

Table of Contents

Getting Started	
Introduction	1
Help Desk	1
ECF System Capabilities	1
Requirements	
Hardware and Software Specifications	2
PACER Registration	2
Registering for Access to ECF	3
Preparation	
Setting Up the Acrobat PDF Reader	3
Portable Document Format (PDF)	3
How to Convert Document to PDF Format	4
Using Most Word Processing Programs	4
PDF Document Requirements	5
Basics	
User Interactions	6
Conventions Used in the Manual	6
Documents Filed in Error	6
Viewing the Transaction Log	7
User's Manual	7
Retention and Signature Requirements	7
Notice of Manual Filing	9
Notice of Electronic Filing (NEF)	9
Service of Document by Electronic Means	9
Certificate of Service	10
Transcripts	10
Privacy	10
Sealed Documents	11
Special Filing Requirements and Exceptions	11
Submitting a Proposed Document	12
Submitting Ex Parte Settlement Statements	12
Submitting a "Joint Report of Parties and Proposed Scheduling and Discovery Order"	13
Filing Other Types of Documents	13
Technical Failures	13
A Step-By-Step Guide	
How to Access the System	14
ECF/PACER Login	15
Selecting ECF Features	16
Manipulating the Screens	17
Correcting a Mistake	17
Civil Events Feature	
Filing a Civil Complaint	18

Filing a Motion	19
Linking Document (Refer to Existing Events)	31
Criminal Events Feature	
Filing Documents for Criminal Cases	32
Linking Document (Refer to Existing Events)	44
Query Feature	45
Reports Feature	48
Utilities Feature	50
Logout	54
Appendix A - Attorney Registration Form	55
Appendix B - Certificate of Service	56
Appendix C - Notice of Manual Filing	57
Appendix D -	
Attorney Events Civil	58
Attorney Events Criminal	64
Appendix E - Instructions/Guide For Entering Party Names	68

Electronic Case Files System User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Case Files (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet browsers and Portable Document Format (PDF) software.

Help Desk

Contact the court's Help Desk between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday, if you need assistance using ECF.

Help Desk - East St. Louis **1-866-867-3169**

Help Desk - Benton **1-866-222-2104**

OR **E-mail: ecfhelp@ilsd.uscourts.gov**

ECF System Capabilities

The ECF system allows registered participants with Internet accounts and web browser software to perform the following functions

- Access the court's web page
- View or download the most recent version of the User's Manual, Electronic Filing Rules, and Local Rules
- Self-train on a web-based ECF tutorial
- Practice entering pleadings into ECF using a "training" database that is similar to the official "live" ECF database
- Electronically file pleadings and documents in the actual "live" cases

-
- View official docket sheets and documents associated with cases
 - View reports for cases that were filed electronically

Requirements

Hardware and Software Specifications

The minimum hardware and software specifications to electronically file, view, and retrieve case documents are as follows.

- A personal computer with a Windows or Macintosh operating system
- An Internet provider using Point to Point Protocol (PPP)
- Internet access supporting a transfer rate of 28.8 kb or higher
- Netscape Navigator software version 4.5, 4.7, or 4.76 or Internet Explorer 5.5
- Software, such as Adobe Acrobat or other portable document format (PDF) conversion software, to convert documents from word processing format to PDF format
- A scanner to convert documents that are not in your word processing system to PDF format

Note: This would be used for documents that cannot be produced electronically, such as photographs, insurance policies, and deposition excerpts. *(See Also Electronic Filing Rule 5)*

PACER Registration

(See Also Electronic Filing Rule 11)

ECF users must have a PACER account to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center at 1-800-676-6856 or 1-210-301-6440 to establish an account. You may also register for PACER online at www.pacer.psc.uscourts.gov.

Registering for Access to ECF

(See Also Electronic Filing Rules 1 and 2)

Participants must register with the court to receive a login and password for the ECF system. Registration forms can be obtained on our web site at www.ilsd.uscourts.gov/cm_ecf.html or by calling the court at 1-866-867-3169 or 1-866-222-2104. *See* Appendix A.

Completed registration forms should be submitted online or mailed to:

U. S. District Court - Southern District of Illinois
Attn: ECF Attorney Registration
P. O. Box 249
East St. Louis, Illinois 62202

After an account has been established, the participant(s) will be issued a login and password.

Registered users can visit a training version of the system on the Internet at ecf-train.ilsd.uscourts.gov to practice ECF activities and to check the ECF training schedule. We strongly recommend that registered users obtain ECF training or practice in the “training” ECF database before filing documents in the “live” ECF database.

Pro se filers must seek leave to file electronically on a case by case basis.

Preparation

Setting Up the Acrobat PDF Reader

To view documents that have been electronically filed on the system, users must install Adobe Reader. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe’s instructions to use Adobe Reader after installation.

Portable Document Format (PDF)

Only PDF documents may be filed with the court using the ECF system. Before sending a document to the court, users should preview the PDF-FORMATTED document to ensure it appears in its entirety and in the proper format.

How to Convert Document to PDF Format

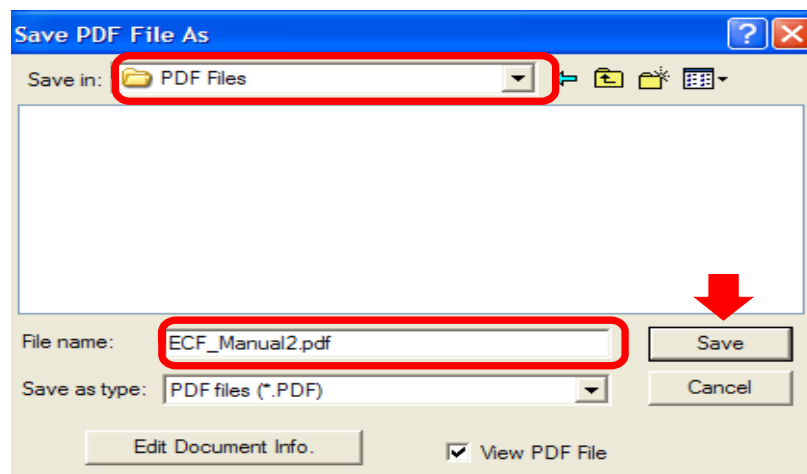
All documents **must** be converted to PDF format **before** submitting them to the court's ECF system. The conversion process requires software such as Adobe Acrobat versions 4.0 or above. There are various software applications capable of PDF conversion. WordPerfect 9 and 10 have the conversion capability built into the software.

Using Most Word Processing Programs

- Install Adobe Acrobat or other PDF software on your computer
- Open the document to be converted
- Select [**File > Print**] to change the current printer
- Select **Adobe PDFWriter** or **other PDF software printer driver**

Note: This process may change depending on the word processing program or other PDF conversion software. It may be necessary to find the printer selection options elsewhere. Please consult the user manual for your software.

- [**Print**] the file. The file does not actually print; it begins the conversion process asking for a file name and saving location. (Be sure to note the "Save in:" location.)



-
- Name the file, add the .pdf extension, and click **[Save]**. The document now has been converted to PDF format under the newly assigned name, and the original document remains in the word processing format.

PDF Documents Requirements

Documents converted from any word processing program must

- Comply with PDF versions 1.0 through 1.4
- Not contain security settings or have all security settings deactivated
- Have all fonts referenced in the record, including the “base 14 fonts,” embedded
- Not contain any file compression

Documents scanned

- Use at least 250-300 dpi for scanning
- Set image type to black and white bitmap, text (image only), or line art
- Adjust brightness to best possible view
- Must be identical in content and appearance to the source document

Basics

User Interactions

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

1. Entering data;
2. Using command buttons to direct system activities; and
3. Mouse-clicking on hyperlinks.

Command buttons and hyperlinks are used to direct the system to the next process.

Conventions Used in this Manual

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

Documents Filed in Error

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction. The ECF system does not permit you to change the misfiled document or incorrect docket entry after the transaction has been accepted.

To request a correction, telephone as soon as an error is discovered.

Help Desk - East St. Louis **1-866-867-3169**

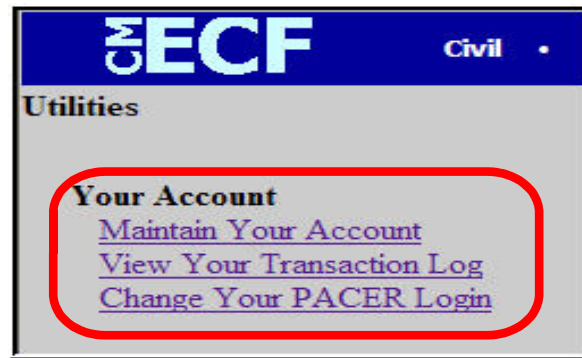
OR

Help Desk - Benton **1-866-222-2104**

You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating the document was filed in error. Do **NOT** attempt to re-file the document. You will be advised if re-filing is required.

Viewing the Transaction Log

Viewing the transaction log from the **Utilities** Menu allows for the review of all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password *immediately*. Then telephone the court's Help Desk at 1-866-867-3169 as soon as possible.



User's Manual

The most recent version of the User's Manual is always available at www.ilsd.uscourts.gov/cm_ecf.html in PDF format. At this location we will announce scheduled service outages, changes to policies, etc. Separate web pages are available for each of the judges of the district on the court's website at www.ilsd.uscourts.gov and should be consulted frequently for any updates regarding a particular judge's policies and practices.

Retention and Signature Requirements

(See Also Electronic Filing Rule 7)

Upon registration, users automatically endorse their electronic signature for purposes of Federal Rule of Civil Procedure 11 specifically, the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure generally, and the local rules. The user's electronic signature also serves as a valid signature for purposes of unsworn declarations pursuant to 28 U.S.C. § 1746, service and filing pursuant to Federal Rule of Civil Procedure 5 and Federal Rule of Criminal Procedure 49, and establishing perjury pursuant to 18 U.S.C. §§ 1621-1623.

- A. Documents that may be filed electronically without an accompanying signed original hard copy

Any document allowed to be filed electronically and not requiring the submission of a signed original, as provided in subsection B for criminal cases, shall indicate a signature on the electronically filed document in the form “s/ Jane Doe,” as follows:

s/Jane Doe
Doe, Smith & Jones
Attorneys at Law
302 South Main
Anytown, IL 61234

The “s/” name on the document and the filer’s login and password should be identical or the document may be stricken.

Because of potential perjury implications, the filing attorney of a document requiring more than one signature must be electronically filed either by: (1) representing his or her own signature with the “s/” and certifying that each of the other signatories has expressly agreed to the form and substance of the document or (2) submitting a scanned document containing all necessary original signatures. A non-filing signatory or party who disputes the authenticity of an electronically filed document must file an objection to the document with 10 days of service.

For example, a document requiring multiple signatures may be signed:

s/James Smith

s/John Doe (with consent)

<p>The originally executed hard copy must be maintained by the filer for five years after final resolution of the action, including final disposition of all appeals. The original hard copy must be produced at any time when ordered by the court.</p>

B. Documents that may be filed electronically in criminal cases only if accompanied by a signed original hard copy and served on all appropriate parties:

1. Any affidavit or document containing an oath or a declaration, certification, verification, or statement under the penalty of perjury, by any person other than an attorney of record in the case who is a user;
2. Any document setting forth any stipulation, by any person other than an attorney of record in the case who is a user;
3. Any document containing the signature of a defendant; and
4. Certified copies of judgments or orders of other courts.

Notice of Manual Filing

(See Appendix C)

The Notice of Manual Filing **SHOULD NOT** be the event selected to electronically file a document. The Notice of Manual Filing **SHOULD BE** the pdf document attached to the electronically filed event. For example: A Motion to Dismiss (in excess of twenty page limitation) should be electronically filed as a Motion to Dismiss, but the attached pdf document should be the Notice of Manual Filing. The electronic filer should then immediately forward the original Motion to Dismiss, copy of the Notice of Manual Filing and a copy of the Notice of Electronic Filing (NEF) to the clerk's office for processing.

Notice of Electronic Filing (NEF)

(See Also Electronic Filing Rules 3 and 8)

Electronic transmission of a document to the ECF system, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure and constitutes entry of the document on the docket maintained by the Clerk pursuant to Fed. R. Civ. P. 58, Fed. R. Civ P. 79, and Fed. R. Crim. P. 55.

Service of Document by Electronic Means

(See Also Electronic Filing Rules 3 and 8)

Whenever a pleading or other document is filed electronically, the ECF system will automatically generate and send a Notice of Electronic Filing (NEF) to the filing user and registered users of record. It is recommended that the user filing the document retain a paper or digital copy of the NEF, which shall serve as the court's date-stamp and proof of filing.

Transmission of the NEF shall constitute service of the filed document and must be deemed to satisfy the requirements of Fed. R. Civ. P. 5(b)(2)(D), Fed. R. Civ. P. 77(d) and Fed. R. Crim. P. 49(b). Nevertheless, all documents filed using the ECF system must include a certificate of service stating that the document has been filed electronically and is available for viewing and downloading from the ECF system. The certificate of service must identify the manner in which the service on each party was accomplished.

Attorneys who have not registered as users with ECF and non-prisoner pro se litigants who have not registered with ECF shall be served a paper copy of any electronically filed pleading or other document in accordance with the provisions of Fed. R. Civ. P. 5.

Service by electronic means shall be treated the same as service by mail for the purpose of adding three days to the prescribed response period.

Certificate of Service

A certificate of service in accordance with Fed. R. Civ. P. 5(d) is still required when a party files a document electronically. The certificate must state the manner in which service was accomplished on each party and should be included as the final page of the document. You may use the “Mailing Info for a Case” feature in ECF under “Utilities” to obtain information regarding which parties are registered users of ECF and which parties require service by regular mail. *See* Appendix B for a sample certificate of service.

Transcripts

Proceedings of this Court. Transcripts of proceedings of this court shall be filed in hard copy and available for review in the Office of the Clerk.

Transcripts from other Courts. Transcripts of proceedings of other courts shall be filed electronically in PDF format, if so available, otherwise shall be filed on paper.

Privacy

(See Also Electronic Filing Rule 6 and Local Rule 5.1(d))

To address the privacy concerns created by Internet access to court documents, unless otherwise ordered by the court, the filing attorney shall modify certain personal data identifiers in pleadings and other papers as follows:

1. Minors' names: Use minor's initials only;
2. Social Security numbers: Use last four numbers only;
3. Dates of birth: Use year of birth only;
4. Financial account numbers; Identify the type of account and the financial institution, but use only the last four numbers of the account number;
5. Drivers License numbers: Use the last four numbers only.

It is not the responsibility of the Clerk's Office to review each document to determine if pleadings have been modified and are in proper form.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. This document shall be retained by the court as a part of the record. The court may, however, still require the party to file a redacted copy for the public file.

Sealed Documents

(See Also Electronic Filing Rule 6)

The filing of sealed documents is governed by Electronic Filing Rule 6. The original document must be filed in paper form with the Clerk's Office, with a copy of the Notice of Manual Filing as a cover sheet along with a copy of the Notice of Electronic Filing (NEF). The appropriate event must be electronically filed (i.e., sealed motion, sealed sentencing memorandum/response) with the Notice of Manual Filing attached as the pdf document.

Special Filing Requirements and Exceptions

The following documents shall be filed on paper, which will be electronically filed by the Clerk's Office and may also be scanned into ECF by the Clerk's Office.

1. Administrative records in social security cases and in other administrative review proceedings;
2. Pretrial hearing and trial exhibits;
3. Consent/NonConsent to Disposition Before U.S. Magistrate Judge;
4. State court records and other Habeas Corpus Rule 5 materials
5. Civil Complaint and Civil Cover Sheet;
6. Notice of Removal and state court records filed in 28:1446 removal proceedings;
7. Pleadings and documents filed by pro se litigants who are incarcerated or who are not registered filing users in ECF;
8. Charging documents in a criminal case, such as the complaint, indictment or information;
9. Affidavits for search and arrest warrants and related papers;
10. Fed.R.Crim.P.20 and Fed.R.Crim.P.5 (formerly Rule 40) papers received from other courts;
11. Pleadings or documents in a criminal case containing the signature of a defendant, such as a waiver of indictment, plea agreement or Notice of PSI; and
12. Petitions for violations of supervised release.

Submitting a Proposed Document

Some documents are technically not to be “filed.” Rather, they are to be “submitted.” For example, a proposed order, proposed amended complaint, proposed documents to be filed out of time, proposed documents in excess of page limit, writ, post-judgment notice, and certain stipulations require court approval before actually being filed and given full effect. Because in the CM/ECF system docket entries themselves have the full force of a court order, to prevent confusion, such documents must be attached to an e-mail sent to the e-mail address of the assigned judge. The subject line of the e-mail must include the case, number, the corresponding document number, and brief description of proposed document as indicated on the Notice of Electronic Filing (NEF). All such documents must be submitted to the court in a format compatible with WordPerfect, which is a “Save As” option in most word processing software. Such proposed documents, should also be served on all parties. The judges’ e-mail addresses for such documents are as follows:

Chief Judge G. Patrick Murphy	GPMpd@ilsd.uscourts.gov
Judge J. Phil Gilbert	JPGpd@ilsd.uscourts.gov
Judge David R. Herndon	DRHpd@ilsd.uscourts.gov
Judge Michael J. Reagan	MJRpd@ilsd.uscourts.gov
Judge James L. Foreman	JLFpd@ilsd.uscourts.gov
Judge William D. Stiehl	WDSpd@ilsd.uscourts.gov
Judge Gerald B. Cohn	GBCpd@ilsd.uscourts.gov
Judge Philip M. Frazier	PMFpd@ilsd.uscourts.gov
Judge Clifford J. Proud	CJPpd@ilsd.uscourts.gov

If the motion is granted, you will be directed to electronically file the document with the court.

Submitting Ex Parte Settlement Statements

Settlement statements, by their very nature, are ex parte and therefore are never filed. See the assigned magistrate judge’s web page for that judge’s requirements.

Submitting a “Joint Report of Parties and Proposed Scheduling and Discovery Order”

A completed form “Joint Report of Parties and Proposed Scheduling and Discovery Order” shall be submitted, not filed, to the assigned magistrate judge’s e-mail address for proposed documents (listed above). The subject line of the e-mail must include the case number and reference “Joint Report.”

Filing Other Types of Documents

To file a document other than a motion or application, make the appropriate selection from the appropriate menu. The screens that follow will be very similar to those described for filing a motion. *See Appendix C.*

Technical Failures

(See Also Electronic Filing Rule 10)

Scheduled service outages will be posted on the court’s website at www.ilsd.uscourts.gov. Unscheduled service outages will be dealt with on an individual basis.

A Step-By-Step Guide

(See Also *Electronic Filing Rule 3*)

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

How to Access the System

Users can access the system via the Internet at ecf.ilsd.uscourts.gov



or through the court's web site at www.ilsd.uscourts.gov and click "CM/ECF" hyperlink.

Note: Users can access the "Training" database at ecf-train.ilsd.uscourts.gov

ECF/PACER Login

- The next screen is the login screen.

ECF/PACER Login

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

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquires will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication
Login:
Password:
client code:

Login Clear

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x, and Internet Explorer 5.5

Enter your ECF login and user password in the appropriate data entry field. Then click the **[Login]** button to transmit the information to the system. All login names and passwords are case sensitive. If an error is made before submission, click **[Clear]**.

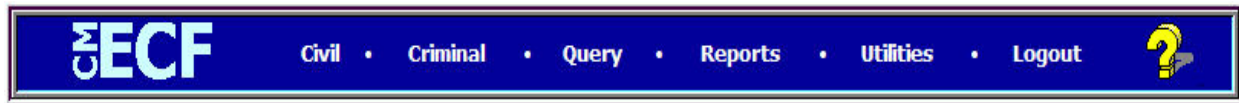
- If an invalid combination has been submitted, the system responds with an error message. Click **[Back]**, then re-enter your login and password.
- For those current PACER users that have not registered as e-filers, you may use your PACER login to view docket sheets and documents, but you will not be able to file documents without an ECF login and password.
- The entry of a valid login and password combination prompts the system to display the **Main Menu**.

Note: The date last logged into the system appears at the bottom left corner of this screen. Please review this information at each login for security reasons. If you believe your last login date and time are incorrect, please change your password and notify the court's Help Desk (see page 2) immediately.



- Once the **Main Menu** appears, select from the **hyperlinked** options in the blue bar.

Selecting ECF Features



- Civil** Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal** Select **Criminal** to electronically file all criminal case pleadings, motions, and other court documents.
- Query** **Query** ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. Login to PACER is required to query ECF.

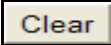
- Reports** Select **Reports** to retrieve docket sheets and cases-filed reports. Login to PACER is required to view reports.

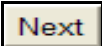
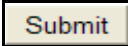
- Utilities** Select **Utilities** to view the transaction log and maintain personal ECF account information.

- Logout** Select **Logout** to properly exit from ECF and prevent further filing with your login and password.

Manipulating the screens

Each screen has the following two buttons:

1.  clears all characters entered in the box(es) on that screen; and

2.  or  accepts the entry just made and displays the next entry screen, if any.

Note: Frequently it may be necessary to scroll to the bottom of the page to locate the response buttons.

Correcting a mistake

Use the [Back] and [Forward] buttons located in the top left corner on the Navigation Toolbar to go back to correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.



Civil Events Feature

There are eight basic steps involved in filing a document:

1. Select the type of document to file (*see* Appendix D);
2. Enter the case number in which the document is to be filed;
3. Select the parties filing the document;
4. Specify the PDF file name and location for the document to be filed;
5. Add attachments, if any, to the document being filed;
6. Modify docket text as necessary;
7. Submit the pleading to ECF; and
8. Receive notification of electronic filing.

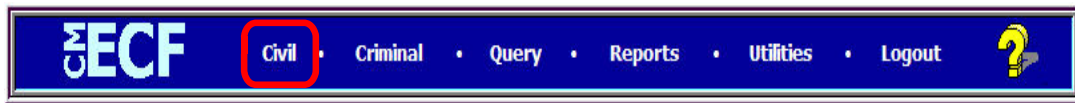
Filing a Civil Complaint

Civil complaints shall be filed in paper form with the Clerk's Office in person or by U. S. Mail. Present the Clerk's Office with:

- (a) Complaint;
- (b) Civil Cover Sheet (JS-44c); and
- (c) \$150.00 filing fee payment in the form of a check, credit card, money order, or cash.

Note: The Clerk's Office will open the case in ECF, scan the complaint into PDF format, and docket the complaint. You will receive electronic notice of the filing of the complaint if you are registered with an ECF login and password. **This does not constitute service pursuant to Federal Rule of Civil Procedure 4.**

Filing a Motion



1. Select the type of document to file

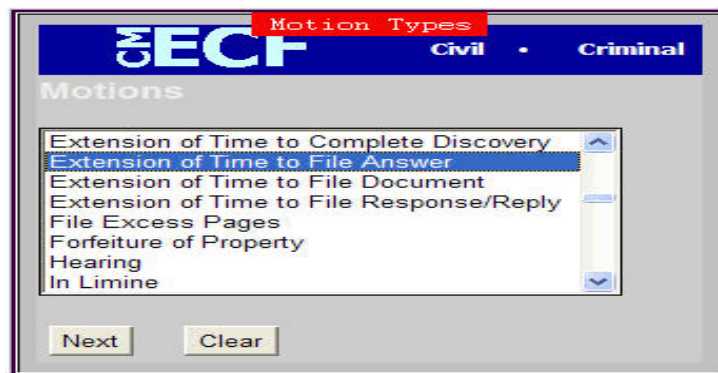
- Select Civil from the blue bar at the top of the Main Menu
- Click Motions

This section describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.



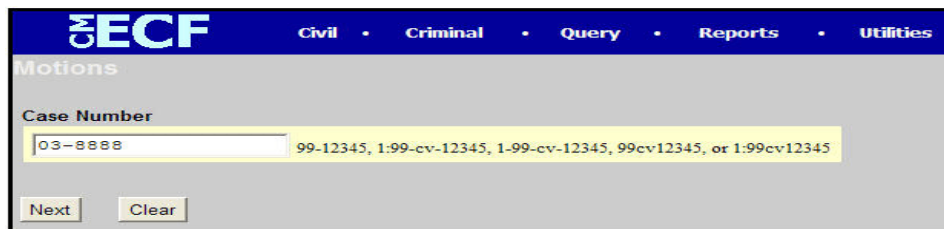
- Select the type of motion

Use the scroll bar or the arrow keys to find the type of motion to be filed, then click the item to select. For multiple part motions, press and hold down the **Ctrl** key and click the appropriate forms of relief.



2. Enter the case number

- If the number is entered incorrectly, click to re-enter
OR
- If the system indicates an invalid case number, click **[BACK]** to re-enter.
- When the case number is correct, click



The screenshot shows the CM/ECF web interface. At the top, there is a blue navigation bar with the text "Civil • Criminal • Query • Reports • Utilities". Below this, the page title "Motions" is displayed. The main content area is titled "Case Number" and contains a text input field with the value "03-8888". To the right of the input field, there is a small text box containing the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field, there are two buttons: "Next" and "Clear".

3. Select the name of the party for whom the motion is being filed

- Click the down arrow to the right of the box to scroll through the list
OR if the name does not appear on the list
- Click **Add/Create New Party**



The name of the party may exist in the database even though it is not linked to the case.


When searching, type a minimum of the first two letters of the business' name or individual's last name.



- Click **Search**

The computer displays a list of party names in the alphabet range selected. If the name of the party appears, select it and click “**Select name from list.**”

OR

If the party name is not on the list or the search returns “**No person found,**” click . See party name standards Appendix E.

If you select a party name already in the database, review the party information and be sure to select the party's role in this filing. Click the white box to the right of role and select the correct role, *i.e.*, plaintiff, defendant, etc. If no role is selected, the default role of defendant will be entered.

C
I
V
I
L

- Enter the information requested (Be sure to select the proper party role)
- Click

Note: Party text is additional information about the party as it is listed on the pleading (*e.g.*, in his or her official capacity). Party text will only appear on the docket sheet next to the parties' names.

It may be necessary to complete the attorney/case association listed below.

- Click on the box to the left of the appropriate party to complete the association

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

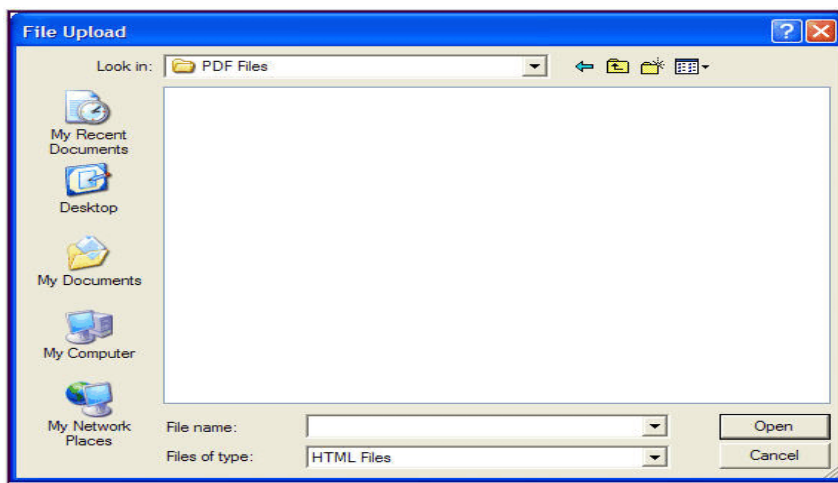
The next screen prompts for the selection of a PDF filename of the document being filed.

The document must be in PDF format with a .pdf suffix. If not, the document will not be readable by the system.

The screenshot shows a web interface for the CM/ECF system. At the top, there is a blue header with the CM/ECF logo and tabs for 'Civil' and 'Criminal'. Below the header, the page title is 'Motions' and the case name is '03-08888-JPG Smith v. Redman'. The main content area contains the instruction: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a text input field labeled 'Filename' with a 'Browse...' button to its right. Below this, there are radio buttons for 'Attachments to Document', with 'No' selected. At the bottom of the form, there are 'Next' and 'Clear' buttons.

C
I
V
I
L

- Enter the full path name of the document to be filed in the space provided
- OR
- Click **Browse...** to navigate to the appropriate directory and file, then select the document



- Change the **Files of type** from

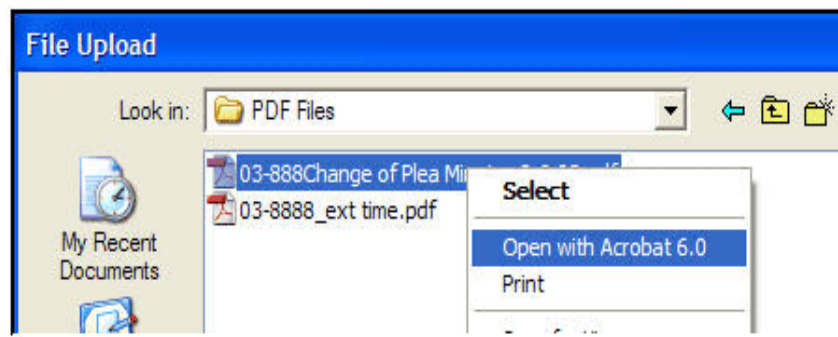



- to



- Select the file to upload to ECF

Note: To verify the document being filed is the correct document, right click the file name to display the quick menu and left click to open. The .pdf document will open and **MUST** be viewed to verify it is the correct document.



- Once verified for correctness, click [Open]. The **File Upload** screen closes, and the document is posted to the PDF file name on the **Motions** screen.
- If there are **no attachments/exhibits** to the motion
 - Click 
 - Proceed to Step 6


5. Adding attachments/exhibits to documents

(See Also Electronic Filing Rule 5)

- If there are attachments to the motion

- Click **Yes**
- Click **Next**

An additional screen is displayed (all exhibits must be attached to the motion) which allows for the attachment of one or more documents.

- Under **Type**, click the  (drop-down) list then select the appropriate type of attachment
- Click in the **Description** box and type the description
- At the prompt: **“Please select the PDF filename of the document you are filing,”** type in the PDF name of the attachment, or click **Browse...** to search
- Click **Add to List**
- If there are additional attachments, repeat this sequence for each
- When all documents are attached, click **Next**

When attachments/exhibits cannot be electronically filed

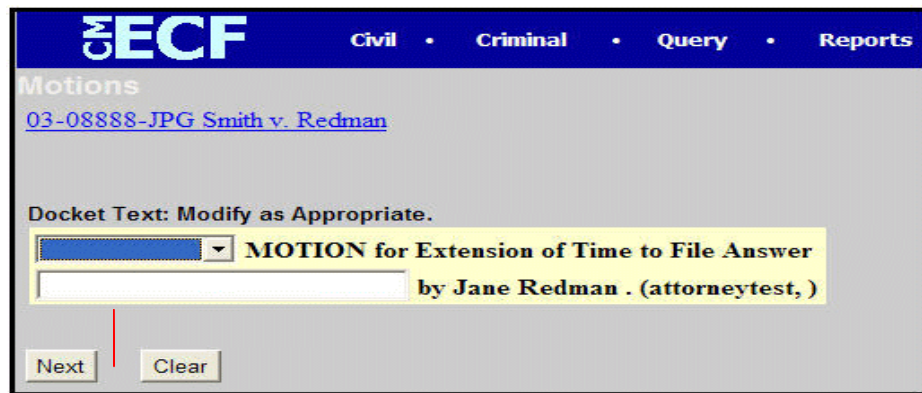
If attachment/exhibit cannot be created and filed electronically, or is greater than 20 pages or 1.5 Mb, follow the instructions as outlined in step 5. However, the pdf document to be added to the attachment/exhibit should be the Notice of Manual Filing. The electronic filer should then immediately forward the original attachment/exhibit, copy of the Notice of Manual Filing and a copy of the Notice of Electronic Filing (NEF) to the Clerk's Office for processing.

Note: Filers must not attach any pleading or other paper already on file with the court. Merely refer to that document number.

C
I
V
I
L

6. **Modify docket text**

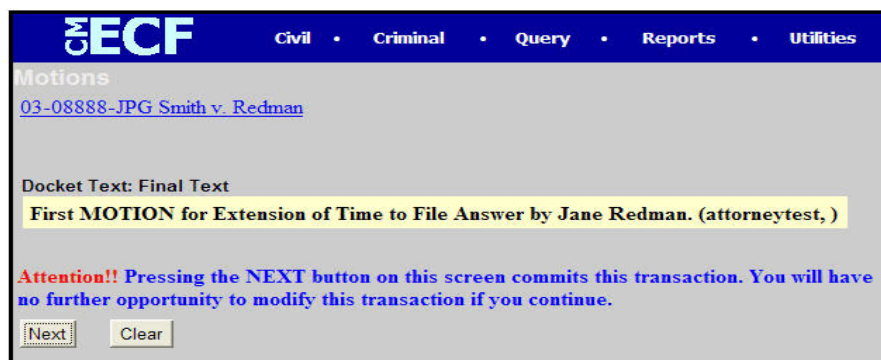
- Click the (drop-down) modifier list and select the appropriate modifier if any
- Click the open text area to type additional text for the description



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and Reports. Below the navigation bar, the page title is "Motions" and the case number is "03-08888-JPG Smith v. Redman". The main content area displays "Docket Text: Modify as Appropriate." followed by a drop-down menu and a text input field. The drop-down menu is currently set to "MOTION for Extension of Time to File Answer" and the text input field contains "by Jane Redman . (attorneytest,)". At the bottom of the form, there are two buttons: "Next" and "Clear".

7. **Submit the pleading to ECF**

- Click **Next** and a new **Motion** window appears with the complete text for the docket entry
- Review the docket text and correct any errors
[If modification is needed on a previous screen, click **[Back]** on the browser toolbar]



- Click **Next** to file the pleading

Note: The above screen contains the following warning.

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

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

- Clicking any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process selected.

OR

- Clicking the Web Browser **[Back]** button to the desired screen.

8. Notice of Electronic Filing (NEF)

- ECF opens a new **Motions** window displaying the official filing receipt

Motions
[03-08888-JPG Smith v. Redman](#)

U.S. District Court
Southern District of Illinois CM/ECF Test Database

Notice of Electronic Filing

The following transaction was received from attorneytest, entered on 8/25/2003 at 3:44 PM CDT and filed on 8/25/2003

Case Name: Smith v. Redman
Case Number: [4:03-cv-8888](#)
Filer: Jane Redman
Document Number: [2](#)

Docket Text:
First MOTION for Extension of Time to File Answer by Jane Redman. (attorneytest,)

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047403380 [Date=8/25/2003] [FileNumber=35-0] [6bc71fd69efe653b412e5e7d0ddda1cd4c6d2a4c71b30d498de8c0c72cf741c20c4c0d09aeb1ab818dddbdac59c80383679ff8b49249c22a0ea8ddfd7b48df5]]

4:03-cv-8888 Notice will be electronically mailed to:

4:03-cv-8888 Notice will not be electronically mailed to:

Perry Mason

- This screen provides confirmation that ECF has registered your transaction, and the pleading is now an official court document. It also displays the date and time of your transaction, as well as the number assigned to the document. Please note the number of the document.
- Select [**Print**] on the browser toolbar to print the document receipt
OR
- Select [**File**] on the browser menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: The **Notice of Electronic Filing** constitutes the file stamp. The court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a copy for your personal files.

E-Mail Notification of Documents Filed

(See Also Electronic Filing Rule 8)

ECF will electronically transmit the Notice of Electronic Filing to the other attorneys and parties to the case who have supplied their e-mail address to the court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing on attorneys and parties who are not set up for electronic notification.

Individuals who receive Notice of Electronic Filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document to verify that the pleading was properly docketed. The court strongly urges you to copy the Notice of Electronic Filing and documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.

Linking Document (Refer to Existing Events)

Some documents such as affidavits and supplements should be “linked” to their related events in the case. When filing these and certain other types of documents the following screen will be presented

The screenshot shows the ECF interface for filing a document. At the top, it says 'ECF' and 'Civil • Criminal'. Below that, it says 'Other Documents' and '03-08888-JPG Smith v. Redman'. There is a checkbox labeled 'Refer to existing event(s)?'. Below the checkbox are two rows of input fields: 'Filed' with a 'to' field, and 'Documents' with a 'to' field. At the bottom are 'Next' and 'Clear' buttons.

An “event” is anything that has been filed in the case. To “link” the document currently being filed to a previously filed document

- Check the box in front of “**Refer to existing event(s)?**” (the date filed or the document number may also be entered)
- Click **Next**

The screenshot shows the ECF interface for linking a document. At the top, it says 'ECF' and 'Civil • Criminal • Query • Reports • Utilities'. Below that, it says 'Other Documents' and '03-08888-JPG Smith v. Redman'. The instruction reads: 'Select the appropriate event(s) to which your event relates:'. There is a list of four events, each with a checkbox:

- 08/25/2003 1 COMPLAINT with jury demand against Jane Redman (Filing fee \$ 150 receipt number 5555555.), filed by John R. Smith.(vjm,)
- 08/25/2003 2 First MOTION for Extension of Time to File Answer by Jane Redman. (attorneytest,)
- 08/26/2003 3 MOTION to Appoint Counsel by Jane Redman. (vjm,)
- 08/26/2003 4 EXHIBIT by Jane Redman.. (vjm,)

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

- Click the checkbox for the document to be linked
- Click **Next**

Criminal Events Feature

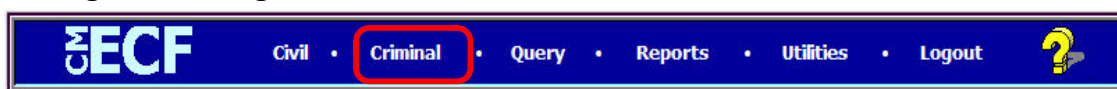
Note: Only counsel of record in a criminal case and other specifically authorized users will have electronic access to criminal cases. Non-parties may access the electronic documents at a public user terminal at the courthouse in East St. Louis or Benton. *See Also Electronic Filing Rule 11*

Filing Documents for Criminal Cases

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

1. Select the type of document to file (see Appendix D);
2. Enter the case number in which the document is to be filed;
3. Designate the defendant to whom the filing relates;
4. Designate the party(s) filing the document;
5. Specify the PDF file name and location for the document to be filed;
6. Add attachments, if any, to the document being filed;
7. Modify docket text as necessary;
8. Submit the pleading to ECF; and
9. Receive notification of electronic filing.

Filing a Pleading or Document



1. Select the type of document to file

- Select Criminal from the blue menu bar at the top of the Main Menu

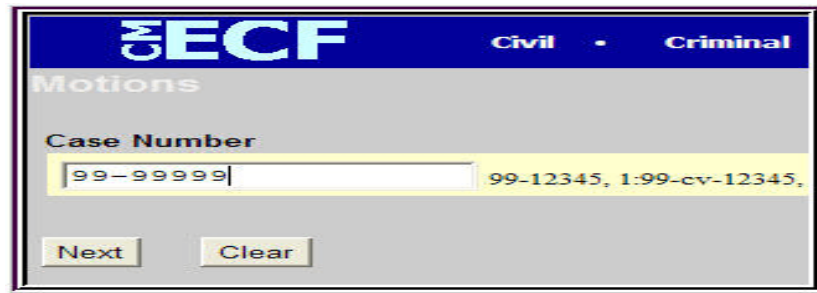
This section describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

- Click **Motions** under **Motions and Related Filings**



2. **Enter the case number**

- If the number is entered incorrectly, click to re-enter
- **OR**
- If the system indicates an invalid case number, click **[BACK]** to re-enter.
- When the case number is correct, click



The screenshot shows a web interface for the CM/ECF system. At the top, there is a blue header with the text 'CM/ECF' in large white letters, and 'Civil • Criminal' in smaller white text to the right. Below the header, the word 'Motions' is displayed in a light gray font. The main content area has a light gray background. A label 'Case Number' is positioned above a text input field. The input field contains the text '99-99999'. To the right of the input field, there is a small gray box containing the text '99-12345, 1:99-cv-12345,'. Below the input field, there are two buttons: 'Next' on the left and 'Clear' on the right.

3. **Designate the defendant to whom the filing relates**

Note: It may be necessary to complete the attorney/case association listed below.

- Click on the box to the left of the appropriate defendant to complete the association

CM/ECF Civil • Criminal • Query

Motions

[99-99999-JLF USA v. Doe](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

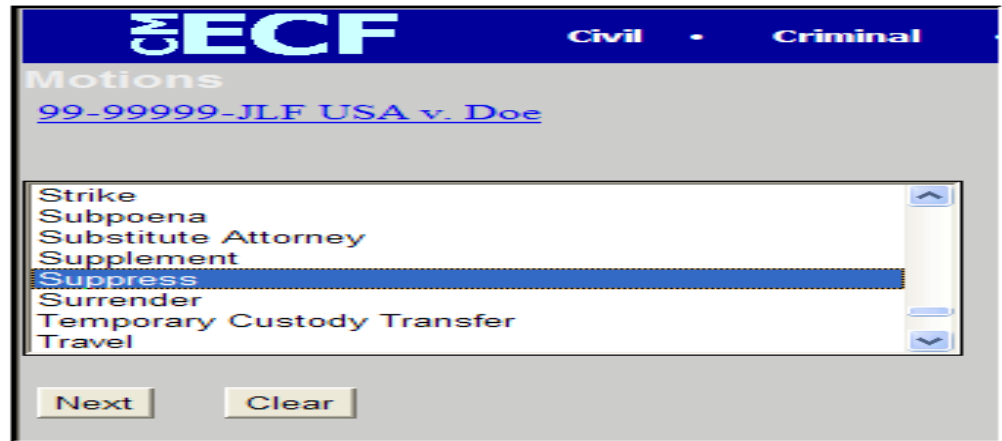
Doe, Jane(pty:dft) represented by attorneytest1, (aty)

Next Clear

C
R
I
M
I
N
A
L

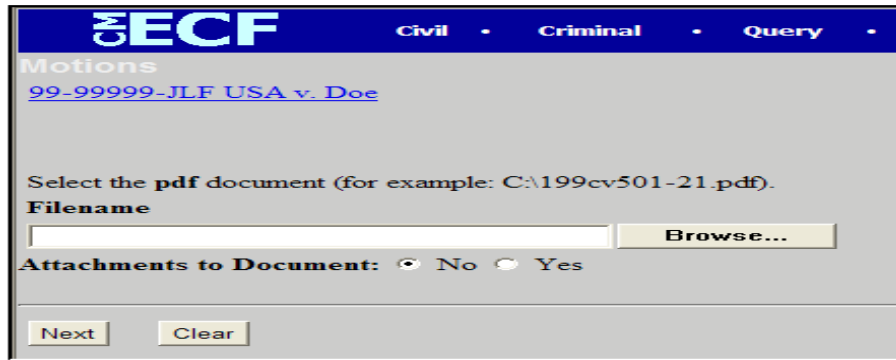
4. **Select the type of motion**

- Use the scroll bar or the arrow keys to find the type of motion to be filed, then click the item to select. For multiple part motions, press and hold down the **Ctrl** key and click on the appropriate forms of relief.

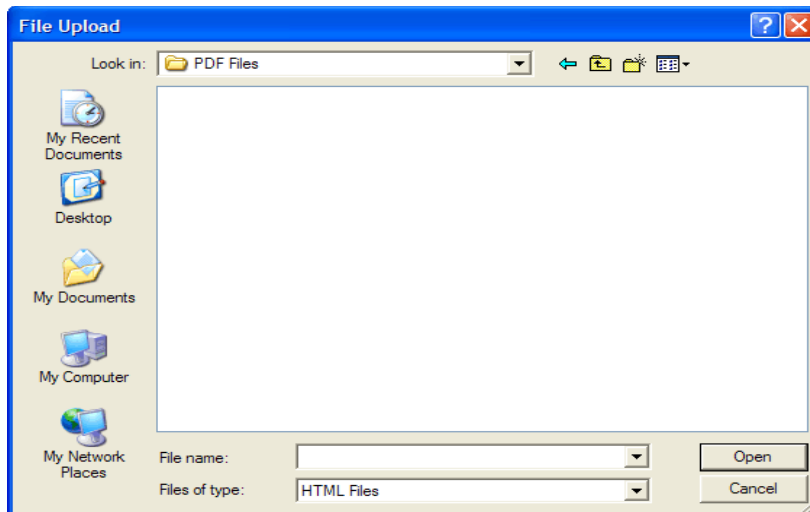


5. Specify the PDF file name and location for the document to be filed

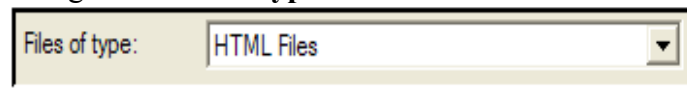
Note: The document **must** be in PDF format with a .pdf suffix. If not, the document will not be readable by the system.



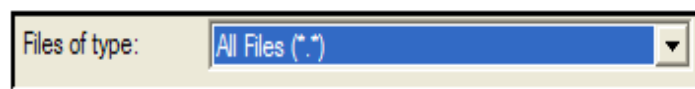
- Click **Browse...** and the following screen opens



- Change the **Files of type** from

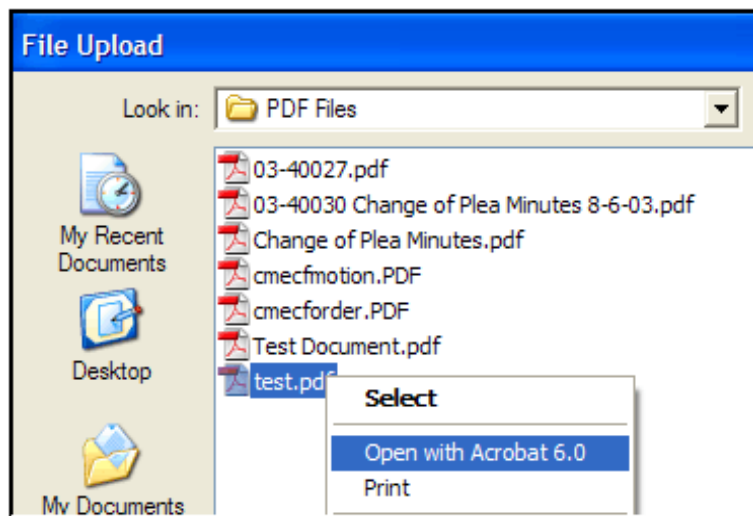


- to



- Select the file to upload to ECF

Note: To verify the document being filed is the correct document, right click the file name to display the quick menu and left click to open. The .pdf document will open and MUST be viewed to verify it is the correct document.



- Once verified for correctness, click [Open]. The File Upload screen closes and the document is posted to the PDF file name on the Motions screen.
- If there are no attachments to the motion,
 - Click **No**
 - Click **Next**
 - Proceed to Step 7 “Modifying Docket Text” to continue filing

6. **Adding attachments, if any, to the document being filed**
(See Also Electronic Filing Rule 5)

Note: Proposed orders are not to be submitted as attachments. The procedure is addressed in the Basics section.

• **Attachments to Document:** No Yes

- Click **Yes**
- Click **Next**

An additional screen is displayed (all exhibits must be attached to the motion) which allows for the attachment of one or more documents.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area is titled "Select one or more attachments." and contains three steps: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). Below this is a "Filename" input field with a "Browse..." button. 2) At your option, select a document type and/or enter a description. Below this are "Type" and "Description" labels, a drop-down menu for "Type", and an input field for "Description". 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. Below this is a list box (currently empty) with "Add to List" and "Remove from List" buttons. At the bottom left is a "Next" button.

- Under **Type** click the (drop-down) list and select the appropriate type of attachment
- Click in the **Description** box and type the description
- At the prompt, **“Please select the PDF filename of the document you are filing,”** type in the PDF name of the attachment or click **Browse...** to search
- Click **Add to List**

-
- If there are additional attachments, repeat this sequence for each
 - When all documents are attached, click



When attachments/exhibits cannot be electronically filed

If attachment/exhibit that cannot be created and filed electronically, or are greater than 20 pages or 1.5 Mb, follow the instructions as outlined in step 6. However, the pdf document to be added to the attachment/exhibits should be the Notice of Manual Filing. The electronic filer should then immediately forward the original attachments/exhibits, copy of the Notice of Manual Filing and a copy of the Notice of Electronic Filing (NEF) to the Clerk's Office for processing.

Note: Filers must not attach as an exhibit any pleading or other paper already on file with the court. Merely refer to that document number.

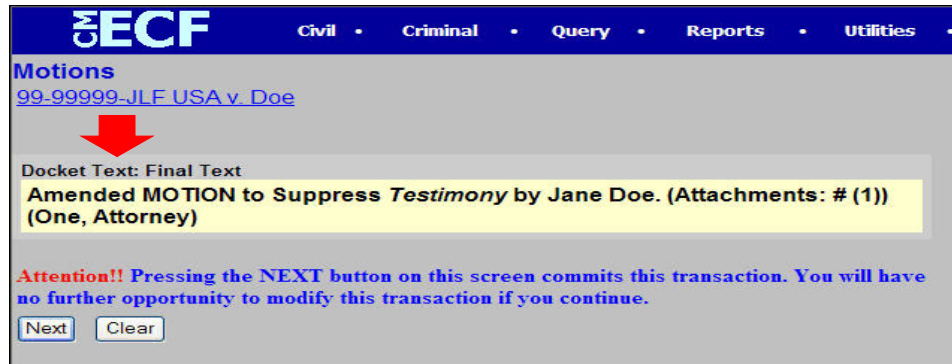
7. Modify docket text


The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Motions" and the case number is "99-99999-JLF USA v. Doe". The main content area is titled "Docket Text: Modify as Appropriate." and contains a form for entering docket text. The text "MOTION to Suppress" is visible, followed by a red-bordered text input field and "by Jane Doe". Below the text, it says "(Attachments: # (1)) (One, Attorney)". At the bottom of the form, there are two buttons: "Next" and "Clear".

- Click the  (drop-down) modifier list and select the appropriate modifier, if any
- Click the open text area to type additional text for the description
- Click 

8. Submit the pleading to ECF

- A new **Motion** window appears with the complete text for the docket entry
- Review the docket text carefully and correct any errors
[If modification is needed on a previous screen, click **[Back]** on the browser toolbar.]



- Click  to file the pleading

Note: The above screen contains the following warning.

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

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

- Clicking any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process selected.

OR

- Clicking the Web Browser **[Back]** button to the desired screen.

9. Notice of Electronic Filing (NEF)

- ECF opens a new **Motions** window displaying the official filing receipt

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

U.S. District Court
Southern District of Illinois CM/ECF System

Notice of Electronic Filing

The following transaction was received from One, Attorney entered on 10/8/2003 at 1:51 PM CDT and filed on 10/19/2003

Case Name: USA v. Doe
Case Number: [4:99-cr-99999](#)
Filer: Dft No. 1 - Jane Doe
Document Number: [2](#)

Docket Text:
Amended MOTION to Suppress *Testimony* by Jane Doe. (Attachments: # (1))(One, Attorney)

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047403380 [Date=10/8/2003] [FileNumber=288-0] [c676cda49b246d7afd65ea530fc9a44b5fab8b3548f3ccad6b88b8926076fd3844ce9d921f79501823343741f789a0382a1c5236b4dc0131ebfa92b2a9bbe651]]

Document description:
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047403380 [Date=10/8/2003] [FileNumber=288-1] [7d788fae3c24bff941c9e313cbc6d002811be4e2653776f788d0726f77c6e812e4204425862a667b546c8387ca60e9d475c4bbc009e9383c6e44e3a06111e6f6]]

4:99-cr-99999-1 Notice will be electronically mailed to:
Attorney One jcalabra@hotmail.com,

4:99-cr-99999-1 Notice will not be electronically mailed to:
Perry Mason
Samuel Oscar

- This screen provides confirmation that ECF has registered your transaction, and the pleading is now an official court document. It also displays the date and time of your transaction as well as the number assigned to the document. Please note the number of the document.
- Select **[Print]** on the browser toolbar to print the document receipt
- Select **[File]** on the browser menu bar, and choose **Save Frame As....** from the drop-down window to save the receipt to a file on the hard drive of your computer

Note: The **Notice of Electronic Filing** constitutes the file stamp. The court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a copy for your personal files.

E-Mail Notification of Documents Filed

(See Also Electronic Filing Rule 8)

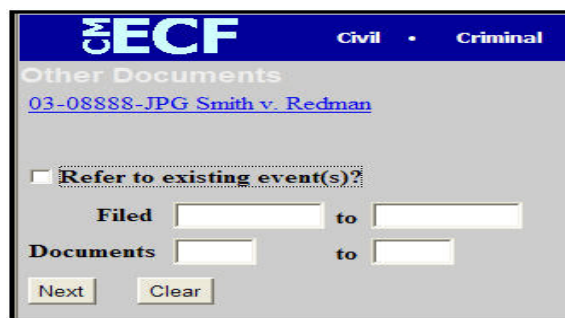
ECF will electronically transmit the Notice of Electronic Filing to the other attorneys and parties to the case who have supplied their e-mail address to the court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

Individuals who receive Notice of Electronic Filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document sheet to verify that the pleading was properly docketed. The court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.

Linking Document (Refer to Existing Events)

Some documents such as affidavits and supplements should be “linked” to their related events in the case. When filing these and certain other types of documents the following screen will be presented



An “event” is anything that has been filed in the case. To “link” the document currently being filed to a previously filed document

- Check the box in front of “**Refer to existing event(s)?**” (the date filed or the document number may also be entered)
- Click



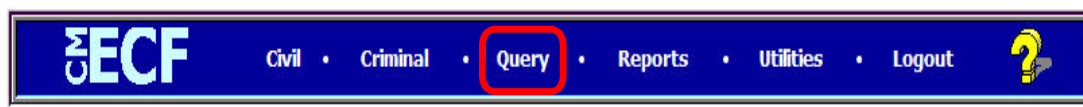
- Click the checkbox for the document to be linked
- Click

C
R
I
M
I
N
A
L

Query Feature

Registered participants should use this feature to query for specific case information.

- Click **Query**



The PACER login screen opens. Enter your PACER login and password.

Note: The PACER login and password are different from the ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning July 2002, you will be charged a fee of \$.07 per page to access documents, docket sheets, etc., from ECF.

After entering the PACER login and password, ECF opens a query data entry screen as depicted below.

- Enter the **Case Number**
- Click **[Run Query]**

A screenshot of the ECF Query data entry screen. The screen has a blue header with the ECF logo and navigation links: "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout". The main content area is yellow and contains several search fields. Under "Search Clues", there is a "Case Number" field with examples "99-500, 1:99cv500". Below it, "or search by" is followed by "Filed Date" and "Last Entry Date" fields, each with a "to" field. There is also a "Nature of Suit" dropdown menu with options "0 (zero)", "110 (Insurance)", and "120 (Contract Marine)". Below that, "or search by" is followed by "Last Name", "First Name", and "Middle Name" fields. A "Type" dropdown menu is at the bottom left. At the bottom of the form are "Run Query" and "Clear" buttons.

- It is possible to query by the name of the party or an attorney in a case. Enter the requested information in the appropriate field name.
- If more than one person with the same name is in the database, ECF returns a screen from which to select the correct name. Click the name of the correct party.

- Should the individual be a party in more than one case, ECF will open a screen listing all the individual's cases. Click the case number hyperlink.

Note: Query is also possible by nature of suit. Enter a range for either the filed date or the last entry date. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When the Query is run, all cases that meet the criteria will be displayed.



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

Attorney

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

Case Summary

Provides a summary of current case-specific information.

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other scheduled deadlines.

Docket Report

Produces a full or partial docket report depending on the criteria selections as well as hyperlinks to the PDF files and NEF for the documents.

History/Documents

Produces the case event history with docket text and documents associated with the case.

Other Queries

The process for selecting and processing other queries is similar to what is described above.

Reports Feature

The Reports feature of ECF provides users with several report options.

- Click **Reports**



- Docket Sheet, Civil Cases, and Criminal Cases directly connect to your PACER login and password. Calendar Events are available directly from ECF.

Docket Sheet

- Click **Docket Sheet**
- Select search criteria
- Click **[Run Report]**

A screenshot of the ECF 'Docket Sheet' search form. The top bar is dark blue with the ECF logo and 'Civil • Criminal • Query'. The form title is 'Docket Sheet'. It contains several input fields: 'Case number' with a text box; 'Filed' and 'Entered' radio buttons followed by 'to' and a date range box; 'Documents' with a text box and 'to' and a date range box. There are three checkboxes: 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (unchecked), and 'Include List of Parties and Counsel' (checked). A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom are 'Run Report' and 'Clear' buttons.

Civil Cases Report

The **Civil Cases** report provides the flexibility to query ECF to locate cases electronically filed within a specific date range or by Nature of Suit and Cause Code.

- Click **Civil Cases**
- Select criteria
- Click **[Run Report]**

The screenshot shows the ECF (Electronic Case Filing) interface for generating a Civil Cases Report. The header includes the ECF logo and navigation links for Query, Reports, Utilities, and Logout. The main form area is titled "Civil Cases Report" and contains several input fields and checkboxes:

- Office:** A dropdown menu with "East St. Louis" and "Benton" as options.
- Case type:** A dropdown menu with "Civil" and "Miscellaneous" as options.
- Nature of suit:** A dropdown menu with "0 (zero)" and "110 (Insurance)" as options.
- Case flags:** A dropdown menu with "2255" and "APPEAL" as options.
- Filed:** Two date input fields, one with "10/13/2003" and another with "10/20/2003".
- Terminal digit(s):** A text input field with "2, 4-7" as a hint.
- Open cases:** A checked checkbox.
- Closed cases:** An unchecked checkbox.
- Sort by:** A dropdown menu with "Case Number" as the selected option.
- Buttons:** "Run Report" and "Clear".

Other report options are similar in features.

Utilities Feature

The Utilities feature provides registered users access to maintain their account in ECF and view their ECF transactions.

- Click **Utilities**



Your Account

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

Maintain Your Account

- Click **Maintain User Account**

This screen displays all the registration information contained within the ECF database for your account. **Please contact the Clerk's Office should any changes need to be made to your account data.**

- Click **[Email Information]**

ECF will e-mail the **Notices of Electronic Filing** based upon the information entered on this screen. Perform the following steps to enter additional e-mail addresses which will receive ECF notification.

- Click to insert a checkmark in the box to the left of “**to these additional addresses**”
- Enter the e-mail addresses of individuals. Use a semi-colon to separate the e-mail address with no spacing between the name and the semi-colon. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.
- Stipulate the format of the ECF notices
- To enter all new information in your screen, click **Clear**
OR
Click **Return to Account Screen** to save changes

E-mail information for attorneytest

Primary e-mail address

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

To edit or view login information for your account

- Click **More User Information**


More User Information for attorneytest

Login	<input type="text" value="attorneytest"/>	Last login	09-04-2003 08:33
Password	<input type="password" value="*****"/>	Current login	09-04-2003 08:33
Prid	67482	Create date	08/22/2003
Registered	Y	Update date	08/25/2003
Groups	Attorney		

This screen displays the user login information and provides access to change your ECF password. Notice ECF displays a string of asterisks in the **Password** field. To change your ECF password, place the cursor in the **Password** field and delete the asterisks. Type the new password. ECF displays the actual characters of your new password. When complete, click **[Return to Account Screen]**. When all changes are complete, click **[Submit]** on the very bottom of the **Maintain User Account** screen to submit the changes to ECF. ECF will confirm that all updates were accepted. Begin using the new password during the next ECF session.

View Your Transaction Log

From the **Utilities** screen, click **[View Your Transaction Log]**. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range and click **[Submit]**. ECF displays a report of all transactions in ECF within the date range specified for this account.

CM/ECF Civil • Criminal • Query • Reports • Utilities • Logout 			
Transaction Log			
Report Period: 01/01/1996 - 10/20/2003			
Id	Date	Case Number	Text
528	10/06/2003 13:32:12	3-03-cr-30346-1	NOTICE OF ATTORNEY APPEARANCE: Attorney One appearing for Cermen L Toney (One, Attorney)
531	10/06/2003 13:34:01	3-03-cr-30346-1	First MOTION for Discovery by Cermen L Toney. (One, Attorney)
671	10/08/2003 13:51:24	4-99-cr-99999-1	Amended MOTION to Suppress <I>Testimony</I> by Jane Doe. (Attachments: # (1))(One, Attorney)

Total Number of Transactions: 3

Use this feature to review your transactions and to verify

- All your transactions are reflected in the log
- No unauthorized individuals have entered transactions into ECF using your login and password

Miscellaneous

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

1. Legal Research;
2. Mailings; and
3. Verify a Document.

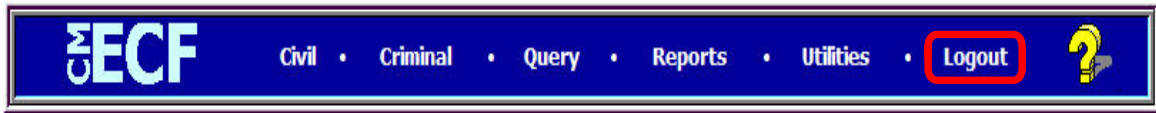
Legal Research opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

Mailings opens a new screen for requesting mailings from ECF.

Verify a Document opens a query screen to locate a particular document attached to a specific case number.

Logout

After all transactions are complete, click **Logout** to properly exit from the system.



A small box will appear in the upper left corner indicating you are logging out of ECF.

APPENDIX B

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS**

Plaintiff

v.

Case No.

Defendant

Certificate of Service

I hereby certify that on [date], I electronically filed [document] with the Clerk of Court using the CM/ECF system which will send notification of such filings(s) to the following:

[names of individuals which will receive NEF],

and I hereby certify that on [date], I mailed by United States Postal Service, the documents(s) to the following non-registered participants:

[names of non-registered participants].

Respectfully submitted,
s/[Name of Password Registrant]
Name of Password Registrant
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx
[attorney bar number, if applicable]

APPENDIX C

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS**

Plaintiff

v.

Case No.

Defendant

NOTICE OF MANUAL FILING

Please take notice that [Plaintiff/Defendant, Name of Party] has manually filed the following document or item:

[Title of Document or Item]

This document has not been filed electronically because:

- The document or item cannot be converted to an electronic format
- The electronic file size of the document exceeds 20 pages
(*Electronic Filing Rule 5*)
- The document or item is filed under seal
(*Electronic Filing Rule 6*)
- [Plaintiff/Defendant] is excused from filing this document or item by court order.
- Other _____

The document or item has been manually served on all parties.

Respectfully submitted,
s/[Name of Password Registrant]
Name of Password Registrant
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx
[attorney bar number, if applicable]

APPENDIX D

ECF Civil Events for Attorneys and Pro Se Users

Initial Pleadings and Service

Complaints and Other Initiating Documents

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Case Transferred In - Divisional Transfer
- Case Transferred Out - Divisional Transfer
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice to Take Foreign Deposition
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Petition to Perpetuate Testimony
- Registration of Foreign Judgment
- Third Party Complaint

Service of Process

- Request for Waiver of Service
- Service by Publication
- Summons Returned Executed
- Summons Returned Executed as to USA
- Summons Returned Unexecuted
- Waiver of Service Executed
- Waiver of Service Unexecuted
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

Answers to Complaints

Other Answers

Affirmative Defenses

Amended Answer to Complaint

Answer to Writ of Garnishment

Claim

Objection to Report and Recommendations

Response to Objection to Report and Recommendations

Traverse

Motions and Related Filings

Motions

Adopt	Expedite
Alter Judgment	Extension of Time to Amend
Amend/Correct	Extension of Time to Complete Discovery
Appeal In Forma Pauperis	Extension of Time to File Answer
Appoint Counsel	Extension of Time to File Document
Appoint Expert	Extension of Time to File Response/Reply
Appoint Guardian/Attorney ad Litem	File Excess Pages
Appoint Receiver	For Order
Approve Consent Judgment	Forfeiture of Property
Attorney Fees	Hearing
Bar	In Limine
Bifurcate	Intervene
Bill of Costs	Issuance
Bond	Issuance of Warrant in rem
Certificate of Appealability	Joinder
Certify	Judgment Debtor Exam
Certify Class	Judgment NOV
Change Venue	Judgment as a Matter of Law
Clarify	Judgment of Forfeiture
Compel	Judgment on the Pleadings
Consolidate Cases	Judgment under Rule 54(b)
Contempt	Leave to Appeal
Continue	Leave to File Document
Copy	Letters Rogatory
Declaration of Mistrial	Lift Stay
Declaratory Judgment	Miscellaneous Relief
Default Judgment	More Definite Statement
Deposit Funds	New Trial
Directed Verdict	Order of Sale
Disbursement of Funds	Partial Summary Judgment
Discharge	Permanent Injunction
Disclosure	Preliminary Injunction
Discovery	Proceed In Forma Pauperis
Dismiss	Produce
Disqualify Counsel	Protective Order
Disqualify Judge	Quash
Disqualify Juror	Reassign Case
Effect Levy	Reconsideration
Enforce	Recusal
Enforce Judgment	Reinstate
Entry of Default	Release of Bond Obligation
Exclude	Release of Exhibits

Motions (Continued)

Release of Funds	Substitute Attorney
Remand	Substitute Party
Reopen Case	Summary Judgment
Return of Property	Supplement
Review	Suppress
Sanctions	Take Deposition
Seal	Taxation of Costs
Seal Case	Temporary Restraining Order
Seal Document	Transfer Case
Sealed Motion	Unseal Case
Service by Publication	Unseal Document
Set Aside	Vacate
Set Aside Default	Waive
Set Aside Forfeiture	Withdraw
Set Aside Judgment	Withdraw Reference
Set Aside Verdict	Withdraw as Attorney
Settlement	Writ
Sever	Writ of Garnishment
Show Cause	Writ of Habeas Corpus ad prosequendum
Stay	Writ of Habeas Corpus ad testificandum
Strike	Writ of Mandamus

Responses and Replies

- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Reply to Response to Motion
- Response
- Response in Opposition to Motion
- Response in Support of Motion
- Response to Motion

Other Filings

Discovery Documents

- Answer to Interrogatories
- Deposition
- Disclosure of Interested Parties
- Request for Admissions

Notices

- Notice (Other)
- Notice of Appearance
- Notice of Application for Writ
- Notice of Change of Address
- Notice of Lis Pendens
- Notice of Removal
- Notice of Settlement
- Notice of Statement of Compliance
- Notice of Voluntary Dismissal

Trial Documents

- Exhibit List
- Expert Witness Designation
- Trial Brief

Appeal Documents

- Appeal of Magistrate Judge Decision to District Court
- Appellants Brief
- Appellants Reply Brief
- Appellees Brief
- Designation of Record on Appeal
- Docketing Statement
- Notice of Appeal
- Notice of Cross Appeal
- Notice of Interlocutory Appeal

Other Documents

Abstract of Judgment
Acknowledge of Receipt of Exhibits
Affidavit
Amended Document (NOT Motion)
Application for Writ
Bill of Costs
Consent to Removal
Financial Affidavit - CJA 23
Joinder
Joint Report of Parties
Jury Demand
Memorandum in Support of 2255
Objections to Answer to Writ
Petition for Writ of Mandamus
Pretrial Memorandum
Release of Lien
Report of Sale
Response to Order to Show Cause
Satisfaction of Judgment
Status Report
Stipulation
Stipulation for Release of Exhibits
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplement

Social Security Events

Social Security Documents

Social Security Brief by Defendant
Social Security Brief by Plaintiff
Social Security Reply Brief by Plaintiff
Social Security Transcript of Administrative Record

ECF Criminal Events for Attorneys

Charging Instruments and Pleas

Plea-Related Documents

Plea Agreement
Stipulations of Fact

Motions and Related Filings

Motions

Alter Judgment	Response/Reply
Amend/Correct	Extension of Time to Indict
Appeal In Forma Pauperis	File Amicus Brief
Appear	Forfeiture of Property
Appoint Counsel	Handwriting Exemplars
Appoint Expert	Hearing
Attorney Fees	In Limine
Bar	Inspect
Bifurcate	Issuance of Warrant in rem
Bill of Particulars	Joinder
Bond	Judgment NOV
Brady Material	Judgment of Acquittal
Certificate of Appealability	Leave to Appeal
Change Venue	Leave to File Document
Compel	Medical Exam
Contact Visit	Medical Treatment
Continue	Miscellaneous Relief
Copy	Modify Conditions of Release
Declaration of Mistrial	New Trial
Detain	Order of Competency to Stand Trial
Directed Verdict	Permit Marriage
Disclosure	Produce
Discovery	Protective Order
Dismiss	Psychiatric Exam
Disqualify Counsel	Psychiatric Treatment
Disqualify Judge	Quash
Disqualify Juror	Quash Indictment/Information
Early Termination of Probation	Reconsideration
Exclude	Recusal
Expedite	Reduce Sentence - Not Sealed
Extension of Time to File Document	Reinstate
Extension of Time to File	Release Bond Obligation

Release from Custody	Set Aside Verdict
Release of Exhibits	Sever Defendant
Release of Funds	Show Cause
Remand	Speedy Trial
Remission of Assessment	Strike
Return of Property/Post Trial	Subpoena
Return of Property/Pre Trial	Substitute Attorney
Revocation of Probation	Supplement
Revocation of Supervised Release	Suppress
Revoke - Not Sealed	Surrender
Sanctions	Temporary Custody Transfer - Not Sealed
Seal	Travel
Seal Case	Unseal Case
Seal Document	Unseal Document
Sealed Motion	Vacate
Sentencing Departure - Not Sealed	Warrant
Separate Trial on Counts	Warrant for Arrest of Property
Service by Publication	Withdraw Document
Set Aside Forfeiture	Withdraw Plea of Guilty
Set Aside Judgment	Withdraw Plea of Nolo Contendere
Set Aside Sentence	Withdraw as Attorney
	Writ
	Writ of Habeas Corpus ad prosequendum
	Writ of Habeas Corpus ad testificandum

Responses and Replies

- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Reply to Response
- Response
- Response in Opposition
- Response in Support
- Response to Motion

Other Filings

Discovery Documents

- Notice of Insanity Defense
- Notice of Insanity Witness
- Withdrawal of Insanity Defense
- Withdrawal of Insanity Witness

Waivers

- Waiver of Counsel
- Waiver of Indictment
- Waiver of Interstate Agreement on Detainers
- Waiver of Preliminary Examination or Hearing
- Waiver of Presence at Arraignment
- Waiver of Presentence Investigation Report
- Waiver of Rule 40 Hearings
- Waiver of Speedy Trial
- Waiver of Trial by Jury

Service of Process

- Application for Writ of Habeas Corpus ad Prosequendum
- Application for Writ of Habeas Corpus ad Testificandum
- Judgment Returned Executed
- Search Warrant Returned Executed
- Search Warrant Returned Unexecuted
- Summons Returned Executed
- Summons Returned Unexecuted
- Warrant Returned Executed
- Warrant Returned Unexecuted
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

Notices

- Notice (Other)
- Notice of Attorney Appearance - Defendant
- Notice of Attorney Appearance - USA
- Notice of Lien
- Notice of Lis Pendens
- Notice/ Acknowledgment of PSI
- Release of Lien

Trial Documents

- Exhibit List
- Trial Brief
- Witness List

Appeal Documents

- Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case
- Designation of Record on Appeal
- Docketing Statement
- Notice of Appeal - Conditions of Release
- Notice of Appeal - Final Judgment
- Notice of Appeal - Interlocutory

Other Documents

- Acknowledgment of Receipt of Exhibits
- Affidavit
- Affidavit - Rule 40
- Amendment
- Brief
- Consent to Trial Before US Magistrate Judge
- Elements of Offense
- Financial Affidavit - CJA23
- Information to Establish Prior Conviction
- Medical Report
- Objection
- Objection to Presentence Investigation Report
- Pretrial Memorandum
- Psychiatric Report
- Receipt for Release of Exhibits
- Response to Order to Show Cause
- Sentencing Memorandum - Not Sealed
- Status Report
- Stipulation
- Submission of Relevant Offense Conduct
- Supplement
- Version of Offense

APPENDIX E
INSTRUCTIONS/GUIDE FOR ENTERING PARTY NAMES

- A. Agencies**
- B. Business Names**
- C. Cities/States/Townships**
- D. John Does**
- E. Estates**
- F. Individuals**
- G. Minors**
- H. Property/Currency**
- I. Union Names**
- J. Unknown Names**

NOTE: Do not enter party names using all CAPITAL letters.

AGENCIES

Document Caption:

**Department of Health and Human Services
Kenneth S. Apfel, Commissioner of Social Security
Secretary of Health and Human Services**

Enter Party Name As:

Commissioner of Social Security

Document Caption:

**United States of America, Internal Revenue Service
Internal Revenue Service**

Enter Party Name As:

Internal Revenue Service

Document Caption:

United States of America

Enter Party Name As:

USA

BUSINESS NAMES

Document Caption:

The Rust Company

Enter Party Name As:

Rust Company

*****Omit "A, An, or The" in the Party Name*****

CITIES/STATES/TOWNSHIPS

Document Caption:

The City of Collinsville

Enter Party Name As:

Last Name field: Collinsville

First Name field: City of

*****Omit "The" in the party name*****

Document Caption:

City of Belleville

Enter Party Name As:

Last Name field: Belleville

First Name field: City of

JOHN DOES

Document Caption:

John Doe I - X

Enter Party Name As:

**Last Name field: Doe
First Name field: John
Party Text field: I - X**

Document Caption:

John Doe Police Officers 1 - 10

Enter Party Name As:

**Last Name field: Doe
First Name field: John
Party Text field: Police Officers 1 - 10**

*****If numerous amount of “John Does” are listed separately, be sure to list together*****

*****Do not add the numbers, letters or roman numerals to the party name - add as a party text*****

ESTATES

Document Caption:

Eloise Coleman, Executor of the Estate of John Coleman

Enter Party Name As:

Last Name field: Coleman

First Name field: Eloise

Party Text field: Executor of the Estate of John Coleman

INDIVIDUALS

Document Caption:

Sgt. James

Enter Party Name As:

Last Name field: James

First Name field: Sgt.*

***Enter title of person in the first name field only when no first name is listed.**

Document Caption:

E. A. Stepp, Warden

Enter Party Name As:

Last Name field: Stepp

First Name field: E.

Middle Name field: A.

Party Text field: Warden

Document Caption:

Thomas Green, Jr.

Enter Party Name As:

Last Name field: Green, Jr.

First Name field: Thomas

*****Do not use the “Generation” field when entering a party name*****

MINORS

Document Caption:

Minor Child, by and through his guardian ad litem William P. McGuire

Enter Party Name As:

Last Name Field: McGuire

First Name Field: William

Middle Name field: P.

Party Text field: Minor Child, by and through his guardian ad litem

PROPERTY/CURRENCY

Document Caption:

Six Thousand Dollars in United States Currency

Enter Party Name As:

\$6,000 in United States Currency

Document Caption:

One Parcel of Real Estate located at 2313 Parkside Place, Phoenix, AZ

Enter Party Name As:

2313 Parkside Place, Phoenix AZ, One Parcel of Real Estate located at

Document Caption:

One 1982 Buick Riviera Automobile, VIN #1G4A25747CE4

Enter Party Name As:

Buick Riviera Automobile, One 1983, VIN #1G4A2547CE4

UNION NAMES

Document Caption:

Building Laborers Local 3109 Pension Fund

Enter Party Name As:

Last Name field: Building Laborers Pension Fund

First Name field: Local 3109

*****Always enters the "Local" in the First Name field*****

UNKNOWN NAMES

Document Caption:

Unknown Spouse of Kenneth M. Keller, If Any

Enter Party Name As:

Last Name field: Unknown Spouse of Kenneth M. Keller

Document Caption:

Unknown Tenants, if any, of the property located at 112 Prospect Street, Lodi, OH 44254

Enter Party Name As:

Unknown Tenants, 112 Prospect Street, Lodi, OH 44252

Party Naming Standards