

# **ELECTRONIC CASE FILING CM/ECF**



## **USER MANUAL**

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## **I. Getting Started**

### **A. 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 all procedures and standing orders issued by the United States District Court for the District of Delaware.

### **B. Help Desk**

Contact the Clerk's Office Intake Section between the hours of 8:30 A.M. and 4:00 P.M., Monday through Friday, if assistance is needed using ECF.

Intake Section Number 302-573-6170

### **C. ECF System Capabilities**

ECF allows users with Internet accounts and Internet Browser software to perform the following functions:

1. Electronically file pleadings and documents in actual ("live") case.
2. View official docket sheets and documents associated with cases.
3. Request notification of case activity in cases in which the user is not a party.
4. View various reports for cases that were filed electronically.

### **D. Resources**

Access the Court's website at [www.ded.uscourts.gov](http://www.ded.uscourts.gov) to:

1. Self-train on a web-based ECF Tutorial.
2. View or download the most recent version of the User's Manual.

## **II. Requirements**

### **A. Hardware and Software Requirements**

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

1. A personal computer running a standard platform such as Windows 7, 8, 10 or Macintosh.
2. An internet connection (dial-up, broadband).
3. Internet browser including: Internet Explorer (version 11 or higher), Mozilla Firefox (version 1.5 or higher). (Netscape Navigator browser (any version) no longer supported)

4. Software, such as Adobe Acrobat Writer to convert documents from a word processor format to portable document format (PDF).
5. A scanner, set to 300 pixels per inch or higher, to convert documents that are not in the user's 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. File size is limited to no more than 35 megabytes.**

6. Access to electronic mail (e-mail).
7. ECF username and password.

#### **B. PACER Registration**

ECF users must have a PACER account with the Court in order to use the Query and Report features of ECF. 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 \$.10 per page. Generally, a page is defined as 54 lines of data. Additionally, there is a cap on the \$.10 per page charge for a maximum of \$3.00 (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 \$15, billing will be deferred until the next quarter. For more information regarding billing and payment requirements or to register for a PACER login, contact the PACER Service Center at (800) 676-6856 or (210) 301-6440. The PACER Service Center can be accessed online at <http://pacer.psc.uscourts.gov>. There is no fee to obtain an account and an 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.

### **C. Registering for Access to ECF**

1. All users of CM/ECF must register with the Court to receive a log-in and password. Registration information is available on the Court's web page at [www.ded.uscourts.gov](http://www.ded.uscourts.gov).
2. Attorneys admitted to the bar of this Court, including those authorized to represent the United States, shall register as users of CM/ECF prior to filing any pleadings. Prior to registration, attorneys must complete the online independent training via the Court's website ([www.ded.uscourts.gov](http://www.ded.uscourts.gov)). Registration shall continue to be effective provided the user remains a bar member in good standing.
3. An attorney retained in a criminal case who is not admitted to the bar of this Court shall register as a user of CM/ECF solely for purposes of the criminal action. Registration requires identification of the case as well as the name, address, telephone number and Internet e-mail address of the attorney. Familiarity with Delaware's CM/ECF practices and procedures will be required.
4. Upon approval of the judge, a party to a case who is not represented by an attorney may register as a user of CM/ECF solely for purposes of the action. Registration requires completion of the online independent training courses available on the Court's website, identification of the case as well as the name, address, telephone number and Internet e-mail address of the party. If, during the course of the case, the party retains an attorney who appears on the party's behalf, the attorney must advise the Clerk of Court to terminate the party's registration as a user upon the attorney's appearance.
5. A user registered in CM/ECF shall not allow another person to file a document using his or her log-in and password, except as an authorized agent of the user. Use of a user's log-in and password by an authorized agent shall be deemed to be the act of the user. Attorneys who are not admitted to the bar of this Court or admitted solely pro hac vice shall not be considered authorized agents.
6. Registration constitutes consent to service of all documents by electronic means as provided in these procedures.

### III. Preparation

#### A. Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader or other PDF reader software in order to view documents that have been electronically filed in ECF. 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.

#### B. Portable Document Format (PDF)

Only PDF documents may be filed with the Court using ECF. 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.

##### 1. How to View a PDF File using Adobe Reader

- a) Start the Adobe Acrobat program.
- b) Go to the *File* menu and choose *Open*.
- c) Click on the location and file name of the document to be viewed.
- d) If the designated location is correct, and the file is in PDF format, Adobe Reader loads the file and displays it on the screen.
- e) If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- f) Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

##### 2. How to Convert Documents to PDF Format

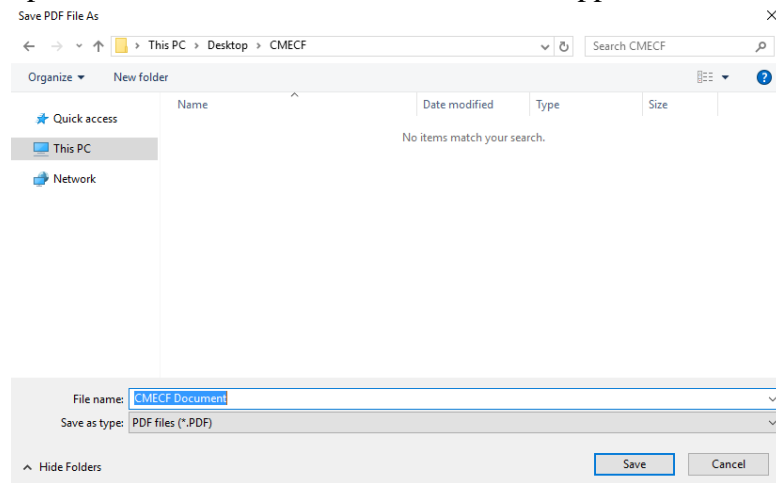
All documents must be converted to PDF format before submitting them in ECF. When documents are scanned or converted into PDF, the recommended setting is 300 pixels/dots per inch. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory. WordPerfect versions 9 and above have Acrobat Writer functionality built-in and can also be used to convert documents to PDF. Some word processing conversion functions do not always capture the correct formatting of the document or fully optimize the output PDF file, and may produce a larger file size than through Adobe Acrobat Writer.

##### 3. Using any Word Processing Program

- a) Install Acrobat Writer or FinePrint pdfFactory or other PDF writer product on the computer.
- b) Open the document to be converted.
- c) 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.
- d) Select the PDF writer product.



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



f) Make a note of the file location so that the document may be found when it is ready to be uploaded. Change the location if necessary by clicking in the “Save in” area of the window.

g) Please note that ECF will not accept PDF files that are password protected.

h) Name the file, giving it the extension .PDF and click the [Save] button. There are no specific requirements for the file name.

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

#### **IV. Basics**

##### **A. User Interactions**

There are three general types of user interactions permitted by ECF:

1. Entering information in data fields.
2. Using command buttons to direct system activities.
3. Mouse-clicking on hyperlinks.

##### **B. Conventions Used in This Manual**

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

##### **C. 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, speak with the **Clerk’s Office Intake Section at 302-573-6170** as soon as possible after an error is discovered. Provide the case and document item number for the document requiring correction. If appropriate, the Court will make an entry indicating that the document was filed in error. The user will be advised if the

document must be re-filed. ECF does not allow changes to be made to misfiled document(s) or incorrect docket entries after the transaction has been accepted.

**D. Viewing Transaction Log**

This feature, selected from the **Utilities** menu, allows the user to review all transactions ECF has processed with the user’s login and password. If a user believes or suspects someone is using his or her login and password without permission, the user should change the password immediately, and then telephone the Clerk’s Office Intake Section at 302-573-6170 as soon as possible.

**E. User’s Manual**

The most recent version of the ECF User’s Manual (in PDF format) can be downloaded from the District Court’s web page at <http://www.ded.uscourts.gov>. When the Court’s web page opens, click on the **CM/ECF** hyperlink.

**F. Case Numbers**

A case number is assigned to every case filed in the Court. The number is assigned by year filed, case type, and sequential number. For example, 03-CV 40094 was filed in 2003, is a civil action, and was assigned docket number 40094.

Criminal case numbers also include the defendant number. The defendant number is determined by the order in which the defendants are listed on the charging instrument (criminal complaint, indictment, or information) This order is not changed by the filing of superseding charges, unless directed by the Court. An example of a criminal case number is 03-CR 10234. A criminal number including a defendant number is 03-CR 10234-002.

The case number is divided into four sections: Office number, case calendar year, case type, and case sequence:

1:	18	cv	1475
Court Office/Division 1 – Wilmington	Year	Case Type cv - civil cr - criminal mc - miscellaneous mj - Magistrate Judge	Assigned sequentially by the Clerk’s Office

**G. ECF Login and PACER Screen**

Users electronically filing a document or updating the User Account (e.g., altering e-mail notification information), may enter ECF using the Court-generated ECF login and password. During the session, if the user deviates from either electronically filing a document or maintaining the user account by clicking on the query or report menus, the system will prompt for the PACER issued login and password. If the user chooses "Make this my default PACER login", the system will link the PACER information to the user’s ECF login and password. At that point, the user will not be required to re-enter the user’s PACER login information while working in ECF.

If a user wishes to only generate reports (e.g., view a docket sheet or query case information), he or she may initially enter the system using the PACER issued login and password. If filing functionality or the ability to maintain the user account is then needed, select the UTILITIES menu from the main blue menu bar. From that menu, select ECF Login, and enter the Court issued ECF login and password. An explanation of the login procedure 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, the 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.

#### **H. "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 ECF may logout a user if too many consecutive back buttons are hit during one transaction. The system may assume there is a security failure or the user may have backed out to the login screen. **DO NOT** use the **[Back]** button when making a payment, otherwise your credit card will be charged twice. Please contact the Clerk's Office during normal business hours for a void.

The user may always exit an ECF transaction before it is committed by using the **[Back]** key or clicking on another menu selection from the top of the frame.

#### **I. The "Tab" Key**

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.

#### **J. Selecting Multiple Parties or Events**

Most of ECF's selections appear in alphabetical order in drop down lists. Multiple items may be selected from certain lists, such as the motions list, by clicking on selections in the same drop down list. All selected items will appear in the box to the right. To remove a selected item from this box, click on it.

## K. User Supplied Text

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

## V. A Step-By-Step Guide

Below is a step-by-step guide for entering ECF, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that users review these steps before trying to file a document in the live system.

### A. How to Access the System

Users can get into ECF via the internet by going to <http://ecf.ded.uscourts.gov> or via the District of Delaware's web site at [www.ded.uscourts.gov](http://www.ded.uscourts.gov), and clicking on the CM/ECF hyperlink to open the login screen for ECF

### B. Logging In

The next screen is the login screen. Enter the ECF Login and Password in the appropriate data entry fields. **All ECF login names and passwords are case sensitive.**

**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://www.pacer.gov>.

**Authentication**

Login	<input type="text"/>
Password	<input type="password"/>
Client Code	<input type="text"/>

**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.

Notice  
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, 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) 676-6156.  
CM/ECF has been tested with Firefox and Internet Explorer 8 and 9.

**Note:** The ECF login and password should be used to enter ECF to file a pleading or to maintain an account. To just query the database for case information or to view a document, the PACER login and password should be used. The PACER fee to view ECF case dockets and documents is 10 cents per page up to a maximum of \$3.00 per document.

Users should verify that they have entered their 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 entering the correct login and password information, click on the **[Login]** button to transmit the user information to ECF.

1. If ECF does not recognize a user's login and password, it will display the following error message on a new screen: **Login failed either the login name or password is incorrect**

2. Click on the **[Back]** button on the browser and re-enter the correct login and password.
3. Once the Main Menu appears, choose from a list of hyperlinked options on the top bar.



**Note:** The date the user last logged into the system appears at the bottom left corner of this screen. Users should review this information each time they login for security reasons. If a user believes or suspects someone is using his or her login and password without permission, the user should change the password immediately, and then telephone the Clerk’s Office Intake Section at 302-573-6170, as soon as possible.

### C. 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** - Search ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. A user must login to PACER before querying ECF (standard PACER charges apply).

**Reports** - Choose Reports to retrieve docket sheets and cases-filed reports. A user must login to PACER before viewing an ECF report.

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

**Logout** - Allows a user to exit from ECF and prevents further filing with the user’s password until the next time he or she logs in.

### D. Manipulating the Screens

Each screen has the following two buttons:

1.  Clears **all** characters entered in the box(es) on that screen.
2.  or  accepts the entry made or displays the next screen, if any

## **E. Correcting a Mistake**

Use the [**Back**] button on the browser toolbar to go back and correct an entry made on a previous screen unless making a payment. If a mistake is made on the payment screen please contact the Clerk's Office. However, once the document is transmitted to the Court, only the Court can make changes or corrections.

## **F. Signatures**

### **1. Attorneys**

The user log-in and password required to submit documents to ECF 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/" and typed in the space where the signature would otherwise appear.

### **2. Multiple Signatures**

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

### **3. Affidavits**

Affidavits shall be filed electronically; however, the electronically filed version must contain a "/s/\_\_\_\_" block indicating that the paper document bears an original signature. 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 the original for future production, if necessary, for two (2) years after the expiration of the time for filing a timely appeal.

## **VI. Civil Events Feature**

Registered users will use the Civil feature of ECF to electronically 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 required to file a single motion with the Court. The process is consistent regardless of the event.

### **A. Filing a Civil Complaint**

Beginning February 1, 2008, civil and miscellaneous case opening documents, such as a complaint, petition, or notice of removal, together with a summons, civil cover sheet, Rule 7.1 disclosures, and any accompanying motions, may be filed electronically into case number 99-mc-9999(a holding case for initial documents), provided that, in instances in which a filing fee is due, the user is either paying via credit card or submitting an application to proceed without prepayment of fees. As an alternative, case opening documents can also be filed with the Clerk's Office during regular business hours by delivering the documents both in paper format and on a properly labeled flash drive or compact disk in PDF.

When provided for issuance, the Clerk's Office will return to plaintiff's counsel a signed and sealed summons for service of process on defendants. A party may not electronically serve a civil complaint but shall effect service in accordance with Fed.R.Civ.P. 4.

Detailed instructions are available on our web site at [www.ded.uscourts.gov](http://www.ded.uscourts.gov) under "Attorney Filing of Civil Case Opening Documents".

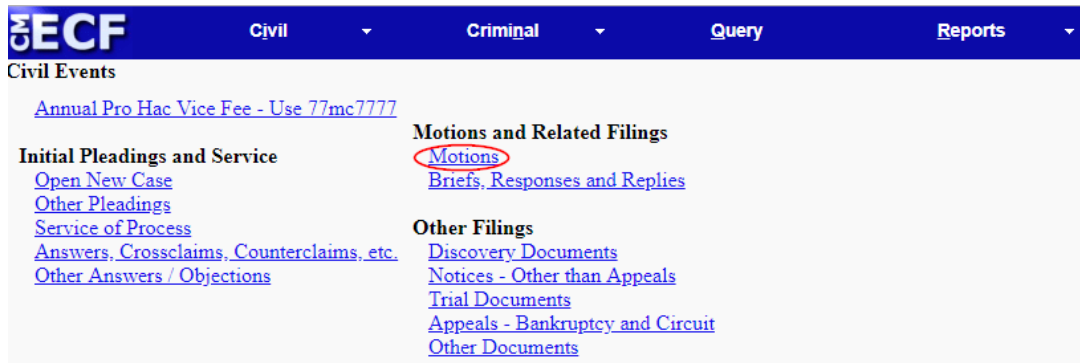
### **B. Filing Documents for Civil Cases**

There are ten basic steps involved in filing a document. After successfully logging into ECF, follow these steps to file a pleading. A video tutorial is available at <http://www.ded.uscourts.gov/case-opening-video>. Below is an example of filing a civil document:

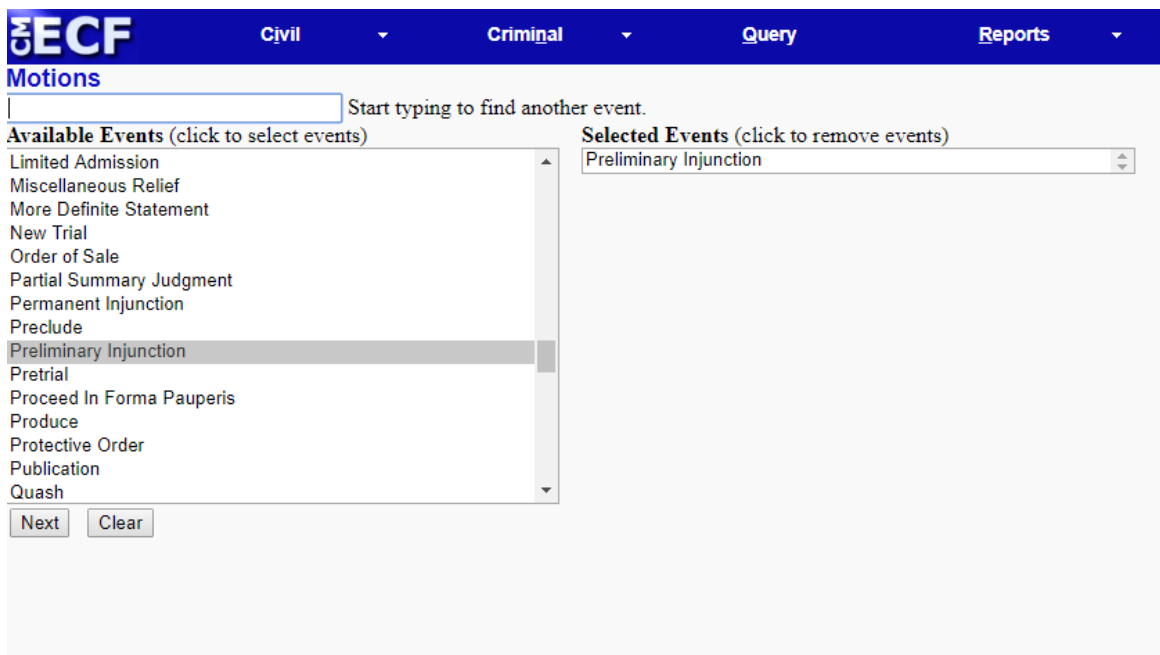


#### 1. Select the type of case to file in:

Select Civil from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events available to the user. The user may choose either the Static or Cascading menus. This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other pleadings. 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 the specific type of motion is located.



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

**Note:** To select more than one motion, 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 in which the motion is being filed and click on [Next].



The screenshot shows the ECF Motions page. At the top, there is a blue navigation bar with the ECF logo and dropdown menus for 'Civil' and 'Criminal'. Below the navigation bar, the word 'Motions' is displayed in blue. The main content area has a grey header 'Civil Case Number or Numbers'. Below this header is a text input field containing '1:99-mc-9999', which is circled in red. Below the input field are two buttons: 'Next' and 'Clear'.

- a) If the number is entered incorrectly, click [**Clear**] to re-enter.
- b) When the case number is correct, click on [**Next**].

4. Designate the party or parties filing the document.

The screenshot shows the ECF Motions page with the case number '1:99-mc-09999 Plaintiff(s) v. Defendant(s)'. Below the case number is a 'Pick Filer' section. On the left, there is a list of parties: 'Defendant(s) dft' and 'Plaintiff(s) pla'. The 'Plaintiff(s) pla' option is selected. On the right, there is a 'Select the Party:' section with a dropdown menu showing 'Defendant(s) [dft]' and 'Plaintiff(s) [pla]'. Below the dropdown are three buttons: 'Next', 'Clear', and 'New Filer'.

Highlight the name of the party or parties on whose behalf the motion is being filed. If the user represents all defendants or all plaintiffs, he or she 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 the party does not appear and should, contact the help desk. If this is a new party to the case, see the section of this manual titled **Add/Create New Party**.

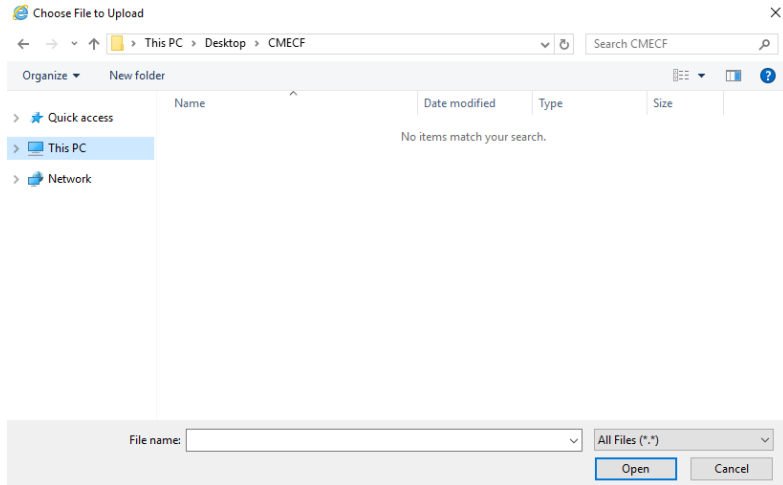
5. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties 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 being filed.

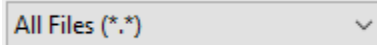
**Note:** Attach an electronic copy of the actual document when prompted by ECF. All documents to be filed in ECF MUST reside in PDF format. Otherwise, ECF will not accept the document and the transaction cannot be completed. Also note that ECF will not accept PDF files that are password protected.

The screenshot shows the ECF Motions filing interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions" followed by the case number "1:99-mc-09999 Plaintiff(s) v. Defendant(s)". A field for "Date document filed (mandatory)" contains "5/24/2018" and a "Calendar" button. Below this is the instruction "Select the pdf document and any attachments." The "Main Document" section has a "Browse..." button. The "Attachments" section has a table with columns "Attachments", "Category", and "Description". The first row is numbered "1." and has a "Browse..." button, a dropdown menu, and a text input field. At the bottom are "Next" and "Clear" buttons.

a) Click on the **[Browse]** button. ECF opens the following screen.



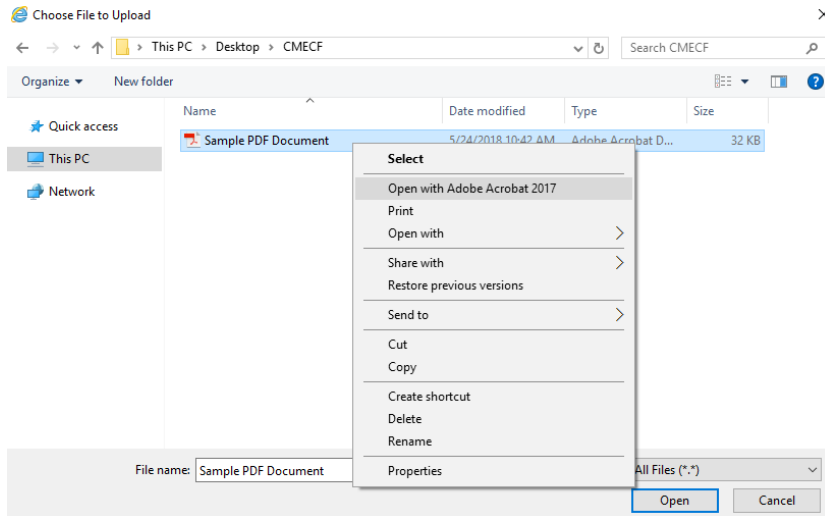
b) The user will need to make sure the **File Type** is set to:



c) Navigate to the appropriate directory and file name to select the PDF document to be filed.

d) Highlight the file to upload to ECF.

**Note:** In order to verify that the correct document was selected, 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 selected. The user should view it to verify that it is the correct document.



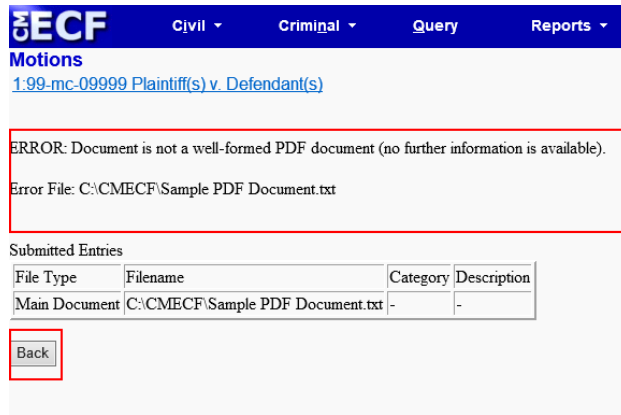
e) Once the document is verified to be correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the File Upload screen and inserts the PDF file name and location in the Filename text window.

f) 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 the filing.

g) Please note that briefs and memoranda in support of a motion should be filed as separate documents and not as an attachment to the motion.

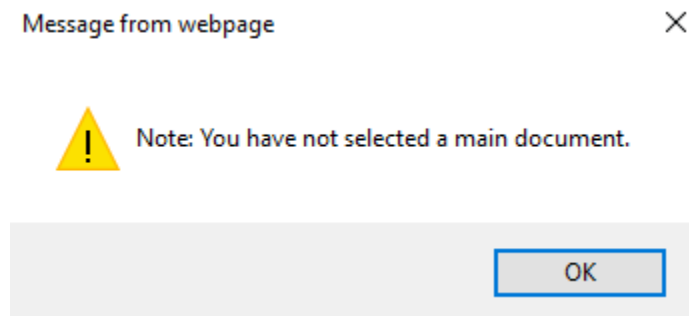
h) If there are attachments to the motion, proceed to the first step in Section 6, “**Adding Attachments to Documents Being Filed**”.

i) In the event that the file highlighted is not in PDF format, ECF will display the following error message after clicking on the **[Next]** button.



- j) ECF will not permit the filing of a document that is not in PDF format.
- k) Click on the **[Back]** button and ECF will return to the previous screen.
- l) Select and highlight the PDF file of the document and proceed as before.

**Note:** If a document was not selected to file with the motion, ECF will display the error message depicted below.



Click **[OK]** from the screen depicted above ECF to return to the previous screen. A user cannot proceed without attaching a PDF document.

#### 6. Adding attachments to documents being filed.

Attachments in ECF are any documents that would be filed as an exhibit or attachment to a paper document. An example might be proposed documents. An attachment can be added on the same screen on which the main document was added.

If the attachment 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.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Motions**  
[1:99-mc-09999 Plaintiff\(s\) v. Defendant\(s\)](#)

Date document filed (mandatory)  
 5/24/2018

Select the pdf document and any attachments.

**Main Document**  
 C:\CMECF\Sample PDF Document.pdf

Attachments	Category	Description
1. C:\CMECF\Sample PDF Document 2.pdf <input type="button" value="Browse..."/>	Exhibit	<input type="text"/>
2. <input type="button" value="Browse..."/>		<input type="text"/>

- a) Click on [**Browse**] to search for the document file name of the attachment.
- b) Next to the field for attachment Category, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection, if the appropriate title appears on the list
- c) If the attachment cannot be adequately described by a Category list choice, click in the Description box and type a clear and concise description of the attachment. If a type is selected from the drop down list, such as Exhibit, there is no need to type Exhibit in the Description box.
- d) Repeat the sequence for each additional attachment.
- e) After adding all of the desired PDF documents as attachments, click on [**Next**].
- f) Attachments and exhibits that cannot be created and filed electronically or when scanned are greater than 35 megabytes in size, may 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 (See Attachment 1) 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

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

1:99-mc-09999 Plaintiff(s) v. Defendant(s)

Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction - filed by Plaintiff(s). (atty01, atty01)

Next Clear

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

ECF Civil Criminal Query Reports Utilities

Motions

1:99-mc-09999 Plaintiff(s) v. Defendant(s)

Docket Text: Modify as Appropriate.

First MOTION for Preliminary Injunction to cease and desist - filed by Plaintiff(s). (atty01, atty01)

Next Clear

b) Click in the open text area to type additional text for the description of the motion. 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.

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

b) Review the docket text and correct any errors. If needed, click the [Back] button on the browser toolbar to modify data entered on previous screens.

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

1:99-mc-09999 Plaintiff(s) v. Defendant(s)

Docket Text: Final Text

First MOTION for Preliminary Injunction to cease and desist - filed by Plaintiff(s). (atty01, atty01)

WARNING: \*\*\* Pressing the NEXT button on this screen commits this transaction to electronic filing and noticing. You will have no further opportunity to modify this transaction once the NEXT button is selected \*\*\*

Have you redacted?

Source Document Path (for confirmation only):  
C:\fakepath\Sample PDF Document.pdf pages: 1

Next Clear

c) Click on the [Next] button to file and docket the motion.

**Note:** The screen depicted above contains the following warning. Pressing the [Next] button on this screen commits this transaction to electronic filing and noticing. You will have no further opportunity to modify this transaction once the NEXT button is selected. At any time prior to this step, a user 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 just selected.
- Clicking on the Web Browser [Back] button until returning to the desired screen.

9. Notice of Electronic Filing (NEF).

ECF opens a new Motions window displaying an ECF filing receipt

The screenshot shows the ECF Motions window. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Motions' and the case name is '1:77-mc-07777 PAYMENT OF ANNUAL PRO HAC VICE FEE'. The court information is 'U.S. District Court District of Delaware'. The main heading is 'Notice of Electronic Filing'. The text states: 'The following transaction was entered on 5/24/2018 at 1:02 PM EDT and filed on 5/24/2018'. The case name is 'PAYMENT OF ANNUAL PRO HAC VICE FEE', the case number is '1:77-mc-07777', the filer is 'Plaintiff(s)', and the document number is '1409'. The docket text is 'First MOTION for Preliminary Injunction to cease and desist - filed by Plaintiff(s). (Attachments: # (1) Exhibit)(att01,atty01)'. Below this, it says '1:77-mc-07777 Notice has been electronically mailed to:' and '1:77-mc-07777 Filer will deliver document by other means to: Plaintiff(s)'. The final section lists associated documents with their descriptions, original filenames, and electronic document stamps.

- The screen depicted above provides confirmation that ECF has registered the transaction and the motion is now an official Court document. It also displays the date and time of the transaction and the number that was assigned to the document. Users 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 the user's computer.

**Note: The NEF represents the Certificate of Service. The Court strongly urges users to copy it to a file on their computer hard drive, print it, and retain a hard copy.**

10. E-Mail Notification of Documents That Were Filed

a) After a pleading is electronically filed, ECF sends a 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 NEF. The user 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 users to copy the NEF and pleading documents to their hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through a PACER account and is subject to regular PACER fees.

**Note: It is the responsibility of users to send hard copies of the pleading and NEF to attorneys and pro se parties who have indicated they do not have E-mail accounts. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing.**

b) Notifications in Regular Civil Cases

Users will be asked to insert their 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.

c) Notifications in Social Security Cases and Asset Forfeiture

Cases Notifications of activity in Social Security cases and asset forfeiture cases, however, are unique in that it is necessary for the system to identify the reader as counsel of record 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 or asset forfeiture case, the recipient must open a second window and enter ECF using the attorney's 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.



d) Notifications of Electronic Orders or Clerk Notes

The Court may enter an “electronic order” or “so ordered”. 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 NEF.
- The same will be true of clerk’s minute entries. Minute entries are handwritten summaries of Court proceedings. The Deputy Clerk will enter this information directly into ECF without attaching a paper record. As with “electronic orders”, there is no PDF file uploaded during this Court transaction for “minute entry” and therefore the record is solely the docket text which is created and viewable on the NEF.

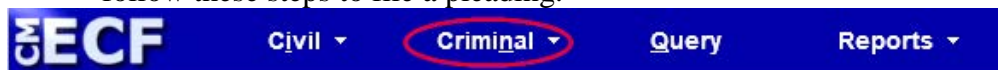
## **VII. Criminal Events Feature**

### **A. Initiating Documents in Criminal Cases**

Initial papers of a criminal nature such as the indictment, information, criminal complaint, application for search warrant, as well as any superseding indictment or information shall be filed in the traditional manner in paper format.

### **B. Filing Documents for Criminal Cases**

There are eleven basic steps involved in filing a criminal document and the same general rules used for electronically filing civil documents apply to documents filed in criminal cases. After successfully logging into ECF, follow these steps to file a pleading.

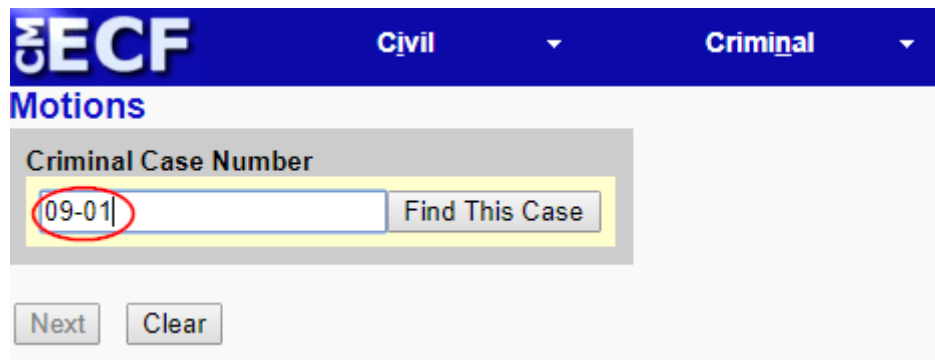


1. Select the type of document to file

Select Criminal from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events available to the user. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other documents 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 in which the motion is being filed and click on **[Next]**.



**Note:** If the case number is 1:02cr100, it can be entered in any of the following formats:

02-100  
02cr100  
1:02-cr-100  
1-02-cr-100  
1:02cr100

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

3. Designate the defendant(s) that the filing relates to (if more than one).

The screenshot shows the ECF Motions interface for Criminal Case Number 09-1. At the top, there are tabs for 'Civil' and 'Criminal'. Below the 'Motions' header, the 'Criminal Case Number' is 09-1, with a 'Hide Case List' button. The instruction 'Select a case:' is followed by a list of cases with checkboxes:  1:09-cr-00001-CMR USA v. Doe et al,  1:09-cr-00001-CMR-1 Jane Doe (closed 03/10/2010),  1:09-cr-00001-CMR-2 Joe Fugitive, and  1:09-cr-00001-CMR-3 Jean Doe. At the bottom, there are 'Next' and 'Clear' buttons.

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 top box and leave the other boxes unchecked. When finished selecting defendants click on **[Next]**.

4. Designate the party or parties filing the document.

The screenshot shows the ECF Motions interface for Criminal Case Number 1:09-cr-00001-CMR USA v. Doe et al. The 'Select the filer.' section shows a list of filers: USA [pla], Jane Doe (T) [dft], Joe Fugitive [dft], and Jean Doe [dft]. The 'Select the Party:' dropdown menu is open, showing options: USA [pla], Doe, Jane (T) [dft], Fugitive, Joe [dft] (highlighted), and Doe, Jean [dft]. At the bottom, there are 'Next' and 'Clear' buttons.

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

5. Select the appropriate document or motion type from the drop down list. A new screen appears and displays a motion selection field and a scroll bar. Scroll through the menu until the specific type of motion is located, or enter the motion type in the field

The screenshot shows the ECF interface with a blue header containing 'Civil', 'Criminal', 'Query', and 'Reports'. Below the header, the 'Motions' section is active for case '1:09-cr-00001-CMR USA v. Doe et al'. A search box contains 'suppl' with a dropdown arrow and a 'Click your selection, or use arrows to highlight it and press Enter.' instruction. Below this are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. Under 'Available Events', 'Suppress Evidence' is highlighted in blue, and 'Suppress Statements' is listed below it. The 'Selected Events' column is currently empty. At the bottom of the available events list are 'Next' and 'Clear' buttons.

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

**Note:** To select more than one motion, click on each of the desired multiple forms of relief.

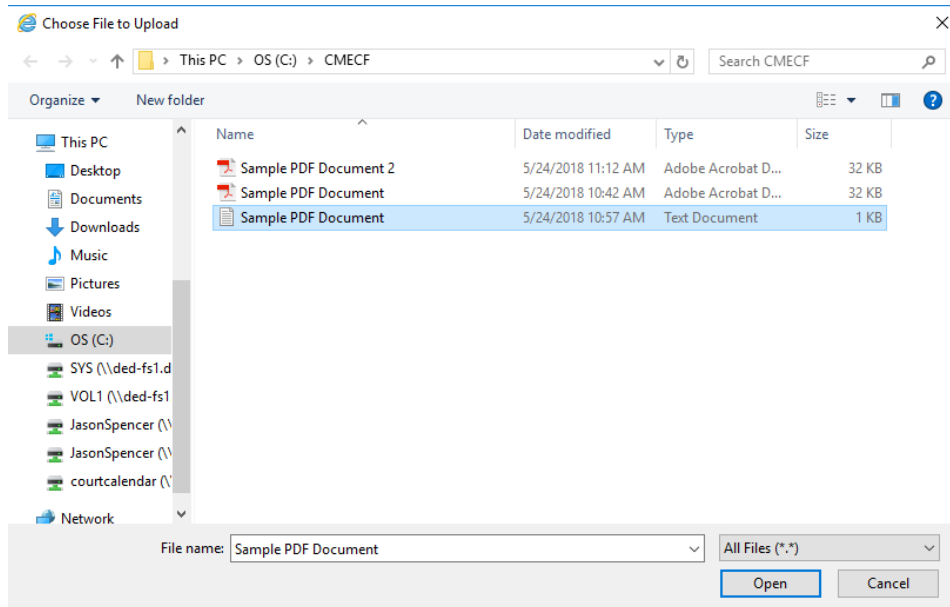
6. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties 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) being filed.

**Note:** Attach an electronic copy of the actual document when prompted by ECF. All documents to be filed in ECF MUST reside in PDF format. Otherwise, ECF will not accept the document and the transaction cannot be completed. Also note that ECF will not accept PDF files that are password protected.

The screenshot shows the ECF interface for the 'Motions' section of case '1:09-cr-00001-CMR USA v. Doe et al'. Below the case name, there is a field for 'Date document filed (mandatory)' with the date '5/24/2018' and a 'Calendar' button. The main instruction is 'Select the pdf document and any attachments.' Below this, there is a 'Main Document' section with a 'Browse...' button. Underneath is a table for 'Attachments' with columns for 'Attachments', 'Category', and 'Description'. The first row is numbered '1.' and has a 'Browse...' button, a dropdown menu, and a text input field. At the bottom are 'Next' and 'Clear' buttons.

a) Click on the [Browse] button. ECF opens the following screen.



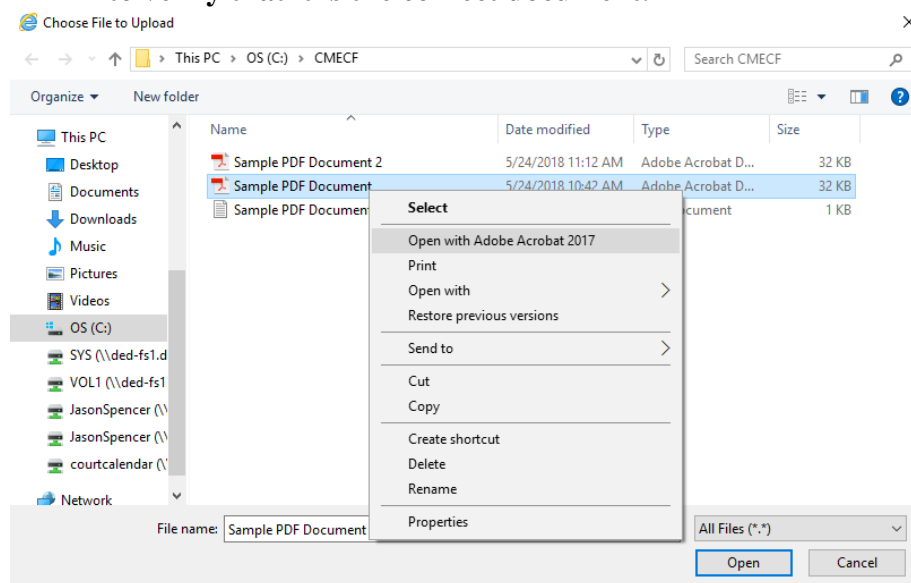
b) The user will need to make sure the **File Type** is set to:



c) Navigate to the appropriate directory and file name to select the PDF document to be filed.

d) Highlight the file to upload to ECF.

**Note:** In order to verify that the correct document was selected, 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 selected. The user should view it to verify that it is the correct document.



e) Once the document is verified to be 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 in the File name text window.

**ECF** Civil Criminal Query Reports

**Motions**  
1:09-cr-00001-CMR USA v. Doe et al

Date document filed (mandatory)  
5/24/2018 Calendar

Select the pdf document and any attachments.

**Main Document**  
C:\CMCECF\Sample PDF Document.pdf Browse...

Attachments	Category	Description
1. C:\CMCECF\Sample PDF Document 2.pdf Browse...	Exhibit	
2. Browse...		

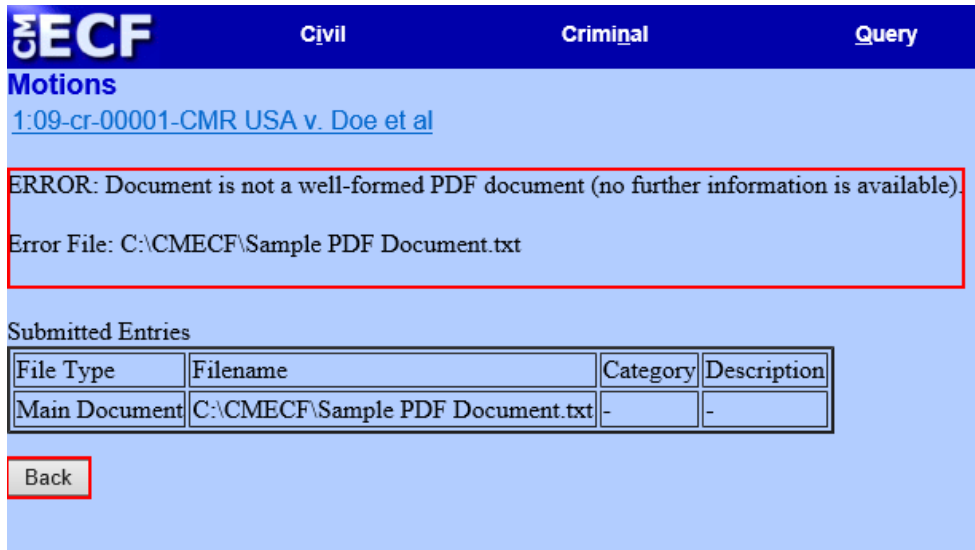
Next Clear

f) If there are no attachments to the motion, click on **[Next]**. A new window opens. Go to Section 8, “Modifying Docket Text,” to proceed with the filing.

g) Please note that briefs and memoranda in support of a motion should be filed as separate documents and not as an attachment to the motion.

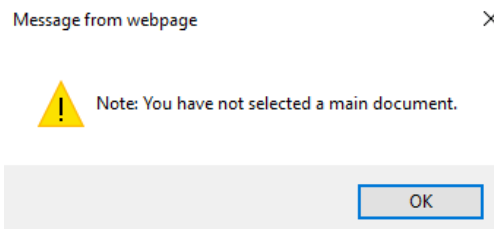
h) If there are attachments to the motion, proceed to the first step in Section 7, “Adding Attachments to Documents Being Filed”.

i) In the event that the file highlighted is not in PDF format, ECF will display the following error message when the **[Next]** button is selected.



- j) ECF will not permit the filing of a document that is not in PDF format.
- k) Click on the **[Back]** button and ECF will return to the previous screen for document selection.
- l) Select and highlight the PDF file of the motion and proceed as before.
- m) Failure to Select a Document to File.

If a document was not selected to be filed with the motion, ECF will display the error message depicted below



- n) Click **[OK]** from the screen depicted above to return to the previous screen. A user cannot proceed without attaching a PDF document.

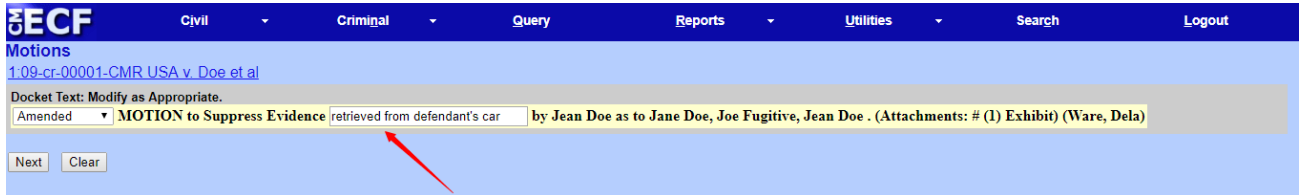
- 7. Add attachments to documents being filed.  
Attachments in ECF are any documents that would be filed as an exhibit or attachment to a paper document. An example might be proposed documents. An attachment can be added on the same screen on which the main document was added.  
If the attachment requires 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.

- a) Click on [**Browse**] to search for the document file name of the attachment.
- b) Next to the field for attachment Category, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection, if the appropriate title appears on the list
- c) If the attachment cannot be adequately described by a Category list choice, click in the Description box and type a clear and concise description of the attachment. If a type is selected from the drop down list, such as exhibit, there is no need to type exhibit in the Description box.
- d) Repeat the sequence for each additional attachment.
- e) After adding all of the desired PDF documents as attachments, click on [**Next**].
- f) Attachments and exhibits that cannot be created and filed electronically, or when scanned are greater than 35 megabytes in size, may 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(See Attachment 1) 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.



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

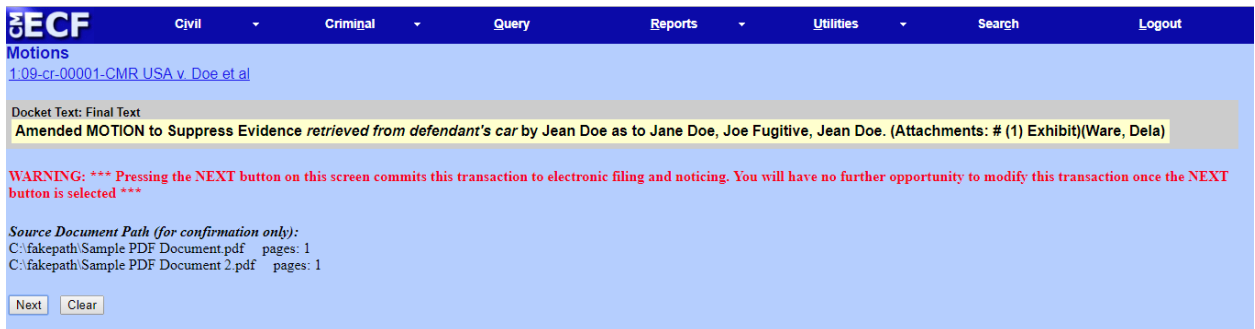


b) Click in the open text area to type additional text for the description of the motion. Users may supply additional text or augment the system-supplied text in the blank windows provided. Any text supplied by a non-Court user will be displayed on the docket sheet in italic print.

9. Submit the pleading.

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

b) Review the docket text and correct any errors. If needed, click the [Back] button on the browser toolbar to modify data entered on previous screens.



c) 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 to electronic filing and noticing. You will have no further opportunity to modify this transaction once the NEXT button is selected. At any time prior to this step, a user 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 just selected.
- Clicking on the Web Browser [Back] button until returning to the desired screen.

## 10. Notice of Electronic Filing (NEF).

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

The screenshot shows the ECF Motions window for case 1:09-cr-00001-CMR USA v. Doe et al. The window title is "Motions" and the URL is "1:09-cr-00001-CMR USA v. Doe et al". The court is identified as "U.S. District Court District of Delaware [TEST]". The document is titled "Notice of Electronic Filing". The filing date and time are "5/24/2018 at 3:46 PM CDT". The case name is "USA v. Doe et al", the case number is "1:09-cr-00001-CMR", the filer is "Dft No. 3 - Jean Doe", and the document number is "27". The docket text is "Amended MOTION to Suppress Evidence retrieved from defendant's car by Jean Doe as to Jane Doe, Joe Fugitive, Jean Doe. (Attachments: # (1) Exhibit)(Ware, Dela)". The document is electronically mailed to Tom Litigator (Pro Hac Vice) and Della Ware (delaware@anyplace.com, wilmington@delaware.com, dellaware@somefirm.com). The document is also electronically mailed to Marge Litigation (allan\_kam@ded.uscourts.gov). The document is associated with the following document(s): Main Document (Electronic document Stamp: [STAMP deecfStamp\_ID=1079733196 [Date=5/24/2018] [FileNumber=60913-0] [a50791d125f03ab74d2048e18307e39e8f1ecf0b4552152a2f8301517a9e58e70a60f2972c26d03b664b0283bf1e178f19a43209ad6fa97a28f71246570b]]) and Exhibit (Electronic document Stamp: [STAMP deecfStamp\_ID=1079733196 [Date=5/24/2018] [FileNumber=60913-1] [3d284d5c3cf3333f06c6503eebac19aff7652bb9a328a087529faff55a9d9168e391421a01d10eb36917637ebab81dc734f0e0335f40d8837d0d0c026def5c]]).

a) The screen depicted above provides confirmation that ECF has registered the transaction and the motion is now an official Court document. It also displays the date and time of the transaction and the number that was assigned to the document. Users should note this number on the document's PDF file.

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

c) 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 the user's computer.

**Note: The NEF represents the Certificate of Service. The Court strongly urges users to copy it to a file on their computer hard drive, print it, and retain a hard copy.**

## 11. E-Mail Notification of Documents That Were Filed

a) After a pleading is electronically filed, ECF sends a NEF to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who registered for ECF and 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 NEF. The user 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 users to copy the NEF and pleading documents to their hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through a PACER account and is subject to regular PACER fees.

**Note: It is the responsibility of users to send hard copies of the pleading and NEF to attorneys and pro se parties who have indicated they do not have E-mail accounts. The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing.**

b) Notifications in Criminal Cases

Users will be asked to insert their 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.

c) Notifications of Electronic Orders or Clerk Notes

The Court may enter an “electronic order” or “so ordered”. 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 NEF.

d) The same will be true of clerk’s minute entries. Minute entries are handwritten summaries of Court proceedings. The Deputy Clerk will enter this information directly into ECF without attaching a paper record. As with “electronic orders”, there is no PDF file uploaded during this Court transaction for “minute entry” and therefore the record is solely the docket text which is created and viewable on the NEF.

### **VIII. Add/Create a New Party**

In some instances a user may need to add a party to ECF. This may generally occur when filing amended complaints, third party complaints, etc. If the party being added is not listed in the “Select the Party” screen, click on **New Filer**. The screen depicted below will appear. If the user believes that the party should already appear on the docket for a given case, please contact the Clerk’s Office for assistance.

A. First perform a search to see if the party is already entered in ECF. 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]**.

B. If a match is found, ECF will display a list of party names. If the name of the party being added 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]**.

C. If a match is not found, or the party does not appear in the list, click **[Create new party]**. ECF displays the following screen.

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

2. 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]**

3. 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**].
4. Leave all other fields blank.

## **IX. Linking Documents**

Some pleadings such as Responses, Briefs and Appendices should be “linked” to their related documents in the case. When filing these and certain other types of documents a user is presented with the following screen.

**A.** To link the document being filed 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**].

**B.** A list of documents that match the search criteria will be displayed. If the date range is left blank, ECF will retrieve all documents in the case.

**C.** Click the checkbox for the document to be linked to and click [**Next**]. When filing briefs and responses to motions, make sure they are linked to the proper motion or motions.

## **X. Query Feature**

Users should utilize this feature to query ECF 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. Users must enter their PACER login and password before ECF permits them to query the ECF database.

**Note: The PACER login and password is different from the ECF login and password. Users must have a PACER account in order to retrieve, view, and print certain documents. Users will be charged a fee of \$.10 per page to access documents, docket sheets, etc. from ECF.**

After entering the PACER login and password, ECF opens a Query data entry screen as depicted below. If the number that the Court has assigned to the case is known, it may be entered in the Case Number field. Click on the **[Run Query]** button. ECF opens the query screen depicted in Figure B on the next page.

Query the ECF database by entering 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). Click on the name of the party and 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.

**Figure A**

**Select A Person**

There were 309 matching people.

<a href="#">DOES XXIII, John</a>	(pty) [defendant]
<a href="#">Doe, John</a>	(pty) [counter defendant]
<a href="#">Doe, John</a>	(pty) [defendant]
<a href="#">Doe, John</a>	(pty) [movant]
<a href="#">Doe, John</a>	(pty) [plaintiff]
<a href="#">Doe, John</a>	(pty) [respondent]
<a href="#">Doe, John</a>	(pty) [defendant]

- After querying the database by case number, name, or nature of suit, ECF opens the Query window for the specific case selected. See Figure B.
- A case may also be queried by the nature of suit. 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." If there is more than one case that meets this criteria, a screen similar to the one in Figure A will appear, but listing multiple case numbers.

**Figure B**

**ECF** Civil Criminal Query Reports Utilities Search Logout

1:99-mc-09999 Plaintiff(s) v. Defendant(s)  
 Date filed: 01/01/2018  
 Date of last filing: 05/25/2018

[Mobile Query](#)

**Query**

[Alias](#) [MDL Case Report](#)  
[Assignment History](#) [Party](#)  
[Associated Cases](#) [Motions Report...](#)  
[Attorney](#) [Related Transactions...](#)  
[Calendar - Monthly...](#) [Speedy Trial](#)  
[Case File Location...](#) [Status](#)  
[Case Summary](#) [View a Document](#)  
[Corporate Parents](#)  
[Deadlines/Hearings...](#)  
[Docket Report ...](#)  
[Filers](#)  
[History/Documents...](#)  
[Judge](#)

**Selection Criteria for Query**

Name Criteria	plaintiff
Name Matched	Plaintiff(s)

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. Specific case information may be selected 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.

**A. Attorney**

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

Query	Reports	Utilities	Search
<b>1:17-cr-00022-SLR All Defendants USA v. Person 1</b> Date filed: 01/03/2018 Date of last filing: 01/03/2018			
<b>Attorneys</b>			
<b>Dela Ware</b> Smith Smith & Hayes 1234 123 Market Street Suite 123 Wilmington, DE 12345 delaware@anyplace.com <i>Assigned: 01/03/2018</i> <b>LEAD ATTORNEY</b> <b>ATTORNEY TO BE NOTICED</b>		representing	<b>Person 1 (1)</b> <i>(Defendant)</i>

## B. Case Summary

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

		<b>0:01-cr-01234 All Defendants USA v. Doe et al</b> Date filed: 08/31/2004 Date of last filing: 08/21/2007	
<b>Jane Doe (1)</b> Office: Wilmington      Filed: 08/31/2004 County: New Castle      Terminated:      Reopened:			
Other Court Case: None			
Count: 1	Citation: 21:841B=CMF	Offense Level: 4	
21:841 - CONTROLLED SUBSTANCE - MANUFACTURE (COUNT I - 8/24/04)			
Count: 2	Citation: 21:846=CMF	Offense Level: 4	
21:846 - CONSPIRACY TO MANUFACTURE CONTROLLED SUBSTANCE (COUNT II - 8/24/04)			
Defendant Custody Status: Custody This Court			
Flag: CODEFT			
Defendant: Jane Doe represented by Della A. Ware Phone:888-123-1234 Email:Della_Ware@lawfirm.com			
Plaintiff: USA	represented by George Town	Phone:1-800-LAW-FIRM	
Plaintiff: USA	represented by Della Ware	Phone:429-9000	
		Email:Ware@e-mail.address	
Plaintiff: USA	represented by Della A. Ware	Phone:888-123-1234	
		Email:Della_Ware@lawfirm.com	
<b>Joe Fugitive (2)</b> Office: Wilmington      Filed: 08/31/2004 County: New Castle      Terminated:      Reopened:			
Other Court Case: None			
Count: 1	Citation: 21:841B=CMF	Offense Level: 4	
21:841 - CONTROLLED SUBSTANCE - MANUFACTURE (COUNT I - 8/24/04)			
Defendant Custody Status:			
Flag: CODEFT			
Defendant: Joe Fugitive			
Plaintiff: USA	represented by George Town	Phone:1-800-LAW-FIRM	
Plaintiff: USA	represented by Della Ware	Phone:429-9000	
		Email:Ware@e-mail.address	
Plaintiff: USA	represented by Della A. Ware	Phone:888-123-1234	
		Email:Della_Ware@lawfirm.com	

## C. Deadlines/Hearings

Produces a screen to query the database by various means to obtain hearing and other schedule deadlines. In the illustration below, ECF opens the Deadline/Hearings screen depicted on the next page.



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

**0:01-cr-01234 All Defendants USA v. Doe et al**  
**Date filed: 08/31/2004**  
**Date of last filing: 08/21/2007**

**Deadlines/Hearings**

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
<a href="#">1</a>	Discovery Deadline <i>dft: Joe Fugitive, Jane Doe</i>	09/28/2004	12/08/2004		
<a href="#">2</a>	Exhibit List Deadline <i>dft: Joe Fugitive, Jane Doe</i>	09/28/2004	12/08/2004		
<a href="#">3</a>	Plea Agreement Deadline <i>dft: Joe Fugitive, Jane Doe</i>	09/28/2004	12/08/2004		
<a href="#">4</a>	Show Cause Response Deadline <i>dft: Joe Fugitive, Jane Doe</i>	09/28/2004	12/08/2004		
<a href="#">5</a>	Status Report Deadline <i>dft: Joe Fugitive, Jane Doe</i>	09/28/2004	12/08/2004		

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

## D. Docket Report

When Docket Report is selected, ECF opens the Docket Sheet screen as depicted below.

ECF Civil Criminal Query Reports Utilities Search

Docket Sheet

Case Number  
1:99-mc-09999 Plaintiff(s) v. Defendant(s)

Filed  Entered 8/10/1971 to 5/30/2018

Documents to

Go to Document or PageID

**Include:**

- Parties and counsel
- Terminated parties
- List of member cases
- Restricted entries
- Sealed entries
- Links to Notices of Electronic Filing

**Document options:**

- Include headers when displaying PDF documents
- View multiple documents
- Create Record on Appeal
- Create Appendix

**Abridged docket report:**

- Create abridged docket report

**Format:**

- HTML (unpaginated)
- PDF (paginated)

Sort by Oldest date first

Run Report Clear  Make these options my default. Schedule this to run

Users may select a date range for the docket report as well as a range of document numbers. If the range fields are left blank, ECF will default to run the entire docket report. Place a checkmark in the box to Include links to Notice of Electronic Filing to view them from the docket sheet. After selecting the parameters for the report, click on the **[Run Report]** button. ECF will run the 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 the pointer on the button next to the document number and click to display the Electronic Notification Report for the document.

## E. History/Documents

This selection queries the database for case event history and documents associated with the case. Click on the History/Documents hyperlink and ECF opens the screen depicted below. Users may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers the option to display the docket text in the report.

After making the selections, click on the **[Run Query]** button. ECF queries the database and builds the 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 chronological order.

1:99-mc-09999 Plaintiff(s) v. Defendant(s)  
Date filed: 01/01/2018  
Date of last filing: 05/30/2018

**History**

Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
<a href="#">658</a>	Filed & Entered: 05/30/2018 Last updated: 05/30/2018	COMPLAINT		misc attyc	1382
<a href="#">650</a>	Filed & Entered: 05/29/2018 Last updated: 05/29/2018	COMPLAINT		misc attyc	1366
<a href="#">651</a>	Filed & Entered: 05/29/2018 Last updated: 05/29/2018	COMPLAINT		misc attyc	1368
<a href="#">652</a>	Filed & Entered: 05/29/2018 Last updated: 05/30/2018	Notice of Removal		misc attypr	1370
<a href="#">653</a>	Filed & Entered: 05/29/2018 Last updated: 05/30/2018	COMPLAINT		misc attyc	1372
<a href="#">654</a>	Filed & Entered: 05/29/2018 Last updated: 05/30/2018	COMPLAINT		misc attyc	1374
<a href="#">655</a>	Filed & Entered: 05/29/2018 Last updated: 05/30/2018	COMPLAINT		misc attyc	1376
<a href="#">656</a>	Filed & Entered: 05/29/2018 Last updated: 05/30/2018	COMPLAINT		misc attyc	1378
<a href="#">657</a>	Filed & Entered: 05/29/2018 Last updated: 05/30/2018	COMPLAINT		misc attyc	1380

To view a PDF file of actual documents, click on the document number in the farleft column of the onscreen report. If the docket item number is known, History can be skipped and the user can directly access the document with the View a Document selection on the Query screen.

#### F. Other Queries

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

## XI. 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.

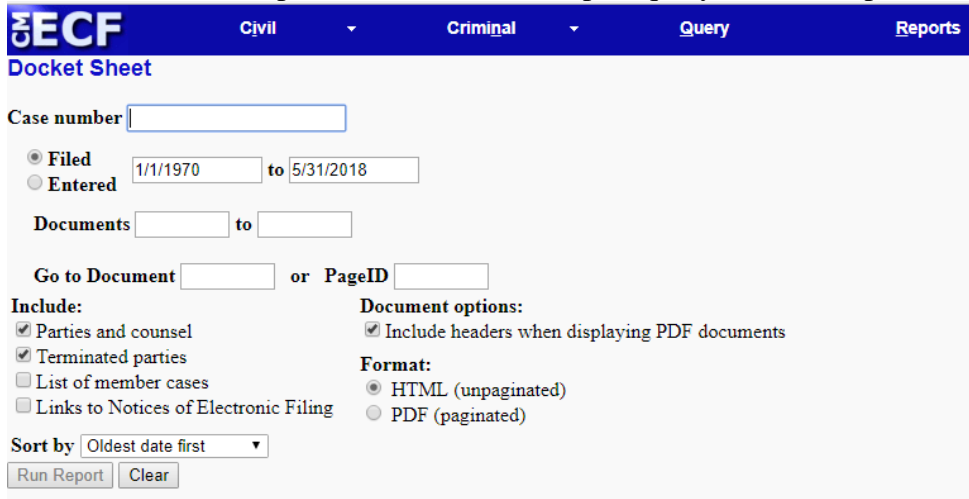


The screenshot shows the ECF Reports menu. The menu bar at the top is blue and contains the ECF logo and four dropdown menus: Civil, Criminal, Query, and Reports. The Reports dropdown is open, showing a list of report options. The options are: Docket Sheet, Criminal Reports (with a sub-link for Criminal Cases), Civil Reports (with a sub-link for Civil Cases, which is circled in red), and Civil and Criminal Reports (with sub-links for Calendar Events, Docket Activity, and Written Opinions). Below the menu bar, the word "Reports" is displayed.

If Civil Cases or Docket Sheet is selected from the screen depicted above, ECF will ask the user to login to PACER.

### A. Docket Sheet

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



The screenshot shows the ECF Docket Sheet query window. The menu bar at the top is blue and contains the ECF logo and four dropdown menus: Civil, Criminal, Query, and Reports. The Reports dropdown is open, showing the Docket Sheet option. Below the menu bar, the word "Docket Sheet" is displayed. The query window contains several fields and options: Case number (text input), Filed (radio button) and Entered (radio button) (with date range 1/1/1970 to 5/31/2018), Documents (text input) to (text input), Go to Document (text input) or PageID (text input), Include: (checkboxes for Parties and counsel, Terminated parties, List of member cases, Links to Notices of Electronic Filing), Document options: (checkbox for Include headers when displaying PDF documents), Format: (radio buttons for HTML (unpaginated) and PDF (paginated)), Sort by (dropdown menu set to Oldest date first), Run Report (button), and Clear (button).

3. This is the same query window that ECF displays when Docket Report was selected from the Query feature. Enter the case number for the 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 selected. See the Query feature section of this manual for a depiction of a partial docket sheet report. If a complete docket sheet is not needed, the query can be narrowed by using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

## B. Civil Cases Report

1. The Civil Cases report provides 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. Click on the Civil Cases hyperlink and ECF displays a query screen as depicted here.

**Civil Cases Report**

**Warning: This report is not subject to the 30 page billing cap.**  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office:

Cause:

Jurisdiction:

Case type:

Nature of suit:

Case flags:

Terminal digit(s):

JPML number:

Filed:  to

Sort by:

Output Format:  Formatted Display  
 Data Only

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

2. Enter the range of case filing dates for the report and select a Nature of Suit or Cause Code to narrow the search. If all fields are left blank, ECF will display a report for all cases opened in ECF. Once you click [**Run Report**] the next page will show all the cases filed at the U.S. District Court for the District of Delaware for the criteria specified (example below).

**Civil Cases Report**  
U.S. District Court -- District of Delaware  
Filed Report Period: 5/24/2018 - 5/31/2018

Case Number/ Title	Case Dates	Days Pending	Notes
<a href="#">1:17-cv-00394-RGA</a> Jones v. Kent County Superior Court, Delaware	Case filed: 04/10/2017 Case closed: 06/01/2017 Case reopened: 05/29/2018	2	Cause: 42:1983 Civil Rights Act NOS: 440 Civil Rights: Other Office: Wilmington Jurisdiction: Federal Question President: Richard G. Andrews Jury demand: None Case flags: <b>PRO-SE</b>
<a href="#">1:18-cv-00786-GMS</a> Arreola v. Wells Fargo Bank, National Association et al	Case filed: 05/24/2018	7	Cause: 15:1681 Fair Credit Reporting Act NOS: 480 Consumer Credit Office: Wilmington Jurisdiction: Federal Question President: Gregory M. Sleet Jury demand: Plaintiff
<a href="#">1:18-cv-00787-RGA</a> Monillas v. Synchrony Bank et al	Case filed: 05/24/2018	7	Cause: 15:1681 Fair Credit Reporting Act NOS: 480 Consumer Credit Office: Wilmington Jurisdiction: Federal Question President: Richard G. Andrews Jury demand: Plaintiff

The far-left column of the Cases Filed report contains hyperlinked case numbers. Click on a particular case number and ECF opens the **Docket Sheet** report window from which the docket sheet for the selected case can be retrieved. Follow the instructions in the previous section for a Docket Sheet report.

## XII. Utilities Feature

The Utilities feature provides the means for users to maintain their account in ECF and to view all of their ECF transactions.



## A. Your Account

This section of the Utilities feature provides the capability to maintain certain aspects of a user's ECF account with the Court and to view a log of all his or her transactions within ECF.

### 1. 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 the user's account with the Court. This includes Bar Identification and Bar status. **USERS WILL BE REQUIRED TO UPDATE THEIR INFORMATION REGARDING PHONE NUMBER AND E-MAIL ADDRESS WHENEVER THERE IS A CHANGE.**

Maintain User Account

Last name	atty01	First name	atty01
Middle name		Generation	
Gender	<input type="text"/>	ATY Type	All <input type="text"/>
Title	<input type="text"/>		
Bar number		Type	aty
Prisoner id	<input type="text"/>	<input checked="" type="checkbox"/>	Add Headers to PDF Documents
Office	Administrative Office of the Court		
Unit			
Address 1	New Castle County Courthouse		
Address 2	500 North King Street, Suite 11600		
Address 3			
City	Wilmington	State	DE Zip 19801-3734
Country		County	
Phone	<input type="text"/>	Fax	<input type="text"/>
Initials	DOB	End date	

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

Email Information for atty01 atty01	
<b>Registered e-mail addresses</b> Primary e-mail address: <a href="#">Noname@noaddress.none</a>  Secondary e-mail addresses: <a href="#">add new e-mail address</a>  <input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>	<b>Configuration options</b> Select an e-mail address to configure.

3. ECF will e-mail to parties their NEF based upon the information entered in this screen. Available on our website ([www.ded.uscourts.gov](http://www.ded.uscourts.gov)) is a document entitled “Guidance for Maintaining Your CM/ECF Account” which provides detailed information for setting up the Email Information screens.

4. 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 the report and click on the **[Submit]** button. ECF displays a report of all transactions in ECF within the date range specified for Date Selection Criteria. See the figure below for a sample transaction log report.

Transaction Log

Report Period: 01/01/1996 - 05/31/2018

Id	Date	Case Number	Text
48441	05/17/2005 11:32:01		Updated person record: atty01 test Prid: 357091
48443	05/17/2005 11:32:17		Updated person record: atty01 atty01 Prid: 357091
247788	11/08/2006 11:41:56		Updated person record: atty01 atty01 Prid: 357091
248702	11/09/2006 16:43:53	1-91-cv-5	NOTICE of Appearance by atty01 atty01 on behalf of The Hearth Restaurant (atty01, atty01)
248705	11/09/2006 16:46:22	1-91-cv-5	NOTICE of Appearance by atty01 atty01 on behalf of Nicholas nmi Kledaras (atty01, atty01)
276868	02/02/2007 10:49:48		Updated person record: atty01 atty01 Prid: 357091
276876	02/02/2007 10:53:56		Updated person record: atty01 atty01 Prid: 357091
276876	02/02/2007 10:53:56		e-mail address deleted - ronald_golden@ded.uscourts.gov
346048	08/10/2007 16:04:01	1-06-cv-412	NOTICE to Take Deposition of John Doe on 7/12/07 by Fisher Controls International LLC.(atty01, atty01)
395990	01/07/2008 16:42:06		Updated person record: atty01 atty01 Prid: 357091
395991	01/07/2008 16:42:22		Updated person record: atty01 atty01 Prid: 357091
400445	01/18/2008 10:24:16		Updated person record: atty01 atty01 Prid: 357091
400445	01/18/2008 10:24:16		Updated user record: atty01 357091
400449	01/18/2008 10:26:57		Updated person record: atty01 atty01 Prid: 357091
400449	01/18/2008 10:26:57		Updated user record: atty01 357091
423206	03/13/2008 13:38:14		Updated person record: atty01 atty01 Prid: 357091
1113927	07/30/2012 09:11:17		Updated person record: atty01 atty01 Prid: 357091
1113927	07/30/2012 09:11:18		Updated user record: atty01 357091
1661286	01/23/2015 10:01:13	1:14-cr-56	Restricted document 13-1 viewed (applicable party applicable party)

Total Number of Transactions: 19

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

- a) All of the transactions entered are reflected in the Transaction Log.
- b) No unauthorized individuals have entered transactions into ECF with the user’s login name and password.

**B. Miscellaneous**

ECF provides Miscellaneous functions within the Utilities feature of the system:

1. Legal Research.

Click on the Legal Research hyperlink from the Miscellaneous screen and ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

2. Mailings.

There is also a Mailings hyperlink that opens a new screen for making or requesting mailings from ECF.

3. Verify a Document.

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.

4. Internet Payment History

Select Internet Payment History to review credit card payments

### **XIII. Logout**

After completing all transactions for a particular session in ECF, a user should exit from the system.

Click on the Logout hyperlink from the ECF Blue menu bar. ECF will log the user out of the system and return to the ECF login screen.



### **XIV. Additional Information Regarding ECF**

#### **A. Copy Requirements**

In instances where the Local Rules or Scheduling Orders provide for the filing of an additional copy, a courtesy paper copy of an electronically filed document shall be delivered to the Clerk's Office by the next business day. Motions for admission pro hac vice shall not require a courtesy paper copy.

#### **B. Proof of Service**

In cases involving pro se parties, all documents filed using CM/ECF shall include a certificate of service identifying the manner in which the service on each party was accomplished. A sample certificate of service form is attached as attachment A. In cases in which all parties and/or counsel are registered as users with CM/ECF, the NEF shall serve as the certificate of service of the filed document, and a separate certificate of service shall not be filed.

#### **C. Sealed Documents**

With the exception of Social Security cases, all sealed documents in civil cases must be filed electronically in CM/ECF beginning November 1, 2012. A certificate of service shall be included as an attachment to the sealed document. A redacted version of the sealed civil document shall be filed electronically, within 7 days after the filing of the original sealed document. Courtesy paper copies of sealed documents shall be filed with the Clerk's Office, however, courtesy copies of redacted versions of sealed documents shall not be filed, unless otherwise ordered. A motion to file documents under seal may be filed electronically unless prohibited by law.



#### **D. Paper Documents**

The following documents shall be filed only on paper:

1. Administrative records in social security cases and in other administrative review proceedings,
2. State Court records and other Rule 5 materials in habeas corpus cases filed in 28 U.S.C. §2254 proceedings,
3. Documents exceeding 35 megabytes,
4. Medical Records (shall be filed under seal with no redacted version)
5. Initial papers of a criminal nature such as the indictment, information, criminal complaint and application for search warrant, as well as any superseding indictment or information.

#### **E. Privacy**

1. To address the privacy concerns created by Internet access to Court documents, unless otherwise ordered by the Court, certain personal data identifiers in pleadings and other papers shall be redacted as follows:
  - a) Names of minor children - only initials shall be used;
  - b) Social security numbers - only the last four digits shall be used;Dates of birth - only the year shall be used;  
Financial account numbers - only the last four digits shall be used;
2. A sealed and otherwise identical document containing the un-redacted personal data identifiers may be filed in paper format along with the required redacted document. The sealed document will be retained by the Court as a part of the record.
3. It is not the responsibility of the Clerk's Office to review each document to determine if pleadings have been modified and are in the proper form. The responsibility for redacting personal identifiers rests solely with counsel and the parties.
4. Caution shall also be exercised when filing documents that contain the following:
  - a) Personal identifying numbers, such as driver's license numbers;
  - b) Medical records, treatment and diagnosis; (shall be filed under seal with no redacted version)
  - c) Employment history;
  - d) Individual financial information;
  - e) Proprietary or trade secret information;
  - f) Information regarding cooperation with the government;
  - g) Victim information; and
  - h) National security information.

#### **F. Documents in cases referred to Alternative Dispute Resolution/Mediation**

Continue to file documents in accordance with the existing practices and procedures for conventional filing as determined by the U.S. Magistrate Judge or other mediator. Any questions on filing ADR/Mediation documents in a case assigned to a Judicial Officer should be directed to the Chambers of the U.S. Magistrate Judge or office of the designated Special Master or mediator.

Attachment 1

**UNITED STATES DISTRICT COURT  
DISTRICT OF DELAWARE**

	)	
Example	)	
Plaintiff	)	
v.	)	Civil Action XX-XXX-Judge
Example	)	Initials
Defendant	)	
	)	
	)	

NOTICE OF FILING WITH CLERK'S OFFICE

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

**UNITED STATES DISTRICT COURT  
DISTRICT OF DELAWARE**

**CERTIFICATE OF SERVICE**

I hereby certify that on \_\_\_\_\_, I electronically filed \_\_\_\_\_ with the Clerk of Court using CM/ECF which will send notification of such filing(s) to the following:

\_\_\_\_\_. I hereby certify that on \_\_\_\_\_, I have mailed by United States Postal Service, the document(s) to the following non-registered participants:

\_\_\_\_\_.

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