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**United States District Court**  
DISTRICT OF MAINE  
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## ECF TRAINING FOR FILING USERS

### **COURSE OVERVIEW**

The purpose of this course is to address the implementation and support needs of attorneys and law firm staff as they become Filing Users of the Court's ECF System. It provides in-depth, hands-on training for attorneys who practice in the District of Maine.

### **AUDIENCE AND PREREQUISITES**

The target audience consists of attorneys and professional staff who practice in the U.S.D.C., District of Maine. Before attending this course, attendees should be familiar with personal computers and the use of common software applications (word processors, web browsers, etc.)

### **COURSE OBJECTIVES**

At the conclusion of this course, attendees will be able to:

- ▶ Prepare and file documents electronically
- ▶ View electronically filed documents using Query and NEF
- ▶ Manage user account options and password
- ▶ Understand the rules for electronic signatures, noticing and service

### **COURSE OUTLINE**

#### **What is ECF and What are its benefits**

- ▶ Access to case files via internet 24/7
- ▶ Automatic e-mail notice of case activity
- ▶ Reduction in mail, courier, and copy fees

#### **Preparing Documents for Filing**

- ▶ PDF formats
- ▶ Why we require converted pdf the exceptions to this requirement.
- ▶ Converting word processing documents to pdf format

#### **Introduction of training Case**

- ▶ *Diamonds, Inc v. Snow White* civil no. 1:03-cv-00301-gzs
- ▶ Initial Complaint procedures
- ▶ Documents to be filed during training
- ▶ Docket report

## **ECF TRAINING FOR FILING USERS – continued**

### **Complaints and Initiating Documents**

- ▶ Submitting complaint on disk
- ▶ Submitting complaint via email

### **Logging in to CM/ECF**

- ▶ Login Screen
- ▶ Password cautions
- ▶ Security

### **Filing Pleadings**

- ▶ Motions
- ▶ Miscellaneous Relief
- ▶ 2-Part Motion
- ▶ Answer & Third Party Complaint
- ▶ Attachments
- ▶ Deadlines
- ▶ Docket Text
- ▶ Notice of Electronic Filing
- ▶ Service

### **Account Maintenance**

- ▶ Change Password
- ▶ Email Notification Options

### **Filing in Criminal Cases**

- ▶ Motion to suppress in a multi-defendant case
- ▶ Who can view criminal cases

### **PACER and Reports**

- ▶ Difference between ECF login and PACER login
- ▶ Charges for PACER Access
- ▶ Viewing Reports
- ▶ Viewing case documents with hyperlinks
- ▶ Viewing filing receipts with silver ball icon
- ▶ Civil Cases Report
- ▶ Criminal Cases Report
- ▶ Queries

### **Closing**

- ▶ Documents Filed in Error
- ▶ Contacting the Help Desk
- ▶ CBT's
- ▶ Quality Control process