

Electronic Case Files CM/ECF



“CM/ECF...a new system”

Attorney Training Manual
Northern District of Indiana

A Step by Step Guide to Using CM/ECF

(Revised: October 17, 2003)

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Case Management/Electronic Case Filing System

United States District Court, Northern Indiana Attorney Training Manual

Getting Started

Introduction

This manual provides instructions on how to use the Case Management/Electronic Filing System (CM/ECF) 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 Netscape and a Portable Document Format (PDF) program, e.g., Adobe Acrobat.

Manuals

You can download or view the most recent versions of the CM/ECF Civil/Criminal User Manual and the Attorney Training Manual (in PDF format) at the District Court's website (www.innd.uscourts.gov).

Help Desk

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

Fort Wayne	800-745-0265
Hammond	800-473-0293
Lafayette	877-377-1219
South Bend	866-217-5925

Before calling the Help Desk, you may want to refer to the Frequently Asked Questions section for common questions.

CM/ECF System Capabilities

The CM/ECF system allows registered participants with Internet accounts and a compatible Internet browser (e.g., Netscape) software to perform the following functions:

- Access the Court's web page
- View or download the most recent version of the Users Manual and Attorney Training Manual
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports (e.g., Cases Filed Report, Calendar) for cases filed electronically
- Download Netscape browser and Portable Document Format (PDF) configuration information

Requirements

Hardware and Software Requirements

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

- A personal computer running a standard platform such as Windows, Windows 98 or Macintosh operating system
- An Internet provider
- Netscape Navigator software version 4.6x, 4.7x or Internet Explorer 5.5 are certified for use with CM/ECF. Other versions have not been certified at this time but may work. For security purposes, a session can only be established using Netscape Navigator 4.6x, 4.7x or Internet Explorer 5.5. **DO NOT USE** America On Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 4.6.
- Software to convert documents from a word processor format to portable document format (PDF)

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- A scanner to be used to convert documents that are not in your word processing system. **Note: This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the court and are asking you to do the same when possible.**

Registration

To fully utilize the CM/ECF system, users must be registered to use both CM/ECF and the court's PACER system. Users with an existing PACER account can continue to use it, and need only register to use CM/ECF.

Registering for Access to CM/ECF

Participants who have never used the system must contact the court to obtain a registration form for the CM/ECF system. Registration forms can be obtained on our website at www.innd.uscourts.gov, by calling the court at the toll-free numbers below or copying the form on Page 52 of this manual. Participants calling in may use the opportunity to discuss the system requirements and the court's training assistance.

Fort Wayne	800-745-0265
Hammond	800-473-0293
Lafayette	877-377-1219
South Bend	866-217-5925

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

United States District Court
Office of the Clerk
204 South Main Street, Room 102
South Bend, IN 46601
Attention: CM/ECF Registration

Each attorney registering will receive an Internet e-mail message after their password has been assigned. Login and password information will then be sent to the attorney by regular, first-class mail.

PACER Registration

CM/ECF users must have a PACER account with the court in order to use the **Query** and **Report** features of the CM/ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. You may also register for PACER online at <http://pacer.psc.uscourts.gov>.

Preparation

Setting Up the PDF Reader

In order to view documents filed on the system, users must install a PDF reader such as Adobe Acrobat. Other PDF programs are also available. All documents in the system are in PDF format. When installing this product, please review and follow the provider's directions to utilize the PDF reader after installation.

Portable Document Format (PDF)

Only PDF documents may be filed with the court using the court's CM/ECF system. Before filing a document with the court, users should preview the PDF formatted document to ensure it appears in its entirety and in the proper format.

How to View a PDF File

- Start your PDF program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, your PDF program loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the court's CM/ECF system.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

For WordPerfect:

NOTE: Our Court recommends you use the method described below rather than the **Publish to PDF** feature which creates a larger document. Using the Publish to PDF feature may cause your filing to go over the recommended limit of 50-60 pages and you would need to divide the larger document into two (or more) smaller documents.

- Open the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- **Select your PDFWriter.**
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Name the file. Many programs will automatically assign a .pdf extension. If yours does not, you will have to add the .pdf extension.
- Make note of the file location for ease in finding the file once it has been converted to a PDF document.
- Accept the option and the file is converted to a PDF document.
- The file is now in a PDF format under the newly designated name, and the original document remains in its original form under the original name.

For Microsoft Word 95 or later:

- Open the document.
- Click on the **File** menu and select, **Create PDF**.
- Name the file. Many programs will automatically assign a .pdf extension. If yours does not, you will have to add the .pdf extension.
- Make note of the file location for ease in finding the file once it has been converted to a PDF document.
- The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Other word processing programs:

- Open the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select **PDFWriter** from the drop down menu.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Name the file. Many programs will automatically assign a .pdf extension. If yours does not, you will have to add the .pdf extension.
- Make note of the file location for ease in finding the file once it has been converted to a PDF document.
- Accept the option and the file is converted to a PDF document.
- The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

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

A Step-By-Step Guide

Below is a step-by-step guide for accessing the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet.

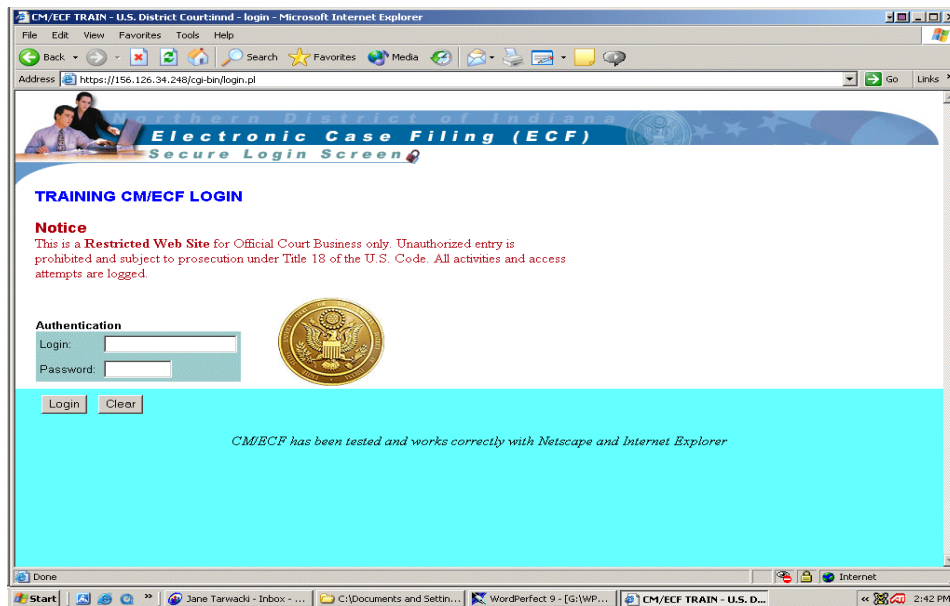
How to Access the System

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


www.innd.uscourts.gov

Click on the CM/ECF link on the top tool bar. In the left column is a Quick Links section, where you can log in to CM/ECF. A login and password are required to file a document or train to file a document.

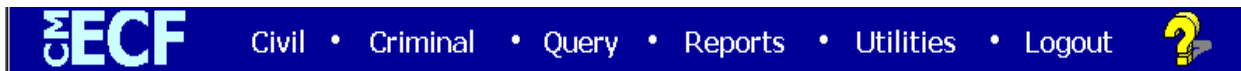
Logging In



- Enter your CM/ECF login and password in the appropriate data entry fields. Then click on the **Login** button to transmit the information to the system. If an error is made before you have submitted the screen, the **Clear** button allows you to clear the Login and Password entries so they may be re-entered.

-
-
- If an invalid combination has been submitted, the system responds with an error message. Click on , then re-enter your login and password.
 - The entry of a valid login and password combination prompts the system to display the Main Menu.

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



Selecting CM/ECF Features

CM/ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

- | | |
|-------------------------|---|
| <u>Civil</u> | Select Civil to electronically file all civil case pleadings, motions, and other court documents. |
| <u>Criminal</u> | Select Criminal to electronically file all criminal case pleadings, motions, and other court documents. |
| <u>Query</u> | You can query CM/ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You will be prompted to log in to PACER before you can query CM/ECF. |
| <u>Reports</u> | Choose Reports to retrieve docket sheets and cases-filed reports. You will be prompted to log in to PACER before you can view a CM/ECF report. |
| <u>Utilities</u> | View your personal CM/ECF transaction log and maintain personal account information in the Utilities area of CM/ECF. |
| <u>Logout</u> | This feature allows you to exit from CM/ECF and prevents further filing with your password until the next time you log in. Although you will be automatically logged out after a set time of inactivity, the court suggests, for security purposes, that you log out when you have completed your transactions. |



Civil Events Feature

Registered filers will use the Civil Events feature of CM/ECF to electronically file with the court a variety of pleadings and other documents for civil cases. See the list of CM/ECF events attached to the back of this manual. The following portion of this manual describes the basic steps that you need to follow in order to file documents with the court, using a motion as an example.

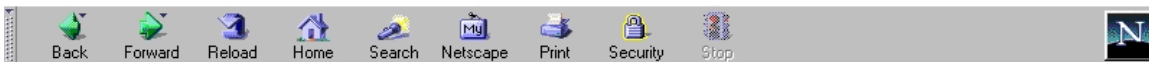
General Rules and Navigation


Navigating the Screens

Each screen has the following two buttons:

-  clears all characters entered in the box(es) on that screen.
-  accepts the entry just made and displays the next entry screen, if any.

Correcting a Mistake



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

Signatures

Civil Cases

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

Criminal Cases

All documents which must contain original signatures other than those of a participating attorney or which require either verification or an unsworn declaration under any rule or statute, shall be filed conventionally on paper and maintained in the Clerk's office, and shall also be accompanied by a 3½ inch floppy disk or CD-ROM containing a .pdf version of the document and shall indicate a signature, e.g., "s/Jane Doe".

Stipulation or Other Document

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

- (a) The filing attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all attorneys on the document.
- (b) The filing attorney then shall file the document electronically, indicating the signatories, e.g., "s/Jane Doe," "s/John Doe," etc.
- (c) The filing attorney shall retain the hard copy of the document containing the original signatures.
- (d) Each attorney required to sign the document, other than the attorney filing it electronically, shall file a Notice of Endorsement of the document. A sample Notice of Endorsement is on Page 54 of this manual and is Form 2 in the User's Manual.

Filing a Civil Complaint

All new civil complaints must be filed on a separate 3 ½ inch floppy diskette or CD-ROM containing a .pdf image of the Civil Cover Sheet (JS-44c), the complete complaint and any attachments thereto. Any additional documents to be filed simultaneously with the complaint may also be included on this diskette or CD-ROM.

The court will upload these documents into the CM/ECF system. Instructions on how to save a document in PDF format are located at the beginning of this manual and on the court's website at www.innd.uscourts.gov. A scanner will be located in the public area of each Clerk's Office for use by the bar in scanning and saving image files.

Summons

The Clerk's Office will accept summons to be issued on paper, on a 3 ½ inch floppy diskette or CD-ROM. The party requesting the summons must complete the top portion of the summons form. The Clerk's Office will return via mail the completed hard copy summons to counsel only if counsel supplies a stamped, self-addressed envelope.

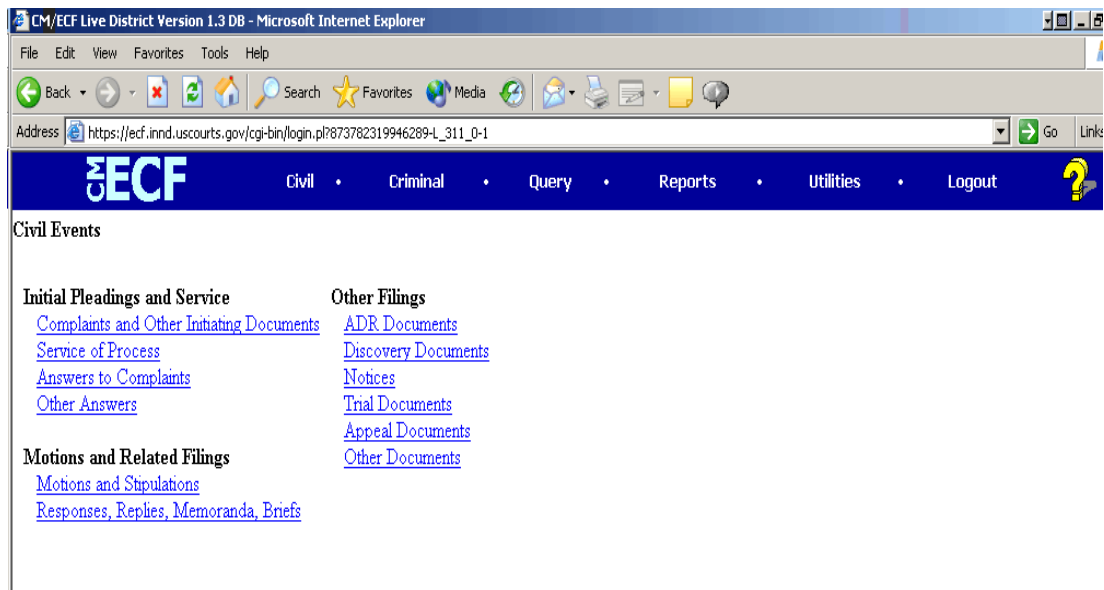
Filing Documents for Civil Cases

The nine basic steps involved in filing a civil document can be outlined as follows:

1. Select the type of document to file;
2. Enter the case number in which the document is to be filed;
3. Designate the party or parties filing the document;
4. Specify the PDF file name and location for the document to be filed;
5. Add attachments (if any);
6. Link to existing documents;
7. Modify the docket text as necessary;
8. Submit the document to CM/ECF;
9. Receive notification of electronic filing.

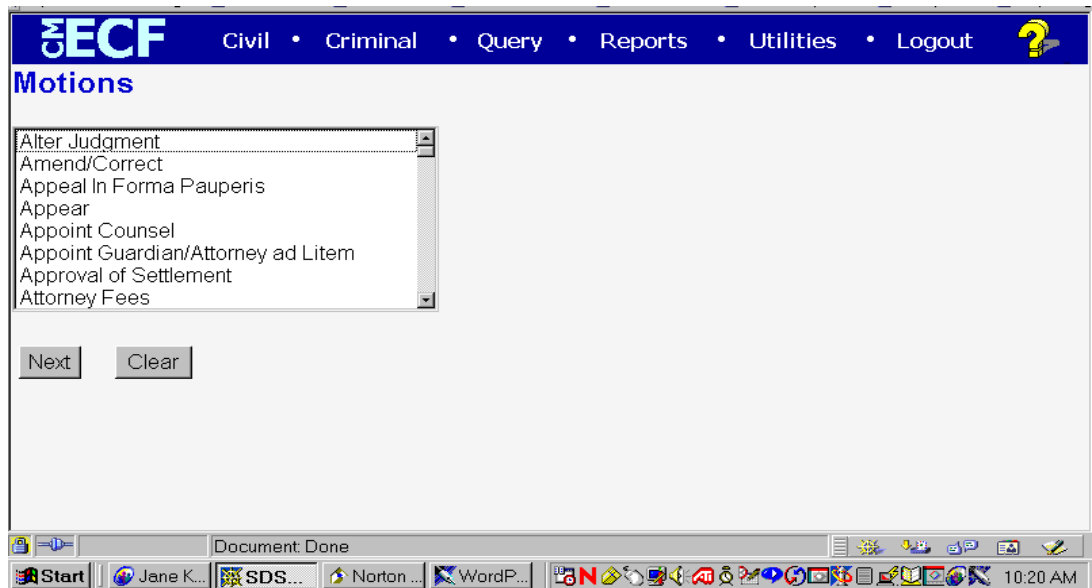
1. Select the type of document to file

Select **Civil** from the menu bar at the top of the CM/ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section describes the process for filing a MOTION in CM/ECF. The process is similar for filing other documents in CM/ECF.



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

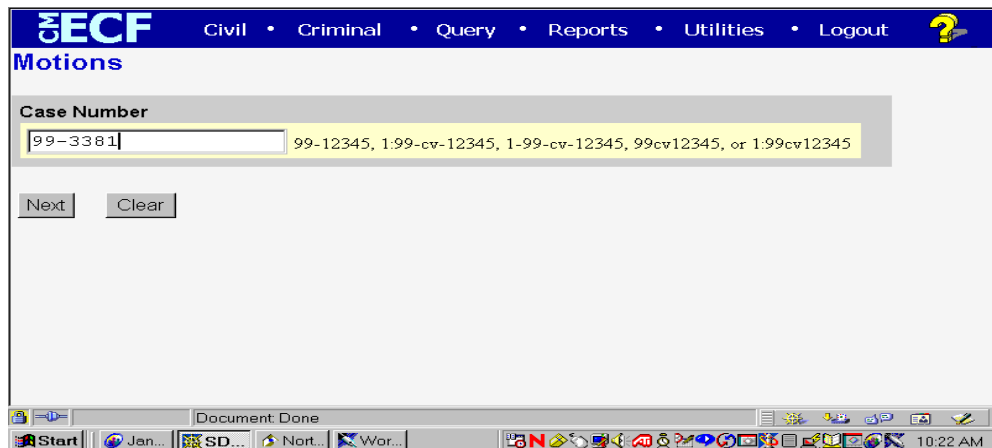
The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.






Note: To select multiple motions, press and hold down the Ctrl key, and click on the appropriate motions or applications.


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

The proper format for case numbers is shown on the screen.



If the number is entered incorrectly, click  to re-enter. If the computer prompts that you entered an invalid case number, click on  to re-enter.

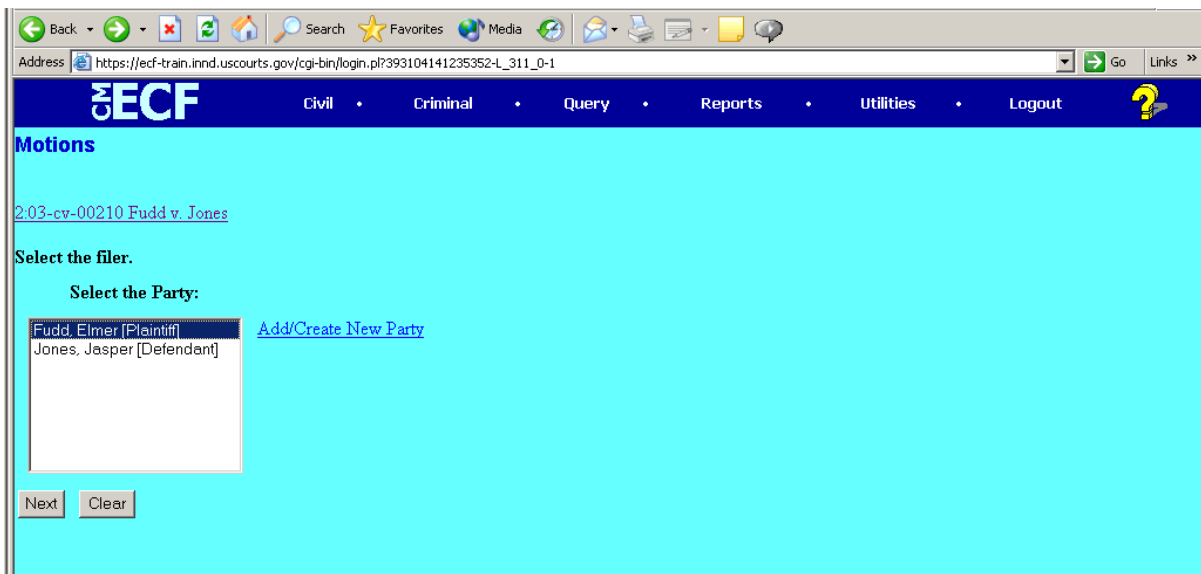
When the case number is correct, click on  .

Recheck whether the case number is correct. If it is incorrect, click on  to re-enter the case number.

If it is correct, scroll down to the bottom part of the screen and click on .

3. Designate the party or parties filing the document

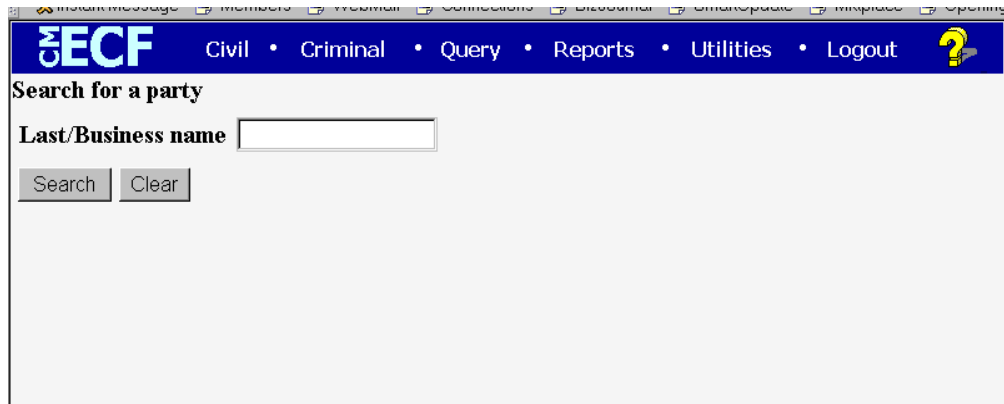
Click on the name of the party for whom you are filing the motion to highlight it. If you represent all defendants or all plaintiffs you may select all by holding down the CTRL key as you click on each name. If the party you represent is not reflected in the party list, click [Add/Create New Party](#).



Add/Create a New Party

When you click on [Add/Create Party](#), the first screen you see is a search screen. You must first perform a search to see if your party is already entered in the CM/ECF system. Type the first few letters for a company name or, for an individual, the first few letters of the party's last name.

- Click on



The screenshot shows the top navigation bar of the CM/ECF system with links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is the heading "Search for a party" and a text input field labeled "Last/Business name". Below the input field are two buttons: "Search" and "Clear".

- If a match is found, CM/ECF will display a list of party names. If the name of the party appears, select it from the list and then click the Select Name from List button.
- Review party information and be sure to Select Party's role in this filing and click on the correct role.
- Click
- If the party search returns **No person found**, you will click



This screenshot shows the same search interface as above, but with the search results section visible. The heading "Party search results" is followed by the text "No person found." Below this text is a button labeled "Create new party".

- Add the party information to complete this screen. For a company, enter the entire company name in the Last Name field. For an individual, fill out the **Last name, First name, Middle name, Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Leave all other fields blank.

The screenshot shows a web browser window with the address https://ecf-train.innd.uscourts.gov/cgi-bin/login.pl?393104141235352-L_311_0-1. The page header includes the CM/ECF logo and navigation links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area is titled "Party Information" and contains the following fields:

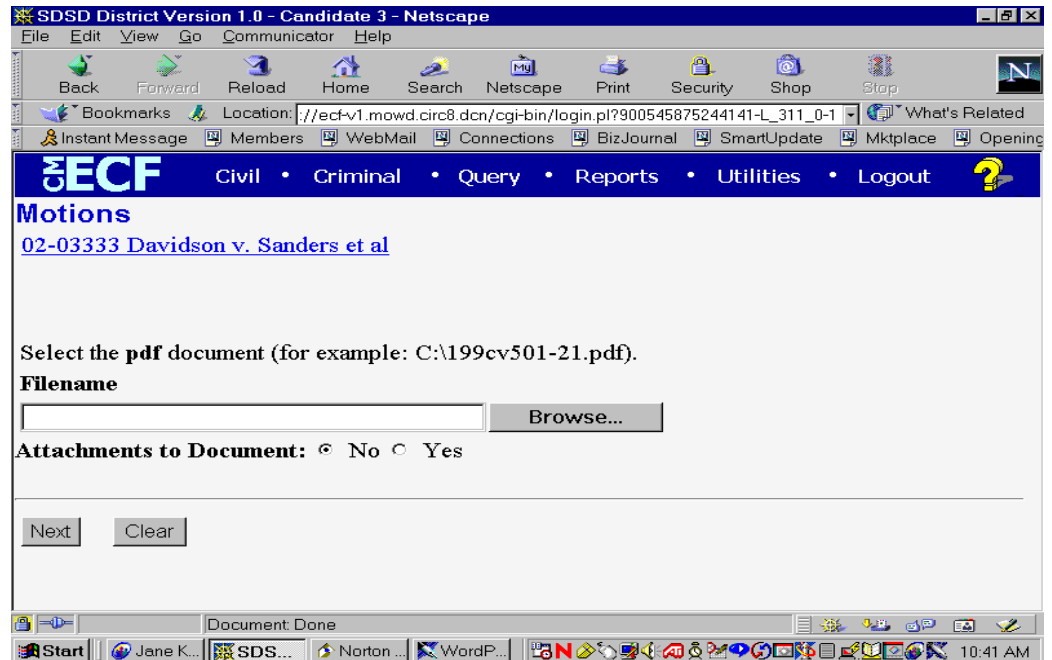
- Last name:
- First name:
- Middle name:
- Generation:
- Title:
- Role: (dropdown)
- Pro se: (dropdown)
- Prisoner Id:
- Office:
- Unit:
- Address 1:
- Address 2:
- Address 3:
- City:
- State:
- Zip:
- County: (dropdown)
- Country:
- Phone:
- Fax:
- E-mail:
- Party text:
- Start date:

At the bottom of the form are three buttons: , , and .

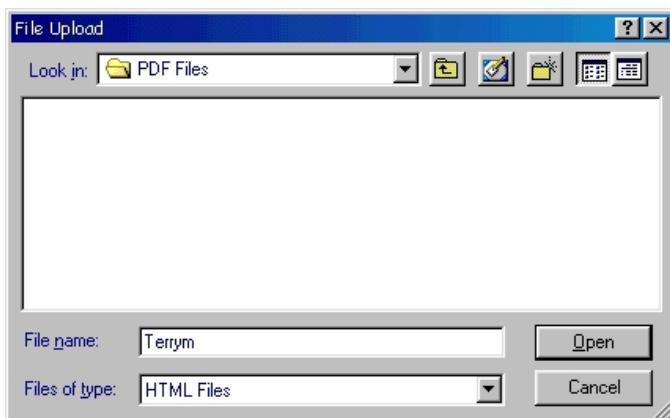
- Click

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

CM/ECF accepts the party or parties you selected and refreshes the screen to display a new Motions screen depicted on the next page. CM/ECF displays a field for locating and entering the PDF file of the document you are filing in CM/ECF. **The file MUST be in a PDF format with a .pdf suffix. If not, it will not be readable by the system.** If an attempt is made to upload a non-PDF file or file a document without attaching a .pdf file, an error message will appear.



- Click on the **Browse...** button to navigate to the appropriate directory and file to select the document. Use the mouse to select the directory in which the PDF version of the file is located.



Change the Files of type from




to



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


You should always verify that the document being filed is the correct document. To do this, right mouse click on the highlighted file name to open a quick menu and left mouse click to Open. Your PDF reader will launch and open the PDF document you selected. You should view your document to verify that it is the correct document.

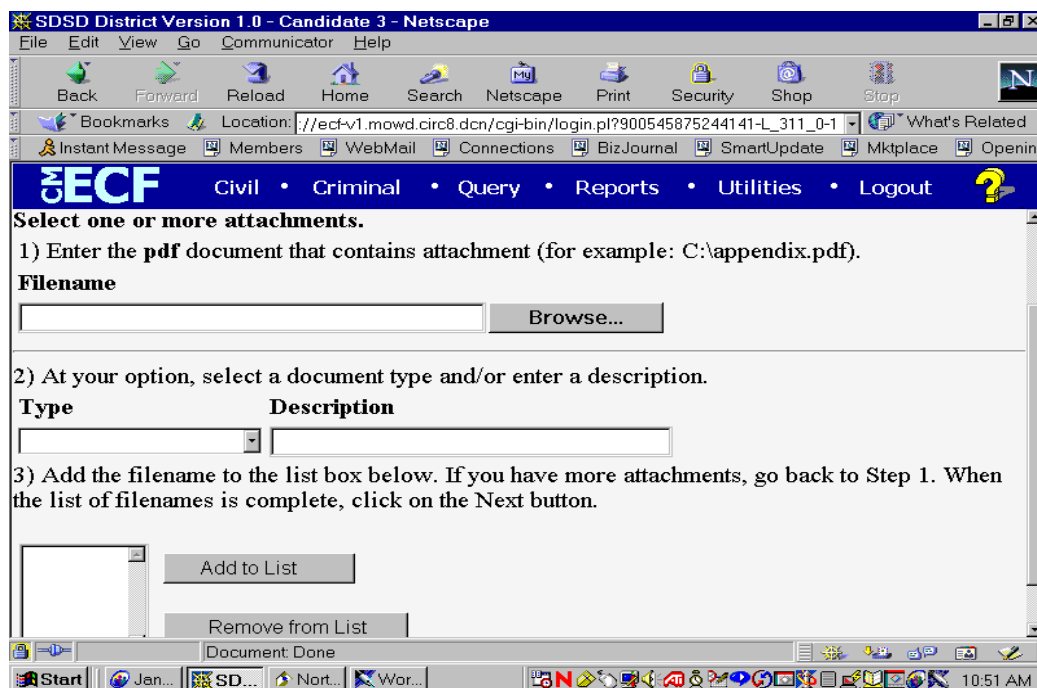
Once you have verified the document is correct, close the document view window and click on the **Open** button. CM/ECF closes the File Upload screen and inserts the PDF file name and location in the Motions screen. If you fail to select a document to file with your pleading, CM/ECF will display an error message. Click the **Back** key to choose your PDF document.

If there are no attachments to the motion, click on 

5. Add attachments (if any)

If you have attachments to the motion (an exhibit, appendix, etc.), you will select the **Yes** button on the screen depicted on the previous page.

Click on the  button. An additional screen is displayed (all exhibits must be attached to the motion, application or document being filed) which allows you to attach one or more documents.

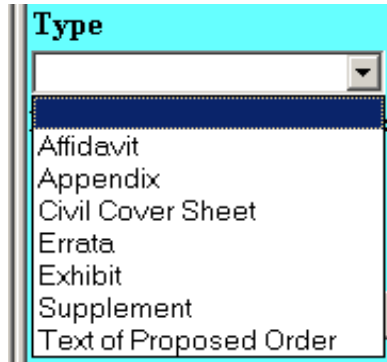


The screenshot shows a Netscape browser window titled "SDSD District Version 1.0 - Candidate 3 - Netscape". The address bar shows the URL: "://ecf-v1.mowd.circ8.dcn/cgi-bin/login.pl?900545875244141-L_311_0-1". The page content includes a navigation menu with "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout". The main heading is "Select one or more attachments." followed by three numbered instructions:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- 2) At your option, select a document type and/or enter a 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.

The form includes a "Filename" field with a "Browse..." button, a "Type" dropdown menu, a "Description" text field, and a list box with "Add to List" and "Remove from List" buttons. The status bar at the bottom shows "Document Done" and the system tray includes the Start button and taskbar icons.

-
-
- Click on to search for the document.
 - Under **Type of Attachment** click on the arrow and click on the type of attachment.



- To describe the attachment more fully, click in the **Description** box and type in the description. Note: If you choose “Exhibit” in the drop down box, DO NOT type “Exhibit” in the description box.
- Click on .
- If there are additional attachments, repeat this sequence for each one.
- After adding all .pdf documents for attachments, click on .

Attachments, exhibits and/or documents are in paper format:

When attachments, exhibits and/or documents cannot be created and filed electronically, or are greater than 50-60 pages in length, a one page .pdf document entitled *Notice of Manual Filing Attachment* must be attached, using the same steps described above for an exhibit in the electronic case file so there will be a notation on the docket sheet that exhibits are being held in the clerk’s office on paper. (See sample at the end of this manual).

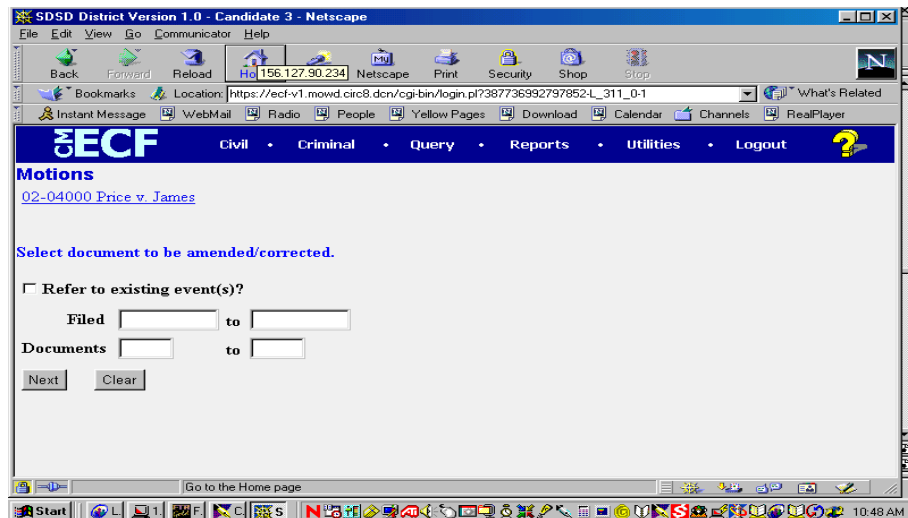
Note: For attachments exceeding 50-60 pages, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.


If attachments, exhibits, and/or documents are filed in paper format, you must present the entire document with attachments to the clerk's office for handling. You must also submit a copy for the Judge, and a copy must be served on all parties in the case.

6. Link to existing documents

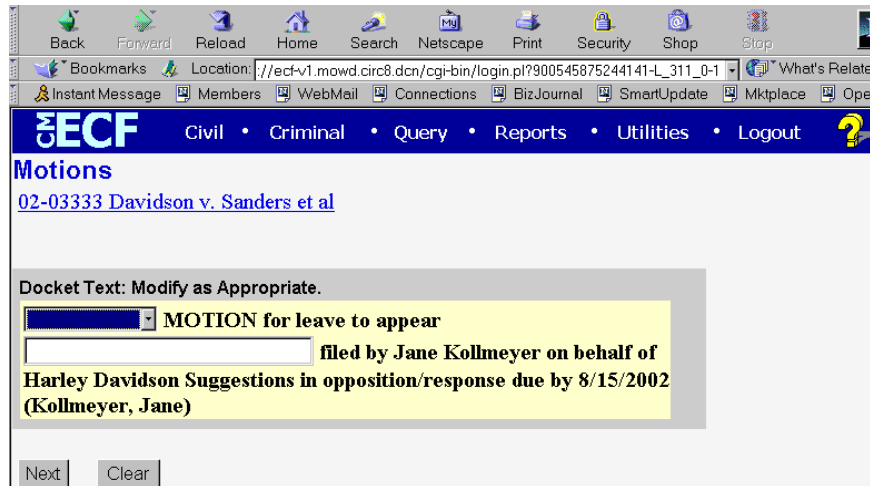
Depending on the type of document you are filing, the system may give you an option to link to existing documents in the case. The following screen depicts what will appear.

If your document refers to an existing document in the case (for example, you are responding to a motion), click on the box to the left of **“Refer to existing event(s)?”**

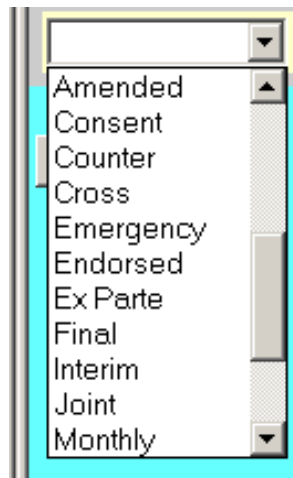


- Scroll through the list of pre-existing documents, and click on each that apply.
- Scroll down and click on 

7. **Modify the docket text as necessary**



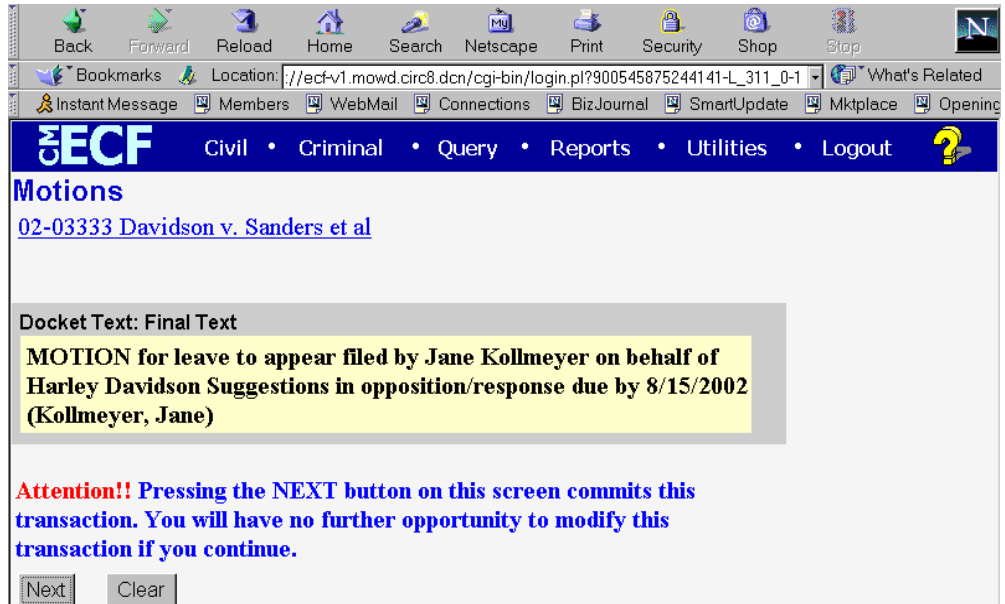
- Click on the drop-down list and select the correct modifier, if necessary:



- Click on the white box (open text area)to the left of the description of the document you are filing and type in any additional description, if appropriate.
- Click on



8. **Submit the document to CM/ECF**

- Give final approval and file the document by following instructions on the following screen.



THIS IS YOUR LAST OPPORTUNITY TO CORRECT ANY MISTAKES.

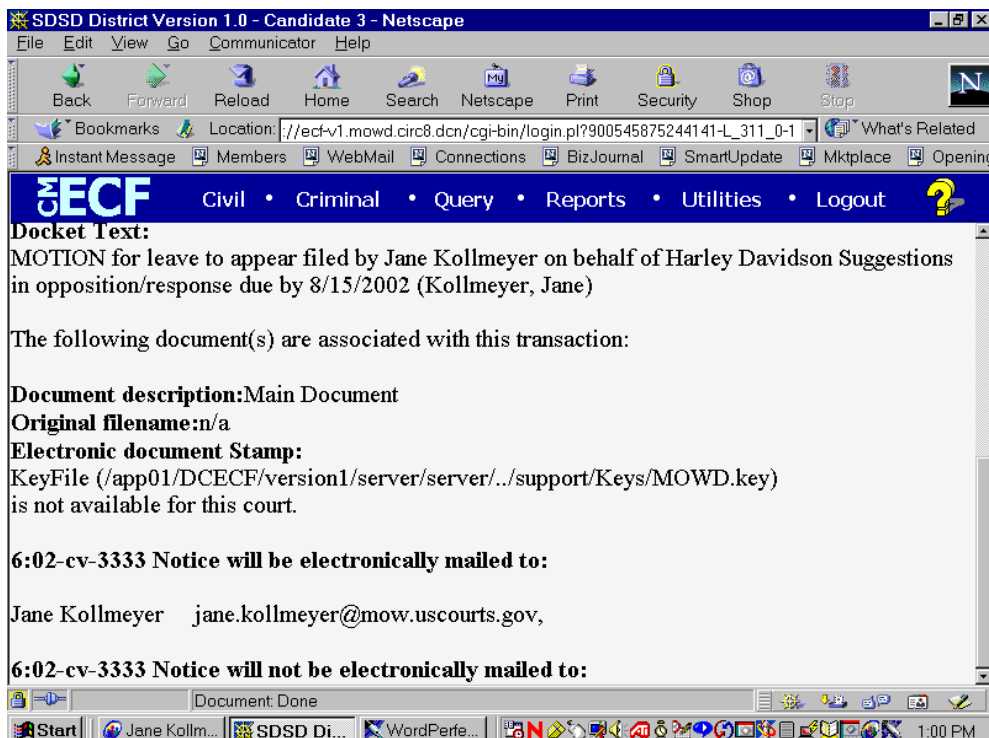
Do not click **Next** until you are completely satisfied with your entry.

- To modify a previous screen, click on  at the top of the Netscape screen to find the screen to be modified.
- To abort the entry, click on **Civil** at the top of the screen to restart.
- After reviewing the **Docket Text: Final Text** screen and determining it is correct, scroll down and click on .


NOTE: Once you click on NEXT, you have committed this transaction. It is included on the docket sheet, all parties are notified, and no changes can be made.

9. Notice of Electronic Filing

- After final approval is given, the next screen displays the official filing receipt.



The above example depicts one screen, however, you have to scroll down using the scroll bar on the right to see all the information available. It is very important to do this to see if there are any parties that must be served by mail.

- This screen provides confirmation that the system has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number assigned to your document. You should note this number on the document's PDF file. Scroll down to view the entire Notice of Electronic Filing.
- To print the Notice of Electronic Filing, click  on the Netscape Toolbar.
- To save the Notice of Electronic Filing, click on **File** at the top of the Netscape screen, and select **Save Frame As**.

-
-
- If parties are not receiving notice electronically, it is your responsibility to serve them with hard copies of all documents and attachments at the addresses listed under “**Notice will not be electronically mailed to:**”

Submitting a Proposed Order

Proposed orders shall not be filed electronically either as a separate document or as an attachment to the main pleading or other document. Instead, all proposed orders must be **e-mailed** to the chambers of the appropriate judicial officer for the case. The proposed order must be in **WORDPERFECT** format. Proposed orders should be attached to an Internet e-mail and sent to the appropriate judicial officer at the address listed below. The subject line of the e-mail message should indicate the case title, cause number and document number of the motion, e.g., *Smith v. Jones 1:02-cv-1234, motion # ____*.

Chief Judge Robert L. Miller, Jr.	miller_chambers@innd.uscourts.gov
Judge Allen Sharp	sharp_chambers@innd.uscourts.gov
Judge William C. Lee	lee_chambers@innd.uscourts.gov
Judge James T. Moody	moody_chambers@innd.uscourts.gov
Judge Rudy Lozano	lozano_chambers@innd.uscourts.gov
Judge Philip P. Simon	simon_chambers@innd.uscourts.gov
Judge Theresa L. Springmann	springmann_chambers@innd.uscourts.gov
Magistrate Judge Andrew P. Rodovich	rodovich_chambers@innd.uscourts.gov
Magistrate Judge Roger B. Cosby	cosbey_chambers@innd.uscourts.gov
Magistrate Judge Christopher A. Nuechterlein	nuechterlein_chambers@innd.uscourts.gov
Magistrate Judge Paul R. Cherry	cherry_chambers@innd.uscourts.gov

Proposed Discovery Plans/Scheduling Orders and Final Pretrial Orders

Unlike proposed orders, Proposed Discovery Plans/Scheduling Orders and proposed Final Pretrial Orders should not contain a signature line for the presiding Judge. The document shall include the electronic signature of the filing counsel. The non-filing party shall file a Notice of Endorsement pursuant to the guidelines in paragraph E.3.(d) of the CM/ECF Civil and Criminal Users Manual.

Filing Proposed Documents

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

Filing Other Types of Documents

To file a document other than a motion, make the appropriate selection from the Civil menu. The screens that follow will be very similar to those described above for filing a motion.

E-Mail Notification When Documents are Filed

Registered attorneys associated with CM/ECF cases will be automatically notified by e-mail and receive the Notice of Electronic Filing when a document is filed in those CM/ECF cases.

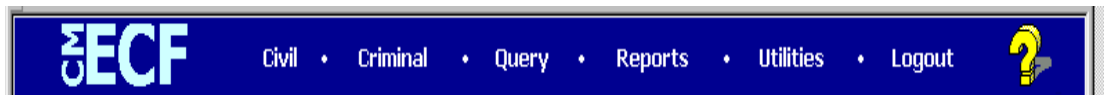
Filing Documents for Criminal Cases

The eleven basic steps involved in filing a criminal document can be outlined as follows:

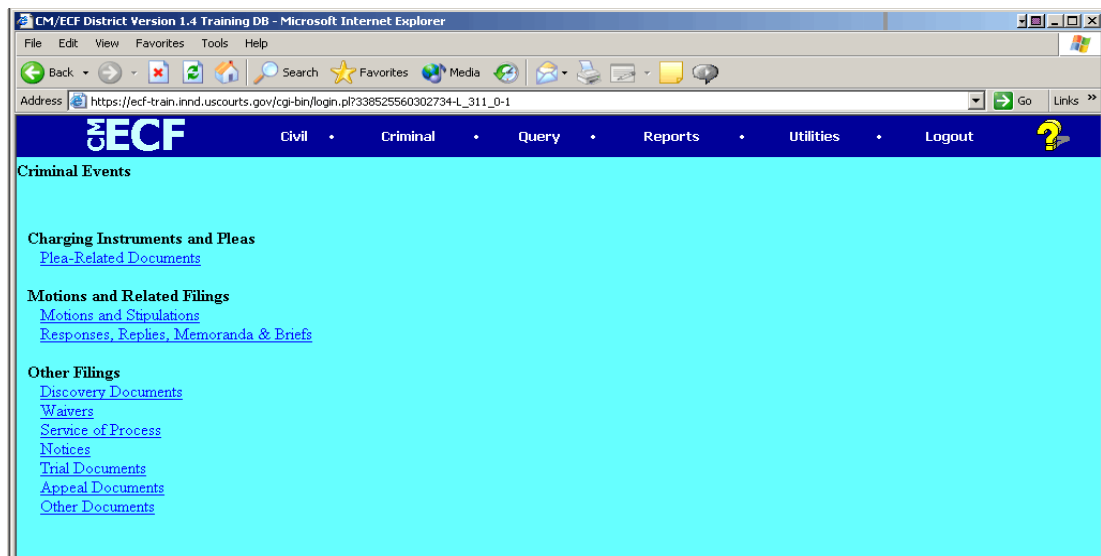
1. Select the type of document to file;
2. Enter the case number in which the document is to be filed;
3. Designate the defendant that the filing relates to;
4. Verify the case number and caption are correct;
5. Designate the party or parties filing the document;
6. Select the appropriate type of document you are filing;
7. Specify the PDF file name and location for the document to be filed;
8. Add attachments, if any, to the document being filed;
9. Modify docket text as necessary;
10. Submit the document to CM/ECF; and
11. Receive the notification of electronic filing.

1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the CM/ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the Attorney Training Manual describes the process for filing a motion in CM/ECF. The process is similar for filing other documents in CM/ECF.

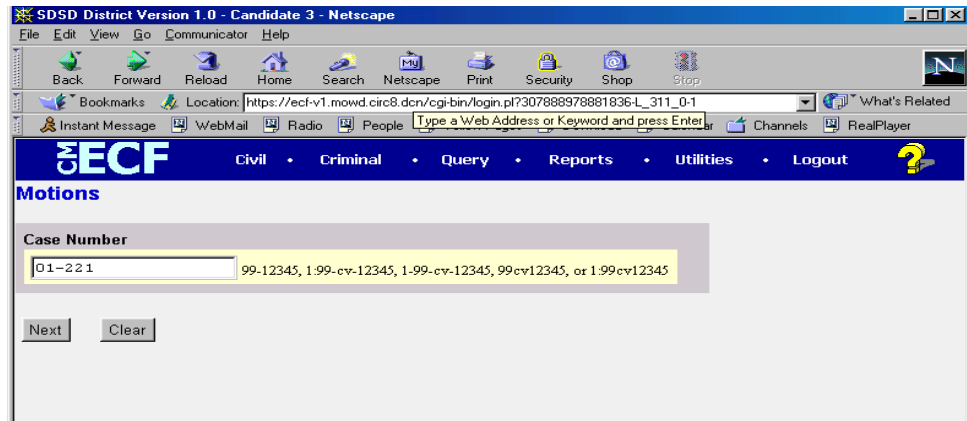


Click on **Motions and Stipulations**, under **Motions and Related Filings**



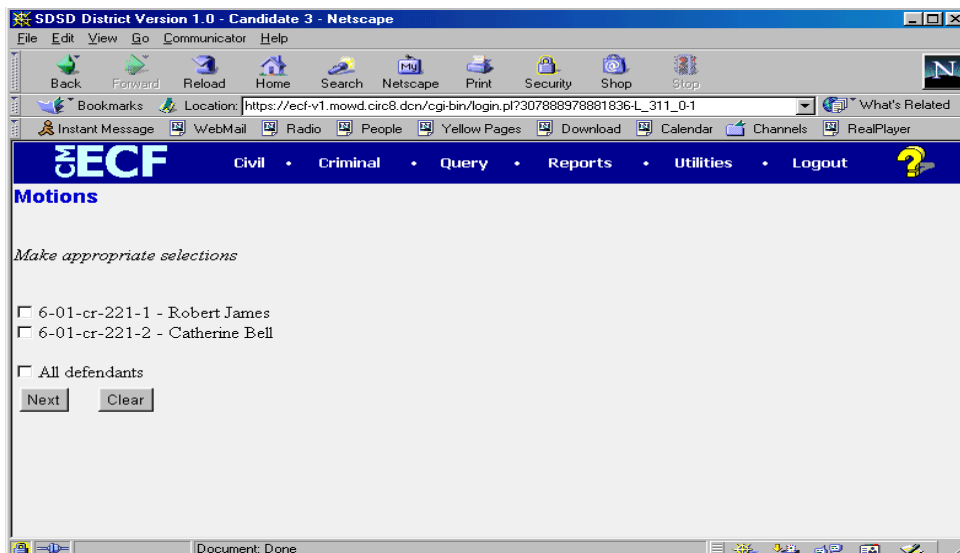
2. **Enter the case number in which the document is to be filed**

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **Next**. If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you have entered an invalid case number, click on **Back** to re-enter.



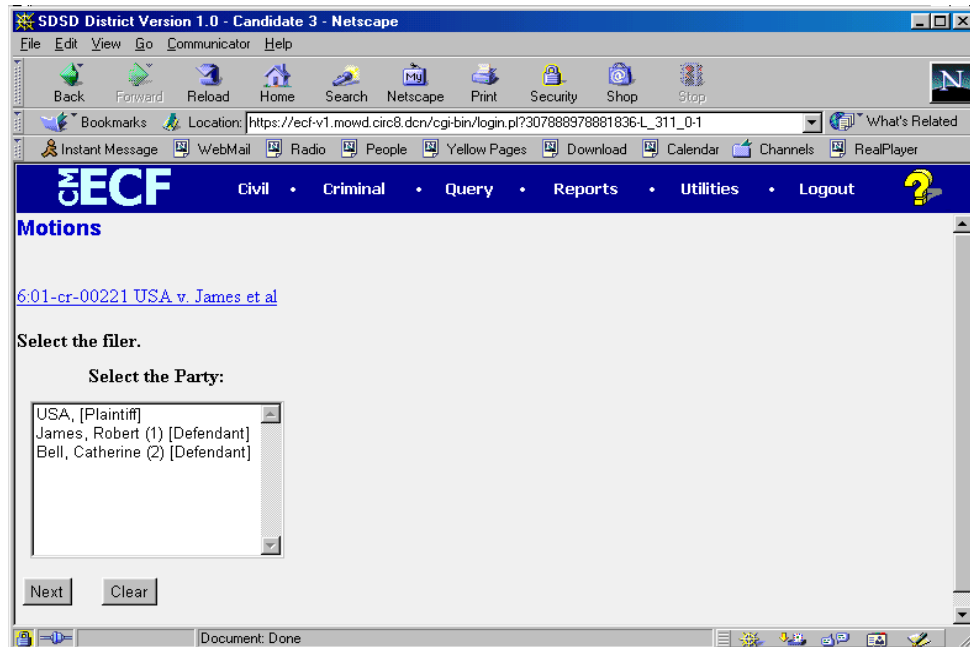
3. **Designate the defendant that the filing relates to**

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for All Defendants and leave the other boxes unchecked. When finished selecting defendants, click on **Next**.



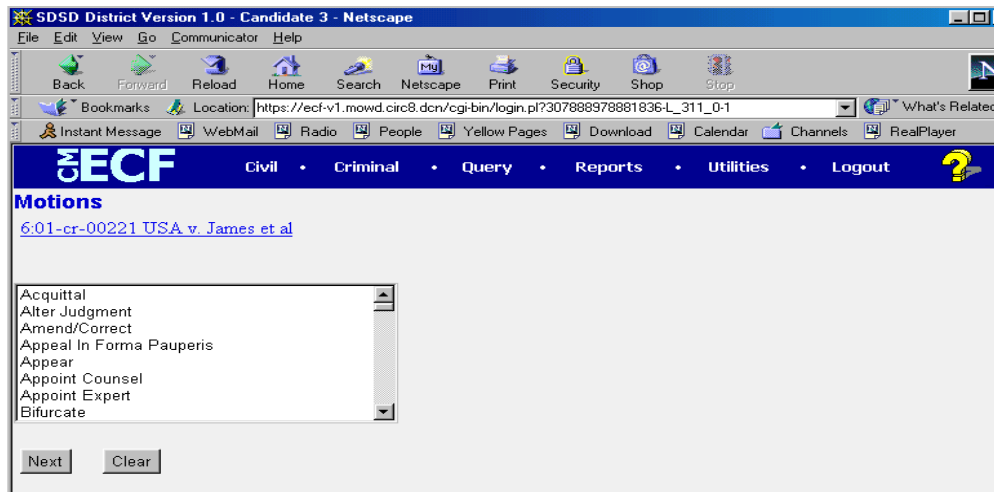
4. **Verify the case number and caption are correct**
5. **Designate the party or parties filing the document**

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



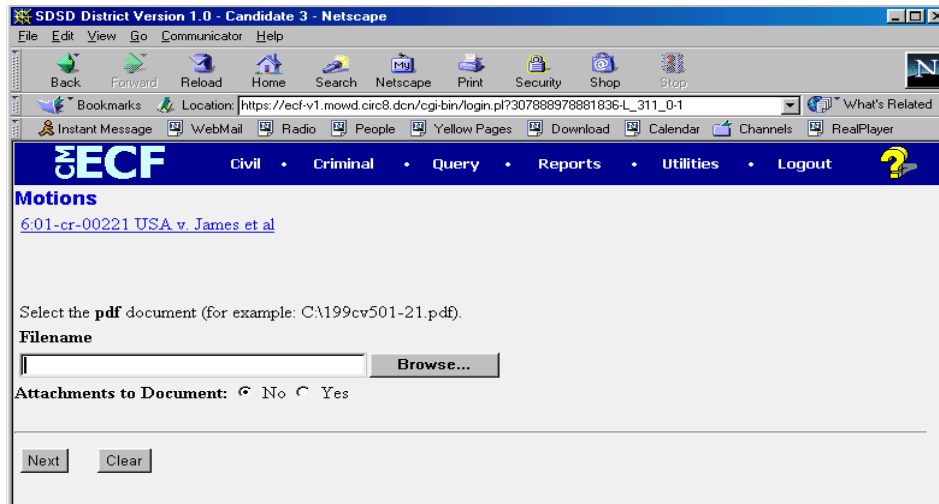
6. **Select the appropriate motion you are filing**

The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the list box until you find the type of motion you wish to file.



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

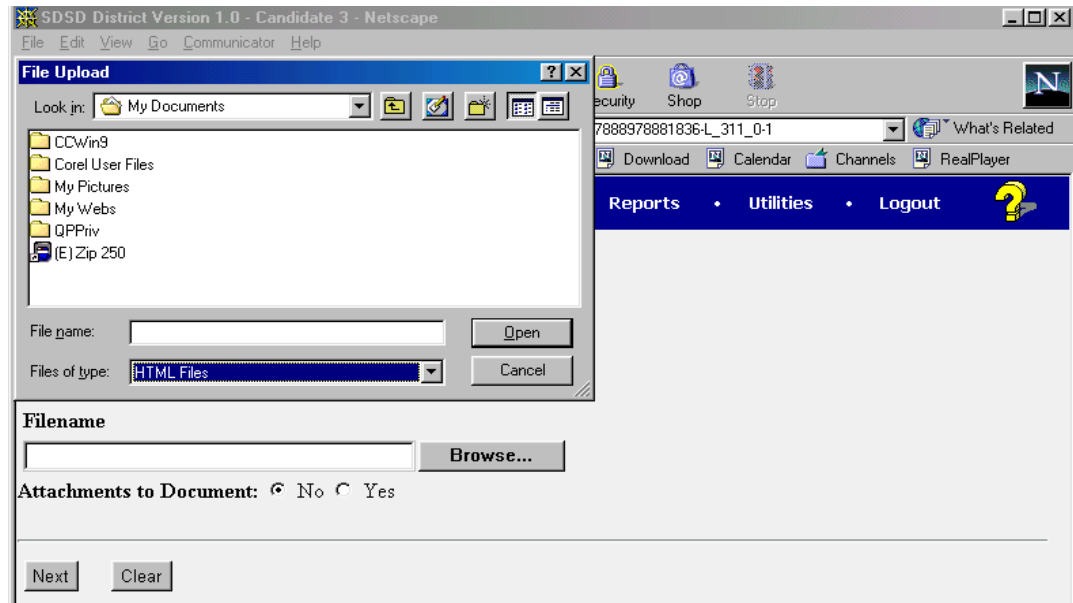
CM/ECF accepts the party or parties you selected and refreshes the screen to displays the new Motions screen displayed below. CM/ECF displays a field for locating and entering the new PDF file of the document you are filing in CM/ECF.



The screenshot shows a Netscape browser window titled "SDSD District Version 1.0 - Candidate 3 - Netscape". The address bar shows the URL "https://ecf-v1.mowd.circ8.dcn/cgi-bin/login.pl?307888978881836-L_311_0-1". The page content includes a navigation menu with "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout". Below the menu is the "Motions" section for case "6:01-cr-00221 USA v. James et al". A prompt asks the user to "Select the pdf document (for example: CA199cv501-21.pdf)". There is a "Filename" input field with a "Browse..." button. Below that is a radio button for "Attachments to Document" with options "No" and "Yes". At the bottom are "Next" and "Clear" buttons.

Note: 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 CM/ECF MUST be in PDF format. Otherwise, CM/ECF will not accept the document and users will be unable to retrieve and read your document

- Click on the **Browse** button. CM/ECF opens the following screen:



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



to



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

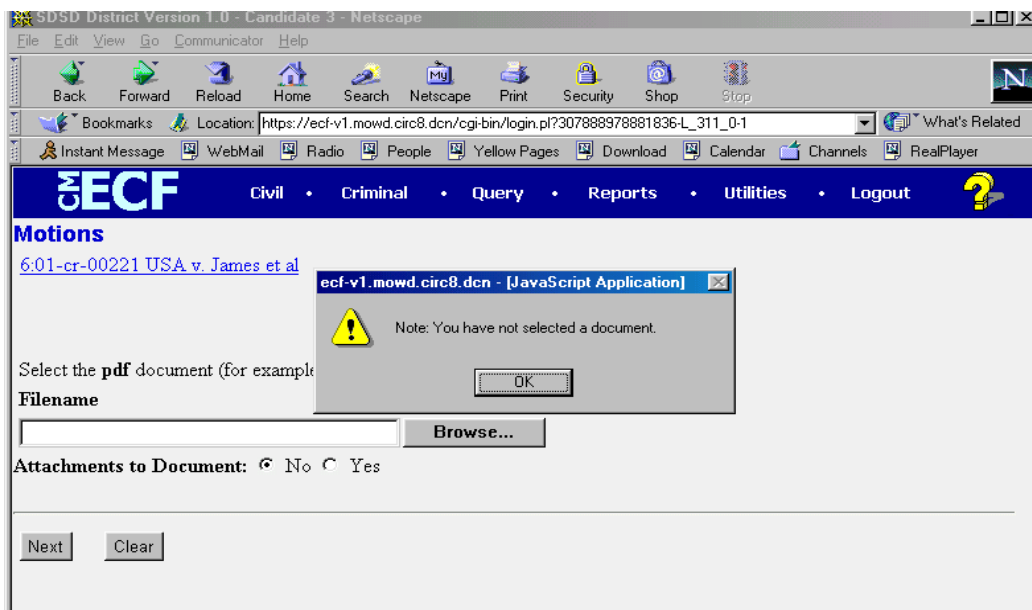
You should always verify that the document being filed is the correct document. To do this, right mouse click on the highlighted file name to open a quick menu and left mouse click to Open. Your PDF reader will launch and open the PDF document you selected. You should view your document to verify that it is the correct document.

- Once you have verified that the document is correct, close your document view window, and click the **Open** button in the lower right corner of the File Upload window. CM/ECF closes the File Upload screen and the PDF file name and location in the **Motions** screen.

- If there are no attachments to the motion, click on the **Next** button. A new **Motions** window opens. Go to Section 9, **Modify docket text if necessary**, to proceed with your filing.
- If you have attachments to your motion, you will select **Yes** on the screen depicted on the previous page. Click on the **Next** button and proceed to the first step in **Section 8 - Add attachments, if any, to the document being filed**.
- CM/ECF will not permit you to select a document for your filing that is not in PDF format. If you do select the wrong document, click on the **Back** button and CM/ECF will return to the **Motions** screen. Select and highlight the PDF file of the document and proceed as before.

Failure to Select A Document to File

If you fail to select a PDF file, CM/ECF will display the error message depicted below.



- Click **OK** from the screen depicted above, and CM/ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

8. **Add attachments, if any, to the document being filed**

If you indicated the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on **Browse** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and CM/ECF opens a pulldown menu. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the Description box and type a clear and concise description of the attachment.
- Click on **Add to List**.

CM/ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

SDSD District Version 1.0 - Candidate 3 - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: https://ecf-v1.mowd.circ8.dcn/cgi-bin/login.pl?307888978881836-L_311_0-1 What's Related

Instant Message WebMail Radio People Yellow Pages Download Calendar Channels RealPlayer

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

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

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.

I:\ECF02-4108 mt ext time.pdf	<input type="button" value="Add to List"/>
<input type="text"/>	<input type="button" value="Remove from List"/>

Document: Done

Start | L | T | C | S | 12:41 PM

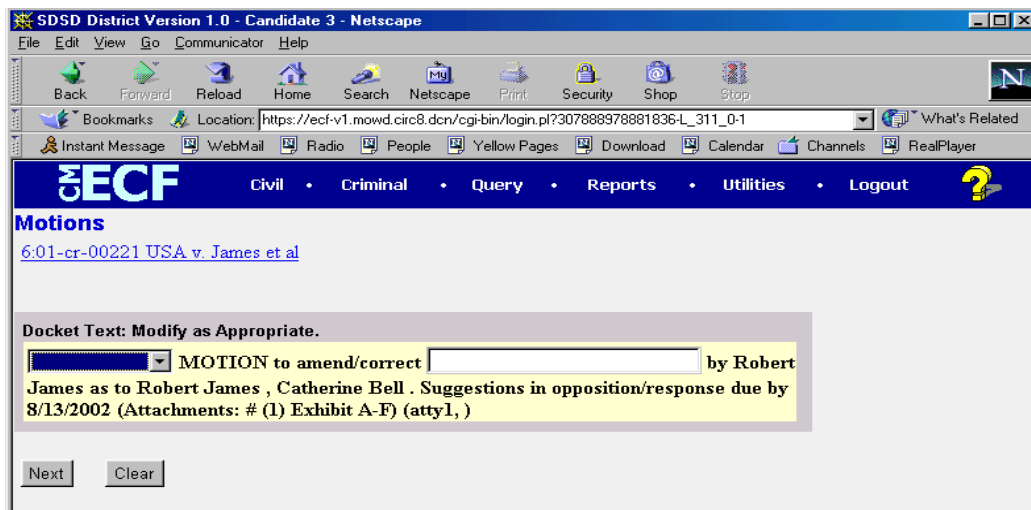
- Repeat the sequence for each additional attachment.
- After adding all the desired PDF documents as attachments, click on the **Next** button.

If attachments, exhibits and/or documents are in paper format:

If attachments, exhibits and/or documents cannot be created and filed electronically, or are greater than 50-60 pages in length, a one page .pdf document entitled **Notice of Manual Filing** must be attached, using the same steps described above for an exhibit in the electronic case file so there will be a notation on the docket sheet that exhibits are being held in the clerk's office on paper. (See sample on Page 56 of this manual).

Note: For attachments exceeding 50-60 pages, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

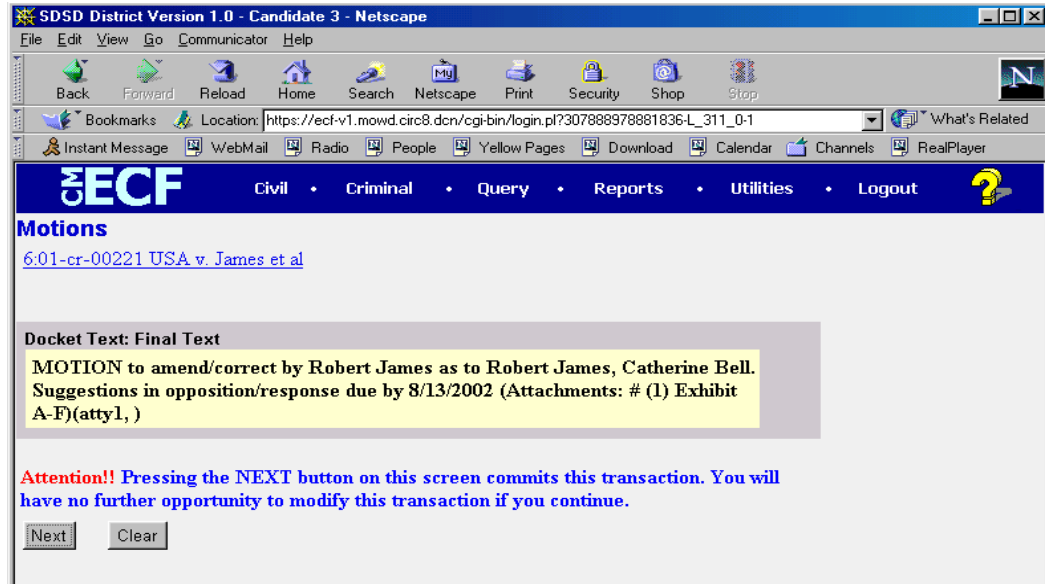
9. **Modify the docket text as necessary**



- Click on the drop down box to open a modifier list. Select a modifier if appropriate.
- Click in the open text area to type additional text for the description of the document.

10. **Submit the document**

- Click on the **Next** button. A new Motions window appears with the complete text for the document entry.



THIS IS YOUR LAST OPPORTUNITY TO CORRECT ANY MISTAKES.

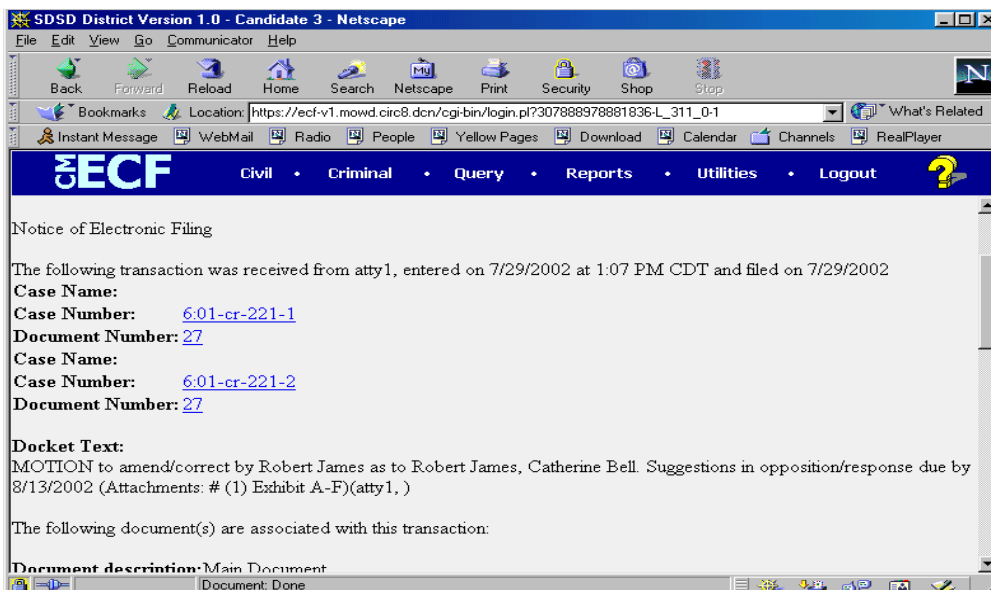
Do not click **Next** until you are completely satisfied with your entry.

- To modify a previous screen, click on **Back** at the top of the Netscape screen to find the screen to be modified.
- To abort the entry, click on **Criminal** at the top of the screen to restart.
- After reviewing the **Docket Text: Final Text** screen and determining it is correct, scroll down and click on **Next**.

NOTE: Once you click on NEXT, you have committed this transaction. It is included on the docket sheet, all parties are notified, and no changes can be made.

11. Notice of Electronic Filing

CM/ECF opens a new Motions screen displaying an CM/ECF Notice of Electronic Filing.



- The screen depicted above provides confirmation that CM/ECF has registered your transaction and the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **Print** on the Netscape Toolbar to print the document receipt.
- Select **File** on the Netscape 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 represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer's hard drive, print it, and retain a hard copy in your personal files.

- CM/ECF will electronically transmit the Notice of Electronic Filing to the attorneys and parties to the case who have supplied their e-mail addresses to the Court. The CM/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 document to attorneys and parties who are not set up for electronic notification. The court suggests you also include the Notice of Electronic Filing.

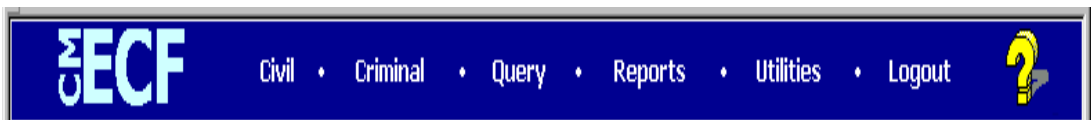
E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the CM/ECF system sends a Notice of Electronic Filing to the attorneys in the case who are registered users of the CM/ECF system. Only attorneys of record in the case are able to view documents in criminal cases via the Internet, using the courts PACER system. All other documents may be viewed at the courthouse. Individuals who receive electronic notification of the filing are permitted one “free” look at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document also. 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 document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of the filer to send hard copies of the document to attorneys and pro se parties who have indicated they do not have e-mail accounts established with the court. The court suggests you also include the Notice of Electronic Filing.

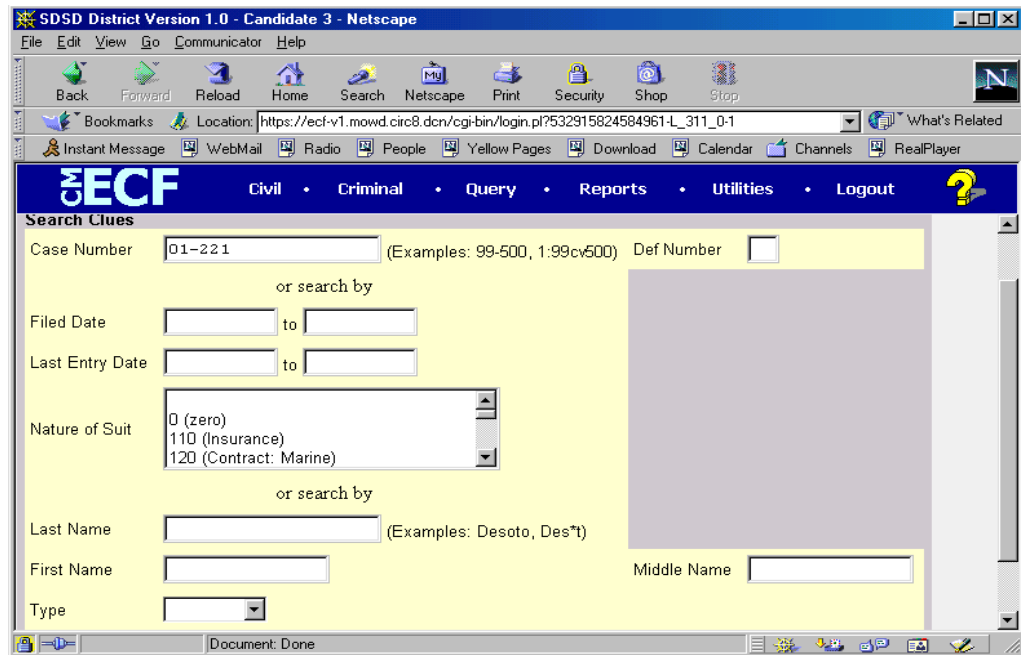
Query Feature

Registered participants should use this feature to query the CM/ECF system for specific case information. To enter the Query mode, click on Query from the menu bar of CM/ECF.



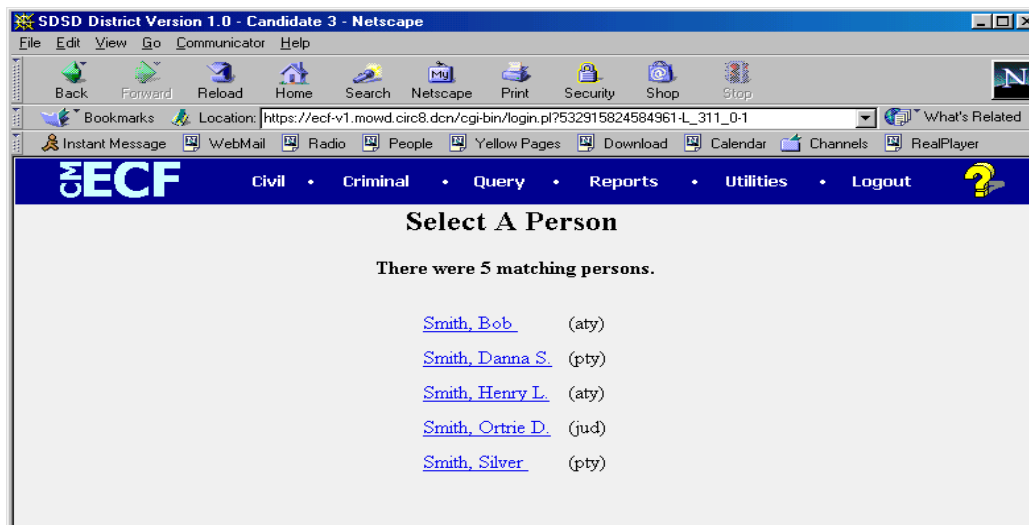
CM/ECF opens the PACER Login screen. You will be prompted to enter your PACER login and password before CM/ECF will permit you to query the CM/ECF database.

After you enter your PACER login and password, CM/ECF opens a Query data entry screen as depicted below.

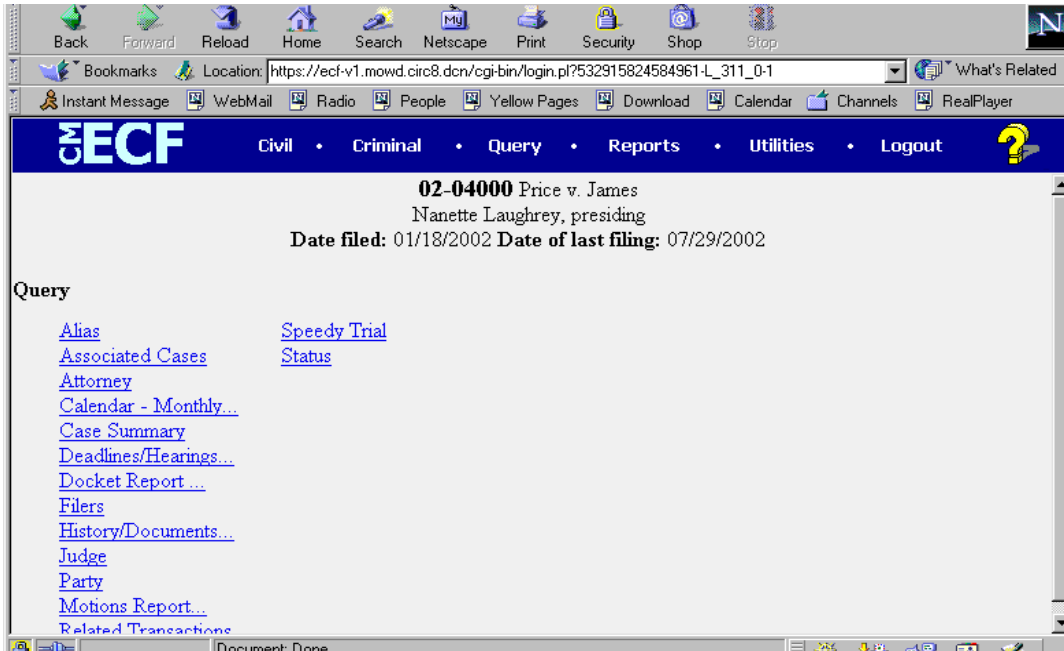


If you know the number that the court has assigned to the case, enter it in the **Case Number** field, and click on the **Run Query** button.

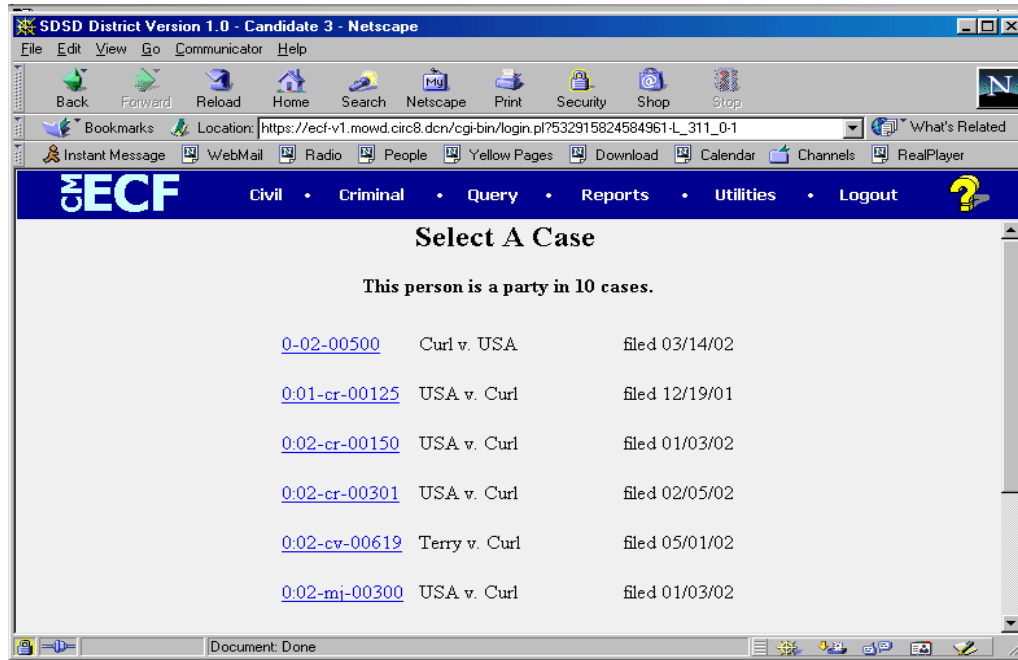
You may also query the CM/ECF database party name or attorney name. Enter the last name of the party in the appropriate field. If more than one person with that name exists in the database, CM/ECF returns a screen from which you may select the correct name.



If you click on the name of the party you want, CM/ECF will open the query screen depicted below.

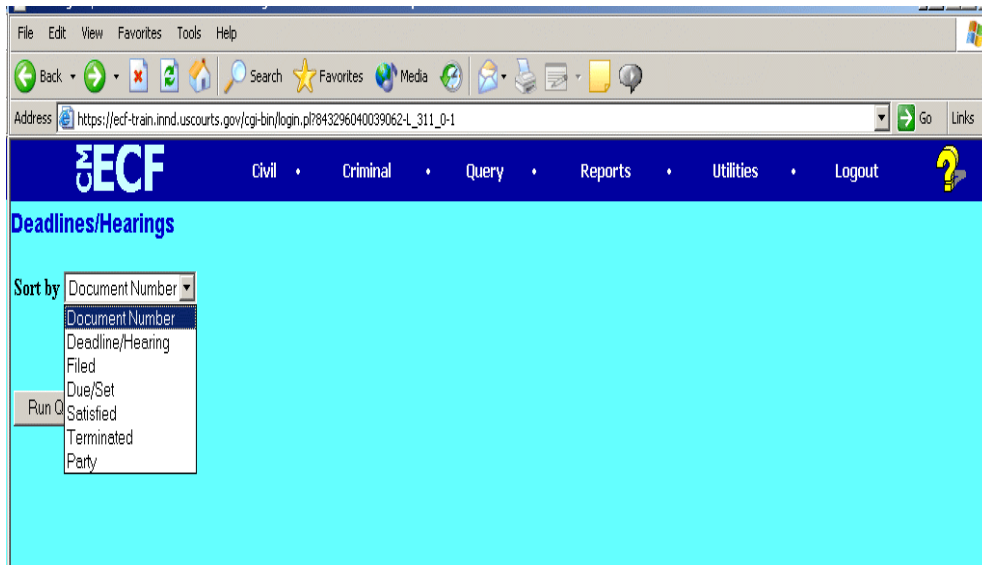


If the individual is a party to more than one case, CM/ECF will open a screen listing all of that party's cases.

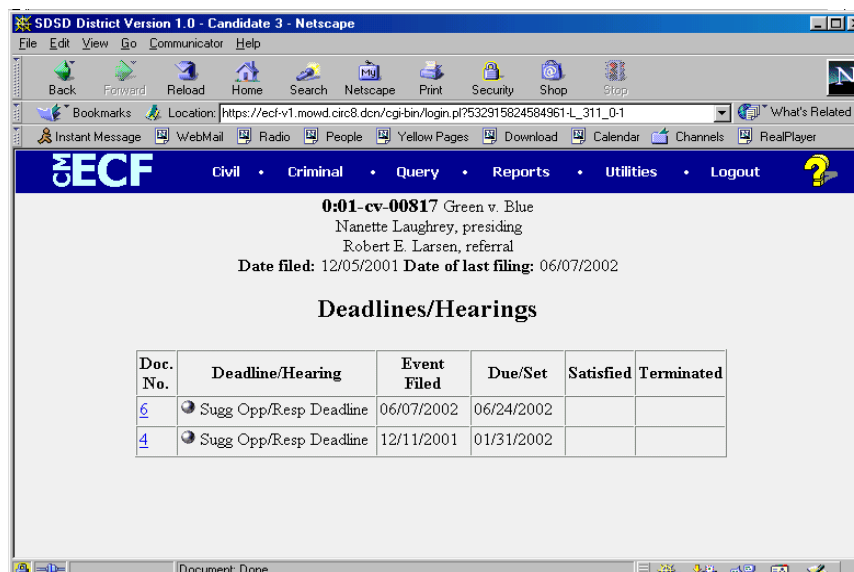


Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. You can sort by a number of choices as shown on this screen.



If you query by docket number, CM/ECF opens the screen depicted below.

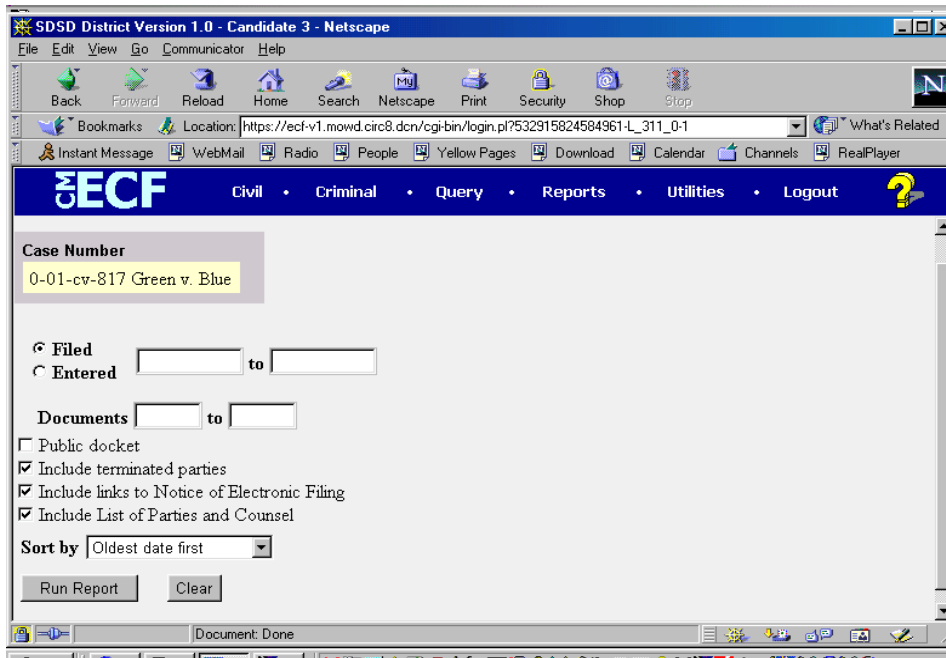


At the Deadlines/Hearings screen, you can click on a document number to display the actual document that created the deadline.

If you click on the circle to the left of the Deadline/Hearing title, CM/ECF will display the docket information and related docket entries for the deadline you selected.

Docket Report

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



The screenshot shows a Netscape browser window titled "SDSD District Version 1.0 - Candidate 3 - Netscape". The address bar shows the URL "https://ect-v1.mowd.circ8.dcn/cgi-bin/login.pl?532915824584961-L_311_0-1". The browser's menu bar includes File, Edit, View, Go, Communicator, and Help. The toolbar contains icons for Back, Forward, Reload, Home, Search, Netscape, Print, Security, Shop, and Stop. The browser's status bar at the bottom shows "Document: Done".

The main content area of the browser displays the CM/ECF website. The header features the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A search icon is also present.

The page content includes a "Case Number" field with the value "0-01-cv-817 Green v. Blue". Below this are two radio buttons: "Filed" (selected) and "Entered". Each radio button is followed by a "to" label and an empty text input field. Underneath these are two more empty text input fields labeled "Documents".

There are four checkboxes: "Public docket" (unchecked), "Include terminated parties" (checked), "Include links to Notice of Electronic Filing" (checked), and "Include List of Parties and Counsel" (checked). A "Sort by" dropdown menu is set to "Oldest date first". At the bottom of the form are two buttons: "Run Report" and "Clear".

You may select a range for your docket report as well as a range of document numbers. If you leave the range fields blank, CM/ECF will default to display the entire docket report.

Place a checkmark in the box to Include links to Notice of Electronic Filing if you wish to view them from the docket sheet.

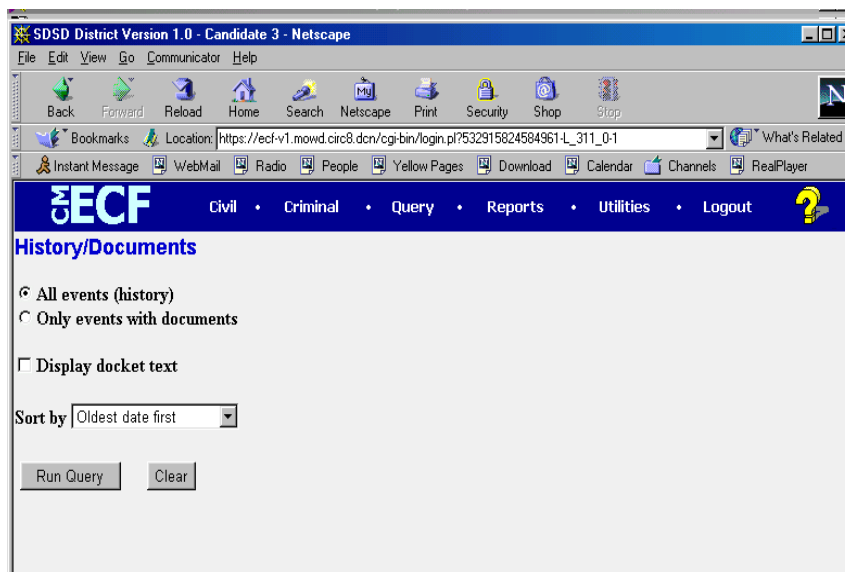
After you have selected the parameters for your report, click on the **Run Report** button. CM/ECF will run your custom docket report and display it in a window as depicted below.



The document numbers listed on the screen are hyperlinks to PDF files of the actual documents. Place the pointer of your mouse on the button next to the document number and click to display the Electronic Notification Report for that particular document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the History/Documents hyperlink, CM/ECF opens the screen depicted below.



You may select the sort order for the query report and choose display all events or only those with documents attached. CM/ECF also offers you the option to display the docket text in the report. After making your selections, click on the **[Run Query]** button. CM/ECF queries the database and builds your report.

Document Number	Filed & Entered	Event Type	Document Count
1	12/11/2001	Complaint	10
<i>Docket Text:</i> COMPLAINT against John Blue (Filing fee \$ 150.) , filed by Lina Green (Nname, Jane)			
2	12/11/2001	Certificate of Service	12
<i>Docket Text:</i> CERTIFICATE OF SERVICE by Lina Green re [1] Complaint (guestATY,)			
3	12/11/2001	Answer to Complaint	18
<i>Docket Text:</i> ANSWER to Complaint with Jury Demand, COUNTERCLAIM against Lina Green by John Blue. (Attachments: # (1) Appendix)(guestATY,)			
3	12/11/2001	Counterclaim	19
<i>Docket Text:</i> ANSWER to Complaint with Jury Demand, COUNTERCLAIM against Lina Green by John Blue. (Attachments: # (1) Appendix)(guestATY,)			
4	12/11/2001	Motion for Summary Judgment	21

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

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

Other Queries

The process for selecting and running other queries in the **Query** feature of CM/ECF is similar to what has been described above.

Reports Feature

The **Reports** feature of CM/ECF provides the user with several report options. If you select **Civil/Criminal Cases Filed** or **Docket Sheet** from this screen, CM/ECF will ask you to login to PACER.

For **Criminal Cases**, you must enter your court login and password and then your PACER login and password before you can look at a docket sheet. This process is required due to the fact that criminal documents are only viewable by the specific attorneys associated with the case.

You may view Court **Calendar Events** for a case without logging into PACER.

Docket Sheet

Click on the Docket Sheet hyperlink, and CM/ECF will open to a PACER login screen. Enter your PACER login and password. Click on the **[Login]** button and CM/ECF will open the Docket Sheet report query window.

The screenshot shows a Netscape browser window titled "SDSD District Version 1.0 - Candidate 3 - Netscape". The address bar shows the URL: "http://ecf-v1.mowd.circ8.dcn/cgi-bin/login.pl?900545875244141-L_311_0-1". The browser's menu bar includes File, Edit, View, Go, Communicator, and Help. The toolbar contains icons for Back, Forward, Reload, Home, Search, Netscape, Print, Security, Shop, and Stop. The bookmarks bar shows "Instant Message", "Members", "WebMail", "Connections", "BizJournal", "SmartUpdate", "Mktplace", and "Opening". The main content area has a blue header with the "ECF" logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is "Docket Sheet". The form contains the following fields and options:

- Case number**: Text input field containing "02-3333".
- Filed**: Radio button selected.
- Entered**: Radio button unselected.
- Documents**: Text input field followed by "to" and another text input field.
- Include terminated parties**: Checked checkbox.
- Include links to Notice of Electronic Filing**: Unchecked checkbox.
- Include List of Parties and Counsel**: Checked checkbox.
- Sort by**: Dropdown menu set to "Oldest date first".
- Run Report**: Button.
- Clear**: Button.

The status bar at the bottom shows "Document: Done" and the Windows taskbar with the time "1:11 PM".

This is the same query window that CM/ECF displayed when you selected **Docket Report** from the Query feature earlier in this manual. 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.

CM/ECF will display a full docket sheet for the case you selected. See the Query feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields.

CM/ECF also offers various sorting options from the Docket Sheet query screen.

Civil/Criminal Cases Filed Report

The **Cases Filed** report provides you with the flexibility to query the CM/ECF database to locate cases electronically filed within a specific date range, associated to a particular judge, or both. When you click on the **Cases Filed** hyperlink, CM/ECF displays the query screens below.

Civil Cases

The screenshot shows the 'Civil Cases Report' query screen. It features several dropdown menus and input fields for filtering cases. The 'Office' is set to 'TTSD Jefferson City'. The 'Case type' is set to 'Civil Miscellaneous'. The 'Nature of suit' is set to '0 (zero) 110 (Insurance)'. The 'Cause' is set to '0 (No cause code entered) 02:0431 (02:431 Fed. Election...)'. The 'Judge' is set to 'England, James C. Fenner, Gary A.'. The 'Case flags' are set to 'APPEAL BCOST'. The 'Filed' and 'Entered' date ranges are both set from '6/28/2002' to '7/30/2002'. The 'Closed' date range is empty. The 'Terminal digit(s)' field contains '2, 4, 7'. The 'Sort by' dropdown is set to 'Case Number'. There are checkboxes for 'Open cases' (checked) and 'Closed cases' (unchecked).

Criminal Cases

The screenshot shows the 'Criminal Cases Report' query screen. It features several dropdown menus and input fields for filtering cases. The 'Office' is set to 'TTSD Jefferson City'. The 'Case types' is set to 'Criminal Magistrate Judge'. The 'Judge' is set to 'England, James C. Fenner, Gary A.'. The 'Filed' and 'Entered' date ranges are both set from '6/28/2002' to '7/30/2002'. The 'Closed' date range is empty. The 'Case flags' are set to 'APPEAL BCOST'. The 'Terminal digit(s)' field contains '2, 4, 7'. The 'Sort by' dropdown is set to 'Case number'. There are checkboxes for 'Pending defendants' (checked), 'Terminated defendants' (unchecked), and 'Fugitive defendants' (unchecked).

Note: If you are not logged into **PACER**, CM/ECF will display the **PACER** login screen. Login to **PACER** and CM/ECF will open the **Cases Filed Report** screen. Remember, for criminal cases you must use your Court login and password, and then also enter your PACER login and password to access a docket sheet or document.

Enter the range of case filing dates for your report and select a presiding judge, if you wish to narrow your search. If you enter a date range and do not select a judge, CM/ECF will display all of the cases filed within your date range for all judges. If you choose a judge and leave the date fields blank, CM/ECF will display all of the cases opened in CM/ECF for the judge that you selected. If you leave all fields blank, CM/ECF will display a report for all cases opened in CM/ECF. This picture depicts part of a report of all cases filed in CM/ECF from 6/28/02 to 7/30/02.

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
00-01624 USA v. Vo	Filed: 07/24/2002		7	Cause: 8:1446 Petition for Naturalization Hearing NOS: Other Statutory Actions Office: TTSD Presider: Dean Whipple Jury demand: None Case Flags: TERMED
00-01786 USA v. Seltzer	Filed: 07/17/2002		14	Cause: 28:1345 Default of Promissory Note NOS: Contract: Recovery Student Loan Office: TTSD Presider: Dean Whipple Jury demand: None
01-02209 Tobne et al v. Tiska et al	Filed: 07/16/2002		15	Cause: 28:2410 Quiet Title NOS: Energy Allocation Act

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

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in CM/ECF and to view all of their CM/ECF transactions.

Maintain Your Account

This section of the Utilities feature provides you the capability to maintain certain aspects of your CM/ECF account with the court and to view a log of all of your transactions within CM/ECF. Click on the Maintain Your Account hyperlink to open the Maintain User Account information screen.

The screenshot displays a web browser window with the following details:

- Browser Title:** Training CM/ECF District Version 1.3 Training DB - Microsoft Internet Explorer
- Address Bar:** https://ecf-train.innd.uscourts.gov/cgi-bin/login.pl?843296040039062-L_311_0-1
- Page Header:** ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout.
- Form Title:** Maintain User Account
- Form Fields:**
 - Last name: Tarwacki
 - First name: Jane
 - Middle name: [Empty]
 - Generation: [Empty]
 - Gender: [Dropdown]
 - ATY Type: [Dropdown]
 - Title: [Empty]
 - Type crt: [Empty]
 - Bar number: [Empty]
 - Prisoner id: [Empty]
 - Office: [Empty]
 - Unit: [Empty]
 - Address 1: [Empty]
 - Address 2: [Empty]
 - Address 3: [Empty]
 - City: [Empty]
 - State: [Empty]
 - Zip: [Empty]
 - Country: [Empty]
 - Country: [Dropdown]
 - Phone: [Empty]
 - Fax: [Empty]
 - Initials: [Empty]
 - DOB: [Empty]
 - AO code: [Empty]
 - End date: [Empty]
 - Civil ref style: [Dropdown]
 - Criminal ref style: [Dropdown]
 - Date sworn: [Empty]
 - Status: [Dropdown]
- Buttons:** Email information..., More user information..., Submit, Clear.

This screen displays all of the registration information that is contained within the CM/ECF database for your account with the court. This includes Bar Identification and Status.

Clicking on the **E-Mail Information** button at the bottom of the previous screen opens the following window.

The screenshot shows a web browser window titled "Training CM/ECF District Version 1.3 Training DB - Microsoft Internet Explorer". The address bar shows "https://ecf-train.innd.uscourts.gov/cgi-bin/login.pl?843296040039062-L_311_0-1". The page has a blue header with the "ECF" logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area is white and titled "E-mail information for Minnie Mouse". It contains the following elements:

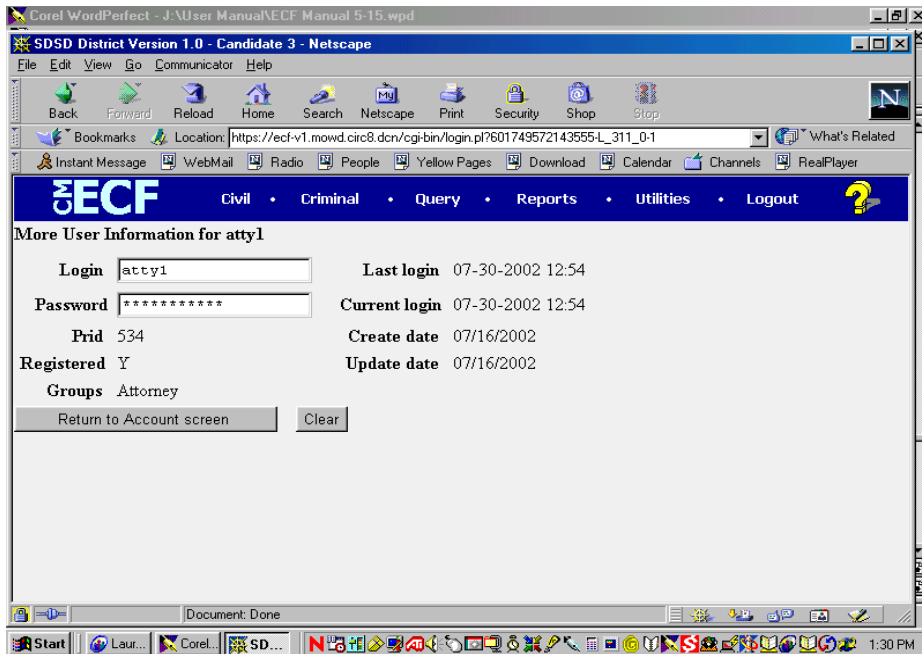
- A text input field for "Primary e-mail address".
- A section titled "Send the notices specified below" with two checkboxes:
 - to my primary e-mail address
 - to these additional addresses (with a text input field below it)
- A section titled "Send notices in cases in which I am involved" with two checkboxes:
 - Send notices in cases in which I am involved
 - Send notices in these additional cases (with a text input field below it)
- Two radio buttons for "Format notices":
 - Send a notice for each filing
 - Send a Daily Summary Report
- Two radio buttons for "Format notices":
 - html format for Netscape or ISP e-mail service
 - text format for cc:Mail, GroupWise, other e-mail service
- Two buttons at the bottom: "Return to Account screen" and "Clear".

CM/ECF will e-mail to parties their Notices of Electronic Filing based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish CM/ECF to notify regarding new case pleadings and documents.

- From the screen depicted above, enter a check mark by clicking on 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 CM/ECF activity. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.
- Stipulate the format of the CM/ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the **Clear** button to clear the fields on this screen.

After updating your account information, click on the **Return to Account Screen** button to return to your Maintain User Account screen. CM/ECF returns to the screen below.

To edit or view login information about your account, select the button labeled **More User Information**, from the Maintain User Account screen.



This screen displays user login information and provides the means to change your CM/ECF password. You will notice CM/ECF displays a string of asterisks in the Password field for security purposes.

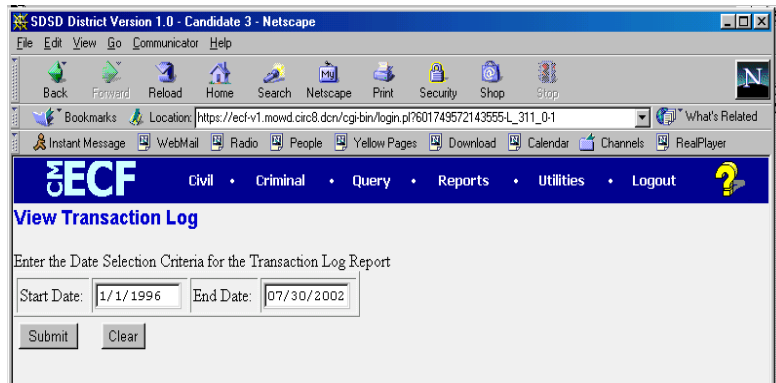
To change your CM/ECF password, place your cursor in the Password field and delete the asterisks. Type in your new password. CM/ECF displays the actual characters of your new password as you type. When you have completed your interface with CM/ECF from this screen, click on the **Return to Account Screen** button to reopen the Maintain User Account screen. 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 CM/ECF. CM/ECF will notify you on-screen that your updates were accepted. If you changed passwords, you may begin using the new password during your next CM/ECF session.

View Your Transaction Log

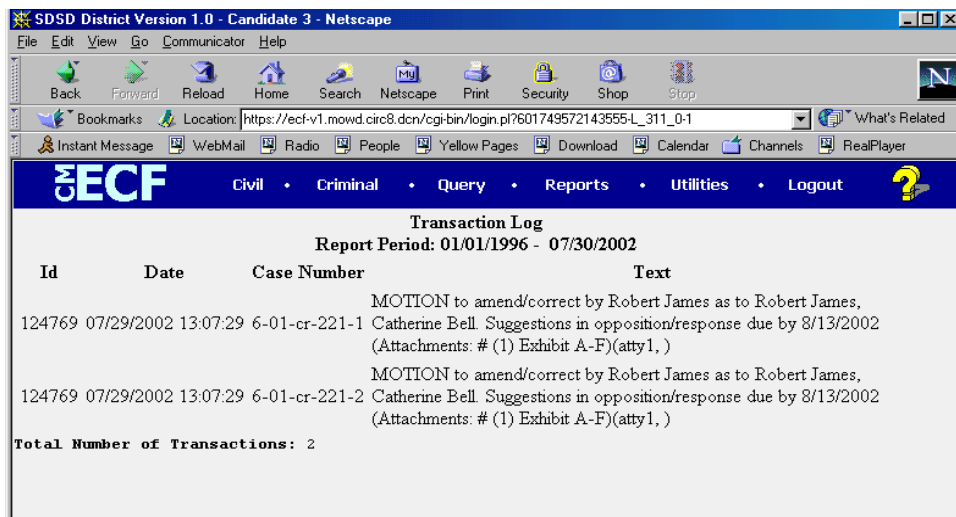
This feature, selected from the **Utilities** menu, allows you to review all transactions CM/ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password immediately, then telephone the Court's Help Desk as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

Fort Wayne 800-745-0265
Hammond 800-473-0293
Lafayette 877-377-1219
South Bend 866-217-5925

From the Utilities screen, click on the **View your Transaction Log** button. CM/ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report.



Enter the date range for your report and click on the **Submit** button. CM/ECF displays a report of all your transactions in CM/ECF within the date range you specified for Date Selection Criteria. The following is a sample transaction log report.



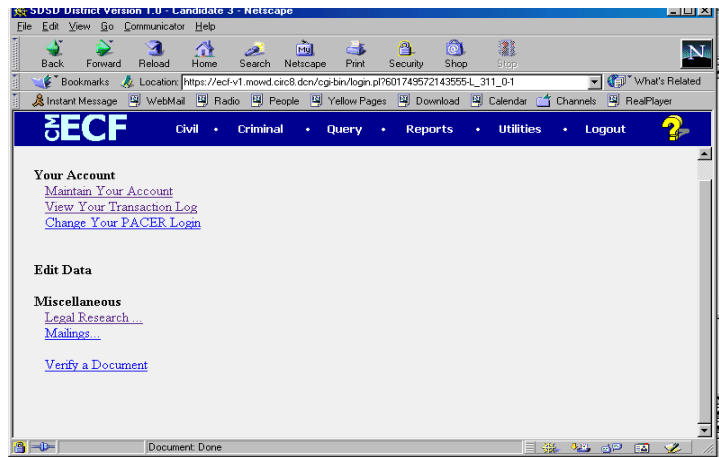
Use this feature of CM/ECF to review your transactions and to verify that:

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

Miscellaneous

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

- Legal Research
- Mailings
- Verify a Document



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

The Mailings hyperlink opens a new screen for making or requesting mailings from CM/ECF

Select the Verify a Document hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.

Logout

After you have completed all of your transactions for a particular session in CM/ECF, you should exit from the system. Click on the Logout hyperlink from the CM/ECF menu bar. CM/ECF will log you out of the system and return you to the CM/ECF login screen.



United States District Court

Northern District of Indiana

Case Management/Electronic Case Files
Attorney Registration Form

LIVE SYSTEM

This form shall be used to register for an account on the Court's Case Management/ Electronic Case Files (CM/CM/ECF) System. Registered attorneys will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the CM/CM/ECF System. The following information is required for registration:

First/Middle/Last Name _____

Last four digits of Social Security Number _____

Are you admitted to practice and in good standing in the Northern District of Indiana? _____

Attorney Bar #: _____ State: _____

Firm Name _____

Address _____

Voice Phone Number _____

FAX Phone Number _____

Internet E-Mail Address _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

- This System is for use only in cases permitted by the U.S. Courts for the Northern District of Indiana. It may be used to file and view electronic documents, docket sheets, and notices.
- At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer (486 minimum) running a standard platform such as Windows, Windows 95, or Macintosh, an Internet provider using Point to Point Protocol (PPP), Netscape Navigator software version 4.5, 4.7 or 4.76 or Internet Explorer 5.5 and software program(s) that produce and/or convert digital and/or hard copy documents into Adobe Acrobat .pdf format versions 3.0 or 4.0.
- Pursuant to Federal Rule of Civil Procedure 11, Every pleading, motion, and other paper

(except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's password issued by the court combined with the user's identification, serves as and constitutes the attorney signature. Therefore, an attorney must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The attorney should change the password immediately.

- An attorney's registration will constitute a waiver of conventional service of documents, the attorney agrees to accept service of notice on behalf of the client of the electronic filing by hand, facsimile or authorized e-mail.
- The undersigned attorney agrees to abide by the most recent General Orders, User Manual for Electronic Case Filing and all technical and procedural requirements set forth therein.

Please return to : U.S. District Court
 Northern District of Indiana
 Office of the Clerk
 204 South Main Street, Room 102
 South Bend, IN 46601

Attention: CM/CM/ECF Registration.

Applicant Signature

Initial of First Name + Last Name + Last 4 Digits SS#

Subscribed and sworn to before me this _____ day of _____, 20 ____ .

Notary _____

My commission expires _____

S A M P L E F O R M A T

***IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF INDIANA
DIVISION***

_____,)
)
Plaintiff(s),)
)
vs.) Case No. _____
)
_____,)
)
Defendant(s).)

NOTICE OF ENDORSEMENT

Pursuant to the CM/ECF Procedures Manual, _____ (Name of signator)

___ hereby certifies that my original signature was placed on the following document which was filed electronically on _____:

(Title of document)

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____

S A M P L E F O R M A T

Certificate of Service

I hereby certify that on ____ (Date) ____ I electronically filed the foregoing with the Clerk of the Court using the CM/CM/ECF system which sent notification of such filing to the following: _____ and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/CM/ECF participants:

_____.

s/

S A M P L E F O R M A T
IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF INDIANA
_____ ***DIVISION***

_____,)
)
Plaintiff(s),)
)
vs.) Case No. _____
)
_____,)
)
Defendant(s).)

NOTICE OF MANUAL FILING

is in paper form only and is being maintained in the case file in the Clerk's office.

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____

S A M P L E F O R M A T
IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF INDIANA
_____ DIVISION

_____)	
)	
Plaintiff(s),)	
vs.)	Case No. _____
_____)	
)	
Defendant(s).)	

DECLARATION THAT PARTY WAS UNABLE
TO FILE IN A TIMELY MANNER

Please take notice that _____ was unable to file _____
 _____ in a timely manner due to technical difficulties. The deadline for filing
 the _____ was _____. The reason(s) that I was unable to
 file the _____ in a timely manner and the good faith efforts I
 made prior to the filing deadline to both file in a timely manner and to inform the court and the
 other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform]

I declare under penalty of perjury that the foregoing is true and correct.

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