# United States District Court Northern District of Florida





# **CM/ECF**31.1



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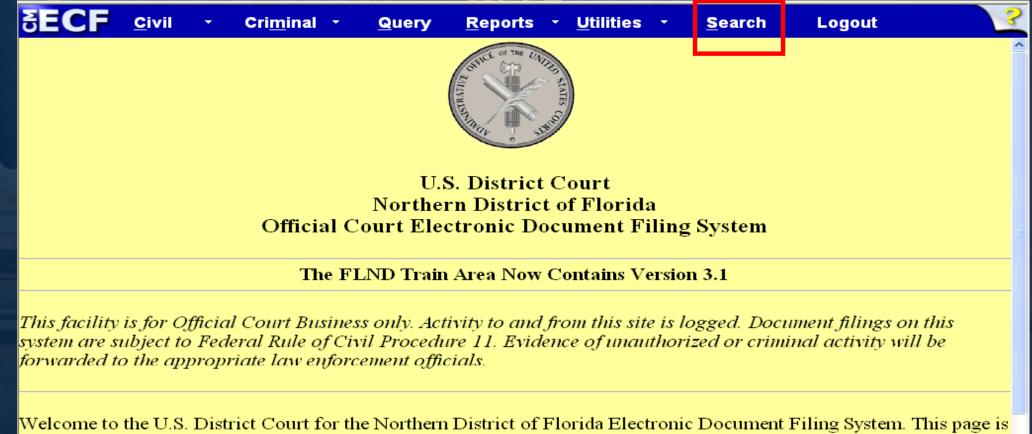
# New Major Features for CM/ECF Version 3.1.1

**Major Features of Version 3.1.1** Event search from Main Menu Cascading menus +Event search from event category Case number search New Exparte feature

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#### Searching for an Event from the Main Menu

A Search option has been added to the CM/ECF main menu.



for use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the *Netscape/PDF Settings* option listed below.

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### Searching for an Event from the Main Menu

CM/ECF will display a list of events which contain the entered word or string of words and the menu on which the event can be found. Clicking on Search displays the Search Menus and Events window. For example, using "Objection" displays the following.

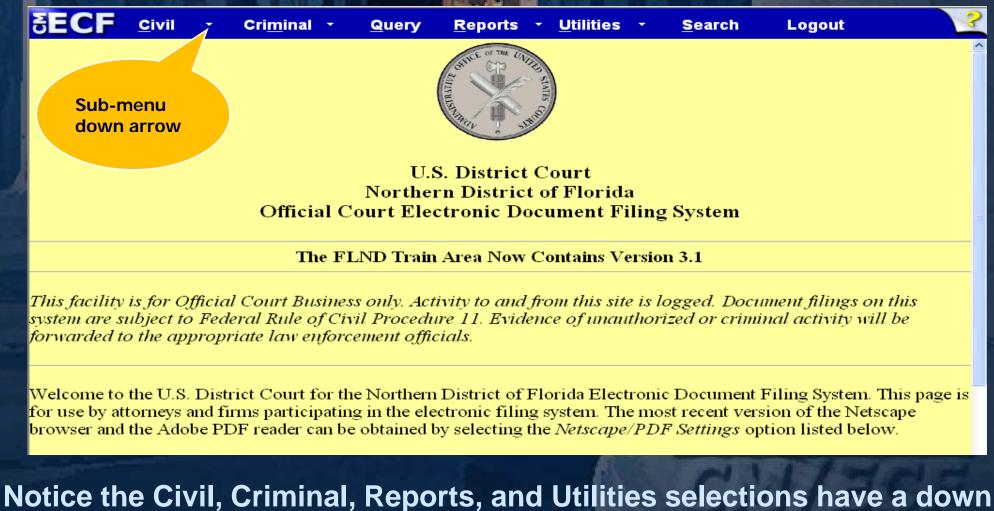
	SECF <u>c</u> ivil - Cri <u>m</u> inal - <u>Q</u> uery	<u>R</u> eports ▼ <u>U</u> tilities ▼ <u>S</u> earch	Logout 🧹
	Search results for 'objection' 5 events found	Search Menus and Events           objection	Search
l ts	Civil ADR Documents Objection to Report of Arbitrator/Mediator		
	Civil Other Answers		
	Objection to Report and Recommendations		
	Civil Other Documents		
nal Its	Objections to Answer to Writ		
	Criminal Other Documents		
	Objection to Presentence Investigation Report		
	Objection to Report and Recommendations		•

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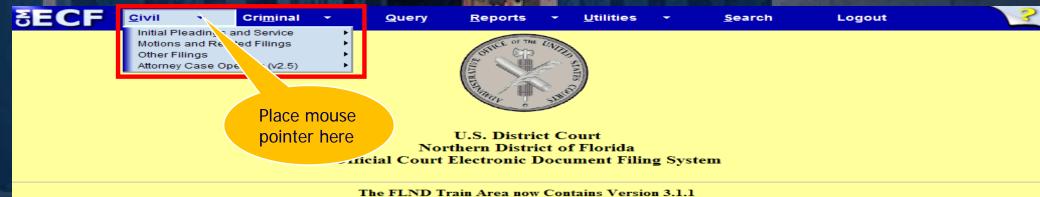
# **Cascading Menus**

A cascading menu system, available to both court and attorney users has been added. Users have the option of using the new cascading menus or continuing to use the existing static menus.



arrow next to them, which indicates the presence of a sub-menu.

**Civil Cascading Menus** Placing the mouse pointer over one of the menu options displays the menu's sub-menu.



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Netscape/PDF Settings

Last login: 11-27-2007 10:58

31May2007

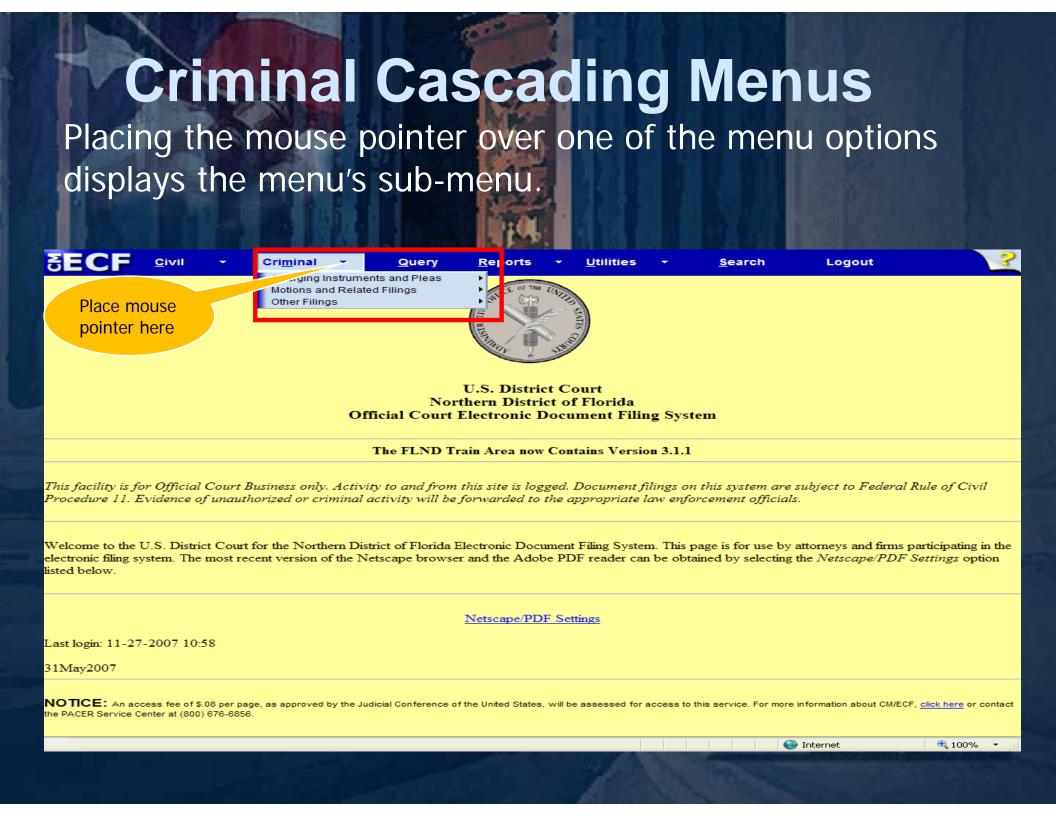
Done

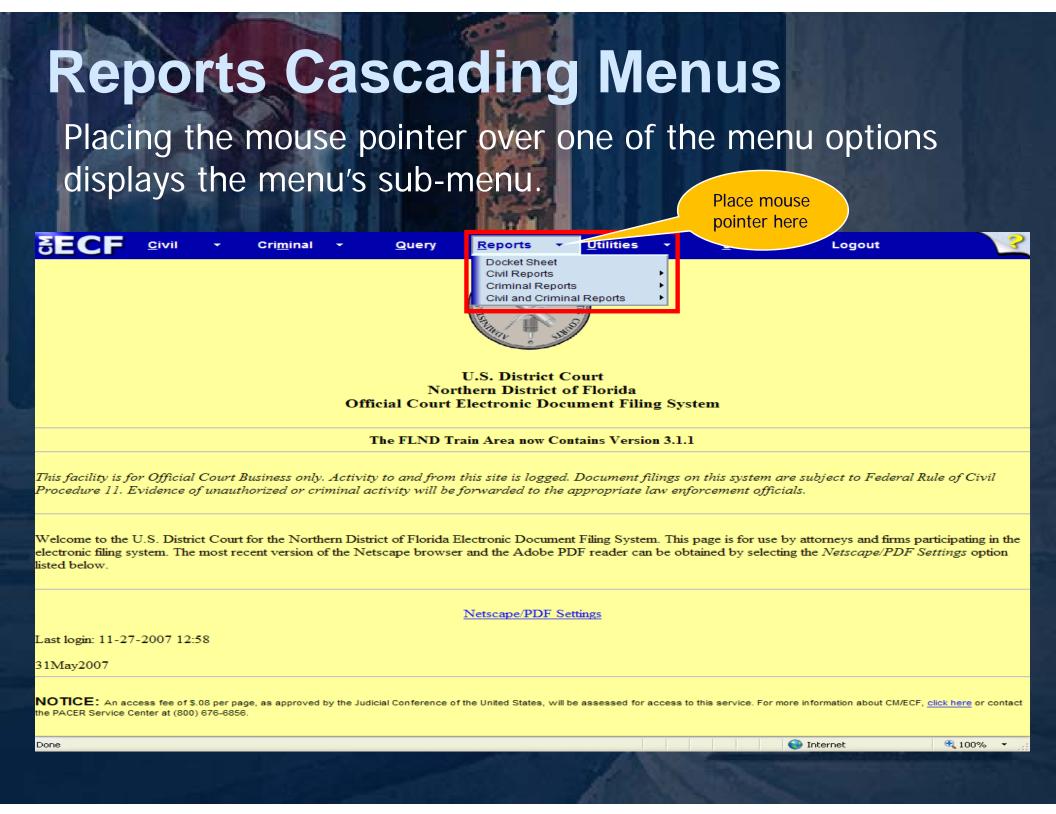
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😜 Internet

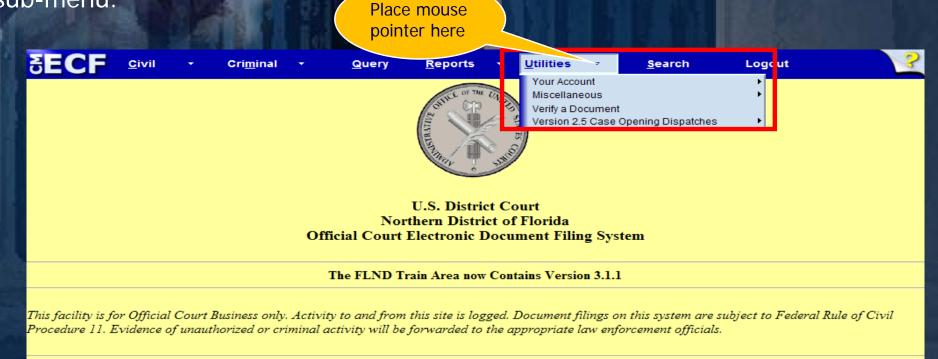
To use the keyboard to display a sub-menu, press and hold the **ALT** key together with the underlined letter in the menu name (ALT + C for Civil).





### **Utilities Cascading Menus**

Placing the mouse pointer over one of the menu options displays the menu's sub-menu.



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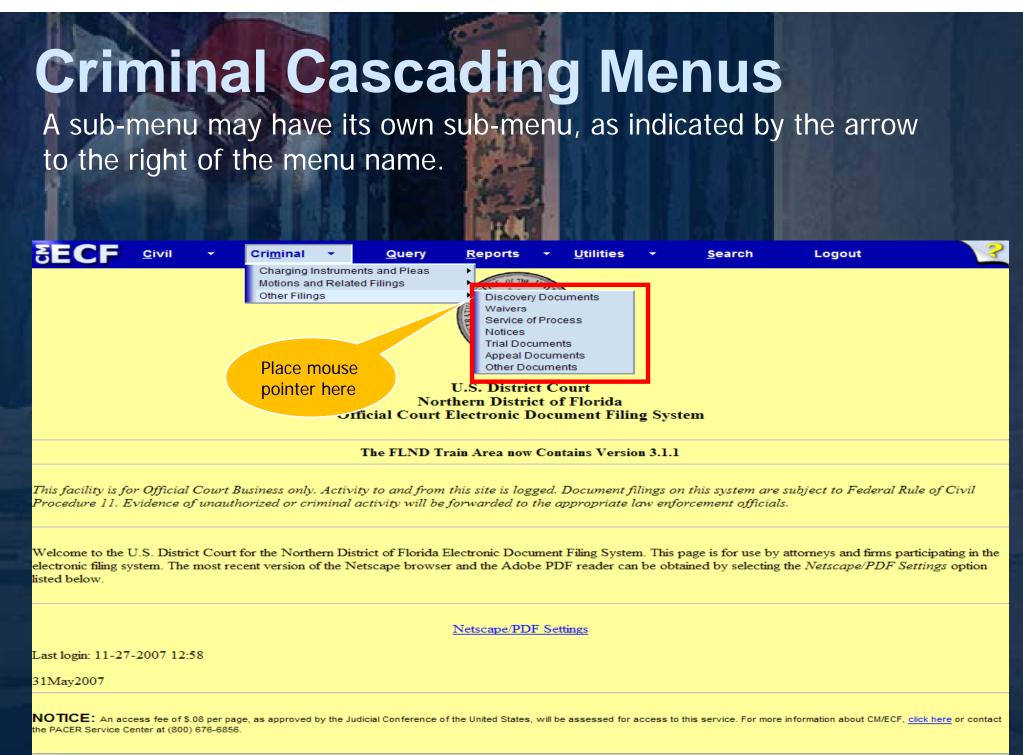
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## **Civil Cascading Menus**

# A sub-menu may have its own sub-menu, as indicated by the arrow to the right of the menu name.

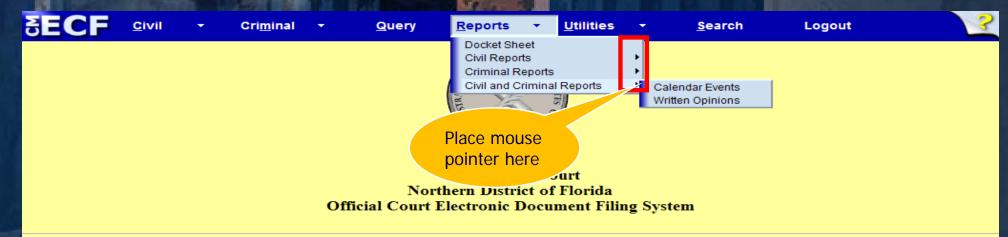


Placing the mouse pointer over a primary sub-menu option displays the lower level sub-menu. Click the desired menu category to display the events on that menu.



### **Reports Cascading Menus**

A sub-menu may have its own sub-menu, as indicated by the arrow to the right of the menu name.



#### The FLND Train Area now Contains Version 3.1.1

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

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Netscape/PDF Settings

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31May2007

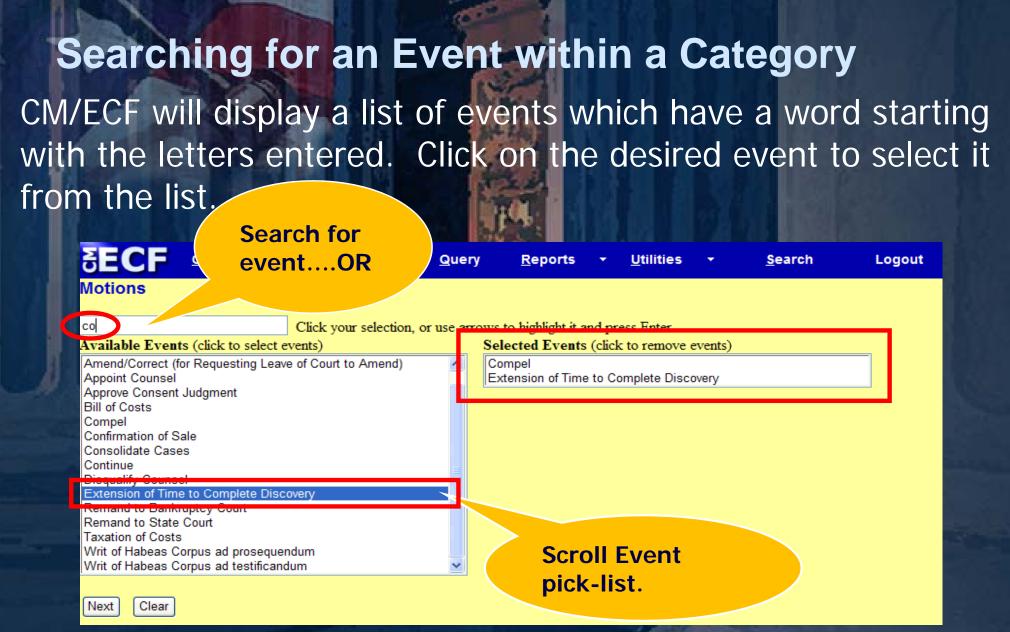
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#### **Searching for an Event within a Category** After selecting an event category, CM/ECF will display a list of events within the category and an event search box.

SECF	<u>C</u> ivil	•	Cri <u>m</u> inal	-	<u>Q</u> uery	<u>R</u> e	eports	•	<u>U</u> tilities	-	<u>S</u> earch	Logout
Motions												
со			Click your se	election, c	r use arro	ows to hig	hlight it ar	nd pro	ess Enter.			
Available Event	s (click to	select e	vents)			Selected	l Events	click	to remove	events)		
Amend/Correct (fo	or Request	ing Leave	e of Court to Ar	mend)	~							
Appoint Counsel												
Approve Consent Bill of Costs	Judgment											
Compel												
Confirmation of Sa												
Consolidate Case	S											
Continue Disqualify Counse	a											
Extension of Time		ete Disco	overv									
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Remand to State												
Taxation of Costs Writ of Habeas Co		rosequer	dum									
Writ of Habeas Co					~							

Next Clear



Note: The search will begin with the first letter typed, therefore; the search function does not accommodate the use of wildcard characters.

#### Searching for an Event within a Category

The selected event will be added to the Selected Events box, and the list of available events will again be displayed. Continue with event selection until all necessary events have been added to the Selected Events box. If an incorrect event is selected, click on the event to remove it from the list.

SECF <u>c</u> ivil - Cri <u>m</u> inal - Motions	Query Reports - Utilities - Can select multiple events.
Click your selection, or	use arrows to highlight it and press Enter.
vailable Events (click to select events)	Selected Events (click to remove eve
Amend/Correct (for Requesting Leave of Court to Amend) Appoint Counsel Approve Consent Judgment Bill of Costs Compel Confirmation of Sale Consolidate Cases Continue Disqualify Counsel Extension of Time to Complete Discovery Remand to Bankruptcy Court Remand to State Court Taxation of Costs Writ of Habeas Corpus ad prosequendum Writ of Habeas Corpus ad testificandum	Compel Extension of Time to Complete Discovery

Once all of the necessary events have been selected, click the [Next] button to continue.

Next T

S Clear

The case number look-up screen has been modified to reduce the number of screens a user must navigate to find a full case number.

#### Motions

Next

Clear

Criminal Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

CLICK MELTELSHIPPHER

Notice the grayed out Next button.

Once the partial case number is entered, users would click the Find This Case button to begin the case number look-up process.

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#### Motions

06-35

Next.

Clear

The Next button remains grayed out until a full case number is selected.

Find This Case

Case number look-up Field after Entering a Case Number and Clicking Find this Case. Once the full case number is located, select the proper case number checkbox to continue with docketing.

#### Motions

#### **Criminal Case Number**

06-35

Hide Case List

#### Select a case:

1:06-cr-00035-MP-AK USA v. HILGENDORF et al 1:06-cr-00035-MP-AK-1 EDWARD J HILGENDO 1:06-cr-00035-MP-AK-2 BETTY JO RAINS
1:06-cr-00035-MP-AK-3 BRUCE DAVID ADAMS
1:06-cr-00035-MP-AK-4 JUAN BAEZ
3:06-cr-00035-LC USA v. RHODES (closed)
3:06-mj-00035-MD USA v. CLEVENGER (closed)
4:06-cr-00035-RH-WCS USA v. LUKER (closed)
5:06-cr-00035-LB USA v. GALINDO (closed)

Clicking on the + beside the main case number expands the list of cases to display all defendants.

Next Clear

Case number look-up Field after Selecting at Least One Case.

#### Motions

#### **Criminal Case Number**

1:06-cr-35-2,4

Hide Case List

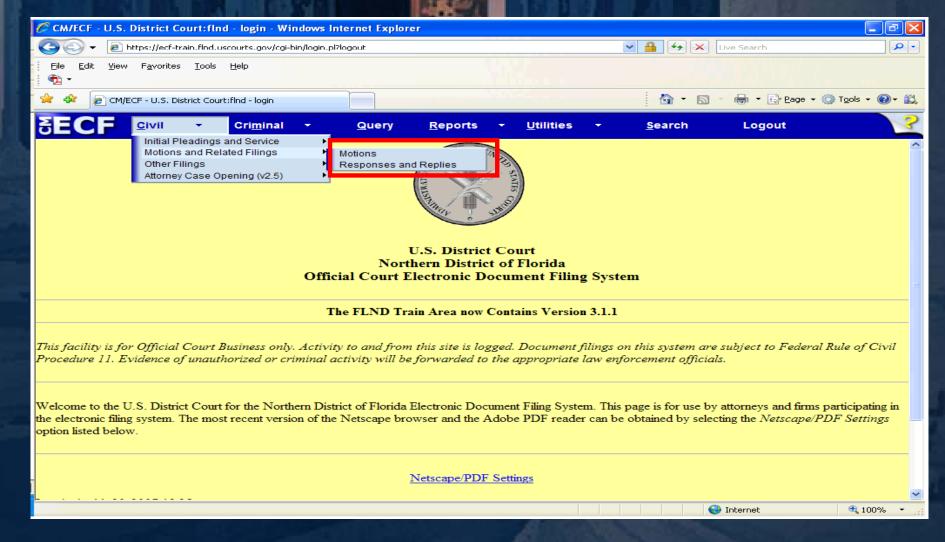
Select a case:

1:06-cr-00035-MP-AK USA v. HILGENDORF et al =
1:06-cr-00035-MP-AK-1 EDWARD J HILGENDORF
:06-cr-00035-MP-AK-2 BETTY JO RAINS
:06-cr-00035-MP-AK-3 BRUCE DAVID ADAMS
:06-cr-00035-MP-AK-4 JUAN BAEZ
:06-cr-00035-LC USA v. RHODES (closed)
:06-mj-00035-MD USA v. CLEVENGER (closed)
:06-cr-00035-RH-WCS USA v. LUKER (closed)
:06-cr-00035-RS-LB USA v. SPENCER (closed)
:06-mj-00035-LB USA v. GALINDO (closed)

Next

Clear

The category event Motions and category event Responses and Replies in Civil and Criminal allows attorneys to file Exparte documents. The filer is able to select the parties in the case who should have access to this document. However, only the document is sealed, NOT the docket text entry on the NEF or the text on the docket sheet.



To file a document exparte, first select the event 1 – Exparte Document – Use ONLY in Conjunction with Other Selection. This event will be added to the Selected Events box, and list of available events will again be displayed.



#### Motions

Next

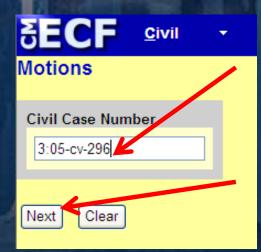
Clear

Start typing to find another ev	ent.
Available Events (click to select events)	Selected Events (click to remove events)
1 - Exparte Document - Use ONLY in Conjunction with Other Sel Alter Judgment Amend/Correct (for Requesting Leave of Court to Amend) Appeal In Forma Pauperis Appear Appear Pro Hac Vice Appoint Counsel Appoint Custodian Appoint Expert	1 - Exparte Document - Use ONLY in Conjunction with Other Select
Appoint Guardian/Attorney ad Litem Appoint Process Server Appoint Receiver Approve Consent Judgment Attorney Fees Bifurcate	

CM/ECF will display a list of events which have a word starting with the letters entered. Click on the desired event to select it from the list. Note: The search will begin with the first letter typed, therefore; the search function does not accommodate the use of wildcard examples. In this example, the event "Withdraw as Attorney" was selected. Continue with event selection until all necessary events have been added to the Select Events box. If an incorrect event is selected, click on the event to remove it from the list. Once all of the necessary events have been selected, click the [Next] button to continue.

Motions					
w	Click your selection, or use arr	rows to highlight it and press Enter.			
Available Events (click to select ev	vents)	Selected Events (click to remove events)			
1 - Exparte Document - Use ONLY in Issuance of Warrant in rem	Conjunction with Other Select	1 - Exparte Document - Use ONLY in Conjunction with Other Select Withdraw as Attorney			
Warrant for Arrest of Property Withdraw Withdraw Reference					
Withdraw as Attorney					
Writ Writ of Garnishment					
Writ of Habeas Corpus ad prosequent Writ of Habeas Corpus ad testificand					
Writ of Mandamus					
Next Clear					

Enter the Civil Case Number. Click the [Next] button to continue.



The next screen shows the style of the case. Click the [Next] button to continue.

#### Motions

3:05-cv-00296-RS-EMT CADDELL CONSTRUCTION COMPANY, INC. v. WOODCRAFT MANUFACTURING INC et al MEDIATION



Select the filer. In this example, the Plaintiff, CADDELL CONSTRUCTION COMPANY INC was selected. Click the [Next] button to continue.



The filer is able to select the parties on the case who should have access to this document. However, only the document is sealed, not the docket text entered on the NEF or the text on the docket sheet. Click the [Next] button to continue.

#### Motions

3:05-cv-00296-RS-EMT CADDELL CONSTRUCTION COMPANY, INC. v. WOODCRAFT MANUFACTURING INC et al MEDIATION

Select parties on the case who should have access to this document.

Select the filer.

Select the Party:

CADDELL CONSTRUCTION COMPANY, INC. [Plaintiff] MCMAHON-HADDER INSURANCE INC [Defendant]

MCMAHON-HADDER INSORANCE INC [Defendant] MCMAHON-HADDER INSURANCE INC [Cross Defendant] WOODCRAFT MANUFACTURING INC [Defendant] WOODCRAFT MANUFACTURING INC [Cross Claimant] Add/Create New Party

Next Clear

Document access will be restricted to the filer and his/her attorneys. Click the "Browse" button. A Window to choose the file will be displayed. Select the PDF document to be filed. Click the "Open" button on the Choose File window. This will place the document in the Filename in the blank table. Click the next button to continue.

Motions			
3:05-cv-00296-RS-EMT CADDELL CONSTRUCTION	COMPANY, I	NC. v. WOODCRAFT MANUFACTURING IN	IC et al
MEDIATION			
Document access will be restricted to the filer and his/he	r attorneys.		
Select the <b>pdf</b> document (for example: C:\199cv501-21.pdf).			
Filename	Choose file		? 🛛
F:\DOCS\CMECF\Dist_PDF_Docs\Motion Browse	Look in:	Dist_PDF_Docs	🗈 💣 🎟 -
Attachments to Document: <ul> <li>No</li> <li>Yes</li> </ul>			
Attachments to Document: O 100 U 1es	2	Affidavit.pdf	Indictment.pdf
	My Recent	Answer.pdf	
	Documents	Attorney Substitution.pdf	Dudgment.pdf
Next Clear		Certificate.pdf	Minute Entry.pdf
		Civil Cover Sheet from PayGov_manual_Oct12_2007.pdf	Motion.pdf
	Desktop	CJA23.pdf	Notice.pdf
		Claim.pdf	Dijection.pdf
		Complaint.pdf	Torder.pdf
		ConsentForm.pdf	Petition.pdf
	My Documents	Counter Claim.pdf	🔁 Plea Agreement.pdf
		Crossclaim.pdf	Proposed JuryInst.pdf
		Deposition.pdf	Proposed Voir Dire.pdf
	My Computer	Exhibit.pdf	Rep & Rec.pdf
		Header.pdf	🔁 Reply.pdf
	Sector 1		>
	My Network	File name. Motion.pdf	- <u>O</u> pen
	Places		
		Files of type: All Files (*.*)	Cancel

Motions

Next

MEDIATION

Clear

3:05-cv-00296-RS-EMT CADDEI

Anytime you get the below screen when posting any document in CM/ECF, the system is formulating data in the background. Click the [Next] button to continue.

CONSTRUCTION COMPANY, INC. v. WOODCRAFT MANUFACTURING INC et al

CLUSH WEITSHARDSHITT

The Docket Text: Modify as Appropriate screen is displayed. Select Ex Parte in the first table from the drop down menu arrow. The second blank table allows the filer to type up to 253 characters (including spaces) to amplify any information deemed appropriate. Click the [Next] button to continue.

#### Motions

3:05-cv-00296-RS-EMT CADDELL CONSTRUCTION COMPANY, INC. v. WOODCRAFT MANUFACTURING INC et al MEDIATION



The Docket Text: Final Text screen is displayed. Notice the Red AttentionII Button below. When the [Next] button is pressed on this screen, it commits the transaction. You will have no further opportunity to modify this transaction if you continue. Click the [Next] button to continue.

#### Motions

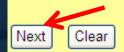
3:05-cv-00296-RS-EMT CADDELL CONSTRUCTION COMPANY, INC. v. WOODCRAFT MANUFACTURING INC et al MEDIATION

Docket Text: Final Text

Ex Parte MOTION to Withdraw as Attorney of record by CADDELL CONSTRUCTION COMPANY, INC.. (mason, perry)

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): F:\DOCS\CMECF\Dist\_PDF\_Docs\Motion.pdf pages: 1



Hereinoule and Aller

The Notice of Electronic filing screen is displayed. Document access will be restricted to the filer and his/her attorneys. However, only the document is sealed, not the docket entry on the NEF or on the docket sheet.

Motions

3:05-cv-00296-RS-EMT CADDELL CONSTRUCTION COMPANY, INC. v. WOODCRAFT MANUFACTURING INC et al MEDIATION

**U.S. District Court** 

Northern District of Florida

#### Notice of Electronic Filing

 The following transaction was entered by mason, perry on 11/21/2007 at 1:35 PM CST and filed on 11/21/2007

 Case Name:
 CADDELL CONSTRUCTION COMPANY, INC. v. WOODCRAFT MANUFACTURING INC et al

 Case Number:
 3:05-cv-296

 Filer:
 CADDELL CONSTRUCTION COMPANY, INC.

 Document Number: 42
 42

Docket Text: Ex Parte MOTION to Withdraw as Attorney *of record* by CADDELL CONSTRUCTION COMPANY, INC.. (mason, perry)

3:05-cv-296 Notice has been electronically mailed to:

perry mason jerry\_marbut@flnd.uscourts.gov, lisa\_james@flnd.uscourts.gov

3:05-cv-296 Notice has been delivered by other means to:

ALAN RAYMOND HORKY FULLER JOHNSON & FARRELL PA - PENSACOLA FL 3298 SUMMIT BLVD STE 11 PO BOX 12219 PENSACOLA, FL 32591

Clicking on the hyperlink to document <u>42</u> will display the below screen with the Warning! This document has been filed *ex parte*; it is restricted to court users and the filing party. The second image displays the *ex* parte document when the "View Document" button is clicked.





The attorney that filed the *ex parte* document is able to see the document hyperlink (i.e. <u>42</u>) and when the hyperlink to that document is clicked, view that document.

#### 11/21/2007

Ex Parte MOTION to Withdraw as Attorney of record by CADDELL CONSTRUCTION COMPANY, INC.. (mason, perry) (Entered: 11/21/2007)

Another attorney has filed a NOTICE of appearance in this case representing the defendant MCMAHON-HADDER INSURANCE INC. When the docket sheet is viewed by this new attorney representing the defendant, document number 42 does not have a hyperlink. In addition, the public, through PACER, will not be able to access the *ex parte* document. However, as you can see the text on the docket sheet for this Motion can be viewed.

11/21/2007		Ex Parte MOTION to Withdraw as Attorney of record by CADDELL CONSTRUCTION COMPANY, INC (mason, perry) (Entered: 11/21/2007)
11/21/2007	<u>43</u>	NOTICE of Appearance by pnsatty01 on behalf of MCMAHON-HADDER INSURANCE INC (pnsatty01, ) (Entered: 11/21/2007)