electronic filing page.

Electronic Case Filing Page



Welcome - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098

Search

UNITED STATES COURT OF APPEALS
for the NINTH CIRCUIT

Home About the Court Attorneys News Media Employment

Electronic Filing - CM/ECF

Decisions

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FAQs, Forms and Instructions

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RSS Feeds

Clerk's Office

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Appellate Commissioner

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Electronic Case Filing

NOTICE: Effective January 2, 2009, use of the CM/ECF system is mandatory for all attorneys and all court reporters filing in this Court, unless they are granted an exemption from using the CM/ECF system. Use of the CM/ECF system is voluntary for all pro se parties proceeding without counsel.

The [Administrative Order Regarding Electronic Filing in All Ninth Circuit Cases \(corrected as of 11/10/08\)](#) provides details about which documents can and cannot be filed electronically. The Administrative Order Regarding Electronic Filing in All Ninth Circuit Cases (corrected as of 11/10/08) was adopted by the Court as of December 15, 2008.

Information Available on This Page

- [Registration](#)
- [General Information](#) (including FAQs)
- [Logging In](#)
- [Training](#)
- [Documentation](#)
- [Forms](#)
- [Additional Information](#)

Registration

Even if you registered for electronic noticing earlier in 2008, you must now register for electronic filing (which includes electronic noticing).

Slide notes

The Electronic Filing page lets you access the administrative order, frequently asked questions and answers, what you need to run CM/ECF on your system, and other useful information.

Link to Administrative Order

Welcome - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098

UNITED STATES COURT OF APPEALS
for the NINTH CIRCUIT

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Electronic Filing - CM/ECF

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- [Additional Information](#)

Registration

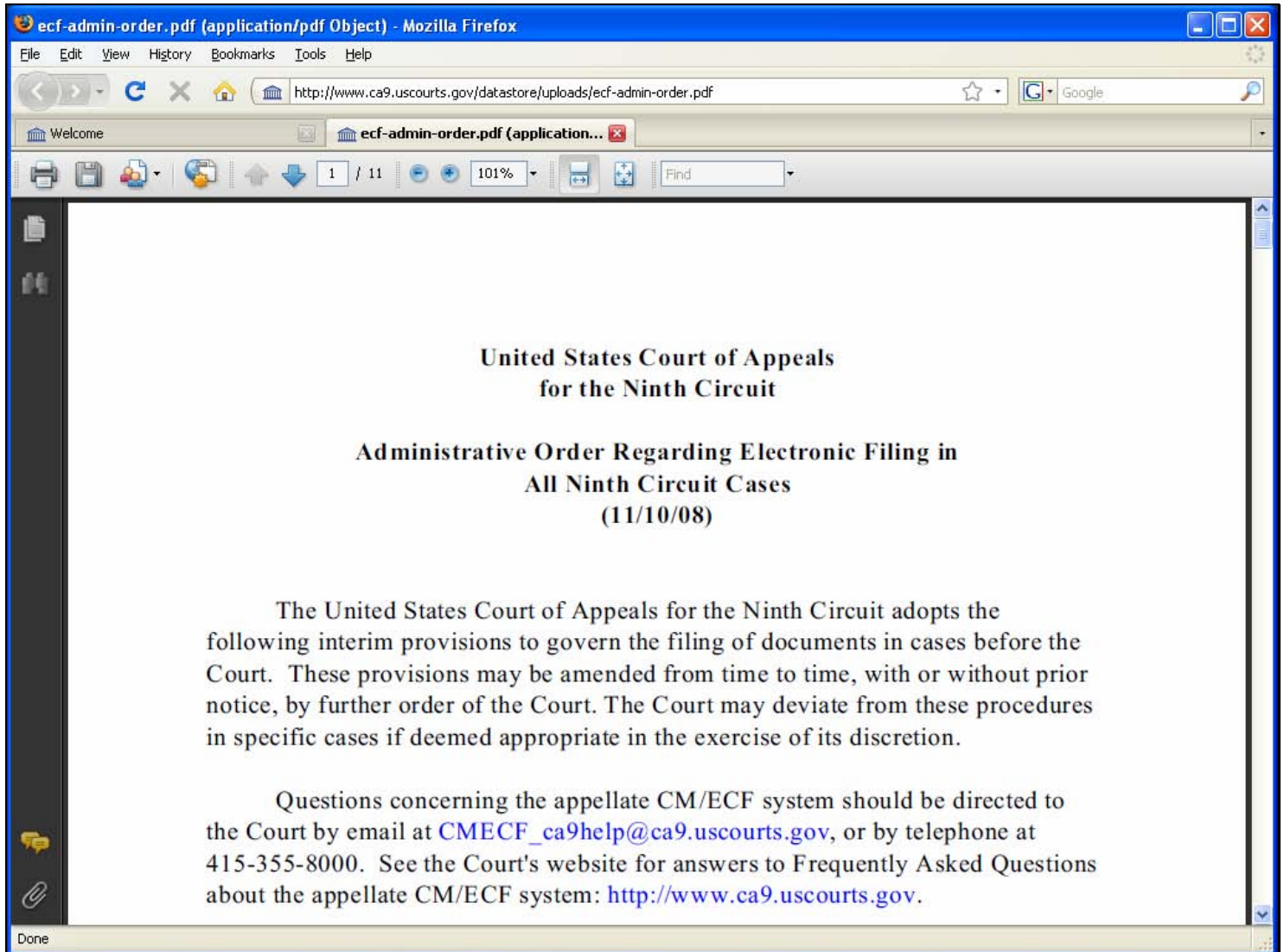
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http://www.ca9.uscourts.gov/datastore/uploads/ecf-admin-order.pdf

Slide notes

Let's review the Electronic Case Filing page. First, there's a link to the Administrative Order. Always review this order since it governs the rules and procedures for electronic filing

Administrative Order



Slide notes

You can save or print this order for future reference. Remember to check the Court's website for updates.

Registration Section

Welcome - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098#section-registration

Registration

Even if you registered for electronic noticing earlier in 2008, you must now register for electronic filing (which includes electronic noticing).

Registration processing can take up to **10 business days**, so registering prior to the time that you want to enter your first filing electronically will assist you with filing delays. We **strongly** encourage you to register as soon as possible.

To register, navigate to [Appellate ECF Filer Registration](#) and follow the instructions on the page.

You must register specifically for the Ninth Circuit, even if you are already registered for PACER, for ECF in other courts, or for electronic noticing in the Ninth Circuit. However, during registration for the Ninth Circuit, you may choose the same user login and password that you use for other Circuit courts. You should receive e-mail confirmation of your CM/ECF registration within **10 business days** from the PACER service center. Once you receive this confirmation, you will be able to file documents through the Ninth Circuit's CM/ECF system immediately.

General Information

[What equipment and software do I need to file?](#)
[Frequently Asked Questions](#)
[Administrative Order Regarding Electronic Filing in All Ninth Circuit Cases](#) (PDF)

Logging In

[ECF Document Filing](#) (opens in new window)
[PACER](#) (for Docket reports, opens in new window)

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

Training

In-Person Training

In-Person Training for Appellate Electronic Case Filing is being offered every Tuesday at 12 noon Pacific Time at San Francisco's James R. Browning Courthouse. Other training sessions are offered in other locations. Check back regularly for schedule updates.
[ECF Training Schedule](#) (PDF).

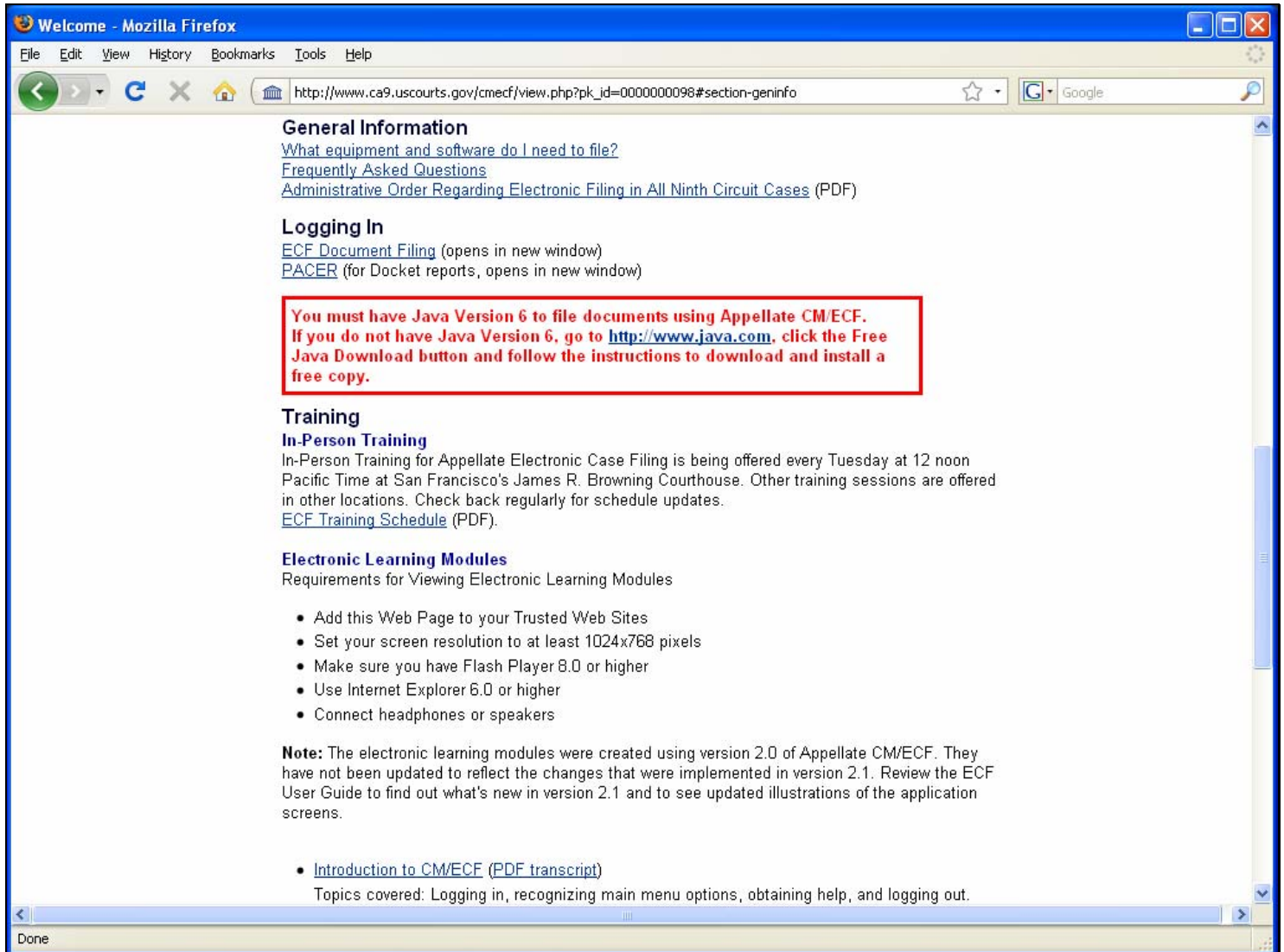
Electronic Learning Modules

Requirements for Viewing Electronic Learning Modules

Slide notes

The Registration section provides information about how long it can take to process a registration. The section also has a link to the page where you submit a registration for ECF in the Ninth Circuit Court of Appeals.

General Information Section



Welcome - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098#section-geninfo

Google

General Information

[What equipment and software do I need to file?](#)
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Electronic Learning Modules

Requirements for Viewing Electronic Learning Modules

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- Set your screen resolution to at least 1024x768 pixels
- Make sure you have Flash Player 8.0 or higher
- Use Internet Explorer 6.0 or higher
- Connect headphones or speakers

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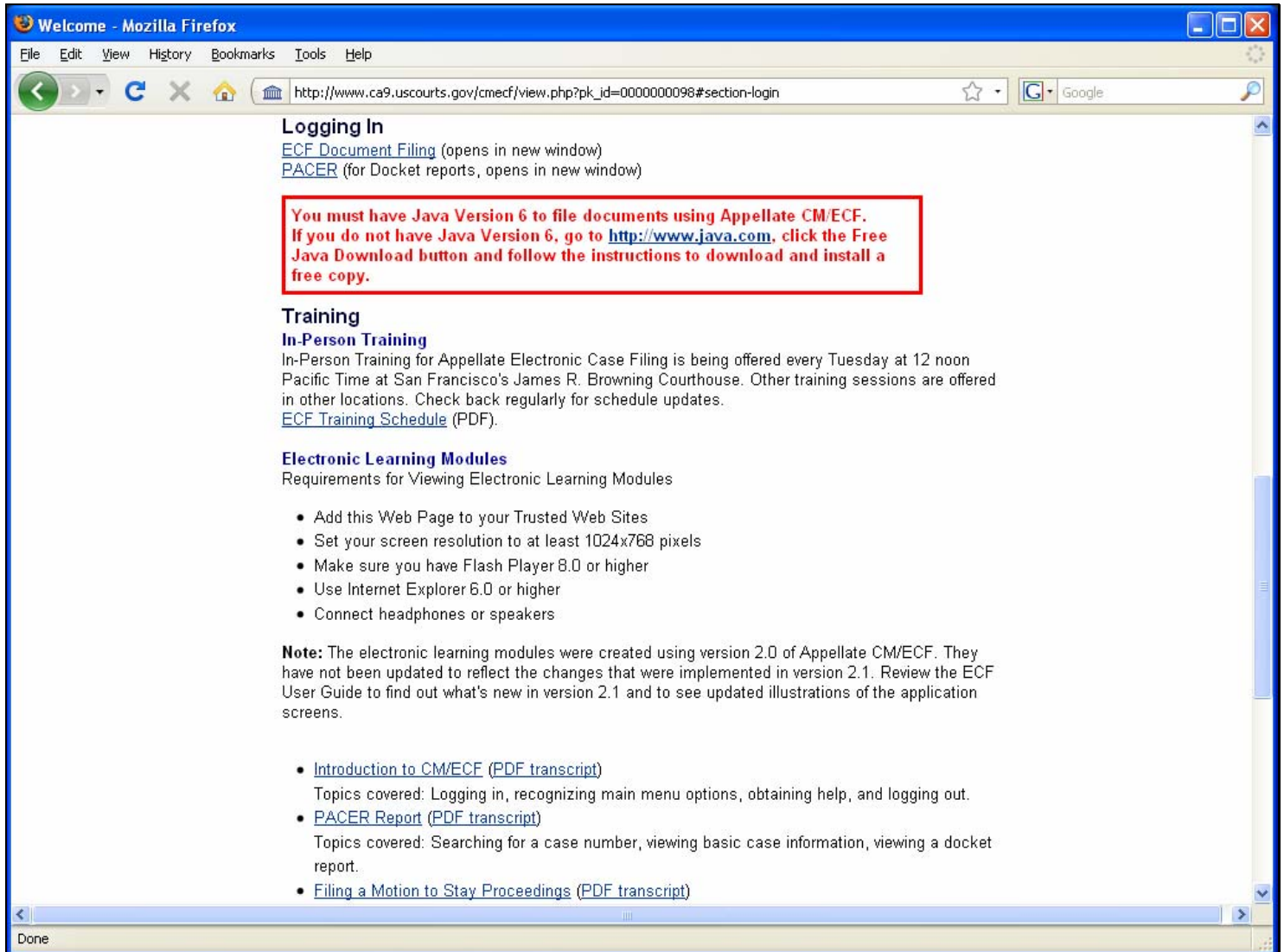
- [Introduction to CM/ECF \(PDF transcript\)](#)
Topics covered: Logging in, recognizing main menu options, obtaining help, and logging out.

Done

Slide notes

Under General Information you can find out what equipment you need to file electronically, and you can find answers to frequently asked questions. The information in this topic should provide answers to most of your questions. The link to the administrative order is repeated here for your convenience.

Logging In Section



Welcome - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098#section-login

Logging In

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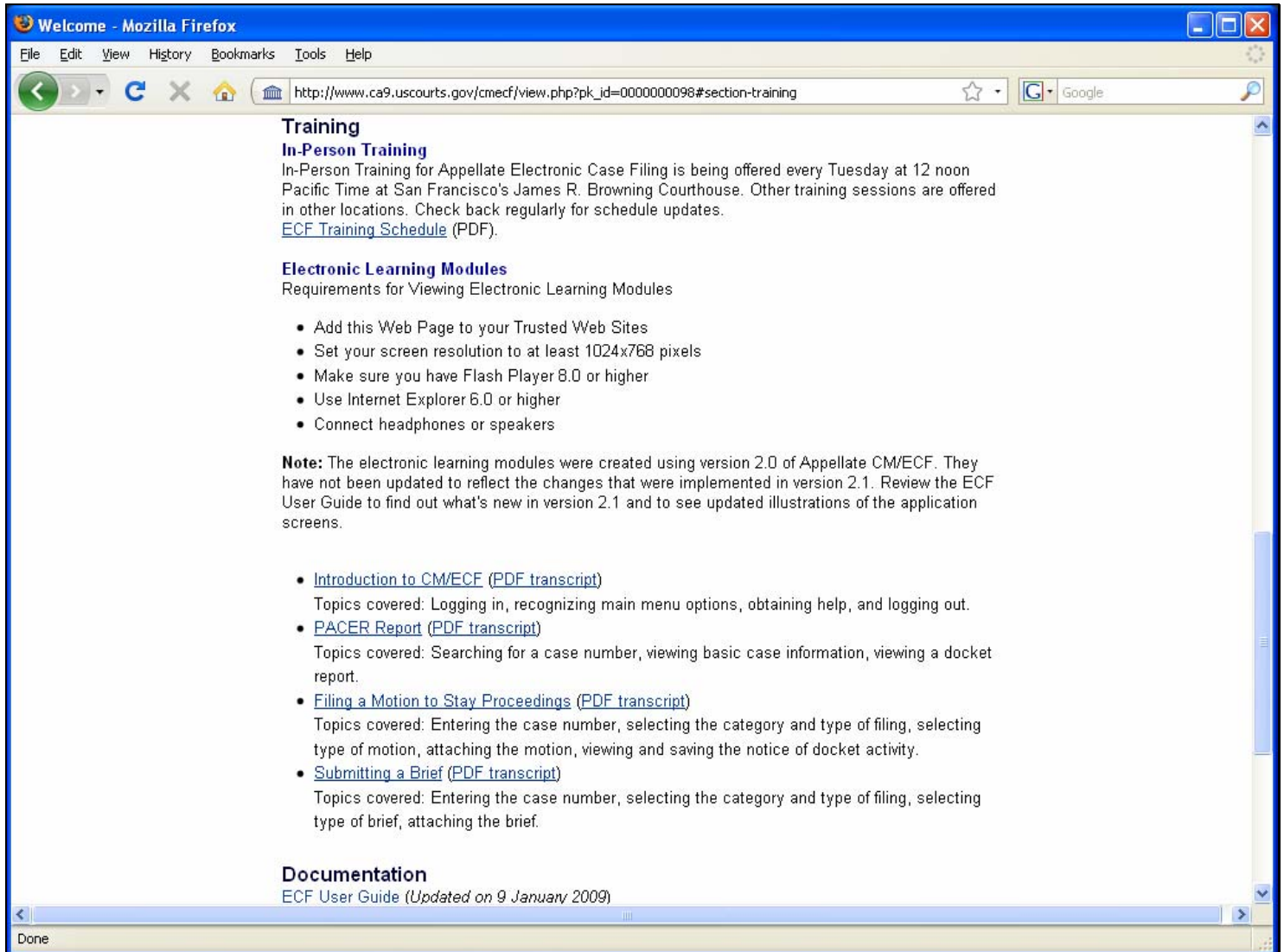
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- [PACER Report \(PDF transcript\)](#)
Topics covered: Searching for a case number, viewing basic case information, viewing a docket report.
- [Filing a Motion to Stay Proceedings \(PDF transcript\)](#)

Done

Slide notes

The Logging in section provides links to the ECF login page (if you want to file electronically) and for PACER (to run docket reports).

Training Section



The screenshot shows a Mozilla Firefox browser window with the address bar displaying http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098#section-training. The page content is as follows:

Training

In-Person Training

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- [Filing a Motion to Stay Proceedings \(PDF transcript\)](#)
Topics covered: Entering the case number, selecting the category and type of filing, selecting type of motion, attaching the motion, viewing and saving the notice of docket activity.
- [Submitting a Brief \(PDF transcript\)](#)
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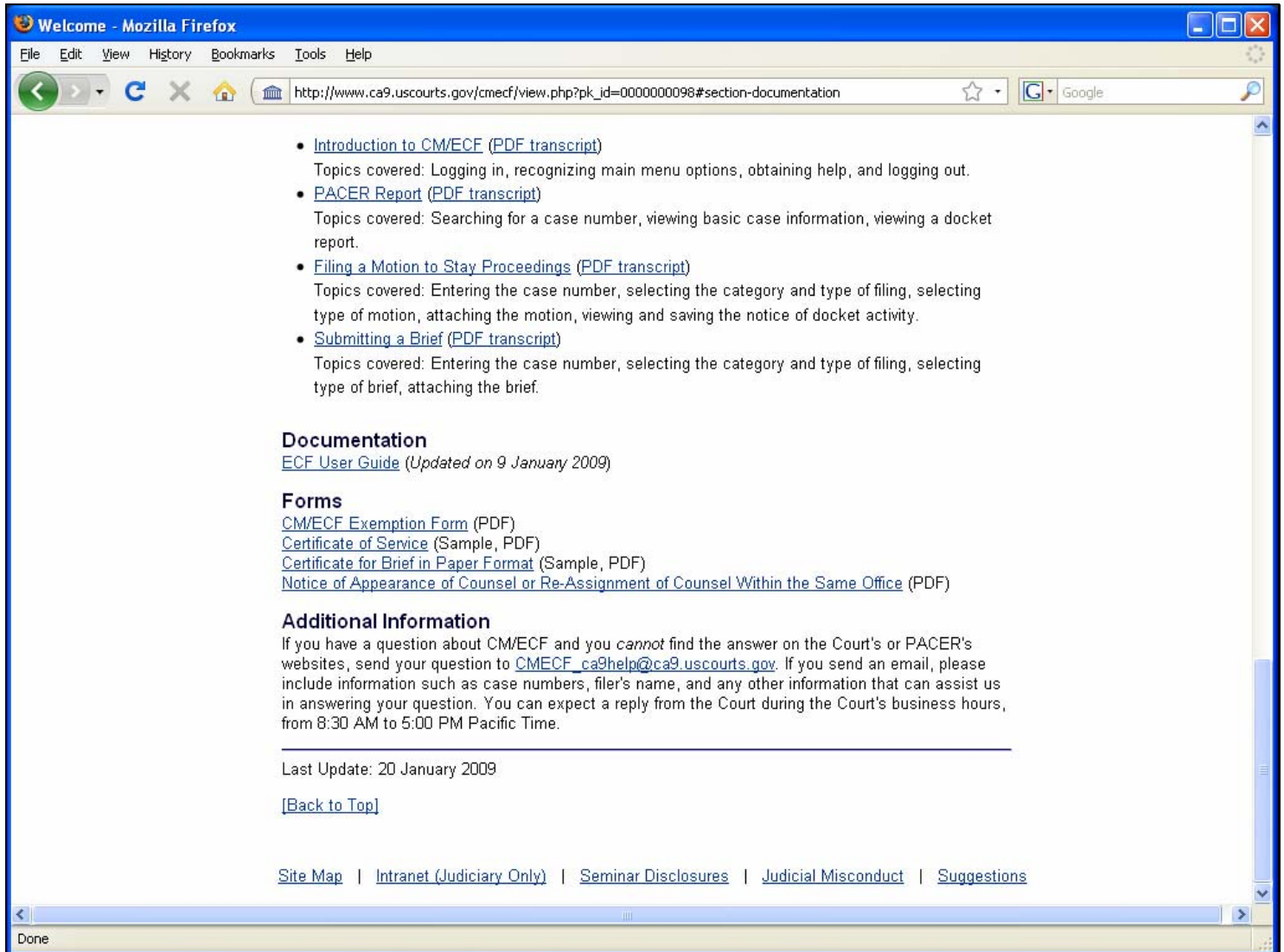
Documentation

[ECF User Guide \(Updated on 9 January 2009\)](#)

Slide notes

The Training section has a link to the in-person training schedule and lets you access ECF learning modules. The current versions of these electronic learning modules were developed with version 2.0 of the application, they will be updated soon to match the current version. Make sure you check back for updates.

ECF User Guide



The screenshot shows a Mozilla Firefox browser window with the address bar containing the URL http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098#section-documentation. The page content includes:

- [Introduction to CM/ECF \(PDF transcript\)](#)
Topics covered: Logging in, recognizing main menu options, obtaining help, and logging out.
- [PACER Report \(PDF transcript\)](#)
Topics covered: Searching for a case number, viewing basic case information, viewing a docket report.
- [Filing a Motion to Stay Proceedings \(PDF transcript\)](#)
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Documentation
[ECF User Guide](#) (Updated on 9 January 2009)

Forms
[CM/ECF Exemption Form](#) (PDF)
[Certificate of Service](#) (Sample, PDF)
[Certificate for Brief in Paper Format](#) (Sample, PDF)
[Notice of Appearance of Counsel or Re-Assignment of Counsel Within the Same Office](#) (PDF)

Additional Information
If you have a question about CM/ECF and you *cannot* find the answer on the Court's or PACER's websites, send your question to CM/ECF_ca9help@ca9.uscourts.gov. If you send an email, please include information such as case numbers, filer's name, and any other information that can assist us in answering your question. You can expect a reply from the Court during the Court's business hours, from 8:30 AM to 5:00 PM Pacific Time.

Last Update: 20 January 2009

[\[Back to Top\]](#)

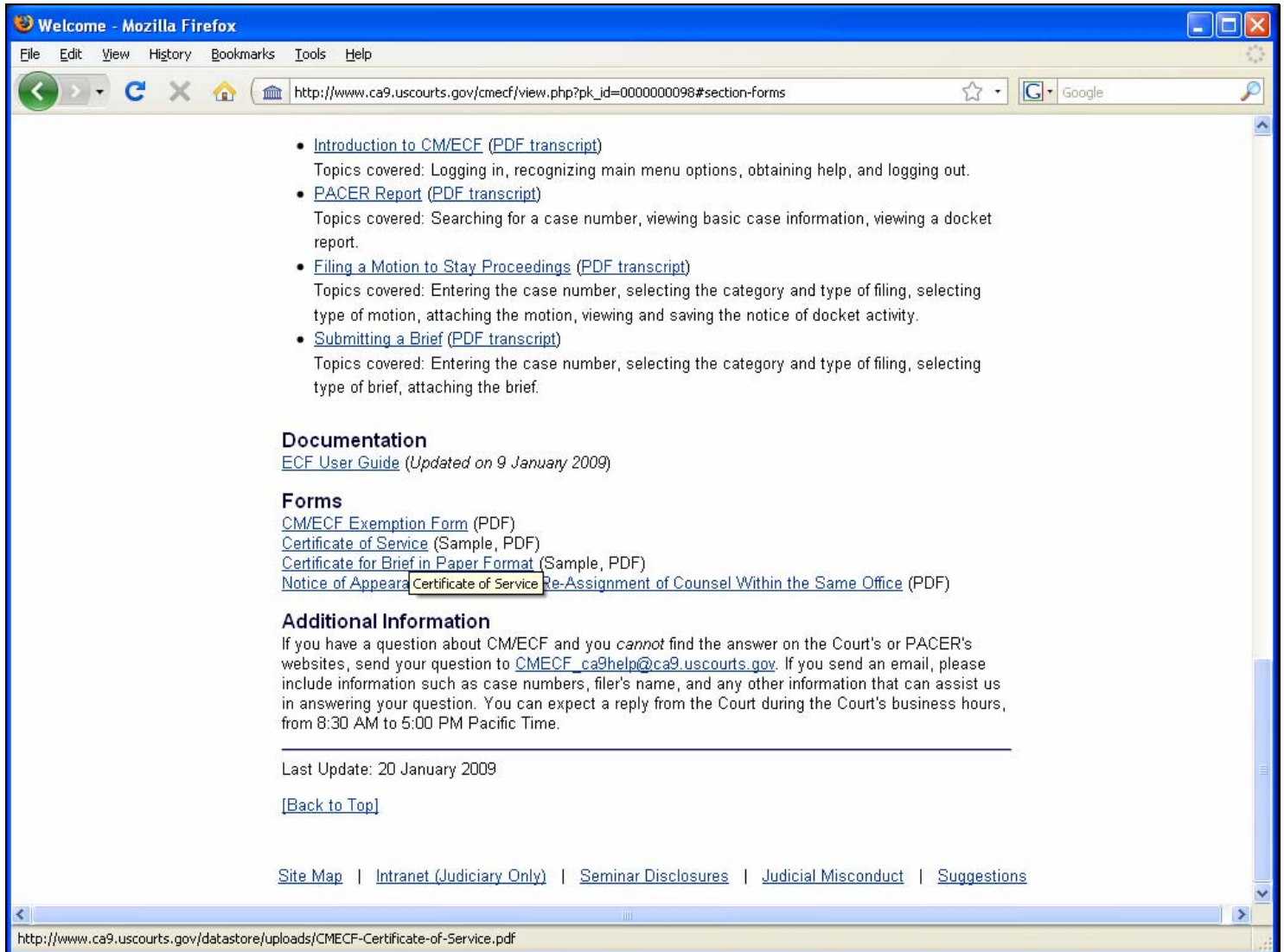
[Site Map](#) | [Intranet \(Judiciary Only\)](#) | [Seminar Disclosures](#) | [Judicial Misconduct](#) | [Suggestions](#)

Slide notes

The ECF User Guide is available in the Documentation section. You can also always find this document (PDF) after you have logged in to ECF, by choosing Help from the Help menu.

The title page of the user guide shows you the date it was last updated. Among other topics, this document has a complete reference list of all the types of filings you can enter using ECF.

Forms Section



Welcome - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098#section-forms

- [Introduction to CM/ECF \(PDF transcript\)](#)
Topics covered: Logging in, recognizing main menu options, obtaining help, and logging out.
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[Notice of Appearance](#) [Certificate of Service](#) [Re-Assignment of Counsel Within the Same Office](#) (PDF)

Additional Information
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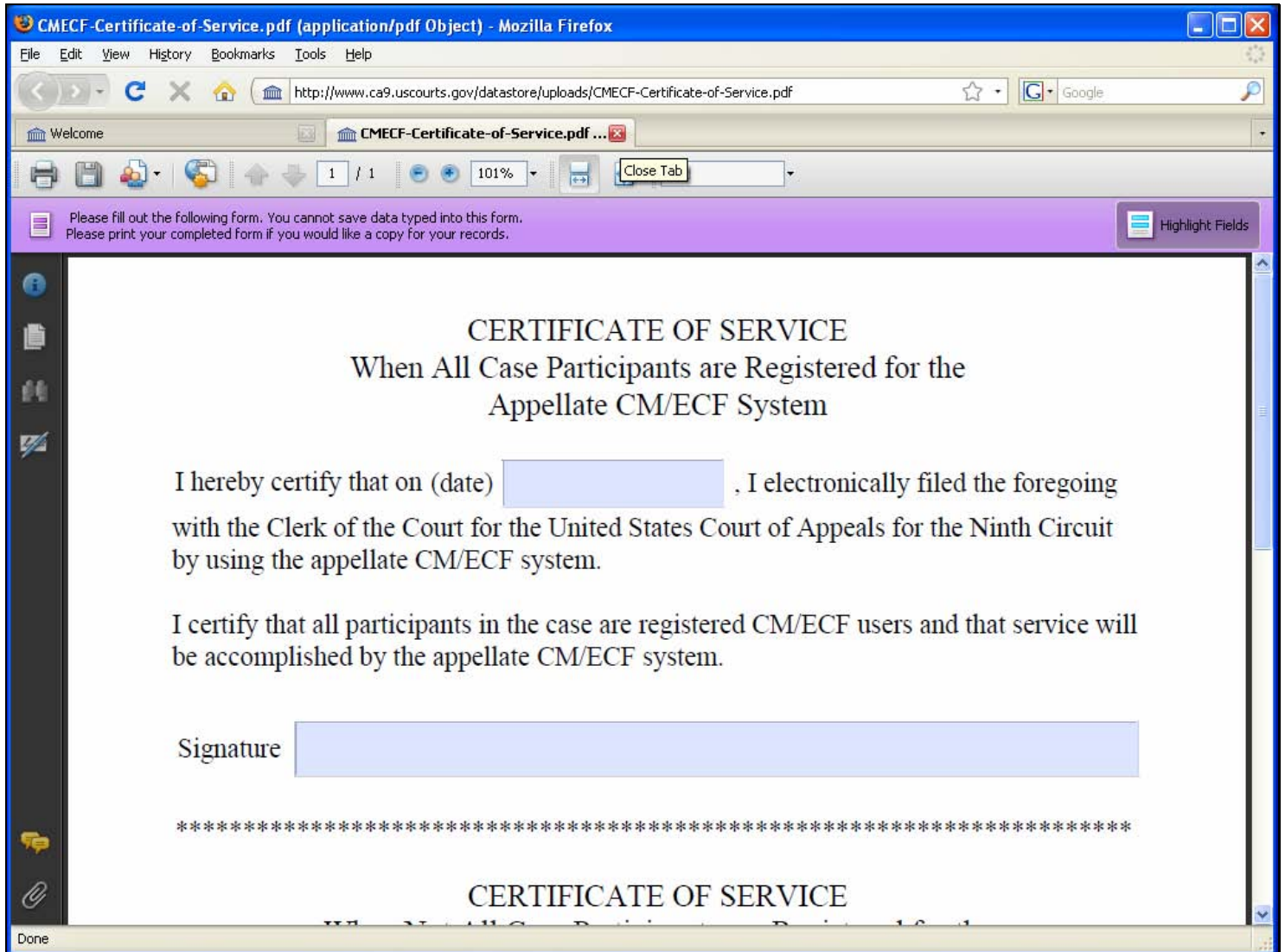
[Site Map](#) | [Intranet \(Judiciary Only\)](#) | [Seminar Disclosures](#) | [Judicial Misconduct](#) | [Suggestions](#)

http://www.ca9.uscourts.gov/datastore/uploads/CM/ECF-Certificate-of-Service.pdf

Slide notes

The Forms section contains several fill-in PDF forms that are available on the site, including some sample certificate forms

Sample Certificate of Service



Slide notes

This is an example of a fill-in form for a Certificate of Service. If you do not have an application that will let you save Court-provided filled-in forms, you may fill in the form, print it, then scan it into a PDF file and attach it to your filing.

Notice of Appearance of Counsel or Re-Assignment of Counsel Form

Office of the Clerk
 UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT
 P.O. Box 193939
 San Francisco, California 94119-3939

Molly C. Dwyer
 Clerk of Court

(415) 355-8000

**NOTICE OF APPEARANCE OF COUNSEL or
 RE-ASSIGNMENT OF COUNSEL WITHIN THE SAME OFFICE**

9th Cir. No.

Case Name: v.

The Clerk will enter my appearance as counsel on behalf of:

Appellant Petitioner Amicus Curiae Appellant/Cross-Appellee
 Appellee Respondent Intervenor Appellee/Cross-Appellant

Lead counsel must be designated if a party is represented by more than one attorney or law firm.

Check if you are lead counsel

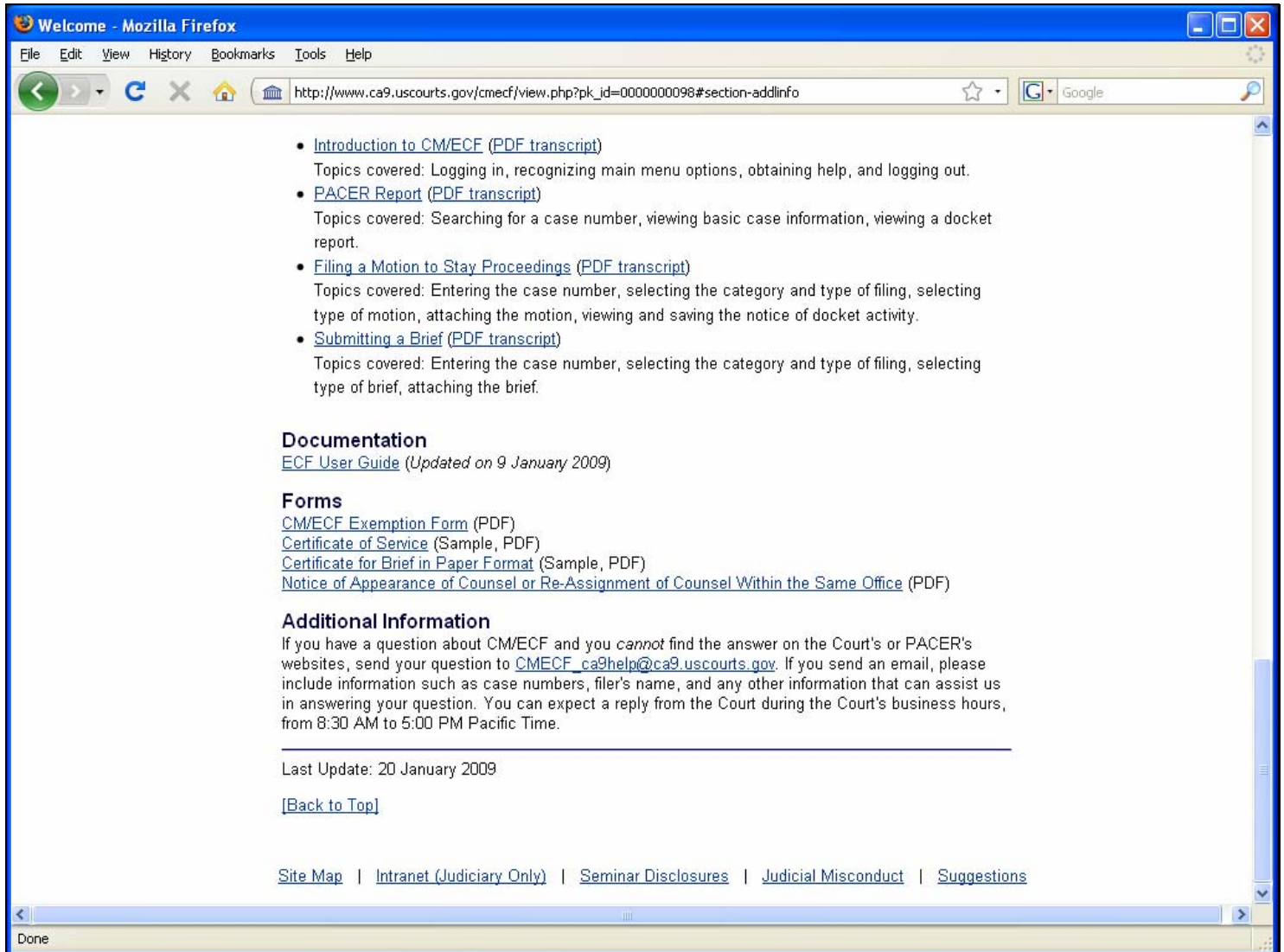
Slide notes

Let's look at the Notice of Appearance or Re-Assignment of Counsel form.

Note that when you click a link for a PDF in the electronic case filing page, the PDF will open in a new browser window or in a new browser tab, depending on how your browser is set up.

Use this form to enter your appearance in a case, or to re-assign the case to someone else in your office.

Additional Information



Welcome - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098#section-addinfo

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Topics covered: Logging in, recognizing main menu options, obtaining help, and logging out.
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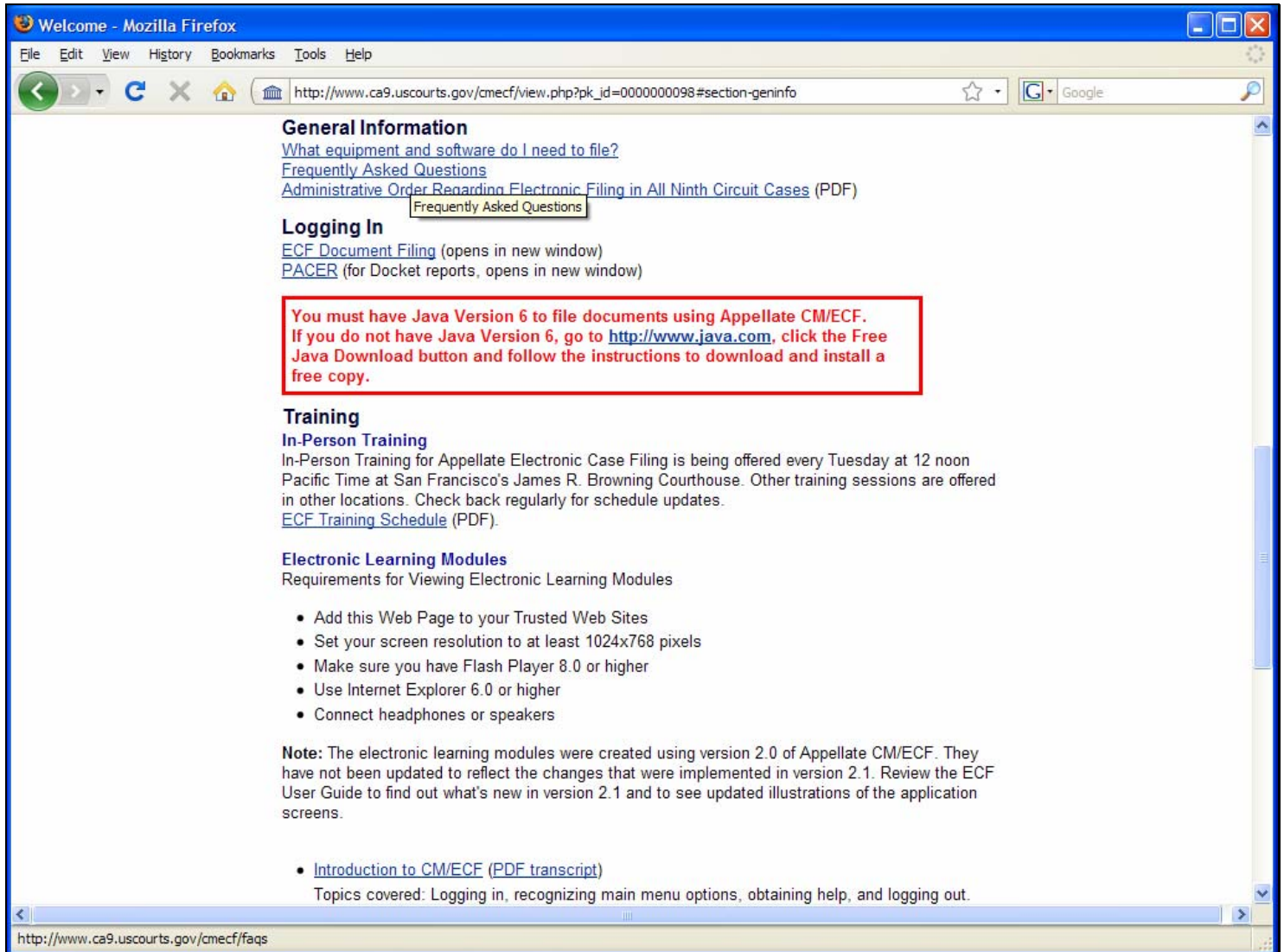
[Site Map](#) | [Intranet \(Judiciary Only\)](#) | [Seminar Disclosures](#) | [Judicial Misconduct](#) | [Suggestions](#)

Done

Slide notes

Lastly, you can see that there is an email address in the Additional Information section. You can send questions to this email address, but we do encourage you to review the information available at the website and in the documentation before sending us your questions.

Accessing the FAQ Page



Welcome - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098#section-geninfo

Google

General Information

[What equipment and software do I need to file?](#)
[Frequently Asked Questions](#)
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[Frequently Asked Questions](#)

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Topics covered: Logging in, recognizing main menu options, obtaining help, and logging out.

http://www.ca9.uscourts.gov/cmecf/faqs

Slide notes

To see the FAQ page, click the General Information link, then click the Frequently Asked Questions link

FAQs – Groups of Questions and Answers

Frequently Asked Questions About CM/ECF

Tip: Use the Find function (Edit > Find) in your browser to find questions and answers in this page.

Additional sources of information: [CM/ECF Frequently Asked Questions page](#) at PACER and [PACER Frequently Asked Questions page](#)

CM/ECF HAS BEEN UPDATED! The CM/ECF system has been upgraded to appellate version 2.1. For details about what's new in version 2.1, see the [Appellate CM/ECF Release Notes 2.1](#).

[Registration for CM/ECF and Overview of the Appellate Version of CM/ECF](#)

- [How do I register to be a filer?](#)
- [How do I retrieve my login or password?](#)
- [How do I update my street address and/or email address with the court?](#)
- [Can a firm register once for all its attorneys?](#)
- [I am a court reporter. How do I register to be a filer?](#)
- [I will not be filing documents in Appellate CM/ECF, but I am interested in receiving notification of docketing activities in certain cases. Can I register to receive notification for cases of interest?](#)
- [Do I have to register if I have a PACER account and a CM/ECF account at another Court?](#)
- [Do I have to register for CM/ECF if I registered for electronic noticing in the Ninth Circuit earlier this year?](#)
- [Is CM/ECF mandatory in the Ninth Circuit?](#)
- [Must I register before I can file through CM/ECF?](#)
- [How do I get an exemption?](#)

Slide notes

The questions and answers are grouped into four areas: Registration, Filing and Service, Briefs, and Technical Questions

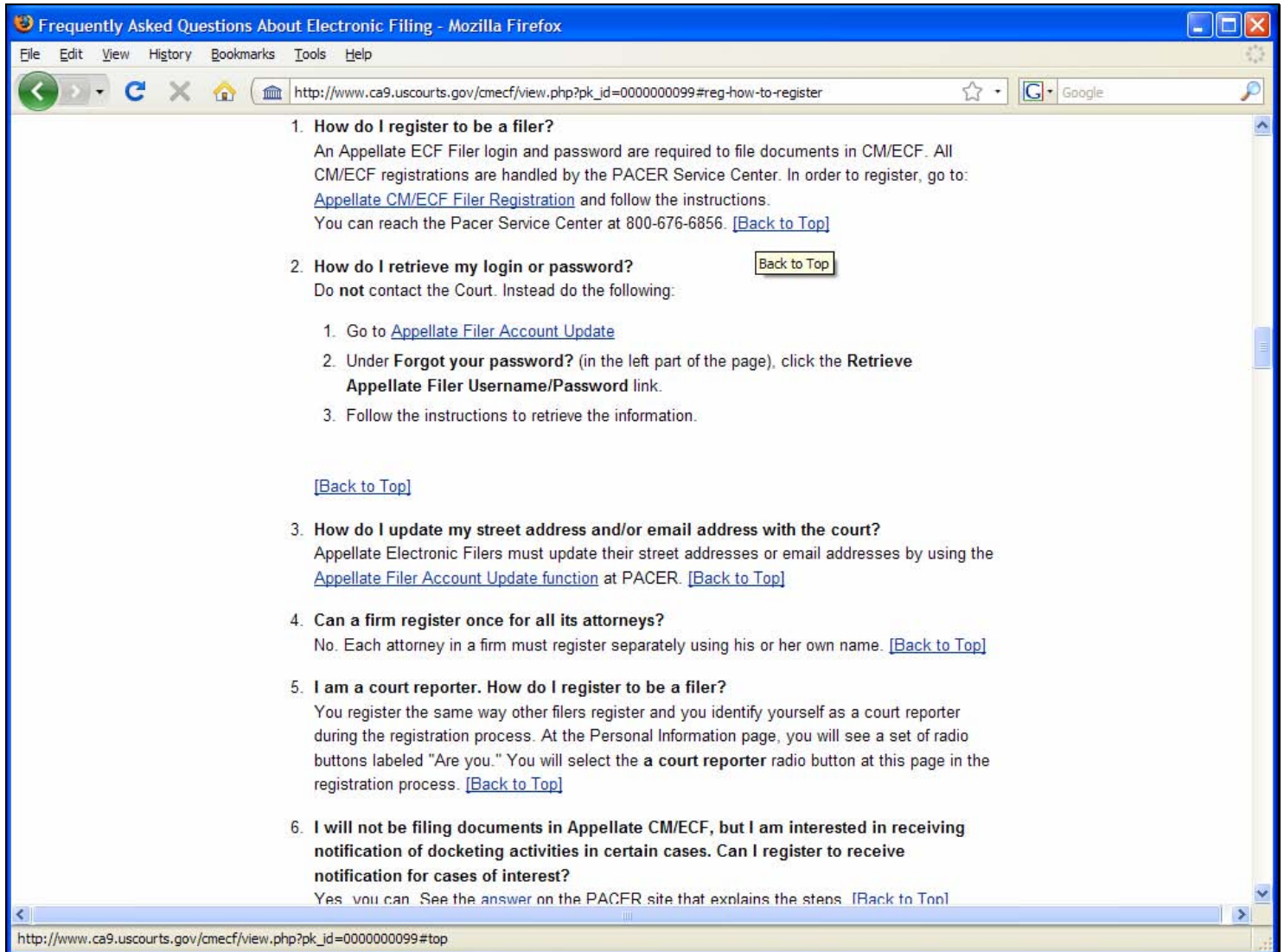
The Registration questions and answers cover topics such as "how do I register."

The Filing and service questions and answers cover topics such as a description of a notice of docket activity, why you may not be able to access the service list for a case, and how to get a daily summary of notices.

The Briefs questions and answers cover topics specific to submitting briefs to the Court. Remember that the administrative order includes the rules related to electronic filing of briefs.

The Technical Questions specifically cover requirements, screen resolution, and any technical issues that you may encounter while entering a filing.

Navigating to a Question with its Answer and Returning to the top of the Page



Frequently Asked Questions About Electronic Filing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000099#reg-how-to-register

1. **How do I register to be a filer?**
An Appellate ECF Filer login and password are required to file documents in CM/ECF. All CM/ECF registrations are handled by the PACER Service Center. In order to register, go to: [Appellate CM/ECF Filer Registration](#) and follow the instructions.
You can reach the Pacer Service Center at 800-676-6856. [\[Back to Top\]](#)

2. **How do I retrieve my login or password?** [Back to Top](#)
Do **not** contact the Court. Instead do the following:

1. Go to [Appellate Filer Account Update](#)
2. Under **Forgot your password?** (in the left part of the page), click the **Retrieve Appellate Filer Username/Password** link.
3. Follow the instructions to retrieve the information.

[\[Back to Top\]](#)

3. **How do I update my street address and/or email address with the court?**
Appellate Electronic Filers must update their street addresses or email addresses by using the [Appellate Filer Account Update function](#) at PACER. [\[Back to Top\]](#)

4. **Can a firm register once for all its attorneys?**
No. Each attorney in a firm must register separately using his or her own name. [\[Back to Top\]](#)

5. **I am a court reporter. How do I register to be a filer?**
You register the same way other filers register and you identify yourself as a court reporter during the registration process. At the Personal Information page, you will see a set of radio buttons labeled "Are you." You will select the **a court reporter** radio button at this page in the registration process. [\[Back to Top\]](#)

6. **I will not be filing documents in Appellate CM/ECF, but I am interested in receiving notification of docketing activities in certain cases. Can I register to receive notification for cases of interest?**
Yes, you can. See the answer on the PACER site that explains the steps. [\[Back to Top\]](#)

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000099#top

Slide notes

Clicking the link for a question takes you to that question and its answer. To return to the top of the page, click the Back to Top link.

Using Find to Find Answers



The screenshot shows a Mozilla Firefox browser window with the address bar displaying http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000099. The page title is "Frequently Asked Questions About Electronic Filing - Mozilla Firefox". The browser's Edit menu is open, showing the "Find" option (Ctrl+F) selected. The page content includes a navigation menu on the left with items like "Electronic Filing - CM/ECF", "Decisions", "Calendar", "Case Information", "FAQs, Forms and Instructions", "Rules", "Audio Recordings", and "RSS Feeds". The main content area is titled "Frequently Asked Questions About CM/ECF" and contains a tip: "Tip: Use the Find function (Edit > Find) in your browser to find questions and answers in this page." Below this, there are links to "Additional sources of information" and a notice: "CM/ECF HAS BEEN UPDATED! The CM/ECF system has been upgraded to appellate version 2.1. For details about what's new in version 2.1, see the [Appellate CM/ECF Release Notes 2.1](#)." A section titled "Registration for CM/ECF and Overview of the Appellate Version of CM/ECF" contains a list of six questions with links to answers:

- [How do I register to be a filer?](#)
- [How do I retrieve my login or password?](#)
- [How do I update my street address and/or email address with the court?](#)
- [Can a firm register once for all its attorneys?](#)
- [I am a court reporter. How do I register to be a filer?](#)
- [I will not be filing documents in Appellate CM/ECF, but I am interested in receiving notification of docketing activities in certain cases. Can I register to receive notification for cases of interest?](#)

Slide notes

Remember to use the Find function in your browser, shown here in Firefox, to find specific terms in the FAQs

Accessing the Appellate ECF Filer Registration Page

Welcome - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ca9.uscourts.gov/cmecf/view.php?pk_id=0000000098#section-registration

Registration

Even if you registered for electronic noticing earlier in 2008, you must now register for electronic filing (which includes electronic noticing).

Registration processing can take up to **10 business days**, so registering prior to the time that you want to enter your first filing electronically will assist you with filing delays. We **strongly** encourage you to register as soon as possible.

To register, navigate to [Appellate ECF Filer Registration](#) and follow the instructions on the page.

You must register specifically for the Ninth [Appellate ECF Filer Registration](#) if you are already registered for PACER, for ECF in other courts, or for electronic noticing in the Ninth Circuit. However, during registration for the Ninth Circuit, you may choose the same user login and password that you use for other Circuit courts. You should receive e-mail confirmation of your CM/ECF registration within **10 business days** from the PACER service center. Once you receive this confirmation, you will be able to file documents through the Ninth Circuit's CM/ECF system immediately.

General Information

[What equipment and software do I need to file?](#)
[Frequently Asked Questions](#)
[Administrative Order Regarding Electronic Filing in All Ninth Circuit Cases \(PDF\)](#)

Logging In

[ECF Document Filing](#) (opens in new window)
[PACER](#) (for Docket reports, opens in new window)

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

Training

In-Person Training

In-Person Training for Appellate Electronic Case Filing is being offered every Tuesday at 12 noon Pacific Time at San Francisco's James R. Browning Courthouse. Other training sessions are offered in other locations. Check back regularly for schedule updates.
[ECF Training Schedule \(PDF\)](#)

Electronic Learning Modules

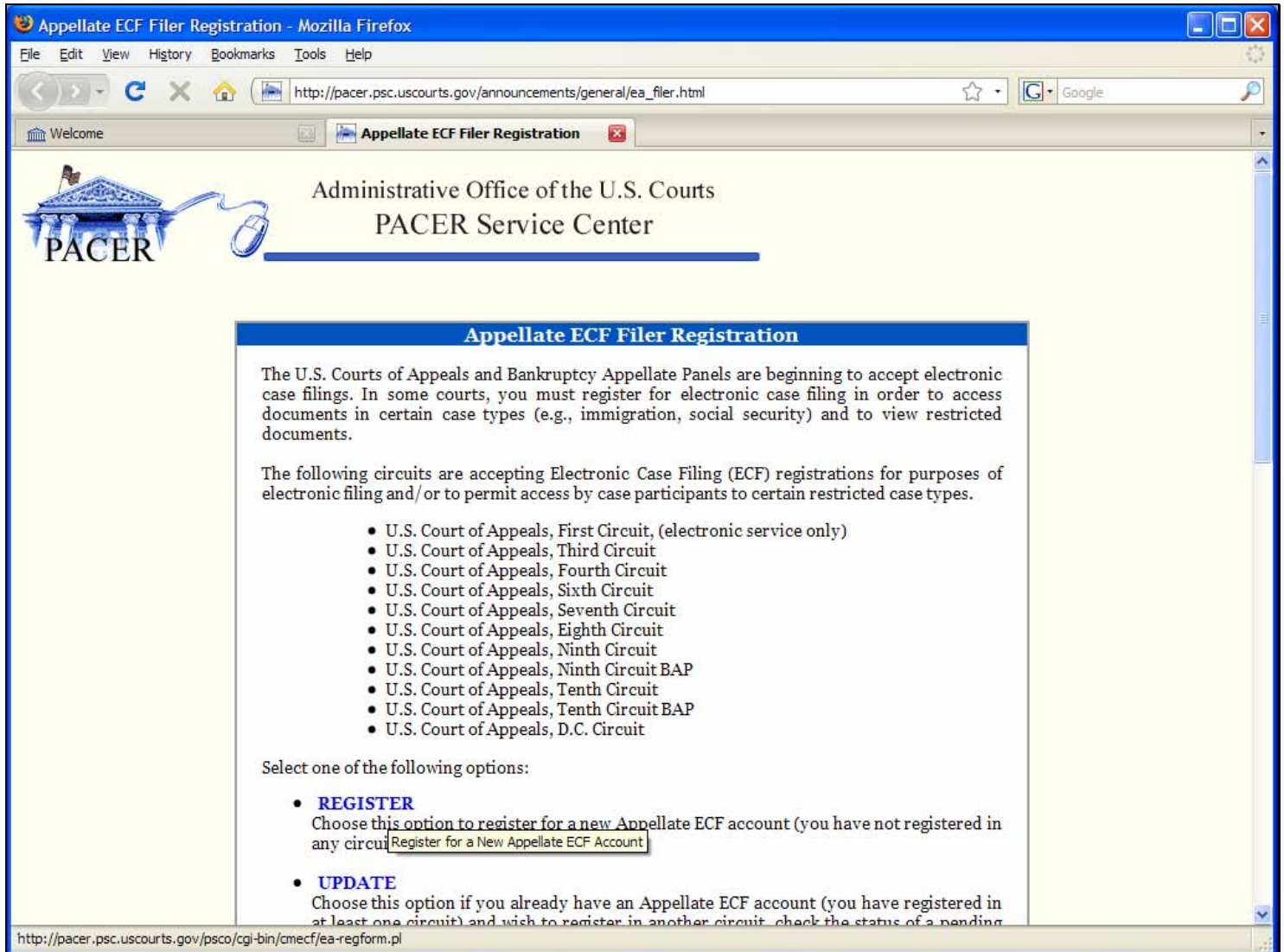
[Requirements for Viewing Electronic Learning Modules](#)

http://pacer.psc.uscourts.gov/announcements/general/ea_filer.html

Slide notes

You can access the Appellate ECF Filer Registration page from the Court's electronic filing page, by clicking the Appellate ECF Filer Registration link in the Registration section.

Appellate ECF Filer Registration




Appellate ECF Filer Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://pacer.psc.uscourts.gov/announcements/general/ea_filer.html

Welcome Appellate ECF Filer Registration

 Administrative Office of the U.S. Courts
PACER Service Center

Appellate ECF Filer Registration

The U.S. Courts of Appeals and Bankruptcy Appellate Panels are beginning to accept electronic case filings. In some courts, you must register for electronic case filing in order to access documents in certain case types (e.g., immigration, social security) and to view restricted documents.

The following circuits are accepting Electronic Case Filing (ECF) registrations for purposes of electronic filing and/or to permit access by case participants to certain restricted case types.

- U.S. Court of Appeals, First Circuit, (electronic service only)
- U.S. Court of Appeals, Third Circuit
- U.S. Court of Appeals, Fourth Circuit
- U.S. Court of Appeals, Sixth Circuit
- U.S. Court of Appeals, Seventh Circuit
- U.S. Court of Appeals, Eighth Circuit
- U.S. Court of Appeals, Ninth Circuit
- U.S. Court of Appeals, Ninth Circuit BAP
- U.S. Court of Appeals, Tenth Circuit
- U.S. Court of Appeals, Tenth Circuit BAP
- U.S. Court of Appeals, D.C. Circuit

Select one of the following options:

- **REGISTER**
Choose this option to register for a new Appellate ECF account (you have not registered in any circuit) [Register for a New Appellate ECF Account](#)
- **UPDATE**
Choose this option if you already have an Appellate ECF account (you have registered in at least one circuit) and wish to register in another circuit, check the status of a pending

http://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-regform.pl

Slide notes

This is the page where you start the registration process. If you have not registered for another Appellate Court, click the REGISTER link to start the registration process. Once you have submitted your registration, the Court may take up to 10 working days to process your registration. You must wait for a confirmation message from the PACER service center before you will be able to log in.

Entering Personal Information

Appellate CM/ECF Filer Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-regform.pl

Go back one page

Appellate CM/ECF Filer Registrati...

CM / ECF
Case Management / Electronic Case Files

Appellate CM/ECF Filer Registration

To register for a CM/ECF filing ID in one or more federal appellate courts, please complete the following sections, then click the "Next Page" button at the bottom of each form. There is no registration fee.

PERSONAL INFORMATION

Prefix:

First Name:*

Middle Name:

Last Name:*

Generation:

Suffix:

Title:

Gender:

Last 4-digits of SSN:*

Date of Birth:*

You must enter your full legal name, the last 4 digits of your Social Security Number, Date of Birth, and primary E-mail address.

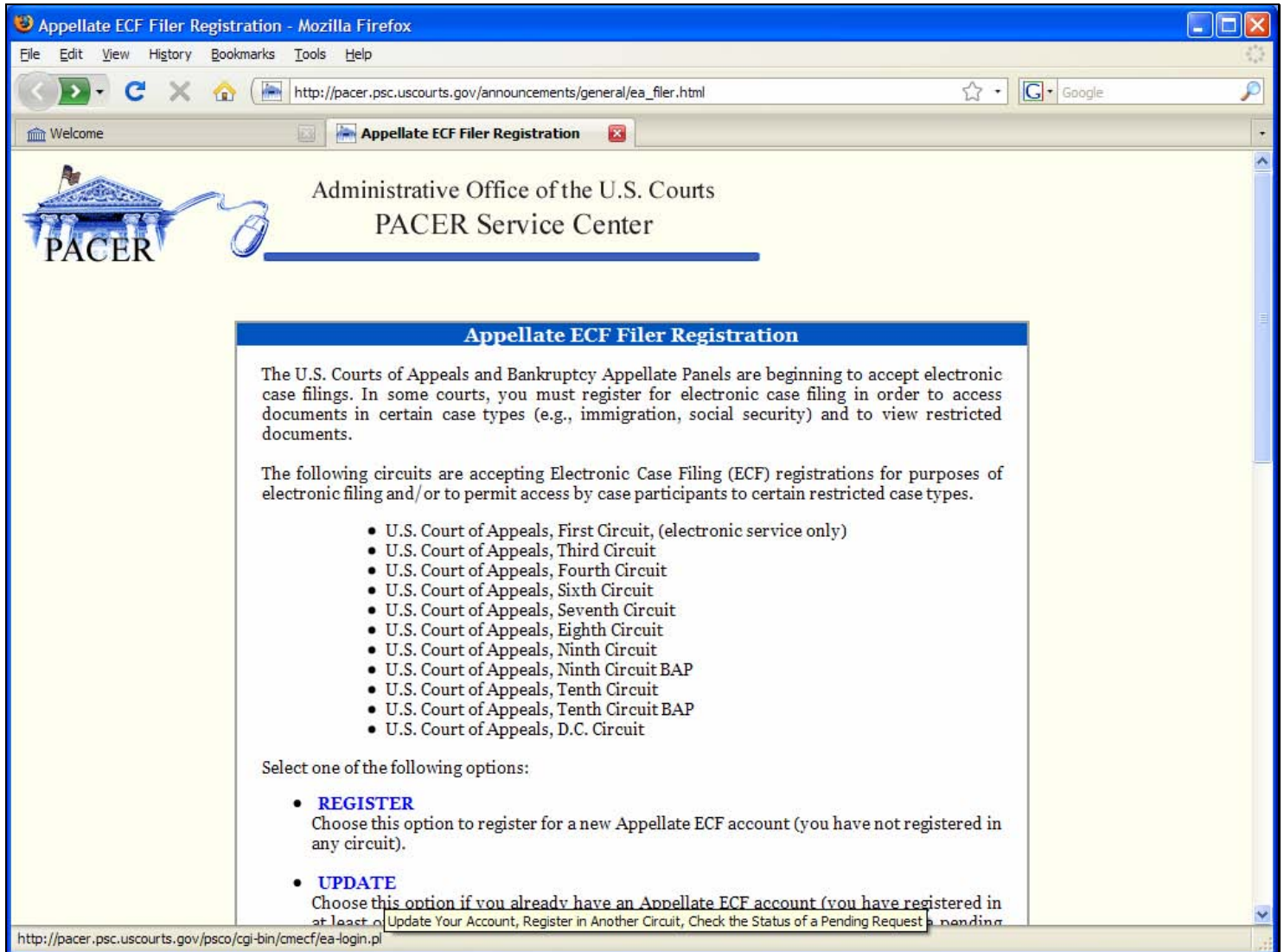
Done

pacer.psc.uscourts.gov

Slide notes

When you register, please make sure you use the name that you normally use to sign your pleadings. If you do not use your legal name to sign pleadings, then don't use your legal name when you register because that will cause confusion during the registration process and we may not link your registration to the correct attorney record in our system. For example, if you sign your pleadings as B. S. Simpson but your legal name is Bart Samuel Simpson, please do register as B. S. Simpson and not Bart Samuel Simpson.

Updating an Appellate ECF Filer Account



The screenshot shows a Mozilla Firefox browser window displaying the PACER Service Center website. The page title is "Appellate ECF Filer Registration - Mozilla Firefox". The address bar shows the URL: http://pacer.psc.uscourts.gov/announcements/general/ea_filer.html. The page content includes the PACER logo and the text "Administrative Office of the U.S. Courts PACER Service Center". A blue header box contains the title "Appellate ECF Filer Registration". Below this, the text states: "The U.S. Courts of Appeals and Bankruptcy Appellate Panels are beginning to accept electronic case filings. In some courts, you must register for electronic case filing in order to access documents in certain case types (e.g., immigration, social security) and to view restricted documents." It then lists the following circuits accepting ECF registrations: U.S. Court of Appeals, First Circuit (electronic service only); U.S. Court of Appeals, Third Circuit; U.S. Court of Appeals, Fourth Circuit; U.S. Court of Appeals, Sixth Circuit; U.S. Court of Appeals, Seventh Circuit; U.S. Court of Appeals, Eighth Circuit; U.S. Court of Appeals, Ninth Circuit; U.S. Court of Appeals, Ninth Circuit BAP; U.S. Court of Appeals, Tenth Circuit; U.S. Court of Appeals, Tenth Circuit BAP; and U.S. Court of Appeals, D.C. Circuit. Under the heading "Select one of the following options:", there are two main options: "REGISTER" (Choose this option to register for a new Appellate ECF account (you have not registered in any circuit).) and "UPDATE" (Choose this option if you already have an Appellate ECF account (you have registered in at least one of the following circuits: First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Eleventh, D.C., or Federal Circuit).).). The "UPDATE" option is further detailed with sub-links: "Update Your Account, Register in Another Circuit, Check the Status of a Pending Request, or a pending request". The browser's status bar at the bottom shows the URL: <http://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-login.pl>.

Appellate ECF Filer Registration

The U.S. Courts of Appeals and Bankruptcy Appellate Panels are beginning to accept electronic case filings. In some courts, you must register for electronic case filing in order to access documents in certain case types (e.g., immigration, social security) and to view restricted documents.

The following circuits are accepting Electronic Case Filing (ECF) registrations for purposes of electronic filing and/or to permit access by case participants to certain restricted case types.

- U.S. Court of Appeals, First Circuit, (electronic service only)
- U.S. Court of Appeals, Third Circuit
- U.S. Court of Appeals, Fourth Circuit
- U.S. Court of Appeals, Sixth Circuit
- U.S. Court of Appeals, Seventh Circuit
- U.S. Court of Appeals, Eighth Circuit
- U.S. Court of Appeals, Ninth Circuit
- U.S. Court of Appeals, Ninth Circuit BAP
- U.S. Court of Appeals, Tenth Circuit
- U.S. Court of Appeals, Tenth Circuit BAP
- U.S. Court of Appeals, D.C. Circuit

Select one of the following options:

- **REGISTER**
Choose this option to register for a new Appellate ECF account (you have not registered in any circuit).
- **UPDATE**
Choose this option if you already have an Appellate ECF account (you have registered in at least one of the following circuits: First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Eleventh, D.C., or Federal Circuit).
Update Your Account, Register in Another Circuit, Check the Status of a Pending Request, or a pending request

<http://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-login.pl>

Slide notes

If you are already a registered filer in another appellate court, you should click the UPDATE link to add the Ninth Circuit to your list of courts.

Logging In To Update Your Appellate Filer Account

The screenshot shows a Mozilla Firefox browser window titled "Login to Appellate Filer Account Update - Mozilla Firefox". The address bar displays the URL "https://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-login.pl". The page features a dark blue header with the PACER logo and the text "CM / ECF Case Management / Electronic Case Files". Below the header, there are three bullet points with links: "Need Information About CM/ECF? CM/ECF Frequently Asked Questions", "Need an account id and password? Register for an Appellate Filer Account", and "Forgot your password? Retrieve Appellate Filer Username/Password". A central white box with a green border contains the "Login to Appellate Filer Account Update" form, which includes fields for "Filer Login:" and "Password:", and buttons for "Verify Login" and "Clear Form". Below the form, there is a link to "Update CM/ECF appellate filer account information, Register for additional courts, and more...". At the bottom of the page, there are links for "Top of Page", "CM/ECF Home Page", "PACER Service Center Home Page", and "CM/ECF Links". A footer section contains the text "For information or comments, please contact:" followed by a link to "The PACER Service Center". The browser's status bar at the bottom shows "Done" and the URL "pacer.psc.uscourts.gov".

Slide notes

Clicking the UPDATE link takes you to the Appellate Filer Account Update login page. After you log in, you can register for additional appellate courts.

Once you have registered, you can maintain your account through ECF. The account update function lets you update your email address, your phone numbers and address, and add or change email addresses of staff in your office that should get electronic noticing from the court at the same time that you do.

Hard Copies Still Required for Some Types of Filings

Hard Copies still required for...

- Excerpts of Record
- Acknowledgement of Hearing Notices
- CJA Vouchers

File a Hard Copy plus CD for:

- Case Opening Materials
- Any motion filed before a case number is assigned
- Sealed Documents and Motions to Seal
(See Rule 4 of Administrative Order)

Slide notes

Rule 4 of the administrative order lists the documents that you cannot file electronically.

Hard copies are still required for Excerpts of Record, Acknowledgement of Hearing Notices, and CJA Vouchers.

You must file paper plus a CD for the following: Case Opening Materials , Any motion filed before a case number is assigned, and Sealed Documents and Motions to Seal.

Procedure for Filing Brief

Procedure for Filing Brief

- Submit brief electronically
- On the same day, mail paper copies of the Excerpts of Record to opposing counsel and to the Court
- Within 2 working days, the Court will issue an order either:
 - Filing the brief and directing you to mail 10 paper copies with a Certificate that the briefs are identical to the ECF version; or
 - Identifying the deficiencies and instructing you to re-submit the brief.

Slide notes

For briefs, you electronically submit the brief for review by the Court.

On the same day, you should mail paper copies of the excerpts of record to opposing counsel and the Court.

Within two working days, the Court will review your brief and issue an order. The order will do one of two things:

It will either tell you that the brief is filed and you must send 10 paper copies of the brief, with a certificate that says that the paper copy matches the electronically-submitted brief. That certificate must be included at the end of each copy of the brief.

The order may also tell you to correct deficiencies in your brief and resubmit the brief electronically.

Note that if you electronically submit your brief timely and you receive an order saying it is deficient, the brief is still considered timely.

What Else is New?

What else is new for Attorneys

- All documents (except those listed in Rule 4) are filed electronically
 - Including Petitions for Panel Rehearing and Petitions for Rehearing En Banc – no paper copies required
- Electronic filing constitutes service on all registered ECF filers
- Fillable forms are available on the website
 - Notice of Appearance or Re-Assignment
 - Certificate of Service (sample)
 - Certificate for Brief in Paper Format (sample)
 - CM/ECF Exemption Form

Slide notes

Let's review some more changes for filers

All documents (except those listed in Rule 4) must be filed electronically, this includes Petitions for Panel Rehearing and Petitions for Rehearing En Banc – no paper copies required.

Electronic filing constitutes service on all registered ECF filers.

Several fill-in forms are available on the website: Notice of Appearance or Re-Assignment, a sample Certificate of Service, a sample Certificate for Brief in Paper Format, and a CM/ECF Exemption Form.

Filing Problems and Solutions



Filing Problems and Solutions

Slide notes

Let's discuss some of the problems that filers have encountered since electronic filing became available in the Ninth Circuit

Problem: I cannot get into the system or complete my filing

Problem: I cannot get into the system or complete my filing

- You must have Java version 6
 - Screen Resolution must be at least 1024 x 768 pixels
 - Special requirements for Mac users
 - If you use Adobe Acrobat 9, you must change settings before generating PDF
- See Technical Questions at Court website

Slide notes

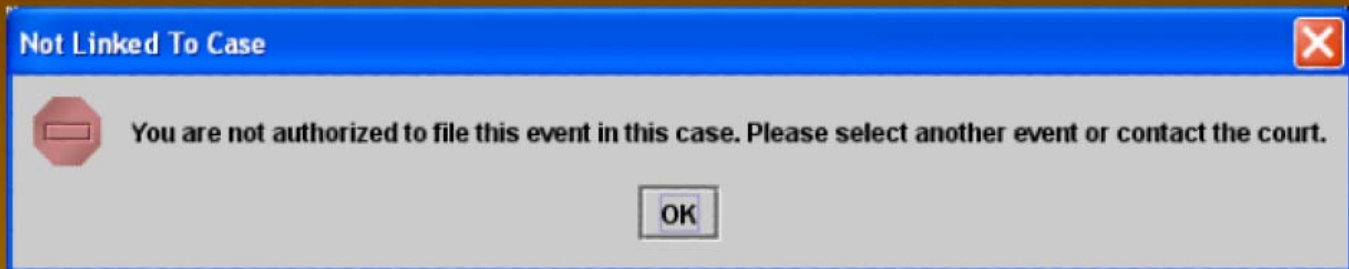
Problem description: I cannot get into the system to complete my filing

Most of the time, this is caused by a technical issue ...

See the Technical Questions at the Court's website for additional information

Problem: I am getting a “Not authorized to file” message

Problem: I am getting a “Not authorized to file” message



- You must be counsel of record to electronically file most documents
- Check service list, if you are not on case, electronically file a Notice of Appearance form, available on the website

Slide notes

Problem description: I am getting a “Not authorized to file” message

You must be counsel of record to electronically file most documents

Check the service list using the Service List option in the Reports menu in ECF; if you are not on the case, file a Notice of Appearance form electronically. The form is available on the website. If you are showing on the service list, but you are shown as Not Registered, send a note to the CM/ECF help email with details, such as case number, full name of attorney, and any differences in the spelling of the name. We have found that in some cases, we need to merge several records because we have several variations of your name in the system.

Showing the Service List

Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=k2aframe.jsp

Most Visited Getting Started Latest Headlines

Startup Page

Docketing Reports Utilities Logout Help

PACER Report
Service List

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

To start, choose an option from one of the menus in the menu bar.
To access online documentation, choose an option from the Help menu.



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 Feb 9, 2009 12:28:53 PM PST

Done ecf.ca9.uscourts.gov

Slide notes

Click Reports, then click Service List.

Entering the Case Number

Request Service List for a Case - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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

Most Visited Getting Started Latest Headlines

Request Service List for a Case

Request Service List for a Case

Case Number: (for example, 08-12345)

Done ecf.ca9.uscourts.gov

Slide notes

In the text box, type the case number. Then click the Show Service List button.

Reviewing The Service List for a Case

[Return to Request Service List Page](#)

Service List for Case 67-999

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

Case Number: 67-999	ECF Filing Status
AIMSDUDE JOE 123 Street San Francisco, CA 94121	Not Registered
Annette External Wegscheider U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT Computer Center 95 Seventh Street San Francisco, CA 94103	Active
Donald External McFarland U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT Computer Center 95 Seventh Street San Francisco, CA 94103	Active
John External Ilagan U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT Computer Center	Active

Slide notes

The system shows the service list for the case. If the ECF filing status is not ACTIVE, you must serve the party by US Mail. If you are registered for ECF but it is not showing that way in the service list, send a note to the CM/ECF help email so we can fix the issue. Note that if a service list does not open up when you try this, make sure that there are no pop-up blockers at work. If a pop-up blocker is blocking pop-ups from our site, you will only see a blank page when you try to run the Service List. To run another service list, click the Return to Request Service List Page link.

Problem: I need to file a document in more than one case

File a Document

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

Filed Date: 02/09/2009

Select One

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

- Click an entry below, then click the Continue button
- File a Motion
- File a Response to a Motion
- File a Motion and a Response to a Motion Together
- File a Reply to a Response to a Motion
- File a Response to an Order to Show Cause
- File a 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

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

Case Selection

<input type="checkbox"/>	67-999 Susan Soong v. ABC Fiction Team (Lead) (Target Case - Lead)
<input checked="" type="checkbox"/>	66-999 ABC Fiction Team v. AAA Fiction Widget Company (Companion)

Total: 1 Selected: 1

Slide notes

Problem description: I need to file in more than one case, or I only want to file in one case instead of all linked cases.

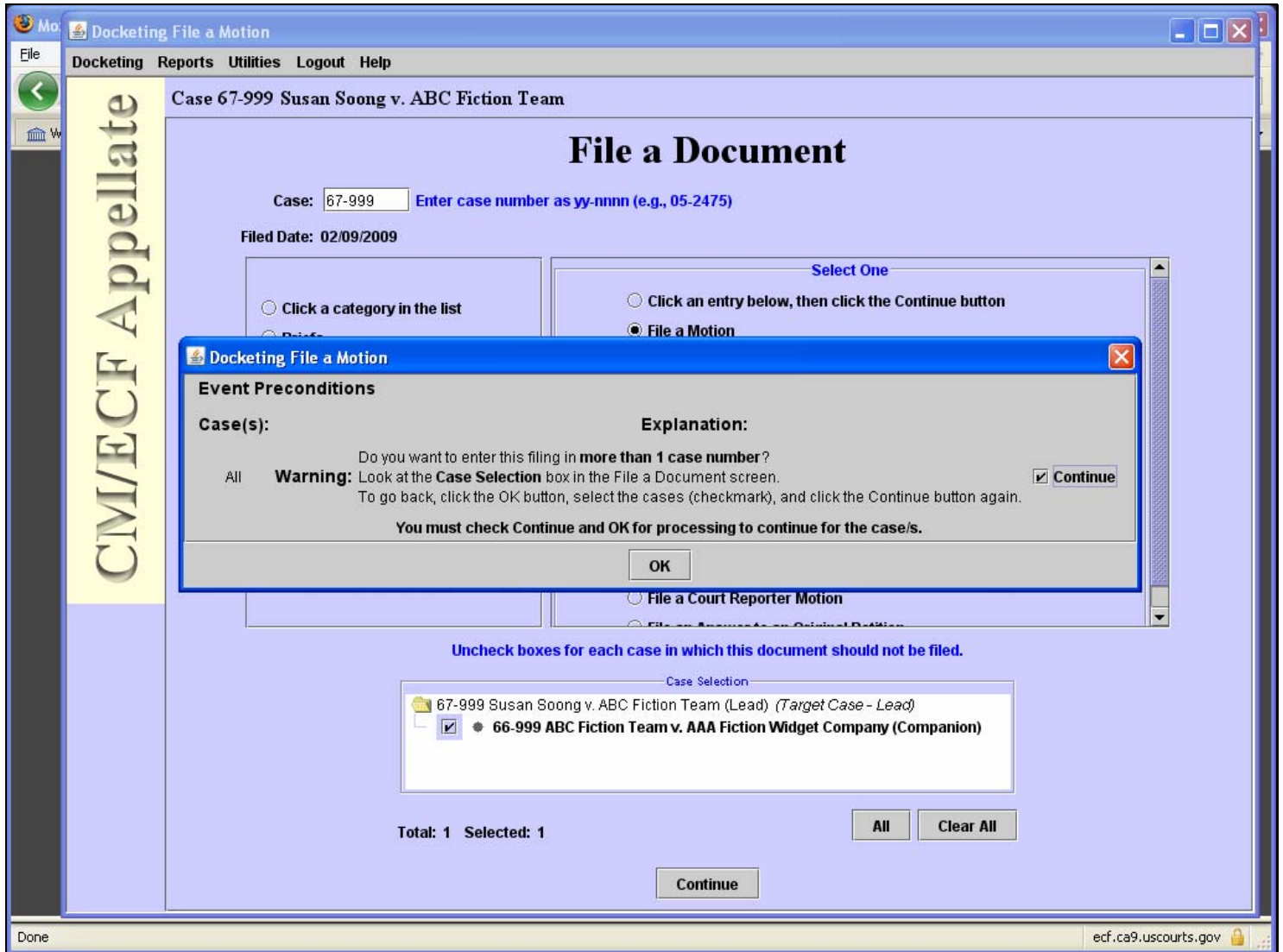
When you need to file a document in more than one case, make sure you click in the box next to the number or numbers in which you want to enter the filing.

In the Case field, type a case number and press the Tab key. When you press the Tab key, the system shows the linked case or cases in the Case Selection box at the bottom of the screen.

To enter the filing in both 67-999 AND 66-999, elect the checkbox for 66-999 in the Case Selection box. Since we entered 67-999 in the Case field at the top of the screen, the filing will go into that case no matter what we select in the Case Selection box at the bottom of the screen.

Then click the Continue button to enter the filing in both 67-999 and 66-999.

Event Preconditions Dialog Box



Slide notes

After reading the warning about entering the filing in several cases, select the checkbox next to the word Continue, then click the OK button.

Filing in Several Cases – Checking the Case Numbers

Docketing File a Motion

Docketing Reports Utilities Logout Help

Case 67-999 Susan Soong v. ABC Fiction Team

Applied case(s) for event: 66-999

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"/> Soong, Susan External	Petitioner--	67-999	Susan Soong v. AB...
<input type="checkbox"/> ABC Fiction Team	Respondent--	67-999	Susan Soong v. AB...
<input type="checkbox"/> Blow, Joe, Esquire	Amicus Curiae--	66-999	ABC Fiction Team v...
<input type="checkbox"/> ABC Fiction Team	Appellant-Plaintiff	66-999	ABC Fiction Team v...
<input type="checkbox"/> AAA Fiction Widget Company	Appellee-Defendant	66-999	ABC Fiction Team v...

Display All Parties All Cases Select All Clear All

Additional Information

Optional 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. 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

Slide notes

Notice that at the top of the screen, the system tells you that you are entering the filing in 67-999 and also in 66-999 which is listed as an applied case. In addition, the Party Filer area shows all the parties for all the cases where you are entering the filing.

Problem: The Court struck my filing because my document was scanned

Problem: The Court struck my filing because my document was “scanned”

- See Rule 10 of the Administrative Order
- The electronic version of the main document must be generated by publishing to PDF from the original word processing file.
 - Scanning the main document does not comply with the Rule
 - Certificates of service, attachments, and other documents you did not generate may be scanned

Slide notes

Problem description: The court struck my filing because I scanned the document.

Rule 10 of the administrative order states that the electronic version of the main document must be generated by publishing to PDF from the original word processing file. Scanning the main document does not comply with this Rule. Certificates of service, attachments, and other documents you did not generate yourself may be scanned.

Problem: The document is locked

Problem: The document is locked

- See Rule 12 of the Administrative Order
- Remote electronic access to documents in Social Security cases and Immigration matters is limited to the attorneys/parties in the case in order to protect the privacy of the individuals involved in those cases.
 1. Log into ECF with your login and password.
 2. Choose Reports > PACER Report.
 3. Access the locked document from the PACER docket report.

Slide notes

Problem description: I cannot access the document on the docket because it is locked.

Rule 12 of the Administrative Order explains that remote electronic access to documents in Social Security cases and Immigration matters is limited to the attorneys and parties in the case in order to protect the privacy of the individuals involved in those cases.

To access the document, you must do the following:

1. Log into ECF with your login and password so that PACER can identify you as an active participant in the case.
2. In ECF, choose Reports then PACER Report.
3. Access the locked document from the PACER docket report.

Accessing the docket report through ECF allows PACER to identify you as a participant in the case.

How to Get Help

How to Get Help

- Check out the website:
<http://www.ca9.uscourts.gov/cmecf>
 - Administrative Order
 - Frequently Asked Questions
 - Electronic Learning Modules
 - ECF User Guide
 - Forms
- Email the court at:
CMECF_ca9help@ca9.uscourts.gov

Slide notes

You can get assistance in several ways:

The website is always available. The Electronic Case Filing page gives you access to the Administrative Order, the FAQs, and electronic learning modules that guide you through different scenarios.

We strongly recommend that you review the ECF user guide. It has a complete list of all the types of filings and reliefs that you can select and walks you through a complete filing.

Finally, you can send a note to the CMECF help email, cmecf_ca9help@ca9.uscourts.gov. Several people monitor this email address. If you do decide to write us, please remember to include the name of the attorney, the case where you are trying to file, and any other information that may help us to help you! Incoming messages are monitored from 8:30 AM to 5:00 PM Pacific time.

Thank you for reviewing this training video. Remember to Register and start filing electronically!