ELECTRONIC CASE FILES

User Manual

DISTRICT OF MAINE

(08/05/2016)

Latest version available at http://www.med.uscourts.gov/user-manual

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*
Deadlines *11*
Orders *11*
Documents Filed in Error *11*
Technical Failures *11*
PUBLIC ACCESS 12
PRIVACY 12
TRANSCRIPTS 13

PORTABLE DOCUMENT FORMAT (PDF) **15**

ECF TRAINING **16**

HELP DESK **16**

A STEP-BY-STEP GUIDE **17**

USER INTERACTIONS 17
CONVENTIONS USED IN THIS MANUAL 17
HOW TO ACCESS THE SYSTEM 17
LOGGING IN 18
SELECTING ECF FEATURES 19
GENERAL RULES 21
FILING A CASE OPENING DOCUMENT IN A CIVIL ACTION 22
Summons *23*
Paying the Filing Fee *24*
FILING DOCUMENTS IN ECF 25
Select the Case Type *26*
Select the Type of Document to File *26*
Enter the Case Number *27*
Select the Defendant (in criminal cases only) *29*
Select the Party(s) Filing the Document *30*
Select the PDF Document to be Filed *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*

SEALED, EX PARTE, AND UNREDACTED DOCUMENTS IN CIVIL CASES **43**

REDACTION 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
DEADLINE/HEARING 52
DOCKET REPORT 53
HISTORY/DOCUMENTS 56

REPORTS FEATURE **57**

DOCKET SHEET 57
CIVIL CASES REPORT 58
CRIMINAL CASES REPORT 59

UTILITIES FEATURE **60**

YOUR ACCOUNT 61
VIEW YOUR TRANSACTION LOG 66
MISCELLANEOUS 67
Legal Research *67*
Mailings *67*
Verify a Document *67*

SEARCH FEATURE **68**

LOGOUT **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 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.

Software used to electronically convert documents to PDF which includes proprietary or advertisement information within the PDF document is prohibited.

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.
- Internet Explorer software version 9.x; Firefox/Mozilla version 15.x; or Safari version 5.1/6.x.
- 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 convert them to PDF format. When scanning documents for ECF scan at a resolution of 300 pixels per inch (ppi) or higher. All documents should be scanned with a “black and white” setting.

***DO NOT USE** Netscape Navigator as it is no longer supported for use with CM/ECF or PACER.

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 or faxed to:

Office of the Clerk
United States District Court
Attn: ECF Attorney Registration
156 Federal Street
Portland, Maine 04101
FAX: 207-780-3772

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

A non-prisoner who is a party to a civil action and who is not represented by an attorney may register to transmit documents electronically to the Court for filing and to receive electronic notification of filings from 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 via the ECF/PACER system will generate a $.10 per page charge with a cost ceiling of $3.00 per document. Transcripts of court proceedings are not available for viewing via the ECF/PACER system for a period of 90 days after they are filed. Charges for court transcripts and non-case specific reports via PACER (such as reports obtained from the PACER Case Locator or docket activity reports) are not capped at 30 pages as they are for other court documents. They will accrue for the entire transcript or report.

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. All other documents filed in Social Security Appeal cases are remotely electronically available to counsel of record only.

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

Payment of PACER Fees is waived each quarterly billing cycle if the total charge is under $15.

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 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.

Special Filing Requirements and Exceptions

(1) Generally, all documents are filed electronically in civil cases, to include the following:

- (A) Motions to file documents under seal and sealed documents;
- (B) Ex parte motions and applications;
- (C) Unredacted documents;
- (D) The state court record and other Rule 5 materials in habeas corpus cases filed in 28 U.S.C. §2254 proceedings may be filed electronically or in paper; and
- (E) Administrative records in Social Security Disability cases.

(2) The following documents **may be filed in paper**:

- (A) Administrative review proceeding records other than administrative records in Social Security Disability cases.

(3) The following documents **shall be filed in paper** with the Clerk's Office, which **will also be scanned and uploaded** into ECF (Note that sealed documents in **criminal** cases will not generate an NEF and the docket entry and documents will not be accessible):

- (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) Pleadings and documents filed in sealed cases, both civil and criminal;
- (D) The charging document in a criminal case, such as the complaint, indictment, or information;
- (E) Any pleading or document in a criminal case containing the signature of a defendant, such as a waiver of indictment, or plea agreement; and
- (F) Affidavits for search and arrest warrants.

(4) The following documents **shall be filed in paper**, which **may also be scanned** into ECF by the Clerk's Office:

(A) All handwritten pleadings; and
(B) All pleadings and documents filed by pro se litigants who are incarcerated or who are not registered filing users in ECF.

(5) 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.

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

(7) The following documents may be received by the Clerk's Office, but are not filed, electronically or otherwise, unless ordered by the Court:

(A) Presentence reports, character letters and general documents submitted in support of sentencing (excluding Sentencing Memoranda);
(B) Hearing and trial exhibits; and
(C) Letters in support of Downward Departure motions.

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)(F) 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.

Proposed and Text-Only Orders

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.

A technical failure of the Court's ECF system is deemed to have occurred when the Court's ECF site cannot accept filings continuously or intermittently over the course of any period of time greater than one hour. Known system outages will be posted on the Court's website along with guidance on how to proceed, if applicable.

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 in **criminal** cases 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 in **civil** cases;

(2) A financial account number or real property address that identifies the property allegedly subject to forfeiture in a forfeiture proceeding in **criminal** cases;

(3) The record of an administrative or agency proceeding;

(4) The official record of a state court proceeding;

(5) The record of a court or tribunal, if that record was not subject to the redaction requirement when originally filed;

(6) A filing covered by Rule 5.2(c) or (d);

(7) A pro se filing in an action brought under 28 U.S.C. Sections 2241, 2254, or 2255;

(8) A criminal filing made under Rule 49.1(d);

(9) A court filing that is related to a criminal matter or investigation and that is prepared before the filing of a criminal charge or is not filed as part of any docketed criminal case;

(10) An arrest or search warrant; and

(11) A charging document and an affidavit filed in support of any charging document.

Transcripts

Proceedings of this Court*: A transcript of a proceeding of this court shall be filed electronically using ECF.

(1) <u>Proceedings of this Court</u>

a. A transcript of a proceeding of this court shall be filed electronically using ECF. The transcript shall be available at the Clerk's Office, for inspection only, for a period of 90 days after it is filed. During this 90 day period, a copy of the transcript may be obtained from the court reporter or transcriber at the rate established by the Judicial Conference. The transcript will be available at the public terminal at the Courthouse and remotely electronically available to any attorneys of record who have purchased a copy from the court reporter or transcriber.

b. In compliance with the policy of the Judicial Conference of the United States and to address privacy concerns:
    i. Parties must file a Notice of Intent to Redact within seven (7) calendar days of the filing of the official court transcript;
    ii. If redaction is requested, parties must submit to the court reporter a Redaction Request within 21 days from the filing of the official court transcript;
    iii. Parties must move the court for any additional redactions beyond those identified in section (i) above;
    iv. Any redacted transcript shall be filed electronically using ECF within 31 days from the filing of the official court transcript;
    v. After the 90-day inspection-only period has ended, the original transcript, or redacted transcript, if so filed, will be publicly available through PACER.

c. The Judicial Conference of the United States Policy on Privacy and Public Access to Electronic Case Files states that documents in **criminal** cases containing identifying information about jurors or potential jurors shall not be included in the public case file and shall not be made available to the public at the courthouse or via remote electronic access. Transcripts of proceedings may become public record; therefore, counsel are advised to use juror numbers instead of juror names during court hearings.

*Note: While transcripts of court proceedings are filed via ECF, they are not available for viewing via the ECF/PACER system for a period of 90 days after they are filed.

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 Court's electronic systems. 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 10 MB in size.

ECF TRAINING

Training classes are conducted by the Clerk's Office at both the Bangor and Portland Courthouses. Training can be scheduled 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.

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

Bangor - Michele Mitchell (207-945-0575 ext 6426 or toll free 1-866-820-5315 ext 6426)

Portland – Robert Guptill (207-780-3356 ext 5110 or toll free 1-866-540-3017 ext 5110)

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

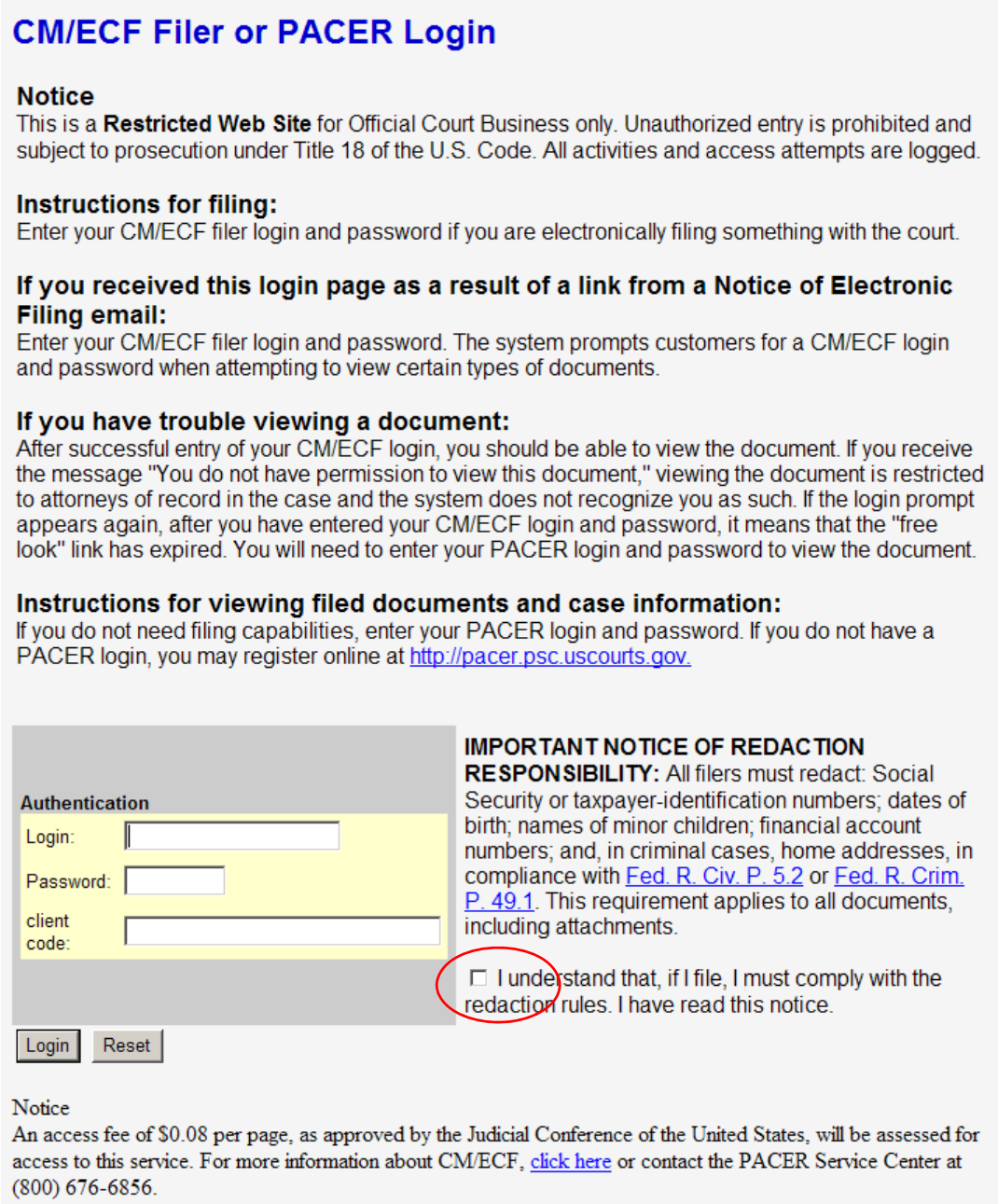
Users can get into the system via the Internet by going to the website located at:

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 **E-Filing (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.

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:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Login Reset

Notice
An access fee of $0.08 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.

Enter your ECF Login and Password in the appropriate data entry fields and acknowledge Redaction Responsibility by checking the box. 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.

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.

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.

Logout - Select **Logout** to exit from ECF and prevent any further filing with your password until the next time you log in.

General Rules

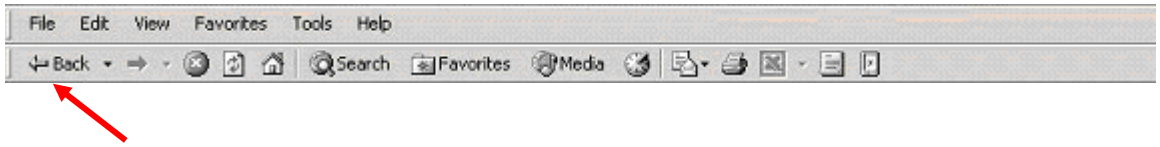
Manipulating the Screens

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 10 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

The District of Maine has a 10 megabyte (MB) limit for all messages that its email server can receive. This means that you must limit the size of attachments so that the entire email message does not exceed 10 MB in size (*Please remember that no individual PDF document may exceed 10 MB in size*). Exceeding this limit will result in delivery failure. In the event that the cumulative size of email attachments in a single email message exceeds 10 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

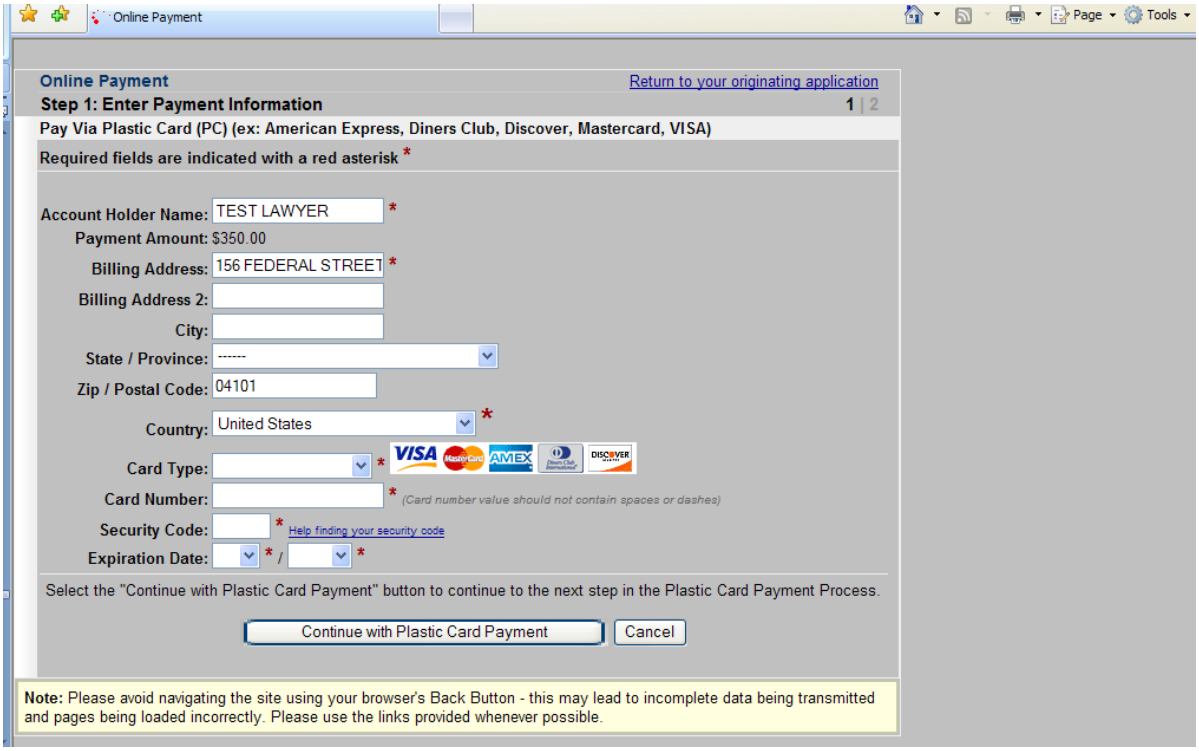
Once a new civil case is opened by the Clerk's Office, counsel will receive notice via a notice of electronic filing (NEF) that the filing fee must be paid. There are two ways that filing fees may be paid – online via Pay.gov or by check.

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.

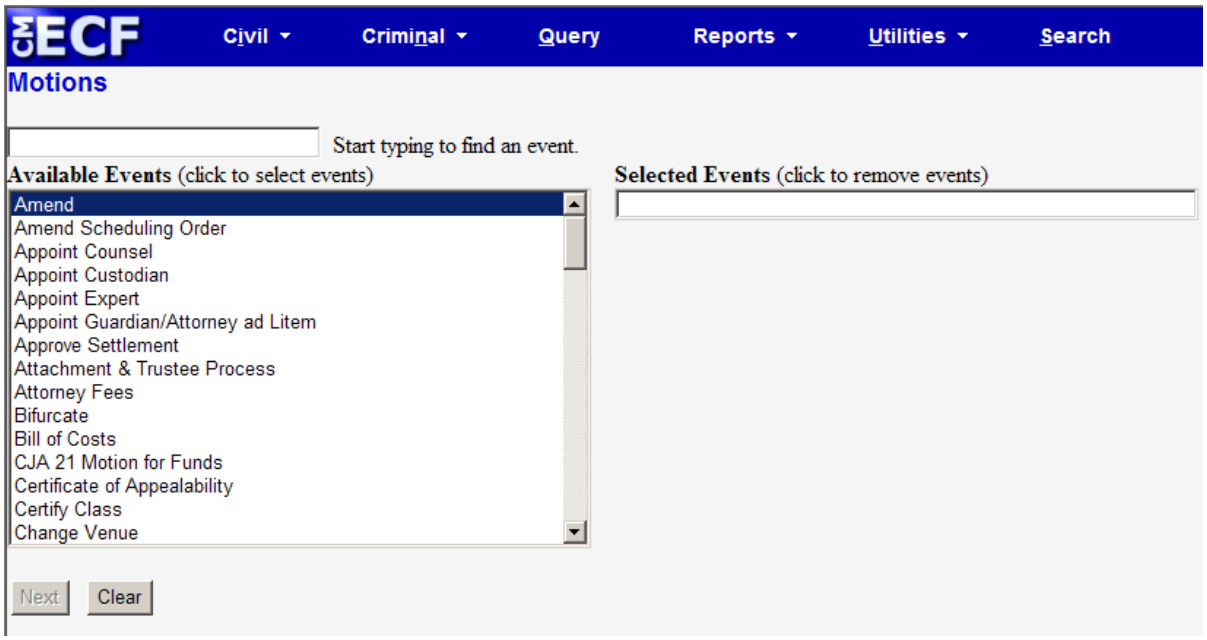
After successfully logging into ECF, follow these steps to file a pleading.

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.

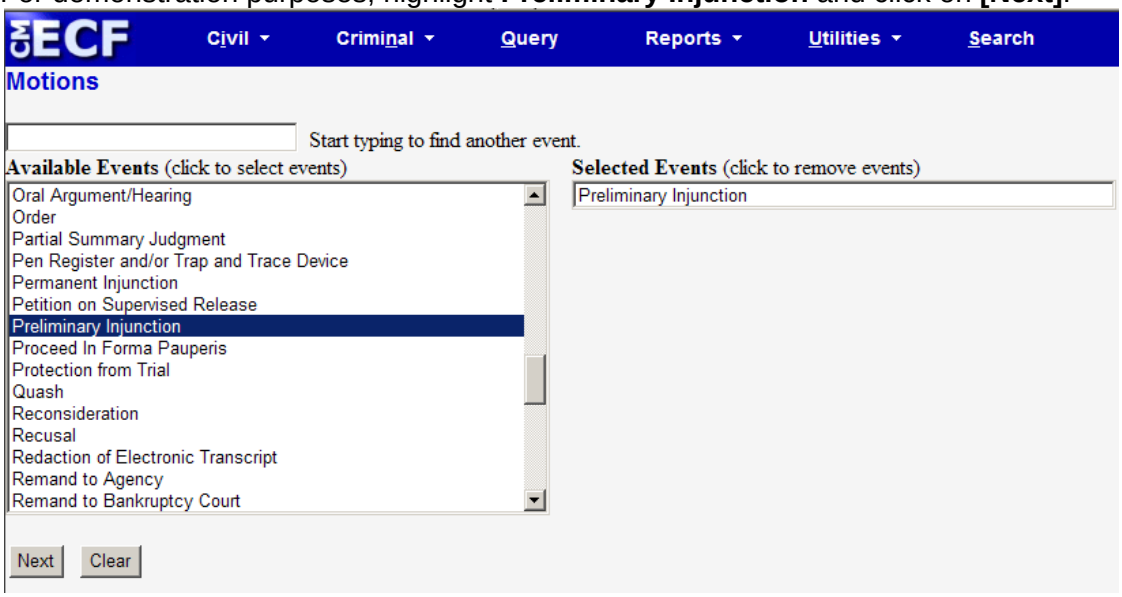
Click on **Motions**, under Motions and Related Filings



The **Motions** screen appears and displays an Available Events 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.

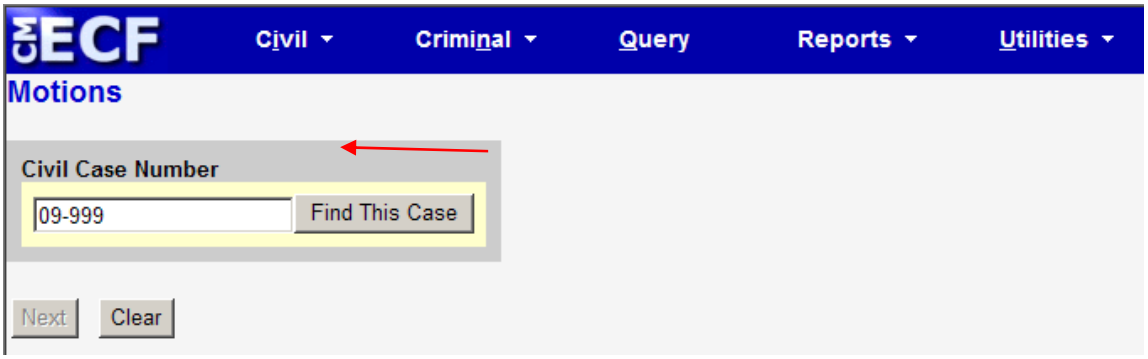
If the number is entered incorrectly, click the [Clear] button to re-enter the case number, then click the [Next] button.

The case number can be entered in two different formats.

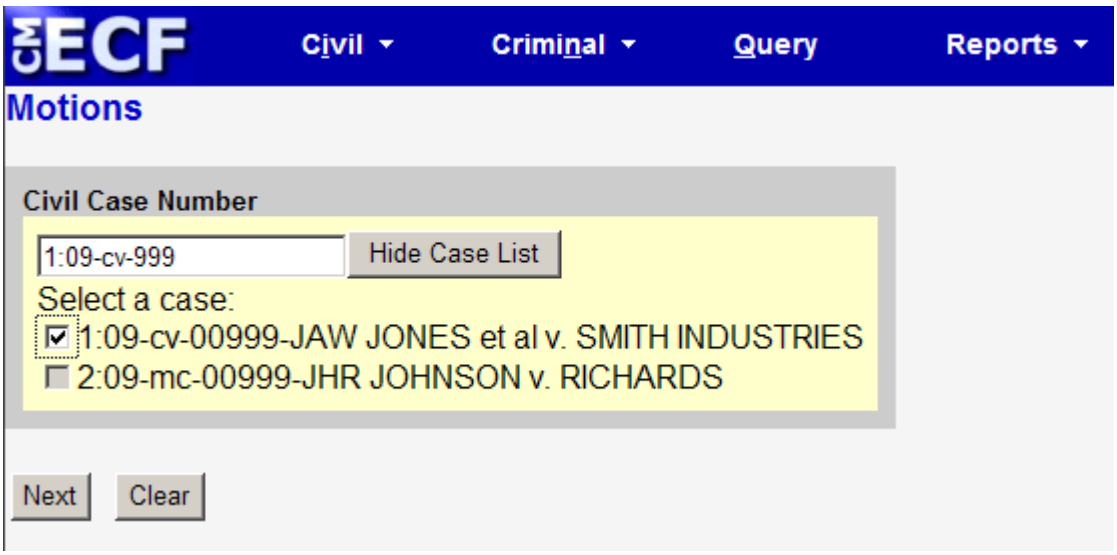
a) If the entire case number is known it may be entered in the format <office>:<case year>-<case type>-<case number> (i.e. 1:03-cv-33) where:

Office =	1: Bangor cases 2: Portland cases
Case Type =	cv-civil cases mc-miscellaneous cases md-multi-district litigation 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 in the "Select the Party" box, 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.

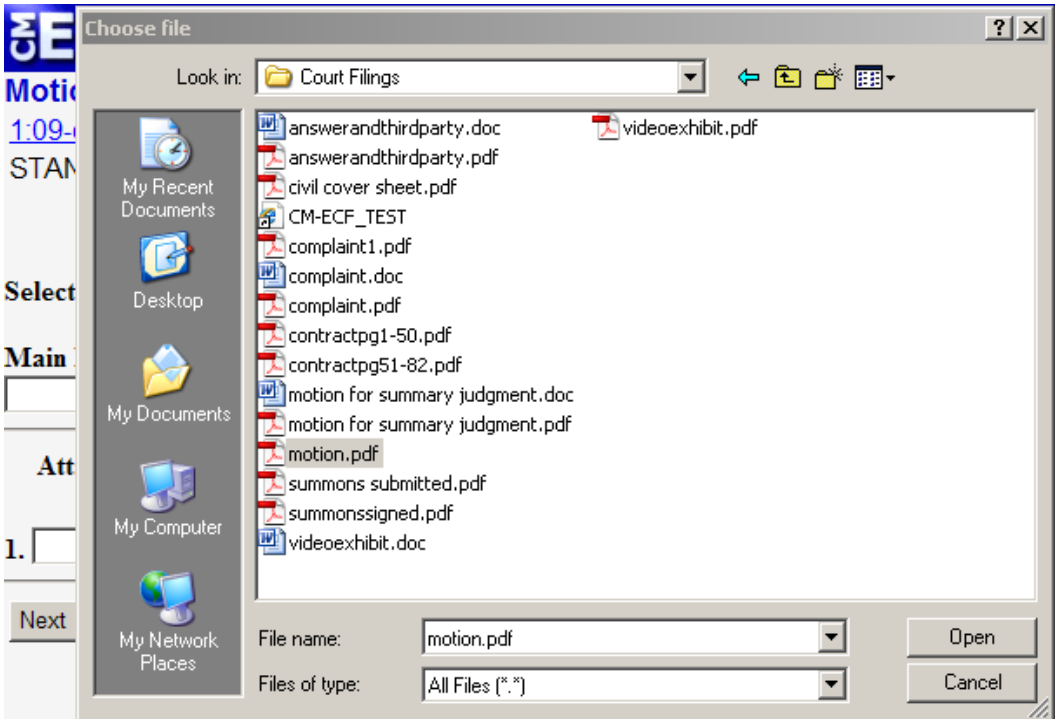
Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

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.



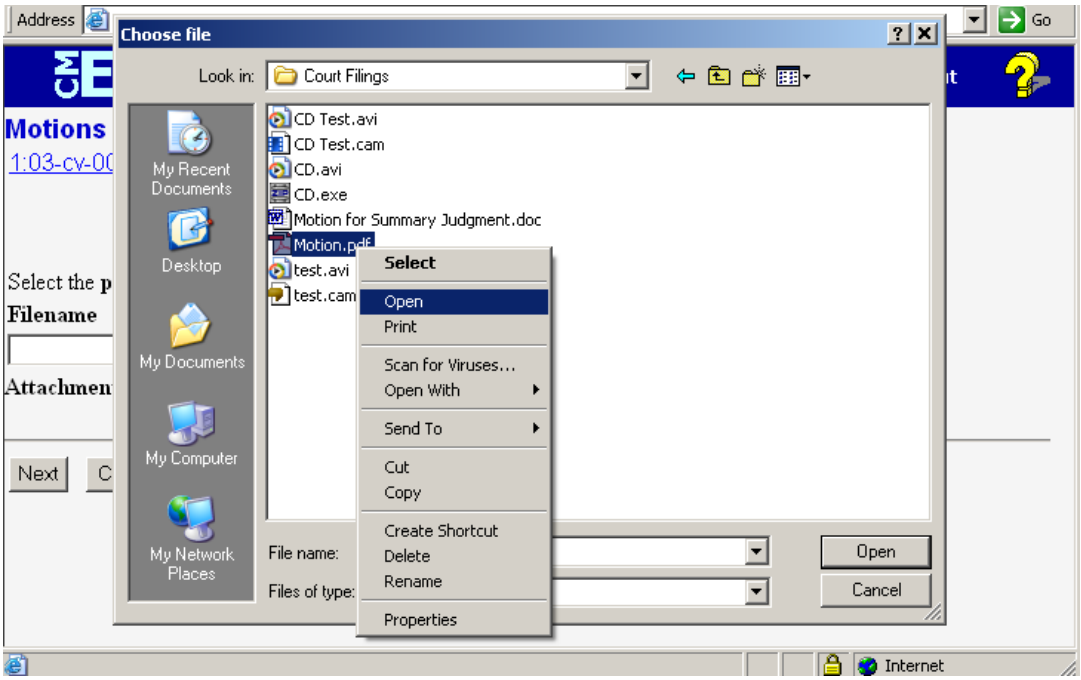
Change the **Files of type** from:

to:

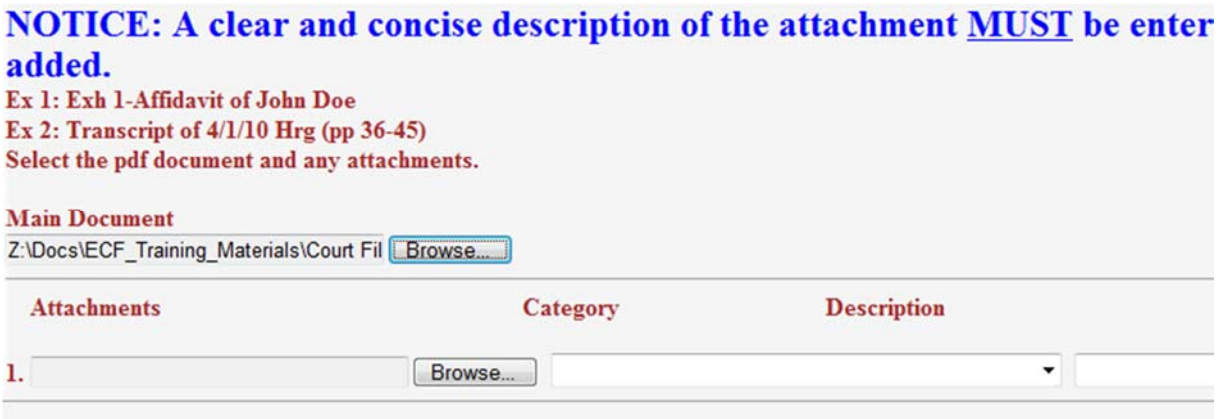
Navigate to the appropriate directory and file name to select the PDF document you wish to file.

Highlight the file to upload to ECF.

> **Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left 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 **Chose file** 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 move to the "Attachments" section of the screen depicted above. Click on **[Browse]** and proceed to upload your attachments. When all your attachments have been uploaded, click **[Next]** to continue.

Adding Attachments to Filings

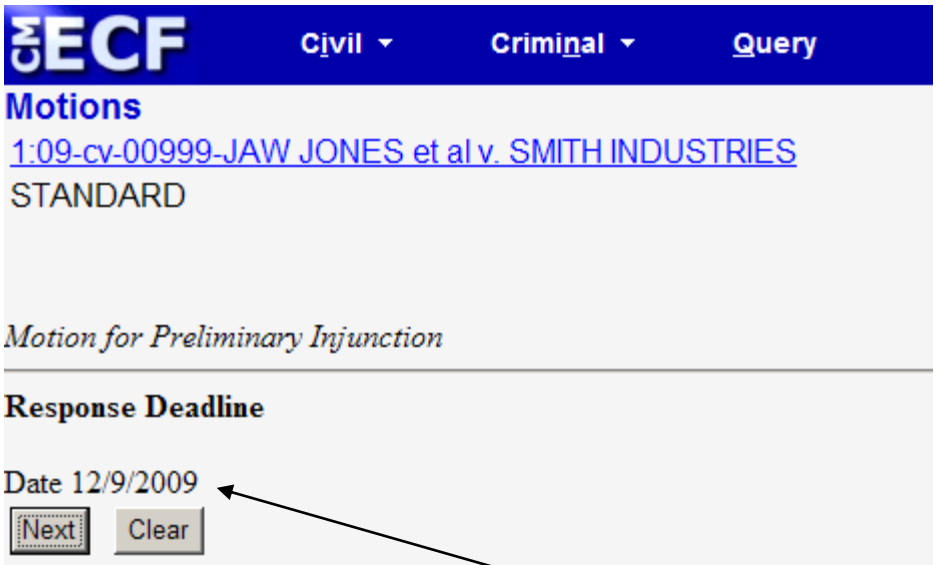
Click on **[Browse]** to search for the document file name of the attachment.

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.

Notice that as you add an attachment, a second attachment line appears on the screen. Additional lines will appear as needed until you have completed all your attachments

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 page 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 10 MB in size	Filed electronically via ECF
A PDF document more than 10 MB in size	Divided into multiple, 10 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 36 of the User Manual)
Trial exhibits	Filed in paper form

Excerpts of deposition transcripts in support of or in opposition to a motion shall be filed electronically using ECF, unless otherwise permitted by the Court.

Note: A scanning resolution of 300 pixels per inch (ppi) or higher is recommended.

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:

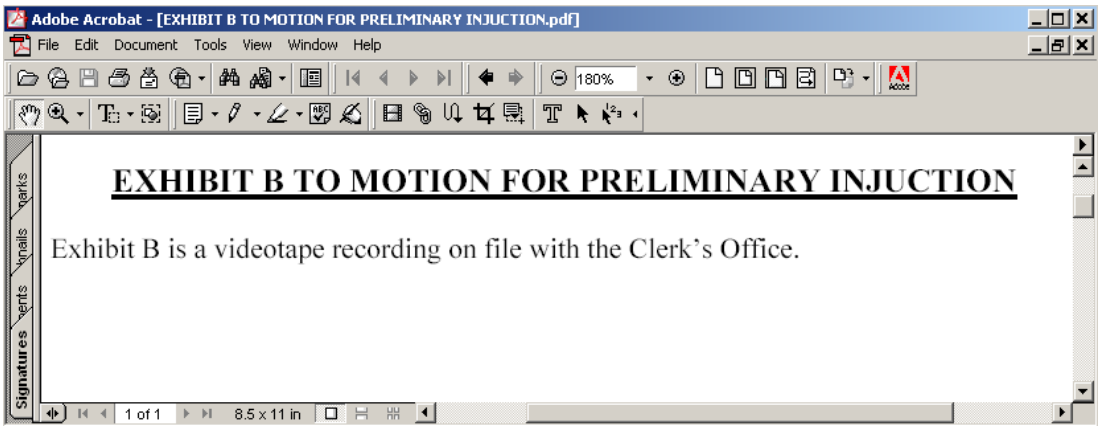
- Filed via ECF as attachments to the pleading,
- Filed via ECF using the Additional Attachments option,
- Filed on paper with the Clerk's Office or,
- Filed on either a properly labeled compact disk (CD) or digital video disk (DVD).

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

Non-scanned Exhibits

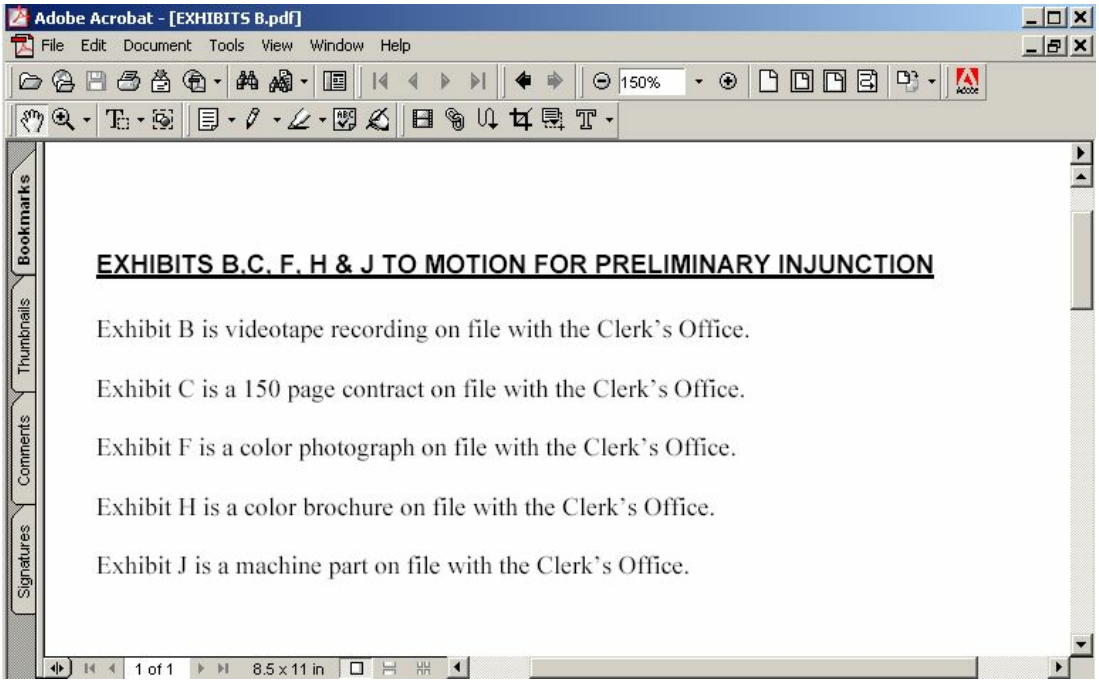
All attachments and exhibits that are referenced in a document and are filed with the Clerk's Office (i.e. video tapes, demonstratives, pre-trial hearing exhibits, large documents, etc.) must have notice of their filing recorded in ECF.

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

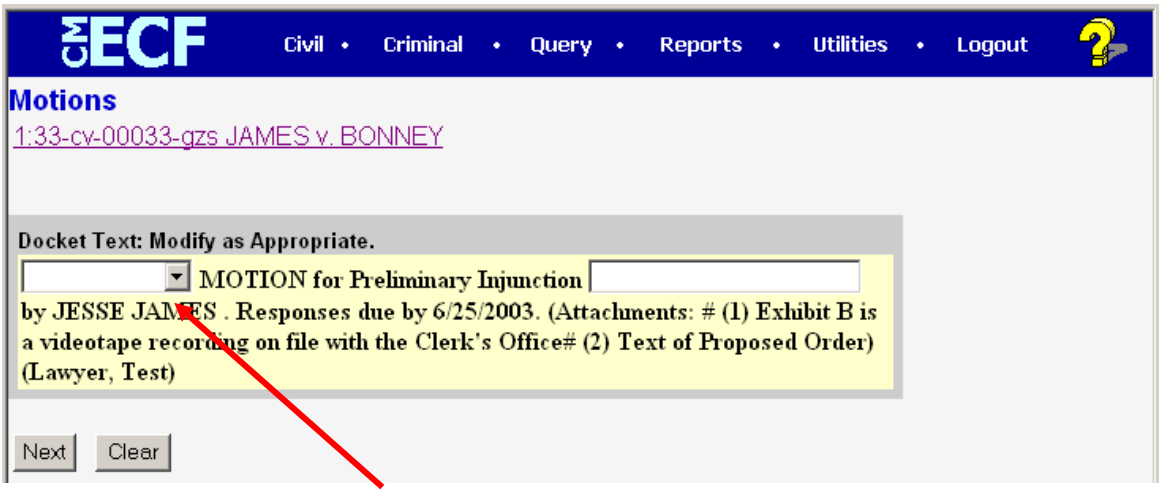


During the filing of the referencing document, upload the descriptor PDF document.

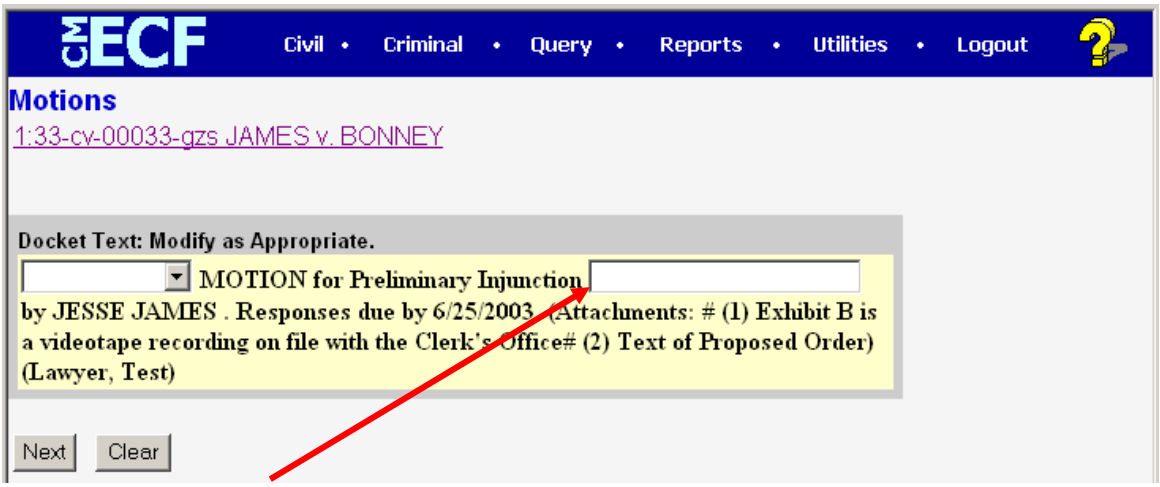
If you have multiple exhibits, which will not be filed via ECF, you may include them all in a single descriptor PDF document.



8. Modify Docket Text as Necessary.



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

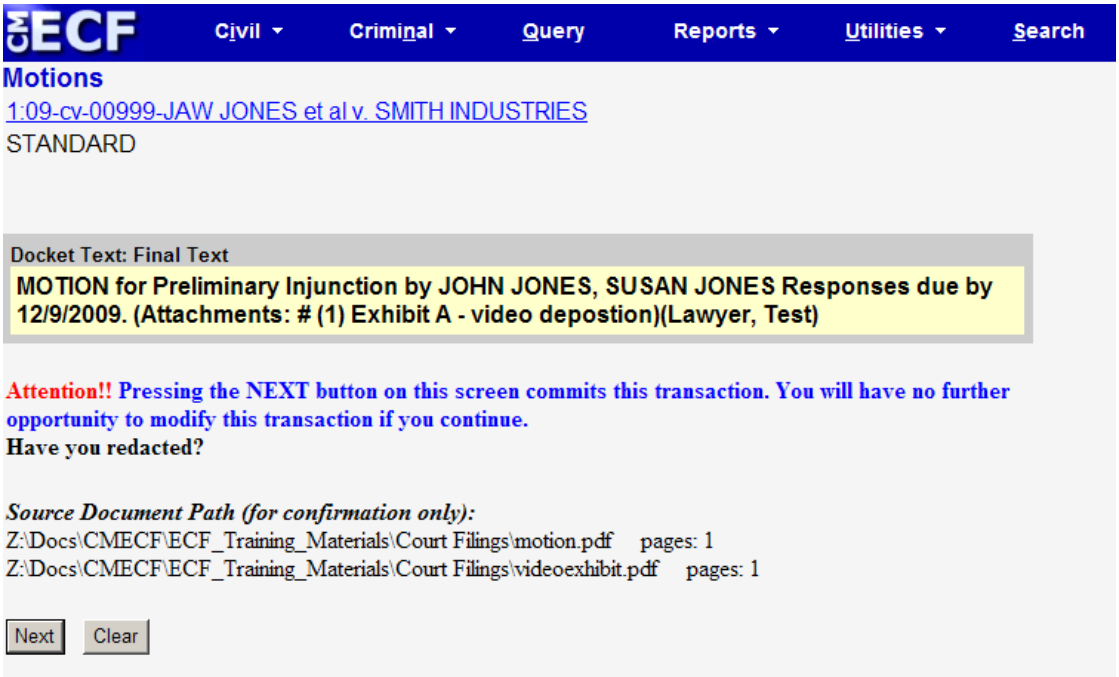


If necessary, click in the open text area to type additional text for the description of the pleading.

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 Search Logout

Motions

1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES

STANDARD

U.S. District Court

District of Maine

Notice of Electronic Filing

The following transaction was entered by Lawyer, Test on 11/18/2009 at 3:40 PM EST and filed on 11/18/2009

Case Name: JONES et al v. SMITH INDUSTRIES
Case Number: 1:09-cv-00999-JAW
Filer: SUSAN JONES
JOHN JONES
Document Number: 2

Docket Text:
MOTION for Preliminary Injunction by JOHN JONES, SUSAN JONES Responses due by 12/9/2009. (Attachments: # (1) Exhibit A - video depostion)(Lawyer, Test)

1:09-cv-00999-JAW Notice has been electronically mailed to:

TEST LAWYER cmecfnef@med.uscourts.gov

Test Lawyer cmecfnef@med.uscourts.gov

1:09-cv-00999-JAW 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=11/18/2009] [FileNumber=84504-0]
[db42847bc60be6026db16c9faf34d9362ecb822f5d8b54f99c0a0095c55dd0985e2e
cda13b930ccec8bfd5df5eee220e2bb0ffb7f08fb76a32dd4019b55c30df]]
Document description: Exhibit A - video depostion
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1025705658 [Date=11/18/2009] [FileNumber=84504-1]
[1c90ffaced48cb491e6e5518bd62739f9799beffe1d6fce01b12e6a9fb091b6f5f1f

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 Search Logout

Motions

1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES

STANDARD

U.S. District Court

District of Maine

Notice of Electronic Filing

The following transaction was entered by Lawyer, Test on 11/18/2009 at 3:40 PM EST and filed on 11/18/2009

Case Name: JONES et al v. SMITH INDUSTRIES

Case Number: 1:09-cv-00999-JAW

Filer: SUSAN JONES
JOHN JONES

Document Number: 2

Docket Text:

MOTION for Preliminary Injunction by JOHN JONES, SUSAN JONES Responses due by 12/9/2009. (Attachments: # (1) Exhibit A - video depostion)(Lawyer, Test)

1:09-cv-00999-JAW Notice has been electronically mailed to:

TEST LAWYER cmecfnef@med.uscourts.gov

Test Lawyer cmecfnef@med.uscourts.gov

1:09-cv-00999-JAW 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=11/18/2009] [FileNumber=84504-0]
[db42847bc60be6026db16c9faf34d9362ecb822f5d8b54f99c0a0095c55dd0985e2e
cda13b930ccec8bfd5df5eee220e2bb0ffb7f08fb76a32dd4019b55c30df]]
Document description: Exhibit A - video depostion
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1025705658 [Date=11/18/2009] [FileNumber=84504-1]
[1c90ffaced48cb491e6e5518bd62739f9799beffe1d6fce01b12e6a9fb091b6f5f1f

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 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.

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)

2. Sealed Documents:

   - Sealed Response to Motion
   - Sealed Reply to Response to Motion
   - 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.

3. 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.

Redaction

In compliance with Rule 5.2 of the Federal Rules of Civil Procedure and Rule 49.1 of the Federal Rules of Criminal Procedure, it is the filing party's responsibility when filing documents containing personal data identifiers, to refrain from including, or partially redacting where inclusion is necessary, protected information. For complete information on properly filing redacted and unredacted documents in civil cases, see *Guidelines for the Filing of Confidential Information in Civil Cases*.

Filing a Properly Redacted Document:

The process for filing a properly redacted document is identical to other electronic filings. Upload the redacted document during the document selection portion of the electronic filing process.

Filing an Unredacted Document in a Civil Case:

It is not always necessary to file an unredacted version of a properly filed, redacted document. Only if personal data identifiers **are necessary to a decision**, should counsel file an unredacted version. To do so, select **Unredacted Document** from the **Other Documents** list of available events and electronically file the unredacted version of the document and/or attachment(s). When prompted to select a link to a filing, check the box next to the previously filed, redacted version of the document.

Note: Although the docket entry will be public, the unredacted document(s) will be unavailable to the public.

Filing an Unredacted Document in a Criminal Case:

If personal data identifiers **are necessary to a decision**, an unredacted version of the document shall not be filed electronically but should be filed in paper with the Clerk's Office.

Filing in Accordance with an Approved Consent Confidentiality Order in Civil Cases:

If there is information in a document that is protected under an approved consent confidentiality order and that information is necessary to a decision, a motion to seal is required. Filing practices differ depending on whether or not there is a non-confidential pleading or motion with one or more **attachments** that contain protected information or if there is a pleading or motion that incorporates confidential information in the **main document**. For complete information on properly filing documents that contain information protected under an approved Confidentiality Order, see *Guidelines for the Filing of Confidential Information in Civil Cases*.

Mistakes Filing Redacted Documents:

If electronically filed documents and/or attachments improperly contain personal data identifiers, counsel should immediately file a Motion to Seal. The motion must indicate exactly which pleading and attachment number(s) are requested to be sealed. If the motion to seal is granted, the Court will seal only those documents and or attachments that are subject to the order. A redacted version of the document(s) must be filed by selecting **Redacted Document** from the **Other Documents** list of available events.

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

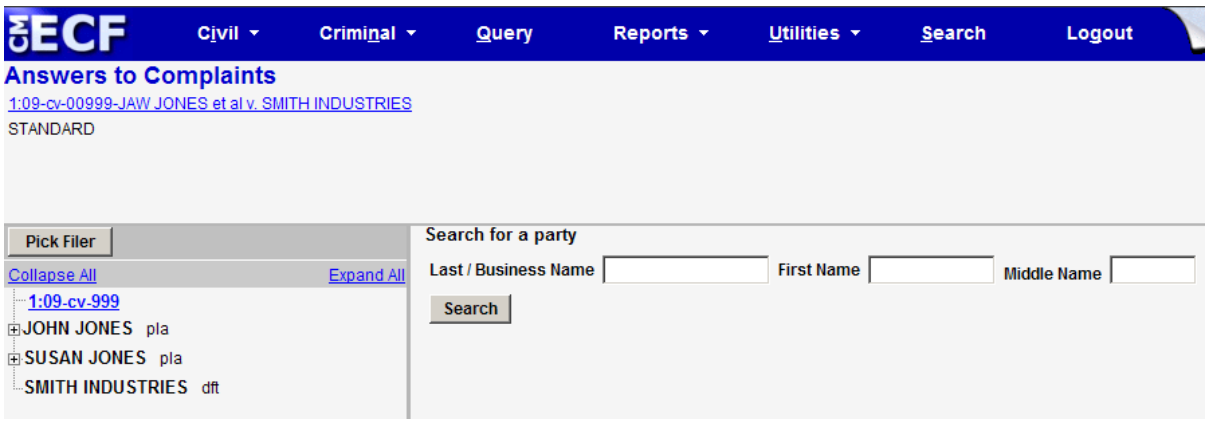
Law Firm Name & Address

Law Firm Phone Number

Attorney's E-mail Address

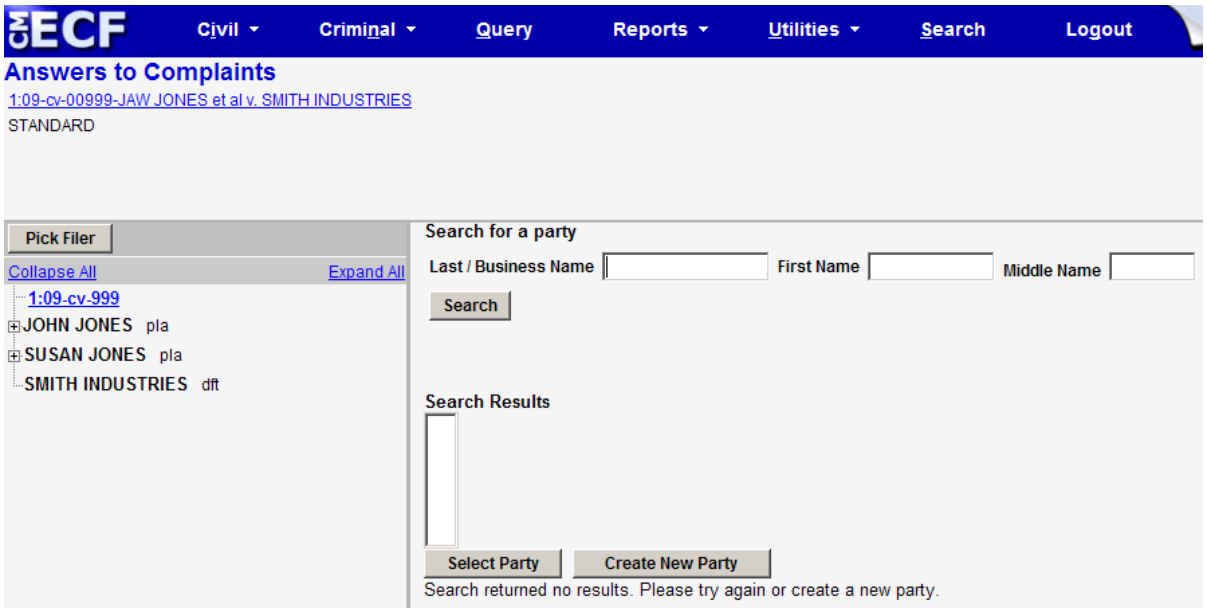
Add/Create a New Party

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 the filer" screen, click on **New Filer**. The screen depicted below will appear.

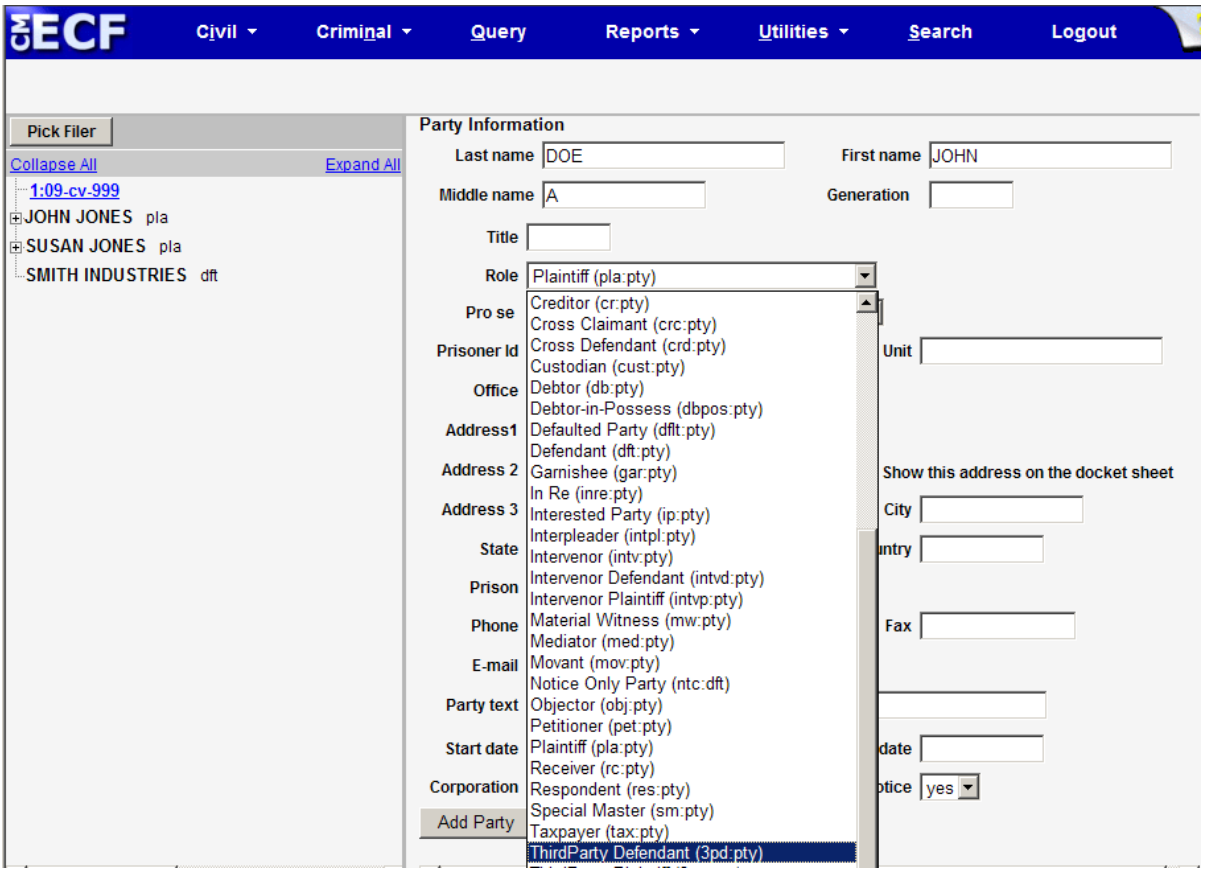


Before adding any party, you must search for the party name to see if your party is already on the ECF system. Type a wildcard (*) and the first few letters of the party's last name or the first few letters of the company name in ALL CAPS. Click **[Search]**.

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 Party]**. 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 **[Add Party]**.

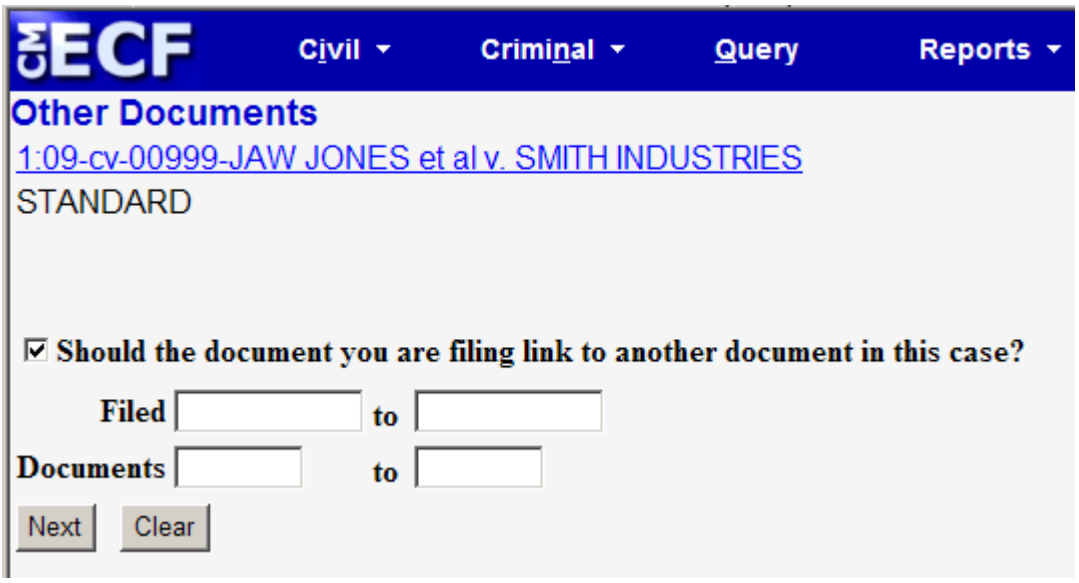
For an individual, fill out the **Last Name, First Name, Middle Name, Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click **[Add Party]**

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).

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.

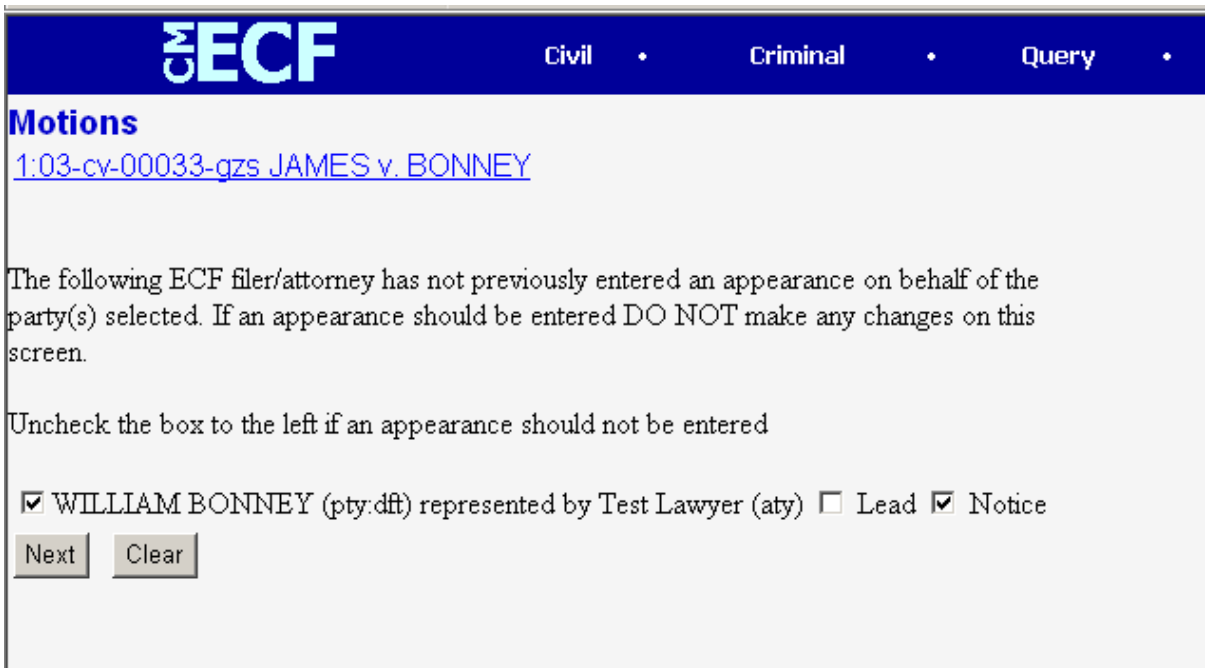


An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of ”**Should the document you are filing link to another document in this case”** and click **[Next**].

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.

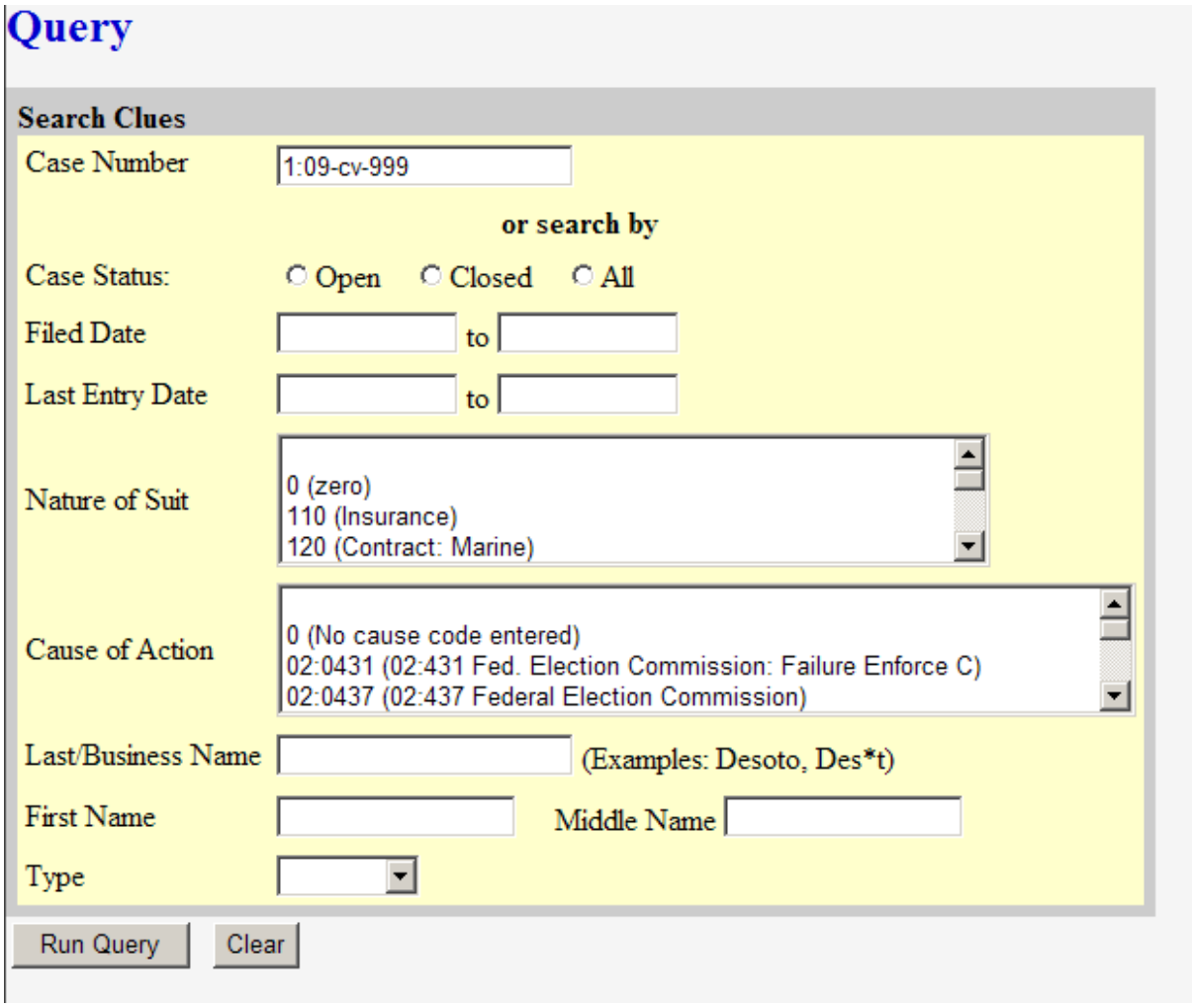
Note: ECF opens the **PACER Login** screen. Remember you must enter your **PACER** login and password before ECF permits you to query the ECF database. Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain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

Access to web based documents and reports via the ECF/PACER system will generate an $.10 per page charge with a cost ceiling of $3.00 per document. Transcripts of court proceedings are not available for viewing via the ECF/PACER system for a period of 90 days after they are filed. Charges are not capped at 30 pages as they are for other court documents. They will accrue for the entire transcript.

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.

Payment of PACER Fees is waived each quarter if the total charge is under $15.

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

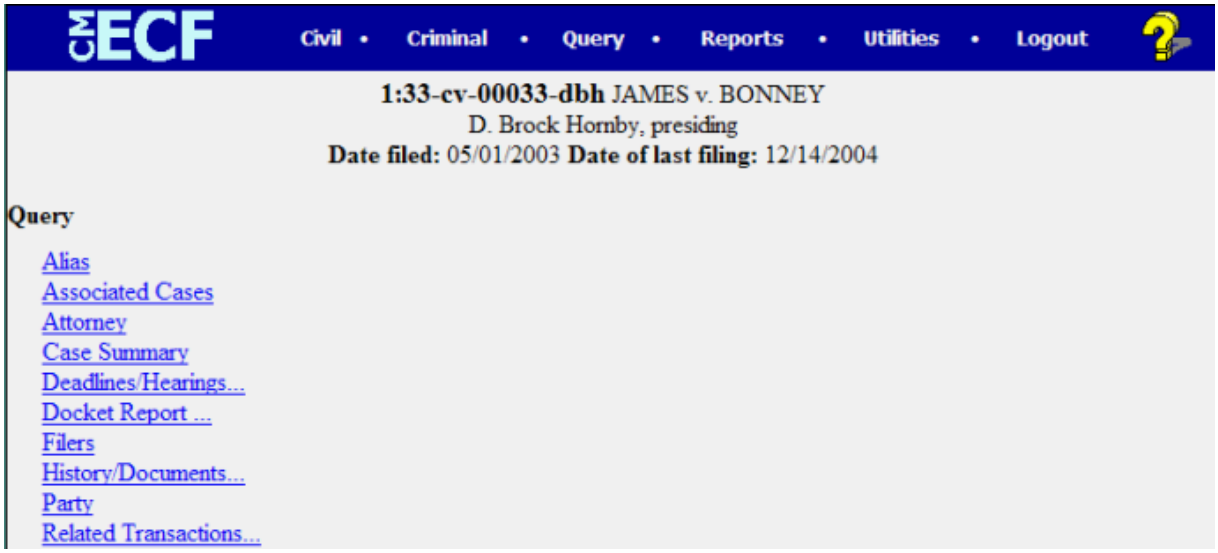


If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the [**Run Query]** button.

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.

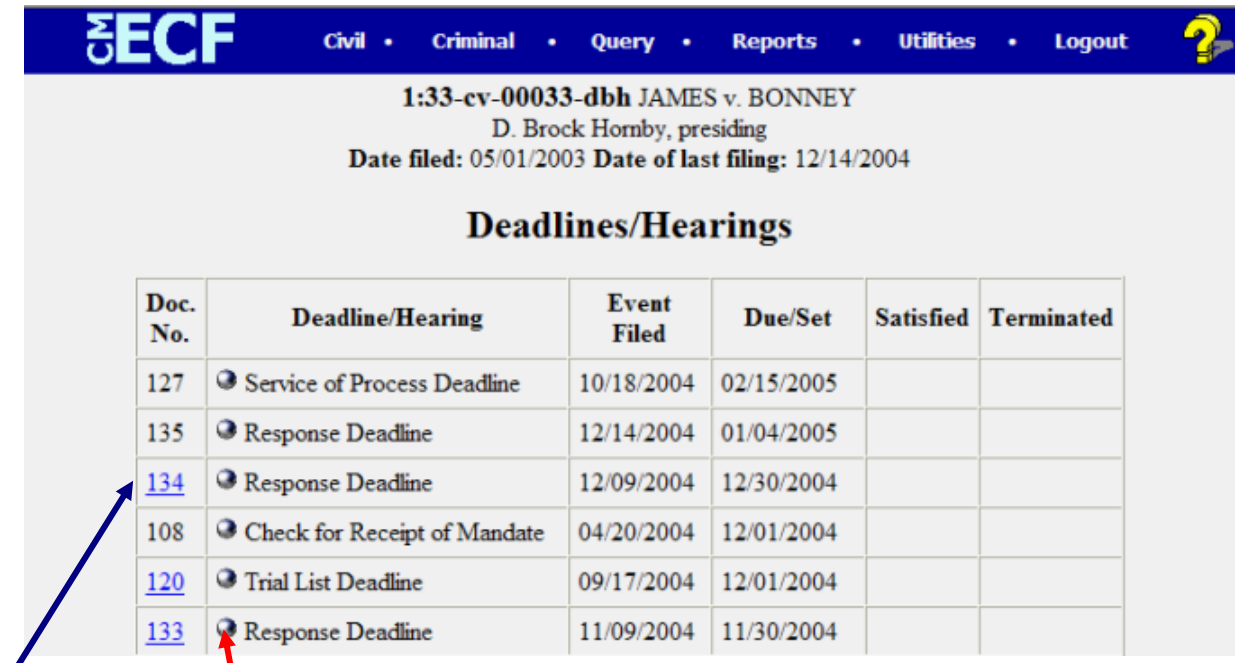
Attorney

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.

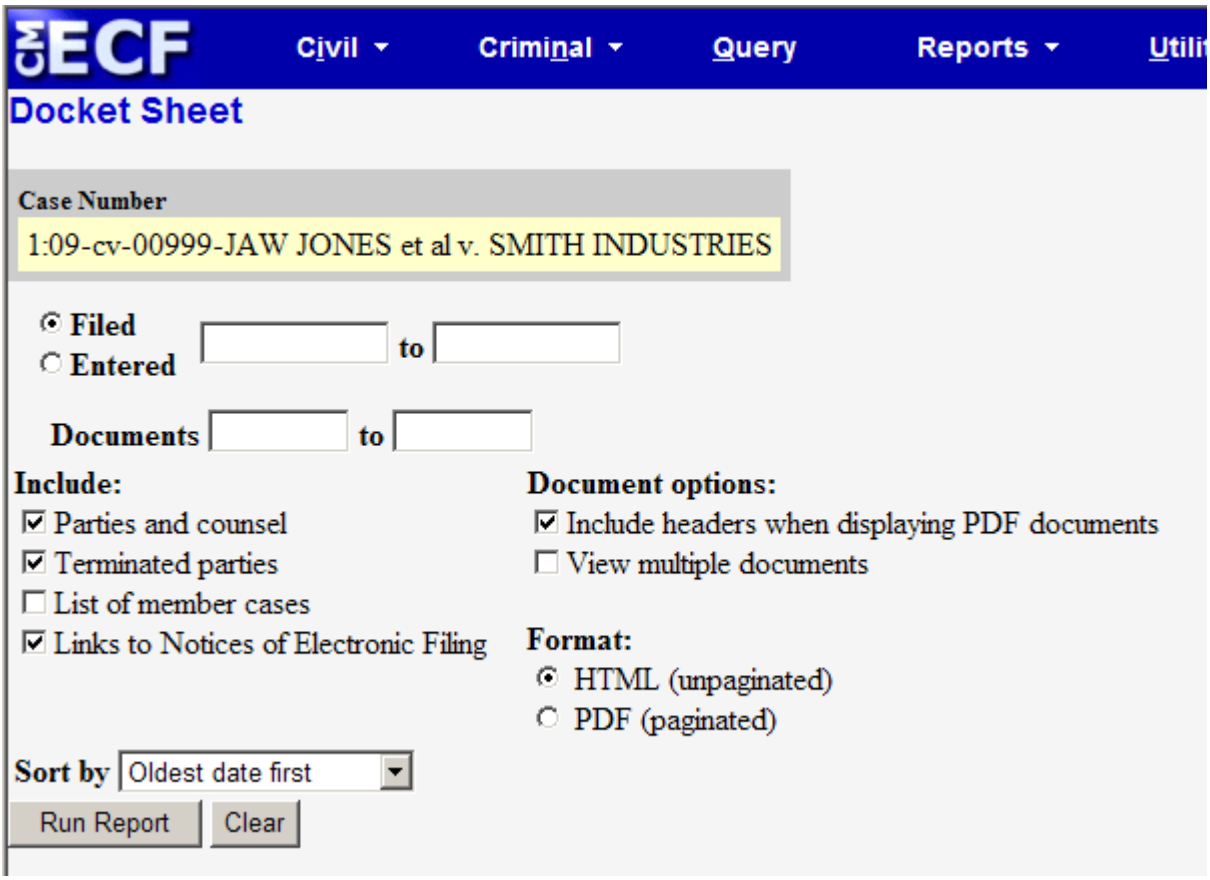


If you click on the document number, ECF will display the actual document that created the deadline.

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.

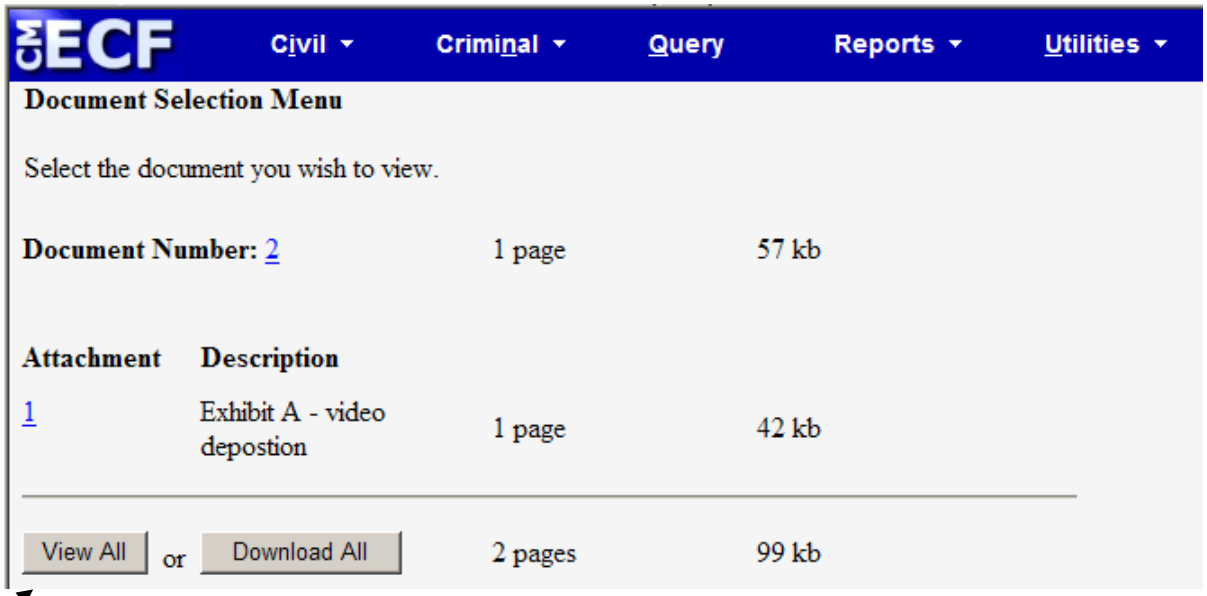
Date Filed	#	Docket Text
11/18/2009	1	COMPLAINT against SMITH INDUSTRIES IF FILING FEE IS BEING PAID WITH A CREDIT CARD, COUNSEL ARE INSTRUCTED TO IMMEDIATELY LOGIN TO CM/ECF AND DOCKET *Case Opening Filing Fee Paid* FOUND IN THE *Complaints and Other Initiating Documents* CATEGORY. IF FILING FEE IS BEING PAID WITH A CHECK, THE COURT REQUIRES RECEIPT OF PAYMENT WITHIN *48 HOURS* OF THIS FILING. (Service of Process Deadline 3/18/2010), filed by SUSAN JONES, JOHN JONES.(mlm) (Entered: 11/18/2009)

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.

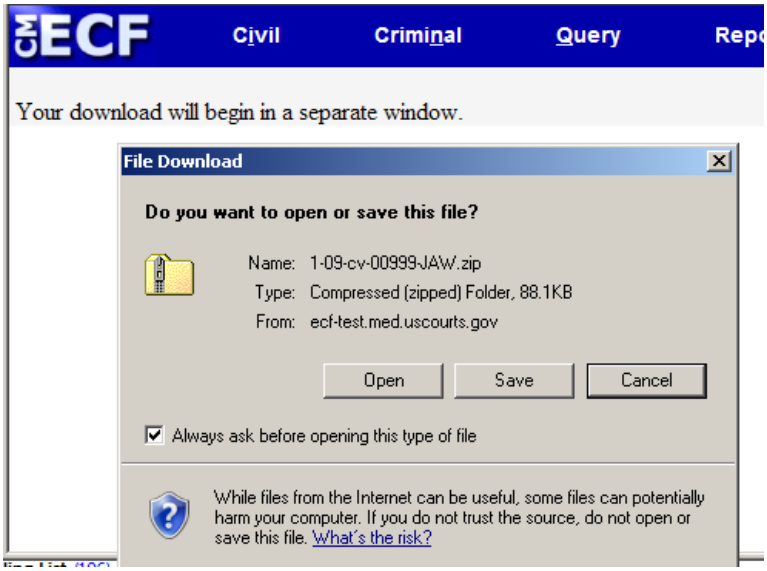
Viewing All Documents for a Single Docket Entry

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]** and the main document and all PDF attachments for the docket entry are combined into a single PDF and will be displayed on the screen. **[Download All]** will combine all the documents into a single PDF and make them available for download.



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. Click on **[Run Report]**.
5. 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.

1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES
JOHN A. WOODCOCK, presiding
Margaret J. Kravchuk, referral
Date filed: 11/18/2009
Date of last filing: 11/18/2009

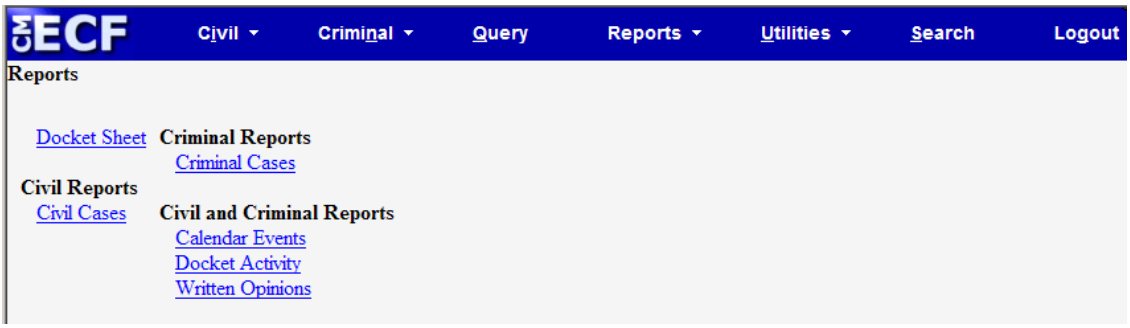
History

Doc. No.	Dates	Description
1	*Filed & Entered:* 11/18/2009	Complaint
2	*Filed & Entered:* 11/18/2009	Motion for Preliminary Injunction

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.

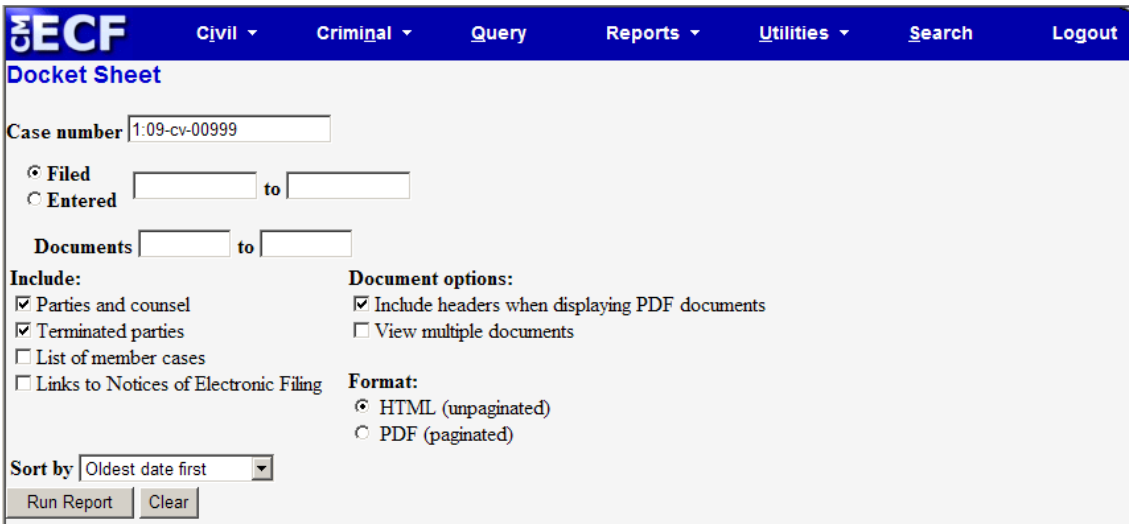


If you select **Civil Cases**, **Criminal Cases**, **Docket Sheet** or **Docket Activity** from the Reports screen, ECF will ask you to login to PACER. You may view **Written Opinions** without logging into PACER.

Docket Sheet

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

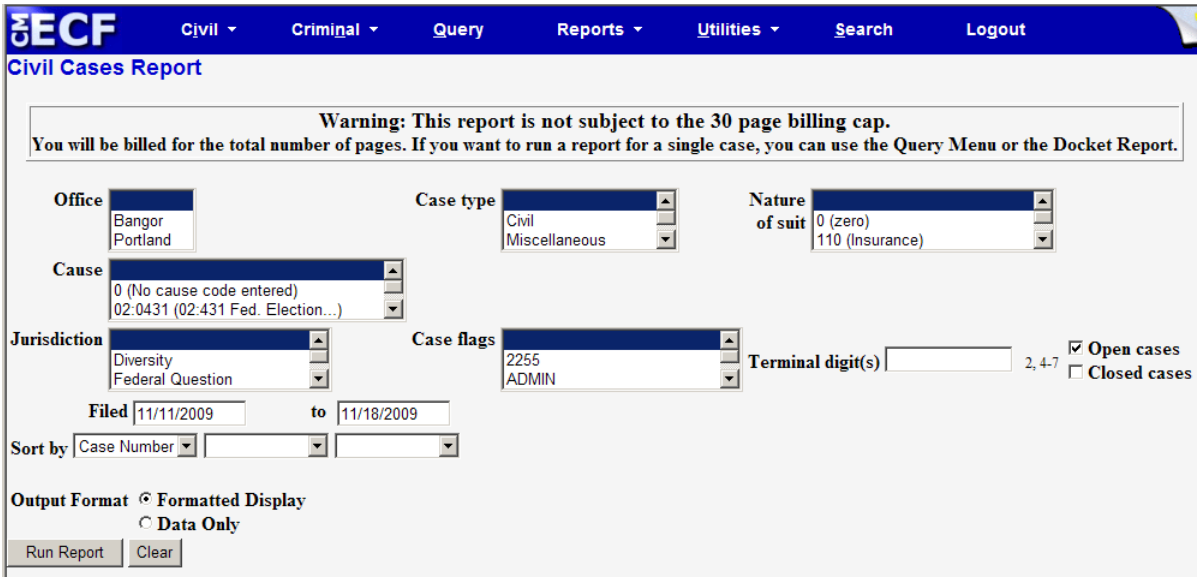
Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.



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.

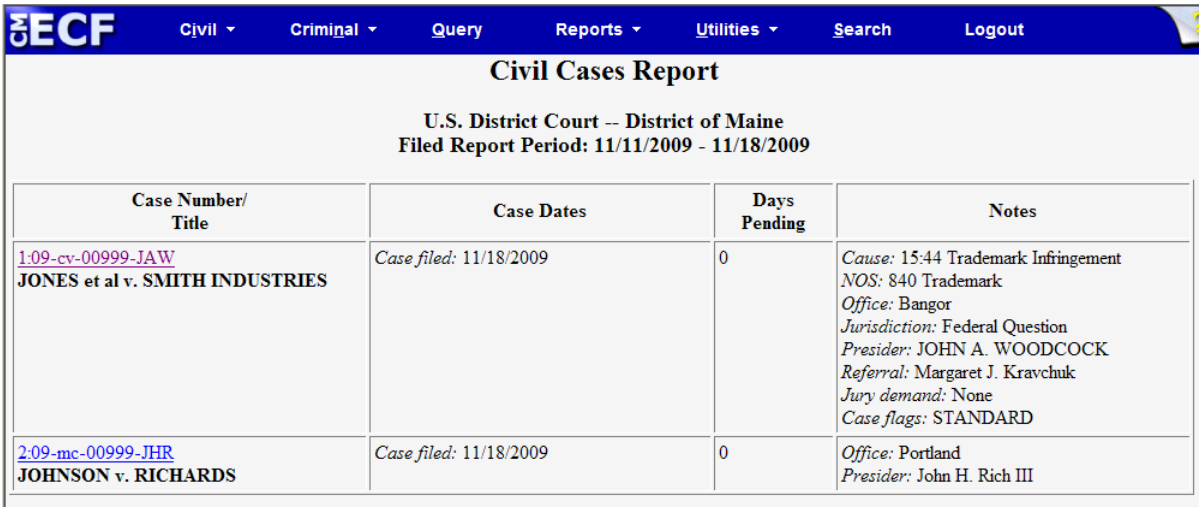
Civil Cases Report

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.

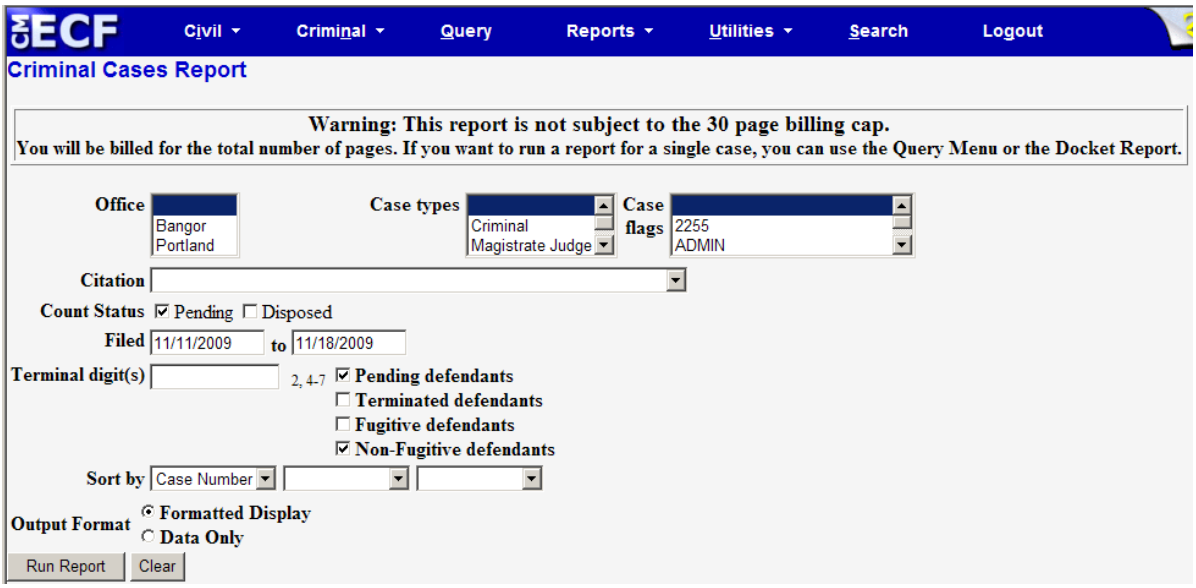
Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search.



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.

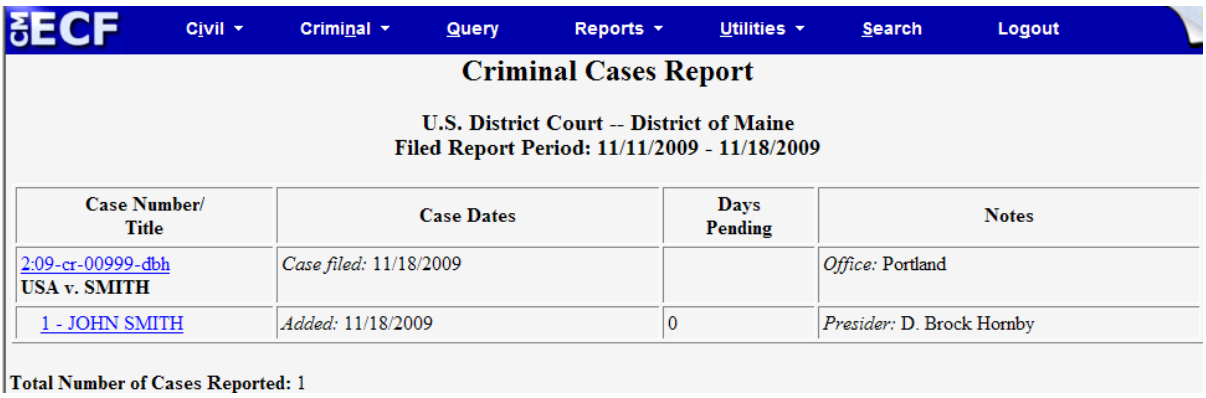
Criminal Cases Report

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.



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

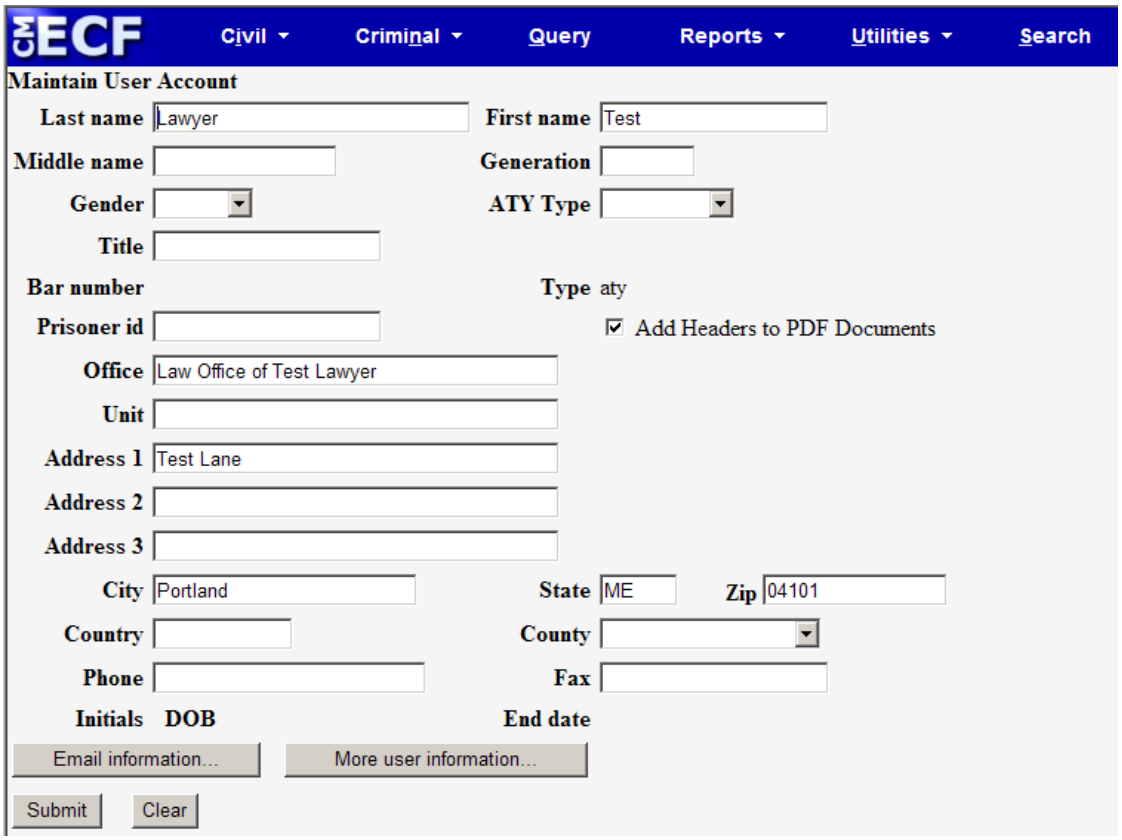
This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

ECF Login

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

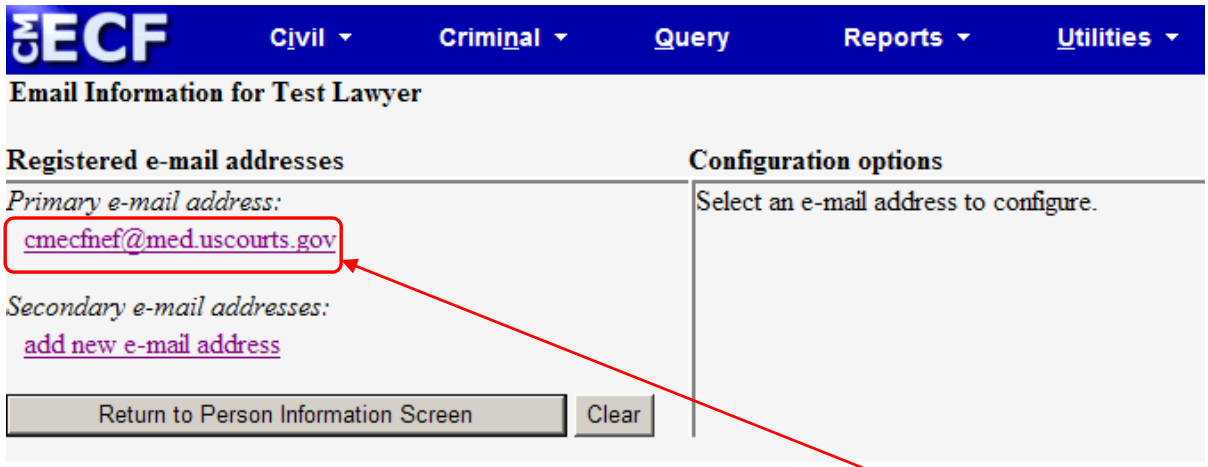
Maintain Your Account

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

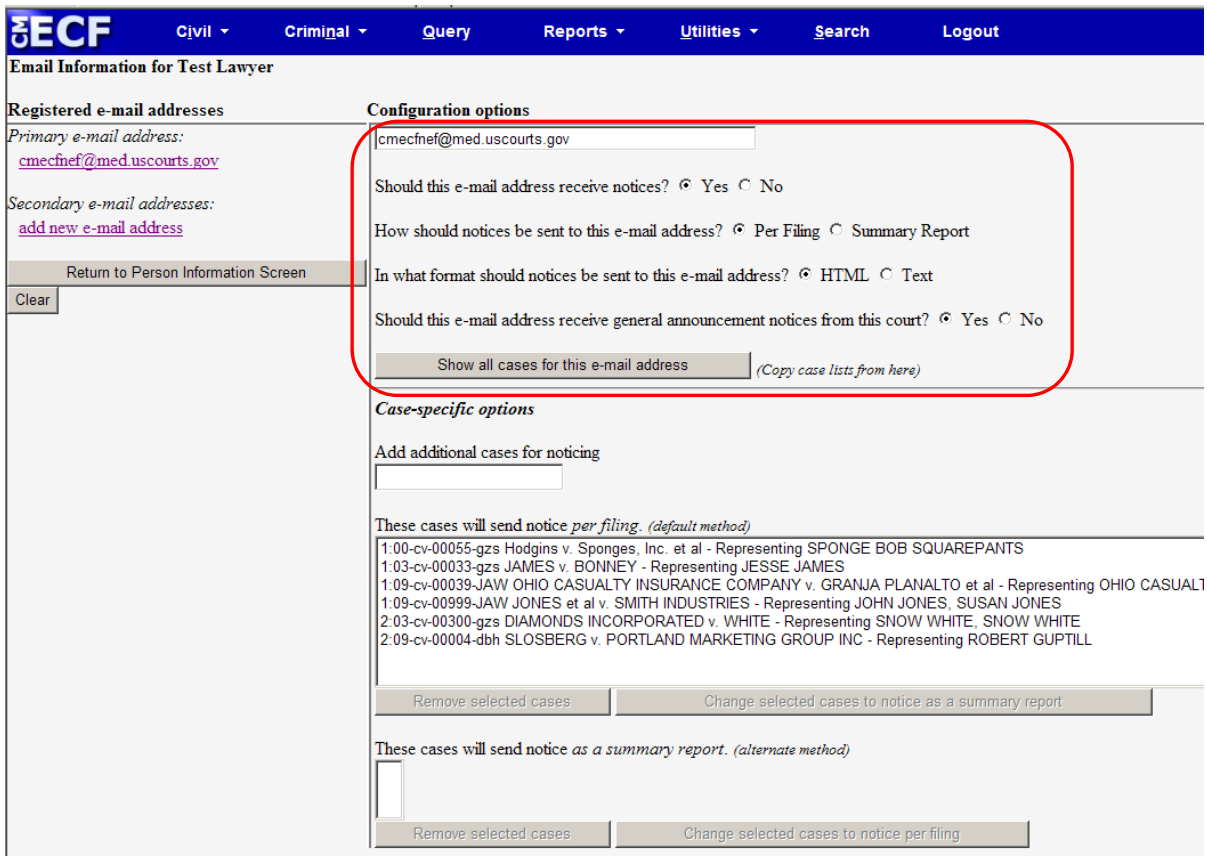


This screen displays all of the registration information that is contained within the ECF database for your account with the Court. **You may change your telephone number, however, please contact the ECF Help Desk for all other changes**.

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



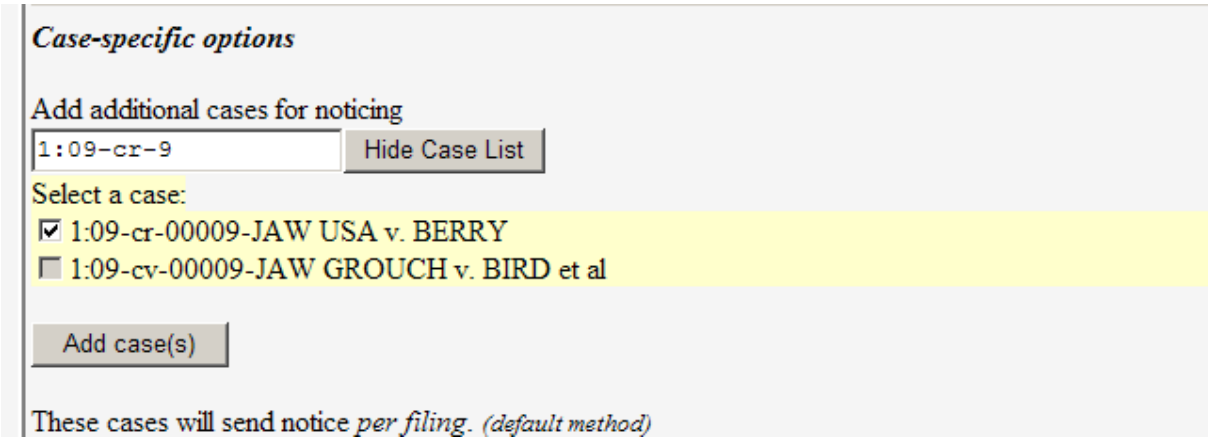
ECF will E-mail to filing users Notices of Electronic Filing based upon the information entered in this screen. To review or adjust the configuration, click on the hyperlinked e-mail address to open the **Configuration options** window.



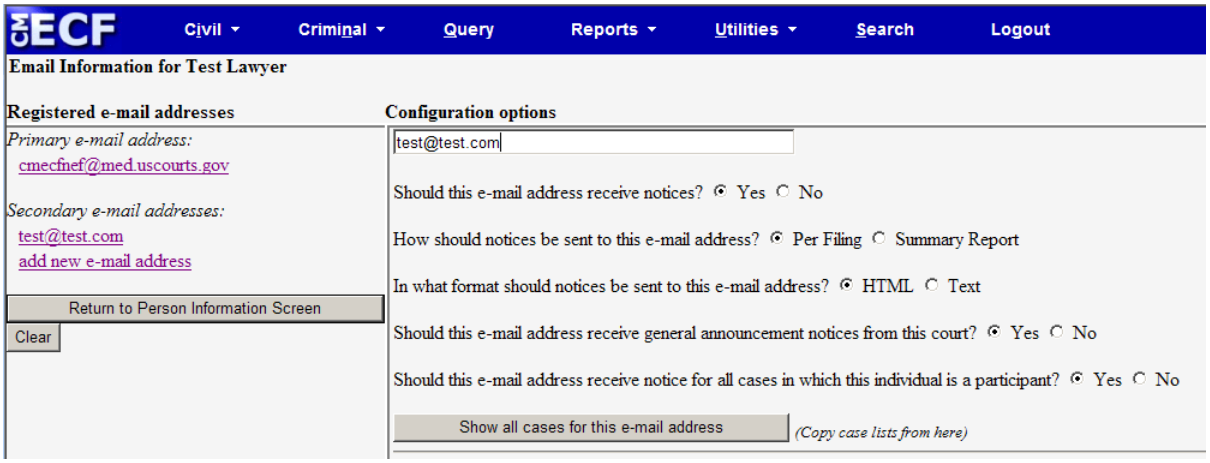
The top section of the **Configuration options** window contains general options for the e-mail address. In most instances the default options are the most appropriate and should remain unchanged.

The lower section of the **Configuration options** window allows users to receive notice in cases other than those in which they are participants. To add an additional case, type the case number into the **Add additional cases for noticing** box, put a check in the appropriate case box and press the **[Add case(s)]** button.

The lower section also contains Case-specific options which allow users to change how notices are sent (Per Filing or Summary Report) per individual cases. To make a change you must click on the case name to highlight it, then click the **[Change selected cases to notice as ….]** button.



To add secondary e-mail addresses, click the **add new e-mail address hyperlink**. Typing the e-mail address in the box in the Configuration options window gives the user access to the full range of configuration options



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 for a period of 90 days after they are filed. Charges are not capped at 30 pages as they are for other court documents. They will accrue for the entire transcript.

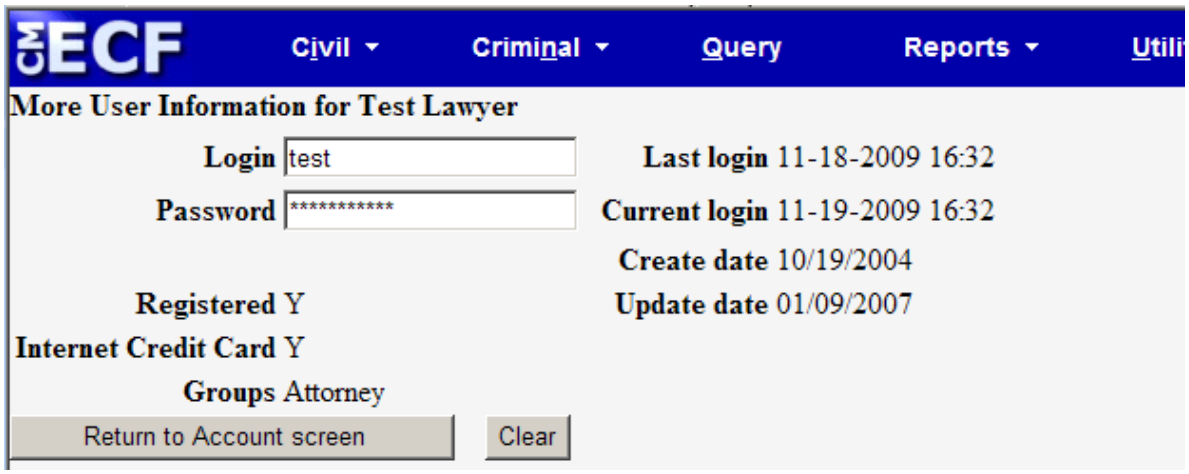
PACER users are not billed for accessing a written opinion document itself, but will be charged for the report or query used to identify the document.

Payment of PACER Fees is waived each quarter if the total charge is under $15.

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.

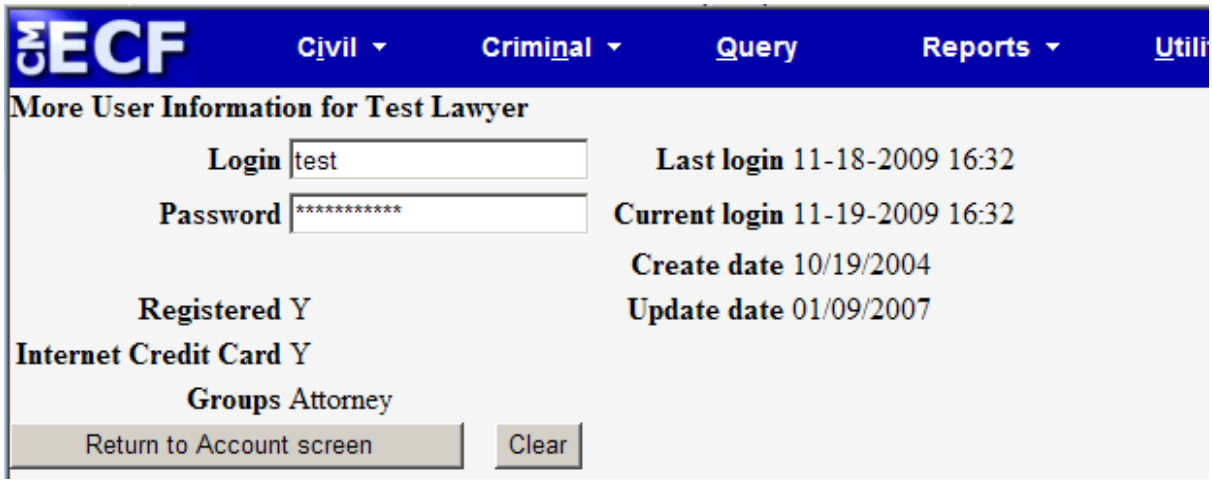
After updating your E-mail information, click on the **[Return to Person Information Screen]** button to return to your **Maintain User Account** screen.

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. Passwords must be a least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, $, %, &, *, +).

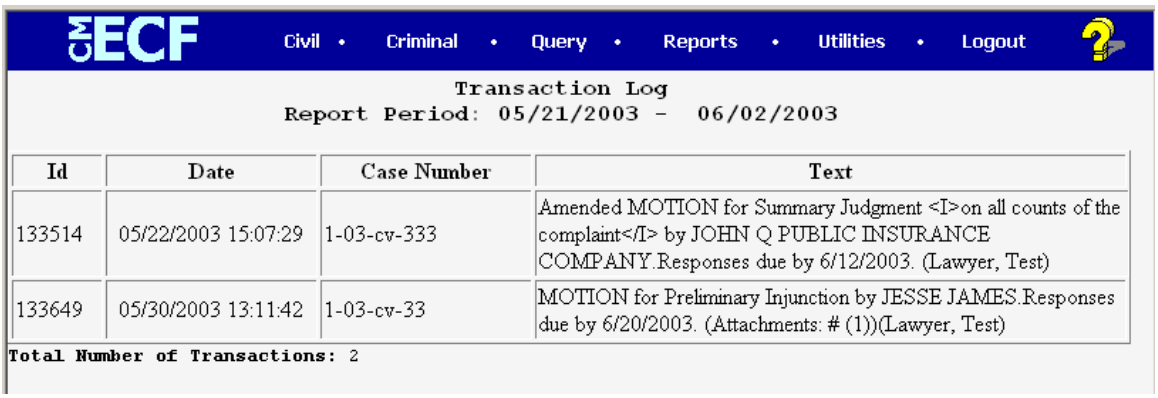


When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen.

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.

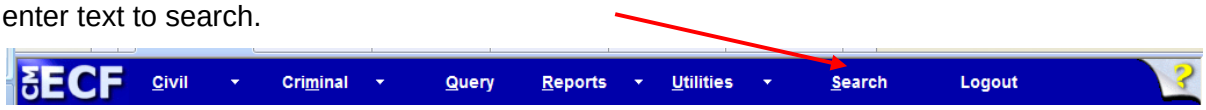
When you click on the **Legal Research** hyperlink, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw and Lexis Nexis via the Internet.

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).

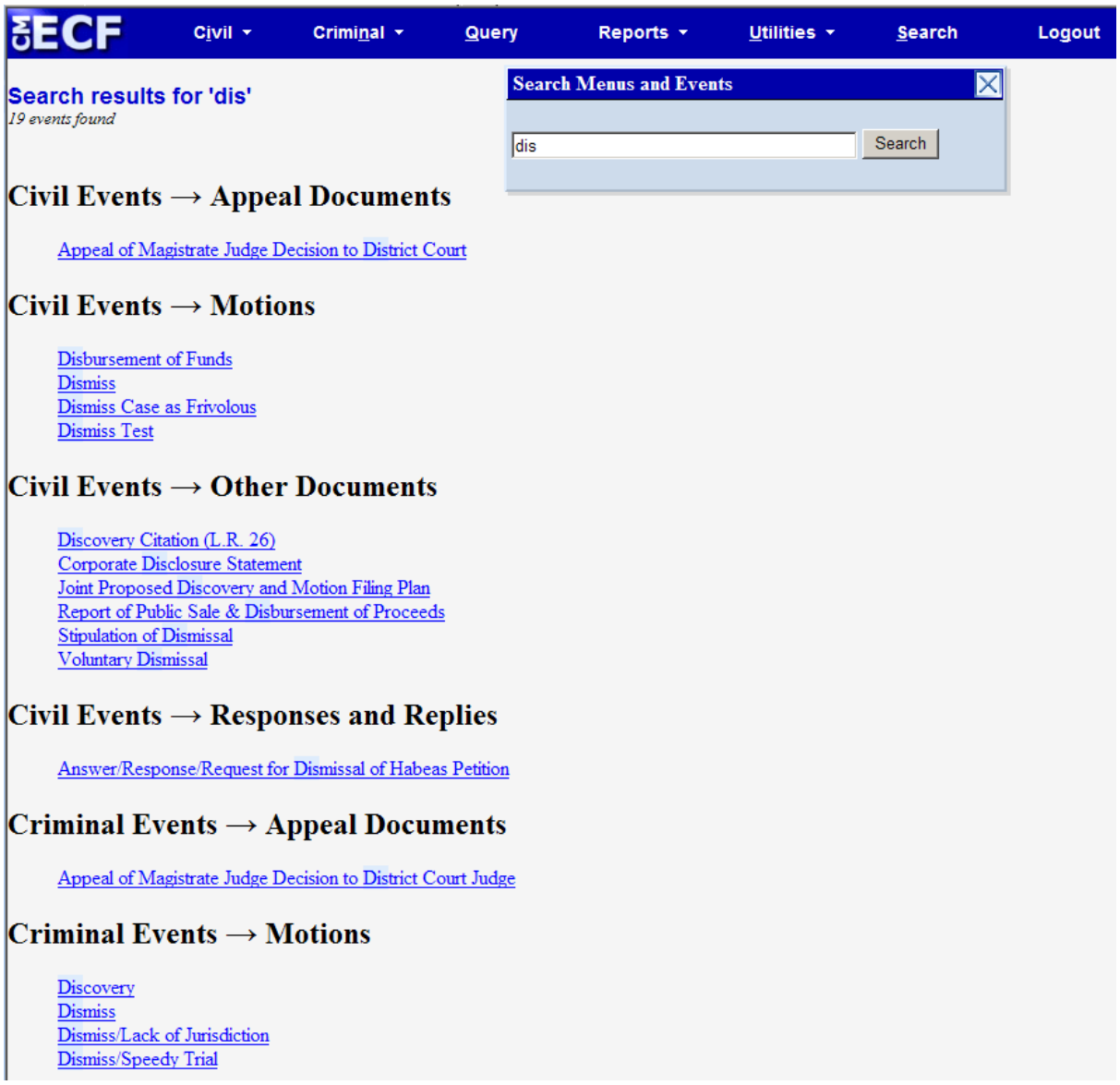
Search Feature

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.