

Electronic Case Filing User Manual



U.S. District Court
Eastern District of Michigan



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1.1 Introduction

The Eastern District of Michigan implemented Electronic Case Filing (ECF) June 1, 2004 as part of a nationwide implementation by the Federal Judiciary. As of June 1, 2004, the official record of filed cases is maintained electronically. E-filing became mandatory for attorneys after November 30, 2005.

User Manual – Staying Current

Readers are encouraged to refer to the on-line version of documents for the most current information because a previously printed hard copy of the User Manual may become obsolete.

Help Desk

A CM/ECF Help Desk has been established to respond to inquiries. The help desk is staffed Monday through Friday, 8:30 a.m. and 5:00 p.m. The number is (313) 234-5042.

1.2 Requirements for Electronic Filing

The ECF Policies & Procedures are required reading before using the ECF system. For a copy of the Policies & Procedures, visit the following Web site: <http://www.mied.uscourts.gov/CMECF>. The rules contained in the Policies & Procedures will be referred to throughout the User Manual. The Policies & Procedures will be revised from time to time and it is advisable to periodically check the web site for the most current materials.

The hardware and software needed to electronically file, view and retrieve case documents are:

- A personal computer running a standard platform such as Windows® or Macintosh®
- Electronic PDF conversion software, such as Adobe Acrobat Writer® to convert documents from a word processor format to portable document format (PDF) and Adobe Acrobat Reader®
- A PDF-compatible word processor application like Microsoft Word® or Corel WordPerfect®
- Internet access, preferably cable modem or DSL
- Internet service with Internet Explorer® or Firefox (more current versions advised)
- A scanner or access to a scanner for the creation of electronic papers from documents that are non-computerized

The user should also be familiar with PACER (Public Access to Court Electronic Records) and have access to an active PACER account. More information is available on PACER's web site, <http://pacer.uscourts.gov/>.

2.1 Preparing a Certificate of Service for Registered and Non-Registered Parties to Include with the Filing

Pursuant to Fed R. Civ 5(d), a certificate of service is required to be filed within a reasonable time after service. **The certificate of service should be included as part of the e-filed paper, rather than a separate filing.** To determine whether the paper will be served electronically on a registered attorney via a Notice of Electronic Filing, log into CM/ECF, click on "[Utilities](#)" and click on "[Mailings](#)" under the heading "**Miscellaneous**". Choose "[Mailing Info for a Case](#)". The system will list which parties are registered filing users, receiving NEFs and which parties are non-filing users, possibly requiring service in the traditional manner. (See [8.2 Miscellaneous and ECF P&P Rule 8, Service](#))

2.2 Converting Electronic Documents to PDF Documents

A filing user must convert all documents from their native word processing application to PDF before submitting them to the Court's ECF system. Depending on word processing capabilities and what type of PDF conversion software is used, the process to convert will vary slightly.

Microsoft© and Corel© Products (Generally)

1. Open the document.
2. Click on the **File** menu and select **Print**.
3. In the **Printer Name** field (or **Current Printer** field), click to view the drop-down menu options and instead of choosing a printer, select **Acrobat PDF Writer**. See Figure 1.
4. Confirm Number of copies is set to "1" and page range is "All."

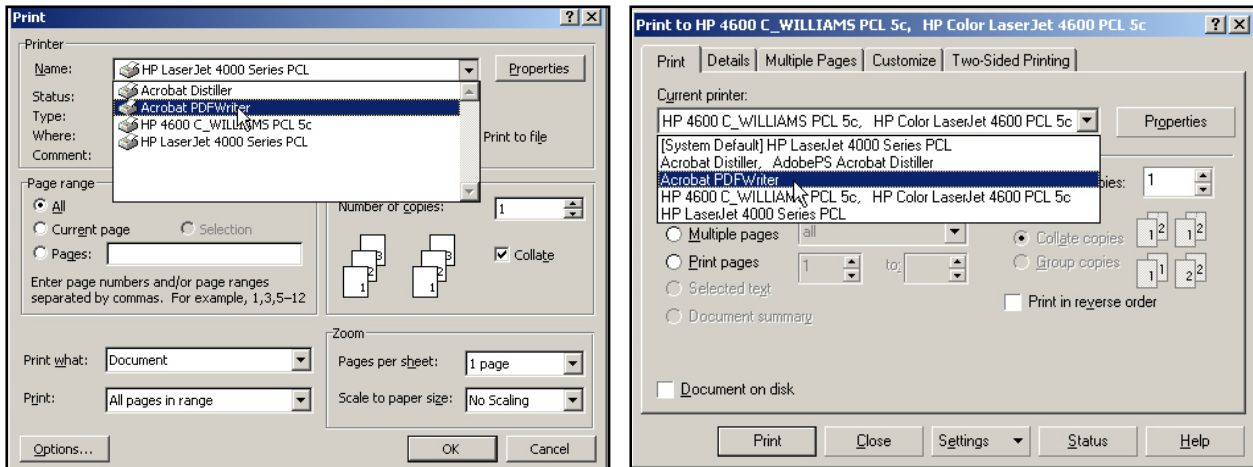


Figure 1

5. Click **[OK]** (or **[Print]**) to begin the conversion process. The document will not print to a printer – instead a new box will open and prompt to save as a PDF document.
6. Follow the prompts, verify the **saved file type** is .pdf and click the **[Save]** button.
7. After PDF has been created, view the document to ensure it converted properly.
8. Be sure to remember where the document is saved on the hard drive and the name of the file because later, this will be the version of the document uploaded to the ECF system.

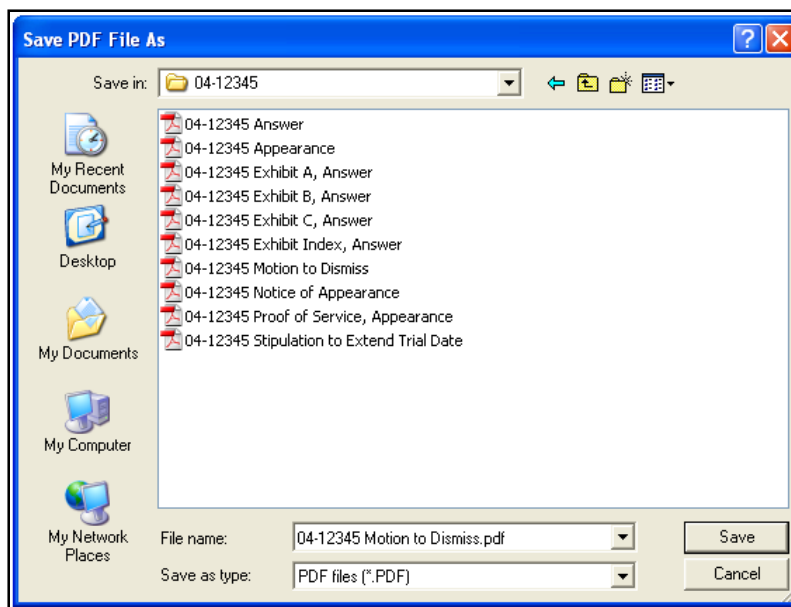


Figure 2

In Figure 2, the file is saved in the folder titled, “04-12345” and it is saved on the C:\ drive. The entire file path (or Filename) is “C:\My Documents\04-12345\04-12345 Motion to Dismiss.pdf”. This file path is needed to upload documents in CM/ECF. The system directs the filing user to identify the right file path when filing a document by browsing through the computer’s hard-drive.

If there are problems loading and using ECF with a personal computer, consider the following:

- The Court has verified that its version of ECF is compatible with current versions of Microsoft’s Internet Explorer® and Firefox. ECF users might experience compatibility issues with versions of Netscape, America On-Line’s® version of Netscape; and older versions of web browsers.
- Any version of a Web browser will frequently require the filing user to clear the temporary Internet files. This ensures the screens viewed within ECF display all available options.

Clearing temporary files/history in Internet Explorer

- Open an Internet Explorer® window and select **Tools**. Select **Internet Options**.
- In the “Browsing History” section, select **[Delete]** and choose Temporary Internet Files.

2.3 Scanning Documents

Use a scanner only if it is not possible to electronically prepare papers using a word processing software package and convert them to PDF. When scanning papers for the ECF system, the Court recommends scanning at a resolution of 200 to 240 dpi. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. All papers should be scanned with a “black and white” setting whenever possible and should be 8.5” x 11”. After scanning a document, review the file to make sure the images are not upside down or scanned in landscape.

2.4 Dividing Oversized Files

If the document being scanned is exceptionally long (usually an exhibit), be aware of the file size limitation. CM/ECF will not accept a file larger than 5 MB. Depending on the scanner, the chosen resolution and the content of the pages, this could be approximately 80 pages. If a single exhibit is larger than 5 MB, it must be divided into 5 MB segments.

If the pages are scanned and in PDF, Adobe software allows the user to divide the file without rescanning. Note: This function is not available in free versions of Adobe Reader.

Open the scanned pages in Adobe and click on “Document” in the File Menu. Click “Extract Pages.” See Figure 1.

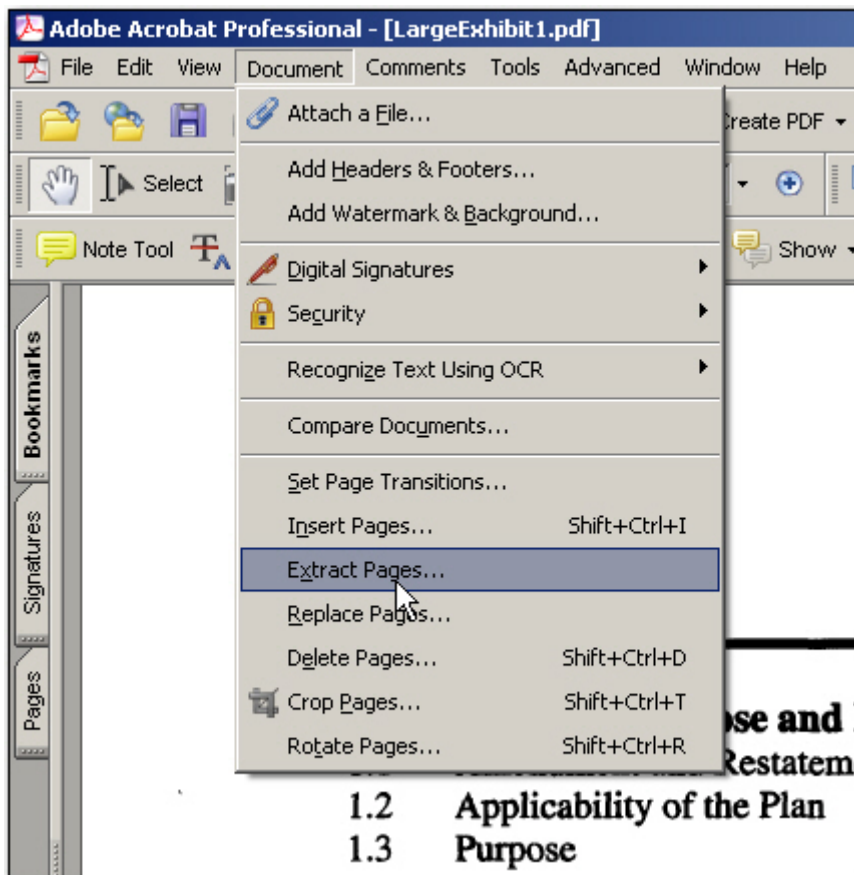


Figure 1

In the pop-up box, choose a range of pages to separate, check the box “Delete Pages After Extracting” and click [OK]. See Figure 2.

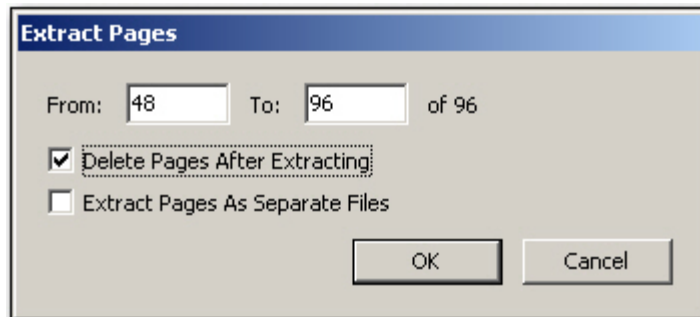


Figure 2

Answer [**Yes**] to the prompt. See Figure 3.

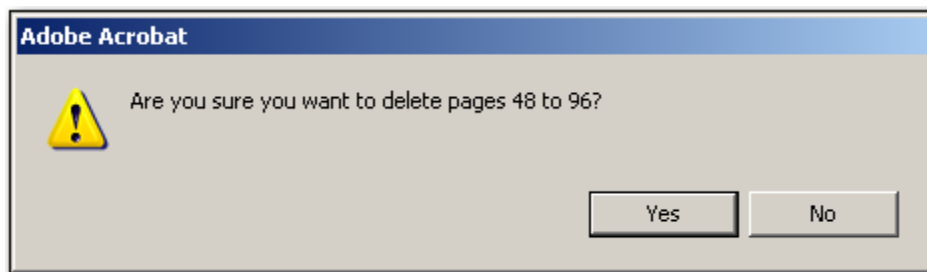


Figure 3

Document Preparation and Information
2.4 Dividing Oversized Files

The extracted pages are now shown and should be immediately saved. Click on “Save As” and save the file with a new name including the page range to differentiate from the other file. See Figure 4.

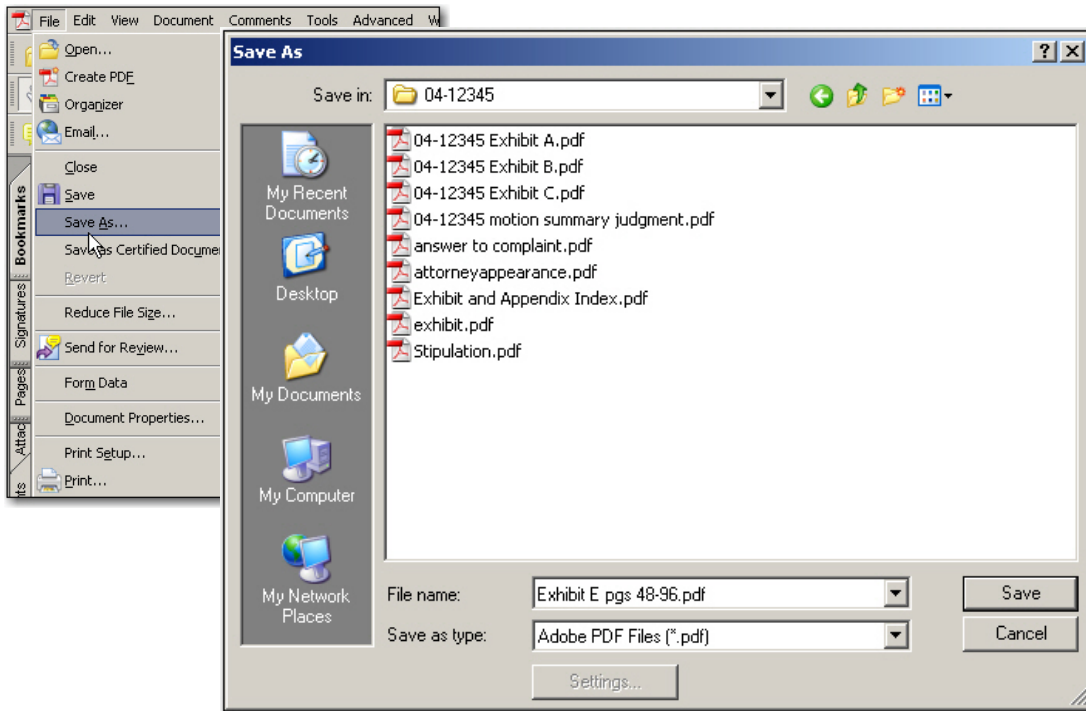


Figure 4

Document Preparation and Information
2.4 Dividing Oversized Files

After saving the extracted pages, return to the original file and save the changes. See Figure 5.

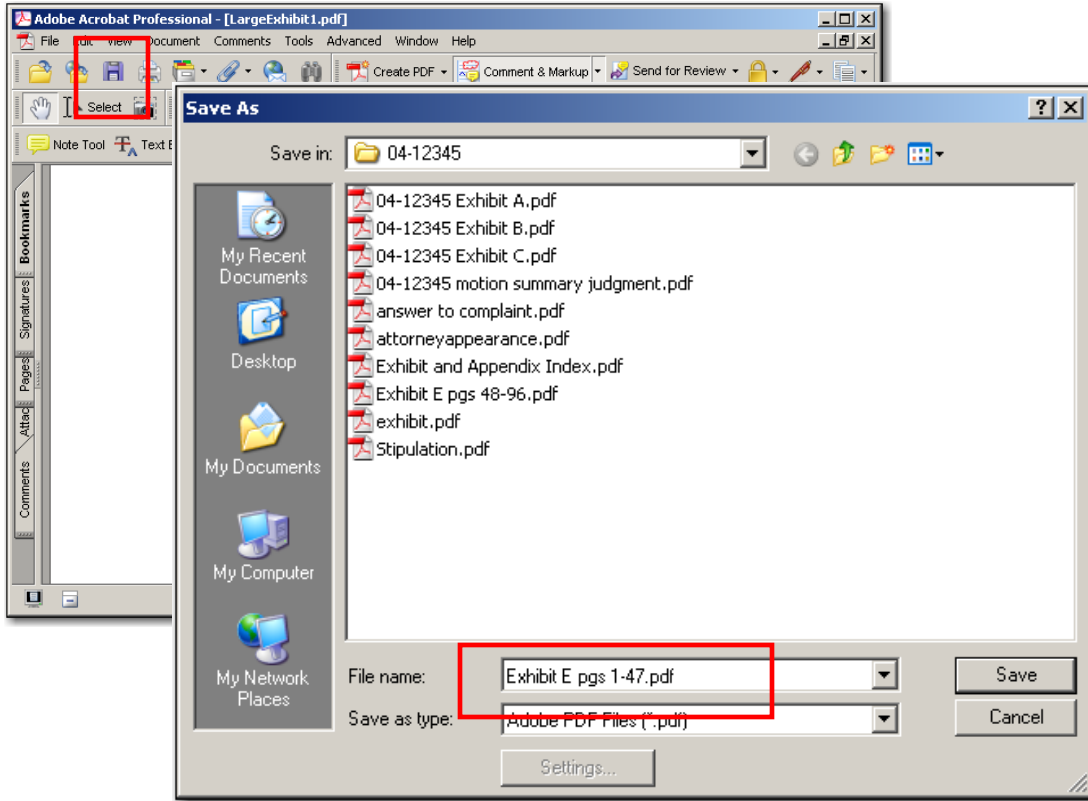


Figure 5

The original oversized file should now be two smaller files.

These instructions were created using Adobe Acrobat 8.0. Newer versions might require a variation of this step-by-step instruction. Refer to Adobe Help online or call the ECF Help Desk.

2.5 Combining Two PDF Files

At times, it may be necessary to combine files that were scanned as two or more separate documents. For instance a motion and a brief will need to be combined with the proof of service before being e-filed. In this situation, as long as the separate files are all saved as PDF files, Adobe software will allow the user to join the files together.

Open the file with the pages that should appear first. Click on “Document” in the File Menu and choose “Insert Pages.” See Figure 1.

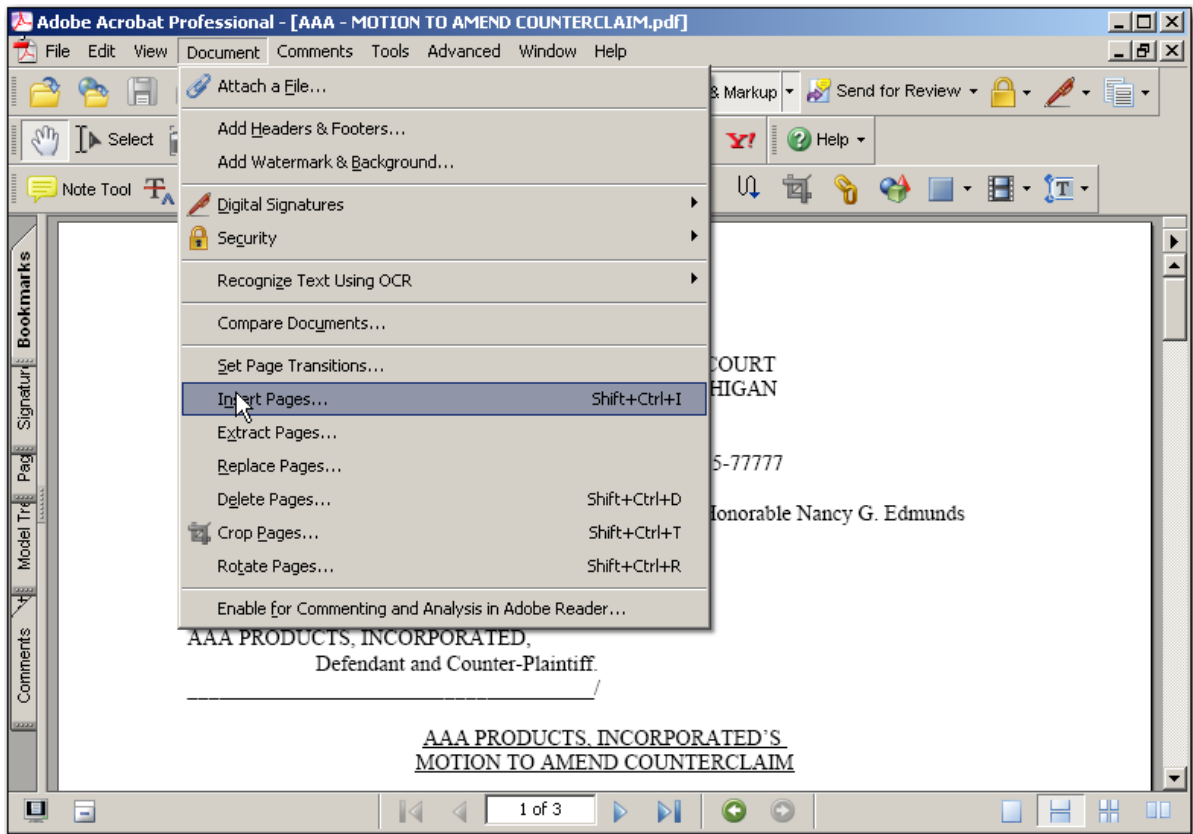


Figure 1

Document Preparation and Information
2.5 Combining Two PDF Files

Navigate to the PDF file that needs to be combined with the open file. Click on the file and click the **[Select]** button in the lower right-hand corner. See Figure 2.

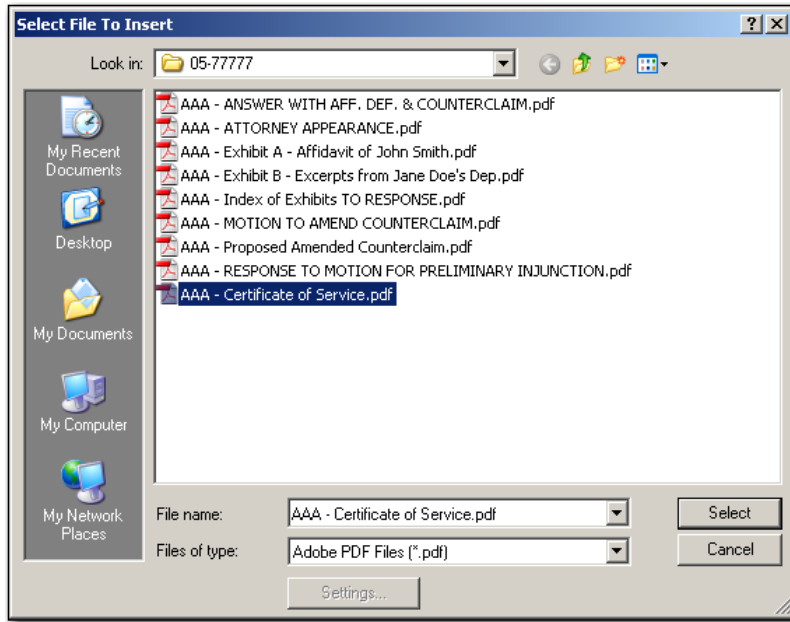


Figure 2

Insert the new PDF pages after the last page or where they would be most appropriate and click **[OK]**. See Figure 3.

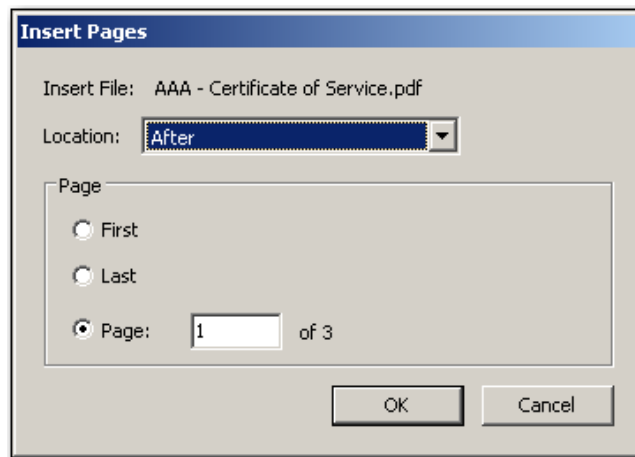


Figure 3

Final Step: Save the changes to the file before closing.

These instructions were created using Adobe Acrobat 8.0. Newer versions might require a variation of this step-by-step instruction. Refer to Adobe Help online or call the ECF Help Desk.

3.1 Entering the ECF System

The following are a list of definitions important to a filing user while navigating in CM/ECF.

Client Code – A code created by the user that is entered on the PACER/ECF login screen along with a PACER account. The code allows the user to track filings and PACER usage by client. The quarterly billing statements from PACER will show the total amount due according to each client code. Detailed transactions with client codes are available on the PACER Service Center Web site or through a PACER statement email service. Contact PACER for more information.

Court-issued Login – A login and password given to every filing user by the Eastern District of Michigan. The login and password allow users to electronically file in the ECF system. The Court-issued login and password will serve as a signature on all electronically filed documents.

Electronic Service – A Notice of Electronic Filing automatically generated by the ECF system constitutes service on a registered filing user when a paper is e-filed by an attorney. Service of Process and service on a non-filing user must be done in the traditional manner.

Free-text box – At some points in the ECF system, the filing user has the ability to type whatever he or she feels is appropriate to add to the docket text.

Main Menu Bar – The blue bar at the top of all ECF screens. The bar guides a user through the different functions of ECF and has seven different features: Civil, Criminal, Query, Reports, Utilities, Search and Logout. If Civil and Criminal are omitted, the filing user is logged in with a PACER account.

Guide to Filing in CM/ECF
3.1 Entering the ECF System

Enter the ECF system by accessing the Internet and going to the Court's Web site, <http://www.mied.uscourts.gov>. The top middle section of the web site is devoted to electronic filing. Click on "Login" or click on the **Electronic Filing** header to review the CM/ECF page with the most up-to-date information, policies and announcements. See Figures 1 and 2.



Figure 1

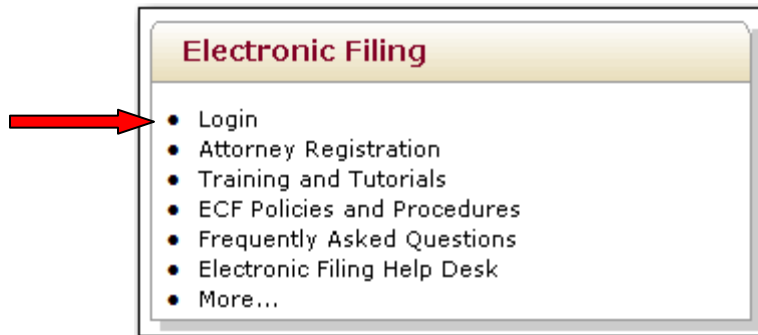


Figure 2

To **file an electronic document**, use the Court-issued ECF login and password assigned to the attorney on whose behalf a paper is being filed.

To **view and retrieve court documents** only, use a PACER login and password. See Figure 3.

All ECF logins and passwords are case sensitive

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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

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

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

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

Authentication

Login:

Password:

client code:

Login Reset

Figure 3

The client code provides a way to track filings and PACER usage billed to a specific client. Enter the client's name, law office file number or some distinctive code. It is not necessary to register the client code with the Court or with PACER. The quarterly billing statements from PACER will show the total amount due according to each client code. Detailed transactions with client codes are available on the PACER Service Center Web site or through a PACER statement email service. Contact PACER for more information. **A filing user should not enter anything in the client code field if logging in to e-file a paper.**

After entering the correct login and password, click on the **[Login]** button to access the ECF system.

If the ECF system does not recognize the login and password, it will display the following error message on the screen, see Figure 4.

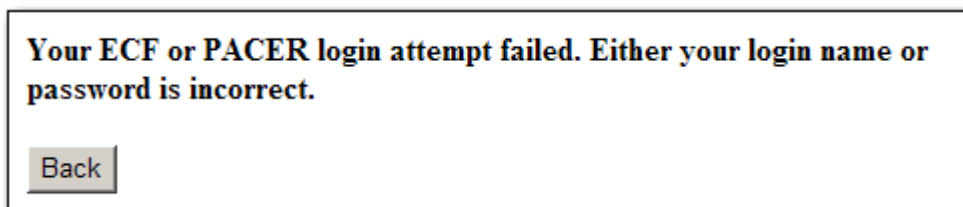


Figure 4

Click the **[Back]** button and re-enter the correct login and password.

Once successfully logged into the ECF system, the system will display a Welcome screen. At the top of the screen is the blue Main Menu Bar. See Figure 5.

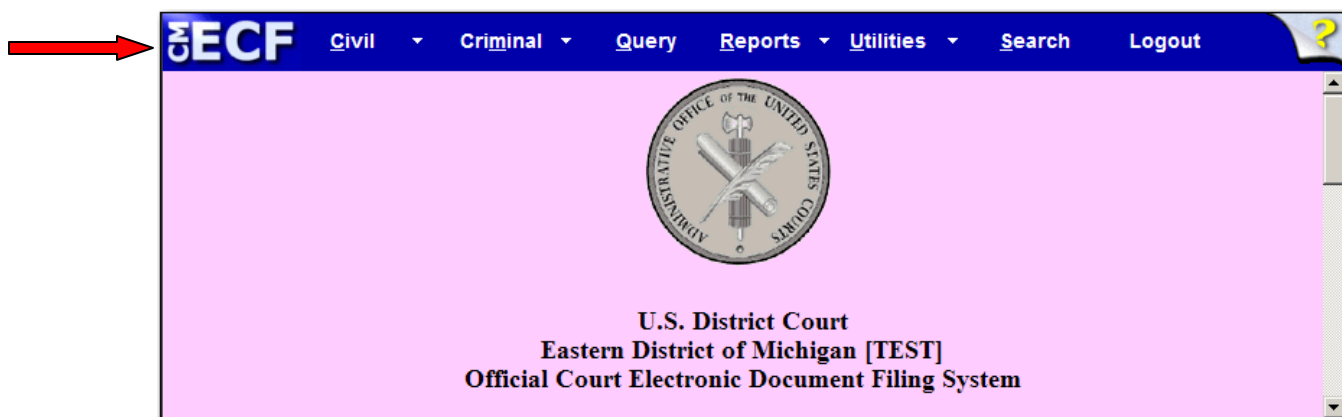


Figure 5

The Main Menu Bar has seven different areas that can be accessed at any time when using the ECF system. They are:

Civil – Allows electronic filing of civil and miscellaneous case papers.

Criminal – Allows electronic filing of criminal case papers.

Query – Allows a search of the ECF system by case number, filed date, nature of suit, attorney name or party name. Logging into PACER is required to query ECF.

Reports – Allows a user to run the docket report of a specific case. Logging into PACER is required to view a docket sheet.

Utilities – Allows a filing user to submit proposed orders and stipulated orders, maintain his/her account information, view the ECF transaction log, and view mailing information for a case.

Search – Allows a user to look for the correct e-filing event by typing in a keyword or part of a document title.

Logout – Allows a secure, successful exit from the system.

Although not shown here, at the bottom of the Welcome screen, the date and time of the filing user's last login is recorded. For security reasons, review this information before every session. If the date and time of the filing user's last login are not correct, or it is suspected an unauthorized party is using the login and password, contact the CM/ECF help desk as soon as possible.

3.2 General Rules and Manipulations

Each event screen has two buttons associated with data entry. See Figure 6.

- Use the **[Next]** button to accept entered data, display the next data-entry screen or commit and finalize the transaction. Sometimes, instead of **[Next]**, the button is **[Submit]**.
- Use the **[Clear]** button to remove all characters entered in its associated field or box.

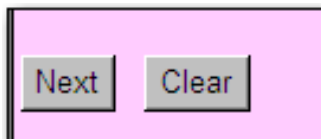


Figure 6

To **correct a mistake**, use the **[Back]** button on the browser toolbar to return to the previous screen and correct any data entry errors. See Figure 7.

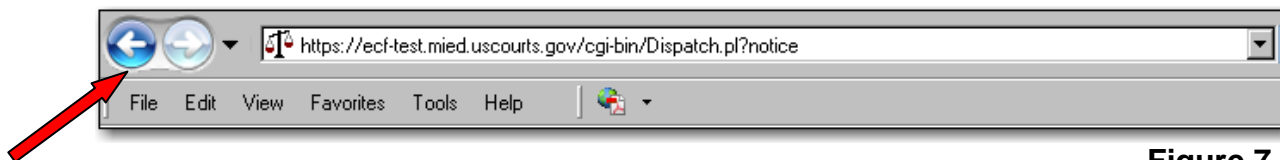


Figure 7

Sometimes, clicking the **[Back]** button will produce an error screen stating the page has expired. If this screen appears, it is most likely that the filing must begin again. See Figure 8.

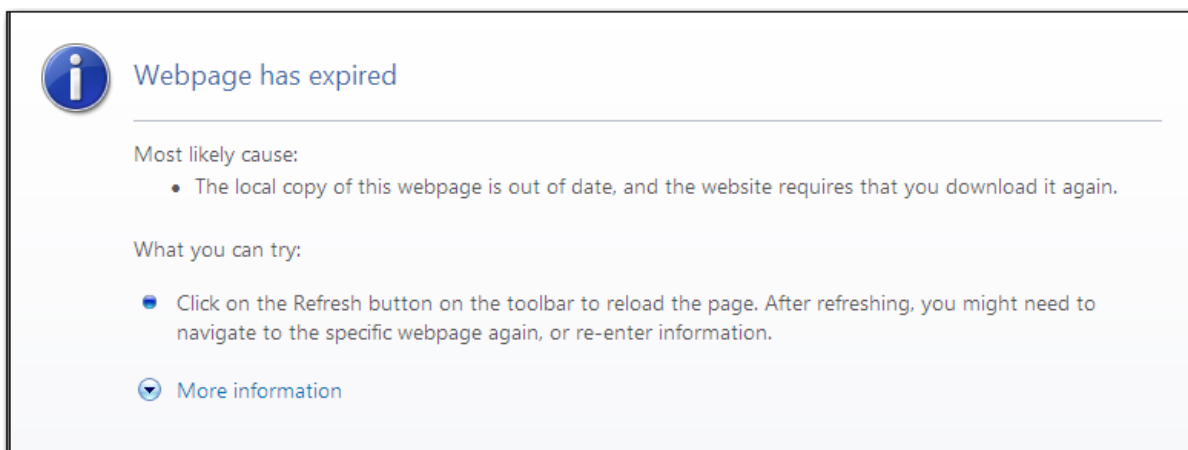


Figure 8

Use the **[Back]** button to correct any screens until the “Attention!!” warning message, which appears immediately before the transaction is committed. Clicking the **[Next]** button after seeing this message means the document has been filed with the Court and the user will not be able to go back and fix mistakes. See Figure 9.

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Figure 9

Only the Clerk’s Office can make changes or corrections to documents that have already been transmitted to the Court. The Clerk’s Office may edit a docket entry to correct or clarify, however docket entries will not be automatically modified upon request.

If a mistake is recognized after a paper has been filed, contact the CM/ECF help desk at (313) 234-5042.

Mistakes may include:

- Attaching the wrong PDF file or only part of a document to a docket entry
- Selecting the wrong document description from the menu
- Entering the wrong case number and attaching a document to the wrong case

When trying to access certain areas of CM/ECF, especially the area to send proposed orders, a pop-up may appear that asks if you want to display the nonsecure items. Click **[Yes]**, otherwise, the screens will not display correctly. See Figure 10.

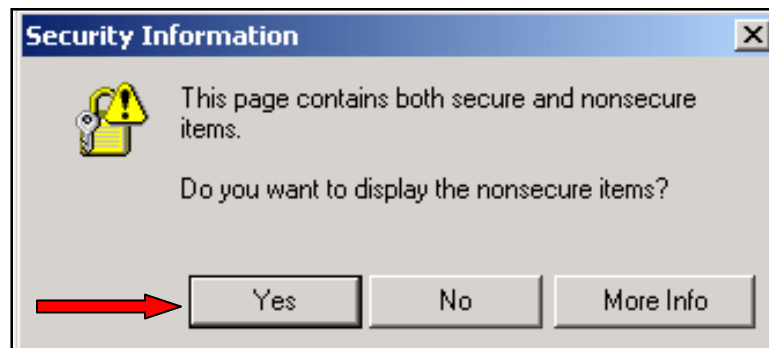


Figure 10

3.3 Using the Search Feature

After logging into the ECF system with a Court issued login and password, click on the words “Civil” or “Criminal” in the Main Menu Bar. A user may also hover over either word to use cascading menus to find the appropriate event. See Figure 11.

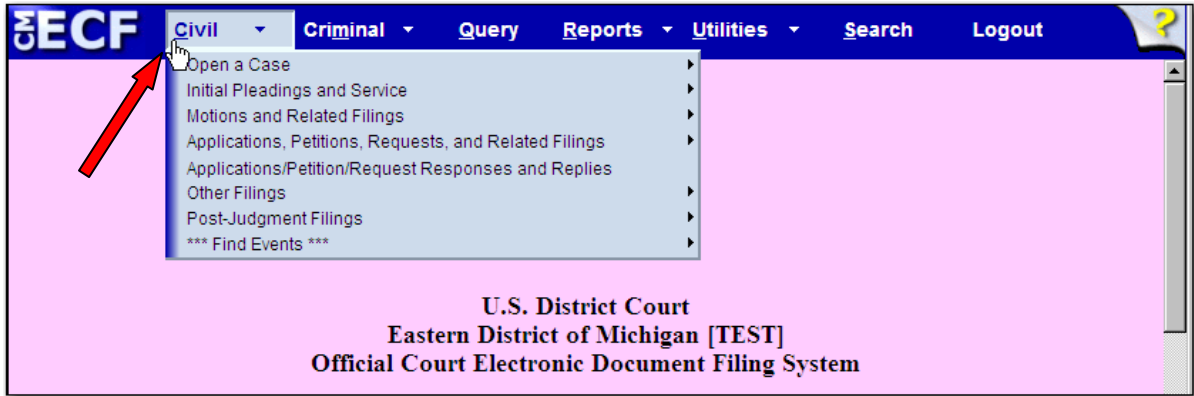


Figure 11

If the user clicks on “Civil” or “Criminal”, the system displays a menu of all event options. The black text denotes categories of filings. The underlined blue texts are hyperlinks to types of filings. See Figure 12.



Figure 12

For assistance in deciding which event to use when filing a document, click on “Search” in the Main Menu bar. A pop-up will appear prompting the user to enter a keyword. See Figure 13.



Figure 13

For example, if a user was filing an Objection to a Magistrate’s Report and Recommendation, he or she could type the word “objection.” A new screen would display with the search results. See Figure 14.

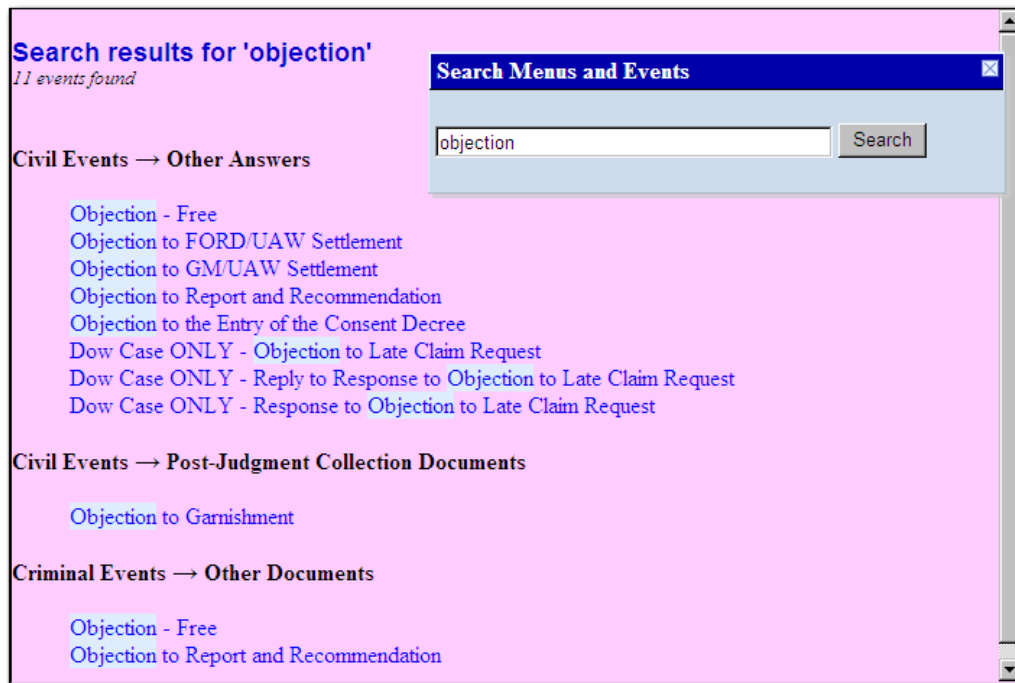


Figure 14

From the list of results, the user would find “Objection to Report and Recommendation” located under the heading **Civil Events → Other Answers** and **Criminal Events → Other Documents**. Pay careful attention because both civil and criminal events are displayed and many are similarly named. See Figure 15.

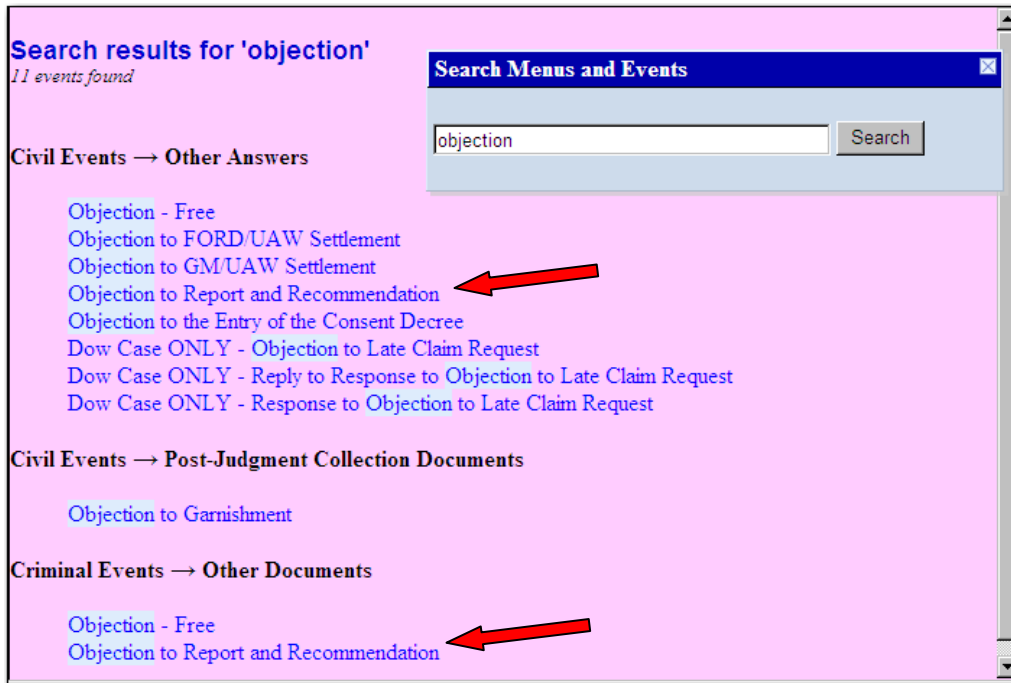


Figure 15

If the right event cannot be found, please call the help desk for assistance at (313) 234-5042.

4.1 Filing an Attorney Appearance

To file an attorney appearance, click on [“Other Documents”](#) under the category **Other Filings**. See Figure 1.



Figure 1

An alphabetized list of available events is displayed. See Figure 2.

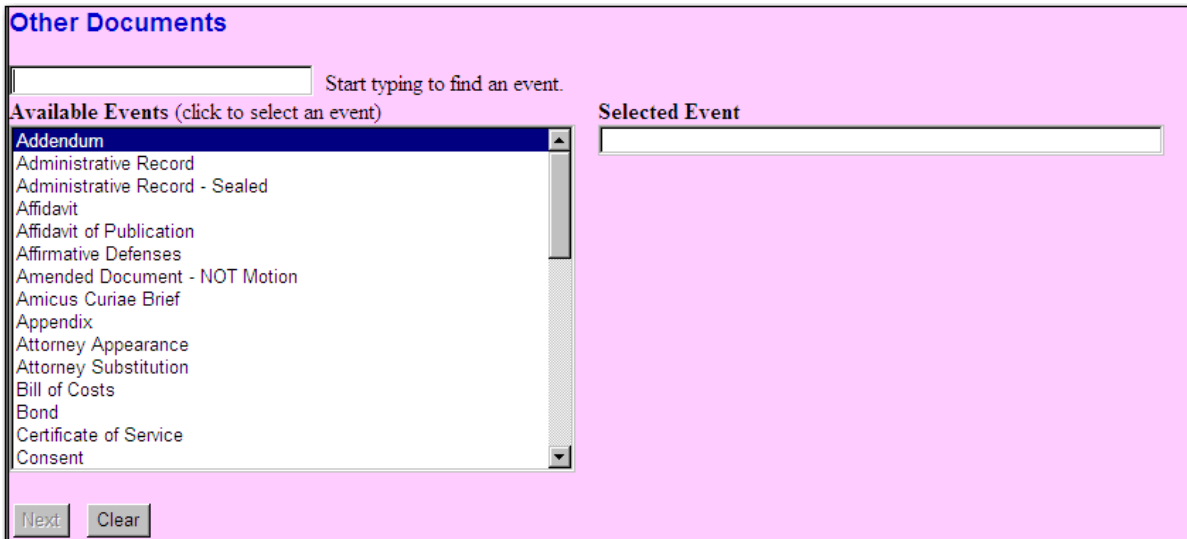
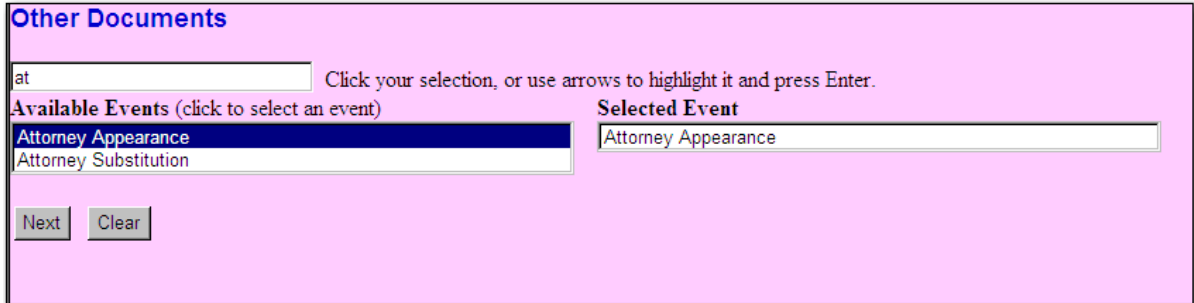


Figure 2

Civil Events
4.1 Filing an Attorney Appearance

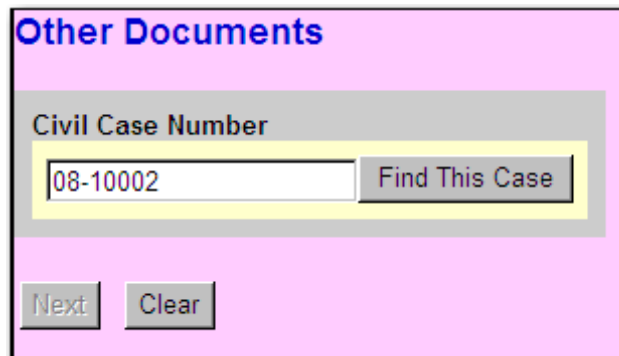
To find “Attorney Appearance”, scroll through the list or begin to type the desired event. The list will grow shorter as the system narrows the possible choices that match the criteria. After clicking on the desired event, the name will appear on the right in the **Selected Event** column. See Figure 3.



The screenshot shows a web interface titled "Other Documents". At the top, there is a search bar with the text "at" and a prompt: "Click your selection, or use arrows to highlight it and press Enter." Below this, there are two columns: "Available Events (click to select an event)" and "Selected Event". The "Available Events" list contains "Attorney Appearance" (highlighted in blue) and "Attorney Substitution". The "Selected Event" field contains "Attorney Appearance". At the bottom left, there are two buttons: "Next" and "Clear".

Figure 3

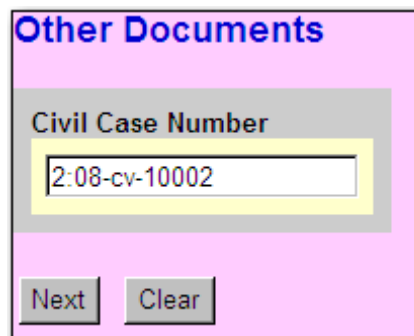
The system asks for the case number. Enter the case number using a proper format and click **[Find This Case]**. See Figure 4.



The screenshot shows the "Other Documents" interface. A section titled "Civil Case Number" contains a text input field with the value "08-10002" and a "Find This Case" button. Below this section, there are "Next" and "Clear" buttons.

Figure 4

If the case number is found, the **[Next]** button will activate. Click **[Next]** to continue. See Figure 5.



The screenshot shows the "Other Documents" interface. The "Civil Case Number" section now has the value "2:08-cv-10002" in the input field. The "Next" button is now highlighted, indicating it is active. The "Clear" button remains visible below it.

Figure 5

The next screen serves as a reminder that e-filing an attorney appearance adds to the case **only** the attorney whose login and password is used to e-file the document. Therefore, if multiple attorneys need to be added to a case, each attorney must e-file an attorney appearance under his/her own login and password. See Figure 6.

Other Documents
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

An attorney must e-file their **individual** appearance under their **own** login and password to receive notification of electronic filings (NEFs).

An appearance that lists multiple attorney names should **not** be e-filed.

Please contact the ECF Help Desk at (313) 234-5042 if you have any questions about this practice.

Next Clear

Figure 6

The next step is to upload the attorney appearance into the ECF system. The system asks for the Filename of the electronic document. See Figure 7.

At this point, the word processing document has already been converted to a PDF document. For information and instructions about doing that, see [2.2 Converting Electronic Documents to PDF Documents](#).

Other Documents
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

Figure 7

To attach the PDF document, click on the **[Browse...]** button. Doing this will bring up a “Choose File” or “File Upload” pop-up box. Navigate through the drives in the computer to locate the saved PDF document. See Figure 8.

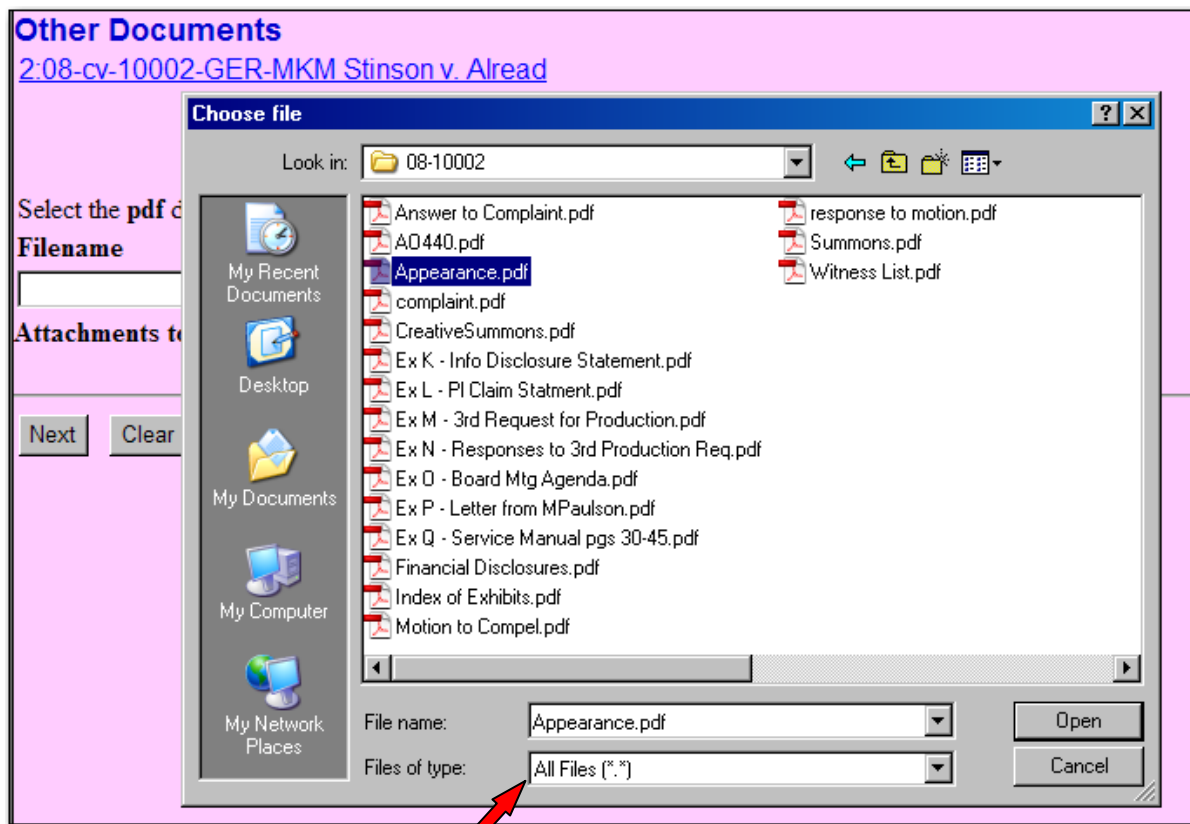


Figure 8

If the correct folder does not display the PDF document, click on the down arrow for the “Files of type” and highlight “All Files (*.*)”. This will display all types of files in the folder. See the arrow in Figure 8.

More likely than not, there are two versions of the Attorney Appearance saved. There will be a word processing version and a PDF version. **Be sure** to select the PDF version to upload to the system. The ECF system only accepts PDF documents for filing.

Verify this is the correct PDF document, by right-clicking on the document to bring up the “quick menu”. See Figure 9.

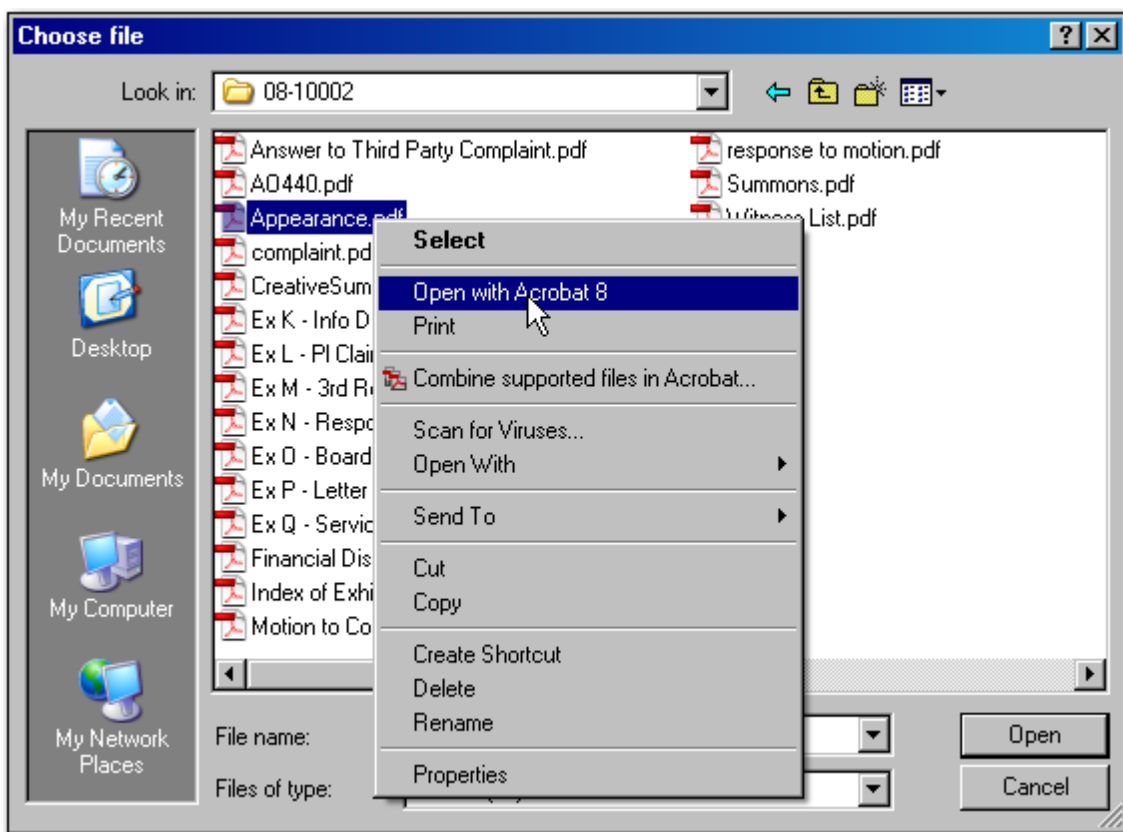


Figure 9

Select “Open with Acrobat” to launch the document and scroll through it to make sure it is the correct document and that it has the correct number of pages. Once reviewed, close the PDF document to return to the “Choose File” box.

This is the only opportunity you have to review the document. Viewing the document allows a filing user to find and correct significant filing errors before sending the filing to the Court and other parties. Remember, once submitted, a filing cannot be edited or changed in any way by an attorney.

Civil Events
4.1 Filing an Attorney Appearance

Now, click the **[Open]** button in the lower right hand corner of the box to bring the selected PDF into the filing. See Figure 10.

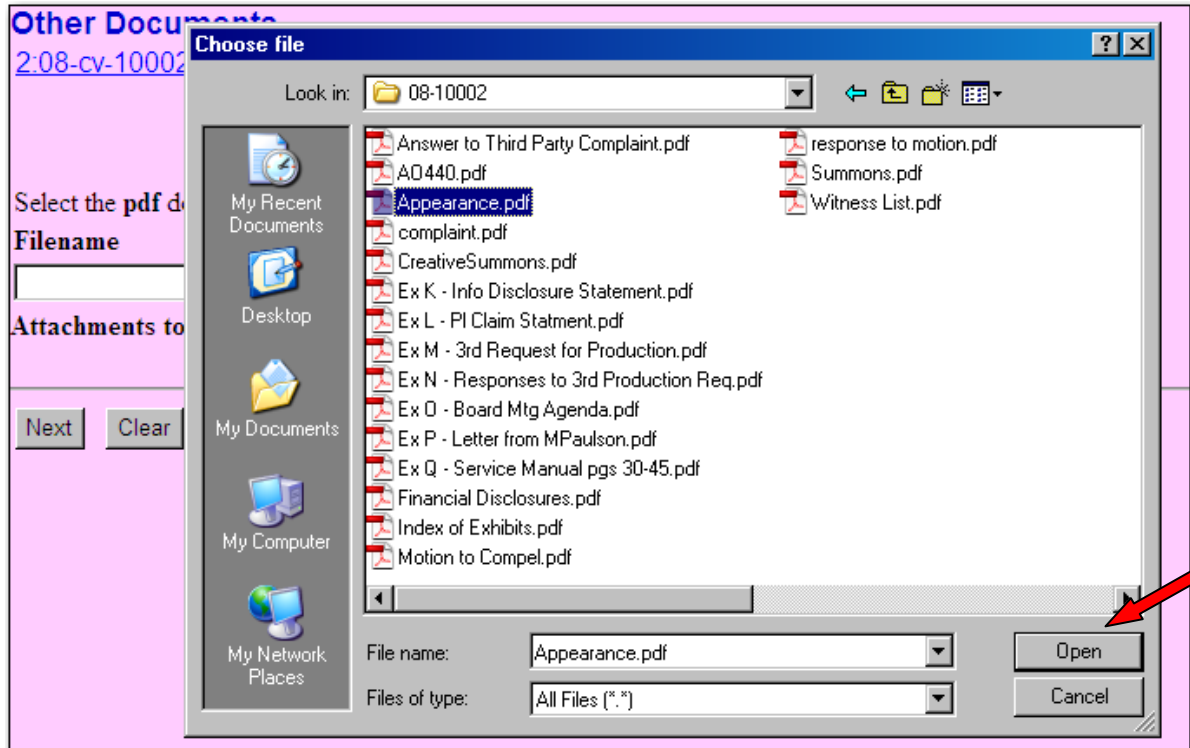


Figure 10

The pop-up box will disappear and the path to the Filename will appear in the "Filename" box. There are no exhibits to this entry, so the "No" radio button remains marked. Click **[Next]** to continue. See Figure 11.



Figure 11

Select the party on whose behalf the filing user is appearing. In this example, it is Lilly Alread. Highlight the party and click **[Next]**. See Figure 12.

Other Documents
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Select the filer.

Select the Party: OR Select a Group:

Alread, Lilly [Defendant]
 Stinson, Barney [Plaintiff]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Figure 12

At this point, the filing user is not associated with this case. The court record doesn't recognize this attorney as a participant, so the filing user must verify that association.

A checkmark in the first box means the filing user will be added to the court docket as the attorney of record in this case for the listed party. **This box must be checked in order for the attorney to receive electronic notification of case activity.**

A checkmark in the second box means the filing user wants electronic notice of filings. **This box must remain checked in order for the attorney to receive electronic notification of case activity. DO NOT REMOVE THE CHECKMARKS.** See Figure 13.

Other Documents
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

The attorney is not reflected as representing the listed party.

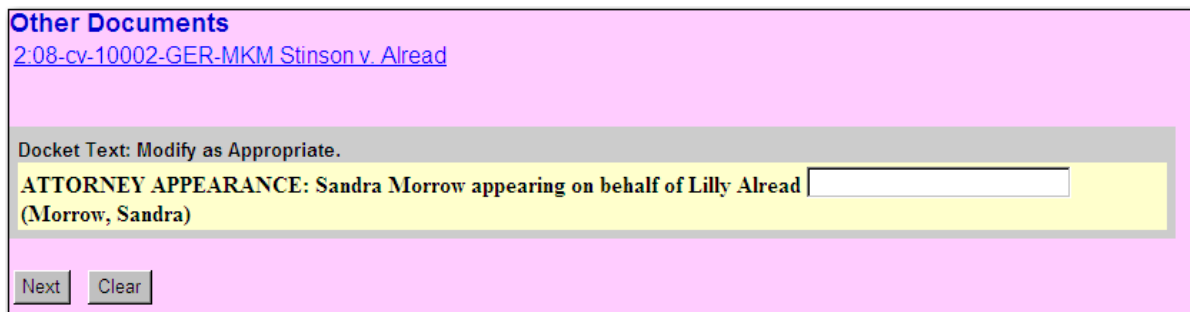
Keep the checkmarks in the boxes to add the attorney to each listed party. This will activate electronic notice of all filings from this point forward.

Lilly Alread (pty:dft) represented by Sandra Morrow (aty) Notice

Figure 13

Civil Events
4.1 Filing an Attorney Appearance

If necessary, modify the docket text to be entered on the official case record in the ECF system. Use the free-text box to give additional description, but only add text that is necessary to adequately describe the document. Click the **[Next]** button. See Figure 14.



Other Documents
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Docket Text: Modify as Appropriate.

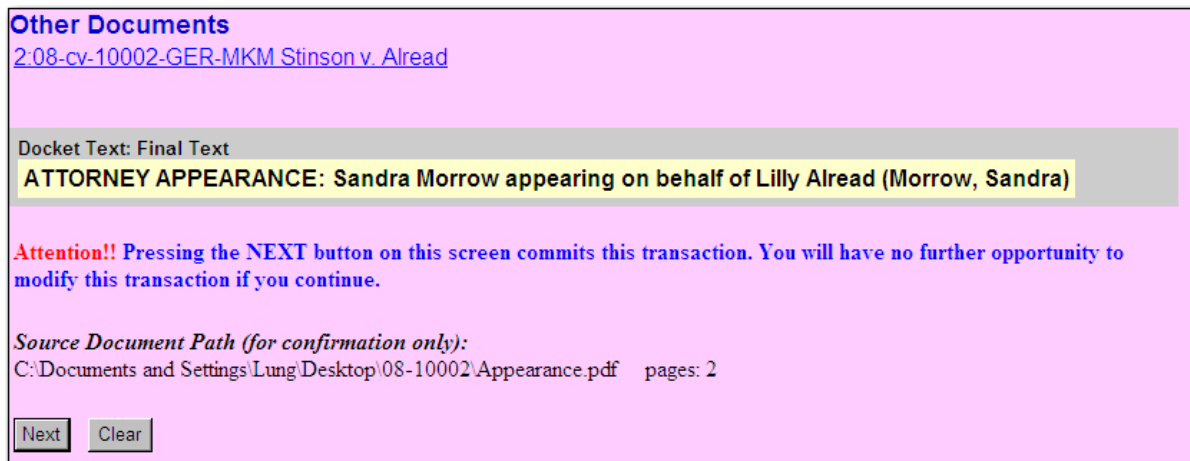
ATTORNEY APPEARANCE: Sandra Morrow appearing on behalf of Lilly Alread (Morrow, Sandra)

Next Clear

Figure 14

If there are any mistakes reflected in the docket text, it is possible to still fix them. Click on the “Back” button in the browser to do so or click on “Civil” to start over.

This screen is the final check before committing this transaction. Once again, look through the docket text to make sure it is correct, and verify the case number at the top of the screen. Notice the **Source Document Path** as another check that the correct PDF is uploaded to the record. Click **[Next]** to submit. See Figure 15.



Other Documents
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Docket Text: Final Text

ATTORNEY APPEARANCE: Sandra Morrow appearing on behalf of Lilly Alread (Morrow, Sandra)

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):
C:\Documents and Settings\Lung\Desktop\08-10002\Appearance.pdf pages: 2

Next Clear

Figure 15

After this screen, the court docket will be updated with the given docket text. A Notice of Electronic Filing will be sent to the other registered parties in this case with a hyperlink to the PDF document that was uploaded for this filing. Non-registered parties must be served in the traditional manner. Any mistakes discovered after this point can only be corrected by the Clerk’s Office. **Please make sure the submitted information is correct and accurate.**

Civil Events
4.1 Filing an Attorney Appearance

The ECF system will now display the Notice of Electronic Filing (NEF). See Figure 16.

Many pieces of information are included in the NEF, including:

- date and the time of the filing
- e-filer's name
- case name
- case number (quick link to the docket report, PACER fees apply)
- filer (party) name
- document number (quick link to the PDF image, the first click is free, PACER fees apply on subsequent viewings)
- docket text
- NEF recipients
- non e-filers (if any, see ECF Policies & Procedures Rule 8 concerning service)
- electronic document stamp (unique identifier for internal court tracking)

Notice of Electronic Filing

The following transaction was entered by Morrow, Sandra on 1/22/2008 at 3:06 PM EST and filed on 1/22/2008

Case Name: Stinson v. Alread
Case Number: [2:08-cv-10002](#)
Filer: Lilly Alread
Document Number: [3](#)

Docket Text:
ATTORNEY APPEARANCE: Sandra Morrow appearing on behalf of Lilly Alread (Morrow, Sandra)

2:08-cv-10002 Notice has been electronically mailed to:

Scott Lang cmecfattorney1@yahoo.com
Sandra Morrow cmecf_attorney2@yahoo.com, Kangakie@yahoo.com

2:08-cv-10002 Notice will not be electronically mailed to:

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047317467 [Date=1/22/2008] [FileNumber=88396-0]
[16a4a7720101d33a9b11480aa320f7e110013ede3811704ab9bf26000f341e398efe9
a5158e8e6721ece332c0aeaf60e1f05cdfbd3d366b1cbdbd7f950484eb8]]

Figure 16

4.2 Filing an Answer to Complaint

To file an answer, click on “[Answer to Complaints/Amended Complaints/Habeas Petitions](#)” under the category of **Initial Pleadings and Service**. See Figure 1.



Figure 1

The system asks for the case number. Enter the case number and select **[Find This Case]**. See Figure 2.

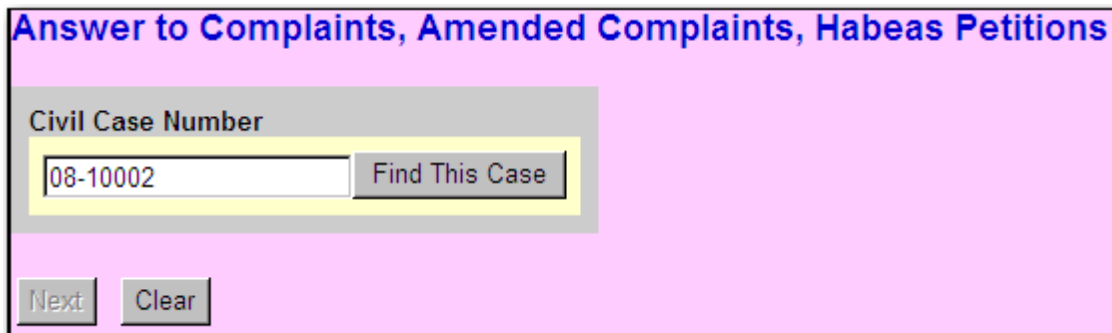


Figure 2

If the case number is found, the **[Next]** button will activate. Click **[Next]** to continue. See Figure 3.



Answer to Complaints, Amended Complaints, Habeas Petitions

Civil Case Number
2:08-cv-10002

Next Clear

Figure 3

The next screen will display the case number and case title at the top. Double check this information to make sure it is the correct case. The case number and title is also a link to the docket sheet of the case, but PACER fees apply. See Figure 4.

Now, Select the filer. In this example, select the defendant, Lily Alread and click **[Next]**. See the arrow in Figure 4.



Answer to Complaints, Amended Complaints, Habeas Petitions

[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Select the filer.

Select the Party: OR Select a Group:

Alread, Lily [Defendant]
Stinson, Barney [Plaintiff]

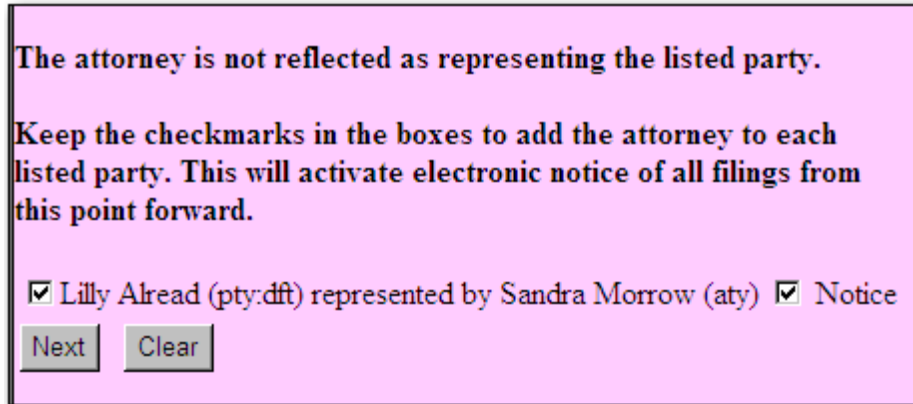
[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

Figure 4

If the answer is the first filing made on behalf of the party, the system will ask the user to verify the proper association between attorney and party. Leave the box on the left checked to add the attorney to the court's docket as counsel in this case. Leave the box on the right checked to allow the attorney to receive electronic notice when case activity occurs. Click **[Next]**. See Figure 5.



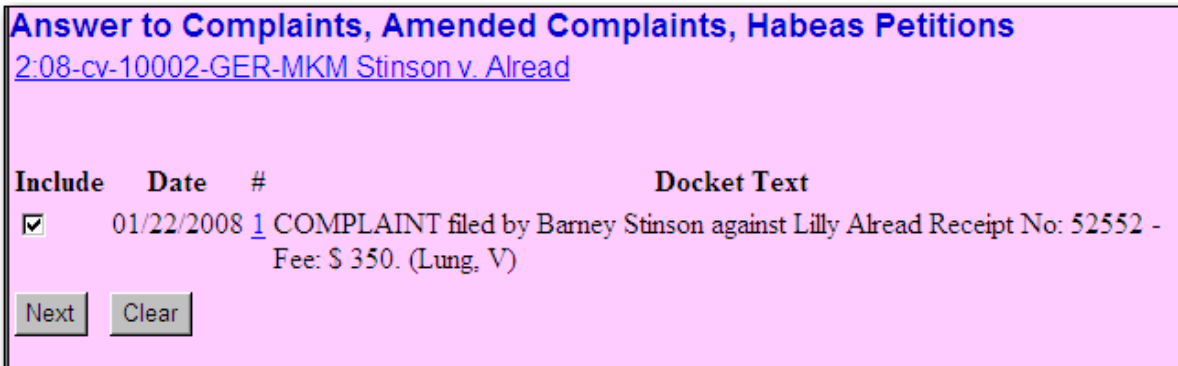
The attorney is not reflected as representing the listed party.

Keep the checkmarks in the boxes to add the attorney to each listed party. This will activate electronic notice of all filings from this point forward.

Lilly Alread (pty:dft) represented by Sandra Morrow (aty) Notice

Figure 5

The system now displays all of the complaints and claims, including notices of removal, counterclaims, cross-claims and third-party complaints, for which an answer is still due in the case. In this example, there is just one complaint, so check the appropriate box and click **[Next]**. See Figure 6.



Answer to Complaints, Amended Complaints, Habeas Petitions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	01/22/2008	1	COMPLAINT filed by Barney Stinson against Lilly Alread Receipt No: 52552 - Fee: \$ 350. (Lung, V)

Figure 6

For more information about the complaint, click on the complaint's document number hyperlink [\(1\)](#) to log into PACER and view the electronic image of the complaint.

This screen reminds the filer of the obligation to file a Statement of Disclosure of Corporate Affiliations and Financial Interest if representing a corporate party. Once the filing of the answer to complaint is complete, the user should prepare and e-file the Statement (if required) as a separate filing. See Figure 7.

Answer to Complaints, Amended Complaints, Habeas Petitions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Reminder: Pursuant to LR 83.4, all corporate parties to a civil case *must* file a [Statement of Disclosure of Corporate Affiliations and Financial Interest](#). If required and you have not already done so, please prepare and e-file this Statement immediately after the completion of this e-filing.

Next Clear

Figure 7

The next step is to upload the answer into the ECF system. The system asks for the Filename of the electronic document. See Figure 8.

At this point, the word processing document has already been converted to a PDF document. For information and instructions about doing that, see [2.2 Converting Electronic Documents to PDF Documents](#).

Answer to Complaints, Amended Complaints, Habeas Petitions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Browse... ←

Attachments to Document: No Yes

Next Clear

Figure 8

Civil Events
4.2 Filing an Answer to Complaint

To attach the PDF document, click on the **[Browse...]** button. Doing this will bring up a “Choose File” or “File Upload” pop-up box. Navigate through the drives in the computer to locate the saved PDF document. See Figure 9.

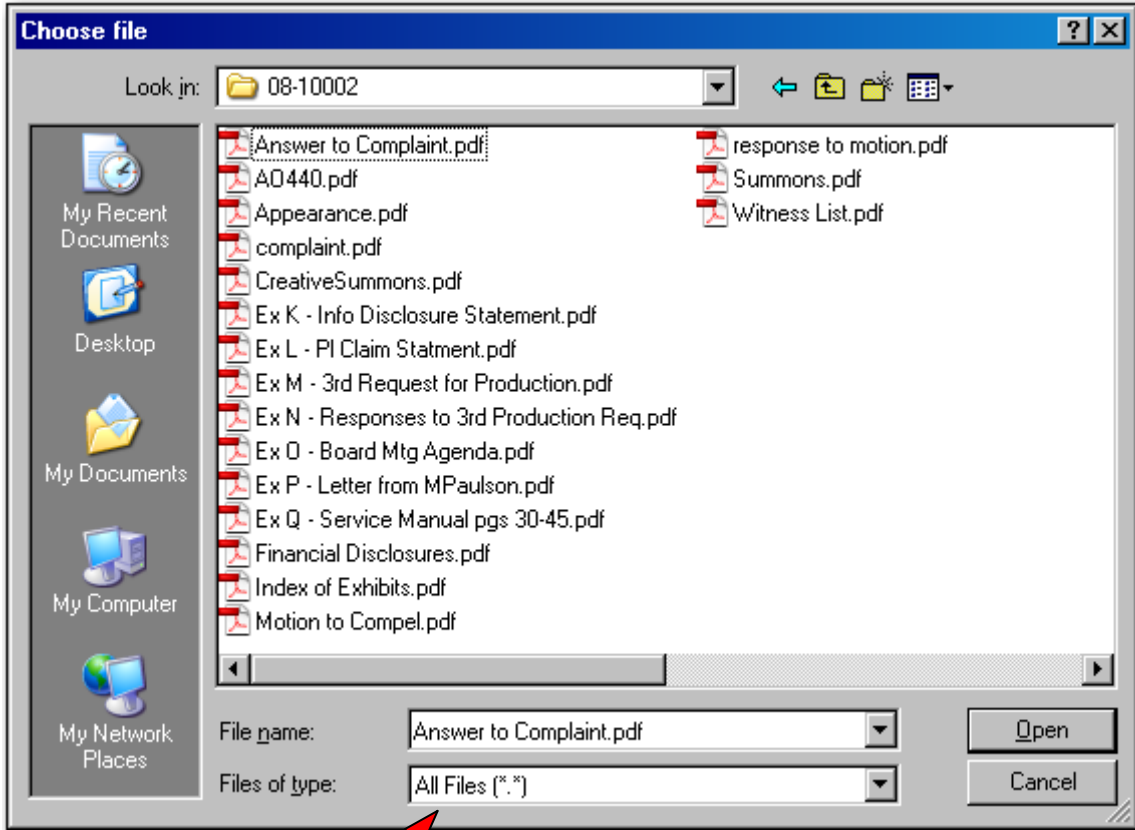


Figure 9

If the correct folder does not display the PDF document, click on the down arrow for the “Files of type” and highlight “All Files (*.*)”. This will display all types of files in the folder. See the arrow in Figure 9.

It is possible that there are two versions of the Answer to Complaint saved in folder. There will be a word processing version and a PDF version. **Be sure** to select the PDF version to upload to the system. The ECF system only accepts PDF documents for filing.

Civil Events
4.2 Filing an Answer to Complaint

Verify this is the correct PDF document, by right-clicking on the document to bring up the “quick menu”. See Figure 10.

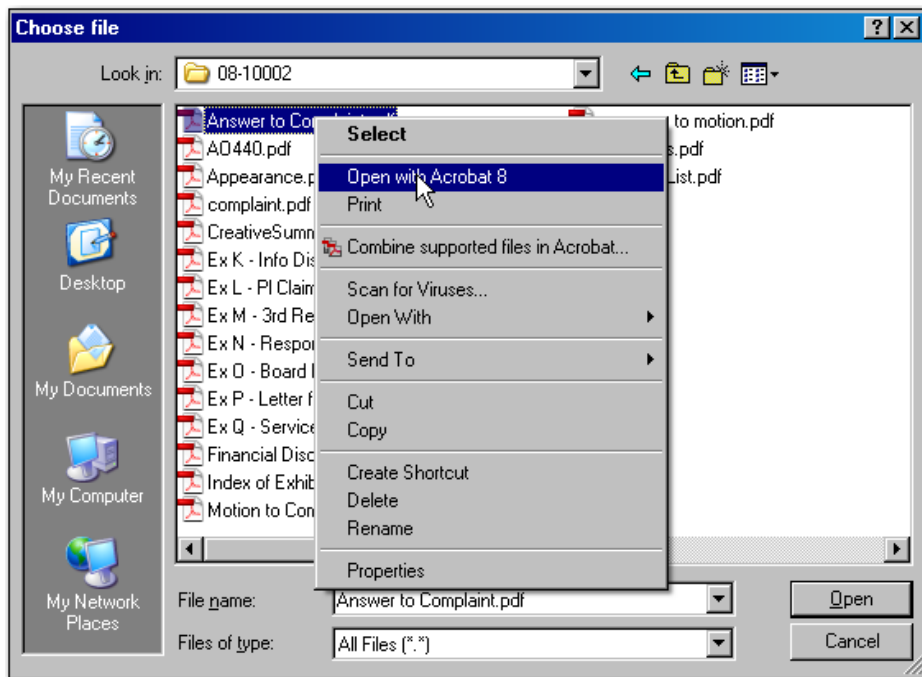


Figure 10

Select “Open” to launch the document and scroll through it to make sure it is the correct document and that it is complete. Once reviewed, close the PDF document to return to the “Choose File” box.

Now, click the **[Open]** button in the lower right hand corner of the box. The pop-up box will disappear and the path to the Filename will appear in the “Filename” box. See Figure 11.

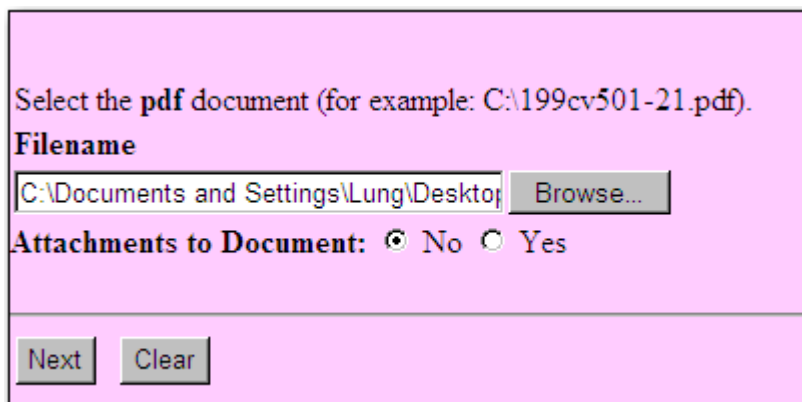
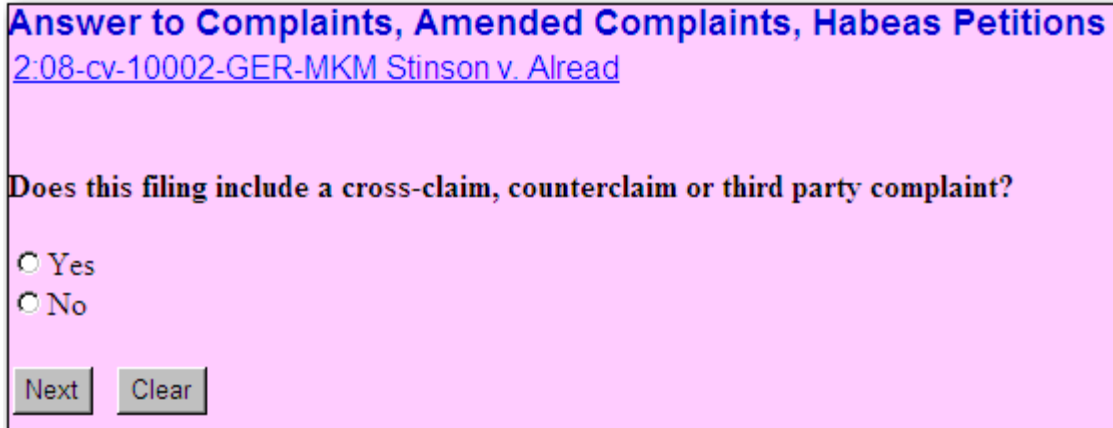


Figure 11

If there are attachments, click “Yes” before clicking **[Next]**. In this example, there are no attachments. Click **[Next]** to continue. (For more instructions on attachments, see [4.4a Filing Attachments](#)).

The next screen asks if there are additional pleadings included with the answer to complaint. Answer appropriately and click **[Next]**. See Figure 12.



Answer to Complaints, Amended Complaints, Habeas Petitions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

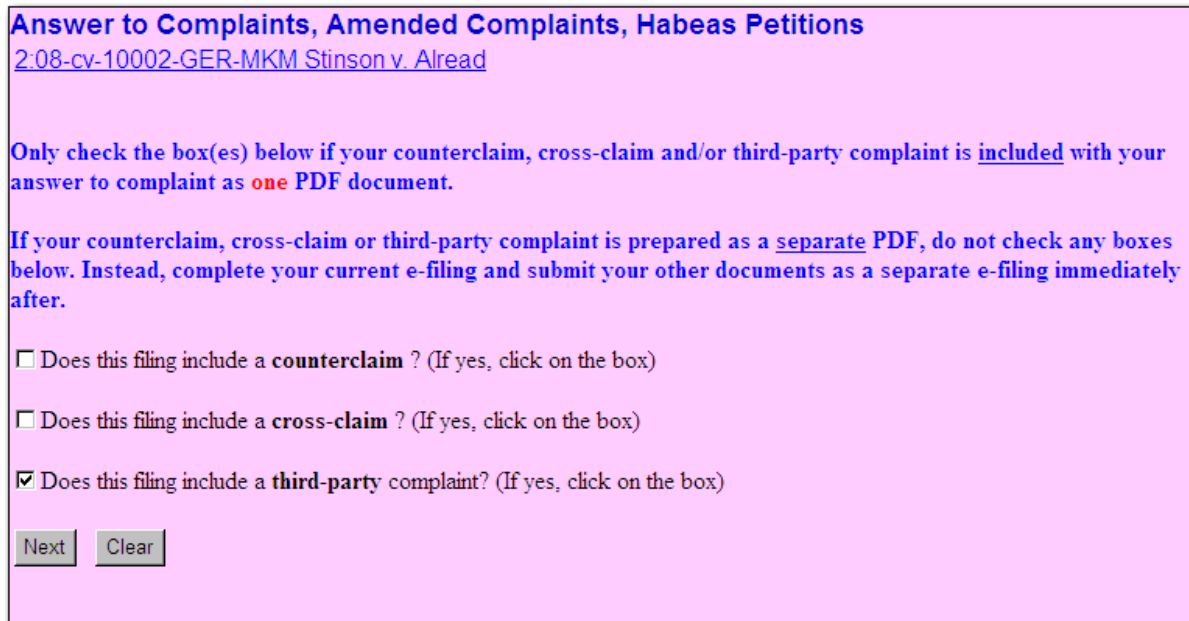
Does this filing include a cross-claim, counterclaim or third party complaint?

Yes
 No

Figure 12

In this example, the answer to complaint includes a third-party complaint. If the answer does not include a counterclaim, cross-claim or third-party complaint with it, skip the steps showing how to add a new party to the case.

Put a check mark in the box by the question “Does this filing include a **third-party** complaint?” and click **[Next]**. See Figure 13.



Answer to Complaints, Amended Complaints, Habeas Petitions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Only check the box(es) below if your counterclaim, cross-claim and/or third-party complaint is included with your answer to complaint as **one** PDF document.

If your counterclaim, cross-claim or third-party complaint is prepared as a separate PDF, do not check any boxes below. Instead, complete your current e-filing and submit your other documents as a separate e-filing immediately after.

Does this filing include a **counterclaim** ? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

Does this filing include a **third-party** complaint? (If yes, click on the box)

Figure 13

4.2a Adding/Creating a New Party

Select the party against whom the third-party complaint is filed. In this example, the third-party needs to be added to the case. Click on [Add/Create New Party](#). See Figure 14.

Answer to Complaints, Amended Complaints, Habeas Petitions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Third Party Complaint

Select from the following list the party(s) **against** whom you are filing this Third-Party Complaint.

Select the Party: OR Select a Group:

Alread, Lilly [Defendant]
Stinson, Barney [Plaintiff]

No Group
 All Defendants
 All Plaintiffs
 All Parties

[Add/Create New Party](#)

Next Clear

Figure 14

Search for the party by typing in the beginning of the business name, or the beginning of the person's last name and click **[Search]**. See Figure 15.

Search for a party

Last/Business Name First Name Middle Name

Search Clear

Figure 15

Civil Events
4.2 Filing an Answer to Complaint

The party name is included in the **Party Search Results**. Click on the party name and click **[Select name from list]**. If the name is not found, click **[Create new party]**. See Figure 16.

Search for a party

Last/Business Name First Name Middle Name

Party search results

- Kane, Duncan
- Kane, Jake

Figure 16

The only information required on this screen is the full name of the new party and the role the party plays in this case. For this example, the role is “ThirdParty Defendant.” **DO NOT ENTER ADDRESS INFORMATION.** Click **[Submit]** to continue. See Figure 17.

Party Information

Duncan Kane

Title

Role Pro se

Prisoner Id

Office

Address 1

Address 2

Address 3

City

County

Prison

Phone

Party text

Start date

Unit

State

Zip

Country

Fax

Add all aliases, corporate parents and other affiliates before clicking the Submit button.

Counter Claimant (cc.pty)
Counter Defendant (cd.pty)
Creditor (cr.pty)
Cross Claimant (crc.pty)
Cross Defendant (crd.pty)
Custodian (cust.pty)
Debtor-in-Possess (dbpos.pty)
Defendant (dft.pty)
Garnishee (gar.pty)
In Re (inre.pty)
Interested Party (ip.pty)
Interpleader Defendant (intdft.pty)
Interpleader Plaintiff (intpl.pty)
Intervenor (intv.pty)
Intervenor Defendant (intvd.pty)
Intervenor Plaintiff (intvp.pty)
Material Witness (mw.pty)
Mediator (med.pty)
Movant (mov.pty)
Objector (obj.pty)
Petitioner (pet.pty)
Plaintiff (pla.pty)
Property (prop.pty)
Receiver (rc.pty)
Respondent (res.pty)
Special Master (sm.pty)
Taxpayer (tax.pty)
ThirdParty Defendant (3pd.pty)
ThirdParty Plaintiff (3pp.pty)
Trustee (trust.pty)

Figure 17

The system again displays the screen to select against whom the third-party complaint is filed. Now, select the party that has just been created and click **[Next]**. See Figure 18.

Answer to Complaints, Amended Complaints, Habeas Petitions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Third Party Complaint

Select from the following list the party(s) **against** whom you are filing this Third-Party Complaint.

Select the Party: **OR** **Select a Group:**

Kane, Duncan [ThirdParty Defendant]
Alread, Lilly [Defendant]
Stinson, Barney [Plaintiff]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Figure 18

If the answer includes a jury demand, choose “Yes”. If a *reliance* on jury demand is included, choose “Yes”. If neither applies, choose “No”. Click **[Next]** to continue. See Figure 19.

Answer to Complaints, Amended Complaints, Habeas Petitions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Does this Answer include a jury demand?

Yes
 No

Figure 19

If the answer includes affirmative defenses, choose “Yes”. If not, choose “No”. Click **[Next]** to continue. See Figure 20.



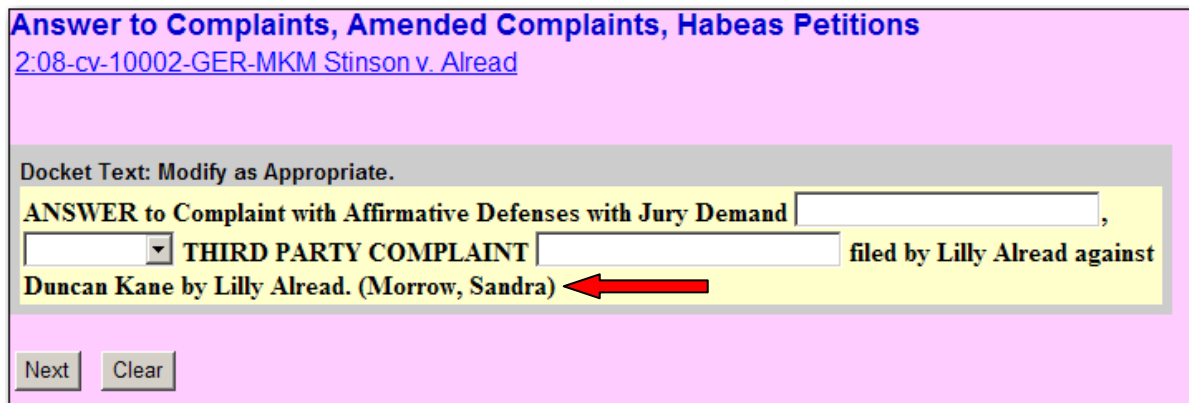
Answer to Complaints, Amended Complaints, Habeas Petitions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Does this Answer include Affirmative Defenses?

Yes
 No

Figure 20

If necessary, modify the docket text to be entered on the official case record in the ECF system. Use the free-text boxes and drop-down boxes and click **[Next]** to continue, but only add text that is necessary to adequately describe the document. See Figure 21.



Answer to Complaints, Amended Complaints, Habeas Petitions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Docket Text: Modify as Appropriate.

ANSWER to Complaint with Affirmative Defenses with Jury Demand [text box],
[dropdown] THIRD PARTY COMPLAINT [text box] filed by Lilly Alread against
Duncan Kane by Lilly Alread. (Morrow, Sandra) ←

Figure 21

Notice the docket text includes the name of the filing attorney at the end of the entry. See the arrow in Figure 21.

If there are any mistakes in the docket text, it is still possible to fix them. Click on the “Back” button in the browser or click on “Civil” to start over.

The next screen is the final check before committing this transaction. Once again, review the docket text to make sure it is correct, and verify the case number at the top of the screen. Notice the text in red and blue. See Figure 22.

The screenshot shows a web interface for filing a document. At the top, the title is "Answer to Complaints, Amended Complaints, Habeas Petitions" in blue. Below it is the case number "2:08-cv-10002-GER-MKM Stinson v. Alread" in blue. A grey bar contains the text "Docket Text: Final Text". Below this, a yellow box highlights the docket text: "ANSWER to Complaint with Affirmative Defenses with Jury Demand, THIRD PARTY COMPLAINT filed by Lilly Alread against Duncan Kane by Lilly Alread. (Morrow, Sandra)". A red warning message states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below the warning, the source document path is shown: "Source Document Path (for confirmation only): C:\Documents and Settings\Lung\Desktop\08-10002\answer to complaint.pdf pages: 2". At the bottom, there are two buttons: "Next" and "Clear".

Figure 22

After this screen, the docket will be updated with the given docket text. A Notice of Electronic Filing will be sent to the other registered parties in this case with a hyperlink to the PDF document uploaded for this filing. Non-registered parties must be served in the traditional manner. Any mistakes discovered after this point can only be corrected by the Clerk's Office. **Please make sure the submitted information is correct and accurate.**

Once the information is verified, click the **[Next]** button.

Civil Events
4.2 Filing an Answer to Complaint

The ECF system will now display the Notice of Electronic Filing (NEF). See Figure 23.

Many pieces of information are included in the NEF, including:

- date and the time of the filing
- e-filer's name
- case name
- case number (quick link to the docket report, PACER fees apply)
- filer (party) name
- document number (quick link to the PDF image, the first click is free, PACER fees apply on subsequent viewings)
- docket text
- NEF recipients
- non e-filers (if any, see ECF Policies & Procedures Rule 8 concerning service)
- electronic document stamp (unique identifier for internal court tracking)

Notice of Electronic Filing

The following transaction was entered by Morrow, Sandra on 2/11/2008 at 12:51 PM EST and filed on 2/11/2008

Case Name: Stinson v. Alread
Case Number: [2:08-cv-10002](#)
Filer: Lilly Alread
Document Number: [5](#)

Docket Text:
[ANSWER to Complaint with Affirmative Defenses with Jury Demand, THIRD PARTY COMPLAINT filed by Lilly Alread against Duncan Kane by Lilly Alread. \(Morrow, Sandra\)](#)

2:08-cv-10002 Notice has been electronically mailed to:

Scott Lang cmecfattorney1@yahoo.com
Sandra Morrow cmecf_attorney2@yahoo.com, Kangakie@yahoo.com

2:08-cv-10002 Notice will not be electronically mailed to:

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047317467 [Date=2/11/2008] [FileNumber=88803-0]
[1131d02ffc8cfaea68259330fc811a7bf6418982533760dd9e4483ad1ba7b8eb2c5e7
14d7ff0240f8e62fe5f2ba7da713759c1ce262a25809d40eb44988d3047]]

Figure 23

4.3 Filing of Discovery Materials and Rule 26(a)(1) or (2) Disclosures – Prohibited Under Fed. R. Civ. P. 5(d)

The implementation of CM/ECF does not change the Court's rules regarding the prohibition of filing of discovery materials and disclosures under Rule 26(a)(1) or (2).

The District Court does not accept discovery material in accordance with Federal Rule of Civil Procedure 5(d) and Eastern District of Michigan Local Rule 26.2:

Fed. R. Civ. P. 5(d) [Effective 12/01/00]

(d) FILING CERTIFICATE OF SERVICE: All papers after the complaint required to be served upon a party, together with a certificate of service, must be filed with the court within a reasonable time after service, **but disclosures under Rule 26(a)(1) or (2) and the following discovery requests and responses must not be filed until they are used in the proceeding or the court orders filing: (i) depositions, (ii) interrogatories, (iii) requests for documents or to permit entry upon land, and (iv) requests for admissions.**

Note that “**Discovery requests**” include deposition notices and “**Discovery responses**” include objections. *[Please review Fed. R. Civ. P. 30, 31, 33, 34, and 36.]*

LR 26.2 Filing of Discovery Material [Effective 7/01/01]

(a) Depositions, interrogatories, requests for the production of documents, requests for admission and responses to such discovery material shall not be filed with the Clerk except:

- (1) When discovery material provides factual support of a motion, response, or reply, the party relying on the material must file it as an exhibit or attachment to the motion, response, or reply.
- (2) When discovery material is to be read or otherwise used during a trial, hearing or other miscellaneous proceeding, the party relying on the material must file it at the start of the trial, hearing or proceeding or at such later time as the Court permits.

(b) Filing of all deposition material shall be only in written form. If audiotaped or videotaped, a written transcript of the depositions will be accepted for filing.

(c) The party taking the deposition, initiating interrogatories, requesting the production of documents and admissions and any responses to such requests shall maintain custody of the deposition or other discovery material until it is filed with the Court, or until six months after the expiration of the last applicable appeal period, or until the Court directs otherwise. When the Court orders filing, the party charged with custody of the discovery material must file it with the Court within 10 days of service of the order, unless the Court directs otherwise.

(d) If discovery material not previously filed with the Clerk is needed for an appeal in a case, the party maintaining custody of the discovery material shall file it with the Clerk either on stipulation of the parties or on order of the Court.

COMMENT: The Court has extended the prohibition of filing discovery material to include the certificate of service of such discovery material.

Note: See Notice Regarding Filing of Deposition and/or Other Discovery Material (Local Rule 26.2)

4.4 Filing a Civil Motion

After logging into the system and clicking on “Civil”, choose “[Motions](#)” under **Motions and Related Filings**. See Figure 1.



Figure 1

The next screen displays a reminder about proper format of motions and briefs in support of motions. Do not make the brief a separate document and do not make the brief an attachment to the motion. See Figure 2.

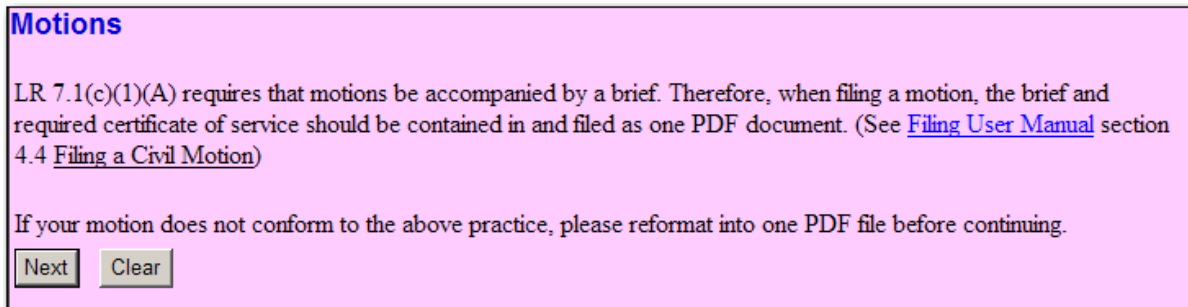


Figure 2

Civil Events
4.4 Filing a Civil Motion

The next screen displays all types of motion relief. After clicking on the type of motion, the list of **Selected Events** will populate. Multiple reliefs can be selected. Before clicking **[Next]** be sure that only the appropriate reliefs are showing on the **Selected Events** list. For this example, a motion for summary judgment will be filed. See Figure 3.

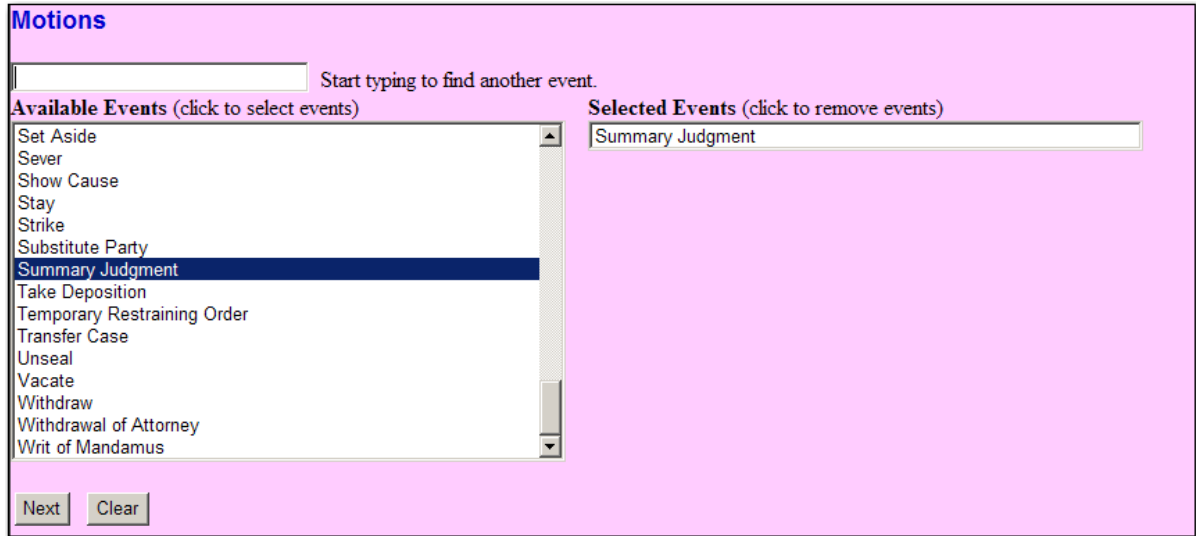


Figure 3

If the specific relief the motion is asking for is not in this list, select "Miscellaneous Relief." The ECF system will ask for a description of the relief on a later screen.

The system asks for the case number. Enter it and click **[Find This Case]**. This will activate the **[Next]** button. Click **[Next]** to continue. See Figure 4.

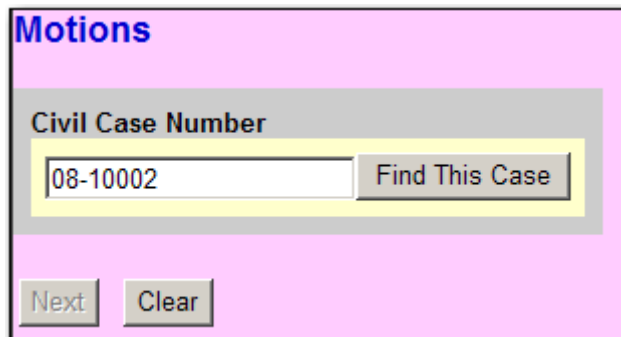
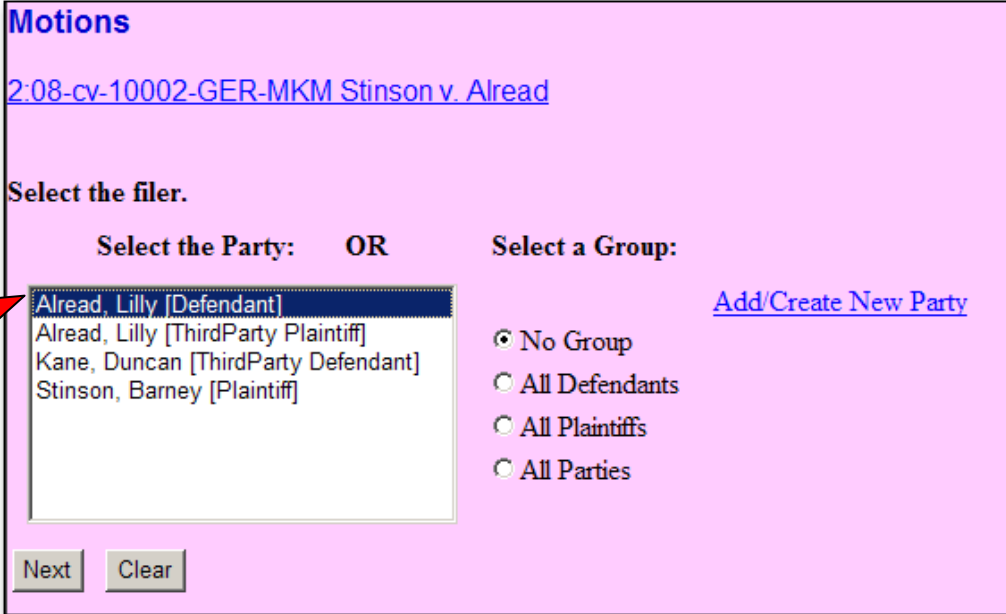


Figure 4

The next screen displays the case number and case title. Double check this information to make sure it is the correct case. The case number and title is also a link to the docket sheet of the case, but PACER fees will apply.

Now Select the Filer or Party. In this example, the filer is the defendant. Click **[Next]** to continue. See Figure 5.

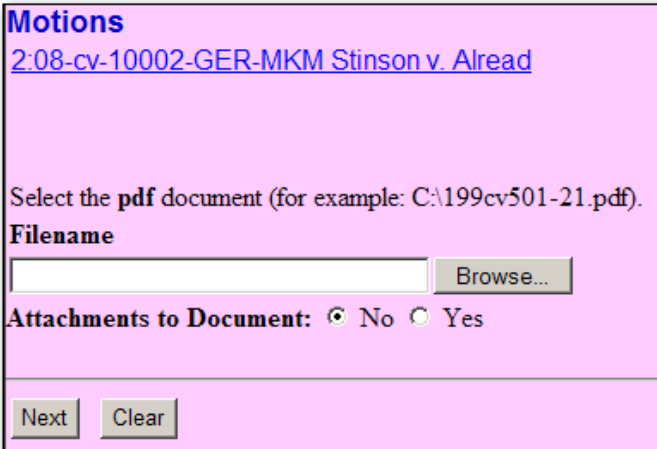


The screenshot shows a web interface titled "Motions" for case "2:08-cv-10002-GER-MKM Stinson v. Alread". It prompts the user to "Select the filer." with two options: "Select the Party:" and "Select a Group:". Under "Select the Party:", a dropdown menu is open, listing "Alread, Lilly [Defendant]", "Alread, Lilly [ThirdParty Plaintiff]", "Kane, Duncan [ThirdParty Defendant]", and "Stinson, Barney [Plaintiff]". A red arrow points to the first option. Under "Select a Group:", there are radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". A link "Add/Create New Party" is also present. At the bottom are "Next" and "Clear" buttons.

Figure 5

The next step is to upload the motion for summary judgment into the ECF system. The system asks for the Filename of the electronic document. See Figure 6.

At this point, the word processing document has been converted to a PDF document. For information and instructions about doing that, see 2.2 Converting Electronic Documents to PDF Documents.



The screenshot shows the "Motions" screen for the same case. It prompts the user to "Select the pdf document (for example: C:\199cv501-21.pdf)." and has a "Filename" input field with a "Browse..." button. Below this is a radio button selection for "Attachments to Document:" with "No" selected and "Yes" as an option. At the bottom are "Next" and "Clear" buttons.

Figure 6

To attach the PDF document, click on the **[Browse...]** button. Doing this will bring up a “Choose File” or “File Upload” pop-up box. Navigate through the drives in the computer to locate the saved PDF document. See Figure 7.

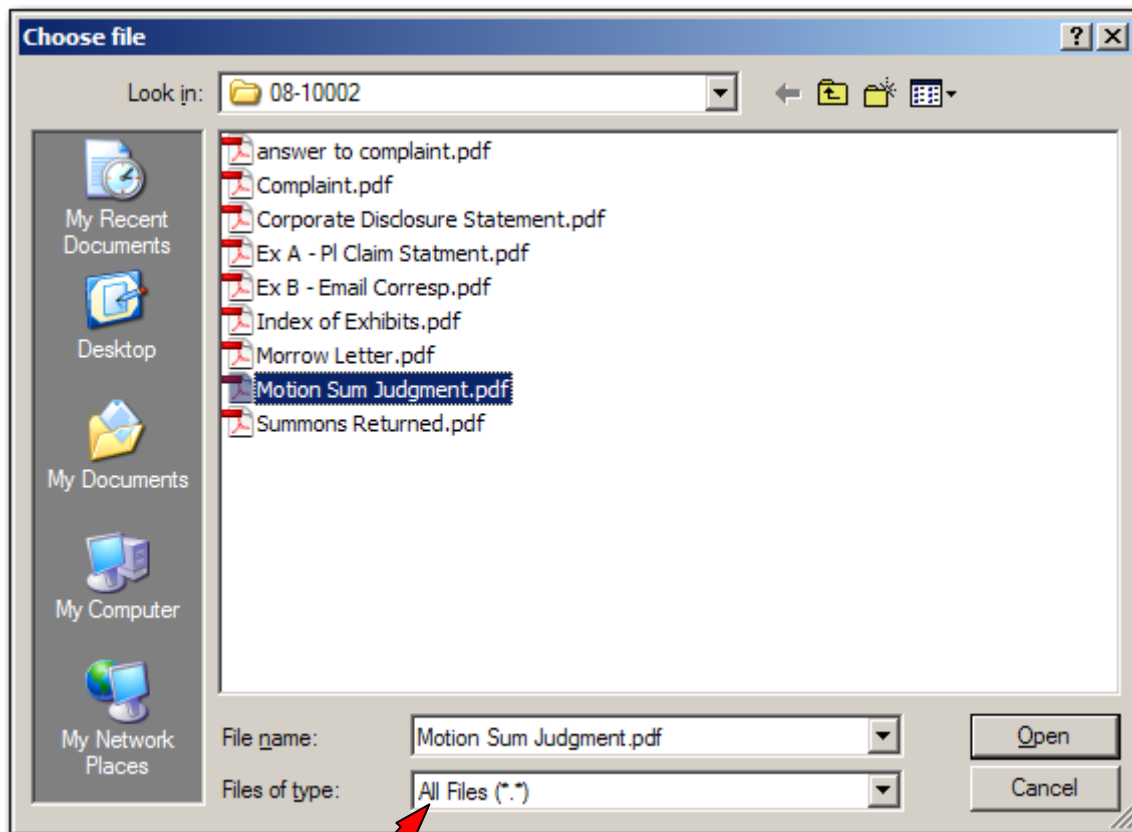


Figure 7

If the correct folder does not display the PDF document, click on the down arrow for the “Files of type” and highlight “All Files (*.*)”. This will display all types of files in the folder. See the arrow in Figure 7.

More likely than not, there are two versions of the Motion for Summary Judgment. There will be a word processing version and a PDF version. **Be sure** to select the PDF version to upload to the system. The ECF system only accepts PDF documents for filing.

Verify this is the correct PDF document, by right-clicking on the document to bring up the “quick menu”. See Figure 8.

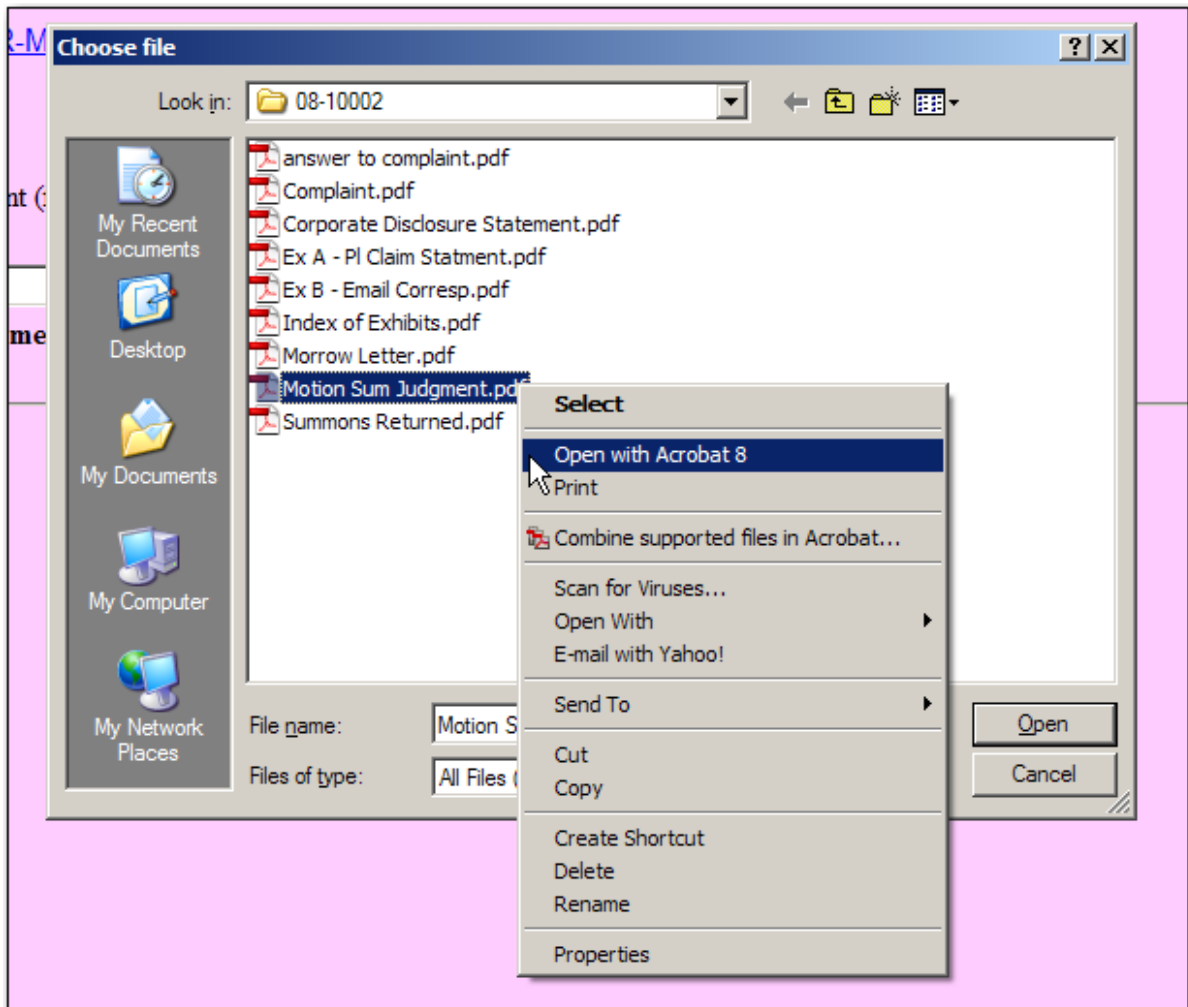


Figure 8

Select “Open” to launch the document and scroll through it to make sure it is the correct document and that it is complete (brief and certificate of service included).

Now, click the **[Open]** button in the lower right hand corner of the pop-up box. The pop-up box will disappear and the path to the Filename will appear in the “Filename” box. See Figure 9.

 No Yes' with a red arrow pointing to the 'Yes' radio button, and 'Next' and 'Clear' buttons at the bottom."/>

Motions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

k:\top\08-10002\Motion Sum Judgment.pdf

Attachments to Document: No Yes

Figure 9

Because there are attachments, click “Yes” and click the **[Next]** button. See the arrow in Figure 9.

4.4a Filing Attachments

If there are two or more exhibits, the first attachment must be an index of exhibits. Each additional exhibit should be individually attached and must be identified in the electronic record with an exhibit identifier and brief narrative description. See below. (For more information, see ECF P&P Rule 18, Exhibits).

Sample Index of Exhibits	
<u>Exhibit</u>	<u>Title/Description</u>
A	Claim Statement
B	Email Correspondence
C	January 2006 Contract

In this example, there is an Index of Exhibits and three exhibits: Exhibit A – Claim Statement, Exhibit B – Email Correspondence and Exhibit C – January 2006 Contract.

The process to attach exhibits to the motion is a three step process.

1.) Click on the **[Browse...]** button, and find the first PDF attachment saved on the computer’s hard drive (In this example, it is the Index of Exhibits). See the #1 arrow in Figure 10. After the correct Filename appears in the **Filename** field, move to Step 2 on the screen.

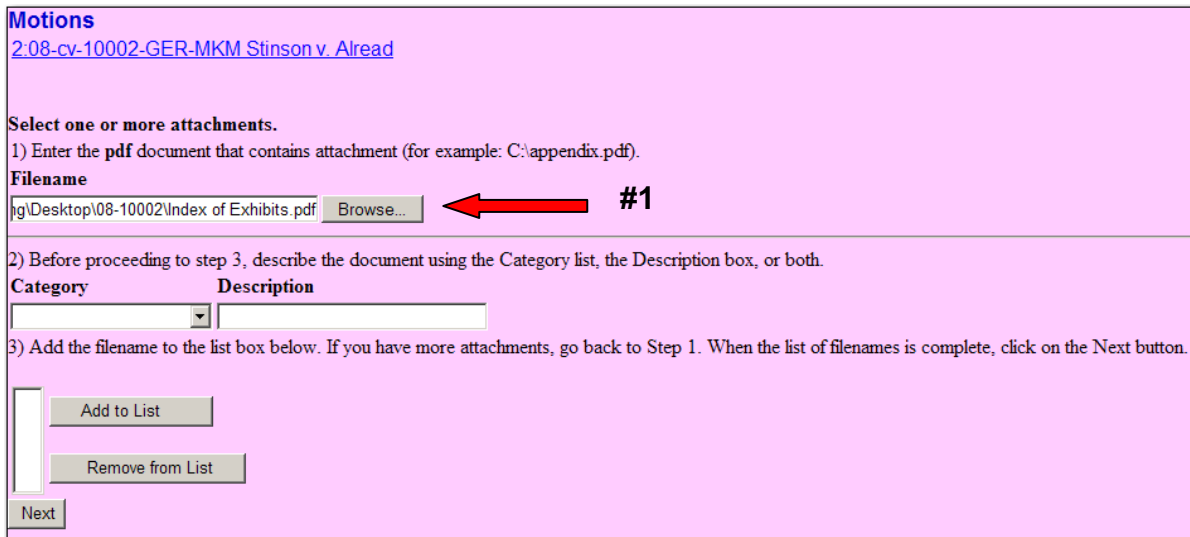


Figure 10

2.) In this example, select the **Type** as “Index of Exhibits” from the drop-down box. No further description is necessary. See the #2 arrow in Figure 11.

3.) Click on **[Add to List]**. The file path will appear in the box. See the #3 arrow in Figure 11.

The screenshot shows a web interface for filing motions. At the top, it says "Motions" and "2:08-cv-10002-GER-MKM Stinson v. Alread". Below this, it instructs the user to "Select one or more attachments." and provides three numbered steps:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)
- 2) Before proceeding to step 3, describe the document in the Description box, or both.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

The interface includes a "Filename" field with the text "g\Desktop\08-10002\Index of Exhibits.pdf" and a "Browse" button. Below this is a "Category" dropdown menu set to "Index of Exhibits" and a "Description" text box. A callout box points to the "Description" field with the text: "The Description field is used when filing actual exhibits. It is only left blank when filing the Index." At the bottom, there is a list box (currently empty), an "Add to List" button, a "Remove from List" button, and a "Next" button. A purple arrow labeled "#2" points to the "Index of Exhibits" dropdown, and a green arrow labeled "#3" points to the "Add to List" button.

Figure 11

To add the second attachment, repeat Step 1, this time choosing the PDF file that contains the first exhibit. For Step 2, select the **Type** to be “Exhibit” and enter a **Description** that reads **A – Claim Statement**. See Figure 12. Although the type and description do not appear at this point, they will appear in the docket text.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
C:\Documents and Settings\Lung\Desktop\Browse...

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category **Description**
Exhibit A - Claim Statement

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Exhibit A - Claim Statement

C:\Documents and Settings\Lung\Desktop\08-10002\Index of Exhibits.pdf Add to List
Remove from List

Next

Figure 12

Remember to select a **Type** and add the **Description** that contains an identifier (ex. A, B, C... or 1, 2, 3...) and a brief narrative title (ex. Affidavit of Jane Doe, 7/1/05 Memo to Counsel, Trade Agreement). The docket text will include the specific information entered and make the electronic record easier to navigate.

Complete Step 3 by clicking on **[Add to List]**. See Figure 13.

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\Documents and Settings\Lung\Desktop\08-10002\Index of Exhibits.pdf Add to List
C:\Documents and Settings\Lung\Desktop\08-10002\Ex A - PI Claim Statment.pdf Remove from List

Next

Figure 13

To add more attachments, repeat the three steps until all attachments are listed. If an incorrect document is attached, highlight it and click on **[Remove from List]**. See Figure 14.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 14

Now that all of the exhibits are listed correctly along with a description, click **[Next]**. This will attach them to the main document.

For more instruction on uploading attachments, see section 4.4b

If necessary, modify the docket text using the drop down and free-text boxes. For this example, no modifications are necessary. Click **[Next]** to continue. See Figure 15.

Motions
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Docket Text: Modify as Appropriate.

MOTION for Summary Judgment by Lilly Alread.

(Attachments: # (1) Index of Exhibits, # (2) Exhibit A - Claim Statement, # (3) Exhibit B - Email Correspondence, # (4) Exhibit C - January 2006 Contract) (Morrow, Sandra)

Figure 15

This screen is the final check before committing this transaction. Once again, look through the docket text to make sure it is correct, and verify the file paths at the bottom of the screen. Notice the text in red and blue. Click **[Next]** to continue. See Figure 16.

Docket Text: Final Text

MOTION for Summary Judgment by Lilly Alread. (Attachments: # (1) Index of Exhibits, # (2) Exhibit A - Claim Statement, # (3) Exhibit B - Email Correspondence, # (4) Exhibit C - January 2006 Contract) (Morrow, Sandra)

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):

C:\Documents and Settings\Lung\Desktop\08-10002\Motion Sum Judgment.pdf pages: 2
C:\Documents and Settings\Lung\Desktop\08-10002\Index of Exhibits.pdf pages: 2
C:\Documents and Settings\Lung\Desktop\08-10002\Ex A - PI Claim Statment.pdf pages: 2
C:\Documents and Settings\Lung\Desktop\08-10002\Ex B - Email Corresp.pdf pages: 3
C:\Documents and Settings\Lung\Desktop\08-10002\Ex C - January 2006 Contract.pdf pages: 2

Figure 16

After this screen, the docket will be updated with the given docket text. A Notice of Electronic Filing will be sent to the other registered parties in this case with a hyperlink to the PDF documents that were uploaded for this filing. Non-registered parties must be served in the traditional manner. Any mistakes discovered after this point can only be corrected by the Clerk's Office. **Please make sure the submitted information is correct and accurate.**

The ECF system will now display the Notice of Electronic Filing (NEF). Aside from the normal information contained, an electronic document stamp is included for each PDF. See Figure 17.

Notice of Electronic Filing

The following transaction was entered by Morrow, Sandra on 2/11/2008 at 3:06 PM EST and filed on 2/11/2008

Case Name: Stinson v. Alread
Case Number: [2:08-cv-10002](#)
Filer: Lilly Alread
Document Number: [6](#)

Docket Text:
MOTION for Summary Judgment by Lilly Alread. (Attachments: # (1) Index of Exhibits, # (2) Exhibit A - Claim Statement, # (3) Exhibit B - Email Correspondence, # (4) Exhibit C - January 2006 Contract) (Morrow, Sandra)

2:08-cv-10002 Notice has been electronically mailed to:

Scott Lang cmecfattorney1@yahoo.com

Sandra Morrow cmecf_attorney2@yahoo.com, Kangakie@yahoo.com

2:08-cv-10002 Notice will not be electronically mailed to:

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047317467 [Date=2/11/2008] [FileNumber=88806-0]
[446d5760923a454cf4128ffbf58ec5bcfefe64fb2ccc5edaca4cfdeba64ad78f5df
262feb3a222752dd93939748338652c1f0382598981c3a18788641cff28]]

Figure 17

4.4b Filing Voluminous Exhibits

Exhibits, no matter the quantity or length can be e-filed if the following guidelines are adhered to.

Don't get "timed out" of CM/ECF by trying to send too much at one time. The connection to CM/ECF is lost if it takes longer than 20 minutes to move from one screen to the next and the move from the final docket text screen to the notice of electronic filing is when your filing is actually being transmitted to the court.

Monitor and adjust the total file size of what you are e-filing. A general guideline is to keep the total file size (main document plus attachments) below 20 - 25MB. If your total file size exceeds 20 -25 MB, e-file your exhibits as separate group filings, receiving multiple Notices of Electronic Filings (see example below). Remember, the system does not accept any one PDF file larger than 5MB, so any single exhibit larger than 5MB must be divided into parts.

Know your system. If you have a slow modem or slow Internet service, you may want to keep the total file size below 10MB. Also, keep in mind the time of day you are e-filing may impact how quickly your system transmits the documents.

To file voluminous exhibits in groups, file the main document along with a portion of your exhibits. After receiving a Notice of Electronic Filing, go back to the Civil Events menu. Go to "Other Documents" and select "Exhibit." Upload the next sequential exhibit as the main document and file the next several exhibits as attachments to this filing. Continue this process until all of your exhibits are filed. (See below for an example of filing a motion for summary judgment with 15 exhibits)

Example

File your motion with the first group of exhibits, kept under a 25 MB total (example, Index of Exhibits and the first nine exhibits). Receive a Notice of Electronic Filing with the docket text similar to the below example. See Figure 1.

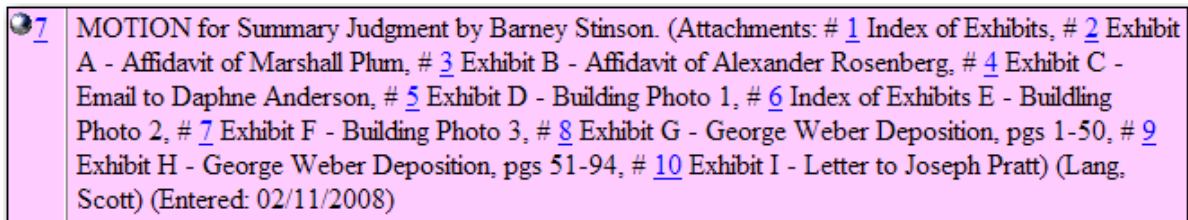


Figure 1

Go back to the Civil Events Menu and select “Other Documents.” Select the event “Exhibit. See Figure 2.”

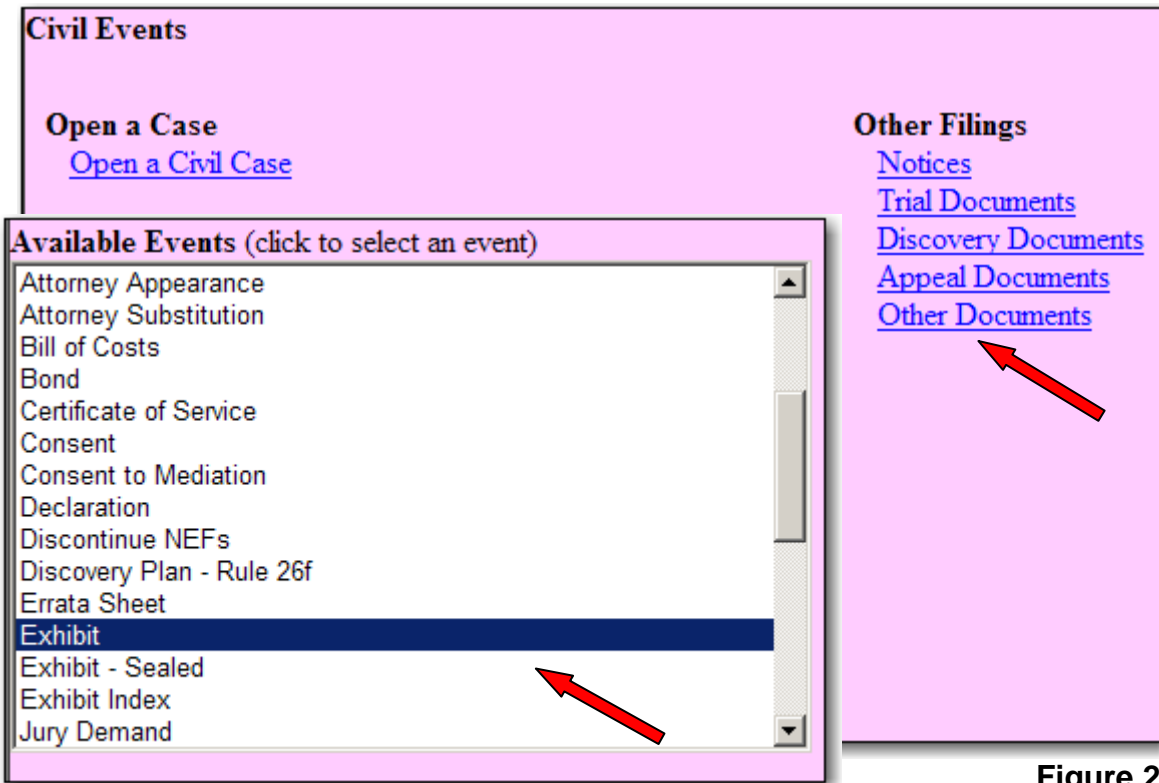


Figure 2

After entering the case number, **upload the next sequential exhibit as the main document**. Remember, at this point the motion, the index of exhibits and some of the exhibits have already been filed with the Court, there is no need to duplicate the motion or the Index of Exhibits. After locating and selecting the next sequential exhibit, change the radio button to “Yes” – there are attachments to the document. See Figure 3.

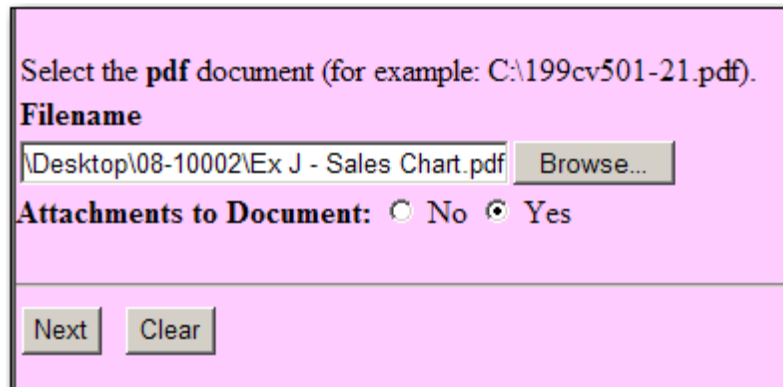


Figure 3

Remember which exhibit is uploaded as the main document because the opportunity to describe it will be on a later screen.

Upload the rest of the attachments in order, describing each. See Figure 4. (In this example, the main document was Exhibit J – Sales Chart, and the rest of attachments will start with Exhibit K – Disclosure Statement and end with Exhibit O – Service Manual).

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
002\Ex O - Service Manual pgs 30-40.pdf

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category **Description**
Exhibit O - Service Manual, pgs 30-40

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\Documents and Settings\Lung\Desktop\08-10002\Ex K - Disclosure Statement.pdf
C:\Documents and Settings\Lung\Desktop\08-10002\Ex L - Request for Production.pdf
C:\Documents and Settings\Lung\Desktop\08-10002\Ex M - Letter from Anya Young.pdf
C:\Documents and Settings\Lung\Desktop\08-10002\Ex N - 2nd Request for Production.pdf

Figure 4

If an exhibit is larger than 5 MB, it will need to be divided into separate files, each smaller than 5 MB. Use the “Document Continuation” type as part of your description of these files.

After uploading all of the attachments, the system displays a prompt that will link these exhibits with the previously filed motion. Put a check in the box to link these two entries together. The rest of the boxes can remain blank. See Figure 5.

Should the document you are filing link to another document in this case?

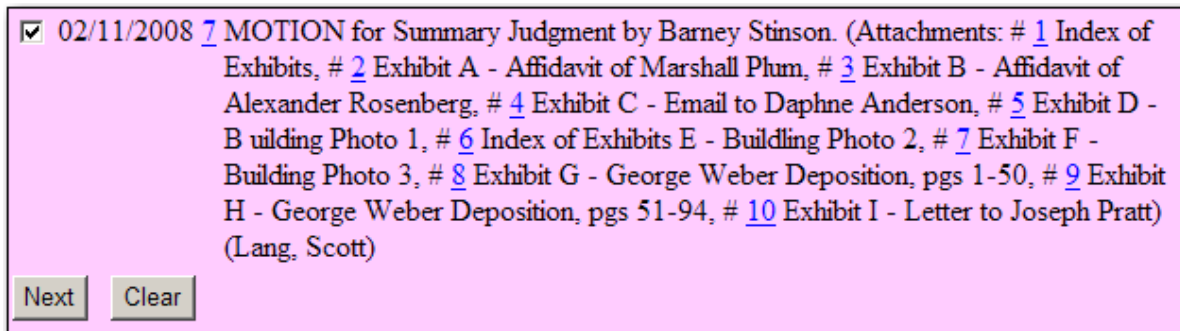
Filed to

Documents to

Leave these boxes blank, they are optional

Figure 5

The next screen displays docket entries and will include the motion with the exhibits that were previously filed. Put a check mark by that motion and click **[Next]**. See Figure 6.

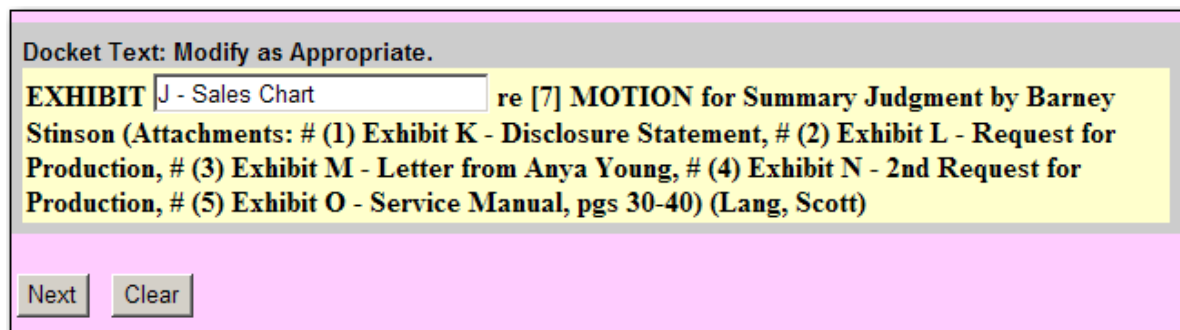


02/11/2008 [7](#) MOTION for Summary Judgment by Barney Stinson. (Attachments: # [1](#) Index of Exhibits, # [2](#) Exhibit A - Affidavit of Marshall Plum, # [3](#) Exhibit B - Affidavit of Alexander Rosenberg, # [4](#) Exhibit C - Email to Daphne Anderson, # [5](#) Exhibit D - Building Photo 1, # [6](#) Index of Exhibits E - Building Photo 2, # [7](#) Exhibit F - Building Photo 3, # [8](#) Exhibit G - George Weber Deposition, pgs 1-50, # [9](#) Exhibit H - George Weber Deposition, pgs 51-94, # [10](#) Exhibit I - Letter to Joseph Pratt) (Lang, Scott)

Next Clear

Figure 6

The following screen displays the preliminary docket text. In the blank box by the word “Exhibit”, type the complete description of the exhibit that was uploaded as the main document. In this example, it was **J – Sales Chart**. Review all of the exhibit descriptions to make sure they are properly identified. If there are any mistakes go back to correct them. See Figure 7.



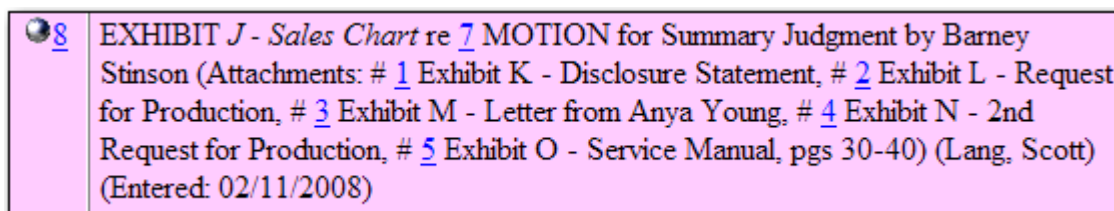
Docket Text: Modify as Appropriate.

EXHIBIT re [7](#) MOTION for Summary Judgment by Barney Stinson (Attachments: # (1) Exhibit K - Disclosure Statement, # (2) Exhibit L - Request for Production, # (3) Exhibit M - Letter from Anya Young, # (4) Exhibit N - 2nd Request for Production, # (5) Exhibit O - Service Manual, pgs 30-40) (Lang, Scott)

Next Clear

Figure 7

Complete the filing and review the NEF. The docket text for our example is below. See Figure 8.



[8](#) EXHIBIT *J - Sales Chart* re [7](#) MOTION for Summary Judgment by Barney Stinson (Attachments: # [1](#) Exhibit K - Disclosure Statement, # [2](#) Exhibit L - Request for Production, # [3](#) Exhibit M - Letter from Anya Young, # [4](#) Exhibit N - 2nd Request for Production, # [5](#) Exhibit O - Service Manual, pgs 30-40) (Lang, Scott) (Entered: 02/11/2008)

Figure 8

4.5 Filing a Certificate of Service/Summons Returned Executed

FRCP 4 requires proper service of a summons and complaint on a defendant. Although the service of the summons is handled in the traditional manner, the return of service for a summons and complaint must be e-filed. This requires the proper paperwork to be made into one PDF file and it usually requires the documents to be scanned. Be sure to scan the back side of the summons and the green card used for certified mail, if necessary.

PLEASE NOTE: These instructions are for e-filing a summons returned executed only. Certificates of service for other pleadings, such as motions, should be included as the last page of the pleading when they are e-filed and not submitted to the court as a separate e-filing.

To e-file a summons returned executed, click on [Service of Process](#) under the category **Initial Pleadings and Service**. See Figure 1.



Figure 1

Civil Events
4.5 Filing a Certificate of Service/Summons Returned Executed

Click on the event “Certificate of Service/Summons Returned Executed” so it appears in the **Selected** Events list and click **[Next]**. See Figure 2.

The screenshot shows a web interface titled "Service of Process". At the top, there is a search bar with the placeholder text "Start typing to find another event." Below this, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: "Certificate of Service (Docket Event Moved to Other Documents Category)", "Certificate of Service/Summons Returned Executed" (highlighted in blue), "Request for Additional Summons", "Summons Returned Unexecuted", "Waiver of Service Executed - 60 Day", "Waiver of Service Executed - 90 Day", and "Waiver of Service Unexecuted". The "Selected Events" list contains "Certificate of Service/Summons Returned Executed". At the bottom, there are "Next" and "Clear" buttons.

Figure 2

Enter the assigned case number and click **[Find This Case]**. See Figure 3.

The screenshot shows the "Service of Process" interface. A "Civil Case Number" field contains the text "08-10002". To the right of the field is a "Find This Case" button. Below the field and button are "Next" and "Clear" buttons.

Figure 3

If the case number is found, the **[Next]** button will become active. See Figure 4.

The screenshot shows the "Service of Process" interface. The "Civil Case Number" field now contains "2:08-cv-10002". The "Next" button is highlighted with a red arrow, indicating it is active. The "Clear" button is also visible.

Figure 4

The next screen shows the case number. If clicked, the system will link the user to the docket sheet and PACER fees will apply. Simply look at the link and verify that the correct case number was entered and click **[Next]** to continue. See Figure 5.

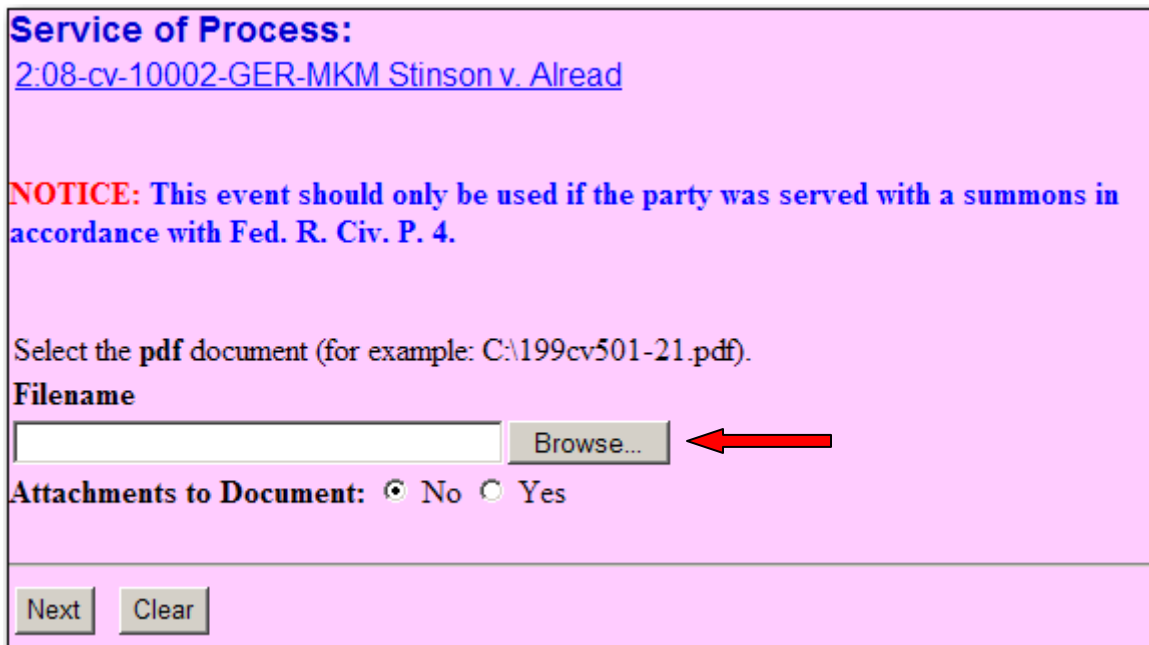


The screenshot shows a pink rectangular box with the title "Service of Process" in blue. Below the title is a blue hyperlink: "2:08-cv-10002-GER-MKM Stinson v. Alread". At the bottom of the box are two buttons: "Next" and "Clear".

Figure 5

The next step is to upload the PDF file containing the summons returned executed into the ECF system. The **NOTICE** reminds the user to be sure that the summons was properly served. If it was not, this event should not be used. To begin to upload the PDF file, click **[Browse]**. See Figure 6.

For information and instructions about PDF conversion, see [2.3 Scanning Documents](#) and [2.5 Combining Two PDF Files](#).



The screenshot shows a pink rectangular box with the title "Service of Process:" in blue. Below the title is a blue hyperlink: "2:08-cv-10002-GER-MKM Stinson v. Alread". Below the link is a red **NOTICE**: "NOTICE: This event should only be used if the party was served with a summons in accordance with Fed. R. Civ. P. 4." Below the notice is the instruction: "Select the pdf document (for example: C:\199cv501-21.pdf)." Below this is a "Filename" label, an empty text input field, and a "Browse..." button. A red arrow points to the "Browse..." button. Below the input field and button are radio buttons for "Attachments to Document": "No" (selected) and "Yes". At the bottom of the box are two buttons: "Next" and "Clear".

Figure 6

Civil Events
4.5 Filing a Certificate of Service/Summons Returned Executed

Navigate to the folder where the Summons Returned Executed is saved in PDF. See Figure 7.

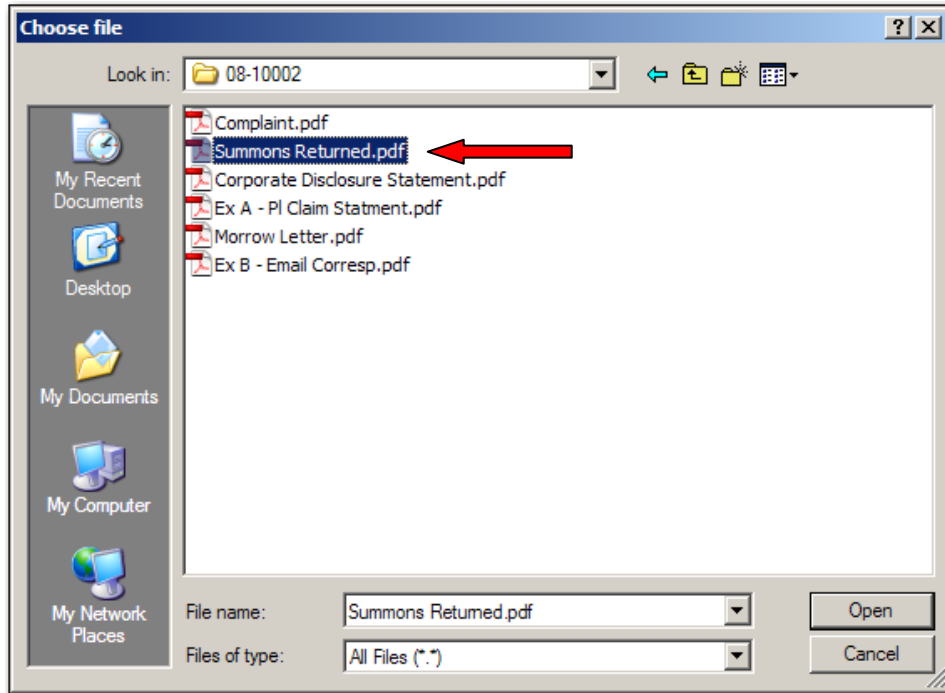


Figure 7

Right-click on the file to verify that it is the correct document, that the scanned images can be easily read and that no pages are missing. See Figure 8.

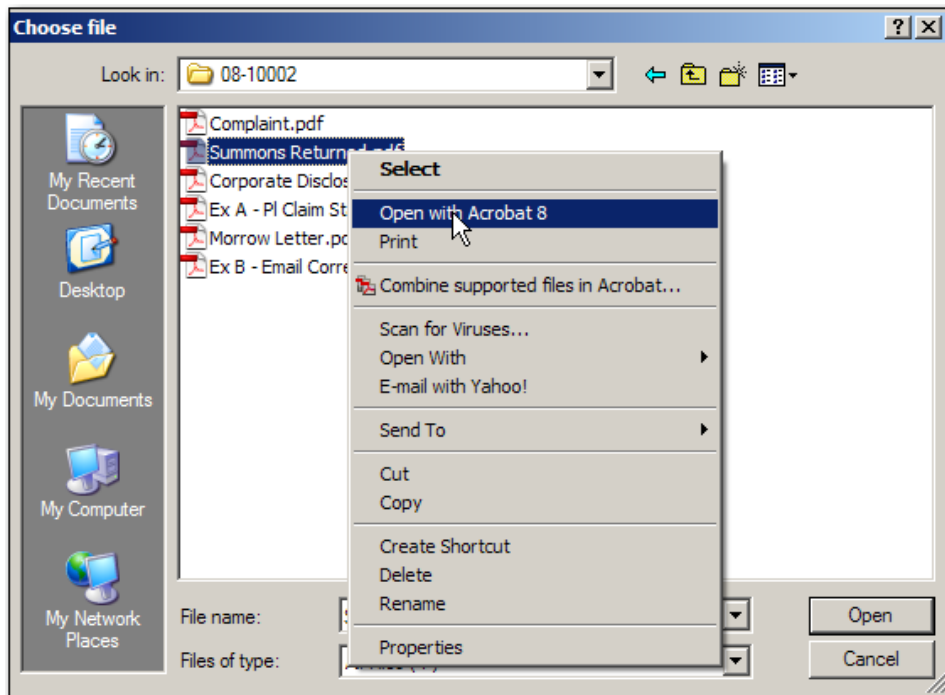


Figure 8

After reviewing the scanned images, close the PDF file and click **[Open]** in the lower right-hand of the Choose File box to accept the images for e-filing. See Figure 9.

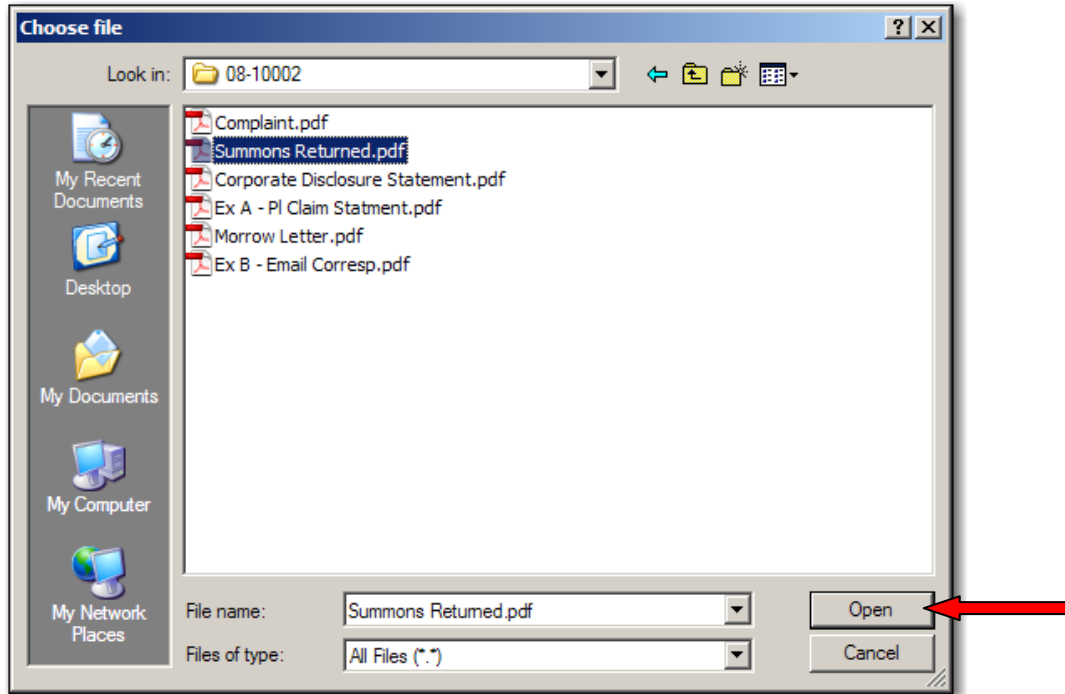


Figure 9

The file path is now in the **Filename** box. There are no exhibits or other attachments to this filing, so click **[Next]** to continue. See Figure 10.

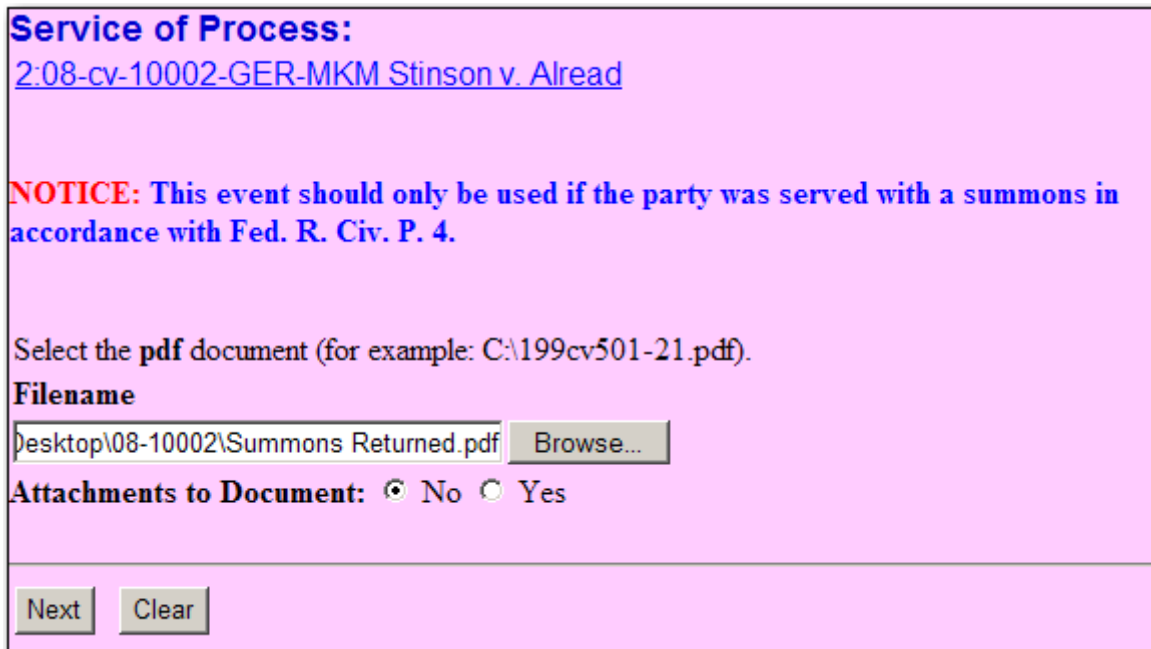
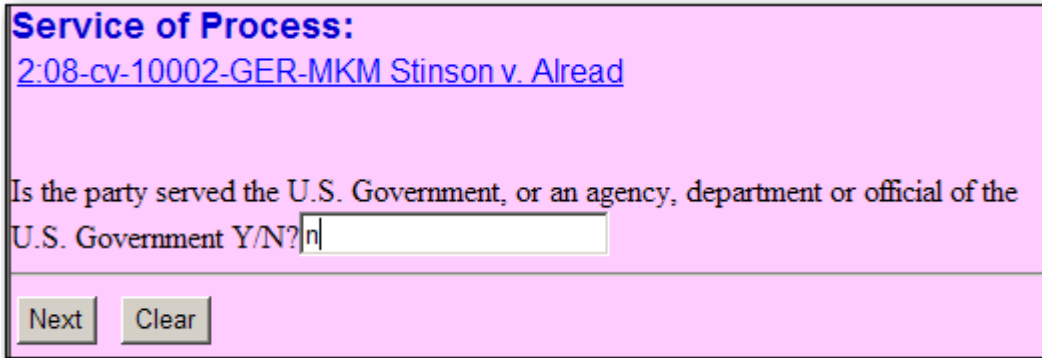


Figure 10

Service on the U.S. Government is governed by FRCP 4(i). If service of the summons and complaint was performed on the United States, its agencies, corporations, officers or employees, type “y”. If not, **type “n”** and click **[Next]**. See Figure 11.

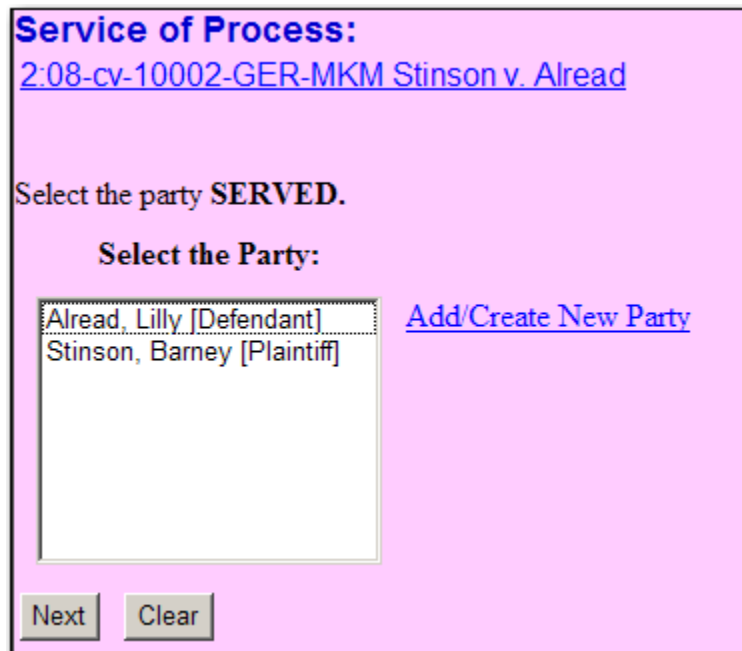


Service of Process:
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Is the party served the U.S. Government, or an agency, department or official of the U.S. Government Y/N?

Figure 11

NOTE: This screen requires the user to select the party served, NOT the filer. In this example, the plaintiff is verifying the defendant was properly served. This means the defendant should be highlighted. If the party served is not listed, click on the [Add/Create New Party](#) link (Further instructions on adding parties are in Section 4.2a). See Figure 12.



Service of Process:
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Select the party **SERVED**.

Select the Party:

[Add/Create New Party](#)

Figure 12

Enter the date the party was served. After entering the “Date Served,” the “Date Answer Due” field will automatically populate. The formula takes into account days when the court is closed and weekends. See Figure 13.

Service of Process:
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Enter date served and date answer is due

Party	Claim	Date served	Date answer due
Lilly Alread -	Complaint	(filed 01/22/2008) 1/23/2008	2/12/2008

Next Clear

Figure 13

NOTE: Be sure to enter the date served, not the date the summons was issued.

Click **[Next]** to review the final docket text. See Figure 14.

Service of Process:
[2:08-cv-10002-GER-MKM Stinson v. Alread](#)

Next Clear

Figure 14

Review the final docket text before completing the filing. Also review the **Source Document Path** to make sure the proper PDF is going to be uploaded in the system. If there are any errors, do NOT click “Next.” Instead, click the “Back” button in the browser, or click “Civil” in the main menu bar to start over. See Figure 15.

The screenshot shows a web-based interface for filing a certificate of service. At the top, it displays the case name: "2:08-cv-10002-GER-MKM Stinson v. Alread". Below this, a grey box indicates the docket text: "Docket Text: Final Text" followed by "CERTIFICATE of Service/Summons Returned Executed. Lilly Alread served on 1/23/2008, answer due 2/12/2008. (Lang, Scott)". A red warning message states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below the warning, the source document path is shown: "Source Document Path (for confirmation only): C:\Documents and Settings\Lung\Desktop\08-10002\Summons Returned.pdf pages: 2". At the bottom, there are two buttons: "Next" and "Clear".

Figure 15

After this screen, the court docket will be updated with the given docket text. Mistakes discovered after this point cannot be corrected by a filing user. **Please make sure the submitted information is correct and accurate.**

Once the information is verified, click the **[Next]** button.

Civil Events
4.5 Filing a Certificate of Service/Summons Returned Executed

The ECF system will now display the Notice of Electronic Filing (NEF).

Many pieces of information are included in the NEF, such as the time and date the filing was received by the Court, the filer, the case number, the document number and attorneys that were sent electronic notice. See Figure 16.



Figure 16

The document number is a quick link to the PDF image, but PACER fees will apply. Attorneys of record can view the document, one time, free of charge through an e-mail they will receive.

Criminal Events

After logging into the ECF system and reaching the Welcome Screen, click on the word “Criminal” in the Main Menu Bar. See Figure 1.

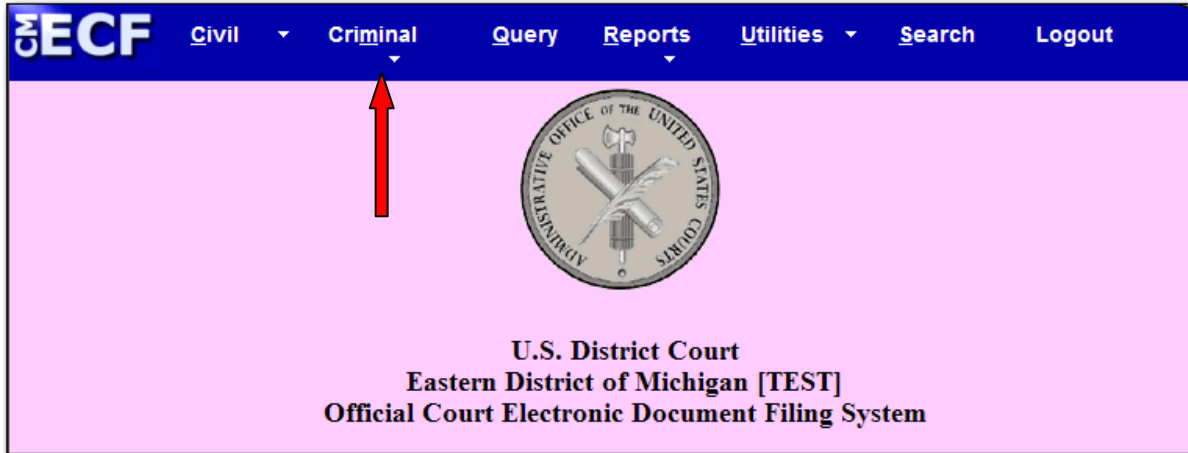


Figure 1

The system then displays a menu of Criminal Events. The black text denotes categories of filings. The underlined blue texts are hyperlinks to types of filings. See Figure 2.

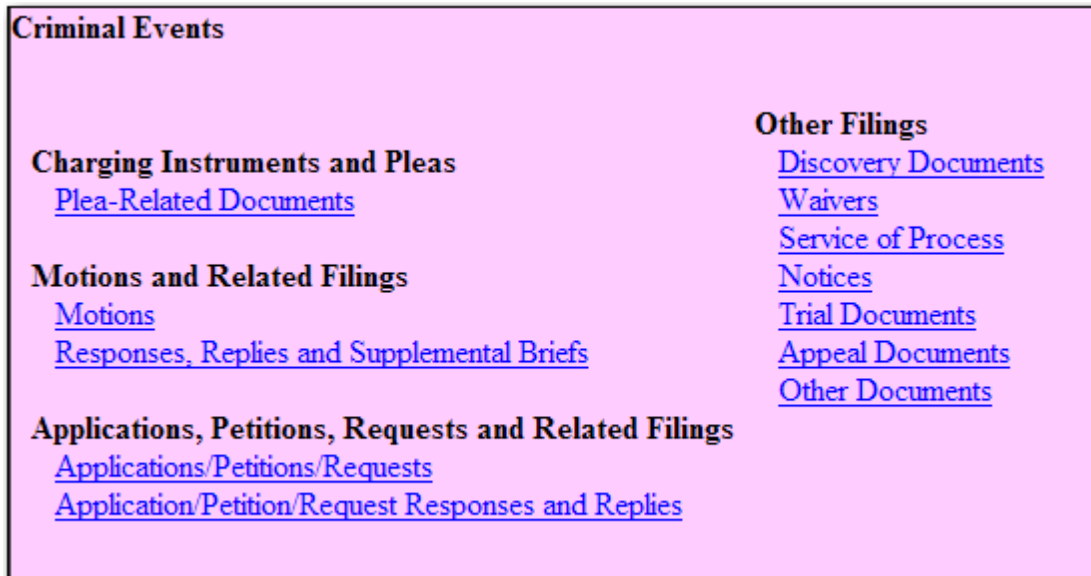
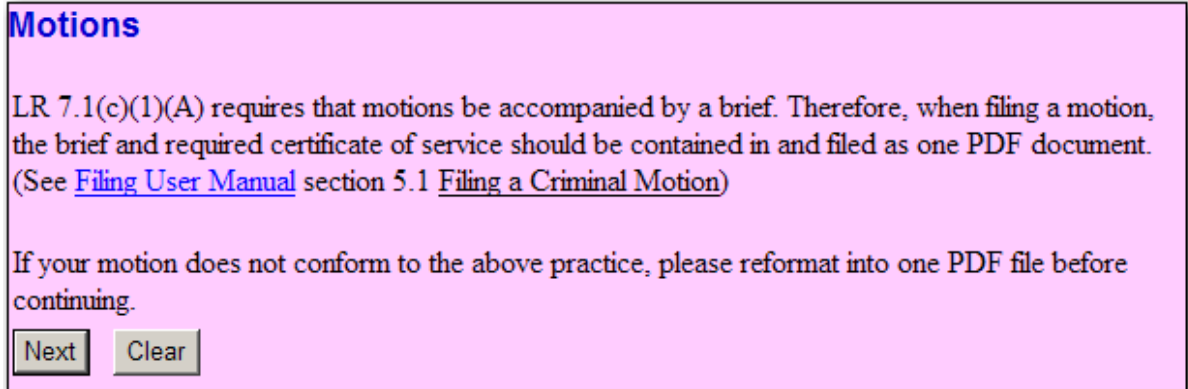


Figure 2

5.1 Filing a Criminal Motion

To file a motion, click on “[Motions](#),” under “Motions and Related Filings.”

When filing a motion, the required brief and certificate of service must be included as one complete document. Do not make the brief an attachment to the main paper and do not send the brief as a separate filing. See Figure 1.



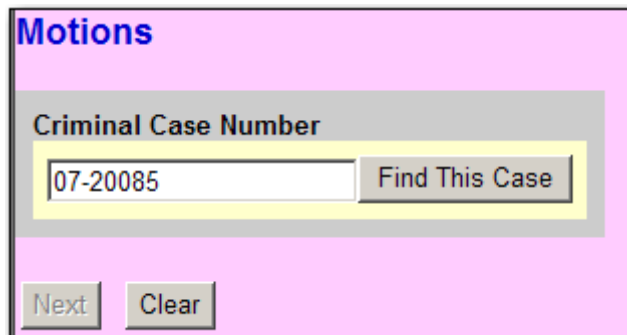
Motions

LR 7.1(c)(1)(A) requires that motions be accompanied by a brief. Therefore, when filing a motion, the brief and required certificate of service should be contained in and filed as one PDF document. (See [Filing User Manual](#) section 5.1 [Filing a Criminal Motion](#))

If your motion does not conform to the above practice, please reformat into one PDF file before continuing.

Figure 1

The system will ask for the case number. Enter the case number and click [**Find This Case**]. See Figure 2.



Motions

Criminal Case Number

Figure 2

If there is more than one defendant in the case, the system displays the main case and a list of the individual defendant cases. Select the defendant(s) this motion applies to. In this example, it is the seventh defendant, Markus Sloane. After selecting that defendant's case, click **[Next]**. See Figure 3.

Motions

Criminal Case Number
2:07-cr-20085-7 Hide Case List

Select a case:

- 2:07-cr-20085-AC-DAS USA v. Mittleman et al
- 2:07-cr-20085-AC-DAS-1 Irving M Mittleman
- 2:07-cr-20085-AC-DAS-2 Frederick Dewayne Washington
- 2:07-cr-20085-AC-DAS-3 Erving M Mittleman, Jr
- 2:07-cr-20085-AC-DAS-4 Anthony Braddock
- 2:07-cr-20085-AC-DAS-5 Larong Harris
- 2:07-cr-20085-AC-DAS-6 Allan Starghill
- 2:07-cr-20085-AC-DAS-7 Markus Sloan
- 2:07-cr-20085-AC-DAS-8 Dick Shepherd

Next Clear

Figure 3

The next screen shows the parties in the case. Select which party is filing this motion. If this motion is filed by and applies to the same defendant, this selection will reflect that information. However, this selection would not be the same if the filer is not the party to whom the motion applies. Click on the filer's name and click the **[Next]** button. See Figure 4.

Select the filer.

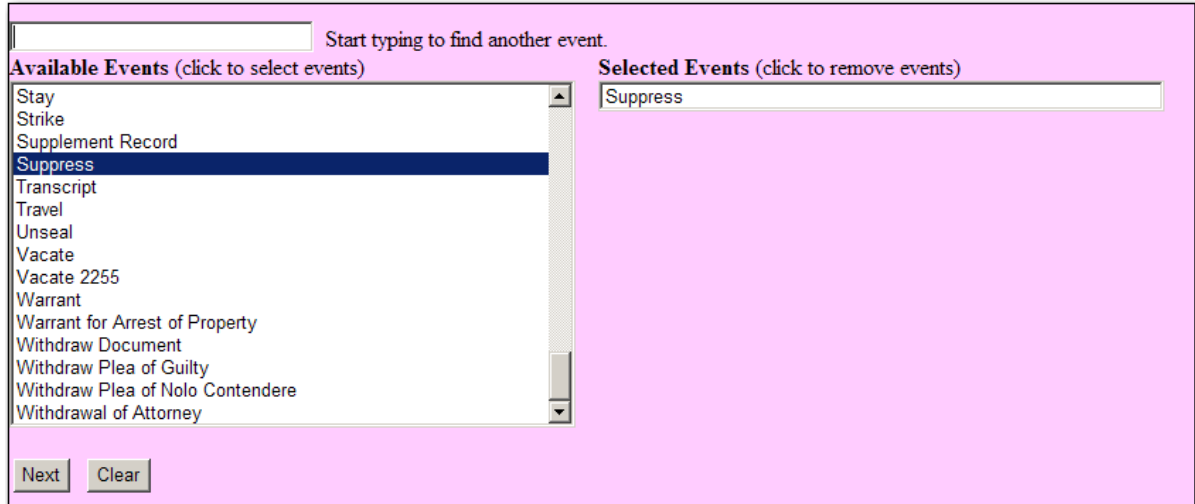
Select the Party:

- USA [Plaintiff]
- Mittleman, Irving M (1) [Defendant]
- Washington, Frederick Dewayne (2) [Defendant]
- Mittleman, Erving M, Jr (3) [Defendant]
- Braddock, Anthony (4) [Defendant]
- Harris, Larong (5) [Defendant]
- Starghill, Allan (6) [Defendant]
- Sloan, Markus (7) [Defendant]

Next Clear

Figure 4

Next, choose the type of relief requested by clicking on one or more of the **Available Events**. For this example, the motion is to suppress evidence. Click on “Suppress” so it appears in the **Selected Events** list. Click the **[Next]** button to continue. See Figure 5.

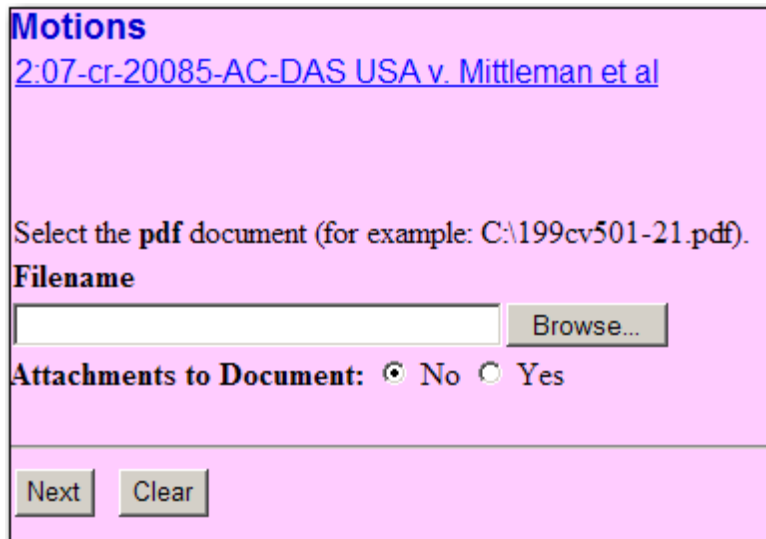


The screenshot shows a web interface with a search bar at the top containing the text "Start typing to find another event." Below the search bar are two columns. The left column is titled "Available Events (click to select events)" and contains a list of event types: Stay, Strike, Supplement Record, Suppress (highlighted in blue), Transcript, Travel, Unseal, Vacate, Vacate 2255, Warrant, Warrant for Arrest of Property, Withdraw Document, Withdraw Plea of Guilty, Withdraw Plea of Nolo Contendere, and Withdrawal of Attorney. The right column is titled "Selected Events (click to remove events)" and contains a single entry: Suppress. At the bottom of the interface are two buttons: "Next" and "Clear".

Figure 5

The next step is to upload the document into CM/ECF. The system asks for the Filename of the electronic document. See Figure 6.

At this point, the word processing document has been converted to a PDF document. For information and instructions about doing that, see [2.2 Converting Electronic Documents to PDF Documents](#).



The screenshot shows a web interface titled "Motions" with a blue link "2:07-cr-20085-AC-DAS USA v. Mittleman et al". Below the link is the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label. There is a text input field for the filename and a "Browse..." button to its right. Below the filename field is the label "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the interface are two buttons: "Next" and "Clear".

Figure 6

Criminal Events
5.1 Filing a Criminal Motion

To attach the PDF document, click on the **[Browse...]** button. Doing this will bring up a “Choose File” or “File Upload” pop-up box. Navigate through the drives in the computer to locate the saved PDF document. See Figure 7.

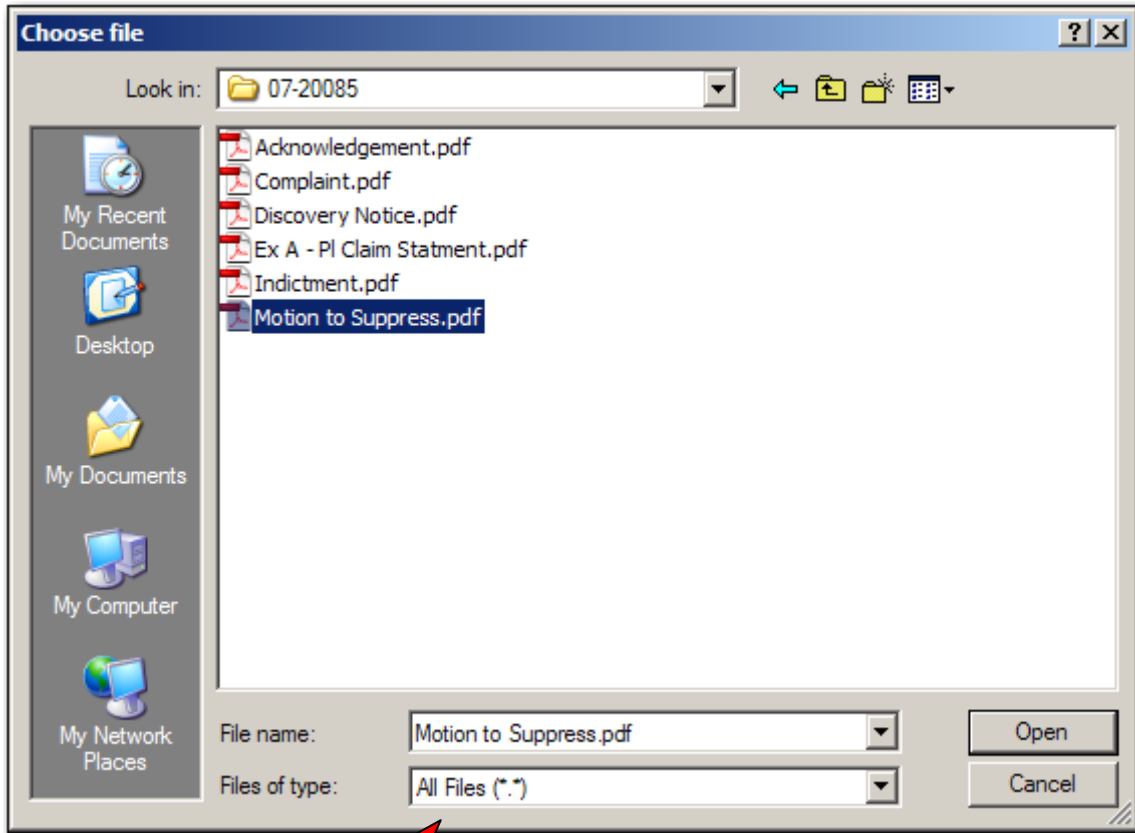


Figure 7

If the correct folder does not display the PDF document, click on the down arrow for the “Files of type” and highlight “All Files (*.*)”. This will display all types of files in the folder. See the arrow in Figure 7.

More likely than not, there are two versions of the motion to suppress. There will be a word processing version and a PDF version. **Be sure** to select the PDF version to upload to the system. The ECF system only accepts PDF documents for filing.

Criminal Events
5.1 Filing a Criminal Motion

Verify this is the correct PDF document, by right-clicking on the document to bring up the “quick menu”. See Figure 8.

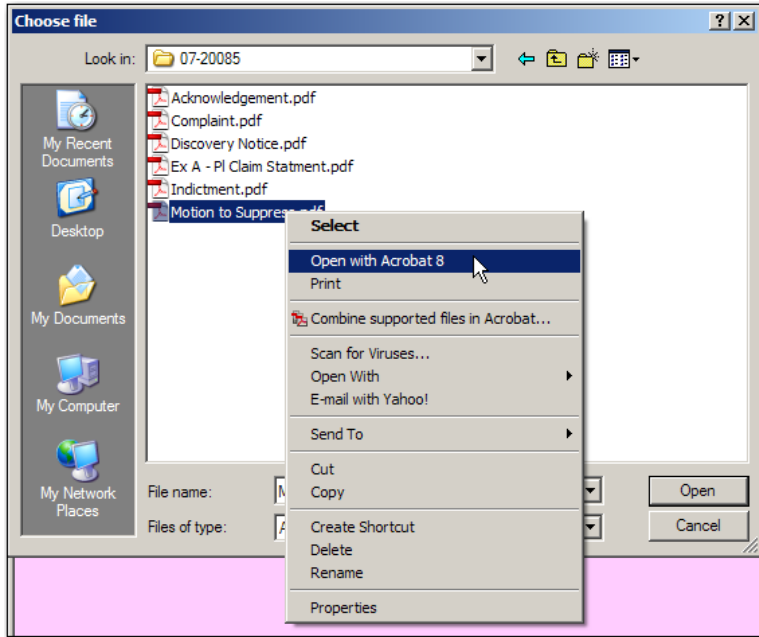


Figure 8

Select “Open” to launch the document to scroll through it to make sure it is the correct document and that it is complete. After verifying that the PDF file is error free, close it to return back to the e-filing session.

Now click the **[Open]** button in the lower right hand corner of the pop-up box. The pop-up box will disappear and the path to the Filename will appear in the “Filename” box. Click **[Next]** to continue. See Figure 9.

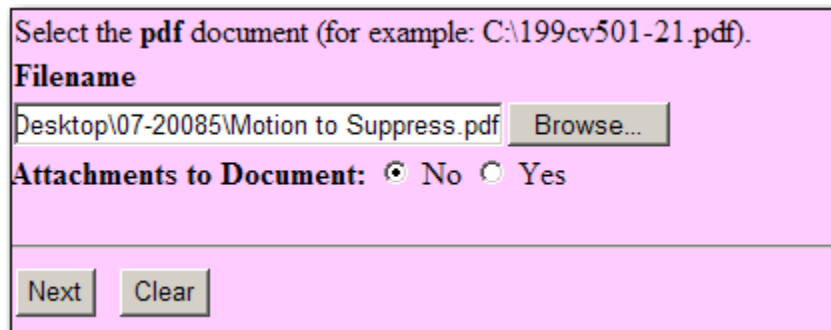
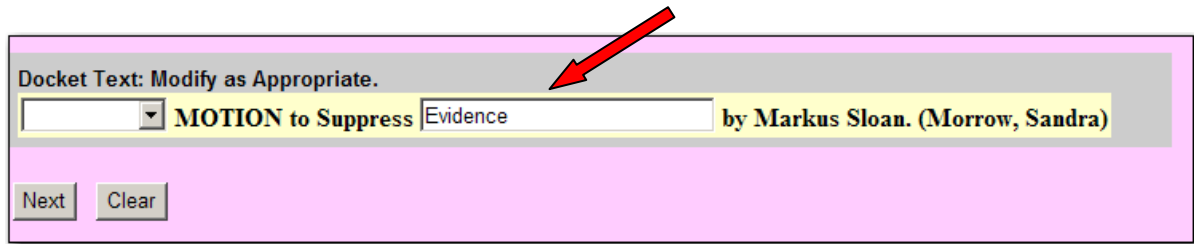


Figure 9

If the motion has attachments, click the “Yes” circle and follow the prompts to upload all attachments. (For more instruction on attachments, see [4.4a Filing Attachments](#))

If necessary, modify the docket text appropriately. See Figure 10.



Docket Text: Modify as Appropriate.

MOTION to Suppress Evidence by Markus Sloan. (Morrow, Sandra)

Next Clear

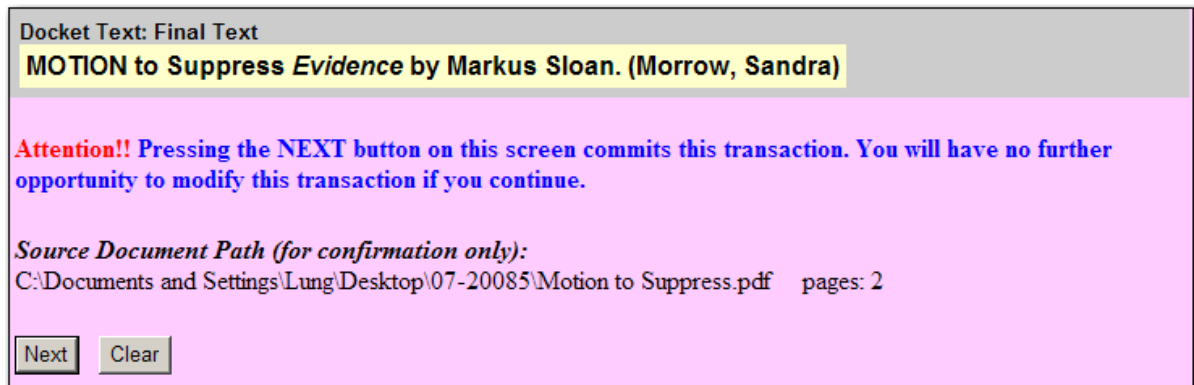
Figure 10

It is possible to further describe the motion with the drop down and free-text boxes. See the arrow in Figure 10.

For this example, type the word “Evidence” in the free-text box and click **[Next]** to continue.

If there are any mistakes in the docket text, it is still possible to fix them. Click on the “Back” button in the browser or click on “Criminal” to start over.

This screen is the final check before committing this transaction. Once again, look through the docket text to make sure it is correct, and verify the case number at the top of the screen. Notice the text in red and blue. See Figure 11.



Docket Text: Final Text

MOTION to Suppress Evidence by Markus Sloan. (Morrow, Sandra)

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):
C:\Documents and Settings\Lung\Desktop\07-20085\Motion to Suppress.pdf pages: 2

Next Clear

Figure 11

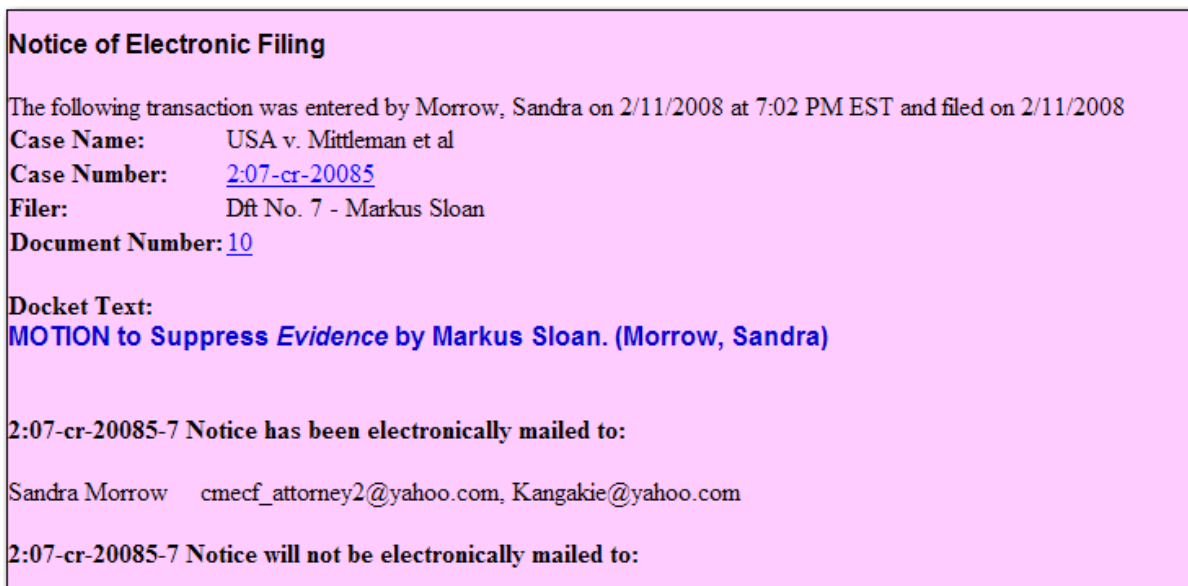
After this screen, the motion to suppress will be filed and recorded on the docket. A NEF sent to all other registered parties in this case notifies them of the filing. Non-registered parties must be served in the traditional manner. Any mistakes discovered after this point cannot be corrected by the filing user. **Please make sure the submitted information is correct and accurate.**

Once the information is verified, click the **[Next]** button.

The ECF system will now display the Notice of Electronic Filing (NEF). See Figure 12.

Many pieces of information are included in the NEF, including:

- date and the time of the filing
- e-filer's name
- case name
- case number (quick link to the docket report, PACER fees apply)
- filer (party) name
- document number (quick link to the PDF image, the first click is free, PACER fees apply on subsequent viewings)
- docket text
- NEF recipients
- non e-filers (if any, see ECF Policies & Procedures Rule 8 concerning service)
- electronic document stamp (unique identifier for internal court tracking)



Notice of Electronic Filing

The following transaction was entered by Morrow, Sandra on 2/11/2008 at 7:02 PM EST and filed on 2/11/2008

Case Name: USA v. Mittleman et al
Case Number: [2:07-cr-20085](#)
Filer: Dft No. 7 - Markus Sloan
Document Number: [10](#)

Docket Text:
MOTION to Suppress Evidence by Markus Sloan. (Morrow, Sandra)

2:07-cr-20085-7 Notice has been electronically mailed to:

Sandra Morrow cmecef_attorney2@yahoo.com, Kangakie@yahoo.com

2:07-cr-20085-7 Notice will not be electronically mailed to:

Figure 12

5.2 Filing a Notice of Joinder/Concurrence to Motion

In multi-defendant cases, an attorney will sometimes file a notice of joinder to a co-defendant's motion. To do so, click on "Criminal" in the Main Menu Bar. This brings up the possible Criminal Events. See Figure 1.



Figure 1

Click on [Notices](#) under the heading **Other Filings**.

Choose the type of filing from the **Available Events** list. Select "Joinder/Concurrence" so it appears in the **Selected Event** list and click **[Next]**. See Figure 2.

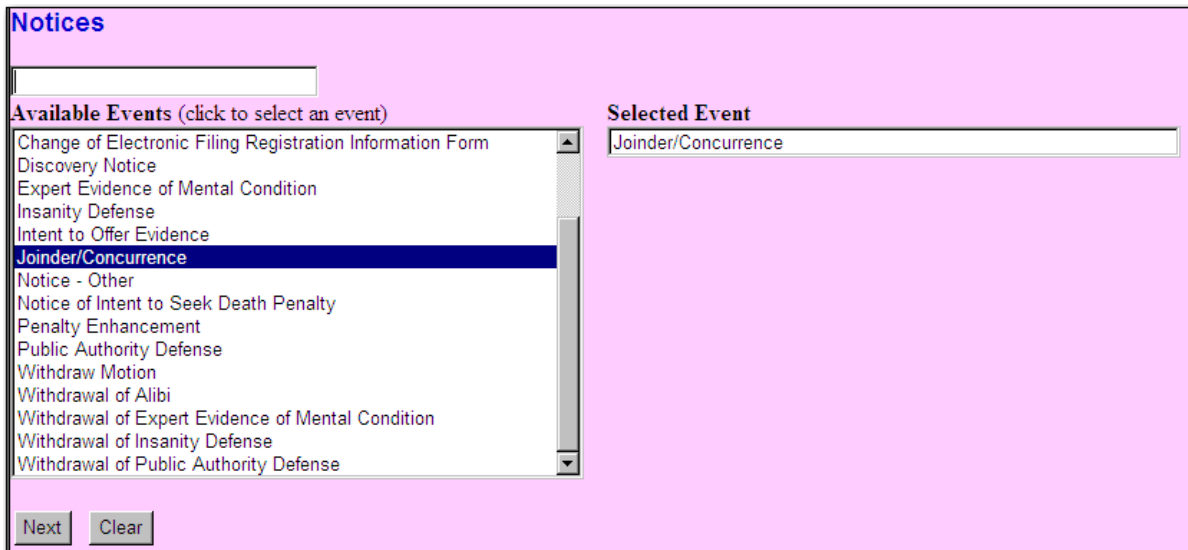
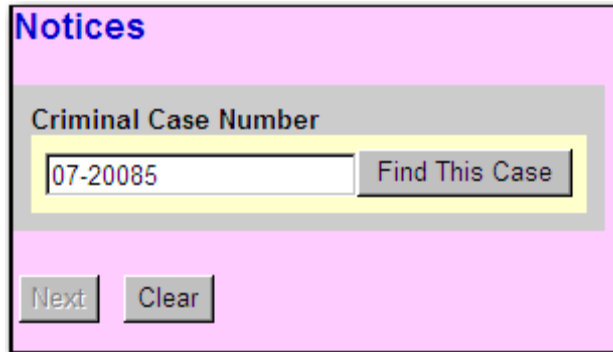


Figure 2

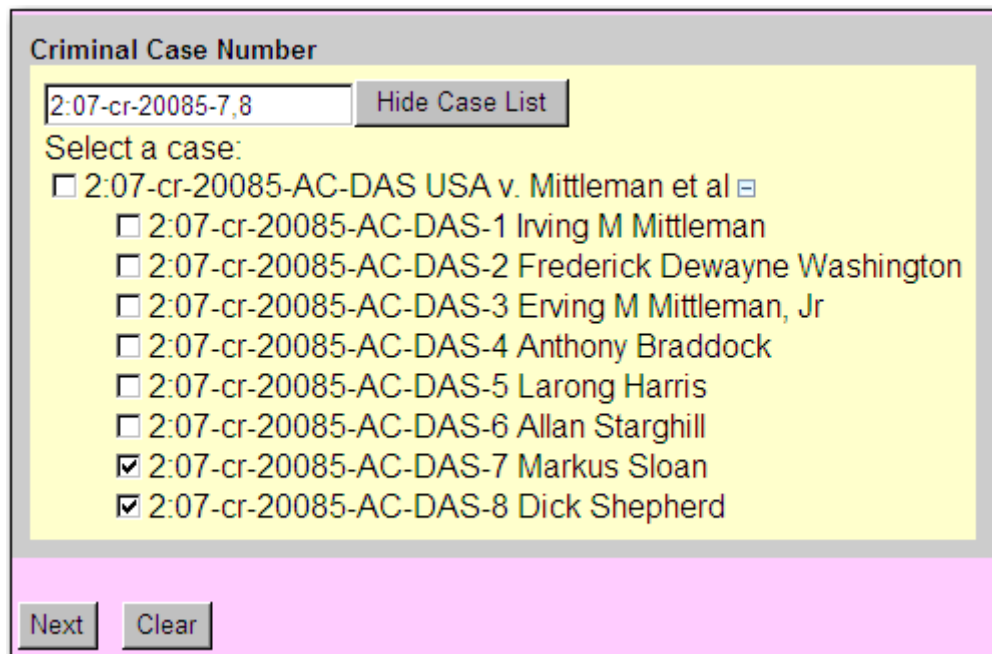
Enter the case number in the next screen and click **[Find This Case]**. See Figure 3.



The screenshot shows a window titled "Notices" with a pink background. Inside, there is a grey header area with the text "Criminal Case Number". Below this is a white text input field containing "07-20085" and a grey button labeled "Find This Case". At the bottom of the window, there are two grey buttons: "Next" and "Clear".

Figure 3

Because this is a multi-defendant case, the system displays a master case and individual cases for each defendant. **When filing a Notice of Joinder to Motion, the user must select the defendant filing the notice and the defendant that originally filed the motion.** In this example, defendant number eight is joining a motion filed by defendant number seven. Put a checkmark by each applicable case and click **[Next]**. See Figure 4.



The screenshot shows a window titled "Criminal Case Number" with a yellow background. At the top, there is a text input field containing "2:07-cr-20085-7,8" and a grey button labeled "Hide Case List". Below this, the text "Select a case:" is followed by a list of cases, each with a checkbox:

- 2:07-cr-20085-AC-DAS USA v. Mittleman et al
- 2:07-cr-20085-AC-DAS-1 Irving M Mittleman
- 2:07-cr-20085-AC-DAS-2 Frederick Dewayne Washington
- 2:07-cr-20085-AC-DAS-3 Erving M Mittleman, Jr
- 2:07-cr-20085-AC-DAS-4 Anthony Braddock
- 2:07-cr-20085-AC-DAS-5 Larong Harris
- 2:07-cr-20085-AC-DAS-6 Allan Starghill
- 2:07-cr-20085-AC-DAS-7 Markus Sloan
- 2:07-cr-20085-AC-DAS-8 Dick Shepherd

At the bottom of the window, there are two grey buttons: "Next" and "Clear".

Figure 4

The next screen displays the case number, which is a quick link to the docket sheet (PACER fees apply). Click **[Next]** to continue to file the Notice. See Figure 5.

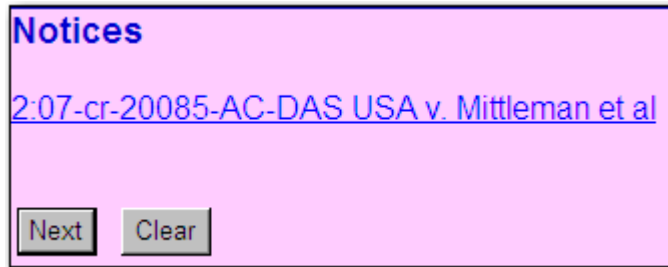


Figure 5

The system displays the parties in the case. On this screen, only select the party filing this notice. This screen identifies the filer's name for the docket text. Click on the filer's name and click the **[Next]** button. See Figure 6.

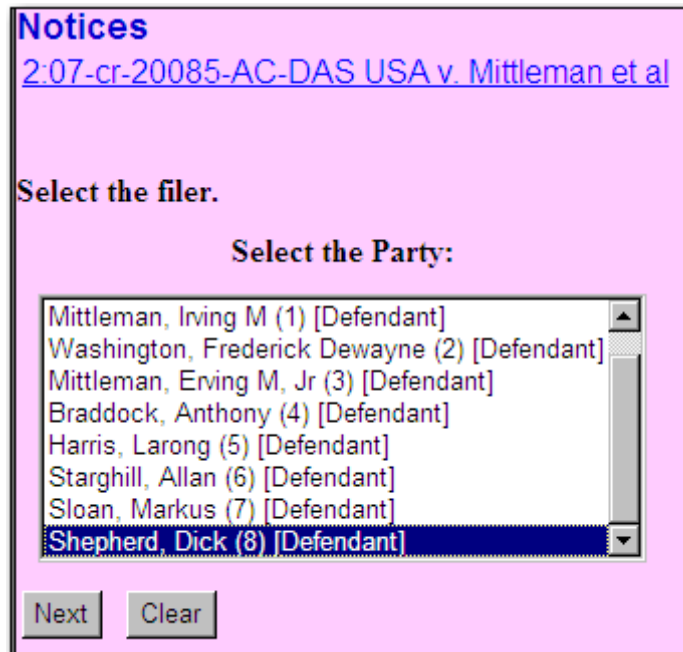


Figure 6

The next step is to upload the document into CM/ECF. The system asks for the Filename of the electronic document. See Figure 7.

At this point, the word processing document has been converted to a PDF document. For information and instructions about doing that, see [2.2 Converting Electronic Documents to PDF Documents](#).

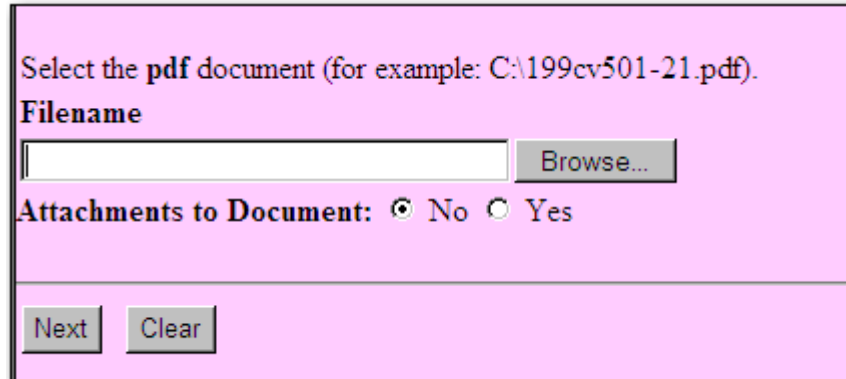


Figure 7

To attach the PDF document, click on the **[Browse...]** button. Doing this will bring up a "Choose File" or "File Upload" pop-up box. Navigate through the drives in the computer to locate the saved PDF document. See Figure 8.

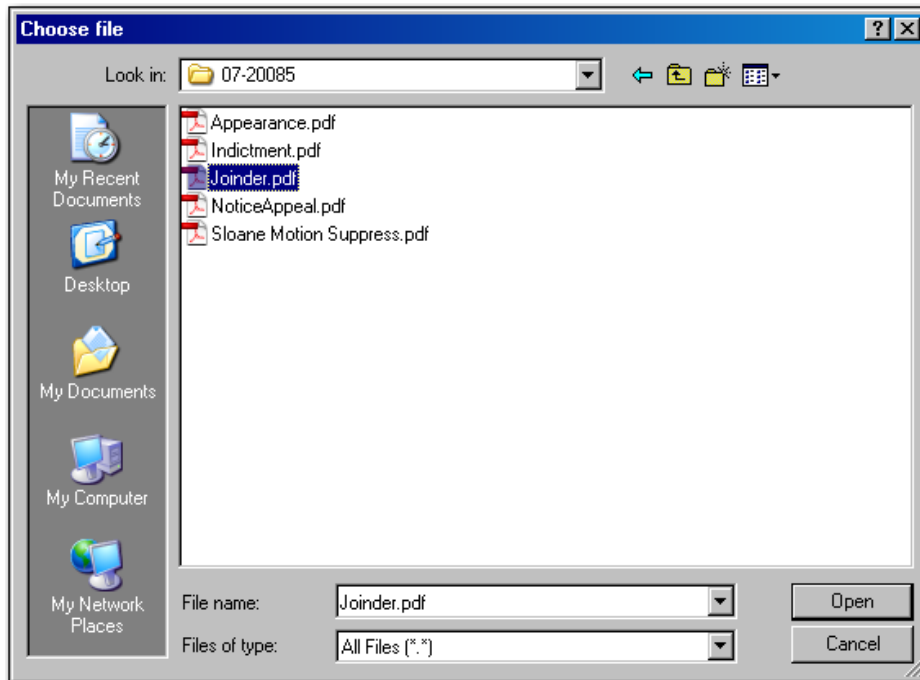


Figure 8

Verify this is the correct PDF document by right-clicking on the document to bring up the “quick menu”. See Figure 9.

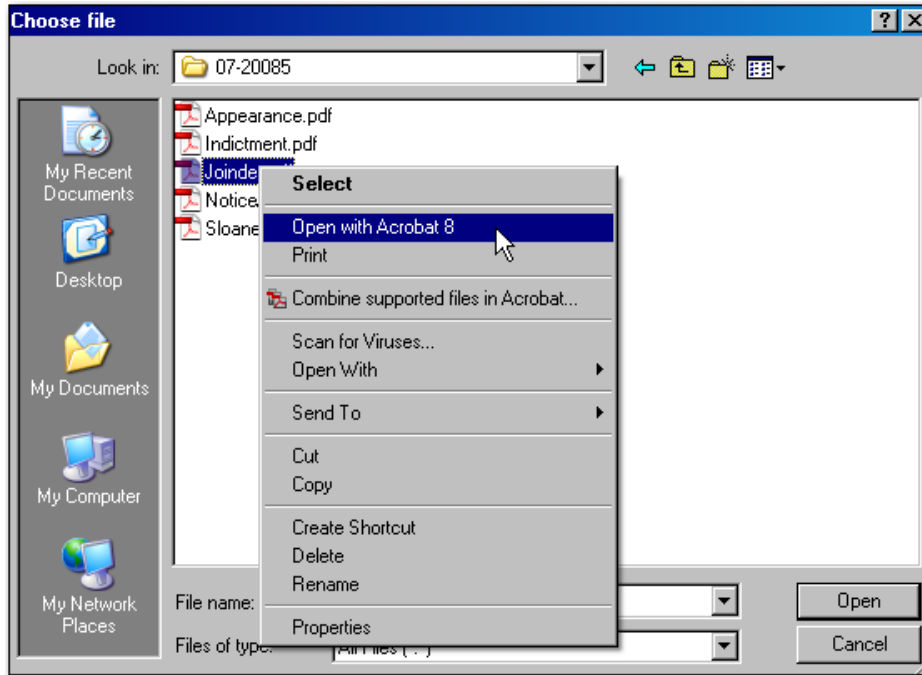


Figure 9

Select “Open” to launch the document to scroll through it to make sure it is the correct document and that it is complete.

Now click the **[Open]** button in the lower right hand corner of the pop-up box. The pop-up box will disappear and the path to the Filename will appear in the “Filename” box. Click **[Next]** to continue. See Figure 10.

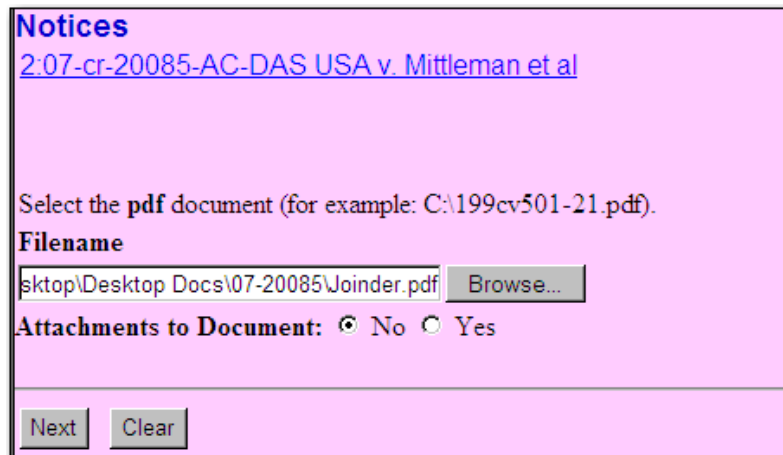


Figure 10

If the response has attachments, click the “Yes” circle and follow the prompts to attach all exhibits. (For more instruction on attachments, see [4.4a Filing Attachments](#)).

The next screen is a reminder to users that a co-defendant's motion will only appear as an available document to link to if the user selected that co-defendant's case at the beginning of the filing. See Figure 11.

Notices
[2:07-cr-20085-AC-DAS USA v. Mittleman et al](#)

NOTICE: If the document you are joining does not appear on the next screen, you must go back to the beginning of this transaction and select **BOTH** the defendant filing this notice and the defendant where the original document is filed.

Figure 11

The system displays the applicable events from each of the defendant's cases. If filing on a larger case, scrolling slowly through each case may be necessary to locate more recent filings made by other defendants. In this example, the attorney is joining a co-defendant's motion to suppress evidence. Check the corresponding box to document number [10](#) and click **[Next]**. See Figure 12.

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

2:07-cr-20085-AC-DAS Markus Sloan

01/07/2008 [9](#) SUPERSEDING INDICTMENT as to Irving M Mittleman (1) count(s) 1s, 2s, Frederick Dewayne Washington (2) count(s) 1s, 3s, Erving M Mittleman, Jr (3) count(s) 1s, 4s, Anthony Braddock (4) count(s) 1, 5, Larong Harris (5) count(s) 1, 6, Allan Starghill (6) count(s) 1, 7, Markus Sloan (7) count(s) 1, 8, Dick Shepherd (8) count(s) 1, 9. (Greyerbiehl, C.) (Entered: 01/14/2008)

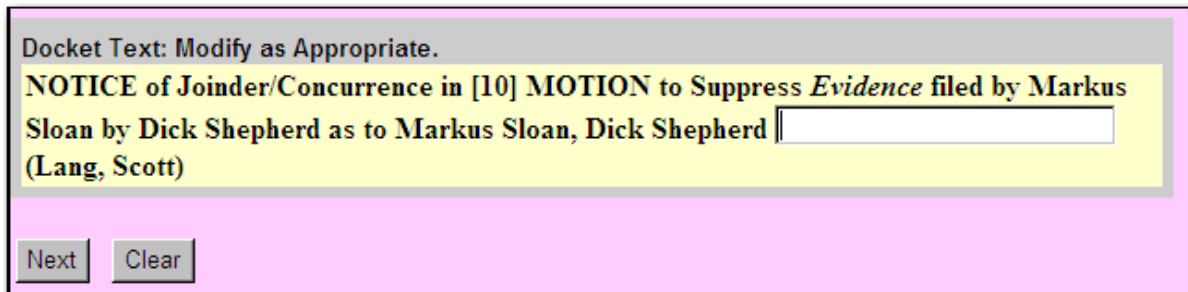
02/11/2008 [10](#) MOTION to Suppress Evidence by Markus Sloan. (Morrow, Sandra)

2:07-cr-20085-AC-DAS Dick Shepherd

01/07/2008 [9](#) SUPERSEDING INDICTMENT as to Irving M Mittleman (1) count(s) 1s, 2s, Frederick Dewayne Washington (2) count(s) 1s, 3s, Erving M Mittleman, Jr (3) count(s) 1s, 4s, Anthony Braddock (4) count(s) 1, 5, Larong Harris (5) count(s) 1, 6, Allan Starghill (6) count(s) 1, 7, Markus Sloan (7) count(s) 1, 8, Dick Shepherd (8) count(s) 1, 9. (Greyerbiehl, C.) (Entered: 01/14/2008)

Figure 12

If necessary, modify the docket text using the free-text box. See Figure 13.



Docket Text: Modify as Appropriate.
NOTICE of Joinder/Concurrence in [10] MOTION to Suppress *Evidence* filed by Markus Sloan by Dick Shepherd as to Markus Sloan, Dick Shepherd
(Lang, Scott)

Next Clear

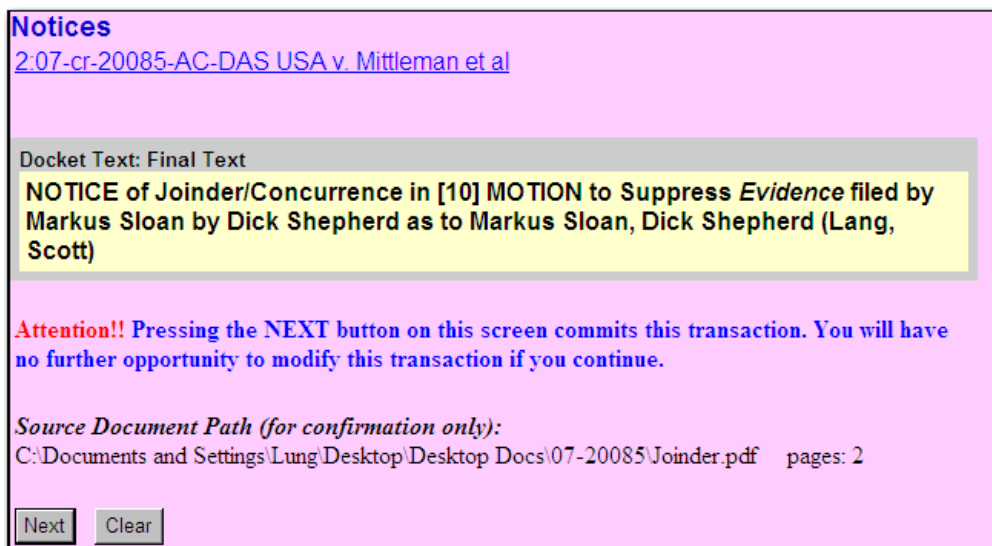
Figure 13

In this example, no changes are necessary.

If there are any mistakes in the docket text, it is still possible to fix them. Click on the “Back” button in the browser or on “Criminal” in the Main Menu Bar to start over.

After modifying the docket text, click **[Next]** to continue.

This screen is the final check before committing this transaction. Once again, look through the docket text to make sure it is correct, and verify the case number at the top of the screen and the **Source Document Path**. Notice the text in red and blue. Click **[Next]** to continue. See Figure 14.



Notices
[2:07-cr-20085-AC-DAS USA v. Mittleman et al](#)

Docket Text: Final Text
NOTICE of Joinder/Concurrence in [10] MOTION to Suppress *Evidence* filed by Markus Sloan by Dick Shepherd as to Markus Sloan, Dick Shepherd (Lang, Scott)

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):
C:\Documents and Settings\Lung\Desktop\Desktop Docs\07-20085\Joinder.pdf pages: 2

Next Clear

Figure 14

Please make sure the submitted information is correct and accurate.

The ECF system will now display the Notice of Electronic Filing (NEF). See Figure 15.

Many pieces of information are included in the NEF, including:

- date and the time of the filing
- e-filer's name
- case name
- case number (quick link to the docket report, PACER fees apply)
- filer (party) name
- document number (quick link to the PDF image, the first click is free, PACER fees apply on subsequent viewings)
- docket text
- NEF recipients
- non e-filers (if any, see ECF Policies & Procedures Rule 8 concerning service)
- electronic document stamp (unique identifier for internal court tracking)

Notice of Electronic Filing

The following transaction was entered by Lang, Scott on 2/12/2008 at 1:51 PM EST and filed on 2/12/2008

Case Name: USA v. Mittleman et al
Case Number: [2:07-cr-20085](#)
Filer: Dft No. 8 - Dick Shepherd
Document Number: [11](#)

Docket Text:
NOTICE of Joinder/Concurrence in [10] MOTION to Suppress Evidence filed by Markus Sloan by Dick Shepherd as to Markus Sloan, Dick Shepherd (Lang, Scott)

2:07-cr-20085-7 Notice has been electronically mailed to:

Scott Lang cmecfattorney1@yahoo.com
Sandra Morrow cmecf_attorney2@yahoo.com, Kangakie@yahoo.com

2:07-cr-20085-7 Notice will not be electronically mailed to:

Figure 15

6.1 Querying the ECF System

At any time during an ECF session, a filing user can click “Query” on the Main Menu Bar to search for case information by case number, date filed, nature of suit, party name or attorney name. See Figure 1.

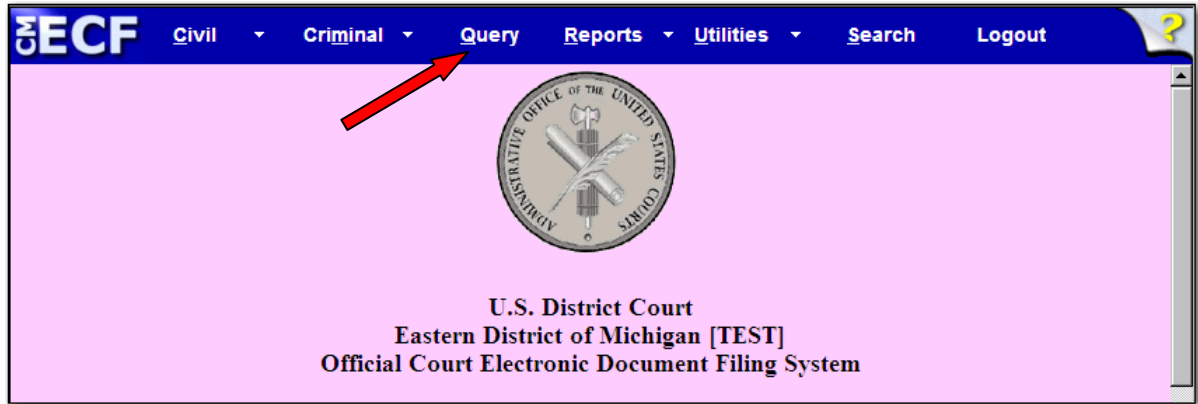


Figure 1

The system displays a PACER login screen. Enter a PACER login and password and a client code if desired.

If a filing user logs into the system for querying purposes only and not to electronically file documents, there is no need to enter a Court-issued login and password. Enter a PACER login and password instead. See 3.1 Entering the ECF system for further information.

The next screen is the query screen. There are several ways to query a case file. See Figure 2.

The screenshot shows a web-based query interface titled "Query". It features two main sections for search criteria, each starting with "or search by". The first section includes a "Case Number" text input field with a red arrow pointing to it, "Case Status" radio buttons for "Open", "Closed", and "All", "Filed Date" and "Last Entry Date" date range pickers, and a "Nature of Suit" dropdown menu with options "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)". The second section includes "Case Status" radio buttons for "Open", "Closed", and "All", "Last Business Name" text input with examples "(Examples: Desoto, Des*t)", "First Name" and "Middle Name" text inputs, and a "Type" dropdown menu. At the bottom are "Run Query" and "Clear" buttons.

Figure 2

If the case number is known, enter it in the “Case Number” field. The system will prevent you from querying an invalid case number. See the arrow in Figure 2.

A full case number includes an office code, the year the case was filed, the case type and the case sequencing number. For example, 2:04cv12345. Two is the office code.

Case Types are as follows:

- | | |
|------------------------|--------------------------------|
| cv – Civil | x – Miscellaneous |
| cr – Criminal | md – Multi District Litigation |
| m – Criminal Complaint | |

To search for a case, only the case year and the case sequencing number are absolutely essential. Entering 04-12345 is sufficient to find the case.

If searching by filed date, last entry date or nature of suit, case status can assist in narrowing the search. Enter a date range in the “Filed Date” fields using the following format: “mm/dd/yy”. See the #1 arrow in Figure 3.

The screenshot shows the 'Query' interface with the following elements:

- Search Clues** section:
 - Case Number: [text input]
 - or search by:
 - Case Status: Open Closed All
 - Filed Date: [9/1/2007] to [12/1/2007] (indicated by arrow #1)
 - Last Entry Date: [] to [] (indicated by arrow #2)
 - Nature of Suit: [0 (zero), 110 (Insurance), 120 (Contract: Marine)] (indicated by arrow #3)
 - or search by:
 - Case Status: Open Closed All
 - Last/Business Name: [] (Examples: Desoto, Des*t)
 - First Name: [] Middle Name: []
 - Type: []
- Buttons: Run Query, Clear

Figure 3

If a date range is entered in the “Last Entry Date” fields, then the system will list all cases that had a document filed in the case during the dates listed. See the #2 arrow in Figure 3.

The “Nature of Suit” describes the basic issue of the case chosen by the filer from a pre-determined list that is part of the civil cover sheet. It is possible to scroll through the same list in the “Nature of Suit” field. See the #3 arrow in Figure 3.

To search using the “Nature of Suit” field, enter a date range to search, such as “Filed Date” in order to acquire a list of search results. If information is entered in the “Nature of Suit” field only, the system will say that no search criteria were entered. See Figure 4.

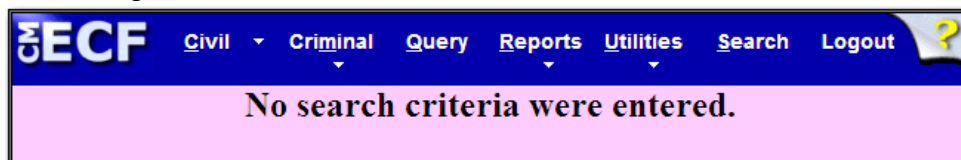


Figure 4

Another way to find a case is searching by name. See the #1 arrow in Figure 5.

The screenshot shows a web-based query interface with a pink header and a yellow search area. The search area is titled "Search Clues" and contains several input fields and radio buttons. A pink arrow labeled "#1" points to the "Last Business Name" field, which contains the text "Mars". Below this field, there is a note: "(Examples: Desoto, Des*t)". The interface also includes "Run Query" and "Clear" buttons at the bottom.

Figure 5

Enter the full last name or business name if known. If unsure about the spelling, enter a portion of it and enter an asterisk (*). For example, if the last name is *Johansson*, enter *Joh*n*. The results will include any case involving someone with a last name starting with "Joh" and containing the letter "n" after it. So the results could list *Johnson* as well as *Johansson*.

If the name was *Morrow*, enter **row*. The results could list *RowBoats, Inc.* or *Brown*, as well as *Morrow*.

If the last name is *Haroldson*, but a filing user is not sure if it is *Haroldson* or *Haroldsen*, enter *Harolds*, without the asterisk. The results will bring up cases involving anyone with the last name starting with *Harolds*.

Query

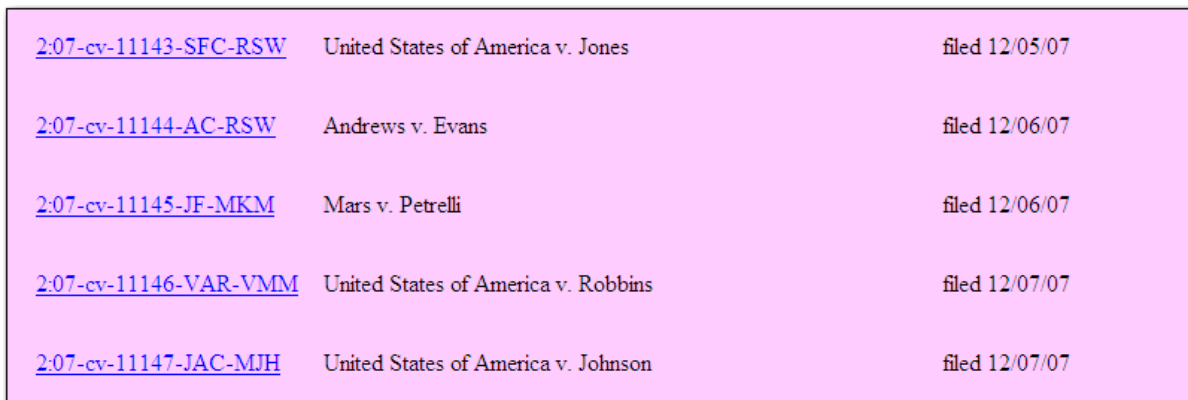
6.1 Querying the ECF System

A filing user must enter at least two consecutive letters in one of the name fields. If the entity being searched is a business, the search must be performed in the “Last Name/Business” field.

To narrow the search, select the type of person being searched. The choices are “party” or “attorney”.

Once all of the search criteria is entered, click on the **[Run Query]** button.

The ECF system will display the search results according to the criteria entered. If information is entered in the “Filed Date” field, the system will list the results by case number. An example of a Query of cases filed within a date range is shown in Figure 6.



2:07-cv-11143-SFC-RSW	United States of America v. Jones	filed 12/05/07
2:07-cv-11144-AC-RSW	Andrews v. Evans	filed 12/06/07
2:07-cv-11145-JF-MKM	Mars v. Petrelli	filed 12/06/07
2:07-cv-11146-VAR-VMM	United States of America v. Robbins	filed 12/07/07
2:07-cv-11147-JAC-MJH	United States of America v. Johnson	filed 12/07/07

Figure 6

If searched by name, the results will list the full name of the parties containing the search criteria and whether they are a party in a case or an attorney. An example of Querying the last name John is shown in Figure 7.



John Manufacturing Company	(pty)
Johnson, Andrea M.	(aty)
Johnson, Betty	(pty)
Johnson, Charles	(pty)
Johnson, David W.	(pty)

Figure 7

If the party selected is involved in more than one case, the system will list all of the case numbers associated with that party.

After entering the appropriate query criteria and selecting the case number or party name queried, a Query Menu will be displayed. The Query Menu allows a review of specific case information. See Figure 8.

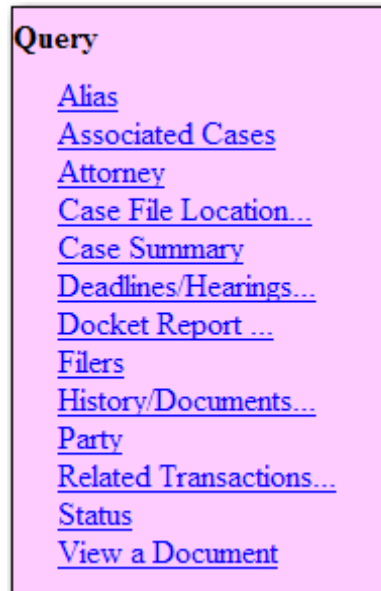


Figure 8

Perform any of the following tasks:

- See a list of any aliases for the parties in the case
- Retrieve case numbers of any associated cases
- View the names and contact information for all attorneys involved in the case.
- View Case File Location (usually available electronically)
- Retrieve a case summary
- Review upcoming deadlines and hearings
- Run a docket report
- See a list of filers in the case
- View the history of the case with the ability to look at a specific date range or certain docket events
- See a list of all parties of the case
- Find transactions in the case related to one another
- Look at any pending statuses
- View a specific document, if the docket entry number is known

7.1 Docket Sheet

The system allows a filing user to run a number of reports, the most common one is the docket report.

To run a docket report, click on “Reports” in the Main Menu Bar. See Figure 1.

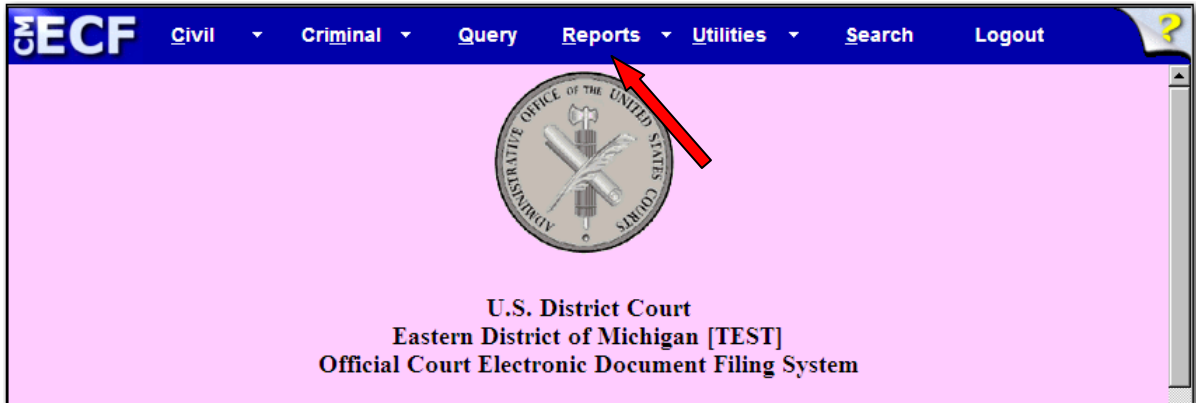


Figure 1

The next screen gives a list of reports. Some reports give information, such as how many civil or criminal cases were filed during a specified period. However the most used report by the Court and attorney is the docket sheet report. Click on “[Docket Sheet](#)”. See Figure 2.



Figure 2

If logged into the system with a Court-issued login, the system will ask for a PACER login and password before displaying the next screen.

Depending on the options selected when the report is requested, the report shows every party and attorney on a case and the docket text of every event. When creating the docket sheet report, the system displays the following report selection screen. See Figure 3.

Docket Sheet

Case number

Filed to ← #1

Entered

Documents to ← #2

Include:

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

Document options:

- Include headers when displaying PDF documents
- View multiple documents

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by

Figure 3

First, enter the case number in the “Case number” field and click **[Find This Case]**..

The next fields are the date range fields. Use these fields to search for events filed or entered between a specified start date and end date, inclusive. See the #1 arrow in Figure 3.

If only a start date is entered, the report will include events filed or entered on or after that date. If only an end date is entered, the report will include events filed or entered on or before that date. If the fields are left blank, the report will show all events regardless of filed or entered date, depending on other entries on this screen.

If a filing user enters document numbers in the document range fields, the events displayed will be limited to those with document numbers between those numbers, inclusive. The system will not display unnumbered events, such as minute sheet entries of court proceedings. See the #2 arrow in Figure 3.

Enter only a beginning range number and the report will include documents with that number or higher. Enter only an ending range number and the report will include documents with that number or lower. Leave these fields blank and the report will

show all documents and events regardless of document number, depending on other entries on this screen.

If the box next to “Parties and Counsel” is checked, the docket sheet will include the names of the parties, along with their roles and attorneys. If unchecked, the report will include only the heading, the general case information, and the docketed events. This can be useful if there are a lot of parties, and the filing user does not want to print or see those pages.

There is an option to include “terminated parties” in the case caption. If included in the report, a notation next to their name will say that they were terminated as of a particular date. If the box is unchecked, they will not appear in the caption, but will still appear in any relevant docket entries.

If the filing user checks “Links to Notice of Electronic Filing”, the docket sheet will have a silver ball next to the docket number of those items which have a Notice of Electronic Filing. If generating the docket to print it, it is not necessary to include the links.

Another option is the “Sort by” field. It is possible to specify the order in which the events listed in the report will be sorted. *Oldest date first* is the traditional order. This means that the events will be shown in the order they were filed or entered, with the most recent event at the end of the report. *Most recent date first* would put the first event last. Since oldest date first is the most common display, that is the default selection.

If the filing user checks the box by “Include headers when displaying PDF documents” , any PDF document viewed will have a banner on top of each page containing the case number, docket entry number, date filed and page number on it. See Figure 4.

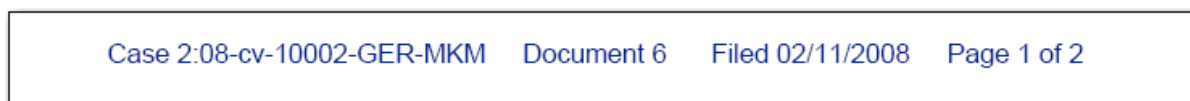


Figure 4

The option to “View Multiple Documents” allows a user to select multiple docket entries and combine them to be one PDF.

After entering the preferred options for viewing the docket, click **[Run Report]**.

An example of the heading and the case summary of the docket sheet report are shown below. See Figure 5.

U.S. District Court Eastern District of Michigan [TEST] (Detroit) CIVIL DOCKET FOR CASE #: 2:08-cv-10002-GER-MKM	
Stinson v. Alread Assigned to: District Judge Gerald E Rosen Referred to: Magistrate Judge Mona K Majzoub Cause: No cause code entered	Date Filed: 01/22/2008 Jury Demand: Defendant Nature of Suit: 360 P.I.: Other Jurisdiction: Federal Question
<u>Plaintiff</u>	
Barney Stinson	represented by Scott Lang McFee & Associates 555 Kors Lane Troy, MI 48223 Email: cmecfattorney1@yahoo.com <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>

Figure 5

This part of the docket sheet report contains the court, the case number, and the basic case information, most of which was entered when the case was opened.

Here is an example of the portion of the docket sheet report including the case caption. See Figure 6.

<u>Plaintiff</u>	
Barney Stinson	represented by Scott Lang McFee & Associates 555 Kors Lane Troy, MI 48223 Email: cmecfattorney1@yahoo.com <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>
V.	
<u>Defendant</u>	
Lilly Alread	represented by Sandra Morrow 123 Main Street Royal Oak, MI 48067 Email: cmecf_attorney2@yahoo.com <i>ATTORNEY TO BE NOTICED</i>

Figure 6

The case caption contains the roles and names of the parties and the names and addresses of their attorneys.

Reports
7.1 Docket Sheet

An example of the docketed events section of the docket sheet report is below. See Figure 7.

01/22/2008	<u>3</u>	ATTORNEY APPEARANCE: Sandra Morrow appearing on behalf of Lilly Alread (Morrow, Sandra) (Entered: 01/22/2008)
01/23/2008	<u>4</u>	CERTIFICATE of Service/Summons Returned Executed. Lilly Alread served on 1/23/2008, answer due 2/12/2008. (Lang, Scott) (Entered: 01/23/2008)
02/11/2008	<u>5</u>	ANSWER to Complaint with Affirmative Defenses with Jury Demand, THIRD PARTY COMPLAINT filed by Lilly Alread against Duncan Kane by Lilly Alread. (Morrow, Sandra) (Entered: 02/11/2008)

Figure 7

The # column contains the document numbers of the documents. If a number is underlined, it is a hyperlink to the PDF file for that document. The silver balls next to the document numbers are links to the Notices of Electronic Filings. The NEF contains the “timestamp” for the document and records who received notice of this filing electronically and who did not. Including the NEFs was an option on the docket sheet report selection screen.

7.2 Written Opinions Report

Pursuant to the E-Government Act of 2002 and starting in April 2005, a filing user has the ability to view written opinions free of charge using PACER. To run a report of written opinions by federal and magistrate judges in the Eastern District of Michigan, click on “Reports” in the Main Menu Bar. See Figure 1.

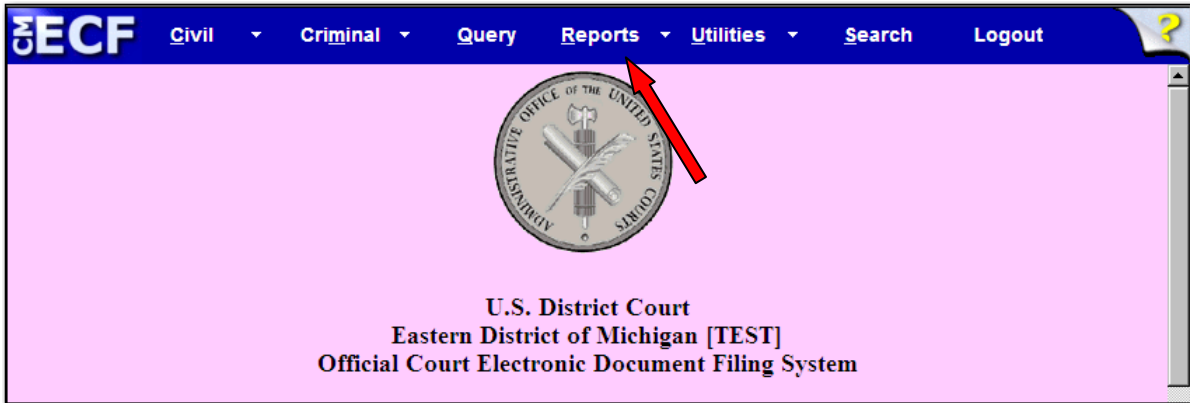


Figure 1

Click on the link “[Written Opinions.](#)” See Figure 2.



Figure 2

There are several search options available. A filed start and end date must be entered. The system will automatically enter dates a month apart. See Figure 3.

Written Opinions Report

Case Number

Last Name First Name Middle Name

Office Nature of Suit
Bay City 0 (zero)
Detroit 110 (Insurance)

Case Type Cause
Civil 0 (No cause code entered)
Criminal 02:0431 (02:431 Fed. Election...)

Case Flags
APPEAL
CLOSED

Filed between and Summary text
1/14/2008 and 2/13/2008 Full docket text

Sort by

Run Report Clear

Figure 3

To search by case number, enter a valid format in the “Case Number” field (e.g. 05-50000).

To search by party, enter the last name or company name. For valid search options, see [6.1 Querying the System](#).

To search by nature of suit, select one of the codes with its accompanying description. The nature of suit describes the basic issue of the case chosen by the plaintiff in the case from a pre-determined list that is part of the civil cover sheet.

A user can also search by case type, and search according to case flags. Always leave the cause code blank. The Eastern District of Michigan does not use cause codes to identify cases.

To narrow the search results, use a combination of search options, ex. Last Name, Nature of Suit and date.

Reports
7.2 Written Opinions

The results will show the case number and the date the order was filed. The case number is an optional link to the docket sheet, but PACER fees apply, if activated. To view the written opinion, click on the document number to open the PDF image, see the arrow in Figure 4.

Case Number & Name:	Date Filed:	Doc. #	Description:	Notes:
1:07-cv-10951-DML-CEB Dumler v. Social Security, Commissioner of	12/03/2007	9	REPORT AND RECOMMENDATION re 8 MOTION for Summary Judgment filed by Social Security, Commissioner of, 7 MOTION for Summary Judgment filed by Joan Dumler Signed by Magistrate Judge Charles E Binder. (Behringer, L.)	Office: Bay City Case Flags: REOPENED NOS: Social Security: DIWC/DIWW Cause: No cause code entered
	12/03/2007	11	ORDER Adopting Report and Recommendation for 9 Report and Recommendation Signed by District Judge David M Lawson. (Behringer, L.)	Office: Bay City Case Flags: REOPENED NOS: Social Security: DIWC/DIWW Cause: No cause code entered
1:07-cv-11010-DML-CEB Dumler v. Social Security, Commissioner of	12/07/2007	9	REPORT AND RECOMMENDATION re 7 GRANTING MOTION for Summary Judgment filed by Joan Dumler, 8 DENYING MOTION for Summary Judgment filed by Social Security, Commissioner of, 6 MOTION for Summary Judgment filed by Social Security, Commissioner of, 5 MOTION for Summary Judgment filed by Social Security, Commissioner of, 4 MOTION for Summary Judgment filed by Social Security, Commissioner of, 3 MOTION for Summary Judgment filed by Social Security, Commissioner of, 2 MOTION for Summary Judgment filed by Social Security, Commissioner of, 1 MOTION for Summary Judgment filed by Social Security, Commissioner of	Office: Bay City Case Flags: CLOSED NOS: Social Security: DIWC/DIWW

Figure 4

To save the document to the computer's hard drive or to print a copy of the document, click on the icons shown below the CM/ECF Main Menu Bar. See Figure 5.

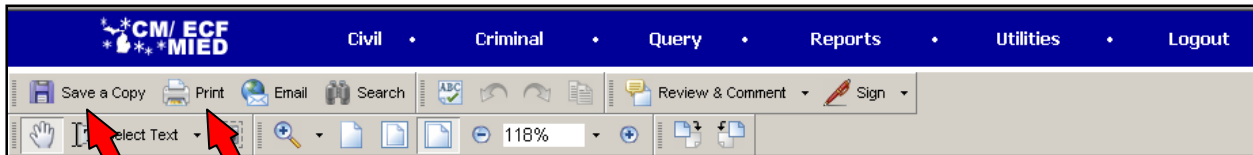


Figure 5

8.1 Utilities Features- Your Account

The “Utilities” section of the ECF system allows a filing user to update his or her account profile, electronically send proposed orders to chambers, change certain PACER information and to determine which attorneys are registered users in a specific case. To access this information, click on “Utilities” in the Main Menu Bar. See Figure 1.

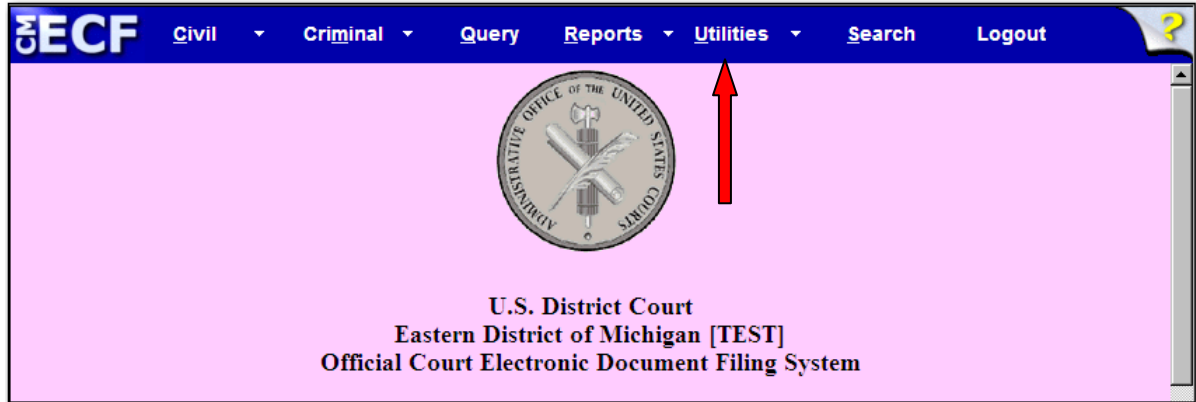


Figure 1

The next screen shows all available options. To update the filing user’s name, street address, phone number and fax number, click on “[Maintain Your Address](#)” on the Utilities event screen. See Figure 2.

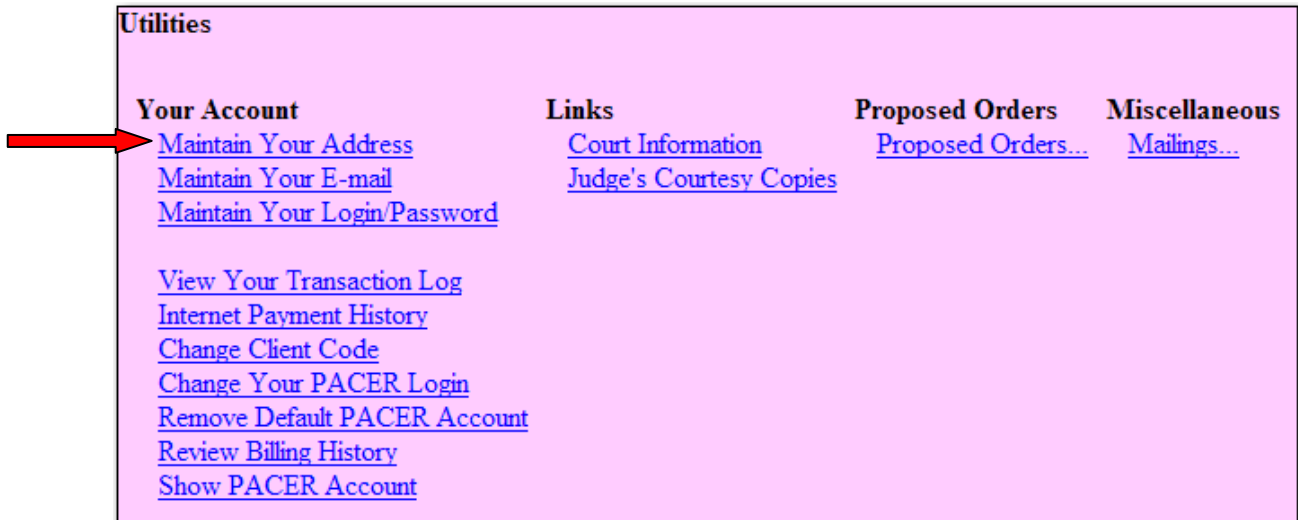


Figure 2

Make any appropriate changes and click **[Submit]**. See Figure 3.

Maintain User Account

Last name	<input type="text" value="Lang"/>	First name	<input type="text" value="Scott"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Gender	<input type="text" value=""/>	ATY Type	<input type="text" value=""/>
Title	<input type="text"/>		
Bar number	<input type="text"/>		
Prisoner id	<input type="text"/>	Type aty	<input type="text"/>
Office	<input type="text" value="McFee & Associates"/>		
Unit	<input type="text"/>		
Address 1	<input type="text" value="555 Kors Lane"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="Troy"/>	State	<input type="text" value="MI"/>
Country	<input type="text" value="US"/>	Zip	<input type="text" value="48223"/>
Phone	<input type="text" value="248-555-0123"/>	County	<input type="text" value=""/>
Initials	<input type="text"/>	Fax	<input type="text"/>
DOB	<input type="text"/>	End date	<input type="text"/>

Figure 3

Utilities
8.1 Utilities Features – Your Account

The next screen asks if all, none or just particular cases should be updated with the new information. **THE COURT HIGHLY RECOMMENDS THAT THE ATTORNEY UPDATE ALL CASES SO CONTACT INFORMATION IS ALWAYS ACCURATE.** After choosing “***Update All***”, click **[Submit]**. See Figure 4.

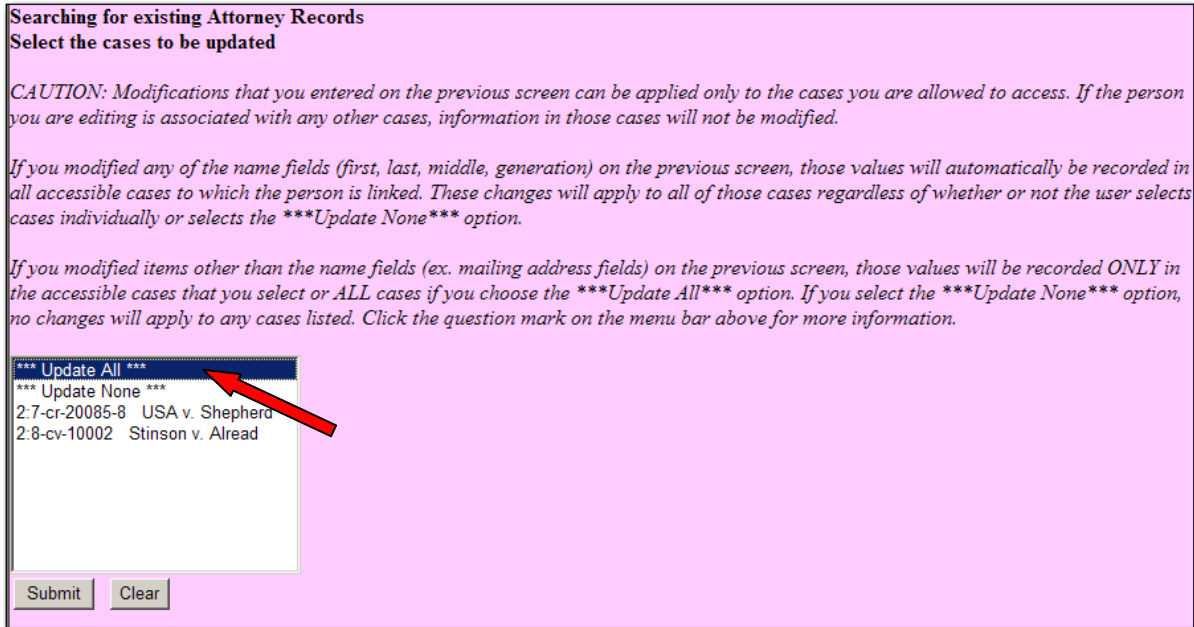


Figure 4

The system will confirm an update has been made. See Figure 5.

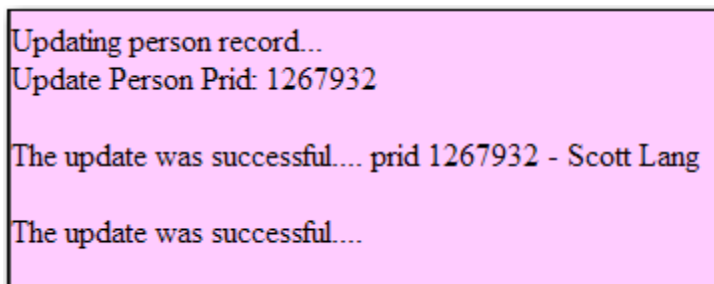


Figure 5

To change the primary and secondary e-mail addresses and e-mail preferences, click on “[Maintain Your E-mail](#)” from the Utilities menu. See Figure 6.

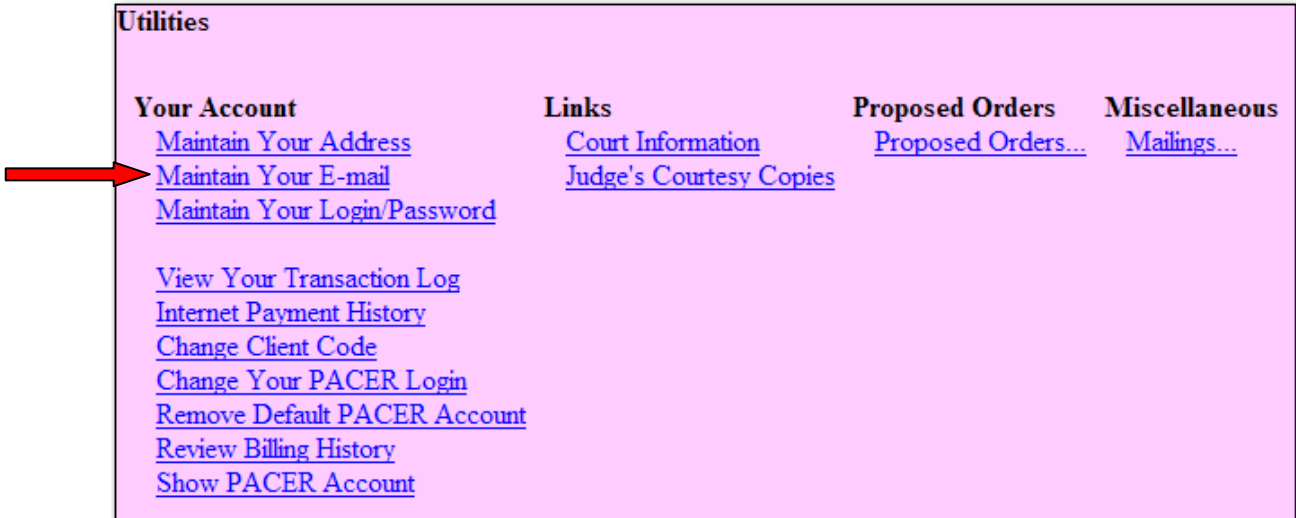


Figure 6

The filing user’s primary e-mail address and any secondary e-mails are listed. A unique format and delivery method can be selected for each. See Figure 7.

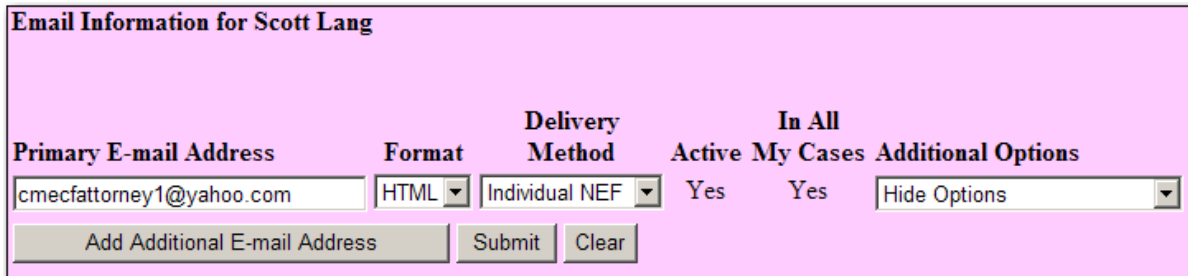


Figure 7

When adding secondary e-mails, be sure to check the box to receive notice **In All My Cases**. See Figure 8.

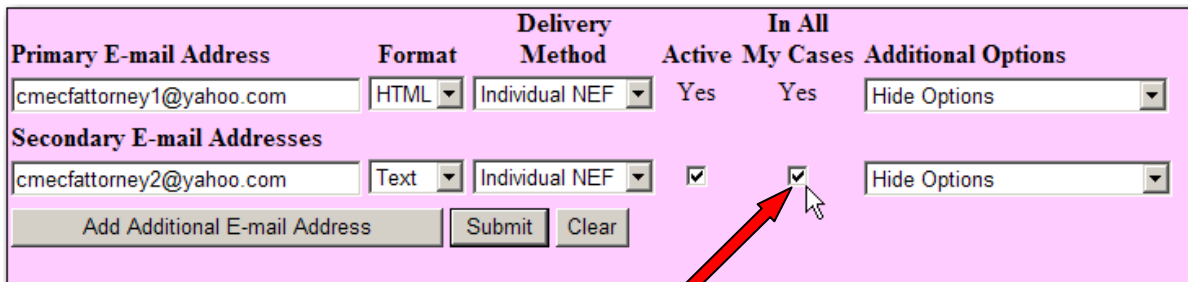


Figure 8

Additional Options are available for the primary and secondary e-mails. The user can opt to receive NEFs in additional cases where the attorney has not filed a notice of appearance. To view documents associated with these NEFs, PACER fees will always apply.

To enter an additional case from which to receive NEFs, click “Additional Cases” from the **Additional Options** list. Then click “Add” on the drop-down list by **Additional Cases to Receive NEFs**. See Figure 9.

The screenshot shows a form with the following fields and options:

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
cmecfattorney1@yahoo.com	HTML	Individual NEF	Yes	Yes	Additional Cases

Additional Cases to Receive NEFs
The 'free look' does not apply when viewing documents in these cases.

[Add] [Add to List]

Enter case number [] and click [Add to List]

Figure 9

Enter the case number and click **[Add to List]**. A brief pop-up window will appear and the case will be added to the list. See Figure 10.

The screenshot shows the same form as Figure 9, but with a case added to the list:

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
cmecfattorney1@yahoo.com	HTML	Individual NEF	Yes	Yes	Additional Cases

Additional Cases to Receive NEFs
The 'free look' does not apply when viewing documents in these cases.

2:07-cv-10011-PJD-VMM - Jackson National Life Insurance Company v. Ambers et al

[Add] [Add to List]

Enter case number [] and click [Add to List]

Figure 10

If the user no longer wished to receive NEFs in a case, click “Remove” from the drop-down list and click on the case from the list. See Figure 11.

The screenshot shows the same form as Figure 10, but with the 'Remove' button and the case name highlighted:

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
cmecfattorney1@yahoo.com	HTML	Individual NEF	Yes	Yes	Additional Cases

Additional Cases to Receive NEFs
The 'free look' does not apply when viewing documents in these cases.

2:07-cv-10011-PJD-VMM - Jackson National Life Insurance Company v. Ambers et al

[Remove] [Remove from List]

Select case from list and click [Remove from List]

Figure 11

Utilities

8.1 Utilities Features – Your Account

If the user wanted to receive individual notice in some cases and summary notice in other cases, click on “Delivery Method Exceptions” from the **Additional Options** drop-down list. After clicking “Add”, the user can choose which case should have NEFs delivered using a different format. See Figure 12.

The screenshot shows a form titled "Email Information for Scott Lang". It has several sections:

- Primary E-mail Address:** cmecfattorney1@yahoo.com
- Format:** HTML
- Delivery Method:** Individual NEF
- Active My Cases:** Yes
- In All My Cases:** Yes
- Additional Options:** Delivery Method Exceptions

Below these fields is a section for "Delivery Method Exceptions". It includes an "Add" button and a text area that says "The following cases will receive Summary NEF e-mails." Below this is a search box with the text "Select case to add to list here" and an "Add to List" button. A dropdown menu is open, showing three cases:

- 2:07-cr-20085-8 USA v. Shepherd - Representing Dick Shepherd
- 2:07-cv-10011-PJD-VMM - Jackson National Life Insurance Company v. Ambers et al
- 2:08-cv-10002 Stinson v. Alread - Representing Barney Stinson

Figure 12

The ability to receive NEFs on additional cases and create delivery method exceptions for certain cases is available to the primary e-mail address and each secondary e-mail address. A filing user should pay careful attention to the preferences selected on this screen, as this affects how the user will be notified of important case activity.

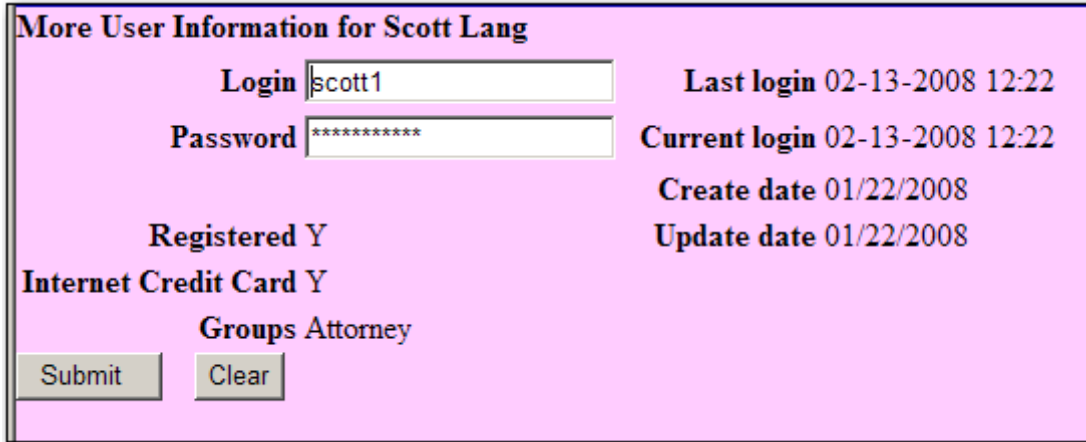
To change a filing user’s login and password, click on “[Maintain Your Login/Password](#)” from the Utilities menu. See Figure 13.

The screenshot shows the "Utilities" menu with four main categories:

- Your Account:**
 - [Maintain Your Address](#)
 - [Maintain Your E-mail](#)
 - [Maintain Your Login/Password](#) (indicated by a red arrow)
 - [View Your Transaction Log](#)
 - [Internet Payment History](#)
 - [Change Client Code](#)
 - [Change Your PACER Login](#)
 - [Remove Default PACER Account](#)
 - [Review Billing History](#)
 - [Show PACER Account](#)
- Links:**
 - [Court Information](#)
 - [Judge's Courtesy Copies](#)
- Proposed Orders:**
 - [Proposed Orders...](#)
- Miscellaneous:**
 - [Mailings...](#)

Figure 13

Choose a login and password that can be remembered, but not easily guessed by others. The password is limited to eight characters, but may contain letters, numbers and symbols. The **Last login** information is also displayed. See Figure 14.



The screenshot shows a user information form for Scott Lang. The form has a light pink background and a dark border. It contains the following fields and information:

- More User Information for Scott Lang** (Section Header)
- Login**: Input field containing "scott1"
- Password**: Input field containing "*****"
- Last login**: 02-13-2008 12:22
- Current login**: 02-13-2008 12:22
- Create date**: 01/22/2008
- Update date**: 01/22/2008
- Registered**: Y
- Internet Credit Card**: Y
- Groups**: Attorney
- Submit** button
- Clear** button

Figure 14

8.2 Utilities Features – Miscellaneous

To determine if an attorney is a registered user – information needed to complete a certificate of service in a particular case – click on the “[Mailings...](#)” link under “**Miscellaneous**”.

Click on the link “[Mailing Info for a Case](#)”. See Figure 1.

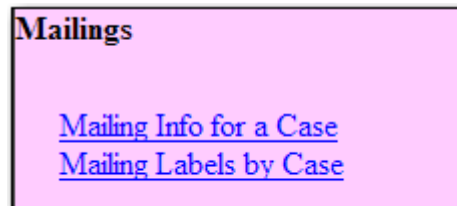


Figure 1

Enter the case number, find the case and click **[Submit]**. See Figure 2.

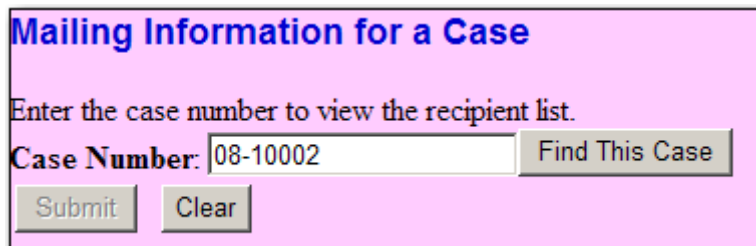
A screenshot of a web form titled "Mailing Information for a Case" in blue text. Below the title is the instruction "Enter the case number to view the recipient list." There is a text input field labeled "Case Number:" containing the value "08-10002". To the right of the input field is a "Find This Case" button. Below the input field are two buttons: "Submit" and "Clear".

Figure 2

The system lists all parties in the case and whether or not each party is a filing user. See Figure 3.

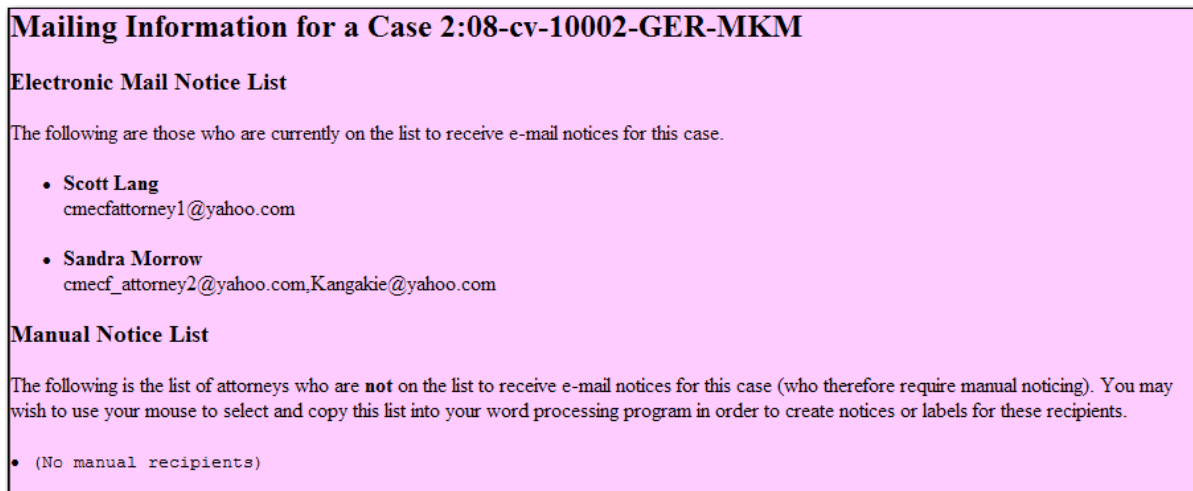
A screenshot of a web page titled "Mailing Information for a Case 2:08-cv-10002-GER-MKM". The page is light purple with a black border. It has two sections: "Electronic Mail Notice List" and "Manual Notice List". Under "Electronic Mail Notice List", it says "The following are those who are currently on the list to receive e-mail notices for this case." and lists two recipients: "Scott Lang" (cmecfattorney1@yahoo.com) and "Sandra Morrow" (cmecf_attorney2@yahoo.com, Kangakie@yahoo.com). Under "Manual Notice List", it says "The following is the list of attorneys who are not on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients." and lists "(No manual recipients)".

Figure 3

8.3 Utilities Features – Proposed Orders

The “Proposed Orders” link is used to send proposed orders, stipulated orders and stipulations and orders combined into one document to judicial officers. If a document requires a signature of the judicial officer, it generally should be sent using this link, see E.D. Mich. LR 58.1(c). All proposed orders should be saved and submitted in a format compatible with WordPerfect. **Do not convert the proposed order to PDF.** For more instruction, see ECF P&P Rule 11, Proposed Orders.

After clicking on “Utilities” from the Main Menu Bar, click on [Proposed Orders...](#). See Figure 1.

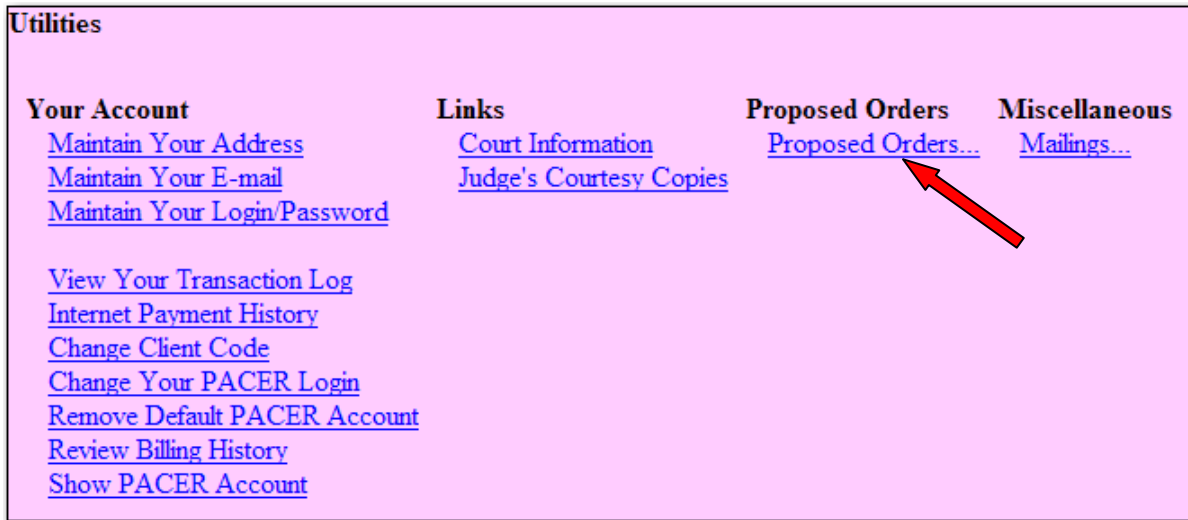


Figure 1

Click on the [Submit Proposed Order](#) link. See Figure 2

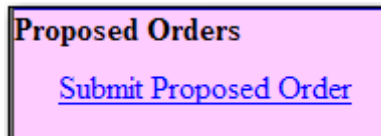


Figure 2

From the drop down menu, select the judicial officer that should receive the proposed order. District Judges and Magistrate Judges are listed. See Figure 3.

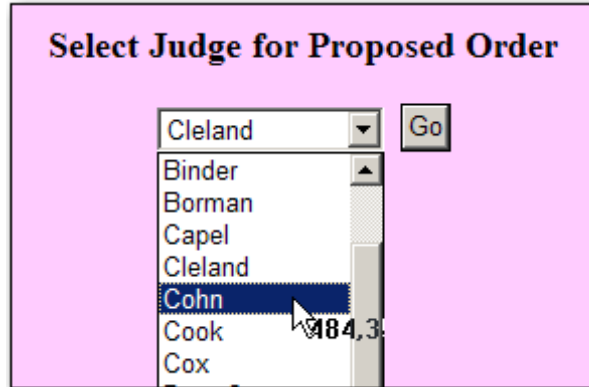


Figure 3

The next screen asks for the submitter's e-mail address and the case number. If necessary, enter a brief comment, such as the title of the proposed order, or if the proposed order is sent per the judge's instructions. **Do not use this field to send ex parte communication to the judge.** See Figure 4.

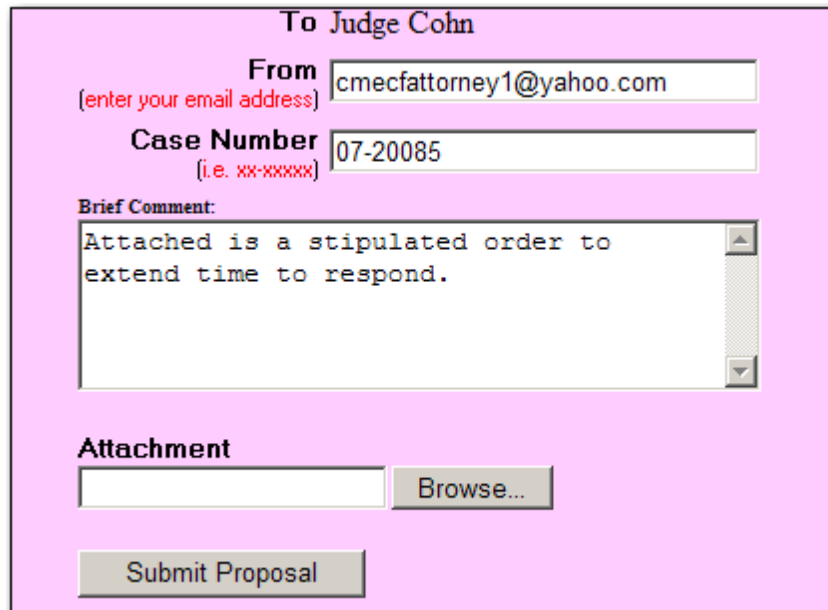
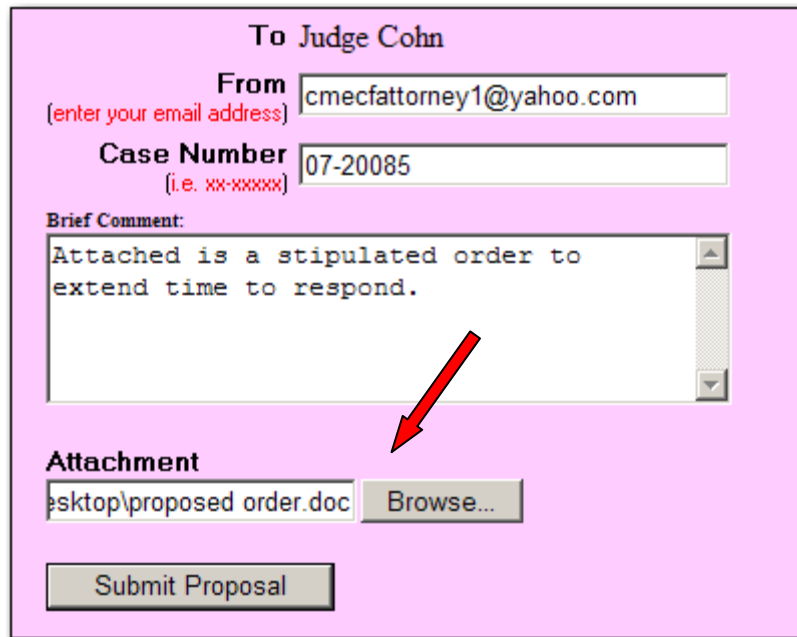


Figure 4

Attach the proposed order by clicking on the **[Browse]** button and locating the proposed order in the computer's drives, following the instructions given to upload any document to the ECF system.

The document should be saved as a format compatible with WordPerfect, not PDF. (Microsoft Word is compatible) See Figure 5.



To Judge Cohn

From
(enter your email address)

Case Number
(i.e. xx-xxxxxx)

Brief Comment:

Attachment

Figure 5

Click on the **[Submit Proposal]** button. The system will show a confirmation screen stating the proposal has been submitted. In addition, the system will send an e-mail to the e-mail address entered in the "from" field as confirmation that the proposed order was submitted. **No notices of electronic filing are sent.** A copy of the proposed order should be provided to all other parties by the submitting attorney according to Rule 11 of the ECF Policies & Procedures. To return to CM/ECF to perform other functions, click on "Return to CM/ECF" in the Main Menu Bar. See Figure 7.

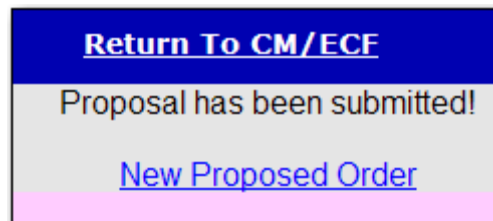


Figure 7

9.1 Logging Out of the ECF System

After finishing all transactions for a particular session in ECF, completely logout of the system. Click on “Logout” in the Main Menu Bar. This will automatically log the user out of the ECF system and returns the filing user to the ECF login screen. See Figure 1.

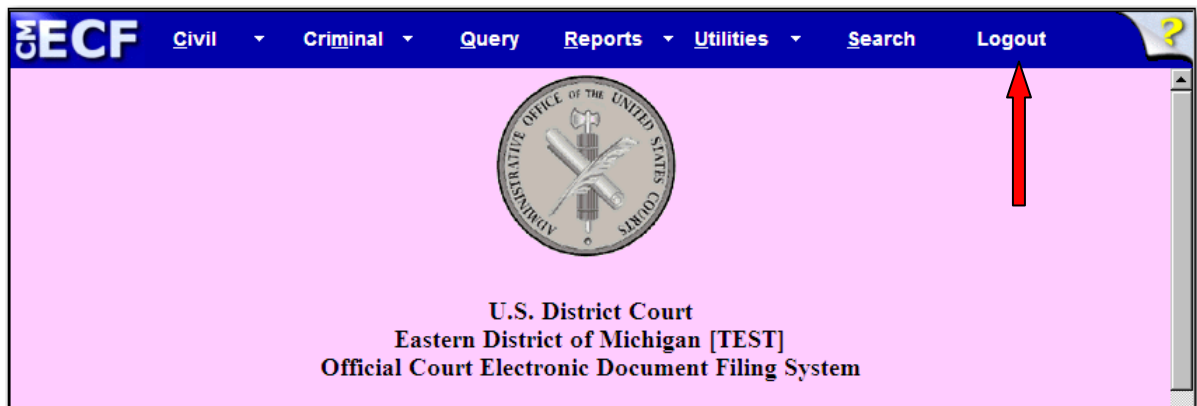


Figure 1

For security, simply closing the browser is not enough. Logout properly after using the system.