

Version

**4.1.1**

Effective  
December 1, 2010

UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO  
Electronic Case Files

# ELECTRONIC CASE FILING USER MANUAL

# SUMMARY OF MAJOR CHANGES

**VERSION 4.1 .1** (EFFECTIVE DATE- DECEMBER 1, 2010)

## **DECEMBER 1, 2010 CHANGES:**

THERE ARE MINOR CHANGES TO THE DECEMBER 1, 2010 VERSION OF THE ECF USER MANUAL – APPENDIX 1 ECF QUICK REFERENCE SHEET DELETED SOME TEXT AND CHANGED REFERENCE TO THE ECF PROCEDURES.

IF YOU HAVE QUESTIONS OR ENCOUNTER A PROBLEM, PLEASE CALL THE HELPDESK AT 303-335-2050 OR (COLORADO TOLL FREE AT 866-365-6381

## **MARCH 22, 2010 CHANGES:**

THERE ARE A MULTITUDE OF CHANGES IN VERSION 4.1.1 OF CM/ECF. THIS SUMMARY PAGE HIGHLIGHTS THE MAJOR ITEMS. IF YOU HAVE QUESTIONS OR ENCOUNTER A PROBLEM, PLEASE CALL THE HELPDESK AT 303-335-2050 OR (COLORADO TOLL FREE AT 866-365-6381

### **PARTICIPANT TREE**

CHAPTER 5  
CHAPTER 9

WHEN DOCKETING, THE SELECT THE FILER SCREEN HAS BEEN SPLIT SO THERE ARE TWO PANES, THE PARTICIPANT TREE PANE AND THE SELECT THE FILER PANE. THE PARTICIPANT TREE ACTS AS A VISUAL AID FOR FILERS TO SEE PARTIES, ALIASES, CORPORATE PARENTS AND WHICH ATTORNEYS REPRESENT THEM.

### **RADIO BUTTONS**

CHAPTER 5

CUSTOMERS WILL BEGIN SEEING RADIO BUTTON PROMPTS AND, IN MOST CASES, A SELECTION MUST BE MADE BEFORE THE CUSTOMER CAN CONTINUE THE DOCKETING PROCESS.

### **MAINTAIN YOUR E-MAIL**

CHAPTER 8

THE GUI HAS CHANGED DRAMATICALLY AND NEW RADIO BUTTONS ARE ADDED FOR VARIOUS NOTICING OPTIONS.  
THE LEFT PANE DISPLAYS THE E-MAIL ADDRESSES AND THE RIGHT PANE DISPLAYS CONFIGURATION OPTIONS  
THERE IS A NEW RADIO BUTTON TO OPT IN/OUT FOR RECEIVING GENERAL COURT ANNOUNCEMENTS.  
THERE IS MORE FLEXIBILITY FOR NOTICING FOR ALL SECONDARY E-MAIL ADDRESSES

### **QUERY OPTIONS ALLOW MORE FLEXIBILITY**

CHAPTER 7

WHEN RUNNING A QUERY, CUSTOMERS CAN REFINE QUERIES BY NATURE OF SUIT, CAUSE OF ACTION, AND BY PARTY/ATTORNEY NAME.

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## **Chapter 1** **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. Users should have a working knowledge of an ECF compatible web browser and Adobe Acrobat for creating and reading Portable Document Files (PDF).

### **ECF System Capabilities**

Registered users with a compatible web browser and access to the Internet can perform the following functions, almost twenty-four hours a day, seven days a week:

- Electronically transmit a document to the clerk's office in cases without incurring additional filing costs;
- View official docket sheets and other documents associated with these docket sheets, including immediate viewing of a document just submitted to the court;
- Compile and view various reports for cases on the court's docket;
- Query case information; and,
- Update and maintain user passwords and e-mail addresses.

### **Help Desk**

For assistance in using ECF, including technical difficulties, call the Court's Help Desk toll free at 866-365-6381 or 303-335-2050 between the hours of 8:00 a.m. and 5:00 p.m. Mountain Time, Monday through Friday, excluding federal holidays. The Help Desk may also be contacted by e-mail at **[cod\\_cmecf@cod.uscourts.gov](mailto:cod_cmecf@cod.uscourts.gov)**.

### **Computer and Equipment Requirements**

The following hardware and software are needed to electronically file, view, and retrieve case documents in ECF.

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh using Mozilla Firefox or Internet Explorer (CM/ECF does not work with Safari browsers on a Mac) with internet access.

**Note:** A dial-up modem connection is usually not fast enough to transmit and receive documents electronically or to download large documents attached to e-mails or filed in ECF. Other alternatives include, cable, digital subscriber lines (DSL), satellite, and wireless internet connectivity. Although more expensive, these technologies provide definitive advantages over traditional dial-up methods.

- An Internet Service Provider and web browser. The Court has verified that its installed version of ECF is compatible Internet Explorer 7.0 and above, and Mozilla Firefox 3 and above.
- Adobe Acrobat or other portable document format (PDF) conversion software to convert documents from the format of their native application to PDF. Documents converted directly from word processing are known as "PDF text" or "native PDF" documents.
- A scanner if you cannot electronically prepare your documents and convert them directly to PDF. Use a scanner to convert paper documents to digital format for electronic transfer. PDF documents created by scanning paper documents are known as "PDF image" documents.

**Note:** When scanning documents for ECF, scan at a resolution of 200 to 240 dpi. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. Also, higher resolutions result in larger file sizes that may impede document submittal. Larger files use more storage space, and take up more memory. In general, "PDF image" documents are much larger than documents converted from word processing software directly to PDF. The CM/ECF system is technically capable of accepting large documents, but they may take longer to upload and download. Please see the size limit at <https://ecf.cod.uscourts.gov/cgi-bin/CourtInfo.pl>

- ECF users must have a PACER account in order to use the Query and Report features of the ECF system, and to view electronically stored document images. You do not need multiple PACER accounts for a given firm. The same PACER login can be concurrently logged in multiple times. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 for information. Or, you may register for PACER online at <http://pacer.psc.uscourts.gov>.
- An attorney must be admitted to practice in the District of Colorado and be in good standing.
- In addition to having a PACER account, a user must register with the court as an ECF user in order to electronically submit a document. Once properly registered as a court user, the clerk's office will issue a login and password to the attorney. This login and password, along with the "s/ signature" will serve as the user's signature for purposes of Fed. R. Civ. P. 11 for all documents electronically submitted to the court.

#### **Registering for Access to ECF**

A user who needs to register for access to the Electronic Case Files (ECF) system should visit the court's website at <http://www.cod.uscourts.gov> to complete an online registration form. After processing the properly completed registration form, the clerk's office will establish a user account for the applicant. The applicant will then be contacted and provided a user's ECF login information by e-mail.

Registered users can visit a training version of the ECF system on the Internet at <https://ecf-train.cod.uscourts.gov> to practice ECF activities. The court strongly recommends that registered users practice in the "training" ECF database before filing documents in the "live" ECF database.

**Note: a training DB login is required for access to the Training DB. The live DB login WILL NOT allow access to the Training DB. If you want a Training DB login, please contact the ECF Help Desk.**

## **Chapter 2** **Preparation**

### **Adobe Acrobat Reader**

Users must install software capable of opening and displaying PDF documents. Software such as Adobe Reader or Adobe Acrobat must be installed to be able to open and view PDF documents. **(NOTE: There are other vendors and software products that will also open and view PDF documents. Applications such as Foxit , PDF XChange Viewer, etc. will work. The court does not endorse or recommend any specific software.)** For documentation purposes, this document will refer to Adobe Acrobat and Adobe Reader for consistency. All pleadings must be filed in PDF format. The software may be downloaded at <http://www.adobe.com>. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

### **Portable Document Format (PDF)**

#### **Viewing a PDF Document**

- Open Adobe Acrobat or Acrobat Reader.
- Select **"File"** on the menu bar and choose **"Open"** from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send. Verify the file size of the document.
- If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move about within the document.
- Click on the **"View"** menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

### **Converting Electronic Documents to PDF Format**

You must convert all of your documents from their native application to PDF format before submitting them to the court through its Electronic Case Files (ECF) system. Only documents in Portable Document Format (PDF) may be filed with the Court using the ECF system. Before sending the file to the court, a user should preview the PDF document to ensure it is the correct document, all pages included, is legible, and the document is properly formatted after being converted to PDF.

### **Software Available for Converting to Portable Document Format (PDF)**

Adobe Acrobat is a software product that may be used to convert your documents to PDF. WordPerfect Version 9 and higher word-processing application has built in PDF conversion capability and may also be used. Other software products are also available to convert your documents to PDF. Users should explore the software options available.

**Note: Although newer versions of WordPerfect can create PDF documents within the word processing application, they generally create larger file size (number of bytes).**

### **Converting Documents from Word Perfect Version 9 or higher**

- Open a WordPerfect document (with file extension *.wpd*).
- From the menu bar, click on **"File"** and from the drop-down menu select **"Publish to PDF."**
- Save the file as a PDF file, giving it a *.pdf* extension.

- Your document is now saved as a PDF file. The original file remains in WordPerfect format under its original file name and .wpd extension.

**For All other versions (8 or earlier) of Word Perfect, versions of Microsoft Word and Excel (2003 or earlier), and any other PC/MAC based application that allows you to print:**

- Install Adobe Acrobat (or other PDF conversion software) on your computer.
- Open the document you wish to convert.
- Select **“Print”** from the menu bar. Within the **“Current Printer”** field of the **“Printer”** window, select the option to change the selected printer. A drop down menu opens and a list of printer choices is displayed.
- Select **“Adobe PDFWriter” (or the “printer” that allows you to create a PDF file)**
- Click **“OK”** to “print” the file. Instead of the file printing to your printer, a window will appear.
- Name the document, verify the “saved file type” is .pdf, and click the **“Save”** button.
- Your document is now saved as a PDF file. The original file remains in its original format under its original file name and extension.

**Note: There are several ways to create a PDF document, the instructions listed above just one of the methods. Please refer to your software instructions to ensure you are properly selecting and creating your PDF document.**

## **Chapter 3** **Basics**

### **User Interactions**

Users normally interact with the Electronic Case Files (ECF) system in three ways.

- Entering information in data fields also referred to as Text Boxes
- Mouse-clicking on hyperlinks and/or radio buttons
- Selecting command buttons to direct system activities

### **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 boldfaced type: **[Command Button]**.
- Hyperlinks are displayed in underlined boldfaced type: **hyperlink**.

### **Common Mistakes When Filing a Document**

Some common mistakes made when filing a document include:

- Selecting the wrong PDF file to attach to a docket entry;
- Selecting the wrong document type (the original document rather than the converted file with the .pdf extension);
- Selecting the wrong docketing event from the ECF menus; and,
- Entering the wrong case number and not discovering the error before completing the transaction.

The ECF system does not permit you to substitute or remove a misfiled document after it has been submitted electronically to the court. Only the presiding judge may order the correction of a document once it has been filed. So, please be careful to avoid these common mistakes.

The clerk's office can help you correct docketing errors, and can provide you with guidance on what to do if the wrong document has been filed, or the right document has been filed, but in the wrong case. If a mistake has been made, telephone the Help Desk to inform the clerk's office of the problem and to obtain guidance for fixing the problem.

You will need to provide the case number and document number(s) for the docket entry or entries requiring correction. If appropriate, the clerk's office will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. Please review the Electronic Case Filing Procedures for more information on filing errors.

### **Viewing Transaction Log**

This feature, selected from the **Utilities** menu, allows you to review all transactions ECF has processed with your login. If you need to check what you have done in ECF, review your transaction log. If you believe or suspect that someone is using your login and password without your permission, you can use the transaction log to confirm this as well.



If someone is using your login and password without your permission, immediately telephone the clerk's office Help Desk. The clerk's office will assist you in changing your password. If you believe that a document has been improperly filed with the court under your signature (your login and password is your electronic signature) you will need to inform the clerk's office Help Desk.

Please review the Electronic Case Filing Procedures for more information on login and password problems.

## **User Manual**

You can view or download the most recent version of this ECF User Manual (in PDF format) from the court's web page. Enter <http://www.cod.uscourts.gov> in your browser's address/location field, and when the Court's web page opens, click on the **Electronic Case Filing** link.

**Note: The ECF User Manual is a PDF document and will require software capable of opening a PDF document for viewing**

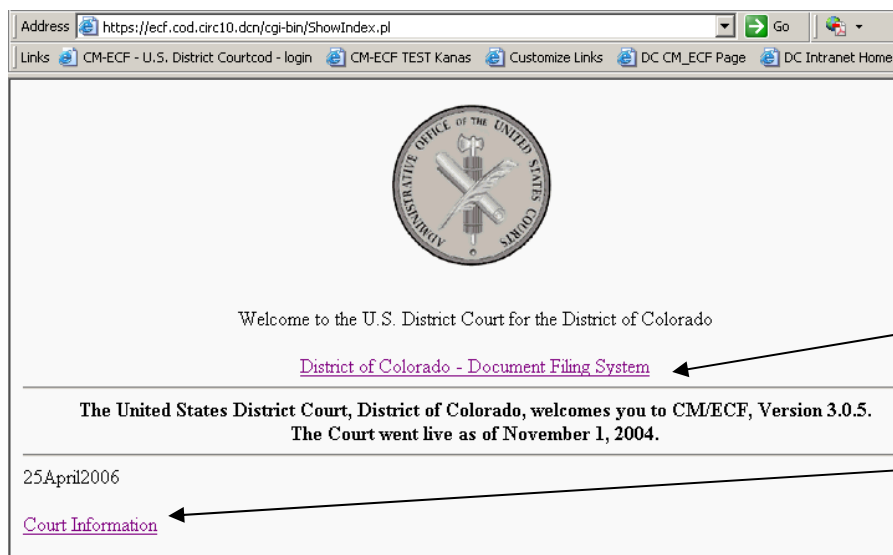
## Chapter 4 ECF System

### Entering the ECF System

This section of the User Manual provides information for entering the Electronic Case Files (ECF) System.

You may enter the system by going to the court's web page at <http://www.cod.uscourts.gov>, clicking on the [Electronic Case Files](#) link on the opening page, and then clicking on the [Electronic Case Filing – Live](#) link.

#### Frame 4-0



#### ECF Home Page

Alternatively, registered users may enter the ECF system directly by typing the following URL into the location filed of an ECF-compatible web browser:

- <https://ecf.cod.uscourts.gov>
- Clicking on the [District of Colorado – Document Filing System](#) link will take you to the ECF/PACER Login screen.
- Clicking on the [Court Information](#) link will take you to a page with information about the court, maximum PDF file size, etc.

#### Frame 4-1

Court Details	
Court's Name	District of Colorado
Software Version	CM/ECF-DC V3.0.5
ECF Go Live Date	11/01/2004
Maximum PDF File Size	5.0 MB

Court Locations	
Court's Name	District of Colorado
Court's Address	901 19th Street, Denver, CO 80294
Court's Phone Number	303-335-2050 or 1-866-365-6381 (Outside of Denver Metro area)
Court's Email Address	cod_cmecf@cod.uscourts.gov
Court's Hours	8:00 AM - 5:00 PM, Monday - Friday, excluding Federal Holidays

Pacer Details	
Pacer's Address	PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549
Pacer's Phone Number	(800) 676-6856 or (210) 301-6440 if residing in the San Antonio area
Pacer's Email Address	pacer@psc.uscourts.gov

Flag Definitions	
Code	Translation
2255	2255
ADMAPP	Administrative Appeal
ALLMTN	All Motions

#### Court Information Page

When you click on the [Court Information](#) link, the court information page is displayed.

Information as to the court's address, hours, etc. is available.

Also, this page displays the **maximum** file size for PDF files being submitted to ECF.

**Note:** The maximum file size is per PDF document. Your total filing may exceed the per document maximum. For example, your main document is 2MB, Exhibit A is 4.9 MB, and Exhibit B is 3 MB. All three documents equal 9.9 MB.

## Logging in to the ECF System

### Frame 4-2

**CM/ECF Filer or 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 for filing:**  
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

**If you received this login page as a result of a link from a Notice of Electronic Filing email:**  
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

**If you have trouble viewing a document**  
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

**Instructions for viewing filed documents and case information:**  
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.pscuscourts.gov>.

**Authentication**

Login:

Password:

client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

**Notice**  
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

*CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.*

### ECF/PACER Login Page

- The ECF/PACER Login page is used for logging in with your PACER login **or** your ECF login.
- To be able to file pleadings, you may enter your ECF login and password. On this system, you will file your electronic documents with the clerk's office.
- To review the docket, view a document, run a Query, or view reports, you may enter your PACER login and password and enter the PACER system.
- **NOTE: YOU WILL BE BILLED PACER charges when running queries and many of the reports.**

### Frame 4-3

**CM/ECF Filer or 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 for filing:**  
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

**If you received this login page as a result of a link from a Notice of Electronic Filing email:**  
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

**If you have trouble viewing a document**  
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

**Instructions for viewing filed documents and case information:**  
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.pscuscourts.gov>.

**Authentication**

Login:

Password:

client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

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*CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.*

**You do not need to enter a client code for ECF logins**

### Logging in to ECF/PACER

- Enter your ECF login name and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are **case sensitive**.
- Verify that you have entered your ECF login and password correctly. If not, click on the **[Reset]** button to erase the login and password entries and re-enter the correct information.
- After you enter the correct login and password **and check the "redaction rules" checkbox**, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen, **"Login failed either your login name or key is incorrect."**
- If you did not check the "Redaction rules" checkbox, you will get the following error message **"You must check the redaction rules checkbox to log in to CM/ECF"**
- Click on the web browser **[Back]** button and re-enter your correct login, password, or check the "redaction rules" checkbox.

## Frame 4-4 Menu Features

**ECF** Civil Criminal Query Reports Utilities Search Logout



**U. S. District Court [TEST]  
District of Colorado [TEST]  
Official Court Electronic Document Filing System**

This message is contained in the file OperationNotice.htm.  
You may use this file to alert users to current CM/ECF operational issues.

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

Welcome to the U. S. District Court [TEST] for the District of Colorado [TEST] Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the *Netscape/PDF Settings* option listed below.

[Netscape/PDF Settings](#)

Last login: 05-29-2007 12:47  
22March2007

**NOTICE:** An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

*CM/ECF has been tested and works correctly with Netscape 7.x, Internet Explorer 6.0 and Firefox 1.5.*

**Note:** The date and time you last logged into the system appears at the bottom left corner of your screen. You should review this information each time you log in. If you believe the date and time of your last log in are not correct, or you suspect an unauthorized party is using your login and password, telephone the court's Help Desk with this information as soon as possible.

## ECF Menu Features and other information

- The **Blue** Menu bar is displayed at the top.
- Select **Civil** to electronically file all civil documents.
- Select **Criminal** to electronically file all criminal documents.
- Select **Query** for specific case information. You will be prompted to enter your PACER login and PACER password before you can continue your query.
- Select **Reports** to retrieve calendar events, cases-filed reports, and docket sheets. You will be prompted to enter your PACER login and PACER password before you can continue to run your report.
- Select **Utilities** to View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** function of ECF.
- Select **Logout** to log out of the ECF application.

## Basic Manipulations

When using the ECF system, there are three basic processes that allow you to move from screen to screen.

- First, text boxes where you enter data such as case numbers or text information.
- Second, use the **[Next]** button or the **[Submit]** button to accept entered data and display the next data entry screen. To retrieve the previous screen to correct data entry errors, use the **[Back]** button on the web browser toolbar.
- Third, there are **[Browse]** buttons to allow you to browse your folders/ locations to select PDF documents and attachments.

**CAUTION:** Users should avoid using the **[Back]** button in complicated transaction, as it is easier to just start over. Some of the CM/ECF screens are not cached so when the back button is used, the page of previous information cannot be re-displayed, thus causing an error. When using the **[Back]** button, a user may not use the **[Forward]** button on the web browser when the correction has been made. Progression must be made using the ECF navigation buttons such as "Next" or "Submit."

### Steps Related to Filing Documents in Civil and Criminal Cases

There are eight basic steps for filing a document in a **civil or criminal** case in ECF:

1. Select the **Type of Document** to File (i.e. motion, notice, Answer, etc.)
2. Identify the **Case number** for Which the Document is Being Filed
3. Designate the **Party** for Whom the Document is Being Filed
4. Specify the **PDF** Document to File
5. **Additional ECF** Information (i.e. various check boxes or text box entry based upon the type of document being filed)
6. As necessary, add **Modification** text in the text boxes to effect how the final Docket Text will display.
7. **Submit** the Document to ECF
8. **Receive** the Notice of Electronic Filing

The eight basic steps listed above are common to all civil and criminal documents to be filed.

## Chapter 5 Civil Case Docketing

Registered filers will use the **Civil** feature of ECF to electronically file pleadings in civil matters with the court. A comprehensive list of the ECF civil events available to registered users can be accessed through the **Reports** link on the CM/ECF Menu Bar. There is no charge to access this report and it is the most accurate and up to date version of the ECF civil events. You may also use the Windows find feature to easily search for the proper event. Alternatively, user can use the Search feature of CM/ECF to also find events.

For purposes of this User Manual, **Miscellaneous** and **Judgment** cases should also follow the practices listed in the **Civil** section.

### **Filing a Civil Case Initiating Document (New complaint or Notice of removal)**

Civil case initiating documents shall be filed in accordance with the procedures in the **New Cases** section of the **Electronic Case Filing Procedures**.

Civil case initiating documents shall be submitted by ECF registrants to the court in PDF format via e-mail.

### **Submitting Initiating Document(s) by E-Mail**

- Create PDF versions of the Civil Complaint, Civil Cover Sheet (JS-44), and Summons forms (if appropriate).
- Create an e-mail addressed to the clerk's office e-mail address for new cases: [newcases@cod.uscourts.gov](mailto:newcases@cod.uscourts.gov).
- In the **subject line** of the e-mail indicate this is a new case by typing "**new case**" and the short case title (e.g. "New Case – Jones v. Smith).
- In the e-mail indicate how the party will be **paying the filing fee**.
- If the initiating party is requesting the issuance of a summons, the e-mail must **state how the party would like the summons returned**.
- Attach **PDF versions of the case initiating documents** in the e-mail
- **Send the e-mail** to the clerk's office.

After review and processing, the clerk's office will open the case in ECF and inform the initiating party by the Notice of Electronic Filing (NEF) when the case has been filed.

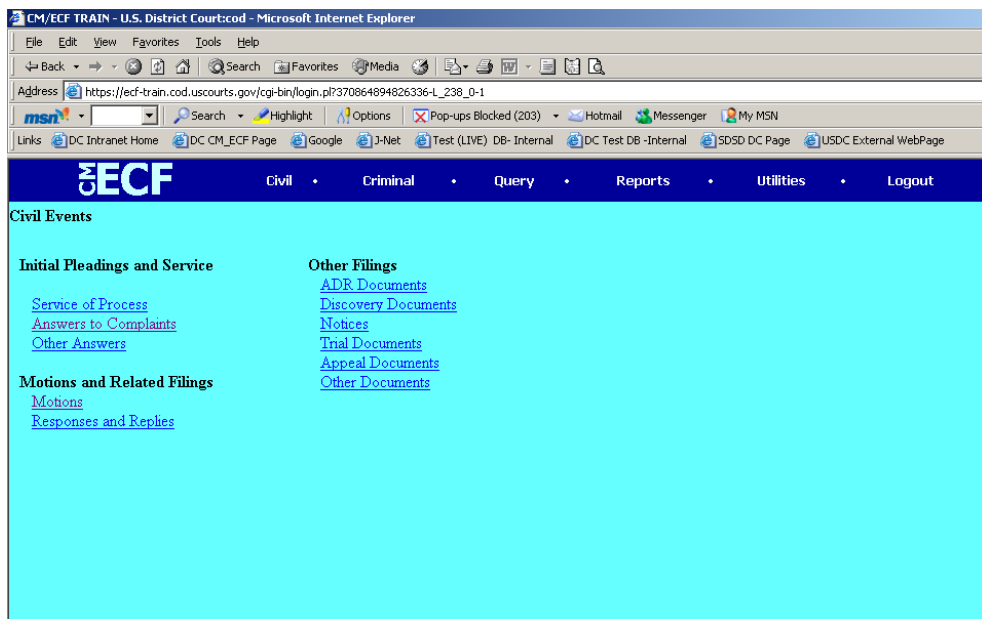
The preferred method to submit case initiating documents is via e-mail. Case initiating documents may also be submitted on CD/DVD or other electronic medium per the ECF Procedures. Please refer to the ECF Procedures for more information on submitting in other mediums.

### **Filing an Answer**

**Note: Beginning with Version 3.1 of CM/ECF, the Blue Menu Bar provides options to continue to use the static menu selections or the cascading menu options to navigate from one function to another more easily. These examples continue to show the static approach. See Appendix 3 to learn more about cascading menus.**

As an illustration, this section of the User Manual describes the basic steps you will need to take to file an answer with the court. The process for filing other types of documents using other civil events is similar.

### Frame 5-1 Selecting the type of document to file



Selecting the **type of document** to file.

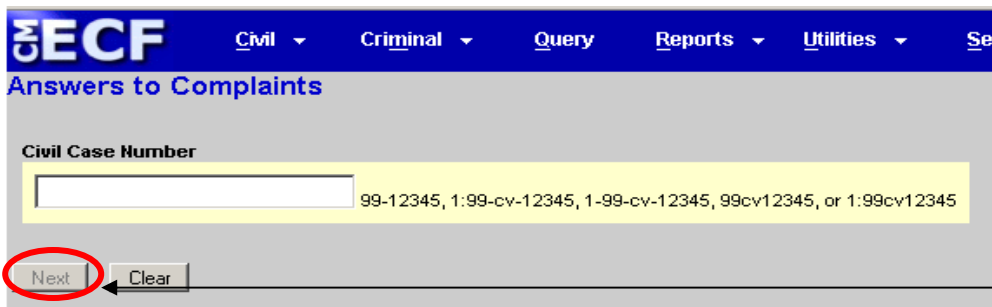
#### Filing an Answer to Complaint

- After successfully logging into ECF, click on **Civil** from the *blue* menu bar at the top of the ECF screen.
- **Civil Events** window opens displaying the major categories of events used to file documents with the clerk's office.
- Select the Type of Document to File.
- To file an answer, the user should click on Answers to Complaints under **Initial Pleadings and Service**.

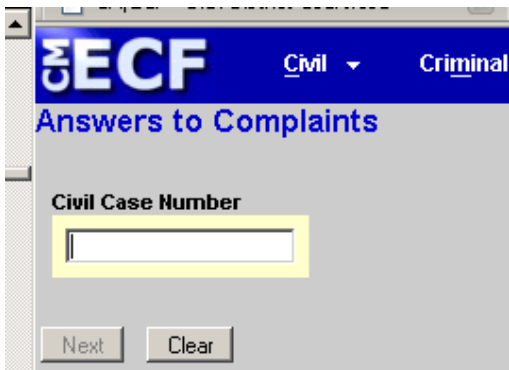
### Frame 5-2 Identifying the case

**Note:** ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

#### Frame 5-2a Identifying the case



OR (Alternate Case Number entry screen display)



#### Identify the case

- Identify the Case for Which the Document is Being Filed.
- Enter the number of the case for which the document is being filed.

**Note:** The Next button is grayed out which indicates the button is not functional until a valid case is entered.

Frame 5-2b

ECF Civil Criminal Query Reports Utilities

Answers to Complaints

Civil Case Number

5 Find This Case

Next Clear

- Once you begin to enter a case number, the **Find This Case** button is displayed. After entering the entire case click on the **Find This Case** button.

Frame 5-2c

ECF Civil Criminal Query Reports Utilities

Answers to Complaints

Civil Case Number

5-300 Cannot find case 5-300

Next Clear

- If the case number is not valid, a message is displayed next to the entry box. The **Next** button continues to be grayed out.

Frame 5-2d

ECF Civil Criminal Query Reports Utilities Search Logout

Answers to Complaints

Civil Case Number

5cv3000 Find This Case

Next Clear

- Correct the case number entry and click on the **Find This Case** button.

Frame 5-2e

ECF Civil Criminal Query Reports

Answers to Complaints

Civil Case Number

1:05-cv-3000 Looking up case number 1:05-cv-3000...

Next Clear

- An informational message is displayed as CM/ECF is accessing the case number.



Frame 5-2f

ECF Civil Criminal Query Reports Utilities

Answers to Complaints

Civil Case Number

1:05-cv-3000

Next Clear

- The case number is valid and the **Next** button is darkened, so you can click on it to continue.

Frame 5-2g

ECF Civil Criminal Query Reports

Answers to Complaints

Civil Case Number

5-3000 Hide Case List

Select a case:

☐ 1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys

☐ 1:05-mc-03000 Fudd

Next Clear

- Beginning with Version 3.1 of CM/ECF, only civil type cases (i.e. cv, mc, bj, etc.) will be searched when users are in the **Civil** option. If there is a criminal case with the same number, it will not be shown or listed in the pick list.

Frame 5-2h

ECF Civil Criminal Query Reports

Answers to Complaints

Civil Case Number

1:05-cv-3000 Hide Case List

Select a case:

☒ 1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys

☐ 1:05-mc-03000 Fudd

Next Clear

- However, if there are case numbers that are the same, they will be listed in a pick list and the user must click the appropriate check box before the **Next** button is darkened and can be clicked.

Frame 5-3

ECF Civil Criminal Query Reports Utilities

Answers to Complaints

1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys

Next Clear

- After clicking on the **Next** button, a review screen is displayed.
- Click on the **Next** button to continue

#### Frame 5-4 Designating the filing party



The "plus" symbol indicates you can click on the "plus" to expand the information related to that specific party.



The "minus" symbol indicates you can click on the "minus" to collapse the information related to that specific party.

#### Designating the filing party.

- After identifying the Case Number, ECF provides you with a list of parties involved in the case.
- Highlight the name of the party for whom you are filing the document.
- If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent. If done correctly, each party selected will remain highlighted.
- After highlighting the parties to the document, click on the **[Next]** button.

#### Frame 5-4a Participant tree

The participant tree is a **visual aid** to allow you to see parties and linkages to their attorneys, any corporate parent or affiliation, and aliases.

You cannot select parties/attorneys from the participant tree pane.

#### Frame 5-4b Select the filer pane

From the **Select the filer** pane, you click on the filer that is filing the pleading.

You can select multiple filers by holding the **Ctrl** key down and clicking on each filing party.

If new parties need to be added before you can correctly finish your filing, you **must** **contact the court to add the new party.**

Although, there is a **[New Filer]** button in the right pane, attorney logins do not have the security permissions to add a new filing party at this time.

Frame 5-4c Participant tree – Party search

\*\*\*\*Conditional Screen \*\*\*\*

If you click on the **[New Filer]** button by mistake, a party search screen is displayed.

You can enter name information. However, once you click on the **[Search]** button, an error message box is displayed indicating you do not have permission to add a new party. **Click the [OK]** button.

Frame 5-4d Participant tree

\*\*\*\*Conditional Screen \*\*\*\*

After clicking **[OK]**, the party search screen remains displayed.

**DO NOT CLICK on your browser's BACK button.**

To return to the **Select the filer** screen, click the **[Pick filer]** button in the **Participant tree** pane.

Frame 5-4e Participant tree

\*\*\*\*Conditional Screen \*\*\*\*

If you clicked on the **[PICK Filer]** button, the “Select the filer” pane is displayed.

You can then select the filing party by **[clicking]** on the filer's name from the list.

You can select multiple filers by holding the **[CTRL]** down and **[clicking]** on the other filers you wish to select.

Frame 5-4f Participant tree

\*\*\*\*Conditional Screen\*\*\*\*

If you do click on the back arrow for the browser, it will take longer and the case verification screen is displayed.

You will then need to click on the **[Next]** button to display the **select filer** screen

Frame 5-4g Participant tree

When the "Select the filer" pane is displayed, you can then select the filing party by **[clicking]** on the filer's name from the list.

You can select multiple filers by holding the **[CTRL]** down and **[clicking]** on the other filers you wish to select.

After selecting the filer, **click** the **[Next]** button.

Frame 5-5

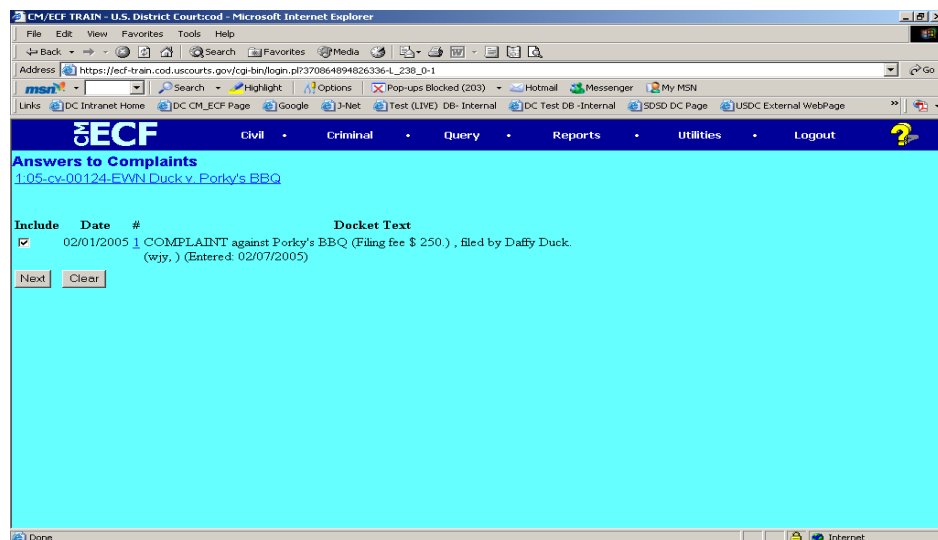
**Note:** If the list displayed does not show the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you click on the **[New filer]** button, ECF returns an error message advising you of this restriction.

Frame 5-6 Attorney/Party association screen

Attorney/Party Association Screen

- If this is the **first time** the attorney is filing in the case, the Attorney/Party Association window will appear. The purpose of the window is to create an association ("link") between the attorney and the party.
- A list of parties is displayed with a message indicating a party/attorney relationship has not been established. If the attorney does represent the filing party, the checkbox **MUST** be checked (linked) to establish the association.
- If the attorney **DOES NOT** represent the parti(es) listed, the attorney should **NOT** check the box(es) to create an association.
- Click the **[Next]** button.

## Frame 5-7 Linking



### Linking the Answer to the Complaint

- Check the **Include** box next to the document for which the answer is being filed.
- Click on the **[Next]** button.
- If a box is **not checked**, an error dialogue box will appear with the following message: **"You did not select a docket entry to answer."**
- Since this is an Answer to a Complaint, the event must link the answer you are filing to the Complaint being answered.

## Frame 5-8 Specifying the PDF document

**Answers to Complaints**  
1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al  
NDISPO

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

**Main Document**

**Browse...**

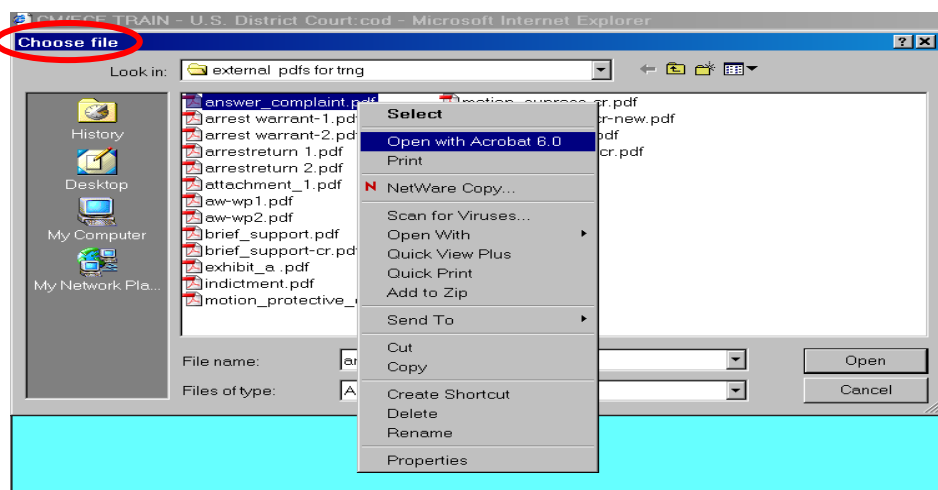
Attachments	Category	Description
1. <input type="text"/> <b>Browse...</b>	<input type="text"/>	<input type="text"/>

**Next** **Clear**

### Specify the PDF document to file.

- ECF provides the filer an entry box to indicate the **main document** as well as an entry box for the first attachment.
- Click the **[Browse]** button next to the "Main Document" box.

## Frame 5-9 Viewing the PDF document



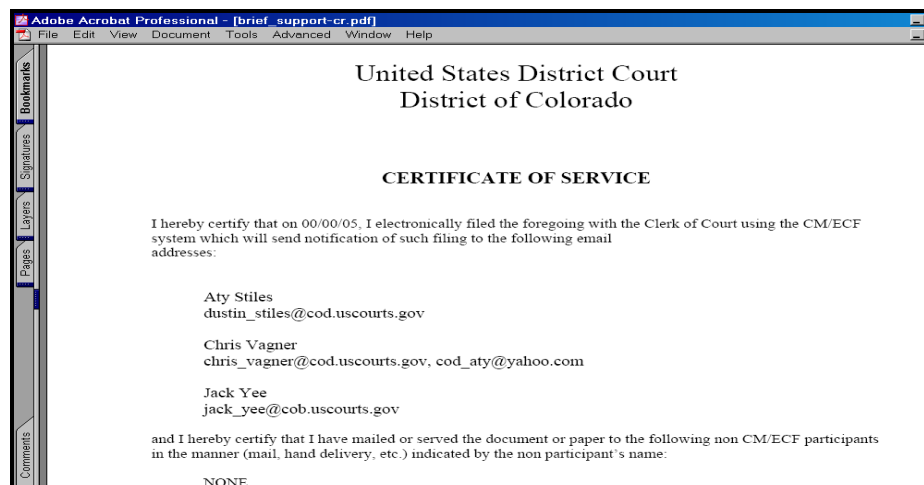
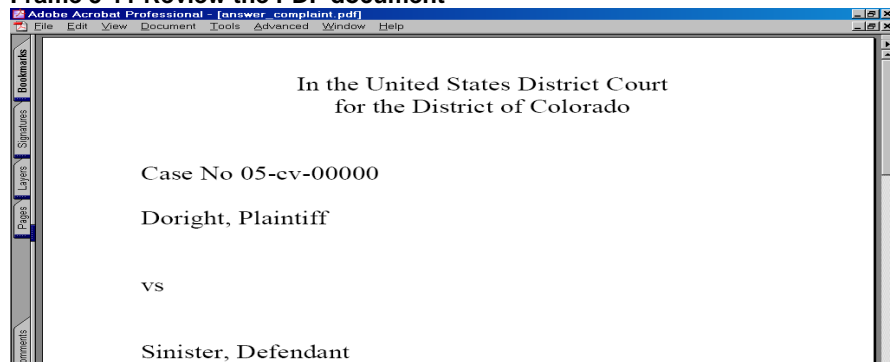
### Viewing the PDF document.

- The **Choose File** dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

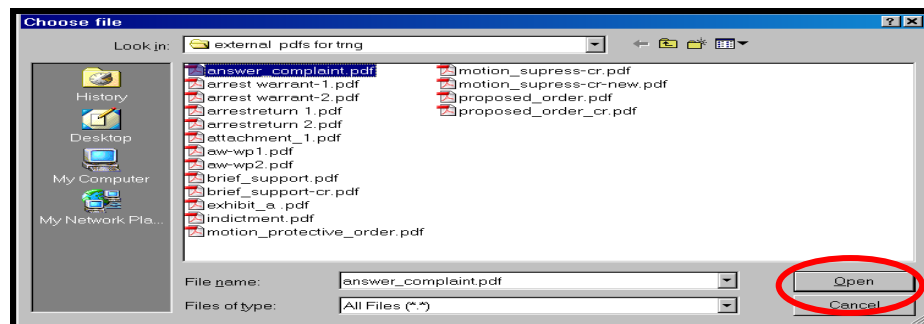
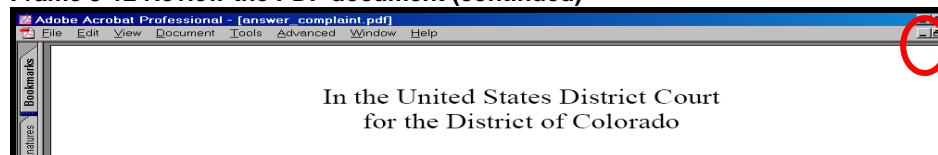
## Frame 5-10

**Note: It is highly recommended you view the PDF document and any attachments to ensure you are filing the correct documents in the ECF application.**

### Frame 5-11 Review the PDF document



### Frame 5-12 Review the PDF document (continued)



### Review the PDF document

- Each PDF attached is limited to the 5 MB court standard on document size, but a transaction with attachments may exceed the standard.
- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document
- The signature (i.e. s/ and the attorney name
- Is the "Certificate of Service" part of the main document?
- The "Certificate of Service" does not need to be a separate attachment. It's considered to be part of the main document.
- The s/ on the "Certificate of Service" can be the attorney or the secretary, paralegal, or administrator.

### Review the PDF document (continued)

- After viewing the PDF document, close the Adobe application.
- Click on the **[OPEN]** button to populate the entry box for the filename.

### Frame 5-13 attaching the PDF document

### Attaching the PDF document

- The Filename box is now filled with the name of the main document.
- If there are no attachments to the main document, leave the "Attachment" box blank.
- Click the **[NEXT]** button.

### Frame 5-14 additional ECF information

### Additional ECF information

- In the filing of an Answer to Complaint, ECF will display check boxes to further determine processing requirements.
- In this example, an "Other Filing Question" screen asks the filer if this filing includes a counter claim, cross-claim, or a third party complaint.
- The filer should check any that apply.
- If none apply, click on **[Next]** button without checking any of the check boxes.

### Frame 5-15 More ECF information

### More ECF Information

- Another ECF screen is displayed to ask if this Answer includes a jury demand.
- A Yes or No selection is required by **[clicking]** on the appropriate radio button
- In our example, we'll click on the "No" radio button.
- Click on **[Next]**



### Frame 5-16 Modify docket text, as necessary

### Modify docket text, as necessary

- The docket text modification screen will be displayed. This provides an opportunity for the filer to add text to further define the entry.
- Wherever there is white space, the filer may enter text. It's optional. For example, in the first text box, you may enter "Defendant's" in the text box so the docket text will read "Defendant's ANSWER to Complaint..." If nothing is entered, the docket text will read, "ANSWER to Complaint..."
- After entering all applicable docket text, click on the **[NEXT]** button.

### Frame 5-17 Completing the Transaction

### Completing the Transaction

- **THIS IS THE "LAST" SCREEN FOR YOU TO REVIEW!!**
- If you click the **NEXT** button, the transaction is posted to the database.
- An informational message as to the path and filename of the PDF document is displayed for review. This provides the user a "final" opportunity to check the filename as to it being the correct document. **If it's not the correct document, you should abort this transaction and start it over again.**
- Click on the **[Next]** button to commit the transaction.

### Frame 5-18

**Note:** ECF displays a "Final warning" indicating if the [Next] button is clicked, the transaction is completed and it is entered into the ECF database and the Notice of Electronic Filing (NEF) is created and displayed. The NEF is queued up to be sent as an e-mail to parties.

**Note:** At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button as page information is NOT cached and the user will encounter problems. It's easier to just start over



## Frame 5-19 Notice of Electronic Filing (NEF)

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Answers to Complaints**  
1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys

U. S. District Court [TEST]  
District of Colorado [TEST]

**Notice of Electronic Filing**

The following transaction was entered by Yee, Attorney on 5/31/2007 at 10:14 AM MDT and filed on 5/31/2007  
**Case Name:** Good Guys, Inc. v. Bad Guys  
**Case Number:** 1:05-cv-3000  
**Filer:** Bad Guys  
**Document Number:** 10  
**Docket Text:** ANSWER to Complaint by Bad Guys.(Yee, Attorney)

**1:05-cv-3000 Notice has been electronically mailed to:**

Another Goody cod\_ewn@yahoo.com  
 Justa Goody cod\_aty@yahoo.com  
 Dean Martin Leslie\_A\_Martin@cod.uscourts.gov  
 Leslie Martin leslie\_a\_martin@cod.uscourts.gov, gail\_shaw@cod.uscourts.gov  
 Attorney Yee jack\_yee@cod.uscourts.gov, jack\_yee@cob.uscourts.gov

**1:05-cv-3000 Notice has been mailed by the filer to:**

Chris Vagner  
 Vagner and Yee  
 1234 N. 20th Street  
 Denver, CO 80294

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
 [STAMP dcecfStamp\_ID=1071006659 [Date=5/31/2007] [FileNumber=71419-0]  
 [8aa0609f7692f6813a312f71d8775b0d61e201cf92b0dcb39a40bacec57c592ca7aee  
 1f05edb157e24327ac0270a718979bedf634a6dbe0c029d3d54a262355b]]

## Notice of Electronic Filing (NEF)

- The **Notice of Electronic Filing (NEF)** is displayed.
- This is your “receipt” of the filing.
- The NEF has four informational sections:
  - The docketing information section includes when the entry was made, the document number, and the docket text.
  - The electronic notification section displays the names and e-mail addresses of attorneys/parties that have been electronically noticed.
  - The manual notification section displays any names and addresses of recipients that must be served by non-electronic means. If there are name(s) and addresses displayed below the “**Notice has been mailed by the filer to:**” you must print a copy of the NEF and mail along with the document(s) you filed to the parties displayed. You will generally see names and addresses for pro se parties and attorneys that may not be registered to be an e-filer.
  - The fourth section lists electronic document stamp(s) for each PDF document submitted and serves as a security feature. The document stamp(s) are kept separately and are compared routinely against the document stamp that is embedded in the PDF document.

## Frame 5-20

**Note:** The Notice of Electronic Filing is your proof of filing and indicates the completion of the filing event. You may print the Notice of Electronic Filing for your records. If you have PDF creation software, you can print this NEF to a PDF document as well. You can always get a copy from the docket sheet. However, you will incur PACER charges to get a copy.

After a document is electronically filed, the ECF system sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied 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 document was properly docketed.

**Note:** Users may not use the court’s electronic notice facilities for parties listed in the “Notice has been mailed by the filer to:” section. The user filing the document is required to serve these documents in paper format in accordance with the rules. Only users listed in the “Notice has been electronically mailed to:” section have consented to receive notice electronically.

## Filing a Motion

As an additional illustration, this section of the User Manual describes the basic steps you will need to take to file a **motion** with the court. The process for filing other types of documents using other civil events is similar.

**Frame 5-21 Selecting Motion category**

- Using the cascading menus or clicking on the **Civil** option on the CM/ECF Blue Menu Bar will display the Civil Events page of categories.
- Click on the **Motions** link.

**Frame 5-22 Selecting Motion Events**

**Selecting Motion Events**

- A list all of the motion events are displayed alphabetically.
- In the search text box, you can enter the beginning letters of the motion event you want to select.
- You may also scroll up/down the scroll bar in the “**Available events**” list to facilitate your selection of motion events.

**Frame 5-22a**

**Searching for motions from the motions list**

- For example, if we want to find “protective order”, we can start by entering pro....
- The Available Events list displays events that have a word starting with the letters entered.

**Note:** After entering ‘p’, Appeal In Forma Pauperis, Dismiss Party, etc. are also displayed. The search finds any word, beginning with the letter(s) entered, regardless of position. Therefore, “wild card characters will not work.

Frame 5-22b

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events)

Selected Events (click to remove events)

Next Clear

Searching for motions from the motions list

- If you enter more letters, the display list will be further refined.
- If we add the letter 'r', the list of events changes as any motion event having 'pr' are displayed.

Frame 5-22c

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

Start typing to find another event.

Available Events (click to select events)

Selected Events (click to remove events)

Next Clear

Searching for motions from the motions list

- You can continue to enter more letters, or if the event is listed, you can click on the event to select.

Frame 5-22d

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

Start typing to find another event.

Available Events (click to select events)

Selected Events (click to remove events)

Next Clear

Selecting the specific motion and selecting multiple motions

- Once you click on the event, it's displayed in the **Selected Events** display box.
- You can select multiple events by clicking on other events from the **Available Events** list.
- For example, if "Permanent Injunction" is clicked from the **Available Events** list, it's added to the **Selected events** list.
- Whatever is in the "**Selected Events**" list when the **Next** button is clicked, will be the motion event(s) filed.

Frame 5-22e

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

Start typing to find another event.

Available Events (click to select events)

Selected Events (click to remove events)

Next Clear

Removing a selected motion from the selected list

- If you want to remove any of the events from the "**Selected Events**" list, you click on the event in the "**Selected events**" list. Once it's clicked on, it will be removed from the "**Selected events**" list.

#### Frame 5-22f

The screenshot shows the ECF Motions screen. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the 'Motions' section. There is a search bar with the text 'Start typing to find another event.' Below this are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Leave to Appeal, Letters Rogatory, Lift Stay, Miscellaneous Private, Miscellaneous Relief, More Definite Statement, New Trial, Order, Order of Sale, Partial Summary Judgment, Permanent Injunction, Preliminary Injunction, Proceed In Forma Pauperis, Produce, and Protective Order. The 'Selected Events' list contains 'Protective Order'. At the bottom are 'Next' and 'Clear' buttons.

Finish selecting motion events

- Once all of the motion events you want to file are in the **"Selected events"** list, you can click on the **Next** button.

#### Frame 5-23 Case number entry

**Note:** These examples below do not display all of the possible screens that can be encountered when a case number is being entered for the sake of brevity. Review Frames 5-2a through 5-2g for more detail as to what can be seen for errors, duplicate case numbers, etc.

**Note:** ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

#### Frame 5-23a Case number entry

The screenshot shows the ECF Motions screen with the 'Civil Case Number' field highlighted. The field contains the text '5cv3000'. To the right of the field is a 'Find This Case' button. Below the field are 'Next' and 'Clear' buttons.

- Identify the Case for Which the Document is Being Filed.
- Enter the number of the case for which the document is being filed.

**Note:** The **Next** button is grayed out which indicates the button is not functional until a valid case is entered.

- Once you begin to enter a case number, the **Find This Case** button is displayed. After entering the entire case click on the **Find This Case** button.

#### Frame 23b

The screenshot shows the ECF Motions screen with the 'Civil Case Number' field highlighted. The field contains the text '1:05-cv-3000'. Below the field are 'Next' and 'Clear' buttons.

- The case number is valid and the **Next** button is darkened, so you can click on it to continue.
- Click on the **[Next]** button

#### Frame 5-24 Review Screen

The screenshot shows the ECF Motions screen with the 'Review Screen' displayed. The case number '1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys' is shown. Below the case number are 'Next' and 'Clear' buttons.

Review Screen

- After clicking on the **Next** button, a review screen is displayed.
- Click on the **Next** button to continue.

### Frame 5-25 Selecting the filer

### Selecting the filer

- Please refer to **Frames 5-4 through 5-4g on Selecting the filing party**
- Highlight the name of the party for whom you are filing the document. If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party filing the document.
- If done correctly, each party selected will remain highlighted.
- After highlighting the parties to the document, click on the **[Next]** button.

### Frame 5-26

**Note:** If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

### Frame 5-27 Attaching the main PDF document

### Attaching the main PDF document

- Click the **[Browse]** button.
- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

### Frame 5-28 The choose file dialog box

- There are file size limits for each PDF document. The maximum file size limit can be found by going to the **Utilities** section and clicking on the **Court Information** link. The court information page is displayed.
- One of the items on the Court Information page is the **maximum** file size for PDF files being submitted to ECF.

**Note:** The maximum file size is **per PDF document**. Your total filing may exceed the per document maximum. For example, your main document is 2MB, Exhibit A is 4.9 MB, and Exhibit B is 3 MB. All three documents equal 9.9 MB and is allowed.

In the United States District Court  
for the District of Colorado

Case No 05-cv-00000

Doright, Plaintiff

vs

Sinister, Defendant

---

Motion for Protective Order

s/Aty Stiles \_\_\_\_\_  
Aty Stiles  
901 19<sup>th</sup> St., Ste. 105  
Denver, Co 80294  
303-335-3433 (voice)  
303-335-2714 (fax)

- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document
- The signature (i.e. s/ and the attorney name)

#### Frame 5-29 Review the PDF document

Adobe Acrobat Professional - [brief\_support-cr.pdf]

File Edit View Document Tools Advanced Window Help

United States District Court  
District of Colorado

**CERTIFICATE OF SERVICE**

I hereby certify that on 00/00/05, I electronically filed the foregoing with the Clerk of Court using the CM/ECF system which will send notification of such filing to the following email addresses:

Aty Stiles  
dustin\_stiles@cod.uscourts.gov

Chris Vagner  
chris\_vagner@cod.uscourts.gov, cod\_aty@yahoo.com

Jack Yee  
jack\_yee@cob.uscourts.gov

and I hereby certify that I have mailed or served the document or paper to the following non CM/ECF participants in the manner (mail, hand delivery, etc.) indicated by the non participant's name:

NONE

#### Review the PDF document

- After viewing the PDF document, close the Adobe application by **clicking** in the "x" in the top right corner of the Adobe application.

#### Frame 5-30 Adding the PDF filename

Choose file

Look in: external pdfs for trng

History  
Desktop  
My Computer  
My Network Pla...

answer\_complaint.pdf  
arrest warrant-1.pdf  
arrest warrant-2.pdf  
arrestreturn 1.pdf  
arrestreturn 2.pdf  
attachment\_1.pdf  
aw-wp1.pdf  
aw-wp2.pdf  
brief\_support.pdf  
brief\_support-cr.pdf  
exhibit\_a .pdf  
indictment.pdf  
motion\_protective\_order.pdf  
motion\_suppress-cr.pdf  
motion\_suppress-cr-new.pdf  
proposed\_order.pdf  
proposed\_order\_cr.pdf

File name: motion\_protective\_order.pdf

Files of type: All Files (\*.\*)

Open  
Cancel

- Click on the **[OPEN]** button to populate the entry box for the filename.

### Frame 5-31 Attaching additional documents to the main document

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

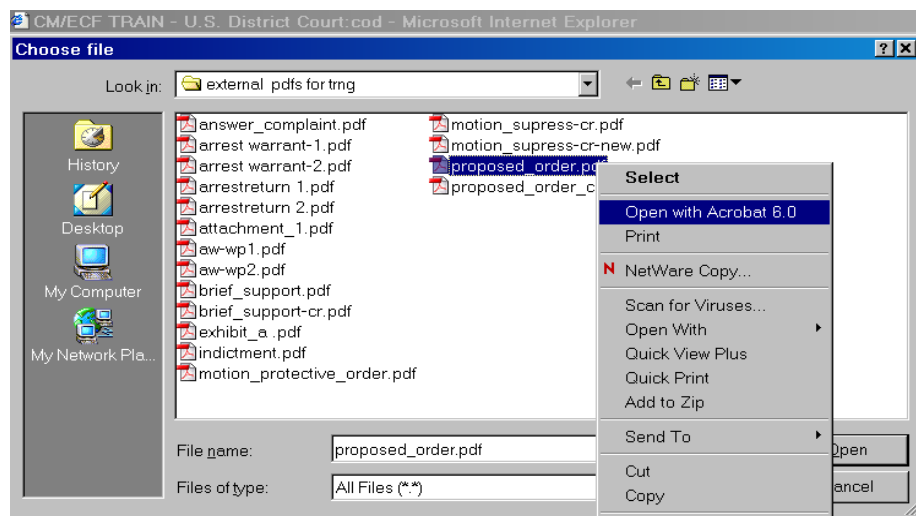
**Main Document**  
C:\Documents and Settings\User\Desktop\ Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

- The Filename box is now filled with the name of the main document.
- If there are attachments to the main document, click the **[Browse]** button.

### Frame 5-32 The choose file dialog box



The choose file dialog box

- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.
- After viewing the PDF document, **[Click]** the Open button to populate the ECF filename box

### Frame 5-33

**Note:** These examples do not display the PDF documents for the sake of brevity. The court highly recommends you **ALWAYS** view the PDF document(s) and any attachments to ensure you are filing the correct documents in the ECF application.

### Frame 5-34 Adding to the attachment list

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\User\Desktop\ Browse...

Attachments	Category	Description
1. C:\Documents and Settings\User\Desktop\ Browse... Remove		
2. Browse...		

Next Clear

### Adding attachments

- The Filename entry box should be filled in with the attachment.
- There is an informational message indicating **ALL** secondary attachments **must** select a category or add a attachment description
- Click on the drop down arrow to see the list of attachment types. If the type does not fit the attachment, select the blank entry.
- You can then enter a description to in the description field.



### Frame 5-35 Categorizing and describing your attachments

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

#### Main Document

C:\Documents and Settings\User\Desktop Browse...

Attachments	Category	Description
1. C:\Documents and Settings\User\Desktop Browse...	Proposed Order (PDF Only)	
2. Browse...		

Next Clear

In this example, we've selected the "Proposed Order (PDF Only)" from the Category list. We can leave the description field blank as we have selected a category description.

We do not need to enter any more descriptive text.

### Frame 5-36 Additional sample attachments

#### Main Document

C:\Documents and Settings\User\Desktop Browse...

Attachments	Category	Description
1. C:\Documents and Settings\User\Desktop Browse...	Exhibit	A
2. Browse...		

Next Clear

In this example, we've selected the "Exhibit" designation from the "Category" drop down list, and then in the "Description" field, we've entered the "A". The docket text and attachment will be identified as "Exhibit A", as CM/ECF will concatenate the category filed with the description field.

### Frame 5-37 Additional sample

#### Main Document

C:\Documents and Settings\User\Desktop Browse...

Attachments	Category	Description
1. c:\top\Folders\PDFs\shell pdfs\exhibit-a.pdf Browse...	Exhibit	A, Pages 1 - 30
2. c:\top\Folders\PDFs\shell pdfs\exhibit-a2.pdf Browse...	Exhibit	A, Pages 31 - 50
3. Browse...		

Next Clear

In this example, if you have to break up an exhibit, you can enter the page numbers of the exhibit being submitted. In the "Description" field you can enter Pages 1 – 30 of Exhibit A.

### Frame 5-38 Docket text modification screen

**ECF** Civil • Criminal • Query • Reports • Utilities •

**Motions**  
1:05-cv-01001-EWN Doright v. Sinister

Docket Text: Modify as Appropriate.  
 MOTION for Protective Order  by Defendant Sam Sinister. (Attachments: # (1) Proposed Order (PDF Only)) (Stiles, Aty)

Next Clear

Docket Text: Modify as Appropriate.  
 MOTION for Protective Order  by Defendant Sam Sinister.  
 Proposed Order (PDF Only)) (Yee, Jack)

Eighth  
 Ninth  
 Tenth  
 Amended  
 Consent  
 Counter  
 Cross  
 Emergency  
 Endorsed  
 Ex Parte  
 Final

### Docket text modification screen

- The Docket Text modification screen is displayed.
- This screen allows you to enter **optional** docket modification text.
- The "drop down" list allows you to select predetermined modifiers. **You cannot enter text in this box.** This is **optional**.
- In our example, we'll select "Amended" as a modifier.
- In the text entry box, we'll enter "from interrogatories" to further describe the motion we are filing. Again, this is option. However, this modification can be helpful to assist you in locating a motion for viewing or linking in the future.
- After enter text or leaving blank, click on the **[Next]**



#### Frame 5-39 Final screen

#### Completing the Transaction

- **THIS IS THE “LAST” SCREEN FOR YOU TO REVIEW!!**
  - If you click the **NEXT** button, the transaction is posted to the database.
  - An informational message as to the path and filename of the PDF document is displayed for review. This provides the user a “final” opportunity to check the filename as to it being the correct document. **If it’s not the correct document, you should abort this transaction and start over again.**
- Note:** You **CANNOT** view any of the actual the document(s), only the path, filename, and number of pages.
- Click on the **[Next]** button to commit the transaction.

#### Frame 5-40

**Note:** ECF displays a “Final warning” indicating if the [Next] button is clicked, the transaction is completed and it is entered into the ECF database and the Notice of Electronic Filing (NEF) is created and displayed. The NEF is then queued up to be sent via e-mail to parties in the case.

**Note:** At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button as page information is NOT cached and the user will encounter problems. It’s easier to just start over

# Frame 5-41 the Notice of Electronic Filing (NEF)

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Motions**

[1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys](#)

U. S. District Court [TEST]  
District of Colorado [TEST]

**Notice of Electronic Filing**

The following transaction was entered by Yee, Attorney on 6/4/2007 at 9:26 AM MDT and filed on 6/4/2007

**Case Name:** Good Guys, Inc. v. Bad Guys  
**Case Number:** [1:05-cv-3000](#)  
**Filer:** Bad Guys  
**Document Number:** [11](#)

**Docket Text:**  
**Amended MOTION for Protective Order from Interrogatories by Defendant Bad Guys. (Attachments: # (1) Proposed Order (PDF Only))(Yee, Attorney)**

**1:05-cv-3000 Notice has been electronically mailed to:**

Another Goody cod\_ewm@yahoo.com  
Justa Goody cod\_aty@yahoo.com  
Dean Martin Leslie\_A\_Martin@cod.uscourts.gov  
Leslie Martin leslie\_a\_martin@cod.uscourts.gov, gail\_shaw@cod.uscourts.gov  
Attorney Yee jack\_yee@cod.uscourts.gov, jack\_yee@cob.uscourts.gov

**1:05-cv-3000 Notice has been mailed by the filer to:**

Chris Vagner  
Vagner and Yee  
1234 N. 20th Street  
Denver, CO 80294

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=6/4/2007] [FileNumber=71575-0] [670181fd096072892ef74398f74fe0c6fcaca0e9610cba41fb3027baf9fcebe01087de5f1ad5b1ce8cfb30fd94dba4542816554bdd859482175489ee8d2917cf]]  
**Document description:**Proposed Order (PDF Only)  
**Original filename:**n/a  
**Electronic document stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=6/4/2007] [FileNumber=71575-1] [7fbac2df9d7d643c05426f8e72c7c61ee78be95855e0c710f680c88a5300227b3a98cd015da16554af07b10b6102509c311bf945cd0d76522b03f558c7f5a331]]

## Notice of Electronic Filing (NEF)

- The **Notice of Electronic Filing (NEF)** is displayed.
- This is your “receipt” of the filing.
- The NEF has four informational sections:
  - The docketing information section includes when the entry was made, the document number, and the docket text.
  - The electronic notification section displays the names and e-mail addresses of attorneys/parties that have been electronically noticed.
  - The manual notification section displays any names and addresses of recipients that must be served by non-electronic means. If there are name(s) and addresses displayed below the **“Notice has been mailed by the filer to:”** you must print a copy of the NEF and mail along with the document(s) you filed to the parties displayed. You will generally see names and addresses for pro se parties and attorneys that may not be registered to be an e-filer.
  - The fourth section lists electronic document stamp(s) for each PDF document submitted and serves as a security feature. The document stamp(s) are kept separately and are compared routinely against the document stamp that is embedded in the PDF document.

## Filing a Brief in Support of a Motion

As a further illustration, we'll file a brief in support of a motion. Since this repeats screen samples from previous examples, these illustrations will not display all of PDF documents.

Frame 5-42 Selecting Supporting Documents

The screenshot shows the ECF Civil Events page. The header includes the ECF logo and tabs for Civil, Criminal, and Query. Under Civil Events, there are three main sections: Initial Pleadings and Service (with links for Complaints and Other Initiating Documents, Service of Process, Answers to Complaints, Counterclaims and Crossclaims, and Other Answers), Other Filings (with links for Notices, Trial Documents, Appeal Documents, Administrative Appeals, and Other Documents), and Motions and Related Filings (with links for Motions and Supporting Documents, Responses and Replies).

Selecting supporting documents

- The user should click on **Supporting Documents, Responses and Replies under** Motions and Related Filings.

Frame 5-43 Selecting the type of supporting document

The screenshot shows the ECF Responses and Replies page. The header includes the ECF logo and tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Under Responses and Replies, there is a search bar with the placeholder text "Start typing to find an event". Below the search bar is a list of available events, including Brief in Opposition to Motion, Brief in Support of Motion, Reply to Response to Motion, Response to Motion, Response to Objection to Appeal of Magistrate Judge Decision, Response to Objection to Report and Recommendation, and Surreply. A "Selected Event" field is also visible, showing a partial selection of "Brief in Support of Motion".

Selecting Supporting Documents, Responses and Reply Events

- A list all of the events are displayed alphabetically.
- In the search text box, you can enter the beginning letters of the motion event you want to select.
- You may also scroll up/down the scroll bar in the **"Available events"** list to facilitate your selection of motion events/

**Note:** These examples below do not display all of the possible screens that can be encountered when a case number is being entered for the sake of brevity. Review Frames 5-2a through 5-2g for more detail as to what can be seen for errors, duplicate case numbers, etc.

Frame 5-44 Case number entry

The screenshot shows the ECF Civil Case Number entry page. The header includes the ECF logo and tabs for Civil, Criminal, Query, and Reports. Under Responses and Replies, there is a section for Civil Case Number with a text field containing the value "5cv3000" and a "Find This Case" button. Below the text field are "Next" and "Clear" buttons.

Case number entry

- Enter the number of the case for which the document is being filed
- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.
- Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the Case Number screen and re-enter the case number in the correct format.
- Click on the **[Next]** button.

Frame 5-45

**Note:** ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

#### Frame 5-46 Case Number Valid

The screenshot shows the ECF interface with a blue header bar containing 'ECF' and navigation links: Civil, Criminal, Query, Reports, and Utilities. Below the header, the page title is 'Responses and Replies'. A section labeled 'Civil Case Number' contains a text input field with the value '1:05-cv-3000'. Below the input field are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a yellow border.

- The case number is valid and the **Next** button is darkened, so you can click on it to continue.
- Click on the **[Next]** button

#### 5-46a Review Screen

The screenshot shows the ECF interface with a blue header bar containing 'ECF' and navigation links: Civil, Criminal, Query, Reports, and Utilities. Below the header, the page title is 'Responses and Replies'. A section labeled '1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys' is displayed. Below the case name are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted.

#### Review Screen

- After clicking on the **Next** button, a review screen is displayed.
- Click on the **Next** button to continue Designating the party filing

#### Frame 5-46b Designating the party filing

The screenshot shows the ECF interface with a blue header bar containing 'ECF' and navigation links: Civil, Criminal, Query, Reports, and Utilities. Below the header, the page title is 'Responses and Replies'. A section labeled '1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys' is displayed. Below the case name are two buttons: 'Next' and 'Clear'. The 'Next' button is circled in red.

#### Designating the party filing

- Highlight the name of the party for whom you are filing the document. If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent.
- If done correctly, each party selected will remain highlighted.
- After highlighting the parties to the document, click on the **[Next]** button

#### Frame 5-47

**Note:** If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

#### Frame 5-48 Attaching the main PDF document

**Motions**  
1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company L.P et al  
NDISPO

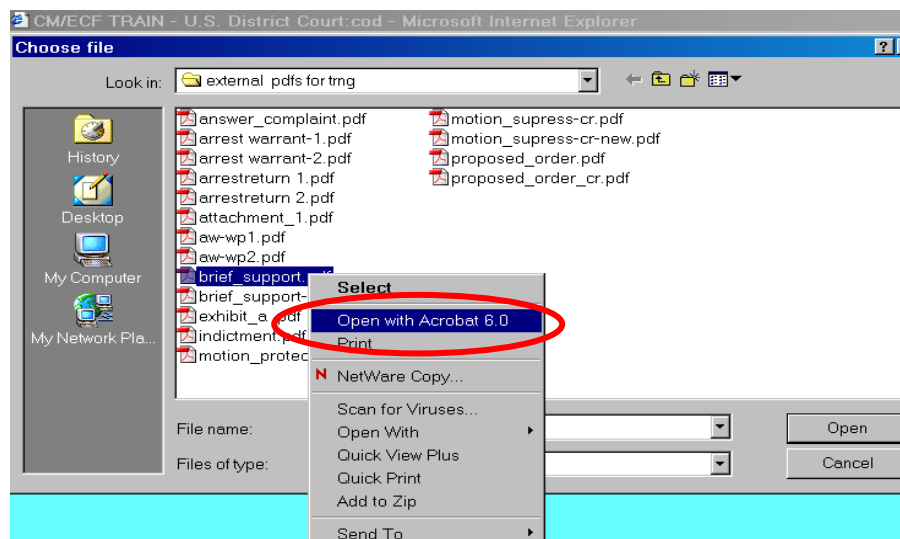
For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

**Main Document**

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

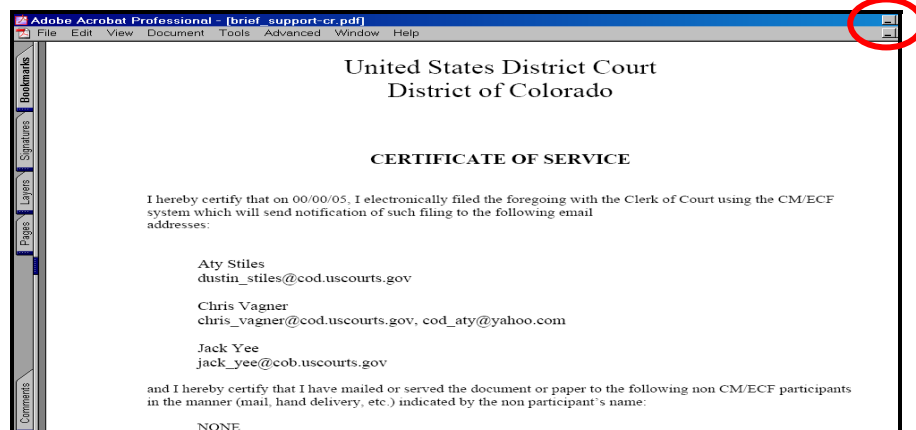
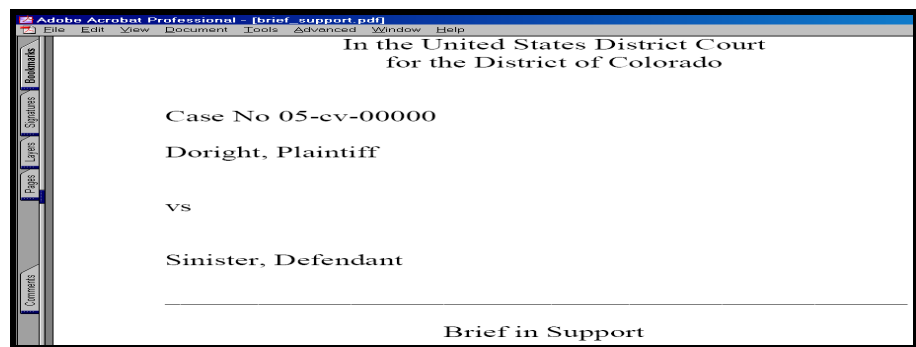
#### Frame 5-49 The choose file dialog box



#### Attaching the main PDF document

- Click the **[Browse]** button.
- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.
- There are file size limits for each PDF document. The maximum file size limit can be found by going to the **Utilities** section and clicking on the **Court Information** link. The court information page is displayed.
- One of the items on the Court Information page is the **maximum** file size for PDF files being submitted to ECF.
- **Note:** The maximum file size is per PDF document. Your total filing may exceed the per document maximum. For example, your main document is 2MB, Exhibit A is 4.9 MB, and Exhibit B is 3 MB. All three documents equal 9.9 MB.
- After viewing the PDF document, close the Adobe application by **[clicking]** in the "x" in the top right corner of the Adobe application.
- Click on the **[OPEN]** button to populate the entry box for the filename.

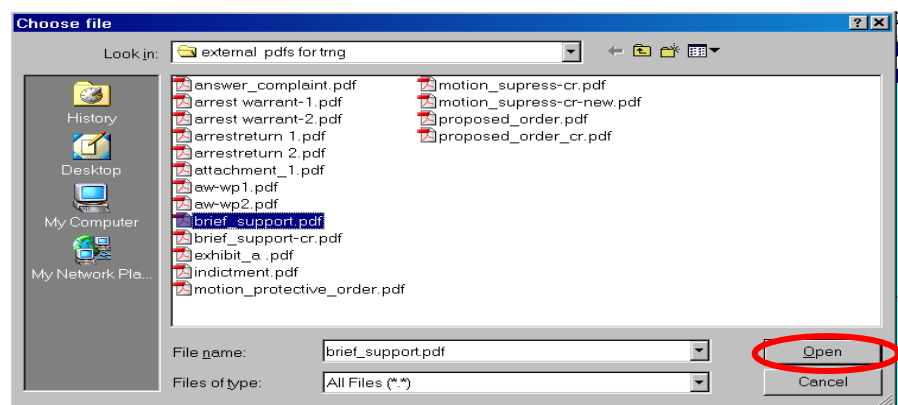
### Frame 5-50 Review the PDF document



### Review the PDF document

- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document
- The signature (i.e. s/ and the attorney name)
- After viewing the PDF document, close the Adobe application by **[clicking]** in the "x" in the top right corner of the Adobe application.
- Click on the **[OPEN]** button to populate the entry box for the filename.

### Frame 5-51 Adding the PDF filename



#### Frame 5-52 Attaching the main PDF document (continued)

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

##### Main Document

C:\Documents and Settings\User\Desktop Browse

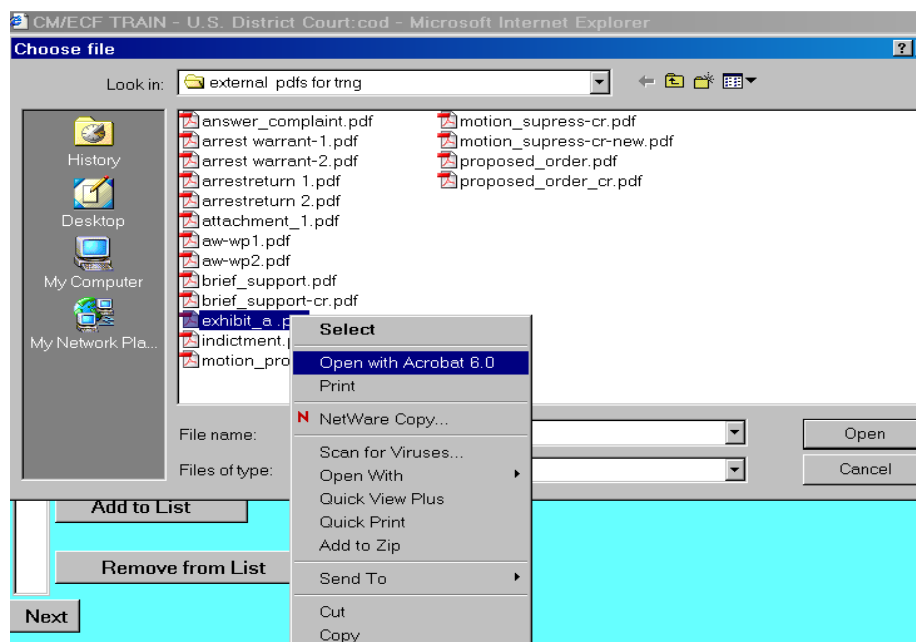
Attachments	Category	Description
1. <input type="text"/> Browse	<input type="text"/>	<input type="text"/>

Next Clear

#### Attaching the main PDF document (continued)

- The Filename box is now filled with the name of the main document.
- If there are attachments to the main document, click on the **[Browse]** button in the "Attachments" section.

#### Frame 5-53 The choose file dialog box



#### The choose file dialog box

- The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

#### Frame 5-54

**Note:** These examples do not display the PDF documents for the sake of brevity. The court highly recommends you **ALWAYS** view the PDF document(s) and any attachments to ensure you are filing the correct documents in the ECF application.

**Note:** Again, as a review,

1. View the PDF document.
2. Close out the Adobe application.
3. Populate the ECF filename box.
4. Select the predetermined category for the attachment (or select the "blank" category.)
5. Enter more descriptive information, as needed.
6. Repeat the attachment process for all of the attachments you wish to add.

#### Frame 5-55

**Note:** Repeat Frames 5-35 through Frame 5-37 for the second and succeeding attachments. Frame 5-57 reflects the position of having attached the main document and all attachments to be submitted. In this illustration, there are two attachments.

### Frame 5-56 Adding attachments

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

#### Main Document

C:\Documents and Settings\User\Desktop Browse

Attachments	Category	Description
1. C:\Documents and Settings\User\Desktop Browse...	Exhibit	1 Remove
2. C:\Documents and Settings\User\Desktop Browse...		Attachment 1 Remove
3. Browse...		

Next Clear

### Adding attachments

- This screen display depicts the adding of:

- Main document
- Exhibit A
- Attachment 1

**NOTE:** If you wish to remove an attachment you've added, **[Click]** the **[Remove]** button to the right of the attachment you wish to delete.

- **[Click]** the **[NEXT]** button.

### Frame 5-57 Linking

**ECF** Civil • Criminal • Query • Reports •

**Responses and Replies**

[1:05-cv-01000-EWN Doright v. Sinister](#)

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

☒ 09/13/2005 [3](#) Amended MOTION for Protective Order from interrogatories by Defendant Sam Sinister. (Attachments: # (1) Proposed Order (PDF Only))(Yee, Jack)

Next Clear

### Linking

- This window allows the filer to link the brief with other documents that have been filed already. A list of previously filed documents appears. Documents such as briefs in support of a motion must link back to the motion.
- Using the mouse, select by clicking in the check box(es) provided, which documents you wish to link the brief to.
- Click on **[Next]**



#### Frame 5-58 Docket text modification screen

#### Docket text modification screen

- The Docket Text modification screen is displayed.
- This screen allows you to enter **optional** docket modification text.
- After enter text or leaving blank, click on the **[Next]**

#### Frame 5-59 Final screen

#### Completing the Transaction

- **THIS IS THE “LAST” SCREEN FOR YOU TO REVIEW!!**
- If you click the **NEXT** button, the transaction is posted to the database.
- An informational message as to the path and filename of the PDF document is displayed for review. This provides the user a “final” opportunity to check the filename as to it being the correct document. **If it's not the correct document, you should abort this transaction and start over again.**

**Note:** You **CANNOT** view any of the actual the document(s), only the path, filename, and number of pages.

- Click on the **[Next]** button to commit the transaction.

#### Frame 5-60

**Note:** ECF displays a “Final warning” indicating if the **[Next]** button is clicked, the transaction is completed and it is entered into the ECF database and the Notice of Electronic Filing (NEF) is created and displayed. The NEF is queued up to be sent as an e-mail to parties.

**Note:** At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the **[Back]** button as page information is **NOT** cached and the user will encounter problems. It's easier to just start over

## Frame 5-61 The Notice of Electronic Filing (NEF)

**U. S. District Court [TEST]**  
**District of Colorado [TEST]**

**Notice of Electronic Filing**

The following transaction was entered by Yee, Attorney on 6/4/2007 at 2:41 PM MDT and filed on 6/4/2007

**Case Name:** Good Guys, Inc. v. Bad Guys  
**Case Number:** 1:05-cv-3000  
**Filer:** Bad Guys  
**Document Number:** 12

**Docket Text:**  
BRIEF in Support re [5] MOTION for Protective Order filed by Defendant Bad Guys. (Attachments: # (1) Exhibit A# (2) Attachment 1)(Yee, Attorney)

**1:05-cv-3000 Notice has been electronically mailed to:**

Another Goody cod\_ewm@yahoo.com  
Justa Goody cod\_aty@yahoo.com  
Dean Martin Leslie\_A\_Martin@cod.uscourts.gov  
Leslie Martin leslie\_a\_martin@cod.uscourts.gov, gail\_shaw@cod.uscourts.gov  
Attorney Yee jack\_yee@cod.uscourts.gov, jack\_yee@cob.uscourts.gov

**1:05-cv-3000 Notice has been mailed by the filer to:**

Chris Vagner  
Vagner and Yee  
1234 N. 20th Street  
Denver, CO 80294

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=6/4/2007] [FileNumber=71584-0] [ 723931ae9e2b164a53c188b36b70b8862d9202103732190e55f24aaa2728f59149af9c 60908eda58a6b576fe17db32f36d9e2e6b96e8d3cd74c14aa2c5675681]]  
**Document description:**Exhibit A  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=6/4/2007] [FileNumber=71584-1] [ 893bed91a38d182158d3b159a3585cb90211f3abfbee28bd0977387cc6eab0f43a8115 bb58ac13f325d71716b46e995d39a673cbc8bb04d1cce277252b4e5d33]]  
**Document description:** Attachment 1  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1071006659 [Date=6/4/2007] [FileNumber=71584-2] [ 70aa5363aad663e563a35881f3e88e816f26a07db59906fd2faffe14ae514aae21914a 4da15b38b7a15f0b7accb958eb13d8a29eabbd464fa8d897cc8d87e8e2]]

## Notice of Electronic Filing (NEF)

- The **Notice of Electronic Filing (NEF)** is displayed.
- This is your “receipt” of the filing.
- The NEF has four informational sections:
  - The docketing information section includes when the entry was made, the document number, and the docket text.
  - The electronic notification section displays the names and e-mail addresses of attorneys/parties that have been electronically noticed.
  - The manual notification section displays any names and addresses of recipients that must be served by non-electronic means. If there are name(s) and addresses displayed below the “**Notice has been mailed by the filer to:**” you must print a copy of the NEF and mail along with the document(s) you filed to the parties displayed. You will generally see names and addresses for pro se parties and attorneys that may not be registered to be an e-filer.
  - The fourth section lists electronic document stamp(s) for each PDF document submitted and serves as a security feature. The document stamp(s) are kept separately and are compared routinely against the document stamp that is embedded in the PDF document.

## Submitting a Proposed Order

If the **judge’s chamber procedures call for proposed orders to be submitted**, registered users are required to submit proposed orders as PDF attachments to the motions requesting the relief to be ordered. The user shall also submit the proposed order in a WordPerfect (\*.wpd) or Word (\*.doc) format to the judicial officers assigned to the case. **NOTE: DO NOT SUBMIT WORD (.docx) documents, as they cannot be opened by software used by the court.** The proposed order shall be sent via e-mail to the chambers of the assigned district judge and magistrate judge. Users should review the proposed orders sections of the ECF Procedures for the District of Colorado for more information and for chambers e-mail addresses.

## Sealed Document Submission

Section VI of the ECF Procedures for the District of Colorado governs the filing of sealed documents. Sealed document submission falls into two categories, documents in sealed cases and sealed documents in public cases.

### Sealed Case Document Filing

A document filed in a sealed case must follow this procedure:

- The **first document** submitted in a sealed case by a party must be submitted in paper format.
- All subsequent documents should be filed electronically, unless the party has received different instructions from the court.
- Attorneys of record in the case may view sealed documents electronically by using the PACER system.
- All documents filed in a sealed case must be served in paper format. The court's electronic notice facilities will not be available on sealed documents.

### Sealed Document Filing in Public Cases

A sealed document filed in a public case must follow this procedure:

- A Motion to Seal must be submitted electronically in accordance with the Local Rules of this court.
- At the same time, the party should electronically submit the document under seal using the **Sealed Document** event. Parties should only submit sealed documents using the **Sealed Document** event. Any document submitted under a different event will not be sealed from public view.
- A Notice of Electronic Filing will be generated for the sealed document, but the document will not be viewable.
- Attorneys of record in the case may not view sealed documents electronically by using the PACER system.
- All sealed documents must be served in paper format. The court's electronic notice facilities will not be available on sealed documents.

All questions on sealed documents should be forwarded immediately to the ECF Help Desk.

## Privacy Policy

Documents with personal identifiers and other sensitive information should be filed electronically in accordance with the court's Privacy Policy. The Privacy Policy may be found in Section XI of the ECF Procedures for the District of Colorado.

## Motion Practice

Basic federal civil motion practice follows the listed filing progression: motion – response – reply. Users should make a point of following this practice when filing documents. A document filed by a party responding to the motion must be filed as a response. It should not be filed as a reply. A document filed by a party responding to a response is a reply. It is critical for users to choose the correct event for a document and to make sure the document name and event name match.

## Combining Documents

Combining documents is prohibited by local rule and should be avoided. D.C.COLO.LCivR 7.1.C. states, "A motion shall not be included in a response or reply to the original motion."

## **Objections to Magistrate Judge Findings and Rulings**

Objections to magistrate judge findings and objections to magistrate judge rulings under Rule 72 may be found in multiple areas of the event lists. User should search carefully for events in multiple categories prior to choosing one for docketing.

## **Filing a Return of Service**

When filing a return of service, the user will enter the date of service and the system will automatically calculate the answer date. The user should verify that the date is correct according to the deadlines set in the Federal Rules of Civil Procedures. Particular attention should be paid to the deadline when the party served was the United States or an agency or actor on behalf of the United States.

## Chapter 6 Query

**Note:** Beginning with Version 3.1 of CM/ECF, the Blue Menu Bar provides options to continue to use the static menu selections or the cascading menu options to navigate from one function to another more easily. These examples continue to show the static approach. See Appendix 3 to learn more about cascading menus.

Registered users should use this feature to query the Electronic Case Files (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 database.

**Note:** Your PACER login and password is 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 \$.08 per page to access documents, docket sheets, etc. from ECF.

Frame 6-1 Query entry screen

### Query

**Search Clues**

Case Number

**or search by**

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date  to

Last Entry Date  to

Nature of Suit  
0 (zero)  
110 (Insurance)  
120 (Contract: Marine)

Cause of Action  
0 (No cause code entered)  
00:0000 (00:0000 Cause Code Unknown)  
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type

Query entry screen

Query has 2 search options.

1. Case number query

**OR**

2. Various parameter selections to define your query. Parameters include the selection of:

- Open, Closed, or both
- Filed date range
- Last entry date range
- Nature of Suit code
- Cause of Action code
- Person/business name for
  - Parties
  - Attorneys

Using any combination of the parameters in the query will focus your query.

### Frame 6-1a Case Number Search

#### Query

##### Search Clues

Case Number

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date  to

Last Entry Date  to

Nature of Suit  
0 (zero)  
110 (Insurance)  
120 (Contract: Marine)

Cause of Action  
0 (No cause code entered)  
00:0000 (00:0000 Cause Code Unknown)  
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type

### Case Number Search

If you use the case number query, the  is grayed out.

**Note:** The "Run Query" button is grayed out which indicates the button is not functional until a valid case is entered.

- Once you begin to enter a case number, the  button is displayed. After entering the entire case click on the  button.

### Frame 6-1b Duplicate Case Numbers

#### Query

Case Number   Looking up case number 2-12...

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date  to

Last Entry Date  to

Nature of Suit  
0 (zero)  
110 (Insurance)  
120 (Contract: Marine)

Cause of Action  
0 (No cause code entered)  
00:0000 (00:0000 Cause Code Unknown)  
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type

### Duplicate Case Numbers

- After clicking on the  button, a "Looking up case number 2-1...." Message is displayed as CM/ECF is verifying the case number in the database.

- If you do not specify the case type (i.e. cv, mc, cr, etc.), there could be duplicate case numbers.

- If duplicate case numbers are found, they will be displayed in a list. You will need to check the checkbox for the case you want to query.

- For **criminal cases**, you can further drill down to specific defendants in a criminal case.

- Notice the  next to the case number for a criminal case. It means that there are multiple defendants in the criminal case and you can click on the  to expand the list of available cases.

### Frame 6-1c

#### Query

##### Search Clues

Case Number

Select a case:

☐ 1:02-cr-00012-LTB USA v. James et al

☐ 1:02-cv-00012 Smith v. Smith

☐ 1:02-mj-00012-BNB USA v. James et al

or search by

### Frame 6-1d Duplicate Case Numbers

**Query**

**Search Clues**

Case Number:

Select a case:

- ☐ 1:05-cr-04003-EWN USA v. Quack et al
- ☐ 1:05-cr-04003-EWN-1 Joe Quack
- ☐ 1:05-cr-04003-EWN-2 Lucy Quack
- ☐ 1:05-cv-04003-EWN Dought v. Sinister

or search by

Case Status: ☐ Open ☒ Closed ☐ All ☐

Filed Date:  to

Last Entry Date:  to

Nature of Suit:   
110 (Insurance)  
120 (Contract: Marine)

Cause of Action:   
00:0000 (00:0000 Cause Code Unknown)  
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last Business Name:  (Examples: Desoto, Des\*t)

First Name:  Middle Name:

Type:

### Duplicate Case Numbers

- Once the list has been expanded, you can click on a specific defendant, or the main case, which would be for **all defendants** in the criminal case.
- There's also a civil case with the same number, 05-4003. If the civil case is the one you want to query, click on the check box for the civil case.

### Frame 6-1e Case Number Query

**Query**

**Search Clues**

Case Number:

Select a case:

- ☒ 1:02-cr-00012-LTB USA v. James et al
- ☐ 1:02-cr-00012-LTB-1 Robert E. James
- ☐ 1:02-cr-00012-LTB-2 Catherine E. Bell
- ☐ 1:02-cv-00012 Smith v. Smith
- ☐ 1:02-mj-00012-BNB USA v. James et al

- When you click on the "entire case" checkbox, the others in the list are grayed out, so you cannot click on those other cases.
- If you clicked on a checkbox in error, you must uncheck the checked checkbox and then check the correct checkbox.

### Frame 6-2 Running the Case Number Query

**Query**

**Search Clues**

Case Number:

Select a case:

- ☐ 1:05-cr-04003-EWN USA v. Quack et al
- ☒ 1:05-cr-04003-EWN-1 Joe Quack
- ☐ 1:05-cr-04003-EWN-2 Lucy Quack
- ☐ 1:05-cr-04003-EWN Doright v. Sinister

or search by

Case Status: ☐ Open ☒ Closed ☐ All ☐

Filed Date:  to

Last Entry Date:  to

Nature of Suit:   
110 (Insurance)  
120 (Contract: Marine)

Cause of Action:   
00:0000 (00:0000 Cause Code Unknown)  
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name:  (Examples: Desoto, Des\*t)

First Name:  Middle Name:

Type:

- When you click on a specific defendant in a criminal case, the other defendants' case checkbox(es) and the "entire case" checkbox for that criminal case are not grayed out. This allows you to check other defendants in the case or check the "entire case" checkbox.

- After you click on the case(s) you want from the list, the  button is darkened so you can click on the  button to perform the case number query.



### Frame 6-3 Case Number Query Options

At the top of the window, ECF displays the case number, short-style, presiding judge, date that the initial pleading was filed and the date of the last filing for the case.

**ECF** Civil • Criminal • Query • Reports •

**1:06-cv-01000** Rabitt v. Fudd  
**Date filed:** 07/11/2006 **Date of last filing:** 08/09/2006

**Query**

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

**Alias** - The alias option displays information, when applicable, containing other names by which a person is known.

**Associate Cases** - The associated case option contains information on consolidated cases and other associated court information.

**Attorney** - The attorney option displays attorney information for each of the parties in the case.

**Case File location** - The case file location option provides information as to where a case file is located.

**Case Summary** - The case summary option provides an overview of current case-specific information.

**Deadlines/Hearings** - The deadline/hearings option produces a screen that allows you to query the database by various means to obtain hearing and other scheduled deadlines.

**Docket Report** - The docket report option produces a screen that allows you to compile information on a specific case. You may select a date range for your docket report as well as a range of document numbers. If you leave range fields blank, the system will default to displaying the entire docket 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 customized docket report and display it in a window.

**Filers** - The filers option displays a list of parties, their role, and when they were added to the case. To view documents filed by a particular filer, click on the appropriate hyperlinked party name.

**History/Documents** - The history/documents option queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens a run query screen. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

**Party** - The party option displays a list of the case participants and the attorneys associated with them.

**Related Transactions** - The related transactions option shows documents related to each other.

**Status** - The court does not use this option.

**View a Document** - Allows the user to view a specific document without needing to view a docket sheet. The user must know the document number to use this option

## Frame 6-4 Name Search

**or search by**

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date:  to

Last Entry Date:  to

Nature of Suit:   
0 (zero)   
110 (Insurance)   
120 (Contract: Marine)

Cause of Action:   
0 (No cause code entered)   
00:0000 (00:0000 Cause Code Unknown)   
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name:  (Examples: Desoto, Des\*t)

First Name:  Middle Name:

Type:  Party  Prisoner ID:

File Edit View Favorites Tools Help Address <https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?6117954803>

**ECF** Civil • Criminal • Query • Reports • Utilities

**Select A Case**

This person is a party in 2 cases.

[1:05-cv-00111-EWN](#) Dizzyland Enterprises v. Mouse filed 02/24/05

[1:05-cv-00124-EWN](#) Duck v. Porky's BBQ filed 02/01/05

## Name Search

- You may query the ECF database by the name of a party or an attorney.
- Enter the last name of the person in the appropriate field.
- If you enter the first name and/or middle name, the search will be more restricted.

**Note:** The **Last/Business Name** is the key field for name searches.

- If the individual is a party to more than one case, ECF will open a screen listing all of the associated cases.
- If you click on the case number hyperlink, ECF will open the query screen depicted in

**Note:** Beginning with Version 4.0, searches can be on any or all of the eight search parameters.

## Frame 6-5 Additional query sample 1

**Search Clues**

Case Number:

**or search by**

Case Status: ☐ Open ☐ Closed ☒ All

Filed Date:  1/1/2007 to  12/31/2007

Last Entry Date:  to

Nature of Suit:   
90 (Contract: Other)   
95 (Contract Product Liability)   
196 (Contract: Franchise)

Cause of Action:   
0 (No cause code entered)   
00:0000 (00:0000 Cause Code Unknown)   
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name:  (Examples: Desoto, Des\*t)

First Name:  Middle Name:

Type:

Version 4.0 and later allows customers to enter/select query parameters to focus their queries based on any of eight parameters. The more parameters entered/selected will return fewer items as they must meet the parameters entered/selected.

## Additional query sample 1

- This sample query has the following three parameters entered/selected:
  - All cases, closed or pending
  - Cases filed from 1/1/2007 through 12/31/2007
  - Nature of suit code of 190
- The query returns a list of cases based upon the parameters selected/entered.

### Frame 6-5 Additional query sample 1 (continued)

<a href="#">1:07-cv-02535-JLK-MW</a>	QED, Inc. v. U.S. Traffic Corporation et al	filed 12/05/07	closed 04/15/08	190(Contract: Other)
<a href="#">1:07-cv-02548-WDM-BNB</a>	BIAX Corporation v. Texas Instruments Inc.	filed 12/07/07		190(Contract: Other)
<a href="#">1:07-cv-02552-CMA-MEH</a>	Fuel Exploration LLC v. Conagra Trade Group, Inc.	filed 12/07/07		190(Contract: Other)
<a href="#">1:07-cv-02558-JLK-GJA</a>	Remeneski v. Aspenwood Condominium Association, Inc. et al	filed 12/10/07	closed 01/16/08	190(Contract: Other)

- If you click on the case number hyperlink, ECF will open the query screen depicted in

### Frame 6-5 Additional query sample 2

**Query**

**Search Clues**

Case Number

or search by

Case Status: ☒ Open ☐ Closed ☐ All

Filed Date  to

Last Entry Date  to

Nature of Suit

Cause of Action

Last/Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type

**Select A Case**

<a href="#">1:07-cv-02370-WDM-MEH</a>	Texas Instruments Incorporated v. BIAX Corporation	filed 11/09/07	190(Contract: Other)	09:0001(09:1 U.S. Arbitration Act)
<a href="#">1:07-cv-02548-WDM-BNB</a>	BIAX Corporation v. Texas Instruments Inc.	filed 12/07/07	190(Contract: Other)	09:0001(09:1 U.S. Arbitration Act)

### Additional query sample 2

- This sample query has the following four parameters entered/selected:
  - Open cases
  - Cases filed from 1/1/2007 through 12/31/2007
  - Nature of suit code of 190
  - Cause of Action code of 9:0001(09:1 U.S. Arbitration Act)
- The query returns a list of cases based upon the parameters selected/entered.
- If you click on the case number hyperlink, ECF will open the query screen depicted in

## Chapter 7 Reports

**Note:** Beginning with Version 3.1 of CM/ECF, the Blue Menu Bar provides options to continue to use the static menu selections or the cascading menu options to navigate from one function to another more easily. These examples continue to show the static approach. See Appendix 3 to learn more about cascading menus.

Frame 7-1 The Report options

The Report options

- 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.

Frame 7-2

**Note:** If you select Docket Sheet, Civil Cases, Judgment Index, Criminal Cases, or Docket Activity from the main menu, ECF will prompt you to enter your PACER login and password. You will be charged the applicable PACER charges. You may view Calendar Events, Written Opinions, Civil Events (atty), and Criminal Events (atty) without charge and without logging into PACER.

Frame 7-2a

**Note:** These examples below do not display all of the possible screens that can be encountered when a **case number** is being entered for the sake of brevity. Review Frames 6-1 through 6-2 for more detail as to what can be seen for errors, duplicate case numbers, etc. Also remember that the “action” button (i.e. Run Report, Run Query, etc.) button is grayed out until a valid case number is entered.

Frame 7-3 The Docket sheet

The Docket sheet

- If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter your PACER login and password. Click on the **[Login]** button
- The Docket Sheet report is the same as a **Docket Report** from the **Query** menu option discussed in Chapter 6 (Query.)

### Frame 7-3 The Docket sheet

#### Docket Sheet

Case number

☒ Filed  to

☐ Entered  to

Documents  to

**Include:**

☒ Parties and counsel

☒ Terminated parties

☐ List of member cases

☐ Links to Notices of Electronic Filing

**Document options:**

☒ Include headers when displaying PDF documents

☐ View multiple documents

**Format:**

☒ HTML (unpaginated)

☐ PDF (paginated)

Sort by

- If you do not need a **complete** docket sheet, you can narrow the size by entering a specified date range or enter a document number range before you run the report.

<p><b>Include</b> Checkbox items:</p> <ul style="list-style-type: none"> <li>• <b>Parties and counsel</b> - all parties and related counsel will be listed.</li> <li>• <b>Terminated parties</b> – will be listed and shown with a <b>(T)</b> and the word <b>Terminated</b> next to the party name.</li> <li>• <b>List of Member cases</b> – will list associated member cases on the report.</li> <li>• <b>Links to Notices of Electronic Filing</b> – will display a “silver ball” next to the document number. The “silver ball” is a link to the NEF.</li> </ul>	<p><b>Document options</b> checkbox items:</p> <ul style="list-style-type: none"> <li>• <b>Include headers when displaying PDF documents</b> – will display a “pdf header” on the PDF document which shows <b>case number, document number, date filed, and page x of y</b> of the document filed.</li> <li>• <b>View multiple documents</b> – will display checkboxes on the docket report to facilitate the ability to select and view multiple documents at once. Will also allow you to print the multiple document(s). The user will also be able to download the multiple documents to a .zip file at one time. <b>See Frames 7-xx through Frame 7-yy to see examples.</b></li> </ul>
<p><b>Sort by</b> selections</p> <ul style="list-style-type: none"> <li>• <b>Oldest Date first</b> – will list the docket entries by the oldest date first to the latest (most recent) date.</li> <li>• <b>Most Recent Date first</b> – will list the docket entries by the most recent date first to the oldest date.</li> </ul>	<p><b>Format:</b></p> <ul style="list-style-type: none"> <li>• <b>HTML (Hyper Text Markup Language)</b> - will display the Docket Report in a web-based HTML format and is unpaginated.</li> <li>• <b>PDF (Portable Document Format)</b> – will create a PDF document of the Docket Report and display it paginated.</li> </ul>

### Frame 7-3a

#### Docket Sheet

Case number

☒ Filed  to

☐ Entered  to

Documents  to

**Include:**

☒ Parties and counsel

☒ Terminated parties

☐ List of member cases

☐ Links to Notices of Electronic Filing

**Document options:**

☒ Include headers when displaying PDF documents

☐ View multiple documents

**Format:**

☒ HTML (unpaginated)

☐ PDF (paginated)

Sort by

- Enter the case number in the “**Case Number**” field.
- Click on the  button.
- Once the case number is found, the  button is darken and you can click on it to run the docket report.

**Frame 7-3b**  
**Docket Sheet**

Case number

Select a case:

- ☐ 1:02-cr-00012-LTB USA v. James et al
- ☒ 1:02-cv-00012 Smith v. Smith
- ☐ 1:02-mj-00012-BNB USA v. James et al

☒ Filed  to

☐ Entered  to

Documents  to

**Include:**

- ☒ Parties and counsel
- ☒ Terminated parties
- ☐ List of member cases
- ☒ Links to Notices of Electronic Filing

**Document options:**

- ☒ Include headers when displaying PDF documents
- ☐ View multiple documents

**Format:**

- ☒ HTML (unpaginated)
- ☐ PDF (paginated)

Sort by

- Enter/select docket sheet display options before you click on the  button.
- Enter filed/entered date range (optional)
- Enter document range (optional)
- Select items to include in the docket report display (see **Frame 7-3** for details of the selectable items)

Click on the **[Run Report]** button.

**Frame 7-3c Large Docket sheet warning**

**Docket Sheet**

The report may take a long time to run because this case has many docket entries. You can go back and modify the selection criteria or select one of the following options.

Include docket entries:

- ☒ for the past week
- ☐ for the past 90 days
- ☐ for the past year
- ☐ as initially requested

If the docket sheet has a large number of docket entries (i.e. more than 250 entries), a warning display is presented to give you options to shorten the entries returned and reducing the PACER charges.

You can select the original option, if you want the larger docket sheet.

**Frame 7-3d Sample Docket Sheet (HTML – (Unpaginated) format)**

**U. S. District Court [TEST]  
District of Colorado [TEST] (Denver)  
CIVIL DOCKET FOR CASE #: 1:02-cv-00012**

Smith v. Smith  
Assigned to:  
Cause: 05:704 Labor Litigation

Date Filed: 06/05/2007  
Jury Demand: Defendant  
Nature of Suit: 445 Civil Rights: Americans with Disabilities - Employment  
Jurisdiction: Diversity

**Plaintiff**  
**Jane Smith** represented by **Jackbert Yeebert**  
1 Alley Way  
Denver, CO 80294  
Email: jack\_yee@cob.uscourts.gov  
LEAD ATTORNEY  
ATTORNEY TO BE NOTICED

V.

**Defendant**  
**Oliver Smith** represented by **Chris Vagner**  
Vagner and Yee  
1234 N. 20th Street  
Denver, CO 80294  
303-335-2009  
Fax: 303-335-2040  
LEAD ATTORNEY  
ATTORNEY TO BE NOTICED

**Attorney Yee**  
1901 19th St.  
Denver, CO 80294  
Email: jack\_yee@cod.uscourts.gov  
ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
06/05/2007	<a href="#">1</a>	COMPLAINT against Oliver Smith ( Filing fee \$ 350, Receipt Number 12345) Summons Issued, filed by Jane Smith.(Yee, ) (Entered: 06/05/2007)
06/08/2007	<a href="#">2</a>	ANSWER to Complaint by Oliver Smith.(Yee, Attorney) (Entered: 06/08/2007)
06/08/2007	<a href="#">3</a>	Amended MOTION for Protective Order from interrogatories by Defendant Oliver Smith. (Attachments: # <a href="#">1</a> Proposed Order (PDF Only))(Yee, Attorney) (Entered: 06/08/2007)
06/08/2007	<a href="#">4</a>	BRIEF in Support re <a href="#">3</a> Amended MOTION for Protective Order from interrogatories filed

**Sample Docket Sheet  
(HTML – (Unpaginated) format)**

- Caption information
- Party and attorney information
- Docket entries and links to PDF documents

### Frame 7-3e PDF Copy of the Docket Sheet

#### Docket Sheet

Case number

☒ Filed  to

☐ Entered  to

Documents  to

**Include:**

☒ Parties and counsel

☒ Terminated parties

☐ List of member cases

☒ Links to Notices of Electronic Filing

**Document options:**

☒ Include headers when displaying PDF documents

☐ View multiple documents

**Format:**

☐ HTML (unpaginated)

☒ PDF (paginated)

Sort by

### (PDF – (Paginated) format)

- An alternative format of the Docket Report is to select the **PDF (Paginated)** format of the docket sheet before running the report.
- The **PDF – (Paginated)** selection will create a PDF of the docket sheet and place a header with case number, date, and time the docket sheet was printed.

### Frame 7-3f Sample Docket Sheet - (PDF – (Paginated) format)

Case: 1:02-cv-12 As of: 06/08/2007 11:11 AM MDT 1 of 1

**U. S. District Court [TEST]**  
**District of Colorado [TEST] (Denver)**  
**CIVIL DOCKET FOR CASE #: 1:02-cv-00012**

Smith v. Smith  
Assigned to:  
Cause: 05:704 Labor Litigation

Date Filed: 06/05/2007  
Jury Demand: Defendant  
Nature of Suit: 445 Civil Rights:  
Americans with Disabilities – Employment  
Jurisdiction: Diversity

**Plaintiff**  
Jane Smith

represented by Jackbert Yeebert  
1 Alley Way  
Denver, CO 80294  
Email: jack\_yee@cob.uscourts.gov  
**LEAD ATTORNEY**  
**ATTORNEY TO BE NOTICED**

V.

**Defendant**  
Oliver Smith

represented by Chris Vagner  
Vagner and Yee  
1234 N. 20th Street  
Denver, CO 80294  
303-335-2009  
Fax: 303-335-2040  
**LEAD ATTORNEY**  
**ATTORNEY TO BE NOTICED**

**Attorney Yee**  
1901 19th St.  
Denver, CO 80294  
Email: jack\_yee@cod.uscourts.gov  
**ATTORNEY TO BE NOTICED**

Date Filed	#	Docket Text
06/05/2007	<a href="#">1</a>	COMPLAINT against Oliver Smith ( Filing fee \$ 350, Receipt Number 12345) Summons Issued, filed by Jane Smith.(Yee, ) (Entered: 06/05/2007)
06/08/2007	<a href="#">2</a>	ANSWER to Complaint by Oliver Smith.(Yee, Attorney) (Entered: 06/08/2007)
06/08/2007	<a href="#">3</a>	Amended MOTION for Protective Order from interrogatories by Defendant Oliver Smith. (Attachments: # <a href="#">1</a> Proposed Order (PDF Only))(Yee, Attorney) (Entered: 06/08/2007)
06/08/2007	<a href="#">4</a>	BRIEF in Support re <a href="#">3</a> Amended MOTION for Protective Order from interrogatories filed by Defendant Oliver Smith. (Attachments: # <a href="#">1</a> Exhibit A# <a href="#">2</a> Attachment 1)(Yee, Attorney) (Entered: 06/08/2007)

### Sample Docket Sheet (HTML – (Unpaginated) format)

- Case Number, date, time, and number of pages for the Docket Sheet are on a header for the PDF
- Caption information
- Party and attorney information
- Docket entries and links to PDF documents



## Frame 7-4 Civil cases report

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Civil Cases Report**

**Warning:** This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Colorado Springs, Denver  
Cause: 0 (No cause code entered), 02:0431 (02-431 Fed. Election...)  
Jurisdiction: Diversity, Federal Question  
Case type: Bankruptcy judgments, Civil  
Nature of suit: 0 (zero), 110 (Insurance)  
Case flags: 2255, ADMAPP  
Terminal digit(s): 4-7  
Open cases: ☒  
Closed cases: ☐  
Filed: 5/29/2007 to 6/5/2007  
Sort by: Case Number  
Output Format: ☒ Formatted Display, ☐ Data Only  
Run Report Clear

## Frame 7-5

**ECF** Query Reports Utilities Logout

**Civil Cases Report**

**Warning:** This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Colorado Springs, Denver  
Cause: 0 (No cause code entered), 02:0431 (02-431 Fed. Election...)  
Jurisdiction: Diversity, Federal Question  
Case type: Bankruptcy judgments, Civil  
Nature of suit: 0 (zero), 110 (Insurance)  
Case flags: 2255, ADMAPP  
Terminal digit(s): 4-7  
Open cases: ☒  
Closed cases: ☐  
Filed: 6/1/2007 to 6/8/2007  
Sort by: Case Number  
Output Format: ☒ Formatted Display, ☐ Data Only  
Run Report Clear

## Frame 7-6 Sample Civil Cases Report

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Civil Cases Report**

U. S. District Court [TEST] -- District of Colorado [TEST]  
Filed Report Period: 6/1/2007 - 6/8/2007

Case Number/ Title	Case Dates	Days Pending	Notes
1:02-cv-00012 Smith v. Smith	Case filed: 06/05/2007	23	Cause: 05:704 Labor Litigation NOS: 445 Civil Rights: Americans with Disabilities - Employment Office: Denver Jurisdiction: Diversity Presider: Unassigned Jury demand: Defendant

Total number of cases reported: 1

**Selection Criteria for Report**

Office	All
Case Type	All
Nature of Suit	All
Cause	All
Jurisdiction	All
Filed Date	6/1/2007 - 6/8/2007
Case Flags	All
Terminal Digits	All
Open Cases	Yes
Closed Cases	No
Sort by	case number

## Civil cases report

**Note:** There is not a cap for charges when running the Civil Cases Report

- The [Civil Cases](#) report provides you with the flexibility to query the ECF database to locate cases filed based upon parameters you enter or select.
- The parameters you can enter or select are:
  - Filing date range
  - Cause code
  - Nature of suit
  - Case flag(s)
  - or any combination thereof
- If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter your PACER login and password. Click on the **[Login]** button
- Enter the range of case filing dates for your report and select any other search criteria you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within your date range.
- If you leave all fields blank, ECF will display a report for all cases opened in ECF.
- In this example, we enter a date range for cases filed from 6/1/07 through 6/8/07 and click on the **[Run Report]** button.

## Sample Civil cases report

- The report is returned with the cases found.
- There's a link to the docket report from this report.
- At the end, there's a summary of the report selection criteria.
- Remember, you are billed PACER charges for running this report. However, this may serve as a valuable research tool.



### Frame 7-7 Calendar events report

**ECF** Civil Criminal Query Reports Utilities Search

**Calendar Events Report**

Case number:

Office:  Denver (1) Durango (2) Grand Junction (3)

Nature of suit:  0 (zero) 110 (Insurance)

Calendar events:  All Hearings Allocation Hearing Arbitration Hearing

Set:  6/5/2007 to

☐ Both ☐ AM ☐ PM

Time:  ☐ AM ☐ PM

☒ Include docket text

Sort by:  Time

### Frame 7-8 Sample Calendar events report – with docket text

**ECF** Civil Criminal Query Reports Utilities Search Logout

U. S. District Court [TEST]  
District of Colorado [TEST]  
Calendar Events Set For 1/1/2006-2/2/2007

**01/17/2006**  
10:30 AM

[1:05-cv-00003-LTB-MJW Pike et al v. Explorer's Outfitters I et al](#)  
(Nature of Suit 190 - Contract: Other)  
Settlement Conference Courtroom A 502  
PRO SE Kit Carson (Defendant)  
John Wesley Powell representing Zebulon Montgomery Pike (Plaintiff), St. Louis Trading Company I (Plaintiff)  
James Taylor representing Explorer's Outfitters I (Defendant)

Minute Entry for proceedings held before Magistrate Judge Michael J. Watanabe : Scheduling Conference held on 10/12/2005. Discovery due by 4/17/2006. Dispositive Motions due by 4/17/2006. Settlement Conference set for 1/17/2006 10:30 AM in Courtroom A 502 before Magistrate Judge Michael J. Watanabe. Proposed Pretrial Order due by 2/2/2006. Preliminary Pretrial Conference set for 2/9/2006 09:00 AM in Courtroom A 502 before Magistrate Judge Michael J. Watanabe. (Court Reporter FTR-Ben Van Dyke.)

**01/20/2006**  
10:30 AM

[1:05-cv-00048-ZLW-BNB Pike v. Explorer's Outfitters I](#)  
(Nature of Suit 190 - Contract: Other)  
Settlement Conference Courtroom A 502  
representing (Defendant)  
John Wesley Powell representing Zebulon Montgomery Pike (Plaintiff)

Minute Entry for proceedings held before Judge Michael J. Watanabe : Scheduling Conference held on 10/6/2005. Discovery due by 4/28/2006. Dispositive Motions due by 5/30/2006. Settlement Conference set for 1/20/2006 at 10:30 AM in Courtroom A 502 before Magistrate Judge Michael J. Watanabe. Proposed Final Pretrial Order due by 9/25/2006. Final Pretrial Conference set for 9/29/2006 at 08:30 AM in Courtroom A 502 before Magistrate Judge Michael J. Watanabe. Mr. Frank shall forthwith enter his appearance.(Court Reporter FTR Shelley Moore.)

### Frame 7-8a Sample Calendar events report – without docket text

**ECF** Civil Criminal Query Reports Utilities Search Logout

U. S. District Court [TEST]  
District of Colorado [TEST]  
Calendar Events Set For 1/1/2006-6/14/2007

**01/17/2006**  
10:30 AM

[1:05-cv-00003-LTB-MJW Pike et al v. Explorer's Outfitters I et al](#)  
(Nature of Suit 190 - Contract: Other)  
Settlement Conference Courtroom A 502  
PRO SE Kit Carson (Defendant)  
John Wesley Powell representing Zebulon Montgomery Pike (Plaintiff), St. Louis Trading Company I (Plaintiff)  
James Taylor representing Explorer's Outfitters I (Defendant)

**01/20/2006**  
10:30 AM

[1:05-cv-00048-ZLW-BNB Pike v. Explorer's Outfitters I](#)  
(Nature of Suit 190 - Contract: Other)  
Settlement Conference Courtroom A 502  
representing (Defendant)  
John Wesley Powell representing Zebulon Montgomery Pike (Plaintiff)

### Calendar events report

This report displays scheduled events.

Selection criteria are:

- by a specific case number
- by specified date range
- by type of calendar event
- by time of day
- print docket text with the Calendar Events Report
- Examples:
  - Search for all events scheduled for a specific case by entering the case number and end date in the applicable fields.
  - Search for a specific type of hearing in a specific case within a date range by entering the applicable information.
  - If you checked the box to "Include docket text", the docket text will be shown on the Calendar Events Report. There will be a "silver ball" next to the docket text. The "silver ball" is a hyperlink to the actual docket entry creating the scheduled event.
  - After entering your criteria, click on **[Run Report]**. A compiled report is displayed

- If you un-checked the box to "Include docket text", the docket text **not** will be shown on the Calendar Events Report.
- The report displays more entries, as the docket text is not displayed.
- Additionally, the "silver ball" (hyperlink) to the actual entry creating the schedule is not displayed.

## Frame 7-9

**Note:** The calendar events report is not the official calendar of the court. Users should consult the court's Internet website for official calendars.

### Frame 7-10 Docket Activity Report (TWO VERSIONS)

#### Version 1 - Docket activity with an attorney logged onto ECF and selecting the Docket Activity Report

**Warning:** This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

**Docket Activity Report PUBLIC ACCESS**

Case number:   
Office: Colorado Springs / Denver  
Event category: EXTEND / admapp / answer  
Case type: Bankruptcy judgments / Civil  
Case flags: CLOSED / MDL  
Filed between: 8/13/2006 and 8/14/2006  
Sort by: Case Number  
☒ Only cases to which I am linked  
☐ Open cases  
☐ Closed cases  
☐ Summary text  
☐ Full docket text

#### Version 2 - Docket activity with an attorney/user just logging on with a PACER account and selecting the Docket Activity Report

**Warning:** This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

**Docket Activity Report PUBLIC ACCESS**

Case number:   
Office: Colorado Springs / Denver  
Event category: EXTEND / admapp / answer  
Case type: Bankruptcy judgments / Civil  
Case flags: CLOSED / MDL  
Filed between: 8/13/2006 and 8/14/2006  
Sort by: Case Number  
☐ Open cases  
☐ Closed cases  
☐ Summary text  
☐ Full docket text

### The Docket Activity Report

- The [Docket Activity](#) report provides you with the flexibility to query the ECF database to view docket entry activity by **specific case** meeting selectable criteria, or by selectable criteria that may display numerous cases meeting the selection criteria. The selectable criteria for the [Docket Activity report](#) include:
  - Open and/or Closed cases
  - Office
  - Case type
  - Event Category (i.e. motion, answer, complaint, etc.)
  - Case flag(s)
  - Date range of activity filed
  - Summary or full Docket text

**Note 1:** There is not a cap for charges when running the Criminal Cases Report

**Note 2:** If you logged onto to ECF and then to PACER to run the **Docket Activity Report**, you will see a **Check Box**

☒ **Only cases to which I am linked** with the box **pre-checked** to indicate that you want to see only cases that meet the selection criteria **and** where the attorney is linked to. You may un-check the box if you want to see all cases meeting the selection criteria.

**Note 3:** If you logged on **just** with your **PACER account**, and run the **Docket Activity Report**, you notice the

☒ **Only cases to which I am linked** Is not present. Since you logged on just with PACER, ECF knows the PACER account is not tied to a specific attorney so it will not display the check box.

- If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter you PACER login and password. Click on the **[Login]** button
- Enter the range of case filing dates for your report and select any other search criteria you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within your date range.
- If you leave all fields blank, ECF will display a report for all cases opened in ECF.

In this example, we enter a date range for cases filed from 8/1/05 through 8/5/05 and click on the **[Run Report]** button

## Frame 7-11 Sample docket Activity Report

<b>ECF</b> Civil • Criminal • Query • Reports • Utilities • Logout ?				
<b>Docket Activity Report</b>				
U. S. District Court [TEST] -- District of Colorado [TEST]				
Report Filed Period: 1/1/2006 - 8/14/2006				
Case Number/Title	Dates	Category/ Event	Docketed by	Notes
<a href="#">1:06-cr-00001-PSF</a> <a href="#">USA v. Jones</a>	Entered:04/28/2006 15:22:22 Filed:04/28/2006	Category:charge-cr Event:Indictment Document:1	ldt Type:cr	Office:Denver Presider:Phillip S. Figa
INDICTMENT as to Felicity Jones (1) count(s) 1. (ldt. )				
<a href="#">1:06-cr-00601-REB</a> <a href="#">USA v. Schmucker</a>	Entered:05/03/2006 10:53:24 Filed:05/03/2006	Category:charge-cr Event:Indictment Document:1	ldt Type:cr	Office:Denver Presider:Robert E. Blackburn
INDICTMENT as to Eric Schmucker (1) count(s) 1. (ldt. )				
<a href="#">1:06-cr-00602-WYD</a> <a href="#">USA v. Schmucker</a>	Entered:05/03/2006 11:13:15 Filed:05/03/2006	Category:charge-cr Event:Indictment Document:1	ldt Type:cr	Office:Denver Presider:Wiley Y. Daniel

<b>ECF</b> Civil • Criminal • Query • Reports • Utilities • Logout ?	
<b>Selection Criteria for Report</b>	
Case number	All
Filed Date	1/1/2006 - 8/14/2006
Entered Date	All
Office	All
Nature of Suit	All
Cause	All
Case type	cr
Case flags	All
Open Cases	No
Closed Cases	No
Event Category	charge-cr
Docket Text	full
Sort by	case number
Total Number of Docket Entries: 5	

The **Docket Activity Report** is displayed based upon the date and selection criteria you entered/selected.

- The **Case number/title** is listed as a link to the docket sheet,
- =
- The **date** is displayed as it fell within the date range,
- The **Category/Event** is displayed
- The **Docketed by** column shows who docketed the event
- Finally, a **Notes** column is displayed showing miscellaneous information such as office, presiding judge, flags, etc.

At the end of the **Docket Activity Report**, a summary of the selection criteria is displayed to indicate what parameters were used to select the report data.

**Frame 7-12 Criminal cases report****Criminal Cases Report**

Warning: This report is not subject to the 30 page billing cap.  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Colorado Springs  
Denver

Case types: Criminal  
Magistrate Judge

Case flags: 2255  
ADMAPP

Citation:

Count Status: ☒ Pending ☐ Disposed

Filed: 3/29/2010 to 4/5/2010

Terminal digit(s): 2, 4, 7 ☒ Pending defendants  
☐ Terminated defendants

Sort by: Case Number

Output Format: ☒ Formatted Display  
☐ Data Only

Run Report Clear

- If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter your PACER login and password. Click on the **[Login]** button
- Enter the range of case filing dates for your report and select any other search criteria you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within your date range.
- If you leave all fields blank, ECF will display a report for all cases opened in ECF.

In this example, we enter a date range for cases filed from 8/1/05 through 8/5/05 and click on the **[Run Report]** button.

**Frame 7-13 Sample Criminal cases report**

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

U.S. District Court [TRAIN] - - District of Colorado [TRAIN]

Report Period: 08/01/2005 - 08/10/2005

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
1:05-y-03000-EWN Sinister v. USA	Filed: 08/05/2005		40	Office: Denver
1 USA	Added: 08/05/2005			Presider: Edward W Nottingham

Total Number of Cases Reported: 1

Criminal Cases Report Selection Criteria	
Judges	
Offices	All
Case types	All
Case flags	All
Filed Between :	8/1/2005 - 8/10/2005
Include Defendants that are:	Pending Non-Fugitives
Sort by:	Case number

**Criminal cases report**

- The **Criminal Cases** report provides you with the flexibility to query the ECF database to locate cases filed based upon parameters you enter or select.
- The parameters you can enter or select are:
  - Office
  - Case type
  - Case flag(s)
  - Citation code
  - Count status (pending or terminated)
  - Filing date range
  - Terminal digits
  - Defendant status
  - or any combination thereof

**Note:** There is not a cap for charges when running the Criminal Cases Report

**Sample Criminal cases report**

- The report is returned with the cases found.
- There's a link to the docket sheet from this report.
- At the end, there's a summary of the report selection criteria.
- Remember, you are billed PACER charges for running this report. However, this may serve as a valuable research tool.

### Frame 7-14 Judgment index report

CH/ECF TRAIN - U.S. District Court - Microsoft Internet Explorer

Address: https://ecf-train.ccd.uscourts.gov/cgi-bin/login.pl?7430645411667124\_230\_0-1

Links: Bankruptcy CM-ECF Product Page, CM-ECF Live Database - login, Google

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout

**Judgment Index Report**

Case number:

Last name:  First name:  Middle name:

Judgment date range: 1/3/2005 to 2/24/2005

Sort by: Case number

Run Report Clear

Capitalization counts. The asterisk wildcard may be used to broaden the criteria entered.

### Judgment index report

- This report displays information about selected judgments.
- The [Judgment Index Report](#) provides you with the flexibility to query the ECF database to obtain judgment information by:
  - Case number
  - Party name
  - Date range
  - or any combination thereof
- After entering the selection criteria you wish to search, click on the **[Run Report]** button.

### Frame 7-15 Sample Judgment index report

<b>ECF</b> Civil • Criminal • Query • Reports • Utilities • Logout		
1:01-cv-00001-EWN-OBS Colorado, State of v. Sunoco, Inc., et al	In favor of: A.O. Smith Corporation Against: Colorado, State of Amount: \$ 0.00 Dtr A.O. Smith Corporation's Motion for Sum Jgm on the Merits is Granted. The civil action and complaint are dismissed with prejudice. Dtr A.O. Smith Corporation shall have its costs upon the proper filing of a Bill of Costs within 10 days. Date: 05/24/2005 Document: 223 Interest: 0.00% Court Cost: \$ 0.00	No Payment 05/24/2005
1:01-cv-00694-REB-BNE Pratt v. Tedesco	In favor of: Walter Pratt Against: Peter Tedesco Amount: \$ 315000.00 Date: 03/09/2005 Document: 245 Interest: 0.00% Court Cost: \$ 0.00	Fully Satisfied 03/09/2005
1:01-cv-00777-REB-CBS Cunningham, et al v. BHP Pet UK Corp	In favor of: BHP Petroleum (UK) Corporation Against: John Bonneville Amount: \$ 0.00 Amended Supplemental Judgment in favor of Defendants and against Plaintiffs Date: 07/11/2005 Document: 55 Interest: 0.00% Court Cost: \$ 0.00	No Payment 07/11/2005

### Sample Judgment index report

- The report is returned with the judgments found.
- There's a link to the docket sheet from this report
- Remember, you are billed PACER charges for running this report. However, this may serve as a valuable research tool.

### Frame 7-16 Written opinions report

**ECF** Civil • Criminal • Query • Reports • Utilities

**Written Opinions Report**

Case Number:

Last Name:  First Name:  Middle Name:

Office:  Denver Durango

Nature of Suit:  0 (zero) 110 (Insurance)

Case Type:  Bankruptcy judgments Civil

Cause:  41\* () 0 (No cause code entered)

Case Flags:  2255 ADMAPP

Filed between: 8/15/2005 and 9/14/2005

Summary text Full docket text

Sort by: Case Number

Run Report Clear

### Written opinions report

- This report displays written opinions issued by judges.
- The [Written Opinions Report](#) provides you with the flexibility to query the ECF database to obtain written opinion information by:
  - Case number
  - Party name
  - Office
  - Nature of Suit code
  - Case Type
  - Cause codes
  - Case Flags
  - Date range
  - or any combination thereof
- After entering the selection criteria you wish to search, click on the **[Run Report]** button

## Frame 7-17 Sample Written opinions report

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?				
Written Opinions Report				
U.S. District Court -- District of Colorado Filed Report Period: 8/15/2005 - 9/14/2005				
Case Number & Name:	Date Filed:	Doc. #	Description:	Notes:
<a href="#">189-cv-00732-JLK-CBS Sand Creek Partners v. Premier Financial, et al</a>	08/19/2005	<a href="#">145</a>	ORDER granting <a href="#">144</a> MOTION to Withdraw Lisa E. Frankel and to Substitute Appearance of R. William Rowe as counsel for Interested Party Cadle Company, The. Signed by Judge John L. Kane on 8/19/05. (dlb.)	Office: Denver Case Flags: Case Termined, Suppress case from Service and Answer Report NOS: Contract, Other Cause: 28:1331 Fed. Question: Breach of Contract
<a href="#">190-cv-00181-JLK Cook, et al v. Rockwell Intl Corp.</a>	08/17/2005	<a href="#">1422</a>	ORDER regarding Telephonic Status Conference set for 8/22/2005 09:00 AM before Judge John L. Kane by Judge John L. Kane on 8/17/05. (dlb.)	Office: Denver Case Flags: Class Action, Suppress case from Service and Answer Report NOS: Economic Stabilization Act Cause: 33:1365 Environmental Matters
<a href="#">192-cv-00870-EWN-OES Montez, et al v. Romer, et al</a>	08/18/2005	<a href="#">1032</a>	ORDER granting <a href="#">292</a> EIGHTH APPLICATION for Payment of Fees and Costs by Special Masters Richard M. Borchers and Bruce D. Pringle. Signed by Judge John L. Kane on 8/18/05. (pap.)	Office: Denver Case Flags: Case Termined, Class Action, Lead Case, Mag Rec Pending, Non Dispositive Motions, Suppress case from

## Sample Written opinions report

- The report is returned with the written opinions found.
- There's a link to the docket sheet and the document from this report
- This report is provided at no charge to the customer.

## Frame 7-18 Sample Civil and/or Criminal events report

## Sample Civil events report for attorneys

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?				
CM/ECF CIVIL EVENT LIST FOR ATTORNEYS				
INITIAL PLEADINGS AND SERVICE				
Complaints and Other Initiating Documents		Service of Process		
Amended Complaint		Affidavit/Return of Service		
Counterclaim		Certificate of Service		
Crossclaim		Service by Publication		
Intervenor Complaint		Summons Returned Executed		
Third Party Complaint		Summons Returned Executed as to USA		
		Summons Returned Unexecuted		
		Waiver of Service Executed		
		Writ of Habeas Corpus ad Prosequendum Executed		
		Writ of Habeas Corpus ad Prosequendum Unexecuted		
		Writ of Habeas Corpus ad Testificandum Executed		
		Writ of Habeas Corpus ad Testificandum Unexecuted		
Answers to Complaints, Counterclaims and Crossclaims		Other Answers		
Answer to Amended Complaint		Amended Answer to Complaint		
Answer to Complaint		Answer to Writ of Garnishment		
Answer to Counterclaim		Claim		
Answer to Crossclaim		Objection to Appeal of Magistrate Judge Decision		
Answer to Intervenor Complaint		Objection to Report and Recommendations		

## Sample Civil and/or Criminal events report

## Sample Civil events report for attorneys

- The report is returned with the events available to attorneys filing in **civil cases**.
- This report feature will provide the most current and accurate list of events for attorneys.
- You can use the **[Ctrl-F]** or **Find** option to search for word(s) to locate the event you wish to use.
- This report is provided at no charge to the customer.

## Sample Criminal events report for attorneys

ECF Civil • Criminal • Query • Reports • Utilities • Logout				
CM/ECF CRIMINAL EVENT LIST FOR ATTORNEYS				
MOTIONS AND RELATED FILINGS				
Motions				
404(b) Evidence	Disqualify Juror	Proceed In Forma Pauperis		
5K1.1 Departure	Early Termination of Probation	Produce		
Acquittal	Exclude	Protective Order		
Alter Judgment	Excuse	Psychiatric Exam		
Amend/Correct	Expedite	Psychiatric Treatment		
Appeal In Forma Pauperis	Expert	Quash		
Appear	Extension of Time to File Document	Quash Indictment/Information		
Appoint CJA Counsel	Extension of Time to File Response/Reply	Reassign Case		
Appoint Counsel	Extension of Time to Indict	Reconsideration		
Appoint Expert	File Amicus Brief	Recusal		
Appoint FPD	File Excess Pages	Reduce Sentence		
Attorney Fees	Forfeiture of Property	Release Bond Obligation		
Bifurcate	Franks Hearing	Release from Custody		
Bill of Particulars	Handwriting Exemplars	Release of Funds		
Bond	Hearing	Remand		
Bond Forfeiture	In Limine	Remand to State Court		
Brady Materials	Inspect	Remission		
Case Terminated	Interim Payment	Return of Property/Post Trial		

## Sample Criminal events report for attorneys

- The report is returned with the events available to attorneys filing in **criminal cases**.
- This report feature will provide the most current and accurate list of events for attorneys.
- You can use the **[Ctrl-F]** or **Find** option to search for word(s) to locate the event you wish to use.
- This report is provided at no charge to the customer.

## Chapter 8 Utilities

The **Utilities** option provides a number of ECF and PACER related features. **The PACER related items are available but will not be described or illustrated in this manual.** The focus of this chapter is to illustrate the following ECF related features:

- Maintain Your E-Mail (Add/Delete/Modify email addresses)
- View your Transaction Log
- Maintain Your Login/Password
- Mailings

**Frame 8-1 The Utilities Menu**

ECF Civil Criminal Query Reports

Utilities

**Your Account**

- [ECF Login](#)
- [Maintain Your E-mail](#)
- [Maintain Your Login/Password](#)
- [View Your Transaction Log](#)
- [Change Client Code](#)
- [Change Your PACER Login](#)
- [Review Billing History](#)
- [Show PACER Account](#)

**Miscellaneous**

- [Internet Payment History](#)
- [Legal Research](#)
- [Mailings](#)
- [Verify a Document](#)

The Utilities Menu

- The ECF utility options we'll illustrate are:
  - Maintain Your E-Mail (Add/Delete/Modify e-mail addresses)
  - Maintain Your Login/Password
  - View Your Transaction Log (view activity under this ECF login)
  - Mailings (Easily find how parties will be served for a given case)

**Frame 8-2 Maintain Your E-Mail Account**

Email Information for jy-atty-test

**Registered e-mail addresses**

Primary e-mail address:  
[jack\\_vey@cod.uscourts.gov](#)

Secondary e-mail addresses:  
[cod\\_atty@yahoo.com](#)  
[jack@gmail.com](#)  
[add new e-mail address](#)

Submit all changes Clear

**Configuration options**

Select an e-mail address to configure.

Maintain Your E-mail

- When you click on the [Maintain Your E-mail](#) link, the e-mail information screen is displayed.
- The e-mail display has two panes, the **Registered e-mail address** pane (on the left), and the **Configuration options** pane (on the right.)
- From this screen, you can delete, modify, and add e-mail addresses.
- There are numerous options and possibilities that can be set for each **specific e-mail address**.
- To access the configuration options for **existing e-mail addresses** (listed on the left side of the screen), the user should **click** on the **e-mail address** on the left.



## Frame 8-3 Maintain Your E-Mail Account

Email Information for jy-atty-test

**Registered e-mail addresses**      **Configuration options**

Primary e-mail address:

Should this e-mail address receive notices? Yes ☒ No ☐

How should notices be sent to this e-mail address? Per Filing ☒ Summary Report ☐

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? Yes ☐ No ☒

In what format should notices be sent to this e-mail address? HTML ☒ Text ☐

Should this e-mail address receive general announcement notices from this court? Yes ☐ No ☒

Show all cases for this e-mail address  (Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

1:07-cv-01985-WYD-MJW Zeller Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

These cases will send notice *as a summary report*. (alternate method)

After entering a new e-mail address or clicking on an existing e-mail address, a number of configuration prompts and displays are shown in the right pane.

Options are now presented to the user for each e-mail address. Cutting and pasting multiple case numbers from one delivery method to another is now allowed.

Each e-mail address under the attorney's account is configured independently and does not need to mimic the primary e-mail address configuration.

## Frame 8-4 Maintain Your E-Mail Account – Configuration Options

Should this e-mail address receive notices? Yes ☒ No ☐

How should notices be sent to this e-mail address? Per Filing ☒ Summary Report ☐

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? Yes ☐ No ☒

In what format should notices be sent to this e-mail address? HTML ☒ Text ☐

Should this e-mail address receive general announcement notices from this court? Yes ☐ No ☒

### E-mail configuration options

1. Text entry box for the e-mail address. The e-mail address box can be typed over with a different e-mail address or cleared to actually remove the e-mail address.

**NOTE: If the e-mail address is the "primary", you MUST have an valid e-mail address in order for noticing to work properly.**

2. Prompt is asking if the e-mail address should receive notices. **DO NOT SELECT 'NO' FOR THE PRIMARY E-MAIL ADDRESS AS IT WILL TURN OFF NOTICING FOR ALL CASES AND ALL SECONDARY E-MAIL ADDRESSES!!!!**
3. The third prompt is to ask if the e-mail address should be receiving individual NEFs (Per Filing) or a Summary Report (one e-mail at the end of the day (midnight)).
4. The fourth prompt is for the format of the NEF e-mail. It should always be HTML, unless your e-mail is text based.
5. The fifth prompt is to ask if the e-mail address should receive general e-mail announcements sent by the court.
- 3a. Based upon the Case Specific options, this prompt may be displayed in the prompt list.



### Frame 8-5 Maintain Your E-Mail Account – Configuration Options - continued

(Copy case lists from here)

<https://ecf-test.cod.uscourts.gov/> - Case list for jy-atty-test email address jack\_yee@cod.u...

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

After all of the radio button prompts, there is a rectangular button with the display of, "Show all cases for this e-mail address".

Clicking on the button will bring a pop-up display box of all of the cases for which the user is linked to and will receive NEFs. The **pop-up** display will list all the cases configured.

The list can be used to verify cases and you can copy the information from the pop-up for other purposes.

### Fame 8-6 Maintain Your E-Mail Account – Configuration Options – Case-specific options

Add additional cases for noticing

Add additional cases for noticing

1:07-cv-902 (closed 10/19/2007)

Add additional cases for noticing

7-904, 7-905 Find This Case

Add additional cases for noticing

1:07-cv-904 (closed 04/25/2008)  
 1:07-cv-905 (closed 01/08/2008)

These cases will send notice *per filing*. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co  
 1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)  
 1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)

The **Case specific options** are on the bottom half of the right pane. These are option settings which allow you configure the following:

1. Add additional cases for noticing that the attorney is not a party to,
2. Move cases from the default notification method to the alternate method,
3. Move cases back from the alternate noticing method back to the default method.

1. Add cases the attorney is not a party of record to for noticing.

**REMINDER!!!** Any "additional cases" set up for NEF notification will **not** have a "Free look." ALL of the documents from these additional NEFs will be charged the current PACER fees when viewed. When the case is added to the list, there's a notation "(interest)" displayed next to the case so PACER charges can be billed.

- a. In the "Add additional cases for noticing" text box, enter the case number(s) you want to be noticed on. You can add multiple case numbers by separating them by commas.
- b. When the case number is entered, the "Find this Case" button is displayed. Clicking on "Find this Case" button will verify the case(s) are valid. If the case number(s) entered is valid, another button "Add case(s)" is displayed.
- c. After clicking the "Add cases(s) button, the case is added to the **"default method"** case list box with the "(interest)" notation at the end. The "(interest)" notation is added to inform PACER these are chargeable items and to let you know you are not actually a party in the case.

## Frame 8-7 Maintain Your E-Mail Account – Configuration Options – Case-specific options - continued

jack\_yee@cod.uscourts.gov

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ☐ Yes ☒ No

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☐ Yes ☒ No

Show all cases for this e-mail address (Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice **per filing. (default method)**

1:07-cv-01985-WYD-MJW Zeller Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co  
1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)  
1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice **as a summary report. (alternate method)**

Remove selected cases Change selected cases to notice per filing

The two boxes below the "Add additional cases for noticing" will be populated based upon the selection made for noticing in the top "configuration options" section.

The "initial" state of the top section display is to have **all** cases linked to the attorney using the "default" notification method.

**All** cases where the attorney is a party to or any cases added for noticing will **always** populate the first box as it contains cases for the **default** noticing method; per filing or summary.

The "initial" state of the "alternate" delivery method should not have any cases displayed. If any cases are moved to the alternate noticing method

**Per Filing** CM/ECF will send a NEF each time a filing is docketed in the case. It is real time and is sent as soon as the filing is completed -

**Summary Report** CM/ECF will tag the NEF to be sent as a daily summary. At the end of the day, (Midnight), a single e-mail is sent for each docketed entry in cases the attorney is a party to. In the Summary e-mail, the recipient will have a "free look" for entries the attorney is a party to. If the NEF is for a case added to receive NEFs, PACER charges will apply and will require the customer to login with their PACER account.

**Moving cases from one method of delivery to the other.**

When case(s) are selected, they are highlighted and the **[Remove selected cases]** and the **[Change selected cases to notice as a summary report]** (Note: the button will change to reflect the opposite of which is selected in the "How should notices be sent to this e-mail address?" prompt. The opposite would say **[Change selected cases to notice per filing]**).

When case(s) are selected and the change button clicked, those cases will be removed from the box they were (default method box) into the box below (alternate method box.)

If you changed a case notification by mistake, you just select it from the box it's in and click on the **{Change .....}** button.

## Frame 8-8 Case specific options

**Case-specific options**

Add additional cases for noticing

These cases will send notice **per filing. (default method)**

1:07-cv-01985-WYD-MJW Zeller Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co  
1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)  
1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)

Remove selected cases Change selected cases to notice as a summary report

### Frame 8-8a

**Case-specific options**

Add additional cases for noticing

These cases will send notice **per filing. (default method)**

1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice **as a summary report. (alternate method)**

1:07-cv-01985-WYD-MJW Zeller Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co  
1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)

Remove selected cases Change selected cases to notice per filing

## Frame 8-9 Case specific options

**Case-specific options**

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)  
1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice as a summary report. (alternate method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases Change selected cases to notice per filing

**Windows Internet Explorer**

Cannot delete case 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones because jy-atty-test is a participant in that case.

OK

## Frame 8-9a Case specific options

**Email Information for jy-atty-test**

**Registered e-mail addresses**

Primary e-mail address:  
jack\_yee@cod.uscourts.gov

Secondary e-mail addresses:  
cod\_atty@yahoo.com  
jack@gmail.com  
add new e-mail address

Submit all changes Clear

**Configuration options**

jack\_yee@cod.uscourts.gov

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ☐ Yes ☒ No

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☐ Yes ☒ No

Show all cases for this e-mail address (Copy cases from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)  
1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice as a summary report. (alternate method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases Change selected cases to notice per filing

**Windows Internet Explorer**

Use of this Clear button will reset all changes made to all e-mail addresses during this session. Do you wish to continue?

OK Cancel

Cases for the **primary e-mail address** **CANNOT** be removed from noticing. If you select a case or several cases, both the "**Remove**" and "**Change selected cases to notice as a summary report**" are active.

If you click on the "**Remove selected cases**" button, an error dialog box is displayed, indicating you cannot remove this case as this is the attorney's e-mail address and he/she is a participant in the case. Click the **[OK]** button. The case will not be removed from noticing.

**NOTE: IF the attorney does not want to receive notice, they must follow the ECF procedures on noticing**

Back on the **Registered e-mail address** pane (on the left), there are two buttons, "**Clear**" and "**Submit all changes.**"

If you click on the **Clear** button, a warning dialog box is displayed indicating the use of the Clear button will reset **ALL** changes made to **ALL** e-mail addresses during this session. A question is displayed to ask if you wish to continue with the Clear process. Clicking the **[OK]** button proceeds with the clear. Clicking on the **[Cancel]** button will not clear changes made.

To **effect** any changes made to the e-mail address and noticing selections, they must be submitted.

To submit **ALL** changes made to the primary and secondary e-mail addresses, **[click]** on the "**Submit all changes.**" Button.

## Frame 8-10 E-mail update confirmation

Updating person record...  
Update Person Prid: 868662

The update was successful.... prid 868662 - jy-atty-test

The update was successful....

E-mail configuration:

Primary e-mail address: **jack\_yee@cod.uscourts.gov**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

Secondary e-mail address: **cod\_aty@yahoo.com**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will not receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

Secondary e-mail address: **jack@gmail.com**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

CM/ECF performs the update and displays a confirmation screen. When making several e-mail changes, it would be beneficial to review the summary provided.

For **each e-mail address**, CM/ECF displays the final results of the changes you applied.

It displays:

1. Whether the e-mail will/will not receive NEFs.
2. Whether the e-mail will receive individual NEFs or a summary NEF.
3. What the format of the NEF e-mail will be.
4. Whether the e-mail will accept general announcement e-mails from the court.
5. If the e-mail will receive notices for all of the cases the attorney is set to receive NEFs.
6. A link to view/hide the case list of how NEFs are set up for delivery.

## Frame 8-10 E-mail update confirmation with view expanded

Updating person record...  
Update Person Prid: 868662

The update was successful.... prid 868662 - jy-atty-test

The update was successful....

E-mail configuration:

Primary e-mail address: **jack\_yee@cod.uscourts.gov**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

These cases will send notice to this address on a per filing basis.  
[1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al \(Closed on 04/25/2008\)](#)  
[1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez \(Closed on 01/08/2008\)](#)  
[1:09-cv-01000-LTB-MEH Jones v. Smith](#)  
These cases will send notice to this address as a summary report.  
[1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al](#)  
[1:10-cv-00101-DME-CBS Mid State Co v. New Line Co](#)

Secondary e-mail address: **cod\_aty@yahoo.com**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will not receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

Secondary e-mail address: **jack@gmail.com**  
This e-mail address will receive notices.  
Notice will be sent to this address on a per filing basis.  
Notice sent to this address will be formatted as HTML.  
This e-mail address will receive general announcement notices from this court.  
This e-mail address will receive notices for all cases in which jy-atty-test is a participant.  
[View/Hide case list](#)

Same confirmation screen with the view/hide case list in view mode.

Each of the cases is shown for the default delivery method and the alternate method.

The cases are hyperlinks to the query for that case.

**NOTE: PACER login will be required and PACER charges will apply if you click on a link.**

## Frame 8-11 Secondary e-mail addresses

**Email Information for jy-atty-test**

**Registered e-mail addresses**

Primary e-mail address:  
jack\_yee@cod.uscourts.gov

Secondary e-mail addresses:  
add new e-mail address

Submit all changes Clear

**Configuration options**

Select an e-mail address to configure.

**Email Information for jy-atty-test**

**Registered e-mail addresses**

Primary e-mail address:  
jack\_yee@cod.uscourts.gov

Secondary e-mail addresses:  
add new e-mail address

Submit all changes Clear

**Configuration options**

The **initial** state of the e-mail information screen is a minimum of one e-mail address, the primary, for each attorney account.

You may add several secondary e-mail addresses to the attorney account by clicking on the “**add new e-mail address**” link.

In the right pane, a new text entry box is displayed to enter a new e-mail address.

Each secondary e-mail address can be configured for different notification options.

## Frame 8-11 Secondary e-mail addresses

**Email Information for jy-atty-test**

**Registered e-mail addresses**

Primary e-mail address:  
jack\_yee@cod.uscourts.gov

Secondary e-mail addresses:  
cod\_aty@yahoo.com  
add new e-mail address

Submit all changes Clear

**Configuration options**

cod\_aty@yahoo.com

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

Should this e-mail address receive notice for all cases in which this individual is a participant? ☒ Yes ☐ No

Show all cases for this e-mail address (Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice per filing. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice as a summary report. (alternate method)

Remove selected cases Change selected cases to notice per filing

Similar to the primary e-mail address and options, the first four prompts function the same way as they do for the primary e-mail address.

However, for all secondary e-mail addresses, there is a prompt asking “Should this e-mail address receive notice for all cases in which this individual is a participant?”

The default is “Yes” and will set the secondary e-mail address to get NEFs for all cases the attorney is linked to.

If the prompt is set to “No”, it allows the removal of cases from the case list(s) in the “Case Specific Options” section so the e-mail address will NOT get NEFs for the removed cases.

How should notices be sent to this e-mail address? ☐ Per Filing ☒ Summary Report

Should this e-mail address receive a “no activity” notice when no summary noticing occurs? ☐ Yes ☒ No

A prompt asking “**Should this e-mail receive a “no activity” notice when no summary noticing occurs?**” will be displayed if the e-mail is configured to have any summary notification.



## Frame 8-11 Secondary e-mail addresses

**Case-specific options**

Add additional cases for noticing

These cases will send notice as a summary report. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases Change selected cases to notice per filing

These cases will send notice per filing. (alternate method)

Remove selected cases Change selected cases to notice as a summary report

**NOTE:** For each secondary e-mail account, additional cases may be added. Any cases added are for the specific e-mail address ONLY. If the case should be added for other e-mail recipients, they must be added individually to each e-mail on the account. Please refer to frame xxx for detailed instructions.

Initially, all cases the attorney is set to get notices will be displayed in the “default method” box for the secondary e-mail address. In the initial state, the “alternate method” box will not have any cases displayed. After any updates, the display boxes will retain the last updated configuration.

## Frame 8-14 Secondary e-mail addresses

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ☐ Yes ☒ No

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☐ Yes ☒ No

Should this e-mail address receive notice for all cases in which this individual is a participant? ☐ Yes ☒ No

Show all cases for this e-mail address (Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice as a summary report. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases Change selected cases to notice per filing

These cases will send notice per filing. (alternate method)

Remove selected cases Change selected cases to notice as a summary report

When any cases are selected in the display box, both buttons [Remove selected cases] and [Change selected cases to notice as a summary report] are darkened to become functional.

Since both buttons are active, you can click on either button.

## Frame 8-14a Secondary e-mail addresses

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ☐ Yes ☒ No

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☐ Yes ☒ No

Should this e-mail address receive notice for all cases in which this individual is a participant? ☐ Yes ☒ No

Show all cases for this e-mail address

**Case-specific options**

Add additional cases for noticing

These cases will send notice as a summary report. (default method)

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases Change selected cases to notice per filing

These cases will send notice per filing. (alternate method)

Remove selected cases Change selected cases to notice as a summary report

If the prompt “Should this e-mail address receive notice for all cases in which this individual is a participant?” is left to the defaulted “Yes” selection, when the [Remove selected cases] button is clicked, a message dialog box is displayed indicating the cases cannot be deleted from the notice list as the attorney is a participant. Click on the [OK] button.

### Frame 8-15 Secondary e-mail addresses

How should notices be sent to this e-mail address? ☐ Per Filing ☒ Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ☐ Yes ☒ No

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☐ Yes ☒ No

Should this e-mail address receive notice for all cases in which this individual is a participant? ☐ Yes ☒ No

Show all cases for this e-mail address (Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice *as a summary report. (default method)*

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases Change selected cases to notice per filing

These cases will send notice *per filing. (alternate method)*

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report. (default method)*

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones

Remove selected cases Change selected cases to notice per filing

If the prompt "Should this e-mail address receive notice for all cases in which this individual is a participant?" is set to the "No" selection, cases can be removed for noticing purposes. To remove cases for noticing for **any secondary e-mail address**, the cases should be highlighted in the respective list box. Click the **[Remove selected cases]** button.

The selected cases will no longer be displayed in the list box.

### Frame 8-15b Secondary e-mail addresses

How should notices be sent to this e-mail address? ☐ Per Filing ☒ Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ☐ Yes ☒ No

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☐ Yes ☒ No

Should this e-mail address receive notice for all cases in which this individual is a participant? ☐ Yes ☒ No

Show all cases for this e-mail address (Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice *as a summary report. (default method)*

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones  
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases Change selected cases to notice per filing

These cases will send notice *per filing. (alternate method)*

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report. (default method)*

1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP  
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones

Remove selected cases Change selected cases to notice per filing

These cases will send notice *per filing. (alternate method)*

1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co

Remove selected cases Change selected cases to notice as a summary report

When any cases are selected in the display box, both buttons **[Remove selected cases]** and **[Change selected cases to notice per filing]** are darkened to become functional.

Since both buttons are active, you can click on either button.

If the **[Change selected cases to notice per filing]** button is clicked, the selected cases are moved from the default method box and are displayed in the "alternate method" box.

When the e-mail changes are submitted, the cases in the default method box will be delivered as individual NEFs. The cases in the "Alternate method" box will be delivered as a summary NEF, at midnight.

### Frame 8-15c Secondary e-mail addresses

When all of the e-mail changes have been made, you must click the **[Submit all changes]** button in the left pane to apply all of the changes you have made.

### Frame 8-16 E-mail update confirmation

CM/ECF performs the update and displays a confirmation screen. When making several e-mail changes, it would be beneficial to review the summary provided.

For each e-mail address, CM/ECF displays the final results of the changes you applied.

It displays:

1. Whether the e-mail will/will not receive NEFs.
2. Whether the e-mail will receive individual NEFs or a summary NEF
3. What the format of the NEF e-mail.
4. Whether the e-mail will accept general announcement e-mails from the court.
5. If the e-mail will receive notices for all of the cases the attorney is set to receive NEFs.
6. A link to view/hide the case list of how NEFs are set up for delivery.

### Frame 8-16a E-mail update confirmation with expanded view

The confirmation screen shown with the view/hide case list in view mode.

Each of the cases is shown for the default delivery method and the alternate method.

The cases are hyperlinks to the query for that case.

**NOTE: PACER login will be required and PACER charges will apply if you click on a link.**



## Frame 8-17 Maintain Your Login/Password

ECF Civil • Criminal • Query • Reports • Utilities

Utilities

Your Account  
[ECF Login](#)  
[Maintain Your E-mail](#)  
[Maintain Your Login/Password](#)  
[View Your Transaction Log](#)  
[Change Client Code](#)  
[Change Your PACER Login](#)  
[Review Billing History](#)  
[Show PACER Account](#)

Miscellaneous  
[Internet Payment History](#)  
[Legal Research...](#)  
[Mailings...](#)  
[Verify a Document](#)

ECF Civil • Criminal • Query

More User Information for Attorney Yee

Login  Last login 08-01-2006 11:15  
 Password  Current login 08-01-2006 11:15  
 Prid 436 Create date 02/24/2005  
 Registered Y Update date 07/20/2006  
 Internet Credit Card N  
 Groups Attorney

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. Then, type in your new password. ECF displays the actual characters of your new password as you type.

ECF Civil • Criminal • Query

More User Information for Attorney Yee

Login  Last login 08-01-2006 11:15  
 Password  Current login 08-01-2006 11:15  
 Prid 436 Create date 02/24/2005  
 Registered Y Update date 07/20/2006  
 Internet Credit Card N  
 Groups Attorney

ECF Civil • Criminal • Query

Updating person record...  
 Update Person Prid: 436  
 The update was successful.... prid 436 - Attorney Yee  
 Updating user record  
 The user update was successful  
 The update was successful....  
 User edit complete

## Maintain Your Login/Password.

- From the **Utilities** menus, [click] on [Maintain Your Login/Password](#) link.

- There are **ONLY** two fields that can be changed. **NEVER** change the "Login" information.

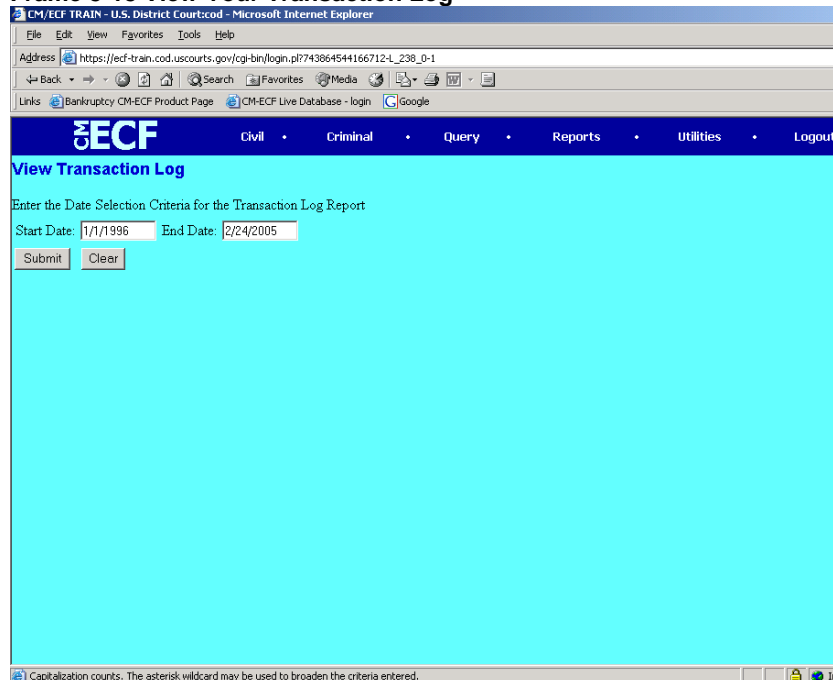
- You can and should regularly change your password. It's a maximum of **8 characters**. You will see the password you type in, as there is no confirmation entry.

- The password is CASE Sensitive**

- After changing your password, [Click] on the **Submit** button apply the password change.

- After submitting, a confirmation screen will be displayed indicating the update status.

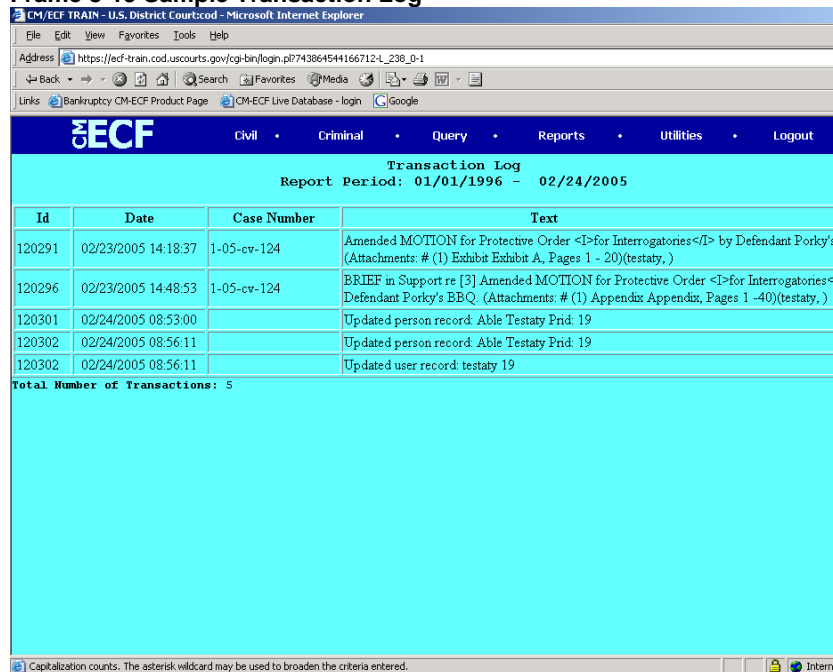
### Frame 8-18 View Your Transaction Log



### View Your Transaction Log

- When you click on the [View Your Transaction Log](#) link, the View Your Transaction date screen is displayed.
- Whatever beginning and ending date range you enter, ECF will display a report of **ALL** the transactions performed between the dates you entered.
- After entering the date range for beginning and ending dates, click on the **[Submit]** button.

### Frame 8-19 Sample Transaction Log



Id	Date	Case Number	Text
120291	02/23/2005 14:18:37	1-05-cv-124	Amended MOTION for Protective Order <I>for Interrogatories</I> by Defendant Porky's (Attachments: # (1) Exhibit Exhibit A, Pages 1 - 20)(testaty, )
120296	02/23/2005 14:48:53	1-05-cv-124	BRIEF in Support re [3] Amended MOTION for Protective Order <I>for Interrogatories</I> Defendant Porky's BBQ. (Attachments: # (1) Appendix Appendix, Pages 1 -40)(testaty, )
120301	02/24/2005 08:53:00		Updated person record: Able Testaty Prid: 19
120302	02/24/2005 08:56:11		Updated person record: Able Testaty Prid: 19
120302	02/24/2005 08:56:11		Updated user record: testaty 19

Total Number of Transactions: 5

### Sample Transaction Log

- The Transaction Log is returned with a list of activity.
- This is helpful in reviewing the following:
  - Work you have done.
  - Determining if you docketed in the wrong case.
  - Review for unauthorized activity.
- **This Transaction Log is provided at no charge to the customer.**

## Frame 8-20 Mailings

**ECF** Civil • Criminal • Query

**Utilities**

<b>Your Account</b>	<b>Miscellaneous</b>
<a href="#">ECF Login</a>	<a href="#">Internet Payment History</a>
<a href="#">Maintain Your Account</a>	<a href="#">Legal Research ...</a>
<a href="#">View Your Transaction Log</a>	<a href="#">Mailings</a>
<a href="#">Change Client Code</a>	<a href="#">Verify a Document</a>
<a href="#">Change Your PACER Login</a>	
<a href="#">Review Billing History</a>	
<a href="#">Show PACER Account</a>	

## Mailings

- When you click on the [Mailings](#) link, Mailings sub-menu is displayed.

## Frame 8-21 Mailing information sub-menu

**ECF** Civil • Criminal • Query

**Mailings**

[Mailing Info for a Case](#)  
[Mailing Labels by Case](#)

- The Mailing sub-menu has options displayed as well. Click on the “**Mailing Info for a Case**” link.

## Frame 8-22 Mailing info for a case - Case number entry screen

**ECF** Civil • Criminal • Query

**Mailing Information for a Case**

Enter the case number to view the recipient list.

Case Number:

- Enter the case number you want to get mailing information on.

- After entering the case number, click on the **[submit]** button.

## Frame 8-23 Mailing info for a case display

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout

**Mailing Information for a Case 1:05-cv-01000-EWN**

**Electronic Mail Notice List**

The following are those who are currently on the list to receive e-mail notices for this case.

- Chris Vagner  
chris\_vagner@cod.uscourts.gov cod\_aty@yahoo.com
- Jack Yee  
jack.yee@cod.uscourts.gov

**Manual Notice List**

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to select and copy this list into your word processing program in order to create notices or labels for these recipients.

- (No manual recipients)

- ECF returns a display of how ECF will “notice” the parties in the specified case.

- In this example, the attorneys have e-mail address and will be noticed electronically by e-mail.

- If there were “manual” recipients listed, their names and address would be displayed here. In this example, there are no “manual” recipients.

- You can highlight the text here and copy into your Certificate of Service.

## Frame 8-24 ECF Logout

**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 have 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 have 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:

## ECF Logout

- After you have completed all of your transactions for a particular session in ECF, you should log out of the system. Click on the **Logout** function from the ECF **Blue** menu bar.
- ECF will log you out of the system and return you to the ECF login screen.
- It's important to use the **Logout** option as it terminates the cookie that was created for your ECF session.

## Frame 8-25 ECF Login warning screen

**Warning: the account you entered is already logged in.**

This is probably the result of one of these two circumstances:

- ♦ You did not click "LogOut" on the top bar when you last used CM/ECF.  
Click the "Continue login" button below to complete the login process.

OR

- ♦ You share this account and someone else is using it.  
Click the "Cancel" button below to return to the login screen.  
[if you click the "Continue login" button, someone else using this account will have their CM/ECF session terminated]

- If you don't Logout properly, the next time you try to log on, you will get a **Warning** display as shown.
- The **"warning"** message is to warn you that ECF thinks you are still logged on **or** someone else is logged on as you.
- If you click on the **[Continue Login]** button, ECF will continue to log you on.
- However, if someone else is actually logged on with this login, you will terminate their session and any activity they were doing will be aborted.
- To avoid getting the **"warning"** display, use the **Logout** option to actually log out of ECF.

## Chapter 9 Criminal Case Docketing

**Note:** Beginning with Version 3.1 of CM/ECF, the Blue Menu Bar provides options to continue to use the static menu selections or the cascading menu options to navigate from one function to another more easily. These examples continue to show the static approach. See Appendix 3 to learn more about cascading menus.

### Filing a Motion

As an illustration, this section of the User Manual describes the basic steps you will need to take to file a motion with the court. The process for filing other types of documents using other criminal events is similar.

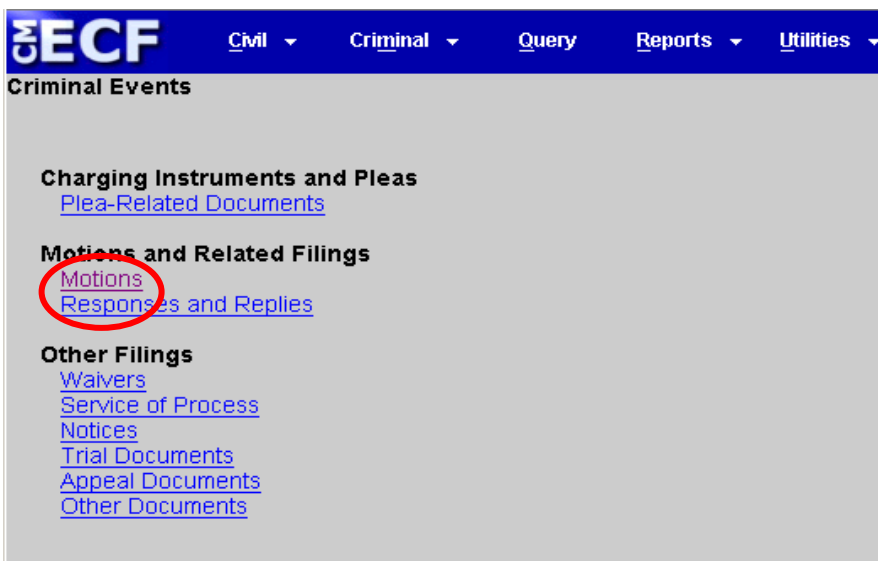
Frame 9-1 ECF Menu Bar



ECF Menu Bar

- After successfully logging into ECF, click on **Criminal** from the *blue* menu bar at the top of the ECF screen.

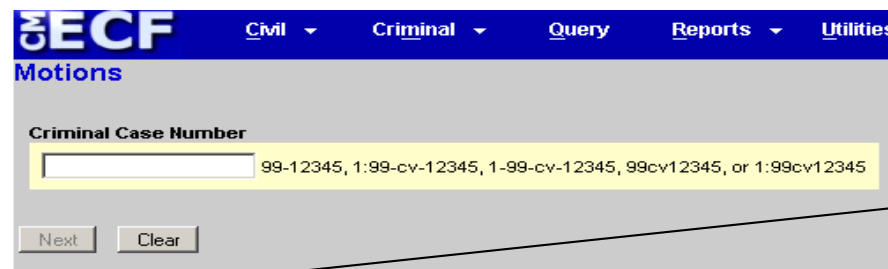
Frame 9-2 Criminal Docketing Categories



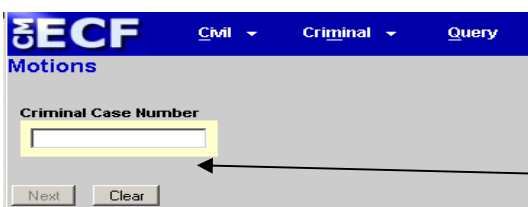
Criminal Docketing Categories

- Using the cascading menus or clicking on the *Civil* option on the CM/ECF Blue Menu Bar will display the Civil Events page of categories.
- Click on the *Motions* link.

Frame 9-3 Identifying the case



OR (Alternate Case Number entry display)



Identify the case

- Identify the Case for Which the Document is Being Filed.
- Enter the number of the case for which the document is being filed.

**Note:** The Next button is grayed out which indicates the button is not functional until a valid case is entered.

#### Frame 9-4 Case number entry

The screenshot shows the ECF Motions page. At the top, there are tabs for 'Civil', 'Criminal', and 'Query'. Below the tabs, the 'Criminal Case Number' field contains the text '2-1200'. To the right of the field is a button labeled 'Find This Case'. Both the field and the button are circled in red. Below the field are 'Next' and 'Clear' buttons.

- c. Once you begin to enter a case number, the **Find This Case** button is displayed.
- d. After entering the entire case number, click on the **Find This Case** button.

#### Frame 9-4b Case number entry error

The screenshot shows the ECF Motions page. The 'Criminal Case Number' field contains '2-1200'. To the right of the field, the message 'Cannot find criminal case 2-1200' is displayed. The message is circled in red. Below the field are 'Next' and 'Clear' buttons.

- e. If the case number is not valid, a message is displayed next to the entry box. The **Next** button continues to be grayed out.

#### Frame 9-4c case Number entry – correction

The screenshot shows the ECF Motions page. The 'Criminal Case Number' field contains '2-12'. To the right of the field is a button labeled 'Find This Case'. Below the field are 'Next' and 'Clear' buttons.

- f. Correct the case number entry and click on the **Find This Case** button.

#### Frame 9-4d Case selection for duplicate case numbers

The screenshot shows the ECF Motions page. The 'Criminal Case Number' field contains '2-12'. To the right of the field is a button labeled 'Hide Case List'. Below the field, a list of cases is displayed under the heading 'Select a case:'. The list includes two entries: '1:02-cr-00012-LTB USA v. James et al' and '1:02-mj-00012-BNB USA v. James et al'. Each entry has a checkbox and a '+' sign to its right. A red box highlights the list. Arrows point from the text on the right to the list and the '+' signs.

- g. If there are multiple case numbers with the same number (different case type), a display list will be shown to indicate the case number choices and check boxes to allow you to check the case you want to file your motion.

**Additionally**, if there is a **+** displayed, it indicates there are multiple defendants in the case.

- h. Clicking on the **+** sign will expand the entries to show all of the defendants.

### Frame 9-4e Multiple Defendants list

**ECF** Civil Criminal Query Reports

**Motions**

**Criminal Case Number**

2-12 Hide Case List

Select a case:

- ☒ 1:02-cr-00012-LTB USA v. James et al
- ☐ 1:02-cr-00012-LTB-1 Robert E. James
- ☐ 1:02-cr-00012-LTB-2 Catherine E. Bell
- ☐ 1:02-mj-00012-BNB USA v. James et al
- ☐ 1:02-mj-00012-BNB-1 Robert E. James (merged)
- ☐ 1:02-mj-00012-BNB-2 Catherine E. Bell (merged)

Next Clear

**Criminal Case Number**

1:02-cr-12 Hide Case List

Select a case:

- ☒ 1:02-cr-00012-LTB USA v. James et al
- ☒ 1:02-cr-00012-LTB-1 Robert E. James
- ☐ 1:02-cr-00012-LTB-2 Catherine E. Bell

### Multiple Defendant list

If there are multiple case numbers with the same number (different case type), a display list will be shown to indicate the case number choices and check boxes to allow you to check the case you want to file your motion.

- i. If the filing is related to **all** of the defendants, check the **main** case check box.

**Note:** If you check the **main** case check box, all of the individual defendant's check boxes are grayed out.

### Frame 9-4f Multiple Defendants list

**ECF** Civil Criminal Query Reports

**Motions**

**Criminal Case Number**

1:02-cr-12-1 Hide Case List

Select a case:

- ☐ 1:02-cr-00012-LTB USA v. James et al
- ☒ 1:02-cr-00012-LTB-1 Robert E. James
- ☐ 1:02-cr-00012-LTB-2 Catherine E. Bell
- ☐ 1:02-mj-00012-BNB USA v. James et al

Next Clear

**Criminal Case Number**

1:02-cr-12-1,2 Hide Case List

Select a case:

- ☐ 1:02-cr-00012-LTB USA v. James et al
- ☒ 1:02-cr-00012-LTB-1 Robert E. James
- ☒ 1:02-cr-00012-LTB-2 Catherine E. Bell
- ☐ 1:02-mj-00012-BNB USA v. James et al

- j. If you want a specific defendant or several individuals, you can check the appropriate check boxes for each defendant.

**Note 1:** If you check a specific **defendant's** check box, the other check boxes for that case can still be checked. This allows you the ability to select multiple defendants. .

**Note 2:** When you select a specific defendant, the case number entry box is changed to indicate the defendant's case you selected.

**Note 3:** When you select multiple defendant cases, the case number entry box is changed to indicate the defendants you select.

**Note 4:** You can see that the other case's check box is grayed out as ECF assumes you are filing in the case where the check box has been checked.

- k. After selecting the case/defendants, click on the **Next** button.

## Frame 9-5

**Note:** ECF defaults to the last case from which you worked. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

## Frame 9-6 docketing the motion

- I. Click on the **Next** button to continue the docketing process.

## Frame 9-7 Designating the filing party

The "plus" symbol indicates you can click on the "plus" to expand the information related to that specific party.

The "minus" symbol indicates you can click on the "minus" to collapse the information related to that specific party.

Designating the filing party.

- After identifying the Case Number, ECF provides you with a list of parties involved in the case.
- Highlight the name of the party for whom you are filing the document.
- If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent. If done correctly, each party selected will remain highlighted.
- After highlighting the parties to the document, click on the **[Next]** button.

## Frame 9-7a Participant tree

The participant tree is a **visual aid** to allow you to see parties and linkages to their attorneys, any corporate parent or affiliation, and aliases.

You cannot select parties/attorneys from the participant tree pane.



Select the filer.

Select the Party:

USA [pla]  
 Willy, Chilly [ip]  
 Legend, John [dft]  
 Banks, Tamara [dft]

Next Clear

Only court personnel can add new parties. Contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday - Friday, from 8:00 a.m. to 5:00 p.m. (MDT/MST) with the parties you wish to add.

From the **Select the filer** pane, you click on the filer that is filing the pleading.

You can select multiple filers by holding the **Ctrl** key down and clicking on each filing party.

Generally, you will not need to add any new parties in a criminal case. However, If there is a need to add a new party, you **must contact the court to add the new party**.

#### Frame 9-8

**Note:** If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

#### Frame 9-9 Attorney/Party association screen

**ECF** Civil Criminal Query Reports Utilities

**Motions**

1:02-cr-00012-LTB USA v. James et al

2255, APPEAL

The following attorney/party associations do not exist for the above case(s).

Check the box(es) to the left of the parties listed that you represent.

**If you DO NOT check any box, you will not receive ANY notice.**

☐ Robert E. James (pty:dft) represented by Attorney Yee (aty)

Next Clear

**If you DO NOT check any box, you will not receive ANY notice.**

☒ Robert E. James (pty:dft) represented by Attorney Yee (aty)

Next Clear

#### Attorney/Party association screen

- If this is the **first time** the attorney is filing in the case, the Attorney/Party Association window will appear. The purpose of the window is to create an association ("link") between the attorney and the party.
- Check the box if the attorney and party should be "linked" in ECF. As you can see from the message, **If you DO NOT CHECK the box, you will NEVER RECEIVE NOTICE**
- Check the box (es) of the parties you represent.
- Click the **[Next]** button.

### Frame 9-10 Motion selection screen

### Selecting Motion Events

- A list all of the motion events are displayed alphabetically.
- In the search text box, you can enter the beginning letters of the motion event you want to select.
- You may also scroll up/down the scroll bar in the “**Available events**” list to facilitate your selection of motion events/

### Frame 9-10a Motion selection screen (continued)

- For example, if we want to find “suppress”, we can start by entering supp....
- The Available Events list display events that have a word starting with the letters entered.

**Note:** After entering ‘supp’, Supplement and Suppress are displayed. The search finds any word, beginning with the letter(s) entered, regardless of position. Therefore, “wild card characters will not work.

### Frame 9-10b Motion selection screen (continued)

### Searching for motions from the motions list

- You can continue to enter more letters, or if the event is listed, you can click on the event to select.
- 
-

### Frame 9-10c Motion selection screen (continued)

The screenshot shows the ECF interface with the 'Motions' section active. The case name '1:02-cr-00012-LTB USA v. James et al' and '2255, APPEAL' are displayed. Below the case information is a search bar with the placeholder text 'Start typing to find another event.' To the left is the 'Available Events (click to select events)' list, which includes: Seal Document, Separate Trial on Counts, Sequester, Set Aside Forfeiture, Set Aside Judgment, Set Aside Sentence, Set Aside Verdict, Sever Defendant, Show Cause, Special Appearance, Speedy Trial, Stay, Strike, Supplement, and Suppress. To the right is the 'Selected Events (click to remove events)' list, which contains 'Suppress' and 'Stay'. A red box highlights the 'Selected Events' list. At the bottom are 'Next' and 'Clear' buttons.

Selecting the specific supporting document.

- Once you click on the event, it's displayed in the **Selected Events** display box.
- You can select multiple events by clicking on other events from the **Available Events** list.
- For example, if "Stay" is clicked from the **Available Events** list, it's added to the **Selected events** list.
- Whatever is in the "**Selected Events**" list when the **Next** button is clicked, will be the motion event(s) filed.

### Frame 9-10d Motion selection screen (continued)

This screenshot is similar to the previous one, but the 'Available Events' list now includes 'Revoke' at the top. The 'Selected Events' list still contains 'Suppress' and 'Stay'. A red box highlights the 'Selected Events' list, and a black arrow points from the right side of the screen towards this box. The 'Next' and 'Clear' buttons are at the bottom.

Removing a selected motion from the selected list

If you want to remove any of the events from the "**Selected Events**" list, you click on the event in the "**Selected events**" list. Once it's clicked on, it will be removed from the "**Selected events**" list.

### Frame 9-10e Motion selection screen (continued)

This screenshot shows the 'Available Events' list with 'Stay' at the bottom. The 'Selected Events' list now only contains 'Suppress'. A red box highlights the 'Selected Events' list. The 'Next' and 'Clear' buttons are at the bottom.

### Frame 9-11 Specify the PDF Document to File.

**Motions**  
1:09-cr-00500-CMA USA et al v. Legend et al  
2255

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

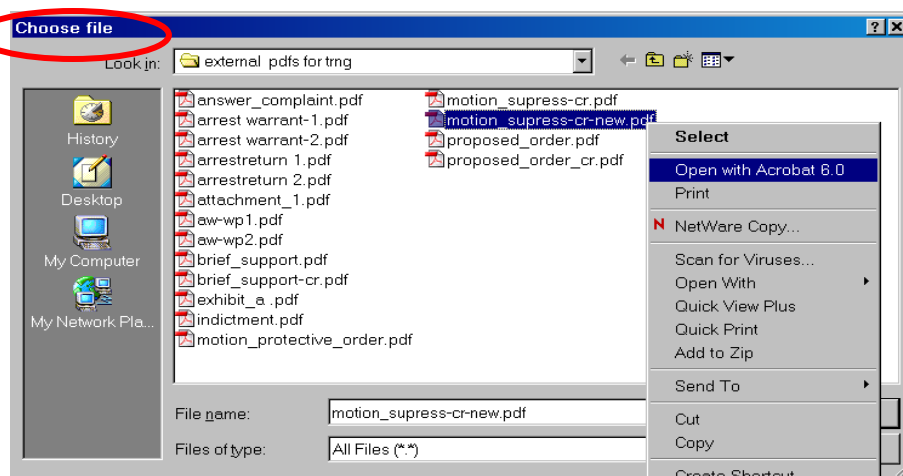
**Main Document**

Attachments	Category	Description
1. <input type="text"/> <input data-bbox="402 583 475 604" type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

### Specify the PDF document to file.

- ECF provides the filer an entry box to indicate the **main document** as well as an entry box for the first attachment.
- Click the **[Browse]** button next to the "Main Document" box.

### Frame 9-12 Viewing the PDF document



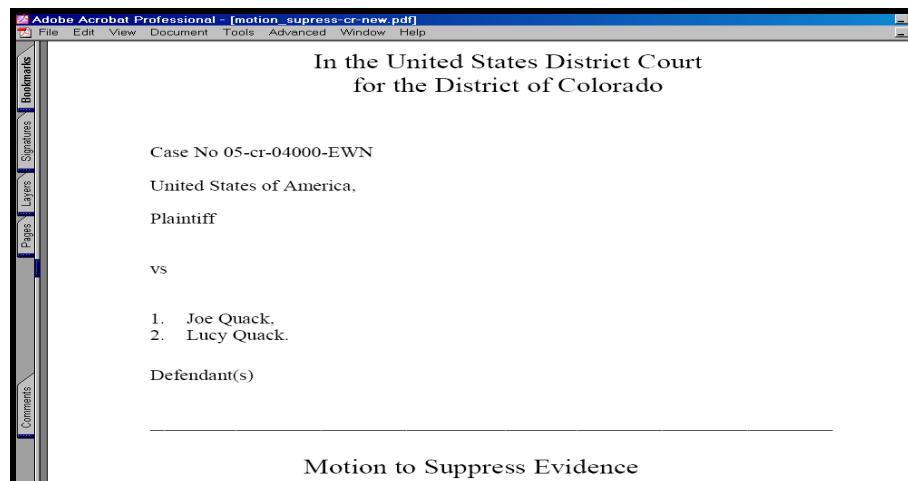
### Viewing the PDF document

- The **Choose File** dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you **right click** and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

### Frame 9-13

**Note: It is highly recommended you view the PDF document and any attachments to ensure you are filing the correct documents in the ECF application.**

### Frame 9-14 Review the PDF document

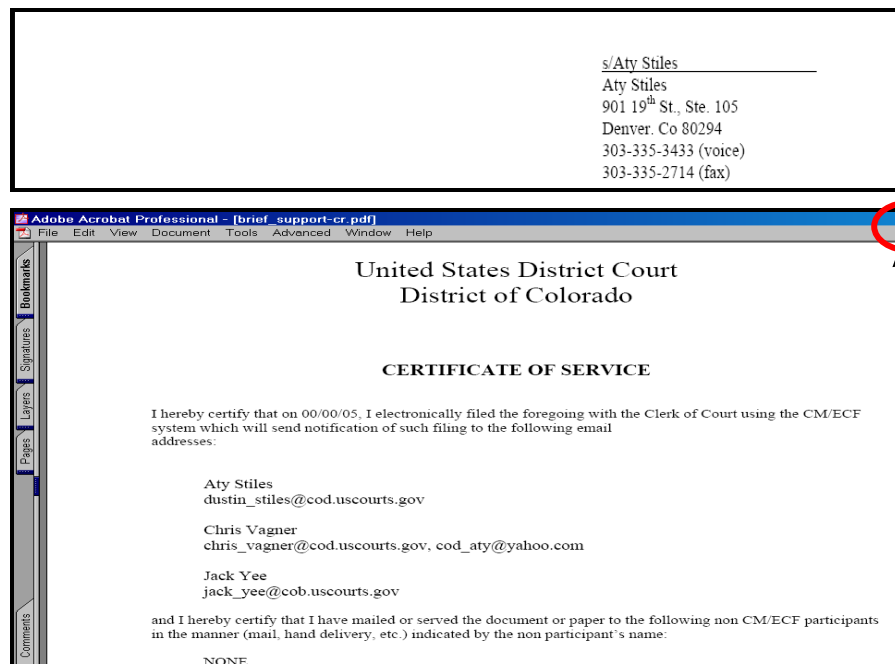


### Review the PDF document

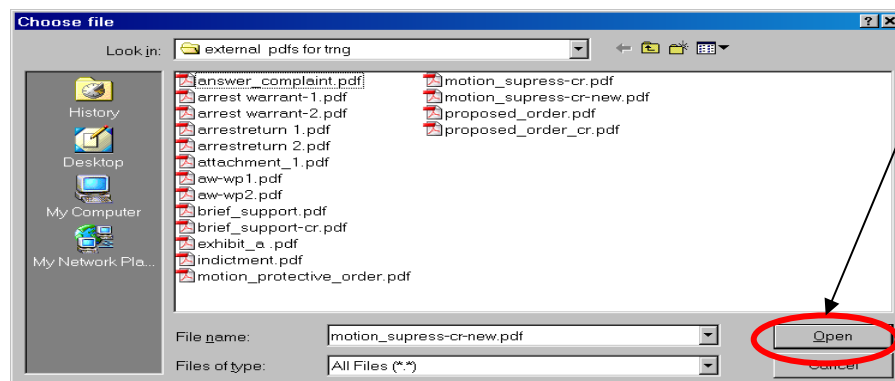
There are file size limits for each PDF document. The maximum file size limit can be found by going to the

- **Utilities** section and clicking on the **Court Information** link. The court information page is displayed.
- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document

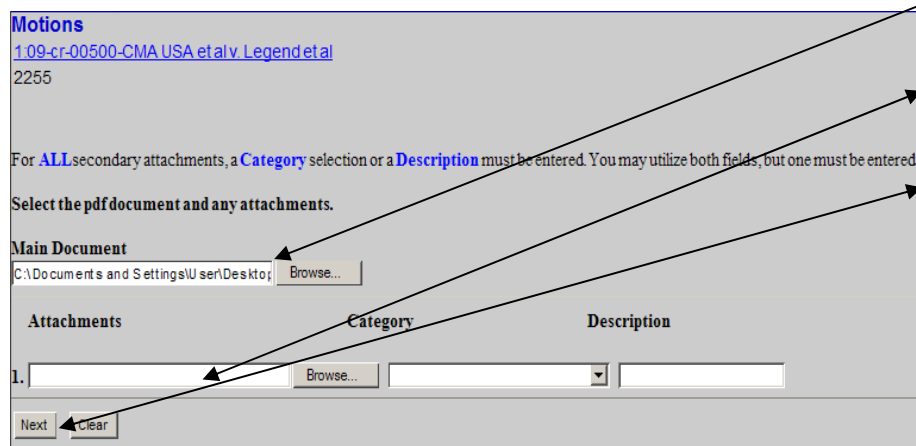
### Frame 9-15 Review the PDF document (Continued)



### Frame 9-16 Choose file dialog box



### Frame 9-17 Attaching additional PDF documents to the main document such as exhibits, proposed orders, etc.



### Review the PDF document (Continued)

- The signature (i.e. s/ and the attorney name)
  - Is the "Certificate of Service" part of the main document?
  - The "Certificate of Service" does not need to be a separate attachment. It's considered to be part of the main document.
  - The s/ on the "Certificate of Service" can be the attorney or the secretary, paralegal, or administrator.
  - After viewing the PDF document, close the Adobe application by **clicking** in the "x" in the top right corner of the Adobe application.
- Choose file dialog box
- Click on the **[OPEN]** button to populate the entry box for the filename.

### Attaching the PDF document

- The Filename box is now filled with the name of the main document.
- If there are no attachments to the main document, leave the "Attachment" box blank.
- Click the **[NEXT]** button.

**Skip to Frame xxx.**

### Frame 9-18 Additional Attachments

**Motions**  
1:09-cr-00500-CMA USA et al v. Legend et al  
2255

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\User\Desktop\... Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

### Additional Attachments

- The Filename box is now filled with the name of the main document.
- If there are attachments to the main document, click the **[Browse]** button.

### Frame 9-19 Select and view the PDF Document

**Choose file**

Look in: external pdfs for trng

answer_complaint.pdf	motion_suppress-cr.pdf
arrest warrant-1.pdf	motion_suppress-cr-new.pdf
arrest warrant-2.pdf	proposed_order.pdf
arrestreturn 1.pdf	proposed_order_cr.pdf
arrestreturn 2.pdf	
attachment_1.pdf	
aw-wp1.pdf	
aw-wp2.pdf	
brief_support.pdf	
brief_support-cr.pdf	
exhibit_a .pdf	
indictment.pdf	
motion_protective_order.pdf	

File name: proposed\_order\_cr.pdf Open

Files of type: All Files (\*.\*) Cancel

### Select and view the PDF Document

- The **Choose File** dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

### Frame 9-20 Opening up Adobe Reader or other PDF viewing software

**Choose file**

Look in: external pdfs for trng

answer_complaint.pdf	motion_suppress-cr.pdf
arrest warrant-1.pdf	motion_suppress-cr-new.pdf
arrest warrant-2.pdf	proposed_order.pdf
arrestreturn 1.pdf	proposed_order_cr.pdf
arrestreturn 2.pdf	
attachment_1.pdf	
aw-wp1.pdf	
aw-wp2.pdf	
brief_support.pdf	
brief_support-cr.pdf	
exhibit_a .pdf	
indictment.pdf	
motion_protective_order.pdf	

File name: proposed\_order\_cr.pdf Open

Files of type: All Files (\*.\*) Cancel

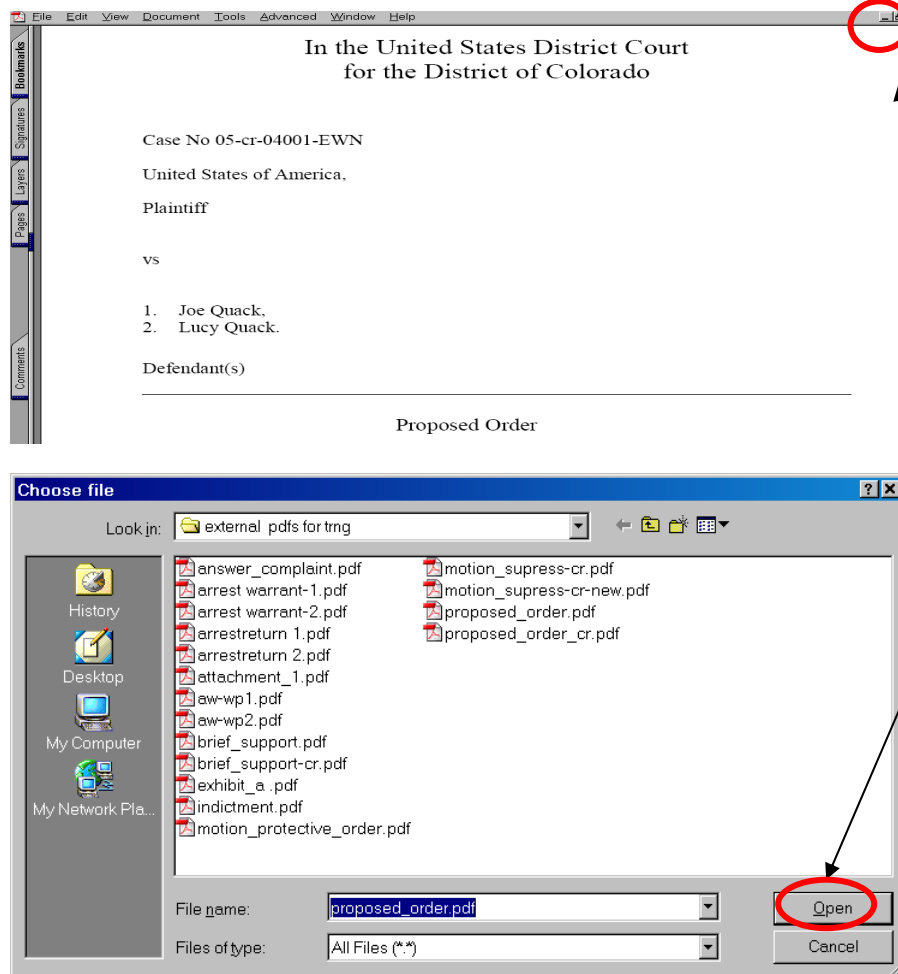
**Select**

- Open with Acrobat 6.0
- Print
- NetWare Copy...
- Scan for Viruses...
- Open With
- Quick View Plus
- Quick Print
- Add to Zip
- Send To
- Cut
- Copy

### Opening up Adobe Reader or other PDF viewing software

- Right Click on the PDF document.
- Highlight the "Open with Acrobat X.X"
- Adobe Acrobat or Adobe Reader will open and the PDF document will be displayed for your review.
- **It's very important that you review the PDF document to ensure it is the correct document you want to file.**

### Frame 9-21 Review the PDF Document



### Review the PDF Document

- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document
- Since this is a proposed order, remember to send the WordPerfect or WORD version to the Magistrate and District Judge via e-mail as described in the ECF Procedures.
- After viewing the PDF document, close the Adobe application.
- Click on the **[OPEN]** button to populate the ECF Filename entry box.

### Frame 9-22 Describing the attachment

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\User\Desktop Browse...

Attachments	Category	Description
1. C:\Documents and Settings\User\Desktop Browse...	<div style="border: 1px solid black; padding: 2px;">                     Affidavit                      Appendix                      Civil Cover Sheet                      Continuation of Main Document                      Conventionally Submitted                      Criminal Information Sheet                      Deposition Excerpts                      Exhibit                      Exparte Attachment                      Pages                      Proposed Document                      Proposed Order (PDF Only)                      Receipt                      Special Assignment Form                      Supplemental Civil Cover Sheet                 </div>	
2. Browse...		

Next Clear

- The Filename entry box should be filled in with the attachment.
- There is an informational message indicating **ALL** secondary attachments **must** select a category or add a attachment description
- Click on the drop down arrow to see the list of attachment types. If the type does not fit the attachment, select the blank entry.
- You can then enter a description to in the description field.

### Frame 9-23 Describing the attachment - continued

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\User\Desktop Browse...

Attachments	Category	Description
1. C:\Documents and Settings\User\Desktop Browse...	Proposed Order (PDF Only)	
2. Browse...		

Next Clear

In this example, we've selected the "Proposed Order (PDF Only)" from the Category list. We can leave the description field blank as we have selected a category description.

We do not need to enter any more descriptive text.



### Frame 9-23a Describing the attachment - continued

**Main Document**  
C:\Documents and Settings\User\Desktop Browse...

Attachments	Category	Description
1. C:\Documents and Settings\User\Desktop Browse...	Exhibit	A Remove
2. Browse...		

Next Clear

In this example, we've selected the "Exhibit" designation from the "Category" drop down list, and then in the "Description" field, we've entered the "A". The docket text and attachment will be identified as "Exhibit A", as CM/ECF will concatenate the category filed with the description field.

### Frame 9-23b Describing the attachment - continued

**Main Document**  
C:\Documents and Settings\User\Desktop Browse...

Attachments	Category	Description
1. \top\Folders\PDFs\shell pdfs\exhibit-a.pdf Browse...	Exhibit	A, Pages 1 - 30 Remove
2. \top\Folders\PDFs\shell pdfs\exhibit-a2.pdf Browse...	Exhibit	A, Pages 31 - 50 Remove
3. Browse...		

Next Clear

In this example, if you have to break up an exhibit, you can enter the page numbers of the exhibit being submitted. In the "Description" field you can enter Pages 1 – 30 of Exhibit A.

### Frame 9-24

**Note:** If the judicial officer's procedure calls for the submission of a proposed order, users are required to submit a proposed order as a PDF attachment to the document. They are also required to submit a WordPerfect or WORD version of the document to the district judge as an e-mail attachment. Please review the requirements in the ECF Procedures.

### Frame 9-25 Modify docket text, as necessary

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

Address: https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?530212075610228-L\_238\_0-1

Links: DC TEST ATY DC TEST DCN DC TRAIN - ATY DC TRAIN - DCN DC LIVE ATY DC LIVE DCN DC Intranet Home

**ECF** Civil Criminal Query Reports Utilities Logout

Motions  
1:05-cr-04001-EWN USA v. Quack et al

Docket Text: Modify as Appropriate.

MOTION to Suppress by Lucy Quack. (Stiles, Aty)

First  
Second  
Third  
Fourth  
Fifth  
Sixth  
Seventh  
Eighth  
Ninth  
Tenth  
Amended

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

Address: https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?530212075610228-L\_238\_0-1

Links: DC TEST ATY DC TEST DCN DC TRAIN - ATY DC TRAIN - DCN DC LIVE ATY DC LIVE DCN DC Intranet Home

**ECF** Civil Criminal Query Reports Utilities Logout

Motions  
1:05-cr-04001-EWN USA v. Quack et al

Docket Text: Modify as Appropriate.

Amended MOTION to Suppress Evidence from 123 Back At by Lucy Quack. (Stiles, Aty)

Next Clear

Modify docket text, as necessary

- Modifying docket text is optional. Users do not have to modify text in all of the text boxes provided.
- It is important when modifying text to accurately describe the motion, particularly as there may be similarly titled motions within the same case. For example, there may be multiple motions to extend time.
- Click on the down-arrow located to the left of the blue text-box to open a modifier pull-down list. You may select one of the words in the pull-down list or leave the field blank.
- Click on the text-box by the party's name, and type a description of the document. This added text will part of the docket entry.
- After entering all applicable docket text, click on the **[Next]** button.



## Frame 9-26 Submit the Transaction to ECF

**ECF** Civil Criminal Query Reports Utilities Search

**Motions**  
1:02-cr-00012-LTB USA v. James et al  
2255, APPEAL

**Docket Text: Final Text**  
Tenth MOTION to Suppress Evidence from 123 Back Alley Dr. by Robert E. James.  
(Attachments: # (1) Proposed Order (PDF Only))(Yee, Attorney)

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

**Source Document Path (for confirmation only):**  
T:\External Training\ecf class pdfs\cr1-motion\_supress.pdf pages: 2  
T:\External Training\ecf class pdfs\cr2-proposed\_order.pdf pages: 1

Next Clear

## Completing the Transaction

- **THIS IS THE “LAST” SCREEN FOR YOU TO REVIEW!!**

If you click the **NEXT** button, the transaction is posted to the database.

- An informational message as to the path and filename of the PDF document is displayed for review. This provides the user a “final” opportunity to check the filename as to it being the correct document. **If it’s not the correct document, you should abort this transaction and start over again.**

**Note:** You **CANNOT** view any of the actual the document(s), only the path, filename, and number of pages.

- Click on the **[Next]** button to commit the transaction.

## Frame 9-27

**Note:** At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button in complicated transaction, as it is easier to just start over. When using the [Back] button, a user may not use the [Forward] button on the web browser when the correction has been made. Progression must be made using the ECF

## Frame 9-28 Receive the Notice of Electronic Filing confirmation

**ECF** Civil Criminal Query Reports Utilities Search Logout

U. S. District Court [TEST]  
District of Colorado [TEST]

**Notice of Electronic Filing**  
The following transaction was entered by Yee, Attorney on 7/2/2007 at 12:06 PM MDT and filed on 7/2/2007  
Case Name: USA v. James et al  
Case Number: 1:02-cr-12  
Filer: Dft No. 1 - Robert E. James  
Document Number: 479  
Docket Text:  
Tenth MOTION to Suppress Evidence from 123 Back Alley Dr. by Robert E. James. (Attachments: # (1) Proposed Order (PDF Only))(Yee, Attorney)

**1:02-cr-12-1 Notice has been electronically mailed to:**  
Jack Jones Leslie\_A\_Martin@cod.uscourts.gov  
Dean Martin Leslie\_A\_Martin@cod.uscourts.gov  
Attorney Yee jack\_yee@cod.uscourts.gov, jack\_yee@cob.uscourts.gov

**1:02-cr-12-1 Notice has been mailed by the filer to:**  
Robert E. James  
123 19th St.  
Denver, CO  
David Lane  
Killmer & Lane, LLP  
1543 Champa Street  
#400  
Denver, CO 80202

**The following document(s) are associated with this transaction:**  
Document description: Main Document  
Original filename: n/a  
Electronic document Stamp:  
STAMP dcecfStamp\_ID=1071006659 [Date=7/2/2007] [FileNumber=71919-0] [1634fbbc9cc1432519f4684c28eefbe469aa7e06ec707c7427c5e1fd1d657456731bf074a211bf8d61b3754e6f15615a51e7b5b4f47573a117064243f837d45a]  
Document description: Proposed Order (PDF Only)  
Original filename: n/a  
Electronic document Stamp:  
STAMP dcecfStamp\_ID=1071006659 [Date=7/2/2007] [FileNumber=71919-1] [37fa9a5c338d18e3c6bb6b10fb6be4bcffbb75f7f26f5a76331ff0ef1db70b98e1c07dfc22c2763daa46fcc7af102de416891f66dfe5c90e30f992318ef552]

## Notice of Electronic Filing (NEF)

- The **Notice of Electronic Filing (NEF)** is displayed.
- This is your “receipt” of the filing.
- The NEF has four informational sections:
  - The docketing information section includes when the entry was made, the document number, and the docket text.
  - The electronic notification section displays the names and e-mail addresses of attorneys/parties that have been electronically noticed.
  - The manual notification section displays any names and addresses of recipients that must be served by non-electronic means. If there are name(s) and addresses displayed below the **“Notice has been mailed by the filer to:”** you must print a copy of the NEF and mail along with the document(s) you filed to the parties displayed. You will generally see names and addresses for pro se parties and attorneys that may not be registered to be an e-filer.
  - The fourth section lists electronic document stamp(s) for each PDF document submitted and serves as a security feature. The document stamp(s) are kept separately and are compared routinely against the document stamp that is embedded in the PDF document.

## Filing a Brief in Support of a Motion

As a further illustration, we'll file a brief in support of a motion. Since this repeats screen samples from the previous example, the format for this example is presented in a more concise presentation.

Frame 9-29 Criminal filing categories

Selecting Supporting Documents, Responses and Reply Events

- A list all of the criminal filing categories are displayed.
- Click on the [Supporting Documents, Responses and Replies](#) link under **Motions and Related Filings**.

Frame 9-30 Selecting Brief in Support of Motion

Selecting Supporting Documents, Responses and Reply Events

- A list all of the events are displayed alphabetically.
- In the search text box, you can enter the beginning letters of the motion event you want to select.
- You may also scroll up/down the scroll bar in the "Available events" list to facilitate your selection of motion events.
- After selecting the **Brief in Support of Motion**, click on the **[Next]** button.

Frame 9-31

**Note:** ECF defaults to the last case from which you queried or docketed in. Ensure the proper case number is entered in this field to avoid filing your document in the wrong case.

Frame 9-32 Enter case number

Enter case number

- Enter the number of the case for which the document is being filed
- **Remember**, if you click on the main case number, it indicates you are filing for **all** of the defendants in the case.
- When there is a **+** next to the short title, it indicates there is more than one defendant in the case. If you are filing specifically for one of the defendants, you **MUST** click on the **+** to expand the list to show all of the defendants' cases so you can select the correct defendant.
- After clicking the appropriate case, click on the **[Next]** button.

### Frame 9-33

### Review Screen

- After clicking on the **Next** button, from the enter/select case screen, a review screen is displayed.

Click on the **Next** button to continue

### Frame 9-34 Designating the filing Party

### Designating the filing party

- Highlight the name of the party for whom you are filing the document. If you represent more than one party, select multiple parties by holding down the **[CTRL]** key while pointing and clicking on each party you represent.
- If done correctly, each party selected will remain highlighted.
- After highlighting the parties to the document, click on the **[Next]** button

### Frame 9-35

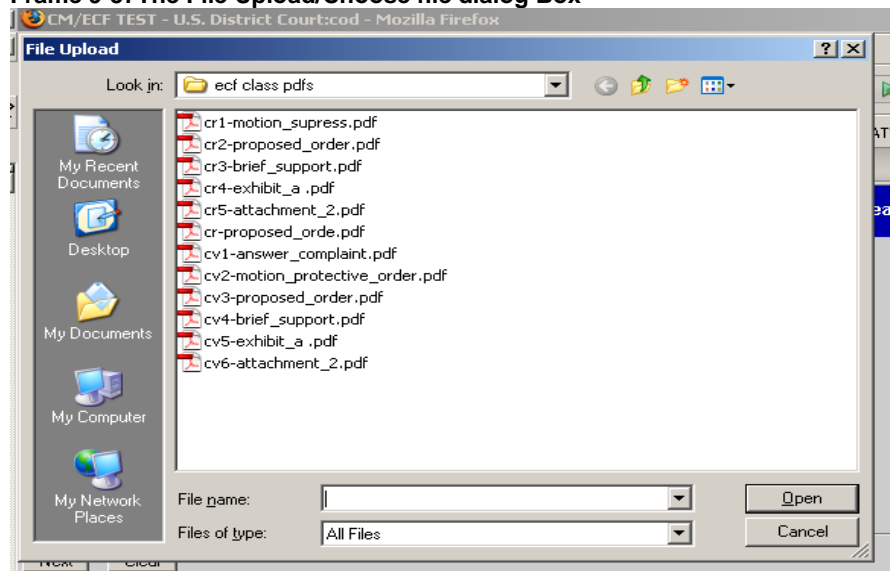
**Note:** If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.

### Frame 9-36 Attaching the main PDF document

### Specify the PDF document to file.

- ECF provides the filer an entry box to indicate the **main document** as well as an entry box for the first attachment.
- Click the **[Browse]** button next to the "Main Document" box.

### Frame 9-37The File Upload/Choose file dialog Box

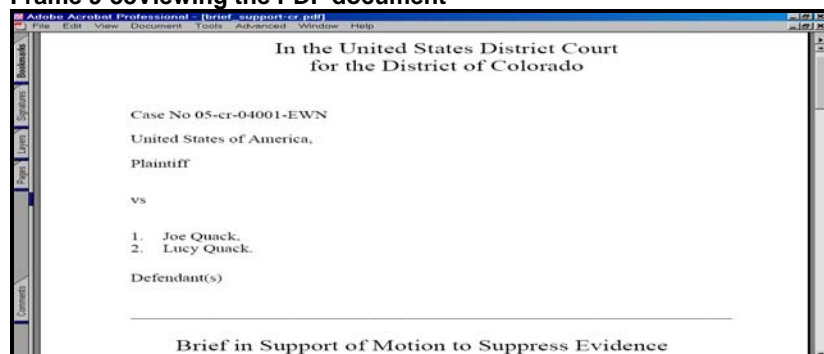


### File Upload/Choose File dialog

- The Choose File/File Upload dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.
- Each PDF attached is limited to a maximum file size (see note.) However, there is not a max on the entire filing.

**NOTE:** Please refer to the [Court Information](#) link from the CM/ECF start page or from the utilities menu for the file size limits of a PDF document.

### Frame 9-38Viewing the PDF document



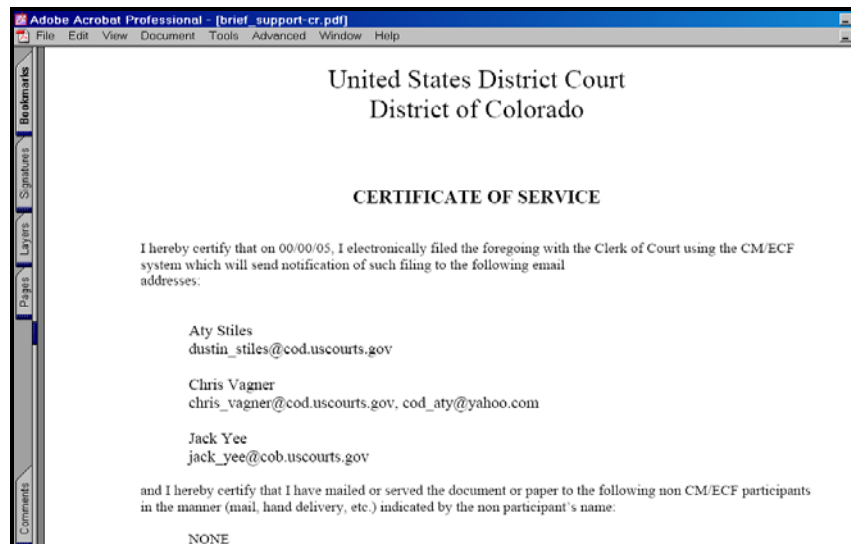
### Viewing the PDF document

- When viewing the PDF document, check the document for items such as:
  - court
  - case number and style
  - parties
  - correct document

- The signature (i.e. s/ and the attorney name

- After viewing the PDF document, close the Adobe application.

- Click on the **[OPEN]** button to populate the entry box for the filename.



### Frame 9-39 Attaching additional PDF document(s)

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

#### Main Document

C:\Documents and Settings\User\Desktop Browse...

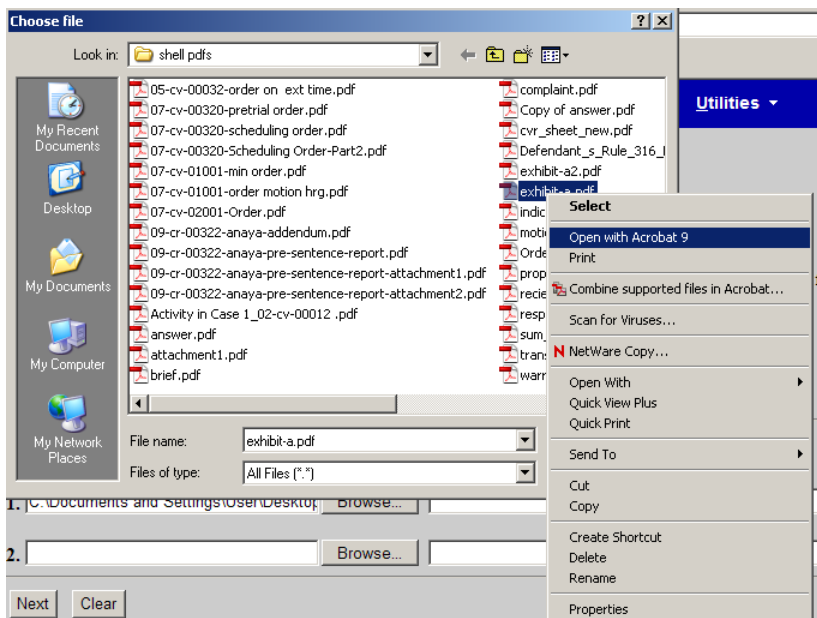
Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

### Additional Attachments

- The Filename box is now filled with the name of the main document.
- If there are attachments to the main document, click the **[Browse]** button.

### Frame 9-40 The Choose file dialog box



### The Choose file dialog box

- The Choose File/File Upload dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.
- The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

### Frame 9-41

**Note:** These examples do not display the PDF documents for the sake of brevity. The court highly recommends you **ALWAYS** view the PDF document(s) and any attachments to ensure you are filing the correct documents in the ECF application.

### Frame 9-42 Selecting the category descriptor and adding description information

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\User\Desktop\ Browse...

**Attachments**

	Category	Description	
1. C:\Documents and Settings\User\Desktop\ Browse...	Exhibit	A	Remove
2. Browse...			

Next Clear

*Note: A new attachment entry box is added for the next attachment*

#### Selecting the category descriptor

- The Filename entry box should be filled in with the attachment.
- Under the Category entry box, there is a drop down arrow to allow you to select the type of attachment it is.
- Click on the drop down arrow to see the list of attachment types. If the type does not fit the attachment, select the blank entry.
- You can enter a description to provide additional information. The category entry will be concatenated with any information you typed in the description field.

### Frame 9-43 Repeating the process for additional attachments

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\User\Desktop\ Browse...

**Attachments**

	Category	Description	
1. C:\Documents and Settings\User\Desktop\ Browse...	Exhibit	A	Remove
2. Browse...			

Next Clear

#### Repeating the process for additional attachments

- After the first attachment has been added and described, the second attachment can be added.
- The steps are the same:
  - Browse
  - Select the attachment PDF
  - Right click on the file and open to review
  - Add to attachment entry box
  - Select category, add description, or both

### Frame 9-44

**Note:** Repeat Frames 41 through Frame 45 for the second and succeeding attachments. In this illustration, there are two attachments. The next frame illustrates what the final attachment list will look like.

### Frame 9-45 Final list box of attachments

For **ALL** secondary attachments, a **Category** selection or a **Description** must be entered. You may utilize both fields, but one must be entered.

Select the pdf document and any attachments.

**Main Document**  
C:\Documents and Settings\User\Desktop\ Browse...

**Attachments**

	Category	Description	
1. C:\Documents and Settings\User\Desktop\ Browse...	Exhibit	A	Remove
2. C:\Documents and Settings\User\Desktop\ Browse...		Attachment 1	Remove
3. Browse...			

Next Clear

#### Final list box of attachments

- The final attachment screen displays the two attachments,
  - Exhibit A
  - Attachment 1
- Click the **[NEXT]** button.

#### Frame 9-46 Linking the Brief in Support to the motion

##### Responses & Replies

[1:09-cr-00500-CMA USA et al v. Legend et al](#)  
2255

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

##### 1:09-cr-00500-CMA John Legend

- ☒ 02/09/2010 10 MOTION to Vacate under 28 U.S.C. 2255 by John Legend. (kdt, )  
Civil case 1:10-cv-00500 opened.
- ☐ 02/16/2010 [11](#) REPORT AND RECOMMENDATIONS as to John Legend re 10 MOTION to Vacate under 28 U.S.C. 2255. Objections to R&R due by 3/5/2010 by Magistrate Judge Boyd N. Boland on 2/16/2010. (lam, ) (Entered: 03/10/2010)
- ☐ 04/15/2010 [14](#) Amended MOTION to Suppress *evidence found in 1970 Chevy* by John Legend. (Attachments: # [1](#) Proposed Order (PDF Only))(Yee-5678, Jack)

[Next](#) [Clear](#)

Linking the Brief in Support to the motion

- Additional ECF Information
- This window allows the filer to link the brief with other documents that have been filed already. A list of previously filed documents appears. Documents such as briefs in support of a motion must link back to the motion.
- Using the mouse, select by clicking in the checkboxes provided, which documents you wish to link the brief to. Click on **[Next]**.

#### Frame 9-47 Modify Docket text, as necessary

CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?432360560277101-L>

Back Forward Stop Search Favorites Media Print

**ECF** Civil • Criminal • Query • Reports • Utilities •

Responses & Replies

[1:05-cr-04001-EWN USA v. Quack et al](#)

Docket Text: Modify as Appropriate.

BRIEF in Support by Lucy Quack re [4] Amended MOTION to Suppress *Evidence from 123 Back Alley*

(Attachments: # (1) Exhibit A# (2) Attachment 1) (Stiles, Atty)

[Next](#) [Clear](#)

Modify Docket text, as necessary

- The Docket Text modification screen is displayed.
- This screen allows you to enter **optional** docket modification text.
- After enter text or leaving blank, click on the **[Next]**



### Frame 9-48 Submit the Transaction to ECF

### Submit the Transaction to ECF

- **THIS IS THE “LAST” SCREEN FOR YOU TO REVIEW!!**
- If you click the **NEXT** button, the transaction is posted to the database.
- Click on the **[Next]** button to commit the transaction.

### Frame 9-49

**Note:** At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button in complicated transaction, as it is easier to just start over. When using the [Back] button, a user may not use the [Forward] button on the web browser when the corrections have been made. Progression must be made using the ECF buttons.

### Frame 9-50 The Notice of Electronic Filing (NEF)

### The Notice of Electronic Filing (NEF) is

- The **Notice of Electronic Filing (NEF)** is displayed.
- This is your “receipt” of the filing.
- If there are name(s) and addresses displayed below the **“Notice has been mailed by the filer to:”** you must print a copy of the NEF and mail along with the document(s) you filed to the parties displayed.
- In this example, there are none displayed.
- You will generally see names and addresses for pro se parties and attorneys that may not be registered to be an e-filer.



ECF filing is that simple!

### **Submitting a Proposed Order**

Registered users are required to submit proposed orders as PDF attachments to the motions requesting the relief to be ordered. The user shall also submit the proposed order in a WordPerfect or text (\*.txt) format to the judicial officers assigned to the case. The proposed order shall be sent via e-mail to the chambers of the assigned district judge and magistrate judge. Users should review the proposed orders sections of the ECF Procedures for the District of Colorado for more information and for chambers e-mail addresses.

### **Sealed Document Submission**

The filing of sealed documents is governed by Section VI of the ECF Procedures for the District of Colorado. Sealed document submission falls into two categories, documents in sealed cases and sealed documents in public cases.

### **Sealed Case Document Filing**

A document filed in a sealed case must follow this procedure:

- The first document submitted in a sealed case by a party must be submitted in paper format.
- All subsequent documents should be filed electronically, unless the party has received different instructions from the court.
- Sealed documents may be viewed electronically by attorneys of record in the case by using the PACER system.
- All documents filed in a sealed case must be served in paper format. The court's electronic notice facilities will not be available on sealed documents.

### **Sealed Document Filing in Public Cases**

A sealed document filed in a public case must follow this procedure:

- A Motion to Seal must be submitted electronically in accordance with the Local Rules of this court.
- At the same time, the party should electronically submit the document under seal using the **Sealed Document** event. Parties should only submit sealed documents using the **Sealed Document** event. Any document submitted under a different event will not be sealed from public view.
- A Notice of Electronic Filing will be generated for the sealed document, but the document will not be viewable.
- Sealed documents may not be viewed electronically by attorneys of record in the case by using the PACER system. Attorneys of record may view the sealed document docket entry on the docket sheet.
- All sealed documents must be served in paper format. The court's electronic notice facilities will not be available on sealed documents.

All questions on sealed documents should be forwarded immediately to the ECF Help Desk.

### **Privacy Policy**

Documents with personal identifiers and other sensitive information should be filed electronically in accordance with the court's Privacy Policy. The Privacy Policy may be found in Section XI of the ECF Procedures for the District of Colorado.

### **Motion Practice**

Basic federal civil motion practice follows the listed filing progression: motion – response – reply. Users should make a point of following this practice when filing documents. A document filed by a party responding to the motion must be filed as a response. It should not be filed as a reply. A document filed by a party responding to a response is a reply. It is critical for users to choose the correct event for a document and to make sure the document name and event name match.

## **Appendix 1** **ECF Quick Reference Sheet**

### **Help Desk**

The ECF Help Desk for the District of Colorado is available Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time)

Toll Free Number: 1-866-365-6381

Phone Number: 303-335-2050

E-Mail Address: [cod\\_cmecf@cod.uscourts.gov](mailto:cod_cmecf@cod.uscourts.gov)

### **Eight Basic Steps for Filing a Civil/Criminal Document in ECF**

1. Select the Type of Document to File
2. Identify the Case for Which the Document is Being Filed
3. Designate the Party for Whom the Document is Being Filed
4. Specify the PDF Document to File
5. Additional ECF Information
6. Modify the Docket Text as Necessary
7. Submit the Document to ECF
8. Receive the Notice of Electronic Filing

## **Appendix 1**

# **ECF Quick Reference Sheet (Continued)**

### **Submitting an Initiating Document by E-Mail (New Cases)**

- Create PDF versions of the Civil Complaint, Civil Cover Sheet (JS-44), and Summons forms (if appropriate).
- Create an e-mail addressed to the clerk's office e-mail address for new cases: [newcases@cod.uscourts.gov](mailto:newcases@cod.uscourts.gov).
- In the subject line of the e-mail indicate this is a new case by typing "new case" and the short case title (e.g. "New Case – Jones v. Smith).
- In the e-mail indicate how the party will be paying the filing fee.
- If the initiating party is requesting the issuance of a summons, the e-mail must state how the party would like the summons returned.
- Attach the PDF versions of the case initiating documents.
- Send the e-mail to the clerk's office.

### **User Data Quality Checklist**

1. Review Docket Entry
  - Was the correct event used?
  - Does the title of the document match the docket entry?
  - Were the correct filer and attorney chosen?
  - Is the case number and case style on the document correct?
  - Was the document linked correctly?
2. Open and Review Document
  - Is the document legible?
  - Were the attachments added correctly and named properly?
  - Was the document filed in the correct case?
  - Is the case number and case style on the document correct?
  - Does the signature line contain the s/signature?

### **Submitting a Proposed Order**

Three copies of the proposed order must be submitted to the court:

- A PDF copy of the proposed order must be submitted as an attachment to the motion in ECF.
- A WordPerfect/Word copy of the order must be submitted by e-mail to the district judge.
- A WordPerfect/Word copy of the order must be submitted by e-mail to the magistrate judge.

**NOTE: In criminal cases the proposed order is the PDF copy and one copy to the district judge. There is no magistrate judge in the criminal case.**

*The subject line of the e-mail for the e-mailed versions should contain the case number, the short title, the words "Proposed Order" and the docket number of the motion to which the proposed order relates (e.g. Joes v. Smith, case number, Proposed Order re Docket Entry #85).*

*ECF users should review Section 5.12. of the ECF Procedures for the District of Colorado for more information and for the electronic mail addresses of the judicial officers.*

## **Appendix 2**

### **Ten Most Common Docketing Errors**

Listed below are the ten most common docketing errors made by users in ECF courts.

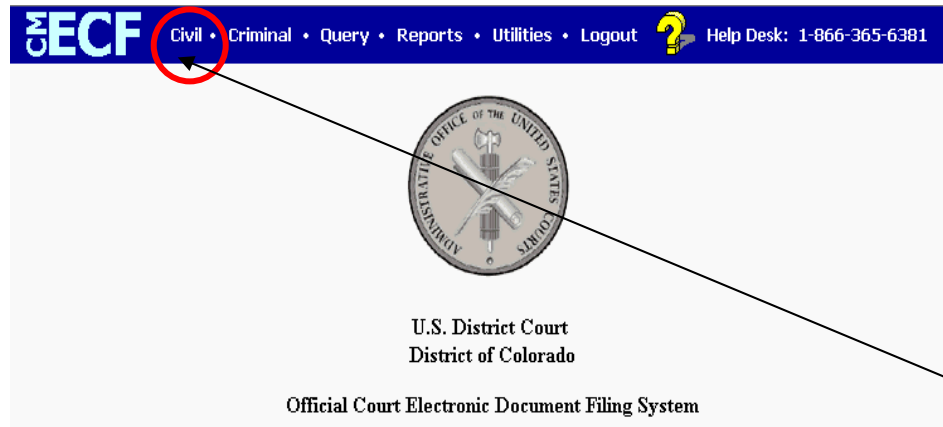
1.     **Attachments and Exhibits**
  - These documents should be filed in accordance with the practices set down in the ECF Procedures.
2.     **Select the Proper Event**
  - An event list is attached to this document and a report showing current events is available within ECF.
  - Please carefully review your choices before filing. It is important to choose the correct event.
3.     **Know when to use your ECF login/password vs. the PACER login/password.**
  - The ECF login/password is used to file documents.
  - The PACER login/password is used to view docket sheets, use the query function, and use the reports.
4.     **Include a Certificate of Service on All Documents**
  - A certificate of service, even when serving electronically, is required under the ECF Procedures.
5.     **Proposed Orders**
  - Proposed orders must be submitted as PDF attachments to the docket entry in ECF and must be e-mailed to the district and magistrate judges on a case in WordPerfect or WORD format. See the ECF Procedures
6.     **Open All PDF Documents Before Attaching**
  - Before attaching a document to an ECF entry, review it to make sure the correct document is being attached.
7.     **The Login and s/signature on a Document Must Match**
  - Make sure the s/signature on a submitted document matches the login and password of the attorney filing it.
8.     **Place an s/signature on all Documents**
  - The s/signature must be placed on all documents.
9.     **Each Document Should be Filed Separately in ECF**
  - All documents should be filed separately. For example a brief in support of a motion would not be docketed as an attachment to the motion, but as a separate document.
10.    **Choose the Correct Party When Docketing a Document**
  - Be sure to choose the correct party you are filing a document on behalf of.

## Appendix 3 CM/ECF Version 3.1 – Cascading Menus

The implementation of Version 3.1 of CM/ECF provides another method to navigate and select menu functions. Prior to Version 3.1, a user clicked on the main category from the blue Menu Bar, then clicked on a filing category, such as “Motions”, then the list of motions would be displayed.

Starting with Version 3.1, the Blue Menu bar has been changed to provide a “drop-down” list to facilitate navigation to specific even screens.

Frame A3-1 Screen 1 - Main start screen



Screen 1

- Prior to Version 3.1, a user had to click on several links and navigate through several screens to get to the event screen.
- For demonstration purposes, let's navigate to the motion event.
- The **first** screen is the main menu screen. We start by clicking on **Civil** on the Blue Menu bar.

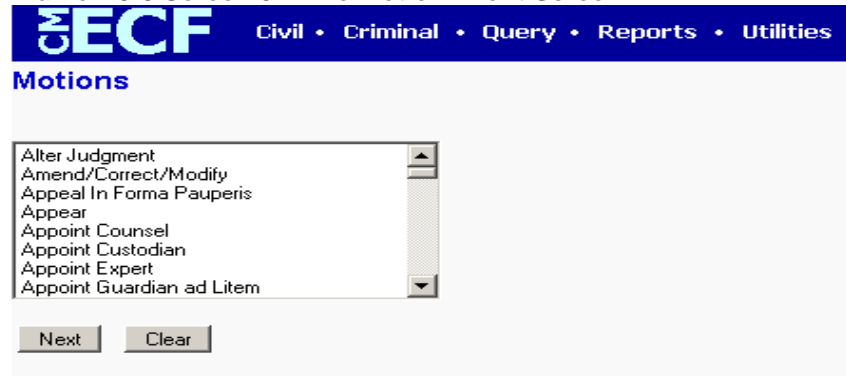
Frame A3-2 Screen 2 - Civil Events Category List



Screen 2 –Civil Event Category List

- After clicking on the **Civil** option from the main menu, a second screen is displayed – Civil Events Category List to allow the user to select the event category they wish to file, i.e. motions, answers, etc.
- Next, click on the **Motions** link.

Frame A3-3 Screen 3 – The Motion Event Screen



Screen 3 –Motion Event Screen

- After clicking on the **Motions** link, the Motion Events are now displayed.

### Frame A3-4 Summary

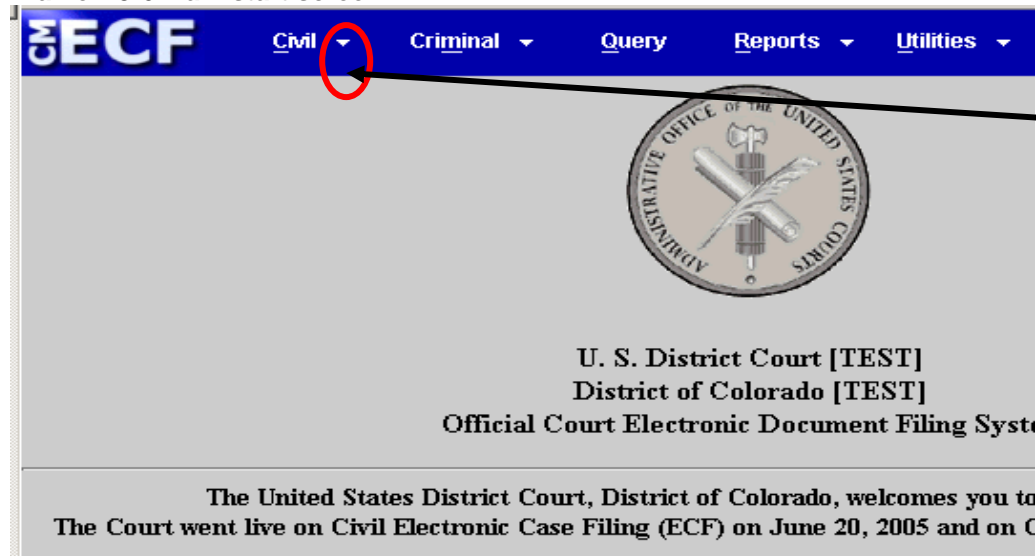
Prior to Version 3.1, the user's only option was to click on the various links to navigate through several screens to get to the screen they wanted to use.

### Frame A3-5 Version 3.1 Navigation

With the release of Version 3.1, context sensitive cascading menus have been provided to allow the user to quickly navigate to a specific screen without having to go through several screens. Depending on where the user is trying to navigate to, the use of these cascading menu lists will reduce the number of screens a user must navigate through.

Let's compare!!

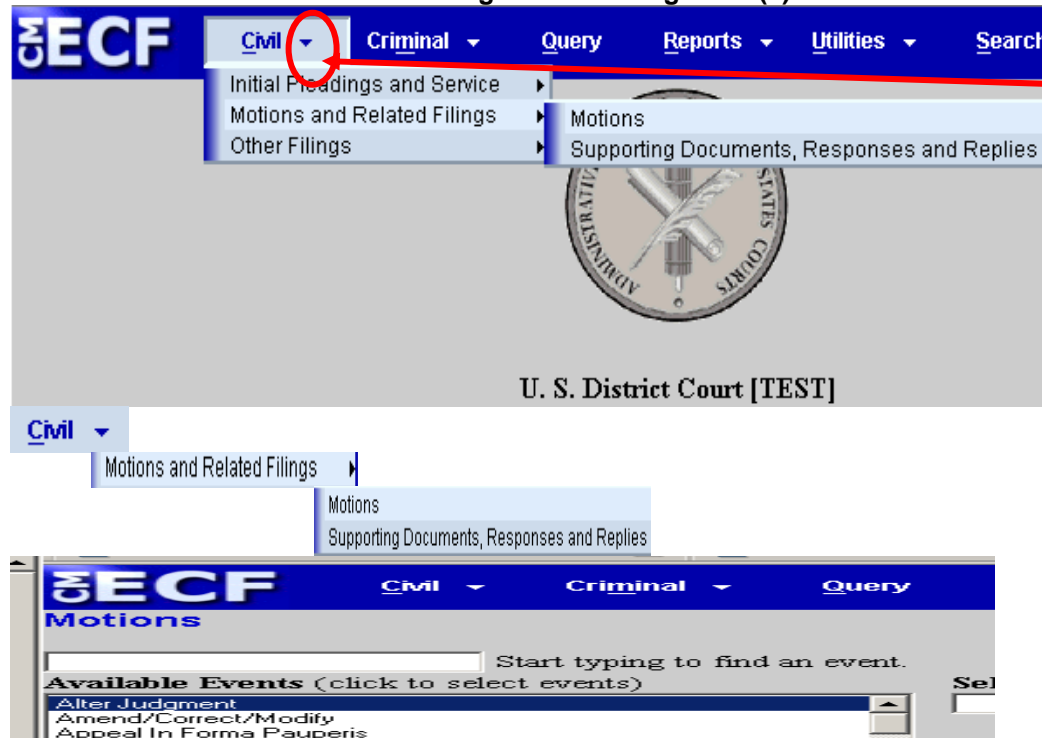
#### Frame A3-6 Main start screen



Ver. 3.1 – Main Start Screen

- Version 3.1 provides a drop down arrow next to the menu category (i.e. Civil) that will display cascading menu(s) to allow the user to select the specific option they wish to navigate to.

#### Frame A3-7 Main start screen showing the cascading menu(s)



Making the selection

- The user should hover the mouse over the drop down arrow next to **Civil**.
- When the mouse is over the arrow, the first menu is displayed.
- Next, you can hover the mouse over the **Motions and Related Filings** which will then display the categories under the **Motions and Related Filings** option which are
  - Motions
  - Supporting Documents, Responses and Replies
- Now click on **Motions**.
- The Motions event screen is now displayed.

### Frame A3-8 The Motions Event list screen is now displayed

#### The Motions Event List

- You can now enter the search for the motion you want or scroll up/down the list of events.
- By using the cascading menus in this example, we bypassed one screen.
- It doesn't appear to be much, but over the process of performing several docketing entries and or other navigation, the number of screens bypasses can be significant.

### Frame A3-9 Another example

While in the Motions- Events List screen, we wanted to go to **Utilities** to check **Mailing info**. From the Motions- Events List screen, we go to the

1. **Utilities** option on the blue menu bar, hover over the drop down arrow, to see the **Utilities** options

Again, when you hover the mouse over the **Miscellaneous** option, the following is displayed

Finally, we can hover the mouse over **Mailing Info for a Case** and see **Mailing Labels by Case**. When you select/click on **Mailing Info for a Case**,

the Mailing Info for a Case is displayed and is ready for the case number to be entered.

We bypassed Three screens to navigate to this screen.

### Frame A3-10 The Search Feature

A new feature in Version 3.1 is the ability to **search** for a *menu* or an *event*.

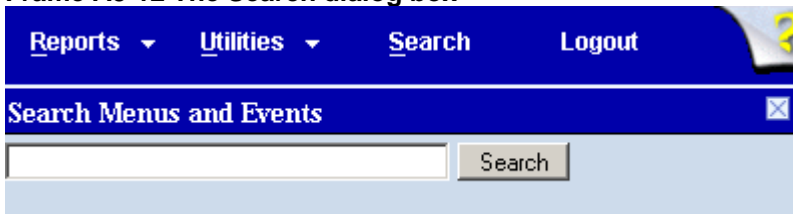
### Frame A3-11 – Search example



### Search

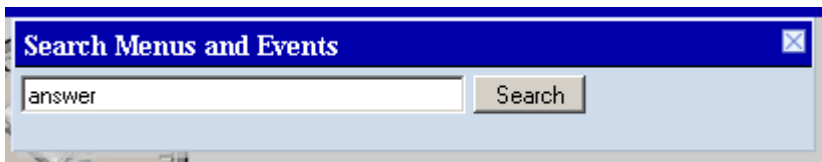
- Click on the **Search** option on the blue menu bar.

### Frame A3-12 The Search dialog box



- A search dialog box is displayed, allowing for the entry for the search.

### Frame A3-13 Entering search word(s)



### Searching

- For example, we want to search on “answer”.
- A search dialog box is displayed, allowing for the entry for the search.

### Frame A3-14 Search Results Screen



### Search Results

- Whatever menus and events are found that contain the letter(s) or words of your search are displayed.
- The display is categorized by Menus and event categories.



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