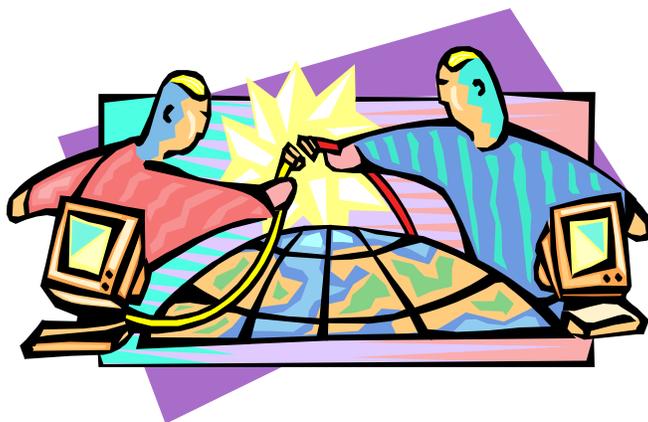


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# ELECTRONIC CASE FILING CM/ECF



## User's Manual

Eastern District of California  
(Revised October 2004)

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# Electronic Case Files System User's Manual

(Last revision: October 2004)

## Getting Started

### Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape or Internet Explorer and Adobe Acrobat.

### Help Desk

Contact the Court's Help Desk between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, if you need assistance using ECF.

**Toll Free Help Desk – Sacramento                      1-866-884-5525**

**Toll Free Help Desk – Fresno                              1-866-884-5444**

**OR    E-mail: [caed\\_cmecf\\_helpdesk@caed.uscourts.gov](mailto:caed_cmecf_helpdesk@caed.uscourts.gov)**

### ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Netscape or Internet Explorer software to perform the following functions:

- Access the Court's web page
- View or download the most recent version of the User's Manual
- Train personnel on a training system comparable to the official "live" system
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports (*e.g.*, Cases Filed Report, Calendar (for cases filed electronically))
- Download Netscape or Internet Explorer Browser and Portable Document Format (PDF) configuration information

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## Requirements

### Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows, Windows 95, 98, 2000, XP or Macintosh
- An Internet provider using Point-to-Point Protocol (PPP)
- Netscape Navigator software version 4.6 or higher or Internet Explorer 5.5 or higher.
- Software to convert documents from a word processor format to portable document format (PDF)
- A scanner to transmit documents that are not in your word processing system.  
**Note: This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.**

### PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

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## Registering for Access to ECF

Participants who have never used the system can complete a registration form online at [www.caed.uscourts.gov](http://www.caed.uscourts.gov) .

New attorneys not yet admitted to practice before the Eastern District of California must submit their petition to practice in paper form. The petition form can be found under **Attorney Info** on our website. The petition also serves as registration for access to ECF. Send the completed petition, along with the fee, to one of the following addresses listed below for processing:

U.S. District Court  
Eastern District of California  
Sacramento Division  
501 "I" Street, Suite 4-200  
Sacramento, CA 95814

U.S. District Court  
Eastern District of California  
Fresno Division  
1130 "O" Street, Room 5000  
Fresno, CA 93721

Once an account has been established, the Office of the Clerk will send your login and password to you by regular, first-class mail.

Registered users can visit a training version of the system on the Internet at <http://ecf-train.caed.uscourts.gov> to practice ECF activities. It is strongly recommended that participants take advantage of filing documents in the training database before filing documents in the "live" ECF database.

## Preparation

### Setting Up the Acrobat PDF Reader

In order to view documents filed on the system, users must install a PDF reader. All pleadings are in PDF format. When installing this product, please review and follow the provider's directions to utilize the PDF reader after installation.

### Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the court's Electronic Filing System. Before filing the document with the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

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## How to View a PDF File

- Start your PDF program.
- Go to the *File* menu and choose *Open*.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, your PDF program loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

## How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's ECF system.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

### **For WordPerfect: Version 6.1 and Higher**

- Open the document to be converted.
- Select the *Print* option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- *Select your PDF program.*
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Name the file, giving it the extension **.PDF**.
- Accept the option and the file is converted to a PDF document.

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### **For WordPerfect: Version 9**

- Use above method or:
- Open the document.
- Click on the *File* menu and select, *Publish to PDF*.
- *Save the file as a PDF file, giving it a .PDF extension.*
- The file is now in a PDF format under the newly designated name, and the original document remains in its original form under the original name.

### **For Microsoft Word 95 or later**

- Open the document.
- Click on the *File* menu and select, *Create PDF*.
- *Save the file as a PDF file, giving it a .PDF extension.*
- The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

### **Other word processing programs**

- Open the document to be converted.
- Select the *Print* option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select **PDF program**.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- *Name the file, giving it the extension .PDF*
- Accept the option and the file is converted to a PDF document.

*Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to your PDF program, and follow the directions above.*

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## Basics

### User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Clicking on hyperlinks

Command buttons and hyperlinks are used to instruct the system what to do next.

### Conventions used in this Manual

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

(Note: the most commonly used hyperlink, **Main Menu**, appears near the top of most screens just below your Internet browser menu buttons.)

### Documents Filed In Error

A document incorrectly filed in a case may be the result of one of the following:

- a) posting the wrong PDF file to a docket entry;
- b) selecting the wrong document type from the menu; or
- c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, please call the Helpdesk at 1-866-884-5525 for Sacramento, or 1-866-884-5444 for Fresno, as soon as possible after an error is discovered. You will need to have the case number and document number for which the correction is being requested. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system will not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

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## Viewing Transaction Log

This feature, selected from the **Utilities Menu**, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password immediately, then telephone the Court's Help Desk at 1-866-884-5525 or 1-866-884-5444 as soon as possible.

## User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) at the District Court's website which is available at [www.caed.uscourts.gov](http://www.caed.uscourts.gov).

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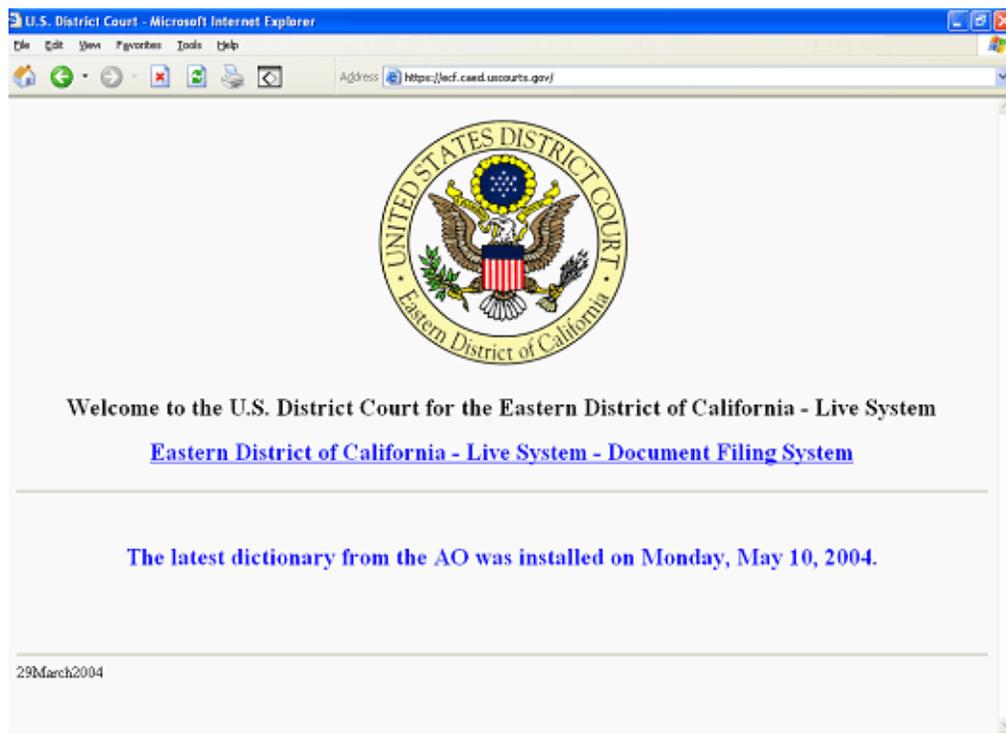
## A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training database before trying to actually file a document.

### How to Access the System

Users can get into the system via the Internet by going to:

<http://ecf.caed.uscourts.gov>



Or, you may go to the Eastern District of California's web site at [www.caed.uscourts.gov](http://www.caed.uscourts.gov) and click on the **Electronic Case Filing** hyperlink.

Click on **Eastern District of California - Live System - Document Filing System** to open the login screen.

Users can access the training database by going to <http://ecf-train.caed.uscourts.gov> or by clicking on the **CM/ECF Training System** hyperlink on the Court's website.

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## Logging In

The next screen is the login screen.

### PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. At that time all inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

Client code:

Make this my default PACER login

- Enter your ECF Login and User Password in the appropriate data entry fields. Then click on the **[Login]** button to transmit the information to the system. If an error is made before you have submitted the screen, the **[Clear]** button allows you to clear the Login and Password entries so they may be re-entered.

**Note:** Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password.

- If an invalid combination has been submitted, the system responds with an error message. Click on **[Back]**, then re-enter your login and password.
- The entry of a valid login and password combination prompts the system to display the **Main Menu**.

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Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.



U.S. District Court  
Eastern District of California - Live System  
Official Court Electronic Document Filing System

[The latest dictionary from the AO was installed on Monday, May 10, 2004.](#)

**Note:** The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk immediately.

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## Selecting ECF Features

ECF provides the following features that are accessible from the blue menu bar at the top of the opening screen.

- Civil**      Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal**      Select **Criminal** to electronically file all criminal case pleadings, motions, and other court documents.
- Query**      You can query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to PACER before you can query ECF.
- Reports**      Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report.
- Utilities**      View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout**      This feature allows you to exit from ECF and prevents further filing with your password until the next time you log in.

## General Rules and Manipulations

### Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  accepts the entry just made and displays the next entry screen, if any.

### Correcting a mistake



Use the **[Back]** button on your Internet browser toolbar to go back and correct an entry made on a previous screen. Corrections can only be made before the transaction is transmitted to the court. There is a warning on the last screen of every transaction that reminds you to make any corrections prior to proceeding to the next page. Once the transaction has been transmitted, only the court can make changes or corrections.

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## Signatures; Affidavits of Service

- Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., “s/Jane Doe.”
- In the case of a stipulation or other document to be signed by two or more attorneys, the following procedure should be used:
  - (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall either obtain approval from any other attorney to state that the other attorney has authorized him or her to sign the document on their behalf, or the attorney may obtain the hard copy of the document with the original signatures.
  - (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “s/Jane Doe,” “s/John Doe,” etc.
  - (c) A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within twenty days of receiving the Notice of Electronic Filing.

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## Civil Events Feature

Registered filers will use the **Civil Events** feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. To see the list of ECF events, please go to our website at [www.caed.uscourts.gov](http://www.caed.uscourts.gov) and click on the **CM/ECF Event Lists** hyperlink.

This section of the manual describes the basic steps to follow in order to submit a new civil case and pay the filing fee via credit card. The next section describes the process for filing a motion in a civil case, which is consistent with other types of civil documents being filed.

### Filing a Civil Complaint

New case filings by attorneys in civil actions shall be performed electronically using ECF. After successfully logging into the system, follow the procedures to create a temporary file with the case type of “AT.” Once the case is created, you will file (docket) your initial pleading and include the Civil Cover Sheet (JS-44) as an “attachment” in PDF format. It is not necessary to file a Summons, as one will be automatically issued by the Clerk’s office and e-mailed to you along with your permanent case number.

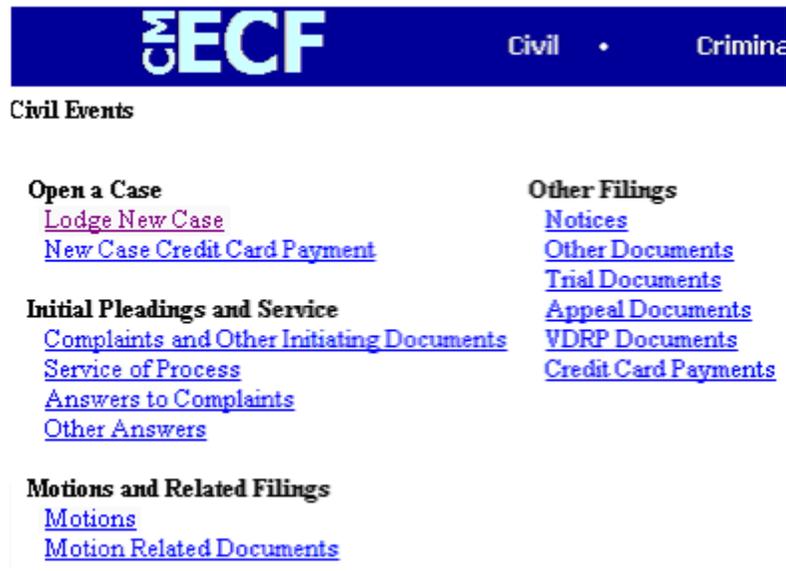
The basic steps to file a new case are as follows:

1. Select the type of document to file (see Attorney Event Menu);
2. Enter the civil cover sheet (JS-44) information;
3. Add/Create the parties in the case;
4. Receive confirmation of temporary case assignment;
5. Docket the lead event;
6. Confirm the temporary case number;
7. Select the filer of the document;
8. Select the party that the filing is against;
9. Create the attorney/party association;
10. Specify the PDF file name and location for the document to be filed;
11. Specify the attachments to the complaint;
12. Modify the docket text as necessary;
13. Submit the pleading to ECF;
14. Receive the Notice of Electronic Filing (NEF).

1. Select the type of document to file (see Attorney Event Menu)  
Select **Civil** from the blue menu bar at the top of the ECF screen.

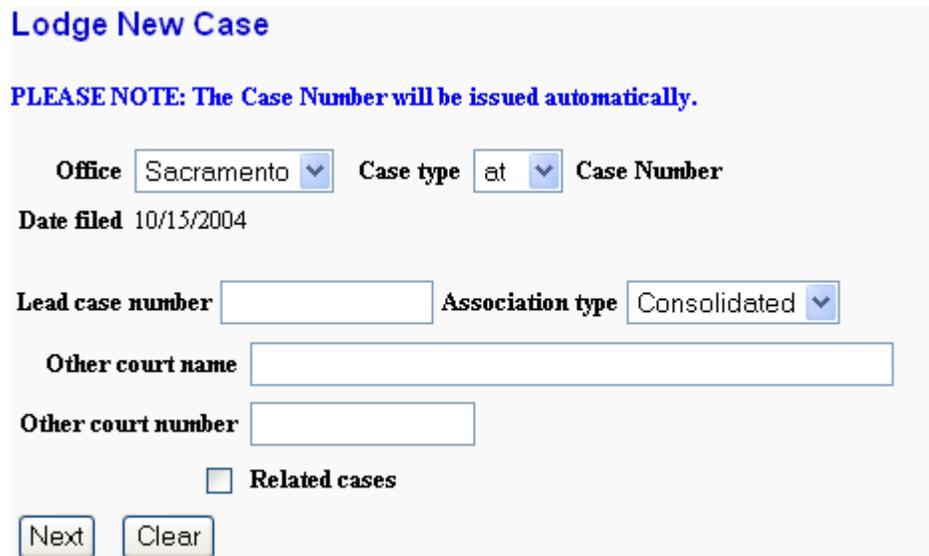


The Civil Event window opens displaying all of the events from which you may choose for your filing. Click on **Lodge New Case** under Open a Case.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation tabs for "Civil" and "Criminal". Below the header, the "Civil Events" section is displayed. It is organized into three main categories: "Open a Case", "Initial Pleadings and Service", and "Motions and Related Filings". Under "Open a Case", there are links for "Lodge New Case" and "New Case Credit Card Payment". Under "Initial Pleadings and Service", there are links for "Complaints and Other Initiating Documents", "Service of Process", "Answers to Complaints", and "Other Answers". Under "Motions and Related Filings", there are links for "Motions" and "Motion Related Documents". To the right of these categories, there is a separate section titled "Other Filings" with links for "Notices", "Other Documents", "Trial Documents", "Appeal Documents", "VDRP Documents", and "Credit Card Payments".

The **Lodge New Case** screen appears and displays initial case filing information. Select the **Office** by clicking on the pull down arrows. You must select either **Sacramento** or **Fresno**. The **Case type** field must be set at “**at**” which represents an “attorney temporary” case. **Do not select any of the other options in this field.** Enter associated case information, as needed, in the other fields. If your action is related to an existing case, click in the **Related cases** box. Click [Next].



The screenshot shows the "Lodge New Case" form. At the top, there is a blue header with the text "Lodge New Case". Below the header, there is a blue note: "PLEASE NOTE: The Case Number will be issued automatically." The form contains several fields: "Office" (a dropdown menu with "Sacramento" selected), "Case type" (a dropdown menu with "at" selected), and "Case Number" (a text input field). Below these fields, there is a "Date filed" field with the value "10/15/2004". Further down, there are "Lead case number" and "Association type" (a dropdown menu with "Consolidated" selected) fields. Below these, there are "Other court name" and "Other court number" text input fields. At the bottom of the form, there is a checkbox labeled "Related cases" which is currently unchecked. Finally, there are two buttons: "Next" and "Clear".

## 2. Enter the Civil Cover Sheet (JS-44) Information

A new screen appears and displays multiple fields to enter new case information typically found on the Civil Cover Sheet (JS-44). Select from the options displayed from the pull-down arrows or fill in the necessary fields.

**Lodge New Case**

**Jurisdiction** 3 (Federal Question)   
**Cause of action** 42:1983ed (42:1983 Civil Rights (Employment Discrimination))   
**Nature of suit** 440 (Civil Rights: Other)   
**Origin** 1 (Original Proceeding)   
**Citizenship plaintiff**   
**Citizenship defendant**   
**Jury demand** p (Plaintiff)  **Class action** n  **Demand (\$000)**   
**Arbitration code**  **County** Sacramento   
**Fee status** pd (paid)  **Fee date** 9/30/2004 **Date transfer**

**Note:** The system will verify the accuracy of combinations entered on this screen. For example, if an invalid Nature of suit and Jurisdiction combination is selected, the following screen will appear.



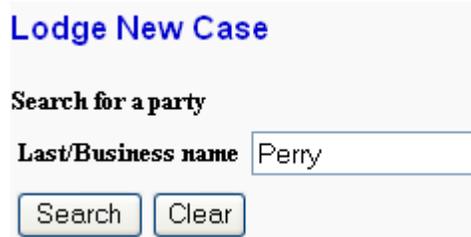
If you receive this screen, click **[OK]** and select valid combinations as indicated.

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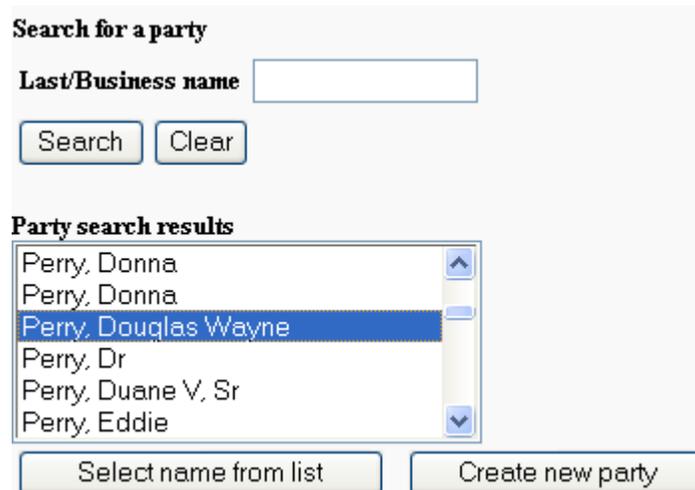
### 3. Add/Create new party

The next screen that appears is the party search screen. This screen will allow you to enter all of the parties to the case. First, you must search the ECF system for an existing name that matches your party.

- In the Last/Business name field, type the first few letters of the last name of the individual, or the business name of the party you wish to add.



After you click on the search button, the system will look for any matches to your party name entry. If a match is found, the results will display in a new window (below). Scroll down the list of names to search for the party to your case. If you find a name that matches the party to your case, highlight it and then click on the **[Select name from list]** button. If you do not find a name that matches the party to your case, click on the **[Create New Party]** button.



- The next screen that displays will allow you to enter party specific information. Enter the **Party name** (if you selected Create new party), **Generation**, **Role** and **Party text**. For a company, enter the entire company name in the Last Name field. The Generation field is an optional field for entering name generations such as “Jr., Sr., or III” when applicable. Choose the party role (ie Plaintiff, Defendant) from the pull-down list. Party text is also an optional field that can be used to enter additional descriptive party information. For example, if a company name is added, party text might be “A California corporation.” **Do not enter any other information on this screen.** Address, phone and email information should remain blank.

- To add an alias or corporate parent to the party in the case, simply click on the **[Alias]** button or the **[Corporate Parent]** button at the bottom of the screen. A new screen will display to allow you to perform another name search in the system.

**Party Information**

<b>Last name</b> Stout <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>	<b>First name</b> Ben <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>
<b>Middle name</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>	<b>Generation</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4</span>
<b>Title</b> <input type="text"/>	
<b>Role</b> Defendant (dft:pty) <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span>	<b>Pro se</b> no <input type="text"/>
<b>Prisoner Id</b> <input type="text"/>	<b>Office</b> <input type="text"/>
<b>Unit</b> <input type="text"/>	<b>Address 1</b> <input type="text"/>
<b>Address 2</b> <input type="text"/>	<b>Address 3</b> <input type="text"/>
<b>City</b> <input type="text"/>	<b>State</b> <input type="text"/> <b>Zip</b> <input type="text"/>
<b>County</b> <input type="text"/>	<b>Country</b> <input type="text"/>
<b>Phone</b> <input type="text"/>	<b>Fax</b> <input type="text"/>
<b>E-mail</b> <input type="text"/>	
<b>Party text</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6</span>	
<b>Start date</b> 10/18/2004	

Add all aliases and corporate parents before clicking the Submit button.

- When you are done entering party information, click **[Submit]**.
- Repeat the add/create new party sequence for each additional party.

When all of the plaintiffs and defendants have been entered, click on the **[End party selection]** button.

### Lodge New Case

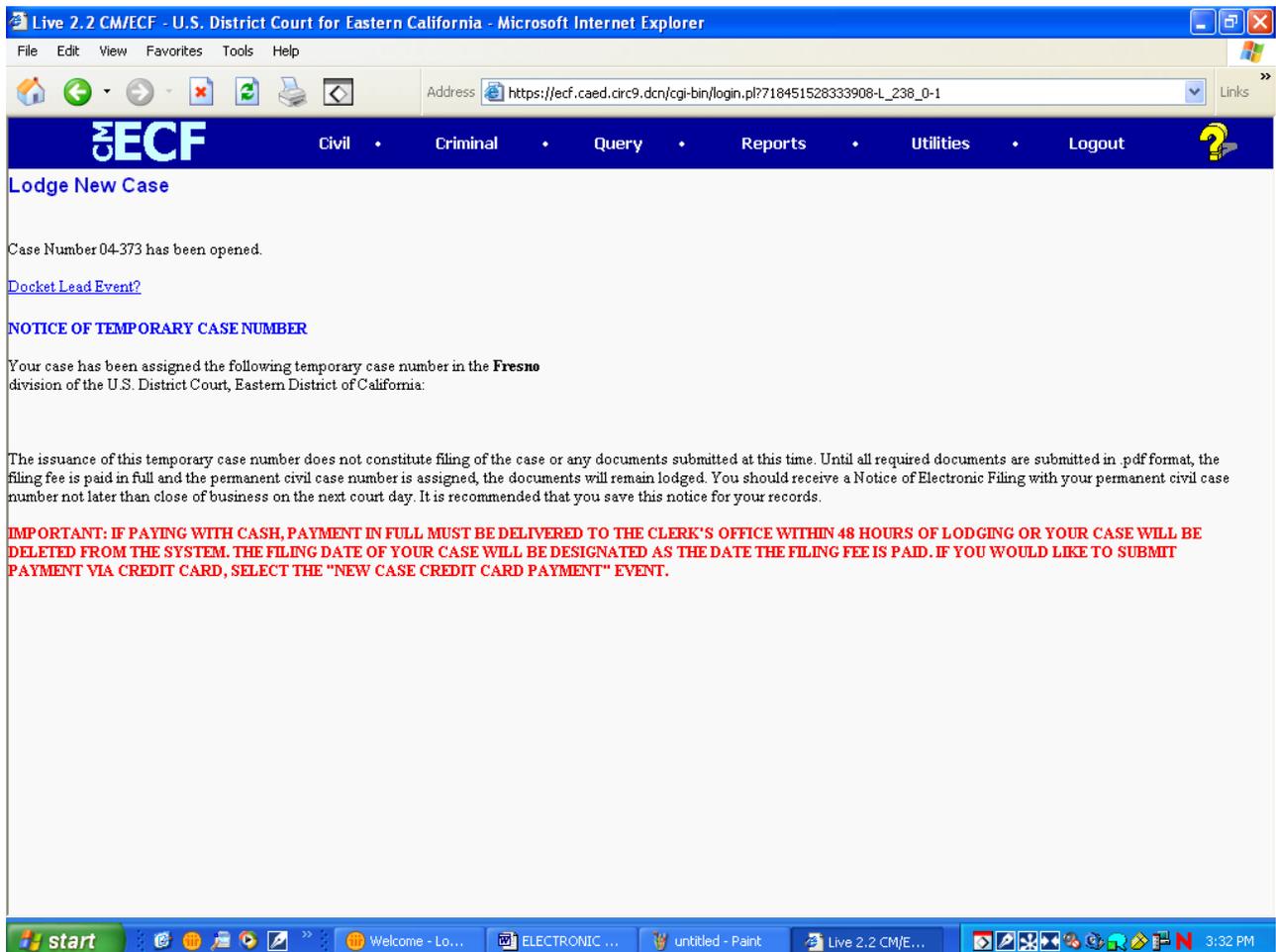
**Search for a party**

Last/Business name

#### 4. Receive confirmation of temporary case assignment

The next screen that displays is a confirmation of your temporary case assignment. Please make note of the temporary case number and read this screen carefully. Your case will not be assigned a permanent civil case number until payment, if applicable, is received. You will be notified of the new case number at that time.

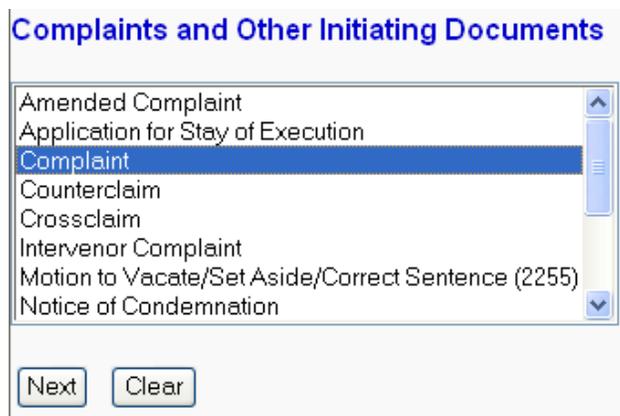
Click on the [Docket Lead Event?](#) hyperlink on this screen and proceed to Step 5.



---

## 5. Select the initiating document

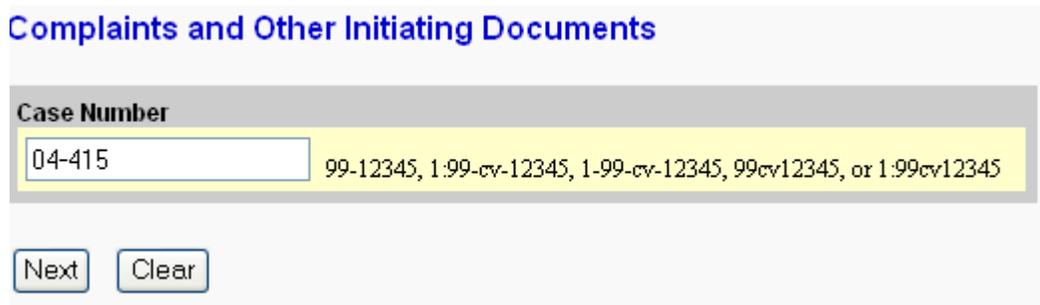
After clicking on the [Docket Lead Event?](#) hyperlink, a new screen displays that will allow you to select the complaint or other initiating document in your case. Make your selection from the options in the window and click [Next].



The screenshot shows a window titled "Complaints and Other Initiating Documents". It contains a list box with the following items: Amended Complaint, Application for Stay of Execution, Complaint (highlighted in blue), Counterclaim, Crossclaim, Intervenor Complaint, Motion to Vacate/Set Aside/Correct Sentence (2255), and Notice of Condemnation. Below the list box are two buttons: "Next" and "Clear".

## 6. Confirm the temporary case number

The next screen will prompt for the temporary case number. Your temporary case number should be automatically displayed in the case number field. If not, simply type in your assigned temporary case number in one of the formats provided as an example. Click [Next] to proceed to the next step.



The screenshot shows the same window as above, but with a highlighted "Case Number" field. The field contains the text "04-415". To the right of the field, the following text is displayed: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the field are two buttons: "Next" and "Clear".

## 7. Select the filer of the document

The parties that were added to the case in Step 3 will display in a party window on the next screen. Highlight the name of the party or parties for whom you are filing the complaint. If you represent all plaintiffs or all defendants you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

**NOTE:** If your party does not appear, click on the [Add/Create New Party](#) link and refer to the section of this manual titled **Add/Create new party**.

Click on the [Next] button after the parties have been highlighted.

### Complaints and Other Initiating Documents

[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Select the filer.

Select the Party:

Perry, Douglas Wayne [Plaintiff]  
Premier Mortgage Funding Inc [Defendant]  
Stout, Ben [Defendant]  
Taaca, Derek [Defendant]

[Add/Create New Party](#)

Next Clear

### 8. Select the party that the filing is against

This next screen prompts you to select the party or parties that this filing is against. If this is a complaint, the “against” parties will be all of the named defendants. Select the individual defendants by simultaneously holding down the Ctrl key and clicking on the name, or simply select the “All Defendants” group on the right of the screen. Click [Next] when you have completed your selections.

### Complaints and Other Initiating Documents

[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Please select the party that this filing is **against**.

Select the Party: OR

Select a Group:

Perry, Douglas Wayne [Plaintiff]  
Premier Mortgage Funding Inc [Defendant]  
Stout, Ben [Defendant]  
Taaca, Derek [Defendant]

[Add/Create New Party](#)

- No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next Clear

---

## 9. Create the attorney/party association

The next screen that displays will ask you to create the attorney/party association for the first time. The system recognizes the attorney by their login and password but has not created the association to the parties selected in Step 7. Click on the box(es) on the left to create this association and confirm that both the “**Lead**” and “**Notice**” boxes are also selected to the far right. “**Lead**” designates the selected attorney as lead counsel for the party. “**Notice**,” insures that the attorney receives Notice of Electronic Filing in the case. Click on [Next] to proceed.

### Complaints and Other Initiating Documents

[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

Douglas Wayne Perry (pty:pla) represented by Denise Davis (aty)  Lead  Notice

## 10. Specify the PDF file name and location for the document to be filed

ECF accepts the party or parties you selected and displays a new screen as depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Click on the [Browse] button.

### Complaints and Other Initiating Documents

[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

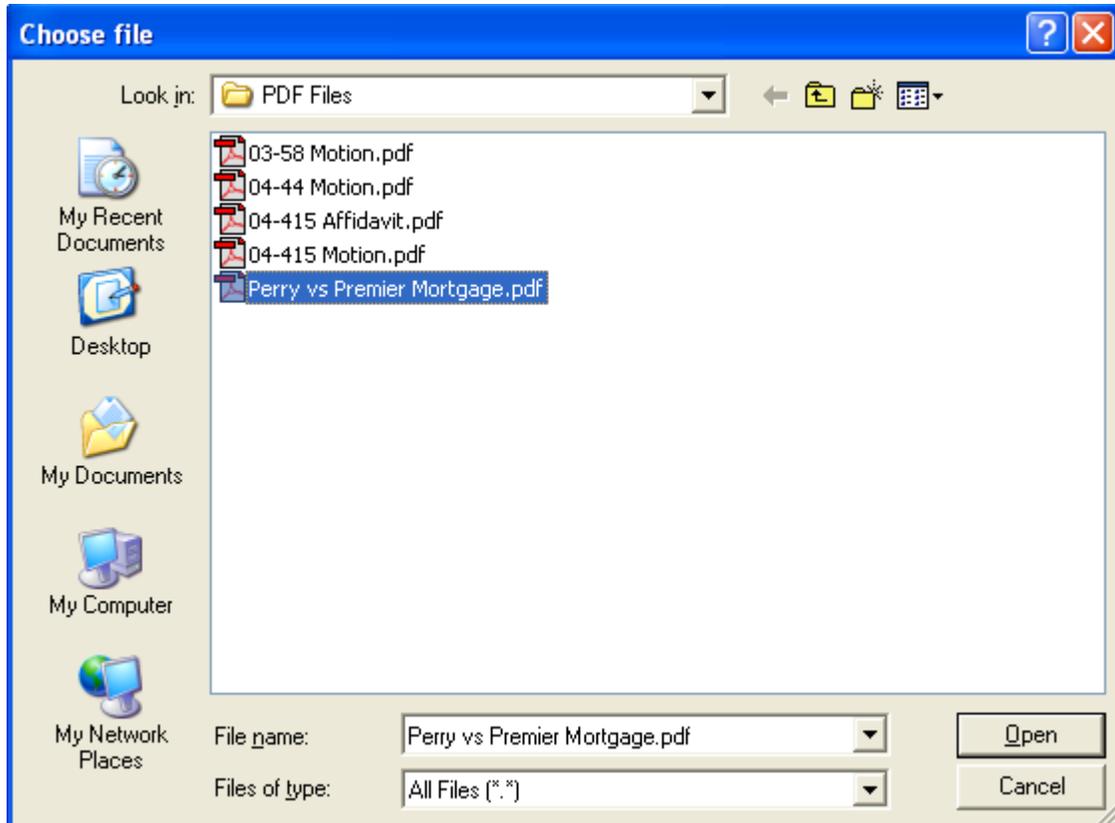
Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

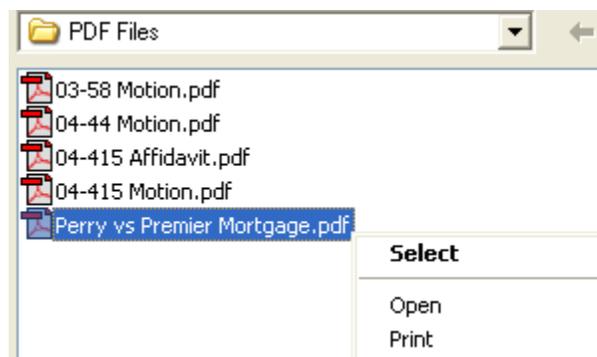
**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format with a **.pdf** extension. Otherwise, ECF will not accept the document.

ECF opens the following screen:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[Open]**. Your PDF program will launch and open the document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close your PDF program and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Complaints and Other Initiating Documents** screen.

**Complaints and Other Initiating Documents**  
[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**  
G:\CM ECF\PDF Files\Perry vs Premie

**Attachments to Document:**  No  Yes

Below the filename field is the option to include attachments to your complaint. **You must include the Civil Cover Sheet (JS-44) as an attachment to your complaint.** Other attachments include supporting documents to the complaint. Click on “**Yes**” and then **[Next]** to display a new attachments screen. Follow the procedures titled **Add Attachments to Documents Being Filed (Step 10)**.

NOTE: If you selected a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

**Complaints and Other Initiating Documents**  
[2:04-at-00567 Pre-Pak Inc v. Blue](#)

ERROR: Document is not a well-formed PDF document (no further information is available).

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Complaints and Other Initiating Documents** screen. Select and highlight the PDF file of your pleading and proceed as before.

---

## Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- When you click [OK] on the screen depicted above, ECF will return you to the PDF browse screen. You cannot proceed without attaching a PDF document.

## 11. Add attachments to the complaint

After acknowledging the need to add attachments to your complaint in the previous screen, a new **Complaints and Other Initiating Documents** screen appears.

**Complaints and Other Initiating Documents**  
[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

---

2) At your option, select a document type, enter a description and/or specify if transcript.

Type  Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Click on [**Browse**] to search for the document file name of the attachment.

- Next to the field for attachment **Type**, click on the pulldown arrow to view the available document types. The first attachment to the complaint should be the Civil Cover Sheet. For this example, choose “Civil Cover Sheet” from the displayed selection. For additional attachments, choose from the options in the pulldown screen OR leave the **Type** field blank and use the **Description** field to type a clear and concise description of the attachment.
- Click on the [**Add to list**] button.

ECF adds the selected document as an attachment to the main pleading, which is the complaint in this example. The list box expands under section 3 to display the file name of the newly attached document.

### Complaints and Other Initiating Documents

[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description
Civil Cover Sheet	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

<input type="text" value="G:\DOCS\Denise\CM ECF\PDF Files\Perry Cover Sheet.pdf"/>	<input type="button" value="Add to List"/>
<input type="text"/>	<input type="button" value="Remove from List"/>

### When attachments and exhibits are in paper format

Unless prior approval is obtained or otherwise authorized by Local Rule, all documents, including attachments and exhibits, must be filed electronically. If Attachments and exhibits that cannot be created and filed electronically and, when scanned are greater than 1.5MB in size, can be divided into smaller segments.

## 12. Modify the docket text as necessary

The next screen is called the **Docket Text** screen. This screen will allow you to do some modifications to the final text of your docket entry.

### Complaints and Other Initiating Documents

[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

**Docket Text: Modify as Appropriate.**

**COMPLAINT**  **against (Filing fee \$ 150.) , filed by Douglas Wayne Perry. (Davis, Denise)**

Click in the open text area to type additional text for the description of the pleading.

---

### 13. Submit the pleading

- Click on the [Next] button. The Final Docket Text window appears with the complete text for the docket report.
- Review the docket text for errors. If you need to modify data on a previous screen, click the [BACK] button on your browser toolbar to find the screen you wish to alter.
- Click on the [Next] button to file and docket the pleading.

#### Complaints and Other Initiating Documents

[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Docket Text: Final Text

COMPLAINT for punitive damages against all defendants filed by Douglas Wayne Perry. (Attachments: # (1) Civil Cover Sheet)(Davis, Denise)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**NOTE:** The screen depicted above contains the following warning:

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the blue ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.  
*OR*
- clicking on the Web Browser [BACK] button until *you return to the desired screen.*

### 14. Receive the Notice of Electronic Filing (NEF)

At this point, the new case is only temporary and the only attorney associated with the case, is the filing attorney. Therefore, a Notice of Electronic Filing is only sent to the filing attorney. In all transactions, **other than filing a new civil case**, ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have provided their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document *and* the Docket Sheet to verify that the pleading was properly docketed.

## Complaints and Other Initiating Documents

[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

U.S. District Court

Eastern District of California - Live System

Notice of Electronic Filing

The following transaction was received from Denise Davis entered on 10/12/2004 at 2:45 PM PDT and filed on 10/12/2004

**Case Name:** Perry v. Premier Mortgage Funding Inc et al

**Case Number:** [2:04-at-415](#)

**Filer:** Douglas Wayne Perry

**Document Number:** [2](#)

### Docket Text:

COMPLAINT for punitive damages against all defendants (Filing fee \$ 150) , filed by Douglas Wayne Perry. (Attachments: # (1) Civil Cover Sheet)(Davis,Denise)

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

**Document description:**Main Document

**Original filename:**n/a

### Electronic document Stamp:

[STAMP dcecfStamp\_ID=1064943537 [Date=10/12/2004] [FileNumber=44-0] [b156d509dfce69b7e8b2ca26fc7134f650ee2403b3da4eae96a278cb200676ec002fb54478cb1f7c097dfc215c6e526a7bb38d52f9e5e6a1585d06185d0e0d40]]

**Document description:**Civil Cover Sheet

**Original filename:**n/a

### Electronic document Stamp:

[STAMP dcecfStamp\_ID=1064943537 [Date=10/12/2004] [FileNumber=44-1] [211cfc4603902b65d5e2ee56d92583626fce0821f68499f74961afb85adfeb6cc162a859e92d72730748ba2259aae2a5cd36963addb5d8cca4ad10fcef6d9bac]]

**2:04-at-415 Notice will be electronically mailed to:**

The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the responsibility of the **filer** to serve hard copies of the pleading *and* Notice of Electronic Filing to attorneys and pro se parties who are not set up for electronic notification.

- Select [**Print**] on the Internet browser toolbar to print the document receipt.
- Select [**File**] on the Internet browser menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on your computer's hard drive.

**Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

---

## Submitting payment via credit card

The ECF system offers the convenient option of paying filing fees via credit card. The [New Case Credit Card Payment](#) option under **Open a Case** is specifically for paying the new case filing fee. The [Credit Card Payments](#) option under **Other Filings** will allow you to submit payment for all other filing fees. This section describes the process for submitting a new case credit card payment, however the same process applies to both options.

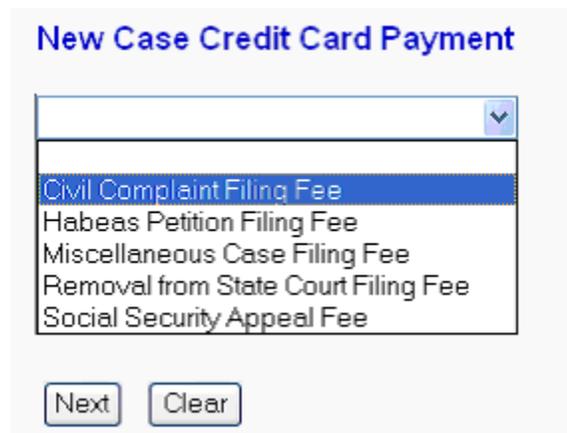
### 1. Select the type of fee

Select Civil from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. Click on [New Case Credit Card Payment](#) under **Open a Case**.



### 2. Select the type of new case

The next screen that displays provides options for the type of new case filing fee you are paying. Make your selection and click on **[Next]**.



**3. Enter the case in which you are submitting payment**

A new screen displays with a Case Number field. Enter the case number and click [Next]. If you just completed the process of lodging a new case, enter the temporary case number in this field.

**New Case Credit Card Payment**

**Case Number**  
 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

**4. Confirm the case title**

The ECF system will display a screen to include the case title that corresponds to the case number entered on the previous screen. Confirm the case title and click [Next].

**New Case Credit Card Payment**

[2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al](#)

**5. Enter Credit Card Information**

There are two screens that require your credit card information. On this screen, enter the type of card, the name as it appears on the card, a telephone number and the credit card number. The amount of the filing fee for which you are paying is displayed at the top of the screen next to the type of payment. Be sure to check the accuracy of the information you entered and then click on [Next].

**New Case Credit Card Payment**  
[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)  
**Credit Card Payment Information - Civil Complaint Filing Fee - \$150.00**  
(Please type VISA, MasterCard, Novus, Discover, American Express or Diners Club)  
Type of Credit Card:   
Name as it appears on Credit Card:   
Contact Telephone Number:   
Credit Card Number:

---

The next screen is the final credit card information screen. Enter the expiration date of your credit card in the format provided. If you are using a MasterCard, enter the 3-digit security code in the last field on the screen. Click **[Next]** .

**New Case Credit Card Payment**  
[2:04-at-00415 Perry v. Premier Mortgage Funding Inc et al](#)

**Credit Card Payment Information continued - Civil Complaint Filing Fee - \$150.00**

Expiration Date in mm/dd/yy or mm/yy format:

---

(If MasterCard, please type 3-digit security code)  
MasterCard Security Code:

---

The next several screens that display provides security information as well as confirmation of the credit card data you entered. In order to secure your credit card information, you will not receive e-mail confirmation of this transaction. The last screen that displays is a Notice of Electronic Filing, however, no parties will be notified of your transaction. Once the Clerk's office authorizes payment, a receipt will be issued and you will receive electronic notification.

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## Filing Documents for Civil Cases

There are ten basic steps involved in filing a civil document:

1. Select the type of document to file (see Attorney Event Menu);
2. Enter the case number in which the document is to be filed;
3. Designate the party(s) filing the document;
4. Specify the PDF file name and location for the document to be filed;
5. Add Attachments;
6. Link documents (not an option in all filings);
7. Set a Hearing (Motions only);
8. Modify the docket text, as necessary;
9. Submit the pleading to ECF;
10. Receive Notice of Electronic Filing (NEF);

After successfully logging into ECF, follow these steps to file a pleading.

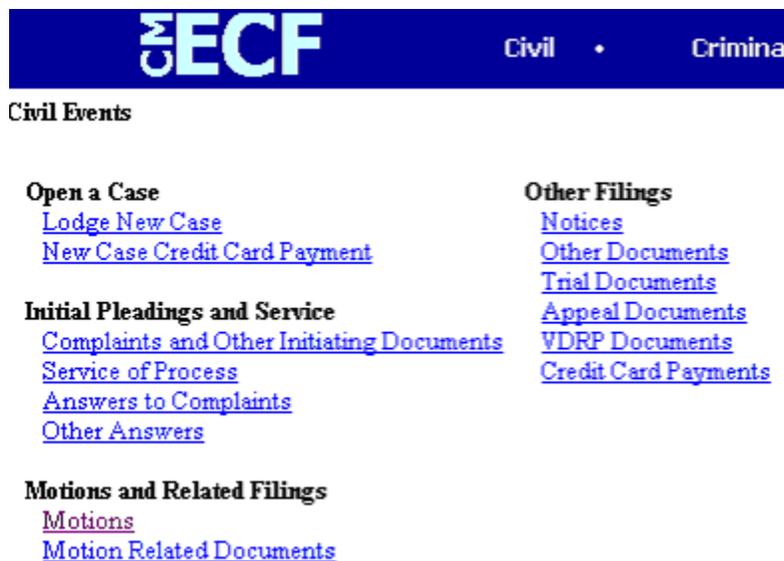
### 1. Select the type of document to file

*This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other pleadings in ECF.*

Select Civil from the blue menu bar at the top of the ECF screen.



The Civil Event window opens displaying all of the events from which you may choose for your filing. Click on Motions, under **Motions and Related Filings**.



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion you wish to file and click on **[Next]**.

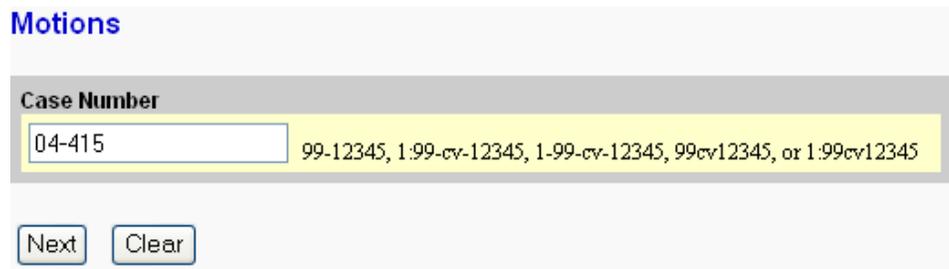


The screenshot shows a window titled "Motions" with a scrollable list of motion types. The list includes: Joinder, Judgment, Miscellaneous Relief, Mistrial, More Definite Statement (highlighted in blue), New Trial, Permanent Injunction, and Preliminary Injunction. Below the list are two buttons: "Next" and "Clear".

NOTE: To select multiple motions, press and hold down the control key, and click on the appropriate motions.

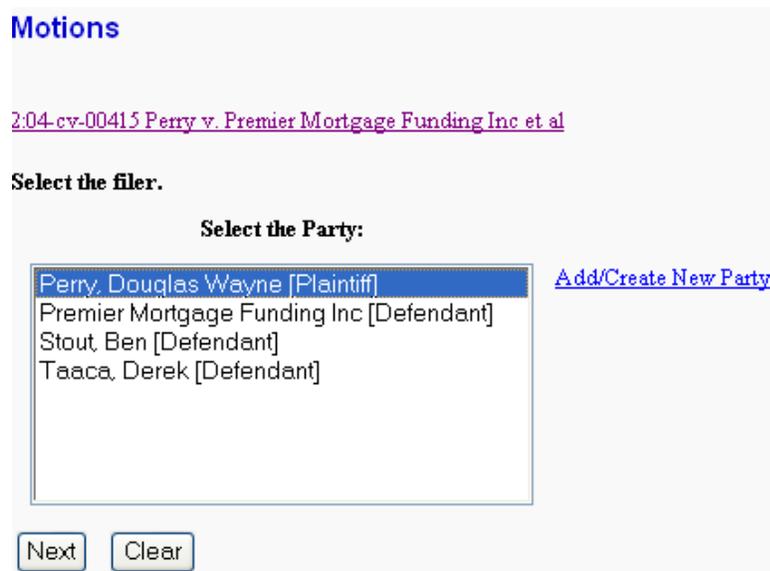
## 2. Enter the case number in which the document is to be filed

A new **Motions** screen opens with a **Case Number** field. The system provides several examples of the correct case number format. Enter the number of the case for which you are filing a motion and click on **[Next]**.



The screenshot shows a window titled "Motions" with a "Case Number" field. The field contains "04-415" and is highlighted in yellow. To the right of the field, several case number formats are listed: "99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345". Below the field are two buttons: "Next" and "Clear".

## 3. Designate the party(s) filing the document



The screenshot shows a window titled "Motions" with a case number "2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al" displayed in purple. Below this, it says "Select the filer." and "Select the Party:". A list of parties is shown in a scrollable box: "Perry, Douglas Wayne [Plaintiff]" (highlighted in blue), "Premier Mortgage Funding Inc [Defendant]", "Stout, Ben [Defendant]", and "Taaca, Derek [Defendant]". To the right of the list is a link: "[Add/Create New Party](#)". Below the list are two buttons: "Next" and "Clear".

---

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group. After highlighting the parties to the motion, click on the **[Next]** button.

**Note:** If your party does not appear, see the section of this manual titled **Add/Create Parties** on Page 18.

#### 4. Specify the PDF file name and location for the document to be filed

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- Click on the **[Browse]** button.

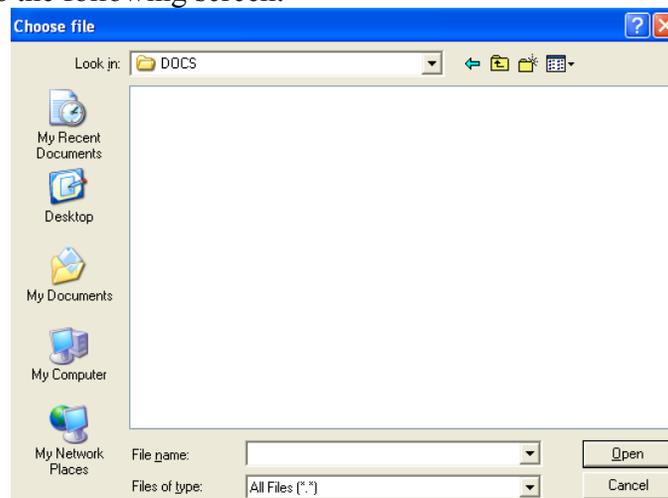
**Motions**  
[2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

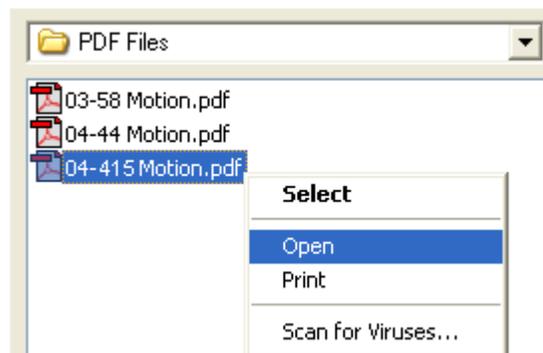
**Attachments to Document:**  No  Yes

ECF opens the following screen:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[Open]**. Your PDF program will launch and open the document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

**Motions**  
[2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**  
G:\DOCS\PDF Files\04-415 Motion.pdf

**Attachments to Document:**  No  Yes

Below the filename field is the option to include attachments to your motion. Attachments are supporting documents, ie Memorandum in Support of Motion, Statement of Facts, etc.

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Step 8, “**Modifying Docket Text,**” to proceed with your filing.
- If you have Attachments to your motion, click on the  **Yes** button on the screen depicted on the previous page. Click **[Next]** and proceed to the next step.

## 5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

### Motions

[2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al](#)

#### Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

2) At your option, select a document type, enter a description and/or specify if transcript.

**Type**

**Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on **[Browse]** to search for the document filename of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection OR leave the **Type** field blank and use the Description field to type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. The list box expands under section 3 to display the file name of the newly attached document (see next page).

## Motions

[2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al](#)

### Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description
Affidavit	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

<input type="text" value="G:\DOCS\Denise\CM ECF\PDF Files\04-415 Affidavit.pdf"/>	<input type="button" value="Add to List"/>
	<input type="button" value="Remove from List"/>

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

## 6. Link Documents (not all events)

Some pleadings such as Affidavits will provide you with the option to reference a document previously filed in the case. The following screen will display to allow you to choose the option to reference a document. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” and click **[Next]**. An “event” in CM/ECF is anything that has been filed in a case.

[2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al](#)

**Refer to existing event(s)?**

Filed  to

Documents  to

Once the list of previously filed documents displays, follow these steps:

- Scroll through the list of pre-existing documents and click on each that apply.
- Scroll down and click on **[Next]** when you are done selecting the documents.

---

## 7. Set a Hearing

Most of the motion events will include the option to set a hearing before the judge. If your motion will be heard before a judge, you must obtain a motion hearing date from the courtroom deputy prior to noticing your motion. Enter the date and time in the fields provided, and click on AM or PM. Select the location that corresponds to the judge before whom your motion will be heard.

**Motions**  
[2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Local Rule 78-230 requires that all motions, except those filed in a case in which a party is incarcerated, be set for hearing before the assigned judge or magistrate judge. In the event a hearing is not required, such as in a prisoner or social security case, this screen may be bypassed.

---

**Motion Hearing**

Date:  Time:   AM  PM

Location:  Judge:

### When attachments and exhibits are in paper format

Unless prior approval is obtained or otherwise authorized by Local Rule, all documents, including attachments and exhibits, must be filed electronically. If Attachments and exhibits that cannot be created and filed electronically and, when scanned are greater than 1.5MB in size, can be divided into smaller segments.

## 8. Modify docket text

### Motions

[2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al](#)

**Docket Text: Modify as Appropriate.**

MOTION for More Definite Statement  by Douglas Wayne Perry. Motion Hearing set for 10/25/2004 at 09:00 AM in Courtroom 4 (LKK) before Senior Judge Lawrence K. Karlton. (Davis, Denise)

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

## Motions

[2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Docket Text: Modify as Appropriate.

▼ MOTION for More Definite Statement by Douglas Wayne Perry. Motion Hearing set for 10/25/2004 at 09:00 AM in Courtroom 4 (LKK) before Senior Judge Lawrence K. Karlton. (Davis, Denise)

- First Amended
- Second Amended
- Third Amended
- Cross
- Ex Parte
- Joint
- Proposed
- Supplemental

Click in the open text area to type additional text for the description of the pleading.

## 9. Submit the pleading

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the Internet browser toolbar to find the screen you wish to alter.

## Motions

[2:04-cv-00415 Perry v. Premier Mortgage Funding Inc et al](#)

Docket Text: Final Text

First Amended MOTION for More Definite Statement by Douglas Wayne Perry. Motion Hearing set for 10/25/2004 at 09:00 AM in Courtroom 4 (LKK) before Senior Judge Lawrence K. Karlton. (Davis, Denise)

**Attention!!** Pressing the **NEXT** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

- Click on the **[Next]** button to file and docket the pleading.

**Note:** The screen depicted above contains the following warning.

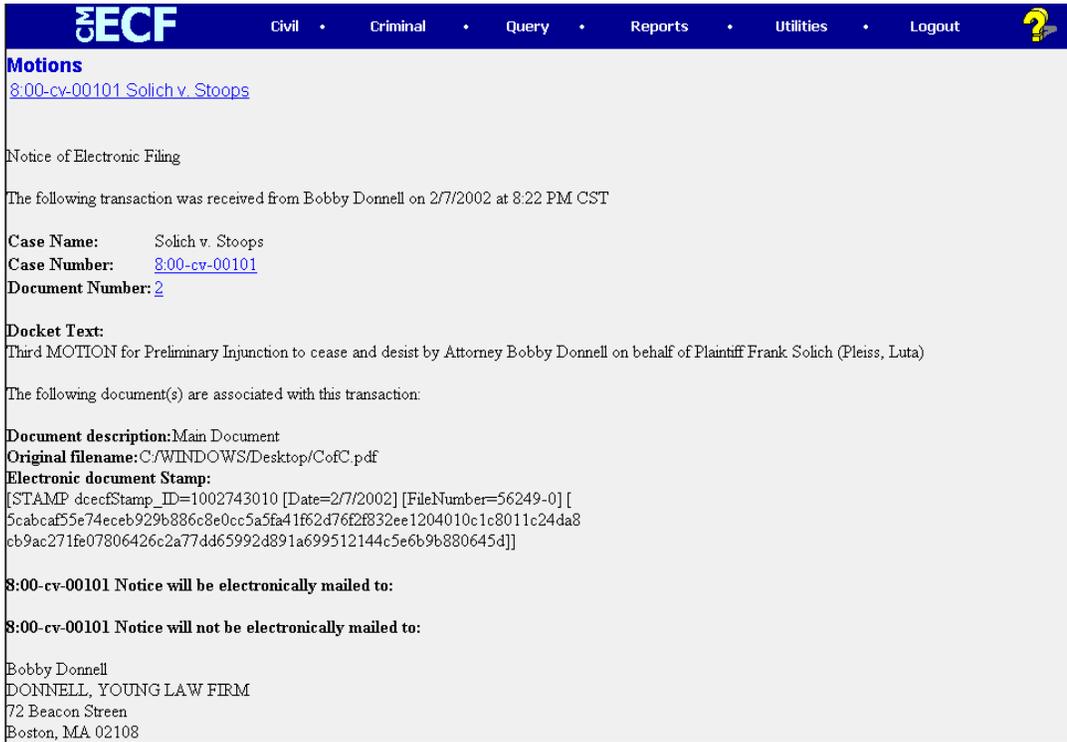
**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the blue ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Internet browser **[Back]** button until *you return to the desired screen*.

## 10. Receive the notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt. This screen provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. For future reference, please note this number on the document's PDF file. Scroll down to view the entire screen.



The screenshot shows the ECF Motions window. The header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The main content area displays the following information:

**Motions**  
[8:00-cv-00101 Solich v. Stoops](#)

Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

**Case Name:** Solich v. Stoops  
**Case Number:** [8:00-cv-00101](#)  
**Document Number:** [2](#)

**Docket Text:**  
Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

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

**Document description:** Main Document  
**Original filename:** C:/WINDOWS/Desktop/CofC.pdf  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabca55e74eceb929b886c8e0cc5a5fa41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]

**8:00-cv-00101 Notice will be electronically mailed to:**

**8:00-cv-00101 Notice will not be electronically mailed to:**

Bobby Donnell  
DONNELL, YOUNG LAW FIRM  
72 Beacon Street  
Boston, MA 02108

### E-Mail Notification of Documents That Were Filed

ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have provided their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document *and* the Docket Sheet to verify that the pleading was properly docketed. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the responsibility of the ***filer*** to serve hard copies of the pleading *and* Notice of Electronic Filing to attorneys and pro se parties who are not set up for electronic notification.

- Select [**Print**] on the Internet browser toolbar to print the document receipt.
- Select [**File**] on the Internet browser menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on your computer's hard drive.

**Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

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## Criminal Events Feature

### Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal document:

1. Select the type of document to file (see Attorney Event Menu);
2. Enter the case number in which the document is to be filed;
1. Designate the defendant(s) that the filing relates to;
2. Designate the party(s) filing the document;
3. Select the type of motion;
6. Specify the PDF file name and location for the document to be filed;
7. Add attachments, if any, to the document being filed;
8. Modify docket text as necessary;
9. Submit the pleading to ECF;
10. Receive the Notice of Electronic Filing (NEF)

The process for filing a criminal document is very similar to filing a civil document with the exception of a few additional party screens. In this section, Steps 1 through 5 are outlined in detail while the remaining steps reference the corresponding civil procedure.

After successfully logging into ECF, follow these steps to file a pleading.

#### 1. Select the type of document to file

*This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other criminal pleadings in ECF.*

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing.



Click on **Motions**, under **Motions and Related Filings**



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**2. Enter the case number in which the document is to be filed.**

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

**Motions**

Case Number

02-100 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345

Next Clear

**3. Designate the defendant(s) that the filing relates to.**

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on **[Next]**.

**ECF** Civil • Criminal

**Motions**

*Make appropriate selections*

2:04-cr-00104-DFL-1 - Fausto Eduardo Castan-Castan

2:04-cr-00104-DFL-2 - Richard Witt

2:04-cr-00104-DFL-3 - Roberto Orantes

2:04-cr-00104-DFL-4 - Mark Steven Erckert

All defendants

Next Clear

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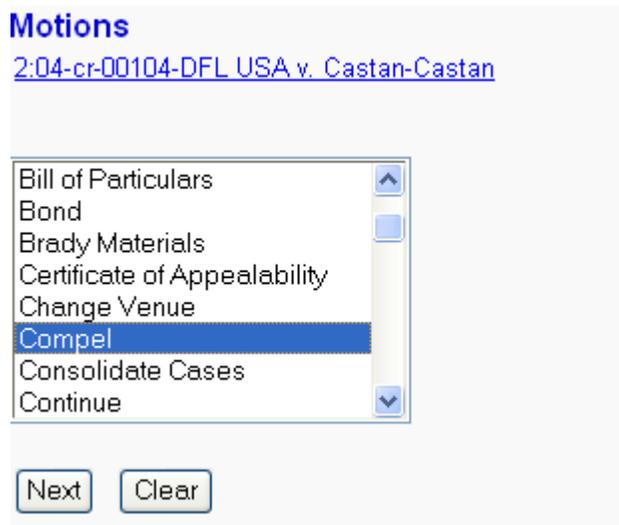
#### 4. Designate the party(s) filing the document

Highlight the name of the party or parties filing the motion and click [Next].



The screenshot shows a web interface titled "Motions" with a blue header. Below the header is a link "2:04-cr-00104-DFL USA v. Castan-Castan". The main instruction is "Select the filer." followed by "Select the Party:". A scrollable list box contains the following options: "USA [Plaintiff]" (highlighted in blue), "Castan-Castan, Fausto Eduardo (1) [Defendant]", "Witt, Richard (2) [Defendant]", "Orantes, Roberto (3) [Defendant]", and "Erckert, Mark Steven (4) [Defendant]". At the bottom of the list box are "Next" and "Clear" buttons.

#### 5. Select the type of motion



The screenshot shows a web interface titled "Motions" with a blue header. Below the header is a link "2:04-cr-00104-DFL USA v. Castan-Castan". A scrollable list box contains the following options: "Bill of Particulars", "Bond", "Brady Materials", "Certificate of Appealability", "Change Venue", "Compel" (highlighted in blue), "Consolidate Cases", and "Continue". At the bottom of the list box are "Next" and "Clear" buttons.

NOTE: To select multiple motions, press and hold down the control key, and click on the appropriate motions.

The following steps are identical to those previously explained in the **Filing Documents for Civil Cases** procedures beginning on page 29. Please refer to that section for detailed instructions.

6. **Specify the PDF file name and location for the document to be filed.**
7. **Add attachments to documents being filed.**
8. **Modify docket text.**
9. **Submit the pleading.**
10. **Receive the Notice of Electronic Filing (NEF).**

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## Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the blue menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

**Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.07 per page to access documents, docket sheets, etc. from ECF.

ECF opens a Query data entry screen that allows you to enter a specific case number that you would like to query. You may also query the ECF database by the name of the party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which you may select the correct name. If the person is a party to more than one case, ECF will open a screen listing all of the cases.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for this type of query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time."

After entering your search criteria, click on [**Run Query**] to view additional case specific options. The following paragraphs describe several of the available case-specific query options.

### **Attorney**

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

### **Case Summary**

Provides a summary of current case-specific information as represented below.

### **Deadlines/Hearings**

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen depicted on the next page.

After the window opens, click on a document number in the left column to display the actual Scheduling Order for the conference or hearing. If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

---

## Docket Report

When you select **Docket Report**, ECF opens the Docket Sheet screen as depicted below.

**Docket Sheet**

**Case Number**  
2:04-cv-00500-FCD-KJM Wright v. Runnels

**Filed**  to   
 **Entered**

**Documents**  to

Include private entries  
 Include terminated parties  
 Include links to notices of electronic filing  
 Include list of parties and counsel  
 Include list of member cases

**Sort by** Oldest date first ▼

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a new window.

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

## History/Documents

This selection queries the database for case event history and documents associated with the case. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also provides the option of displaying the docket text for all documents in the case and viewing the associated PDF file.

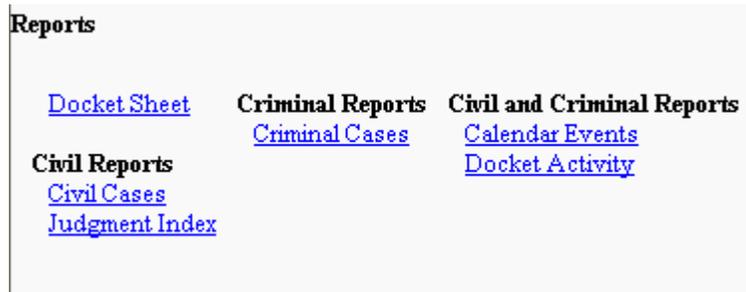
## Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

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## Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the blue menu bar, ECF opens the **Reports** screen depicted below.

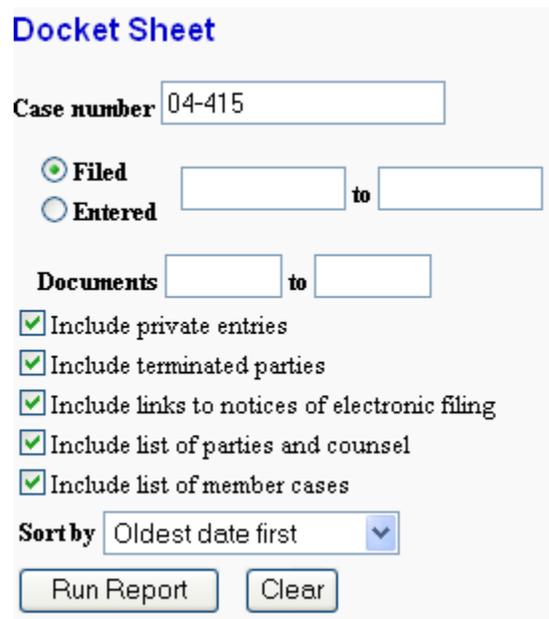


ECF will prompt you to login to PACER when you select any of the reports except the Court Calendar Events. You may view the calendar events without logging into PACER.

### Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.



The screenshot shows a query window titled "Docket Sheet". It contains the following fields and options:

- Case number:** A text input field containing "04-415".
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered". To the right are two empty text input fields separated by the word "to".
- Documents:** Two empty text input fields separated by the word "to".
- Checkboxes:** Five checked checkboxes: "Include private entries", "Include terminated parties", "Include links to notices of electronic filing", "Include list of parties and counsel", and "Include list of member cases".
- Sort by:** A dropdown menu currently set to "Oldest date first".
- Buttons:** "Run Report" and "Clear".

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (previous page).

---

## Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted on the next screen.

**Civil Cases Report**

<b>Office</b>	<input type="text" value="Fresno"/> <input type="text" value="Sacramento"/>	<b>Case type</b>	<input type="text" value="Civil"/> <input type="text" value="Miscellaneous"/>	<b>Nature of suit</b>	<input type="text" value="0 (zero)"/> <input type="text" value="110 (Insurance)"/>
<b>Judge</b>	<input type="text" value="Bay, Richard"/> <input type="text" value="Beck, Dennis L."/>	<b>Case flags</b>	<input type="text" value="2255"/> <input type="text" value="APPEAL"/>	<b>Cause</b>	<input type="text" value="0 (No cause code entered)"/> <input type="text" value="00:0000 (00:0000 Cause Code U...)"/>

Filed  to   
Entered  to   
Closed  to

Terminal digit(s)  2, 4-7  Open cases  Closed cases

Sort by

Output Format  Formatted Display  Data Only

Enter the range of case filing dates for your report and select a **Nature of Suit** or **Cause** code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. Click **[Run Report]** to view the report. If you click on a particular case number on the report, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

## Judgment Index

The Judgment Index report will allow you to search the ECF system for judgments entered during a date range, against a specific party, or in a specific case. When you click on the **Judgment Index** hyperlink, ECF displays a query screen for you to select search criteria. Click on **[Run Report]** to see the judgment information that matches your criteria.

---

## Criminal Cases Report

The Criminal Cases report provides similar query options as the Civil Cases report. You can query the ECF database to locate cases electronically filed within a specific date range, or status of defendant such as terminated, pending or fugitive. When you click on the [Criminal Cases](#) hyperlink, ECF displays a query screen similar to the one depicted on under the Civil Cases Report. Refer to the instructions on the previous page to run the report and review its contents.

## Calendar Events Report

The Calendar Events report allows you to query the ECF database for scheduled hearings for a specific date by selecting a case, a judge, or a hearing type. When you click on the Calendar Events Report hyperlink, ECF displays a query screen. Enter your search criteria and click on [Run Report] to display the information based on your selections.

## Utilities Feature

The Utilities feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.

### Maintain Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF. Click on the [Maintain Your Account](#) hyperlink to open the Maintain User Account information screen. This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status.

When you click on the [E-mail information] button the following screen displays.

E-mail information for Attorney

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

**Format notices**  html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

---

ECF will E-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. The primary E-mail address that all ECF notices should be sent is entered in the first window. Additional addresses of individuals that you wish ECF to notify regarding new case pleadings and documents can also be added by performing the following steps:

- From the screen depicted above, enter a check mark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.
- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.

ECF provides the option of notifying you when documents are filed in cases that you are not associated with. To receive notice, click on the box to the left of the line that reads “**Send notices in these additional cases**” and type the case number(s) in the field provided.

Stipulate the format of the ECF notices by selecting your choice, either html or text format, from the bottom of the screen.

If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to the **Maintain User Account** screen.

To edit or view login information about your account, select the button labeled **More user information**, from the **Maintain User Account** screen. ECF opens a screen that displays user login information and allows you to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type.

When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]**. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

## **View Your Transaction Log**

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log.
- no unauthorized individuals have entered transactions into ECF using your login name and password.

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria.

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## Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. The **Mailings** hyperlink opens a new screen for making or requesting mailings from ECF. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.

## Additional Information Regarding ECF

### Sealed Documents

To file a document under seal, an application or motion must be filed electronically. This applies even in those situations where federal law requires the sealing of the document. A proposed order must be filed electronically along with the application or motion, unless the attorney believes both a public and nonpublic order should issue, in which case the attorney may present the nonpublic version of the order in paper format to the Clerk. If the application to file a document under seal is granted, an electronic order will be entered authorizing the filing of the document under seal. Sealed documents will be scanned by the Clerk's Office and maintained on a part of the server that limits access only to authorized individuals.

## Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.



Click on the **Logout** hyperlink from the ECF blue menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted on page 11 of this manual.