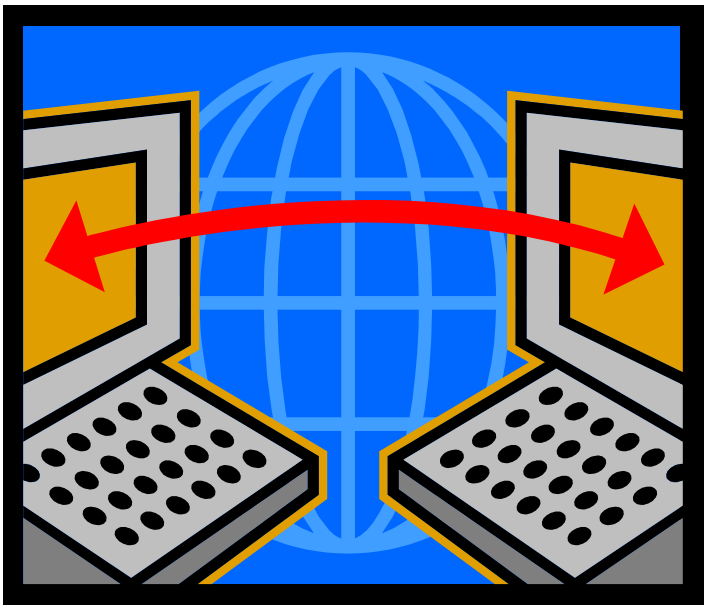
Electronic Case Files
CM/ECF



CM/ECF Civil and Criminal Administrative Procedures Manual and Users Guide

Western District of Missouri
(Revised May 2010)

Table of Contents

Getting Started 1
- Introduction 1
  - Help Desk 1
  - Definitions 1
  - CM/ECF System Capabilities 2
- Requirements 3
  - Hardware and Software Requirements 3
- PACER Registration 3
- Registering for Access to CM/ECF 4

Preparation 4
- Portable Document Format (PDF) 4
- Setting Up the PDF Reader 5
  - How to View a PDF File 5
- How to Convert Documents to PDF 5
- Documents Filed in Error 5
- Signatures: Affidavits of Service 6

Filing a Civil Case 6
- Online Case Opening 6
- Filing Sealed Cases 7
- Summons 7

Filing Sealed Documents and Proposed Documents 7
- Sealed Documents 7
- Proposed Documents 8
- Submitting a Proposed Order 9

Privacy Notice 9
- Special Notice to Parties/Attorneys in Social Security Cases 10

Case Management/Electronic Case Filings (CM/ECF) 11
- How to Access CM/ECF 11
- Logging In 11
- Selecting the Appropriate CM/ECF Feature 12

General Rules 13
- Manipulating the Screens 13
- Correcting a Mistake 14
- Menus 14

Opening a Civil Case – A Step-By-Step Guide 15
- Initial Case Opening Screen 16
- Office 16
- Case Type 17
- Lead Number and Association Type 17
- Other Court Name and Other Court Number 17
  - Related Case 18
- Case Information Screen 18
  - Jurisdiction 18
  - Cause of Action 19
  - Nature of Suit 19
  - Origin 19
  - Citizenship 19

Jury Demand 19
Class Action 19
Demand 20
Arbitration 20
County 20
Fee Status 20
Fee Date 20
Date Transfer 20
Party Names 20
Searching for a Party 21
Creating a New Party 21
Party Name 22
Role 22
Party Text 22
Final Review 24

Filing Documents in a Civil Case – A Step-By-Step Guide 25
1. Select the type of document to file 26
2. Enter the case number in which the document is to be filed 27
3. Designate the Party(s) filing the document 28
Adding New Parties 28
Creating New Parties 29
4. Specify the PDF file name and location of the document to be filed 30
5. Add attachments to the main document 32
When attachments and exhibits are in paper format 33
6. Link related documents 33
7. Modify the docket text as necessary 34
8. Submit the document to CM/ECF 35
9. Receive notification of electronic filing 35
E-Mail Notification of Documents That Were Filed 36
Filing Other Types of Civil Documents 37

Filing Documents in a Criminal Case – A Step-By-Step Guide 37
1. Select the type of document to file 37
2. Enter the case number in which the document is to be filed 39
3. Designate the defendant for whom the document is being filed 39
4. Designate the party(s) filing the document 40
5. Specify the PDF file name and location of the document to be filed 41
6. Add attachments to the main document 42
When attachments and exhibits are in paper format 43
7. Link related documents 43
8. Modify the docket text as necessary 44
9. Submit the document to CM/ECF 44
10. Receive notification of electronic filing 45
E-Mail Notification of Documents That Were Filed 46
Filing Other Types of Criminal Documents 47

Query Feature 47

Reports 49
Docket Report 49
Civil/Criminal Cases Reports 52
Written Opinions Report 53
Calendar Events Report 54

Utilities 55
Maintain Your Account 56
Update Address and Phone Information 56
Change Your Password 58
Maintain Your E-Mail Settings 59
Adding and Changing Primary and Secondary E-Mail Addresses 59
Add/Remove Additional Cases 62
View Your Transaction Log 64
Miscellaneous Utility Features 65
Mailings 65
Mailing Info for a Case 65
Mailing Labels by Case 66
Internet Payment History 66
Legal Research 66

Additional Information and Features 67
Transcripts 67
Universal Event and Menu Search 67
Viewing Multiple Documents from the Docket Sheet 68
Viewing Multiple Documents for One Entry 69
Create Appendix 70

Frequently Asked Questions 72

Technical Failures 74

Logout 74

In May 2010, the CM/ECF Civil and Criminal Administrative Procedures Manual and User's Manual were combined into this single reference document.

Electronic Case Files CM/ECF
Civil and Criminal Administrative Procedures Manual
and
Users Guide

(Last revision: May 2010)

Getting Started

Introduction

This manual provides procedures and instructions for using the Case Management/Electronic Case Files (CM/ECF) system to file documents with the court or to view and retrieve docket sheets and documents for civil, criminal and miscellaneous cases in the system. The user should have working knowledge of a CM/ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document files (PDF).

Help Desk

You may contact the Court's Help Desk at 1-800-466-9302 between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday, if you need assistance using CM/ECF. For emergency after hours support you may contact an Operations Supervisor at one of the following numbers:

Bill Terry (816) 985-8576, Shannon Brogan at (417) 353-5082, or Glenda Richardson (573) 216-0415

While we include these numbers to provide additional support, these phones are not answered on a 24 hour basis. If you leave a message, someone will return your call as soon as possible.

Definitions

The following definitions are used throughout this User Manual:

A. **"CM/ECF" (Case Management/Electronic Case Files)** refers to the court's automated system that receives and stores documents filed in electronic form. The program is part of the CM/ECF software which was developed for the Federal Judiciary by the Administrative Office of the United States Courts.

B. **"User"** is an individual who has a court-issued login and password to file documents electronically.

C. **"Notice of Electronic Filing" (NEF)** is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system. This is the official receipt for the filing of your document. The NEF sets forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and includes an electronic link (hyperlink) to the filed document which allows recipients to retrieve the document automatically.

D. **"PACER" (Public Access to Court Electronic Records**) is an automated system that allows users to view, print and download court docket information over the internet.

E. **"PDF" (Portable Document Format)** - There are two types of PDF documents:

Electronically converted PDF documents, which are created from word processing documents (Word, WordPerfect, etc.) using Adobe Acrobat or similar software and, scanned image PDF documents, which are produced using an optical scanner.

Electronically converted PDF documents are text searchable and their file size is small. Scanned image PDF documents are created from paper documents which have been optically scanned. Scanned image PDF's are not searchable and have a large file size.

F. **"Proposed Order"** is a draft document submitted by an attorney for a judge's approval. A proposed order should not be attached to a motion or other request for relief as an electronic attachment to the document. Proposed Orders should be e-mailed to the judge's courtroom deputy in WordPerfect or Word format.

G. **"Document"** shall include pleadings, motions, briefs, memoranda, exhibits, certifications, declarations, affidavits, papers, orders, notices, and any other filings by or to the court.

H. **"Technical Failure"** is defined as a malfunction of court owned/leased hardware, software, and/or telecommunications which results in the inability of a Filing User to submit a filing electronically. Technical failure does not include the malfunctioning of a user's equipment.

I. **"Paper Filing"** is submitting a document in hard copy on paper.

J. **"Pay.gov"** is an electronic credit card/direct debit payment system established by the United States Department of Treasury.

CM/ECF System Capabilities

A user with a PACER account, a CM/ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the court's CM/ECF system to perform the following functions:

- Access the Court's web page.
- View or download the most recent version of the User's Manual.
- View, download or print court files from your desktop.
- Electronically file cases, pleadings, and documents 24 hours a day.

- Receive instant notification of filed documents via your e-mail system.
- View various reports (*e.g.*, Docket Report, Cases Filed Report, Calendar Report).

Requirements

Hardware and Software Requirements

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

- A personal computer running a standard platform such as Microsoft Windows or Macintosh.
- An Internet provider using Point to Point Protocol (PPP). For best results, use high speed (broadband) Internet. Dial up access is not recommended.
- An Internet browser certified to work with CM/ECF. The browsers currently approved to work with CM/ECF are Internet Explorer 6 and 7 and Mozilla Firefox 3.0. Users may experience compatibility issues with Safari and the court does not officially support Safari as a sanctioned browser.
- PDF creation software to convert a word processing or scanned document into PDF format.
- PDF reader, such as Adobe Acrobat Reader, to view PDF documents.
- A scanner to convert documents to electronic (PDF) format that cannot be converted from word processing software**. Note: This should only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system.**

PACER Registration

Users must have a PACER account in order to use the Query and Report features of the CM/ECF system. PACER accounts are universal and a separate account is not needed for each individual court. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 or (210) 301-6440 to register for an account or for additional information. You may also register for a PACER account online at http://pacer.psc.uscourts.gov.

Note: Your PACER login and password are different from your CM/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 to access documents, docket sheets, query information, etc. from CM/ECF.

Registering for Access to CM/ECF

Participants who have never used the system will need to register with the Court to receive a login and password for the CM/ECF system. Each attorney admitted to practice in this Court and currently in good standing, or a visiting attorney admitted Pro Hac Vice, shall be entitled to a CM/ECF account to permit the attorney to participate in the electronic retrieval and filing of pleadings and other documents in accordance with CM/ECF. Exceptions to this requirement are out-of-state attorneys who represent a party in an action transferred to the Western District of Missouri pursuant to an Order issued by the Judicial Panel on Multidistrict Litigation.[1]

Registration forms can be obtained at our website at www.mow.uscourts.gov or by calling the Court at one of the numbers below. Participants may also use this opportunity to discuss the system requirements and the court's training assistance.

Toll Free Help Desk **1-800-466-9302**

or

Kansas City	Bill Terry	816-512-5055
Jefferson City	Glenda Richardson	573-636-4015
Springfield	Shannon Brogan	417-865-3869

The completed registration form should be mailed to the appropriate address listed below for processing.

United States District Court
Clerk's Office
222 N. John Q. Hammons Pkwy
Springfield, MO 65806

United States District Court
Clerk's Office, Room 1510
400 East 9th Street
Kansas City, MO 64106

United States District Court Clerk's Office
131 W. High Street
Jefferson City, MO 65101

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

Preparation

Portable Document Format (PDF)

Only documents in PDF format may be filed with the court using the court's CM/ECF System. The PDF Reader and Writer programs are not bundled together. Adobe Acrobat Reader is a free product available for download. A program capable of writing to PDF is required to file with the court.

[1] Pursuant to the General Rules of the Judicial Panel on Multidistrict Litigation, any attorney of record in an action transferred under Section 1407 may continue to represent his or her client in any district court of the United States to which such an action is transferred; therefore, parties are not required to obtain local counsel in the district to which such an action is transferred.

Before filing the document with the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

Setting Up the PDF Reader

Adobe's free Acrobat Reader software must be installed in order to view PDF documents that have been electronically filed on the system. The current version of Adobe Acrobat Reader can be downloaded free from: http://www.adobe.com. When installing this product, please review and follow the provider's directions to utilize the PDF reader after installation.

How to View a PDF File

- Start the Adobe Acrobat Reader program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the PDF document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Reader 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 CM/ECF system. The conversion process requires a PDF conversion software, such as Adobe Acrobat Writer or a similar software.[2]

Documents Filed In Error

A document incorrectly filed in a case may be the result of

- selecting the wrong PDF file(s) during the filing process;
- selecting the wrong document event from the CM/ECF menu; or
- entering the wrong case number and not discovering the error before the completing the transaction.

Once a document is electronically filed it becomes part of the electronic case file. CM/ECF will not permit the filing party to make any changes once the transaction is accepted.

[2] The Federal Judiciary does not endorse any specific software.

To request a correction, please telephone the Help Desk at 1-800-466-9302 as soon as possible after an error is discovered. You will need to provide the case number and document number for the document requiring the correction. You will be advised if you need to re-file the document. If appropriate, the Court will make an entry indicating that the document was filed in error. The CM/ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Note: All documents filed in CM/ECF are instantly noticed to all case participants and the Court via e-mail – this includes documents filed in error. Please check your filing thoroughly before submitting.

Signatures: Affidavits of Service

1. **Civil cases:** Documents that must bear original signatures or require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer for two (2) years after final resolution of the action, including final disposition of all appeals. The pleading or other document electronically filed shall indicate a signature, e.g., "s/Jane Doe".

2. **Criminal cases:** Certain documents that must contain original signatures other than those of a participating attorney or which require either verification or an unsworn declaration under any rule or statute, shall be filed in paper and maintained in the Clerk's Office.

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

(a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document.

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

(c) If any attorney challenges his/her alleged endorsement of a jointly filed document he/she has 12 days in which to assert that challenge to the court.

Filing a Civil Case

Online Case Opening

Effective October 13, 2009, attorneys are responsible for opening their cases and filing the case initiating document online. Cases can be filed 24 hours a day, 7 days a week. A Guide to Online Case Opening and an electronic learning module for online case opening can be found at www.mow.uscourts.gov/district/using_cmecf.html. Instructions for opening a case online begin on Page 19.

Prior to opening a new case, counsel must complete the Civil Cover Sheet (JS-44c) using the Western District of Missouri online civil cover sheet found at www.mow.uscourts.gov/district/forms/civil_cover_sheet/cvcover.html. The Civil Cover Sheet contains all of the information needed to open a new case. Once the case is opened, the Civil

Cover Sheet must be submitted in PDF format as an attachment to the complaint or notice of removal.

Note: Please contact the Clerk's Office to file a Qui Tam (false claim) case, Application for Stay of Execution or sealed case.

If you are filing a Motion to Vacate (2255 Motion), please contact the CM/ECF Help Line at 1-800-466-9302 for additional instructions.

A CM/ECF login and password are required to complete online case opening. If you do not have a CM/ECF login and password, please contact the CM/ECF Help Line at 1-800-466-9302 between the hours of 9:00 am and 4:30 pm, Monday through Friday, for instructions on how to file your complaint.

You **must** file your case initiating document immediately after the case has been opened.

Payment by credit card, debit card or bank account is made online during the filing of the complaint or notice of removal.

Filing Sealed Cases

Users should contact the court for information on filing sealed cases or filing documents in sealed cases.

Summons

Fillable summons forms are available under the Forms section of the District link on our webpage. The completed summons should be e-mailed in PDF format to **one** of the following:

Office	E-mail Address
Kansas City	kcgen@mow.uscourts.gov
Springfield	spfdgen@mow.uscourts.gov
Jefferson City	jcgen@mow.uscourts.gov

Once the complaint has been electronically filed, the Court will affix an electronic seal to the summons and e-mail them back to the requesting party for service. Please indicate in your e-mail if you prefer to pick up the summons in the Clerk's Office. Summons can also be brought to the Clerk's Office and issued at that time.

Filing Sealed Documents and Proposed Documents

Sealed Documents

Sealed documents are to be filed in CM/ECF, with access restricted to the Judge and authorized staff, unless otherwise ordered by the Court. Users wishing to file sealed documents must seek permission from the Court to file the document, unless they are being filed pursuant to a previously entered Protective Order.

If a user wishes to file a sealed document, they should file a **Motion for Leave to File Document** and indicate that they are wishing to file a document under seal and the reason they are making the request. The proposed sealed document along with a proposed order should be e-mailed to the courtroom deputy who is assigned to the judge from whom you seek leave to file under seal. **Do not** attach the proposed sealed document to the Motion for Leave to File. The document **will not** be sealed without intervention by a court employee.

If leave to file a sealed document is granted, the user should file the document using the corresponding sealed document event, i.e., **Motion for Order (Sealed), Suggestions in Support (Sealed), Suggestions in Opposition (Sealed)**, etc.

The CM/ECF system will send notification of a sealed document, but the document cannot be accessed by counsel, so you MUST mail opposing counsel a copy.

NOTE: When filing your document, please make sure that you use the (Sealed) event so that your document and all attachments are sealed. Pay close attention when providing a description of the sealed document and attachments – do not include information intended to be sealed. The docket entry is displayed to the public even though the sealed document is not.

Proposed Documents

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

Proposed **sealed** documents are exceptions to this policy. **Do not** attach a document for which you seek leave to file under seal as an attachment to a document. The document **will not** be sealed without intervention by a court employee. Proposed sealed documents should be **e-mailed** to the courtroom deputy who is assigned to the judge from whom you seek leave to file under seal. The e-mailing of the proposed sealed document should be preceded by the filing of a motion for leave to file under seal.

Another exception to this policy is **Proposed Scheduling Orders**. Unlike proposed orders, proposed scheduling orders should be electronically filed and should not contain a signature line for the presiding judge. The proposed scheduling order should include the electronic signature of both the filing and opposing counsel. The non-filing party has 12 days from the filing of the proposed scheduling order to challenge their alleged agreement to the substance of the submission.

Submitting a Proposed Order

A document that is submitted in PDF format cannot be modified. Therefore, a proposed order must be submitted to the Court in WordPerfect or Word format. All proposed orders must be e-mailed to the courtroom deputy for the presiding judge in the case in **WordPerfect or Word format** which is available in most word processing software. Please attach your proposed order to an Internet e-mail sent to the appropriate courtroom deputy as listed:

Chief Judge Gaitan	Rhonda Enss	rhonda_enss@mow.uscourts.gov
Judge Smith	Eva Will-Fees	eva_will-fees@mow.uscourts.gov
Judge Fenner	Tracy Diefenbach	tracy_diefenbach@mow.uscourts.gov
Judge Laughrey	Renea Kanies	renea_kanies@mow.uscourts.gov
Judge Dorr	Karen Siegert	karen_siegert@mow.uscourts.gov
Judge Kays	Alexandra Francis	alexandra_francis@mow.uscourts.gov
Judge Wright	Kelly McIlvain	kelly_mcilvain@mow.uscourts.gov
Judge Sachs	Tina Duer	tina_duer@mow.uscourts.gov
Judge Whipple	Tracy Diefenbach	tracy_diefenbach@mow.uscourts.gov
Chief Magistrate Larsen	Sue Anderson-Porter	sue_anderson-porter@mow.uscourts.gov
Magistrate Maughmer	Kerry Martinez	kerry_martinez@mow.uscourts.gov
Magistrate England	Glenda Elayer	glenda_elayer@mow.uscourts.gov
Magistrate Hays	JoRita Gicinto	jorita_gicinto@mow.uscourts.gov
Magistrate Whitworth	Jackie Price	jackie_price@mow.uscourts.gov
Prisoner Pro Se	Diana Infranca	diana_infranca@mow.uscourts.gov

Privacy Notice

All documents are filed electronically and are available on the Court's Internet website, with the exception of large exhibit attachments, sealed cases and Social Security cases. Any subscriber to CM/ECF and/or PACER will be able to read, download, store and print the full content of unrestricted electronically filed documents.

Some exhibit attachments are being maintained in paper only and will be available in the clerk's office. The Clerk's Office will not make electronically available documents that have been sealed or otherwise restricted by court order. Attorneys of record in a case are given one free access to view each electronic document. For additional access opportunities and for other interested viewers there are minimal charges associated with case access and the requirement of a PACER password.

You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via CM/ECF and/or PACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically:

a. **Social Security numbers**. If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.

b. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.

c. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.

d. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

e. **Home addresses**. If a home address must be included, only the city and state should be listed. (This applies to criminal case documents only.)

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. You are asked to do so only if you believe maintenance of the unredacted material in the court file is critical to your case. In addition, you must electronically file a redacted copy for the public file, absent order of the court.

You are advised to exercise caution when filing documents that contain the following:

1) Personal identifying number, such as driver's license number;

2) medical records, treatment and diagnosis;

3) employment history;

4) individual financial information; and

5) proprietary or trade secret information.

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that the redaction of personal identifiers is done. The clerk will not review each pleading for redaction.

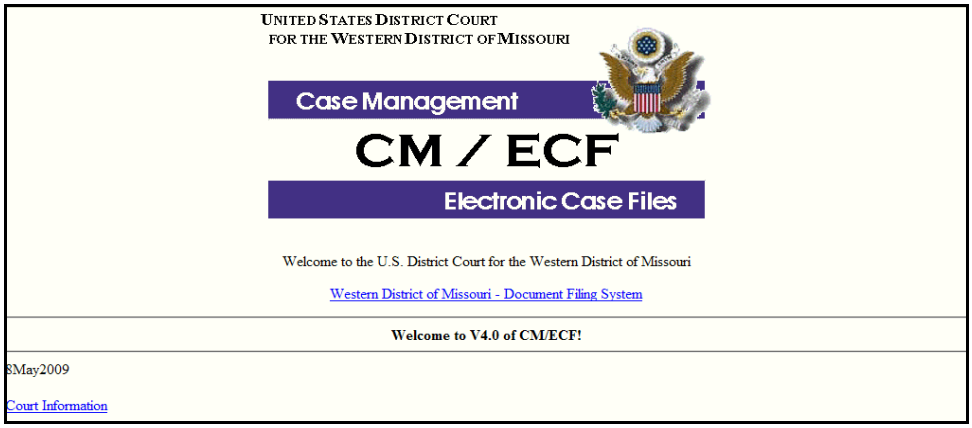
SPECIAL NOTICE TO PARTIES/ATTORNEYS IN SOCIAL SECURITY CASES

It is your responsibility to provide the U.S. Attorneys' office with the social security number of the plaintiff upon the filing of a new social security case. You may e-mail Sharon Whitaker at sharon.whitaker@usdoj.gov OR you may call her at 816-426-3130 with this information.

Case Management/Electronic Case Filing (CM/ECF)

How to Access CM/ECF

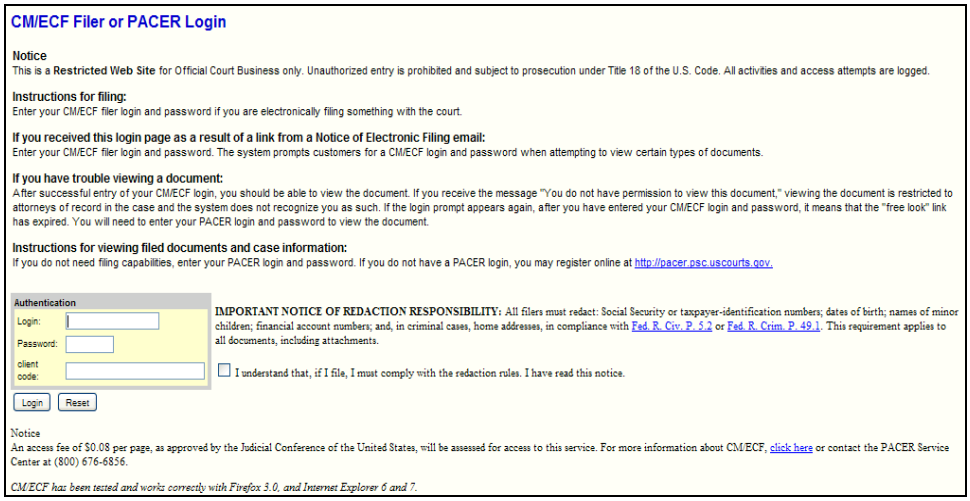
Users can access the CM/ECF system via the Internet by going to **http://ecf.mowd.uscourts.gov**.



Or, you may go to the Western District of Missouri's web site at **www.mow.uscourts.gov** and click on the **District** link then click on the **CM/ECF Login** link under **District**.

Logging In

Select **United States District Court for the Western District of Missouri - Document Filing System** to open the login screen and login to CM/ECF.



Note: Use your **CM/ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to query the database for case information or to view a document, enter your **PACER** login and password. You will be charged a fee to access documents, docket sheets, query information, etc. from CM/ECF.

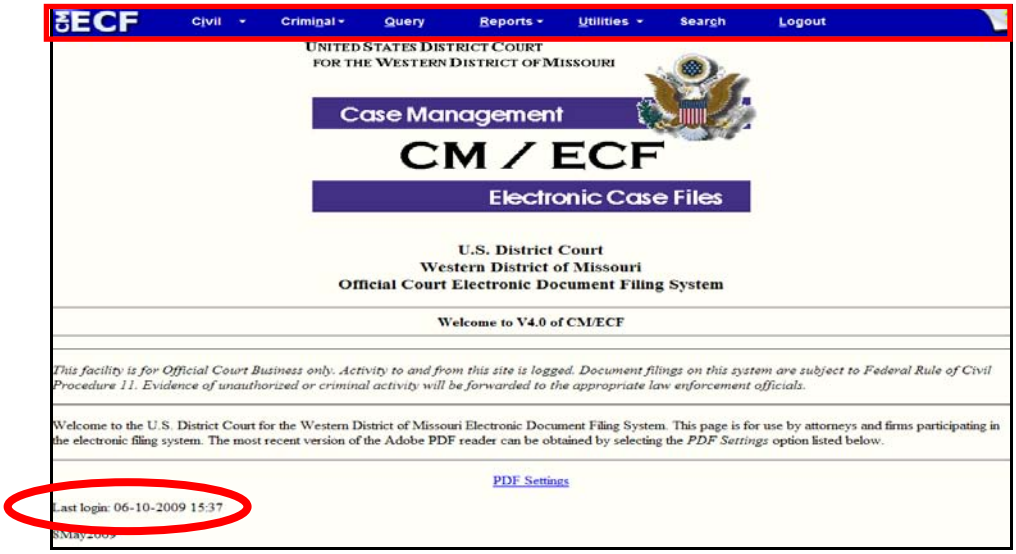
- Enter your CM/ECF Login and Password in the appropriate data entry fields. All CM/ECF login names and passwords are case sensitive. Review the notice regarding redaction responsibility to the right of the Authentication box. You must signify agreement by checking to the right of the Authentication box or you will be unable to proceed. Click [Login] to transmit the information to the system. If an error is made before you have submitted the screen, click [Clear] to erase the Login and Password entries and re-enter the correct information.

- If an invalid combination has been submitted, the system responds with an error message. Click in your browser and re-enter the correct login and password.

- The client code is an optional feature that can be used to track PACER billing charges to a specific client. Enter the client's name, law office file number or some distinctive code. It is not necessary to register the client code with the Court or with PACER. The quarterly billing statements from PACER will show the total amount due according to each client code.

Selecting the Appropriate CM/ECF Feature

The screen below is the Welcome screen with the blue **Main Menu** bar.



Note: The date you last logged into the system appears at the bottom left corner of the **Main Menu** screen. For security reasons, you should review this information each time you login. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please contact the court's Help Desk at 1-800-466-9302 as soon as possible.

CM/ECF provides the following features that are accessible from the **Main Menu** bar at the top of the opening screen.

Civil - Select **Civil** to electronically open a new case or file pleadings, motions, and other documents in civil or miscellaneous cases.

Criminal - Select **Criminal** to electronically file pleadings, motions, and other documents in criminal or magistrate cases.

Query - Select **Query** to obtain information by specific case number, party name, or nature of suit. You must login to **PACER** before you can query CM/ECF.

Reports - Select **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view any CM/ECF report.

Utilities - Select **Utilities** to maintain your account, view your personal CM/ECF transaction log and view mailing information for a case.

Search - Select **Search** to search for a CM/ECF menu or event by typing in a keyword or part of a document title. Only letters and numbers may be searched. Note: This feature is not available to **PACER** users.

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

- If you have a question about any CM/ECF screen, you can click the yellow question mark in the top blue bar. This will often provide you help for the screen you are viewing.

General Rules

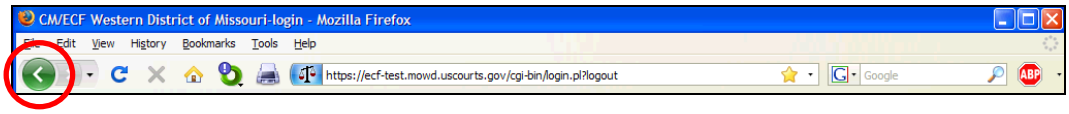
Manipulating the Screens

Each screen has the following two buttons:

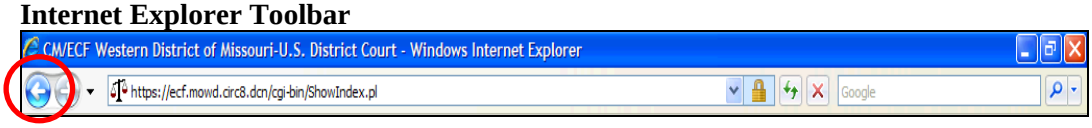
- The Clear button clears **all** characters entered in the box(es) on that screen.
- The Next or Submit button accepts the entry just made and displays the next entry screen, if any.

Correcting a Mistake

Mozilla Firefox Toolbar



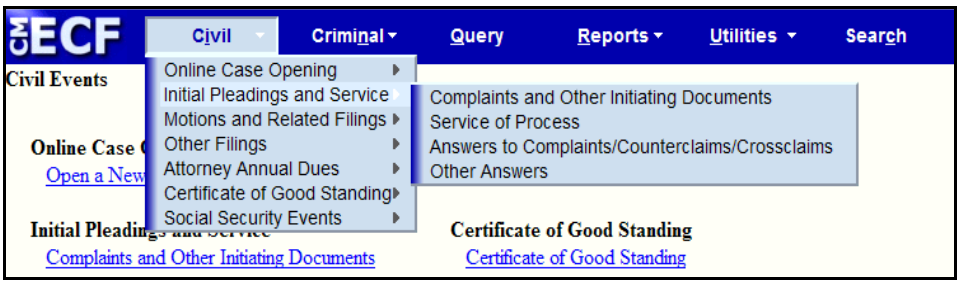
Internet Explorer Toolbar



Use the button on the Mozilla Firefox toolbar or the on the Internet Explorer toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

Menus

The cascading menu system allows users to navigate from one CM/ECF menu item to another by hovering over the main blue bar and selecting specific items from the cascading menus.



As an alternative to the cascading menu system, users can also access items by clicking on the blue menu bar item. When a user clicks on the blue menu bar item, CM/ECF presents all options available through that item on a single screen. The example below is the screen displayed when the user clicks the **Civil** option on the blue menu bar.

Although both menu options are available to users, this manual will use the option to access items by clicking on the blue menu bar item.

Opening a Civil Case – A Step-By-Step Guide

If you prefer to view this information via an online tutorial, click here or access through our webpage. Select **Civil** from the blue menu bar at the top of the ECF screen.

Select **Open a New Case** under **Online Case Opening** on the Civil Events screen.

Civil Events Screen

The following screen includes important information regarding opening a new case in CM/ECF. Please review the information carefully.

Initial Case Opening Screen

The next screen is the initial case opening screen. The selection of the office and case type provide the system with the information it needs to assign a case number and judge. You will receive a case
number after the case has been created. A judge will be assigned to the case and will appear on the Notice of Electronic Filing after the initiating document has been filed. Following is a description of each of the fields in the case opening screen.

Initial Case Opening Screen

Office

Local Rule 3.2 addresses divisional venue. Divisional venue is determined first by the county in which the defendant resides, or if the defendant resides outside the Western District of Missouri, the county where the plaintiff resides or where the claim for relief arose. Local Rule 3.2 also addresses the issue of multiple defendants and non-resident defendants. Cases **must** be initiated in compliance with Local Rule 3.2 and the clerk's office will reassign any cases filed in an incorrect division.

Cases removed from a County Circuit Court to the District Court are assigned to the District Court Division in which the County Court lies. The selection of the incorrect office will result in an Administrative Transfer by the Clerk's Office and a redraw of judge from the appropriate deck.

Please see below for a listing of counties included in each division.

Jefferson City (Central Division)		Joplin (Southwestern Division)	Kansas City (Western Division)	St. Joseph (St. Joseph Division)		Springfield (Southern Division)	
Benton	Osage	Barry	Bates	Andrew	Livingston	Cedar	Pulaski
Boone	Pettis	Barton	Carroll	Atchison	Mercer	Christian	Taney
Callaway		Jasper	Cass	Buchanan	Nodaway	Dade	Texas
Camden		Lawrence	Clay	Caldwell	Platte	Dallas	Webster
Cole		McDonald	Henry	Clinton	Putnam	Douglas	Wright
Cooper		Newton	Jackson	Daviess	Sullivan	Greene	
Hickory		Stone	Johnson	DeKalb	Worth	Howell	
Howard		Vernon	Lafayette	Gentry		Laclede	
Miller			Ray	Grundy		Oregon	
Montineau			St. Clair	Harrison		Ozark	
Morgan			Saline	Holt		Polk	

Case Type

Only civil and miscellaneous cases can be opened by attorneys. Select “cv” for a civil case or “mc” for a miscellaneous case.

The following initiating documents receive a civil “cv” case number:

- Complaint
- Notice of Removal
- Petition for Writ of Habeas Corpus

The following initiating documents receive a miscellaneous “mc” case number:

- Application to Enter Premises
- Federal Lien Against Property Filed by Government Agency
- Letters Rogatory
- Motion for Protective Order
- Motion for Return of Seized Property
- Petition to Enforce IRS Summons
- Motion to Quash IRS Summons
- Motion to Enforce Subpoena
- Motion to Perpetuate Testimony
- Motion to Quash Subpoena
- Motion to Vacate Arbitration Award
- Motion to Withdraw Reference to Bankruptcy Court
- Notification of Appointment of Receiver
- Registration of Foreign Judgment
- Request for Subpoena to Identify Infringer

Lead Case Number and Association Type

The Lead case number and Association type fields are only used by court staff so it is not necessary to enter additional information in these boxes.

Other Court Name and Other Court Number

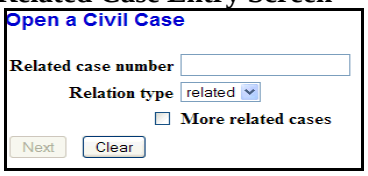
If you are filing a notice of removal, enter the name of the other court, i.e., Circuit Court of Jackson County, Missouri, in the Other court name field.

Enter the county’s case number in the Other court number field.

Related Case

If the case you are filing relates to another case in the Western District of Missouri, check the Related Cases box. A new screen will open which allows you to add the related case information.

Related Case Entry Screen



Enter the related case number in the text box. Entering related case information creates a hyperlink to that case from the docket sheet.

If there is more than one related case, after entering the first case number check the More related cases box.

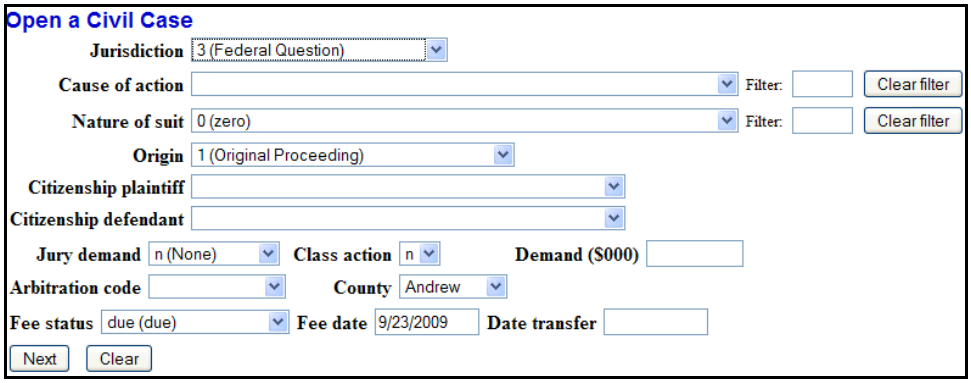
When all related cases have been entered, click the Next button.

Case Information Screen

The Case Information Screen can be completed from the information supplied on the Civil Cover Sheet. **Please remember** that you must attach the civil cover sheet in .pdf format when filing the case initiating document.

Please be aware that the selections you make on the Case Information Screen are very important. An error will displayed if information is not entered correctly. To continue opening the case, the errors must be corrected.

Case Information Screen



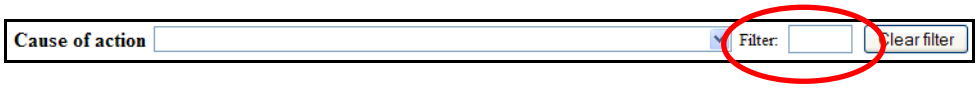
Jurisdiction

Jurisdiction defaults to Federal Question. The drop down list displays additional options for jurisdiction, including Diversity, U.S. Government Plaintiff and U.S. Government Defendant.

Cause of Action

The statutes, also referred to as causes of action, are listed in numerical order. To select the cause of action, users can click the drop down list and scroll down to find the appropriate statute.

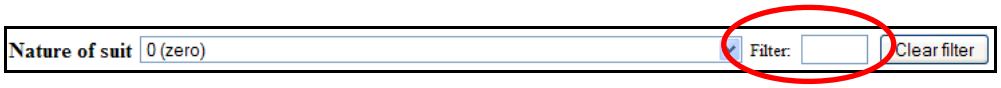
An alternate way of finding the cause of action is to enter the full or partial statute in the Filter field. CM/EFC will narrow down the drop down list to just the items that match the string entered.



Nature of Suit

The natures of suit are listed in numerical order. To select the nature of suit, users can click the drop down list and scroll down to find the appropriate entry.

An alternate way to find the nature of suit is to enter the full or partial nature of suit in the Filter field to further narrow down the drop down list to just the items that match the string entered.



Origin

A complaint originating in the Federal Court is always 1 (Original Proceeding). A notice of removal is always 2 (Removal from State Court). Use the drop down box to select the appropriate origin.

Citizenship

The Citizenship fields only need to be filled out for diversity cases. If you are filing a diversity case, select the appropriate citizenship statement for the parties. Note: Diversity must be selected on the Jurisdiction field if you are completing the citizenship fields.

Jury Demand

Jury demand should only be requested if there is a jury demand contained within the case initiating document you are filing. The jury demand can be made by the plaintiff when filing a complaint or the defendant when filing a notice of removal. N (none) should be selected if the document filed does not state a jury demand.

Class Action

If you are alleging a class action, click the drop down box and select “y”. To request class certification, you must file a motion once your case has been opened.

Demand

If a monetary demand is requested in the complaint, enter the amount to the nearest thousand. For example, if you are requesting $1,500,000 enter 1500, without a dollar sign, comma or decimal.

Arbitration

The Arbitration code field is not used in the Western District of Missouri and is left blank.

County

Click the County drop down list to display a list of all counties in the Western District of Missouri. The county selected **MUST** be the county which determined divisional jurisdiction. Click here for more information.

Fee Status

Unless you are a U.S. governmental agency or you are filing in forma pauperis, the fee status should be set to p (paid). If a motion to proceed in forma pauperis is being filed, ifp (in forma pauperis) should be selected. Attorneys for the United States or agencies of the United States government should select the fee status waived.

Fee Date

The fee date will automatically default to the current date. Please do not change or remove the date.

Date Transfer

The Date transfer field remains blank.

When finished entering the all of the information on the Case Information Screen, click Next to continue.

Party Names

Perhaps the most critical piece of Online Case Opening is the entry of party names. It is important that this be done correctly since it impacts not only your case, but the general records for the court. The Party Entry Guide is available on our website to assist you in adding parties. We suggest you print it for future reference.

The party search screen is divided into two panels. The left panel contains controls to Add New Party and Create Case. The search fields in the right panel allow users to search the CM/ECF database for parties.

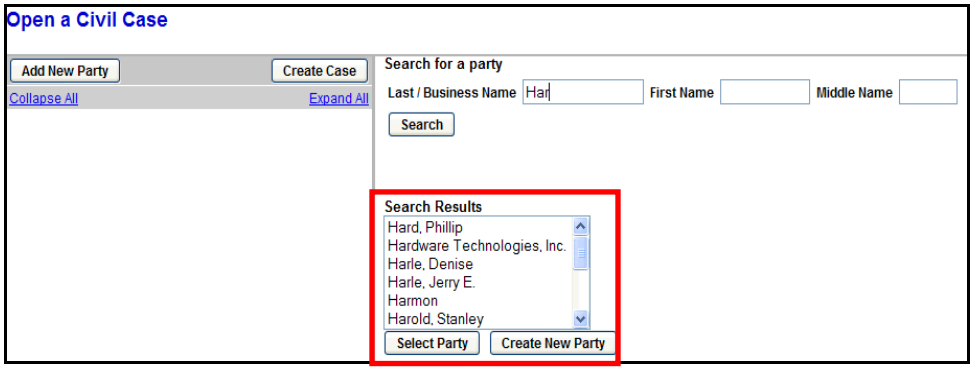
Party Search Screen

Searching for a Party

BEFORE ENTERING ANY PARTY NAME, do a search of the current list of names in the CM/ECF database by entering at least three letters of the party's last name in the last name field that's presented. If your party is a corporation, enter the first three letters of the corporate name. The Party Entry Guide includes search hints to help you search the CM/ECF database for parties.

If the system finds a match, CM/ECF will display a list of party names. Be SURE to scroll down through the list offered on the screen. If you find something similar, check your own spelling or configuration to determine which is preferable.

Search Results



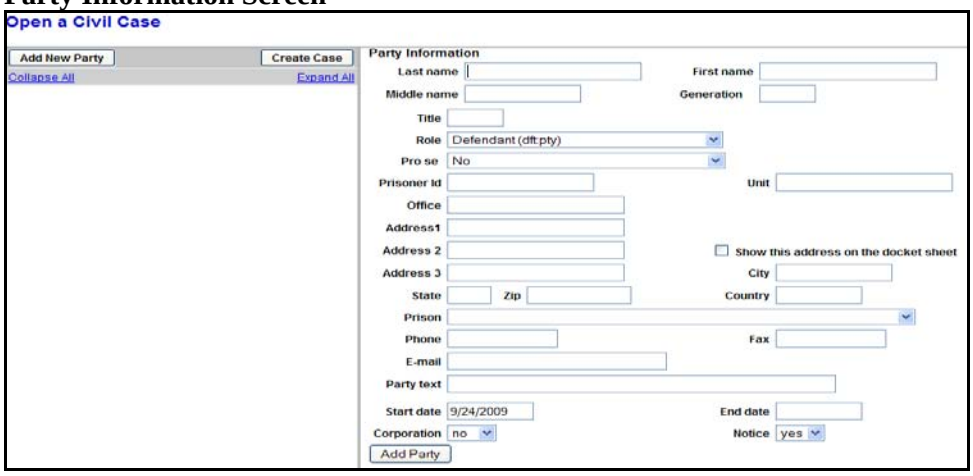
If the name of the party you represent appears in the list, select it and then click Select Party.

Creating a New Party

If you do not find a match AFTER performing a search, click Create New Party to enter the party as a new entry into the database.

ECF will display the Party Information screen to collect information on the new party.

Party Information Screen



While there are many data entry boxes on this screen, only limited fields are completed:

Last name;
First name;
Middle name (If Applicable);
Generation (If Applicable);
Role; and
Party text (If Applicable)

<u>Do not</u> enter any additional information for new parties.

Party Name

For businesses, the company name is entered in the Last name field. For individuals, the Last name, First name and Middle name fields are used. The Generation field is also completed if applicable.

Role

The Role type defaults to defendant. Select the correct party role from the drop down list. Since most cases are opened by plaintiffs, please be careful to change the designation to Plaintiff. If your case is a removal you must still be careful to add the party role types properly.

Party Text

This field is OPTIONAL and allows you to add descriptive information about the party. Examples of party text are: A Missouri Corporation, Individually and in the Official Capacity, etc. Please do not add the party role, ie plaintiff, defendant, etc to the Party Text.

When all required information is entered, click the Add Party button.

As the parties are added, you will see them appear in the left panel. The information in the left panel is referred to as the Case Participant Tree.

Case Participant Tree

The following chart provides you with a description of the icons and hyperlinks you see in the left panel of the Case Participant Tree.

Case Participant Tree Icons

Icon	Description
	Delete this party from the case.
	Add new alias or corporate parent.
	Edit the party, alias or corporate parent.

The Expand all hyperlink displays all parties, including aliases, corporate parents and attorneys. The Collapse all hyperlink displays only the parties in the case, with all other information collapsed in the tree.

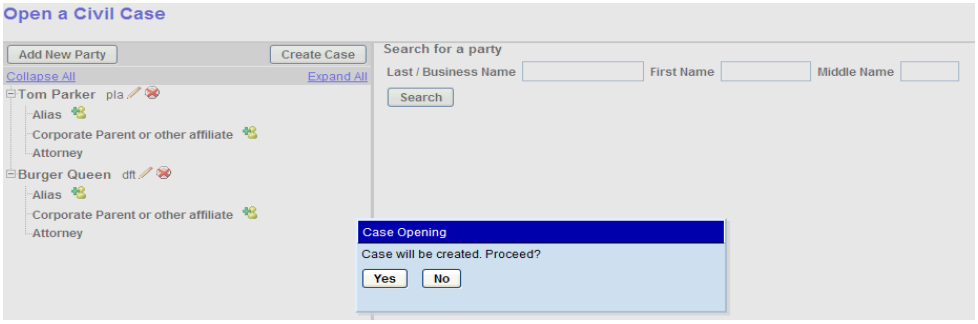
Each branch of the case participant tree can be expanded or collapsed individually by clicking on the + and – icons.

If the party tree is not expanded, you should expand it to make sure you have all parties and aliases added. If necessary, click the appropriate icon in the Case Participant Tree to add or correct information. When all parties have been added and appear correctly in the Case Participant Tree, click Create Case.

Final Review

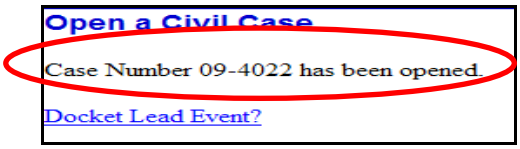
CM/ECF gives you one last opportunity to makes changes to case opening information.

Final Review Screen



Clicking No will allow you to add, delete or modify parties. If all of the information is correct, click Yes to create the case.

The case is now open in CM/ECF and a case number has been assigned. Please make a note of the case number for future reference.



Click Docket Lead Event to docket your complaint, notice of removal or miscellaneous case initiating document.

If you are filing a Motion to Proceed In Forma Pauperis, do not click on Docket Lead Event. Click Civil on the blue menu bar. Under the category Motions and Related Filings, click Motion and select the event Proceed In Forma Pauperis.

You must file your case initiating document immediately after the case has been opened.

When the complaint, notice of removal or miscellaneous case initiating document is filed, a judge is randomly assigned and will be displayed on the Notice of Electronic Filing. Please make a note of the judge assignment for future reference.

Notice of Electronic Filing with Judge Assignment

Complaints and Other Initiating Documents
4:09-cv-00063 Parker v. Burger Queen

U.S. District Court

United States District Court for the Western District of Missouri - Test Area

Notice of Electronic Filing

The following transaction was entered by Smith, Robert on 9/24/2009 at 11:29 AM CDT and filed on 9/24/2009
Case Name: Parker v. Burger Queen
Case Number: 4:09-cv-00063-HFS
Filer: Tom Parker
Document Number: 1
Judge Assigned: Howard F. Sachs (presiding)

Docket Text:
COMPLAINT against Burger Queen filed by Robert Smith on behalf of Tom Parker. Filing fee $350, receipt number 454253. Service due by 1/25/2010. (Attachments: # (1) Civil Cover Sheet)(Smith, Robert)

4:09-cv-00063-HFS Notice has been electronically mailed to:

Robert Smith rsmith1234@yahoo.com

4:09-cv-00063-HFS It is the filer's responsibility for noticing the following parties by other means:

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

Once you file the case initiating document and receive the Notice of Electronic Filing, your case is considered opened. The Clerk's Office will review all information entered during Online Case Opening and, if needed, make any corrections.

If you require assistance during Online Case Opening or other filing matters, please contact our CM/ECF Help Line at 1-800-466-9302.

Filing a Document in a Civil Case – A Step-By-Step Guide

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

1. Select the type of document to file.
2. Enter the case number in which the document is to be filed.
3. Designate the party(s) filing the document.
    a. Add/Create a new party if necessary.
4. Specify the PDF file name and location for the document to be filed.
5. Add attachments to the main document.
    a. If attachments exceed 5MB (approximately 12-15 pages), either
        - break the attachment into smaller units, attaching each in sequential order, or
        - create a Notice of Exhibit Attachment and submit in paper.

    b. All documents which form part of a pleading and which are being filed at the same time and by the same party may be electronically filed together under one docket number (exception-suggestion in support or opposition to motion, *see below*)

6. Link related documents.
7. Modify the docket text as necessary.
8. Submit the document to CM/ECF.
9. Receive notification of electronic filing.

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

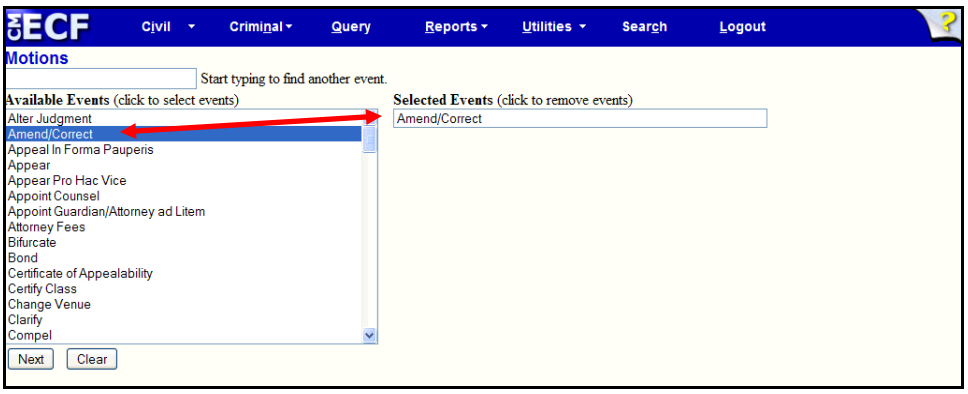
1. Select the type of document to file

Select **Civil** from the **Main Menu** at the top of the CM/ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in CM/ECF. The process is similar for filing other pleadings in CM/ECF. The Search feature, found within the blue menu bar, is helpful in locating appropriate events.

Click on **Motions**, under the category of **Motions and Related Filings**.

The next screen will allow you to scroll down and select the type of motion you are filing or, by typing text in the docket event search field, the system will display those events that have matching text. The list will grow shorter as the system narrows the possible choices that match the criteria. Click and highlight the desired event when it is displayed in the available events box.

After clicking on the desired event, the name will appear on the right in the **Selected Events** box. If you are filing a single part motion, verify the event in the **Selected Events** box and click Next to continue.

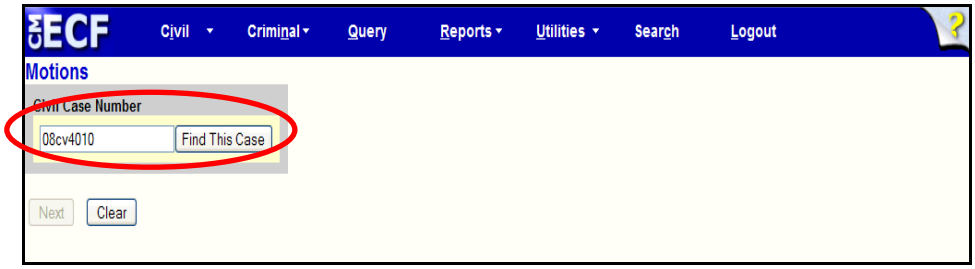


To remove an event which was incorrectly selected, click on the event in the **Selected Events** box. The unwanted selection will be removed from the box.

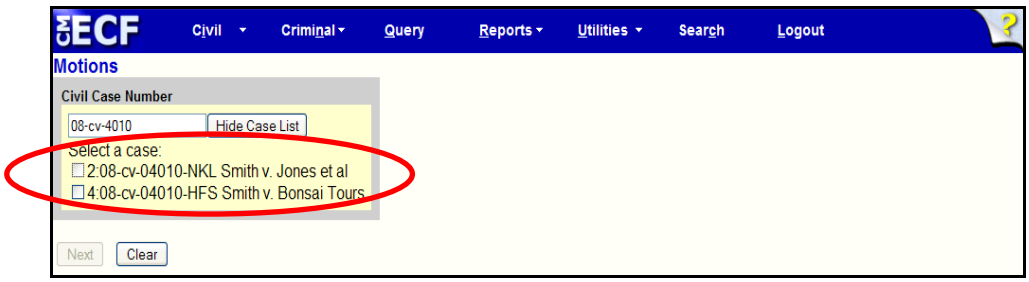
> **Note:** To file a multi-part motion, continue to add events to the **Selected Events** box. Once you have finished making your selections, verify the events in the **Selected Events** box are correct and click Next to continue docketing. To remove an event which was incorrectly selected, click on the event in the **Selected Events** box. The unwanted selection will be removed from the box.

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

After you enter the entire case number, click Find This Case. Case numbers can be entered in many formats, i.e., 08-123, 4:08-cv-123, or 08cv123. If the case number is entered incorrectly, the system will display a message that it cannot find the case. Verify the correct case number, re-enter it in the box and click Find This Case.



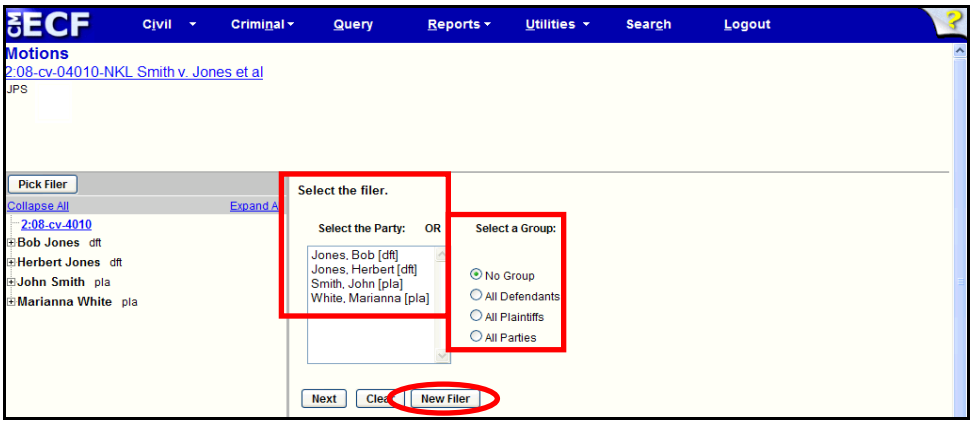
If duplicate numbers are found, they will be displayed in a list. Check the box for the case in which the document is to be filed.



When a valid case number has been entered, click Next to move to the next screen.

3. Designate the party(s) filing the document

The case participant tree is displayed in the left pane during docketing so users can readily see all case participants during the process of selecting the filers. Each branch of the tree can be expanded to reveal additional information or collapsed to the case participant level. To view all parties, attorneys and aliases, click on **Expand All**. The **Collapse All** option will display parties, but not their attorneys or aliases. The tree is displayed for reference purposes during docketing. **All** party selections will be made in the right pane.

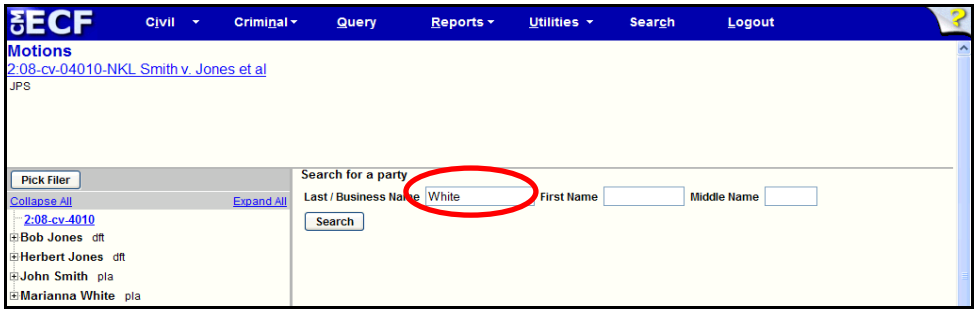


When selecting the filer, the right pane displays the existing parties and the case participant tree is in the left pane. Highlight the name of the party for whom you are filing the document, or, if the **Select a Group** option is presented and you represent all defendants or plaintiffs you may select a group by clicking in the circle next to the group. Click Next.

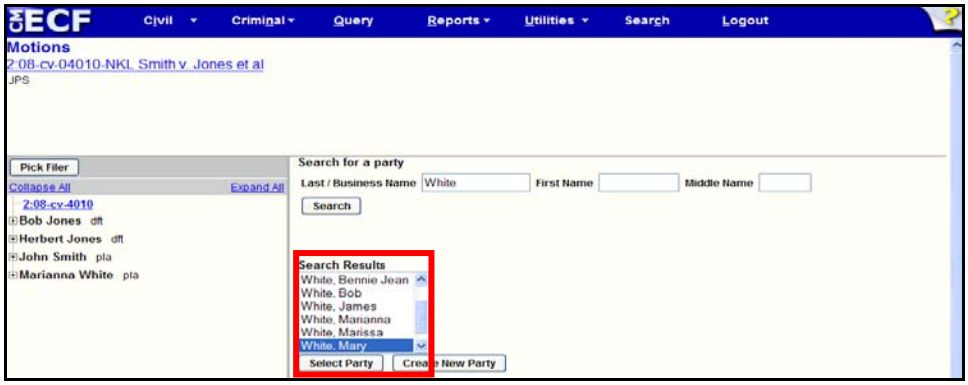
If the party you represent is not reflected in the party list, click New Filer. A new search screen will be displayed from which the user then can search for and add a new party.

Adding New Parties

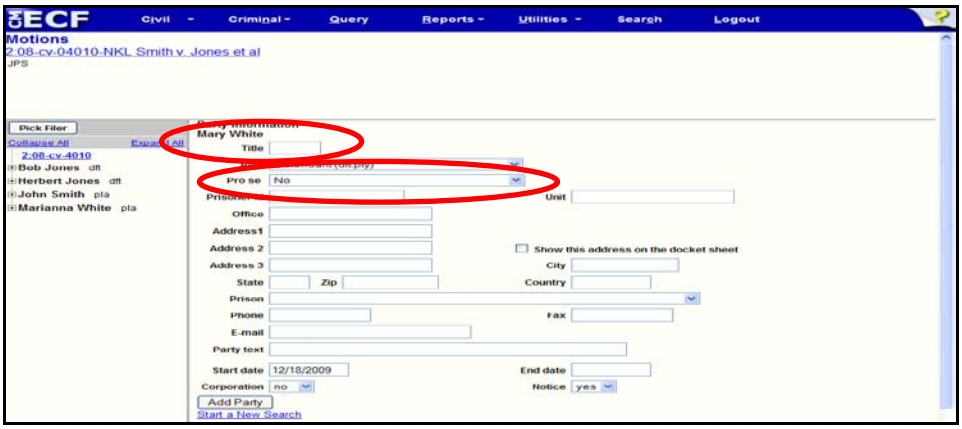
To search for a new filer, type in the party's last name, or if a business, the first three letters of the business name. When searching for an individual, the search can be further narrowed by entering the first name of the party. Click Search.



Be sure to scroll down through the list of names that come up on the screen. If the system finds the correct name, select the name already in the database to eliminate different versions of the same party name. Click Select Party.

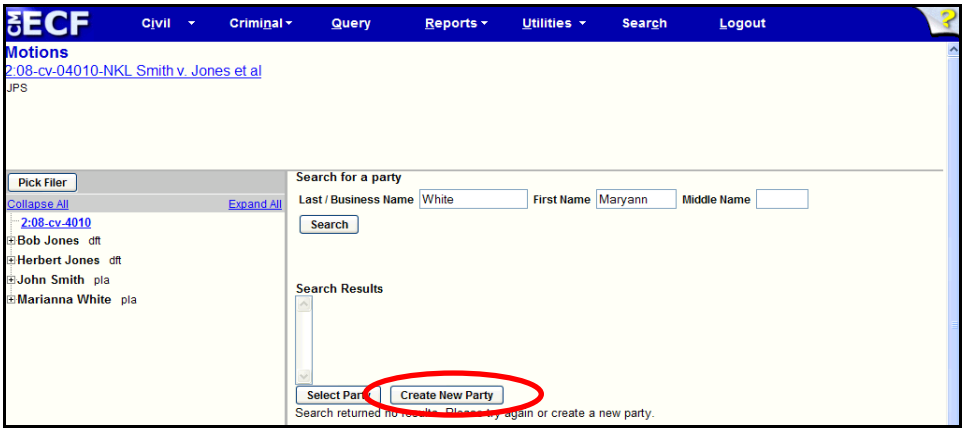


On the **Party Information** screen review the party name and select the party's role in this filing. Do not add party addresses, phone or e-mail information. All information added on this screen will be accessible to the public. Click Add Party to add the party to the case.

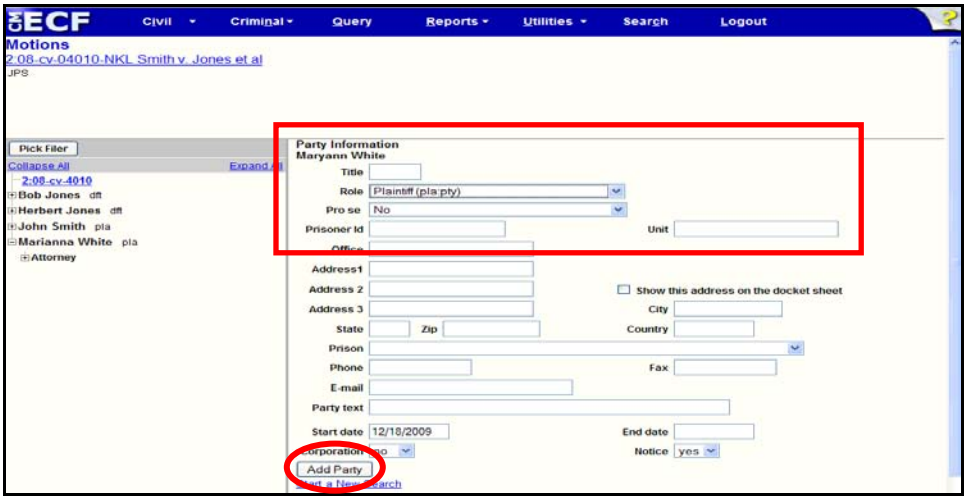


Creating New Parties

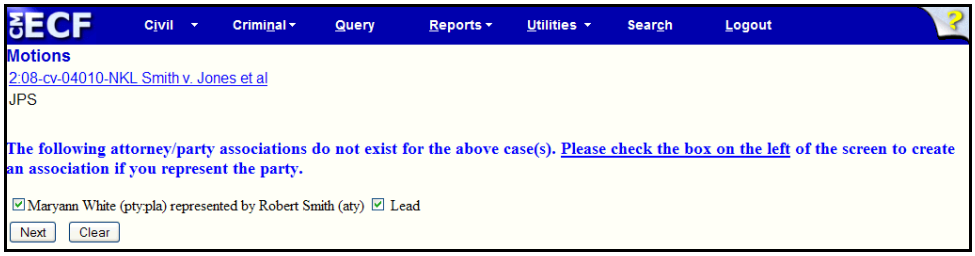
Many names and businesses are in the system so please verify the spelling of the party's name to avoid duplicate entries. If the party search returns no results, click Create new party.



If the party being added is a business, enter the entire name in the **Last Name** field. For an individual, enter the **Last Name**, **First Name**, **Middle Name**, **Generation** and **Title** fields as appropriate. From the drop down list, chose the appropriate **Role** for the party. Leave all other fields blank and click Add Party.



With all new parties CM/ECF needs to create an association between the party and their attorney.

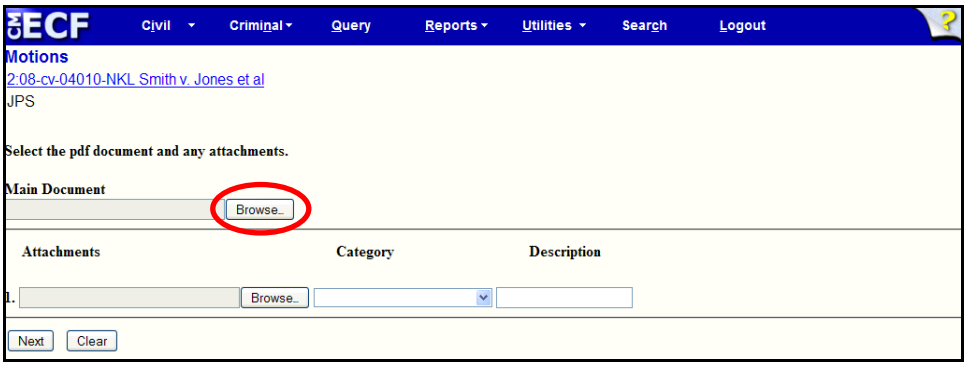


If you represent the party you have added, leave the box to the left of the party's name checked to create the attorney/party relationship. If you do not represent the party, but are adding them as an additional party, i.e., third party defendant, uncheck the box so no association is created. Click Next.

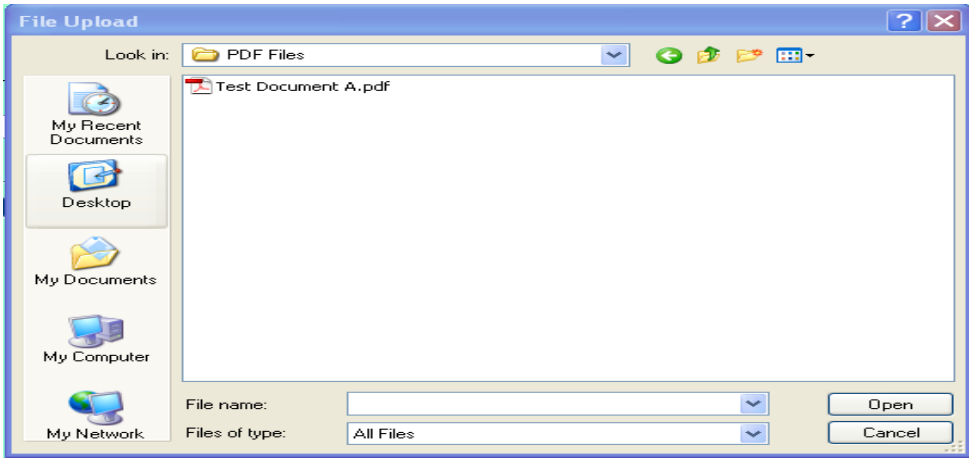
4. Specify the PDF file name and location of the document to be filed

CM/ECF displays a field for locating and entering the PDF file of the document you are filing. **The file must be in PDF format with a .pdf suffix. If the file is not in PDF format, it will not be accepted by the system.** If an attempt is made to upload a file that is not in PDF format, or make a standard docket entry without also submitting a document, an error message will appear.

To upload a document, click Browse... to navigate to the appropriate directory. Use the mouse to select the directory in which the PDF version of the file is located.

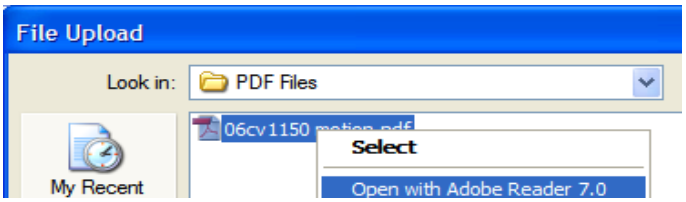


Navigate to the appropriate directory and file name to select the PDF document you wish to file. Highlight the file to upload to CM/ECF.

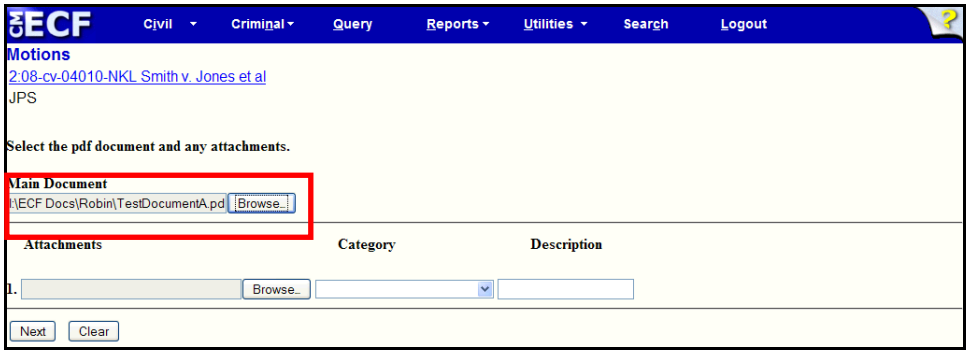


Note: To verify that the document being filed is the correct document, after the file is selected, right click on the file name and select open from the menu. The PDF document will open and can be viewed to verify that it is the correct document.

Viewing the document allows a user to find and correct significant filing errors before sending the document to the Court and other parties. Remember, once submitted, a filing cannot be edited or changed by an attorney.



Once you have verified the document is correct, close Adobe Reader and click Open. CM/ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen. If you fail to select a document to file, CM/ECF will display an error message. If there are no attachments to the motion, click Next.



5. Add attachments to the main document

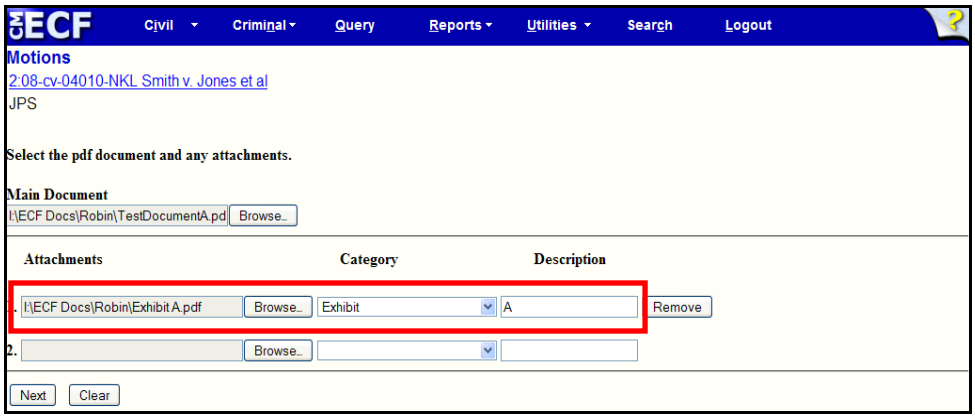
All documents which form part of a pleading and which are being filed at the same time and by the same party may be electronically filed together under one docket number, e.g., the motion and a supporting affidavit.
EXCEPTION: Suggestions in support of a motion should be electronically filed separately and shown as a related document to the motion

Attachments are added on the lower portion of the document upload screen. Click Browse... to search for the document. Navigate to the appropriate directory and file name to select the PDF document you wish to file. Verify that the document being filed is the correct document and click Open.

Note: The civil cover sheet should always be an attachment to your complaint.

Once a PDF document is selected, the user must select either a **Category** or a **Description** to further describe the attachment. Under **Category** click on the arrow and make the appropriate selection. It is also acceptable to enter data in both fields. As the process of adding an attachment is completed, a new row will appear so the user can then add a second attachment if necessary. Additional rows will be added as needed. After adding all .pdf attachments, click Next.

Note: If you select "Exhibit" from the drop down list, **DO NOT** type "Exhibit" in the description box, doing so results in duplicate docket text.



When attachments and exhibits are in paper format

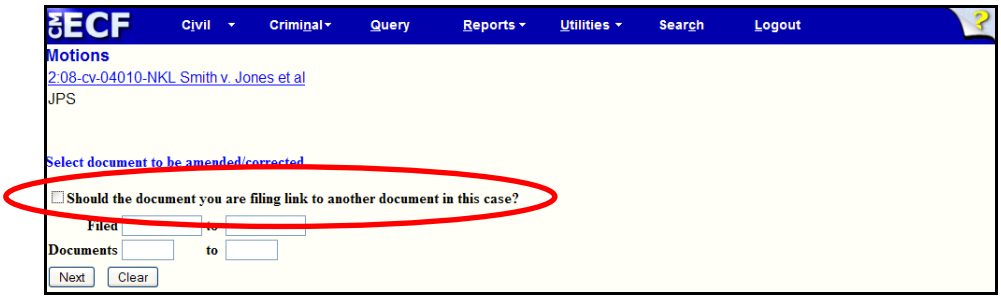
Exhibits to filed documents, which are not available in electronic form, should be electronically imaged and filed by scanning the documents and converting them to PDF format. Whenever possible, relevant portions of conventionally produced documents should be extracted, scanned and electronically filed.

When attachments and/or exhibits cannot be scanned and filed electronically or are greater than 5MB (approximately12-15 pages in length)*, a one page **.pdf** document titled ***Notice of Exhibit Attachment*** may be created and attached to the pleading using the same steps described above for an exhibit. If attachments and exhibits are filed in paper format, you must provide an original for the Clerk's Office, a copy for the Judge and a copy must be served on all parties in the case.

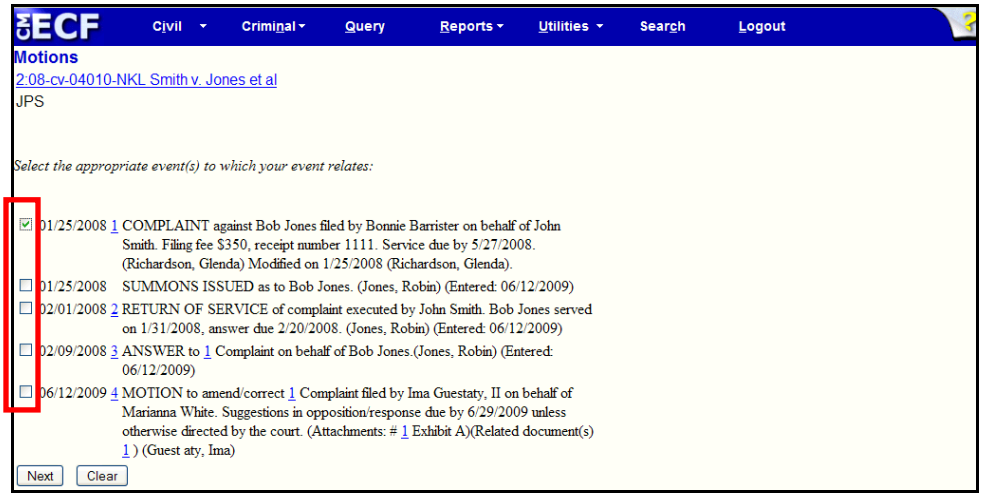
***For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.**

6. Link related documents

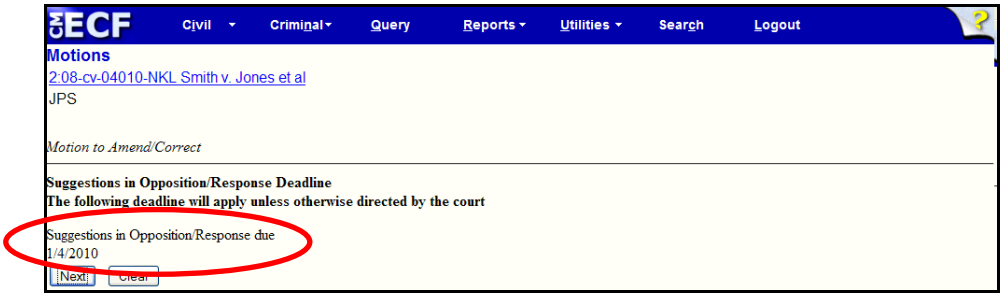
If your document refers to an existing document in the case, and you are provided with the option of linking the documents, click in the box to the left of **"Should the document you are filing link to another document in this case?"**. The **Filed** (date range) and **Documents** (document numbers) fields are available for the user to narrow down the number of documents presented to them on the following screen. It is not necessary to enter information in the **Filed** or **Documents** fields. Click Next.



Scroll through the list of previously filed documents, and click on each that apply. When you have selected all applicable documents, click Next.



The next screen will automatically display the response/suggestions in opposition deadline. This will apply **unless otherwise directed by the court**.



7. Modify the docket text as necessary

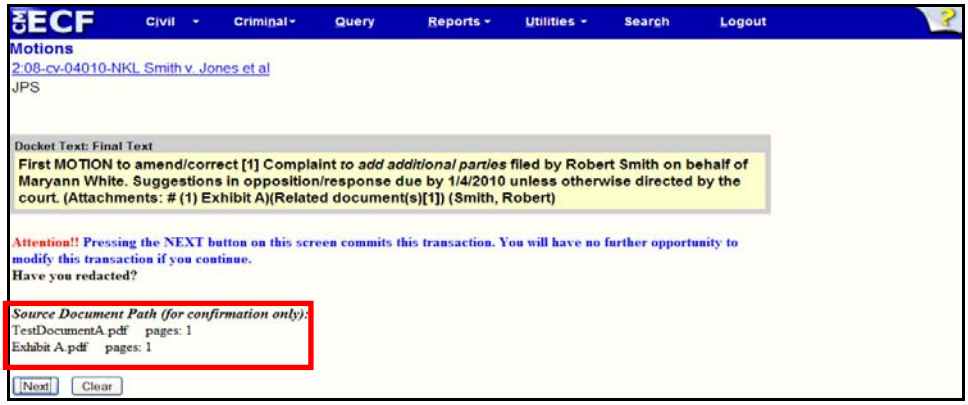
Click on the drop down box to open a modifier list. If appropriate, select a modifier. Click in the open text area to type additional text for the description of the pleading. It is NOT necessary to type the complete title of your document in this box; its intent is to add only that additional information necessary to provide distinguishing identifiers. Do not use abbreviations. This text will appear in *italics* on the docket sheet.

8. Submit the document to CM/ECF

After completing these steps, click Next . A new window appears with the complete docket text for the entry. Review the docket text. If you need to modify data on a previous screen, click on the browser's toolbar to find the screen you wish to alter.

> **Note:** The full path and filename for any uploaded documents are displayed on the final approval screen. Please confirm that the correct documents have been selected for filing. If the incorrect documents were selected, do not proceed with the filing.
>
> You can abort the filing by clicking on a menu item on the **Main Menu**. Users should avoid the button as page information is NOT saved and the user may encounter some problems.

When you arrive at the final approval screen, if the entry is correct, click Next. To abort the entry, click on **Civil** to restart. Once you submit the filing it is an official court document.



9. Receive notification of electronic filing

Do not attempt any other CM/ECF System function or sign off until the Notice of Electronic Filing is displayed. Otherwise, the transmission may be interrupted and the document will not be filed.

> **Note:** The Notice of Electronic filing represents your electronic file stamp. You should save a copy and/or retain a hard copy in your office file. Select **[File]** on the browser menu bar, choose **Save As . . .** from the drop-down window to save the receipt to a file on your network or the hard drive of your computer.
>
> Select **[Print]** on the browser toolbar to print the document receipt.

The Notice of Electronic Filing provides confirmation that the CM/ECF System has registered your transaction and the document is an official Court document. The date and time of the transaction is displayed along with the number assigned to the document.

Names and e-mail addresses of the attorneys who are registered CM/ECF users and will receive electronic notice of the electronically filed document are displayed on the Notice of Electronic Filing. Transmission of the Notice of Electronic Filing constitutes service of the filed document on registered CM/ECF users.

If applicable, the names and addresses of individuals who will **not** be electronically notified of the filing will also be displayed on the Notice of Electronic Filing. **It is the filer's responsibility to serve hard copies of the document and the Notice of Electronic filing to attorneys and parties who are not registered for electronic notification. Attorneys are reminded that a copy of all sealed documents must also be sent to opposing counsel, regardless of the opposing attorney's electronic status.**

Please consult our web site (www.mow.uscourts.gov) to view the "Who Wants Paper?" document to see if you need to provide a paper copy of the electronically filed pleading or other document to the chambers of the presiding judge in the case.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the CM/ECF System sends a Notice of Electronic Filing via e-mail to the designated attorneys who have registered as CM/ECF users to receive electronic notification. Attorneys and parties who receive electronic notification of the filing are permitted **one free look** at the document by clicking on the associated hyperlinked

document number embedded in the Notice of Electronic Filing. The one free look will expire 15 days from the date the Notice of Electronic Filing was transmitted. Since sealed documents are not available to anyone, absent court order, only the notice of electronic filing is viewable, even to case participants.

The Court strongly suggests that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Filing Other Types of Civil Documents

To file a document other than a motion or application, make the appropriate selection from the **Main Menu** bar. The screens that follow will be very similar to those described above for filing a motion. If you have questions regarding filing other documents, please contact our Help Desk at 1-800-466-9302.

Filing Documents in Criminal Cases

There are ten basic steps involving in filing a criminal document:

1. Select the type of document to file.
2. Enter the case number in which the document is to be filed.
3. Designate the defendant for which the document is being filed.
4. Designate the party(s) filing the document.
5. Specify the PDF file name and location for the document to be filed.
6. Add attachments to the main document.
   a. If attachments exceed 5MB (approximately 12-15 pages), either
      - break the attachment into smaller units, attaching each in sequential order, or
      - create a Notice of Exhibit Attachment and submit in paper
7. Link related documents.
8. Modify the docket text as necessary.
9. Submit the document to CM/ECF.
10. Receive notification of electronic filing.

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

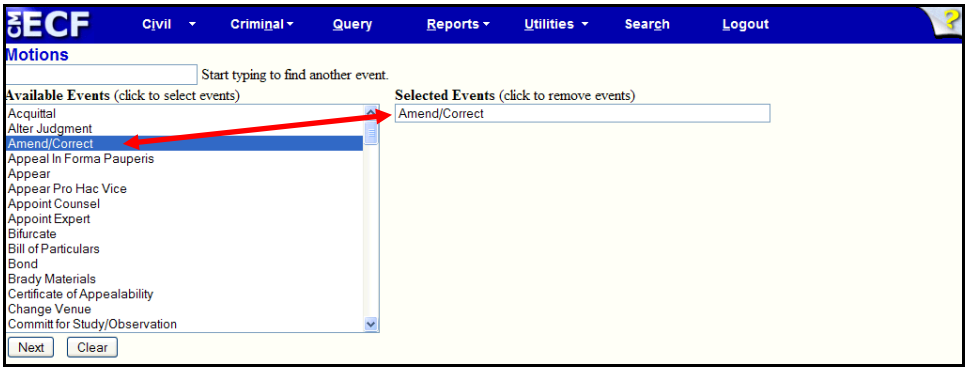
1. Select the type of document to file

Select **Criminal** from the **Main Menu** at the top of the CM/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 CM/ECF. The process is similar for filing other pleadings in CM/ECF.

Click on **Motions**, under the category of **Motions and Related Filings**.

The next screen will allow you to scroll down and select the type of motion you are filing or, by typing text in the docket event search field, the system will display those events that have matching text. The list will grow shorter as the system narrows the possible choices that match the criteria.

After clicking on the desired event, the name will appear on the right in the **Selected Events** box. If you are filing a single part motion, verify the event in the **Selected Events** box and click Next to continue.

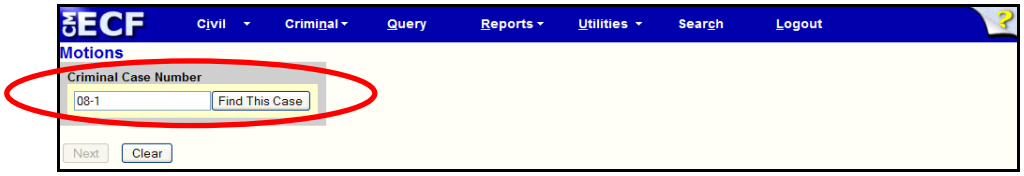


To remove an event which was incorrectly selected, click on the event in the **Selected Events** box. The unwanted selection will be removed from the box.

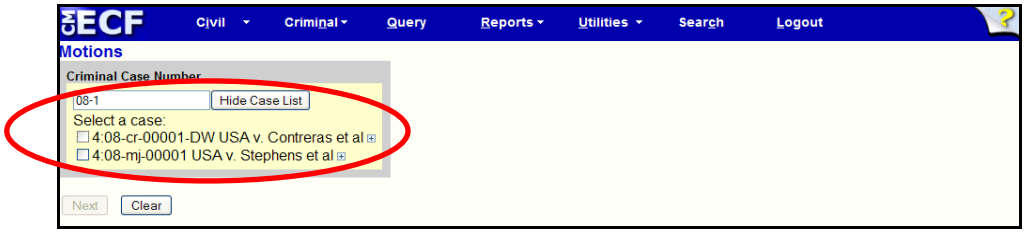
Note: To file a multi-part motion, continue to add events to the **Selected Events** box. Once you have finished making your selections, verify the events in the **Selected Events** box are correct and click Next to continue docketing. To remove an event which was incorrectly selected, click on the event in the **Selected Events** box. The unwanted selection will be removed from the box.

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

After you enter the entire case number, click Find This Case. Case numbers can be entered in many formats, i.e., 08-123, 4:08-cr-123, or 08cr123. If the case number is entered incorrectly, the system will display a message that it cannot find the case. Verify the correct case number, re-enter it in the box and click Find This Case.



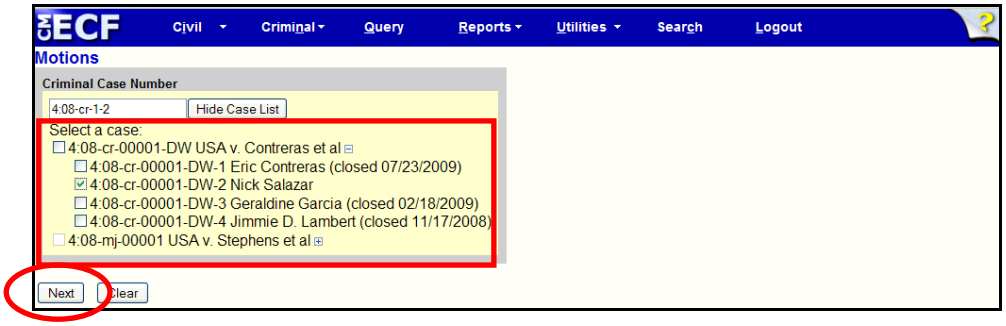
If duplicate numbers are found, they will be displayed in a list. Check the box for the case in which the document is to be filed.



When a valid case number has been entered, click Next to move to the next screen.

3. Designate the defendant for whom the document is being filed

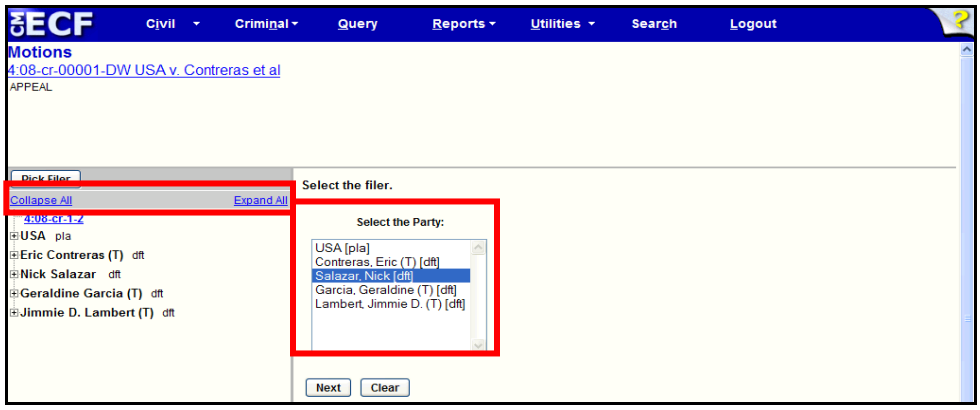
Very Important: If there is more than one defendant in the case, the system will display the Select a Case screen. Select **only** the case for the defendant for whom the document is being filed. If the motion is being filed as to one defendant, only select that defendant's case. After selecting the defendant(s), click Next .



Note: If the system displays the case number with a ⊞ next to the number, click the ⊞ to expand the list to show all defendants in the case. Select **only** the defendant(s) for which the document is being filed and click Next.

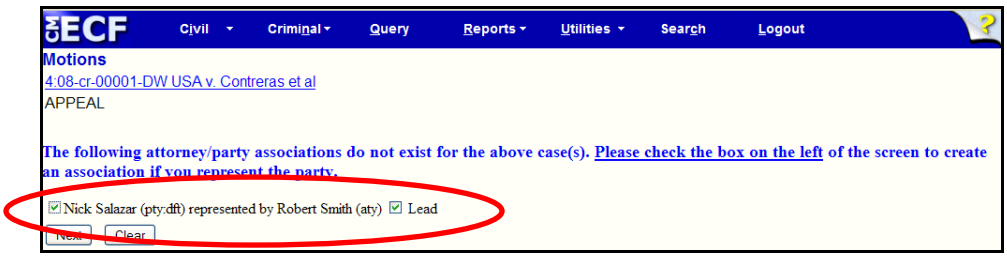
4. Designate the party(s) filing the document

The case participant tree is displayed in the left pane during docketing so users can readily see all case participants during the process of selecting the filers. Each branch of the tree can be expanded to reveal additional information or collapsed to the case participant level. To view all parties, attorneys and aliases, click on **Expand All**. The **Collapse All** option will display parties, but not their attorneys or aliases. The tree is displayed for reference purposes during docketing. All party selections will be made in the right pane.



When selecting the filer, the right pane displays the existing parties and the case participant tree is in the left pane. Highlight the name of the party for whom you are filing the document. Click Next.

If this is an entry of appearance or initial filing as to the filer, CM/ECF needs to create an association between the party and their attorney. Leave the box to the left of the party's name checked to create the attorney/party relationship and click Next.

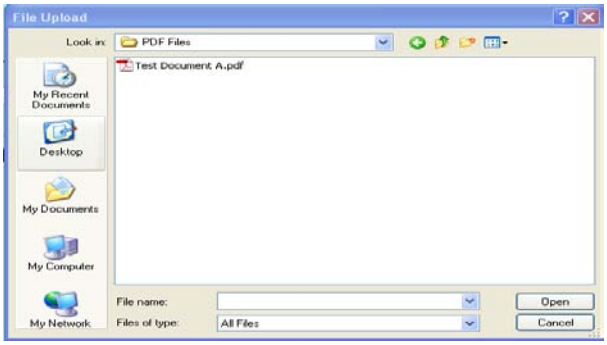


5. Specify the PDF file name and location for the document to be filed

CM/ECF displays a field for locating and entering the PDF file of the document you are filing. **The file must be in PDF format with a .PDF suffix. If the file is not in PDF format, it will not be accepted by the system.** If an attempt is made to upload a file that is not in PDF format, or make a standard docket entry without also submitting a document, an error message will appear.

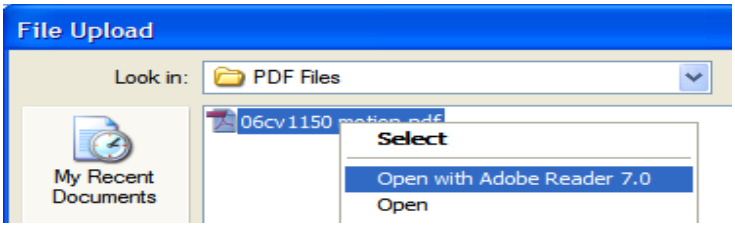
To upload a document, click Browse... to navigate to the appropriate directory. Use the mouse to select the directory in which the PDF version of the file is located.

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

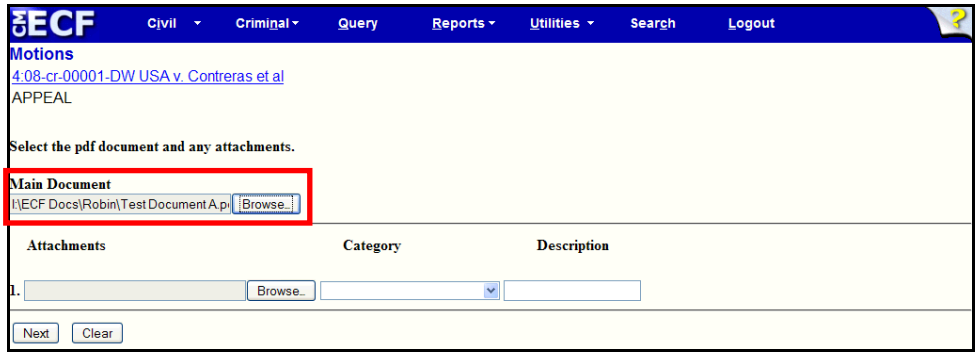


Note: To verify that the document being filed is the correct document, after the file is selected, right click on the file name and select open from the menu. The PDF document will open and can be viewed to verify that it is the correct document.

Viewing the document allows a user to find and correct significant filing errors before sending the document to the Court and other parties. Remember, once submitted, a filing cannot be edited or changed by an attorney.



Once you have verified the document is correct, close Adobe Reader and click Open. CM/ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen. If you fail to select a document to file, CM/ECF will display an error message. If there are no attachments to the motion, click Next.

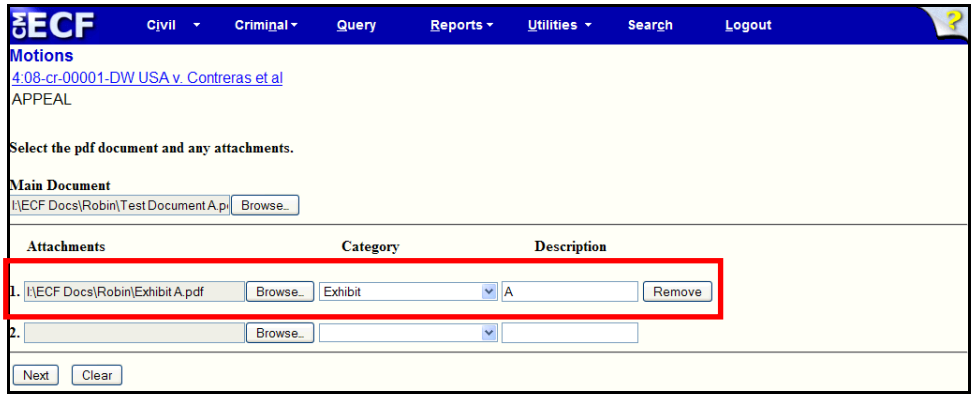


6. Add attachments to the main document

Attachments are added on the lower portion of the document upload screen. Click Browse... to search for the document. Navigate to the appropriate directory and file name to select the PDF document you wish to file. Verify that the document being filed is the correct document and click Open.

Once a PDF document is selected, the user must select either a **Category** or a **Description** to further describe the attachment. Under **Category** click on the arrow and make the appropriate selection. It is also acceptable to enter data in both fields. As the process of adding an attachment is completed, a new row will appear so the user can then add a second attachment if necessary. Additional rows will be added as needed. After adding all .pdf attachments, click Next.

Note: If you select "Exhibit" from the drop down list, **DO NOT** type "Exhibit" in the description box, doing so results in duplicate docket text.



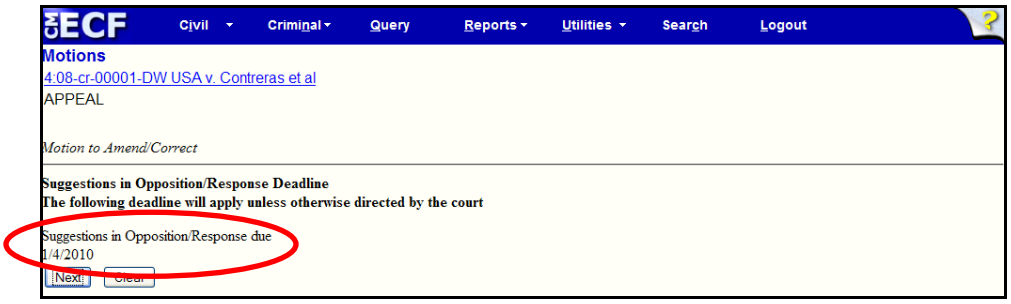
When attachments and exhibits are in paper format

Exhibits to filed documents, which are not available in electronic form, should be electronically imaged and filed by scanning the documents and converting them to PDF format. Whenever possible, relevant portions of conventionally produced documents should be extracted, scanned and electronically filed.

When attachments and/or exhibits cannot be scanned and filed electronically or are greater than 5MB, approximately12-15 pages in length,* a one page **.pdf** document titled ***Notice of Exhibit Attachment*** may be created and attached to the pleading using the same steps described above for an exhibit. If attachments and exhibits are filed in paper format, you must provide an original for the Clerk's Office, a copy for the Judge and a copy must be served on all parties in the case.

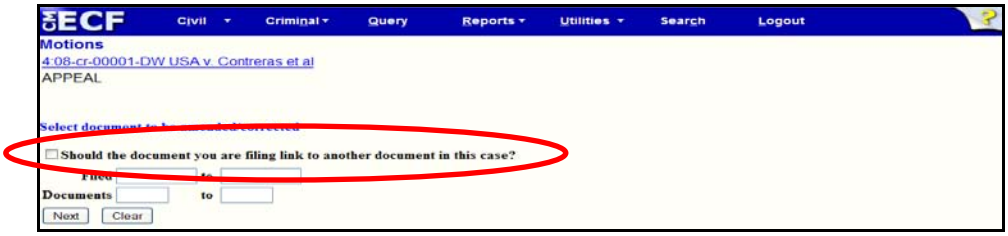
***For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.**

The next screen will automatically display the response/suggestions in opposition deadline. This will apply **unless otherwise directed by the court**.

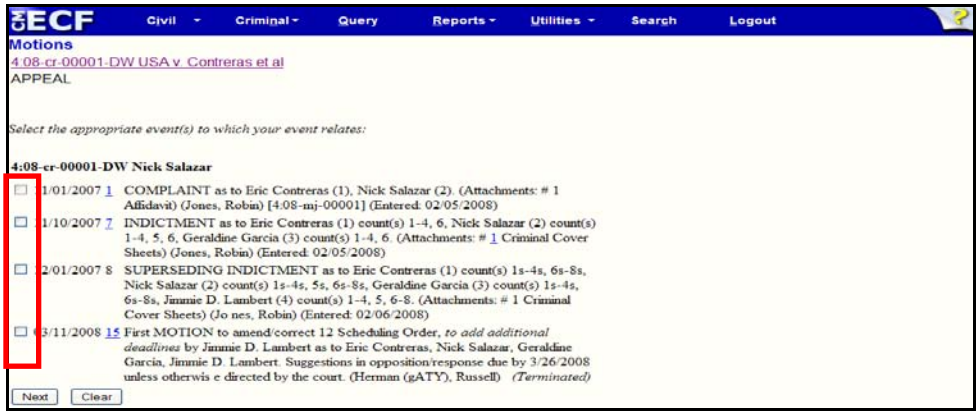


7. Link related documents

If your document refers to an existing document in the case, and you are provided with the option of linking the documents, click in the box to the left of **"Should the document you are filing link to another document in this case?"**. The **Filed** and **Documents** fields are available for the user to narrow down the number of documents presented to them on the following screen. It is not necessary to enter information in the **Filed** or **Documents** fields. Click Next.



Scroll through the list of previously filed documents, and click on each that apply. When you have selected all applicable documents, click Next.



8. Modify the docket text as necessary

Click on the drop down box to open a modifier list. If appropriate, select a modifier. Click in the open text area to type additional text for the description of the pleading. It is NOT necessary to type the complete title of your document in this box; its intent is to add only that additional information necessary to provide distinguishing identifiers. Do not use abbreviations. This text will appear in *italics* on the docket sheet.

9. Submit the document to CM/ECF

After modifying the docket text, click Next . A new window appears with the complete docket text for the entry. Review the docket text. If you need to modify data on a previous screen, click on the browser's toolbar to find the screen you wish to alter.

When you arrive at the final approval screen, if the entry is correct, click Next. To abort the entry, click on **Criminal** to restart. Once you submit the filing it is an official court document.

Note: The full path and filename for any uploaded documents are displayed on the final approval screen. Please confirm that the correct documents have been selected for filing. If the incorrect documents were selected, do not proceed with the filing.

You can abort the filing by clicking on a menu item on the **Main Menu**. Users should avoid the button as page information is NOT cached and the user may encounter some problems.

10. Receive notification of electronic filing

Do not attempt any other CM/ECF System function or sign off until the Notice of Electronic Filing is displayed. Otherwise, the transmission may be interrupted and the document will not be filed.

Note: The Notice of Electronic filing represents your electronic file stamp. You should save a copy and/or retain a hard copy in your office file. Select **[File]** on the browser menu bar, choose **Save As . . .** from the drop-down window to save the receipt to a file on your network or the hard drive of your computer.

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

The Notice of Electronic Filing provides confirmation that the CM/ECF System has registered your transaction and the document is an official Court document. The date and time of the transaction is displayed along with the number assigned to the document.

Names and e-mail addresses of the attorneys who are registered CM/ECF users and will receive electronic notice of the electronically filed document are displayed on the Notice of Electronic Filing. Transmission of the Notice of Electronic Filing constitutes service of the filed document on registered CM/ECF users.

If applicable, the names and addresses of individuals who will **not** be electronically notified of the filing will also be displayed on the Notice of Electronic Filing. **It is the filer's responsibility to serve hard copies of the document and the Notice of Electronic filing to attorneys and parties who are not registered for electronic notification. Attorneys are reminded that a copy of all sealed documents must also be sent to opposing counsel, regardless of the opposing attorney's electronic status.**

E-mail Notification of Documents That Were Filed

After a document is electronically filed, the CM/ECF System sends a Notice of Electronic Filing via e-mail to the designated attorneys who have registered as CM/ECF users to receive electronic notification. Attorneys and parties who receive electronic notification of the filing are permitted **one free look** at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The one "free look" will expire 15 days from the date the Notice of Electronic Filing was transmitted. Since sealed documents are not available to anyone, absent court order, only the notice of electronic filing is viewable, even to case participants.

The Court strongly suggests that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

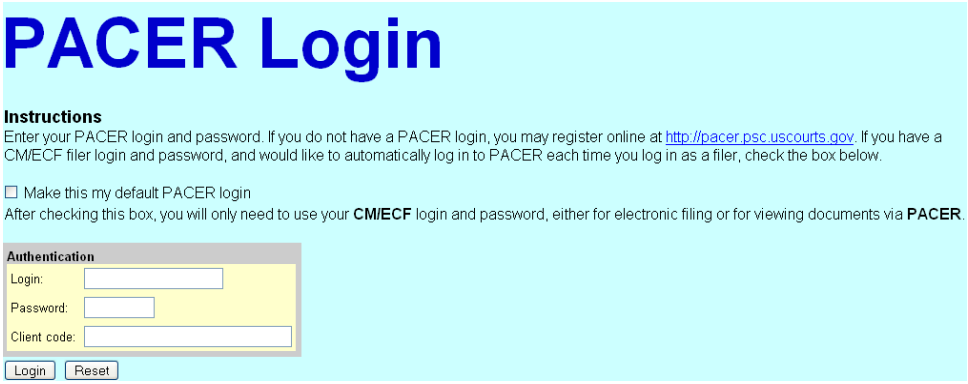
Filing Other Types of Criminal Documents

To file a document other than a motion or application, make the appropriate selection from the Main Menu bar. The screens that follow will be very similar to those described above for filing a motion. If you have questions regarding filing other documents, please contact our Help Desk at 1-800-466-9302.

Query Feature

Registered participants should use this feature to query CM/ECF for specific case information. To run a Query, click on Query from the Main Menu at the top of the CM/ECF screen.

CM/ECF opens the **PACER Login** screen. You must enter your PACER login and password before CM/ECF will permit you to query the CM/ECF database. Any data entered in the optional Client Code field will appear on the PACER billing statement and is useful for internal billing..



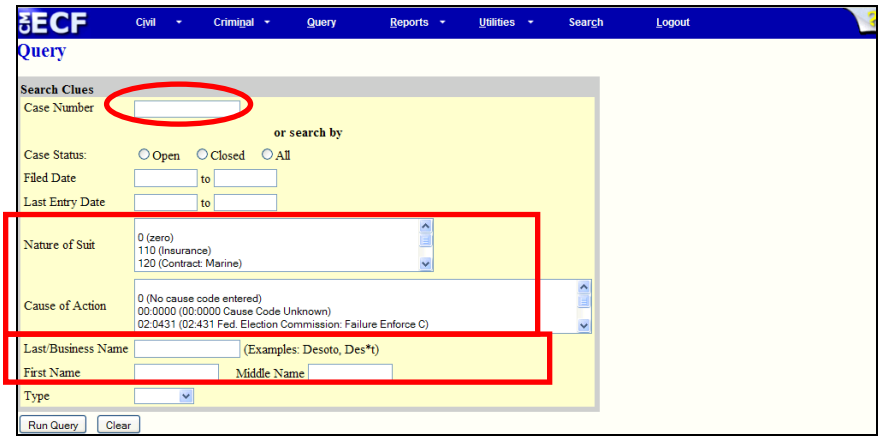
Note: Your PACER login and password are different from your CM/ECF login and password. You must have a PACER account to retrieve, view and print certain documents. You will be charged a fee to access documents, docket sheets and reports from CM/ECF. Keep in mind that PACER charges on a per page basis so limiting that parameter of your report will limit your costs.

After you enter your PACER login and password, CM/ECF opens a Query data entry screen. If you know the number that the Court has assigned to the case, enter in the **Case Number** field and click Run Query.

For civil cases users may also query a case by Nature of Suit or Cause of Action. You must enter a range for either the filed date or the last entry date in order for the query to run. To capture all cases matching your criteria, search from 1/1/1970 to the current date. The system will display all cases that meet the criteria you entered.

Users may also query the CM/ECF database by the name of a party or an attorney in the case. Enter the last name or business name of the party in the appropriate field. At least two consecutive letters must be entered in the “Last Name/Business” field.

If you are unsure about the spelling of a party's name, enter a portion of the name and an asterisk (*). For example, if the user is unsure if a party's name is spelled *Haroldson* or *Haroldsen*, enter *Harolds*n*. The results will list both *Haroldson* and *Haroldsen*. Entering *Harold* will display all cases involving parties with the last name starting with *Harold*.



If more than one person or business with the same name is in the database, CM/ECF returns a screen from which to select the correct name. To the right of the party's name CM/ECF indicates whether they are a party in a case or an attorney.

If the individual is a party in more than one case, CM/ECF will list all of the case numbers associated with that party.

After selecting the case number or party a Query Menu will be displayed. The Query Menu allows a review of specific case information.

From the Query Screen you can perform any of the following:

- **Alias -** See a list of aliases for the parties in the case.
- **Associated Cases -** Retrieve the case numbers of any associated cases.
- **Attorney -** View the names and contact information for all attorneys involved in the case.
- **Case File Location -** View case file location information.
- **Case Summary -** Provides a summary of current case-specific information.
- **Deadline/Hearings -** Review upcoming deadlines and hearings.
- **Docket Report -** Run a docket report.
- **Filers -** See a list of filers in the case.
- **History/Documents -** View the history of the case with the ability to look at a specific date range or certain docket events.
- **Party -** See a list of all parties in the case.
- **Related Transactions -** Find transactions in the case related to one another.
- **Status -** Look at any pending statuses.
- **View a Document -** View a specific document, if the docket entry is known.

Reports

Docket Report

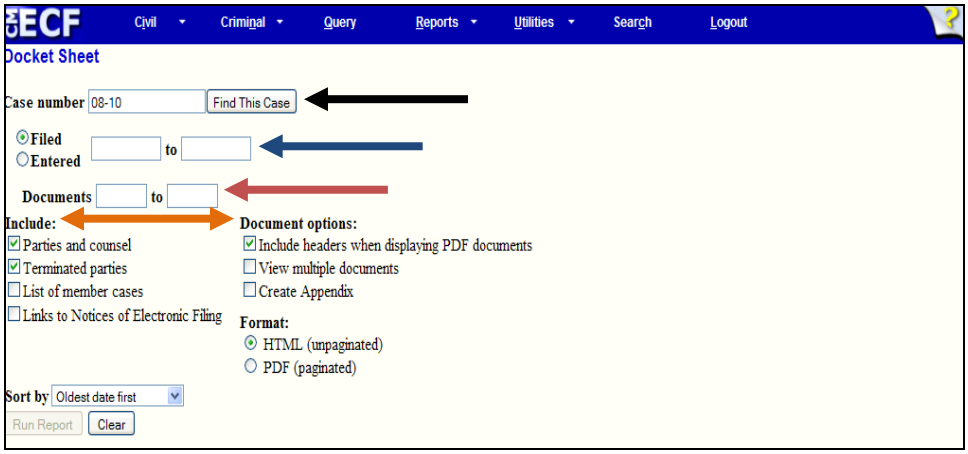
CM/ECF allows users to run a number of reports. The most common report used by the Court and attorneys is the Docket Sheet.

Note: Your PACER login and password are different from your CM/ECF login and password. You must have a PACER account to retrieve, view and print certain documents. You will be charged a fee to access documents, docket sheets and reports from CM/ECF. Keep in mind that PACER charges on a per page basis so limiting that parameter of your report will limit your costs.

To run a docket report, select **Reports** from the **Main Menu** at the top of the CM/ECF screen.

The next screen gives a list of reports which are available to users. Select **Docket Sheet** from the **Reports** screen. If logged into the system with a Court-issued CM/ECF login, the system will ask for a PACER login and password before displaying the next screen. Since PACER charges based on the number of pages, using the following search features will help you reduce your costs.

Enter your PACER login and password and CM/ECF will open the Docket Sheet report query window.



Case number field: To run a docket report, enter the case number in the **Case number** field and click Find This Case. (See black arrow above.)

Date range field: The next fields are the **date range** fields. Use these fields to search for events filed or entered between a specific start date and end date, inclusive. (See blue arrow above.)

If only a start date is entered, the report will include events filed or entered on or after that date. If only an end date is entered, the report will include events filed or entered on or before that date. If the fields are left blank, the report will show all events regardless of filed or entered date, depending on other entries on this screen.

Document range field: If document numbers are entered in the **document range** fields, the events displayed will be limited to those with document numbers between those numbers, inclusive. The system will not display unnumbered events, such as some text only entries. (See red arrow above.)

Enter only a beginning range number and the report will include documents with that number or higher. Enter only an ending range number and the report will include documents with that number or lower. Leave these fields blank and the report will show all documents and events regardless of document number, depending on other entries on this screen

The following options can be selected in addition to the **Case number, date range** and **number range** criteria**.** (See orange arrow above.)

Parties and counsel: If the **Parties and counsel** option is included, the docket sheet will include the names of the parties, along with their roles and attorneys. If unchecked, the report will include only the heading, the general case information, and the docketed events. This can be useful if there are a lot of parties, and the filing user does not want to print or see those pages.

Terminated parties: If the **Terminated parties** option is included, a notation next to the party's name will say that they were terminated as of a particular date. If the box is unchecked, the terminated party will not appear in the caption, but will still appear in any relevant docket entries.

Links to Notices of Electronic Filing: If the user selects **Links to Notice of Electronic Filing**, the docket sheet will have a silver ball next to the docket number of those items which have a Notice of Electronic Filing. If generating the docket to print, it is not necessary to include the links.

Sort by: Selecting the **Sort by** option will allow the user to specify the order in which the events listed in the report will be sorted. *Oldest date* means that the events will be shown in the order they were filed or entered, with the most recent event at the end of the report. Since oldest date first is the most common display, that is the default selection.

Include headers when displaying PDF documents: When the **Include headers when displaying PDF documents** is selected, all PDF documents viewed will have a banner at the bottom of each page containing the case number, docket entry number, date filed and page number on it. (See below for an example.)

Case 4:08-cv-00010-SOW	Document 19	Filed 04/18/2008	Page 1 of 1

View multiple documents: When **View multiple documents** is selected, users can select multiple documents and combine them into a single PDF file to be viewed or be download into a zip file. Click here for more details.

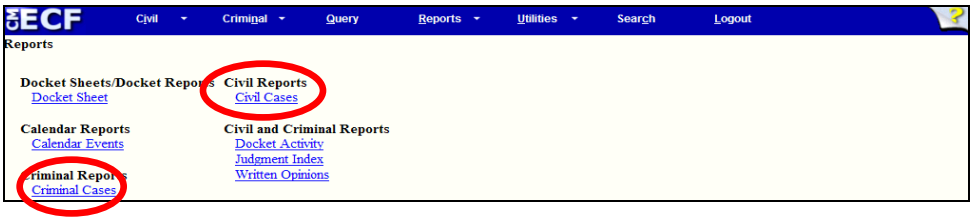
Create Appendix: Users can select the **Create Appendix** option to select documents to include in an Appendix for the Court of Appeals. Click here for more details.

After entering the preferred options for viewing the docket sheet, select Run Report . The docket sheet below was generated using the default values assigned by CM/ECF.

Civil/Criminal Cases Reports

To run a **Civil/Criminal Cases** report, select **Reports** from the **Main Menu** at the top of the CM/ECF screen.

On the Reports screen select either **Civil Cases** or **Criminal Cases.**

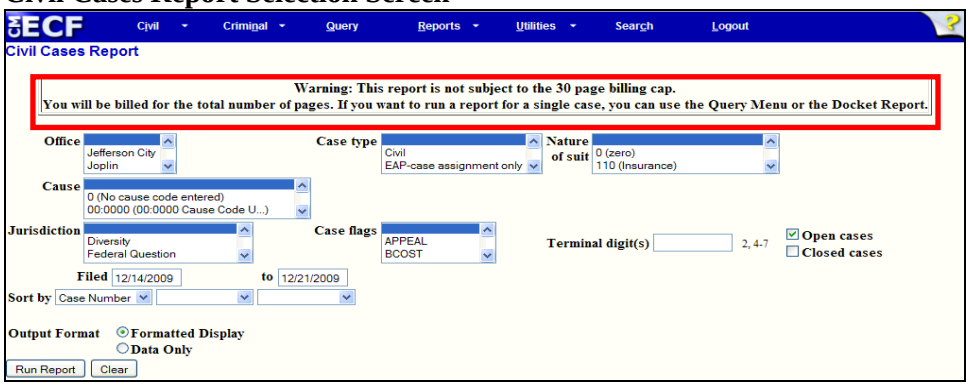


The **Civil Cases** and **Criminal Cases** reports provide you with the flexibility to query the CM/ECF database to locate cases electronically filed within a date range, associated to a particular judge, or both. **These reports are not subject to the 30 page billing cap.**

Users can run the **Civil Cases Report** based on Nature of Suit, Cause of Action and Jurisdiction. The option to include open cases, closed cases or both is available.

The citation code and count status can be used to run the **Criminal Cases Report**. The option to include pending, terminated, fugitive and non-fugitive defendants is also available.

Civil Cases Report Selection Screen



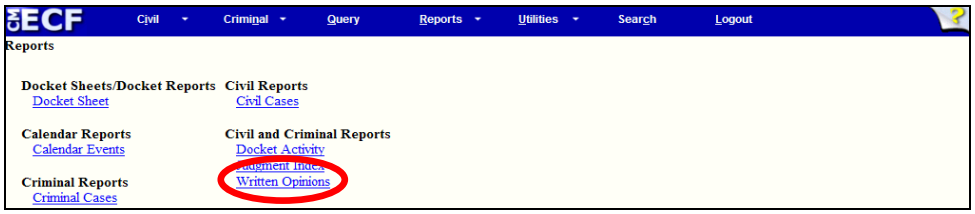
Criminal Cases Report Selection Screen

Written Opinions Report

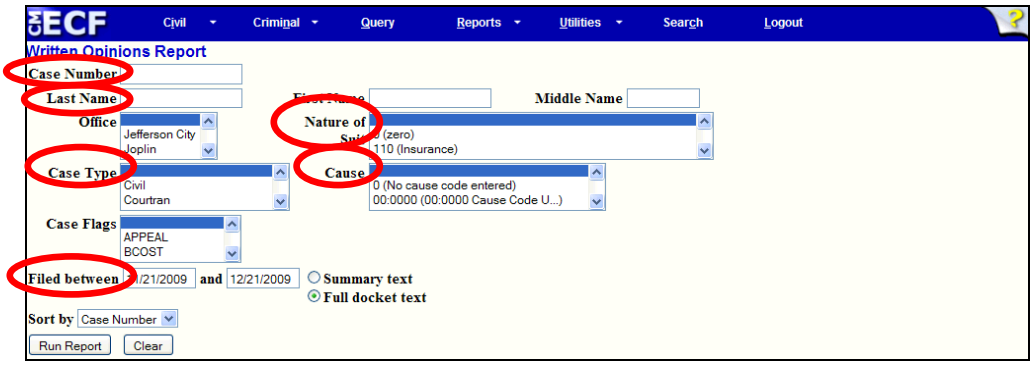
Pursuant to the E-Government Act of 2002, PACER users have the ability to view written opinions free of charge.

To run a **Written Opinions** report, select **Reports** from the **Main Menu** at the top of the CM/ECF screen.

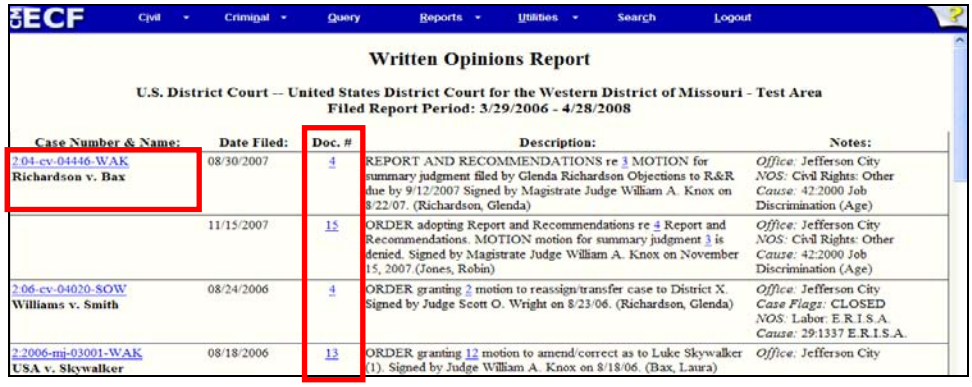
On the Reports screen select **Written Opinions.**



There are several search options available. A filed start and end date must be entered. The date automatically defaults to the previous month. Users can search by case number, party, nature of suit, cause of action or case type. Any combination of the preceding options can be selected to narrow the search results.



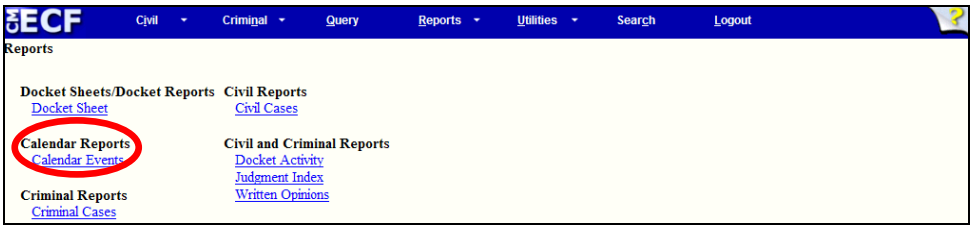
The results will show the case number and the date the order was filed. The case number is an optional link to the docket sheet, but PACER fees will apply if activated. To view the written opinion, click on the document number hyperlink to open the document. Once open, the document can be printed and/or saved.



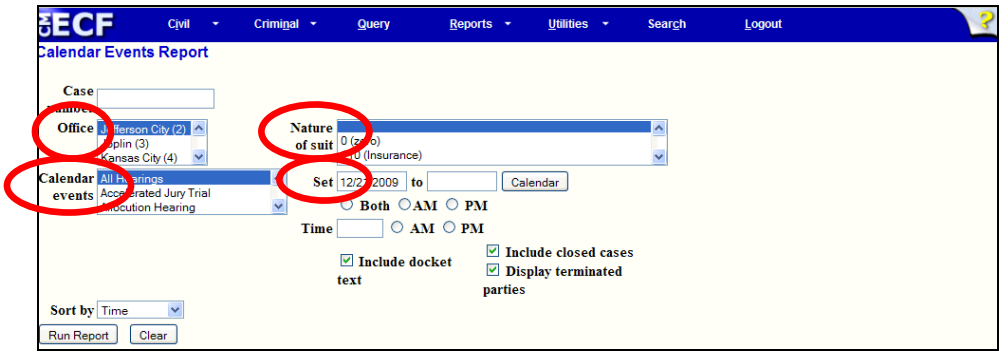
Calendar Events Report

The **Calendar Events Report** displays court proceedings for a selected date range. To run a **Calendar Events** report, select **Reports** from the **Main Menu** at the top of the CM/ECF screen.

On the Reports screen select **Calendar Events.**



Users can search by Office (location), Nature of Suit, Calendar events (hearing type) or date set. Any combination of the preceding options can be selected to narrow the search results.



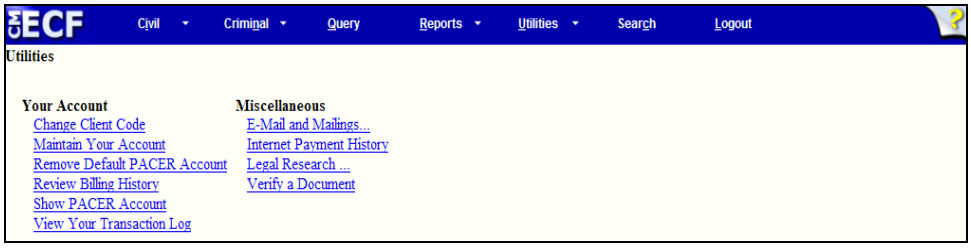
The **Calendar Event** report will list the date, time and type of hearing. Each entry will include a hyperlink to the case and a description of the docket event that set the hearing. All parties in the case will be listed along with their respective counsel.

Utilities

The Utilities section of CM/ECF allows registered users to maintain their account, change certain PACER information, view all of their CM/ECF transactions, track all internet payments made, link to legal research and review mailing information for a case.

To access the Utilities functions, select **Utilities** from the **Main Menu** at the top of the CM/ECF screen.

The next screen shows all available **Utilities** options.



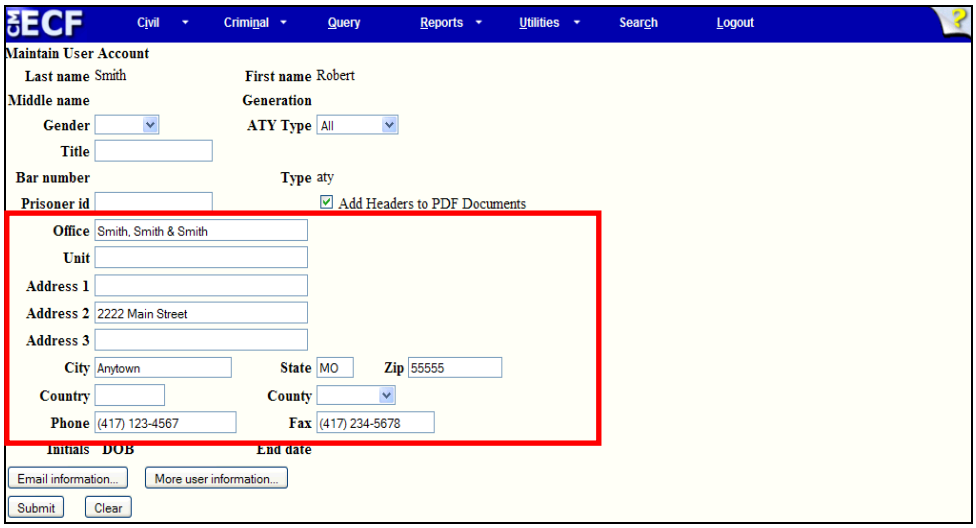
Maintain Your Account

Click on **Maintain Your Account** from the **Utilities** Menu to open the Maintain User Account Screen.

This screen displays all of the user registration information that is contained within the CM/ECF database for your account with the Court. This information can only be accessed with your CM/ECF login and password.

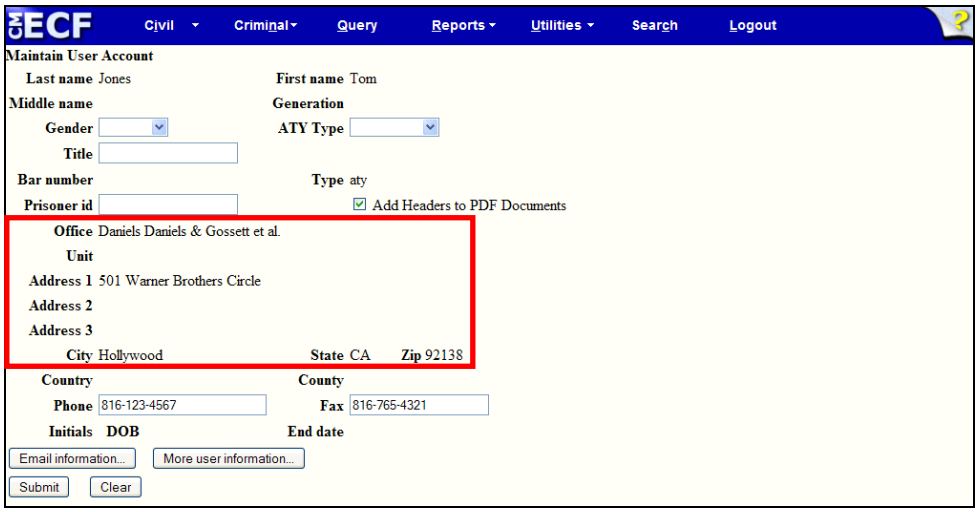
Update Address and Phone Information

Some users have the ability to update their address and phone information from the **Maintain User Account** screen. If location information is displayed in open text boxes, then the information can be updated by the user. The screen below shows information that can be updated by the user.



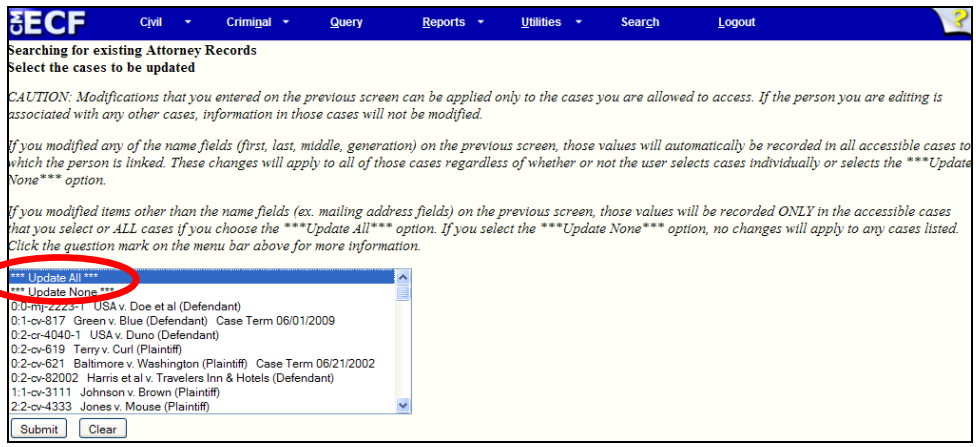
If a user's name is linked to a law firm, the user will not be able to make changes to the firm name and address. Changes to the telephone and fax number can be made by the user. When a user is linked to a law firm, a notice of change of address needs to be submitted to the court for any address or firm change.

The information in the screen below is linked to a law firm and cannot be updated by the user.



After updating your account information, click. Submit

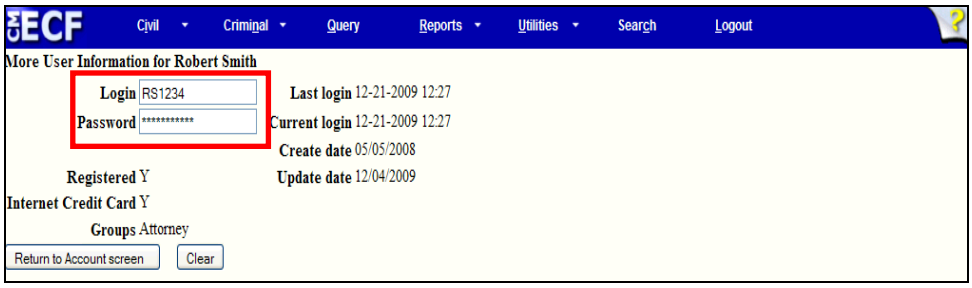
The next screen displays all cases associated with your account. Select **Update All** to apply the changes to both open and closed cases.



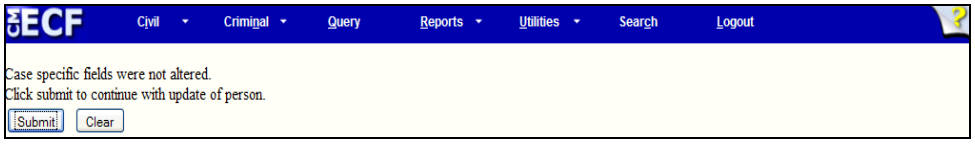
Click Submit to transmit the changes to the CM/ECF system. The system will display an account update confirmation screen once the changes have been accepted. Make sure you receive this screen before leaving the **Utilities** menu.

Change Your Password

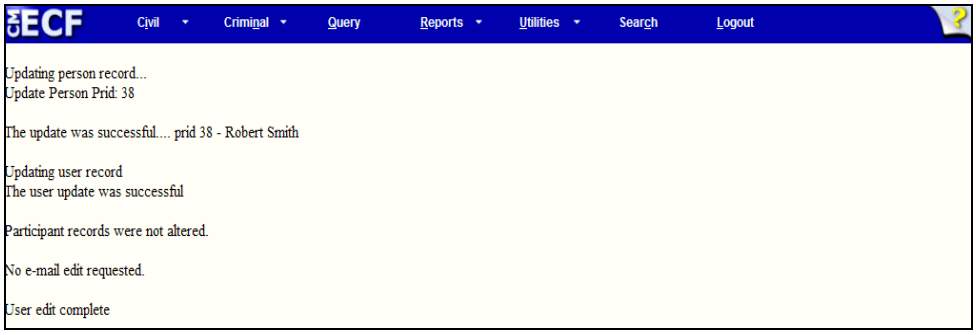
For security purposes CM/ECF displays a string of asterisks in the Password field to mask your password. Because the password field is masked, if you change your password, the Court cannot access the new password. If you forget your password, the clerk's office can reset it.
To change your CM/ECF password, place your cursor in the Password field, delete the asterisks and type your new password. As you type your new password the characters will be displayed. When you have completed entering your new password, click Return to Account screen to return to the **Maintain User Account** screen.



Click Submit on the **Maintain User Account** screen. You will see the screen below. At this point the changes have not been accepted by CM/ECF. Click Submit to submit your changes to the CM/ECF system.



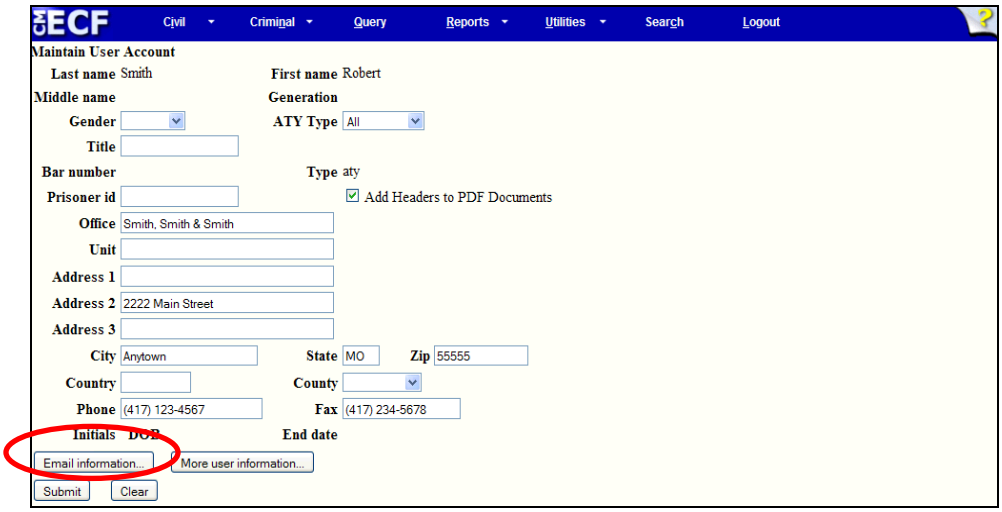
The account update confirmation screen will be displayed. Make sure you receive this screen before leaving the **Utilities** menu.



Note: When making changes to your account, if you do not receive the account confirmation screen, any changes you made **have not** be accepted by the system.

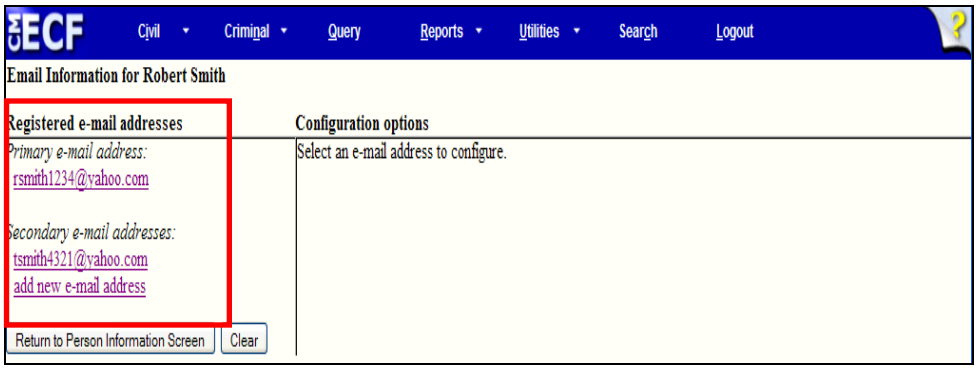
Maintain Your E-Mail Settings

Click on **Maintain Your Account** from the **Utilities** Menu to open the Maintain User Account Screen. To access the **E-mail Information** screen, click [Email information...]. The E-mail Information screen allows users to update their e-mail address, add secondary e-mail addresses (i.e., paralegal, secretary or other support staff), request notice for additional cases and specify format and delivery for receiving all Notice of Electronic Filings (NEFs).

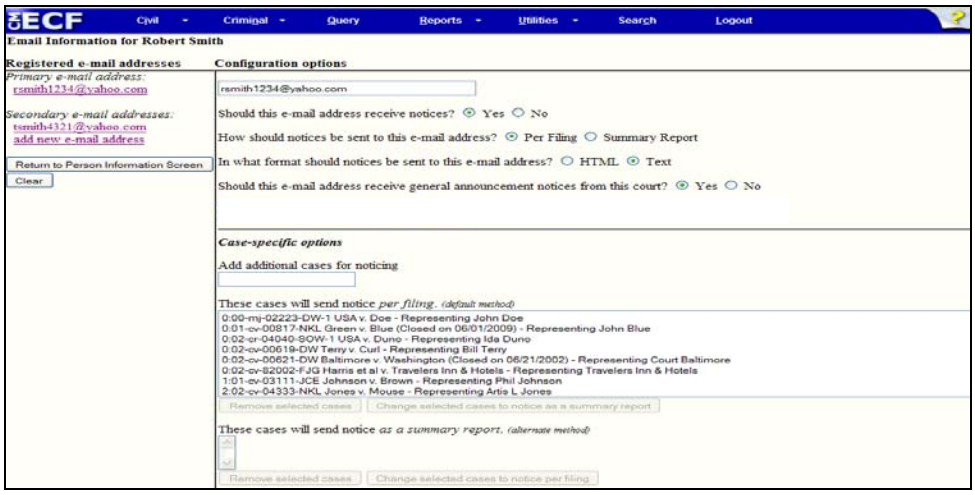


Adding and Changing Primary and Secondary E-Mail Addresses

The initial E-mail Information screen is divided into two panes. In the left pane are the primary e-mail address and secondary e-mail addresses, if any. Select the e-mail address to be updated, or if adding a secondary e-mail address, select **add new e-mail address**.



After the e-mail address is selected, the current e-mail address and additional configuration options are displayed in the right pane. Delete the existing address and type in the new information. If adding a new secondary e-mail address, type the address in the box. Once the user enters a complete e-mail address, configuration options appear under the e-mail address in the right pane.



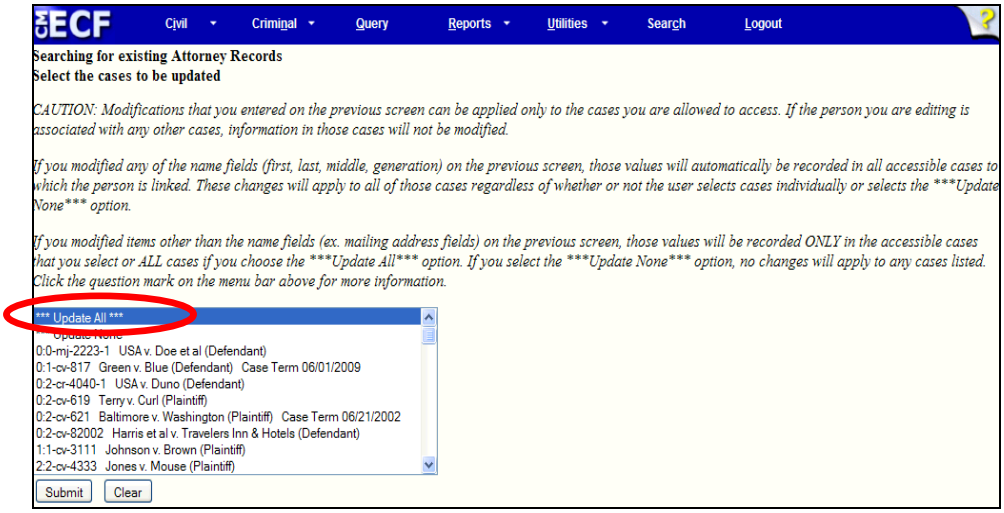
Following is an explanation of each of the configuration options available to users:

Option	Description
Should this e-mail address receive notices?	CAUTION: This setting should ALWAYS be set to **Yes**. If set to **No**, neither the primary e-mail address nor any secondary addresses will receive Notices of Electronic Filings (NEFs) in any cases.
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. If **Per Filing**, an e-mail will be sent for each individual filing. If **Summary Report**, one daily summary e-mail notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: *Should this e-mail address receive a "no activity" notice when no summary noticing occurs?* If **Yes**, the Daily Summary Report e-mail will include the message *"no transactions found for this time period"* if no activity occurs in the cases for which the user is configured to receive summary notices. If **No**, then no e-mail will be generated when there is no activity in the cases.

In what format should notices be sent to this e-mail address?	Controls the format of the e-mails – either **HTML** or **Text**. HTML is the preferred format.
Show all cases for this e-mail address?	Displays a list of all of the cases for which the user is configured to receive NEFs.
Add additional cases for noticing	Allows users to add cases in which they are not an case participant, but would like to receive NEFs. **There is no free look associated with these Notices.**
These cases will send notice *per filing*. *(default method)*	An e-mail will be sent for each individual filing.
These cases will send notice *as a summary report*. *(alternate method)*	One daily summary e-mail notice that lists all the filings for that day will be sent.

When you have modified the e-mail primary or secondary e-mail address information, click [Return to Person Information Screen] in the left pane to return to the **Maintain User Account** screen. Click [Submit] on the **Maintain User Account** screen. **You MUST hit the Submit button on THIS screen to save any of the changes made to your email configurations.**

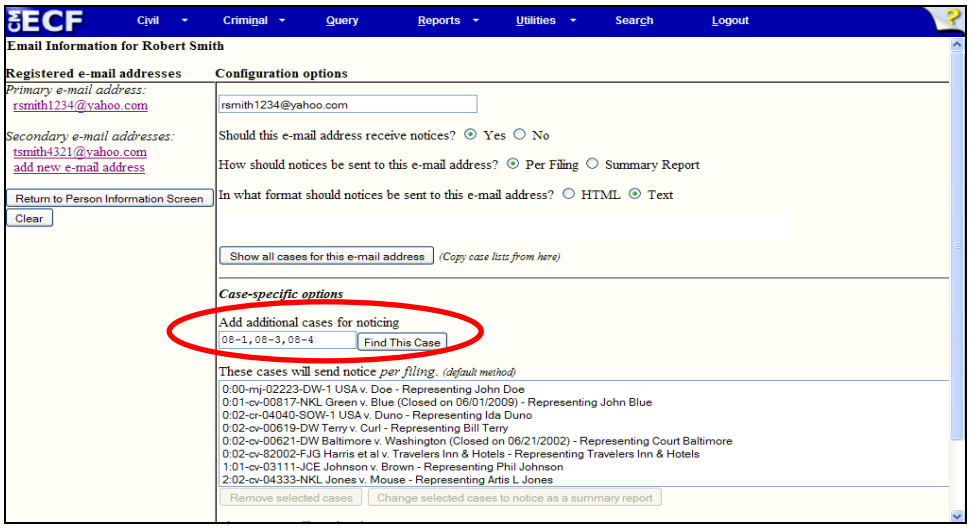
When the primary e-mail address is modified, the next screen will display all cases associated with the account. Select **Update All** to apply the changes to both open and closed cases.



Click to Submit transmit the changes to the CM/ECF system. The system will display an account update confirmation screen once the changes have been accepted. Review the e-mail configurations for each e-mail address. To see the complete list of cases for which each e-mail will receive notice, click the **View/Hide case list**. Make sure you receive this screen before leaving the **Utilities** menu.

Add/Remove Additional Cases

To receive NEF's in additional cases which may be of interest, enter a case number or multiple case numbers separated by a comma, in the **Add additional cases for noticing** text field in the bottom right pane and then click Find This Case. After selecting the appropriate case(s), click Add case(s). This will add the case(s) to the list of cases in the service list. To remove cases which are no longer of interest, highlight the case number in the box and click Remove selected cases.



If you wish to receive one daily summary e-mail notice that lists all the filings for that day in a particular case or cases, highlight the case(s) in the **These cases will send notice *per filing*** box and click [Change selected cases to notice as a summary report].

For secondary e-mail addresses, the additional **Should this e-mail address receive notice for all cases in which this individual is a participant?** configuration option is available. By selecting **Yes** users will receive e-mail notification in all of the cases which appear in the **These cases will send notice *per filing*** box and any future cases in which the primary user appears. Selecting **No** to this option will ensure that the user will not receive notices in any future cases in which the primary user appears.

Secondary e-mail recipients requesting to receive notice in specific cases only should delete all cases for which they do not wish to receive notice from the **These cases will send notice *per filing*** box. E-mails will be sent to secondary e-mail recipients for all cases listed in the noticing box.

Note: The "free look" does not apply when viewing documents in cases for which you a not a participant. Adding **Additional Cases** allows you to receive the NEF, however, in order to view the document, you will need to use your PACER account.

Click to [Submit] transmit the changes to the CM/ECF system. The system will display an account update confirmation screen once the changes have been accepted. Review the e-mail configurations for each e-mail address. To see the complete list of cases for which each e-mail will receive notice, click the **<u>View/Hide case list</u>**. Make sure you receive this screen before leaving the **<u>Utilities</u>** menu.

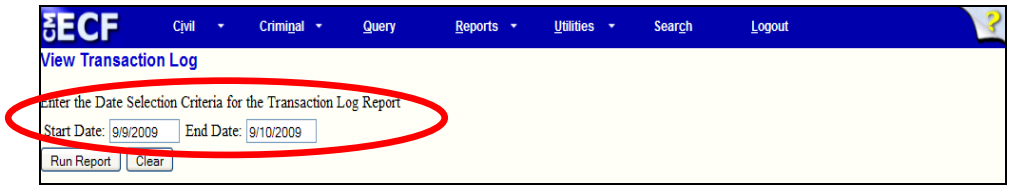
View Your Transaction Log

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

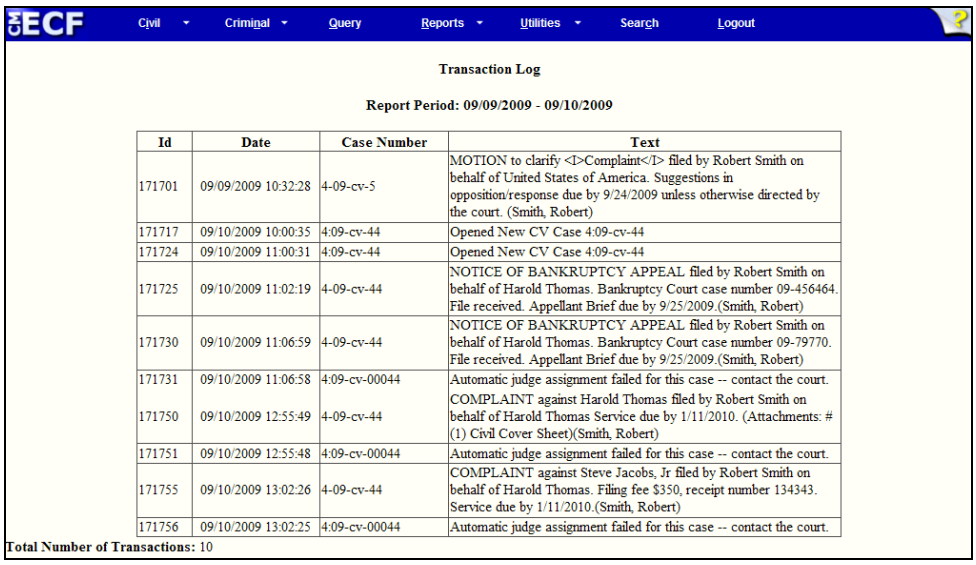
- all of the transactions you entered are reflected in the Transmission Log; and
- no unauthorized individuals have entered transactions into CM/ECF using your login name and password.

From the **Utilities** menu, select **View Your Transaction Log**.

Enter the date range for your report and click Run Report.



CM/ECF displays a report of all your transactions within the date range you specified. If you believe or suspect that someone is using your login and password without your permission, change your password immediately, and telephone the court as soon as possible.



Transaction Log

Report Period: 09/09/2009 - 09/10/2009

Id	Date	Case Number	Text
171701	09/09/2009 10:32:28	4-09-cv-5	MOTION to clarify <I>Complaint</I> filed by Robert Smith on behalf of United States of America. Suggestions in opposition/response due by 9/24/2009 unless otherwise directed by the court. (Smith, Robert)
171717	09/10/2009 10:00:35	4:09-cv-44	Opened New CV Case 4:09-cv-44
171724	09/10/2009 11:00:31	4:09-cv-44	Opened New CV Case 4:09-cv-44
171725	09/10/2009 11:02:19	4-09-cv-44	NOTICE OF BANKRUPTCY APPEAL filed by Robert Smith on behalf of Harold Thomas. Bankruptcy Court case number 09-456464. File received. Appellant Brief due by 9/25/2009.(Smith, Robert)
171730	09/10/2009 11:06:59	4-09-cv-44	NOTICE OF BANKRUPTCY APPEAL filed by Robert Smith on behalf of Harold Thomas. Bankruptcy Court case number 09-79770. File received. Appellant Brief due by 9/25/2009.(Smith, Robert)
171731	09/10/2009 11:06:58	4:09-cv-00044	Automatic judge assignment failed for this case -- contact the court.
171750	09/10/2009 12:55:49	4-09-cv-44	COMPLAINT against Harold Thomas filed by Robert Smith on behalf of Harold Thomas Service due by 1/11/2010. (Attachments: # (1) Civil Cover Sheet)(Smith, Robert)
171751	09/10/2009 12:55:48	4:09-cv-00044	Automatic judge assignment failed for this case -- contact the court.
171755	09/10/2009 13:02:26	4-09-cv-44	COMPLAINT against Steve Jacobs, Jr filed by Robert Smith on behalf of Harold Thomas. Filing fee $350, receipt number 134343. Service due by 1/11/2010.(Smith, Robert)
171756	09/10/2009 13:02:25	4:09-cv-00044	Automatic judge assignment failed for this case -- contact the court.

Total Number of Transactions: 10

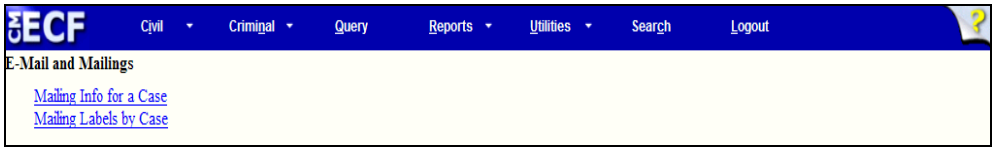
Miscellaneous Utility Features

CM/ECF provides three miscellaneous functions within the **Utilities** feature of the system:

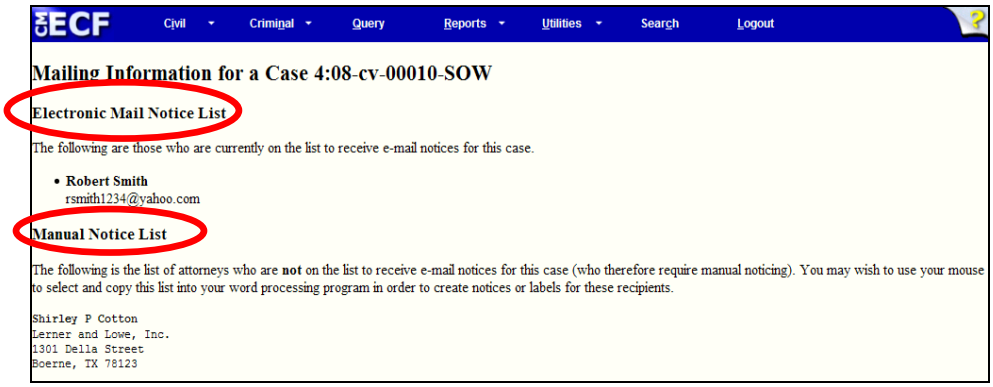
1) Mailings
2) Internet Payment History
3) Legal Research

Mailings

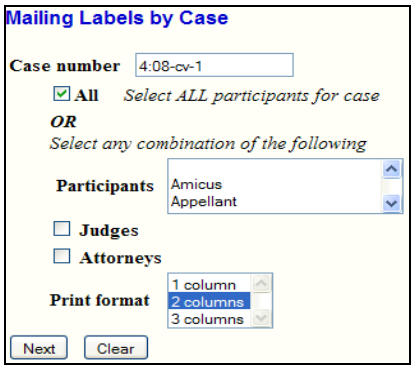
Included in the **E-mail and Mailings** feature of CM/ECF is the ability to view mailing information and print mailing labels for a specific case.



Mailing Info for a Case - Enter a case number and click Submit to see which attorneys receive electronic notification and those that require manual noticing. This feature will help the user complete the required Certificate of Service.

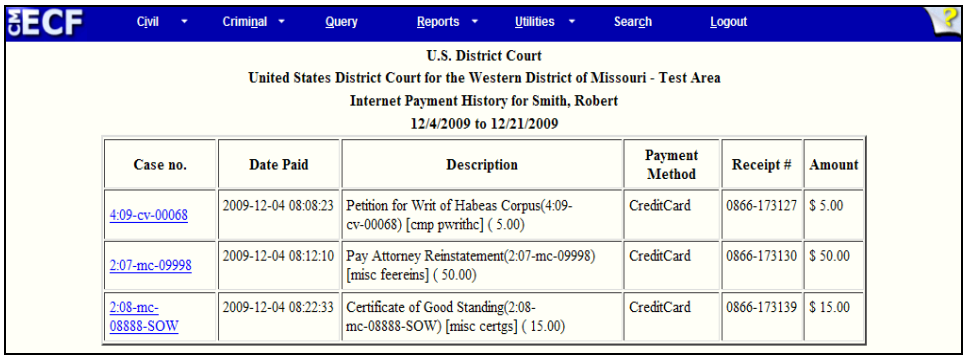


Mailing Labels by Case – CM/ECF will display name and address data in label format for a single case. The print function in the browser must be used to print labels, or the screen contents can be copied and then pasted into a word processing program. Users can select all participants for a case or any combination of participants.



Internet Payment History

The **Internet Payment History** allows users to see a list of payments they have made by credit card or direct debit via the internet for a specified date range. Each entry lists the case number, date and time of the transaction, a description of the docketing event which initiated the transaction, payment method, receipt number and payment amount.



Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
4:09-cv-00068	2009-12-04 08:08:23	Petition for Writ of Habeas Corpus(4:09-cv-00068) [cmp pwrithc] (5.00)	CreditCard	0866-173127	$ 5.00
2:07-mc-09998	2009-12-04 08:12:10	Pay Attorney Reinstatement(2:07-mc-09998) [misc feereins] (50.00)	CreditCard	0866-173130	$ 50.00
2:08-mc-08888-SOW	2009-12-04 08:22:33	Certificate of Good Standing(2:08-mc-08888-SOW) [misc certgs] (15.00)	CreditCard	0866-173139	$ 15.00

Legal Research

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, CM/ECF opens a new screen that contains hyperlinks to a Law Dictionary and a path to your Westlaw and/or Lexis accounts via the Internet.

Additional Information and Features

Transcripts

1. Effective June 9, 2008, the United States District Court for the Western District of Missouri, in accordance with the Judicial Conference Policy on Privacy and Public Access to Electronic Case Files, Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1, implemented a new policy regarding official court transcripts. Following is a portion of the policy:

    a. A transcript provided to the court by a court reporter or transcriber will be available at the Clerk's Office, for inspection only, for a period of 90 days after it is filed.

    b. During the 90-day period, a copy of the transcript may be purchased from the court reporter or transcriber at the rate established by the Judicial Conference. Any attorney of record who has purchased a copy of the transcript from the court reporter or transcriber will be given remote electronic access to the transcript through the court's CM/ECF system.

    c. After the 90-day period has ended, or longer if ordered by the court, the transcript will be available to download through PACER, for copying at the Clerk's Office, and for purchase from the court reporter or transcriber.

2. The policy applies solely to transcripts filed on or after June 9, 2008, of proceedings held before the United States District Judges and Magistrate Judges for the Western District of Missouri and recorded by Official Court Reporters, Contract Court Reporters, and Electronic Court Recorder Operators. The policy does not apply to depositions, proceedings of state courts, other jurisdictions, or sealed transcripts.

3. The policy establishes a procedure for counsel to request the redaction from the transcript of specific personal data identifiers before the transcript is made remotely available electronically to the general public.

4. Please visit www.mow.uscourts.gov to view the complete transcript policy.

Universal Event and Menu Search

CM/ECF has a universal event and menu search option which allows users to search for a main menu item or event.

To search for a menu item or event, select **Search** from the **Main Menu** at the top of the CM/ECF screen.

A dialog box is displayed allowing the user to enter the partial or full name of the event the user is trying to locate.

The search feature will search for complete words as well as partial words. Searching for the letter combination "dis" will bring up any **events** or **menu items** with the "dis" combination, i.e., dismiss, disqualify, discovery, etc. Each item is a hyperlink to the corresponding menu item or event, so the user can access the menu item from the search results screen.

Viewing Multiple Documents from the Docket Sheet

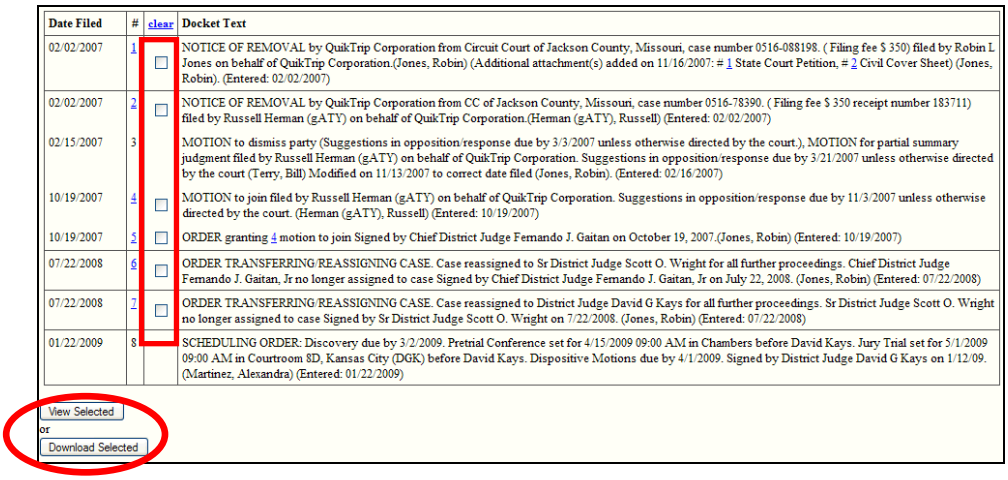
CM/ECF provides the ability to select and view (or save) multiple documents at one time from a docket sheet. The multiple document view saves the user time and effort when they know there are several documents they wish to view (or save). A user can view the documents or download (save) the selected documents into a zip file.

To run a docket report, enter the case number in the **Case number** field and click Find This Case. Click View multiple documents from the Docket Sheet report query window. If needed, select other options for the docket sheet.

The docket sheet will display with check boxes where there are documents to be selected. Check the box for each document you wish to view. At the bottom of the docket sheet are two options:

- The View Selected button will display the selected documents in one display window. **If you save the PDF documents they will be saved as one PDF document.**

- The Download Selected button will download the PDF documents into a ZIP file. Once the user selects a destination directory and filename, the ZIP file is saved in the specified location. **The ZIP file is stored in a format that results in separate files upon decompression.**



Viewing Multiple Documents for One Docket Entry

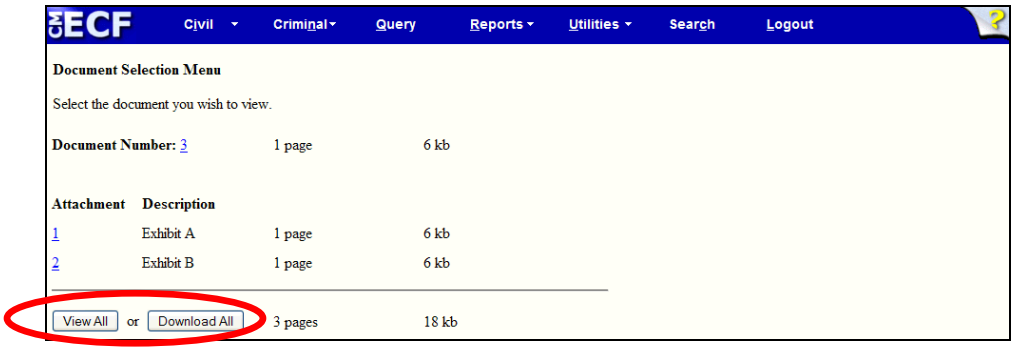
CM/ECF provides the ability to view (or save) multiple attachments for a single docket entry at the same time. The multiple attachment view saves the user time when they know there are several attachments related to a single document.

After entering a valid case number on the Docket Sheet screen, the [Run Report] button becomes active and allows you to run the docket report. The docket entries are displayed with hyperlinks to the documents. Clicking on any document that has attachments brings up a display listing the main document and each attachment. At the bottom of the docket sheet are two options:

- The [View All] button will display the selected documents in one display window. **If you save the PDF documents they will be saved as one PDF document.**

- The [Download All] button will download the PDF documents into a ZIP file. Once the user selects a destination directory and filename, the ZIP file is saved in the specified location. **The ZIP file is stored in a format that results in separate files upon decompression.**

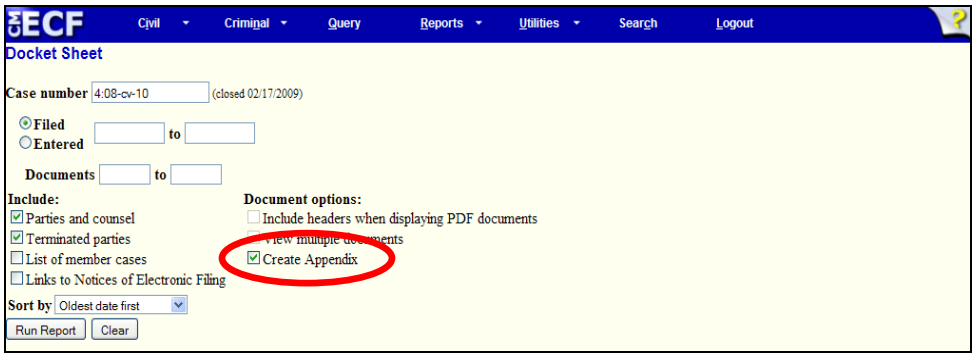
The [☑ View multiple documents] checkbox does not have to be checked to use this feature.



Create an Appendix

One of the options on the Docket Report screen is **Create Appendix**. Users can select the **Create Appendix** option to include an Appendix for the Court of Appeals. Documents can be selected from the Docket Report for aggregation into a single PDF file.

From the Docket Report Screen, select **Create Appendix.**



When the Docket Report is run with the *Create Appendix* option selected, four radio buttons are included at the bottom of the report: *Include full docket sheet*, *Include abridged docket sheet*, *Include documents in Appendix* and *Include document hyperlinks in Appendix*.

Creating an Appendix with the *Include full docket sheet* Option

When the *Include full docket sheet* option is selected, a full docket sheet will be generated and included in the Appendix.

Creating an Appendix with the *Include abridged docket sheet* Option

When the *Include abridged docket sheet* is selected, an abridged docket sheet containing only the entries selected will be generated and included with the Appendix.

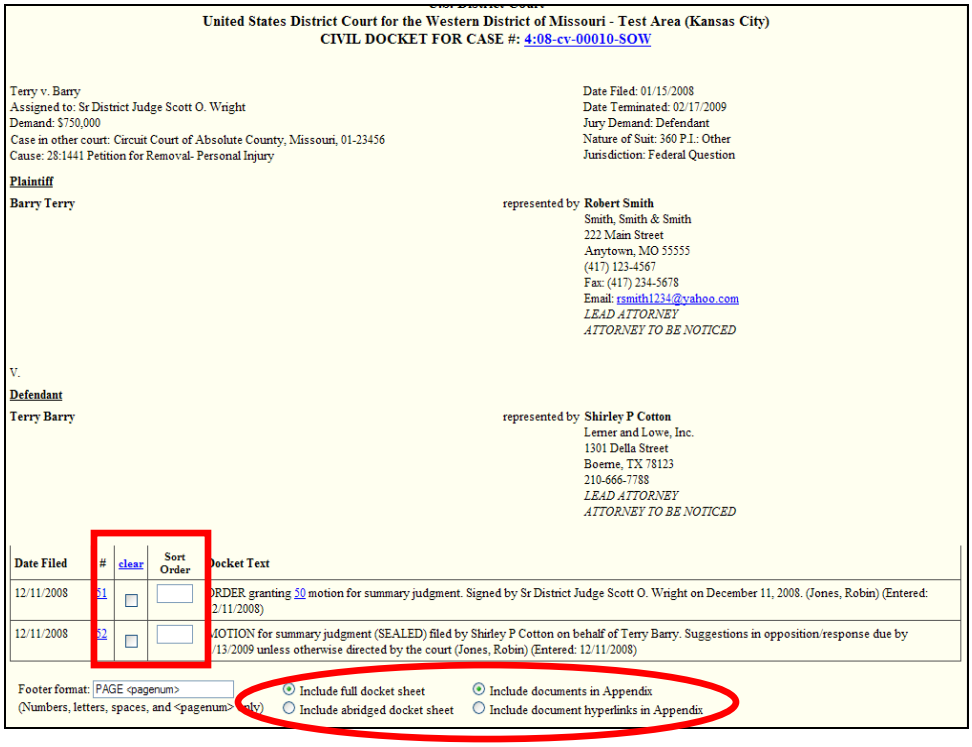
Creating an Appendix with the *Include documents in Appendix* Option

When the *Include documents in Appendix* option is selected, the documents selected for inclusion in the Appendix are appended to the docket sheet in PDF format.

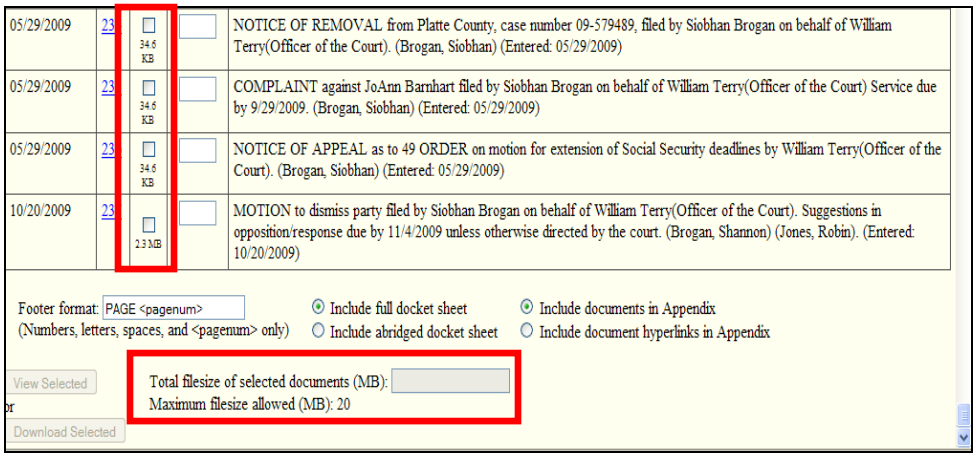
Creating an Appendix with the *Include document hyperlinks in Appendix* Option

When the *Include document hyperlinks in Appendix* option is selected, a PDF version of the docket sheet that **does not** include the documents is generated. This PDF version of the docket sheet includes document hyperlinks which direct the user clicking on them back to the Western District of Missouri's CM/ECF application to view the documents.

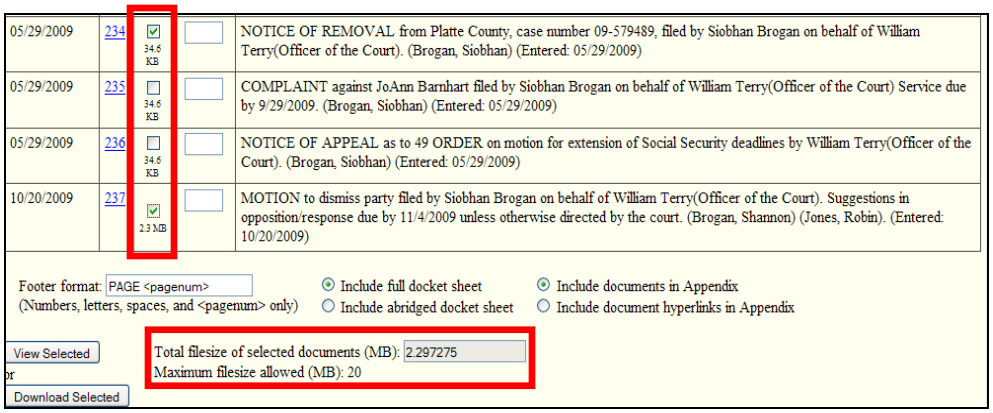
The *Sort Order* column allows users to specify the order in which documents are included in the Appendix. Any documents with a sort order specified this way will be included in the order by their sort number, before documents that don't have a specified sort order. The table of contents (bookmarks) for the aggregated PDF file will be in the same order as the included documents.



If all of the documents in the case would together exceed the maximum allowable file size, then the file sizes for each individual document would appear on the screen.



As documents are selected to be included in the Appendix, the system calculates the total file size so the user can avoid exceeding the limit when selecting documents.



The user can view the Appendix or download the Appendix to their computer based on their preference.

A summary of PACER billing will be provided for the selected documents. This will consist of a series of PACER billing receipts for each document, with a computed total billing amount. The user will be charged for the docket sheet from which the documents are selected, but not for the docket sheet that is included in the aggregated file.

Frequently Asked Questions

My machine locks up at the login screen, but other attorneys at my firm don't have the problem – why me?

If you get to the login screen and the system hangs when you try to complete your login, something is blocking the Secure Socket Layer (SSL). The systems person at your firm needs to look at the router and any firewalls the firm has set up to determine where the blocking is taking place. Attorneys at a firm may experience this problem while other attorneys at the same firm do not because they may be directed to different proxy servers.

I receive a "Data Missing" error when I try to print reports from CM/ECF – what does this mean?

Some users have reported when trying to print large dockets other reports from the CM/ECF system that they have received an error message stating: "Data Missing – This document resulted from a POST operation and has expired from the cache. If you wish you can report the form data to recreate the document by pressing the reload button". To fix this problem, we recommend dramatically increasing the size of your cache.

I have logged into CM/ECF but I do not get all of the docket entries. Why is this happening?

The cache on your computer may be full. Cache is a location on your hard drive where data is stored. When you search the Internet, your computer keeps track of every page you have visited and saves this information on our hard drive. If this file becomes large (i.e., many pages have been searched), the result may be a loss of data. Consult your IT support personnel about how to clear your cache.

Why are some menu options not appearing or the window is blank?

Right click in the window and select Reload Frame (Firefox) or Refresh (IE). If that does not display all options, clear the cache or temporary internet files (consult your IT support personnel for more information as necessary).

Which browsers are not compatible with CM/ECF?

Netscape
Internet Explorer 5.0 and below
AOL browser
MSN browser
Safari (inconsistent compatibility reported)

My document seems to change when I convert it into PDF - what's happening?

This is called "flowing". Depending on the font, the printer selected, and other characteristics of the content, a document may undergo some changes when it's converted into PDF. Set your PDF Writer as the default printer BEFORE opening the WordPerfect or Word document. Setting the PDF writer as your default printer will allow pagination to occur as you work on the document, thereby assuring proper page breaks in the final document.

Are there any reasons why I wouldn't receive my court generated Notice of Electronic Filing via e-mail?

The most common reason for non-delivery is that our court e-mail has been identified as spam either by the recipient or automatically by the Internet Service Provider (ISP). If a recipient inadvertently identified a previous court email as spam, the ISP may be blocking e-mail from the court. Contact your ISP to rectify this situation. Some ISP's may automatically route court e-mail to a junk mail folder. Go into your junk mail folder and mark the e-mail from the court as "not junk mail".

When I log into my account I get a screen that says I'm already logged in. What causes this and what should I do?

Failing to select "Logout" when exiting can cause this. Also, since your login and password substitute for your signature, you are only allowed to have one session open at a time. You will also receive this message if someone else has logged into your account. You should click "Continue Login" to enter the system. Doing so will boot any other user of this account off the system.

When I click on the link in my e-mail, why am I prompted for a login?

There are 3 reasons you may be prompted to login after clicking the link in your e-mail:

1. If it is a certain case type (e.g., Social Security or Immigration case) or a restricted document, you will need to enter your CM/ECF login and password so the system can verify you are an attorney of record in the case.
2. If 15 days have elapsed since the document was filed, the free copy has expired and you will be required to login in. You will be charged for viewing the document.
3. If the link has already been accessed, you will be charged for viewing the document.

Technical Failures

The Clerk shall deem the Western District of Missouri, CM/ECF web site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon that day, in which case filings due that day which were not filed due solely to such technical failures shall become due the next business day. Such delayed filings shall be rejected unless accompanied by a declaration or affidavit attesting to the filing person's failed attempts to file electronically at least two times after 12:00 p.m. separated by at least one hour on each day of delay due to such technical failure. If you have questions about CM/ECF, please call our Help Desk at 1-800-466-9302.

Logout

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

Click on **Logout** from the **Main Menu** at the top of the screen. CM/ECF will log you out of the system and return you to the CM/ECF login screen.