

## 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.

Assistance with technical ECF problems is available Monday through Friday between the hours of 8:00 am and 5:00 pm MST via email at cod\_cmecf@cdod.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 <a href="http://www.pacer.uscourts.gov/">http://www.pacer.uscourts.gov/</a>.
- 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 <u>https://www.cod.uscourts.gov/CMECF/Register/Login.aspx</u> 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 <u>https://ecf-train.cod.uscourts.gov</u> 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 <u>WILL NOT</u> 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 <a href="http://www.adobe.com">http://www.adobe.com</a>. 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, call the clerk's office and select the Case Administration Specialist division to inform of the problem and 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.

With the court's transition to NextGen, login and password information is now managed via your PACER account. If someone is using your login and password without your permission, immediately call PACER at 800-676-6856 or change your PACER credentials. 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.

### 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 <u>www.cod.uscourts.gov</u> 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

Address (a) https://ecf.cod.circ10.dcn/cgi-bin/ShowIndex.pl	ECF Home Page Alternatively, registered users ma enter the ECF system directly by typing the following URL into the location filed of an ECF-compatibl web browser:
Address 🗿 https://ecf.cod.circ10.dcn/cgi-bin/ShowIndex.pl 💽 🕞 Go 🛛 🐑 🗸 V Links 🔮 CM-ECF - U.S. District Courtcod - login 🔮 CM-ECF TEST Kanas 🏽 Customize Links 🔮 DC CM_ECF Page 🔮 DC Intranet Home	Alternatively, registered users ma enter the ECF system directly by typing the following URL into the location filed of an ECF-compatibl
Links  CM-ECF - U.S. District Courtcod - login  CM-ECF TEST Kanas  Customize Links  CM-ECF Page  CM-ECF  CM-ECF Page  CM-ECF  CM-	enter the ECF system directly by typing the following URL into the location filed of an ECF-compatible
	https://ecf.cod.uscourts.gov
Welcome to the U.S. District Court for the District of Colorado <u>District of Colorado - Document Filing System</u>	<ul> <li>Clicking on the <u>District of</u> <u>Colorado – Document Filing</u> <u>System link will take you to the</u> ECF/PACER Login screen.</li> </ul>
The United States District Court, District of Colorado, welcomes you to CM/ECF, Version 3.0.5. The Court went live as of November 1, 2004.	-
25April2006	Clicking on the     Court Information
Court Information	link will tak you to a page with information about the court, maximum PDF file size, etc.
rame 4-1	Court Information
address 👹 https://ecf.cod.circ10.dcn/cgi-bin/CourtInfo.pl 👔 CM-ECF TEST Kanas 🏽 Customize Links 💣 DC CM_ECF P	Page
Court Information	When you click on the <u>Court Information</u> link, the coursinformation page is displayed.
Software Version CM/ECF-DC V3.0.5 ECF Ge Vice Doto 11/01/2004 Maximum PDF File Size 5.0 MB	Information as to the court's address, hours, etc. is available.
Court's Phone Number 303-335-2050 or 1-866-365-6381 (Outside of Denver Metro area)	Also, this page displays the <b>maximum</b> file size for PDF files being submitted to ECF.
Pacer's Address PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549 Pacer's Phone Number (800) 676-6856 or (210) 301-6440 if residing in the San Antonio area Pacer's Email Address pacer@psc.uscourts.gov	<b>Note:</b> The maximum file size <u>has</u> been increased to 10 MB per PDI document. Your total filing may exceed the per document
Code         Translation         (Code)           2255         2255         (Code)	maximum. For example, your ma 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

ie 4-2		ECF/PACER Login Page
CM/ECF Filer or PACER L	ogin	The ECF/PACER Login
Notice This is a <b>Restricted Web Site</b> for Official O subject to prosecution under Title 18 of the	page is used for logging in with your PACER login <b>or</b>	
Instructions for filing: Enter your CM/ECF filer login and passwor	your ECF login.	
email:	a result of a link from a Notice of Electronic Filing d. The system prompts customers for a CM/ECF login and types of documents.	• To be able to file pleadings, you may enter your ECF
If you have trouble viewing a doct After successful entry of your CM/ECF logi message "You do not have permission to v attorneys of record in the case and the syst appears again, after you have entered your link has expired. You will need to enter your	login and password. On this system, you will file your electronic documents with the clerk's office.	
Instructions for viewing filed docu If you do not need filing capabilities, enter y login, you may register online at <u>http://pace</u>	our PACER login and password. If you do not have a PACER	
Authentication Login: Password: client	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with <u>Fed.</u> <u>R.Clv.P.5.2 or Fed.R.Crim.P.49.1</u> . This requirement applies to all documents, including attachments.	<ul> <li>To review the docket, view a document, run a Query, or view reports, you may enter your PACER login and password and enter</li> </ul>
code: I	I understand that, if I file, I must comply with the redaction rules. I have read this notice. an request a password reset here	the PACER system.
Login Reset Notice An access fee of \$0.08 per page or \$2.40 per do	cument with an audio attachment, as approved by the Judicial	NOTE: YOU WILL BE     BILLED PACER charges
Conference of the United States, will be assessed tere or contact the PACER Service Center at (80	for access to this service. For more information about CM/ECF, <u>click</u> 00) 676-6856.	when running queries
		and many of the reports.
e 4-3		Logging in to ECF/PACER
CM/ECF Filer or PACER Login		Enter your ECF login name
Notice This is a Restricted Web Site for Official Court Business U.S. Code. All activities and access attempts are logged.	and user password in the appropriate data entry	
Instructions for filing: Enter your CM/ECF filer login and password if you are elec	fields. It is important to remember that all ECF	
If you received this login page as a result of a Enter your CM/ECF filer login and password. The system	login names and passwords are <b>case</b>	
certain types of documents.  If you have trouble viewing a document		sensitive.
After successful entry of your CM/ECF login, you should be to view this document, "viewing the document is restricted	e able to view the document. If you receive the message "You do not have permission I to attorneys of record in the case and the system does not recognize you as such. If ur CMECF login and password, it means that the "free look" link has expired. You will document	<ul> <li>Verify that you have entered your ECF login and</li> </ul>
Instructions for viewing filed documents and If you do not need filing capabilities, enter your PACER log	password correctly. If not, click on the <b>[Reset]</b> button	
mp./pacer.pscuscouns.gov		to erase the login and password entries and re-
Login: Security accountr	ANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social or taxpayer-identification numbers; dates of birth, names of minor children, financial numbers; and, in criminal cases, home addresses, in compliance with <u>Fed. R. Civ. P</u> .	enter the correct information.
Password: 5.2 or Fe	d. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.	<ul> <li>After you enter the correct login and password and</li> </ul>
Login Reset		check the "redaction
Notice An access fee of \$0.08 per page, s approved by the Judicial Confr about CM/ECF, <u>click here</u> or cortact the PACER Service Center a	rules" checkbox, click on the [Login] button to	
CM/ECF has been tested and w rks correctly with Firefox 3.5, a		transmit your user information to the ECF

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

- 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 Me	enu Feati	ures							ECF Menu Features and other information
This facility is for subject to Federa appropriate law e Welcome to the U page is for use by browser and the A	Official Cou In Rule of Cit Inforcement S. District Attorneys a Adobe PDF	I Official Cou This message may use this file rt Business only ill Procedure 11. officials. Court (TEST) foi and firms particip	District of art Electro e is contain to alert use Activity to Evidence r the Distric pating in the btained by	ed in the file C ers to current and from this of unauthorize t of Colorado e electronic fili	TEST] ent Filing Sy perationNotic CM/ECF opera site is logged. ad or criminal a (TEST] Electron ng system. Th Netscape/PDF	e.htm. ational issues. Document filir activity will be fi phic Document e most recent	Filing Syster	he n. This e Netscape	<ul> <li>The Blue Menu bar is displayed at the top.</li> <li>Select Civil to electronically file all civil documents.</li> <li>Select Criminal to electronically file all criminal documents.</li> <li>Select Query for specific case information. You will be prompted to enter your PACER login and PACER password before you can continue your query.</li> <li>Select Reports to retrieve calendar events, cases-filed reports, and docket sheets. You will be prompted to enter your PACER login and PACER login and PACER password before you can continue your query.</li> </ul>
22March2007 NOTICE: An acc more information abou <i>CM/ECF has bee</i> Note: The dat your screen. Y and time of yo login and pass	CM/ECF, <u>click r</u> n tested and re and tim You shou our last lo	ere or contact the P/ d works correctly he you last lo ild review thi og in are not	ACER Service with Netso gged into is inform correct,	Center at (800) 67 cape 7.x, Intern o the syste ation each or you sus	6-6856. net Explorer 6. m appears time you I pect an una	0 and Firefox at the botto og in. If yo authorized	1.5. om left o u believe t party is us	corner of the date ing your	<ul> <li>Select Utilities to View your personal ECF transaction log and maintain personal ECF account information in the Utilities function of ECF.</li> <li>Select Logout to log out of the ECF application.</li> </ul>

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 <u>User Guide - Attorney Civil Case Opening</u>. Using the <u>Attorney Case</u> <u>Opening</u> option allows the attorney to open a civil case and then also docket the initiating document. The detailed <u>User</u> <u>Guide - Attorney Civil Case Opening</u> 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 <u>cannot</u> be opened by attorney filers. Such matters will be opened by the Court and <u>must</u> 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 <u>User Guide - Filing a Notice of Appeal and Pay.gov</u> 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.
Ele         Edit         View         Favorites         Loos         Help           ↓ Back + → ~ ②         ⑦         ①         ①         Made         ③         □         ③         ①         ↓           Address         ●         https://ed-train.cod.uscourts.gov/cg-bin/login.pl?370864894826336-t_238_0-1         ↓ <td>Filing an Answer to Complaint</td>	Filing an Answer to Complaint
Imant       Iman       Ima	<ul> <li>After successfully logging into ECF, click on Civil from the <i>blue</i> menu bar at the top of the ECF screen.</li> </ul>
Initial Pleadings and Service     Other Filings       ADR Documents     ADR Documents       Service of Process     Discovery Documents       Answers to Complaints     Notices       Other Answers     Thial Documents       Appeal Documents     Appeal Documents       Motions and Related Filings     Other Documents	<ul> <li>Civil Events window opens displaying the major categories of events used to file documents with the clerk's office.</li> <li>Select the Type of Document</li> </ul>
Responses and Replies	<ul> <li>• To file an answer, the user should click on Answers to Complaints under Initial Pleadings and Service.</li> </ul>
Frame 5-2 identifying the case	
Note: ECF defaults to the last case from which you worked. Ensure the proper ca this field to avoid filing your document in the wrong case.	se number is entered in
	se number is entered in Identify the case
this field to avoid filing your document in the wrong case. Frame 5-2a Identifying the case <b>EECF</b> <u>Civil</u> - <u>Criminal</u> - <u>Query</u> <u>Reports</u> - <u>Utilities</u> - <u>Sea</u>	Identify the case
this field to avoid filing your document in the wrong case. Frame 5-2a Identifying the case SECF <u>Civil</u> - <u>Criminal</u> - <u>Query</u> <u>Reports</u> - <u>Utilities</u> - <u>Sea</u> Answers to Complaints Civil Case Number	Identify the case <ul> <li>Identify the Case for Which</li> </ul>
this field to avoid filing your document in the wrong case. Frame 5-2a Identifying the case           SECF         Civil +         Criminal +         Query         Reports +         Utilities +         Sea           Answers to Complaints         Image: Sea         Image: Sea	Identify the case <ul> <li>Identify the Case for Which the Document is Being Filed.</li> <li>Enter the number of the case for which the document is being filed.</li> </ul> Note: Next Clear
this field to avoid filing your document in the wrong case. Frame 5-2a Identifying the case           Frame 5-2a Identifying the case           Civil < Criminal < Query Reports < Utilities < Set           Answers to Complaints           Civil Case Number           99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345           Vector           OR (Alternate Case Number entry screen display)	Identify the case <ul> <li>Identify the Case for Which the Document is Being Filed.</li> <li>Enter the number of the case for which the document is being filed.</li> </ul>
this field to avoid filing your document in the wrong case. Frame 5-2a Identifying the case           EECF         Civil ~         Criminal ~         Query         Reports ~         Utilities ~         Sea           Answers to Complaints	Identify the case <ul> <li>Identify the case for Which the Document is Being Filed.</li> <li>Enter the number of the case for which the document is being filed.</li> </ul> Note: Next Clear The Next button is grayed out which indicates the button is not functional until a valid case
this field to avoid filing your document in the wrong case. Frame 5-2a Identifying the case           SECF         Civil ~         Criminal ~         Query         Reports ~         Utilities ~         Sea           Answers to Complaints         -	Identify the case <ul> <li>Identify the case for Which the Document is Being Filed.</li> <li>Enter the number of the case for which the document is being filed.</li> </ul> Note: Next Clear The Next button is grayed out which indicates the button is not functional until a valid case

Frame 5-2b	
SECF <u>Civil</u> Cri <u>m</u> inal Query Reports Utilities Answers to Complaints	<ul> <li>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.</li> </ul>
5 Find This Case	
Frame 5-2c	
SECF       Civil ~       Criminal ~       Query       Reports ~       Utilities ~         Answers to Complaints         Civil Case Number         5-300	<ul> <li>If the case number is not valid, a message is displayed next to the entry</li> <li>box. The Next button continues to be grayed out.</li> </ul>
Cannot find case 5-300 Next Clear Frame 5-2d	
SECF       Civil        Criminal        Query       Reports        Utilities        Search       Logout         Answers to Complaints         Civil Case Humber         Scv3000         Find This Case	Correct the case number entry and click on the Find This Case button.
Next Clear	
Frame 5-2e <b>SECF</b> <u>Civil</u> - Cri <u>minal</u> - <u>Query</u> <u>Reports</u> Answers to Complaints	<ul> <li>An informational message is displayed as CM/ECF is</li> <li>accessing the case number.</li> </ul>
Civil Case Number          1:05-cv-3000       Looking up case number 1:05-cv-3000	
Next Clear	

Frame 5-2f <u>ECF</u> <u>Civil</u> ~ <u>Criminal</u> ~ <u>Query</u> <u>Reports</u> ~ <u>Utilities</u> ~ <u>Answers to Complaints</u> <u>Civil Case Number</u> 1:05- <u>cv</u> -3000 <u>Next</u> <u>Clear</u>	<ul> <li>The case number is valid and the Next button is darken, so you can click on it to continue.</li> </ul>
Frame 5-2g Civil - Criminal - Query Reports Answers to Complaints Civil Care Number 5-3000 Hide Case List Select a case: 1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys 1:05-mc-03000 Fudd Next Clear	• Beginning with Version 3.1 of CM/ECF, only civil type cases (i.e. cv, mc, bj, etc.) will be searched when users are in the <b>Civil</b> option. If there is a criminal case with the same number, it will not be shown or listed in the pick list.
Civil        Criminal        Query       Report         Answers to Complaints         Civil Case Number         1:05-cm       \$000       Hide Case List         Select a case:         1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys         1:05-mc-03000 Fudd	• 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 ECF <u>Civil</u> ~ <u>Criminal</u> ~ <u>Query</u> <u>Reports</u> ~ <u>Utilities</u> ~ Answers to Complaints 1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys Next <u>Clear</u>	<ul> <li>After clicking on the Next button, a review screen is displayed.</li> <li>Click on the Next button to continue</li> </ul>



Frame 5-5 Selecting the Filer			
Answers to Complaints 1:09-cv-01000-LTB-MEH Jones v. Smith Pick Filer Collapse All Expand All PEd Jones pla Leslie Martin dft Emmitt Smith dft BEmmitt Smith dft BEM State of the second secon	From the <b>Select the party</b> pane, you click on the filer that is filing the pleading. <b>NOTE:</b> You can select <b>multiple filers</b> by holding the <u>Ctrl key</u> down and clicking on each filing party.		
Next Clear New Filer			
Frame 5-6 Attorney/Party Association (Linkage)	Attorney/Party Association Screen		
OPTIONAL SCREEN – Will be displayed if the attorney filing is not linked to the party.	• If this is the <b>first time</b> the attorney is filing in the case, the Attorney/Party Association window will appear. The purpose of the		
SECF Civil - Criminal - Query Reports - Utilities - Answers to Complaints	("link") between the attorney and the party.		
The following attorney/party associations do not exist for the above case(s). Check the box(es) to the left of the parties listed that you represent. If you DO NOT check any box, you will <u>not receive ANY notice.</u>	<ul> <li>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.</li> <li>If the attorney <u>DOES NOT</u> represent the parti(es) listed, the</li> </ul>		
Clear     Clear	<ul> <li>attorney should NOT check the box(es) to create an association.</li> <li>Click the [Next] button.</li> </ul>		
Frame 5-7 Linking  CV/CET RAIN-U.S. District Courtscol = Microsoft Internet Explorer  File Edit View Favorites Tools Help  U-Back ** - © ? ? ? @ ? @ ? @ ? @ ? @ ? @ ? @ ? @ ?	<ul> <li>Linking the Answer to the Complaint</li> <li>Check the <b>Include</b> box next to the document for which the answer is being filed.</li> </ul>		
SECF Civil · Criminal · Query · Reports · Utilities · Logout Answers to Complaints 1:05-cy-00124-EWN Ducky, Porky's BBQ	• Click on the [Next] button.		
Include       Date       #       Docket Text         Image: Clear       02/01/2005 1 COMPLAINT against Porky's BEQ (Filing fee \$ 250 ), filed by Daffy Duck.         (wiy.) (Entered: 02/07/2005)	• 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.		
🔊 Done 🛛 🖓 🕲 Internet			

Frame 5-8 Spec	cifying the PDF d	locument			On a sife the DDE deserves of the file
Answers to Coi <u>1:07-cv-01985-WY</u> NDISPO		v. Anadarko E & P Company LP	<u>et al</u>		<ul> <li>Specify the PDF document to file.</li> <li>ECF provides the filer an entry box to indicate the main document as well as an entry box for the first</li> </ul>
For ALLsecondary at	For ALLsecondary attachments, a Category selection or a Description must be entered. You may utilize both fields, but one must be entered.				attachment.
	ment and any attachments.				<ul> <li>Click the [Browse] button next to the "Main Document" box.</li> </ul>
Main Document	Browse				the main bocament box.
Attachments		Category	Description		
1.	Browse	ə			
Next Clear					
Frame 5-9 View	ing the PDF doc	ument			Viewing the PDF document.
	U.S. District Court:	cod - Microsoft Internet B	Explorer		The Choose File dialog box will
	external pdfs for trng	Select	► ← È 📸 🎹 ▼	×	appear and you can navigate to the folder (or location) where you have the PDF document.
History	Aarrest warrant-1.pd arrest warrant-2.pd arrestreturn 1.pdf arrestreturn 2.pdf	Open with Acrobat 6.0 Print	r-new.pdf odf cr.pdf		The court highly recommends you
Desktop		NetWare Copy Scan for Viruses			right click and open the document
My Computer	Saw-wp2.pdf brief_support.pdf brief_support-cr.pdf cexhibit_a .pdf	Open With Quick View Plus	•		up in Adobe Reader (or Adobe Acrobat) to view the PDF document
My Network Pla	Mindictment.pdf	Quick Print Add to Zip			to ensure it is the correct PDF document you wish to file.
	- File name: ar	Send To Cut	Open		,
	Files of type:	Copy Create Shortcut Delete	Cancel		
	-	Rename Properties			
	<u> </u>	Fropences			
Frame 5-10					
	ighly recommen	ded you view the P	DF document and any attack	nme	ents to ensure you are filing the
	cuments in the E				into to onouro you are ming the
Frame 5-11 Re	eview the PDF c	locument			Review the PDF document
File Fait Alew Docrume	ent <u>1</u> 00is <u>A</u> avanced <u>W</u> indow	Нею	× <u>e</u>		Each PDF attached is limited to
Book		United States District of Colo			the 5 MB court standard on document size, but a transaction
Signatur					with attachments may exceed the
	e No 05-cv-0000	0	-		standard.
E Dor	ight, Plaintiff				When viewing the PDF document,
vs					check the document for items such as:
Sini	ster, Defendant				Court case number and style. Parties are correct.
			s/Aty Stiles		The signature (i.e. s/ and the attorney name.
			Aty Stiles 901 19 <sup>th</sup> St., Ste. 105 Denver. Co 80294 303-335-3433 (voice) 303-335-2714 (fax)		

Z Adobe Acrobat Professional - [brief_support-cr.pdf]     I       I File Edit View Document Tools Advanced Window Help     I	
United States District Court District of Colorado	Is the "Certificate of Service" part
CERTIFICATE OF SERVICE	of the main document? The "Certificate of Service" does
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:	not need to be a separate attachment. It's considered to be
Aty Stiles dustin_stiles@cod.uscourts.gov	part of the main document.
Chris Vagner chris_vagner@cod.uscourts.gov, cod_aty@yahoo.com	The s/ on the "Certificate of
Jack Yee jack_yee@cob.uscourts.gov	Service" can be the attorney or the secretary, paralegal, or
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:	administrator.
NONE NONE	
Frame 5-12 Review the PDF document (continued)	Review the PDF document
Adoba Acrobat Professional - [answer_complaint.pdf]     Ele Edit Mew Document Icols Advanced Mindow Help	(continued)
In the United States District Court for the District of Colorado	After viewing the PDF document, close the Adobe application.
Choose file	Click on the [OPEN] button to populate the entry box for the
Look in: 🔄 external pdfs for trng 💽 🔶 🗈 🏕 🖽 🕶	filename.
Image: Second	
Desktop     Statchment_1.pdf       Statchment_1.pdf       Statchment_1.pdf       Statchment_1.pdf       My Computer       Statchment_1.pdf	
Image: Spring	
File name: answer_complaint.pdf	
Files of type: All Files (*.*)	

Frame 5-13 attaching the PDF document	Attaching the PDF document
Answers to Complaints <u>1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E &amp; P Company LP et al</u> NDISPO	The Filename box is now filled with the name of the main document.
For ALL secondary attachments, a Category selection or a Description must be entered. You may utilize both fields, but one must be entered.	_
Select the pdf document and any attachments. <u>Main Document</u> C:\Documents and Settings\User\Desktor <u>Browse</u>	If there are no attachments to the main document, leave the "Attachment" box blank.
Attachments Category Description	Click the [NEXT] button.
l. Browse	
Next Clear	
Frame 5-14 additional ECF information	Additional ECF information
CM/EEF TRAIN-U.S. District Courtcod - Microsoft Internet Explorer   File Edit   Edit File   Edit Edit   File <	<ul> <li>In the filing of an Answer to Complaint, ECF will display check boxes to further determine processing requirements.</li> <li>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.</li> <li>The filer should check any that apply.</li> <li>If none apply, click on [Next] button without checking any of the check boxes.</li> </ul>
Frame 5-15 More ECF information	More ECF Information
Answers to Complaints 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al NDISPO Does this Answer include a jury demand? C Yes No Next Clear	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
CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer	The docket text modification
File Edit View Favorites Tools Help 🛛 Address 🛃 https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?118353819192947-L_23	screen will be displayed. This
	provides an opportunity for the filer to add text to further define
<b>SECF</b> Civil • Criminal • Query • Reports • Utilities • Lo	the entry.
Answers to Complaints	Wherever there is white space,
1:05-cv-01000-EWN Doright v. Sinister	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
Docket Text: Modify as Appropriate.	the docket text will read
Defendant's ANSWER to Complaint filed by Dudley Doright by Sam Sinister. (Yee, Jack)	"Defendant's ANSWER to
	Complaint" If nothing is
Next Clear	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
SECE Civil - Criminal - Query Reports - Utilities - Search	THIS IS THE "LAST" SCREEN
	FOR YOU TO REVIEW!!
Answers to Complaints 1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys	
	If you click the NEXT button, the transaction is posted to the
	database.
Docket Text: Final Text	
ANSWER to Complaint by Bad Guys.(Yee, Attorney)	An informational message as to
Attention!! Pressing the NEXT button on this screen commits this transaction. You will	Are path and filename of the PDF document is displayed for review.
have no further opportunity to modify this transaction if you continue.	This provides the user a "final"
Source Document Path (for confirmation only):	opportunity to check the filename
C:\Documents and Settings\user\Desktop\PDFs\shell pdfs\complaint.pdf pages: 1	as to it being the correct
	document. If it's not the correct
Next Clear	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 entered into the ECF database and the Notice of Electronic Filing (NEF) is create	
queued up to be sent as an e-mail to parties.	and displayed. The NET IS
Note: At any time prior to this step, you can abort the FCF filing by simply clicking	a on a menu item on the blue menu

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)	Notice of Electronic Filing (NEF)
SECF <u>Civil</u> - Cri <u>m</u> inal - Query <u>Reports</u> - <u>U</u> tilities - <u>Search</u> Logout Answers to Complaints	The Notice of Electronic Filing (NEF) is displayed.
1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys	This is your "receipt" of the filing.
U. S. District Court [TEST] District of Colorado [TEST]	The NEF has four informational sections:
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:       Image: Case Number:	the document number, and the docket text. The electronic notification section
ANSWER to Complaint by Bad Guys.(Yee, Attorney)         1:05-cy-3000 Notice has been electronically mailed to:         Another Goody       cod_ewn@yahoo.com	displays the names and e-mail addresses of attorneys/parties tha have been electronically noticed.
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	The manual notification section displays any names and addresse of recipients that must be served b non-electronic means. If there are name(s) and addresses displayed
1:05-cv-3000 Notice has been mailed by the filer to: Chris Vagner Vagner and Yee 1234 N. 20th Street Denver, CO 80294	below the "Notice has been mailed by the filer to:" you must print a copy of the NEF and mail along wi the document(s) you filed to the parties displayed. You will
The following document(s) are associated with this transaction: Document description:Main Document Original filename:n/a Electronic document Stamp: [STAMP deefStamp_ID=1071006659 [Date=5/31/2007] [FileNumber=71419-0] [Baa0609f7692f6813a312f71d8775b0d61e201cf92b0dcb39a40bacec57c592ca7aee	generally see names and addresses for pro se parties and attorneys that may not be registere to be an e-filer.
1f05edb157e24327ac0270a718979bedf634a6dbe0c029d3d54a262355b]]	The fourth section lists electronic socument 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	

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 5-22b <b>SECF</b> <u>Civil</u> - Cri <u>m</u> inal - Query <u>Reports</u> - <u>U</u> tilities - <u>Search</u> Logout Motions	<ul> <li>Searching for motions from the motions list</li> <li>If you enter more letters, the display list will be further refined.</li> </ul>
Proverse (click your selection, or use arrows to highlight it and press Enter.         Variable Events (click to select events)         Dismiss/Lack of Prosecution         Forfeiture of Property         Miscellaneous Private         Preliminary Injunction         Protective Order         Return of Property         Writ of Habeas Corpus ad prosequendum         Next	<ul> <li>If we add the letter 'r', the list of events changes as any motion event having 'pr' are displayed.</li> </ul>
France 5 000	
Frame 5-22C SECF Civil - Criminal - Query Reports - Utilities - Search Logout Motions Start typing to find another event.	Searching for motions from the motions list
Available Events (click to select events)  Leave to Appeal Letters Rogatory Lift Stay Miscellaneous Relief More Definite Statement New Trial Order	<ul> <li>You can continue to enter more letters, or if the event is listed, you can click on the event to select.</li> </ul>
Order of Sale       Partial Summary Judgment       Permanent Injunction       Preliminary Injunction       Proceed In Forma Pauperis       Protective Order       Next       Clear	Selecting the specific motion and
Civil       Criminal       Query       Reports       Utilities       Search       Logout         Motions       Start typing to find another event.         Available Events (click to select events)       Selected Events (click to remove events)         Leave to Appeal       Image: Click to select events         Letters Rogatory       Image: Click to select events         Lift Stay       Image: Click to select events         Moce Define Statement       Protective Order         New Trial       Order of Sale         Partial Summary Judgment       Image: Click to remove events         Protective Order       Image: Click to remove events         Next       Clear	<ul> <li>Selecting the specific motion and selecting multiple motions</li> <li>Once you click on the event, it's displayed in the Selected Events display box.</li> <li>You can select multiple events by clicking on other events from the Available Events list.</li> <li>For example, if "Permanent Injunction" is clicked from the Available Events" list, it's added to the Selected events" list.</li> <li>Whatever is in the "Selected Events" list when the Next button is clicked, will be the motion event(s) filed.</li> </ul>
Frame 5-22e         SECF       Civil •       Criminal •       Query       Reports •       Utilities •       Search       Logout         Motions       Start typing to find another event.	<ul><li>Removing a selected motion from the selected list</li><li>If you want to remove any of the</li></ul>
Available Events (click to select events)         Judgment on Partial Findings Judgment on the Pleadings Judgment under Rule 54(b) Leave Leave to Appeal Letters Rogatory Lift Stay Miscellaneous Relief More Definite Statement New Trial Order Order of Sale Partial Summary Judgment         Next       Clear	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
Motions          Start typing to find another event.         Available Events (click to select events)         Extension of Time to File Answer or Othenvise Respond         Extension of Time to File Answer or Othenvise Respond         Extension of Time to File Response/Reply         File Anicus Brief         File Excess Pages         Forfeiture of Property         Hearing/Conference         In Camera Inspection         Intervene         Invest Funds         Issuance         Joinder         Judgment         Judgment Debtor Exam	<ul> <li>Once all of the motion events you want to file are in the "Selected events" list, you can click on the Next button.</li> <li>In this example, we'll select and use the "Intervene" motion event to demonstrate the ability to add new filers in a case.</li> </ul>
Next) Clear	
Frame 5-23 Case number entry Note: These examples below do not display all of the possible screens that on number is being entered for the sake of brevity. Review Frames 5-2a throug can be seen for errors, duplicate case numbers, etc. Note: ECF defaults to the last case from which you worked. Ensure the prop field to avoid filing your document in the wrong case.	h 5-2g for more detail as to what
Frame 5-23a Case number entry	Identify the Case for Which the
SECF       Civil +       Criminal +       Query       Reports +         Motions         Civil Case Number         Scv3000         Find This Case	<ul> <li>Identify the Case for which the Document is Being Filed.</li> <li>Enter the number of the case for which the document is being filed.</li> <li>Note: Next Clear The Next button is grayed out which indicates the button is not functional until a valid case is entered.</li> <li>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.</li> </ul>
Frame 23b Civil - Criminal - Query Reports Motions Civil Case Number 1:05-cry-3000 Next Clear	<ul> <li>The case number is valid and the Next button is darken, so you can click on it to continue.</li> <li>Click on the [Next] button</li> </ul>
Frame 5-24 Review Screen	Review Screen
SECF       Civil •       Criminal •       Query       Reports •         Motions       1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys         Next       Clear	<ul> <li>After clicking on the <u>Next</u> button, a review screen is displayed.</li> <li>Click on the <u>Next</u> button to continue.</li> </ul>

Frame 5-25 Selecting the filer	Selecting the filer
Motions 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al	<ul> <li>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.</li> </ul>
Pick Filer       Expand Al         Collapse All       Expand Al         Anadarko E & P Company LP dtt       Anadarko E & P Company LP [dtt]         Anadarko Land Company dtt       Petroleum Development Corporation dtt         Toll Company clm       Unioil, Inc. dtt         Zeiler Farms, Inc. pla       Next         Expand All       Next         Toll Company LP       It         Petroleum Development Corporation dtt       Toll Company [clm]         Unioil, Inc. dtt       Next         Ezeiler Farms, Inc. pla       Next         Frame 5-25a Searching for and Adding a new filer	<ul> <li>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.</li> <li>If done correctly, each party selected will remain highlighted.</li> <li>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.</li> </ul>
Motions 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al NDISPO	• ECF will always start with the " <b>Search</b> 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.
Pick Filer       Securit of a party         Collagse All       Securit of a party         4 Anadarko E & P Company LP dtt       Search         4 Anadarko Land Company dtt       Search         4 Petroleum Development Corporation dtt       Search         Toll Company dtm       Unioil, Inc. dt         4 Zeiler Farms, Inc. pla       Jack	<ul> <li>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.</li> <li>[Click] on the "Search" button.</li> </ul>
Frame 5-25a Searching for and Adding a new filer	Search results review
Motions 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al NDISPO	<ul> <li>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</li> </ul>
Pick Filer       Search for a party         Collapse All       Expand All       Last/ Business Name BP       First Name       Middle Name                Anadarko Land Company LP dit               Search               Search               Search                 Petroleum Development Corporation dit               Search Results               BP America Inc.               BP America Inc.               BP America, Inc.               BP Amoco Dic               BP Company Noth America, Inc.               BP Amoco Dic               BP Amoco Dic               BP Amoco Dic               BP Amoco Dic	<ul> <li>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.</li> <li>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.</li> </ul>
	• [Click] on the "Search" button.



Frame 5-25d Link the new filing party to the attorney	Linking the party to the attorney.
Motions 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al NDISPO The following attorney/party associations do not exist for the above case (s). Check the box(es) to the left of the parties listed that you represent. If you DO NOT check any box, you will <u>not receive ANY notice.</u> PBP America Incorporated (pty:intv) represented by First yee-aty-1234 (aty) Next Clear	<ul> <li>Since the filer was added, a screen is displayed to allow the attorney to link themselves to the party.</li> <li>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.</li> <li>NOTE: if the box is not checked, the filing will be completed, but the attorney will NOT be noticed.</li> <li>[Click] on the "Next" button.</li> </ul>
Frame 5-26 Attaching the main PDF document         Motions         1.07-cv-01985-WYD-MW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al         NDISPO         For ALL secondary attachments, a Category selection or a Description must be entered. You may utilize both fields, but one must be entered.         Select the pdf document and any attachments.         Main Document         Browse         Attachments         Category         Description	Attaching the main PDF document Click the <b>[Browse]</b> 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         OWECF TRAIN - U.S. District Court cod - Microsoft Internet Explorer         Choose file         Look in:         external pdfs for tmg         Image:	There are file size limits for each PDF document. The maximum file size limit can be found by going to the <u>Utilities</u> • section and clicking on the <u>Court Information</u> link. The court information page is displayed. One of the items on the Court Information page is the <b>maximum</b> file size for PDF files being submitted to ECF. <b>Note:</b> The maximum file size is <u>per</u> <u>PDF document.</u> 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.

DISTRICT OF COLORADO ECF USER MANUAL



	Attaching additional documents	to the main document	
lect the pdf docun ain Document	achments, a Category selection or a Description must be ent and any attachments. ings\User\Desktor, Browse Browse	e entered. You may utilize both fields, but one must be ente Description	The Filename box is now filled with the hame of the main document. If there are attachments to the main document, click the <b>[Browse]</b> button.
	The choose file dialog box N - U.S. District Court.cod - Microsoft Inte	areat Evelorar	The choose file dialog box The Choose File dialog box will appear
hoose file Look j History Desktop U My Computer My Network Pla.	Arrest warrant-1.pdf Internation arrest warrant-2.pdf Internation arrestreturn 1.pdf arrestreturn 2.pdf attachment_1.pdf aw-wp1.pdf aw-wp2.pdf brief_support.pdf brief_support.pdf brief_support.cr.pdf exhibit_a.pdf		<ul> <li>and you can navigate to the folder (or location) where you have the PDF document.</li> <li>The court highly recommends you right click and open the document up in Adob Reader (or Adobe Acrobat) to view the PDF document to ensure it is the correct PDF document you wish to file.</li> <li>After viewing the PDF document, [Click] the Open button to populate the ECF filename box</li> </ul>
Note: Th you ALV the ECF	AYS view the PDF document(s) application.		of brevity. The court highly recommends by you are filing the correct documents in Adding attachments
Note: Th you ALV the ECF rame 5-33 A ALLsecondary attac	AYS view the PDF document(s)	and any attachments to ensure	

Frame 5-34 Categorizing and describing your attachments	
For ALLsecondary attachments, a Category selection or a Description must be entered. You may utilize both fields, but one must be entered.         Select the pdf document and any attachments.         Main Document         C\Documents and Settings\User\Desktor         Browse         Attachments         Category         Description	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.
Attachment     Category     Description       Attachments     Enowse     Remove       1. [C:\Documents and Settings\User\Desktot     Browse     Image: Category       2.     Browse     Image: Category       Next     Clear	In this example, we've selected the "Exhibit" designation from the "Category" drop down list, and then in the "Description" field, we've entered the "A". The docket text and attachment will be identified as "Exhibit A", as CM/ECF will concatenate the category filed with the description field.
Frame 5-36 Additional sample         Main Document         C:\Documents and Settings\User\Desktor         Browse         Attachments       Category       Description         1.        top\Folders\PDFs\shell pdfs\exhibit-a.pdf       Browse       Exhibit       Image: A. Pages 1 - 30       Remove         2. op\Folders\PDFs\shell pdfs\exhibit-a2.pdf       Browse       Exhibit       Image: A. Pages 31 - 50       Remove         3.       Browse       Image: A. Pages 31 - 50       Image: A. Pages 31 - 50       Remove         Mext       Clear       Image: A. Page: A. Pages 31 - 50       Image: A. Page: A.	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
SECF       Civil       Criminal       Query       Reports       Utilities         Motions       1:05-cy-01001-EWN Doright y. Sinister	The Docket Text modification screen is displayed.
Docket Text: Modify as Appropriate. MOTION for Protective Order by Defendant Sam Sinister. (Attachments: # (1) Proposed Order (PDF Only)) (Stiles, Aty)	This screen allows you to enter <b>optional</b> docket modification text.
Next Clear	The "drop down" list allows you to select predetermined modifiers. You cannot enter text in this box. This is optional.
Docket Text: Modify as Appropriate. MOTION for Protective Order by Defendant Sam Sinister. Eighth  A Proposed Order (PDF Only)) (Yee, Jack) Ninth Tenth	In our example, we'll select "Amended" as a modifier.
Amended Consent Counter Cross Emergency Endorsed Ex Parte Final	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 <b>[Next]</b>

SEAF	
SECF Civil · Criminal · Query · Reports · Utilities ·	
Notions	
<u>1:05-cv-01000-EVVN Doright v. Sinister</u>	
Docket Text: Modify as Appropriate.	
Amended MOTION for Protective Order from interrogatories by Defendant Sam Sinister.	
(And Americs. # (1) Hoposed order (1 b) only)) (ree, outk)	
Next Clear	
Frame 5-38 Final screen	Completing the Transaction
SECE Civil - Criminal - Query Reports - Utilities - Search	THIS IS THE "LAST" SCREEN FOR
	YOU TO REVIEW!!
Motions	
1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys	If you click the <b>NEXT</b> button, the
	transaction is posted to the database.
	An informational message as to the path
Docket Text: Final Text	and filename of the PDF document is
Amended MOTION for Protective Order from Interrogatories by Defendant Bad Guys.	displayed for review. This provides the
(Attachments: # (1) Proposed Order (PDF Only))(Yee, Attorney)	user a "final" opportunity to check the
	filename as to it being the correct
Attention!! Pressing the NEXT button on this screen commits this transaction. You will	document. If it's not the correct
have no further opportunity to modify this transaction if you continue.	document, you should abort this
	transaction and start over again.
Source Document Path (for confirmation only):	
C:\Documents and Settings\user\Desktop\PDFs\shell pdfs\reciept.pdf pages: 1	Note: You CANNOT view any of the
C:\Documents and Settings\user\Desktop\PDFs\shell pdfs\complaint.pdf pages: 1	actual the document(s), only the path,
	filename, and number of pages.
Next Clear	moname, and number of pages.
	Click on the [Next] button to commit the
	transaction.
Frame 5-39	แล้กรองแป้น.
FTAINE J-JJ	

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)	Notice of Electronic Filing (NEF)
SECF Civil - Criminal - Query Reports - Utilities - Search Logout	
Motions 1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys	The <b>Notice of Electronic Filing (NEF)</b> is displayed.
	This is your "receipt" of the filing.
U. S. District Court [TEST]	The NEF has four informational sections:
District of Colorado [FE3T]	
Notice of Electronic Filing	The docketing information section
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	includes when the entry was made, the document number, and the docket text.
Case Number: <u>1:05-cv-3000</u>	The electronic notification section display
Filer: Bad Guys Document Number: 11	the names and e-mail addresses of
Docket Text:	attorneys/parties that have been electronically noticed.
Amended MOTION for Protective Order from Interrogatories by Defendant Bad Guys. (Attachments: # (1) Proposed Order (PDF Only))(Yet	The manual notification section displays
	any names and addresses of recipients
1:05-cv-3000 Notice has been electronically mailed to:	that must be served by non-electronic means. If there are name(s) and
Another Goody cod_ewn@yahoo.com	addresses displayed below the " <b>Notice</b>
Justa Goody cod_aty@yahoo.com	has been mailed by the filer to:" you
Dean Martin Leslie_A_Martin@cod.uscourts.gov	must print a copy of the NEF and mail
Leslie Martin leslie_a_martin@cod.uscourts.gov, gail_shaw@cod.uscourts.gov	parties displayed. You will generally see
Attorney Yee jack_yee@cod.uscourts.gov, jack_yee@cob.uscourts.gov	names and addresses for pro se parties
1:05-cv-3000 Notice has been mailed by the filer to:	and attorneys that may not be registered
Chris Vagner Vagner and Yee	to be an e-filer. The fourth section lists electronic
1234 N. 20th Street Denver, CO 80294	document stamp(s) for each PDF
The following document(s) are associated with this transaction:	document submitted and serves as a
Document description:Main Document	security feature. The document stamp(s) are kept separately and are compared
Original filename:n/a	routinely against the document stamp that
Electronic document Stamp: ISTAMP dcecfStamp_ID=1071006659 [Date=6/4/2007] [FileNumber=71575-0] [	is embedded in the PDF document.
670181fd096072892ef74398f74fe0c6fcaca0e9610cba41fb3027baf9fcebe01087de 6f1ad5b1ce8cfb30fd94dba4542816554bdd859482175489ee8d2917cf]]	
Document description:Proposed Order (PDF Only) Original filename:n/a	H
=lectronic document stamp: STAMP dcecfStamp_ID=1071006659 [Date=6/4/2007] [FileNumber=71575-1] [	
7fbac2df9d7d643c05426f8e72c7c61ee78be95855e0c710f680c88a5300227b3a98cd D15da16554af07b10b6102509c311bf945cd0d76522b03f558c7f5a331]]	
· · · · ·	
## 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.



field to avoid filing your document in the wrong case.

Frame 5-45 Case Number Valid	
SECF <u>Civil - Criminal - Query Reports - U</u> Responses and Replies	• The case number is valid and the Next button is darken, so you can click on it to continue.
Civil Case Number 1:05-cv-3000 Next Clear	• Click on the <b>[Next]</b> button
5-45a Review Screen	Review Screen
SECF       Civil •       Criminal •       Query       Reports •       Utilities •         Responses and Replies         1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys         Next       Clear	<ul> <li>After clicking on the <u>Next</u> button, a review screen is displayed.</li> <li>Click on the <u>Next</u> button to continue Designating the party filing</li> </ul>
Frame 5-45b Designating the party filing	Designating the party filing
Responses and Replies <u>1:07-cv-01985-WYD-MJW Zeiler</u> Farms, Inc. v. Anadarko E & P <u>Company LP et al</u> NDISPO	<ul> <li>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.</li> </ul>
Pick Filer         Collapse All       Expand All         + Anadarko E & P Company LP dft       + Anadarko Land Company dft         + BP America Incorporated intv       + Petroleum Development Corporation dft         + Polician Company dm       + Unioil, Inc. dft         + Zeiler Farms, Inc. pla       - Line Farms, Inc. [pla]	<ul> <li>If done correctly, each party selected will remain highlighted.</li> <li>After highlighting the parties to the document, click on the [Next] button</li> </ul>
Frame 5-46	
Note: If the list depicted does not display the party or parties a user represents, cont division at 303-335-2026 with your party's information. Only court personnel can add	

click on the Add/Create New Party hyperlink, ECF returns an error message advising you of this restriction.



## Frame 5-48 The choose file dialog box

Look in:       external pdfs for trng       Image: Complaint.pdf       Image: Co	Look in: external pdfs for tmg History History Desktop My Computer My Network Pla How the first state of the sta
With Network Pla.	Image: Second
Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the support         Image: Select series of the support       Select series of the suppo	Image: Second
History  i arrest warrant-2.pdf  arrestreturn 1.pdf  arrestreturn 2.pdf  arrestreturn	History
Image: Second	Image: Stop       Image: Stop
Image: Select	Image: Second
Desktop       Image: Select sele	Desktop
My Computer Wy Computer brief_support brief_brief_support brief_brief_support brief_brief_support brief_brief_brief brief_brief_brief brief_brief_brief brief_brief_brief brief_brief_brief brief_brief brief_brief brief_brief brief_brief brief_brief brief	My Computer Service support Print My Network Pla N NetWare Copy Scan for Viruses
My Computer  Select  Select Select  Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Select Sele	My Computer           Image: Second strength         Select           Second strength         Print           Motion_protect         N           NetWare Copy         Scan for Viruses
Select       Image: Select	Select       Scan for Viruses
Image: Second	y Network Pla
y Network Pla Plant Print P	y Network Pla  Motion_protec N NetWare Copy Scan for Viruses
NetWare Copy       Scan for Viruses       Open With       Outlick View Dute	N NetWare Copy           Scan for Viruses
File name: Open With Open	Scan for Viruses
File name: Open With Open	
Filos of time: Quick View Plus	
Thes on ype.	Files of type:
Quick Print	
Add to Zip	Add to Zip
Send To 🔸	Send To 🔸

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

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.



-

Cancel

All Files (\*.\*)

Files of type

Frame 5-51 Attaching the main PDF document (continued)	Attaching the main PDF document (continued)
For ALL secondary attachments, a Category selection or a Description must be entered. You may utilize be	th fields, but one must be entered.
Select the pdf document and any attachments.	The Filename box is now filled with the mame of the main document.
Main Document	
C:\Documents and Settings\User\Desktor	If there are attachments to the
Attachments Category Description	main document, click on the [Browse]
	button in the "Attachments" section.
1. Browse.	
Next Clear	
From 5 50 The chases file dislar have	The shares file distants
Frame 5-52 The choose file dialog box	The choose file dialog box
CM/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer	The Choose File dialog box will appear
Choose file	and you can navigate to the folder (or
	and you can havigate to the folder (of location) where you have the PDF
	document.
Image: Second state	
History Arrest warrant-2.pdf Aproposed_order.pdf	The court highly recommends you right
Derrestreturn 1.pdf     Derrestreturn 2.pdf	click and open the document up in
Desktop	Adobe Reader (or Adobe Acrobat) to
🔽 🔽 aw-wp1.pdf	view the PDF document to ensure it is
My Computer	the correct PDF document you wish to
📶 brief_support-cr.pdf	file.
My Network Pla.	
motion_pro Open with Acrobat 8.0	
Print	
N NetWare Copy	
File name: Scan for Viruses	Open
Files of type: Open With	Cancel
Add to List Quick View Plus	
Quick Print	
Add to Zip Remove from List	
Send To	
Next	
Сору	

## 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.

- Close out the Adobe application.
   Populate the ECF filename box.
   Select the predetermined category for the attachment (or select the "blank" category.)
   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
For ALLsecondary attachments, a Category selection or a Description must be entered. You may utilize both fields, but one must be entered.	This screen display depicts the adding
Select the pdf document and any attachments.	of:
Main Document	<u>Main</u> document Exhibit A
C:\Documents and Settings\User\Desktor Browse	Attachment 1
Attachments Category Description	NOTE: If you wish to remove an
1. C:\Documents and Settings\User\Desktor Browse Exhibit	attachment you've added, [Click] the [Remove] button to the right of the
	attachment you wish to delete.
2. C:\Documents and Settings\User\Desktor Browse	[Click] the [NEXT] button.
3. Browse	
Frame 5-576Linking	Linking
	C C
SECF Civil · Criminal · Query · Reports ·	This window allows the filer to link the brief with other documents that have
Responses and Replies	been filed already. A list of previously filed documents appears. Documents
1:05-cv-01000-EWN Doright v. Sinister	such as briefs in support of a motion must link back to the motion.
	Using the mouse, select by clicking in
Select the appropriate event(s) to which your event relates:	the check box(es) provided, which documents you wish to link the brief to.
☑ 09/13/2005 3 Amended MOTION for Protective Order from interrogatories by Defendant Sam	Click on [Next]
Sinister. (Attachments: # (1) Proposed Order (PDF Only))(Yee, Jack)	
Next Clear	

Frame 5-57 Docket text modification screen	Docket text modification screen
SECF Civil · Criminal · Query · Reports · Utilities Responses and Replies	The Docket Text modification screen is displayed.
<u>1:05-cv-01000-EWN Doright v. Sinister</u>	This screen allows you to enter <b>optional</b> docket modification text.
Docket Text: Modify as Appropriate.	
BRIEF in Support re [3] Amended MOTION for Protective Order from interrogatories filed by Defendant Sam Sinister. (Attachments: # (1) Exhibit A# (2) attachment 1) (Yee, Jack)	After enter text or leaving blank, click on the <b>[Next]</b>
Next Clear	
Frame 5-58 Final screen	Completing the Transaction
SECF <u>Civil</u> - Cri <u>m</u> inal - Query <u>Reports</u> - <u>U</u> tilities - <u>Search</u>	THIS IS THE "LAST" SCREEN FOR YOU TO REVIEW!!
Responses and Replies	Keener alle la de a NEVE headdara de a
1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys	If you click the <b>NEXT</b> button, the transaction is posted to the database.
Docket Text: Final Text	An informational message as to the
BRIEF in Support re [5] MOTION for Protective Order filed by Defendant Bad Guys. (Attachments: # (1) Exhibit A# (2) Attachment 1)(Yee, Attorney)	path and filename of the PDF document is displayed for review. This provides the user a "final" opportunity to check
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.	the filename as to it being the correct document. If it's not the correct document, you should abort this
Source Document Path (for confirmation only):	transaction and start over again.
C:\Documents and Settings\user\Desktop\PDFs\shell pdfs\reciept.pdf pages: 1 C:\Documents and Settings\user\Desktop\PDFs\shell pdfs\sum_cv_act.pdf pages: 2 C:\Documents and Settings\user\Desktop\PDFs\shell pdfs\reciept.pdf pages: 1	<b>Note:</b> You <b>CANNOT</b> view any of the actual the document(s), only the path, filename, and number of pages.
Next Clear	mename, and number of pages.
	Click on the <b>[Next]</b> button to commit the transaction.
Frame 5-59	•
Note: ECF displays a "Final warning" indicating if the [Next] button is clicked, entered into the ECF database and the Notice of Electronic Filing (NEF) is creat 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 click	

cached and the user will encounter problems. It 's easier to just start over

Frame 5-60 The Notice of Electronic Filing (NEF)	Notice of Electronic Filing (NEF)
GECF       Civil +       Criminal +       Query       Reports +       Utilities +       Search       Logout         Responses and Replies       1:05-cv-03000-LTB-REB Good Guys, Inc. v. Bad Guys	The Notice of Electronic Filing (NEF) is displayed.
	This is your "receipt" of the filing.
U. S. District Count [TEST] District of Colorado [TEST]	The NEF has four informational sections:
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	The docketing information section includes when the entry was made, the decument number, and the docket text.
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)	The electronic notification section displays the names and e-mail addresses of attorneys/parties that have been electronically noticed.
1:05-cv-3000 Notice has been electronically mailed to:	
Another Goody cod_ewn@yahoo.com	The manual notification section displays any names and addresses of recipients
Justa Goody cod_aty@yahoo.com	that must be served by non-electronic
Dean Martin Leslie_A_Martin@cod.uscourts.gov	means. If there are name(s) and
Leslie Martin leslie_a_martin@cod.uscourts.gov, gail_shaw@cod.uscourts.gov	addresses displayed below the "Notice has been mailed by the filer to:" you
Attorney Yee jack_yee@cod.uscourts.gov, jack_yee@cob.uscourts.gov	must print a copy of the NEF and mail
1:05-cv-3000 Notice has been mailed by the filer to:	alory with the document(s) you filed to the parties displayed. You will generally
Chris Vagner Vagner and Yee 1234 N. 20th Street Denver, CO 80294	see names and addresses for pro se parties and attorneys that may not be registered to be an e-filer.
The following document(s) are associated with this transaction:	The fourth section lists electronic
Document description:Main Document Original filename:://a Electronic document Stamp: [STAMP deecfStamp_ID=1071006659 [Date=6/4/2007] [FileNumber=71584-0] [ 723931 ae9e2bf64a53c68b38b70b6862d9202f03732190e55f24aaa2728f9149a90c 60908eda58a6b576f17db32f36d9e2e6b96e8d3cd74c14aa2c5675681]] Document description:Exhibit A Original filename:://a Electronic document Stamp: [STAMP deecfStamp_ID=1071006659 [Date=6/4/2007] [FileNumber=71584-1] [ 893bed91 a38df82158d3b159a3585cb90211f3abfbee28bd0977387cc6eab0f43a8115 bb58ac13625d7171bb46e995d39a673cbc6bb04d1cce277252b4e5d33]] Document description: Attachment 1 Original filename:://a Electronic document Stamp: [STAMP deecfStamp_ID=1071006659 [Date=6/4/2007] [FileNumber=71584-2] [ 70aa5363aad663e563a35881f3e88e816f26a07db59906fd2faffe14ae514aae21914a 4da15b38b7a15f0b7accb958eb13d8a29eabbd464fa8d897cc8d87e8e2]]	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 Case Administration Specialist division.

## **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.



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	Query has 2 search options.
Search Clues	1. Case number query
Case Number or search by	OR
Case Status: C Open C Closed C All	2 Various parameter selections to
Filed Date to	define your query. Parameters include the selection of:
Last Entry Date to	<ul><li> Open, Closed, or both</li><li> Filed date range</li></ul>
Nature of Suit     0 (zero) 110 (Insurance) 120 (Contract: Marine)	<ul><li>Last entry date range</li><li>Nature of Suit code</li></ul>
Cause of Action 0 (No cause code entered) 00:0000 (00:0000 Cause Code Unknown) 02:0431 (02:431 Fed. Election Commission: Failure Enforce C)	<ul> <li>Cause of Action code</li> <li>Person/business name for</li> <li>Parties</li> </ul>
Last/Business Name (Examples: Desoto, Des*t)	Attorneys
First Name Middle Name	Using any combination of the
Туре	parameters in the query will focus your query.
Run Query Clear	



Frame 6-1d Duplic	ate Case Numbers	Duplicate Case Numbers
Query		
		Once the list has been expanded,
Search Clues		you can click on a specific defendant, or the main case, which
	4003 Hide Case List	would be for all defendants in the
	electa case:	criminal case.
	1:05-cr-04003-EWN USA v. Quack et al     □     1:05-cr-04003-EWN-1 Joe Quack	<ul> <li>There's also a civil case with the</li> </ul>
	□ 1.05-cr-04003-EWN-2Lucy Quack	same number, 05-4003. If the civil
	1:05-cv-04003-EWN Doright v. Sinister	case is the one you want to query,
	or search by	click on the check box for the civil
Case Status: C	Open Cosed All O	case.
Filed Date	to	
Last Entry Date	to	
Nature of Suit	(zero) 10 (Insurance)	
1:	20 (Contract: Marine)	
	(No cause code entered)	
	(No cause code entered)	
	2:0431 (02:431 Fed. Election Commission: Failure Enforce C)	
Last/Business Name	(Examples:Desoto,Des*t)	
FirstName	Middle Name	
Type	T	
Run Query Clear	_	
Frame 6-1e Case		
	Number Query	
		<ul> <li>When you click on the "entire case"</li> </ul>
Query		checkbox, the others in the list are
		grayed out, so you cannot click on those other cases.
Search Clues		
Case Number	1:02-cr-12	If you clicked on a checkbox in
Cuse Number	Hide Case List	error, you must uncheck the checked checkbox and then check
	Select a case:	the correct checkbox.
	🗹 1:02-cr-00012-LTB USA v. James et al 🗉 👘	
	1:02-cr-00012-LTB-1 Robert E. James	
	1:02-cr-00012-LTB-2 Catherine E. Bell	
	1:02-cv-00012 Smith v. Smith	
	□ 1:02-mj-00012-BNB USA v. James et al 🗉	

		· · · · · · · · · · · · · · · · · · ·
	ing the Case Number Query	
Query		
Search Clues		
Case Number	Line Core Line	
Case Number	1:05-cr-4003-1 Hide Case List	When you click on a specific
	Select a case: □ 1:05 cr-04003-EWNUSA v. Quack et al 🗉	defendant in a criminal case, the
	I 105-cr-04003-EWN-1 Joe Quack	<ul> <li>other defendants' case checkbox</li> <li>(es) and the "entire case" checkbox</li> </ul>
•	1:05-cr-04003-EWN-2 Lucy Quack	for that criminal case are not grayed
	105-cv: 04003-EWN Doright v. Sinister	out. This allows you to check other
	or search by	defendants in the case or check the
Case Status:	C Open Cosed All C	"entire case" checkbox.
Filed Date	to	
Last Entry Date	to	
	0 (zero)	
Nature of Suit	110 (Insurance)	
	120 (Contract: Marine)	
		After you click on the energies you
Cause of Action	0 (No cause code entered) U0:0000 (00:0000 Cause Code Unknown)	After you click on the case(s) you     want from the list, the
	02:0431 (02:431 Fed. Election Commission: Failure Enforce C)	
Last/Business Name	(Examples:Desoto,Des*t)	Run Query button is darken so
T' OL		Nou can click on the Run Query
FirstName	Middle Name	you can click on the <b>hurr query</b> button to perform the case number
Туре		query.
Run Query		
		•
Frame 6-4 Name	Search	Name Search
	or search by	• You may query the ECF
Case Status:	Open O Closed O All	database by the name of a
Filed Date		party or an attorney.
Last Entry Data		Enter the last name of the
Last Entry Date		person in the appropriate field.
	0 (zero)	
Nature of Suit	110 (Insurance)	If you enter the first name
	120 (Contract: Marine)	and/or middle name, the
	0 (No cause code entered)	search will be more restricted.
Cause of Action	0 (No cave code entered)  00:0000 (00,000 Cause Code Unknown)	
	02:0431 (02:43) Fed. Election Commission: Failure Enforce C)	Note: The Last/Business
Last/Business Na	me quack (Examples: Desoto, Des*t)	Name is the key field for name
		searches.
First Name	Middle Name	
Туре	Party Prisoner ID	<ul> <li>If the individual is a party to more than one case, ECF will</li> </ul>
Run Query Clea	ar	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



Frame 6-5 Additional query sample 2	Additional query sample 2
Query   Search Clues   Case Number   or search by   Case Status:   © Open   Closed   All   Filed Date   11/1/2007   to   Last Entry Date   160 (Stockholders Suits)   190 (Contract: Product Clobinity)   195 (contract: Franchise)   Cause of Action   08:1451 (08:1451 Revocation of Naturalization )   Cause of Action   08:227 (08:0227 (08:0227 (08:0227 (19:0227)   195 (contract: Franchise)   Cause of Action   08:227 (08:0227 (19:0227 (19:0227)   Last/Business Name   (Examples: Desoto, Des*t)   First Name   Middle Name   Type   Run Query	<ul> <li>This sample query has the following four parameters entered/selected:</li> <li>Open cases</li> <li>Cases filed from 1/1/2007 through 12/31/2007</li> <li>Nature of suit code of 190</li> <li>Cause of Acton code of 9:0001(09:1 U.S. Arbitration Act)</li> <li>The query returns a list of cases based upon the parameters selected/entered.</li> </ul>
Select A Case          127-cv-02370-WDM-MEH       Tests Instruments Incorporated v. BIAX Corporation filed 11/09/07       190(Contract: Other)       09:0001(09:1 U.S. Arbitration Act)         107-cv-02548-WDM-BNB       BIAX Corporation v. Texas Instruments Inc.       filed 12/07/07       190(Contract: Other)       09:0001(09:1 U.S. Arbitration Act)	<ul> <li>If you click on the case number hyperlink, ECF will open the query screen depicted in</li> </ul>

## 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 7-3 The Docket sheet			
Docket Sheet			If you do not need a <b>complete</b>
Case number 2-12 Fi	nd This Case		docket sheet, you can narrow the size by entering a specified date
© Filed to to			range or enter a document number range before you run the
Documents to			report.
	nent options:		
	ude headers when displaying PDF documents		
✓ Terminated parties     □ Vie     □ List of member cases     Forma	w multiple documents		
	TML (unpaginated)		
	DF (paginated)		
Sort by Oldest date first			
Run Report Clear			
Include Checkbox items:	Document options checkbox items:		
• Parties and counsel - all parties and	<ul> <li>Include headers when displaying PDF</li> </ul>		
<ul> <li>related counsel will be listed.</li> <li>Terminated parties – will be listed and</li> </ul>	documents – will display a "pdf header" on the PDF document which shows		
shown with a (T) and the word	case number, document number, date		
<ul> <li>Terminated next to the party name.</li> <li>List of Member cases – will list</li> </ul>	filed, and page x of y of the document filed.		
associated member cases on the report.	• View multiple documents – will display		
<ul> <li>Links to Notices of Electronic Filing – will display a "silver ball" next to the</li> </ul>	checkboxes on the docket report to facilitate the ability to select and view		
document number. The "silver ball" is a	multiple documents at once. Will also		
link to the NEF.	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	Format:		
Oldest Date first – will list the docket	HTML (Hyper Text Markup Language)		
entries by the oldest date first to the latest (most recent) date.	<ul> <li>will display the Docket Report in a web- based HTML format and is unpaginated.</li> </ul>		
Most Recent Date first – will list the	<ul> <li>PDF (Portable Document Format) –</li> </ul>		
docket entries by the most recent date first to the oldest date.	will create a PDF document of the		
	Docket Report and display it paginated.		
Frame 7-3a			
Docket Sheet			
	nd This Case	•	Enter the case number in the <b>"Case Number"</b> field.
© Filed to Centered			Click on the Find This Case button.
Documents to			
	nent options:	•	Once the case number is found, the
	ude headers when displaying PDF documents with with the mean second second second second second second second s		Run Report button is darkened
List of member cases Forma	at:		and you can click on it to run the
	ML (unpaginated) DF (paginated)		docket report.
Sort by Oldest date first			
Run Report Clear			

Frame 7-3			_	- Enter/acleat dealert about diaplay
				Enter/select docket sheet display options before you click on the
Case number	1:02-0	Hide Case List		
Select a case:				Run Report button.
	12-LTB	USA v. James et al 🗉		Button.
☑ 1:02-cv-000	)12 Smitl	n V. Smith		Enter filed/entered date range
🗖 1:02-mj-000	)12-BNB	USA v. James et al 🗉		(optional)
G				Enter document range (optional)
• Filed		to		<ul> <li>Select items to include in the</li> </ul>
○ Entered				docket report display (see Frame
Document	s	to		7-3 for details of the selectable
Include:		Document options:		items)
Parties and	l counse	I Include headers when displaying PDF doci	uments	nems)
🗹 Terminated	I parties	View multiple documents		Click on the [Run Report] button.
🗆 List of mem	iber case	es Format:		
🗹 Links to No	tices of B	Electronic Filing 📀 HTML (unpaginated)		
		PDF (paginated)		
Sort by Most n	ecent date			
	Clear			
mannepolt				
Frame 7-3	c Larg	e Docket sheet warning		
Docket Sheet		• •		
				If the docket sheet has a large number
	ng time to run b	ecause this case has many docket entries. You can go back and modify the selection criteria or select one of the	following	of docket entries (i.e. more than 250
options.				entries), a warning display is presented
Include docket entries:				to give you options to shorten the
<ul> <li>for the past week</li> </ul>				entries returned and reducing the
• for the past 90 days				PACER charges.
$^{\bigcirc}$ for the past year				5
• as initially requested				You can select the original option, if you
Due Denset	1			want the larger docket sheet.
Run Report Clear				
Frame 7-30	d Sam	ple Docket Sheet (HTML – (Unpaginated) forma	t)	Sample Docket Sheet
				(HTML - (Unpaginated) format)
		U. S. District Court [TEST]		(········
		District of Colorado [TEST] (Denver) CIVIL DOCKET FOR CASE #: 1:02-cy-00012		
		CIVIL DOCKET FOR CASE #. 1.02-CV-00012		
Smith v. Smith Assigned to:		Date Filed: 06/05/2007 Jury Demand: Defendant		Caption information
Cause: 05:704 L	abor Litiga.	tion Nature of Suit: 445 Civil Rights: Amer	icans	
4		with Disabilities - Employment Jurisdiction: Diversity		
Disintiff		ourioution. Directoly		
<u>Plaintiff</u> Jane Smith		represented by Jackbert Yeebert		
Jane Jillur		1 Alley Way		
		Denvér, CÓ 80294 Email: jack_yee@cob.uscourts.gov		
		LEAD ATTORNEY		
		ATTORNEY TO BE NOTICED		Party and attorney information
V				
V. Defendant				
Oliver Smith		represented by Chris Vagner		
		Vagner and Yee		
1		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		COMPLAINT against Oliver Smith (Filing fee \$ 350, Receipt Number 12345) Su Issued, filed by Jane Smith.(Yee, ) (Entered: 06/05/2007)	mmons	
06/08/2007	<b>3</b> 2			Docket entries and links to PDF
		ANSWER to Complaint by Oliver Smith.(Yee, Attorney) (Entered: 06/08/2007)	r Owith	documents
06/08/2007	@ <u>3</u>	Amended MOTION for Protective Order from interrogatories by Defendant Olive (Attachments: # 1 Proposed Order (PDF Only))(Yee, Attorney) (Entered: 06/08/		
06/08/2007	34	BRIEF in Support re 3 Amended MOTION for Protective Order from interrogator		

Sort by Oldest date first <ul> <li>PDP (paginated)</li> <li>Sheet was printed.</li> </ul> sheet was printed. <ul> <li>Sheet was printed.</li> </ul> Frame 7-3f Sample Docket Sheet         (PDP (paginated) format)           Case 102-cv-12         As of 06002007 11:11 AM MOT         1 of 1           District of Colorado [TEST]         District of Colorado [TEST]         I of 1           District of Colorado [TEST]         District of Colorado [TEST]         I of 1 <li>Case Number, date, time, and number of pages for the Docket Sheet are on a header for the Docket Sheet are on a header for the DDF                Swith :::Swith ::Swith ::Swit</li>	Frame 7-3e PDF Copy of the Docket Sheet Case number 1:02-cv-12 © Filed © Entered Documents to Include: Parties and counsel © Terminated parties List of member cases © Links to Notices of Electronic Fill	Document options: I include headers when displaying PDF documents I view multiple documents Format: ing O HTML (unpaginated)		<ul> <li>PDF - (Paginated) format)</li> <li>An alternative format of the Docket Report is to select the PDF (Paginated) format of the docket sheet before running the report.</li> <li>The PDF - (Paginated) selection will create a PDF of the docket sheet and place a header with case number, date, and time the docket</li> </ul>
V.       Date Filed       Monte of Supervectory         V.       Defendant       Outropy Deprecedent of the program of the	Run Report Clear			sheet was printed.
U. S. District Court [TEST] District of Colorado [TEST] (Denver) CIVIL DOCKET FOR CASE #: 1:02-ev-00012       • Case Number, date, time, and number of pages for the Docket Sheet are on a header for the PDF         Smith v. Smith Assigned to Case: 07:04 Labor Litigation       Date Filed: 06:05:2007 Jury Demund Defindant Matter of Smit 4:3 Civil Right: American with Disbolutes - Employment Junetican: Diversion accounts.gov Each Attropy of Matcourts.gov Attropy Ve Defendant Oliver Smith       • Case Number, date, time, and number of pages for the Docket Sheet are on a header for the PDF         V.       • Caption information         V.       • Caption information         V.       • Defendant Oliver Smith         V.       • Party and attorney information <u>Attorney Ye</u> 10:052007       • Docket Text Of 05:2007 <u>V.</u> • Docket Text Of 05:2007 <u>V.</u> • Docket Text Of 05:2007				
District of Colorado [TEST] [Derver] CIVIL DOCKET FOR CASE #: 1:02-cv-00012       - Case Number, date, time, and number of pages for the Docket Sheet are on a header for the PDF         Smith v. Smith Assigned to Case: 05:704 Labor Litigation       Date Filed: 06:05/2007 Jury Demand Defendant Americans with Diabilities - Employment Districtors: Proventy       - Case Number, date, time, and number of pages for the Docket Sheet are on a header for the PDF         Plaintiff Jane Smith       represented by Service On Diversity       Jackbert Yeebert 1 Alley Way Derver, CO 8034 201-201-201-201-201-201-201-201-201-201-	Case: 1:02-cv-12	2 As of: 06/08/2007 11:11 AM MDT 1 of 1		HIWL – (Unpaginated) format)
Assigned to: Cause: 05:704 Labor Litigation       Jury Demand: Defendant Nature of Suit: 445 Civil Right: Americans with Diversity         Plaintiff Jane Smith       represented by       Jackbert Yeebert 1 Alley Way Denver, CO 80294 Email: Late Veed/cob uscourts.gov LEAD ATTORNET TO BE NOTICED       • Caption information         V.       Defendant Oliver Smith       represented by       Chris Vagner Vagner and Yee 1254 N 20th Street Denver, CO 80294 Email: Jack Veed/cob uscourts.gov LEAD ATTORNET TO BE NOTICED       • Party and attorney information         V.       Defendant Oliver Smith       represented by       Chris Vagner Vagner and Yee 1254 N 20th Street Denver, CO 80294 Street To BE NOTICED       • Party and attorney information         Date Filed       #       Docket Text OdoSt2007       • Docket Text OdoSt2007       • Docket entries and links to PDE	Dis CIVIL D	strict of Colorado [TEST] (Denver)	•	number of pages for the Docket Sheet are on a header for the
Jane Smith       represented by Jackbert Yeebert         1 Alley Way       Derver, CO 8034         Demail jack, reearcob accourts gov       LEAD ATTORNEY         LEAD ATTORNEY TO BE NOTICED       V.         V.       Defendant         Oliver Smith       represented by Chris Vagner         Vagner and Yee       1254 N. 20th Street         Derver, CO 8034       Derver, CO 8034         Street Derver, CO 8034       Street         Derver, CO 8034       Derver, CO 8034	Assigned to: Cause: 05:704 Labor Litigation	Jury Demand: Defendant Nature of Suit: 445 Civil Rights: Americans with Disabilities – Employment		
Defendant Oliver Smith       represented by Chris Vagner Vagner and Yee 1254 N. 20th Street Denver, CO 80294 303-335-2040 LEAD ATTORNEY ATTORNEY TO BE NOTICED       • Party and attorney information         Attorney Yee 1901 Pth 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)       • Docket entries and links to PDE		1 Alley Way Denver, CO 80294 Email: jack. vee@cob.uscourts.gov LEAD ATTORIEY	•	Caption information
1901 19th St.         Denver, CO 80294         Email: jack, yee@cod.uscourts.gov         ATTORNET 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)	Defendant	Vagner and Yee 1234 N. 20th Street Denver, CO 80294 303-335-2040 Fax: 303-335-2040 IEAD ATTORNEY ATTORNEY TO BE NOTICED	•	Party and attorney information
06/05/2007 OI COMPLAINT against Oliver Smith (Filing fee \$ 350, Receipt Number 12345) Summons Issued, filed by Jane Smith.(Yee, ) (Entered: 06/05/2007)		1901 19h St. Denver, CO 80294 Email: jack: yee⊘cod.uscourts.gov		
Summons Issued, filed by Jane Smith (Yee, ) (Entered: 06/05/2007)		et Text		
Docket entries and links to PDF	06/05/2007 0 <u>1</u> COM	PLAINT against Oliver Smith (Filing fee \$ 350, Receipt Number 12345) nons Issued, filed by Jane Smith (Yee, ) (Entered: 06/05/2007)		
-2 Arys were to compare by onver small (ree, Anomey) (Emered: $0008/2007$ )		WER to Complaint by Oliver Smith.(Yee, Attorney) (Entered: 06/08/2007)	•	
06/08/2007 3 Amended MOTION for Protective Order <i>from interrogatories</i> by Defendant Oliver Smith. (Attachments: # <u>1</u> Proposed Order (PDF Only))(Yee, Attorney) (Entered: 06/08/2007) dOCUMENTS	Oliver (Enter	r Smith. (Attachments: #1 Proposed Order (PDF Only))(Yee, Attorney)		documents
06/08/2007       Image: BRIEF in Support re <u>3</u> Amended MOTION for Protective Order from interrogatories filed by Defendant Oliver Smith. (Attachments: # <u>1</u> Exhibit A# <u>2</u> Attachment 1)(Yee, Attorney) (Entered: 06/08/2007)	interro	ogatories filed by Defendant Oliver Smith. (Attachments: #1 Exhibit A#2		

Frame 7-4 Civil cases report	Civil cases report
SECF <u>Civil - Criminal - Query Reports - Utilities - S</u> earch Logout	<b>Note:</b> There is not a cap for charges when running the Civil Cases Report
Warning: This report is not subject to the 30 page billing cap. In will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report. Office Colorado Springs Case Type Barkruptcy judgments of suit 0 (zero) Deriver Cause Office Cause Code entered Deriver Cause Office Cause Code entered Deriver Code Case Case Case Case Case Code Case Case Case Code Case Code Case Case Code Case Code Case Code Case Case Code Case Code Case Case Code Case Case Code Case Code Case Case Code Case Case Case Code Case Case Case Case Case Case Case Cas	<ul> <li>The <u>Civil Cases</u> report provides you with the flexibility to query the ECF database to locate cases filed based upon parameters you enter or select.</li> <li>The parameters you can enter or select are: <ul> <li>Filing date range</li> <li>Cause code</li> <li>Nature of suit</li> <li>Case flag(s)</li> <li>or any combination thereof</li> </ul> </li> <li>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</li> </ul>
Frame 7-5 Civil Cases Report Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report. Office Clorado Springs Case Bankruptcy judgment Nature of suit (10 (rev) Deriver Cause (10 No cause code entered) QUE 0431 (02:431 Fed Election) Case Friage (255 ADMAPP Terminal digit(s) 2, cases Filed S/1/2007 to S/8/2007 Sort by Case Number To Formatted Display Dutput Format Corrated Display Data Only Run Report Clear	<ul> <li>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.</li> <li>If you leave all fields blank, ECF will display a report for all cases opened in ECF.</li> <li>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.</li> </ul>
Cold Civid Cases Report.         Cold Civid Case Report.         Cold Case Number/ Title       Case Dates       Days Pending       Notes         Notes         Sinith v. Smith         Case Filed: D6/05/2007       23       Cause: D5: 704 Labor Litigation NOS: 445 Civil Reportment Office: Deriver         Sinith v. Smith         Case Filed: D6/05/2007       23       Cause: Diversity Presider: Unassigned Jury demand: Defendant         Office All         Case Type All         Nature of Suit All         Case Type All         Nature of Suit All         Case Type All         Nature of Suit All         Case Flags All          Close Cases No	<ul> <li>Sample Civil cases report</li> <li>The report is returned with the cases found.</li> <li>There's a link to the docket report from this report.</li> <li>At the end, there's a summary of the report selection criteria.</li> <li>Remember, you are billed PACER charges for running this report. However, this may serve as a valuable research tool.</li> </ul>

ECF USER MANUAL	EFFECTIVE JULY 01, 2018
Frame 7-7 Calendar events report	Calendar events report
SECF <u>Civil</u> - Cri <u>m</u> inal - Query <u>Reports</u> - <u>U</u> tilities - <u>S</u> earch Calendar Events Report	This report displays scheduled events.
Case	Selection criteria are:
Office Derver (1) Durango (2) Grand Junction (3) V of suit 0 (zero) 110 (Insurance) Calendar AllHearings Allocution Hearing Arbitration Hearing V Both AM PM Time AM PM V Include docket text Sort by Time V	<ul> <li>by a specific case number</li> <li>by specified date range</li> <li>by type of calendar event</li> <li>by time of day</li> <li>print docket text with the Calendar Events Report</li> </ul>
Run Report       Clear         Frame 7-8 Sample Calendar events report – with docket text         SECF       Givil + Criminal + Query         Reports + Utilities + Search       Logout	<ul> <li>Examples:</li> <li>Search for all events scheduled for a specific case by entering the case number and end date in</li> </ul>
U. S. District Court [TEST] District of Colorado [TEST] Calendar Events Set For 1/1/2006-2/2/2007	the applicable fields.
01/17/2006 10:30 AM <u>1:05-cv-00003-LTB-MJW Pike et al v. Explorer's Outfitters I et al</u> (Nature of Suit 190 - Contract: Other) Settlement Conference Courtroom A 502	• Search for a specific type of hearing in a specific case within a date range by entering the applicable information.
<ul> <li>PRO SE Kit Carson (Defendant) John Wesley Powell representing Zebulon Montgomery Pike (Plaintiff), St. Louis Trading Company I (Plaintiff) James Taylor representing Explorer's Outfitters I (Defendant)</li> <li>Minute Entry for proceedings held before Magistrate Judge Michael J. Watanabe : Scheduling Conference held on 10/12/2005. Discovery due by 4/17/2006. Dispositive Motions due by 4/17/2006. Settlement Conference set for 1/17/2006 10:30 AM in Courtroom A 502 before Magistrate Judge Michael J. Watanabe. Proposed Pretrial Order due by 2/2/2006. Preliminary Pretrial Conference set for 2/9/2006 09:00 AM in Courtroom A 502 before Magistrate Judge Michael J. Watanabe. (Court Reporter FTR-Ben Van Dyke.)</li> </ul>	• 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
10:30 AM           1:05-cv-00048-ZLW-BNB Pike v. Explorer's Outfitters I           (Nature of Suit 190 - Contract: Other)           Settlement Conference Courtroom A 502           representing (Defendant)           John Wesley Powell representing Zebulon Montgomery Pike (Plaintiff)	hyperlink to the actual docket entry crating the scheduled event.
<ul> <li>Minute Entry for proceedings held before Judge Michael J. Watanabe : Scheduling Conference held on 10/6/2005. Discovery due by 4/28/2006. Dispositive Motions due by 5/30/2006. Settlement Conference set for 1/20/2006 at 10:30 AM in Courtroom A 502 before Magistrate Judge Michael J. Watanabe. Proposed Final Pretrial Order due by 9/25/2006. Final Pretrial Conference set for 9/29/2006 at 08:30 AM in Courtroom A 502 before Magistrate Judge Michael J. Watanabe. Mr. Frankl shall forthwith enter his appearance.(Court Reporter FTR Shelley Moore.)</li> </ul>	After entering your criteria, click on <b>[Run Report]</b> . A compiled report is displayed
Frame 7-8a Sample Calendar events report – without docket text	
SECF GM - Criminal - Query Reports - Utilities - Search Logout U. S. District Court [TEST] District of Colorado [TEST] Calendar Events Set For 1/1/2006-6/14/2007	• If you un-checked the box to "Include docket text", the docket text <b>not</b> will be shown on the Calendar Events Report.
01/17/2006 10:30 AM <u>1:05-cv-00003-LTB-MJW Pike et al v. Explorer's Outfitters I et al</u> (Nature of Suit 190 - Contract: Other) Settlement Conference Courtroom A 502	• The report displays more entries, as the docket text is not displayed.
PRO SE Kit Carson (Defendant) John Wesley Powell representing Zebulon Montgomery Pike (Plaintiff), St. Louis Trading Company I (Plaintiff) James Taylor representing Explorer's Outfitters I (Defendant) 01/20/2006 10:30 AM	<ul> <li>Additionally, the "silver ball" (hyperlink) to the actual entry creating the schedule is not displayed.</li> </ul>
1:05-cv-00046-ZLW-BNB Pike v. Explorer's Outfitters I (Nature of Suit 190 - Contract: Other) Settlement Conference Courtroom A 502 representing (Defendant) John Wesley Powell representing Zebulon Montgomery Pike (Plaintiff)	



Frame 7-11 S	ample dock	et Activity F	Report			
₹ECF	Civil • I	criminal • Qu Docket Ac		Reports •	Utilities • Logout	The <b>Docket Activity Report</b> is displayed based upon the date and selection criteria you entered/selected.
						,
		ct Court [TEST] · port Filed Period		-	r]	• The <b>Case number/title</b> is listed as a link to the docket sheet,
Case Number/Title	Dates		gory/ 'ent	Docketed by	Notes	=
<u>1:06-cr-00001-PSF</u> USA v. Jones	Entered:04/28/2006 15:22:22 Filed:04/28/2006	Category:charge Event:Indictmen Document:1		klt <i>Typer</i> ert	<i>Office:</i> Denver <i>Presider:</i> Phillip S. Figa	• The <b>date</b> is displayed as it fell within the date range,
	INDICTMENT as to F		s) 1. (klt, )	1	1	• The Category/Event is displayed
1:06-cr-00601-REB USA v. Schmucker	Entered:05/03/2006 10:53:24 Filed:05/03/2006	Category:charge Event:Indictmen Document:1		klt <i>Type</i> :ort	<i>Office:</i> Denver <i>Presider:</i> Robert E. Blackbur	• The <b>Docketed by</b> column shows who
	INDICTMENT as to E	ric Schmucker (1) cour	nt(s) 1. (klt, )			docketed the event
1:06-cr-00602-WYD USA v. Schmucker	Entered:05/03/2006 11:13:15 Filed:05/03/2006	Category:charge Event:Indictmen Document:1		klt <i>Type:</i> crt	<i>Office:</i> Denver <i>Fresider:</i> Wiley Y. Daniel	Finally, a <b>Notes</b> column is displayed showing miscellaneous information
ðECF	Civil •		uery •	Reports •	Utilities • Logou	such as office, presiding judge, flags, etc.
		Selection Cr		eport		At the end of the Docket Activity Report
		Case number Filed Date	All 1/1/2006 - 8/1	14/2006		a summary of the selection criteria is
		Entered Date	All			displayed to indicate what parameters
		Office	All			were used to select the report data.
		Nature of Suit	All			
		Cause	All			
		Case type	cr			
		Case flags	All			
		Open Cases	No			
		Closed Cases	No			
		Event Category				
		Docket Text	full			
		Docket Text Sort by Total Number o	case number	Ties: 5		

$rama /_1 / (riminal)$	cases report				Criminal cases report
You will be billed for the total number of Office Colorado Springs Denver ▼ Citation Count Status ▼ Pending □Disposed Filed 3/29/2010 to 4/5/2010 Terminal digit(s) 2,4.7 ♥ Per Sort by Case Number ▼ Output Format ○ Formatted Display Output Format ○ Partneted Display Cutar Clear • If you have not alreed	rning: This report is not subj pages. If you want to run a repor Case types Criminal Magistrate Judge Indig defendants Interminated defendants	for a single case, Case flags v v v v v v v v v v v v v v v v v v v	265 DMAPP	ens the e	<ul> <li>The <u>Criminal Cases</u> report provides you with the flexibility to query the ECI database to locate cases filed based upon parameters you enter or select.</li> <li>The parameters you can enter or select are: <ul> <li>Office</li> <li>Case type</li> <li>Case flag(s)</li> <li>Citation code</li> <li>Count status (pending or terminated</li> <li>Filing date range</li> <li>Terminal digits</li> <li>Defendant status</li> <li>or any combination thereof</li> </ul> </li> <li>Note: There is not a cap for charges when running the Criminal Cases Report</li> </ul>
	narrow your searc	h. If you	enter a date range only, E		
<ul><li>criteria you wish to r display all of the cas</li><li>If you leave all fields ECF.</li></ul>	aarrow your searc es filed within yo blank, ECF will o er a date range fo	h. If you ur date ra lisplay a	enter a date range only, E	CF will d in	
<ul> <li>criteria you wish to r display all of the cas</li> <li>If you leave all fields ECF.</li> <li>In this example, we entited</li> </ul>	aarrow your searc es filed within yo blank, ECF will d er a date range fo <b>eport]</b> button.	h. If you ur date ra lisplay a or cases f	enter a date range only, E inge. report for all cases opene	CF will d in 8/5/05	Sample Criminal cases report
criteria you wish to r display all of the cas If you leave all fields ECF. In this example, we ent and click on the [Run R Frame 7-13 Sample ( EECF civil -	aarrow your searc es filed within yo blank, ECF will d er a date range fo <b>eport]</b> button.	h. If you ur date ra lisplay a or cases f report - District of C	enter a date range only, E inge. report for all cases opene iled from 8/1/05 through 8 norts • Utilities • Logou	:CF will d in ₽/5/05	The report is returned with the cases found.
criteria you wish to r display all of the cas If you leave all fields ECF. In this example, we ent and click on the [Run R Frame 7-13 Sample ( EECF civil -	barrow your search bes filed within your be blank, ECF will d er a date range for <b>ceport]</b> button. Criminal cases Criminal cases Criminal • Quer District Court [TRAIN] - Report Period: 08/	h. If you ur date ra lisplay a or cases f report - District of C	enter a date range only, E ange. report for all cases opene iled from 8/1/05 through 8 iled from 8/1/05 through 8 corts • Utilities • Logou colorado [TRAIN]	CF will d in 5/5/05	The report is returned with the cases found. There's a link to the docket sheet from thi
criteria you wish to r display all of the cas If you leave all fields ECF. In this example, we ent and click on the [Run R Frame 7-13 Sample ( Case Number/ Tide	aarrow your searco as filed within yo a blank, ECF will o a blank, ECF will o er a date range fo <b>Report]</b> button. Criminal cases Criminal cases Criminal o Quer District Court [TRAIN] - Report Period: 08/ Date Filed/ Reopened/ Date Filed/ Reco	h. If you ur date ra lisplay a or cases f report - District of C b1/2005 - 08/10 sed Days ed Days	enter a date range only, E inge. report for all cases opene iled from 8/1/05 through 8 ionts • Utilities • Logou iolorado [TRAIN] /2005	CF will d in 5/5/05	The report is returned with the cases found.
criteria you wish to r display all of the cas . If you leave all fields ECF. In this example, we ent and click on the [Run R Frame 7-13 Sample ( Case Number/	aarrow your searc as filed within yo a blank, ECF will o blank, ECF will o er a date range fo <b>Report]</b> button. Criminal cases Criminal cases Criminal cases Criminal cases District Court [TRAIN] - Report Period: 08/ Report Period: 08/ Report Period: 08/ Report Period: 08/	h. If you ur date ra lisplay a or cases f report - District of C bl/2005 - 08/10 sed Days ed Days ed Oays	enter a date range only, E inge. report for all cases opene iled from 8/1/05 through 8 horts • Utilities • Logou colorado [TRAIN] v2005 Notes	CF will d in 5/5/05	The report is returned with the cases found. There's a link to the docket sheet from thi
criteria you wish to r display all of the cas If you leave all fields ECF. In this example, we ent and click on the [Run R Frame 7-13 Sample ( Case Number/ Title 105-y-03000-EWIN	aarrow your searc ees filed within yo s blank, ECF will o er a date range fo <b>Report]</b> button. Criminal cases Criminal cases Criminal cases Criminal cases Criminal cases District Court [TRAIN] - Report Period: 08/ Reopened/ Added Piled: 08/05/2005	h. If you ur date ra lisplay a or cases f report - District of C buzzos - 08/10 sed Days ed Pending 40 of Pr	enter a date range only, E ange. report for all cases opene iled from 8/1/05 through 8 orts • Utilities • Logou colorado [TRAIN] /2005 Notes ffice: Denver esider: Edward W Notingham	CF will d in 5/5/05	The report is returned with the cases found. There's a link to the docket sheet from thi report.
criteria you wish to r display all of the cas If you leave all fields ECF. In this example, we ent and click on the [Run R Frame 7-13 Sample ( Case Number/ Title 105-y-03000-EWIN	aarrow your searc as filed within yo a blank, ECF will o blank, ECF will o er a date range fo <b>Report]</b> button. Criminal cases Criminal cases Criminal cases Criminal cases District Court [TRAIN] - Report Period: 08/ Report Period: 08/ Report Period: 08/ Report Period: 08/	h. If you of a set of cases for case	enter a date range only, E inge. report for all cases opene iled from 8/1/05 through 8 iled from 8/1/05 through 8 iled from 8/1/05 through 8 ilec Denver esider Edward W Nottingham esider Edward W Nottingham esider Edward W Nottingham	CF will d in 5/05	The report is returned with the cases found. There's a link to the docket sheet from thi report. At the end, there's a summary of the

<b>-</b>		
Frame 7-14 Judg	ment index report	Judgment index report
Cty/Ett TRAIN-US-District Conntrood Ele Edit Yew Favortes Loos yee Address Thats://eft train.cod.uscouts.gov 4 Back -> O C A Gov Ethols Benirupty Othet Phoduct Page EECEE Judgment Index Report Case number Last name	p /(cpibn/login.pl7438645441667124_228_0-1	
Judgment date range [7] Sut by: Co Run Report Clear	/2005 to 2/24/2005	Case number Party name Date range or any combination thereof After entering the selection criteria you wish to search, click on the <b>[Run Report]</b> button.
<ul> <li>Capitalization counts. The asterisk wildcard m.</li> </ul>	ay be used to broaden the oriteria entered.	
Frame 7-15 Sam	ple Judgment index report	Sample Judgment index report
SECF civi	il • Criminal • Query • Reports • Utilities • Logout	The report is returned with the judgments
<u>101-cv-00001-EWN-OES</u> Colorado State of v. Sunoco, Inc., et al	by Infavor of: A.O. Smith Corporation Against: Colorado, State of Infavor of: A.O. Smith Corporation's Motion for Sum Jgm on the Merits is Granted The civil action and complaint are dismissed with prejudice. Dft A.O. Smith Corporation shall have its costs upon the proper filing of a Bill of Costs within 10 days. Date: 05/24/2005 Document: 223	found. There's a link to the docket sheet from this report
101-cv-00694-REB-BNB Pratt v. Tedesco 101-cv-00777-REB-CBS Cunningha	Interest: 0.00%     Court Cost: \$ 0.00       In favor of: Walter Pratt     Fully Satisfied       Against: Peter Tedesco     03/09/2005       Amount: \$ 31500.00     Date: 03/09/2005       Date: 03/09/2005     Document: 245       Interest: 0.00%     Court Cost: \$ 0.00	Remember, you are billed PACER charges for running this report. However, this may serve as a valuable research tool.
et al v. BHP Pet UK Corp	m, m/ Javor of 2 Enr revolution (CS) Corporation     n/o raymena       Against: Join Bonnenile     07/11/2005       Amount: \$ 0.00 Amended Supplemental Judgment in favor of Defendants and against     Differentiation       Plaintiffs:     Document: <u>55</u> Interest: 0.00%     Court Cost: \$ 0.00	
Frame 7-16 Writt	en opinions report	Written opinions report This report displays written opinions
<b>SECF</b>	Civil • Criminal • Query • Reports • Uti	litie issued by judges. The <u>Written Opinions Report</u> provides
<b>Nritten Opinions Rep</b> Case Number		you with the flexibility to query the ECF database to obtain written opinion information by:
Last Name Office Denver Durango	Surt 110 (Insurance)	<ul> <li>Case number</li> <li>Party name</li> <li>Office</li> </ul>
Case Type Bankruptcy ju Civil	dgments Cause *41* () 0 (No cause code entered)	Nature of Suit code Case Type Cause codes
Case Flags 2255 ADMAPP	×	Case Flags Date range or any combination thereof
	and 9/14/2005 © Summary text © Full docket text	After entering the selection criteria you wish to search, click on the <b>[Run Report]</b> button
Sort by Case Number 💌 Run Report Clear		

#### Frame 7-17 Sample Written opinions report

5 <b>ECF</b>	Civil •	Cı	iminal	•	Query	•	Repor	ts	•	Utilities	•	Logout	2
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. #				Des	cription:					Notes:	
189-cv-00732-JLK-CBS Sand Greek Partners v. Premier Financial, et al	08/19/2005	<u>145</u>	Substitute	Appea	<u>144</u> MOTI rance of R. ' The. Signed	William .	Rowe as co	unsel fo	or Inter	ested Party	Case Supp and I NOS Caus	e: Denver Flags: Case Te ress case from S Answer Report : Contract: Other e: 28:1331 Fed. tion: Breach of C	ervice r
<u>190-cv-00181-JLK Cook, et al</u> <u>v. Rockwell Intl Corp</u>	08/17/2005	<u>1422</u>			g Telephonia : John L. Ka					2005 09:00 7/05. (dtb, )	Case Supp and I NOS Act Caus	e: Denver Flags: Class Ar ress case from S Answer Report : Economic Stab e: 33:1365 onmental Matter	ervice ilization
<u>1.92-cv-00870-EWN-OES</u> Montez, et al v. Romer, et al	08/18/2005	<u>1032</u>	Costs by S	Special		hard M	Borchers a			of Fees and Pringle. Signe	I Case Class Rec I	e: Denver Flags: Case Te Action, Lead C Pending, Non Dis	ase, Mag spositive

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

#### Sample Civil events report for attorneys

Civil • Criminal • Query	Reports • Utilities • Logout
CM/ECF CIVIL FOR ATTC initial pleading	RNEYS
Complaints and Other Initiating Documents	Service of Process
Amended Complaint Counterclaim Crossclaim Intervenor Complaint Third Party Complaint	AffidamiRehum of Service Certificate of Service Service by Publication Summons Returned Executed Summons Returned Unexecuted as to USA Summons Returned Unexecuted Waiver of Service Executed Writ of Habeas Corpus ad Prosequendum Executed Writ of Habeas Corpus ad Testificandum Duexecuted Writ of Habeas Corpus ad Testificandum Inexecuted
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 Answer to Intervenor Complaint	Objection to Appeal of Magistrate Judge Decision Objection to Report and Recommendations

## Sample Criminal events report for attorneys

SECF civil •	Criminal • Query • Rep	ports • 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 Written opinions report

document from this report

opinions found.

customer.

The report is returned with the written

There's a link to the docket sheet and the

This report is provided at no charge to the

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 **[CrtI-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 **[CrtI-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 Main	tain Your E-Mail Acco	Maintain Your E-mail		
<b>Email Information</b>	for jy-atty-test	When you click on the		
			Maintain Your E-mail link, the	
Registered e-mail a	ddresses	Configuration options	e-mail information screen is displayed.	
Primary e-mail addr		Select an e-mail address to configure.	The e-mail display has two panes, the	
		Sciect an e-mail address to comigue.	Registered e-mail address pane (on the	
jack yee@cod.usc	ourts.gov		left), and the <b>Configuration options</b> pane (on	
с I -7	, ,		the right.)	
Secondary e-mail ad			From this screen, you can delete, modify, and	
cod aty@yahoo.co	<u>m</u>		add e-mail addresses.	
jack@gmail.com			There are numerous options and possibilities	
add new e-mail add	ress		that can be set for each <b>specific e-mail</b>	
			address.	
Submit all change	es Clear		To access the configuration options for <b>existing e-</b> mail addresses (listed on the left side of the	
		1	screen), the user should <b>click</b> on the <b>e-mail</b>	
			address on the left.	
Frame 8-3 Main	tain Your E-Mail Acco	unt		
Email Information for jy-atty-t			After entering a new e-mail address or clicking on	
Registered e-mail addresses Primary e-mail address:	jack_yee@cod.uscourts.gov		an existing e-mail address, a number of configuration prompts and displays are shown in	
Jack yee/dicod uccourts gov Secondary e-mail addresses:	Should this e-mail address receive notices?	Yes No C	the right pane.	
cod aty@yahoo.com	How should notices be sent to this e-mail a			
add new e-mail address	Should this e-mail address receive a "no act • No	ivity" notice when no summary noticing occurs? Yes	Options are now presented to the user for each e-	
Submit all changes Clear	In what format should notices be sent to thi	s e-mail address? H@ML Text o	mail address. Cutting and pasting multiple case	
	Should this e-mail address receive general a	announcement notices from this court? Yet No	numbers from one delivery method to another is now allowed.	
	Show all cases for this e-mail address	(Copy case lists from here)	now anowed.	
	Case-specific options Add additional cases for noticing		Each e-mail address under the attorney's account	
			is configured independently and does not need to	
	These cases will send notice per filing. (def 1.07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadar	o E & P Company LP et al - Representing Anadarko E & P Company LP	mimic the primary e-mail address configuration.	
	1:09-ov-01000-LTB-MEH Jones v. Smith - Representin 1:10-ov-00101-DME-CBS Mid State Co v. New Line Co	g Ed Jones o - Representing New Line Co		
	Remove selected cases Cho	ance selected pases to notice as a summary report		
	These cases will send notice as a summary	report. (alternate method)		
	Remove selected cases Chang	e selected cases to notice perfiling		
			1	

Frame 8-4 Maintain Your E-Mail Account – Configuration	E-mail configuration options
Options jack_yee@cod.uscourts.gov	<ol> <li>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.</li> <li>NOTE: If the e-mail address is the "primary", you <u>MUST</u> have an valid e-mail address in order for noticing to work properly.</li> </ol>
Should this e-mail address receive notices? <sup>©</sup> Yes <sup>©</sup> No How should notices be sent to this e-mail address? <sup>©</sup> Per Filing <sup>©</sup> Summary Report Should this e-mail address receive a "no activity" notice when no summary noticing occurs? <sup>©</sup> Yes <sup>©</sup> No In what format should notices be sent to this e-mail address? <sup>©</sup> HTML <sup>©</sup> Text Should this e-mail address receive general announcement notices from this court? <sup>©</sup> Yes <sup>©</sup> No	<ol> <li>Prompt is asking if the e-mail address should receive notices. <u>DO NOT SELECT 'NO' FOR THE</u> <u>PRIMARY E-MAIL ADDRESS AS IT WILL TURN</u> <u>OFF NOTICING FOR ALL CASES AND ALL</u> <u>SECONDARY E-MAIL ADDRESSES IIII</u></li> <li>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).</li> <li>The fourth prompt is for the format of the NEF e-mail. It should always be HTML, unless your e-mail is text based.</li> <li>The fifth prompt is to ask if the e-mail address should receive general e-mail announcements sent by the court.</li> <li>Based upon the Case Specific options, this prompt may be displayed in the prompt list.</li> </ol>
Frame 8-5 Maintain Your E-Mail Account – Configuration Options - continued         Show all cases for this e-mail address         (Copy case lists from here)         Chttps://ecf-test.cod.uscourts.gov/ - Case list for jy-atty-test email address jack_yee@cod.uX         1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP         1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones         1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co	After all of the radio button prompts, there is a rectangular button with the display of, "Show all cases for this e-mail address". Clicking on the button will bring a pop-up display box of all of the cases for which the user is linked to and will receive NEFs. The <b>pop-up</b> display will list all the cases configured. The list can be used to verify cases and you can copy the information from the pop-up for other purposes.

Fame 8-6 Maintain Your E-Mail Account – Configuration Options – Case-specific options         Add additional cases for noticing         Add additional cases for noticing         1:07-cv-902         (closed 10/19/2007)         Add case(s)	The <b>Case specific options</b> 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.
Add additional cases for noticing 7-904, 7-905 Find This Case	<b>REMINDER!!!</b> Any "additional cases" set up for NEF notification will <u>not</u> 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.
Add additional cases for noticing 1:07-cv-904 (closed 04/25/2008) 1:07-cv-905 (closed 01/08/2008)	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
Add case(s)	case number(s) entered is valid, another button "Add case(s)" is displayed.
These cases will send notice per filing. (default method)         1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP         1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones         1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co         1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ra hirez (closed 01/08/2008) (interest)         1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2108) (interest)	After clicking the "Add cases(s) button, the case is added to the <i>"default method"</i> 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.
Remove selected cases Change selected cases to notice as a summary report	

Fame 8-7 Maintain Your E-Mail Account – Configuration	
Options – Case-specific options - continued	
jack_yee@cod.uscourts.gov Should this e-mail address receive notices? • Yes • No	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.
How should notices be sent to this e-mail address? • Per Filing • Summary Report Should this e-mail address receive a "no activity" notice when no summary noticing occurs? • Yes • No In what format should notices be sent to this e-mail address? • HTML • Text	The "initial" state of the top section display is to have <b>all</b> cases linked to the attorney using the "default" notification method.
Should this e-mail address receive general announcement notices from this court? Yes No         Show all cases for this e-mail address         (Copy case lists from here)         Case-specific options	<b>All</b> cases where the attorney is a party to or any cases added for noticing will <b>always</b> populate the first box as it contains cases for the <b>default</b> noticing method; per filing or summary.
Add additional cases for noticing These cases will s ind notice per filing. (default method) [1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP	The "initial" state of the "alternate" delivery method should not have any cases displayed. If any cases are moved to the alternate noticing meth
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed.ones         1:10-cv-00101-DME-CBS Mid State Co v. New Line Co         1:07-cv-00015-DME-CBS Mid State Co v. New Line Co         1:07-cv-00016-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)         1:07-cv-00004-JLK EchoStar Satellite, L.L.C. v. JVC Entritainment, Inc. et al (closed 04/25/2008) (interest)         Remove selected cases       Charge selected cases to notice as a summary report	<b>Per Filing</b> 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 -
These cases will send not the as a summary report. (alternate method)         Remove selected cases         Change selected cases to notice per filing	<b>Summary Report</b> 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.
Frame 8-8 Case specific options Case-specific options Add additional cases for noticing	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.
These cases will send notice <i>per filing. (default method)</i> 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Compar / LP 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co	Moving cases from one method of delivery to the other.
1.07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)         1.07-cv-00904-JLK EchoStar Satellite, LL C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)         Remove selected cases       Change selecter cases to notice as a summary report         Frame 8-8a	When case(s) are selected, they are highlighted and the <b>[Remove selected cases]</b> and the <b>[Change selected cases to notice as a</b> <i>summary</i> <i>report</i> <b>]</b> (Note: the button will change to reflect the opposite of which is selected in the "How should
Case-specific options Add additional cases for noticing	notices be sent to this e-mail address?" prompt. The opposite would say [Change selected cases to notice per filing].
These cases will send notice <i>per filing. (default method)</i> 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones 1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)	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.)
Remove selected cases Change selected cases to notice as a summary report	If you changed a case notification by mistake, you just select it from the box it's in and click on the <b>{Change]</b> button.
These cases will send notice as a summary report. (alternate method) 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co 1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)	
Remove selected cases         Change selected cases to notice per filing	

Frame 8-9 Ca	ase specific options	
Case-specific options		Cases for the <b>primary e-mail address CANNOT</b>
		be removed from noticing. If you select a case or several cases, both the " <b>Remove</b> " and " <b>Change</b>
Add additional cases for	noticing	selected cases to notice as a summary report"
,		are active.
	tice per filing. (default method) Jones v. Smith - Representing Ed Jones	If you aligh on the "Permaya calested acces"
1:07-cv-00905-JLK-MEH (	O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest)	If you click on the <b>"Remove selected cases"</b> button, an error dialog box is displayed, indicating
1.07-CV-00904-JEK ECH03	Star Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (interest)	you cannot remove this case as this is the
		attorney's e-mail address and he/she is a
Remove selected ca	Change selected cases to notice as a summary report	participant in the case. Click the <b>[OK]</b> button.
These cases will send not	tice as a summary report. (alternate method)	The case will not be removed from noticing.
1:07-cv-01985-WYD-MJW	V Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP	
1: 10-cv-00 10 1-DIVIE-CBS	Mid State Co v. New Line Co - Representing New Line Co	NOTE: IF the attorney does not want to
		receive notice, they must follow the ECF procedures on noticing
Remove selected ca	ses Change selected cases to notice per filing	procedures on noticing
Windows Internet	t Explorer 🔀	
Connot.	delete case 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed	
	ecause jy-atty-test is a participant in that case.	
	ОК	
Frame 8-9a C	Case specific options	
Email Information for jy-atty-	-test	
Registered e-mail addresses Primary e-mail address:		
jack_vee@cod.uscourts.gov	jack_yee@cod.uscourts.gov	
Secondary e-mail addresses: cod_aty@yahoo.com	Should this e-mail address receive notices? • Yes C No	
jack@gmail.com add new e-mail address	How should notices be sent to this e-mail address?	
Submit all changes	Should this e-mail address receive a "no activity" notice when no summary noticing occurs? 🔿 Yes 📀 No	Back on the <b>Registered e-mail address</b> pane (on
Clear	In what format should notices be sent to this e-mail address? <sup>©</sup> HTML <sup>©</sup> Text	the left), there are two buttons, "Clear" and "Submit all changes."
	Should this a gail address series general announcement notices from this court? 💿 Yes 💿 No	
		Clear
	Show all cases for this e-mail address (Copy was first from here)	If you click on the <u>Clear</u> button, a warning dialog box is displayed indicating the use of the
	Case-specific options	Clear button will reset <b>ALL</b> changes made to <b>ALL</b>
	Add additional cases for noticing	e-mail addresses during this session. A question is
		displayed to ask if you wish to continue with the
	These cases will send notice <i>per filing. (default method)</i> 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones	Clear process. Clicking the <b>[OK]</b> button proceeds with the clear. Clicking on the <b>[Cancel]</b> button
	1:07-cv-00905-JLK-MEH O'Flaherty et al v. Ramirez (closed 01/08/2008) (interest) 1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (closed 04/25/2008) (int	will not clear changes made.
	Remove selected cases Change selected cases to non-e as a summary rep	
	These cases will send notice as a summary report. (alternate method)	To <b>effect</b> any changes made to the e-mail address
	1:07-cv-01985-WYD-MUV Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing An: 1:10-cv-010101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co	and noticing selections, they must be submitted.
	The start of a start of a million of the start of the sta	
		To submit <b>ALL</b> changes made to the primary and
	Remove selected cases Change selected cases to notice for filing	secondary e-mail addresses, [click] on the "Submit all changes." Button.
		Same an energeor Batton.
Windows Inter	rnet Explorer	
	of this Clear button will reset all changes made to all e-mail addresses during	
this s	session. Do you wish to continue?	
	OK Cancel	

Frome 0.40 E meil undete confirmation	
Frame 8-10 E-mail update confirmation	
Updating person record Update Person Prid: 868662	CM/ECF performs the update and displays a confirmation screen. When making several e-mail changes, it would be beneficial to review the
The update was successful prid 868662 - jy-atty-test	summary provided.
The update was successful	For <b>each e-mail address</b> , CM/ECF displays the final results of the changes you applied.
E-mail configuration:	It diaplaya
Primary e-mail address: jack_yee@cod.uscourts.gov This e-mail address will receive notices.	It displays:
<ul> <li>Notice will be sent to this address on a per filing basis.</li> <li>Notice sent to this address will be formatted as <u>HTML</u>.</li> <li>This e-mail address will receive general announcement notices from this court.</li> <li>This e-mail address will receive notices for all cases in which jy-atty-test is a participant.</li> <li><u>View/Hide case list</u></li> <li>Secondary e-mail address: cod_aty@yahoo.com</li> <li>This e-mail address will receive notices.</li> <li>Notice will be sent to this address on a per filing basis.</li> <li>Notice sent to this address will be formatted as <u>HTML</u>.</li> <li>This e-mail address will receive notices.</li> <li>Notice sent to this address will be formatted as <u>HTML</u>.</li> <li>This e-mail address will receive general announcement notices from this court.</li> <li>This e-mail address will receive notices for all cases in which jy-atty-test is a participant.</li> <li><u>View/Hide case list</u></li> <li>Secondary e-mail address: jack@gmail.com</li> <li>This e-mail address will receive notices.</li> <li>Notice will be sent to this address on a per filing basis.</li> <li>Notice sent to this address on a per filing basis.</li> <li>Notice sent to this address on a per filing basis.</li> <li>Notice sent to this address on a per filing basis.</li> <li>Notice sent to this address on a per filing basis.</li> <li>Notice sent to this address will be formatted as <u>HTML</u>.</li> <li>This e-mail address will receive notices.</li> <li>Notice sent to this address on a per filing basis.</li> <li>Notice sent to this address on a per filing basis.</li> <li>Notice sent to this address will be formatted as <u>HTML</u>.</li> <li>This e-mail address will receive general announcement notices from this court.</li> <li>This e-mail address will receive general announcement notices from this court.</li> <li>This e-mail address will receive general announcement notices from this court.</li> <li>This e-mail address will receive for all cases in which jy-atty-test is a participant.</li> </ul>	<ol> <li>Whether the e-mail will/will not receive NEFs.</li> <li>Whether the e-mail will receive individual NEFs or a summary NEF.</li> <li>What the format of the NEF e-mail will be.</li> <li>Whether the e-mail will accept general announcement e-mails from the court.</li> <li>If the e-mail will receive notices for all of the cases the attorney is set to receive NEFs.</li> <li>A link to view/hide the case list of how NEFs are set up for delivery.</li> </ol>
<u>Trewinde case not</u>	
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	Same confirmation screen with the view/hide case list in view mode.
The update was successful	Each of the cases is shown for the default delivery
E-mail configuration: Primary e-mail address: jack yee@cod.uscourts.gov	method and the alternate method.
Think young bolices, jack _ converting of the second secon	The cases are hyperlinks to the query for that case.
This e-mail address <u>will</u> receive general announcement notices from this court.	NOTE: PACER login will be required and
View/Hide case list These cases will send notice to this address on a <u>per filing</u> basis. <u>1:07-cv-00904-JLK EchoStar Satellite, L.L.C. v. JVC Entertainment, Inc. et al (Closed on 04/25/2008</u> <u>1:07-cv-00905-JLK-MEH OFlaherty et al v. Ramirez (Closed on 01/08/2008)</u> <u>1:09-cv-01000-LTB-MEH Jones v. Smith</u> These cases will send notice to this address as a <u>summary report</u> . <u>1:07-cv-01985-WVD-MJW Zeiler Farms, Inc. v. Anadarko E &amp; P Company LP et al</u> <u>1:10-cv-00101-DME-CB8 Mid State Co v. New Line Co</u>	PACER charges will apply if you click on a link.
Se ondary 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 <u>HTML</u> . This e-mail address <u>will not</u> 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 <u>per filing</u> basis.	
Notice sent to this address will be formatted as <u>HTML</u> .	
This e-mail address <u>will</u> 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. <u>View/Hide case list</u>	



Frame 8-11 Secondary e-mail addresses	
	<b>NOTE:</b> For each secondary e-mail account,
Case-specific options	additional cases may be added. Any cases
dd additional cases for nobeing	added are for the specific e-mail address
	ONLY. If the case should be added for other
	e-mail recipients, they must be added
These cases will send notice as a summary report. (default method) 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Amdadon E & P Company LP et al - Representing Anadarko E & P Company LP	<b>individually</b> to each e-mail on the account. Please refer to frame xxx for detailed
1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co	instructions.
Remove selected cases Change selected cases to notice per filing	
These cases will send notice per filing. (alternate method)	Initially, all cases the attorney is set to get notices
	will be displayed in the "default method" box for
Remove selected cases Change selected cases to notice as a summary report	the secondary e-mail address. In the initial state,
	the <b>"alternate method</b> " box will not have any cases displayed. After any updates, the display
	boxes will retain the last updated configuration.
Frame 8-14 Secondary e-mail addresses	
How should notices be sent to this e-mail address? O Per Filing 📀 Summary Report	When any appear are calcuted in the diaplay have
Should this e-mail address receive a "no activity" notice when no summary noticing occurs? C Yes C No	When any cases are selected in the display box, both buttons <b>[Remove selected cases</b> ] and
In what format should notices be sent to this e-mail address? <ul> <li>HTML</li> <li>Text</li> </ul>	[Change selected cases to notice as a summary
Should this e-mail address receive general announcement notices from this court? ⓒ Yes ⓒ No	<i>report</i> ] are darkened to become functional.
Should this e-mail address receive notice for all cases in which this individual is a participant? ? Yes ? No	Since both buttons are active, you can click on
Show all cases for this e-mail address (Copy case lists from here)	either button.
Case-specific options	
Add additional cases for noticing	
These cases will send notice as a summary report. (default method)	
1:07-cv-01985-WYD-MJW Zeiler Farms, Inc Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones	
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co	
Remove selected cases Change selected cases to notice per filing	
These cases will send notice per filing. (alternate method)	
Remove selected cases Change selected cases to notice as a jummary report	
Frame 8-14a Secondary e-mail addresses	
Should this e-mail address receive a "no activity" notice when no summary noticing occurs? 🔿 Yes 📀 No	If the prompt "Should this e-mail address receive
In what format should notices be sent to this e-mail address? ⓒ HTML ⓒ Text	notice for all cases in which this individual is a
Should this e-mail address receive general announcement notices from this court? 🕑 Yes 🔘 No	participant?" is left to the defaulted "Yes" selection,
Should this e-mail address receive notice for all cases in which this individual is a participant? $\odot$ Yes $\odot$ No	when the [Remove selected cases] button is
Show all cases for this e-i Windows Internet Explorer	clicked, a message dialog box is displayed
Cannot delete case 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co -	indicating the cases cannot be deleted from the notice list as the attorney is a participant. Click on
Case-specific options Representing New Line Colorador (not case)	the <b>[OK]</b> button.
These cases will send notice as a summary report. (default method)	
1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Con 1:09-cv-010001_TB-MEH Jones v. Smith - Representing Ed Jones 1:10 ev 01001_DME_CER Met State Court New New Concentration New Line Co	
1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co	
Remove selected cases Change selected cases to notice per filing	
These cases will send notice per filing. (alternate method)	
Remove selected cases Change selected cases to notice as a summary report	
	1

Frame 8-15 Secondary e-mail addresses	
How should notices be sent to this e-mail address? C Per Filing C Summary Report	
Should this e-mail address receive a "no activity" notice when no summary noticing occurs? C Yes 🕫 No	
In what format should notices be sent to this e-mail address? ⓒ HTML ⓒ Text	
Should this e-mail address receive general announcement notices from this court? © Yes O No	
Should this e-mail address receive notice for all cases in which this individual is a participant? (Yes 📀 No	
Show all cases for this e-mail address (Copy case lists from here)	
Case-specific options	
Add additional cases for noticing	
These cases will send notice <i>as a summary report. (default method)</i> 1.07-cv-01985-VVYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones	If the prompt "Should this e-mail address receive notice for all cases in which this individual is a participant?" is set to the <b>"No"</b> selection, cases can
1:10-Cr-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co	be removed for noticing purposes. To remove
Remove selected cases Change selected cases to notice per filing	cases for noticing for <b>any secondary e-mail</b> <b>address</b> , the cases should be highlighted in the
These cases will send notice <i>per filing. (alternate method)</i>	respective list box. Click the [Remove selected cases] button.
Remove selected cases Change selected cases to notice as a summary report	The selected cases will no longer be displayed in
These cases will send notice as a summary report. (default method) 1:07-cv-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones	the list box .
Remove selected cases Change selected cases to notice per filing	
Frame 8-15b Secondary e-mail addresses	
How should notices be sent to this e-mail address? C Per Filing ? Summary Report	
Should this e-mail address receive a "no activity" notice when no summary noticing occurs? C Yes C No	When any cases are selected in the display box,
In what format should notices be sent to this e-mail address? ⓒ HTML ⓒ Text	both buttons [Remove selected cases] and
Should this e-mail address receive general announcement notices from this court? 🤨 Yes 🔘 No	[Change selected cases to notice per filing] are darkened to become functional.
Should this e-mail address receive notice for all cases in which this individual is a participant? C Yes C No	darkened to become functional.
Show all cases for this e-mail address (Copy case ltsts from here)	Since both buttons are active, you can click on either button.
Case-specific options	
Add additional cases for noticing	
These cases will send notice as a summary report. (default method)	
1:07-cv-01985-V/VD-MUW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones 1:10-cv-00101-DME-CBS Mid State Cov. New Line Co-Representing New Line Co	If the [Change selected cases to notice per
	<b>filing</b> ] button is clicked, the selected cases are moved from the default method box and are
Remove selected cases Change selected cases to notice per hling	displayed in the "alternate method" box.
These cases will send notice per filing. (alternate method)	When the e-mail changes are submitted, the second
Remove selected cases Change selected cases to notice as a summary report	When the e-mail changes are submitted, the cases in the default method box will be delivered as
These cases will send notice <i>as a summary report. (default method)</i> 1:07-cv-01985-WYD-MUW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing Anadarko E & P Company LP 1:09-cv-01000-LTB-MEH Jones v. Smith - Representing Ed Jones	individual NEFs. The cases in the "Alternate method" box will be delivered as a summary NEF, at midnight.
Remove selected cases Change selected cases to notice per filing	
These cases will send notice per filing. (alternate method) 1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co	
Remove selected cases Change selected cases to notice as a summary report	

Frame 8-15c Seco	ondary e-mail addresses				
Registered e-mail addresses Primary e-mail address:	Configuration options cod_aty@ yahoo.com				
jack yee@coduscourts.gov	ck:       yee@coduscourts.gov         sondary e-mail addresses:       Should this e-mail address receive notices? Yes No		When all of the e-mail changes have been made, you must click the [Submit all changes] button in		
Secondary e-mail addresses: cod_aty@yahoo.com			the left pane to apply all of the changes you have		
add new e-mail address	now should notees be sent to insternate the sent of th	ours? Cas No @	made.		
Submit all changes Clear	In what format should notices be sent to this e-mail address? HTML Text O	Curs: 035 140 49			
	Should this e-mail address receive general announcement notices from this court? 66	e No C			
	Should this e-mail address receive general amouncement notices from this court we should this e-mail address receive notice for all cases in which this individual is a partit				
		cipant? 188 No C			
	Show all cases for this e-mail address (Copy case lists from here)				
	Case-specific options				
	Add additional cases for noticing				
	These cases will send notice <i>as a summary report. (default method)</i> 107-cr-01985-WYD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al - Representing 109-cr-01000-LTB-JIEH Jones v. Smith - Representing Ed Jones	Anadarko E & P Compar			
	Remove selected cases Change selected cases to notice per filing				
	These cases will send notice per filing. (alternate method)				
	1:10-cv-00101-DME-CBS Mid State Co v. New Line Co - Representing New Line Co				
Frame 8-16 E-ma	il update confirmation				
Updating person record.	-		CM/ECF performs the update and displays a		
Update Person Prid: 868	662		confirmation screen. When making several e-mail changes, it would be beneficial to review the		
The update was success	ful_prid 868662 - jy-atty-test		summary provided.		
The update was success	fuL		For each e-mail address, CM/ECF displays the final results of the changes you applied.		
E-mail configuration:					
Primary e-mail addre This e-mail address wi	ss: jack_yee@cod.uscourts.gov ill receive notices.		It displays: 1. Whether the e-mail will/will not receive NEFs.		
Notice will be sent to	Notice will be sent to this address on a <u>per filing</u> basis.		2. Whether the e-mail will receive individual NEFs		
	dress will be formatted as <u>HTML</u> . <u>ill</u> receive general announcement notices from this court.		or a summary NEF		
This e-mail address wi View/Hide case list	ill receive notices for all cases in which jy-atty-test is a participant.		3. What the format of the NEF e-mail.		
	dress:cod_aty@yahoo.com		<ol> <li>Whether the e-mail will accept general announcement e-mails from the court.</li> </ol>		
This e-mail address wi			5. If the e-mail will receive notices for all of the		
	this address as a <u>summary report</u> . dress will be formatted as <u>HTML</u> .		cases the attorney is set to receive NEFs.		
	ill receive general announcement notices from this court. ill receive notices for all cases in which jy-atty-test is a participant.		6. A link to view/hide the case list of how NEFs are		
View/Hide case list	in receive notices for an cases in which jy-arty-test is a participant.		set up for delivery.		
Frame 8-16a E-m	ail update confirmation with expande	d view			
Updating person record_					
Update Person Prid: 8686	62		The confirmation screen shown with the view/hide case list in view mode.		
The update was successf	uL prid 868662 - jy-atty-test				
The update was successf	ùL		Each of the cases is shown for the default delivery method and the alternate method.		
E-mail configuration:			The cases are hyperlinks to the query for that case.		
Primary e-mail addres This e-mail address will	s:jack_yee@cod.uscourts.gov Ireceive notices.				
Notice will be sent to th	his address on a <u>per filing</u> basis.		NOTE: PACER login will be required and		
This e-mail address <u>will</u>	ress will be formatted as <u>HTML</u> . receive general announcement notices from this court.		PACER charges will apply if you click on a link.		
This e-mail address will <u>View/Hide case list</u>	receive notices for all cases in which jy-atty-test is a participant.				
Secondary e-mail add	ress:cod_aty@yahoo.com				
This e-mail address will Notice will be sent to th	l receive notices. his address as a <u>summary report</u> .				
Notice sent to this add	ress will be formatted as <u>HTML</u> .				
This e-mail address will	receive general announcement notices from this court. receive notices for all cases in which jy-atty-test is a participant.				
<u>View/Hide case list</u> These cases will send	d notice to this address as a <u>summary report</u> .				
1:07-ev-01985-W	YD-MJW Zeiler Farms, Inc. v. Anadarko E & P Company LP et al				
These cases will send	<u>B-MEH Jones v. Smith</u> 5 notice to this address on a <u>per filing</u> basis.				
<u>1:10-ev-00101-DN</u>	IE-CBS Mid State Co.v. New Line Co				
	Civil • Criminal		Poporto	Utilities	
---	--	--	---	------------------------------	---
OECF	Civil • Criminal	• Query •	Reports •	Utilities	From the Utilities menus, [clic
Jtilities					on Maintain Your Login/Passy
Your Account	Miscellaneous				
ECF Login	Internet Payment History	L			link.
Mantam Your E-mail	Legal Research				
Maintain Your Login/Password View Your Transaction Log	Verify a Document				
Change Client Code	,				
<u>Change Your PACER Login</u> <u>Review Billing History</u>					
Show PACER Account					
SECF	Civil	• Criminal	• Q.	uery (	
More User Information	n for Attorney Y	ee			
	coyee1234		08-01-2006	11:15	
Password *		Current login			There are <b>ONLY</b> two fields that c
-		5			betchanged. NEVER change the
Prid 4 Registered X		Create date			"Login" information.
Registered Y		Update date	07/20/2006		
Internet Credit Card N					
Groups A	suomey				
Submit Clear					
change your ECF oispla delete the asterisks. T actual characters of yo	sword, place your hen, type in your	new password. E	ssword" fie	eld and	
change your ECF pass delete the asterisks. T actual characters of yo	sword, place your hen, type in your our new password civil	cursor in the " <b>Pa</b> new password. E l as you type. Criminal	ssword" fie	eld and s the	You can and should regularly cha
change your ECF pass delete the asterisks. T	sword, place your hen, type in your our new password civil	cursor in the " <b>Pa</b> new password. E l as you type. Criminal	ssword" fie CF displays	eld and s the	your password. It's a minimum of characters (one upper case letter
change your ECF pass delete the asterisks. T actual characters of yo	sword, place your hen, type in your bur new password Civil for Attorney Yee	cursor in the " <b>Pa</b> new password. E l as you type. Criminal	ssword" fie CF displays • Query	eld and s the	your password. It's a minimum of characters (one upper case letter lower case letter and a digit or sp
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change your ECF pass delete the asterisks. T actual characters of your EECF More User Information Login of Password ne Prid 49	sword, place your hen, type in your bur new password Civil for Attorney Yee	cursor in the "Pa new password. E l as you type. Criminal Last login 08- Current login 08- Create date 02/	<ul> <li>Ssword" fie</li> <li>CF displays</li> <li>Query</li> <li>-01-2006 11::</li> <li>-01-2006 11::</li> <li>/24/2005</li> </ul>	eld and s the	your password. It's a minimum of characters (one upper case letter lower case letter and a digit or sp character). You will see the pass
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change your ECF pass delete the asterisks. T actual characters of yo EECF More User Information Login Password Prid Registered Y Internet Credit Card N	sword, place your hen, type in your our new password Civil for Attorney Yee	cursor in the "Pa new password. E l as you type. Criminal Last login 08- Current login 08- Create date 02/	<ul> <li>Ssword" fie</li> <li>CF displays</li> <li>Query</li> <li>-01-2006 11::</li> <li>-01-2006 11::</li> <li>/24/2005</li> </ul>	eld and s the	your password. It's a minimum of characters (one upper case letter lower case letter and a digit or sp character). You will see the pass you type in, as there is no
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change your ECF pass delete the asterisks. T actual characters of yo EECF More User Information Login Password Prid Registered Y Internet Credit Card N	sword, place your hen, type in your our new password Civil for Attorney Yee	cursor in the "Pa new password. E l as you type. Criminal Last login 08- Current login 08- Create date 02/	<ul> <li>Ssword" fie</li> <li>CF displays</li> <li>Query</li> <li>-01-2006 11::</li> <li>-01-2006 11::</li> <li>/24/2005</li> </ul>	eld and s the	your password. It's a minimum of characters (one upper case letter lower case letter and a digit or sp character). You will see the pass you type in, as there is no confirmation entry. The password is CASE Sensiti
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change your ECF pass delete the asterisks. T actual characters of your EEECF More User Information Login of Password ne Prid 20 Registered Y Internet Credit Card N Groups At	sword, place your hen, type in your bur new password Civil for Attorney Yee	cursor in the <b>"Pa</b> new password. E l as you type. Criminal Last login 08- Current login 08- Create date 02/ Update date 07/	Ssword" fie CF displays • Query •01-2006 11:: •01-2006 11:: /24/2005 /20/2006	eld and s the	your password. It's a minimum of characters (one upper case letter lower case letter and a digit or sp character). You will see the pass you type in, as there is no confirmation entry. The password is CASE Sensiti After changing your password, [C on the Submit button apply the
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change your ECF pass delete the asterisks. T actual characters of yo EECF More User Information Login of Password ne Prid 40 Registered Y Internet Credit Card N Groups At Submit Clear EECF Updating person record Update Person Prid: 436	sword, place your hen, type in your bur new password civil for Attorney Yee wwpass torney civil ul prid 436 - Atto	cursor in the <b>"Pa</b> new password. Ei as you type. Criminal Last login 08- Current login 08- Create date 02/ Update date 07/	Ssword" fie CF displays • Query •01-2006 11:: •01-2006 11:: /24/2005 /20/2006	eld and s the 15 15	your password. It's a minimum of characters (one upper case letter lower case letter and a digit or sp character). You will see the pass you type in, as there is no confirmation entry. The password is CASE Sensiti After changing your password, [C on the Submit button apply th password change.
change your ECF pass delete the asterisks. T actual characters of yo EECF More User Information Login c Password ne Prid 20 Registered Y Internet Credit Card N Groups At Submit Ctear EECF Updating person record Updating person record Update Person Prid: 436	sword, place your hen, type in your bur new password civil for Attorney Yee wwpass torney civil ul prid 436 - Atto	cursor in the <b>"Pa</b> new password. Ei as you type. Criminal Last login 08- Current login 08- Create date 02/ Update date 07/	Ssword" fie CF displays • Query •01-2006 11:: •01-2006 11:: /24/2005 /20/2006	eld and s the 15 15	your password. It's a minimum of characters (one upper case letter lower case letter and a digit or sp character). You will see the pass you type in, as there is no confirmation entry. The password is CASE Sensiti After changing your password, [C on the Submit button apply th password change.
change your ECF pass delete the asterisks. T actual characters of yo EECF More User Information Login of Password ne Prid 49 Registered Y Internet Credit Card N Groups At Submit Crear EECF Updating person record Updating person record Update Person Prid: 436 The update was successfu	sword, place your hen, type in your bur new password for Attorney Yee wwpass torney Civil ul prid 436 - Atto cessful	cursor in the <b>"Pa</b> new password. Ei as you type. Criminal Last login 08- Current login 08- Create date 02/ Update date 07/	Ssword" fie CF displays • Query •01-2006 11:: •01-2006 11:: /24/2005 /20/2006	eld and s the 15 15	your password. It's a minimum of characters (one upper case letter lower case letter and a digit or sp character). You will see the pass you type in, as there is no confirmation entry. The password is CASE Sensiti After changing your password, [C on the Submit button apply th password change.
change your ECF pass delete the asterisks. T actual characters of yo EECF More User Information Login of Password ne Prid 40 Registered Y Internet Credit Card N Groups At Submit Clear EECF Updating person record Update Person Prid: 436	sword, place your hen, type in your bur new password for Attorney Yee wwpass torney Civil ul prid 436 - Atto cessful	cursor in the <b>"Pa</b> new password. Ei as you type. Criminal Last login 08- Current login 08- Create date 02/ Update date 07/	Ssword" fie CF displays • Query •01-2006 11:: •01-2006 11:: /24/2005 /20/2006	eld and s the 15 15	your password. It's a minimum of characters (one upper case letter lower case letter and a digit or sp character). You will see the pass you type in, as there is no confirmation entry. The password is CASE Sensiti After changing your password, [C on the Submit button apply th password change.

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COMECE Flier or PACER Login  Test Research and the Site for Official Cost Business only Una and access and y is prohibited and  and the Research and Site for Official Cost Business only Una and access and y is prohibited and  and the Research and the Site for Official Cost Business only Una and access and y is prohibited and  and the Research and Site for Official Cost Business only Una and access and y is prohibited and  and the Research and Site for Official Cost Business only Una and access and y is prohibited and  and the Research and Site for Official Cost Business only Una and access and y is prohibited and  and the Research and Site for Official Cost and the Site of Sit	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 Control of the Control of Th	View Your Transaction Log When you click on the <u>View Your</u> <u>Transaction Log</u> link, the View Your Transaction date screen is displayed. Whatever beginning and ending date range you enter, ECF will display a report of <b>ALL</b> the transactions performed between the dates you entered. After entering the date range for beginning and ending dates, click on the <b>[Submit]</b> button.
Catalacation counts. The automative values of the content of	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
<u>∂ECF</u>	Civil • Crimi	inal • Quei
Utilities Your Account <u>ECF Login</u> <u>Maintain Your Account</u> <u>View Your Transaction</u> <u>Change Client Code</u> <u>Change Your PACER I</u> <u>Review Billing History</u> Show PACER Account		When you click on the <u>Mailings</u> link Mailings sub-menu is displayed.
Frame 8-21 Mailing informa	ation sub-menu	
<b>SECF</b> Mailings	Civil • Criminal	• <b>Query</b> • The Mailing sub-menu has options displayed as well. Click on the <b>"Mailing Info for a Case"</b> link.
<u>Mailing Info for a Case</u> <u>Mailing Labels by Case</u>		
Frame 8-22 Mailing info for	a case - Case number ent	ry screen Enter the case number you want to ge
<b>ðECF</b>	Civil • Crin	minal • Qumailing information on.
Mailing Information	for a Case	After entering the case umber, clic on the <b>[submit]</b> button.
Enter the case number to vie C <b>ase Number</b> : 05cv1000	w the recipient list.	
Submit Clear	a case display	ECF returns a display of how ECF wil "notice" the parties in the specified case.
<b>SECF</b> Civil · Crimina Mailing Information for a Case 1:05-		lities • Logout ? In this example, the attorneys have e- mail address and will be noticed electronically by e-mail.
Electronic Mail Notice List		If there were "manual" recipients listed
he following are those who are currently on the use receive • Chris Vagner	-mail notices for this case.	their names and address would be displayed here. In this example, there are no_manual" recipients.
<ul> <li>Chris vagner chris_vagner@cod.uscourts.gov cod_aty@yahoo.com</li> </ul>		You can highlight the text here and copy into your Certificate of Servic
• Jack Yee jack_you@sob.uscoutts.gov		
jack_re@cohuscourts.gov Manual Notice List	iceive e-mail notices for this case (who therefore require manue 1 order to create notices or labels for these recipients.	

Frame 8-24 ECF Logout	ECF Logout
SECF Civil · Criminal · Query · Reports · Utilities · 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 <b>Logout</b> function from the ECF <i>Blue</i> menu bar.
ECF/PACER Login Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <a href="http://pacer.psc.uscourts.gov">http://pacer.psc.uscourts.gov</a> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440. An access fee of \$.08 per page (rate increase effective January 1st,2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.	ECF will log you out of the system and return you to the ECF login screen. It's important to use the <b>Logout</b> option as it terminates the cookie that was created for your ECF session.
Frame 8-25 ECF Login warning screen	If you don't Logout properly, the next time you try to log on, you will get a <b>Warning</b> " display as shown.
Warning: the account you entered is already logged in.         This is probably the result of one of these two circumstances:         • You did not click "LogOut" on the top bar when you last used CM/ECF.         Click the "Continue login" button below to complete the login process.         OR         • You share this account and someone else is using it.         Click the "Cancel" button below to return to the login screen.         [if you click the "Continue login" button, someone else using this account will have their CM/ECF session terminated.]         Cancel       Continue login	The " <b>warning</b> " message is to warn you that ECF thinks you are still logged on <b>or</b> someone else is logged on as you. If you click on the <b>[Continue Login]</b> 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 " <b>warning</b> " display, use the <b>Logout</b> 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
SECF Civil - Criminal - Query Reports - Utilities - Search Logout	• After successfully logging into ECF, click on <b>Criminal</b> from the <i>blue</i> menu bar at the top of the ECF screen.
Frame 9-2 Criminal Docketing Categories	Criminal Docketing Categories
Civil •       Criminal •       Query       Reports •       Utilities •         Criminal Events         Charging Instruments and Pleas       Plea-Related Documents         Plea-Related Documents         Motions       Responses and Related Filings         Wations       Responses and Replies         Other Filings       Waivers         Service of Process       Notices         Trial Documents       Output	<ul> <li>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.</li> <li>Click on the Motions link.</li> </ul>
Appeal Documents Other Documents	
Appeal Documents Other Documents Frame 9-3 Identifying the case	Identify the case
Other Documents	a. Identify the Case for Which the Document is Being Filed.
Other Documents         Frame 9-3 Identifying the case         SECF       Civil           Motions         Criminal Case Number	a. Identify the Case for Which the
Other Documents         Frame 9-3 Identifying the case         SECF       Civil + Criminal + Query Reports + Utilities         Motions	<ul><li>a. Identify the Case for Which the Document is Being Filed.</li><li>b. Enter the number of the case for</li></ul>
Other Documents         Frame 9-3 Identifying the case         SECF       Civil           Motions         Criminal Case Number	<ul> <li>a. Identify the Case for Which the Document is Being Filed.</li> <li>b. Enter the number of the case for which the document is being filed.</li> </ul>
Other Documents         Frame 9-3 Identifying the case         ECEP Civil ~ Criminal ~ Query Reports ~ Utilities         Motions       Criminal Case Number       99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345	<ul> <li>a. Identify the Case for Which the Document is Being Filed.</li> <li>b. Enter the number of the case for which the document is being filed.</li> </ul>
Other Documents         Frame 9-3 Identifying the case         ECCF Civil < Criminal < Query Reports < Utilities	<ul> <li>a. Identify the Case for Which the Document is Being Filed.</li> <li>b. Enter the number of the case for which the document is being filed.</li> </ul> Note: Next Clear The Next button is grayed out which indicates the document is document.
Other Documents         Frame 9-3 Identifying the case         SECF       Civil < Criminal ~ Query       Reports ~ Utilities         Motions         Criminal Case Number         99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345         Next         Clear         OR (Alternate Case Number entry display)	<ul> <li>a. Identify the Case for Which the Document is Being Filed.</li> <li>b. Enter the number of the case for which the document is being filed.</li> <li>Note: Next Clear The Next button is grayed out which indicates the button is not functional until a valid case</li> </ul>

Frame 9-4 Case number entry	
SECF <u>Civil - Criminal - Q</u> uery Motions	c. Once you begin to enter a case number, the Find This Case button is displayed.
Criminal Case Number 2-1200 Find This Case Next Clear	d. d. After entering the entire case number, click on the Find This Case button.
Frame 9-4b Case number entry error	
Civil -       Criminal -       Query         Motions       Criminal Case Number         2-1200       Cannot find criminal case 2-1200	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.
Next Clear	
Frame 9-4c case Number entry – correction	
GECF <u>Civil</u> Cri <u>m</u> inal <u>Query</u> Motions	f. Correct the case number entry and click on the Find This Case button.
Criminal Case Number	
2-12 Find This Case	
Next	
Frame 9-4d Case selection for duplicate case numbers	
SECF Civil - Criminal - Query Motions Criminal Case Number	<ul> <li>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</li> </ul>
2-12	file your motion.
Select a case: 1402-cr-00012-LTB USA v. James et al 🗉 1:02-mj-00012-BNB USA v. James et al 🗉	Additionally, if there is a <sup> ⊕</sup> displayed, it indicates there are multiple defendants in the case.
Next Clear	h. Clicking on the <sup>⊞</sup> sign will expand the entries to show all of the defendants.
Frame 9-4e Multiple Defendants list	Multiple Defendant list

SECF	<u>C</u> ivil 👻	Cri <u>m</u> inal 👻	Query	Re	
Motions					If there are multiple case numbers with the same number (different case type), a display list will be shown to indicate
Criminal Case Num	ber				the case number choices and check boxes to allow you to check the case
2-12	Hide Cas	e List			you want to file your motion.
Select a case:					
		V. James et al E			i. If the filing is related to <b>all</b> of the
		Robert E. Jame			defendants, check the <b>main</b> case check box.
		Catherine E. B			
		v. James et al I Robert E. Jam			Note: If you check the main case check
		Catherine E. E			box, all of the individual defendant's check boxes are grayed out.
- 1.02-mj-0	10012-010-2		ieli (illergeu,		check boxes are grayed out.
Next Clear					
Criminal Case Num	ber				
1:02-cr-12	Hide Cas	elist			
Select a case:					
	12-LTB USA	v. James et al 🗉	3		
		Robert E. Jame			
		Catherine E. Be			
			20		
Frame 9-4f Multip	e Defendant	s list			
SECE	<u>C</u> ivil 👻	Cri <u>m</u> inal 👻	<u>Q</u> uery	<u>R</u> eport	
					several individuals, you can check
Motions					the appropriate check boxes for each defendant.
Criminal Case Num	ber				<b>Note 1:</b> If you check a specific
1:02-cr-12-1	Hide Cas	e List			<b>defendant's</b> check box, the other check boxes for that case can still be checked.
Select a case:	The cas				This allows you the ability to select
		v. James et al E			multiple defendants
		Robert E. Jame			Note 2: When you select a specific
		Catherine E. B			defendant, the case number entry box
					is changed to indicate the defendant's
<b>□</b> ₩02-mj-000	12-BNB USA	V. James et al l	±		case you selected.
Next Clear		_			Note 3: When you select multiple
					<ul> <li>defendant cases, the case number</li> <li>entry box is changed to indicate the</li> </ul>
Criminal Case Nu	nDer				defendants you select.
1:02-cr-12-1,2	Hide C	sse List	$\sim$		
Select a case:		$\mathbf{>}$			Note 4: You can see that the other
1:03-cr-00	12-L-TB-US/	V. James et al			case's check box is grayed out as ECF
	/	1 Robert E. Jarr			assumes you are filing in the case where the check box has been
		2 Catherine E. I			checked.
		A v. James et a			
- 1.02-mj-00		- v. James et a			k. After selecting the case/defendants,
881 <b></b>					click on the Next button.



Rupert E. James (pty:dft) represented by Attorney Yee (aty)

If you DO NOT check any box, you will not receive ANY notice.

Depart E. James (pty:dft) represented by Attorney Yee (aty)

Next Clear

Next

Clear

Select the filer.         USA [pla] Willy, Chilly [ip] Legend, John [dft] Banks, Tamara [dft]         Next       Clear         Only court personnel can add new parties. Contact the Help Desk at 1.866-385-6381 or 303-335-2050 Monday - Friday, from 8:00 a.m. to 5:00 p.m. (MDT/MST) with the parties you wish to add.	From the <b>Select the filer</b> pane, you click on the filer that is filing the pleading. You can select multiple filers by holding the <b>Ctrl</b> 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 <b>must contact the court</b> <b>to add the new party.</b>
Frame 9-8	
Note: If the list depicted does not display the party or parties a user represe Administration Specialist division at 303-335-2026 with your party's informa or create new parties to a case. If you click on the Add/Create New Party hy message advising you of this restriction.	tion. Only court personnel can add
Frame 9-9 Attorney/Party association screen	Attorney/Party association screen
SECF       Civil +       Criminal +       Query       Reports +       Utilities +       S         Motions         1:02-cr-00012-LTB USA v. James et al         2255, APPEAL	<ul> <li>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.</li> </ul>
The following attorney/party associations do not exist for the above case(s). Check the box(es) to the left of the parties listed that you represent.	<ul> <li>Check the box if the attorney and party should be "linked" in ECF. As you can see from the message, If you</li> <li>DO NOT CHECK the box, you will <u>NEVER</u> RECEIVE NOTICE</li> </ul>
If you DO NOT effeck any box, you will <u>not receive ANY notice.</u>	• Check the box (es) of the parties you represent.

• Click the [Next] button.

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Frame 9-10 Motion selection screen	Selecting Motion Events
SECF       Civil •       Criminal •       Query       Reports •       Utilities •       Search       Logout         Motions       1:02-cr-00012-LTB USA v. James et al	<ul> <li>A list all of the motion events are displayed alphabetically.</li> </ul>
2255, APPEAL  Start twing to find an event  Available Events (click to select events)  Selected Events (click to remove events)  404(b) Evidence  SK1.1 Departure  Acquital  Amend/Correct  Appeal In Forma Pauperis  Appoint Counsel  Appoint Counsel  Appoint Expert  Attorney Fess Bifurcate Bifu of Particulars Bond Bond Forteiture Brady Materials Certificate of Appealability Change Venue  Next Clear	<ul> <li>In the search text box, you can enter the beginning letters of the motion event you want to select.</li> <li>You may also scroll up/down the scroll bar in the "Available events" list to facilitate your selection of motion events/</li> </ul>
Frame 9-10a Motion selection screen (continued)         SECF Civil - Criminal - Query Reports - Utilities - Search Logout         Motions       1:02-cr-00012-LTB USA v. James et al	<ul> <li>For example, if we want to find "suppress", we can start by entering supp</li> <li>The Available Events list display</li> </ul>
Suppl       Click your selection, or use arrows to highlight it and press Enter.         Available Events (click to select events)       Selected Events (click to remove events)         Supplement       Supplement         Next       Clear	events that have a word starting with the letters entered. <b>Note:</b> After entering ' <b>supp</b> ', 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)         SECF       Civil •       Criminal •       Query       Reports •       Litilities •       Search       Logout         Motions       1:02-cr-00012-LTB USA v. James et al       2255, APPEAL       2255, APPEAL       2255, APPEAL	<ul> <li>You can continue to enter more letters, or if the event is listed, you</li> </ul>
Start typing to find another event Available Events (click to select events) Seal Document Separate Trial on Counts Sequester Set Aside Forfeiture Set Aside Forfeiture Set Aside Verdict Sever Defendant Show Cause Speedy Trial Stay Strike Suppress	<ul> <li>can click on the event to select.</li> <li>•</li> <li>•</li> </ul>

Frame 9-10c Motion sele	ction screen (co	ontinued)			
SECF <u>civit</u> ← cri Motions 1:02-cr-00012-LTB USA v. James 2255, APPEAL	iminal → Query et al yping to find another e	<u>R</u> eports - <u>U</u> tilities -	-	Logout	<ul> <li>Selecting the specific supporting document.</li> <li>Once you click on the event, it's displayed in the Selected Events display box.</li> <li>You can select multiple events by clicking on other events from the Available Events list.</li> <li>For example, if "Stay" is clicked from the Available Events" list, it's added to the Selected events" list.</li> <li>Whatever is in the "Selected Events" list.</li> <li>Whatever is in the "Next button is clicked, will be the motion event(s) filed.</li> </ul>
Motions <u>1:02-cr-00012-LTB USA v. James e</u> 2255, APPEAL	minal → Query et al pring to find another events)	<u>Reports</u> Y Utilities Y		Logout	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 select	ction screen (co	ontinued)			
Motions <u>1:02-cr-00012-LTB USA v. James</u> 2255, APPEAL	yping to find another a	Reports - Utilities - vent. Selected Events (click to Suppress		Logout	

Frame 0.44 Specify the DDE Decument to File	Specify the DDE desympattic file
Frame 9-11 Specify the PDF Document to File.	Specify the PDF document to file.
<u>1:09-cr-00500-CMA USA et al v. Legend et al</u> 2255	<ul> <li>ECF provides the filer an entry box to indicate the main document as well as an entry box for the first attachment.</li> </ul>
For ALL secondary attachments, a Category selection or a Description must be entered. You may utilize both fields, but one must be entered.	• Click the <b>[Browse]</b> button next to the "Main
Select the pdf document and any attachments.	Document" box.
Main Document Browse Browse	
Attachments Category Description	
1. Browse	
Next Clear	
Frame 9-12 Viewing the PDF document	Viewing the PDF document
Choose file ? X Look in: ⊂ external pdfs for trng	• The Choose File dialog box will appear and
Eventure processing       Imotion_supress-cr.pdf         Imotion_supress-cr.pdf       Imotion_supress-cr.pdf         Imotion_protective_order.pdf       Imotion_supress-cr.pdf         Imotion_protective_order.pdf       Imotion_supress-cr.pdf         Imotion_protective_order.pdf       Imotion_supress-cr.pdf         Imotion_supress-cr.pdf       Imotion_supress-cr.pdf         Imoti	<ul> <li>you can navigate to the folder (or location) where you have the PDF document.</li> <li>The court highly recommends you <b>right click</b> 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.</li> </ul>
Note: It is highly recommended you view the PDF document and any attach correct documents in the ECF application.	nents to ensure you are filing the
Frame 9-14 Review the PDF document	Review the PDF document
Adobe Acrobet Professional - [motion_supress-cc-new.pdf]     Index       File     Edit       View     Document       Tools     Advanced       Window     Help	There are file size limits for each PDF
In the United States District Court for the District of Colorado	document. The maximum file size limit can be found by going to the
Case No 05-cr-04000-EWN	Section and clicking on the     Court Information
United States of America,	link. The court
Plaintiff	information page is displayed.
vs 1. Joe Quack,	<ul> <li>When viewing the PDF document, check the document for items such as:</li> </ul>
2. Lucy Quack. Defendant(s)	<ul> <li>court</li> <li>case number and style</li> <li>parties</li> <li>connect</li> </ul>
△ Motion to Suppress Evidence	correct     document

DISTRICT OF COLORADO ECF USER MANUAL



DISTRICT OF COLORADO ECF USER MANUAL

		EFFECTIVE JULY 01, 2018
Frame 9-18 Additio	nal Attachments	Additional Attachments
Motions 1.09-cr-00500-CMA USA et alv. 2255 For ALL secondary attachments, a G Select the pdf document and any a Man Document consecument s and SettingsW ser/Des Attachments 1.	Category selection or a Description must be entered. You may utilize both fields, but one must be entered attachments.	<ul> <li>The Filename box is now filled with the name of the main document.</li> <li>If there are attachments to the main document, click the [Browse] button.</li> </ul>
Next Clear		
Frame 9-19 Select a	and view the PDF Document	Select and view the PDF Document
History Desktop My Computer My Network Pla.		<ul> <li>The Choose File dialog box will appear and you can navigate to the folder (or location) where you have the PDF document.</li> <li>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.</li> </ul>
Frame 9-20 Openin	g up Adobe Reader or other PDF viewing software	Opening up Adobe Reader or other PDF viewing software
Choose file Look in: ext History Desktop My Computer My Network Pla.	Send To ,	<ul> <li>Right Click on the PDF document.</li> <li>Highlight the "Open with Acrobat X.X"</li> <li>Adobe Acrobat or Adobe Reader will open and the PDF document will be displayed for your review.</li> <li>It's very important that you review the PDF document to ensure it is the correct document you want to file.</li> </ul>

Frame 9-21 Review the PDF Document Review the PDF Document Edit View Document Tools Advanced Window Help When viewing the PDF document, check In the United States District Court Signatures Bookmarks the document for items such as: for the District of Colorado court case number and style Case No 05-cr-04001-EWN parties -ayers United States of America, correct Plaintiff document vs After viewing the PDF document, close the Adobe application. Joe Quack, Lucy Quack 2 Click on the [OPEN] button to populate Defendant(s) the ECF Filename entry box. Proposed Order Choose file ? × + 🗈 💣 🎟 🔻 Look in: 🔄 external pdfs for trng • 図motion\_supress-cr.pdf 图motion\_supress-cr-new.pdf 🔁 answer\_complaint.pdf 3 🖾 arrest warrant-1.pdf arrest warrant-2.pdf proposed\_order.pdf arrestreturn 1.pdf 1 arrestreturn 2.pdf 🔁 attachment\_1.pdf 🖄 aw-wp1.pdf aw-wp2.pdf brief\_support.pdf View of brief\_support-cr.pdf My Network Pla 🔁 exhibit\_a .pdf indictment.pdf proposed\_order.pdf • File <u>n</u>ame: Open Files of type: All Files (\*.\*) • Cancel Frame 9-22 Describing the attachment The Filename entry box should be filled in For ALL secondary attachments, a Category selection or a Description must be entered. You may utilize both fields, but one must be entered with the attachment. lect the pdf document and any attachments There is an informational message Main Document C:\Documents and Settings\User\Desktor Browse... indicating ALL secondary attachments Description must select a category or add a Attachments Category attachment description Remove 1. C:\Documents and Settings\User\Desktor Browse. -Affidavit Appendix Civil Cover Sheet Continuation of Main Document Browse Click on the drop down arrow to see the list of attachment types. If the type does Next Clear Conventionally Submitted riminal Information Sheet not fit the attachment, select the blank Deposition Excernts vhihit entry. xparte Attachment Pages Proposed Document Proposed Order (PDF Only) You can then enter a description to in the Receipt Special Assignment Form 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.

For ALL secondary attachments, a Category selection or a Description must be entered. You may utilize both fields, but one must be entered.	
Select the pdf document and any attachments.	
Main Document C\Documents and Settings\User\Desktor Browse	
Attachments Category Description	
. C:\Documents and Settings\User\Desktor Browse Proposed Order (PDF Only)  Remove Remove	
Browse	
Next Clear	
Frame 9-23a Describing the attachment - continued	
Main Document C:\Documents and Settings\User\Desktor Browse	In this example, we've selected the
	"Exhibit" designation from the "Category" drop down list, and then in the
Attachments Category Description	"Description" field, we've entered the "A".
I. C:\Documents and Settings\User\Desktor Browse Exhibit	The docket text and attachment will be
2. Browse	identified as "Exhibit A", as CM/ECF will
	concatenate the category filed with the
Next Clear	description field.
Frame 9-23b Describing the attachment - continued	
Main Document	In this example, if you have to break up
C.\Documents and Settings\User\Desktor	an exhibit, you can enter the page
Attachments Category Description	numbers of the exhibit being submitted. In the "Description" field you can enter
I. ktop\Folders\PDFs\shell pdfs\exhibit-a.pdf Browse Exhibit A. Pages 1 - 30 Remove	Pages 1 – 30 of Exhibit A.
2. jop\Folders\PDFs\shell pdfs\exhibit-a2.pdf Browse Exhibit A, Pages 31 - 50 Remove	
3. Browse	
submit a proposed order as a PDF attachment to the document.	
Frame 9-25 Modify docket text, as necessary	Modify docket text, as necessary
File Edit View Favorites Tools Help	Modifying docket text is optional. Users
→ Back ▼ → ▼ ③ ③ △ ③ (© Search ④ Favorites ③ Media ④ ⑤ ▼ ④  ▼ ⑤ ⑤ ③   Address ④ https://ed-train.cod.uscourts.gov/cgi-bin/login.pl?530212075610229-L_238_0-1 ▼	do not have to modify text in all of the
Links @DC TEST ATY @DC TEST DCN @DC TRAIN - ATY @DC TRAIN - DCN @DC LIVE ATY @DC LIVE DCN @DC Intranet Hom	e text boxes provided.
SECF Civil · Criminal · Query · Reports · Utilities · Logou	It is important when modifying text to
Motions 1:05-cr-04001-EWN USA v. Quack et al	accurately describe the motion,
	particularly as there may be similarly
Docket Text: Modify as Appropriate.           MOTION to Suppress         by Lucy Quack. (Stiles, Aty)	titled motions within the same case. For example, there may by multiple motions
Second	to extend time.
Third	
Fourth Fifth	Click on the down-arrow located to     the left of the blue tout how to enough
Seventh Eighth	the left of the blue text-box to open a modifier pull-down list. You may
Ninth	select one of the words in the pull-
Amended -	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.
- 87 -	

	After entering all applicable docket
File Edit View Favorites Tools Help	text, click on the [Next] button.
→ Back ▼ → ▼ ③ ③ △   ③,Search ⓐ Favorites ③Media ④ □ ▲ ▼ ④ □ ▼ □ ⑤ □.	*
Address 🖗 https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?530212075610229-L_238_0-1	
Links @DC TEST ATY @DC TEST DCN @DC TRAIN - ATY @DC TRAIN - DCN @DC LIVE ATY @DC LIVE DCN @DC Intranet Home	
SECF Civil • Criminal • Query • Reports • Utilities • Logout	
Votions	
1:05-cr-04001-EWN USA v. Quack et al	
Docket Text: Modify as Appropriate.	
Amended MOTION to Suppress Evidence from 123 Back Al by Lucy Quack. (Stiles, Aty)	<b>-</b> *
Amended MOTION to Suppress Levidence from 120 Dack A by Lucy Quack. (Stues, Aty)	
Next Clear	
Frame 9-26 Submit the Transaction to ECF	Completing the Transaction
	THIS IS THE "LAST" SCREEN FOR
SECF Civil - Cri <u>m</u> inal - Query <u>R</u> eports - <u>U</u> tilities - <u>S</u> earch	YOU TO REVIEW!!
Motions	If you click the <b>NEXT</b> button, the
	transaction is posted to the database.
1:02-cr-00012-LTB USA v. James et al	
2255, APPEAL	An informational message as to the
	path and filename of the PDF
	document is displayed for review. This
	provides the user a "final" opportunity
Docket Text: Final Text	to check the filename as to it being the
Tenth MOTION to Suppress Evidence from 123 Back Alley Dr. by Robert E. James.	correct document. If it's not the
(Attachments: # (1) Proposed Order (PDF Only))(Yee, Attorney)	correct document, you should abort this transaction and start over
	again.
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.	Note: You CANNOT view any of the
	actual the document(s), only the path,
Source Document Path (for confirmation only):	filename, and number of pages.
T:\External Training\ecf class pdfs\cr1-motion supress.pdf pages: 2	
T:\External Training\ecf class pdfs\cr2-proposed_order.pdf 🛛 pages: 1 🛛 🖌 🧹	Click on the [Next] button to commit
	the transaction.
Next Clear	
Frame 9-27	
Note: At any time prior to this step, you can abort the ECF filing by simply clicki	ng on a monu itom on the blue
menu bar, including logging out of the system. Users should avoid using the [B	
transaction, as it is easier to just start over. When using the [Back] button, a us	
button on the web browser when the correction has been made. Progression m	



### 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,
Frame 9-29 Criminal filing categories         SECF       Civil       Criminal       Query       Reports       Utilities         Criminal Events         Charging Instruments and Pleas       Plea-Related Documents         Plea-Related Documents       Motions and Related Filings         Motions       Supporting Documents, Responses and Replies         Other Filings       Waivers         Service of Process       Notices         Trial Documents       Appeal Documents         Appeal Documents       Other Documents	<ul> <li>Selecting Supporting Documents, Responses and Reply Events</li> <li>A list all of the criminal filing categories are displayed.</li> <li>Click on the <u>Supporting Documents, Responses and Replies</u> link under Motions and Related Filings.</li> </ul>
Frame 9-30 Selecting Brief in Support of Motion	<ul> <li>Selecting Supporting Documents, Responses and Reply Events</li> <li>A list all of the events are displayed alphabetically.</li> <li>In the search text box, you can enter the beginning letters of the motion</li> </ul>

SECF       Civil +       Criminal +       Query       Reports +       Utilities +       Search       Logout         Responses & Replies         Avanable Events (Click to select an event)       Sejected Event       Brief in Support of Motion         Brief in Support of Motion       Brief in Support of Motion       Brief in Support of Motion         Brief in Support of Motion       Image: Support of Motion       Image: Support of Motion         Response in Opposition       Response in Support       Image: Support of Motion         Next       Clear       Frame 9-31	<ul> <li>event you want to select.</li> <li>You may also scroll up/down the scroll bar in the "Available events" list to facilitate your selection of motion events.</li> <li>After selecting the Brief in Support of Motion, click on the [Next] button.</li> </ul>
Note: ECF defaults to the last case from which you queried or docketed in. E is entered in this field to avoid filing your document in the wrong case.	nsure the proper case number
Frame 9-32Enter case number	Enter case number
SECF <u>Civil</u> - Criminal - Query Reports - Responses & Replies	<ul> <li>Enter the number of the case for which the document is being filed</li> </ul>
Criminal Case Number 1:02-cr-12 Hide Case List Select a case:	• Remember, if you click on the main case number, it indicates you are filing for all of the defendants in the case.
I:02-cr-00012-LTB USA v. James et al ⊕         I:02-mj-00012-BNB USA v. James et al ⊕         Next         Clear	• 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 <b>MUST</b> click on the
Criminal Case Humber 1:02-cr-12-1 Hide Case List	to expand the list to show all of the defendants' cases so you can select the correct defendant.
Select a case: ☐ 1:02-cr-00012-LTB USA v. James et al	<ul> <li>After clicking the appropriate case, click on the [Next] button.</li> </ul>
Frame 9-33	Review Screen
ECF       Civil ~       Criminal ~       Query       Reports ~         Responses & Replies         1:02-cr-00012-LTB USA v. James et al         2255, APPEAL	<ul> <li>After clicking on the Next button, from the enter/select case screen, a review screen is displayed.</li> <li>Click on the Next button to continue</li> </ul>

Frame 9-34Designating the filing Party	Designating the filing party		
Responses & Replies         109-cr-00500-CMA USA et al.v. Legend et al         2255         Select the filer.         Collapse All       Select the filer.         USA pla       Select the Party:         USA pla       USA [pla]         9 John Legend dtt       Select the Party:         9 Tamara Banks dtt       Select filer.	<ul> <li>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.</li> <li>If done correctly, each party selected will remain highlighted.</li> </ul>		
Itext         Pear           Only court personnel can add new parties. Contact the Help Desk at 1-866-365-6381 or 303-335-2050 Monday - Friday, from 8:00 a.m. to 5:00 p.m. (MDT/MST) with the parties you wish to add.	<ul> <li>After highlighting the parties to the document, click on the [Next] button</li> </ul>		
Frame 9-35			
Note: If the list depicted does not display the party or parties a user represent Specialist division at 303-335-2026 with your party's information. Only court p parties to a case. If you click on the Add/Create New Party hyperlink, ECF retu this restriction.	ersonnel can add or create new		
Frame 9-36Attaching the main PDF document Responses & Replies	Specify the PDF document to file. ECF provides the filer an entry box to indicate the main document as		
<u>1:09-cr-00500-CMA USA et al v. Legend et al</u> 2255	well as an entry box for the first attachment. Click the [Browse] button next to the		
For ALLsecondary attachments, a Category selection or a Description must be entered. You may utilize both fields, but one must be entered. Select the pdf document and any attachments.	"Main Document" box.		
Main Document Browse			
Attachments Category Description			
I.     Browse       Next     Clear			
Frame 9-37The File Upload/Choose file dialog Box	File Upload/Choose File dialog		
File Upload     ? ×       Look in:     in:       in:     in:	The Choose File/File Upload dialog box will appear and you can		
My Recent Documents       Image: Cr2-proposed_order.pdf       Cr2-proposed_order.pdf         Desktop       Image: Cr3-brief_support.pdf       Cr4-exhibit_a.pdf         Desktop       Image: Cr2-proposed_order.pdf       Cr4-exhibit_a.pdf         Image: Cr2-proposed_order.pdf       Cr4-exhibit_a.pdf       Cr4-exhibit_a.pdf         Image: Cr2-proposed_order.pdf       Cr4-exhibit_a.pdf       Cr4-exhibit_a.pdf         Image: Cr2-proposed_order.pdf       Cr4-exhibit_a.pdf       Cr4-exhibit_a.pdf         Image: Cr2-proposed_order.pdf       Cr4-brief_support.pdf       Cr4-brief_support.pdf         Image: Cr4-brief_support.pdf       Image: Cr4-brief_support.pdf       Cr4-brief_support.pdf         Image: C	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 <u>Court Information</u> the CM/ECF start page or from the utilities menu for the file size limits of a PDF document.		
- 91 -			





Choose file		? ×	The court highly recommends you
Look in: My Recent Documents Desktop My Documents My Computer My Network Places 2 Next Clear	shell pdfs     off:     o		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: The you ALW		he PDF documents for the sake of brokes (s) and any attachments to ensure you	
Frame 9-42	Selecting the category descr	iptor and adding description	Selecting the category descriptor
information			
	chments, a Category selection or a Description must b ant and any attachments.	be entered. You may utilize both fields, but one must be entered	The Filename entry box should be filled in with the attachment.
Main Document C:\Documents and Settin		Provinting	Under the Category entry box, there is a drop down arrow to allow you to select the type of attachment it is.
Attachments 1. C.\Documents and Se 2. Next Clear	Browse browse	tted	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.
	leposition Excerpts schibit exparte Attachment lages proposed Document roposed Order (PDF teceipt special Assignment F supplemental Civil Co	Form	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
Frame 9-43	Repeating the process for ac	ditional attachments	Repeating the protessent additional attattements
For ALLsecondary atta	chments, a Category selection or a Description mus	t be entered. You may utilize both fields, but one must be entered.	After the first attack as a start of the
Main Document	ent and any attachments. ngs\User\Desktor Browse		After the first attachment has been added and described, the second attachment can be added.
Attachments	Category	Description	
			The steps are the same: Browse
[, C:\Documents and Se		A Remove	Select the attachment PDF
2.	Browse		Right click on the file and open to
Next Clear			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 a there are two attachments. The next frame illustrates what the final attach			
Frame 9-45 Final list box of attachments	Final list box of attachments		
For ALL secondary attachments, a Category selection or a Description must be entered. You may utilize both fields, but one must be entered.	The final attachment screen displays the two attachments,		
Select the pdf document and any attachments.           Main Document           C.\Documents and Settings\User\Desktor   Browse	Exhibit A Attachment 1		
Attachments Category Description	Click the [NEXT] button.		
1. C:\Documents and Settings\User\Desktor Browse Exhibit A Remove			
C:\Documents and Settings\User\Desktop Browse     Attachment 1 Remove			
3.     Browse       Next     Clear			
Frame 9-46 Linking the Brief in Support to the motion	Linking the Brief in Support to the motion		
Responses & Replies <u>1:09-cr-00500-CMA USA et al v. Legend et al</u> 2255	Additional ECF Information		
Select the appropriate event(s) to which your event relates: 1:09-cr-00500-CMA John Legend	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		
☑ 02/09/2010 10 MOTION to Vacate under 28 U.S.C. 2255 by John Legend. (klt, ) Civil case 1:10-cv-00500 opened.	to the motion.		
<ul> <li>02/16/2010 11 REPORT AND RECOMMENDATIONS as to John Legend re 10 MOTION to Vacate under 28 U.S.C. 2255. Objections to R&amp;R due by 3/5/2010 by Magistrate Judge Boyd N. Boland on 2/16/2010. (lam, ) (Entered: 03/10/2010)</li> <li>04/15/2010 14 Amended MOTION to Suppress evidence found in 1970 Chevy by John Legend. (Attachments: # 1 Proposed Order (PDF Only))(Yee-5678, Jack)</li> <li>Next Clear</li> </ul>	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]		

CW/ECF TRAIN - U.S. District Court:cod - Microsoft Internet Explorer
File Edit View Favorites Tools Help Address 🛃 https://ecf-train.cod.uscourts.gov/cgi-bin/login.pl?432380580277101-L_
] ⇔Back ▼ → ▼ ③ 😰 🎢 ③Search 🗟 Favorites ③Media 🚳 🐴▼ 🎒 🐷 ▼ 🖹 🗟 🗟
SECF Civil • Criminal • Query • Reports • Utilities •
Responses & Replies
<u>1:05-cr-04001-EWN USA v. Quack et al</u>
Docket Text: Modify as Appropriate.
BRIEF in Support by Lucy Quack re [4] Amended MOTION to Suppress <i>Evidence from 123 Back Alley</i>
BRIEF in support by Eury Quark te [4] Amendeu for from to suppress Evalence from 125 Dack Alley
(Attachments: # (1) Exhibit A# (2) Attachment 1) (Stiles, Aty)
Next Clear

Frame 9-48 Submit the Transaction to ECF	Submit the Transaction to ECF			
SECF <u>Civil</u> - Cri <u>m</u> inal - Query <u>Reports</u> - <u>U</u> tilities - Search Responses & Replies	THIS IS THE "LAST" SCREEN			
	FOR YOU TO REVIEW!!			
1:02-cr-00012-LTB USA V. James et al				
2255, APPEAL				
	If you click the NEXT button, the transaction is posted to the database.			
Docket Text: Final Text				
BRIEF in Support by Robert E. James to [479] Tenth MOTION to Suppress <i>Evidence</i> from 123 Back Alley Dr. (Attachments: # (1) Exhibit A, # (2) Attachment 1)(Yee, Attorney)	Click on the [Next] button to commit the transaction.			
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.				
Source Document Path (for confirmation only): T:\External Training\ecf class pdfs\cr3-brief_support.pdf pages: 3 T:\External Training\ecf class pdfs\cr4-exhibit_a .pdf pages: 3 T:\External Training\ecf class pdfs\cr5-attachment_2.pdf pages: 1				
Next Clear				
Frame 9-49				
Note: At any time prior to this step, you can abort the ECF filing by simply clicking on a menu item on the blue menu bar, including logging out of the system. Users should avoid using the [Back] button in complicated transaction, as it is easier to just start over. When using the [Back] button, a user may not use the [Forward] button on the web browser when the corrections have been made. Progression must be made using the ECF buttons.				

Frame 9-50 The Notice of Electronic Filing (NEF)	The Notice of Electronic Filing
SECF CMI - Criminal - Query Reports - Utilities - Search Logout	(NEF) is
Responses & Replies 1:02-cr-00012-LTB USA v. James et al	
2255, APPEAL	The Notice of Electronic Filing (NEF) is displayed.
U. S. District Court [TEST]	
District of Colorado [TEST]	
Notice of Electronic Filing	This is your "receipt" of the 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: <u>1:02-cr-12</u> Filer: Dft No. 1 - Robert E. James Document Number: 480	The logour receipt of the ming.
Docket Text: BRIEF in Support by Robert E. James to [479] Tenth MOTION to Suppress <i>Evidence from 123 Back Alley Dr.</i> (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:	If there are name(s) and addresses
Robert E. James	displayed below the
123 19th St. Denver, CO	"Notice has been mailed by the filer
David Lane	to:" you must print a copy of the
Kilimer & Lane, LLP	NEF and mail along with the
#400	document(s) you filed to the parties
Denver, CO 80202	displayed.
The following document(s) are associated with this transaction:	
Original filename:n/a Electronic document Stamp:	In this example, there are none
[STAMP dcecfStamp_ID=1071006659 [Date=7/3/2007] [FileNumber=71960-0] [ 61e3af96a25e6de1e4503fc8f2a7963844136444fa7c919639e0de5fe2c2930eb99773	displayed.
e16f1fea708b9ce028c11d031df27ebd47a78bdb7964038b4fca7f812c]] Document description:Exhibit A	displayed.
Original filename:n/a Electronic document Stamp:	You will generally one names and
[STAMP dcecfStamp_ID=1071006659 [Date=7/3/2007] [FileNumber=71960-1] [ 2d2f2d05546e4a271b266563b9d59acf6367bb1a49bc04c11970b6f9c9184fb8727527	You will generally see names and
2eb92549fe188b33ed5d6268d9d4f9294209969c95b3f06e4f01a82565]] Document description: Attachment 1	addresses for pro se parties and
Original filename:n/a Electronic document Stamp:	attorneys that may not be registered
Erect on Codements Stanp_ [STAMP deedStamp_lD=107106659 [Date=7/3/2007] [FileNumber=71960-2] [ 31d79fce1a47fdcae3971a0e366d05cd0c27800dd40085a48df88c6ef9cb98fed217 9441d745bd575fdbd1976611c0b26a82a8aef54dadf8b66b54e937baf2]]	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 Case Administration Specialist division.

#### **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

### **ECF Assistance**

Help with technical ECF problems is available Monday through Friday between the hours of 8:00 am and 5:00 pm via email at cod\_cmecf@cdod.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

### <u>Appendix 1</u> 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.





SECF       CMI       Criminal       Query         Motions       Start typing to find an event.       Start typing to find an event.         Available Events (click to select events)       Sel         Alter Judgment	Now click on Motions
Amend/Correct/Modify	The Motions event screen
Appeal In Forma Pauperis       Sel	is now displayed.
Frame A3-8 The Motions Event list screen is now displayed         Image: Colspan="2">Ouery       Reports < Utilities	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 Anoth	er examp	le						
SECF	<u>C</u> ivil →	Cri <u>m</u> inal →	<u>Q</u> uery	<u>R</u> eports +	<u>U</u> tilities ▼	<u>S</u> earch	Logout	
Motions				_	Your Account Miscellaneous		et Payment Histor	у
Available Events (cli		ert typing to find events)		a a 🔒 Mail	ing Info for a Cas ing Labels by Ca	se Verify	gs a Document Information	•
Alter Judgment Amend/Correct/Modify Appeal In Forma Pauperis Appear Appoint Counsel Appoint Custodian Appoint Expert								
Appoint Guardian ad Liter	m							
While in the Motions- screen, we go to the			-					List
1. <u>U</u> tilities ▼ 0 Your Acc		e blue menu bai	r, hover ove	r the drop dowr	-		ies options	
Miscella	neous 🕨	. Again, when	you hover t	he mouse over	the	eous 🕨 op	tion, the followir	ıg
		Payment History	,					
	Mailings Vorify o F	)ocument	•					
ia diaplava	d Court Inf		Fina	lly we can have	er the mouse ov	,, Mailings		•
is displaye	u	Ma	iling Info for					
		and see Ma	iling Labels	s by Case	When you sele	ect/click on	Mailing Info for	a Case ,
the Mailing Info for a	Case is disp	played and is rea	ady for the c	ase number to	be entered.			
SECF	<u>C</u> ivil	← Cri <u>m</u> ina	l <b>→</b> <u>@</u>	uery <u>R</u> e	ports			
Mailing Inform	nation fo	or a Case						
Enter the case nun	nber to vie	w the recipient	list.					
Case Number:								
Submit Clear	r							
We bypassed Three	screens to r	navigate to this s	creen.					

A new feature in Version 3.1 is the ability to <b>search</b> for a <i>menu</i> or an <i>event</i> .	Search
rame A3-11 – Search example	Search
SECF Civil - Criminal - Query Reports - Utilities - Sear	Click on the Search option on the blue men bar.
rame A3-12 The Search dialog box	
Reports - Utilities - Search Logout	A search dialog box is displayed, allowing for the entry for the search
rame A3-13 Entering search word(s)	
<b>3 1 1 1 1 1 1 1 1 1 1</b>	Searching For example, we want t
	Searching For example, we want t search on "answer".
Search Menus and Events	For example, we want t
Search Menus and Events	For example, we want to search on "answer". A search dialog box is displayed, allowing for
Search Menus and Events     Image: Search       answer     Search       rame A3-14 Search Results Screen       Secret Chill       Chill       Chill       Chill       Chill       Chill       Chill       Search Menus and Events       Search Menus and Events       Search Menus and Events       Imaswed       Search       Imaswed       Imaswed	For example, we want the search on "answer". A search dialog box is displayed, allowing for the entry for the search Search Results Whatever menus and events are found that contain the letter(s) or words of your search and search a
Search Menus and Events     answer   Search   answer     Search     search     Comparing and Search     Search Menus and Events     Search Menus and Search	For example, we want the search on "answer". A search dialog box is displayed, allowing for the entry for the search Search Results Whatever menus and events are found that contain the letter(s) or words of your search and displayed. The display is
Search Menus and Events       Image: Content of the search	For example, we want the search on "answer". A search dialog box is displayed, allowing for the entry for the search Search Results Whatever menus and events are found that contain the letter(s) or words of your search and displayed.
Search Menus and Events       Image: Search         ariswer       Search         rame A3-14 Search Results Screen         Color       Ciminal < Query Reports < Utilities < Search Logout	<ul> <li>For example, we want the search on "answer".</li> <li>A search dialog box is displayed, allowing for the entry for the search</li> <li>Search Results</li> <li>Whatever menus and events are found that contain the letter(s) or words of your search and displayed.</li> <li>The display is categorized by Menus</li> </ul>
Search Menus and Events       Image: Search         answer       Search         rame A3-14 Search Results Screen         EECF       CMI         CMI       Criminal         Query       Reports         Littles       Search         Logout       Search Menus and Events         earch results for 'answer'       answel         menu items and 6 events found       Search Menus and Events         enu Items       Civil Events → Initial Pleadings and Service → Answers to Complaints, Counterclaims and Crossclaims         Civil Events → Initial Pleadings and Service → Other Answers         Reports → Civil Reports → Service and Answer         witl Events → Motions         Extension of Time to File Answer         ivil Events → Other Answers	<ul> <li>For example, we want is search on "answer".</li> <li>A search dialog box is displayed, allowing for the entry for the search</li> <li>Search Results</li> <li>Whatever menus and events are found that contain the letter(s) or words of your search a displayed.</li> <li>The display is categorized by Menus</li> </ul>
Search Menus and Events     answer   search   answer   search   search Results Screen     Search Menus and Events     Search Menus and Events     search results for 'answer'     answed     search     search results for 'answer'     answed     search     search results for 'answer'     answed     search     answed     answer     answer <td><ul> <li>For example, we want is search on "answer".</li> <li>A search dialog box is displayed, allowing for the entry for the search</li> <li>Search Results</li> <li>Whatever menus and events are found that contain the letter(s) or words of your search a displayed.</li> <li>The display is categorized by Menus</li> </ul></td>	<ul> <li>For example, we want is search on "answer".</li> <li>A search dialog box is displayed, allowing for the entry for the search</li> <li>Search Results</li> <li>Whatever menus and events are found that contain the letter(s) or words of your search a displayed.</li> <li>The display is categorized by Menus</li> </ul>
Search Menus and Events     answer   Search      rame A3-14 Search Results Screen      reme A3-14 Search Results Screen      Search Menus and Events      Search Menus and Crossclaims        Search Menus and Crossclaims and Crossclaims	<ul> <li>For example, we want is search on "answer".</li> <li>A search dialog box is displayed, allowing for the entry for the search</li> <li>Search Results</li> <li>Whatever menus and events are found that contain the letter(s) or words of your search a displayed.</li> <li>The display is categorized by Menus</li> </ul>
Search Menus and Events       Image: Search         answer       Search         answer       Search         constrained answer       Search         constrained for 'answer'       Search Menus and Events         earch results for 'answer'       Search Menus and Events         earch results for 'answer'       Search Menus and Events         enu items       Givil Events → Initial Pleadings and Service → Answers to Complaints, Counterclaims and Crossclaims         Civil Events → Initial Pleadings and Service → Other Answers       Reports → Civil Reports → Service and Answer'         wite Events → Initial Pleadings and Service → Other Answers       Reports → Civil Reports → Service and Answer'         civil Events → Motions       Extension of Time to File Answer         ivil Events → Other Answers       Answer to Writ of Gamishment Amended Answer to Complaint	<ul> <li>For example, we want is search on "answer".</li> <li>A search dialog box is displayed, allowing for the entry for the search</li> <li>Search Results</li> <li>Whatever menus and events are found that contain the letter(s) or words of your search a displayed.</li> <li>The display is categorized by Menus</li> </ul>
Search Menus and Events       Image: Search         answer       Search         rame A3-14 Search Results Screen       Image: Search         ECCF       CM       Criminal          CM       Criminal        Query         Reports        Utilities        Search         Constraints for 'answer'       Image: Search       Image: Search         memu items       Civil Events → Initial Pleadings and Service → Answer's to Complaints, Counterclaims and Crossclaims       Image: Civil Events → Initial Pleadings and Service → Other Answer's         Reports → Civil Reports → Service and Answer       Civil Events → Initial Pleadings and Service → Other Answer's       Image: Civil Events → Other Answer's         Mil Events → Initial Pleadings and Service → Other Answer's       Reports → Civil Reports → Service and Answer's         Mil Events → Other Answers       Answer to Writ of Garnishment Answer to Complaints         Answer to Writ of Garnishment Answer to Complaints       Answer to Writ of Complaints         Mil Events → Other Documents       Objections to Answer to Writ	<ul> <li>For example, we want is search on "answer".</li> <li>A search dialog box is displayed, allowing for the entry for the search</li> <li>Search Results</li> <li>Whatever menus and events are found that contain the letter(s) or words of your search a displayed.</li> <li>The display is categorized by Menus</li> </ul>
Search Menus and Events       Image: Search         Image: Im	<ul> <li>For example, we want the search on "answer".</li> <li>A search dialog box is displayed, allowing for the entry for the search</li> <li>Search Results</li> <li>Whatever menus and events are found that contain the letter(s) or words of your search and displayed.</li> <li>The display is categorized by Menus</li> </ul>

### 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 <u>multiple</u> 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 <u>five</u> John Doe parties. You will <u>not</u> 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:

Search for a party		
Last / Business Name Doe First Name	e Middle Name	
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.

Search Results	Search Results	Search Results
	DOES 1 - 78	Doe, Joel
DOES 1 - 14	DOES 1 - 8	Doe, John
DOES 1 - 78	DOES 1-5	Doe, John J. 🗐
DOES 1 - 8	Doe	Doe, John/Jane
DOES 1-5	Doe, A.	Doe, Josie Jane
Doe 💌	Doe, Adam 💌	Doe, Josie (I) Jane
Select Party Create New Party	Select Party Create New Party	Select Party Create New Party





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."

Search Results	Search Results	Search Results
Doe, John	Doe 11, John	Doe 7-8, John
Doe, John J.	Doe 12, John	Doe 9-10, John
Doe, John/Jane	Doe 13, John	Doerner, John P.
Doe 1, John	Doe 14, John	Doerner, John
Doe 1-b, John	Doe 14 Sheriff Clark, John	Does, John
Doe 11, John 💌	Doe 2, John	Does 1-5, John
Select Party Create New	Party Select Party Create New Party	Select Party Create New Party

**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 <u>CANNOT</u> select multiple entries for the party selection. For example, even though you see John Doe 2 in the list, you <u>CANNOT</u> 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.

Search for a party					
Last / Business Name	Doe	First Name	John	Middle Name	
Search					
Search Results					
Doe, John	<b></b>				
Doe, John J.					
Boe, John/Jane					
Doe 1, John Doe 1-0, John					
Doe 11 John	~				
	Create New Party				
Select Party	create new Party				

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.) Attorney Case Opening Add New Party Create Case 1:13-cv-??? Defendant (dft pty) a Nuti pla Alias 🔧 sst Leave 55.2 Blank City ¥ Fax Notice yes M 6 Party 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

Attorney Case Opening				
Add New Party	Create Case	search for a party		
Collapse All	Expand All	Last / Business Name Doe 2	First Name	Middle Name
-1:13-ev-?????		Search		
🗉 ma Nut 🏻 pla 🥖 😸				
Alias 😫				
Corporate Parent or other affiliate	8			
Attorney				
John Doe 1 dft 🖉 😸 🕥				
Alias				
Corporate Parent or other affiliate	8			
Attorney				

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.

Search for a party				
Last / Business Name	Doe 2	First Name	Middle Name	
Search				
Search Results				
Doe 2, John				
		_		
Select Party	Create New Party			

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."

Attorney Case Opening	$\frown$	
	Party Information John Doe 2 Role Defendant (dft.pty) Pro se 140	
Corporate Parent or other affiliate Attorney John Doe 1 dt: // 8/ Alias Corporate Parent or other affiliate	Prisone id Office Address1 Address 2	Unit
Attorney	Address 3 State Zip Prison Phone	City Country
	E-mail Darf lext	
	Corporation A V	Notice 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.

Add New Party C	reate Case Search for a party		
ollapse All	Expand All Last / Business Name	First Name	Middle Name
1:13-cv-????? Ima Nut pla 🖉 😸	Searoh		
Corporate Parent or other affiliate S Attorney John Doe 1 dfi / S Alias S Corporate Parent or other affiliate S Attorney	As you can see, John Doe 1 and John Doe 2 are now parties to the case.		
Attorney John Doe 2 dft / X			

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.

Attorney Case Opening	
Add New Party	Create Case Search for a party
Collapse All	
-1:13-ev-?????	Search
🖯 ima Nut 🏼 pia 🦯 😸	
Alias 😫	
Corporate Parent or other affiliate	search Results
Attorney	Doe 3, Jane
John Doe 1 dft / 8	
Alias 😫	
Corporate Parent or other affiliate	
Attorney	
	Select Party Create New Party
BJohn Doe 2 dft 🖉 😸	
Alias 😫	
Corporate Parent or other affiliate	
Attorney	

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.

Attorney Case Opening			
Add New Party Create C	Case Search for a party		
Collapse All Exp	pand All Last / Business Name	First Name	Middle Name
-1:13-ev-?????	Search		
ima Nut pla 🥖 😸			
Alias 😫			
Corporate Parent or other affiliate			
Alforney	•		
Join Doe 1 t 🗸 😸			
Alas			
Corporate Parent or other affiliate			
Attorney			
Job 1 Doe 2 d 1 / 😸			
Allas 🖏			
Corporate Parent or other affiliate			
Attorney			
John Doe 3 dt 🗸 😸			
Alias S			
Corporate Parent or other affiliate			
Attorney			

### **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.

Search for a party	
Last / Business Name John Doe Subsori First Name	Middle Name
Search	
Search Results	
Select Party Create New Party Search returned no results. Please try again or create a new party.	

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 <u>SHOULD NOT BE ENTERED</u> 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.

Add New Party Create Ca			
Collapse All Expa	Ind All	d IP Address 999.88.77.6	B First name
-1:13-cv-?????	Midol name		Generation
Ima Nut pla 🧷 😸	Title		
Alias 😫	Role Dr	efendant (dft:pty)	M
Corporate Parent or other affiliate 😤			
Attorney	Pro se No	2	
John Doe 1 dft 🖉 🐱	Prisoner Id		Unit
Alias 😫	Office		
Corporate Parent or other affiliate	Address1		
John Doe 2 dft 🖉 🐱	Address 2		Show this address on the docket sheet
-Alias 😫	Address 3		City
Corporate Parent or other affiliate 😤	State	Zip	Country
Attorney	Prison		, <u></u>
John Doe 3 dft 🧷 😣			
Alias 😫	Phone		Fax
-Corporate Parent or other affiliate 🔧	E-mail		
Attorney	Party text		
	Start date 7/	12/2013	End date
	Corporation no		Notice yes

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.

Add New Party Crea	te Case Search for a party		
	Expand All Last / Business Name	First Name	Middle Name
1:13-cv-?????	Search		
ima Nut pla 🥖 😸			
Alias 😫			
-Corporate Parent or other affiliate 🔧			
Attorney			
John Doe 1 dft 🥖 😸			
-Alias 😫			
Corporate Parent or other affiliate 🔧			
Attorney			
John Doe 2 dft 🦯 😸			
-Alias 😫			
Corporate Parent or other affiliate			
Attorney			
John Doe 3 dft 🥖 😸			
Alias 😫			
-Corporate Parent or other affiliate 🔧			
Attorney			
John Doe Subscriber assigned IP Address 999.	88.77.66		
Corporate Parent or other affiliate			
Attorney			

### 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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