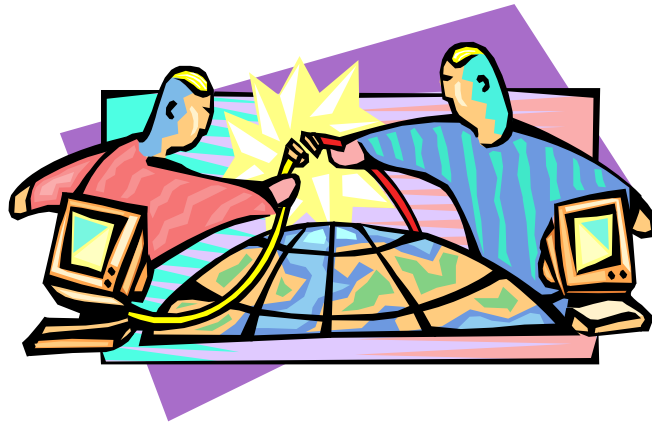# ELECTRONIC CASE FILING CM/ECF

Attorneys' Manual

Southern District of Ohio

July 15, 2010

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Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System (version 3.2.2) to file documents with the court or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Firefox or Internet Explorer and Adobe Acrobat.

Help Desk

Contact the Court's Help Desk between the hours of 9:00 A.M. and 4:00 P. M., Monday through Friday, if you need assistance using ECF.

Toll Free Help Desk – Cincinnati	**513-564-7500**
Toll Free Help Desk – Columbus	**614-719-3000**
Toll Free Help Desk – Dayton	**937-512-1400**

If you need to contact the help desk after hours due to an emergency, you can call one of the numbers above and the automated system will guide you to the emergency hotline, which you will then be forwarded to the one of the Court staff.

ECF System Capabilities

The electronic filing system allows registered participants with Internet access and an internet browser, Firefox or Internet Explorer, to perform the following functions:

- Open the Court's web page **www.ohsd.uscourts.gov**

- View or download the most recent version of the User's Manual

- Self-train on a web-based ECF Tutorial

- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database*

- Electronically file pleadings and documents in actual ("live") cases

- Open new cases and removal cases after taking the tutorial and opening a test case correctly

- View official docket sheets and documents associated with cases

- Run various reports for cases that were filed electronically

This may only be done in the Court's training center. Contact the Court's Help Desk to schedule a time to use the training database and to schedule additional training.

Requirements

Hardware and Software Requirements

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

- A personal computer running a standard platform such as Windows or Macintosh OS X.

- An Internet provider.

- A web browser, Firefox 1.5 or 2.0 and/or Internet Explorer version 6.0 or later. Internet Explorer 7.0 is recommended.

- For Appellate Court, Java 1.6 plug-in is needed.

- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat Professional 8 is recommended, however, Adobe Acrobat Professional 6 or 7 or Acrobat Writer 5 will work.

- A PDF-compatible word processor like Macintosh OS X, Windows-based versions or Corel WordPerfect or Microsoft Word.

- A scanner to import documents that are not in your word processing system.

- Adobe Acrobat Reader, or similar software is need to view PDF documents.

Note:	This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at **http://pacer.psc.uscourts.gov**.

Registering for Access to ECF

Online registration can be accomplished on our web site at **http://www.ohsd.uscourts.gov/cmecf/** or by calling the court.

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by E-mail.

We strongly recommend that users practice in the "training" ECF database before filing documents in the "live" ECF database. If you wish to use the training database, you can contact the Court's Help Desk and schedule a time to use the training database and to obtain additional training from the Court.

Our web site offers the following training opportunities:

1) Online tutorial
2) Online training database
3) Registration for classes at the courthouse
4) Account upgrade after completing New Case Opening Training

Preparation

Setting Up the Acrobat PDF Reader

If you are not using Adobe Acrobat Professional or similar product, users must set up Adobe Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

**How to Convert Documents to PDF Format**

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Professional 8. When converting your document to a PDF format, you should use the following settings in your conversion software. The settings should be black and white document with 200 dpi resolution, and you should not OCR (optical character recognition) the document.

How to View a PDF File

- Start the Adobe Acrobat program.

- Go to the *File* menu and choose *Open.*

- Click on the location and file name of the document to be viewed.

- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.

- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.

- Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

Using any word processing program:

- Install Adobe Acrobat Professional, or similar product on your computer.

- Open the document to be converted.

- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.

- Select **Adobe PDF** or similar product.*****

- "Print" the file. The file should not actually print out; instead the option to save the file as a "PDF files (*.PDF)" appears.
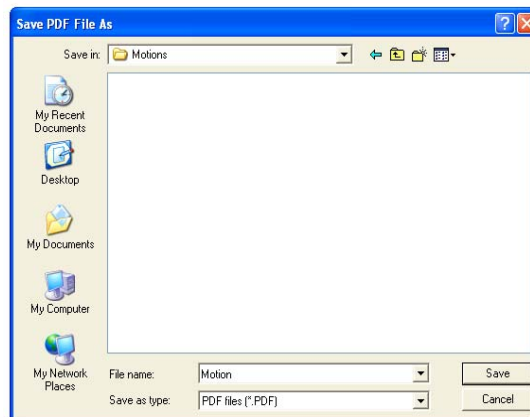
- Make a note of the file location so that you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the "Save in" area of the window.

- Click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDF, and follow the directions above.

*You must have Adobe Acrobat or similar product installed on your computer to see these choices listed.

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Enteringinformation in data fields

- Using command buttons to direct system activities.

- Mouse-clicking on hyperlinks.

Conventions used in this Manual:

- Command buttons are represented in this manual in **[bracketed boldface type]**.

- Hyperlinks are represented in **<u>underlined boldface type</u>**.

Documents Filed In Error

A document incorrectly filed in a case may result from a) posting the wrong PDF file to a docket entry, b) selecting the wrong document type from the menu, or c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, telephone:

Toll Free Help Desk – Cincinnati	**513-564-7500**
Toll Free Help Desk – Columbus	**614-719-3000**
Toll Free Help Desk – Dayton	**937-512-1400**

As soon as possible after an error is discovered, contact us. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Note: When a misfile is discovered **DO NOT REFILE**. Contact the Clerk's off at the next available opportunity. The date of filing is preserved by the incorrect filing.

Viewing Transaction Log

This feature, selected from the **Utilities** menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, and then telephone the Court's Help Desk staff (see p. 9) as soon as possible.

User's Manual

You can download or view the most recent version of the ECF Attorney's Manual (in PDF format) from the District Court's web page. Enter **http://www.ohsd.uscourts.gov**, when the court's web page opens, click on the **CM/ECF** hyperlink**.**

A Step-By-Step Guide

Below is a step-by-step guide for:

- **Entering the system**

- **Preparing a document for filing**

- **Filing a motion or application**

- **Displaying a docket sheet**

We suggest that you go through the steps on the training data base before trying to actually file a document. If you wish to use the training database, you can contact the Court's Help Desk and schedule a time to use the training database and to obtain additional training from the Court.

How to Access the System

Users can get into the system via the Internet by going to:

- **http://ecf.ohsd.uscourts.gov**

- Or, you may go to the Southern District of Ohio's web site at **www.ohsd.uscourts.gov** and click on the **CM/ECF** hyperlink.

- Click on **Document Filing System** to open the login screen and login to ECF.

Logging In

The next screen is the login screen.

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]

(Client Code Box)

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note:	Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. Beginning September 2003 you will be charged a fee to view ECF case dockets and documents beyond your free look.

The **client code** box, as shown above, is where an attorney can enter their own alpha-numeric information that they may have associated with a case or client. The information that is entered into the **client code** box will be shown on your quarterly **PACER** report, next to the case number. This allows the attorney to easily cross-reference the **PACER** charge to the client or case number.

| Note:	Remember to change your client code number when the work performed changes for cases and/or clients. Otherwise, the same client number will be reflected on the PACER quarterly report for all work performed.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

  Login failed either your login name or password is incorrect

- Click on the **[Back]** [⟵ Back] button in your browser and re-enter your correct login and password.

Once the Main Menu appears, choose from a list of **hyperlinked** options on the top bar.
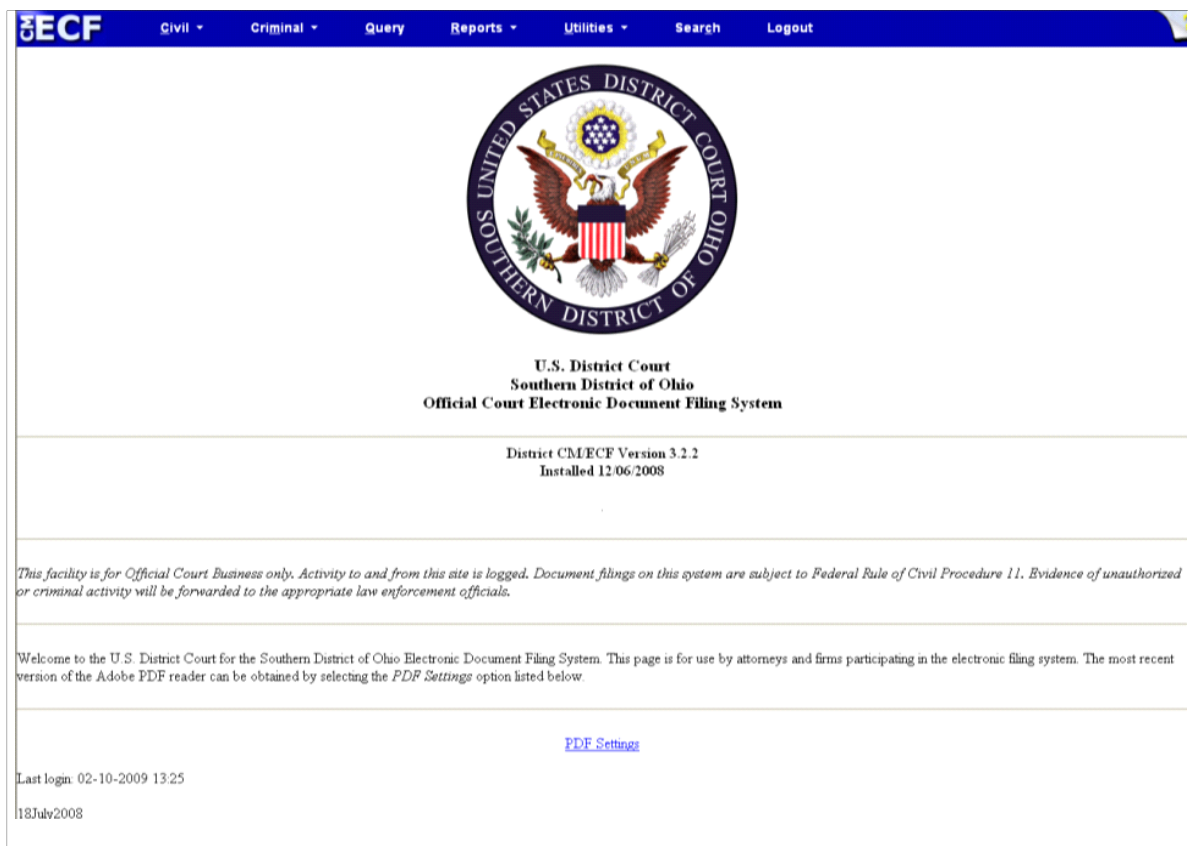
Note: The date you *last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk (see p. 9) as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

Civil- Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.

Criminal- Select Criminal to electronically file all criminal case pleadings, motions, and other court documents.

Query- Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must log on to **PACER** before you can query ECF.

Reports- Choose **Reports** to retrieve docket sheets and cases-filed reports. You must log on to PACER before you can view an ECF report.

Utilities- View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.

Search- Allows the user to search ECF for events based on keywords.

Logout- Allows you to exit from ECF and prevents further filing with your password until the next time you log in.
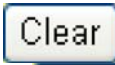
Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF documents at the Court's website **http://www.ohsd.uscourts.gov/cmecf.htm**, under the General Information section, **Civil Events in ECF**. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Manipulations

Manipulating the screens

Each screen has the following two buttons:

- **Clear** clears **all** characters entered in the box(es) on that screen.
- or **Next** accepts the entry just made and displays the next entry screen, if any.
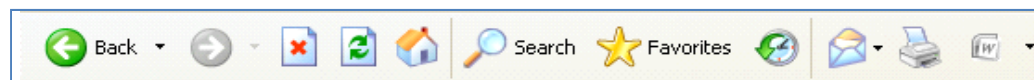
Correcting a mistake:

Use the **[Back]** **Back** button on the Internet browser toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

Note:	If you are using a version earlier than Internet Explorer 7.0, the back button may not work properly and may require you to start the event over.

Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, See L.R. 83.5(d), e.g., "s/Jane Doe by Richard Roe per telephone authorization."

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

(a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document.

(b) The filing party or attorney then shall file the document electronically, indicating the agreement of other counsel or parties at the appropriate place in the document signatories, e.g., "s/Jane Doe," "s/John Doe," etc.

c) The filing party or attorney shall retain the hard copy of the document containing the original signatures after the case ends, at least until the time for all appeals have expired.

(d) A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

Filing a Civil Complaint

The Court will accept complaints sent by U. S. Mail or delivered in person to the Clerk's office. Fees will be paid, as applicable.

Present the Clerk's office with a Civil Cover Sheet (JS-44c), which lists the case party information, the complaint and a disk containing the complaint in PDF format with a check or money order in the amount of $350.00 or by credit card in person. If the complaint contains exhibits, each exhibit should be a separate PDF file on the disk. If there are other pleadings being filed at the same time as the complaint, those pleadings should also be on the disk in PDF format.

A complaint received by the Clerk's Office will be considered filed that day, and will be uploaded to the System within 24 hours of filing.

Alternatively, an attorney can take the Opening a New Case training course located on the Court's website at: **http://www.ohsd.uscourts.gov/cmecf.htm** under the Registration/Training section. Click the link "**New Case Opening Training for Attorneys**" to begin the training. Once the attorney has completed the training, an email will be automatically sent to the Court indicating that the attorney has completed the training.

Once the Court has received the email, the Court will send an email to the attorney with test documents attached and instructions on how to proceed to the test database and open up a test case. Once the attorney has completed the test case, another email will be automatically sent to the Court indicating that the attorney has finished the test case. The Court will review the test case, and if the test case was opened correctly, the attorney's CM/ECF account will be upgraded to allow the attorney to open new cases, including removal cases, and to pay the filing fees online.

Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:

> 1) Select the type of document to file,
>   (See **www.ohsd.uscourts.gov/cmecf/civecf.pdf** for list of events);
> 2) Enter the case number in which the document is to be filed;
> 3) Select the party(s) filing the document and, if applicable, attorney/party association;
> 4) Specify the PDF file name and location for the document to be filed.
> 5) Add attachments, if any, to the document being filed.
> 6) Add or modify docket text as necessary
> 7) Submit the pleading to ECF
> 8) Receive notification of electronic filing

> | **Note**: | Make sure to review all of the PDF documents and attachments, to make sure that they are all free from personal identifiers. For more information see R.C.P. 5.2. |

After successfully logging into ECF, follow these steps to file a pleading.
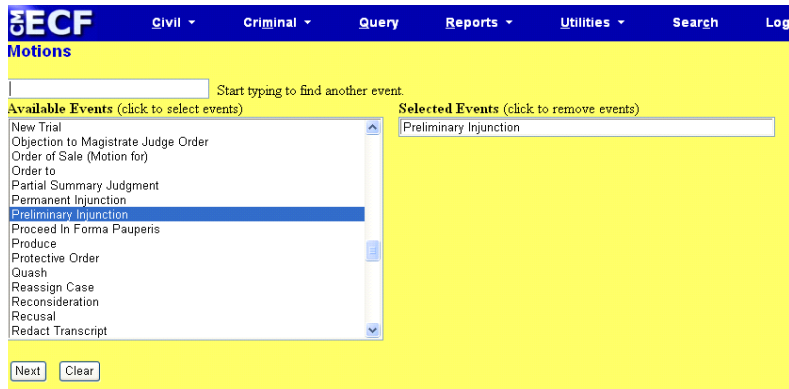
1. **Select the type of document to file**

    Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other pleadings in ECF. You may also use the **Search** function to locate the event you wish to use. The **Search** button is located on the ECF navigation bar next to the **Logout** button.

Click on **Motions,** under Motions and Related Filings**.**

The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.
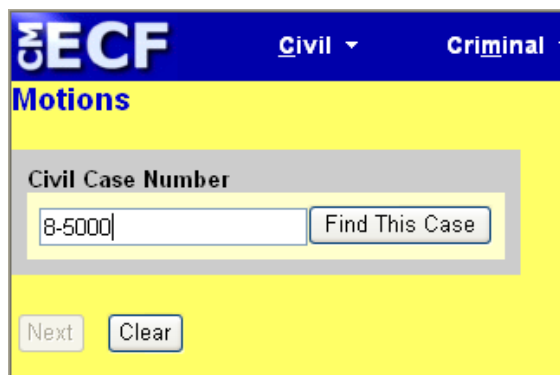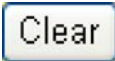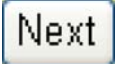

For demonstration purposes, highlight **Preliminary Injunction** and click on **[Next]**.

Note: To select more than one motion, press and hold down the Ctrl key, and click on each of the desired multiple forms of relief.

2.   **Enter the case number in which the document is to be filed.**

A new **Motions** screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Find This Case]**. If a partial case number was entered, then a list of cases will appear. Check the case number that you are filing in. Certain events may require you to upload a PDF file at this time, if so, please see number 4 of this section.

- If the number is entered incorrectly, click [Clear] to re-enter. If the computer prompts that you entered an invalid case number, click on [Back] to re-enter.
- When the case number is correct, click on [Next].
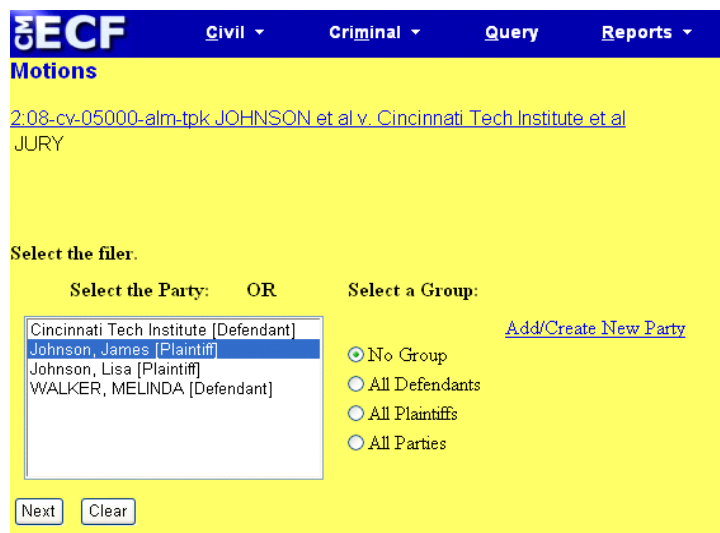
There are four parts that make up a case number. Using this number as an example, 1:00cv100, the following is an explanation of the four parts.

1) **1**:00cv100 The leading number indicates the division in which the case resides. There are 3 divisions for the Southern District of Ohio. The city designations are:
   - 1 is Cincinnati
   - 2 is Columbus
   - 3 is Dayton

2) 1:**00**cv100 The second number after the colon is the year designation. The 00 represents the year 2000.

3) 1:00**cv**100 The third part is the case type designation. The southern district has 6 types.
   - CR is criminal
   - CV is civil
   - MC is miscellaneous
   - PO is petty offense
   - MJ is magistrate case
   - MDL is multi-district litigation

4) 1:00cv**100** The last part is a number that is assigned to a case when it is opened. Each new case is assigned the next consecutive number.

Anytime you are prompted to enter a case number in CM/ECF, you may enter the case number in the following formats.
   - 02-100
   - 02cv100
   - 1:02-cv-100
   - 1-02-cv-100
   - 1:02cv100

3. **Select the party(s) filing the document.**

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group. If you are filing for all defendants, you may also click **All Defendants** under the **Select a Group** section.

After highlighting the parties to the motion, click on the **[Next]** button.

Note:	If your party does not appear, double check to make sure the case number is correct, otherwise, exit out and call the appropriate **Help Desk**.

If you are filing an answer or other initial appearance document, you will see the following screen.

Double check to make sure that you represent the party, if it is not correct, click on the

 button to select the correct party.

If the party is correct, check the "Lead" box if the attorney is the lead counsel on the case. Leave the "Notice" checked so that the attorney will receive the Notice of Electronic Filing.

4. **Specify the PDF file name and location for the document to be filed.**

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note:	It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- Click on the **[Browse]** button. ECF opens the following screen.

- If you need to, change the **Files of type** from the default setting to:

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.

- Highlight the file to upload to ECF.

Note:	In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button on the **File Upload** window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

● If there are no attachments to the motion, click on **[Next].** A new **Motions** window opens. Go to Section 6, **"Add or Modify Docket Text as Necessary,"** to proceed with your filing.

● If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, **"Adding Attachments to Documents Being Filed."**

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

ERROR: Document is not a well-formed PDF document (no further information is available).

Back

● ECF will not permit you to select a file for your pleading that is not in PDF format.

● Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.

Microsoft Internet Explorer
Note: You have not selected a document.
OK

If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

5. **Add attachments to documents being filed**.

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

ECF   Civil ▾   Criminal ▾   Query   Reports ▾   Utilities ▾   Search   Logout

Motions
2:08-cv-05000-alm-tpk JOHNSON et al v. Cincinnati Tech Institute et al
JURY

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename
[   ] Browse...

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.

[ ]   Add to List

[ ]   Remove from List

Next

Note the footer

- Click on **[Browse]** to search for the document file name of the attachment.

- Next to the field for attachment **Type**, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.

- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed can be submitted in paper format with leave of Court. Present the Order, pleading(s) with attachments and a CD with the PDFs of the documents being filed, to the clerk's office for handling. Attachments and exhibits that are greater than 5MB when scanned can be divided into smaller files and then filed electronically.

Note:	Make sure to review all of the PDF documents and attachments, to make sure that they are all free from personal identifiers. For more information see R.C.P. 5.2.

6. **Add or Modify Docket Text as Necessary.**

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

*Listings are for example purposes only.

Click in the open text area to type additional text for the description of the pleading, if necessary.

7. **Submit the pleading.**

●   Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.

●   Review the docket text and correct any errors. If you need to modify data on a previous screen click the [Back] button on the Internet browser toolbar to find the screen you wish to alter.

●   Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted above contains the following warning.

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- Clicking on any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected.

- Clicking on the Web Browser **[Back]** button until you return to the desired screen.

8. Notice of electronic filing.

ECF opens a new **Motions** window displaying an ECF filing receipt.

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.

- Select **[Print]** on the Internet browser Toolbar to print the document receipt.

- Select **[File]** on the Internet browser menu bar, and choose **Save File As…**from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note:	The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**.

The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note:	It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Linking Documents (Refer to existing event)

Some pleadings such as Briefs and various Indexes should be "linked" to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.

An "event" in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of "**Should the document you are filing link to another document in this case?**" and click **[Next]**.

Note:	If you are linking to another document, you may narrow the documents displayed by providing the Filed date and/or Document number range, otherwise, all documents will be listed on the next screen.

Click the checkbox for the document you wish to link to and click **[Next]**.

Criminal Events Feature

Filing Documents for Criminal Cases

There are 11 basic steps involved in filing a criminal document:

1) Select the type of document to file and event, if applicable, (See **www.ohsd.uscourts.gov/cmecf/crimecf.pdf**);
2) Enter the case number in which the document is to be filed;
3) Select the defendant that the filing relates to;
4) Verify that the case number and caption are correct;
5) Select the party(s) filing the document and attorney/party association;
6) Select the event, if applicable;
7) Specify the PDF file name and location for the document to be filed;
8) Add attachments, if any, to the document being filed;
9) Add or modify docket text as necessary;
10) Submit the pleading to ECF;
11) Receive notification of electronic filing.

> **Note**: Make sure to review all of the PDF documents and attachments, to make sure that they are all free from personal identifiers. For more information see R.C.P. 5.2.

After successfully logging into ECF, follow these steps to file a pleading.
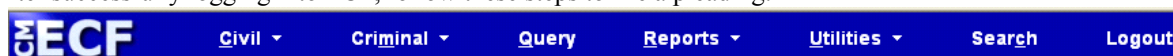
1.   Select the type of document to file and event, if applicable.

Select **Criminal** from the blue menu bar at the top of the ECF screen. While other types of documents may allow you to select an event at this stage, motions will not. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF. You may also use the **Search** function to locate the event you wish to use. The **Search** button is located on the ECF navigation bar next to the **Logout** button.
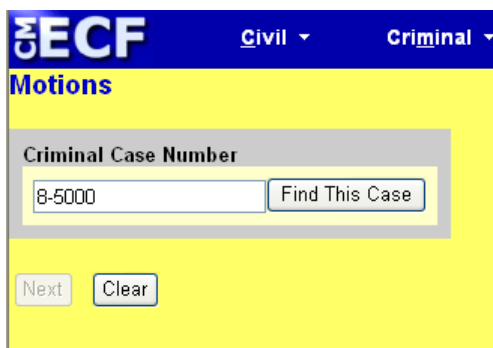
Other event types may allow the selection of an event at this time, if so, see #6 in this section for selecting events.

Click on **Motions**, under Motions **and Related Filings**
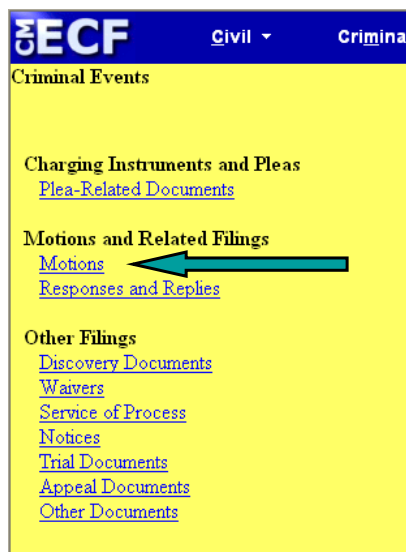
2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Find This Case]**.

- If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.

- When the case number is correct, click on **[Next]**.

There are four parts that make up a case number. Using this number as an example, 1:00cr100, the following is an explanation of the four parts.

1) **1**:00cr100 The leading number indicates the division in which the case resides. There are 3 divisions for the Southern District of Ohio. The city designations are:
   - 1 is Cincinnati
   - 2 is Columbus
   - 3 is Dayton
2) 1:**00**cr100 The second number after the colon is the year designation. The 00 represents the year 2000.

3) 1:00**cr**100 The third part is the case type designation. The southern district has 6 types.
   - CR is criminal
   - CV is civil
   - MC is miscellaneous
   - PO is petty offense
   - MJ is magistrate case
   - MDL is multi-district litigation

4) 1:00cr**100** The last part is a number that is assigned to a case when it is opened. Each new case is assigned the next consecutive number.

Anytime you are prompted to enter a case number in CM/ECF, you may enter the case number in the following formats.
   - 02-100
   - 02cr100
   - 1:02-cr-100
   - 1-02-cr-100
   - 1:02cr100

3. **Select the defendant(s) that the filing relates to.**

Click in a box to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the top box. When finished selecting defendants click on **[Next].**

4. **Verify the case number and caption are correct.**

Click .
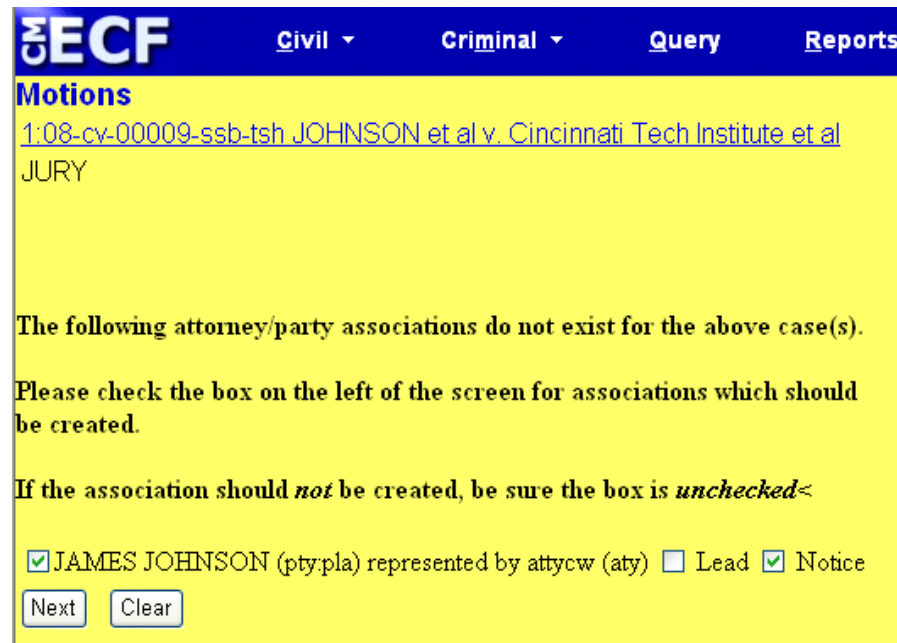
5. **Select the party(s) filing the document.**

Some events may require you to upload a PDF at this time, if so, please see number 7 of this section.

Highlight the name of the party or parties filing the motion. If the filing is for all defendants or all plaintiffs or for all parties in the case, you may select the appropriate group listed to the right of the individual parties. Once complete, click on the **[Next]** button.

If you are making an initial appearance, you will see the following screen at this time.

Double check to make sure that you represent the party, if it is not correct, click on the

 to select the correct party.

If the party is correct, then check the "Lead" box if you are the lead counsel on the case. Leave the "Notice" check if you wish to receive Notice of Electronic Filing.

6. **Select the event, if applicable.**

The **Motions** screen will appear and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.
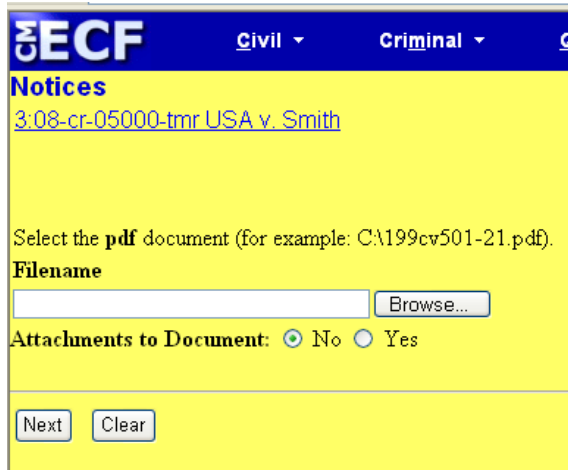
For demonstration purposes, highlight **Suppress** and click on **[Next]**.

7. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note:	It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format.

- Click on the **[Browse]** button. ECF opens the following screen.
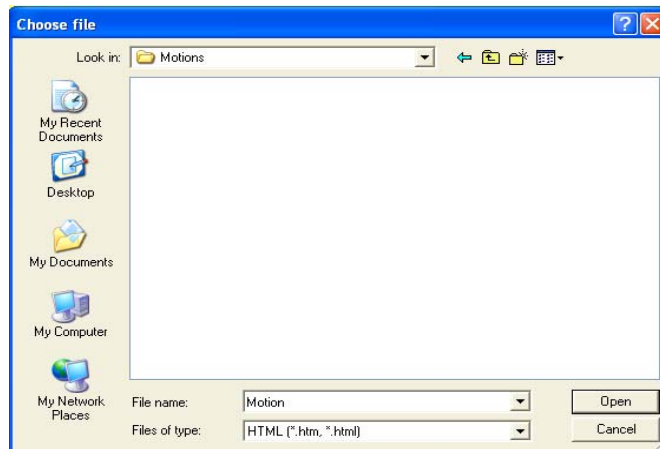
- If you need to, change the Files of type from the default setting to:

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.

- Highlight the file to upload to ECF.

Note:	In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**.

Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

● Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the **File Upload** window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

● If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 9, "**Add or Modify Docket Text**," to proceed with your filing.

● If you have Attachments to your motion, you will select [Yes] on the screen depicted above. Click on [Next] and proceed to the first step in Section 8, "**Adding Attachments to Documents Being Filed**".

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.
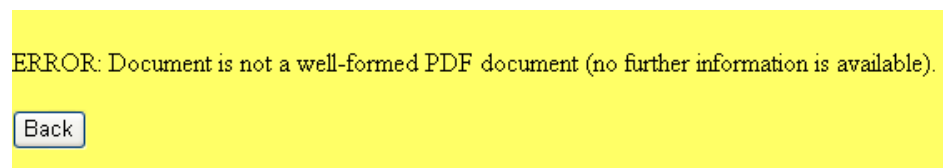
● ECF will not permit you to select a file for your pleading that is not in PDF format.

● Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.

- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

8. **Add attachments to documents being filed.**

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on **[Browse]** to search for the document file name of the attachment.

- Next to the field for Category, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection. This will be displayed in the docket text when finished.

- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment. This will also be displayed in the docket text when finished.

- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

● Repeat the sequence for each additional attachment.

● After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed can be submitted in paper format with leave of Court. Present the Order, pleading(s) with attachments and a CD with the PDFs of the documents being filed, to the clerk's office for handling. Attachments and exhibits that are greater than 5MB when scanned can be divided into smaller files and then filed electronically.

Note: Make sure to review all of the PDF documents and attachments, to make sure that they are all free from personal identifiers. For more information see R.C.P. 5.2.

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9. **Add or Modify docket text as Necessary.**
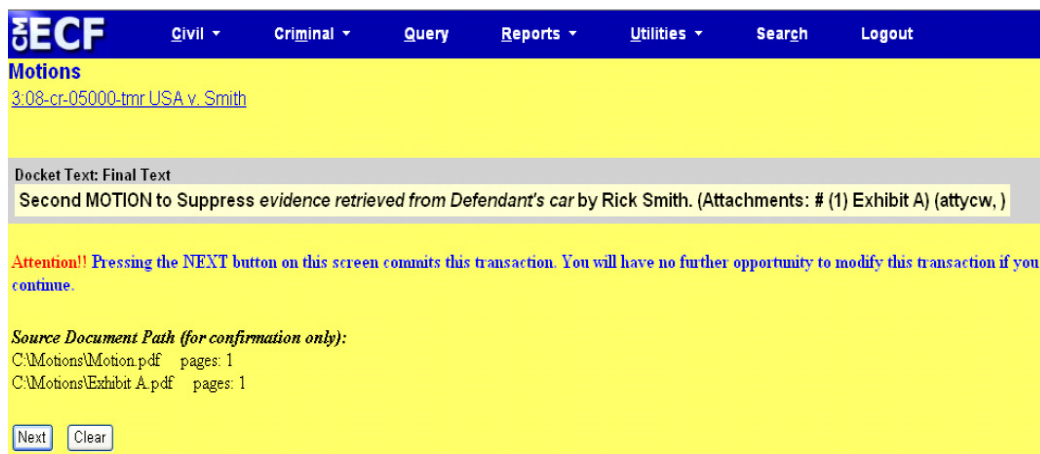
Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

Listings are for example purposes only.

Click in the open text area to type additional text for the description of the pleading, if necessary.

10. Submit the pleading.

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the [Back] button on the Internet browser toolbar to find the screen you wish to alter.

- Click on the **[Next]** button to file and docket the pleading.

Note: The screen depicted above contains the following warning.

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- Clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.

- Clicking on the Web Browser **[Back]** button until you return to the desired screen.

11. Notice of electronic filing.

ECF opens a new **Motions** window displaying an ECF filing receipt.


```
CM/ECF    Civil ▾    Criminal ▾    Query    Reports ▾    Utilities ▾    Search    Logout
Motions
3:08-cr-05000-tmr USA v. Smith


                              U.S. District Court - Southern District of Ohio

                                   Southern District of Ohio

Notice of Electronic Filing

The following transaction was entered by attycw, on 2/17/2009 at 3:43 PM EST and filed on 2/17/2009
Case Name:
Case Number:      3:08-cr-05000-tmr
Filer:
Document Number: 13

Docket Text:
Second MOTION to Suppress evidence retrieved from Defendant's car by Rick Smith. (Attachments: # (1) Exhibit A) (attycw, )


3:08-cr-5000-1 Notice has been electronically mailed to:

3:08-cr-5000-1 Notice has been delivered by other means to:

attycw
Chris Williams (Attorney Account)

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1040326259 [Date=2/17/2009] [FileNumber=10484-0]
[86daaaae8c99b65eb01b67ad68e742ecb75c3fec84a109fc8f9036ac0db7496477fe8
c4e9ceefb71942c637d4cad05e6ef8fad24496ccef6308d598455db0004]]
Document description: Exhibit A
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1040326259 [Date=2/17/2009] [FileNumber=10484-1]
[2790c26af1e53f01237fe3c1ae6ae16a77efd5e035ea253879d7b8abdf0ce0da17225
416f56204b73c97f9dcccf03150b000576475c9765d84ca9cf8058b24be]]
```

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.

- Select **[Print]** on the Internet browser toolbar to print the document receipt.

- Select **[File]** on the Internet browser menu bar, and choose **Save File As**…from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The Notice of Electronic Filing represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court.

Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document.

The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note:	It is the responsibility of filers to send hard copies of the pleading and Notice of Electronic Filing to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Linking Documents (Refer to existing event)

Some pleadings such as Briefs and various Indexes should be "linked" to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.

An "event" in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of "**Should the document you are filing link to another document in this case?**" and click **[Next]**.

Note:	If you are linking to another document, you may narrow the documents displayed by providing the Filed date and/or Document number range, otherwise, all documents will be listed on the next screen.

Click the checkbox for the document you wish to link to and click **[Next]**.

Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the Blue menu bar of ECF.

ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the ECF database.

Note:	Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of $.08 per page to access documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted on the next page. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure 2 on page 38.

You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure 1). If you click on the name of the party, ECF will open the query screen depicted in Figure 2. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure 2.

Figure 1

After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure 2.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meets those criteria, you will get a screen similar to the one in Figure 1, but listing multiple case numbers.

Figure 2
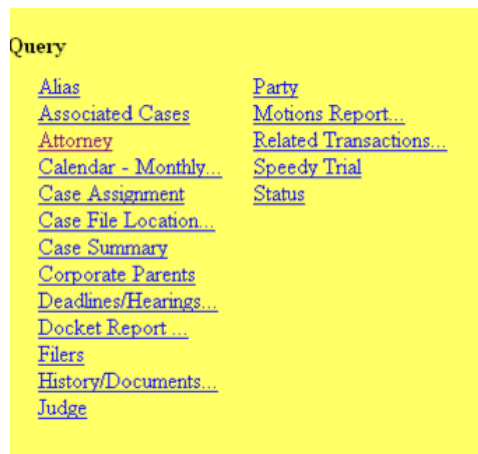
At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen as depicted.

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

The document numbers in the middle column of the figure below are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in Figure 3. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

Figure 3

After making your selections, click on the [Run Query] button. ECF queries the database and builds your report. Figure 4 depicts a portion of a History/Documents report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

Figure 4

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the Query feature of ECF is similar to what has been described above.

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted in Figure 5.

Figure 5

If you select Cases Filed or Docket Sheet from the screen depicted in Figure 5, ECF will ask you to login to **PACER**. You may view Court Calendar Events for a case without logging into **PACER**.

Docket Sheet

Click on the **Docket Sheet** hyperlink in Figure 5 and ECF opens the **PACER** login screen.
Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Page 39). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

> **Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 9/23/2002 to 10/23/2002.

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Written Opinions

Published written opinions can be downloaded free of charge.

Utilities Feature

The Utilities feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.

Our present version of ECF allows you to change your client code, your PACER login and show your PACER account. "Review Billing History" and "Internet Payment History" will become active when payment of fees through the use of the Internet becomes activated.

Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the Maintain User Account information screen.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. **Check the "Policy and Procedural Manual" for further information on procedure for changing your address.**

(Figure 6)

Clicking on the **[E-mail information]** button opens the following screen. You may click the **[Clear]** button at anytime to clear all information and start over. Clicking the **[Submit]** will update the information.

(Figure 7)

ECF will E-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. On this screen you can perform the following:

- **Format** - change the format in which you receive e-mails, either text or HTML.

- **Delivery Method** - change the NEF from Individual or Summary.

  - Individual NEF will send one e-mail per docket entry per case for every case that you are associated with or additional cases that you have added. The e-mail will be sent immediately after someone has filed in the case.

- Summary NEF will send you one e-mail listing all of the filings in all cases that you are associated with or additional cases that you have added. This e-mail will be sent out at 12:00 a.m. every day.

- **Additional Options -** There are two options, **Additional Cases** and **Delivery Method Exceptions**.

  - **Additional Cases** allows you to add (or remove previously added) cases that you are not associated with, but would still like to receive a NEF.

  - Click on the pull down window to select **Add** or **Remove**.

- To **Add** a case, select the **Add** option in the pull down menu and click in the box labeled **Enter case number.**

  - Enter the case number and click **[Add to List]**

  - A new window may appear and ask you to specify the case, if so, check the box for your case and click **[Next].**

- To **Remove** a case, select the **Remove** option from the pull down menu.

Select the case that you want to remove and click **[Remove from List].**

- **Delivery Method Exception** - Depending on which option you selected for the Delivery Method from above, this will allow to you specify which cases you do not want to follow the standard method. For example, if you selected Individual NEF for your cases, in this option you can add cases in which you would only like to receive Summary NEF.

  - **Select Delivery Method** Exception from the pull down menu.

  - Just as above with adding or removing additional cases, select the **Add** or **Remove** option from the pull down menu.

- To **Add** a case, select **Add**. Next, click on the pull down menu **[Select case to add to list here]**.

- Select the case you want to add and click **[Add to List]**.

- Repeat the step until all desired cases have been added.
- To Remove a case, select Remove from the pull down window.

- Next, select the case or cases that you want to remove. You may select multiple cases either by hold the left mouse button down and drag the mouse pointer over the cases or by holding the **[Control Key]** on your keyboard and clicking individual cases.

- Once all of the cases have been selected, click the **[Remove from List]** Button.

- If you wish to add additional e-mail accounts to receive NEF, click the **[Add Additional E-mail Address]**. You can click this button multiple times to open multiple email address boxes.

- Next, enter all of the e-mail addresses that you want to receive NEF.

- Just as above, the **Secondary E-mail Addresses** has the following options; **Format**, **Delivery Method** and **Additional Options**. See the previous section for more information.

- Two new options are available for **Secondary E-mail Addresses**.

  - **Active** - Click this box if you want the **Secondary E-mail Address** to receive only NEF from active cases of the **Primary E-mail Address**.

  - **In All My Cases** - Click this box if you want the **Secondary E-mail Address** to receive NEF from all of the cases (Active or Inactive) of the **Primary E-mail Address.** This includes the additional cases that have been entered under the **Primary E-mail Address**.

After updating your account information, click on the **[Return to Person Information Screen]** button will save the information and return you to your **Maintain User Account** screen (Figure6).

To edit or view login information about your account, select the button labeled **[More user information]** (as shown on Figure 6) from the **Maintain User Account** screen. ECF opens the screen depicted in Figure 8 below.

Figure 8

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen.

When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See Figure 9 for a sample transaction log report.

<div align="center">

Figure 9

</div>

| | Civil ▾ | Criminal ▾ | Query | Reports ▾ | Utilities ▾ | Search | Logout | ? |

Transaction Log

Report Period: 01/01/1996 - 02/24/2009

Id	Date	Case Number	Text
22812	02/11/2009 15:47:26	3-08-cr-5000-1	First MOTION to Appoint Expert <I>Surveyor</I> by Rick Smith. (attycw,)
22813	02/11/2009 16:37:04	2-08-cv-5000	MOTION to Appoint Expert by MELINDA WALKER. Motions referred to Terence P. Kemp. (attycw,)
22815	02/12/2009 13:50:06	2-08-cv-5000	Second MOTION for Preliminary Injunction <I>cease and desist from</I> by James Johnson. Motions referred to Terence P. Kemp. (attycw,)
22860	02/17/2009 13:30:02	3-08-cr-5000-1	Second MOTION to Suppress <I>evidence retrieved from Defendant</I> by Rick Smith. (Attachments: # (1) Exhibit A) (attycw,)
22869	02/17/2009 15:43:22	3-08-cr-5000-1	Second MOTION to Suppress <I>evidence retrieved from Defendant's car</I> by Rick Smith. (Attachments: # (1) Exhibit A) (attycw,)

Total Number of Transactions: 5

Use this feature of ECF to review your transactions and to verify the following.

- All of the transactions you entered are reflected in the Transaction Log.

- No unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides four **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research

- Mailings

- Verify a Document

- Internet Payment History

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw, and LexisNexis via the Internet.

There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.

Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.

When click on **Internet Payment History** ECF opens a screen with two fields for entering a date range. Enter the date range for your report and click on the **[Run Report]** button. ECF displays a report of all your payments within the date range you specified.

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.

Click on the Logout hyperlink from the ECF Blue menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted by the Figure on page 12 of this manual.
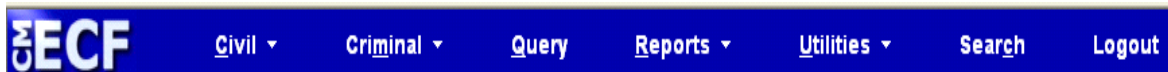
Additional Information Regarding ECF

Sealed Documents

Sealed documents must be brought to the District Court Clerk's office for filing.

CM/ECF Update

CM/ECF will be upgraded to version 4.0 during 2009. When the Release Notes are available to the public, they will be posted on the Court's website. Please review the changes in the Release Notes. Some of the changes will include opening civil cases and how to maintain your email addresses.