



Electronic Case Filing

User's Manual

**United States District Court
Western District of North Carolina
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GETTING STARTED

This manual provides instructions on how to use the Electronic 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. Any case illustrated in this manual is fictitious and used only for demonstration purposes. Users should have a working knowledge of Netscape or Internet Explorer and Adobe Acrobat.

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
1-866-851-1605
or e-mail for help from our [website](#)

ECF System Capabilities

The electronic filing system allows registered participants with internet accounts and an internet browser software to perform the following functions:

- ▶ Open 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") cases.
- ▶ View official docket sheets and documents associated with cases.
- ▶ View various reports for cases that were filed electronically.

Hardware and Software Requirements

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

- ▶ A personal computer running a standard platform such as Windows or Macintosh.
- ▶ An internet connection, such as cable or DSL.
- ▶ An internet e-mail account.
- ▶ Software such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF). Some word processors can convert documents to PDF. Please note, the court will be using PDF/A format in the near future.
- ▶ A scanner, using 200 dpi in black and white, to image non-computerized documents. Please 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 into the Court and are asking you to do the same when possible.

*Due to security, a session can only be established by signing into the latest version of Netscape Navigator or Internet Explorer. DO NOT USE America On-Line's version of Netscape Navigator, a version of Netscape Navigator lower than 4.5 or a version of IE lower than 5.5. Use other browsers at your own risk.

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Reports features of the ECF system. 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 PACER online at <http://pacer.psc.uscourts.gov>. For information when PACER is required to view a document, see Pacer Billing Scenarios for Attorneys.

Registering for an ECF Account

Participants will need to register with the courts to receive a login and password for the CM/ECF system. [Registration forms](#) can be obtained and submitted on-line on our web site at <http://www.ncwd.uscourts.gov/ECF/ECF.aspx>.

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

Registered users should view the [Local Court Video Tutorials](#), [read the written FAQs](#), [Troubleshooting Resources and Reference Guides](#), for helpful tips for filing in the Western District of North Carolina.

Setting UP the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software 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 (Portable Document Format) documents may be filed with the court using the ECF systems. Before sending the file to 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

- ▶ 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 above have Acrobat Writer built-in and can be used to convert documents to PDF.

Using any word processing program:

- ▶ Install Acrobat Writer, FinePrint pdfFactory, or other PDF Writer 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; instead the print 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.
- ▶ Name the file, giving it the extension .PDF and click the **[Save]** button.

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 the PDF writer, and follow the directions above.



BASICS

User Interactions

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

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

Conventions used in this Manual

- ▶ Command buttons are represented in this manual in **[bracketed boldface type]**.
- ▶ Hyperlinks are represented in **underlined boldface type**.

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: **Toll Free Help Desk**
1-866-851-1605
8:30 a.m. - 4:30 p.m.

Call as soon as possible after an error is discovered. **DO NOT ATTEMPT TO RE-FILE THE DOCUMENT!** 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.

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 as soon as possible. For information on how to view this utility event, see the section [Transaction Log](#).

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.

Enter <http://www.ncwd.uscourts.gov/ecf>

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 view the on-line computer-based training (CBT) modules before trying to actually file a document. In addition, please review the [Checklist for E-Filings](#) to assist you in filing documents with the court.

How to Access the System

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

<http://ecf.ncwd.uscourts.gov>

Or, you may go to the Western District of North Carolina's website at:

www.ncwd.uscourts.gov/ecf

Logging In

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

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

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

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

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

Authentication

Login:

Password:

client code:

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

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

Note: In the event you forgot your login and/or password, click the link our web site [Forgot Login/Password](#). Enter the email address that matches the ECF account, and click **[Send Now]**. The system will immediately send the attorney's login with and a brand new password.

Verify that you have entered your ECF login and password correctly. If not, click the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. **Then check the box indicating you understand that you must comply with the redaction rules.** Once completed, click the **[Login]** button to transmit your user information to the ECF system.

- ▶ If the ECF system does not recognize your login and password, or if you forgot to check the box regarding the redaction rules, it will display the following error message on a new screen: ***Login failed either your login name or key is incorrect.***

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.

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



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, cause of action 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 your docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report.
- Utilities** Maintain personal ECF account information under **Utilities**.
- Search** Using this feature allows you to **Search** by typing text in a small pop-up box. Once results are displayed, each item has a hyperlink to the corresponding item.
- Logout** Allows you to exit and **Logout** from ECF and prevents further filing with your password until the next time you log in.

Cascading Menu System

Much like Microsoft Windows Start menu, the new cascading menu system allows users to navigate from one CM/ECF menu item to another by hovering over the main blue menu bar and selecting specific items from the cascading menus.



DOCKETING EVENTS FEATURE

Registered filers will use the Civil or Criminal feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for cases. The next several sections of the manual describe 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.

General Rules

Manipulating Between Screens

Each screen has the following two buttons:

- ▶ [Clear] clears all characters entered in the box on that screen.
- ▶ [Next] or [Submit] accepts the entry just 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.

Document error messages

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 the [Next] button:



In the event you **fail to select a document to file**, ECF will display the following error message after you click the [Next] button:



Signatures; Affidavits of Service

Documents which must contain original signatures of non-attorneys (excluding defendants in criminal cases), or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically, showing the original “pen” signature. The originally executed copies shall be maintained by the filer at least until two years after the time for all appeals to have been expired.

Pleadings or other documents electronically filed by an attorney shall use the following format for a **complete signature**:

s/Jane Doe
NC Bar Number 12345
Attorney for (Plaintiff/Defendant)
ABC Law Firm
123 South Street
Charlotte, NC 28202
Phone: (704) 123-4567
Fax: (704) 123-4567
Email: Jane.Doe@law.com

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- ▶ 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 consent to apply signatures of signatures of all parties on the document.
- ▶ The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “s/Jane Doe,” “s/John Doe,” with the complete signature block.
- ▶ The filing party or attorney shall retain the hard copy of the document containing the original signatures after the case ends, at least until two years after the time for all appeals to have been expired.
- ▶ A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signature or the authenticity of the signatures themselves must file an objection to the document within 10 days of receiving the Notice of Electronic Filing.

CIVIL

Filing a Civil Complaint

Attorneys will submit Civil Complaints or Notices of Removal in PDF format by filing them in the CM/ECF System. Any exhibits can be attached separately to the initial filing. After uploading the Civil Complaint and any exhibits, the filing fee will then be paid by a credit card module through Pay.gov. The attorney will then send the two page summons in PDF format, via “CyberClerk” on the CM/ECF menu. Upon receipt of the summons, the Clerk’s Office will process the summons and return with the court seal via CM/ECF.

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

- 1) 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.



- 2) Under **Open a Case**, click on [Civil Case - Unassigned](#).



The following screen appears:

A screenshot of the 'Open Unassigned Civil Case' form in the ECF system. The top navigation bar is blue with the ECF logo and dropdown menus for 'Civil', 'Criminal', 'Query', and 'Reports'. Below the header, the page title is 'Open Unassigned Civil Case'. The form contains several fields: 'Office' (a dropdown menu with 'Charlotte' selected), 'Case type' (a dropdown menu with 'CV' selected), and 'Case number' (a text input field). Below these is 'Date filed' with the value '10/22/2009'. There are three more text input fields: 'Lead case number', 'Other court name', and 'Other court number'. Below the 'Other court name' field is a dropdown menu for 'Association type' with 'consolidated' selected. At the bottom of the form is a checkbox labeled 'Related cases' which is unchecked. There are two buttons at the bottom: 'Next' and 'Clear'.

Enter the civil case information.

- a) From the pull-down menu, enter the **office** division (Asheville, Bryson City, Charlotte or Statesville). No matter what county, all ASBESTOS cases are assigned to the Asheville Division.
- b) The next pull down menu is the **case type** filed. Select civil or miscellaneous.
- c) Do not fill in the **Lead case number** or change the **Association type**.

- d) Enter **Other court name** in the instance it is a Notice of Removal, i.e., Mecklenburg County Superior Court.
- e) If a Notice of Removal, enter state or county's case number in **Other court number**.
- f) Check **Related cases** box if only there is a related case in our district.

Click **[Next]**.

If you checked **Related cases**, the below screen will appear. (Otherwise, skip this step.)

The screenshot shows the 'Open Unassigned Civil Case' screen with the following fields:

- Related case number:** An empty text input field.
- Relation type:** A dropdown menu currently set to 'Related'.
- More related cases:** An unchecked checkbox.
- Buttons:** 'Next' and 'Clear' buttons are located at the bottom left.

If applicable, **add the related case number(s)**. If there is more than one related case, check the box **More related cases** and click **[Next]**. When you are finished entering related cases, click on **[Next]** to bring you back to the initial case opening screen.

- 3) **Use the Civil Cover Sheet as a guide in filling out the next screen.** Note: Do not enter any information or change information in the following fields: Arbitration code or Date transfer. In addition, only change the Citizenship plaintiff/defendant if you have a (4) Diversity Case.

The screenshot shows the 'Open Unassigned Civil Case' screen with the following fields:

- Jurisdiction:** 3 (Federal Question)
- Cause of action:** Empty dropdown menu with a 'Filter' button and 'Clear filter' button.
- Nature of suit:** 0 (zero) with a 'Filter' button and 'Clear filter' button.
- Origin:** 1 (Original Proceeding)
- Citizenship plaintiff:** Empty dropdown menu.
- Citizenship defendant:** Empty dropdown menu.
- Jury demand:** n (None)
- Class action:** n
- Demand (\$000):** Empty text input field.
- Arbitration code:** Empty dropdown menu.
- County:** Alexander
- Fee status:** pd (paid)
- Fee date:** 10/20/2009
- Date transfer:** Empty text input field.
- Buttons:** 'Next' and 'Clear' buttons are located at the bottom left.

When finished entering the information, click the **[Next]** button.

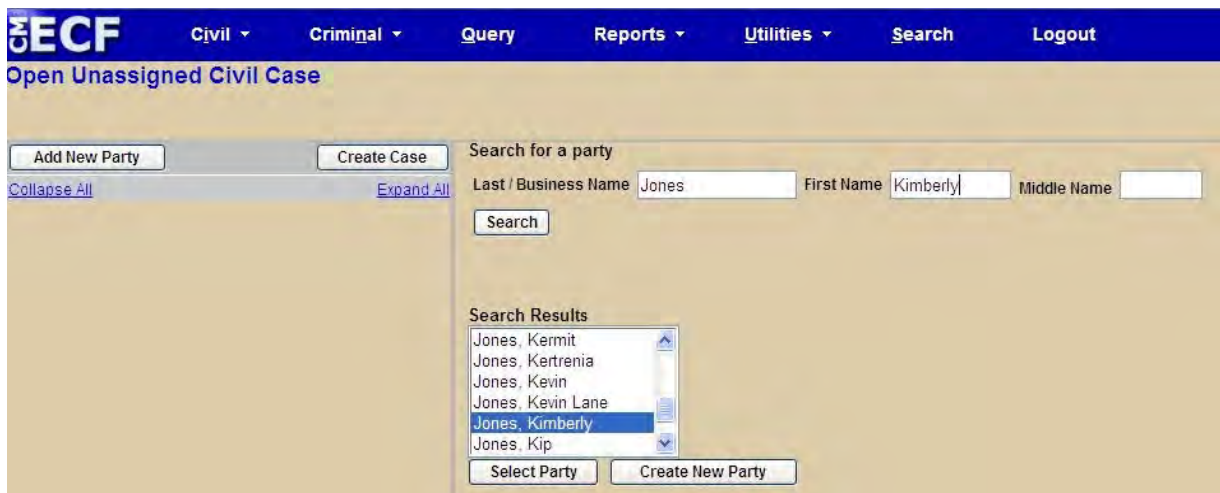
- 4) **Add Parties.**

- a) **Searching for a Party.** Before you can add the parties in the case, you must first perform a search to see if your party is already entered in the ECF System.

Type the party's last name, or the first name of the company name. Click the **[Search]** button.



If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click on the button **[Select Party]**.



- b) If no match is found, click on the button **[Create new party]**.



Note: When entering **Party Information**, please follow these guidelines:

- **Parties** should be entered in the manner in which they are captioned on the complaint.
- **Parties** should be entered using uppercase and lowercase letters.
- **Company:** enter the entire company name in the Last name field.
- **Individual:** fill out the Last name, First name, Middle name, and Generation (i.e Jr., Sr., II) fields as appropriate.
- **Names with a County or City:** enter in the Last name field the County or City first (i.e Charlotte, City of, or Mecklenburg County). Use the two letter abbreviation for states. (i.e. NC Attorney General, or NC Department of Motor Vehicles).
- **Federal:** use US and the full name of agency (i.e. US Internal Revenue Service, or US

- c) Type in the new party information screen (i.e., Last name, First name, Middle name, and Generation fields as appropriate.) **Designate the correct party Role** and add any **Alias** or **Corporate Parent**.

Note: the **Role** field *defaults* to defendant. Be sure to select the correct party Role from the drop down list. (i.e. plaintiff)

Do not enter any address, phone, fax or prison information. Leave these fields blank.

Party Information

Last name Jones First name Kimberly

Middle name Generation

Title

Role Plaintiff (pla.pty)

Pro se No

Prisoner Id Unit

Office

Address1 Address2 Address3 City

State Zip Country

Prison Phone Fax

Party text

Start date 10/20/2009 End date

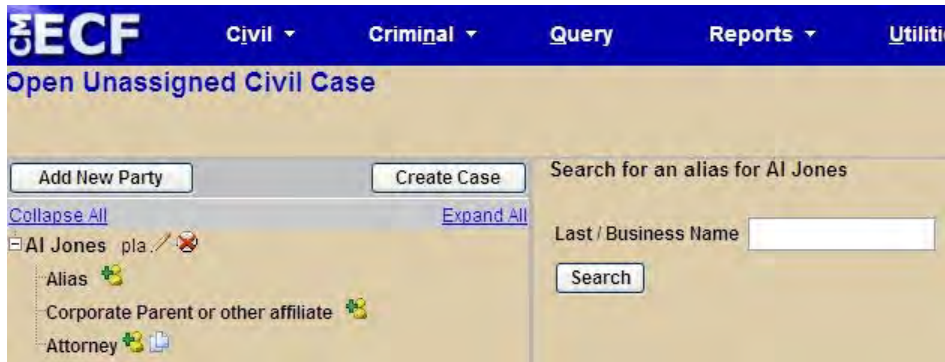
Corporation no Notice yes

Add Party

Adding an Alias

If the party has an alias, click the **[Alias +]** button to search for the alias name.

Note: You must first search for the alias name before you can select or add the alias.



The search result will display a list of names. If the alias name appears, highlight the name and click the **[Select Alias]** button. If the search result does not list the correct alias name, click on **[Create New Alias]**.

After selecting or creating a new alias name, the following screen appears:



Select the alias **Role** in the drop down menu and click **[Add Alias]**. This will take you back to the party information screen.

Below is a listing of the roles:

administrator = adm

administratrix = admx

agent = agent of

aka = also known as

dba = doing business as

div = division of

fdba = formerly doing business as

fka = formerly known as

nee = born

obo = on behalf of

other = other

rpi = real party in interest

suc = successor to

ta = trading as

tte = trustee for

Adding Corporate Parents

When attorneys electronically file a Corporate Disclosure Statement (located under Other Documents), they will be presented with a new screen to allow them to add any corporate parents. They also can add Corporate Parents at Civil Case Opening.

If the party has a Corporate Parent, click the [**Corporate Parent +**] button to search for the name. Note: You must first search for the corporate parent name before you can select or add the corporate parent.



The search result will display a list of names. If the corporate parent name appears, highlight the name and click the [**Select Corporate Parent**] button. If the search result does not list the correct corporate parent name, click on [**Create New Corporate Parent**].

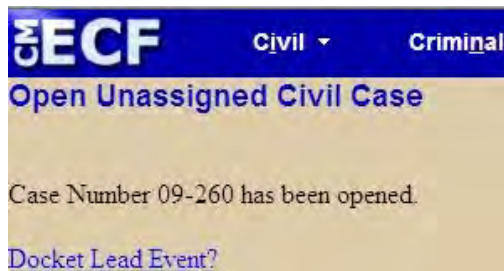
After selecting or creating a new corporate name, click the [**Add Corporate Parent**] button. If you need to add another corporate parent, follow the steps above.

Once you have added all your parties, click the [**Create Case**] button.

A Message will pop up stating the “**Case will be created. Proceed?**” Click [**Yes**].

You have just opened the Civil Case.

5) Now you need to [Docket the Lead Event](#) (i.e., Complaint or Notice of Removal).



Click on the hyperlink [Docket Lead Event?](#) to take you to the Complaints and Other Initiating Documents screen.

- 6) **Select the appropriate case Initiating Document** and click on the [Next] button.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar, the page title is "Complaints and Other Initiating Documents". There is a search box with the placeholder text "Start typing to find another event." Below the search box, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Amended Complaint, Application for Confirmation of Arbitration Award, Application for Stay of Execution, Complaint (highlighted), Counterclaim, Crossclaim, Intervenor Complaint, MC-Application Pursuant to 28:1782, MC-Motion to Compel, MC-Motion to Quash, Notice of Removal, Petition for Writ of Habeas Corpus, Petition for Writ of Mandamus, Petition to Enforce IRS Summons, and Registration of Foreign Judgment. The "Selected Events" list contains "Complaint". At the bottom of the interface, there are "Next" and "Clear" buttons.

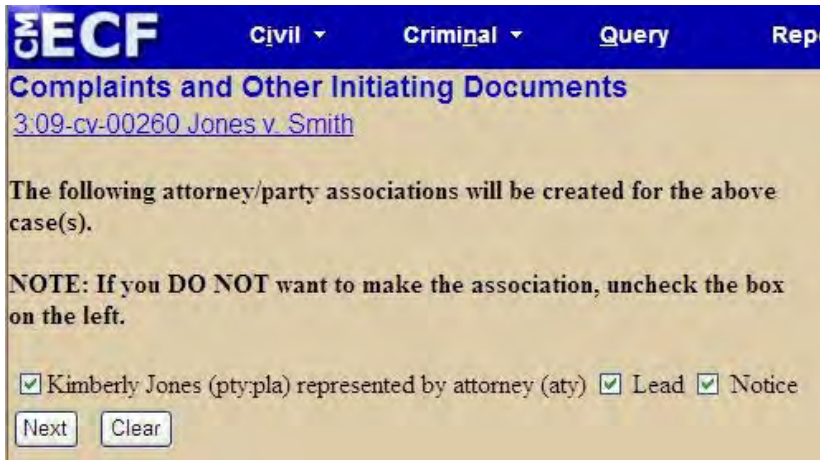
- 7) **Verify the Case Number** on the following screen and click on the [Next] button.

- 8) By clicking on the name, **Select the Party(s) filing the complaint**. If you represent all the plaintiffs, you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

The screenshot shows the ECF system interface for selecting a filer and party. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, and Reports. Below the navigation bar, the page title is "Complaints and Other Initiating Documents". The case number "3:09-cv-00260 Jones v. Smith" is displayed. Below the case number, there is a "Pick Filer" button. To the left of the "Pick Filer" button, there are "Collapse All" and "Expand All" buttons. Below these buttons, there is a list of parties: "Kimberly Jones pla" and "Martha W. Smith dft". To the right of the party list, there is a "Select the filer." section. Below this section, there is a "Select the Party:" section. Below the "Select the Party:" section, there is a list of parties: "Jones, Kimberly [pla]" and "Smith, Martha W. [dft]". At the bottom of the interface, there are "Next", "Clear", and "New Filer" buttons.

After highlighting the filing parties, click the [Next] button.

- 9) **Create the Attorney/Party Association**. This screen defaults to add the attorney filing the complaint to the associated party. If you DO NOT want to create the association, uncheck the boxes. The box before the "party" will add the attorney to the case and docket sheet. The box before "notice" will flag the attorney to receive Notices of Electronic Case Filing. The box before "lead" puts "Lead Attorney" on the docket sheet.



Note: If the attorney is filing a joint document with opposing counsel, please remember to uncheck the boxes of the parties you do not represent. Otherwise, you will be adding yourself as counsel for that party!

- 10) **Select the party this filing is against.** To select more than one defendant, hold down the control key and click on each of the desired parties, or you can click on the radio button before “**All Defendants.**” After selecting the defendant(s), click on the [Next] button.

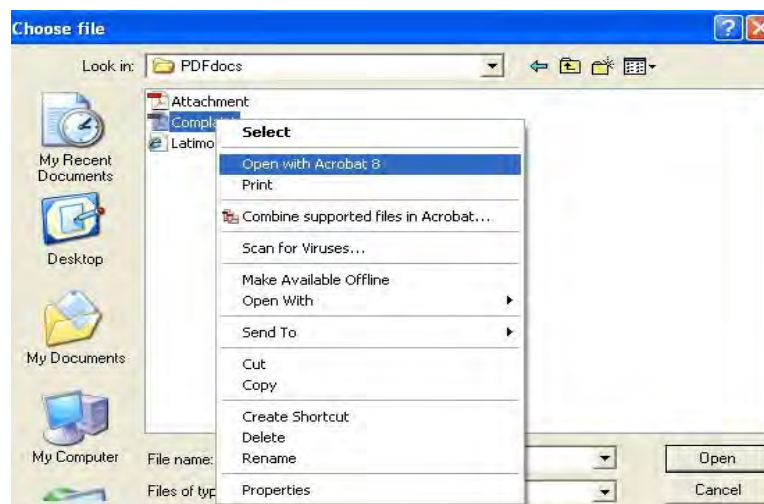


- 11) **Browse for the PDF document.** Clicking on the [**Browse**] button allows you to search for your PDF document.

The screenshot shows the ECF (Electronic Case Filing) web interface. At the top, there is a navigation bar with tabs for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. Below this, the page title is 'Complaints and Other Initiating Documents' with a sub-link '3:09-cv-00260 Jones v. Smith'. A red warning message states: 'YOU MUST ENTER EITHER A CATEGORY OR DESCRIPTION FOR EACH ATTACHMENT ADDED. Select the pdf document and any attachments.' Below the warning, there is a 'Main Document' section with a 'Browse...' button. Underneath, there is a table with columns for 'Attachments', 'Category', and 'Description'. The first row is partially filled with a 'Browse...' button, a dropdown menu, and an empty text field. At the bottom of the form, there are 'Next' and 'Clear' buttons.

- a) Use the drop-down menu to **navigate to the appropriate directory** and file name to select the PDF document you wish to file. **Highlight the file name to upload**, then click the [**Open**] button.

Note: All documents that you intend to file in ECF **MUST** reside in PDF format, unless it is a Proposed Order and is sent via CyberClerk. If not filed in the proper format, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.



Note: In order to **verify that you have selected the correct document**, right mouse click the highlighted file name to open a **quick menu**, then left mouse click on **[Open]** or **[Open with Adobe Acrobat]** to give the document a quick glance. Your PDF Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

- b) 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 **File name** screen.

If there are no attachments to the initiating document, click the **[Next]** button. (Otherwise, skip to step #13.)

- 12) If you have attachments to your document, proceed to **Add Attachments**.
Note: You can select one or more attachments.
- a) Click on the **[Browse]** button.
- b) **Navigate to the appropriate directory** and select the PDF attachment you wish you file. Highlight and upload the **File name**.
- c) **Describe the document**, by either selecting the appropriate category drop-down box, or type the description of the document in the **Description** box.
- d) If you need to add more attachments, repeat steps a & b above, until you have attached all your attachments. Once you have completed attaching documents, click the **[Next]** button.

Attachments	Category	Description
1. Exhibit.pdf <input type="button" value="Browse..."/>	Exhibit <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="v"/>	<input type="text"/>

- 13) Prior to beginning the **Credit Card Module**, ECF will prompt you with the following question:

The screenshot shows the ECF web interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Complaints and Other Initiating Documents" and the case number is "3:09-cv-00260 Jones v. Smith". The main content area contains the question: "Do you have - or are you requesting - IN FORMA PAUPERIS status for this complaint OR are you filing on behalf of the USA?". There are two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom of the form are "Next" and "Clear" buttons.

- a) If you are filing a motion to proceed in forma pauperis or a motion has been previously granted, enter a “y.” Click on the [Next] button.
- b) If you enter an “n” in the above screen, you will be presented with the payment process screens. The first screen states the fee amount, then click the [Next] button.

This screenshot is similar to the previous one, showing the ECF web interface. However, a red warning message is displayed: "WARNING - DO NOT USE THE BACK BUTTON LOCATED ON YOUR BROWSER AFTER SUBMITTING YOUR CREDITCARD PAYMENT - THIS WILL RESULT IN DUPLICATE CHARGES!!!". The "Next" and "Clear" buttons are still visible at the bottom.

If a receipt number field appears, leave it blank and click the [Next] button.

- 14) Fill in the required fields for the **Online Payment - Step 1: Enter Payment Information**, and click on [Continue with Plastic Card Payment].

The screenshot shows the "Online Payment" form, specifically "Step 1: Enter Payment Information". The page title is "Online Payment" and there is a link "Return to your originating application". The form is for "Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk *". The form fields include: "Account Holder Name" (filled with "attorney"), "Payment Amount" (\$35 0.00), "Billing Address" (yellowed out), "Billing Address 2" (yellowed out), "City" (yellowed out), "State / Province" (dropdown menu), "Zip / Postal Code" (yellowed out), "Country" (dropdown menu, filled with "United States"), "Card Type" (dropdown menu with logos for VISA, MASTERCARD, AMEX, DISCOVER), "Card Number" (yellowed out), "Security Code" (yellowed out), and "Expiration Date" (dropdown menus). At the bottom, there are "Continue with Plastic Card Payment" and "Cancel" buttons.

- 15) If you wish to have a confirmation receipt sent to you, add and confirm your email address.

Check the required box, “**I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.**” Then click on the [Submit Payment] button.

- 16) Click on the [Case Assignment Packet Forms](#) hyperlink and print it out. This packet contains the Joint Stipulation of Consent to the Exercise of Jurisdiction by a U.S. Magistrate Judge, Disclosure of Corporate Affiliations and Other Entities with a Direct Financial Interest in Litigation, and Certification and Report of F.R.C.P. 26(f) Conference and Discovery Plan. Then click the [Next] button.
- 17) In the **Modify Docket Text** screen, you can add a description to your docket event by adding text in the “free text” box below.

Then click the [Next] button.

- 18) Review your text for any errors.



- 19) Click the [Next] button to **Submit the complaint for filing.**

Note: The screen depicted above contains the following warning:
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. You cannot choose to “abort” when opening a civil case. The case has already been opened, and the credit card has already been charged.

- 20) **Notice of Electronic Filing** or NEF.

ECF Opens a new window displaying an ECF filing receipt.

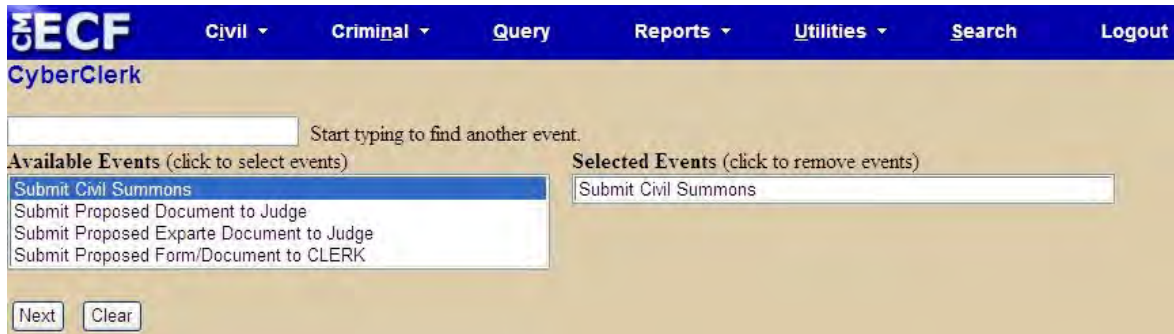
You have just filed the complaint and paid the filing fees through our credit card module, Pay.gov.

Submit AO440 Civil Summons

Click on **Civil** in the blue menu bar and under the category **CyberClerk**, click on **Submit Document to Court**.



- a) Select **Submit Civil Summons**, then click on the **[Next]** button.



- b) Enter or accept the correct case number, then click the **[Next]** button.
- c) Click **[Next]** on the case caption screens.
- d) Click on the **[Browse]** button to search for your two-page (i.e., both front and back) **AO440 Civil Summons**, in PDF format.



- e) Enter a “y” to submit the Civil Summons to the Clerk’s Office for processing.



The screenshot shows the ECF CyberClerk 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 text reads "CyberClerk" and "3:09-cv-00260 Jones v. Smith". A blue message states: "Answering Y to the prompt below will immediately submit this Civil Summons document to the clerk's office for processing." Below this is a form with the text "Submit email message with attached document? Y/N" and a text input field containing the letter "y". At the bottom of the form are two buttons: "Next" and "Clear".

- f) A message will appear stating the transaction was complete.



The screenshot shows the ECF CyberClerk 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 text reads "CyberClerk" and "3:09-cv-00260 Jones v. Smith". A blue message states: "This document was successfully submitted to the Clerk's Office for processing. This transaction is now complete."

Note: The Clerk’s Office in the Western District of North Carolina will assign a judge to the new civil case and then process the civil summons and return them to plaintiff’s counsel through ECF, by docketing,” Summons Issued.”

Filing Documents for Civil Cases

There are nine basic steps involved in filing a document:

- 1) Select Civil from the blue menu bar, and select the type of document to file.
- 2) Enter the case number in which the document will be filed.
- 3) Select the party(s) filing the document.
- 4) Specify the type of document you are filing.
- 5) Browse for the PDF file name and location for the document to be filed.
- 6) Add attachments, if any, to the document being filed.
- 7) Modify the docket text as necessary.
- 8) Submit the pleading to ECF.
- 9) Receive Notice of Electronic Filing.

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

- 1) **Select the type of document to file.**



The screenshot shows the ECF CyberClerk interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The "Civil" menu item is circled in red.

Select Civil from the blue menu bar at the top of the ECF screen. You can use the cascading menu or by clicking on Civil which will open a window displaying all of the events from which you may choose for your filing.

a) Below demonstrates how to use the “cascading menu” option.



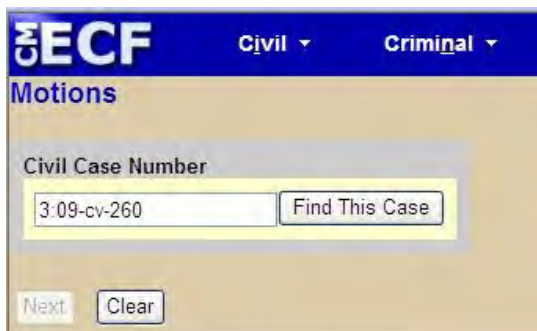
or

b) This demonstrates how to open up the **Civil Events** Category Menu, by clicking on **Civil** on the blue menu bar.



Click on [Motions](#), under **Motions and Related Filings**.

2) **Enter the case number in which the document is to be filed.** Once a case number is displayed, click the **[Find This Case]** button. Once the case number is found, the **[Next]** will be enabled. Click on it.

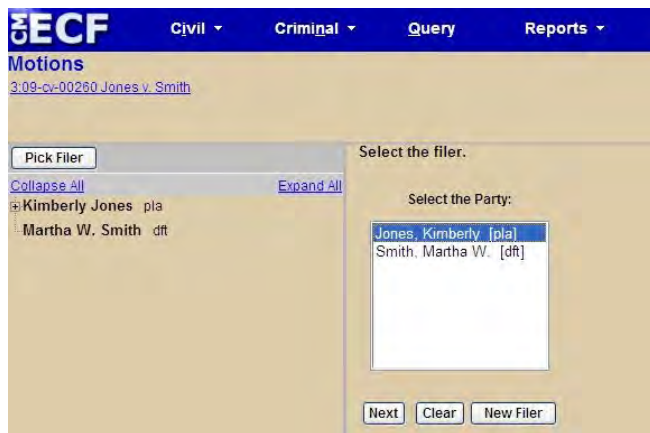


Note: If the case number is entered incorrectly, click the **[Clear]** button. If the case number does not exist, the computer will display, Cannot find civil case.....

The **case caption screen** will open, displaying Motions and the case number. Click the **[Next]** button.



3) **Select 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 clicking on each party.

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

Note: If your party does not appear, click on **[New Filer]**. See the section of this manual titled [Add/Create New Party](#).

- 4) **Specify the type of motion(s) you are filing.** You can scroll down to find either the specific motion, or **Start typing to find an event.** The event(s) you select will be in **Selected Events.** If you make an error, click to remove the event(s).

For demonstration purposes, the manual will show a (Motion for) Discovery.

The screenshot shows the ECF Motions interface for case 3:09-cv-00260 Jones v. Smith. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Motions' and the case number is '3:09-cv-00260 Jones v. Smith'. A search box contains the text 'Start typing to find another event.' Below this, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Declaration of Mistrial, Declaratory Judgment, Default Judgment, Deposit Funds, Directed Verdict, Disbursement of Funds, Disclosure, **Discovery** (highlighted), Dismiss, Dismiss Case as Frivolous, Dismiss/Lack of Jurisdiction, Dismiss/Lack of Prosecution, Disqualify Counsel, Disqualify Judge, and Disqualify Juror. The 'Selected Events' box contains 'Discovery'. At the bottom, there are 'Next' and 'Clear' buttons.

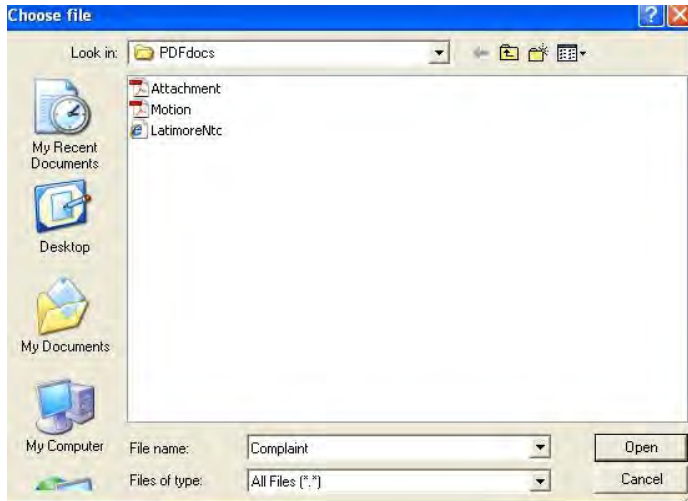
Select **“Discovery”**, then click the [Next] button.

The **case caption screen** will open, displaying Motions and the case number. Click the [Next] button.

- 5) **Browse for the PDF document.** Click on the [Browse] to search for your PDF document.

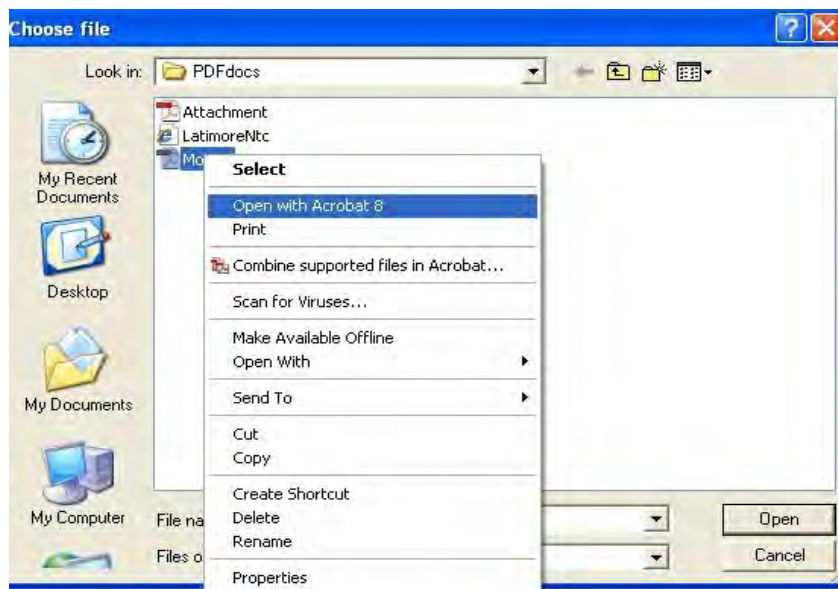
The screenshot shows the ECF Motions interface for case 3:09-cv-00260 Jones v. Smith. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Motions' and the case number is '3:09-cv-00260 Jones v. Smith'. A red message reads: 'YOU MUST ENTER EITHER A CATEGORY OR DESCRIPTION FOR EACH ATTACHMENT ADDED. Select the pdf document and any attachments.' Below this, there is a 'Main Document' section with a text box and a 'Browse...' button. Below that, there is a table with columns 'Attachments', 'Category', and 'Description'. The first row has a text box with 'Browse...' and a dropdown menu. At the bottom, there are 'Next' and 'Clear' buttons.

- a) Next to the **“Look in”** display, click on the arrow to **navigate to the appropriate directory** and file name you wish to file.



- b) **Highlight the file name** 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 to **[Open]**. The PDF reader will launch and open the PDF document that you have selected. You should view it to verify that is the correct document.



- c) Once you have **verified the document** is correct, close the PDF viewer and click on the **[Open]** button. ECF closes the **Choose file** screen, and inserts the PDF file name and location in the **File name** box.

The screenshot shows the ECF Motions interface for case 3:09-cv-00260 Jones v. Smith. A red warning message states: "YOU MUST ENTER EITHER A CATEGORY OR DESCRIPTION FOR EACH ATTACHMENT ADDED. Select the pdf document and any attachments." The "Main Document" section has a text input field containing "Motion.pdf" and a "Browse..." button. Below this is an "Attachments" table with columns for "Attachments", "Category", and "Description". The first row is labeled "1." and contains a "Browse..." button, a dropdown menu, and a text input field. At the bottom are "Next" and "Clear" buttons.

If there are **no attachments** to the motion, click **[Next]**. According to what kind of motion is being filed, ECF may display a **Response Deadline**. Click the **[Next]** button.

ECF opens up a new window. Go to “Modify Docket Text” on page [34](#), to proceed with your filing.

If you have **Attachments to your motion**, you will select “Yes” on the radio button depicted above. Proceed with **Adding Attachments** on page [32](#).

Note: In the event you have **selected a file that is NOT in PDF format**, ECF will display the following error message after you click the next button:

The screenshot shows the ECF Motions interface with an error message: "ERROR: Document is not a well-formed PDF document (no further information is available)." Below the error is the text "Error File: I:\Motion.wpd". A "Submitted Entries" table is shown below:

File Type	Filename	Category	Description
Main Document	I:\Motion.wpd	-	-

A "Back" button is located at the bottom of the error message area.

ECF will not permit you to select a file that is NOT in PDF format. Click the **[Back]** button and ECF will return you to the Motions screen. Select and highlight the PDF pleading and proceed as before.

Note: Failure to Select a Document to File, ECF will display the error message depicted below.



If you click [OK], ECF will return you to the **Select the PDF Document** screen. You cannot proceed without attaching a PDF document.

6) **Add attachments to the documents being filed.**

Attachments	Category	Description
1. <input type="text" value="Browse..."/>	<input type="text" value=""/>	<input type="text" value=""/>

If you need to attach documents to your motion, select one or more attachments:

- a) Click on the [Browse] button.
- b) **Navigate to the appropriate directory** and select and **verify the PDF attachment** you wish you file. **Highlight and upload the File name.**
- c) **Describe the document**, by either selecting the appropriate **Category** drop-down box, or type the description of the document in the **Description** box.

d) After entering the attachment description, click the [Next] button.

If you need to add more attachments, repeat steps a-d above, until you have attached all your attachments. Once you have completed attaching documents, click the [Next] button.

Note: If you have attached a document in error, click the [Remove] button, as depicted below.

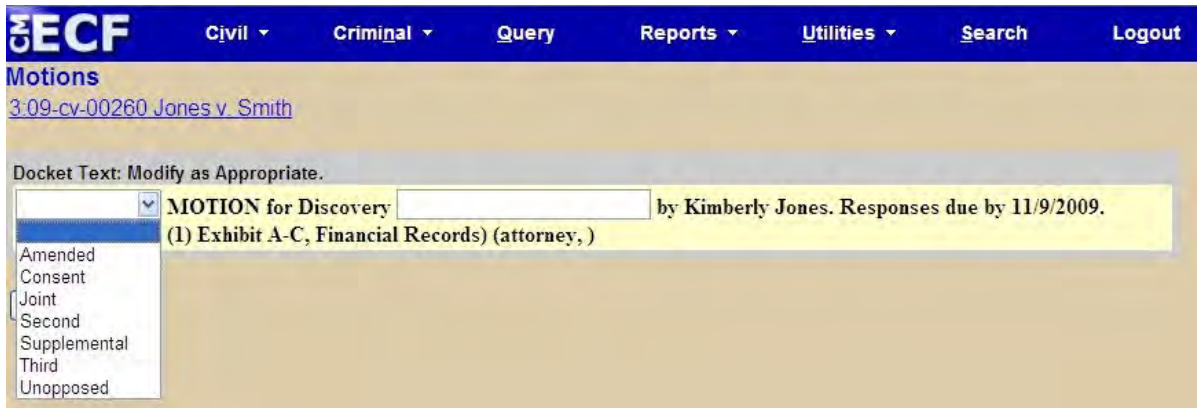
When attachments and exhibits are submitted in paper format

Attachments and exhibits that cannot be created and filed electronically because “scanning” is impractical, can be submitted in paper format. Present the attachments to the Clerk’s Office for handling.

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

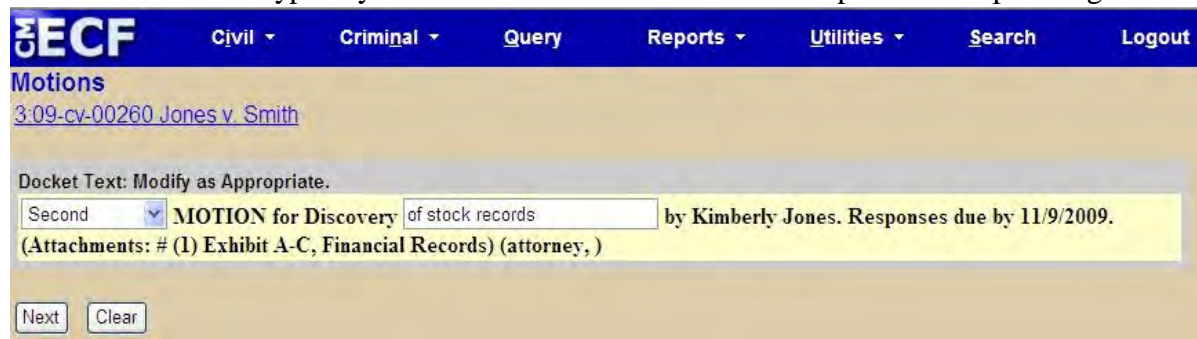
7) **Modify docket text.**

- a) Click on the drop-down menu box and select a modifier if appropriate.



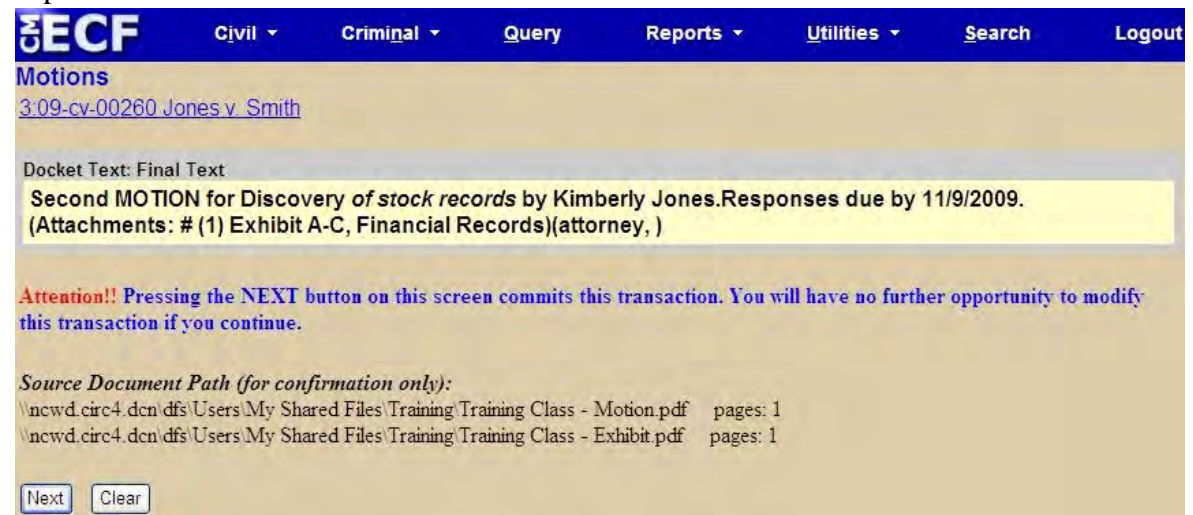
The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this, the page title is 'Motions' and the case information is '3:09-cv-00260 Jones v. Smith'. The main area is titled 'Docket Text: Modify as Appropriate.' and contains a text box with the following text: 'MOTION for Discovery [] by Kimberly Jones. Responses due by 11/9/2009. (1 Exhibit A-C, Financial Records) (attorney,)'. A drop-down menu is open on the left side of the text box, showing options: Amended, Consent, Joint, Second, Supplemental, Third, and Unopposed. The 'Second' option is currently selected.

- b) Click in the box to type any additional “free text” for the description of the pleading.



The screenshot shows the ECF Motions interface. The navigation bar and case information are the same as in the previous screenshot. The main area is titled 'Docket Text: Modify as Appropriate.' and contains a text box with the following text: 'Second MOTION for Discovery of stock records by Kimberly Jones. Responses due by 11/9/2009. (Attachments: # (1) Exhibit A-C, Financial Records) (attorney,)'. The 'Second' option is selected in the drop-down menu. Below the text box, there are two buttons: 'Next' and 'Clear'.

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



The screenshot shows the ECF Motions interface. The navigation bar and case information are the same. The main area is titled 'Docket Text: Final Text' and contains the following text: 'Second MOTION for Discovery of stock records by Kimberly Jones. Responses due by 11/9/2009. (Attachments: # (1) Exhibit A-C, Financial Records)(attorney,)'. Below this text, there is a warning message in red: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Below the warning message, there is a section titled 'Source Document Path (for confirmation only):' with two entries: '\\ncwd.circ4.dcn\dfs\Users\My Shared Files\Training\Training Class - Motion.pdf pages: 1' and '\\ncwd.circ4.dcn\dfs\Users\My Shared Files\Training\Training Class - Exhibit.pdf pages: 1'. At the bottom, there are two buttons: 'Next' and 'Clear'.

- d) Review the docket text for any errors. If you need to modify the date on the previous screen, click the [Back] button on the toolbar to edit the Modify Docket Text Screen.

Note: The screen depicted in the page above contains the following warning.

Attention!! 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.*

8) **Submit the document for filing** by clicking the [**Next**] button.

9) **Notice of Electronic Filing** or NEF.

ECF opens a new window displaying an ECF filing receipt. **The document is now filed.**



- 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.

- 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 NEF also displays the names and addresses of individuals who will **NOT** be electronically notified of the filing. It's the **filer's** responsibility to serve hard copies of the pleading **and** the Notice of Electronic Filing to any party not set up for electronic filing, by printing the NEF screen.

Note: The **Notice of Electronic Filing** does **NOT** constitute as a Certificate of Service. The Western District of North Carolina still requires a certificate of service to be filed as a part of your PDF document or pleading.

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 supplied their e-mail addresses to the Court. Individuals who receive NEF's 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 Court strongly urges you to print, or save the Notice of Electronic Filing 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 pro se parties and those attorneys who are not registered ECF users in the Western District of North Carolina.

CRIMINAL

Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal document:

- 1) Select Criminal from the blue menu bar, and select the type of document to file.
- 2) Enter the case number in which the document will be filed.
- 3) Select the party(s) filing the document.
- 4) Specify the type of document you are filing.
- 5) Select the PDF file name and location for the document to be filed.
- 6) Add attachments, if any, to the document being filed.
- 7) Modify the docket text as necessary.
- 8) Submit the pleading to ECF.
- 9) Receive Notice 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. You can use the cascading menu or by clicking on **Criminal** which will open a window displaying all the events for which you may choose your filing. **Note: 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.**

- a) Below demonstrates how to use the “cascading menu” option.



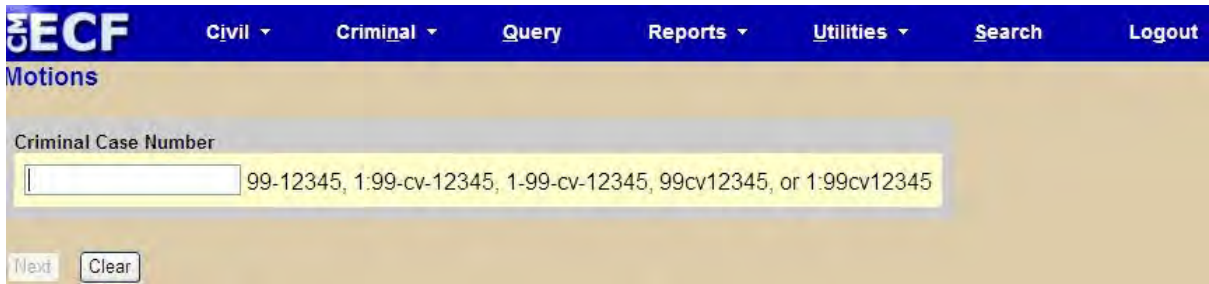
or

- b) This demonstrates how to open up the **Criminal Events** Category Menu, by clicking on **Criminal** on the blue menu bar.



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

- 2) Enter the criminal case number in which the document is to be filed.



ECF Civil Criminal Query Reports Utilities Search Logout

Motions

Criminal Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Note: If the case number you are working on is 3:05cr101, you could enter the case number in any of the following formats:

05-101
05cr101
3:05cr101
3-05-cr-101

Once a case number is displayed, click the **[Find This Case]** button.



ECF Civil Criminal

Motions

Criminal Case Number

3:09cr112 Find This Case

Next Clear

- a) If the criminal case only has one defendant, the case number will be displayed. If the case number is correct, click the **[Next]** button.

Note: If the case number is entered incorrectly, click the **[Clear]** button. If the case number does not exist, the computer will display, Cannot find criminal case.....

- b) If the criminal case has **more** than one defendant, the next screen will appear. Attorneys need to select the **INDIVIDUAL** defendant(s) to which you are filing a document. If the case number and the defendant you have selected are correct, click the **[Next]** button.



The screenshot shows the ECF Motions screen. At the top, there is a blue header with the ECF logo and two dropdown menus labeled 'Civil' and 'Criminal'. Below the header, the word 'Motions' is displayed. A form titled 'Criminal Case Number' contains a text input field with '3:09-cr-112' and a 'Hide Case List' button. Below this, a section titled 'Select a case:' contains four checkboxes with corresponding case names: '3:09-cr-00112-EMT USA v. Wally et al', '3:09-cr-00112-EMT-1 Paul Wall', '3:09-cr-00112-EMT-2 Jack Mack', and '3:09-cr-00112-EMT-3 Jane Bain'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

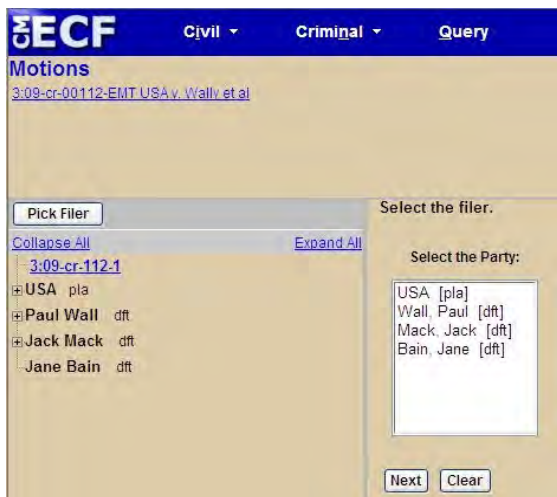
Note: On the screen depicted above, if you select the first (top) box *instead* of the individual defendant(s), the document you are filing will be placed on **ALL** the defendants' docket sheets. This results in the Clerk's Office having to modify your docket entry.

The **case caption** screen will open, displaying Motions and the case number. Click the **[Next]** button.



The screenshot shows the ECF Motions screen. At the top, there is a blue header with the ECF logo and two dropdown menus labeled 'Civil' and 'Criminal'. Below the header, the word 'Motions' is displayed. The case caption '3:09-cr-00112-EMT USA v. Wally et al' is displayed in blue text. At the bottom of the screen, there are 'Next' and 'Clear' buttons.

3) **Select the party(s) filing the document.**

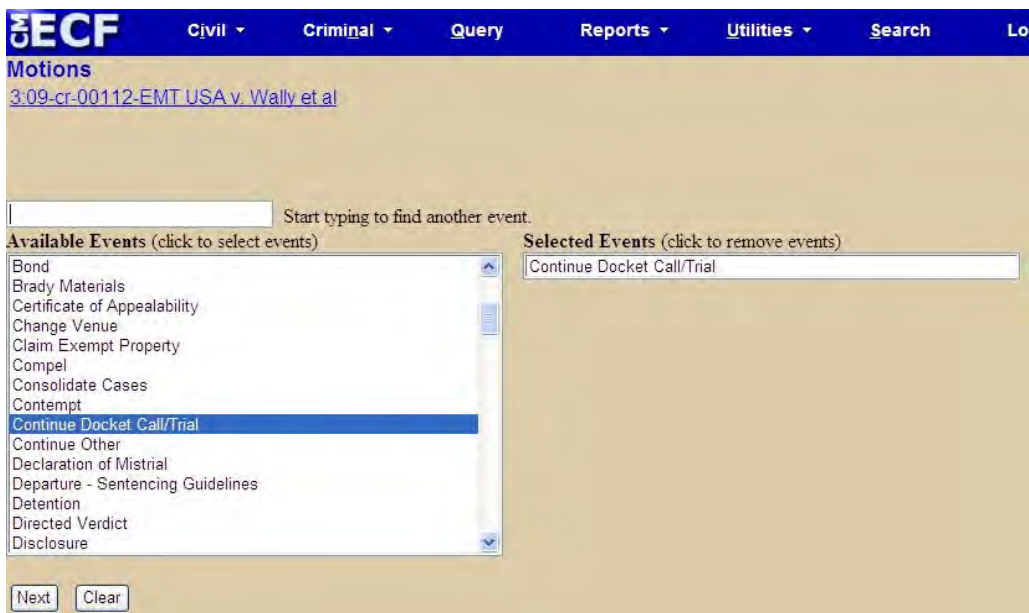


Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the control key while clicking on each party. After highlighting the party filer, click the **[Next]** button.

4) **Specify the type of motion(s) you are filing.** You can scroll down to find either the specific motion, or **Start typing to find an event.** The event(s) you select will appear in **Selected Events.** If you make an error, click to remove the event(s).

For demonstration purposes, the manual will show a (Motion to) Continue Docket Call/Trial.

Select **“Continue Docket Call/Trial,”** then click the **[Next]** button.



Note: If you are filing more than one motion within the same pleading (i.e. Motion to Continue Docket Call/Trial **AND** a Motion to Sever Defendant), click on each of the desired forms of relief, so they appear in the “**Selected Events**” box show here.

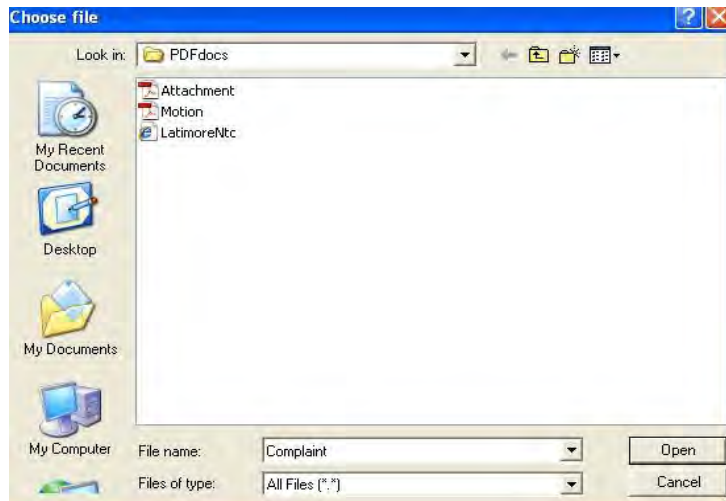
Selected Events (click to remove events)

Continue Docket Call/Trial
Sever Defendant

- 5) **Browse for the PDF document.** Click the [**Browse**] button to search for your PDF document.

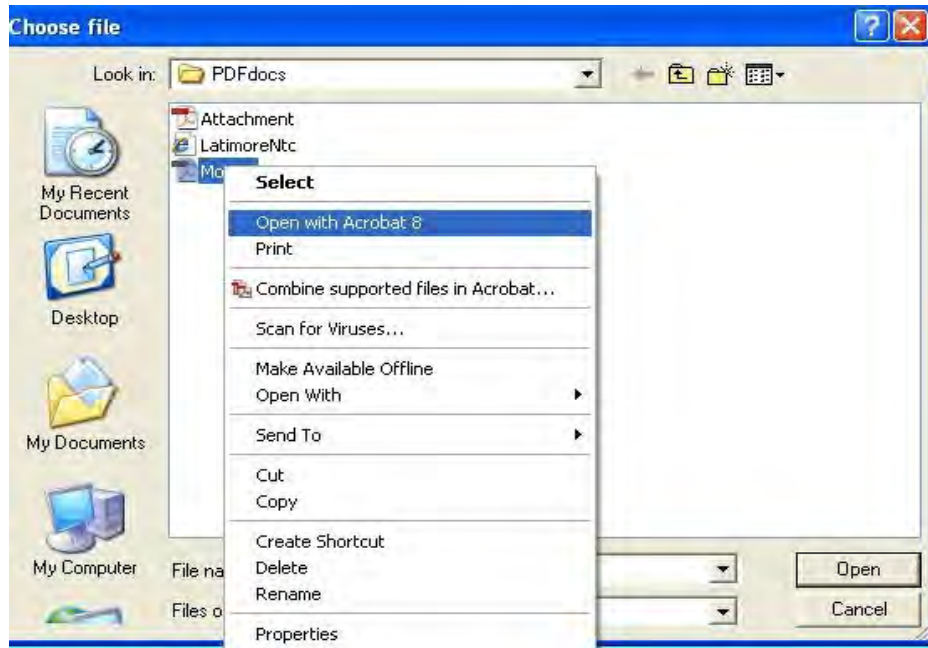
The screenshot shows the ECF Motions page for case 3:09-cr-00112-EMT USA v. Wally et al. A red warning message states: "YOU MUST ENTER EITHER A CATEGORY OR DESCRIPTION FOR EACH ATTACHMENT ADDED. Select the pdf document and any attachments." The "Main Document" section has a text input field and a "Browse..." button. The "Attachments" section is a table with columns for "Attachments", "Category", and "Description". The first row has an input field, a "Browse..." button, a dropdown menu, and another input field. "Next" and "Clear" buttons are at the bottom.

- a) Next to the “**Look in**” display, click on the arrow to **navigate to the appropriate directory** and file name you wish to file.



- b) **Highlight the file name** to upload.

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]**. The PDF Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document



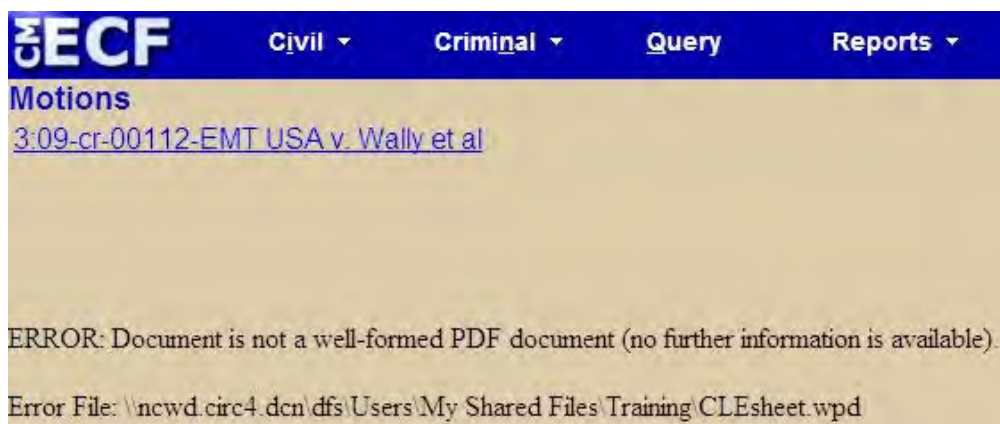
- c) Once you have **verified the document** is correct, close the PDF viewer and click on the **[Open]** button. ECF closes the Choose file screen and inserts the PDF file name and location in the File name box.

Attachments	Category	Description
1. \\ncwd.circ4.dcn\dfs\Users\My Shared Fil	Browse...	

If there are **no attachments** to the motion, click on the **[Next]** button. ECF opens up a new window. Go to page [45](#), “**Modify Docket Text,**” to proceed with your filing.

If you have Attachments to your motion, you will select [**Browse**] on the screen depicted above. Click on [**Next**] and proceed to the first step in “**Adding Attachments to Documents Being Filed.**”

Note: In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the [**Next**] button.



ECF will not permit you to select a file for your pleading that is not in PDF format. Click on the [**Back**] button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Note: **Failure to Select a Document to File**, ECF will display the error message depicted below.



If you click [**OK**] from the screen depicted above ECF will return you to **Select the PDF Document** screen. You cannot proceed without attaching a PDF document.

6) **Add attachments to documents being filed.**

The screenshot shows the ECF Motions page for case 3:09-cr-00112-EMT USA v. Wally et al. The page has a blue header with navigation tabs: Civil, Criminal, Query, Reports, Utilities, and Search. Below the header, the page title is "Motions" and the case name is "3:09-cr-00112-EMT USA v. Wally et al". A red instruction reads: "YOU MUST ENTER EITHER A CATEGORY OR DESCRIPTION FOR EACH ATTACHMENT ADDED. Select the pdf document and any attachments." Below this, there is a "Main Document" section with a file path and a "Browse..." button. The main section is a table with three columns: "Attachments", "Category", and "Description". The first row shows a file path, a "Browse..." button, a dropdown menu, and a description field. At the bottom of the table are "Next" and "Clear" buttons.

If you acknowledged the need to attach documents to your motion, **select one or more attachments.**

- a) Click on the [**Browse**] button.
- b) **Navigate to the appropriate directory** and select and **verify the PDF attachment** you wish you file. **Highlight and upload the File name.**
- c) **Describe the document**, by either selecting the appropriate **Category** drop-down box, or type the description of the document in the **Description** box.
- d) ECF adds the selected document as an attachment to the pleading.

If you need to add more attachments, repeat steps a -d above, until you have attached all your attachments. Once you have completed attaching documents, click the [**Next**] button.

Note: If you have attached a document in error, highlight that document and click the [**Remove**] button, as depicted below.

This screenshot shows the ECF Motions page with three attachments listed. Each row has a file path, a "Browse..." button, a "Category" dropdown menu, a "Description" text box, and a "Remove" button. The first attachment is "Affidavit", the second is "Memorandum" with the description "in support", and the third is empty. "Next" and "Clear" buttons are at the bottom.

Note: Depending on what kind of motion you selected, you may be required to enter or answer certain information. Some motions require a response. If the **Response Deadline** appears, accept the date by clicking the [Next] button.

When attachments and exhibits are submitted in paper format

Attachments and exhibits that cannot be created and filed electronically because “scanning” is impractical, can be submitted in paper format. Present the attachments to the Clerk’s Office for handling.

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

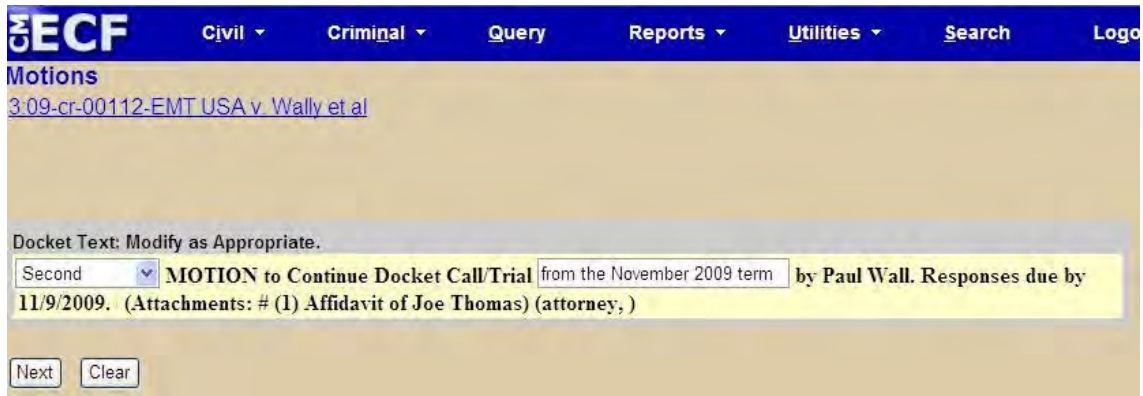
7) Modify docket text.

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "Motions" and the case name is "3:09-cr-00112-EMT USA v. Wally et al". The main content area displays "Docket Text: Modify as Appropriate." followed by a text entry: "MOTION to Continue Docket Call/Trial" with a drop-down menu on the left and a text box on the right. The text continues with "by Paul Wall. Responses due by 11/9/2009. (Attachments: # (1) Affidavit of Joe Thomas) (attorney,)". At the bottom of the entry, there are "Next" and "Clear" buttons.

a) Click on the drop-down menu button and select a modifier if appropriate.

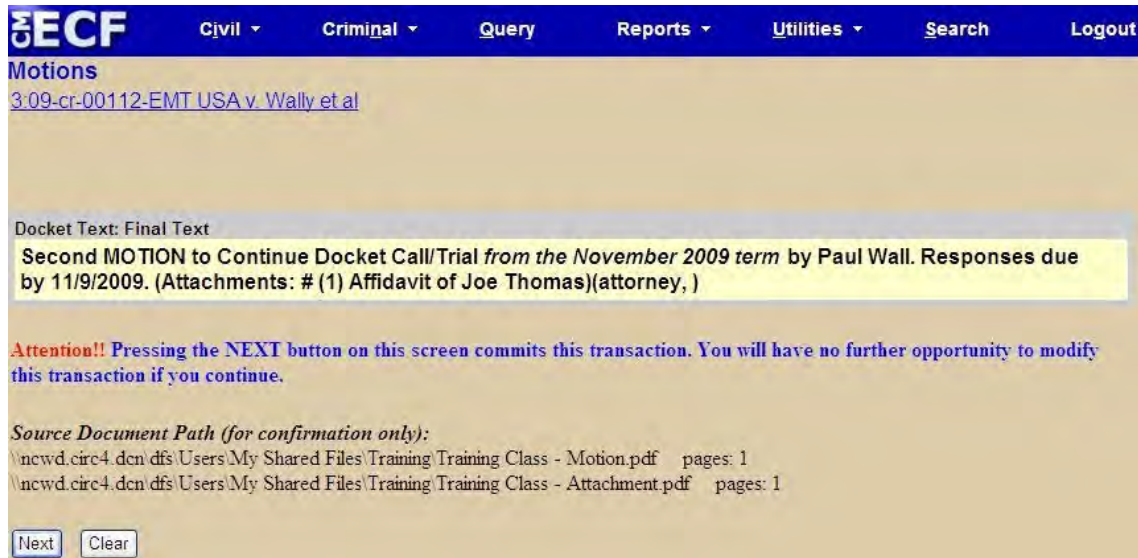
This is a close-up of the drop-down menu from the previous screenshot. The menu is open, showing a list of options: Amended, Consent, Joint, Second, Supplemental, Third, and Unopposed. The "Amended" option is currently selected and highlighted in blue.

- b) Click in the box to type any additional “free text” for the description of the pleading.



The screenshot shows the CM/ECF interface for Motions. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The page title is 'Motions' and the case number is '3:09-cr-00112-EMT USA v. Wally et al'. The 'Docket Text: Modify as Appropriate.' section contains a dropdown menu set to 'Second', followed by the text 'MOTION to Continue Docket Call/Trial from the November 2009 term by Paul Wall. Responses due by 11/9/2009. (Attachments: # (1) Affidavit of Joe Thomas) (attorney,)'. At the bottom of this section are 'Next' and 'Clear' buttons.

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



The screenshot shows the CM/ECF interface for Motions. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The page title is 'Motions' and the case number is '3:09-cr-00112-EMT USA v. Wally et al'. The 'Docket Text: Final Text' section contains the text 'Second MOTION to Continue Docket Call/Trial from the November 2009 term by Paul Wall. Responses due by 11/9/2009. (Attachments: # (1) Affidavit of Joe Thomas)(attorney,)'. Below this is a red warning message: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Underneath is the 'Source Document Path (for confirmation only):' section with two paths: '\\ncwd.circ4.dcn\dfs\Users\My Shared Files\Training\Training Class - Motion.pdf pages: 1' and '\\ncwd.circ4.dcn\dfs\Users\My Shared Files\Training\Training Class - Attachment.pdf pages: 1'. At the bottom of this section are 'Next' and 'Clear' buttons.

- d) Review the docket text for any errors. If you need to modify the date on the previous screen, click the [Back] button on the toolbar to edit the Modify Docket Text Screen.
- 8) Submit the document for filing by clicking on the [Next] button.

Note: The screen depicted above is contains the following warning.
Attention!! 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** or NEF.

ECF opens a new Motions window displaying an ECF filing receipt. **The document is now filed.**

The screenshot shows the ECF Motions window for case 3:09-cr-00112-EMT USA v. Wally et al. The page header includes navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area displays the following information:

U.S. District Court
Western District of North Carolina

Notice of Electronic Filing

The following transaction was entered by attorney, on 10/26/2009 at 12:33 PM EDT and filed on 10/26/2009

Case Name: USA v. Wally et al
Case Number: [3:09-cr-00112-EMT](#)
Filer: Dft No. 1 - Paul Wall
Document Number: [7](#)

Docket Text:
Second MOTION to Continue Docket Call/Trial from the November 2009 term by Paul Wall. Responses due by 11/19/2009. (Attachments: # (1) Affidavit of Joe Thomas)(attorney,)

3:09-cr-00112-EMT-2 Notice has been electronically mailed to:

Michael Martens martens2_usdoj.gov@example.com
Noell Savage savage.@example.com

3:09-cr-00112-EMT-2 Notice will not be electronically mailed to:

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1095689202 [Date=10/26/2009] [FileNumber=1222447-0] [af83518b3ff7b20570c89267078be1812353171606e6a3e52feb77cf590fd8e3a3

- 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.
- ECF will electronically transmit the Notice of Electronic Filing to the attorneys in the case who are registered ECF users, and to those who supplied their e-mail addresses to the Court. The NEF 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 filing, by printing the above screen.

Note: The Notice of Electronic Filing does **NOT** constitute as a Certificate of Service. The Western District of North Carolina still requires a certificate of service to be filed as a part of your PDF document or pleading.

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. Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse or via PACER. 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 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 pro se parties and those attorneys who are not registered ECF users in the Western District of North Carolina.

ADD/CREATE A NEW PARTY

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “**Select the filer**” screen, click the [**New Filer**] button.



Searching for the Party

Before you can add parties in the case, you must first perform a search to see if your party is already entered in 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 the [**Search**] button.



If a match is found, ECF will display a list of party names. *If the name of the party you represent appears in the list*, click on it and then click [**Select Party**]. Review the party information and select the party’s role in this filing. Once the **Party Information** is updated, click the [**Submit**] button.

Note: When entering **Party Information**, please follow these guidelines:

- **Parties** should be entered in the manner in which they are captioned on the complaint.
- **Company:** enter the entire company name in the Last name field.
- **Individual:** fill out the Last name, First name, Middle name, and Generation (i.e Jr., Sr., II) fields as appropriate.
- **Names with a County or City:** enter in the Last name field the County or City first (i.e Charlotte, City of, or Mecklenburg County). Use the two letter abbreviation for states. (i.e. NC Attorney General, or NC Department of Motor Vehicles).
- **Federal:** use US and the full name of agency (i.e. US Internal Revenue Service, or US Small

Create New Party

If no match is found, or your party does not appear in the list, click the button [**Create New Party**].



The screenshot shows the ECF system interface. At the top, there is a navigation bar with tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Answers to Complaints, Counterclaims" and the case number is "3:09-cv-00260 Jones v. Smith". The main content area is divided into two sections. On the left, there is a "Pick Filer" section with a "Collapse All" button and an "Expand All" button. Below this, there is a list of filers: "3:09-cv-260", "Kimberly Jones pla", and "Martha W. Smith dft". On the right, there is a "Search for a party" section with three input fields: "Last / Business Name" (containing "Jones"), "First Name" (containing "Allen"), and "Middle Name" (empty). Below these fields is a "Search" button. Underneath the search fields is a "Search Results" section with an empty list box. At the bottom of the search results section, there are two buttons: "Select Party" and "Create New Party". Below the buttons, there is a message: "Search returned no results. Please try again or create a new party."

Type in the new **Party Information** screen (i.e., Last name, First name, Middle name, and Generation fields as appropriate.) Click the [**Create New Party**] button.

Using the drop-down menu, **designate the correct party Role** (i.e., Defendant, Plaintiff, etc.).

Do not enter any address, phone, email or prison information. **Leave these fields blank.**

Then add any **Alias, or Corporate Parent.**

Adding an Alias

If the party has an alias, click the **[Alias +]** button to search for the alias name.

Note: You must first search for the alias name before you can select or add the alias.

The search result will display a list of names. If the alias name appears, highlight the name and click the **[Select Alias]** button. If the search result does not list the correct alias name, click on **[Create New Alias]**.

After selecting or creating a new alias name, the following screen appears:

Select the alias Role from the drop-down menu and click **[Add Alias]**.

Below is a listing of the roles:

- | | |
|-----------------------------------|------------------------------|
| administrator = adm | nee = born |
| administratrix = admx | obo = on behalf of |
| agent = agent of | other = other |
| aka = also known as | rpi = real party in interest |
| dba = doing business as | suc = successor to |
| div = division of | ta = trading as |
| fdba = formerly doing business as | tte = trustee for |
| fka = formerly known as | |

Adding Corporate Parents

Adding Corporate Parents is a similar process to adding an Alias. See page [17](#) for detailed instructions.

LINKING DOCUMENTS (REFER TO EXISTING EVENT)

Some pleadings such as Responses, Memorandums in Support, Briefs, Exhibits and Indexes should be “linked” to their related documents in the case. When filing these 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 the **[Next]** button.

Click the checkbox for the document you wish to link to and click **[Next]**.

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 \$.08 per page to access documents, docket sheets, and reports from ECF.

After you enter your **PACER** login and password, ECF opens a Query data entry screen as depicted on the next page. 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 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.

Note: Anytime you click on the **case number** hyperlink, ECF opens the query screen that allows you to view the docket sheet. Remember, you must enter your PACER login and password to query cases.

You may also query a case by the **Nature of Suit or Cause of Action**. 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 date format as depicted here, 1/1/1970.

When you run the query, if there is more than one case that meets the criteria, you will get a screen listing multiple case numbers.

If you click on the name of the party, ECF will open the **Query** screen with hyperlinks to the Alias, Associated Cases, Attorney, etc. screen. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases.

After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected.



At the top of the window, ECF displays the case number, 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 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.

Note: It will be necessary for parties represented by more than one attorney to file **separate notices of appearances**, and associate that attorney with the party. Failure to do so will result in the attorney not being notified of court filings and proceedings.

Case Summary

ECF provides a [Case Summary](#) of current case-specific information as represented on the following page:

The screenshot shows the ECF Case Summary page. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. The main content area is light beige. On the right side, case information is displayed: Case Number 3:09-cv-00260, Case Name Jones v. Smith, Presiding Judge Robert J. Conrad, Jr., Referral Judge David Keesler, Date filed 10/22/2009, and Date of last filing 10/27/2009. Below this is the heading "Case Summary". On the left side, case details are listed in two columns: Office: Charlotte, Filed: 10/22/2009, Jury Demand: Plaintiff, Demand: \$75000, Nature of Suit: 440, Cause: 28:1331 Fed. Question, Jurisdiction: Federal Question, Disposition: Terminated, County: Mitchell, Origin: 1, Reopened: None, Lead Case: None, Related Case: None, Def Custody Status: None, and Other Court Case: None. At the bottom, the Plaintiff is Kimberly Jones, represented by attorney Jeanie Koechley (Email: jeanie_koechley@ncwd.uscourts.gov), and the Defendant is Martha W. Smith.

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 below.

The screenshot shows the ECF Deadlines/Hearings query screen. It features a blue header with the ECF logo and menu items: Civil and Criminal. The main content area is light blue. The "Sort by" section has three dropdown menus, with the first set to "Due/Set". Below this are two checkboxes: "Pending deadlines/hearings" (checked) and "Terminated/satisfied deadlines/hearings" (unchecked). At the bottom are "Run Query" and "Clear" buttons. A dropdown menu is open on the right, showing options: Due/Set, Document Number, Deadline/Hearing, Filed, Satisfied, Terminated, and Party.

After the window opens, if you click on a [document number](#), ECF will display the actual Scheduling Order for the conference or hearing.

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA					
James Robertson, presiding					
Date filed: 07/02/2001 Date of last filing: 08/20/2001					
Deadlines/Hearings					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	<input type="radio"/> Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	<input type="radio"/> Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	<input type="radio"/> Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	<input type="radio"/> Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	<input type="radio"/> Answer due from DC	07/02/2001	07/23/2001	08/06/2001	

If you click on the 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 filed range for your docketing report as well as a range of document numbers. If you leave the range fields blank, ECF will print the entire docketing report.
- If you wish to retrieve **Links to Notices of Electronic Filing**, place a check-mark the box before **Links to Notices of Electronic Filing**.
- Place a check-mark on the box **List member cases** if you wish to have member cases included in your docket report.
- To include a header that displays the date the document was filed and the document number on each filed pleading, place a check-mark before **Include headers when displaying PDF documents**.
- To view (or download) multiple documents, check the box before **View multiple documents**.

Note: Using the **View multiple documents** feature works only when selecting a single defendant case, or the entire case.

After you have selected the parameter for your report, click the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

The document numbers in the middle column 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.

The screenshot shows the ECF interface for the U.S. District Court, Western District of North Carolina (Charlotte). The page title is 'CIVIL DOCKET FOR CASE #: 3:09-cv-00260-RJC'. The case details include: Jones v. Smith, Assigned to: Chief Judge Robert J. Conrad, Jr, Demand: \$75,000, Cause: 28:1331 Fed. Question, Date Filed: 10/22/2009, Jury Demand: Plaintiff, Nature of Suit: 440 Civil Rights: Other, Jurisdiction: Federal Question. The Plaintiff is Kimberly Jones, represented by attorney Jeanie Koechley. The Defendant is Martha W. Smith. The docket table below shows four entries:

Date Filed	#	Docket Text
10/22/2009	1	COMPLAINT against Martha W. Smith, filed by Kimberly Jones. (Attachments: # 1 Exhibit)(attorney,) (Entered: 10/22/2009)
10/22/2009	2	Second MOTION for Discovery of stock records by Kimberly Jones. Responses due by 11/9/2009. (Attachments: # 1 Exhibit A-C, Financial Records)(attorney,) (Entered: 10/22/2009)
10/27/2009	3	MOTION to Produce bank records by Kimberly Jones. Responses due by 11/13/2009. (attorney,) (Entered: 10/27/2009)
10/27/2009	4	MOTION in Limine to exclude testimony by Kimberly Jones. Responses due by 11/13/2009. (attorney,) (Entered: 10/27/2009)

To view or download more than one document, click **[View All]** or click on **[Download All]**. A confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. **[View All]** combines documents into one PDF, whereas **[Download All]** combines documents into a ZIP file. The user will need to save the ZIP file to a designated directory and filename.

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 choose to view 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 the **[Run Query]** button. ECF queries the database and builds your 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.

You may view a PDF file of actual documents by clicking on the [document number](#) hyperlink 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 on the following page:



If you select Docket Sheet, Multiple Docket Sheets, Civil or Criminal Case Reports from the screen depicted on the previous page, ECF will ask you to login to PACER. You may view the Calendar Events for a case without logging into PACER.

Docket Sheet

Click on the [Docket Sheet](#) hyperlink ECF opens the PACER login screen.

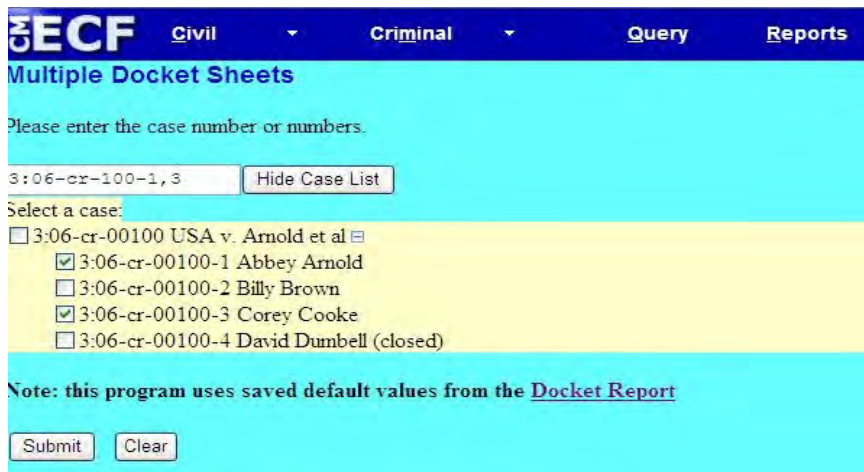
Enter your PACER login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

This is the same query window that ECF displayed when you selected Docket Report from the **Query** feature. 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.

Multiple Docket Sheets

Users can view and print all of the documents for multiple docket sheets at the same time by clicking on [Multiple Docket Sheets](#).

Enter a case number and click on the **[Find This Case]** button. ECF will display all parties in a case. Click on the parties you wish to view, then click on the **[Submit]** button.



The screenshot shows the ECF interface for the 'Multiple Docket Sheets' query. At the top, there are navigation tabs for 'Civil', 'Criminal', 'Query', and 'Reports'. The main heading is 'Multiple Docket Sheets'. Below this, there is a text input field containing '3:06-cr-100-1,3' and a 'Hide Case List' button. A section titled 'Select a case:' contains a list of cases with checkboxes: '3:06-cr-00100 USA v. Arnold et al' (unchecked), '3:06-cr-00100-1 Abbey Arnold' (checked), '3:06-cr-00100-2 Billy Brown' (unchecked), '3:06-cr-00100-3 Corey Cooke' (checked), and '3:06-cr-00100-4 David Dumbell (closed)' (unchecked). A note at the bottom states: 'Note: this program uses saved default values from the [Docket Report](#)'. At the very bottom are 'Submit' and 'Clear' buttons.

ECF docket sheet report will then view the selected docket sheets.

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. Once you 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 from the entered date range.

Case Number/ Title	Case Dates	Days Pending	Notes
3:09-cv-00256 MacAlpine v. Olson	Case filed: 10/20/2009	7	Cause: 28:1332 Diversity-Contract Dispute NOS: 190 Contract Other Office: Charlotte Jurisdiction: Diversity President: Unassigned Jury demand: None Case flags: PSLC1
3:09-cv-00257 Butler v. Buggs	Case filed: 10/20/2009	7	Cause: 28:1983 Civil Rights NOS: 440 Civil Rights: Other Office: Charlotte Jurisdiction: Federal Question President: Unassigned Jury demand: None
3:09-cv-00258 Smith v. Jones	Case filed: 10/20/2009	7	Cause: 28:1983 Civil Rights NOS: 440 Civil Rights: Other Office: Charlotte Jurisdiction: Federal Question President: Unassigned Jury demand: None

The far-left column of the Cases Filed report contains hyperlinked [case numbers](#). If you click on a particular case number, ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Criminal Case Report

The **Criminal Cases Report** provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date filed range, Case flag, Citation, Terminal digit, and defendant status. When you click on the [Criminal Cases](#) hyperlink, ECF displays a query screen as depicted here.

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 from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Case Number/ Title	Case Dates	Days Pending	Notes
3-09-cr-00112-EMT USA v. Wally et al	Case filed: 08/10/2009		Office: Charlotte
1 - Paul Wall	Added: 08/10/2009	80	President: Eric M. Tuttle
2 - Jack Mack	Added: 08/10/2009	80	President: Eric M. Tuttle
3 - Jane Bain	Added: 08/10/2009	80	President: Eric M. Tuttle

Calendar Events Report

The [Calendar Events](#) feature allows you to obtain scheduled hearing information. You can view the calendar by entering in a specific case number, Judge, Office, Nature of Suit or type of **Calendar Event**. The Set “to and from” date is a required field and cannot be left blank.

Once you entered your search criteria, click the **[Run Report]** button.

ECF will display the calendar for that selected date range. By clicking on the [Case Number](#) hyperlink, it will open up the docket sheet for that case.

Other Reports

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

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, and look up mailing information.



Your ECF 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 Login (Password)

Clicking on the [Maintain Your Login](#) hyperlink opens to the screen where attorneys can change their **Password**.

Notice that ECF displays a string of asterisks in the Password field. To change your ECF password, place your cursor in the Password field, delete asterisks and type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Submit]** button. ECF will update the person/user record. You may begin using the new password during your next ECF session.



Note: Unique ECF logins are issued at the time attorneys register for an account, therefore, they should never be changed by the user. If you feel your ECF account has been compromised, immediately change your password, or call the help line.

Maintain Your E-mail

[Maintain Your E-mail](#) utility event allows attorneys to update their email address, format and delivery for receiving all Notices of Electronic Case Filing, and allows attorneys to add additional cases, as well as a Secondary E-mail Address (i.e., paralegal, legal secretary, or other support staff).

The screenshot shows the ECF user interface for managing email information. The header is dark blue with the ECF logo and navigation menus. The main content area is light beige and contains two columns. The left column, 'Registered e-mail addresses', shows a primary email address and a link to add secondary addresses. The right column, 'Configuration options', is currently empty, showing only the instruction to select an email address to configure. At the bottom of the left column are 'Submit all changes' and 'Clear' buttons.

Add Additional E-Mail Address

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

- 1) From the screen depicted above, click the **[Add new e-mail address]** button.
- 2) 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.
- 3) Configure the format and delivery method for the ECF notices by selecting your choice from the radio buttons.

Note: ECF defaults to Individual NEF's. This means that notices will be e-mailed to the parties immediately after filing. Summary NEF's, however, means all your notices will be delivered in one email, issued once a day.

Additional Options

ECF users have an option to receive Notices of Electronic Filing on any **Additional Cases** that they may not be associated with. Simply by entering in a case number under your primary email address, you will receive notification of case activity. The “free look” does not apply when viewing documents in cases for which you are not a participant. Adding **Additional Cases** allows you to receive the NEF, however, in order to view the document, you will need to use your **Pacer** account.

- 1) To use this utility, type in a case number in the “**Add additional cases for noticing**” field.

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for attorney

Registered e-mail addresses

Primary e-mail address:
jeanie.koechlev@ncwd.uscourts.gov

Secondary e-mail addresses:
ecfhelp@ncwd.uscourts.gov
[add new e-mail address](#)

Submit all changes Clear

Configuration options

ecfhelp@ncwd.uscourts.gov

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Should this e-mail address receive notice for all cases in which this individual is a participant? Yes No

Show all cases for this e-mail address (Copy case lists from here)

Case-specific options

Add additional cases for noticing

3:09cr112 Find This Case

These cases will send notice *per filing*. (default method)

3:09-cv-00260-RJC Jones v. Smith - Representing Kimberly Jones

Remove selected cases Change selected cases to notice as a summary report

- a) Click **[Find this case]**. A new screen will be displayed.

Case-specific options

Add additional cases for noticing

3:09-cr-112-1 Hide Case List

Select a case:

3:09-cr-00112-EMT USA v. Wally et al

3:09-cr-00112-EMT-1 Paul Wall

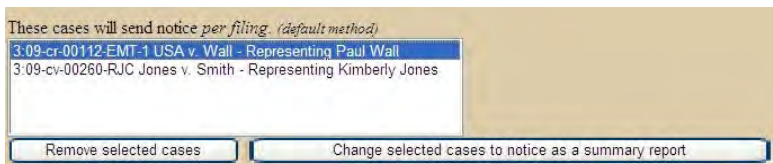
3:09-cr-00112-EMT-2 Jack Mack

3:09-cr-00112-EMT-3 Jane Bain

Add case(s)

- b) **Select the case(s)**, and click the **[Add case(s)]** button.
- d) Repeat steps A - C if adding additional cases, or when completed click on the **[Submit all changes]** button.

- e) If you need to **Remove** any of the **Additional Cases** you have added, highlight the case you wish to remove, then click on the **[Remove selected cases]** button. Once completed, click the **[Submit all changes]** button.



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

Maintain Your Address

Warning: It is the responsibility of the user to keep your e-mail, mailing address, phone and fax number current.

- 1) If you need to update your mailing address, phone or fax number, click on [Maintain Your Address](#) from the category list.
- 2) Update your attorney record by typing in the most current information.

- 3) When you are satisfied that all of your account information is accurate and up-to-date, click the **[Submit]** button at the bottom of the Maintain User Account screen to submit your changes. ECF will notify you on the next screen that your updates were accepted.

Transaction Log

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.


From the Utilities screen, click on [Transaction Log](#). 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.



Id	Date	Case Number	Text
143835	01/25/2007 19:52:08	5-07-cv-20	<I>First</I> ANSWER to Complaint <I>from Starbucks Coffee</I>, First COUNTERCLAIM <I>add memo in support</I> against all parties by Caribou Coffee. (Attachments: # (1) Exhibit exhibits 1-5 letters from starbucks)(attorney,)
143876	01/25/2007 20:00:56	5-07-cv-20	Exhibit by Caribou Coffee. Exhibit to [1] Complaint <I>exhibit 5-8 from Starbucks</I>. (attorney,)
144175	02/08/2007 14:50:52	1-05-cv-201	MOTION for Summary Judgment <I>as to all issues</I> by Robert Dyson, ABC Company, Dyson Corporation. Responses due by 2/25/2007 (Attachments: # (1) Memorandum in Support# (2) Exhibit 1)(attorney,)Motions referred to Dennis Howell
144188	02/08/2007 15:07:09	1-05-cv-201	RESPONSE in Opposition re [168] MOTION for Summary Judgment <I>as to all issues</I> filed by John Nelson, Jane Nelson. (attorney,)
144804	04/16/2007 14:52:47	1-05-cv-201	MOTION for Summary Judgment <I>as to issue one</I> by Robert Dyson, ABC Company, Dyson Corporation. (Attachments: # (1) Memo In Support# (2) Exhibit G)(attorney,)Motions referred to Dennis Howell
144809	04/16/2007 15:03:24	1-05-cv-201	RESPONSE in Opposition re [170] MOTION for Summary Judgment <I>as to issue one</I> filed by John Nelson, Jane Nelson. (attorney,)
145029	04/24/2007 11:23:51	5-07-cv-95	Eighth MOTION to Change Venue <I>bigger store</I> by Starbucks Coffee Company. (Attachments: # (1) Motion for starbucks# (2) exhibit)(attorney,)Motions referred to David Keesler
145080	04/24/2007 11:34:53	5-07-cv-95	RESPONSE to Motion re [3] Eighth MOTION to Change Venue <I>bigger store</I> filed by Starbucks Coffee Company, Dunkin Donuts. (attorney,)
145148	04/24/2007 11:48:06		Updated person record: attorney Prid: 4
145341	05/22/2007 15:00:35	1-05-cv-201	MOTION for Summary Judgment <I>as to all issues</I> by Robert Dyson, ABC Company, Dyson Corporation. (Attachments:

Credit Card Payments


[The Credit Card Payment](#) hyperlink opens up to a new screen with two fields for entering the Internet Payment History Date Selection Criteria. Enter the date range for your report and click on the **[Run Report]** button. ECF displays a report of all your Internet Payment History in ECF within the date range you specified for Date Selection Criteria.

 Civil Criminal Query Reports Utilities Search Log				
U.S. District Court Western District of North Carolina TRAINING DATABASE Internet Payment History for attorney 1/4/2008 to 2/4/2008				
Date Paid	Description	Payment Method	Receipt #	Amount
2008-01-22 11:08:10	Complaint(3:07-cv-00057) [cmp cmp] (350.00)	CreditCard	04190000000000148292	\$ 350.00
2008-01-22 11:19:36	Complaint(3:07-cv-00057) [cmp cmp] (350.00)	CreditCard	04190000000000148294	\$ 350.00
2008-01-30 11:30:15	Complaint(3:08-cv-00011) [cmp cmp] (350.00)	CreditCard	04190000000000148501	\$ 350.00

Note: All credit card refunds are handled locally by the court, therefore, any attorney requiring a refund on any court filing fee paid using a credit card, please use the utility [Request Credit Card Refund](#).

Email Information/Mailing Labels

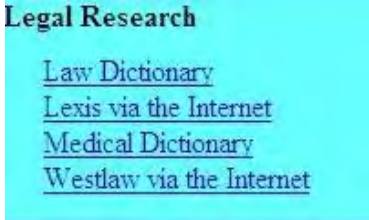
The [Mailings](#) hyperlink that opens a new screen that you will need to select [Mailing Info for a Case](#). By entering in the case number and clicking on the [Submit] button, the ECF system will show you which attorneys receive e-mail notices and those that require manual noticing. This utility feature will help the user complete the required Certificate of Service.

 Civil Criminal Query Report	
Mailing Information for a Case 3:05-cv-00200	
Electronic Mail Notice List	
The following are those who are currently on the list to receive e-mail notices for this case.	
<ul style="list-style-type: none"> • Perry Mason ecftrain@ncwd.uscourts.gov 	
Manual Notice List	
The following is the list of attorneys who are not on the list to receive e-mail notices for this case (who therefore require manual noticing).	
Shirley Cotton Lerner & Lowe, LLC 1301 Della Street Statesville, NC 22024	

Miscellaneous Utility Features

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

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 and Lexis via the Internet.



Review Announcement Notices

This Utilities feature allows you to review past announcement notices that were sent from the Western District of North Carolina.

SEARCH FEATURE

ECF has a universal event and menu search option. When clicking on [Search](#), a small pop-up window appears, and the user can search by entering text. Once typing in text, click the **[Search]** button, and ECF will display the results on the screen. As illustrated below, each item is a hyperlink to the corresponding menu item or event, so the user can access the menu item from the search results screen.



LOGOUT

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.

Click on [Logout](#) 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

CyberClerk

CyberClerk is the ECF menu option to [Submit Documents to Court](#). The Civil or Criminal **Available Events** under this category are any of the following:

- **Submit Civil Summons**
- **Submit Proposed Document to Clerk** (i.e., Documents sent to the Clerk of Court).
- **Submit Proposed Document to Judge** (i.e., Proposed Orders that will serve the judge and the attorneys in the case that are ECF registered users.)
- **Submit Proposed Exparte Document to Judge** (i.e., Proposed Orders that will only be served to the judge.)



Civil Summons

Counsel should create the civil summons in PDF format for each named defendant using the Administrative Office form, [AO 440 located on our web page](#).

The civil summons should be prepared and submitted after you have opened your new civil action so that it will include the assigned civil case number.

The summons can be submitted either separately or as one PDF document for each named defendant, **however, each summons must be complete with both pages of the AO 440 form per named defendant.** Failure to submit both pages per defendant will result in the Clerk's office requesting that the form be resubmitted in its entirety.

The form should be completed in compliance with Federal Rule of Civil Procedure 4(a), including:

- ▶ the case caption,

- ▶ directed to the defendant to be served,
- ▶ name and address of the plaintiff's attorney, and
- ▶ state the time within which the defendant must appear and defend.

You will receive a notice of electronic filing (NEF) of the summons when it is entered on the court's docket. Use the NEF hyperlink to retrieve the issued form to effect service of process.

Proposed Orders

All proposed orders should be submitted using the **CyberClerk** option as described above. The Proposed Order must be in .rtf format ("Rich Text Format") or in a format compatible with the latest version of WordPerfect. **Proposed Orders sent through CyberClerk should not include the date line or the signature line.**

Sealed Docket Entries

Attorneys are able to electronically file certain sealed or restricted documents. [Review the Listing of Criminal/Restricted Documents and Listing of Civil Sealed/Restricted Documents on our web page.](#) Only the events listed have a restriction on them. Every other event and document is available to the public.

All sealed docket entries that attorneys' electronically file will be available to the public. The PDF documents will only be viewable to those the attorney has given access to view the document.

Definitions:

Sealed - Court: access is limited to court users. "Sealed-Court" will be displayed in docket text.

Sealed - Attorney: access is limited to court users and the selected case participants that were given access to view the document. "Sealed - Attorney" will be displayed in the docket text.

Sealed - Participants: access is limited to court users and case participants. "Sealed-Participants" will be displayed in the docket text.

Ex-Parte: Access is limited to court users and the filers or selected case participants. "(Ex-partie) or "Sealed - (Filer or Selected Party)" will be displayed in the docket text.

Restricted: Access is limited to court users, case participants and public terminals. "Restricted" will be displayed in the docket text.

Filing Sealed Cases

Attorneys cannot file a sealed case electronically. Any sealed case needs to be filed conventionally with the clerk's office.

- a) Criminal Case: attorneys will not be able to electronically file any documents in a sealed criminal case and will have to file them conventionally with the clerk's office.
- b) Civil Case: attorneys must request within the motion to seal and proposed order whether:
 - i) The civil case is available electronically to the court only; or
 - ii) The civil case is available electronically to all counsel of record.

If the sealing level is not stated in the motion or order, the case will be available to court users only.

All documents will have to be filed conventionally with the clerk's office, if the order grants access to the court only.

If the order grants access to all counsel of record, then the court will give access to all active attorneys in the case at the time of the order. Afterwards, any subsequent attorneys must file their notice of appearance or initial pleading conventionally and move that they be granted access to the case. Once permission is granted, the attorney will be given sealed access to the case.

Since the case is sealed, attorneys can select any event from the list of events for electronically filing.

Attorneys will be able to view documents and electronically file in sealed civil cases, but will still have to serve the parties conventionally as no NEF is sent to any party.

Filing Sealed Documents

Attorneys will be able to electronically file sealed or restricted documents where some type of access is provided to the participants, and they will not be able to electronically file documents where access is limited to court users only. See the sections to follow for more detailed information.

In accordance with [LCvR 6.1](#), a party must seek permission to file documents under seal (by filing a Motion to Seal) unless they are being filed pursuant to a statute or in accordance with a previously entered Rule 26(e) Protective Order.

When access should be limited to the court, attorneys will need to conventionally file the documents and **MUST** request such within their motion to seal and proposed order, or in the instance of a filing pursuant to a statute or protective order, the attorney shall clearly state on a cover page, whether:

- a) The document is sealed; or
- b) The entry and the document are sealed.

If it is not stated or requested, the court will seal the document only.

Filing Sealed Motions

If the court has allowed such sealed document to be filed (by first filing a Motion to Seal), attorneys will have the option to electronically file certain sealed motions, responses, and documents. The steps for electronically filing each are very similar, however, for purposes of illustration, below are the steps for electronically filing a sealed motion.

- 1) **Select the type of document to file.** Click on the [Sealed Documents](#) hyperlink.
- 2) **Specify the type of document you are filing.** Select **Sealed Motion**, click the [Next] button.
- 3) **Enter the case number.** Click on the [Find this Case]. Once the ECF finds the case number, click the [Next] button.
- 4) ECF will show the case caption screen. If the case is correct, click the [Next] button.
- 5) [Browse] for your PDF document.
- 6) [Browse] for any attachment, and give the document a name by selecting a category, typing in a description, or both. Once your main document and all its pleadings are attached, click the next button.
- 7) ECF will open to a new screen. You will have to **Type in the Party Filing the Document.** (i.e., Defendant ABC Company). The screen also displays the following message: **To set ACCESS to this PDF document - SELECT the PARTY(s) who should have access on this screen. The (docket) entry will be available to the public.** Pick the parties who should have access to the PDF document. **ABORT** the entry if you do not get the above message! Make sure you have selected the correct event, and have given the correct parties access to the document, which includes giving access to your own client.

The screenshot shows the ECF interface for filing sealed documents. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Sealed Documents' with the case number '3:09-cv-00260-RJC Jones v. Smith'. A text input field is labeled 'Type in the Party Filing the Document:'. Below this, there is a 'Pick Filer' button and a list of filers: 'Kimberly Jones pla' and 'Martha W. Smith dft'. A red message box states: 'To set ACCESS to this PDF document - SELECT the PARTY(IES) who should have access on this screen. The entry will be available to the public.' Below the message, there is a 'Select the Party:' section with a list of parties: 'Jones, Kimberly [pla]' and 'Smith, Martha W. [dft]'. At the bottom, there are 'Next', 'Clear', and 'New Filer' buttons.

- 8) **Accept the Response Deadline** date by clicking on the **[Next]** button.
- 9) In the free text screen, **Type in a non-confidential description of the relief sought.**
(Remember: the public will be able to see the docket entry.)
- 10) The ECF system will **display the Docket Text**. If you need to modify description on the previous screen, click the **[Back]** button on the toolbar to edit Docket Text Screen. Click the **[Next]** button.
- 11) When you are satisfied that your **Final Docket Text** is accurate, **submit the document for filing** by clicking on the **[Next]** button.
- 12) **The Notice of Electronic Filing will be sent to all case participants, however, only the parties that were selected to have access will be able to view the document.**

The screenshot displays the ECF system interface. At the top, there is a 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 "Sealed Documents" and the case name is "3:09-cv-00260-RJC Jones v. Smith". The court information is "U.S. District Court Western District of North Carolina". The main heading is "Notice of Electronic Filing". The text below reads: "The following transaction was entered by attorney, on 10/28/2009 at 5:00 PM EDT and filed on 10/28/2009". The case details are: Case Name: Jones v. Smith, Case Number: 3:09-cv-00260-RJC, Filer: [redacted], Document Number: 5. The Docket Text is: "SEALED MOTION (Sealed - Attorney) continue (available to Kimberly Jones) Responses due by 11/16/2009. (attorney,)". Below this, it states: "3:09-cv-00260-RJC Notice has been electronically mailed to: attorney jeanie_koechley@ncwd.uscourts.gov". It also states: "3:09-cv-00260-RJC Notice will not be electronically mailed to:". At the bottom, it says: "The following document(s) are associated with this transaction:".

Filing Ex-parte Motions

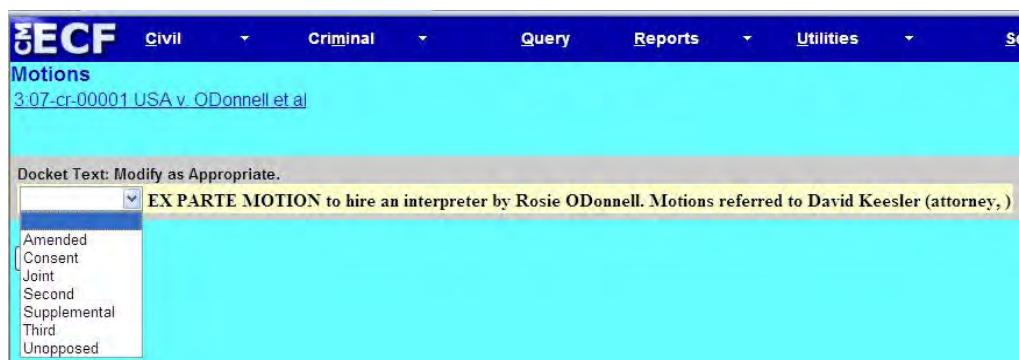
- 1) **Select the type of document to file.** Click on the [Motions](#) hyperlink.
- 2) **Enter the case number.** Click on the **[Find this Case]** Once the correct case party or defendant is displayed, click on the **[Next]** button.
- 3) ECF will show the **case caption screen**. If the case is correct, click on the **[Next]** button.

- 4) **Select the party(s) filing the document.** If it is more than one party, holding down the control key allows you select more than one party or event.
- 5) **Specify the type of document you are filing.** Select **Ex Parte Motion** under the Available Events.
- 6) **[Browse]** for your PDF document.
- 7) **[Browse]** for any attachment, and give the document a name by selecting a category, typing in a description, or both. Once your main document and all its pleadings are attached, click the next button.
- 8) The following user message appears: **Type in description of relief sought:**
Access to the entry and document is provided only to the filing party.



Note: Abort the entry if you do not get the message. Make sure you have selected the correct event.

- 9) **Modify docket text.**
 - a) Click on the drop-down menu box and select a modifier if appropriate.



- b) Click on the **[Next]** button. ECF will display the **Final Docket Text**.

ECF Civil Criminal Query Reports Utilities Search

Motions
[3:07-cr-00001 USA v. ODonnell et al](#)

Docket Text: Final Text
EX PARTE MOTION to hire an interpreter by Rosie ODonnell. Motions referred to David Keesler(attorney,)

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

Source Document Path (for confirmation only):
 \ncwd.circ4.dcn\dfs\Users\My Shared Files\Training\Training Class - Motion.pdf pages: 1

- c) **Review the docket text for any errors.** If you need to modify the date on the previous screen, click the **[Back]** button on the toolbar to edit Docket Text Screen.
- 10) **Submit the document for filing** by clicking on the **[Next]** button.
- 11) **The Notice of Electronic Case Filing will be sent only to the filer, and they will have access and the entry of the document(s).**

Motions
[3:07-cr-00001 USA v. ODonnell et al](#)

U.S. District Court
Western District of North Carolina TRAINING DATABASE

Notice of Electronic Filing

The following transaction was entered by attorney, on 2/4/2008 at 5:12 PM EST and filed on 2/4/2008

Case Name: USA v. ODonnell et al
Case Number: [3:07-cr-1](#)
Filer: Dft No. 1 - Rosie ODonnell
Document Number: [61](#)

Docket Text:
EX PARTE MOTION to hire an interpreter by Rosie ODonnell. (attorney,)

3:07-cr-1-1 Notice has been electronically mailed to:
 Angela Parrott ecfrain@ncwd.uscourts.gov

Filing Sealed Exhibits

In the event certain exhibits to a pleading should be sealed and not the pleading itself, attorneys shall file and attach a PDF document entitled “**Notice of Sealed Exhibit**” in place where the exhibit would have been attached. Parties must first seek permission to file under seal unless they are being filed pursuant to a statute or in accordance with a previously entered Rule 26(e) Protective Order.

An example of filing a Notice of Sealed Exhibit:

MOTION for Summary Judgment by Defendant. (Attachments: (1) Memorandum of Law, (2) Exhibit 1 – Contract dated 1/15/06, (3) Exhibit 2 – Notice of Sealed Exhibit, (4) Exhibit 3 – Letter dated 3/11/06, (5) Exhibit 4 – Notice of Sealed Exhibit). (Attorney Perry Mason)

Next, the Attorney should electronically file the sealed exhibits using the **Sealed Document** event and link it to the main document (or conventionally file if it should only be available to the court).

- 1) **Select the type of document to file.** Click on [Sealed Documents](#) hyperlink.
- 2) **Specify the type of document you are filing.** Select **Sealed Document**, then click the **[Next]** button.
- 3) **Enter the case number.** Click on the **[Find this Case]**. Once the correct case party or defendant is displayed, click the **[Next]** button.
- 4) ECF will show the **case caption screen**. If the case is correct, click the **[Next]** button.
- 5) **[Browse]** for your PDF document.
- 6) **[Browse]** for any attachment, and give the document a name by selecting a category, typing in a description, or both. Once your main document and all its pleadings are attached, click the next button.
- 7) ECF will open to a new screen. **Type in the Party Filing the Document** (i.e., Plaintiff Martha Stewart). The screen also displays the following message: **To set ACCESS to this PDF document - SELECT the PARTY(s) who should have access on this screen. The (docket) entry will be available to the public.** Pick the parties who should have access to the PDF document. Abort the entry if you do not get the above message! Make sure you have selected the correct event.

8) Check the box, **Should the document you are filing link to another document in this case?**

In the free text screen, **Type in a non-confidential description of the relief sought.** (I.e., sealed exhibit. - *Remember: the public will be able to see the docket entry.*)

Click the [Next] button.

- 9) **Select the appropriate event(s) to which your event relates.** Check the appropriate box linking your **Sealed Document** (Exhibit) to the pleading. Once you have selected the document, click on the [Next] button.
- 10) The ECF system will **display the Docket Text**. If you need to modify description on the previous screen, click the [Back] button on the toolbar to edit Docket Text Screen. Click on the [Next] button.
- 11) When you are satisfied that your **Final Docket Text** is accurate, **submit the document for filing** by clicking on the [Next] button.
- 12) **The Notice of Electronic Filing** will be sent to all case participants, however, only the parties that were selected to have access will be able to view the document.

Filing Unredacted Copies

If the document should be part of the case file, an attorney needs to file the document by using **Unredacted Document**, found under **Other Documents**.

- 1) **Select the type of document to file.** Click on [Sealed Documents](#).
 - 2) **Specify the type of document you are filing.** Select **Unredacted Document**, then click the **[Next]** button.
- 3-12) The steps are similar to filing a Sealed Document. **Follow steps 3-12 above.**

Queries on Sealed Documents

When the entry is public and the document is sealed:

- ▶ A party who does not have permission to view the document will be able to see the entry but will **not** have a hyperlink to view the document.
- ▶ A party who has permission to view the document will be shown a warning before accessing the document.

When the entry and document are sealed:

- ▶ A party who does not have permission to view the entry will not be able to see the entry **or** document.

Cross Document Hyperlinks

CM/ECF users now can file a document that includes a hyperlink to a previously filed document(s) in the same case or another case that resides on the CM/ECF system where the filing is being entered, or on any other court's CM/ECF system.

Details About the New Functionality:

- The hyperlink, as set by the filer, may link to the start of the document or to a specific page in the document.
- A filer can file a document that includes a hyperlink to a document that is being filed simultaneously (in the same docketing transaction) with the primary document (e.g., a Memo in Support of Summary Judgment may have hyperlinks to the attached documents that are part of the same docketing transaction).
- Immediately after a document is filed in CM/ECF, that document will be available to be linked as a hyperlink in a subsequently filed document.
- A user cannot access a hyperlink to a restricted document unless the user has appropriate permissions.

General Assumptions About Cross-Document Hyperlink Usage:

- Any document that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.
- The changes for Release 3.1 only pertain to hyperlinks to CM/ECF documents; the ability to file documents with hyperlinks to any external URL (e.g., Westlaw, Lexis) are not affected by the new cross-document hyperlink functionality.
- The CM/ECF application will not verify the validity of URLs included as hyperlinks within documents filed in CM/ECF.
- This functionality has been tested and works properly with Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher. Hyperlinks added to documents created in other word processing programs may not function properly once the documents are converted to PDF format.

Creating Hyperlinks to Documents Already in the Electronic Case File

A file can be linked to another document in any database in the federal courts – District (functionality available in Release 3.1), Bankruptcy (functionality available in Release 3.2) and/or Appellate (functionality available as of July 2006). To create a link between a document being filed in CM/ECF and a document that already exists in CM/ECF, follow the steps below for **Corel WordPerfect** or for **Microsoft Word**.

Note: Users should not copy hyperlinks from other Notice of Electronic Filing (NEF). The document hyperlinks in NEFs contain special information that allows them to provide one "free look" to qualified recipients of the NEF. Instead of copying hyperlinks in NEFs, users should run a report in CM/ECF, such as the Docket Report, and copy the document number hyperlink from the report. See below for more information on this process.

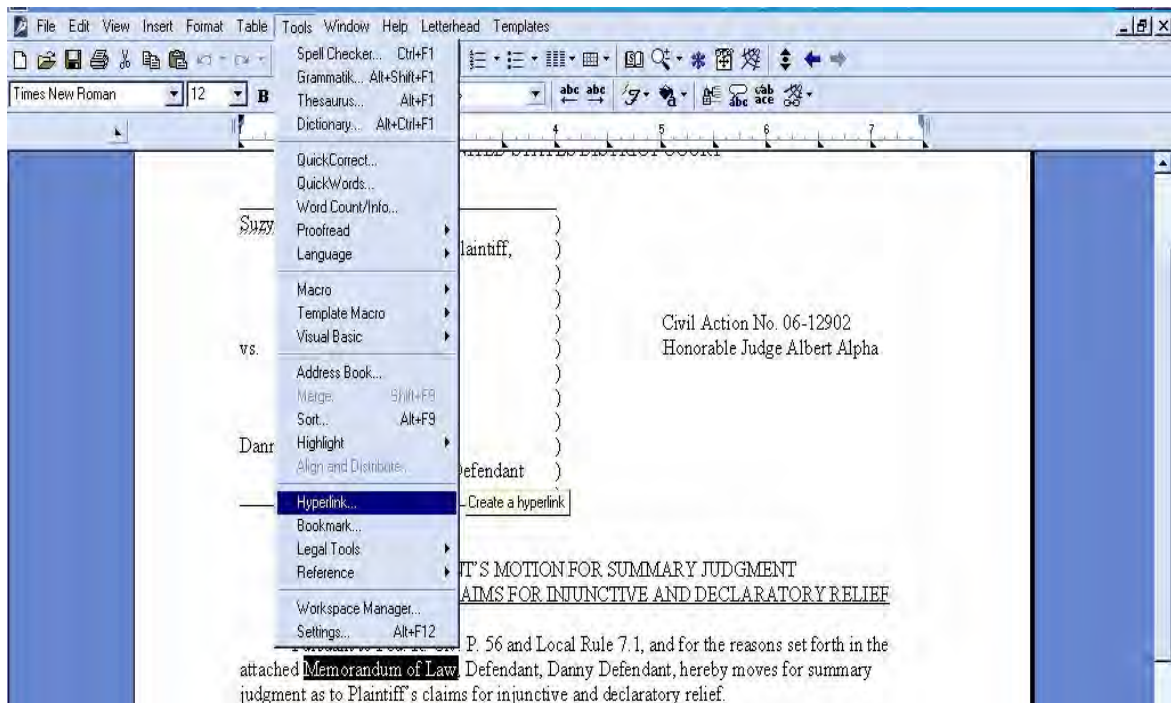
Using WordPerfect to Create Hyperlinks to Existing CM/ECF Documents

- 1) Access CM/ECF and **run the docket report for the case that contains the document** you want to link to.
- 2) **Locate the document among the docket entries.**
- 3) **Copy the URL of the document to the clipboard.**

To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer/Netscape) or **Copy Link Location** (Firefox) from the selection list. (**Note:** The document link displays after the filed date and is represented by a number with an underscore).

07/10/2005	1	INDICTMENT as to Rene Descartes (1) count(s) 2. (Gibson, Brandi) (Entered: 05/04/2006)
07/10/2005	2	RENE DESCARTES Arraignment set for 7/15/2005 01:00 PM in Courtroom 1 before Christine B Chi (4/2006)
07/13/2005	3	held before Judge Christine B Chi Bench Trial begun on 7/13/2005 as to Rene Descartes (1) Count 2 (4/2006)
07/15/2005	4	on, Brandi) (Entered: 05/04/2006)
07/17/2005	5	held before Judge Christine B Chi Bench Trial as to Rene Descartes completed on 7/17/2005 (Gibson,
07/17/2005	6	held before Judge Christine B Chi Bench Trial as to Rene Descartes held on 7/17/2005 (Gibson,
07/19/2005	7	held before Judge Christine B Chi Sentencing held on 7/19/2005 for Rene Descartes (1), Count(s) 2,

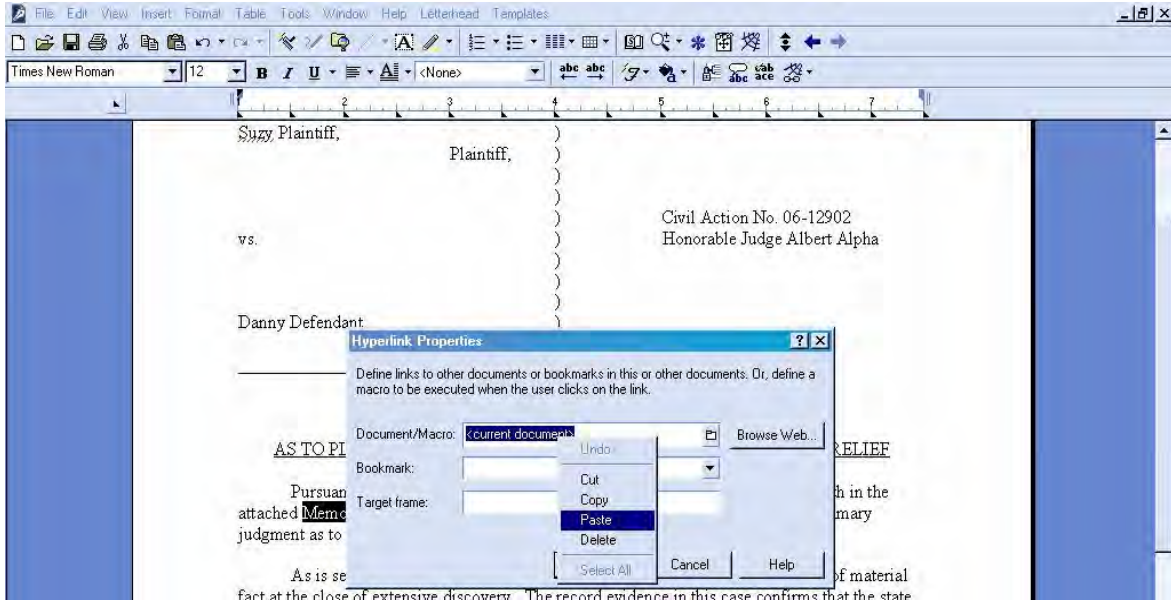
- 4) In WordPerfect, **open the document you want to add the hyperlink**. In the document, highlight the citation text for which you wish to create the hyperlink.
- 5) Click **Tools** on the toolbar and select **Hyperlink** from the drop-down selection list.



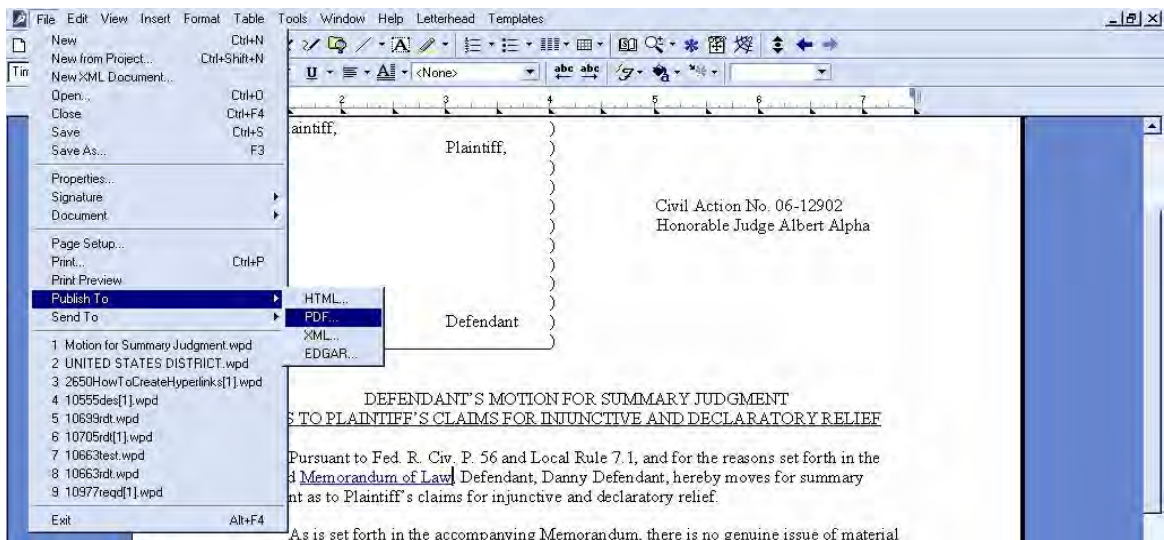
- 6) The Hyperlink Properties window opens. **Paste the URL into the Document/Macro field** (by clicking the right mouse button and selecting **Paste** or by using the **Ctrl + V** command). (See the screen below.) You can append to the URL a citation to a specific page number within the document, if necessary.

To do this, enter **?page=<page number>** at the end of the URL, for example:
<https://usdc.uscourts.gov/doc1/00103032?incHeader=y?page=23>

Click the **[OK]** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.



- 7) **Save the word processing document.**
- 8) **To convert the WordPerfect document to PDF format, click File on the toolbar, select Publish to and then PDF from the drop-down selection list or Publish to PDF (the selection depends of the version of WordPerfect you are using). Navigate, if necessary, and store the PDF document in a local directory. Do not print a WordPerfect document to Adobe PDF Writer. You must use Publish to PDF if the document contains a hyperlink.** Printing to PDF is permitted if the document does not contain hyperlinks.



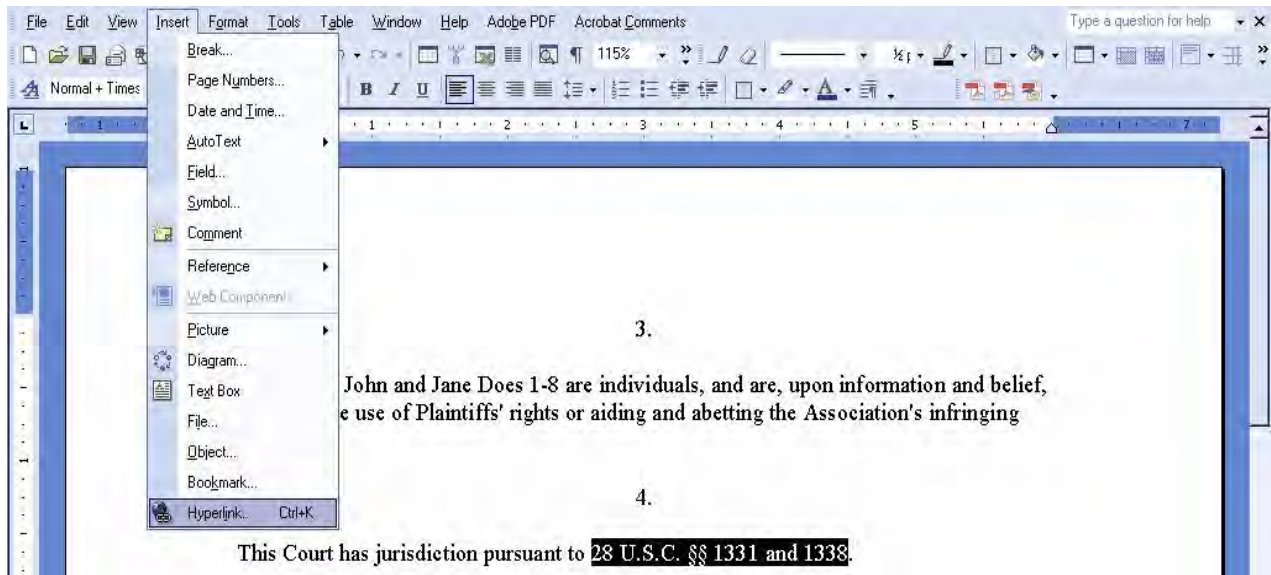
- 9) **Docket an event in CM/ECF and add the PDF to the docket entry as usual.**

Using Microsoft Word to Create Hyperlinks to Existing ECF Documents

- 1) Access CM/ECF and **run the docket report for the case that contains the document** you want to create the hyperlink.
- 2) **Locate the document among the docket entries.**
- 3) **Copy the URL of the document to the clipboard.** To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer/Netscape) or **Copy Link Location** (Firefox) from the selection list. (**Note:** The document link displays after the filed date and is represented by a number with an underscore, e.g., **2**).

07/10/2005	1	INDICTMENT as to Rene Descartes (1) count(s) 2. (Gibson, Brandi) (Entered: 05/04/2006)
07/10/2005	2	NOTICE OF HEARING as to Rene Descartes Arraignment set for 7/15/2005 01:00 PM in Courtroom 1 before Christine B Chi 4/2006)
07/13/2005	3	NOTICE OF HEARING as to Rene Descartes Bench Trial held before Judge Christine B Chi Bench Trial begun on 7/13/2005 as to Rene Descartes (1) Count 2 4/2006)
07/15/2005	4	NOTICE OF HEARING as to Rene Descartes Arraignment set for 7/15/2005 01:00 PM in Courtroom 1 before Christine B Chi on, Brandi) (Entered: 05/04/2006)
07/17/2005	5	NOTICE OF HEARING as to Rene Descartes Bench Trial held before Judge Christine B Chi Bench Trial as to Rene Descartes completed on 7/17/2005 (Gibson,
07/17/2005	6	NOTICE OF HEARING as to Rene Descartes Bench Trial held before Judge Christine B Chi Bench Trial as to Rene Descartes held on 7/17/2005 (Gibson,
07/19/2005	7	NOTICE OF HEARING as to Rene Descartes Sentencing held on 7/19/2005 for Rene Descartes (1), Count(s) 2,

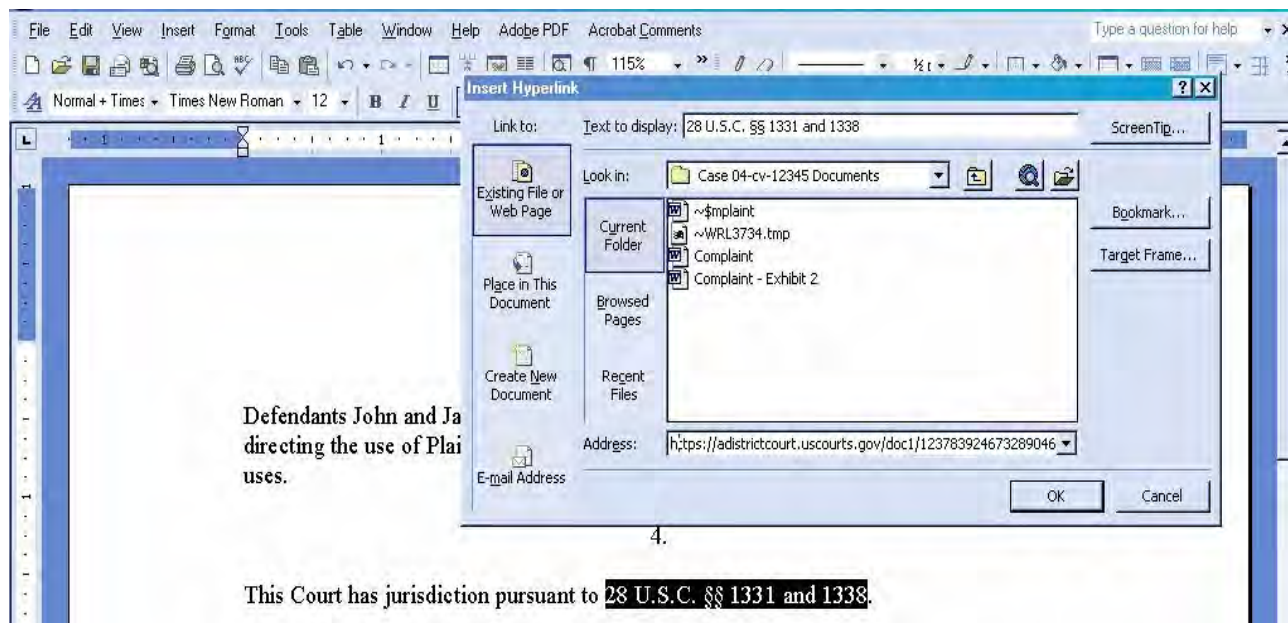
- 4) In Microsoft Word, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.
- 5) Click **Insert** on the toolbar and select **Hyperlink** from the drop-down selection list.



- 6) The **Insert Hyperlink** window opens. Paste the URL into the *Address* field (by clicking the right mouse button and selecting **Paste**, or by using the **Ctrl + V** command). The URL of the CM/ECF document is pasted (displays) in the address field. You can append to the URL a citation to a specific page number within the document, if desired.

To do this, enter **?page=<page number>** at the end of the URL, for example:
<https://ap10-dev-dcn.td.ocads.ao.dcn/doc1/00103032?incHeader=y> **?page=23**

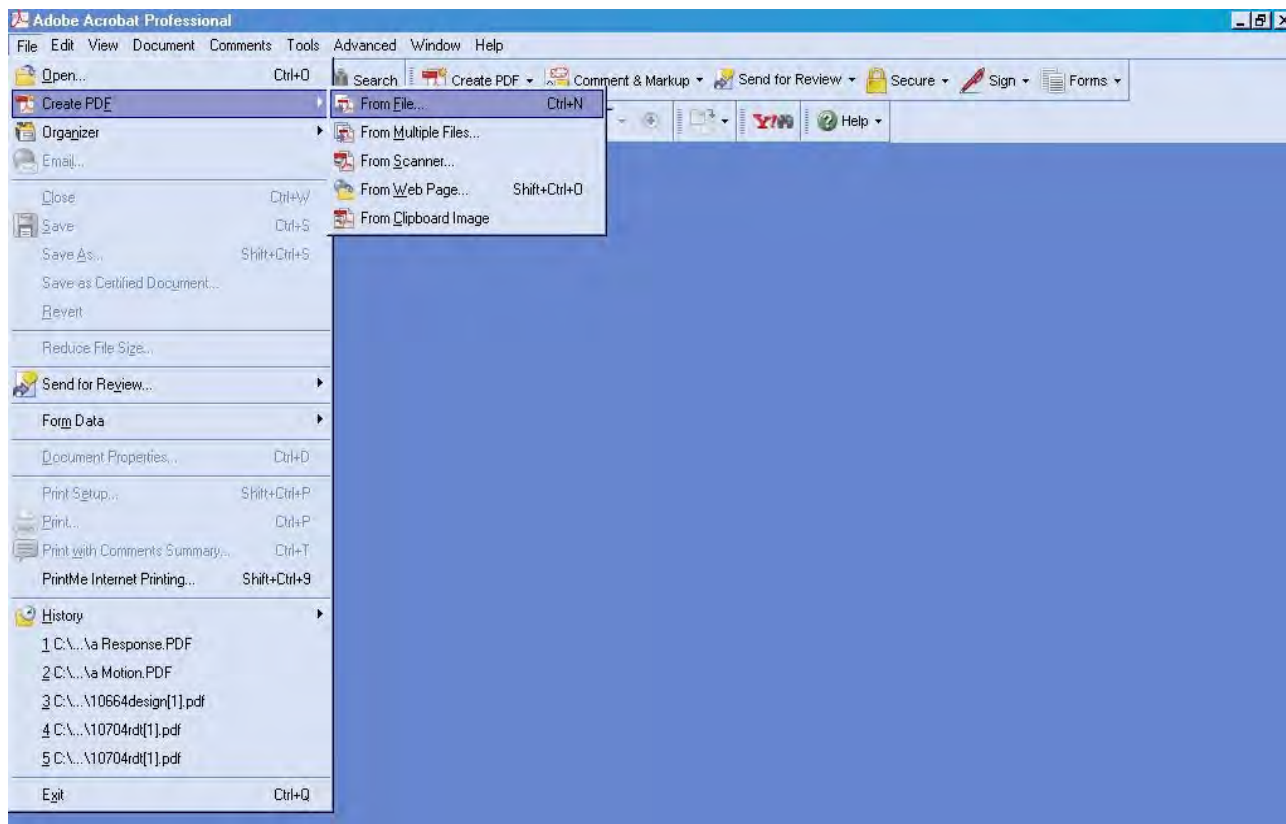
Click the **[OK]** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.



- 7) **Save and close the word processing document.**
- 8) **To convert the Word document to PDF format, the Adobe Acrobat application must be used.**

There are a number of ways to convert a Word document; the following illustrates conversion within Adobe Acrobat. (**Note:** If the document is open when the next step is executed an error message is returned. The Word file must be closed before converting it to PDF.)

- 9) **Open the Adobe Acrobat application.** Click on **File** in the toolbar and select **Create PDF** and the **From File...**



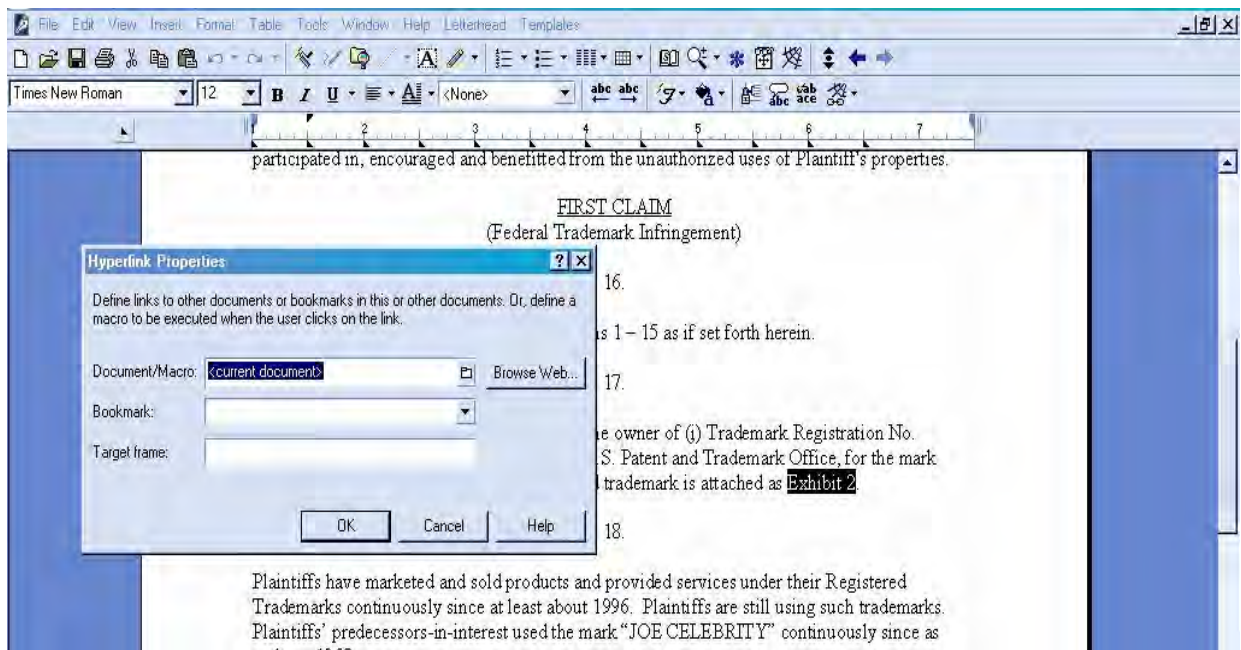
- 10) A navigation window opens. Navigate, if necessary, to the directory/folder where the Word document is stored. **Select the document** and click the **[Open]** button.
- 11) A series of windows open as the document is converted. When the conversion is completed, the **document is displayed in an Adobe Acrobat window.** (Note: The hyperlink is converted automatically.)
- 12) **Close the Adobe file.** Respond **Yes** to the save changes message, and store the PDF document in the appropriate directory/file.
- 13) **Docket an event in CM/ECF** and upload the PDF file to the docket entry as usual.

Creating Hyperlinks between Documents Filed in the Same Event

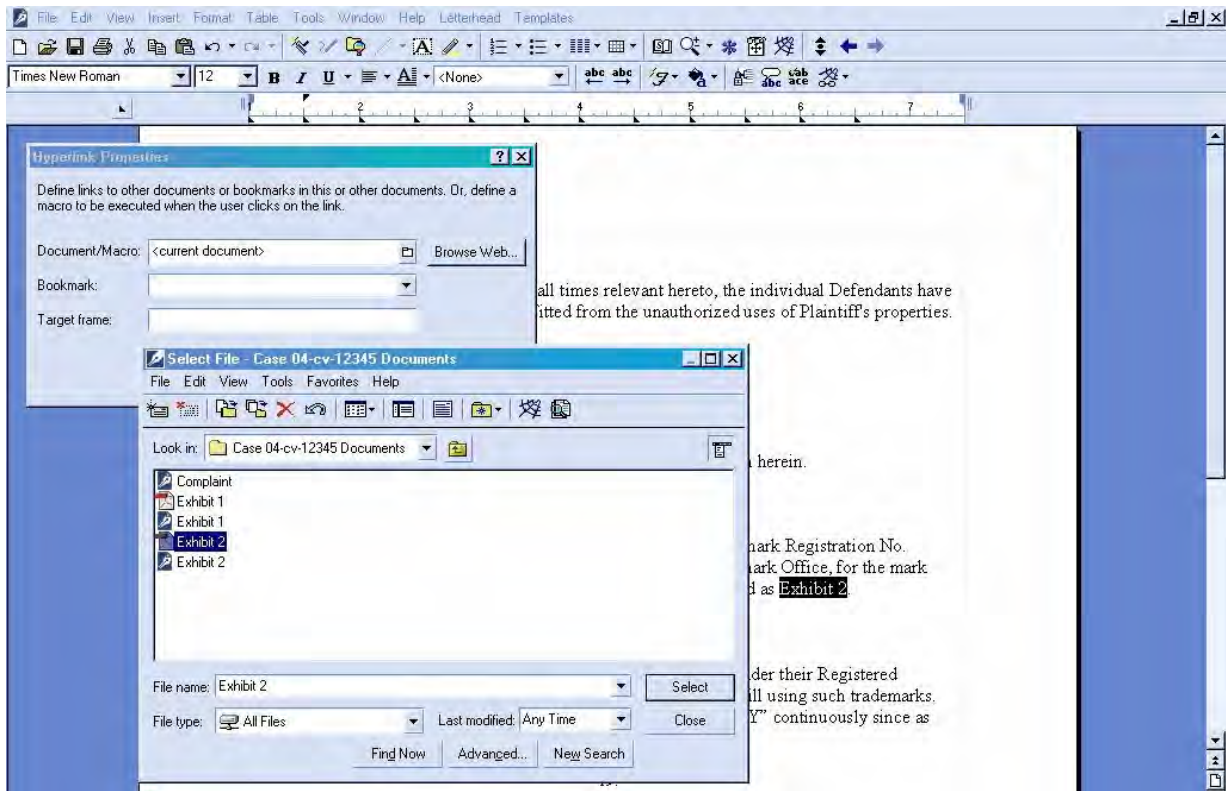
It is possible to link two or more documents to be filed in the same event (e.g., create a hyperlink in the main document to an attachment) even when those documents were not filed previously in CM/ECF. To link documents being filed in the same docket event, follow the instructions in this section for **Corel Word Perfect**, or for **Microsoft Word**.

Using WordPerfect to Create Hyperlinks between Documents Filed in the Same Event

- 1) **Create the secondary WordPerfect document(s)** (i.e., the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF. See Step 8 in Using WordPerfect to Create Hyperlinks.
- 2) **Create/open the main document** (i.e., the document that will have the hyperlink to the secondary document).
- 3) **Select the text in the main document that will be displayed as the hyperlink.** Click **Tools** on the toolbar and select **Hyperlink** from the drop-down selection list. The Hyperlink Properties box is displayed.



- 4) Click the **Folder** icon next to the **Document/Macro** field.
- 5) **Navigate to the folder in which the secondary document you wish to link to is located** (i.e., the local path name). **Highlight the file** and click the **[Select]** button. (**Note:** The file selected as the link must be in **PDF** format.)



- 6) **You can append to the file name a citation to a specific page number** within the document, if desired.

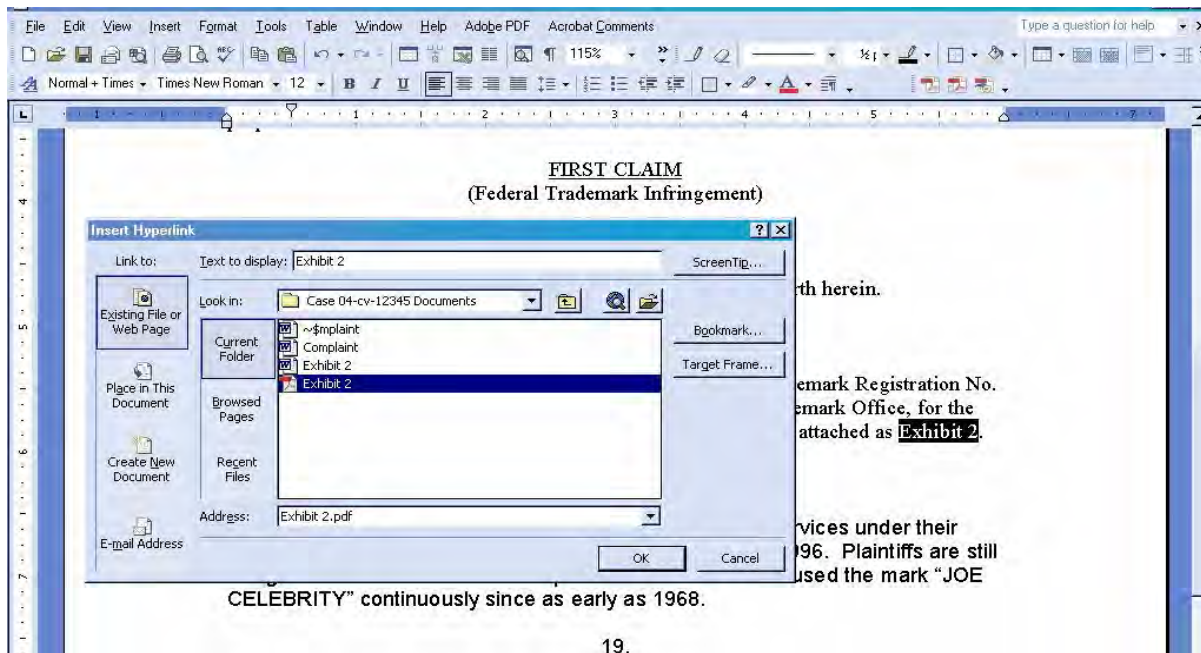
To do this, enter **?page=<page number>**. For example: Exhibit 2.pdf?page=23.

- 7) Click **OK** in the **Hyperlink Properties** box. The hyperlink text will be underlined.
- 8) **Save the main WordPerfect document**, then **Publish the document to PDF**. (See Step 8 in WordPerfect Section above.)
- 9) **Docket an event in CM/ECF** and upload the main document and attachments as usual.

Using Microsoft Word to Create Hyperlinks between Documents Filed in the Same Event

- 1) **Create the secondary Word document(s)** (i.e., the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF. See Steps 8-12 in Section Using Microsoft Word to Create Hyperlinks above.
- 2) **Create/open the main document** (i.e., the document that will have the hyperlink to the secondary document).

- 3) **Select the text in the main document that will be displayed as the hyperlink.** Click **Insert** on the toolbar and select **Hyperlink** from the drop-down selection list.
- 4) Navigate to the folder in which the secondary document you wish to link to is located. **Highlight the file** and click the **[OK]** button. (**Note:** The file selected as the link must be in PDF format.)



- 5) **The name of the selected file displays in the Address field.** You can append to the file name a citation to a specific page number within the document, if desired.

To do this, enter ?page=<page number>. For example: Exhibit 2.pdf?page=23.

- 6) Click the **[OK]** button and the dialog box will close. **The hyperlink text will be underlined.**
- 7) **Save the Word document, then Convert the document to PDF using Adobe Acrobat.**
- 8) **Docket an event in CM/ECF** and upload the main document and attachments as usual.

Accessing Documents via Hyperlinks in Other Documents

Accessing documents via a cross-document hyperlink works the same as when documents are accessed via a document number hyperlink in a report or query.

If the user clicks on a hyperlink to a CM/ECF document but has not logged into a CM/ECF server, a **PACER** login screen is presented before the document can be displayed. Once the user has logged into a CM/ECF server as a PACER user, this login ID will provide access to documents on other CM/ECF servers for the duration of the browser session or until the user logs out of the CM/ECF

application. The billing receipt and confirmation will be displayed to users logged in with a PACER account before the document can be displayed.

If a document is restricted for any reason, the user must log into the server on which the document resides with an attorney login ID and have the appropriate access rights to the document. If a hyperlink to a restricted document is created in a document stored on another server, the hyperlink will not access the document from the other server.

If the user does not have access rights to a document, or a document cannot be found, an applicable message will be displayed.

Pacer Billing Scenarios for Attorneys

When a PACER user accesses a document for the first time via the Notice of Electronic Filing, he/she will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document will incur a fee.

When a PACER user accesses a document after the first look, or accesses it from a docket sheet, he/she will be charged for the original document and any documents displayed when using a hyperlink.

If documents filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves. The following note was added to the document submenu: **"To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You will incur a PACER fee to view CM/ECF documents from hyperlinks within the documents."**

If a PACER user does not have his/her PACER login already linked to his/her ECF login, he/she will be prompted for the PACER login for the first document he/she tries to view.