

# CASE MANAGEMENT ELECTRONIC CASE FILES



## CREATING AN APPENDIX U.S. DISTRICT COURT DISTRICT OF COLORADO

DECEMBER 2014

VERSION 1.0

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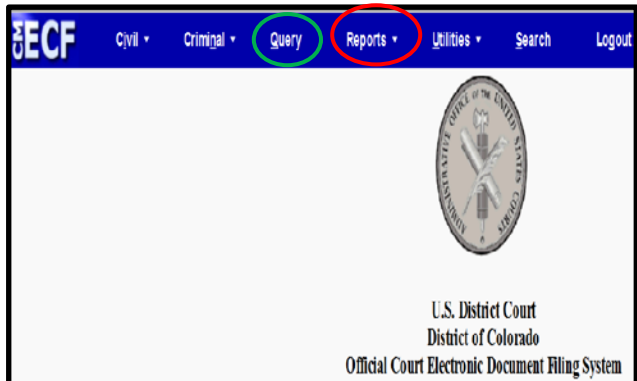
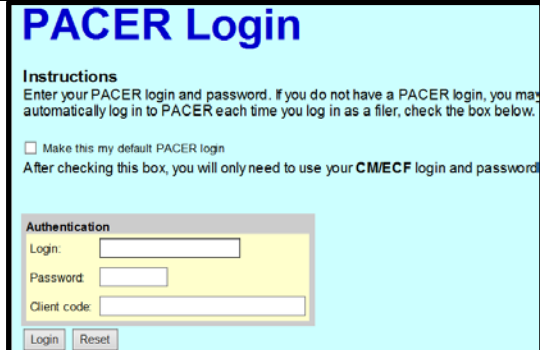
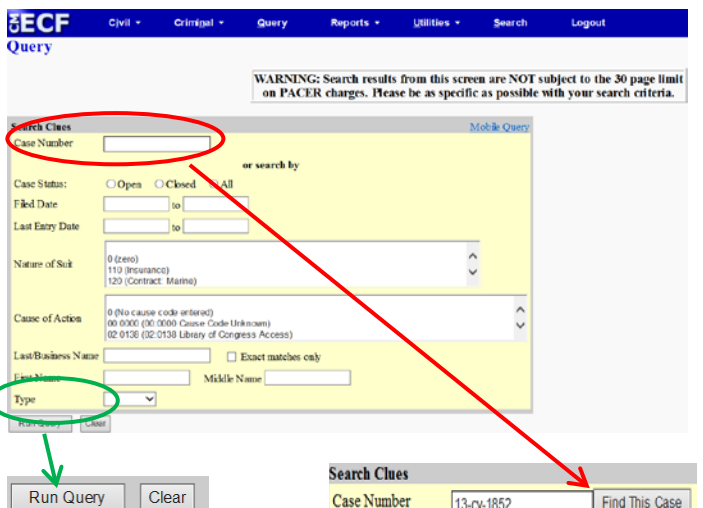
## Introduction

This document provides information on creating an appendix record for a case in U. S. District Court for the District of Colorado that can be filed in the court of appeals case. Creating the Appendix allows the attorney to select the documents and related entries to be part of the Appendix. The attorney may create one or more volumes to be filed in the appeals case. If there are restricted documents, they will need to be created as a restricted volume.

## II. Logins Required and PACER Charges

In order to access authorized restricted documents, the attorney will need to log in with their ECF login. To create the appendix, the attorney will need to access the docket sheet from Query or the Docket Report from Reports and the attorney will need a PACER login for that functionality. Currently, the ECF login and the PACER Login are unique. Users are charged the standard PACER rate for each file included in the Appendix. Users will be charged for the docket sheet from which the documents are selected, but not for the docket sheet that is included in the aggregated file.

## III. The Docket Report from Query

<p><b>Frame 1 Selecting Query or Reports</b></p> <p>After logging into ECF with the attorney's ECF login, click on</p> <ol style="list-style-type: none"><li>1. Query or</li><li>2. Reports on the blue menu bar.</li></ol>	 <p>The screenshot shows the ECF login page with a blue navigation bar. The 'Reports' menu item is circled in red. Below the navigation bar is the U.S. District Court logo and the text 'U.S. District Court District of Colorado Official Court Electronic Document Filing System'.</p>
<p><b>Frame 2 The Query Option</b></p> <p>Generally, you will get a PACER login screen so you can enter your PACER login and PACE password.</p> <p>If you've linked your PACER account to your ECF account you will not get the PACER Login Screen. (See Frame 3)</p>	 <p>The screenshot shows the PACER Login screen with a light blue background. It includes instructions for logging in, a checkbox for 'Make this my default PACER login', and a form with fields for 'Login', 'Password', and 'Client code'. There are 'Login' and 'Reset' buttons at the bottom.</p>
<p><b>Frame 3 The Query Option - continued</b></p> <p>After logging into PACER (if you have to), the query screen is displayed.</p> <p>Enter the <b>case number</b> you want to create the Appendix for.</p> <p>After entering the case number, click on <b>"Find this Case."</b></p> <p>If the case is valid, the <b>"Run Query"</b> button will be active.</p> <p>Click on the <b>"Run Query"</b> button to continue.</p>	 <p>The screenshot shows the ECF Query screen with a yellow background. The 'Case Number' field is circled in red. A red arrow points from the 'Case Number' field to the 'Find This Case' button. The 'Run Query' button is circled in green. The screen includes a warning about search results and various search criteria fields like 'Case Status', 'Filed Date', and 'Nature of Suit'.</p>

#### Frame 4 Running the Docket Report Option (Query)

A list of query options is displayed.

Click on the **“Docket Report”** link.

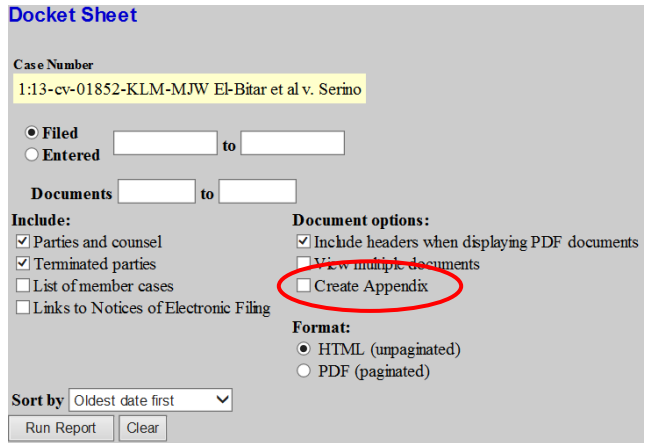


#### Frame 5 Docket Report Options (Query)

The Docket Sheet (Report) page is displayed with options in each category (Include, Document options, and Format.) Some options are pre checked based upon user defaults.

Check or uncheck any options.

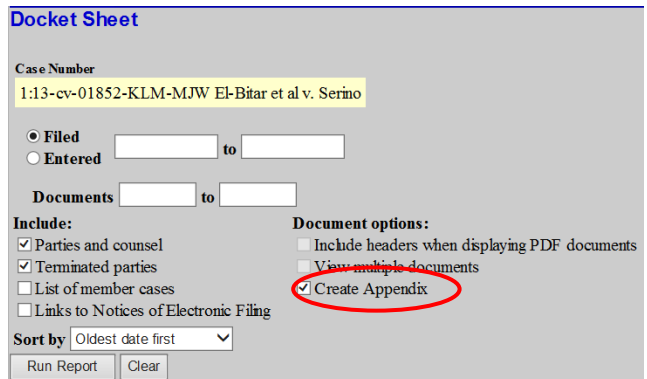
To initiate the creation of the Appendix, click on the **“Create Appendix”** checkbox.



#### Frame 6 Create Appendix

Once the **“Create Appendix”** check box is checked, the **“Format”** category is un-displayed. The **“Include headers when displaying PDF documents”** and **“View multiple documents”** check boxes are inactivated (grayed out).

Click on the **“Run Report”** button.



### Frame 7a Document Select Views (Without Document Size Info)

The document selection screen will display all of the documents you can select for the Appendix. There are **two variations of the display**.

**Variation 1** (Without Document Size Info) will list each entry for you to check the document you wish to include in the Appendix. The figure to the right is one that does not show file sizes. **The file sizes do not show because selecting all of the documents does not exceed the file size limit for the aggregate file created.**

There will be a “+” sign next to the document number if there are attachments to the main document.

Clicking on the “+” sign, expands the list to show a check box for the main document and each exhibit. (See Document 1) This allows the user to select specific documents (i.e. The main document and none of the attachments, etc.)

At the bottom of the selection list, there are Appendix options.

#### 1. Footer format:

**Default** is <pagenum>: inserts a page number at the bottom right of each page.

Other options:

- a. Numbers (i.e. Case number “14-12345”)
- b. Letters (i.e. “COD Case 14-cv-12345”)
- c. Spaces (see examples above)
- d. Any combinations of the above:

(i.e. “COD Case 14-cv-12345, Page <pagenum>”) will display “COD Case 14-cv-12345, Page 1” on the bottom right of the first page, etc.

#### 2. Radio Buttons:

**Defaults:**

**a.** To include the full docket sheet (which would show entries where the document has not been selected for the Appendix)

**b.** To include the PDF documents as part of the Appendix

**Other options:**

**a.** Include abridged docket sheet (docket sheet would only list the entries/document selected) for the Appendix

**b.** Include document hyperlinks in the Appendix instead of the actual documents.

#### 3. View or Download

Once you select document(s), the “View Selected” or “Download Selected” buttons will activate. If you choose view, the docket sheet and documents/links will show. After viewing you will need to save so you can file in the appeal case.

If you choose, download, the document will download with options to save/open.

Date Filed	#	clear	Sort Order	Docket Text
07/12/2013	1	<input type="checkbox"/>		COMPLAINT <i>and Jury Demand</i> against All Defendants (Filing fee \$ 400, Receipt Number 1082-3445644), filed by Janet El-Bitar, Omar El-Bitar. (Attachments: # <a href="#">1</a> Civil Cover Sheet, # <a href="#">2</a> Summons)(Ongert, Trenton) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
		<input type="checkbox"/>		Main Document
		<input type="checkbox"/>		Attachment # 1 Civil Cover Sheet
		<input type="checkbox"/>		Attachment # 2 Summons
07/12/2013	2	<input type="checkbox"/>		Case assigned to Judge Robert E. Blackburn and drawn to Magistrate Judge Boyd N. Boland. Text Only Entry, (agarc, ) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
07/12/2013	3	<input type="checkbox"/>		SUMMONS issued by Clerk. Magistrate Judge Consent Form attached. (Attachments: # <a href="#">1</a> Magistrate Judge Consent Form) (agarc, ) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
07/12/2013	4	<input type="checkbox"/>		ORDER REFERRING CASE to Magistrate Judge Boyd N. Boland for non-dispositive motions. That pursuant to 28 U.S.C. § 636(b)(1)(A) and (B) and Fed. R. Civ. P. 72(a) and (b), this matter is referred to the assigned United States Magistrate Judge(1) To convene a scheduling conference under Fed. R. Civ. P. 16(b), enter a Scheduling Order that satisfies the requirements of D.C.COLO.LCivR 16.2, and enter such orders as appropriate to enforce the Scheduling order and resolve discovery matters; provided, further that the scheduling conference, the Magistrate Judge shall advise the parties of Judge Blackburns practice standards found at www.cod.uscourts.gov.;(2) To hear and finally determine non-dispositive matters that have been referred, subject to the exceptions found in 28 U.S.C. § 636(b)(1)(A); and (3) To hear and make recommendations on dispositive matters that have been referred as defined in 28 U.S.C. § 636(b)(1)(A).Court sponsored alternative dispute resolution is governed by D.C.COLO.LCivR 16.6. On the recommendation or informal request of the magistrate judge or on the request of the parties by motion, this court may direct the parties to engage in an early neutral evaluation, a settlement conference, or another alternative dispute resolution proceeding. By Judge Robert E. Blackburn on 7/12/13. Text Only Entry (rebsec, ) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
07/31/2013	5	<input type="checkbox"/>		SUMMONS Returned Executed by All Plaintiffs. All Defendants. (Ongert, Trenton) [Transferred from Colorado on 12/5/2013.] (Entered: 07/31/2013)

Footer format:   
(Numbers, letters, spaces, and <pagenum> only)

Include full docket sheet     Include documents in Appendix  
 Include abridged docket sheet     Include document hyperlinks in Appendix

or

**NOTE:** The **Sort Order** column provides a text field for each document. The user can enter integers to dictate the sort order for the documents to be included in the aggregated PDF file. Any documents with a sort order specified this way will be included in order by their sort order number, before documents that don't have a specified sort order. The table of contents (bookmarks) for the aggregated PDF file will be in the same order as the included documents. The entries on the included docket sheet will not be changed to reflect the order of the included documents.

### Frame 7b Document Select Views (With Document Size Info)

The document selection screen will display all of the documents you can select for the Appendix. There are **two variations of the display**.

**Variation 2** (With Document Size Info) will list each entry for you to check the document you wish to include in the Appendix. The figure to the right is one that does show file sizes. **The file sizes show because selecting all of the documents would exceed the file size limit for the aggregate file created.**

If any document have attachments, there will be a “+” sign next to the document number. Clicking on the “+” sign, expands the list to show a check box for the main document and each exhibit. (See Document 1) This allows the user to select specific documents (i.e. The main document and none of the attachments, etc.)

At the bottom of the selection list, there are Appendix options.

#### 1. Footer format:

**Default** is <pagenum> : inserts a page number at the bottom right of each page. Other options:

- Numbers (i.e. Case number “14-12345”)
- Letters (i.e. “COD Case 14-cv-12345”)
- Spaces (see examples above)
- Any combinations of the above:  
(i.e. “COD Case 14-cv-12345, Page <pagenum>”) will display “COD Case 14-cv-12345, Page 1” on the bottom right of the first page, etc.

#### 2. Radio Buttons:

##### Defaults:

- To include the full docket sheet (which would show entries where the document has not been selected for the Appendix)
- To include the PDF documents as part of the Appendix

##### Other options:

- Include abridged docket sheet (docket sheet would only list the entries/document selected) for the Appendix
- Include document hyperlinks in the Appendix instead of the actual documents.

#### 3. View or Download

Once you select document(s), the “View Selected” or “Download Selected” buttons will activate. If you choose view, the docket sheet and documents/links will show. After viewing you will need to save so you can file in the appeal case.

If you choose, download, the document will download with options to save/open.

Date Filed	#	clear	Sort Order	Docket Text
07/12/2013	1	<input type="checkbox"/>	<input type="checkbox"/>	COMPLAINT <i>and Jury Demand</i> against All Defendants (Filing fee \$ 400, Receipt Number 1082-3445644), filed by Janet El-Bitar, Omar El-Bitar. (Attachments: # <u>1</u> Civil Cover Sheet, # <u>2</u> Summons)(Ongert, Trenton) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
		<input type="checkbox"/>	<input type="checkbox"/>	Main Document
		<input type="checkbox"/>	<input type="checkbox"/>	Attachment # 1 Civil Cover Sheet
		<input type="checkbox"/>	<input type="checkbox"/>	Attachment # 2 Summons
07/12/2013	2	<input type="checkbox"/>	<input type="checkbox"/>	Case assigned to Judge Robert E. Blackburn and drawn to Magistrate Judge Boyd N. Boland. Text Only Entry; (agarc, ) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
07/12/2013	3	<input type="checkbox"/>	<input type="checkbox"/>	SUMMONS issued by Clerk. Magistrate Judge Consent Form attached. (Attachments: # <u>1</u> Magistrate Judge Consent Form) (agarc, ) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
07/12/2013	4	<input type="checkbox"/>	<input type="checkbox"/>	ORDER REFERRING CASE to Magistrate Judge Boyd N. Boland for non-dispositive motions. That pursuant to 28 U.S.C. § 636(b)(1)(A) and (B) and Fed. R. Civ. P. 72(a) and (b), this matter is referred to the assigned United States Magistrate Judge(1) To convene a scheduling conference under Fed. R. Civ. P. 16(b), enter a Scheduling Order that satisfies the requirements of D.C.COLO.LCrR 16.2, and enter such orders as appropriate to enforce the Scheduling order and resolve discovery matters; provided, further that the scheduling conference, the Magistrate Judge shall advise the parties of Judge Blackburn's practice standards found at www.cod.uscourts.gov;(2) To hear and finally determine non-dispositive matters that have been referred, subject to the exceptions found in 28 U.S.C. § 636(b)(1)(A); and(3) To hear and make recommendations on dispositive matters that have been referred as defined in 28 U.S.C. § 636(b)(1)(A). Court sponsored alternative dispute resolution is governed by D.C.COLO.LCrR 16.6. On the recommendation or informal request of the magistrate judge or on the request of the parties by motion, this court may direct the parties to engage in an early neutral evaluation, a settlement conference, or another alternative dispute resolution proceeding. By Judge Robert E. Blackburn on 7/12/13. Text Only Entry (rebsec, ) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
07/31/2013	5	<input type="checkbox"/>	<input type="checkbox"/>	SUMMONS Returned Executed by All Plaintiffs. All Defendants. (Ongert, Trenton) [Transferred from Colorado on 12/5/2013.] (Entered: 07/31/2013)

Footer format:   
(Numbers, letters, spaces, and <pagenum> only)

Include full docket sheet       Include documents in Appendix  
 Include abridged docket sheet       Include document hyperlinks in Appendix

View Selected      Total filesize of selected documents (MB):

or      Maximum filesize allowed (MB): 2

Download Selected

As you select each document for your Appendix, the cumulative size is shown in the box above. The display also shows the maximum file size allowed for the document. You will need to create multile volumes of the Appendix.



### Frame 8 – Completing the Appendix Volume

After selecting documents for the Appendix and there is an aggregate size limit and the documents selected create a file size larger than allowed; an error message is displayed.

**“You must select fewer documents because the combined PDF would be over the “X” MB size limit.” “X” is a numeric value set by each court. The 2 MB is for illustrative purpose only.**

After **de-selecting a number of documents**, the aggregate size is less than the maximum allowed and the error message is no longer displayed.

Now you can select the “View Selected” button to view the Appendix for the selected documents. If you select this option, you will want to make sure you also save the PDF after viewing.

Alternatively, you can click on the “Download Selected” button to save the Appendix as a PDF and also view.

When you name your PDF, it should be noted with **“Volume x”** in the name so you can easily identify, retrieve, and attach the PDF in the correct order in the Appellate case.

**NOTE: If there are no document sizes shown on the docket sheet, it means that selecting any/all of the documents will not exceed the aggregate size and will not be shown.**

### Frame 9 – Creating an Additional Appendix Volume.

Since we were not able to have all of the documents fit into one volume, a second volume must be created.

You will need to run the Docket Sheet/Report again and only select **the new documents** for the additional volume.

When you name your PDF, it should be noted with **“Volume x”** in the name so you can easily identify, retrieve, and attach the PDF in the correct order in the Appellate case.

## IV. Restricted Documents

### Frame 10 – Restricted Documents Volume.

If there are **“Restricted Documents”** from the docket that you wish to include, you will need to create restricted volume(s).

You will need to run the Docket Sheet/Report again so you can select **only the “Restricted Documents”** for the “restricted” volume.

When you name your PDF, the name should include **“Volume x”** and **“Restricted”** to help identify the volume number and that it has restricted documents. For example, the file name can be named **“13cv1852-Restricted Volume 1”** to easily identify, retrieve, and attach the PDF in the correct order in the appellate case.

12/11/2013	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RESTRICTED DOCUMENT - Level 2: by Defendant Taco Johns. Motion to Restrict due by 12/28/2013. (kweck) (Entered: 12/11/2013)
12/11/2013	12	<input type="checkbox"/>	<input type="checkbox"/>	MOTION for Leave to Restrict Document by Defendant Taco Johns. (martin, leslie) (Entered: 12/11/2013)
12/11/2013	13	<input type="checkbox"/>	<input type="checkbox"/>	Unopposed MOTION for Leave to Restrict Document by Defendant Taco Johns. (martin, leslie) (Entered: 12/11/2013)
12/11/2013	14	<input type="checkbox"/>	<input type="checkbox"/>	Joint MOTION for Leave to Restrict Document as to docket entry # 11 by Defendant Taco Johns. (martin, leslie) (Entered: 12/11/2013)
12/18/2013	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RESTRICTED DOCUMENT - Level 1: by Defendant Taco Johns. Motion to Restrict per L.CvR 7.2(e) and L.CvR 47.1(e) due 1/2/2014 if not already filed. (martin, leslie) (Entered: 12/18/2013)
12/19/2013	16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RESTRICTED DOCUMENT - Level 2: by Defendant Taco Johns. Motion to Restrict per L.CvR 7.2(e) and L.CvR 47.1(e) due 1/2/2014 if not already filed. (kweck) (Entered: 12/19/2013)
12/19/2013	17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RESTRICTED DOCUMENT - Level 3: by Defendant Taco Johns. Motion to Restrict per L.CvR 7.2(e) and L.CvR 47.1(e) due 1/2/2014 if not already filed. (kweck) (Entered: 12/19/2013)
12/30/2013	18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RESTRICTED DOCUMENT - Level 1: by Defendant Taco Johns. (kweck) (Entered: 12/30/2013)
01/22/2014	19	<input type="checkbox"/>	<input type="checkbox"/>	ORDER granting 12 Motion for Leave to Restrict. Entered by Judge Wiley Y. Daniel on 1/22/2014. (Text Only Entry)(kweck) (Entered: 01/22/2014)
01/24/2014	20	<input type="checkbox"/>	<input type="checkbox"/>	ORDER OF RECUSAL. Judge Wiley Y. Daniel recused. Case reassigned to Chief Judge Marcia S. Kruger for all further proceedings Entered by Judge Wiley Y. Daniel on 1/24/2014. (kweck) (Entered: 01/24/2014)

**NOTE: Depending on who filed and who has access, the Restricted Volume may be different based upon the ECF login used to create the Restricted Appendix.**

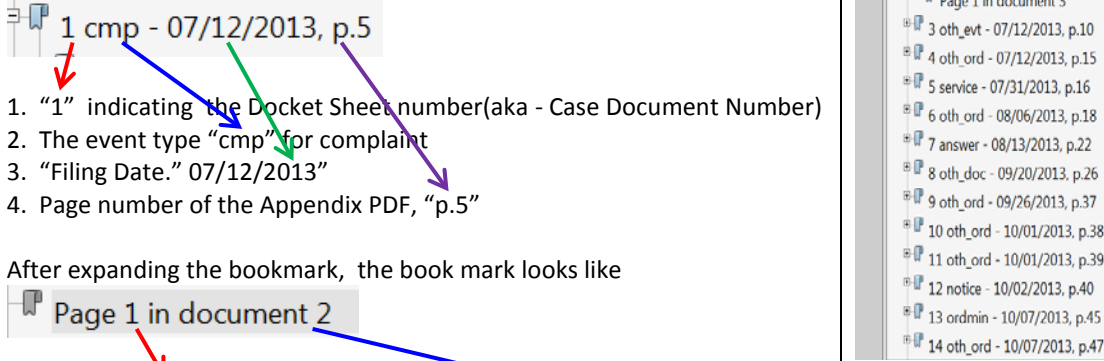
## V. Viewing the PDF Appendix

### Frame 11 – Viewing the PDF Document.

Either viewing the Appendix created then saving it or saving the Appendix and then viewing it, the PDF will be the same.

When ECF creates the Appendix, the application will also create bookmarks to allow the viewer to click on a bookmark to go to that specific page of the Appendix.

The defaulted naming convention For bookmarks:

1. The docket sheet created is named “Docket Sheet”  
If you click on the “+” to expand the listing, each page, the naming convention is **Page number in and the PDF document number**, **NOT** the case docket number (document number).
2. After the Docket Sheet, the bookmarks show the following:
 
  1. “1” indicating the Docket Sheet number(aka - Case Document Number)
  2. The event type “cmp” for complaint
  3. “Filing Date.” 07/12/2013”
  4. Page number of the Appendix PDF, “p.5”

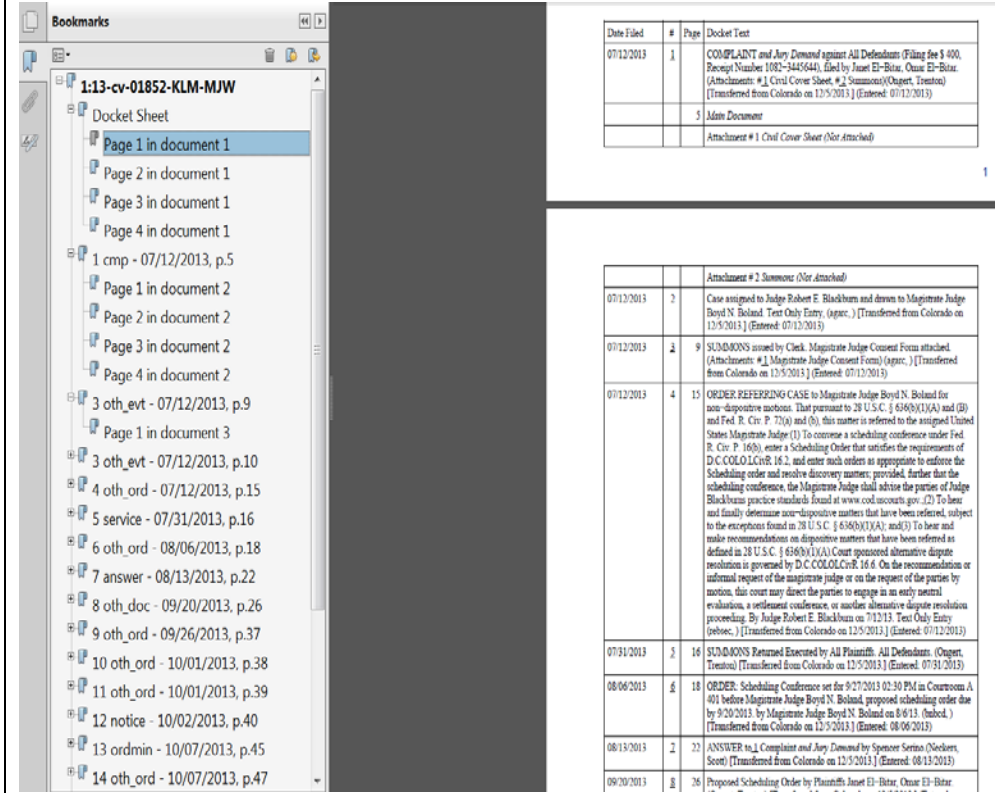
After expanding the bookmark, the book mark looks like

Page 1 in document 2

1. The Page number for the first page of the second document of the **Appendix PDF**, not the second document number of the case docket.

The naming convention for the Appendix PDF is consistent but not necessarily meaningful or descriptive.

**NOTE:** If you have **Adobe Acrobat Professional** or **Adobe Acrobat**, you can rename any of the bookmarks. If you have **Adobe Reader**, you **CANNOT** rename bookmarks. Please refer to the “Help” option on the menu bar to get additional information on renaming bookmarks.



Date Filed	#	Page	Docket Text
07/12/2013		1	COMPLAINT and Jury Demand against All Defendants (Filing fee \$ 400, Receipt Number 1082-3445644), filed by Janet E-Bitar, Cause E-Bitar. (Attachments: # 1 Civil Cover Sheet, # 2 Summons)(Opent, Treston) [Transferred from Colorado on 12/5/2013] (Entered: 07/12/2013)
		5	Attn Document
			Attachment # 1 Civil Cover Sheet (Not Attached)

		Attachment # 2 Summons (Not Attached)
07/12/2013	2	Case assigned to Judge Robert E. Blackburn and down to Magistrate Judge Boyd N. Boland. Text Only Entry. (agrc.) [Transferred from Colorado on 12/5/2013] (Entered: 07/12/2013)
07/12/2013	9	SUMMONS issued by Clerk, Magistrate Judge Consent Form attached. (Attachments: # 1 Magistrate Judge Consent Form) (agrc.) [Transferred from Colorado on 12/5/2013] (Entered: 07/12/2013)
07/12/2013	4	15 ORDER REFERRING CASE to Magistrate Judge Boyd N. Boland for non-dispositive matters. That pursuant to 28 U.S.C. § 636(b)(1)(A) and (B) and Fed. R. Civ. P. 73(a) and (b), this matter is referred to the assigned United States Magistrate Judge (1) To convene a scheduling conference under Fed. R. Civ. P. 16(b), enter a Scheduling Order that satisfies the requirements of D.C. COOLCivR 16.3, and enter such orders as appropriate to enforce the scheduling order and resolve discovery matters, provided, further that the scheduling conference, the Magistrate Judge shall advise the parties of Judge Blackburn practice standards found at www.coolcourts.gov. (2) To hear and finally determine non-dispositive matters that have been referred, subject to the exceptions found in 28 U.S.C. § 636(b)(1)(A), and (3) To hear and make recommendations on dispositive matters that have been referred as defined in 28 U.S.C. § 636(b)(1)(A) Court sponsored alternative dispute resolution is governed by D.C. COOLCivR 16.6. On the recommendation or informal request of the magistrate judge or on the request of the parties by motion, this court may direct the parties to engage in an early neutral evaluation, a settlement conference, or another alternative dispute resolution proceeding. By Judge Robert E. Blackburn on 7/12/13. Text Only Entry (debec.) [Transferred from Colorado on 12/5/2013] (Entered: 07/12/2013)
07/31/2013	2	16 SUMMONS Returned Executed by All Plaintiffs. All Defendants. (Opent, Treston) [Transferred from Colorado on 12/5/2013] (Entered: 07/31/2013)
08/06/2013	6	18 ORDER: Scheduling Conference set for 9/27/2013 02:30 PM in Courtroom A 001 before Magistrate Judge Boyd N. Boland, proposed scheduling order due by 9/20/2013, by Magistrate Judge Boyd N. Boland on 8/6/13. (naked.) [Transferred from Colorado on 12/5/2013] (Entered: 08/06/2013)
08/13/2013	2	22 ANSWER to 1 Complaint and Jury Demand by Spencer Serrino (Cochran, Scott) [Transferred from Colorado on 12/5/2013] (Entered: 08/13/2013)
09/20/2013	3	26 Proposed Scheduling Order by Plaintiff Janet E-Bitar, Cause E-Bitar.



## VI. The Docket Sheet from Reports

### Frame 12 The Docket Sheet From the Reports Option.

As alluded to in Frame 1, there are two ways to access a Docket Report/Sheet to create the Appendix. Frames 2 through 7 show the Docket Report via a **Query**. The other method used to access the Docket Sheet is from **Reports**.

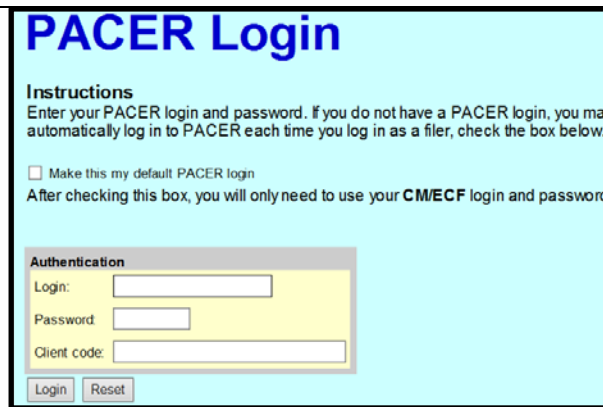
Click on "Docket Sheet"



### Frame 13 The Reports Option

Generally, you will get a PACER login screen so you can enter your PACER login and PACE password.

If you've linked your PACER account to your ECF account you will not get the PACER Login Screen. (See Frame 10)

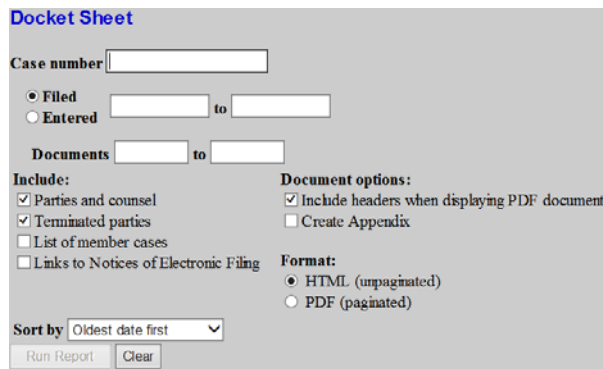


### Frame 14 The Reports Option

The Docket Sheet (Report) page is displayed with options in each category (Include, Document options, and Format.) Some options are pre checked based upon user defaults.

Check or uncheck any options.

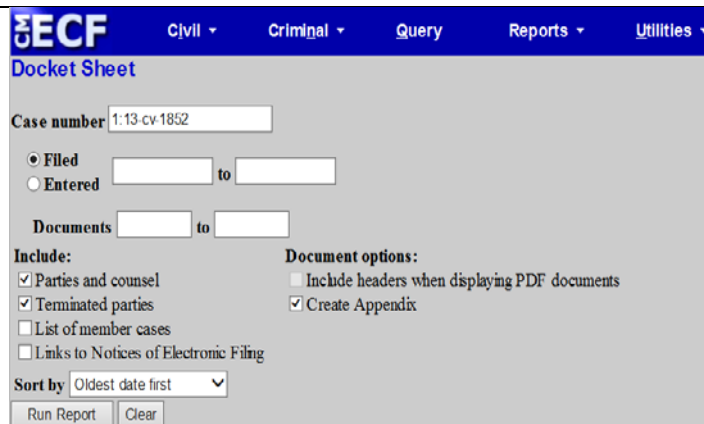
To initiate the creation of the Appendix, click on the "Create Appendix" checkbox.



### Frame 15 Create Appendix

Once the "Create Appendix" check box is checked, the "Format" category is un-displayed. The "Include headers when displaying PDF documents" check box is inactivated (grayed out).

Click on the "Run Report" button.



## Frame 16 Create Appendix

The list of documents you can select are identical to what is displayed in Frame 7a or 7b.

Please refer to those frames for more information.

Date Filed	#	clear	Sort Order	Docket Text
07/12/2013	<a href="#">1</a>	<input type="checkbox"/>	<input type="text"/>	COMPLAINT <i>and Jury Demand</i> against All Defendants (Filing fee \$ 400, Receipt Number 1082-3445644), filed by Janet El-Bitar, Omar El-Bitar. (Attachments: # <a href="#">1</a> Civil Cover Sheet, # <a href="#">2</a> Summons)(Ongert, Trenton) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
		<input type="checkbox"/>	<input type="text"/>	<i>Main Document</i>
		<input type="checkbox"/>	<input type="text"/>	<i>Attachment # 1 Civil Cover Sheet</i>
		<input type="checkbox"/>	<input type="text"/>	<i>Attachment # 2 Summons</i>
07/12/2013	2	<input type="checkbox"/>	<input type="text"/>	Case assigned to Judge Robert E. Blackburn and drawn to Magistrate Judge Boyd N. Boland. Text Only Entry, (agarc, ) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
07/12/2013	<a href="#">3</a>	<input type="checkbox"/>	<input type="text"/>	SUMMONS issued by Clerk. Magistrate Judge Consent Form attached. (Attachments: # <a href="#">1</a> Magistrate Judge Consent Form) (agarc, ) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
07/12/2013	4	<input type="checkbox"/>	<input type="text"/>	ORDER REFERRING CASE to Magistrate Judge Boyd N. Boland for non-dispositive motions. That pursuant to 28 U.S.C. § 636(b)(1)(A) and (B) and Fed. R. Civ. P. 72(a) and (b), this matter is referred to the assigned United States Magistrate Judge:(1) To convene a scheduling conference under Fed. R. Civ. P. 16(b), enter a Scheduling Order that satisfies the requirements of D.C.COLO.LCivR 16.2, and enter such orders as appropriate to enforce the Scheduling order and resolve discovery matters; provided, further that the scheduling conference, the Magistrate Judge shall advise the parties of Judge Blackburns practice standards found at www.cod.uscourts.gov.:(2) To hear and finally determine non-dispositive matters that have been referred, subject to the exceptions found in 28 U.S.C. § 636(b)(1)(A); and (3) To hear and make recommendations on dispositive matters that have been referred as defined in 28 U.S.C. § 636(b)(1)(A).Court sponsored alternative dispute resolution is governed by D.C.COLO.LCivR 16.6. On the recommendation or informal request of the magistrate judge or on the request of the parties by motion, this court may direct the parties to engage in an early neutral evaluation, a settlement conference, or another alternative dispute resolution proceeding. By Judge Robert E. Blackburn on 7/12/13. Text Only Entry (rebsec, ) [Transferred from Colorado on 12/5/2013.] (Entered: 07/12/2013)
07/31/2013	<a href="#">5</a>	<input type="checkbox"/>	<input type="text"/>	SUMMONS Returned Executed by All Plaintiffs. All Defendants. (Ongert, Trenton) [Transferred from Colorado on 12/5/2013.] (Entered: 07/31/2013)

Footer format:  (Numbers, letters, spaces, and <pagenum> only)

Include full docket sheet   
 Include documents in Appendix  
 Include abridged docket sheet   
 Include document hyperlinks in Appendix

or