

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF IOWA**

Electronic Case Filing  
Attorney User Manual



September, 2005

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## User Manual

### SECTION 1.0 INTRODUCTION:

#### 1.1 **CM/ECF:**

CM/ECF is an acronym for Case Management/Electronic Case Filing. This will replace the court's current case management system nationwide over the next several years. As contrasted with the present system, CM/ECF offers many advantages both to the court and counsel. Specifically, CM/ECF allows counsel to file documents electronically 24/7; provides for the receipt and service of documents in real time; allows documents to be stored and searched electronically; and provides counsel access to the court's docket sheets and databases 24/7.

#### 1.2 **This Manual:**

This Manual provides attorneys with instructions on how to use CM/ECF. The rules governing the use of CM/ECF are set out in the court's Local Rules and Procedural Manual. This Manual, when used in conjunction with other resources provided by the court, should enable the user to access and use the System in an effective and efficient manner.

### SECTION 2.0 REQUIREMENTS:

#### 2.1 **User Experience:**

This is a simple, user friendly System that requires a minimum of technical skills to use effectively. However, it is necessary that the user have a basic familiarity with the following:

- a. Windows 95 or higher.
- b. The use of an Internet browser.
- c. The conversion of documents to Adobe Acrobat format (PDF).
- d. Scanning documents.

#### 2.2 **Hardware Requirements:**

To effectively use this System, the user should have access to the following:

- a. While the System can be used with an IBM or MAC PC with a 486-66 Mhz processor, we strongly recommend the use of a Pentium PC or Mac with a minimum 64 MB Ram.
- b. Access to a scanner will be necessary to submit any type of document that is not generated by word processing software. Photographs, drawings and other exhibits of this nature fall under this category.

#### 2.3 **Software Requirements:**

To effectively use this System, the following software is required:

- a. A web browser. CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x. and Internet Explorer 5.5 and 6.0
- b. Internet service provider using Point-to-Point Protocol (PPP). We do not recommend a particular provider, but we do recommend an access speed of 56K or faster.
- c. Adobe Acrobat. PDF is the only format used with CM/ECF. The minimum requirement is Adobe Acrobat Reader. However, with Adobe Acrobat Reader, you only will be able to read documents. You must have Adobe Acrobat (or

another compatible PDF formatter) to write or convert your word processing documents into PDF. Details on how to obtain this software can be found on the web at Adobe.com or by telephone at 888-502-5275.

- d. Windows-based or Macintosh word processor. Any DOS based word processor will be insufficient as the Adobe Acrobat software will be unable to generate a PDF file from these word processors.
- e. Access to electronic mail.

#### **2.4 PACER (Public Access to Court Electronic Records) Account**

Non-court users must have a PACER Account. The U.S. Congress has given the Judicial Conference of the United States authority to impose user fees for electronic access to case information. All registered agencies or individuals will be assessed a charge of \$.08 per page. Generally, a page is defined as 54 lines of data. Additionally, there is a cap on the per page charge (a maximum of \$2.40 or the equivalent of 30 pages) for electronic access to any single document. **When charges are accrued, a transaction receipt will appear before the document may be viewed. This receipt will indicate the date and time of the transaction, the type or description of the transaction, the number of pages billed and the cost for that particular transaction. The user may click the “View document” button to proceed, or use the browser’s Back button to cancel the request.** If you want to check charges which have been incurred in a case or over a period of time, you may do so by clicking on Utilities then Review Billing History.

The PACER Service Center sends quarterly statements to account holders. For any balance less than \$10.00, payment will be deferred until the next quarter. For more information regarding billing and payment requirements, or to obtain a registration form for this account, users may contact the PACER Service Center by calling (800) 676-6856 or (210) 301-6440, or via e-mail at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov). There is no fee to obtain the account. It takes approximately one (1) week to receive a login and password from the PACER Service Center.

#### **2.5 Registration**

Registration is required for participation in CM/ECF. Registration forms are available on the court’s web site at [www.iasd.uscourts.gov](http://www.iasd.uscourts.gov).

#### **2.6 Login & Password**

New users will receive login and password identification following registration. Since the password and login constitute the filer’s signature pursuant to Fed. R. Civ. P. 11, care should be taken to ensure that this information is protected from unauthorized use. Attorneys may change their own login and password at any time through maintenance of their user account. If an attorney has forgotten or misplaced the login and/or password, s/he should contact the court to have new ones issued.

### **SECTION 3.0 WEB ACCESS ADDRESSES AND HELP DESK:**

#### **3.1 Court Internet Address:**

We have devoted a section of our web page to CM/ECF. That section contains downloadable versions of this Manual and other useful documents, as well as links to other helpful sites and training resources. This section can be accessed from our home page located at [www.iasd.uscourts.gov](http://www.iasd.uscourts.gov). Our training database can be accessed from the cm/ecf section of our web page or directly at [ecf-train.iasd.uscourts.gov](http://ecf-train.iasd.uscourts.gov). Our live

system can be accessed from the cm/ecf section of our web page or directly at [ecf.iasd.uscourts.gov](http://ecf.iasd.uscourts.gov).

### **3.1 Help Desk:**

The court has also established a Help Desk to assist you with any specific questions you may encounter during your use of CM/ECF. Both technical and procedural questions should be directed to the Help Desk. The Help Desk will be staffed from 8:00 am-4:30 pm, Monday through Friday. It is designed to provide quick answers to your questions and, in most cases, your questions should be answered on the spot. For questions that cannot be answered immediately, our goal is to respond to all questions within twenty-four (24) hours. Technical questions will likely be referred to systems staff for resolution.

To reach the Help Desk, please call:

Des Moines      515-284-6388

### **3.2 Suggestions:**

If you have suggestions on how the System can be improved, please e-mail them to us at [Pam\\_Hamilton@iasd.uscourts.gov](mailto:Pam_Hamilton@iasd.uscourts.gov).

## **SECTION 4.0 RESOURCES/WEB PAGE:**

We have collected a number of resources which are described below in a central location on our web page. To access this information, go to our web page at [www.iasd.uscourts.gov](http://www.iasd.uscourts.gov) and click on the CM/ECF section. The information there includes:

### **4.1 Computer Based Training (CBT):**

The courts have designed a series of basic generic training modules to help users become familiar with the electronic filing systems often referred to as CBTs. This resource involves a series of twelve (12) separate modules that take approximately ten (10) minutes each to complete. Many of the modules include tests allowing you to check your progress. Again, these are generic modules and the individual screens may differ slightly from our System but the principles are the same. The CBTs can be accessed from the CM/ECF section of our web page or directly at <http://pacer.psc.uscourts.gov/ecfcbt/dc>.

### **4.2 ECF Tutorial:**

An on-line tutorial has been developed by the Court Education Division of the Federal Judicial Center. This tutorial is slightly more advanced than the CBTs and simulates the filing of documents, updating a user's e-notification screen, viewing docket sheets, and performing queries. The tutorial takes approximately forty-five (45) minutes to complete and will be updated as new releases of the software containing significant functional changes are loaded. However, it should be noted that this is a generic tutorial and since we have made substantial modifications to our program, the screens seen by the user may not always be identical. The tutorial is accessible from the CM/ECF section of our web page or directly at <http://ord.uscourts.gov/ecf/ecf22/index.html>.

### **4.3 Reference Materials:** This section contains a number of reference documents including:

- a. User Manual: This Manual is intended as a general guide to docketing specific events and should be used in conjunction with other available resources.

- b. Procedural Manual: This Manual, together with the court's Local Rules, sets out the rules adopted by the court governing electronic filing.
  - c. Attorney Training Manual: This is a copy of the current PowerPoint presentation used to train attorneys and other users.
  - d. Guide to PDF: This is a simple manual which aids the user in understanding the use of PDF documents.
- 4.4** FAQ: This section of the web page contains a list of frequently asked questions.
- 4.5** Login to Training Database: This section of the web page contains a link to the court's training database which attorneys may use to explore CM/ECF. Please call the CM/ECF HelpDesk at 515-284-6388 for a training login and password.
- 4.6** Login to LIVE Database: This section contains a link to the court's live database.
- 4.7** Additional Resources Not Available on the Web Page:
- a. **PACER Service Center**:  
The PACER Service Center can be contacted in the following manners:  
Phone:  
(800) 676-6856  
(210) 301-6440  
Website: [pacer.psc.uscourts.gov](http://pacer.psc.uscourts.gov)  
E-mail: [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)  
Regular Mail:  
PACER Service Center  
P.O. Box 780549  
San Antonio, TX 78278-0549
  - b. **Adobe Acrobat**  
Website: [adobe.com](http://adobe.com)  
Telephone: (888) 502-5275

## **SECTION 5.0 LOGGING INTO CM/ECF**

- 5.1** **The ECF Login and Pacer Screen (Non-Court Users)**:  
When you go to the CM/ECF site, the first screen you will see is:



Welcome to the U.S. District Court for the Southern District of Iowa

[Southern District of Iowa - Document Filing System](#)

**This message is contained in the file OperationNotice.htm.  
You may use this file to alert users to current CM/ECF operational issues.**

To log in, simply Click on Enter System and the following screen will appear:

**ECF/PACER Login**

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

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

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

**Authentication**

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0

If you want to file a document or update your User Account (*i.e.*, update address, alter e-mail notification information, or change logins and passwords), log in by entering your court-generated CM/ECF login and password in the appropriate boxes and pressing the “Login” button.

During your session, if you deviate from either electronically filing a document or maintaining your user account by clicking on the Query or Report menus, the System will prompt you for your PACER issued login and password. If you choose “Make this my default PACER login”, the System will link your PACER information to your CM/ECF login and password. At that point, you will not be required to enter your PACER information while working in CM/ECF.

If you wish only to generate reports (*i.e.*, view a docket sheet) or query case information, initially enter the System using your PACER issued login and password. If you then need to file a document or maintain your account, select the UTILITIES menu from the main menu bar. From that menu, select ECF Login to enter your court issued CM/ECF login and password.

The *client code* field is an optional field provided on the login screens for tracking purposes during PACER (report and query) functions. The field can contain up to 32 characters. If a client code is entered for a transaction, that client code will appear on the billing statement generated by the PACER Service Center. A client code will not appear on the bill unless it is entered at the time of the transaction. Because this code feature is optional, it must be enforced within the user's office.

## SECTION 6.0 SETTING UP YOUR USER ACCOUNT

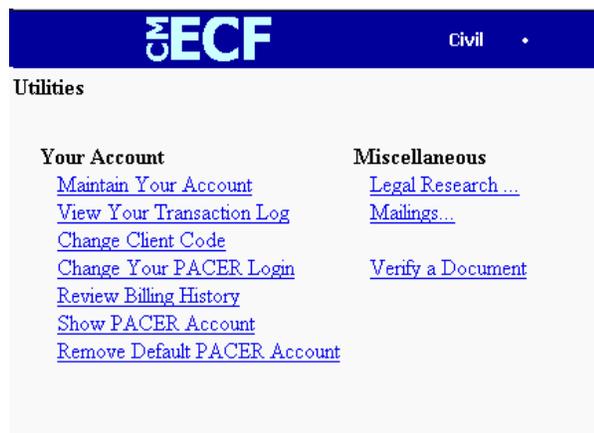
### 6.1 Changing your password:

If you have successfully logged into CM/ECF, you should see the following screen:

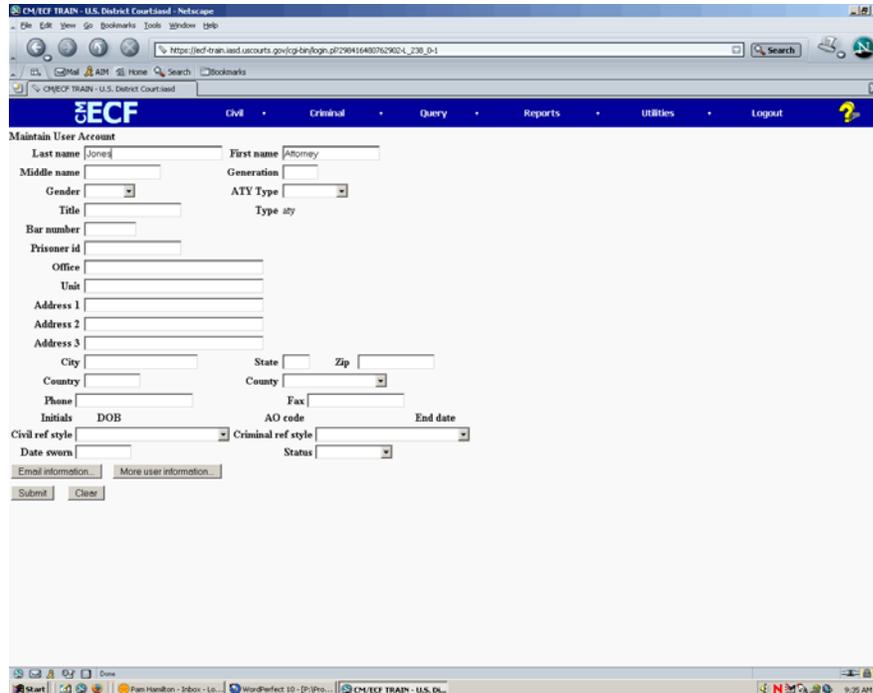


You have now logged into CM/ECF and have several options. First, we will explore maintaining your account. Then we will move to docketing pleadings and, from there, to running reports.

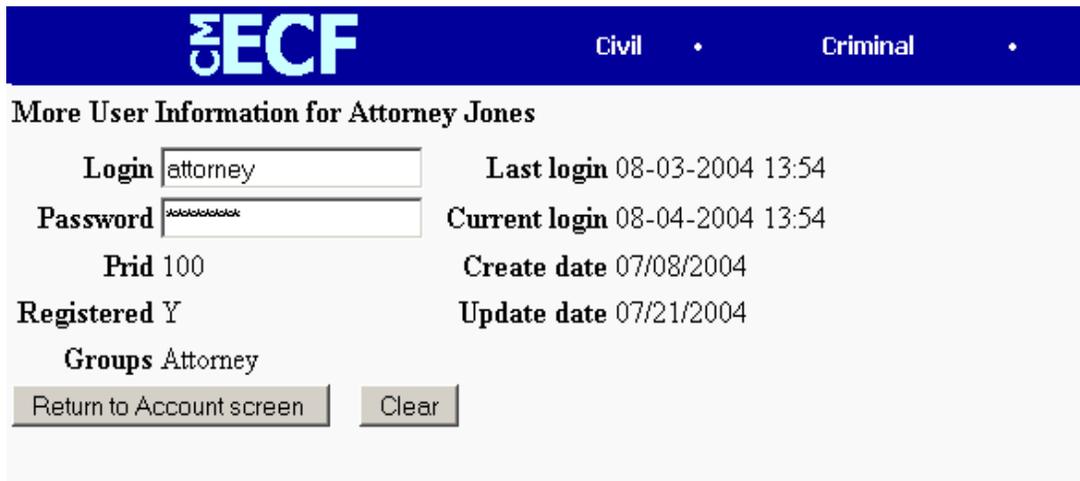
To change your password or the way you receive e-mail notification, Click on **UTILITIES**. Click on Maintain Your Account.



You will then see the following screen:



Please confirm that the information on this screen is correct. If it is correct, press “More user information”:



Your login should appear in the login box and an encrypted password in the Password Box. You may now change your password by doing the following:

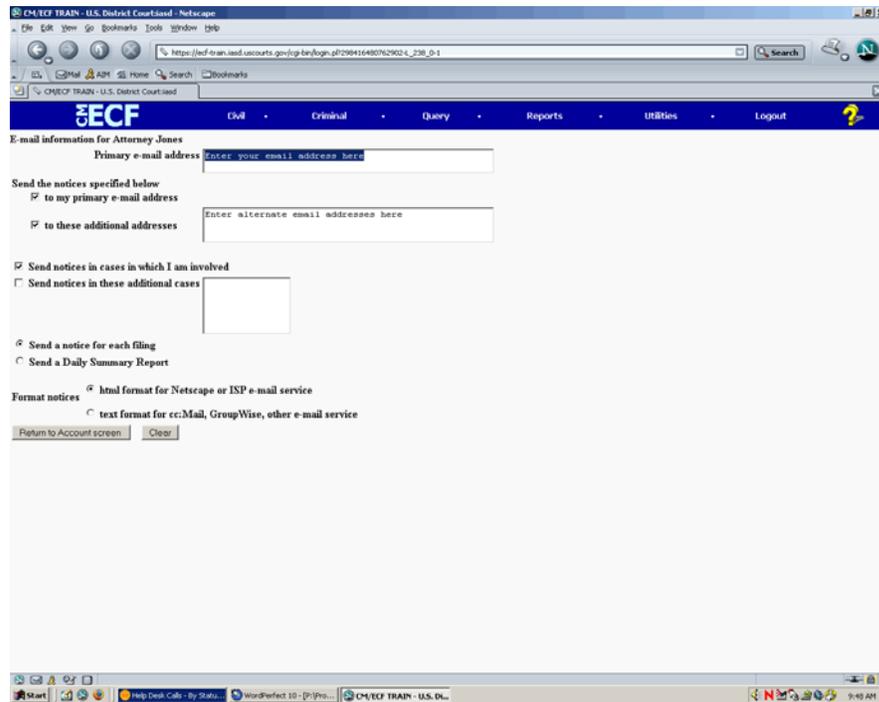
1. Type your new password in the password box.
2. Click on the Return to Account screen.
3. This will bring up the previous screen. To complete the transaction, you **must** now click on Submit and then Submit again on the next screen that appears.

## 6.2 Changing your e-mail notifications:

CM/ECF offers many options for receiving notifications of filings via e-mail. Since your

e-mail address is the key to receiving these notices, you should first know how to check and change it as necessary. Secondly, you should know how to direct e-mail notification to others when you are unavailable or out of the office. Finally, the System will automatically send notice of filings in cases in which you are an attorney of record, but you should also know how to instruct the System to send notices of filings in other cases of interest to you.

E-mail modifications are made in a fashion similar to changing your password as set out above. Start by following steps 1-3 outlined above (Login, click on Utilities) then click on “e-mail information” and the following screen will appear.



The first box labeled “Primary e-mail address” is where you enter your e-mail address. This is where e-mail will be sent to you for cases in which you are an attorney of record. If you wish to change that address, simply do the following:

1. Type your new e-mail address in the box.
2. Click on “Return to Account screen”.
3. This will bring up the previous screen. To complete the transaction you **must** now click on Submit and then Submit again.

The next section of this screen allows you to direct e-mail in several ways. First, if the box in front of “to my primary e-mail address” is checked, only you will receive notice at your primary e-mail address.

If only the box in front of “to these additional addresses” is checked, notice will be sent only to those addresses set out in that box. If both boxes are checked, then notice will be sent to all e-mail addresses. This is a useful feature when you are on vacation or you simply would like your paralegal or secretary to receive copies of all documents to aid in the maintenance of your paper file. However, keep in mind that all e-mails will be

forwarded not just those in selected cases. If you wish another attorney to receive e-mail on a select number of cases, the next box must be used as explained below. To add e-mail addresses, simply do the following:

1. Type the new addresses in the large box.
2. Click on the small box that suits your needs.
3. Click on "Return to Account screen".
4. This will bring up the previous screen. To complete the transaction you **must** now click on Submit and then Submit again.

The next section of this screen allows you to select the cases in which you want to receive notice. As noted above, the System will automatically send you e-mail notice of filings in all cases in which you are an attorney of record. This screen allows you to add other cases in which you would like to receive notice. This procedure works well if you wish to have another attorney cover particular cases for you when you are out of the office. The key, however, is to have that attorney add those cases to his/her e-mail notification. To add an additional case:

1. Type the case number in the box. (Form xx-xxxx or xxcvxxx or xxcrxxx)
2. Check the check box in front of "Send notices in these additional cases".
3. Check the radio button to indicate if you want notice of each filing or a daily notice. If you select "Notice of Each Filing", you will receive an e-mail each time a document is filed in the case. If you select "Daily Notice", you will receive a notice of filings once each day.
4. Click on the Return to Account button.
5. This will bring up the previous screen. To complete the transaction you **must** now click on Submit and Submit again.

The next section of this screen allows you to choose how e-mails are sent. If you check the box "send notice of each filing" you will receive a separate e-mail for each filing. The advantage to this method is that you receive notice immediately. The disadvantage is that you receive numerous e-mails. If you check the box "Send a Daily Summary Report" you will receive one e-mail with all the filing for that day. The advantage is you will only get one e-mail; the disadvantage to this choice is that the summary e-mail is generated for the day at midnight so there will be some delay in your receipt of e-mails.

The final section of this screen "Format notices" should generally be left on "html format for Netscape or ISP e-mail Service". However, if you encounter problems receiving e-mails with this radio button checked, checking the other radio button will generally solve the problem.

#### **SECTION 7.0 OPENING/FILING A CASE:**

Counsel desiring to file a civil case shall begin by opening a unassigned case and proceed to docket the lead event. The Clerk's Office will then assign the case to a Judge, charge the filing fee to the attorney's credit card account.

The procedure for opening criminal cases will be for the U. S. Attorney to open a unassigned case either unsealed or sealed, whichever is appropriate. The Clerk's Office will then make a Judge assignment of "Unassigned" and merge the Magistrate case if applicable. If the initiating document is either a Complaint or Information the U. S. Attorney will electronically file the document and retain the original. The Clerk's office will electronically file all indictments and

retain the originals by date filed for the same retention period as all other documents.

Where a plaintiff is seeking to proceed in forma pauperis, a copy of the civil cover sheet (**completed in its entirety and with all parties listed thereon**), the complaint and motion to proceed in forma pauperis shall be forwarded to the Clerk. The Clerk will open the case and file the complaint.

## **SECTION 8.0 GETTING STARTED: SOME TIPS FOR NAVIGATING CM/ECF:**

### **8.1 Shortcut Keys and Techniques**

#### **a. Netscape “Back” and “Forward” Buttons**

The *BACK* and *FORWARD* buttons are helpful tools which allow you to advance or reverse one screen at a time. This allows you to review your work without having to re-do it and/or to correct errors if found. If an error has been made or the user needs to verify entries on a previous screen, click the *BACK* button to the specific screen. The *FORWARD* button moves a screen ahead to return to the target screen. If you are simply reviewing your work, you may use the *BACK/FORWARD* buttons. If, however, a change is made, you must use the *NEXT* button to progress and re-enter the appropriate information on all subsequent screens.

**Note:** A user may always exit a CM/ECF transaction before it is committed by using the *BACK* key or clicking on another menu selection from the top of the frame.

**Note:** Not all browsers allow this function to work. For example, it will not work with Explorer.

#### **b. The “Tab” Key**

CM/ECF screens are navigated by using the mouse; however the user may also use the *TAB* key and space bar to move through the data entry fields in most screens. Active or “focus” radio buttons have a faint dotted outline around them. A focus button may be activated by hitting the space bar. The user may also use the *SHIFT* and *TAB* keys simultaneously to move back one field at a time.

#### **c. Selecting Multiple Parties or Events**

Many of CM/ECF’s selections appear in alphabetical order in drop down lists. Multiple items may be selected from these lists by holding the *CONTROL* key and clicking on selections in the same drop down list. To select a range of items, hold the *SHIFT* key and click on the top and bottom of the selection range.

#### **d. Definition of Button(s) and Box(es)**

- i. **Radio Button:** A round selection button you click on to select an item from a list. Radio buttons are designed so that you can choose only one item.
- ii. **Check Box:** A control object you can click on to select choices from a list. Check boxes are designed so that you can choose one or more items from a list.
- iii. **Drop Down Text Box:** A menu which appears, or “drops down”, from a text box when a down arrow is clicked. It is used to allow counsel to make a selection from a limited menu, such as the type of motion you are filing or the type of deadline to appear on a report. When you see the selection you want to make, click to highlight it.

- iv. Free Form Text Box: A box which allows counsel to type in any desired text.

## 8.2 Menus and Event Selections

Navigating and posting events in CM/ECF is by menu and event selections. The menus and events a particular user will see are predicated on their user type (*i.e.*, Court User or Attorney User) and access level to the System.

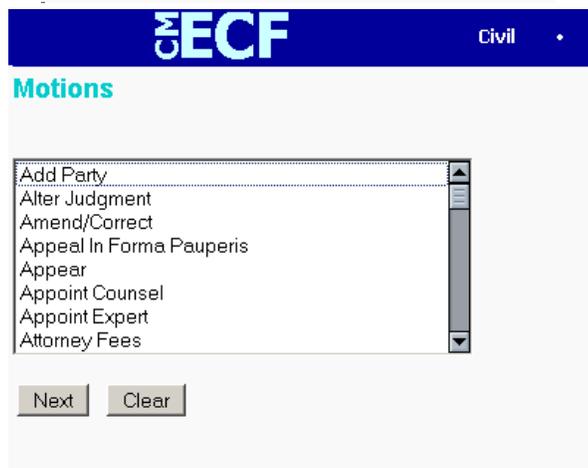
When you log onto CM/ECF as an attorney, the following menu will appear:



The blue bar contains the main or primary CM/ECF menu. The options are Civil, Criminal, Query, Reports, Utilities and Logout. We can start by looking at the “Civil” menu.

### a. Civil Menu:

To view the Civil menu, simply click on “Civil” on the main menu bar. This will bring up:



Similar to each of the general classifications, that submenu contains a submenu. When you click on a general classification, that submenu would go to the general **and Related Filings** and the following submenu will

appear. For example, if you are seeking to docket a motion, you would go to the general classification **Motions** and click on Motions. The submenu will appear:

From this screen you scroll down until you find the motion you wish to docket, highlight it and then click Next. You may also navigate this screen by typing the first letter of the event you wish to docket. This will bring you to the first event beginning with that letter. From there you may either scroll down or continue to click on that letter until your event appears. Docketing specific events will be set out in more detail below.

**Hints:**

1. **The events are in alphabetical order. When navigating this screen, you can highlight any event then type the first letter of the event you are looking for. This will move you to those events in the menu beginning with the same letter.**
2. **If you need assistance, click on the “?” and a separate window will open (requiring Adobe Acrobat Reader) in which you can view a searchable list of all events.**

**Note: This feature functions only from the main screen and is an aid to locating events. You cannot docket directly from this menu.**

**b. Criminal Menu:**

The process to access the criminal menu is similar to accessing the civil menu outlined above. Click on Criminal from the menu bar and you will see one of the two screens below. Depending on whether you are a Assistant U.S. Attorney or a private practicing attorney, the menus will have some differences. The first sample is the criminal menu for the defense counsel. The second sample is the criminal menu for the Assistant U. S. Attorney. The difference is that the U. S. Attorney has the option to open a criminal case, the defense counsel does not.

## Defense Counsel Menu



## Asst. U.S. Attorney Menu



**c. Reports:**

Several reports are available to you under CM/ECF. They will be discussed in more detail below. Again they are accessed from the main menu in the same manner as the Civil and Criminal menus. The Reports submenu is set out below:



**d. Query:**

The Query feature allows you to search the database in several different

manners including case number, attorney, party or case type. Again it is accessed from the main menu in the same fashion as the Civil, Criminal and Reports menus. This feature and its use will be addressed below in greater detail.

At this point, CM/ECF's organizational structure should be familiar to you. It may be helpful to think of it as a large outline. You begin with a very general main menu and progress through submenus that become more specific.

Now that you have an overview of the System, let's move to the examination of specific screens. Similar to the CM/ECF menu pattern with which you become familiar, you will notice a pattern in these screens. Each serves a function and they appear as necessary throughout the docketing process. The next section outlines these common screens and provides instructions for docketing representative types of documents.

## SECTION 9.0 DOCKETING SPECIFIC EVENTS:

### 9.1 Formatting the Document:

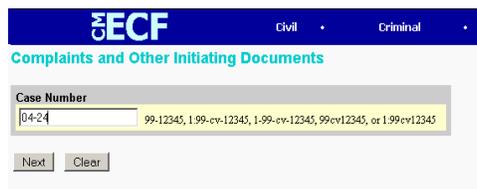
All documents must be converted from their original word processing format to PDF format before they can be filed in the CM/ECF System. **NOTE: You cannot attach a document if you have placed passwords or other security on it. You will receive an error and will need to remove security prior to attaching the document. If you require assistance, see the Guide to PDF under Reference Materials on the court's web page.**

### 9.2 Common Screens:

As noted above, as you become familiar with CM/ECF, you will notice a pattern in the screens that appear. You will view these screens generally, but not always, after you have selected the event you wish to docket and each serves a function. Many will appear in the same order for each event you are docketing. Understanding the purpose of each screen will help you understand the structure of the CM/ECF.

#### a. Case Selection Screen:

The Case Selection Screen should appear as follows:



After you select the event you to file, the System will ask for the case number. This screen selects the case in which you will be docketing. You may type in the number in the format of (yy-####) or year-number. Remember to include a hyphen between the year and number. If the case number is entered incorrectly, an error screen will appear. **Hint: Use one of the formats exemplified immediately following the text box where you enter the case number. If you use the form xx-xxxx, you will see all criminal, civil and magistrate cases with that number. Select your case and click Next.**

After entering the case number, click Next.

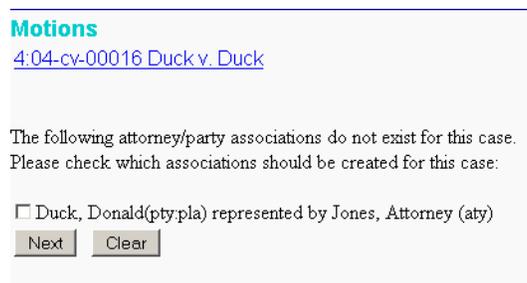
- b. **Select Party Filer Screen:**  
The select party filer screen looks like this:



This screen allows you to select the party filing the document and will be reflected in the docket text. Simply highlight the party filing the document and click Next. Parties can be added on this screen (Section 9.3a5).

- Note:**
- 1. This screen contains a link to the docket sheet.**
  - 2. We have built in many prompts to help you navigate the System, so please read the screen fully.**

- c. **Link Party Attorney:**  
The screen appears as follows:



This screen links the attorney with the party filing the document. Users will be required to confirm the party-attorney relationship the first time an attorney files a document on behalf of that party. This is an opportunity for the user to verify that they have chosen the correct party filer. Checking the association box will create an association link between the attorney and party. If the association is correct, click Next.

- d. **Attach PDF Document Screen:**  
The initial screen appears as follows:

**Motions**  
[4:04-cv-00016 Duck v. Duck](#)

Select the **pdf** document (for example: CA199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

---

This screen requires counsel to attach a document in PDF form and is an integral part of the System.

If you know the path to the document in your system, you can type it in the box. If not, click the Browse button.

If you choose the Browse button, you will have to work through several directories to locate where the PDF file is stored on your network. That directory will then become the default directory during the remainder of the active session. In order to facilitate retrieval of documents, counsel should give advanced thought to the naming and organization of files on their network. For more help in this area, please see [http://ord.uscourts.gov/ecf/ecf22/v01answer/07\\_sel\\_pdf\\_fd00.html](http://ord.uscourts.gov/ecf/ecf22/v01answer/07_sel_pdf_fd00.html).

With most browsers, the “Files of type” box defaults to HTML type files. To view PDF files, select “All Files” and search for the PDF document to upload. When the file is located, hit “Open”. You may also verify the actual document selected by highlighting it, right clicking, and selecting “Open” from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If it is the correct document, click Next.

At this time you will be given the option of attaching additional documents by activating the Yes radio button. This will be covered more thoroughly in the section on docketing Motions for Summary Judgment.

- e. **Text Boxes:**  
A common type of text box looks like:

**Motions**  
[4:04-cv-00024-JEG-CFB Risdal v. Nix](#)

Docket Text: Modify as Appropriate.

MOTION to Amend/Correct [1] Complaint  by Eddie Risdal . Responses due by 8/23/2004 (Jones, Attorney)

Text boxes are designed to allow counsel to add docket text as necessary. The added text will appear in the docket text and become a part of the permanent file. Text boxes come in two forms: the first box is a drop down which allows counsel to select from a limited menu, while the second box is free form allowing counsel to type in any desired text. Counsel is not required to add text and should do so only to the extent necessary to clarify what is being filed.

**f. Drop Dead Screen:**

The final screen you will see before the transaction is entered into the System is:

Docket Text: Final Text  
 MOTION to Amend/Correct [1] Complaint by Eddie Risdal. Responses due by 8/23/2004 (Jones, Attorney)

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

This screen warns that this is your last and final opportunity to check and change what is being filed before it becomes a permanent part of the System. If you are ready to submit this event, click Next. Up until this time, you may still use the Back and Forward buttons to check your work. However, after you click Next, you will be unable to change the document or the text submitted and the document will be filed with the court and served on counsel of record. After clicking on this screen, only the court will be able to modify your entry.

**g. Notice of Electronic Filing:**

This the last screen you will see. It confirms that the document has been posted to the docket. The screen looks like:

**Motions**  
[4:04-cv-00024-JEG-CFB Risdal v. Nix](#)

**Motion**  
[4:04-c](#)

**Select document to be amended.**

Notice <  **Refer to existing event(s)?**

The folk: **Filed**  **to**

Case N

Case N

Filer: **Documents**  **to**

Docum

Docket

MOTIC

The folk:

**Document**  **Original filename:** n/a

**Electronic document Stamp:**  
 [STAMP deecfStamp\_ID=1077055697 [Date=7/30/2004] [FileNumber=227-0] [3  
 69bfdeca3f05dead967E356620264096240031cfe8e3bb7a0c5d8d5667b6db0725c59ff  
 972cd2fcb4e69ffc0dedce12e9fd1ee4bac2b20c5dfe2134b1bf512cd]]

**4:04-cv-16 Notice will be electronically mailed to:**

Attorney Jones: CMECF\_IASD@iasd.uscourts.gov, nelsonrw42@hotmail.com

**4:04-cv-16 Notice will be delivered by other means to:**

Attorney Smith

The electronic document stamp is generated from the contents of the PDF file submitted and is your proof of filing or file stamp and your certificate of service for all participating parties. This screen displays the docket text and allows you to access the docket sheet and the document. It shows which attorneys have been notified via e-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the System. Court staff will send paper copies of court generated documents to those parties who did not receive electronic notification but it is counsel's responsibility to notice those attorneys regarding documents they file.

While this screen may be printed, it is saved by the System and may be viewed at any time through the Docket Sheet Report, however, PACER fees will generally be incurred.

**h. Linking Screen:**

Since some events relate to or are linked to other events, you will sometimes be given the opportunity to link the event you are filing to another event already on file. This allows the court to view all related events at the same time. The screen will look like this:

First check the box “Refer to existing event(s)?” Then you will see a list of docketed events in the case. Check the box(es) next to the event to which your filing relates, and click Next.

### **9.3 Overview of Docketing Events In CM/ECF:**

CM/ECF is a very user friendly system. We have attempted to make it even more so by creating additional instructions or prompts on various screens where questions might arise. Please take the time to read the prompts and do not hesitate to contact us if you see ways in which the System can be improved. In this section we will try to outline the pattern the System follows while, in the next section, we will walk through selected events that follow the same pattern.

As you begin to docket in CM/ECF, you will find a simple pattern emerging:

1. First, you log onto the System (Section 5.0).
2. Choose the area to access after you have logged on, use the menu and click on the area (Section 8.2). For example, if you want to docket a civil event, you will click on “Civil”. If you are working in Criminal, you will select “Criminal” and if you want to query or access a report, you will click on either of those events.
3. After you have selected the appropriate section, you will see a screen containing a submenu. Again you select the area related to your filing and click on it. For example, to docket an answer in a civil case, you click on “Civil”, then “Initial Pleadings and Service” then Answers to Complaints.
4. When you click on the event, a screen will appear asking for the number of the case in which you are docketing. (Section 9.2a.)
5. When the case number is entered and verified, the System will ask who is filing the document. (Section 9.2b.) Identify the party filing the document and, if necessary, add parties.
6. When you have identified the party filing the document, you will be asked to verify the attorney-party relationship if this is the first filing an attorney has made for that party. (Section 9.2b.)
7. Next the System will require you to add a document in PDF format. (Section

9.2d.) At this time you may also add attachments to the document filed.

8. After you have added the document, the System will provide a screen allowing you to insert docket text. (Section 9.2e.)
9. After the docket text is added, you will see the Drop Dead screen. This is your last chance to review your work before it becomes a permanent part of the System. (Section 9.2f.)
10. Finally, you will be provided with a notice of electronic filing (NEF). (Section 9.2g.)

While some screens may appear in different order or additional screens may appear, this is the basic pattern followed for all filings.

#### 9.4 Case Opening Procedures:

##### a. Opening a Civil Case:

1. Log in (Section 5).
2. From the initial menus screen click on Civil.
3. Under Open a Case, select either Civil Case Unassigned or Civil Case Unassigned (Sealed).



4. Select the Office and Case Type from the drop-down list. If this is a related case or a case removed from another Court, check the related case box then enter the other Court information on the next screen, then click Next. The filer should leave the Lead Case Number, Association Type, Other Court Name, and Other Court number as is. The Clerk's office will complete this information after the filing is completed.

### Open Unassigned Civil Case

Office  Case type  Case Number

Date filed 8/9/2004

Lead case number  Association type

Other court name

Other court number

Related cases

5. The following screen will appear. The information on this screen can be taken from your completed Civil Cover Sheet. Please complete all required information and click Next.

### Open Unassigned Civil Case

Jurisdiction

Cause of action

Nature of suit

Origin

Citizenship plaintiff

Citizenship defendant

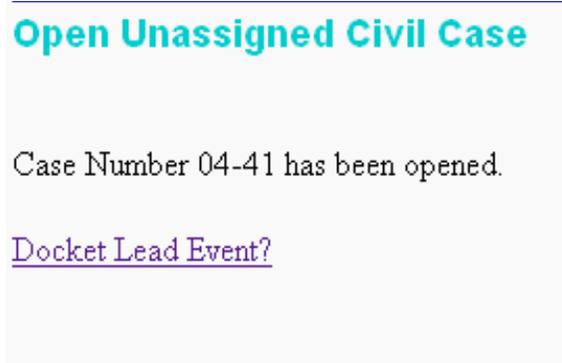
Jury demand  Class action  Demand (\$000)

Arbitration code  County

Fee status  Fee date  Date transfer

6. Enter parties last name on the next screen and click search. If the name is not found, click Create New Party. Pay particular attention to the party role to ensure you select the proper role. Click the Attorney Button, enter your last name and click search. Click on your listing and click Next. Click Add, then submit.
7. Next, type in the last name of the next party and click search. If not found, click Create Party. Continue these steps until all parties in the case have been added then click End Party Selection.

8. The next screen will present you with a case number. Please write this number down for future reference. This screen will also ask; Docket Lead Event? Click this link to proceed into docketing the initiating document.



**b. Open a Criminal Case - U. S. Attorney Only!:**

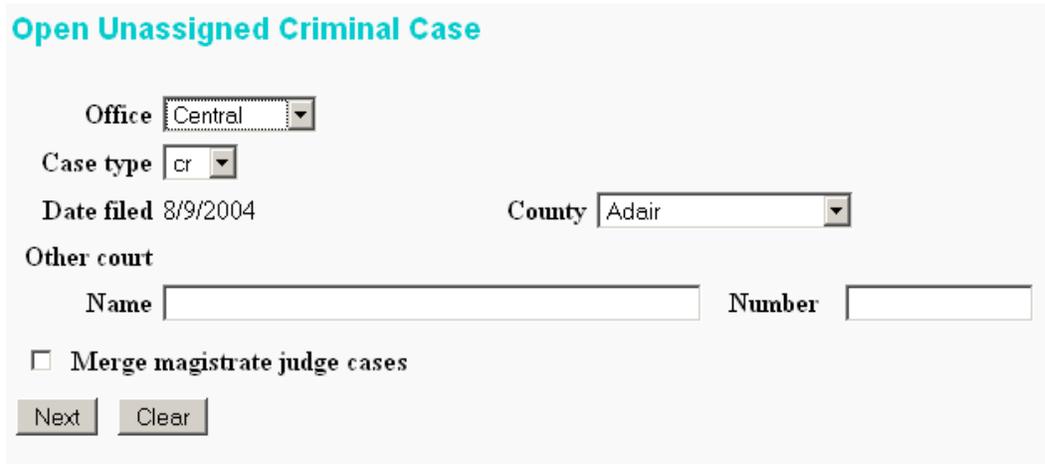
1. Login
2. Click Criminal from the Initial Menu Bar
3. Click either Criminal Case - Unassigned or Criminal Case - Unassigned (Sealed)



4. Select the and County down lists. If case connected another court,

Office, Case Type, from the drop- there is another to this case from enter the caption

and case number. **DO NOT check the box to Merge Magistrate Judge Cases. This function will be performed by the Clerk's Office!** Click Next.



**Open Unassigned Criminal Case**

Office

Case type

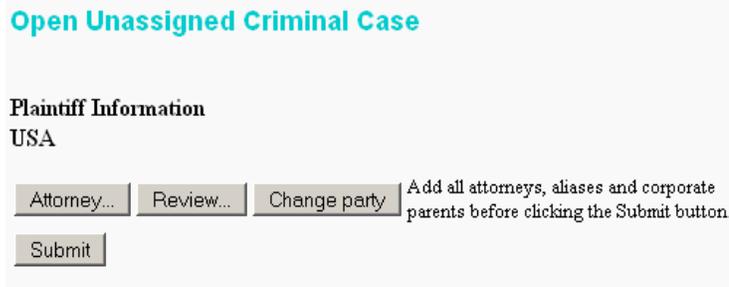
Date filed 8/9/2004 County

Other court

Name  Number

Merge magistrate judge cases

5. Click the Attorney Button on the next screen.



**Open Unassigned Criminal Case**

**Plaintiff Information**  
USA

Add all attorneys, aliases and corporate parents before clicking the Submit button.

6. Type in the filing attorney's last name and click Search, then select the correct name from the list and click Select name from list.



**Search for an attorney**

Bar Id

Last name

**Attorney search results**

- Green, Brent B
- Green, Judy**
- Green, Thomas Evan
- Greene, Earl G
- Greene, Mickey William

7. On the next screen, confirm that you will receive notice and then click Add Attorney.

**Attorney Information (Party USA, )**

**Judy Green** Bar Id:Unknown Bar Status:Unknown

Office	<input type="text"/>	Unit	<input type="text"/>
Address 1	<input type="text"/>	Address 2	<input type="text"/>
Address 3	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>
Country	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text" value="Judy.Green@usdoj.gov"/>	Lead attorney	yes <input type="button" value="v"/>
Designation	<input type="text"/>		
Start date	<input type="text" value="8/9/2004"/>	Notice	yes <input type="button" value="v"/>

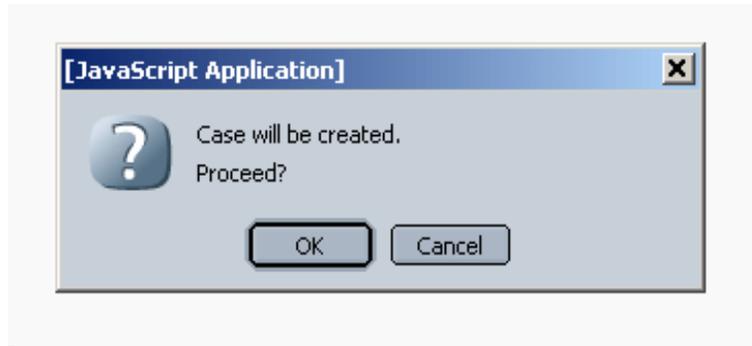
Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

8. Click Submit
9. Now add the defendants, one at a time until all defendants have been added. From the drop-down select the correct party role type for the party you are adding. Be sure to check the party role as you add parties. The default is "defendant". When finished adding parties, click End Party Screen.
10. The next screen will allow you to re-order or combine defendants if necessary.

*Combine/Renumber defendants, if necessary*

Party	Role	Number	Attorney	Alias
USA	pla		Judy Green	
Donald Duck	dft	<input type="text" value="1"/>		
Huey Duck	dft	<input type="text" value="2"/>		

11. You will see the next screen after clicking submit. Click OK to proceed.



12. The next screen will provide you with your case number. Please record this for future reference.

### Open Unassigned Criminal Case

Processing..please wait!..

Case Number 04-41 has been opened.

## 9.5 Specific Examples of How to Docket Common Events - Civil:

### a. Docketing a Complaint:

1. Log in (Section 5).
2. From the initial menu screen (Section 8.2) click on Civil.
3. Under subheading "Initial Pleadings and Service" click on Complaint and Other Initiating Documents:

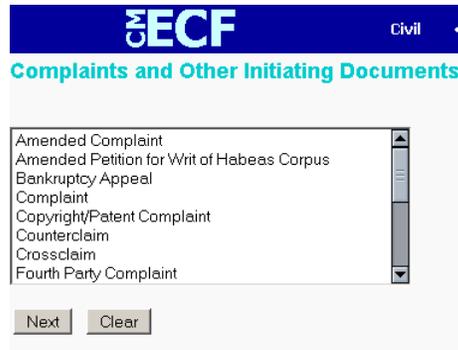
### Initial Pleadings

[Complaints, Other Initiating Documents](#)

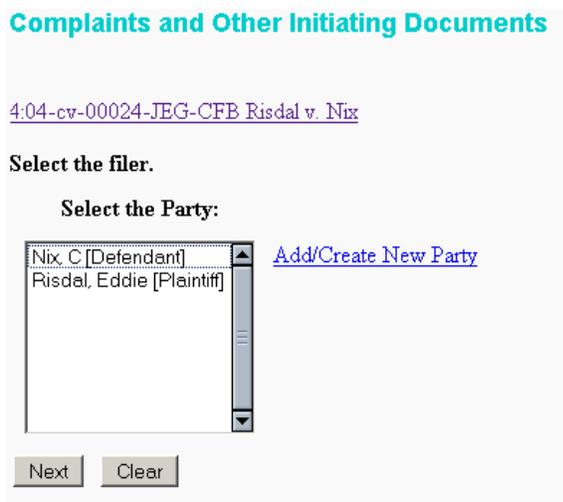
[Answers to Complaints](#)

[Other Answers](#)

4. Highlight Complaint and click Next:



5. The case number screen (Section 9.2a) will appear. Type in the case number you have received from the CM/ECF system and click Next.
6. The next screen you see is the party filer screen (Section 9.2b). Since the case has already been opened, all parties should be in the System and should appear on the screen. Select the party you represent, highlight them and click Next.



7. This should bring up the Link Party Attorney screen (Section 9.2c). Review the screen and, if it is correct, check the box and click Next.
8. The next screen requires you to select the parties against whom you are filing your complaint. Highlight the defendants and click Next.  
**Note: You can select all defendants by clicking on the button under "Select a Group". You may also use the Control and Shift keys to select multiple parties.**

## Complaints and Other Initiating Documents

4:04-cv-00024-JEG-CFB Risdal v. Nix

Please select the party that this filing is **against**.

Select the Party:    OR    Select a Group:

Nix, C [Defendant]  
Risdal, Eddie [Plaintiff]

[Add/Create New Party](#)

- No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

Next    Clear

9. The next screen requires you to attach your Complaint (Section 9.2d). Attach the Complaint and any attachments, and click Next.
10. The next screen will set the Deadline. Click Next.
11. The next screen will be a Text Box Screen (Section 9.2e). This is an example of a free form text box which allows you to add docket text to the entry. Text in what you feel is necessary to describe your pleading and click Next. **Note: No text is required.**

Docket Text: Modify as Appropriate.

COMPLAINT  against C Nix (Filing fee \$ 150.) Filing Fee Waived, filed by Eddie Risdal . (Jones, Attorney)

Next    Clear

12. The next screen will be the Drop Dead screen (Section 9.2f). This is the last chance you have to review your entry or make changes before the entry becomes a permanent part of the System. Please note that what you text in on the last screen is italicized. Review your work for accuracy.

Docket Text: Final Text

COMPLAINT against C Nix (Filing fee \$ 150.) Filing Fee Waived, filed by Eddie Risdal.(Jones, Attorney)

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

Next    Clear

**Remember: At this point**

1. You may use the Back and Forward buttons to check and edit your

- work.**
2. **You may abort this entry with the Back button, Clear or by pressing any of the menu buttons.**
  3. **Once you click Next, the document will become a permanent part of our System and be served electronically on the other parties.**

If you want to complete the transaction, click Next.

13. The entry of the Complaint is now complete and you will see the Notice of Electronic Filing screen. This is your confirmation that your Complaint has been filed.

**Note: Service still must be made in accordance with Fed. R. Civ. P. 4.**

**b. Docketing an Answer:**

The steps for docketing an Answer are similar to docketing a Complaint and are as follows:

1. Log in (Section 5.0).
2. From the menu screen (Section 8.2) click on “Civil”.
3. Under the subheading “Initial Pleadings and Service” click on Answers to Complaints.
4. The case number screen (Section 9.2 a) will appear. Type in the case number and click Next.
5. The next screen you see will be the Party Filer Screen (Section 9.2b):

**Answers to Complaints**

4:04-cv-00024-JEG-CFB Risdal v. Nix

Select the filer.

Select the Party:

Nix, C [Defendant]  
Risdal, Eddie [Plaintiff]

[Add/Create New Party](#)

Next Clear

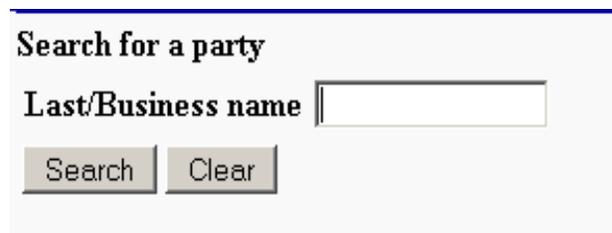
This screen requires you to select the party filing the document. Normally all parties will be listed. If the party for whom you are filing an Answer is not listed, this screen gives you the opportunity to add parties.

**i. For Listed Parties:**

If the party you represent is listed on this screen, highlight the party and click Next. This will bring up the Link Party Attorney screen unless a previous filing has been made. Review the screen and, if it is correct, check the box and click Next. **Note: While you will need to add attorneys to your specific case, you should be able to select them from our attorney database. If you are unable to select the correct attorney(s) from the database, please contact the Help Desk immediately. Do NOT add attorneys to the court’s database.**

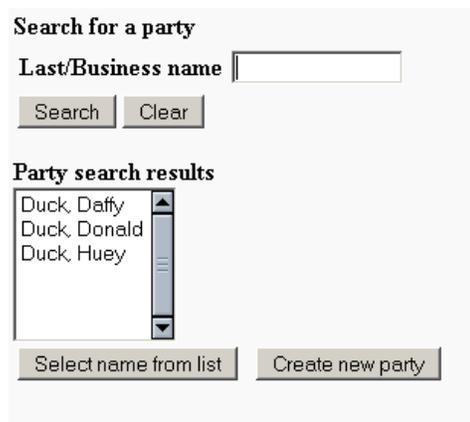
ii. Adding Parties:

If the party you represent or a party against whom you are asserting a claim is not included on the list, you will need to add that party at this time. To do so, begin by clicking on Add/Create Party. You will see this screen:



The screenshot shows a web interface titled "Search for a party". Below the title is a text input field labeled "Last/Business name". Underneath the input field are two buttons: "Search" and "Clear".

The first step is to determine if the party you represent is currently in our database. Type in the name of the party and press Search. For example, if you typed in “Duck” and clicked on Search, the next screen would appear:



The screenshot shows the "Party search results" screen. It features a title "Party search results" and a list box containing three items: "Duck, Daffy", "Duck, Donald", and "Duck, Huey". Below the list box are two buttons: "Select name from list" and "Create new party".

If the party you represent is listed, highlight the name and click on “Select Name From List”. This will bring up the following party information screen:

**Party Information**  
Daffy Duck

Role  Pro se

Prisoner Id  Office

Unit  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Party text

Start date

Carefully check the information on this screen and make any necessary changes.

**Note: Pay particular attention to the Role field. This should reflect accurately the party’s role in the lawsuit. The field default to “defendant” and will need to be changed to reflect the correct role if other than defendant.**

If the information is correct, click Submit and you will return to the Select The Party screen. Highlight the party and click Next.

If the party is not in our System, the results of your search will look like this:

**Search for a party**

Last/Business name

**Party search results**

**No person found.**

To add a new party to the System, click on “Create New Party” and a different version of the party information screen will appear:

**Party Information**

Last name  First name

Middle name  Generation  Title

Role  Pro se

Prisoner Id  Office

Unit  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Party text

Start date

Fill in the required information, paying particular attention to the Role field and click Submit. You will return to the Select the Party screen. Highlight the party and click Next.

6. This should bring up the Link Party Attorney screen unless a previous filing has been made. Review the screen and, if it is correct, check the box and click Next. **Note: You should not need to add attorneys. If there is a problem, contact the Help Desk immediately.**
7. The next screen you see requires you to link your Answer to a document. (Section 9.2d). The screen will look like this:

**Answers to Complaints**  
[4:04-cv-00024-JEG-CFB Risdal v. Nix](#)

Include	Date	#	Docket Text
<input type="checkbox"/>	08/06/2004	<a href="#">20</a>	COMPLAINT against C Nix (Filing fee \$ 150.) Filing Fee Waived, filed by Eddie Risdal (Jones, Attorney)

Check the box next to the complaint that you are answering and click Next.

8. The next screen will require you to attach your document.

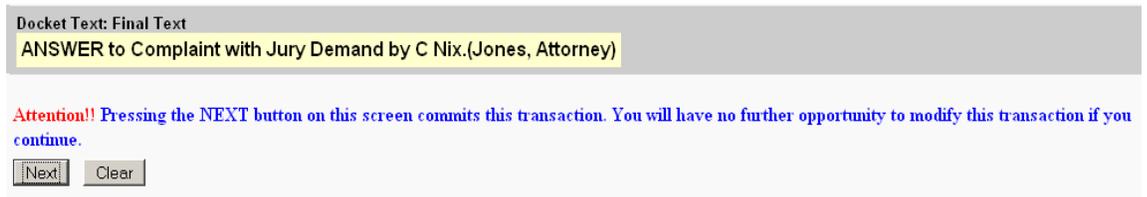
9. You now have the opportunity to add a counterclaim, cross-claim or third-party complaint by checking the appropriate box. If none of these apply, read the note on jury demand and click Next. **Note: The same procedure for adding parties applies here.**
10. Jury Demand: You **MUST** choose “b”, “d”, “n” or “p” at this screen.

If you do not choose any of the four (4) choices, you will receive this error:

**An Internal Error has occurred the error code is 74: ProcessDpListOptions**

Your transaction will not be completed and you will need to start over from the beginning.

11. The next screen you see is a version of a Text Box (Section 9.2e). You may text in any required information or leave it blank. Click Next.
12. This will bring up the final Drop Dead screen (Section 9.2f) before the document becomes a permanent part of the System. This screen looks like:



**Remember: At this point**

1. You may use the Back and Forward buttons to check and correct your work.
2. You may abort this entry with the Back button, Clear or by pressing any of the menu buttons.
3. Once you click Next, the document will become a permanent part of our System and will be served electronically on the other parties.

If you want to complete the transaction, click Next.

12. This will bring up the notice of electronic filing (“NEF”). (Section 9.2g)

**c. Docketing a Motion for Summary Judgment:**

The requirements for filing a motion for summary judgment are found in LR 56.1. To file a motion for summary judgment in the Southern District of Iowa, four (4) documents are generally required. These are the motion, a brief, a

statement of material facts and an appendix. The procedure we have adopted under CM/ECF is to file the motion and attach the brief, statement of material facts and appendix to the underlying motion. This allows all relevant documents to be accessed in one spot. **Note: Subsection (e) of the Local Rule requires a paper copy of the appendix, in the form set out in the Rule, to be filed with the court within three (3) court days if the copy filed in electronic form is not in the required form.**

The steps for docketing a motion are as follows:

1. Log in (Section 5.0).
2. From the menu screen (Section 8.2) click on Civil.
3. Click on subheading “Motions” and you will see the following screen:



You will note that the motions are listed in alphabetical order so you will have to scroll down until you see Summary Judgment or you can highlight an event and type S. The System will take you to the S's. At that point, you can scroll to Summary Judgment.

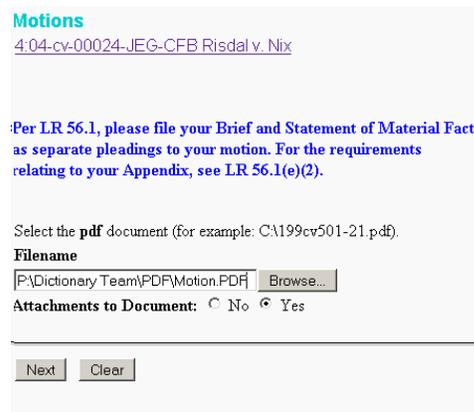
Remember that by clicking the “?” on the main screen, you are able to view the entire list of motion events available.

The screen for filing a motion for Summary Judgment should look like this:



Now click Next.

4. The case number screen (Section 9.2a) will appear. Type in the case number and click on Next.
5. The next screen you see will be the Party Filer Screen (Section 9.2b). Highlight the party you represent and click Next.
6. This will bring you to the screen requiring you to attach a document in PDF format. Attach the document (Section 9.2d) and, before clicking Next, click in the “Yes” box next to “Attachments to Document”. You will see this screen:



**Motions**  
4:04-cv-00024-JEG-CFB Risdal v. Nix

Per LR 56.1, please file your Brief and Statement of Material Facts as separate pleadings to your motion. For the requirements relating to your Appendix, see LR 56.1(e)(2).

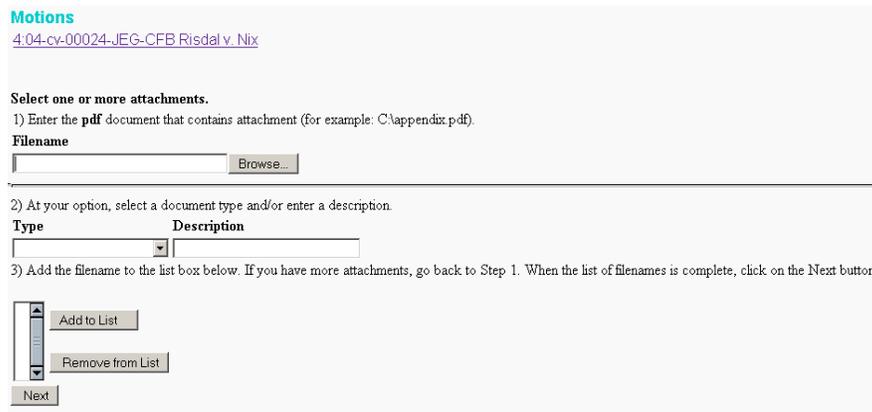
Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**  
P:\Dictionary Team\PDF\Motion.PDF [Browse...]

**Attachments to Document:**  No  Yes

[Next] [Clear]

Now click Next and you will see the screen that allows documents to be attached:



**Motions**  
4:04-cv-00024-JEG-CFB Risdal v. Nix

Select one or more attachments.

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

**Filename**  
[Browse...]

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

Type	Description
[dropdown]	[text box]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

[Add to List] [Remove from List]

[Next]

Click on the Browse button and add your brief. Then select Appendix from the drop-down box and add any description you feel is necessary in the free text description box.

Now click on “Add to List” and the screen should look like this:

## Motions

4:04-cv-00024-JEG-CFB Risdal v. Nix

### Select one or more attachments.

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

Filename

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

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

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Notice.PDF	<input type="button" value="Add to List"/>
	<input type="button" value="Remove from List"/>
<input type="button" value="Next"/>	

Add the Statement of Material Facts and Brief in the same manner and click Next.

7. The next screen shows the Response Deadline for the motion. Click Next.
8. This brings up a text box (Section 9.2e). Add any desired text and review the docket text that appears. If this is how you want the docket to read, click Next.
9. This brings up the Drop Dead screen (Section 9.2f).

### Remember: At this point

1. You may use the Back and Forward buttons to check and correct your work.
2. You may abort this entry with the Back button, Clear or by pressing any of the menu buttons.
3. Once you click Next, the document will become a permanent part of our System and will be served electronically on the other parties.

If you want to complete the transaction click Next.

10. This brings up the Notice of Electronic Filing Screen (Section 9.2g).

### d. Motion To Extend Time:

The steps for docketing a motion for extension of time are similar to those set out above.

1. Log in (Section 5.0).
2. From the menu screen (Section 8.2) click on Civil.
3. Click on subheading "Motions". When you scroll to Extension of Time, you will see the following options:

**Motions**

- Enforce Judgment/Settlement
- Expedite
- Extension of Time for Scheduling/R16 Deadlines
- Extension of Time to Amend
- Extension of Time to File
- Extension of Time to File Answer
- File Overlength Brief
- Hearing/Oral Argument

Next Clear

If you are seeking extra time to post a bond, you would type that in the text box and press Next. This will add that language to the docket text.

**Motions**

[4:04-cv-00024-JEG-CFB Risdal v. Nix](#)

**Please text in the text box what scheduling order deadline you wish extended, add parties, amend pleadings, plaintiffs experts, defendants experts, plaintiff rebuttal experts, discovery, dispositive motion and trial readiness.**

Deadline wish extended

---

Next Clear

6. Most of these events will give you the opportunity to link your motion to the event you are seeking to extend. The screen will look like this:

**Select document to be amended.**

Refer to existing event(s)?

Filed  to

Documents  to

Next Clear

First check the box “Refer to existing event(s)?” You will see a list of docketed events in the case. Check the box(es) next to the event to which your motion relates, and click Next.

7. After you have linked the document, the text box screen will appear.

(Section 9.2e). Complete the text box as required and click Next.

8. This will bring up the Drop Dead screen. (Section 9.2f.)

**Remember: At this point**

1. You may use the Back and Forward buttons to check and correct your work.
2. You may abort this entry with the Back button, Clear or by pressing any of the menu buttons.
3. Once you click Next, the document will become a permanent part of our System and be served electronically on the other parties.

If you want to complete the transaction, click Next.

9. This will complete the transaction and bring up the Notice of Electronic Filing screen (Section 9.2g)

e. **Motion Requiring Proposed Pleadings to be Attached (i.e., Motions to Amend or to File Over Length Briefs):**

Pursuant to the court's Local Rules, some motions including Motions to Amend (LR 15.1) and Motions to File Over Length Brief (LR 7.1(h)), require that a document be submitted with the motion which will be detached and filed upon the court granting the motion. This process is the same as is currently being followed.

You simply file the motion and when you reach the attach document screen, you click in the Yes circle next to "Attachments to Document":

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

**Filename**

P:\Dictionary Team\PDF\Motion.PDF

**Attachments to Document:**  No  Yes

---

Click Next and you will see the following screen:

**Select one or more attachments.**

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

**Filename**

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

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

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

<input type="text"/>	<input type="button" value="Add to List"/>
<input type="text"/>	<input type="button" value="Remove from List"/>
<input type="button" value="Next"/>	

At this point you use the Browse button to find and attach the documents. Enter a description of the attachment to identify it. Then press “Add to the List”. Repeat this process for additional attachments. When all documents have been added, press Next.

The Clerk’s Office will detach and file the document if the motion is granted and you will receive electronic notice of its filing.

**f. Filing Sealed or Ex Parte Documents:**

The Court will allow case participants to file sealed documents that are permitted to be filed without leave of Court. See Administrative Order M138 of September 16, 2003 under Court Information at <http://www.iasd.uscourts.gov>. In criminal cases, the attorneys for the defendant and the United States attorney can view sealed data for that defendant. However, the attorney for one defendant cannot see sealed information filed by the attorney for another defendant in the case. If leave of court is required you must file a Motion for Leave to File Under Seal. If the motion is granted you may then file the sealed document as granted by the Court. If the document is one of the 18 documents addressed by the Administrative Order re Filing Materials Under Seal Without Prior Court Order then the specific event should be used. If the document is something other than the 18 listed in the Administrative Order then it should be filed as either a Sealed Motion under the category of Motions or Sealed Document under the Other Documents category.

If it is necessary that counsel not have access to the document then it should be filed as a Ex Parte Filing under the Notice category. Some events are built to allow them to be filed under seal or not. On those particular events you will get the following screen:

**Motions**

[4:04-cr-00002 USA v. Brown](#)

**WARNING!! This document cannot NOT be sealed unless you have previously contacted the Clerks Office and been granted permission to file sealed documents.**

The Clerk's Office must set your permission to file documents under seal in each case. In criminal cases, this will be done by the Clerk when the case is opened. However, in civil cases you will need to contact the Clerk's office for rights to file sealed documents first before attempting to file your first sealed document in a case to be sure your permissions have been set.

**NOTE: If you do not follow this procedure, the filing WILL NOT be sealed!**

**g. Filing Motions For Which No Event is Listed:**

While our list of events is quite extensive, there will be situations where no event fits the motion you want to file. In that case, use the event "Miscellaneous Relief". The procedure for using this event is similar to docketing any other motion. You highlight the event from the drop down list of motions and click Next; type in the case number and click Next; select the party filing the document and click Next; make the attorney connection and click Next; attach your document in PDF format; link the motion to another event if appropriate; add the appropriate text in the text box and click Next; review the Drop Dead screen and click Next.

**h. Filing Oversized Documents:**

The System will not accept documents larger than 2MB in size. This applies to both original and scanned documents saved to PDF.

It is more likely that scanned documents will cause problems with file size. In order to avoid this, we recommend that, when scanning, you set your scanner to black and white and 200 dpi. If you use color or a higher dpi, the file size will increase dramatically. To check your file size, the document must be closed. Using Windows Explorer, locate the document on your network, right click on it and select Properties. That will show you the size. (1MB=1000KB)

If the document you are attempting to file is greater than 2 MB, the System will reject it and you will receive this message: "Your document exceeds 2 megabytes - please break it into smaller sections".

If this occurs, we recommend you break the document into logical pieces and file the first part of the document in the same manner as any other document. The pieces should be filed as attachments on the Attach PDF Document Screen (Section 9.2d). For example, if your brief is oversized, you may want to break it into sections by issues. If you have questions during this process, do not hesitate to contact the Help Desk.

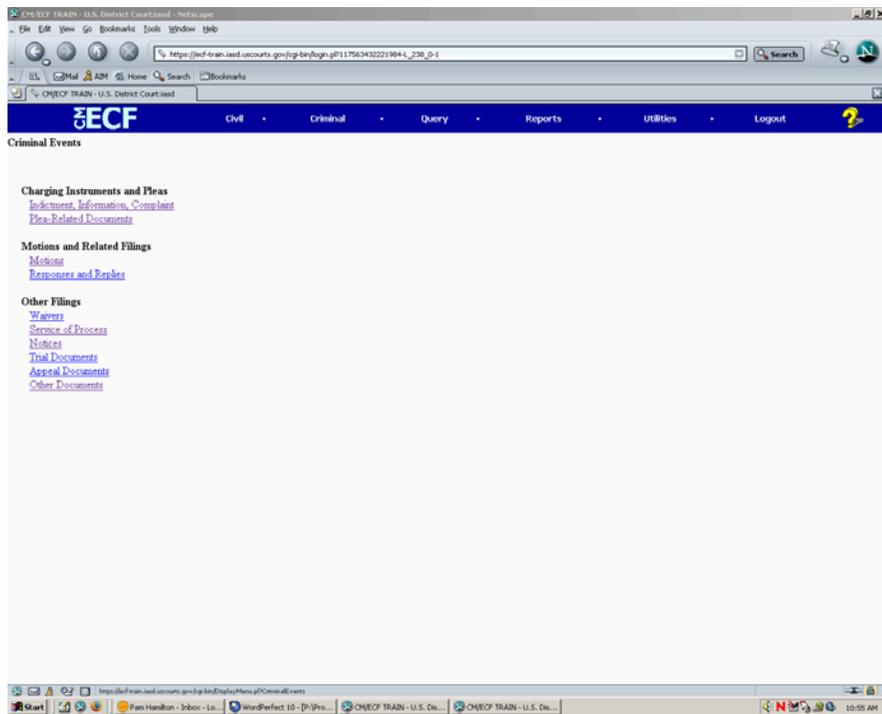
## **9.6 Examples of How to Docket Common Events - Criminal:**

The manner in which criminal events are docketed is similar to the way civil events are docketed. You may want to review Sections 5, 6 and 9.1-4 at this time. Likewise, the procedure for attaching documents and restrictions on oversized files is identical. This section will review some basic principles and highlight those areas unique to the criminal area. If you have questions, please feel free to call the Help Desk at any time.

- a. **Docketing Complaints and Informations (Sealed or Ex Parte Matters):**  
 The filing U. S. Attorney will electronically file complaints, and informations. If those document should be sealed be sure to follow the procedures for filing sealed documents as outlined in Section 9.4(f).

The procedures for filing documents under seal are set out in LR 5.1e and LCrR47.1 In criminal actions the court has adopted a Administrative Order which suspends the operation of the Rule for many of the common criminal motions routinely filed under seal or ex parte.

- b. **Docketing a Motion In a Criminal Case:**
1. Log in (Section 5.0).
  2. From the menu screen (Section 8.2) click on Criminal.



3. Find the heading “Motions and Related Filings” and click on “Motions”.

The case number screen (Section 9.2a) will appear. Type in the case number and click Next.

**Motions**

**Case Number**

04-24 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

4. scan

5. The Party Filer Screen (Section 9.2b) will appear. Select the party filing the document and click Next.

[4:04-cr-00011 USA v. Bachman](#)

Select the filer.

Select the Party:

USA, [Plaintiff]
Bachman, Ronald Lincoln (1) [Defendant]

Next Clear

6. If this is the first filing you have made in this case, you will see the Link Party Attorney screen. If the screen is correct, check the box and click Next.

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

USA, (pty/pla) represented by Jones, Attorney (aty)

Acquittal
Amend/Correct
Appeal In Forma Pauperis
Appoint Counsel
Attorney Fees
Bill of Particulars
Brady Materials
Certificate of Appealability

Next Clear

7. You next see the following screen which select the motion you wish to file.

will allows you to

The motions are listed in alphabetical order so you will have to scroll down until you find the motion you wish to file. Remember, if you go back to the menu page you can see a list of all motions currently in the System.

If you highlight a motion and then type the first letter of the motion you wish to file, the System will take you to that part of the list beginning with that letter. By using the Control and Shift keys, you can highlight more than one motion. Highlight the motion or motions you wish to file and click Next.

8. The next screen you see is the Add PDF Document Screen. (Section 9.2d).

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

**Filename**

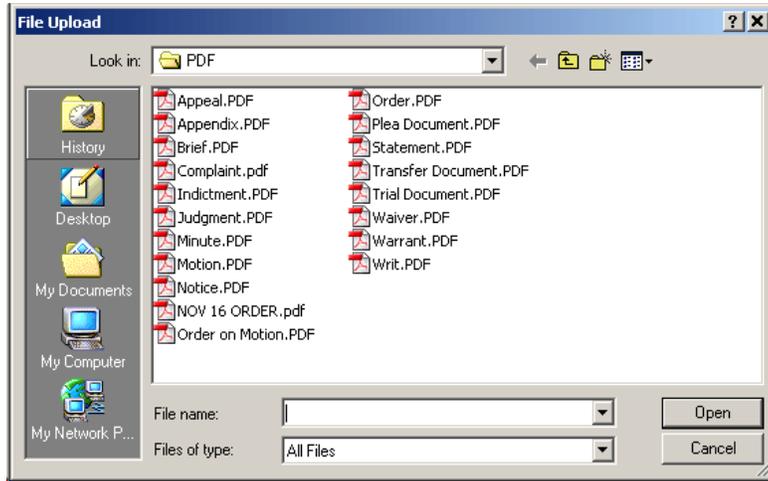
**Attachments to Document:**  No  Yes

---

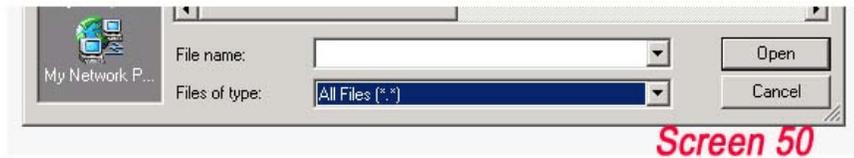
Add your documents or attachments and press Next.

Remember: The steps to add a document are as follows:

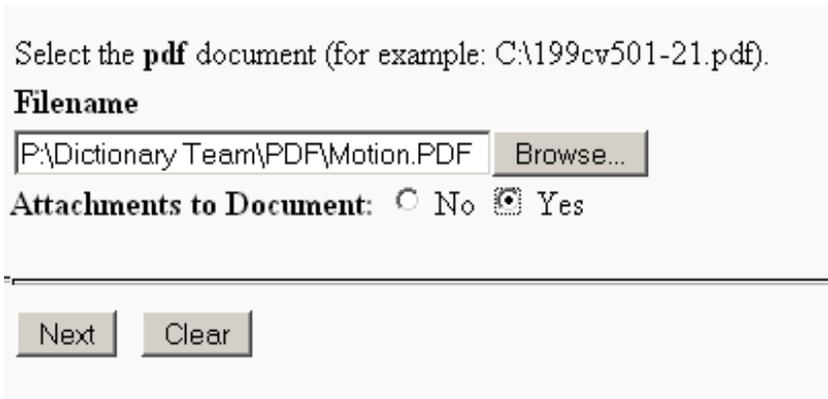
1. Click on Browse and you will see:



2. Be sure to change “HTML Files” to “All Files”.



3. Highlight the document you wish to file. To review the document, right click on it and then Open. If it is the correct document, click Open.



4. At this screen you may click Next if you are done or click on the Yes button and hit Next to add an attachment. If you click Yes and Next you will see the following screen:

Select one or more attachments.

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

Filename

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

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

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

<input type="button" value="Add to List"/>
<input type="button" value="Remove from List"/>
<input type="button" value="Next"/>

Add the attachment by repeating the above process. Add the type or description, select Add to List and Next when you are finished.

5. The next screen is the Text Box (Section 9.2e). Pick the appropriate information from the drop-down list if applicable. You may also type in additional text in the second box if desired. For example: Request for Hearing. Then click Next.

Docket Text: Modify as Appropriate.

MOTION for Attorney Fees  by USA as to Ronald Lincoln Bachman . Responses due by 8/26/2004 (Jones, Attorney)

6. This brings you to the final or Drop Dead screen (Section 9.2f). This is the last screen that allows you to review or modify your work before the transaction becomes final.

Docket Text: Final Text

ANSWER to Complaint with Jury Demand by C Nix.(Jones, Attorney)

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

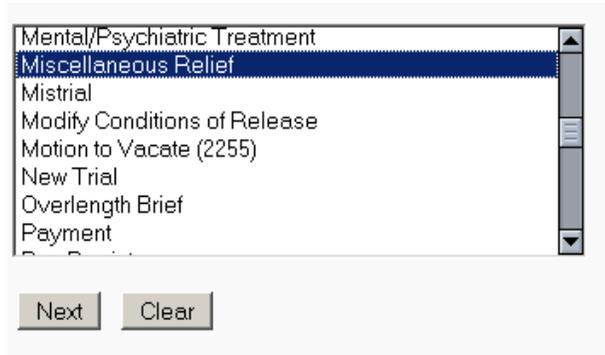
If you want to complete the transaction, click Next.

7. This will bring up the Notice of Electronic Filing screen.

c. **Docketing Special Motions:**

1. **Motions For Which There is No Specific Event:**

If you cannot find an event that fits the motion you are attempting to docket, highlight “Miscellaneous Relief” at the motion screen and click Next.



**SECTION 10.0 QUERY FEATURE:**

1. **Accessing the Query Screen:**

This feature may be used to locate a wide variety of information in the ECF filing system. Specifically, you are able to search the database by Case Number, Filing Date, Nature of Suit, Party Name and by Attorney.

To enter the Query Feature, simply click on Query from the main menu bar:



This will open your PACER Login screen. You must enter your PACER login and password before you will be allowed to query the CM/ECF database.

**Note: Your PACER Login and password are different from your CM/ECF login (Section 2.4). You must have a PACER account in order to retrieve, view, and/or print certain documents. You will be charged a fee of \$.07 per page with a maximum of \$2.40 per document to access documents, docket sheets, etc., from CM/ECF.**

When you have entered your **PACER** login and password, you will see the following screen:

## Query

**Search Clues**

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

or search by

Filed Date  to

Last Entry Date  to

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

or search by

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

First Name  Middle Name

Type

### 2. Searching by Case Number:

The first option this screen offers is to search by case number. If you know the case number, simply type it in the box following Case Number. We recommend you use the format YY-XXXX, *e.g.*, the last two numbers of the year and the case number. This will allow you to access all cases with that number and you will see a screen that looks like this:

cr = Criminal cv = Civil mj=Magistrate mc=Miscellaneous

*There is more than one case that matches the number entered; select the appropriate case below.*

1:03-cr-00003-LRR - USA v. Jones  
 1:03-cv-00003-JAJ - Camizzi v. Comm Social Security

**Screen 56**

Click  in front of the case you wish to access and click Next.

Click on the box

Choose Case Summary.

**1:03-cv-00003-JAJ** Camizzi v. Comm Social Security  
 John A Jarvey, presiding  
**Date filed:** 01/13/2003  
**Date terminated:** 06/23/2003 **Date of last filing:** 06/23/2003

**Query**

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)

Screen 57

The Case Summary screen will look like this:

**1:03-cv-00003-JAJ** Camizzi v. Comm Social Security  
 John A Jarvey, presiding  
**Date filed:** 01/13/2003  
**Date terminated:** 06/23/2003 **Date of last filing:** 06/23/2003

### Case Summary

<b>Office:</b>	Cedar Rapids	<b>Filed:</b>	01/13/2003
<b>Jury Demand:</b>		<b>Demand:</b>	0
<b>Nature of Suit:</b>	864	<b>Jurisdiction:</b>	U.S. Government Defendant
<b>Cause:</b>	42:405 Review of HHS Decision (SSID)	<b>Disposition:</b>	Dismissed - Settled
<b>County:</b>	Linn	<b>Terminated:</b>	06/23/2003
<b>Origin:</b>	1	<b>Reopened:</b>	
<b>Lead Case:</b>	None		
<b>Related Case(s):</b>	None	<b>Other Court Case(s):</b>	None

**Flags:** CONMAG, CLOSED

**Party 1:** John M Camizzi (Plaintiff)

**Party 2:** Commissioner of Social Security (Defendant)

<b>Atty:</b> Michael DePree	<b>Represents party 1:</b> Plaintiff	<b>Phone:</b> 563 323 6685
		<b>Fax:</b> 333 2499
<b>Atty:</b> Thomas A Krause	<b>Represents party 1:</b> Plaintiff	<b>Phone:</b> 515 223 1777
		<b>Fax:</b> 223 1441
<b>Atty:</b> Lawrence D Kudej	<b>Represents party 2:</b> Defendant	<b>Phone:</b> 319 363 0091
		<b>Fax:</b> 363 1990

Screen 58

Displayed at the top of the screen are the case number, parties to the case, presiding judge, date the initial claim was filed, and the date of the last filing in the case. You may also choose specific case information

from the list under Query.

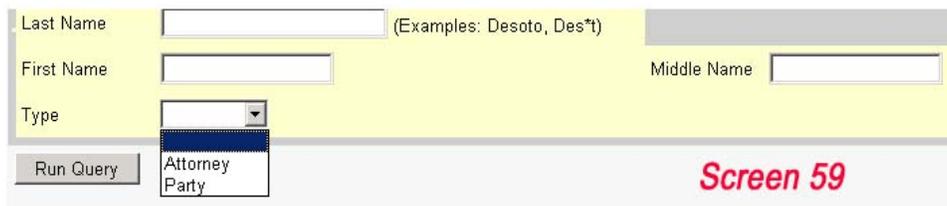
The most frequently used of these items are:

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

Case Summary: Provides the information on the screen above.

Deadlines/Hearings: Provides a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines.

Click “Run Query”.



The screenshot shows a search form with the following fields: Last Name (with a hint '(Examples: Desoto, Des\*t)'), First Name, Middle Name, and Type (a dropdown menu). Below the fields is a 'Run Query' button and a dropdown menu currently showing 'Attorney' and 'Party'. The text 'Screen 59' is displayed in red in the bottom right corner.

By clicking on the document number you may see the actual document.

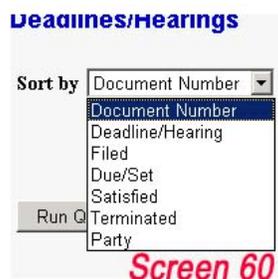
Docket Report: This report allows you to bring up the docket sheet which is discussed in Section 11.2.

**3. Search by Nature of Suit:**

This allows you to locate particular types of cases in the court’s database. For example, if you are looking for cases involving medical malpractice, you can highlight 362 (Personal Inj.\Med. Malpractice) and bring up all cases filed under that code. These codes can be found on the civil cover sheet. **Note: You must type in a filed range.**

**4. Search by Name (Party or Attorney):**

This feature allows you to search the database by party name or by attorney.



The screenshot shows a dropdown menu titled 'Deadlines/Hearings' with the following options: Document Number, Deadline/Hearing, Filed, Due/Set, Satisfied, Terminated, and Party. A 'Run Q' button is visible to the left of the dropdown. The text 'Screen 60' is displayed in red in the bottom right corner.

Type the last name in the \_\_\_\_\_ designated box (first and middle names are optional) and indicate if the search is for a party or an attorney. The System will list the cases filed involving that attorney or that party and produce a screen similar to the query list above.

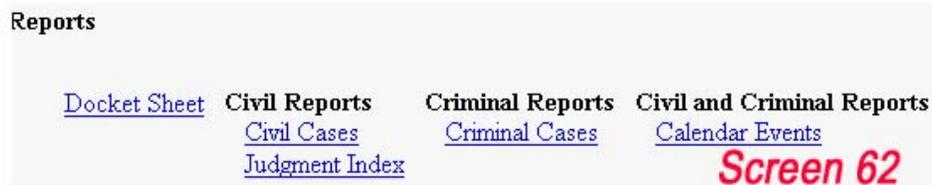
## SECTION 11.0 REPORTS:

### 1. Accessing the Reports Screen:

The feature may be used to access reports such as the Docket Sheet, Civil Cases, Criminal Cases and Calendar Events. Eventually you also will be able to access the Judgment Index.

To enter the Reports feature, simply click Reports from the main menu bar.

This will bring up the following screen from which the individual reports may be accessed.



### 2. Docket Sheet Report:

This report allows you to access the docket sheet for any case in which you know the case number. When you click on the Docket Sheet report, you will bring up the following screen:

The screenshot shows the 'Docket Sheet' report form. It includes a 'Case number' input field, radio buttons for 'Filed' (selected) and 'Entered', and 'to' input fields for both. There are also 'Documents' input fields with 'to' labels. Checkboxes are present for 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (unchecked), and 'Include List of Parties and Counsel' (checked). A 'Sort by' dropdown menu is set to 'Oldest date first', with a tooltip showing 'Oldest date first' and 'Most recent date first'. A 'Run Report' button is at the bottom left. A red text label 'Screen 63' is at the bottom right.

You must type in the case number to run this report. The rest of the screen gives you options to select what portions of the docket sheet will appear. You can set the date range or range of docket numbers. The checked boxes allow you to eliminate terminated parties, the list of parties and attorneys and links to Notice of Electronic Filing. This effectively limits the document you will have to examine. Finally, the “Sort by” feature allows you to control the order in which events are presented on the docket sheet. **Hint: If you are checking a case for recent filings, use “Most Recent Date First” and this will list the filings in reverse order, so you do not have to scroll through the entire docket sheet to view the most recent filings.**

An example of a section of a docket sheet using most recent first is set out below:

Filing Date	#	Docket Text
08/08/2003	<a href="#">21</a>	ORDER ACCEPTING REPORT AND RECOMMENDATION re PLEA as to Defendant Shawn Owen for <a href="#">20</a> Report and Recommendation to Accept Guilty Plea to Count 1. Signed by Judge Linda R Reade on 8/8/03. (mem) (Entered: 08/08/2003)
07/24/2003	<a href="#">20</a>	REPORT AND RECOMMENDATION to Accept Guilty Plea to Counts 1 as to Shawn Owen Objections to R&R due by 8/7/2003. Signed by Judge John A Jarvey on 7/24/03. (deve) (Entered: 07/28/2003)
07/24/2003	<a href="#">19</a>	CONSENT TO INSPECTION of Presentence Investigation Report by Defendant Shawn Owen (deve) (Entered: 07/28/2003)

Screen 64

The document numbers in the middle column are hyperlinks to the PDF files of the actual documents. In most cases, a grey ball will also appear to the left of the number. By clicking on this ball, the “Electronic Notification Report” for the document will be displayed.

### 3. Civil Case Report:

The Civil Cases report allows you to search the database to locate cases electronically filed within a specific date range, by Nature of Suit and Cause Code or Flags. You are required to enter this report through **PACER**. The following screen will appear:

**Civil Cases Report**

Office: Western, Davenport, **Central**  
Case type: Civil, Miscellaneous  
Nature of suit: 0 (zero), 110 (Insurance)  
Case flags: 1983pr, APPEAL  
Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)  
Filed: 8/3/2004 to 8/10/2004  
Terminal digit(s): 2, 4, 7  
 Open cases  
 Closed cases  
Sort by: Case Number  
Output Format:  Formatted Display  
 Data Only  
Run Report Clear

Similar to all other CM/ECF reports, highlighting an item will limit your search in that field to that specific item. For example, if you highlight Central under “Office” you will pull up only those case filed in the Central division.

To proceed with your search, highlight the desired items. For example, if you wish to find all civil cases opened in Des Moines, highlight Central, Civil and change the Filed field to 7/01/2004 to 8/1/2004. Then click “Run Report”.

**Civil Cases Report**

Office: Western, Davenport, **Central**  
Case type: Civil, Miscellaneous  
Nature of suit: 0 (zero), 110 (Insurance)  
Filed: 8/1/2004 to 8/1/2004  
Terminal digit(s): 2, 4, 7  
 Open cases  
 Closed cases  
Sort by: Case Number  
Output Format:  Formatted Display  
 Data Only  
Run Report Clear

The report will look like this:

Filed Report Period: 06/01/2004 - 08/01/2004				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">4:04-cv-00016-REL-RAW</a> Duck v. Duck	Filed: 07/20/2004		21	Cause: 42:1983 Prisoner Civil Rights NOS: Prisoner: Civil Rights Office: Central Presider: Ronald E Longstaff Referral: Ross A Walters Case Flags: 1983pr
<a href="#">4:04-cv-00017</a> Duck v. Duck	Filed: 07/20/2004		21	Cause: 42:1983 Prisoner Civil Rights NOS: Prisoner: Civil Rights Office: Central Presider: Unknown Case Flags: 1983pr

The report gives you the case name, a link to the docket sheet, the date it was opened (closed), the days pending, the cause, division or office, presiding judge and any flags that have been set. If you want to see the docket sheet, simply click on the case number.

4. **Criminal Case Report:**

The criminal case report is similar to the civil case report. **Note: Both reports omit sealed cases.** The report screen looks like:

**Criminal Cases Report**

Office: Western, Davenport, Central

Case types: Criminal, Magistrate Judge

Filed: 6/1/2004 to 8/1/2004

Case flags: 1983pr, APPEAL

Pending defendant  
 Terminated defendant  
 Fugitive defendant

Terminal digit(s): 2, 4, 7

Sort by: Case number

Output Format:  Formatted Display  
 Data Only

Run Report Clear

Example: If you want to check for criminal cases filed in Des Moines between 6/1/2004 and 8/1/2004, make the following entries and click “Run Report”:

**Criminal Cases Report**

Office: Western, Davenport, Central  
Case types: Criminal, Magistrate Judge  
Filed: 6/1/2004 to 8/1/2004  
Case flags: 1983pr, APPEAL  
 Pending defendants  
 Terminated defendants  
 Fugitive defendants  
Terminal digit(s): 2, 4-7  
Sort by: Case number  
Output Format:  Formatted Display,  Data Only  
Run Report Clear

The results would be:

**Report Period: 06/01/2004 - 08/01/2004**

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">4:04-cr-00002 - USA v. Brown</a>				Office: Central
<a href="#">1 Rodney A Brown</a>	Filed:07/21/2004		20	Presider: , Unassigned
<a href="#">4:04-cr-00003 - USA v. Coyote</a>				Office: Central
<a href="#">1 Wylie Coyote</a>	Filed:07/22/2004		19	Presider: , Unassigned

**5. Calendar Reports:**

This report allows you to check the court’s schedule in a number of different ways. The screen you see will look like:

**Calendar Events Report**

Case number:   
Office: Western (1), Davenport (3), Central (4)  
Calendar events: All Hearings, Argument on Bankruptcy Appeal, Arraignment  
Set: 8/10/2004 to 12/1/2004 Calendar  
 Both  AM  PM  
Time:   AM  PM  
Sort by: Time  
Run Report Clear

Again, similar to most CM/ECF reports, by highlighting an item you limit your search. This report allows you to check the schedule for a particular case by inserting the case number. It also allows you to check the schedule generally for a specific date range.

**Note: The section Calendar events allows you to limit your search to specific types of court events.** The indicated search would reveal a screen similar to:

U.S. District Court  
Southern District of Iowa [TRAIN]  
Calendar Events Set For 8/10/2004-12/1/2004

---

09/02/2004  
09:00 AM

[4:04-cr-00002 USA v. Brown](#)  
USA Attorney representing USA (Plaintiff)  
Michael J Mayer representing Rodney A Brown (Defendant)

- ORDER FOR ORDER SETTING TRIAL as to Rodney A Brown Jury Trial set for 9/2/2004 09:00 AM before Judge Unassigned. Discovery due by 7/23/2004. Reciprocal Discovery due by 8/6/2004. Motions due by 8/16/2004. Trial Notification due by 8/25/2004. . Signed by Judge James R Rosenbaum Clerk on 7/21/2004.

To see the docket sheet, simply click on the case number. To see the actual docket entry, click the grey ball. This will show the actual entry with a hyperlink to the PDF document that created it. If you are a party to the case, simply click on the number to view a document.

## SECTION 12.0 TROUBLESHOOTING

### 12.1 Unable to view the “free peek”.

One “free peek” is given for every document. However, Social Security Cases and Criminal Cases restrict access to the documents to attorneys of record only.

Here is the procedure to follow to retrieve your “free peek”:

- a. Log in to ECF using your **COURT** login/password
- b. **THEN** go into your email client and double click on the **DOCUMENT NUMBER** (NOT the hyperlink to the case)
- c. If Pacer needs to authenticate that you are the attorney of record, you will be prompted for a login/password - enter your **PACER LOGIN AND PASSWORD** at this point.

It is a good idea to view all of your email notices at the same time, that way you don't have to log in each time you receive an email notice.

## **12.2 Receiving error “You do not have permission to view this document”.**

- a. If you are dealing with a social security case or a criminal case, you **MUST** be logged in as the attorney of record, otherwise you will get the error.
- b. If you are using a browser other than Netscape, you may get this error. Review Section 2.3 of this manual for instructions on downloading Netscape. **REMEMBER: Netscape is the browser of choice, you will have fewer problems with Netscape!**

## APPENDIX A

### SCANNING TIPS

- Use 200dpi for scanning documents.
- Set image type to black and white bitmap, text (image only), or line art.
- Do not use OCR or Textbridge, these options scan the document for altering or word processing. For filing purposes, we need only an image of the document.
- Use black ink if possible. Blue ink and pencil do not scan well. If necessary, make a copy of the document before scanning it, and darken with the copy machine settings.
- For large documents, where only the last page has a signature, consider converting the document to PDF in your word processor and only scanning the signature page. Use Adobe Acrobat Writer to combine the two PDF files.
- Request depositions on floppy disk and convert them to PDF using a word processor.
- Use Adobe Acrobat Writer software on the scanning computer to simplify the scanning process. Scan documents directly into Adobe by clicking **File...Import...Scan** on the menu bar. (Note: you can still use pdfFactory on other computers to convert word processed documents)
- Check the size of a scanned document before uploading it to CM/ECF. The size limit is 2MB per document. To check the file size, locate the file in Windows Explorer, right click on the file and choose Properties.
- Estimated number of pages in a 2MB scanned document
  - Plain text, correspondence, pleadings, etc. 30-40 pages
  - Tables, charts, extensive graphics 10-15 pages
  - Condensed transcripts 10-12 pages
- If a scanned document is larger than 2MB, use Adobe Acrobat Writer to extract pages from the document to a separate file or use pdfFactory to print the pages to two separate files. This prevents re-scanning the document.

## APPENDIX B

### **Suggestions for Adobe Version 6.0**

In the summer of 2003, Adobe began selling Acrobat Version 6.0. Although the court is using version 5.0 (which is no longer available), CM-ECF is compatible with the new version.

Here are some tips for Adobe Version 6.0 users:

#### **\*\*PREPARING THE WORDPERFECT DOCUMENT:**

1. Reminder: Do not use the PDF Creator that is a part of the Corel Suite.
2. Set Adobe PDF Writer as the default printer BEFORE opening the WordPerfect document.
3. Before printing, perform a "File --> Save As" and save the document as a normal WordPerfect document. This cleans the document and gets rid of any embedded code that might be lingering due to editing, but is not visible in the actual document.
4. Minimize the number of different fonts used in the document. We suggest you set the default font to Courier (NOT Courier New or Times New Roman or any other TrueType font). So far, tests have shown that using True Type fonts drastically increases the size of the document. Set the default font by going to "File --> Document --> Default Font."
5. The CM/ECF Project Team recommends a 200x200 dpi resolution. A higher resolution appears to dramatically increase the file size. Because Adobe Acrobat is often used for publishing, some of the standard settings have a 1200x1200 resolution.
6. When you print the document, click on the "Details" tab in the "Print" window, change the "Resolution" to "200x200," then un-check the following check boxes (if they were checked when you entered the window): "Print in color" and "Print text only." Note: This hint does not apply to WordPerfect 10 users who do not have the "Details" tab. Don't worry; our initial tests have shown that WordPerfect 10 creates MUCH smaller PDF files than WordPerfect 9.

### IN ADOBE ACROBAT 6:

1. To do the following from Adobe Acrobat 6.0, go into: Advanced --> Acrobat Distiller.
2. From Acrobat Distiller, set the following: Default Settings: Smallest File Size.
3. Changing the compatibility to Acrobat versions 4.0, 5.0, or 6.0 had no effect on the size of the saved file. In order to ensure the document is viewable in Acrobat 4.0, set the compatibility to Acrobat 4.0 (PDF 1.3). To change the compatibility, set the following from Acrobat Distiller: Settings --> Edit Adobe PDF Settings -->

General --> Compatibility --> Acrobat 4.0 (PDF 1.3)  
[select this]

4. Embedding fonts is recommended so the PDF document is the same or very similar to the original WordPerfect document. Indications from our preliminary tests with the Courier font are that embedding fonts does not affect file size; however, the jury is still out on this. To enable font embedding, set the following from within Acrobat Distiller: Settings --> Edit Adobe PDF Settings --> Fonts --> Embed all fonts (check the check box)

Again, Adobe Acrobat Version 6.0 is compatible with the CM/ECF software....and as noted throughout this announcement, we are continuing to test how to best use Acrobat 6.0. We will provide more details and further clarification on the "hints" provided above within the upcoming weeks.

**IMPACT ON SYSTEM PERFORMANCE:** Text documents are much smaller than imaged documents. For a typical document, its PDF text version would be only 20% of the size of its imaged version. Therefore, whenever an imaged document is stored or viewed, it puts five to ten times more load on the network than it would as a text document. It also can take five to ten times as long to transfer.

**\*\* NOTE:** Although this document makes reference to WordPerfect, many of the notes are applicable to Microsoft Word.

## APPENDIX C

### INFORMATION RE FILING UNDER SEAL

#### Precautions when intending to file something under seal

- ◆ All attorneys appearing in criminal cases will be granted rights to file sealed documents upon appearing in the case. However, there could be a slight delay of up to 30 minutes. If you need to immediately file under seal, call 284-6388 and confirm that your rights have been set prior to filing.
- ◆ Attorneys representing parties in a civil action will not be given rights to file sealed documents in that case unless a motion for leave to file under seal is made by the attorney. Seal rights will remain throughout the remainder of the case from that point forward. However, seal rights are set on a per case basis so if you are involved in another case, you need to request seal rights in that case when the need arises to file under seal.
- ◆ After filing, view the docket sheet and confirm that the document is in fact, sealed. If it doesn't appear to be sealed call 284-6388 IMMEDIATELY to correct the problem.
- ◆ Sealed documents may be viewed by the Court and attorneys of record for the parties the document pertains to.
- ◆ EX PARTE filings may be viewed by the Court ONLY.

#### What documents can be filed sealed without leave of Court

- ◆ Charging Documents in criminal cases
- ◆ CJA 23 Financial Affidavits
- ◆ Medical Reports
- ◆ Psychiatric Reports
- ◆ Motion for Issue of Subpoena(s)
- ◆ Motion for Medical Exam
- ◆ Motion for Medical Treatment
- ◆ Motion for Mental Exam/Evaluation
- ◆ Motion for Mental/Psychiatric Treatment
- ◆ Motion for Pen Register
- ◆ Motion to Reduce Sentence
- ◆ Motion for Revocation of Probation
- ◆ Motion for Revocation of Supervised Release
- ◆ Motion for Warrant
- ◆ Motion for Warrant or Summons for Offender under Supervision
- ◆ Motion for Writ of Habeas Corpus ad prosequendum
- ◆ Motion for Writ of Habeas Corpus ad testificandum

When filing the above documents they will either be sealed automatically or else prompt you to confirm if they need to be sealed.

#### How to file other documents under seal

- ◆ File a Motion for Leave to File Under Seal

- ◆ **DO NOT** attach the document you are requesting leave to file under seal
- ◆ After you receive Notice that the Court has granted leave to file under seal you have three options
  - ◆ File the document as a Sealed Document under Other Documents category
  - ◆ File the document as a Sealed Motion under Motions category
  - ◆ File the document as a EX PARTE filing under the Notices category

Sealed documents are accessible to the Court and Attorneys of Record. If there are multiple parties, only the attorney for the party the document pertains to can see the sealed document. EX PARTE filings are available to the Court only. No attorneys can see the filing or the docket entry.