ELECTRONIC CASE FILES

User Manual

DISTRICT OF MAINE

(12/20/2007)

Latest version available at http://www.med.uscourts.gov/ecf.htm

Table of Contents

PREFACE **4**

GETTING STARTED **5**

INTRODUCTION 5
DEFINITIONS 5
HARDWARE AND SOFTWARE REQUIREMENTS 6

REGISTRATION **7**

ECF REGISTRATION 7
PACER REGISTRATION 7
PACER FEES 7

ECF SYSTEM **8**

ECF SYSTEM CAPABILITIES 8
ELECTRONIC FILING 8
SERVICE OF DOCUMENTS BY ELECTRONIC MEANS 8
SPECIAL FILING REQUIREMENTS AND EXCEPTIONS 9
Signatures *10*
Documents Filed in Error *11*
Technical Failures *11*
PUBLIC ACCESS 12
TRANSCRIPTS 13

PORTABLE DOCUMENT FORMAT (PDF) **13**

ECF TRAINING **15**

HELP DESK **15**

A STEP-BY-STEP GUIDE **16**

USER INTERACTIONS 16
CONVENTIONS USED IN THIS MANUAL 16
HOW TO ACCESS THE SYSTEM 16
LOGGING IN 17
SELECTING ECF FEATURES 18
GENERAL RULES 20
FILING A CASE OPENING DOCUMENT IN A CIVIL ACTION 21
Summons *22*
Paying the Filing Fee *23*
FILING DOCUMENTS IN ECF 24
Select the Case Type *25*
Select the Type of Document to File *25*
Enter the Case Number *26*
Select the Defendant (in criminal cases only) *28*
Select the Party(s) Filing the Document *28*
Select the PDF Document to be Filed *29*
Failure to Select a Document to File 31
Attachments and Exhibits *35*
Modify Docket Text *38*
Submit the Document *39*
Notification of Electronic Filing (NEF) *40*
Mail Paper Copies of Pleading to any Non-Registered Party *42*

DEFINITION OF SEALED IN THE DISTRICT OF MAINE **43**

SEALED, EX PARTE, AND UNREDACTED DOCUMENTS IN CIVIL CASES **44**

CERTIFICATE OF SERVICE 45
ADD/CREATE A NEW PARTY 46
LINKING DOCUMENTS (REFER TO EXISTING EVENT) 48

ATTORNEY/PARTY ASSOCIATION **49**

QUERY FEATURE **49**

ATTORNEY 51
DEADLINES/HEARING 52
DOCKET REPORT 53
VIEWING ALL DOCUMENTS FOR A SINGLE DOCKET ENTRY 54
VIEWING ALL DOCUMENTS FOR MULTIPLE DOKET ENTRIES 55
HISTORY/DOCUMENTS 56

REPORTS FEATURE **57**

DOCKET SHEET 57
CIVIL CASES REPORT 58
CRIMINAL CASES REPORT 60

UTILITIES FEATURE **61**

YOUR ACCOUNT 62
VIEW YOUR TRANSACTION LOG 67
MISCELLANEOUS 68
Legal Research *68*
Mailings *68*
Verify a Document *68*

SEARCH FEATURE **69**

PREFACE

Effective July 19, 2007, All documents submitted for filing in civil and criminal cases, **regardless of the case commencement date**, except those documents specifically exempted in subsection (g) of these procedures, shall be filed electronically using the Electronic Case Filing System (ECF).

The Clerk's Office will not maintain a paper court file in any civil or criminal case commenced after January 1, 2003, except as provided in the Administrative Procedures Governing Electronic Filing. 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 version 3.1 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, 4.76, 7.NN and 7.2 or Internet Explorer software version 5.5*, 6.NN, 6.0, 7.0 and Firefox 1.5 and 2.0.
- 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 when filing electronically. Use a scanner ONLY if you cannot electronically prepare your documents with a word processing software package and covert 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.

***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 and use other features of CM/ECF.

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 login and password, except for an authorized agent of the filing user. Use of a user's login 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. 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. Alternatively, you may register for PACER online at http://pacer.psc.uscourts.gov.

PACER Fees

Access to web based documents and reports (except court transcripts) via the ECF/PACER system will generate an $.08 per page charge with a cost ceiling of $2.40 per document. Transcripts of court proceedings are not available for viewing via the ECF/PACER system.

PACER users are not billed for accessing a written opinion document itself, but will be charged for the report or query used to identify the document.

Effective December 1, 2007, PACER users will be allowed remote access to judgments, opinions, and orders that have been marked as written opinions in Social Security appeal cases.

The free look period for accessing documents via the Notice of Electronic Filing is fifteen days.

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 ed.R.Crim.P.55.

A document filed electronically shall be deemed filed at the time and date stated on the Notice of Electronic Filing received from the court.

All pleadings filed electronically shall be titled in accordance with the approved dictionary of civil or criminal events of the ECF system of this 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. The user filing the document should 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 shall 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).

All documents filed using the ECF system shall include a certificate of service stating that the document has been filed electronically and that it 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 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 and Exceptions

(1) The following documents shall be filed electronically in civil cases:

- (A) Motions to file documents under seal and sealed documents;
- (B) Ex parte motions and applications; and
- (C) Unredacted documents.

(2) The following documents **shall be filed only on paper**:

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

(3) 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. 5 papers received from another court; and

(F) Any pleading or document in a criminal case containing the signature of a defendant, such as a waiver of indictment or plea agreement.

(4) The following documents must **be scanned by counsel** and filed using ECF:

(A) Rule 4 executed service of process documents; and
(B) The state court record filed in 28 U.S.C. § 1446 removal proceedings.

(5) Attachments to filings (See subsection (j))

(6) 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 login 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 login and password the document is submitted must be preceded by a "/s/" 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, preceded by a "/s/" in the space where the signatures would otherwise appear. 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)(3)(D) of the Administrative Procedures, affidavits shall be filed electronically; however, the electronically filed version must contain the typed name of the signatory, preceded by a "/s/" in the space where the signature would otherwise appear 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.

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 all filings that have not been sealed. Except for social security cases, the public may access civil filings made after January 1, 2003 and criminal filings made after November 1, 2004 in ECF at the court's Internet site (www.med.uscourts.gov) by obtaining a PACER login and password.

Effective December 1, 2007, PACER users will be allowed access to judgments, opinions, and orders that have been marked as written opinions in Social Security appeal cases.

Privacy

In compliance with the policy of the Judicial Conference of the United States and in order to address the privacy concerns created by Internet access to court documents, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court:

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.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal, which shall be retained as part of the record, or, may file a reference list under seal. The reference list shall contain the complete personal data identifiers and the redacted identifiers used in their place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be amended as of right. It shall be retained by the court as part of the record.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review filings for compliance with this rule.

The redaction requirement does not apply to the following:

(1) A financial account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding;
(2) The record of an administrative or agency proceeding;
(3) The official record of a state court proceeding;

(4) The record of a court or tribunal, if that record was not subject to the redaction requirement when originally filed;
(5) A filing covered by Rule 5.2(c) or (d); and
(6) A pro se filing in an action brought under 28 U.S.C. Sections 2241, 2254, or 2255.

Transcripts

Proceedings of this Court*: A transcript of a proceeding of this court shall be filed electronically using ECF or on a properly labeled 3.5" floppy disk, compact disk, or digital video disk, in PDF.

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

Depositions: Excerpts of depositions in support of or in opposition to a motion shall be filed electronically using ECF, unless otherwise permitted by the Court. Full transcripts of depositions to be used at trial should be filed in paper.

(1) Proceedings of this Court. A transcript of a proceeding of this court shall be filed electronically using ECF.

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

(3) Depositions. Excerpts of depositions in support of or in opposition to a motion shall be filed electronically using ECF, unless otherwise permitted by the Court. Full transcripts of depositions to be used at trial should be filed in paper.

*Note: While transcripts of court proceedings are filed via ECF, they are not available for viewing via the ECF/PACER system.

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 Acrobat, 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 5 MB in size.

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

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

Bangor - Michele Mitchell (207-945-0575 ext 3226 or toll free 1-866-820-5315 ext 3226)

Portland – Robert Guptill (207-780-3356 ext 2210 or toll free 1-866-540-3017 ext 2210)

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

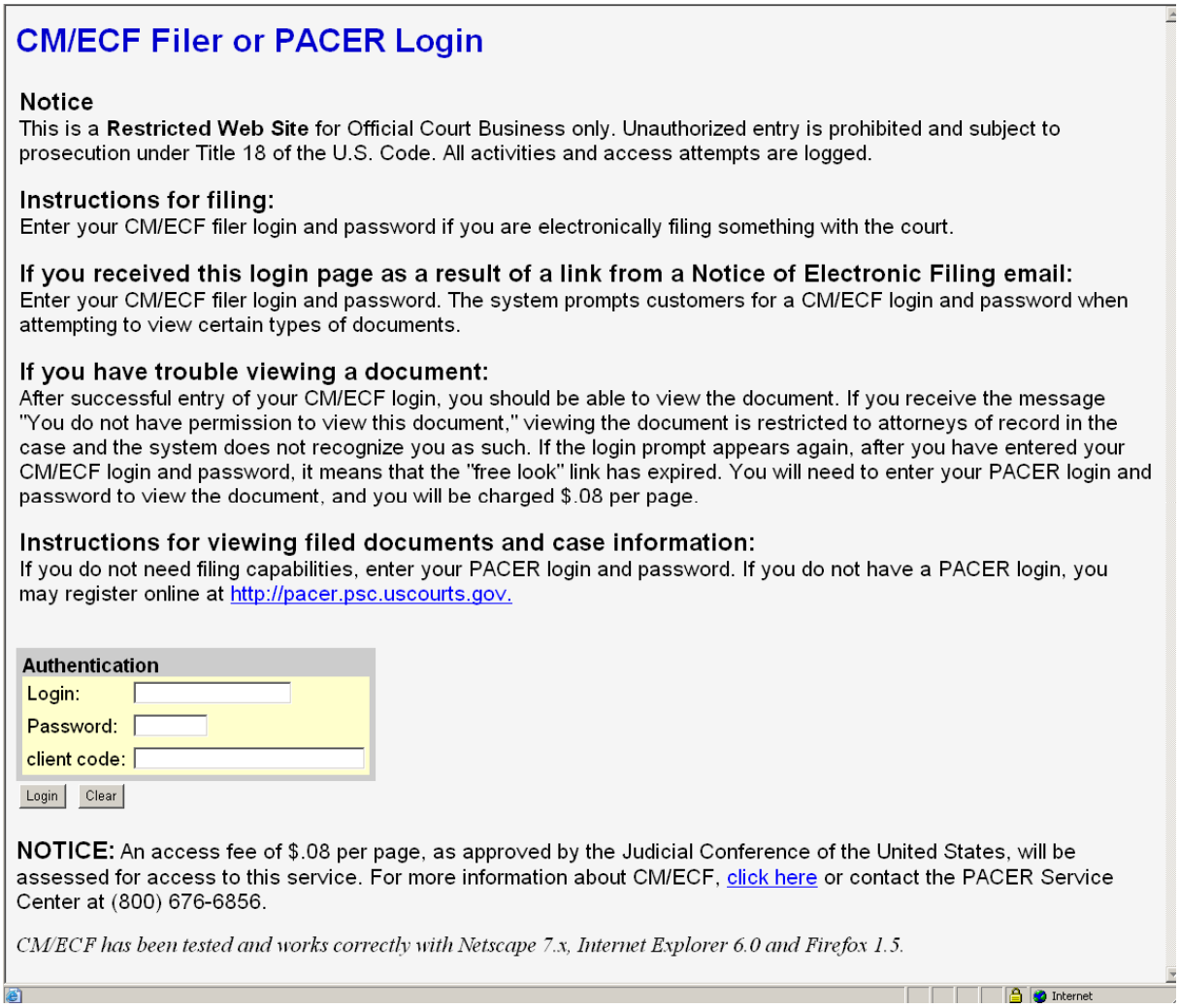
Users can get into the system via the Internet by going to the website located at:

https://ecf.med.uscourts.gov

Alternatively, 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.



CM/ECF Filer or PACER Login

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

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

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

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

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

Authentication
Login:
Password:
client code:
Login Clear

NOTICE: An access fee of $.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Netscape 7.x, Internet Explorer 6.0 and Firefox 1.5.

Internet

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 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:

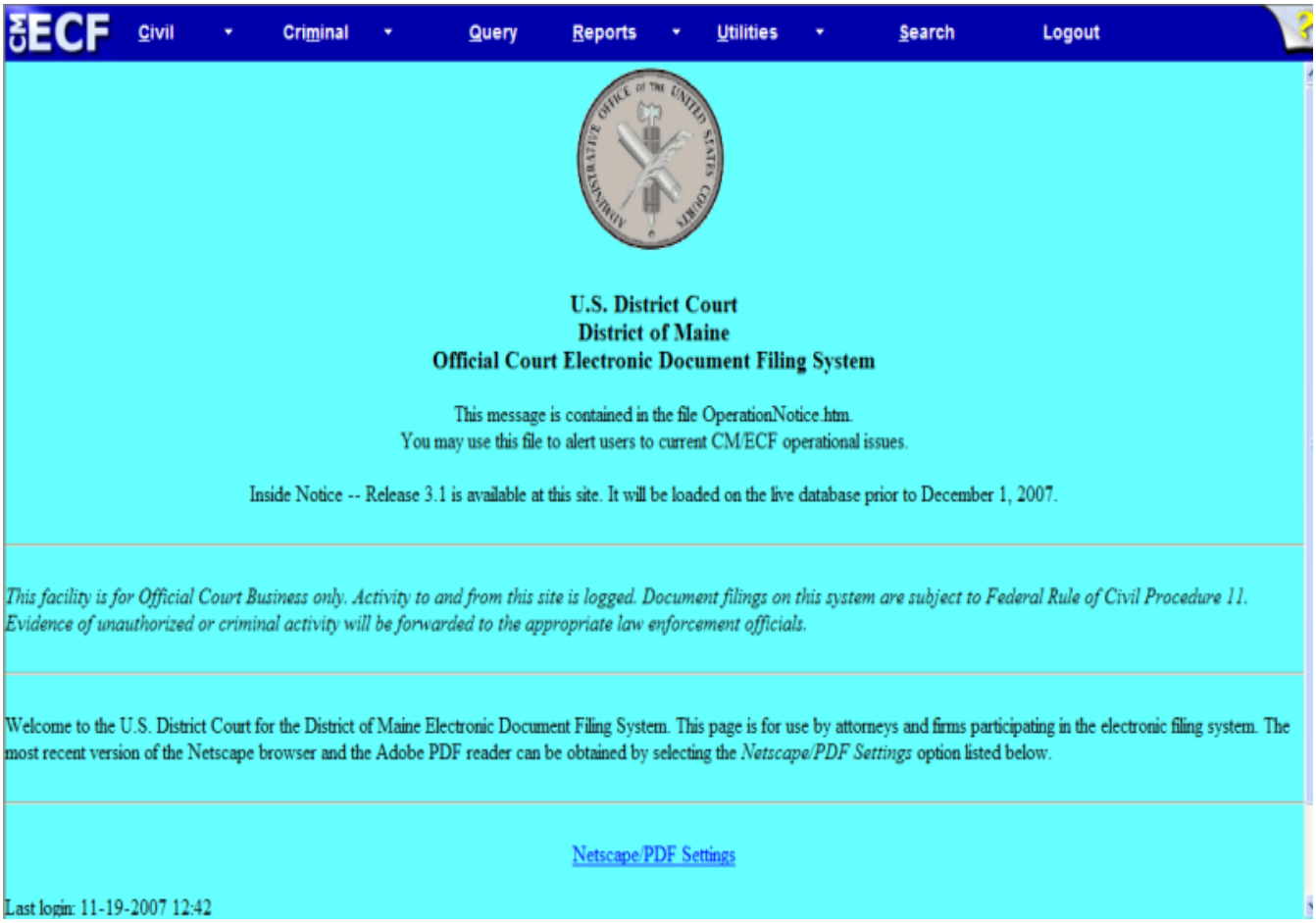
Login failed either your login name or key is incorrect

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.



Note: The date ***you last logged into the system*** appears at the bottom left corner of the **Main Menu** 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 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.

Search - Select **Search** to search for a CM/ECF menu or event. Only letters and numbers may be searched. Note: The "Search" feature is not available to PACER users.

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

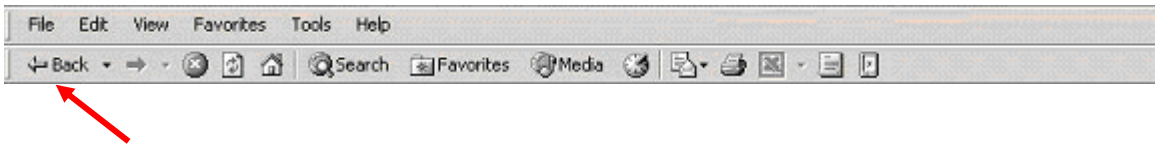
Manipulating the Screens

Each screen has the following two buttons: Next and Clear

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

The Next 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 by e-mail in PDF so that the documents can be added to ECF. Note: no individual PDF document shall exceed 5 MB in size.

The body of the e-mail 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 sent with the e-mail.
- Method of payment (pay.gov or check)

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 5 Mega Bytes (MB) in size (*Please remember that no individual PDF document may exceed 5 MB in size*.). Exceeding this limit may result in delivery failure. In the event that the number of email attachments exceeds 5 MB, consider sending the attachments over the course of several email messages in order to avoid a delivery failure.

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 e-mail it in PDF.
3. The Clerk's Office will imprint the seal of the court and the Clerk's signature on the summons and issue the summons electronically to counsel.
4. A party may not electronically serve a civil complaint but shall print the embossed summons and effect service in the manner in accordance with Fed.R.Civ.P.4.

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

Paying the Filing Fee

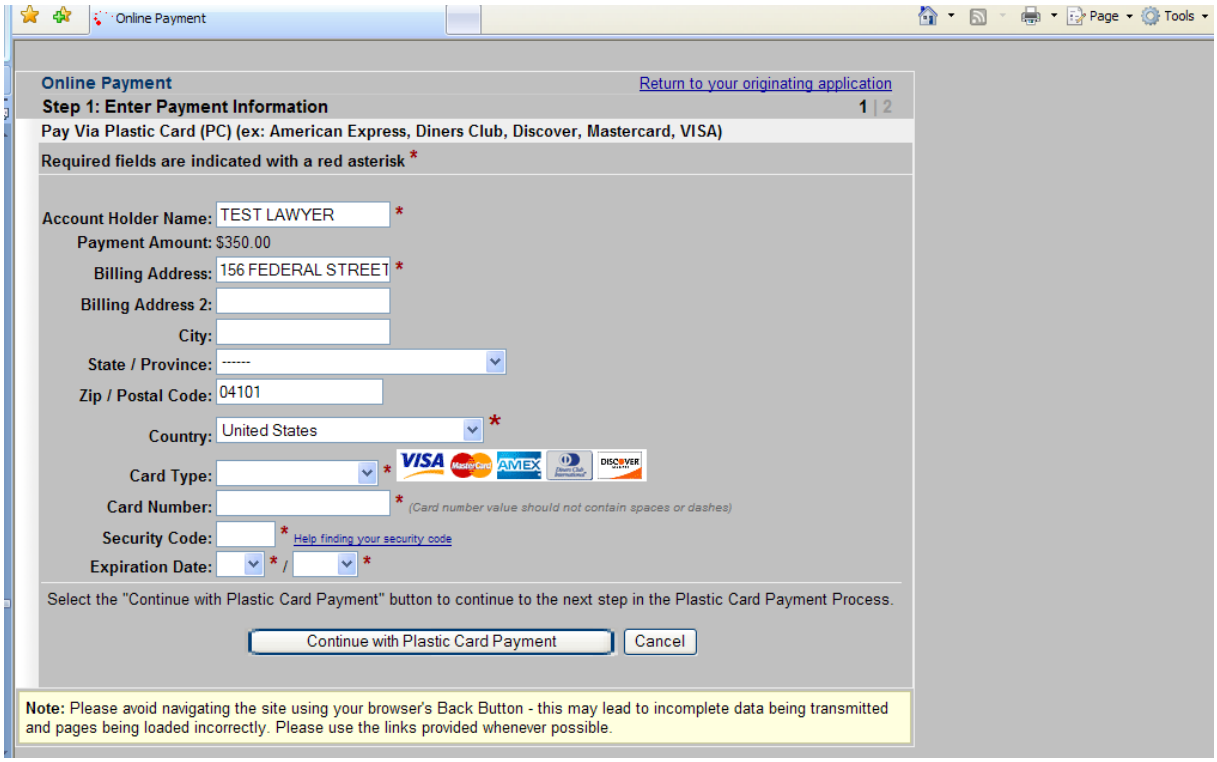
Once a new civil case is opened by the Clerk's Office, counsel will receive notice via a notice of electronic filing (NEF) that the filing fee must be paid. There are two ways that filing fees may be paid – online via Pay.gov or by check.

Payment by check must be received within 48 hours of filing.

The Clerk's Office encourages you to use the Pay.gov method of payment.

The following describes the process for paying the filing fee via Pay.gov:

1. Counsel receives electronic notice that the case has been opened by the Clerk's office.
2. Counsel logs into the ECF system and makes an electronic filing called "Case Opening Filing Fee Paid" (which is found under the Complaints and Other Initiating Documents category).
3. On the "select filer" screen, select the "filer" of the case opening document and click next. On the "**filing against**" screen, select the opposing party(s).
4. At the "Online Payment" screens, complete required fields.



5. Upon completion of the credit card transaction screens, click "next" until receiving the confirmation Notification of Electronic Filing.

Note: The filing fees for Appeals may be paid using the Pay.gov process at the time the Notice of Appeal is electronically filed.

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.

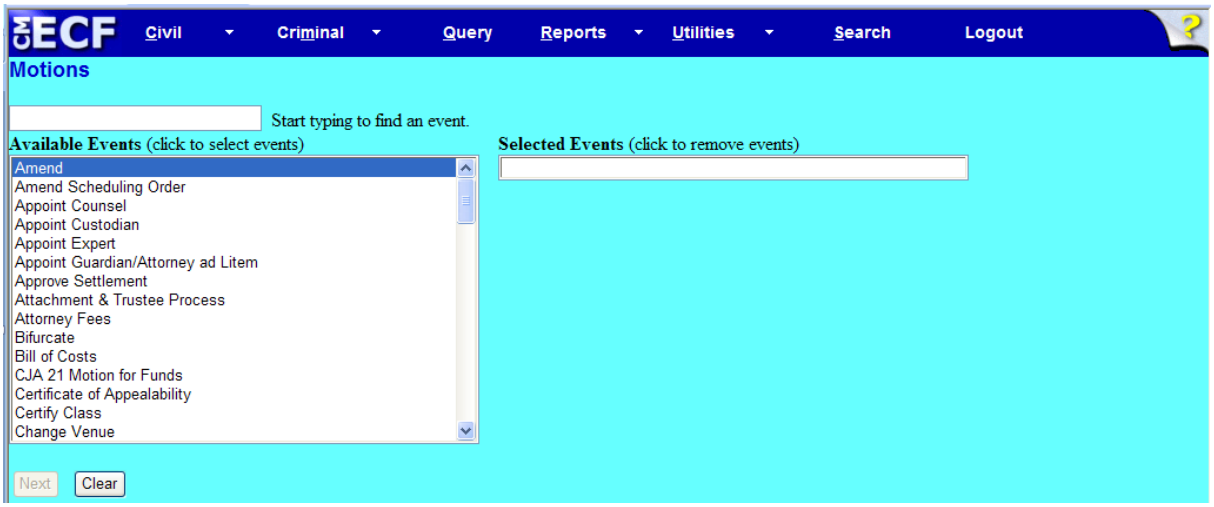
After successfully logging into ECF, follow these steps to file a pleading.

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.

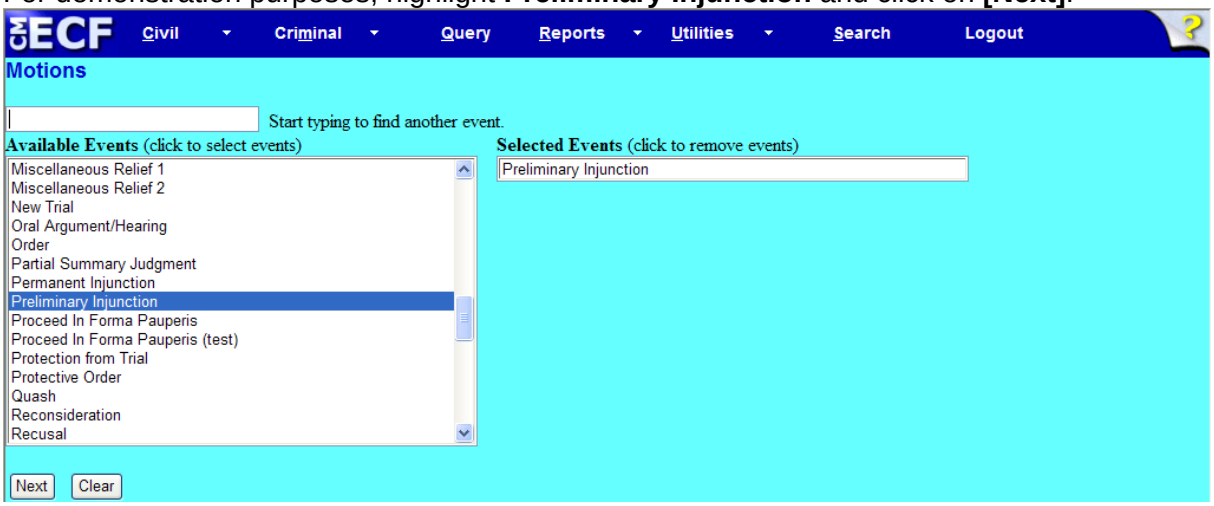
Click on **Motions**, under Motions and Related Filings



The **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 relief within a motion, click on each relief from the Available Events list.

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.

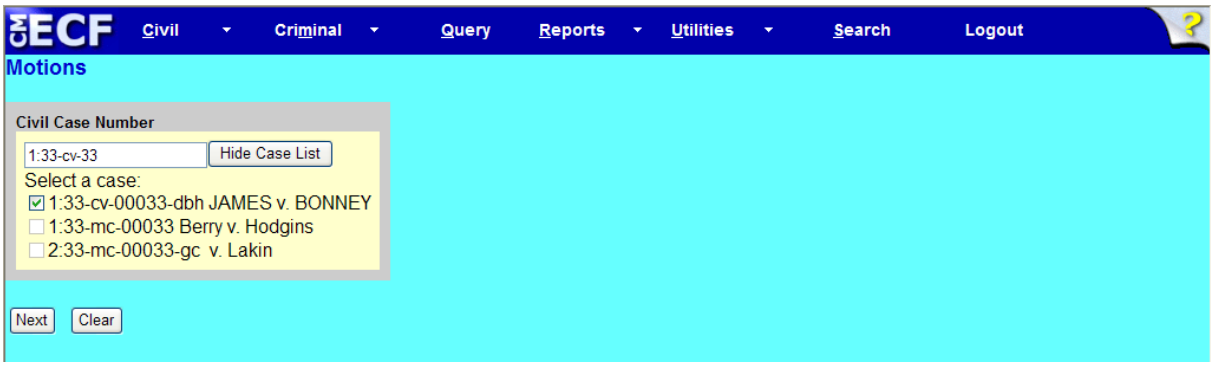
The case number can be entered in two different formats.

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

b) Enter the case year–case number (i.e. 03-33). To find the appropriate case, click on “Find this Case”.

c) 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.



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

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 Case screen. Select case for 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.

Click **Next**

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

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.

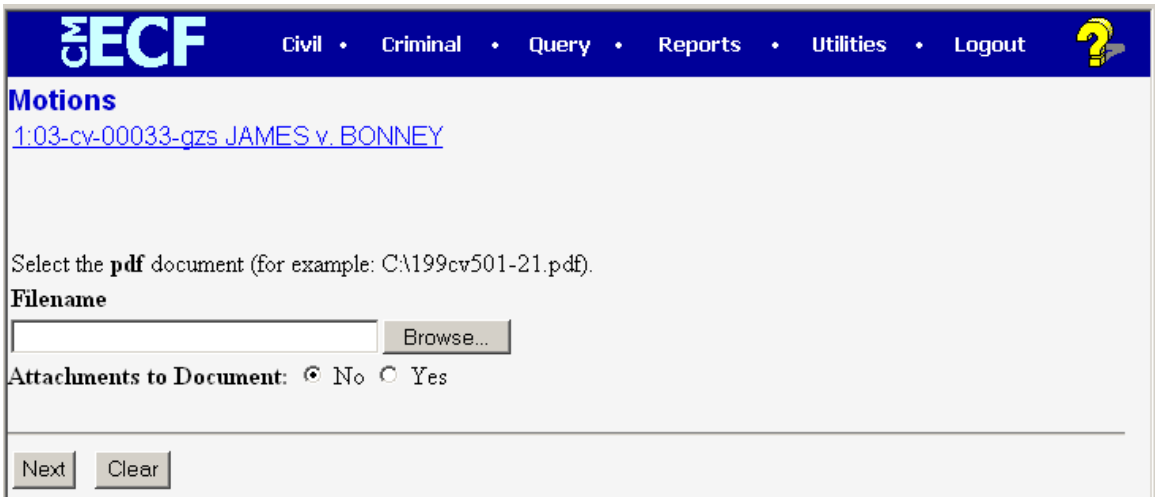
After highlighting the parties to the motion, click on the **[Next]** button.

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

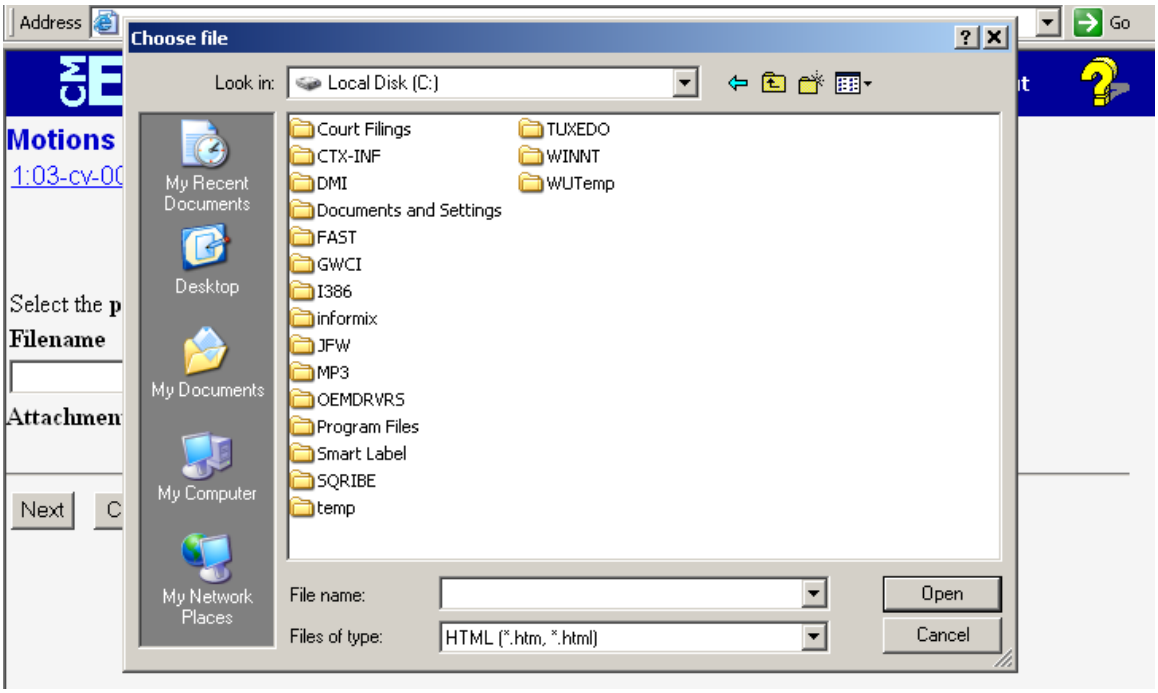
6. Select the PDF Document to be Filed.

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.

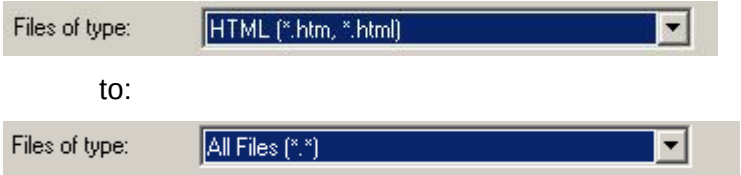
> **Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Each document that you intend to file **MUST** be in **PDF** format with a **.PDF** extension. Otherwise, ECF will not accept the document.



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



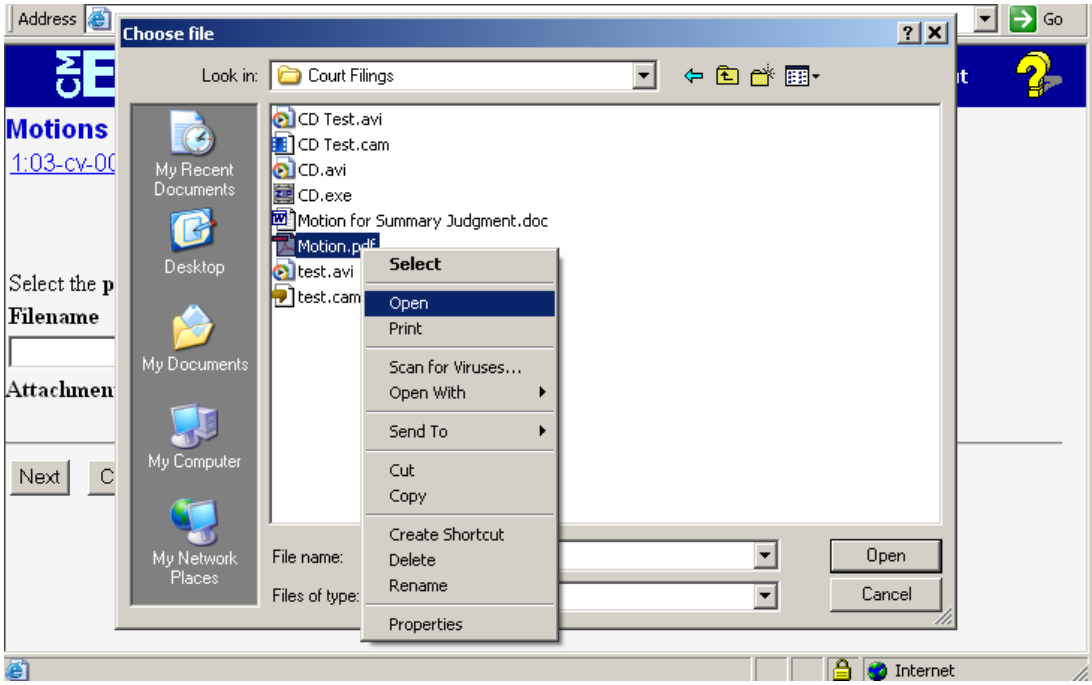
Change the **Files of type** from:



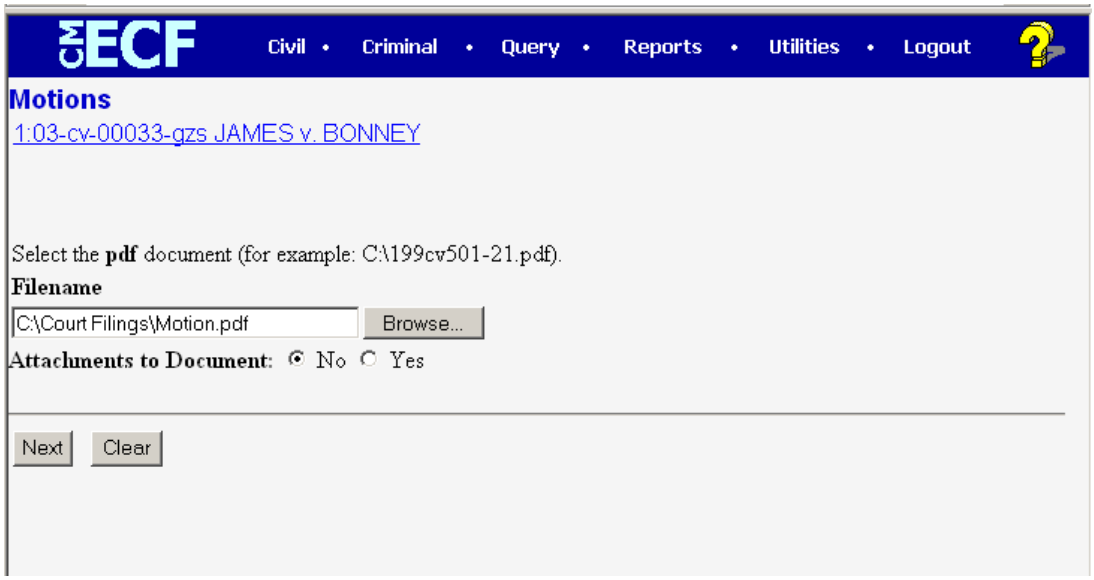
Navigate to the appropriate directory and file name to select the PDF document you wish to file.

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.



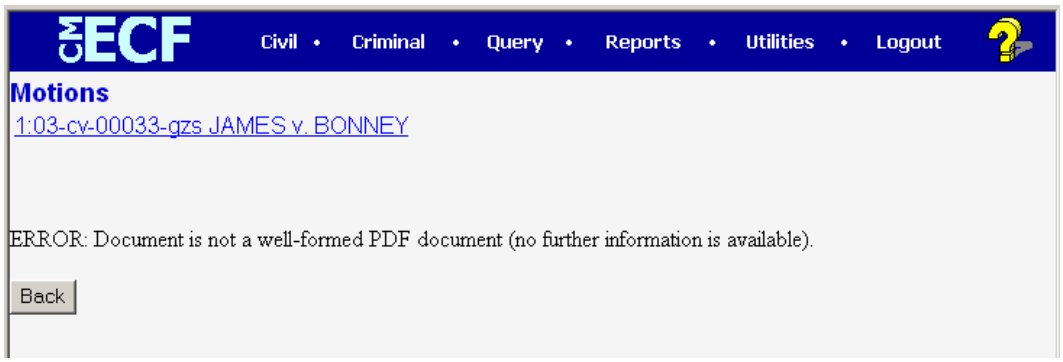
Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



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.

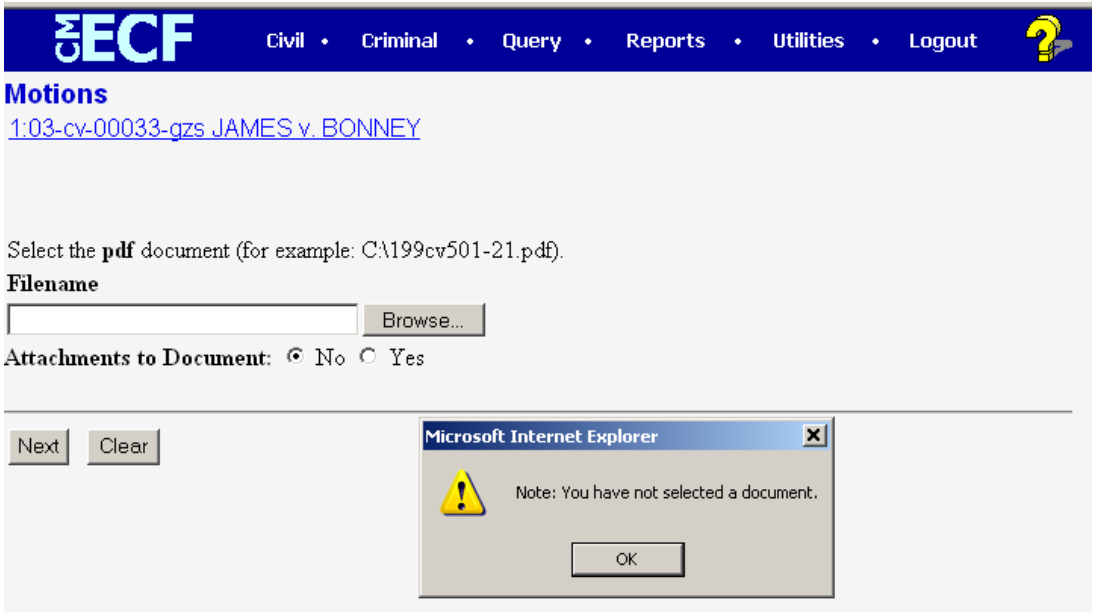


ECF will not permit you to select a file for your pleading that is not in PDF format.

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

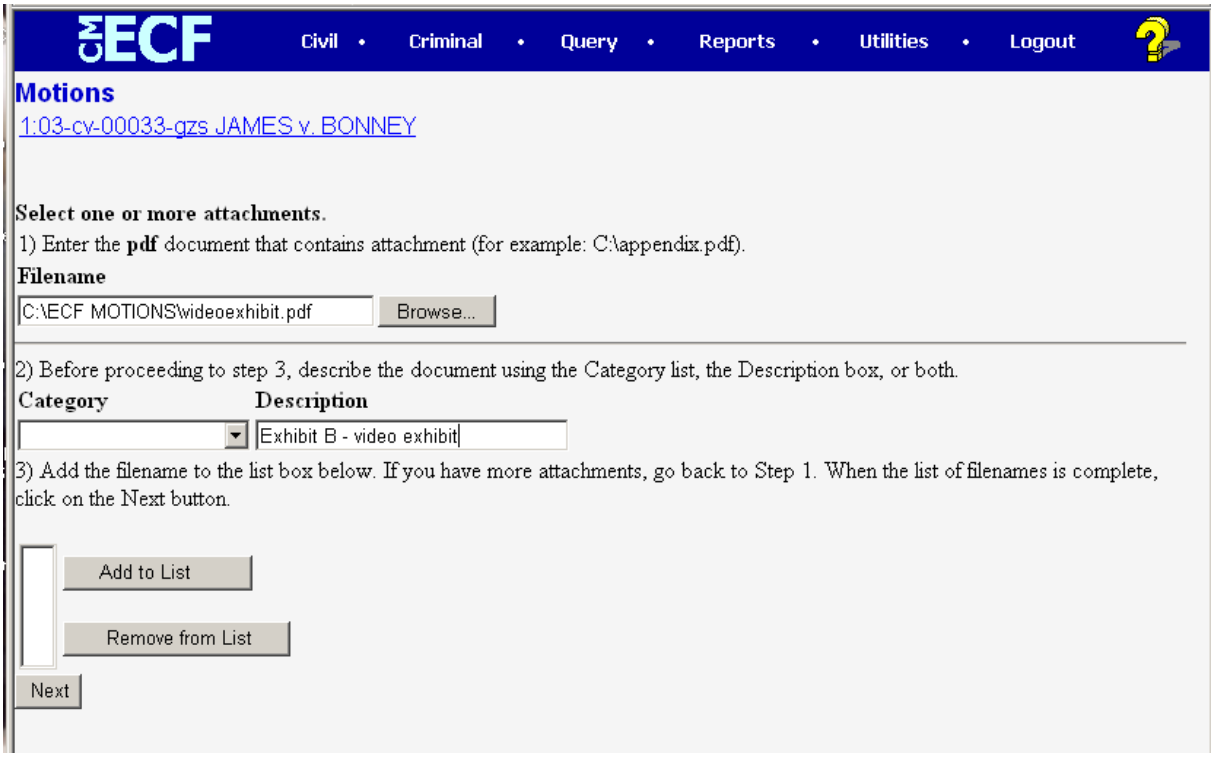
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



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.

Adding Attachments to Filings

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



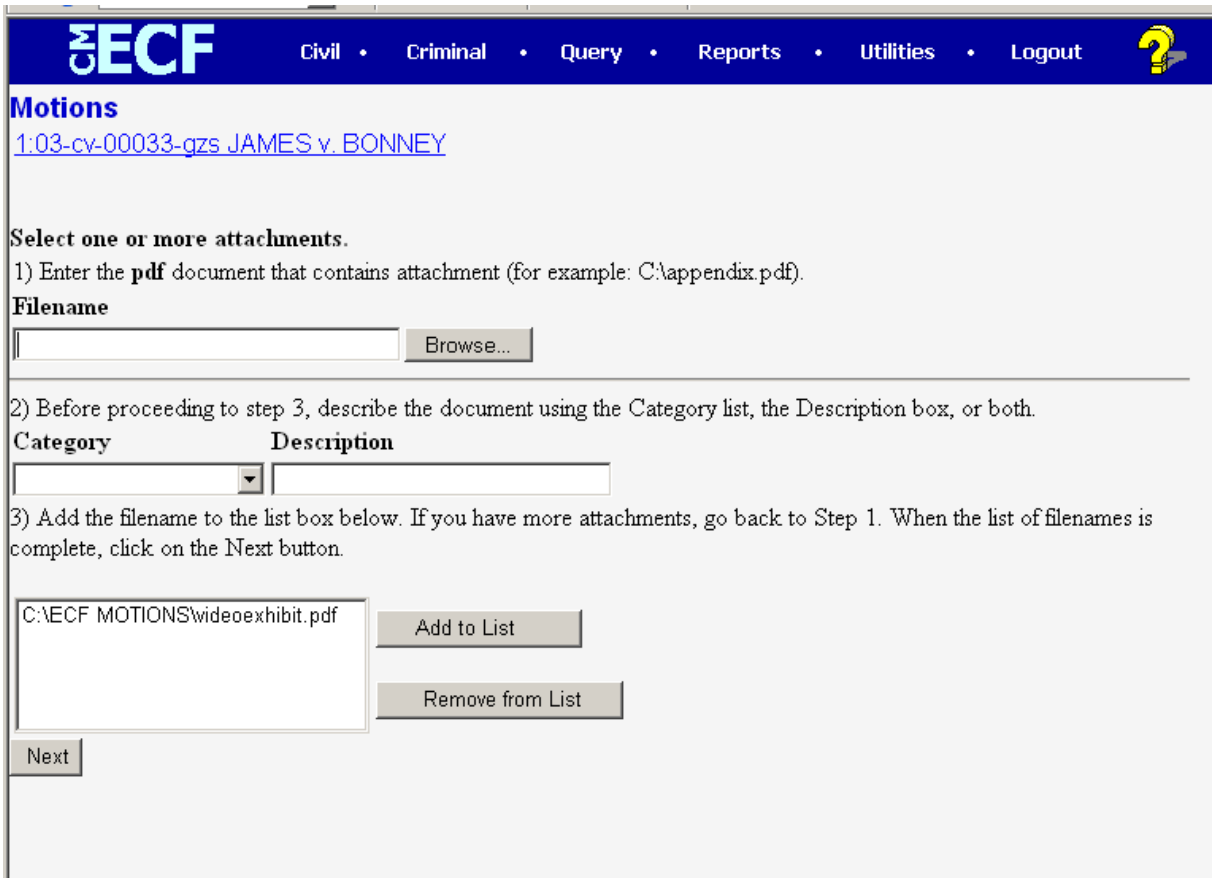
Click on **[Browse]** to search for the document file name of the attachment.

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

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.



Repeat the sequence for each additional attachment.

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

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

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, filed as a separate attachment, and fully described as shown on pages 32 and 33.

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.

Note: 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 MUST BE
A PDF document less than 5 MB in size	Filed electronically via ECF
A PDF document more than 5 MB in size	Divided into multiple, 4 MB PDF documents and filed via ECF
Non-scanned exhibits (e.g. videotapes and demonstratives)	Filed with the Clerk's Office with a Notice of Filing made in ECF (see page 38 of the User Manual)
Trial exhibits	Filed in paper form

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

Note: Paper documents scanned at high resolution may quickly exceed the 5MB limit if the scanning resolution is set very high. **We recommend a scanning resolution of no more than 250 dpi to help maintain acceptable file size limits.**

When there are 30 or fewer attachments to a pleading, the attachments must be filed electronically via ECF.

When there are more than 30 attachments, the attachments must be filed in one of the following ways:

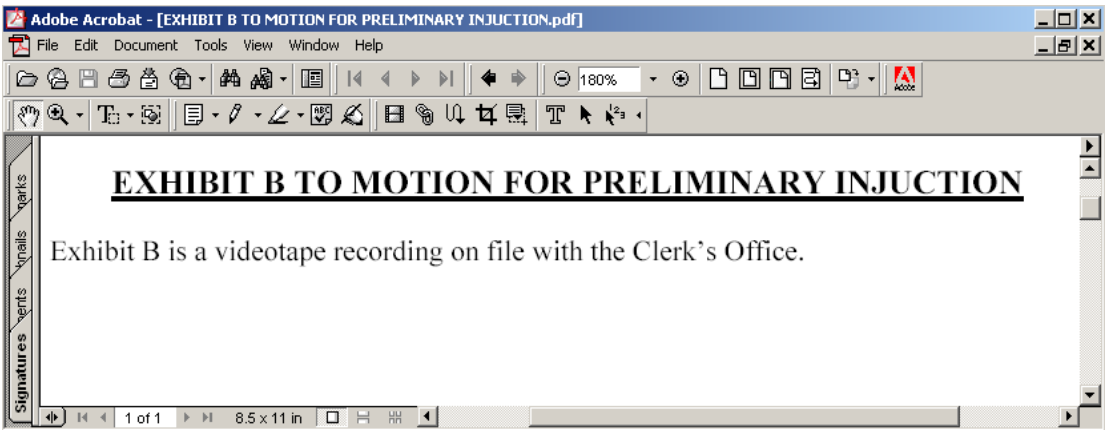
- Filed via ECF as attachments to the pleading,
- Filed via ECF using the Additional Attachments option,
- Filed on paper with the Clerk's Office or,
- Filed on either a properly labeled 3.5" floppy disk, compact disk (CD) or digital video disk (DVD).

Note: attachments filed on paper or on disk must contain a comprehensive index that clearly describes each attachment.

Non-scanned Exhibits

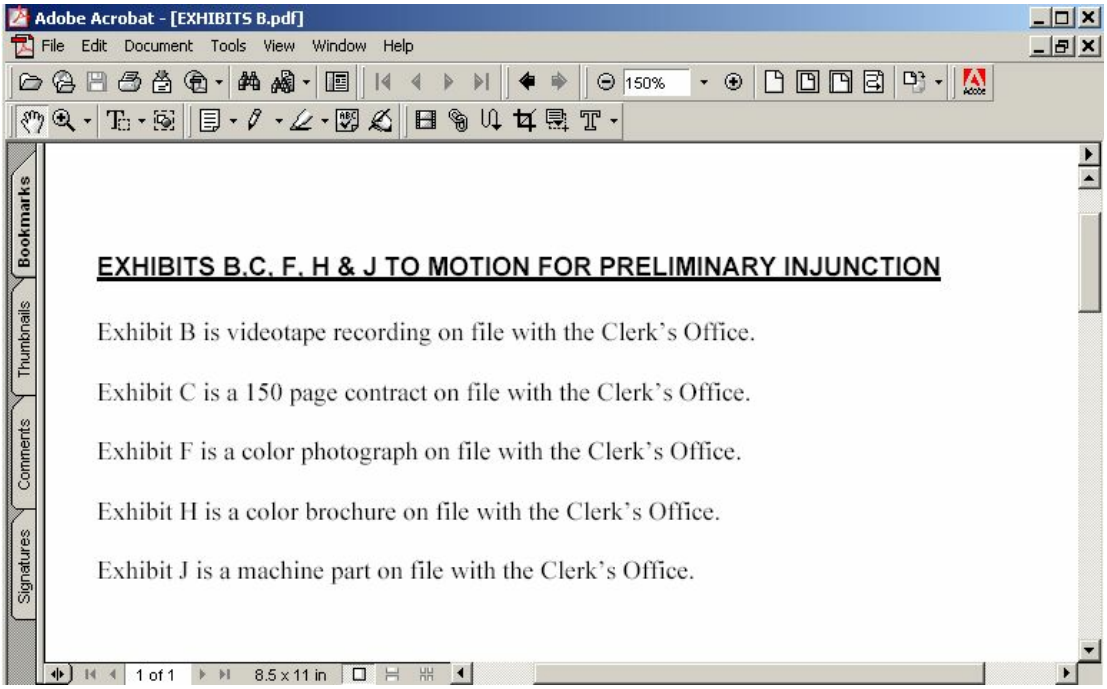
All attachments and exhibits that are referenced in a document and are filed with the Clerk's Office (i.e. video tapes, demonstratives, pre-trial hearing exhibits, large documents, etc.) must have notice of their filing recorded in ECF.

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

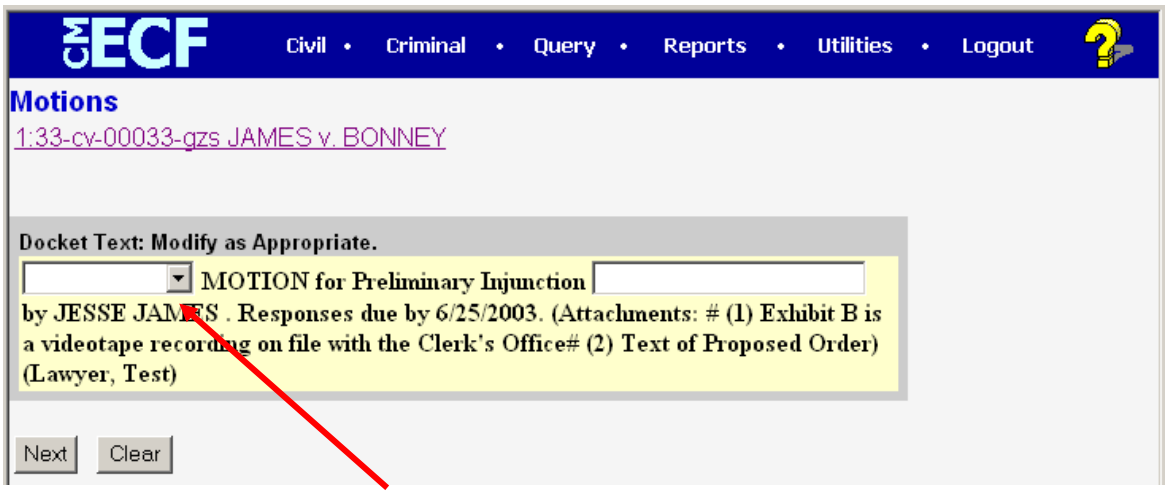


During the filing of the referencing document, answer “yes” to the attachment question and upload the descriptor PDF document.

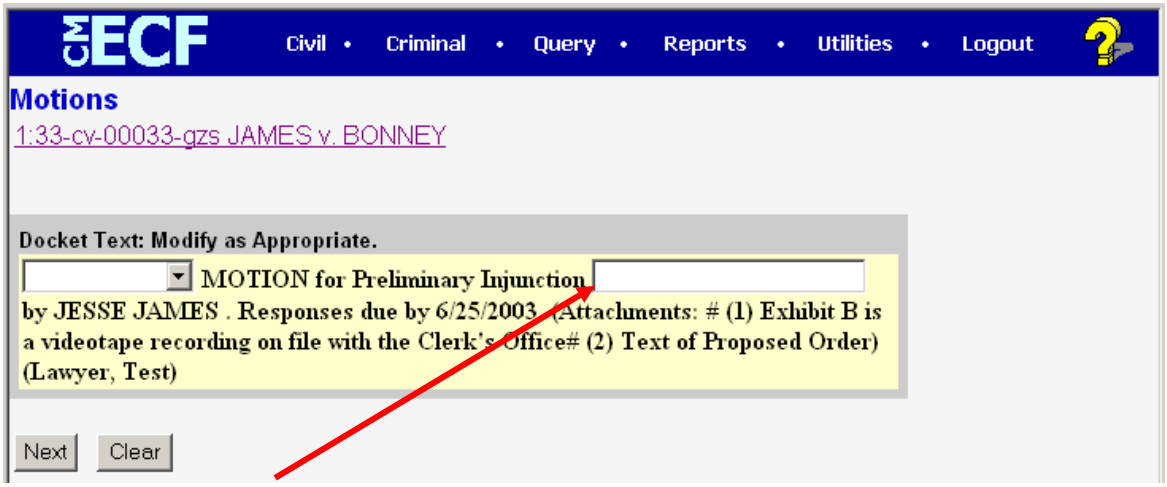
If you have multiple exhibits, which will not be filed via ECF, you may include them all in a single descriptor PDF document.



8. Modify Docket Text as Necessary.



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

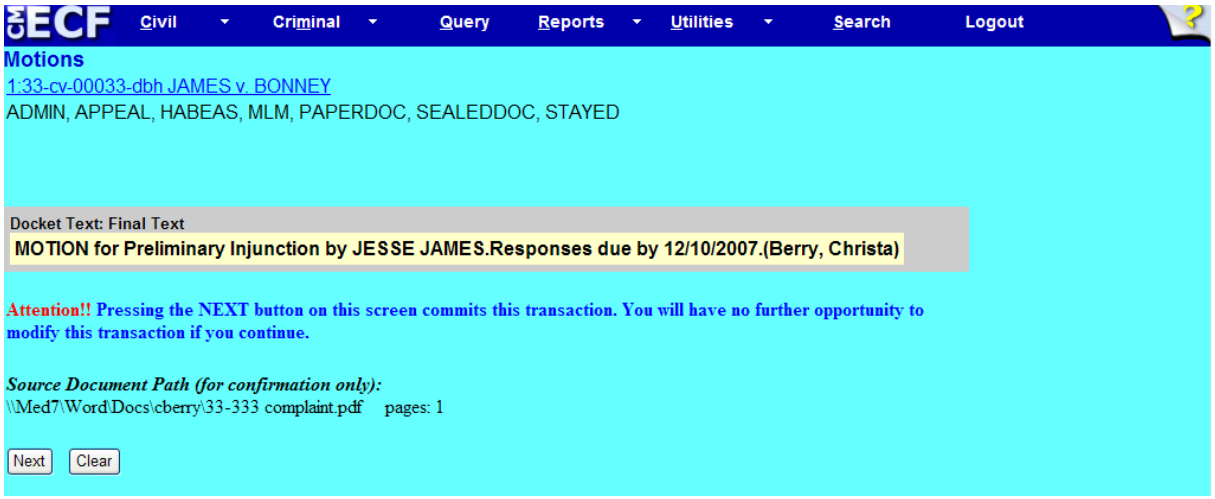


If necessary, click in the open text area to type additional text for the description of the pleading.

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.



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.

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

Motions
1:03-cv-00033-gzs JAMES v. BONNEY

U.S. District Court

District of Maine

Notice of Electronic Filing

The following transaction was entered by Lawyer, Test on 2/2/2007 at 8:25 AM EST and filed on 2/2/2007
Case Name: JAMES v. BONNEY
Case Number: 1:03-cv-33
Filer: JESSE JAMES
Document Number: 8

Docket Text:
MOTION for Preliminary Injunction by JESSE JAMES WITH INCORPORATED MEMO.Responses due by 2/23/2007. (Attachments: # (1) Exhibit B is a video tape recording on file with the Clerk's Office# (2) Text of Proposed Order)(Lawyer, Test)

1:03-cv-33 Notice has been electronically mailed to:

TEST LAWYER christa@med.uscourts.gov

Test Lawyer cmecfnef@med.uscourts.gov

1:03-cv-33 Notice has been delivered by other means to:

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=2/2/2007] [FileNumber=78170-0] [
3bc2531867b7eb344f14970d1f2985d731cacafeb47df2bee86100d07aa7100eb21ee8
aa812f7ab89381c161af3bdc63ed877e97d63a502d916174b542933d1d]]
Document description: Exhibit B is a video tape recording on file with the Clerk's Office
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1025705658 [Date=2/2/2007] [FileNumber=78170-1] [
58fd7f04f7924c8a0ad57f8fcd7409a4a9612f81fbfa85d082258e88f353448ba03044
938d10355d9792d8435ee97402cb7f5093487529af5685b06ecd0a5c24]]

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

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

Motions

1:03-cv-00033-gzs JAMES v. BONNEY

U.S. District Court

District of Maine

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Test Lawyer cmecfnef@med.uscourts.gov

1:03-cv-33 Notice has been delivered by other means to:

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=2/2/2007] [FileNumber=78170-0] [
3bc2531867b7eb344f14970d1f2985d731cacafeb47df2bee86100d07aa7100eb21ee8
aa812f7ab89381c161af3bdc63ed877e97d63a502d916174b542933d1d]]
Document description: Exhibit B is a video tape recording on file with the Clerk's Office
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1025705658 [Date=2/2/2007] [FileNumber=78170-1] [
58fd7f04f7924c8a0ad57f8fcd7409a4a9612f81fbfa85d082258e88f353448ba03044
938d10355d9792d8435ee97402cb7f5093487529af5685b06ecd0a5c24]]

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. You should also note the date and time as this is the official time that your document was filed with the Court.

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 (except transcripts). The free look period for accessing documents via the Notice of Electronic Filing is fifteen days. 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 filed prior to November 1, 2004. Public users will be allowed to view all non-sealed and non-private criminal case documents (except court transcripts) filed on or after November 1, 2004 in the same manner as they have been able to view civil case documents.

Individuals who receive electronic notification of a filing in a criminal case are permitted one "free look" at the document (except transcripts) by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing.

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.

DEFINITION OF 'SEALED' IN THE DISTRICT OF MAINE

In General

In both civil and criminal actions, cases may be sealed in their entirety, or only as to certain documents. Sealing may be required when a case is initiated or at various times during the proceedings. Cases and documents can only be sealed by statute, local rule, or an order of the court. A sealed case or document cannot be examined except by order of the court, or by certain judicial employees.*

Criminal

In a criminal case which is not sealed in its entirety, when an individual document is sealed neither the docket entry nor the document is available to be examined by the public without a court order. Examples of this might include: Motions to Seal, Sealed Plea Agreements, Petitions to Revoke Supervised Release prior to arrest, Arrest Warrants prior to arrest

Civil

In a civil case which is not sealed in its entirety, when an individual document is sealed the docket entry remains publicly available. However, the sealed document itself is not available to be examined by the public except by court order. Examples of this might include: Motion to Seal, Unredacted Documents

***Judicial Employees with access to sealed documents include the Clerk of Court, Chief Deputy, Divisional Manager, Information Systems Analyst, Case Managers, Chambers Staff and Probation Officers.**

Sealed, Ex Parte, and Unredacted Documents in Civil Cases

Sealed, Ex Parte and Unredacted documents shall be filed electronically via the CM/ECF system in **CIVIL** cases only. Listed below are the options provided for filing such documents.

1. Motions to Seal and Sealed Motions (in the Motions category):

   - Seal (used for any requests to seal another pleading, motion or document)
   - Sealed Motion 1 and Sealed Motion 2 (used for any sealed motions regardless of the request)
   - Issuance of Warrant in rem

1. Sealed Documents (in the Other Documents category):

   - Sealed Document
   - Unredacted Document
   - Redaction Reference List
   - Additional Attachments-SEALED

Note: All documents filed per sections 1 and 2 will send a Notice of Electronic Filing to counsel of record notifying them of the filing, but counsel will be unable to view the document. If service is required, all counsel must be served in a manner other than through ECF.

2. Motions filed Ex Parte (in the Motions category):

   - Ex Parte (NO NOTICE)
   - Ex Parte (NOTICE)

   One of these ECF options must be used for ANY Ex Parte filing. The Clerk's Office will not observe the ECF generated response time before sending it to a judicial officer for action.

Note: The Ex Parte (NO NOTICE) option will NOT send a Notice of Electronic Filing and the docket entry and attached document will be sealed from public view.

The Ex Parte (NOTICE) option will send a Notice of Electronic Filing to all counsel of record. The docket entry, and the attached document, will be publicly available.

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

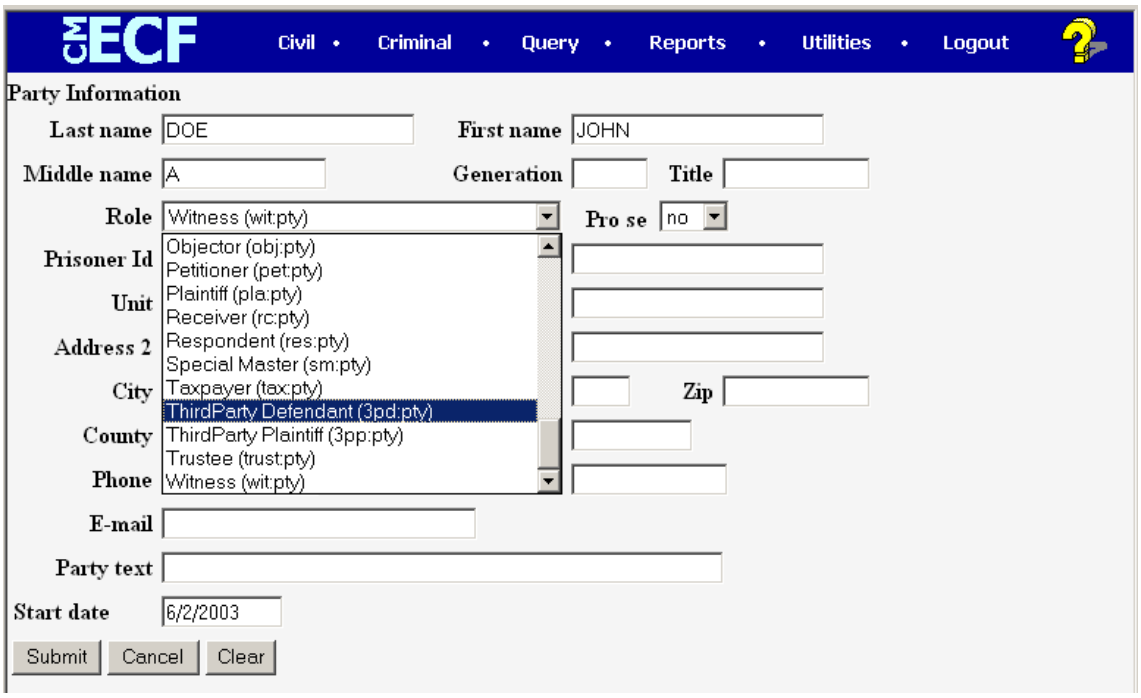
Add/Create a New Party

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.

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]**.

ECF displays the following screen.



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]**

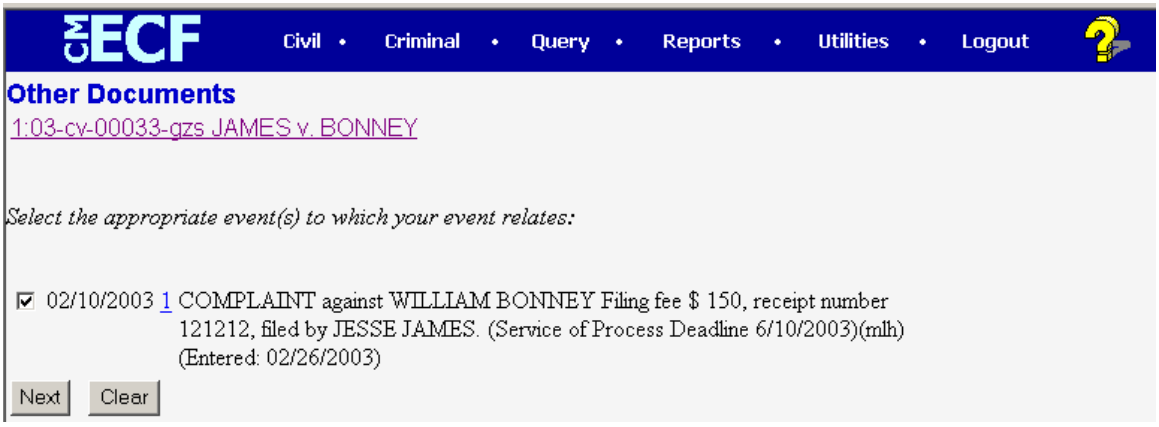
When entering party information, please note that:

- 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.

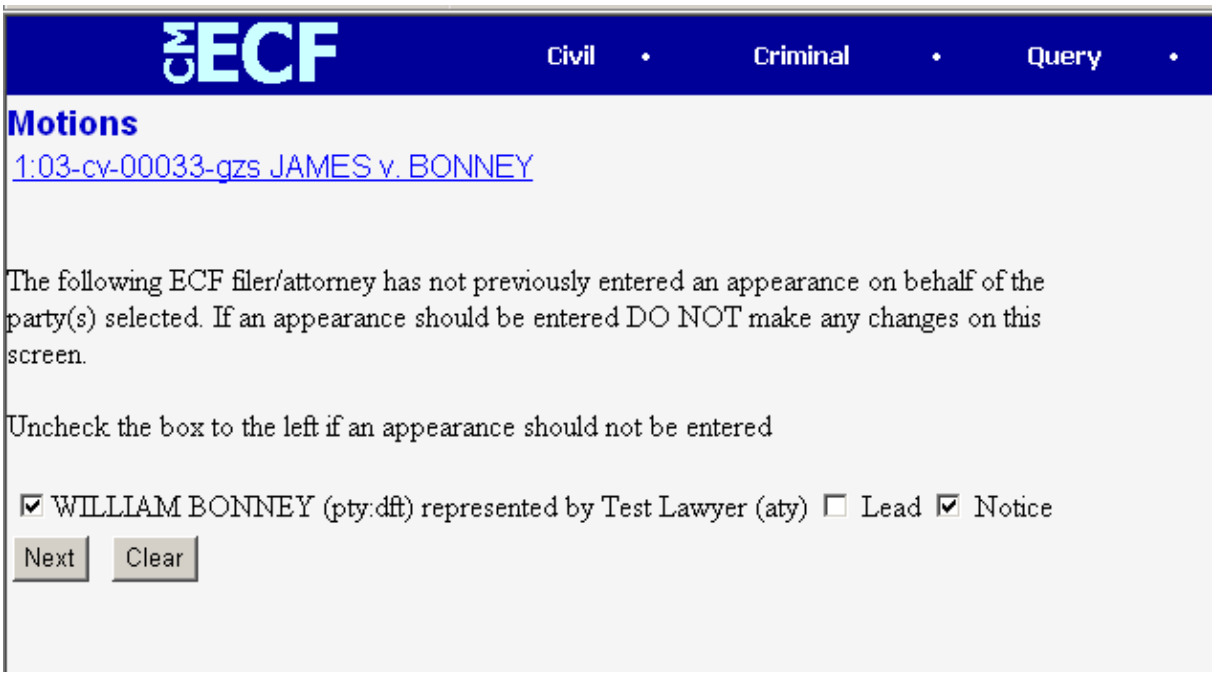
An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of ”**Refer to existing event(s)?”** and click **[Next**].



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

ATTORNEY/PARTY ASSOCIATION

If this is an attorney's first filing in a case CM/ECF will display the following screen:



To tell the system that you are counsel of record for this party, place a check in the box at the left of the attorney's name as shown above.

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.

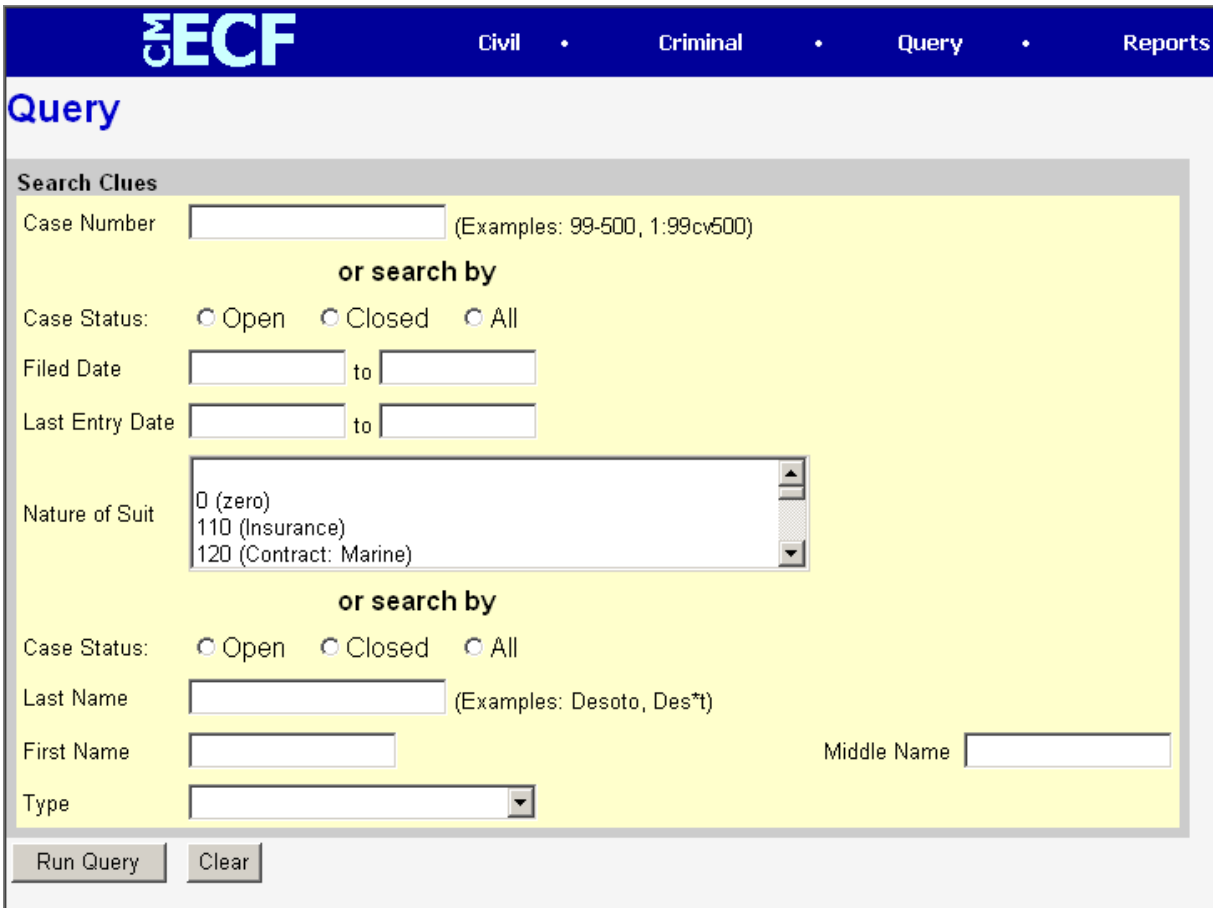
Note: ECF opens the **PACER Login** screen. Remember you must enter your **PACER** login and password before ECF permits you to query the ECF database. Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents.

Access to web based documents and reports via PACER (except court transcripts) will generate an $.08 per page charge with a cost ceiling of $2.40 per document. Transcripts of court proceedings are not available for viewing via the ECF/PACER system.

PACER users are not billed for accessing a written opinion document itself, but will be charged for the report or query used to identify he document.

Effective December 1, 2007, PACER users will be allowed access to judgments, opinions, and orders that have been marked as written opinions in social security cases.

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

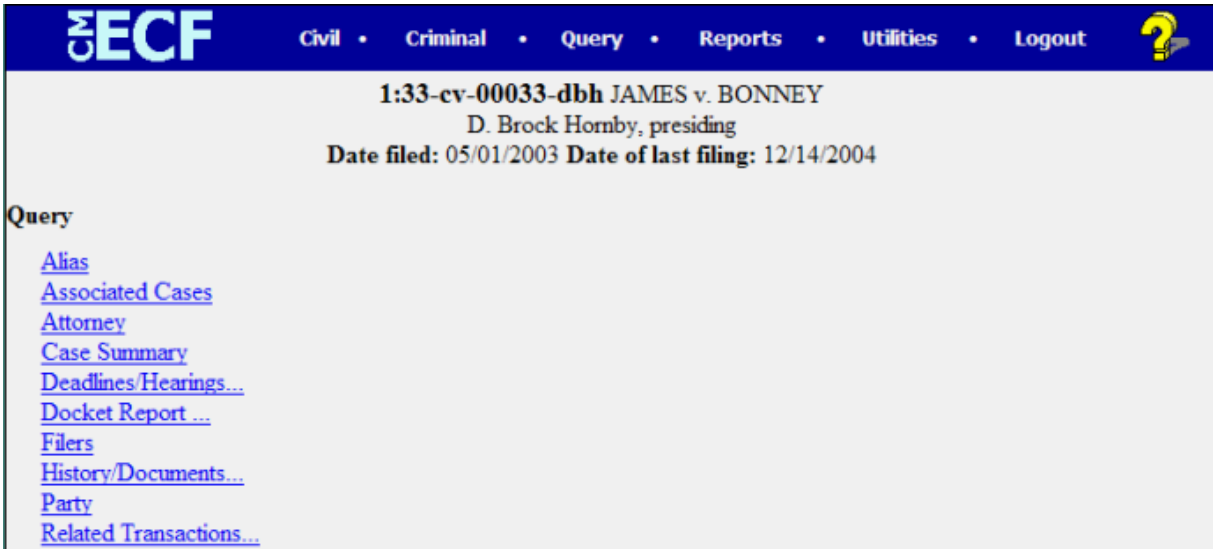


If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the [**Run Query]** button.

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.



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.

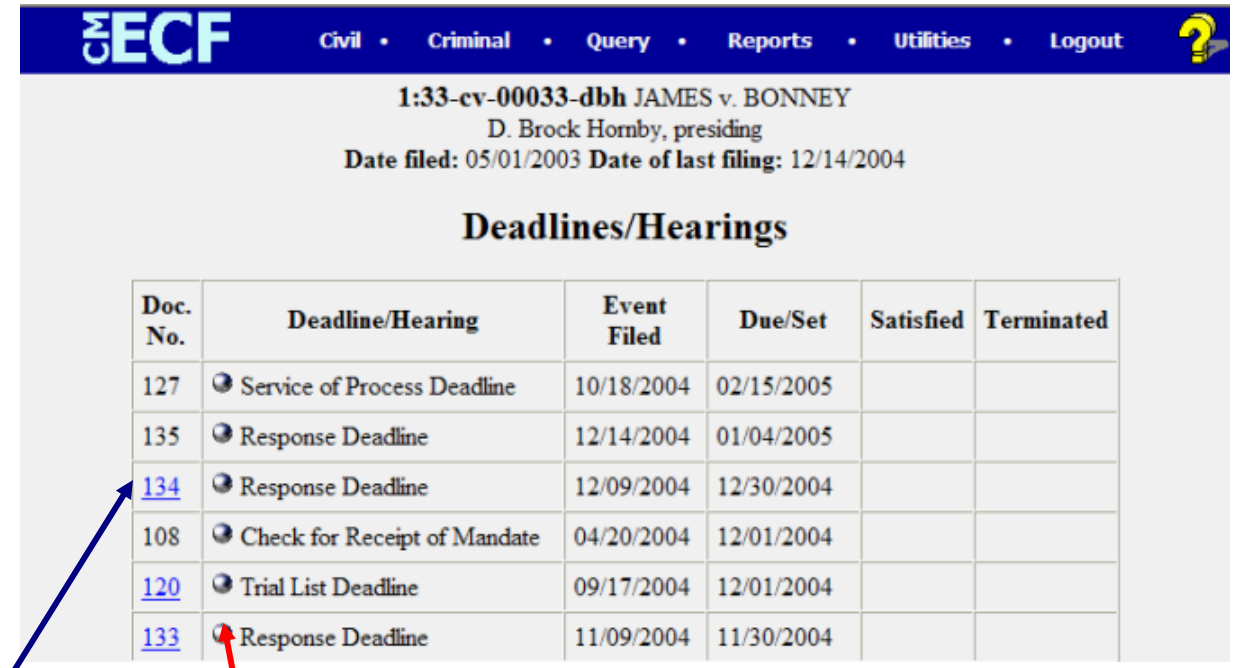
Attorney

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.

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

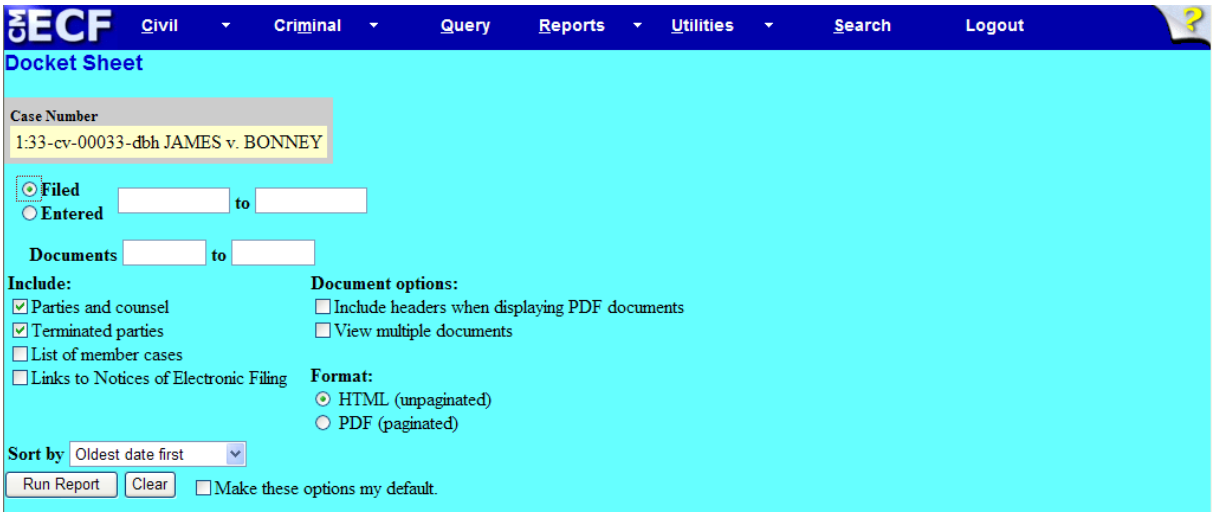


If you click on the document number, ECF will display the actual document that created the deadline.

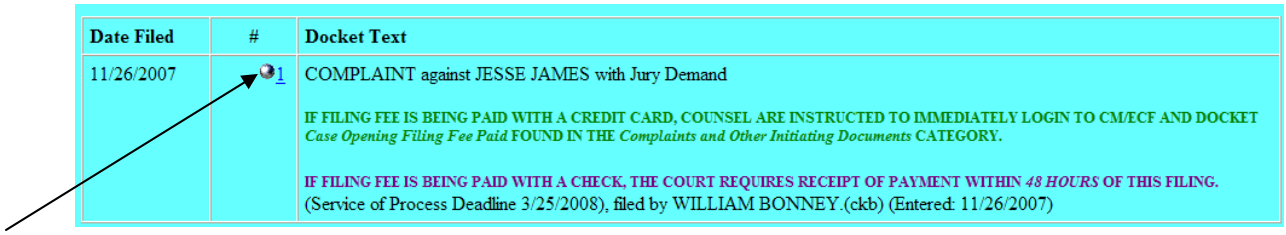
If you click on the button to the left of the event, ECF will display the Notice of Electronic Filing (NEF).

Docket Report

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



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.



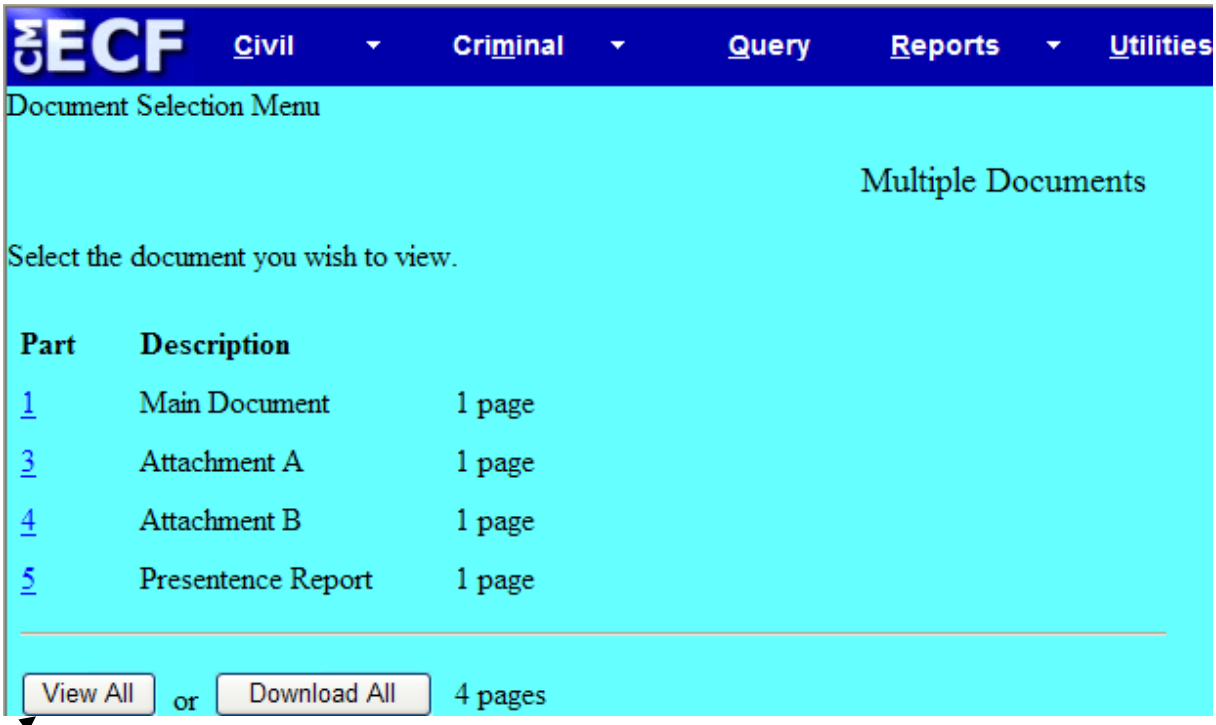
Date Filed	#	Docket Text
11/26/2007	1	COMPLAINT against JESSE JAMES with Jury Demand IF FILING FEE IS BEING PAID WITH A CREDIT CARD, COUNSEL ARE INSTRUCTED TO IMMEDIATELY LOGIN TO CM/ECF AND DOCKET *Case Opening Filing Fee Paid* FOUND IN THE *Complaints and Other Initiating Documents* CATEGORY. IF FILING FEE IS BEING PAID WITH A CHECK, THE COURT REQUIRES RECEIPT OF PAYMENT WITHIN *48 HOURS* OF THIS FILING. (Service of Process Deadline 3/25/2008), filed by WILLIAM BONNEY.(ckb) (Entered: 11/26/2007)

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.

VIEWING ALL DOCUMENTS FOR A SINGLE DOCKET ENTRY

PACER users may view all of the documents for a single docket entry at the same time from the docket sheet. **To view all of the documents:

1. On the **Reports** menu, click on **Docket Sheet**.
2. Enter the case number. Click **Find this Case**.
3. Click on **[Run Report]**.
4. Click on the document number hyperlink that has multiple attachments.



5. Click **[View All]** (Do not click "Download All" as this feature is not available at this time). The main document and all PDF attachments for the docket entry are combined into a single PDF and will be displayed on the screen.

VIEWING ALL DOCUMENTS FOR MULTIPLE DOCKET ENTRIES

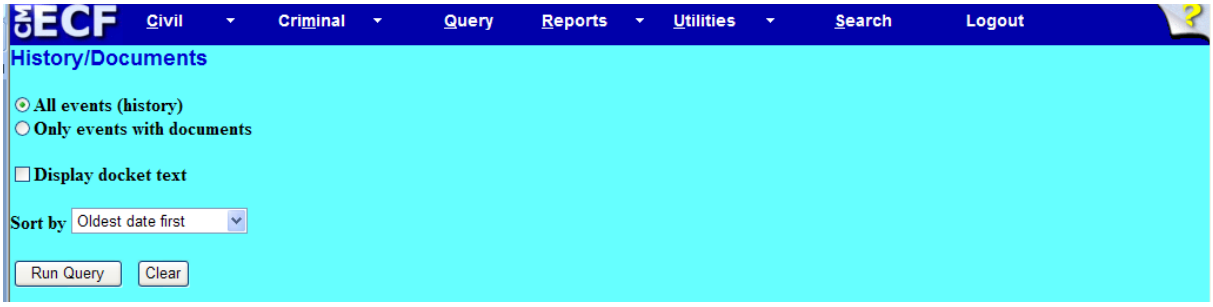
PACER users may view all documents for multiple docket entries at the same time from the docket sheet. **To view multiple docket entries from one case:

1. On the **Reports** menu, click on **Docket Sheet**.
2. Enter docket number and click on **[Find this Case]**.
3. Check the box next to **View multiple documents**.
4. Check the boxes next to the pleadings you wish to view and click **View Selected.**

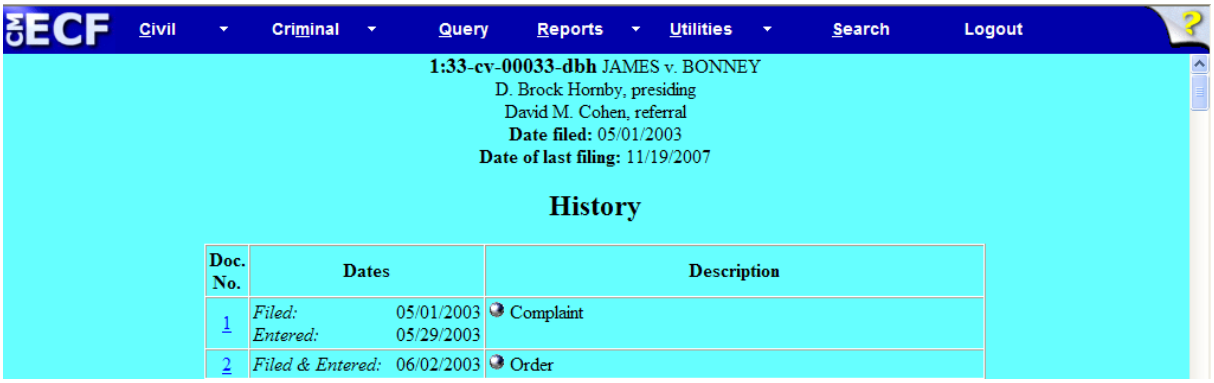
**The system computes the size of the aggregated file and if it is more than 10 megabytes in size, the file is not generated and an error message is displayed. The size of the documents for each docket entry is displayed on the screen so you can determine the combination of documents that can be selected without exceeding the 10 megabyte size limit.

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.



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

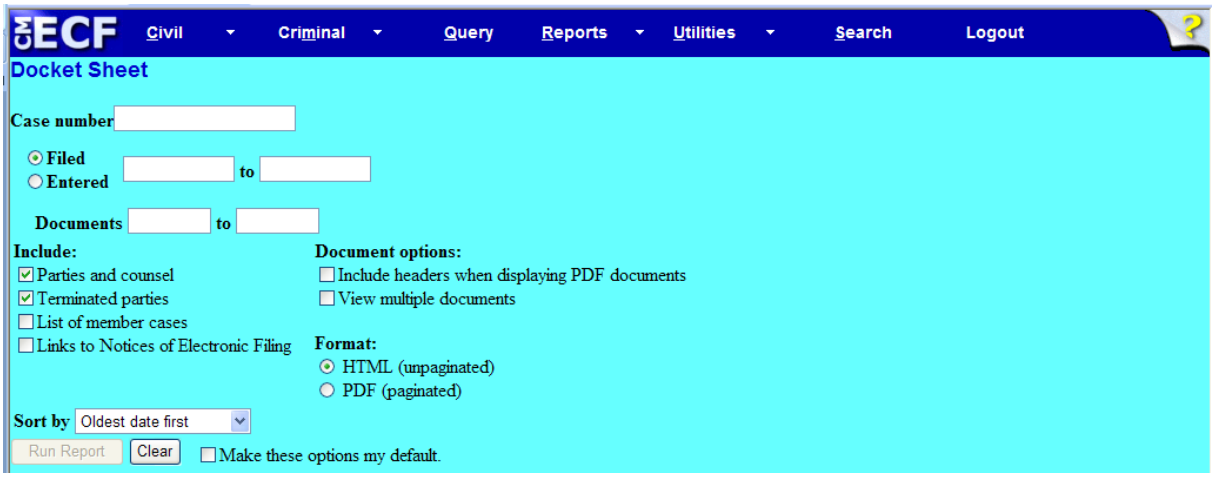
The **Reports** feature of ECF provides the user with several report options. After clicking on **Reports** on the ***Blue*** menu bar, ECF opens the **Reports** screen depicted below.

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

Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.

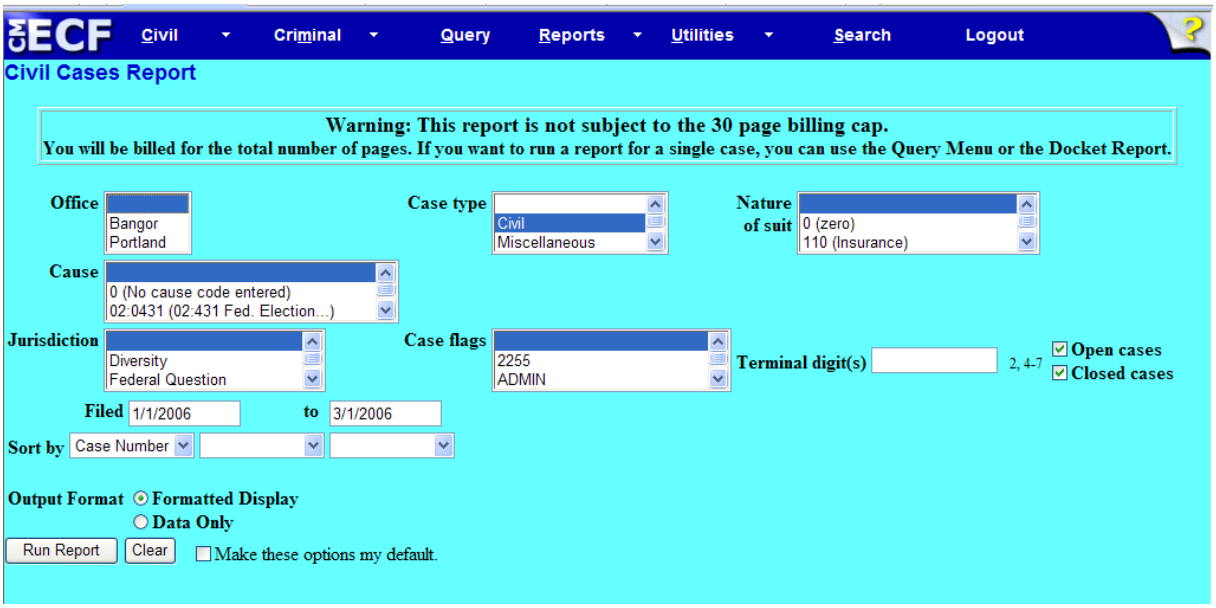
Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.



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.

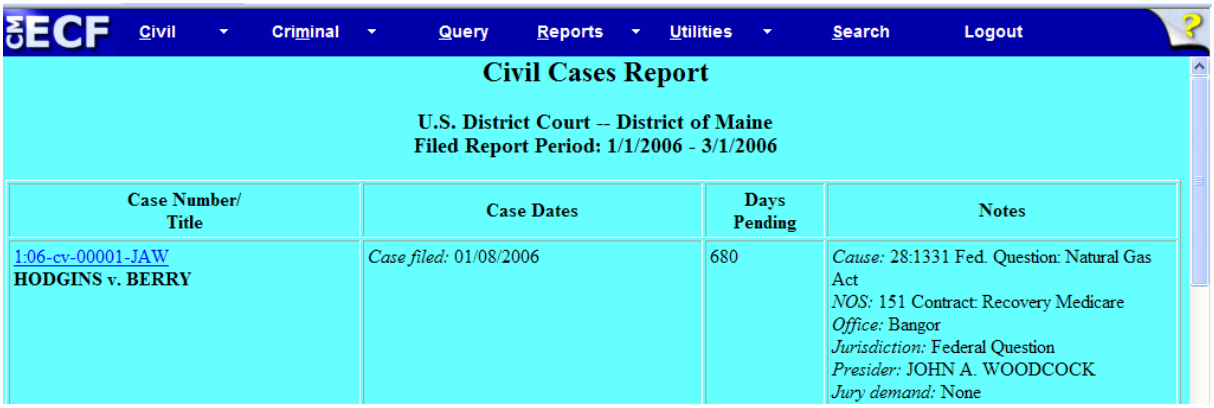
Civil Cases Report

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.



CM ECF Civil Criminal Query Reports Utilities Search Logout

Civil Cases Report

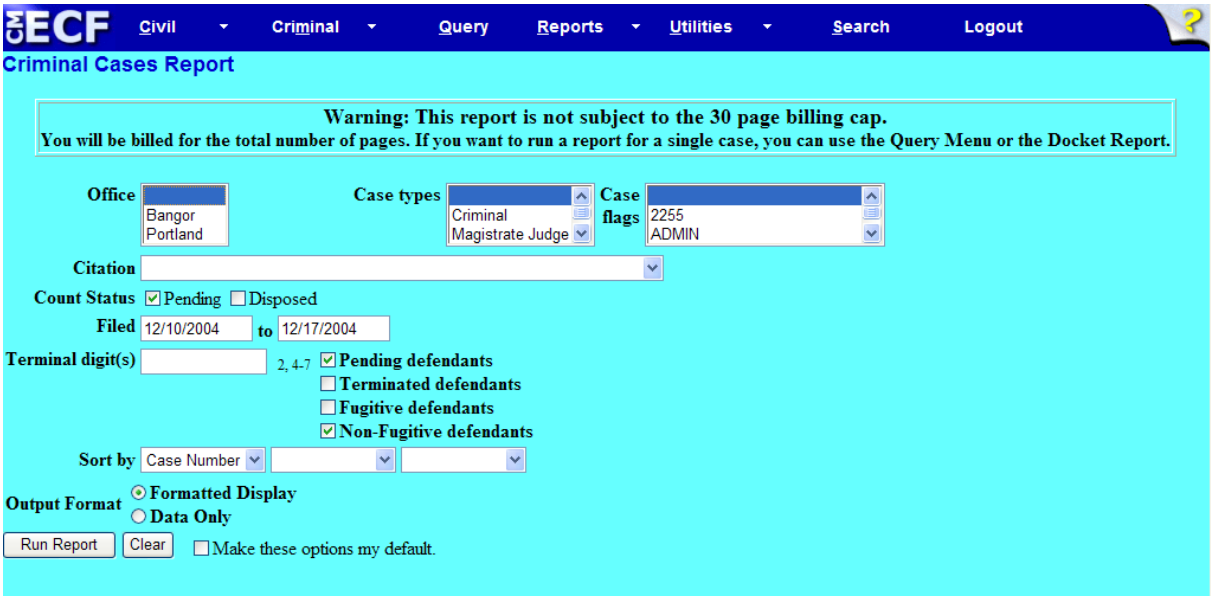
U.S. District Court -- District of Maine
Filed Report Period: 1/1/2006 - 3/1/2006

Case Number/ Title	Case Dates	Days Pending	Notes
1:06-cv-00001-JAW **HODGINS v. BERRY**	*Case filed:* 01/08/2006	680	*Cause:* 28:1331 Fed. Question: Natural Gas Act *NOS:* 151 Contract: Recovery Medicare *Office:* Bangor *Jurisdiction:* Federal Question *Presider:* JOHN A. WOODCOCK *Jury demand:* None

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.

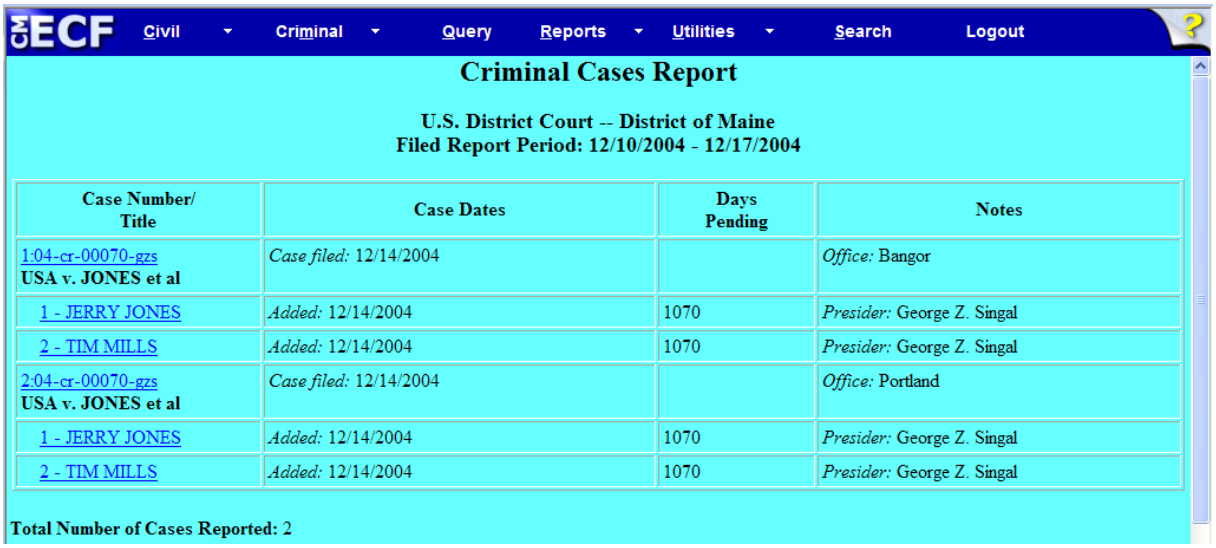
Criminal Cases Report

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	Case Dates	Days Pending	Notes
1:04-cr-00070-gzs USA v. JONES et al	*Case filed:* 12/14/2004		*Office:* Bangor
1 - JERRY JONES	*Added:* 12/14/2004	1070	*Presider:* George Z. Singal
2 - TIM MILLS	*Added:* 12/14/2004	1070	*Presider:* George Z. Singal
2:04-cr-00070-gzs USA v. JONES et al	*Case filed:* 12/14/2004		*Office:* Portland
1 - JERRY JONES	*Added:* 12/14/2004	1070	*Presider:* George Z. Singal
2 - TIM MILLS	*Added:* 12/14/2004	1070	*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).

Your Account

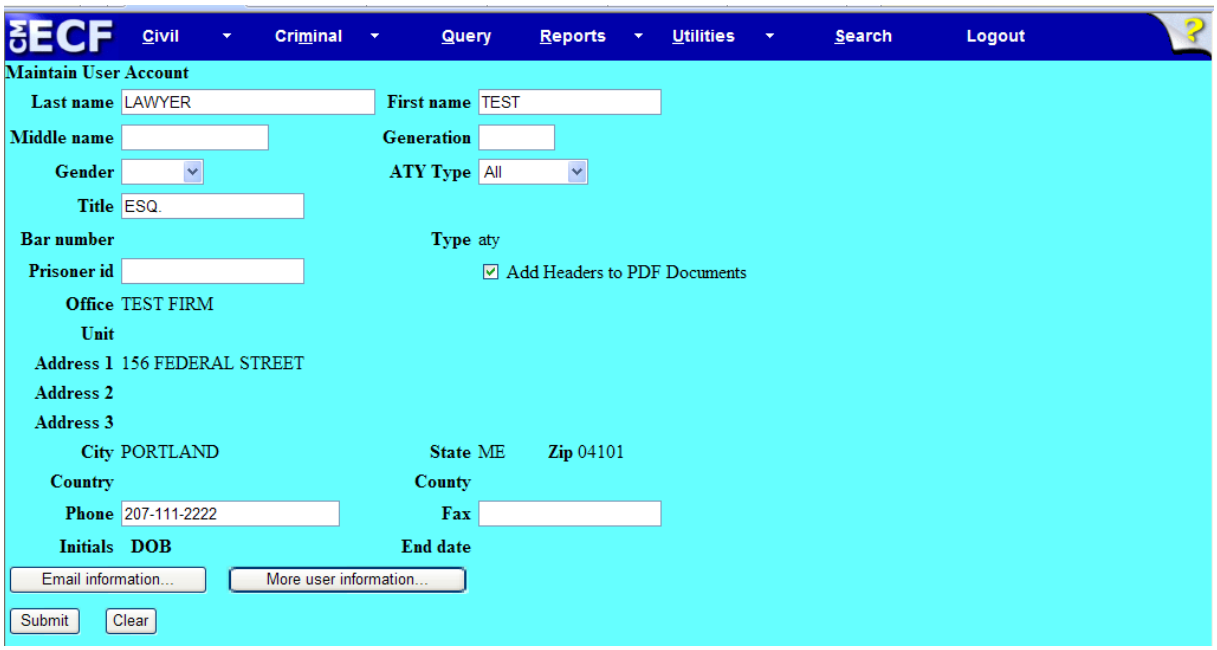
This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

ECF Login

This option allows a user who is logged in with a PACER account to change to a CM/ECF Account.

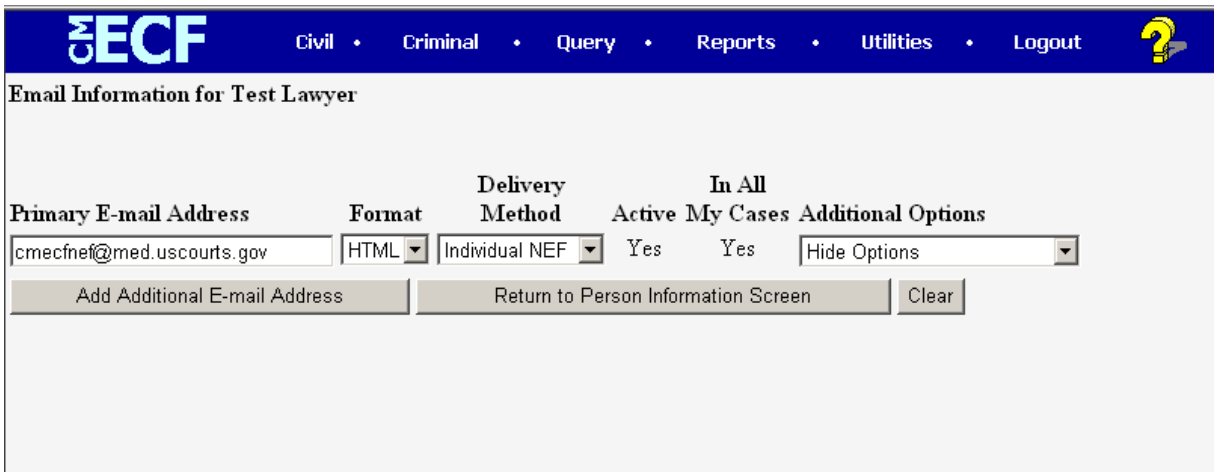
Maintain Your Account

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



This screen displays all of the registration information that is contained within the ECF database for your account with the Court. **You may change your telephone number, however, please contact the ECF Help Desk for all other changes**.

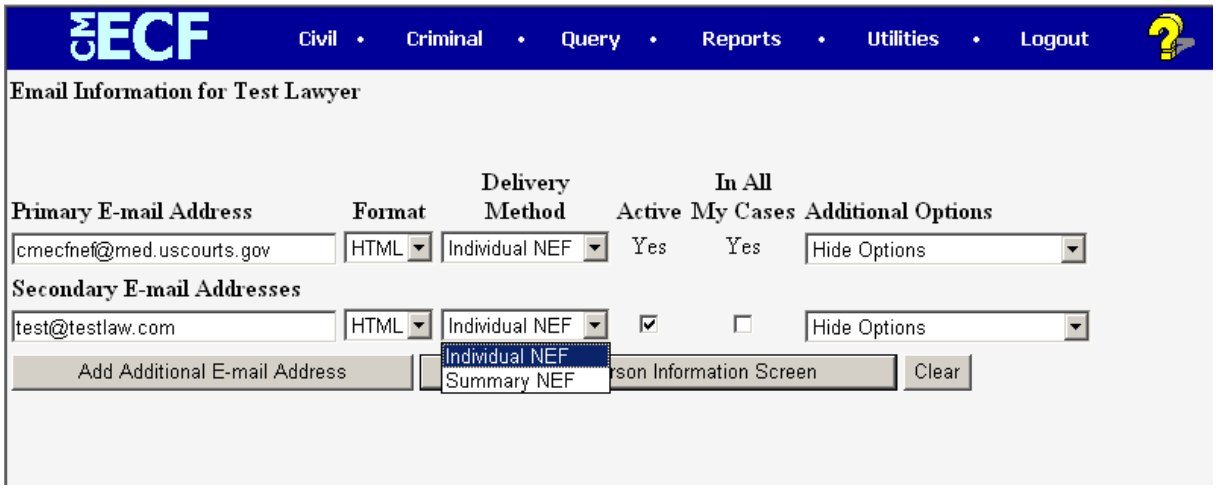
Clicking on the **[E-mail information]** button opens the following screen.



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).

Click the **[Add Additional E-Mail Address]** button.

Enter the e-mail address in the first field. When the system recognizes a correctly formatted e-mail address, the screen changes to allow the user to select various delivery options.



The Delivery Method drop down menu allows you to select either Individual NEF (a separate notice of electronic filing for every public entry on the docket) or Summary NEF (a single notice of electronic filing that includes each public entry on the docket).

NOTE: Individuals will get a "free look" at the document (except court transcripts) by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing at their primary e-mail account. The free look period for accessing documents via the Notice of Electronic Filing is fifteen days.

Transcripts of court proceedings are not available for viewing via the ECF/PACER system.

Effective December 1, 2007, PACER users will be allowed access to judgments, opinions and orders that have been marked as written opinions in Social Security appeal cases. PACER users are not billed for accessing a written opinion document itself, but will be charged for the report or query used to identify the document.

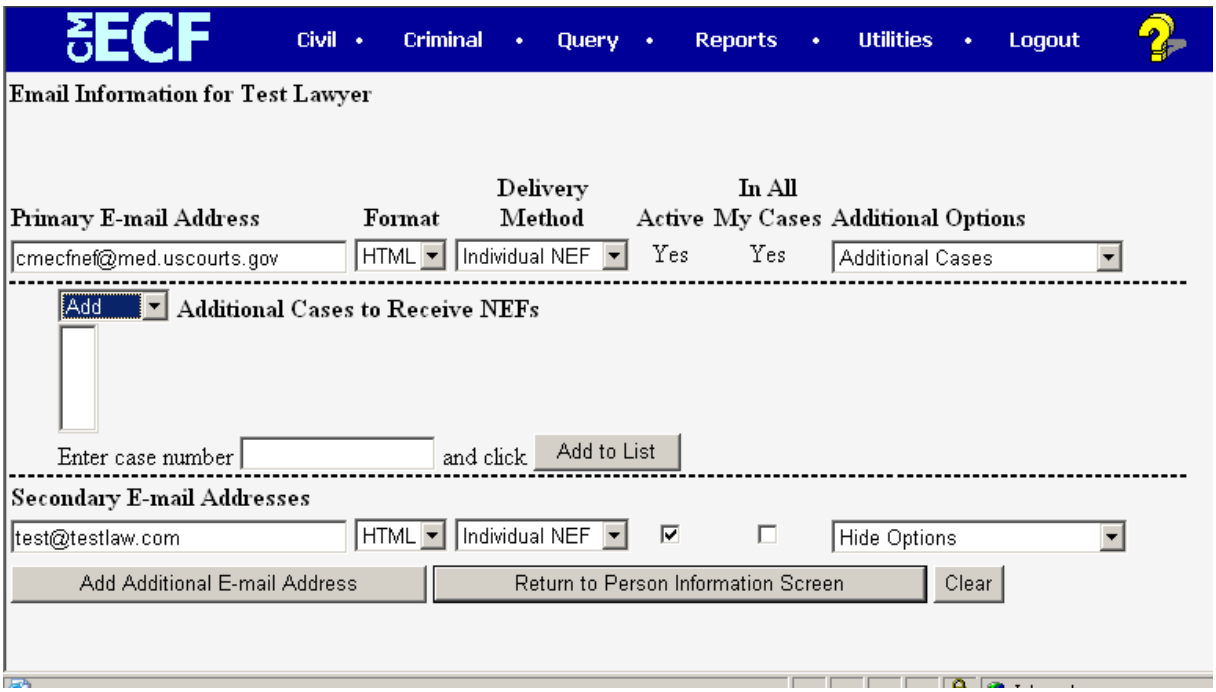
It is strongly encouraged that you download the document (print, save on a disk, or save on the hard drive) during the one free look.

If desired, registered users 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.

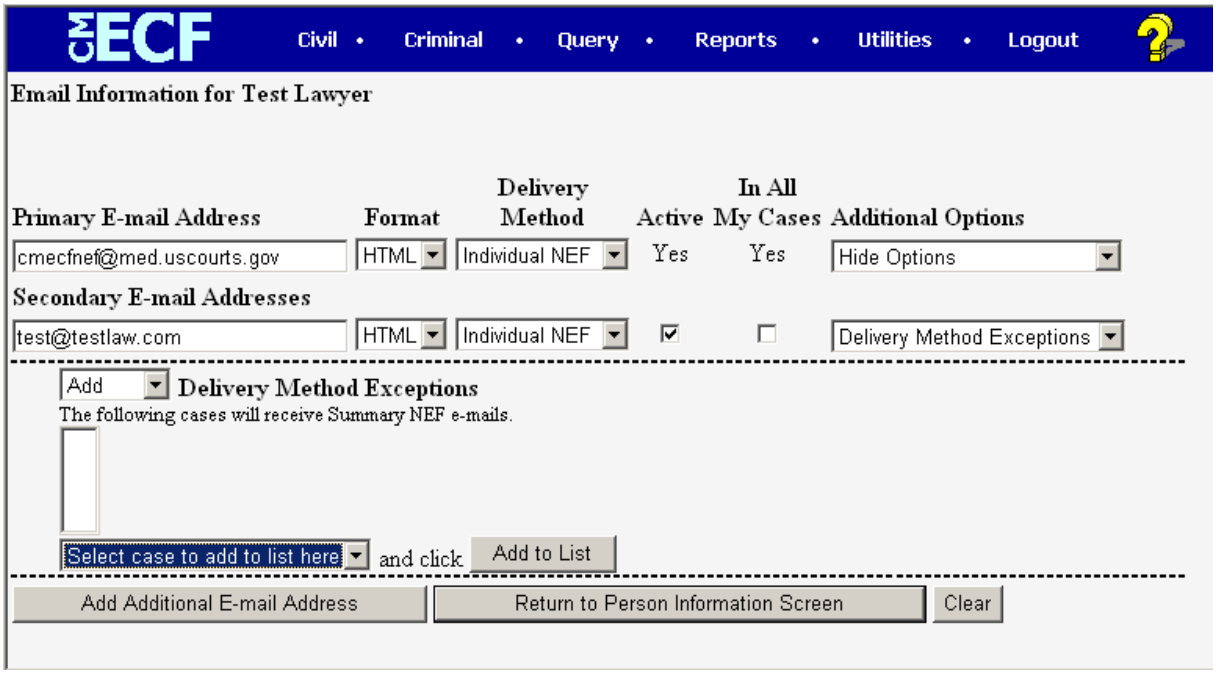
In the **"Additional Options"** drop down menu to the right of the Primary E-Mail Address field, select **"Additional Cases"**.

In the **"Additional Cases to Receive NEFs"** drop down menu, select **Add**.

Enter the case number of the case regarding which you wish to receive notification and click the **[Add to List]** button.

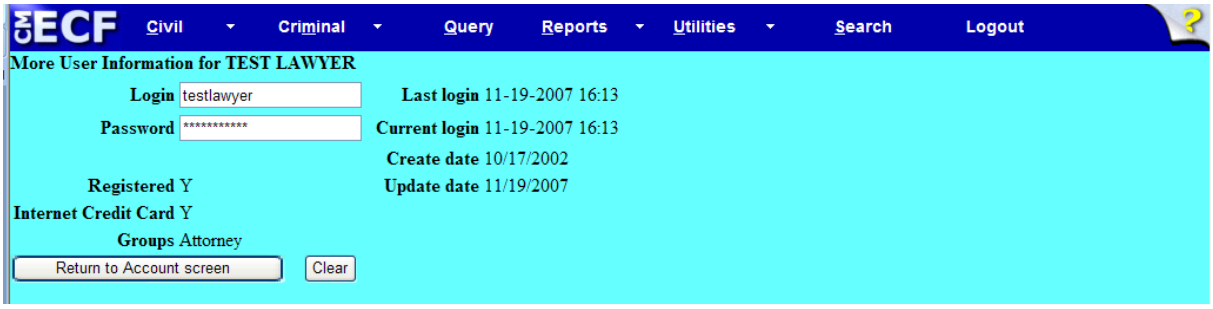


This process will send NEF's to the Primary E-mail Address only. In order to have Secondary E-mail Addresses receive these additional notices it is necessary to follow the procedure outlined above for each Secondary E-mail Addresses that you wish to receive additional NEF's.



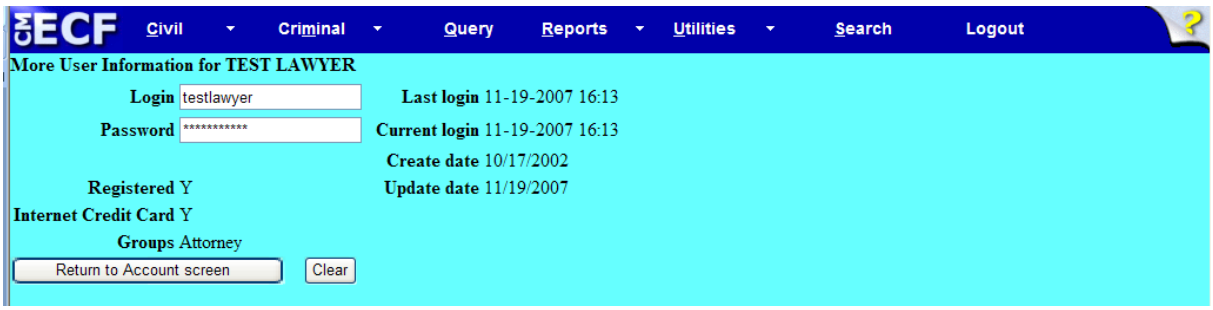
After updating your E-mail information, click on the **[Return to Person Information Screen]** button to return to your **Maintain User Account** screen.

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.



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 <u>not make any change</u> 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.

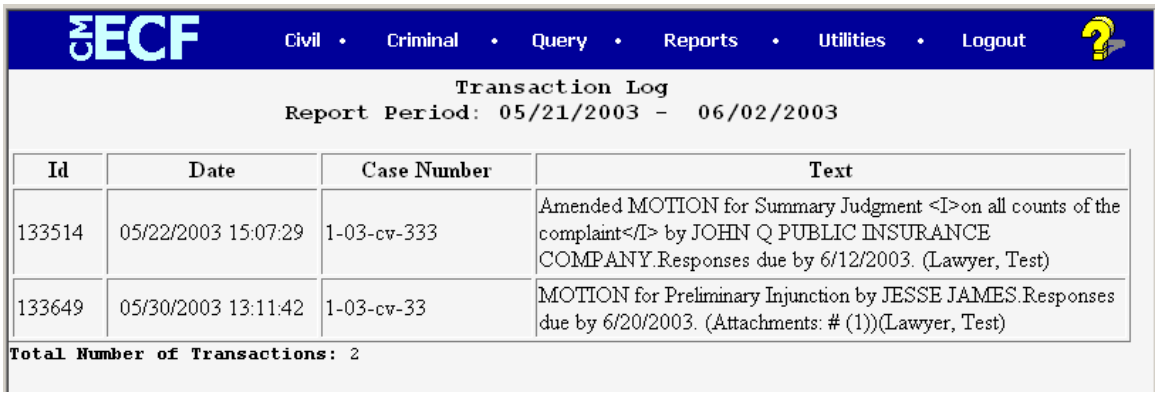


When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen.

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.



Transaction Log
Report Period: 05/21/2003 - 06/02/2003

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.

Change Client Code

For PACER users only, this feature allows entry of a new client code, used for reporting charges made to the current PACER account.

Change Your PACER Login

For PACER users only, this feature displays the login screen to allow entry of a different PACER account. The new account can be designated as the default PACER login by checking the box next to “Make this my default PACER login”.

Review Billing History

For PACER users only, displays the number of CM/ECF pages accessed and charges incurred for the current PACER account being used. If you enter client codes when you access CM/ECF, the charges are totaled for each code.

Show PACER Account

For PACER users only, displays the current PACER login and client code being used.

Remove Default PACER Account

Allows attorneys to remove the default association between their current PACER login and their ECF filer login.

Miscellaneous

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

- Internet Payment History
- Legal Research
- Mailings
- Verify a Document

When you click on the **Internet Payment History** hyperlink from the **Miscellaneous** screen, you are taken to a new screen that asks you to define the dates for which you would like to review your Internet payment history. Enter start, end dates, and click the **[Run Report]** button. Your Internet payment history will be displayed.

When you click on the **Legal Research** hyperlink, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw and Lexis Nexis 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).

Search Feature

ECF has a search feature on the main menu. This feature will allow you to search for events and menu items. When clicked, a small pop-up window appears, and you can enter text to search.

Click the search button and the results are displayed on the screen. Only letters and numbers may be searched.

Each item displayed is a hyperlink to the corresponding menu item or so event.

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.