

**Electronic Case Filing
Attorney User Manual
District of South Carolina**



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I. GENERAL

A. Overview

1. Use of this Manual and the ECF Policies and Procedures

This manual provides instructions on how to use the District of South Carolina's *Electronic Case Filing (ECF) System*.^{*} This system allows properly authorized attorneys (*Filing Users*)^{*} to electronically file and retrieve documents. It also facilitates the electronic service of documents on other *Filing Users*.

* As you read this manual, you will notice that a number of words are shown in *Italics with Initial Capitalization*. These are all defined terms. The relevant definitions may be found in ECF Policies and Procedures § 1.

Please note that screen captures are for purposes of demonstration and may not be exactly what is displayed from the current version of ECF and/or your browser.

Prior to reading this manual, you^{**} should read the ECF Policies and Procedures. Compliance with both this manual and ECF Policies and Procedures is required to properly utilize the *ECF System*. Cross references to the ECF Policies and Procedures are included throughout this manual to assist you in finding related sections.

** This manual is directed to *Filing Users* as that term is defined in the ECF Policies and Procedures. As used in this manual, the terms “you” and “yours” refer to the *Filing User* or person seeking to become a *Filing User*, depending on context.

Use of the *ECF System* also requires a working knowledge of an internet browser (*e.g.*, Internet Explorer or Netscape) and the ability to use a *PDF* reader-writer program (*e.g.*, Adobe Acrobat). Only the most generic instructions as to use of these type programs are provided in this manual. *See also* § I.A.2 (Help Desk).

2. Help Desk

If you have questions about the *ECF System* after training, have difficulty using a computer-based training module, or have problems filing a document, you may call the court's Help Desk.^{*} **Help Desk numbers are listed on the last page of this manual.** Someone will be available to help you between 9:00 a.m. and 4:30 p.m., Monday through Friday (excluding holidays). At other times, you may leave a voice mail message which will be returned within one business day.

- * This manual provides instructions on use of the *ECF System* and, therefore, includes some general information on types of external programs and hardware you will need for this purpose. Court personnel cannot give you technical advice or assist you with specific questions regarding your chosen hardware, software programs (e.g., specific *PDF* reader-writer programs), or the internet (e.g., internet browsers). Such questions should be directed to your hardware, software, or internet service provider. Questions regarding *PACER* should be directed to the *PACER Service Center*. See *infra* § I.B.3.

3. The Court's Web Page and *ECF System* Capabilities

The court's web page (www.scd.uscourts.gov) will allow anyone with internet access to:

- View or download the most recent version of the *Attorney User Manual*, *ECF Policies and Procedures*, and forms referenced in this manual;
- Self-train on the web-based *ECF* tutorial and computer-based training modules;
- Practice filing documents in the *ECF* "training" database;
- View and download court calendars.

Filing Users may also:

- View and save documents hyperlinked to the *NEF* (one time "free look");
- Electronically file documents in actual cases and electronically serve them on other *Filing Users* and *Pro Hac Vice Participants (PHV Participants)*.

Persons with *PACER* accounts may also:

- View docket sheets;
- View filed documents in all cases (subject to some confidentiality limitations);
- View various reports (e.g., civil cases report, judgments) for cases that have been electronically filed.

4. Electronic Service – Notice of Electronic Filing

One of the major benefits of the *ECF System* is electronic service of most filed papers.* When a document is filed using the *ECF System*, a *Notice of Electronic Filing (NEF)* is automatically sent to the e-mail addresses provided for the *Filing Users* and *PHV Participants* in that action. The date on the *NEF* is the filed date. Filing is not complete until the *NEF* is produced. See *ECF Policies and Procedures* § 6.

- * By registering as a *Filing User* or *Pro Hac Vice Participant*, an attorney consents to electronic service of all filed documents other than documents for which electronic service is prohibited (e.g., summons, complaint, indictment, and warrants). See ECF Policies and Procedures §§ 2.4 and 11.

~~NOTE: Be sure the *ECF System's* address(es) is/are removed from your spam filter so it will not reject the system's e-mails.~~ NOTE: Be sure your spam filter accepts *all mail from the domain @scd.uscourts.gov* so NEFs, or notifications of electronic filing from the Court, are not rejected.

Individuals who receive electronic notification of a filing are permitted one “free look” at the document by clicking once on the associated hyperlinked document number embedded in the *NEF*.** The document may be saved to your computer at that time for future “free” access. Subsequent retrieval of the case docket sheet and documents from the *ECF System* must be made through your *PACER* account and is subject to regular *PACER* fees.

- ** The hyperlink to access the document will expire after the earlier of: (1) the first use; or (2) 15 days from transmission of the *NEF*. Any time that same hyperlink is accessed after it has expired, the *NEF* recipient will be asked for a *PACER* login and will be charged to view the document.

The attorney who electronically files a document must also make *Traditional Service* on *pro se* litigants and attorneys who are not *Filing Users* or *PHV Participants*.*** The *NEF* must be included with the documents served. Proof of such service shall be electronically filed with the court within one (1) business day after the electronic filing of the document (as shown on the *NEF*).

- *** The *NEF* will indicate which attorneys have received electronic service and will also list associated counsel and any *pro se* parties who have not been served via *NEF*. The *Filing User* who filed the document must make *Traditional Service* on any *pro se* parties and attorneys other than attorneys appearing *pro hac vice* who are listed as not having received the *NEF*. See Local Civil Rule 83.I.06 (not requiring service on attorneys appearing *pro hac vice*).

5. Failed Transmission of *NEF*, E-Mail Accounts and Returned E-Mail

At the end of filing, you will see the system's *NEF* which verifies the transmission was received. If you do not see the *NEF* before logging out, check *PACER* to see if the filing is reflected on the docket. If it is, the transmission was successful. If it is not, contact the Help Desk.

After filing a document, you will receive an *NEF* by e-mail. You should review this e-mail *NEF* to ensure that there are no apparent problems with the notice (i.e., the hyperlink works properly). If you did see the system's *NEF* before logging out of the system, but you did not receive an e-mailed *NEF*, check *PACER* to see if the document is reflected on the docket. If it is, the problem is probably with your e-

mail. If it is not, the filing failed, and you should either refile or contact the Help Desk.

If the hyperlink on your e-mailed *NEF* does not work properly, contact the Help Desk. If you learn that another party did not actually receive service despite being listed as served on the *NEF*, you are responsible for further service. See ECF Policies and Procedures § 11.2.1.

You must maintain an e-mail account with enough storage space to receive electronic notices from the court.* If the size of your e-mail account is not sufficient, *NEF* e-mails will fail and be returned to the court where they will be stored for 30 days. The court will check failed e-mails and attempt to re-send. After 30 days, they will be deleted from the system.

* In general, an account with storage space of at least 100 megabytes is sufficient. The e-mail generated from the *ECF System* can be voluminous and exceed the size allocated for free e-mail accounts. You may need to consider purchasing extra storage space from your Internet Service Provider (ISP).

You are responsible for keeping the primary and alternative e-mail addresses you provide to the court current at all times. The court should be notified within 24 hours if you are having difficulty with your ISP. At the same time, you should work with the ISP to resolve the problem. When the problem is resolved, notify the Help Desk so that the court can resend the *NEF* e-mails to the primary e-mail address on the account.

The e-mail generated by the *ECF System* is sent by SCDEFilingstats@scd.uscourts.gov. DO NOT REPLY TO ANY E-MAIL FROM THIS ADDRESS.

6. Participation and Transition Period

Unless excused by the court, all members of the District of South Carolina Bar shall register as *Filing Users* within six (6) months after the start date for the *ECF System*. Attorneys admitted *pro hac vice* may not participate as *Filing Users* but shall be required to consent to electronic service (to participate as *PHV Participants*). This participation will also be phased in over the first six months.* See ECF Policies and Procedures § 3.

* Pursuant to Local Civil Rule 83.I.06, neither the court nor opposing parties is required to serve attorneys appearing *pro hac vice*. Nonetheless, in light of the benefits offered by electronic service and the minimal burden of serving additional attorneys in this manner, the court has elected, as a courtesy, to include *pro hac vice* attorneys in the *ECF System* for noticing purposes. Participation by these attorneys will be phased in by requiring participation by attorneys who seek *pro hac vice* admission after the start date for the *ECF System*. Attorneys admitted *pro hac vice* prior to the start date may request participation by completing the short “ECF *Pro Hac Vice* Attorney Registration” form and forwarding it to the address given on the form. It is local counsel’s responsibility to alert the court if an *NEF* fails to reflect notice to their associated *Pro Hac Vice Participant(s)* and to ensure that the document(s) linked to the *NEF* are forwarded to the *pro hac vice* attorney.

Attorneys are encouraged to begin participation as soon as possible to maximize the benefits of the system, including electronic service of filed documents and notice of court orders and hearings. **

** In conjunction with start up of the *ECF System*, the clerk's office will cease routine use of facsimile to deliver hearing notices and orders to attorneys. *Filing Users* and *PHV Participants* will receive immediate notice of filings through the *NEF*. Parties proceeding *pro se* and attorneys admitted to this court's bar who are not *Filing Users* will receive hearing notices and orders through regular mail or via the attorney mail boxes (located at Court Services area in the clerk's office), unless otherwise directed by the court. Unless the court directs otherwise, *pro hac vice* attorneys who are not *Pro Hac Vice Participants* will receive notices and orders only through local counsel.

Documents delivered to the court for filing will be scanned by court personnel. In either case, **the original of the filed document will be retained by the court in a chronological file.** Attorneys who file documents by the *Traditional Filing Method* should review the electronic version of the document within one week of filing and promptly advise the court if any error in scanning is detected.***

*** The chronological filing (segregated by date, not case number) will make it more difficult to retrieve documents. This difficulty will increase with the passage of time.

7. Signatures

Unless an individual judge's preference indicates otherwise, the *Filing User's* login and password in conjunction with an s/ and the *Filing User's* typed name on the filed document serve as the signature. See ECF Policies and Procedures § 10.

Documents may be filed with multiple s/attorney name. Each attorney represented by an s/attorney name will be added to the case. The attorney filing the document represents that he or she has obtained the original signatures on a hard copy of the document in question and has that document in his or her possession.

Some documents which bear the signatures of persons other than the particular *Filing User* who filed the document (including other *Filing Users*) must be electronically filed as scanned images (e.g., affidavits) except where other procedures are required (e.g., documents signed by multiple attorneys). See ECF Policies and Procedures §§ 10.4 and 10.5. Special rules apply to a *Filing User's* retention of documents containing original signature(s). See ECF Policies and Procedures § 9.

8. Docket Text Orders and Notices

Judges, their staffs, and the clerk's office have the ability to make docket entries which do not include an attached *PDF* document. For example, a judge may enter a text order granting or denying a motion by entering the ruling directly on the docket.

This docket entry will generate an *NEF*, reflecting the content of the docket entry. The *NEF* is delivered to all parties and serves as notice of the order.* *See ECF Policies and Procedures § 4.1.* Notices of hearings may also be given through service of an *NEF* reflecting a text entry on the docket. *See ECF Policies and Procedures § 5.*

* The *NEF* is electronically delivered to all *Filing Users* and *PHV Participants*. A hard copy will be delivered by other means (generally by regular mail, or, for those attorneys who have them, by using the attorney mail boxes located at Court Services area in the clerk's office) to all other attorneys and to *pro se* parties.

9. Quality Assurance

The clerk's office will perform a quality assurance review of docket entries made by *Filing Users*. If the clerk's office discovers an error needing correction, the clerk's office will make an annotation entry on the docket which will generate an *NEF*. They may also include a "Deficiency Memo" (sample follows this section). The *NEF* will be sent to all attorneys and *pro se* parties in the case, as well as to the judge to whom the case is assigned.

The *NEF* will either indicate that the clerk's office has made the necessary correction or will instruct you to take further action to remedy the apparent error. For instance, if the title on the document does not match the description selected for the transaction in the *ECF System*, the clerk's office may direct you to determine which is correct and to either advise the court or refile the document.

While the quality assurance review conducted by the clerk's office will uncover some errors, other errors, particularly involving the filing of the wrong document, may be discovered only by the *Filing User* or others involved in the action.

Some common causes of erroneous filings include:

- posting or attaching the wrong *PDF* file to a docket entry;
- selecting the wrong document type from the menu;
- entering the wrong case number; or
- failing to sign document in correct format.

You can minimize or eliminate these errors by viewing *PDF* files before posting or attaching them and by double checking your entries before you finalize your transaction in the *ECF System*. The *ECF System* does not permit you to change misfiled document(s) or to modify an incorrect docket entry after the transaction has been accepted.

If you detect an error in your entry, you should telephone the Help Desk. You will need to provide the case and document number(s) for the entry requiring correction. You will be advised if you need to re-file the document. If you detect apparent errors in another *Filing User's* submission, please alert that *Filing User* so that he or she may initiate the correction.

NOTE: If an erroneous filing results in failure to meet a deadline, you will need to seek relief for any default from the presiding judge.

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF SOUTH CAROLINA
[DIVISION [ALL CAPS]] DIVISION

TO:
FROM:
RE:
DATE:

Pursuant to Rule 5, Federal Rules of Civil Procedures, the [DOCUMENT FILED] has been filed. However, it is deficient in the area(s) checked below:

- Pleading not signed with s/Name.
- No certificate of service.
- No case number/division. Incorrect case number listed on document.
- Document filed in wrong case. PDF removed from wrong case, please re-file in correct case.
- No consultation certificate pursuant to Local Civil Rule 7.02.
- Memorandum not filed with motion pursuant to Local Civil Rule 7.04.
- Service or Waiver documents not attached to Complaint.
- No Interrogatories pursuant to Local Civil Rule 26.01. These Interrogatories must be filed immediately.
- Document not legible.
- Document _____ filed in error. PDF removed.
- Fee Required for: _____.
- Other: _____.

Please correct the deficiency(ies) within one (1) business day.

10. Courtesy Paper Copies and Proposed Orders

Different judges will have different requirements as to the filing of courtesy paper copies. Some judges may request courtesy paper copies only for specific types of filings (*e.g.*, motions and supporting memoranda). Others may want courtesy paper copies for all filings in specific types of cases or all filings in all cases. **You may find each judge's instructions and other preferences (including delivery method and timing) posted on the court's website.**

When required by the judge, the *Filing User* must provide the courtesy paper copy to the court in addition to electronically filing it as set forth above. **You should not deliver courtesy paper copies to the court unless requested via the website or otherwise.**

Proposed orders are to be sent in WordPerfect format (Rich Text Format is also acceptable) to a judge's chambers e-mail address which can be obtained from the judge's preferences section on our web page or by calling the clerk's office. Please follow judge's preferences regarding attaching proposed orders to docket entries.

11. Technical Failure

A *Technical Failure* is defined as a malfunction of court-owned or court-leased hardware, software, or telecommunications facilities which results in the inability of a *Filing User* to electronically file a document. *Technical Failure* does not include malfunctioning of a *Filing User's* equipment, hardware, or software. See ECF Policies and Procedures § 1.10. The ECF Policies and Procedures provide several options for preserving your time to file in the event of a *Technical Failure* (*e.g.*, by faxing the first page and signature page of your document to the clerk's office – facsimile numbers are provided on the last page of this manual or, if you still have e-mail functionality, calling the Help Desk for instructions and a possible e-mail address to use for that filing). You must still perfect proper electronic filing within one business day after the *Technical Failure* is remedied. See ECF Policies and Procedures § 12.

12. Malfunction of *Filing User's* Equipment

If **your** equipment malfunctions, either hardware or software, you may preserve your time for filing using the same methods as allowed for *Technical Failures*. You must still perfect proper filing within one business day after preserving your time. The filing should be perfected by electronic filing on the *ECF System*. In the event electronic filing is not possible, you should call the Help Desk to arrange filing by the *Traditional Filing Method* or other means (*e.g.*, if you still have e-mail functionality, you may be provided with a specific e-mail address to use for that filing).

13. Public Access and Sensitive Information

The *ECF System* will facilitate public access to court documents. Together with the benefits provided, comes an increased risk of misuse of sensitive information. For this reason, special rules apply to the inclusion of confidential business information, as well as certain personal information (*e.g.*, names of minors, personal identification numbers, financial information, and identifying information relating to jurors). These rules place the burden on the individual making the filing to ensure proper protection.* *See* ECF Policies and Procedures § 13 (implementing requirements of the E-Government Act of 2002, as amended, and Judicial Conference privacy policies).

* The same risks apply regardless of whether the document is filed by the *Traditional Filing Method* or electronically through the *ECF System*. The same protections should, therefore, be applied regardless of the filing method.

In addition, certain categories of cases** may have limited electronic access to all or designated categories of documents, meaning that only the attorneys in those actions and court personnel will be able to electronically access the restricted records. To the extent these documents are merely restricted from electronic access and not sealed, they may be available for public examination at a divisional office of the Clerk of Court. Individuals seeking to examine these documents should contact the Help Desk.

** The court limits electronic access to all documents in Social Security and ERISA cases as well as some aspects of criminal cases. *See* ECF Policies and Procedures § 13.2.

You are required to call the case manager to obtain entry into the *ECF System* to file a sealed document in an unsealed case (*e.g.*, Ex Parte Motion or to file in a sealed case). You are required to call the Help Desk to obtain permission to e-file a new case which is sealed by statute. (The Help Desk deputy will transfer you to the assignment clerk who has the duty for that day.)

14. Attachments and Exhibits

Attachments and exhibits to motions or memoranda must be submitted in electronic form as attachments to the main document. The following rules govern these attachments:

Excerpts. Only pertinent excerpts of the referenced document(s) should be submitted unless the full document is sufficiently short or the relevant excerpts so extensive that submission of excerpts would not result in a significantly shorter document. Excerpts should be identified as such and should include appropriate identifying and authenticating pages (*e.g.*, deposition cover page or first and last pages of contracts).

Originals. The original or complete hard copy of a document for which excerpts are filed need not be filed unless requested by the court.

Size. A single attachment may not exceed 4 MB (4,000 KB) in its *PDF* form. Generally, this is the equivalent of a 200-page word processing document converted to *PDF* or 100 scanned pages at 200 dpi. *See infra* § I.B.5.

Multiple Attachments. Multiple exhibits (or other attachments) may be linked to the primary document as individual attachments or, if they do not exceed the allowable size, combined as a single attachment. If multiple exhibits are linked as a single attachment, they shall include a cover sheet indexing the exhibits. If this method is used, the *Filing User* is strongly encouraged to include internal bookmarks to aid the court in electronically locating the proper exhibit.

B. Getting Started

1. Hardware and Software Requirements

Technical requirements are minimal and inexpensive. All that is needed is access to a personal computer running Windows 95, 98, 2000, NT, or XP with:

- the ability to create or convert documents into *Portable Document Format (PDF)* (one or more of the following):
 - *PDF* writer software (*e.g.*, Adobe Acrobat)
 - a word processor that can create *PDFs*
- a scanner and software to create *PDFs*
- an internet connection to access the *ECF System* and e-mail. Dial-up connections work, but a faster connection (DSL, high speed cable, etc.) is recommended.

- an approved internet browser. The *ECF System* has been tested and works correctly with Internet Explorer Version 5.5 and Netscape Versions 4.6x and 4.7x. Although not rigorously tested and certified, the *ECF System* also seems to work equally as well with Internet Explorer 6.x, Netscape 7.x, and Mozilla 1.5.
- *PDF* reader software (such as Adobe Acrobat Reader)
- an e-mail address
- an *ECF* account
- a *PACER* account. While *Filing Users* may file documents without a *PACER* account, they will be limited in their ability to retrieve documents or to query the *ECF System* without a *PACER* account.

Portable Document Format (PDF) is the key to the system. *PDF* makes all documents viewable in their original format on any computer whether they were scanned or converted from a word processing document.

2. Credit Card Requirement

In order to file an initiating or other document which requires payment of a filing fee (*e.g.*, complaint or motion for *pro hac vice* admission), you must have a credit card on file with the clerk's office. Two exceptions to this rule are initiating an action *in forma pauperis* and filing notices of appeal (which may, in some instances, be filed without prepayment of the filing fee).* *See generally* ECF Policies and Procedures § 2.3 (Initiation of Actions).

- * If you are seeking to file the action *in forma pauperis*, you may initiate the action without prepayment of fees by including an electronically-filed Application to Proceed without Prepayment of Fees along with your initiating documents. You may wish to contact the Help Desk for additional assistance.

3. PACER Registration

Filing Users must have a *PACER* account in order to view filed documents (except the one "free look") and to use the Query and Report features of the *ECF System*. If you do not have a *PACER* login, contact the *PACER* Service Center to establish an account. You may call the *PACER* Service Center at 1.800.676.6856 for information or to register for an account. Also, you may register for *PACER* online at:

<http://pacер.psc.uscourts.gov/register.html>

A link to *PACER*'s site is provided on the court's website.

For CM/ECF technical questions, contact the PACER Service Center (PSC) at 1.800.676.6856. PSC is responsible for public support of the CM/ECF application including general setup questions, password administration, technical questions, and billing services. Users may also e-mail questions which are answered on a daily basis. Telephone support is offered from 8:00 a.m. to 5:00 p.m. CST.

4. Registering as a *Filing User*

Before you are registered as a *Filing User*, you must submit a completed Electronic Case Filing Registration Form and complete the required training. Once the training is complete, you will be assigned a *Filing User* identification name (login) and password. Your login and password, in conjunction with an s/ and your typed name on the document, serve as the signature for purposes of Fed. R. Civ. P. 11. See ECF Policies and Procedures § 10 (unless an individual judge's preferences indicate otherwise).

You may obtain the Electronic Case Filing Registration Form by calling the Help Desk or by going to the court's website (www.scd.uscourts.gov).

Completed registration forms should be faxed (803.765.5108) or mailed to:

ECF System Registration
United States District Court
901 Richland Street
Columbia, SC 29201

Once an account has been established, your login and password will be sent to you by e-mail from the clerk's office.

Filing Users agree to protect the security of their passwords. See ECF Policies and Procedures § 10.3. Should your password be compromised, you are responsible for immediately changing it according to the instructions provided with your login and password and in this manual. See *infra* § II.D.2.e.3. If you lose or forget your password, call the Help Desk, and a new password will be issued. Court personnel do not have and cannot provide you with your current password.

To practice electronic filing activities, you can visit a training version of the system on the Internet at <http://ecf-train.scd.uscourts.gov>.

We strongly recommend that you practice in this "training" database before filing documents in the "live" *ECF System* database.

5. Setting up *PDF* Reader and Converting to *PDF*

You will use *PDF* software for two purposes. First, you will use *PDF* reader software to view documents filed in the *ECF System*. Second, you will use *PDF* writer software (or similar capabilities in a word processing or scanning program) to convert documents to *PDF* for filing. Only *PDF* documents may be filed using the *ECF System*.

Important Reminder: Before completing your transmission in the *ECF System*, be sure to preview the *PDF* document to ensure that it appears in its entirety, is not beyond the size limit, and is in the proper format.

Preferred conversion methods. As a general rule, converting from word processing to *PDF* is preferred over scanning because the resulting document is smaller (requires fewer bytes of storage space) and because the text is searchable.

Some documents must be scanned. You will be required to file a scanned image of certain types of documents. First, exhibits normally will need to be scanned rather than converted, even if the underlying document is available in word processing form. Second, certain documents bearing third party signatures (*e.g.*, affidavits) will need to be scanned. *See* ECF Policies and Procedures § 10.5. (Documents bearing multiple attorney signatures are generally handled differently. *See* ECF Policies and Procedures § 10.4.) Special retention rules apply to all documents bearing an original signature when a scanned document or other document bearing a substitute (s/) signature is filed. *See* ECF Policies and Procedures § 9.

Conversion using *PDF* Writer Programs. Various vendors provide software to create *PDF* documents. The Federal Judiciary does not endorse or recommend any specific *PDF* software. For purposes of illustration, however, we provide instructions based on one commonly used program, Adobe Acrobat Writer.*

* These instructions are given as an illustration only. You should consult materials provided by your software vendor for more detailed instructions or if these instructions do not work. When installing and using any software, please review and follow the software vendor's directions.

If you have installed Adobe Acrobat Standard or Professional, you can convert your word processing document to *PDF* while still “in” your word processing document. While in the document, select the print function, then select “Acrobat PDF Writer” or “Adobe PDF” from the drop down list of available printers. The printer name varies based on the version of Acrobat installed on the computer. This “print” process saves the file in *PDF*, with a “.pdf” file extension. (Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere.)

Conversion using Word Processing Program. You may also create *PDF* files using some newer word processing programs, although this may create a larger file and is not, therefore, the preferred method. For example, in WordPerfect 9, 10, 11, and 12, you can click on “File” and then “Publish to PDF” to convert your WordPerfect file (.wpd) to *PDF*. MS-Word (up to version XP) does NOT have this capability.

Conversion via Scanner. Some of the latest generation of scanners have the ability to directly scan to *PDF*. Review the instructions provided with your scanner to determine if your scanner has this capability.

C. Special Situations

1. Sealed Documents

If you have a case or document which must be sealed, **you must contact the Help Desk for instructions**. As a general rule, motions to seal will be electronically filed while the documents addressed by the motion will be submitted in hard copy for *in camera* review. If the request to seal is granted, the motions will be electronically filed but access will be restricted as appropriate. See ECF Policies and Procedures § 8.

2. Filings Requiring Prior Approval

If the document you wish to file requires leave of court, such as an amended complaint filed after a responsive pleading or a document filed out of time, you should file the document you seek permission to file as an attachment to the motion seeking leave for the filing. If your motion is granted, the order will either indicate that the document is deemed filed or will direct you to electronically file your document.

3. Proposed Orders (see judges' preferences regarding the filing of proposed orders)

If no motion is necessary, *Proposed Orders* should be submitted in accordance with the judge's preference as indicated on the court's website or as otherwise instructed by the judge.* *Proposed Orders* in civil cases must comply with Local Civil Rule 7.10. See ECF Policies and Procedures § 4.3.

* Judges may, for instance, direct that you submit the *Proposed Order* as an e-mail attachment. Unless otherwise directed, the order should be submitted in WordPerfect format.

II. FILING PROCEDURES

A. Basics

1. General Information

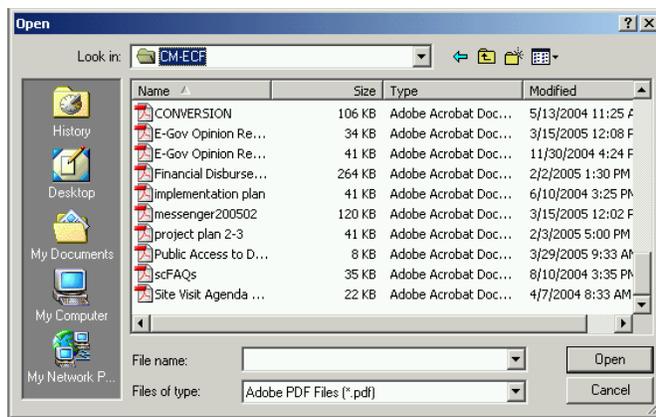
You can download or view the most recent version of the *ECF System's Attorney User Manual* (in *PDF* format) from the district court's web page at <http://www.scd.uscourts.gov>. Look under CM/ECF. In order to fully understand the *ECF System*, you must use this portion of the manual in conjunction with the ECF Policies and Procedures located on the court's web page, as well as Part I and Part II, Sections B, C, and D of the *Attorney User Manual*.

2. Portable Document Format (*PDF*)

Only *PDF* documents may be filed using the *ECF System*. Before transmitting the file to the court, *Filing Users* should preview the *PDF* document to ensure that it appears in its entirety, that it is in proper format, that it is legible, that it is the correct document to be filed, and that it is the proper size. The file size limit is 4 MB (4,000 KB), which is about 200 pages converted to *PDF* from a word processor or approximately 100 pages scanned at 200 dpi. If your document exceeds the limit, you must divide it into multiple attachments which do not exceed the limit.

NOTE: To determine the size of a document, choose FILE > OPEN to access the open file dialog box. You will see a list of files in a format determined by your view settings.

Change the view to details and you will see additional file information, including file size.



4000 KB is 4 MB.

To the extent it is practical and reasonable to do so, electronic data filed with the court should be converted from a word processing system directly to a *PDF* file using a program such as Adobe Writer, rather than scanning a paper copy of the document into a *PDF* image file. Conversion from word processing allows for searchability within a document. If a scanned *PDF* document is submitted, it must be previewed for readability.

Because all documents must be submitted in a Portable Document Format (*PDF*), fonts and resolution should be chosen for best quality conversion. The court only allows use of the following fonts (for documents to be converted from word processing format) because they convert best: **Times New Roman, Arial, and Courier New**. Size of font must be (at least) 12 point.

3. Signatures and Retention

The *Filing User's* login and password in conjunction with an s/ and the *Filing User's* typed name on the filed document serve as the signature. See ECF Policies and Procedures § 10. Documents which bear the signatures of persons other than the particular *Filing User* who filed the document (including other *Filing Users*) must be electronically filed as scanned images (*e.g.*, affidavits) except where other procedures are required (*e.g.*, documents signed by multiple attorneys). See ECF Policies and Procedures §§ 10.4 and 10.5. Special rules apply to a *Filing User's* retention of documents containing original signature(s). See ECF Policies and Procedures § 9.

4. Conventions Used in this Manual

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

5. How to View a *PDF* Document

These instructions are given based on the most commonly used *PDF* reader program, Adobe Acrobat. Other *PDF* reader programs may be used and may differently operate.

- Start the *PDF* program (*e.g.*, Adobe Acrobat).
- Go to **[File Menu]** and choose **[Open]**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the document is in *PDF*, the *PDF* program will load the file and display it on the screen.

- If the displayed document is larger than the screen or consists of multiple pages, the scroll bars may be used to move through the document.
- Click on [**View Menu**] for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

6. Manipulating the Screens

Each screen has the following two buttons:

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

[**Next**] accepts the entry just made and displays it.

7. Correcting a Mistake



Prior to transmission, use the [**Back**] button on the browser toolbar to go back and correct an entry made on a previous screen. Once the document is transmitted to the court, the clerk's office will notify you by an *NEF* if court personnel determine that changes or corrections are necessary. If you learn of an error, you should contact the Help Desk. No docket entry will be deleted. In exceptional circumstances, the clerk's office can delete the attachment to an entry, after which an *NEF* annotation of said deletion will be sent. If changes are made to an entry, e.g., a document is deleted and refiled, the clerk's office will edit the original entry to reflect the change.

8. A Step-by-Step Guide

The *Attorney User Manual* gives you a step-by-step guide for entering the *ECF System*, preparing a document for filing, filing a motion, and displaying a docket sheet. We suggest that you go through the steps for filing on the training database before trying to file a document in a "live" case.

9. Filing User Interactions

There are three general types of *Filing User* interactions allowed by the *ECF System*:

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

Most commands in the *ECF System* can be accomplished using the mouse or keystrokes.

10. How to Access the ECF System

Filing Users can get into the *ECF System* via the Internet by going to <http://ecf.scd.uscourts.gov>.

Filing Users may also reach the *ECF System* through the court's website at <http://www.scd.uscourts.gov> by clicking on the *ECF System's* hyperlink. Click on **[Document Filing System]** to open the login screen and log-in to the *ECF System*. *Filing Users* can also access the training database by going to the court's website.

11. Logging In

This screen is the login screen.

Enter your *ECF System* login and password in the appropriate data entry fields. All *ECF System* login names and passwords are case sensitive.

Use your *ECF System* login and password if you are entering the system to file a document or to maintain your account. If you only wish to enter the *ECF System* to query the database for case information or to view a document, use your *PACER* login and password. *PACER* charges a fee to view the *ECF System's* case dockets and documents.

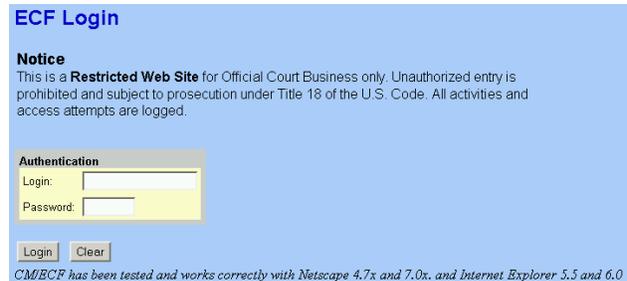
Verify that you have entered your *ECF System* login and password correctly. If not, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your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

If the *ECF System* does not recognize your login and password, it will display the following error message on a new screen:

Login failed either your login name or key is incorrect.

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

Once the main menu appears, choose from the list of options on the Attorney Event Menu Bar.



The date you last logged into the *ECF System* appears at the bottom left corner of this screen. For security reasons, you should review this information each time you log-in. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please immediately change your password in the *ECF System* and telephone the court's Help Desk.

The *ECF System* does not allow you to log-in if you have not logged out of your prior session or if someone else, *e.g.*, your assistant, is logged in as you. You will get a screen asking if you want to cancel or "continue" the log-in process. If you choose to continue, the *ECF System* will log you on and "bump" the prior log-in.

12. Selecting *ECF System* Features

The *ECF System* provides the following features that are accessible from the Attorney Event Menu Bar at the top of the opening screen.

- [Civil]:** Select to electronically file all civil case pleadings, motions, and other civil documents. Select to electronically file miscellaneous documents (documents not in a case or proceeding).
- [Criminal]:** Select to electronically file all criminal case pleadings, motions, and other criminal documents.
- [Query]:** Query the *ECF System* by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must log-in to *PACER* before you can query the *ECF System*.
- [Reports]:** Choose **[Reports]** to retrieve docket sheets and reports. You must log-in to *PACER* before you can view *ECF System* reports other than the **[Calendar Events Report]**.
- [Utilities]:** View your personal *ECF System* transaction log and maintain personal *ECF System* account information in the Utilities area of the *ECF System*.
- [Logout]:** Exit from the *ECF System*. This prevents further filing with your password until the next time you log-in. Failure to properly log-out of the *ECF System* will leave your account logged in, and you will get a warning message asking if you want to cancel or continue login. If you choose to continue, the *ECF System* will log you on and "bump" the prior log-in. You will get a similar message if you are in the system and the idle timeout logs your account off. This will occur after 30 minutes of no activity.

Filing Users will use the *ECF System* to electronically self-file and docket with the court a variety of documents for civil cases.

B. Civil

1. General Information

This section of the manual describes the basic steps to file a civil document. The process is consistent regardless of the event. This portion of the manual **MUST** be used in conjunction with the ECF Policies and Procedures located on the court's web page as well as Part I and Part II, Sections A and D of the *Attorney User Manual*.

For questions about policies and procedures not covered in this manual, call the Help Desk or visit the court's website at www.scd.uscourts.gov for instructions.

2. Filing of Initial Complaint / Payment of Filing Fee

- Log in to the *ECF System*.
- Enter the summons and complaint, the civil cover sheet, and the notice of removal if applicable, using case number 05-99999 or (05AV99999). This is a "shell" case which will generate an *NEF* to the clerk's office for processing. The "AV" in the document number denotes that it is a civil case. The complaint or notice of removal should be the main document in the shell case entry. The summons, civil cover sheet, and LR 26.01 interrogatories, if applicable, should be attachments to the main document.

On the first working day in January of any new year, the two-digit prefix to the shell case number will change. For example: in 2006, the shell case number will be 06-99999.

- The clerk's office will handle the case assignment, assign a civil action number, charge a fee to the *Filing User's* on-file credit card, and upload the new case into the system. If applicable, the clerk's office will print and process the summons which will be mailed, or, at the *Filing User's* request, may be picked up. The *Filing User* will receive an *NEF* indicating the filed date for the case, the case number, and other pertinent information.
- After receipt of the *NEF*, all new filings in the case shall be entered under the new civil action number.

Cases electronically filed where the *Filing User* submits an application to file *in forma pauperis* must have the initiating documents attached to the *in forma pauperis* application.

In a case removed from state court to federal court, the *Filing User* is required to provide electronic copies of all documents previously filed in the state court. See ECF Policies and Procedures § 2.5. These documents should be submitted as scanned images attached to the removal papers.

3. Service

a. Summons and Complaint

Service of the summons and complaint must be in compliance with Rule 4 of the Federal Rules of Civil Procedure. The summons will be issued by the clerk's office through regular mail, or via the attorney mail boxes (located at Court Services area in the clerk's office), or, at the filing user's request, may be picked up. *See supra* § II.B.2.

b. Other Documents

Proof of service of documents other than the summons and complaint will be accomplished by the following procedure:

Filing Users will receive an *NEF* which will indicate the individuals who have been electronically served via the *NEF*. *Filing Users* are responsible for serving the *NEF* and filed documents on individuals who are entitled to service and who did not receive an *NEF* (e.g., *pro se* parties, attorneys excused from participation in the *ECF System*, or attorneys who are not yet *Filing Users* themselves, but not *pro hac vice* attorneys). The *Filing User* must electronically file a certificate of service within one business day for all persons so served. If the certificate of service is filed by itself, the attorney must s/. If attached to the document you are filing, the paralegal or secretary may sign it (wet signature). If all attorneys/parties involved in the case are on *ECF* and receive the *NEF*, no certificate of service is needed. Although *Pro Hac Vice Participants* will receive an *NEF* as a courtesy, *pro hac vice* attorneys are not entitled to service under this court's *Local Rules*.

4. Filing Other Documents for Civil Cases

These are the basic steps involved in filing a civil document:

- a. Select the type of document to file. *See* Attorney Event Menu Bar shown.
- b. Enter the case number (e.g., yr-sequential number, as in 5-1234) in which the document is to be filed.
- c. Designate the party(s) filing the document.
- d. Specify the *PDF* file name and location for the document to be filed.
- e. Add attachments, if any, to the document being filed.
- f. Modify docket text as necessary.

- g. Transmit the document (with attachments) to the *ECF System*.
- h. Receive *NEF*.

a. Select the Type of Document to File



From the Attorney Event Menu Bar shown, the **[Civil]** Event window displays all of the events* from which you may choose for your filing. This section of the *ECF System Attorney User Manual* describes the process for filing a motion in the *ECF System*. The process is similar for filing other documents in the *ECF System*.

- * If you do not see a specific event you want to use, please use a listed event that most closely reflects your filing.

Click on **[Motions]** under “Motions and Related Filings.”



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

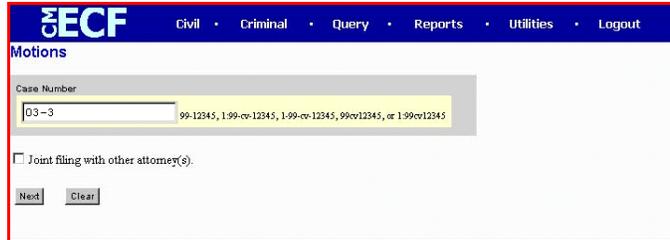
Highlight the type of motion you are filing and click on the **[Next]** button.



To select more than one motion, press and hold down the control key and click on each of the desired multiple forms of relief. If you do not find a category that describes your motion(s), you must choose the type that best describes the motion(s) you are filing. You may edit the docket text in subsequent steps to better describe your motion(s), if necessary. See § II.D.2.b (Linking Documents).

b. Enter the Case Number in Which the Document is to be Filed

The numbers to the right of the window box show the many ways you can enter a case number. For example, in the clerk's office, we usually use the year, a dash and the sequential number "05-123."



The screenshot shows the ECF Motions page. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the page title is "Motions". A "Case Number" input field contains "05-3". To the right of the input field, a list of suggestions is displayed: "99-12345, 199-cr-12345, 199-cr-12345, 99-cr12345, or 199-cr12345". Below the input field, there is a checkbox labeled "Joint filing with other attorney(s)". At the bottom of the form, there are two buttons: "Next" and "Clear".

- If the number is incorrectly entered, the *ECF System* will put a message on the screen that you have entered an invalid case number. Click on the [Clear] button to re-enter.
- When the case number is correct, click on the [Next] button.
- If a civil and criminal case have the same number, the *ECF System* will let you select your case from a list of cases with the number.

c. Designate the Party(s) Filing the Document

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the control key and clicking on each party in the group or by clicking the button for all plaintiffs or all defendants located under the "Select a Group" caption as shown.

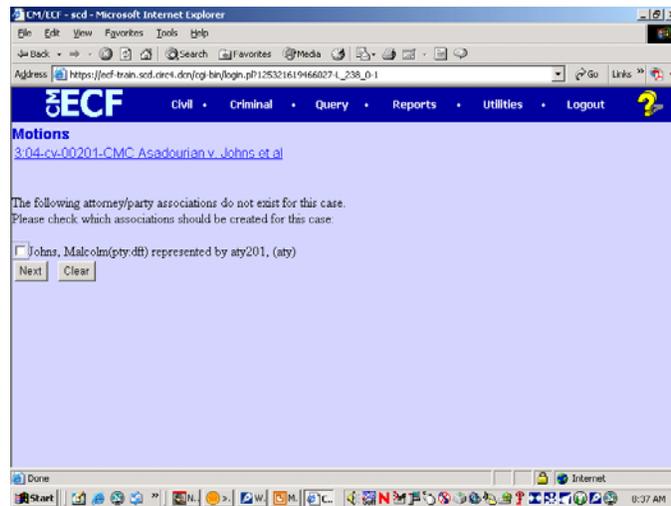


The screenshot shows the ECF Motions page with the case number "05-cr-00001 Scanner v. USA" displayed. Below the case number, the text "Select the filer." is followed by two sections: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a dropdown menu showing "Select by Plaintiff" and "USA, Defendant". Under "Select a Group:", there are four radio button options: "No Group", "All Defendants", "All Plaintiffs", and "All Parties". A link "Add/Create New Party" is also visible. At the bottom of the form, there are two buttons: "Next" and "Clear".

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

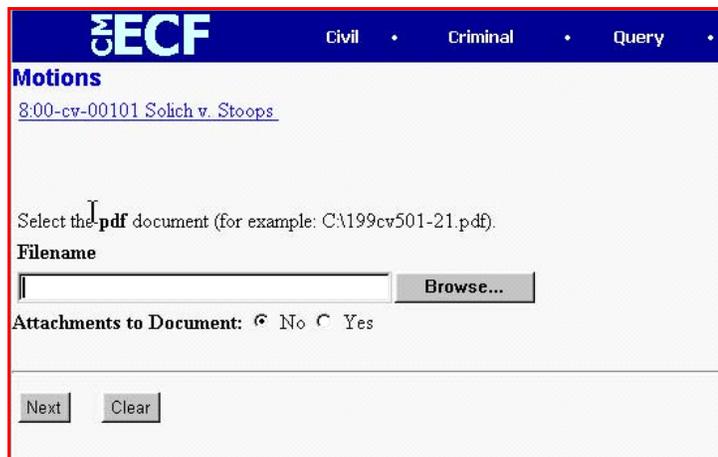
If your party does not appear, see Part II, D(2)(a) entitled "Add/Create New Party." For further instruction, visit the court's website at www.scd.uscourts.gov, under "Attorney Resources" for "Parties Added."

If this is your first appearance in this case, you may see a screen to associate with your party. If adding yourself as an attorney to the case, the lead attorney and notice fields should be set to “yes.”



d. Specify the PDF File Name and Location for the Document to be Filed

It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in the *ECF System* MUST be in *PDF*. When the document is in the correct format, the naming convention will end in “pdf” (example: C:199cv501-21.pdf).



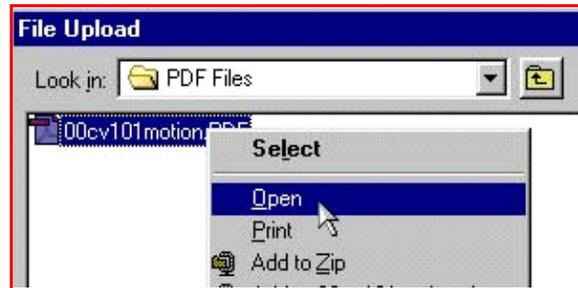
- Click on the [**Browse**] button. The *ECF System* opens a dialog box for you to find and choose your file.

NOTE: Be sure the file type is “All Files” or “PDF Files.”

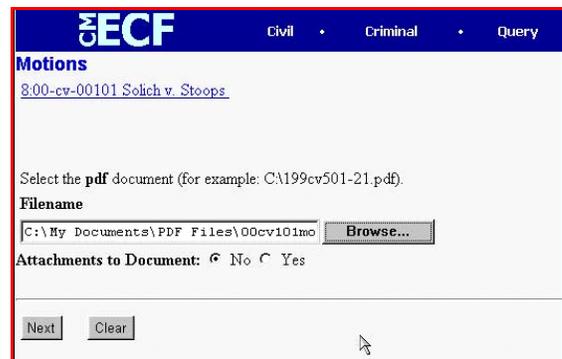


- Navigate to the appropriate directory and file name to select the *PDF* document you wish to file.
- Highlight the file you wish to upload to the *ECF System*.
- View the document to confirm you are attaching the correct one.

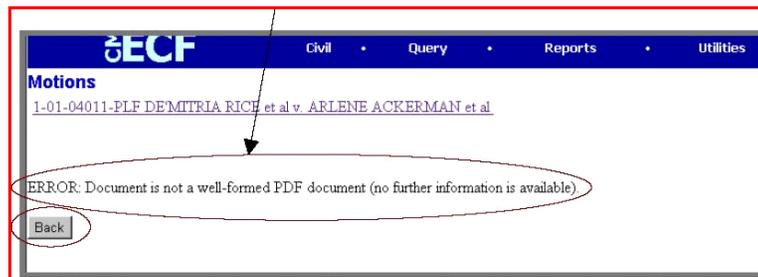
In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a quick menu and left mouse click on **[Open]**. Your *PDF* program (e.g., Adobe Acrobat or Acrobat Reader) will launch and open the *PDF* document that you selected. You may now view the document.



Once you have verified the document is correct, close the screen showing the *PDF* document and click on the **[Open]** button to “open” it into the system. The *ECF System* closes the “File Upload” screen and inserts the *PDF* file name and location in the “Motions” screen.



If you selected and highlighted a file that is not in *PDF*, the *ECF System* will display an error message after you click on the **[Next]** button:



On the other hand, if you failed to select a document to file, the *ECF System* will display the error message depicted below.



If you click **[BACK]** or **[OK]** on the screens depicted, the *ECF System* will return you to a screen where you can select a document and proceed to file your motion.

- Go back to the **[Browse]** button on the prior page. Select and highlight the *PDF* file of your document and continue.
- If there are no attachments to the motion, click on the **[Next]** button. The docket text screen appears and you may continue with your filing. *See infra* § II.B.4.f (Modifying Docket Text).
- If you have attachments to your motion, click on the **[Yes]** button. Click on the **[Next]** button and proceed to add the attachments as discussed in the following section (Add Attachments). *See ECF Policies and Procedures* § 7.

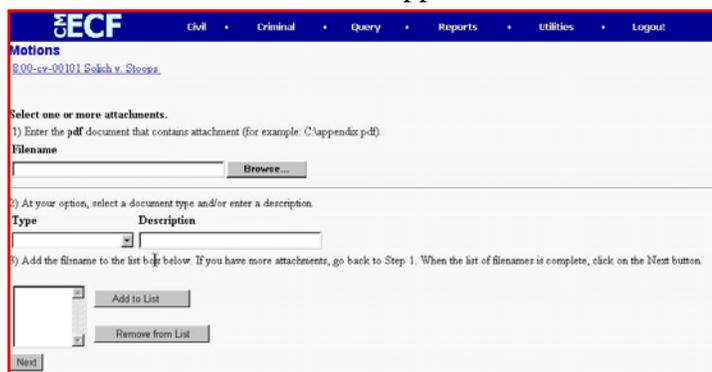
Where possible, documents filed as attachments should be created as separate documents and converted to *PDF*, rather than scanned.

e. Add Attachments, if any, to Document being Filed

If you indicate you have attachments, a new screen will appear.

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

A short but specific description of the contents of each document that is being attached must be entered, *e.g.*, Exhibit One-Defendant John Smith's deposition excerpts.

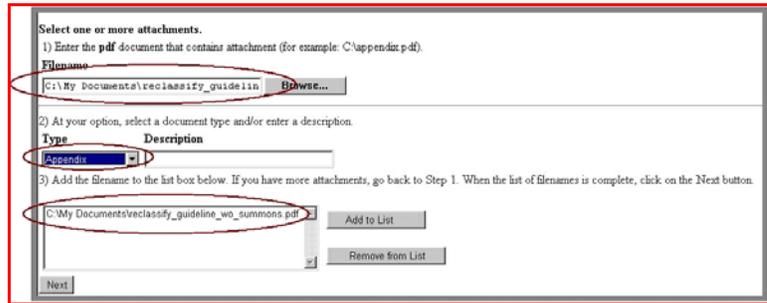


- In item 2 of the graphic shown, click on the arrow located under the header “type.” The *ECF System* opens a drop-down list where you can search and highlight the “type” of attachment from a displayed selection, if applicable.
- To describe the attachment more fully, click inside the “Description” box and type a short but specific description of the attachment. **This is a required field.** Avoid using the following punctuation in the description:

/ \ : * ? “ < > |

(The last one is a pipe symbol; it shares the key with the backslash above the enter key.)

- Click on **[Add to List]**.
- Repeat the sequence for each additional attachment.



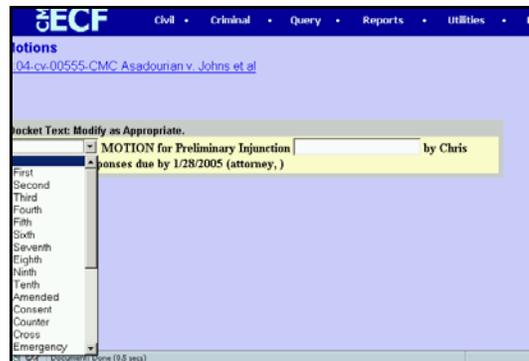
- To remove a selection, click on **[Remove from List]**.
- After adding all of the desired *PDF* documents as attachments and ensuring that the descriptions are sufficient, click on the **[Next]** button.

The *ECF System* adds the selected document as an attachment to the main document.

Attachments and exhibits that cannot be created via a word processor and converted to *PDF* should be scanned and converted to *PDF* (black and white, resolution 200 dpi) for electronic filing. Any document greater than 4MB in size should be divided into multiple attachments. Each attachment must be clearly described, *e.g.*, Exhibit One-Defendant John Smith’s deposition excerpts. Remember, you should file only the pertinent excerpts of documents.

f. **Modify Docket Text as Necessary**

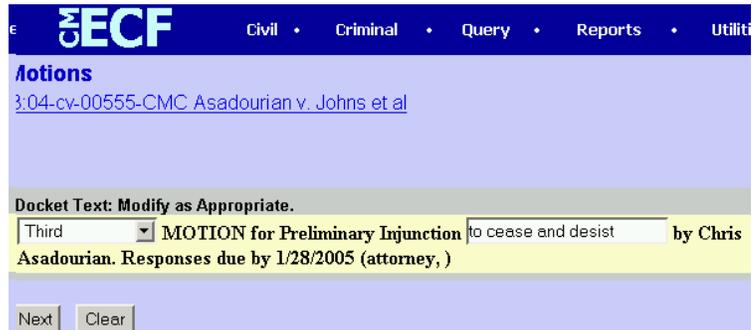
Click on the arrow to open a modifier drop-down list. Select a modifier if appropriate.



Click in the open text area to type additional text for the description of the document. Here is your docket text screen after it has been modified.

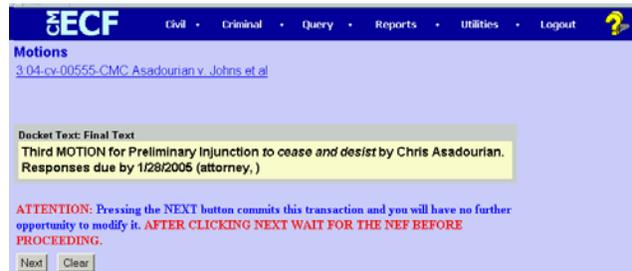
Click on the [Next] button.

g. Transmit the Document (with Attachments) to the ECF System



A new window appears with the complete text for the docket report.

The screen depicted contains a warning: Pressing the [Next] button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. At any time prior to this step, you can abort the ECF



System filing by clicking on any option on the Attorney Event Menu Bar to abort the current transaction and the ECF System will reset to the beginning of the process you just selected.

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the [Back] button on the browser toolbar to find the screen you wish to alter.
- Click on the [Next] button to transmit the document. **Do not** attempt any other ECF System function or sign off until you see the NEF for your filing. Otherwise, you may interrupt the transmission, resulting in an incomplete filing.

You will see the NEF screen which provides confirmation that the ECF System has registered your transaction and the document is now an official court document.

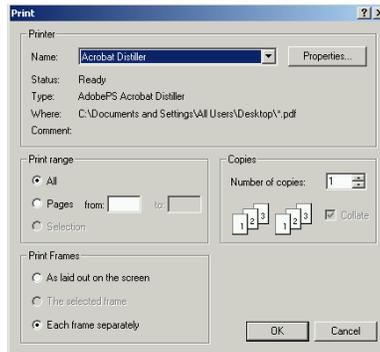
If, at this point, you desire to print or save a copy of the NEF to your computer from the ECF System, you can use the following steps.

- To print, select the [Print] button on the browser toolbar to print the NEF.

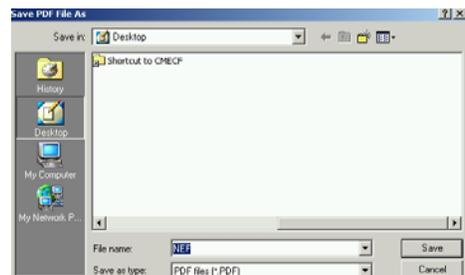
- To save, select the **[File]** button on the browser toolbar, and choose the **[Print]** button from the drop-down list to save the *NEF* to a file, e.g., on the hard drive of your computer.



- Select the *PDF* printer.

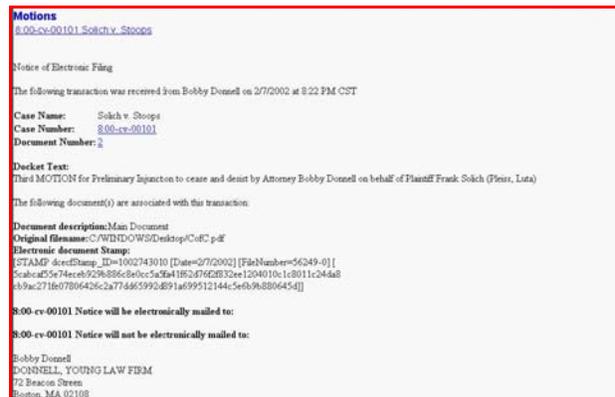


- Save your document using a naming convention and location that works for you.



h. Receive Notification of Electronic Filing

- The *ECF System* sends an *NEF*, as shown, to the e-mail address you provided the court. The *NEF* displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the original document which is in your custody.



- The *ECF System* also electronically transmits the *NEF* to the additional e-mail addresses provided by the *Filing User* in the case.
- The *NEF* displays the names of individuals who have been electronically served, as well as the names of individuals who have not been electronically served.

- It is the *Filing User's* responsibility to serve hard copies of the document(s) and the *NEF* on attorneys (except *pro hac vice* attorneys) and parties who are not shown as having received the *NEF*. Local counsel remains responsible for ensuring their associated *pro hac vice* attorneys, including any *Pro Hac Vice Participants*, are notified of all document filings and court notices. *See supra* §§ I.A.4 and 5.
- By clicking on the **case number**, you will be asked to enter your *PACER* login and password in order to view the **docket sheet**.
- By clicking on the **document number**, the hyperlink provides you with one “free” look at the document which was just filed. If you do not open the hyperlink within 15 days of the file date, the *ECF System* will delete the hyperlink, and you will be directed to *PACER* if you wish to view the document. (Each recipient of the e-mail, *e.g.*, individuals listed in a *Filing User's* additional addresses, gets their own “free” look.)

It is recommended that you save and/or print the e-mail *NEF* and/or filed document(s) for future use. Otherwise, future access is available via *PACER*.

C. Criminal

1. General Information

This section of the manual describes the basic steps to file a document in a criminal action. The process is consistent regardless of the event. This portion of the manual **MUST** be used in conjunction with the ECF Policies and Procedures located on the court's web page as well as Part I and Part II, Sections A and D of the *Attorney User Manual*.

For questions about policies and procedures not covered in this manual, call the Help Desk or visit the court's website at www.scd.uscourts.gov for instructions.

2. Initiating and Investigative Criminal Documents: Complaint, Indictment, Information, and Search Warrants

a. Complaint

A criminal proceeding may be initiated by a complaint. Any affidavit attached to the complaint must include the signature of the U.S. Attorney which indicates approval. The complaint with attached affidavit, service papers, and cover sheet must be brought before the magistrate judge. An arrest warrant or summons (if requested by the U.S. Attorney) will be issued by the judge once the judge's signature is secured on the complaint. The agent initiating the complaint will take the complaint with attached affidavit, warrant or summons, and cover sheet to the clerk's office for filing. The Clerk will assign a docket number and enter the complaint in the *ECF System*. When the complaint has been docketed, an *NEF* will be sent to the U.S. Attorney, U.S. Marshal, and U.S. Probation. The complaint and service papers will be given to the U.S. Marshal for service on the defendant by placing the documents in the U.S. Marshals' mail box located in the clerk's office.

b. Indictment

A criminal procedure may be initiated by an indictment if the Grand Jury returns a "true bill." The original indictment will contain the signature of the U. S. Attorney and the foreperson of the Grand Jury. After the return is made, the clerk's office will retain the original indictment and the ballot. The U.S. Attorney will present to the magistrate judge any proposed order for issuance of a bench warrant. A writ, if applicable, should also be presented to the magistrate judge for signature. If the judge signs the writ and the order, the clerk's office will file both documents and issue the bench warrant. If a summons is submitted in lieu of a bench warrant, the U.S. Attorney's Office must contact the clerk's office to obtain a hearing date and time. Said information must be entered on the summons before being presented to the clerk's office. Upon receipt of the summons, the clerk's office will issue it.

Immediately after the Returns are made, the U.S. Attorney will present to the clerk's office the following: two copies of the indictment with penalty page(s) attached thereto with the signatures of the foreperson redacted to conform to the E-Government Act of 2002, two copies of the warrant per defendant or two copies of the summons per defendant, and a criminal cover sheet for each defendant. (Proposed orders for issuance of bench warrants and proposed orders for writs will be e-filed by the clerk's office after the magistrate judge signs them.)

- The clerk's office will handle the case assignment process, assign a case number, and upload the documents, including attachments, into the *ECF System*. The public copy of the indictment will have the signature of the foreperson redacted.
- The clerk's office will print and process the service papers which will be placed in the U.S. Marshals' mail box in the clerk's office for service on the defendant. Unless prior arrangements are made by the U.S. Attorney's Office with the clerk's office, the clerk's office could take up to forty-eight hours to get service papers to the U.S. Marshals' mail box depending on the number of defendants per indictment returned as "true bills." An *NEF* on the indictment will be sent to the U.S. Attorney, U.S. Marshal, U.S. Probation Office, and to the Federal Public Defender or private attorney (if applicable).
- After receipt of the *NEF*, all new filings in the case shall be entered under the criminal case number listed on the *NEF*.

c. Information

A criminal case may be initiated by an Information filed by the U.S. Attorney.

The U.S. Attorney must contact the clerk's office to obtain a hearing date and time to be placed on the summons. The U.S. Attorney, as *Filing User*, will file the information using the following procedures:

- Log-in to the *ECF System*.
- Enter the information with cover sheet and summons attached for each defendant using case number 05-99999.

Case number 05-9999 is a "shell" case which will generate an *NEF* to the clerk's office for processing. The clerk's office will handle the case assignment process, assign a case number, and file the information with the attachments into the *ECF system*.

- The clerk's office will print and place a wet signature on the service papers which will be placed in the U.S. Marshals' mail box in the clerk's office for service on the defendant. An *NEF* on the Information will be sent to the U.S. Attorney, U.S. Marshal, U.S. Probation Office, and to the Federal Public Defender or private attorney (if applicable).

- After receipt of the *NEF*, all new filings in the case shall be entered under the criminal case number listed on the *NEF*.

3. Service

Service of criminal documents must be in compliance with the Federal Rules of Criminal Procedure.

a. Service by the U.S. Marshal

The U.S. Marshal shall execute service of all initiating criminal documents on the defendant and file the return with the clerk's office.

b. Service by *Filing Users*

Other than initiating criminal documents which are served by the U.S. Marshal, proof of service will be accomplished by the following procedure.

Filing Users will receive an *NEF* which will indicate the attorneys who have been electronically served via the *NEF*. *Filing Users* are responsible for serving the *NEF* and filed documents on individuals who do not receive the *NEF* (e.g., *pro se* parties, attorneys excused from participation in the *ECF System*, or attorneys who are not yet *Filing Users* themselves, but not *pro hac vice* attorneys). The *Filing User* must electronically file a certificate of service within one business day for all persons so served. Although *Pro Hac Vice Participants* will receive an *NEF*, local counsel is still responsible for seeing that these attorneys get notice of all filings.

4. Search Warrants

Search warrants are obtained by an agent from the magistrate judge. The affidavit, attached to the search warrant, must include the signature of the U.S. Attorney which indicates approval. A search warrant will be filed with the clerk's office when a return of service is provided. If the search warrant is sealed when the return is made, the filing of the search warrant will not be public.

Once received, the clerk's office will assign a case number to the return, scan the return with attachments, and download the documents into the *ECF System*.

5. Filing other Documents for Criminal Cases

These are the basic steps involved in filing a criminal document:

- a. Select the type of document to file.
- b. Enter the case number (e.g., yr-sequential number, as in 5-1234) in which the document is to be filed.
- c. Designate the defendant(s) to whom the filing relates.
- d. Designate the party(s) filing the document.
- e. Specify the *PDF* file name and location for the document to be filed.

- f. Add attachments, if any, to the document being filed.
- g. Modify docket text as necessary.
- h. Transmit the document to the *ECF System*.
- i. Receive *NEF*.

Log-in to the *ECF System* to begin filing. After successfully logging into the *ECF System*, follow these steps to file a document.

a. Select the Type of Document to File



From the Attorney Event Menu Bar shown, the [**Criminal**] Event window displays all the events* from which you may choose for your filing. This section of the *ECF System Attorney User Manual* describes the process for filing a Motion in the *ECF System*. The process is similar for filing other documents in the *ECF System*.

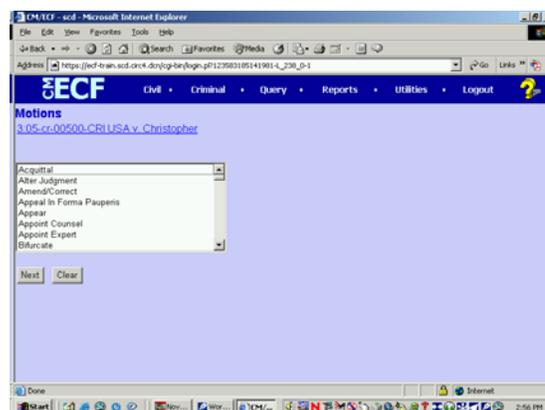
* If you do not see a specific event you want to use, please use a listed event that most closely reflects your filing.

Click on [**Motions**] under “Motions and Related Filings.”



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

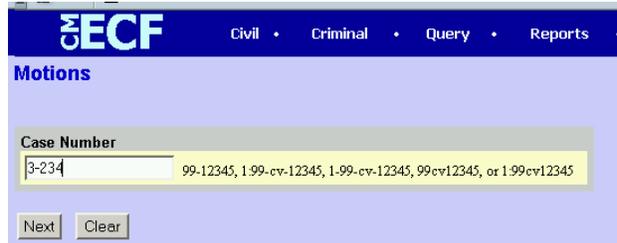
Highlight the type of motion you are filing and click on the [**Next**] button.



To select more than one motion, press and hold down the control key, and click on each of the desired multiple forms of relief. If you do not find a category that describes your motion(s), you must choose the type that best describes the motion(s) you are filing. You may edit the docket text in subsequent steps to better describe your motion(s), if necessary. *See Infra* § II.D.2.b (Linking Documents).

b. Enter the Case Number in Which the Document is to be Filed

The numbers to the right of the window box show different ways you can enter a case number. In the clerk’s office, we usually use the year, a dash and the sequential number “05-123.”

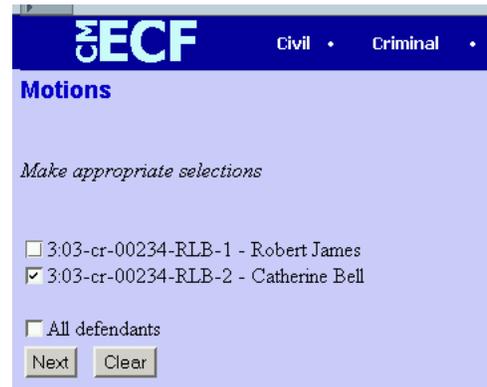


- If the number is entered incorrectly, the *ECF System* will put a message on the screen that you have entered an invalid case number. Click on the [Clear] button to re-enter.
- When the case number is correct, click on the [Next] button.
- If a criminal and civil case have the same number, the *ECF System* will let you select your case from a list of cases with the number.

c. Designate the Defendant(s) to Whom the Filing Relates

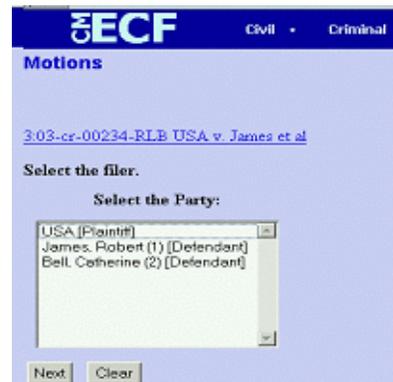
Click in the appropriate box to place a check next to each defendant’s name. If the filing relates to all the defendants in the case, check the box for “all defendants” and leave the other boxes unchecked.

When finished selecting the defendants, click on the [Next] button.



d. Designate the Party(s) Filing the Document

Click on the [Next] button.



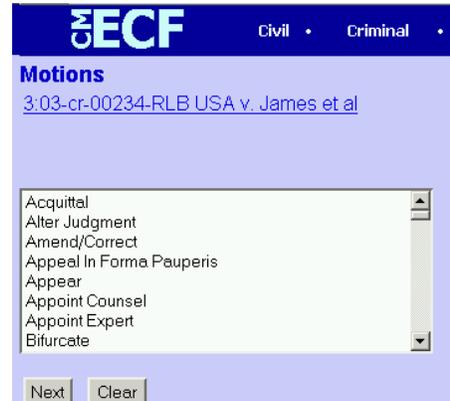
If this is your first filing in a case on the *ECF System*, you will need to make an attorney/party association. To make the association, please place a check mark in the box associated with the party you represent by clicking on the box. Click on the **[Next]** button.



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

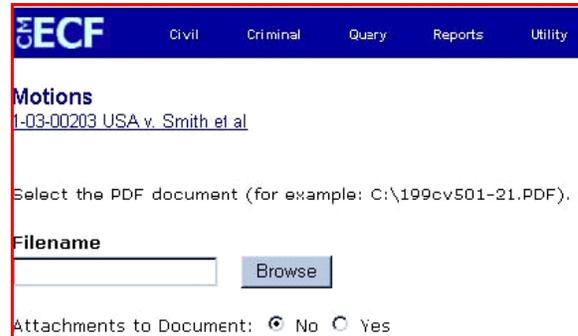
Highlight the type of motion you are filing and click on the **[Next]** button.

To select more than one motion, press and hold down the control key and click on each of the desired multiple forms of relief. If you do not find a category that describes your motion(s), you must choose the type that best describes the motion(s) you are filing. You may edit the docket text in subsequent steps to better describe your motion(s), if necessary.



e. Specify the PDF File Name and Location for the Document to be Filed

It is imperative that you attach an electronic copy of the actual document when prompted by the *ECF System*. All documents that you intend to file in the *ECF System* MUST be in *PDF*. When a document is in the right format, the naming convention will end in “pdf” (Example: 3:05cr123.pdf).



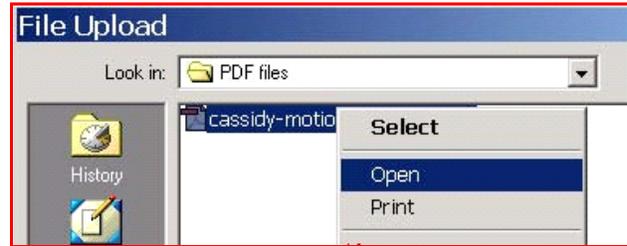
- Click on the **[Browse]** button. The *ECF System* opens a dialog box for you to find and choose your file.

NOTE: Be sure the file type is “All Files” or “PDF Files.”



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

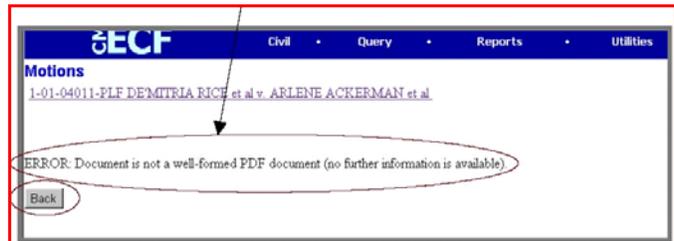
- View the document to confirm you are attaching the right one. In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a quick menu and left mouse click on **[Open]**. Your *PDF* reader program (e.g., Adobe Acrobat or Acrobat Reader) will launch and open the *PDF* document that you selected. You may now view the document.



- Once you have verified the document is correct, close the screen showing the *PDF* document and click on the **[Open]** button to “open” it into the system. The *ECF System* closes the “File Upload” screen and inserts the *PDF* file name and location in the “Motions” screen.



If you selected and highlighted a file that is not in *PDF*, the *ECF System* will display an error message after you click on the **[Next]** button.



On the other hand, if you failed to select a document, the *ECF System* will display the error message depicted.



If you click **[BACK]** or **[OK]** on the screens depicted above, the *ECF System* will return you to a screen where you can select a document and proceed to file your motion.

- Go back to the [**Browse**] button on the prior page. Select and highlight the *PDF* file of your document and continue.
- If there are no attachments to the motion, click on the [**Next**] button. The docket text screen appears and you may continue with your filing. *See infra* § II.C.4.g (Modifying Docket Text).
- If you have attachments to your motion, click on the [**Yes**] button. Click on the [**Next**] button and proceed to add the attachments as discussed in the following section (Add Attachments). *See ECF Policies and Procedures* § 7.

Documents filed as attachments should be created as separate documents and converted to *PDF*.

The *ECF System* will not permit you to select a file for your document that is not in *PDF*.

- Click on the [**Back**] button and the *ECF System* will return to the motions screen. Select and highlight the file of your document and continue.

f. Add Attachments to Documents Being Filed

If you indicate you have attachments, a new screen will appear, as shown.

A short but specific description of the contents of each document that is being attached must be entered, *e.g.*, Exhibit One-Defendant John Smith's deposition excerpts.

- Click on the [**Browse**] button to search for the document file name of the attachment.
- In item 2 of the graphic shown, click on the arrow located under the header “type.” The *ECF System* opens a drop-down list where you can search and highlight the “type” of attachment from a displayed selection, if applicable.
- To describe the attachment more fully, click inside the “Description” box and type a short but specific description of the attachment. **This is a required field.**

Avoid using the following punctuation in the description:

/ \ : * ? “ < > |

(The last one is a pipe symbol; it shares the key with the backslash above the enter key.)

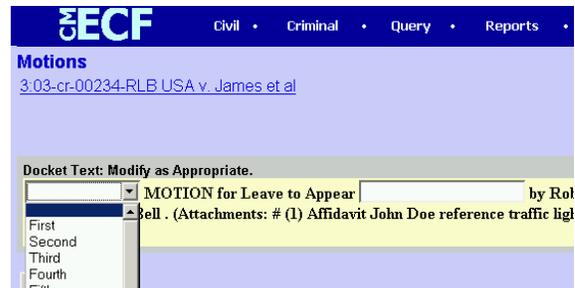
- Click on the **[Add to List]** button.
- Repeat the sequence for each additional attachment.
- To remove a selection, click on the item and click the **[Remove from List]** button.
- After adding all of the desired *PDF* documents as attachments, click on the **[Next]** button.

The *ECF System* adds the selected document as an attachment to the main document.

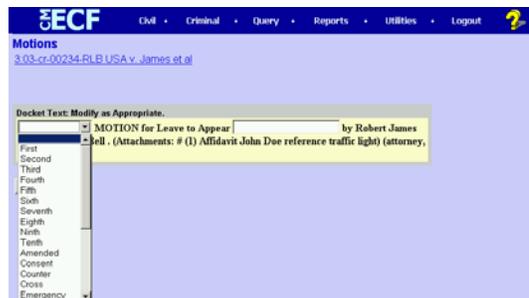
Attachments and exhibits that cannot be created via a word processor and converted to *PDF* should be scanned and converted to *PDF* (black and white, resolution 200 dpi) for electronic filing. Any document greater than 4 MB in size should be divided into multiple attachments. Each attachment must be clearly described, *e.g.*, Exhibit One–Defendant John Smith's deposition excerpts. Remember you should file only the pertinent excerpts of documents.

g. Modify Docket Text as Necessary

Click on the arrow to open a modifier drop-down list. Select a modifier if appropriate.



Click in the open text area to type additional text for the description of the document.



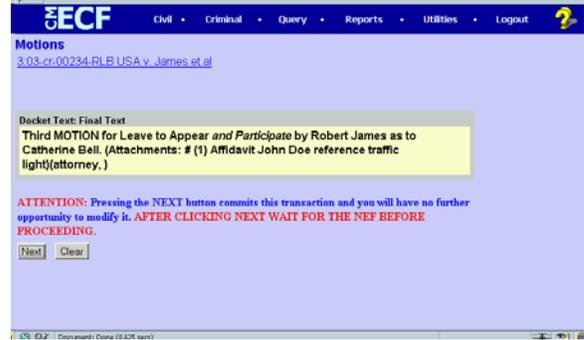
Here is your docket text screen after it has been modified.

Click on the [Next] button.



h. Transmit the Document to the ECF System

A new window appears with the complete text for the docket report. The screen depicted contains a warning: Pressing the [Next] button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.



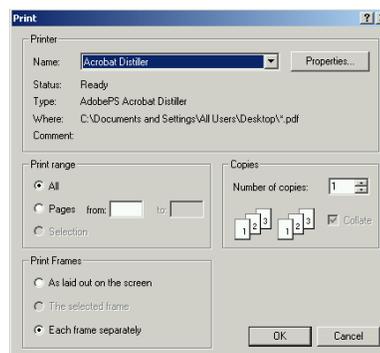
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the [Back] button on the browser toolbar to find the screen you wish to alter.
- Click on the [Next] button to file the document.

At any time prior to this step, you can abort the ECF System filing or return to previous screens by clicking on any option on the Attorney Event Menu Bar to abort the current transaction and the ECF System will reset to the beginning of the process you just selected.

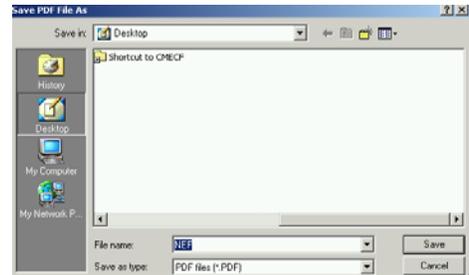
You will see the NEF screen which provides confirmation that the ECF System has registered your transaction and the document is now an official court document.

If, at this point, you desire to print or save a copy of the NEF to your computer from the ECF System, you can use the following steps.

- To print, select the [Print] button on the browser toolbar to print the NEF.

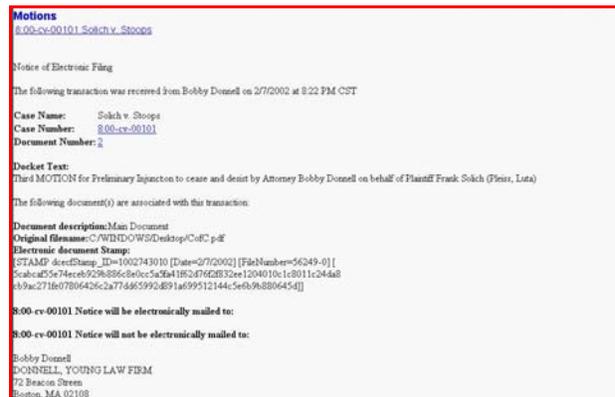


- To save, select the **[File]** button on the browser toolbar, and choose the **[Print]** button from the drop-down list to save the *NEF* to a file, *e.g.*, on the hard drive of your computer.
- Select the *PDF* printer.
- Save your document using a naming convention and location that works for you.



i. Receive Notification of Electronic Filing

- The *ECF System* sends an *NEF*, as shown, to the e-mail address you provided the court. The *NEF* displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the original document which is in your custody.



- The *ECF System* also electronically transmits the *NEF* to the additional e-mail addresses provided by the *Filing User* in the case.
- The *NEF* displays the names of individuals who have been electronically served, as well as the names of individuals who have not been electronically served.
- It is the *Filing User's* responsibility to serve hard copies of the document and the *NEF* on attorneys (except *pro hac vice* attorneys) and parties who are not shown as having received the *NEF*. Local counsel remains responsible for ensuring their associated *pro hac vice* attorneys, including any *Pro Hac Vice Participants*, are notified of all document filings and court notices. *See supra* §§ I.A.4 and 5.
- By clicking on the **case number**, you will be asked to enter your *PACER* login and password in order to view the **docket sheet**.

- By clicking on the **document number**, the hyperlink provides you with one “free” look at the document which was just filed. If you do not open the hyperlink within 15 days of the file date, the *ECF System* will delete the hyperlink, and you will be directed to *PACER* if you wish to view the document. (Each recipient of the e-mail, *e.g.*, individuals listed in a *Filing User's* additional addresses, has his/her own “free” look.)

It is recommended that you save and/or print the e-mail *NEF* and/or filed document(s) for future use. Otherwise, future access is available via *PACER*.

D. Query, Reports, Utilities, and Other Miscellaneous Information

1. General Information

This section of the manual describes other features of the *ECF System* which you need in order to efficiently file and manage the documents in your case. This portion of the manual is to be used in conjunction with the *ECF Policies and Procedures* located on the court's website as well as Part I and Part II, Sections A, B, and C of the *Attorney User Manual*.

For questions about policies and procedures not covered in this manual, call the Help Desk or visit the court's website at www.scd.uscourts.gov for instructions.

2. Features

These are the basic features you will need to efficiently file and manage your documents:

Add/Create a New Party (Civil/Criminal)
 Linking Documents (Civil/Criminal)
 Query
 Reports
 Utilities
 Logout

a. Add/Create a New Party (Civil/Criminal)

In rare cases, you may need to add a party to the *ECF System*. If the party you represent is not listed in the “Select a Party” screen as shown, click on “Add/Create New Party.”



After you click on “Add/Create New Party,” the screen depicts the search you must first perform to see if your party is already entered in the *ECF System*. Type the first few letters of the party’s last name for an individual or the first few letters of a company’s name and click on the **[Search]** button.

- Always look to see if the party is already in the *ECF System*.
- Duplicate parties create problems because *Filing Users* add a variety of names for parties, e.g., Governor Sanford, Mark Sanford, Mark C. Sanford, etc.

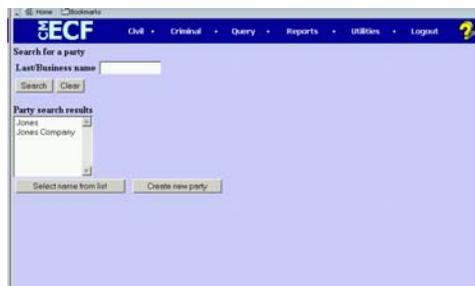


- Common names such as US, USA, United States, United States of America, etc., should already be in the *ECF System* in correct form. A *Filing User* should select a name already in the *ECF System* if possible.

For additional information, go to “Parties Added” on the court’s website under “Attorney Resources.”

The *ECF System* will display a list of party names to match the criteria given or will indicate there is not a match.

If the name of the party you represent appears in the list, click on it and then click the **[Select name from list]** button.



Check the information on the “Party Information” screen shown to ensure that the party’s role for this filing is correct.

If no match is found or if your party does not appear on the “Search for Party” screen shown earlier, click **[Create new party]**. The *ECF System* will display a screen for you to enter party information.

- For a company, enter the entire company name in the “Last name” field. DO NOT use abbreviations or punctuation. Choose the appropriate “Role” from the drop-down list. Click the **[Submit]** button.

- For an individual, enter the individual’s full name. DO NOT use abbreviations or punctuation. Choose the appropriate “Role” from the drop-down list and indicate “yes” or “no” if the party is proceeding *pro se* by clicking on the arrow next to “Pro se.” Click the **[Submit]** button.
- Leave all other fields blank.

b. Linking Documents (Civil/Criminal)

Some documents (*e.g.*, memoranda and responses) should be “linked” to their related documents (*e.g.*, motions) in the case. When filing these and certain other types of documents, you will be presented with the screen shown.

An “event” in the *ECF System* is anything that has been filed in a case. To link the document you are currently filing to a previously-filed document, check the box next to the document you feel should be linked to your document and click on the **[Next]** button.

Because there could be multiple events with similar names, it is imperative that you ensure that you are linking to the correct document. This is another reason the addition of descriptive docket text, *e.g.*, not just “motion to compel” but “motion to compel deposition of Bill Jones,” and descriptions for attachments are so important.

If you are uncertain of the document you are attempting to link, you must have a *PACER* account to preview the document. To proceed without stopping the docketing sequence, follow these steps:

- Right-click on **[Reports]** or **[Query]** from the Attorney Event Menu Bar.
- Left-click on **[Open]** in the new window.
- Proceed with the *PACER* login and obtaining the information desired.
- Switch back to the *ECF Systems* window and proceed to link your filing.

c. Query

Filing Users should use this feature to query the *ECF System* for specific case information. To enter the “Query” mode, click on the [Query] button from the Attorney Event Menu Bar as shown.



The *ECF System* opens the *PACER* login screen. You must enter your *PACER* login and password before the *ECF System* permits you to query the *ECF System* database. Your *PACER* login and password are different from your *ECF System* login and password. You must have a *PACER* account in order to retrieve, view, and print certain documents.

After you enter your *PACER* login and password, the *ECF System* opens a “Query” data entry screen as shown.

The screenshot shows the 'Query' data entry screen. At the top is the ECF logo and navigation bar. Below it is a 'Search Case' section with a 'Case Number' field containing '04-123' and a help text '(Examples: 02-500, 1992cv600)'. There are 'Filed Date' and 'Last Entry Date' fields with 'to' indicators. A 'Nature of Suit' dropdown menu is set to '0 (zero)', with other options '110 (Insurance)' and '120 (Contract Marine)'. Below these are 'Last Name', 'First Name', and 'Middle Name' fields, with a note '(Examples: Desoto, Des*)'. A 'Type' dropdown menu is at the bottom. 'Run Query' and 'Clear' buttons are at the bottom left.

You may query by case number, party, attorney, file date, nature of suit, type, etc.

If you know the number that the court has assigned to the case, enter it in the case number field and click on the [Run Query] button.

If you query the database for the name of a party or an attorney to a specific case, enter the last name in the appropriate field. If more than one person with the name is in the database, the *ECF System* displays a screen from which to select the correct name, as shown.

After querying the database by case number, name, or nature of suit, the *ECF System* will open the “Query” window for the specific case you selected.

The screenshot shows a 'Select A Person' screen. At the top is the ECF logo and navigation bar. The main heading is 'Select A Person'. Below it, it says 'There were 2 matching persons.' Two names are listed with blue underlines: 'Jackson, David A. (att)' and 'Jackson, Thomas Charles (att)'. The entire screen is enclosed in a red border.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970. Please note, a search of all cases will take longer to run than a search that is date restricted.

The screenshot shows a case query result. At the top is the ECF logo and navigation bar. The case title is '1-01-01465-JR HARELL V. DISTRICT OF COLUMBIA' with 'James Robertson, presiding' below it. The filing information is 'Date filed: 07/02/2001 Date of last filing: 08/20/2001'. Below this is a 'Query' section with a list of links: 'Alias', 'Associated Cases', 'Attorney', 'Case Summary', 'Deadline/Hearing', 'Docket Report', 'Filers', 'History/Documents', 'Party', 'Related Transactions', and 'Status'. The entire screen is enclosed in a red border.

When you run the query, if there is more than one case that meets the criteria, you will get a screen similar to the graphic above which lists multiple case numbers.

At the top of the window as shown, the *ECF System* displays the case number, parties to the case, presiding judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate options on the screen. The process for selecting and running other queries is similar.

(1) Deadlines/Hearings

This option provides information on hearings and other deadlines. If you query as illustrated, the *ECF System* opens the “Deadline/Hearings” screen. After the window opens, if you click on a document number, the *ECF System* will display the actual entry that created the deadline or hearing.

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

Deadlines/Hearings

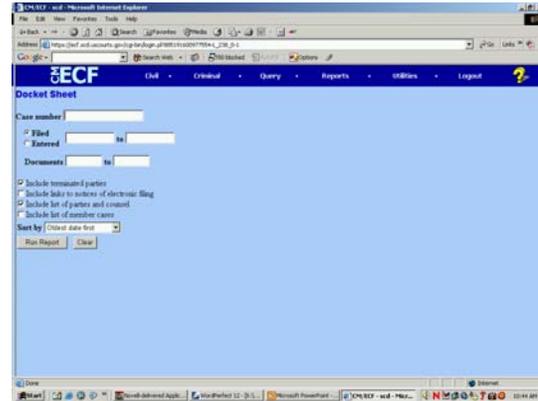
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	Answer due from DC	07/02/2001	07/23/2001	08/06/2001	

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

(2) Docket Sheet Report

When you select “Docket Sheet” report, the *ECF System* opens the “Docket Sheet” report screen, as shown.

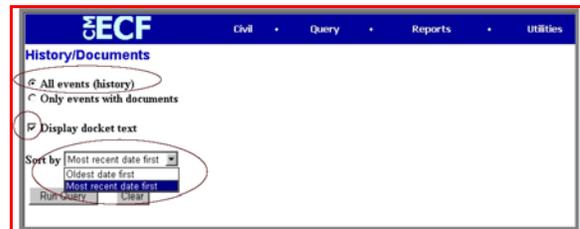
You may select a date range for your docketing report, as well as a range of docketing numbers. If you leave the range fields blank, the *ECF System* will default to print the entire docket sheet report. Place a checkmark in the box to include links to the *NEF* if you wish to view them from the docket sheet report. After you have selected the parameters for your report, click on the **[Run Report]** button.



The *ECF System* will run your custom docket sheet report and display it. The document numbers are hyperlinks to *PDF* files of the actual documents. Place your pointer on the silver ball button next to the document number and click to display the *NEF* for the document.

(3) History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on “History/Documents,” the *ECF System* opens the screen depicted. You may select the sort order for this report and choose to exhibit all events or only those with documents attached. The *ECF System* also offers you the option to display the docket text in the report.



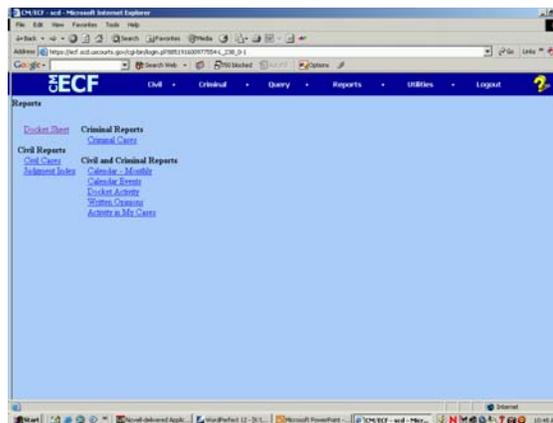
After making your selections, click on the **[Run Query]** button. The *ECF System* queries the database and builds your report. Here is an example of a portion of a “History/Documents” report.

1:01-01465-JR HASKELL v. DISTRICT OF COLUMBIA					
James Robertson, prevailing					
Date filed: 07/02/2001 Date of last filing: 08/20/2001					
History					
Dct. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
6	08/20/2001	Meet and Confer Statement		meet	34
	08/20/2001			meet	34
Docket Text: MEET AND CONFER STATEMENT (Lawyer, Both)					
1	08/20/2001	Scheduling Order		order	35
	08/20/2001			order	35
Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM, pay trial set for 7/8/2002 at 9:30 AM, status conference set for 10/20/02 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (Dkt.)					
1	08/20/2001	Meet Deadlines		order	37
	08/20/2001			order	37
Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM, pay trial set for 7/8/2002 at 9:30 AM, status conference set for 10/20/02 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (Dkt.)					
--	08/09/2001	Meet and Confer Hearings		hearing	32
	08/09/2001			hearing	32
Docket Text: Meet and Confer Hearing held on 8/9/2001 before Judge James Robertson in chambers. (Sif reports-0) (inp.)					
--	07/31/2001	Calendar Entry		entry	17
	07/31/2001			entry	17
Docket Text: Calendar Entry, Set/Reset Hearings Meet and Confer Hearing set for 8/9/2001 02:00 PM before Judge James Robertson in chambers. (inp.)					
	07/31/2001	Set/Reset Hearings		entry	18
	07/31/2001			entry	18

This particular report lists all the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

d. Reports

The **[Reports]** feature of the *ECF System* provides the *Filing User* with several report options. After selecting the **[Reports]** feature from the Attorney Event Menu Bar, the *ECF System* opens the “Reports” screen, as shown in the graphic. You may view court calendar events, docket activity report, and written opinions for a case without logging into *PACER*. Other reports require a *PACER* login.



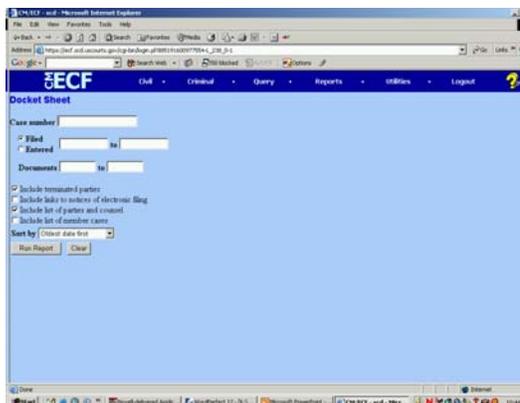
Following are instructions for docket sheets, docket activity, written opinions, and civil cases. The process for selecting and running other reports is similar.

(1) Docket Sheet

Click on the **[Docket Sheet]** option. The *ECF System* opens the *PACER* login screen.

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

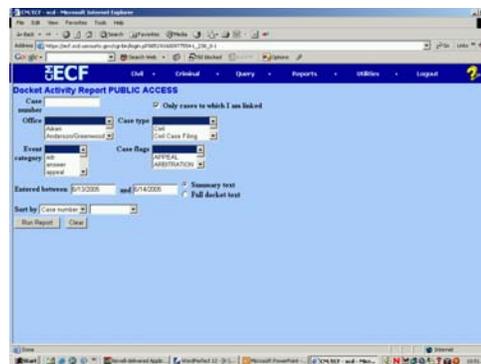
This is the same query window that the *ECF System* displayed when you selected “Docket Sheet” report from the **[Query]** button. Enter the case number for your docket sheet in the case number field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. The *ECF System* will display a full docket sheet for the case you selected.



See § II.D.2.c for a depiction of a partial “Docket Sheet Report.” If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. The *ECF System* also offers various sorting options from the “Docket Sheet” query screen.

(2) Docket Activity Report

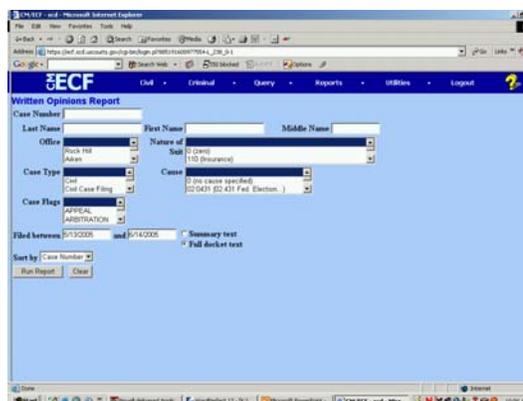
This report shows you what event were docketed during a specified period of time. You can select from a variety of criteria. The Activity in My Cases report will allow an attorney to run a daily (one day at a time) transaction of any activity in any of his or her cases. This will help an attorney who feels he or she may have missed an *NEF* on a particular day.



(3) Written Opinions Report

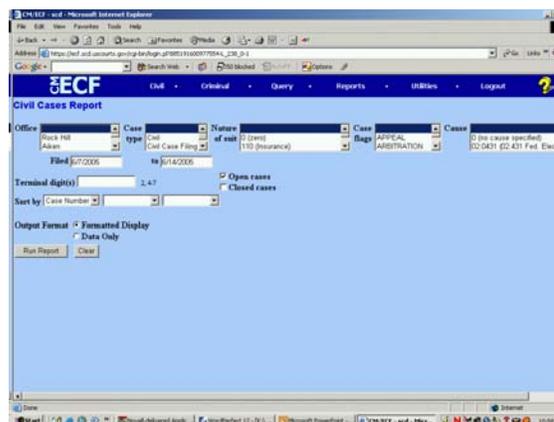
The E-Government Act of 2002 mandated the change that “The courts must make written opinions available in a text-searchable format via the web.” (The judge may use an s/ name or a graphical signature as long as the document is converted in such a way as to maintain text searchability.)

If a PACER user runs a docket report, the user will be charged for the docket report, but if the user clicks on the document number hyperlink for an opinion order, the user will not be charged for viewing the document. If the user clicks on a document number hyperlink for an order which is not an opinion order, the user will be charged for viewing the document.



(4) Civil Cases Report

The “Civil Cases Report” provides you with the flexibility to query the *ECF System* database to locate cases electronically filed within a specific date range or by nature of suit and cause code. When you click on “Civil Cases,” the *ECF System* will display the *PACER* login screen. Login to *PACER* and the *ECF System* will open the “Civil Cases Report” screen, as shown.



Enter the range of case filing dates for your report and select a nature of suit or cause code if you wish to narrow your search. If you leave all fields blank, the *ECF System* will display a report for all cases opened in the *ECF System*.

Case Number/ Title	Case Dates	Days Pending	Notes
2:04-cv-00851-CMC Asadourian v. Johns et al	Case filed: 01/12/2005	11	Cause: 282410 Quiet Title NOS: 894 Energy Allocation Act Office: Charleston Presider: Cameron McGowan Currie Jury demand: Both
2:04-cv-00852-CMC Asadourian v. Johns et al	Case filed: 01/12/2005	11	Cause: 282410 Quiet Title NOS: 894 Energy Allocation Act Office: Charleston Presider: Cameron McGowan Currie Jury demand: Both

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

e. Utilities Feature

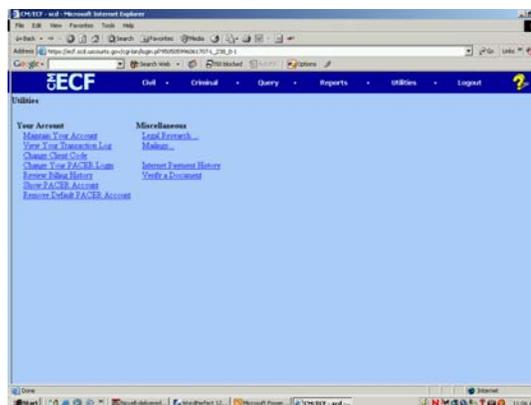
The [Utilities] feature provides the means for the *Filing User* to maintain their account in the *ECF System* and to view all of their *ECF System* transactions.

(1) Your Account

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

(2) Maintain Your Account

Go to the “Maintain Your Account” option to open the “Maintain User Account” information screen.



This screen displays all of the registration information that is contained within the *ECF System* database for your account with the court. It is read-only. If you discover any incorrect information that needs to be changed, please notify the court immediately.

Notice the “Add headers to PDF documents” box. E-filed documents do not have the traditional filed stamp; rather, there is an electronic stamp which appears at the top of each page indicating information about the filing, including filed date. If you do not want that header, uncheck that box.

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

The *ECF System* will e-mail to parties their *NEF* based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish the *ECF System* to notify regarding new case documents.

E-mail information for wes

Primary e-mail address: william_shoet@dcud.uscourts.gov

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices

html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

- Enter a check mark by clicking in the box to the left of the line, which reads “to these additional addresses.”
- Enter the e-mail addresses of those individuals you wish to notify concerning your cases. You can enter approximately ten (10) e-mail addresses.
- On this screen, you can indicate that you would like to receive notice in additional cases (in which you are not involved). You would then receive the *NEFs* in those cases; however, your name would not be listed on the *NEF* unless you are an attorney in the case.
- This is also the screen where you choose whether to receive a notice for each filing or a daily summary report. This selection applies to primary e-mail addresses and to all additional addresses.

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

(3) Change Password

To edit or view login information about your account, select the **[More User Information]** button, from the “Maintain User Account” screen, as shown.

This screen displays the *Filing User's* login information and provides the means to change your *ECF System* password. Notice that the *ECF System* displays a string of asterisks in the “Password” field.

To change your *ECF System* password, place your cursor in the “Password” field and delete the asterisks. Type in your new password. The *ECF System* displays the actual characters of your new password as you type. When you have completed your interface with the *ECF System* from this screen, click on the **[Return to Account screen]** button to reopen the “Maintain User Account” screen.

NOTE: You should change your password periodically to keep it from being compromised.

When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the “Maintain User Account” screen to submit your changes to the *ECF System*. The *ECF System* will notify you on-screen that your updates were accepted. If you changed passwords, you may begin using the new password during your next *ECF System* session.

NOTE: If you have lost or misplaced your login information, please send an e-mail to ecf_registration@scd.uscourts.gov or call the Help Desk.

(4) View Your Transaction Log

From the “Utilities” screen, click on the **[View your Transaction Log]** button. The *ECF System* opens a screen with two fields for entering your date selection criteria. Enter the date range for your report and click on the **[Submit]** button. The *ECF System* displays a report of all your transactions in the *ECF System* within the date range you specified for date selection criteria.

Use this feature to review your transactions and to verify that all of the transactions you entered are reflected in the “Transaction Log” and that no unauthorized individuals have entered transactions into the *ECF System* using your login name and password.

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Text Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN Responses due by 9/30/2001. Replies due by 9/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to Sheriff. Signed by Judge William Bennett Jr on 08/29/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] Preliminary Injunction filed by DEMITRIA RICE (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] Permanent Injunction filed by ARLENE ACKERMAN (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty by ARLENE ACKERMAN. Responses due by 9/31/2001. Replies due by 9/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by DEMITRIA RICE Responses due by 9/31/2001. Replies due by 9/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction to cease and desist the assignment of plaintiff to cafeteria monitor by DEMITRIA RICE Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prtd: 2231
3431	09/04/2001 14:21:27		Updated user record: shorwe 2231
Total Number of Transactions: 11			

If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the court’s Help Desk as soon as possible.

(5) Other Features

The *ECF System* provides three miscellaneous functions within the [Utilities] option of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the “Legal Research” option from the “Miscellaneous” screen, the *ECF System* opens a new screen that contains hyperlinks to a law dictionary, a medical dictionary, and legal research resources (Westlaw and Lexis via the Internet). Select the “Verify a Document” option to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a “Mailings” option that opens a new screen for requesting mailing information or labels from the *ECF System*.

f. Logout



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

Click on the [Logout] option from the *ECF System* Attorney Event Menu Bar. The *ECF System* will log you out of the system and return you to the *ECF System* “Login” screen.

g. Clearing Cache

Why do I need to clear my cache?

Even though pages on a site may have been updated, you may be viewing old information if your browser's cache (pronounced “cash,” a type of electronic memory) is not being cleared as frequently as it should be.

Generally, the first time you enter a Web address, your browser goes to the Internet to get the information you are requesting and temporarily stores it in the cache. When you request information at the same address again, your browser goes to the cache first, rather than directly to the Internet, to retrieve the information. For this reason, the information stored in the cache may be outdated.

We recommend that you set your browser so that the cache is automatically cleared out frequently and your system is always retrieving fresh information directly from the Internet.

Following are instructions for use with the *ECF System's* recommended browsers. If you are using a different version or browser manufacturer, please refer to the appropriate documentation or web site for detailed information they may have provided on this topic.

For Netscape version 4.7:

1. On the Edit menu of your toolbar, click Preferences.
2. Click the Advanced category and select Cache.
3. Click the Clear Disk Cache button and the Clear Memory Cache button.
4. Choose the radio button "Change page every time."
5. Click OK.

For Netscape version 6.0, 7.0:

1. On the Edit menu of your toolbar, click Preferences.
2. Click the arrow beside the Advanced category and select Cache.
3. Click the Clear Disk Cache button and the Clear Memory Cache button.
4. Choose the radio button, "Every time I view the page."
5. Click OK.

For Internet Explorer version 5.5 and higher:

1. On the Tools menu of your toolbar, click Internet Options.
2. Click the General tab.
3. In the Temporary Internet files area, click Delete Files, then click OK.
4. In the Temporary Internet files area, click Settings.
5. Select the radio button for Automatically, then click OK.
6. Click OK to close Internet Options.

E. Help Desk

Judicial Services will handle Help Desk questions, such as "How do I open a case?" "How do I file a motion?" as well as questions relating to using ECF, to ECF Policies and Procedures, and to Local Rules.

The PACER Service Center is the National Technical Help Desk. For technical questions, contact the PACER Service Center (PSC) at 1.800.676.6856. PSC is responsible for public support of the application including general setup questions, password administration, technical questions, and billing services. They will answer questions about browser problems or connection issues, installing and using Adobe Acrobat, and any PACER questions. Users may also e-mail questions which are answered on a daily basis. Telephone support is offered from 8:00 a.m. to 5:00 p.m. CST. The PSC e-mail address is pacer@psc.uscourts.gov.

Systems can offer local technical support issues ranging from password problems, scanning issues, document conversion errors, etc. Call the regular Help Desk number, and they will forward the call appropriately.

Contact information : <https://www.scd.uscourts.gov/contact.asp>

ECF System Website <https://ecf.scd.uscourts.gov>