

ELECTRONIC CASE FILES



User Manual

DISTRICT OF MAINE

(6/4/04)

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PREFACE

Effective October 1, 2003, all documents submitted for filing in civil and criminal cases commenced on or after January 1, 2003, except those documents specifically exempted, shall be filed either electronically using the Electronic Case Filing System (ECF) or on a properly labeled 3.5" floppy or compact disk in portable document format (PDF) so that the document can be added to the electronic case file.

The Clerk's Office will not maintain a paper court file in any civil or criminal case commenced after October 1, 2003, except as provided in the Administrative Procedures Governing Electronic Filing. (The case files in actions commenced between January 1, 2003 and September 30, 2003 will contain paper files of those documents filed prior to October 1, 2003 and electronic files of the documents filed on or after October 1, 2003). The official court record shall be the electronic file maintained on the Court's servers together with any paper attachments and exhibits filed in accordance with those procedures.

All documents filed by electronic means must comply with technical standards, if any, established by the Judicial Conference of the United States or by this Court.

An attorney may apply to the Court for permission to file paper documents.

Counsel who have registered on the ECF system will receive an electronic notification of filing (NEF) for all filings, including filings made in cases filed prior to 2003. However, all NEFs pertaining to pre-2003 cases will not include the link to the document and counsel must remember that the service and filing of pleadings in those cases must continue to be made on paper in the traditional manner with an original signature.

GETTING STARTED

Introduction

This manual provides procedures and instructions for using the Electronic Case Files (ECF) system to file documents with the Court, or to view and retrieve docket sheets and documents for all civil, criminal and miscellaneous cases in the system. A Filing User should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document Files (PDF).

Definitions

- A. “Electronic Filing” is the process of uploading a document from the registered user’s computer, using the court’s Internet-based Electronic Case Files (ECF) system to file the document in the court’s case file. The ECF system only accepts documents in a portable document format (PDF). Although there are two types of PDF documents –electronically converted PDF’s and scanned imaged, **only electronically converted PDF’s may be filed with the court using the ECF System**, unless otherwise authorized by local rule or order.
- B. “Filing User” is an individual who has a court-issued login and password to file documents electronically.
- C. “Notice of Electronic Filing” is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and electronic links (hyperlinks) to the filed document and the docket report.
- D. “PACER” (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court docket information over the Internet.
- E. “PDF” refers to Portable Document Format. There are two types of PDF documents:
 - *ELECTRONICALLY CONVERTED* PDF documents, which are created from word processing documents (MS Word, WordPerfect, etc) using Adobe Acrobat or similar software and,
 - *SCANNED IMAGE* PDF documents, which are produced using an optical scanner.

Electronically converted PDF documents are text searchable and their file size is small. Scanned image PDF documents are created from paper documents run through an optical scanner. Scanned image PDF’s are not searchable and have a large file size.

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
- Internet access
- Netscape Navigator software version 4.5, 4.7 or 4.76 or Internet Explorer software version 5.5*
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF).

A scanner is helpful, but not necessary, when filing electronically. Use a scanner **ONLY** if you cannot electronically prepare your documents with a word processing software package and convert them to PDF format. When scanning documents for ECF, scan at a resolution of 200 to 250 dpi. All documents should be scanned with a "black and white" setting.

*Due to security, a session can only be established using Netscape Navigator 4.5, 4.7, 4.76 or Internet Explorer 5.5. **DO NOT USE** America On-Line's version of Netscape Navigator, a version of Netscape Navigator lower than 4.5 or a version of Internet Explorer lower than version 5.5.

REGISTRATION

An attorney must register with both PACER and ECF in order to be a Filing User.

ECF Registration

Attorneys admitted to the bar of this court, including visiting attorneys, shall register as filing users of the court's ECF system prior to filing any pleadings. Registration shall be on an Attorney Registration Form, a copy of which is available on the Court's [website](#).

Completed registration forms should be mailed to:

Office of the Clerk
United States District Court
Attn: ECF Attorney Registration
156 Federal Street
Portland, Maine 04101

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

A non-prisoner who is a party to a civil action and who is not represented by an attorney may register as a filing user in the ECF system. If during the course of the action the person retains an attorney who appears on the person's behalf, the Clerk's Office shall terminate the person's registration upon the attorney's appearance.

A registered user shall not allow another person to file a document using the user's log-in and password, except for an authorized agent of the filing user. Use of a user's log-in and password by a staff member shall be deemed to be the act of the registered user.

Registration constitutes consent to service of all documents by electronic means.

PACER Registration

ECF users must have a PACER account in order to use the Query and Report features of the ECF system, to view attachments and other case information, or to view a Notice of Electronic Filing in a Criminal case. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 or (210) 301-6440 to establish an account. Or, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

PACER Fees

Access to web based documents via the ECF/PACER system will generate a \$.07 per page charge with a cost ceiling of \$2.10 per document. Please note that attachments to a filing are not included in a filer's "one free look" and that each attachment is considered a separate document for PACER billing purposes.

THE ECF SYSTEM

Excerpts from the Administrative Procedures Governing ECF

ECF System Capabilities

A Filing User with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the court's ECF system to perform the following functions:

- Access the court's web page;
- View, print or download the most recent version of the ECF User Manual;
- Electronically file pleadings and documents in actual ("live") cases;
- View official docket sheets and other documents associated with cases and;
- View various reports.

Electronic Filing

Electronic transmission of a document to the ECF system, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure and constitutes entry of the document on the docket maintained by the Clerk pursuant to Fed.R.Civ.P.58, Fed.R.Civ.P.79 and Fed.R.Crim.P.55.

A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing from the court.

All pleadings and documents filed electronically shall be titled in accordance with the approved dictionary of civil and criminal events of the ECF system of the court.

Service of Documents by Electronic Means

Whenever a pleading or other document is filed electronically, the ECF system will automatically generate and send a Notice of Electronic Filing (NEF) to the filing user and registered users of record. It is recommended that the user filing the document retain a paper or digital copy of the NEF, which shall serve as the court's date-stamp and proof of filing.

Transmission of the NEF shall constitute service of the filed document and must be deemed to satisfy the requirements of Fed.R.Civ.P.5(b)(2)(D), Fed.R.Civ.P.77(d) and Fed.R.Crim.P.49(b). Nevertheless, all documents filed using the ECF system must include a certificate of service stating that the document has been filed electronically and is available for viewing and downloading from the ECF system. The certificate of service must identify the manner in which the service on each party was accomplished.

Attorneys who have not yet registered as users with ECF and non-prisoner pro se litigants who have not registered with ECF shall be served a paper copy of any electronically filed pleading or other document in accordance with the provisions of Fed.R.Civ.P.5.

Service by electronic means shall be treated the same as service by mail for the purpose of adding three (3) days to the prescribed period to respond.

Special Filing Requirements

- 1) The following documents **shall be filed only on paper**:
 - (A) Motions to file documents under seal and documents filed under seal;
 - (B) Administrative records in social security cases and in other administrative review proceedings;
 - (C) The state court record and other Rule 5 materials in habeas corpus cases filed in 28 U.S.C. §2254 proceedings;
 - (D) Ex parte motions and applications; and
 - (E) Pretrial hearing and trial exhibits.

- 2) The following documents **shall be filed on paper**, which **may also be scanned** into ECF by the Clerk's Office:
 - (A) All handwritten pleadings;
 - (B) All pleadings and documents filed by pro se litigants who are incarcerated or who are not registered filing users in ECF;
 - (C) The charging document in a criminal case, such as the complaint, indictment, and information, as well as the criminal synopsis form;
 - (D) Affidavits for search and arrest warrants and related papers;
 - (E) Fed.R.Crim.P.20 and Fed.R.Crim.P.40 papers received from another court;
 - (F) Any pleading or document in a criminal case containing the signature of a defendant, such as a waiver of indictment or plea agreement; and
 - (G) Petitions for violations of supervised release.

- 3) The following documents **may be scanned by counsel** and filed using ECF:
 - (A) Rule 4 executed service of process documents, and
 - (B) Attachments.

 - (C) The state court record filed in 28 U.S.C. § 1446 removal proceedings.

- 4) The following documents may be received by the Clerk's Office in criminal cases, but are not filed, electronically or otherwise, unless ordered by the Court:
 - (A) Pretrial service reports;
 - (B) Appearance bonds;

-
- (C) Psychiatric and psychological reports;
 - (D) Pre-sentencing reports and other papers submitted prior to sentencing;
and
 - (E) Letters from defendants.

Signatures

Attorneys. The user log-in and password required to submit documents to the ECF system shall serve as that user's signature for purposes of Fed.R.Civ.P.11 and for all other purposes under the Federal Rules of Civil Procedure and the Local Rules of this Court. All electronically filed documents must include a signature block and must set forth the attorney's name, address, telephone number and e-mail address. The name of the ECF user under whose log-in and password the document is submitted must be preceded by a "/s/" and typed in the space where the signature would otherwise appear.

Multiple Signatures. The filer of any document requiring more than one signature (e.g., pleadings filed by visiting lawyers, stipulations, joint status reports) must list thereon all the names of other signatories by means of a "/s/" _____ block for each. By submitting such a document, the filing attorney certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filing attorney has their actual authority to submit the document electronically. The filing attorney shall retain any records evidencing this concurrence for future production, if necessary, until two (2) years after the expiration of the time for filing a timely appeal. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures must file an objection to the document within ten days of the date on the Notice of Electronic Filing.

Affidavits. Except as provided in subsection (g)(2)(E) of the Administrative Procedures, affidavits shall be filed electronically; however, the electronically filed version must contain a "/s/ _____" block indicating that the paper document bears an original signature. The filing attorney shall retain the original for future production, if necessary, for two (2) years after the expiration of the time for filing a timely appeal.

Deadlines

Filing documents electronically does not in any way alter any filing deadlines. All electronic transmissions of documents must be completed prior to midnight, Eastern Time, in order to be considered timely filed that day. Where a specific time of day deadline is set by Court order or stipulation, the electronic filing must be completed by that time.

Regarding Court issued orders: Counsel are cautioned not to rely on deadlines within a docket entry but should refer to the underlying order to determine the appropriate deadline date.

Orders and Judgments

Proposed orders shall not be filed unless requested by the Court. When requested by the Court, proposed orders shall be filed by e-mail in word processing format

A judge, or any authorized member of the court staff, may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue; the text-only entry shall constitute the court's only order on the matter and counsel will receive a system generated NEF.

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 the [Help Desk](#) as soon as the error is discovered. You will need to provide the case and document number 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 a misfiled document or incorrect docket entry after the transaction has been accepted.

Technical Failures

A filing user whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court.

The initial point of contact for any Filing User experiencing technical difficulty filing a document electronically shall be the court's ECF Help Desk at the numbers listed in this manual.

Public Access

The public may review at the Clerk's Office filings that have not been sealed. Except for social security cases, the public may access civil files in ECF at the court's Internet site (www.med.uscourts.gov) by obtaining a PACER log-in and password. Access to documents filed in social security cases shall be restricted to the attorneys of record. Documents in criminal cases shall be available through remote public access only to counsel for the government and for the defendant(s) and shall not be available to the general public.

Privacy

To address the privacy concerns created by Internet access to court documents, unless otherwise ordered by the Court, the filing attorney shall modify certain personal data identifiers in pleadings and other papers as follows:

- (1) Minors' names: Use of the minors' initials only;
- (2) Social security numbers: Use of the last four numbers only;
- (3) Dates of birth: Use of the year of birth only;
- (4) Financial account numbers: Identify the type of account and the financial institution, but use only the last four numbers of the account number; and
- (5) Home addresses: Use the city and state only.

It is not the responsibility of the Clerk's Office to review each document to determine if pleadings have been modified and are in proper form.

Sealed Documents

Sealed documents and motions to seal such documents are to be filed in accordance with the existing practices and procedures for conventional filing.

Transcripts

Proceedings of this Court. A transcript of a proceeding of this court shall be filed electronically using ECF or on a 3.5" floppy or compact disk in portable document format (PDF).

Transcripts from other Courts. A transcript of a proceeding of another court shall be filed electronically in PDF format, if so available, otherwise on paper.

Depositions. Depositions, other than those to be used at trial, shall be filed electronically using ECF or on either a 3.5" floppy disk or compact disk in PDF, unless otherwise permitted by the Court. Depositions to be used at trial should be filed in paper.

PORTABLE DOCUMENT FORMAT (PDF)

Only electronically converted PDF (Portable Document Format) **documents** may be filed with the court using the ECF system, unless otherwise specified by Local Rule or Order. Users must therefore install a PDF reader, such as Adobe's Acrobat Reader, if they wish to view documents via the ECF system. Users must install a PDF converter, such as Adobe's Acrobat Printer, if they wish to file documents via the ECF system. Before sending the document to the court, users should review the PDF formatted document to ensure that it appears in its entirety and in the proper format.

There are two types of PDF documents – electronically converted PDF documents and scanned image PDF documents.

Electronically converted PDF documents are created from word processing documents (MS Word, WordPerfect, etc) using Adobe Acrobat or similar software. They are text searchable and their file size is small.

Scanned image PDF documents are created from paper documents run through an optical scanner. Scanned image PDF's are not searchable and have a large file size.

Note: No PDF document filed via the ECF system shall exceed 2 MB in size.
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How to Convert Documents to PDF Format

You must convert all of your documents from their native word processing application to PDF format using Adobe Acrobat or a similar conversion program before submitting them to the court through its ECF system.

For WordPerfect:

Version 6.1, 7 and 8

Open the document to be converted.

Select the **Print** option in the dialog box and select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.

Select your PDF Writer

"Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.

Name the file, giving the extension **.PDF**.

Accept the option and the file is converted to a PDF document.

Version 9 or Above

Use above method or:

Open the document to be converted.

Click on the **File** menu and select, **Publish to PDF**.

Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

For Microsoft Word:

Version 95, 97, or 2000

Open the document to be converted.

Click on the **File** menu and select, **Create PDF**.

Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Version 2002 (Office XP)

Open the document to be converted.

Click on the Create Adobe PDF button on the toolbar.

Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Other word processing programs:

Open the document to be converted.

Select the **Print** option in the dialog box and select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.

Select your PDF Writer

"Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.

Name the file, giving the extension **.PDF**.

Accept the option and the file is converted to a PDF document.

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 PDF Writer, and follow the directions above.

How to View a PDF File using Adobe Acrobat Viewer

- 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 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.

ECF TRAINING

The following ECF training is available:

Training classes conducted by the Clerk's Office at both the Bangor and Portland Courthouses. Training schedules are available on the Court's [web site](#) or by calling the Clerk's Office;

On-site training for nine or more participants at a law office can be arranged by contacting the Clerk's Office; and

ECF Tutorial - Computer Based video demonstration available on CD-ROM.

To register for class training or arrange on-site training contact the following court personnel:

Bangor - Michele Hodgins (207-945-0575 ext 226 or toll free 1-866-820-5315 ext 226)

Portland – Robert Guphill (207-780-3356 ext 210 or toll free 1-666-540-3017 ext 210)

HELP DESK

The Court's Help Desk will be available Monday through Friday, if you need assistance using ECF.

Help Desk -- Bangor 1-207-945-0575 ext. 1 or 1-866-820-5315 ext. 1 (toll free)

Help Desk -- Portland 1-207-780-3356 ext. 1 or 1-866-540-3017 ext. 1 (toll free)

or

E-mail -- ecfhelp@med.uscourts.gov

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, and displaying a docket sheet. We suggest that you make use of the Court's training materials posted on the website before trying to actually file a document.

User Interactions

There are three general types of user interactions employed in ECF:

- Entering information in data fields;
- Using command buttons to direct system activities; and
- Clicking on hyperlinks.

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

How to Access the System

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

<https://ecf.med.uscourts.gov>

Or, you may go to the District of Maine's Web site at <http://www.med.uscourts.gov> and click on the **CM/ECF** hyperlink.

Logging In

The screen below is the **Login** screen.

ECF/PACER Login

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

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x. and Internet Explorer 5.5

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.

Verify that you have entered your ECF login and password correctly. If an error is made before you have submitted the screen, 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 key is incorrect

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

The entry of a valid login ID/password combination prompts the system to display the **Main Menu**.

Select the Appropriate ECF Feature on the Menu Bar

The screen below is the **Main Menu** screen.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

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

Welcome to the U.S. District Court for the District of Maine Electronic Document Filing System. This page is for the use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the Netscape/PDF Settings option listed below.

You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's [frame](#) capability for new navigation tips.

[Netscape/PDF Settings](#)

Last login: 06-02-2003 08:27

24 May 2002

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 change your password as soon as possible.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

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 pleadings and other documents in civil or miscellaneous cases. Be sure to select case type “cv” for civil filings and “mc” for miscellaneous filings.
- Criminal** - Select **Criminal** to electronically file pleadings and other documents in criminal or magistrate cases. Be sure to select case type “cr” for criminal filings, “mj” for magistrate filings, and “po” for petty offense filings.
- Query** - Select **Query** to obtain information by specific case number, party name, or nature of suit. You must login to **PACER** before you can query ECF.
- Reports** - Select **Reports** to retrieve docket sheets and cases-filed reports, as well as a listing of civil and criminal events. You must login to **PACER** before you can view certain ECF reports.
- Utilities** - Select **Utilities** to maintain your account, view all the transactions ECF has processed with your login and password, view mailing information for a case, and/or verify a document.
- Logout** - Select **Logout** to exit from ECF and prevent any further filing with your password until the next time you log in.

General Rules

Manipulating the Screens

Each screen has the following two buttons: and

The button clears all characters entered in the box(es) on that screen.

The or Submit button accept the entry just made and displays the next entry screen, if any.

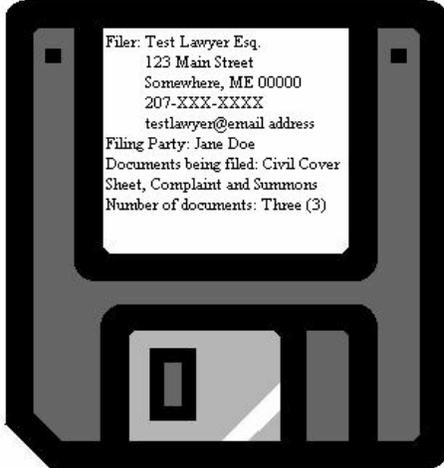
Correcting a Mistake:



Use the **[Back]** button on the Netscape or Internet Explorer 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.

Filing a Case Opening Document in a Civil Action

Civil case opening documents, such as a complaint, petition, or notice of removal, together with a summons and civil cover sheet, shall be filed either by e-mail in PDF or on a properly labeled 3.5" floppy or compact disk in PDF, so that the documents can be added to ECF. Note: no individual PDF document shall exceed 2 MB in size. (Filing fees can be paid by a credit card if the filing attorney has previously submitted a completed ECF Blanket Authorization form).



A disk label must contain: The name, e-mail address and telephone number of the filer (i.e. attorney);

- The name of the filing party;
- The type of document(s) being filed (i.e. complaint); and
- The number of documents contained on the disk.

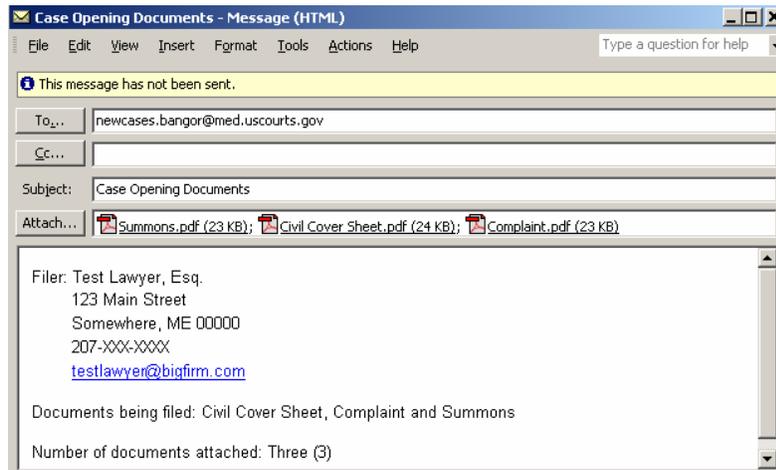
E-mail for Bangor cases shall be sent to newcases.bangor@med.uscourts.gov

E-mail for Portland cases shall be sent to newcases.portland@med.uscourts.gov

While the District of Maine has no limit on the size or number of email attachments that its email server can receive, the restrictions that many internet mail servers may have make it practical to limit the size of attachments so that the entire email does not exceed 4 Mega Bytes (MB) in size (*Please remember that no individual PDF document may exceed 2 MB in size.*). Exceeding this limit may result in delivery failure. In the event that the number of email attachments exceeds 4MB, consider sending the attachments over the course of several email messages in order to avoid a delivery failure.

An e-mail filing must contain in the body of the e-mail message:

- The name, email address and telephone number of the filer(i.e. attorney);
- The type of document(s) being filed; and
- The number of pdf documents attached to the email message.



A party may not electronically serve a complaint but shall effect service in the manner in accordance with Fed.R.Civ.P.4.

Summons

The following describes the summons process in ECF.

1. The filing user must obtain a summons form from the Court's website.
2. The filing user will fill in the appropriate information on the summons form and file it in PDF format, either on disk or via email, together with the complaint.
3. The Clerk's Office will make a docket entry "Summons Issued" and return by mail to counsel for the plaintiff a signed and sealed summons for service of process.

Note: The Summons process described above is valid for all Summons, even those submitted after the complaint or other initiating document.

Filing Documents in ECF

After logging in, there are eleven basic steps involved in e-filing a document:

Select the Case Type from the blue menu bar at the top of your screen (Civil or Criminal).

Select the type of document to file (e.g. motion, etc.).

Enter the Case Number in which the document is to be filed.

Select the Defendant (in criminal filings only)

Select the parties for whom the pleading or document is being filed.

Select the PDF document to be filed.

Add attachments, if any, to the document being filed.

Modify docket text as necessary.

Submit the document to ECF.

Retain Notification of Electronic Filing (NEF).

Mail paper copies of pleading to any non-registered party.

For purposes of describing the Electronic Filing process and the ECF screens, this section of the User Manual describes the process for filing a Civil Motion in ECF.

After successfully logging into ECF, follow these steps to file a pleading.



1. Select the Case Type

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 Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

2. Select the Type of Document to File.

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



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions". A dropdown menu is open, displaying a list of motion types: Amend, Amend Scheduling Order, Appoint Counsel, Appoint Custodian, Appoint Expert, Appoint Guardian/Attorney ad Litem, Approve Settlement, and Attachment & Trustee Process. Below the dropdown menu, there are two buttons: "Next" and "Clear".

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. If the type of motion you are filing is not listed, you may select **Miscellaneous Relief¹** and text in the type of motion.

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.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions". A dropdown menu is open, displaying a list of motion types: Judgment as a Matter of Law, Leave to File, Miscellaneous Relief, New Trial, Order, Partial Summary Judgment, Permanent Injunction, and Preliminary Injunction. The "Preliminary Injunction" option is highlighted in blue. Below the dropdown menu, there are two buttons: "Next" and "Clear".

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

Note: A Filing User who wishes to file a document other than a motion or application should make the appropriate selection from the Civil Events menu. The process for other filings is very similar to what has been described in this manual for filing a motion.

3. 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.

If the number is entered incorrectly, click the [Clear] button to re-enter the case number, then click the [Next] button.

The case number can be entered in two different formats.

- a) If the entire case number is known it may be entered in the format <office>:<case year>-<case type>-<case number> (i.e. 1:03-cv-33) where:

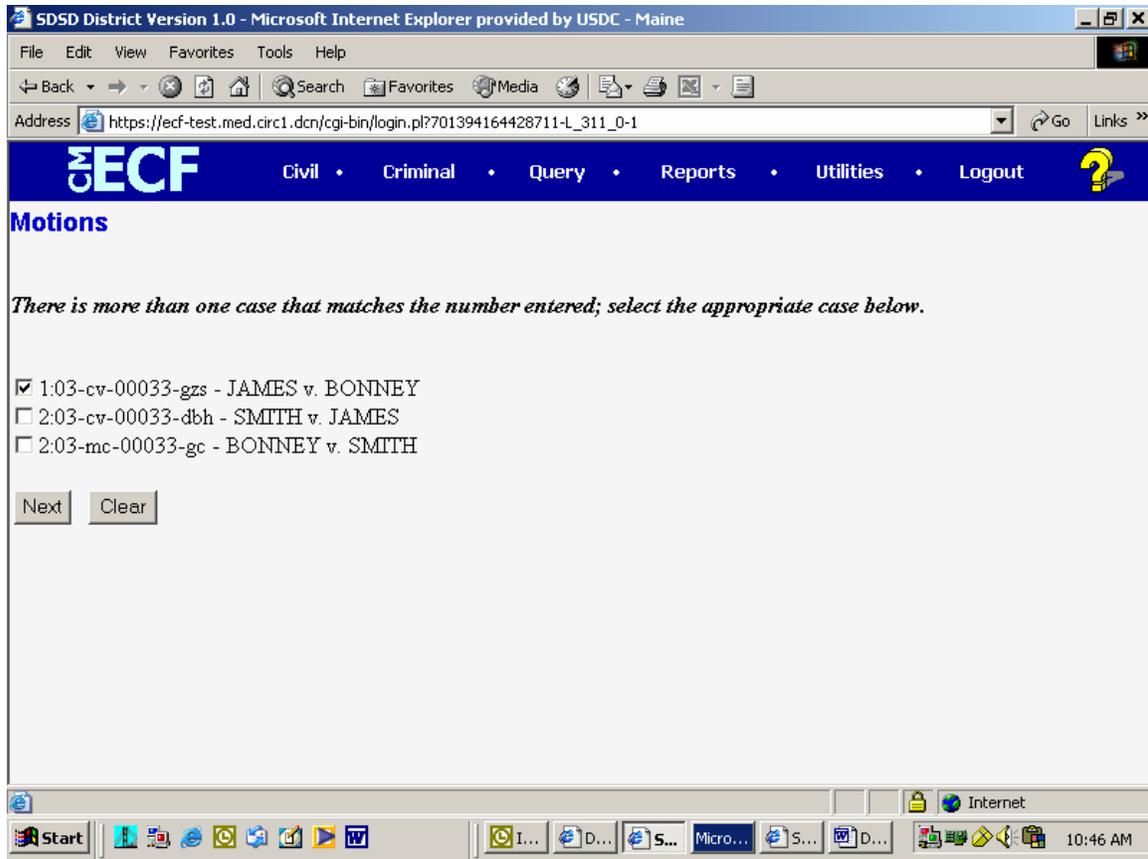
Office = 1: Bangor cases
 2: Portland cases

Case Type = cv-civil cases
 mc-miscellaneous cases
 cr-criminal cases
 mj-magistrate cases
 po-petty offense cases

The screenshot shows the CM/ECF Motions screen. The top navigation bar includes 'Civil • Criminal • Query • Reports • Utilities • Logout' and a help icon. The 'Case Number' field contains '1:03-cv-33' and is highlighted in yellow. Below the field, the text '99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345' is displayed. At the bottom of the form are 'Next' and 'Clear' buttons.

- b) Enter the case year–case number (i.e. 03-33). The system may identify more than one case with that number. Select the appropriate case by clicking on the box next to the case number.

The screenshot shows the CM/ECF Motions screen. The top navigation bar includes 'Civil • Criminal • Query • Reports • Utilities • Logout' and a help icon. The 'Case Number' field contains '03-33' and is highlighted in yellow. Below the field, the text '99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345' is displayed. At the bottom of the form are 'Next' and 'Clear' buttons.



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



4. Select the Defendant (in criminal cases only).

Very Important: If there is more than one defendant in the case, the system will display a Select Defendant screen. Select the defendant for whom the motion applies. The Defendant for whom the motion applies may not necessarily be the same as the filer of the motion. For example, in a multi-defendant case, the Government may file a motion for a psychiatric examination as to one of the defendants.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions". The main content area contains the instruction "Make appropriate selections" and two radio button options: 1:33-cr-00033-gzs-1 - JESSE JAMES and 1:33-cr-00033-gzs-2 - WILLIAM BONNEY. There is also an option All defendants. At the bottom of the selection area are two buttons: "Next" and "Clear".

Click **Next**

5. Select the Party(s) for whom the Document is being Filed.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "Motions" and the case number is "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area is titled "Select the filer." and contains a section labeled "Select the Party:". This section features a list box with two entries: "BONNEY, WILLIAM [Defendant]" and "JAMES, JESSE [Plaintiff]". To the right of the list box is a link labeled "Add/Create New Party". At the bottom of the list box, there are two buttons: "Next" and "Clear".

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.

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

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

6. Select the PDF Document to be Filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen. 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. Each document that you intend to file **MUST** be in **PDF** format with a **.PDF** extension. Otherwise, ECF will not accept the document.

MECF Civil • Criminal • Query • Reports • Utilities • Logout ?

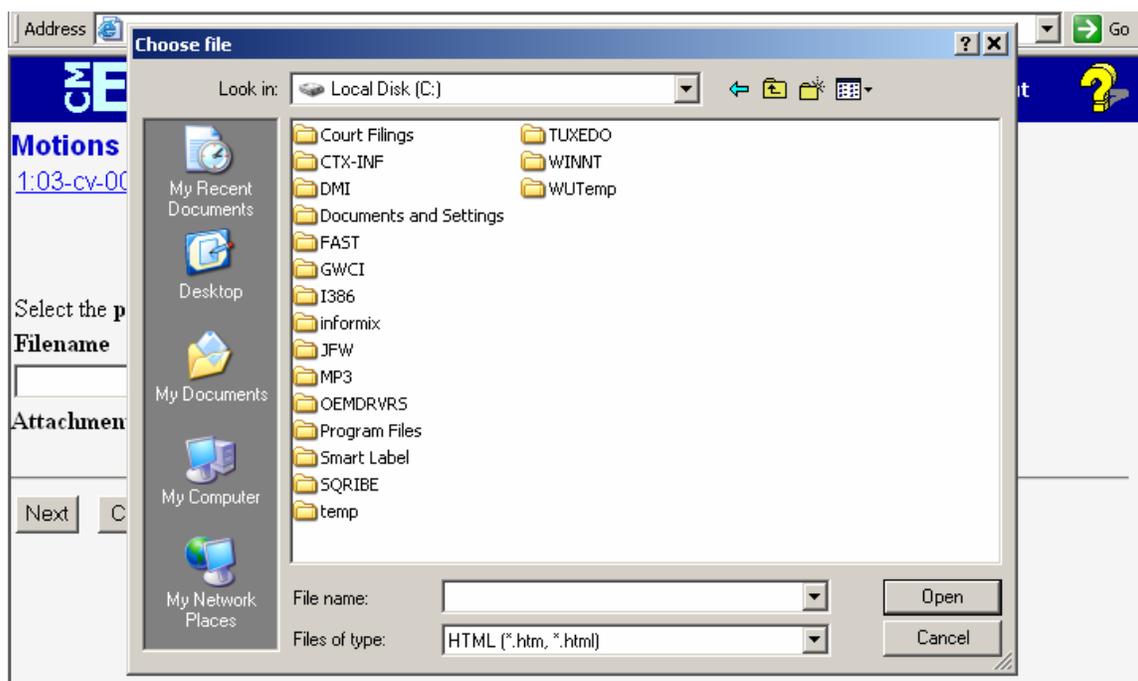
Motions
[1:03-cv-00033-gzs JAMES v. BONNEY](#)

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

Filename

Attachments to Document: No Yes

Click on the **[Browse]** button.



Change the **Files of type** from:

Files of type:

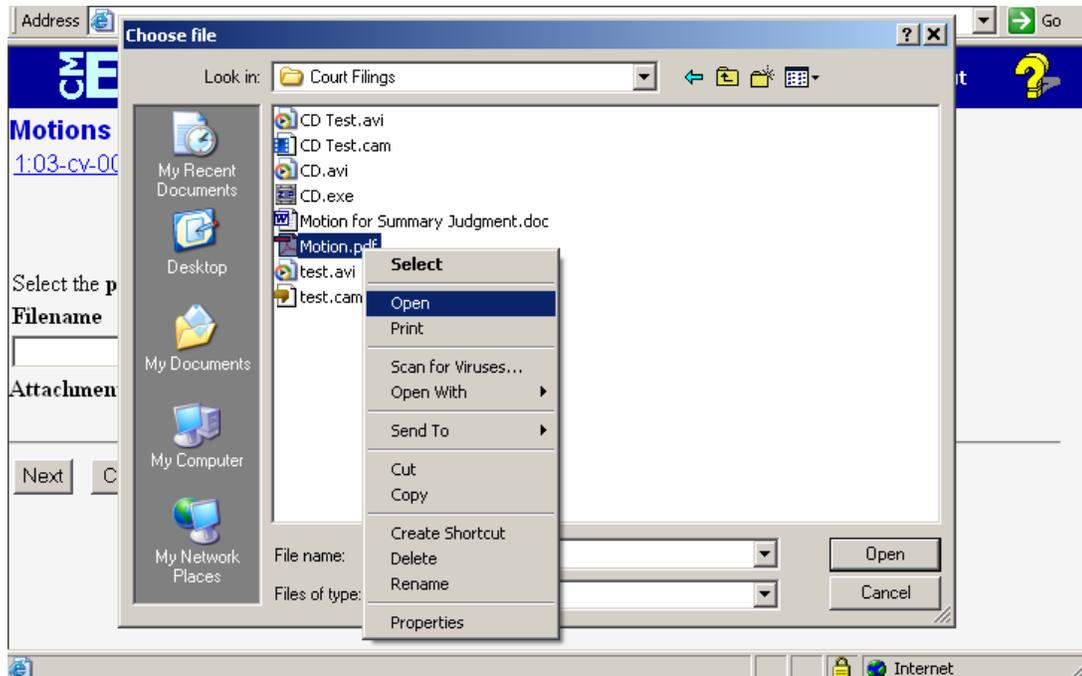
to:

Files of type:

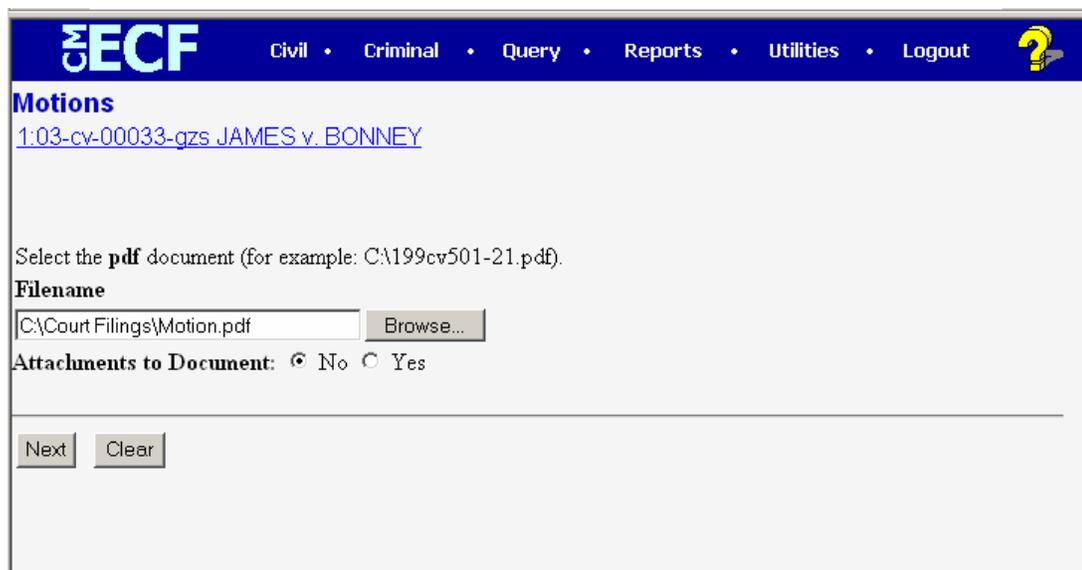
Navigate to the appropriate directory and file name to select the PDF document you wish to file.

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 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.



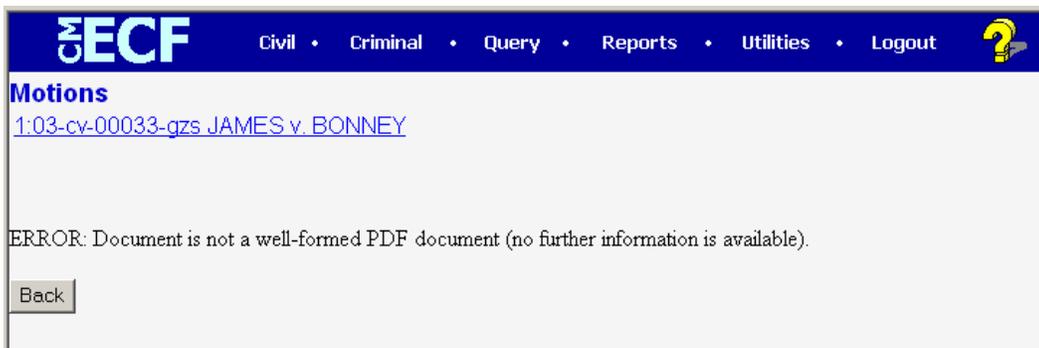
Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 7, “**Modify the 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 6, “**Add attachments, if any, to the document 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.

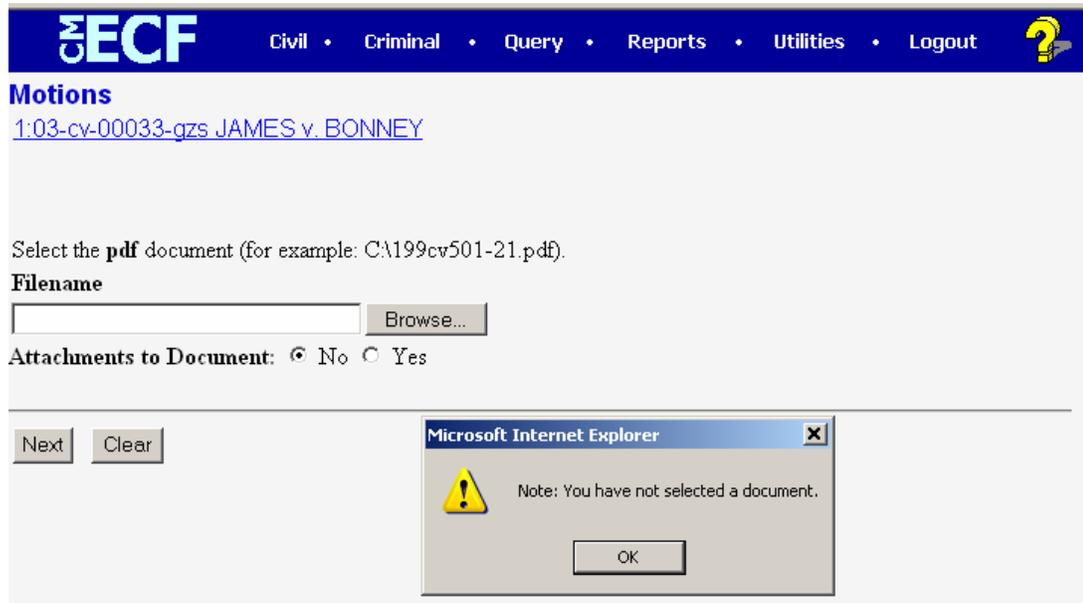


ECF will not permit you to select a file for your pleading that is not in PDF format.

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.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar, the page title is "Motions" and the case name is "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area contains a form with the following elements:

- Text: "Select the **pdf** document (for example: C:\199cv501-21.pdf)."
- Label: "Filename"
- Input field: An empty text box.
- Button: "Browse..."
- Text: "Attachments to Document: No Yes"
- Buttons: "Next" and "Clear"

An error message dialog box is overlaid on the form. The dialog box title is "Microsoft Internet Explorer" and it contains a yellow warning triangle icon. The text inside the dialog box reads: "Note: You have not selected a document." Below the text is an "OK" button.

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.

7. Attachments and Exhibits

A filing user shall submit, in electronic format, all documents referenced as exhibits or attachments to filings as outlined below, unless otherwise ordered by the court.

Each referenced exhibit must be labeled with a proper exhibit marking and filed as a separate attachment and fully described as shown on pages 35 and 36.

A filing user must submit as attachments and non-trial exhibits only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Users who file excerpts of documents do so without prejudice to their right to timely file additional excerpts or the complete document, as may be allowed by the court. Responding parties may timely file additional excerpts or the complete document that they believe are directly germane.

Filers must not attach as an exhibit any pleading or other paper already on file with the Court, but shall merely refer to that document.

Attachments and exhibits must be filed according to the following guidelines.

IF THE ATTACHMENT OR EXHIBIT IS	THEN IT SHOULD BE
A word processing document of any length converted to PDF	Divided into 100 page attachments and filed using ECF
A scanned document up to 100 pages in length	Create attachment files of 25 pages each and file using ECF
A scanned document exceeding 100 pages	Filed in paper form to the Clerk's Office
Non-scanned exhibits (e.g. videotapes, demonstratives, photographs, color documents, etc.)	Filed with the Clerk's Office and a text entry made in ECF
Pre-trial and post-trial hearing exhibits and trial exhibits.	Filed in paper form
If no access to scanner	Filed in paper form

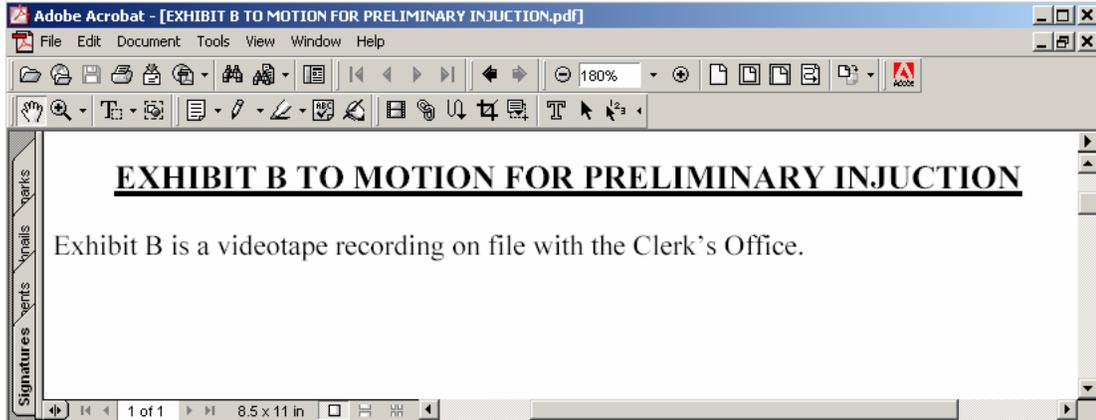
Deposition transcripts shall be filed electronically using ECF or on either a 3.5" floppy disk or compact disk in PDF, unless otherwise permitted by the Court.

Note: no PDF document filed via the ECF system shall exceed 2MB in size. Following the attachment and exhibit guidelines above should assure that each PDF document is below the maximum file size. However, paper documents scanned at high resolution may exceed the 2MB limit even if kept within the page limitation outlined in the guidelines. **We recommend a scanning resolution of no more than 250 dpi to maintain acceptable file size limits.**

Non-scanned Exhibits

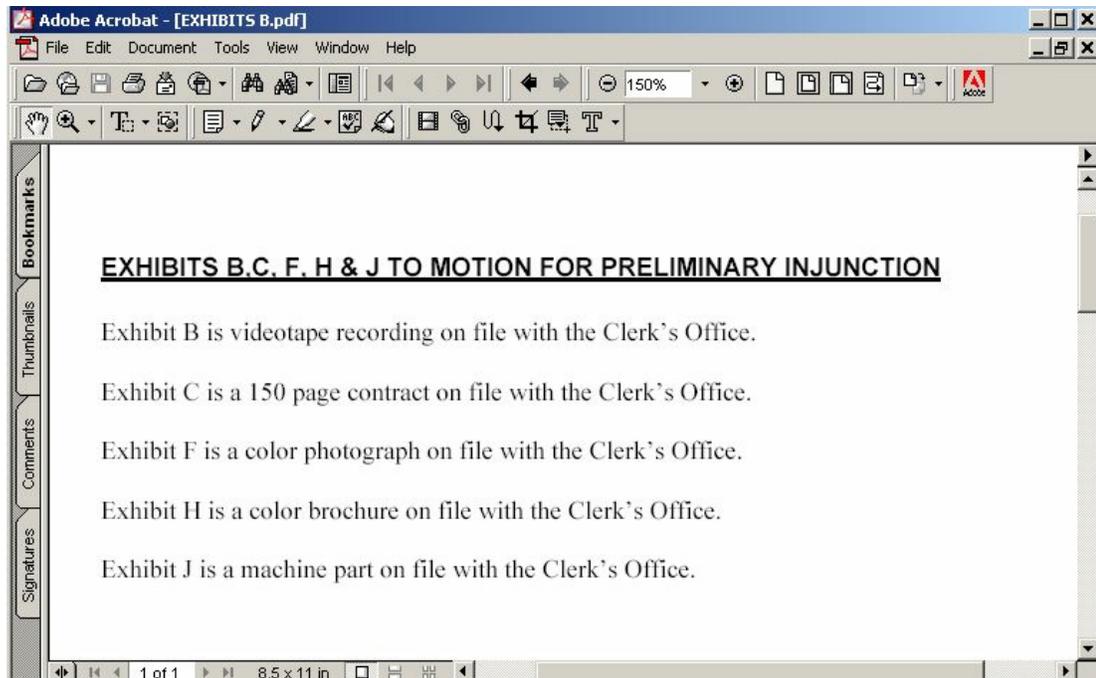
All attachments and exhibits that are referenced in a document and are filed with the Clerk's Office (i.e. video tapes, demonstratives, pre-trial hearing exhibits, large documents, etc.) must have notice of their filing recorded in ECF.

The filer must create a descriptor PDF document that contains the name and a description of the attachment/exhibit (see below).



During the filing of the referencing document, answer "yes" to the attachment question and upload the descriptor PDF document.

If you have multiple non-scanned exhibits you may include them all in a single descriptor PDF document.



Adding Attachments to Filings

If you indicated the need to attach documents to a pleading, a new screen appears.

The screenshot shows the ECF Motions interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is also present. Below the navigation bar, the page title is "Motions" and the case number is "1:03-cv-00033-gzs JAMES v. BONNEY".

The main content area contains the following instructions and form fields:

Select one or more attachments.

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

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text" value=""/> ▾	<input type="text" value="xhibit B: Law Enforcement Manual"/>

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.

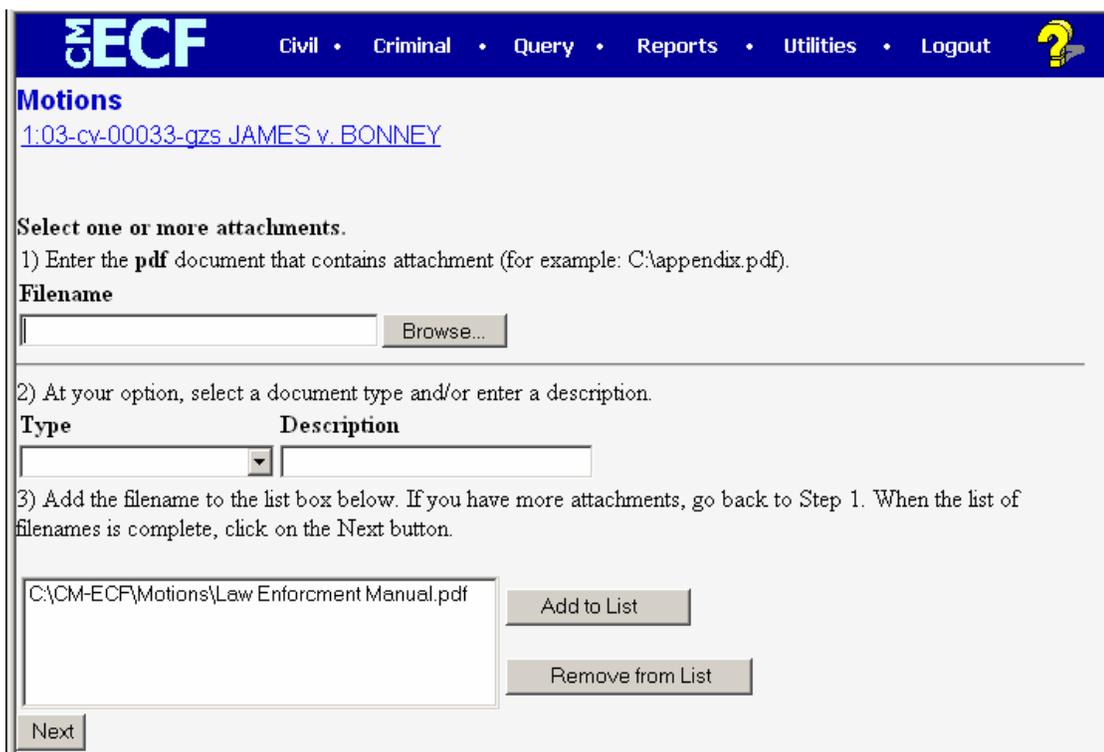
Click on [**Browse**] to search for the document file name of the attachment.

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

Counsel must describe the attachment fully by clicking in the **Description** box and typing a clear and concise description of the attachment, as shown above.

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.

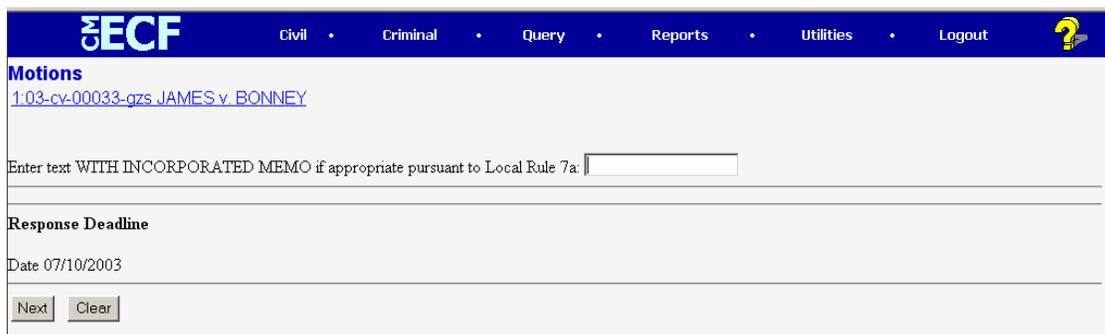


The screenshot shows the ECF interface for adding attachments to a motion. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The page title is 'Motions' and the case name is '1:03-cv-00033-gzs JAMES v. BONNEY'. The instructions are: 'Select one or more attachments. 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) At your option, select a document type and/or enter a 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.' The form includes a 'Filename' field with a 'Browse...' button, a 'Type' dropdown menu, a 'Description' text field, a list box containing 'C:\CM-ECF\Motions\Law Enforcement Manual.pdf', and buttons for 'Add to List', 'Remove from List', and 'Next'.

Repeat the sequence for each additional attachment.

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

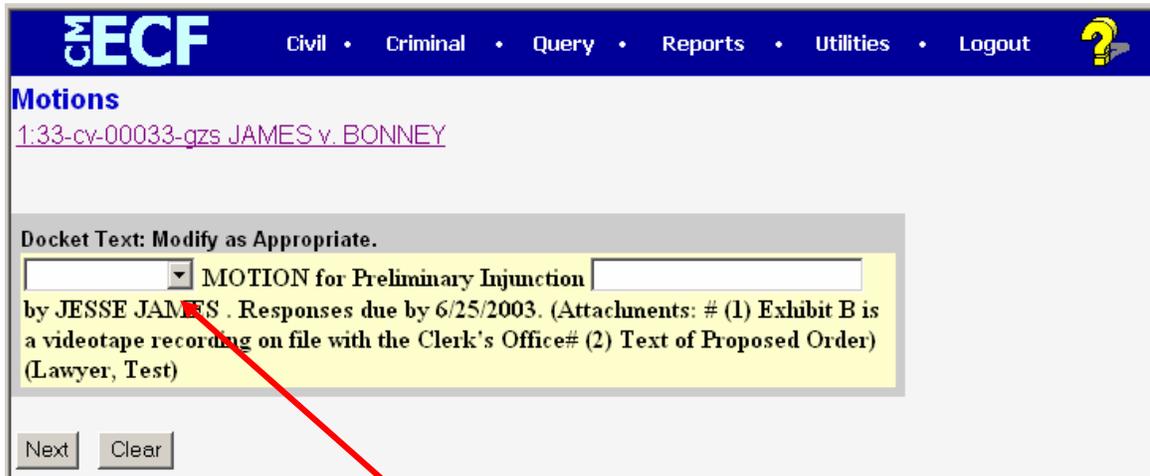
Type "WITH INCORPORATED MEMO" in the text field of the new window if appropriate.



The screenshot shows the ECF interface for the response deadline. The top navigation bar is the same as in the previous screenshot. The page title is 'Motions' and the case name is '1:03-cv-00033-gzs JAMES v. BONNEY'. The text field contains 'Enter text WITH INCORPORATED MEMO if appropriate pursuant to Local Rule 7a:'. Below this is the 'Response Deadline' section, which shows 'Date 07/10/2003'. At the bottom are 'Next' and 'Clear' buttons.

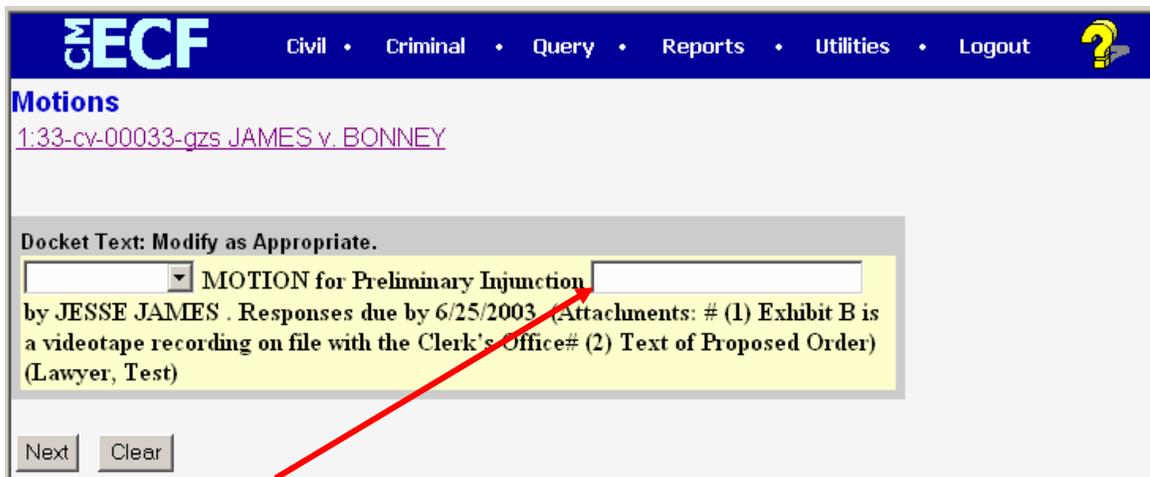
Note: ECF creates and displays the response deadline in this window. This deadline cannot be changed by filing users.

8. Modify Docket Text as Necessary.



The screenshot shows the CM/ECF interface. At the top is a blue navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a 'Motions' section with a link to '1:33-cv-00033-gzs JAMES v. BONNEY'. The main content area is titled 'Docket Text: Modify as Appropriate.' and contains a yellow-highlighted entry: 'MOTION for Preliminary Injunction' followed by a dropdown menu, 'by JESSE JAMES . Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order) (Lawyer, Test)'. A red arrow points to the dropdown menu. At the bottom are 'Next' and 'Clear' buttons.

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



This screenshot is identical to the one above, but the red arrow points to the open text area of the docket entry description: 'by JESSE JAMES . Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order) (Lawyer, Test)'. The 'Next' and 'Clear' buttons are visible at the bottom.

If necessary, click in the open text area to type additional text for the description of the pleading.

9. Submit the Document

Click on the **[Next]** button. A new **Motions** window, the final approval screen, appears with the complete text for the docket entry.

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

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "Motions" and the case number is "1:33-cv-00033-gzs JAMES v. BONNEY". The main content area displays "Docket Text: Final Text" followed by a highlighted yellow box containing the text: "MOTION for Preliminary Injunction by JESSE JAMES. Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order)(Lawyer, Test)". Below this, 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." At the bottom of the form, there are two buttons: "Next" and "Clear".

If the text is correct, click on the **[Next]** button to file the document.

Note: The screen depicted above contains the following warning.

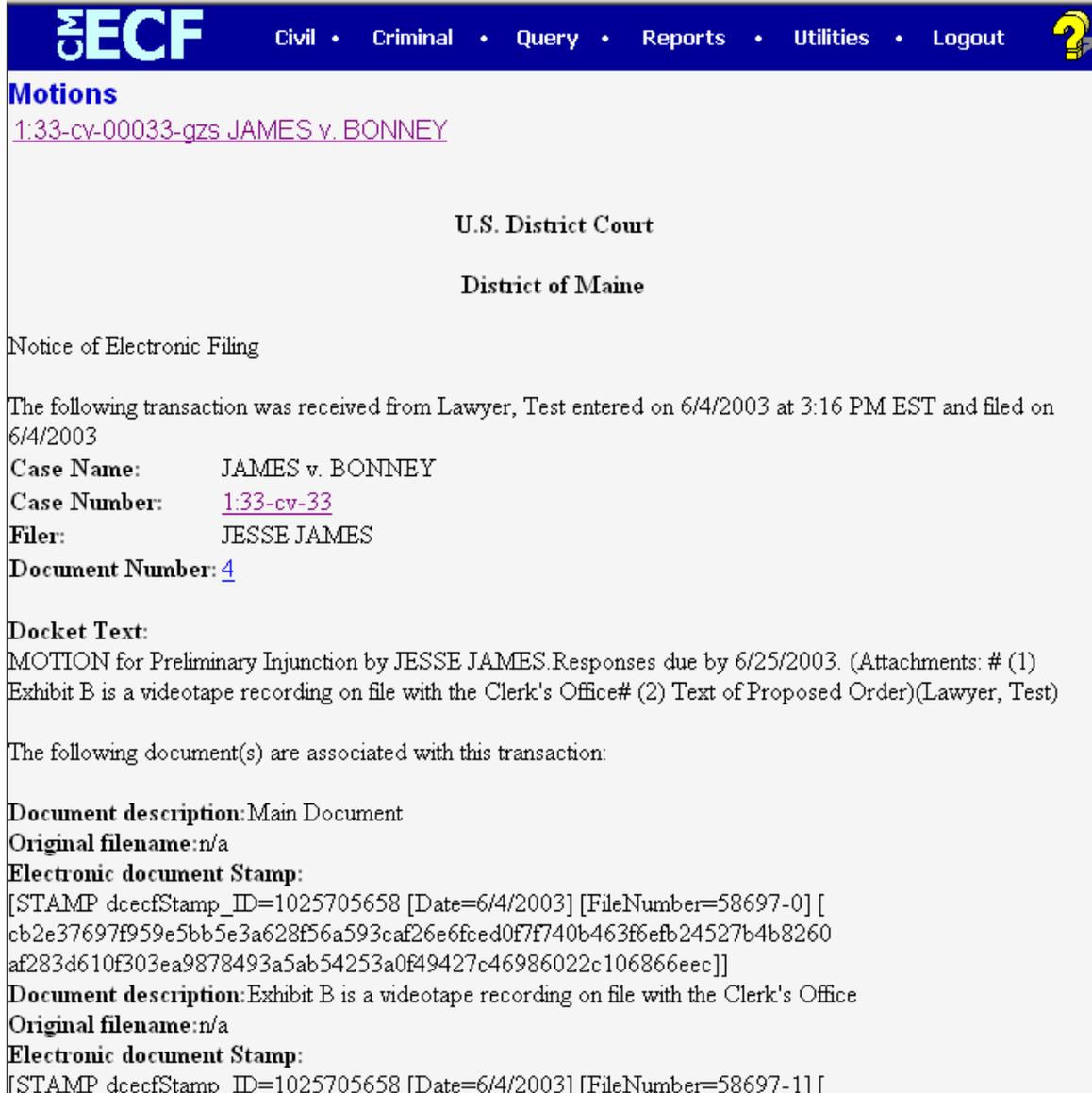
Pressing the **[Next]** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

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

- (a) 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, or
- (b) clicking on the Web Browser **[Back]** button until *you return to the desired screen.*

10. Retain Notification of Electronic Filing (NEF).

After a pleading is electronically filed, ECF will electronically transmit the **Notice of Electronic Filing** to the filing user and users of record who have registered as ECF Filing Users.



The screenshot displays the ECF system interface. At the top, there is a blue navigation bar with the ECF logo on the left and links for Civil, Criminal, Query, Reports, Utilities, and Logout on the right. A yellow question mark icon is also present. Below the navigation bar, the page title is "Motions" in blue. The main content area shows the case name "1:33-cv-00033-gzs JAMES v. BONNEY" in purple. The court is identified as "U.S. District Court" and "District of Maine". The document is titled "Notice of Electronic Filing". The text of the notice states: "The following transaction was received from Lawyer, Test entered on 6/4/2003 at 3:16 PM EST and filed on 6/4/2003". It lists the case name as "JAMES v. BONNEY", the case number as "1:33-cv-33", the filer as "JESSE JAMES", and the document number as "4". The docket text reads: "MOTION for Preliminary Injunction by JESSE JAMES. Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order)(Lawyer, Test)". Below this, it states "The following document(s) are associated with this transaction:". Two documents are listed: "Document description: Main Document" with original filename "n/a" and an electronic document stamp; and "Document description: Exhibit B is a videotape recording on file with the Clerk's Office" with original filename "n/a" and an electronic document stamp.

Note: The example above is one screen. However, you have to scroll down to view all the information available.



Motions

[1:33-cv-00033-gzs JAMES v. BONNEY](#)

U.S. District Court

District of Maine

Notice of Electronic Filing

The following transaction was received from Lawyer, Test entered on 6/4/2003 at 3:16 PM EST and filed on 6/4/2003

Case Name: JAMES v. BONNEY
 Case Number: [1:33-cv-33](#)
 Filer: JESSE JAMES
 Document Number: [4](#)

Docket Text:

MOTION for Preliminary Injunction by JESSE JAMES. Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order)(Lawyer, Test)

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1025705658 [Date=6/4/2003] [FileNumber=58697-0] [cb2e37697f959e5bb5e3a628f56a593caf26e6fced0f7f740b463f6efb24527b4b8260af283d610f303ea9878493a5ab54253a0f49427c46986022c106866eec]]

Document description:Exhibit B is a videotape recording on file with the Clerk's Office

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1025705658 [Date=6/4/2003] [FileNumber=58697-1] [

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 on your system.

It is strongly recommended that you copy the Notice of Electronic Filing to a file on your computer hard-drive, print it and retain a hard copy in your personal files.

- Click **[Print]** on the browser toolbar to print the document receipt.
- Click **[File]** on the browser menu bar, and choose **Save As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

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. This free look does not include any attachments to the document. Viewing attachments and subsequent retrieval of the case docket sheet or document from ECF must be made through your PACER account and is subject to regular PACER fees.

In a criminal case, only attorneys of record can view documents via the Notice of Electronic Filing. Individuals who receive electronic notification of a filing in a criminal case are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. Clicking on the link will prompt the user to enter first their ECF login and password, then their PACER login and password, to confirm their status as attorney of record. Once this authentication has been completed, the document will be displayed.

Counsel who have registered on the ECF system will receive an electronic notification of filing (NEF) for all filings, including filings made in cases filed prior to 2003. However, all NEFs pertaining to pre-2003 cases will not include the link to the document and counsel must remember that the service and filing of pleadings in those cases must continue to be made on paper in the traditional manner with an original signature.

11. Mail Paper Copies of Pleading to any Non-Registered Party.

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 to attorneys and pro se litigants who are not yet registered for electronic notification.

NOTE: When filing certain documents, ECF users may be presented with a screen displaying the "Select a Group" feature, as shown below. **ECF users should not use any of the "Select a Group" buttons but should select individual parties from the list of parties displayed on the left side of the screen.** If you represent all defendants or plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Criminal', and 'Query' options. Below this, the page title is 'Complaints and Other Initiating Documents' for case '1:33-cv-00033-dbh JAMES v. BONNEY'. The main content area prompts the user to 'Please select the party that this filing is against.' There are two columns: 'Select the Party:' and 'Select a Group:'. The 'Select the Party:' column contains a list of parties: 'BONNEY, WILLIAM [Defendant] (T)', 'BONNEY, WILLIAM [Witness]', 'Berry, Christa [Defendant] (T)', 'Hodgins, Michele L. [Defendant]', 'JAMES, JESSE [Plaintiff]', and 'NEW HAMPSHIRE DISTRICT COURT, [Notice Only Party]'. The 'Select a Group:' column has radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. A blue link 'Add/Create New Party' is also visible. At the bottom, there are 'Next' and 'Clear' buttons and a note '(T) indicates a terminated party'.

Certificate of Service

A certificate of service in accordance with F.R.Civ.P. 5(d) is still required when a party files a document electronically. The certificate must state the manner in which service was accomplished on each party and **should be included as the final page of the document**. You may use the "Mailing Info for a Case" feature in ECF under "Utilities", "Mailings..." to obtain information regarding which parties are registered users of ECF and which parties require service by regular mail. See below for a sample certificate of service.

SAMPLE CERTIFICATE OF SERVICE:

UNITED STATES DISTRICT COURT
DISTRICT OF MAINE

I hereby certify that on _____, I electronically filed _____ with the Clerk of Court using the CM/ECF system which will send notification of such filing(s) to the following: _____, and I hereby certify that on _____, I mailed by United States Postal Service, the document(s) to the following non-registered participants: _____.

/s/ Name of Attorney
Law Firm Name & Address
Law Firm Phone Number
Attorney's E-mail Address

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**. The screen depicted below will appear.



The screenshot shows the top navigation bar of the ECF system with the logo and menu items: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar is a search section titled "Search for a party" with a text input field labeled "Last/Business name" and two buttons: "Search" and "Clear".

Before adding any party, you must search for the party name to see if your party is already on the ECF system. Type a wildcard (*) and the first few letters of the party's last name or the first few letters of the company name in ALL CAPS. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review the party information and select the party's role in this filing. Click **[Submit]**. If a match is not found, or your party does not appear in the list, click **[Create new party]**.



The screenshot shows the same ECF system search interface as above, but with search results. The "Party search results" section displays the message "No person found." and a button labeled "Create new party".

ECF displays the following screen.

The screenshot shows the 'Party Information' form in the ECF system. The form has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The form fields are as follows:

- Last name: DOE
- First name: JOHN
- Middle name: A
- Generation: [blank]
- Title: [blank]
- Role: Witness (wit:pty)
- Pro se: no
- Prisoner Id: [blank]
- Unit: [blank]
- Address 2: [blank]
- City: [blank]
- County: [blank]
- Phone: [blank]
- E-mail: [blank]
- Party text: [blank]
- Start date: 6/2/2003

A dropdown menu is open for the Role field, showing the following options: Objector (obj:pty), Petitioner (pet:pty), Plaintiff (pla:pty), Receiver (rc:pty), Respondent (res:pty), Special Master (sm:pty), Taxpayer (tax:pty), ThirdParty Defendant (3pd:pty), ThirdParty Plaintiff (3pp:pty), and Trustee (trust:pty). The 'ThirdParty Defendant (3pd:pty)' option is currently selected. At the bottom of the form are three buttons: Submit, Cancel, and Clear.

For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click **[Submit]**.

For an individual, fill out the **Last Name**, **First Name**, **Middle Name**, **Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click **[Submit]**

When entering party information, please note that:

- Parties should be entered in the manner in which they are captioned on the document being filed.
- Always enter all party names in ALL CAPS.
- Never start the last name field with “THE”.
- DO NOT use PUNCTUATION when adding parties with the exception of hyphens, apostrophes and commas (i.e. do not include a period after the middle initial).
- When entering a state, county, or city name in the Last Name field, enter the STATE, COUNTY, or CITY first (i.e. PORTLAND, CITY OF or PENOBSCOT COUNTY).

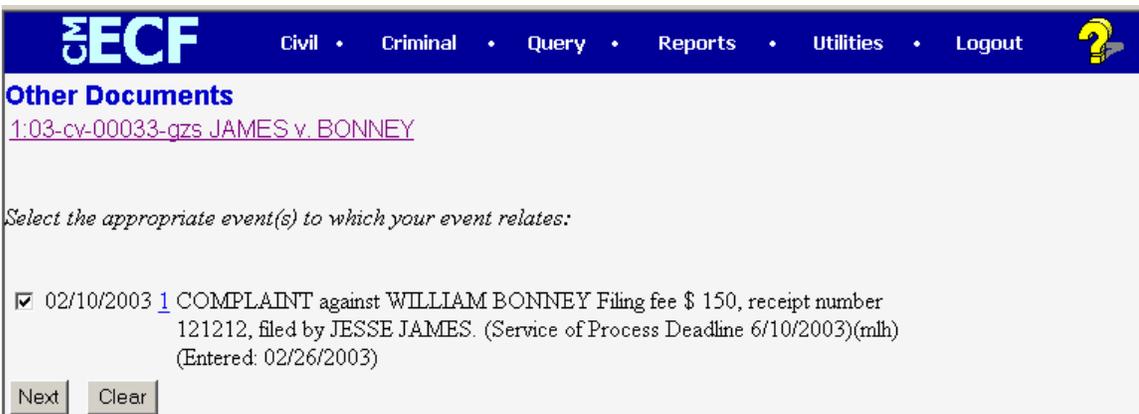
Linking Documents (Refer to existing event)

Some pleadings such as Briefs should be “linked” to their related documents in the case. When filing these documents you will be presented with the following screen.



The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is "Other Documents" and the case name is "1:03-cv-00033-gzs JAMES v. BONNEY". A checkbox labeled "Refer to existing event(s)?" is unchecked. Below it are two sets of input fields: "Filed [] to []" and "Documents [] to []". At the bottom are "Next" and "Clear" buttons.

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 “Refer to existing event(s)?” and click **[Next]**.



The screenshot shows the ECF interface with the same header as the previous screenshot. The page title is "Other Documents" and the case name is "1:03-cv-00033-gzs JAMES v. BONNEY". Below the case name, the text reads "Select the appropriate event(s) to which your event relates:". A list of events is shown, with the first one checked: "02/10/2003 1 COMPLAINT against WILLIAM BONNEY Filing fee \$ 150, receipt number 121212, filed by JESSE JAMES. (Service of Process Deadline 6/10/2003)(mlh) (Entered: 02/26/2003)". At the bottom are "Next" and "Clear" buttons.

You are now presented with a list of documents to link to. In this example we have linked to a complaint.

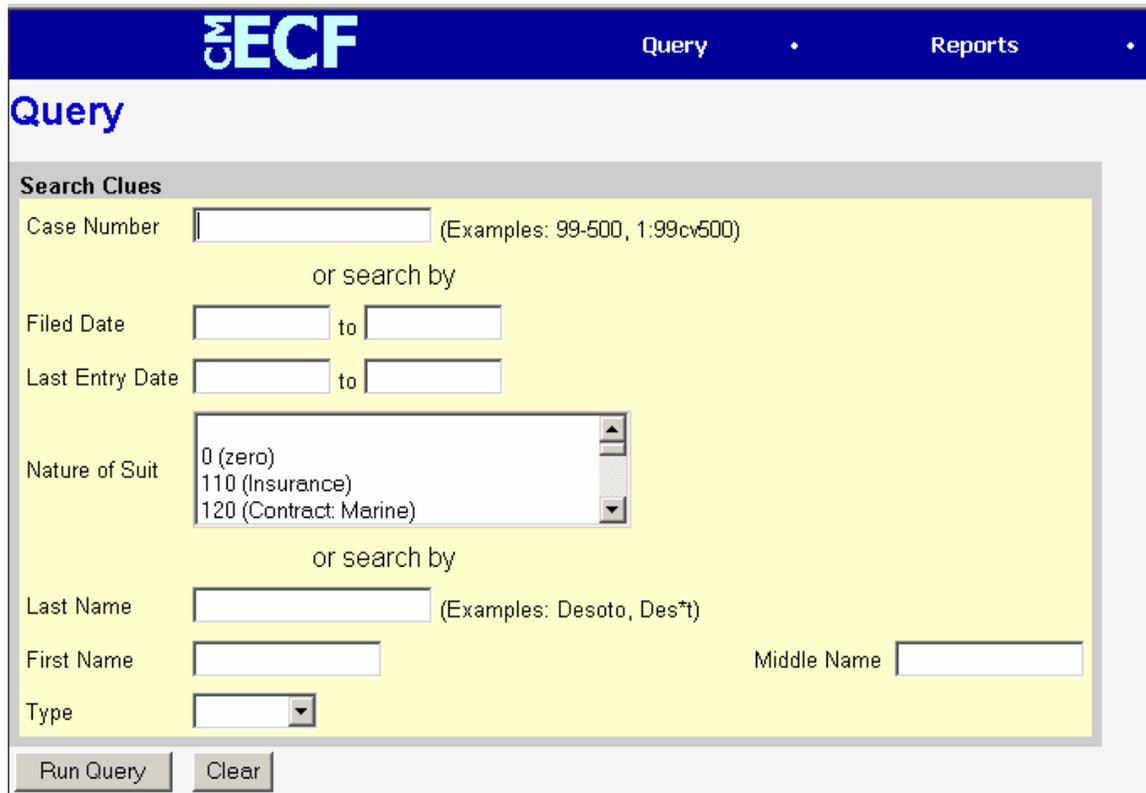
QUERY FEATURE

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



Note: ECF opens the **PACER Login** screen. Remember you must enter your **PACER** login and password before ECF permits you to query the ECF database. 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 \$.07 per page up to a maximum of \$2.10 per document to access documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen.

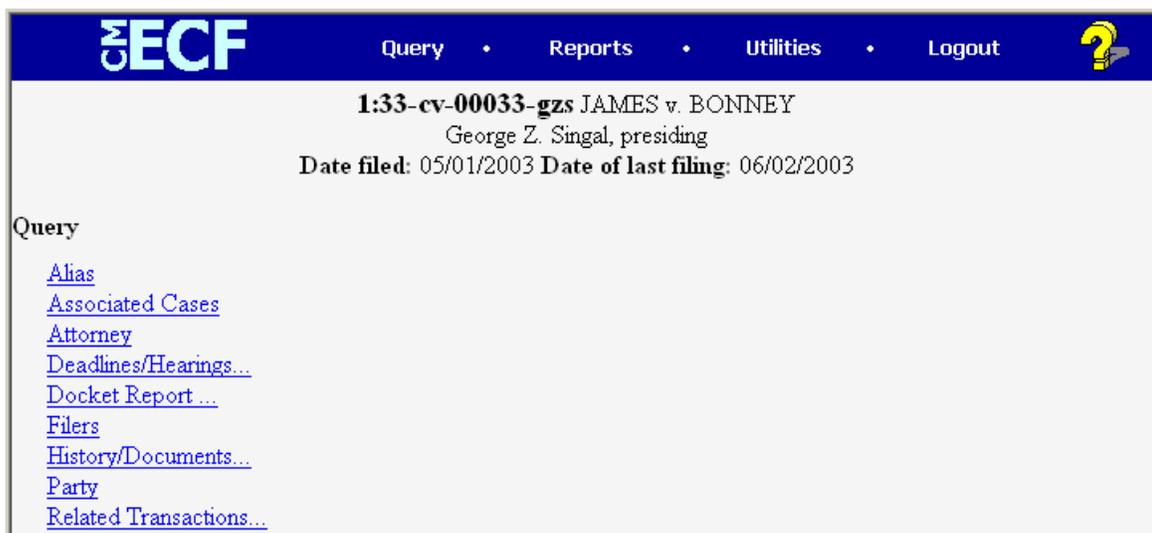
The screenshot shows the "Query" data entry screen. At the top is a dark blue header with the ECF logo on the left and "Query" and "Reports" menu items on the right. Below the header, the word "Query" is written in a large blue font. The main content area has a light yellow background and is titled "Search Clues". It contains several search criteria: "Case Number" with a text input field and examples "(Examples: 99-500, 1:99cv500)"; "Filed Date" and "Last Entry Date" each with two text input fields separated by "to"; "Nature of Suit" with a dropdown menu showing options "0 (zero)", "110 (Insurance)", and "120 (Contract Marine)"; "Last Name" with a text input field and examples "(Examples: Desoto, Des*t)"; "First Name" and "Middle Name" each with a text input field; and "Type" with a dropdown menu. At the bottom of the form are two buttons: "Run Query" and "Clear".

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.

You may also query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party or attorney 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. 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.

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".

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



The screenshot shows the ECF interface. At the top is a blue navigation bar with the ECF logo on the left and links for Query, Reports, Utilities, and Logout on the right, along with a yellow question mark icon. Below the navigation bar, the case information is displayed: "1:33-cv-00033-gzs JAMES v. BONNEY", "George Z. Singal, presiding", "Date filed: 05/01/2003", and "Date of last filing: 06/02/2003". Underneath this information is a section titled "Query" with a list of hyperlinked options: [Alias](#), [Associated Cases](#), [Attorney](#), [Deadlines/Hearings...](#), [Docket Report ...](#), [Filers](#), [History/Documents...](#), [Party](#), and [Related Transactions...](#)

At the top of the window, ECF displays the case number, the case title, presiding Judge, date that the case 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.

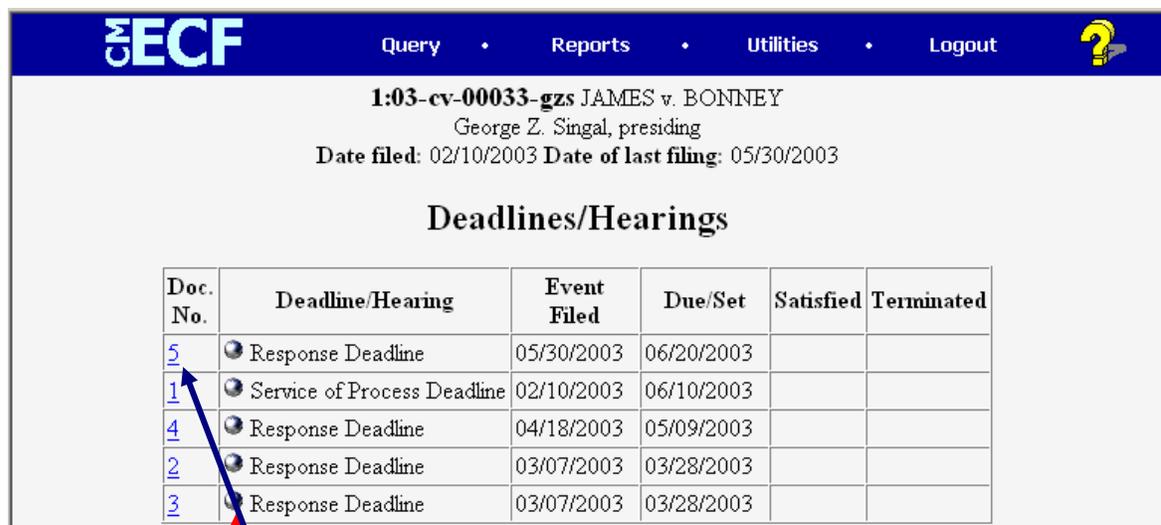
Deadlines/Hearings

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 **Deadlines/Hearings** screen depicted below.



Sort by

Click on **[Run Query]** to display the Deadlines/Hearings information screen.



1:03-cv-00033-gzs JAMES v. BONNEY
George Z. Singal, presiding
Date filed: 02/10/2003 Date of last filing: 05/30/2003

Deadlines/Hearings

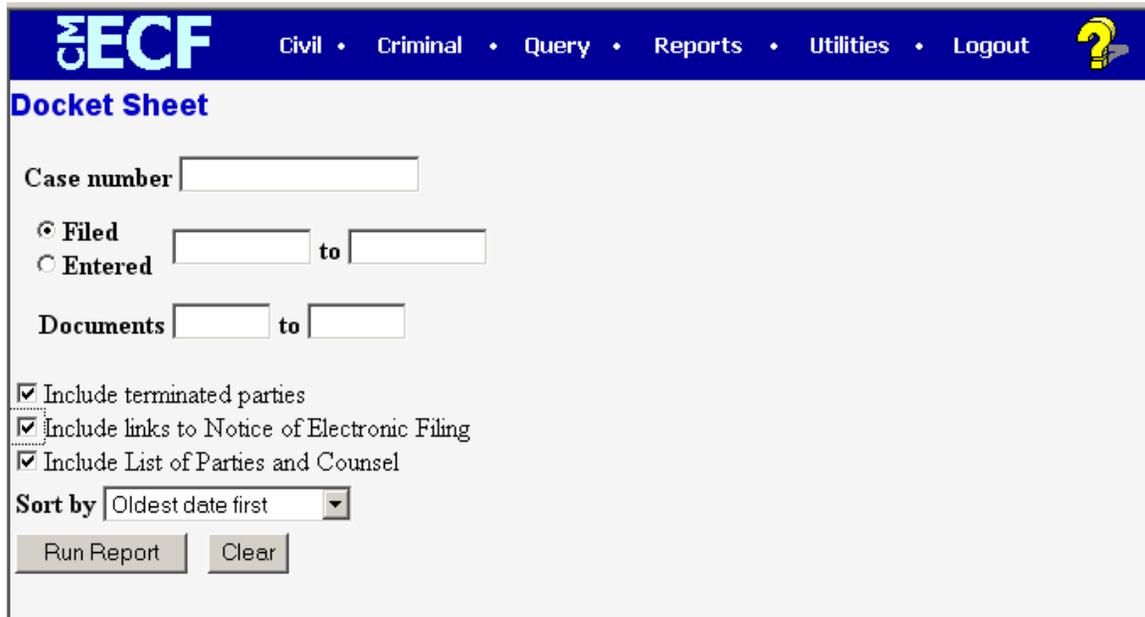
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
5	Response Deadline	05/30/2003	06/20/2003		
1	Service of Process Deadline	02/10/2003	06/10/2003		
4	Response Deadline	04/18/2003	05/09/2003		
2	Response Deadline	03/07/2003	03/28/2003		
3	Response Deadline	03/07/2003	03/28/2003		

If you click on the document number, ECF will display the actual document that created the deadline.

If you click on the  button to the left of the event, ECF will display the Notice of Electronic Filing (NEF).

Docket Report

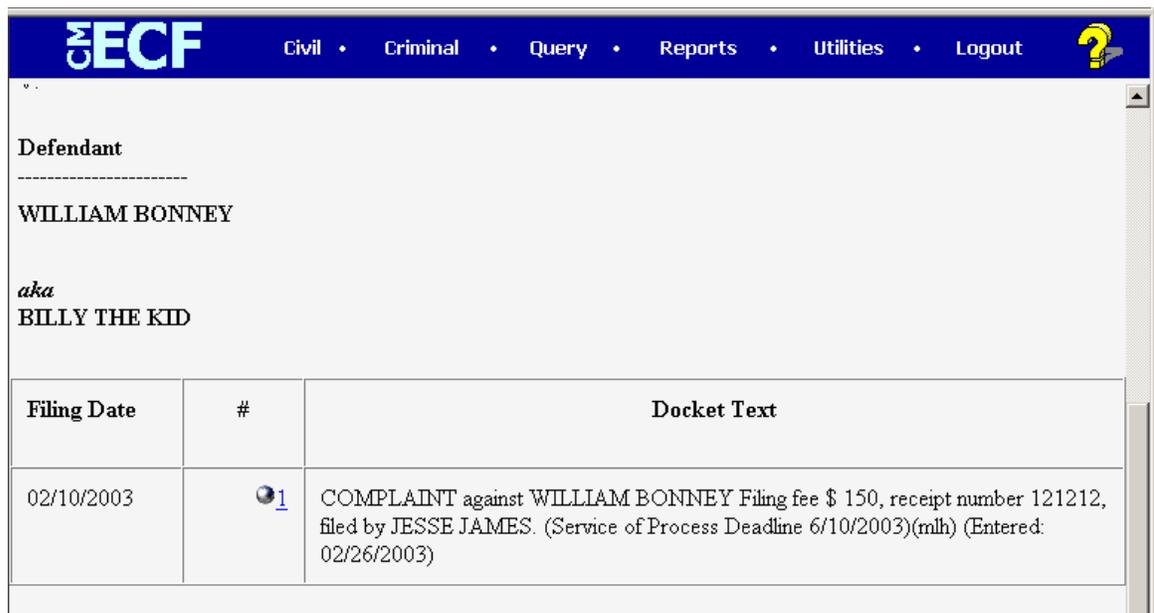
When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.



The screenshot shows the ECF Docket Sheet interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the title "Docket Sheet" is displayed. The form contains several input fields and checkboxes:

- Case number:** A text input field.
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered", followed by two date input fields separated by "to".
- Documents:** Two date input fields separated by "to".
- Checkboxes:** Three checked checkboxes: "Include terminated parties", "Include links to Notice of Electronic Filing", and "Include List of Parties and Counsel".
- Sort by:** A dropdown menu currently set to "Oldest date first".
- Buttons:** "Run Report" and "Clear".

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 screenshot shows the output of the docketing report. It features a blue navigation bar at the top with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the defendant's name is displayed:

Defendant

WILLIAM BONNEY

aka
BILLY THE KID

Below the defendant information is a table with the following structure:

Filing Date	#	Docket Text
02/10/2003	1	COMPLAINT against WILLIAM BONNEY Filing fee \$ 150, receipt number 121212, filed by JESSE JAMES. (Service of Process Deadline 6/10/2003)(mlh) (Entered: 02/26/2003)

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

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. The screen below 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.

Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
1	Filed: 02/10/2003 Entered: 02/26/2003	Complaint		cmp cmp	8

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

REPORTS FEATURE

The **Reports** feature of ECF provides the user with several report options. After clicking on **Reports** on the **Blue** menu bar, ECF opens the **Reports** screen depicted below.



If you select **Civil Cases**, **Criminal Cases** or **Docket Sheet** from the Reports screen, ECF will ask you to login to PACER. You may view **Attorney Civil Events** and **Attorney Criminal Events** without logging into PACER.

Docket Sheet

Click on the **Docket Sheet** hyperlink 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.

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. 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.

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
1:33-cv-00033-gzs JAMES v. BONNEY	Filed: 05/01/2003		32	Cause: 28:1332 Diversity-Fraud NOS: Contract: Other Office: Bangor President: George Z. Singal Jury demand: Plaintiff Case Flags: STANDARD APPEAL

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.

Criminal Cases Report

The **Criminal Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Case flags. When you click on the **Criminal 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 **Criminal Cases Report** screen.

Enter the range of case filing dates for your report and select a Case type or Office, if you wish to narrow your search.

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
1:03-cr-00033-gzs - USA v. SMITH				Office: Bangor
1 JOHN SMITH	Filed:06/04/2003		7	Presider: George, Z. Singal

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.

UTILITIES FEATURE

The **Utilities** feature provides the means for registered users to maintain their account in ECF, view all of their ECF transactions and access mailing information for cases (i.e. who is registered for electronic notification and who is not).



The screenshot shows the ECF Utilities page. At the top is a blue navigation bar with the ECF logo on the left and links for Civil, Criminal, Query, Reports, Utilities (highlighted), and Logout on the right. A yellow question mark icon is also present in the top right corner. Below the navigation bar, the page title "Utilities" is displayed. The main content area is organized into three sections: "Your Account" with links for "Maintain Your Account", "View Your Transaction Log", and "Change Your PACER Login"; "Edit Data"; and "Miscellaneous" with links for "Legal Research ...", "Mailings...", and "Verify a Document".

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.

The screenshot shows the 'Maintain User Account' form with the following fields and values:

- ECF** logo and navigation menu: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon.
- Maintain User Account** title.
- Last name:** LAWYER
- First name:** TEST
- Middle name:** (empty)
- Generation:** (empty)
- Gender:** (dropdown menu)
- ATY Type:** All (dropdown menu)
- Title:** ESQ.
- Type:** aty
- Bar number:** (empty)
- Prisoner id:** (empty)
- Office:** TEST FIRM
- Unit:** (empty)
- Address 1:** 156 FEDERAL STREET
- Address 2:** (empty)
- Address 3:** (empty)
- City:** PORTLAND
- State:** ME
- Zip:** 04101
- Country:** (empty)
- County:** (dropdown menu)
- Phone:** 207-111-2222
- Fax:** (empty)
- Initials:** (empty)
- DOB:** (empty)
- AO code:** (empty)
- End date:** (empty)
- Civil ref style:** (dropdown menu)
- Criminal ref style:** (dropdown menu)
- Date sworn:** (empty)
- Status:** (dropdown menu)
- Buttons:** Email information... and More user information...

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. **NO CHANGES SHOULD BE MADE TO THIS SCREEN. CONTACT THE CLERK'S OFFICE TO REQUEST A CHANGE OF ADDRESS, NAME CHANGE OR OTHER NECESSARY MODIFICATIONS.**

Clicking on the [E-mail information] button opens the following screen.

The screenshot shows the 'E-mail information' screen for 'TEST LAWYER'. The primary email address is 'cmecfnef@med.uscourts.gov'. The 'Send the notices specified below' section has two checked options: 'to my primary e-mail address' and 'to these additional addresses'. The 'to these additional addresses' field contains 'robert@med.uscourts.gov'. The 'Send notices in cases in which I am involved' checkbox is checked. The 'Send notices in these additional cases' checkbox is also checked, and the list box shows '1:03-cv-01' and '2:03-cr-20'. The 'Send a notice for each filing' radio button is selected. The 'Format notices' section has 'html format for Netscape or ISP e-mail service' selected. At the bottom, there are 'Return to Account screen' and 'Clear' buttons.

ECF will E-mail to filing users Notices of Electronic Filing based upon the information entered in this screen. Perform the following steps to enter additional email addresses for individuals that you wish to receive a Notice of Electronic Filing (NEF).

Enter a check mark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.

Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.

NOTE: Individuals will get a "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing at their primary e-mail account. If additional, secondary e-mail, addresses are added to the account, one "free look" will be available to the first person from the secondary e-mail list who opens the mail message and clicks on the document hyperlink. Other secondary e-mail recipients who click on the hyperlink will be asked for a PACER login and will be charged by PACER the 7 cents per page fee. **It is strongly encouraged that you download the document (print, save on a disk, or save on the hard drive) during the one free look.**

If desired, registered attorneys can also receive Notice of Electronic Filing in cases in which they are not counsel. Perform the following steps to configure ECF to send email notification in cases to which you are not counsel of record.

Enter a check mark by clicking on the box to the left of the line, which reads “**Send notices in these additional cases**”.

Enter the case number(s) of the case(s) regarding which you wish to receive notification.

Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.

If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

E-mail information for rag

Primary e-mail address TestLawyer@lawyer.net

Send the notices specified below

to my primary e-mail address

to these additional addresses JLawyer@home.net

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

Return to Account screen Clear

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen.

To edit or view login information about your account, select the button labeled **[More User Information]**, from the **Maintain User Account** screen. ECF opens the screen.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

More User Information for Test Lawyer

Login	test	Last login	06-11-2003 10:26
Password	*****	Current login	06-11-2003 10:26
Prid	202	Create date	10/17/2002
Registered	Y	Update date	10/17/2002
Groups	Attorney		

Return to Account screen Clear

This screen displays user login information and provides the means to change your ECF password. **Login names must not be changed by Filing Users.** Though Filing Users

have the ability to change their login name at this screen, it is imperative that they **not make any change to the login name issued by the court.**

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.

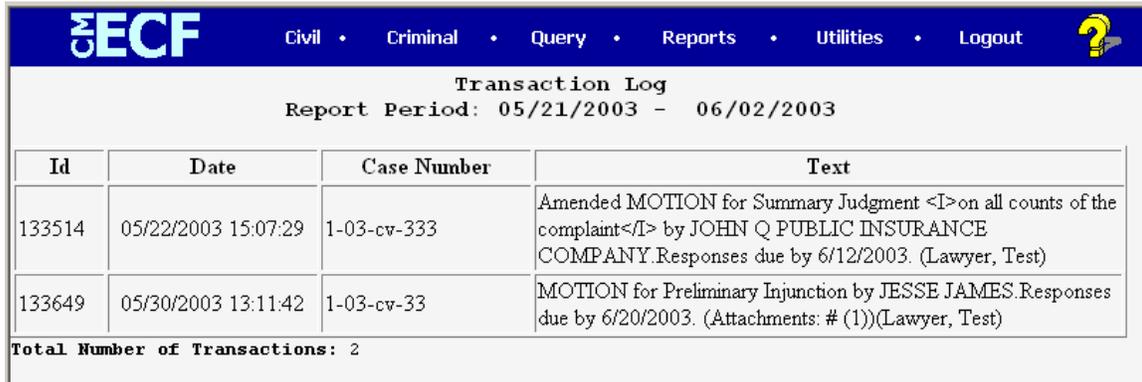
The screenshot shows the ECF user interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar is the title "More User Information for Test Lawyer". The main content area displays user details in two columns. The left column includes: Login (test), Password (masked with asterisks), Prid (202), Registered (Y), and Groups (Attorney). The right column includes: Last login (06-11-2003 10:26), Current login (06-11-2003 10:26), Create date (10/17/2002), and Update date (10/17/2002). At the bottom of the form are two buttons: "Return to Account screen" and "Clear".

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. At the subsequent screen press the **[Submit]** button a second time. ECF will then 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. Below is a sample transaction log report.



Id	Date	Case Number	Text
133514	05/22/2003 15:07:29	1-03-cv-333	Amended MOTION for Summary Judgment <I>on all counts of the complaint</I> by JOHN Q PUBLIC INSURANCE COMPANY. Responses due by 6/12/2003. (Lawyer, Test)
133649	05/30/2003 13:11:42	1-03-cv-33	MOTION for Preliminary Injunction by JESSE JAMES. Responses due by 6/20/2003. (Attachments: # (1))(Lawyer, Test)

Total Number of Transactions: 2

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log; and
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

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

- Legal Research
- Mailings
- Verify a Document

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, and Westlaw via the Internet.

When you click on the **Verify a Document** hyperlink, ECF opens a query screen. Enter data in the screen fields to locate a particular document attached to a specific case number.

Clicking on the **Mailings** hyperlink from the **Miscellaneous** screen provides access to mailing information for cases (i.e. who is registered for electronic notification and who is not).

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.

Form A

UNITED STATES DISTRICT COURT DISTRICT OF MAINE

CERTIFICATE OF SERVICE

I hereby certify that on _____, I electronically filed _____ with the Clerk of Court using the CM/ECF system which will send notification of such filing(s) to the following: _____, and I hereby certify that on _____, I have mailed by United States Postal Service, the document(s) to the following non-registered participants:

_____.

/s/Name of Attorney
Law Firm Name & Address
Law Firm Phone Number
Attorney's E-mail Address