

ELECTRONIC CASE FILING CM/ECF



User's Manual Including How to File a New Civil Case and How to File Civil Sealed Documents

Southern District of California
(Revised April 2013)

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Electronic Case Files System User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet Explorer or Mozilla Firefox, 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 **(866) 233-7983**

OR

E-mail: ecfhelp@casd.uscourts.gov

ECF System Capabilities

The United States District Court, Southern District of California Web Site allows visitors to:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Review the Administrative Policies & Procedures Manual, General Order 550 and 556.
- Download the New (12/07) Civil Cover Sheet (Updated 4/11/08)
- Register for Training at the U. S. District Court in San Diego
- Register as an Attorney filer with ECF
- 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

The electronic filing system allows registered participants with Internet accounts and Internet Explorer 6.0 or 7.0 or Mozilla Firefox 1.5 or 2.0 to perform the following functions:

- Electronically file pleadings and documents in actual cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

Requirements

Hardware and Software Requirements

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

- A personal computer running Windows or Macintosh
- Internet access supporting a transfer rate of 56kb or higher
- CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 6.0 and 7.0
- PDF compatible word processor like WordPerfect or Word
- Software to convert documents from a word processor format to portable document format (PDF) Adobe Acrobat PDF Writer, pdf995, as well as certain word processing programs can perform this function. Adobe Acrobat 7.0 and higher meets the CM/ECF filing requirements. For viewing documents, not authoring them, only Adobe Acrobat Reader 7.0 or higher is needed.
- A scanner to image non-computerized documents (400dpi maximum, black and white). Note: This would only be used for documents that cannot be produced electronically. Scanned documents are not text searchable. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.

PACER Registration

ECF users must have a PACER account in order to use the Query and Report features of the ECF system. PACER (**P**ublic **A**ccess to **C**ourt **E**lectronic **R**ecords) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts via the Internet. 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>.

Registering for Access to ECF

Participants will need to register with the Court to receive a login and password for the ECF system. Registration can be completed by visiting our web site (<http://www.casd.uscourts.gov/cmecf>) and selecting “ECF Registration”.

Complete the electronic registration form and follow the instructions to electronically submit the form to the court. Your e-mail address will be confirmed and with your confirmation of that address your U. S. District Court login and password will be e-mailed to you.

Once an account has been established, your login and password will be sent to the official Internet e-mail address that you provide on your registration form.

Registered users can visit a training version of the system on the Internet at <https://ecf-train.casd.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the “training” ECF database before filing documents in the “live” ECF database, or attend a free training offered at the Clerk’s Office. Registration for class and on-line computer based training can be accessed by visiting our web site (<http://www.casd.uscourts.gov/cmecf>) and selecting “Training”.

Preparation

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 system. 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

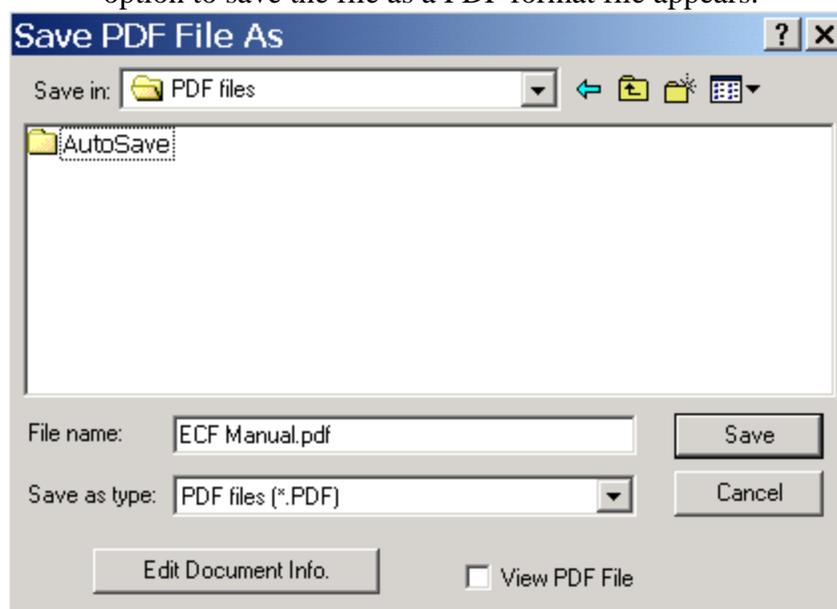
- Start the Adobe Acrobat program.
- Go to the *File* menu and choose *Open*.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document 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, FinePrint pdfFactory, or pdf995. WordPerfect versions 11 and 12 have Acrobat Writer built-in and can also be used to convert documents to PDF.

Using any word processing program:

- Install Acrobat Writer or other PDF converter 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, FinePrint pdfFactory, Publish to PDF, or similar** as the printer from within your word processing software.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **Save** button.

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

**You must have either Adobe Acrobat Writer or another PDF converter installed on your computer to see these choices listed.*

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 **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 as soon as possible after an error is discovered:

Help Desk (866) 233-7983

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.

Viewing Transaction Log

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

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page.

Enter <http://www.casd.uscourts.gov>, when the court's web page opens, click on the CM/ECF hyperlink.

A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training database before trying to actually file a document.

How to Access the System

Users may access the system via the Internet by going to <https://ecf.casd.uscourts.gov>

Or, you may go to the Southern District of California's Web site at www.casd.uscourts.gov and click on the **CM/ECF Website** hyperlink, and then click on the **ECF Login** hyperlink.

Click on **Link to Electronic Filing System (Live Area)** to open the login screen and login to ECF. You may also access the courts **Training Database** by going to <https://ecf-train.casd.uscourts.gov>; or clicking on the **Link to Electronic Filing System (Training Area)** on our CM/ECF website.

Logging In

The next screen is the login screen.

CM/ECF Filer or PACER Login

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

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

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

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

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

Authentication

Login:
Password:
client code:

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

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

Notice
An access fee of \$0.08 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. Your password must have a minimum of 8; both upper and lower case letters and either a digit or special character. Remember to click in the box regarding redaction rules.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you wish to query the database for case information or to view a document, enter your ECF Login and Password, select Query or Reports from the top toolbar, and then enter your **PACER** login and password. You will be charged a fee to view ECF case dockets and documents.

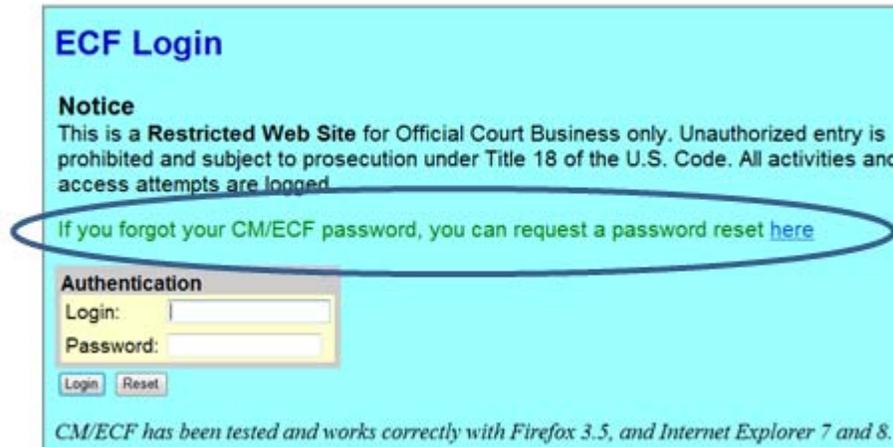
Verify that you have entered your ECF login and password correctly. If not, click on the **Clear** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **Login** button to transmit your user information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

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

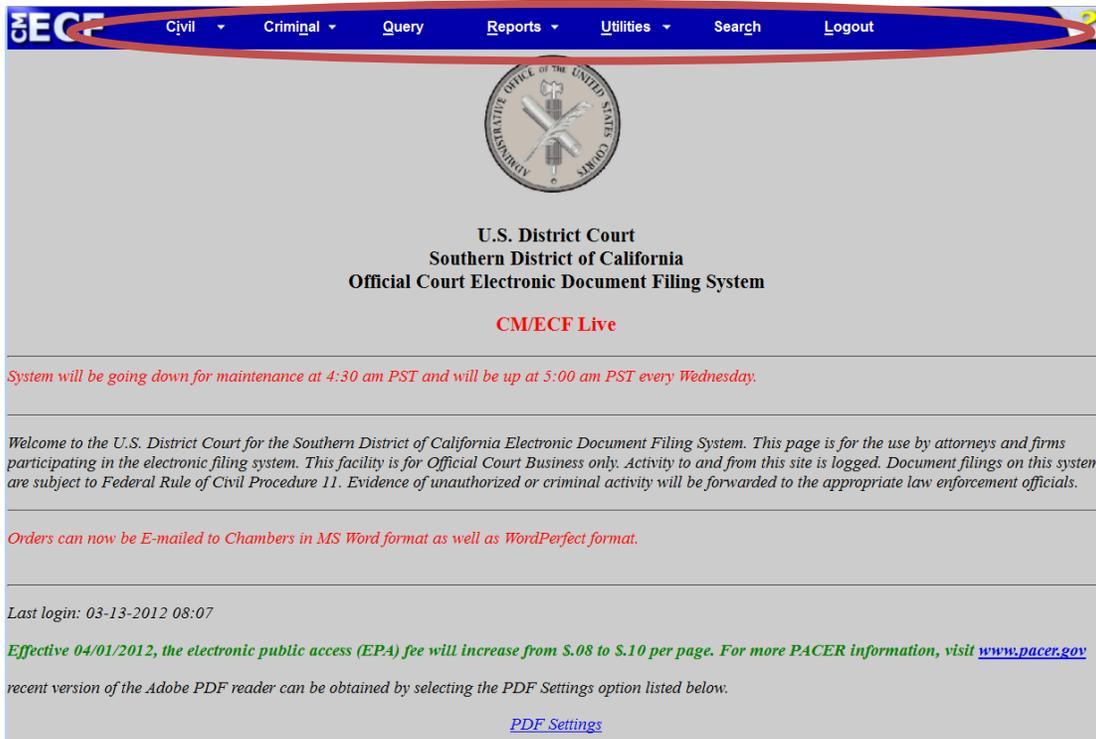
Login failed either your login name or key is incorrect

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

- If the password is forgotten you can request a password reset. Click on the reset [here](#) hyperlink. The password will be sent to the e-mail address for the registered attorney.



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



Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk as soon as possible.

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 e-file all civil case pleadings, motions, and other court documents.
- Criminal-** Select **Criminal** to electronically e-file all criminal case pleadings, motions, and other court documents.
- Query** Query ECF by specific case number, party name, business name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF. Query allows a review of the Docket Report, pending Deadlines and Hearings, attorneys in the case and parties in the case. See QUERY later in this manual for more features.
- Reports-** Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.
- Search-** Search Menus and Events can help you find and get the menu option or e-filing event you need. Each option displays a link to deliver you to the first screen for docketing.
- Utilities-** View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout-** Allows you to exit from ECF and prevents further filing with your password until the next time you log in.



The question mark icon will provide a help file for the screen you are viewing.

Civil Events Feature

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

General Rules and Manipulations

Manipulating the screens

Each screen has the following two buttons:

-  Removes **all** characters entered in the boxes on that screen.
-  Or  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:

Use the back button on the browser toolbar to go back and correct an entry made on a previous screen. Review the final text window carefully before submitting an e-

filing, if the text is incorrect, or the wrong document was attached to the e-filing, **START OVER**. However, once the document is transmitted to the court, only the court can make changes or corrections.

Signatures; Affidavits of Service

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

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

Documents requiring signatures of more than one party shall be filed either by submitting a scanned document containing all necessary cursive signatures; by representing the consent of the other parties on the document; or by filing the document identifying the parties whose signatures are required. Parties shall have one business day to file an Objection to Electronic Filing if they object to contents of the document that contains their signature. The filing party or attorney shall retain the hardcopy of the document containing the original signatures for five (5) years after final resolution of the action, including final disposition of all appeals.

Filing Documents for Civil Cases

There are ten basic steps involved in filing a document:

1. Select the type of event to file (Use the Search Button if you are unsure of the event);
2. Enter the case number in which the document is to be filed;
3. Designate the party(s) filing the document;
4. Specify the PDF file name from your saved documents with the Browse feature;
5. Add attachments, if any, to the document being filed;
6. Modify docket text as necessary;
7. Review the final text prior to submitting for accuracy and to verify the Source Document Path;
8. Submit the pleading to ECF;
9. Receive notification of electronic filing (NEF);
10. Review NEF for service by other means to parties not receiving electronic service. Mail or make personal delivery of these documents.

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



Select the type of document to file

Select the **Civil** button 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 e-filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for e-filing other pleadings in ECF.

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



The **Motions** screen displays the “Available Events” list, click the one to e-file; it will appear in the “Selected Event” box. Multiple motion types are allowed, and your selections appear in the “Selected Events” list. Remove an event by clicking on it. To find the event quickly, type some letters from any word in its description and the “Available Events” selection list collapses to include only those events which contain those letters.

NOTE: Many events will have a **RED** message from the court. Read the message to ensure you are in compliance with the Electronic Case Filing Administrative Policies and Procedures for the Court.

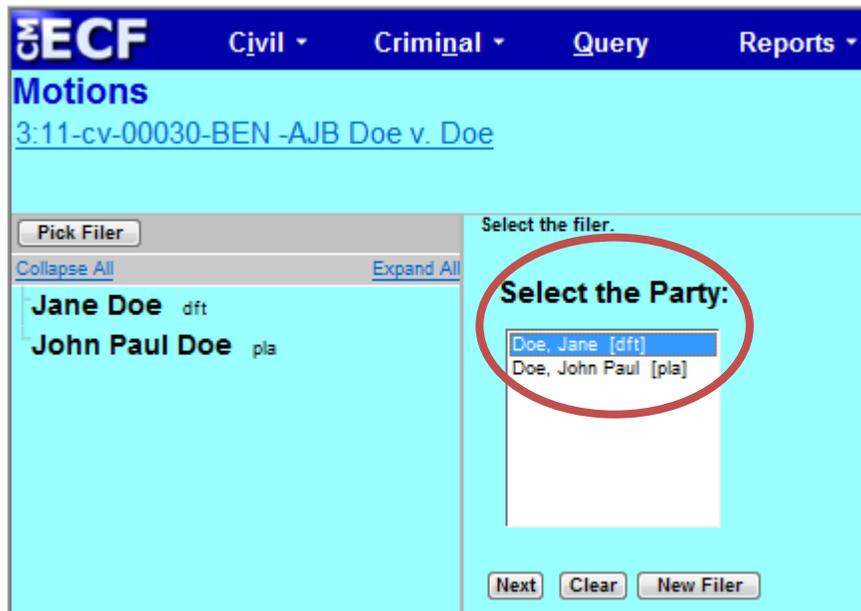
For demonstration purposes, highlight **Preliminary Injunction**. It will populate the Selected Events box, and then click on **Next**.

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

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

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

Designate the party(s) filing the document



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

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

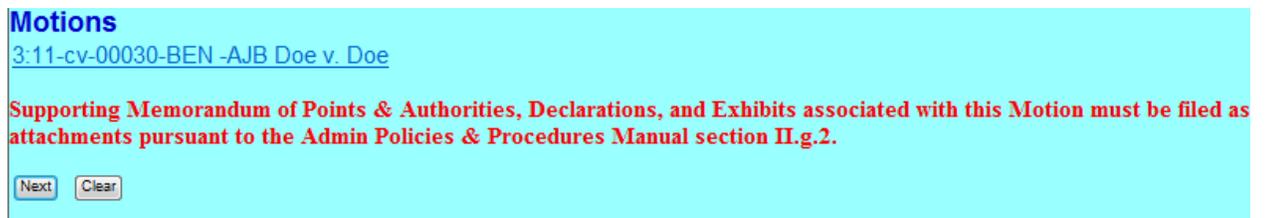
NOTE: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

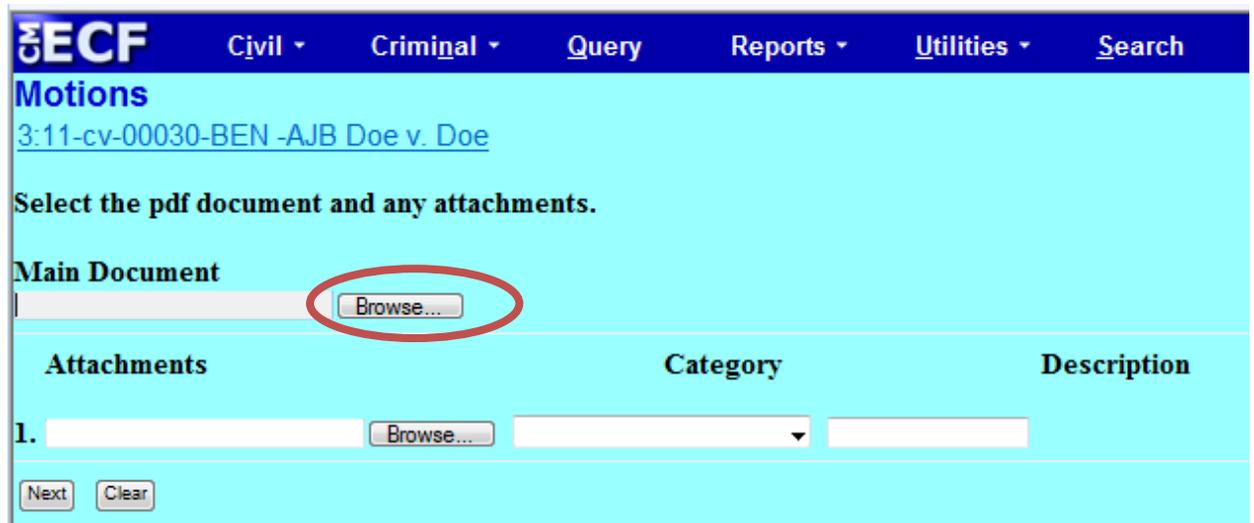
Specify the PDF file name and location for the document to be filed.

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

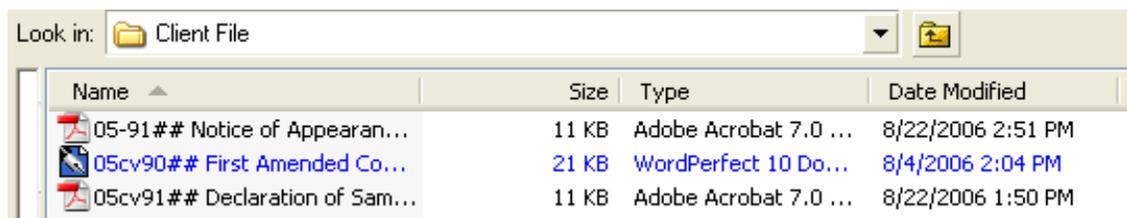
NOTE: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document.

Prior to filing your motion convert all the parts of the motion to PDF format so they may be attached to the motion.



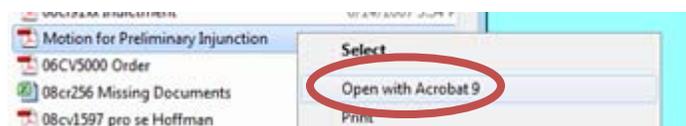


- Click on the **Browse** button. ECF opens to your saved documents files



- Navigate to the appropriate directory and file name to select the PDF document you saved to e-file.
- Highlight the file to upload to ECF.

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



- Once you have verified the document is correct, close Adobe Acrobat and click on the **Open** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Main Document** screen.
- The Main Document and Attachments must each be less the 10 mg is size.

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'ECF' and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. Below this, the page title is 'Motions' and the case number is '3:11-cv-00030-BEN -AJB Doe v. Doe'. The main instruction is 'Select the pdf document and any attachments.' Under 'Main Document', there is a text input field containing 'K:\COMMON\EVERYONE\CM-ECF C' and a 'Browse...' button. Below this is a table with three columns: 'Attachments', 'Category', and 'Description'. The first row is numbered '1.' and contains an empty text input field with a 'Browse...' button, an empty dropdown menu, and another empty text input field. At the bottom left of the form are 'Next' and 'Clear' buttons.

- If there are no attachments to the motion, click on **Next**.
- If you have Attachments to your motion, such as a Memorandum of Points and Authorities or a Declaration you will download them with the Attachments Browse button.

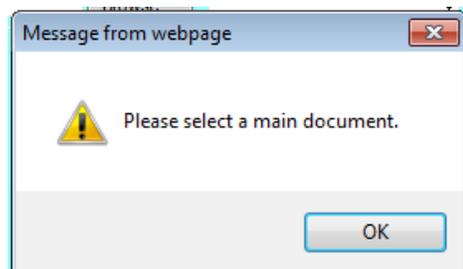
If the event you selected and highlighted is a file that is *not* in PDF format, ECF will display the following error message after you click on the **Next** button.

The screenshot shows the ECF Motions interface with an error message. The navigation bar and case information are the same as in the previous screenshot. The error message reads: 'ERROR: Document is not a well-formed PDF document (no further information is available).' The 'Next' and 'Clear' buttons are no longer visible.

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

Failure to Select a Document to E-File

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



- If you click **OK** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF motions document.

Add attachments to documents being filed

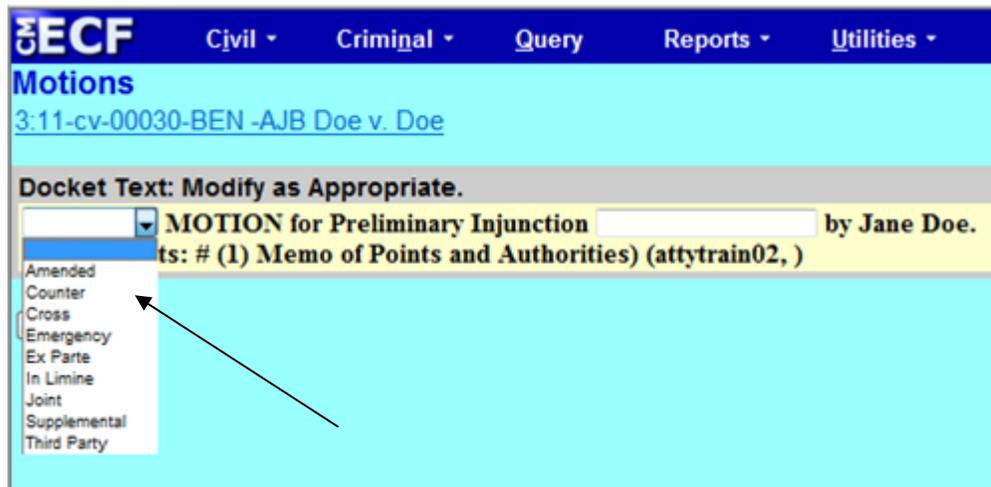
- **Step 1:** Click on **Browse** to search for the document file name of the attachment. ECF opens to your saved documents files.
- **Add either a selection from Category or type a description of the Attachment or both.**
- **Step 2:** Click on the arrow in the **Category** field and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
- **Step 3:** To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment. There are 256 characters available.
- ECF adds the selected document as an attachment to the pleading. A new **Attachment** line opens.
- After adding all of the desired PDF documents as attachments, click on **Next**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 10MB in size, can be submitted in paper format. Present the entire pleading with 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.

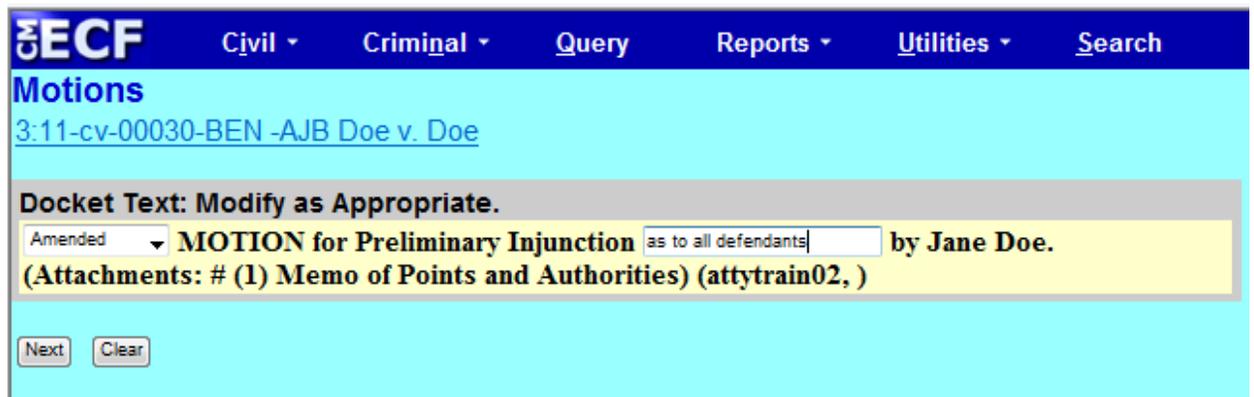
Modify docket text



The screenshot shows the ECF Motions interface for case 3:11-cv-00030-BEN -AJB Doe v. Doe. The docket text entry is "MOTION for Preliminary Injunction" by Jane Doe, with attachments: # (1) Memo of Points and Authorities (attytrain02,). A dropdown menu is open, showing options: Amended, Counter, Cross, Emergency, Ex Parte, In Limine, Joint, Supplemental, and Third Party. An arrow points to the dropdown menu.

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

Click in the open text area to type additional text for the description of the pleading. DO NOT USE ALL CAPS.



The screenshot shows the ECF Motions interface for case 3:11-cv-00030-BEN -AJB Doe v. Doe. The docket text entry is "MOTION for Preliminary Injunction" by Jane Doe, with attachments: # (1) Memo of Points and Authorities (attytrain02,). The pre-text dropdown menu is closed, and the text area contains "as to all defendants". There are "Next" and "Clear" buttons at the bottom.

Submit the pleading.

- Click on the **Next** button. A new **Motions** window appears with the complete text for the docket.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **Back** button on the browser toolbar to find the screen you wish to alter.

ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search

Motions
3:11-cv-00030-BEN -AJB Doe v. Doe

Docket Text: Final Text
Amended MOTION for Preliminary Injunction as to all defendants by Jane Doe. (Attachments: # (1) Memo of Points and Authorities)(attytrain02,)

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

Source Document Path (for confirmation only):
C:\fakepath_Motion.pdf pages: 1
C:\fakepath_PDF document1.pdf pages: 1

Next Clear

- Click on the **Next** button e-file the pleading.
- NOTE: ECF will display the Source Document Path for the attached e-filings. The path includes both the file and document name and the number of pages for each document

Note: The screen depicted above contains the following warning.

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

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

- Clicking on any Menu Item 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.*

Notice of Electronic Filing

ECF opens a new window displaying an ECF filing receipt.

The screenshot shows the ECF system 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 is a light blue header area with the text "Motions" and a link to "3:11-cv-00030-BEN-AJB Doe v. Doe". The main content area is white and contains the following information:

U.S. District Court
Southern District of California

Notice of Electronic Filing

The following transaction was entered by attytrain02, on 10/19/2011 at 1:52 PM PDT and filed on 10/19/2011

Case Name: Doe v. Doe
Case Number: [3:11-cv-00030-BEN-AJB](#)
Filer: John Paul Doe
Document Number: [6](#)

Docket Text:
Amended MOTION for Preliminary Injunction as to all defendants by John Paul Doe. (Attachments: # (1) Memo of Points and Authorities)(attytrain02,)

3:11-cv-00030-BEN-AJB Notice has been electronically mailed to:

attytrain02 deadmail@casd.uscourts.gov

3:11-cv-00030-BEN-AJB Notice has been delivered by other means to:

John Paul Doe
12345 Happy Lane
Anytown, CA 92222

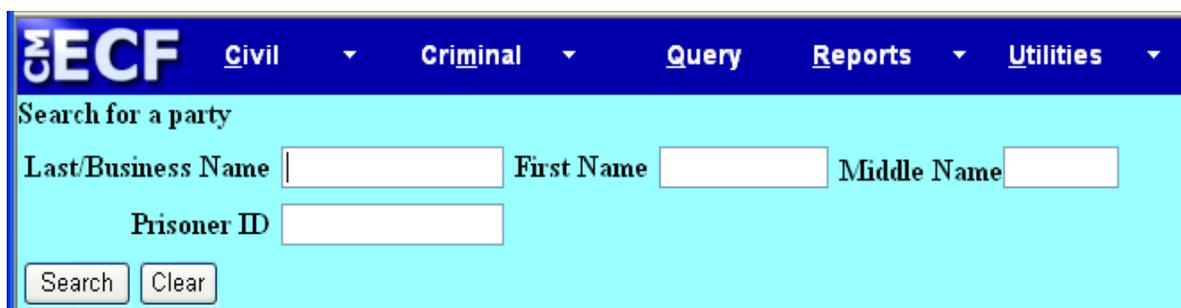
- The screen depicted above, also called the Notice of Electronic Filing (NEF), provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of the transaction and the document number that was assigned to your document. You should note this number on the document's PDF file.
- Select **Print** on the browser toolbar to print the document receipt.
- Select **File** on the browser menu bar, and choose **Save As...** from the drop-down window to save the receipt to your client file
- **Note:** The **Notice of Electronic Filing** represents your confirmation of filing. The Court strongly urges you to copy it to a file on your computer hard-drive, or print it to retain a hard copy in your personal files.
- ECF will electronically transmit the **Notice of Electronic Filing** to the judges, attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

Litigants receiving the NEF will receive this notice. There is only one (1) free look for each registered attorney.

*****NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.**

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on [Add/Create New Party](#). The screen depicted below will appear.



The screenshot shows the ECF system's search interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, and Utilities, each with a dropdown arrow. Below the navigation bar, the text "Search for a party" is displayed. The search form includes three input fields: "Last/Business Name", "First Name", and "Middle Name". Below these is a "Prisoner ID" field. At the bottom of the form are two buttons: "Search" and "Clear".

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

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **Select name from list**. Review the party information and select the party's role in this filing. Click **Submit**.

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



Search for a party

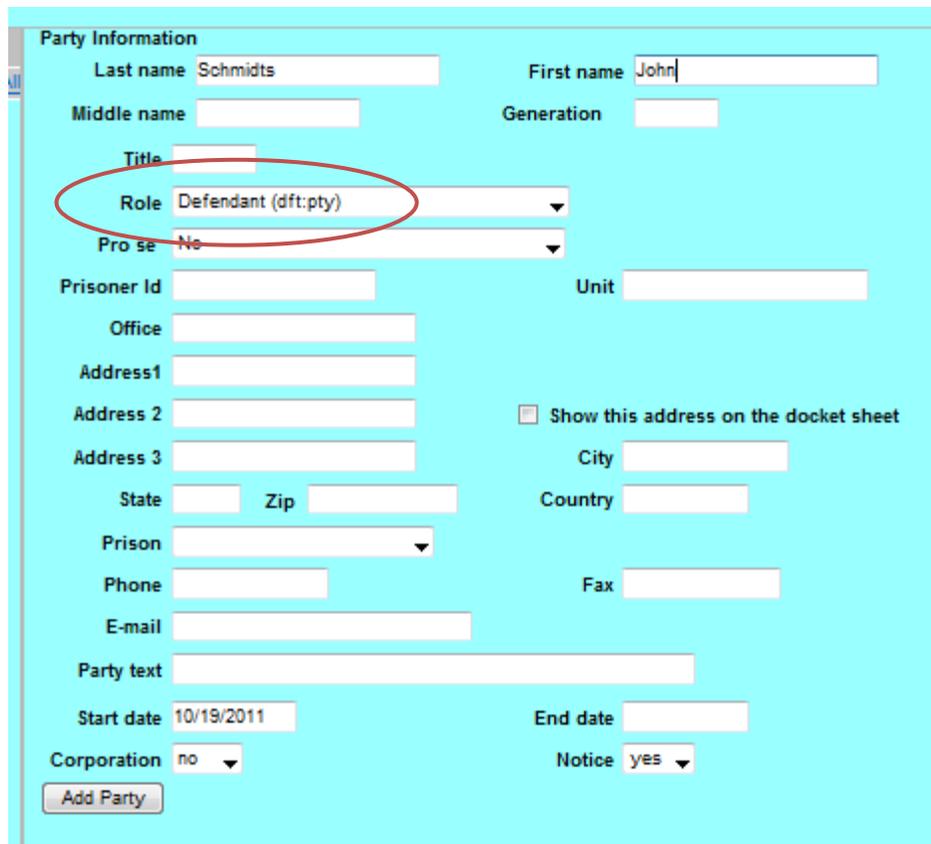
Last / Business Name Schmidts First Name Middle Name

Search

Search Results

Select Party Create New Party

Search returned no results. Please try again or create a new party.



Party Information

Last name Schmidts First name John

Middle name Generation

Title

Role Defendant (dft:pty)

Pro se No

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

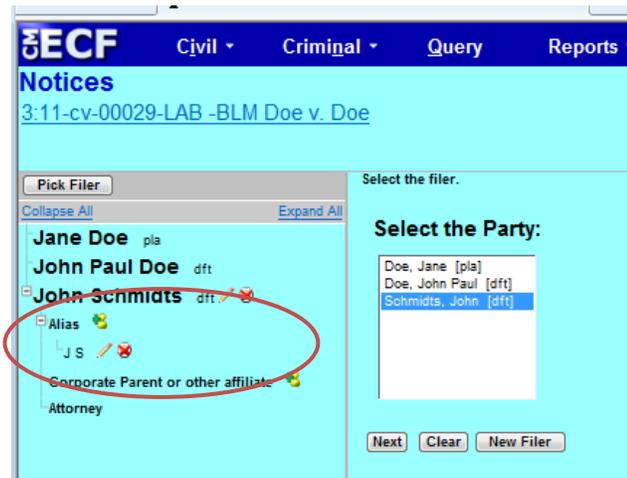
Start date 10/19/2011 End date

Corporation no Notice yes

Add Party

- For a company, enter the entire company name in the **Last Name** field.
- Choose the appropriate **Role** from the drop down list (plaintiff, defendant, etc.)
- Enter appropriate **Party Text** for the business, (ie. A California Business Entity, an individual) Click **Submit**.
- For an individual, fill out the **Last Name**, **First Name**, and **Middle Name** fields as appropriate. Enter any appropriate Alias information by clicking on the Alias Button. Select the appropriate alias type, (i.e. dba, aka, etc.) Return to the party screen by clicking on **Add alias** button. Click **Submit**.

- Leave all other fields blank.



Criminal Events Feature

Filing Documents for Criminal Cases

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

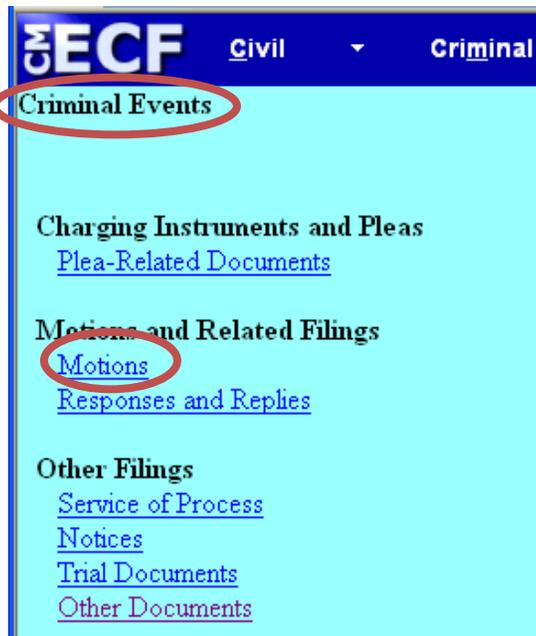
1. Select the type of document to file (Use the Search Button if you are unsure of the event);
2. Enter the case number in which the document is to be filed;
3. Designate the defendant that the filing relates to;
4. Verify that the case number and caption are correct;
5. Specify the PDF file name and location for the document to be filed;
6. Add attachments, if any, to the document being filed;
7. Designate the party(s) filing the document;
8. Modify docket text if applicable;
9. Review the final text prior to submitting for accuracy and to verify the Source Document Path;
10. Submit the pleading to ECF;
11. Receive Notification of Electronic Filing;
12. Review NEF for service by other means to parties not receiving electronic service. Mail or make personal delivery of these documents to parties not receiving electronic service.

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



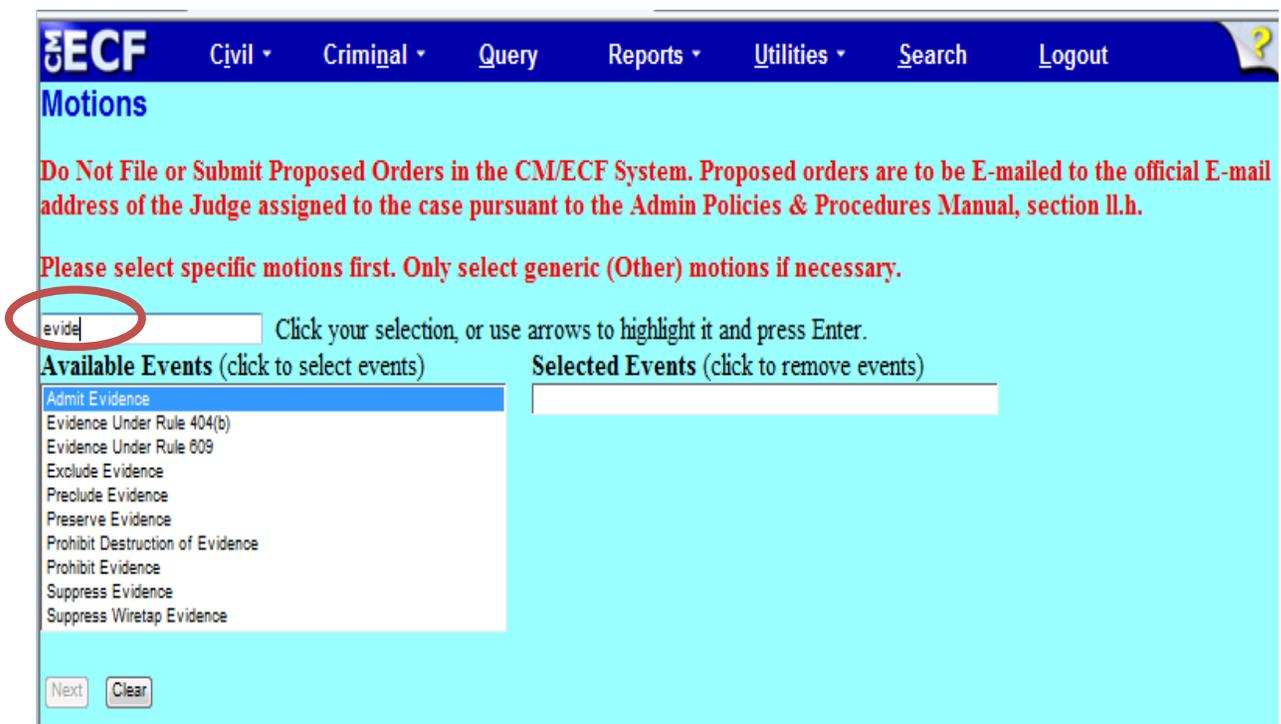
Select the type of document to file

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



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

The **Motions** screen appears as well as a message regarding Proposed Orders. Proposed Orders should not be e-filed on the ECF System, or attached to filed documents. See section 11.h of the Administrative Policies and Procedures.



The “Available Events” list displays the motion events. Select the desired event and

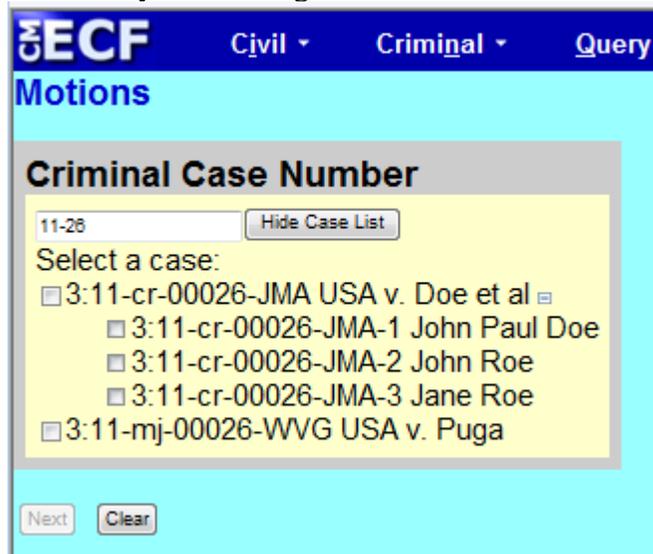
the selection populates the “Selected Events” list. Remove a selected event by clicking on it.

To find the desired event quickly, type some letters from any word in its description and the selection list collapses to include only those events which contain those letters. Alternatively, scroll through the menu until you find the type of motion or application you wish to file and select by clicking on the motion type.

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

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

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on “**Find this Case**” then click on **Next**.



The screenshot shows the ECF Motions interface. At the top, there are tabs for 'Civil', 'Criminal', and 'Query'. Below the tabs, the word 'Motions' is displayed. A section titled 'Criminal Case Number' contains a text input field with '11-26' and a 'Hide Case List' button. Below this, it says 'Select a case:' followed by a list of case entries with checkboxes:

- 3:11-cr-00026-JMA USA v. Doe et al
- 3:11-cr-00026-JMA-1 John Paul Doe
- 3:11-cr-00026-JMA-2 John Roe
- 3:11-cr-00026-JMA-3 Jane Roe
- 3:11-mj-00026-WVG USA v. Puga

At the bottom of the form, there are 'Next' and 'Clear' buttons.

Note: If the case number you are working on is 3:11cr100, you could enter the case number in any of the following formats:

11-100

11cr100

3:11-cr-100

3-11-cr-100

3:11cr100

If the filing is as to one defendant, select that defendant. If the filing is to the entire case, select the first option, and then click on **Next**.

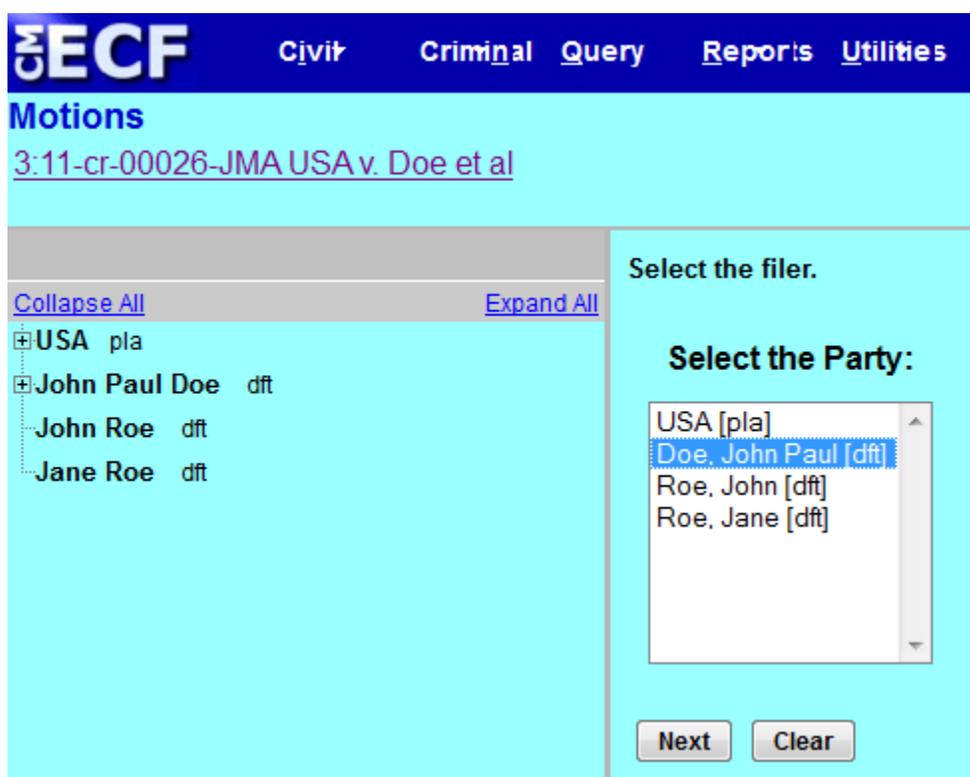
- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next**

Verify the case number and caption both correct.



Click Next.

Designate the party(s) filing the document



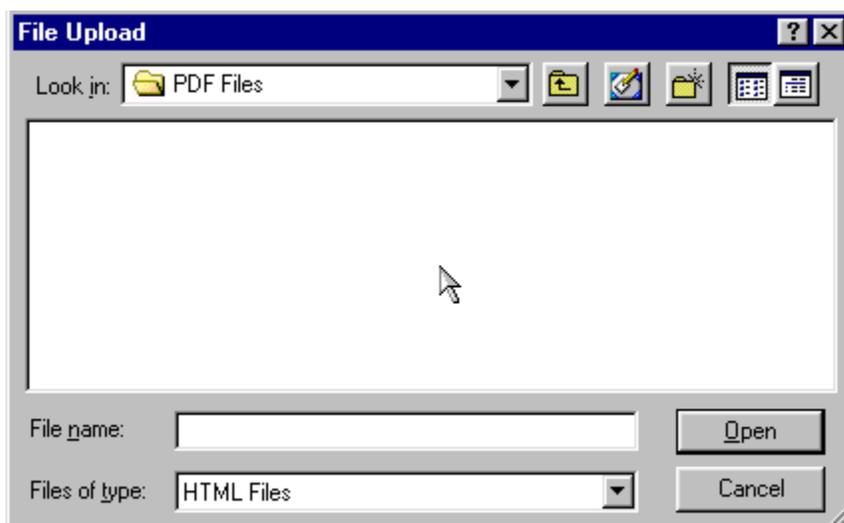
Highlight the name of the party or parties filing the motion. Click on the **Next** button.

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

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. Click on Browse and ECF displays your saved PDF files.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document

- Click on the **Browse** button. ECF opens to your saved documents files.



- Change the **Files of type** from:



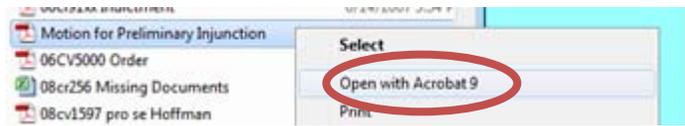
to:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse

click on the highlighted file name to open a **quick menu** and left mouse click on **Open**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

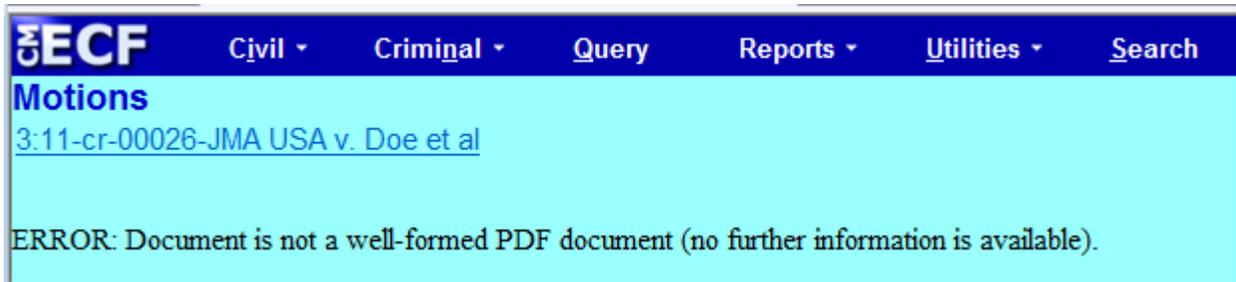


- Once you have verified the document is correct, close Adobe Acrobat and click on the **Open** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.
- Each segment you add with the Browse button must be less than 10 mg.

A screenshot of the ECF (Electronic Case Filing) web interface. The page title is 'Motions' and the case number is '3:11-cr-00026-JMA USA v. Doe et al'. The main heading is 'Select the pdf document and any attachments.' Below this, there is a section for 'Main Document' with a file path and a 'Browse...' button. Below that is a table for 'Attachments' with columns for 'Attachments', 'Category', and 'Description'. The table has three rows, each with a 'Browse...' button, a category dropdown, a description field, and a 'Remove' button. At the bottom of the form are 'Next' and 'Clear' buttons.

Attachments	Category	Description
1. K:\COMMON\EVERYONE\CM-ECF C [Browse...]	Memo of Points and Authorities	[] [Remove]
2. K:\COMMON\EVERYONE\CM-ECF C [Browse...]	Declaration	of Sam Smith [Remove]
3. [Browse...]	[]	[] [Remove]

- Typically the Memorandum of Points and Authorities will be a separate attachment to the motion. However, if there are no attachments to the motion click on **Next**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text,**” to proceed with your filing.
- If you have Attachments to your motion, proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.



If the event you selected and highlighted is a file that is *not* in PDF format, ECF will display the following error message after you click on the **N**ext button.

- ECF will not permit you to submit a file for your pleading that is not in PDF format.
- Click on the **B**ack button and ECF will return to the **M**otions screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

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



- If you click **O**K from the screen depicted above ECF will return you to the **M**otions screen. You cannot proceed without attaching a PDF document.

Add attachments to documents being filed

ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search

Motions
3:11-cr-00026-JMA USA v. Doe et al

Select the pdf document and any attachments.

Main Document
K:\COMMON\EVERYONE\CM-ECF C Browse...

Attachments	Category	Description
1. K:\COMMON\EVERYONE\CM-ECF C Browse...	Memo of Points and Authorities ▾	Remove
2. K:\COMMON\EVERYONE\CM-ECF C Browse...	Declaration ▾	of Sam Smith Remove
3. Browse...	▾	

Next Clear

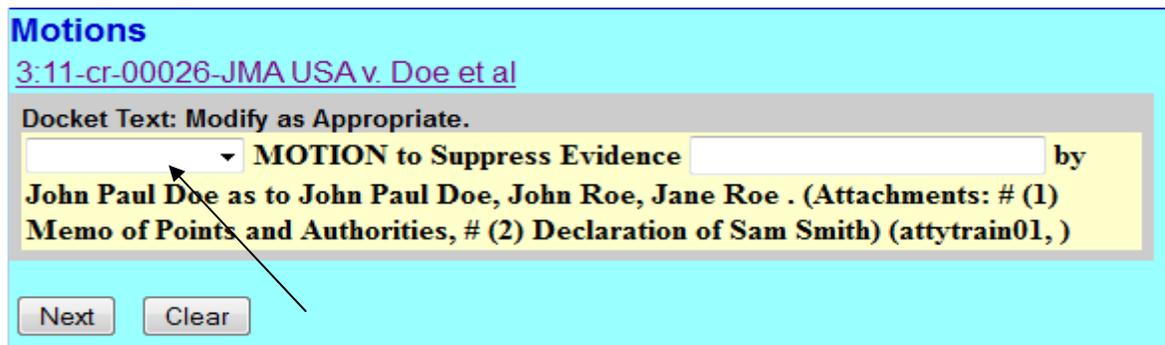
- **Step 1:** Click on **Browse** to search for the document file name of the attachment. ECF opens to your saved documents files. Add either a Category or Description or both.
- **Step 2:** Click on the arrow in the Category field and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
- **Step 3:** To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- **Step 4:** Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **Next**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 10MB in size, can be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling.

Note: If the entire exhibit exceeds ten (10) megabytes with a maximum resolution of 400 dots per inch (dpi), it must be submitted in multiple segments, not to exceed ten (10) megabytes each.

Modify docket text



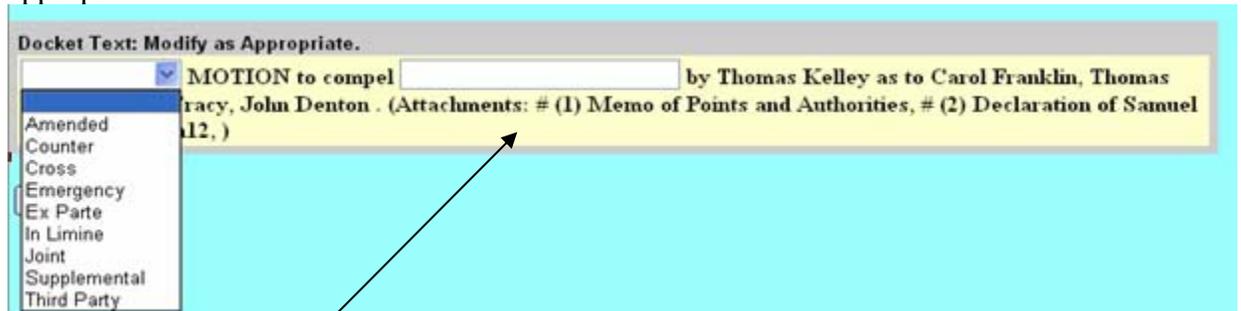
Motions
3:11-cr-00026-JMA USA v. Doe et al

Docket Text: Modify as Appropriate.

MOTION to Suppress Evidence by
John Paul Doe as to John Paul Doe, John Roe, Jane Roe . (Attachments: # (1)
Memo of Points and Authorities, # (2) Declaration of Sam Smith) (attytrain01,)

Next Clear

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

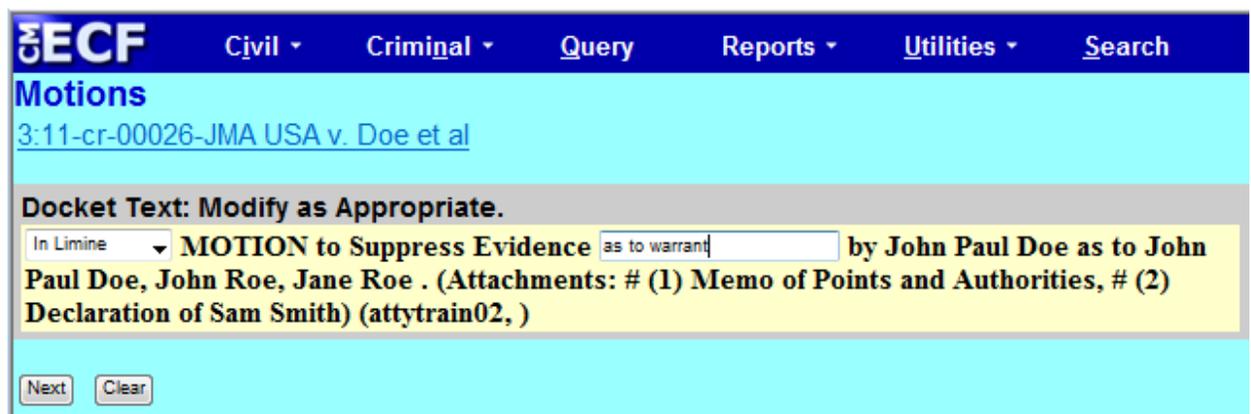


Docket Text: Modify as Appropriate.

MOTION to compel by Thomas Kelley as to Carol Franklin, Thomas
Tracy, John Denton . (Attachments: # (1) Memo of Points and Authorities, # (2) Declaration of Samuel
12,)

- Amended
- Counter
- Cross
- Emergency
- Ex Parte
- In Limine
- Joint
- Supplemental
- Third Party

Click in the open text area to type additional text for the description of the pleading. DO NOT USE ALL CAPS.



ECF Civil Criminal Query Reports Utilities Search

Motions
3:11-cr-00026-JMA USA v. Doe et al

Docket Text: Modify as Appropriate.

In Limine MOTION to Suppress Evidence as to warrant by John Paul Doe as to John
Paul Doe, John Roe, Jane Roe . (Attachments: # (1) Memo of Points and Authorities, # (2)
Declaration of Sam Smith) (attytrain02,)

Next Clear

Submit the pleading.

- Click on the **Next** button. A new window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **Back** button on the browser toolbar to find the screen you wish to alter or start a new entry.

ECF Civil Criminal Query Reports Utilities Search

Motions
[3:11-cr-00026-JMA USA v. Doe et al](#)

Docket Text: Final Text
In Limine MOTION to Suppress Evidence as to warrant by John Paul Doe as to John Paul Doe, John Roe, Jane Roe. (Attachments: # (1) Memo of Points and Authorities, # (2) Declaration of Sam Smith)(attytrain02,)

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

Source Document Path (for confirmation only):
C:\fakepath_Motion.pdf pages: 1
C:\fakepath_PDF document1.pdf pages: 1
C:\fakepath_PDF document2.pdf pages: 1

- NOTE: ECF will display the Source Document Path for the attached e-filings. The path includes both the file and document name and the number of pages for each document.
- Click on the **Next** button to e-file the pleading.

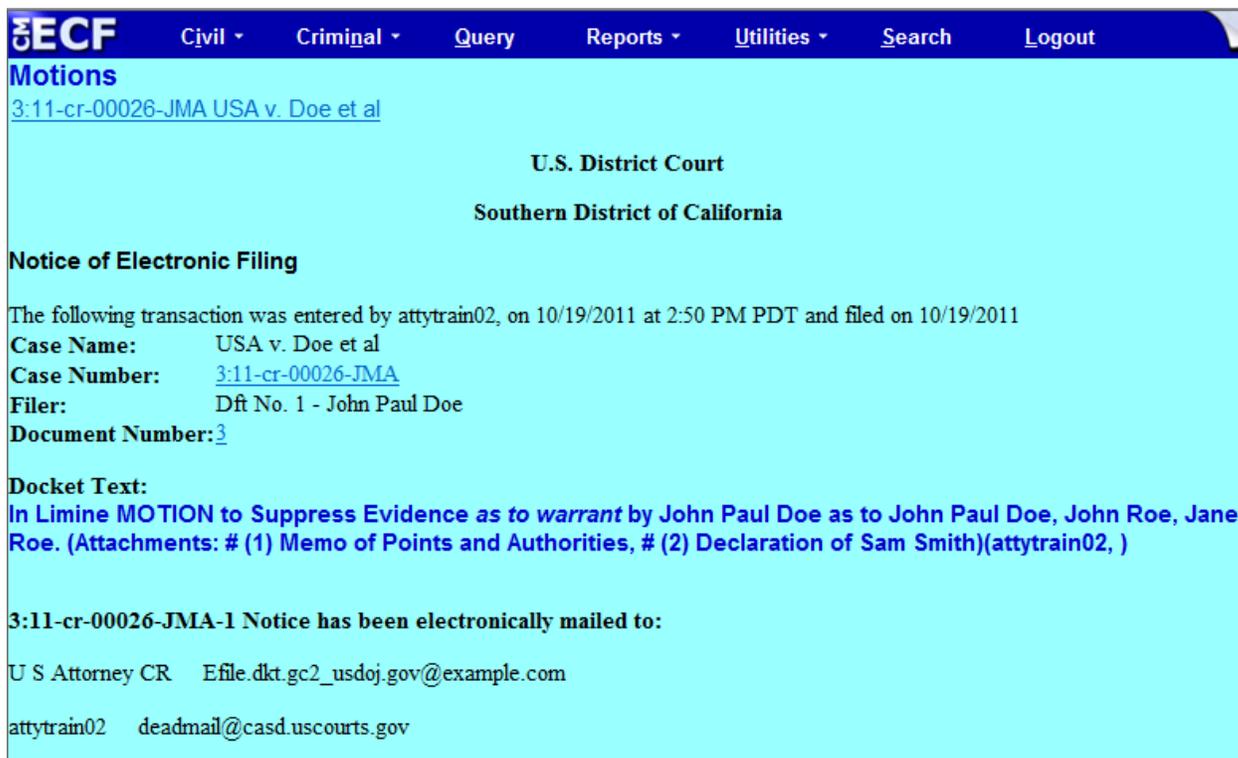
Note: The screen depicted above contains the following warning.
Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

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

- Clicking on any Menu Item 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.*

Notice of Electronic Filing

ECF opens a new window displaying a Notice of Electronic Filing (NEF)



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, Search, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "3:11-cr-00026-JMA USA v. Doe et al". The court name is "U.S. District Court Southern District of California". The main heading is "Notice of Electronic Filing". The text below states: "The following transaction was entered by attytrain02, on 10/19/2011 at 2:50 PM PDT and filed on 10/19/2011". The case details are: Case Name: USA v. Doe et al, Case Number: 3:11-cr-00026-JMA, Filer: Dft No. 1 - John Paul Doe, Document Number: 3. The Docket Text is: "In Limine MOTION to Suppress Evidence as to warrant by John Paul Doe as to John Paul Doe, John Roe, Jane Roe. (Attachments: # (1) Memo of Points and Authorities, # (2) Declaration of Sam Smith)(attytrain02,)". The notice is electronically mailed to: U S Attorney CR Efile.dkt.gc2_usdoj.gov@example.com and attytrain02 deadmail@casd.uscourts.gov.

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **Print** on the browser Toolbar to print the NEF.
- Select **File** on the browser menu bar, and choose **Save Frame As...** from the drop-down window to save the NEF to your client file.
- **Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.
- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading and the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

Litigants receiving the NEF will receive this notice. There is only one (1) free look for each registered attorney. If the attorney has secondary e-mail addresses, there is still only one (1) free look for the attorneys account.

*****NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.**

Linking Documents (Refer to existing event)

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

The screenshot shows the ECF filing interface. The header is blue with 'ECF' in white. Navigation tabs include 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. The main content area is light blue and titled 'Notices'. Below the title, the case name '3:11-cr-00026-JMA USA v. Doe et al' is displayed. A checkbox labeled 'Should the document you are filing link to another document in this case?' is checked and circled in red. Below this, there are input fields for 'Filed' and 'Documents' (with the number '3' circled in red) and 'to' fields. At the bottom are 'Next' and 'Clear' buttons.

To link the document you are currently filing to a previously filed document, check the box in front of “Should the document you are filing link to another document in this case?” Narrow the search for related documents by inserting the document number or a date range and click **Next**.

CM/ECF will display results from your search. Either the entire docket for this case or docket entries with the selected criteria will be displayed.

ECF Civil Criminal Query Reports

Notices

[3:11-cr-00026-JMA USA v. Doe et al](#)

Select the appropriate event(s) to which your event relates:

3:11-cr-00026-JMA John Paul Doe

10/19/2011 [3](#) In Limine MOTION to Suppress Evidence *as to warrant* by John Paul Doe as to John Paul Doe, John Roe, Jane Roe. (Attachments: # [1](#) Memo of Points and Authorities, # [2](#) Declaration of Sam Smith)(attytrain02,)

Next Clear

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 \$.10 per page to access documents, docket sheets, etc. from ECF. You can link to the PACER home page from our home page for further information.

After you enter your PACER login and password, ECF opens a Query data entry screen. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field. Click on Find this case

A screenshot of the ECF 'Query' screen. The top navigation bar is dark blue with 'Civil', 'Criminal', 'Query', and 'Reports' dropdown menus. Below the navigation bar is a light blue header with the word 'Query' in large blue font. Underneath is a grey bar labeled 'Search Clues'. The main content area has a yellow background and contains a 'Case Number' label, a text input field with '11-26', and a 'Find This Case' button. Below the input field, the text 'or search by' is partially visible.

ECF will display all cases with this number: civil, criminal or magistrate. Select the civil case, criminal case or criminal defendant you wish to query and click on the **Run Query** button.

A screenshot of the ECF 'Query' screen showing a list of cases. The top navigation bar and 'Query' header are the same as in the previous screenshot. The 'Search Clues' section now includes a 'Hide Case List' button. Below this, the text 'Select a case:' is followed by a list of cases, each with a checkbox:

- 3:11-cr-00026-JMA USA v. Doe et al
- 3:11-cr-00026-JMA-1 John Paul Doe
- 3:11-cr-00026-JMA-2 John Roe
- 3:11-cr-00026-JMA-3 Jane Roe
- 3:11-mj-00026-WVG USA v. Puga

If you do not know the case number - enter the party name in the Last/Business Name field and click on the **Run Query** button.

The screenshot shows the CM/ECF Query interface. At the top, there are navigation tabs for Civil, Criminal, Query, Reports, and Utilities. Below this is a 'Search Clues' section with various input fields: Case Number, Case Status (radio buttons for Open, Closed, All), Filed Date, Last Entry Date, Nature of Suit (dropdown menu), Cause of Action (dropdown menu), Last/Business Name (text input with 'campbell' entered and circled in red), First Name, Middle Name, and Type. At the bottom left, there are 'Run Query' and 'Clear' buttons.

If more than one person with that name is in the database, ECF returns a screen from which to select the correct name.

The screenshot shows a 'Select A Person' screen. The title is 'Select A Person'. Below the title, it says 'There were 2 matching persons.' and lists two results: 'Campbell, Brandon (pty)' and 'Campbell, Cameron (pty)'. Each result is a blue hyperlink.

If the individual is a party to more than one case, ECF will open a screen listing all of the cases with this party name.



If you click on the case number hyperlink, ECF will open the Query Window screen

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

CM/ECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#)

3:11-cv-00098-JLS-WVG USA v. Campbell
 Janis L. Sammartino, presiding
 William V. Gallo, referral
Date filed: 08/26/2011
Date terminated: 08/26/2011
Date of last filing: 08/26/2011

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)
- [View a Document](#)

Selection Criteria for Query

Name Criteria	campbell
Name Matched	Brandon Campbell

At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Attorney displays the names, addresses, fax number, e-mail address, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Case Summary provides a summary of current case-specific information as represented below.

ECF Civil Criminal Query Reports Utilities
3:11-cv-00030-BEN-AJB Doe v. Doe
 Roger T. Benitez, presiding
 Anthony J. Battaglia, referral
Date filed: 06/21/2011
Date of last filing: 10/19/2011

Case Summary

Office: San Diego	Filed: 06/21/2011
Jury Demand: None	Demand:
Nature of Suit: 422	Cause: 11:101 Bankruptcy
Jurisdiction: Federal Question	Disposition:
County: San Diego	Terminated:
Origin: 1	Reopened:
Lead Case:	None
Related Case:	None
Defendant Custody Status:	Other Court Case: None

Plaintiff: John Paul Doe
Defendant: Jane Doe represented by attytrain02 Email: deadmail@casd.uscourts.gov

Deadlines/Hearings

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

Deadlines/Hearings
 Sort by: Due/Set
 Document Number
 Deadline/Hearing
 Filed
 Due/Set
 Satisfied
 Terminated
 Run Query Clear

After the window opens, if you click on a document number, or the Silver Ball icon ECF will display the actual order or minute order scheduling the conference or hearing.

NOTE: Minute Orders may have been virtual – no paper document was created to make the docket entry. There is no hyperlink to virtual orders, but the Silver Ball icon will display the NEF which created this docket entry.

3:11-cv-00030-BEN-AJB Doe v. Doe

Roger T. Benitez, presiding

Anthony J. Battaglia, referral

Date filed: 06/21/2011

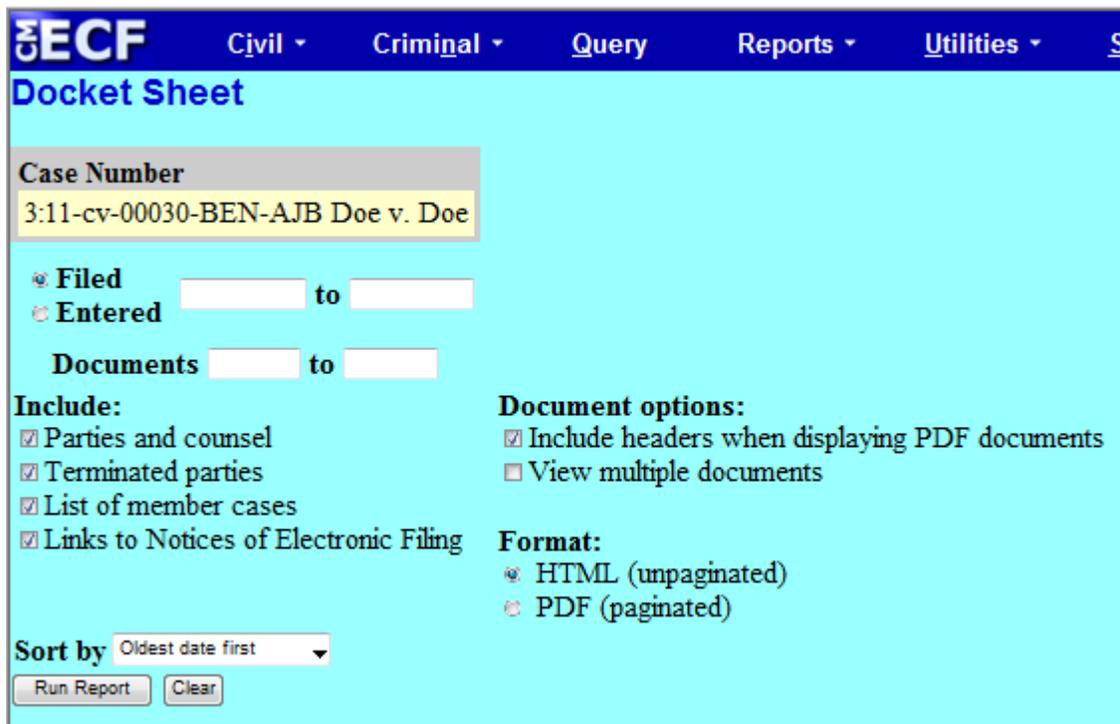
Date of last filing: 10/19/2011

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
<u>6</u>	● Response Deadline	10/19/2011	10/17/2011		
<u>6</u>	● Reply Deadline	10/19/2011	10/24/2011		
<u>6</u>	● Motion Hearing	10/19/2011	10/31/2011 at 11:30 AM		

Docket Report

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



You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the boxes to **Include links to Notice of Electronic Filing** and **List of Member cases** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **Run Report** button. ECF will run your custom docketing report and display it in a window as depicted.

Date Filed	#	Docket Text
06/28/2011	1	COMPLAINT against John Doe (Filing fee \$ 350 receipt number 0974-2198442.), filed by Roes Surety Corporation. (Attachments: # 1 Civil Cover Sheet) The new case number is 3:11-cv-35-LAB-NLS. Judge Larry Alan Burns and Magistrate Judge Nita L. Stormes are assigned to the case. (Lillian L. Litigator)(jrd) (Entered: 06/29/2011)
06/28/2011	2	Summons Issued. Counsel receiving this notice electronically should print this summons and serve it in accordance with Rule 4, Fed.R.Civ.P and LR 4.1. (jrd) (Entered: 06/29/2011)
06/29/2011	3	ANSWER to 1 Complaint, by John Doe.(attytrain10,) (Main Document 3 replaced on 10/7/2011) (jrl). (Entered: 06/29/2011)

The document numbers in the middle column are hyperlinks to PDF files of the actual documents e-filed. Place your cursor on the silver ball icon next to the document number and click to display the **Notice of Electronic Filing (NEF)** for the document.

Checking the View Multiple Documents box in Query will allow you to select several documents to review and they would appear in PDF format consecutively.

Date Filed	#	clear	Docket Text
06/28/2011	1	<input checked="" type="checkbox"/>	COMPLAINT against John Doe (Filing fee \$ 350 receipt number 0974-2198442.), filed by Roes Surety Corporation. (Attachments: # 1 Civil Cover Sheet) The new case number is 3:11-cv-35-LAB-NLS. Judge Larry Alan Burns and Magistrate Judge Nita L. Stormes are assigned to the case. (Lillian L. Litigator)(jrd) (Entered: 06/29/2011)
06/28/2011	2	<input checked="" type="checkbox"/>	Summons Issued. Counsel receiving this notice electronically should print this summons and serve it in accordance with Rule 4, Fed.R.Civ.P and LR 4.1. (jrd) (Entered: 06/29/2011)
06/29/2011	3	<input checked="" type="checkbox"/>	ANSWER to 1 Complaint, by John Doe.(attytrain10,) (Main Document 3 replaced on 10/7/2011) (jrl). (Entered: 06/29/2011)

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 following screen. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

After making your selections, click on the **Run Query** button. ECF queries the database and builds your report. The next screen depicts a portion of a **History/Documents** report. This report also displays the docketing text for all docketed events.

Doc. No.	Dates	Description
1	Filed & Entered: 10/25/2010	Complaint
2	Filed & Entered: 10/25/2010	Summons Issued
3	Filed & Entered: 10/19/2011	Answer to Complaint

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

View a Document

This option allows the viewer to select a single document to review. If the document has attachments you will also be available to review each singly or as a View All. This option eliminates the PACER charge to review the docket 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.

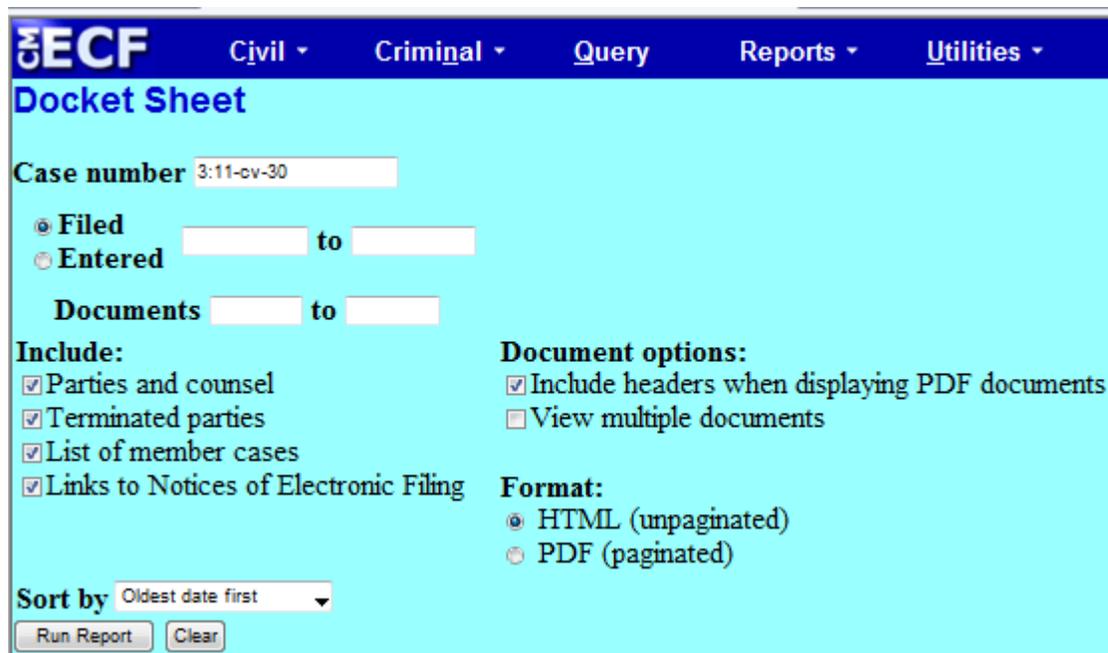
ECF		Civil	Criminal	Query	Reports
Reports					
Docket Sheet	Criminal Reports				
	Criminal Cases				
Civil Reports					
Civil Cases	Civil and Criminal Reports				
Judgment Index	Calendar Events				
	Docket Activity				
	Written Opinions				

If you select Civil Cases, Criminal Cases, Docket Activity or Docket Sheet from the above screen, ECF will ask you to login to PACER. You may view the other options for a case without logging into PACER.

Docket Sheet

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

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



The screenshot shows the ECF Docket Sheet query window. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the title "Docket Sheet" is displayed. The main content area contains several input fields and checkboxes. The "Case number" field is pre-filled with "3:11-cv-30". There are radio buttons for "Filed" and "Entered", with "Entered" selected. Below these are two empty date input fields separated by "to". There is also a "Documents" field with two empty date input fields separated by "to". Under the "Include:" section, there are four checked checkboxes: "Parties and counsel", "Terminated parties", "List of member cases", and "Links to Notices of Electronic Filing". Under the "Document options:" section, there are two checkboxes: "Include headers when displaying PDF documents" (checked) and "View multiple documents" (unchecked). Under the "Format:" section, there are two radio buttons: "HTML (unpaginated)" (selected) and "PDF (paginated)". At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first" and two buttons: "Run Report" and "Clear".

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.

Civil Cases Report

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

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

Enter the range of case filing dates for your report and if you wish to narrow your search select a Nature of Suit or Cause Code. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

Case Number/ Title	Case Dates	Days Pending	Notes
3:11-cv-00002 Doe v. Doe	Case filed: 01/19/2011	273	Cause: 28:1983 Civil Rights NOS: 530 Habeas Corpus (General) Office: San Diego Jurisdiction: Federal Question President: Unassigned Jury demand: Plaintiff Case flags: APPEAL,SM
3:11-cv-00003-JMA Doe v. Doe	Case filed: 01/19/2011	273	Cause: 28:2254 Petition for Writ of Habeas Corpus (State) NOS: 463 Habeas Corpus - Alien Detainees Office: San Diego Jurisdiction: U.S. Government Defendant President: Jan M. Adler Jury demand: Plaintiff Case flags: HABEAS

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

Criminal Cases Report

The **Criminal Cases** report works in the same manner, providing a list of cases filed for the criteria selected i.e., criminal or magistrate cases, the citation, dates filed and terminated or pending defendants.

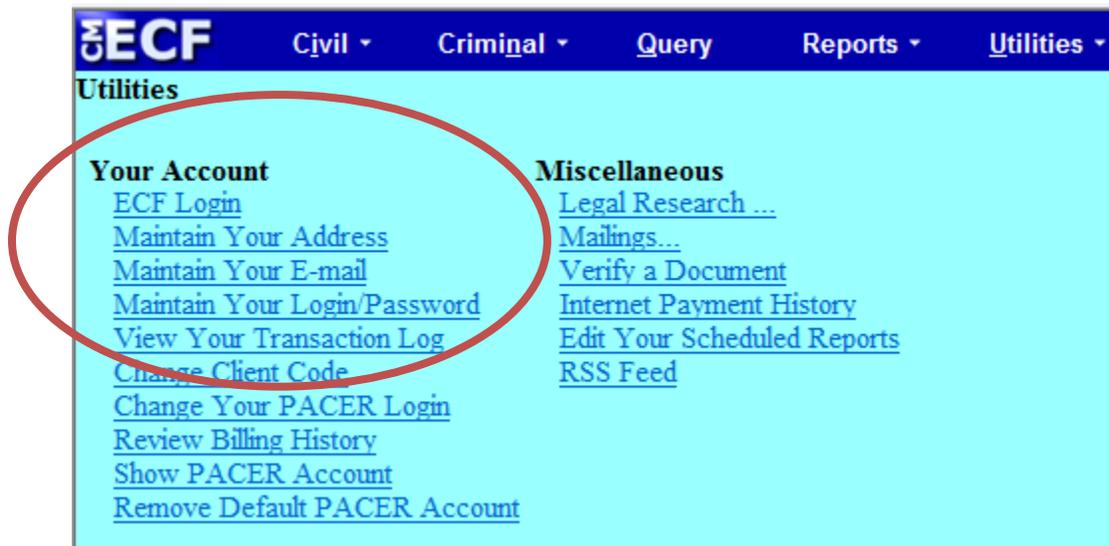
Case Number/ Title	Case Dates	Days Pending	Notes
1:11-mj-00042-IEG USA v. Mora-Salido et al	<i>Case filed:</i> 06/02/2011		<i>Office:</i> INS
1 - Fernando Mora-Salido	<i>Added:</i> 06/02/2011	139	<i>Presider:</i> Irma E. Gonzalez
2 - Jose Ernesto Valadez-Holguin	<i>Added:</i> 06/02/2011	139	<i>Presider:</i> Irma E. Gonzalez
2:11-mj-08002-PCL USA v. Test	<i>Case filed:</i> 06/29/2011		<i>Office:</i> El Centro
1 - Test T Test	<i>Added:</i> 06/29/2011	112	<i>Presider:</i> Peter C. Lewis

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. You may also select a single defendant within the case by clicking on the hyperlinked name. Follow the instructions in the previous section for a Docket Sheet report.

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions. Under '**Your Account**' the following areas can be changed:

- **Maintain Your Account** allows access to change the registered users address, change the E-mail address for the registered user and any additional E-mail addresses for the registered user, and to change the registered users Login/Password.
 - **Maintain Your Address** allows changes to the address of the registered user.
 - **Maintain Your E-mail** allows changes to the E-mail address for the registered user and any additional E-mail addresses authorized by the registered user.
 - **Maintain Your Login/Password** allows changes to the Login/Password of the registered user.
- **View Your Transaction Log** will display all transactions created using the Login/Password of the registered user on or between the specified dates.



Maintain Your Address

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

CM/ECF Civil Criminal Query Reports Utilities

Maintain User Account

Last name attytrain02 First name
Middle name Generation
Gender ATY Type
Title
Bar number Type aty
Prisoner id Add Headers to PDF Documents
Office FOR TESTING ELM ATTY CV CASE OPEN
Unit TESTING TESTING TESTING
Address 1 222 Second Street
Address 2 Suite 2222
Address 3
City San Diego State CA Zip 92101
Country County
Phone Fax
Initials DOB End date

Submit Clear

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. After making changes on this screen click on the Submit button to record changes.

You are responsible for changing your physical address, E-mail address, telephone number, and fax number when necessary. You are also required to file a Notice of Change of Address in each of your pending cases.

Maintain Your E-mail

Click on the **Maintain Your E-mail** hyperlink to open the E-mail information screen.

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for attytrain02

Registered e-mail addresses

Primary e-mail address:

[deadmail@casd.uscourts.gov](#)

Secondary e-mail addresses:
[doe@yahoo.com](#)
[add new e-mail address](#)

Configuration options

Should this e-mail address receive notices? Yes No

Should this e-mail address receive notice for all cases in which this individual is a participant? 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

Case-specific options

Add additional cases for noticing

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

- Representing Lewie Duck
1:11-cr-02300-1 USA v. Zodiac - Representing Z. Zacharias Zodiac
2:09-cr-03933-W-1 USA v. Mora-Garcia (Closed on 11/03/2009) - Representing Octavio Mora-Garcia
2:09-mj-09375-BLM-1 USA v. Orozoo-Espinoza - Representing Juana Orozoo-Espinoza
2:10-mj-00083-JMA-2 USA v. Doe - Representing Neal Blue
2:10-mj-00083-JMA-1 USA v. Doe - Representing Neal Blue
2:10-mj-00084-JMA-1 USA v. Doe - Representing Neal Blue
2:10-mj-00084-JMA-2 USA v. Doe - Representing Neal Blue

These cases will send notice *as a summary report*. (alternate method)

(Copy case lists from here)

ECF will e-mail **Notices of Electronic Filing** based upon the information entered in this screen. **PLEASE ENSURE THE CORRECT PRIMARY AND SECONDARY E-MAIL ADDRESSES ARE IN THE DATABASE.** If you change secondary addresses for support staff, paralegal or secretary, please update that name and address. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen click on the 'Add new e-mail address' button.
- Enter the e-mail addresses of those individuals or alternative e-addresses you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters. This area will dynamically populate the Format field to HTML, the delivery method to individual NEF, and designate the secondary address as Active.

Configuration options provide a series of questions to personalize each e-mail account:

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

*‘Per Filing NEF’ provides a notice as soon as the document is e-filed. It may be selected for either the primary e-mail address or the Secondary e-mail address. ‘Summary Notice’ of Electronic Filing (NEF) is sent at 12:01 am. It lists every e-filing on the previous day in cases attached to the name of the attorney or designated additional cases.

Case Specific options

‘Add additional cases for noticing’ allows the addition of additional cases to the e-mail of the primary or secondary recipient. Enter case number, and then click ‘Find this Case’ then click on ‘Add to List’. The additional case will now be added to the cases the attorney receives as NEFs. These will be cases in which the attorney is not a participant.

- ✓ NOTE: the ‘free look’ does not apply when viewing these PACER documents.

The cases in which the primary or secondary recipient may individually be designated as per filing or as summary report – as a secondary option to the primary configuration options by highlighting the case and selecting the summary report option

The screenshot shows a web interface titled "Case-specific options". It has a light blue background. At the top, there is a section "Add additional cases for noticing" with a text input field. Below that is a section "These cases will send notice per filing. (default method)" containing a list of case entries. One entry, "2:10-mj-00083-JMA-2 USA v. Doe - Representing Neal Blue", is highlighted in blue. Below the list are two buttons: "Remove selected cases" and "Change selected cases to notice as a summary report", with the latter circled in red. Below this is another section "These cases will send notice as a summary report. (alternate method)" with a text input field and two buttons: "Remove selected cases" and "Change selected cases to notice per filing". At the bottom, there is a button "Show all cases for this e-mail address" followed by the text "(Copy case lists from here)".

After updating your account information, click on the **Submit all changes** button.

LOGIN AND PASSWORD

To edit or view login information about your account, select the hyperlink **Maintain Your Login/Password**, from the **Your Account** screen. ECF opens the screen depicted below.

The screenshot shows the ECF user 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 is a light blue header area with the text "More User Information for attytrain02". The main content area is white and contains the following information:

- Login:** attytrain02
- Password:** A field containing a string of asterisks. Below it is a note: "minimum 8; upper- & lower-case letters; include digit or special character".
- Registered:** Y
- Internet Credit Card:** Y
- Default Printer:**
- Additional Printers:**
- Groups Attorney:**

On the right side of the screen, there are several login and account details:

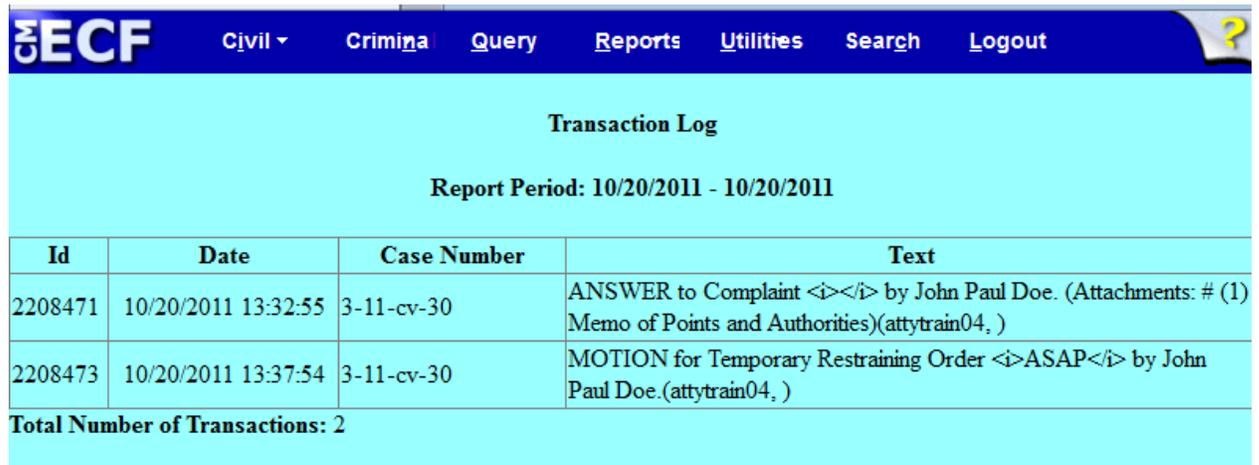
- Last login:** 10-20-2011 13:02
- Current login:** 10-20-2011 13:02
- Create date:** 12/18/2009
- Update date:** 10/18/2011

At the bottom left of the form, there are two buttons: "Submit" and "Clear".

This screen displays user login information and provides the opportunity to change your ECF login or 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 and delete the asterisks. Type in the 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.

View Your Transaction Log

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



Id	Date	Case Number	Text
2208471	10/20/2011 13:32:55	3-11-cv-30	ANSWER to Complaint <i></i> by John Paul Doe. (Attachments: # (1) Memo of Points and Authorities)(attytrain04,)
2208473	10/20/2011 13:37:54	3-11-cv-30	MOTION for Temporary Restraining Order <i></i>ASAP<i></i> by John Paul Doe.(attytrain04,)

Total Number of Transactions: 2

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

- All of the transactions you entered are reflected in the Transaction Log
- No unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

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

- Legal Research
- Mailings
- Verify a Document



Legal Research

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

Mailings

There is also a **Mailings** hyperlink that provides mailing information for cases. Select 'Mailing Info for a Case.' Enter the case number



ECF Civil Criminal Query Reports Utilities Search Logout

Mailing Information for a Case 3:11-cv-00030-BEN-AJB

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- **attytrain02**
deadmail@casd.uscourts.gov
- **attytrain04**
deadmail@casd.uscourts.gov;joseph_diaz@casd.uscourts.gov;joanne_lavolette@casd.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). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

- (No manual recipients)

ECF will electronically notice the ENF listed parties. Any parties listed in the Manual Notice List will need to have the file stamped copy of the document as well as the NEF delivered by conventional means.

Verify a Document

Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. You will not need to log in to PACER to verify the document and you will not be charged unless you open the document.

ECF Civil Criminal Query Reports Utilities Search

Verify Document(s)

Specify the case number and document number of the docket entry containing the document to be verified.

Case Number

Document Number:

ECF Civil Criminal Query Reports Utilities Search Logout

Verify Document(s)

[3:11-cv-00030-BEN-AJB Doe v. Doe](#)

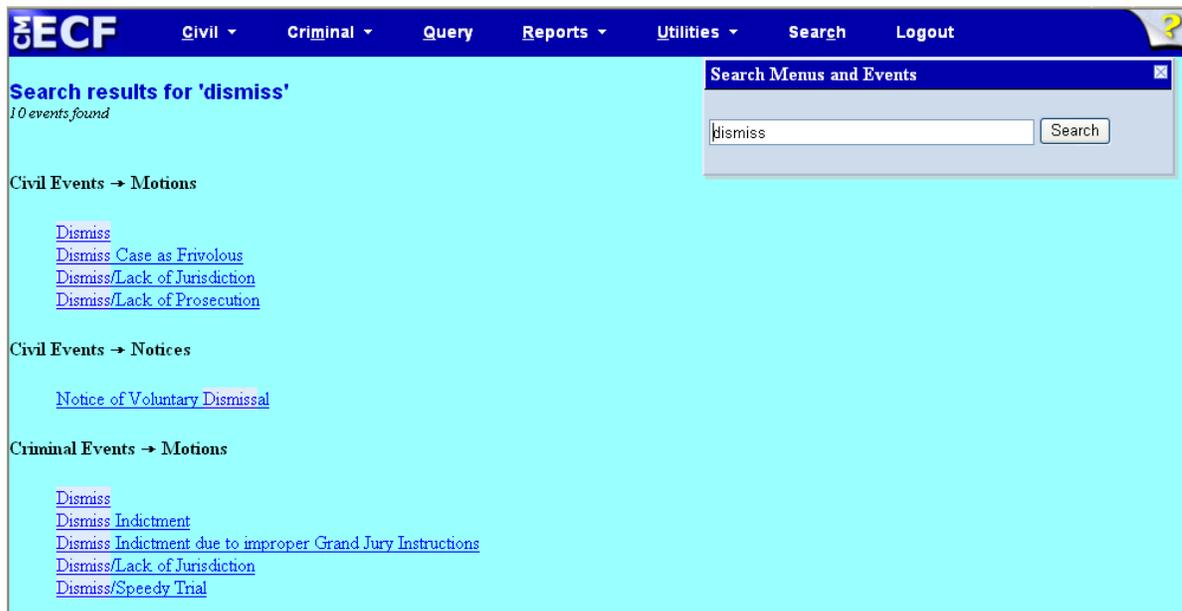
Date	#	Docket Text
10/20/2011	7	ANSWER to Complaint by John Paul Doe. (Attachments: # 1 Memo of Points and Authorities)(attytrain04,)

File size is 10170

Search



The Search button can help to find a menu option or event that you need. Click on the Search Menu, enter a word or phrase, and then click on the **Search** button. A complete list of menu items and events with names containing those letters is displayed. Each display is a link, to click on the link places you into the first screen for e-filing the selected event.



Logout

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



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

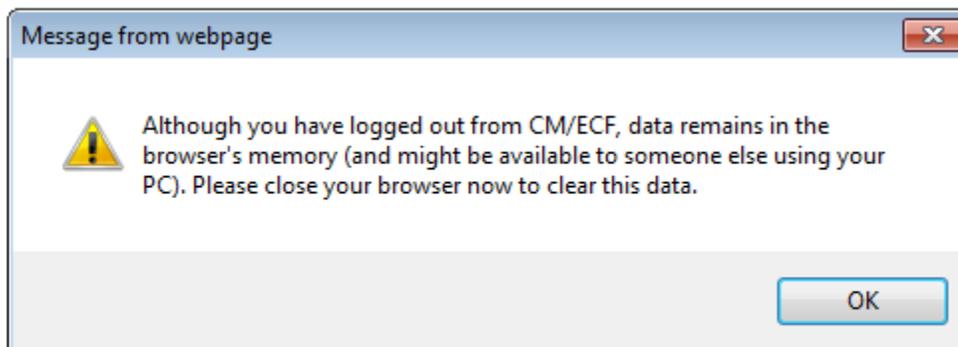
Additional Information Regarding ECF

Ex-parte Documents

Ordinary *Ex Parte* motions, for which notice is to be provided to all parties, should be filed electronically. *Ex Parte* documents for which no notice is to be provided to opposing parties should be filed in paper format under seal. *Ex Parte* documents filed in the system will be served on all parties.

Message Reminder to Users to Close Browser

- When a user clicks on logout on the blue menu bar the following pop-up message appears. Click on the RED 'X' to log out of the browser.



CIVIL CASE OPENING BY ATTORNEYS

Effective October 12, 2010, attorneys may electronically open civil cases using a master case and new credit card module, Pay.gov, in CM/ECF to pay the required fee. The Clerk's Office will review the master case for new electronic filings and open the civil and miscellaneous cases in CM/ECF. A notice including the judge assignment and permanent case number will be sent electronically. The following filings have a required fee which can be paid with Pay.gov:

- New civil complaints
- Notice of Removal complaints
- Petitions for Writ of Habeas Corpus
- Miscellaneous case filings
- Notice of appeal in civil and criminal cases

This manual provides instructions for attorneys on how to use the CM/ECF system to open cases in the U. S. District Court for the Southern District of California. This chapter will cover how to:

E-file a new complaint with a Civil Cover Sheet Electronically pay the filing fee utilizing the Pay.gov functionality.

Help Desk

If you need assistance with this process please contact the Clerk's Office:

- Call the Clerk's Office (619-557-6361) between the hours of 8:30 A. M. and 4:30 P. M., Pacific Time, Monday through Friday.
- Sign up for hands on Case Opening classes for attorneys and support staff. On the court's web site click on the CM/ECF tab and click on the 'Register for CM/ECF Training Classes' blackboard.

Important Notes - Things you need before you begin to file a new civil case:

Complaint	Notice of Removal	Miscellaneous Case
1. Complaint saved to PDF	1. Notice of Removal saved to PDF	1. Copies of all documents saved to PDF
2. Civil Case Cover Sheet saved to PDF and attached to Complaint	2. Civil Case Cover Sheet saved to PDF and attached to the Notice of Removal	2. All Sealed Cases (and documents) must be filed in paper at the Clerk's Office
3. All Sealed Cases (and documents) must be filed in paper at the Clerk's Office	3. Copies of documents filed in the state court, saved to PDF: a) Complaint b) Summons served in State Court c) Any Answers d) Any Pending Motions	3. Credit Card information for Pay.gov
4. Credit Card Information for Pay.gov	4. All Sealed Cases (and documents) must be filed in paper at the Clerk's Office	
	5. Credit Card information for Pay.gov	

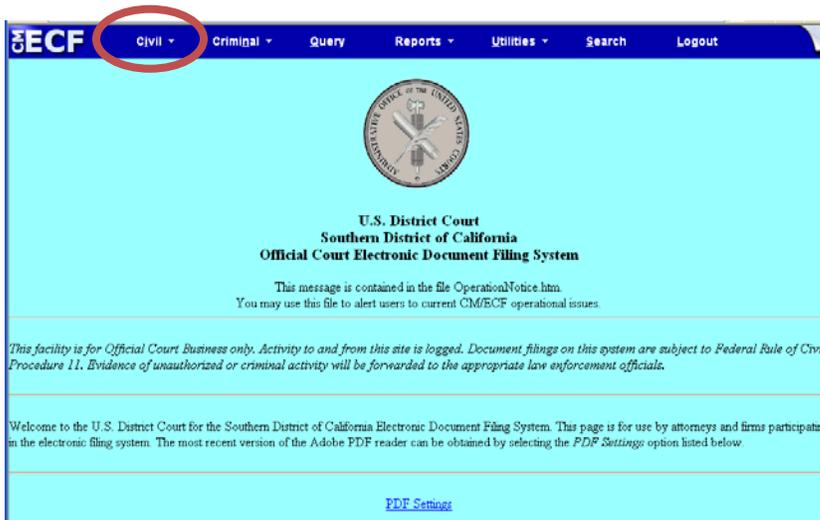
- ✓ Pursuant to the court's Electronic Case Filing Administrative Policies and Procedures, Section 2, f., registered attorneys must electronically sign the Complaint, or Notice of Removal, Miscellaneous cases and the Civil Cover Sheet with an s/attorney name.
- ✓ Follow the Electronic Case Filing Administrative Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2.e. for documents exceeding 20 pages.
- ✓ Individual PDF documents must not exceed ten (10) megabytes (MB). PDF documents larger than ten (10) megabytes must be submitted in multiple segments, not to exceed ten (10) megabytes.
- ✓ Once you start the payment portion of the transaction, **do not** utilize the BACK button on your browser.
- ✓ After the case has been opened the **Clerk's Office will issue the summons and provide you the judge assignment and case number** information if appropriate. If you need these documents right away, please contact the Clerk's office.
- ✓ Do not attach a completed summons form.
- ✓ A Civil Cover Sheet is not required for Miscellaneous Cases.

To Begin Filing a New Civil Case

Please Note:

- All initial case filings in civil and miscellaneous actions must be submitted by electronically filing the initiating documents in a master case. The Clerk's Office will review the master case for new electronic filings and open the civil and miscellaneous cases. A Notice of Electronic Filing (NEF) including the judge assignment and permanent case number will be sent electronically.
- Sealed cases must still be submitted in paper.

To begin filing a new Civil Case, click on **Civil** on the Main ECF menu bar.



Select **File Civil Case - Attorney** from the Civil Events list.



Please read this screen carefully then click **NEXT** to continue.

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "File a New Civil Case - Attorney". Below this, there is a red "*** IMPORTANT ***" notice. The text explains that attorneys must submit documents to the "master" case following specific prompts, with the filing date being the date of submission to the master case and payment of the filing fee through Pay.gov. It emphasizes that the submission must consist of one entry, with all attachments made to the case initiating docket entry (including Civil cover sheet, declarations, and state court documents). It also states that users should not make any other entries to the Master Case or add parties or attorneys to it. A note specifies that documents should be broken up smaller than the 10MB size limit. A blue link is provided to view an on-line demonstration of "How to File a New Civil Case". At the bottom, there are "Next" and "Clear" buttons.

Adding Parties

Enter the first name and last name of the first plaintiff and the first defendant. The Clerk's Office will add additional named parties to the case based on the complaint PDF. Then click **NEXT** to continue.

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Civil, Criminal, and Query. The main heading is "File a New Civil Case - Attorney". Below this, the case number and title are displayed: "3:13-cv-99999 Plaintiffs v. Defendants". The form prompts the user to enter the "First Plaintiff Name" (with "John Doe" entered) and the "First Defendant Name" (with "Roes Corporation" entered). At the bottom, there are "Next" and "Clear" buttons.

This screen provides the correct fee information for the three civil case opening events – Civil Case, Miscellaneous Case and Petition for Writ of Habeas Corpus. Click NEXT to continue.



The screenshot shows a web interface for filing a new civil case. At the top is a dark blue navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar is a light blue header area with the title "File a New Civil Case - Attorney". The main content area is white and contains a "Fee Schedule" section. It instructs the user to select an event based on the following fee schedule:

- Civil Case - \$400 filing fee**
 - Complaint
 - Motion for Return of Seized Property
 - Motion for Withdrawal of Reference
 - Motion to Compel Arbitration Award
 - Motion to Enforce IRS Summons
 - Motion to Enforce Out of District Subpoena
 - Motion to Quash IRS Summons
 - Motion to Quash Out of District Subpoena
 - Notice of Removal
 - Petition
- Miscellaneous Case - \$46 filing fee**
 - Registration of Judgment
 - Out of District Order Appointing Receiver
 - Other - Miscellaneous Case
- Petition for Writ of Habeas Corpus - \$5 filing fee**
 - Petition for Writ of Habeas Corpus

At the bottom of the form are two buttons: "Next" and "Clear".

Available Events

Click on your case opening event. NOTE: the event must appear in the **Selected Event** box for you to proceed. Click **NEXT** to continue.

ECF Civil Criminal Query Reports Utilities

File a New Civil Case - Attorney

Available Events (click to select an event)

- Civil Case
- Miscellaneous Case
- Petition for Writ Of Habeas Corpus

Selected Event: Civil Case

Next Clear

Adding Documents

The next screen will allow you to Browse in your saved documents and navigate to the appropriate folder, click on the PDF document to select it, and Click the Open button to put the document's path and file name in the Main Document field.

Remember: You will need a copy of the JS-44 – Civil Cover Sheet attached to the Main Document, but you should not prepare and attach a Summons. The Clerk's Office will issue the summons after your e-filing has been reviewed.

Click on the **Browse** button. Navigate in your saved documents to the complaint saved on your computer.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Select the pdf document and any attachments.

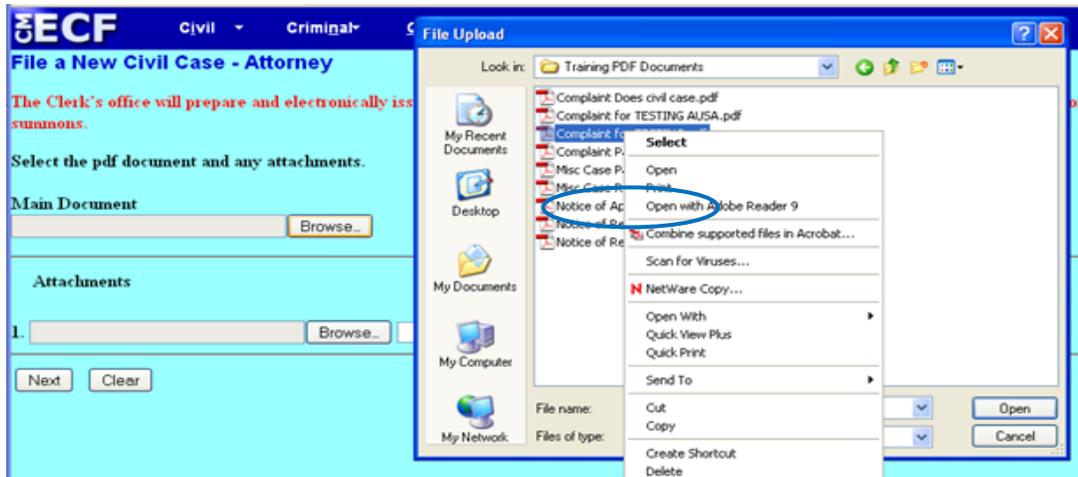
Main Document

Browse...

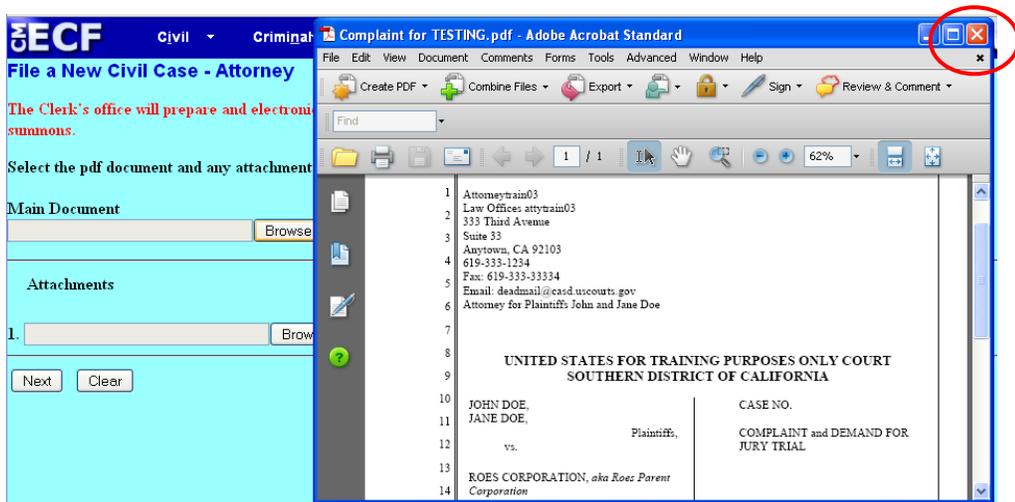
Attachments	Category	Description
1. Browse...		

Next Clear

Highlight the correct file. It is always a good idea to view the contents of the selected document to verify this is the correct image. Highlight the document and **RIGHT** click with your mouse on the saved PDF document.



The document is displayed. Verify that this is the correct document, the attorney has signed the document with the s/ signature and the Civil Cover sheet is attached as the last page of this document. If this is the correct document close the Adobe Reader window by clicking in the X in the upper right corner of the window.



To complete the document selection process, double click on the selected document or click the **Open** button. The Complaint is uploaded to CM/ECF in the Main Document field.

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

File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Select the pdf document and any attachments.

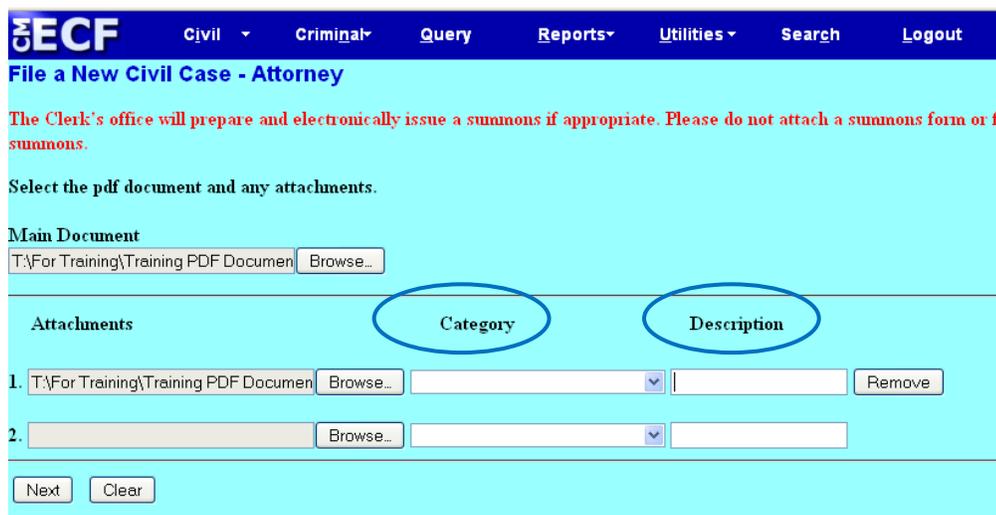
Main Document

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

REMEMBER: Follow the Electronic Case Filing Administrative Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2.e. for documents exceeding 20 pages.

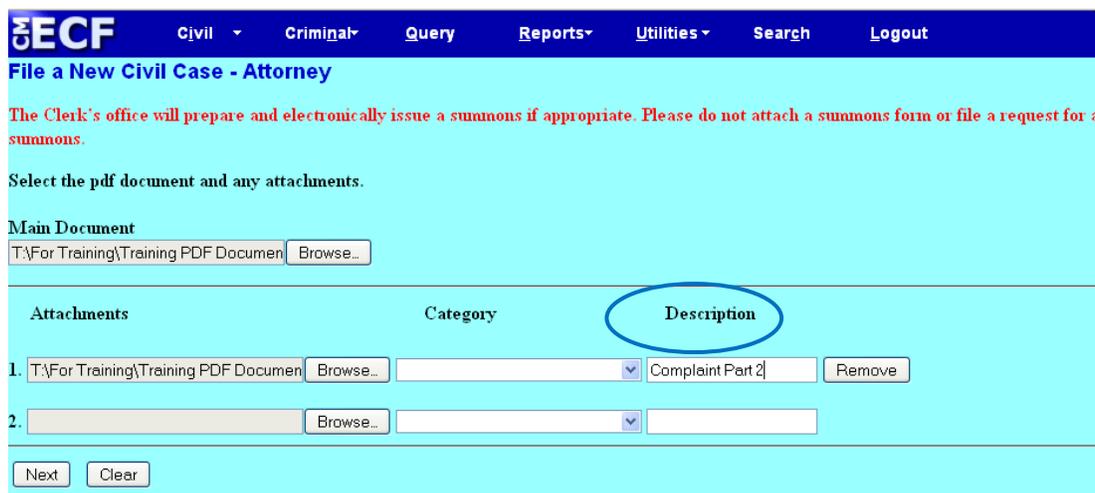
Adding Attachments

Documents downloaded into CM/ECF must be less than 10MB in size. If the complaint exceeds 10MB break in into smaller segments and follow this same process to attach each segment. Click on the **Browse** button for Attachment #1. Locate the saved PDF file, verify the image by using the mouse to **RIGHT** click on the document and open with Adobe Reader. The document will be Attachment #1.



The screenshot shows the CM/ECF interface for filing a new civil case. The page title is "File a New Civil Case - Attorney". Below the title, there is a red warning message: "The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a summons." Below this, it says "Select the pdf document and any attachments." There are two sections: "Main Document" and "Attachments". The "Main Document" section has a text input field containing "T:\For Training\Training PDF Document" and a "Browse..." button. The "Attachments" section is a table with two columns: "Category" and "Description", both of which are circled in blue. The table has two rows. The first row contains a file path, a "Browse..." button, a dropdown menu, a text input field, and a "Remove" button. The second row is empty. At the bottom of the form, there are "Next" and "Clear" buttons.

CM/ECF requires that attachments be named. Use either the Category or Description field or both to name documents. The category drop down list is primarily used for motion filings. Use the Description field to enter the name of the attached document, in this case, **Complaint, Part 2**. Then click **NEXT**.



This screenshot is identical to the previous one, but the "Description" field in the first row of the "Attachments" table is now filled with the text "Complaint Part 2". The "Description" column header is circled in blue.

If this is a Removal Case from Superior Court add the documents filed in Superior Court as attachments. For example, Answers, Orders and other pleadings would be filed as attachments to the Main Document.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Select the pdf document and any attachments.

Main Document
T:\For Training\Training PDF Documents\ Browse...

Attachments	Category	Description
1. T:\For Training\UCJ Training Case Opening Browse...		State Court Complaint Remove
2. T:\For Training\UCJ Training Case Opening Browse...		State Court Answer Remove
3. Browse...		

Next Clear

If there is a Motion to Proceed In Forma Pauperis, or Motion for TRO/Preliminary Injunction attach those documents on this screen. Remember to **E-Mail the proposed order to chambers** after the Clerk's Office notifies you of the case number and judge assignment.

ECF Civil Criminal Query Reports Utilities Search Logout

File a New Civil Case - Attorney

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Select the pdf document and any attachments.

Main Document
T:\For Training\Training PDF Documents\ Browse...

Attachments	Category	Description
1. T:\For Training\UCJ Training Case Opening Browse...		Motion for IFP Remove
2. T:\For Training\UCJ Training Case Opening Browse...		Motion for Preliminary Inju Remove
3. Browse...		

Next Clear

Click **NEXT** to continue.

Please read the following screens carefully, and notice that the defaults are set to ‘No’, or ‘NONE’. Select *the correct radio button then click NEXT to continue.*



CM/ECF Civil Criminal Query

File a New Civil Case - Attorney

Are you requesting a Temporary Restraining Order?

Yes

No

Next Clear

Paying Filing Fees

The next process is the payment of filing fees. Review the radio buttons regarding special circumstances for paying filing fees. The default is ‘NONE of the above.’ If any of the other special circumstances are appropriate, change the radio button and continue by clicking **NEXT**. For this example, we are going to pay the filing fee.



CM/ECF Civil Criminal Query Reports

File a New Civil Case - Attorney

If any of the following special circumstances apply please select it below.

Otherwise select **NONE of the above.**

All cases will be reviewed for compliance with filing fees.

I am a US Attorney

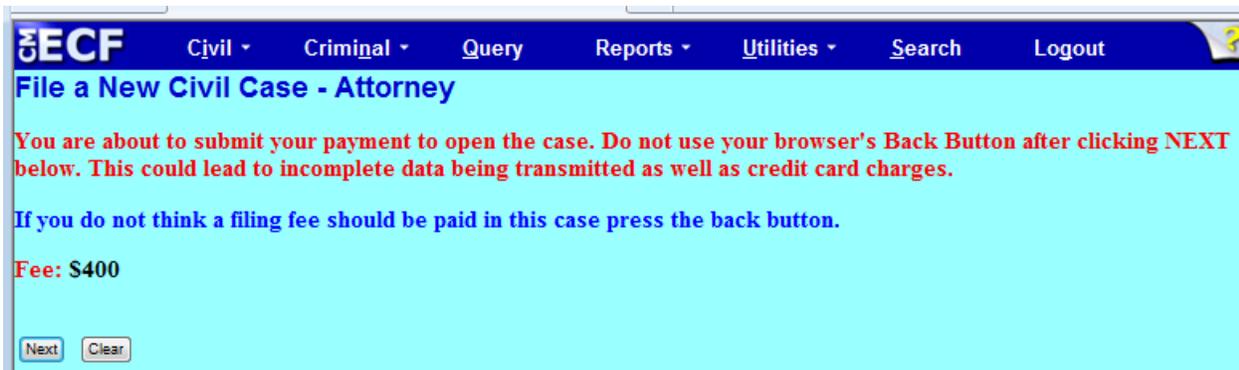
I am filing with an an Application to Proceed Without Prepayment of Fees

NONE of the above

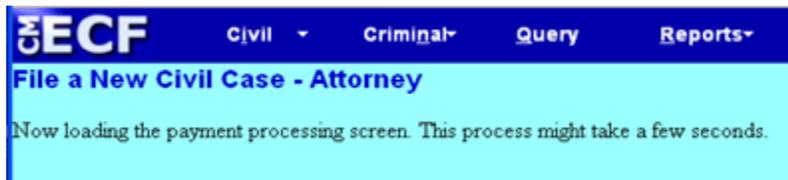
Next Clear

CM/ECF will display the user message warning. Proceeding to the next screen will initiate Pay.gov. You must use your credit card to pay the filing fee for the complaint, however, **DO NOT USE** the browser’s back button after this screen. Incomplete data will be transmitted, and your credit card will be charged the filing fee.

This screen displays the amount of the filing fee. Click *NEXT* to continue.

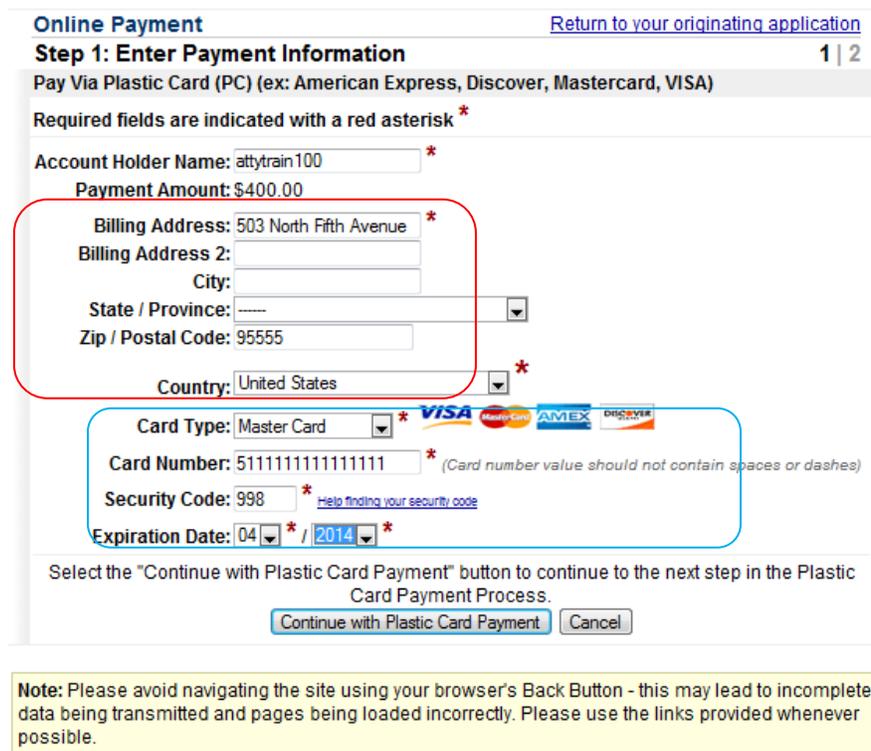


CM/ECF displays the following screen. The next screen will start the payment process.



Pay.gov

You are now on the first of two secure Pay.gov website screens. The items marked with **red asterisks** are required fields. The name on the credit card and the billing address do not need to be that of the attorney filing the case.



Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: attytrain100 *

Payment Amount: \$400.00

Billing Address: 503 North Fifth Avenue *

Billing Address 2: *

City: *

State / Province: -----

Zip / Postal Code: 95555

Country: United States *

Card Type: Master Card * 

Card Number: 5111111111111111 * (Card number value should not contain spaces or dashes)

Security Code: 998 * [Help finding your security code](#)

Expiration Date: 04 / 2014 *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Complete the Account Name and Billing Address information, and complete the credit card information.

Remember: Please avoid navigating away from this site using your browser's **Back Button** – this may lead to incomplete data being transmitted. Additionally your card might be charged the filing fee amount and the case is still not opened.

When all the required fields are completed, click on the **Continue with Plastic Card Payment** button.

The next step of the process is to authorize the electronic payment. Review the Account Information at the top of the screen. If any of this information is incorrect, click the Edit this Information link to return to the previous screen.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: attytrain100 Billing Address: 503 North Fifth Avenue Billing Address 2: City: State / Province: Zip / Postal Code: 95555	Card Type: Master Card Card Number: *****1118	Payment Amount: \$400.00 Transaction Date and Time: 04/03/2013 16:06 EDT

DO NOT use the browser's back button.

Complete the e-mail address to receive an e-mailed receipt. This e-mail address does not need to be that of the attorney filing the complaint.

You may also insert additional e-mail addresses in the CC section.

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
CC:	<input type="text"/> <small>Separate multiple email addresses with a comma</small>

You must check the box to authorize the electronic payment.

To complete the transaction click the **Submit Payment** button.

Authorization and Disclosure

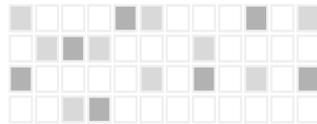
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Wait while your electronic payment is being recorded. The following message will be displayed: "Your request is being processed. Please wait."

Your request is being processed. Please wait.

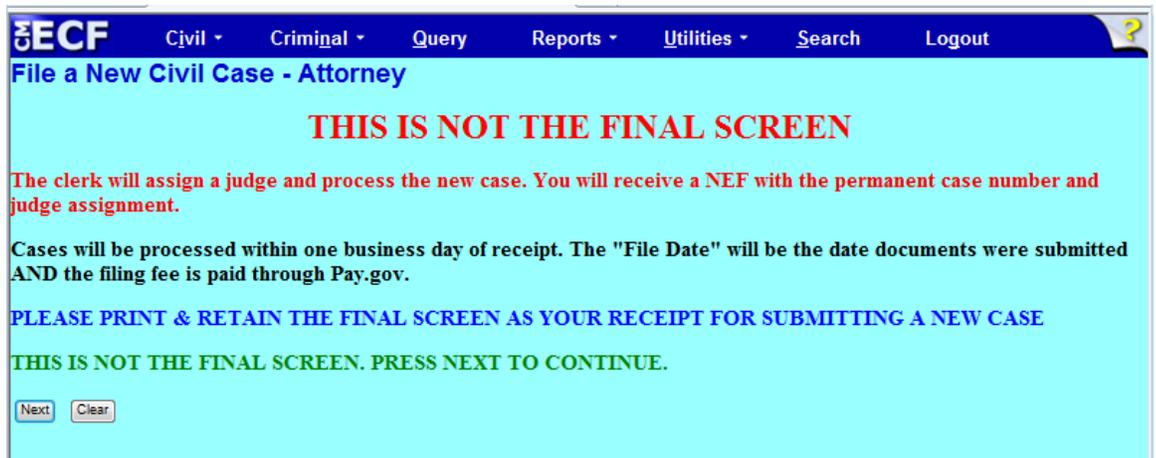


If the information on this screen does not match, or if you entered an invalid credit/debit card number, you will get this error message.

Your request could not be completed:

- To complete this transaction, please indicate your acceptance of the Authorization and Disclosure agreement by selecting the designated checkbox.
- The email address entered does not match the confirmation.

Please read the following screen for important information. Click **NEXT** to continue.

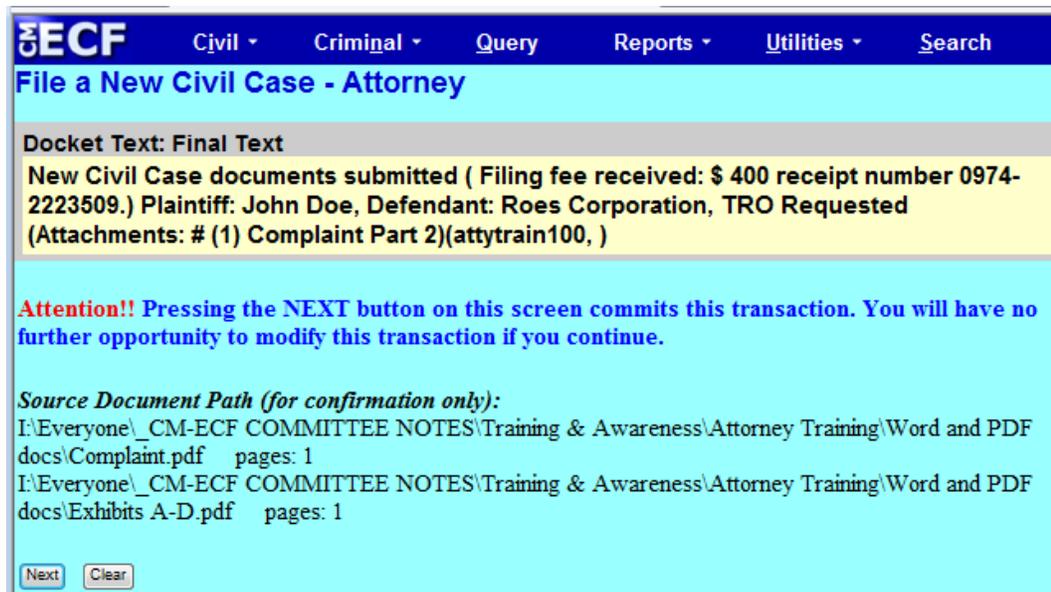


Final Docket Text

The Final Text of the complaint is displayed. The automatic text will reflect the amount and payment of the filing fee as the credit card transaction receipt number, assigned by Pay.gov. If for some reason you need to cancel this filing, you will need to contact the Clerk's Office.

This is the final screen before committing the transaction to CM/ECF.

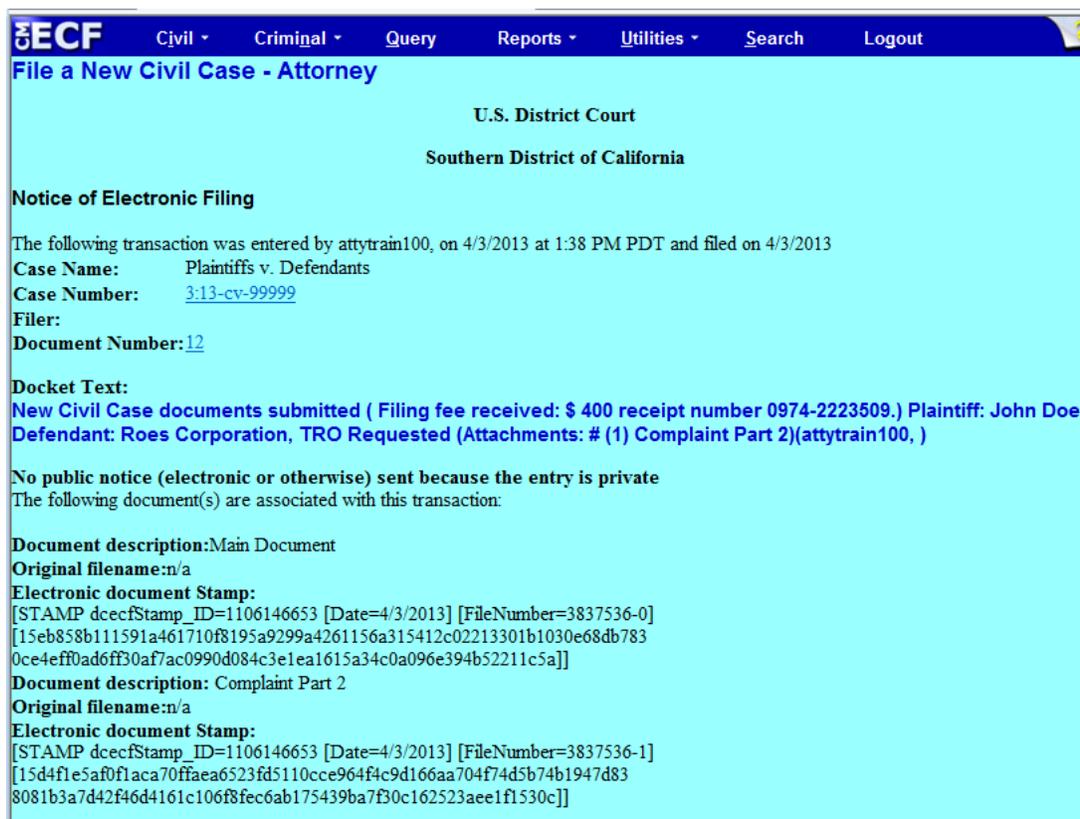
You also see the Source Documents included in this filing. Click **NEXT** to complete the filing of the case.



Notice of Electronic Filing

The Notice of Electronic Filing, also known as the “NEF”, is displayed. The NEF serves as notification that the event has been accepted by the court’s database.

Because this case was entered into the Master Case you will not receive a NEF by e-mail. Print and/or save this NEF as your receipt of filing a new civil case.



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 "File a New Civil Case - Attorney". The main content area is light blue and contains the following information:

U.S. District Court
Southern District of California

Notice of Electronic Filing

The following transaction was entered by attytrain100, on 4/3/2013 at 1:38 PM PDT and filed on 4/3/2013

Case Name: Plaintiffs v. Defendants
Case Number: [3:13-cv-99999](#)
Filer:
Document Number: [12](#)

Docket Text:
New Civil Case documents submitted (Filing fee received: \$ 400 receipt number 0974-2223509.) Plaintiff: John Doe, Defendant: Roes Corporation, TRO Requested (Attachments: # (1) Complaint Part 2)(attytrain100,)

No public notice (electronic or otherwise) sent because the entry is private
The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1106146653 [Date=4/3/2013] [FileNumber=3837536-0]
[15eb858b111591a461710f8195a9299a4261156a315412c02213301b1030e68db783
0ce4eff0ad6ff30af7ac0990d084c3e1ea1615a34c0a096e394b52211c5a]]

Document description: Complaint Part 2
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1106146653 [Date=4/3/2013] [FileNumber=3837536-1]
[15d4f1e5af0f1aca70ffaea6523fd5110cce964f4c9d166aa704f74d5b74b1947d83
8081b3a7d42f46d4161c106f8fec6ab175439ba7f30c162523aee1f1530c]]

If for some reason you need to cancel this filing, or an error has been made relative to parties or attached documents, or you have an issue regarding the payment, you will need to contact the court at 619-557-6361.

The Clerk’s Office will review your filing and send a Notice which will include the case number and the name of the randomly assigned district judge and magistrate judge, and any pertinent information relative to the electronic filing. A summons will be issued by the court and electronically sent to the plaintiff’s attorney.

Miscellaneous Cases

To begin filing a new Miscellaneous Case, click on **Civil** on the Main ECF menu bar.



Select **File Civil Case - Attorney** from the Civil Events list.



Please read this screen carefully then click **NEXT** to continue.

The screenshot shows the ECF interface with a dark blue header containing the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is light blue and titled "File a New Civil Case - Attorney". It contains the following text:

***** IMPORTANT *****

Attorneys are required to submit case initiating documents to the "master" case by following the prompts below.
The filing date will be the date documents are submitted to the master case AND the filing fee paid through Pay.gov.

Your case submission **MUST** consist of **ONE ENTRY**.
ALL attachments **MUST** be made to the case initiating docket entry (Civil cover sheet, declarations, state court documents, motions, etc).

DO NOT make any other entries to the Master Case.
DO NOT add parties or attorneys to the Master Case.

Documents should be broken up smaller than the 10MB size limit.

[Click here to view an on-line demonstration of "How to File a New Civil Case"](#)

At the bottom are "Next" and "Clear" buttons.

Enter the first name and last name of the first plaintiff and the first defendant. The Clerk's Office will add additional named parties to the case based on the complaint PDF. Then click NEXT to continue.

This screenshot shows the same ECF interface as the previous one, but with the case title "3:10-cv-99999 Plaintiffs v. Defendants" and two input fields. The first field is labeled "Please enter First Plaintiff Name:" and contains the text "John Doe". The second field is labeled "Please enter First Defendant Name:" and contains the text "Roes Corporation". "Next" and "Clear" buttons are visible at the bottom.

This screen provides the correct fee information for the three civil case opening events – Civil Case, Miscellaneous Case and Petition for Writ of Habeas Corpus. Click NEXT to continue.

The screenshot shows the ECF website interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "File a New Civil Case - Attorney". The main content area has a light blue background and is titled "Fee Schedule" in red. It contains the following text:

Please select the correct event on the next page based on the following fee schedule:

Civil Case - \$400 filing fee

- Complaint
- Motion for Return of Seized Property
- Motion for Withdrawal of Reference
- Motion to Compel Arbitration Award
- Motion to Enforce IRS Summons
- Motion to Enforce Out of District Subpoena
- Motion to Quash IRS Summons
- Motion to Quash Out of District Subpoena
- Notice of Removal
- Petition

Miscellaneous Case - \$46 filing fee

- Registration of Judgment
- Out of District Order Appointing Receiver
- Other - Miscellaneous Case

Petition for Writ of Habeas Corpus - \$5 filing fee

- Petition for Writ of Habeas Corpus

At the bottom of the page, there are two buttons: "Next" and "Clear".

Examples of Miscellaneous Cases: Registration of Judgment, Out of District Order Appointing Receiver, and Other – Miscellaneous Case. Click on the **Miscellaneous Case** event.

NOTE: the event Miscellaneous Case must appear in the **Selected Event** box for you to proceed. Click **NEXT** to continue.

The screenshot shows the ECF website 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 "File a New Civil Case - Attorney". There is a search input field at the top. The main content area has a light blue background and is titled "Available Events (click to select an event)". It contains a list of events:

- Civil Case
- Miscellaneous Case
- Petition for Writ Of Habeas Corpus

The "Miscellaneous Case" event is selected and highlighted in blue. To the right of the list, there is a "Selected Event" box containing the text "Miscellaneous Case". At the bottom of the page, there are two buttons: "Next" and "Clear".

Follow the steps in Chapter 1 for attaching documents and payment of the filing fee with Pay.gov and click NEXT.

Miscellaneous cases which are Out of District Orders Appointing a Receiver will generally be filed by the United States Attorney's Office.

A Civil Cover Sheet is not required for Miscellaneous Cases.

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

File a New Civil Case - Attorney

U.S. District Court
Southern District of California

Notice of Electronic Filing

The following transaction was entered by attytrain100, on 4/3/2013 at 1:43 PM PDT and filed on 4/3/2013

Case Name: Plaintiffs v. Defendants
Case Number: [3:13-cv-99999](#)
Filer:
Document Number: [13](#)

Docket Text:
New Miscellaneous Case documents submitted (Filing fee received: \$ 46 receipt number 0974-2223510.) Plaintiff: John Doe, Defendant: Roes Corporation. (attytrain100,)

No public notice (electronic or otherwise) sent because the entry is private
The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1106146653 [Date=4/3/2013] [FileNumber=3837539-0]
[66f17de715b0ddc21b8d88fdc0ff69f527519b3e318bce72cc4ff3f8843d5633135
dad45303ba4f6e9c9aee8c6a405f70ddc4998872e85adb5ff2245e8171ac]]

Filing Cases with a Request for a Temporary Restraining Order (TRO) or a Preliminary Injunction

If the nature of the filing is such that the need for a judge's immediate attention is anticipated or desired, alert the Clerk's Office during business hours. Electronically file the complaint or petition in the Master Case and add the motion for TRO or Preliminary Injunction as attachments to the Master Case. The clerk's office will review the filing and assign a district judge and magistrate judge to the case. The attorney should then **e-mail the proposed order to chambers**.



REMEMBER: Follow the Electronic Case Filing Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2 e for filing documents exceeding 20 pages.

Notice of Appeal

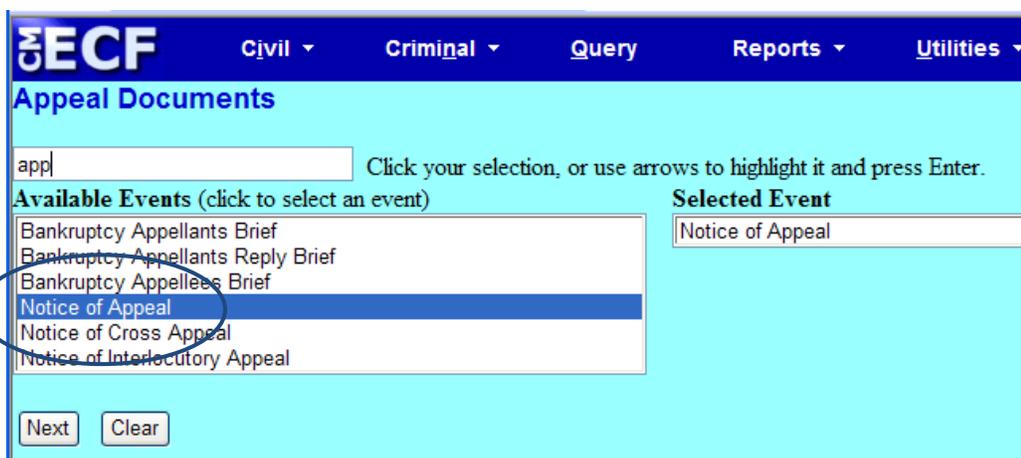
Appeal events are filed in the same manner for civil and criminal cases. A civil case will be used for this example. To begin filing a new Notice of Appeal select the Appeal Document event under the category Other Filings. **Do not Use Notices to file a Notice of Appeal.** Notices do not allow you to pay the filing fee and would be considered a significant filing error.



From the drop down menu select the appropriate event. Notice that there are three different initiating civil appeal types:

1. Notice of Appeal
2. Notice of Cross Appeal and
3. Notice of Interlocutory Appeal.

Select the appropriate appeal event and click **NEXT** to continue.



Enter the case number assigned to the case and Click Find This Case. The case number should indicate this is a closed case (unless this is an Interlocutory Appeal). Click **NEXT** to continue.



ECF Civil Criminal

Appeal Documents

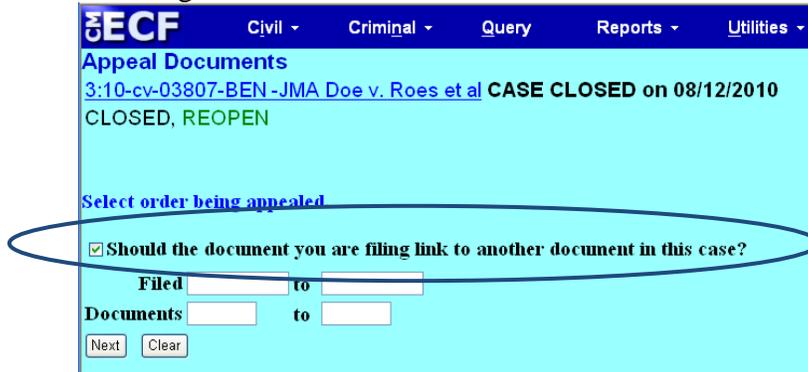
Civil Case Number

3:10-cv-3807 (closed 08/12/2010)

Next Clear

Follow the steps in Chapter 1 to add the appeal document PDF and select the parties filing the appeal.

Select the Order being appealed by clicking on the box “Should the document you are filing link to another document in this case?” Then click **NEXT** to continue.



ECF Civil Criminal Query Reports Utilities

Appeal Documents

3:10-cv-03807-BEN -JMA Doe v. Roes et al CASE CLOSED on 08/12/2010

CLOSED, REOPEN

Select order being appealed

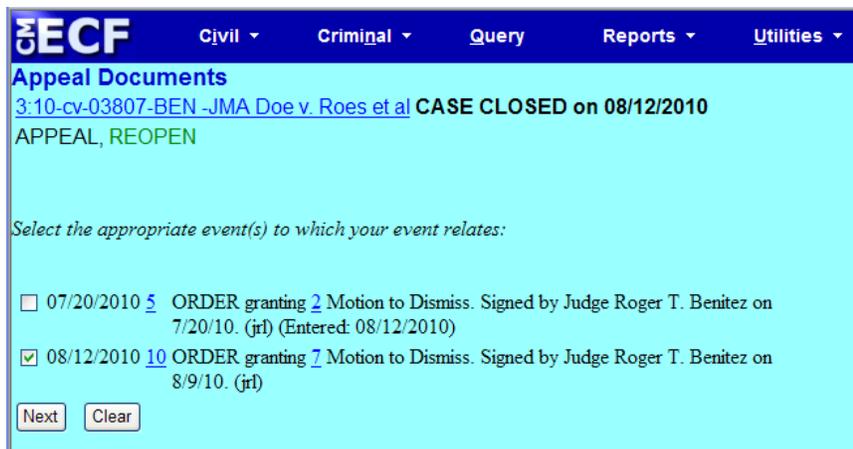
Should the document you are filing link to another document in this case?

Filed _____ to _____

Documents _____ to _____

Next Clear

The system will display all orders filed in the case. Select the appropriate event to which your Appeal relates. If you are unable to link to the order being appealed, please contact the Clerk’s Office at 619-557-6368 for assistance. Click **NEXT** to continue.



ECF Civil Criminal Query Reports Utilities

Appeal Documents

3:10-cv-03807-BEN -JMA Doe v. Roes et al CASE CLOSED on 08/12/2010

APPEAL, REOPEN

Select the appropriate event(s) to which your event relates:

07/20/2010 5 ORDER granting 2 Motion to Dismiss. Signed by Judge Roger T. Benitez on 7/20/10. (jr) (Entered: 08/12/2010)

08/12/2010 10 ORDER granting 7 Motion to Dismiss. Signed by Judge Roger T. Benitez on 8/9/10. (jr)

Next Clear

Follow the steps in Chapter 1 for payment of the filing fee with Pay.gov. If the fee is required and is not paid at the time the Notice of Appeal is filed the Court of Appeals will notify you when the fee must be paid. 1*

ECF Civil Criminal Query Reports

Appeal Documents
3:10-cv-03807-BEN -JMA Doe v. Roes et al CASE CLOSED on 08/12/2010
APPEAL, CLOSED, REOPEN

If any of the following special circumstances apply please select it below.
Otherwise select **NONE** of the above.
All cases will be reviewed for compliance with filing fees.

I am filing this appeal on behalf of the USA
 I am requesting in forma pauperis status for this appeal
 I have in forma pauperis status for this appeal
 I am a Court appointed attorney
 NONE of the above

Next Clear

If the filing attorney is a CJA Attorney, a Federal Defender, or Assistant U. S. Attorney, a filing fee is not required.

ECF Civil Criminal Query Reports Utilities Search Logout

Appeal Documents
3:10-cv-03807-BEN -JMA Doe v. Roes et al CASE CLOSED on 08/12/2010
APPEAL, CLOSED, REOPEN

Docket Text: Final Text
NOTICE OF APPEAL as to [10] Order on Motion to Dismiss by John Roes., IFP Filed (attytrain02,)

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):
09cr3807 Notice of Appeal.pdf pages: 1

Next Clear

Please note that as of 12/1/2009 the Ninth Circuit no longer requires the filing of a Civil Appeals Docketing Statement. (Please see Ninth Circuit Rule 3-4). The Representation Statement may be attached to the Notice of Appeal filed in the district court. (Please see Ninth Circuit Rule 3-2).

1 If the appellant has been granted *in forma pauperis status* in the district court and that status has not been revoked, select "I have *In Forma Pauperis status* for this appeal." It is not necessary to file an additional motion to proceed *in forma pauperis* on appeal.

Summons in a Civil Case

The filing attorney should not create and attach a Summons when filing a civil case in the Master Case. After the case has been filed the Clerk's Office will review the case for accuracy and send a notification of assignment of judges. The Clerk's Office will then create a summons and electronically issue the summons.

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents
3:10-cv-00148-BBB Doe v. Roe

The Clerk's office will prepare and electronically issue a summons if appropriate. Please do not attach a summons form or file a request for a summons.

Select the pdf document and any attachments

Main Document
Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

Counsel receiving the electronic summons should download the summons and the instruction page, make a copy for each defendant and serve in accordance with Fed.R. Civ.P 4 and LR 4.1.

To download the summons, remove the check in the box from the Document option: 'Include headers when displaying PDF documents.' This will allow you to print the summons without the header displaying the case number, document number, date filed and pages.

ECF Civil Criminal Query Reports Utilities

Docket Sheet

Case Number
3:10-cv-03807-BEN -JMA Doe v. Roes et al

Filed to
 Entered to

Documents to

Include:
 Parties and counsel
 Terminated parties
 List of member cases
 Links to Notices of Electronic Filing

Document options:
 Include headers when displaying PDF documents
 View multiple documents

Format:
 HTML (unpaginated)
 PDF (paginated)

Sort by Oldest date first

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

Credit Card Payment

Filing Fees are normally paid during the opening of the Civil Case, the Miscellaneous Case, the Petition for Writ of Habeas Corpus, or the Appeal to the 9th Circuit Court of Appeals. However, if the case was opened with a motion to proceed in forma pauperis and that motion was denied the payment may be made using this method.

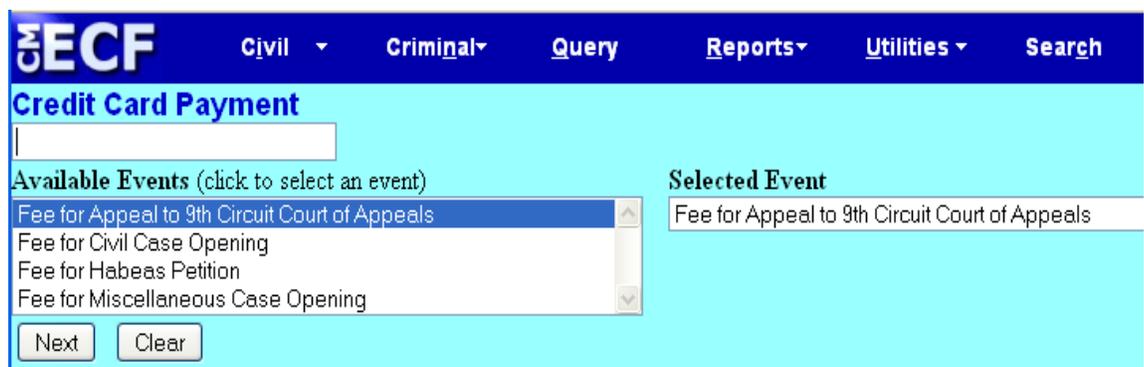
Click on the Credit Card Payments hyperlink.



The screenshot shows the CM/ECF main menu. The navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Under the 'Civil Events' section, there are several categories of links. The 'Other Filings' category includes a link for 'Credit Card Payments', which is circled in red.

Category	Link
Open a Case	File a New Civil Case - Attorney
Proposed Orders	Email Addresses for Proposed Orders
Initial Pleadings and Service	Complaints, Other Initiating Documents
	Service of Process
	Answers to Complaints
	Other Answers
Motions and Related Filings	Motions
	Responses and Replies
Other Filings	Notices
	Trial Documents
	Appeal Documents
	Other Documents
	Credit Card Payments
	Sealed Documents

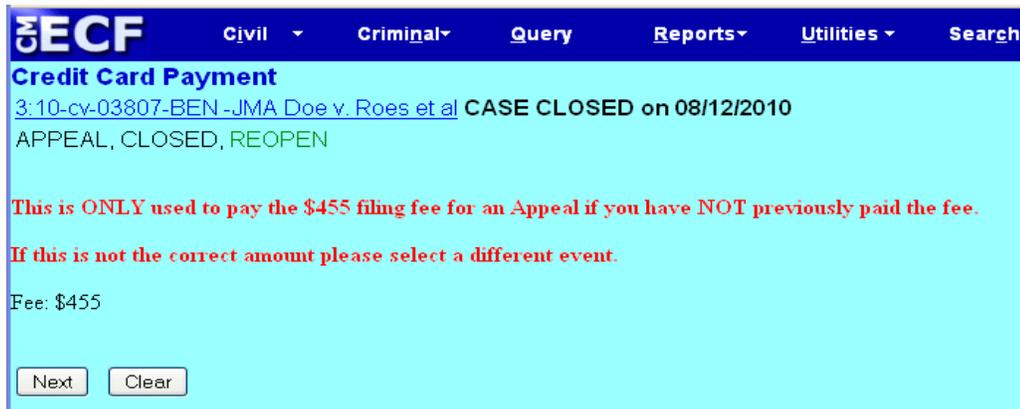
Select the correct fee category and click **NEXT** to continue.



The screenshot shows the 'Credit Card Payment' selection screen. It features a search box at the top, followed by a list of 'Available Events' and a 'Selected Event' field. The 'Available Events' list includes 'Fee for Appeal to 9th Circuit Court of Appeals', 'Fee for Civil Case Opening', 'Fee for Habeas Petition', and 'Fee for Miscellaneous Case Opening'. The 'Selected Event' field contains 'Fee for Appeal to 9th Circuit Court of Appeals'. There are 'Next' and 'Clear' buttons at the bottom.

Available Events (click to select an event)	Selected Event
Fee for Appeal to 9th Circuit Court of Appeals	Fee for Appeal to 9th Circuit Court of Appeals
Fee for Civil Case Opening	
Fee for Habeas Petition	
Fee for Miscellaneous Case Opening	

This screen displays the filing fee cost. Click **NEXT** to continue.



ECF Civil Criminal Query Reports Utilities Search

Credit Card Payment

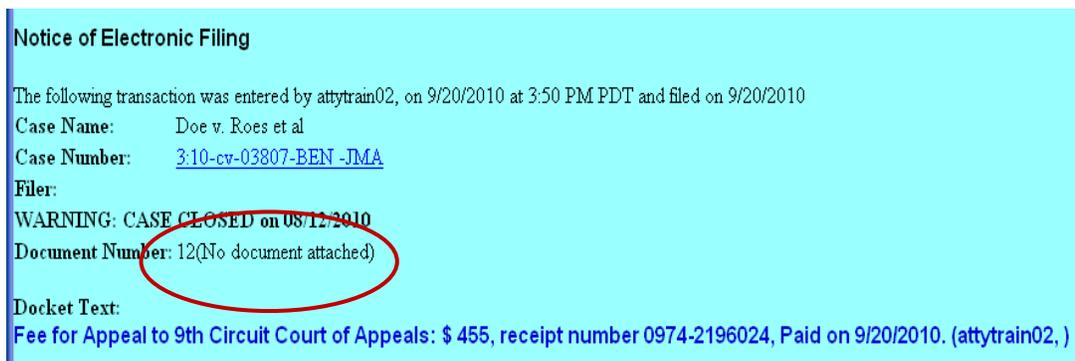
[3:10-cv-03807-BEN-JMA Doe v. Roes et al](#) CASE CLOSED on 08/12/2010
APPEAL, CLOSED, REOPEN

This is ONLY used to pay the \$455 filing fee for an Appeal if you have NOT previously paid the fee.
If this is not the correct amount please select a different event.

Fee: \$455

Follow the steps in Chapter 1 for Pay.gov credit card payments. The final screen in the filing will be the Notice of Electronic Filing (NEF). **Print the NEF** – this is your receipt.

NOTE there is no Document Attached.



Notice of Electronic Filing

The following transaction was entered by attytrain02, on 9/20/2010 at 3:50 PM PDT and filed on 9/20/2010

Case Name: Doe v. Roes et al
Case Number: [3:10-cv-03807-BEN-JMA](#)
Filer:
WARNING: CASE CLOSED on 08/12/2010
Document Number: 12(No document attached)

Docket Text:
Fee for Appeal to 9th Circuit Court of Appeals: \$ 455, receipt number 0974-2196024, Paid on 9/20/2010. (attytrain02,)

CIVIL SEALED DOCUMENTS BY ATTORNEYS

Effective August 1, 2011, attorneys may electronically file civil sealed documents in open cases. The attorney will E-file a motion to file sealed documents and electronically lodge the proposed sealed documents and then e-mail the proposed order granting the motion to file the documents under seal. If the order is granted the Clerk's Office will file the lodged documents as a sealed document on the case docket. This policy is outlined in the Electronic Case Filing Administrative Policies and Procedures Manual, Section 2, j.

Help Desk

If you need assistance with this process please contact the Clerk's Office:

- Call the CM/ECF Help Desk at (866-233-7983) between the hours of 8:30 A. M. and 4:30 P. M., Pacific Time, Monday through Friday.
- Sign up for hands on Case Opening classes for attorneys and support staff. On the court's web site click on the CM/ECF tab and click on the 'Register for CM/ECF Training Classes' blackboard.

Important Notes - Things you need before you begin to file a sealed document in a civil case:

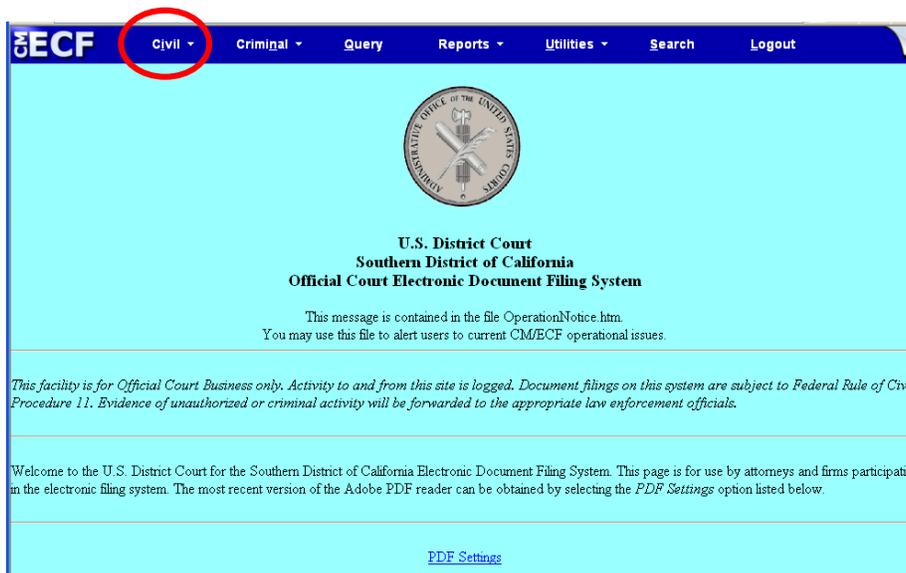
1. The motion to seal must be saved to PDF – The Motion to File Documents Under Seal is a public entry on the docket and the document will be available to the public.
2. The proposed sealed document(s) must be saved to PDF. Only Court Staff will have access to view the proposed sealed documents, however, the docket text will be available for viewing by attorneys and the public. The docket text will not contain specific information identifying the nature of the proposed sealed document.
3. Counsel must serve copies of the sealed lodged proposed documents upon opposing counsel in a conventional manner.
4. Proposed order for the judge – in Word or WordPerfect format must be e-mailed to the assigned judicial officer.
5. The proposed sealed documents will be filed by the Clerk's Office when ordered by the court.

Important Notes continued:

- ✓ Proposed sealed documents in **criminal cases** must be submitted in paper format.
- ✓ Documents in **sealed cases** must be submitted in paper format.
- ✓ *Ex Parte* Documents for which no notice is to be provided to opposing parties should be filed in paper format under seal.
- ✓ Pursuant to the court's Electronic Case Filing Administrative Policies and Procedures, Section 2, f., registered attorneys must electronically sign the motion with an s/attorney name.
- ✓ Follow the Electronic Case Filing Administrative Policies and Procedures Manual for Courtesy Copies for Judicial Officers, in Section 2, e. for documents exceeding 20 pages.
- ✓ Individual *PDF* documents must not exceed ten (10) megabytes (MB). PDF documents larger than ten (10) megabytes must be submitted in multiple segments, not to exceed ten (10) megabytes.
- ✓ If the Motion to Seal should also be sealed please continue to bring the entire packet to the clerk's office during business hours.
- ✓ If the Order to Seal should be sealed please indicate that request within the proposed order.

HOW TO E-FILE A CIVIL MOTION TO SEAL DOCUMENTS UNDER SEAL

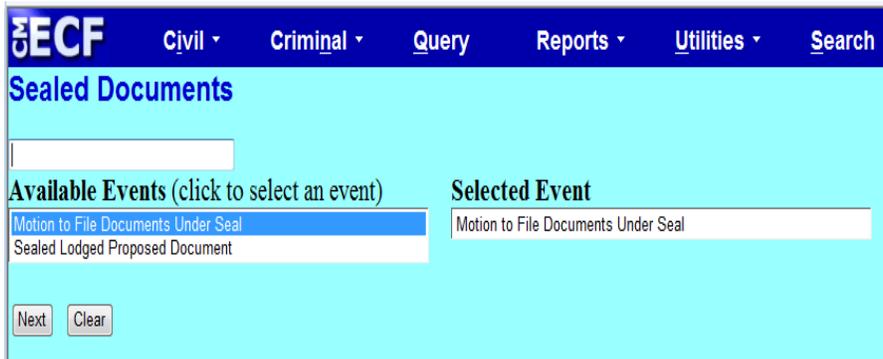
To begin filing a Motion to Seal Documents in a Civil Case, click on **Civil** on the Main ECF menu bar.



Click on the **Sealed Documents** hyperlink from the Other Filings list.

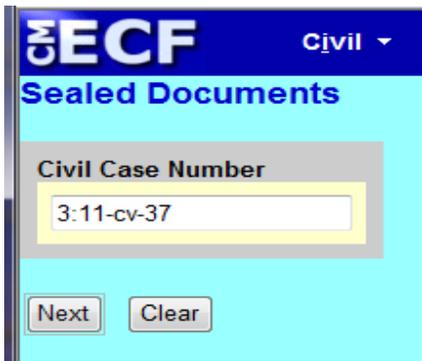


Select **Motion to File Documents Under Seal** event. The selected event will appear in the Selected Event field. Click **Next** to continue.



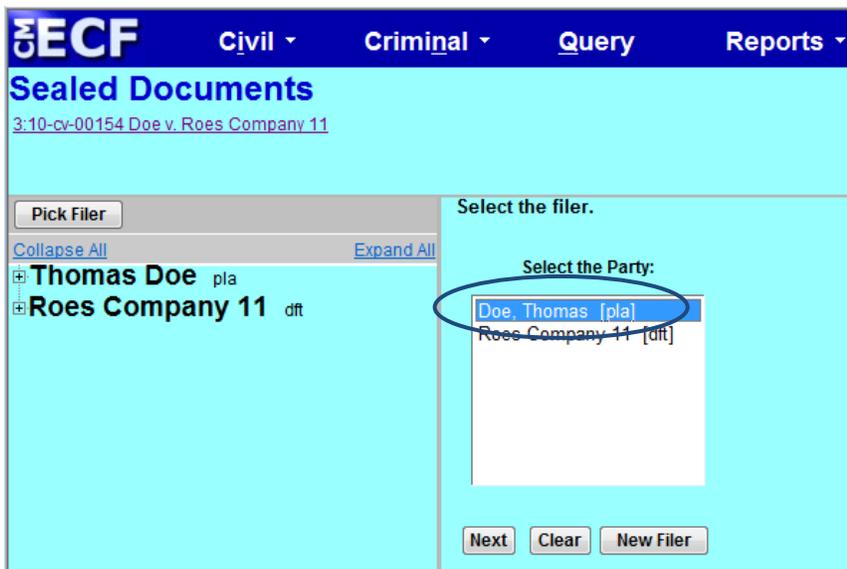
The screenshot shows the ECF interface with a blue header containing navigation tabs: Civil, Criminal, Query, Reports, Utilities, and Search. Below the header is the title "Sealed Documents" and a search input field. The main area is divided into two sections: "Available Events (click to select an event)" and "Selected Event". The "Available Events" section contains a dropdown menu with two options: "Motion to File Documents Under Seal" (highlighted) and "Sealed Lodged Proposed Document". The "Selected Event" section contains a text box with the text "Motion to File Documents Under Seal". At the bottom, there are "Next" and "Clear" buttons.

Enter the Civil Case Number and click **Next**.



The screenshot shows the ECF interface with a blue header containing the ECF logo and a "Civil" dropdown menu. Below the header is the title "Sealed Documents". The main area contains a "Civil Case Number" label and a text input field containing "3:11-cv-37". Below the input field are "Next" and "Clear" buttons.

On this screen select the filer of the Motion to Seal and click **Next** to continue.



The screenshot shows the ECF interface with a blue header containing navigation tabs: Civil, Criminal, Query, and Reports. Below the header is the title "Sealed Documents" and a case identifier "3:10-cv-00154 Doe v. Roes Company 11". The main area is divided into two sections: "Pick Filer" and "Select the filer.". The "Pick Filer" section contains a "Pick Filer" button, "Collapse All" and "Expand All" links, and a list of filers: "Thomas Doe pla" and "Roes Company 11 dft". The "Select the filer." section contains a "Select the Party:" label and a dropdown menu with two options: "Doe, Thomas [pla]" (highlighted with a red circle) and "Roes Company 11 [dft]". At the bottom, there are "Next", "Clear", and "New Filer" buttons.

NOTE: *Ex Parte* documents for which no notice is to be provided to opposing parties should be filed in paper format under seal. Click **Next** to continue.

The screenshot shows a web interface with a blue header. Below the header, the text reads: "Sealed Documents", "3:11-cv-00036-LAB -NLS Roes Surety Corporation v. Doe", and "SEALDC". A red banner contains the instruction: "Ex Parte documents for which no notice is to be provided to opposing parties should be filed in paper format under seal." At the bottom, there are "Next" and "Clear" buttons.

Follow the instructions on the screen:

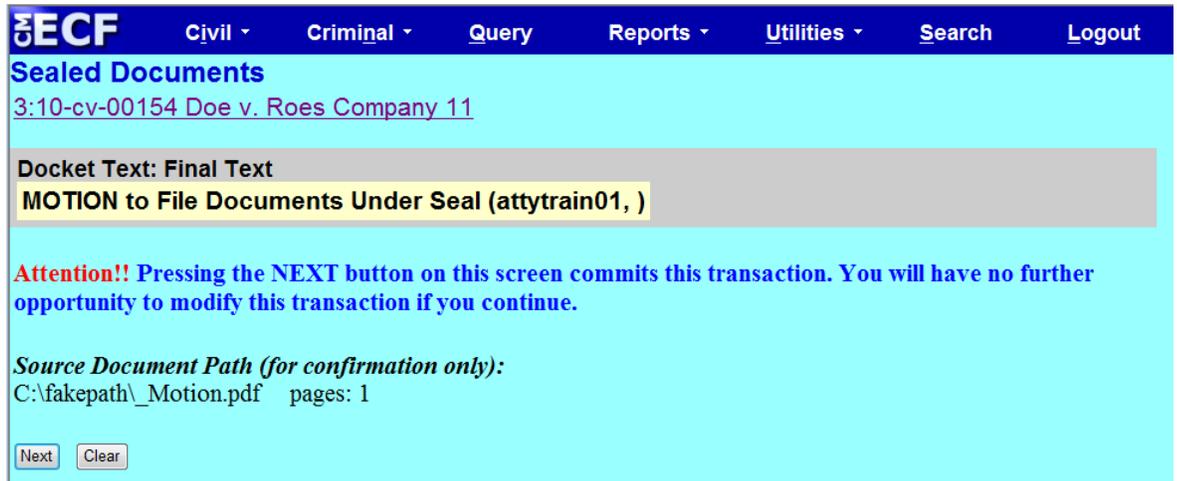
- ✓ Remember, you are in the live database, **do not** attach documents you want filed under seal.
- ✓ Upload the **Motion to File Documents Under Seal** on this screen.
- ✓ Docket the Sealed Lodged Proposed Document **after** completion of the filing this motion.

At the Browse button upload the motion to seal, and add as attachments any additional supporting documents, then click **Next** to continue.

The screenshot shows the CM/ECF interface. The top navigation bar includes "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area has a blue header with "Sealed Documents" and the case name "3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe". Red text instructions state: "Upload your Motion to File Documents Under Seal on this screen.", "This is a public event. Do NOT attach documents you want filed under seal!", and "Docket the Sealed Lodged Proposed Document event to lodge the document you would like to file under seal AFTER filing this motion." Below this, it says "Select the pdf document and any attachments." There is a "Main Document" field with a "Browse..." button. A table with columns "Attachments", "Category", and "Description" is shown, with one row containing a "Browse..." button. At the bottom, there are "Next" and "Clear" buttons.

REMEMBER: This is a public event. Do NOT attach documents you want filed under seal!

This is the final text window; the docket text lists the Motion to File Documents Under Seal. Click **Next** to continue. The Notice of Electronic Filing is generated and sent to all registered users in the case.



ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents

3:10-cv-00154 Doe v. Roes Company 11

Docket Text: Final Text
MOTION to File Documents Under Seal (attytrain01,)

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):
C:\fakepath_Motion.pdf pages: 1

AS SOON AS THE NOTICE OF ELECTRONIC FILING IS GENERATED, E-FILE THE SEALED LODGED PROPOSED DOCUMENTS.

E-file the Lodged Sealed Proposed Document

Click on the **Sealed Documents** hyperlink from the Civil Events list.



ECF Civil Criminal Query Reports

Civil Events

Open a Case File a New Civil Case - Attorney	Proposed Orders Email Addresses for Proposed Orders
Initial Pleadings and Service Complaints, Other Initiating Documents Service of Process Answers to Complaints Other Answers	Other Filings Notices Trial Documents Appeal Documents Other Documents Credit Card Payments Sealed Documents
Motions and Related Filings Motions Responses and Replies	

Select **Sealed Lodged Proposed Document** event, and click **Next** to continue.

The screenshot shows the ECF Sealed Documents interface. At the top, there is a navigation bar with 'ECF' and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. Below this is a header 'Sealed Documents'. There is an empty text input field. Under 'Available Events (click to select an event)', there are two options: 'Motion to File Documents Under Seal' and 'Sealed Lodged Proposed Document', with the latter selected. Under 'Selected Event', 'Sealed Lodged Proposed Document' is displayed. At the bottom, there are 'Next' and 'Clear' buttons.

Since you are still in the case, the case number will be displayed in the case number field. Click **Next** to continue.

This screenshot shows the ECF Sealed Documents interface with the 'Civil Case Number' field populated with '3:11-cv-37'. The 'Next' button is highlighted with a mouse cursor. The interface includes the ECF logo, 'Civil' dropdown, and 'Sealed Documents' header.

NOTE: *Ex Parte* documents for which no notice is to be provided to opposing parties should be filed in paper format under seal. Click **Next** to continue.

The screenshot displays the ECF Sealed Documents interface for case '3:11-cv-00036-LAB -NLS Roes Surety Corporation v. Doe'. The case name is followed by 'SEALDC'. A red warning message states: 'Ex Parte documents for which no notice is to be provided to opposing parties should be filed in paper format under seal.' At the bottom, there are 'Next' and 'Clear' buttons.

Read the directions on the screen:



Follow the instructions on the next screen:

- ✓ Do **Not** use this event for Proposed Orders
- ✓ This event is to be used **ONLY** for proposed Sealed Documents in conjunction with a Motion to File Documents Under Seal
- ✓ The attached documents will be **Sealed**. Only court staff will have access to view the attached documents.
- ✓ At the **Browse** button upload the Sealed Lodged Proposed Documents. If the document is larger than 10mg save it in multiple parts and attach each part as an exhibit.

ECF Civil Criminal Query Reports Utilities Search Logout

Sealed Documents
[3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe](#)

Upload your Sealed Lodged Proposed Documents on this screen.

Do Not File or Submit Proposed Orders in the CM/ECF System. Proposed orders are to be E-mailed to the official E-mail address of the Judge assigned to the case pursuant to the Admin Policies & Procedures Manual, section II.h.

Select the pdf document and any attachments.

Main Document
 K:\COMMON\EVERYONE_CM-ECF COI

Attachments	Category	Description
1. K:\COMMON\EVERYONE_CM-ECF COI <input type="button" value="Browse..."/>	Exhibit	2 <input type="button" value="Remove"/>
2. <input type="button" value="Browse..."/>		

Remember: Do Not File or Submit Proposed Orders in the CM/ECF System. Proposed orders are to be E-mailed to the official E-mail address of the Judge assigned to the case pursuant to the Administrative Policies and Procedures Manual, section 2, h.

On this screen link the Motion to File Documents Under Seal to the Sealed Lodged Proposed Documents.

If the event Motion to File Documents Under Seal has not been previously entered on the docket you will not be able to proceed any further in the lodgment of the proposed sealed documents.

ECF Civil Criminal Query Reports Utilities Search

Sealed Documents
[3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe](#)

LINK TO THE MOTION WHICH REQUESTS LEAVE OF COURT TO FILE THIS PROPOSED DOCUMENT.

Select the appropriate event(s) to which your event relates:

06/30/2011 6 MOTION to File Documents Under Seal (attytrain10,)

To aid in this process the system will automatically make the selection for you. Click **Next** to Continue.

ECF Civil Criminal Query Reports

Sealed Documents
[3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe](#)

[LINK TO THE MOTION WHICH REQUESTS LEAVE OF COURT TO FILE](#)

Select the appropriate event(s) to which your event relates:

06/30/2011 6 MOTION to File Documents Under Seal (attytrain10,)

Next Clear

You must check the box below to continue on to the next screen. Read the text, check the box, and click **Next** to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

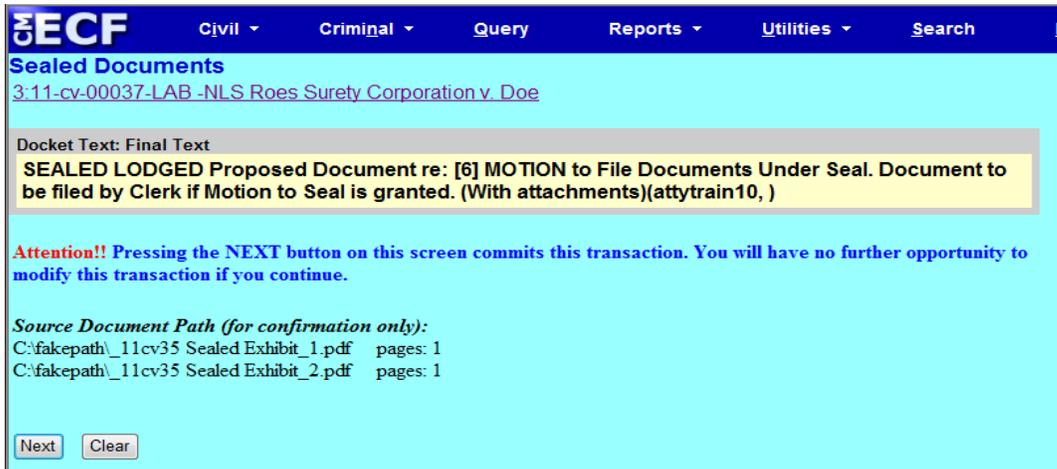
Sealed Documents
[3:11-cv-00037-LAB -NLS Roes Surety Corporation v. Doe](#)

Please check the box below.

I understand that this event is to be used for Proposed Sealed Documents only. I understand that Case Participants will receive a Notice of Electronic Filing of this docket entry but will not have access to view the Proposed Sealed Document.

Next Clear

In the Final Docket Text the Sealed Lodged Proposed Documents are linked to the Motion to File Documents Under Seal, and the text also indicates attachments were included in the filing. Click **Next** to continue.



The

Notice of Electronic Filing is generated and sent to all registered users in the case.



Remember: These documents are not available for viewing by attorneys or the public. Counsel must serve copies of the sealed lodged proposed documents upon opposing counsel in a conventional manner.

The proposed order for the judge, in Word or WordPerfect format must be e-mailed to the assigned judicial officer.

If you need assistance with this process please contact the Clerk’s Office. Call the CM/ECF Help Desk at (866-233-7983) between the hours of 8:30 A. M. and 4:30 P. M., Pacific Time, Monday through Friday.