

ELECTRONIC CASE FILING

CM / ECF



USER'S MANUAL

WESTERN DISTRICT OF ARKANSAS

AUGUST 2005
Version 1.0

TABLE OF CONTENTS

GETTING STARTED	4
Introduction.....	4
Help Desk	4
User’s Manual.....	4
REQUIREMENTS	5
Hardware and Software	5
Pacer Registration	6
REGISTERING FOR ACCESS TO ECF	6
Viewing the Transaction Log.....	7
PREPARATION	7
Setting up PDF Reader	7
Portable Document Format	7
How to Convert a Document to PDF Format	7
PDF Document Requirements.....	10
BASICS	10
User Interactions	10
Documents Filed in Error	11
A STEP-BY-STEP GUIDE	12
How to Access the System	12
ECF/PACER Login.....	13
Selecting ECF Features	14
Manipulating the Screens	15
Correcting a Mistake	15
CIVIL EVENTS FEATURE	16
Filing a Civil Complaint	16
Entry of Appearance by Counsel	17
Filing a Motion.....	17
E-Mail Notification of Documents Filed	27
Linking Documents	28
CRIMINAL EVENTS FEATURE	29
Filing Documents	29
E-Mail Notification of Documents Filed	38
Linking Documents.....	39

QUERY FEATURE	40
REPORTS FEATURE	44
UTILITIES FEATURE	47
Maintain Your Account	47
View Your Transaction Log	50
Review Billing History	51
Miscellaneous	52
LOGOUT	52

- Appendix A - Electronic Case Filing Registration Form
- Appendix B - Declaration That Party was Unable to File in a Timely Manner
- Appendix C - Notice of Appearance
- Appendix D - Civil Events List
- Appendix E - Criminal Events List

Electronic Case Files System

Attorney User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Case Files (ECF) system to file documents with the court, and to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet browsers and Portable Document Format (PDF) software.

Help Desk

For Assistance using ECF, contact the court's Help Desk, Monday through Friday, from 8:30 am - 4:30 pm at **1-866-540-5066** or anytime at our e-mail address of **CMECFinfo@arwd.uscourts.gov**

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.arwd.uscourts.gov. The manual's format is suitable for placement in a notebook and offers tab options.

Requirements

Hardware and Software Specifications

The minimum hardware and software specifications to electronically file, view, and retrieve case documents are as follows:

REQUIRED	RECOMMENDED
A Windows or Macintosh based personal computer	Pentium PC or Mac G3 with 256 MB RAM or higher
Internet Access	Access speed of 56K or higher
A browser, such as Internet Explorer, Netscape or Firefox	Internet Explorer 5.5 or higher, Netscape 4.79 or higher, Firefox 1.0 or higher
(BROWSER MUST BE JavaScript- ENABLED)	
Adobe Acrobat Writer or software capable of creating PDF files	Adobe Acrobat Writer 5.0 or higher (visit www.pdfstore.com for alternative software)
PDF compatible Word Processor	WordPerfect 6 or higher, Microsoft Word, Open Office
	A scanner, if filing documents that are not in your word processor
A PACER account is required for viewing some case information or PDF documents.	
PDF creation is only required if <u>filing</u> - For viewing only, Acrobat READER will suffice (a free download). Visit http://www.adobe.com	

PACER Registration

ECF users must have a PACER account to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center at 1-800-676-6856 or 1-210-301-6440 to establish an account. You may also register for PACER online at www.pacer.psc.uscourts.gov.

Registering for Access to ECF

Participants must register with the court to receive a login and password for the ECF system. Registration forms can be obtained on our web site at www.arwd.uscourts.gov or by calling the court at 479-783-6833 or 1-866-540-5066 (toll-free).

Completed registration forms should be **submitted online** or mailed to:

*U. S. District Clerk
Attn: ECF Attorney Registration
P. O. Box 1547
Fort Smith, AR 72902*

After an account has been established, the participant(s) will be issued a login and password.

Registered users can visit a training version of the system on the Internet at <https://ecf-train.arwd.uscourts.gov> to practice ECF activities and to check the ECF training schedule. We strongly recommend that registered users obtain ECF training or practice in the “training” ECF database BEFORE filing documents in the “live” ECF database.

Viewing the Transaction Log

Viewing the transaction log from the **Utilities** Menu allows for the review of 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 **1-866-540-5066** as soon as possible. See page 51 for instructions on viewing the log.

Preparation

Setting Up the Acrobat PDF Reader

To view documents that have been electronically filed on the system, users must install Adobe Reader. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's instructions to use Adobe Reader after installation.

Portable Document Format (PDF)

Only PDF documents may be filed with the court using the ECF system. Before sending a document to the court, users should preview the PDF-FORMATTED document to ensure it appears in its entirety and in the proper format.

How to Convert a Document to PDF Format

All documents **MUST** be converted to PDF format **BEFORE** filing them with the court's ECF system. The conversion process requires software such as Adobe Acrobat versions 4.0 or higher. There are various software applications capable of PDF

conversion. WordPerfect 9 and higher have the PDF conversion capability built into the software.

For WordPerfect:

Version 6.1 to 9

- 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 **print driver** -- the name varies, depending upon your PDF creation software.

Examples:

<i>If your PDF software is...</i>	<i>the print driver is...</i>
Adobe Acrobat Writer, version 5	Acrobat PDFWriter
Adobe Acrobat Writer, version 6 or 7	Adobe PDF
PDF995	PDF995

- “Print” the file. The file will not actually print out, but 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.
- 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.

Version 9 or higher -- 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.

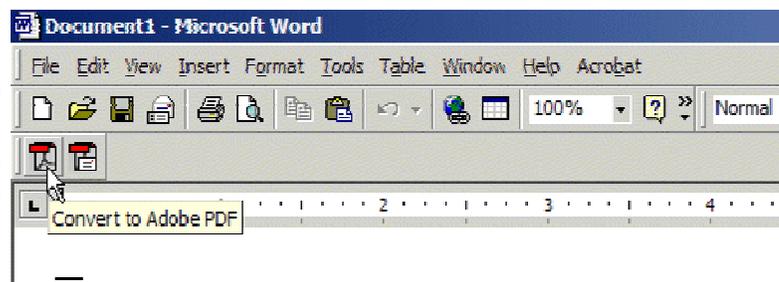
Note: Usually, your PDF will be smaller -- and sometimes more accurate -- if you use a third-party “printer driver” as outlined in the previous section. WordPerfect’s built-in PDF capability should only be used if no other PDF option exists. WordPerfect 12 is somewhat better, but WordPerfect 9 is not recommended.

Other word processing programs:

Most wordprocessors do not have built-in PDF printing capability. Instead, they rely upon your PDF creation software (refer to the document entitled “*PDF Overview*” on our website).

To convert your document to PDF, the steps will be very similar -- if not identical -- to those listed above for WordPerfect **Version 6.1 to 9**.

Note: *Some PDF software programs will add shortcut buttons (or “macros”) to your existing wordprocessor toolbar. This example shows buttons added to Microsoft Word when Adobe Acrobat Writer (version 5) is installed:*



PDF Document Requirements

Documents converted from any word processing program must:

- Comply with PDF format 1.3 through 1.6
[e.g., Adobe Acrobat version 4 produces PDF 1.3 format, while Acrobat version 7 produces 1.6 format; WordPerfect 12 produces 1.4 format]
- Not contain security settings (or have all security settings deactivated)
- Have all fonts, including the “base 14 fonts,” embedded

Scanned documents must:

- Use at least 200-300 dpi for scanning
- Set image type to *black and white* bitmap, *text* (image only), or *line art*
[Use black & white, unless color content is **essential** to the document -- graphs, charts, photos, etc.]
- Adjust brightness to best possible view
- Must be identical in content and appearance to the source document

Basics

User Interactions

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

1. Entering data;
2. Using command buttons to direct system activities;
and
3. Mouse-clicking on hyperlinks.

Command buttons and hyperlinks are used to direct the system to the next process.

Documents Filed in Error

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction. The ECF system does not permit you to change the misfiled document or incorrect docket entry after the transaction has been accepted.

To request a correction, telephone as soon as an error is discovered.

Help Desk: 1-866-540-5066

You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating the document was filed in error.

DO NOT ATTEMPT TO RE-FILE THE DOCUMENT.

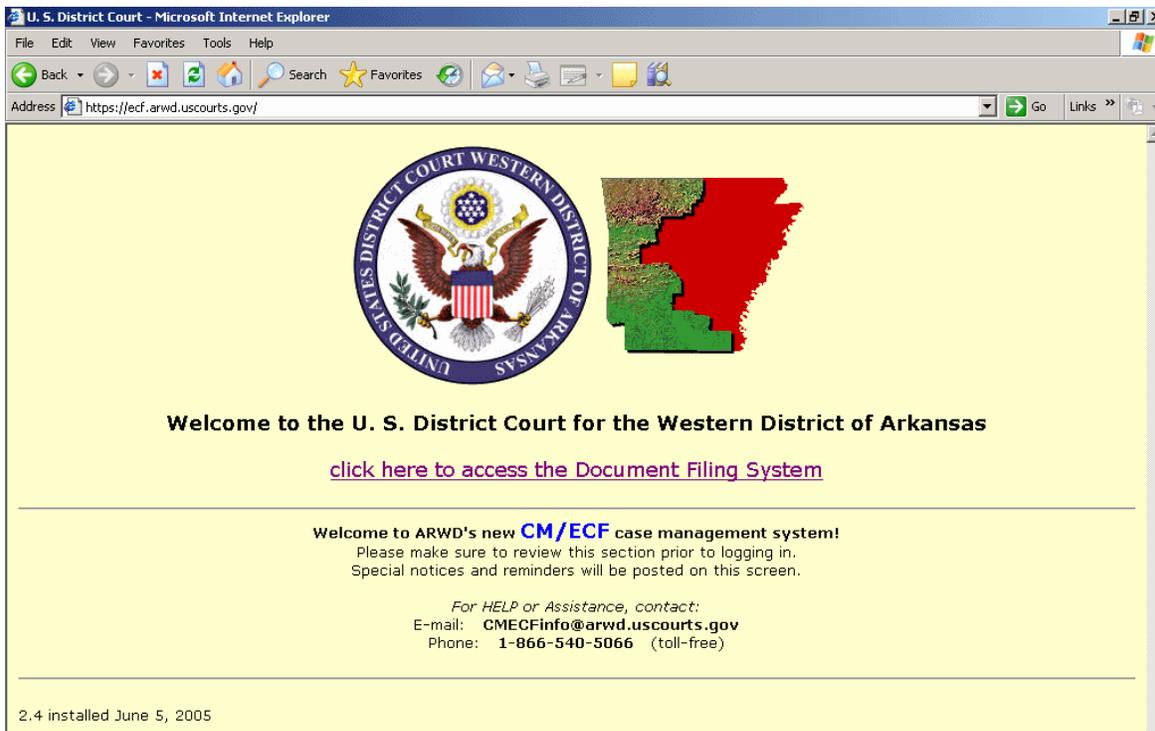
You will be advised if re-filing is required.

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 access the “live” system (after August 15th) via the Internet at <https://ecf.arwd.uscourts.gov> or through the court’s web site at www.arwd.uscourts.gov and click the “CM/ECF” hyperlink.



Note: Users can access the “Training” database at ecf-train.arwd.uscourts.gov

ECF/PACER Login

- The next screen is the login screen.

ECF/PACER Login

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

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 \$.08 per page (rate increase effective January 1st,2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. 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:

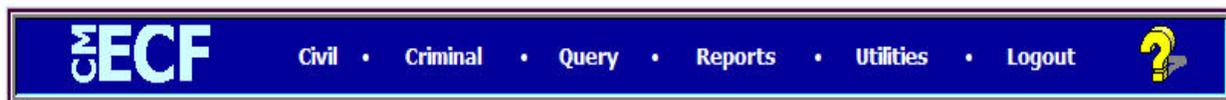
client code:

Enter your ECF login and user password in the appropriate data entry field. Then click the **[Login]** button to transmit the information and access the system. All login names and passwords are case sensitive. If an error is made before submission, click **[Clear]**.

- If an invalid combination has been submitted, the system responds with an error message. Click [**Back**], then re-enter your login and password.
- For those current PACER users that have not registered as e-filers, you may use your PACER login to view docket sheets and documents, but you will not be able to file documents without an ECF login and password.
- The entry of a valid login and password combination prompts the system to display the **Main Menu**.

Note: The date *you last logged into the system* appears at the bottom left corner of this screen. Please review this information at each login for security reasons. If you believe your last login date and time are incorrect, please change your password and notify the court's Help Desk (see page 4) immediately.

Selecting ECF Features



Once the **Main Menu** appears, select from the **hyperlinked** options in the blue bar.

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 Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. Login to PACER is required to query ECF.

Reports Select **Reports** to retrieve docket sheets and cases filed reports. Login to PACER is required to view reports.

Utilities Select **Utilities** to view the transaction log and maintain personal ECF account information.

Logout Select **Logout** to properly exit from ECF and prevent further filing with your login and password.

Manipulating the screens

Each screen has the following two buttons:

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

Correcting a mistake



Use the BACK and FORWARD buttons located in the top left corner on the Navigation Toolbar to go back to correct an entry made on a previous screen. HOWEVER, ONCE THE DOCUMENT IS TRANSMITTED TO THE COURT, ONLY THE COURT CAN MAKE CHANGES OR CORRECTIONS.

Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. This section of the manual uses a few examples to describe the basic steps needed to file. The process is consistent regardless of the event.

There are eight basic steps involved in filing a document:

1. Select the type of document to file;
2. Enter the case number in which the document is to be filed;
3. Select the parties filing the document;
4. Specify the PDF file name and location for the document to be filed;
5. Add attachments, if any, to the document being filed;
6. Modify docket text as necessary;
7. Submit the pleading to ECF; and
8. Receive notification of electronic filing (NEF).

Filing a Civil Complaint

All case initiating documents (i.e., complaint with civil cover sheet and summons, or notice of removal with civil cover sheet) and any pleading that adds a party (i.e. amended complaint, third-party complaints, intervenor complaints) and any notice of appeal in a civil action will be filed conventionally. Civil complaints shall be filed in paper form with the Clerk's Office in person or by U. S. Mail. Present the Clerk's Office with:

- (a) Complaint or Notice of Removal with original signature
- (b) Civil Cover Sheet (JS-44c);
- (c) Summons to be issued by the Clerk and returned to the attorney for service; and
- (d) \$350.00 filing fee in the form of a check, money order, or cash.

Note: The Clerk's Office will scan the complaint into PDF format, open the case in ECF and docket the complaint. You will receive electronic notice of the filing of the complaint if you are registered with an ECF login and password. **This does not constitute service pursuant to Federal Rule of Civil Procedure 4.**

Entry of Appearance by Counsel

An attorney conventionally filing a document will be entered on the docket by the Clerk’s Office. If a party is represented by multiple attorneys, a separate Notice of Appearance must be electronically filed by each attorney. This will ensure that each attorney representing a party will receive prompt electronic service of documents throughout the duration of the case. A sample Notice of Appearance form can be downloaded from the court’s website at www.arwd.uscourts.gov, and is attached as Appendix C.

Filing a Motion

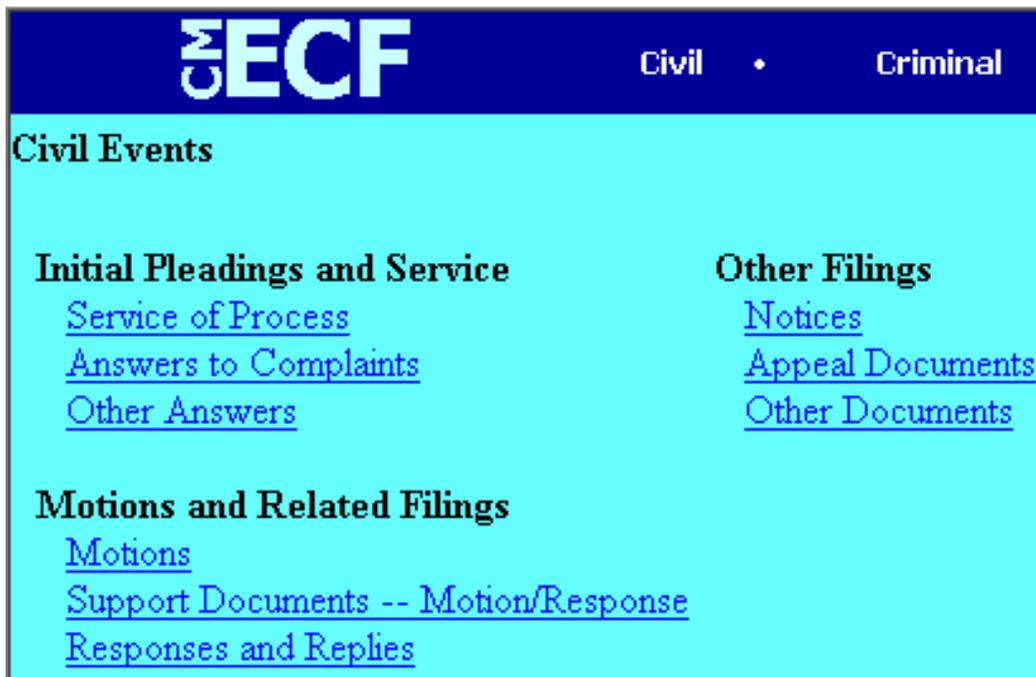
*This section describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.*

1. Select the type of document to file

- Select Civil from the blue bar at the top of the Main Menu



- Click Motions under the category of **Motions and Related Filings**.



- Select the type of motion

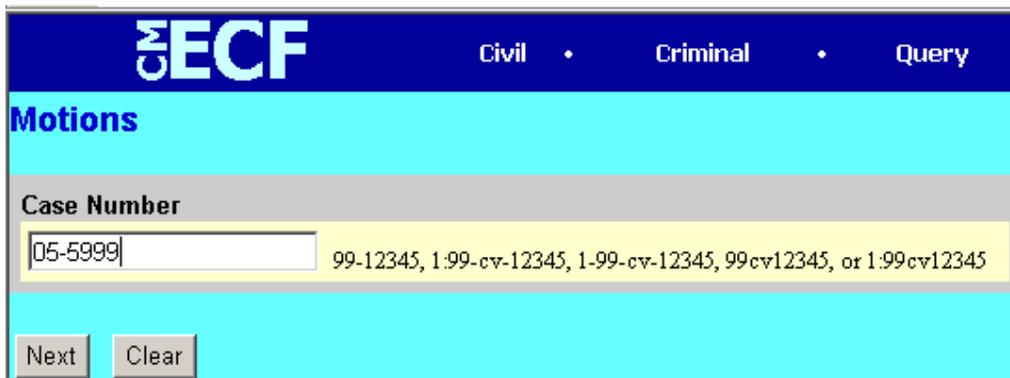
Use the scroll bar or the arrow keys to find the type of motion to be filed, then click the item to select. For multiple part motions, press and hold down the **Ctrl** key and click the appropriate forms of relief.



C
I
V
I
L

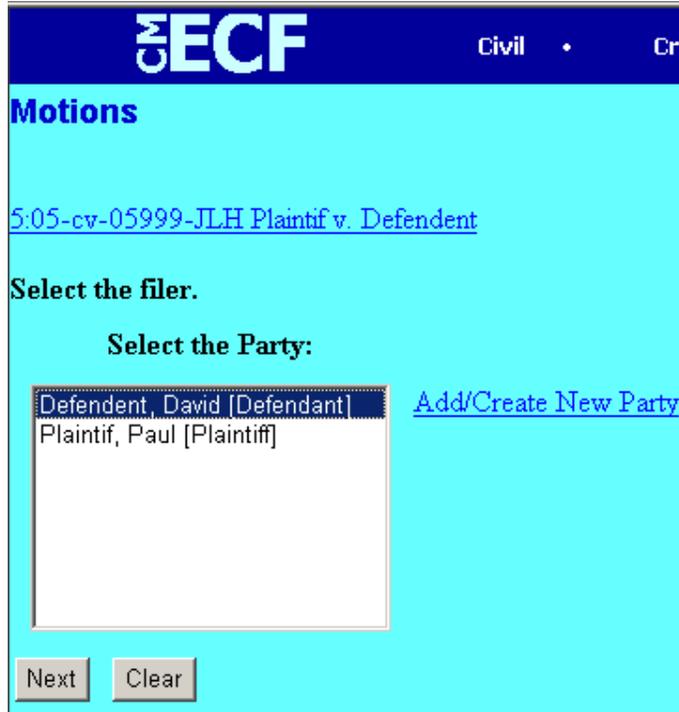
2. Enter the case number

- If the number is entered incorrectly, click **Clear** to re-enter
- **OR**
- If the system indicates an invalid case number, click **[BACK]** to re-enter.
- When the case number is correct, click **Next**



3. Select the name of the party filing the motion.

- Click to highlight the name of the party filing the motion. If you represent more than one party, you may select others by holding down the **Ctrl** key while clicking on each party name.
- Click 



The screenshot shows the ECF Motions interface. At the top, there is a blue header with the ECF logo and navigation links for 'Civil' and 'Criminal'. Below the header, the page title is 'Motions'. The case name '5:05-cv-05999-JLH Plaintiff v. Defendant' is displayed. The instruction 'Select the filer.' is followed by 'Select the Party:'. A dropdown menu is open, showing two options: 'Defendant, David [Defendant]' and 'Plaintiff, Paul [Plaintiff]'. To the right of the dropdown is a link 'Add/Create New Party'. At the bottom of the dropdown area are 'Next' and 'Clear' buttons.

C
I
V
I
L

Note: It may be necessary to complete the attorney/party association listed below.

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

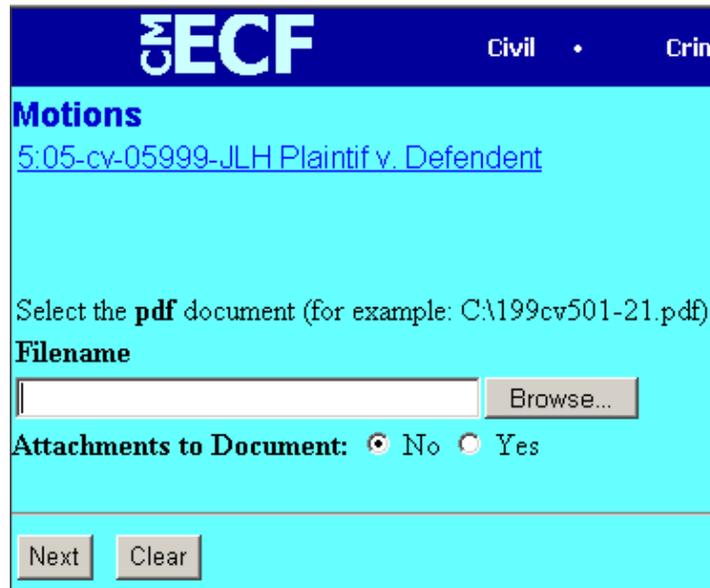
David Defendent (pty:dft) represented by Court-Tester-1 Attorney1 (aty) Lead Notice

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

The next screen prompts for the selection of a PDF filename of the document being filed.

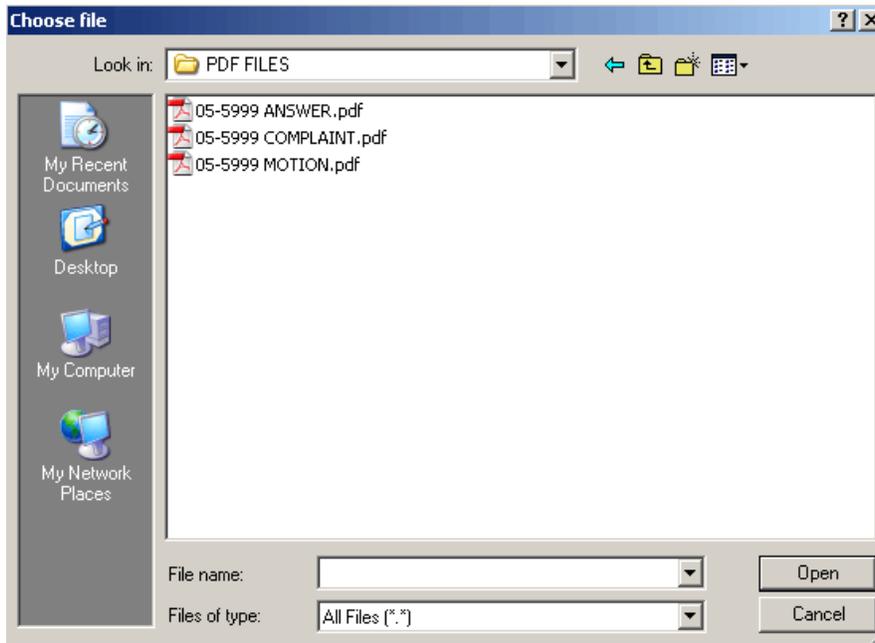
The document **must** be in PDF format with a .pdf suffix. If not, the document will not be readable by the system.



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 page title is 'Motions' and the case name is '5:05-cv-05999-JLH Plaintiff v. Defendant'. The main content area is light blue and contains the instruction: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a 'Filename' label followed by a text input field and a 'Browse...' button. Underneath the input field is the 'Attachments to Document' section with two radio buttons: 'No' (selected) and 'Yes'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

C
I
V
I
L

- Enter the full path name of the document to be filed in the space provided
OR
- Click **Browse...** to navigate to the appropriate directory and file, then select the document



- If working in Netscape, change the **Files of type** from

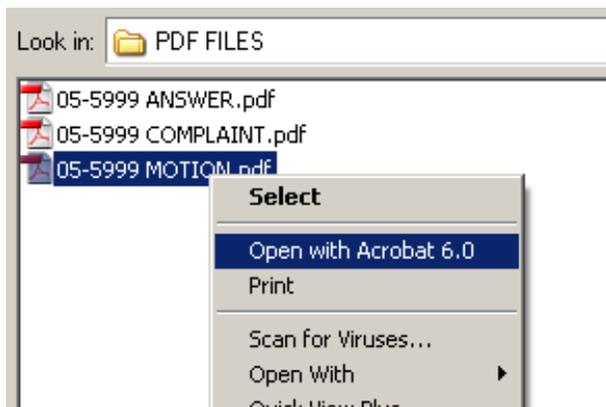


to



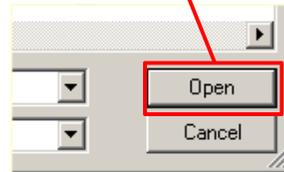
- Highlight the file to upload to ECF

Note: ALWAYS VIEW THE DOCUMENT to insure the document being filed is the correct document. **Right click** the file name to display the quick menu and left click on **“Open with Acrobat.”** The .pdf document will open and **MUST BE VIEWED IN IT’S ENTIRETY** to verify it is the correct document

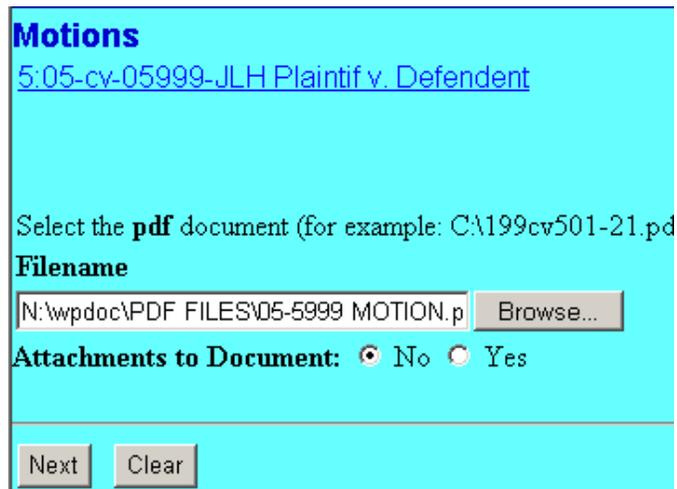


Once verified for correctness, you can close the Acrobat window.

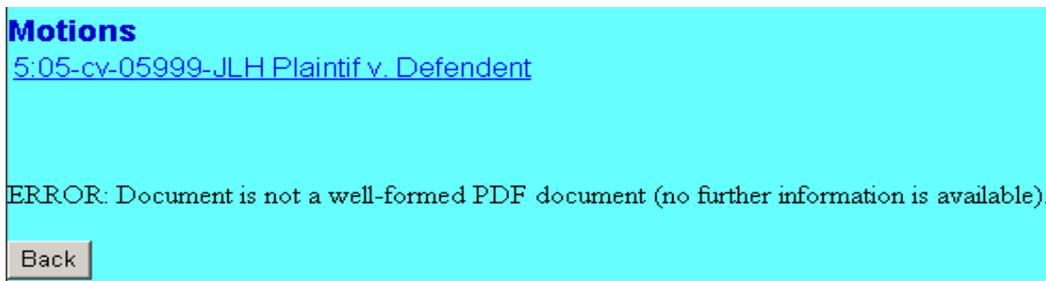
Now click the [Open] button.



The **File Upload** screen closes, and the document is posted to the PDF file name on the **Motions** screen.



- If there are **no attachments (exhibits)** to the motion, Click **Next** and **proceed to Step 6**.
- In the event you selected and highlighted a file that is **not** in PDF format, ECF will display the following error message.



-
- If this occurs, click on the **Back** button and ECF will return to the **Motions** screen and allow you to select a file IN PDF FORMAT.

Failure to Select A Document to File

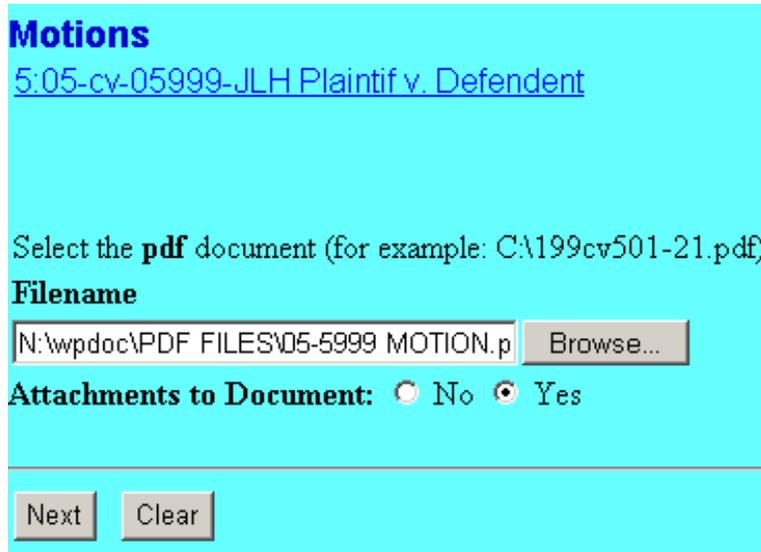
If you fail to select a PDF, ECF will display the error message depicted below:



Clicking **OK** will return you to the **Motions** screen. YOU MUST ASSOCIATE THE DOCUMENT YOU ARE FILING.

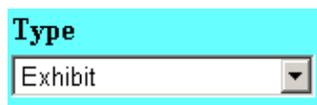
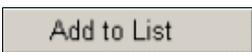
5. Adding attachments/exhibits to documents

- If there are attachments to the motion (*e.g.* an exhibit, appendix, etc.)
- Click the **Yes** radio button No Yes
- Click



An additional screen is displayed which allows for the attachment of one or more exhibits to the main document. (For more information on attachments and exhibits, refer to Section V. of the CM/ECF Administrative Policies and Procedures Manual.)

- Click **Browse...** to search for the attachment.

- Follow the previous steps to select the attachment.
- Under **Type**, click the  (drop-down) list then select the appropriate type of attachment 
- Click in the **Description** box and type the description of the attachment 
- Click 
- If there are additional attachments, repeat this sequence for each
- When all documents are attached, click 

When attachments/exhibits cannot be electronically filed

Refer to Section V of the Administrative Policies and Procedures Manual for Civil Filings for specifics on voluminous exhibits.

Note: Filers must not attach any pleading or other paper already on file with the court. Merely refer to that document number.

6. Modify docket text

- Click the  (drop-down) modifier list and select the appropriate modifier if one is needed.
- Click the open text area to type any desired additional text for the description of the motion.

Motions
[5:05-cv-05999-JLH Plaintiff v. Defendant](#)

Docket Text: Modify as Appropriate.

 MOTION to Dismiss by David Defendant. (Attachments: # (1) Exhibit Letter from Plaintiff) (Attorney1, Court-Tester-1)

- Click 

7. Submit the pleading to ECF

- A new **Motion** window appears with the complete text for the docket entry

Motions
[5:05-cv-05999-JLH Plaintiff v. Defendant](#)

Docket Text: Final Text

MOTION to Dismiss by David Defendant. (Attachments: # (1) Exhibit Letter from Plaintiff)(Attorney1, Court-Tester-1)

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

- Review the docket text and correct any errors, as this is your FINAL TEXT. **Once NEXT is clicked, it is too late to make changes without contacting the Clerk’s Office.** To correct an error, click the **Back** button.
- Click  to file and docket the pleading.

Note: The previous screen 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 any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process selected.

OR

- Clicking the Web Browser **[Back]** button to the desired screen.

8. Notice of Electronic Filing (NEF)

- ECF opens a new **Motions** window displaying the official filing receipt.
- This screen provides confirmation that ECF has received the filing, and the pleading is now an official court document. It also displays the date and time of your completed transaction, as well as the number assigned to the document. *Please note the number of the document.*

Motions

[5:05-cv-05999-JLH Plaintiff v. Defendant](#)

U. S. District Court

Western District of Arkansas

Notice of Electronic Filing

The following transaction was received from Attorney1, Court-Tester-1 entered on 4/14/2005 at 5:31 PM CDT and filed on 4/14/2005

Case Name: Plaintiff v. Defendant

Case Number: [5:05-cv-5999](#)

Filer: David Defendant

Document Number: [3](#)

Docket Text:

MOTION to Dismiss by David Defendant. (Attachments: # (1) Exhibit Letter from Plaintiff)(Attorney1, Court-Tester-1)

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1094675213 [Date=4/14/2005] [FileNumber=55418-0]
[562aa163f200aef6c740ef852794604ec3fd5f58e4962c63a443a0d181397ba7c65ab
503617dc924c0177378e6b971ca03649f210ca2b2133cc6b177d8d3147d]]

Document description:Exhibit Letter from Plaintiff

Original filename:n/a

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

Note: The **Notice of Electronic Filing** constitutes the file stamp. The court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a copy for your personal files.

E-Mail Notification of Documents Filed

ECF will electronically transmit the Notice of Electronic Filing to the other attorneys and parties to the case who have supplied their e-mail address to the court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing as required by the Federal Rules of Civil Procedure on attorneys and parties who are not set up for electronic notification.

Individuals who receive Notice of Electronic 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 to verify that the pleading was properly docketed. The court strongly urges you to copy the Notice of Electronic Filing and documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

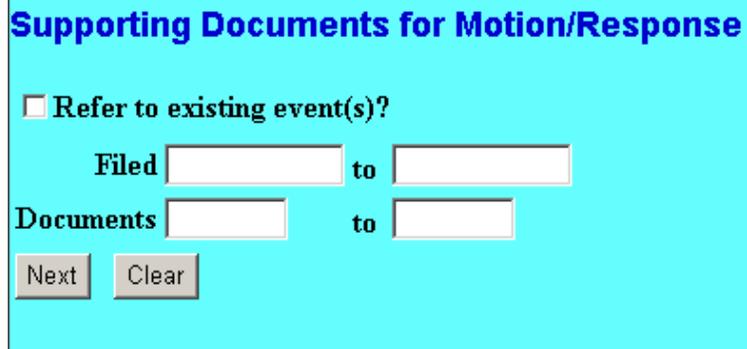
Note: It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.

Linking Document (Refer to Existing Events)

Some documents such as a brief in support of a motion or a response to a motion should be “linked” to their related events in the case. When filing these and certain other types of documents, the following screen will be presented.

An “event” is anything that has been filed in the case.

To “link” the document currently being filed to a previously filed document:



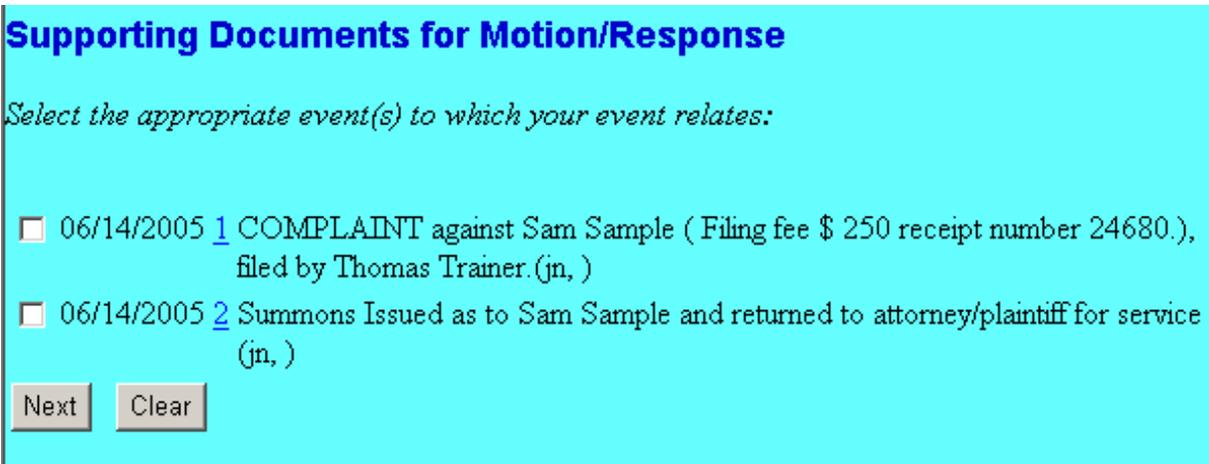
Supporting Documents for Motion/Response

Refer to existing event(s)?

Filed to

Documents to

- Check the box in front of “**Refer to existing event(s)?**” (the date filed or the document number may also be entered)
- Click



Supporting Documents for Motion/Response

Select the appropriate event(s) to which your event relates:

06/14/2005 1 COMPLAINT against Sam Sample (Filing fee \$ 250 receipt number 24680.), filed by Thomas Trainer.(jn,)

06/14/2005 2 Summons Issued as to Sam Sample and returned to attorney/plaintiff for service (jn,)

- Click the checkbox for the document to be linked
- Click
- Modify docket text as needed
- Click

Criminal Events Feature

Filing Documents for Criminal Cases

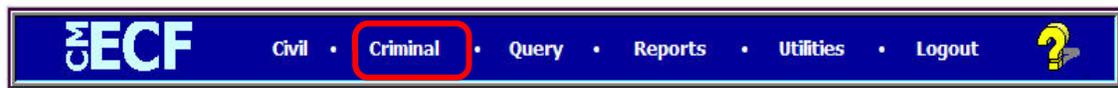
There are nine basic steps involved in filing a criminal document:

1. Select the type of document to file (see Appendix E);
2. Enter the case number in which the document is to be filed;
3. Designate the defendant to whom the filing relates;
4. Designate the party(s) filing the document;
5. Specify the PDF file name and location for the document to be filed;
6. Add attachments, if any, to the document being filed;
7. Modify docket text as necessary;
8. Submit the pleading to ECF; and
9. Receive notification of electronic filing.

Filing a Pleading or Document

*This section describes the process for filing a **Motion** in ECF.
The process is similar for filing other pleadings in ECF.*

1. **Select the type of document to file** (see Appendix E)
 - Select **Criminal** from the blue menu bar at the top of the Main Menu

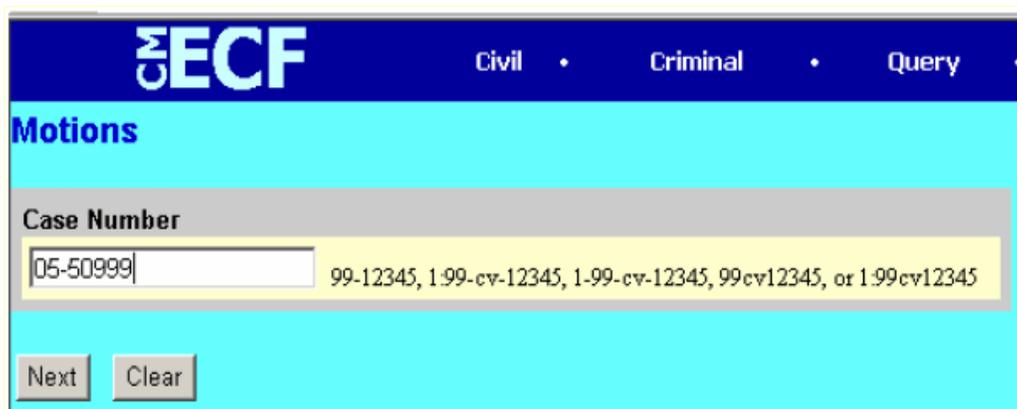


- Click **Motions** under **Motions and Related Filings**



2. **Enter the case number**

- If the number is entered incorrectly, click to re-enter
- OR
- If the system indicates an invalid case number, click **[BACK]** to re-enter.



- When the case number is correct, click

3. Select party filing the pleading.

Note: It may be necessary to complete the attorney/party association listed below.

Motions

[5:05-cr-50999-JLH USA v. Caught](#)

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

I. Gotti Caught (pty.dff) represented by Court-Tester-1 Attorney1 (aty) Lead Notice

Next

Clear

- Click on the box to the left of the appropriate defendant to complete the association

4. Select the type of motion

- Use the scroll bar or the arrow keys to find the type of motion to be filed, then click the item to select. For multiple part motions, press and hold down the **Ctrl** key and click on the appropriate forms of relief.

Motions

[5:05-cr-50999-JLH USA v. Caught](#)

- Bifurcate
- Bill of Particulars
- Bond
- Brady Materials
- Certificate of Appealability
- Change Venue
- Compel
- Consolidate Cases

Next

Clear

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

Note: The document **must** be in PDF format with a .pdf suffix. If not, the document will not be readable by the system.

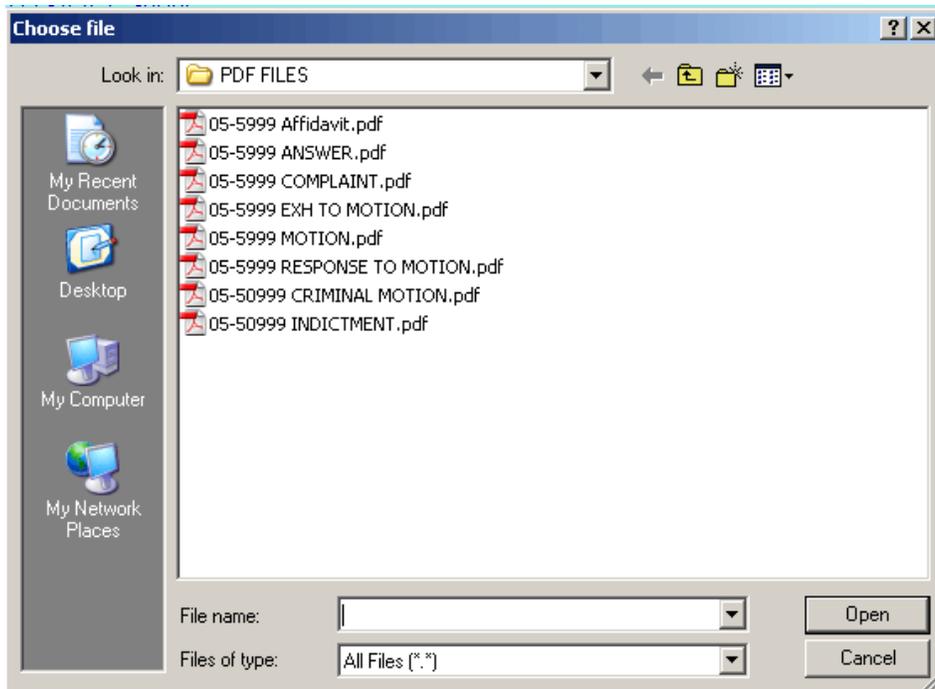
Motions
5:05-cr-50999-JLH USA v. Caught

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

Filename

Attachments to Document: No Yes

- Click **Browse...** and the following screen opens



- If using Netscape, change the **Files of type** from

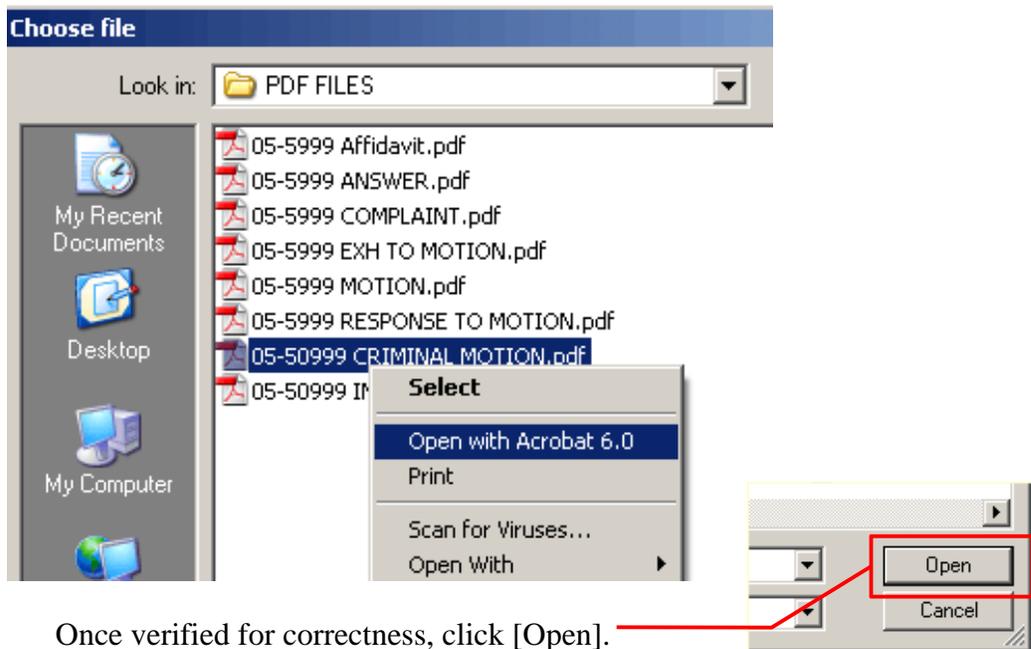


to



- Select the file to upload to ECF

Note: To verify the document being filed is the correct document, **right** click the file name to display the quick menu and left click on “Open with Acrobat.” The .pdf document will open and **MUST** be viewed to verify it is the correct document.



- Once verified for correctness, click [Open].
- The File Upload screen closes and the document is posted to the PDF file name on the Motions screen.
- If there are no attachments to the motion,
 - Click the “No” radio button No Yes
 - Click
 - **Proceed to Step 7** - “Modify Docket Text” - to continue filing

6. Adding attachments, if any, to the document being filed

- Click the “Yes” radio button No Yes
- Click

Motions
[5:05-cr-50999-JLH USA v. Caught](#)

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

Filename

Attachments to Document: No Yes

An additional screen is displayed which allows for one or more attachments to the main documents.

Motions
[5:05-cr-50999-JLH USA v. Caught](#)

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
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

C
R
I
M
I
N
A
L

- Type in the PDF name of the attachment or click **Browse...** to search
- Under **Type** click the  (drop-down) list and select the appropriate type of attachment
- Click in the **Description** box and type the description
- Click 
- If there are additional attachments, repeat this sequence for each
- When all documents are attached, click  to modify text

Motions
[5:05-cr-50999-JLH USA v. Caught](#)

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
<input type="text" value="Affidavit"/>	<input type="text" value="Of Defendant"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.







When attachments/exhibits cannot be electronically filed

Refer to Section V of the Administrative Policies and Procedures Manual for Civil Filings for specifics on voluminous exhibits.

Note: Filers must not attach as an exhibit any pleading or other paper already on file with the court. Merely refer to that document number.

7. Modify docket text

Motions
[5:05-cr-50999-JLH USA v. Caught](#)

Docket Text: Modify as Appropriate.

MOTION to Change Venue by I. Gotti Caught. (Attachments: # (1) Affidavit of Mr. Caught) (Attorney1, Court-Tester-1)

- Click the (drop-down) modifier list and select the appropriate modifier, if any
- Click the open text area to type additional text for the description
- Click

8. Submit the pleading to ECF

- A new **Motion** window appears with the complete text for the docket entry

Motions
[5:05-cr-50999-JLH USA v. Caught](#)

Docket Text: Final Text

MOTION to Change Venue *to Fort Smith, Arkansas* by I. Gotti Caught. (Attachments: # (1) Affidavit of Mr. Caught)(Attorney1, Court-Tester-1)

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

- Review the docket text and correct any errors, as this is your FINAL TEXT. **Once NEXT is clicked, it is too late to make changes without contacting the Clerk's Office.** To correct an error, click the **Back** button.
- Click to file the pleading

Note: The previous screen 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:

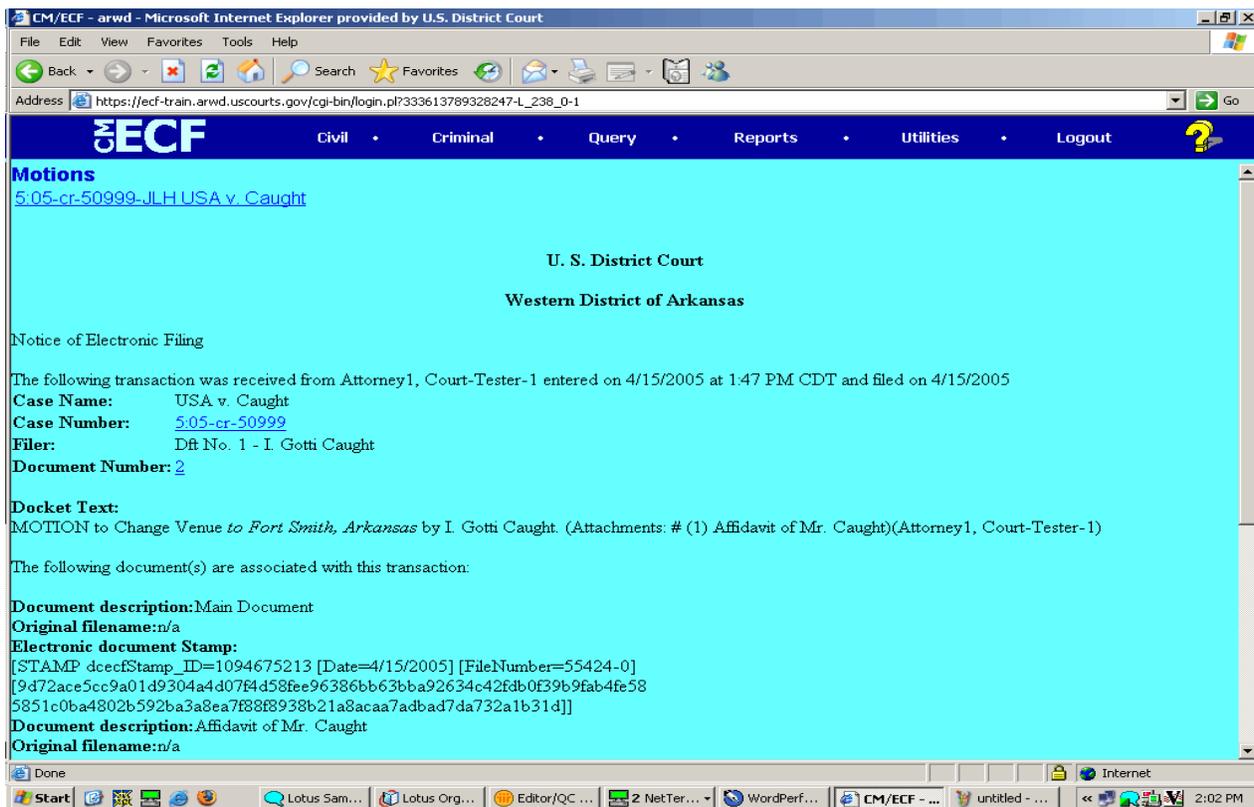
- Clicking any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process selected.

OR

- Clicking the Web Browser **[Back]** button to the desired screen.

9. Notice of Electronic Filing (NEF)

- ECF opens a new **Motions** window displaying the official filing receipt



- This screen provides confirmation that ECF has received the filing, and the pleading is now an official court document. It also displays the date and time of your transaction as well as the number assigned to the document. **Please note the number of the document.**

C
R
I
M
I
N
A
L

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

Note: The **Notice of Electronic Filing** constitutes the file stamp. The court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a copy for your personal files.

E-Mail Notification of Documents Filed

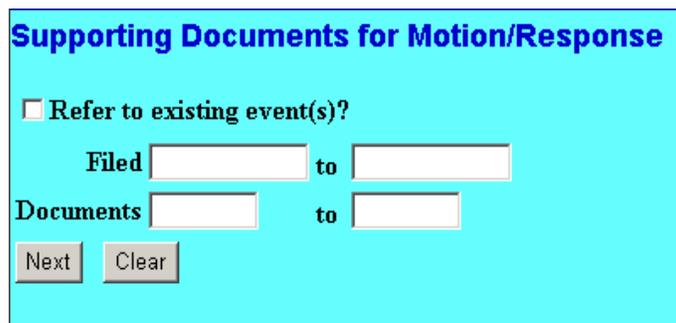
ECF will electronically transmit the Notice of Electronic Filing to the other attorneys and parties to the case who have supplied their e-mail address to the court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

Individuals who receive Notice of Electronic 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 sheet to verify that the pleading was properly docketed. The court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.

Linking Document (Refer to Existing Events)

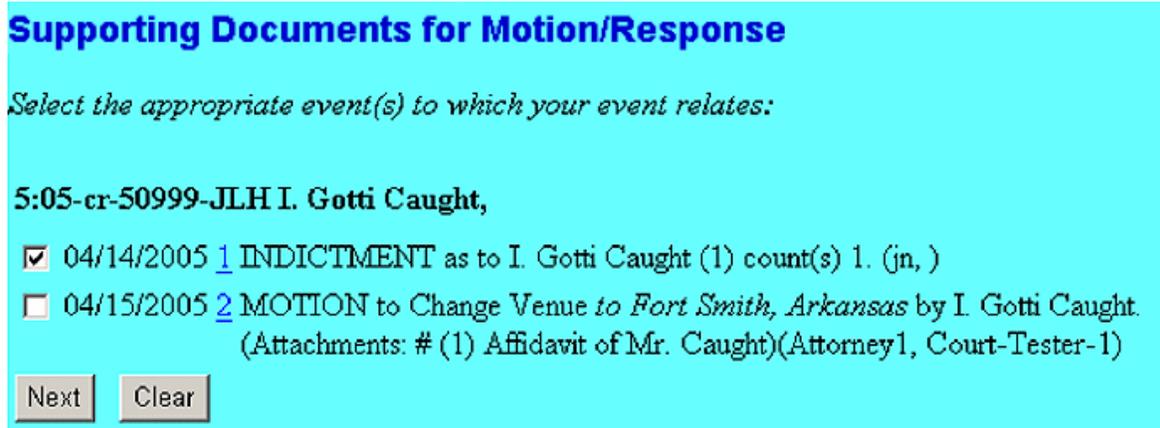
Some documents, such as affidavits and supplements, should be “linked” to their related events in the case. When filing these and certain other types of documents, the following screen will be presented:



An “event” is anything that has been filed in the case.

To “link” the document currently being filed to a previously filed document:

- Check the box in front of “**Refer to existing event(s)?**” (the date filed or the document number may also be entered to limit the following list)
- Click



- Click the checkbox for the document to be linked
- Click

Query Feature

Registered participants should use this feature to query for specific case information.

- Click **Query** on the blue menu bar



The PACER login screen opens. Enter your PACER login and password.

Note: The PACER login and password are different from the 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 \$.08 per page to access documents, docket sheets, etc., from ECF.

After entering the PACER login and password, ECF opens a query data entry screen as depicted below.

A screenshot of the ECF Query data entry screen. The screen has a light blue header with the ECF logo and a dark blue menu bar with 'Civil', 'Criminal', 'Query', and 'Reports' options. Below the header is a yellow search area. The search area is titled 'Search Clues' and contains several input fields: 'Case Number' (with '05-50999' entered and examples '99-500, 1:99cv500'), 'Filed Date' (with 'to' between two empty date boxes), 'Last Entry Date' (with 'to' between two empty date boxes), 'Nature of Suit' (a dropdown menu with options '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'), 'Last Name' (with examples 'Desoto, Des*t'), 'First Name', 'Middle Name', and 'Type' (a dropdown menu). At the bottom of the search area are two buttons: 'Run Query' and 'Clear'.

Q
U
E
R
Y

- Enter the **Case Number**

- Click **[Run Query]**
- It is possible to query by the name of the party or an attorney in a case. Enter the requested information in the appropriate field name.

Select A Person

There were 5 matching persons.

[Smith, Charles E.](#) (aty)
[Smith, Jimmie M.](#) (pty)
[Smith, John](#) (pty)
[Smith, Robert](#) (pty)
[Smith, Royal](#) (pty)

- If more than one person with the same name is in the database, ECF returns a screen from which to select the correct name. Select the name of the correct party.
- Should the individual be a party in more than one case, ECF will open a screen listing all the individual’s cases. Click the case number hyperlink.

Note: Query is also possible by nature of suit. Enter a range for either the filed date or the last entry date. To search for all cases of a certain type, use the date 1/1/1970 as the “beginning of time.” When the Query is run, all cases that meet the criteria will be displayed.

At the top of the window, ECF displays the case number, parties to the case, presiding judge, date that the initial action was filed, and date of the last filing for the case. Select the specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

**Q
U
E
R
Y**

5:05-cv-05999-JLH Plaintiff v. Defendant
 Jimm Larry Hendren, presiding
 Date filed: 04/13/2005 Date of last filing: 04/14/2005

Query

[Alias](#)
[Associated Cases](#)
[Attorney](#)
[Case File Location...](#)
[Case Summary](#)
[Deadlines/Hearings...](#)
[Docket Report ...](#)
[Filers](#)
[History/Documents...](#)
[Party](#)
[Related Transactions...](#)
[Status](#)

Attorney

Displays the names, addresses, telephone numbers and e-mail addresses of the attorneys who represent each of the parties in the case.

Case Summary

Provides a summary of current case-specific information.

CM/ECF			Civil	Criminal	Query	Reports
5:05-cv-05999-JLH Plaintiff v. Defendant Jimm Larry Hendren, presiding Date filed: 04/13/2005 Date of last filing: 04/14/2005						
Case Summary						
Office: Fayetteville	Filed: 04/13/2005					
Jury Demand: Both	Demand: \$10000					
Nature of Suit: 190	Cause: 28:1331 Fed. Question: Breach of Contract					
Jurisdiction: Federal Question	Disposition:					
County: Washington	Terminated:					
Origin: 1	Reopened:					
Lead Case:	None					
Related Case:	None					Other Court Case: None
Def Custody Status:						
Plaintiff Paul Plaintiff	represented by Adam Attorney					Phone: 479-521-1234
Defendant David Defendant	represented by N. Zane Attorney					Phone: 479-521-2468
Defendant David Defendant	represented by Court-Tester-1 Attorney1					Email: deadmail

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other scheduled deadlines.

Civil • Criminal • Query • Reports • Utilities					
5:05-cv-05999-JLH Plaintiff v. Defendant Jimm Larry Hendren, presiding Date filed: 04/13/2005 Date of last filing: 04/15/2005					
Deadlines/Hearings					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
4	Bench Trial	04/15/2005	06/01/2005 at 08:00 AM		
	Settlement Conference	04/15/2005	05/01/2005 at 10:00 AM		

At the Deadlines/Hearings screen, you can click on a document number to display the actual document that created the deadline.

Docket Report

ECF opens the Docket Sheet screen as depicted below:

The screenshot shows a web form titled "Docket Sheet" with a light blue background. At the top, the title "Docket Sheet" is in bold blue text. Below it, a grey box contains the text "Case Number" and a yellow box contains "5:05-cv-05999-JLH Plaintiff v. Defendant". There are two radio buttons: "Filed" (selected) and "Entered". Below these are two empty text boxes separated by "to". Underneath is a "Documents" label followed by two empty text boxes separated by "to". A list of checkboxes follows: "Include terminated parties" (checked), "Include links to notices of electronic filing" (unchecked), "Include list of parties and counsel" (checked), and "Include list of member cases" (unchecked). At the bottom, a "Sort by" dropdown menu is set to "Oldest date first". Two buttons, "Run Report" and "Clear", are at the very bottom.

This produces a full or partial docket report depending on the criteria selections as well as hyperlinks to the PDF files and NEF for the documents. After the parameters have been selected, click on **RUN REPORT**.

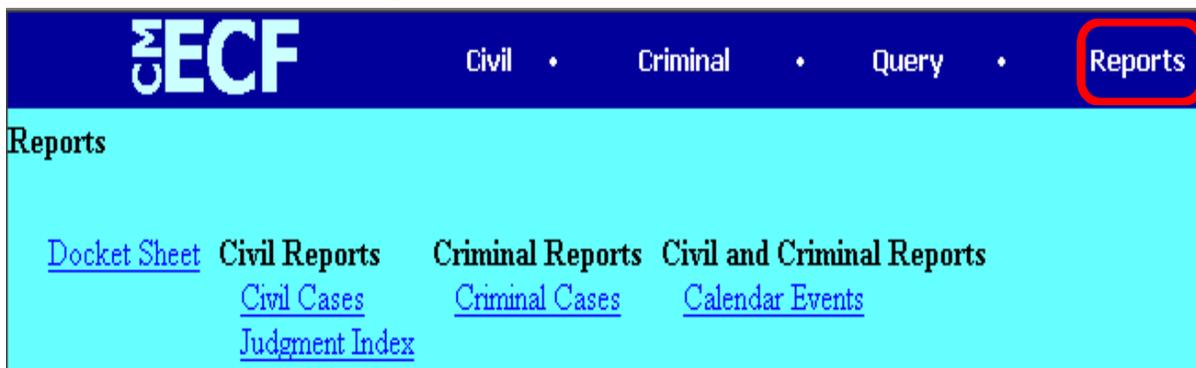
History/Documents

Produces the case event history with docket text and documents associated with the case. You may select the sort order for the query report and choose to display all events or only those with documents attached. ECF also offers the option to display the docket text in the report.

Reports Feature

The Reports feature of ECF provides users with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF open the **Reports** screen shown below. If you select **Civil/Criminal Cases Filed** or **Docket Sheet**, ECF will ask for a PACER login. **Calendar Events** may be viewed without logging into PACER.

- Click **Reports** on the blue menu bar



Docket Sheet

- Click **Docket Sheet**
- Select search criteria

A screenshot of the "Docket Sheet" search form. The title "Docket Sheet" is in blue. The form includes a "Case number" field with the value "5-05-cv-5999". Below this are two radio buttons: "Filed" (selected) and "Entered". Each radio button is followed by a date input field and the word "to". There is also a "Documents" field with a date input field and the word "to". Below these are four checkboxes: "Include terminated parties" (checked), "Include links to notices of electronic filing" (unchecked), "Include list of parties and counsel" (checked), and "Include list of member cases" (unchecked). At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first", and two buttons: "Run Report" and "Clear".

- Click [**Run Report**]

This is the same query window ECF displayed when Docket Report was selected from the QUERY feature previously in this manual.

Civil / Criminal Cases Report

These reports provide the flexibility to query ECF to locate cases electronically filed within a specific date range, associated to a particular judge, by Nature of Suit, Cause Code or any combination. After clicking on the respective hyperlink, ECF displays the query screens below.

CIVIL

Civil Cases Report

Office:
Case type:
Nature of suit:
Case flags:
Cause:
Filed: to
Terminal digit(s): 2, 4, 7 Open cases Closed cases
Sort by:
Output Format: Formatted Display Data Only

CRIMINAL

Criminal Cases Report

Office:
Case types:
Filed: to
Case flags:
 Pending defendants Terminated defendants
 Fugitive defendants Non-Fugitive defendants
Terminal digit(s): 2, 4, 7
Sort by:
Output Format: Formatted Display Data Only

R
E
P
O
R
T
S

Calendar Events

This allows you to view ALL hearings set between certain dates and the docket entries that created them. **NOTE:** The set date fields must NOT be left blank.

Calendar Events Report

Case number

Office

Calendar events

Set to
 Both AM PM

Time
 AM PM

Sort by

- After selecting certain criteria, click **RUN REPORT**.

05/01/2005
10:00 AM

[5:05-cv-05999-JLH Plaintiff v. Defendant](#)
Adam Attorney representing Paul Plaintiff (Plaintiff)
Court-Tester-1 Attorney1 and N. Zane Attorney representing David Defendant (Defendant)

• Settlement Conference set for 5/1/2005 10:00 AM in Courtroom 1 before Beverly Stites Jones.. Signed by Judge Beverly Stites Jones 4/15/05.

Notice there is a hyperlink to the docket report and a “bullet” that takes you to a screen showing **Related Proceedings**.

Related Proceedings Report

Case Number: [5-5999 Plaintiff v. Defendant \(docket entries only\)](#)

Filing Date	#	Docket Text
04/15/2005		Settlement Conference set for 5/1/2005 10:00 AM in Courtroom 1 before Beverly Stites Jones.. Signed by Judge Beverly Stites Jones on 4/15/05. (jn,)

Related Proceedings:

No Related Proceedings Found.

Calendar Text: Set Hearings

Utilities Feature

The Utilities feature provides **registered** users access to maintain their account in ECF and view their ECF transactions.

- Click **Utilities** in the **blue** menu bar



Your Account

This section of the **Utilities** feature provides the capability to maintain certain aspects of your ECF account with the court and to view a log of your transactions within ECF.

Maintain Your Account

- Click **Maintain User Account**

This screen displays all the registration information contained within the ECF database for your account.

Maintain User Account

Last name Attorney1 **First name** Court-Tester-1
Middle name **Generation**
Gender Female **ATY Type** All
Title **Type** aty
Bar number 98765
Prisoner id
Office Hookem, Lein, and Seenker
Unit
Address 1 Garrison Bridge
Address 2
Address 3
City Fort Smith **State** AR **Zip** 72901
Country **County** Sebastian
Phone **Fax**
Initials **DOB** **AO code** **End date**
Civil ref style **Criminal ref style**
Date sworn **Status**

- Click **[Email Information]**

ECF will e-mail the **Notices of Electronic Filing** based upon the information entered on this screen. Perform the following steps to enter additional e-mail addresses which will receive ECF notification.

- Click to insert a checkmark in the box to the left of **“to these additional addresses”**
- Enter the e-mail addresses of individuals. Use a semi-colon to separate the e-mail address with no spacing between the name and the semi-colon. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.
- Indicate the format of the ECF notices

- To enter all new information in your screen, click **Clear**
OR
- Click **Return to Account Screen** to save changes

E-mail information for Court-Tester-1 Attorney1

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

To edit or view login information for your account

- Click **More User Information** from the *Maintain User Account* screen.

More User Information for Court-Tester-1 Attorney1

Login <input type="text" value="attorney1"/>	Last login 04-17-2005 11:18
Password <input type="password" value="*****"/>	Current login 04-17-2005 11:18
Prid 344	Create date 12/09/2004
Registered Y	Update date 02/16/2005
Groups Attorney	

This screen displays the user login information and provides access to change your ECF password. Notice ECF displays a string of asterisks in the **Password** field. To change your ECF password, place the cursor in the **Password** field and delete the asterisks. Type the new password. ECF displays the actual characters of your new password. When complete, click **[Return to Account Screen]**. When all changes are complete, click **[Submit]** on the very bottom of the **Maintain User Account** screen to submit the changes to ECF. ECF will confirm that all updates were accepted. Begin using the new password during the next ECF session.

View Your Transaction Log

From the **Utilities** screen, click **[View Your Transaction Log]**. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range and click **[Submit]**.

ECF displays a report of all transactions in ECF within the date range specified for this account.

Transaction Log			
Report Period: 04/06/2005 - 04/17/2005			
Id	Date	Case Number	Text
126327	04/13/2005 16:14:38	5-05-cv-5999	ANSWER to Complaint by David Defendent (Attorney1, Court-Tester-1)
126332	04/14/2005 09:29:06	5-05-cv-5999	ANSWER to Complaint with Jury Demand by David Defendent (Attorney1, Court-Tester-1)
126351	04/14/2005 17:31:31	5-05-cv-5999	MOTION to Dismiss by David Defendent. (Attachments: # (1) Exhibit Letter from Plaintiff)(Attorney1, Court-Tester-1)
126369	04/15/2005 13:48:00	5-05-cr-50999-1	MOTION to Change Venue <I>to Fort Smith, Arkansas</I> by I. Gotti Caught. (Attachment Affidavit of Mr. Caught)(Attorney1, Court-Tester-1)
126372	04/15/2005 14:30:12	5-05-cr-50999-1	AFFIDAVIT by USA as to I. Gotti Caught [1] Indictment (Attorney1, Court-Tester-1)
126386	04/17/2005 12:51:58		Updated person record: Court-Tester-1 Attorney1 Prid: 344
Total Number of Transactions: 6			

Use this feature to review your transactions and to verify

- All your transactions are reflected in the log
- No unauthorized individuals have entered transactions into ECF using your login and password

Review Billing History

- Click the **Review Billing History** hyperlink under **Your Account**.



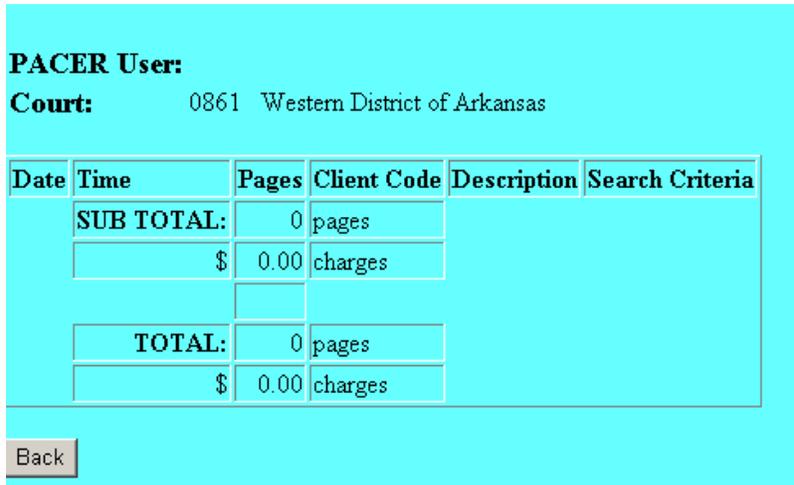
Review Billing History

Transactions dated: 04/01/2005 to 04/17/2005

Sort: Date

Submit Clear

- Enter criteria requested and click **Submit**.



PACER User:
Court: 0861 Western District of Arkansas

Date	Time	Pages	Client Code	Description	Search Criteria
	SUB TOTAL:	0	pages		
	\$	0.00	charges		
	TOTAL:	0	pages		
	\$	0.00	charges		

Back

This screen allows you to monitor the charges to your PACER account.

Miscellaneous

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

1. Legal Research;
2. Mailings; and
3. Verify a Document.



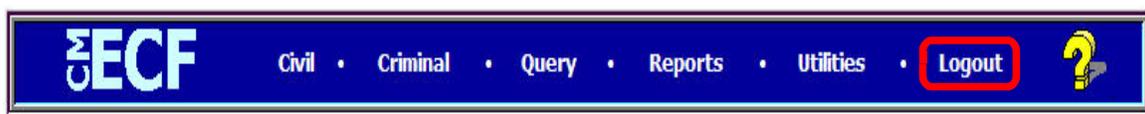
Legal Research opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Lexis and Westlaw via the Internet.

Mailings opens a new screen for requesting mailing / e-mailing information from ECF.

Verify a Document opens a query screen to locate a particular document associated with a specific case number.

Logout

After all transactions are complete, click **Logout** to properly exit from the system.



A small box will flash indicating you are logging out of ECF. **Failure to LOGOUT may cause unauthorized transactions.**