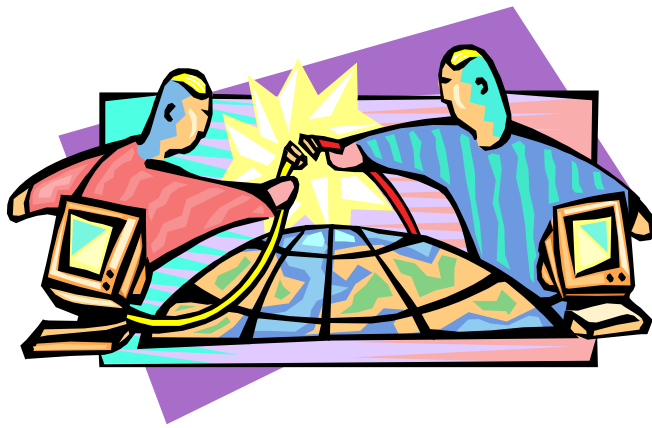# ELECTRONIC CASE FILING CM/ECF

User's Manual

United States District Court
For the
District of Massachusetts
October 16, 2003

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Electronic Case Files System
User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Case Filing System (ECF) to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet Browser software and the conversion of documents to portable document format (PDF). Users should also be familiar with the ECF Administrative Procedures and standing orders for the United States District Court, District of Massachusetts.

Help Desk

Contact the Court's Help Desk between the hours of 8:30 A.M. and 4:30 P. M., Monday through Friday, if you need assistance using ECF.

Toll Free Help Desk   **1-866-239-6233**

OR

E-mail: ecfhelp@mad.uscourts.gov

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Internet Browser software to perform the following functions:

- Access the Court's web page

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

- Self-train on a web-based ECF Tutorial

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

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

- View official docket sheets and documents associated with cases

- Request notification of case activity in cases in which you are not a party

- View various reports for cases that were filed electronically

Requirements

Hardware and Software Requirements

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

- A personal computer running a standard platform such as Windows NT, Windows 98 or Macintosh

- An Internet provider using Point to Point Protocol (PPP)

- Netscape Navigator software version 4.7 or greater or Internet Explorer 5.0 or greater.

- Software, such as Adobe Acrobat Writer to convert documents from a word processor format to portable document format (PDF).

- A scanner to convert documents that are not in your word processing system. **Note: This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible. File size is limited to no more than 2 mb or approximately 30 pages of a document converted to PDF through scanning.**

- Access to electronic mail (e-mail)

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. The United States Congress has given the Judicial Conference of the United States authority to impose user fees for electronic access to case information. All registered agencies or individuals will be assessed the charge of $.07 per page. Generally, a page is defined as 54 lines of data. Additionally, there is a cap on the $.07 per page charge for a maximum of $2.10 (the equivalent of 30 pages) for electronic access to any single document. When charges are accrued, a transaction receipt will appear before the document is viewed. This receipt will indicate the date and time of the transaction, the type or description of the transaction, the number of pages billed and the cost for that particular transaction. The user can click the "View document" button to proceed, or use the browser's back button to cancel the request. The PACER Service Center sends quarterly statements to account holders. For any balance that is less than $10, billing will be deferred until the next quarter.

For more information regarding billing and payment requirements and if you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for on the Court's web site. There is no fee to obtain the account. The PACER online at http://pacer.psc.uscourts.gov. A link to PACER's site is also provided PACER account can be shared by a firm. It does not have to be set up by individual attorneys. It takes approximately one week to receive a login and password from the PACER Service Center.

Registering for Access to ECF

1. Attorneys admitted to the bar of this court, including attorneys admitted pro hac vice, must register as filing users of the court's ECF system prior to filing any pleadings electronically. Registration can be accomplished by filling in the on-line ECF registration or by completing an ECF Registration Form, a copy of which is on the Court's web page (www.mad.uscourts.gov). If not submitted on-line, completed ECF Registration Forms should be mailed or hand delivered to:

    Clerk, United States District Court
    Attn: CM/ECF Registration
    John Joseph Moakley United States Courthouse
    1 Courthouse Way, Suite 2300
    Boston, MA 02210

2. Any one who is a party to a civil action, and not a prisoner, 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 shall terminate the person's registration upon the attorney's appearance.

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

4. Registration constitutes consent to service of all documents by electronic means as provided in the ECF Administrative Procedures for the District of Massachusetts and Federal Rule of Civil Procedure (Fed.R.Civ.P) 5(b) and 77(d), and Federal Rule of Criminal Procedure (Fed.R.Crim.P.) 49(b).

5. Once an account has been established by the court, your login and password will be sent to you by the Office of the Clerk via e-mail from the CM/ECF Registrar.

6. Registered users can visit a training version of the system on the Internet at http://www.mad.uscourts.gov/ecf22/index.html to practice ECF activities.

We strongly recommend that registered users practice in the "training" ECF database before filing documents in the "live" ECF database. Information on training for attorneys and court staff is also available on our web site.
http://www.mad.uscourts.gov/AttyInfo/TrainAnnounce.htm

Preparation

Setting Up the Acrobat PDF Reader

Users must set up software such as Adobe's Acrobat Reader in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

Only PDF documents may be filed with the court using the ECF system. Before electronically filing with the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File using Adobe Acrobat Reader

- Start the Adobe Acrobat program.

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

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

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

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

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

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory. WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used to convert documents to PDF. However, converting a document to PDF through WordPerfect generally produces a larger file size than through Adobe Acrobat Writer.

Using any word processing program:

- Install Acrobat Writer or FinePrint pdfFactory on your computer

- Open the document to be converted

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

- Select **Adobe PDFWriter** or **FinePrint pdfFactory***

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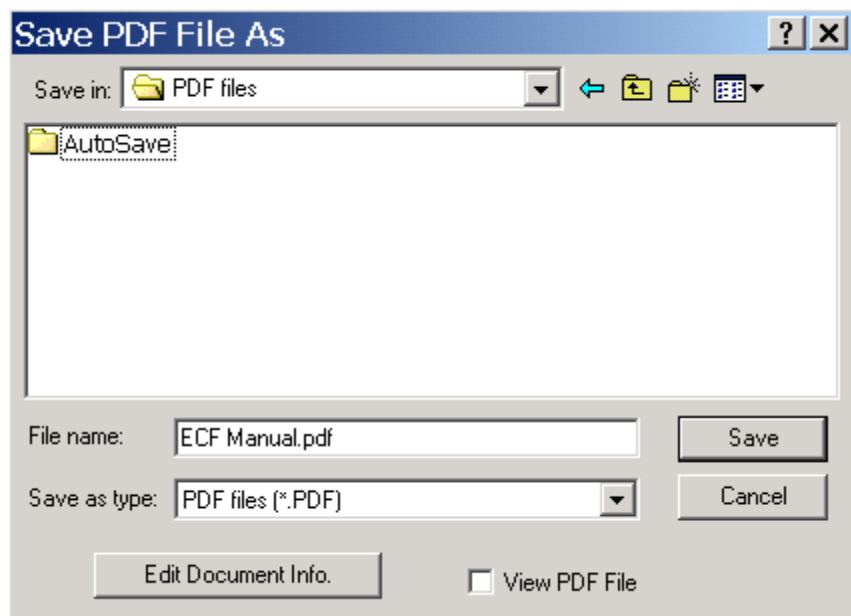
- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the "Save in" area of the window.

- Please note that ECF will not accept PDF files that are password

protected.

- Name the file, giving it the extension .PDF and click the **[Save]** button. There are no specific requirements for the file name. You can name it anything that you will be able to find in order to attach it during the electronic filing process.

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

*You must have either Adobe Acrobat Writer or FinePrint pdfFactory installed on your computer to see these choices listed.

Basics

User Interactions

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

- Entering information in data fields

- Using command buttons to direct system activities

- Mouse-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 **<u>underlined boldface type</u>**.

Documents Filed In Error

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

To request a correction, telephone:

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

Imbedded URLs

Imbedded URLs (Internet addresses) are not permitted. These are viewed as a possible security threat and it is impossible to guarantee that the owner of the URL will maintain it in the future.

Viewing Transaction Log

This feature, selected from the **Utilities** menu, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk (see p. 3) as soon as possible.

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page at http://www.mad.uscourts.gov . When the court's web page opens, click on the **E-Filing-CM/ECF** hyperlink.

Case Numbers

A case number is assigned to every case brought in the court. The number is assigned by office code, year filed, docket type, docket number and then judge assignment. For example, 4:03CV40094-NMG is a civil action, filed in 2003, originally filed in the Central Division and assigned to Judge Nathaniel M. Gorton. It is currently pending in the Central Division.

Criminal case numbers also include the defendant number as assigned by the case management system. The defendant number is determined by the defendant order listed on the charging instrument (complaint, indictment, etc.) This order is not changed by the filing of any superseding charges, unless directed by the Court. An example of a criminal case number is 1:03CR10234-WGY. A criminal number including a defendant number is 1:03CR10234-002-WGY.

The docket number is divided into four sections: office number, case year, case

type, and case sequence:

1:	03	cv	10002
Office/Division number 1 - Eastern 3 - Western 4 - Central	Case Year (assigned by year case is filed)	Docket type cv - civil cr - criminal mc - miscellaneous mj - Magistrate Judge	Case number assigned sequentially in each office

The office number tells where a case is pending. If a case is originally filed in the Western Section (Springfield), the case number would be 3:03cv30094. Should the case be reassigned to the Eastern Section (Boston), the case number becomes 1:03cv30094, or the Central Section (Worcester) where it becomes 4:03cv30094.

ECF Login and PACER Screen (Non-court Users)

If you wish to electronically file a document or need to update your User Account (i.e., update an attorney mailing address or alter e-mail notification information), enter the system using your court-generated CM/ECF login and password. During your session, if you deviate from either electronically filing a document or maintaining your user account by clicking on the query or report menus, the system will prompt for your PACER issued login and password. If you choose "Make this my default PACER login", the system will link your PACER information to your CM/ECF login and password. At that point, you will not be required to enter your PACER information while working in CM/ECF.

If you only wish to generate reports (i.e., view a docket sheet) or query case information, initially enter the system using your PACER issued login and password. If you then need filing functionality or the ability to maintain your user account, select the UTILITIES menu from the main blue menu bar. From that menu, select ECF Login to enter your court issued CM/ECF login and password. An explanation of the login procedures is displayed above the prompt boxes on the login screen.

The client code field is an optional field provided on the login screens for tracking purposes during PACER (report and query) functions. It can contain up to 32 characters. If a client code is entered for a transaction, that client code will be presented on the billing statement generated by the PACER Service Center. A client code will not appear on the bill unless it is entered at the time of transaction. Because this code feature is optional, it must be enforced within a user's office.

"Back" And "Forward" Buttons

The BACK and FORWARD buttons advance or reverse one screen at a time. If

an error has been made or the user needs to verify entries on a previous screen, click the BACK button to the specific screen. The FORWARD button moves a screen ahead to return to the target screen. However, if a change is made, use the NEXT button to progress.

Please note that the system may log out a user if too many consecutive back buttons are hit during one transaction. The system may assume there is a security failure or you may back out to the login screen.

The user may always exit a CM/ECF transaction before it is committed by using the BACK key or clicking on another menu selection from the top of the frame.

The "Tab" Key

CM/ECF screens are navigated by using the mouse, however the user may also use the TAB key and space bar to move through the data entry fields in most screens. Active or "focus" buttons have a faint dotted outline around them. A focused button may be activated by hitting the space bar. The user can also use the SHIFT key and the TAB key simultaneously to move back one field at a time.

Menus And Event Selections

Navigating and posting events in CM/ECF is by menu and sub-menu event selections. The menus and events a particular user will see is predicated on their user type (i.e., Court User or Attorney User) and access level to the system.

Selecting Multiple Parties Or Events

Most of CM/ECF's selections appear in alphabetical order in drop down lists. Multiple items may be selected from these lists by holding the CONTROL key and clicking on selections in the same drop down list. To select a range of items, hold the SHIFT key and click on the top and bottom of the selection range.

User Supplied Text

Users may supply additional text or augment the system-supplied text in the blank windows provided. Any text supplied by a non-court user will be displayed on the docket sheet in *italic print.*

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 go through the steps on the training data base before trying to actually file a document in the live system.

How to Access the System

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

http://ecf.mad.uscourts.gov/

Or, you may go to the District of Massachusetts's Web site at www.mad.uscourts.gov and click on the **E-Filing-CM/ECF** hyperlink to open the login screen and login to ECF.

Users can access the **Training Database** by going to **https://ecf-train.mad.uscourts.gov** or by clicking on the hyperlink on the Court's web page for E-filing-CM/ECF and then click on Attorney Training Database. However, you will need to use one of the practice logins or contact the help desk for a login to the training database.

Logging In

The next screen is the login screen.

ECF/PACER Login

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

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

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

Authentication

Login:	
Password:	
client code:	

[Login] [Clear]

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

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

> **Note:** Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. You will be charged a fee to view ECF case dockets and documents of 7 cents per page up to a maximum of $2.10 per document.

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

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

    Login failed either your login name or key is incorrect

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

- Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.

> **Note:** The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, change your password immediately. Please telephone the court's Help Desk (see p. 3) as soon as possible to advise them of the potential security breach.

Selecting ECF Features

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

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

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

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

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

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

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

Manipulating the Screens

Each screen has the following two buttons:

- ![Clear] clears **all** characters entered in the box(es) on that screen.

- ![Next] or ![Submit] accepts the entry just made and displays the next entry screen, if any.

Correcting a Mistake:

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

Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, may be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., "s/Jane Doe."

In the case of a stipulation or other document to be signed by two or more persons, the

following procedure should be used:

> (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document.

> (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., "s/Jane Doe," "s/John Doe," etc.

> (c) The filing party or attorney shall retain the hard copy of the document containing the original signatures until two (2) years after the conclusion of the case, including any appeals.

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

Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

Filing a Civil Complaint

The Court will continue to accept complaints in the traditional manner, that is a hard copy, sent by U. S. Mail or delivered in person to the Clerk's office. A 3.5" floppy disk with the complaint, cover sheets and any other documents to be filed along with the complaint converted to PDF format may also be provided.

Present the Clerk's Office with a Civil Cover Sheet (JS-44), local category sheet, and the complaint which lists the case party information and the fee in the amount of $150.00. Customer Services staff will assign the case a number and judge and issue the requested process. The complaint and all initiating documents will be scanned, unless a disk is provided with the documents in PDF format, and electronically filed by the Clerk's Office.

Filing Documents for Civil Cases

There are nine basic steps involved in filing a document:

1) Select the type of document to file (see Attorney Event Menu);
2) Select appropriate document or motion type from drop down list
3) Enter the case number in which the document is to be filed;
4) Designate the party(s) filing the document;
5) Specify the PDF file name and location for the document to be filed.
6) Add attachments, if any, to the document being filed.
7) Modify docket text as necessary
8) Submit the pleading to ECF
9) Receive notification of electronic filing

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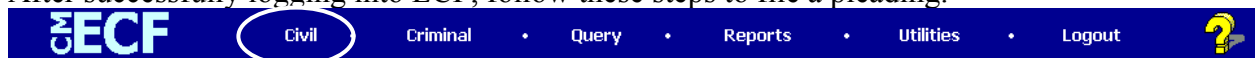
1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

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

2. Select the appropriate document or motion type from drop down list

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

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

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

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

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

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

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

4. Designate the party(s) filing the document

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group

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

Note: If your party does not appear and should, contact the help desk, or the docket clerk for the Judicial Officer assigned to your case. If this is a new party to the case see the section of this manual titled **Add/Create New Party**.

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

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

Note: You must attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and you will not be able to complete the transaction. Also note that ECF will not accept PDF files that are password protected.

- Click on the **[Browse]** button. ECF opens the following screen.
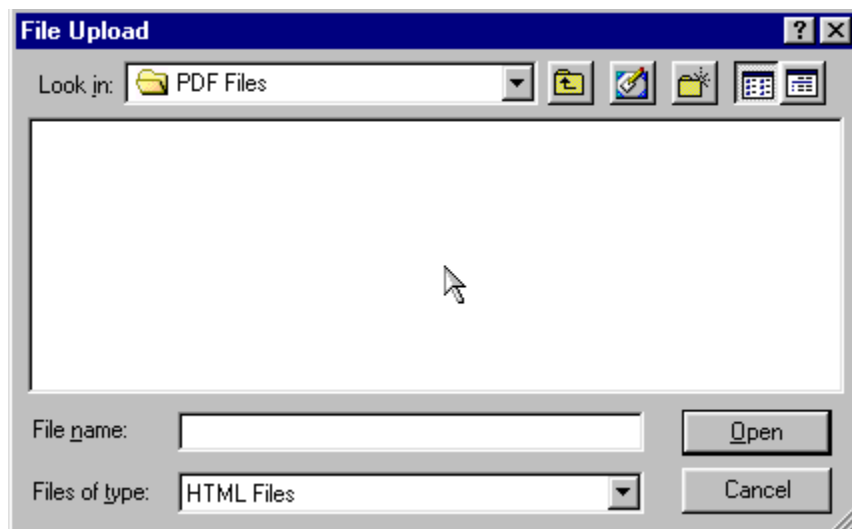
- You may need to change the **Files of type** from:

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 mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

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

- If there are no attachments to the motion, click on **[Next].** A new window opens. Go to Section 7, **"Modifying Docket Text,"** to proceed with your filing.

- Please note that memoranda in support of a motion should be filed as a separate document and not as an attachment to the motion.

- 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, **"Adding Attachments to Documents Being Filed".**

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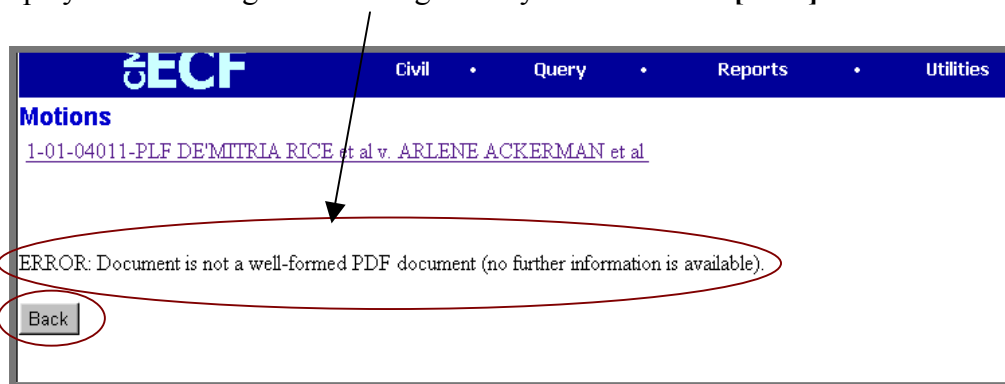
- ECF will not permit you to select a file for your pleading that is not in PDF format.

- Click on the **[Back]** button and ECF will return to the previous 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.
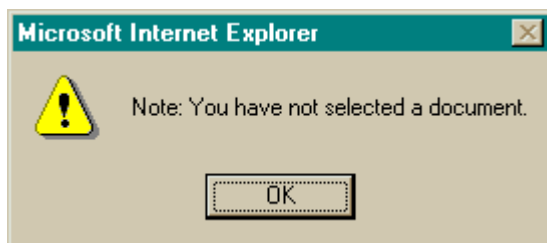
- If you click **[OK]** from the screen depicted above ECF will return you to the previous screen. You cannot proceed without attaching a PDF document.

6. Adding attachments to documents being filed

Attachments in the CM/ECF system are any documents you would file as an exhibit or attachment to a paper document. Examples might be affidavits, proposed documents, etc. If you acknowledged the need to attach documents to your motion during the previous step, a new screen appears for you to select the attachments.

If the document you wish to file requires leave of court, such as an amended complaint or a document to be filed out of time, the proposed document shall be attached as an exhibit to the motion. If your motion is granted, the order will direct you to electronically file your document with the court.

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

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

- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment. Note: if you choose a type from the drop down list, such as Exhibit, you do not type Exhibit in the Description box.

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

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

- Repeat the sequence for each additional attachment.

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

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, must be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling. Electronically file a Notice of Filing in the Clerk's Office in the form attached (Attachment 2) and submit the Notice along with the paper document to the Clerk's Office for filing within 24 hours.

> Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

7. Modify docket text

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

Click in the open text area to type additional text for the description of the pleading. Users may supply additional text or augment the system-supplied text in the blank windows provided. Any text supplied by a non-court user will be displayed on the docket sheet in *italic print*.

8. Submit the pleading.

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

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

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

> **Note:** The screen depicted above contains the following warning.
>
> **Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**
>
> At any time prior to this step, you can abort the ECF filing or return to previous screens by:
>
> - clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
> - clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

9. Notice of Electronic Filing (NEF)

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

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

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

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

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

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing (NEF)** to the designated attorneys and parties who have registered for ECF and supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document *and* the Docket Sheet to verify that the pleading was properly docketed. The system virtually marks or records the viewing of the docket sheet and document when the user inserts his PACER login following the click on the hyperlinks. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

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

Notifications In Regular Civil Cases

You will be asked to insert your PACER login and password when clicking on hyperlinks within e-mail notifications. In this scenario, the system is virtually marking or recording that the recipient is receiving the first free look.

Notifications In Social Security Cases

Notifications of activity in Social Security cases, however, are unique in that it is necessary for the system to identify the reader as counsel of record in a Social Security case having authorization to view a document electronically. When an e-mail notification is received and the subject line indicates that it is for a Social Security case, the recipient must open a second window and enter the CM/ECF system using the attorney's CM/ECF login & password BEFORE clicking on any of the e-mail hyperlinks. The recipient may then go back to the e-mail notification window and click on the hyperlinks (using their PACER login & password) to view the electronically filed document.

Notifications Of Electronic Orders Or Clerk Notes

Traditionally, this Court has entered some orders in the margin of the motion filed. In the future, the Court may enter an 'electronic order.' An electronic order is an order that exists only in an electronic format - there will be no paper or PDF order. E-mail notifications of electronic orders will contain just a hyperlink to the docket sheet for the case and not to the

document filed. There is no PDF file uploaded during this court transaction and therefore the record of the entire order is solely the docket text which is created and viewable on the Notice of Electronic Filing.

The same will be true of clerk's notes. Traditionally, the courtroom clerk prepared a handwritten report/summary of court proceedings which have been docketed and placed in the file. In the future, the courtroom clerk may enter this information directly into the CM/ECF system without creating a paper record. As with "Electronic Orders", there is no PDF file uploaded during this court transaction for "Electronic Clerk's Notes" and therefore the record of the entire order is solely the docket text which is created and viewable on the Notice of Electronic Filing.

Criminal Events Feature

Filing Documents for Criminal Cases

There are ten basic steps involved in filing a criminal document and the same General Rules and manipulations used for electronically filing civil documents apply to documents filed in criminal cases.

1) Select the type of document to file (see Attorney Event Menu);
2) Enter the case number in which the document is to be filed;
3) Designate the defendant that the filing relates to;
4) Select the appropriate document or motion type from the drop down list
5) Designate the party(s) filing the document;
6) Specify the PDF file name and location for the document to be filed.
7) Add attachments, if any, to the document being filed.
8) Modify docket text as necessary
9) Submit the pleading to ECF
10) Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.
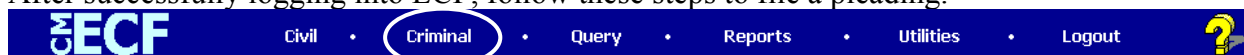
1. Select the type of document to file
Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing.   This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

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

2. Enter the case number in which the document is to be filed.
A new screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.
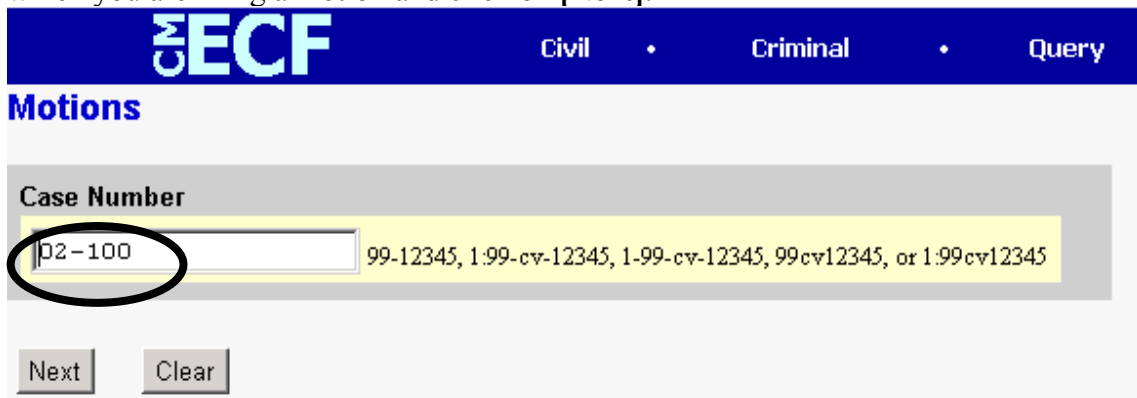
Note: If the case number you are working on is 8:00cr101, you could enter the case number in any of the following formats:
02-100
02cr100
8:02-cr-100
8-02-cr-100
8:02cr100

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

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

3. Designate the defendant(s) that the filing relates to.
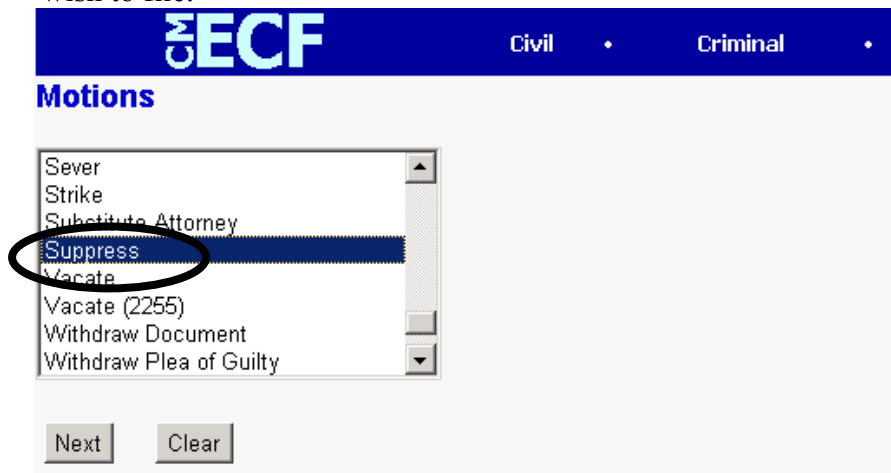
Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on **[Next].**

4. Select the appropriate document or motion type from the drop down list

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

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

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

5. Designate the party(s) filing the document

Highlight the name of the party or parties filing the motion. Click on the **[Next]** button.

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

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

> **Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and you will not be able to complete the transaction. Also note that ECF will not accept PDF files that are password protected.

- Click on the **[Browse]** button. ECF opens the following screen.
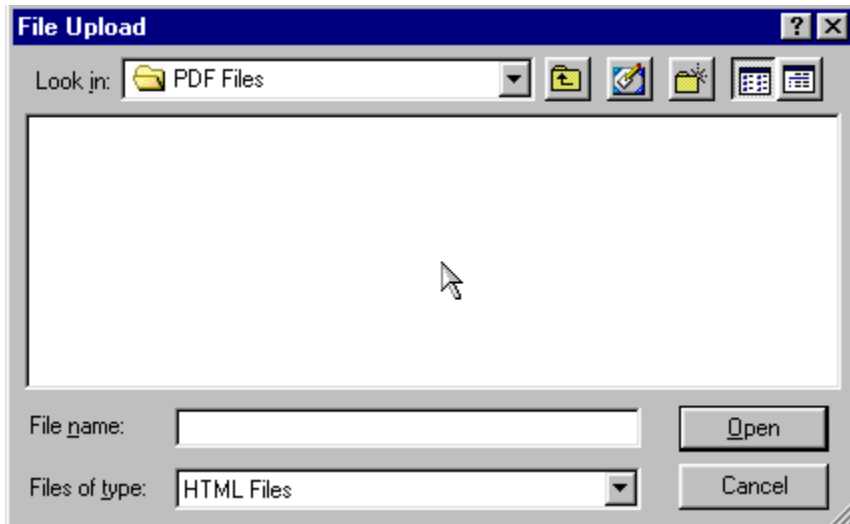
- You may have to change the **Files of type** from:

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 mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

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

- If there are no attachments to the motion, click on **[Next].** A new **w**indow opens. Go to Section 8, **"Modifying Docket Text,"** to proceed with your filing.

- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 7, **"Adding Attachments to Documents Being Filed".**

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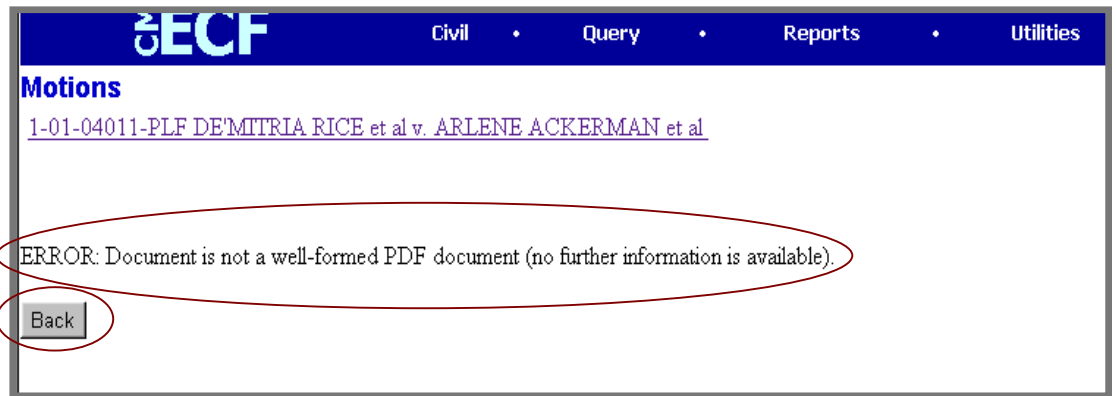
- ECF will not permit you to select a file for your pleading that is not in PDF format.

- Click on the **[Back]** button and ECF will return to the **previous** screen for document selection. 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.
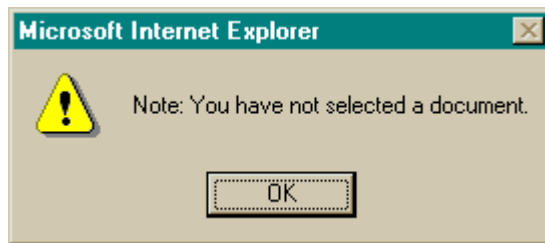
- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, 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 pulldown screen. Highlight the type of attachment from the displayed selection.

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

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

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

- Repeat the sequence for each additional attachment.

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

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 2MB in size, can be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling. . Electronically file a Notice of Filing in the Clerk's Office in the form attached and submit the Notice along with the paper document to the Clerk's Office for filing within 24 hours.

> Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

8. Modify docket text

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

Click in the open text area to type additional text for the description of the pleading. Users may supply additional text or augment the system-supplied text in the blank windows provided. Any text supplied by a non-court user will be displayed on the docket sheet in *italic print.*

9. Submit the pleading.

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

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

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

Note: The screen depicted above contains the following warning.

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

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

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

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

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10. Notice of Electronic Filing (NEF)

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

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

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

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

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

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

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

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

Add/Create a New Party

In some instances you may need to add a party to the ECF system. This may generally occur when filing amended complaints, third party complaints, etc. If the party you are adding is not listed in the "Select a Party" screen, click on **Add/Create New Party**. The screen depicted below will appear. However, if you believe the party should already appear on the docket for the case contact the docket clerk for the Judicial Officer assigned to your case.

You must first perform a search to see if your party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you are adding 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 the 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. 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. Click **[Submit]**.

- If there is additional text that will further describe the party, such as: "as next best friend…", "as executor of the estate…", "as successor to…", etc. add this information in the **"Party Text"** field and then Click **[Submit]**.

- Leave all other fields blank.

Linking Documents (Refer to existing event)

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

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

Once you click **[Next]** you are presented with a list of documents that match your search criteria. For this example we have selected documents filed on May 1, 2003. However, you may leave the date range blank to retrieve all documents in the case.

Click the checkbox for the document you wish to link to and click **[Next]**. When filing responses to motions, make sure the response is linked to the proper motion or motions.

Query Feature

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

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

> **Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of $.07 per page to access documents, docket sheets, etc. from ECF.

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

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

<u>Figure A</u>
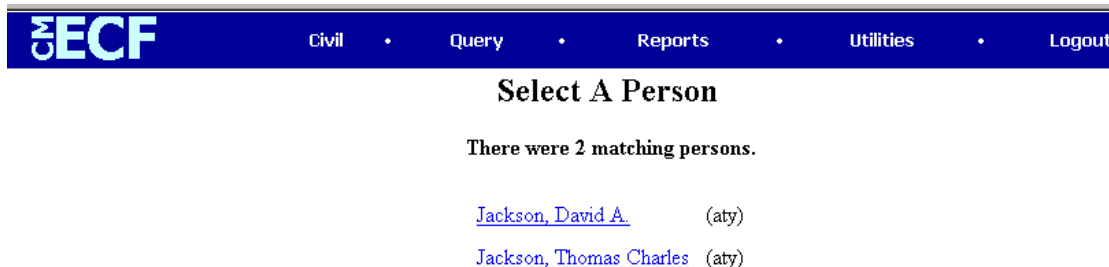
After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure B.

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

<u>Figure B</u>

1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001

Query
Alias
Associated Cases
Attorney
Case Summary
Deadline/Hearing
Docket Report
Filers
History/Documents
Party
Related Transactions
Status
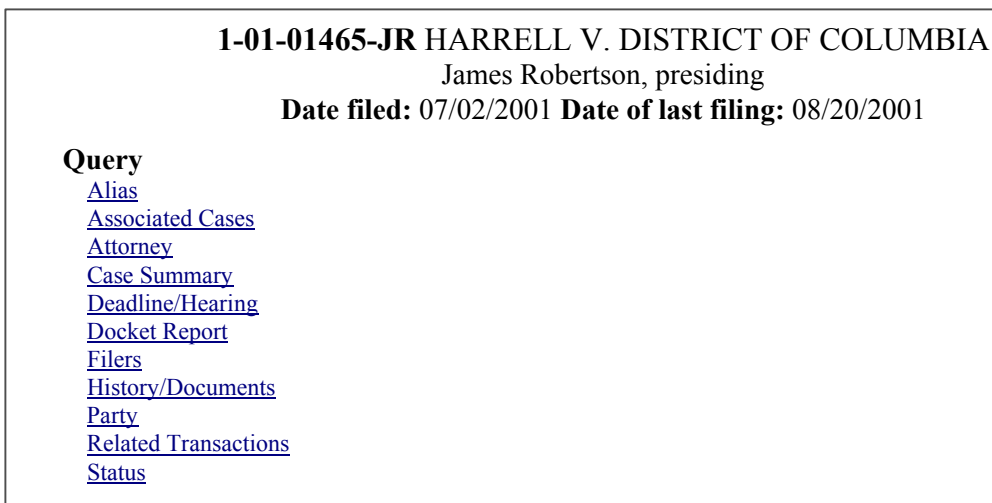
At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

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

Case Summary

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

1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001

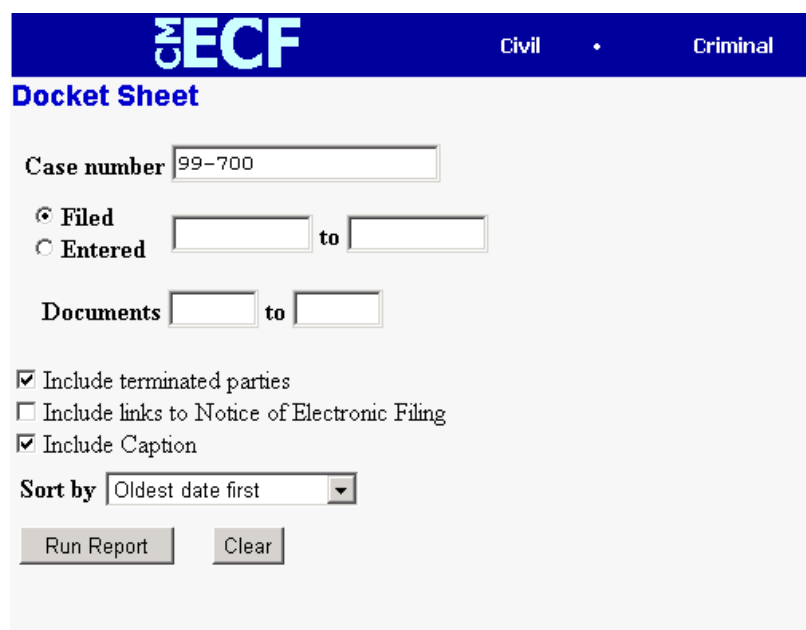### Case Summary

Office:	Washington, DC	**Filed:**	07/02/2001
Jury Demand:	Both	**Demand:**	
Nature of Suit:	442	**Jurisdiction:**	Federal Question
Cause:	28:1983 Civil Rights	**Disposition:**	
County:		**Terminated:**	
Origin:	1	**Reopened:**	
Lead Case:	None		
Related Case(s):	None		

Flags: JURY, TYPE-H
Party 1:   WAYNE HARRELL   (pla)
Party 2:   DISTRICT OF COLUMBIA   (DFT)

Atty: Ruth Ann Lowery   **Represents Party 1:** pla   **Phone:** (202) 789-6064
                                                                                      Fax: (202) 789-6190
                                                                                      E-mail: rlowery@bdlaw.com

Atty: David A. Jackson   **Represents Party 2:** dft   **Phone:** (202) 724-6618

Deadlines/Hearings

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

After the window opens, if you click on a document number with a hyperlink, ECF will display the actual document that created the scheduled conference, hearing or trial.

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

Docket Report

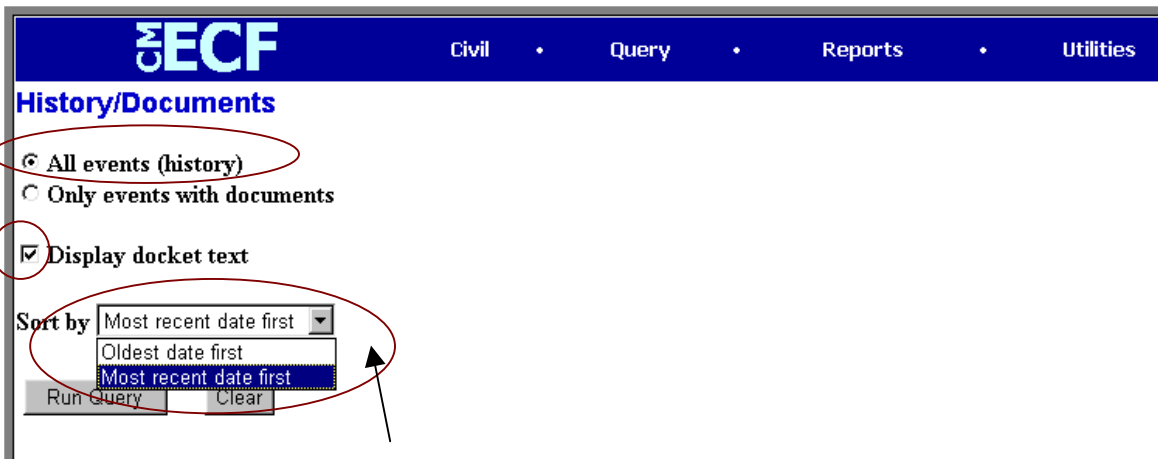When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

You may select a date range for your docket report as well as a range of document numbers. If you leave the range fields blank, ECF will default to print the entire docket 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 docket report and display it in a window as depicted.

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

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted 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 following figure depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

<table>
<tr><td colspan="7" align="center">**1-01-01465-JR** HARRELL v. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 **Date of last filing:** 08/20/2001</td></tr>
<tr><td colspan="7" align="center">**History**</td></tr>
</table>

Doc. No.	Dates		Description	Private Event	Type Subtype	Docket Part ID
6	*Filed:* *Entered:*	08/20/2001 08/20/2001	Meet and Confer Statement		misc mcstmtX	34
	Docket Text: MEET AND CONFER STATEMENT. (Lowery, Ruth)					
7	*Filed:* *Entered:*	08/20/2001 08/20/2001	Scheduling Order		order scho	36
	Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT,)					
7	*Filed:* *Entered:*	08/20/2001 08/20/2001	Set Deadlines		order setddl	37
	Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT,)					
--	*Filed:* *Entered:*	08/08/2001 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
	Docket Text: Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp,)					
--	*Filed:* *Entered:*	07/31/2001 07/31/2001	Calendar Entry		utility calentry	17
	Docket Text: Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp,)					
--	*Filed:*	07/31/2001	Set/Reset Hearings		utility	18

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

Other Queries

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

Reports Feature

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

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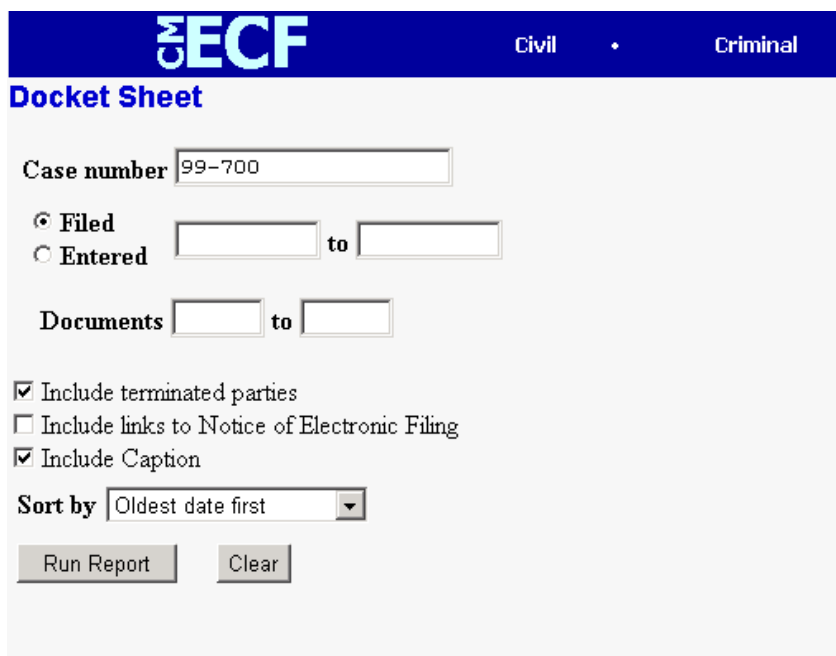
Docket Sheet

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

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

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Page 43). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

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

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

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 7/7/03 through 7/14/03.

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 and to view all of their ECF transactions.

Your Account

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

Maintain Your Account

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

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. **YOU WILL BE REQUIRED TO UPDATE USER INFORMATION, INCLUDING MAILING ADDRESS, PHONE NUMBER AND E-MAIL ADDRESS WHENEVER THERE IS A CHANGE.**

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

ECF will E-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted in below, enter a check mark by clicking on the box to the left of the line, which reads "**to these additional addresses**".

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

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

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

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

View Your Transaction Log

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

Transaction Log
Report Period: 08/16/2001 - 09/04/2001

Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DE'MITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2] . Motion referred to fhsaklf . Signed by Judge sullivan emmett g on 08/28/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] *Preliminary Injunction* filed by DE'MITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] *Permanent Injuction* filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction *by plaintiff for defendent to cease and desist the assignment of plaintiff to cafeteria duty* by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction *to cease and desist from assigning plaintiff to work as a cafeteria monitor* by DE'MITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction *to cease and desist the assignment of plaintiff to cafeteria monitor* by DE'MITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231

Total Number of Transactions: 11

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

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

Miscellaneous

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

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.

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.

Additional Information Regarding ECF

Sealed Documents

Continue to file sealed documents at the District Court Clerk's office in accordance with the existing practices and procedures for conventional filing.

Documents in cases referred to Alternative Dispute Resolution

Continue to file documents in accordance with the existing practices and procedures for conventional filing as determined by the ADR Coordinator. Any questions on filing ADR documents in a case assigned to a Judicial Officer should be directed to the deputy clerk assigned to that Judge.

Ex parte motions

Ex parte motions should be filed in the Clerk's Office in the conventional manner. Please be sure the motion is clearly labeled as 'ex parte'.

APPENDIX A

GENERAL INFORMATION RE: JUDGES - BOSTON OFFICE JOHN JOSEPH MOAKLEY UNITED STATES COURTHOUSE 1 COURTHOUSE WAY - SUITE 2300 BOSTON, MA 02210 (617) 748-9152 www.mad.uscourts.gov					
DISTRICT JUDGES	**INITIALS**	**COURT CLERK**	**PHONE NO. (617) 748-**	**DOCKET CLERK**	**PHONE NO. (617) 748-**
WILLIAM G. YOUNG	WGY	Elizabeth Smith	9156	Marie Bell	9157
JOSEPH L. TAURO	JLT	Zita Lovett	9183	Sherry Spencer	9113
RYA W. ZOBEL	RWZ	Lisa Urso	9187	Jay Johnson	9085
MARK L. WOLF	MLW	Dennis O'leary	9159	Kathleen Boyce	9155
DOUGLAS P. WOODLOCK	DPW	Rebecca Greenberg	9170	Michelle Rynne	9171
RICHARD G. STEARNS	RGS	Mary Johnson	9162	Elaine Flaherty	9112
REGINALD C. LINDSAY	RCL	Lisa Hourihan	9177	Susan Tebo	9041
PATTI B. SARIS	PBS	Robert Alba	9175	Maria Simeone	9178
NANCY GERTNER	NG	Maryellen Molloy	4870	Jennifer Filo	4871
GEORGE A. O'TOOLE, JR.	GAO	Paul Lyness	9181	Gina Edge	9182
SENIOR DISTRICT JUDGES	**INITIALS**	**COURT CLERK**	**PHONE NO. (617) 748-**	**DOCKET CLERK**	**PHONE NO. (617) 748-**
WALTER JAY SKINNER	WJS	Philip Lyons	9184		
A. DAVID MAZZONE	ADM	Philip Lyons	9184		
ROBERT E. KEETON	REK	Craig Nicewicz	9158	Karen Folan	9172
EDWARD F. HARRINGTON	EFH	Philip Lyons	4231	Sandra Holahan	4232
MORRIS E. LASKER	MEL	George Howarth	9127	Sandra Holahan	4232
MAGISTRATE JUDGES	**INITIALS**	**COURT CLERK**	**PHONE NO.**		
LAWRENCE P. COHEN	LPC	Ellen Hayes	(617) 748-9240		
JOYCE L. ALEXANDER	JLA	Rex Brown	(617) 748- 9238		
ROBERT B. COLLINGS	RBC	Gina Affsa	(617) 748- 9233		
MARIANNE B. BOWLER	MBB	Dianalynn Saccoccio	(617) 748- 9222		
CHARLES B. SWARTWOOD III	CBS	Lisa Roland	(617) 748- 4446		
JUDITH G. DEIN	JGD	Thomas Quinn	(617) 748- 9040		

GENERAL INFORMATION RE: JUDGES - WORCESTER OFFICE
DONOHUE FEDERAL BUILDING
595 MAIN STREET
WORCESTER, MA 01608
(508) 929-9900

DISTRICT JUDGES	INITIALS	COURT CLERK	PHONE NO. (508) 929 -	DOCKET CLERK	PHONE NO. (508) 929 -
NATHANIEL M. GORTON	NMG	Martin Castles	9904	Sherry Jones	9901
				Kathleen Hassett	9902
MAGISTRATE JUDGE	**INITIALS**	**COURT CLERK**	**PHONE NO.**		
CHARLES B. SWARTWOOD, III	CBS	Lisa Roland	9905		

GENERAL INFORMATION RE: JUDGES - SPRINGFIELD OFFICE
FEDERAL BUILDING & COURTHOUSE
1550 MAIN STREET
SPRINGFIELD, MA 01103
(413) 785-0015

DISTRICT JUDGES	INITIALS	COURT CLERK	PHONE NO. (413) 785-	DOCKET CLERK	PHONE NO. (413) 785-
MICHAEL A. PONSOR	MAP	Elizabeth French	0240	Mary Finn	0215
				Maurice Lindsay	0214
MAGISTRATE JUDGE	**INITIALS**	**COURT CLERK**	**PHONE NO.**		
KENNETH P. NEIMAN	KPN	Bethaney Healey	0244		

(ECFManual-MAtest.doc - 10/16/03)

APPENDIX B

UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS

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V.   CASE NO. _____

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<u>NOTICE OF FILING WITH CLERK'S OFFICE</u>

Notice is hereby given that the documents, exhibits or attachments listed below

have been manually filed with the Court and are available in paper form only:

The original documents are maintained in the case file in the Clerk's Office.

_____
Date

_____
Attorney for

_____

_____

_____

_____

(ECFManual-MAtest.doc - 7/03)