Version

6.1

Effective
July 01, 2018

UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Electronic Case Files

ELECTRONIC CASE FILING USER MANUAL

(CHANGES NOTED IN RED)

SUMMARY OF MAJOR CHANGES

VERSION 5.1 (EFFECTIVE DATE- FEBRUARY 23, 2012)

DECEMBER 1, 2013 CHANGES (VERSION 6.0):

THIS SUMMARY PAGE HIGHLIGHTS THE MAJOR ITEMS CHANGED IN CM/ECF VERSION 6.0. IF YOU HAVE QUESTIONS OR ENCOUNTER A PROBLEM, PLEASE CALL THE HELPDESK AT 303-335-2050 OR (COLORADO TOLL FREE AT 866-365-6381

ENTIRE DOCUMENT

CONVERTED RED TEXT FROM PREVIOUS REVISIONS TO BLACK TEXT.

CHAPTER 5 – CIVIL CASE DOCKETING

RESTRICTED DOCUMENT SUBMISSION, RESTRICT CASE DOCUMENT FILING, AND RESTRICTED DOCUMENT FILING IN A PUBLIC CASE.

MODIFIED LANGUAGE TO REFLECT CURRENT PRACTICES AND PROCEDURES.

COMBINING DOCUMENTS

MODIFIED TEXT TO REFERENCE CORRECT LOCAL RULE.

CHAPTER 9 – CRIMINAL CASE DOCKETING

RESTRICTED DOCUMENT SUBMISSION, RESTRICT CASE DOCUMENT FILING, AND RESTRICTED DOCUMENT FILING IN A PUBLIC CASE.

MODIFIED LANGUAGE TO REFLECT CURRENT PRACTICES AND PROCEDURES.

PRIVACY PRACTICE, MOTION PRACTICE

MODIFIED LANGUAGE TO REFLECT CURRENT PRACTICES, PROCEDURES, OR TEXT TO REFERENCE CORRECT LOCAL RULE.

APPENDIX 1 ECF QUICK REFERENCE SHEET (CONTINUED)

SUBMITTING AN INITIATING DOCUMENT.

MODIFIED LANGUAGE TO REFLECT CURRENT PRACTICES AND PROCEDURES.

APPENDIX 2 TEN MOST COMMON DOCKETING ERRORS

ATTACHMENT S AND EXHIBITS

MODIFIED LANGUAGE TO REFLECT CURRENT PRACTICES AND PROCEDURES.

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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.

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, a higher dpi (dots per inch) resolution will result in a larger file size. Users may need to test the dpi setting to compare the image quality of the document to the file size. There is no right or wrong setting. 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://www.pacer.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 https://www.cod.uscourts.gov/CMECF/Register/Login.aspx to create or access their Attorney Services Portal (ASP) Account to submit 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 by e-mail to indicate they should access their ASP account to see their ECF Login.

Users who have a Training Database login from class can routinely access our training version of the ECF system on the Internet at https://ecf-train.cod.uscourts.gov to practice ECF filing. The court strongly recommends that users with a Training Database login 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.

Creating PDF Documents

You must create a PDF formatted document from the native application (i.e. WORD, WordPerfect) before submitting them to the court through the 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(s) 9 and higher and MS WORD Version 10 and higher have built in PDF conversion capability. 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) than using Adobe Acrobat.

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.

Converting Documents from MS Word Version 10 (WORD 2010) or higher

- Open a Word document (with file extension *.docx*).
- From the menu bar, click on **"File > Save As."**
- Under the "**Save As Type**" box, **"Click"** on the drop down arrow and select "*.pdf"
- Enter the name of your PDF Document in the "**File Name**" box and "**Click**" the "**Save**" button.
- Your document is now saved as a PDF file. The original file remains in Word format under its original file name and *.docx* extension.

Note: If you have Adobe Acrobat, you may also use "File" > "Print" and select Adobe Acrobat as the printer to create the PDF.

For All other versions (8 or earlier) of Word Perfect, versions of Microsoft Word and Excel (2007 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 are 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 www.cod.uscourts.gov in your browser's address/location field, and when the Court's web page opens, click on the **E-Filing (ECF)** link in the Quick Links box.

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

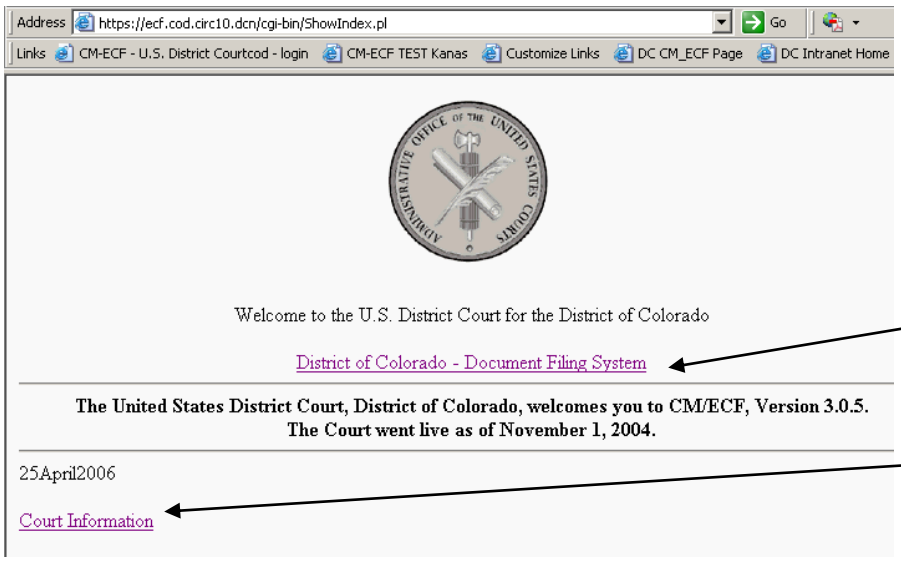
Chapter 4
ECF System

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 www.cod.uscourts.gov, clicking on the **E-Filing (ECF)** link in the Quick Links box on the opening page, and then clicking on the **File Documents Electronically** link on the ECF page.

Frame 4-0

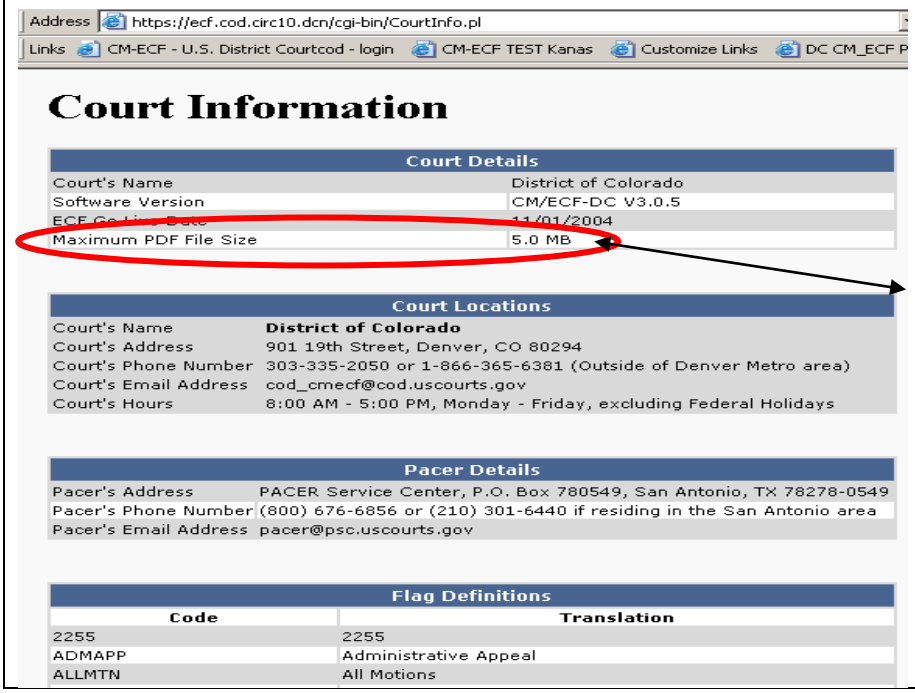


ECF Home Page

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 Information Page

When you click on the Court Information link, the court information page is displayed.

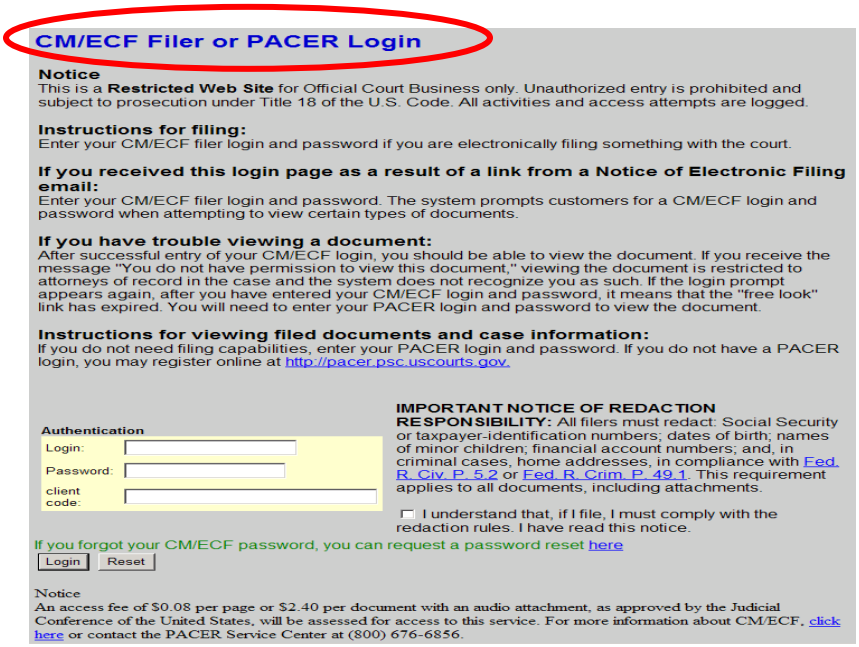
Information as to the court's address, hours, etc. is available.

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

Note: The maximum file size has been increased to 10 MB 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

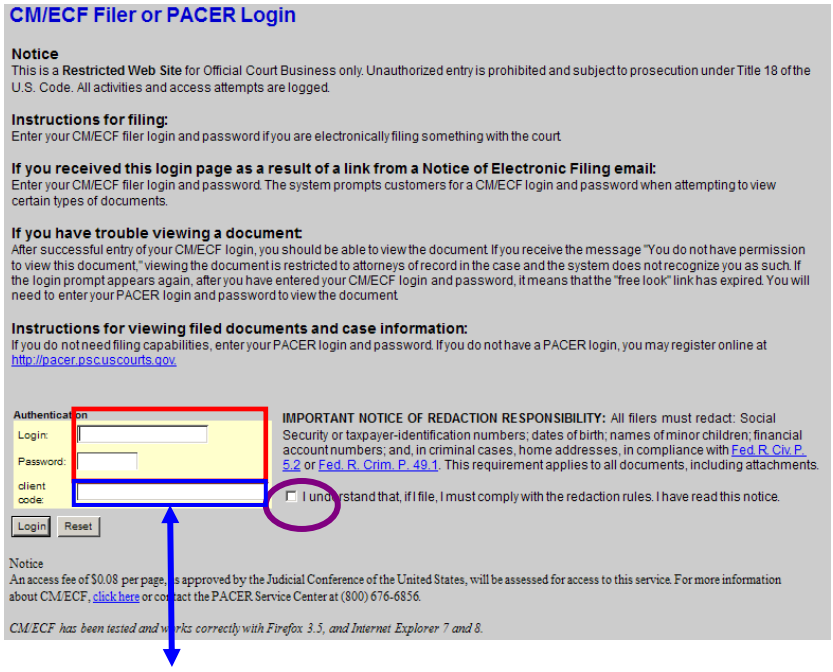
Frame 4-2



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



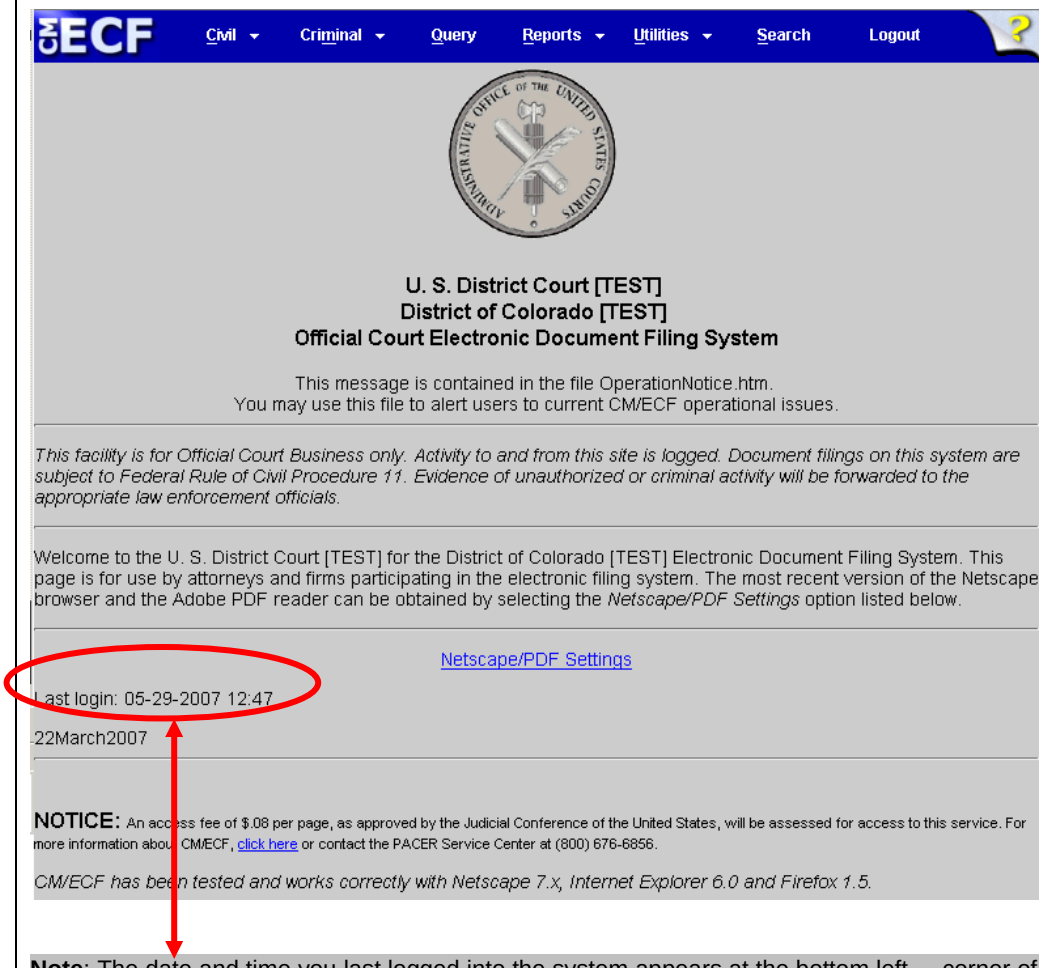
You do not need to enter a client code for ECF logins

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



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 affect 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.

Opening a new case

As of February 23, 2012, the Court requires attorneys to open civil cases and utilize Pay.gov to pay the appropriate fees for new complaints, petitions, notices of removal, and notices of appeal. For **Miscellaneous** and **Judgment** cases, ECF Users should follow the practices listed in the User Guide - Attorney Civil Case Opening. Using the **Attorney Case Opening** option allows the attorney to open a civil case and then also docket the initiating document. The detailed User Guide - Attorney Civil Case Opening can be found on our ECF page.

Filing a Civil Case Initiating Document (New complaint. Petition, Notice of Removal)

After entering all of the case statistical information, parties, and creating the case, the ECF User may docket the lead event (initiating document - complaint, petition, or notice of removal.) Filing the initiating document will generally invoke the Pay.gov payment screen allowing the ECF User to pay the filing fee by check or credit card. ~~Please refer to the procedures in the **New Cases** section of the Electronic Case Filing Procedures (Civil Version 5.1)~~

Submitting Initiating Document(s): (NOTE: Sealed matters and miscellaneous matters **cannot** be opened by attorney filers. Such matters will be opened by the Court and **must** be emailed to the court for opening**)**

- Create PDF versions of the Civil Complaint, Petition, Notice of Removal, Civil Cover Sheet (JS-44), and Summons forms (if appropriate).
- Enter all necessary information on CM/ECF Screens utilizing the **Attorney Case Opening** functionality.
- Once the statistical information is entered along with all of the parties and the case is created and a case number is assigned, you should file the initiating document. When filing the initiating document, the system will invoke pay.gov functionality to pay the filing fee. Once the filing fee has been paid, a prompt will display to complete the process of filing the initiating document.
- If the initiating party is requesting the issuance of a summons, the summons shall be attached as a separate PDF document to the initiating document. Once received by the Court, the summons will be processed, docketed and returned to the requesting party electronically.
- Once the transaction is complete, a NEF (Notice of Electronic Filing) will be generated and sent to parties/attorneys receiving electronic notice.

NOTE: If a request for summons is **not** attached to the initiating document, an event is available for docketing titled **"Summons Request"** which can be found under the **"Other Documents** category.

Once the case opening process is complete, the Court will review the case and judge assignment notification will be provided to the parties/attorneys electronically. The parties may proceed to file all subsequent filings upon receipt of the judge assignment.

Filing a Notice of Appeal

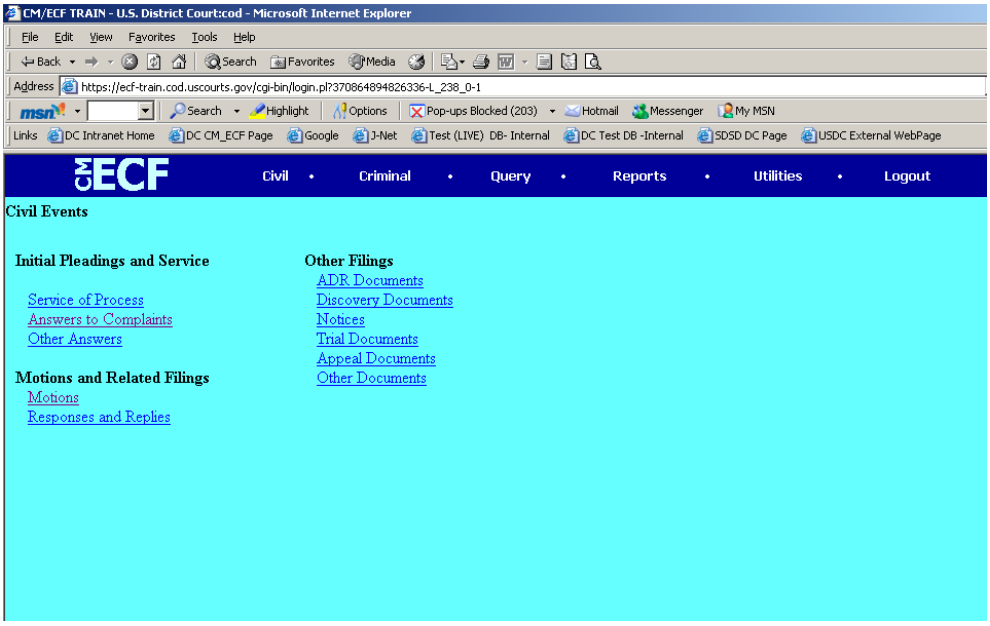
Filing a Notice of Appeal will generally invoke the Pay.gov payment screen allowing the ECF User to pay the appeal fee by check or credit card. Please refer the detailed User Guide - Filing a Notice of Appeal and Pay.gov found on our ECF page.

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.

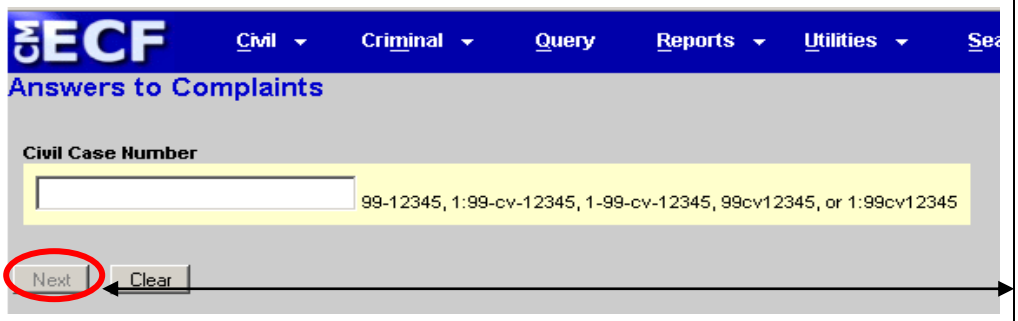
Filing an Answer to Complaint

- 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**.

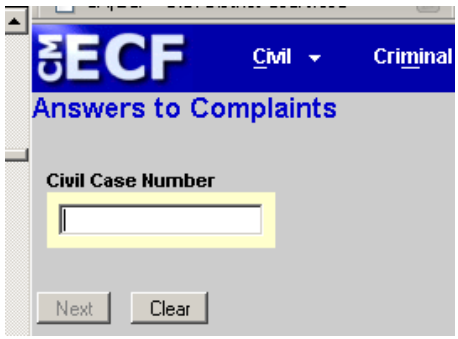
Frame 5-2 identifying the case

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)

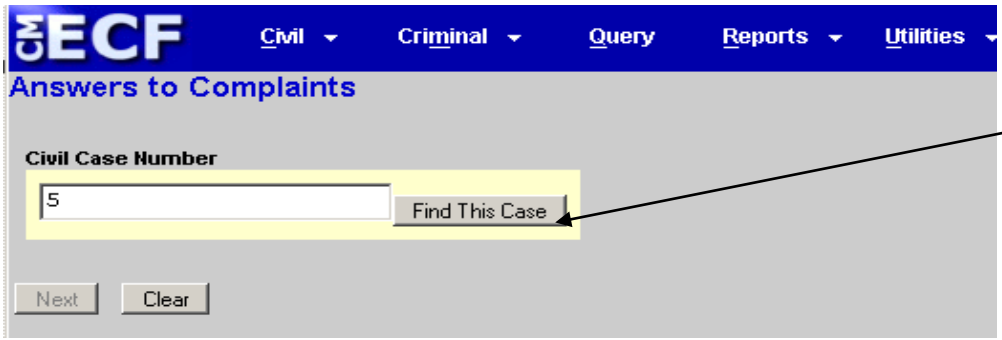


Identify the case

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

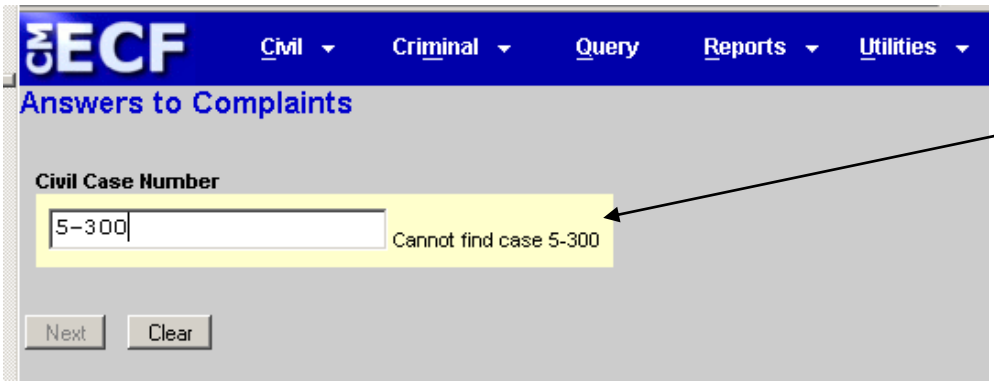
Note: Next Clear
The Next button is grayed out which indicates the button is not functional until a valid case is entered.

Frame 5-2b



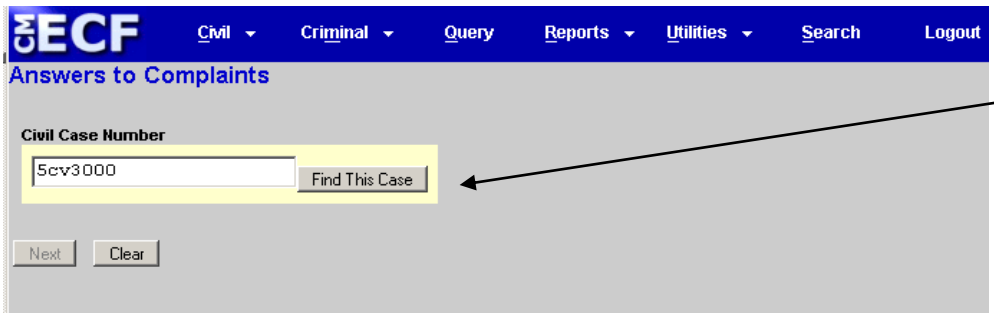
- Once you begin to enter a case number, the Find This Case button is displayed. After entering the entire case click on the Find This Case button.

Frame 5-2c



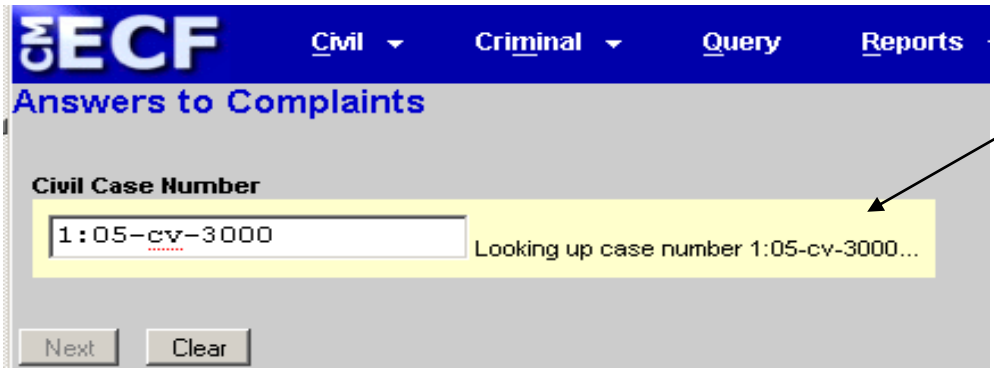
- If the case number is not valid, a message is displayed next to the entry box. The Next button continues to be grayed out.

Frame 5-2d



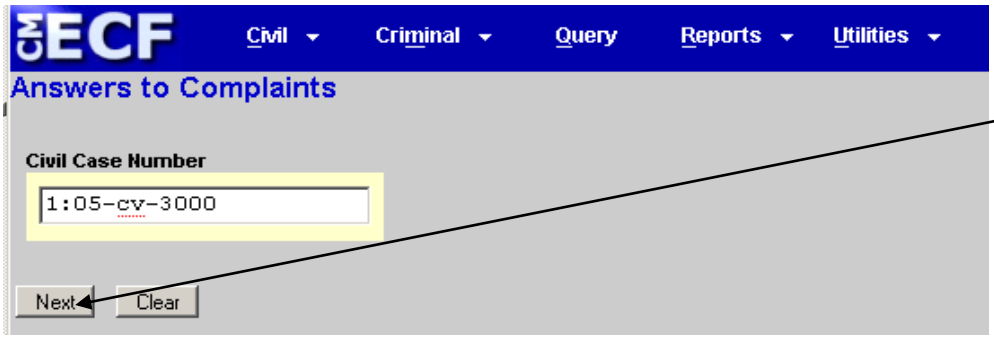
- Correct the case number entry and click on the Find This Case button.

Frame 5-2e



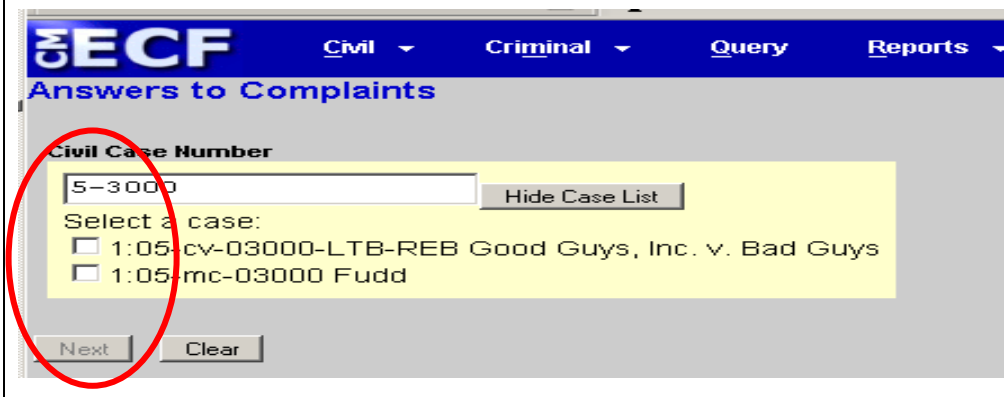
- An informational message is displayed as CM/ECF is accessing the case number.

Frame 5-2f



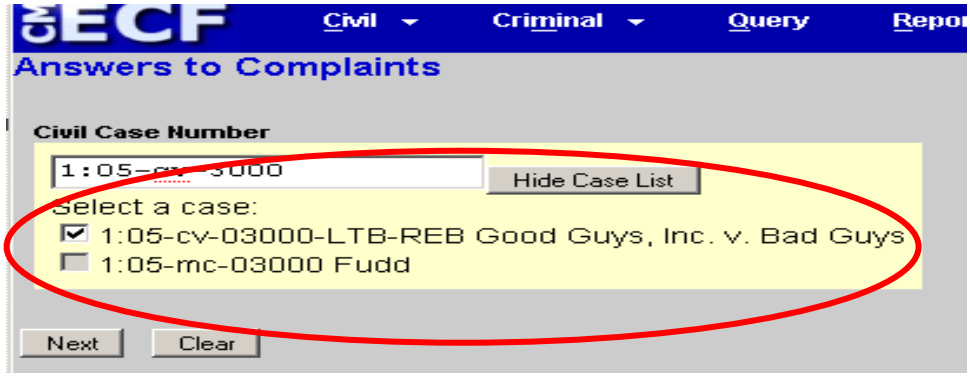
- The case number is valid and the Next button is darken, so you can click on it to continue.

Frame 5-2g



- 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

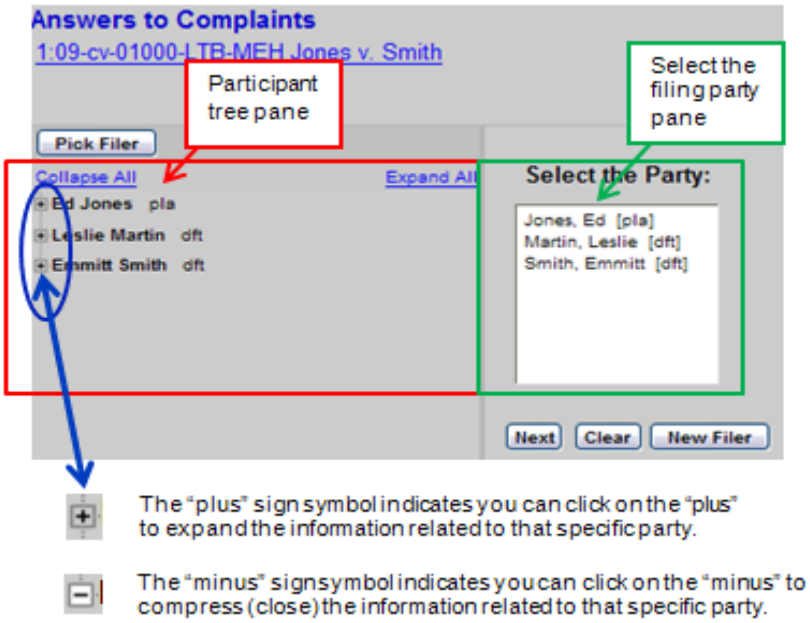


- However, if there are case numbers that are the same, they will be listed in a pick list and the user must click the appropriate check box before the Next button is darken and can be clicked.

Frame 5-3

- 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

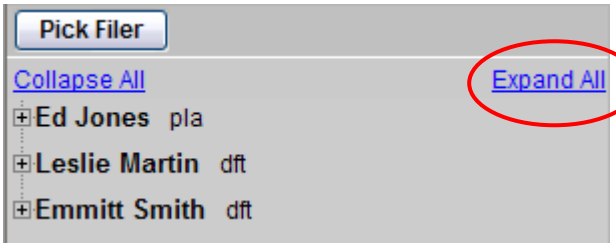


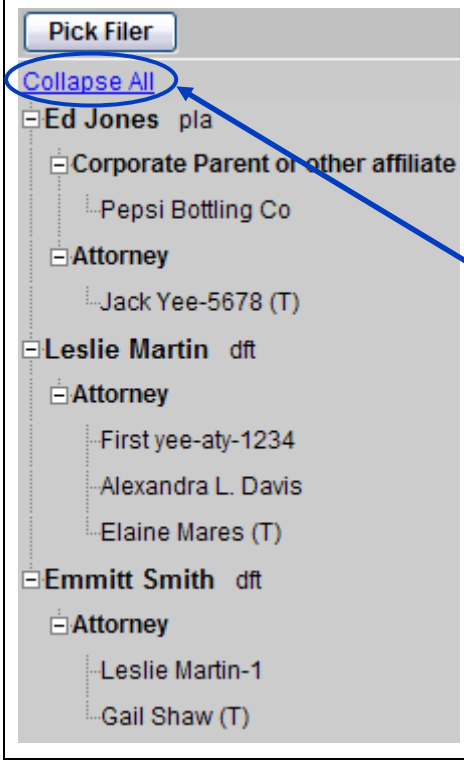
Designating the filing party.

- 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 (Left Pane)





The participant tree pane (left side of screen) 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.

The "Expand All" **link will expand the entire party list to show all of the information on each party.**

The **"+"** sign icon next to each name allows you to expand the list for a specific party.

Once the entire list is expanded or a specific party has been expanded, a **"-"** sign icon is shown next to each group (party, attorney, corporate parent, alias, etc. to allow you to collapse the group.

You can also click on the **"Collapse All"** link to collapse the entire list.

Frame 5-5 Selecting the Filer

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

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

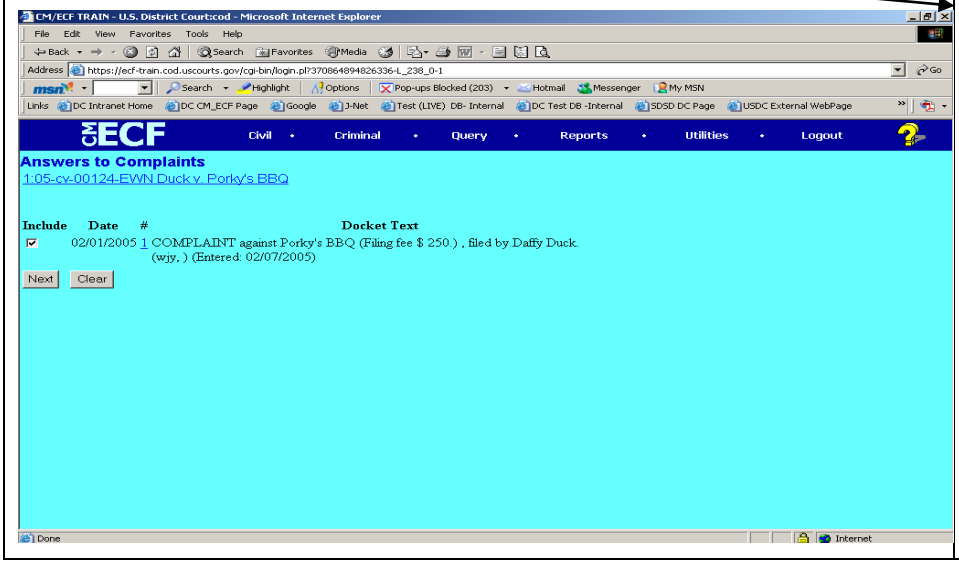
Frame 5-6 Attorney/Party Association (Linkage)

OPTIONAL SCREEN – Will be displayed if the attorney filing is not linked to the party.

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.

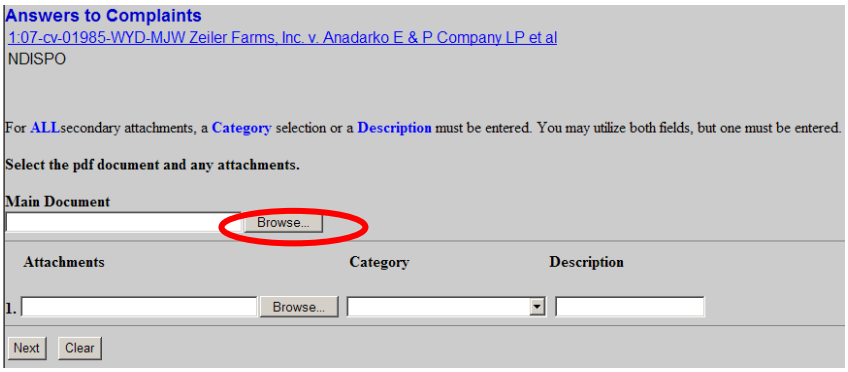
Frame 5-7 Linking



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.**

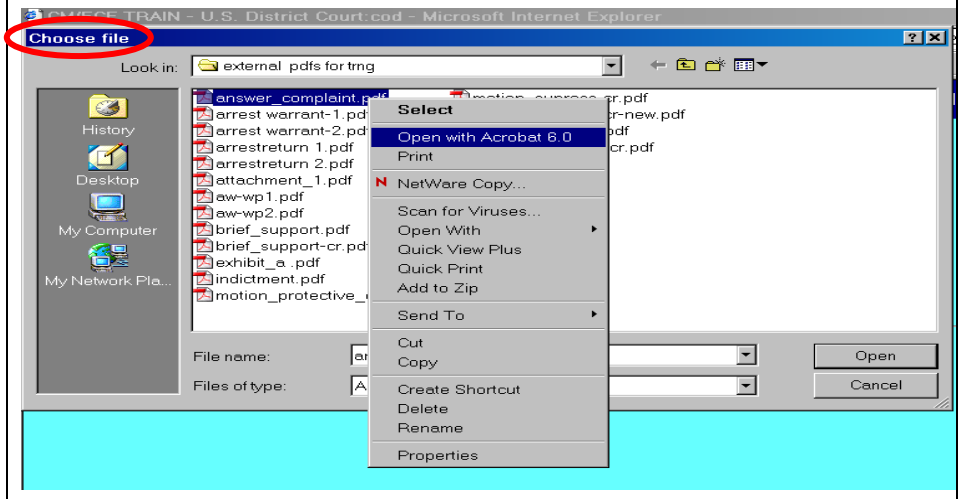
Frame 5-8 Specifying the PDF document



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



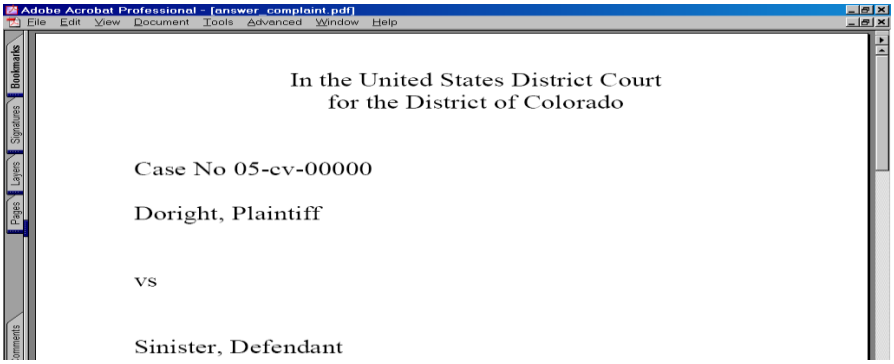
Viewing the PDF document.

- 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

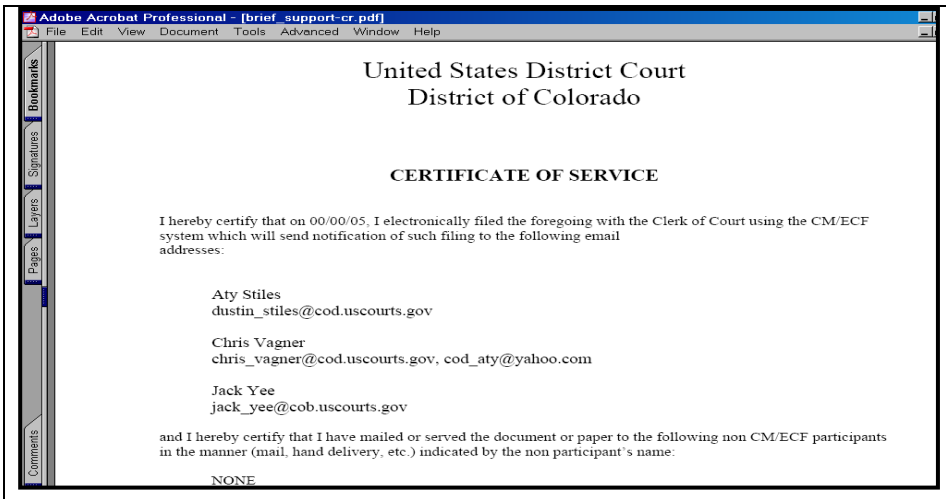


Review the PDF document

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 are correct.

The signature (i.e. s/ and the attorney name.

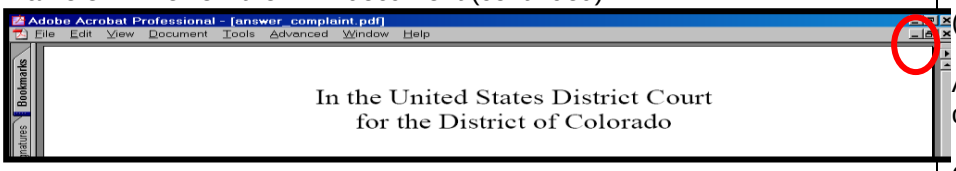


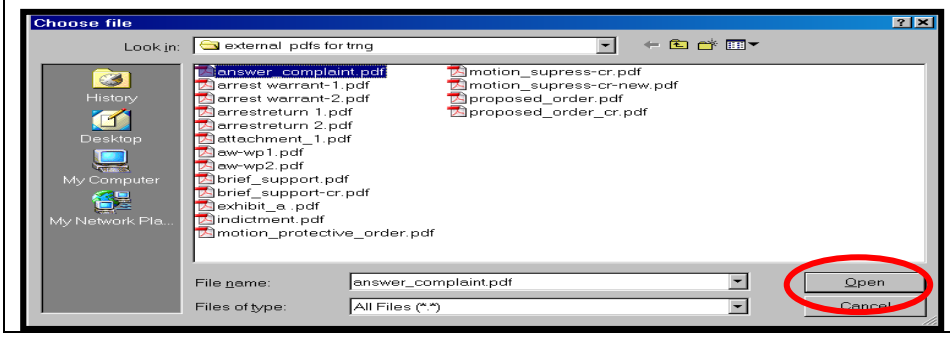
Is the "Certificate of Service" part of the main document?

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.

Frame 5-12 Review the PDF document (continued)

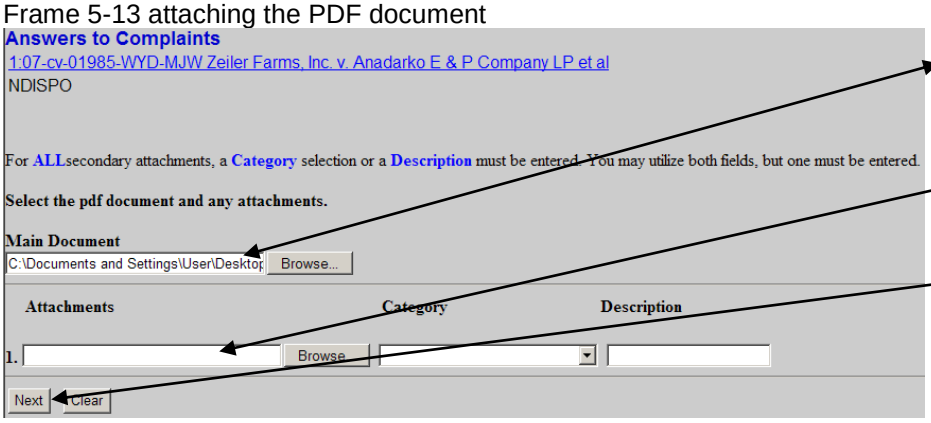
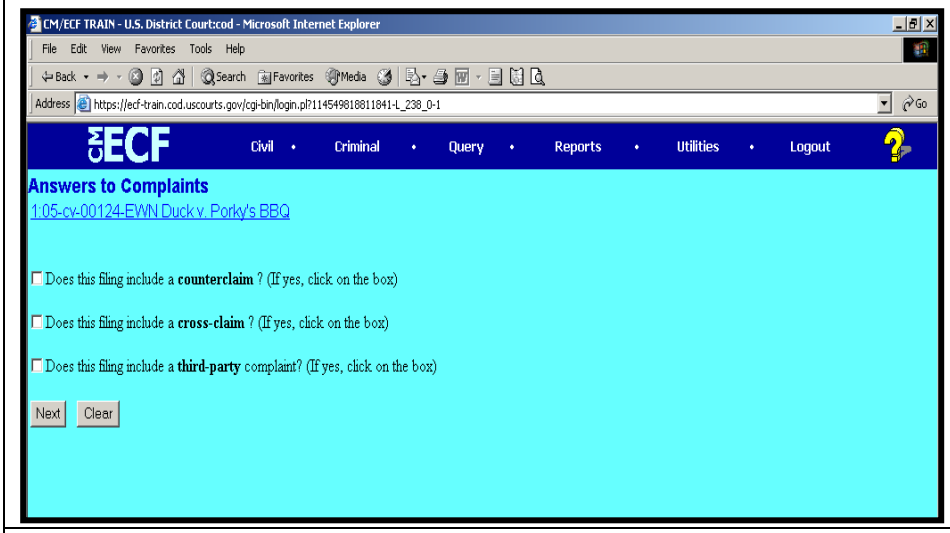
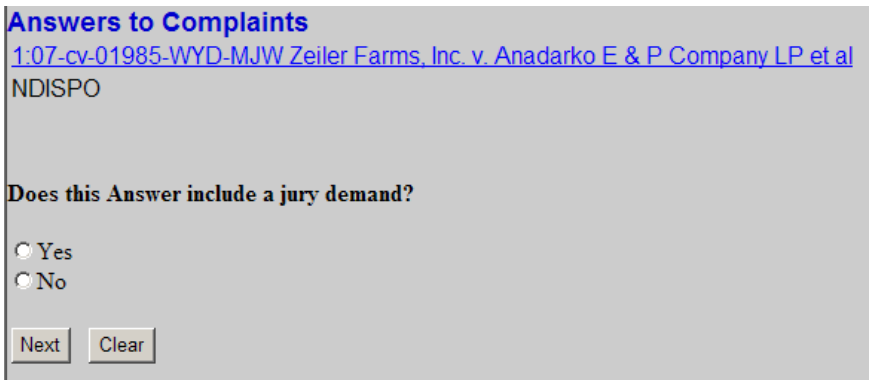




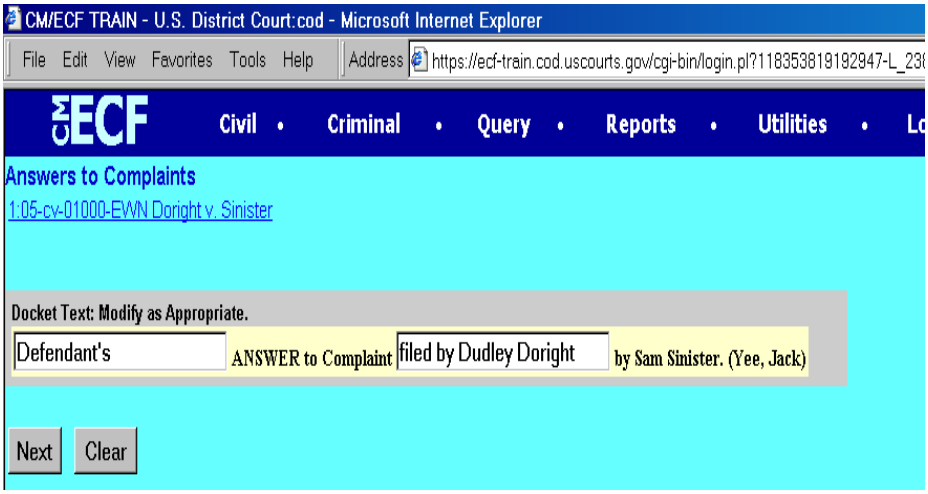
Review the PDF document (continued)

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]

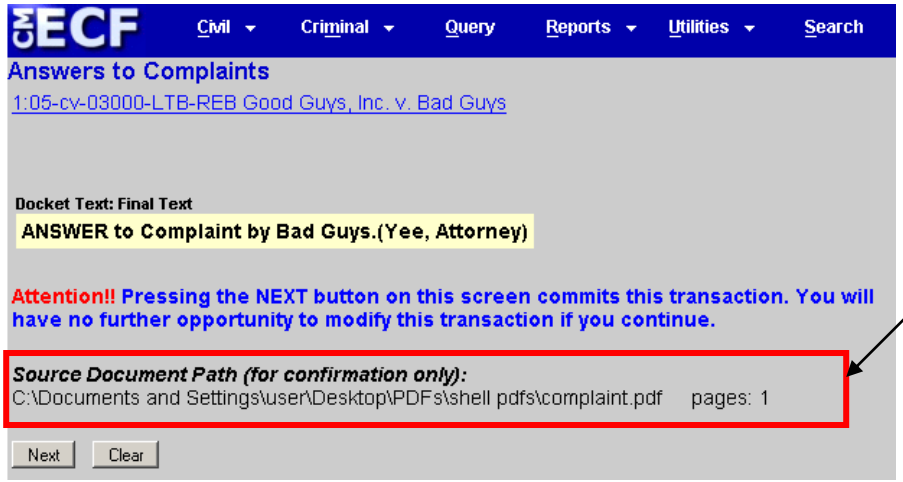
Frame 5-16 Modify docket text, as necessary



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)

CM 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 has consented to receive notice electronically.

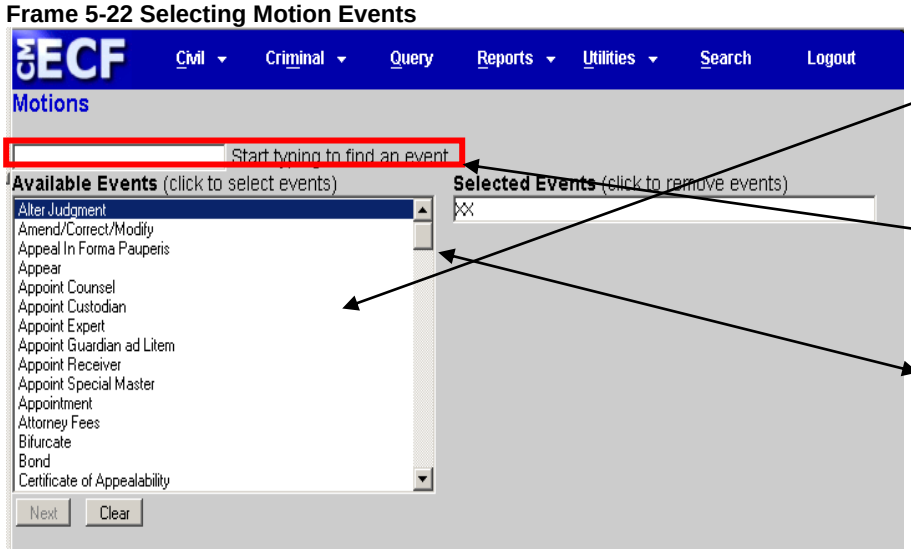
Filing a Motion

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.

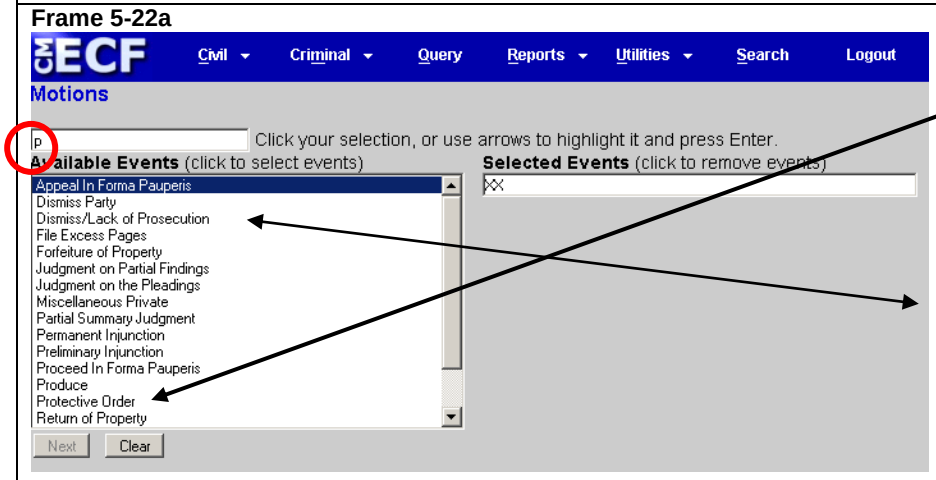
Frame 5-22 Selecting Motion Events



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

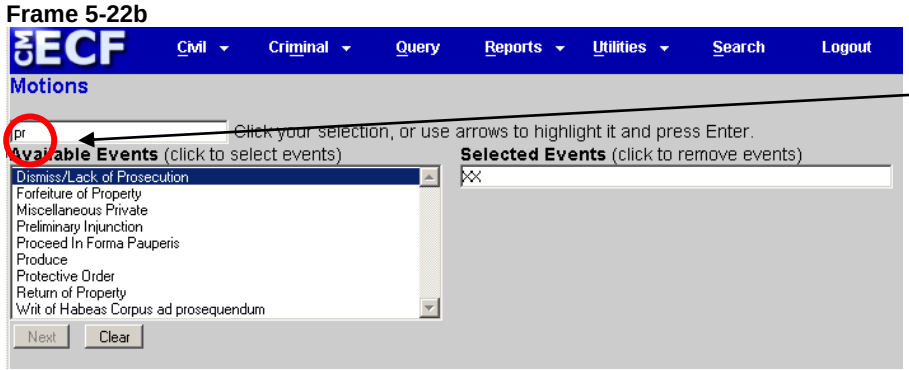


Searching for motions from the motions list

- 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.

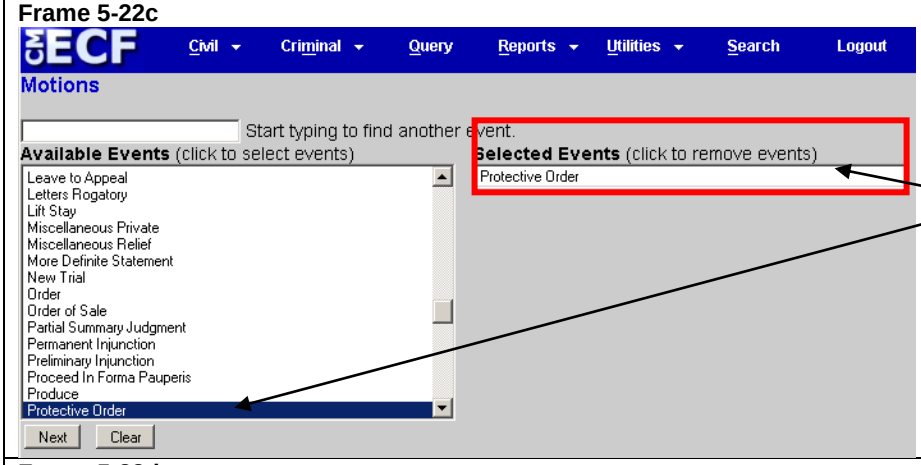
Frame 5-22b



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.

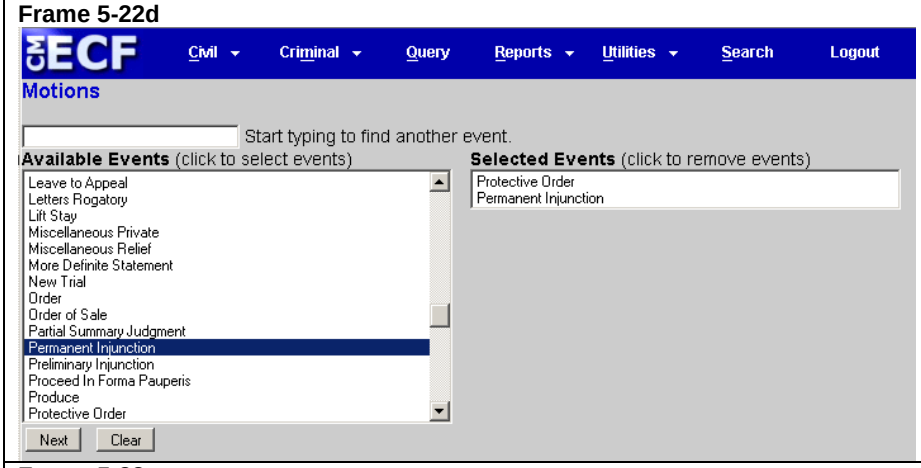
Frame 5-22c



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.

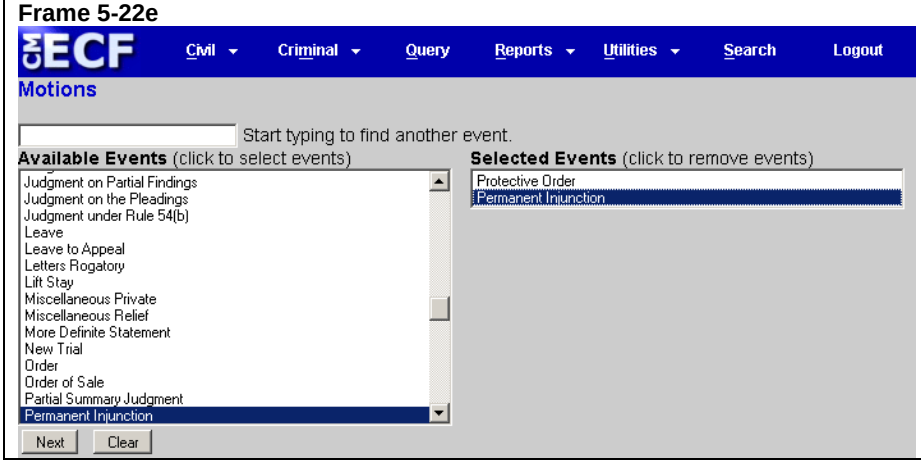
Frame 5-22d



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.

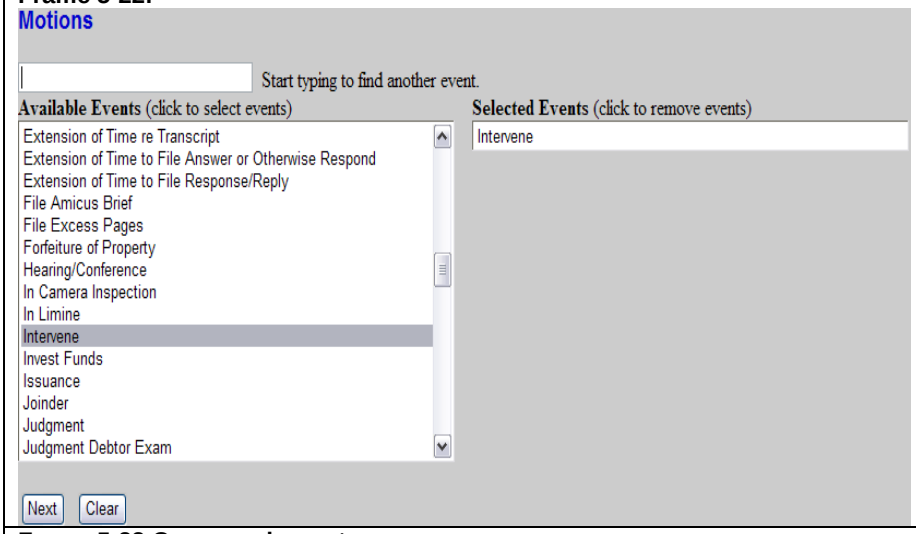
Frame 5-22e



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



Finish selecting motion events

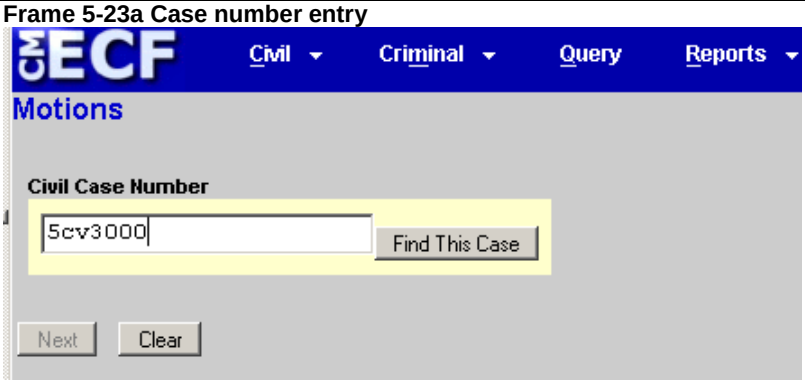
- Once all of the motion events you want to file are in the **"Selected events"** list, you can click on the Next button.
- In this example, we'll select and use the "Intervene" motion event to demonstrate the ability to add new filers in a case.

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

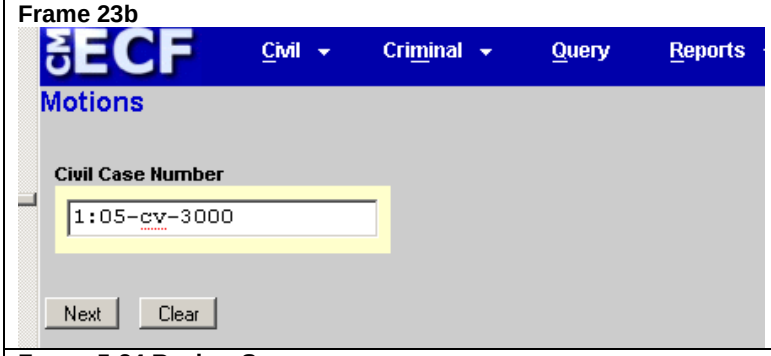


- Identify the Case for Which the Document is Being Filed.
- Enter the number of the case for which the document is being filed.

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

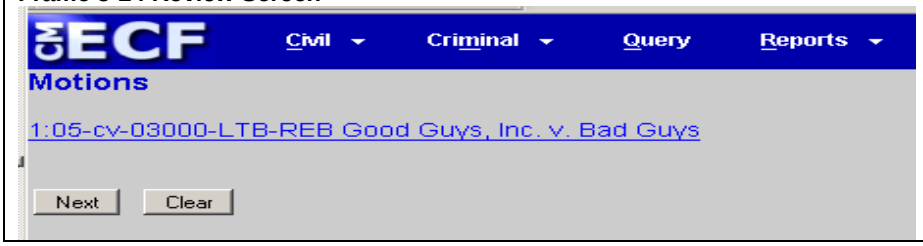
- Once you begin to enter a case number, the Find This Case button is displayed. After entering the entire case click on the Find This Case button.

Frame 23b



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

Frame 5-24 Review Screen



Review Screen

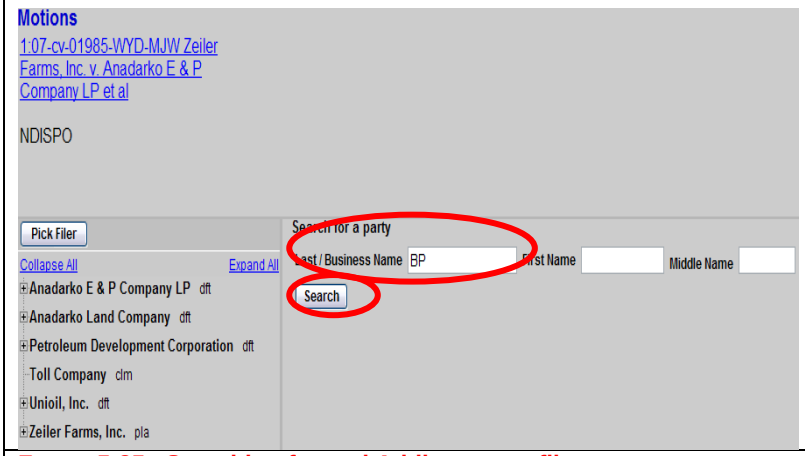
- After clicking on the Next button, a review screen is displayed.
- Click on the Next button to continue.

Frame 5-25 Selecting the filer

Selecting the filer

- After selecting the motion event to file and identifying the case number, a screen is displayed to allow you to select the part(ies) filing the document.
- If the party is listed in the "Select the Party" box, you can click on the name to highlight the party. 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.
- If the name of the filing party is **NOT** in the "Select the Party" box, you can **[Click]** on the **"New Filer"** button to search for the party and add the new filer to the case.

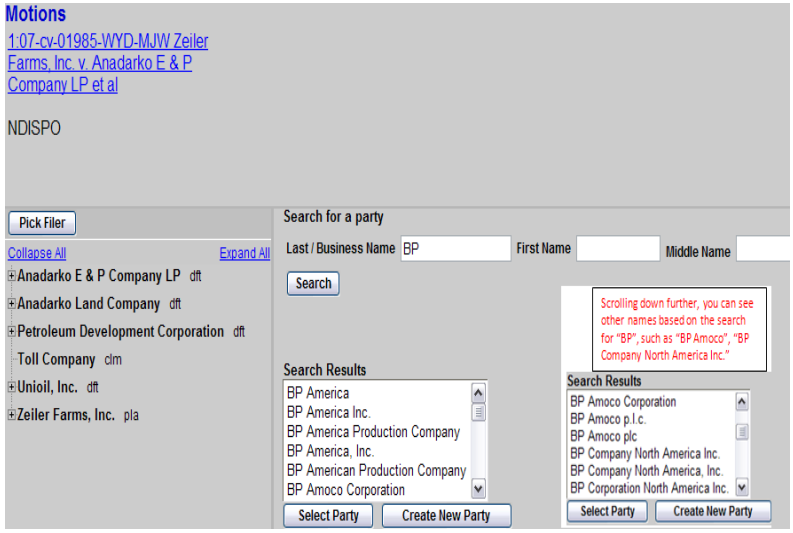
Frame 5-25a Searching for and Adding a new filer



Searching for the filing party

- ECF will always start with the "**Search for a party"** search screen. You can enter Last Name, First, Name, Middle Name. The more search criteria you enter, the more "specific" the search. The less you put in, the search will return more party possibilities.
- For our example, the party filing is"**BP America."** We'll just put in **"BP"** in the Last Name field and see what results are returned.
- **[Click]** on the **"Search"** button.

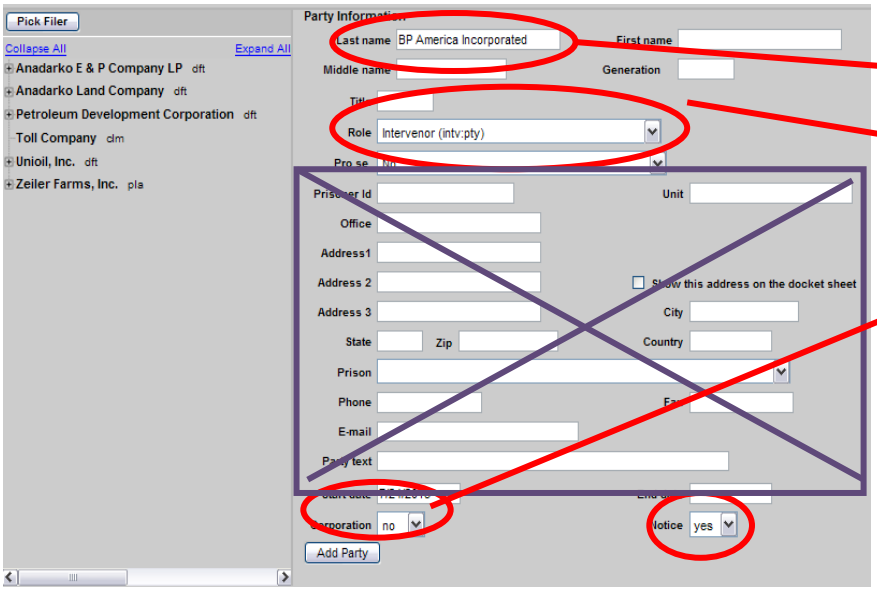
Frame 5-25a Searching for and Adding a new filer



Search results review

- Since we only entered **"BP",** ECF will return any results found for parties that start with **"BP."** There are several **BP America parties.** There's a **"BP America Inc."** and a **"BP America, Inc."** If that is the party name you want, which one should you select? **You should select the one that matches what is entered on your pleading.** What if your pleading has the name of "**BP America Incorporated"**? Since **"BP America Incorporated"** is **not** in the party list of found parties**,** you can **[Click]** on the **"Create New Party**" Button.
- For our example, the party filing is"**BP America."** We'll just put in **"BP"** in the Last Name field and see what results are returned.
- **[Click]** on the "Search" button.

Frame 5-25b Creating the new filer



Creating the new filing party

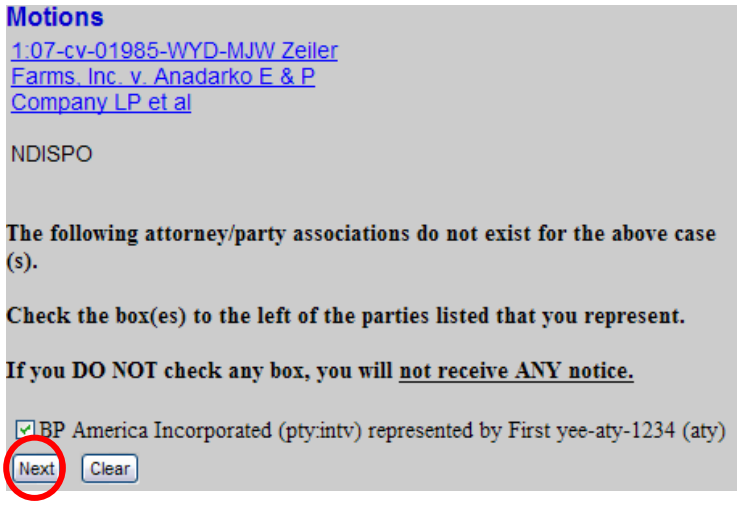
- Enter the Name information. For businesses, you will **ONLY** use the **Last Name** field. In our example, we can enter **BP America Incorporated. [Click] on** the drop down arrow **in** the **"Role"** field to select the proper party role type. For this example, the party role is **"intervenor."** Even though the party is a corporation, the **"Corporation" indicator** should still be set as **"No."** The **"Notice"** field indicator is defaulted to **"Yes"** and should not be changed. Finally, Name, address, phone number, e-mail address, etc. information **SHOULD NEVER BE FILLED IN IF THE PARTY IS REPRESENTED BY COUNSEL.** The information is used to capture that information if the party is a **pro se filer**.
- After entry and review, **[Click]** on the **"Add Party"** button.

Frame 5-25c Selecting the new party as the filer

Selecting the filing party.

- In the "Left pane", **"BP America Incorporated"** is displayed.
- The **"Select the Party"** box displays ECF with **"BP America Incorporated" already** highlighted. If we need to select other filers as well, hold down the **"CTRL"** key and then click on any other filers for this pleading.
- In this example, only **"BP America Incorporated"** is the **filing party.**
- **[Click]** on the **"Next"** button.

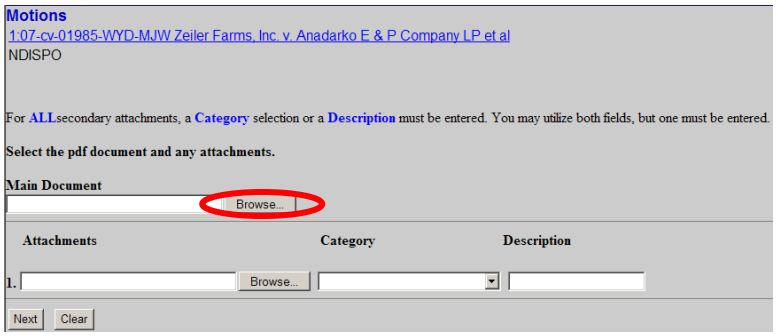
Frame 5-25d Link the new filing party to the attorney



Linking the party to the attorney.

- Since the filer was added, a screen is displayed to allow the attorney to link themselves to the party.
- If there is an association between the filer and the attorney, the checkbox must be checked to create the association and allow the attorney to be noticed.
- **NOTE: if the box is not checked, the filing will be completed, but the attorney will NOT** be noticed.
- **[Click]** on the **"Next"** button.

Frame 5-26 Attaching the main PDF document

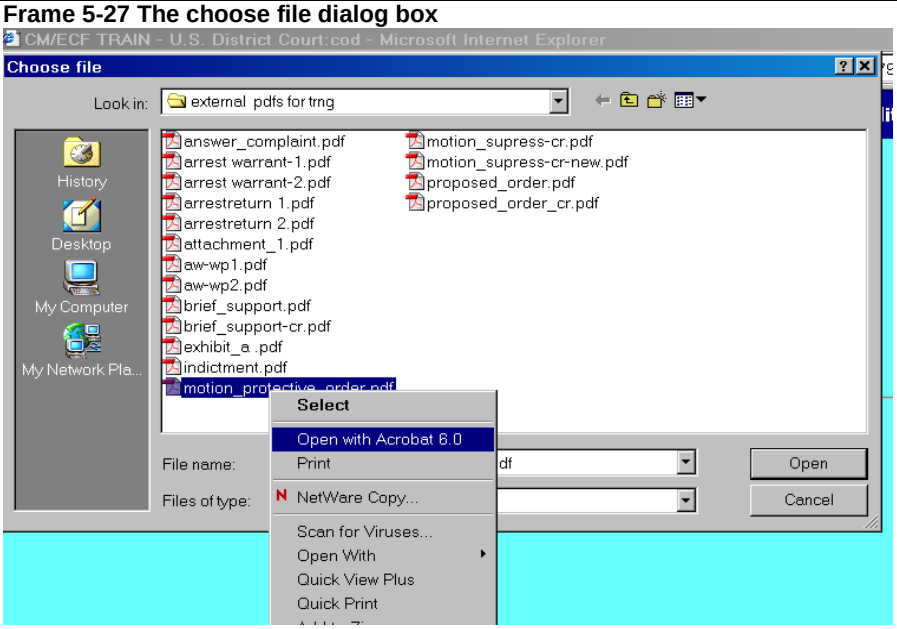


Attaching the main PDF document

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.

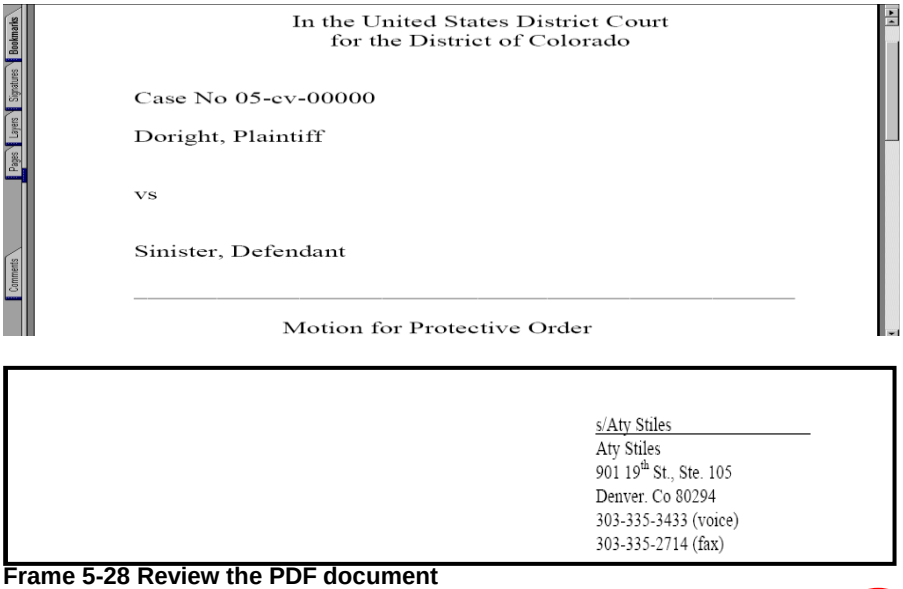
Frame 5-27 The choose file dialog box



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 are 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 19th 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 5-28 Review the PDF document

Adobe Acrobat Professional - [brief_support-cr.pdf]

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

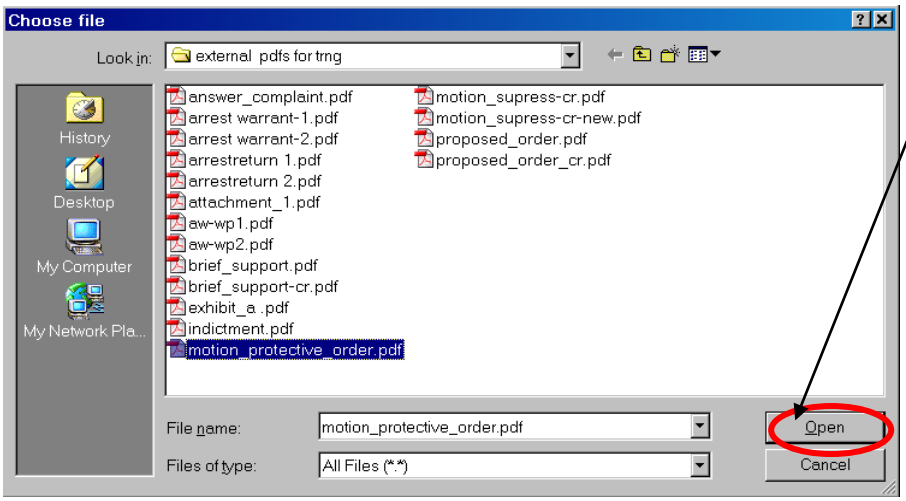
and I hereby certify that I have mailed or served the document or paper to the following non CM/ECF participants in the manner (mail, hand delivery, etc.) indicated by the non participant's name:

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 5-29 Adding the PDF filename



Choose file

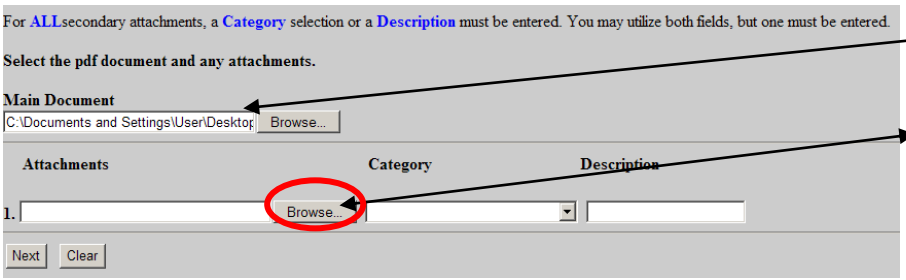
Look in: external pdfs for trng

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_supress-cr.pdf
motion_supress-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.

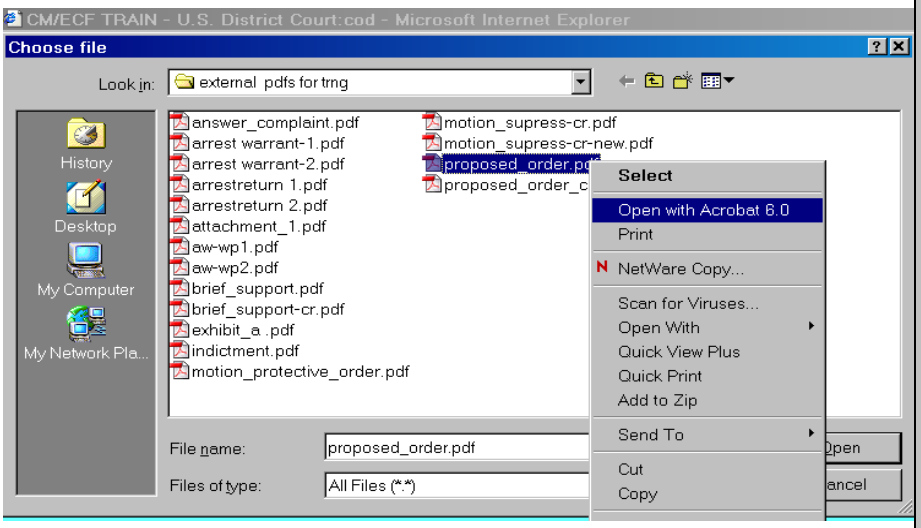
Frame 5-30 Attaching additional documents to the main document



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 5-31 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 5-32

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 5-33 Adding to the attachment list

Adding attachments

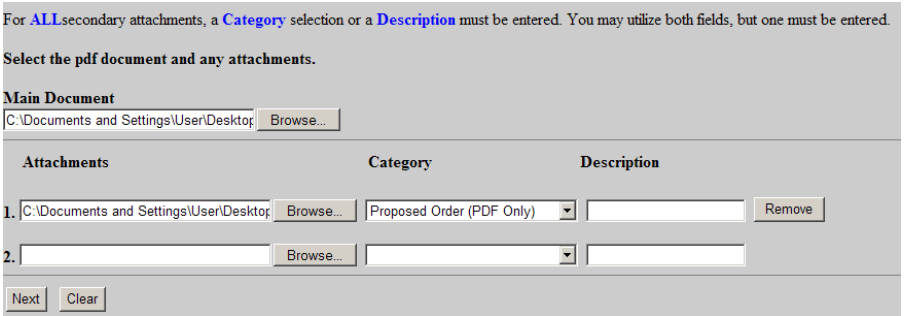
The Filename entry box should be filled in with the attachment.

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.

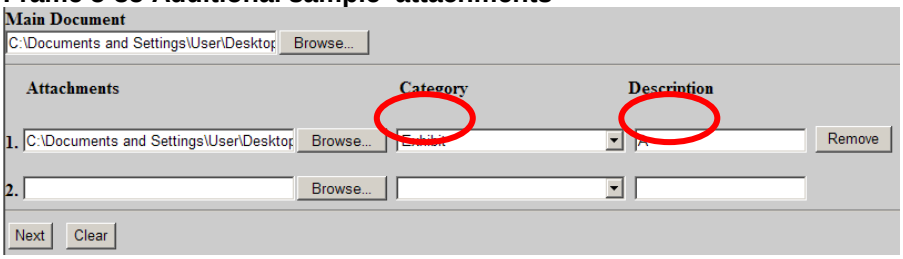
Frame 5-34 Categorizing and describing your attachments



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.

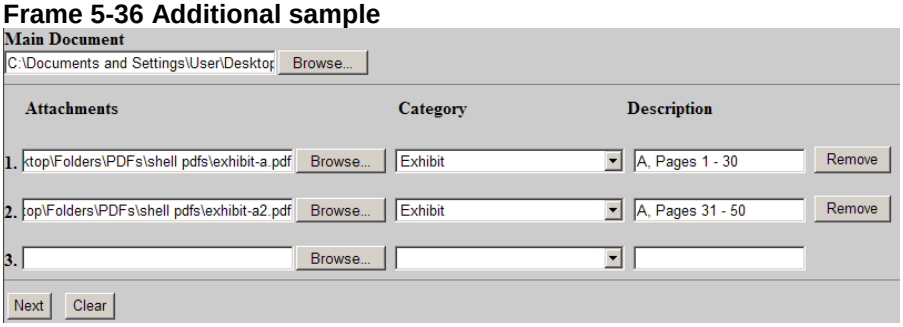
We do not need to enter any more descriptive text.

Frame 5-35 Additional sample attachments



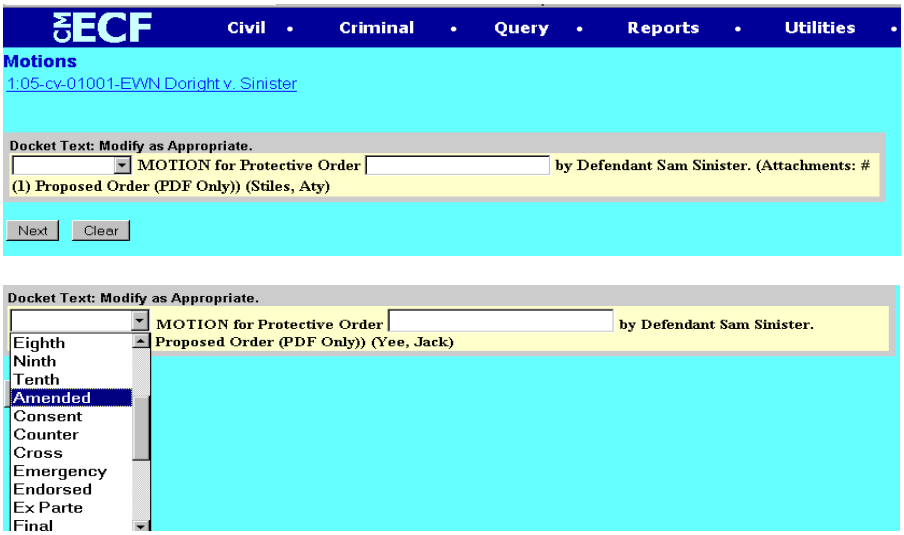
In this example, we've selected the "**Exhibit"** designation from the "Category" drop down list, and then in the "Description" field, we've entered the "A". The docket text and attachment will be identified as "Exhibit A", as CM/ECF will concatenate the category filed with the description field.

Frame 5-36 Additional sample



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 5-37 Docket text modification screen



Docket text modification screen

The Docket Text modification screen is displayed.

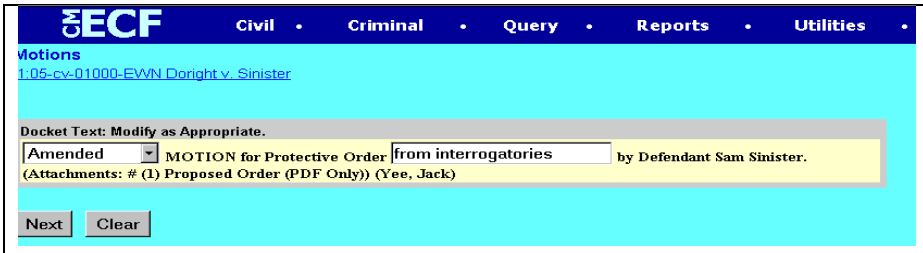
This screen allows you to enter **optional** docket modification text.

The "drop down" list allows you to select predetermined modifiers. **You cannot enter text in this box.** This is **optional.**

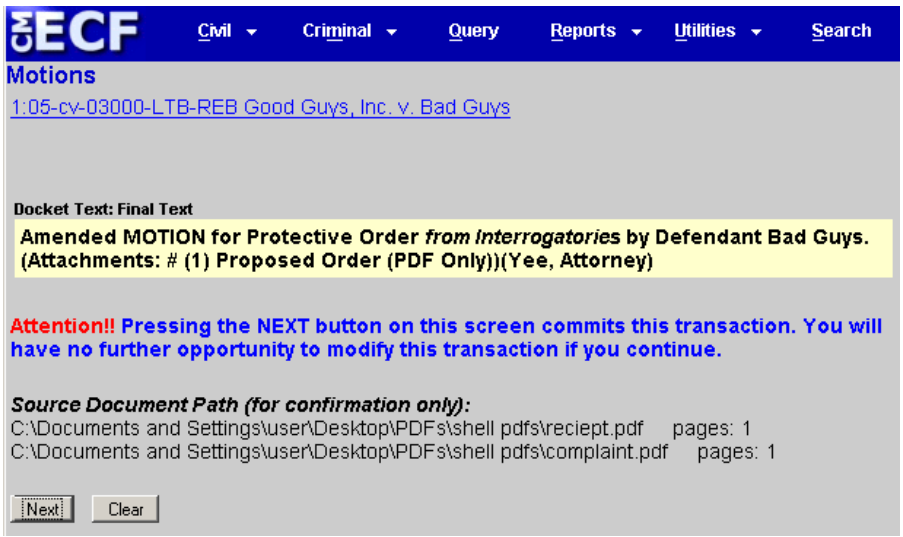
In our example, we'll select "Amended" as a modifier.

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 5-38 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.

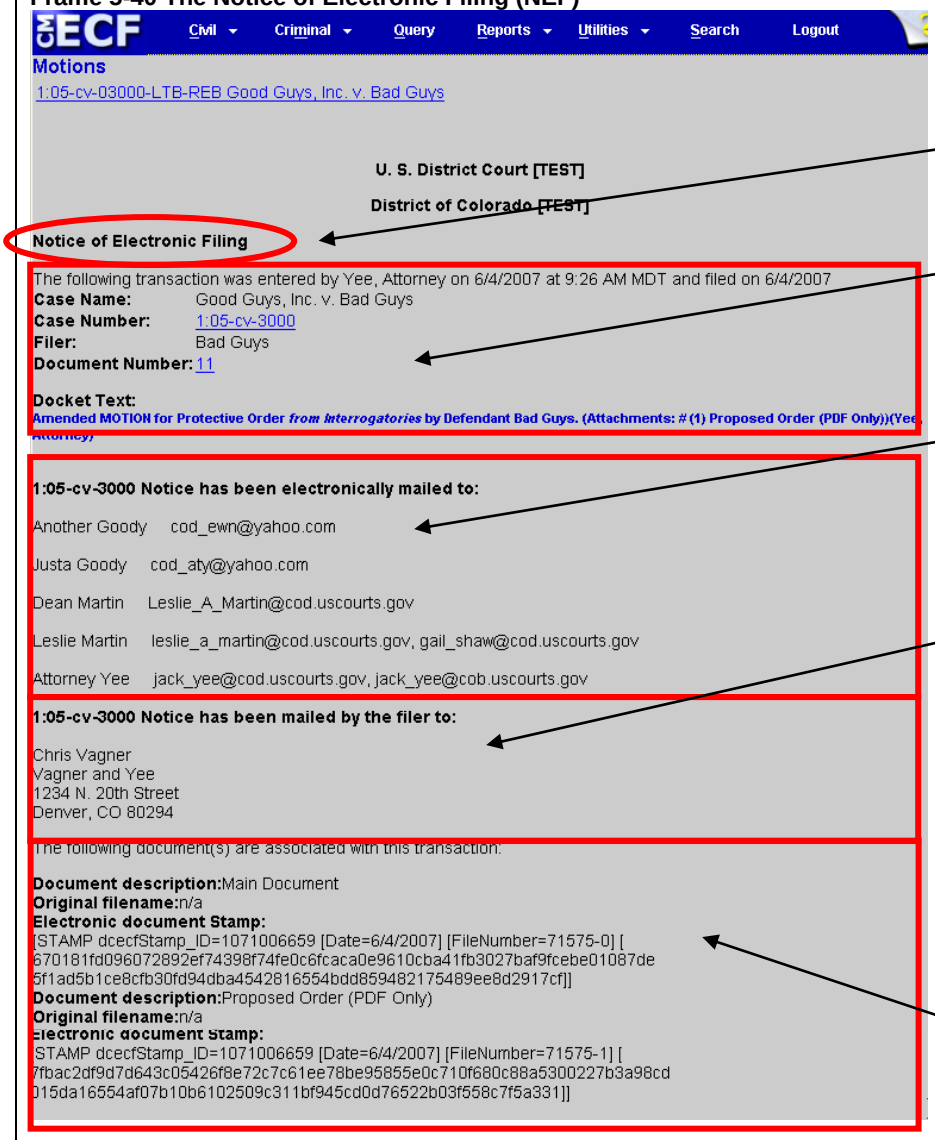
Click on the **[Next]** button to commit the transaction.

Frame 5-39

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 5-40 The Notice of Electronic Filing (NEF)



CM 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_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=6/4/2007] [FileNumber=71575-0] [
670181fd096072892ef74398f74fe0c6fcaca0e9610cba41fb3027baf9fcebe01087de
5f1ad5b1ce8cfb30fd94dba4542816554bdd859482175489ee8d2917cf]]
Document description: Proposed Order (PDF Only)
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1071006659 [Date=6/4/2007] [FileNumber=71575-1] [
7fbac2df9d7d643c05426f8e72c7c61ee78be95855e0c710f680c88a5300227b3a98cd
015da16554af07b10b6102509c311bf945cd0d76522b03f558c7f5a331]]

Notice of Electronic Filing (NEF)

The **Notice of Electronic Filing (NEF)** is displayed.

This is your "receipt" of the filing.

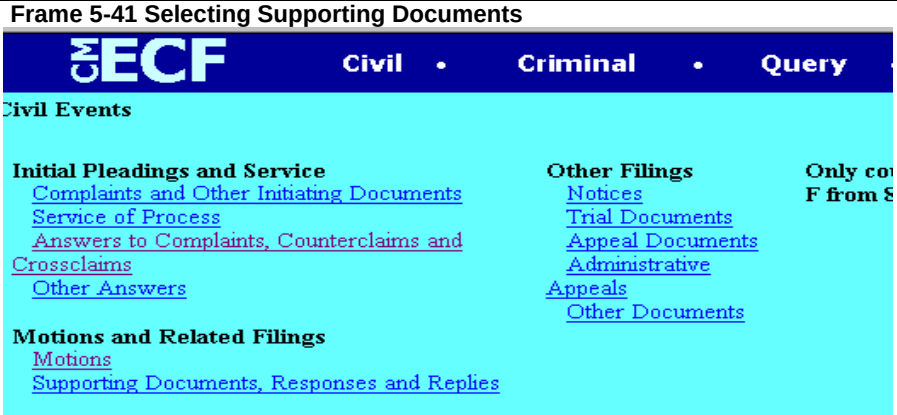
The NEF has four informational sections:

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.

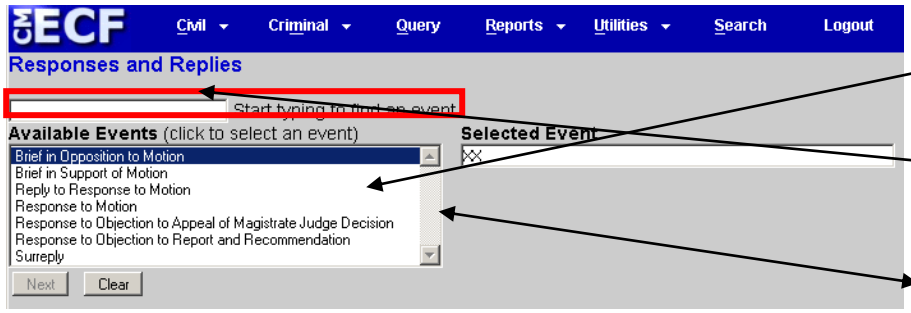
Frame 5-41 Selecting Supporting Documents



Selecting supporting documents

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

Frame 5-42 Selecting the type of supporting document

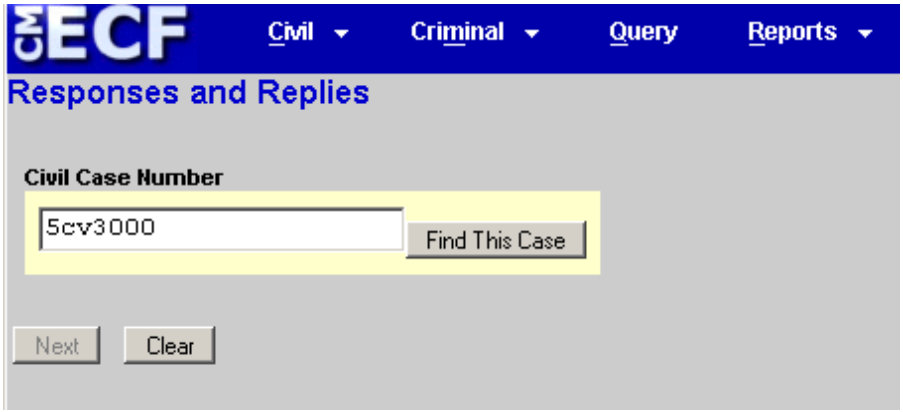


Selecting Supporting Documents, Responses and Reply Events

- 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 5-43 Case number entry



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 5-44

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 5-45 Case Number Valid

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

5-45a Review Screen

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 5-45b Designating the party filing

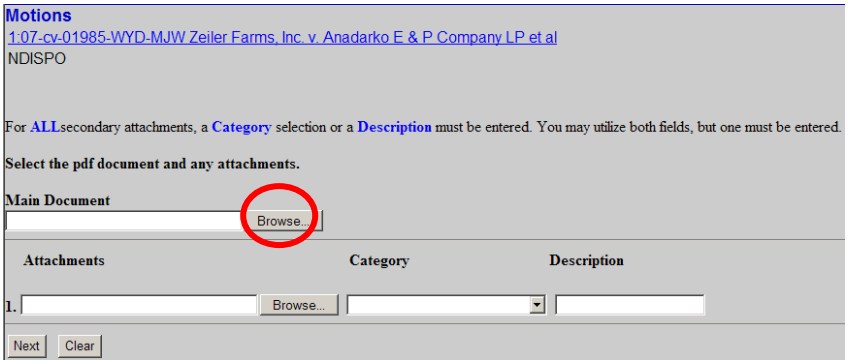
Designating the party filing

- 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

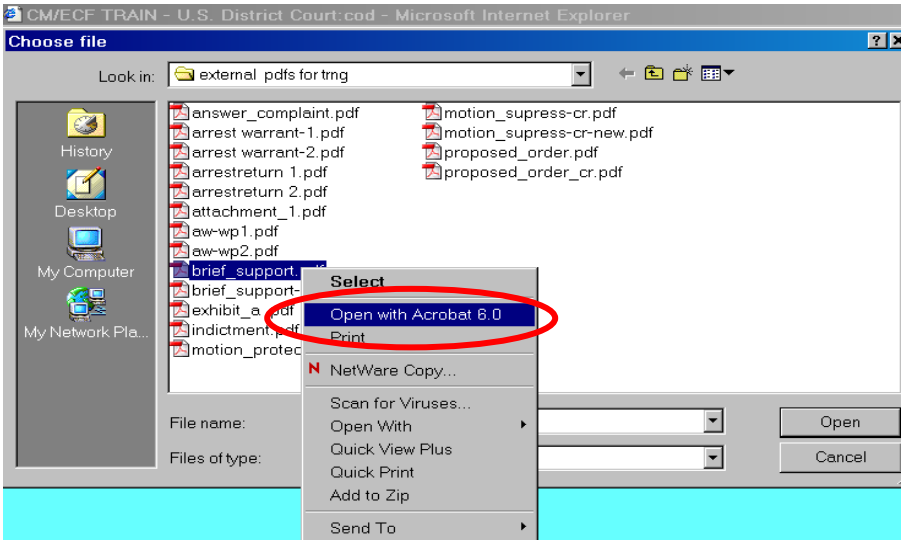
Frame 5-46

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 5-487Attaching the main PDF document



Frame 5-48 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.

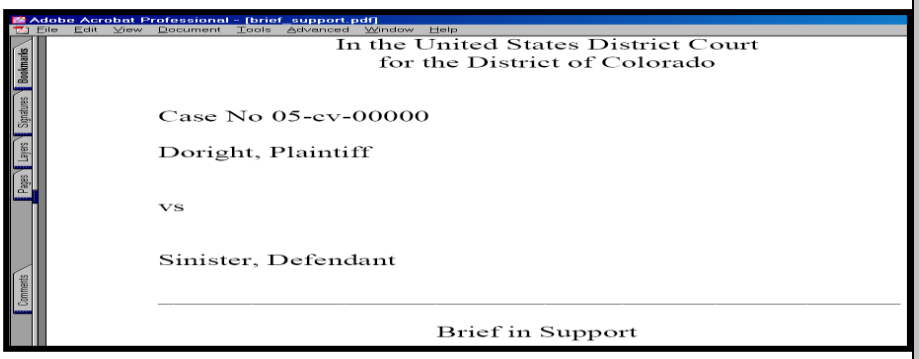
One of the items on the Court Information page is the **maximum** file size for PDF files being submitted to ECF.

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.

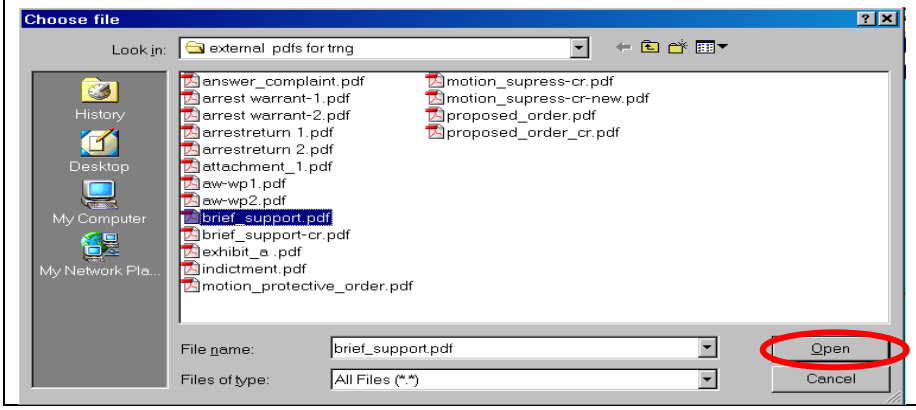
After viewing the PDF document, close the Adobe application by **[clicking]** in the "x" in the top right corner of the Adobe application.

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

Frame 5-49 Review the PDF document



Frame 5-50 Adding the PDF filename



Review the PDF document

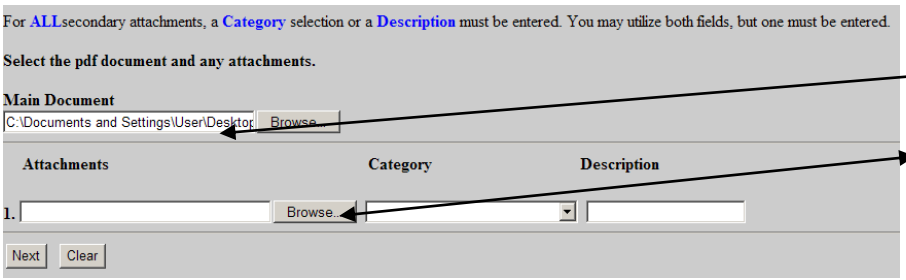
When viewing the PDF document, check the document for items such as: Court case number and style. The Parties are correct.

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 Attaching the main PDF document (continued)

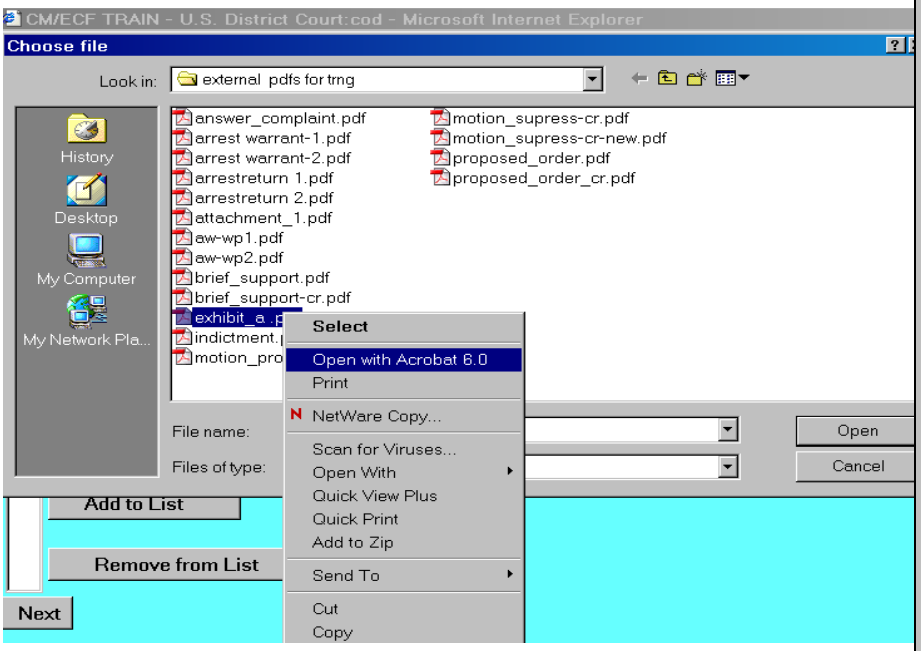


Attaching the main PDF document (continued**)**

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 5-52 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 5-53

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.

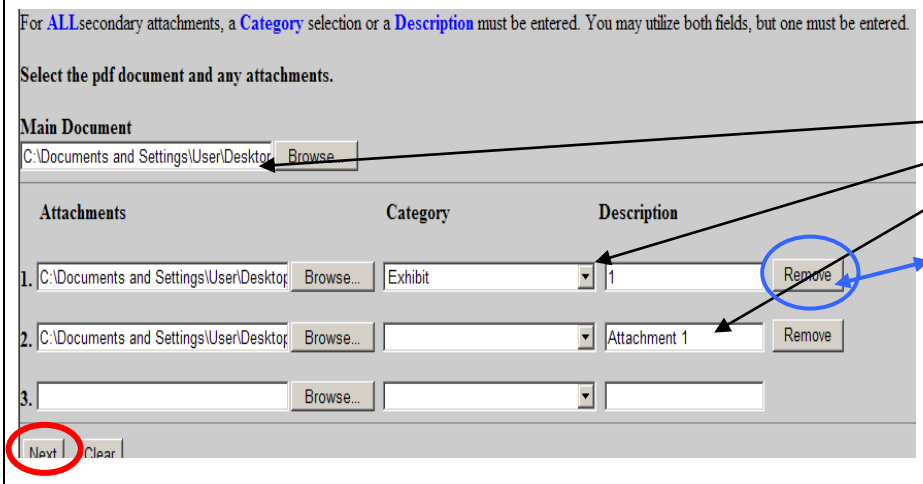
Note: Again, as a review,

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 5-54

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 5-565Adding attachments



Adding attachments

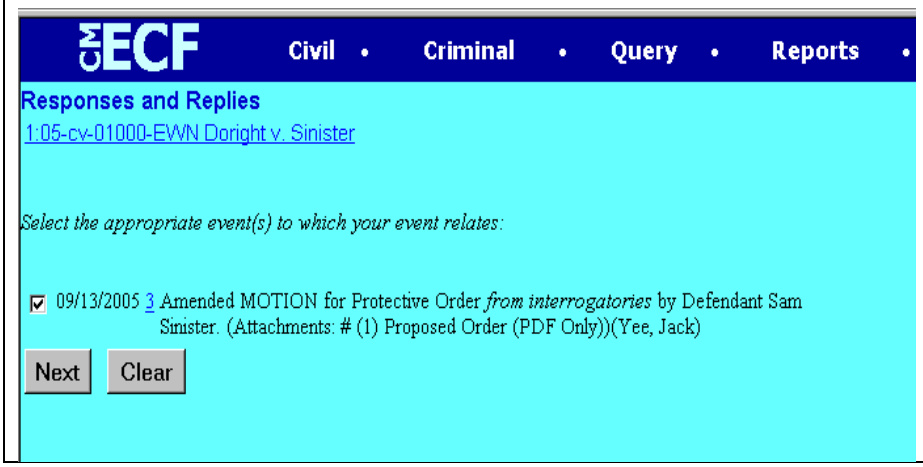
This screen display depicts the adding of:

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.

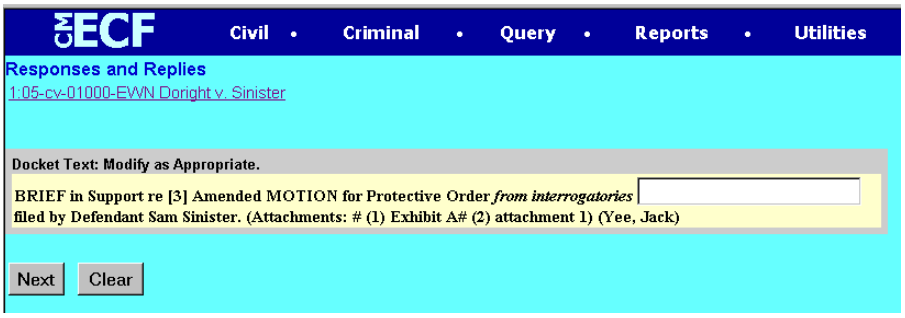
Frame 5-576Linking



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 5-57 Docket text modification screen



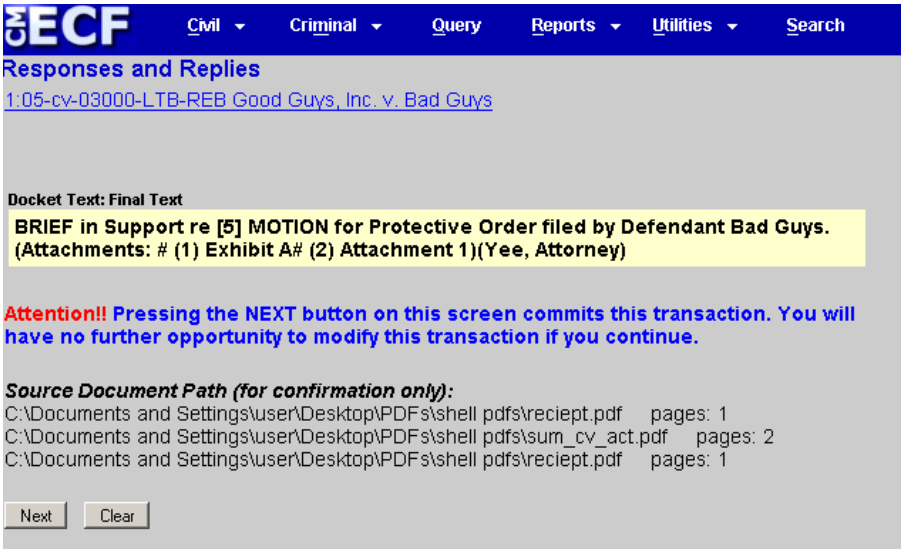
Docket text modification screen

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 5-58 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 5-59

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 5-60 The Notice of Electronic Filing (NEF)

CM ECF Civil Criminal Query Reports Utilities Search Logout

Responses and Replies

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 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_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=6/4/2007] [FileNumber=71584-0] [
723931ae9e2bf64a53cf88b38b70b8862d9202f03732190e55f24aaa2728f59149af9c
60908eda58a6b576fe17db32f38d9e2e6b96e8d3cd74c14aa2c5675681]]
Document description: Exhibit A
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1071006659 [Date=6/4/2007] [FileNumber=71584-1] [
893bed91a38df82158d3b159a3585cb90211f3abfbee28bd0977387cc6eab0f43a8115
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.

Restricted Document Submission

Section V of the ECF Procedures for the District of Colorado governs the filing of restricted documents. Restricted document submission falls into two categories, documents in restricted cases and restricted documents in public cases.

Restricted Case Document Filing

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

- The **first document** submitted in a restricted 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.
- Restricted documents may be viewed electronically by attorneys of record in the case by using the PACER system when the correct login process is used.
- All documents filed in a restricted will generate a redacted NEF.

Restricted Document Filing in Public Cases

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

- A Motion to Restrict 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 restriction using the **Restricted Document** event. Any document submitted under a different event will not be restricted from public view.
- A Notice of Electronic Filing will be generated for the restricted document and considering the restriction level, the document may be available via the NEF.
- Attorneys of record in the case may view restricted documents electronically by using the PACER system depending on the restriction level applied.

All questions on restricted 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(d). 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

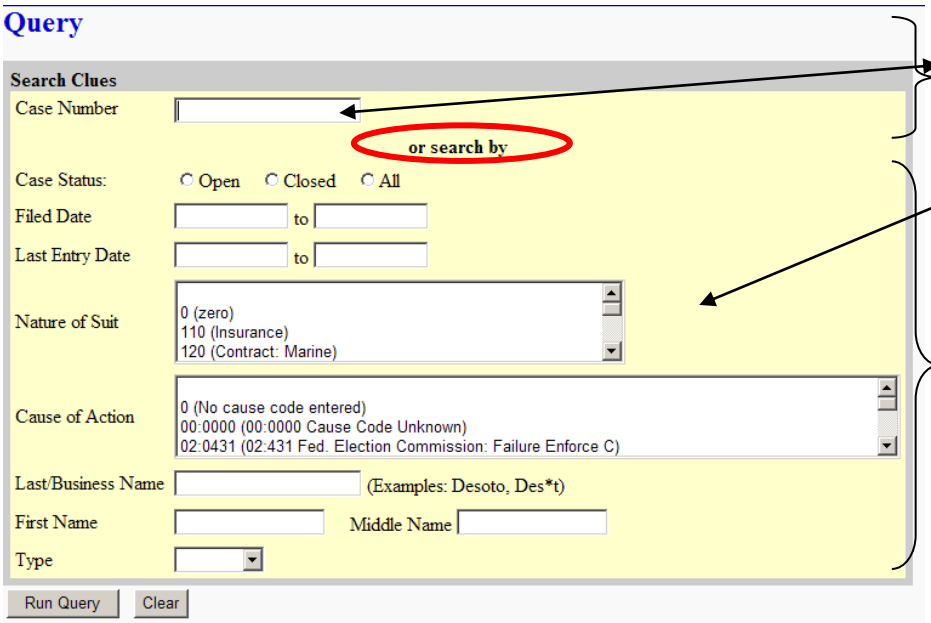
Note: Beginning with Version 3.1 of CM/ECF, the Blue Menu Bar provides options to continue to use the static menu selections or the cascading menu options to navigate from one function to another more easily. These examples continue to show the static approach. See Appendix 3 to learn more about cascading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

Query has 2 search options.

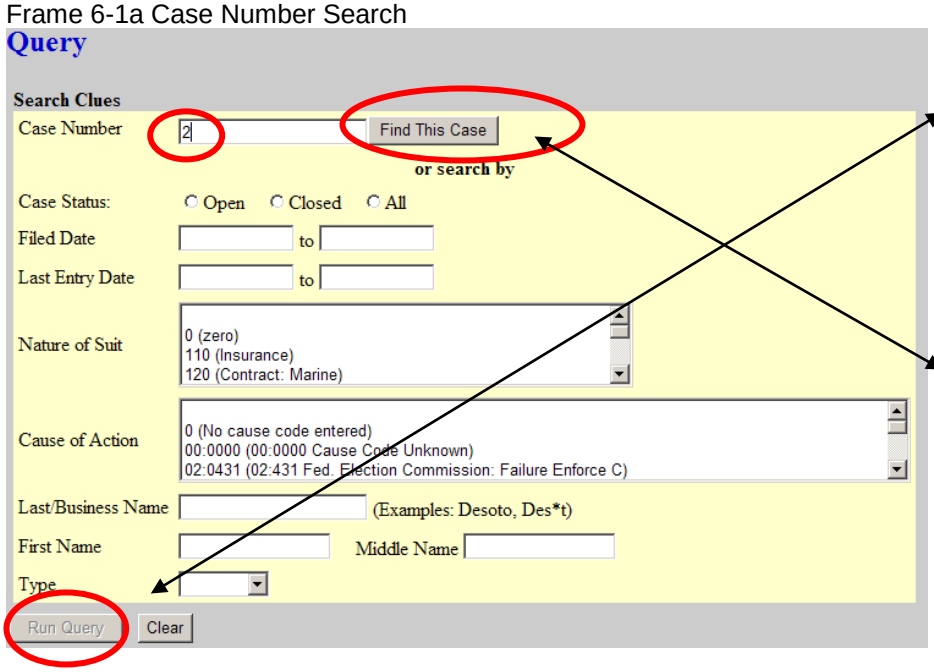
1. Case number query

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



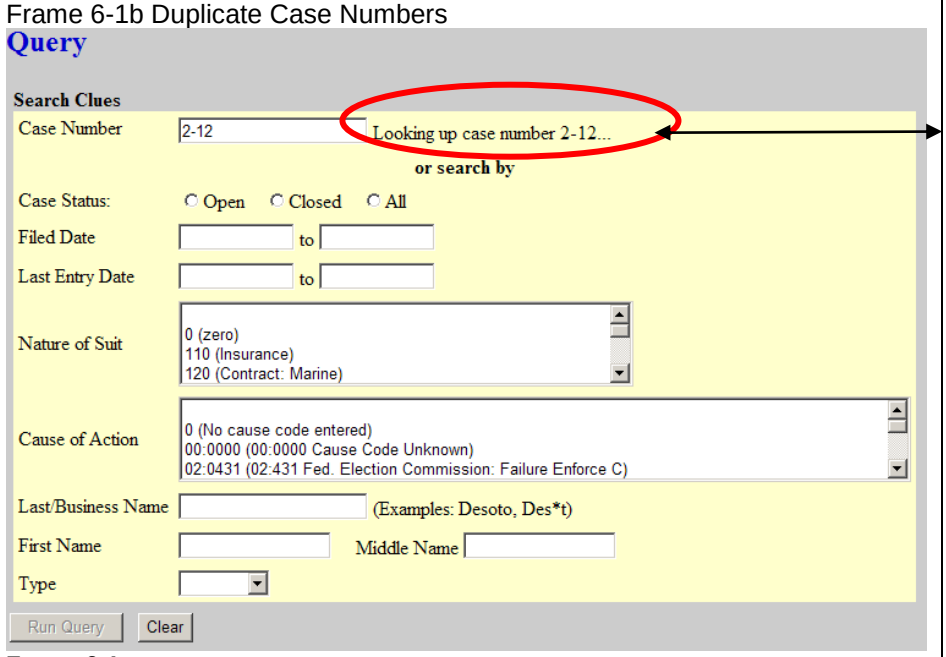
Case Number Search

If you use the case number query, the Run Query s grayed out.

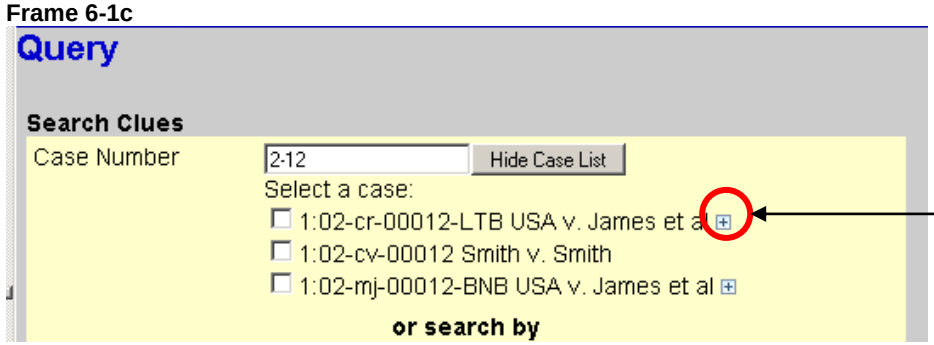
Note: The "Run Query" button is grayed out which indicates the button is not functional until a valid case is entered.

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

Frame 6-1b Duplicate Case Numbers



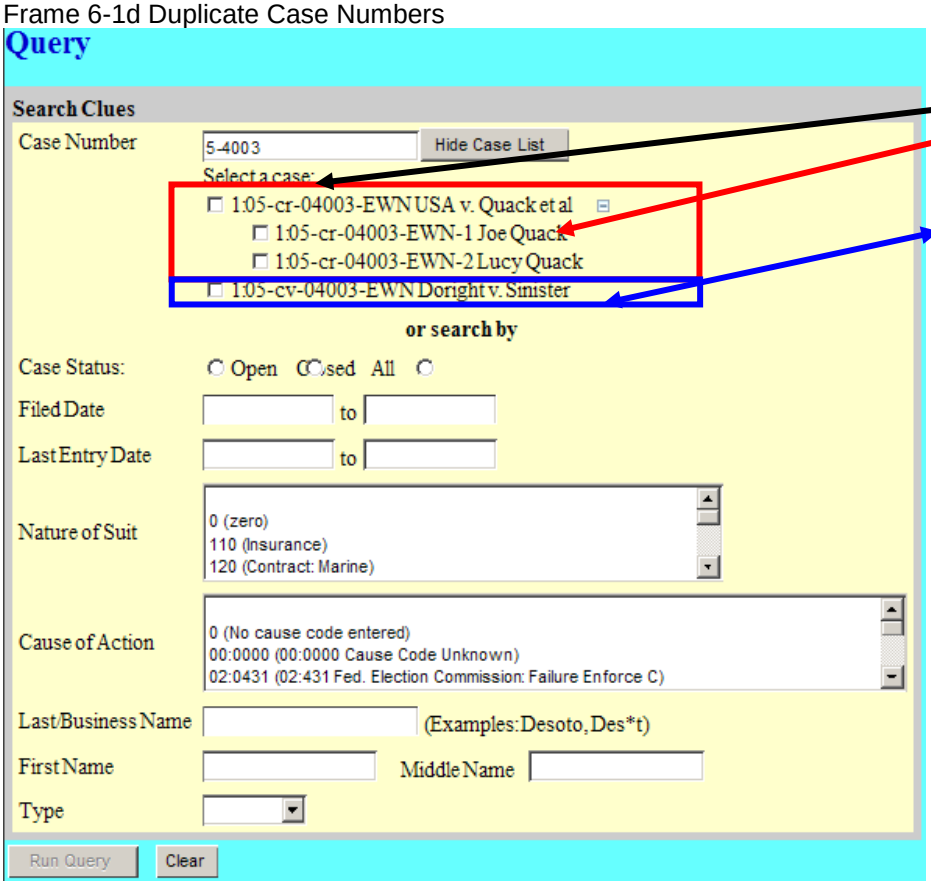
Frame 6-1c



Duplicate Case Numbers

- After clicking on the Find This Case 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 de 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.

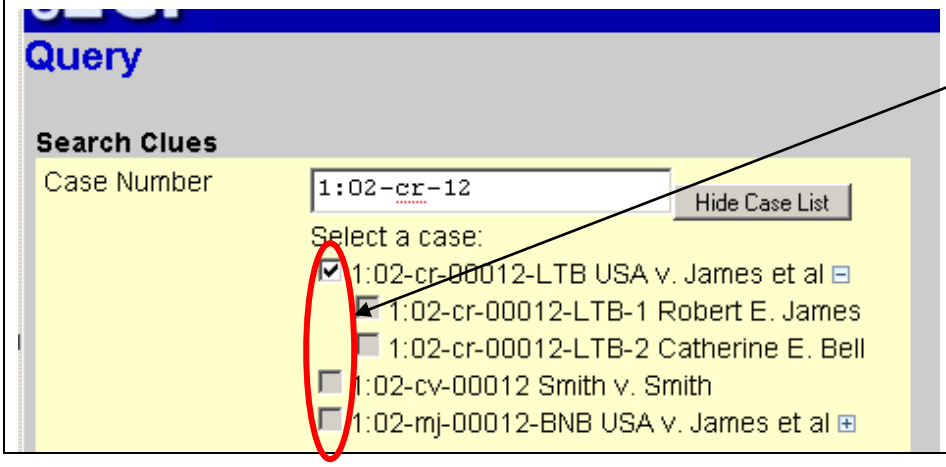
Frame 6-1d Duplicate Case Numbers



Duplicate Case Numbers

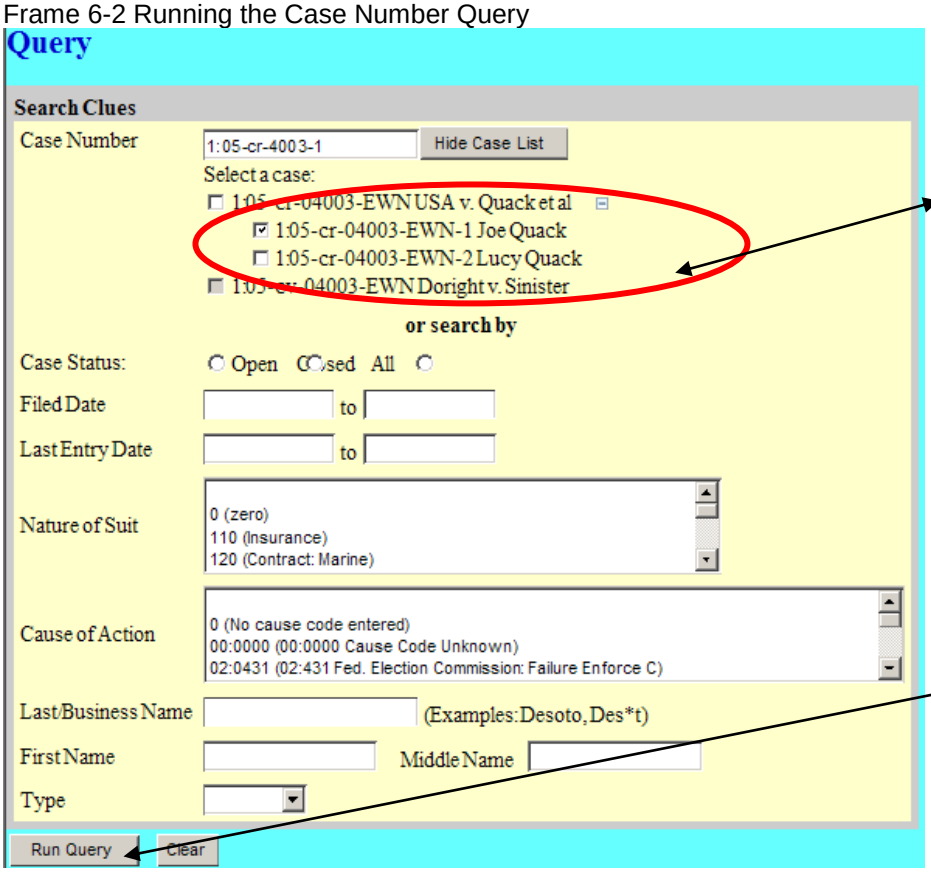
- Once the list has been expanded, you can click on a specific defendant, or the main case, which would be for **all defendants** in the criminal case.
- There's also a civil case with the same number, 05-4003. If the civil case is the one you want to query, click on the check box for the civil case.

Frame 6-1e Case Number Query



- 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.

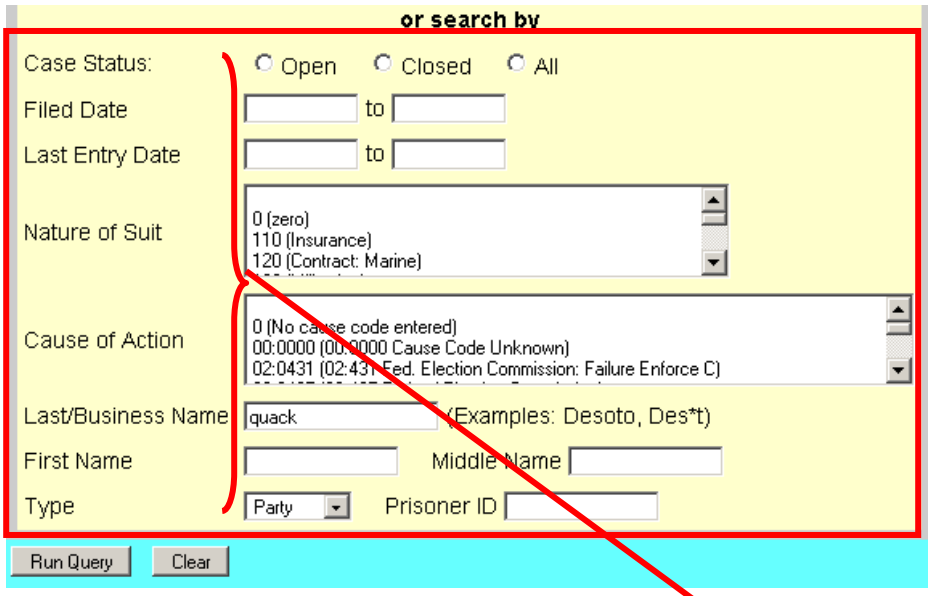
Frame 6-2 Running the Case Number Query



- 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 Run Query button is darken so you can click on the Run Query button to perform the case number query.

Frame 6-4 Name Search



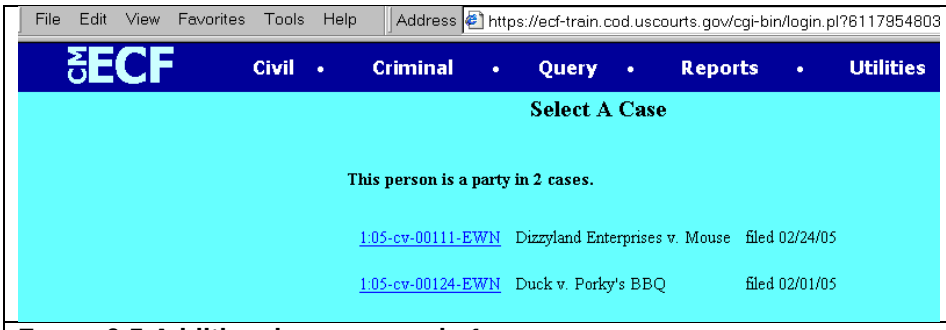
Name Search

- 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.

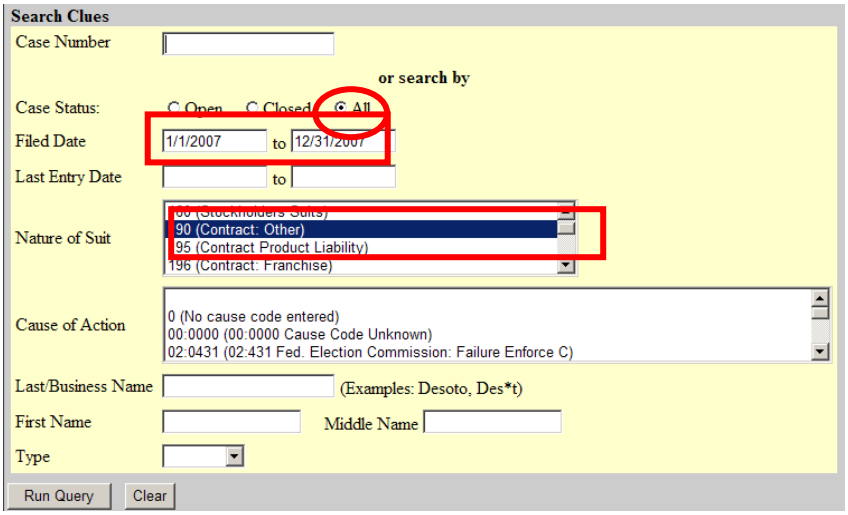
- If the individual is a party to more than one case, ECF will open a screen listing all of the associated cases.
- If you click on the case number hyperlink, ECF will open the query screen depicted in

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



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.

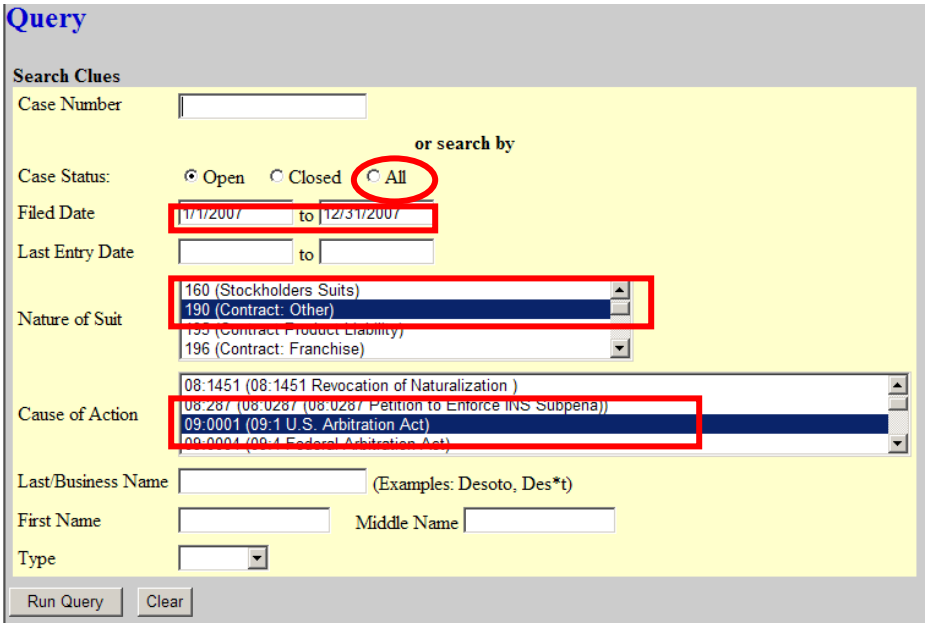
Additional query sample 1

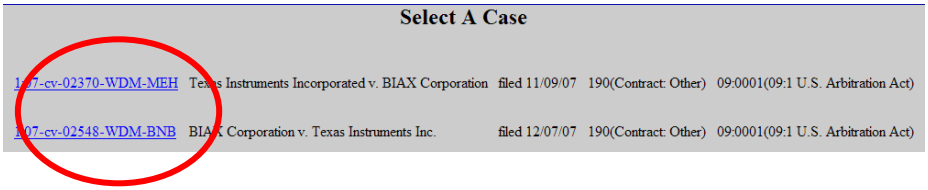
- This sample query has the following three parameters entered/selected:
  - All cases, closed or pending
  - Cases filed from 1/1/2007 through 12/31/2007
  - Nature of suit code of 190
- The query returns a list of cases based upon the parameters selected/entered.

Frame 6-5 Additional query sample 1 (continued)

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

Frame 6-5 Additional query sample 2





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 Acton 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.

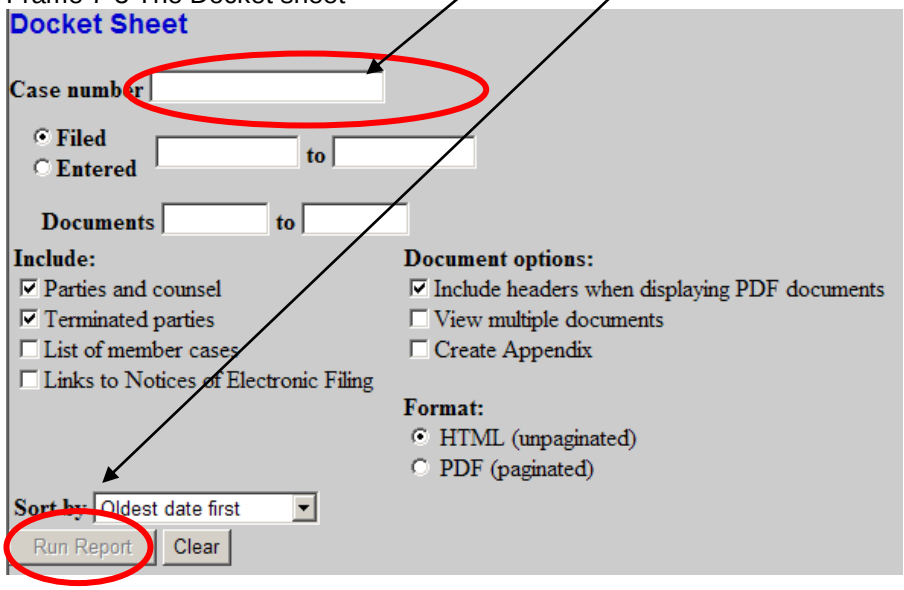
Frame 7-2

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.

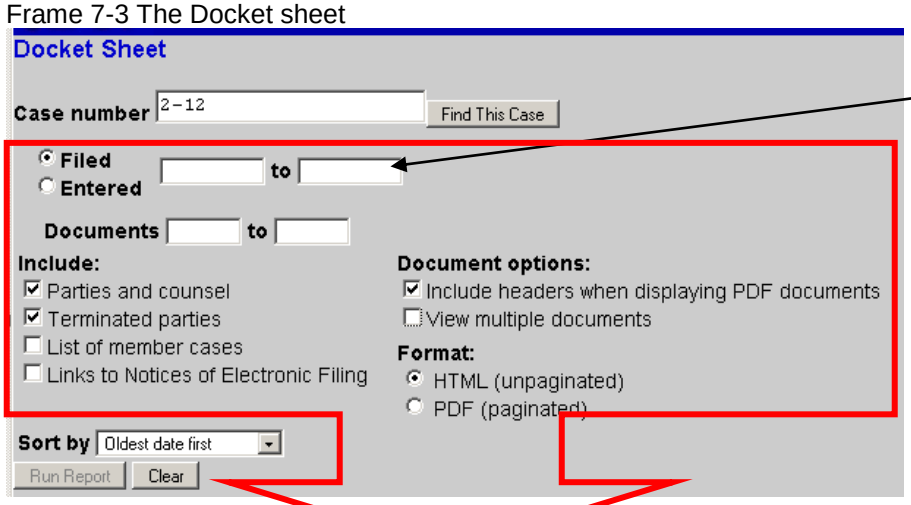
Frame 7-3 The Docket sheet



The Docket sheet

- If you have not already logged in with your PACER information, ECF opens the PACER login screen. Enter you 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.)

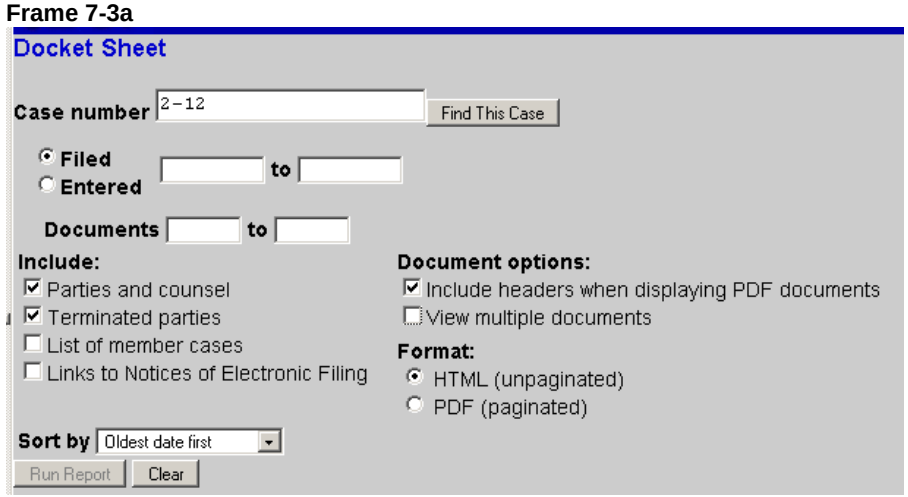
Frame 7-3 The Docket sheet



Include Checkbox items: • **Parties and counsel** - all parties and related counsel will be listed. • **Terminated parties** – will be listed and shown with a **(T)** and the word **Terminated** next to the party name. • **List of Member cases** – will list associated member cases on the report. • **Links to Notices of Electronic Filing** – will display a "silver ball" next to the document number. The "silver ball" is a link to the NEF.	**Document options** checkbox items: • **Include headers when displaying PDF documents** – will display a "pdf header" on the PDF document which shows **case number, document number, date filed,** and **page x of y** of the document filed. • **View multiple documents** – 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. **See Frames 7-xx through Frame 7-yy to see examples.**
Sort by selections • **Oldest Date first** – will list the docket entries by the oldest date first to the latest (most recent) date. • **Most Recent Date first** – will list the docket entries by the most recent date first to the oldest date.	**Format:** • **HTML (Hyper Text Markup Language) -** will display the Docket Report in a web-based HTML format and is unpaginated. • **PDF (Portable Document Format) –** will create a PDF document of the Docket Report and display it paginated.

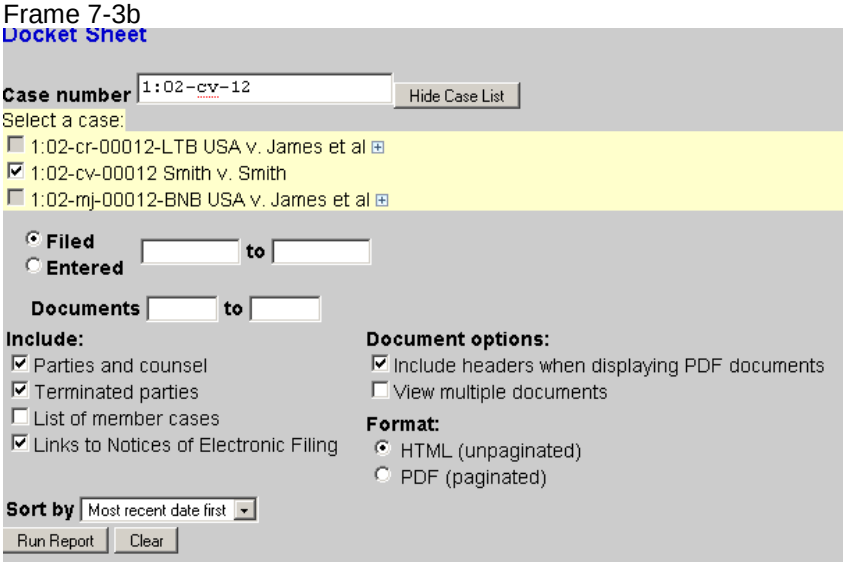
- If you do not need a **complete** docket sheet, you can narrow the size by entering a specified date range or enter a document number range before you run the report.

Frame 7-3a



- Enter the case number in the **"Case Number"** field.
- Click on the Find This Case button.
- Once the case number is found, the Run Report button is darkened and you can click on it to run the docket report.

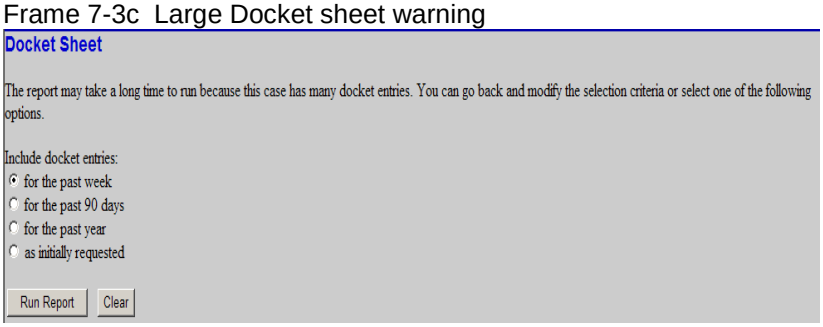
Frame 7-3b



- Enter/select docket sheet display options before you click on the Run Report 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



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

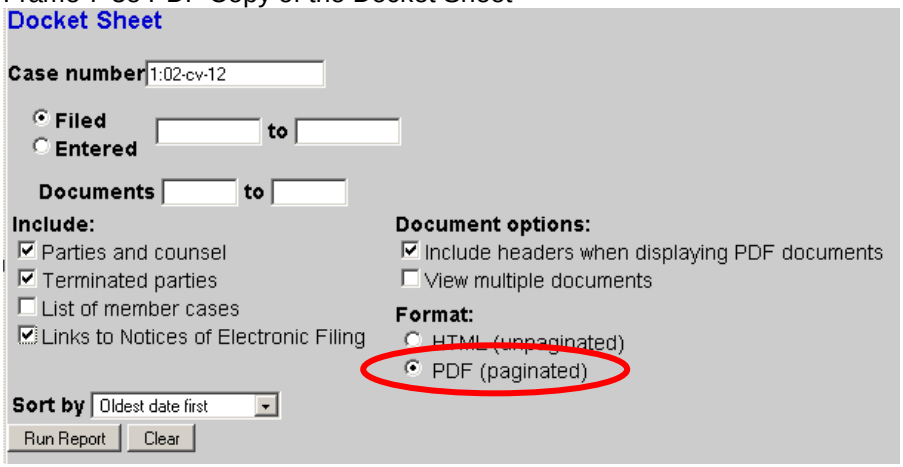
Attorney Yee
1901 19th St.
Denver, CO 80294
Email: jack_yee@cod.uscourts.gov
ATTORNEY TO BE NOTICED

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

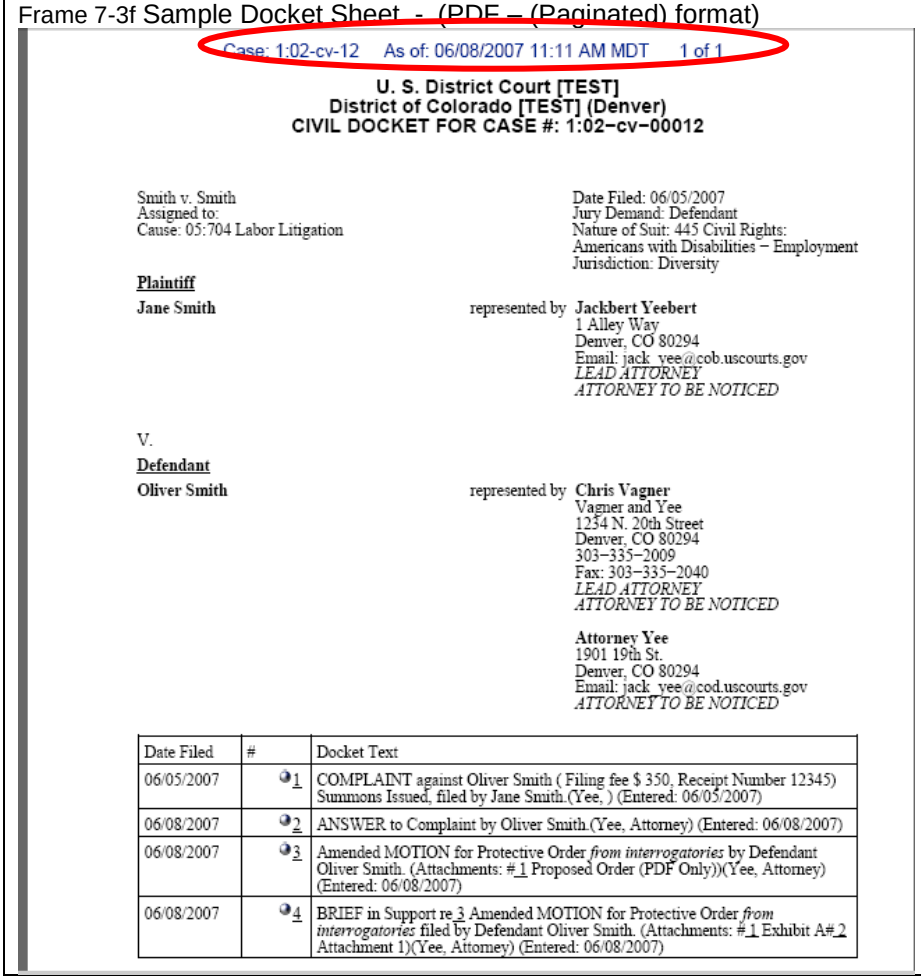
Frame 7-3e PDF Copy of the Docket Sheet



(**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

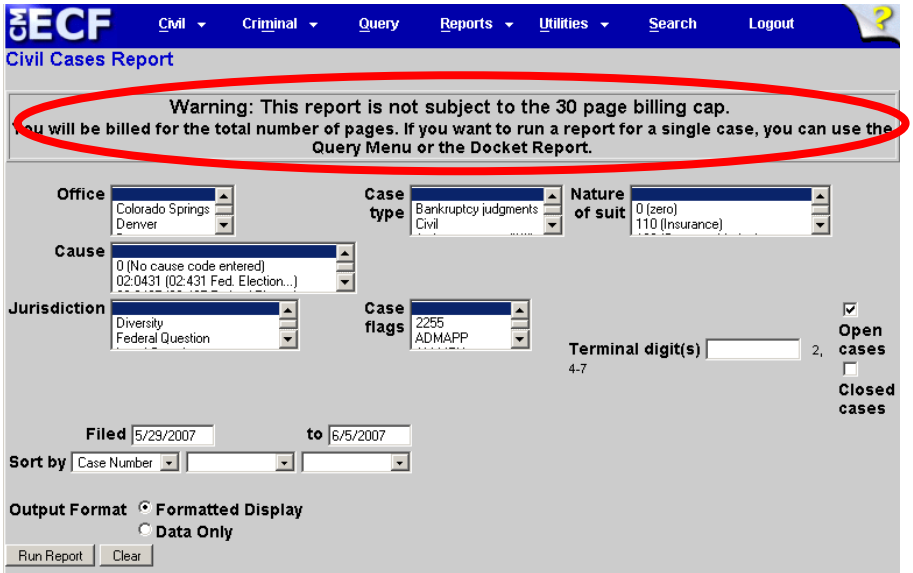
Attorney Yee
1901 19th St.
Denver, CO 80294
Email: jack_yee@cod.uscourts.gov
ATTORNEY TO BE NOTICED

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

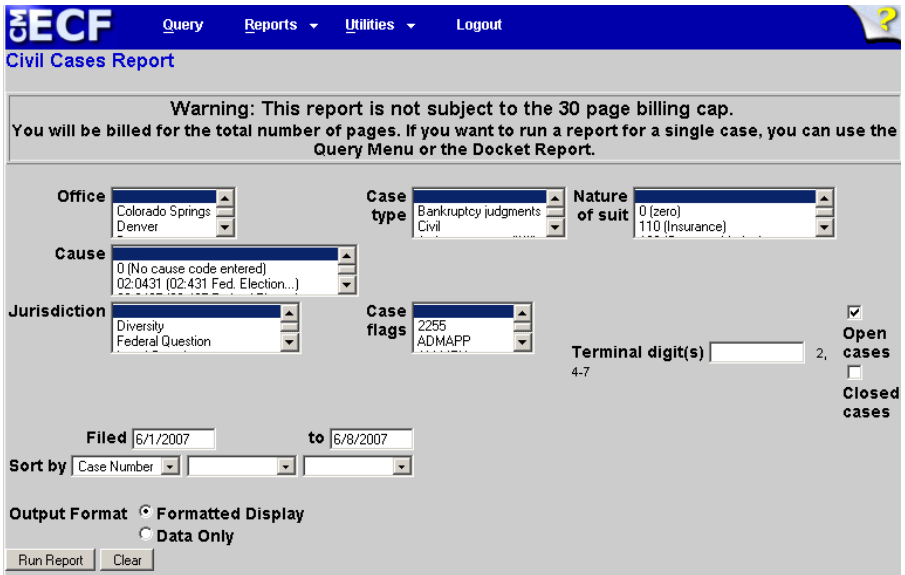
Sample Docket Sheet
(**HTML – (Unpaginated)** format)

- 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



Frame 7-5

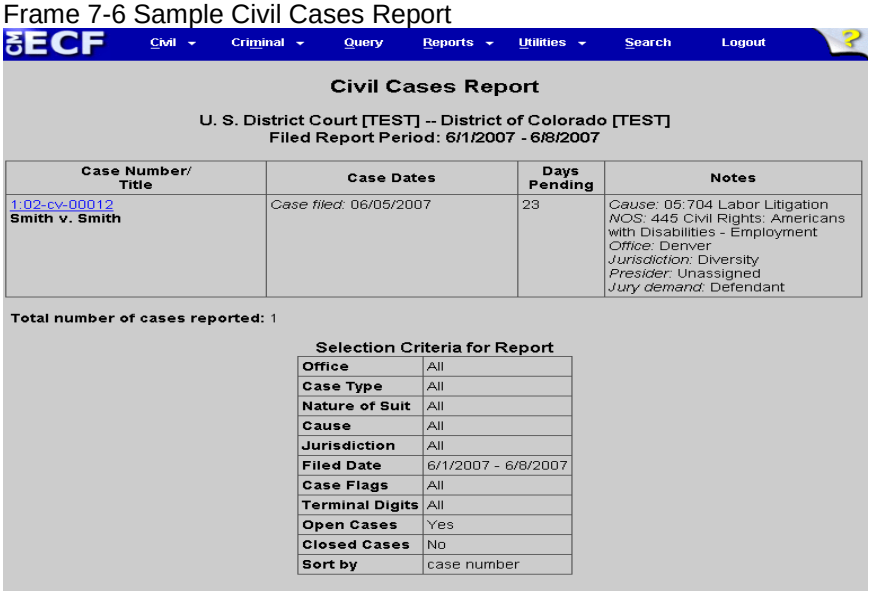


Civil cases report

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 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 6/1/07 through 6/8/07 and click on the **[Run Report]** button.

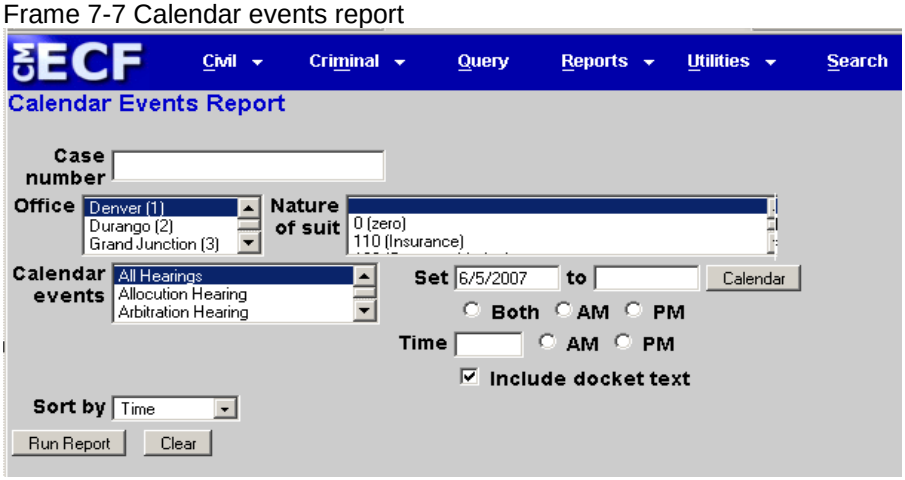
Frame 7-6 Sample Civil Cases Report



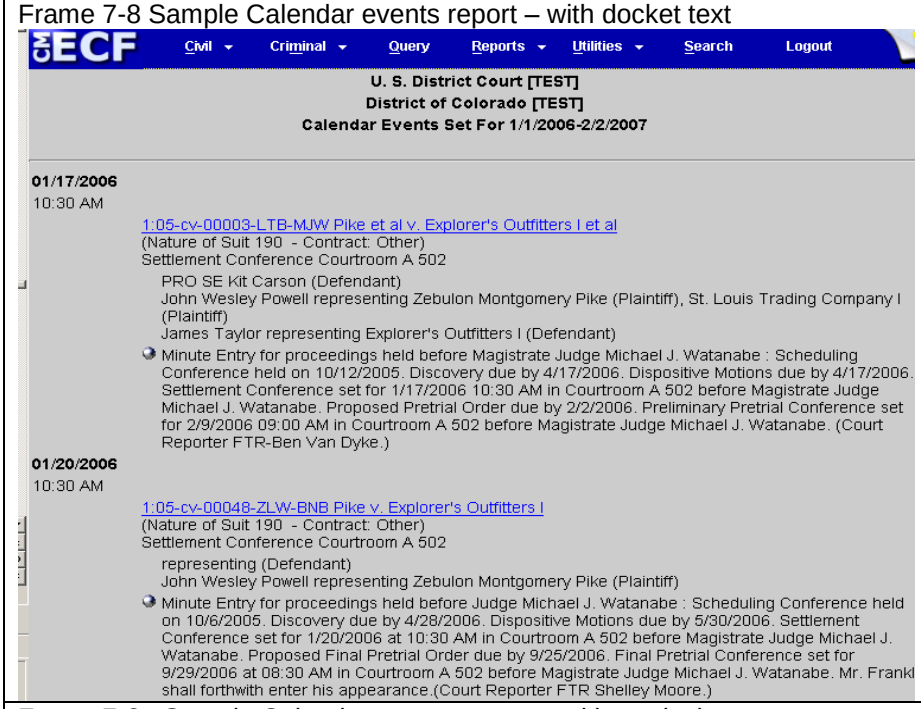
Sample Civil cases report

- 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



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



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

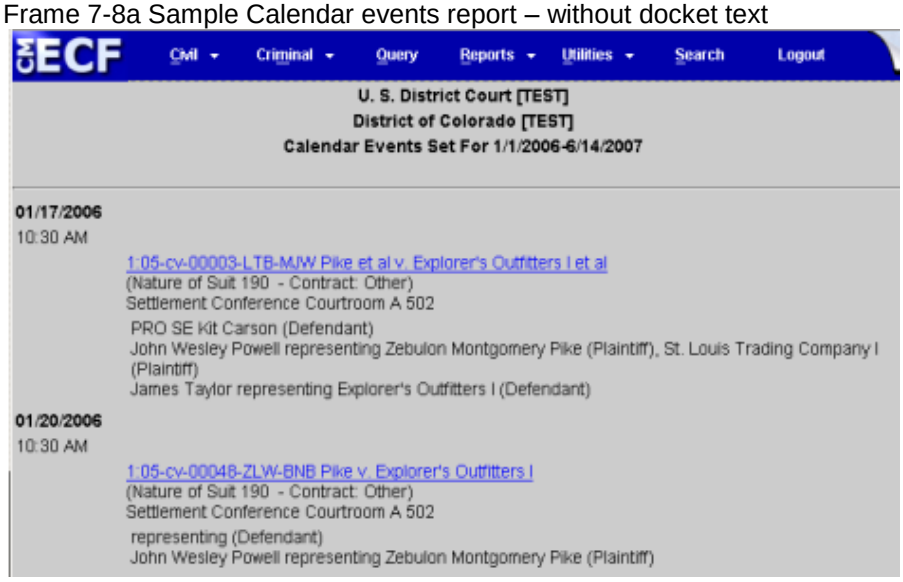
- Examples:
- Search for all events scheduled for a specific case by entering the case number and end date in the applicable fields.

- 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 crating the scheduled event.

- After entering your criteria, click on **[Run Report]**. A compiled report is displayed

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



- 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.

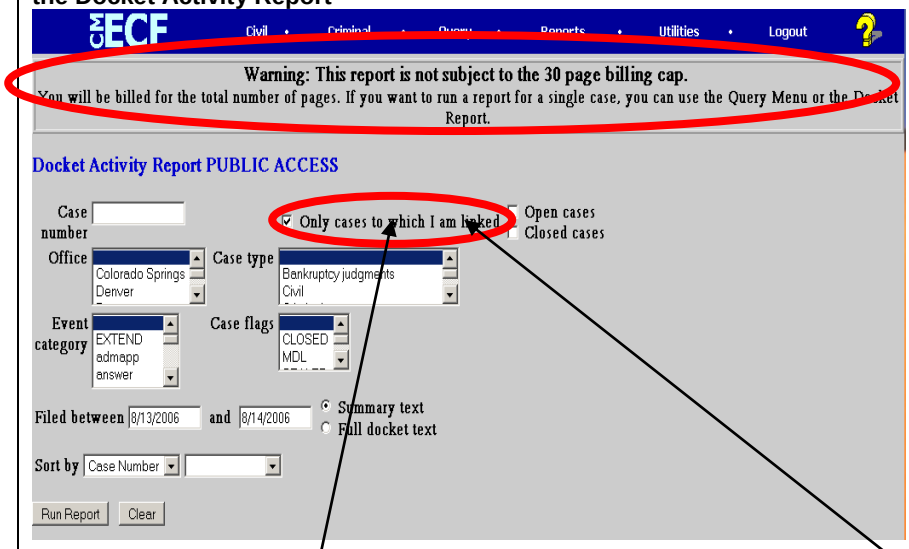
- Additionally, the "silver ball" (hyperlink) to the actual entry creating the schedule is not displayed.

Frame 7-9

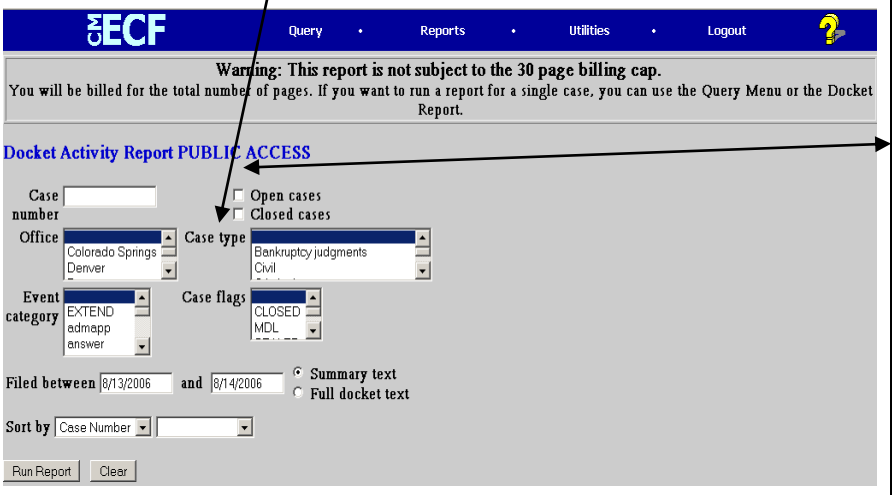
Note: The calendar events report is not the official calendar of the court. Users should consult the court's Internet website for official calendars.

Frame 7-10 Docket Activity Report (TWO VERSIONS)

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



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



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

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.

Frame 7-11 Sample docket Activity Report

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Docket Activity Report

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
1:06-cr-00001-PSF USA v. Jones	*Entered:*04/28/2006 15:22:22 *Filed:*04/28/2006	*Category:*charge-cr *Event:*Indictment *Document:*1	klt *Type:*crt	*Office:*Denver *Presider:*Phillip S. Figa
	INDICTMENT as to Felicity Jones (1) count(s) 1. (klt,)			
1:06-cr-00601-REB USA v. Schmucker	*Entered:*05/03/2006 10:53:24 *Filed:*05/03/2006	*Category:*charge-cr *Event:*Indictment *Document:*1	klt *Type:*crt	*Office:*Denver *Presider:*Robert E. Blackburn
	INDICTMENT as to Eric Schmucker (1) count(s) 1. (klt,)			
1:06-cr-00602-WYD USA v. Schmucker	*Entered:*05/03/2006 11:13:15 *Filed:*05/03/2006	*Category:*charge-cr *Event:*Indictment *Document:*1	klt *Type:*crt	*Office:*Denver *Presider:*Wiley Y. Daniel

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Selection Criteria for Report

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.

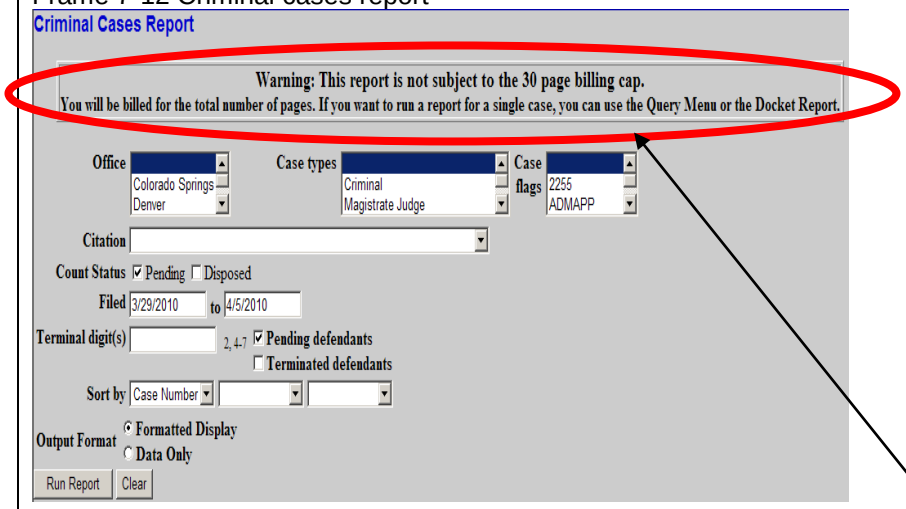
- The **Case number/title** is listed as a link to the docket sheet,

=

- 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



- 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.

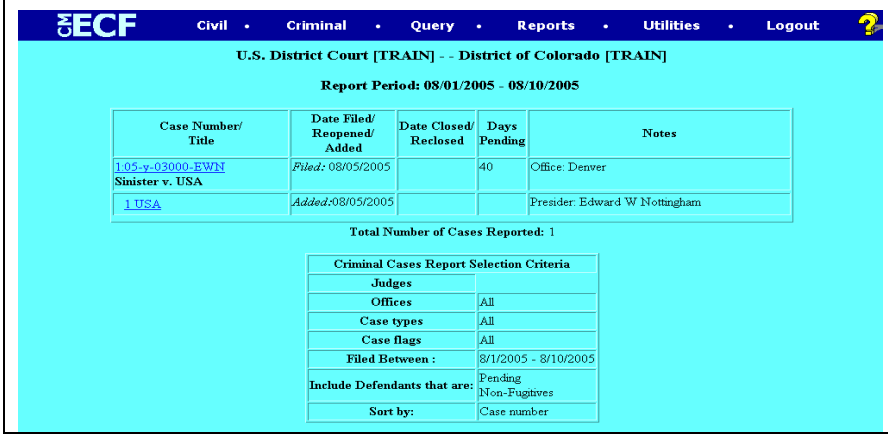
In this example, we enter a date range for cases filed from 8/1/05 through 8/5/05 and click on the **[Run Report]** button.

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

Frame 7-13 Sample Criminal cases report



Sample Criminal cases report

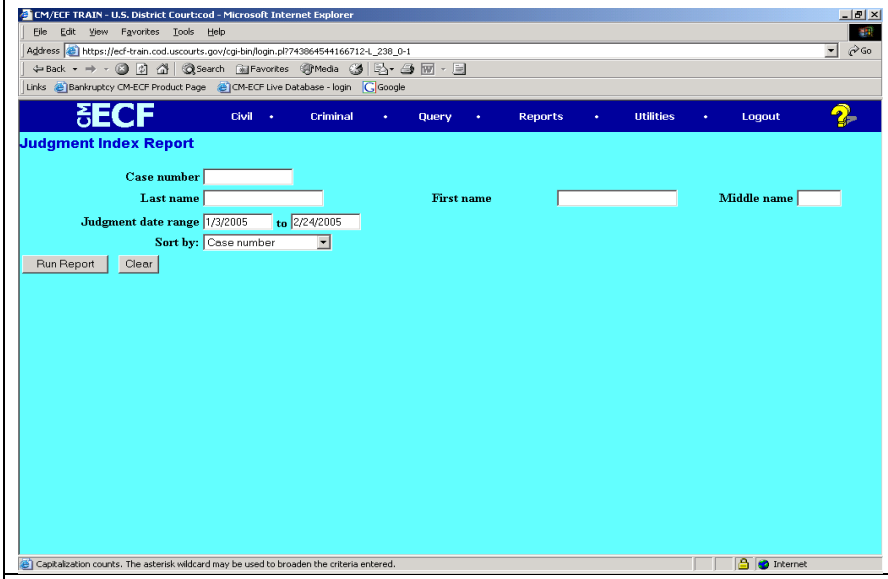
The report is returned with the cases found.

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



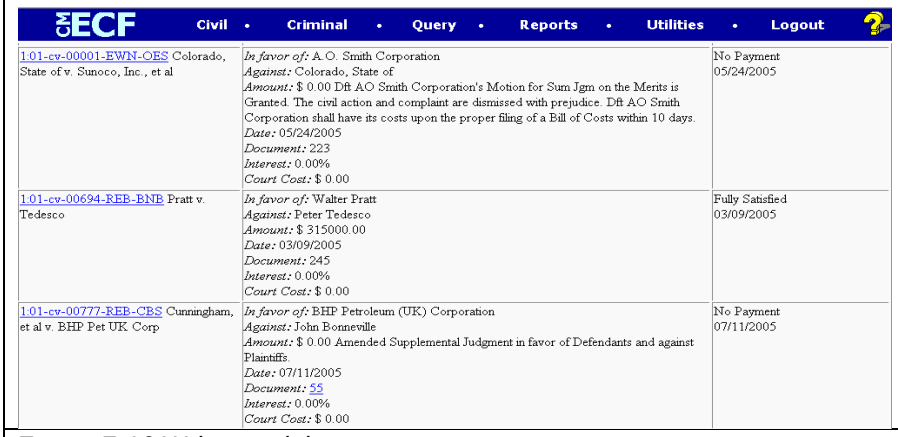
Judgment index report

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



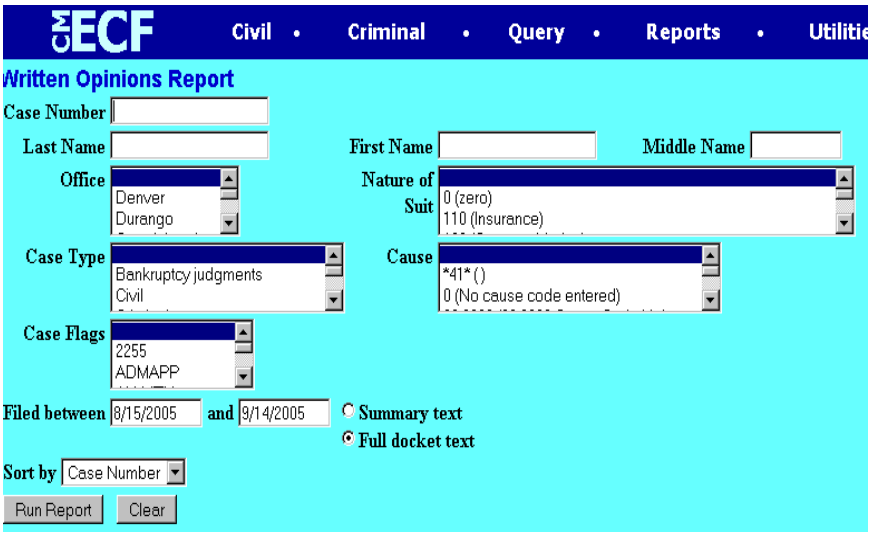
Sample Judgment index report

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



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

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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:
1:89-cv-00732-JLK-CBS Sand Creek Partners v. Premier Financial, et al	08/19/2005	145	ORDER granting 144 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 Termed, Suppress case from Service and Answer Report *NOS:* Contract: Other *Cause:* 28:1331 Fed. Question: Breach of Contract
1:90-cv-00181-JLK Cook, et al v. Rockwell Intl Corp	08/17/2005	1422	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
1:92-cv-00870-EWN-OES Montez, et al v. Romer, et al	08/18/2005	1032	ORDER granting 992 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 Termed, 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

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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 Criminal events report for attorneys

CM 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/PostTrial

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 **[Crtl-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

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 **[Crtl-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

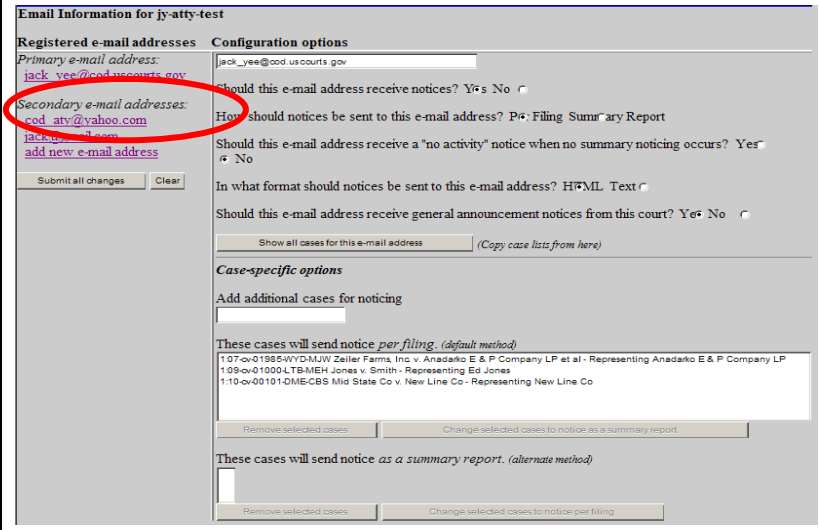
The **Utilities** option provides a number of ECF and PACER related features. **The PACER related items are available but will not be described or illustrated in this manual.** The focus of this chapter is to illustrate the following ECF related features:

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

Frame 8-2 Maintain Your E-Mail Account

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

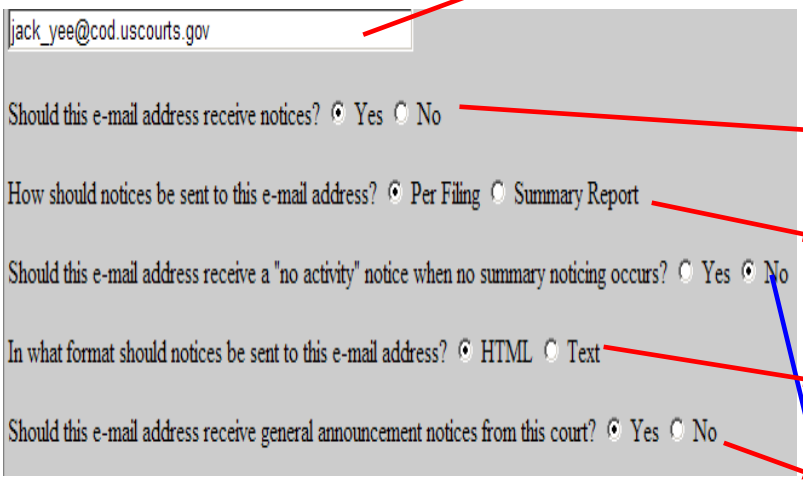


After entering a new e-mail address or clicking on an existing e-mail address, a number of configuration prompts and displays are shown in the right pane.

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



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!!!!**

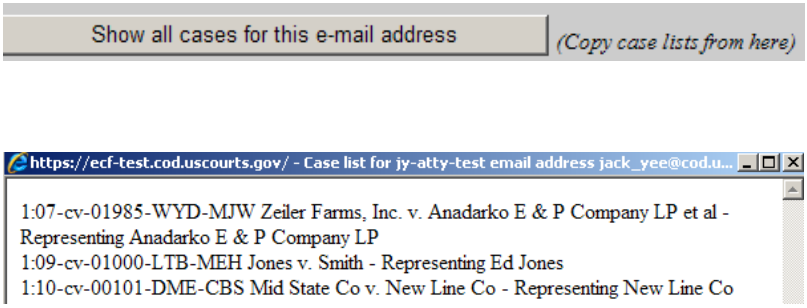
3. The third prompt is to ask if the e-mail address should be receiving individual NEFs (Per Filing) or a Summary Report (one e-mail at the end of the day (midnight).

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

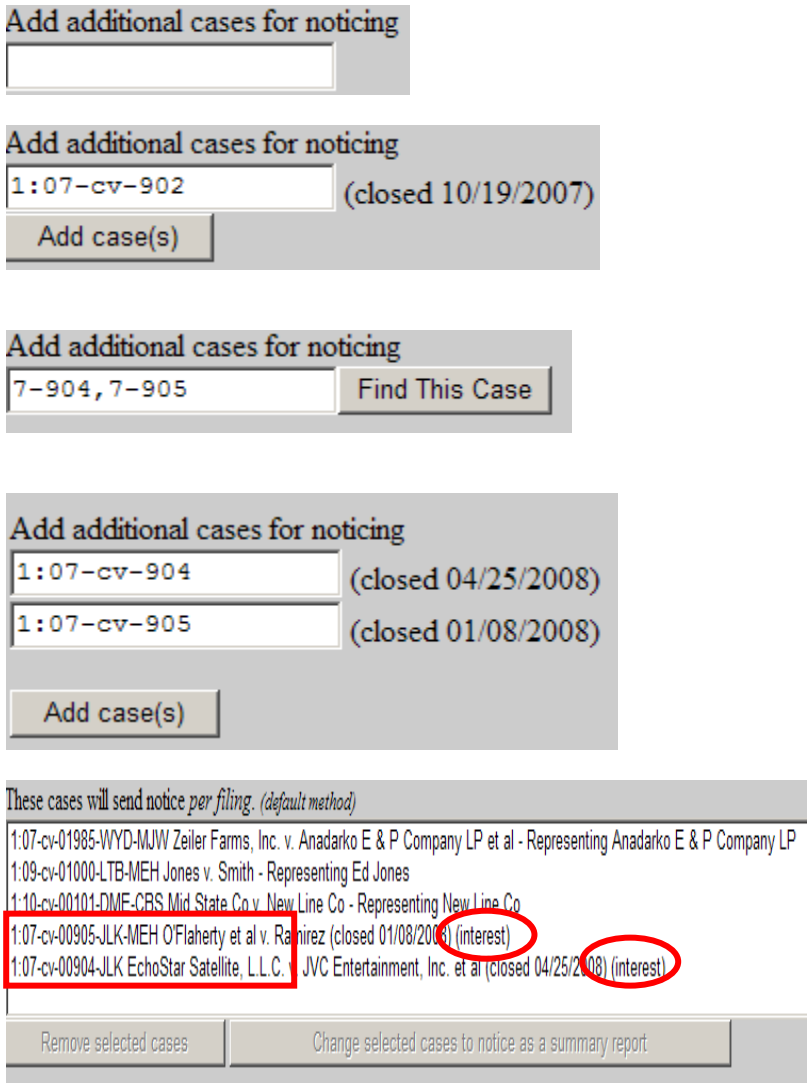


After all of the radio button prompts, there is a rectangular button with the display of, "Show all cases for this e-mail address".

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



The **Case specific options** are on the bottom half of the right pane. These are option settings which allow you configure the following:
Add additional cases for noticing that the attorney is not a party to,
Move cases from the default notification method to the alternate method,
Move cases back from the alternate noticing method back to the default method.

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

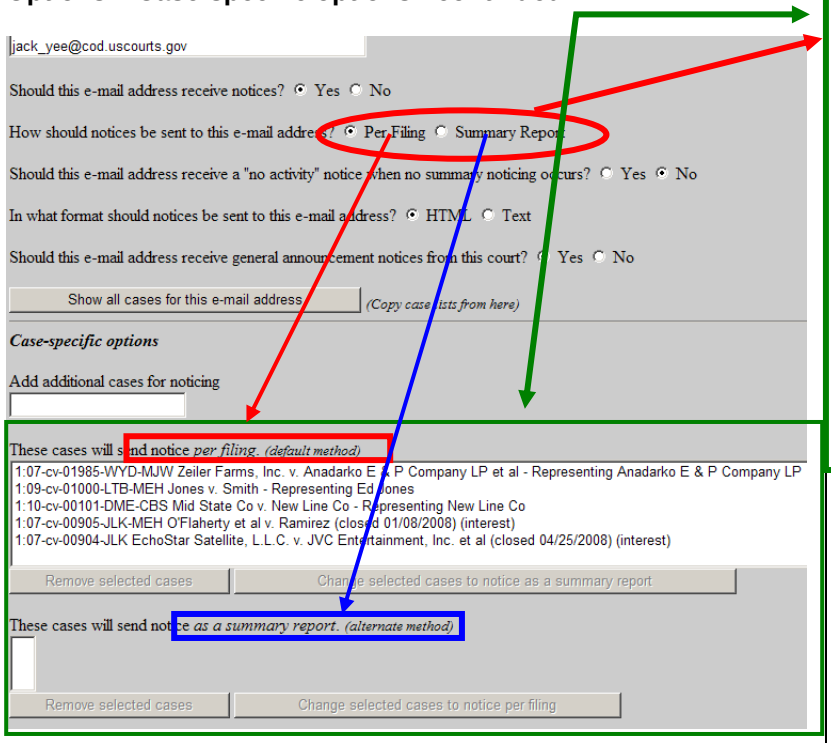
REMINDER!!! Any "additional cases" set up for NEF notification will **not** have a "Free look." ALL of the documents from these additional NEFs will be charged the current PACER fees when viewed. When the case is added to the list, there's a notation "(interest)" displayed next to the case so PACER charges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

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.

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.

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.

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



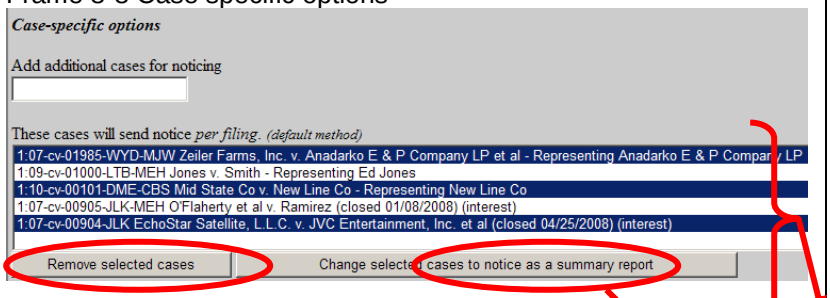
The two boxes below the "Add additional cases for noticing" will be populated based upon the selection made for noticing in the top "configuration options" section.

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 meth

Frame 8-8 Case specific options



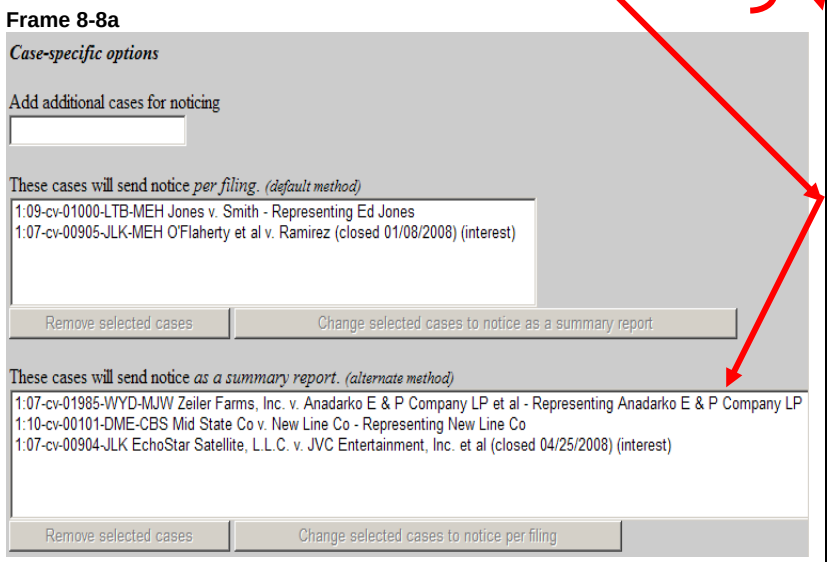
Per Filing CM/ECF will send an NEF each time a filing is docketed in the case. It is real time and is sent as soon as the filing is completed -

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***].

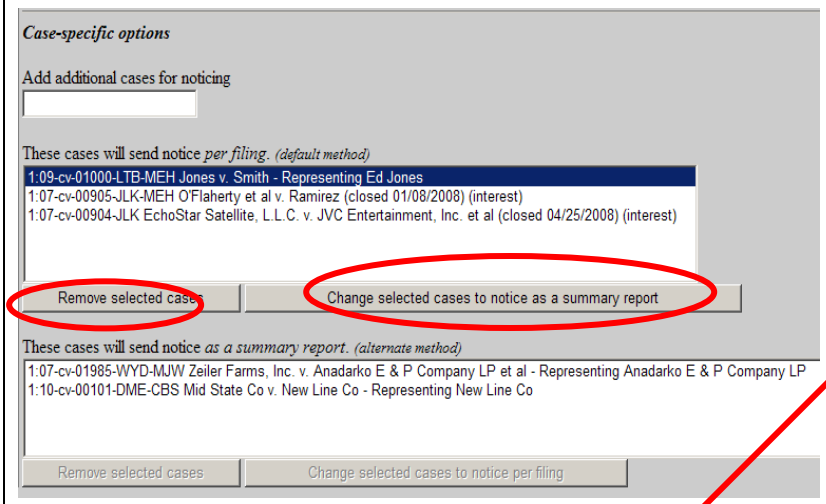
Frame 8-8a



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.

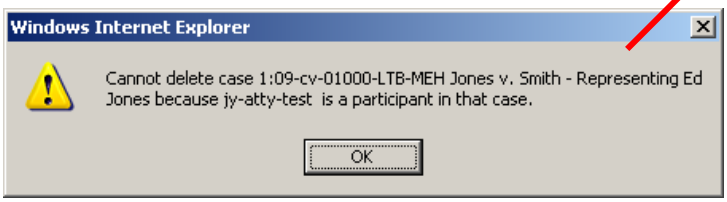
Frame 8-9 Case specific options



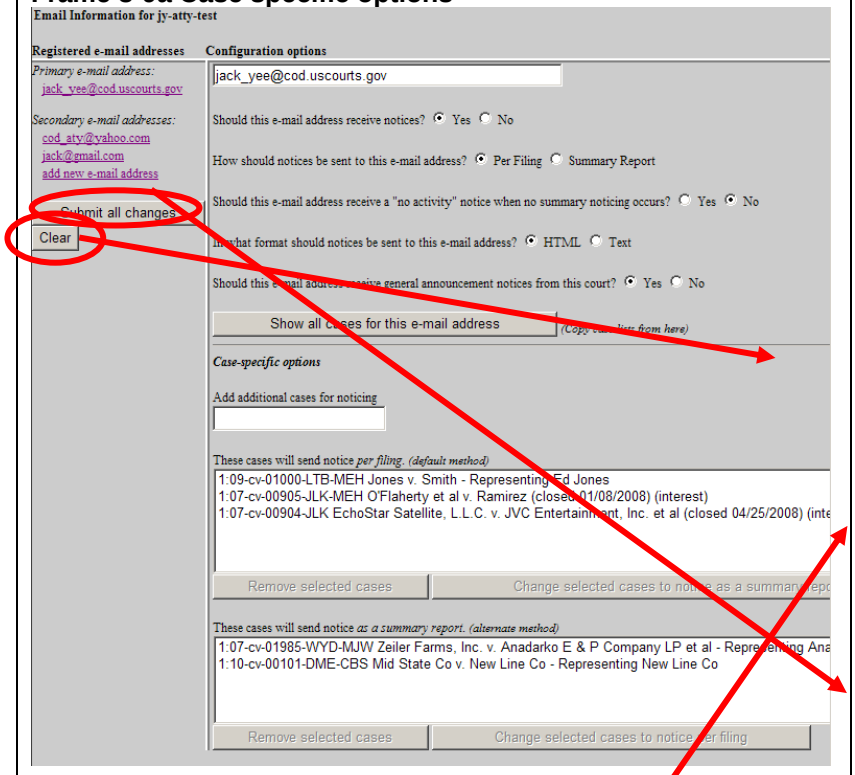
Cases for the **primary e-mail address CANNOT** be removed from noticing. If you select a case or several cases, both the **"Remove"** and **"Change selected cases to notice as a summary report"** are active.

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



Frame 8-9a Case specific options

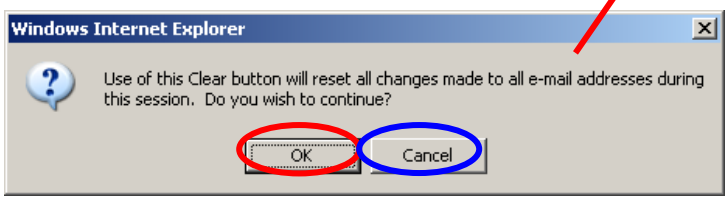


Back on the **Registered e-mail address** pane (on the left), there are two buttons, **"Clear"** and "**Submit all changes."**

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.

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

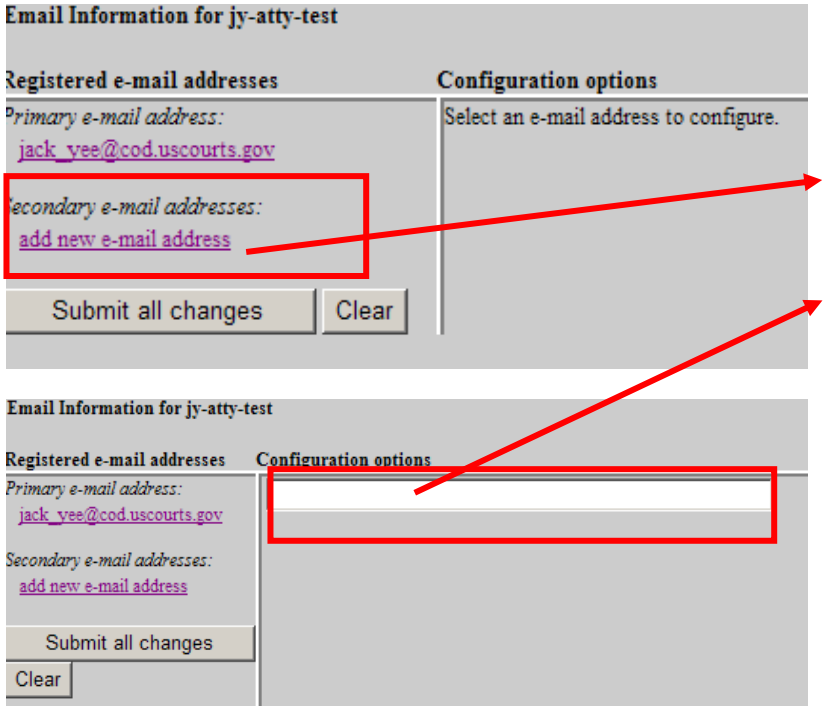
Same confirmation screen with the view/hide case list in view mode.

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



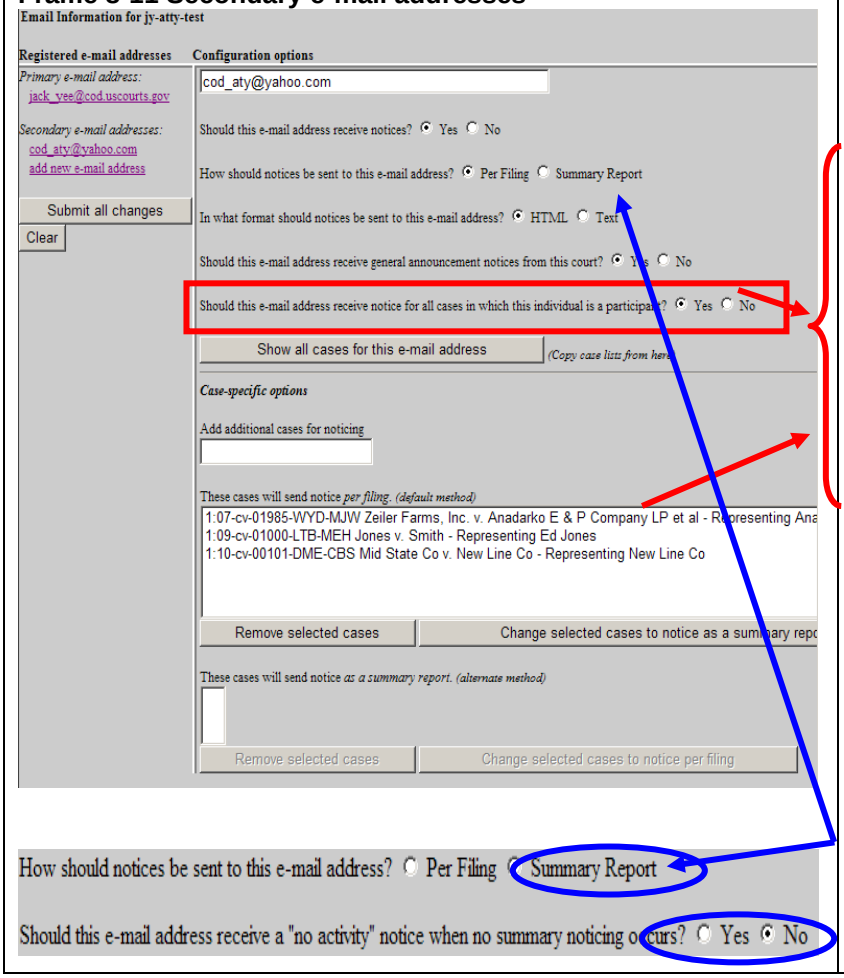
The **initial** state of the e-mail information screen is a minimum of one e-mail address, the primary, for each attorney account.

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



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.

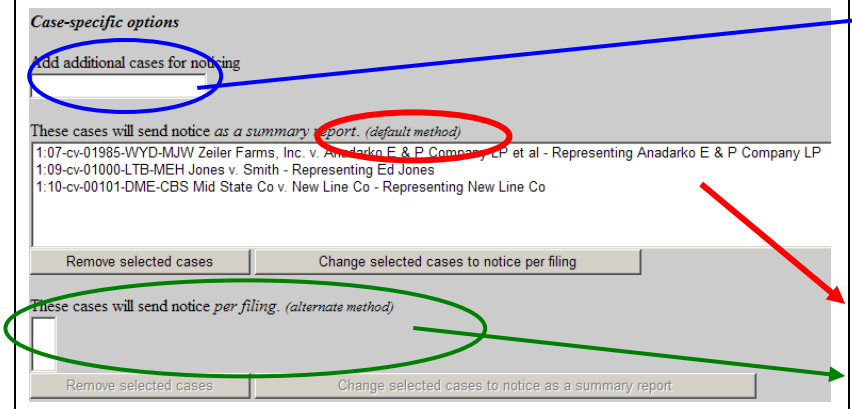
However, <u>for **all secondary e-mail addresses**</u>, there is a prompt asking "Should this e-mail address receive notice for all cases in which this individual is a participant?"

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.

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.

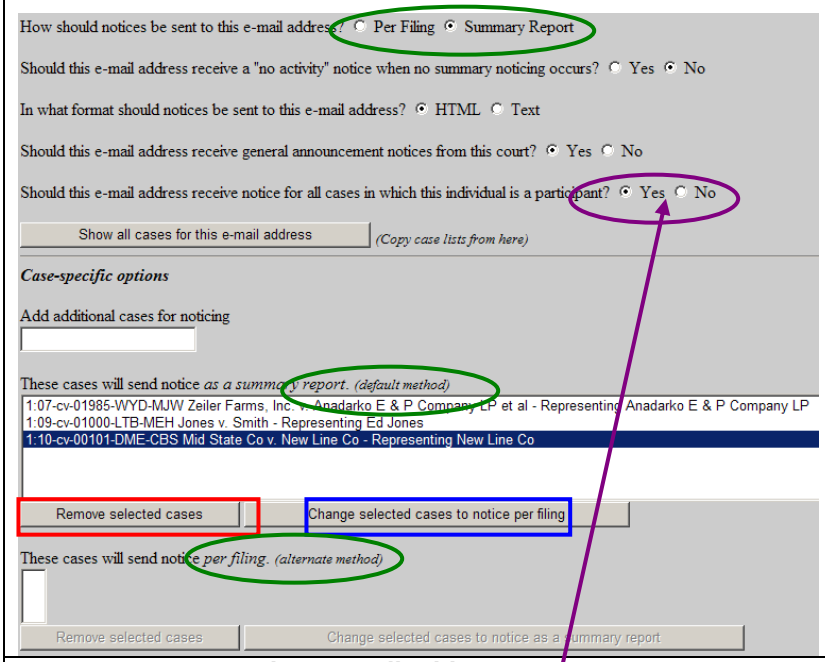
Frame 8-11 Secondary e-mail addresses



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.

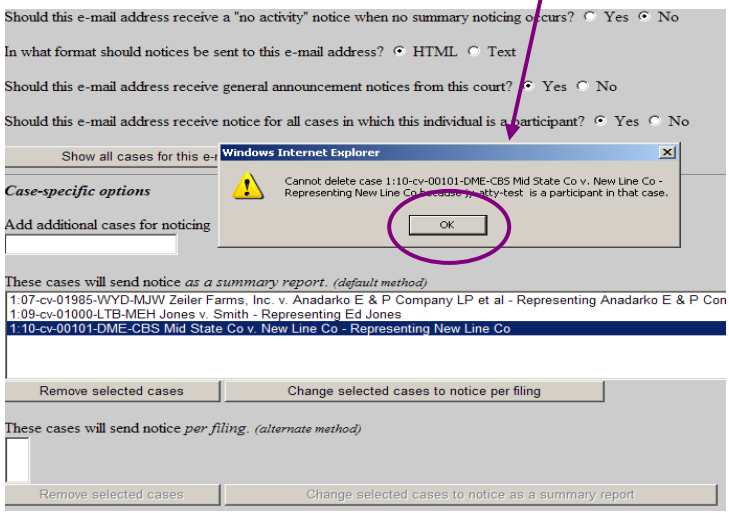
Frame 8-14 Secondary e-mail addresses



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.

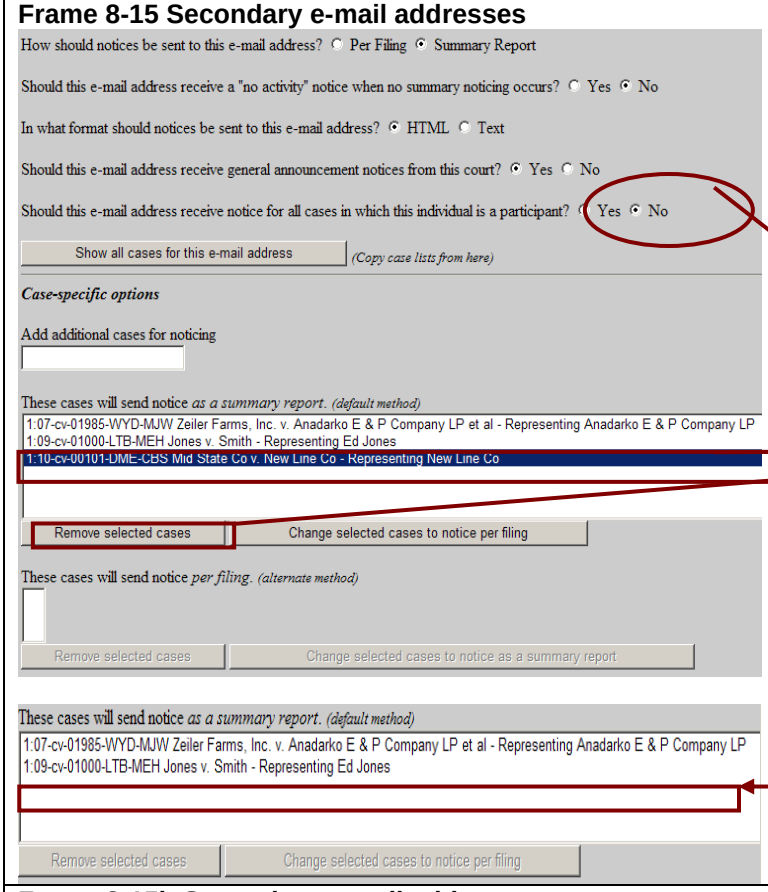
Since both buttons are active, you can click on either button.

Frame 8-14a Secondary e-mail addresses



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.

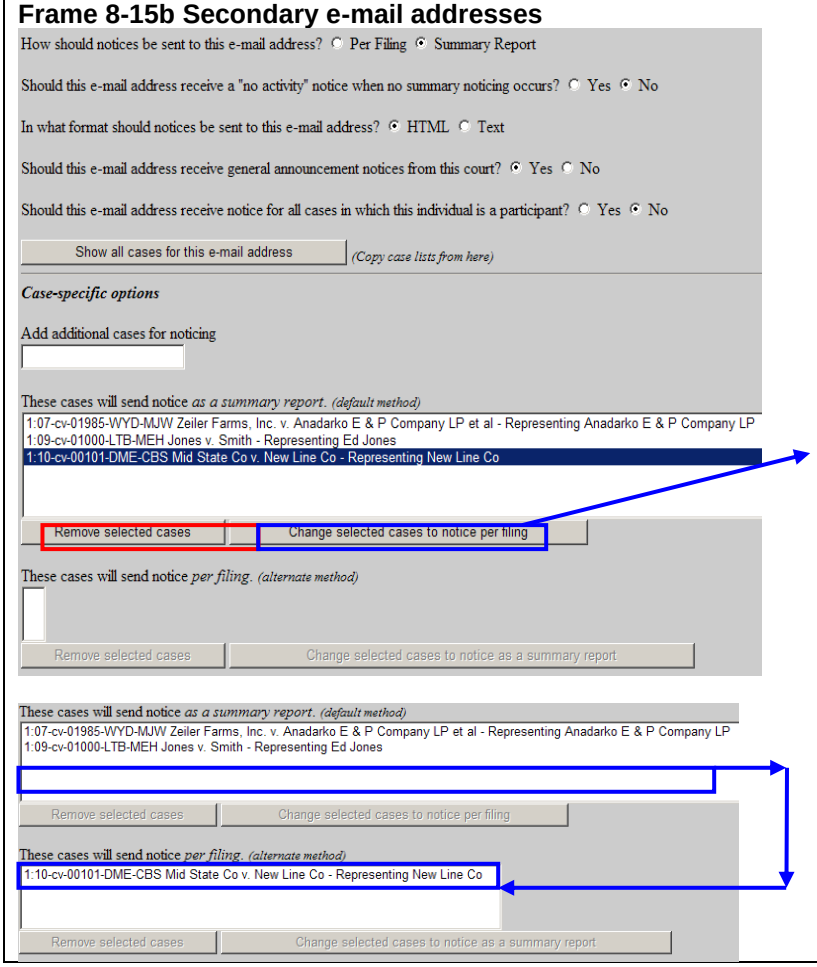
Frame 8-15 Secondary e-mail addresses



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



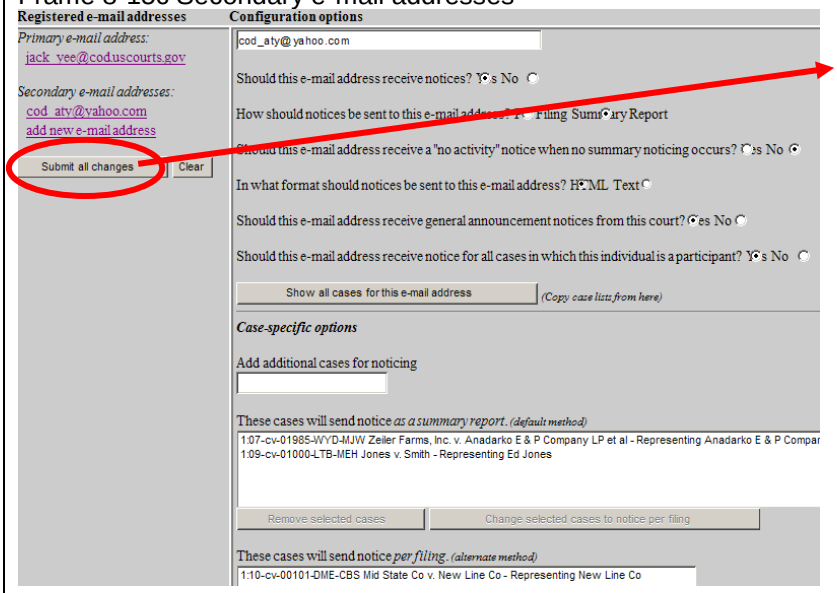
When any cases are selected in the display box, both buttons **[Remove selected cases]** and **[Change selected cases to notice per filing]** are darkened to become functional.

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.

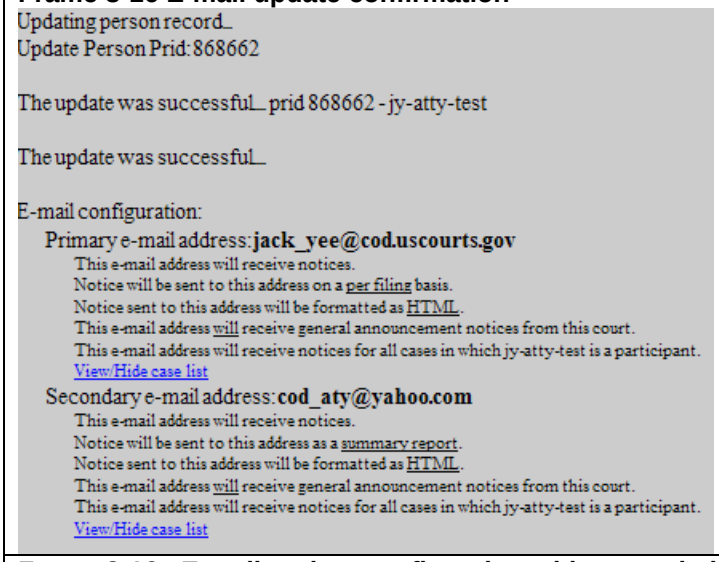
When the e-mail changes are submitted, the cases in the default method box will be delivered as individual NEFs. The cases in the "Alternate method" box will be delivered as a summary NEF, at midnight.

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



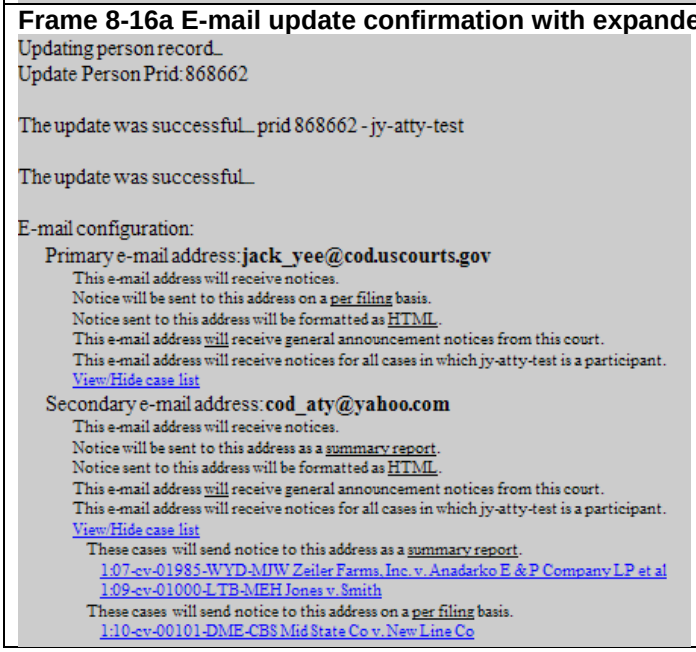
CM/ECF performs the update and displays a confirmation screen. When making several e-mail changes, it would be beneficial to review the summary provided.

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



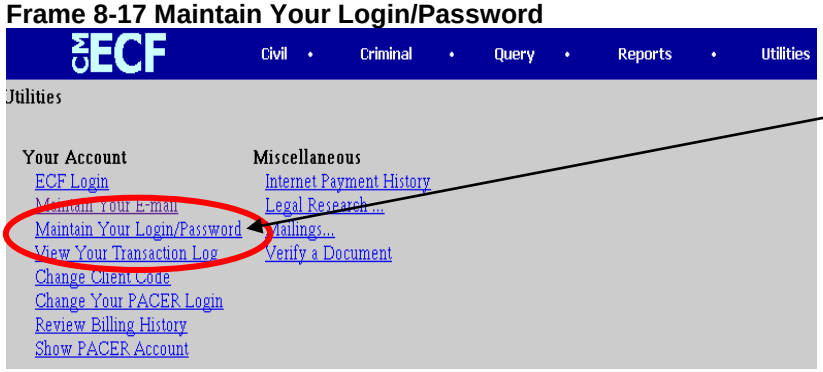
The confirmation screen shown with the view/hide case list in view mode.

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.

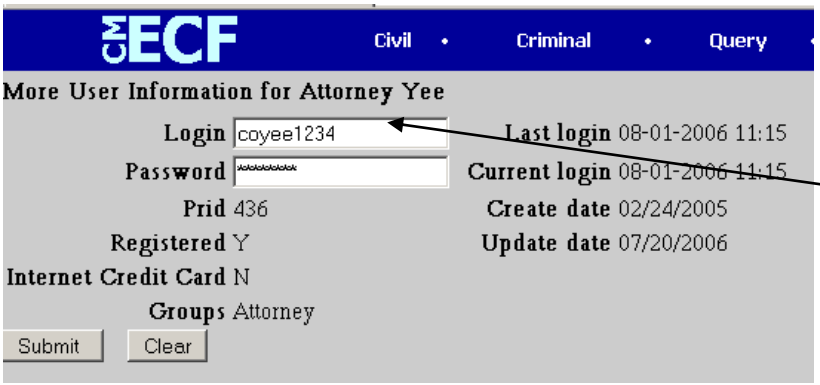
NOTE: PACER login will be required and PACER charges will apply if you click on a link.

Frame 8-17 Maintain Your Login/Password



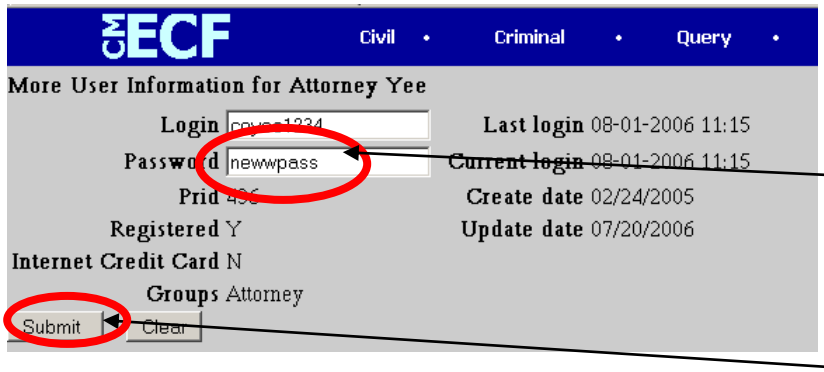
Maintain Your Login/Password.

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.

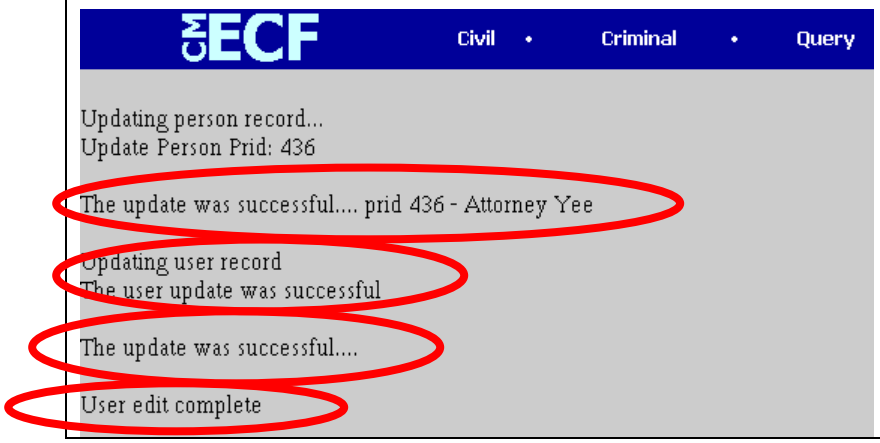
Notice that ECF displays a string of asterisks in the "Password" field. To change your ECF password, place your cursor in the **"Password"** field and delete the asterisks. Then, type in your new password. ECF displays the actual characters of your new password as you type.



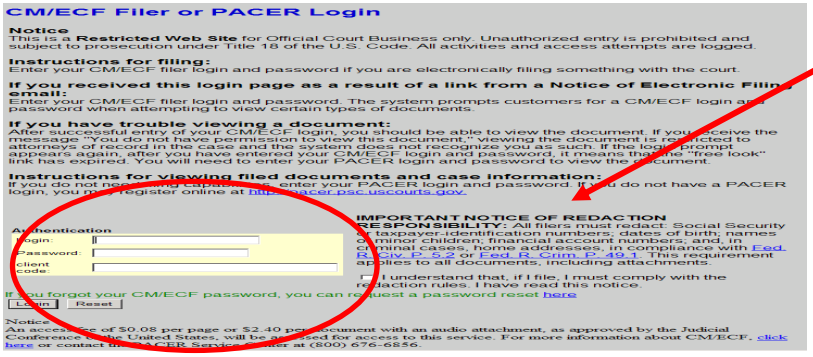
You can and should regularly change your password. It's a minimum of **8 characters** (one upper case letter, lower case letter and a digit or special character). You will see the password you type in, as there is no confirmation entry.

The password is CASE Sensitive

After changing your password, **[Click]** on the Submit button apply the password change.

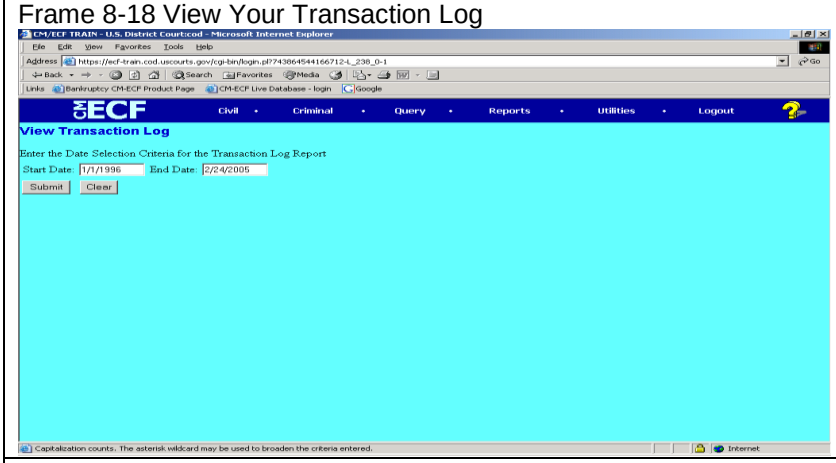


After submitting, a confirmation screen will be displayed indicating the update status.



If you have forgotten your password, click on the link provided, enter your login id and request a new password. **(NOTE: the new password will be emailed to the primary email account listed).**

Frame 8-18 View Your Transaction Log



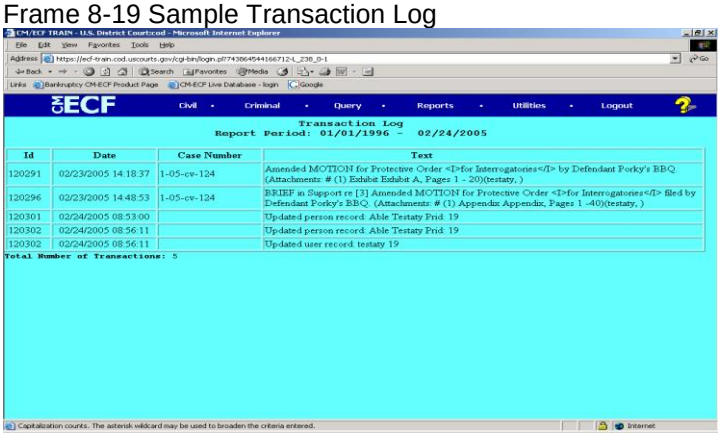
View Your Transaction Log

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



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.

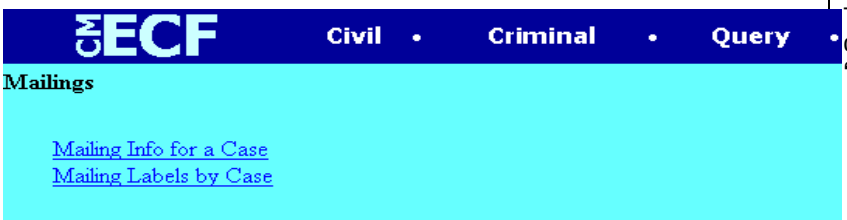
This Transaction Log is provided at no charge to the customer.

Frame 8-20 Mailings

Mailings

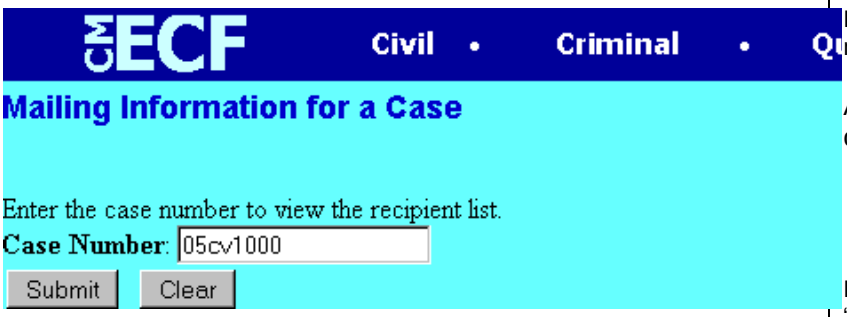
When you click on the **Mailings** link, Mailings sub-menu is displayed.

Frame 8-21 Mailing information sub-menu



The Mailing sub-menu has options displayed as well. Click on the **"Mailing Info for a Case"** link.

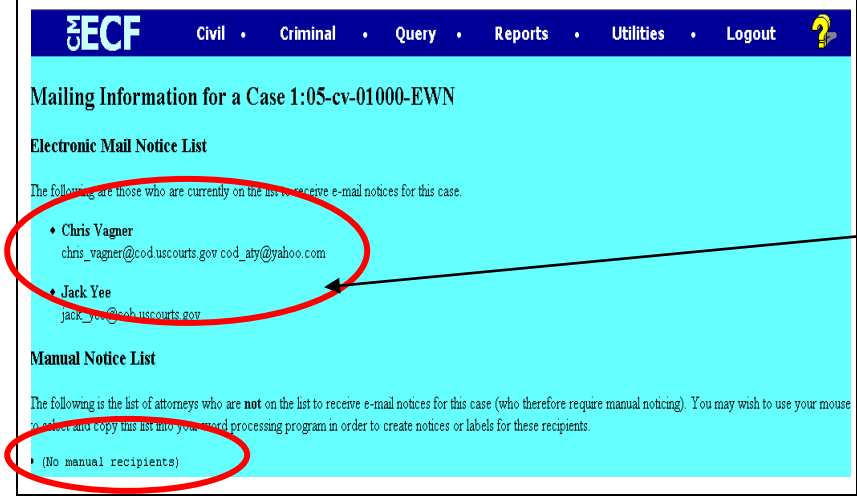
Frame 8-22 Mailing info for a case - Case number entry screen



Enter the case number you want to get mailing information on.

After entering the case umber, click on the **[submit]** button.

Frame 8-23 Mailing info for a case display



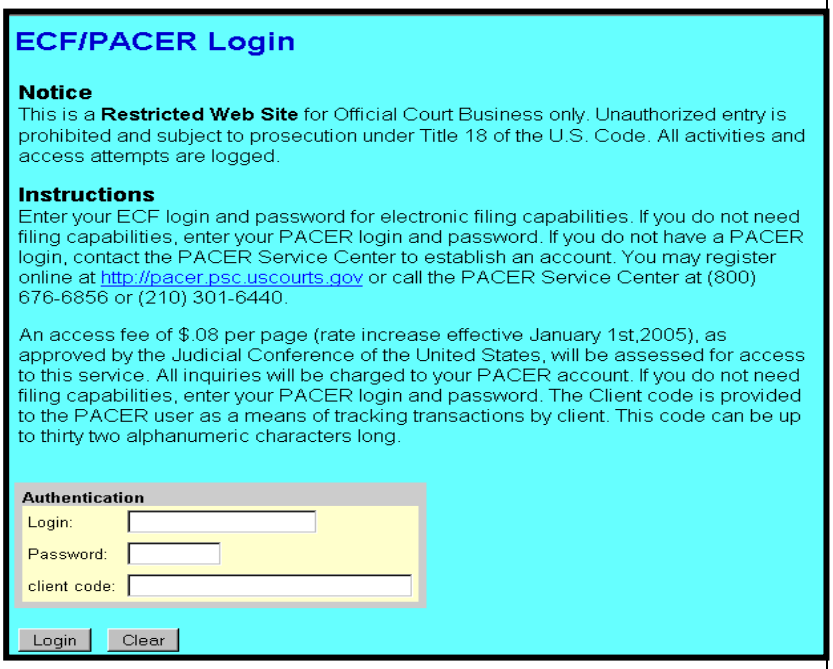
ECF returns a display of how ECF will "notice" the parties in the specified case.

In this example, the attorneys have e-mail address and will be noticed electronically by e-mail.

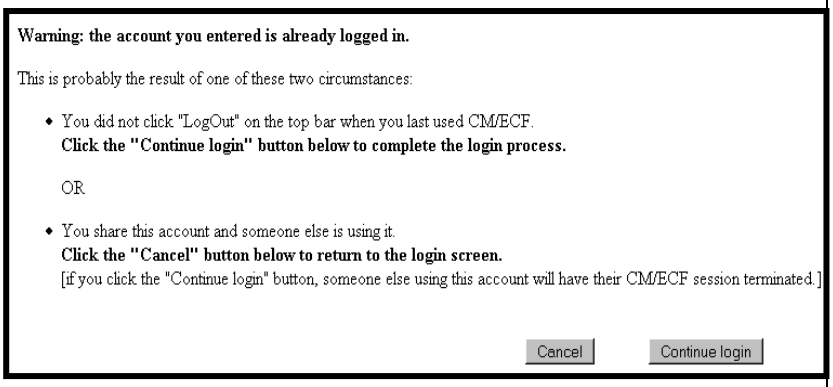
If there were "manual" recipients listed, their names and address would be displayed here. In this example, there are no "manual" recipients.

You can highlight the text here and copy into your Certificate of Service.

Frame 8-24 ECF Logout



Frame 8-25 ECF Login warning screen



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.

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

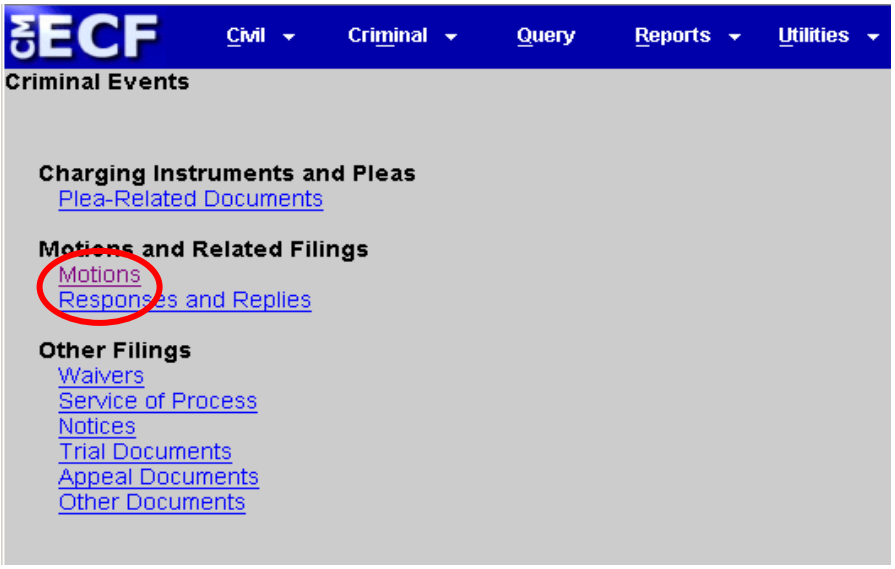
As an illustration, this section of the User Manual describes the basic steps you will need to take to file a motion with the court. The process for filing other types of documents using other criminal events is similar.

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.

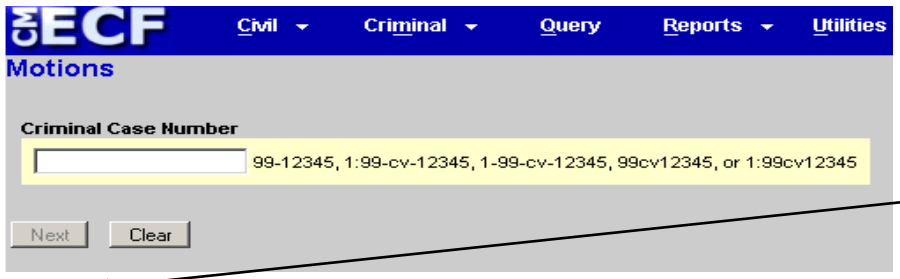
Frame 9-2 Criminal Docketing Categories



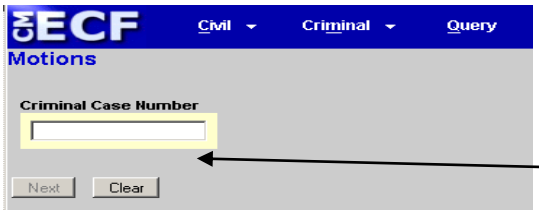
Criminal Docketing Categories

- 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)



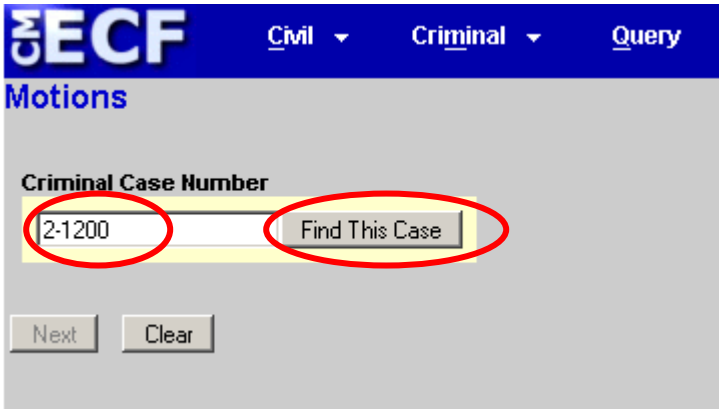
Identify the case

a. Identify the Case for Which the Document is Being Filed.

b. Enter the number of the case for which the document is being filed.

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

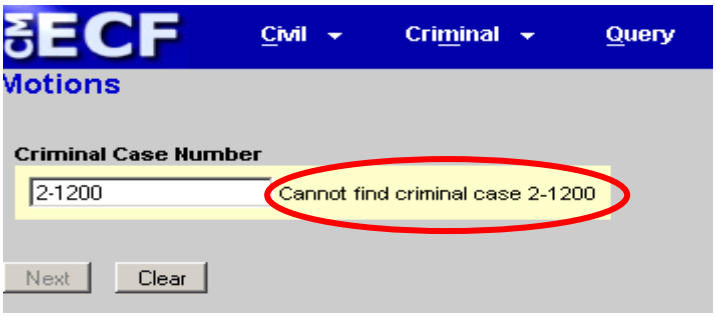
Frame 9-4 Case number entry



c. Once you begin to enter a case number, the Find This Case button is displayed.

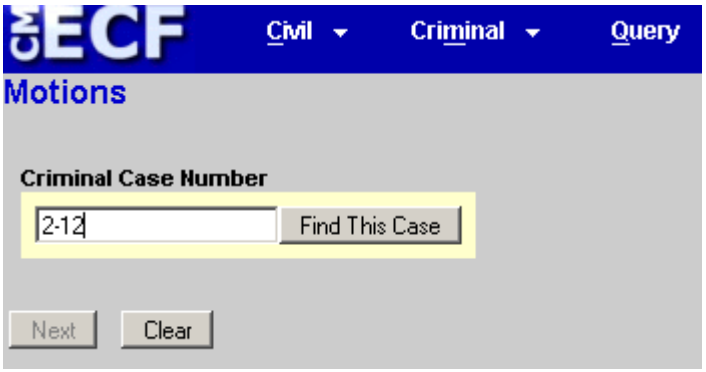
d. d. After entering the entire case number, click on the Find This Case button.

Frame 9-4b Case number entry error



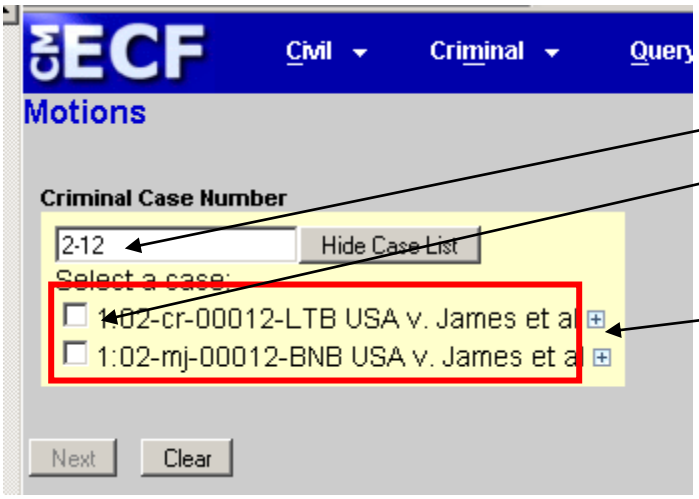
e. If the case number is not valid, a message is displayed next to the entry box. The Next button continues to be grayed out.

Frame 9-4c case Number entry – correction



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

Frame 9-4d Case selection for duplicate case numbers



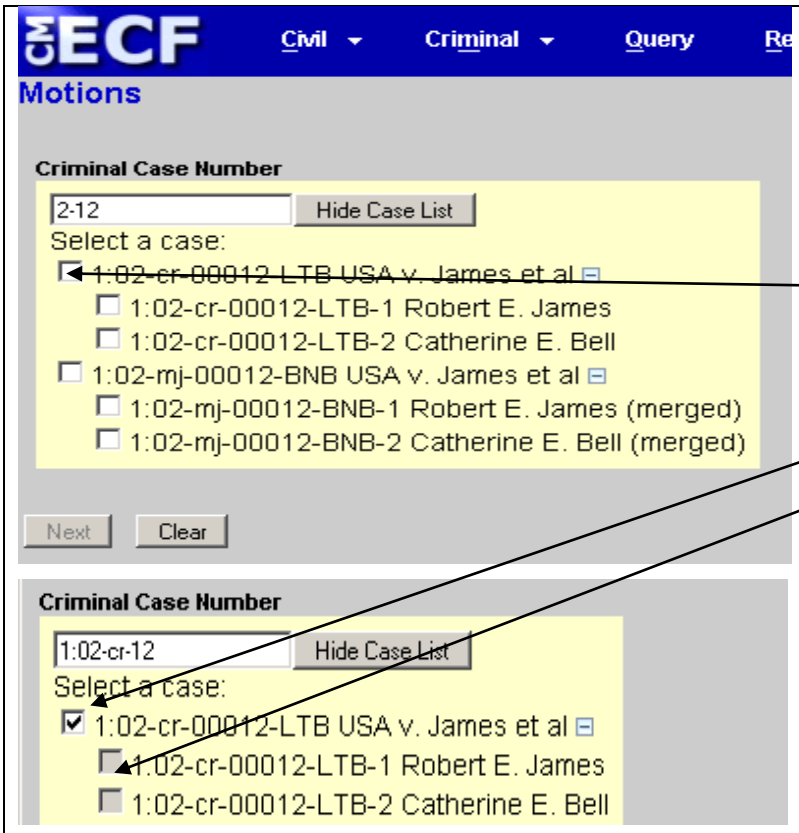
g. If there are multiple case numbers with the same number (different case type), a display list will be shown to indicate the case number choices and check boxes to allow you to check the case you want to file your motion.

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

Multiple Defendant list

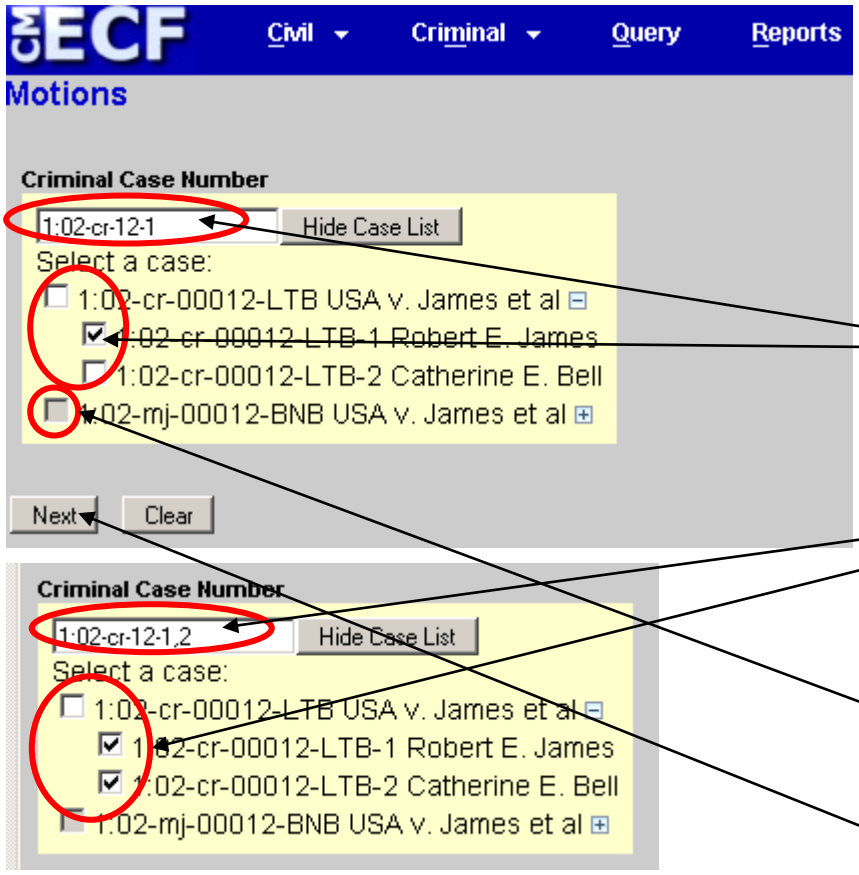


If there are multiple case numbers with the same number (different case type), a display list will be shown to indicate the case number choices and check boxes to allow you to check the case you want to file your motion.

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



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.

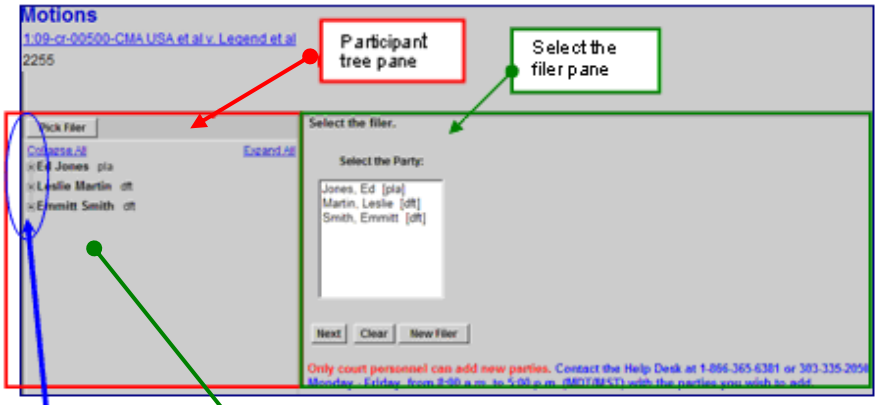
Frame 9-5

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 to continue the docketing process.

Frame 9-7 Designating the filing party



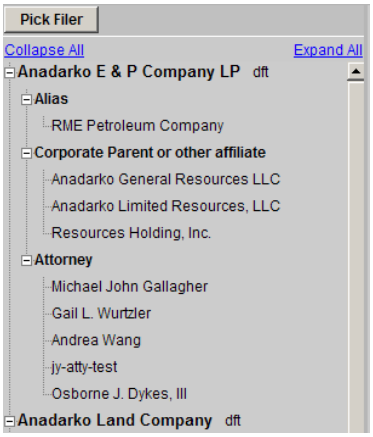
The "plus" symbol indicates you can click on the "plus" to expand the information related to that specific party.

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.

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

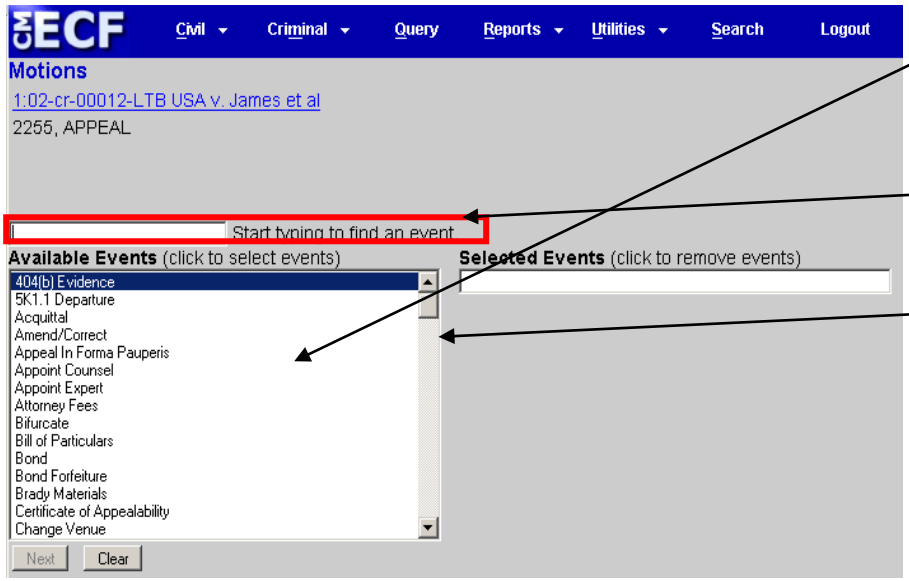
Note: If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you 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

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.

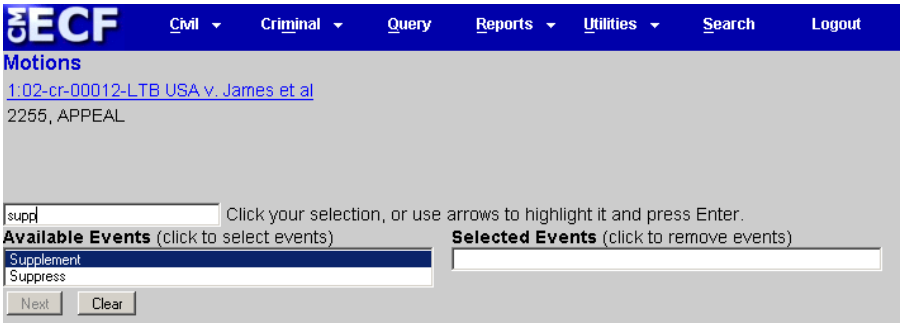
Frame 9-10 Motion selection screen



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/

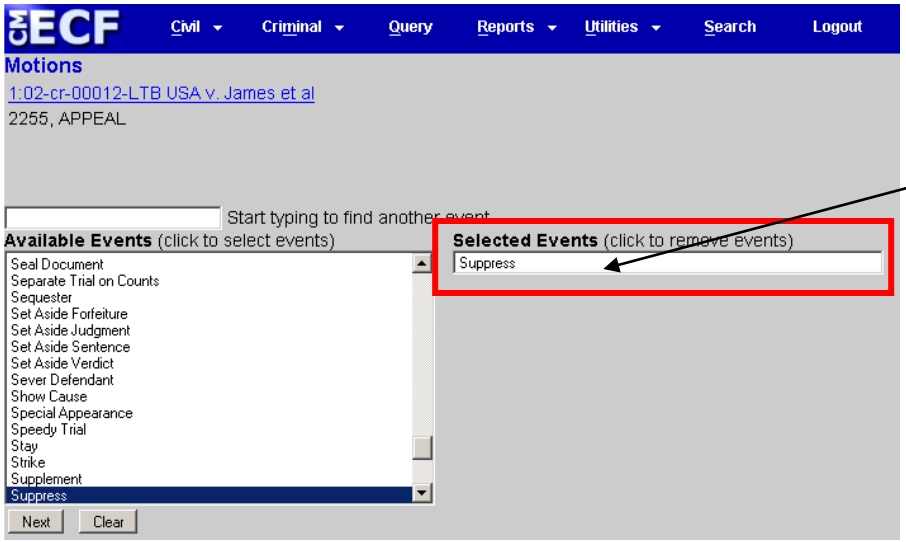
Frame 9-10a Motion selection screen (continued)



- 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.

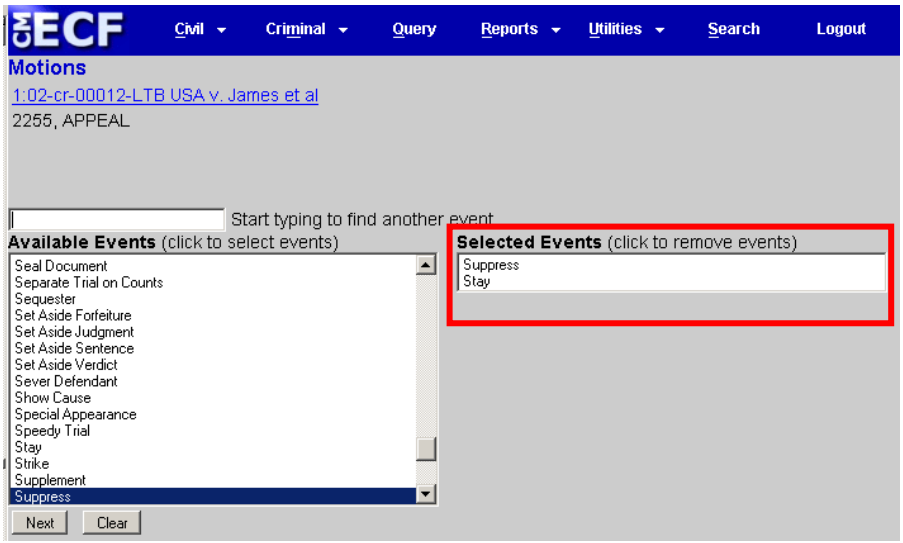
Frame 9-10b Motion selection screen (continued)



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.
-
-

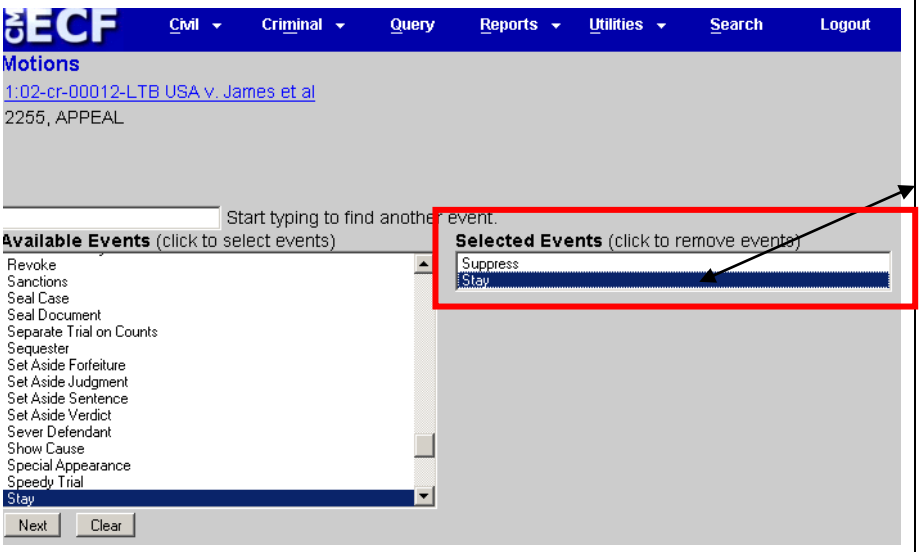
Frame 9-10c Motion selection screen (continued)



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.

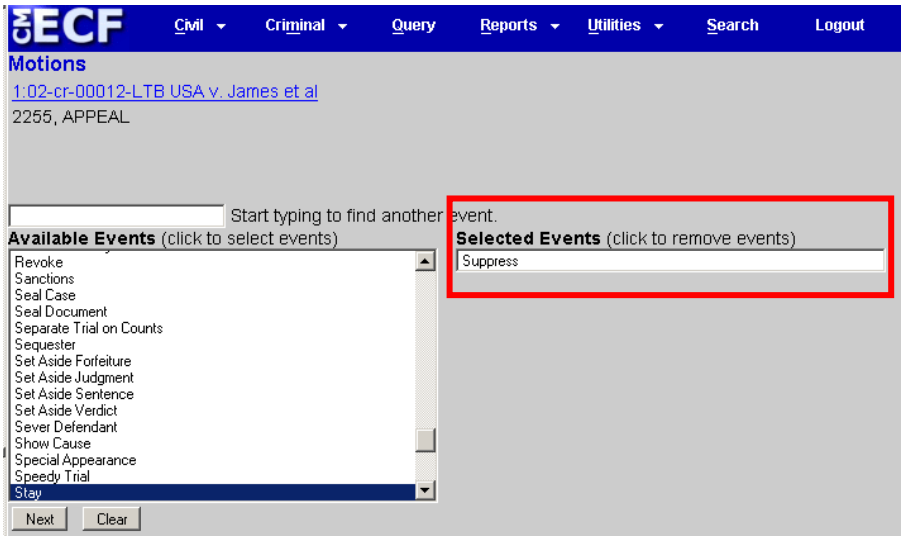
Frame 9-10d Motion selection screen (continued)



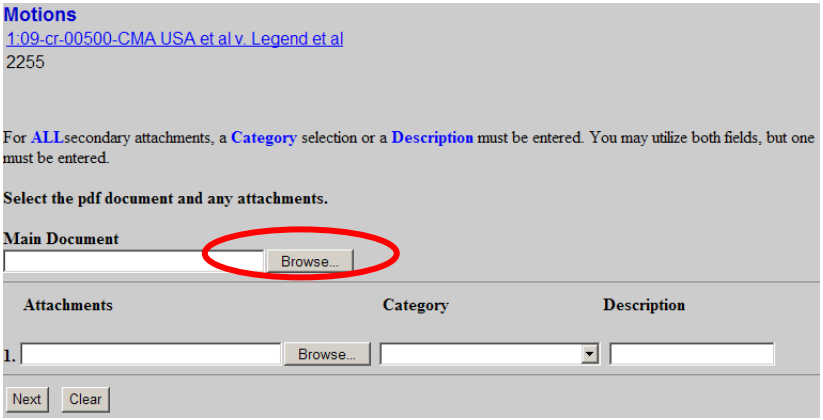
Removing a selected motion from the selected list

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)



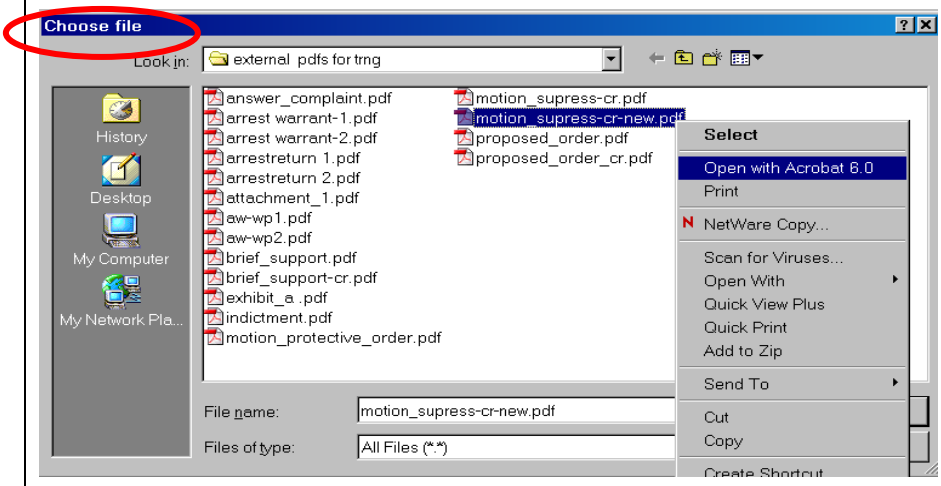
Frame 9-11 Specify the PDF Document to File.



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



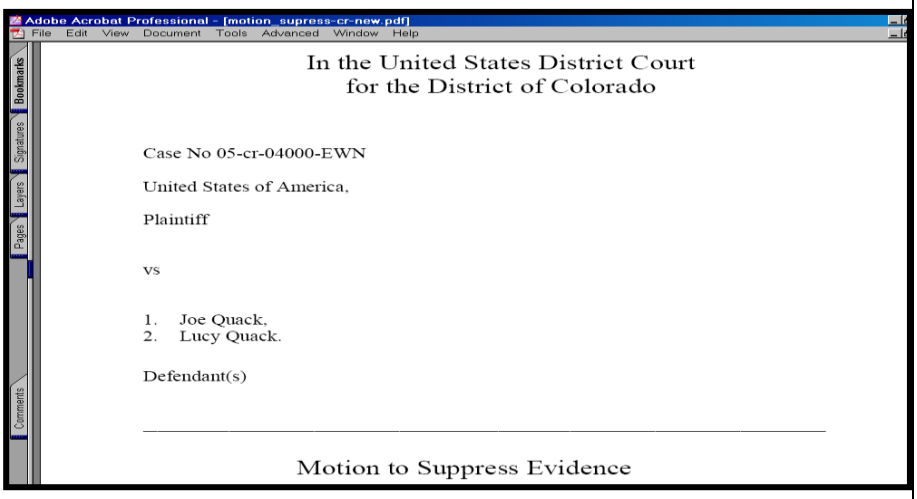
Viewing the PDF document

- 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

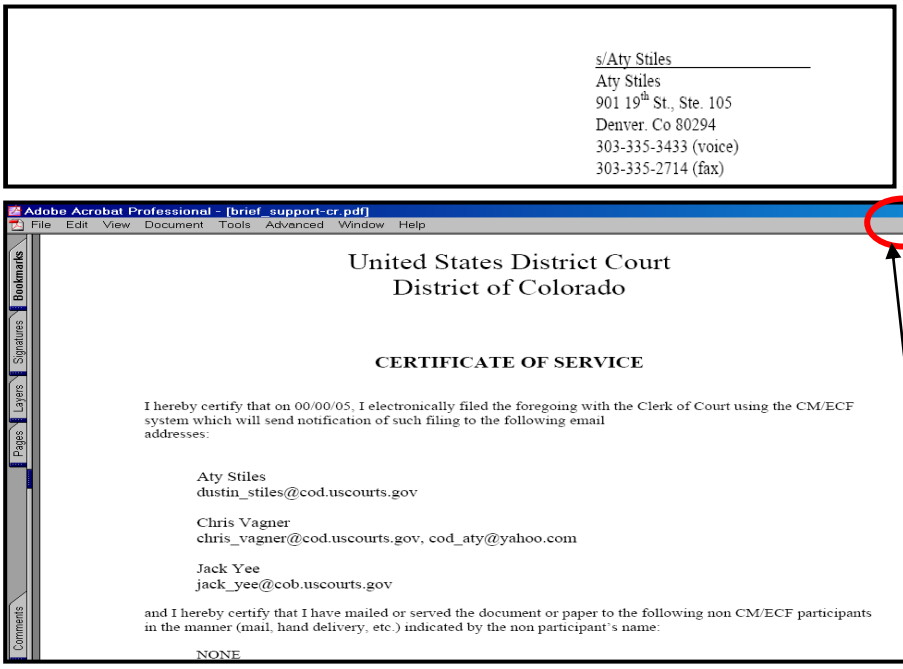


Review the PDF document

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)

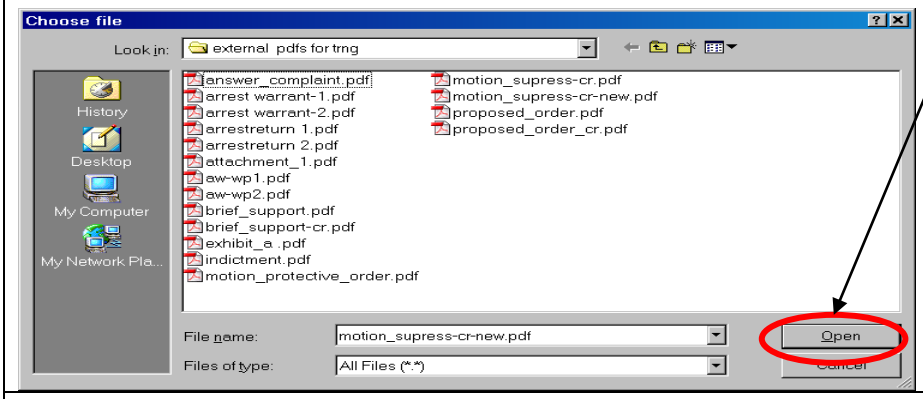


Review the PDF document (Continued)

- 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.

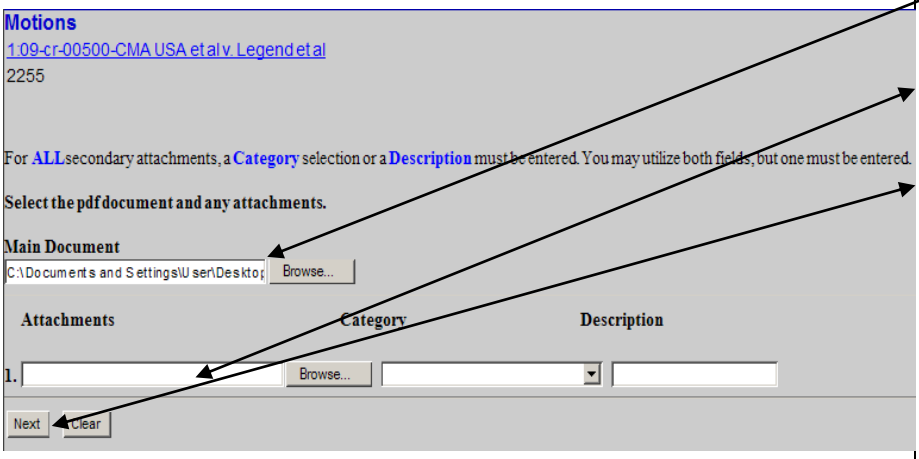
Choose file dialog box

Frame 9-16 Choose file dialog box



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

Frame 9-17 Attaching additional PDF documents to the main document such as exhibits, proposed orders, etc.

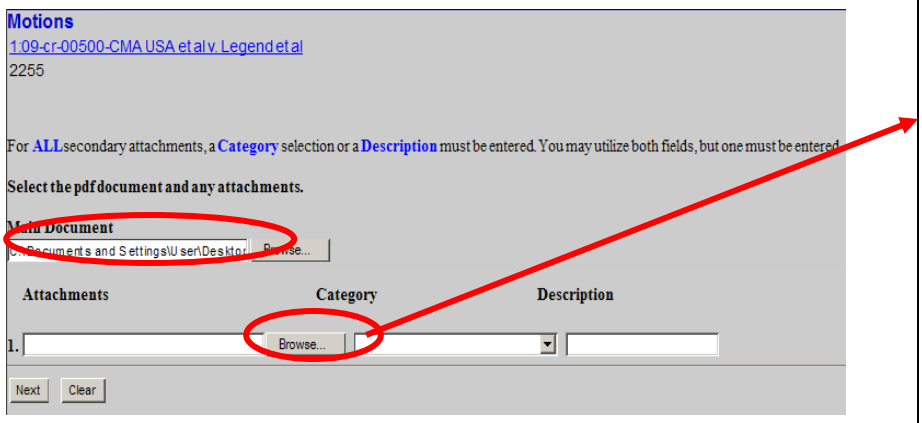


Attaching the PDF document

- 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.

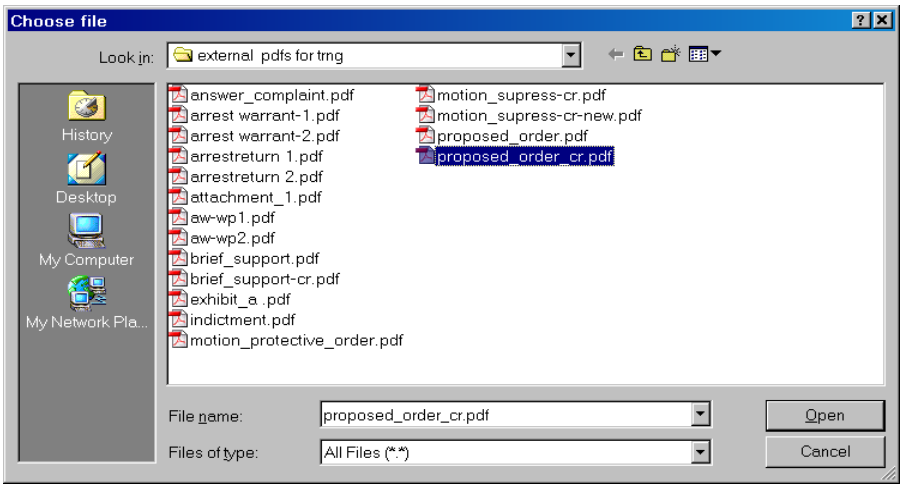
Frame 9-18 Additional Attachments



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.

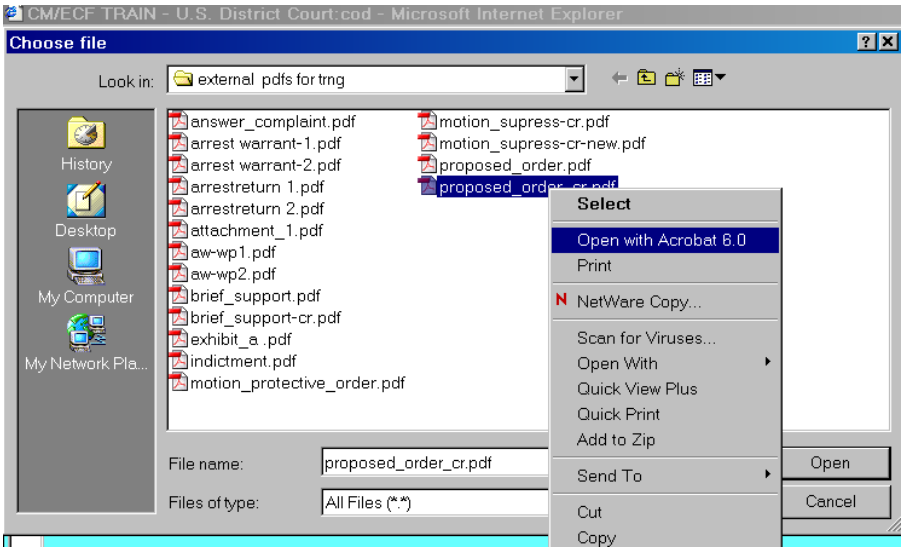
Frame 9-19 Select and view the PDF Document



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.

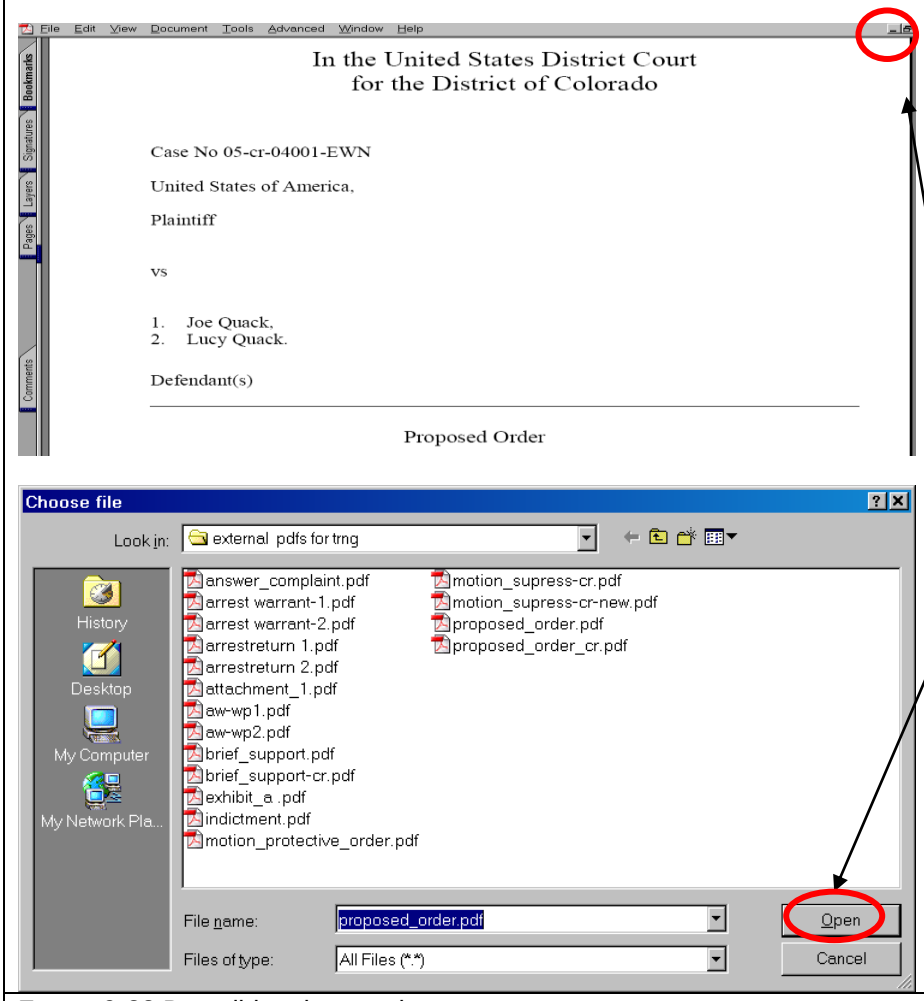
Frame 9-20 Opening up Adobe Reader or other PDF viewing software



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



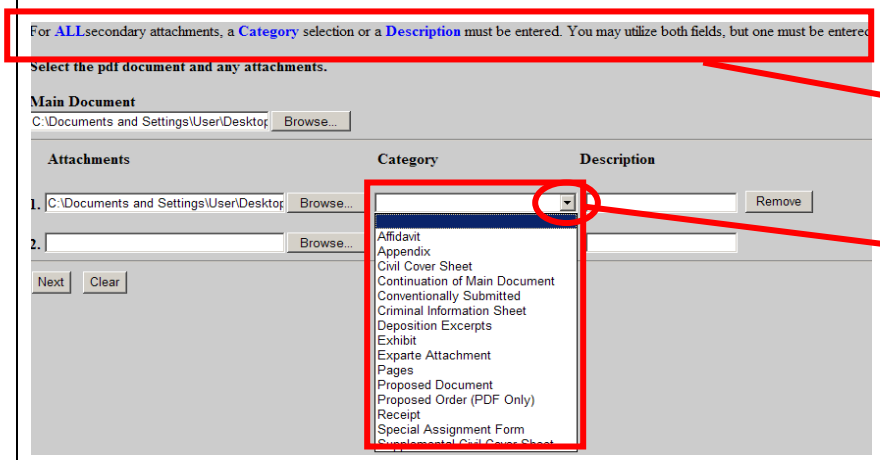
Review the PDF Document

When viewing the PDF document, check the document for items such as:
court
case number and style
parties
correct
document

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



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

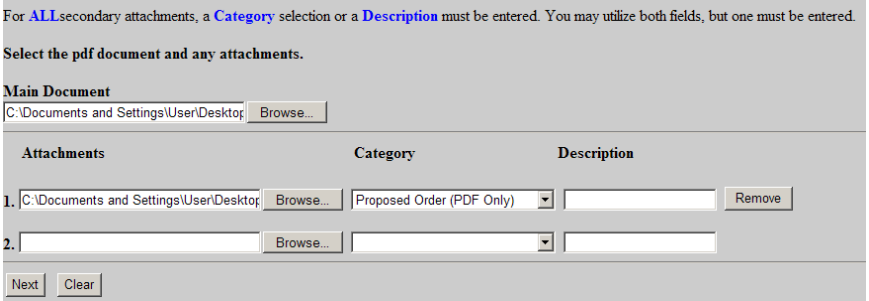
Click on the drop down arrow to see the list of attachment types. If the type does not fit the attachment, select the blank entry.

You can then enter a description to in the description field.

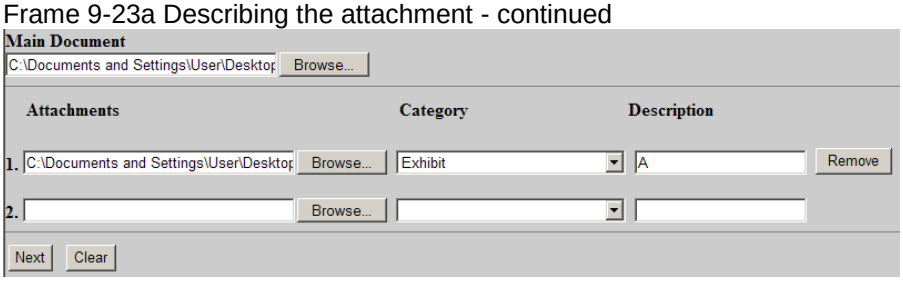
Frame 9-23 Describing the attachment - continued

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.

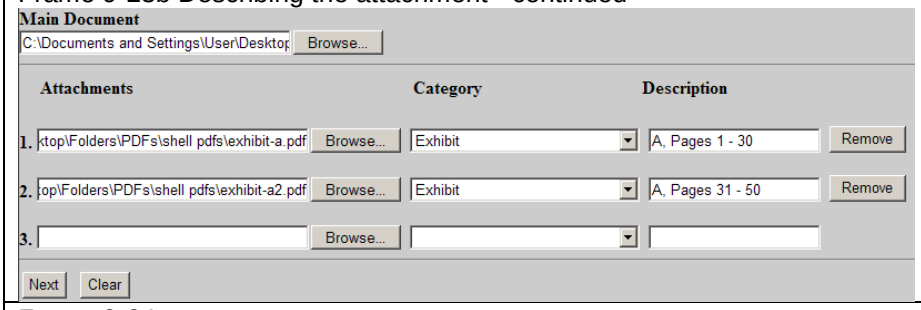


Frame 9-23a Describing the attachment - continued



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

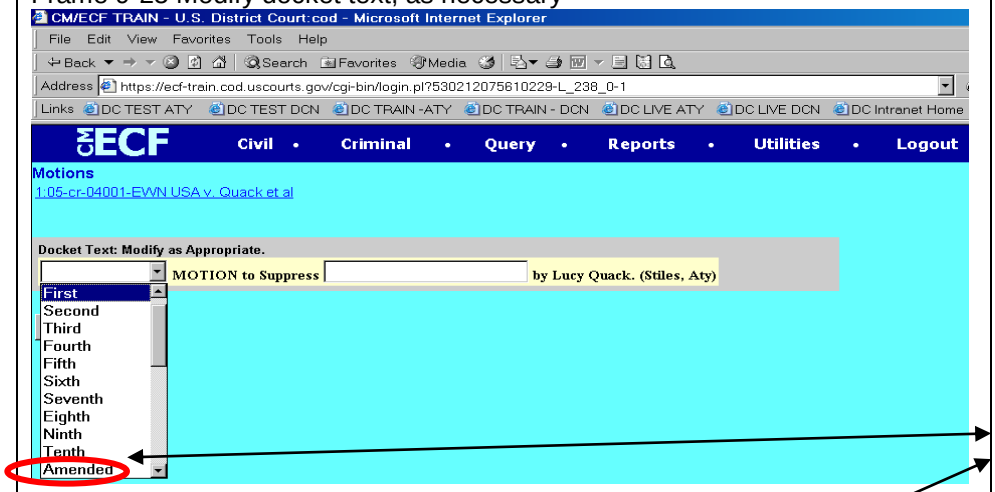


In this example, if you have to break up an exhibit, you can enter the page numbers of the exhibit being submitted. In the "Description" field you can enter Pages 1 – 30 of Exhibit A.

Frame 9-24

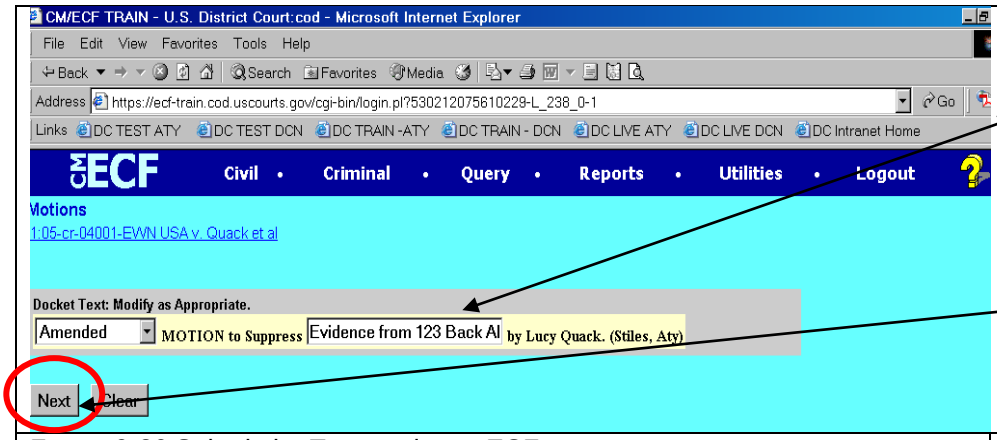
Note: If the judicial officer's procedure calls for the submission of a proposed order, users are required to submit a proposed order as a PDF attachment to the document.

Frame 9-25 Modify docket text, as necessary



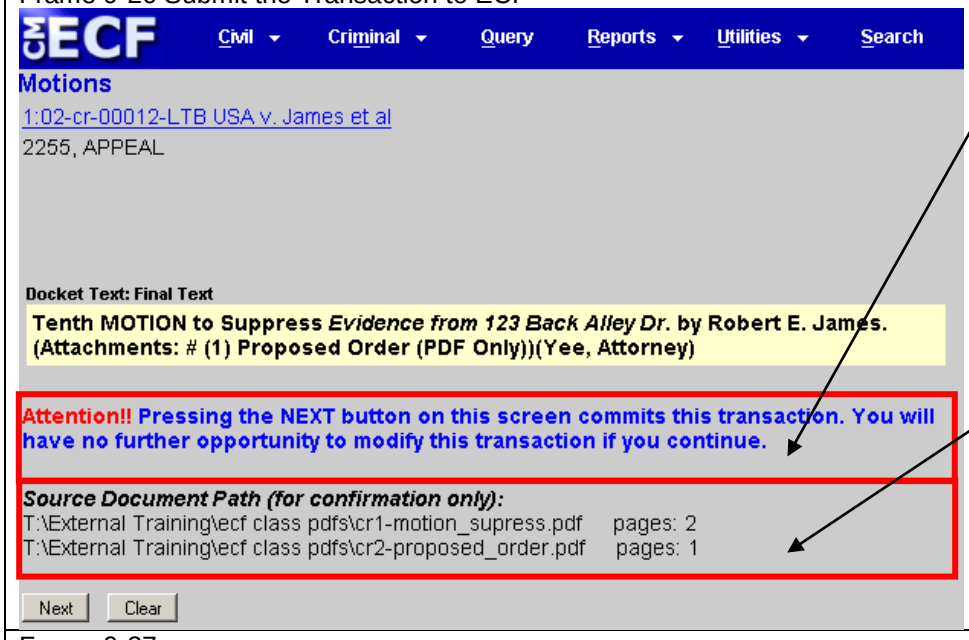
Modify docket text, as necessary

- 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 by 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



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.**

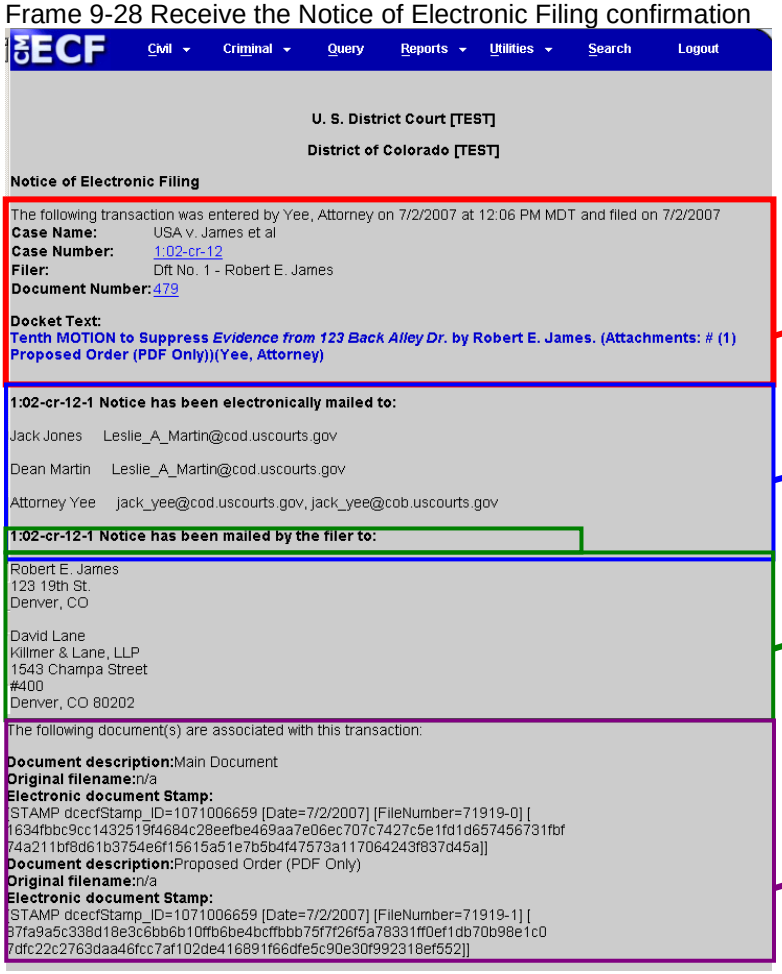
Note: You **CANNOT** view any of the actual the document(s), only the path, filename, and number of pages.

- 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



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

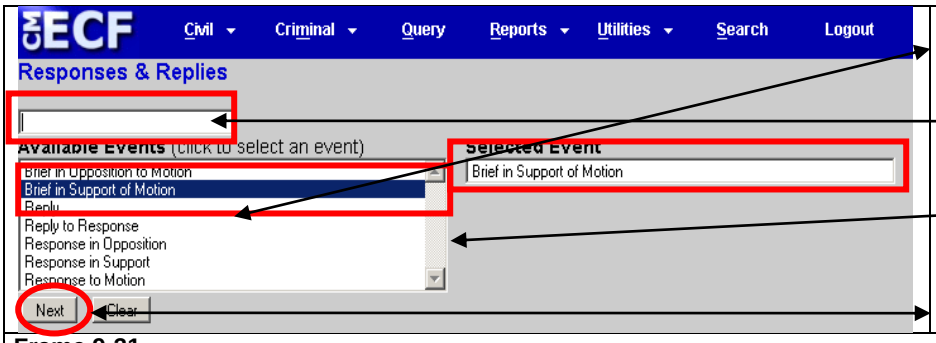
Selecting Supporting Documents, Responses and Reply Events

- 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



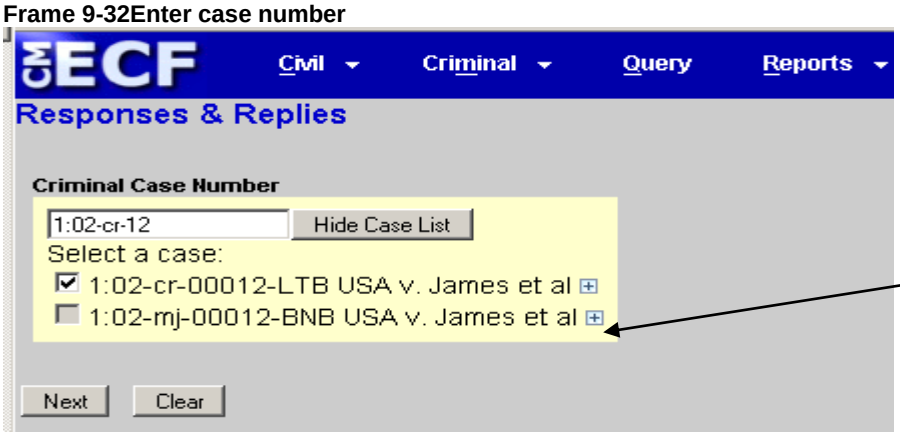
event you want to select.

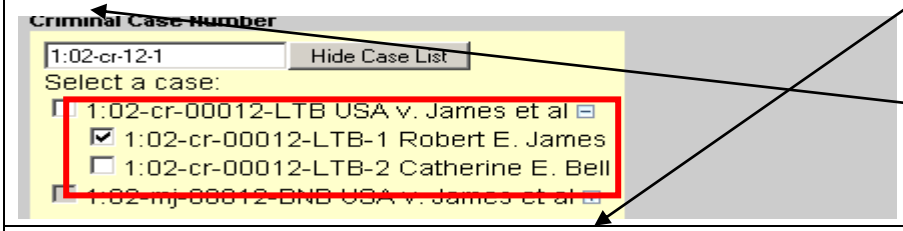
- You may also scroll up/down the scroll bar in the **"Available events"** list to facilitate your selection of motion events.
- After selecting the **Brief in Support of Motion,** click on the **[Next]** button.

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 9-32Enter 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 9-34Designating the filing Party

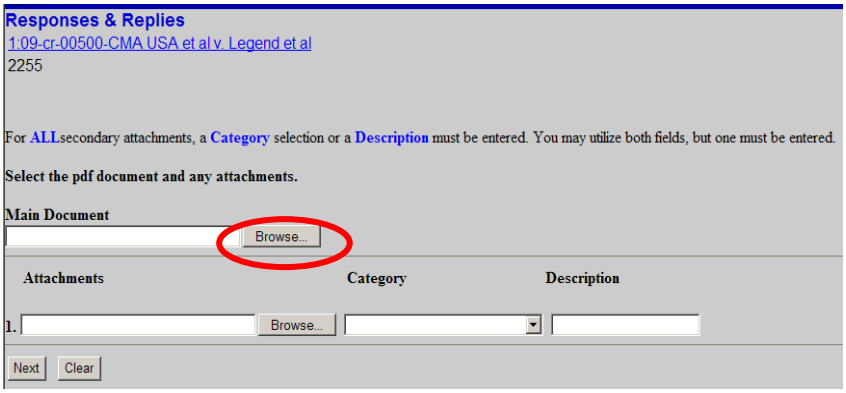
Designating the filing party

- 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

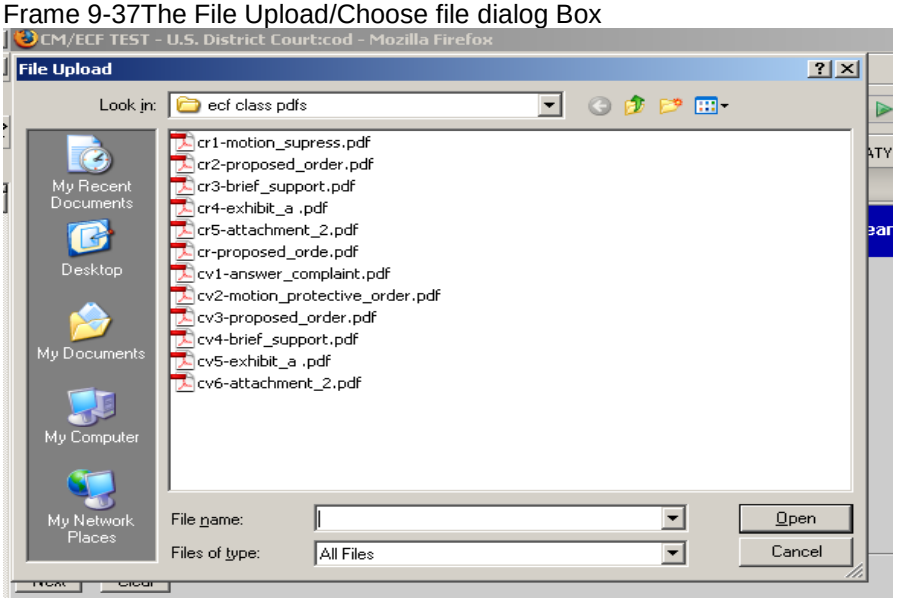
Note: If the list depicted does not display the party or parties a user represents, contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time) with your party's information. Only court personnel can add or create new parties to a case. If you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

Frame 9-36Attaching 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

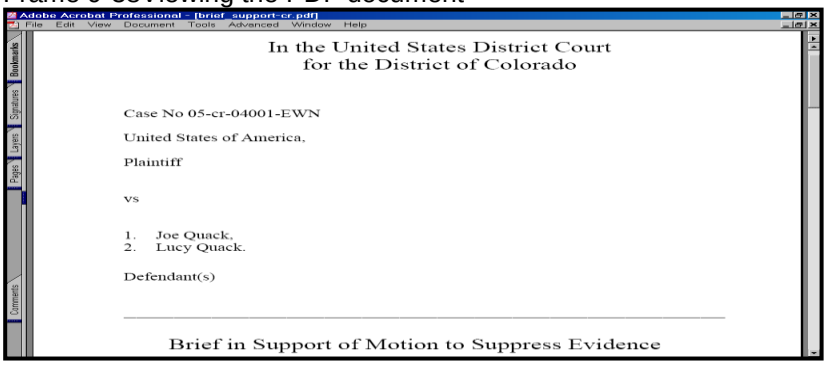


File Upload/Choose File dialog

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

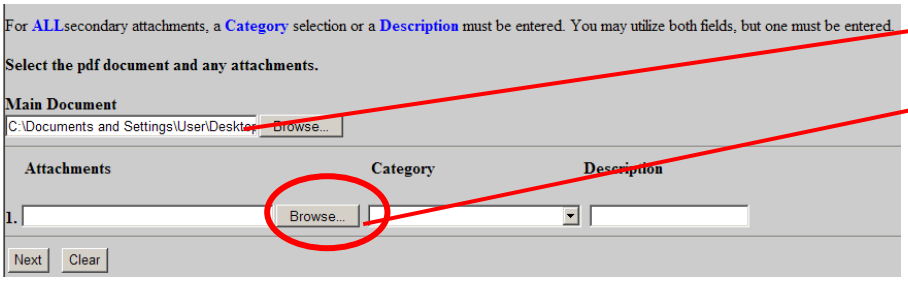
When viewing the PDF document, check the document for items such as:
court
case number and style
parties
correct
document

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 9-39ttaching additional PDF document(s)



Additional Attachments

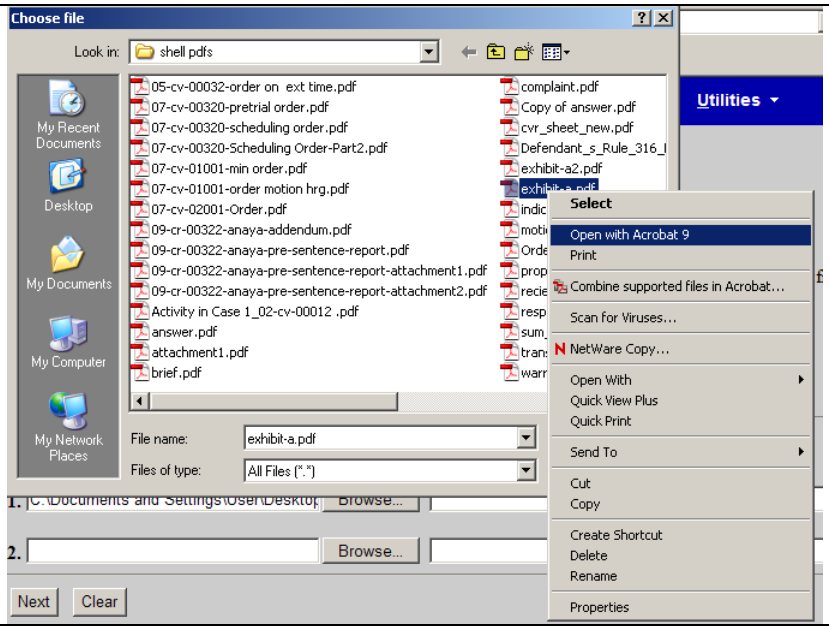
The Filename box is now filled with the name of the main document.

If there are attachments to the main document, click the [Browse] button.

Frame 9-40The 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.

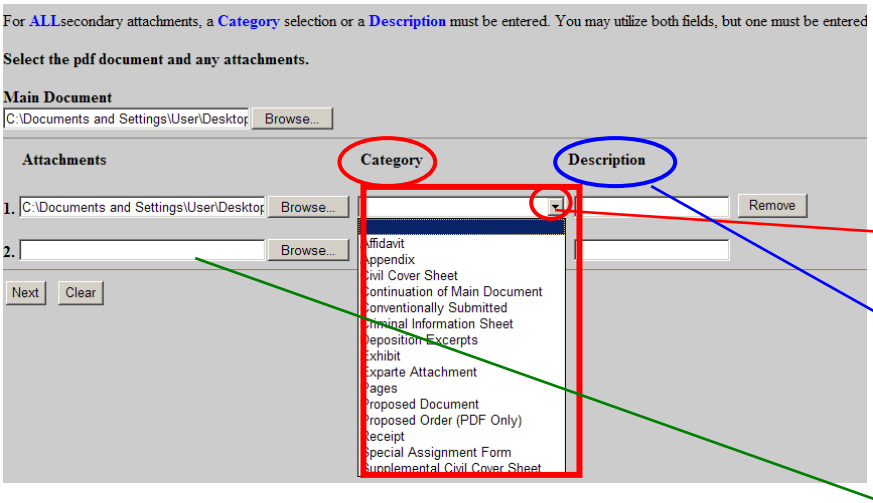


The court highly recommends you right click and open the document up in Adobe Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.

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



Selecting the category descriptor

The Filename entry box should be filled in with the attachment.

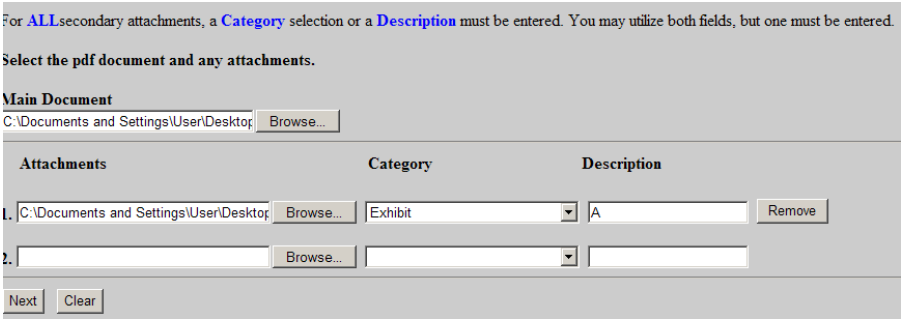
Under the Category entry box, there is a drop down arrow to allow you to select the type of attachment it is.

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.

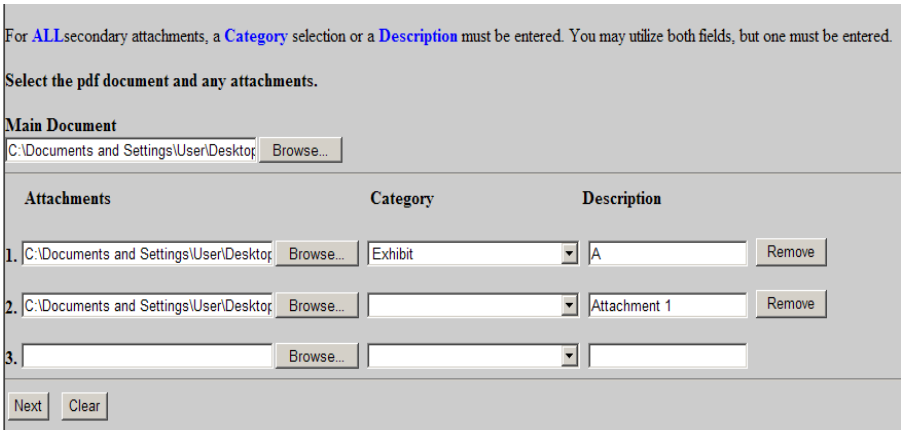
Note: A new attachment entry box is added for the next attachment

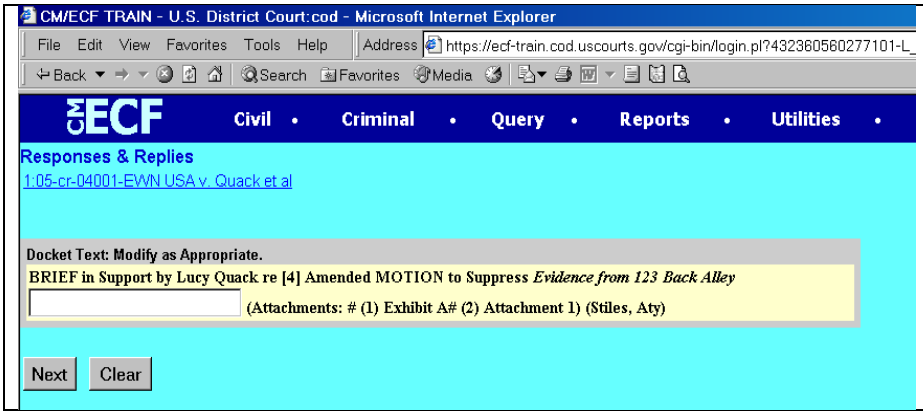
Frame 9-43 Repeating the process for additional attachments



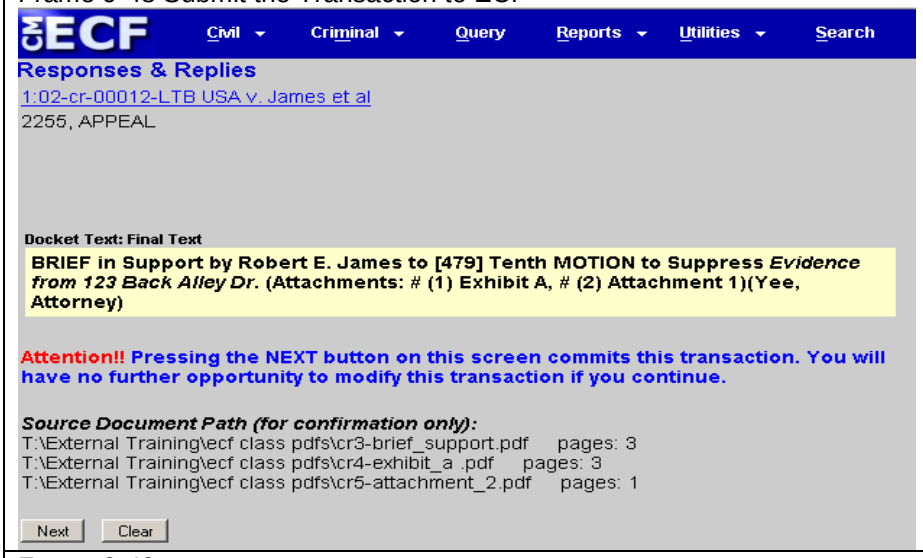
Repeating the process for additional attachments

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  	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 	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	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)

ECF Civil Criminal Query Reports Utilities Search Logout

Responses & Replies

1:02-cr-00012-LTB USA v. James et al
2255, APPEAL

U. S. District Court [TEST]

District of Colorado [TEST]

Notice of Electronic Filing

The following transaction was entered by Yee, Attorney on 7/3/2007 at 8:15 AM MDT and filed on 7/3/2007
Case Name: USA v. James et al
Case Number: 1:02-cr-12
Filer: Dft No. 1 - Robert E. James
Document Number: 480

Docket Text:
BRIEF in Support by Robert E. James to [479] Tenth MOTION to Suppress *Evidence from 123 Back Alley Dr.* (Attachments: # (1) Exhibit A, # (2) Attachment 1)(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=7/3/2007] [FileNumber=71960-0] [61e3af96a25e6de1e4503fc8f2a7963844136444fa7c919639e0de5fe2c2930eb99773e16f1fea708b9ce028c11d031df27ebd47a78bdb7964038b4fca7f812c]]
Document description: Exhibit A
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1071006659 [Date=7/3/2007] [FileNumber=71960-1] [2d2f2d05546e4a271b266563b9d59acf6367bb1a49bc04c11970b6f9c9184fb8727527 2eb92549fe188b33ed5d6268d9d4f9294209969c95b3f06e4f01a82565]]
Document description: Attachment 1
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1071006659 [Date=7/3/2007] [FileNumber=71960-2] [31d79fce1a47fdcae3971a0e9c69d05cd0c27800dd40085a48df88c6ef9ecb98fed217 9441d745bd575fddb1976611c0b26a82a8aef54dadf8b66b54e937baf2]]

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

Pursuant to **D.C.COLO.LCivR 7.1(g),** a proposed order may be submitted electronically in ECF as an attachment to the motion requesting the relief to be ordered.

Restricted Document Submission

The filing of restricted documents is governed by Section V of the ECF Procedures for the District of Colorado. Restricted document submission falls into two categories, documents in restricted cases and restricted documents in public cases.

Restricted Case Document Filing

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

- The first document submitted in a restricted 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.
- Restricted documents may be viewed electronically by attorneys of record in the case by using the PACER system when the correct login process is used.
- All documents filed in a restricted will generate a redacted NEF.

Restricted Document Filing in Public Cases

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

- A Motion to Restrict 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 restriction using the **Restricted Document** event. Any document submitted under a different event will not be restricted from public view.
- A Notice of Electronic Filing will be generated for the restricted document and considering the restriction level, the document may be available via the NEF.
- Attorneys of record in the case may view restricted documents electronically by using the PACER system depending upon the restriction level applied.

All questions on restricted 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 X 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. 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

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

- To file a new complaint (or Notice of Removal), users must use ECF to electronically open a new case before filing the initiating document. **(Note: pro se filers CANNOT open their cases electronically.)**
- After creating the case, the user shall e-file the initiating document and any attachments (i.e. civil cover sheet, summonses, exhibits, etc.
- The appropriate filing fee shall be paid via Pay.gov when the initiating document(s) are e-filed.
- For sealed cases and a number of miscellaneous cases, users shall review the ECF Procedures and the User Guide – Attorney Case Opening documents.

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

Pursuant to **D.C.COLO.LCivR 7.1(g),** a proposed order may be submitted electronically in ECF as an attachment to the motion requesting the relief to be ordered.

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 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.

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.

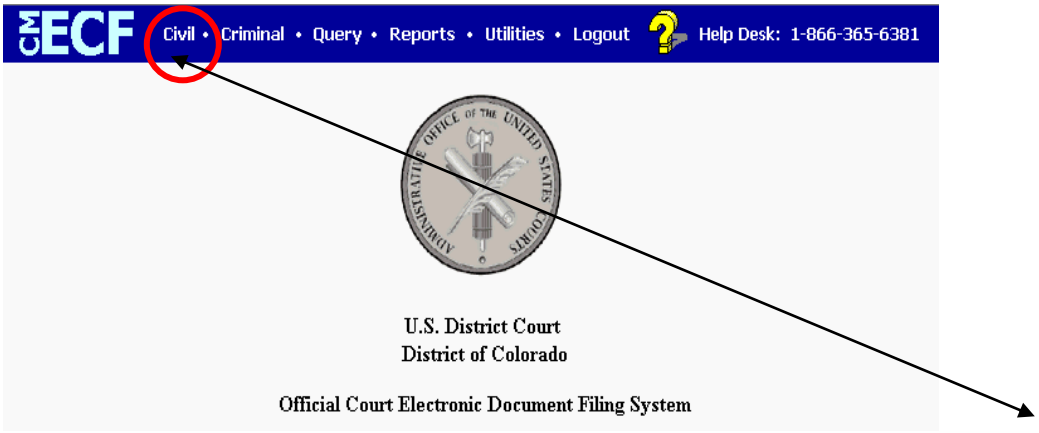
10. Choose the Correct Party When Docketing a Document
    - Be sure to choose the correct party you are filing a document on behalf of.

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.

Fame A3-1 Screen 1 - Main start screen



Screen 1

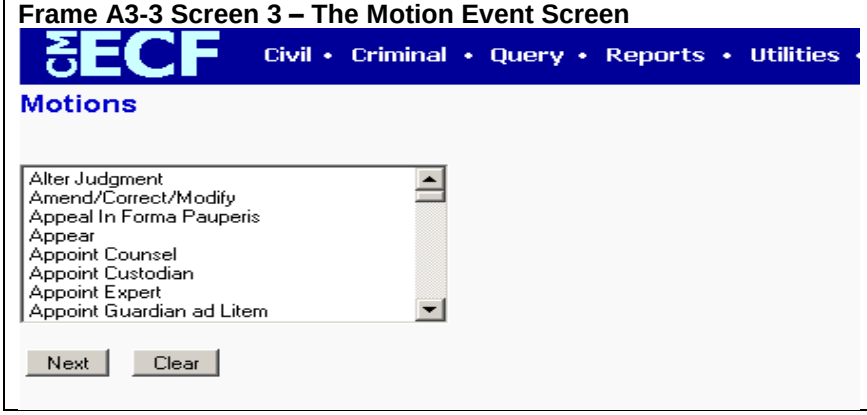
Prior to Version 3.1, a user had to click on several links and navigate through several screens to get to the event screen.
For demonstration purposes, lest navigate to the motion event.
The **first** screen is the main menu screen. We start by clicking on Civil on the Blue Menu bar.

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

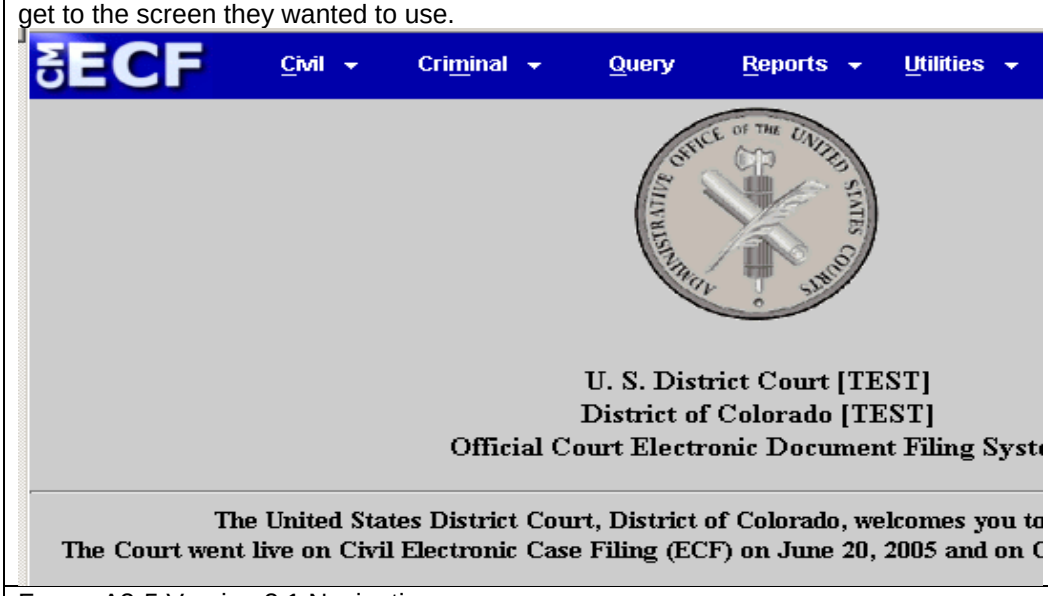


Screen 3 –Motion Event Screen

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.

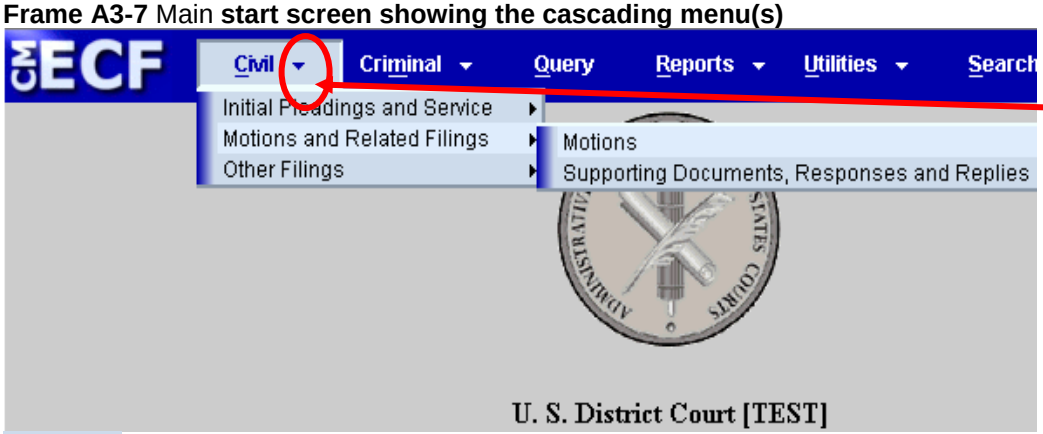
Let's compare!!

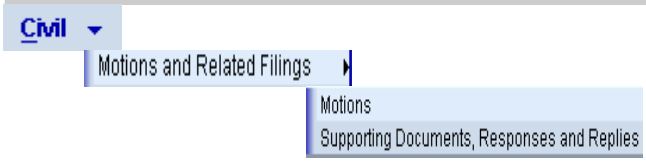
Frame A3-6 Main start screen

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)**





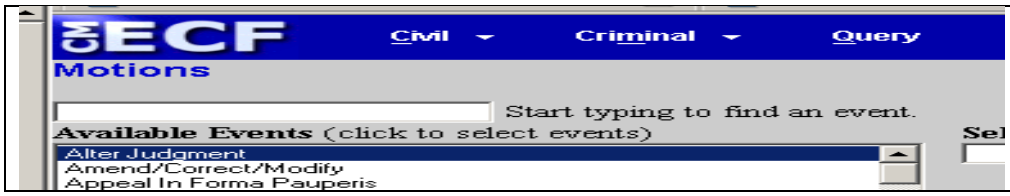
Making the selection

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.

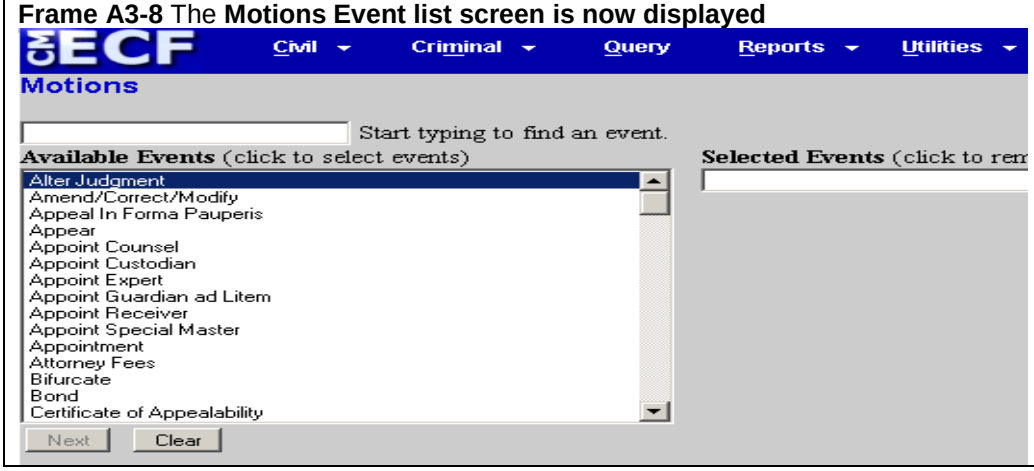
Next, you can hover the mouse over the Motions and Related Filings which will then display the categories under the Motions and Related Filings option which are

Motions
Supporting Documents, Responses and Replies



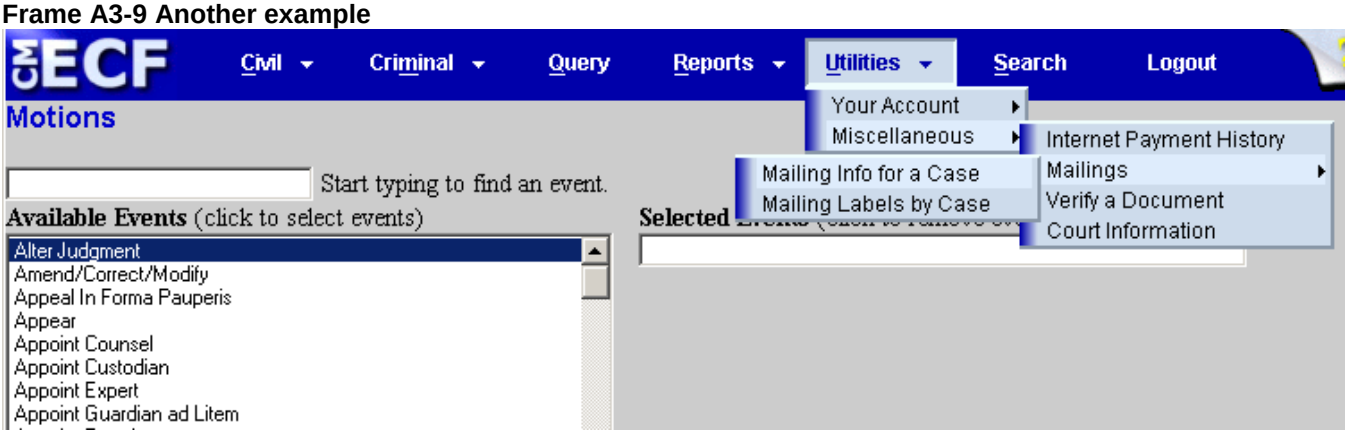
Now click on Motions. The Motions event screen is now displayed.

Frame A3-8 The **Motions Event list screen is now displayed**



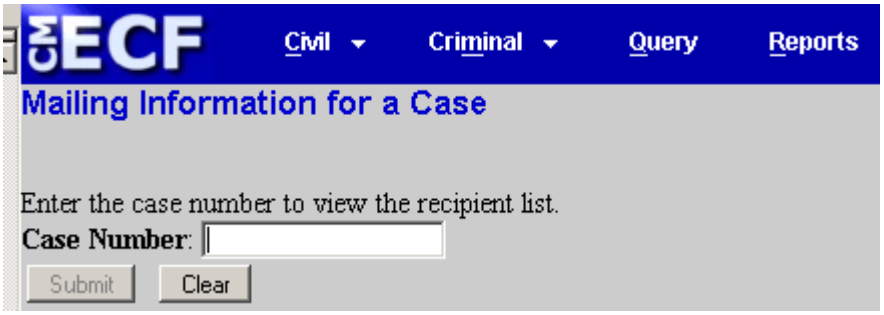
The Motions Event List
You can now enter the search for the motion you want or scroll up/down the list of events.
By using the cascading menus in this example, we bypassed one screen.
It doesn't appear to be much, but over the process of performing several docketing entries and or other navigation, the 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 Your Account, Miscellaneous. Again, when you hover the mouse over the Miscellaneous option, the following Internet Payment History, Mailings, Verify a Document, Court Information is displayed. Finally, we can hover the mouse over Mailings and see Mailing Info for a Case, 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.

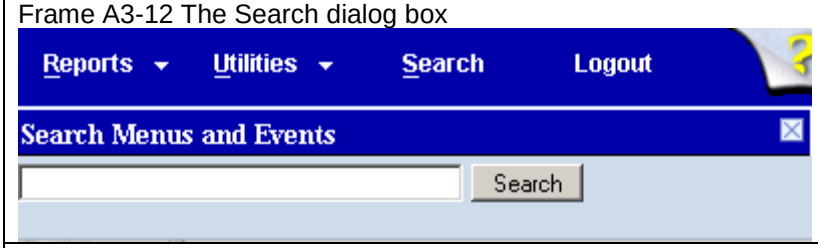
Frame A3-10 The Search Feature
A new feature in Version 3.1 is the ability to **search** for a ***menu*** or an ***event.***

Frame A3-11 – Search example

Search

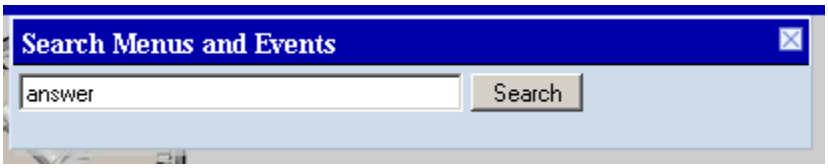
Click on the **Search** option on the blue menu bar.

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.

Appendix 4
Adding John/Jane Doe Parties

Introduction

There are occasions where the actual party name is not known and a John Doe or Jane Doe party is added to the case. The case situation may also have multiple John Does or multiple Jane Does added. There have been variations as to how John Does and Jane Does have been entered into cases. For example, John Does 1 - 99, Jane Does 1 - 5, John Doe 1, John Doe 6, John Doe, etc.

Going forward, when there are **multiple** John and/or Jane Does, each John and/or Jane Doe **shall be individually added**. As an example, if you have John Does 1 - 5 designated as parties to the case, you will need to add **five** John Doe parties. You will **not** add just one record designated as John Does 1 - 5. Each John Doe will be unique so there will be a John Doe 1, John Doe 2, John Doe 3, John Doe 4, and John Doe 5 record. The same process would apply to any Jane Doe parties.

Let's walk through the process of adding multiple John Does to a case during case opening.

When opening a new case, plaintiffs are usually added first, followed by defendants. ECF requires you to "search" the ECF database to see if the party already exists.

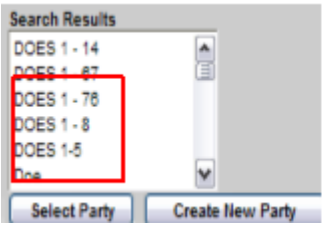
For brevity purposes, the plaintiff has been added and this appendix will focus on the John/Jane Doe search and addition process. Please refer to the **Party Search Screen** section of this main document for more detailed party information.

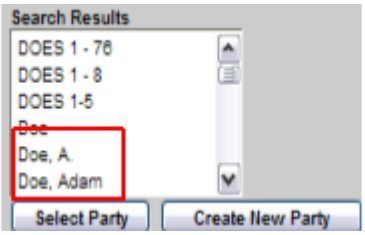
For this example, we want to add three John Does as defendants in this case. We begin the process by doing a search.

You will always enter a "Last Name," in this example, "Doe." If you put in a first name, you "tighten" the search.

Figure A - Just the Last Name used for the search:

Using just the Last Name, the search returns a broader list of records found with the Last Name matching "Doe." Records for just parties named "Doe," Adam Doe, John Doe, Jane Doe, etc.





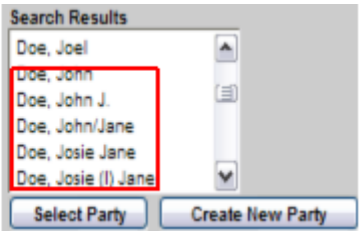
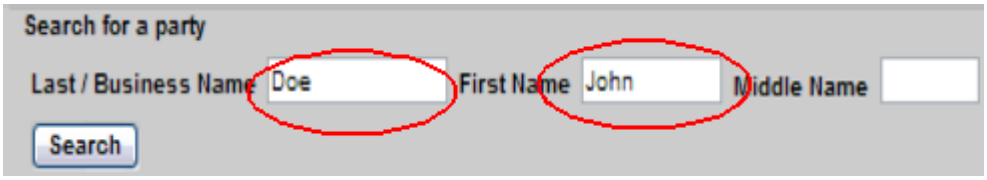
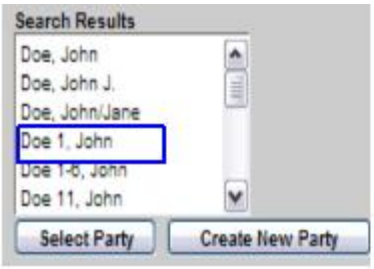
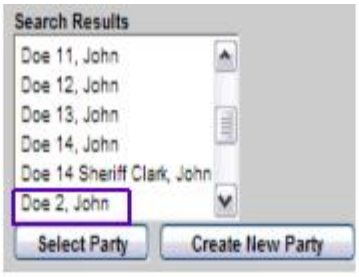


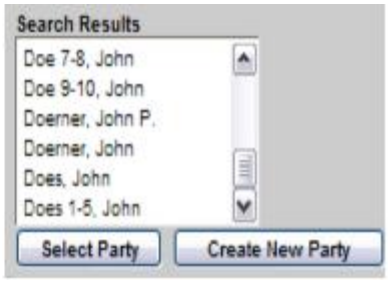
Figure B - Use of the Last Name and First Name for the search:



Using the Last Name and First Name "tightens" the search and returns a list of records found with the Last Name matching "Doe" and First Name matching "John."



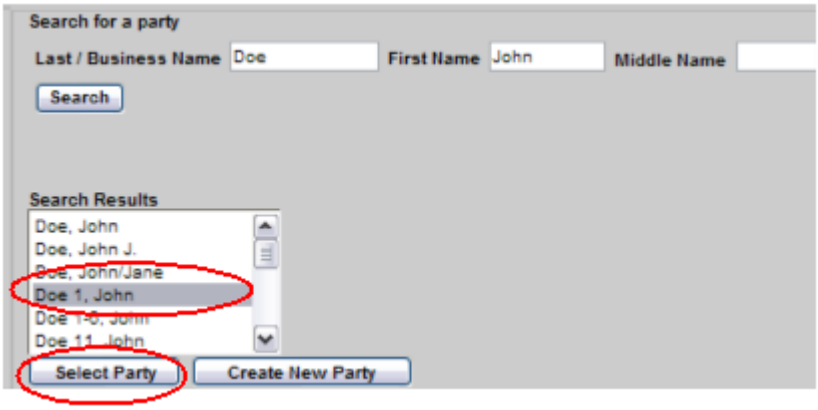




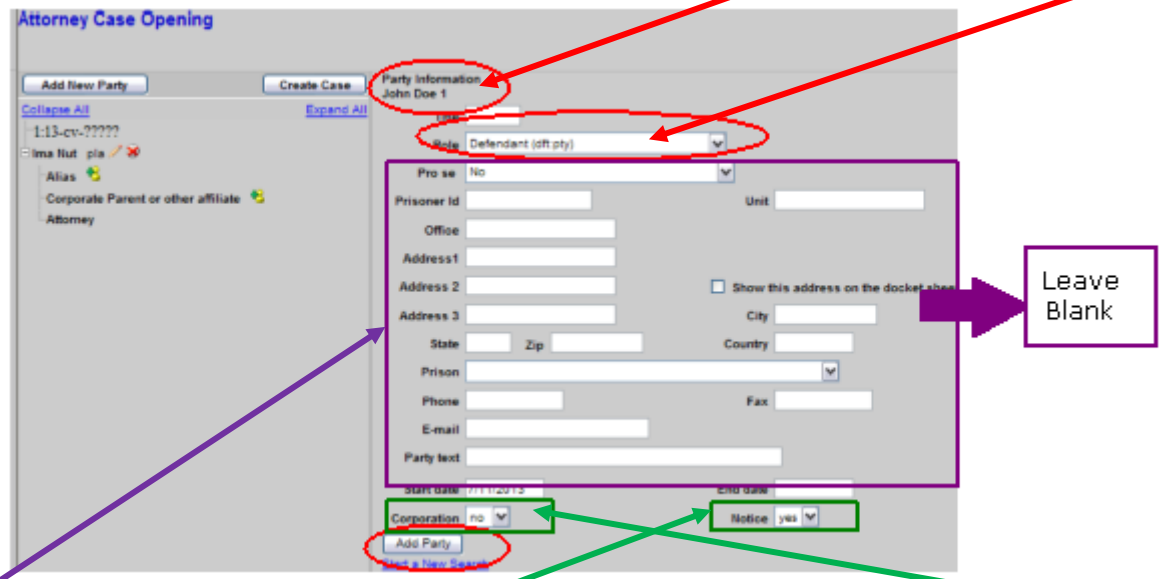
NOTE 1: Even though you might see a party such as **Does 1-5, John**. DO NOT SELECT THAT PERSON as each John Doe shall be set up individually. In our example of setting up three John Does, Doe 1, John should be selected as the first John Doe. Repeat the search for John Does 2 and 3 and add each of them.

NOTE 2: You **CANNOT** select multiple entries for the party selection. For example, even though you see John Doe 2 in the list, you **CANNOT** select both John Doe 1 and John Doe 2.

Continuing our example, we'll **"Click"** on "John Doe 1" in the Search Results window as it's already on our database. Then we'll **"Click"** on the **"Select Party"** button.

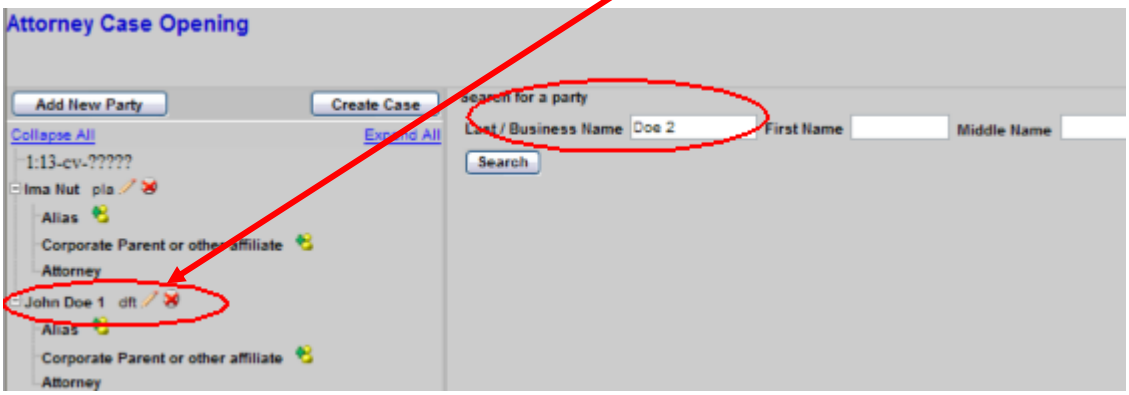


After clicking on the "Select Party" button, the right pane displays the information for **John Doe 1**. Make sure the "role" type is correctly designated (i.e., plaintiff, defendant, Interested Party, Petitioner, etc.)



Address, e-mail, phone, information **SHOULD NOT BE ENTERED** if they are represented by counsel. The "Corporation" field should be left at "No" and the "Notice" field should be left as "yes."

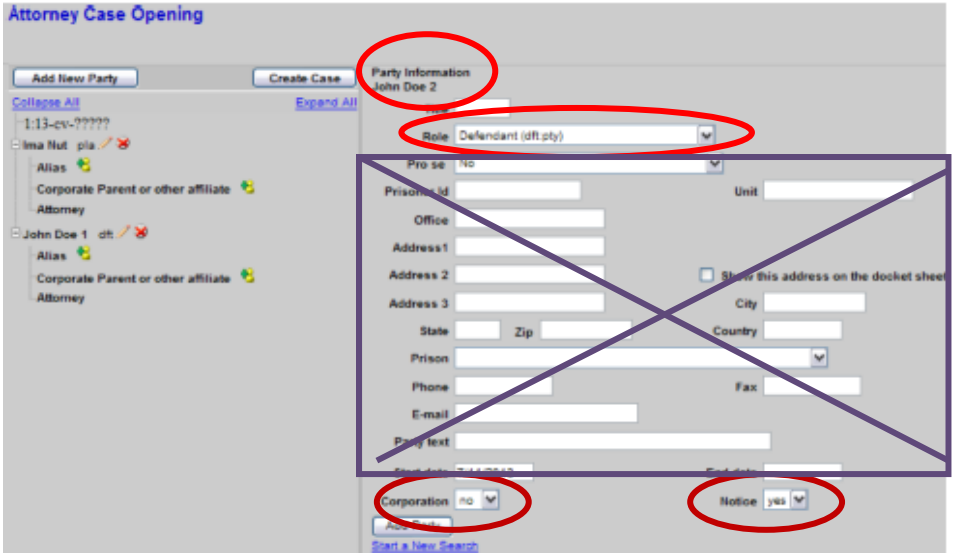
After your review, **"Click"** the "Add Party" Button. As you can see, **"John Doe 1"** now appears on the left pane as a defendant (dft) and the right pane is ready for the next name search.



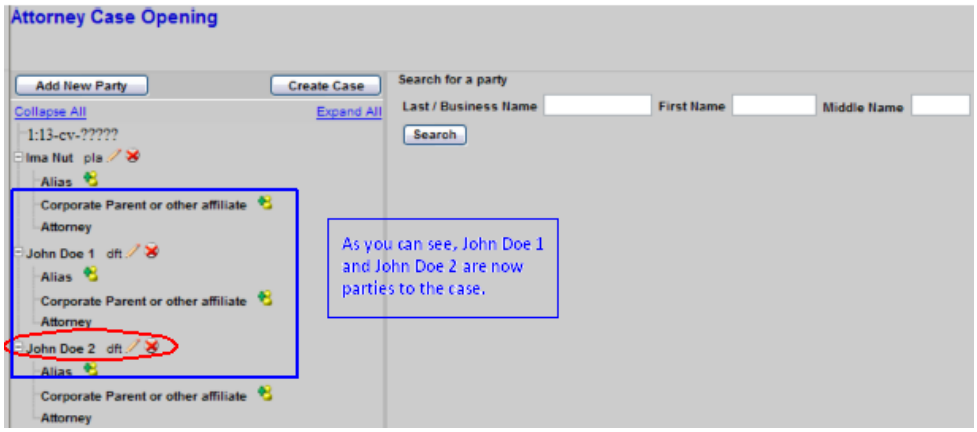
Now we can search for "John Doe 2." When we enter "Doe 2" and "**Click**" on the "Search" button, the system will return any existing records with the Last Name of "Doe 2." The "Search Results" box shows only two records found. Since "John Doe 2" is the party we want, we can "**Click**" on that entry in the "Search Results" box. After selecting the party, "**Click"** on the "Select Party" button.

Again, after clicking the "Select Party" button, the right pane displays the information for **John Doe 2**. Make sure the "role" type is correctly designated (i.e., plaintiff, defendant, Interested Party, Petitioner, etc.)

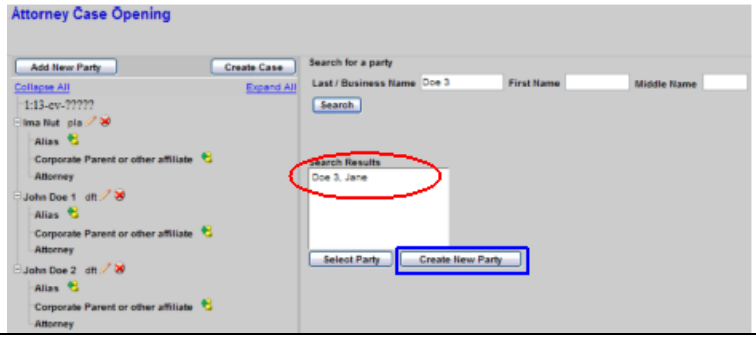
Address, e-mail, phone, information **SHOULD NOT BE ENTERED** if they are represented by counsel. The "Corporation" field should be left at "No" and the "Notice" field should be left as "yes."



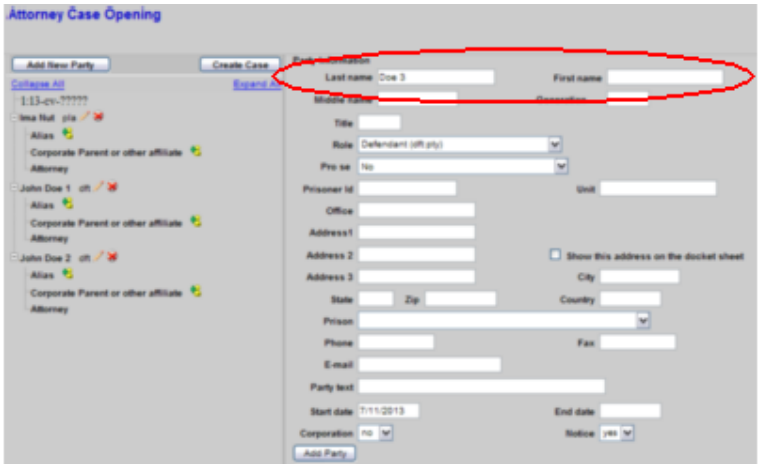
After your review, **"Click"** the "Add Party" Button. As you can see, **"John Doe 2"** now appears on the left pane as a defendant (dft) and the right pane is ready for the next name search.



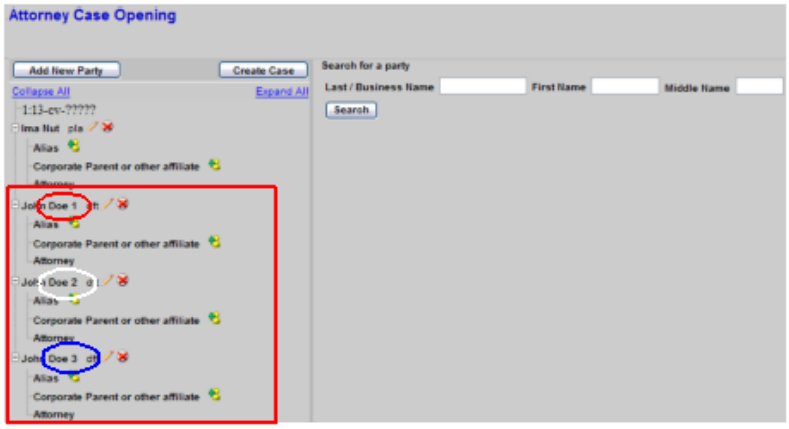
When we enter "Doe 3" in the "Last name" field and "**Click**" on "Search", any matching results are displayed in the "Search Results" box. From the figure below, the only matching record(s) shows a "Doe 3, Jane." In this case, we'll have to create a new party. "**Click"** on the "Create New Party" button.



On the right pane, only the Last Name is shown as that was what we entered for the search. We need to add the First Name. Address, e-mail, phone, information **SHOULD NOT BE ENTERED** if they are represented by counsel. The "Corporation" field should be left at "No" and the "Notice" field should be left as "yes." "**Click**" on the "Add Party" button.



As you can see, **"John Doe 3"** now appears on the left pane as a defendant (dft) and the right pane is ready for the next name search.



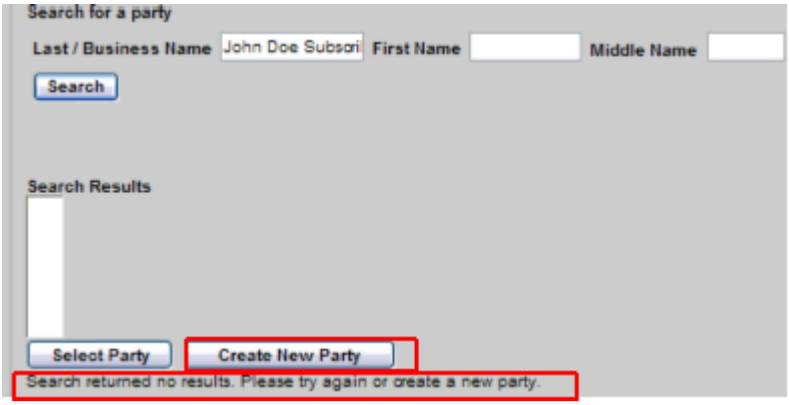
Different John Doe Designations

Even though adding John Doe 1, John Doe 2, and John Doe 3 uniquely identifies each John Doe in a case, there may be other identifying information to identify a John Doe. There may be situations a "John Doe" should or need to be identified differently as there may be other unique information that can be provided to further define the "John Doe." For example, the "John Doe" named in the case is linked to a specific IP (Internet Protocol) address. By adding the IP address to the "John Doe" provides more information as to the party in question and uniquely separates this "John Doe" from other "John Does" that may be in the case.

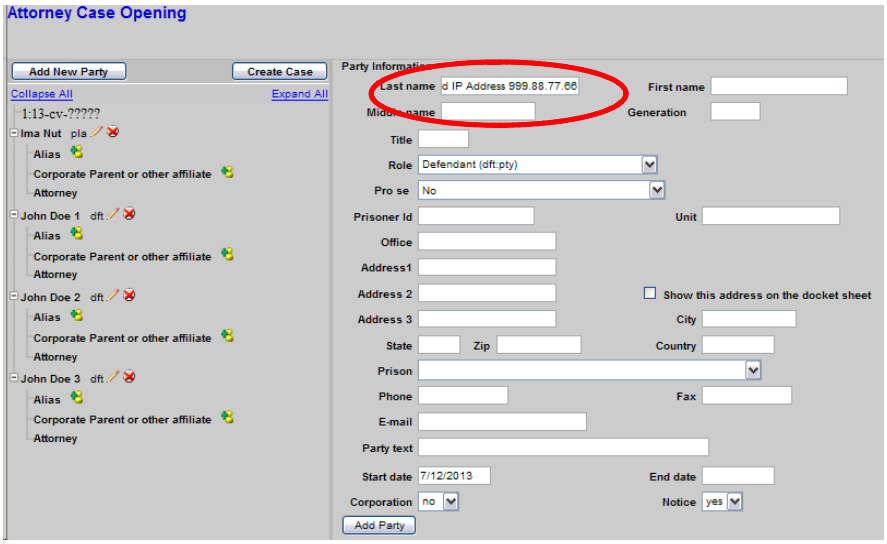
As usual, you need to start by doing a party search. I enter in the "Last Name" field what I plan to enter for the John Doe designation: "**John Doe Subscriber assigned IP Address 999.88.77.66**"

NOTE: The entire search entry is typed in the **"Last Name"** field, as if it was a business name. The "**First Name"** and **"Middle Name"** fields are not used.

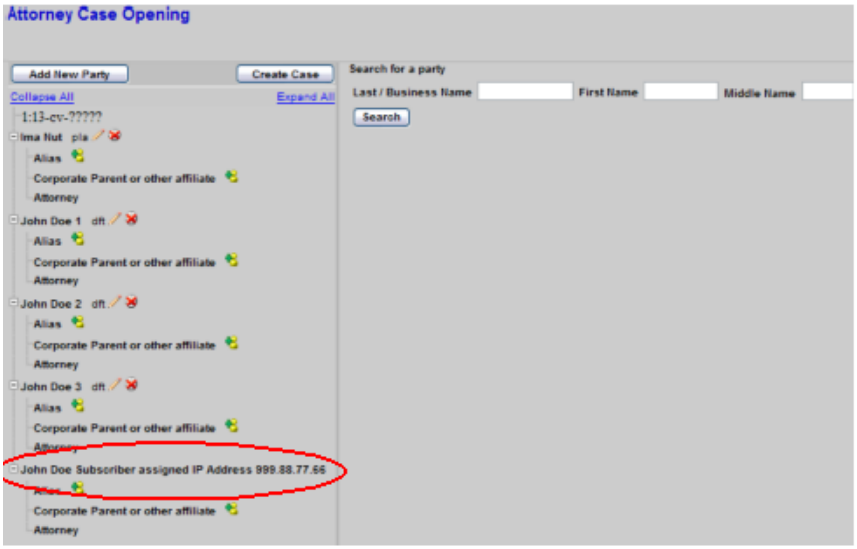
The search returned no results. Since I'm being very specific by using an IP address as part of the search, it's highly likely that no match will be found. I can add this party by "**Clicking"** on the "Create New Party:" button.



On the right pane, only the "Last Name" is shown as that was what we entered for the search. The entire "Last Name" field is not shown. I've shifted the information to the right so you can see the IP address. We do not need to add a "First Name" or a "Middle Name." Address, e-mail, phone, information **SHOULD NOT BE ENTERED** if they are represented by counsel. The "Corporation" field should be left at "No" and the "Notice" field should be left as "yes." After your review, **"Click"** the "Add Party" Button. As you can see, **"John Doe Subscriber assigned IP Address 999.88.77.66"** now appears on the Left Pane as a defendant (dft) and the right pane is ready for the next name search.



The Left pane now shows the **"John Doe Subscriber assigned IP Address 999.88.77.66"** record, as well as the three "John Doe" records each uniquely identified with 1, 2, and 3, respectively.



John Doe Designation Summary

The purpose of uniquely identifying John Doe parties provides for better tracking of "John Does" through the case. Tracking in terms of activity by a particular "John Doe" as well as when a particular "John Doe" being terminated from a case. When there are multiple "John Does" in a case and various "John Does" are dismissed for one reason or another, having the unique "John Does" identified provides better clarity in the case.

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