

# ELECTRONIC CASE FILES



## User Manual

**DISTRICT OF MAINE**

(updated 04/26/2022)

Latest version available at <http://www.med.uscourts.gov/user-manual>

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## PREFACE

All documents submitted for filing in civil and criminal cases, **regardless of the case commencement date**, except those documents specifically exempted in subsection (g) of these procedures, shall be filed electronically using the Electronic Case Filing System (ECF).

The Clerk's Office will not maintain a paper court file in any civil or criminal case commenced after January 1, 2003, except as provided in the Administrative Procedures Governing Electronic Filing. The official court record shall be the electronic file maintained on the Court's servers together with any paper attachments and exhibits filed in accordance with those procedures.

All documents filed by electronic means must comply with technical standards, if any, established by the Judicial Conference of the United States or by this Court.

An attorney may apply to the Court for permission to file paper documents.

Counsel who have registered on the ECF system will receive an electronic notification of filing (NEF) for all filings, including filings made in cases filed prior to 2003. However, all NEFs pertaining to pre-2003 cases will not include the link to the document and counsel must remember that the service and filing of pleadings in those cases must continue to be made on paper in the traditional manner with an original signature.

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# GETTING STARTED

## Introduction

This manual provides procedures and instructions for using the Electronic Case Files (ECF) system to file documents with the Court or to view and retrieve docket sheets and documents for all civil, criminal and miscellaneous cases in the system. A Filing User should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document Files (PDF).

## Definitions

- A. “Electronic Filing” is the process of uploading a document from the registered user’s computer, using the court’s Internet-based Electronic Case Files (ECF) system to file the document in the court’s case file. The ECF system only accepts documents in a portable document format (PDF). Although there are two types of PDF documents – electronically converted PDF’s and scanned imaged, **only electronically converted PDF’s may be filed with the court using the ECF System**, unless otherwise authorized by local rule or order.
- B. “Filing User” is an individual who has a court-issued login and password to file documents electronically.
- C. “Notice of Electronic Filing” is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and electronic links (hyperlinks) to the filed document and the docket report.
- D. “PACER” (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court docket information over the Internet.
- E. “PDF” refers to Portable Document Format. There are two types of PDF documents:
  - *ELECTRONICALLY CONVERTED* PDF documents, which are created from word processing documents (MS Word, WordPerfect, etc) using Adobe Acrobat or similar software and,
  - *SCANNED IMAGE* PDF documents, which are produced using an optical scanner.

Electronically converted PDF documents are text searchable and their file size is small. Scanned image PDF documents are created from paper documents run through an optical scanner. Scanned image PDF’s are not searchable and have a large file size.

Software used to electronically convert documents to PDF which includes proprietary or advertisement information within the PDF document is prohibited.

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## Hardware and Software Requirements

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

- A personal computer running a standard platform such as Windows or Macintosh.
- Internet access.
- Microsoft Edge; Google Chrome; Mozilla Firefox; or Safari.
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF).

A scanner is helpful when filing electronically. Use a scanner ONLY if you cannot electronically prepare your documents with a word processing software package and convert them to PDF format. When scanning documents for ECF scan at a resolution of 300 pixels per inch (ppi) or higher. All documents should be scanned with a “black and white” setting.

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# REGISTRATION

Attorneys admitted in the United States District Court for the District of Maine and Pro Hac Vice counsel must register for electronic filing through their upgraded individual PACER account.

## ECF Registration

Attorneys admitted to the bar of this court, including visiting attorneys, shall register as filing users of the court's ECF system prior to filing any pleadings. Registration shall be completed by going to PACER at <https://pacer.uscourts.gov/> and selecting **Manage My Account Login**. Click the **Maintenance** tab and then select **Attorney Admission/E-File Registration**.

Remember:

- Members of the Maine Bar must click on the **E-File Registration Only** link
- Counsel admitted PHV must click on the **Pro Hac Vice** link
- Government counsel/Federal Attorney must click on the **Federal Attorney** link

**What would you like to apply/register for?**

E-File Registration Only

Pro Hac Vice

Federal Attorney

A non-prisoner who is a party to a civil action and who is not represented by an attorney may register to transmit documents electronically to the Court for filing and to receive electronic notification of filings from the ECF System. If during the course of the action the person retains an attorney who appears on the person's behalf, the Clerk's Office shall terminate the person's registration upon the attorney's appearance.

A registered user shall not allow another person to file a document using the user's login and password, except for an authorized agent of the filing user. Use of a user's login and password by a staff member shall be deemed to be the act of the registered user.

Registration constitutes consent to service of all documents by electronic means.

## PACER Fees

Access to web based documents and reports via the ECF/PACER system will generate a \$.10 per page charge with a cost ceiling of \$3.00 per document. Transcripts of court proceedings are not available for viewing via the ECF/PACER system for a period of 90 days after they are filed. Charges for court transcripts and non-case specific reports via PACER (such as reports obtained from the PACER Case Locator or docket activity reports) are not capped at 30 pages as they are for other court documents. They will accrue for the entire transcript or report.

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PACER users are not billed for accessing a written opinion document itself, but will be charged for the report or query used to identify the document.

PACER users are allowed remote access to judgments, opinions, and orders that have been marked as written opinions in Social Security appeal cases. All other documents filed in Social Security Appeal cases are remotely electronically available to counsel of record only.

The free look period for accessing documents via the Notice of Electronic Filing is fifteen days.

If you accrue \$30 or less of charges in a quarter, fees are waived for that period.

## **THE ECF SYSTEM**

### **Excerpts from the Administrative Procedures Governing ECF**

#### **ECF System Capabilities**

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

- Access the court's web page;
- View, print or download the most recent version of the ECF User Manual;
- Electronically file pleadings and documents in actual ("live") cases;
- View official docket sheets and other documents associated with cases and;
- View various reports.

#### **Electronic Filing**

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

All pleadings filed electronically shall be titled in accordance with the approved dictionary of civil or criminal events of the ECF system of this court.

#### **Service of Documents by Electronic Means**

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



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Transmission of the NEF shall constitute service of the filed document and shall be deemed to satisfy the requirements of Fed.R.Civ.P.5(b)(2)(D), Fed.R.Civ.P.77(d) and Fed.R.Crim.P.49(b).

No certificate of service is required when a document is served by filing it with the ECF system. Pleadings filed in paper or under seal in the ECF filing system must include a certificate of service that identifies the manner in which the service on each party was accomplished.

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

### **Special Filing Requirements and Exceptions**

- (1) Generally, all documents are filed electronically in civil cases, to include the following:
  - (A) Motions to file documents under seal and sealed documents;
  - (B) Ex parte motions and applications;
  - (C) Unredacted documents;
  - (D) The state court record and other Rule 5 materials in habeas corpus cases filed in 28 U.S.C. §2254 proceedings may be filed electronically or in paper; and
  - (E) Administrative records in Social Security Disability cases.
- (2) The following documents **may be filed in paper**:
  - (A) Administrative review proceeding records other than administrative records in Social Security Disability cases.
- (3) The following documents **shall be filed in paper** or via alternate electronic means such as email with the Clerk's Office. The documents will be **uploaded** into ECF (Note that sealed documents in **criminal** cases will not generate an NEF and the docket entry and documents will not be accessible):
  - (A) Motions to file documents under seal and documents filed under seal in criminal cases;
  - (B) Ex parte motions and applications filed in criminal cases;
  - (C) Pleadings and documents filed in sealed cases, both civil and criminal;
  - (D) The charging document in a criminal case, such as the complaint, indictment, or information;
  - (E) Any pleading or document in a criminal case containing the signature of a defendant, such as a waiver of indictment, or plea agreement; and
  - (F) Affidavits for search and arrest warrants.
- (4) The following restricted criminal documents shall be electronically filed by the United States Probation Office and access will be provided **ONLY** to applicable parties in criminal cases:

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- (A) Pretrial Services Reports, any Addendums and Release Status Reports;
  - (B) All versions of Presentence Reports; and
  - (c) Revocation Reports.
- (6) The following restricted criminal documents shall be electronically filed by counsel and access will be provided ONLY to applicable parties in criminal cases:
- (A) Objections to Presentence Reports; and
  - (B) Restricted Document(s) in Felony Information Cases (if not filed with the original filing paperwork), until the waive rof indictment is held, at which time it will become unrestricted.
- (7) The following restricted criminal documents are scanned by the Clerk's Office and uploaded into ECF:
- (A) Financial Declarations;
  - (B) Writs of Habeas Corpus;
  - (C) Forensic Psychiatric Evaluation Reports;
  - (D) Statements of Reasons and Findings Affecting Sentencing; and
  - (E) Revocation of Judgment Personal Identifier Attachment
- (8) The following documents **shall be filed in paper**; which **may also be scanned** into ECF by the Clerk's Office:
- (A) All handwritten pleadings; and
  - (B) All pleadings and documents filed by pro se litigants who are incarcerated or who are not registered ECF users.
- (9) The following documents must **be scanned by counsel** and filed using ECF:
- (A) Rule 4 executed service of process documents; and
  - (B) The state court record filed in 28 U.S.C. § 1446 removal proceedings.
- (10) Attachments to filings (See subsection (j))
- (11) The following documents may be received by the Clerk's Office, but are not filed, electronically or otherwise, unless ordered by the Court:
- (A) Character letters and general documents in support of sentencing (excluding Sentencing Memoranda), whose admission will be moved at the time of sentencing;
  - (B) Hearing and trial exhibits; and
  - (C) Letters in support of Downward Departure motions.
- (12) Any document or exhibit to be filed or submitted to the Court shall not be password-protected or encrypted.

## Signatures

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**Attorneys.** The user login and password required to submit documents to the ECF system shall serve as that user's signature for purposes of Fed.R.Civ.P.11 and for all other purposes under the Federal Rules of Civil Procedure and the Local Rules of this Court. All electronically filed documents must include a signature block and must set forth the attorney's name, address, telephone number and e-mail address. The name of the ECF user under whose login and password the document is submitted must be preceded by a "/s/" in the space where the signature would otherwise appear.

**Multiple Signatures.** The filer of any document requiring more than one signature (e.g., pleadings filed by visiting lawyers, stipulations, joint status reports) must list thereon all the names of other signatories, preceded by a "/s/" in the space where the signatures would otherwise appear. By submitting such a document, the filing attorney certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filing attorney has their actual authority to submit the document electronically. The filing attorney shall retain any records evidencing this concurrence for future production, if necessary, until two (2) years after the expiration of the time for filing a timely appeal. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures must file an objection to the document within ten days of the date on the Notice of Electronic Filing.

**Affidavits.** Except as provided in subsection (g)(3)(F) of the Administrative Procedures, affidavits shall be filed electronically; however, the electronically filed version must contain the typed name of the signatory, preceded by a "/s/" in the space where the signature would otherwise appear indicating that the paper document bears an original signature. The filing attorney shall retain the original for future production, if necessary, for two (2) years after the expiration of the time for filing a timely appeal.

## **Deadlines**

Filing documents electronically does not in any way alter any filing deadlines. All electronic transmissions of documents must be completed prior to midnight, Eastern Time, in order to be considered timely filed that day. Where a specific time of day deadline is set by Court order or stipulation, the electronic filing must be completed by that time.

## **Proposed and Text-Only Orders**

Proposed orders shall not be filed unless requested by the Court. When requested by the Court, proposed orders shall be filed by e-mail in word processing format

A judge, or any authorized member of the court staff, may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue; the text-only entry shall constitute the court's only order on the matter and counsel will receive a system generated NEF.

## **Documents Filed in Error**

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document type from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction telephone the [Help Desk](#) as soon as the error is discovered. You will need to provide the case and document number for the document requiring correction.

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If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change a misfiled document or incorrect docket entry after the transaction has been accepted. The Court does not generally **remove** any incorrectly filed document.

### **Technical Failures**

A filing user whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court.

The initial point of contact for any Filing User experiencing technical difficulty filing a document electronically shall be the court's ECF Help Desk at the numbers listed in this manual.

A technical failure of the Court's ECF system is deemed to have occurred when the Court's ECF site cannot accept filings continuously or intermittently over the course of any period of time greater than one hour. Known system outages will be posted on the Court's website along with guidance on how to proceed, if applicable.

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## Public Access

The public may review at the Clerk's Office all filings that have not been sealed. Except for social security cases, the public may access civil filings made after January 1, 2003 and criminal filings made after November 1, 2004 in ECF at the court's Internet site ([www.med.uscourts.gov](http://www.med.uscourts.gov)) by obtaining a PACER login and password.

Effective December 1, 2007, PACER users will be allowed access to judgments, opinions, and orders that have been marked as written opinions in Social Security appeal cases.

## Privacy

In compliance with the policy of the Judicial Conference of the United States and in order to address the privacy concerns created by Internet access to court documents, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court:

- 1) Minors' names: Use of the minors' initials only;
- 2) Social security numbers: Use of the last four numbers only;
- 3) Dates of birth: Use of the year of birth only;
- 4) Financial account numbers: Identify the type of account and the financial institution, but use only the last four numbers of the account number; and
- 5) Home addresses: Use the city and state in **criminal** cases only.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal, which shall be retained as part of the record, or, may file a reference list under seal. The reference list shall contain the complete personal data identifiers and the redacted identifiers used in their place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be amended as of right. It shall be retained by the court as part of the record.

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

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The redaction requirement does not apply to the following:

- (1) A financial account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding in **civil** cases;
- (2) A financial account number or real property address that identifies the property allegedly subject to forfeiture in a forfeiture proceeding in **criminal** cases;
- (3) The record of an administrative or agency proceeding;
- (4) The official record of a state court proceeding;
- (5) The record of a court or tribunal, if that record was not subject to the redaction requirement when originally filed;
- (6) A filing covered by Rule 5.2(c) or (d);
- (7) A pro se filing in an action brought under 28 U.S.C. Sections 2241, 2254, or 2255;
- (8) A criminal filing made under Rule 49.1(d);
- (9) A court filing that is related to a criminal matter or investigation and that is prepared before the filing of a criminal charge or is not filed as part of any docketed criminal case;
- (10) An arrest or search warrant; and
- (11) A charging document and an affidavit filed in support of any charging document.

### **Third-Party Services and Access to Information in CM/ECF**

Individuals with CM/ECF filing rights via PACER should protect their account credentials and avoid sharing them with third-party vendors such as DocketBird, RECAP and PACER Pro to name a few. The District of Maine strongly urges the following:

- (1) Do NOT share PACER account credentials with third parties; and
- (2) Do NOT add third-party service providers as recipients for secondary email concerning Notices of Electronic Filing or Notices of Docket Activity.

Individuals who have been granted an exemption from PACER fees (such as CJA counsel) should NOT share documents they retrieve from PACER with third-party service providers.

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## Transcripts

Proceedings of this Court\*: A transcript of a proceeding of this court shall be filed electronically using ECF.

(1) Proceedings of this Court

- a. A transcript of a proceeding of this court shall be filed electronically using ECF. The transcript shall be available at the Clerk's Office, for inspection only, for a period of 90 days after it is filed. During this 90 day period, a copy of the transcript may be obtained from the court reporter or transcriber at the rate established by the Judicial Conference. The transcript will be available at the public terminal at the Courthouse and remotely electronically available to any attorneys of record who have purchased a copy from the court reporter or transcriber.
- b. In compliance with the policy of the Judicial Conference of the United States and to address privacy concerns:
  - i. Parties must file a Notice of Intent to Redact within seven (7) calendar days of the filing of the official court transcript;
  - ii. If redaction is requested, parties must submit to the court reporter a Redaction Request within 21 days from the filing of the official court transcript;
  - iii. Parties must move the court for any additional redactions beyond those identified in section (i) above;
  - iv. Any redacted transcript shall be filed electronically using ECF within 31 days from the filing of the official court transcript;
  - v. After the 90-day inspection-only period has ended, the original transcript, or redacted transcript, if so filed, will be publicly available through PACER.
- c. The Judicial Conference of the United States Policy on Privacy and Public Access to Electronic Case Files states that documents in **criminal** cases containing identifying information about jurors or potential jurors shall not be included in the public case file and shall not be made available to the public at the courthouse or via remote electronic access. Transcripts of proceedings may become public record; therefore, counsel are advised to use juror numbers instead of juror names during court hearings.

\*Note: While transcripts of court proceedings are filed via ECF, they are not available for viewing via the ECF/PACER system for a period of 90 days after they are filed.

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## PORTABLE DOCUMENT FORMAT (PDF)

**Only electronically converted PDF** (Portable Document Format) **documents** may be filed with the court using the ECF system, unless otherwise specified by Local Rule or Order. Users must therefore install a PDF reader, such as Adobe's Acrobat Reader, if they wish to view documents via the Court's electronic systems. Users must install a PDF converter, such as Adobe Acrobat, if they wish to file documents via the ECF system. Before sending the document to the court, users should review the PDF formatted document to ensure that it appears in its entirety and in the proper format.

There are two types of PDF documents – electronically converted PDF documents and scanned image PDF documents.

**Electronically converted PDF documents** are created from word processing documents (MS Word, WordPerfect, etc) using Adobe Acrobat or similar software. They are text searchable and their file size is small.

**Scanned image PDF documents** are created from paper documents run through an optical scanner. Scanned image PDF's are not searchable and have a large file size.

**Note:** No PDF document filed via the ECF system shall exceed 20 MB in size.



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## HELP DESK

The Court's Help Desk will be available Monday through Friday, if you need assistance using ECF.

**Help Desk:            Bangor 1-207-945-0575 ext. 1 or 1-866-820-5315 ext. 1 (toll free)**

**Help Desk:            Portland 1-207-780-3356 ext. 1 or 1-866-540-3017 ext. 1 (toll free)**

**or**

**E-mail --    [ecfhelp@med.uscourts.gov](mailto:ecfhelp@med.uscourts.gov)**

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# A STEP-BY-STEP GUIDE

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you make use of the Court's training materials posted on the website before trying to actually file a document.

## User Interactions

There are three general types of user interactions employed in ECF:

- Entering information in data fields;
- Using command buttons to direct system activities; and
- Clicking on hyperlinks.

## Conventions used in this Manual:

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

## How to Access the System

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

**<https://ecf.med.uscourts.gov>**

Alternatively, you may go to the District of Maine's Web site at <http://www.med.uscourts.gov> and click on the **E-Filing (CM/ECF)** hyperlink.

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## Logging In

The screen below is the **Login** screen.

Public Access To Court Electronic Records

MENU

# Login

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

**➔ Maine District Court Login**  
**\* Required Information**

Username \*

Password \*

Client Code

Login Clear

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

Enter your PACER Login and Password in the appropriate data entry fields.

**Note:** Use your **PACER** login and password. If you do not remember your PACER login and password, contact PACER at 800-676-6856.


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## Select the Appropriate ECF Feature on the Menu Bar

The screen below is the **Main Menu** screen.

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CM/ECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Help](#) [Log Out](#)



**U.S. District Court  
District of Maine (TEST)  
Official Court Electronic Document Filing System**

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This is a restricted government website for official court business only. All activities of CM/ECF subscribers or users of this system purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

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**NEXTGEN NOTICE:**

The court has completed its installation of NextGen CM/ECF.  
Click [here](#) for more information.

You must link your upgraded PACER account to your Maine District CM/ECF account.  
Click [here](#) for instructions on how to link your accounts.

[Link my CM/ECF account to my PACER account.](#)

\*\*\*PLEASE NOTE: You will NOT be able to file in NextGen until your CM/ECF account is linked to your upgraded, individual PACER account.

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**If you have any questions or problems using CM/ECF-DC V10.5.2, please call our Help Desk at  
(207) 780-3356 (Portland) or (207) 945-0575 (Bangor)  
beginning Monday, December 9, 2019 at 8:30 AM.**

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

- Civil** - Select **Civil** to electronically file pleadings and other documents in civil or miscellaneous cases. Be sure to select case type “cv” for civil filings and “mc” for miscellaneous filings.
  
- Criminal** - Select **Criminal** to electronically file pleadings and other documents in criminal or magistrate cases. Be sure to select case type “cr” for criminal filings, “mj” for magistrate filings, and “po” for petty offense filings.
  
- Query** - Select **Query** to obtain information by specific case number, party name, or nature of suit.
  
- Reports** - Select **Reports** to retrieve docket sheets and cases-filed reports, as well as a listing of civil and criminal events. You may be subject to **PACER** fees to view certain ECF reports.
  
- Utilities** - Select **Utilities** to maintain the secondary email recipients in your account.
  
- Search** - Select **Search** to search for a CM/ECF menu or event. Only letters and numbers may be searched. Note: The “Search” feature is not available to PACER users.
  
- Help** - Select **Help** for a description of these menu items
  
- Logout** - Select **Logout** to exit from ECF and prevent any further filing with your password until the next time you log in.

---

## General Rules

### Manipulating the Screens

Each screen has the following two buttons:  and

The  button clears all characters entered in the box(es) on that screen.

The  or Submit button accept the entry just made and displays the next entry screen, if any.

### Correcting a Mistake:



Use the **[Back]** button on the Netscape or Internet Explorer toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the Court, only the Court can make changes or corrections.

---

## Filing a Case Opening Document in a Civil Action

Civil case opening documents, such as a complaint, petition, or notice of removal, together with a summons and civil cover sheet, shall be filed by e-mail in PDF so that the documents can be added to ECF. Note: no individual PDF document shall exceed 20 MB in size.

The body of the e-mail must contain:

- The name, e-mail address and telephone number of the filer (i.e. attorney);
- The name of the filing party;
- The type of document(s) being filed (i.e. complaint); and
- The number of documents sent with the e-mail.
- Method of payment (pay.gov or check)



From...

To... newcases.bangor@med.uscourts.gov

Cc...

Bcc...

Subject: Case Opening Documents

Attach... civil cover sheet.pdf (271 KB); complaint.pdf (5 KB); summons.pdf (33 KB) Attachment Options...

Filer: Test Lawyer, Esq.  
123 Main Street  
Somewhere, ME 00000  
207-XXX-XXXX  
[testlawyer@emailaddress.com](mailto:testlawyer@emailaddress.com)

Documents being filed: Civil Cover Sheet, Complaint, and Summons

Number of Documents attached: 3

Payment Method: Pay.gov

Case opening documents should be emailed to [MaineECFIntake@med.uscourts.gov](mailto:MaineECFIntake@med.uscourts.gov)

The District of Maine has a 20 megabyte (MB) limit for all messages that its email server can receive. This means that you must limit the size of attachments so that the entire email message does not exceed 20 MB in size (*Please remember that no individual PDF document may exceed 20 MB in size*). Exceeding this limit will result in delivery failure. In the event that the cumulative size of email attachments in a single email message exceeds 10 MB, consider sending the attachments over the course of several email. A party may not electronically serve a complaint but shall effect service in the manner in accordance with Fed.R.Civ.P.4.

## Summons

---

The following describes the summons process in ECF.

1. The filing user must obtain a summons form from the Court's website.
2. The filing user will fill in the appropriate information on the summons form and e-mail it in PDF.
3. The Clerk's Office will imprint the seal of the court and the Clerk's signature on the summons and issue the summons electronically to counsel.
4. A party may not electronically serve a civil complaint but shall print the embossed summons and effect service in the manner in accordance with Fed.R.Civ.P.4.

Note: The Summons process described above is valid for all Summonses, even those submitted after the complaint or other initiating document.



---

## Paying the Filing Fee

Once a new civil case is opened by the Clerk's Office, counsel will receive notice via a notice of electronic filing (NEF) that the filing fee must be paid. There are two ways that filing fees may be paid – online via Pay.gov or by check.

Payment by check must be received within 48 hours of filing.

The Clerk's Office encourages you to use the Pay.gov method of payment.

The following describes the process for paying the filing fee via Pay.gov:

1. Counsel receives electronic notice that the case has been opened by the Clerk's office.
2. Counsel logs into the ECF system and makes an electronic filing called "Case Opening Filing Fee Paid" (which is found under the Complaints and Other Initiating Documents category).
3. On the "select filer" screen, select the "filer" of the case opening document and click next. On the "**filing against**" screen, select the opposing party(s).
4. At the "Online Payment" screens, complete required fields.

The screenshot shows a web browser window titled "Online Payment". The page content includes a "Return to your originating application" link, a progress indicator "1 | 2", and the heading "Step 1: Enter Payment Information". Below this, it says "Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk \*". The form fields are: Account Holder Name (TEST LAWYER \*), Payment Amount (\$350.00), Billing Address (156 FEDERAL STREET \*), Billing Address 2, City, State / Province (dropdown), Zip / Postal Code (04101), Country (United States \*), Card Type (dropdown \*), Card Number (with a note: "(Card number value should not contain spaces or dashes)"), Security Code (with a link: "Help finding your security code"), and Expiration Date (dropdowns \*). At the bottom, there is a note: "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process." and two buttons: "Continue with Plastic Card Payment" and "Cancel". A yellow note at the bottom of the form reads: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

5. Upon completion of the credit card transaction screens, click "next" until receiving the confirmation Notification of Electronic Filing.

Note: The filing fees for Appeals may be paid using the Pay.gov process at the time the Notice of Appeal is electronically filed.

---

## Filing Documents in ECF

After logging in, there are eleven basic steps involved in e-filing a document:

Select the Case Type from the blue menu bar at the top of your screen (Civil or Criminal).

Select the type of document to file (e.g. motion, etc.).

Enter the Case Number in which the document is to be filed.

Select the Defendant (in criminal filings only)

Select the parties for whom the pleading or document is being filed.

Select the PDF document to be filed.

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

Modify docket text as necessary.

Submit the document to ECF.

Retain Notification of Electronic Filing (NEF).

Mail paper copies of pleading to any non-registered party.

**For purposes of describing the Electronic Filing process and the ECF screens, this section of the User Manual describes the process for filing a Civil Motion in ECF.**

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

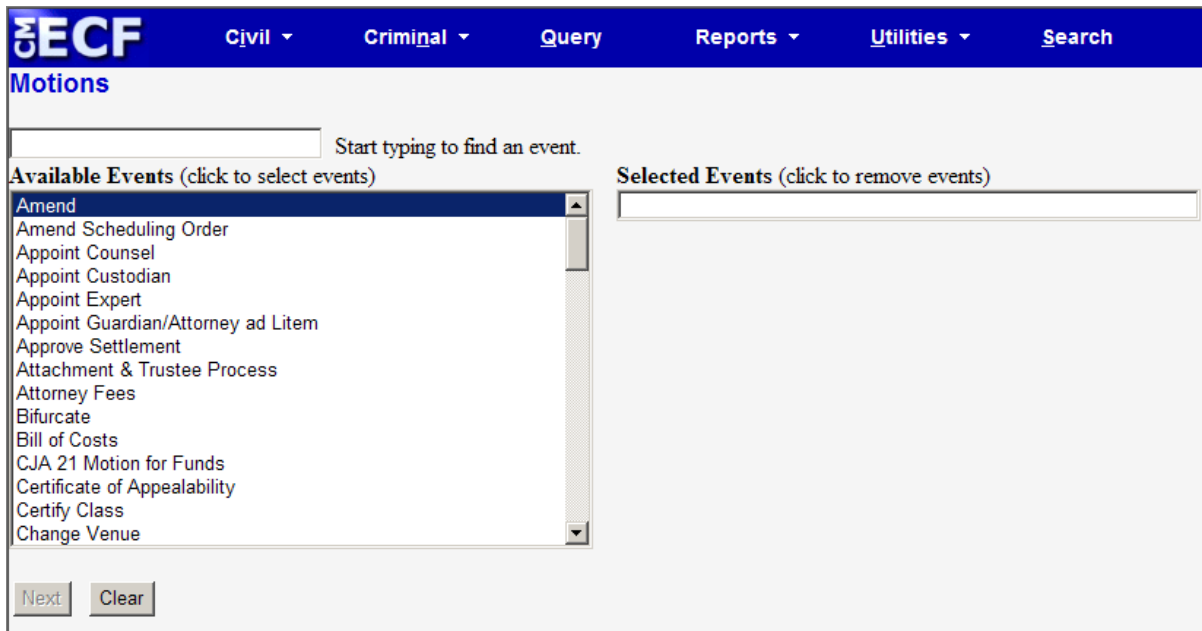


## 1. Select the Case Type

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

## 2. Select the Type of Document to File.

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



The **Motions** screen appears and displays an Available Events field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file. If the type of motion you are filing is not listed, you may select **Miscellaneous Relief** and text in the type of motion.

**Note:** To select more than one relief within a motion, click on each relief from the Available Events list.

For demonstration purposes, highlight **Preliminary Injunction** and click on **[Next]**.

Start typing to find another event.

**Available Events** (click to select events)

- Oral Argument/Hearing
- Order
- Partial Summary Judgment
- Pen Register and/or Trap and Trace Device
- Permanent Injunction
- Petition on Supervised Release
- Preliminary Injunction**
- Proceed In Forma Pauperis
- Protection from Trial
- Quash
- Reconsideration
- Recusal
- Redaction of Electronic Transcript
- Remand to Agency
- Remand to Bankruptcy Court

**Selected Events** (click to remove events)

- Preliminary Injunction

Next Clear

**Note:** A Filing User who wishes to file a document other than a motion or application should make the appropriate selection from the Civil Events menu. The process for other filings is very similar to what has been described in this manual for filing a motion.

### 3. Enter the Case Number in which the Document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion.

If the number is entered incorrectly, click the [Clear] button to re-enter the case number, then click the [Next] button.

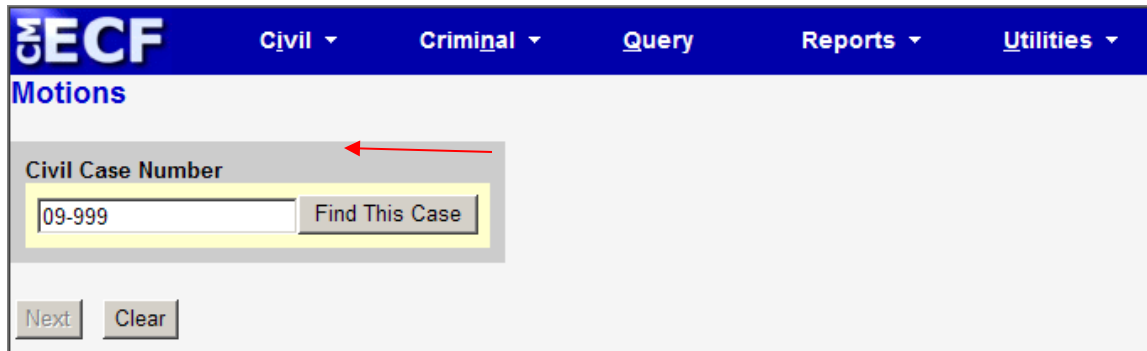
The case number can be entered in two different formats.

- a) If the entire case number is known it may be entered in the format <office>:<case year>-<case type>-<case number> (i.e. 1:03-cv-33) where:

Office =           1: Bangor cases  
                      2: Portland cases

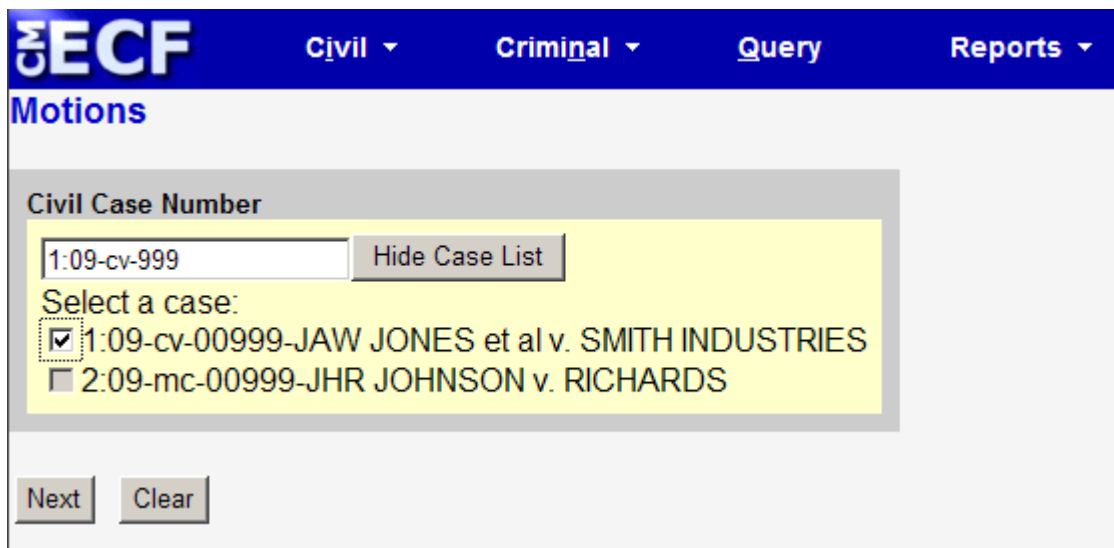
Case Type =       cv-civil cases  
                      mc-miscellaneous cases  
                      md-multi-district litigation cases  
                      cr-criminal cases  
                      mj-magistrate cases  
                      po-petty offense cases

- b) Enter the case year–case number (i.e. 03-33). To find the appropriate case, click on “Find this Case”.



The screenshot shows the CM/ECF Motions search interface. At the top, there is a navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the word "Motions" is displayed. The main search area is titled "Civil Case Number" and contains a text input field with the value "09-999" and a "Find This Case" button. A red arrow points to the input field. Below the search area, there are "Next" and "Clear" buttons.

- c) The system may identify more than one case with that number. Select the appropriate case by clicking on the box next to the case number.



The screenshot shows the CM/ECF Motions search interface with search results. The navigation bar and "Motions" header are the same as in the previous screenshot. The "Civil Case Number" field now contains "1:09-cv-999" and the "Hide Case List" button is highlighted. Below the search area, there is a section titled "Select a case:" with two cases listed, each with a checkbox: "1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES" (checked) and "2:09-mc-00999-JHR JOHNSON v. RICHARDS" (unchecked). Below the list, there are "Next" and "Clear" buttons.

If the computer prompts that you entered an invalid case number, click on the **[Back]** button to re-enter.

---

#### 4. Select the Defendant (in criminal cases only).

**Very Important:** If there is more than one defendant in the case, the system will display a Select Case screen. Select case for the defendant for whom the motion applies. The Defendant for whom the motion applies may not necessarily be the same as the filer of the motion. For example, in a multi-defendant case, the Government may file a motion for a psychiatric examination as to one of the defendants.



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and dropdown menus for Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar is the "Motions" section. A yellow highlighted box contains the "Criminal Case Number" field with the value "1:03-cr-30-2" and a "Hide Case List" button. Below this is the "Select a case:" section with a list of cases and checkboxes. A red arrow points to the checkbox for "1:03-cr-00030-gzs-2 SPONGE BOB SQUAREPANTS", which is checked. Below the list are "Next" and "Clear" buttons.

Click **[Next]**

## 5. Select the Party(s) for whom the Document is being Filed.

The screenshot shows the ECF system interface. At the top is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. Below this is the 'Motions' section for case '1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES'. The document type is 'STANDARD'. A 'Pick Filer' button is present. Below it, a tree view shows the case structure: '1:09-cv-999' with sub-items 'JOHN JONES pla', 'SUSAN JONES pla', and 'SMITH INDUSTRIES dft'. Each plaintiff has an 'Attorney' sub-item with 'TEST LAWYER'. A 'Select the Party' box is open, showing a list of parties: 'JONES, JOHN [pla]', 'JONES, SUSAN [pla]', and 'SMITH INDUSTRIES [dft]'. The 'JONES, JOHN [pla]' and 'JONES, SUSAN [pla]' items are highlighted. Below the list are 'Next', 'Clear', and 'New Filer' buttons.

Highlight in the “Select the Party” box, the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

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

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

## 6. Select the PDF document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Each document that you intend to file **MUST** be in **PDF** format with a **.PDF** extension. Otherwise, ECF will not accept the document.

Motions  
1:09-cv-00999-JAW JONES et al  
v. SMITH INDUSTRIES

STANDARD

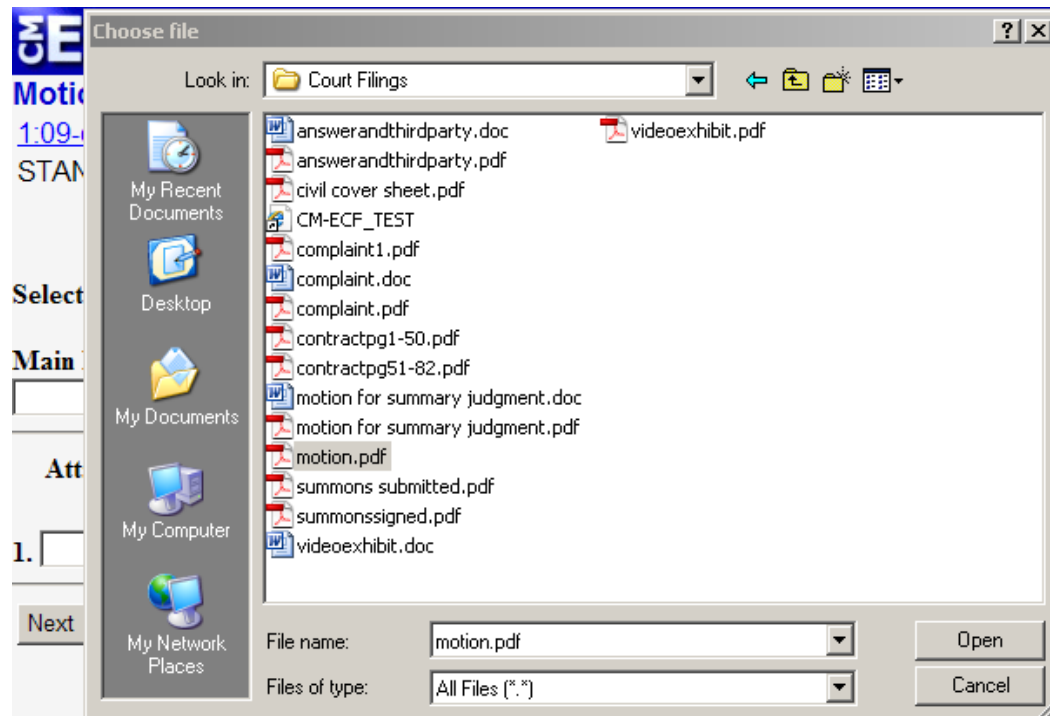
Date document filed (mandatory)  
3/29/2013

**NOTICE: A clear and concise description of the attachment MUST be entered for each attachment added.**  
Ex 1: Exh 1-Affidavit of John Doe  
Ex 2: Transcript of 4/1/10 Hrg (pp 36-45)  
Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
<input type="button" value="Browse..."/>		

Click on the **[Browse]** button.



Change the **Files of type** from:





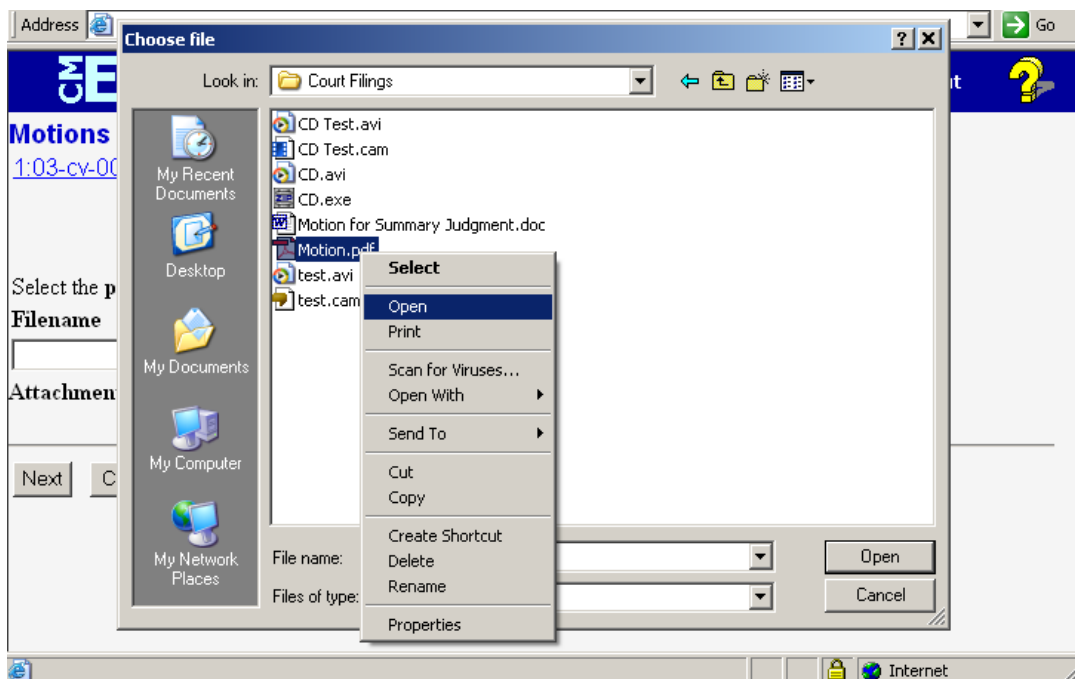
to:

Files of type:

Navigate to the appropriate directory and file name to select the PDF document you wish to file.

Highlight the file to upload to ECF.

**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **Chose file** screen and inserts the PDF file name and location in the **Motions** screen.

**NOTICE: A clear and concise description of the attachment MUST be entered added.**

**Ex 1: Exh 1-Affidavit of John Doe**  
**Ex 2: Transcript of 4/1/10 Hrg (pp 36-45)**  
**Select the pdf document and any attachments.**

**Main Document**

Z:\Docs\ECF\_Training\_Materials\Court Fil

Attachments	Category	Description
1. <input type="text" value="Browse..."/>	<input type="text"/>	<input type="text"/>

If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 7, “**Modify the docket text as necessary**”, to proceed with your filing.

If you have Attachments to your motion, you will move to the “Attachments” section of the screen depicted above. Click on **[Browse]** and proceed to upload your attachments. When all your attachments have been uploaded, click **[Next]** to continue.

### Adding Attachments to Filings

**Motions**  
1:09-cv-00999-JAW JONES et al  
v. SMITH INDUSTRIES

STANDARD

Date document filed (mandatory)  
3/29/2013

**NOTICE: A clear and concise description of the attachment MUST be entered for e added.**

Ex 1: Exh 1-Affidavit of John Doe  
Ex 2: Transcript of 4/1/10 Hrg (pp 36-45)  
Select the pdf document and any attachments.

**Main Document**  
Z:\Docs\ECF\_Training\_Materials\Court Fil

Attachments	Category	Description
1. Z:\Docs\ECF_Training_Materials\Court Fil <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>
2. <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

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

Counsel must describe the attachment fully by clicking in the **Description** box and typing a clear and concise description of the attachment, as shown above.

Notice that as you add an attachment, a second attachment line appears on the screen. Additional lines will appear as needed until you have completed all your attachments

Repeat the sequence for each additional attachment.

After adding all of the desired PDF documents as attachments, click on **[Next]**.

**Motions**[1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES](#)

STANDARD

*Motion for Preliminary Injunction***Response Deadline**

Date 12/9/2009

Note: ECF creates and displays the response deadline in this window. This deadline cannot be changed by filing users.

---

## 7. Attachments and Exhibits

A filing user shall submit, in electronic format, all documents referenced as exhibits or attachments to filings as outlined below, unless otherwise ordered by the court.

Each referenced exhibit must be labeled with a proper exhibit marking, filed as a separate attachment, and fully described as shown on page 33.

A filing user must submit as attachments and non-trial exhibits only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Users who file excerpts of documents do so without prejudice to their right to timely file additional excerpts or the complete document, as may be allowed by the court. Responding parties may timely file additional excerpts or the complete document that they believe are directly germane.

Note: Filers <b>must not</b> attach as an exhibit any pleading or other paper already on file with the Court, but shall merely refer to that document.
--

Attachments and exhibits must be filed according to the following guidelines.

<b>IF THE ATTACHMENT OR EXHIBIT IS</b>	<b>THEN IT MUST BE</b>
A PDF document less than 20 MB in size	Filed electronically via ECF
A PDF document more than 20 MB in size	Divided into multiple, 20 MB PDF documents and filed via ECF
Non-scanned exhibits (e.g. videotapes and demonstratives)	Filed with the Clerk's Office with a Notice of Filing made in ECF (see page 36 of the User Manual)
Trial exhibits	Filed in paper form

Excerpts of deposition transcripts in support of or in opposition to a motion shall be filed electronically using ECF, unless otherwise permitted by the Court.

<b>Note: A scanning resolution of 300 pixels per inch (ppi) or higher is recommended.</b>
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When there are 50 or fewer attachments to a pleading, the attachments must be filed electronically via ECF.

When there are more than 50 attachments, the attachments must be filed in one of the following ways:

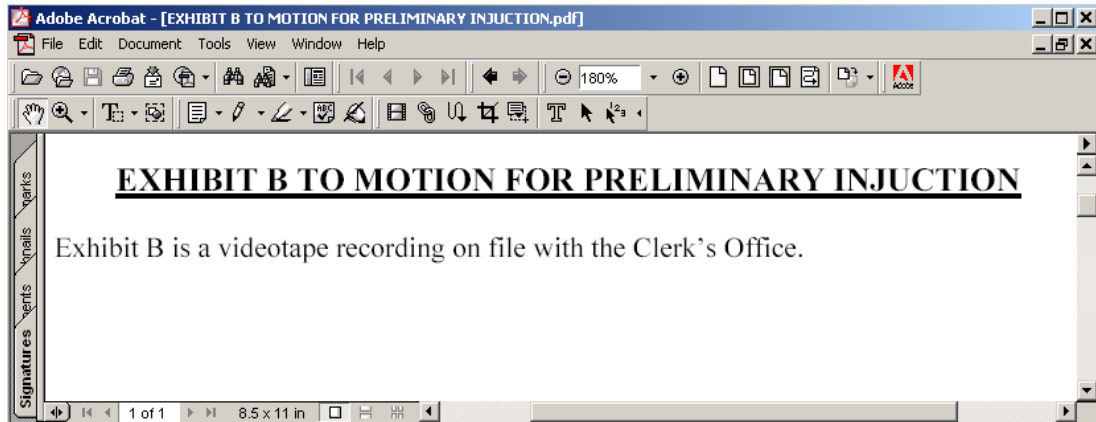
- Filed via ECF as attachments to the pleading,
- Filed via ECF using the Additional Attachments option,
- Filed on paper with the Clerk's Office or,
- Filed on either a properly labeled compact disk (CD) or digital video disk (DVD).

Note: attachments filed on paper or on disk must contain a comprehensive index that clearly describes each attachment.

### Non-scanned Exhibits

All attachments and exhibits that are referenced in a document and are filed with the Clerk's Office (i.e. video tapes, demonstratives, pre-trial hearing exhibits, large documents, etc.) must have notice of their filing recorded in ECF.

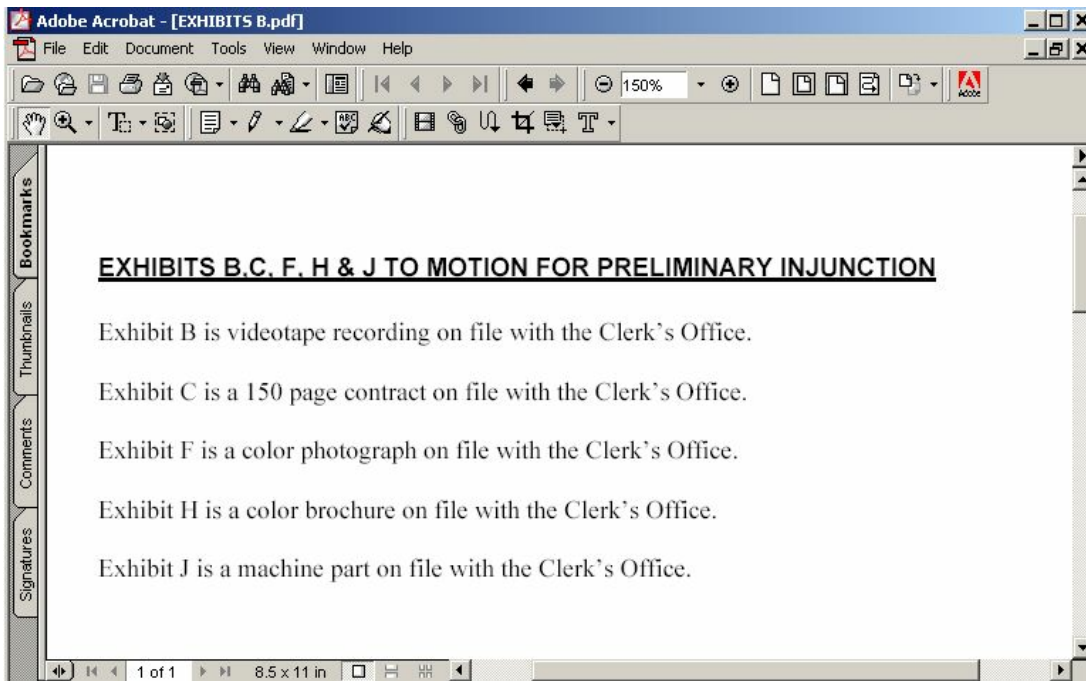
The filer must create a descriptor PDF document that contains the name and a description of the attachment/exhibit (see below).



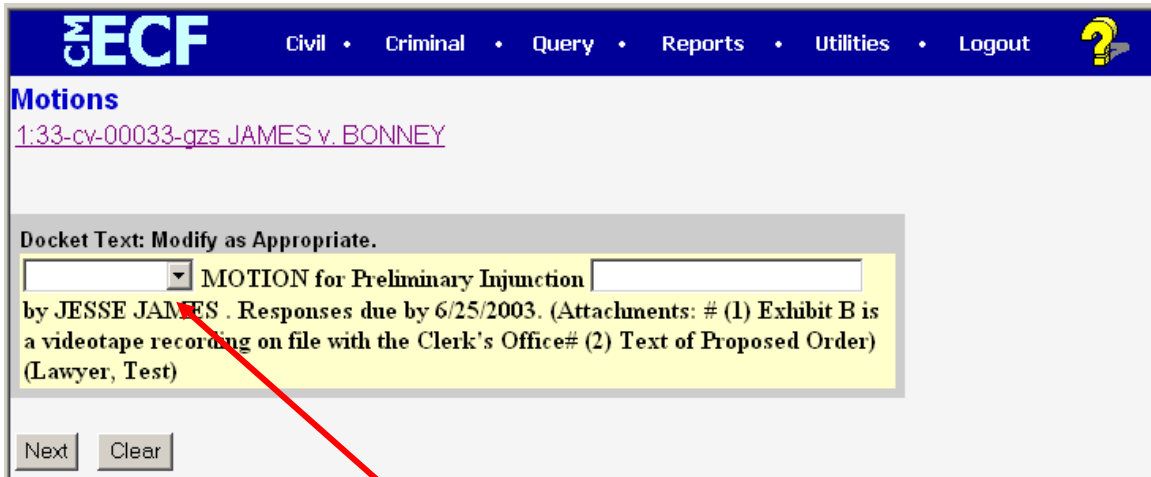
---

During the filing of the referencing document, upload the descriptor PDF document.

If you have multiple exhibits, which will not be filed via ECF, you may include them all in a single descriptor PDF document.

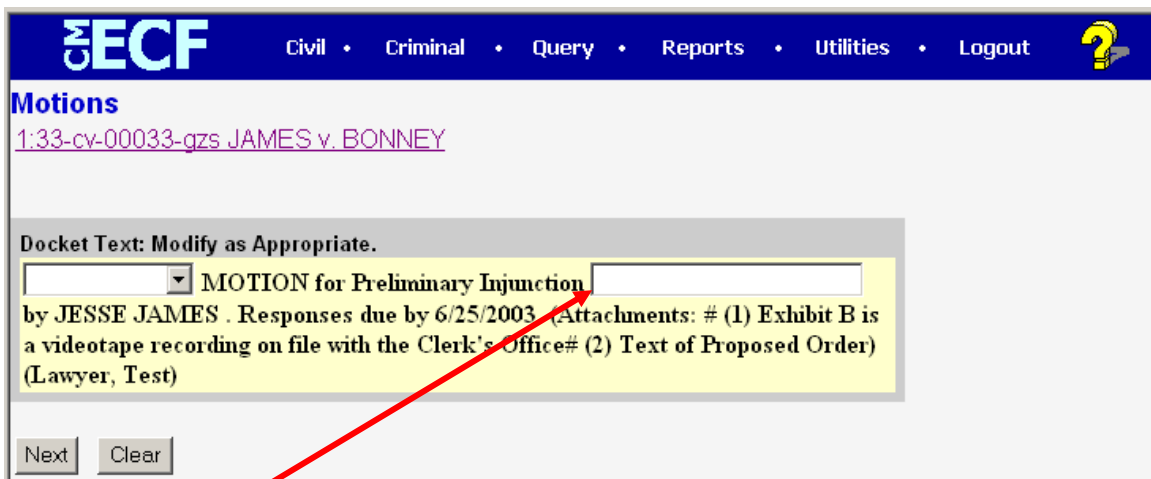


## 8. Modify Docket Text as Necessary.



The screenshot shows the CM/ECF interface for Motions. The header includes the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The page title is "Motions" and the case number is "1:33-cv-00033-gzs JAMES v. BONNEY". The docket entry is highlighted in yellow and reads: "Docket Text: Modify as Appropriate." followed by a dropdown menu, "MOTION for Preliminary Injunction", another dropdown menu, and the text "by JESSE JAMES. Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order) (Lawyer, Test)". A red arrow points to the first dropdown menu. Below the docket entry are "Next" and "Clear" buttons.

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.



This screenshot is identical to the one above, showing the same docket entry and interface elements. A red arrow points to the text area of the docket entry, specifically to the phrase "a videotape recording on file with the Clerk's Office".

If necessary, click in the open text area to type additional text for the description of the pleading.

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## 9. Submit the Document

Click on the **[Next]** button. A new **Motions** window, the final approval screen, appears with the complete text for the docket entry.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **Back** button on the browser toolbar to find the screen you wish to modify.

The screenshot shows the ECF interface with a blue navigation bar containing 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Search'. Below the bar, the page title is 'Motions' and the docket entry is '1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES STANDARD'. A grey box highlights the docket text: 'Docket Text: Final Text' and 'MOTION for Preliminary Injunction by JOHN JONES, SUSAN JONES Responses due by 12/9/2009. (Attachments: # (1) Exhibit A - video deposition)(Lawyer, Test)'. Below this, a red 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. Have you redacted?'. Underneath, the source document paths are listed: 'Source Document Path (for confirmation only): Z:\Docs\CMECF\ECF\_Training\_Materials\Court Filings\motion.pdf pages: 1' and 'Z:\Docs\CMECF\ECF\_Training\_Materials\Court Filings\videoexhibit.pdf pages: 1'. At the bottom, there are 'Next' and 'Clear' buttons.

If the text is correct, click on the **[Next]** button to file the document.

**Note:** The screen depicted above contains the following warning.

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

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

- (a) clicking on any hyperlink on the ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected, or
- (b) clicking on the Web Browser **[Back]** button until *you return to the desired screen*.



## 10. Retain Notification of Electronic Filing (NEF).

After a pleading is electronically filed, ECF will electronically transmit the **Notice of Electronic Filing** to the filing user and users of record who have registered as ECF Filing Users.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES". The court is identified as "U.S. District Court, District of Maine".

**Notice of Electronic Filing**

The following transaction was entered by Lawyer, Test on 11/18/2009 at 3:40 PM EST and filed on 11/18/2009

**Case Name:** JONES et al v. SMITH INDUSTRIES  
**Case Number:** [1:09-cv-00999-JAW](#)  
**Filer:** SUSAN JONES  
JOHN JONES

**Document Number:** [2](#)

**Docket Text:**  
[MOTION for Preliminary Injunction by JOHN JONES, SUSAN JONES Responses due by 12/9/2009. \(Attachments: # \(1\) Exhibit A - video deposition\)\(Lawyer, Test\)](#)

1:09-cv-00999-JAW Notice has been electronically mailed to:

TEST LAWYER [cmecfnf@med.uscourts.gov](mailto:cmecfnf@med.uscourts.gov)  
Test Lawyer [cmecfnf@med.uscourts.gov](mailto:cmecfnf@med.uscourts.gov)

1:09-cv-00999-JAW Notice has been delivered by other means to:

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1025705658 [Date=11/18/2009] [FileNumber=84504-0] [db42847bc60be6026db16c9faf34d9362ecb822f5d8b54f99c0a0095c55dd0985e2ecda13b930ccec8bfd5df5eee220e2bb0ffb7f08fb76a32dd4019b55c30df]]

**Document description:** Exhibit A - video deposition  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1025705658 [Date=11/18/2009] [FileNumber=84504-1] [1c90ffaced48cb491e6e5518bd62739f9799beffe1d6fce01b12e6a9fb091b6f5f1f]]

**Note:** The example above is one screen. However, you have to scroll down to view all the information available.

**CM/ECF** Civil Criminal Query Reports Utilities Search Logout

**Motions**  
[1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES](#)  
 STANDARD

U.S. District Court  
 District of Maine

**Notice of Electronic Filing**

The following transaction was entered by Lawyer, Test on 11/18/2009 at 3:40 PM EST and filed on 11/18/2009

Case Name: JONES et al v. SMITH INDUSTRIES  
 Case Number: [1:09-cv-00999-JAW](#)  
 Filer: SUSAN JONES  
 JOHN JONES

Document Number: [2](#)

**Docket Text:**  
[MOTION for Preliminary Injunction by JOHN JONES, SUSAN JONES Responses due by 12/9/2009. \(Attachments: # \(1\) Exhibit A - video deposition\)\(Lawyer, Test\)](#)

1:09-cv-00999-JAW Notice has been electronically mailed to:

TEST LAWYER cmecfnf@med.uscourts.gov  
 Test Lawyer cmecfnf@med.uscourts.gov

1:09-cv-00999-JAW Notice has been delivered by other means to:

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

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
 [STAMP dcecfStamp\_ID=1025705658 [Date=11/18/2009] [FileNumber=84504-0]  
 [db42847bc60be6026db16c9faf34a9362ecb822f5d8b54f99c0a0095c55dd0985e2e  
 cda13b930ccec8bfd5df5eee220e2bb0ffb7f08fb76a32dd4019b55c30df]]  
**Document description:** Exhibit A - video deposition  
**Original filename:**n/a  
**Electronic document Stamp:**  
 [STAMP dcecfStamp\_ID=1025705658 [Date=11/18/2009] [FileNumber=84504-1]  
 [1c90ffaced48cb491e6e5518bd62739f9799beffe1d6fce01b12e6a9fb091b6f5f1f]

The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file on your system. You should also note the date and time as this is the official time that your document was filed with the Court.

---

Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document (except transcripts and sealed documents). The free look period for accessing documents via the Notice of Electronic Filing is fifteen days. Viewing attachments and subsequent retrieval of the case docket sheet or document from ECF must be made through your PACER account and is subject to regular PACER fees.

**In a criminal case, only attorneys of record can view documents** filed prior to November 1, 2004. Public users will be allowed to view all non-sealed and non-private criminal case documents filed on or after November 1, 2004 in the same manner as they have been able to view civil case documents.

Individuals who receive electronic notification of a filing in a criminal case are permitted one "free look" at the document (except transcripts and sealed documents) by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing.

## **11. Mail Paper Copies of Pleading to any Non-Registered Party.**

The ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading to attorneys and pro se litigants who are not yet registered for electronic notification.

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## Sealed, Ex Parte, and Unredacted Documents in Civil Cases

Sealed, Ex Parte and Unredacted documents shall be filed electronically via the CM/ECF system in **CIVIL** cases only. Listed below are the options provided for filing such documents.

1. Motions to Seal and Sealed Motions (in the Motions category):
  - Seal (used for any requests to seal another pleading, motion or document)
  - Sealed Motion 1 and Sealed Motion 2 (used for any sealed motions regardless of the request)
  
2. Sealed Documents:
  - Sealed Response to Motion
  - Sealed Reply to Response to Motion
  - Sealed Document
  - Unredacted Document
  - Redaction Reference List
  - Additional Attachments-SEALED

**Note:** All documents filed per sections 1 and 2 will send a Notice of Electronic Filing to counsel of record notifying them of the filing, but counsel will be unable to view the document. If service is required, all counsel must be served in a manner other than through ECF.

3. Motions filed Ex Parte (in the Motions category):
  - Ex Parte (NO NOTICE)
  - Ex Parte (NOTICE)

One of these ECF options must be used for ANY Ex Parte filing. The Clerk's Office will not observe the ECF generated response time before sending it to a judicial officer for action.

**Note:** The Ex Parte (NO NOTICE) option will NOT send a Notice of Electronic Filing and the docket entry and attached document will be sealed from public view.

The Ex Parte (NOTICE) option will send a Notice of Electronic Filing to all counsel of record. The docket entry, and the attached document, will be publicly available.

---

## Redaction

In compliance with Rule 5.2 of the Federal Rules of Civil Procedure and Rule 49.1 of the Federal Rules of Criminal Procedure, it is the filing party's responsibility when filing documents containing personal data identifiers, to refrain from including, or partially redacting where inclusion is necessary, protected information. For complete information on properly filing redacted and unredacted documents in civil cases, see [Guidelines for the Filing of Confidential Information in Civil Cases](#).

### Filing a Properly Redacted Document:

The process for filing a properly redacted document is identical to other electronic filings. Upload the redacted document during the document selection portion of the electronic filing process.

### Filing an Unredacted Document in a Civil Case:

It is not always necessary to file an unredacted version of a properly filed, redacted document. Only if personal data identifiers **are necessary to a decision**, should counsel file an unredacted version. To do so, select **Unredacted Document** from the **Other Documents** list of available events and electronically file the unredacted version of the document and/or attachment(s). When prompted to select a link to a filing, check the box next to the previously filed, redacted version of the document.

**Note:** Although the docket entry will be public, the unredacted document(s) will be unavailable to the public.

### Filing an Unredacted Document in a Criminal Case:

If personal data identifiers **are necessary to a decision**, an unredacted version of the document shall not be filed electronically but should be filed in paper with the Clerk's Office.

### Filing in Accordance with an Approved Consent Confidentiality Order in Civil Cases:

If there is information in a document that is protected under an approved consent confidentiality order and that information is necessary to a decision, a motion to seal is required. Filing practices differ depending on whether or not there is a non-confidential pleading or motion with one or more **attachments** that contain protected information or if there is a pleading or motion that incorporates confidential information in the **main document**. For complete information on properly filing documents that contain information protected under an approved Confidentiality Order, see [Guidelines for the Filing of Confidential Information in Civil Cases](#).

### Mistakes Filing Redacted Documents:

If electronically filed documents and/or attachments improperly contain personal data identifiers, counsel should immediately file a Motion to Seal. The motion must indicate exactly which pleading and attachment number(s) are requested to be sealed. If the motion to seal is granted, the Court will seal only those documents and or attachments that are subject to the order. A redacted version of the document(s) must be filed by selecting **Redacted Document** from the **Other Documents** list of available events.

---

## Add/Create a New Party

In rare cases, you may need to add a party to the ECF system. If the party you represent is not listed in the “Select the filer” screen, click on **New Filer**. The screen depicted below will appear.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Answers to Complaints" with a link to "1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES" and the text "STANDARD". The main content area is divided into two sections. On the left, under "Pick Filer", there are links for "Collapse All" and "Expand All", and a list of filers: "1:09-cv-999", "JOHN JONES pla", "SUSAN JONES pla", and "SMITH INDUSTRIES dft". On the right, under "Search for a party", there are three input fields for "Last / Business Name", "First Name", and "Middle Name", and a "Search" button.

Before adding any party, you must search for the party name to see if your party is already on the ECF system. Type a wildcard (\*) and the first few letters of the party's last name or the first few letters of the company name in ALL CAPS. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select Party]**. Review the party information and select the party's role in this filing. Click **[Submit]**. If a match is not found, or your party does not appear in the list, click **[Create New Party]**.

This screenshot is similar to the previous one, but it shows the search results. The "Search Results" section is empty, and there are two buttons at the bottom: "Select Party" and "Create New Party". Below the buttons, the text reads: "Search returned no results. Please try again or create a new party."

ECF displays the following screen.

For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click **[Add Party]**.

For an individual, fill out the **Last Name**, **First Name**, **Middle Name**, **Generation** and **Title** fields IN ALL CAPS as appropriate. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click **[Add Party]**

When entering party information, please note that:

- Parties should be entered in the manner in which they are captioned on the document being filed.
- Always enter all party names in ALL CAPS.
- Never start the last name field with “THE”.
- DO NOT use PUNCTUATION when adding parties with the exception of hyphens, apostrophes and commas (i.e. do not include a period after the middle initial).

---

## Linking Documents (Refer to existing event)

Some pleadings such as Briefs should be “linked” to their related documents in the case. When filing these documents you will be presented with the following screen.

The screenshot shows the CM/ECF interface. At the top, there is a blue navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, and Reports. Below the navigation bar, the page title is "Other Documents" and the case name is "1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES". The document type is "STANDARD". A checkbox is checked with the label "Should the document you are filing link to another document in this case?". Below this, there are two rows of input fields: "Filed" and "Documents", each followed by a text box and the word "to" and another text box. At the bottom left, there are two buttons: "Next" and "Clear".

An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Should the document you are filing link to another document in this case**” and click **[Next]**.

The screenshot shows the CM/ECF interface. At the top, there is a blue navigation bar with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Other Documents" and the case name is "1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES". The document type is "STANDARD". Below this, there is a section titled "Select the appropriate event(s) to which your event relates:". A checkbox is checked with the label "11/18/2009 1 COMPLAINT against SMITH INDUSTRIES". Below this, there are two paragraphs of text: one in green and one in purple. The green text reads: "IF FILING FEE IS BEING PAID WITH A CREDIT CARD, COUNSEL ARE INSTRUCTED TO IMMEDIATELY LOGIN TO CM/ECF AND DOCKET Case Opening Filing Fee Paid FOUND IN THE Complaints and Other Initiating Documents CATEGORY." The purple text reads: "IF FILING FEE IS BEING PAID WITH A CHECK, THE COURT REQUIRES RECEIPT OF PAYMENT WITHIN 48 HOURS OF THIS FILING. (Service of Process Deadline 3/18/2010), filed by SUSAN JONES, JOHN JONES.(mlm)".

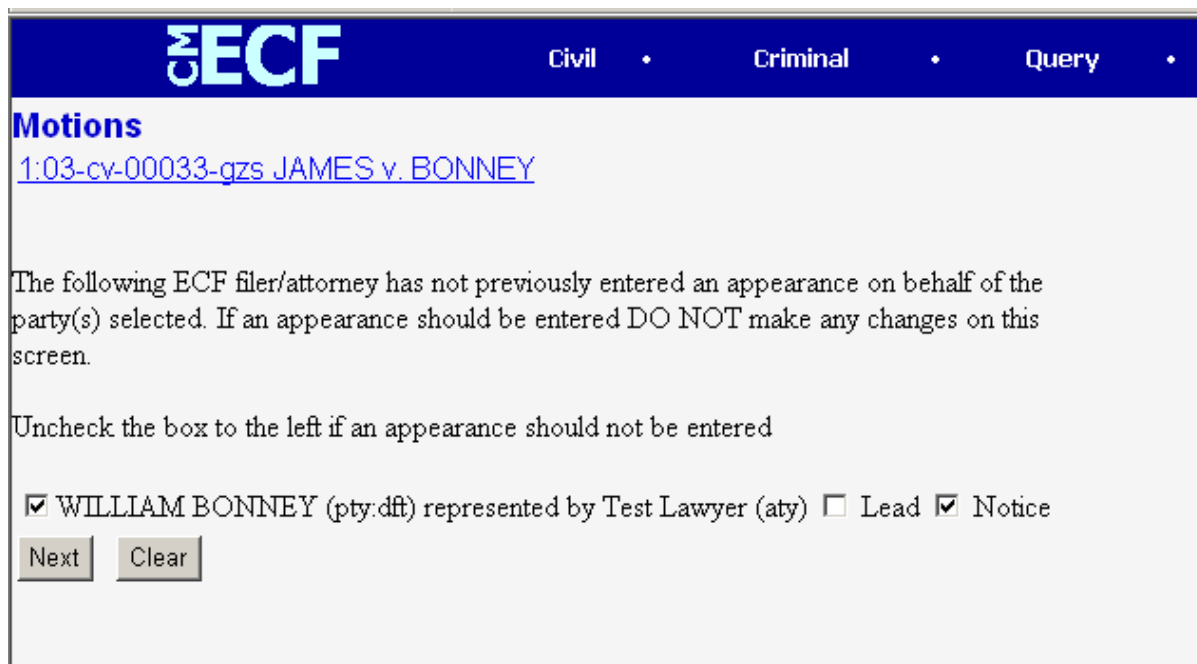
You are now presented with a list of documents to link to. In this example, we have linked to a complaint.



---

## ATTORNEY/PARTY ASSOCIATION

If this is an attorney's first filing in a case CM/ECF will display the following screen:



**ECF** Civil • Criminal • Query •

**Motions**

[1:03-cv-00033-gzs JAMES v. BONNEY](#)

The following ECF filer/attorney has not previously entered an appearance on behalf of the party(s) selected. If an appearance should be entered DO NOT make any changes on this screen.

Uncheck the box to the left if an appearance should not be entered

WILLIAM BONNEY (pty:dft) represented by Test Lawyer (aty)  Lead  Notice

Next Clear

To tell the system that you are counsel of record for this party, place a check in the box at the left of the attorney's name as shown above.

## QUERY FEATURE

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



Remember, access to web based documents and reports via the ECF/PACER system will generate an \$.10 per page charge with a cost ceiling of \$3.00 per document. Transcripts of court proceedings are not available for viewing via the ECF/PACER system for a period of 90 days after they are filed. Charges are not capped at 30 pages as they are for other court documents. They will accrue for the entire transcript.

PACER users are not billed for accessing a written opinion document itself, but will be charged for the report or query used to identify the document.

Payment of PACER Fees is waived each quarter if the total charge is under \$30.

After you enter your PACER login and password, ECF opens a Query data entry screen.

## Query

**Search Clues**

Case Number

**or search by**

Case Status:  Open  Closed  All

Filed Date  to

Last Entry Date  to

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

Cause of Action  
  
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)  
02:0437 (02:437 Federal Election Commission)

Last/Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type

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

You may also query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party or attorney in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1990 as the "beginning of time".

After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected.

---

The screenshot shows the CM/ECF web interface. At the top, there is a blue navigation bar with the CM/ECF logo on the left and links for Civil, Criminal, Query, Reports, Utilities, and Logout on the right. A yellow question mark icon is also present in the top right corner. Below the navigation bar, the case information is displayed: "1:33-cv-00033-dbh JAMES v. BONNEY", "D. Brock Hornby, presiding", and "Date filed: 05/01/2003 Date of last filing: 12/14/2004". A "Query" section is visible on the left side, listing several hyperlinked options: Alias, Associated Cases, Attorney, Case Summary, Deadlines/Hearings..., Docket Report ..., Filers, History/Documents..., Party, and Related Transactions...

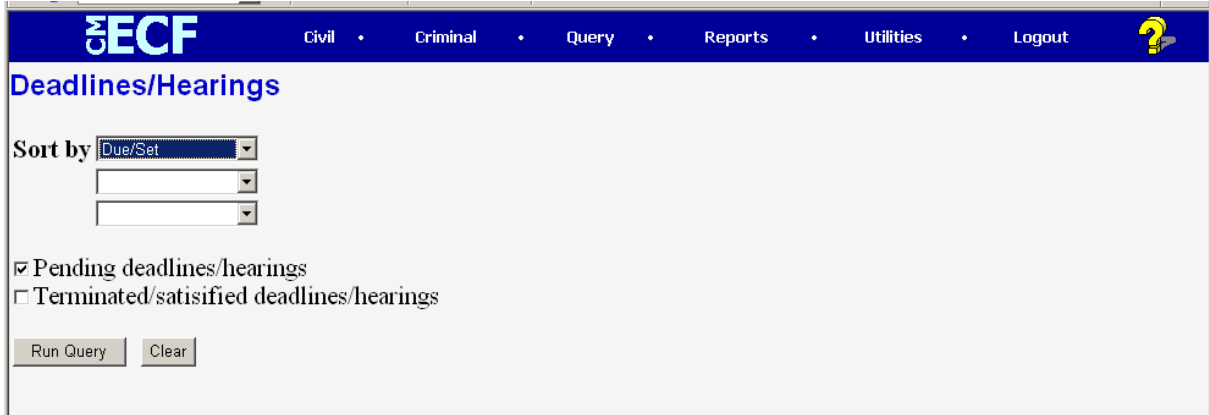
At the top of the window, ECF displays the case number, the case title, presiding Judge, date that the case was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

### **Attorney**

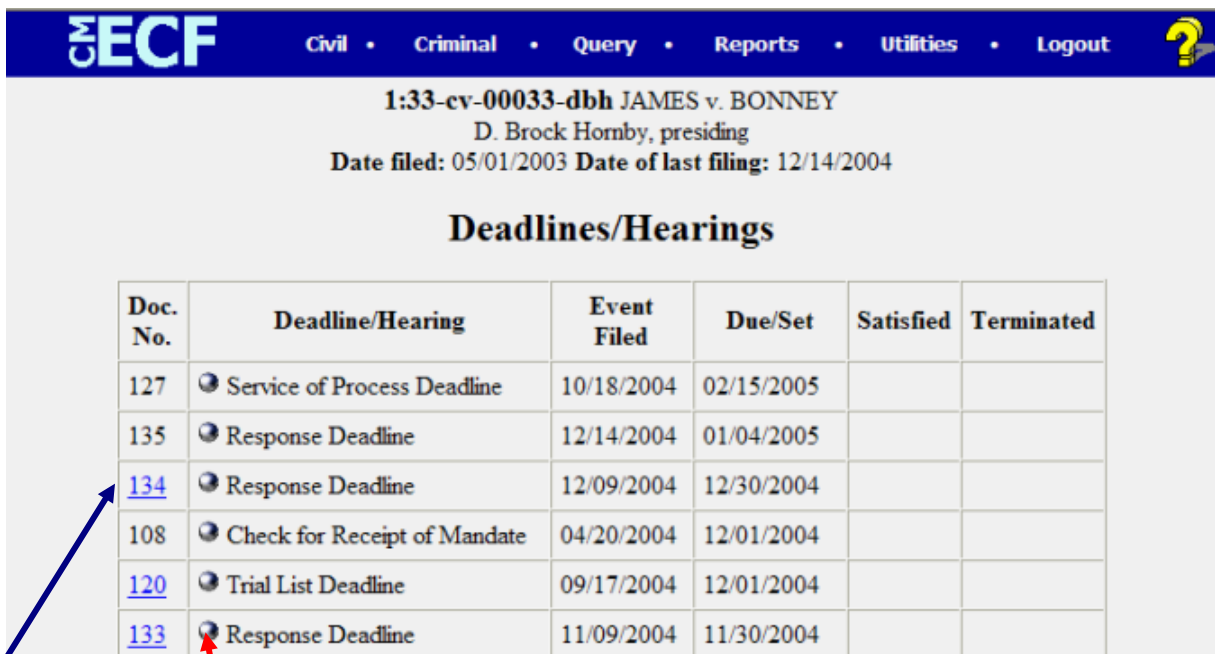
Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

## Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadlines/Hearings** screen depicted below.



Click on **[Run Query]** to display the Deadlines/Hearings information screen.



Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
127	Service of Process Deadline	10/18/2004	02/15/2005		
135	Response Deadline	12/14/2004	01/04/2005		
<a href="#">134</a>	Response Deadline	12/09/2004	12/30/2004		
108	Check for Receipt of Mandate	04/20/2004	12/01/2004		
<a href="#">120</a>	Trial List Deadline	09/17/2004	12/01/2004		
<a href="#">133</a>	Response Deadline	11/09/2004	11/30/2004		

If you click on the document number, ECF will display the actual document that created the deadline.

If you click on the button to the left of the event, ECF will display the Notice of Electronic Filing (NEF).

## Docket Report

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

**ECF** Civil Criminal Query Reports Utilities

### Docket Sheet

Case Number  
1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES

Filed  to   
 Entered

Documents  to


**Include:**  
 Parties and counsel  
 Terminated parties  
 List of member cases  
 Links to Notices of Electronic Filing

**Document options:**  
 Include headers when displaying PDF documents  
 View multiple documents

**Format:**  
 HTML (unpaginated)  
 PDF (paginated)

Sort by

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

Date Filed	#	Docket Text
11/18/2009	 <a href="#">1</a>	COMPLAINT against SMITH INDUSTRIES  <i>IF FILING FEE IS BEING PAID WITH A CREDIT CARD, COUNSEL ARE INSTRUCTED TO IMMEDIATELY LOGIN TO CM/ECF AND DOCKET Case Opening Filing Fee Paid FOUND IN THE Complaints and Other Initiating Documents CATEGORY.</i>  <i>IF FILING FEE IS BEING PAID WITH A CHECK, THE COURT REQUIRES RECEIPT OF PAYMENT WITHIN 48 HOURS OF THIS FILING. (Service of Process Deadline 3/18/2010), filed by SUSAN JONES, JOHN JONES.(mjm) (Entered: 11/18/2009)</i>

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the silver button next to the document number and click to display the **Notice of Electronic Filing** for the document.

## Viewing All Documents for a Single Docket Entry

PACER users may view all of the documents for a single docket entry at the same time from the docket sheet. \*\*To view all of the documents:

1. On the **Reports** menu, click on **Docket Sheet**.
2. Enter the case number. Click **Find this Case**.
3. Click on **[Run Report]**.
4. Click on the document number hyperlink that has multiple attachments.

The screenshot shows the ECF Document Selection Menu. At the top, there are navigation tabs for Civil, Criminal, Query, Reports, and Utilities. Below the tabs, the text reads "Document Selection Menu" and "Select the document you wish to view." There is a section for "Document Number: 2" with "1 page" and "57 kb". Below that is a table with columns "Attachment" and "Description". The table has one row with "1" in the Attachment column and "Exhibit A - video deposition" in the Description column, with "1 page" and "42 kb" to the right. At the bottom, there are buttons for "View All" and "Download All", with "2 pages" and "99 kb" to the right. An arrow points to the "View All" button.

Attachment	Description		
2		1 page	57 kb
1	Exhibit A - video deposition	1 page	42 kb

View All or Download All 2 pages 99 kb

5. Click **[View All]** and the main document and all PDF attachments for the docket entry are combined into a single PDF and will be displayed on the screen. **[Download All]** will combine all the documents into a single PDF and make them available for download.

The screenshot shows a File Download dialog box. The text reads "Your download will begin in a separate window." Below that is a dialog box with the title "File Download". The dialog box asks "Do you want to open or save this file?" and shows a folder icon. The details are: Name: 1-09-cv-00999-JAW.zip, Type: Compressed (zipped) Folder, 88.1KB, From: ecf-test.med.uscourts.gov. There are buttons for "Open", "Save", and "Cancel". Below the buttons is a checkbox labeled "Always ask before opening this type of file" which is checked. At the bottom, there is a warning icon and text: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?"

---

## Viewing All Documents for Multiple Docket Entries

PACER users may view all documents for multiple docket entries at the same time from the docket sheet. \*\*To view multiple docket entries from one case:

1. On the **Reports** menu, click on **Docket Sheet**.
2. Enter docket number and click on **[Find this Case]**.
3. Check the box next to **View multiple documents**.
4. Click on **[Run Report]**.
5. Check the boxes next to the pleadings you wish to view and click **View Selected**.

\*\*The system computes the size of the aggregated file and if it is more than 20 megabytes in size, the file is not generated and an error message is displayed. The size of the documents for each docket entry is displayed on the screen so you can determine the combination of documents that can be selected without exceeding the 20 megabyte size limit.

---

## History/Documents

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

The screenshot shows the ECF interface for the History/Documents query. At the top, there is a blue header with the ECF logo and three dropdown menus: 'Civil', 'Criminal', and 'Query'. Below the header, the title 'History/Documents' is displayed. There are three radio button options: 'All events (history)' (selected), 'Only events with documents', and 'Display docket text' (checkbox). A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom, there are two buttons: 'Run Query' and 'Clear'.

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. The screen below depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order.

**1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES**  
JOHN A. WOODCOCK, presiding  
Margaret J. Kravchuk, referral  
**Date filed: 11/18/2009**  
**Date of last filing: 11/18/2009**

**History**

Doc. No.	Dates	Description
<a href="#">1</a>	Filed & Entered: 11/18/2009	Complaint
<a href="#">2</a>	Filed & Entered: 11/18/2009	Motion for Preliminary Injunction

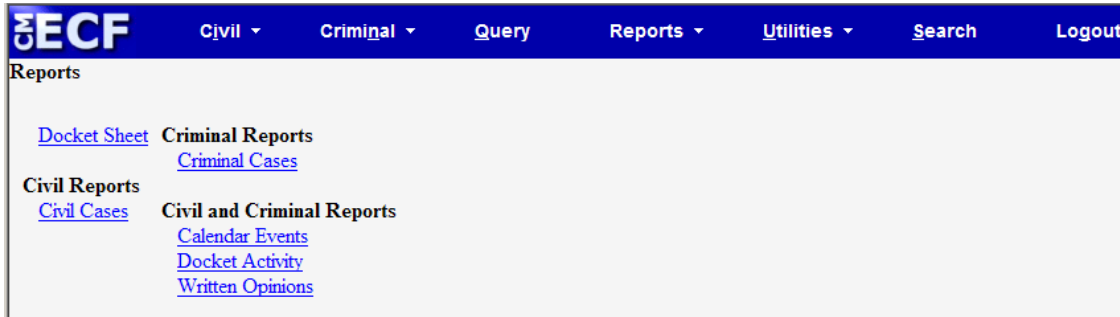
You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.



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# REPORTS FEATURE

The **Reports** feature of ECF provides the user with several report options. After clicking on **Reports** on the **Blue** menu bar, ECF opens the **Reports** screen depicted below.

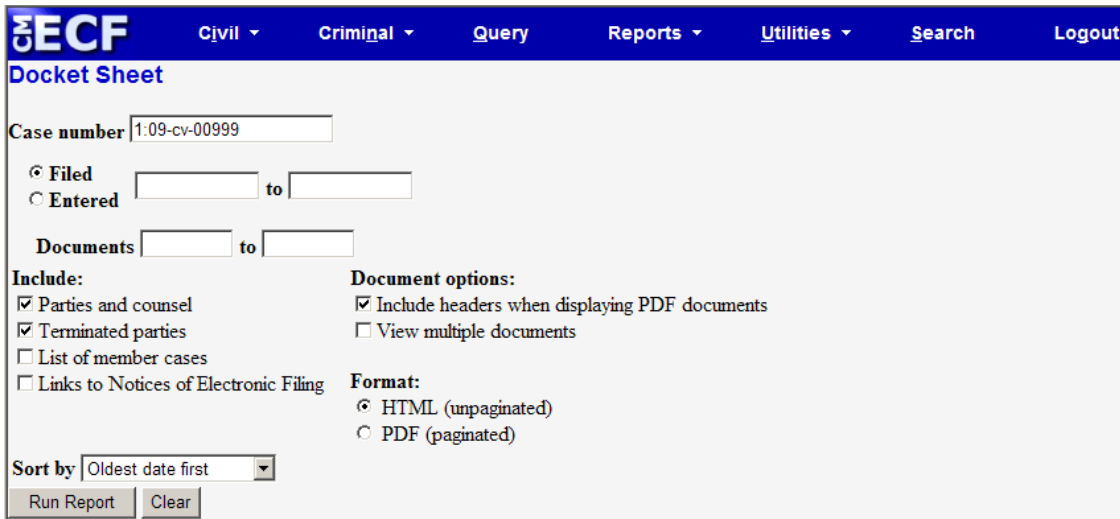


If you select **Civil Cases**, **Criminal Cases**, **Docket Sheet** or **Docket Activity** from the Reports screen, ECF will ask you to login to PACER. You may view **Written Opinions** without logging into PACER.

## Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.

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



Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

## Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

**Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search.

Case Number/ Title	Case Dates	Days Pending	Notes
<a href="#">1:09-cv-00999-JAW</a> JONES et al v. SMITH INDUSTRIES	Case filed: 11/18/2009	0	Cause: 15:44 Trademark Infringement NOS: 840 Trademark Office: Bangor Jurisdiction: Federal Question Presider: JOHN A. WOODCOCK Referral: Margaret J. Kravchuk Jury demand: None Case flags: STANDARD
<a href="#">2:09-mc-00999-JHR</a> JOHNSON v. RICHARDS	Case filed: 11/18/2009	0	Office: Portland Presider: John H. Rich III

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

## Criminal Cases Report

The **Criminal Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Case flags. When you click on the **Criminal Cases** hyperlink, ECF displays a query screen as depicted here.

**Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Criminal Cases Report** screen.

Enter the range of case filing dates for your report and select a Case type or Office, if you wish to narrow your search.

Case Number/ Title	Case Dates	Days Pending	Notes
<a href="#">2:09-cr-00999-dbh</a> USA v. SMITH	Case filed: 11/18/2009		Office: Portland
<a href="#">1 - JOHN SMITH</a>	Added: 11/18/2009	0	Presider: D. Brock Homby

Total Number of Cases Reported: 1

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

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## UTILITIES FEATURE

The **Utilities** feature provides the means for registered users to maintain their account in ECF, view all of their ECF transactions and access mailing information for cases (i.e. who is registered for electronic notification and who is not).



### Utilities

#### Your Account

- [Maintain Your Account](#)
- [View Your Transaction Log](#)
- [Change Client Code](#)
- [Review Billing History](#)

#### PACER Links

- [PACER Case Locator \(National Index\)](#)
- [Links to Other Courts](#)
- [Change PACER Exemption Status](#)
- [Link a CM/ECF account to my PACER account](#)

#### Miscellaneous

- [Internet Payment History](#)
- [Legal Research ...](#)
- [Mailings...](#)
  
- [Verify a Document](#)

---

## Your Account

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

### Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

The screen displays all of the registration information that is contained within the ECF database for your account with the Court. **All name and address changes must be made via PACER. Clicking on the Edit Name and Address Informaiton link will direct you to PACER.**

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

**ECF** Civil Criminal Query Reports Utilities

### Email Information for Test Lawyer

**Registered e-mail addresses**

Primary e-mail address:  
[cmecfnf@med.uscourts.gov](mailto:cmecfnf@med.uscourts.gov)

Secondary e-mail addresses:  
[add new e-mail address](#)

Return to Person Information Screen Clear

**Configuration options**

Select an e-mail address to configure.

ECF will E-mail to filing users Notices of Electronic Filing based upon the information entered in this screen. To review or adjust the configuration, click on the hyperlinked e-mail address to open the **Configuration options** window.

**ECF** Civil Criminal Query Reports Utilities Search Logout

### Email Information for Test Lawyer

**Registered e-mail addresses**

Primary e-mail address:  
[cmecfnf@med.uscourts.gov](mailto:cmecfnf@med.uscourts.gov)

Secondary e-mail addresses:  
[add new e-mail address](#)

Return to Person Information Screen Clear

**Configuration options**

Should this e-mail address receive notices?  Yes  No

How should notices be sent to this e-mail address?  Per Filing  Summary Report

In what format should notices be sent to this e-mail address?  HTML  Text

Should this e-mail address receive general announcement notices from this court?  Yes  No

Show all cases for this e-mail address (Copy case lists from here)

**Case-specific options**

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

- 1:00-cv-00055-gzs Hodgins v. Sponges, Inc. et al - Representing SPONGE BOB SQUAREPANTS
- 1:03-cv-00033-gzs JAMES v. BONNEY - Representing JESSE JAMES
- 1:09-cv-00039-JAW OHIO CASUALTY INSURANCE COMPANY v. GRANJA PLANALTO et al - Representing OHIO CASUALTY
- 1:09-cv-00999-JAW JONES et al v. SMITH INDUSTRIES - Representing JOHN JONES, SUSAN JONES
- 2:03-cv-00300-gzs DIAMONDS INCORPORATED v. WHITE - Representing SNOW WHITE, SNOW WHITE
- 2:09-cv-00004-dbh SLOSBERG v. PORTLAND MARKETING GROUP INC - Representing ROBERT GUPTILL

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

Remove selected cases Change selected cases to notice per filing

The top section of the **Configuration options** window contains general options for the e-mail address. In most instances the default options are the most appropriate and should remain unchanged.

The lower section of the **Configuration options** window allows users to receive notice in cases other than those in which they are participants. To add an additional case, type the case number into the **Add additional cases for noticing** box, put a check in the appropriate case box and press the **[Add case(s)]** button.

The lower section also contains Case-specific options which allow users to change how notices are sent (Per Filing or Summary Report) per individual cases. To make a change you must click on the case name to highlight it, then click the **[Change selected cases to notice as ....]** button.

*Case-specific options*

Add additional cases for noticing

1:09-cr-9

Select a case:

1:09-cr-00009-JAW USA v. BERRY

1:09-cv-00009-JAW GROUCH v. BIRD et al

These cases will send notice *per filing. (default method)*

To add secondary e-mail addresses, click the **add new e-mail address hyperlink**. Typing the e-mail address in the box in the Configuration options window gives the user access to the full range of configuration options

**ECF** Civil Criminal Query Reports Utilities Search Logout

Email Information for Test Lawyer

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: <a href="mailto:cmecfef@med.uscourts.gov">cmecfef@med.uscourts.gov</a></p> <p>Secondary e-mail addresses: <a href="mailto:test@test.com">test@test.com</a> <a href="#">add new e-mail address</a></p> <p><input type="button" value="Return to Person Information Screen"/></p> <p><input type="button" value="Clear"/></p>	<p><input type="text" value="test@test.com"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Should this e-mail address receive notice for all cases in which this individual is a participant? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Show all cases for this e-mail address"/> <i>(Copy case lists from here)</i></p>

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NOTE: Individuals will get a "free look" at the document (except court transcripts and sealed documents) by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing at their primary e-mail account. The free look period for accessing documents via the Notice of Electronic Filing is fifteen days.

Transcripts of court proceedings are not available for viewing via the ECF/PACER system for a period of 90 days after they are filed. Charges are not capped at 30 pages as they are for other court documents. They will accrue for the entire transcript.

PACER users are not billed for accessing a written opinion document itself, but will be charged for the report or query used to identify the document.

Payment of PACER Fees is waived each quarter if the total charge is under \$30.

**It is strongly encouraged that you download the document (print, save on a disk, or save on the hard drive) during the one free look.**

After updating your E-mail information, click on the **[Return to Person Information Screen]** button to return to your **Maintain User Account** screen and click **Submit**.

At the subsequent screen, press the **[Submit]** button a second time. ECF will then notify you onscreen that your updates were accepted



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## View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. Below is a sample transaction log report.

Id	Date	Case Number	Text
133514	05/22/2003 15:07:29	1-03-cv-333	Amended MOTION for Summary Judgment <I>on all counts of the complaint</I> by JOHN Q PUBLIC INSURANCE COMPANY. Responses due by 6/12/2003. (Lawyer, Test)
133649	05/30/2003 13:11:42	1-03-cv-33	MOTION for Preliminary Injunction by JESSE JAMES. Responses due by 6/20/2003. (Attachments: # (1))(Lawyer, Test)

Total Number of Transactions: 2

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

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

## Review Billing History

Displays the number of CM/ECF pages accessed and charges incurred for the current PACER account being used. If you enter client codes when you access CM/ECF, the charges are totaled for each code.

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## Miscellaneous

ECF provides four **Miscellaneous** functions within the Utilities feature of the system.

- Internet Payment History
- Legal Research
- Mailings
- Verify a Document

When you click on the **Internet Payment History** hyperlink from the **Miscellaneous** screen, you are taken to a new screen that asks you to define the dates for which you would like to review your Internet payment history. Enter start, end dates, and click the **[Run Report]** button. Your Internet payment history will be displayed.

When you click on the **Legal Research** hyperlink, ECF opens a new screen that contains a hyperlink to Lexis Nexis via the Internet.

When you click on the **Verify a Document** hyperlink, ECF opens a query screen. Enter data in the screen fields to locate a particular document attached to a specific case number.

Clicking on the **Mailings** hyperlink from the **Miscellaneous** screen provides access to mailing information for cases (i.e. who is registered for electronic notification and who is not).

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## Search Feature

ECF has a search feature on the main menu. This feature will allow you to search for events and menu items. When clicked, a small pop-up window appears, and you can enter text to search.



Click the search button and the results are displayed on the screen. Only letters and numbers may be searched.



Each item displayed is a hyperlink to the corresponding menu item or so event.

The screenshot shows the CM/ECF search results page for the query 'dis'. The page features a blue navigation bar at the top with the CM/ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. A search results box in the top right corner displays the search term 'dis' and a 'Search' button. The main content area lists search results under several categories:

- Civil Events → Appeal Documents**
  - [Appeal of Magistrate Judge Decision to District Court](#)
- Civil Events → Motions**
  - [Disbursement of Funds](#)
  - [Dismiss](#)
  - [Dismiss Case as Frivolous](#)
  - [Dismiss Test](#)
- Civil Events → Other Documents**
  - [Discovery Citation \(L.R. 26\)](#)
  - [Corporate Disclosure Statement](#)
  - [Joint Proposed Discovery and Motion Filing Plan](#)
  - [Report of Public Sale & Disbursement of Proceeds](#)
  - [Stipulation of Dismissal](#)
  - [Voluntary Dismissal](#)
- Civil Events → Responses and Replies**
  - [Answer/Response/Request for Dismissal of Habeas Petition](#)
- Criminal Events → Appeal Documents**
  - [Appeal of Magistrate Judge Decision to District Court Judge](#)
- Criminal Events → Motions**
  - [Discovery](#)
  - [Dismiss](#)
  - [Dismiss/Lack of Jurisdiction](#)
  - [Dismiss/Speedy Trial](#)

## Logout

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



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen.