

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

**Electronic Case Filing
Attorney User Manual**



2012

CM/ECF Version 5.1.1

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Attorney User Manual

SECTION 1.0 INTRODUCTION:

1.1 CM/ECF:

CM/ECF is an acronym for Case Management/Electronic Case Filing. 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 Attorney User 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 Electronic Case Filing Procedures 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 XP 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. A personal computer running a standard platform such as Windows or Macintosh.
- b. A PDF-compatible word processor like Macintosh or Windows-based versions of WorkPerfect or Word.
- c. Access to a scanner will be necessary to submit any type of document that is not generated by word processing software.

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 Internet Explorer 7.0 and 8.0 and Firefox 3.5.
- b. Internet service provider using Point-to-Point Protocol (PPP). We do not recommend a particular provider, but we do recommend a high speed internet connection.
- 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 \$.10 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 \$3.00 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. 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. Contact information for PACER is available on the court’s web site at www.iasd.uscourts.gov under Electronic Filing, CM/ECF, Public Access.

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 under Electronic Filing, CM/ECF, Registration.

2.6 Login & Password

New users will receive login and password identification following registration. Since the login and password 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. (Section 6) If an attorney has forgotten or misplaced his/her password, s/he should click on **Lost Password - Click Here to Reset your Password**. A new password will be sent to the attorney’s primary e-mail address by the System. (Section 5) Once logged in with the new password, the attorney may again change his/her login and/or password using **Utilities, Maintain Login/Password**. (Section 6)

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. Our training database can be accessed from the CM/ECF section of our web page under Related Links or directly at ecf-train.iasd.uscourts.gov. (Section 4.5) Our live system can be accessed from the cm/ecf section of our web page or directly at ecf.iasd.uscourts.gov.

3.2 Help Desk:

The court has also established a CM/ECF 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-4:00 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 CM/ECF Help Desk, please call: 515-284-6388.

3.3 Suggestions:

If you have suggestions on how the System can be improved, please e-mail them to us at iasd_cmecf_comments@iasd.uscourts.gov.

SECTION 4.0 ELECTRONIC FILING/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 and click on the CM/ECF section under Electronic Filing. 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 under Electronic Filing, Training & Tutorials, 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. However, it should be noted that this is a generic tutorial and since substantial modifications have been made 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 under Electronic Filing, Training & Tutorials as www.iasd.uscourts.gov. This tutorial is currently "under construction" and being updated to reflect the changes in Version 5.

- 4.3 ECF Policies and Procedures:** Policies and Procedures can be access from the CM/ECF section of our web page under Electronic Filing at www.iasd.uscourts.gov. This section contains a number of reference documents including:
- a. **Electronic Case Filing Procedures Manual:** This Manual, together with the court’s Local Rules, sets out the rules adopted by the court governing electronic filing.
 - b. **Attorney User Manual:** This Manual is intended as a general guide to docketing specific events and should be used in conjunction with other available resources.
 - c. **CM/ECF Version 5 Guide for Attorneys and Public Users:**
This guide contains highlights of the updates in the latest release.
 - d. **Documents Filed Under Seal Without Leave of Court.**
 - e. **Restriction Levels on Specific Events**
 - f. **Nature of Suit Codes**
 - g. **Cause of Action Codes**
- 4.4 FAQ:** This section of the web page contains a list of answers to frequently asked questions. FAQs can be found under Electronic Filing, CM/ECF on our web page at www.iasd.uscourts.gov .
- 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. The link can be found under Electronic Filing, CM/ECF, Training & Tutorials on our web page at www.iasd.uscourts.gov. Please call the Help Desk at (515) 284-6388 for a login and password for the training database.
- 4.6 Login to LIVE Database:** This section contains a link to the court’s Live database. The link can be found under Electronic Filing, CM/ECF on our web page at www.iasd.uscourts.gov .
- 4.7 Additional Resources Not Available on the Web Page:**
- a. **Adobe Acrobat**
Website: 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 the CM/ECF main page:



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

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

This is the Production server for CM/ECF running Version 4.2.

Notice: CM/ECF to be upgraded to Version 5.1.1

The U. S. District Court for the Southern District of Iowa will be upgrading to CM/ECF Version 5.1.1 soon. Click [here](#) for upgrade and enhancement information.

Notice: PACER Fee Increase

The Judicial Conference has increased the fees for electronic public access to court records through PACER from \$.08 to \$.10 per page effective April 1, 2012.

Please call the Help Desk at (515) 284-6388 should you need assistance.

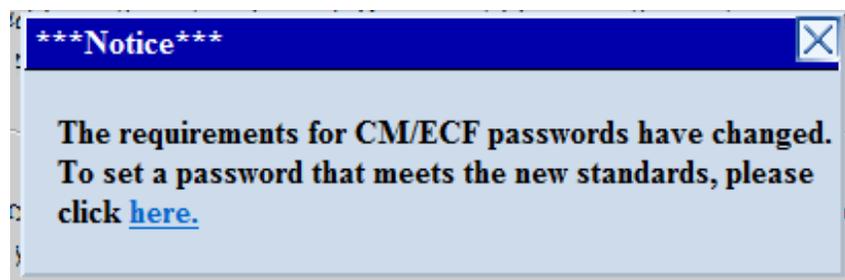
12March2011

[Court Information](#)

Clicking once on the [Court Information](#) link will give you Court Details, Court Locations, Pacer Details, and Flag Definitions, as well as a link to the Last 100 entries.

To log in, simply Click once on the [Document Filing System](#) link and the following ECF Login screen will appear:

Due to improvements in password security, when you first log in to CM/ECF Version 5, you will receive the following notice about changing your password to one that meets the new standards. To help protect the system, CM/ECF now requires users to create more secure passwords.



Please click on the link [“here”](#) to Maintain Your Login/Password and review the More User Information screen.

Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example,

0-9, @, #, \$, %, &, *, +).

NOTE: Multiple Login Attempts - After five invalid login attempts, your account will be “locked” for five minutes and the follow error message will appear:

“Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, please contact the CM/ECF Help Desk at (515) 284-6388. If you have lost your password or need to have your password changed, please click on Lost Password - Click here to reset your password. Otherwise, please try again in approximately 5 minutes.”

If you want to file a document, have full access to your case file 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 **Query** or **Reports** in the blue main menu bar, the System will prompt you for your PACER issued login and password

NOTE: This login screen looks almost identical to the first one.

CM/ECF Filer or 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 for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacер.psc.uscourts.gov>.

Lost Password:

If you have lost your CM/ECF password for filing in this court (does not apply to PACER passwords), you can [click here to reset your password](#).

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Authentication

Login:

Password:

client code:

Notice

An access fee of \$0.10 per page or \$3.00 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.

If you choose the optional check box **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 prompted to enter your PACER information again while working in CM/ECF.

If you wish only to generate reports (*i.e.*, view a docket sheet) or query case information, without being logged into the system as the attorney of record, 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 **Logout** selection from the blue main menu bar, then login to the system by entering your court-generated CM/ECF login and password.

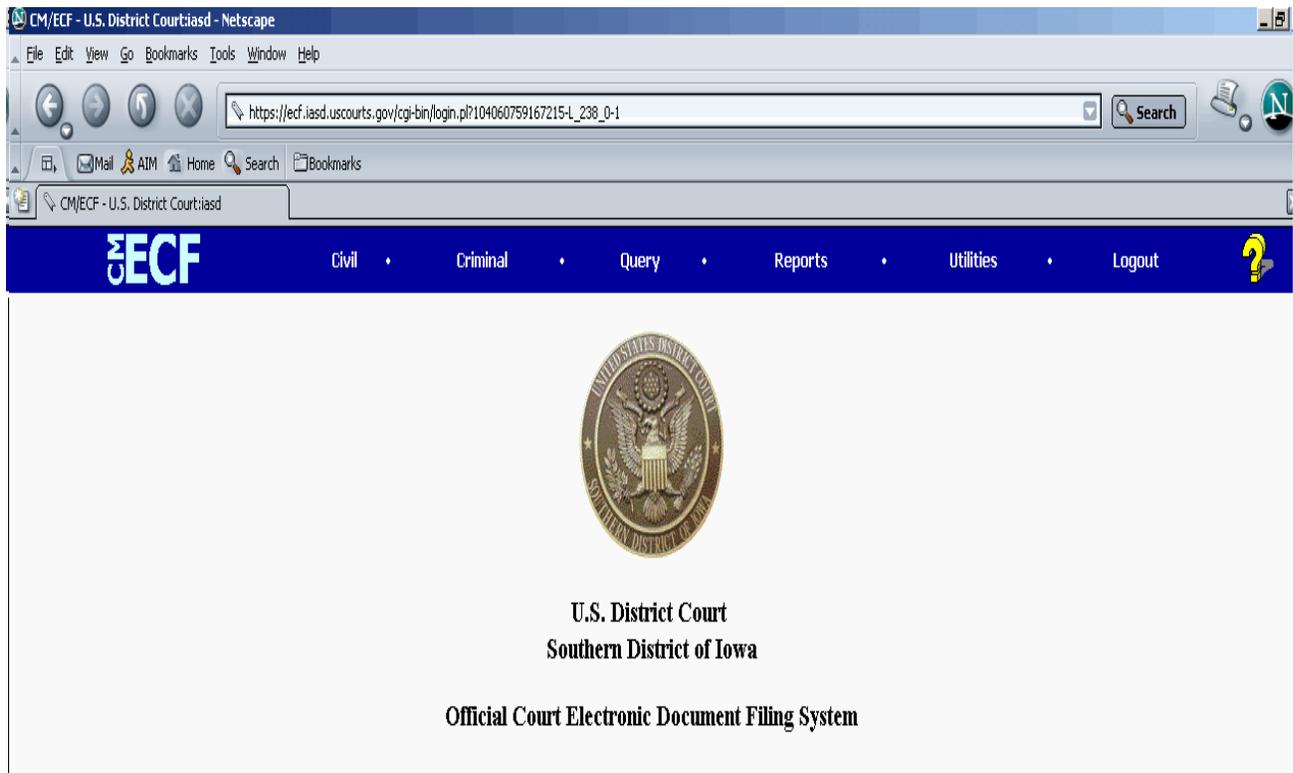
The **Client code** field is an optional field provided on the login screens for tracking purposes during PACER (report and query) functions. The field can contain up to 32 characters. If a client code is entered for a transaction, that client code will appear on the

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 update your account, Click on **UTILITIES** in the blue main menu bar. You will then see the following screen:

Utilities [Release 4.0 Menu Items](#)

<p>Your Account</p> <ul style="list-style-type: none"> ECF Login Maintain Your Address Maintain Your E-Mail Maintain Login/Password View Your Transaction Log Change Client Code Change Your PACER Login Review Billing History Show PACER Account Remove Default PACER Account 	<p>Miscellaneous</p> <ul style="list-style-type: none"> Court Information Legal Research ... Mailings... <p>AttorneyReg</p> <ul style="list-style-type: none"> AttorneyReg Attorney Interface <p>Miscellaneous</p> <ul style="list-style-type: none"> RSS Feed Internet Payment History Verify a Document
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To Update Login/Password select: **Maintain Login/Password** from the list. You will see the following screen:

ECF Civil Criminal Query Reports Utilities Search Logout

More User Information for John Q Attorney

Login Last login 11-02-2005 09:59

Password Current login 11-06-2007 09:59

Registered Y Create date 06/25/2003

Internet Credit Card Y Update date 11/06/2007

Groups Attorney

Make any changes to this information and then click **Submit**.

NOTE: **Our Court does not track changes you make to your password. If you forget your password please click on “Lost Password - Click here to reset your password” to request issuance of a new one. Your new password will be e-mailed to your primary e-mail account only. (Section 2.6)**

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. From Utilities, select Maintain Your E-mail, then click on **E-mail Information** and the following screen will appear.

In the left pane, you will see “Primary e-mail address” and “Secondary e-mail addresses”. These addresses are where e-mail will be sent to you by the System for cases in which you are an attorney of record. If you wish to change an e-mail address, simply follow these steps:

1. Click on the address you wish to change
2. Enter the new address in the box under “Configuration options”.
3. Modify any configuration settings you want for your e-mail.

If you do not have a Primary e-mail address in the System, you will see **add new e-mail address** under the Primary e-mail address area. You will also see the **add new e-mail address** under the Secondary e-mail addresses area. You may add multiple e-mail addresses in this area.

Under **Case-specific options** in the right pane, you may include any case on which you are not currently active, but wish to receive notice. Enter the case number in the **Add additional cases for noticing** box, find the case, then add the case to either the **per filing** or the **as a summary report** box. When you no longer wish to receive notice, return to this screen and remove the case from your list.

Modify any and all e-mail addresses before you click the **Submit all changes** button. Click on one more **Submit** button and your changes are saved. Go to any of the blue line

options to continue using the program.

6.3 Changing your Address:

To update your address information from Utilities, select: **Maintain Your Address** from the list. You will see the following screen:

Changes can only be made to open fields. Do not use punctuation marks of any kind. (except hyphenated surnames) The following boxes should remain blank: ATTY Type; Prisoner id; Country; County. Use the "Generation" box for "Sr"; "Jr"; "II"; "III"; etc.(again no punctuation) Only use "Title" if it is part of your name. (i.e. "Doctor", "Dr") **Always leave a check in the box for "Add Headers to PDF Documents"**. When finished, click Submit. If prompted on the next screen, click Submit for all cases.

NOTE: If your name has been linked to a specific law firm you will not be able to change the firm's address information. Please submit a written request to the Clerk's Office providing the new firm information.

The screenshot shows the 'Maintain User Account' form in the ECF system. The form is organized into several sections:

- Personal Information:** Last name (Attorney), First name (John), Middle name (Q), Generation, Gender (dropdown), Title, Bar number (6789), Type (aty), Prisoner id, and a checked box for 'Add Headers to PDF Documents'.
- Office Information:** Office (ATTORNEY & ATTORNEY PC), Unit.
- Address Information:** Address 1 (123 YOUR STREET), Address 2 (SUITE 123), Address 3.
- Contact Information:** City (YOUR TOWN), State (IA), Zip (54321), Country, County (dropdown), Phone (515 123 4567), Fax (515 123 4569).
- Other Fields:** Initials (DOB), End date.

At the bottom left, there are 'Submit' and 'Clear' buttons.

If you have changed firms, you must file a Notice of Change of Address to each of your pending cases.

SECTION 7.0 GETTING STARTED - TIPS FOR NAVIGATING CM/ECF:

7.1 Shortcut Keys and Techniques

- a. **Browser “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: **Not all browsers allow this function to work. For example, it works intermittently with Internet Explorer.**

A user may always exit a CM/ECF transaction before it is committed by clicking on a selection from the blue main menu bar at the top of the frame.

- 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 the 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 additional text that will appear on the docket.

7.2 Menus and Event Selections

Navigating and posting events in CM/ECF is by menu and event selections. Several user interface enhancements were included in the latest Release 5. These changes

improve password/cookie security and enhance the query, document uploading and report screens. Some new Nature of Suit Codes have been added, and some old ones have been removed. A new motion event has been added: **Motion to Dismiss Case for Failure to State a Claim**. The legacy static menu functionality is preserved and can be accessed with a single click on the blue main menu bar item. The static menus are used in this manual to show the full menu lists.

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



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

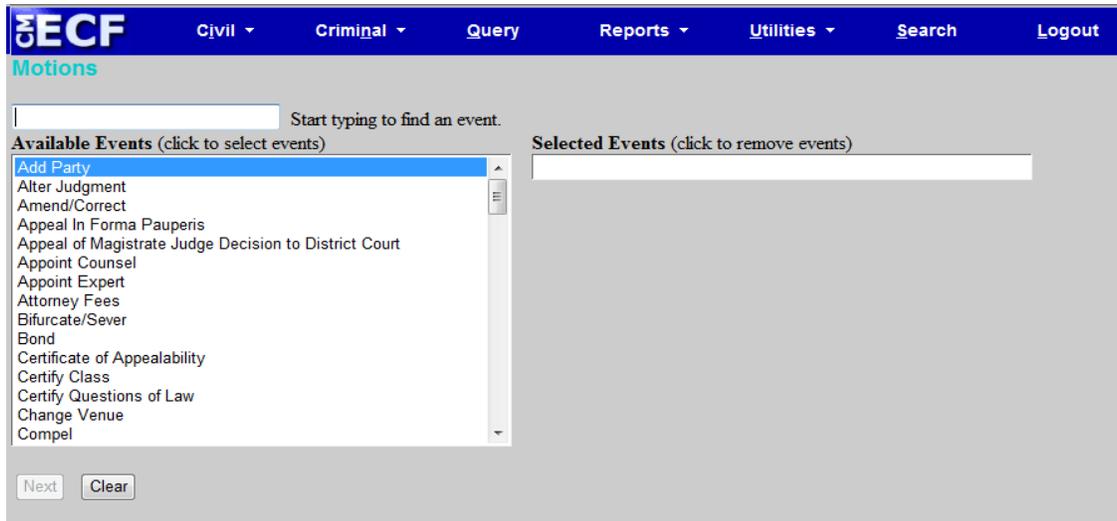
a. **Civil Menu:**

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



Similar

to the main menu, each of the general classifications listed contains a submenu. When you click on a general classification, that submenu will appear. For example, if you are seeking to docket a motion, you would go to the general classification **Motions and Related Filings** and click on **Motions**. The following submenu will appear:



From
t h i s

screen you scroll down until you find the type motion you wish to docket, and highlight it. It is then added to the “Selected Events” list and additional motion reliefs can be selected. Once you have selected all your events, click **Next**. Docketing this and other specific events will be set out in more detail later in this manual.

- Tips:**
1. **The events are in alphabetical order. When navigating the event selection screens, 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 end up with a wrong event in the Selected Events list, you can remove it by simply clicking on it.**
 3. **If you need assistance, click on the “?” at the far right of the blue main menu bar and a separate window will open with information pertaining to the particular event that you are working with.**

b .
Criminal
Defense Counsel
Menu:

The process to access the criminal menu is similar to accessing the civil menu outlined above. Click on **Criminal** from the blue main menu bar and you will see the screen below.



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 blue main menu bar in the same manner as the Civil and Criminal menus. The Reports feature was enhanced in Version 5 to allow you to now sort a Docket Report by **Document Numbers**. 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 blue main menu bar in the same fashion as the Civil, Criminal and Reports menus. In Version 5, the Query feature has been enhanced for multi-defendant criminal cases. This feature and its use will be addressed in more detail later in this manual.

Query

Search Clues

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

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

Cause of Action
0 (No cause code entered)
00:0000 (00:0000 Cause Code Unknown)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

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

First Name Middle Name

Type

e. **Search:**

The Search feature allows you to search the menus and submenus for specific events by name. Again it is accessed from the blue main menu bar in the same fashion as the Civil, Criminal and Reports menus. This feature and its use will be addressed in more detail later in this manual.

At this point, CM/E

CF'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.

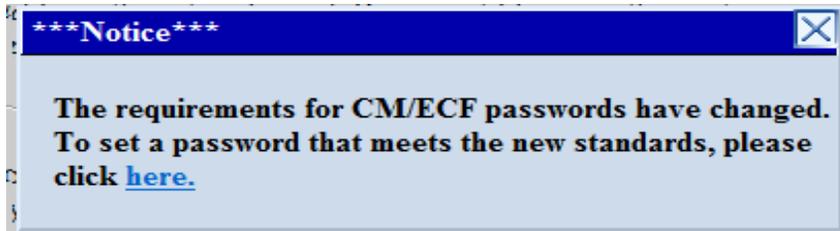
SECTION 8.0 VERSION 5 UPGRADE:

8.1 Improved Password/Cookie Security

a. Improved Password/Cookie Security

When you first log in to CM/ECF Version 5.1.1, you will receive the following notice about changing your password to one that meets the new standards. To help protect the system, CM/ECF now requires users to create more secure passwords. Please click on the link to

Maintain Your Login/Password and review the “More User Information” screen.



Pass words must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, *, +).

b. Multiple Login Attempts

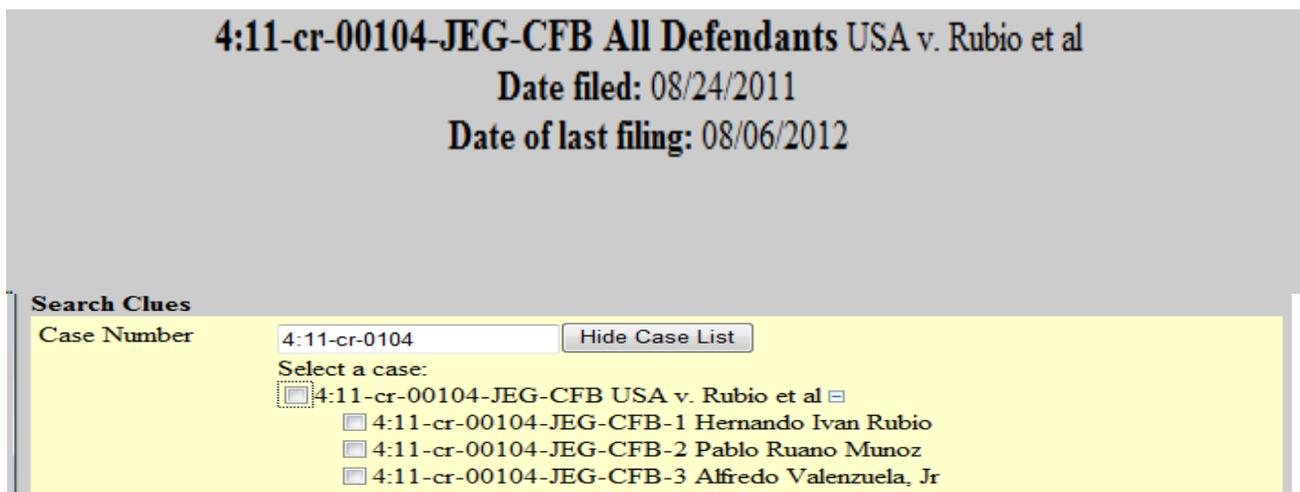
After five invalid login attempts, your account will be “locked” for five minutes and the following error message will appear:

Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, please contact the Help Desk at (515) 284-6388. If you need to have your password changed, please click on Lost Password - Click here to Reset your Password. Otherwise, please try again in approximately 5 minutes.

8.2 Query

When a query is run for a multi-defendant criminal case, the defendant numbers for the selected defendants now are included with the case number at the top of the query menu screen.

If all of the defendants are selected, or if the main case is selected, the words “**All Defendants**” will appear beside the case number in lieu of the actual defendant numbers.



When the user runs a query on a person name, that name now is included at the top of the screen that lists all of the cases in which that person is a participant. The person's role (i.e., attorney, party, etc.) is included at the top of the screen as well (for example, **Sean P Spellman is an attorney in 5 cases.**).

Additionally, a summary of selection criteria used for the query now appears at the bottom of the case list screen; however, if the query is run on a case number alone, the summary of selection criteria will not appear.

Select A Case

Sean P Spellman is an attorney in 5 cases.

4:11-cr-00032-REL-RAW-1	Alejandro Vazquez Morales	filed 03/21/11	
4:11-cr-00095-RP-RAW-1	James Antonio Morrison, Jr.	filed 07/25/11	
4:11-cr-00104-JEG-CFB-3	Alfredo Valenzuela, Jr	filed 08/24/11	
4:11-cr-00122-REL-RAW-1	Martin Escobedo Zaragoza	filed 09/28/11	
4:11-mj-00179-CFB-1 (merged)	Martin Escobedo Zaragoza	filed 08/23/11	closed 09/30/11

Query a person name, for a person named in multiple cases will provide the party role as well as the number of matches.

4:11-cr-00104-JEG-CFB All Defendants USA v. Rubio et al
 Date filed: 08/24/2011
 Date of last filing: 08/15/2012

Query

Alias	MDL Case Report
Assignment History	Party
Associated Cases	Motions Report...
Attorney	Related Transactions...
Calendar - Monthly...	Speedy Trial
Case File Location...	Status
Case Summary	View a Document
Corporate Parents	
Deadlines/Hearings...	
Docket Report ...	
Filers	
History/Documents...	
Judge	

Selection Criteria for Query

Name Criteria	Her Rubio
Name Matched	Hernando Ivan Rubio

Select A Case

Hernando Ivan Rubio is a party in 4 cases.

4:11-cr-00104-JEG-CFB	USA v. Rubio et al	filed 08/24/11	
4:11-cr-00104-JEG-CFB-1	Hernando Ivan Rubio	filed 08/24/11	
4:11-mj-00154-RAW	USA v. Rubio	filed 07/26/11	closed 08/24/11
4:11-mj-00154-RAW-1 (merged)	Hernando Ivan Rubio	filed 07/26/11	closed 08/24/11

When a Query is run for multiple criminal defendants the defendant numbers for the selected defendants will be included with the case number. If all defendants are selected the words “All Defendants” will appear.

Docket Sheet

Case Number

4:11-cr-00104-JEG-CFB-3 - Valenzuela, Alfredo, Jr

4:11-cr-00104-JEG-CFB-1 - Rubio, Hernando Ivan

View Combined Docket Report

Filed

1/1/1970

to

8/30/2012

Entered

Documents

to

Include:

- Parties and counsel
- Terminated parties
- List of member cases
- Restricted entries
- Links to Notices of Electronic Filing

Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Record on Appeal
- Create Appendix

Abridged docket report:

- Create abridged docket report

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by Most recent date first ▾

Run Report

Clear

Make these options my default. Schedule this to run

8.3 Document Uploading Screen Enhancements

Text will appear to alert users whether the “Category” and/or “Description” are required when adding attachments.

8.4 Docket Report & PDF Headers

The “Sort by” drop-down list on the Docket Report selection criteria screen now includes

The screenshot shows the 'Docket Sheet' application window. At the top, there is a 'Case number' field containing '4:11-cr-104' and a 'Hide Case List' button. Below this is a 'Select a case:' section with a list of cases, where the first case '4:11-cr-00104-JEG-CFB USA v. Rubio et al' is selected. The 'Filed' radio button is selected, with date ranges '1/1/1970' to '8/15/2012'. There are also 'Documents' and 'to' fields. The 'Include:' section has five checked options: 'Parties and counsel', 'Terminated parties', 'List of member cases', 'Restricted entries', and 'Links to Notices of Electronic Filing'. The 'Document options:' section has three unchecked options: 'Include headers when displaying PDF documents', 'View multiple documents', and 'Create Record on Appeal'. The 'Abridged docket report:' section has one unchecked option: 'Create abridged docket report'. The 'Format:' section has two radio buttons: 'HTML (unpaginated)' is selected, and 'PDF (paginated)' is unselected. At the bottom, there is a 'Sort by' dropdown menu set to 'Document number', a 'Run Report' button, a 'Clear' button, a checkbox for 'Make these options my default', and a 'Schedule this to run' dropdown menu. An 'OK' button is visible in the bottom right corner.

a “**Document Number**” option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.

Some courts allow digital audio files to be uploaded to CM/ECF. When using the “**View multiple documents**” option for the Docket Report, users should not select any docket entries that have digital audio files attached (these entries are designated with a speaker icon), as the digital audio files embedded in the PDF documents for these entries are inaccessible in “**View multiple documents**” mode.

8.5 Nature of Suit Codes

The following nature of suit codes have been added with jurisdictional pairings:

Nature of Suit Code	Description	Valid Jurisdiction(s)
367	TORTS - Personal Injury - Health Care/Pharmaceutical Personal Injury/Product Liability	2, 3, 4, 5
375	False Claims Act	3
448	Civil Rights - Education	1, 2, 3, 4
560	Prisoner Petitions - Civil Detainee - Conditions of Confinement	2, 3
751	Labor - Family and Medical Leave Act	1, 2, 3
896	Other Statutes - Arbitration	3, 4
899	Other Statutes - Administrative Procedure Act/Review or Appeal of Agency Decision	2, 3

The subcommittee on Judicial Statistics has eliminated the following nature of suit codes:
(See also Appendix E for full list from 2010)

8.6 New Event - Motion to Dismiss Case for Failure to State a Claim

Discontinued NOS	Replace with NOS
444 – Civil Rights: Welfare	440 – Other Civil Rights
610 – Forfeit/Penalty: Agriculture	690 – Other (Forfeiture/Penalty)
620 – Forfeit/Penalty: Food and Drug	690 – Other (Forfeiture/Penalty)
630 – Forfeit/Penalty: Liquor Laws	690 – Other (Forfeiture/Penalty)
640 – Forfeit/Penalty: R.R. & Truck	690 – Other (Forfeiture/Penalty)
650 – Forfeit/Penalty: Airline Regs	690 – Other (Forfeiture/Penalty)
660 – Forfeit/Penalty: Occup. Safety	690 – Other (Forfeiture/Penalty)
730 – Labor: Reporting/Disclosure	790 – Other Labor Litigation
810 – Selective Service	890 – Other Statutory Actions
875 – Taxes: Customer Challenge	890 – Other Statutory Actions
892 – Economic Stabilization Act	890 – Other Statutory Actions
894 – Energy Allocation Act	890 – Other Statutory Actions
900 – Appeal of Fee Determination	890 – Other Statutory Actions

When filing a Motion to Dismiss the user will see a display message to remind them that there is a separate “**Motion to Dismiss Case for Failure to State a Claim**”. So if you have a Motion to Dismiss Case for Failure to State a Claim, you would stop filing the generic Motion to Dismiss event, return to the motion selection screen, and select the new event, **Motion to Dismiss Case for Failure to State a Claim..**

Motions

[4:12-cv-00002-RP-RAW Duck v. USA](#)

If this is a motion to **DISMISS FOR FAILURE TO STATE A CLAIM**, discontinue docketing and begin again using the more specific relief

Date document filed (mandatory)

8/15/2012

8.7 PDF/A - Transitioning from PDF to PDF/A - Why PDF/A?

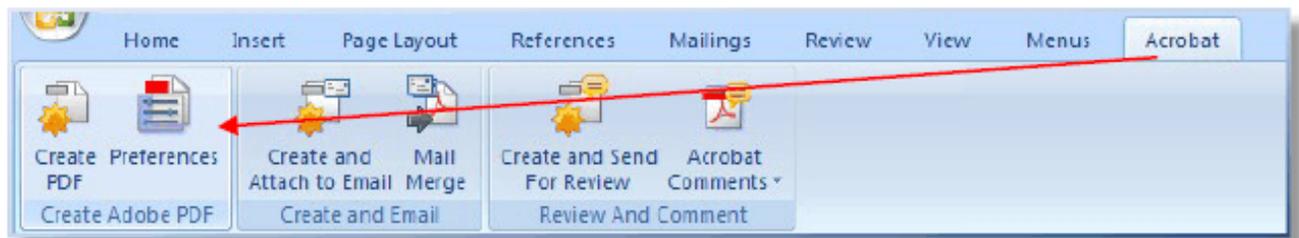
With the upgrade to CM/ECF Version 4, the Judiciary embraced the PDF standard for documents filed in CM/ECF. Since it was first adopted, the PDF standard has evolved to include new features, some of which have raised concerns about the security and long-term archival storage of the documents. The newer PDF/A standard addresses those concerns. Standard word processing software is now capable of producing PDF/A documents, so it is both possible and desirable for the Judiciary to move towards the PDF/A standard.

PDF/A documents can already be accepted by current versions of CM/ECF. The latest releases of CM/ECF allow courts to require documents to be in PDF/A format; the applications also give each court a choice in how to gradually transition to that goal.

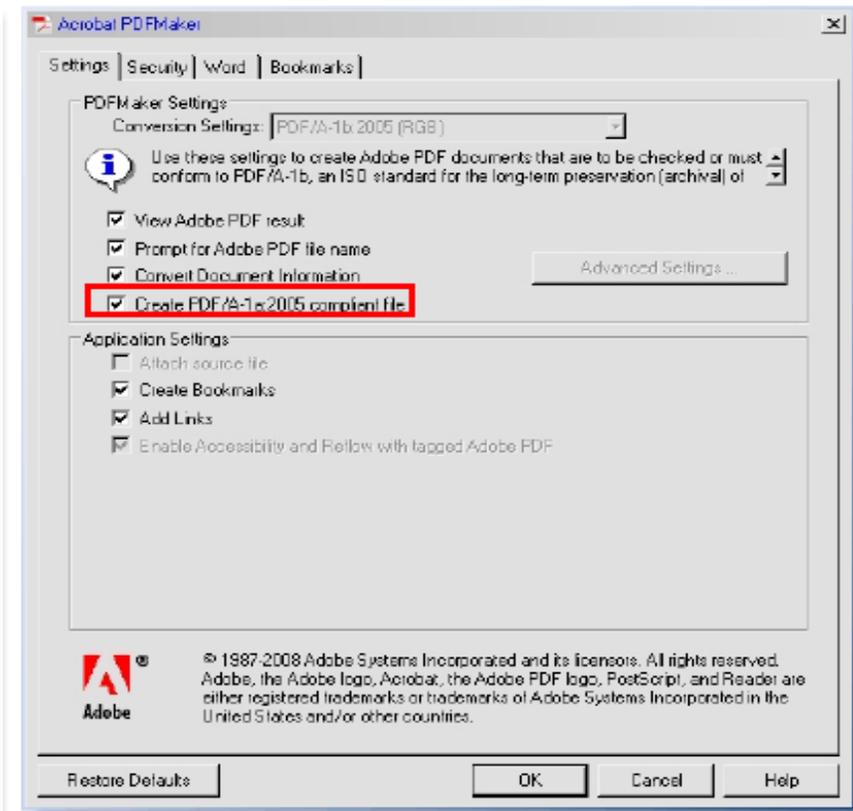
No target date has been set for courts to require PDF/A documents. The CM/ECF Working Groups, the Administrative Office, and perhaps Judicial Conference committees will be considering whether to develop a nationwide plan for all courts to begin enforcement of the PDF/A requirement on the same date. For now, all courts are encouraged to begin their preparations for the transition to PDF/A. When a court decides to begin requiring documents to be PDF/A compliant, users will need to modify certain setting in the program(s) used to create and view PDFs, as outlined below.

Creating a PDF/A with Microsoft Word

1. To create a PDF/A directly from MS Word, the user must update the PDF conversion settings in Word 2007, click on **Peferences** in the *Acrobat* menu in the ribbon.



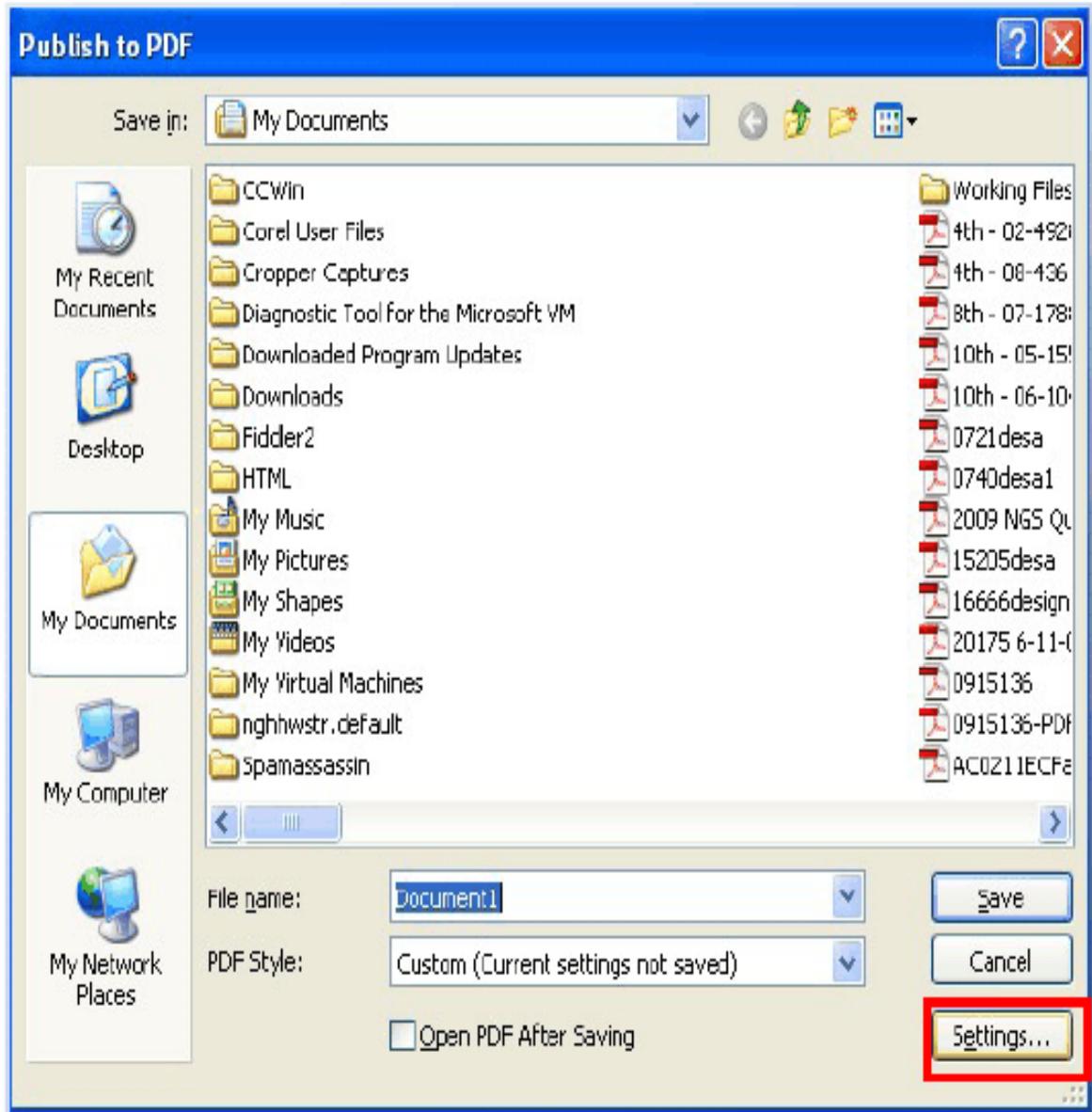
2. In the *PDFMaker* window, click the **Creat PDF/A-1a:2005 compliant file** checkbox, then click OK.



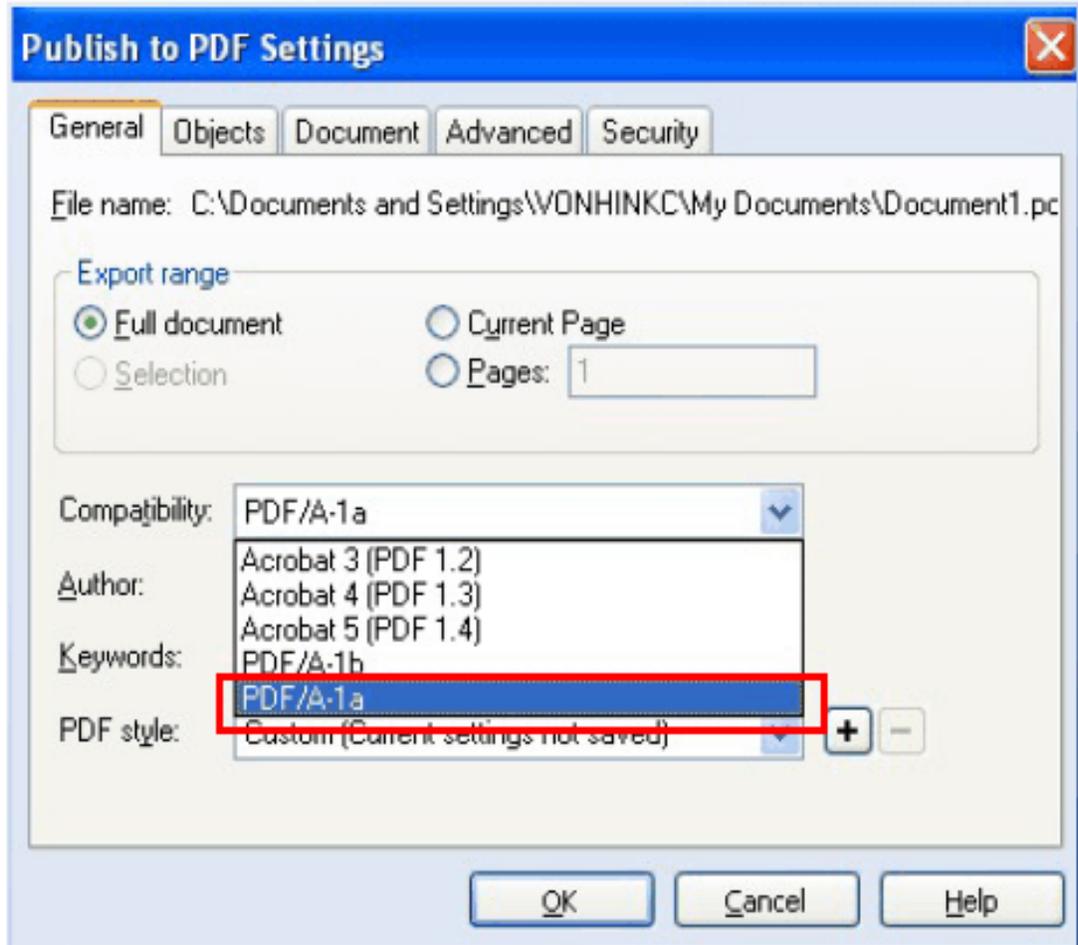
Creating a PDF/A with Corel WordPerfect X4

NOTE: Older versions of WordPerfect do not include PDF/A in the Compatibility options.

1. To create a PDF/A directly from WordPerfect X4, click on **File** → **Publish to PDF**, then click **Settings**.



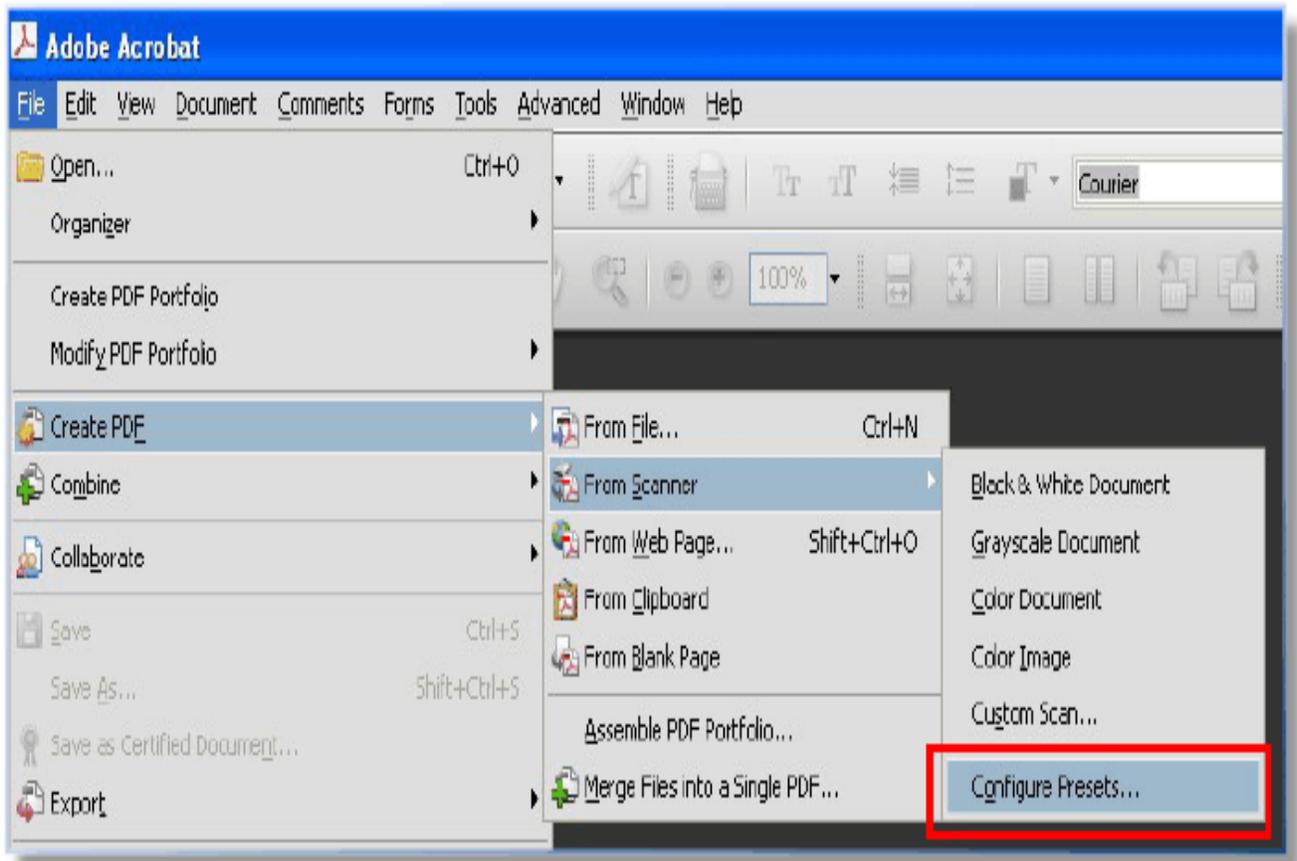
2. In the *Publish to PDF Settings* window, select **PDF/A-1a** from the Compatibility dropdown, then click OK.



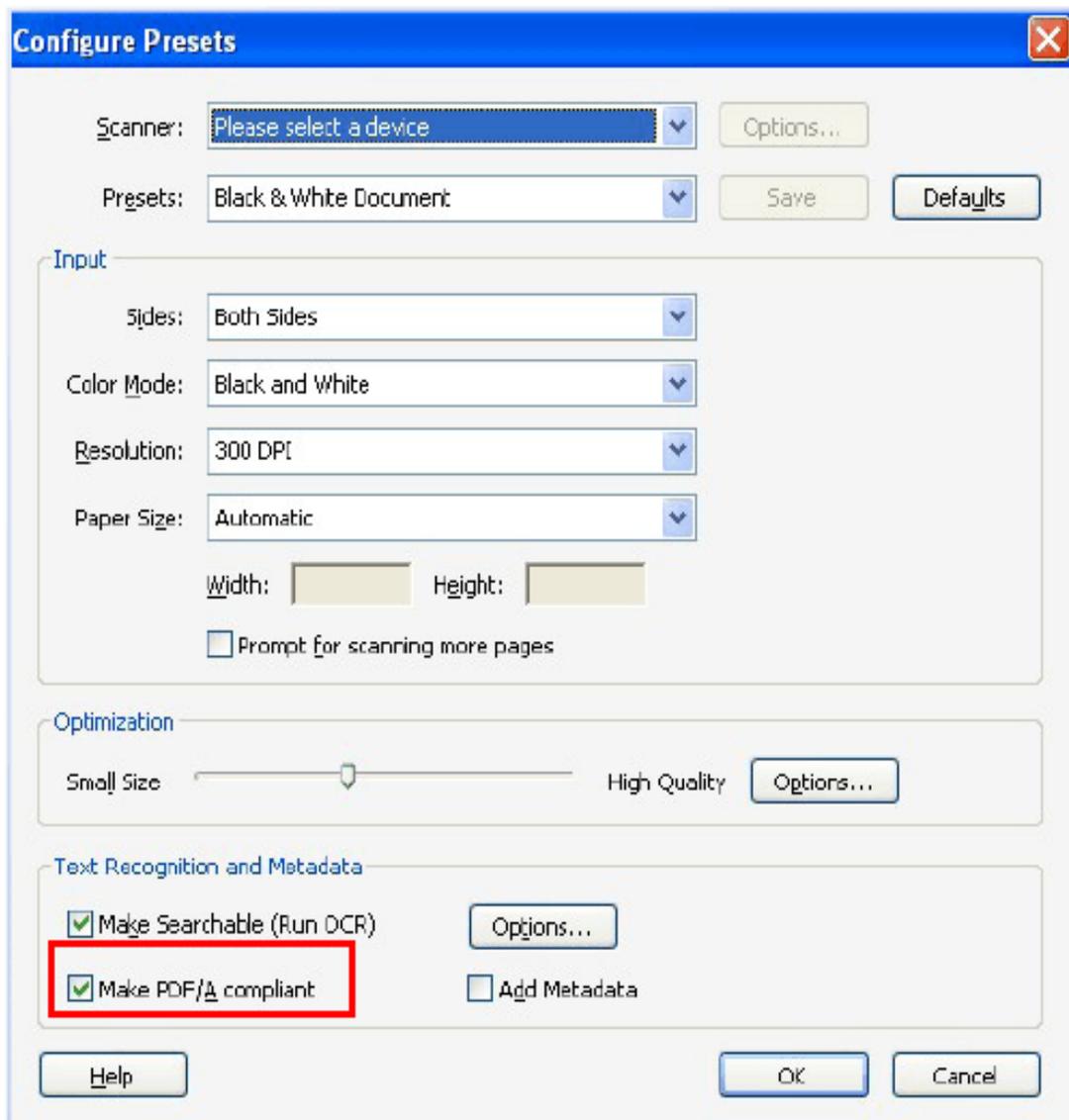
Creating a PDF/A from Scanned Documents using Adobe

NOTE: Check your scanner manual to determine whether your scanner permits savings as PDF/A. If it does, follow the manufacturer's instructions to update the setting and disregard the steps below.

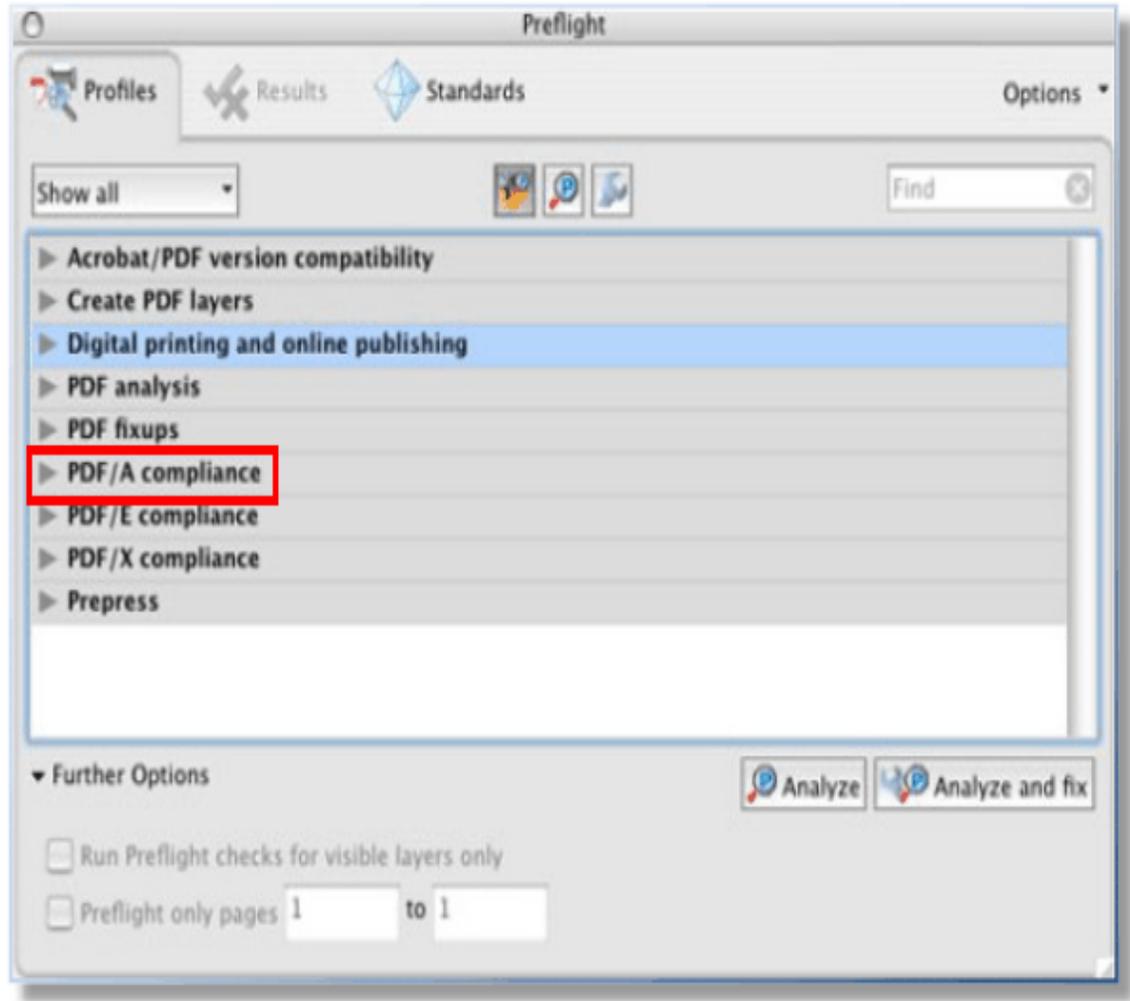
1. If the scanner is connected directly to the user's computer, go to **File** -> **Create PDF** -> **From Scanner** -> **Configure Presets**. (If the scanner is not directly connected, to go Step 3, below).



2. In the **PDFMaker** window, select the device and click the **Make PDF/A compliant** checkbox, then click OK.

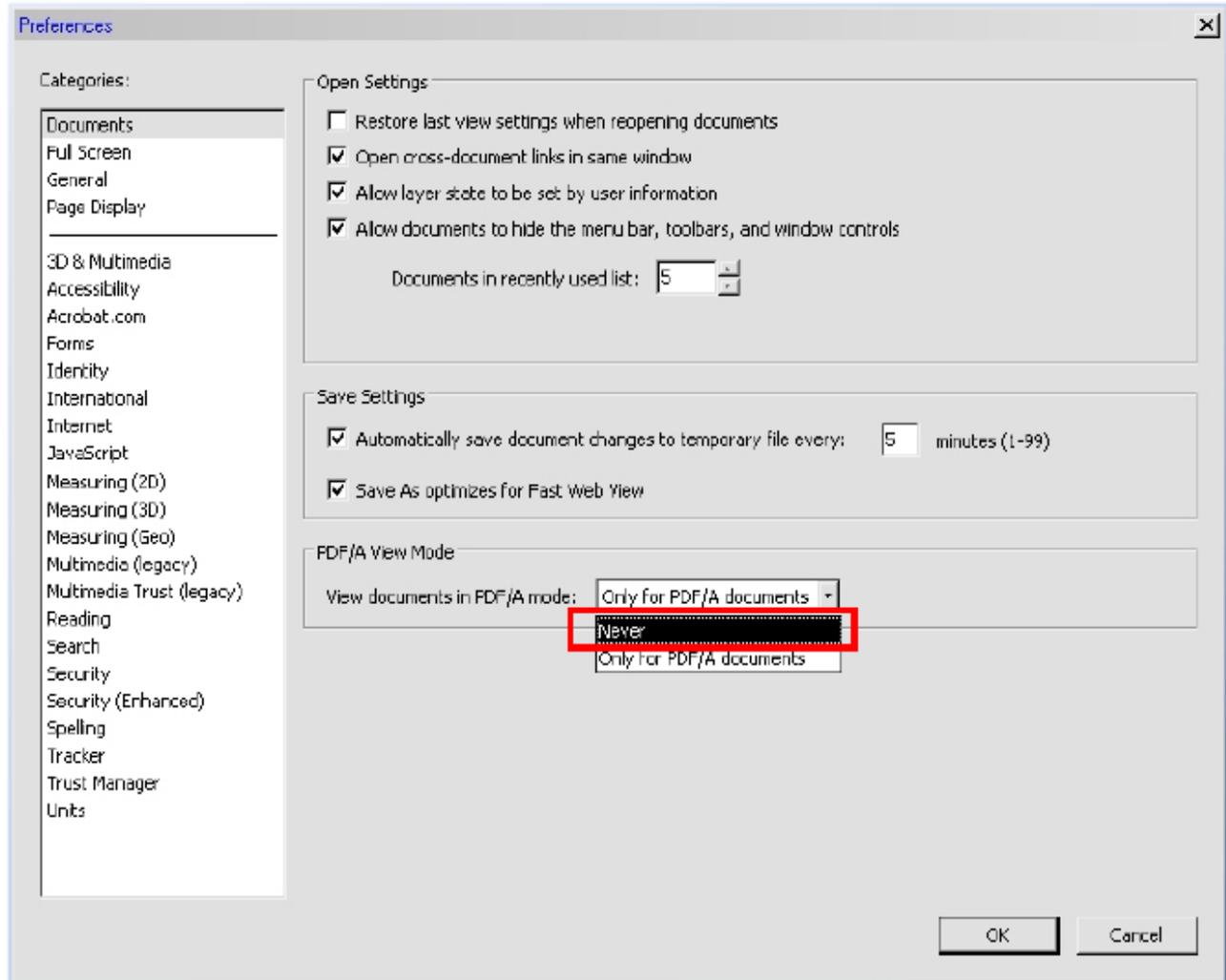


3. If the scanner is connected remotely via the user's network, scan the document as normal, creating a PDF. Then open the PDF in Adobe Acrobat 9 Professional and go to **Advance** → **Preflight** → **PDF/A Compliance** to convert the PDF to PDF/A.



Using Hyperlinks in PDF/A Documents

To access hyperlinks in a PDF/A document, in Adobe Acrobat/Reader, go to **Edit** -> **Preferences** -> **Documents**, and select **Never** in the *PDF/A View Mode* dropdown list.

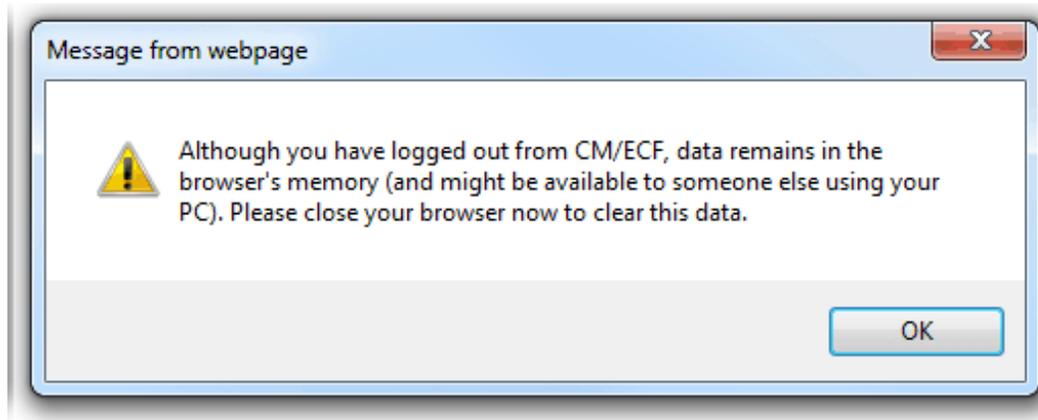


8.8 Restricted Access to Bankruptcy Appeal Cases

Public access to documents in bankruptcy appeal cases filed in the district courts for bankruptcy cases filed before December 1, 2003, has been modified. All documents not flagged as written opinions, filed in cases designated as bankruptcy appeals (Natures of Suit 422 and 423) that have a case filing date prior to December 1, 2003, and a case closure date of one or more years ago, will be automatically restricted to case participants, public terminals and court staff.

8.9 Logging out of CM/ECF

When you click **Logout** from the main blue main menu bar, the following pop-up message will appear.



Click Ok to complete the logout and consider closing your browser.

SECTION 9.0 FILING SPECIFIC EVENTS:

9.1 Overview of Electronic Filing 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 the CM/ECF Help Desk at (515) 284-6388 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:

- a. First, you log onto the System (Section 5.0).
- b. Select the appropriate menu item from the blue main menu bar. 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.
- c. After you have selected the appropriate menu item, 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**” then **Answers to Complaints**.
- d. When you click on the event, a screen will appear asking for the number of the case in which you are docketing. (Section 9.3a.)
- e. When the case number is entered and verified, the System will ask who is filing the document. (Section 9.3b.) Identify the party filing the document and, if necessary, add parties.
- f. 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 9.3c.)
- g. Next the System will require you to add a document in PDF format. (Section 9.3d.) At this time you may also add attachments to the document filed.
- h. After you have added the document(s), the System will provide a screen allowing you to insert docket text. (Section 9.3e.)
- i. 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 permanent part of the System. (Section 9.3f.)
- j. Finally, you will be provided with a Notice of Electronic Filing (NEF). It is recommended that you print and/or save this page for your files. (Section 9.3g.)

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

9.2 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. 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.

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 ECF Policies and Procedures on the court's web page.

Civil Case Number

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

Next Clear

Due to the variety and complexity of PDF (PDF/A) formatting software and scanning equipment, the Help Desk is unable to provide support information for these types of software/ equipment. Please contact the manufacturer or your software provider for assistance.

9.3 **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 system.

a. **Case Selection Screen:**

After you select the event you intend to file, the System will ask for the case number. The Case Selection Screen should appear as follows:

This screen selects the case in which you will be docketing. You may type in the number in the format of year-number (yy-#####)(see below). Remember to include a hyphen between the year and number. You do not need to enter preceding zeros. Click **Next**.

If the case number is entered incorrectly, an error screen will appear.

Tip: Use one of the formats exemplified immediately following the case number box as shown above.

Query

Search Clues

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit

Cause of Action

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

First Name Middle Name

Type

If more than one case is found containing the same numbering, a selection list will be shown. Select the appropriate case and Select **Run Query**.

Query

Search Clues

Case Number

Select a case:

- 3:11-cr-00095-JAJ-TJS USA v. McCaughey
- 3:11-cv-00095-JEG-CFB Crawford et al v. Sullivan et al
- 4:11-cr-00095-RP-RAW USA v. Morrison
- 4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit

Cause of Action

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

First Name Middle Name

Type

- b. **Select Party Filer Screen:**
The select party filer screen should appear as follows:

Answers to Complaints
4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele

Pick Filer

[Collapse All](#) [Expand All](#)

- Stanton Peele cc
- Stanton Peele dft
- + St. Gregory Centers, Inc. pla
- + St. Gregory Centers, Inc. cd
- + Michael Vasquez cd

Select the filer.

Select the Party:

- Peele, Stanton [cc]
- Peele, Stanton [dft]
- St. Gregory Centers, Inc. [pla]
- St. Gregory Centers, Inc. [cd]
- Vasquez, Michael [cd]

Next **Clear** **New Filer**

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 9.4f1).

NOTE: We have built in many prompts to help you navigate the System, please read all the screens carefully and completely before moving forward.

This screen also contains a link to view the docket report. If you select one of these links to view it, you may be able to use your browsers back button to return to the event screen on which you selected the link, otherwise you will have to return to the blue main menu bar and begin your event again.

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

Answers to Complaints

[4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

St. Gregory Centers, Inc. (pty:pla) represented by Perry Mason (aty) Lead Notice

Next

Clear

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. The first and last boxes (association & notice of electronic filings boxes) are pre-checked for you and will create an association link between the attorney and party as well as list the attorney to receive notices of electronic filings of this and all other filings in the case. If the association is correct DO NOT uncheck these boxes. If you are not this party's attorney, do not proceed with this filing. The center box (Lead Attorney) is optional and may be used if you are the Lead Attorney of a group representing this client. Click Next to continue.

NOTE: If additional Attorneys are appearing for this party they must each file a separate Notice of Appearance and file such documents under their own logins.

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

Responses and Replies
[4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele](#)

Select the pdf document and any attachments.

Main Document

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

This screen requires counsel to attach a document in PDF form and is an integral part of the System. You will attach your main document by using the **Browse** button under **Main Document**. Then attach any additional documentation by using the **Browse** button under **Attachments**

Select the Main Document **Browse** button.



A **Choose file** window will open so you can select the directory to locate where the PDF file is stored on your network. 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, select the file with a single left mouse button click (name is highlighted) and then Select “Open”.

NOTE: You may also verify the actual document selected by highlighting it, then select the file name with a single right mouse button click, and select “Open” from the drop-down menu that will appear. 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.

Responses and Replies
4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele

Select the pdf document and any attachments.

Main Document
P:\PDFs for Training\TestMainDocument.

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

At this time you will be given the option of attaching additional documents by selecting Browse again under Attachments. Adding attachments will be covered more thoroughly in the section on docketing Motions for Summary Judgment. (Section 9.5c)

If this is the correct document, (without attachments) click **Next**.

NOTE: To make retrieval of documents simple, advanced thought should be given to the naming and placement of files on your system. See also Appendix A Scanning Tips.

- e. **Text Boxes:**
A common type of text box should appear as follows:

Notices
[4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele](#)

Docket Text: Modify as Appropriate.

NOTICE by St. Gregory Centers, Inc. **(Mason, Perry)**

Open Text Boxes are designed 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. The added text will appear in the docket text and become a part of the permanent file.

Notices
[4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele](#)

Docket Text: Modify as Appropriate.

NOTICE by St. Gregory Centers, Inc. **(Mason, Perry)**

Once you have finished adding text (if any), click **Next** to continue.

- f. **“Drop Dead” Screen:**
The final screen shown before the transaction is entered into the System should appear as follows:

Notices

[4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele](#)

Docket Text: Final Text

NOTICE by St. Gregory Centers, Inc. *Add descriptive text here (Mason, Perry)*

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

Source Document Path (for confirmation only):

P:\PDFs for Training\Notice.PDF pages: 1

Next

Clear

This screen warns that this is your final opportunity to check and change what is being filed before it becomes a permanent part of the case file. Note that the added text is shown in italic font. 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, or abort your filing by selecting another category from the blue main menu bar or simply logout. 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 **Next** on this screen, only the court will be able to modify your entry.

NOTE: If you find you need an error corrected, please call the CM/ECF Help Desk at (515) 284-6388.

g. Notice of Electronic Filing (NEF):

This is the last screen you will see. It confirms that the document has been posted to the docket. The screen should appear as follows:

Notices

[4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele](#)

**U.S. District Court
Southern District of Iowa**

Notice of Electronic Filing

The following transaction was entered by Mason, Perry on 8/20/2012 at 4:52 PM CDT and filed on 8/20/2012

Case Name: St. Gregory Centers Inc v. Peele

Case Number: [4:11-cv-00095-RP-RAW](#)

Filer: St. Gregory Centers, Inc.

Document Number: [36](#)

Docket Text:

NOTICE by St. Gregory Centers, Inc. *Add descriptive text here (Mason, Perry)*

4:11-cv-00095-RP-RAW Notice has been electronically mailed to:

Brian P Rickert rickert_brownwinick.com@example.com, crystalk_brownwinick.com@example.com

Kelly D Hamborg hamborg_brownwinick.com@example.com

Matthew H. McKinney mckinney_brownwinick.com@example.com, chp_brownwinick.com@example.com

Perry Mason roger_nelson@iasd.uscourts.gov, nelsonrw42@hotmail.com

Stanton Peele stanton_peele.net@example.com, archie_tiac.net@example.com

4:11-cv-00095-RP-RAW Notice has been delivered by other means to:

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1077055697 [Date=8/20/2012] [FileNumber=1470452-0]
] [0133b01ba1661d0d052f291626c70c73a9bbcb6faf1d864244a1dd73055f0514d9a
db65df89cf1839ffc18cce8ccf7f1280ff7d243e5e28b3b44aa6732d75ed7]]

It is recommended that you print and/or save this page for your files.

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 provides links to allow you to access the docket sheet and the document one time without charge. 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. It is counsel's responsibility to notice those attorneys/parties who did not receive electronic notification regarding documents they file and to accurately reflect means of service on the certificate of service.

While this screen may be printed and/or saved for your files, it is saved in 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 should appear as follows:

Notices
[4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele](#)

Should the document you are filing link to another document in this case?

Filed **to**

Documents **to**

First check the box “Should the document you are filing link to another document in this case?” Then you will see a list of docketed events in the case.

Check the box(es) next to the event(s) to which your filing relates, and click **Next**.

Notices

[4:11-cv-00095-RP-RAW St. Gregory Centers Inc v. Peele](#)

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

- 03/02/2011 [1](#) COMPLAINT against Stanton Peele Filing fee paid in the amount of \$ 350., filed by St. Gregory Centers. Notice of Dismissal for lack of Service deadline set for 6/30/2011. Rule 16 Notice of Dismissal set for 6/30/2011. (Attachments: # [1](#) Exhibit Lease Agreement)(Rickert, Brian)
- 03/02/2011 Chief Judge Robert W. Pratt added. Senior Judge Ronald E. Longstaff no longer assigned to case. (sc)
- 03/03/2011 [2](#) PRE-SCREENING ORDER. Signed by Chief Judge Robert W. Pratt on 3/3/2011. (mlm,)
- 03/11/2011 [3](#) NOTICE of Appearance by Matthew H. McKinney on behalf of St. Gregory Centers, Inc. (McKinney, Matthew)
- 03/11/2011 [4](#) First AMENDED COMPLAINT *Per Pre-screening Order* against Stanton Peele., filed by St. Gregory Centers, Inc.. (Attachments: # [1](#) Exhibit)(McKinney, Matthew)

9.4 CASE OPENING PROCEDURES:

OPENING/FILING A CASE:

Filing a new civil case shall begin by opening a case and docketing the lead event. A copy of the Civil Cover Sheet is not required when filing electronically in this District; however, it is required in the Northern District of Iowa.

Where a Pro Se Plaintiff is seeking to file, a copy of the civil cover sheet (completed in its entirety), the complaint, and proper payment or a motion to proceed in forma pauperis shall be delivered by mail or in person to the Clerk's Office. A Case Manager will open the case and file the documents.

Opening a Civil Case:

- a. Log in (Section 5).
- b. From the blue main menu bar, click **Civil**.
- c. Under "Open a Case", select either **Open a Civil Case** or **Open a Civil Case (Sealed)**.

NOTE: **Qui Tam Actions 31 USC §3730 False Claims Act, commonly referred to as "whistle blower" actions, are automatically placed under seal upon filing, and you must select Open Civil Case (Sealed). All other sealed cases must first have leave of court to file as a sealed case, therefore, select Open Civil Case.**

Civil Events**Open a Case**[Open a Civil Case](#)[Open a Civil Case \(Sealed\)](#)**Initial Pleadings**[Complaints, Other Initiating Documents](#)[Answers to Complaints](#)[Other Answers](#)**Motions and Related Filings**[Motions](#)[Responses and Replies](#)**Other Filings**[Service of Process](#)[Notices](#)[Trial Documents](#)[Appeal Documents](#)[Other Documents](#)

- d. From the menu pictured below, Select the “Office” from the drop-down list. Select the correct division by the county of jurisdiction.

Central (Des Moines) Division counties include:

Adair, Adams, Appanoose, Boone, Clarke, Callas, Davis, Decatur, Green, Guthrie, Jasper, Jefferson, Keokuk, Lucas, Madison, Mahaska, Marion, Marshall, Monroe, Polkm Poweshiek, Ringgold, Story, Taylor, Union, Wapello, Warren, and Wayne

Eastern (Davenport) Division counties include:

Clinton, Des Moines, Henry, Johnson, Lee, Louisa, Muscatine, Scott, Van Buren, and Washington

Western (Council Bluffs) Division counties include:

Audubon, Cass, Fremont, Harrison, Mills, Montgomery, Page, Pottawattamie, and Shelby

NOTE: All other counties in Iowa (not listed above) are part of the U.S. District Court for the Northern District of Iowa.

The “Case Type” defaults to “cv” and must not be changed. The “Other court name” and “Other court number” fields are for Removal cases only. The name of the court from where the case is being removed and the case number of that case can be entered in removal actions. JPML number - leave blank. Click **Next**.

ECF Civil Criminal Query Reports Utilities

Open a Civil Case

Office Central Case type cv

Date filed: 8/20/2012

Other court name

Other court number

JPML number

Next Clear

- e. The requested statistical information on the screen below is the same as found on Form JS-44 the Civil Cover Sheet. (**Appendix C**) Complete the fields at each drop-down box that apply from your initiating document.

- Jurisdiction: 1 (U.S. Government Plaintiff)
2 (U.S. Government Defendant)

Open a Civil Case

Jurisdiction

Cause of action Filter:

Nature of suit Filter:

Origin

Citizenship plaintiff

Citizenship defendant

Jury demand Class action Demand (\$000)

Arbitration code County

Fee status Fee date Date transfer

- 3 (Federal Question) default
4 (Diversity) **You must enter citizenship for diversity cases for both plaintiff and defendant.**
5 (Local Question) court use only

- Cause of action: Select the U.S. Civil Statute under which you are filing, as cited in the initiating document. (Refer to this court’s website at Electronic Filing, ECF Policies and Procedures for the current “Cause of Action Codes”. (**Appendix D**))

NOTE: There are filter fields on the right side for Cause of Action and Nature of Suit. These filters can be used to reduce the number of choices from which you must select. You could, for example, enter 18 in the Cause of Action field, and then when you click the down arrow, only those causes of action beginning with 18 will be included in the list.

- Nature of suit: Select the primary nature of suit from the drop-

down list. (Refer to the civil cover sheet or this court's website at Electronic Filing, ECF Policies and Procedures for the current "Nature of Suit Codes". (**Appendix E**))

4. Origin: 1 (Original Proceeding) used when filing an original complaint.
 2 (Removal from State Court) used when filing a Notice of Removal.
 All other codes are for Court use only.
5. Citizenship: Complete these 2 fields only if the selected jurisdiction is "diversity", otherwise leave blank.
6. Jury demand: n (None) is the default.
 Select from the initiating document if:
 b (Both) plaintiff and defendant request a jury trial
 d (Defendant) requests a jury trial
 p (Plaintiff) requests a jury trial
7. Class action: n = no
 y = yes - only if class action is requested in the initiating document.
8. Demand (\$000): Dollar amount demanded in thousands, rounded to the nearest thousand dollars, with no dollar sign. For example, if the demand is for \$75,200.00, you would enter "75".
9. Arbitration code: Leave blank
10. County: Select the county from the alphabetic drop-down list. County is a statistical code for the **county of residence of the first listed plaintiff** in all actions except U. S. Government plaintiff actions. **If the U. S. Government is the plaintiff, enter the statistical code for the County of residence of the first listed defendant.** In Removal cases, you would select the county from which the case is being removed.
11. Fee status: Leave default.
12. Fee date: Leave default.
13. Date transfer: Leave blank.

When complete and accuracy has been verified, click **Next**.

- f. The next screen is the Search for a Party Screen. The pane on the left side of the screen (case participant tree) has been added to provide a visual record of the addition of case participants. The pane on the right side of the screen is where you will add all of the parties involved in your case and the known attorneys. As you add parties, you will see them appear in the pane on the left. Some common and corporate names are already in our database. We will illustrate how to select a party that is already in our database and how to create a new party. Enter first party's last/business name in the Last/Business Name field. Do not use punctuation marks of any kind (exception: hyphenated surnames) and click **Search**.

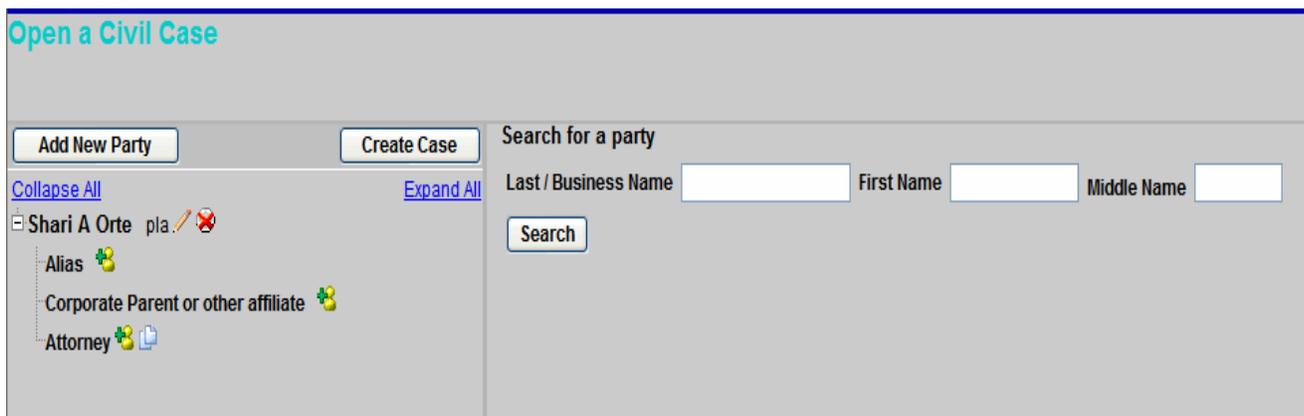
NOTE: **Party Name Standards Manual** is attached as **Appendix F** and provides instruction on how to properly add names and addresses to the CM/ECF Database.

The screenshot shows the 'Open a Civil Case' interface. On the left, there are buttons for 'Add New Party' and 'Create Case', and links for 'Collapse All' and 'Expand All'. On the right, there is a 'Search for a party' section with three input fields: 'Last / Business Name', 'First Name', and 'Middle Name', followed by a 'Search' button.

1. If the exact name is found on the drop-down list (shown below) highlight the name (with a single mouse click) and click **Select Party** to select the name from list.

This screenshot shows the same 'Open a Civil Case' interface as above, but with search results displayed. The 'Last / Business Name' field contains 'Orte'. Below the search fields, a 'Search Results' list is shown with the following entries: 'Orte, Kenneth Donald, Jr.', 'Orteck International, Inc.', 'Ortega, David Barbasa', 'Ortega, Juan Antonio', 'Ortega, Manuel', and 'Ortega, Salvador'. The first entry is highlighted. At the bottom of the results list are two buttons: 'Select Party' and 'Create New Party'.

- The next screen is the Party Information screen. The party you selected has now been added in the left pane to the case participant tree. Following the party name in the participant tree is a “pencil” icon you may use to edit the party, and a red “X” icon you may use to delete the party. Listed below are “Alias”, followed by a green “plus” icon for use in adding an alias; “Corporate Parent or officer affiliate”, followed by a “plus” icon for use in adding a corporate parent or officer affiliate; and “Attorney”, followed by a “plus” icon for use in adding an attorney and a “copy” icon for use in copying an attorney for another party. In blue, you will notice blue “Collapse All” and “Expand All” buttons in the left pane. The plus symbol (+) to the left of the party name can be used to expand the party information, and the minus symbol (-) can be used to collapse the party information.



- If the party name you searched for is not found, check for spelling errors or name format and search again.

TIP: Try entering just the first three letter of the last name or business name in the Last/Business Name field.

If the name is still not found, select the **Create New Party** button.

The Party Information screen below will appear and you may enter and edit the name information.

Open and Assign Civil Case

[Add New Party](#) [Create Case](#)

[Collapse All](#) [Expand All](#)

4:12-cv-?????

Party Information

Last name First name

Middle name Generation

Title

Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

Search Results

Search returned no results. Please try again or create a new party.

Only use “Title” if it is part of your name. (i.e., “Doctor”, “Dr”)

Pay particular attention to the party **role** to ensure you select the proper

role. This **field defaults to Defendant**, use the drop-down list to select another role type, if needed (i.e., plaintiff).

The Party Text box is available to enter any descriptive text for this party (ie: Individually; In their official capacity; a Delaware Corporation; etc.) Text entered in the party text field will show on the face of the case docket just below the party's name.

Changes can only be made to open fields. If the party is not Pro Se, most of the information on this page will be left blank. **Do not enter personal information for any party that is or will be represented by counsel.**

Once the name has been entered correctly, select the **Add Party** button. Continue to add parties in the right pane until all of the parties have been added.

4. Then proceed to add attorneys. In the left pane, locate the party you wish to add the attorney for, then click on the “plus” icon behind the word “Attorney under that party.

The screenshot shows a web interface titled "Open a Civil Case". At the top left, there are two buttons: "Add New Party" and "Create Case". Below these, there are links for "Collapse All" and "Expand All". The left pane displays a tree view of parties. The first party is "Shari A Orte" with role "pla." and a plus icon. Underneath it are "Alias", "Corporate Parent or other affiliate", and "Attorney" (with a plus icon). The second party is "ABC Plastics Inc" with role "dft." and a plus icon. Underneath it are "Alias", "Corporate Parent or other affiliate", and "Attorney" (with a plus icon). The right pane is titled "Search for an attorney for Shari A Orte". It contains a "Bar Id" field, and "Last Name", "First Name", and "Middle Name" fields. The "Last Name" field contains "atty1test". There is a "Search" button. Below the search fields is a "Search Results" section with a list box containing "atty1test, Test". At the bottom of the right pane are two buttons: "Select Attorney" and "Create New Attorney".

To add an attorney for your client(s), enter the last name of the attorney that you are logged in as and click **Search**. Highlight the name under Search Results and click **Select Attorney** to select the attorney from the

list.

When your Attorney Information screen appears (as below) click **Add Attorney**. If you realize you have selected the wrong attorney, use the [Start a New Search](#) button to start your search again.

Note: Do Not change any information on this page. If the information displayed is

The screenshot shows a web interface titled "Open a Civil Case". On the left, there is a participant tree with two main entries: "Shari A Orte" and "ABC Plastics Inc". Each entry has sub-items for "Alias", "Corporate Parent or other affiliate", and "Attorney". At the top of the interface are buttons for "Add New Party" and "Create Case", along with "Collapse All" and "Expand All" links. The main area is titled "Attorney Information" and contains a form for "Test atty1test". The form fields include: Title, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, Phone, Fax, E-mail (pre-filled with "Kathy_Brandenburg@iasd.uscc"), Pro Hac Vice (dropdown menu set to "no"), Lead attorney (dropdown menu set to "no"), Seal Flag (dropdown menu set to "no"), Notice (dropdown menu set to "yes"), Start date (pre-filled with "12/29/2009"), and End date. At the bottom of the form are buttons for "Add Attorney" and a link for "Start a New Search".

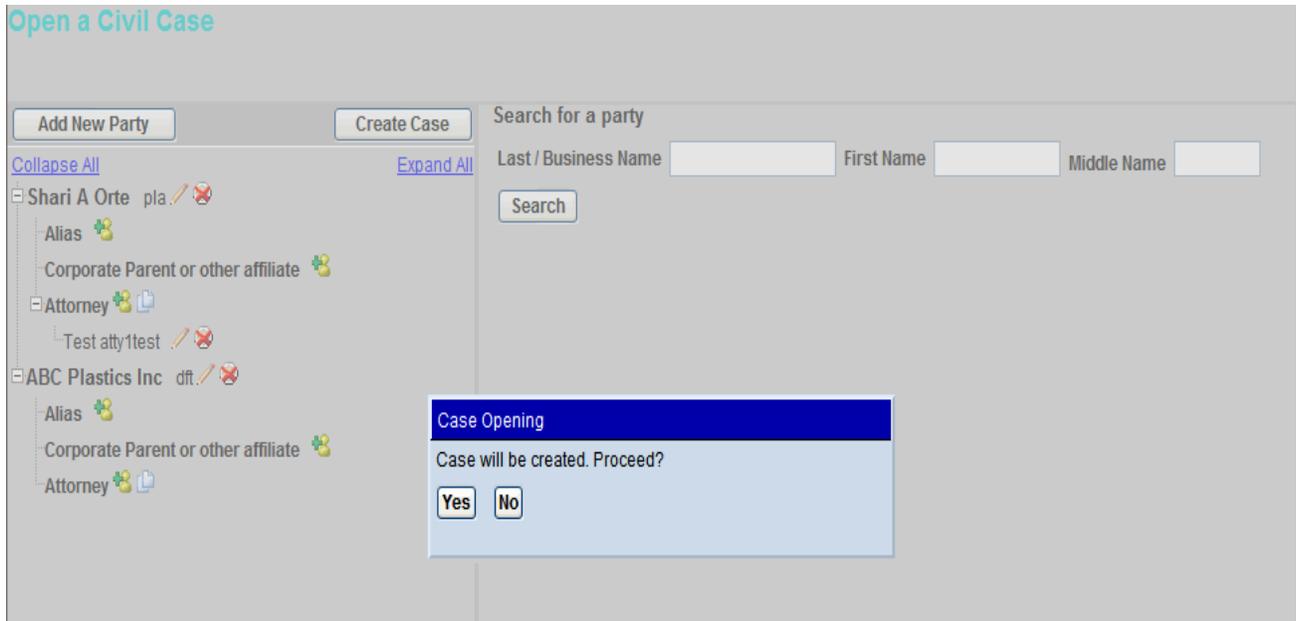
not correct, it must be changed in Utilities - Maintain Your Account - as show previously in this manual. (Section 6)

At this point you are returned to the party information screen. The attorney you just added should now show in the left pane in the case participant tree. If you have co-counsel to add simply select the Attorney **plus icon** again and repeat the above process.

To check the information that you have added, you may select the **Expand All** button in the left pane. You will see a screen similar to the one below. If the information is not correct and complete, you can make corrections and additions using the icons in the left pane.

5. After you have added your parties and they are showing in the left pane, you will notice a **Create Case** button.

NOTE: Do Not Select the **Create Case** button until ALL parties and known attorneys have been added to the case.



Repeat the above instructions until all parties in the case have been added, as well as all known attorneys. When all the information in the left pane contains all the correct party information, you may select the **Create Case** button and the case will be created. Once you have selected the **Create Case** button, you can make no further changes or corrections to the parties. You must call the Clerk’s Office to make any other changes for you. (CM/ECF Help Desk (515) 284-6388).

6. The next screen will present you with a case number.

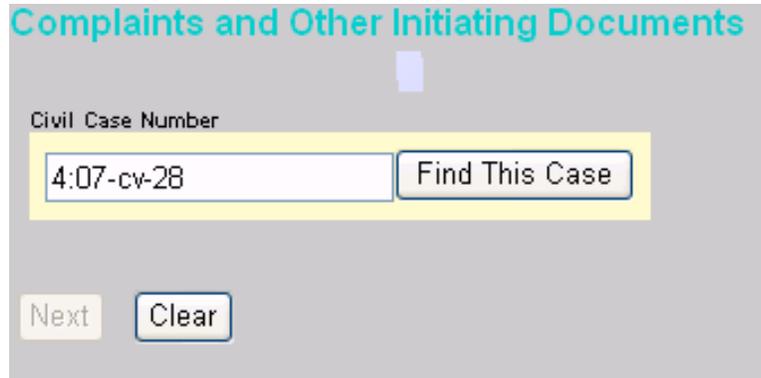


Please write this number down for future reference. This screen asks the question; “**Docket Lead Event?**” Click “Yes’ and a link provides a shortcut to: Civil Main Menu, Initial Pleadings, Complaints, Other Initiating Documents. Click on this link to proceed with docketing the initiating document (jump to 9.5 a). Click “No” and you are returned to the Add New Party screen.

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

a. Docketing a Complaint:

1. Log in (Section 5).
2. From the blue main menu bar (Section 7.2) click **Civil**.
3. Under subheading “Initial Pleadings” click **Complaints, Other Initiating Documents**.
4. Highlight **Complaint** from the drop-down list and click **Next**.
5. The case number screen will appear. Type in the case number for your case and Select **Find This Case**.



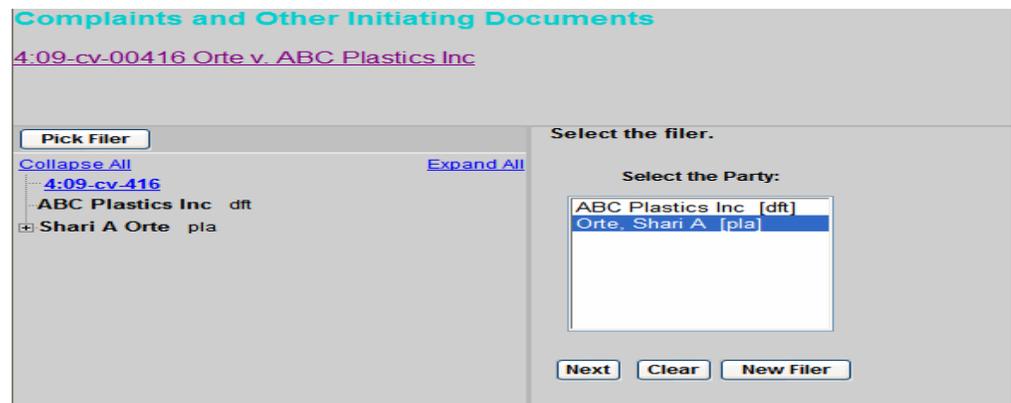
Complaints and Other Initiating Documents

Civil Case Number

4:07-cv-28 Find This Case

Next Clear

6. The next screen you see is the party filer screen. Select the party you represent, highlight them and click **Next**.



Complaints and Other Initiating Documents

4:09-cv-00416 Orte v. ABC Plastics Inc

Pick Filer

Collapse All Expand All

4:09-cv-416

ABC Plastics Inc dft

Shari A Orte pla

Select the filer.

Select the Party:

ABC Plastics Inc [dft]

Orte, Shari A [pla]

Next Clear New Filer

7. This may bring up the Link Party Attorney screen (Section 9.3c). This is an opportunity for the user to verify that they have chosen the correct party filer. The first and last boxes (association & notice of electronic filings boxes) are pre-checked for you and will create an association link between the attorney and party as well as list the attorney to receive notices of electronic filings this and all other filings in the case. If the association is correct DO NOT uncheck these boxes. If you are not this party's

attorney do not proceed with this filing. The center box (Lead Attorney) is optional and may be used if you are the Lead Attorney of a group representing this client. Review the screen and, if it is correct, click **Next**.

8. The next screen requires you to select the parties against whom you are filing your complaint. Highlight the defendant(s) and click **Next**.

NOTE: You can select all defendants by clicking on the button under “Select a Group”. You may also hold down the Control key as you select names to choose multiple parties.

Complaints and Other Initiating Documents
4:09-cv-00416 Orte v. ABC Plastics Inc

Pick Party

[Collapse All](#) [Expand All](#)

4:09-cv-416

- Shari A Orte pla
- ABC Plastics Inc dft

Please select the party that this filing is against.

Select the Party: OR Select a Group:

Orte, Shari A [pla]
ABC Plastics Inc [dft]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next **Clear** **New Party**

9. The next screen requires you to attach your Complaint (Section 9.3d). Attach the Complaint under “Main Document” and any attachment(s) under “Attachments”, and click **Next**.

Complaints and Other Initiating Documents

[4:09-cv-00416 Orte v. ABC Plastics Inc](#)

Select the pdf document and any attachments.

Main Document

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

10. The next screen will set the Service Due Deadline. Highlight the name of the Defendant(s) to be served and click **Next**.

Complaints and Other Initiating Documents
4:09-cv-00416 Orte v. ABC Plastics Inc

Complaint
Select party for deadline(s) below

Select the Party:

ABC Plastics Inc [Defendant]
Orte, Shari A [Plaintiff]

Setting Service Notice of Dismissal.
Date 5/6/2010

R16 Notice Deadline
Date 5/6/2010

11. The following screen asks if the complaint is being filed with a motion for IFP or if it is filed by the U.S. Government.

Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?

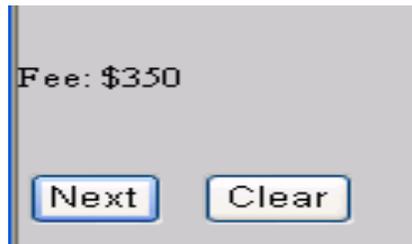
or

Is this filed on behalf of the United States Y/N?

- a. If the answer is “no” to either question, type an “n” in the box and click **Next**. You will proceed to the payment screens via Pay.gov.
- b. If the answer is “yes” to one or the other question, type a “y” in the box and click **Next**. You will be allowed to skip the payment screens and proceed to Step15.

12. The next screen shows the amount of the filing fee - click **Next**

Note: This is your last opportunity to abort this type of filing.



13. Once you click **Next**, you will be taken to the Pay.gov website for payment.

Note: Do Not use your browser back button for the remainder of this transaction.



14. The next two screens are for the entry of your credit card information and e-mail receipt address for the filing fee payment.

Pay.Gov information screens:

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *     

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

15. The next screen will be a Text Box Screen. This is an example of a free

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: John Attorney Billing Address: 123 YOUR STREET Billing Address 2: City: State / Province: Zip / Postal Code: 54321 Country: USA	Card Type: Visa Card Number: ****1111 Expiration Date: 8 / 2008	Payment Amount: \$350.00 Transaction Date and Time: 11/19/2007 14:01 EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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.

a. Docket text without Pay.gov entry:

Docket Text: Modify as Appropriate.

COMPLAINT [] against Big Hammer Appliance Service , filed by Shari A Orte. Notice of Dismissal for lack of Service deadline set for 3/18/2008. (Attorney, John)

Next Clear

b. Docket text with Pay.gov entry:

NOTE: No text is required if none is necessary.

Docket Text: Modify as Appropriate.

COMPLAINT [] against Big Hammer Appliance Service Filing fee paid in the amount of \$ 350. , filed by Shari A Orte. Notice of Dismissal for lack of Service deadline set for 3/18/2008. (Attorney, John)

Next Clear

16. The following screen will be the “Drop Dead” screen. If you did not use Pay.gov 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 if you added text on the last screen it is italicized. Review your work for accuracy.

Docket Text: Final Text

COMPLAINT against Big Hammer Appliance Service Filing fee paid in the amount of \$ 350., filed by Shari A Orte. Notice of Dismissal for lack of Service deadline set for 3/18/2008. (Attorney, John)

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

Source Document Path (for confirmation only):
D:\e-documents\complaint.pdf pages: 1

Next Clear

Remember: At this point

1. If you used Pay.gov DO NOT use the **Back** and **Forward** buttons to edit your work. You will still be charged, but your filing will fail.
 2. You may abort this entry, only if you did not use Pay.gov, by pressing any of the menu buttons from the blue main menu bar.
 3. If you used Pay.gov and notice an error in your filing, Continue by clicking **Next** and then call the Help Desk for the Clerk's Office to make corrections if needed at (515) 284-6388.
17. The entry of the Complaint is now complete and you will see the Notice of Electronic Filing (NEF) screen. This is your confirmation that your Complaint has been filed. It is recommended that you print and/or save this page for your files.

Complaints and Other Initiating Documents

[4:07-cv-00028 Orte v. Big Hammer Appliance Service](#)

U.S. District Court

United States District Court for the Southern District of Iowa

Notice of Electronic Filing

The following transaction was entered by Attorney, John on 11/19/2007 at 1:04 PM CST and filed on 11/19/2007

Case Name: Orte v. Big Hammer Appliance Service

Case Number: [4:07-cv-28](#)

Filer: Shari A Orte

Document Number: [1](#)

Docket Text:

COMPLAINT against Big Hammer Appliance Service Filing fee paid in the amount of \$ 350., filed by Shari A Orte. Notice of Dismissal for lack of Service deadline set for 3/18/2008.(Attorney, John)

4:07-cv-28 Notice has been electronically mailed to:

4:07-cv-28 Notice has been delivered by other means to:

John Q Attorney
ATTORNEY & ATTORNEY PC
123 YOUR STREET
SUITE 123
YOUR TOWN, YS 54321

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1077055697 [Date=11/19/2007] [FileNumber=23719-0]
[188d05c95b71985c461dd97536b95c3c5342ac035b6b4b14f27269927a603d5d1acb
b9e825ad42c9b035ae424eaa33f396679d739e611b0c1ac2ef7f556a9a98]]

The Clerk will issue the necessary summons(es) and e-mail them to the filer. If you have already prepared summons(es), you may e-mail them to the Clerk of Court at IASD_CaseManagers@iasd.uscourts.gov. The Clerk will sign and seal them electronically and return them to you via e-mail. (LR 5.2g2)

NOTE: Service still must be made in accordance with Fed. R. Civ. P. 5.

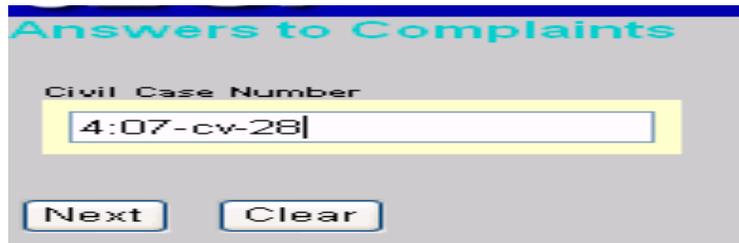
b. **Docketing an Answer:**

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

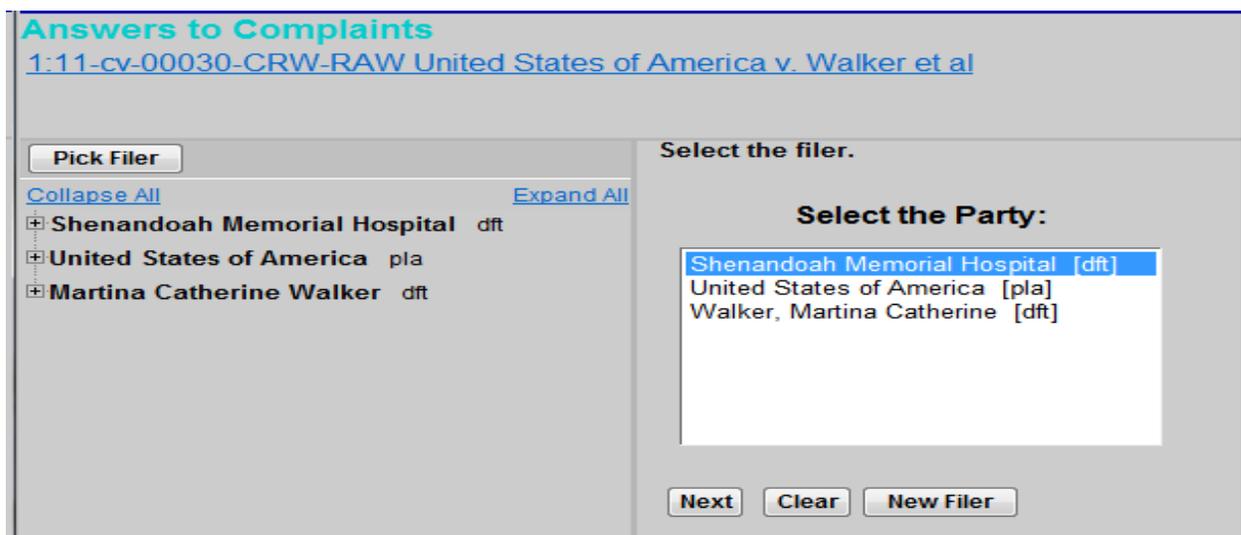
1. Log in (Section 5.0).
2. From the blue main menu bar (Section 7.2), click **Civil**.
3. Under the subheading “Initial Pleadings and Service” click **Answers to Complaints**.



4. The case number screen (Section 9.3a) will appear. Type in the case number and click **Next**.



5. The next screen you see will be the Select Party Filer Screen (Section 9.3b):



This screen was changed

in Version 4.0 to show the participant tree in the left pane and the Select Filer screen in the right

pane. It requires you to select the party for whom the attorney is filing the document.

Highlight the filing party and click **Next**.

NOTE: **If the party for whom you are filing an Answer is not listed, please abort this filing and contact the CM/ECF Help Desk at (515) 284-6388.**

If this is the first filing that has been made by the logged in attorney for this particular party, the Link Party Attorney screen will appear:

Answers to Complaints
[1:11-cv-00030-CRW-RAW United States of America v. Walker et al](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*

Shenandoah Memorial Hospital (pty:dft) represented by Perry Mason (aty) Lead Notice

The first and last boxes (association & notice of electronic filings boxes) are pre-checked for you and will create an association link between the attorney and party as well as list the attorney to receive notices of electronic filings for this and all other filings in the case. If the association is correct DO NOT uncheck these boxes. If you are not this parties attorney do not proceed with this filing. The center box (Lead Attorney) is optional and may be used if you are the Lead Attorney of a group representing this client. Click **Next** to continue.

Answers to Complaints
[4:07-cv-00028-RP-TJS Orte v. Big Hammer Appliance Service](#)

Only select if this document contains a new counterclaim crossclaim or third party complaint

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

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

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

NOTE: If additional Attorneys are appearing for this party they must each file a separate Notice of Appearance and file such documents under their own logins.

6. The next screen you see requires you to link your Answer to a complaint document. The screen will look similar to this:

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	08/15/2011	1	COMPLAINT against Shenandoah Memorial Hospital, Martina Catherine Walker, filed by United States of America. Notice of Dismissal for lack of Service deadline set for 12/15/2011. (Attachments: # 1 Exhibit A, # 2 Exhibit B)(Purdy, William)

Next Clear

Check the box under “Include” next to the complaint document that you are answering (if amended complaints have been filed they will also be listed). Click **Next** to continue.

7. 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, leave the boxes blank and click **Next**.

NOTE: The same procedure for adding parties in Section 9.4 applies here.

8. Jury Demand:

Answers to Complaints
[1:11-cv-00030-CRW-RAW United States of America v. Walker et al](#)

Does this Answer include a jury demand?

Yes
 No

Next Clear

Select “Yes” or “No” and click **Next** to continue.

9. **Browse** to select your pdf document(s). (Section 9.3d & 9.5a9)

Select the pdf document and any attachments.

10. The next screen you see is a version of a Text Box (Section 9.3e). You may text in any required information or leave it blank. Click **Next**.

Docket Text: Modify as Appropriate.

ANSWER to Complaint by Big
Hammer Appliance Service. (Mason, Perry)

Main Document		Type of Form		
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>	<input type="button" value="Clear Filename"/>	
Attachments	Category	Description	Type of Form	
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Next"/>	<input type="button" value="Clear"/>			

NOTE: No text is required if none is necessary.

11. This will bring up the final “**Drop Dead**” screen (Section 9.3f) before the document becomes a permanent part of the System. This screen should appear similar to the screen below:

Docket Text: Final Text

ANSWER to Complaint by Big Hammer Appliance Service.(Mason, Perry)

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

Source Document Path (for confirmation only):

D:\e-documents\ANSWER.PDF pages: 1

Next

Clear

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 by pressing any of the Main Menu buttons on the blue main menu bar.
3. Once you click **Next**, the document will become a permanent part of the CM/ECF System and will be served electronically on the other parties.

To complete the transaction, click **Next**.

12. This will bring up the Notice of Electronic Filing (“NEF”). (Section 9.3g) It is recommended that you print and/or save this page for your files.

Answers to Complaints

[4:07-cv-00028-RP-TJS Orte v. Big Hammer Appliance Service](#)

U.S. District Court

United States District Court for the Southern District of Iowa

Notice of Electronic Filing

The following transaction was entered by Mason, Perry on 11/19/2007 at 1:42 PM CST and filed on 11/19/2007

Case Name: Orte v. Big Hammer Appliance Service

Case Number: [4:07-cv-28](#)

Filer: Big Hammer Appliance Service

Document Number: [2](#)

Docket Text:

[ANSWER to Complaint by Big Hammer Appliance Service.\(Mason, Perry\)](#)

4:07-cv-28 Notice has been electronically mailed to:

Perry Mason nelsonrw42@hotmail.com

4:07-cv-28 Notice has been delivered by other means to:

John Q Attorney
ATTORNEY & ATTORNEY PC
123 YOUR STREET
SUITE 123
YOUR TOWN, YS 54321

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1077055697 [Date=11/19/2007] [FileNumber=23722-0]
[20aef43e4dba46ad6df150dbe92cc6b5e15eae0df05d955de0f15ff2885e7fe36b21
eaa99ae22064da73dd49568e067ba49dd4afdc6f79bb272866b23765752f]]

c. **Docketing Motions With Attachments/
Motion for Summary Judgment:**

The requirements for filing a motion for summary judgment are found in LR 56. 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: **Local Rule 56.f requires a paper copy of the appendix, in the form set out in the Rule, be filed with the court within seven (7) days if the copy filed in electronic form is not in the required form. (i.e., over 100 pages) (See also LR 10.c.3)**

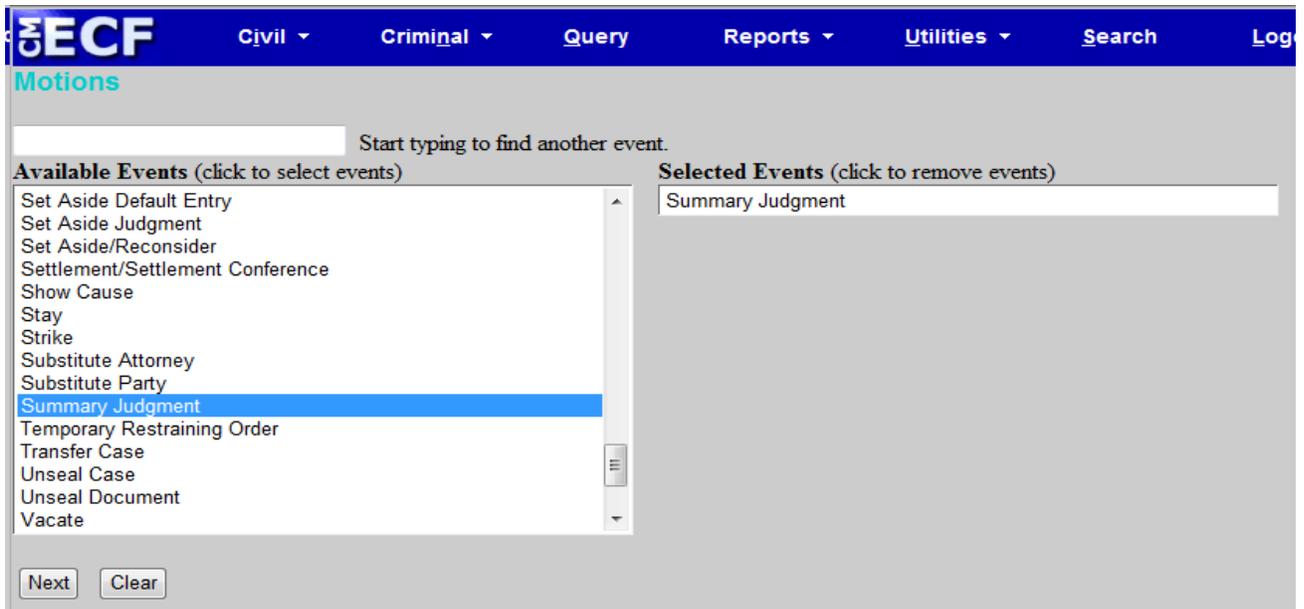
The steps for docketing a motion are as follows:

1. Log in (Section 5.0).
2. From the blue main menu bar (Section 7.2), click **Civil**.
3. Under the **Motions and Related Filings** heading, select the submenu **Motions: (LR 7)**

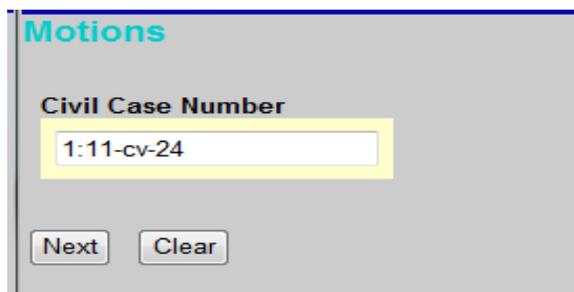


Motions and Related Filings
[Motions](#)
[Responses and Replies](#)

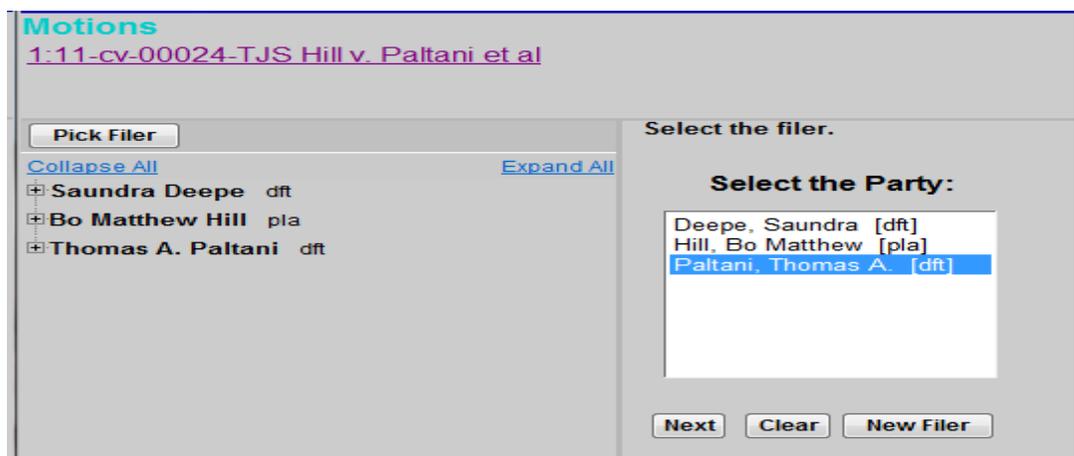
You will note that the motions are listed in alphabetical order so you will have to scroll down until you see Summary Judgment or you can type “sum”. The System will take you to the S’s. At that point, you can select **Summary Judgment** and click **Next** to continue.



4. The case number screen will appear. Type in the case number and click **Next**.



5. The next screen you see will be the Party Filer Screen (Section 9.3b). Highlight the party you represent and click **Next**.



6. This will

It will bring you to the new Version 5 document attachment screen requiring you to browse and attach your documents in PDF format. Local Rules require that you attach your brief in support and any other supporting documents at this time, as well. You will attach your motion by using the **Browse** button under **Main Document**. Then attach any additional documentation by using the **Browse** button under **Attachments**. (Section 9.3d)

At this point the system will allow you to add as many attachments as you need to the document on the document attachment screen.

NOTE: Do Not click **Next** until all documents that you wish to attach have been added to the list. See also Appendix A Scanning Tips.

- a. Click on the **Browse** button to locate and add your brief.
- b. The Category box may be left blank, however, in the Description box, please indicate for the docket text what each attachment is. (i.e., Brief in Support)
- c. You may select **Browse** again to repeat the process and add additional documents (Statement of Material Facts, Appendix, etc.) in the same manner. If you find you have attached a document in error, you may use the **Remove** button to remove it and **Browse** again. After all documents have been added to the list, click **Next**.
- d. You may receive the Filing Requirement Reminder Message below. If your filing is not in compliance with this message, start over following the instructions provided. If your filing is in compliance, click **Next**.

Motions
4:07-cv-00028-RP-TJS Orte v. Big Hammer Appliance Service

Please file your Brief, Statement of Material Facts, and Appendix as attachment pleadings to your motion.
If you have an overlength brief, you must file a motion for leave to file separately with the brief attached.

Next Clear

Attachment	Category	Description
1. P:\PDFs for Training\Brief.PDF <input type="button" value="Browse..."/>	<input type="text"/>	Brief in Support <input type="button" value="Remove"/>
2. P:\PDFs for Training\Statement.PDF <input type="button" value="Browse..."/>	<input type="text"/>	Statment of Material Facts <input type="button" value="Remove"/>
3. P:\PDFs for Training\Appendix.PDF <input type="button" value="Browse..."/>	<input type="text"/>	Appendix <input type="button" value="Remove"/>
4. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>

Next Clear

- e. The next screen shows the Response Deadline for the motion. This is a system generated deadline for all motions and is not user defined. Click **Next**.



The screenshot shows a web interface with a grey background. At the top left, the word "Motions" is written in a teal color. Below it, the case number "1:11-cv-00024-TJS Hill v. Paltani et al" is displayed in purple. Underneath, the text "Motion for Summary Judgment" is shown in a dark grey font. A horizontal line separates this from the "Response Deadline" section, which is in bold black text. Below that, the date "Date 10/5/2012" is displayed. At the bottom of this section are two buttons: "Next" (with a dotted border) and "Clear".

- f. A text box will appear with two optional areas. The first open area is for the addition of a prefix (ie: first, second, unresisted, etc.) The second open area is a free text section where you can add any desired descriptive text and click **Next**.



The screenshot shows a web interface with a grey background. At the top left, the word "Motions" is written in a teal color. Below it, the case number "1:11-cv-00024-TJS Hill v. Paltani et al" is displayed in purple. Underneath, the text "Docket Text: Modify as Appropriate." is shown. Below this is a text input area with a yellow background. It contains a dropdown menu with "First" selected, followed by the text "MOTION for Summary Judgment", a text input field containing "Hearing Requested", and the text "by Thomas A. Paltani. Responses due by 10/5/2012 (Attachments: # (1) Brief in Support, # (2) Statement of Facts, # (3) Appendix) (Mason, Perry)". At the bottom of this section are two buttons: "Next" and "Clear".

- g. This brings up the “**Drop Dead**” screen. This is your final opportunity to make changes. The final docket text is shown with the added text in italicized print. In addition, all of the documents to be filed are listed on this screen.

Motions
[1:11-cv-00024-TJS Hill v. Paltani et al](#)

Docket Text: Final Text

First MOTION for Summary Judgment *Hearing Requested* by Thomas A. Paltani. Responses due by 10/5/2012 (Attachments: # (1) Brief in Support, # (2) Statement of Facts, # (3) Appendix)(Mason, Perry)

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

Source Document Path (for confirmation only):
P:\PDFs for Training\Motion.PDF pages: 1
P:\PDFs for Training\Brief.PDF pages: 1
P:\PDFs for Training\Statement.PDF pages: 1
P:\PDFs for Training\Appendix.PDF pages: 1

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 by pressing any of the main menu buttons from the blue main menu bar.
3. Once you click **Next**, the document will become a permanent part of the CM/ECF System and will be served electronically on the other parties.

To complete the transaction, click **Next**.

- h. You will then receive the Notice of Electronic Filing Screen (NEF) as shown below. It is recommended that you print and/or save this page for your files.

NOTE: Although this image has been compressed to fit the page, please note that there is an electronic document stamp for each individual document in this filing.

Motions

[4:07-cv-00028-RP-TJS Orta v. Big Hammer Appliance Service](#)

U.S. District Court

United States District Court for the Southern District of Iowa

Notice of Electronic Filing

The following transaction was entered by Mason, Perry on 11/20/2007 at 10:39 AM CST and filed on 11/20/2007

Case Name: Orta v. Big Hammer Appliance Service

Case Number: [4:07-cv-28](#)

Filer: Big Hammer Appliance Service

Document Number: [3](#)

Docket Text:

First MOTION for Summary Judgment as to all issues by Big Hammer Appliance Service. Responses due by 12/14/2007 (Attachments: # (1) Brief in Support of Motion, # (2) Statement of Facts, # (3) Appendix - Part 1, # (4) Appendix - Part 2)(Mason, Perry)

4:07-cv-28 Notice has been electronically mailed to:

Perry Mason nelsonrw42@hotmail.com

4:07-cv-28 Notice has been delivered by other means to:

John Q Attorney
ATTORNEY & ATTORNEY PC
123 YOUR STREET
SUITE 123
YOUR TOWN, YS 54321

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

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP doccfStamp_ID=1077055697 [Date=11/20/2007] [FileNumber=23731-0] [8ed2cc553d367faecf843ff8cd40f66180d32c742f208879c584c71642da36058344faa49dc3ad5acc0fb3ba3c23a2c9c3b750ad2cd2bbaa15765e087335ead]]

Document description: Brief in Support of Motion

Original filename: n/a

Electronic document Stamp:

[STAMP doccfStamp_ID=1077055697 [Date=11/20/2007] [FileNumber=23731-1] [b53ad3a6e53538128d86d8e42e9756297b670d2e468d7f8dc620b984d144d667941a291d77499e0a8930fa42a7ed4bdab13c04e7bc5d1b85c70aba56d66044480]]

Document description: Statement of Facts

Original filename: n/a

Electronic document Stamp:

[STAMP doccfStamp_ID=1077055697 [Date=11/20/2007] [FileNumber=23731-2] [8e79da86b63f065d47f215f9f46673a6449b17c4b72bf580eca135cfd9b2323514fa578f51b4cd66317219b2e222457198fd6e05fce075c2120768f08c1a0e]]

Document description: Appendix - Part 1

<https://ecf-test.iad.uscourts.gov/cgi-bin/Dispatch.pl?554446608188584>
CM/ECF TEST - U.S. District Court.iad

11/20/2007
Page 2 of 2

Original filename: n/a

Electronic document Stamp:

[STAMP doccfStamp_ID=1077055697 [Date=11/20/2007] [FileNumber=23731-3] [777c2cc6234e9d558373547d503367918aa1c42b430c6d738975196dc009046860230a509aa6caadd7aa1fcb6aa9a2aa1dd63e70718735707cf41217abda5bcf79]]

Document description: Appendix - Part 2

Original filename: n/a

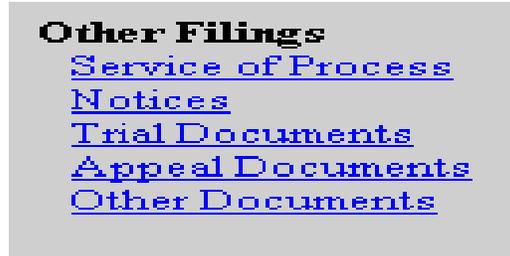
Electronic document Stamp:

[STAMP doccfStamp_ID=1077055697 [Date=11/20/2007] [FileNumber=23731-4] [1a2cd97b71bf1c94254e6d16c06a5b6d5d47caff96ca78b0a7f0c9c1f21cc51520444979d8697318187468bb699e2710ac87d78867d71be4c7e797c220ca3fd9]]

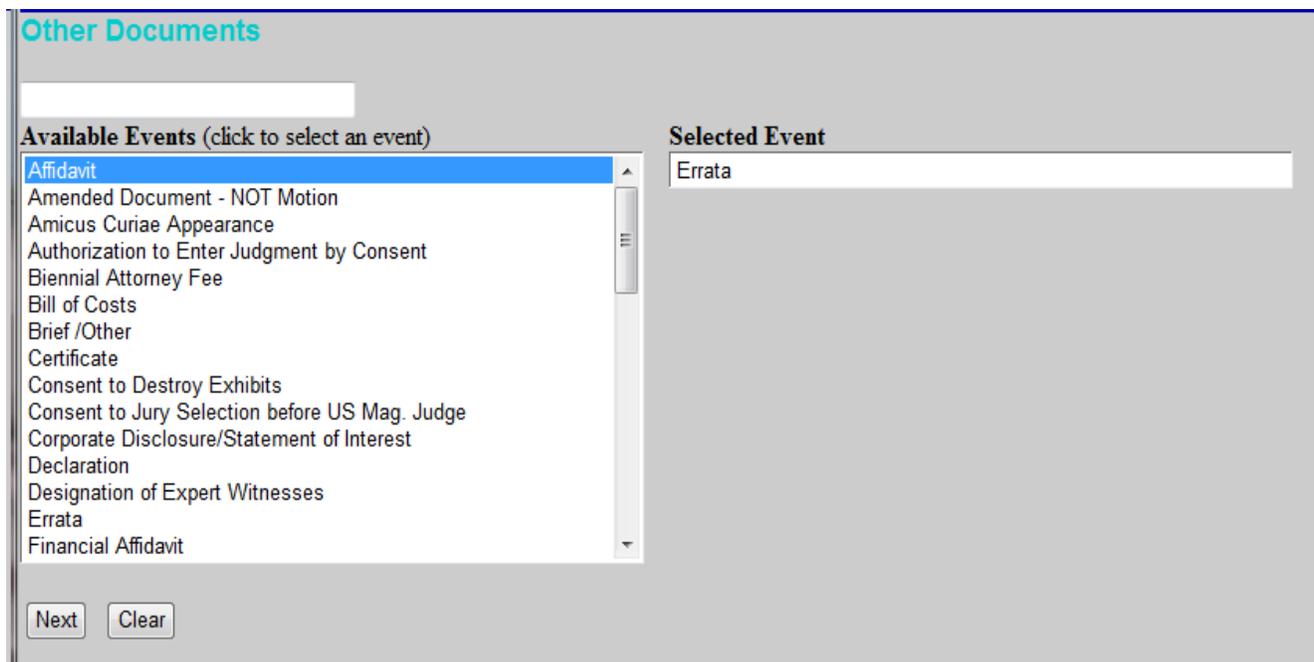
d. Errata Documents:

When an error has been made or if you forgot to attach a document, sign your pleading, or attach a certificate of service, the Clerks Office may direct you to file an **Errata** Document. The steps for docketing an **Errata** are similar to those set out above.

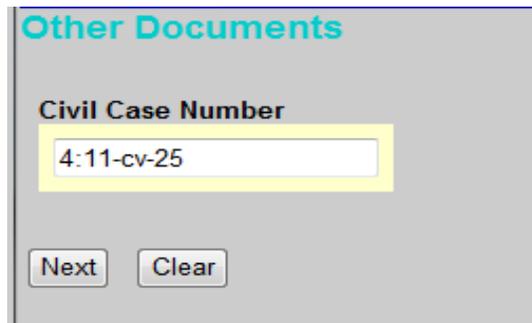
1. Log in (Section 5.0).
2. From the blue main menu bar, (Section 9.1b) select **Civil**.



3. Under **Other Filings**, select **Other Documents**.
4. Select **Errata** from the drop-down list. The event you selected will move to the Selected Event box. An incorrect selection may be removed by simply clicking on it. When the correct selection is displayed, in the Selected Event box, click **Next**.



5. Enter case number and click **Find This Case**.



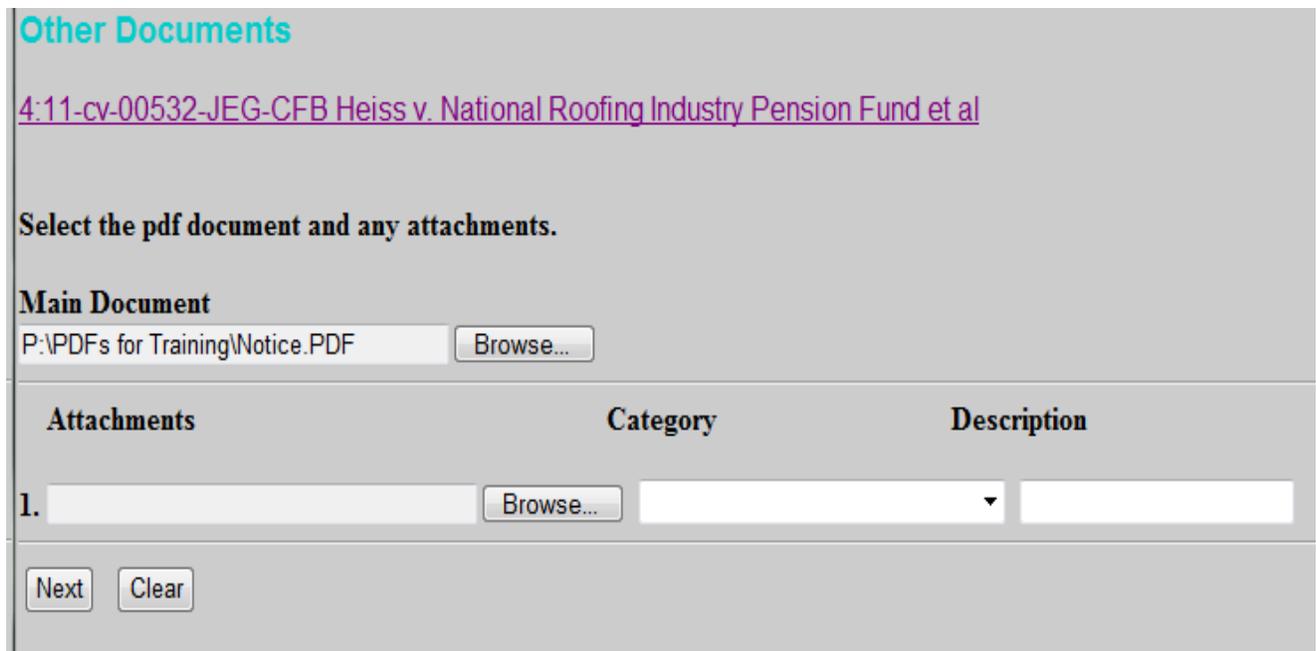
Other Documents

Civil Case Number

4:11-cv-25

Next Clear

6. Begin by selecting **Browse** under **Main Document** and select the corrected or omitted document. Remember, if you have more than one document to attach, all documents are added on this screen. This process of browsing and attaching documents is the same as shown in **Section 9.5c**. (Docketing Motions With Attachments/Motion for Summary Judgment) Please refer to that section for instructions. See also Appendix A Scanning Tips.



Other Documents

[4:11-cv-00532-JEG-CFB Heiss v. National Roofing Industry Pension Fund et al](#)

Select the pdf document and any attachments.

Main Document

P:\PDFs for Training\Notice.PDF

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

Next Clear

7. You will then be given the opportunity to link to the document that you are correcting. Please check the box next to the appropriate entry and click **Next**.

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

- 11/19/2007 [1](#) COMPLAINT against Big Hammer Appliance Service Filing fee paid in the amount of \$ 350., filed by Shari A Orte. Notice of Dismissal for lack of Service deadline set for 3/18/2008. (Attorney, John)
- 11/19/2007 [2](#) ANSWER to Complaint by Big Hammer Appliance Service.(Mason, Perry)
- 11/20/2007 [3](#) First MOTION for Summary Judgment *as to all issues* by Big Hammer Appliance Service. Responses due by 12/14/2007 (Attachments: # [1](#) Brief in Support of Motion, # [2](#) Statement of Facts, # [3](#) Appendix - Part 1, # [4](#) Appendix - Part 2)(Mason, Perry)

8. You then come to the text screen. Please describe the documents that you are filing and why they are being filed as an **Errata** (i.e., omitted attachment, corrected copy, etc.) After you have completed the text box as required, click **Next**.

Docket Text: Modify as Appropriate.

Errata Exhibits A & B to Appendix, not attached to prior filing re [\[3\]](#) Motion for Summary Judgment, filed by Big Hammer Appliance Service . (Attachments: # [\(1\)](#) Exhibit B) (Mason, Perry)

9. The System will display the “**Drop Dead**” screen. Notice the added text (in italicized print) explains what this filing is and why it is being filed. For this filing, the Main Document would be “Exhibit A”, and the attachment is “Exhibit B”.

Remember: At this point

Docket Text: Final Text

Errata Exhibits A & B to Appendix, not attached to prior filing re [\[3\]](#) Motion for Summary Judgment, filed by Big Hammer Appliance Service. (Attachments: # [\(1\)](#) Exhibit B)(Mason, Perry)

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

Source Document Path (for confirmation only):
D:\e-documents\BRIEF.PDF pages: 1
D:\e-documents\Notice.PDF pages: 1

1. You may use the **Back** and **Forward** buttons to check and correct your work.
2. You may abort this entry by pressing any of the menu buttons in the blue main menu bar.
3. Once you click **Next**, the document will become a permanent part of the case file and be served electronically on the other parties.

To complete the transaction, click **Next**.

10. This will complete the transaction and you should receive the Notice of Electronic Filing (NEF). It is recommended that you print and/or save this page for your files.

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

Other Documents

[4:07-cv-00028-RP-TJS Orte v. Big Hammer Appliance Service](#)

U.S. District Court

United States District Court for the Southern District of Iowa

Notice of Electronic Filing

The following transaction was entered by Mason, Perry on 11/21/2007 at 12:04 PM CST and filed on 11/21/2007

Case Name: Orte v. Big Hammer Appliance Service

Case Number: [4:07-cv-28](#)

Filer:

Document Number: [4](#)

Docket Text:

[Errata Exhibits A & B to Appendix, not attached to prior filing re \[3\] Motion for Summary Judgment, filed by Big Hammer Appliance Service. \(Attachments: # \(1\) Exhibit B\)\(Mason, Perry\)](#)

4:07-cv-28 Notice has been electronically mailed to:

Perry Mason nelsonrw42@hotmail.com

4:07-cv-28 Notice has been delivered by other means to:

John Q Attorney
ATTORNEY & ATTORNEY PC
123 YOUR STREET
SUITE 123
YOUR TOWN, YS 54321

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

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1077055697 [Date=11/21/2007] [FileNumber=23743-0] [375e4c154f335cbfb757eede3aebab9ea41ab55b030dbb6ebc9820f398f400948fd44e5a1f9a2a66fc3fadaedd0083bf60ce3122c6fef3781305f77258113f49]]

Document description: Exhibit B

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1077055697 [Date=11/21/2007] [FileNumber=23743-1] [6cd492ddb0adb3c22d466c885fdd4c3ef693b3fdb25d7a3544d2c9d8845a9d631b974391d1965f2a69568de16856bcc1f38f3353c6d79c438d449dd25590654]]

(LR 15) and Motions to File Over Length Brief (LR 7(h) and 5.2g5), require that a document be submitted with the motion which will be detached and filed upon the court granting the motion. This process of browsing and attaching documents is the same as shown in **Section 9.5c.** (Docketing Motions With Attachments/ Motion for Summary Judgment) Please refer to that section for instructions.

A Case Manager will detach and file the document when the motion is granted, and you will receive electronic notice of its filing.

f. Filing Sealed or Ex Parte Documents: (See also Appendix B)

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 Rules and Policies, Administrative Orders at <http://www.iasd.uscourts.gov> entitled *Filing Materials Under Seal Without Prior Court Order*. 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*, the specific event should be used.

If the document is something other than the 18 listed in the Administrative Order (see Appendix B), 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, it should be filed as an **Ex Parte Filing** under the **Notice** category and the filer should notify Chambers of the filing just as you would if expedited relief was requested (Electronic Case Filing Procedures Manual, VII.D). Some events are built with the option to file under seal, and will present the filer with a box to check if it is necessary to seal. On those particular events you will be presented with the following screen:

Motions

[4:11-cr-00049-JAJ-CFB USA v. Straw et al](#)

WARNING!! If you choose to seal this entry no electronic notice will be sent. You must provide service by other means and your certificate of service should indicate means of service.

Give this entry a sealed restriction.

Next

Clear

The Clerk's Office must set your permission to file documents under seal in each case. In all criminal cases, this will be done by the Clerk when the case is opened. However, in civil cases, only those with protective orders (PROTO), Social Security cases, or cases with specific Court orders will allow filing under seal without first requesting leave of Court.

NOTE: Before attempting to file your first sealed document in a civil case, check with the CM/ECF Help Desk at (515) 284-6388 to be sure your permissions have been set. If you do not follow this procedure, the filing WILL NOT be sealed, even though you may think it is!

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 motion event **Miscellaneous Relief**. The procedure for filing motion for Miscellaneous Relief is similar to docketing any other motion. This process of browsing and attaching documents is the same as shown in **Section 9.5c**. (Docketing Motions With Attachments/ Motion for Summary Judgment) Please refer to that section for instructions.

h. Filing Oversized Documents:

The System will not accept documents larger than 13MB 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 300 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 13 MB, the System will reject it and you will receive this message: *“Your document exceeds 13 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 9.3d). 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 CM/ECF Help Desk at (515) 284-6388.

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, 7 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 case type. When you have questions, please feel free to contact the CM/ECF Help Desk at (515) 284-6388.

a. Docketing Complaints and Informations (Sealed or Ex Parte Matters):

The filing U. S. Attorney will electronically file complaints, and informations. If those documents should be sealed, be sure to follow the procedures for filing sealed documents as outlined in Section 9.4f.

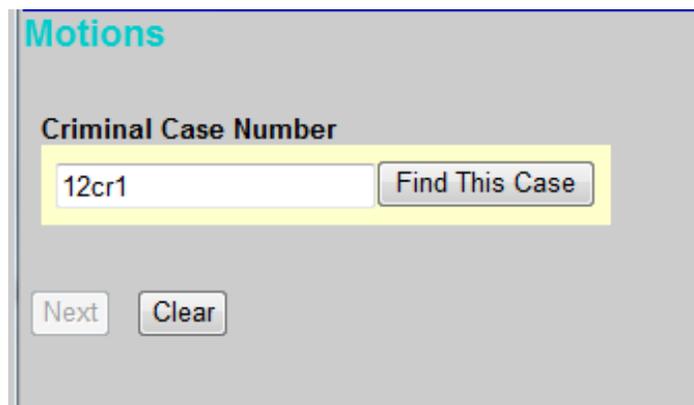
The procedures for filing documents under seal are set out in LR 5. In criminal actions, the court has adopted an Administrative Order which suspends the operation of the Rule for many of the common criminal motions routinely filed under seal or ex parte. (**Appendix B**)

b. **Docketing a Motion In a Criminal Case:**

1. Log in (Section 5.0).
2. From the blue main menu bar (Section 7.2), click Criminal.
3. Under the heading “Motions and Related Filings”, select **Motions** (LR7, LcrR 12, and LcrR 47).

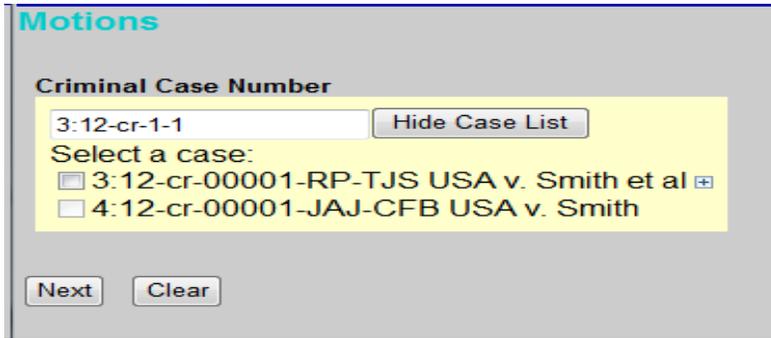


4. When the case number screen appears, enter the case number and click **Find This Case**. (Section 9.3a)

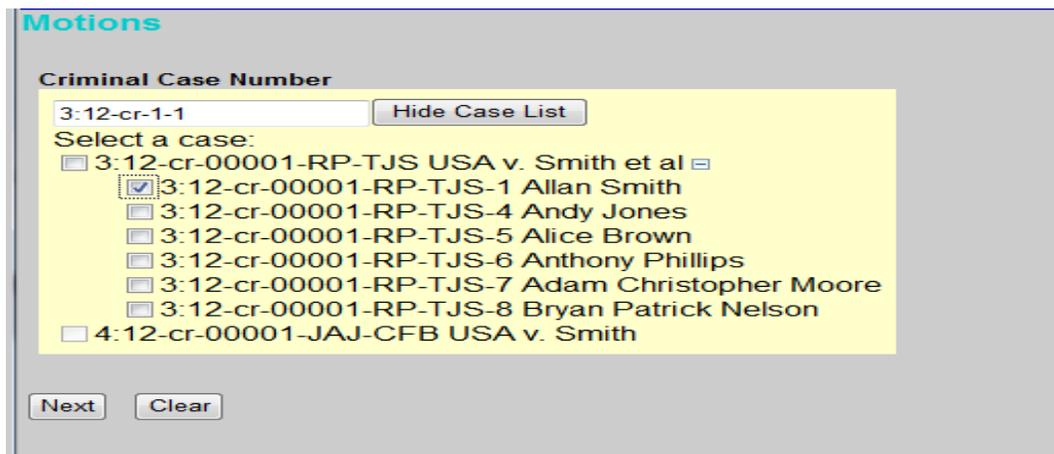


5. You will be presented with a list of cases. Select the box for the correct case and click **Next**. In a multi-defendant criminal case, if only the name of the first defendant is showing followed by “et al”, use the plus (+)

button following the case name to expand the view to show a separate box for each defendant.



Select only the box for the defendant you represent unless you are filing a motion jointly with another party. If you are filing a joint motion, select the box next to the name of each defendant joining in the motion.



N
OTE: If filing a joint motion, the signature blocks for each

attorney must be included showing each signature and the party they represent.

If not filing a joint motion, select only the box for the moving defendant. Selecting all defendants in error will adversely effect Speedy Trial calculations and trial schedules for all other defendants. In addition, if you file a motion on behalf of a defendant you do not represent, the System will add you as co-counsel.

A case verification screen may appear, and you may check to be sure you have selected the correct case.

6. On the Party Filer Screen, select the party filing the document and click **Next**. (Section 9.3b)

Motions
[4:09-cr-00001-RP-RAW USA v. Montes-Ramirez](#) CASE CLOSED on 07/31/2009

Pick Filer

[Collapse All](#) [Expand All](#)

4:09-cr-1

USA pla

Marco Antonio Montes-Ramirez (T) dft

Select the filer.

Select the Party:

USA [pla]
 Montes-Ramirez, Marco Antonio (T) [dft]

- 7 If this is the first filing you have made in this case, you will see the Link Party Attorney screen. In criminal cases, if you are the only or lead attorney for this defendant, check the Lead box and click **Next**.

Motions
[4:09-cr-00001-RP-RAW USA v. Montes-Ramirez](#) CASE CLOSED on 07/31/2009

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

Marco Antonio Montes-Ramirez (pty:dft) represented by Perry Mason (aty) Lead Notice

8. On the Motions screen, scroll down through the drop-down list and select the motion type(s) you wish to file.

The screenshot shows the 'Motions' interface for case 4:09-cr-00001-RP-RAW USA v. Montes-Ramirez, which is closed on 07/31/2009. At the top, there is a search bar with the placeholder text 'Start typing to find an event.' Below this, the interface is divided into two main sections: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' section contains a scrollable list of motion types, with 'Acquittal' currently selected. The 'Selected Events' section is currently empty. At the bottom of the interface, there are two buttons: 'Next' and 'Clear'.

NOTE: 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 blue main 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**. If you have difficulty selecting multiple motion types, select the most important motion type and text in the other(s). Then call the CM/ECF Help Desk (515) 284-6388 and the Clerk's Office will edit the motion as needed.

NOTE: As motion types are selected, they are moved into the Selected Events field. You may remove a motion from the Selected Events field by simply clicking on it.

9. The next screen you see is the Add PDF Document Screen. (Section 9.3d).

Motions
4:09-cr-00001-RP-RAW USA v. Montes-Ramirez CASE CLOSED on 07/31/2009

Select the pdf document and any attachments.

Main Document
[Text Box] [Browse...]

Attachments	Category	Description
1. [Text Box] [Browse...]	[Dropdown]	[Text Box]

[Next] [Clear]

Add your Main Document and Attachments (if any) and select **Next**. See also Appendix A Scanning Tips.

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

1. Click on **Browse** under Main Document and locate your PDF document.
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 the **Browse** button under Attachments to add attachment(s).

Motions
4:11-cr-00049-JAJ-CFB USA v. Straw et al

Select the pdf document and any attachments.

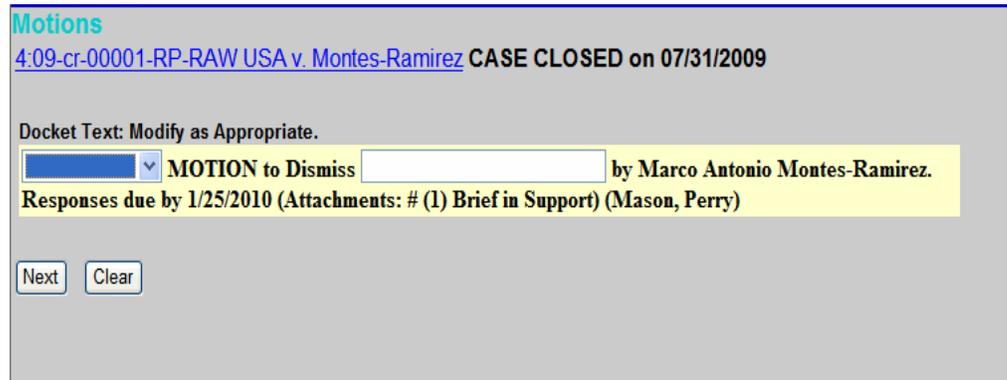
Main Document
P:\PDFs for Training\Motion.PDF [Browse...]

Attachments	Category	Description
1. P:\PDFs for Training\Brief.PDF [Browse...]	[Dropdown]	Brief in Support [Remove]
2. [Text Box] [Browse...]	[Dropdown]	[Text Box]

[Next] [Clear]

Add attachment(s) by repeating the above process. Remember to add a description for each attachment and, when finished, click **Next**. (Section 8.3 and 9.3d)

5. The next screen is the Text Box (Section 9.3e). Select the appropriate information from the drop-down list, if applicable. You may also type in additional text in the second box, if desired. Then click **Next**.

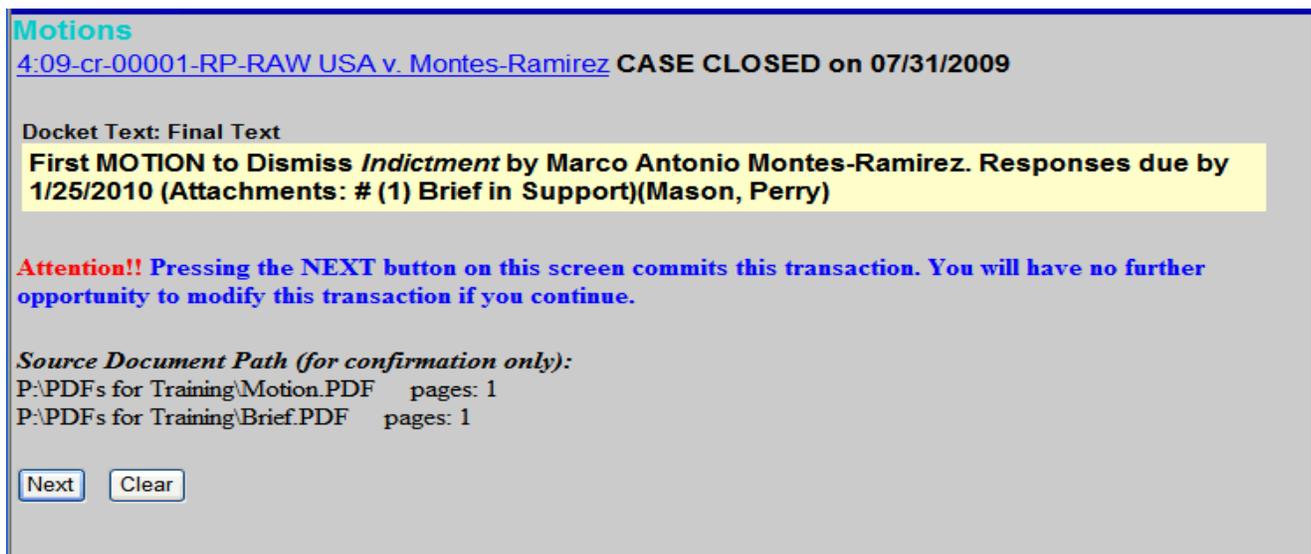


Motions
4:09-cr-00001-RP-RAW USA v. Montes-Ramirez CASE CLOSED on 07/31/2009

Docket Text: Modify as Appropriate.

by Marco Antonio Montes-Ramirez.
Responses due by 1/25/2010 (Attachments: # (1) Brief in Support) (Mason, Perry)

6. This brings you to the final or “**Drop Dead**” screen (Section 9.3f). This is the last screen that allows you to review or modify your work before the transaction becomes final.



Motions
4:09-cr-00001-RP-RAW USA v. Montes-Ramirez CASE CLOSED on 07/31/2009

Docket Text: Final Text

First MOTION to Dismiss *Indictment* by Marco Antonio Montes-Ramirez. Responses due by 1/25/2010 (Attachments: # (1) Brief in Support)(Mason, Perry)

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

Source Document Path (for confirmation only):
P:\PDFs for Training\Motion.PDF pages: 1
P:\PDFs for Training\Brief.PDF pages: 1

When you are satisfied with your docket text and are ready to complete the transaction, click **Next**.

7. This will bring up the Notice of Electronic Filing (NEF) screen. Print and/or save this page for your files.

Motions

[4:09-cr-00001-RP-RAW USA v. Montes-Ramirez](#) CASE CLOSED on 07/31/2009

U.S. District Court

United States District Court for the Southern District of Iowa

Notice of Electronic Filing

The following transaction was entered by Mason, Perry on 1/8/2010 at 11:04 AM CST and filed on 1/8/2010

Case Name: USA v. Montes-Ramirez

Case Number: [4:09-cr-00001-RP-RAW](#)

Filer: Dft No. 1 - Marco Antonio Montes-Ramirez

Document Number: [53](#)

Docket Text:

First MOTION to Dismiss *Indictment* by Marco Antonio Montes-Ramirez. Responses due by 1/25/2010 (Attachments: # (1) Brief in Support)(Mason, Perry)

4:09-cr-00001-RP-RAW-1 Notice has been electronically mailed to:

B John Burns , III b._john_burns_fd.org@example.com, katie_freeland_fd.org@example.com

John E Beamer John.Beamer_USDOJ.gov@example.com, natalia.osoria-bafia_usdoj.gov@example.com,
usaia.nefcriminal_usdoj.gov@example.com

Perry Mason melson_usdoj.gov@example.com

4:09-cr-00001-RP-RAW-1 Notice has been delivered by other means to:

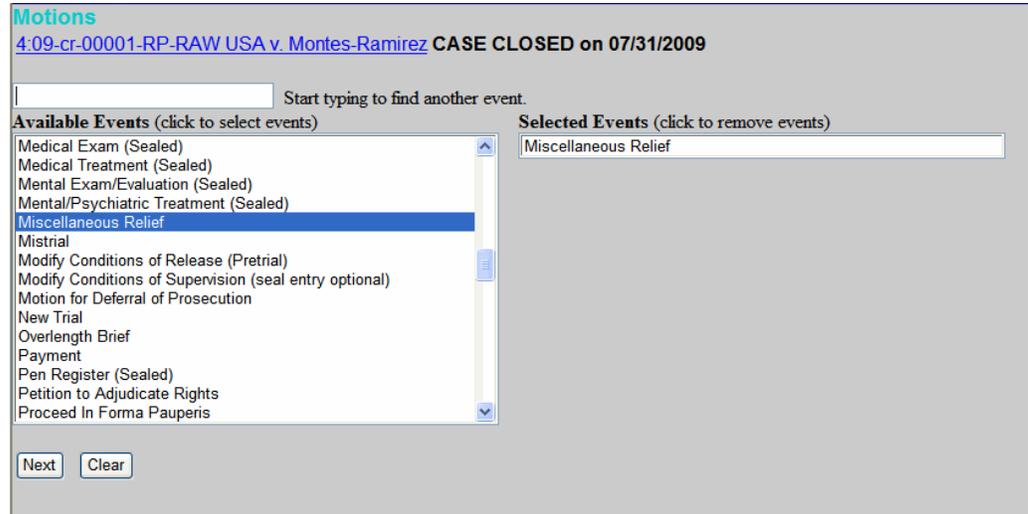
The following document(s) are associated with this transaction:

Document description:Main Document

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, select **Miscellaneous Relief** at the motion screen and click **Next**.

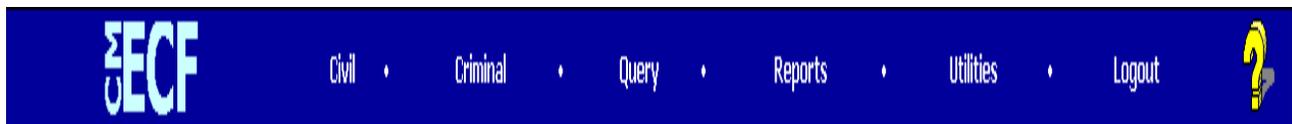


SECTION 10.0 QUERY FEATURE:

10.1 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, by Attorney and now by Document Number.

To enter the Query Feature, simply select Query from the blue 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.

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

PACER Login

Instructions
 Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

Make this my default PACER login
 After checking this box, you will only need to use your **CM/ECF** login and password, either for electronic filing or for viewing documents via **PACER**.

Authentication

Login:
 Password:
 Client code:

Login Reset

Notice
 An access fee of \$0.10 per page or \$3.00 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.

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 \$.10 per page to access documents, docket sheets, etc., from CM/ECF.

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

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

Query

Search Clues

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

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

Cause of Action
 0 (No cause code entered)
 00:0000 (00:0000 Cause Code Unknown)
 02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

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

First Name Middle Name

Type

Run Query Clear

10.2 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 should appear as follows:

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

Query

Search Clues

Case Number

Select a case:

- 1:11-cr-00024-RP-CFB USA v. Rivera (closed 05/04/2012)
- 1:11-cv-00024-TJS Hill v. Paltani et al
- 3:11-cr-00024-JAJ USA v. Nickason (closed 03/11/2011)
- 3:11-cv-00024-CRW-TJS Edwards et al v. State Farm Fire and Casualty Company (closed 06/14/2012)
- 3:11-mj-00024-TJS USA v. Johnson (closed 04/20/2011)
- 4:11-cr-00024-REL-RAW USA v. Thompson (closed 05/04/2012)
- 4:11-cv-00024-JAJ Saunders v. Wheeler et al (closed 05/11/2011)
- 4:11-mc-00024-UNA The Bergquist Torrington Company v. Medical Industries America, Inc. (closed 09/16/2011)

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

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

Cause of Action
00:0000 (00:0000 Cause Code Unknown)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

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

First Name Middle Name

Type

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

Select **Case Summary** from the list of options.

1:11-cr-00024-RP-CFB USA v. Rivera
Date filed: 05/24/2011
Date terminated: 05/04/2012
Date of last filing: 06/07/2012

Query

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

[View a Document](#)

The Case Summary screen will look similar to this:

Case Summary

1:11-cr-00024-RP-CFB USA v. Rivera
Date filed: 05/24/2011
Date terminated: 05/04/2012
Date of last filing: 06/07/2012

Francisco Luis Rivera (I)
Office: Western
County: Pottawattamie
Other Court Case: None

Filed: 05/24/2011
Terminated: 05/04/2012
Reopened:

Count: 1 Citation: 21-841A=CD.F Offense Level: 4
CONTROLLED SUBSTANCE - SELL, DISTRIBUTE, OR DISPENSE: 21-841(a)(1) and 841(b)(1)(A). Possession with Intent to Distribute Methamphetamine

Count: 2 Citation: 18-924C.F Offense Level: 4
VIOLENT CRIME/DRUGS/MACHINE GUN: 18-924(c)(1)(A)(i). Carrying a Firearm During and in Relation to a Drug Trafficking Crime, and Possessing a Firearm in Furtherance of a Drug Trafficking Crime

Count: 3 Citation: 18-922G.F Offense Level: 4
UNLAWFUL TRANSPORT OF FIREARMS, ETC.: 18-922(g)(1) and 924(a)(2). Felon in Possession of a Firearm

Def Custody Status: Custody This Court
Flag: TERMED

Plaintiff: USA represented by Maureen McGuire Phone: 515-473-9300
Fax: 515 473-9282
Email: maureen.mcguire@usdoj.gov

Plaintiff: USA represented by Stephen P OMeara Phone: 712 328 1612
Fax: 712 328 4048
Email: Stephen.OMeara@USDOJ.gov

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 view 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.

Docket Report: This report allows you to bring up the docket sheet which is discussed in Section 11.2. By clicking on the document number you may see the actual document.

10.3 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 date range.

10.4 Search by Name (Party or Attorney):

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

The screenshot shows a web-based query interface titled "Query". It features a yellow background for the search fields. The "Search Clues" section includes:

- Case Number**: A text input field.
- or search by**: A heading for the following options.
- Case Status**: Radio buttons for "Open", "Closed", and "All".
- Filed Date**: Two text input fields separated by "to".
- Last Entry Date**: Two text input fields separated by "to".
- Nature of Suit**: A list box containing "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)".
- Cause of Action**: A list box containing "0 (No cause code entered)", "00:0000 (00:0000 Cause Code Unknown)", and "02:0431 (02:431 Fed. Election Commission: Failure Enforce C)".
- Last/Business Name**: A text input field with "Primmer" entered and "(Examples: Desoto, Des*t)" as a hint.
- First Name**: A text input field with "Chad" entered.
- Middle Name**: A text input field with "D" entered.
- Type**: A dropdown menu with "Attorney" selected.

At the bottom, there are two buttons: "Run Query" and "Clear".

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. If you are unsure of the spelling, try entering only the first few letters. The System will list the cases filed involving that attorney or that party and produce a screen similar to the query list above.

Select A Case

This person is a party in 2 cases.

[4:08-cv-00414-RP](#) Street v. United States of America filed 10/14/08

[4:12-cv-00331-JEG](#) Liles v. USA et al filed 07/25/12 closed 08/03/12

10.5 Search by Document Number:

This new feature allows you to search the database by document number. The Sort by drop-down list on the Docket Report selection criteria screen now in Version 5 includes a Document number option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.

Docket Sheet

Case Number
1:11-cr-00024-RP-CFB-1 - Rivera, Francisco Luis

Filed 1/1/1970 to 9/13/2012
 Entered

Documents 1 to 5

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

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

Format:
 HTML (unpaginated)
 PDF (paginated)

Sort by Oldest date first

Make these options my default.

SECTION 11.0 REPORTS:

11.1 Accessing the Reports Screen:

This feature may be used to access reports such as the Docket Sheet, Civil Cases, Criminal Cases and Calendar Events, Docket Activity, Written Opinions, and the civil Judgment Index.

Docket Sheet

Case number

Filed
 Entered to

Documents to

Include:

- Parties and counsel
- Terminated parties
- List of member cases
- Links to Notices of Electronic Filing

Document options:

- Include headers when displaying PDF documents
- View multiple documents

Format:

- HTML (unpaginated)
- PDF (paginated)

Sort by

Make these options my default.

To enter the Reports feature, simply select **Reports** from the blue main menu bar.

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

ECF Civil Criminal Query Reports Utilities Search Logout

Reports

- [Docket Sheet](#)
- [Multiple Docket Sheets](#)
- Criminal Reports**
 - [Criminal Cases](#)
 - [Criminal Trials Continued](#)
- Utility**
 - [Labels](#)
- Civil Reports**
 - [Civil Cases](#)
 - [Judgment Index](#)
- Civil and Criminal Reports**
 - [Calendar - Monthly](#)
 - [Calendar Events](#)
 - [Docket Activity](#)
 - [Written Opinions](#)

11.2 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:

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 document 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.

Tip: 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:

Date Filed	#	Docket Text
06/07/2012	 41	ORDER granting 40 Motion for Forfeiture of Property as to Francisco Luis Rivera (1). Signed by Judge Robert W. Pratt on 6/7/2012. (nto) (Entered: 06/07/2012)
05/22/2012	 40	Final MOTION for Forfeiture of Property by USA as to Francisco Luis Rivera. Responses due by 6/1/2012 (Attachments: # 1 Text of Proposed Order)(McGuire, Maureen) (Entered: 05/22/2012)
05/08/2012	 39	REVISED FINAL PRESENTENCE INVESTIGATION REPORT POST SENTENCE. See Paragraphs #47, #51, and #52 for further details(Sealed) as to Francisco Luis Rivera (Christensen, Pat) (Entered: 05/08/2012)
05/04/2012	 38	JUDGMENT IN A CRIMINAL CASE as to Francisco Luis Rivera (1), Count(s) 1, 2, Defendant committed to the custody of the US BOP to be imprisoned for a term of 180 months consisting of 120 months as to count one and 60 months as to count two, to be served consecutively. Supervised Release - 5 years as to each of counts one and two, to run concurrently. \$200.00 special assessment.; Count(s) 3, Dismissed at the time of sentencing upon motion of the government. Signed by Senior Judge Ronald E. Longstaff on 5/4/2012. (pb,) (Entered: 05/04/2012)

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.

NOTE: Both Civil and Criminal Case reports omit sealed cases. Sealed cases are not available through PACER.

11.3 Civil Case Report:

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

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office	Central Davenport	Case type	Attorney case for CLE Payments Civil	Nature of suit	0 (zero) 110 (Insurance)
Cause	0 (No cause code entered) 00:0000 (00:0000 Cause Code U...)	Case flags	1915G STRIKE 1983pr	Terminal digit(s)	2, 4-7
Jurisdiction	Diversity Federal Question			<input checked="" type="checkbox"/> Open cases	<input type="checkbox"/> Closed cases
Filed	8/2/2011	to	8/4/2011	JPML number	
Sort by	Case Number				
Output Format	<input checked="" type="radio"/> Formatted Display				
	<input type="radio"/> Data Only				
Run Report	Clear				<input type="checkbox"/> Make these options my default.

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. Screen defaults to Open cases, so if you wish to see Closed cases, as well or instead, you will have to make the appropriate selections.

To proceed with your search, highlight the desired items. For example, if you wish to find all civil cases opened in Des Moines during a specific time period, highlight **Central**, **Civil**, check both **Open Case** and **Closed Case**, and change the date **Filed** field to, for example, 8/02/2011 to 8/4/2011. Then click **Run Report**.

The report screen should appear similar to the screen below:

Civil Cases Report

U.S. District Court -- Southern District of Iowa
 Filed Report Period: 8/2/2011 - 8/4/2011

Case Number/ Title	Case Dates	Days Pending	Notes
4:11-cv-00350-REL Gomez v. USA	Case filed: 08/02/2011 Case closed: 08/04/2011		Cause: 28:2255 Motion to Vacate / Correct Illegal Sentenc NOS: 510 Prisoner: Vacate Sentence Office: Central Jurisdiction: U.S. Government Defendant President: Ronald E. Longstaff Jury demand: None Case flags: TERMED, HC2255
4:11-cv-00351-RP-RAW Dodge v. Unum Group et al	Case filed: 08/02/2011 Case closed: 12/14/2011		Cause: 29:1132 E.R.I.S.A.-Employee Benefits NOS: 791 Labor: E.R.I.S.A. Office: Central Jurisdiction: Federal Question President: Robert W. Pratt Referral: Ross A. Walters Jury demand: Plaintiff Case flags: TERMED
4:11-cv-00352-JAJ Busch v. Newton Prison	Case filed: 08/03/2011 Case closed: 09/02/2011		Cause: 42:1983 Prisoner Civil Rights NOS: 550 Prisoner: Civil Rights Office: Central Jurisdiction: Federal Question President: John A. Jarvey Jury demand: None Case flags: TERMED, 1983pr
4:11-cv-00353-RP McDonald v. State of Iowa et al	Case filed: 08/04/2011 Case closed: 08/11/2011		Cause: 42:1983 Prisoner Civil Rights NOS: 550 Prisoner: Civil Rights Office: Central Jurisdiction: Federal Question President: Robert W. Pratt Jury demand: None Case flags: TERMED, 1915G STRIKE, 1983pr
4:11-cv-00354-HDV Reyes v. Fayram	Case filed: 08/04/2011 Case closed: 06/14/2012		Cause: 28:2254 Petition for Writ of Habeas Corpus (State) NOS: 530 Habeas Corpus (General) Office: Central Jurisdiction: Federal Question President: Harold D. Vietor Jury demand: None Case flags: TERMED, APPEAL, HC2254

Total number of cases reported: 5

<https://ecf.uscd.cour8.biz/cas-bin/Eigenlaw/Menu.n?CriminalEvents>

Total number of cases reported: 5

Selection Criteria for Report

Office	Central
Case Type	cv
Nature of Suit	All
Cause	All
Jurisdiction	All
Filed Date	8/2/2011 - 8/4/2011
Case Flags	All
Terminal Digits	All
Open Cases	Yes
Closed Cases	Yes
Sort by	case number

The report gives you the case name, a link to the docket sheet, the date it was

opened (closed), the days pending (for open cases), the cause, division or office, presiding judge and any case flags that have been set. If you want to see the docket sheet, simply click on the case number.

11.4 Criminal Case Report:

The criminal case report is similar to the civil case report. After selecting **Criminal Cases**, the following screen will appear:

The screenshot shows the 'Criminal Cases Report' search interface. At the top, a warning box states: 'Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.' Below this, the search criteria are as follows: Office is set to 'Central' (with 'Davenport' as an alternative); Case types is set to 'Criminal' (with 'Magistrate Judge' as an alternative); Case flags is set to '1915G STRIKE' (with '1983pr' as an alternative); Citation is empty; Count Status has 'Pending' checked and 'Disposed' unchecked; Filed date is '8/1/2011' to '8/5/2011'; Terminal digit(s) is '2,4,7' with 'Pending defendants' and 'Terminated defendants' both checked; Sort by is set to 'Case Number'; Output Format has 'Formatted Display' selected and 'Data Only' unselected; and there are 'Run Report', 'Clear', and 'Make these options my default' buttons at the bottom.

To proceed with your search, highlight the desired items. For example, if you wish to find all criminal cases opened in Des Moines during a specific time period, highlight **Central**, **Criminal**, check both **Pending** and **Disposed** under **Count Status**, change the date **Filed** field to, for example, 8/01/2011 to 8/5/201, check both **Pending defendant** and **Terminated defendants**. Then click **Run Report**.

The report screen should appear similar to the screen below:

Criminal Cases Report			
U.S. District Court -- Southern District of Iowa Filed Report Period: 8/1/2011 - 8/5/2011			
Case Number/ Title	Case Dates	Days Pending	Notes
4:11-cr-00097-JAJ USA v. Williams	Case filed: 08/05/2011 Case closed: 08/05/2011		Office: Central
1 - Richard Lee Williams	Added: 08/05/2011 Closed: 08/05/2011		Presider: John A. Jarvey

Total Number of Cases Reported: 1

Selection Criteria for Report	
Office	Central
Case Type	cr
Citation	All
Pending Counts	Yes
Disposed Counts	Yes
Filed Date	8/1/2011 - 8/5/2011
Case Flags	All
Terminal Digits	All
Pending Defendants	Yes
Terminated Defendants	Yes
Fugitive Defendants	No
Non-Fugitive Defendants	Yes
Sort by	case number

11.5 Calendar Reports:

The selections under **Civil and Criminal Reports** are: **Calendar Events**; **Docket Activity**, and **Written Opinions**. The **Calendar Events Report** allows you to check the Court's schedule in a number of different ways. After selecting **Calendar Events Report**, the following screen will appear:

Calendar Events Report

Case number

Office
Davenport (3)
Central (4)

Nature of suit
110 (Insurance)

Calendar events
Argument on Bankruptcy Appeal
Arraignment

Set 9/13/2012 to

Both AM PM

Time AM PM

Include Include closed cases docket Display terminated parties text

Sort by

Again, similar to most CM/ECF reports, by highlighting an item you limit your search in that field to that specific item. 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. The **Calendar Events Report** allows you to limit your search to specific types of court events, just as **Nature of Suit** allows you to limit your search to a specific type of civil case.

For example, if you highlight **Western** under “Office” you will pull up only those case filed in the Western division (Council Bluffs, IA). The screen defaults to All Hearings , you will have to make the appropriate selections if you are looking for particular hearing types.

To proceed with your search, highlight the desired items. For example, if you wish to find all civil cases opened in Western Division (Council Bluffs) cases scheduled for hearings during a specific time period, highlight **Western**, leave **All Hearings highlighted**, and change the date **Set** field to, for example, 9/13/12 and enter and end date (we’ll try 9/13/12 so we are just

looking at hearings set for one particular day), consider the check boxes for Include docket text, Include closed cases, and Display terminated parties. There are also options to sort by a particular time or by AM or PM only. When you have made the selections you would like, click **Run Report**. The report screen should appear similar to the screen below:

U.S. District Court Southern District of Iowa Calendar Events Set For 9/13/2012-9/13/2012	
09/13/2012 09:00 AM	<p>1:12-cr-00024-RP-CFB-1 USA v. Robins Pretrial Conference Des Moines - Room 455 - 4th Floor South Richard E Rothrock representing USA (Plaintiff) Michael Lee Smart representing Minales L. Robins, II (Defendant)</p> <p>● ORDER as to Minales L. Robins. Pretrial Conference set for 9/13/2012 09:00 AM in Des Moines - Room 455 - 4th Floor South before Magistrate Judge Celeste F. Bremer. Signed by Magistrate Judge Celeste F. Bremer on 9/7/2012. (pb,) Modified on 9/7/2012 (dv,).</p> <p>1:12-cr-00025-JAJ-CFB-1 USA v. Robertson Pretrial Conference Des Moines - Room 455 - 4th Floor South Michael D Nelson representing Edward S. Robertson (Defendant) Richard E Rothrock representing USA (Plaintiff)</p> <p>● ORDER as to Edward S. Robertson. Pretrial Conference set for 9/13/2012 09:00 AM in Des Moines - Room 455 - 4th Floor South before Magistrate Judge Celeste F. Bremer. Signed by Magistrate Judge Celeste F. Bremer on 9/7/2012. (pb,) Modified on 9/7/2012 (pb, to change date).</p> <p>1:12-cr-00028-RP-CFB-1 USA v. Deavers Pretrial Conference Des Moines - Room 455 - 4th Floor South Stephen P OMeara representing USA (Plaintiff) Chad Douglas Primmer representing Charles Allen Deavers (Defendant)</p> <p>● ORDER as to Charles Allen Deavers Pretrial Conference set for 9/13/2012 09:00 AM in Des Moines - Room 455 - 4th Floor South before Magistrate Judge Celeste F. Bremer.. Signed by Magistrate Judge Celeste F. Bremer on 9/7/2012.</p>
01:30 PM	<p>1:07-cr-00019-RP-CFB-1 USA v. Neal DEFENDANT TERMINATED on 07/16/2008 Revocation Superv Rls-FinalHrg Des Moines - Room 455 - 4th Floor South John E Beamer representing USA (Plaintiff) Timothy S Ross-Boon representing Gregory Norris Neal (Defendant [TI])</p> <p>● ORDER OF Temporary DETENTION and setting a revocation hearing as to Gregory Norris Neal Final Hearing re Revocation of Supervised Release set for 9/13/2012 01:30 PM in Des Moines - Room 455 - 4th Floor South before Senior Judge Harold D. Vietor.. Signed by Magistrate Judge Celeste F. Bremer on 9/7/2012.</p>

To see the docket sheet, simply click on the case number. To see the actual docket entry, click the grey ball. This will show a **Related Proceedings Report** displaying 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.

Related Proceedings Report

Case Number: [7-19 \(docket entries only\)](#)
TERMED

Filing Date # Docket Text

09/07/2012 [93](#) ORDER OF Temporary DETENTION and setting a revocation hearing as to Gregory Norris Neal Final Hearing re Revocation of Supervised Release set for 9/13/2012 01:30 PM in Des Moines - Room 455 - 4th Floor South before Senior Judge Harold D. Victor.. Signed by Magistrate Judge Celeste F. Bremer on 9/7/2012. (dv.)

Related Proceedings:

No Related Proceedings Found.

Calendar Text: RE: Doc #93;Order of Detention

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.

TIP: 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 Firefox, you may get this error.

REMEMBER: Firefox is the browser of choice. You will have fewer problems with Firefox!

APPENDIX A

SCANNING TIPS

- Use 300dpi minimum 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 13 MB per document. To check the file size, locate the file in Windows Explorer, right click on the file and select Properties.
- If a scanned document is larger than 13 MB, 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 having to re-scan the document.

APPENDIX B

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 the CM/ECF Help Desk at (515) 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 request is made by the attorney by calling the CM/ECF Help Desk at (515) 284-6388. 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 the CM/ECF Help Desk at (515) 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
- ◆ Objection to Presentence Investigation Report
- ◆ No Objection to Presentence Investigation Report

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. It will not be sealed. 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.

Restriction Levels on Specific Events - System Sealed Documents -

Document only Sealed - document viewable by court and attorneys of record only.

CJA23 Financial Affidavit - Criminal
CJA23 Financial Affidavit - Civil
Jury Challenge Sheet - Civil
Objection to Presentence Investigation Report
Order (Optional)
Order setting hearing on motion (Optional)
Peremptory Challenges
Plea Agreement Sealed
Presentence Investigation Report DRAFT
Presentence Investigation Report FINAL
Presentence Investigation Report REVISED FINAL
Reply to Response (Optional) - Criminal
Response in Opposition/Resistance (Optional) - Criminal
Response to Motion (Optional) - Criminal
Sealed Document - Criminal (Text reads SEALED DOCUMENT only)
Sealed Document - Civil (Text reads SEALED DOCUMENT only)

Document and Text Entry Sealed - document and text entry viewable by court and attorneys of record only.

Generates a Notice of Electronic Filing (NEF) with a notation that the NEF will not be sent and that manual service is necessary.

CJA 20 Authorization to Pay
CJA 21 Authorization to Pay
CJA 24 Authorization to Pay
CJA 30 Authorization to Pay
CJA 31 Authorization to Pay
Medical Report
Motion for Downward Departure and Order on motion
Motion for Medical Exam and Order on motion
Motion for Medical Treatment and Order on motion
Motion for Mental Exam and Order on motion
Motion for Mental/Psychiatric Treatment and Order on motion
Motion to Reduce Sentence and Order on motion
Motion to Seal Case
Motion to Seal Document
Motion to Suppress (optional) and Order on motion
Motion for Writ of Habeas Corpus ad Prosequendum and Order on motion
Order for Issuance of Warrant (optional)
Order on Motion for Leave to File Under Seal

Psychiatric Report
Response to Motion (Optional)
Sealed Motion and Order on Sealed Motion
Search/Seizure Warrant Issued
Search/Seizure Warrant Returned Executed
Search/Seizure Warrant Returned Unexecuted

Private Entries - document and entry viewable by COURT ONLY. Does not generate a Notice of Electronic Filing (NEF), manual service is necessary.

Arrest Warrant Issued
Arrest Warrant Issued for Offender Under Supervision
Bail/Bond Report (Court only)
Chambers Notes
Clerk Staff Notes
Ex Parte Filing and Ex Parte Order
In Camera Submission - Civil
Motion for Issuance of Subpoena and Order on motion
Motion for Pen Register and Order on motion
Motion for Revocation of Pre-Trial Release/Bond
Motion for Revocation of Probation
Motion for Revocation of Supervised Release
Motion for Warrant and Order on motion
Motion for Warrant or Summons for Offender Under Supervision and Order on motion
Motion for Writ of Habeas Corpus ad Testificandum and Order on motion
Order on In Camera submission - Civil
Sentencing Documents (Court only)
Summons Returned Unexecuted (Criminal)
Warrant of Arrest Returned Unexecuted
Warrant returned Unexecuted for Arrest of Material Witness
Writ of Habeas Corpus ad Testificandum returned Executed
Writ of Habeas Corpus ad Testificandum returned Unexecuted

CIVIL COVER SHEET

The JS 44 civil coversheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. (SEE INSTRUCTIONS ON NEXT PAGE OF THIS FORM.)

I. (a) PLAINTIFFS (b) County of Residence of First Listed Plaintiff _____ <i>(EXCEPT IN U.S. PLAINTIFF CASES)</i> (c) Attorneys <i>(Firm Name, Address, and Telephone Number)</i> _____	DEFENDANTS County of Residence of First Listed Defendant _____ <i>(IN U.S. PLAINTIFF CASES ONLY)</i> NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED. Attorneys <i>(If Known)</i> _____
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II. BASIS OF JURISDICTION <i>(Place an "X" in One Box Only)</i> <input type="checkbox"/> 1 U.S. Government Plaintiff <input type="checkbox"/> 2 U.S. Government Defendant <input type="checkbox"/> 3 Federal Question <i>(U.S. Government Not a Party)</i> <input type="checkbox"/> 4 Diversity <i>(Indicate Citizenship of Parties in Item III)</i>	III. CITIZENSHIP OF PRINCIPAL PARTIES <i>(Place an "X" in One Box for Plaintiff and One Box for Defendant)</i> <i>(For Diversity Cases Only)</i> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"></td> <td style="width:10%;">PTF</td> <td style="width:10%;">DEF</td> <td style="width:40%;"></td> <td style="width:10%;">PTF</td> <td style="width:10%;">DEF</td> </tr> <tr> <td>Citizen of This State</td> <td><input type="checkbox"/> 1</td> <td><input type="checkbox"/> 1</td> <td>Incorporated <i>or</i> Principal Place of Business In This State</td> <td><input type="checkbox"/> 4</td> <td><input type="checkbox"/> 4</td> </tr> <tr> <td>Citizen of Another State</td> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> 2</td> <td>Incorporated <i>and</i> Principal Place of Business In Another State</td> <td><input type="checkbox"/> 5</td> <td><input type="checkbox"/> 5</td> </tr> <tr> <td>Citizen or Subject of a Foreign Country</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 3</td> <td>Foreign Nation</td> <td><input type="checkbox"/> 6</td> <td><input type="checkbox"/> 6</td> </tr> </table>		PTF	DEF		PTF	DEF	Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated <i>or</i> Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4	Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated <i>and</i> Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5	Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6
	PTF	DEF		PTF	DEF																				
Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated <i>or</i> Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4																				
Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated <i>and</i> Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5																				
Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6																				

IV. NATURE OF SUIT <i>(Place an "X" in One Box Only)</i>					
CONTRACT	TORTS		FORFEITURE/PENALTY	BANKRUPTCY	OTHER STATUTES
<input type="checkbox"/> 110 Insurance <input type="checkbox"/> 120 Marine <input type="checkbox"/> 130 Miller Act <input type="checkbox"/> 140 Negotiable Instrument <input type="checkbox"/> 150 Recovery of Overpayment & Enforcement of Judgment <input type="checkbox"/> 151 Medicare Act <input type="checkbox"/> 152 Recovery of Defaulted Student Loans (Excl. Veterans) <input type="checkbox"/> 153 Recovery of Overpayment of Veteran's Benefits <input type="checkbox"/> 160 Stockholders' Suits <input type="checkbox"/> 190 Other Contract <input type="checkbox"/> 195 Contract Product Liability <input type="checkbox"/> 196 Franchise	PERSONAL INJURY <input type="checkbox"/> 310 Airplane <input type="checkbox"/> 315 Airplane Product Liability <input type="checkbox"/> 320 Assault, Libel & Slander <input type="checkbox"/> 330 Federal Employers' Liability <input type="checkbox"/> 340 Marine <input type="checkbox"/> 345 Marine Product Liability <input type="checkbox"/> 350 Motor Vehicle <input type="checkbox"/> 355 Motor Vehicle Product Liability <input type="checkbox"/> 360 Other Personal Injury <input type="checkbox"/> 362 Personal Injury - Med. Malpractice		<input type="checkbox"/> 625 Drug Related Seizure of Property 21 USC 881 <input type="checkbox"/> 690 Other LABOR <input type="checkbox"/> 710 Fair Labor Standards Act <input type="checkbox"/> 720 Labor/Mgmt. Relations <input type="checkbox"/> 740 Railway Labor Act <input type="checkbox"/> 751 Family and Medical Leave Act <input type="checkbox"/> 790 Other Labor Litigation <input type="checkbox"/> 791 Empl. Ret. Inc. Security Act IMMIGRATION <input type="checkbox"/> 462 Naturalization Application <input type="checkbox"/> 463 Habeas Corpus - Alien Detainee (Prisoner Petition) <input type="checkbox"/> 465 Other Immigration Actions	<input type="checkbox"/> 422 Appeal 28 USC 158 <input type="checkbox"/> 423 Withdrawal 28 USC 157 PROPERTY RIGHTS <input type="checkbox"/> 820 Copyrights <input type="checkbox"/> 830 Patent <input type="checkbox"/> 840 Trademark SOCIAL SECURITY <input type="checkbox"/> 861 HIA (1395ff) <input type="checkbox"/> 862 Black Lung (923) <input type="checkbox"/> 863 DIWC/DIWW (405(g)) <input type="checkbox"/> 864 SSID Title XVI <input type="checkbox"/> 865 RSI (405(g)) FEDERAL TAX SUITS <input type="checkbox"/> 870 Taxes (U.S. Plaintiff or Defendant) <input type="checkbox"/> 871 IRS—Third Party 26 USC 7609	<input type="checkbox"/> 375 False Claims Act <input type="checkbox"/> 400 State Reapportionment <input type="checkbox"/> 410 Antitrust <input type="checkbox"/> 430 Banks and Banking <input type="checkbox"/> 450 Commerce <input type="checkbox"/> 460 Deportation <input type="checkbox"/> 470 Racketeer Influenced and Corrupt Organizations <input type="checkbox"/> 480 Consumer Credit <input type="checkbox"/> 490 Cable/Sat TV <input type="checkbox"/> 850 Securities/Commodities/Exchange <input type="checkbox"/> 890 Other Statutory Actions <input type="checkbox"/> 891 Agricultural Acts <input type="checkbox"/> 893 Environmental Matters <input type="checkbox"/> 895 Freedom of Information Act <input type="checkbox"/> 896 Arbitration <input type="checkbox"/> 899 Administrative Procedure Act/Review or Appeal of Agency Decision <input type="checkbox"/> 950 Constitutionality of State Statutes
REAL PROPERTY	CIVIL RIGHTS	PRISONER PETITIONS			
<input type="checkbox"/> 210 Land Condemnation <input type="checkbox"/> 220 Foreclosure <input type="checkbox"/> 230 Rent Lease & Ejectment <input type="checkbox"/> 240 Torts to Land <input type="checkbox"/> 245 Tort Product Liability <input type="checkbox"/> 290 All Other Real Property	<input type="checkbox"/> 440 Other Civil Rights <input type="checkbox"/> 441 Voting <input type="checkbox"/> 442 Employment <input type="checkbox"/> 443 Housing/Accommodations <input type="checkbox"/> 445 Amer. w/Disabilities - Employment <input type="checkbox"/> 446 Amer. w/Disabilities - Other <input type="checkbox"/> 448 Education	<input type="checkbox"/> 510 Motions to Vacate Sentence Habeas Corpus: <input type="checkbox"/> 530 General <input type="checkbox"/> 535 Death Penalty <input type="checkbox"/> 540 Mandamus & Other <input type="checkbox"/> 550 Civil Rights <input type="checkbox"/> 555 Prison Condition <input type="checkbox"/> 560 Civil Detainee - Conditions of Confinement			

V. ORIGIN *(Place an "X" in One Box Only)*

<input type="checkbox"/> 1 Original Proceeding	<input type="checkbox"/> 2 Removed from State Court	<input type="checkbox"/> 3 Remanded from Appellate Court	<input type="checkbox"/> 4 Reinstated or Reopened	<input type="checkbox"/> 5 Transferred from another district <i>(specify)</i>	<input type="checkbox"/> 6 Multidistrict Litigation
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VI. CAUSE OF ACTION

Cite the U.S. Civil Statute under which you are filing *(Do not cite jurisdictional statutes unless diversity):* _____

Brief description of cause: _____

VII. REQUESTED IN COMPLAINT:

CHECK IF THIS IS A CLASS ACTION UNDER F.R.C.P. 23

DEMAND \$ _____

CHECK YES only if demanded in complaint:
JURY DEMAND: Yes No

VIII. RELATED CASE(S) IF ANY *(See instructions):*

JUDGE _____ DOCKET NUMBER _____

DATE _____ SIGNATURE OF ATTORNEY OF RECORD _____

FOR OFFICE USE ONLY

RECEIPT # _____ AMOUNT _____ APPLYING IFP _____ JUDGE _____ MAG. JUDGE _____

INSTRUCTIONS FOR ATTORNEYS COMPLETING CIVIL COVER SHEET FORM JS 44

Authority For Civil Cover Sheet

The JS 44 civil cover sheet and the information contained herein neither replaces nor supplements the filings and service of pleading or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. Consequently, a civil cover sheet is submitted to the Clerk of Court for each civil complaint filed. The attorney filing a case should complete the form as follows:

I. (a) Plaintiffs-Defendants. Enter names (last, first, middle initial) of plaintiff and defendant. If the plaintiff or defendant is a government agency, use only the full name or standard abbreviations. If the plaintiff or defendant is an official within a government agency, identify first the agency and then the official, giving both name and title.

(b) County of Residence. For each civil case filed, except U.S. plaintiff cases, enter the name of the county where the first listed plaintiff resides at the time of filing. In U.S. plaintiff cases, enter the name of the county in which the first listed defendant resides at the time of filing. (NOTE: In land condemnation cases, the county of residence of the "defendant" is the location of the tract of land involved.)

(c) Attorneys. Enter the firm name, address, telephone number, and attorney of record. If there are several attorneys, list them on an attachment, noting in this section "(see attachment)".

II. Jurisdiction. The basis of jurisdiction is set forth under Rule 8(a), F.R.C.P., which requires that jurisdictions be shown in pleadings. Place an "X" in one of the boxes. If there is more than one basis of jurisdiction, precedence is given in the order shown below.

United States plaintiff. (1) Jurisdiction based on 28 U.S.C. 1345 and 1348. Suits by agencies and officers of the United States are included here.

United States defendant. (2) When the plaintiff is suing the United States, its officers or agencies, place an "X" in this box.

Federal question. (3) This refers to suits under 28 U.S.C. 1331, where jurisdiction arises under the Constitution of the United States, an amendment to the Constitution, an act of Congress or a treaty of the United States. In cases where the U.S. is a party, the U.S. plaintiff or defendant code takes precedence, and box 1 or 2 should be marked.

Diversity of citizenship. (4) This refers to suits under 28 U.S.C. 1332, where parties are citizens of different states. When Box 4 is checked, the citizenship of the different parties must be checked. (See Section III below; federal question actions take precedence over diversity cases.)

III. Residence (citizenship) of Principal Parties. This section of the JS 44 is to be completed if diversity of citizenship was indicated above. Mark this section for each principal party.

IV. Nature of Suit. Place an "X" in the appropriate box. If the nature of suit cannot be determined, be sure the cause of action, in Section VI below, is sufficient to enable the deputy clerk or the statistical clerks in the Administrative Office to determine the nature of suit. If the cause fits more than one nature of suit, select the most definitive.

V. Origin. Place an "X" in one of the seven boxes.

Original Proceedings. (1) Cases which originate in the United States district courts.

Removed from State Court. (2) Proceedings initiated in state courts may be removed to the district courts under Title 28 U.S.C., Section 1441. When the petition for removal is granted, check this box.

Remanded from Appellate Court. (3) Check this box for cases remanded to the district court for further action. Use the date of remand as the filing date.

Reinstated or Reopened. (4) Check this box for cases reinstated or reopened in the district court. Use the reopening date as the filing date.

Transferred from Another District. (5) For cases transferred under Title 28 U.S.C. Section 1404(a). Do not use this for within district transfers or multidistrict litigation transfers.

Multidistrict Litigation. (6) Check this box when a multidistrict case is transferred into the district under authority of Title 28 U.S.C. Section 1407. When this box is checked, do not check (5) above.

Appeal to District Judge from Magistrate Judgment. (7) Check this box for an appeal from a magistrate judge's decision.

VI. Cause of Action. Report the civil statute directly related to the cause of action and give a brief description of the cause. **Do not cite jurisdictional statutes unless diversity.**

Example: U.S. Civil Statute: 47 USC 553
Brief Description: Unauthorized reception of cable service

VII. Requested in Complaint. Class Action. Place an "X" in this box if you are filing a class action under Rule 23, F.R.Cv.P.

Demand. In this space enter the dollar amount (in thousands of dollars) being demanded or indicate other demand such as a preliminary injunction.

Jury Demand. Check the appropriate box to indicate whether or not a jury is being demanded.

VIII. Related Cases. This section of the JS 44 is used to reference related pending cases, if any. If there are related pending cases, insert the docket numbers and the corresponding judge names for such cases.

Date and Attorney Signature. Date and sign the civil cover sheet.

Appendix D: Cause of Action Codes

Note: This is not a comprehensive list of cause of action codes for the judiciary. Each court maintains its own list and adds codes as needed. The list below is a compilation of cause of action codes that have been provided to the Statistics Division.

Code	Description
0	No cause code entered
02:0431	02:431 Fed. Election Commission: Failure Enforce Compliance
02:0437	02:437 Federal Election Commission
05:0075	05:75(2) Contract - Reduction in Grade
05:0551	05:551 Administrative Procedure Act
05:0552fi	05:552 Freedom of Information Act
05:0552pa	05:552 Right to Privacy Act
05:0554	05:0554 Constitutionality of Maritime Statutes
05:0701	05:0701 Maritime Subsidy Board
05:0702	05:702 Administrative Procedure Act
05:0704	05:704 Labor Litigation
05:7703	05:7703 Discrimination - Review of Agency Act
07:0006	7:6(b) Federal Commodity Exchange Regulation
07:0025	7:25 Fraud - Commodities Leverage Contracts
07:0181	07:181 Packers & Stockyard Act
07:0499	07:499 Agricultural Commodities Act
07:0601	07:601 USDA Condemnation
07:2321	07:2321 Plant Variety Protection Act
08:1105	8:1105(a) Aliens: Habeas Corpus to Release INS Detainee
08:1252	08:1252(a)(2) Injunction for Deportation
08:1260	08:1260 Aliens: Access to Records
08:1324	08:1324 Aliens: Complaint for Forfeiture
08:1329	08:1329 Writ of Mandamus to Adjudicate Visa Petition
08:1446	8:1446 Petition for Naturalization Hearing
09:0001	09:1 U.S. Arbitration Act
09:0009	9:9 Motion to Confirm Arbitration Loan
09:0010	09:0010 Petition to Vacate Arbitration Award
10:1552	10:1552 Armed Forces: Action to Correct Records
10:1553	10:1553 Armed Forces: FOIA General
10:2305	10:2305 Review of Federal Contract
11:0101	11:101 Bankruptcy
12:0022	12:22 Securities Fraud
12:0635	12:635 Breach of Insurance Contract
12:1461	12:1461 Homeowners Loan Act
12:1703	12:1703 Default of HUD Loan
12:1725	12:1725 Collection under Contract Guaranty
12:1730	12:1730 Collection under Contract Guaranty

12:1819	12:1819 Default of Promissory Note
12:1821	12:1821 Default of Loan by Promissory Note
12:1971	12:1971 Relief under Bank Holding Act
12:3410	12:3410 Right to Financial Privacy Act
15:0001	15:1 Antitrust Litigation
15:0002at	15:2 Antitrust Litigation
15:0002fl	15:2(a) Fair Labor Standards Act
15:0005	15:5(a) Fair Labor Standards Act
15:0015	15:15 Antitrust Litigation
15:0025	15:25 Clayton Act
15:0044	15:44 Trademark Infringement
15:0045	15:0045 Federal Trade Commission Act
15:0052	15:0052 Federal Trade Commission Act
15:0053	15:0053 Federal Trade Commission Act
15:0077	15:77 Securities Fraud
15:0078	15:78m(a) Securities Exchange Act
15:0631	15:631 Small Business Act
15:0717	15:717 Natural Gas Act
15:1051	15:1051 Trademark Infringement
15:1114	15:1114 Trademark Infringement
15:1121	15:1121 Trademark Infringement
15:1125	15:1125 Trademark Infringement (Lanham Act)
15:1126	15:1126 Patent Infringement
15:1127	15:1127 Trademark Infringement
15:1601	15:1601 Truth in Lending
15:1640	15:1640 Truth in Lending
15:1681	15:1681 Fair Credit Reporting Act
15:1692	15:1692 Fair Debt Collection Act
15:1938	15:1938 Fair Labor Standards Act
15:1981	15:1981 Fraud-Motor Vehicle (Odometer)
15:1988	15:1988 Fraud-Motor Vehicle (Odometer)
15:1989	15:1989 Fraud-Motor Vehicle (Odometer)
15:2301	15:2301 Magnuson-Moss Warranty Act
15:2801	15:2801 Petroleum Marketing Practices Act
15:53(b)	15:53(b) - Prelim & Perm Inj Relief & other Equitable Relief
16:0668	16:668 Bald Eagle Protection Act
16:0703	16:703 Migratory Bird Act
16:1538	16:1538 Endangered Species Act
16:3371	16:3371 Wildlife under the Lacey Act
16:3372	16:3372 Conservation: Complaint for Forfeiture
16:3373	16:3373 Appeal of Decision - DOI
16:3374	16:3374 Conservation: Complaint for Forfeiture
17:0101	17:101 Copyright Infringement
17:0501	17:501 Copyright Infringement
17:0504	17:504 Copyright Infringement
18:0241	18:241 Conspiracy Against Citizen Rights

18:1961	18:1961 Racketeering (RICO) Act
18:1962	18:1962 Racketeering (RICO) Act
18:1964	18:1964 Racketeering (RICO) Act
18:4208	18:4208(B) Agency Action Review
19:1305	19:1305 Custom Duties: Forfeiture-Immoral Articles
20:1080	20:1080 Student Loan Recovery
20:1400	20:1400 Civil Rights of Handicapped Child
20:1401	20:1401 Education: Handicapped Child Act
21:0841	21:841 Forfeiture Property-Drugs
21:0881	21:881 Forfeiture Property-Drugs
21:0881a	21:881 Forfeiture Property - Aircraft
21:0881re	21:881 Forfeiture Property - Real Estate
23:0134	23:134 P.I.- Auto Negligence
23:1441	23:1441 Contract Real Estate
24:1000	24:1000 Hospitals & Asylums: Withdrawal Liability
25:0640	25:640 Indian Tribal Rights
25:1901	25:1901 Indian Child Welfare Act
26:6212	26:6212 Injunctive Relief from IRS Lien
26:6213	26:6213 Injunctive Relief from IRS Lien
26:6502	26:6502 IRS: Enforcement of tax liens
26:6532	26:6532 IRS: Refund of Tax Penalty
26:6702	26:6702 IRS: Refund of Income Tax Penalty
26:6703	26:6703 IRS: Refund of Tax Penalty
26:7401	26:7401 IRS: Tax Liability
26:7402	26:7402 IRS: Petition to Enforce IRS Summons
26:7403	26:7403 Suit to Enforce Federal Tax Lien
26:7422rt	26:7422 IRS: Refund Taxes
26:7422rx	26:7422 IRS: Refund Excise Tax
26:7426	26:7426 IRS: Wrongful Levy for Taxes
26:7429	26:7429 IRS: Tax Jeopardy Assessment
26:7609	26:7609 IRS: Petition to Quash IRS Summons
27:0185	27:185 Enforcement of Arbitration Award
28:0157c	28:0157(c)(1) Findings, Concl. & Proposed Judgment
28:0157d	28:0157 Motion for Withdrawal of Reference
28:0158	28:0158 Notice of Appeal re Bankruptcy Matter (BAP)
28:0185	28:185 Suit to Compel Arbitration
28:0451	28:451 Employment Discrimination
28:0794	28:794 Rehabilitation Act
28:1001	28:1001 E.R.I.S.A.
28:1132	28:1132 E.R.I.S.A.
28:1330	28:1330 Breach of Contract
28:1331	28:1331 Fed. Question
28:1331al	28:1331 Fed. Question: Airline Crash
28:1331at	28:1331 Fed. Question: Anti-trust
28:1331au	28:1331 Fed. Question: Auto Negligence
28:1331b	28:1331 Federal Question: Bivens Act

28:1331bc	28:1331 Fed. Question: Breach of Contract
28:1331ca	28:1331 Fed Question: Fed Communications Act of 1934
28:1331cm	28:1331 Fed. Question: Interstate Commerce Act
28:1331cv	28:1331 Federal Question: Other Civil Rights
28:1331ed	28:1331 Fed. Question: Employment Discrimination
28:1331es	28:1331 Enforcement of Administrative Subpoena
28:1331fl	28:1331 Fed. Question: Fair Labor Standards
28:1331in	28:1331 Fed. Question: Insurance Contract
28:1331mm	28:1331 Fed. Question: Medical Malpractice
28:1331pi	28:1331 Fed. Question: Personal Injury
28:1331rd	28:1331 Fed. Question: Review Agency Decision
28:1331rp	28:1331(a) Fed. Question: Real Property
28:1331rr	28:1331 Fed. Question: Railway Labor Act
28:1331sv	28:1331 Fed. Question: Securities Violation
28:1331tr	28:1331 Fed. Question: Trademark
28:1331tt	28:1331 Fed. Question: Tort Action
28:1331v	28:1331 Fed. Question: Violation 5th & 8th Amendment
28:1331wl	28:1331 Federal Question: EPA Waste Lien
28:1331wt	28:1331 Fed. Question: Water Rights
28:1332ac	28:1332 Diversity-Account Receivable
28:1332al	28:1332 Diversity-Airline Crash
28:1332as	28:1332 Diversity-Asbestos Litigation
28:1332au	28:1332 Diversity-Auto Negligence
28:1332bc	28:1332 Diversity-Breach of Contract
28:1332co	28:1332 Diversity-Conversion
28:1332ct	28:1332 Diversity-(Citizenship)
28:1332det	28:1332 Diversity: Forcible Detainer
28:1332df	28:1332 Diversity-Contract Default
28:1332ds	28:1332 Diversity-Contract Dispute
28:1332ed	28:1332 Diversity-Employment Discrimination
28:1332fd	28:1332 Diversity-Breach of Fiduciary Duty
28:1332fr	28:1332 Diversity-Fraud
28:1332ia	28:1332 Diversity-Interpleader Action
28:1332ij	28:1332 Diversity-Injunctive & Declaratory Relief
28:1332in	28:1332 Diversity-Insurance Contract
28:1332jd	28:1332 Diversity-Declaratory Judgment
28:1332lb	28:1332 Diversity-Libel, Assault, Slander
28:1332lm	28:1332 Diversity - Legal Malpractice
28:1332ma	28:1332 Diversity-Miller Act
28:1332mm	28:1332 Diversity-Medical Malpractice
28:1332mv	28:1332 Diversity-Motor Vehicle Product Liability
28:1332ni	28:1332 Diversity-Negotiable Instrument
28:1332nm	28:1332 Diversity-Non-Motor Vehicle
28:1332oc	28:1332 Diversity-Other Contract
28:1332pd	28:1332 Diversity-Property Damage
28:1332pi	28:1332 Diversity-Personal Injury

28:1332pl	28:1332 Diversity-Product Liability
28:1332pr	28:1332 Diversity-Petition for Removal
28:1332qt	28:1332 Diversity-Petition to Quiet Title
28:1332ri	28:1332 Diversity-Racketeering (RICO) Act
28:1332sa	28:1332 - Diversity: Securities & Exchange Commission Act
28:1332sf	28:1332 - Diversity: Securities Fraud
28:1332ss	28:1332 Diversity - Stockholders Suits
28:1332tl	28:1332 Diversity-Torts to Land
28:1332tm	28:1332 Diversity-Tort/Motor Vehicle (P.I.)
28:1332tn	28:1332 Diversity-Tort/Non-Motor Vehicle
28:1332wd	28:1332 Diversity-Wrongful Death
28:1333	28:1333 Admiralty
28:1334	28:1334 Bankruptcy Appeal
28:1334c	28:1334(c) R&R re motions for abstention (non-core)
28:1335	28:1335 Interpleader Action
28:1337	28:1337 Sherman-Clayton Act
28:1338cp	28:1338 Copyright Infringement
28:1338pt	28:1338 Patent Infringement
28:1338tr	28:1338 Trademark Infringement
28:1340	28:1340 IRS: Custom Duties
28:1340er	28:1340 Recovery of Erroneous Refund
28:1341	28:1341 Complaint for Forfeiture
28:1343	28:1343 Violation of Civil Rights
28:1345co	28:1345 Replevin & Conversion
28:1345db	28:1345 Debt to US - FHA/HUD Title I
28:1345df	28:1345 Default of Promissory Note
28:1345er	28:1345 Recovery of Erroneous Refund
28:1345fc	28:1345 Foreclosure
28:1345ff	28:1345 Complaint for Forfeiture
28:1345hl	28:1345 VA Home Loan Guaranty Debt
28:1345mc	28:1345 Medical Care Recovery
28:1345mi	28:1345 Mining Claim Ejectment
28:1345pd	28:1345 Property Damage
28:1345pe	28:1345 Property Ejectment
28:1345rc	28:1345 Recovery of Debt to US
28:1345st	28:1345 Default of Student Loan
28:1345tp	28:1345 Trespass on Public Land
28:1345va	28:1345 Recovery of VA Overpayment
28:1346bc	28:1346 Breach of Contract
28:1346rc	28:1346 Recovery of IRS Tax
28:1346tc	28:1346 Tort Claim
28:1346wd	28:1346 Wrongful Death
28:1352	28:1352 Miller Act
28:1355	28:1355 Petition for Return of Property
28:1358	28:1358 Land Condemnation
28:1361	28:1361 Petition for Writ of Mandamus

28:1362ic	28:1362 Indian Tribal Controversy
28:1362iw	28:1362 Declaration re: Indian Tribal Water Rights
28:1364	28:1364 Auto Negligence
28:1391	28:1391 Personal Injury
28:1402	28:1402 Medical Malpractice
28:1407	28:1407 Airline Crash
28:1441ac	28:1441 Petition for Removal- Account Receivable
28:1441al	28:1441 Petition for Removal- Airline Crash
28:1441as	28:1441 Petition for Removal- Asbestos Litigation
28:1441au	28:1441 Petition for Removal- Auto Negligence
28:1441bc	28:1441 Petition for Removal- Breach of Contract
28:1441cv	28:1441 Petition for Removal- Civil Rights Act
28:1441df	28:1441 Petition for Removal- Contract Default
28:1441dj	28:1441 Petition for Removal- Declaratory Judgment
28:1441ds	28:1441 Petition for Removal- Contract Dispute
28:1441ed	28:1441 Petition for Removal - Employment Discrimination
28:1441fc	28:1441 Petition for Removal - Fair Credit Reporting Act
28:1441fr	28:1441 Petition for Removal- Fraud
28:1441ij	28:1441 Petition for Removal- Injunctive/Declaratory Relief
28:1441in	28:1441 Petition for Removal- Insurance Contract
28:1441int	28:1441 Petition for Removal- Action for Interpleader
28:1441lb	28:1441 Petition for Removal Libel, Assault, Slander
28:1441lm	28:1441 Petition for Removal- Labor/Mgmt. Relations
28:1441mm	28:1441 Petition for Removal- Medical Malpractice
28:1441ni	28:1441 Petition for Removal- Negotiable Instrument
28:1441nm	28:1441 Petition for Removal- Non-Motor Vehicle
28:1441oc	28:1441 Petition For Removal--Other Contract
28:1441pd	28:1441 Petition for Removal- Property Damage
28:1441pi	28:1441 Petition for Removal- Personal Injury
28:1441pl	28:1441 Petition for Removal- Product Liability
28:1441pr	28:1441 Petition for Removal
28:1441qt	28:1441 Petition for Removal- Petition to Quiet Title
28:1441ri	28:1441 Petition for Removal- Racketeering (RICO)
28:1441sa	28:1441 - Petition for Removal: SEC Act
28:1441sf	28:1441 - Petition for Removal: Securities Fraud
28:1441tl	28:1441 Petition for Removal- Torts to Land
28:1441tm	28:1441 Petition for Removal- Tort/Motor Vehicle (P.I.)
28:1441tn	28:1441 Petition for Removal- Tort/Non-Motor Vehicle
28:1441wd	28:1441 Petition for Removal- Wrongful Death
28:1442bc	28:1442 Petition for Removal- Breach of Contract
28:1442pr	28:1442 Petition for Removal
28:1443	28:1443(1) Rent, Lease & Ejectment
28:1444	28:1444 Petition for Removal- Foreclosure
28:1446in	28:1446 Breach of Contract- Insurance
28:1446pd	28:1446 Petition for Removal- Property Damage (P.I)
28:1446pi	28:1446 Petition for Removal- Personal Injury

28:1446pl	28:1446pl Petition for Removal - Product Liability
28:1446pr	28:1446 Petition for Removal
28:1452	28:1452 R&R re motions to remand (non-core)
28:1651	28:1651 Petition for Writ of Coram Nobis
28:1651hc	28:1651 Petition for Writ of Habeas Corpus
28:1651mn	28:1651 Petition for Writ of Mandamus
28:1983	28:1983 Civil Rights
28:2201	28:2201 Constitutionality of State Statute(s)
28:2201dj	28:2201 Declaratory Judgment
28:2201ij	28:2201 Injunction
28:2201in	28:2201 Declaratory Judgment (Insurance)
28:2241	28:2241 Petition for Writ of Habeas Corpus (federal)
28:2254	28:2254 Petition for Writ of Habeas Corpus (State)
28:2254se	28:2254 Ptn for Writ of H/C - Stay of Execution
28:2255	28:2255 Motion to Vacate / Correct Illegal Sentence
28:2271	28:2271 Federal Tort Claims Act
28:2345	28:2345 Medicare Recovery
28:2409	28:2409(a) Quiet Title Action
28:2410	28:2410 Quiet Title
28:2671	28:2671 Federal Tort Claims Act
28:2674	28:2674 Federal Tort Claims Act
28:7402	28:7402 Refund of Taxes
28:7422	28:7422 Appeal from Administrative Decision
29:0151	29:151 Labor: Review of Agency Action
29:0160	29:160(1) National Labor Relations Act
29:0184	29:184 Violation Collection Bargain Agreement
29:0185ep	29:185 Employee Pension Plan
29:0185lm	29:185 Labor/Mgt. Relations (Contracts)
29:0201do	29:201 Denial of Overtime Compensation
29:0201fl	29:201 Fair Labor Standards Act
29:0203	29:203 Equal Pay Act
29:0206	29:206 Collect Unpaid Wages
29:0401	29:0401 Labor Management Disclosure Act
29:0621	29:621 Job Discrimination (Age)
29:0623	29:623 Job Discrimination (Age)
29:0626	29:626 Job Discrimination (Age)
29:0633	29:633 Job Discrimination (Age)
29:0651	29:651 Occupational Safety/Health
29:0754	29:754 Discrimination
29:0791	29:791 Job Discrimination (Rehabilitation Act)
29:0794	29:0794 Job Discrimination (Handicap)
29:1001	29:1001 E.R.I.S.A.: Employee Retirement
29:1002	29:1002 E.R.I.S.A.: Employee Retirement
29:1104	29:1104 Recovery of Benefits to Employee
29:1109	29:1109 Breach of Fiduciary Duties
29:1131	29:1131 E.R.I.S.A - Collection of Delinquent Trust Funds

29:1132	29:1132 E.R.I.S.A.-Employee Benefits
29:1145	29:1145 E.R.I.S.A.
29:1149	29:1149 Recover Pension & Profit Sharing
29:1337	29:1337 E.R.I.S.A.
29:1362	29:1362 E.R.I.S.A
29:1381	29:1381 E.R.I.S.A.
29:1401	29:1401(b)(2) Appeal of Arbitration Award
29:1451	29:1451 E.R.I.S.A.
29:1801	29:1801 Farmworker Rights
29:790	29:790 Rehabilitation of Labor
30:0181	30:181 Environment: Review of Agency Action
30:0801	30:0801 Penalties/Federal Mine Safety Health Act
30:1201	30:1201 Environment: Review of Agency Action
30:1202	30:1202 Mining Reclamation Act
30:1276	30:1276 Interior: Review of Agency Action
31:3545	31:3545 Action to Recovery Money
31:3729	31:3729 False Claims Act
31:3731	31:3731 Fraud
33:1319cw	33:1319 Clean Water Act
33:1319pv	33:1319 Pollutants & Permit Violations
33:1365	33:1365 Environmental Matters
35:0145	35:145 Patent Infringement
35:0183	35:183 Patent Infringement
35:0271	35:271 Patent Infringement
38:1681	38:1681 Recovery of VA Overpayment
38:1686	38:1686 Recovery of VA Overpayment
38:1780	38:1780 Recovery of VA Overpayment
38:2011	38:2011 - Veteran's Readjustment Assistance Act of 1974
38:3116	38:3116 VA Overpayment
39:3005	39:3005 Detention of Mail for Temporary Periods
39:409	9:409 Postal Service
40:0258	40:258(a) Public Buildings & Property: Land Condemnation
40:0270	40:270 Miller Act
40:0875	40:875 Public Buildings & Property: Negligence
41:0251	41:251 Public Contracts-Review of Agency Action
41:1463	41:1463 Public Contracts: Unlawful Employment Practices
42:0205	42:205 Denial Social Security Benefits
42:0206	42:206 Social Security Benefits
42:0247	42:247 Personal Injury-Swine Flu
42:0402	42:402 Social Security Benefits
42:0405id	42:405 Review of HHS Decision (SSID)
42:0405wc	42:405 Review of HHS Decision (DIWC)
42:0405ww	42:405 Review of HHS Decision (DIWW)
42:0416	42:416 Denial of Social Security Benefits
42:0427	42:427 Social Security Benefits
42:1383	42:1383 Review of HHS Decision

42:1395	42:1395 HHS: Adverse Reimbursement Review
42:1396	42:1396 Tort Negligence
42:1471	42:1471 Declaratory & Injunctive Relief – Foreclosure Sale
42:1981cv	42:1981 Civil Rights
42:1981hs	42:1981 Housing Discrimination
42:1981jb	42:1981 Job Discrimination (Race)
42:1981sx	42:1981 Sex Discrimination
42:1983cv	42:1983 Civil Rights Act
42:1983ed	42:1983 Civil Rights (Employment Discrimination)
42:1983pr	42:1983 Prisoner Civil Rights
42:1986	42:1986 Neglect of Duty
42:2000ag	42:2000 Job Discrimination (Age)
42:2000e	42:2000e Job Discrimination (Employment)
42:2000pb	42:2000 Job Discrimination (Public Accommodations)
42:2000ra	42:2000 Job Discrimination (Race)
42:2000sx	42:2000 Job Discrimination (Sex)
42:2003	42:2003 Job Discrimination
42:2005	42:2005 Review of Agency Action-HHS
42:2651	42:2651 Medical Care Recovery
42:3601	42:405 Fair Housing Act
42:4000	42:4000 National Flood Insurance Act
42:4001	42:4001 National Insurance Flood Act
42:4053	42:4053 Breach of Insurance Contract
42:4072	42:4072 Payment of Flood Insurance Claim
42:4321	42:4321 Review of Agency Action-Environment
42:4332	42:4332 Environmental Policy - Coop of Agency Reports
42:6901en	42:6901 Environmental Cleanup Expenses
42:6901rs	42:6901 Resource & Recovery Act
42:7413	42:7413(b) Clean Air Act
42:7604cl	42:7604 Clear Air Act (Emission Standards)
42:7604ir	42:7604 Petition to Quash IRS Summons
42:9607	42:9607 Real Property Tort to Land
43:945	43:945 Compensation for Land Condemnation
43:945a	43:945a Complaint in Condemnation
43:946	43:946 Complaint in Condemnation - Eminent Domain
45:0051	45:51 Railways: Fed. Employer's Liability Act
45:0151	45:151 Railway Labor Act
45:0184	45:184 Action to Set Aside Award of a System Board
45:1395	45:1395 Railroads: Adverse Reimbursement Review
45:7457	45:7457 Compel Reclamation under Clear Air Act
46:0688	46:688 Jones Act
46:0741	46:741 Shipping
46:0761	46:761 Shipping: Damages for Death on High Seas
46:1101	46:1101 Violation of Maritime Regulations
46:1156	46:1156 Administrative Procedure Act
48:0883	48:883 Violation of US Coastal Law

48:1985	48:1985 Conspiracy/Deprivation Civil Rights
49:0081	49:81 Damaged Goods While Being Transported
49:0781	49:781 Forfeiture
49:11503	49:11503 Railroad Revitalization Regulatory Reform
49:11702	49:11702(a)(4) Violations of Interstate Commerce Act
49:1471	49:1471 Federal Aviation Act
49:1903	49:1903 Petition to enforce administrative summon
8:287	8:287 Petition to Enforce INS Subpoena
misc	Civil Miscellaneous Case

Appendix E: Nature of Suit Codes, Valid Jurisdiction Codes, and Case Weight Factors

Code	Description	Valid Jurisdiction Codes	2004 Case Weight Factor
110	Insurance	1,2,3,4,5	1.41
120	Marine Contract Actions	1,2,3,4,5	0.88
130	Miller Act	1,2,3	1.22
140	Negotiable Instruments	1,2,3,4,5	1.17
150	Overpayments & Enforcement of Judgments	1,2,3,4,5	0.10
151	Overpayments under the Medicare Act	1,2,3	0.10
152	Recovery of Defaulted Student Loans	1,2	0.10
153	Recovery of Overpayments of Vet Benefits	1,2	0.10
160	Stockholder's Suits	3,4,5	1.93
190	Other Contract Actions	1,2,3,4,5	1.22
195	Contract Product Liability	1,2,4,5	0.61
196	Franchise	1,2,3,4	1.22
210	Land Condemnation	1,2,3,4,5	0.76
220	Foreclosure	1,2,3,4,5	0.32
230	Rent, Lease, Ejectment	1,2,3,4,5	1.17
240	Torts to Land	1,2,3,4,5	1.17
245	Real Property Product Liability	1,2,3,4	0.61
290	Other Real Property Actions	1,2,3,4,5	1.17
310	Airplane Personal Injury	2,3,4,5	0.90
315	Airplane Product Liability	2,3,4	0.61
320	Assault, Libel, and Slander	2,3,4,5	1.47
330	Federal Employers' Liability	2,3	0.76
340	Marine Personal Injury	1,2,3,4,5	0.88
345	Marine - Product Liability	2,3,4	0.88
350	Motor Vehicle Personal Injury	1,2,3,4,5	0.90
355	Motor Vehicle Product Liability	2,3,4,5	0.61
360	Other Personal Injury	1,2,3,4,5	0.90
362	Medical Malpractice	2,4,5	1.40
365	Personal Injury -Product Liability	2,3,4,5	0.61
368	Asbestos Personal Injury - Prod.liab.	2,3,4,5	0.12
370	Other Fraud	1,2,3,4,5	1.70
371	Truth in Lending	1,2,3,4,5	1.17
380	Other Personal Property Damage	1,2,3,4,5	1.17
385	Property Damage -Product Liability	1,2,3,4	0.61

400	State Re-Appportionment	3	0.99
410	Antitrust	1,2,3	3.45
422	Bankruptcy Appeals Rule 28 USC 158	1,2,3	0.57
423	Bankruptcy Withdrawal 28 USC 157	1,2,3	0.74
430	Banks and Banking	1,2,3	1.17
440	Other Civil Rights	1,2,3,4	1.92
441	Civil Rights Voting	1,2,3,4	3.86
442	Civil Rights Employment	1,2,3,4	1.67
443	Civil Rights Accommodations	1,2,3,4	1.92
444	Civil Rights Welfare	1,2,3,4	1.92
445	Americans with Disabilities Act- Employment	1,2,3,4	1.67
446	Americans with Disabilities Act- Other	1,2,3,4	1.92
450	Interstate Commerce	1,2,3	0.84
460	Deportation	2,3	0.44
462	Naturalization, Petition For Hearing of Denial	2	0.99
463	Habeas Corpus - Alien Detainee	2	0.54
465	Other Immigration Actions	2	0.99
470	Civil (Rico)	1,3,4,5	4.78
480	Consumer Credit	1,2,3,4	0.99
490	Cable/ Satellite TV	1,2,3,4	0.99
510	Prisoner Petitions -Vacate Sentence	2	0.32
530	Prisoner Petitions -Habeas Corpus	2,3,5	0.54
535	Habeas Corpus: Death Penalty	2,3,5	12.89
540	Prisoner Petitions -Mandamus and Other	2,3,5	0.49
550	Prisoner -Civil Rights (U.S. not a defendant)	3	0.67
550	Prisoner -Civil Rights (U.S. defendant)	2	0.75
555	Prisoner - Prison Condition (U.S. not a defendant)	3,5	0.67
555	Prisoner - Prison Condition (U.S. defendant)	2	0.75
610	Forfeiture and Penalty: Agricultural Acts	1,2	0.42
620	Forfeiture and Penalty: Food and Drug Acts	1,2	0.42
625	Drug Related Seizure of Property	1,2	0.42
630	Liquor Laws	1,2	0.42
640	Forfeiture and Penalty: Railroad and Trucks	1,2	0.42
650	Airline Regulations	1,2	0.42
660	Occupational Safety/health	1,2	0.42
690	Other Forfeiture and Penalty Suits	1,2	0.42
710	Fair Labor Standards Act	1,2,3	1.02
720	Labor/management Relations Act	1,2,3	1.02
730	Labor/management Report & Disclosure	1,2,3	1.02
740	Railway Labor Act	1,2,3	1.02
790	Other Labor Litigation	1,2,3	1.02

791	Employee Retirement Income Security Act (ERISA)	1,2,3	0.84
810	Selective Service	2,3	0.99
820	Copyright	3	2.12
830	Patent	1,2,3	4.72
840	Trademark	1,3	2.12
850	Securities, Commodities, Exchange (Jurisdiction = 1)	1	2.08
850	Securities, Commodities, Exchange (Jurisdiction <>1)	2,3	1.93
861	Social Security: HIA (1395 ff)	2	0.63
862	Social Security: Black Lung (923)	1,2	0.63
863	Social Security: DIWC/DIWW (405(g))	1,2	0.63
864	Social Security: SSID Title XVI	2	0.63
865	Social Security: RSI (405(g))	2	0.63
870	Tax Suits	1,2,5	1.29
871	IRS 3rd Party Suits 26 USC 7609 (U.S. plaintiff)	1,2	1.29
875	Customer Challenge 12 USC 3410	2	0.99
890	Other Statutory Actions	1,2,3	0.99
891	Agricultural Acts	1,2,3	4.79
892	Economic Stabilization Act	1,2,3	0.99
893	Environmental Matters	1,2,3	4.79
894	Energy Allocation Act	1,2,3	4.79
895	Freedom of Information Act of 1974	2,3	3.06
900	Appeal of Fee Determination - Equal Access to Justice	2	0.99
950	Constitutionality of State Statutes	1,2,3,4,5	0.99

The following nature of suit codes are no longer used and are listed for informational purposes only.

Code	Old Description	Expiration Date	Old Case Weight Factor
860	Social Security	May 1987	0.63
910	Domestic Relations	Dec. 1996	0.99
920	Insanity	Dec. 1996	0.99
930	Probate	Dec. 1996	0.99
940	Substitute Trustee	Dec. 1996	0.99
990	Other	Dec. 2009	0.99
992	Local Jurisdictional	Dec. 1996	0.99
999	Appeal Miscellaneous	Dec. 2009	0.99

APPENDIX F

Party Name Standards Manual

**Instructions on how to properly add *Names*
and**

***Addresses* to the CM/ECF Database**

August 2012

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INTRODUCTION

Purpose: The ultimate goal regarding the entry of party names into the system is:

TO BE ABLE TO RETRIEVE NAMES IN A LOGICAL WAY.

Here are brief descriptions of each of the fields you will use when entering a party:

Last Name: This field is 200 characters long and is a required entry for every party.

First Name: This field is 20 characters and is used when appropriate.

Middle Name: This field is 15 characters and is used when appropriate.

Generation: This field is 5 characters and is used for the generation of the party, i.e., Jr., Sr., or I, II, III, IV, V, VI, etc.

Title: DO NOT USE.

NOTE: DO NOT ENTER ADDRESS INFORMATION FOR A PARTY THAT HAS AN ATTORNEY.

Office: Used for law firms, business names, etc.

Unit: Used for prisoner terms.

Address 1: Building Name (and Number)* or complete address and suite number.

Try to keep the entire address on the Address 1 line.

If you are unable to do this, finish putting the address on line Address 2.

Enter the following components on this line in this order (separated by a comma):

1st Address Number

2nd Pre-directional

3rd Street Name

4th Suffix (i.e., St., Rd., Dr., etc.)

5th Post-directional

6th Suite/Apartment/Floor Number (or the like)

Example: 1234 W Michigan St., NW, STE. 100

1st 2nd 3rd 4th 5th 6th

Common Address Abbreviations

Apartment	APT.		Extension	EXT.		Post Office	P.O.
Avenue	AVE.		Floor	FL.		Road	RD.
Branch	BR.		Highway	HWY.		Room	RM.
Building	BLDG.		Lane	LN.		Route	RTE.
Boulevard	BLVD.		Heights	HTS.		Rural Route	R.R.
Center	CTR.		North	N.		South	S.
Court	CT.		Northeast	NE.		Southeast	SE.
Creek	CR.		Northwest	NW.		Southwest	SW.
Department	DEPT.		Office	OFF.		Street	ST.
Drive	DR.		Parkway	PKWY.		Square	SQ.
East	E.		Place	PL.		Suite	STE.
Estate(s)	EST(S).		Plaza	PLZ.		West	W.

Address 2: Use this line as a continuation of Address line 1 if necessary.

Address 3: Do not use unless the address will not fit in Address lines 1 and 2. Sometimes this will not appear correctly on the docket.

City: Spell City names in their entirety (do not abbreviate).

State: See the Standard Abbreviations List for the two-letter abbreviation.

County: DO NOT USE.

Country: DO NOT USE . (Unless country is other than USA)

Phone: Enter using the following format Area Code (xxx-xxxx) (ex. 515-xxx-xxxx). Do not use parenthesis around the area code. (Do not enter prison phone numbers)

Fax: Same as above.

E-Mail: **DO NOT ADD AN EMAIL ADDRESS HERE!**

Pro Se Select "no" or "yes".

Role Select the appropriate role of the party. System defaults to defendant.

Party Text This field is used in addition to the last name field to add miscellaneous information about the party. For example, you may want to add information which is part of the case caption but is more of a description than part of the proper name. It contains an indefinite number of characters.

REMINDERS

- ✓ Prior to entering any name, ALWAYS do more than one search using wildcards (*) where appropriate.
- ✓ When adding a party name to the database, realize that others may one day be searching for this very name you are adding. This is why entering it in a way that makes it easy for them to find is so important to you. For example, do not enter a party name in upper and lower case letters (through CM/ECF) is not case sensitive or with parentheses around it.
- ✓ If you accidentally or incorrectly add a name to the database, please contact the local Clerk's Office to delete or edit it for you at:

Clerk's Office CM/ECF Help Desk (515) 284-6388.

1. INDIVIDUAL PARTY NAMES:

a. Party Entry

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Mr. and Mrs. Thomas Smart and Family. Members Whose Names are Currently Unknown	Smart	Thomas		Mr. and Family Members whose names are currently unknown
	Smart	Mrs.		
Sgt. James	James	Sgt.		
James S. Haviland, Warden of the Allen Correctional Institution, in his individual capacity.	Haviland	James	S.	In his individual capacity (Warden, Allen Corr.)

- Enter title in First Name Field ONLY when no first name is listed.

b. Infants/Minors

Document Caption	Last Name	First Name	Middle Name	Alias Role Type	Party Text (if Applicable)
JLP, by and through his guardian <i>ad litem</i> William P. McGuire	McGuire	William	P.	obo	Guardian ad litem on behalf of
(alias info)	JLP				

c. Hispanic Names: Males and Single Females

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Jesus Adolfo Villegas Navarro (First) (Middle) (Father's Sur) (Mother Maiden)	Villegas Navarro	Jesus	Adolfo	
Maria Isabel Aguirre Villegas (First) (Middle) (Father's Sur) (Mother Maiden)	Aguirre Villegas	Maria	Isabel	

- In the above example, the control name that the system will use to identify the male party is **VILLEGAS** and the control name for the female party is **AGUIRRE**.

d. Hispanic Names: Married Females

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Delores Villegas de Aguirre (First) (Maiden Name) (Husband's Sur)	Aguirre-Villegas de	Delores		

- For married women, the “de” in lower-case letters indicate that the woman is married to the man whose surname follows. This surname is the control name for this party. Consequently, for the example shown above, the control name is **AGUIRRE**. But since the woman’s maiden name and the word “de” are really an important part of the “last name” of this party, they follow the husband’s surname and are separated from it by a hyphen, to indicate that the order of the last names has been reversed.

2. Business Names

a. Party Entry

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
The Enrich Company	Enrich Company Inc.			
D.M.C Publishing	D.M.C. Publishing			

- Omit small words that precede business names, such as “The”, “A”, “An”, etc.

b. Businesses that are Internet Addresses

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Alloutdoors.com	Alloutdoors.COM			
HomePage.com	HomePage.com, Inc.			
www.thegrandwebsite.com	www.thegrandwebsite.com			
http://rosegarden.net	http://www.rosegarden.net			

- When entering business names that are internet addresses, please enter them exactly as appears on the document, including the periods (or dots as they are known in the computer world).

3. Cities/Counties/States/Federal

a. Party Entry

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
The City of Toledo	Toledo City of			
City of Stow	Stow City of			
Municipality of Greenville	Greenville Municipality of			
Township of Butler	Butler Township of			
Franklin County	Franklin County of			
James Haviland, Warden of Allentown Correctional Facility	Warden Allentown Correctional Facility			
State of Ohio	Ohio State of			
Jo Anne Barnhart, Commissioner of Social Security	Commissioner of Social Security			
United States of America, Internal Revenue Service	Department of Internal Revenue Service			

- When entering cities, counties, and states, be sure that THE NAME OF THE CITY/COUNTY/STATE IS THE FIRST WORD in the last name field to make searching and indexing consistent.
- Never enter the name of the Department Heads (Secretary/Commissioner/Warden) unless they are sued in their individual capacity.

b. Agencies that are Entities of Cities/Counties/States

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Department of Corrections, State of Iowa	Iowa Department of Corrections			
Board of Elections of Polk County	Polk County Board of Elections			

- When entering Agency names that are entities of the City/County/State, enter the name starting with the City/County/State.

4. Agency/Union Names

a. Party Entry

Document Caption	Last Name	First Name	Middle Name	Alias Type	Party Text (if applicable)
International Brotherhood of Electrical Workers Local Union No 212	International Brotherhood of Electrical Workers Local Union No 212				
Painters and Allied Trades District Council No. 12 Profit Sharing Annuity Plan, Trustees of the	Trustees of the Painters and Allied Trades District Council No 12 Profit Sharing Annuity Plan				
American Postal Workers Union and All Affiliated Locals	American Postal Workers Union and all Affiliated Locals				
Drexel J. Thrash, On Behalf of the Trustees of the Iowa Laborers' District Council-Iowa Contractors' Association Insurance Fund	Thrash	Drexel	J.	obo	On behalf of the Trustees

- When entering Agency/Union names, enter the official name as listed on the document
- If the Agency/Union refers to "Trustees" in the name, enter in the above format, making sure the word "Trustees" is always at the start of the name.
- Any party which refers to "All Affiliated Locals" or something similar to that should have that included in the title.

5. Property/Currency

a. Addresses

Document Caption	Last Name	First Name	Middle Name	Party Text
Real Property Located at 35692 West Island Drive, Des Moines, Iowa, Together with all Fixtures, Appurtenances, and Improvements	35692 West Island Drive, Des Moines, Iowa, Real Property Located at			Together with all Fixtures, Appurtenances, and Improvements
17.29 Acres of Land, More or Less, Situated in the County of Polk, State of Iowa	17.29 Acres of Land Situated in the County of Polk			

b. Modes of Transportation

Document Caption	Last Name	Party Text (if applicable)
One 1985 Buick Riviera, VIN #1G4A2574CE4	1985 Buick Riviera, VIN 1G4A2574CE4	
1979 Lamborghini Miura, VIN #32588765445, its tools, engine, and gold-plated bumpers	1979 Lamborghini Miura, VIN 32588765445	Its tools, engine, and gold plated bumpers
One 1979 27' Bayliner Boat and Trailer, VIN #BLBK34VS0279-9P	1979 Bayliner Boat and Trailer, 27 foot, VIN BLBK34VS0279-9P	

Do not use symbols such as # or ' or * when entering party names.

c. Currency

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Six Thousand Dollars in United States Currency	\$6,000 (Six Thousand Dollars) in United States Currency			
Savings Account #xxxx7878 located at National City Bank, in the Name of Chadwick T. Smith	Savings Account xxxx7878 Located at National City Bank			In the name of Chadwick T. Smith

6. Miscellaneous

a. Aliases

Document Caption	Last Name	First Name	Middle Name	Alias Role Type	Party Text (if applicable)
John Smith, doing business as Smith Industries	Smith	John		DbA	
(alias info)	Smith Industries				
Manuel "Manny" Valle	Valle	Manuel		Aka	
(alias info)	Valle	Manny			
Harriet Jones, Next friend of Stephen Jones	Jones	Harriet		obo	
(alias info)	Jones	Stephen			

b. Estates

Document Caption	Last Name	First Name	Middle Name	Alias Role Type	Party Text (if applicable)
The Estate of James P. Sentinel by Joseph Smith, as Executor of the Estate of James P. Sentinel	Smith	Joseph		obo	Executor of the Estate of
	Sentinel	James	P.		

- The Executor is put in as the First Party – You cannot add party text to an alias. Never add the deceased person as the main party.
- Executor and personal representative are terms that can be used interchangeably. Conservator is a person who has guardianship of a minor's estate.

c. John/Jane Does

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
John Doe 1-7	Doe	John		1-7

- As a John/Jane Doe is identified and added as a party, the party text needs to be modified as to the number of John/Jane Does remaining. When the last John/Jane Doe has been identified then the John/Jane Doe party should be deleted from the case.

d. Unknown Spouses, Unknown Tenants, Etc.

Document Caption	Last Name	First Name	Middle Name	Party Text (if applicable)
Unknown Spouse of Kenneth M. Keller, if any	Unknown Spouse of Kenneth M. Miller			If any
Unknown Tenants, if any, of the property located at 154 Westlake Drive, Des Moines, Iowa 50311	Unknown Tenants 154 Westlake Drive, Des Moines, Iowa 50311			If any, of the property located at

Always enter “Unknown” first in the last name field. Since the property or person is already entered as a party, there is no reason for an alias party entry.

ALIAS TYPES

agent: agent of	fdba: formerly doing business as	obo: on behalf of
aka: also known as	fka: formerly known business	other: other
cp: corporate parent	nee: born	rpi: real party in interest
dba: doing business as	nka: now known as	ta: trading as