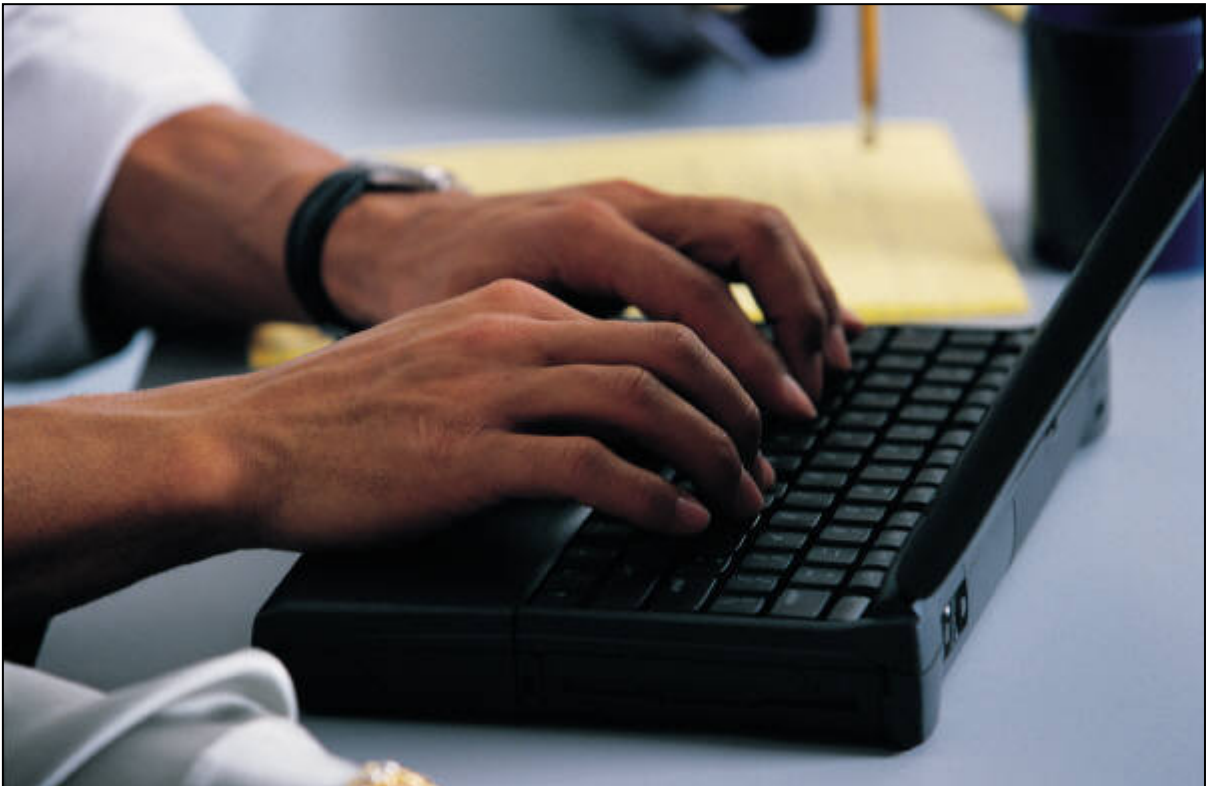


Electronic Case Filing User Manual



U.S. District Court
Eastern District of Michigan



Last updated: May 25, 2004

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1.1 Introduction

The Eastern District of Michigan will implement Electronic Case Filing (ECF) June 1, 2004 as part of a nationwide implementation by the Federal Judiciary. As of June 1, 2004, the official record of filed cases shall be maintained electronically.

User Manual – Staying Current

It is anticipated that this User Manual will be revised from time to time to reflect changes to the ECF Policies and Procedures approved by the Court. Readers are encouraged to refer to the on-line version for the most current information rather than rely on a previously printed hard copy of the User Manual that may have become obsolete.

Help Desk

A CM/ECF Help Desk has been established to respond to inquiries. Please call between office hours, 8:30 a.m. to 5:00 p.m. The number is (313) 234-5042.

1.2 Getting Started

This manual incorporates the policies and procedures approved by the bench as well as the instructions necessary to use the ECF system to file papers with the Court.

This manual is designed to guide a filing user through the ECF system. It is divided into several sections that illustrate and explain necessary procedures and steps.

The following terms are a list of definitions used in the Court's policies and procedures:

E-Government Act of 2002 – Establishes a broad framework for the use of technology to enhance public access to government information and services. Pub. L. No. 107-347, 116 Stat. 2899. See 44 U.S.C. §§ 3601, et seq.

Electronic Filing – Filing a paper over the Internet by a registered attorney¹.

Electronic Filing System – Refers to the court's automated system that receives and stores documents in electronic form. The program is part of the CM/ECF (Case Management / Electronic Case Filing) software, which was developed for the Federal Judiciary by the Administrative Office of the United States Courts.

Filing User – A registered attorney who has a district court-issued login and password to file papers electronically over the Internet in the Eastern District of Michigan.

Hyperlink – A selectable connection from a word, picture, or information object to another, providing a mechanism for navigating to information between or within electronic documents. Hyperlinks are activated when the user clicks on an "active" region on the document. The active region is usually indicated by the highlighting or underlining of text. (In the context of CM/ECF, an example of a useful hyperlink would be a case citation, leading the reader to the text of the cited case, maintained on the Internet, outside of the CM/ECF system.)

Initiating Papers – Comprised of the following: civil complaints, criminal complaints, indictments or informations, and any other document filed with the Court that creates a new case and new case number on the Court's docket. An appeal to the Court of Appeals is also considered an initiating paper

¹ Filing Users are directed to Fed. R. Civ. P. 5(d) and LR 26.2 regarding the prohibition of filing certain papers.

Notice of Electronic Filing (NEF) – A notice automatically generated by the electronic filing system at the time a paper is filed, setting forth the time of filing, the name of the attorney filing the paper, the type of paper, the text of the docket entry, the names of the attorneys receiving the notice, and an electronic hyperlink to the filed paper which allows recipients to retrieve the paper automatically.

PACER – Public Access to Court Electronic Records is an automated system that allows an individual to view, print and download case and docket information from the Federal Appellate, District and Bankruptcy courts over the Internet. The registration is free, however all non-exempt registered agencies and individuals will be charged a fee when using the system.

Paper – A pleading, motion, exhibit, declaration, affidavit, memorandum, order, notice and any other filing by or to the Court.

PDF – Portable Document Format is a non-modifiable electronic file that is converted to a format that will look the same on a computer screen and in print, regardless of the printer used to print it, and regardless of the software package originally used to create it. A file created with a word processor, or a paper that has been scanned, must be converted to PDF to be filed electronically with the Court. Converted files contain the extension “.pdf”.

Proposed Order – A draft paper submitted for a judge’s editing, if necessary, and signature, in a format compatible with WordPerfect® and not in PDF. A proposed order shall not be combined with the motion and stipulation into one paper. The motion or stipulation must be filed electronically first. Orders are submitted via a link in the Utilities section of CM/ECF.

Technical Failure – A malfunction of Court-owned/leased equipment (e.g., hardware, software or telecommunication facility) that occurs continuously or intermittently for more than one hour after 12:00 noon (Eastern Time) that day, and which results in the inability of a filing user to file papers electronically. Technical failure does not include malfunctioning of a filing user’s equipment.

Text-Only Order – A docket entry that itself constitutes the order. These text-only orders, which are generally only used for routine matters, are official and binding.

Traditional Manner – Filed on paper (hard copy) at a Clerk’s Office. Those papers found under the “Exceptions to Filing Electronically” section of the manual must be filed in the traditional manner.

1.3 Scope of Electronic Filing

All papers (not simply cases) filed June 1, 2004 and thereafter will be maintained as electronic case files no matter when a case was originally filed. A filing user will be allowed to file papers in all cases by electronic means after June 1, 2004. (See 1.7 Exceptions to Filing Electronically)

1.4 Eligibility and Registration

A filing user in ECF must be an attorney admitted to practice in the Eastern District of Michigan or be an attorney authorized to represent the United States Government. The attorney must also be a member in good standing. For information about attorney admissions, visit the Court Web site, www.mied.uscourts.gov.

Filing users must have a PACER account. Contact the PACER Service Center to establish an account and for more information about billing. Register for PACER online at <http://pacer.psc.uscourts.gov> or call (800) 676-6856 or (210) 301-6440.

To register to use the ECF system, a filing user must complete an Attorney Registration Form. Obtain the form on-line, at the Court's Web site, <http://www.mied.uscourts.gov/ECF/ecfprereg.html>. By completing the form, the filing user is consenting to electronic service of all papers through the Court's transmission facilities in accordance with the federal rules of civil procedure and the federal rules of criminal procedure. (See 1.8 Electronic Service)

If any information provided in the On-line Attorney Registration Form changes, a filing user has an ongoing responsibility to notify the Court by completing a Notice of Change of Attorney Information Form. (See Appendix A) The filing user must promptly file any such change with the Court and serve a notice on all other parties in that filing user's open cases. **Service upon an obsolete e-mail address will constitute valid service if the user has not notified the Court of a new address.**

Once a filing user has completed the On-line Attorney Registration Form, the Clerk will issue a login and password.

An electronic case filing tutorial introducing filing users to the CM/ECF system is available on the Court's Web site, www.mied.uscourts.gov.

1.5 Access to Papers in ECF

A person may retrieve information from ECF at the Court's Web site by obtaining a PACER login and password. A person who has PACER access may retrieve the docket and papers in civil cases, except social security benefits cases. In social security benefits cases, only counsel of record or parties in the case may retrieve papers. The docket in a criminal case is available to a person with PACER access, but only counsel for the government and counsel for a defendant, or a *pro se* defendant with PACER access, may retrieve papers relating to the defendant electronically.

Judicial Conference of the United States policy prohibits routine public access via the Internet of social security benefit cases and criminal cases. However, upon agreement of the parties, the Court may permit access to papers in a criminal case when it is for the convenience of the parties and in the public interest to do so.

Access to Court records, whether in hard copy or electronic form, when appearing in person at the Clerk's Office remains unchanged.

1.6 Filing Guidelines

Filing users are expected to file papers electronically (except initiating papers and other exceptions listed below) beginning June 1, 2004, or as soon as they register with the Court². Where multiple attorneys, at least one of whom is a filing user, appear on behalf of a party, all papers filed on behalf of that party should be filed electronically.

A file created with word processing software, or a paper that has been scanned, must be converted to PDF to be filed electronically with the Court. Converted files contain the extension “.pdf”. All fonts embedded in PDF records, with the exception of papers that have been scanned, must have been publicly identified as legally embeddable in a file for unlimited, universal viewing and printing. The most commonly used fonts are: Courier (Regular, Bold, Italic and Bold Italic), Arial MT (Regular, Bold, Oblique and Bold Oblique), Times New Roman PS MT (Roman, Bold, Italic and Bold Italic), Symbol, and Zapf Dingbats.

A hyperlink (as defined in **1.2 Getting Started**) contained in an electronic filing is merely a convenient mechanism created by the author for accessing material cited in a document. A hyperlink is not part of the Court’s record. Accordingly, the Court does not endorse nor exercise any responsibility over the content at the destination. Any hyperlink to a case or other authority included in an electronic filing must be expressed in the full traditional citation method for the cited authority.

² Filing users are directed to Fed. R. Civ. P. 5(d) and LR 26.2 regarding the prohibition of filing certain papers.

1.7 Exceptions to Filing Electronically

The filing of initiating papers must be accomplished in the traditional manner – filed on paper with the Clerk’s Office. Issuance and service of the summons and payment of initial filing fees must be accomplished in the traditional manner.

Initiating papers include:

- Complaints (civil and criminal)
- Criminal Indictments
- Criminal Informations
- Any other document that creates a new case and case number
- Appeal to the Court of Appeals

Aside from initiating papers, there are other papers that must be filed in the traditional manner. They are:

- Sealed papers
- In Camera
- State court record and other Rule 5 material under 28 U.S.C. § 2254
- Administrative records and transcripts in social security benefits claims
- Grand Jury matters
- Warrants issued

1.8 Electronic Service

Nothing in these procedures shall eliminate the responsibility of a party to make service in accordance with the federal rules of civil procedure, the federal rules of criminal procedure and the local rules of Court.

Fed.R.Civ.P. 5(b) and Fed.R.Crim.P. 49(b) do not permit electronic *Service of Process* for purposes of obtaining personal jurisdictions, i.e., Rule 4 Service. Therefore, service of process must be affected in the traditional manner.

Service on a Filing User – Whenever a paper is filed electronically in accordance with the appropriate procedures, ECF will generate a Notice of Electronic Filing (NEF) to all filing users associated with the case and to the judge to whom the case is assigned. **The NEF shall constitute service of the paper as if by first class mail.** If two or more attorneys appear on behalf of a party, service on one of the attorneys shall be sufficient, unless otherwise required by law.

Service on a Non-filing User – A party who is not a filing user is entitled to a hard copy of any paper filed electronically. Service of such hard copy must be made according to the federal rules (civil and criminal) of procedure and local rules.

A certificate of service on all parties entitled to service or notice is still required when filing a paper electronically. The certificate must state the manner in which service or notice was accomplished on each party so served. This may be included as part of the paper rather than a separate filing.

Sample Formats – Certificate of Service

Sample A:

I hereby certify that on (date) , I electronically filed the foregoing paper with the Clerk of the Court using the ECF system which will send notification of such filing to the following:

_____ and I hereby certify that I have mailed by United States Postal Service the paper to the following non-ECF participants: _____

_____.

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

1.9 Time to Respond Under Electronic Service

In accordance with Fed.R.Civ.P. 6(e) and Fed.R.Crim.P. 45(c), service by electronic means is treated the same as if by first class mail for the purposes of adding three days to the prescribed period to respond.

1.10 Electronic Signatures

The Court-issued login and password serve as the filing user's signature on all papers filed electronically with the Court. They serve as the signature for purposes of Fed.R.Civ.P. 11, all other federal rules (civil and criminal), the local rules of the Court, and for any other purpose for which a signature is required in connection with proceedings before the Court.

A paper filed electronically must include a signature block containing name, address, telephone number, primary e-mail address, and bar ID number (when applicable). In addition, the name of the filing user under whose login and password the paper is filed must be preceded by an "s/" typed in the space where the signature would otherwise appear.

Sample: s/Name of Filing User
 Street Address
 City, State, Zip Code
 Phone: (xxx) xxx-xxxx
 Primary E-mail: xxxx@xxxx.xxx
 [Attorney Bar Number, if applicable]

A paper containing the signature of a defendant in a criminal case shall be scanned and filed by a filing user or by Court personnel.

Papers requiring the signature of more than one party shall be filed electronically by:

- 1) Submitting a scanned paper containing all necessary signatures, or
- 2) Representing the consent of the other parties on the paper; or
- 3) In any other manner approved by the Court.

1.11 Electronic Deadlines

A paper filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing (NEF).

Filing electronically does not alter the filing deadline for a paper. Filing users are encouraged to file electronically during ordinary business hours; however, filing electronically must be completed before 12:00 midnight (Eastern Time) in order to be considered timely filed that day, unless a judicial officer sets an earlier hour or a technical failure occurs. (See 1.12 Technical Failures and Malfunctions)

1.12 Technical Failures and Malfunctions

Technical Failure is a malfunction of Court-owned/leased equipment (e.g., hardware, software or telecommunication facility) that occurs continuously or intermittently for more than one hour after 12:00 noon (Eastern Time) that day, and which results in the inability of a filing user to file papers electronically. Technical failure does not include malfunctioning of a filing user's equipment.

If a filing user encounters technical failure of Court equipment, the paper may be submitted to the Court as indicated below, provided that it is accompanied by an affidavit of failed attempts to file electronically at least two times after 12:00 noon, each attempt separated by at least one hour.

The following methods of filing are acceptable in the case of a technical failure:

- Via e-mail sent that day with the PDF document as an attachment to the e-mail address for technical failures – technicalfailures@mied.uscourts.gov
- Via electronic filing the next business day that ECF is operational

<p>A filing user who suffers prejudice as a result of a malfunction of the filing user's own equipment may seek appropriate relief from the Court, which may include leave to file in the traditional manner.</p>

1.13 Exhibits and Appendices

An exhibit or appendix available in original electronic format must be converted to PDF and filed electronically, subject to size limitations contained herein. A filing user must scan a paper exhibit that is less than 5 megabytes³ and submit the exhibit as a PDF file.

Because PDF files containing scanned papers take up considerably more space on ECF than PDF files containing electronically-generated papers, filing users may submit PDF files containing scanned papers of more than 5 megabytes only if they are filed in separate 5 megabyte segments. This makes the overall paper much easier to download into the system and to upload from the system.

A filing user must retain hard copies, or accurate electronic copies, of exhibits and appendices until entry of final orders by the District Court and, if applicable, appellate courts.

Steps to Filing Exhibits and Appendices to Papers Electronically (For step-by-step instructions using an example in CM/ECF, see [5.3a Filing Attachments](#))

1. The filing user must prepare an index of exhibits and file the index as the first attachment to the main paper.
2. Each exhibit must be filed as a separate attachment to the main paper and each exhibit must bear a description that matches the description as stated in the Index of Exhibits.

³ Five megabytes equals approximately 80 pages of conventional text. Whether filed in the traditional manner or electronically, filing users should file only portions of exhibits that are germane and not include any paper that is already part of the record.

Sample of Index of Exhibits	
<u>Exhibit</u>	<u>Description</u>
A	Affidavit of John Smith
B	Excerpts from Jane Doe's Deposition
C-1	Contract Between XYZ Company and ABC Company (Part 1, Pages 1-35)
C-2	Contract Between XYZ Company and ABC Company (Part 2, Pages 36-69)
D	XYZ Company General Ledgers

A filing user must obtain leave of court to file exhibits and appendices in the traditional manner if the exhibits and appendices cannot authentically be converted to electronic form. (See [Appendix B](#) for a Sample Ex Parte Motion for Leave of Court to File Exhibits and Appendices in the Traditional Manner.) If the Court grants a filing user leave to file exhibits and appendices in the traditional manner, the Notice of Filing Exhibits and Appendices in the Traditional Manner ([Appendix C](#)) must be completed and accompany the filing. The exhibits and appendices must then be filed according to the following procedures:

1. Prepare an electronic exhibit index. This exhibit index must be filed as an attachment to the main paper submitted to the ECF system and must state that the exhibits are being filed in the traditional manner rather than electronically.
2. File the exhibits in the traditional manner accompanied by a cover sheet identifying the paper to which the exhibits and appendices relate (e.g., "Exhibits in Support of Defendant XYZ Company's Memorandum in Support of Motion for Summary Judgment"). The exhibits and appendices must be tabbed and bound.
3. A filing user must serve materials filed in the traditional manner on other parties in accordance with the federal and local rules, and file a notice of service electronically.

For step by step instructions to file exhibits and appendices in CM/ECF, see [5.3a Filing Attachments](#).

1.14 Proposed Orders by Motion or Stipulation

When submitting a proposed order, it shall not be combined with the motion or stipulation into one paper. The motion or stipulation must be filed electronically first.

Because a proposed order is only a draft and subject to a judge's editing and signature, it must be submitted in a format compatible with WordPerfect and not in PDF.

Submit the proposed order via e-mail to the judge to whom the case is assigned or to the magistrate judge to whom the matter is referred via the link located under the Utilities section of CM/ECF. This link may not be used for any other purpose (See 9.3 Proposed Orders).

A filing user must provide either by e-mail or other form, a copy of the proposed order to all other parties in the case.

As an alternative to sending a proposed order to the judge, a filing user may request that routine relief such as orders setting or modifying a schedule, orders extending time or orders granting leave to file papers be granted by a text-only order. Such orders are official and binding.

1.15 Entry of Court-Issued Papers

All signed orders will be filed by Court personnel. Any order signed electronically (with s/judge's name) shall have the same force and effect as if the judge had affixed his or her signature to a hard copy of the order and it had been entered on the docket in the traditional manner.

The judge to whom a case is assigned may issue routine text-only orders for which the ECF system will generate a NEF. For text-only orders, no PDF paper will be attached to the docket entry; the text-only order entry shall constitute the Court's only order on the matter.

In civil cases, text-only orders may include but are not limited to orders setting or modifying a schedule, orders extending time, and orders granting leave to file papers.

In criminal cases, such orders could include orders of dismissal filed under Fed.R.Crim.P. 48(a) and orders unsealing documents.

1.16 Official Court Record and Court Docket

A paper filed electronically in accordance with the policies and procedures shall constitute entry of that paper on the docket kept by the Clerk under Fed.R.Civ.P. 58 and 79, and Fed.R.Crim.P. 55.

Once a paper is filed electronically and becomes part of the docket, corrections to the docket may be made only by the Clerk's Office.

1.17 Redaction of Sensitive Information

Because the public may access certain case information over the Internet through ECF, sensitive information should not be included in any paper filed with the Court unless it is necessary and relevant to the case. In accordance with Administrative Order No. 03-AO-028, if sensitive information must be included, the filing party must redact the following personal data identifiers from the paper, whether the paper is filed electronically or in the traditional manner:

- Social Security Numbers
- Financial account numbers
- Dates of birth
- Names of minor children
- Driver's license or State-issued personal identification card numbers

Redactions must be indicated in the manner outlined in Administrative Order 03-AO-028. ([Appendix D](#))

A party wishing to file a paper containing the personal data identifiers listed above may file an unredacted paper under seal. This paper shall be retained by the Court as part of the record. The Court may, however, require the party to file a redacted copy for the public file.

In addition, caution must be exercised when filing papers containing information such as the following:

- Other personal identifying numbers, such as home addresses and home telephone numbers
- Medical records, treatment and diagnosis
- Employment history
- Individual financial information
- Proprietary or trade secret information

Attorneys are strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted paper is filed, it is the sole responsibility of counsel and the parties to ensure that all papers comply with the rules and orders of this Court requiring redaction of personal data identifiers. The Clerk will not review a paper for redactions.

2.1 Hardware and Software Requirements

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

- A personal computer running a standard platform such as Windows® or Macintosh®
- Adobe Acrobat Writer® version 4.0 or higher to convert documents from a word processor format to portable document format (PDF) and Adobe Acrobat Reader®
- A PDF-compatible word processor application like Microsoft Word® or Corel WordPerfect®
- Internet access supporting a transfer rate of 56 kbs or higher
- Internet service with either Netscape Navigator® version 4.79 or higher or Internet Explorer® 5.5 with SP2.
- A scanner or access to a scanner for the creation of electronic papers from documents that are non-computerized

2.2 Setting Up Adobe Acrobat PDF Reader® and Writer®

A filing user must install Adobe Acrobat Reader® in order to view documents that have been electronically filed with the Court. Free versions of Adobe Acrobat Reader® are available online at www.adobe.com. A filing user must also install Adobe Acrobat Writer® to convert electronic files from their native word processing application format to PDF. If the filing user has Corel WordPerfect® version 9.0 or above, Adobe Acrobat Writer® is included software, but **do not use WordPerfect® to convert documents to PDF format**. Corel WordPerfect does not correctly format the PDF document and it significantly increases the file size. Adobe Acrobat Writer® is available in many retail stores or can be purchased online. To install, follow the prompts given by the Adobe software and contact Adobe with any questions.

3.1 Converting Electronic Documents to PDF Documents

A filing user must convert all documents from their native word processing application to PDF before submitting them to the Court's ECF system. Depending on word processing capabilities, the process to convert will vary slightly.

Microsoft Word®, All Other Microsoft Office® Products and Corel WordPerfect® versions 6.1, 7.0 and 8.0

1. Open the document.
2. Click on the **File** menu and select **Print**.
3. In the **Printer Name** field (or **Current Printer** field), click to view the drop-down menu options and instead of choosing a printer, select **Acrobat PDF Writer**. See Figure 1.

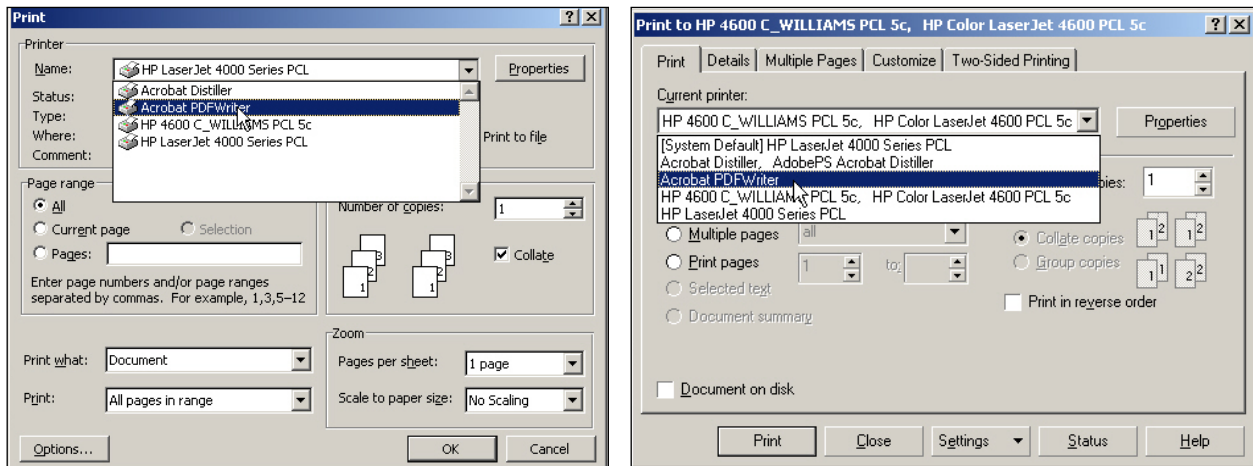


Figure 1

4. Click **[OK]** (or **[Print]**) to begin the conversion process. The document will not print to a printer – instead a new box will open and prompt to save as a PDF document.
5. Follow the prompts, verify the **saved file type** is .pdf and click the **[Save]** button.
6. Be sure to remember where the document is saved on the hard drive and the name of the file because later, this will be the version of the document uploaded to the ECF system.

Document Preparation and Information

3.1 Converting Electronic Documents to PDF Documents

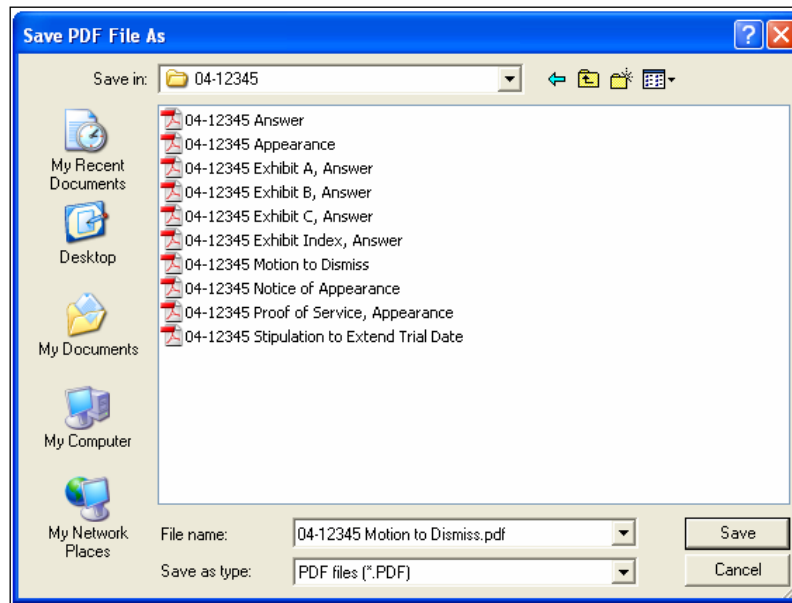


Figure 2

In Figure 2, the file is saved in the folder titled, "04-12345" and it is saved on the C:\ drive. The entire file path (or Filename) is "C:\My Documents\04-12345\04-12345 Motion to Dismiss.pdf". This file path is needed to upload documents in CM/ECF. The system directs the filing user to identify the right file path when filing a document by browsing through the computer's hard-drive.

How to View a PDF Document Saved to a Hard Drive

1. When filing with the Court, complete the following process each time before attaching a PDF document to a docket entry to ensure it is the correct document.
2. Open the Adobe Acrobat® program
3. Click on the **File** menu and choose **Open**
4. Browse through the folders to find the correct file and click **[Open]** in the lower right hand corner.

If there are problems loading and using ECF with a personal computer, consider the following:

- The Court has verified that its version of ECF is compatible with Netscape Navigator® version 4.7 and Microsoft's Internet Explorer® version 5.5. Users of ECF have experienced some compatibility issues with versions of

Netscape Navigator® lower than 4.7; America On-Line's® version of Netscape; and versions of Internet Explorer® other than version 5.5.

- Any version of Internet Explorer® requires the filing user to clear the temporary Internet files/history of the Web browser each time ECF is accessed. This ensures the screens viewed within ECF display all available options.

Clearing temporary files/history in Internet Explorer®

- Open an Internet Explorer® window and select **Tools**. Select **Internet Options**.
- In the "Temporary Internet Files" section, select **[Delete Files...]**.

Clearing temporary files/history in Netscape Navigator®

- Open a Netscape Navigator® window and select **Edit**. Select **Preferences**.
- In the "Category" section on the left side of the box, select **Navigator**.
- In the "History" section, select **[Clear History]**.

3.2 Scanning Documents

Use a scanner only if it is not possible to electronically prepare papers using a word processing software package and convert them to PDF format. When scanning papers for the ECF system, the Court recommends scanning at a resolution of 200 to 240 dpi. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. All papers should be scanned with a “black and white” setting whenever possible.

3.3 Preparing a Certificate of Service for Registered and Non-Registered Parties

Pursuant to Fed R. Civ 5(d), a certificate of service is required to be filed within a reasonable time after service. The certificate of service can be included as part of the paper, rather than a separate filing. To determine whether the paper will be served electronically on a registered attorney via a Notice of Electronic Filing, log into CM/ECF, click on "[Utilities](#)" and click on "[Mailings](#)" under the heading "**Miscellaneous**". Then click on "[Mailing Info for a Case](#)". The system will list which parties are registered filing users, receiving NEFs and which parties are non-filing users, requiring service in the traditional manner. (See [9.2 Miscellaneous](#))

4.1 Entering the ECF System

The following are a list of definitions important to a filing user while navigating in CM/ECF.

Client Code – A code created by an attorney that is entered on the PACER/ECF login screen. The code allows the attorney to track filings and PACER usage by client. The quarterly billing statements from PACER will show the total amount due according to each client code. Detailed transactions with client codes are available on the PACER Service Center Web site or through a PACER statement email service. Contact PACER for more information.

Court-issued Login – A login and password given to every filing user by the Eastern District of Michigan. The login and password allow users to electronically file in the ECF system. For security purposes, the Court-issued login and password will serve as a signature on all electronically filed documents.

Drop-down Box – At some points in the ECF system, the filing user has the ability to make a selection from a list of choices. The filing user selects one item from the list and it is automatically inserted into the docket text. The filing user is limited to the choices available on the list.

Electronic Service – A Notice of Electronic Filing automatically generated by the ECF system constitutes service when a paper is filed by an attorney on a registered user. Service of Process and service on a non-filing user must be done in the traditional manner

Free-text box – At some points in the ECF system, the filing user has the ability to type whatever he or she feels is appropriate to add to the docket text.

Main Menu Bar – The blue bar at the top of all ECF screens. The bar guides a user through the different functions of ECF and has six different features: Civil, Criminal, Query, Reports, Utilities and Logout.

Guide to Filing in CM/ECF
4.1 Entering the ECF System

Enter the ECF system by accessing the Internet and going to the Court's Web site, <http://www.mied.uscourts.gov>. On the left side of the screen is a menu bar, click on **[Electronic Case Filing]**. See Figure 1.



Figure 1

Click on the Electronic Case Files Log-in. See Figure 2.

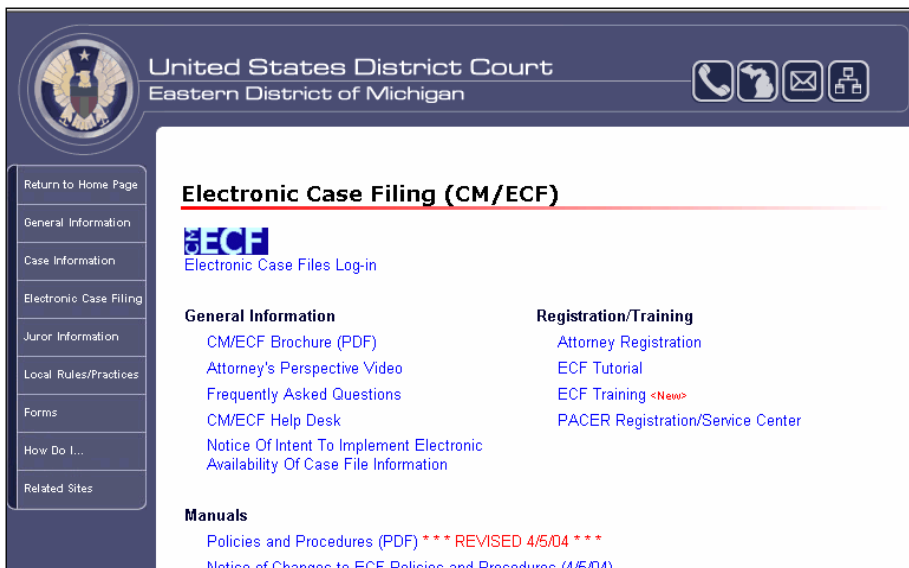


Figure 2

To **file an electronic document**, use a Court-issued ECF login and password.

To **view and retrieve court documents** only, use a PACER login and password.
See Figure 3.

All ECF logins and passwords are case sensitive

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 \$0.07 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 inquiries 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:

Figure 3

The client code provides a way to track filings and PACER usage by client. Enter the client's name, law office file number or some distinctive code that will allow tracking by client. It is not necessary to register the client code with the Court or with PACER. The quarterly billing statements from PACER will show the total amount due according to each client code. Detailed transactions with client codes are available on the PACER Service Center Web site or through a PACER statement email service. Contact PACER for more information.

After entering the correct login and password, click on the **[Login]** button to transmit the information to the ECF system.

If the ECF system does not recognize the login and password, it will display the following error message on the screen, see Figure 4.

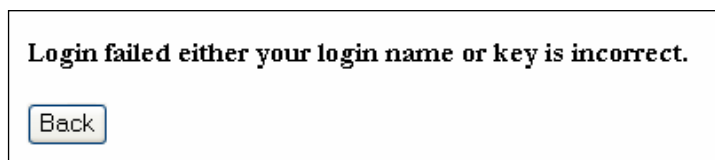


Figure 4

Click on the **[Back]** button and re-enter the correct login and password

Once successfully logged into the ECF system, the system will display a Welcome screen. At the top of the screen is the blue Main Menu Bar. See Figure 5.

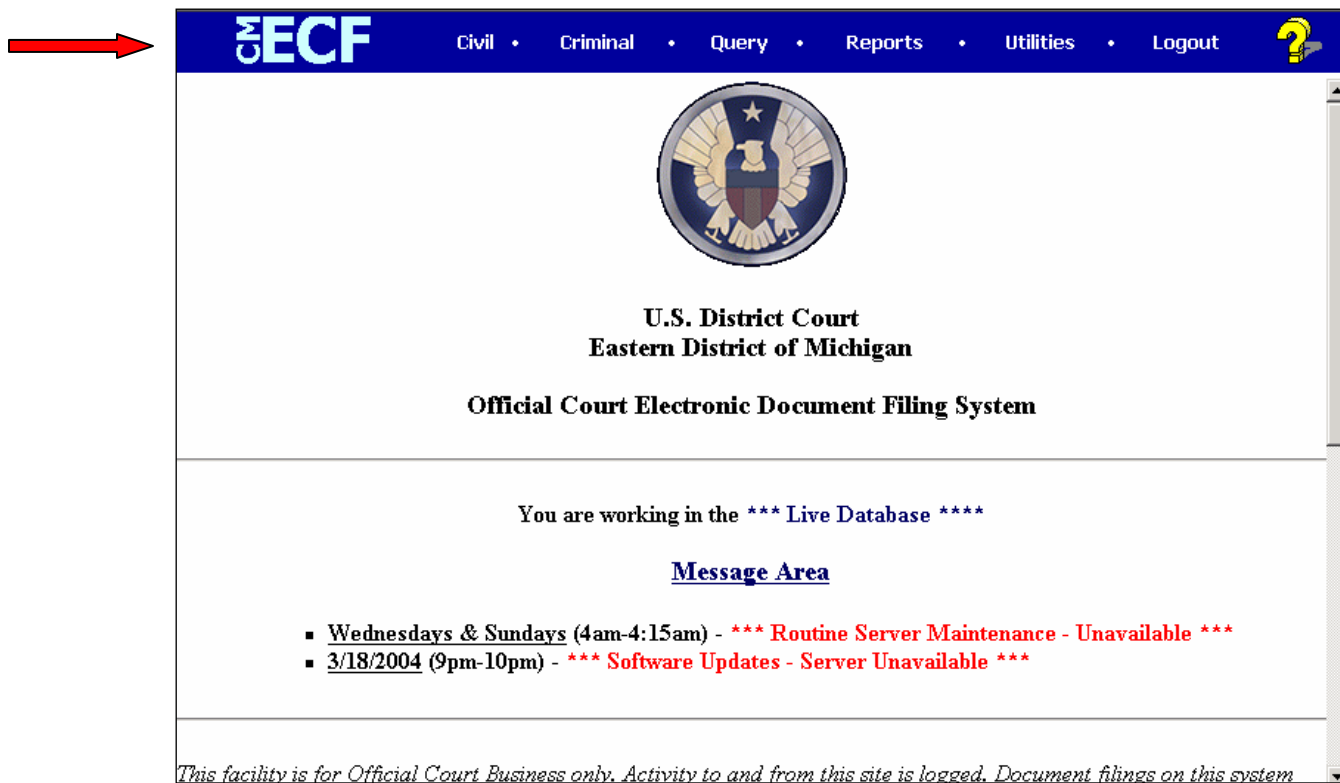


Figure 5

The Main Menu Bar has six different features that can be accessed at almost any point when using the ECF system. They are:

Civil – Allows electronic filing of civil and miscellaneous case papers.

Criminal – Allows electronic filing of criminal case papers.

Query – Allows a search of the ECF system by case number, filed date, nature of suit or party name. Logging into PACER is required to query ECF.

Reports – Allows a user to run the docket report of a specific case. Logging into PACER is required to view an ECF report.

Utilities – Allows filing user to view his or her ECF transaction log, change client codes without logging out, change the default PACER login and view mailing information for a case.

Logout – Allows a secure, successful exit from the system.

Pay particular attention to the message area. CM/ECF administrators will post important information about the system, including times when the server may be down.

Although not shown here, at the bottom of the Welcome screen, the date and time of the filing user's last login is recorded. Review this information before every session for security reasons. If the date and time of the filing user's last login are not correct, or it is suspected an unauthorized party is using the login and password, contact the CM/ECF help desk as soon as possible.

4.2 General Rules and Manipulations

Each event screen has two buttons associated with data entry. See Figure 6.

- Use the **[Next]** button to accept entered data, display the next data-entry screen or commit and finalize the transaction. Sometimes, instead of **[Next]**, the button is **[Submit]**.
- Use the **[Clear]** button to remove all characters entered in its associated field or box.

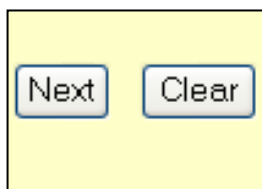


Figure 6

To **correct a mistake**, use the **[Back]** button on the browser toolbar to return to the previous screen and correct any data entry errors. See Figure 7.



Figure 7

Use the **[Back]** button of the browser to correct any screens until the “Attention” warning message, which appears right before the transaction is committed. Once the **[Next]** button is clicked after seeing this message, the filing user will not be able to go back and fix mistakes. See Figure 8.

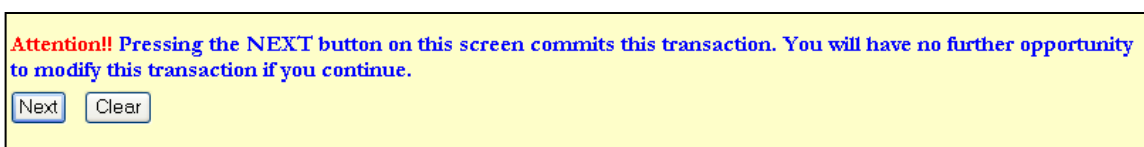


Figure 8

Only the Clerk’s Office can make changes or corrections to documents that have already been transmitted to the Court. The Clerk’s Office may edit a docket entry to correct or clarify as the Clerk deems necessary, however docket entries will not be automatically modified upon request.

If a mistake is made that cannot be corrected using the **[Back]** button, contact the CM/ECF help desk at (313) 234-5042.

Common mistakes include:

- Attaching the wrong PDF file or only part of a document to a docket entry
- Selecting the wrong document description from the menu
- Entering the wrong case number and attaching a document to the wrong case

Civil Events

After logging into the ECF system with a Court issued login and password, click on the word “Civil” in the Main Menu Bar. See Figure 1.



Figure 1

Click on “Civil” to display a screen full of possible civil events. The black text denotes categories of possible filings. The underlined blue text is the type of filings that can occur. See Figure 2.



Figure 2

5.1 Filing an Answer to Complaint

To file an answer, click on “[Answer to Complaint](#)” under the category of **Initial Pleadings and Service**. See Figure 1.

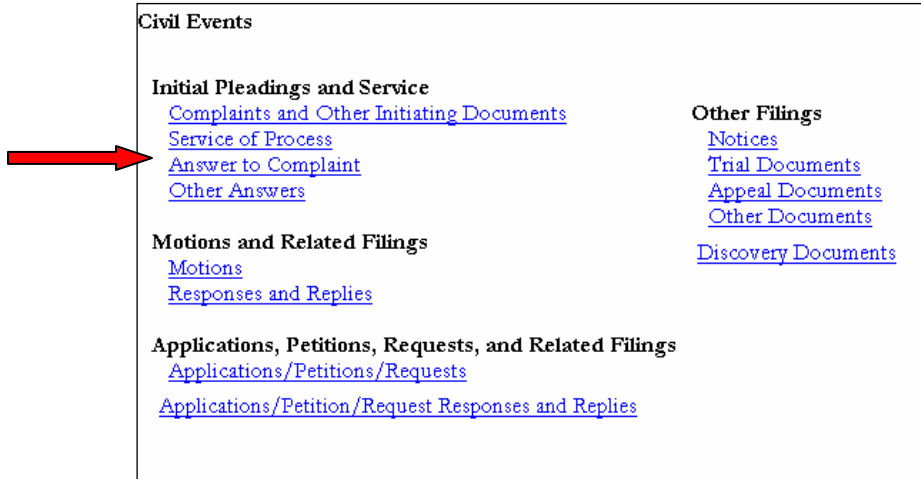


Figure 1

The system will ask for the case number. Enter the case number and select **[Next]**. See Figure 2.

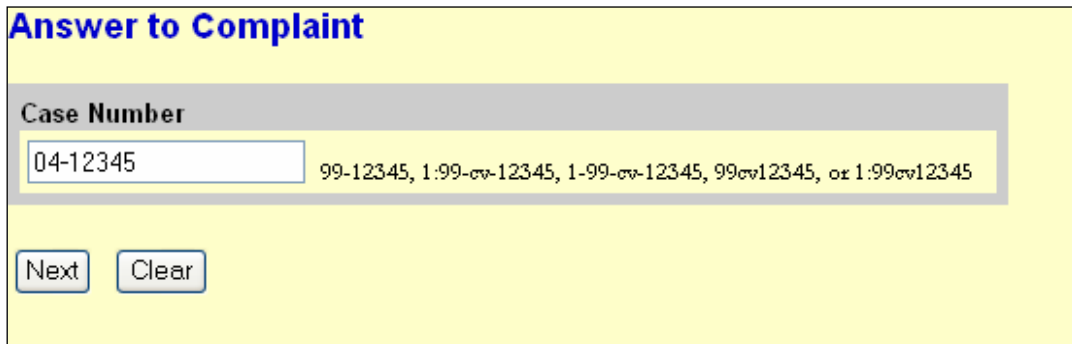
A screenshot of a web form titled "Answer to Complaint" in blue text. The form has a yellow background. Below the title is a grey header bar with the text "Case Number". Underneath is a text input field containing "04-12345". To the right of the input field is a grey box containing the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 2

Civil Events
5.1 Filing an Answer to Complaint

The next screen will display the case number and case title at the top. Double check this information to make sure it is the correct case. The case number and title is also a link to the docket sheet of the case. See the arrow in Figure 3.

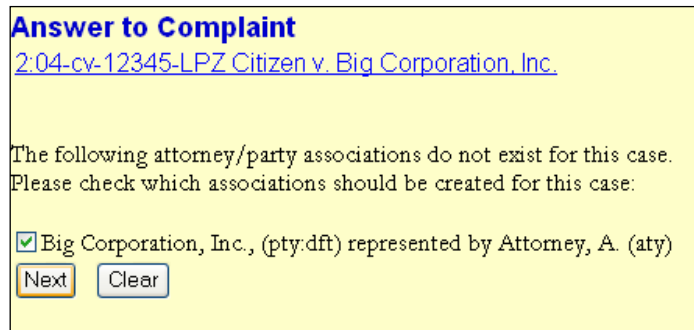
Now, Select the Filer or Party. Select the defendant – in this example, Big Corporation, Inc. and click **[Next]**. See Figure 3.



The screenshot shows a web form titled "Answer to Complaint" with a yellow background. At the top, the case number "2:04-cv-12345-LPZ" and case title "Citizen v. Big Corporation, Inc." are displayed as a blue hyperlink. A red arrow points to this link. Below the case information, the text "Select the filer." is followed by two columns: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a list box containing "Big Corporation, Inc. [Defendant]" (highlighted) and "Citizen, Angry [Plaintiff]". To the right of the list box is a link "Add/Create New Party". Under "Select a Group:", there are four radio button options: "No Group" (selected), "All Defendants", "All Plaintiffs", and "All Parties". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 3

If the answer is the first filing made on behalf of the party, the system will verify the proper association between attorney and party. Check the box and click **[Next]**. See Figure 4.



The screenshot shows the same "Answer to Complaint" form. The case information is at the top. Below it, the text reads: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". There is a single checkbox with the label "Big Corporation, Inc., (pty:dft) represented by Attorney, A. (aty)", which is checked. At the bottom are "Next" and "Clear" buttons.

Figure 4

The system now displays all of the complaints and claims, including counterclaims, cross-claims and third-party complaints, for which an answer is still due in the case. In this example, there is just one complaint, so check the appropriate box by clicking on it once and click on **[Next]**. See Figure 5.

Answer to Complaint
[2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.](#)

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	12/18/2003	1	COMPLAINT filed by Angry Citizen against Big Corporation, Inc., Receipt No. 555123.(VL,)

Figure 5

For more information about the complaint, click on the complaint's document number hyperlink (1) to see the electronic image of the complaint.

The next step is to upload the answer into the ECF system. The system asks for the Filename of the electronic document. See Figure 6.

At this point, the word processing document has been converted to a PDF document. For information and instructions about doing that, see [3.1 Converting Electronic Documents to PDF Documents](#).

Answer to Complaint
[2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 6

Civil Events
5.1 Filing an Answer to Complaint

To attach the PDF document, click on the **[Browse...]** button. Doing this will bring up a “Choose File” or “File Upload” pop-up box. Navigate through the drives in the computer to locate the saved PDF document. See Figure 7.

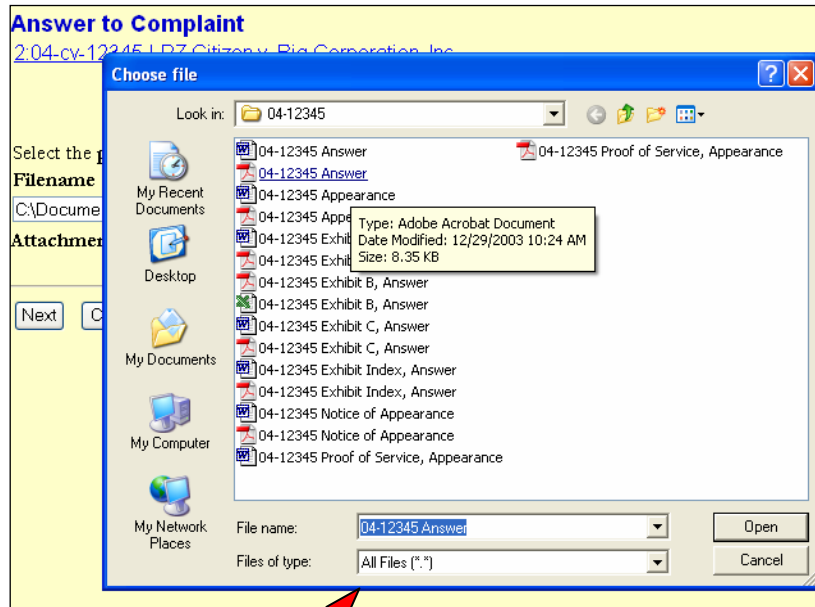


Figure 7

If the correct folder does not display the PDF document, click on the down arrow for the “Files of type” and highlight “All Files (*.*)”. This will display all types of files in the folder. See the arrow in Figure 7.

More likely than not, there are two versions of the Answer to Complaint. There will be a word processing version and a PDF version. **Be sure** to select the PDF version to upload to the system. The ECF system only accepts PDF documents for filing.

Civil Events
5.1 Filing an Answer to Complaint

Verify this is the correct PDF document, by right-clicking on the document to bring up the “quick menu”. See Figure 8.

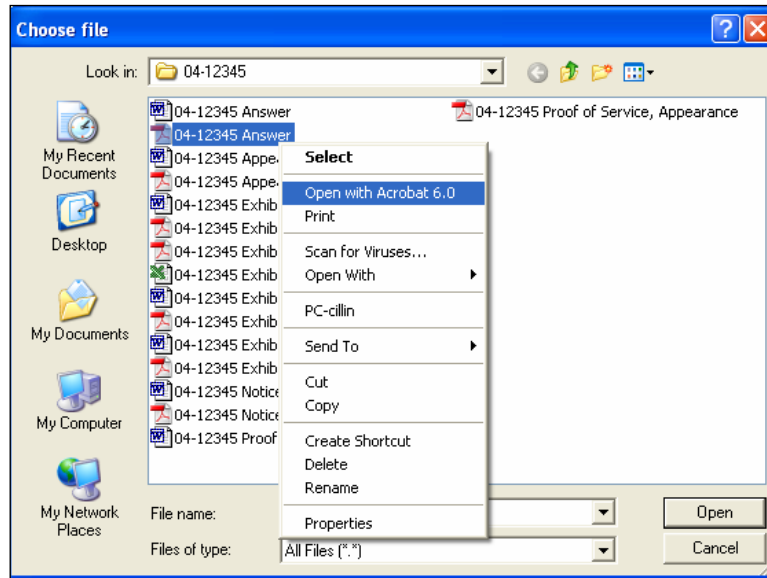


Figure 8

Select “Open” to launch the document and scroll through it to make sure it is the correct document and that it is complete.

Now, click the **[Open]** button in the lower right hand corner of the pop-up box. The pop-up box will disappear and the path to the Filename will appear in the “Filename” box. See Figure 9.

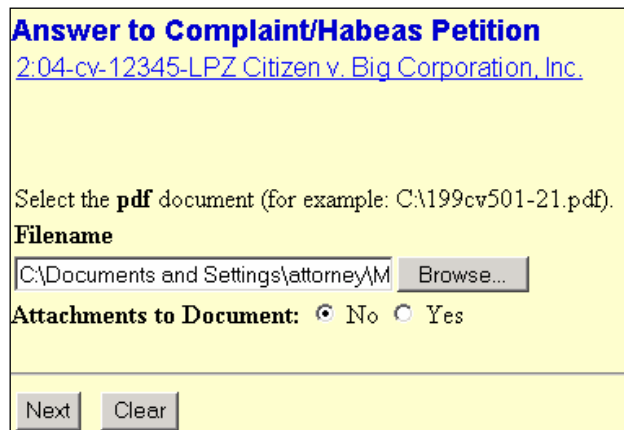


Figure 9

If there are attachments, click “Yes” before clicking **[Next]**. In this example, there are no attachments. Click **[Next]** to continue. (For more instructions on attachments, see [5.3a Filing Attachments](#)).

5.1a Adding/Creating a New Party

The next screen asks if there are additional pleadings to the answer to complaint. Check the appropriate boxes. See Figure 10.

Answer to Complaint
2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.

Does this filing include a **counterclaim** ? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

Does this filing include a **third-party** complaint? (If yes, click on the box)

Current Jury Demand value is highlighted on a subsequent screen.
If the highlighted value is correct, do NOT change it.
+ If ONLY PLAINTIFF has demanded jury, value should be p (Plaintiff)
+ If ONLY DEFENDANT has demanded jury, value should be d (Defendant)
+ If BOTH sides have demanded jury, value should be b (Both)

Next Clear

Figure 10

In this example, the answer to complaint includes a third-party complaint. Check the box and click **[Next]**.

Now, select the party that the third-party complaint is filed against. In this example, the party needs to be added to the case. Click on [Add/Create New Party](#). See Figure 11.

Third Party Complaint

Select from the following list the party(s) **against** whom you are filing this Third-Party Complaint.

Select the Party: OR Select a Group:

Big Corporation, Inc., [Defendant]
Citizen, Angry [Plaintiff]

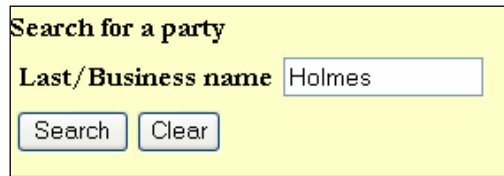
No Group
 All Defendants
 All Plaintiffs
 All Parties

[Add/Create New Party](#)

Next Clear

Figure 11

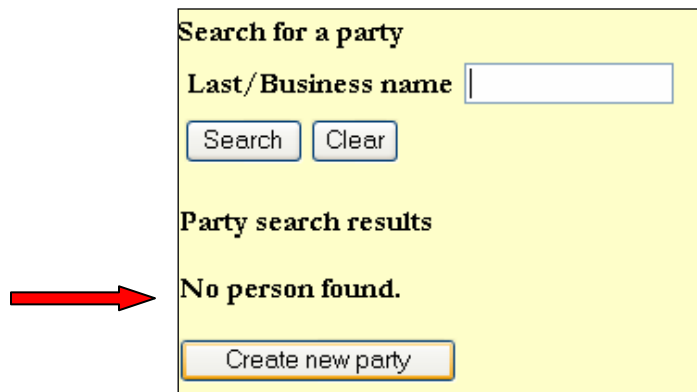
Search for the party by typing in the beginning of the business name, or the beginning of the person's last name and clicking **[Search]**. See Figure 12.



The screenshot shows a yellow rectangular box with the title "Search for a party". Below the title is a text input field labeled "Last/Business name" containing the text "Holmes". Underneath the input field are two buttons: "Search" and "Clear".

Figure 12

The search found no results so for this example, the party must be created. Click **[Create new party]**. See Figure 13.



The screenshot shows the same yellow rectangular box as in Figure 12. The "Last/Business name" input field is now empty. Below the "Search" and "Clear" buttons, the text "Party search results" is displayed. Underneath, the text "No person found." is shown. A red arrow points from the left towards this text. At the bottom of the box, a button labeled "Create new party" is highlighted with a yellow border.

Figure 13

If the party was already in the database, the filing user would select the party from the list of results.

Civil Events
5.1a Adding/Creating a New Party

All known information about the new party must be inserted into the correct fields, including full name and address. Click **[Submit]** to continue. See Figure 14.

Party Information			
Last name	Holmes Construction	First name	
Middle name		Generation	
Role	Defendant (dft,pty)	Pro se	no
Prisoner Id		Office	
Unit		Address 1	444 Stephens Blvd.
Address 2		Address 3	
City	Grand Blanc	State	MI
County	Genesee	Zip	48762
Country		Country	USA
Phone	810-555-4365	Fax	
E-mail			
Party text			
Start date			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>			

Figure 14

Civil Events
5.1 Filing an Answer to Complaint

The system again displays the screen to select which party the third-party complaint is filed against. Now, select the party that has just been created and click **[Next]**. See Figure 15.

Third Party Complaint

Select from the following list the party(s) **against** whom you are filing this Third-Party Complaint.

Select the Party: **OR** **Select a Group:**

Holmes Construction, [Defendant]
Big Corporation, Inc., [Defendant]
Citizen, Angry [Plaintiff]

No Group
 All Defendants
 All Plaintiffs
 All Parties

[Add/Create New Party](#)

Figure 15

Update the jury demand, if necessary by selecting from the drop down menu. See Figure 16.

Update Jury Demand

Jury Demand b (Both) ▼

b (Both)
d (Defendant)
n (None)
p (Plaintiff)

Figure 16

Click **[Next]** to continue.

If the answer includes a jury demand, type the letter “Y” in the free-text box. See Figure 17.

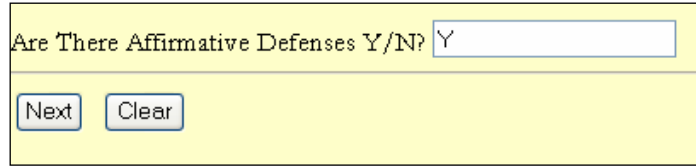
If this Answer includes a jury demand, type Y:

Figure 17

Click **[Next]** to continue.

Civil Events
5.1 Filing an Answer to Complaint

If the answer includes affirmative defenses, type the letter “Y” in the free-text box. If not, type the letter “N”. See Figure 18.



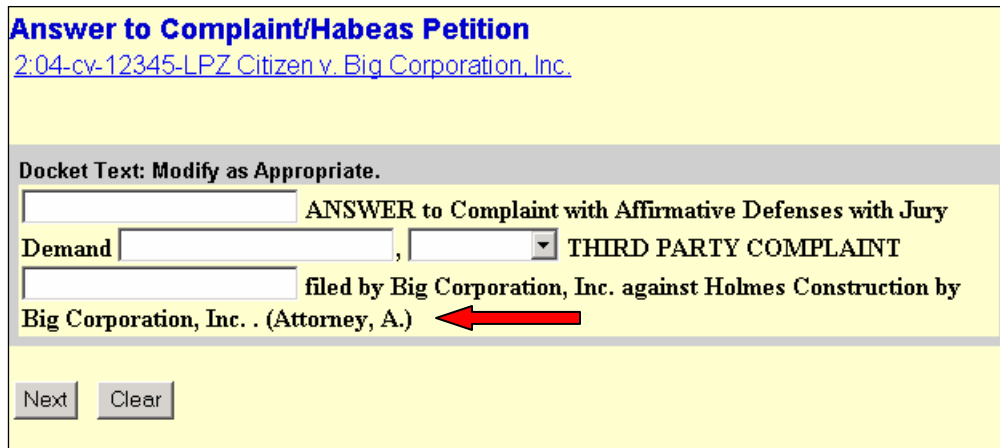
Are There Affirmative Defenses Y/N? Y

Next Clear

Figure 18

Click **[Next]** to continue.

If necessary, modify the docket text to be entered on the official case record in the ECF system as soon as this filing is complete. Use the free-text boxes and drop-down boxes and click **[Next]** to continue. See Figure 19.



Answer to Complaint/Habeas Petition
2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.

Docket Text: Modify as Appropriate.

ANSWER to Complaint with Affirmative Defenses with Jury
Demand , THIRD PARTY COMPLAINT
 filed by Big Corporation, Inc. against Holmes Construction by
Big Corporation, Inc. . (Attorney, A.) ←

Next Clear

Figure 19

Notice the docket text includes the name of the filing attorney at the end of the entry. See the arrow in Figure 19.

If there are any mistakes reflected in the docket text, it is possible to still fix them. Click on the “Back” button in the browser to do so.

This screen is the final check before committing this transaction. Once again, look through the docket text to make sure it is correct, and verify the case number at the top of the screen. Notice the text in red and blue. See Figure 20.

Answer to Complaint/Habeas Petition
[2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.](#)

Docket Text: Final Text
ANSWER to Complaint with Affirmative Defenses with Jury Demand, THIRD PARTY COMPLAINT filed by Big Corporation, Inc. against Holmes Construction by Big Corporation, Inc..(Attorney, A.)

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

Next Clear

Figure 20

After this screen, the docket will be updated with the given docket text. A Notice of Electronic Filing will be sent to the other registered parties in this case with a hyperlink to the PDF documents that were uploaded for this filing. Non-registered parties must be served in the traditional manner. Any mistakes discovered after this point can only be corrected by someone in the Clerk's Office. **Please make sure the submitted information is correct and accurate.**

Once the information is verified, click the **[Next]** button.

Civil Events
5.1 Filing an Answer to Complaint

The ECF system will now display the Notice of Electronic Filing (NEF).

Many pieces of information are included in the NEF. It tells when the Court received the filing, both the date and the time, and who filed it. See the #1 arrow in Figure 21.



Figure 21

The case name is listed as well as the case number and document number. The case number is a hyperlink to the docket sheet of the case. The document number is a link to the actual document – in this case, the answer to the complaint. See the #2 arrows in Figure 21.

The filer is also listed in the NEF. In this example, it is the defendant Big Corporation, Inc. See the #3 arrow in Figure 21.

For security reasons, a unique “Electronic Document Stamp” is assigned to the PDF document associated with this filing. See the #4 arrow in Figure 21.

At the bottom of the NEF, the system shows who will receive electronic notification of the filing and who will not. See Figure 22. Those parties in the case who do not receive electronic notification must be served in the traditional manner, according to the policies and procedures of this Court. (See [1.8 Electronic Service](#)).

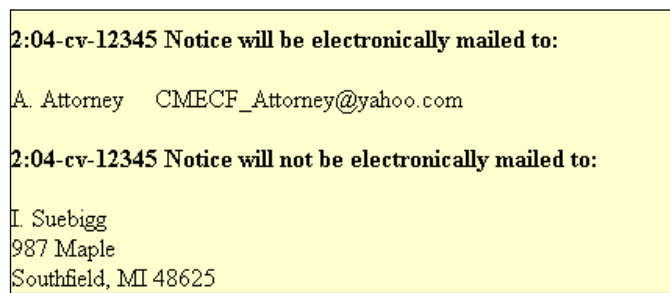


Figure 22

5.2 Filing of Discovery Materials and Rule 26(a)(1) or (2) Disclosures – Prohibited Under Fed. R. Civ. P. 5(d)

The implementation of CM/ECF does not change the Court's rules regarding the prohibition of filing of discovery materials and disclosures under Rule 26(a)(1) or (2).

The District Court does not accept discovery material in accordance with Federal Rule of Civil Procedure 5(d) and Eastern District of Michigan Local Rule 26.2:

Fed. R. Civ. P. 5(d) [Effective 12/01/00]

(d) FILING CERTIFICATE OF SERVICE: All papers after the complaint required to be served upon a party, together with a certificate of service, must be filed with the court within a reasonable time after service, **but disclosures under Rule 26(a)(1) or (2) and the following discovery requests and responses must not be filed until they are used in the proceeding or the court orders filing: (i) depositions, (ii) interrogatories, (iii) requests for documents or to permit entry upon land, and (iv) requests for admissions.**

Note that “**Discovery requests**” include deposition notices and “**Discovery responses**” include objections. ***[Please review Fed. R. Civ. P. 30, 31, 33, 34, and 36.]***

LR 26.2 Filing of Discovery Material [Effective 7/01/01]

(a) Depositions, interrogatories, requests for the production of documents, requests for admission and responses to such discovery material shall not be filed with the Clerk except:

- (1) When discovery material provides factual support of a motion, response, or reply, the party relying on the material must file it as an exhibit or attachment to the motion, response, or reply.
- (2) When discovery material is to be read or otherwise used during a trial, hearing or other miscellaneous proceeding, the party relying on the material must file it at the start of the trial, hearing or proceeding or at such later time as the Court permits.

(b) Filing of all deposition material shall be only in written form. If audiotaped or videotaped, a written transcript of the depositions will be accepted for filing.

(c) The party taking the deposition, initiating interrogatories, requesting the production of documents and admissions and any responses to such requests shall maintain custody of the deposition or other discovery material until it is filed with the Court, or until six months after the expiration of the last applicable appeal period, or until the Court directs otherwise. When the Court orders filing, the party charged with custody of the discovery material must file it with the Court within 10 days of service of the order, unless the Court directs otherwise.

(d) If discovery material not previously filed with the Clerk is needed for an appeal in a case, the party maintaining custody of the discovery material shall file it with the Clerk either on stipulation of the parties or on order of the Court.

COMMENT: The Court has extended the prohibition of filing discovery material to include the certificate of service of such discovery material.

Note: See Notice Regarding Filing of Deposition and/or Other Discovery Material (Local Rule 26.2)

5.3 Filing a Civil Motion

When filing a motion, the required brief and certificate of service should be included as one complete document. Do not make the brief an attachment to the main paper and do not file the brief separately.

After logging into the ECF system and reaching the Welcome Screen, click on the word “Civil” in the Main Menu Bar. See Figure 1.



Figure 1

At the Civil Events screen, click on “[Motions](#)” under **Motions and Related Filings**. See Figure 2.



Figure 2

The next screen displays all types of motion relief. Select the motion relief(s), or what the motion is asking for by scrolling through the list and highlighting the relief(s). See Figure 3.

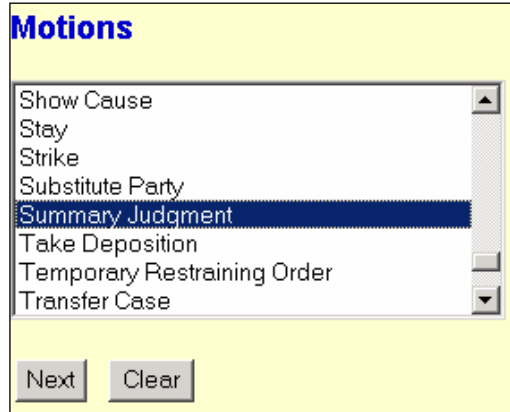


Figure 3

If the motion is asking for more than one relief, click on the first type of relief, highlighting it, find the second one in the list, then press and hold down the “**Ctrl**” button on the keyboard while clicking on the second relief

If the specific relief the motion is asking for is not in this list, select “Miscellaneous Relief.” The ECF system will ask for a description of the relief on a later screen.

Once the relief(s) has been selected, click the [**Next**] button. For this example, a motion for summary judgment will be filed.

The system asks for the case number. Enter it and click [**Next**]. See Figure 4.

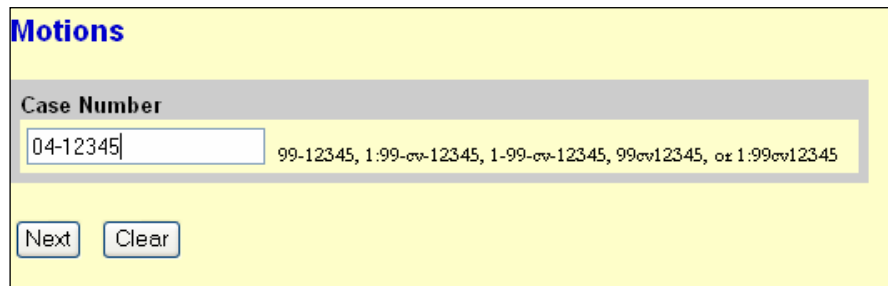


Figure 4

The next screen displays the case number and case title. Double check this information to make sure it is the correct case. The case number and title is also a link to the docket sheet of the case.

Now Select the Filer or Party. Select the defendant – in this example, Big Corporation, Inc. and click **[Next]**. See Figure 5.

2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.

Select the filer.

Select the Party: OR Select a Group:

Big Corporation, Inc. [Defendant] Add/Create New Party

Big Corporation, Inc. [ThirdParty Plaintiff]

Citizen, Angry [Plaintiff]

Holmes Construction, [ThirdParty Defendant]

No Group

All Defendants

All Plaintiffs

All Parties

Next Clear

Figure 5

The next step is to upload the motion for summary judgment into the ECF system. The system asks for the Filename of the electronic document. See Figure 6.

At this point, the word processing document has been converted to a PDF document. For information and instructions about doing that, see [3.1 Converting Electronic Documents to PDF Documents](#).

Motions

2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

Figure 6

To attach the PDF document, click on the **[Browse...]** button. Doing this will bring up a “Choose File” or “File Upload” pop-up box. Navigate through the drives in the computer to locate the saved PDF document. See Figure 7.

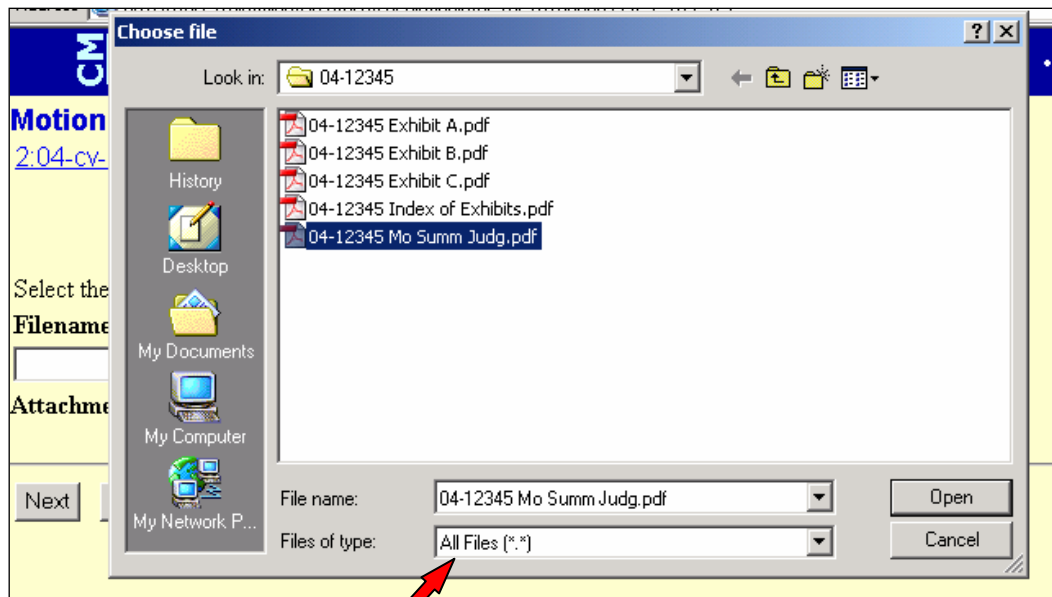


Figure 7

If the correct folder does not display the PDF document, click on the down arrow for the “Files of type” and highlight “All Files (*.*)”. This will display all types of files in the folder. See the arrow in Figure 7.

More likely than not, there are two versions of the Motion for Summary Judgment. There will be a word processing version and a PDF version. **Be sure** to select the PDF version to upload to the system. The ECF system only accepts PDF documents for filing.

Verify this is the correct PDF document, by right-clicking on the document to bring up the “quick menu”. See Figure 8.

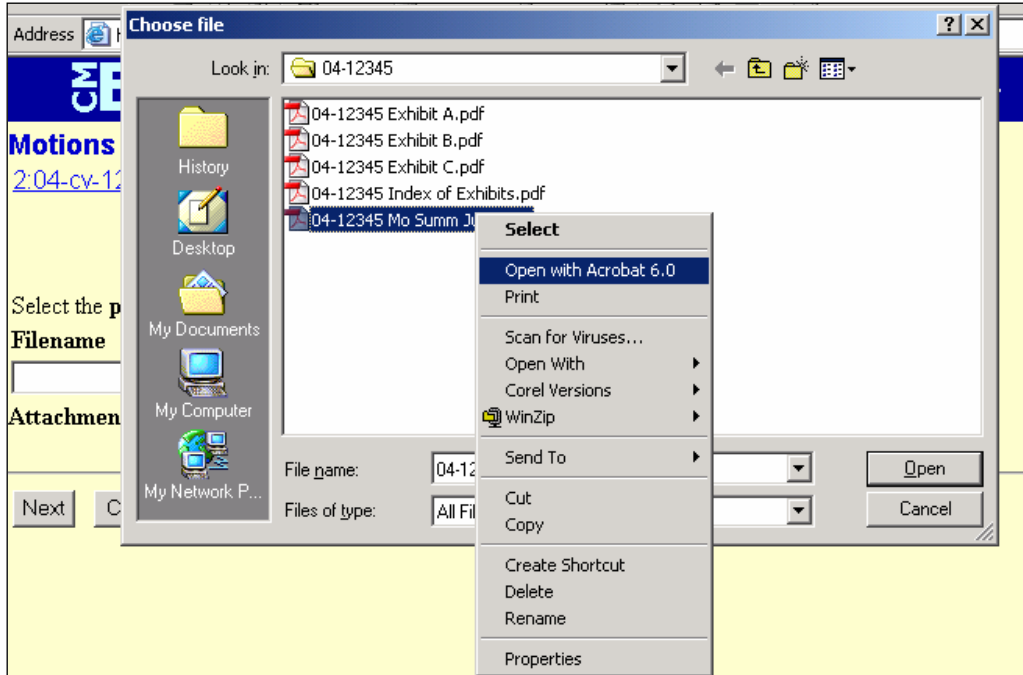


Figure 8

Select “Open” to launch the document and scroll through it to make sure it is the correct document and that it is complete.

Now, click the **[Open]** button in the lower right hand corner of the pop-up box. The pop-up box will disappear and the path to the Filename will appear in the “Filename” box. See Figure 9.

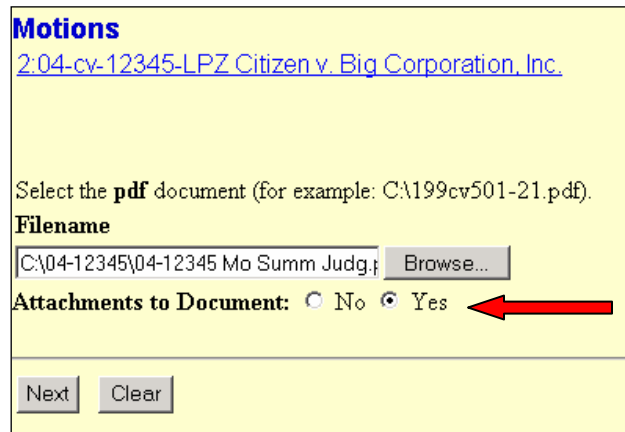


Figure 9

Because there are attachments, click “Yes” and click the **[Next]** button. See the arrow in Figure 9.

5.3a Filing Attachments

The first attachment should be an index of exhibits and each additional attachment should be separate and identified with the description as stated in the Index of Exhibits. See below. (For more information, see [1.13 Exhibits and Appendices](#)).

Index of Exhibits	
<u>Exhibit</u>	<u>Title</u>
A	Affidavit of Jane Doe
B	Building Photos
C	Contract of Big Corporation, Inc.

In this example, there is an Index of Exhibits and three exhibits: Exhibit A – Affidavit of Jane Doe, Exhibit B – Building Photos and Exhibit C – Contract of Big Corporation, Inc.

The process to attach exhibits to the motion is a three step process.

1.) Click on the **[Browse...]** button, and find the PDF attachment saved on the computer’s hard drive. See the #1 arrow in Figure 10. After the correct Filename appears in the **Filename** field, move to Step 2 on the screen.

Motions
[2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.](#)

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename
C:\04-12345\Index of Exhibits.pdf ← #1

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

Type **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.

Figure 10

Civil Events
5.3a Filing Attachments

2.) In this example, select the **Type** as “Index of Exhibits” from the drop-down box. No further description is necessary. See the #2 arrow in Figure 11.

Select one or more attachments.

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

Filename

C:\04-12345\Index of Exhibits.pdf

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

Type **Description**

Index of Exhibits

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.

#2

Figure 11

3.) Click on **[Add to List]**. The file path will appear in the box. See the #3 arrow in Figure 12.

Select one or more attachments.

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**

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.

C:\04-12345\Index of Exhibits.pdf

#3

Figure 12

Civil Events
5.3a Filing Attachments

To add the second attachment – the first exhibit, repeat Step 1. For Step 2, select the **Type** to be “Exhibit” and enter a **Description** that reads **A – Affidavit of Jane Doe**. See Figure 13. Although the type and description do not appear at this point, they will appear in the docket text.

Select one or more attachments.

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

Filename

C:\04-12345\Exhibit A.pdf

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

Type	Description
Exhibit	A - Affidavit of Jane Doe

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.

C:\04-12345\Index of Exhibits.pdf

Figure 13

Remember to select a **Type** and add the **Description** that conforms exactly to the Index of Exhibits (see above). The docket text will include the types and descriptions entered.

Complete Step 3 by clicking on **[Add to List]**. See Figure 14.

Select one or more attachments.

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**

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.

C:\04-12345\04-12345 Index of Exhibits.pdf
C:\04-12345\04-12345 Exhibit A.pdf

Figure 14

To add more attachments, repeat the three steps until all attachments are listed. If an incorrect document is attached, highlight it and click on **[Remove from List]**. See Figure 15.

Select one or more attachments.

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**

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.

C:\04-12345\Index of Exhibits.pdf
C:\04-12345\Exhibit A.pdf
C:\04-12345\Exhibit B.pdf
C:\04-12345\Exhibit C.pdf

Figure 15

Now that all of the exhibits are listed correctly along with a description, click **[Next]**. This will attach them to the main document.

If necessary, modify the docket text using the drop down and free-text boxes. For this example, no modifications are necessary. Click **[Next]** to continue. See Figure 16.

Motions
[2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.](#)

Docket Text: Modify as Appropriate.

Figure 16

If there are any mistakes reflected in the docket text, it is possible to still fix them. Click on the “Back” button in the browser to do so.

This screen is the final check before committing this transaction. Once again, look through the docket text to make sure it is correct, and verify the case number at the top of the screen. Notice the text in red and blue. See Figure 17.



The screenshot shows a web interface for filing a motion. At the top, the word "Motions" is displayed in blue. Below it is a blue hyperlink for the case number "2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.". A grey box contains the docket text: "Docket Text: Final Text" followed by "MOTION for Summary Judgment by Big Corporation, Inc.. (Attachments: # (1) Index of Exhibits # (2) Exhibit A - Affidavit of Jane Doe# (3) Exhibit B - Building Photos# (4) Exhibit C - Contract of Big Corporation, Inc.)(Attorney, A.)". Below the grey box, a red and blue warning message states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom, there are two buttons: "Next" and "Clear".

Figure 17

After this screen, the docket will be updated with the given docket text. A Notice of Electronic Filing will be sent to the other registered parties in this case with a hyperlink to the PDF documents that were uploaded for this filing. Non-registered parties must be served in the traditional manner. Any mistakes discovered after this point can only be corrected by someone in the Clerk's Office. **Please make sure the submitted information is correct and accurate.**

Once the information is verified, click the **[Next]** button.

The ECF system will now display the Notice of Electronic Filing (NEF). See Figure 12.

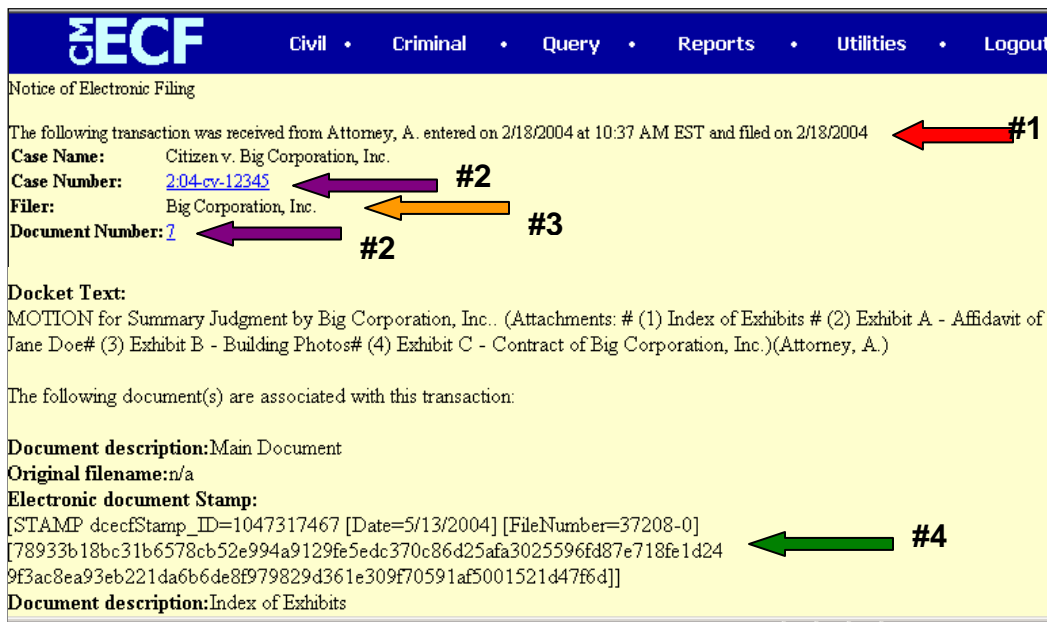


Figure 12

Many pieces of information are included in the NEF. It tells when the Court received the filing, both the date and the time, and who filed it. See the #1 arrow in Figure 12.

The case name is listed as well as the case number and document number. The case number is a hyperlink to the docket sheet of the case. The document number is a link to the actual document – in this case, the motion for summary judgment. See the #2 arrows in Figure 12.

The filer is also listed in the NEF. In this example, it is the defendant Big Corporation, Inc. See the #3 arrow in Figure 12.

For security reasons, a unique “Electronic Document Stamp” is assigned to each PDF document associated with this filing. See the #4 arrow in Figure 12.

Although not shown here, at the bottom of the NEF, the system shows who will receive electronic notification of the filing and who will not. Those parties in the case who do not receive electronic notification must be served in the traditional manner according to the policies and procedures of this Court. (See 1.8 Electronic Service).

5.4 Filing a Stipulation and Submitting a Proposed Order

Before logging into the ECF system, the filing user should have a PDF version of the stipulation saved and a final draft of the proposed order saved in a format compatible with WordPerfect. Do not save the proposed order as a PDF document. See 1.14 Proposed Orders by Motion or Stipulation.

Papers requiring the signature of more than one party shall be filed electronically by:

- 1) Submitting a scanned paper containing all necessary signatures, or
- 2) Representing the consent of the other parties on the paper; or
- 3) In any other manner approved by the Court.

A defendant's signature can not be represented by the s/. Papers requiring a defendant's signature should be scanned and the original maintained by the attorney.

After logging into the ECF system and reaching the Welcome Screen, click on the word "Civil" in the Main Menu Bar. See Figure 1.



Figure 1

Civil Events
5.4 Filing a Stipulation and Submitting a Proposed Order

The system then displays all possible Civil Events. The black text denotes categories of possible filings. The underlined blue text is the type of filings that can occur. See Figure 2.

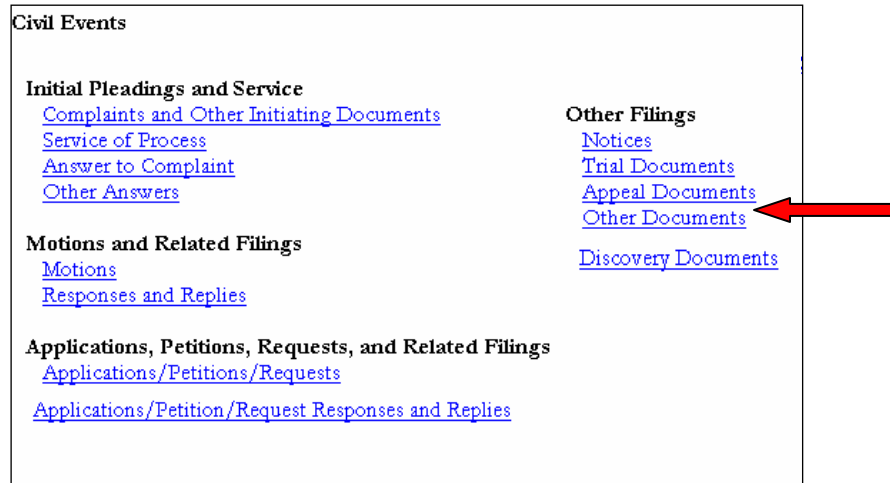


Figure 2

To file a stipulation, click on "[Other Documents](#)" under the **Other Filings** category. See the arrow in Figure 2.

The next screen lists several choices of types of documents. Click on the drop-down box and scroll to find "Stipulation." Click on it and click **[Next]** to continue. See Figure 3.

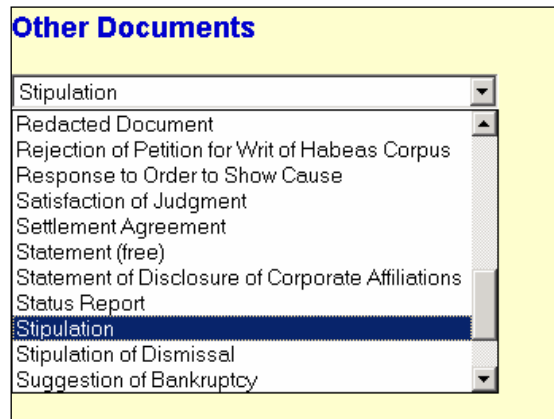


Figure 3

The system then asks for the case number. Enter the case number and click **[Next]**. See Figure 4.

Other Documents

Case Number

04-12345 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 4

The next screen is a case verification screen. Look at the case number and case title and verify that it is the correct case. Click **[Next]** to continue. See Figure 5.

Other Documents

[2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.](#)

Next Clear

Figure 5

The next step is to upload the document into the ECF system. The system asks for the Filename of the electronic document. Click on the **[Browse...]** button. See Figure 6.

Other Documents

[2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

Figure 6

Civil Events

5.4 Filing a Stipulation and Submitting a Proposed Order

Doing this will bring up a “Choose File” or “File Upload” pop-up box. Navigate through the drives in the computer to locate the saved PDF document. See Figure 7.

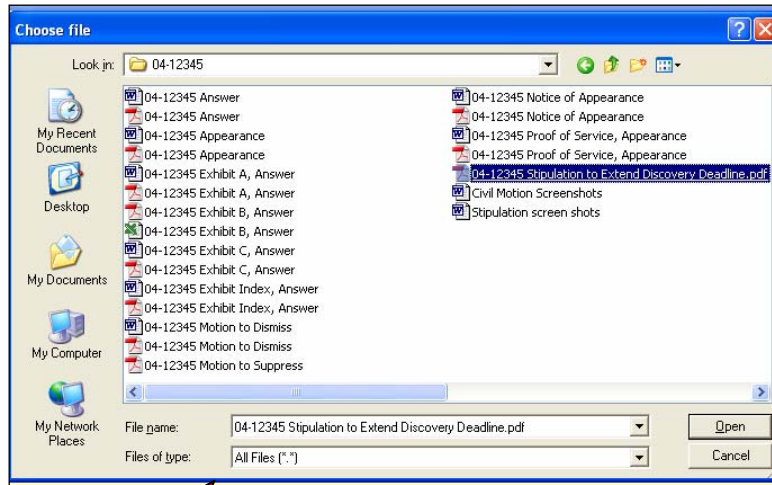


Figure 7

If the correct folder does not display the PDF document, click on the down arrow for the “Files of type” and highlight “All Files (*.*)”. This will display all types of files in the folder. See the arrow in Figure 7.

More likely than not, there are two versions of the stipulation. There will be a word processing version and a PDF version. **Be sure** to select the PDF version to upload to the system. The ECF system only accepts PDF documents for filing.

Civil Events
5.4 Filing a Stipulation and Submitting a Proposed Order

Verify this is the correct PDF document, by right-clicking on the document to bring up the “quick menu”. See Figure 8.

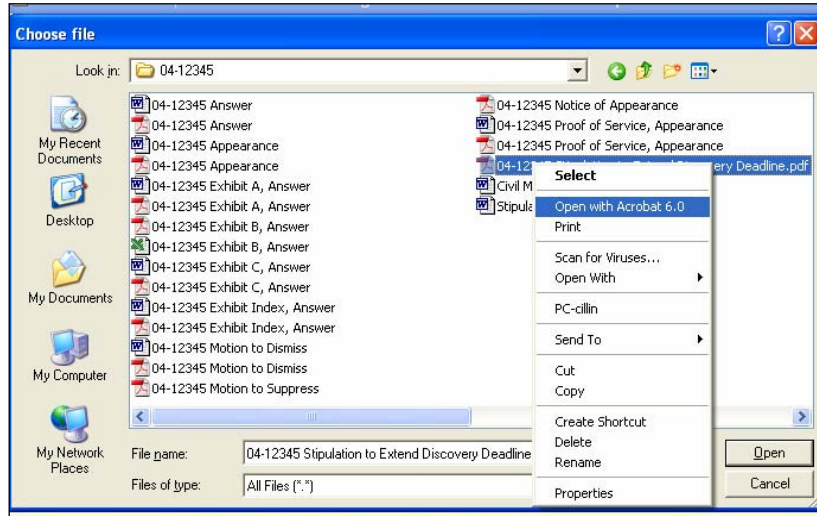


Figure 8

Select “Open” to launch the document and scroll through it to make sure it is the correct document and that it is complete.

Now, click the **[Open]** button in the lower right hand corner of the pop-up box. The pop-up box will disappear and the path to the Filename will appear in the “Filename” box. See Figure 9.

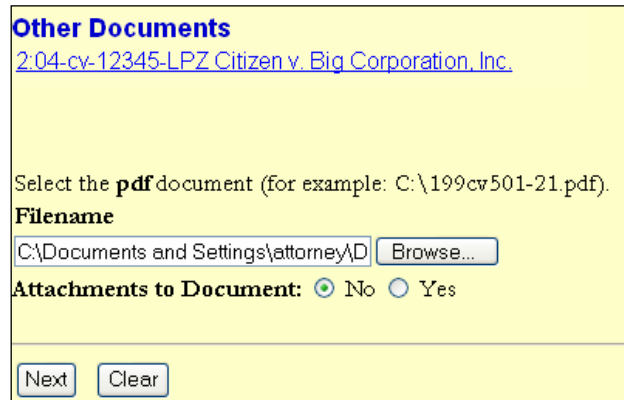
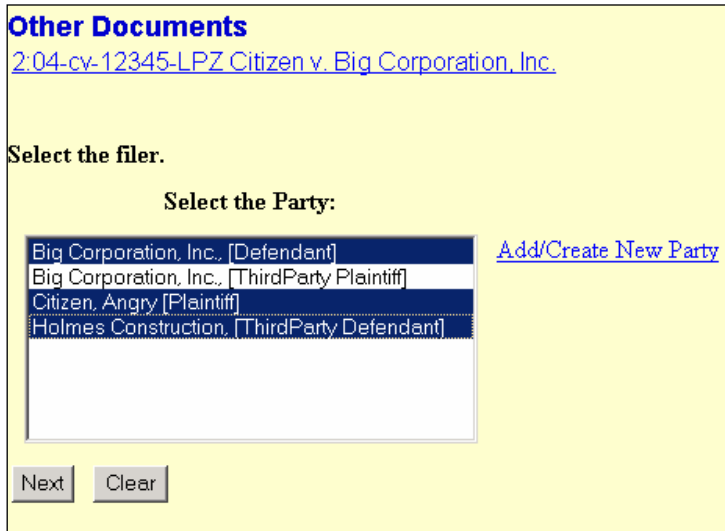


Figure 9

Do **not** attach the proposed order as an attachment to the stipulation.

Click **[Next]** to continue.

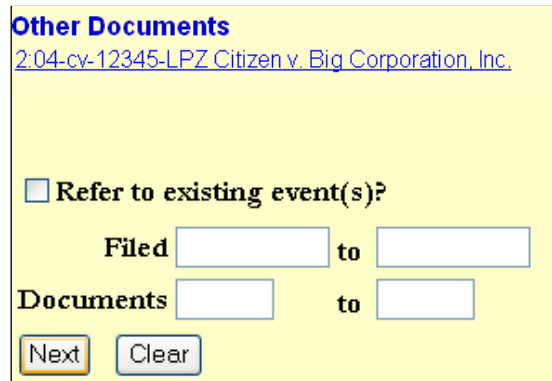
The next screen asks for the filer of the stipulation. Select the parties who have signed the stipulation. For this example, highlight all three parties in the case and click **[Next]**. See Figure 10.



The screenshot shows a web interface titled "Other Documents" for case "2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.". It prompts the user to "Select the filer." and "Select the Party:". A list box contains four entries: "Big Corporation, Inc., [Defendant]", "Big Corporation, Inc., [ThirdParty Plaintiff]", "Citizen, Angry [Plaintiff]", and "Holmes Construction, [ThirdParty Defendant]". The first three entries are highlighted. To the right is a link "Add/Create New Party". At the bottom are "Next" and "Clear" buttons.

Figure 10

The system then asks if this stipulation refers to any existing events. If it does, check the box and a list of docket entries will appear. If necessary, select the pleading from the docket that the stipulation relates to. In this example, it is unnecessary. Click **[Next]** to continue. See Figure 11.



The screenshot shows the same "Other Documents" interface. It now includes a checkbox labeled "Refer to existing event(s)?" which is unchecked. Below it are two rows of input fields: "Filed" followed by two empty boxes and "to", and "Documents" followed by two empty boxes and "to". At the bottom are "Next" and "Clear" buttons.

Figure 11

If necessary, modify the docket text appropriately and describe the stipulation. For this example, the words “to extend discovery deadline” were typed in the free-text box. Also, notice that the docket text reflects that the stipulation includes all three parties in the case. Review the text for any mistakes and click **[Next]** to continue. See Figure 12.

Other Documents
[2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.](#)

Docket Text: Modify as Appropriate.

STIPULATION by Big Corporation, Inc. , Angry Citizen ,
Holmes Construction (Attorney, A.)

Figure 12

If there are any mistakes reflected in the docket text, it is possible to still fix them. Click on the “Back” button in the browser to do so.

This screen is the final check before committing this transaction. Once again, look through the docket text to make sure it is correct, and verify the case number at the top of the screen. Notice the text in red and blue. See Figure 13.

Other Documents
[2:04-cv-12345-LPZ Citizen v. Big Corporation, Inc.](#)

Docket Text: Final Text

STIPULATION *to extend discovery deadline* by Big Corporation, Inc., Angry
Citizen, Holmes Construction (Attorney, A.)

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

Figure 13

After this screen, the docket will be updated with the given docket text. A Notice of Electronic Filing will be sent to the other registered parties in this case with a hyperlink to the PDF documents that were uploaded for this filing. Non-registered parties must be served in the traditional manner. Any mistakes discovered after this point can only be corrected by someone in the Clerk's Office. **Please make sure that the submitted information is correct and accurate.**

Once the information is verified, click the **[Next]** button.

The system displays the Notice of Electronic Filing (NEF). See Figure 14.

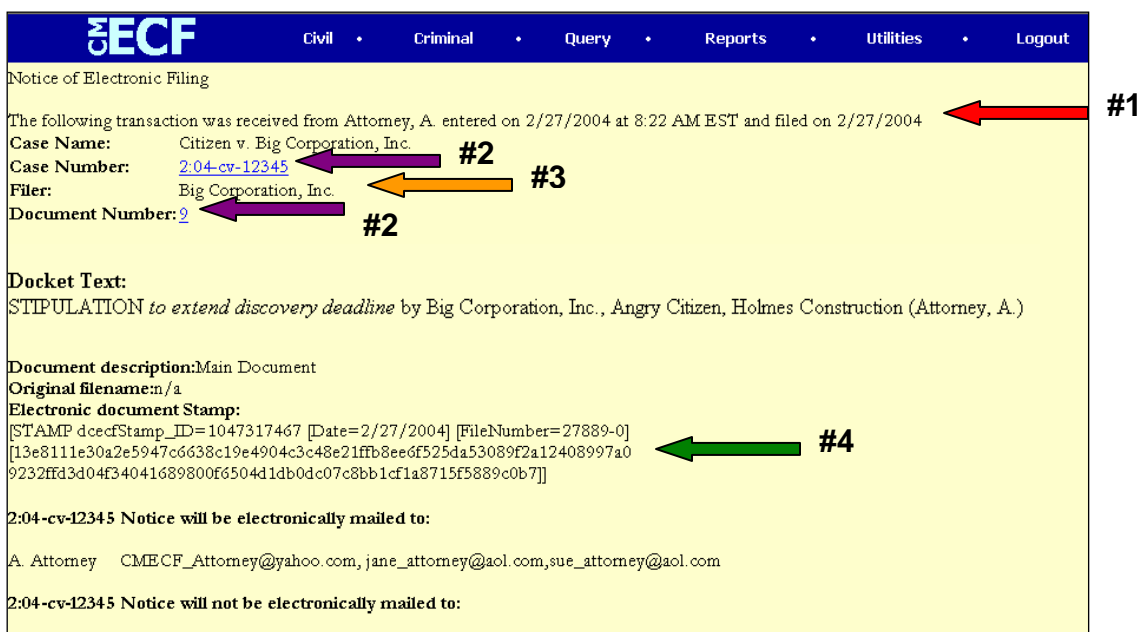


Figure 14

Many pieces of information are included in the NEF. It tells when the Court received the filing, both the date and the time, and which attorney filed it. See the #1 arrow in Figure 14.

The case name is listed as well as the case number and document number. The case number is a hyperlink to the docket sheet of the case. The document number is a link to the actual document – in this case, the stipulation to extend discovery deadline. See the #2 arrows in Figure 14.

The filer is also listed in the NEF. In this example, it is the defendant Big Corporation, Inc. See the #3 arrow in Figure 14.

For security reasons, a unique “Electronic Document Stamp” is assigned to each PDF document associated with this filing. See the #4 arrow in Figure 14.

Civil Events

5.4 Filing a Stipulation and Submitting a Proposed Order

At the bottom of the NEF, the system displays who will receive electronic notification of the filing and who will not. Those parties in the case who do not receive electronic notification, the stipulation must be served in the traditional manner, according to the policies and procedures of this Court. (See [1.8 Electronic Service](#)).

After filing the stipulation, immediately submit the proposed order to the judge in the case using the Utility event. See [1.14 Proposed Orders by Motion or Stipulation](#) and [9.3 Proposed Orders](#) for complete instructions. Do **not** send a copy of the stipulation with the submission.

Criminal Events

After logging into the ECF system and reaching the Welcome Screen, click on the word “Criminal” in the Main Menu Bar. See Figure 1.



Figure 1

The system then displays possible Criminal Events. The black text denotes categories of possible filings. The underlined blue text is the type of filings that can occur. See Figure 2.



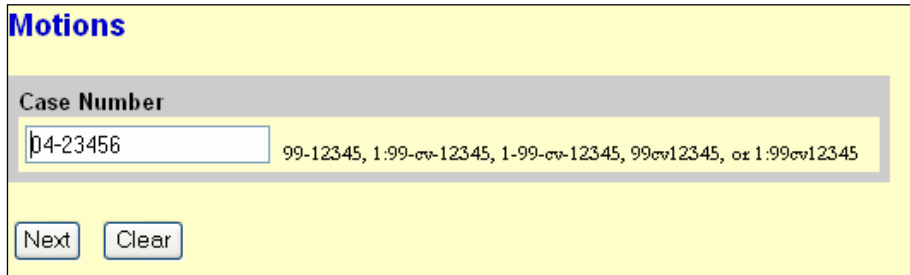
Figure 2

6.1 Filing a Criminal Motion

When filing a motion, the required brief and certificate of service should be included as one complete document. Do not make the brief an attachment to the main paper and do not send the brief as a separate filing.

To file a motion, click on "[Motions](#)," under "Motions and Related Filings."

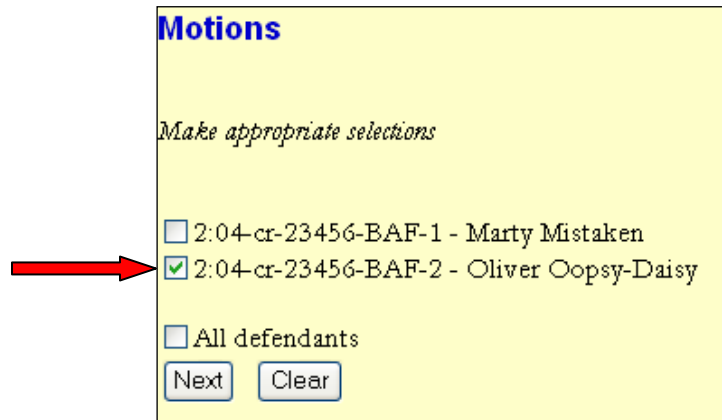
The system will ask for the case number. Enter the case number. See Figure 1.



The screenshot shows a web form titled "Motions" with a yellow background. Under the heading "Case Number", there is a text input field containing "04-23456". To the right of the input field, the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345" is displayed. Below the input field are two buttons: "Next" and "Clear".

Figure 1

If there is more than one defendant in the case, the system displays a list of the defendants. Select the defendant(s) this motion applies to. In this example, select the second defendant, Oliver Oopsy-Daisy. Check the box next to "2:04-cr-23456-BAF-2 – Oliver Oopsy-Daisy" and click **[Next]**. See Figure 2.



The screenshot shows the "Motions" form with a yellow background. The heading "Motions" is in blue. Below it, the text "Make appropriate selections" is displayed. There is a list of three items, each with a checkbox: "2:04-cr-23456-BAF-1 - Marty Mistaken" (unchecked), "2:04-cr-23456-BAF-2 - Oliver Oopsy-Daisy" (checked), and "All defendants" (unchecked). A red arrow points to the checked checkbox for the second item. Below the list are two buttons: "Next" and "Clear".

Figure 2

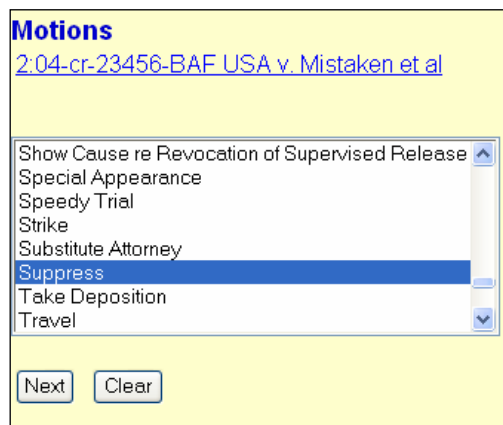
The next screen shows the parties in the case. Select which party is filing this motion. If this motion is filed by and applies to the same filer defendant, this selection will reflect that information. However, this selection would not be the same if the filer is not the party to whom the motion applies. This selection will put the party's name in the docket text. Click on the filer's name, in this case Oliver Oopsy-Daisy, and click the **[Next]** button. See Figure 3.



The screenshot shows a web interface titled "Motions" with a yellow background. At the top, the case name "2:04-cr-23456-BAF USA v. Mistaken et al" is displayed. Below this, the instruction "Select the filer." is followed by "Select the Party:". A list box contains three entries: "USA, [Plaintiff]", "Mistaken, Marty (1) [Defendant]", and "Oopsy-Daisy, Oliver (2) [Defendant]". The last entry is highlighted in blue. At the bottom of the list box are two buttons: "Next" and "Clear".

Figure 3

Next, choose the type of relief requested. Select as many reliefs as are appropriate. For this example, the motion is asking to suppress evidence. Click on "Suppress" so it is highlighted in blue. Click the **[Next]** button to continue. See Figure 4.



The screenshot shows the same "Motions" interface. The case name remains at the top. Below it, a list box contains several relief options: "Show Cause re Revocation of Supervised Release", "Special Appearance", "Speedy Trial", "Strike", "Substitute Attorney", "Suppress", "Take Deposition", and "Travel". The "Suppress" option is highlighted in blue. At the bottom of the list box are two buttons: "Next" and "Clear".

Figure 4

To motion for more than one type of relief, select them by scrolling through the menu, clicking on the first relief, finding the second relief, holding down the “**Ctrl**” key on the keyboard and clicking on the second relief. Both types of relief should be highlighted in blue. If there are more than two, click on all of them while holding down the “**Ctrl**” key. After all types of reliefs are highlighted, click the [**Next**] button to continue.

The next step is to upload the document into CM/ECF. The system asks for the Filename of the electronic document. See Figure 5.

At this point, the word processing document has been converted to a PDF document. For information and instructions about doing that, see [3.1 Converting Electronic Documents to PDF Documents](#).

The screenshot shows a web form titled "Motions" with a yellow background. At the top, it displays the case name "2:04-cr-23456-BAF USA v. Mistaken et al" as a blue hyperlink. Below this, the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)." is followed by a "Filename" label and an empty text input field. To the right of the input field is a "Browse..." button. Below the input field, there is a radio button selection for "Attachments to Document:", with "No" selected and "Yes" unselected. At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 5

Criminal Events
6.1 Filing a Criminal Motion

To attach the PDF document, click on the **[Browse...]** button. Doing this will bring up a “Choose File” or “File Upload” pop-up box. Navigate through the drives in the computer to locate the saved PDF document. See Figure 6.

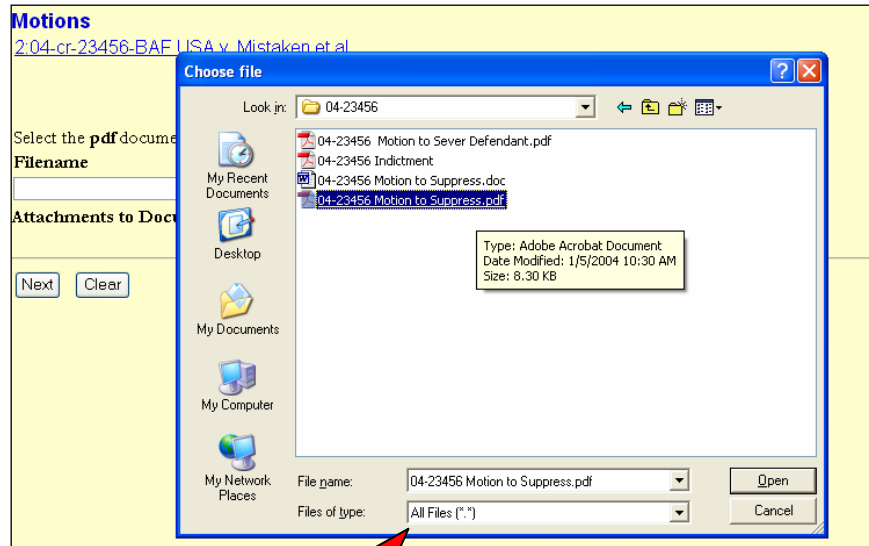


Figure 6

If the correct folder does not display the PDF document, click on the down arrow for the “Files of type” and highlight “All Files (*.*)”. This will display all types of files in the folder. See the arrow in Figure 6.

More likely than not, there are two versions of the motion to suppress. There will be a word processing version and a PDF version. **Be sure** to select the PDF version to upload to the system. The ECF system only accepts PDF documents for filing.

Criminal Events
6.1 Filing a Criminal Motion

Verify this is the correct PDF document, by right-clicking on the document to bring up the “quick menu”. See Figure 7.

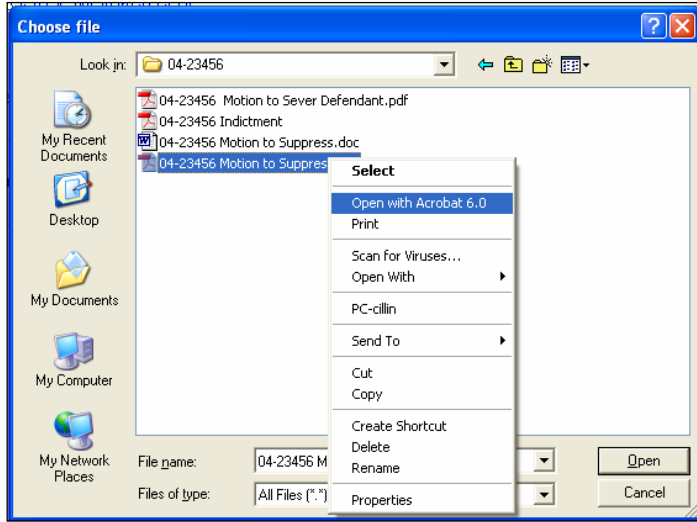


Figure 7

Select “Open” to launch the document to scroll through it to make sure it is the correct document and that it is complete.

Now click the **[Open]** button in the lower right hand corner of the pop-up box. The pop-up box will disappear and the path to the Filename will appear in the “Filename” box. See Figure 8.

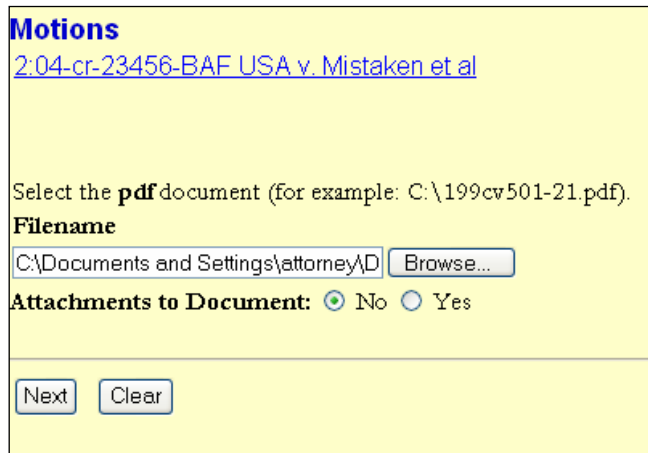
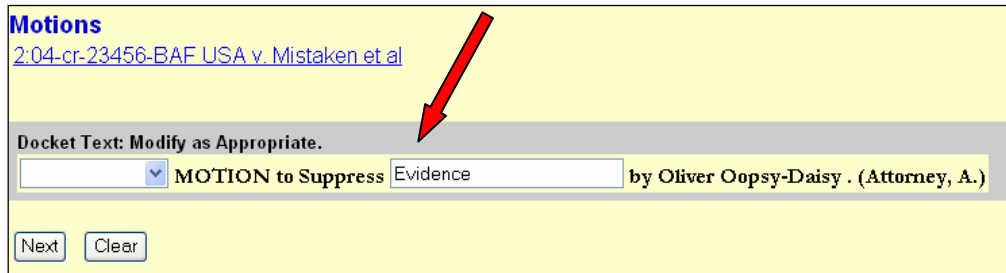


Figure 8

If the motion has attachments, click the “Yes” circle and follow the prompts to upload all attachments. (For more instruction on attachments, see [5.3a Filing Attachments](#))

Click **[Next]** to continue.

If necessary, modify the docket text appropriately. See Figure 9.



The screenshot shows a web interface for filing motions. At the top, it says "Motions" in blue, followed by a case number "2:04-cr-23456-BAF USA v. Mistaken et al" in blue. Below this is a grey bar with the text "Docket Text: Modify as Appropriate." Underneath, there is a dropdown menu with a blue arrow pointing down, followed by the text "MOTION to Suppress Evidence by Oliver Oopsy-Daisy . (Attorney, A.)". The word "Evidence" is in a white text box. At the bottom, there are two buttons: "Next" and "Clear". A red arrow points from the top right towards the "Evidence" text box.

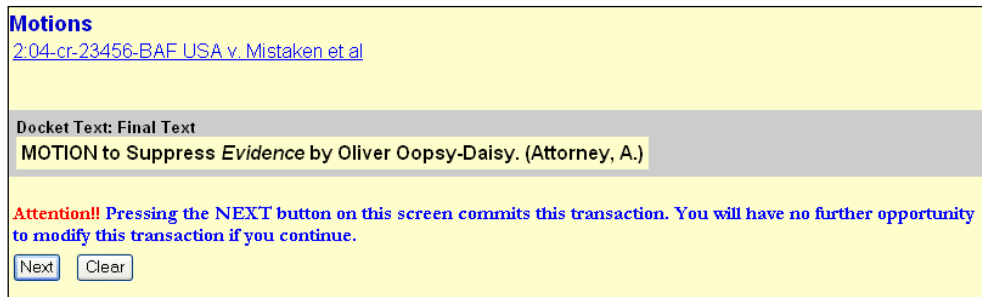
Figure 9

It is possible to further describe the motion with the drop down and free-text boxes. See the arrow in Figure 9.

For this example, type the word “*Evidence*” in the free-text box and click **[Next]** to continue.

If there are any mistakes reflected in the docket text, it is possible to still fix them. Click on the “Back” button in the browser to do so.

This screen is the final check before committing this transaction. Once again, look through the docket text to make sure it is correct, and verify the case number at the top of the screen. Notice the text in red and blue. See Figure 10.



The screenshot shows the final check screen for filing a motion. At the top, it says "Motions" in blue, followed by a case number "2:04-cr-23456-BAF USA v. Mistaken et al" in blue. Below this is a grey bar with the text "Docket Text: Final Text" and "MOTION to Suppress Evidence by Oliver Oopsy-Daisy . (Attorney, A.)". Below the grey bar, there is a red and blue warning: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom, there are two buttons: "Next" and "Clear".

Figure 10

After this screen, the motion to suppress will be filed and recorded on the docket. A NEF sent to all other registered parties in this case notifies them of the filing. Non-registered parties must be served in the traditional manner. Any mistakes discovered after this point can only be corrected by someone in the Clerk’s Office. **Please make sure the submitted information is correct and accurate.**

Once the information is verified, click the **[Next]** button.

Criminal Events
6.1 Filing a Criminal Motion

The ECF system will now display the Notice of Electronic Filing (NEF). See Figure 11.

U.S. District Court
Eastern District of Michigan

Notice of Electronic Filing

The following transaction was received from Attorney, A. entered on 2/24/2004 at 10:42 AM EST and filed on 2/24/2004

Case Name: USA v. Mistaken et al

Case Number: [2:04-cr-23456](#)

Filer: Dft No. 2 - Oliver Oopsy-Daisy

Document Number: [7](#)

Docket Text:
MOTION to Suppress Evidence by Oliver Oopsy-Daisy. (Attorney, A.)

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047317467 [Date=2/24/2004] [FileNumber=27863-0]
[1eff87e402a567d4bdc29a8af2e7f3a58aaa71efc7553b884c2b55a6347fd9bb19f90
7cab632926e60a2fe855d583c8d6d690802b4c440fc1131373790091f1b]]

2:04-cr-23456-2 Notice will be electronically mailed to:
A. Attorney CMECF_Attorney@yahoo.com, jane_attorney@aol.com, sue_attorney@aol.com

Figure 11

Many pieces of information are included in the NEF. It tells when the Court received the filing, both the date and the time, and which attorney filed it. See the #1 arrow in Figure 11.

The case name is listed as well as the case number and document number. The case number is a hyperlink to the docket sheet of the case. The document number is a link to the actual document only for the attorney(s) of record. See the #2 arrows in Figure 11.

The filer is also listed in the NEF. In this example, it is defendant number 2, Oliver Oopsy-Daisy. See the #3 arrow in Figure 11.

For security reasons, a unique “Electronic Document Stamp” is assigned to each PDF document associated with this filing. See the #4 arrow in Figure 11.

At the bottom of the NEF, the system displays who will receive electronic notification of the filing and who will not. Those parties in the case who do not receive electronic notification must be served in the traditional manner, according to the policies and procedures of this Court. (See [1.8 Electronic Service](#)).

6.2 Filing a Response to Defendant’s Motion

When filing a response to motion, the required brief and certificate of service should be included as one complete document. Do not make the brief an attachment to the main paper and do not send the brief as a separate filing.

After logging into CM/ECF, click on “Criminal” in the Main Menu Bar. This brings up the possible Criminal Events. See Figure 1.

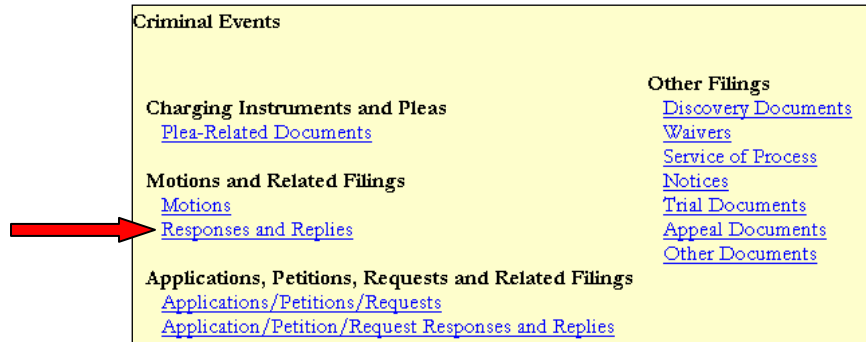


Figure 1

Click on [Responses and Replies](#) under the heading **Motions and Related Filings**.

Choose the type of filing from the drop-down box. Select “Response to Motion” and click **[Next]**. See Figure 2.

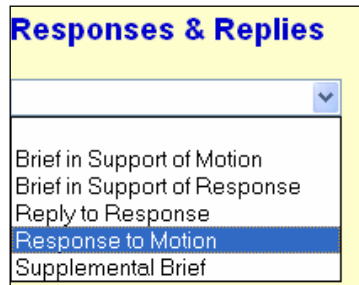


Figure 2

Enter the case number in the next screen and click **[Next]**. See Figure 3.

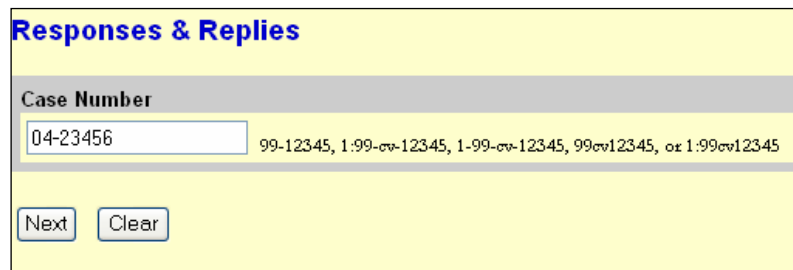
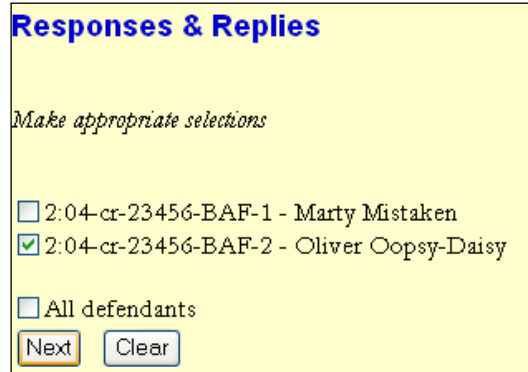


Figure 3

If there is more than one defendant in the case, the system displays a list of the defendants. Select the defendant(s) this response applies to. In this example, select the second defendant, Oliver Oopsy-Daisy. Check the box next to “2:04-cr-23456-BAF-2 – Oliver Oopsy-Daisy” and click **[Next]**. See Figure 4.



Responses & Replies

Make appropriate selections

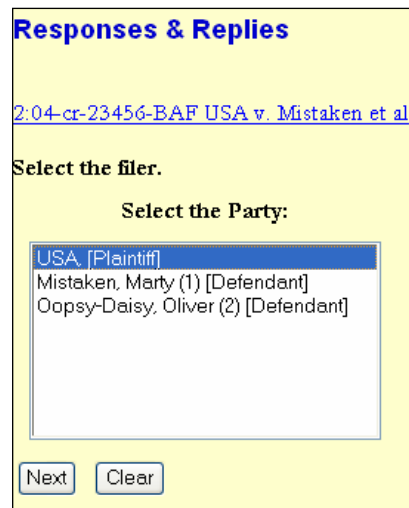
2:04-cr-23456-BAF-1 - Marty Mistaken

2:04-cr-23456-BAF-2 - Oliver Oopsy-Daisy

All defendants

Figure 4

The next screen shows the parties in the case. Select which party is filing this response. In this example, the filer is the plaintiff, USA. This selection will put the filer’s name in the docket text. Click on the filer’s name, in this case USA [Plaintiff], and click the **[Next]** button. See Figure 5.



Responses & Replies

[2:04-cr-23456-BAF USA v. Mistaken et al](#)

Select the filer.

Select the Party:

USA, [Plaintiff]

Mistaken, Marty (1) [Defendant]

Oopsy-Daisy, Oliver (2) [Defendant]

Figure 5

Criminal Events
6.2 Filing a Response to Motion

The next step is to upload the document into CM/ECF. The system asks for the Filename of the electronic document. See Figure 6.

At this point, the word processing document has been converted to a PDF document. For information and instructions about doing that, see [3.1 Converting Electronic Documents to PDF Documents](#).

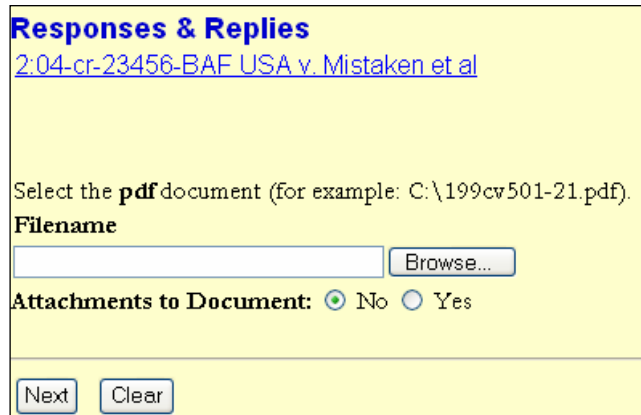


Figure 6

To attach the PDF document, click on the **[Browse...]** button. Doing this will bring up a “Choose File” or “File Upload” pop-up box. Navigate through the drives in the computer to locate the saved PDF document. See Figure 7.

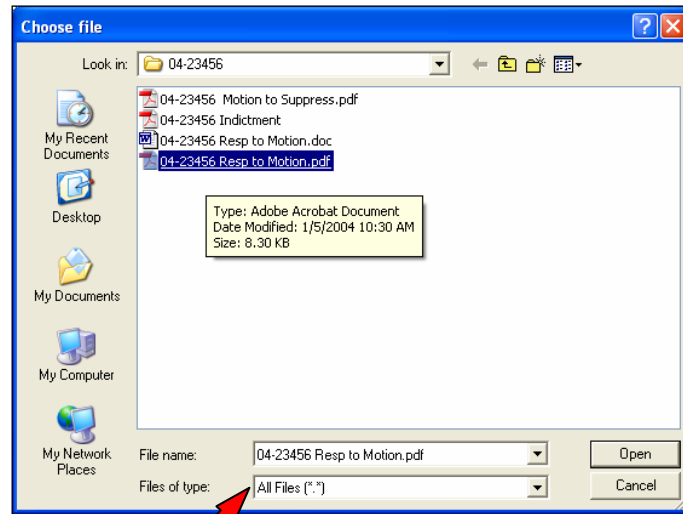


Figure 7

If the correct folder does not display the PDF document, click on the down arrow for the “Files of type” and highlight “All Files (*.*)”. This will display all types of files in the folder. See the arrow in Figure 7.

Criminal Events
6.2 Filing a Response to Motion

More likely than not, there are two versions of the motion to suppress. There will be a word processing version and a PDF version. **Be sure** to select the PDF version to upload to the system. The ECF system only accepts PDF documents for filing.

Verify this is the correct PDF document, by right-clicking on the document to bring up the “quick menu”. See Figure 8.

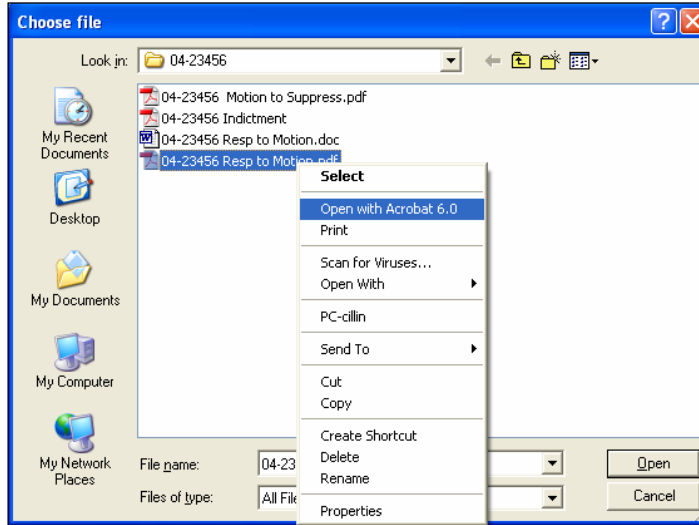
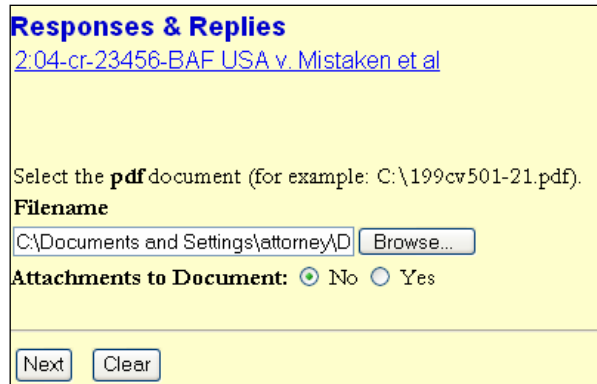


Figure 8

Select “Open” to launch the document to scroll through it to make sure it is the correct document and that it is complete.

Now click the **[Open]** button in the lower right hand corner of the pop-up box. The pop-up box will disappear and the path to the Filename will appear in the “Filename” box. See Figure 9.



Responses & Replies
[2:04-cr-23456-BAF USA v. Mistaken et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
C:\Documents and Settings\attorney\A

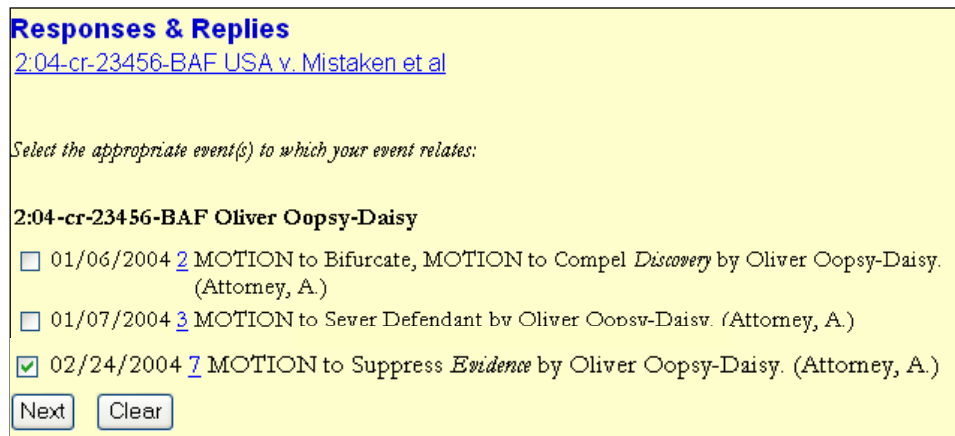
Attachments to Document: No Yes

Figure 9

If the response has attachments, click the “Yes” circle and follow the prompts to attach all exhibits. (For more instruction on attachments, see [5.3a Filing Attachments](#)).

Click **[Next]** to continue.

The system displays the motions in the case and prompts the filing user to select which motion the response relates to. In this example, the response is to a motion to suppress filed by Oliver Oopsy-Daisy. Check the corresponding box to document number 7 and click **[Next]**. See Figure 10.



Responses & Replies
[2:04-cr-23456-BAF USA v. Mistaken et al](#)

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

2:04-cr-23456-BAF Oliver Oopsy-Daisy

01/06/2004 [2](#) MOTION to Bifurcate, MOTION to Compel *Discovery* by Oliver Oopsy-Daisy. (Attorney, A.)

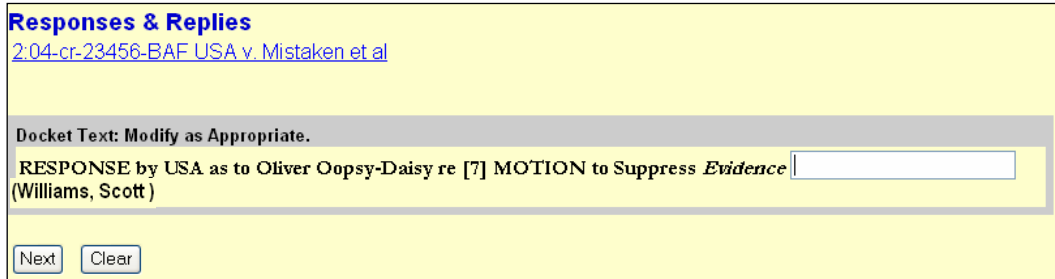
01/07/2004 [3](#) MOTION to Sever Defendant by Oliver Oopsv-Daisv. (Attorney, A.)

02/24/2004 [7](#) MOTION to Suppress *Evidence* by Oliver Oopsy-Daisy. (Attorney, A.)

Figure 10

Criminal Events
6.2 Filing a Response to Motion

If necessary, modify the docket text using the free-text box. See Figure 11.



The screenshot shows a web interface titled "Responses & Replies" for case "2:04-cr-23456-BAF USA v. Mistaken et al". The "Docket Text" section is labeled "Modify as Appropriate." and contains the text "RESPONSE by USA as to Oliver Oopsy-Daisy re [7] MOTION to Suppress Evidence (Williams, Scott)". A text input field is positioned at the end of this line. Below the text are "Next" and "Clear" buttons.

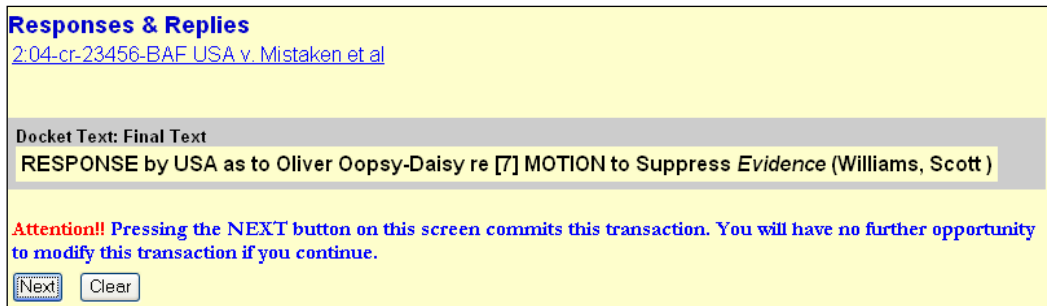
Figure 11

In this example, no changes are necessary.

If there are any mistakes reflected in the docket text, it is possible to still fix them. Click on the "Back" button in the browser to do so.

After modifying the docket text, click **[Next]** to continue.

This screen is the final check before committing this transaction. Once again, look through the docket text to make sure it is correct, and verify the case number at the top of the screen. Notice the text in red and blue. See Figure 12.



The screenshot shows the same "Responses & Replies" screen. The "Docket Text" is now labeled "Final Text" and the text is "RESPONSE by USA as to Oliver Oopsy-Daisy re [7] MOTION to Suppress Evidence (Williams, Scott)". Below this, a warning message in red and blue text reads: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below the warning are "Next" and "Clear" buttons.

Figure 12

After this screen, the response to the motion will be filed and recorded on the docket. A NEF sent to all other registered parties in this case notifies them of the filing. Non-registered parties must be served in the traditional manner. Any mistakes discovered after this point can only be corrected by someone in the Clerk's Office. **Please make sure the submitted information is correct and accurate.**

Once the information is verified, click the **[Next]** button.

The ECF system will now display the Notice of Electronic Filing (NEF). See Figure 13.

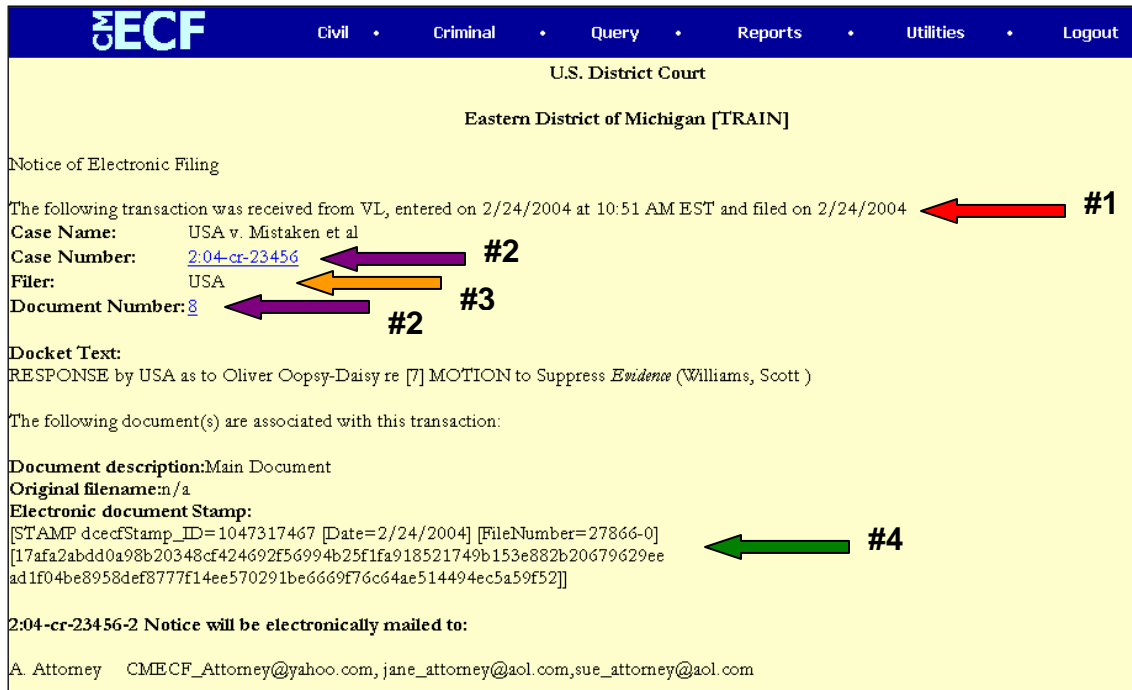


Figure 13

Many pieces of information are included in the NEF. It tells when the Court received the filing, both the date and the time, and which attorney filed it. See the #1 arrow in Figure 13.

The case name is listed as well as the case number and document number. The case number is a hyperlink to the docket sheet of the case. The document number is a link to the actual document only for the attorney(s) of record representing the party to whom the response to the motion to suppress applies. See the #2 arrows in Figure 13.

The filer is also listed in the NEF. In this example, it is the plaintiff, USA. See the #3 arrow in Figure 13.

For security reasons, a unique "Electronic Document Stamp" is assigned to each PDF document associated with this filing. See the #4 arrow in Figure 13.

At the bottom of the NEF, the system displays who will receive electronic notification of the filing and who will not. Those parties in the case who do not receive electronic notification must be served in the traditional manner, according to the policies and procedures of this Court. (See 1.8 Electronic Service).

7.1 Querying the ECF System

At any time during an ECF session, a filing user can click “Query” on the Main Menu Bar to search for a case file. See Figure 1.



Figure 1

The system displays a PACER login screen. Enter a PACER login and password and a client code if desired.

If a filing user logs into the system for querying purposes only and not to electronically file documents, there is no need to enter a Court-issued login and password. Enter a PACER login and password instead. See [4.1 Entering the ECF system](#) for further information.

Query
7.1 Querying the ECF System

The next screen is the query screen. There are several ways to query a case file. See Figure 2.

Query

Search Clues

Case Number (Examples: 99-500, 1:99cv500) ←

or search by

Filed Date to

Last Entry Date to

Nature of Suit
110 (Insurance)
120 (Contract: Marine)

or search by

Last Name (Examples: Desoto, Des*t)

First Name Middle Name

Type

Figure 2

If the case number is known, enter it in the “Case Number” field. See the arrow in Figure 2.

A full case number includes an office code, the year the case was filed, the case type and the case sequencing number. For example, 2:04cv12345. Two is the office code.

Case Types are as follows:

- | | |
|------------------------|--------------------------------|
| cv – Civil | x – Miscellaneous |
| cr – Criminal | md – Multi District Litigation |
| m – Criminal Complaint | |

To search for a case, only the case year and the case sequencing number are absolutely essential. Entering 04-12345 is sufficient to find the case.

Another way to search is by the date the case was filed. Enter a date range in the “Filed Date” fields using the following format: “mm/dd/yy”. See the #1 arrow in Figure 3.

The screenshot shows the 'Query' interface with the following elements:

- Search Clues** section:
- Case Number**: Input field with examples: 99-500, 1:99cv500.
- Filed Date**: Two input fields separated by 'to', with a purple arrow labeled #1 pointing to the first field.
- Last Entry Date**: Two input fields separated by 'to', with a green arrow labeled #2 pointing to the first field.
- Nature of Suit**: A dropdown menu with options: 0 (zero), 110 (Insurance), 120 (Contract: Marine). An orange arrow labeled #3 points to the dropdown.
- or search by** section:
- Last Name**: Input field with examples: Desoto, Des*t.
- First Name**: Input field.
- Middle Name**: Input field.
- Type**: A dropdown menu.
- Buttons**: 'Run Query' and 'Clear' buttons at the bottom.

Figure 3

If a date range is entered in the “Last Entry Date” fields, then the system will list all cases that had a document filed in the case during the dates listed. See the #2 arrow in Figure 3.

The “Nature of Suit” describes the basic issue of the case chosen by the filer from a pre-determined list that is part of the civil cover sheet. It is possible to scroll through the same list in the “Nature of Suit” field. See the #3 arrow in Figure 3.

To search using the “Nature of Suit” field, enter a date range to search, such as “Filed Date” in order to acquire a list of search results. If information is entered in the “Nature of Suit” field only, the system will say that no search criteria were entered. See Figure 4.

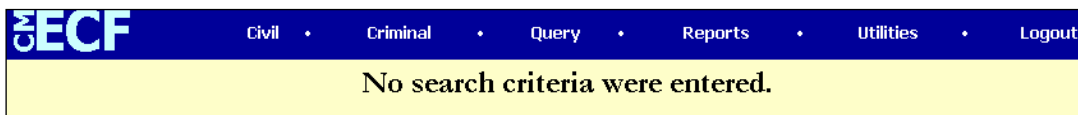


Figure 4

Another way to find a case is searching by name. See the #1 arrow in Figure 5.

The screenshot shows a web-based query interface titled "Query". Under the "Search Clues" section, there are several input fields and a dropdown menu. The "Case Number" field has a text input and examples: "99-500, 1:99cv500". Below it, the text "or search by" is centered. There are two date range fields: "Filed Date" and "Last Entry Date", each with a "to" separator. A dropdown menu for "Nature of Suit" is open, showing options: "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)". Below this, another "or search by" is centered. The "Last Name" field has a text input and examples: "Desoto, Des*t", with a pink arrow labeled "#1" pointing to it. The "First Name" and "Middle Name" fields are text inputs. The "Type" field is a dropdown menu with a blue arrow labeled "#2" pointing to it. At the bottom are "Run Query" and "Clear" buttons.

Figure 5

Enter the full last name or business name if known. If unsure about the spelling, enter a portion of it and enter an asterisk (*). For example, if the last name is *Johansson*, enter *Joh*n*. The results will include any case involving someone with a last name starting with “*Joh*” and containing the letter “*n*” after it. So the results could list *Johnson* as well as *Johansson*.

If the name was *Morrow*, enter **row*. The results could list *RowBoats, Inc.* or *Brown*, as well as *Morrow*.

If the last name is *Haroldson*, but a filing user is not sure if it is *Haroldson* or *Haroldsen*, enter *Harolds*, without the asterisk. The results will bring up cases involving anyone with the last name starting with *Harolds*.

The system will not search by first name alone. A filing user must enter at least two consecutive letters in the “Last Name” field. If the entity being searched is a business, enter the business as it appears. For example, if the business is *Joe’s Auto Shop*, do not enter *Auto Shop* in the “Last Name” field and *Joe* in the “First Name” field. Enter *Joe’s Auto Shop* in the “Last Name” field.

To narrow the search, select the type of person being searched. The choices are “party” or “attorney”. See the #2 arrow in Figure 5.

Once all of the search criteria is entered, click on the **[Run Query]** button.

The ECF system will display the search results according to the criteria entered. If information is entered in the "Filed Date" field, the system will list the results by case number. An example of a Query of cases Filed 12/10/03 is shown in Figure 6.

Select A Case		
2:03-cv-77773-CEB	Miller v. Brown	filed 12/10/03
2:03-cv-98889-AC	Miller v. Jones	filed 12/10/03
2:03-cv-99999-JAC	Miller v. Miller	filed 12/10/03

Figure 6

If searched by name, the results will list the full name of the parties containing the search criteria and whether they are a party in a case or an attorney. An example of Querying the last name Miller is shown in Figure 7.

Select A Person	
There were 6 matching persons.	
Miller, Brenda	(pty)
Miller, Brenda J.	(pty)
Miller, E. Powell	(aty)
Miller, James	(pty)
Miller, Lisa Ann	(pty)
Miller, Timothy J.	(aty)

Figure 7

If the party selected is involved in more than one case, the system will list all of the case numbers associated with that party and one can then be selected.

After entering the appropriate query criteria and selecting the case number or party name queried, a Query Menu will be displayed. The Query Menu allows a review of specific case information. See Figure 8.



Figure 8

Perform any of the following tasks:

- See a list of any aliases for the parties in the case
- Retrieve case numbers of any associated cases
- View the names and contact information for all attorneys involved in the case.
- Retrieve a case summary. See Figure 9.
- Run a docket report
- See a list of filers in the case
- View the history of the case with the ability to look at a specific date range or certain docket events
- See a list of all parties of the case
- Find transactions in the case related to one another
- Look at any pending statuses

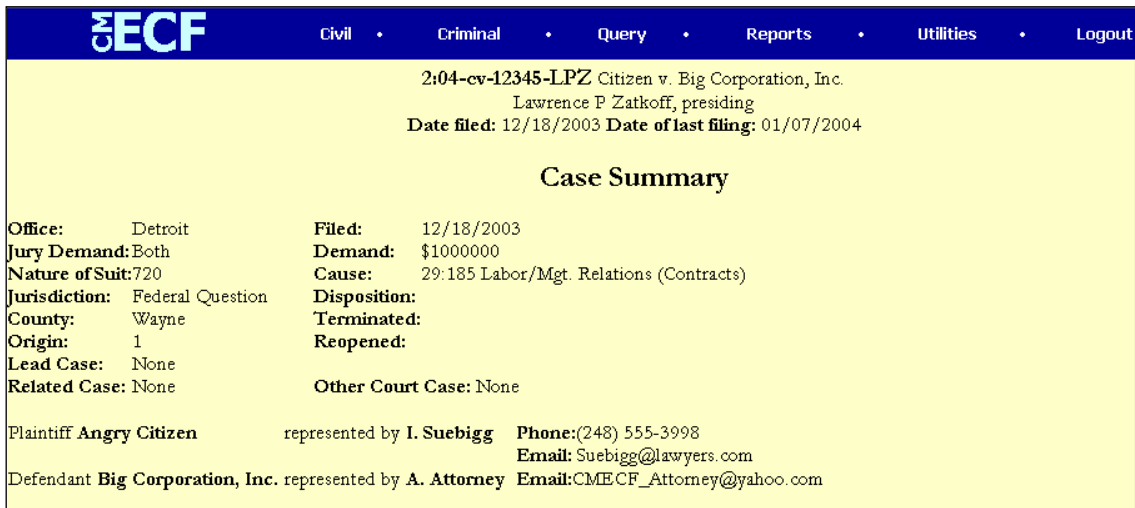


Figure 9

8.1 Docket Sheet

The system allows a filing user to run a number of reports, the most common one is the docket report.

To run a docket report, click on “Reports” in the Main Menu Bar. See Figure 1.



Figure 1

The next screen gives a list of reports. Some reports give information, such as how many civil or criminal cases were filed during a specified period. However the most used report by the Court and attorney is the docket sheet report. Click on “[Docket Sheet](#)”. See Figure 2.

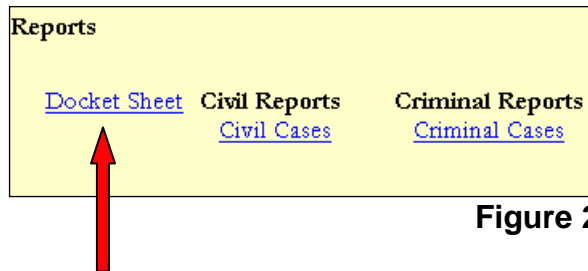


Figure 2

If logged into the system with a Court-issued login, the system will ask for a PACER login and password before displaying the next screen.

Depending on the options selected when the report is requested, the report shows every party and attorney on a case and the docket text of every event. When creating the docket sheet report, the system displays the following report selection screen. See Figure 3.

Docket Sheet

Case number

Filed to #1

Entered

Documents to #2

Include terminated parties

Include links to Notice of Electronic Filing

Include List of Parties and Counsel

Sort by ▾

Figure 3

First enter the case number in the “Case number” field.

The next fields are the date range fields. Use these fields to search for events filed or entered between a specified start date and end date, inclusive. See the #1 arrow in Figure 3.

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

If a filing user enters document numbers in the document range fields, the events displayed will be limited to those with document numbers between those numbers, inclusive. The system will not display unnumbered events, such as minute sheet entries of court proceedings. See the #2 arrow in Figure 3.

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

There is an option to “Include terminated parties” in the case caption. If included in the report, a notation next to their name will say that they were terminated as of a particular date. If the box is unchecked, they will not appear in the caption, but will still appear in any relevant docket entries.

Reports
8.1 Docket Sheet

If the filing user checks “Include links to Notice of Electronic Filing”, the docket sheet will have a silver ball next to the docket number of those items which have a Notice of Electronic Filing. If generating the docket to print it, it is not necessary to include the links.

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

The final option is the “Sort by” field. It is possible to specify the order in which the events listed in the report will be sorted. *Oldest date first* is the traditional order. This means that the events will be shown in the order they were filed or entered, with the most recent event at the end of the report. *Most recent date first* would put the first event last. Since oldest date first is the most common display, that is the default selection.

After entering the report selection information, click **[Run Report]**.

An example of the heading and the case summary of the docket sheet report are shown below. See Figure 4.

U.S. District Court
Eastern District of Michigan
CIVIL DOCKET FOR CASE #: 2:04-cv-12345-LPZ

Citizen v. Big Corporation, Inc.
Assigned to: Honorable Lawrence P Zatkoff
Magistrate:
Demand: \$1000000
Lead Docket: None
Related Cases: None
Case in other court: None
Cause: 29:185 Labor/Mgt. Relations (Contracts)

Date Filed: 01/03/04
Jury Demand: Both
Nature of Suit: 720 Labor: Labor/Mgt. Relations
Jurisdiction: Federal Question

Plaintiff

Angry Citizen

represented by **L. Suebigg**
987 Maple
Southfield, MI 48625
(248) 555-3998
Email: Suebigg@lawyers.com
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

V.

Defendant

Figure 4

This part of the docket sheet report contains the court, the case number, and the basic case information, most of which was entered when the case was opened.

Reports
8.1 Docket Sheet

Here is an example of the portion of the docket sheet report including the case caption. See Figure 5.

Plaintiff -----	
Angry Citizen	represented by I. Suebigg 987 Maple Southfield, MI 48625 (248) 555-3998 Email: Suebigg@lawyers.com <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>
V.	
Defendant -----	
Big Corporation, Inc.	represented by A. Attorney Joes Law Firm 1313 Mockingbird Land Suite 100 P.O. Box 13 Detroit, MI 48226 Email: CMECF_Attorney@yahoo.com <i>ATTORNEY TO BE NOTICED</i>

Figure 5

The case caption contains the roles and names of the parties and the names and addresses of their attorneys.

An example of the docketed events section of the docket sheet report is below. See Figure 6.

Filing Date	#	Docket Text
01/03/2004	<u>1</u>	COMPLAINT filed by Angry Citizen against Big Corporation, Inc., Receipt No. 555123. (VL,) (Entered: 12/18/2003)
01/05/2004	<u>2</u>	ANSWER to Complaint with Affirmative Defenses with Jury Demand, THIRD PARTY COMPLAINT filed by Big Corporation, Inc. against Holmes Construction by Big Corporation, Inc. (Attorney, A.) (VL,). (Entered: 12/30/2003)
01/05/2004	<u>3</u>	MOTION to Dismiss <i>Complaint</i> by Big Corporation, Inc. (Attorney, A.) (VL,). (Entered: 01/05/2004)
01/05/2004	<u>4</u>	ORDER REFERRING MOTION to Magistrate Judge Carlson: <u>3</u> First MOTION to Dismiss <i>Complaint</i> filed by Big Corporation, Inc. Signed by Judge Lawrence P Zatkoff (Daher, Patty) . (Entered: 01/07/2004)

Figure 6

The # column contains the document numbers of the documents. If a number is underlined, it is a hyperlink to the PDF file for that document. A hyperlink to the motion to dismiss is also in the docket text of the order (ex. document #4). The silver balls next to the document numbers are links to the Notices of Electronic Filings. Including these was an option on the docket sheet report selection screen.

9.1 Utilities Features- Your Account

The “Utilities” section of the ECF system allows a filing user to view his or her transaction log, change certain PACER information and to determine which attorneys are registered users in a specific case. To access this information, click on “Utilities” in the Main Menu Bar. See Figure 1.



Figure 1

The next screen shows all available options. To view a transaction log of documents filed using the ECF system, click on “[View Your Transaction Log](#)” on the Utilities event screen. See Figure 2.

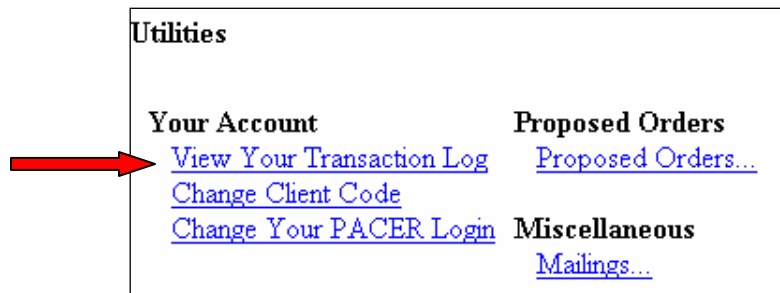


Figure 2

The system asks for a date range. Enter a date range and click **[Submit]**. See Figure 3.

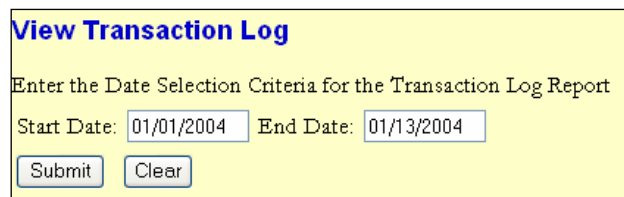


Figure 3

Utilities

9.1 Utilities Features – Your Account

The next screen chronologically lists all of the transactions completed with a particular login and password. See Figure 4.

Transaction Log			
Report Period: 01/01/2004 - 01/13/2004			
Id	Date	Case Number	Text
18719	01/05/2004 11:20:24	2-04-cv-12345	First MOTION to Dismiss <I>Complaint</I> by Big Corporation, Inc. (Attorney, A.)
18881	01/06/2004 11:38:11	2-04-cr-23456-2	MOTION to Bifurcate, MOTION to Compel <I>Discovery</I> by Oliver Oopsy-Daisy. (Attorney, A.)
19054	01/07/2004 10:18:58	2-04-cr-23456-2	MOTION to Sever Defendant by Oliver Oopsy-Daisy. (Attorney, A.)
19224	01/08/2004 10:11:22	2-04-cr-23456-2	STIPULATION <I>to extend trial date</I> by Oliver Oopsy-Daisy (Attorney, A.)
Total Number of Transactions: 4			

Figure 4

For security reasons, review this information periodically. If a filing user believes or suspects that someone is using his or her login and password without permission, the user should telephone the CM/ECF help desk at (313) 234-5042.

If the filing user logs into CM/ECF with a PACER login and client code and would like to switch client codes without logging out of the system, he or she can click on the [“Change Client Code”](#) on the Utilities events screen. See Figure 5.

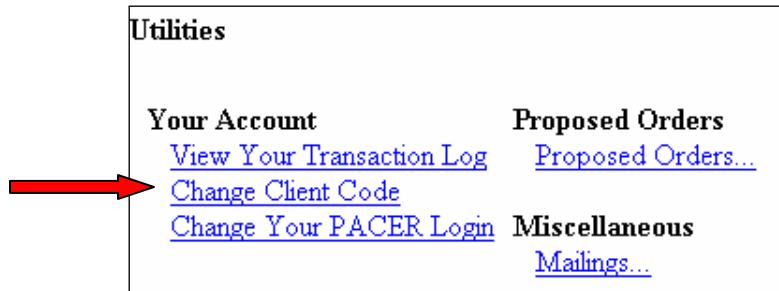


Figure 5

The system displays the current client code and allows the filing user to enter a new code. See Figure 6.

The screenshot shows a form with the text "The current value of the client code is us123 ." followed by "Enter new Client code:" and a text input field. Below the input field are two buttons: "Submit" and "Clear".

Figure 6

Utilities

9.1 Utilities Features – Your Account

The filing user has the option of selecting a certain PACER login as the default on the initial login screen. If the filing user would like to deselect the default PACER login, he or she can click on "[Change Your PACER Login](#)" on the Utilities events screen. See the arrow in Figure 7.

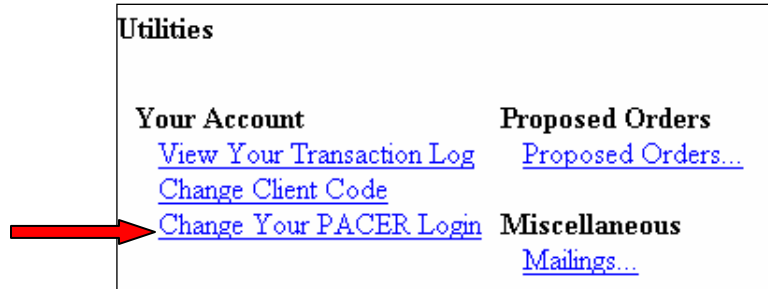


Figure 7

9.2 Utilities Features – Miscellaneous

When preparing a certificate of service, a filing user can learn which attorneys are registered users in a particular case by clicking on the “[Mailings...](#)” link under “**Miscellaneous**”.

Click on the link “[Mailing Info for a Case](#)”. See Figure 8.

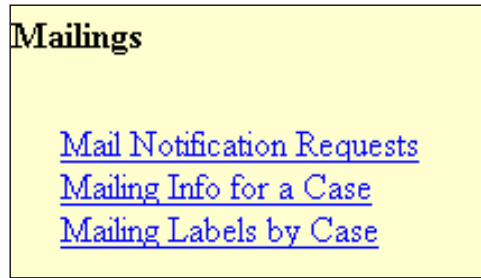


Figure 8

Enter the case number and click [**Submit**]. See Figure 9.

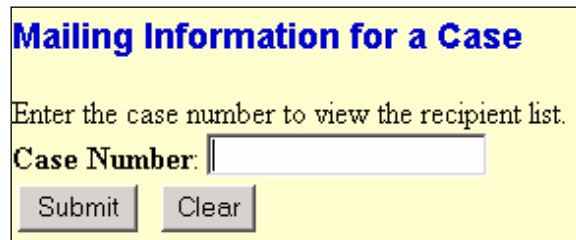
A screenshot of a web form titled "Mailing Information for a Case". The form has a yellow background and contains the following elements: a blue heading "Mailing Information for a Case", a text prompt "Enter the case number to view the recipient list.", a label "Case Number:" followed by a white text input field, and two buttons: "Submit" and "Clear".

Figure 9

The system lists all parties in the case and whether or not that party is a registered user. See Figure 10.

Mailing Information for a Case 2:04-cv-12345-LPZ

Electronic Mail Notice List

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

- **A. Attorney**
CMECF_Attorney@yahoo.com jane_attorney@aol.com,sue_attorney@aol.com

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

I. Suebigg
987 Maple
Southfield, MI 48625

Figure 10

9.3 Utilities Features – Proposed Orders

The “Proposed Orders” link is used to send proposed orders to judicial officers and should only be used after a stipulation or motion is e-filed in the system. All proposed orders should be saved and submitted in a format compatible with WordPerfect. **Do not convert the proposed order to PDF.** For more instruction, see 1.14 Proposed Orders by Motion or Stipulation and 5.4 Filing a Stipulation and Submitting a Proposed Order.

After clicking on “Utilities” from the Main Menu Bar, click on [Proposed Orders...](#). See Figure 1.

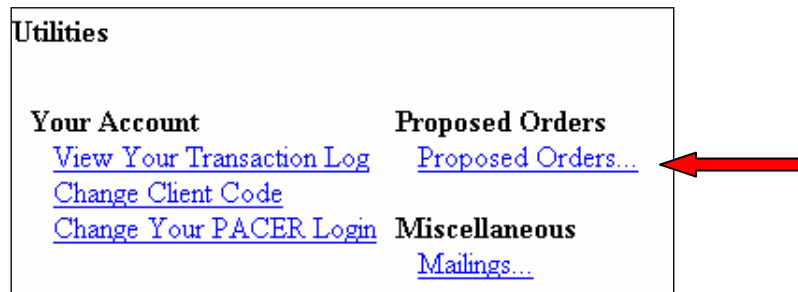


Figure 1

Click on the [Submit Proposed Order](#) link. See Figure 2

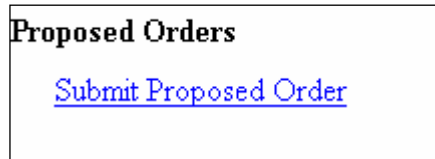


Figure 2

From the drop down menu, select the judicial officer that should receive the proposed order. District Judges and Magistrate Judges are listed. See Figure 3.

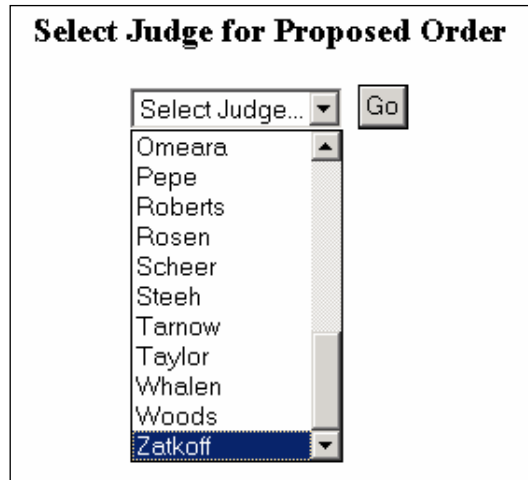


Figure 3

The next screen asks for the filing user's e-mail address and the case number. If necessary, enter a brief comment, such as when the stipulation was filed, or if the proposed order is sent per the judge's instructions. **Do not use this field to send ex parte communication to the judge.** See Figure 4.

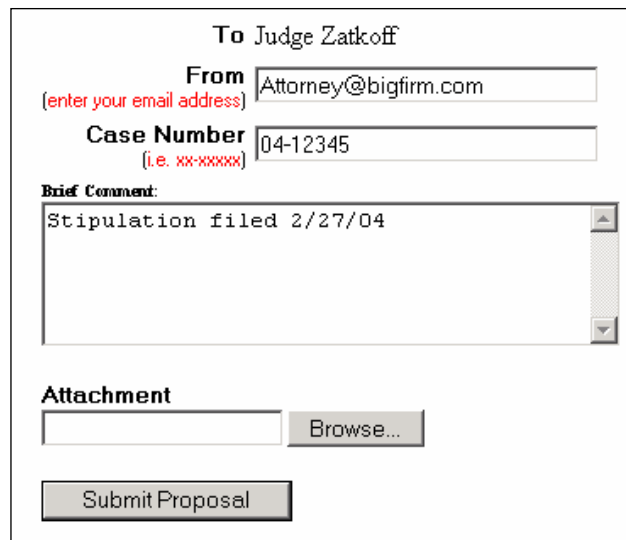


Figure 4

Attach the proposed order by clicking on the **[Browse]** button and locating the proposed order in the computer's drives, following the instructions given to upload any document to the ECF system.

The document should be saved as a format compatible with WordPerfect, not PDF. See Figure 5.



To Judge Zatkoff

From
(enter your email address)

Case Number
(i.e. xx-xxxxx)

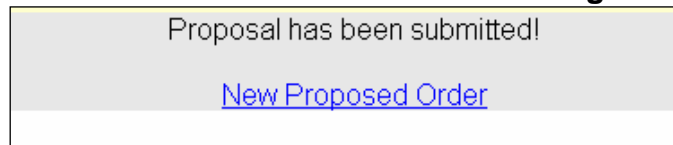
Brief Comment:

Attachment

Figure 5

Click on the **[Submit Proposal]** button. The system will show a confirmation screen stating the proposal has been submitted. In addition, the system will send an e-mail to the filing user as a confirmation that the judge received the proposed order. See Figure 6.

Figure 6



Proposal has been submitted!

[New Proposed Order](#)

10.1 Logging Out of the ECF System

After finishing all transactions for a particular session in ECF, completely logout of the system. Click on “Logout” in the Main Menu Bar. This will automatically log the user out of the ECF system and returns the filing user to the ECF login screen. See Figure 1.



Figure 1

For security reasons, simply closing the browser is not enough. Logout properly after using the system.

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN**

[FILLABLE SPACE]
Plaintiff(s),

v.

[FILLABLE SPACE]
Defendant(s).

Case No.: [FILLABLE SPACE]

Judge: [DROP DOWN MENU]

NOTICE OF CHANGE OF ATTORNEY INFORMATION

To: Attorney Admission Clerk and All Other Parties

Pursuant to the Electronic Filing Policy and Procedures, please take notice of the following attorney information change(s) for: _____

Name of Attorney

Name
From: _____ To: _____

I am a Michigan attorney. My Bar Number is: _____

I am an out-of-state attorney.

Law Firm/Government Agency Association:

From: _____

To: _____

I will continue to be counsel of record on the above-entitled case at my new firm/agency.

I am no longer counsel of record on the above-entitled case; please serve all subsequent documents on: _____
Michigan Bar Number: _____ at my former firm/agency.
This attorney is is not currently on the Court's docket.

Address: _____

Telephone Number: _____

Primary E-Mail Address: _____

Dated: _____
Signature of Attorney

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

[FILLABLE SPACE],

Plaintiff(s),

CASE NO. [FILLABLE SPACE]

v.

JUDGE [DROP DOWN MENU]

[FILLABLE SPACE],

Defendant(s).

**SAMPLE
EX PARTE MOTION FOR LEAVE TO FILE
EXHIBITS AND/OR APPENDICES IN THE TRADITIONAL MANNER**

NOW COMES [FILLABLE SPACE - PARTY], and pursuant to the Electronic Filing Policies and Procedures, seeks leave of this Court to file exhibits and/or appendices in the traditional manner.

The exhibits and/or appendices to [TITLE OF PAPER] cannot authentically be converted to electronic form for the following reason(s): [FILLABLE SPACE]

For the foregoing reasons, [FILLABLE SPACE - PARTY], respectfully requests that this Court grants the leave sought in this motion.

Respectfully submitted,

s/Name of Filing User

Address

City, State, Zip Code

Phone: (xxx) xxx-xxxx

E-mail: xxx@xxxx.xxx

[attorney bar number, if applicable]

Date:

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN**

[FILLABLE SPACE]

Plaintiff(s),

Case No.: [FILLABLE SPACE]

v.

Judge: [DROP DOWN MENU]

[FILLABLE SPACE]

Defendant(s).

**SAMPLE
NOTICE OF FILING EXHIBITS AND APPENDICES IN THE TRADITIONAL MANNER**

Please take notice that [FILLABLE SPACE, PARTY] has filed exhibits and/or appendices to the following paper in the traditional manner. Leave of Court was previously granted on [FILLABLE SPACE, DATE THAT ORDER ALLOWING FILING WAS ENTERED] by [FILLABLE SPACE, NAME OF JUDICIAL OFFICER].

[TITLE OF PAPER]

The exhibits and/or appendices have been served in hard copy on all parties pursuant to federal and local rules.

Respectfully submitted,

s/Name of Filing User

Address

City, State, Zip Code

Phone: (xxx) xxx-xxxx

E-mail: xxx@xxx.xxx

[attorney bar number, if applicable]

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN**

Re: Filing of Papers - Compliance with
E-Government Act of 2002
(Pub. L. No. 107-347)

Administrative Order

No. 03-AO-028

ADMINISTRATIVE ORDER

In compliance with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all papers filed with the Court, including exhibits thereto, whether filed electronically or in the traditional paper form, unless otherwise ordered by the Court:

- a. **Social Security Numbers.** If an individual's social security number must be included in a paper, only the last four digits of that number may be used and the number specified in substantially the following format: XXX-XX-1234.
- b. **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of that child may be used.
- c. **Dates of Birth.** If an individual's date of birth must be included in a paper, only the year may be used and the date specified in substantially the following format: XX/XX/1998.
- d. **Financial Account Numbers.** If a financial account number must be included in a paper, only the last four digits of these numbers may be used and the number specified in substantially the following format: XXXXX1234.
- e. **Driver's License Numbers and State-Issued Personal Identification Card Numbers.** If an individual's driver's license number or state-issued personal identification card number must be included in a paper, only the last four digits of that number should be used and the number specified in substantially the following format: X-XXX-XXX-XX1-234.

In compliance with the E-Government Act of 2002, a party asserting that it must file a paper containing a complete personal data identifier listed above may present a motion, supported by a showing of good cause, to file such an unredacted document under seal. If filed, such paper shall be retained by the Court as part of the record. The Court may, however, still require the party to file a redacted copy for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each paper for compliance with this order.

This order, which is effective immediately, is intended to supplement Local Rule 5.1, Filing of Papers, until such time as it is amended by action of the Court.

FOR THE COURT:

s/ Chief Judge Lawrence P. Zatkoff

List of Civil Events

Initial Pleadings and Service

• ***COMPLAINTS, AMENDED COMPLAINTS AND OTHER PLEADINGS***

- ◆ *Amended Complaint*
- ◆ *Amended Counterclaim*
- ◆ *Amended Crossclaim*
- ◆ *Amended Third Party Complaint*
- ◆ *Counterclaim*
- ◆ *Crossclaim*
- ◆ *Third Party Complaint*

• ***SERVICE OF PROCESS***

- ◆ *Certificate of Service*
- ◆ *Summons Returned Executed (20 Day)*
- ◆ *Summons Returned Executed – Federal Agency (0 Day)*
- ◆ *Summons Returned Executed – U.S. Attorney (60 Day)*
- ◆ *Waiver of Service Executed*

• ***ANSWERS TO COMPLAINTS***

• ***OTHER ANSWERS***

- ◆ *Amended Answer to Complaint*
- ◆ *Answer (Free)*
- ◆ *Claim*
- ◆ *Objection (Free)*
- ◆ *Objection to Report and Recommendation*
- ◆ *Response (Free)*
- ◆ *Response to Order to Show Cause*

Motions and Related Filings

• ***MOTIONS***

- ◆ *Adjourn*
- ◆ *Alternate Service*
- ◆ *Amend/Correct*
- ◆ *Appoint Counsel*

- ◆ *Appoint Guardian/Attorney ad Litem*
- ◆ *Appoint Receiver*
- ◆ *Approve Consent Judgment*
- ◆ *Attorney Fees*
- ◆ *Bifurcate*
- ◆ *Bond*
- ◆ *Certificate of Appealability*
- ◆ *Certify Class*
- ◆ *Change Venue*
- ◆ *Compel*
- ◆ *Consolidate Cases*
- ◆ *Contempt*
- ◆ *Costs*
- ◆ *Declaratory Judgment*
- ◆ *Default Judgment*
- ◆ *Deposit Funds*
- ◆ *Directed Verdict*
- ◆ *Disbursement of Funds*
- ◆ *Dismiss*
- ◆ *Disqualify Counsel*
- ◆ *Disqualify Judge*
- ◆ *Enforce Judgment*
- ◆ *Evidentiary Hearing*
- ◆ *Expedite*
- ◆ *Extend (free)*
- ◆ *Extension of Time to File Answer*
- ◆ *Extension of Time to File Response/Reply*
- ◆ *File Excess Pages*
- ◆ *Forfeiture of Property*
- ◆ *In Limine*
- ◆ *Intervene*
- ◆ *Issuance of Warrant in rem*
- ◆ *Judgment*
- ◆ *Leave to Appeal*
- ◆ *Leave to File*
- ◆ *Letters Rogatory*
- ◆ *Miscellaneous Relief*
- ◆ *Mistrial*
- ◆ *More Definite Statement*
- ◆ *New Trial*

- ◆ *Partial Summary Judgment*
- ◆ *Pay*
- ◆ *Permanent Injunction*
- ◆ *Preliminary Injunction*
- ◆ *Produce*
- ◆ *Protective Order*
- ◆ *Quash*
- ◆ *Reassign Case*
- ◆ *Reconsideration*
- ◆ *Recusal*
- ◆ *Remand*
- ◆ *Reopen Case*
- ◆ *Return of Property*
- ◆ *Sanctions*
- ◆ *Seal*
- ◆ *Set Aside*
- ◆ *Sever*
- ◆ *Show Cause*
- ◆ *Stay*
- ◆ *Strike*
- ◆ *Substitute Party*
- ◆ *Summary Judgment*
- ◆ *Take Deposition*
- ◆ *Temporary Restraining Order*
- ◆ *Transfer Case*
- ◆ *Unseal*
- ◆ *Vacate*
- ◆ *Withdraw*
- ◆ *Withdraw Reference*
- ◆ *Withdrawal of Attorney*
- ◆ *Writ of Mandamus*

- ***RESPONSES, REPLIES AND SUPPLEMENTAL BRIEFS***
- ◆ *Affidavit*
- ◆ *Brief in Support of Motion*
- ◆ *Brief in Support of Response*
- ◆ *Reply to Response to Motion*
- ◆ *Response to Motion*
- ◆ *Supplemental Brief*
- ◆ *Sur-Reply*

Applications, Petitions, Requests and Related Filings

- ***APPLICATIONS/PETITIONS/REQUESTS***

- ◆ *Application (other)*
- ◆ *Application to Proceed Without Prepayment of Fees*
- ◆ *Petition (other)*
- ◆ *Request (other)*
- ◆ *Request for Clerks Entry of Default*
- ◆ *Request for Clerks Entry of Judgment by Default*

- ***APPLICATIONS/PETITION/REQUEST RESPONSES AND REPLIES***

- ◆ *Reply to Response to Petition/Request/Application*
- ◆ *Response to Petition/Request/Application*

OTHER FILINGS

- ***NOTICES***

- ◆ *Appearance*
- ◆ *Change of Address*
- ◆ *Change of Attorney Information*
- ◆ *Disclosure*
- ◆ *Joinder*
- ◆ *Lis Pendens*
- ◆ *Notice (Other)*
- ◆ *Voluntary Dismissal*
- ◆ *Withdraw Motion*
- ◆ *Withdrawal of Claim*

- ***TRIAL DOCUMENTS***

- ◆ *Exhibit*
- ◆ *Exhibit List*
- ◆ *Proposed Findings of Fact*
- ◆ *Proposed Jury Instructions*
- ◆ *Proposed Voir Dire*
- ◆ *Trial Brief*
- ◆ *Witness List*

• ***APPEAL DOCUMENTS***

- ◆ *Appeal of Magistrate Judge Decision*
- ◆ *Bankruptcy Appellants Reply Brief*
- ◆ *Bankruptcy Brief of Appellant*
- ◆ *Bankruptcy Brief of Appellee*
- ◆ *Designation of Record on Appeal*
- ◆ *Notice of Appeal*
- ◆ *Transcript Order Form*

• ***OTHER DOCUMENTS***

- ◆ *Affidavit*
- ◆ *Affidavit of Publication*
- ◆ *Affirmative Defenses*
- ◆ *Amended Document (NOT Motion)*
- ◆ *Amicus Curiae Brief*
- ◆ *Attorney Appearance*
- ◆ *Attorney Substitution*
- ◆ *Bill of Costs*
- ◆ *Consent to Mediation*
- ◆ *Declaration*
- ◆ *Discovery Plan*
- ◆ *Jury Demand*
- ◆ *Pretrial Memorandum*
- ◆ *Satisfaction of Judgment*
- ◆ *Settlement Agreement*
- ◆ *Statement (free)*
- ◆ *Statement of Disclosure of Corporate Affiliations*
- ◆ *Statement of Resolved and Unresolved Issues*
- ◆ *Status Report*
- ◆ *Stipulation*
- ◆ *Stipulation of Dismissal*
- ◆ *Suggestion of Bankruptcy*
- ◆ *Suggestion of Death*
- ◆ *Traverse*

List of Criminal Events

Charging Instruments and Pleas

- ***PLE-RELATED DOCUMENTS***
- ◆ *Guilty Plea Questionnaire*
- ◆ *Plea Agreement*

Motions and Related Filings

- ***MOTIONS***
- ◆ *Adjourn*
- ◆ *Allow Firearm as Exhibit*
- ◆ *Amend/Correct*
- ◆ *Appeal In Forma Pauperis*
- ◆ *Appear*
- ◆ *Appoint Counsel*
- ◆ *Bifurcate*
- ◆ *Bill of Particulars*
- ◆ *Bond*
- ◆ *Certificate of Appealability*
- ◆ *Change Venue*
- ◆ *Compel*
- ◆ *Competency Hearing*
- ◆ *Continue*
- ◆ *Correct Sentence (Rule 35)*
- ◆ *Declaration of Mistrial*
- ◆ *Depose Witness*
- ◆ *Destruction of Firearm*
- ◆ *Disclosure*
- ◆ *Discovery*
- ◆ *Dismiss*
- ◆ *Disqualify Counsel*
- ◆ *Disqualify Judge*
- ◆ *Downward Departure*
- ◆ *Early Termination of Probation/Supervised Release*
- ◆ *Exclude*
- ◆ *Expedite*

- ◆ *Expert Services*
- ◆ *Extension of Time to File*
- ◆ *Extension of Time to File Response/Reply*
- ◆ *Extension of Time to Indict*
- ◆ *File Amicus Brief*
- ◆ *File Excess Pages*
- ◆ *Forfeiture of Property*
- ◆ *Guidelines Determination*
- ◆ *In Limine*
- ◆ *Issuance of Warrant in rem*
- ◆ *Joinder in Existing Motion*
- ◆ *Joint Trial*
- ◆ *Judgment NOV*
- ◆ *Judgment of Acquittal*
- ◆ *Leave to Appeal*
- ◆ *Leave to File Document*
- ◆ *Miscellaneous Relief*
- ◆ *Modify Conditions of Pretrial Release*
- ◆ *Modify Conditions of Probation/Supervised Release*
- ◆ *New Trial*
- ◆ *Produce*
- ◆ *Protective Order*
- ◆ *Psychiatric Exam*
- ◆ *Quash*
- ◆ *Quash Indictment/Information*
- ◆ *Reconsideration*
- ◆ *Recusal*
- ◆ *Reduce Sentence*
- ◆ *Release from Custody*
- ◆ *Release of Bond Obligation*
- ◆ *Release of Funds*
- ◆ *Remand*
- ◆ *Return of Property*
- ◆ *Return of Surety*
- ◆ *Revocation of Detention Order*
- ◆ *Revoke*
- ◆ *Sanctions*
- ◆ *Seal*
- ◆ *Set Aside Forfeiture*
- ◆ *Set Aside Judgment*

- ◆ *Set Aside Sentence*
- ◆ *Set Aside Verdict*
- ◆ *Sever*
- ◆ *Stay*
- ◆ *Strike*
- ◆ *Supplement Record*
- ◆ *Suppress*
- ◆ *Transcript*
- ◆ *Travel*
- ◆ *Unseal*
- ◆ *Vacate*
- ◆ *Vacate (2255)*
- ◆ *Warrant*
- ◆ *Warrant for Arrest of Property*
- ◆ *Withdraw Document*
- ◆ *Withdraw Plea of Guilty*
- ◆ *Withdraw Plea of Nolo Contendere*
- ◆ *Withdrawal of Attorney*

• ***RESPONSES, REPLIES AND SUPPLEMENTAL BRIEFS***

- ◆ *Brief in Support of Motion*
- ◆ *Brief in Support of Response*
- ◆ *Reply to Response*
- ◆ *Response to Motion*
- ◆ *Supplemental Brief*

Applications, Petitions, Requests and Related Filings

• ***APPLICATIONS/PETITIONS/REQUESTS***

- ◆ *Application (other)*
- ◆ *Petition (other)*
- ◆ *Request (other)*

• ***APPLICATION/PETITION/REQUEST RESPONSES AND REPLIES***

- ◆ *Reply to Response to Petition/Request*
- ◆ *Response to Petition/Request*

OTHER FILINGS

- **WAIVERS**

- ◆ *Waiver (Other)*
- ◆ *Waiver of Conflict of Interest*
- ◆ *Waiver of Indictment*
- ◆ *Waiver of Interstate Agreement on Detainers*
- ◆ *Waiver of Minimum Time to Trial*
- ◆ *Waiver of Preliminary Examination or Hearing*
- ◆ *Waiver of Presence at Arraignment*
- ◆ *Waiver of Rule 40 Hearing*
- ◆ *Waiver of Speedy Trial*
- ◆ *Waiver of Trial by Jury*
- ◆ *Waiver of Venue*

- **SERVICE OF PROCESS**

- ◆ *Certificate of Service*

- **NOTICES**

- ◆ *Alibi*
- ◆ *Attorney Appearance – Defendant*
- ◆ *Change of Assistant U.S. Attorney*
- ◆ *Change of Attorney Information*
- ◆ *Discovery Notice*
- ◆ *Expert Evidence of Mental Condition*
- ◆ *Insanity Defense*
- ◆ *Intent to Offer Evidence*
- ◆ *Joinder*
- ◆ *Notice (Other)*
- ◆ *Penalty Enhancement*
- ◆ *Public Authority Defense*
- ◆ *Withdraw Motion*
- ◆ *Withdrawal of Alibi*
- ◆ *Withdrawal of Expert Evidence of Mental Condition*
- ◆ *Withdrawal of Insanity Defense*
- ◆ *Withdrawal of Public Authority Defense*

• ***TRIAL DOCUMENTS***

- ◆ *Exhibit List*
- ◆ *Proposed Jury Instructions*
- ◆ *Proposed Verdict Form*
- ◆ *Proposed Voir Dire*
- ◆ *Request for Special Findings of Fact*
- ◆ *Trial Brief*
- ◆ *Witness List*

• ***APPEAL DOCUMENTS***

- ◆ *Appeal of Magistrate Judge Decision to District Court – Criminal Case*
- ◆ *Appeal of Magistrate Judge Decision to District Court – Magistrate Judge Case*
- ◆ *Designation of Record on Appeal*
- ◆ *Notice of Appeal*
- ◆ *Transcript Order Form*

• ***OTHER DOCUMENTS***

- ◆ *Affidavit*
- ◆ *Attorney Appearance*
- ◆ *Consent to Trial Before US Magistrate Judge*
- ◆ *Objection (Free)*
- ◆ *Objection to Report and Recommendation*
- ◆ *Response (Free)*
- ◆ *Response to Order to Show Cause*
- ◆ *Sentencing Memorandum*
- ◆ *Statement of Disclosure of Corporate Affiliations*
- ◆ *Stipulation*